Form Collection System

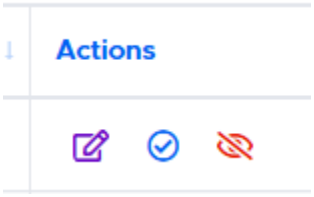
Communication · https://docs.dacapoinventory.com/doc/form-collection-system/

Da Capo Inventory includes a **Form Collection** feature that allows teachers to mark forms as received. While parents cannot upload completed forms directly, this tool provides a simple way to track—at a glance—which students have submitted required forms or handbooks, and which still owe them.

To use the function, please use the following steps:

Create a Form

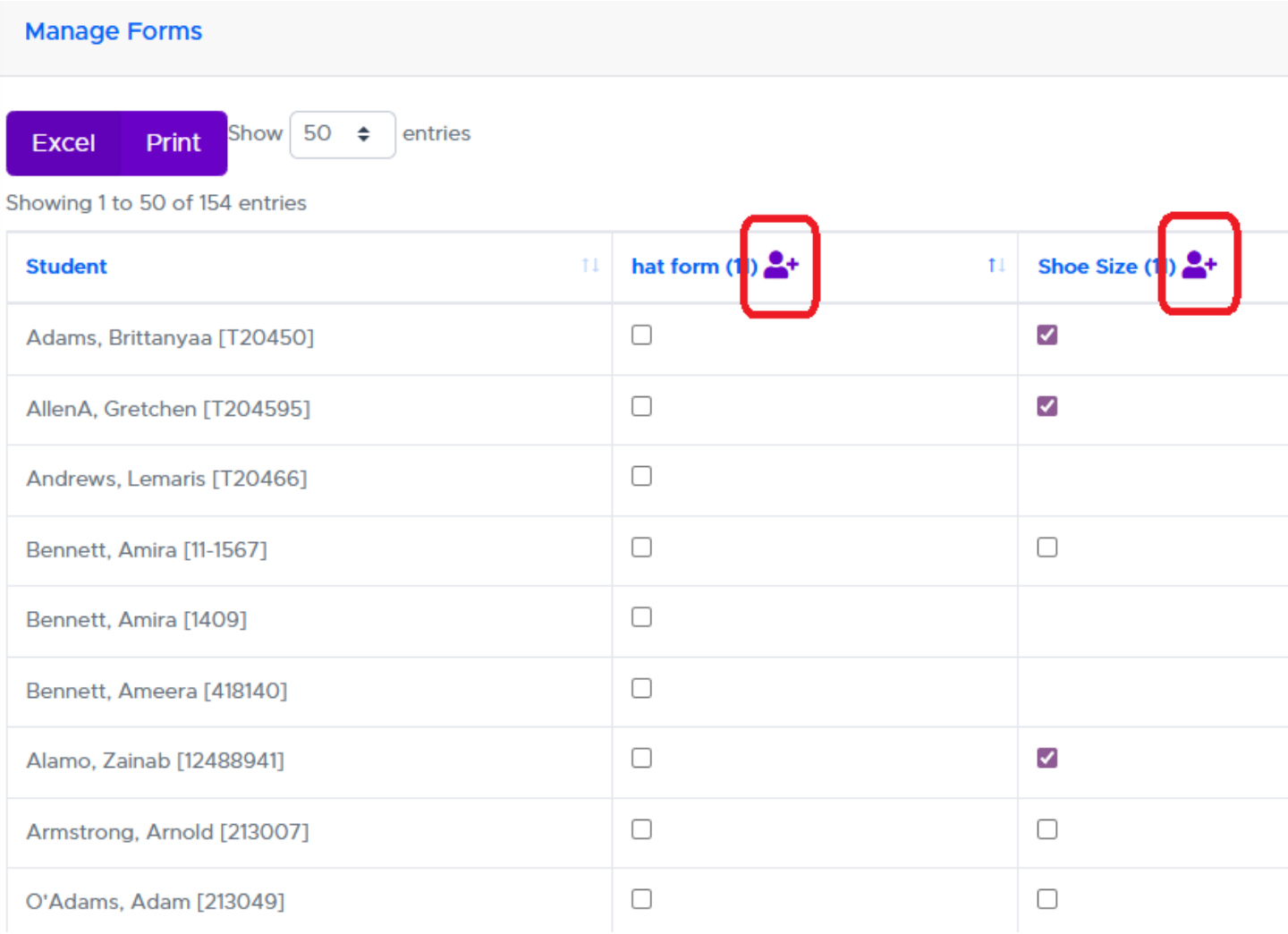
1. **Create a Form**
   - Enter the **Form Name** and **Due Date**.
   - Choose whether to make the blank form available for parents to download in the Parent Portal.
   - Upload a **PDF copy** of the blank form.
2. **Manage the Form**
   - At the bottom of the page, you will see several options:
     - **Edit** – Change the form's title or due date.
     - **Blue Check** – Open the *Collect Forms* page for that form.
     - **Hide** – Remove the form from your active list without deleting it.

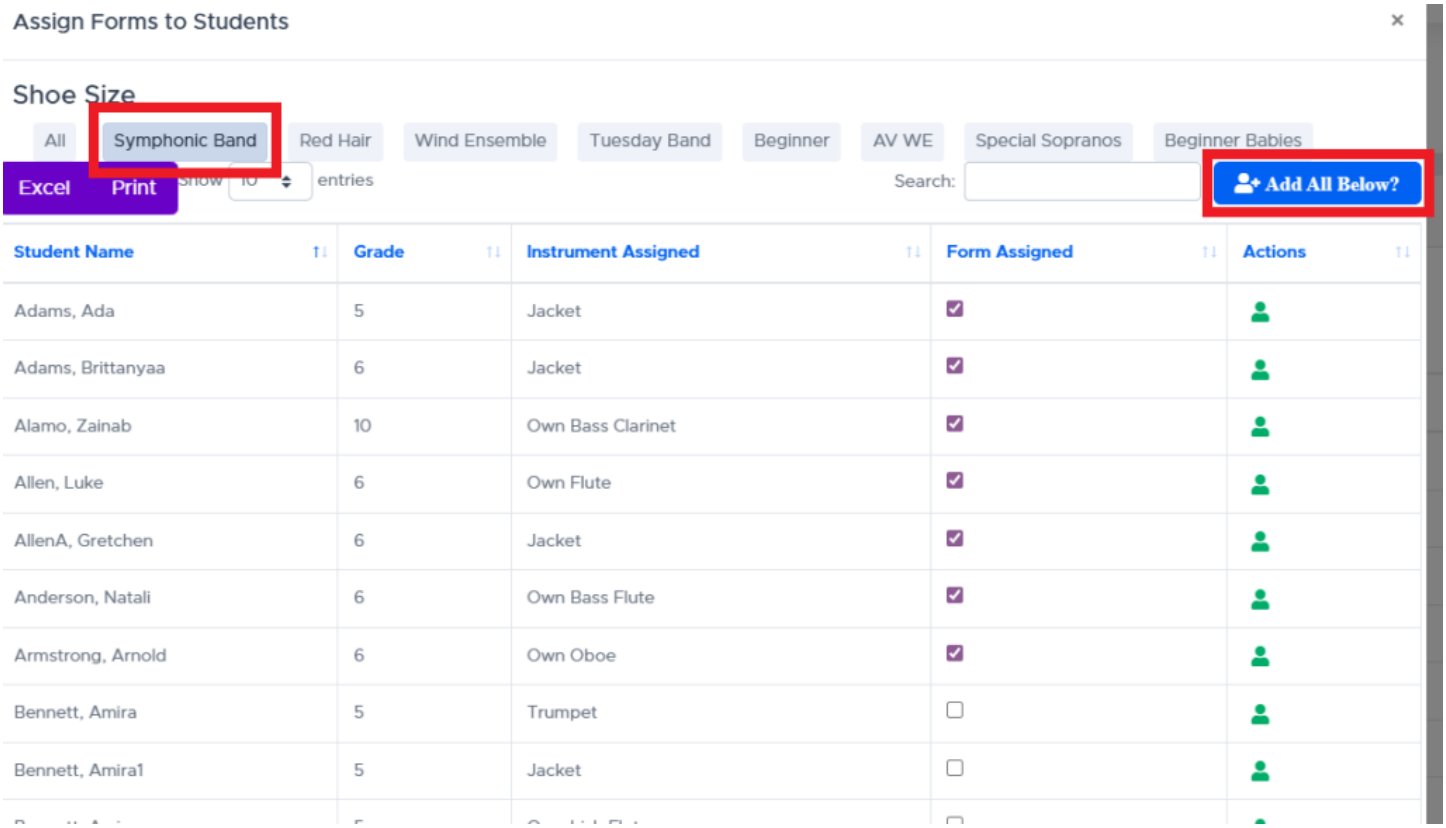


Assigning Forms to Students

Before you can collect a form, it must be assigned to students:

1. On the **Manage Forms** page, click the **purple “Student Plus” button**.
2. In the popup window, select individual students or use **“Add All Students Below”** to assign the form to all students in that group.
3. Close the popup (via the **Close button** or by clicking outside the window). The page will refresh, and the form will be assigned to the selected students.





Collect Forms

Once a form has been assigned, you can mark it as collected:

- **Manual Check-Off** – Use the checkboxes next to each student's name to mark forms as received.
- **Barcode Scanning** – If you attach student barcodes to forms before distribution, you can quickly scan them with a barcode scanner. This provides a fast, efficient way to update collection records.

Tip: Using barcodes is the quickest method for handling large groups of students.