Allocate Lockers

> This guide walks you through the process of allocating lockers, adding buildings, areas, and lockers, as well as managing their visibility and archiving.

Quick Steps:

1. Hover over **Lockers Management** and select **Allocate**.
2. Add a building by clicking **Add Building** and saving changes.
3. After adding a building, click **Add Area**, fill out the form, and save.
4. Click **+** to add lockers to the area. Use Specific Locker or Locker Range options, then click **Add Lockers**.
5. Confirm locker addition and return to the **Manage Locker Numbers** screen.
6. To view lockers, click the **Magnifying Glass Icon**.
7. To remove lockers, use the **Trash Bin Icon** to archive or toggle visibility.
8. Restore archived lockers by clicking **+**, selecting the lockers, and confirming restoration.

Step-by-Step Instructions:

1. Allocate Lockers: Hover over the **Lockers Management** icon and select **Allocate**. The **Manage Locker Numbers** page will display. You'll need to add buildings first to configure lockers.

2. Add a Building: Click on **Add Building**. The **Building Information** screen will appear. Here, enter the **Building Name** and **Location information**. Click **Save Changes** to continue.

3. Add Building Areas:

- Once the building is added, click on **Add Area** to create a building area.
- Complete the form by entering:
  - **Area Name**
  - **Description**
  - Select the **Locker User Types** that can rent lockers in this area.
  - Choose a **Sales Window** type (Yearly, Monthly, Semester, or Other).
- Click **Save Changes** to continue.

4. Add Lockers to a Building Area:

- Click the **+** symbol to open the "Add Lockers To Area" screen.
- You can add lockers using two methods:
  1. **Specific Lockers**: Enter individual locker numbers (e.g., LL001, LL002) or a list of locker numbers separated by a line return.

2. **Locker Range**: Add lockers by specifying a numerical range (Start and End) with an optional Prefix or Postfix.
   Example: Create lockers LL001, LL002, and LL006 through the Specific Locker method and a Locker Range LL007–LL010 at the same time.
- Optionally, deselect the **Visible** button if you wish to hide the lockers for now.
- Click **Add Lockers** to confirm.

6. View Locker List: You'll return to the **Manage Locker Numbers** screen. Click on the **Magnifying Glass Icon** to view all lockers added in the new area.

7. Managing Lockers (Visibility & Archiving):

- To remove lockers, you can either toggle their visibility or archive them.
- To archive lockers, click on the **Trash Bin Icon**. You'll have two choices:
  - **Archive All Lockers**: Archive all lockers in the area.
  - **Archive Selected Lockers**: Choose lockers to archive (e.g., LL001 and LL002) and click **Archive**.

8. Confirm Locker Archiving:

- A confirmation message will appear, confirming the lockers have been archived.

9. Restore Archived Lockers:

- To restore archived lockers, click the **+** symbol and add the lockers again. Select **Restored** for the locker status.
- A confirmation screen will appear, showing the restored lockers.