Locker Barcode Assignments

Lockers · https://docs.dacapoinventory.com/doc/locker-barcode-assignments/

Assign or clear lockers at speed during the first weeks of school using a barcode scanner.

Where to go

Lockers → Locker Barcode Assignments

(Lockers must be enabled for your district.)

Typical workflow

1. Open Locker Barcode Assignments.
2. Scan or enter the **student** (or instrument ID when your workflow uses that).
3. Scan or enter the **locker**.
4. Confirm the assignment.
5. Use unassign when a student leaves the program or switches lockers.

Related tools

- Create and manage lockers from the main Lockers tools in your menu.
- Import lockers in bulk when you are starting a new building.

Have student ID barcodes ready on fitting / locker night so the line moves quickly.