

Midnight List (Lockers)

The **Midnight List** is a list of lockers due to be cleared out of the system at midnight. These lockers will automatically be released from users that do not have promises for payment (e.g. the locker was reserved but the user did not specify how they were going to pay). These lockers will be available for purchase again the next day.

Quick Steps:

1. Hover over **Locker Management** and click **Midnight List**.
2. Review the search results.
 - Click **Username** to edit user profiles.
 - Click **Locker Number** to edit locker details.
3. Uncheck **Release at Midnight** if needed and click **Update Selection to be Cleared**.

Step-by-Step Instructions:

1. **Access the Midnight List:** Hover over the **Locker Management** icon. Click on **Midnight List** from the dropdown menu.
2. **View Search Results:** The search results will appear below the list.
3. **Username Button:** Click on this to view or edit the user profile.
4. **Locker Number button:** Click on this to view or edit the details of the locker.
5. **Prevent Midnight Removal (if needed):** If there are records that should not be removed at midnight, uncheck the box under **Release at Midnight**. Click the **Update Selection to be Cleared** button to save your changes.

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