Uniform Quick Assign and Barcode Assign

Uniforms · https://docs.dacapoinventory.com/doc/uniform-quick-assign-and-barcode-assign/

Two fast ways to get concert attire onto students — a spreadsheet-style grid, or barcode scanning with student IDs.

Uniform Quick Assign

Uniforms → Uniform Quick Assign

1. Open the student grid (one column per uniform type).
2. Optional: filter by course / ensemble.
3. Type the piece ID or serial into the matching cell.
4. Assign. The system warns if the piece is already on loan or the ID does not match that type.
5. Print assignment lists or email families when those tools appear.

Barcode Assign Uniforms (Student ID#)

Uniforms → Barcode Assign Uniforms (Stu ID#)

1. Scan or enter the **Student ID#** (or look up by name).
2. Scan or enter the **uniform ID**.
3. Confirm. Repeat for the next student — ideal for fitting night.

Student IDs must exist in your district roster. For adding new pieces or bulk upload, use **Add Uniform Item** and **Upload Building Uniforms**.