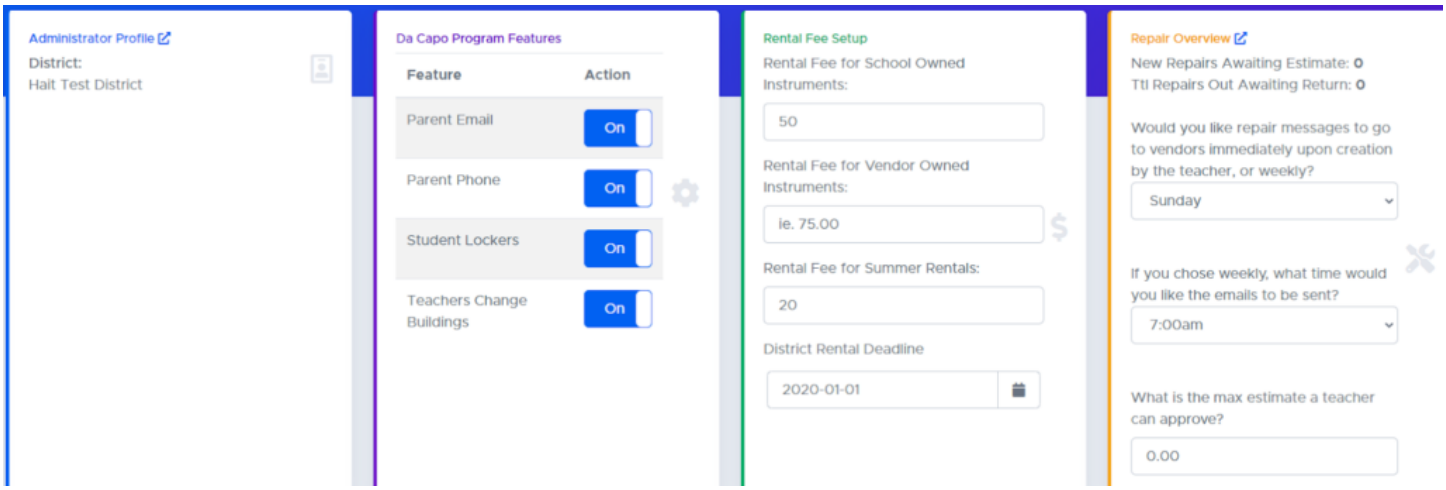
Dashboard Setup

What to do after your account has become activated? · https://docs.dacapoinventory.com/doc/dashboard-setup/

District Directors Only



1. Please verify that you have been set up for the correct School District
2. Please determine if you will allow your staff to use the Family Contact Features of Da Capo Inventory.“Teachers Change Buildings” – This feature allows a teacher to add and remove buildings ‘on the fly’. I recommend that you disable this feature once all teachers have begun using this program. Once a teacher is all set up in a building, and becomes comfortable with this software, he or she could change things – by mistake – in a colleague’s program. By disallowing the switching of buildings, mistakes will happen less frequently.
3. Determine what the Rental Fees will be for your district.
4. Determine if you would like Repair Emails to be delivered to the vendor every time a teacher creates a new repair – OR – on a particular day and time each week. I recommend that you set this date to be the day before your normal pickup, after the close of business. You can also set the max estimate a teacher can approve. NOTE: This feature does NOT communicate anything about approvals or disapprovals with the vendor. This feature is more of a logging function that is designed for use by Admins to keep track of repair costs. While admins can enter any dollar value for repair, teachers are limited to the dollar value that you set here.