



# Costume Listing by Class Report

Last Modified on 04/29/2021 7:44 am EDT

The **Costume Listing** report is a great way to see costumes listed by class. You can access this report from the *Classes (menu) > Class Reports > Costume Listing by Class*

- ★ Check costume details before placing costume orders.
- ★ Verify costume deposit and list price amounts before posting costume fees.
- ★ Ensure that all classes have a costume assigned as you prepare for your performance.



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 the costumes you want to work with.

### Costume Listing

[← RETURN](#)

**Search Criteria** [Favorites](#) [Save Favorites](#) [Refresh](#) [?](#)

Run Costume Listing using search criteria below.

Location:   Room:

Approval Date From:  Through:

Session:

Status:

Category1:      Category2:  Category3:

Classes:    [more less](#)

Instructor(s):

Vendor(s):

Costume Gender:

This criteria selection will return all classes from both locations that are in the 2021 Session with a costume assigned.

## Report Results

## Costume Listing

← RETURN

Customize your report by showing/hiding columns of information.

View 1 - 4 of 4    Print    Export    Refresh    1 columns hidden    Show/Hide Columns    Restore Columns

Class	Instructor	Item Name	Catalog	Page #	Approval Date	Item #	Vendor	Chart	Costume Gender	Color	Qty	Deposit	Unit Cost	List Price
<a href="#">Ballet - Beg - F</a>	Ashley S.	Tiny Tutu	The Costume Place	18	9/1/2020	9897	Major Costume Company	Basic Sizes Chart	All	Pink	9	20.00	22.00	40.00
<a href="#">Ballet - Beg - F</a>	Ashley S.	Leotard	The Costume Place	66	9/1/2020	1234	Major Costume Company	Basic Sizes Chart	All	white	9	10.00	10.00	15.00
<a href="#">Ballet - Beg - Tue</a>	Hannah S.	Costume Placeholder	The Costume Place	8	3/14/2018	9897	Major Costume Company	Basic Sizes Chart	Both	Pink	6	50.00	0.00	0.00
<a href="#">Ballet - Beg - W</a>	Ashley S.	Costume Placeholder	The Costume Place	9	3/14/2018	34	Major Costume Company	Basic Sizes Chart	Both	white	4	50.00	0.00	0.00



The gender listed on the 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

<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Costume Gender
<input checked="" type="checkbox"/> Instructor	<input type="checkbox"/> Style
<input checked="" type="checkbox"/> Item Name	<input type="checkbox"/> Color
<input checked="" type="checkbox"/> Catalog	<input checked="" type="checkbox"/> Qty
<input checked="" type="checkbox"/> Page #	<input checked="" type="checkbox"/> Deposit
<input type="checkbox"/> Approval Date	<input type="checkbox"/> Unit Cost
<input checked="" type="checkbox"/> Item #	<input checked="" type="checkbox"/> List Price
<input checked="" type="checkbox"/> Vendor	
<input type="checkbox"/> Chart	

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 previously chosen columns of information. Other Users will see the columns they selected and saved, which may differ from yours.
- Use **Restore Columns** to view all available columns.