Manage Supplies

Supplies · https://docs.dacapoinventory.com/doc/manage-supplies/

Managing Your Supplies

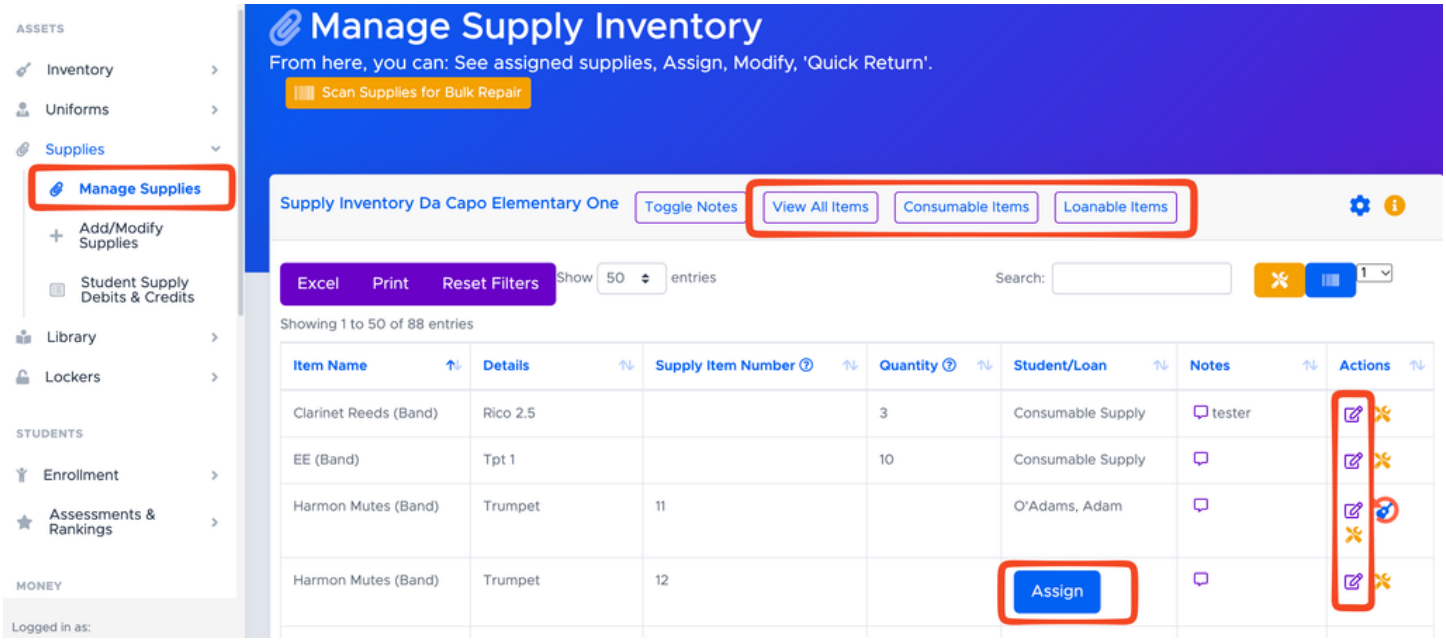
This page shows a list of all supplies (both consumable and loanable) for your program in your building. If you are an orchestra teacher, you will see all supplies tagged as Orchestra supplies (strings, rock stops, shoulder rests, etc.). If you are a band teacher, you will see all supplies tagged as Band supplies (valve oil, neck straps, lyres, etc.)

While you certainly don't need to keep track of every supply you have, it may be beneficial to keep track of how many method books or reeds you have.

As far as loanable supplies are concerned, I find it helpful to assign Metronomes or Tuners (snark) to students.

The top of this page has buttons which will allow you to view either a list of consumable supplies, loanable supplies, or all items. You can also search for an item and assign an item - similar to the way instruments are assigned to students elsewhere in the program.

The actions column allows you to edit the details of an item or send the item to repair if needed.



Repairing Supplies

For any damaged and loanable repairable supplies (like violin bows or music stands), you can send the supplies out to repair using the yellow Repair button in the actions column.

- For bulk repairs you can select one or more rows from the table using the mouse and either your CTRL-key or your SHIFT-key, OR by clicking the '**Scan Supplies for Bulk Repair**'