Suggested Feature Rollout – Tiered Functions

What to do after your account has become activated? · https://docs.dacapoinventory.com/doc/suggested-feature-rollout/

> Da Capo Inventory is a powerful suite of software that allows teachers to manage certain functions in their office with ease. With any new change, however, there is always a learning curve. It may be helpful to think of three tiers, or levels, of proficiency that teachers can attain. You may wish to master all of the elements in Tier One before you attempt to learn about functions in Tier Two.

Tier One Functions

- Upload Students *(This is often taken care of by the district administrator)*
- Mark students as part of a ‘Band’ or ‘Orchestra’ course (Program Enrollment)
- Upload Instrument Inventory
- Assign Rentals
- Print Rental Contracts

Tier Two Functions

- Sending and managing repairs
- Collecting rental payments and printing receipts
- Library Upload and Management
- Searching districtwide library
- Student Grouping and Family Emails
- Emailing rental contracts
- Printing instrument barcode labels

- Address inventory errors (duplicate serial numbers, missing serial numbers)

Tier Three Functions

- Student Progress Evaluations *(If enabled by the district administrator)*
- Recording of state evaluations (NYSSMA), Local honor ensemble nominations
- Transferring instruments or library items to different buildings
- Locker Assignments
- Fundraising
- Trip Setup
- Rotating Lesson Schedules, Lesson tracking, Student QR Code Lesson Logs
- Alumni follow-up
- Varsity Letter Points
- Ensemble Attendance