Manage and Assign Uniforms

Uniforms · https://docs.dacapoinventory.com/doc/manage-and-assign-uniforms/

Use Uniforms when your program tracks concert attire, marching pieces, robes, or other school-owned clothing the same way you track instruments.

Note: This menu appears only when uniforms are turned on for your district.

Where to go

In the left menu, open **Uniforms**.

See everything you have

1. Choose **Uniforms** to open your building's uniform list.
2. Filter by style or type when you need a smaller list.
3. Open a piece to review details, assignment, and history.

Add a uniform piece

1. Go to **Uniforms → Add Uniform Item**.
2. Choose the uniform type (required).
3. Add size, color, part, serial or ID, photo, and any notes that help next year's fitting.
4. Save.

Tip: Clear sizes and photos make August fittings much faster.

Assign a piece to a student

You can assign from the uniform list, from a student's record, or with one of the quick tools:

- **Uniform Quick Assign** — Grid of students with a column for each uniform type. Type the piece ID or serial in the cell and assign.

- **Barcode Assign Uniforms (Stu ID#)** — Enter or scan the student ID, then the uniform ID. Great for fitting nights.

If a piece is already on loan, the system will tell you so you don’t double-assign it.

Return a piece

1. Find the assigned uniform.
2. Record the return and update condition if needed.
3. For a large same-day return (for example after a concert), higher-access users can use bulk quick-return when available — follow the on-screen confirmation carefully.

Print labels and contracts

From the uniforms list you can print barcodes/labels and rental contracts (if your district uses contracts for uniforms). Customize contract wording with the Uniform Contract Editor if your director has set that up.

Bulk upload

Starting with a spreadsheet? Use **Uniforms → Upload Building Uniforms**, then assign pieces to students.

Quick checklist for fitting night

1. Have student ID barcodes or a printed roster ready.
2. Use Barcode Assign or Uniform Quick Assign.
3. Print contracts or assignment lists before families leave.
4. Note alterations or missing pieces while it’s fresh.