Import Lockers

Initial Setup · https://docs.dacapoinventory.com/doc/import-lockers/

> Download the Excel File Template from the Locker Import page of DaCapoInventory.com
> OR, Download the Excel Export of your Current lockers so you can modify it and re-upload it.
> Do not change the order of the columns in the Template. Do not delete row 1 or 2 of the template. Your data will begin on Row 3.

1. The columns of the Excel Template are as follows:
   - Locker Number (Can be used only once, Can be Alpha-Numeric)
   - Size (Small, Medium, Large, XLarge). Please use exact spelling.
   - Description (Band, Orchestra, or any other description)
   - Student Assignment. This column is ignored. Please do not delete this column.
   - Lock Serial Number. Here, you can enter the serial number that is engraved on the back of the combination lock. This may be useful for those times when you find a lock on the floor near your locker space. Using Da Capo Inventory, you can simply start typing the serial number of the lock into the search bar on the locker page.
   - Combination. Here, you can enter the combinations of all of your locks at once – instead of typing them in one at a time on Da Capo Inventory.
2. After editing your Excel File, you can Upload to Da Capo Inventory.
3. Choose a Building from the list of buildings. Select ‘Choose File’ and choose the Excel file that you have been compiling. Click ‘Upload Excel File’. You will be shown a preview of a couple of columns of your locker data. If this data looks correct, click the ‘Step 2’ button to proceed to Step 2.
4. If there are no apparent errors, please choose a Building from the list of buildings and click the “Import Lockers to Da Capo” button. Note: Any lockers that you currently have in your building will be deleted.
5. You may now manage your Lockers through the various Locker functions in Da Capo Inventory!