Locker Search

The **Locker Search** option allows administrators to search locker(s) to be able to view/edit details.

Quick Steps:

1. Hover over **Locker Management** and click **Search**.
2. On the **Locker Search** page enter search criteria and click **Retrieve**.
3. View search results below the form.
4. Click **Generate Mailing List** to create an Excel report of all users that have rented lockers in the search results list.
5. Click the gold **H** button for locker history.
6. Use the **User Visible** column to manage locker visibility (Mark All Available/Not Available).
7. Click the **Locker #** link to update locker details and renter information.

Step-by-Step Instructions:

1. **Access Locker Search:** Hover over the **Locker Management** and click on **Search.**
2. **Enter Search Criteria:** The **Locker Search** page will appear. Enter the relevant search criteria to filter lockers. Once you've entered your criteria, click the **Retrieve** button to generate a report.
3. **View and Utilize Search Results:** The search results will display below the search form.
4. **Generate Mailing List:** To create an Excel report, with locker numbers and user mailing details, for all users that have rented lockers in the search results list click the **Generate Mailing List** button.
5. **Locker History:** To view a detailed history of a specific locker, click the gold **H** link. This will show all transactions related to that locker, including past renters.
6. **User Visibility:** The **User Visible** column shows whether or not the locker is visible to users.
   - To make all lockers in the list visible, click the **Mark All Available** button.
   - To hide all lockers, click the **Mark All Not Available** button.
   - After making changes, click **Update Records** to save.
7. **Locker Information:**
   - Click the **Locker #** link to open the **Current Locker Information** pop-up.
   - Here, you can update the locker's condition, add comments, and view renter details.
   - Click **Update** to save any changes.