Locker User Types

Locker User Types allow administrators to categorize users specifically for the purpose of locker management. This enables flexible control over who can access and utilize certain locker areas or types, enhancing organizational efficiency and tailored access to locker resources.

Setup & Configuration

Locker User Types must be created within OPS-COM before they can be assigned. This is done via the **Manage Locker User Types** screen.

1. Hover over **System Configuration,** then **Users,** and click **Locker User Types**.

The **Manage Locker User Types** screen appears, listing any existing Locker User Types. This list typically includes the **Name** of the locker user type, and the Number of user records associated to that type.

If you do not see the settings mentioned above, please contact support@ops-com.com to have them enabled for you. You will need the permission of your Primary Admin.

Adding a New Locker User Type

1. Click on the **Add Locker User Type** button.
2. Enter the full **Name** of the user type (e.g., **Public User**).
3. Click **Save Changes** (or similar button).

The **Manage Locker User Types** screen will refresh, and your new user type will be added to the list.

Using this Feature

Assigning Locker User Types to User Profiles

1. Hover over **User Management** and click **User Search**.
2. Search for the user you want to edit.

3. Edit their profile and choose the **Locker User Type** from the picklist.
4. Click **Submit Profile Information**, review the submission, and click the **Information Correct** button.

> Locker User Types are not editable or viewable on the User Side portal. They must be assigned by administrators only.

Assigning Locker User Types to Locker Areas

Once Locker User Types are created and assigned to users, they must also be associated with **Locker Building Areas** to control user access to specific lockers.

Refer to this wiki article for information about assigning Locker Types to Building areas.

Best Practices & Considerations

- **Logical Categorization**: Create Locker User Types that align with your organization's locker access policies (e.g., "Student Dorm," "Staff Locker," "Gym Member," "Public Day Use").
- **Deletion Policy**: A Locker User Type can **only be deleted if no users are currently assigned to it**. Once a user has been assigned to a Locker User Type, that user type will no longer display the delete button. You must reassign all users from a Locker User Type before it can be deleted.
- **Clear Naming**: Use clear and concise names for both the full Name and Short Name to avoid confusion.
- **Coordinate with Locker Areas**: Remember that simply assigning a Locker User Type to a user profile is not enough. You must also link the Locker User Type to the relevant **Locker Building Areas** to define actual access permissions.
- **Admin-Only Assignment**: Since Locker User Types are not visible or editable by users, ensure your administrative staff are properly trained on how to assign and manage them.

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