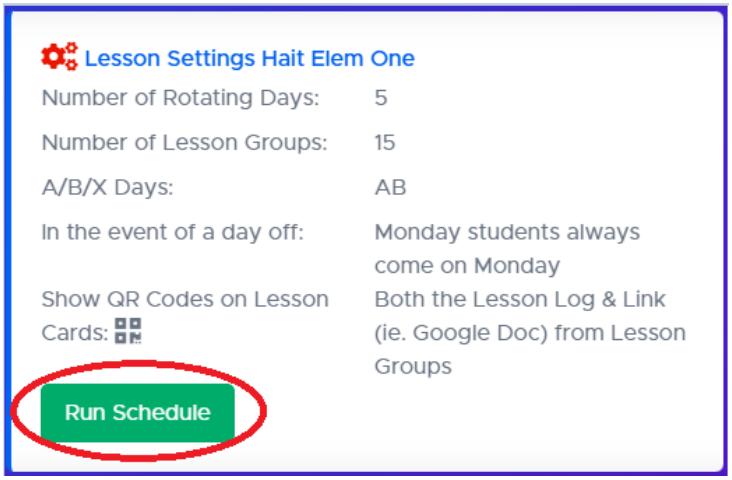
Run Schedule and Print Cards

Lesson Scheduling and Tracking · https://docs.dacapoinventory.com/doc/run-schedule-and-print-cards/

1. You can now click ‘Run Schedule’ from the top right of any of the lesson pages.



Print Lesson Cards

1. Go to the ‘Lesson Cards’ page. You should see each of your groups listed with the dates and times (or periods) of your lessons.
2. To print the lesson cards, click the blue ‘PDF Lesson Cards’ button. A PDF will open and you can print out your lesson group cards.

View your lessons in the Calendar Setup Screen

1. You can also view your lessons on the ‘Lesson Calendar Setup’ screen

Changing Lesson Groups and re-running the schedule

1. You can change your groups around at any time. You can reset your ‘A/B’ schedule at any time. You can change your ‘Days Off’ and re-run your cards at any time.
2. I recommend that you **DO NOT click ‘Reset Groups’** on the Lesson Groups page (unless you are in the early stages of setup and you wish to start over). That will wipe out all lesson information

that you have saved.