Vendor Setup

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

District Directors Only

1. Click ‘Vendors’ --> ‘Add Vendor’ in the ‘Administrator Functions’ menu on the left side of your screen.
2. Here, you may be able to add a vendor that is in Da Capo’s list already. If you see an EXACT MATCH of a vendor that you use already, choose the ‘Yes’ button noting that you’d like to use that exact vendor in your district. None of this information (phone, email) can be changed or edited.
3. If your repair vendor is not listed in this list, simply scroll down the page and add a new vendor to Da Capo Inventory.
4. When you click ‘Add New Vendor,’ your staff will be able to use that vendor to create repair tickets.
5. To SET A DEFAULT Repair Vendor, click the next menu item in the main menu: ‘Vendor Details’.
6. Click the ‘Default Repair Vendor’ radio button beside the vendor that you would like to be Pre-Selected when teachers visit the Repairs Screen.
    1. Note: Each of these vendors will be available for teachers to select, but the Default Vendor will be ‘Pre-Selected’ for the teacher.
    2. To view the details about a vendor, or to add a note that will be viewable ONLY to YOUR DISTRICT, click the name of the vendor. This will populate the form on the next section of the webpage.