Add/Modify Supplies

Supplies · https://docs.dacapoinventory.com/doc/add-modify-supplies/

Music related supplies such as Valve Oil, Rosin, Reeds, Pencils, etc. can be tracked and inventoried in Da Capo Inventory as of November, 2022.

Based on the category of the supply, it can be loaned to students, or simply the quantity of the supply can be recorded.

Consumable Supplies

Consumable Supplies are supplies that are not meant to be 'assigned' to a student. Perhaps you would like to keep track of how many #2 Bb Clarinet Reeds you have, or how many Violin A Strings you have in your inventory. Da Capo can help you to keep track of the quantities you have on-hand for each of these types of items.

Examples of consumable supplies may include:

- Bottles of Valve Oil
- Rosin
- Reeds
- Pencils
- Method Books (if you are simply giving one book to each student)

Loanable Supplies

Supplies designed to be loaned are handled a little differently than consumable supplies. Such items are added individually to the system, with the intention of being able to record which student was loaned Metronome #1, or Violin Bow #5. Barcode labels can be generated for these supplies, if you wish.

Examples of loanable supplies may include:

- Metronomes / Tuners
- Bows
- Loaned Method Books
- Shoulder Rests

Add New Supply

1. To add a new supply, choose whether you are adding a Consumable item or a Loanable item.
2. Choose whether this is a Band / Orchestra / GM-Chorus / Marching Band supply
3. Choose an item on the list that you'd like to add, or choose the top item on the list 'Add New Supply Item'
4. Choose which building the supply will reside in
5. Enter the quantity of this item.
    - For consumables, one line item will be added, showing that you have a quantity of 30 of the item (ie. reeds) on-hand
    - For loanable items, one line item will be added for each of the quantity that you enter. For example, if you have five metronomes that you intend to loan, enter 5 as the quantity, and five line items will be generated.
6. Enter custom details for the item that you are adding. You can enter any **Item Name** and/or **Detail** that you'd like. Here are some examples of how you may wish to organize your data.

Item Name	**Detail 1**	**Detail 2**	**Detail 3**
Metronome	Korg TM-60	Black	
Method Book	Standard of Excellence	Clarinet	Book 1
Method Book	Standard of Excellence	Flute	Book 1
Standard of Excellence Book 1	Flute		
Standard of Excellence Book 1	Clarinet		
Standard of Excellence Jazz Book 1	Alto Sax		
Violin String	E		

Violin String	A		

7. Enter the value of each of these items. This may be helpful during budget season.
8. Enter the website address of where you last purchased this item if you wish.
9. Date purchased
10. Enter any notes that you'd like to regarding this item