Exporting Lockers

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

1. The Excel Export button at the top of the ‘Your Lockers’ list will export a list of all lockers, serial numbers, and combinations. After the close of a school year, some teachers recycle their locks and just move them up a few spots in their group of lockers.



2. Using this excel sheet, you can move the first few locks from the top of your list, paste them on the bottom of your list, and re-upload your locker spreadsheet.
3. Importing lockers is the only type of import that does not ‘add’ to your list. When you upload lockers, the lockers for that building will be deleted and replaced with these new lockers, serial numbers, and combinations. Students will not retain their locker assignments once they are re-imported into Da Capo Inventory. You can simply ignore that column when re-uploading your lockers.