Locker User Types

> The Locker User Types feature allows administrators to categorize user profiles specifically for the purpose of locker management. Its primary purpose is to enable flexible control over who can access and utilize certain locker areas, enhancing organizational efficiency and tailored access to physical resources. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing locker inventory and user permissions.

Setup and Configuration

This feature requires administrative access to the backend system settings to create and manage the user categorizations.

Admin Side: Administrators must have the appropriate system role permissions enabled to access the configuration menus and manage locker user types.

> If you do not see the configuration settings mentioned below, please contact support@ops-com.com to have them enabled for your environment. You will need the authorization of your primary administrator to request this change.

User Side: Locker User Types are strictly a backend administrative configuration. They are not editable, selectable, or viewable by end-users on

the parking portal.

Using this Feature

Administrators can use the following instructions to create new locker user types and apply them to specific user profiles and building areas.

Adding a New Locker User Type

1. Hover over **System Configuration**, click **Users**, then **Locker User Types** to open the management screen.
2. Click the **Add Locker User Type** button.
3. Enter the full name of the user type (e.g., Public User) into the **Name** field.
4. Click the **Save Changes** button. The screen will refresh, and your new user type will automatically appear in the active list.

Assigning Locker User Types to User Profiles

1. Hover over **User Management** and click **User Search**.
2. Search for the specific user you want to edit.
3. Edit their profile and select the desired group from the **Locker User Type** drop-down menu.
4. Click the **Submit Profile Information** button.
5. Review the submission and click the **Information Correct** button to finalize the assignment.

Assigning Locker User Types to Locker Areas

Once locker user types are created and assigned to user profiles, they must also be associated with specific locker building areas to actively control user access. Detailed configuration instructions can be found on the *Allocate*

Lockers page.

Key Information Displayed

When viewing the main management screen, the list of existing locker user types typically displays:

- **Name:** The designated name of the locker user type.
- **Number:** The total number of user records currently associated with that specific type.

Best Practices and Considerations

- **Establish logical categorization: Create locker user types that directly align with your organization's locker access policies.** Standardizing names like "Student Dorm," "Staff Locker," "Gym Member," or "Public Day Use" makes management much more intuitive.
- **Coordinate with locker areas: Remember that simply assigning a locker user type to a user profile is not enough to grant them access.** You must also actively link the locker user type to the relevant locker building areas to define actual access permissions.
- **Follow the 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, the system will hide the delete button. You must manually reassign all users from a locker user type before it can be permanently removed.
- **Maintain clear naming conventions: Use clear and concise names for both the full name and short name to avoid**

administrative confusion.

- **Train administrative staff: Since locker user types are not visible or editable by users, ensure your administrative staff are properly trained on how to accurately assign and manage them.** Relying on manual backend assignment means staff must proactively apply these types during registration or onboarding.

Revision #12
Created 6 May 2024 11:30:23
Updated 13 July 2026 13:43:50