Import Library Materials

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

> Download the Excel File Template from the Library Import 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.

1. Either type in library materials into the spreadsheet by hand, or copy them over from any other data source that you might have.
2. Requirements:
    - Library Type [required] =
        - Band, Marching Band, Jazz Band,
        - Orchestra, Full Orchestra, String Orchestra,
        - Choral,
        - NYSSMA Trumpet, NYSSMA Trombone, NYSSMA Alto Sax
        - Or, any other category you wish. Limit of 30 characters.
    - District or Building ID Number [optional] = If you use a numbering system or Bar Codes for your library materials, you may enter that number here. Otherwise, Da Capo Inventory will generate an ID number.
    - Title (Required)
    - Composer
    - Arranger
    - Level in State Catalog (ie. NYSSMA Level 2 = 2) *This field holds 60 Characters
    - Notes
        - Recommend that you do not put performance dates in this column. After a piece is added to the library, you can enter performance date information. If you have a significant amount of performance date information, Da Capo Support can manually import that for you - after you

import your library.

- Missing Score,
- Difficult Clarinet Solo,
- Or anything else you'd like to remember or share with your colleagues

- Date Purchased (4/1/2019 – OR – Just the year – 2019)
- Perceived Difficulty *This field holds 20 characters
- Complete Set
- Is the piece in SmartMusic? Y or N
- Genre (March, Overture, Ballad, Pop, etc.)
- Voicing (SA, SSA, SAB, SATB, etc.)

3. Navigate to the Upload Library screen in Da Capo Inventory
4. 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 library data. If this data looks correct, click the 'Step 2' button to proceed to Step 2.
5. If there are no apparent errors, please choose a Building from the list of buildings and click the "Import Library to Da Capo" button. If there are any errors after this step, please read them carefully, as some library items may have to be manually added.
6. You may now view and manage your library items through the various functions in Da Capo Inventory!