WELCOME TO THE COSTUMER, INC.'S WEB ORDER ENTRY SYSTEM!

If at any point while inputting your rental order online, you have questions
or wish to stop and place your order by mail or fax,
please feel free to do so.

Just contact us by phone or e-mail at

518 - 374 - 7442
THEATRE@THECOSTUMER.COM

This system is meant to be easy, flexible and fun -

if it ever makes your costuming with us more stressful, please let us know!

HAVE FUN!

SYSTEM REQUIREMENTS

First, a good internet connection. Dialup connections are not recommended, though please try if you also meet the next requirement.

Second, any computer capable of running at least 1 of the following web browsers (the application that takes you to web sites):

Firefox 2.0 or higher. Highly recommended! FREE download for Mac & PC: **http://www.mozilla.com.**
Safari 3.1 or higher. Moderately recommended. Available from Apple computer.
Internet Explorer NOT SUPPORTED. *See Firefox, above.*

FIRST THINGS FIRST

Your order cannot be completely processed without a signed and initialed Rental Contract Agreement.

This document was included in the plot packet attachment that came with your plot.
Please fill it out and fax it to the Theatre Department at 518-374-0087.

You will need your WebID and Password to log in to the system.

These were also included in the e-mail or letter that accompanied your plot.
If you no longer have these on file, please call The Costumer Theatre Department at 518-374-7442.

Our address for the web order system is:
http://96.236.16.211:8085/

SUGGESTIONS BEFORE YOU BEGIN

Review the measurement instructions included with your plot packet.

If you plan on inputting measurement information directly into the computer, then measure your actors in a quiet place near the computer. The system will help ensure accuracy and completeness. Or, have all of your measurements neatly printed on the measurement form before inputting it online.

Write the actors' names next to the apprioriate characters/costumes on the plot. The characters on the web system are listed in the same order as on the plot and testers found that having an actor's name near the costume he or she was assigned to receive helped speed the data entry process.

Have two people input the measurement information. It is faster to have one person read the information while a second person types the information.

Never hesitate to call us! This system is meant to improve your communication with The Costumer and vice versa. We want to talk to you and figure out the best way to make your show a success!

THE COSTUMER
phone: (518) 374-7442
www.TheCostumer.com
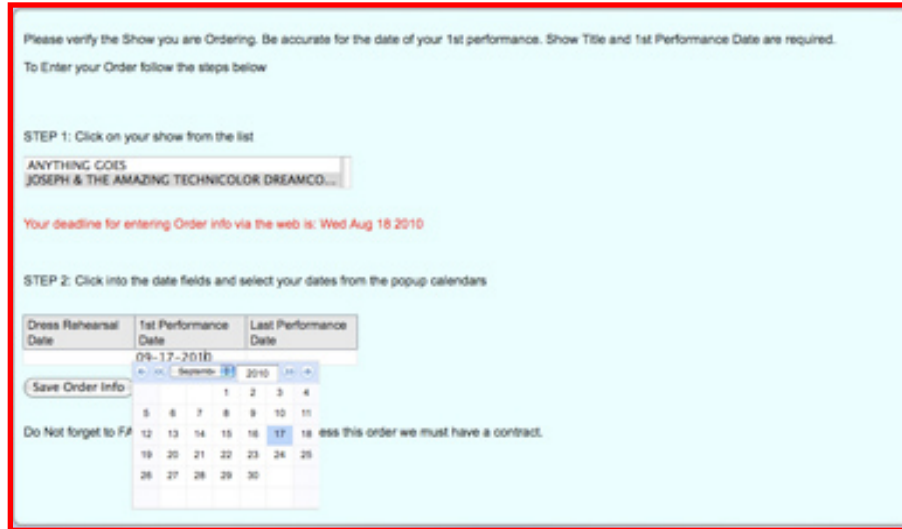
A. In your web browser, go to http://72.10.196.235:8085/ and provide your WebID and Password.

B. When you first log in, you will see an order entry area. Choose the appropriate show and provide the requested show date information. You will only need to do this once.

C. Click on the appropriate show. A new area will appear on the screen

D. Click on each date field to provide rehearsal and performance dates. A calendar will appear within each field when you click on it.

E. Click the "Save Order Info" button

Picture A

NOTE: After you have entered the show order, all of your future logins will bring you to a screen with four tabs (Picture A). Each tab contains a grid for data related to its title (e.g. the "Performer" tab contains name and measurement information for your actors). You will want to proceed with the web entry system in the order of the tabs, from left to right.

A. Click on the "Performer" tab

B. Click on the "Add Actors" button. A pop up screen will appear at the top of the page.

C. Enter your measurement data for every field. You can use the tab key on your keyboard to proceed to the next field. Do NOT use the return key as this will bring you back to the The Costumer's home page.

D. Once all of the measurments for an actor have been entered, click the "Save Actor Info" button at the bottom of the pop up window.

E. Once all of your actors have been entered, click the "Close" button at the bottom of the pop up window.

F. **To modify actor information**, double click on the actor's name you wish to change and a pop up screen will appear (Picture B). When you change the information you wish to, click the "Save Modified Actor Info" button.

G. **To delete an actor**, double click on the actor's name you wish to delete. In the pop up window, click the "Delete This Actor" button.

Picture B

NOTES: For actors with the same or similar names, please use an indentifying initial or complete last name. Please note that the accuracy of measurements is your responsibility. If you need help interpreting a measurement category, please call The Costumer. As per section 10 on the Rental Contract Agreement, some measurements will incur an additional fee for alterations. When these measurements are entered, the system will give you a pop up message. Please do not change measurements to avoid fees as this will only result in a costume that does not fit your actor. You will need to accept the non standard size message in order to proceed to the next measurement field.
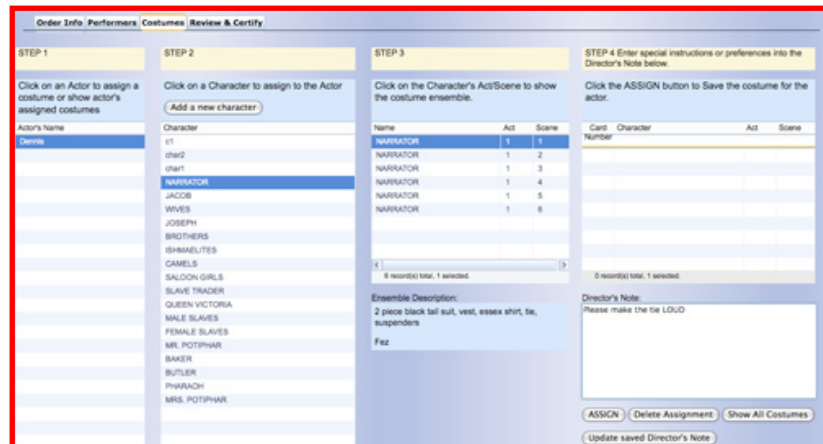
A. Click on the "Costumes" tab

B. Underneath Step 1, click on the actor's name for whom you are assigning a particular costume (you can only assign a costume to one actor at a time).

C. Underneath the Step 2 column, click on the name of the character. The grid in the Step 3 column will fill up with the avilable costumes arranged by act and scene for that character.

D. Click on the act/scene and the corresponding costume ensemble description will appear in the pale blue box at the bottom of the Step 3 column.

E. You can only select one act/scene costume at a time. Do not select act/scene costumes you do not wish to rent.

F. In the Director's Note box in the Step 4 column, enter any adjustments, additions or special instructions you have regarding that particular act/scene costume.

G. Click the "ASSIGN" button to save the act/scene costume you have selected.

H. **To add a character not on our preexisting plot**, hit the "Add A New Character" button in Step 2. A pop up entry area will appear where you can fill in the character's name, act, scene and appropriate costume description. (If your new character needs several costumes, then you will need to make a new character for every costume he/she is to receive.)

I. **To modify, delete or add a Director's Note on a costume you have already assigned**, click the "Show All Costumes" button in Step 4. Find the correct combination of character and act/scene costume and click on it. Make your changes in the Director's Note box. Click the "Save Updated Director's Note" button. A pop up screen will ask you to verify this change.

J. **To delete a costume assignment**, click on the "Show All Costumes" button in Step 4. Find the correct combination of character and act/scene costume and click on it. Click the "Delete Assignments" button.

4. REVIEW AND CERTIFY YOUR ORDER
(THE "REVIEW AND CERTIFY" TAB)

A. Once you have entered all of your actor and costume assignment information, click the "Review & Certify" tab.

B. To see a comprehensive list of your performers' measurements, click the "Get Actors' Measurements PDF" button. A PDF will automatically start downloading to your computer. You can view and print this document from your computer. (Printing directly from the grids in the web order system may not show you all of the information you need for review.) Certified measurements must meet the following conditions:

- All actors receiving costumes from The Costumer have been entered
- The entered measurements for each actor are accurate
- There are no duplicate entries

C. To see a comprehensive list of your costume assignments, click on the "Get Actors' Costume Assignments PDF" button. A PDF will automatically start downloading to your computer. Certified costume assignments must meet the following conditions:

- All actors receiving costumes from The Costumer have been assigned characters
- You have not left out or forgotten any act/scene costumes you wish to rent
- All Director's Notes relate to the act/scene costumes they are attached to
- No Director's Notes have been omitted
- There are no duplicate entries

D. Once you have reviewed the measurements and costume assignements and made any necessary changes, click BOTH of the certify buttons. Once you certify, The Costumer will know that your order is complete and ready to be filled. After certification, you will not be able to make changes to your rental order online.

E. If you need to make changes to your order after you have certified it or after your web deadline date has passed, don't worry. We understand that situations change and your rehearsal process requires flexibility from your costumer, so contact us at 518-374-7442 or theatre@thecostumer.com.

NOTE: If downloading the PDF documents doesn't work the first time, please try a couple of more times and, if it still does not work, then call The Costumer at 518-374-7442.