

INSTRUMENT INVENTORY CHEAT SHEET FOR NEW CUTTIME USERS

me HS Band (pro h organization	Instruments							(2) import			Manage assignments & inspections Quickly inspect items and add or end ast			
Season >	Q. Search by instrument type									(iii) Barcode check in + Add instr				
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	Flute	Selmer Bundy II	-	-	-	706635	012367162727	5 Band	-	TJ Boston	End assignment	Inspect		
sent	Flute	Selmer SFL301	2005	Locker #1	Poor	38439490	-	-	FL2	Sarah Brown	End assignment	Inspect		
ns rs	Flute	Selmer	2015	-	Escellert	12345678	-	-	FL1	Ella Black	End assignment	Inspect		
	Oboe	Selmer	-	-	Excellent	1171	550461	-	-	-	Assign	Inspect		
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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'.

Instrument Inventory Overview Importing Instrument Data Assigning Instruments QR Codes and Case Tags Bulk Printing Case Tags

HELPFUL ARTICLES

Deleting and Retiring Instruments

<u>Repairs, Inspections, and Locations</u>

Sending Rental Agreements

Transferring Instruments

Managing Exports