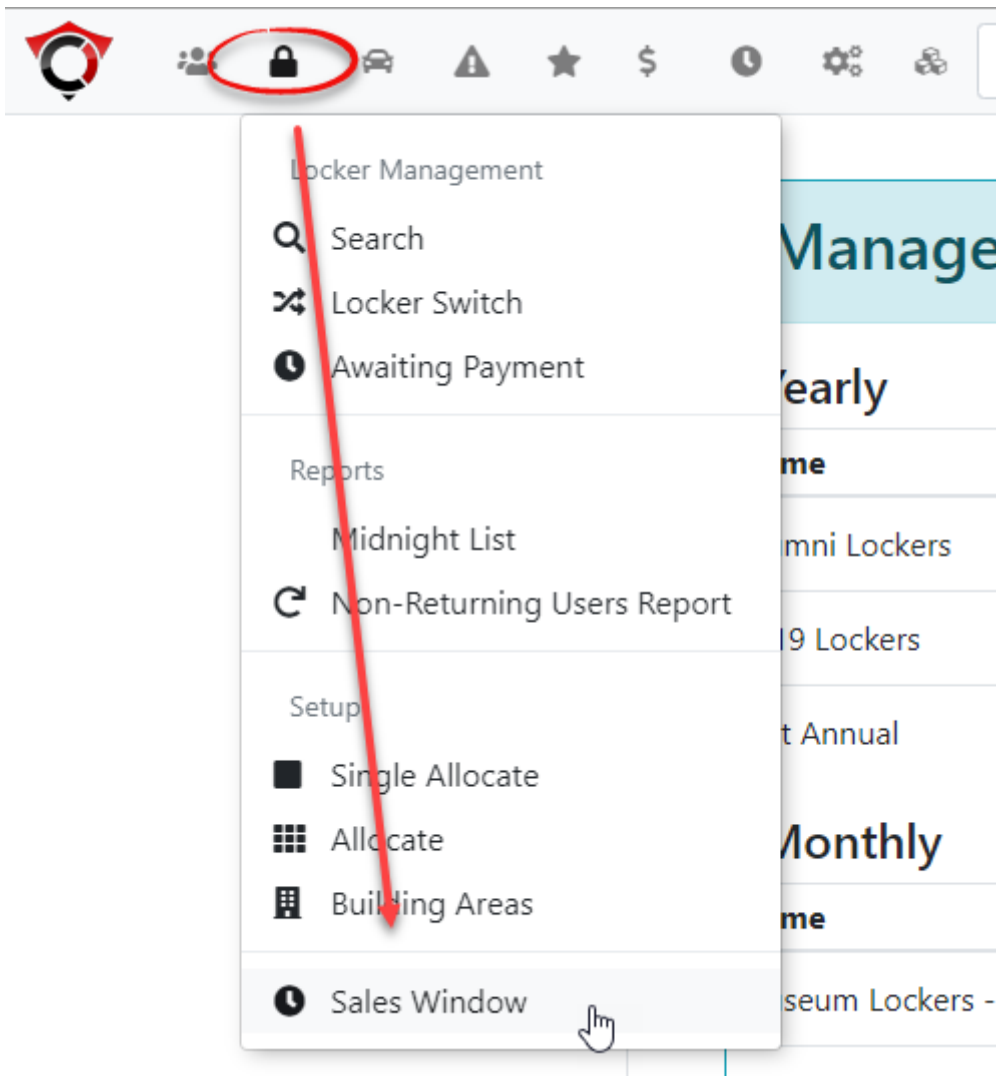


Locker Sales Windows

Managing Locker Sales Windows

To begin managing locker sales windows hover over the locker management icon followed by **Sales Window**



This will take you to the **Manage Locker Sales Window** page.

Manager Locker Sales Window

Add Sale Window

Yearly							
Name	Active		Type	Days	Active Start Date	Active End Date	
Alumni Lockers	Inactive	Edit	Archive	Y	366	2020-01-01	2021-01-01
2019 Lockers	Inactive	Edit	Archive	Y	2192	2019-05-27	2025-05-27
Test Annual	Active	Edit	Archive	Y	10958	2015-01-01	2045-01-01
Monthly							
Name	Active		Type	Days	Active Start Date	Active End Date	
Museum Lockers - Hero	Inactive	Edit	Archive	M	28	2020-03-10	2020-04-07
Museum Lockers - Villain	Inactive	Edit	Archive	M	28	2020-03-10	2020-04-07
Semester							
Name	Active		Type	Days	Active Start Date	Active End Date	
Term 1 2020	Inactive	Edit	Archive	S	62	2020-01-23	2020-03-25

Adding Sale Windows

To add new locker sales windows click the **Add Sale Window** button found at the top-right of the page.

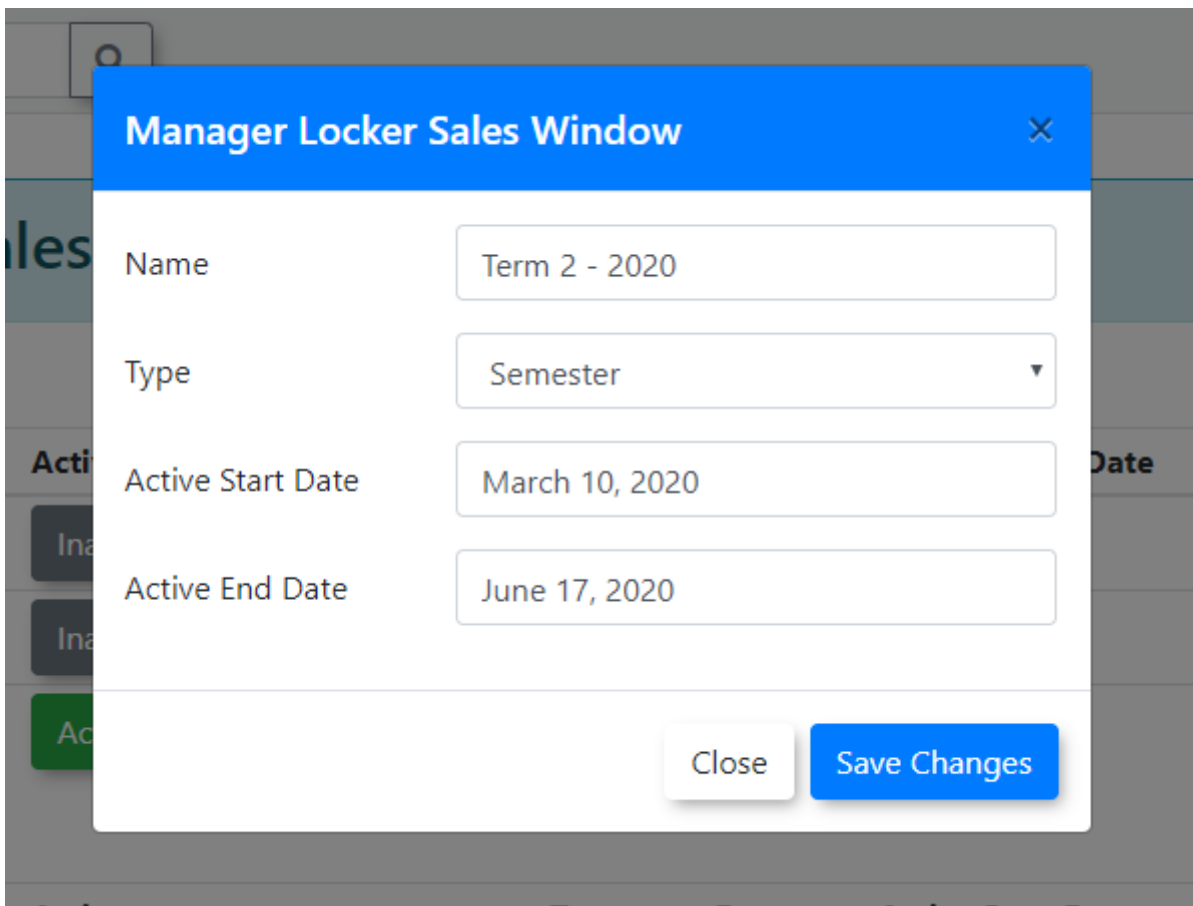


Add Sale Window

t Date	Active End Date
	2021-01-01
	2025-05-27
	2045-01-01

Date	Active End Date
	2020-04-07
	2020-04-07

Complete the text fields in the new modal window that appears and hit **Save Changes** when you are finished

A screenshot of a web application showing a modal window titled "Manager Locker Sales Window". The modal has a blue header with a close button (X). It contains four input fields: "Name" with the value "Term 2 - 2020", "Type" with a dropdown menu showing "Semester", "Active Start Date" with the value "March 10, 2020", and "Active End Date" with the value "June 17, 2020". At the bottom right of the modal are two buttons: "Close" and "Save Changes". The background is a blurred view of a sales window list with columns for Name, Type, Active Start Date, and Active End Date.

Manager Locker Sales Window ✕

Name

Type

Active Start Date

Active End Date

Click **Save Changes** when you have completed the required fields in the modal window. The sales window will start as **Inactive** until you make the window active again.

Editing Sales Windows

To edit your sales windows simply click the **Edit** button next to the sales window you wish to make changes to.

The image shows a 'Manager Locker Sales Window' modal and a table of sales data. The modal is open, showing details for a sales window named 'Museum Lockers - Villain'. The details include the type 'Monthly', an active start date of 'March 10, 2020', and an active end date of 'April 07, 2020'. At the bottom of the modal are 'Close' and 'Save Changes' buttons. A red arrow points from the 'Edit' button in the table below to the modal. The table has columns for 'Active', 'Type', 'Days', and 'Active Start Date'. The first two rows show 'Inactive' status, 'Monthly' type, '28' days, and '2020-03-10' start date. The 'Edit' button for the second row is circled in red.

Active	Type	Days	Active Start Date
Inactive ▾	Monthly	28	2020-03-10
Inactive ▾	Monthly	28	2020-03-10

If the sales window has been associated with any sales, you won't be able to make any changes to this sales window and you will have to contact OPS-COM to make these changes for you. Sales windows that cannot be edited will have a faded **Edit** button.

	Active		Type	Days	A	
	Inactive ▾	Edit	Archive	Y	106	2
	Inactive ▾	Edit	Archive	Y	366	2
	Inactive ▾	Edit	Archive	Y	2192	2
	Active ▾	Edit	Archive	Y	10958	2
<div>This sales window has 1 linked items. You cannot alter a previously used sales window.</div>						
	Active		Type	Days	Ac	
Hero	Inactive ▾	Edit	Archive	M	28	20
Villain	Inactive ▾	Edit	Archive	M	28	20

Activating Sales Windows

Activating sales windows determine whether users can purchase permits in a given building area or not.

	Active		Type	Days
	Inactive ▾	Edit	Archive	Y 106
ers	Active		Archive	Y 366
	Inactive		Archive	Y 2192
	Active ▾	Edit	Archive	Y 10958

	Active		Type	Days
kers - Hero	Inactive ▾	Edit	Archive	M 28
kers - Villain	Inactive ▾	Edit	Archive	M 28

	Active		Type	Days
--	--------	--	------	------

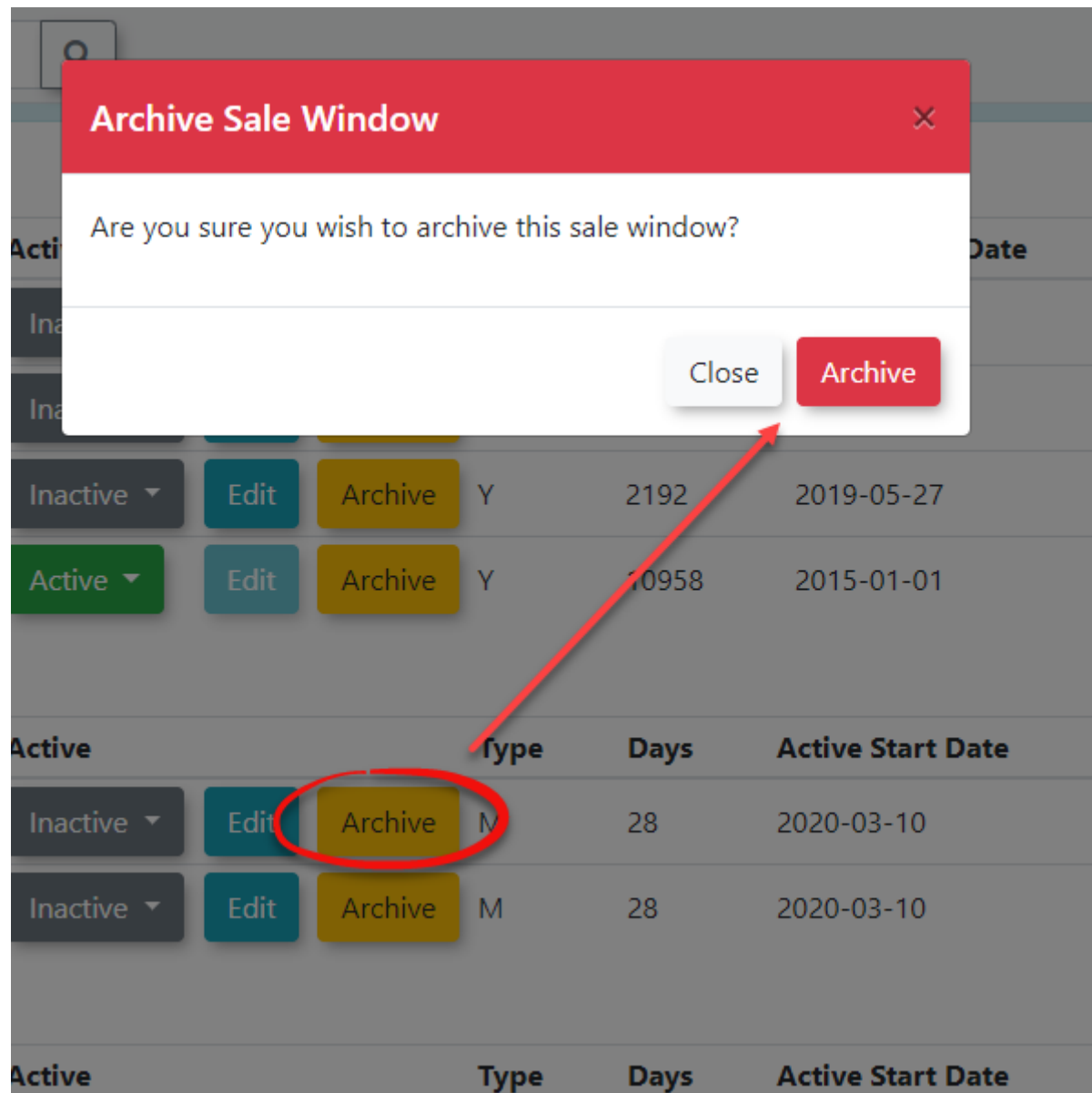
Once you have activated a locker sales window and sold lockers within that window, marking it as inactive will cause all users to lose the current lockers in that window. You can make that window active again which will display all the lockers on the user's profiles. You are able to have a total of 4 sales windows active at a time by creating windows in **Yearly (Y)**, **Monthly (M)**, **Semester (S)**, and **Other (O)**.

Purchasing a Locker Using the Sales Window

Now that the sales window has been activated it can be used with a building by selecting the building type. This will automatically associate that building to whatever locker sales window is currently active and you only have to worry about managing your sales windows at this point.

Archiving Past Sales Windows

To archive the sales window click the **Archive** button



You will then see the sales window moved to the **Past Locker Window** section

Monthly	
Name	Active
Museum Lockers - Villain	<div>Inactive ▾</div> <div>Edit</div> <div>Archive</div>
Semester	
Name	Active
Term 1 2020	<div>Inactive ▾</div> <div>Edit</div> <div>Archive</div>
Other	
Name	Active
Airport Lockers 2020	<div>Inactive ▾</div> <div>Edit</div> <div>Archive</div>

Past Locker Sales Window

Monthly

Name	Type	Days
Museum Lockers - Hero	M	28

Restoring Sales Windows

If you ever need to restore a sales window you can do so by clicking the **Restore** button next to the sales windows found under **Past Locker Sales Window**. Keep in mind you cannot edit these windows if they have lockers associated with them.

Monthly

Name	Active
Museum Lockers - Villain	<div>Inactive ▾</div> <div>Edit</div> <div>Archive</div>
Semester	
Name	Active
Term 1 2020	<div>Inactive ▾</div> <div>Edit</div> <div>Archive</div>
Other	
Name	Active
Airport Lockers 2020	<div>Inactive ▾</div> <div>Edit</div> <div>Archive</div>

Past Locker Sales Window

Monthly

Name	Type	Days
Museum Lockers - Hero	<div>Restore</div> M	28