Manage Building Library

Library · https://docs.dacapoinventory.com/doc/view-building-library/

1. You will be able to see all library instruments for the subject(s) that you teach. If you are a band teacher, teaching band subjects, you will see all band items in your library.
2. You will be able to see the data that you or your colleagues uploaded into the system, including State Performance Level, Perceived Level, whether the piece is on SmartMusic, its Genre, and any other notes about the piece (including performance dates, etc.)
3. The actions column includes a purple ‘modify’ button, which will allow you to modify any or all information about a piece.
4. The Category Filters show each category that you have created. You can create your own categories on the Add Library Item page by typing in a new category or by typing in categories as you upload your pieces.
5. Category Suggestions: Solo-Trumpet, Solo-Clarinet, Solo-Alto Sax, etc.

Deleting Library Items (New, April 2024)

1. Search for the item(s) that you would like to delete
   - If you do not search for anything, all items in the table below will be included in the list to be deleted
   - Or, you can SHIFT-CLICK or CTRL-CLICK the rows of items that you'd like to delete
2. Click the orange delete icon beside the search box
3. A popup will display showing how many items will be deleted upon confirmation
4. Enter that number into the confirmation box and click 'Confirm Delete' to delete your library items.

Add Performance Dates

There are two ways to add performance dates (and recording links) to your library database.

1. The first way is to click the blue Calendar Plus button in the actions column. A popup will show which will allow you to enter a performance date and a YouTube or Google Drive link.
2. Another way to add the same information would be to click on the purple Edit Item icon in the actions column and enter a performance date and a YouTube or Google Drive link in the top of the Modify Library Item page.