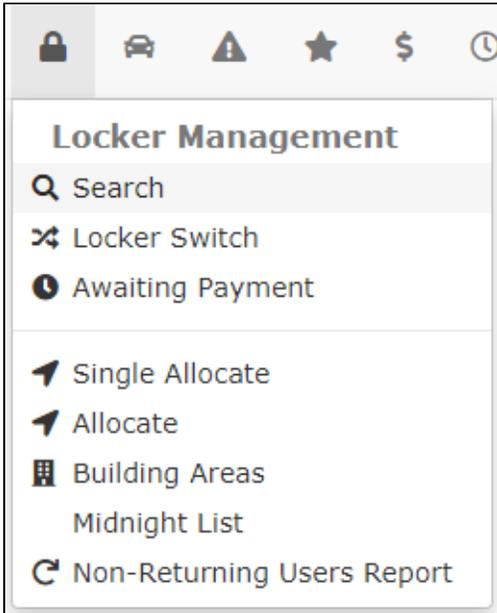


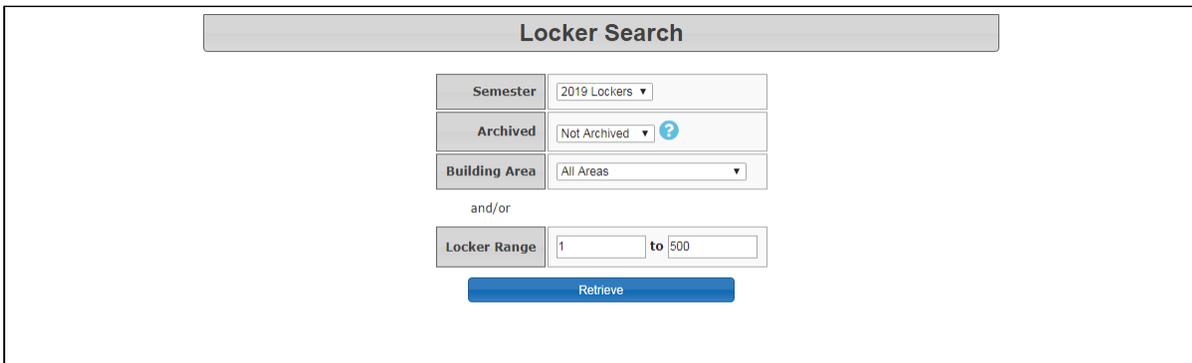
# Locker Search

 The **Locker Search** option allows administrators to search locker(s) to be able to view/edit details.

1. Hover over the **Lockers** icon and click '**Search**'.



2. The **Locker Search** page will display. Enter the search criteria to get a report and click the '**Retrieve**' button.

A screenshot of the "Locker Search" form. The form is titled "Locker Search" in a grey header bar. Below the header, there are three rows of search criteria: "Semester" with a dropdown menu showing "2019 Lockers", "Archived" with a dropdown menu showing "Not Archived" and a help icon, and "Building Area" with a dropdown menu showing "All Areas". Below these three rows, the text "and/or" is displayed. The next row is "Locker Range" with two input fields: the first contains "1" and the second contains "500", with the word "to" between them. At the bottom of the form is a blue button labeled "Retrieve".

3. The search criteria displays below.

Locker Search

Semester	Test Annual
Archived	Not Archived ?
Building Area	Arena - Men's Locker Room

and/or

Locker Range	1 to 5
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[Retrieve](#)  
[Generate Mailing List \(from listed data\) ?](#)

	Locker #	Condition	User Visible	Location	Comments
H	1	Good	☑ Available to rent	Arena-Men's Locker Room	
H	2	Good	☑ Available to rent	Arena-Men's Locker Room	Rented Release Switch
	3	Good	☑ Available to rent	Arena-Men's Locker Room	
	4	Good	☑ Available to rent	Arena-Men's Locker Room	
	5	Good	☑ Available to rent	Arena-Men's Locker Room	

[Mark All Available](#)    [Mark All NOT Available](#)  
[Update Records](#)    [Reset Records](#)

The **Generate Mailing List (from listed data)** button, creates an Excel report with locker numbers and user mailing details.

## H

The **gold H link** (pictured above) displays the '**Locker History**' screen that shows the entire locker history and links to the locker details and transaction history for that specific locker. If the locker has been rented by more than one user, you will see it listed here.

Locker History

**Locker #: 1**  
**Building Area:** Arena - Men's Locker Room

<a href="#">[ View ]</a> User Details: <b>Barnes</b> ( <i>jasonb</i> )		Dec. 11, 2019 12:37 pm
<a href="#">[ View ]</a> Payment Record		
<i>The user has recorded a successful payment.</i>		
<a href="#">[ View ]</a> User Details: <b>Birch</b> ( <i>pbirch</i> )		Jan. 12, 2017 09:13 am by bigpark
<i>[admin] User registration using web site.</i>		
<a href="#">[ View ]</a> User Details: <b>Ashbury</b> ( <i>mashbury</i> )		Sep. 18, 2016 01:58 pm
<i>User registration using web site.</i>		

The **User Visible** column indicates whether or not that locker is visible on the user side. If administrators want to make all lockers in the list visible to users, they can click the '**Mark All Available**' button. Alternatively, Admins can use the '**Mark All Not Available**' button to make all lockers in the list invisible to users. Click '**Update Records**' to save the changes.

The **Rented, Release, and Switch** links allow Admins to see details about the user who has reserved/rented the locker with a link to [view/edit their profile](#) and a link to email the specific user. **Reserved** means that the permit has been requested but there is no payment made or promise to pay on file. The **Release** link allows Administrators to disassociate a locker from a user and resell it.

- Note: Releasing a locker does not affect the payment transaction. If money needs to be credited back to the user, administrators will need to do a [financial adjustment](#) as well.

The **Switch** link allows administrators to change the locker number associated with a user, and vice versa.

The **Locker #** link displays the '**Current Locker Information**' pop-up window. The condition and reusability of the locker can be updated here and comments can be added. Click the '**Update**' button to save changes. Information about the current renter of the locker is available here as well.

### Current Locker Information

Locker Number: **1**  
Building: Arena  
Area: Men's Locker Room  
Cost: \$100.00  
Condition:   
Current Status: Rented  
Locker Reuseability:   
Permanent Comment:

**Update Locker**

Current Renter: **Barnes, Jason** **jasonb**  
Payment Amount: **\$113.00(incl. tax)**  
Process Date: **Dec. 11, 2019**  
Payment Method: HP: PayPal

**Close Window**