

Student Costume Listing Report

Last Modified on 11/03/2020 12:34 am EST

The **Student Costume Listing Report** creates a list of costumes with student names.

From the *Reports* menu > *Costumes*, select *Costumes Listing by Student*.

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

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

JET-Cheer
JET-Dance
JET-Dojo

Room

▼

Session

2019 Spring

▼

Student Status

▼

Class Status

Active

▼

Category1

Ballet
Birthday Party
Boys Gymnastics Team
Camp
Cheer

▼

Category2

▼

Category3

▼

Classes

Advanced Tumbling
Advanced Tumbling - Wednesday
Ballet 1 - Fri
Ballet 1 - Fri
Ballet 1 - Thurs

▼

[more](#) [less](#)

Instructor(s)

▼

Vendor(s)

Alison Vending
Curtain Call
GK Elite (& Under Armour)
Revolution Dancewear
Superior Cheer
Ten-0

▼

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 at the JET-Dance Location in the 2019 Spring Session that have no girth sized entered.

The Report Results

Student Costume Listing											
<div> ← RETURN </div> <div> <div>View 1 - 4 of 4</div> <div> Print Export Refresh 5 columns hidden Show/Hide Columns Save Columns Restore Columns </div> </div>											
First Name	Last Name	Class	Instructor	Item Name	Item #	Vendor	Costume Gender	Size	Do Not Order	Unit Cost	List Price
Elijah	Anderson	Ballet 1 - Fri	Amber S.	December Recital Costume			Both		False	0.00	0.00
Autumn	Boyd	Ballet 3	Sandi O.	Springtime Flowers		Curtain Call	Female		False	0.00	0.00
Samantha	Cooper	Ballet 2 - Friday	Sandi O.	Purple Sparkle Tutu	PST #357	Revolution Dancewear	Both		False	53.00	85.00
Elizabeth	Ramos	Ballet 3	Sandi O.	Springtime Flowers		Curtain Call	Female		False	0.00	0.00

Customize your report by showing or hiding columns of information.



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.

Check All Uncheck All

☒ First Name
☒ Last Name
☒ Class
☒ Instructor
☒ Item Name
☐ Approval Date
☐ Last Sized Date
☒ Item #
☒ Vendor

☒ Costume Gender
☐ Style
☐ Color
☒ Size
☐ Size Notes
☒ Do Not Order
☒ Unit Cost
☒ List Price

Apply Apply & Save Cancel

- 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.

