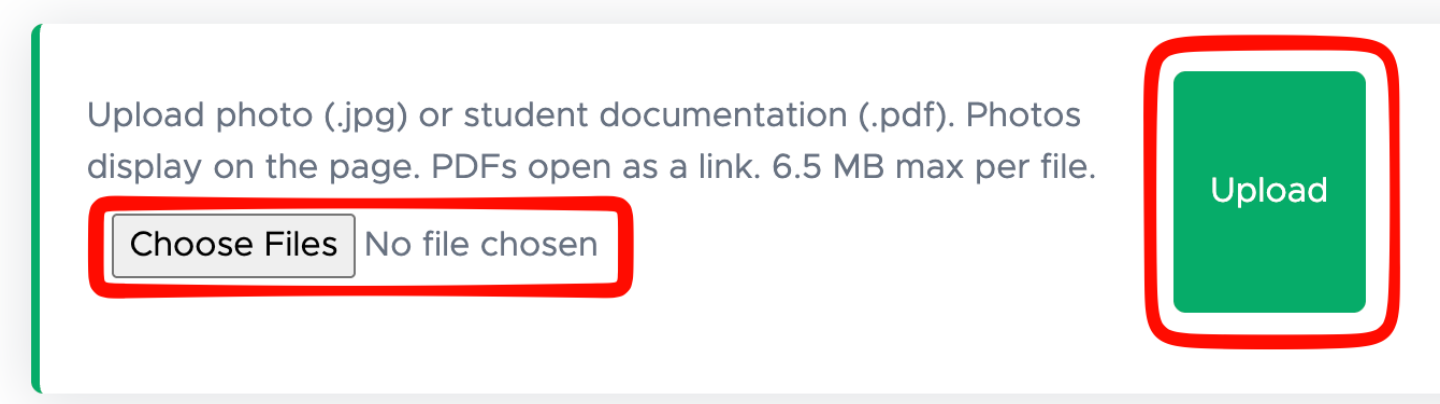
Modify & View History of an Inventory Item

Inventory · https://docs.dacapoinventory.com/doc/modify-view-history-of-an-inventory-item/

1. You can modify an item by clicking on one of the purple ‘Edit’ icons in the Actions column , or by clicking ‘Modify Item’ in the Inventory menu.
2. If you chose the latter, click ‘Select an Instrument’. Here you can either:
   - Scroll through the list
   - Type in ‘Trumpet’ to find all trumpets
   - Or, Type in a child’s name who is currently renting that instrument
3. Here, depending on your access level set by your administrator, you can
   - Update various aspects of the instrument
   - Take a Current Photo of the instrument for documentation purposes
   - View complete rental history of the instrument
   - View complete repair history of the instrument
   - View all photos of the instrument ever taken
   - Send selected item to repair
4. To upload photos, it is easiest to use your mobile device. Simply click ‘Choose Files’ and your Camera app will open up. Take the photo, and click 'Upload' to save the photo in the database.



5. Or, if you are using your computer, you can click 'Choose Files' and upload multiple files at once for a given instrument. Once the file explorer opens on your computer, you can use your SHIFT or CTRL buttons to select multiple image files to attach to a given instrument. All of this can be done using the Modify Instrument screen.