PDS Locker Program – Importing Locks and Lockers

There are two files that need to be created to import the lockers and lock combinations into the Locker Program tables through the PowerSchool Quick Import feature.

1) Manually create locker groups first. You will need a Group Name, a Group Description (can be same as name), and a Status (Active/Inactive) for each.
   - Under the building, go to Start Page > School Setup > General > Locker Management > Locker Groups

   ✓ **IMPORTANT!**
   If you are assigning lockers to students by groups, you need to have your locker groups set up and lockers assigned to the group from the very beginning. At this time, there is no way to mass update lockers once they are imported in.

   Helpful hints!
   You can group by locker colors like "Blue", "Green", etc. or you can group by location, like "Math Wing", "Science Wing", "Area A", or you can group by grade level like "Freshman", "Sophomore", etc. Then, if you assign specific student groups to lockers of a specific color or in a specific area, you will be able to easily do this with the Mass Assignment function.

   It is a good idea to also create an "Inactive" group. The Inactive group will act as a group to monitor broken lockers and all other lockers can be put in active groups.

   However, if your school does not currently track lockers by groups and just randomly assigns them, the best practice recommendation would be to create at least two groups – "Active" and "Inactive".

2) Get the Locker Group IDs for the Lockers Import.

   - Go to Start Page > School Setup > General > Locker Management > Locker Groups > Select a Group page - the number appears below the Status indicator for that group. You can also hover over the Group Name to see the ID. These are needed for the ForeignKey field in the Table_Lockers spreadsheet. WRITE THESE NUMBERS DOWN.

3) Complete the Table_LockerLocks spreadsheet with the following columns (column names in red are required):
   A. Related_To_Table: Entire column should be filled with the actual text "LockerLocks" (no quotation marks).
   B. SchoolID: Entire column should be filled with your SchoolID number
   C. ForeignKey_Alpha: Column should be filled with the individual lock serial numbers.

D. User_Defined_Integer: Column should be the current combination sequence number that you want to use. Must be a number between 1 and 12, but no more than the number of combination sequences available.
E. User_Defined_Numeric: Column should contain the maximum number of combinations available for the lock. The program only supports between 1 and 12 different combinations. Must be a number between 1 and 12.
F. Individual columns for the actual lock combination used by each sequence are listed in columns titled Combo_1, Combo_2, Combo_3, Combo_4, etc., up to Combo_12. The recommended format is xx-yy-zz.

- ✓ **IMPORTANT!** If you intend to use all of the locker combination sequences, you need to have them in a column on the spreadsheet. As noted before – there is no way to mass update the actual locker data after they have been imported in.

4) When finished completing the Table_LockerLocks spreadsheet, save the file as a "Text (tab-delimited)" file.

5) Complete the Table_Lockers spreadsheet with the following columns (column names in red are required):
   A. Related_To_Table: Entire column should be filled with the actual text "Lockers" (no quotation marks).
   B. SchoolID: Entire column should be filled with your SchoolID number
   C. ForeignKey: Column should be filled with the Locker Group ID found in step 2 above. If you are using only Active and Inactive groups, there will only be one of two values in this column. If you have multiple locker groups, then this column will contain the Group ID for the group to which that locker is assigned.
   D. ForeignKey_Alpha: Column should be filled with the Locker Number (or how the locker is identified).
   E. User_Defined_Integer: This column should indicate the number of students sharing the locker. Must be a number between 1 and 4.
   F. User_Defined_Numeric: This column indicates if it is using a Pad Lock or not. Must be a 0 for no or a 1 for yes.
   G. User_Defined_Text: Column should be filled with the Serial Number of the current lock installed on/assigned to the locker. It should be a serial number from Column C in the Table_LockerLocks spreadsheet.
   H. User_Defined_Text2: Column can be used for a note about the locker. Can indicate its location, color, reported damage, etc. – However you want to use this field.

6) When finished completing the Table_Lockers spreadsheet, save the file as a "Text (tab-delimited)" file.

7) Import the Table_LockerLocks spreadsheet.
   - Go to Start Page > Special Functions > Quick Import.
   - Select LockerLocks from the Table dropdown box.
   - Select Windows ANSI from the Character Set dropdown box.
   - Browse to locate the Table_LockerLocks.txt file.
   - Make sure that the Suggest field map box is checked.
   - Click the blue Import button.
   - Verify that the fields from your file match the fields in the To PowerSchool column.
   - Check the box to exclude the first row.
   - Click the Submit button.

8) Import the Table_Lockers spreadsheet.
   - Go to Start Page > Special Functions > Quick Import.
   - Select Lockers from the Table dropdown box.
   - Select Windows ANSI from the Character Set dropdown box.
   - Browse to locate the Table_Lockers.txt file.
   - Make sure that the Suggest field map box is checked.
   - Click the blue Import button.
   - Verify that the fields from your file match the fields in the To PowerSchool column.
   - Check the box to exclude the first row.
   - Click the Submit button.

9) Verify the lockers are in the system.
   Go to Start > Special Functions > Locker Management > Usage/Combination.
   You should see a list of the locker numbers (name), the Group in which it belongs, the Lock Serial Number, the Current Combination and the Possible Combinations available.

   You are now all set to select your students and then use the Mass Assignment function to assign lockers.