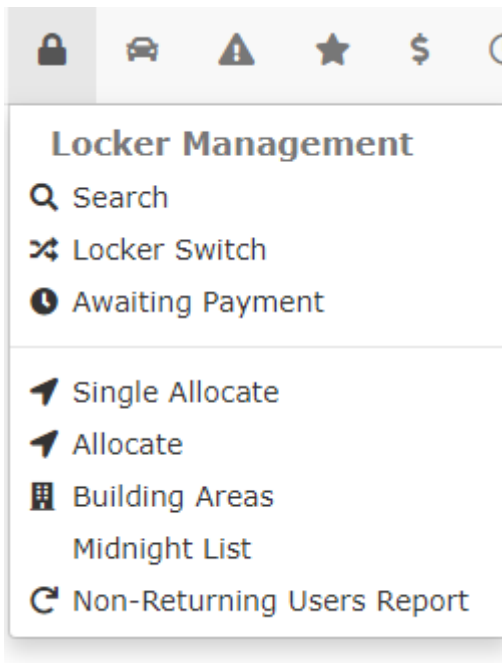


Non Returning Users Report

Accessing the Report

To access the **Non-Returning Users Report**, hover over the **Lockers Management** icon, and click **Non-Returning Users Report**.



Click on **Yearly** drop down menu under **Old Semesters**, or whichever type your past sales window was, and chose the **Old Sales Window**.

Click on **Yearly** drop down menu under **Current Semesters**, or whichever type your current sales window is, and chose the **Current Sales Window**.

Non-Returning Users Report

2

3

Old Semeseters

Yearly

Semester

Monthly

Other

Current Semeseters

Yearly

Semester

Monthly

Other

Search

 Export

Click on **Search**. A table appears below with users that are not returning.

Search

 Export

Building	Area Name	Sales Window	Locker #	Condition	Current Status	Student Number	Username	Name	Permanent Comment
Arena	Men's Locker Room	2019 Lockers	1	Good	Available	0001234	jrockwood	James Rockwood	

Click on **Export** to download a spreadsheet file containing information from the table.

	A	B	C	D	E	F	G	H	I	J	K
1	Building	Area Name	Sales Window	Locker #	Condition	Current Status	Username	Student Number	First Name	Last Name	Permanent Comment
2	Arena	Men's Locker Room	Test Annual	1	Good	Available	mashbury		Michael	Ashbury	
3	Arena	Men's Locker Room	Test Annual	2	Good	Available	jrockwood	0001234	James	Rockwood	
4	Campus B1	First Floor Admin	Test Annual	111069	Good	Available	jsmith	2389	James	Smith	
5											

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