

Purchasing a Locker

The Purchasing a Locker feature allows end-users to select and rent lockers directly through the user portal. Its primary purpose is to provide a self-service option for locker management, reducing administrative overhead and streamlining the reservation and revenue collection process. This article is intended for OPSCOM administrators to help them understand and support the user-facing locker purchase workflow.

Setup and Configuration

This feature requires the locker management module to be active and properly configured within your environment.

Admin Side: Administrators must create locker locations, generate individual locker numbers, and establish pricing on the backend before they become visible on the portal. Additionally, if your organization requires users to agree to terms and conditions, ensure the locker disclaimer text is populated and enabled in your system settings.

User Side: Users access the locker reservation tools directly from their portal dashboard upon logging in.

Using this Feature

Administrators can use the following instructions to guide users through selecting a location, reserving a locker, and completing the checkout process.

Reserving a Locker

1. Log in to the User Portal and click **Lockers**.
2. Read the displayed **Locker Disclaimer** and click **I Agree** to proceed.
3. Select the desired locker location from the available list.
4. Click the **Get Locker** button to view the available inventory for that specific area.
5. Click the specific locker number you wish to reserve.
6. Click the **Reserve Locker** button to add the selection to the cart.
7. Click the **Next** button on the cart screen and proceed to the payment page to finalize the transaction.

If your organization has not configured or enabled a locker disclaimer in the system settings, the user will automatically bypass the agreement screen and be taken directly to the location selection step.

Available Actions and Buttons

- **I Agree:** Click this button to accept the organization's rules and liability policies regarding locker rentals.
- **Get Locker:** Click this button after selecting a location to query the system for currently unoccupied lockers.
- **Reserve Locker:** Click this button to lock in the selected locker number and proceed to the checkout screen.

Best Practices and Considerations

- **Keep disclaimers clear and current: Ensure your locker disclaimers are thoroughly detailed and up to date.** If your organization has specific rules regarding end-of-term locker clean-outs,

abandoned property, or prohibited items, these policies must be clearly stated in the disclaimer before the user is permitted to complete the purchase.

- **Monitor location demand: Administrators should routinely monitor locker inventory levels across different facilities.** If a specific location, such as a main athletic center, frequently runs out of available lockers, management may need to evaluate physical locker allocations or adjust pricing structures to meet user demand.

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