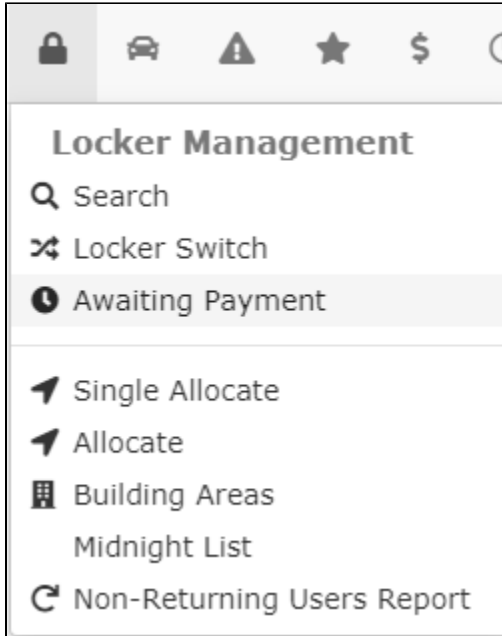
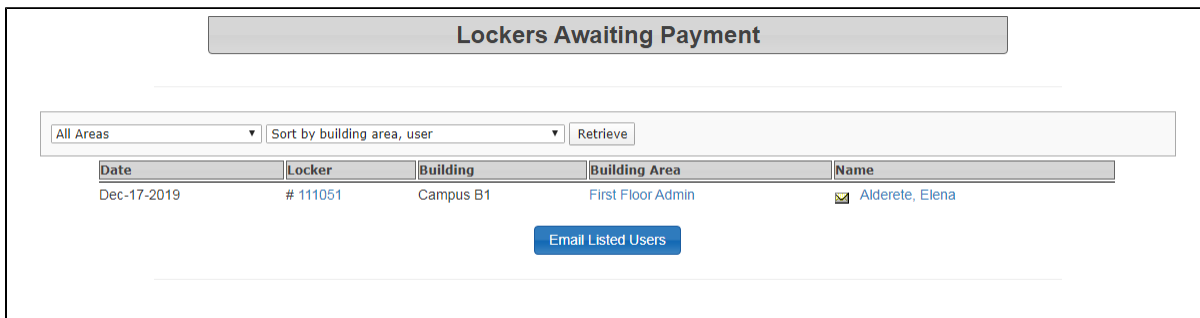


Awaiting Payment (Lockers)

Hover over the **Lockers** icon and click 'Awaiting Payment'.



The **Lockers Awaiting Payment** page displays. The search results are listed.



The **Envelope icon** allows administrators to email that user.

The **Username link** allows administrators to view/edit that [user's profile](#).

The **Email Listed Users button** allows administrators to send a single [email message](#) to all users listed in the search results.

The **Locker Number link** opens a pop-up window with current locker information. The condition of the locker and the ability to reuse a locker can be updated here. You may also add comments. Click the '**Update**' button to save any changes.

Current Locker Information

Locker Number: 111051

Building: Campus B1

Area: First Floor Admin

Cost: \$50.00

Condition: Good ▼

Current Status: Rented (awaiting payment)

Locker Reuseability: Available ▼

Permanent Comment:

Update Locker

Current Renter: ✉ Alderete, Elena 👤 elenaa7766

Payment Amount: \$56.50(incl. tax)

Process Date: Unprocessed

Building: Make Payment

Close Window

The **Building Area** link displays the 'Building Area Information' pop-up window. This allows administrators to view/edit details about the building area. If you edit any details, Click the 'Update this Area' button. You can also delete the building area from this window.

Building Area Information

This area is archived
 This area is visible to site users

Building Name:	Arena ▼
Building Area:	Women's Locker Room
Description:	Women's Locker Room
Locker Allocation:	[Y] Yearly ▼
Locker Cost:	100.00

Update this Area
Delete this Area

Close Window