

Inventory Tracker

Quick-start & troubleshooting guide for your group's storage coordinator

This is one file that runs in your web browser and **works completely offline** — no internet needed at the storage unit. Everything you do saves automatically onto the device you're using. It starts empty so you can set it up for **your** group. The only ongoing habit to keep is to **export a backup now and then** (more on that at the end).

Opening it

- Double-tap the file (group-inventory-tracker.html). It opens in your browser, ready to go.
- Open it from a spot you can return to — a saved file or a bookmark. On an iPad, open it in Safari and tap Share → **Add to Home Screen** for an app-style icon.
- Keep the file in one place once you start. It saves to wherever the file lives, so moving or re-downloading it can look like your data “disappeared.”

First-time setup

1. Open the **Backup** tab. Under **Group settings**, tap **Set group name** (this appears in the header, on printed sheets, and on your published inventory page). Optionally set a **subtitle** line, such as your branch or a tagline.
2. Load your inventory. Two ways:
 - **Bulk add** (fastest): Inventory tab → **Bulk add**. Paste a list, one item per line, in this order:
Name, Quantity, Category, Shelf/Location, Note
Only the name is required. Quantity defaults to 1. Category can be typed as a name (e.g. Linens & Tablecloths) — anything unrecognized lands in Misc. Example line: Oval trays, 24, Serving Platters & Trays, Shelf 8, some chipped
 - **One at a time**: Inventory tab → **Item**, fill in the fields, Save.
3. Export a backup (Backup tab) once your list is in, so a copy exists off the device.

The tabs

- **Check-Outs** — start a new check-out and see what's currently loaned out.
- **Overview** — who has what right now, with a flag for anything overdue.
- **Inventory** — browse, search, edit, add, and bulk-add items. Toggle between By category and By bin.
- **Attention** — anything broken, missing, or needing a location check, built automatically.
- **History / Reports** — completed check-outs, and totals grouped by event.
- **Backup** — group settings, save/restore your data, publish the list to a website, and clear the inventory.

Check something out

1. On Check-Outs, tap New Check-Out.
2. Enter who's taking it (and an email or phone if you want to send them the list), the event, and the event start/end dates. The return-due date fills in automatically as 7 days after the event ends.
3. Search or browse and tap items to add them. Tap **All** to grab the full available count of an item at once.
4. Tap Save, then **Send list** to copy/email/text it, or **Print sheet** for a paper sign-out sheet with signature lines.

Check it back in

1. Open the check-out from the Check-Outs tab (open ones stay listed there).
2. As gear comes back, tap + on each item, tap **All** for a whole item, or **Mark all undamaged items returned** at the top.
3. If something came back broken or didn't come back, tap **Report damage or loss** and enter how many. Those come off the inventory total and land on the Attention list when you finish.
4. Tap **Complete check-in**. If anything is still unaccounted for, it tells you before closing.

Bins (optional)

Bins match how gear is physically stored. In **Inventory** → **By bin**:

1. Tap **New bin** and name it. Rename or delete with the pencil/trash icons; deleting keeps the items and moves them to Unbinned.
2. Sort items in using the **Move to...** menu on each item (or the Bin field in the item editor).
3. Tap **Check out this bin** to start a check-out preloaded with everything available in that bin; adjust or remove items before saving.
4. On check-in, items are grouped by bin with a **Return all** button per bin. The printable sheet also groups by bin with subtotals.

Printing & the website

- Printable sheets: a sign-out sheet (per check-out, grouped by bin), an overdue follow-up sheet (Overview tab), and an Attention worklist with an “Action taken” column (Attention tab). Each prints on paper or saves as a PDF.
- Website export (Backup tab): **Inventory page (HTML)** gives a tidy list to post or paste into a website’s Custom HTML block; **Inventory (CSV)** is for spreadsheets. Re-export whenever items change to refresh it.

Troubleshooting

If this happens...	...do this
The app opened empty, or my items are gone.	If you just started, it’s supposed to be empty — add your inventory (see First-time setup). Otherwise you’re likely looking at a different copy of the file, a different browser, or a Private/Incognito window. Reopen the exact file (or Home Screen icon) you’ve been using. If data is truly lost, use Backup → Import backup to restore your most recent backup.
A red “storage blocked” note shows at the top.	The browser isn’t letting the app save. Don’t use Private/Incognito browsing; open the file normally and allow site data. Until that’s fixed, nothing you enter will be saved.
Bulk add didn’t import a line, or put things in the wrong column.	Each line is Name, Quantity, Category, Shelf/Location, Note — in that order, separated by commas. If an item name or note contains a comma, wrap that field in “quotes.” A category it doesn’t recognize goes to Misc (you can fix it later by editing the item).
An item shows available but it’s actually out (or numbers look off).	Available = total minus whatever’s on open check-outs. Check the Check-Outs or Overview tab and confirm the loan is still open. If you closed it by accident, open the record and tap Re-open .
Something shows overdue / still out after it came back.	Finish the return: open the check-out, mark items back (or Return all), then tap Complete check-in . Until you complete it, the items count as still out.
I can’t delete an item.	If an item has ever been on a check-out, the app won’t delete it (that would break those records). If it’s gone, edit it: set the quantity to 0 and add a note like “retired” or “lost.” It’ll appear on the Attention list.
I can’t lower an item’s quantity.	You can’t set the total below the number currently checked out. Check those pieces back in first (or log them lost/damaged), then lower the total.
Clear all inventory won’t run, or asks me to close check-outs.	It’s blocked while anything is checked out, so records don’t lose their link. Complete or delete the open check-outs first. It also downloads a backup automatically before it runs, and keeps your bins and group name.
Import was refused, or nothing changed.	Import only accepts a backup file exported from this app, and it checks the file first, refusing anything malformed. Pick the .json backup (not the website HTML/CSV export). It shows a summary, asks you to confirm, and backs up your current data first.
A damaged item got repaired.	Open it in Inventory, raise the quantity back up, and clear the damage note. It drops off the Attention list.

If this happens...	...do this
Our group name / titles are wrong on the printouts.	Backup tab → Group settings → Set group name (and subtitle). It updates the header, printed sheets, and the published inventory page.
Moving to a new tablet or a new coordinator.	On the old device: Backup → Export backup . Send that file plus the app file. On the new device: open the app and use Import backup — it carries your settings, inventory, bins, and history.
Two devices got edited separately.	The app is one-device-at-a-time. Whichever device you exported last is the good copy — import it onto the other so they match, and avoid editing in two places at once.

The one golden rule: back up. Your records live only on this device. In the Backup tab, tap Export backup after any session where you changed things. That single file is your safety net — it can restore everything, or move it to another device.