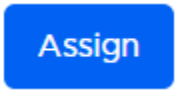
Assign Lockers

Lockers · https://docs.dacapoinventory.com/doc/assign-lockers/

1. To assign your lockers, click the blue Assign button in the list of ‘Your Lockers’. You can choose any student to assign to a given locker.



2. After you assign a locker, you will have ‘Actions’ available in the Actions column.



3. These actions will allow you to:
   - Modify the locker information (Add or see Serial Number and Combination).
   - Return the locker, but the combination and serial number are retained in the system. This is helpful if the school owns the locks that are used and you want to re-use the lock for another student.
   - Return the locker and delete the combination and serial number. This is helpful if the student owns the lock and it will not be reused for another student.