

# Payment for a locker from the Admin Portal

## Paying for a locker.

To begin click on the **Lockers** menu item in the user's profile on the admin portal.

The screenshot shows the user profile for Patricia Birch (pbirch) in the Admin Portal. The navigation bar includes Profile, Lockers (circled in red), Vehicles, Parking, Payments, History, and Incident History. A pink alert box titled 'People Alarm' and 'Licence Plate Alarm' states: 'Patricia is on the ERT team and may be parking in no parking zones occasionally'.

**Basic Profile Information** (Edit)

Enabled	Yes
User Directory	OPSCOM
Unique ID	0da92796-760d-4c5d-b818-391247933b37
User Type	Full Time Staff
Username	pbirch
Name	Ms. Patricia Birch
Email Address	pbirch@tomahawk.ca
Phone Number	6132574141
Preferred Language	English
Auto Login Address	<a href="#">Login as user</a> ?

**Vehicles** (Edit)

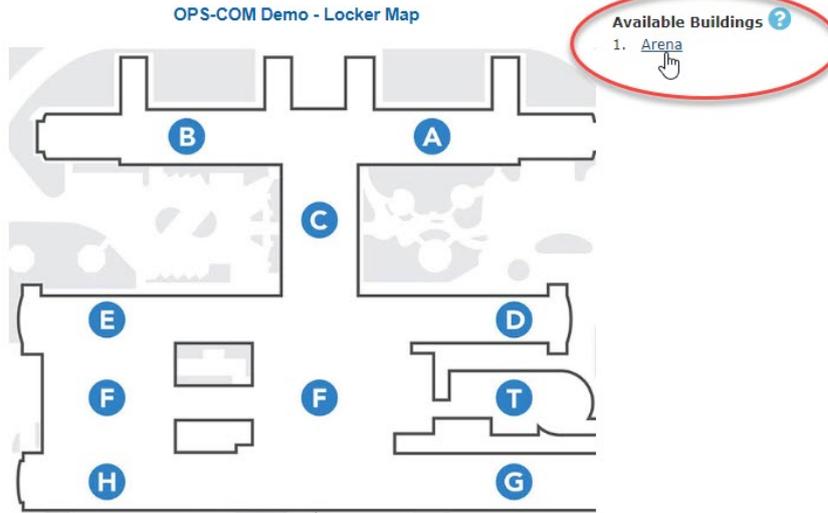
Status	Plate	Type	Province	Make	Year
Active	BIRCH	Passenger	Ontario	Chrysler	2009
Inactive	BIRCH2	Passenger	Ontario	Audi	2014

**Violations**

	Ticket	Issued	Value	Notes
	<a href="#">TT-10003</a>	Jul. 30, 2019	\$35.00	<b>Reduced</b> Feb 28, 2019 <i>Overdue</i>
	<a href="#">21-01001</a>	Aug. 27, 2019	\$50.00	<i>Overdue</i>

The locker registration page appears with a list of buildings with lockers available.

### Locker Registration



The locker selection page will open allowing the admin to choose the locker area within the building chosen. In this case we are looking for a locker in the women's locker room.

### Locker Registration - Locker Selection

The form is titled "Arena" and contains the following elements:

- Instruction: "Use the pull-down to view available lockers by location."
- Frequency selection buttons: "[Y] - Yearly", "[S] - Semester", "[M] - Monthly".
- Location dropdown menu: The menu is open, showing options: "[Y] B - Men's Locker Room", "[Y] B - Men's Locker Room", "[Y] C - Women's Locker Room" (highlighted), "MLR1001", "MLR1002", "MLR1003", "MLR1004".
- Footnote: "\* [Not Visible to Users]"
- Button: "Reserve this Locker"
- Link: "Return to main page"

The admin may then select the specific locker number they wish to assign to the user. Click on **Reserve Locker** to continue.

### Locker Registration - Locker Selection

**Arena**

Use the pulldown to view available lockers by location.

Make a Selection ▾

WLR1001

WLR1002

WLR1003

WLR1004

\* [Not Visible to Users]

[Return to main page](#)

The confirm **Locker Registration** page will open where the admin can verify the information about the locker being assigned. Click on **Confirm Info** to continue.

### Confirm Locker Registration

Test Annual

**Account Status:** ENABLED

Ms. Patricia Birch [pbirch]

[pbirch@tomahawk.ca](mailto:pbirch@tomahawk.ca)

390 Lincoln Dr

Ottawa, Ontario

k7c2v2

6132574141

**Emp. Number:** TU8254

#### Locker Information

**Semester:** Test Annual

**Requested Locker #:** WLR1001

**Building:** Arena

**Area:** C - Women's Locker Room

**Rental Cost:** \$100.00

Taxes 13% : \$ 13.00

Total Owing: \$ 113.00

Please verify that the above information is correct.

[Return to main page](#)

The payment due page will appear. Click on **Proceed to Payment** to continue.

## Payments Due

Locker Payments		
Submit Date	Locker	Amount
<input checked="" type="checkbox"/> Jun. 16, 2023	<input type="text" value="WLR1001"/>	\$100.00 <a href="#">Remove</a>
		<b>Taxes: \$13.00</b>
		<b>Total: \$113.00</b>

No pending invoices.

No pending permit payments.

No pending temp permit payments.

No pending access card payments.

No pending deposit payments.

No pending violation payments.

No pending policy violation payments.

No pending adjustment payments.

[Proceed to Payment](#)

The screen will refresh and the admin will be presented with the Payment Selection section of the process.

## Payments Due

Locker Payments		
Submit Date	Locker	Amount
Jun. 16, 2023	WLR1001	\$100.00
		<b>Taxes: \$13.00</b>
		<b>Total: \$113.00</b>

**Taxes: \$13.00**

**Total: \$113.00**

### Make Payment Online

**Visa and Mastercard payments may be made online. Debit Card, cash, cheque, money order and payroll deduction payments may be made in the Parking Office when you pick up your permit.**

**In person payments can be made at Security Services.**

92 Bridge Street, Carleton Place, Ontario, K7C 2V3, Canada

Payment Method  ▾

Submit Payment Information

In this case we have selected a **Cash** payment. Click **Submit Payment** to continue.

## Payments Due

Locker Payments		
Submit Date	Locker	Amount
Jun. 16, 2023	WLR1001	\$100.00
		<b>Taxes: \$13.00</b>
		<b>Total: \$113.00</b>

**Taxes: \$13.00**

**Total: \$113.00**

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Payment Method  ▾

Submit Payment Information

The transaction Details screen will appear. There are three choices available.

- Process Manually which will complete the transaction
- Cancel and Keep which will terminate the transaction but return the locker to awaiting payment status
- Cancel and Release which will also terminate the transaction and release the locker back into the pool of available lockers to rent.

IN our example we will select Process Manually to complete the transaction.

## Transaction Details

Receipt header beside HST in a table

HST #1234556789

Thank you for parking at Tomahawk University...your payment details appear below.

*If you have purchased a temporary parking permit (print at home parking permit), please proceed to the (H)istory page of your ParkAdmin profile and select the printer icon located beside the respective parking permit number.*

<b>Confirmation Number</b>	f1c91z25e183944dfad0
<b>User</b>	Patricia Birch <input type="text" value="pbirch"/>
<b>Amount</b>	\$113.00
<b>Submit Date</b>	Jun. 16, 2023 @ 04:12 pm <input type="button" value="View Snapshot"/> ?
<b>Comment</b>	<input type="text" value="Successful Online Payment"/>
<b>Payment Method</b>	Cash <input type="button" value="Change"/>

Locker Payments			
	Submit Date	Locker	Amount
<input type="button" value="Adjust"/>	Jun. 16, 2023	<input type="text" value="WLR1001"/>	\$100.00

The payment will be processed and the Transaction Details screen will display a receipt.

## Transaction Details

Receipt header beside HST in a table

HST #1234556789

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<b>Confirmation Number</b>	f1c91z25e183944dfad0
<b>User</b>	Patricia Birch <input type="text" value="pbirch"/>
<b>Amount</b>	\$113.00
<b>Submit Date</b>	Jun. 16, 2023 @ 04:12 pm <input type="button" value="View Snapshot"/> ?
<b>Comment</b>	Successful Online Payment
<b>Payment Method</b>	<input type="text" value="Cash"/> <input type="button" value="Change"/>
<b>Processed</b>	Jun. 16, 2023 @ 04:13 pm
<b>Processed By</b>	john.tomahawk

Locker Payments			
	Submit Date	Locker	Amount
<input type="button" value="Adjust"/>	Jun. 16, 2023	<input type="text" value="WLR1001"/>	\$100.00

**Taxes 13%: \$13.00**

**Total: \$113.00**

Payment Notes ?

Revision #2

Created 15 May 2024 07:48:18

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