

# Locker Sales Windows

## Quick Steps:

1. Hover over **Locker Management** and click **Sales Window**.
2. Click **Add Sale Window** to create a new window.
3. Fill in the details and click **Save Changes**.
4. To edit, click the **Edit** button (contact **OPS-COM** if the button is faded).
5. Click on the **Active** button located to the left of the **Edit** button to activate/deactivate the sales window. Activate sales windows to allow users to purchase lockers.
6. Click **Archive** to move past windows to the archive section.
7. Restore archived windows with the **Restore** button (no editing possible if lockers are associated).

## Step-by-Step Instructions:

1. **Access the Locker Sales Windows:** Hover over the **Locker Management** icon and then select **Sales Window**.
2. **The Manage Locker Sales Window Page:** You will be taken to the **Manage Locker Sales Window** page, where you can see and manage all locker sales windows.
3. **Add New Sales Windows:** Click the **Add Sale Window** button located at the top-right of the page. A new modal window will appear. Fill in the required information and click **Save Changes** when you're finished. Your new sales window will initially be set as "Inactive." You can activate it later.
4. **Edit Existing Sales Windows:** To edit a sales window, click the **Edit** button next to the sales window you want to modify. If the **Edit** button is faded, it means the sales window is linked to sales, and you cannot edit it yourself. In that case, contact **OPS-COM** for assistance.
5. **Activate Sales Windows:**
  - Activating a sales window determines if users can purchase lockers for a particular area.
  - Once a window is activated and lockers are sold, marking it as inactive will cause all users to lose their lockers in that window.
  - You can activate a sales window again to restore the lockers for users.
  - You can have up to 4 active sales windows at a time, categorized as **Yearly (Y)**, **Monthly (M)**, **Semester (S)**, and **Other (O)**.

6. **Archive Past Sales Windows:** To archive a sales window, click the **Archive** button next to the window you wish to archive. The archived window will move to the **Past Locker Sales Window** section.

7. **Restore Archived Sales Windows:** If you need to restore an archived sales window, click the **Restore** button next to the sales window under the **Past Locker Sales Window** section.

Note: If there are lockers associated with the archived sales window, you won't be able to edit it.

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