District Fixed Asset Inventory

Department Leader Documentation · https://docs.dacapoinventory.com/doc/district-fixed-asset-inventory/

School districts often need to keep records of district-owned inventory that students do not use. These items might include choral risers, grand pianos, PA equipment, acoustic shells, and other similar equipment. This page allows you to document such items and note their current location within the district's buildings. You can also send items for repair following the standard Da Capo Inventory repair procedures.

Items listed on this page are not visible to teachers in your school district. Only "Directors of Music" have access to view these items when the KEY function is set to Director of Music. These items cannot be lent to students but can be transferred between buildings using the blue transfer arrow in the Actions Column.

To add items to your District Fixed Asset inventory:

1. Use the KEY function to switch over to Director of Music
2. Click "Inventory" then "Upload District Inventory
3. Notice the teal "Da Capo Inventory Instrument List" button near the top third of the screen and click it to see the items that are presently recognized by Da Capo Inventory. These "Fixed Asset" items are located at the top of this list.
4. Download the Inventory Excel Template and compile a list of the items that you wish to add to your Fixed Asset Inventory and complete the upload procedure, just as if you were uploading instruments to your inventory.
5. When entering data in the Building Column, you can either type in the name of the building where the asset is currently located (ie. High School), or you can type in "District Office" to notate that the item may be in a warehouse or other centralized storage location.
6. Note: All items that are tagged as District Fixed Asset Inventory will have "(District Fixed Asset)" following the item name. This means that the item will be tagged as a fixed asset in the system.
7. Feel free to reach out if you have any questions!