Inventory Fundamentals - Lesson 3

Tools to Help you Inventory Everything
Email completed lesson and attachments to bte@costumeinventory.com

Name:

Email:

Date:

1) Look at the Costume Piece screen on Lesson 3 and list at least 4 functions you can do with this record.

2) If your principal or tech director asked how many costume pieces you had in the collection - what would you do? (This is after the entire collection had been inventoried.)

3) The Costume Piece record has two ways to record the size of a garment the Size field and the individual measurements fields.

For what type of garment would you use the "Size" field?

For what type of garment would you enter specific measurements?

Why is it important to know the size of a garment?

4) The database design diagram in Lesson 3 is hidden in the database - it is not something you would ever see or modify. It is important to know it exists so you recognize that there are many tables that store one type of data each.

The CostumePieces table holds the main information about the costume piece.

What are the other tables for?

Name 3 tables from the diagram and make a good guess at what data they store.

5. The Search feature is one of the best features of a database. Look at the search screen in Lesson 3.

How many different fields or criteria can you search on ?

On the Search Results screen there are 4 buttons at the top of the screen. These are Reports that can be viewed and printed. To the left of the buttons is a field that counts the number of items found.

If you were working in the costume shop and someone called to ask about black tank tops - what information could you give them from this search results screen? (Hint - look at the fields (columns) and see what data is there.)

6) Name the 3 types of record keeping methods discussed here.

Which one would you choose to inventory your theatre? Why?

Email this completed PDF file to bte@costumeinventory.com.