

# 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.

---

Revision #5

Created 30 April 2024 09:51:51

Updated 14 January 2025 08:40:47 by Co-op Student