# Locker User Types

Locker User Types

You must create the Locker User types you wish to use in OPS-COM. To do so Hover over **Admin Options** and click **Users**, then select **Locker User Types**.
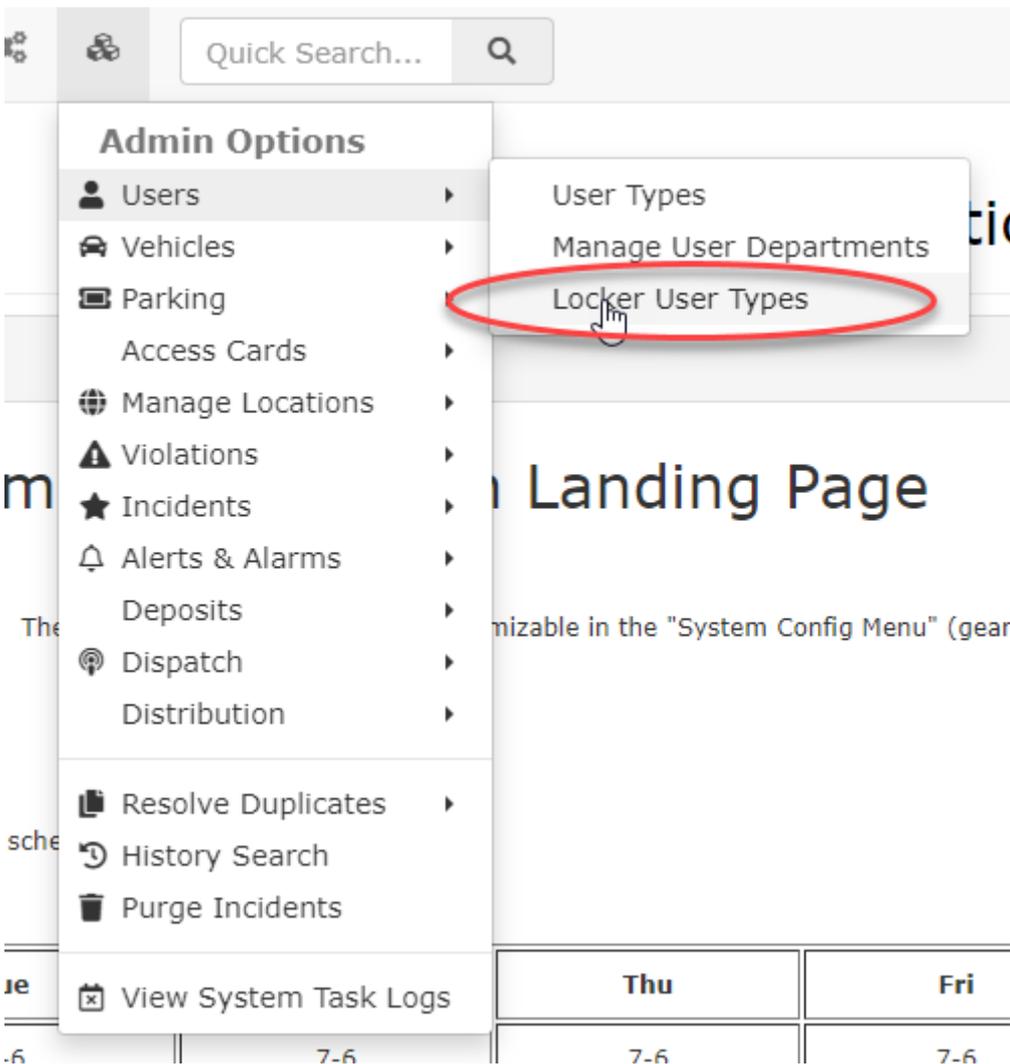
The Manage Locker User Types screen appears listing any existing Locker User Types.
The list will include the name of the locker user type, the configured short name, and the number of user records which indicates how many of each user type are in the system.

To add a Locker User Type click on the **Add Locker User Type** button.

A **Locker User Types** screen will open where you enter the **Name** of the User Type along with the preferred **Short Name**.

In our example we are creating a **Public User** with the short name **Public**.
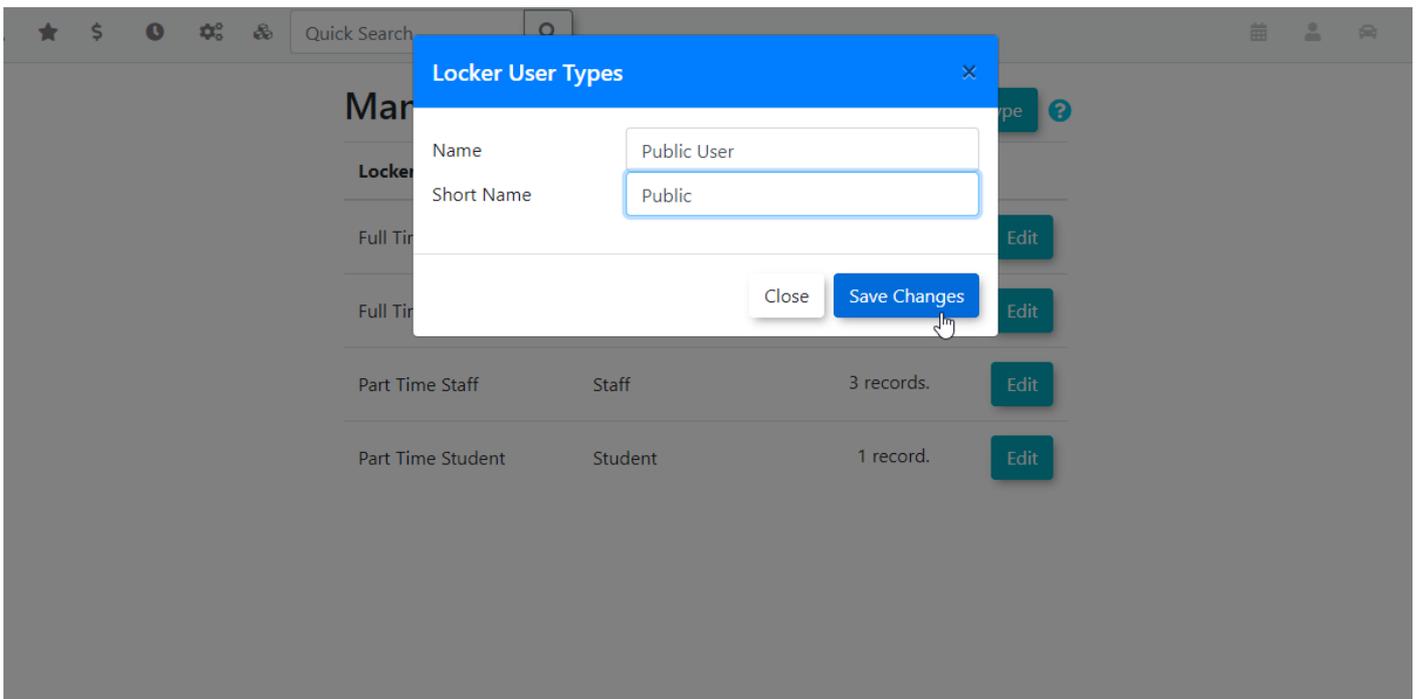
The Manage Locker User Types screen will refresh. Note that the new user type has been added to the list.

NOTE: You can see the new user type that was added has an associated delete button. Locker user types can only be deleted if that have not yet been used.
Once a user has been assigned the Public User type as an example, that user type will no longer display the delete button.

Manage Locker User Types   **Add Locker User Type** ❓

Locker User Type	Short Name		
Full Time Staff	Staff	8 records.	**Edit**
Full Time Student	Student	7 records.	**Edit**
Part Time Staff	Staff	3 records.	**Edit**
Part Time Student	Student	1 record.	**Edit**
Public User	Public	**Delete**	**Edit**

You can assign Locker User Types to any profile by editing the user profile and changing the Locker User Type.

Edit User Profile

--- Archive Type --- ▼ Archive User ❓

Personal Information

☑ Allow user login and mark account as active

❓ User Type: Full Time Staff ▼
❓ Locker User Type: Public User ▼
Username: johndoe
Email Address: john.doe@tomahawk.ca
Password:
Leave this blank to keep the existing password.
The user will be required to change their password upon their next login.

Salutation: ▼
First Name: John
Middle Name: Bob
Last Name: Doe
Permanent Mailing Address: 123 Any Street
City: AnyTown
Province: Ontario ▼

No Aliases ❓
Edit Aliases

☐ People Alarm
☐ Licence Plate Alarm

Please Note, Locker User Types is not editable or viewable on the User Side. These must be assigned by the Admin only.

You must assigned your Locker user types by editing the Locker **Building Area** and choosing the **Locker User Type** as shown. You may select one or multiple user types.
For more on Building Areas please see this wiki article.
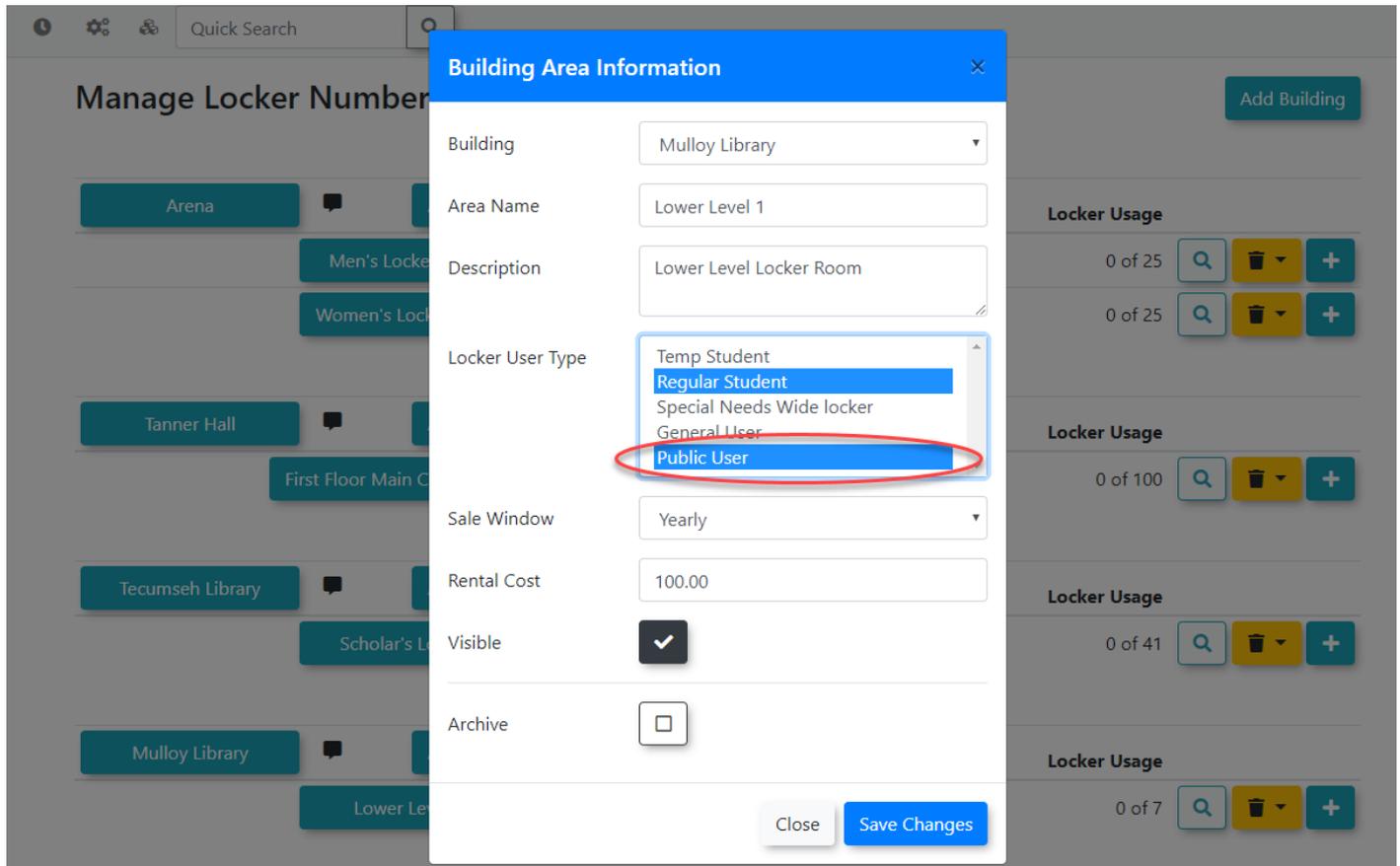
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