



Student Costume Listing Report

Last Modified on 11/03/2020 12:33 am EST

The **Student Costume Listing** report creates a list of costumes with student names. This report can be found under the *Reports (menu) > Find Reports > Costumes (left menu) > Costume Listing by Student* report.

- ★ Find all students without a girth measurement prior to auto-sizing costumes.
- ★ Verify all students marked as Do Not Order before sending in your costume order.
- ★ Ensure students are assigned the correct costumes ahead of ordering and posting costume fees.



Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!

Search Criteria

Use the Search Criteria to narrow down the results to see specific students and their assigned costumes.

Student Costume Listing

← RETURN

Search Criteria Favorites Save Favorites Refresh

Run Student Costume Listing using search criteria below.

Location EDU SUP Room

Session Summer 2020

Student Status

Class Status Active

Category1 Dance
Events
Gift Card Sales (Liability)
Gymnastics
Late Fees
Misc Revenue

Category2 Category3

Classes Ballet L1 - Mon 5pm
Ballet L1 - Tues 6pm [more less](#)

Instructor(s)

Vendor(s) Costume Gallery
DreamWhere

Approval Date From mm/dd/yyyy Through mm/dd/yyyy

Last Sized Date From mm/dd/yyyy Through mm/dd/yyyy

Has No Girth Sized ☒

Costume Gender

Size

Include Do Not Orders? ☐

The criteria will return all students enrolled in Dance - Ballet L1 Summer 2020 classes that have no girth sized entered.

Submit

Report Results

Student Costume Listing

← RETURN

Customize your report by showing or hiding columns of information.

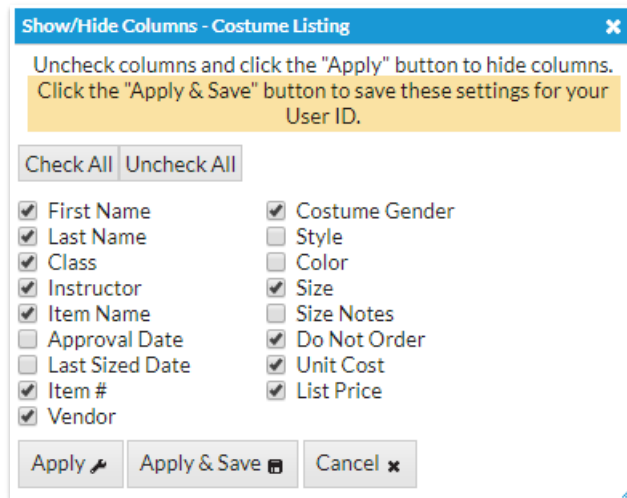
View 1 - 6 of 6 Print Export Refresh 5 columns hidden Show/Hide Columns Restore Columns

First Name	Last Name	Class	Instructor	Item Name	Item #	Vendor	Costume Gender	Size	Do Not Order	Unit Cost	List Price
Dani	Ager	Ballet L1 - Mon 5pm	Dianne H.	Leotard	1234-567	Costume Gallery	All		False	0.00	0.00
Gina	Evans	Ballet L1 - Mon 5pm	Dianne H.	Leotard	1234-567	Costume Gallery	All		False	0.00	0.00
Gina	Evans	Ballet L1 - Mon 5pm	Dianne H.	Tutu	1234	DreamWhere	Female		False	25.00	50.00
Tuesday	Reimer	Ballet L1 - Mon 5pm	Dianne H.	Leotard	1234-567	Costume Gallery	All		False	0.00	0.00
Tuesday	Reimer	Ballet L1 - Mon 5pm	Dianne H.	Tutu	1234	DreamWhere	Female		False	25.00	50.00
Jack	Uphill	Ballet L1 - Mon 5pm	Dianne H.	Leotard	1234-567	Costume Gallery	All		False	0.00	0.00



The gender listed on the Student Costume Listing Report refers to the gender assigned to the costume.

The **Show/Hide Columns** button allows you to customize your report by selecting which information to display.



Show/Hide Columns - Costume Listing

Uncheck columns and click the "Apply" button to hide columns.
Click the "Apply & Save" button to save these settings for your User ID.

<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Costume Gender
<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Style
<input checked="" type="checkbox"/> Class	<input type="checkbox"/> Color
<input checked="" type="checkbox"/> Instructor	<input checked="" type="checkbox"/> Size
<input checked="" type="checkbox"/> Item Name	<input type="checkbox"/> Size Notes
<input type="checkbox"/> Approval Date	<input checked="" type="checkbox"/> Do Not Order
<input type="checkbox"/> Last Sized Date	<input checked="" type="checkbox"/> Unit Cost
<input checked="" type="checkbox"/> Item #	<input checked="" type="checkbox"/> List Price
<input checked="" type="checkbox"/> Vendor	

- Select **Apply** to have these selections applied to only the report you are currently viewing.
- Select **Apply & Save** to have these selections applied and saved to your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.
- Use **Restore Columns** to view all available columns.



Use the [Student Costume Listing](#) report to create costume bag labels! See [Streamline Costume Distribution with Costume Bag Labels](#) for full details.