Import Instruments

Initial Setup · https://docs.dacapoinventory.com/doc/import-instruments/

Embedded media: https://www.youtube.com/embed/xvQPczmlYbg?feature=oembed

> Download the Excel File Template from the Upload Inventory page of DaCapoInventory.com
> Do not change the order of the columns in the Template. Do not delete row 1 or 2 of the template. Your data will begin on Row 3.

Import Template

1. Either type in your inventory assets by hand, or copy them over from any other data source that you might have.
   - District Bar Code Number **(Optional)** This number must be unique throughout your district. If your district has given you specific numbered labels, you should enter those numbers here. **Otherwise, you may leave this column blank**.
   - Instrument Name (Required) – The import function is rather forgiving. For example, if you type in Small Bass for all of the ¾ basses in your inventory, the system will allow you to choose ¾ bass or 4/4 bass. List of currently recognized instruments is below.
2. NOTE: The "Director of Music" upload template has a column for Building Name so multiple buildings can be uploaded at once. This building name must match (or closely resemble) the buildings from the list of buildings on your Director Dashboard.
3. Instrument Case Number (Recommended, Optional)
4. Serial Number (Recommended, Optional) – Must be unique among all items in your school district
5. Brand (ie. Bach, Gemeinhardt)
6. Model (ie. TR200s)
7. Date Purchased (9/1/2017 – OR Year Only – 2017)
8. Replacement Cost
9. Condition (Recommended, Optional) (**New, Excellent, Good, Fair, Poor, Obsolete**). Anything other than those six words will be ignored during the upload.
10. Year of Manufacture (Added August 2026)
11. Instrument Quality (Student, Intermediate, Professional). Anything other than those three words will be ignored during the upload.
12. Navigate to the Upload Inventory screen in Da Capo Inventory

13. Select ‘Choose File’ and choose the Excel file that you have been compiling. Click ‘Upload Excel File’. You will be shown a preview of a couple of columns of inventory data. If this data looks correct, click the ‘Step 2’ button to proceed to Step 2.
14. If there are no apparent errors, please choose a Building from the list of buildings and click the “Import Inventory to Da Capo” button. If there are any errors after this step, please read them carefully, as some inventory items may have to be manually added.
15. You may now view and manage your inventory through the various functions in Da Capo Inventory!

Instrument Names

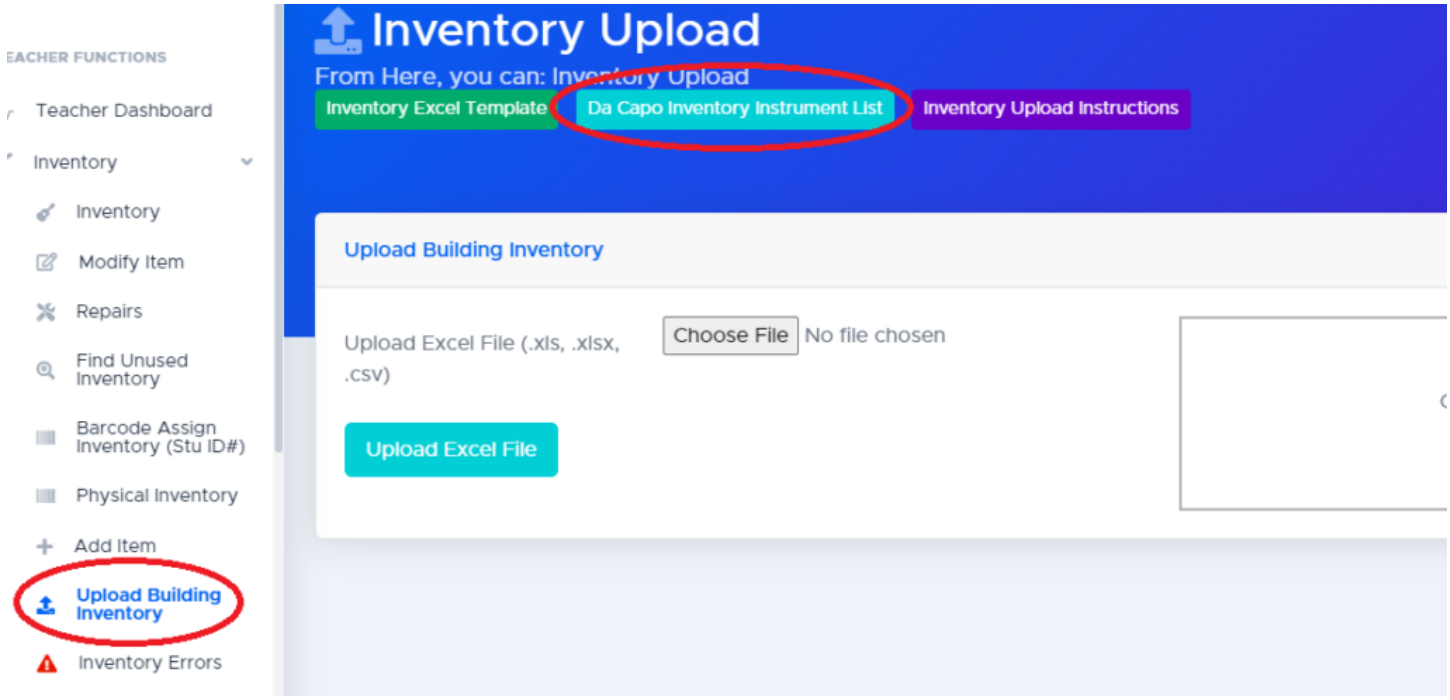
The instrument names that Da Capo Inventory uses is available on the website. However, you **do not** need to use those Exact Names in your uploaded file!

- For example, Da Capo uses: Alto Sax.
- If You call the instrument Eb Alto Saxophone, Da Capo will realize that and ask you to confirm the change to Alto Sax. Da Capo will then rename everything in your uploaded file to its own wording (Alto Sax).

- Another example: Da Capo uses Cello 4/4, Cello 3/4, Cello 1/2, Cello 1/4.
- If you upload a file that just calls instruments “Cello”, and you link your instrument to Da Capo’s Cello 4/4, ALL of your “Cello” instruments will be marked as Full Size Cellos.
- If some of your cellos are full size and some are smaller, you would have to mark them as such in your excel upload file. For example, call them “Cello Full” and “Cello Small” … or “Cello 4/4” and “Cello 3/4” in your uploaded file. That way when it comes time to Link Instruments, you can link Cello Full to Cello 4/4 and Cello Small to Cello 3/4.

For a list of “Currently Recognized Instruments” in Da Capo Inventory:

1. Click “Upload Inventory”
2. Click Da Capo Inventory Instrument List near the top of the page.



3. If you would like any instruments to be added to Da Capo Inventory, please click the Blue Button on that page to request an addition.