Teacher Access Levels

What to do after your account has become activated? · https://docs.dacapoinventory.com/doc/teacher-access-levels/

District Directors Only

You can choose what kind of access each teacher has within Da Capo Inventory. These access levels are set from your Administrator Dashboard – The First Screen when you log in.

- Library Only – This is a very limited account type offered at a Discount to School Districts with at least 8 paid Full-Price teachers. Teachers with Library Only will only have access to view the district Music Libraries. They will not see any enrollment, repair, fundraising, or inventory data.
- Read Access – These teachers can ‘see’ all data, but cannot make ANY changes. These teachers cannot rent out instruments, add instruments, edit instruments, or modify fundraising information.
- Loan Access – This level of access includes the above and adds the ability for teachers to Make and Return loans (rentals).
- Add Access – This level of access includes the above and adds the ability for teachers to add students and inventory items to Da Capo Inventory.
- Edit Access – This level of access includes the above and adds the ability for teachers to edit Student Information (family email and telephone number) or Inventory Information (case number, serial number, etc.).