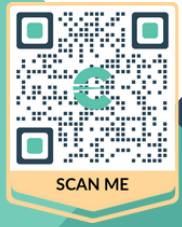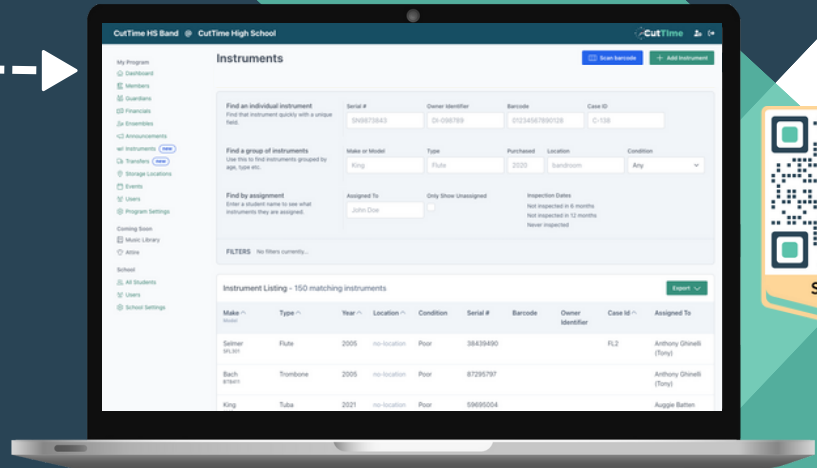# INSTRUMENT INVENTORY CHEAT SHEET

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 partial name match search and barcode / QR 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 send their guardian an electronic rental agreement for signature via their Magic Link. You can customize the verbiage and track the signatures

REPAIRS

Upload your estimates, invoice receipts, and photos for any instrument repair. Enter individual costs as they occur so you have a repair tally at the end of the year

DEPRECIATION VALUES

Located in the upper right side under 'Value Details'

HELPFUL ARTICLES

Navigating Your Instrument Inventory

Instrument Types and Subtypes

Adding Instruments to Inventory

Assigning Instruments

Barcode Scanning and QR Codes

Bulk Printing Case Tags

Deleting and Retiring Instruments

Importing Instrument Data

Inspections

Repairs

Transfers

Storage Locations

CLICK HERE TO READ OUR BLOG

Questions? Contact us at support@gocuttime.com