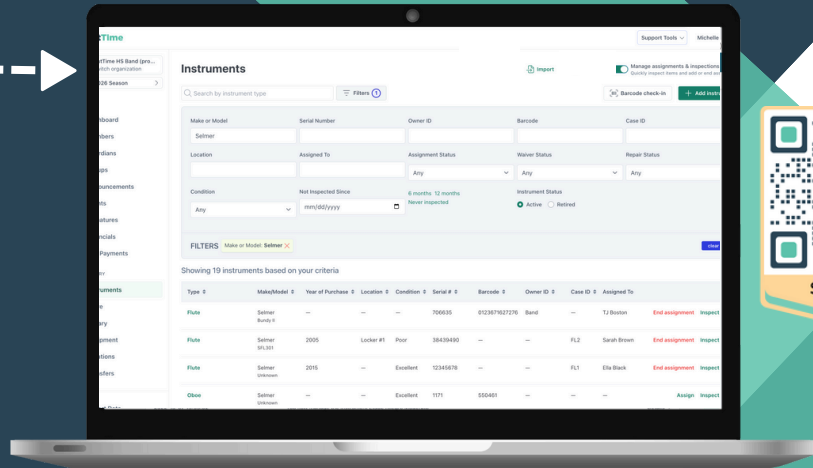




INSTRUMENT INVENTORY CHEAT SHEET

FOR NEW CUTTIME USERS



Welcome to our lightning fast inventory toolbox for musical instruments. Inside you will find a collection of tools and data to help you manage your precious assets from acquisition to retirement. Find what you need when you need it fast thanks to awesome filters, partial name search, and barcode code scans.

STORAGE LOCATIONS

You can update these globally in your Program Settings.

CASE TAGS

Print a tag from any instrument detail page and apply it to a luggage tag for peace of mind throughout the year! If lost, a person can scan the code and instantly see who and where to return the asset.

RENTAL AGREEMENTS

When you assign an instrument to a student, you have the option to also send their guardian an electronic rental agreement for signature via their Magic Link. You can customize the verbiage and track the signatures.

REPAIRS & INSPECTIONS

Upload your estimates, invoice receipts, and photos for any instrument repair. Record inspections by choosing a condition, adding notes, and uploading photos.

DEPRECIATION VALUES

Located in the upper right side under 'Value Details'.

HELPFUL ARTICLES

[Instrument Inventory Overview](#)

[Importing Instrument Data](#)

[Assigning Instruments](#)

[QR Codes and Case Tags](#)

[Bulk Printing Case Tags](#)

[Deleting and Retiring Instruments](#)

[Repairs, Inspections, and Locations](#)

[Sending Rental Agreements](#)

[Transferring Instruments](#)

[Managing Exports](#)

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Questions? Contact us at support@gocuttime.com