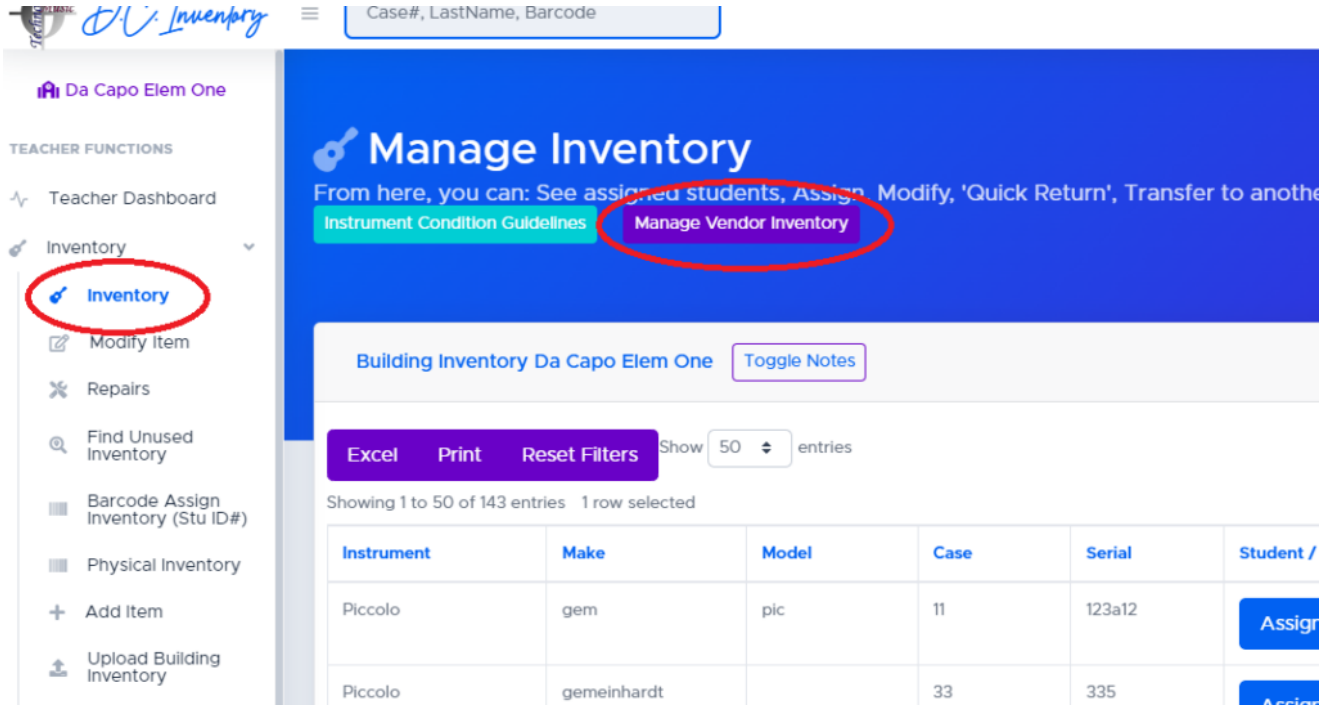
Vendor Inventory

Inventory · https://docs.dacapoinventory.com/doc/vendor-inventory/

Some school districts borrow inventory from a local vendor and lend that *borrowed inventory* to their students. As of Fall 2022, Da Capo Inventory has a function built in to manage that borrowed inventory.

If your building has at least one 'vendor owned' instrument, you will see a 'Manage Vendor Inventory' button at the top of your inventory page.



Active Vendor Owned Inventory

'Active' vendor owned inventory includes items that your building currently has in its possession. It may be assigned to a student or unassigned.

- If the item is assigned, the actions column will allow you to modify the instrument details and see its history

- If the item is unassigned, the actions column will allow you to modify the details and/or mark the item as 'returned to vendor'

Inactive Vendor Owned Inventory

Inactive items are listed for historical purposes only. They cannot be reactivated, and will not be listed on your inventory.

How do I add Vendor Owned Inventory

As of Fall 2022, the only way to add Vendor Owned Instruments is to add the instruments one-by-one through the Inventory --> Add Item screen. Be sure to click the 'Borrowed From Vendor' dropdown and select a vendor. If the vendor you'd like to select is missing from this list, your director of music will need to add the vendor to your district.

