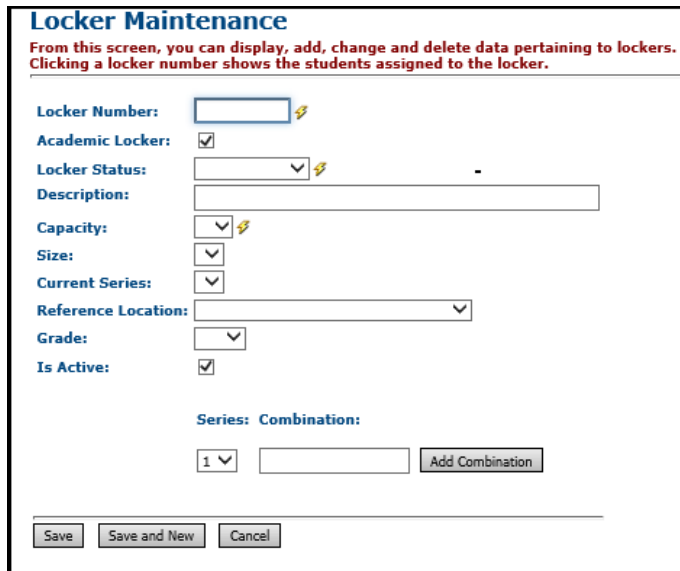# Lockers/Combinations Import Template Guide

The Locker/Combinations Import uses an Excel Spreadsheet Template to import lockers and combination data into the Locker Maintenance page. The Import may be used to add lockers and combination records or update existing records. The column headings on the template correspond to the following elements on the Locker Maintenance page:

General Update Rules

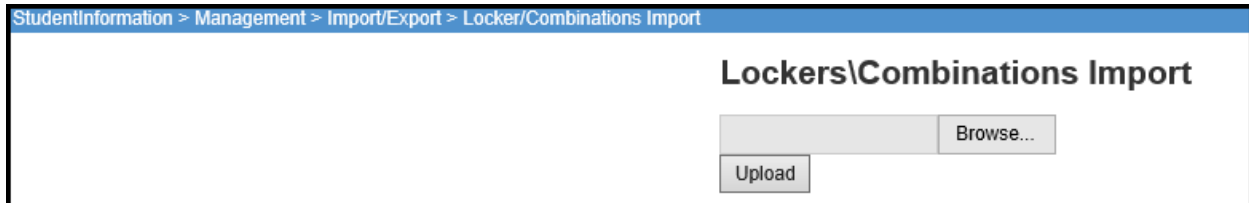When completing the spreadsheet in preparation for an update, the following rules apply:

1. The Excel spreadsheet file needs to be saved in the .xlsx format.

2. The Lockers/Combinations are only available at the building level. When completing your spreadsheet, it needs to be specific to the building you are working in.

3. When updating, if a column in the spreadsheet is empty, that field on the locker record will not be updated. This way, you can update only those fields you wish to update such as current series without effecting the rest of the fields on the record. If the locker already exists, the values in the file will override the existing values.

4. When inserting records, if a field is left blank on the spreadsheet, the field will either be left blank on the record or defaulted to the standard default value for the field.

5. Locker number is required for each row on the spreadsheet. The school and school year will be determined from the building in context. Records are imported at the building level.

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Template Columns

Locker Element	Template Column	Description	Acceptable Values
Locker Number	LockerNumber	Locker Number	Up to 8 alphanumeric characters
Academic Locker	AcademicLocker	Is locker an academic locker	Boolean field – can use True, False, Yes, No
Locker Status	LockerStatus	Locker Status	A - Active R - Repair U - Unavailable
Description	Description	Description of the locker	Up to 50 characters
Capacity	Capacity	Number of students you can assign to the locker	Range of values 1 - 4
Size	Size	Locker Size	Up to 4 alphanumeric characters – code defined in Locker Size Maintenance
Current Series	CurrentSeries	Current combination series	Range of values 1 - 5
Reference Location	ReferenceLocation	Room/Location of the locker	Up to 5 alphanumeric characters – code defined in Room/Location Maintenance
Grade	Grade	To assign locker to students in a specific grade level	Up to 4 alphanumeric characters – code defined in Grade Level Codes Maintenance at the district level
Is Active	LockerIsActive	Is locker an active usable locker that can be assigned to a student	Boolean field – can use True, False, Yes, No
Series: Combination: 1	Combination1	Combination for Series 1	Up to 16 numbers
Series: Combination: 2	Combination2	Combination for Series 2	Up to 16 numbers
Series: Combination: 3	Combination3	Combination for Series 3	Up to 16 numbers
Series: Combination: 4	Combination4	Combination for Series 4	Up to 16 numbers
Series: Combination: 5	Combination5	Combination for Series 5	Up to 16 numbers

Running the Locker/Combinations Import

With a completed spreadsheet available (.xlsx format), put the building in context and navigate to:

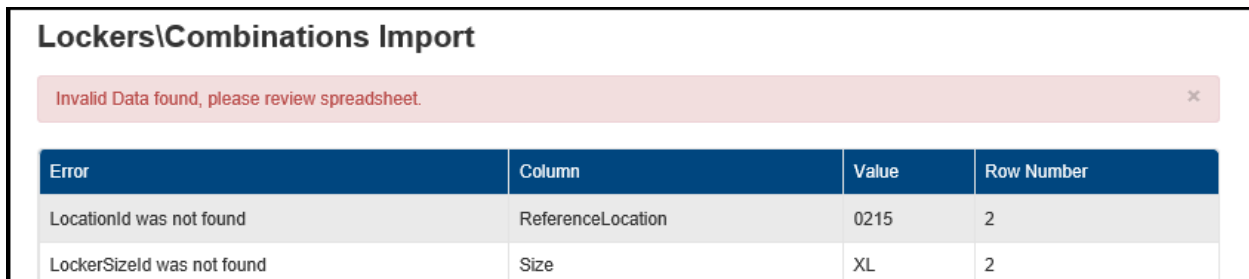StudentInformation > Management > Import/Export > Locker/Combinations Import

Lockers\Combinations Import

Browse...

Upload

Click the Browse button to search for your upload file. Once selected, click Upload to import your locker/combinations records. If the import encounters any errors on any row in the import file, a grid will be displayed on the page to indicate the error message, column, value and row number associated with the row. You may correct the errors in your spreadsheet and import the file again.

If errors occur, the errors may look something like this:

Lockers\Combinations Import

Invalid Data found, please review spreadsheet.   ×

Error	Column	Value	Row Number
LocationId was not found	ReferenceLocation	0215	2
LockerSizeId was not found	Size	XL	2

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