Add Item

Inventory · https://docs.dacapoinventory.com/doc/add-item/

If you are trying to add one or two items to your inventory, this is the most efficient way to do it. If you are trying to add more than a few items, it may be beneficial to use the 'Upload Building Inventory' method of adding instruments.

To add an item, choose the Instrument Type and the Current Building.

Strongly Suggested: Serial Number, Case Number

Not Required: District ID (Barcode Number), Make, Model, Date Purchased, Replacement Cost, Vendor, PO Number, Notes

Vendor Owned Item

Some school districts borrow inventory from a local vendor and lend that *borrowed inventory* to their students. If you are trying to add a vendor owned instrument, be sure to click the 'Borrowed From Vendor' dropdown and select a vendor. If the vendor you'd like to select is missing from this list, your director of music will need to add the vendor to your district.

