

Locker Switch

The Locker Switch option allows administrators to change the locker that is associated with a particular user.

Quick Steps:

1. Hover over **Locker Management** and click **Locker Switch**.
2. Select **Old Locker Area** and **Old Locker Number**, and confirm the correct user.
3. Choose the **New Locker Area** and **New Locker Number**, then click **Switch Old to New** or **Swap Old with New**.
4. On the confirmation page, add comments if needed and click **Switch User Lockers**.
5. The **Locker Information Updated** page will appear.

Step-by-Step Instructions:

1. **Navigate to Locker Switch:** Hover over the **Locker Management** icon. Click on **Locker Switch**.

2. Select Locker Details:

- In the **Old Locker Area**, choose the correct location for the old locker.
- Select the **Old Locker Number** and verify that it is associated with the correct person.
- Now, select the **New Locker Area** and **New Locker Number**.
- Click **Switch Old to New** to change the locker assignment, or click **Swap Old with New** to exchange lockers between two registered users.

3. Confirm the Change:

- You will be directed to the **Locker Switch Confirmation** page.
- If necessary, type comments in the **Reason for Action** section.
- Click **Switch User Locker** to finalize the change.

4. **Completion:** The **Locker Information Updated** page will be displayed, confirming the locker update.

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