Manage Districtwide Vendor Inventory

Inventory · https://docs.dacapoinventory.com/doc/manage-districtwide-vendor-inventory/

When your district works with vendor-owned instruments, directors can manage that inventory from a dedicated districtwide vendor inventory screen.

Where to go

From **District Inventory Overview**, open **Manage Districtwide Vendor Inventory** when that button appears (your district must have vendor inventory).

What you can do

- Browse vendor instruments across buildings.
- Assign or quick-return pieces following the same care you use for school-owned inventory.
- Send an item back to the vendor when it should leave district circulation.
- Adjust label / print preferences for this view when offered.

Tips

- Confirm vendor vs school ownership before promising a long-term loan to a family.
- Record returns carefully so history shows the instrument went back to the vendor.

School-owned inventory is still managed from the regular District Inventory and building Inventory tools.