Frequently Asked Questions including Delete

Initial Setup · https://docs.dacapoinventory.com/doc/frequently-asked-questions/

How do I delete instruments or students?

Students and instruments, generally speaking, cannot be deleted by teachers. All students and instruments have a history in the program. If you would like to not have a student on your list anymore, visit the Enrollment / Program Enrollment page and uncheck the students from your teaching discipline. If you would like an instrument removed from your inventory, there are two options.

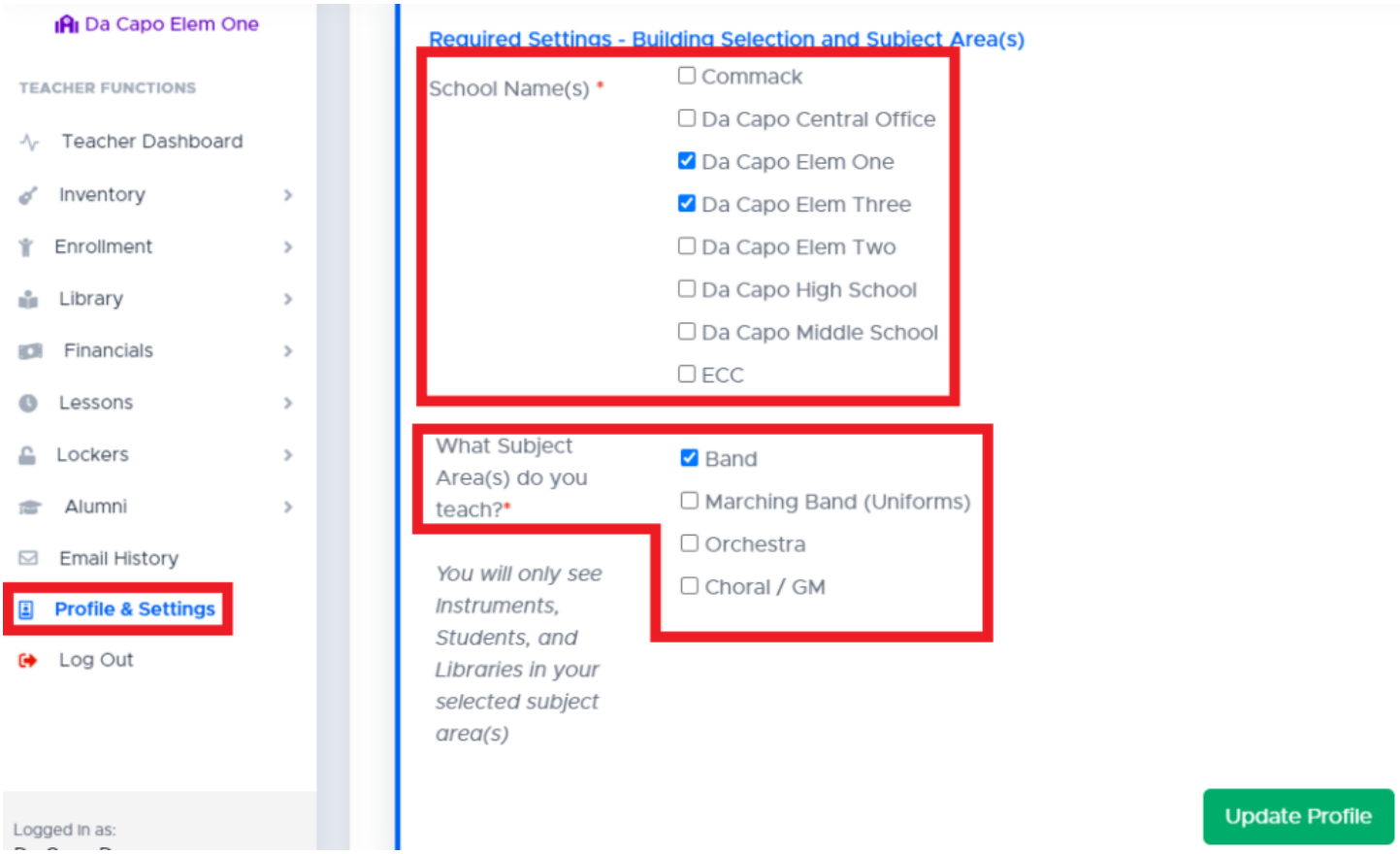
If the instrument is not repairable, please change the condition of the instrument to 'Obsolete'. Your director / chairperson / liaison will be able to permanently remove that instrument from your inventory

If the instrument was duplicated by mistake during your import process, you can ask your director / chairperson / liaison to delete the instrument.

Or, if MANY instruments were duplicated by mistake, you can reach out to Da Capo Support directly (CC your director please!) and we will take care of the duplicate items. Please provide as many details as possible in your first email to support.

How do I change buildings?

Teachers can switch between buildings at any time in Da Capo Inventory. **First**, ensure that you have checked off the buildings in which you teach on the User Profile page.



Next, click the Purple Building name at the top of the left main menu to switch to a different building within your school district.

