

Non Returning Users Report

At the end of a semester, students are required to re-rent a locker. This report helps find students who continue to use their locker without paying for it. This report will show students that rented lockers in the previous semester but did not rent a locker in the current semester. That list can be used to vet whether or not they are still using their locker or no longer attending the school.

Quick Steps:

1. Hover over **Lockers Management** and click **Non-Returning Users Report**.
2. Select **Old Sales Window** from the **Yearly** dropdown under **Old Semesters**.
3. Select **Current Sales Window** from the **Yearly** dropdown under **Current Semesters**.
4. Click **Search** to view the report.
5. Click **Export** to download the data.

Step-by-Step Instructions:

1. **Navigating to the Non-Returning Users Report page:** Hover over **Lockers Management** and click **Non-Returning Users Report**.
2. **Accessing the Report:** Hover over the **Lockers Management** icon in the system. Click on **Non-Returning Users Report**.
3. **Selecting Sales Windows:** Under the **Old Semesters** section (or the appropriate past sales window type), click the **Yearly** dropdown menu and select the corresponding **Old Sales Window**. Under the **Current Semesters** section (or the appropriate current sales window type), click the **Yearly** dropdown menu and select the **Current Sales Window**.
4. **Viewing the Report:** Click **Search**. A table will appear showing users who are not returning.
5. **Exporting Data:** To download the information from the table, click **Export** to download the data as a spreadsheet file.

Revision #3

Created 6 May 2024 11:37:52

Updated 14 January 2025 09:32:30 by Co-op Student