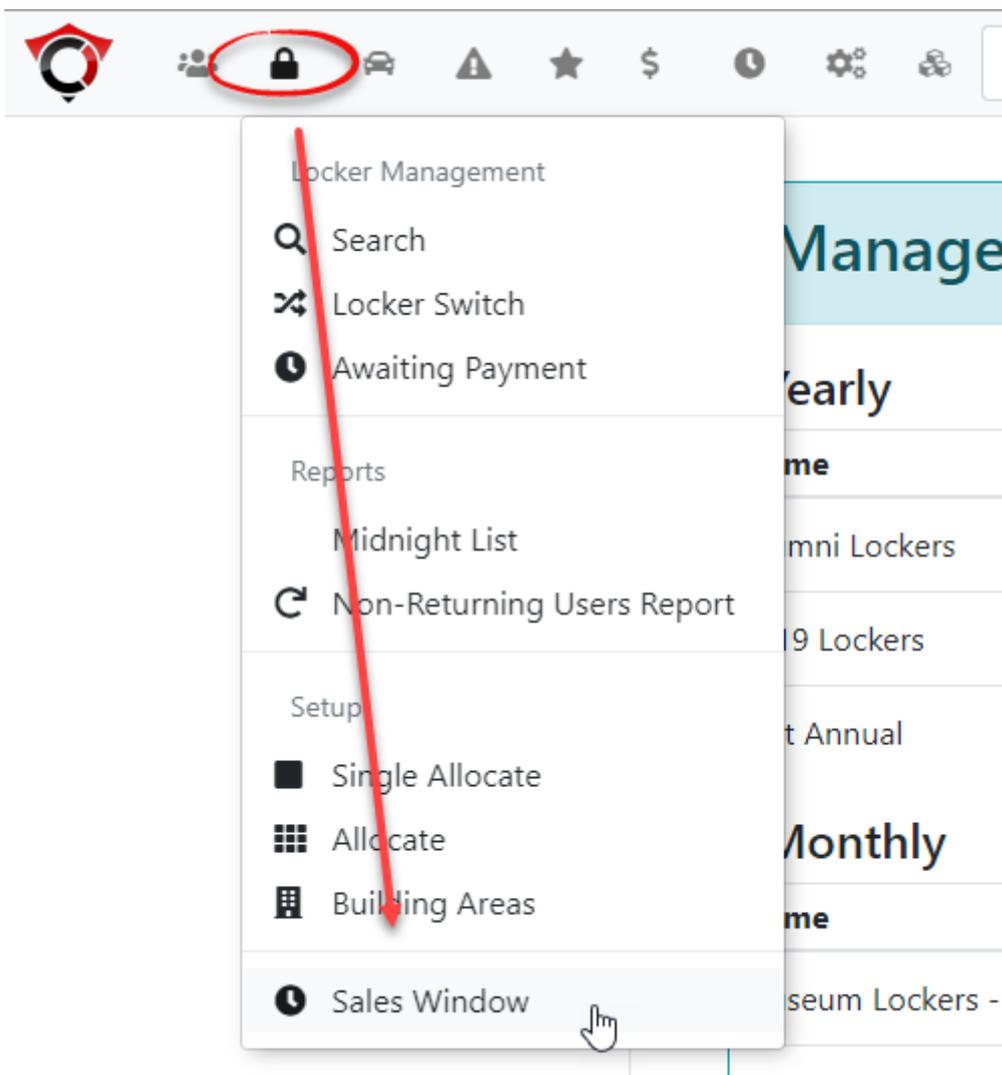


Locker Sales Windows

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

The image shows a modal window titled "Manager Locker Sales Window" with a blue header and a close button (X) in the top right corner. The form contains the following fields:

- Name:** Term 2 - 2020
- Type:** Semester (dropdown menu)
- Active Start Date:** March 10, 2020
- Active End Date:** June 17, 2020

At the bottom right of the modal, there are two buttons: a white "Close" button and a blue "Save Changes" button.

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' dialog box with the following fields:

- Name: Museum Lockers - Villain
- Type: Monthly
- Active Start Date: March 10, 2020
- Active End Date: April 07, 2020

Buttons: Close, Save Changes

The background shows a table with columns: Active, Type, Days, Active Start Date. The 'Edit' button for the second row is circled in red, and a red arrow points from it to the dialog box.

Active	Type	Days	Active Start Date
Inactive ▾ Edit Archive	M	28	2020-03-10
Inactive ▾ Edit Archive	M	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.

Quick Search



Locker Sales Window

	Active		Type	Days	Ac	
	Inactive ▾	Edit	Archive	Y	106	2
	Ina	This sales window has 1 linked items. You cannot alter a previously used sales window.		Y	366	2
	Inactive ▾	Edit	Archive	Y	2192	2
	Active ▾	Edit	Archive	Y	10958	2
	Active		Type	Days	Ac	
hero	Inactive ▾	Edit	Archive	M	28	20
villain	Inactive ▾	Edit	Archive	M	28	20
	Active		Type	Days	Ac	

Activating Sales Windows

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

Quick Search

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

y

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

er

	Active		Type	Days
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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

The screenshot shows a modal dialog box titled "Archive Sale Window" with a close button (X) in the top right corner. The dialog contains the text "Are you sure you wish to archive this sale window?" and two buttons: "Close" and "Archive". A red arrow points from the "Archive" button in the dialog to the "Archive" button in a table row. The table has columns for "Active", "Type", "Days", and "Active Start Date".

Active	Type	Days	Active Start Date
Inactive	Y	2192	2019-05-27
Active	Y	10958	2015-01-01
Inactive	M	28	2020-03-10
Inactive	M	28	2020-03-10

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

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

Past Locker Sales Window

Monthly

Name	Active	Type	Days
Museum Lockers - Hero	Restore	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

Inactive ▾

Edit

Archive

Semester

Name

Active

Term 1 2020

Inactive ▾

Edit

Archive

Other

Name

Active

Airport Lockers 2020

Inactive ▾

Edit

Archive

Past Locker Sales Window

Monthly

Name

Type

Days

Museum Lockers - Hero

Restore

M

28

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