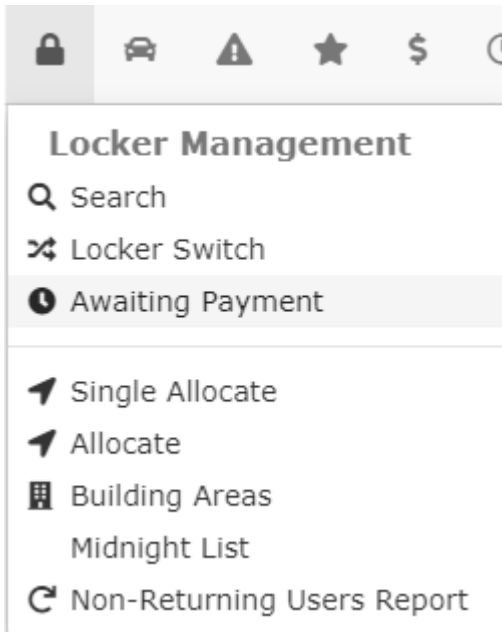
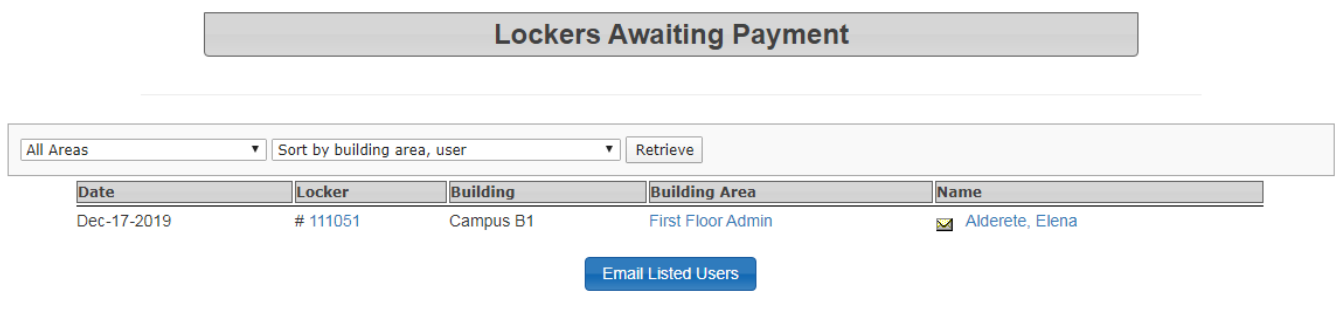


Awaiting Payment (Lockers)

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

