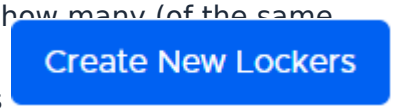
Create New Lockers

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

1. There are two ways to create lockers in Da Capo Inventory. You can either upload an Excel file with all of your lockers, locks, and combinations – Or you can create them on the Lockers page.



2. To upload the lockers, please see the instructions in the early pages of this manual.
    1. Note: If you upload lockers, the locker numbers can be alpha-numeric (Locker A1, B1, A2, B2).
3. To create the lockers, use the form at the top of this page. Select how many (of the same description and size) lockers to add, and click Create New Lockers 

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    1. If you wanted to add 10 small band lockers #1-10, and 20 medium orchestra lockers #11-31, it would be a two step process.
    2. Note: If you this method to create lockers, the locker numbers will be numeric, only.