Inventory Update and Reports

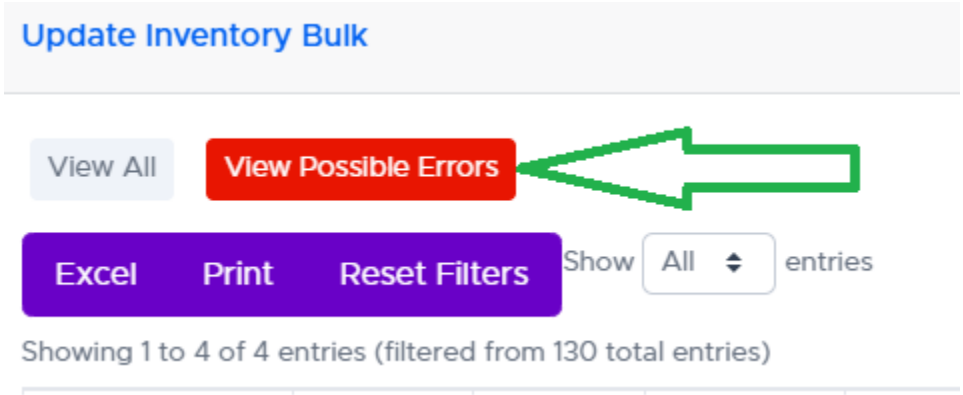
Inventory · https://docs.dacapoinventory.com/doc/inventory-errors-update/

This is a new page, April 29, 2024, which allows users to easily find 'errors' in their inventory and update certain pieces of information quickly and efficiently.

> While these may not be ‘errors’ per-se, it may be beneficial for your team to update these items and keep accurate records for your department. To modify these items, click the purple pencil button in the Actions column and update the condition of the instrument.
>
> If the item is in this list due to a duplicate serial number, it is possible that you mistakenly uploaded the instrument twice. That’s not a problem! Simply reach out to your department leader and ask them to delete the instrument. Teachers cannot delete instruments.

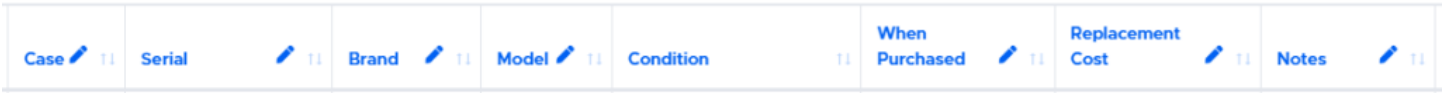
There are two ways to complete updates on this page.

First, you may wish to click the 'View Possible Errors' button. This will limit your page to missing or duplicate serial numbers and instruments that are missing a condition.



Update Information in the table

There are several columns which show a Pencil Icon including Case, Serial, Brand, Model, When Purchased, Replacement Cost, and Notes



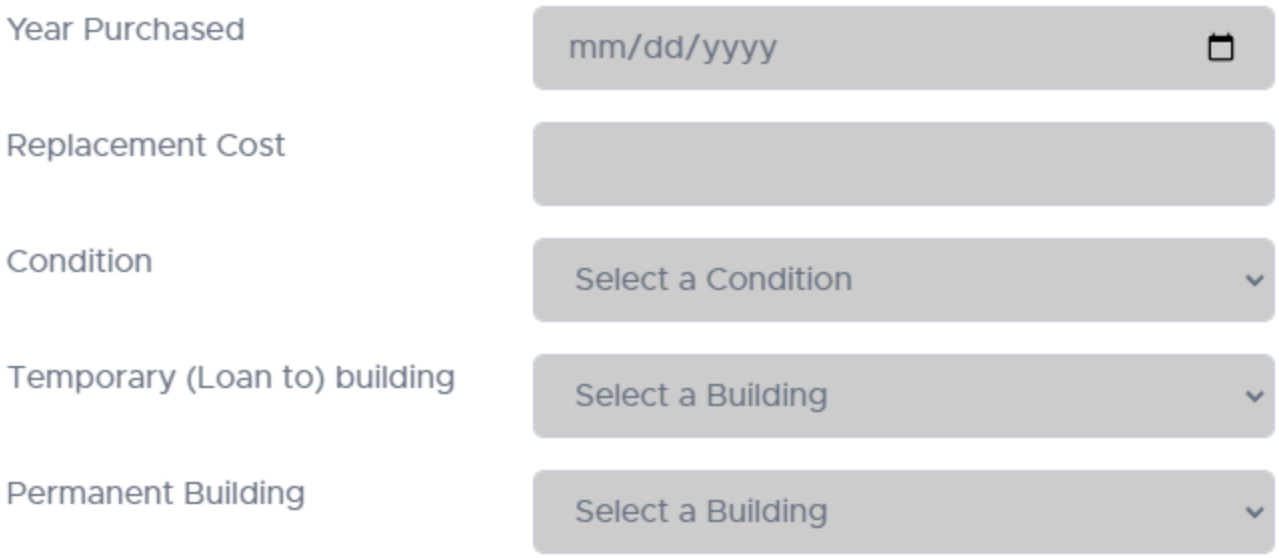
The pencil icon means that you can click in any of the cells of the table below and directly edit that data point. Edits update immediately.

Use the Bulk Update Feature

The Bulk Update Feature allows you to update certain data elements all at once. To use the feature:

1. Search for or Select the instruments that you'd like to update
    - Search for Trumpet to limit your list to all trumpets
    - Click the first trumpet you'd like to update, then SHIFT-Click the last trumpet to select all
    - OR - CTRL-Click a few of the trumpets
2. Then, click the blue edit button beside the search bar on the right
3. Then, choose which data you'd like to update for all of your selected instruments
4. IMPORTANT: Only the data you enter in the boxes will be changed. For example, if you only want to update the Year Purchased, and you enter a date in that field, none of the other data for that instrument will be modified.
5. Enter the confirmation field and click submit!

Users can update the Year Purchased, Replacement Cost, Condition, and Temporary Loan Building for groups of instruments. Directors of Music can update the Permanent Building of the instruments as well.



Depreciated Value and Useful Lifespan

This is a new feature developed in November 2024. Data in this table is based off an article "The Business Side of Teaching School Music", MAC: Tips for Success

- The column entitled "Depreciated Value" will only show data if the 'When Purchased' column has a date set AND if 'Replacement Cost' has a value.
- The column entitled "Useful Life" will only show data if the 'When Purchased' column has a date set. *This feature is currently only enabled for Band Instruments*

Exhibit 7 – Expected Life & Depreciation Estimates for Band Instruments

Instrument	Should Have an Average Life of	Should Have a Complete Overhaul Every
Flute	15 years	4 years
Oboe & Bassoon	15 years	5 years
Clarinet	10 years	4 years
Alto & Bass Clarinet	15 years	5 years
Saxophone	15 years	5 years
Cornet & Trumpet	10 years	10 years
French Horn	10 years	10 years
Trombone	10 years	10 years
Baritone	15 years	10 years
Tuba & Sousaphone	15 years	10 years
Drums	10 years	10 years

Depreciation Schedule

Year	Estimated Life of 10 Years	Estimated Life of 15 Years
1	20%	20%
2	15%	15%
3	12%	10%
4	10%	8%
5	10%	7%
6	8%	6%
7	8%	6%
8	6%	5%
9	6%	5%
10	5%	4%
11		4%
12		3%
13		3%
14		2%
15		2%

1. Longevity depends greatly upon the quality of the instruments when new. The better-made instruments will stand up and last over a longer period of time.

2. The amount of use and care students give the instruments will have a bearing on the length of usability.

3. Keeping the instrument in good condition through continual minor repairs and periodic overhauls will add to its longevity.