District Rental Activity and Transferred Instruments

Department Leader Documentation · https://docs.dacapoinventory.com/doc/district-rental-activity-and-transferred-instruments/

Two director inventory views: what is on loan across the district, and which instruments are no longer in their permanent building.

District Rental Activity

Inventory → District Rental Activity

- Browse loans by date, teacher, student, loan type, and instrument.
- Email selected teachers when you need a follow-up about returns or fees.

Transferred Instruments

Inventory → Transferred Instruments

- See instruments whose **current** building differs from their **permanent** building.
- Review whether the item is on loan and open transfer history when available.

Use these reports before summer moves and after building renovations so nothing “disappears” between schools.