Marking Instruments Obsolete

Inventory · https://docs.dacapoinventory.com/doc/marking-instruments-obsolete/

Teachers - Marking Instruments Obsolete

The best way to delete instruments, or otherwise remove inventory items from your building is to mark them obsolete. Once an instrument is marked obsolete, your department leader can follow your district's procedures and have the instrument removed from inventory.

The video below shows two methods of marking instruments obsolete.

1. The first method is to edit the instrument (Click the purple edit icon in the Actions column), and change the condition of the instrument to Obsolete. You can also type any notes about the instrument on this screen.
2. The second method is to go to the "Inventory Update and Errors" page (New in 2024!) and either SHIFT-Click or CTRL-Click a few instruments that will be marked as obsolete. Then, click the large blue edit button beside the search bar on the right. From there, change the Condition to Obsolete, and confirm that you are updating X instruments to the new condition. Once you click "Update", those few instruments will be marked as obsolete.

Embedded media: https://www.youtube.com/embed/ZFzr-ZRh0pg?feature=oembed

Department Leaders - Removing Obsolete Instruments

When a teacher marks an instrument as obsolete, it automatically appears on the **Obsolete Instruments** report, accessible to Directors of Music via the **Inventory → Obsolete Instruments** page. Here, you can review a list of obsolete instruments along with relevant details, and you will have the option to **permanently delete** an instrument from your inventory.

Important: Deleting an instrument will remove it entirely from the active inventory database. However, key historical information is retained for future reference.

Information Retained After Deletion

The following data points are preserved even after the instrument is deleted:

- **Date Deleted:** The exact date and time the instrument was removed.
- **Deleted By:** The name of the department leader who performed the deletion.
- **Instrument Details:** Including instrument type, District ID#, serial number, and case number.
- **Notes:** Any notes you enter during the deletion process.
- **Borrowing History:** A list of all students who previously borrowed the instrument.
- **Repair History:** A record of all repairs the instrument received.

This ensures that you always have access to a complete historical record, even as your active inventory remains up to date.

Deleted Instrument History

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Date Deleted	Who Deleted	Instrument	District ID #	Serial Number	Case Number	Notes	Rentals	Repairs
2023-07-11 15:33:16	Music Director Demoo	Flute	A20272	S1042835e	MO-43	really deleted	Seymour Rogers, 2022-02-08 15:51:05, Returned, Obsolete Seymour Rogers, 2021-09-24 06:28:11, Borrowed, Obsolete	Ticket 1-60, 2022-03-29, Flute Case:MO-43, Da Capo Elem One - Da Capo Demo, test, Repair Complete
2023-07-26 16:20:40	Music Director Demoo	Flute Gemeinhardt	HE53	G40663	1992-04	stolen		
2023-08-31 15:18:34	Music Director Demoo	Flute Gemeinhardt 2SP	HE51	G42816	1992-01	stolen		
2023-12-01 15:10:05	Music Director Demoo	Piccolo Armstrong 55	HE86	3534780	35	boe		
2025-02-12 16:27:42	Music Director Demoo	Flute Gemeinhardt 2sp	45678998	20274	99	boe approved feb 12	Mile Bennett, 2024-12-30 11:16:13, Returned, Good Mile Bennett, 2024-06-10 12:34:32, Borrowed, Fair Mile Bennett, 2024-06-10 12:34:32, Returned, Fair Mile Bennett, 2024-05-30	Ticket 1-226, 2024-10-30, Flute Case:99, Da Capo Elementary One - Da Capo Demo, type Pads, Springs, Bent keys, Please and thank you! , Repair Complete Ticket 1-203, 2024-07-24, Flute Case:99, Da Capo Elementary One - Da Capo Demo, Springs, Notes do not speak, Bent keys, Please and thank you! type, Repair Complete Ticket 1-186, 2024-05-14, Flute Case:99, Da Capo Elementary One - Da Capo