Awaiting Payment (Lockers)

This article shows admins how to manage and communicate with users who have pending payments for their lockers.

Quick Steps:

1. Hover over **Locker Management** and click **Awaiting Payment**.
2. Choose the locker area and sort type then click on **Search**.
3. Review the list of users.
4. Use the **Envelope** Icon to email individual users.
5. Click the **Username** button to view the user's profile.
6. Use the **Email Listed** button to send a single email to all users.
7. Click the **Locker Number** button to view or update locker details, then click **Update Locker**.
8. Click the **Building Area** button (if applicable) to view/edit building area details, and click **Update this Area** to save any changes.

Step-by-Step Instructions:

1. **Accessing Awaiting Payment page:** Hover over the **Locker Management** icon and click **Awaiting Payment**.
2. The **Lockers Awaiting Payment** page will appear. Apply the desired filters (e.g., All Areas, Sort by building area, user). A list of users who are awaiting payment for their lockers will appear.
3. **Key Features and Functions on the Page:**

- **Envelope Icon**: Click this to send an email to the user listed.
- **Username button**: Click to view or edit the user's profile.
- **Email Listed Users button**: This button allows you to send a single email to all users displayed in the search results.
- **Locker Number button**: Clicking on this will open a pop-up window with the locker's current details. Here, you can update the locker's condition, check if it can be reused, and add comments. Don't forget to click **Update** to save any changes.
- **Building Area button**: If applicable, this opens the **Building Area Information** pop-up. You can view or edit details about the building area. If you make changes, click **Update this Area** to save. You can also delete the building area from this window.

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