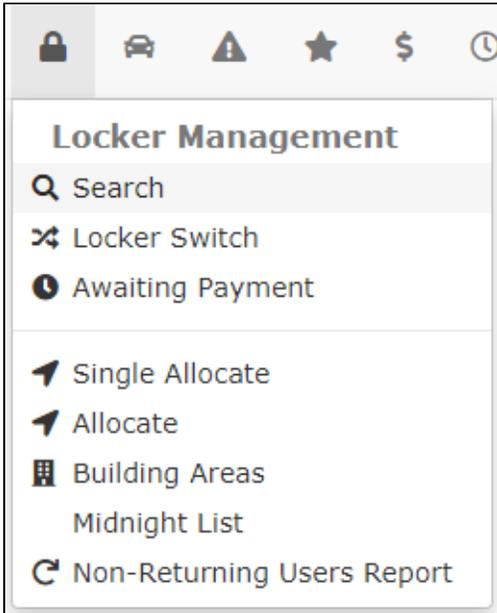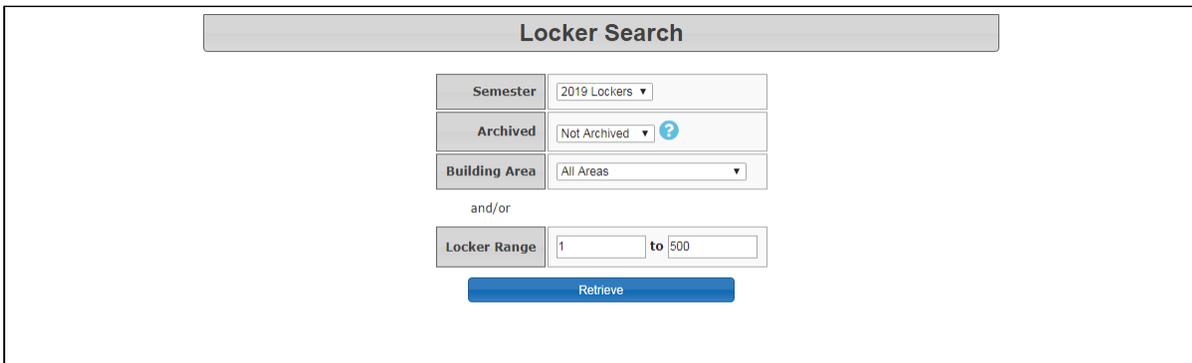# Locker Search

> ⓘ 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.

3. The search criteria displays below.

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

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.

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:	Good ▼
Current Status:	Rented
Locker Reuseability:	Available ▼
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