

## Allocate Lockers

This article describes the process of setting up and managing your locker inventory using the Locker Allocation tool. This feature allows administrators to create a hierarchical structure of buildings and areas, add individual lockers in bulk, and manage their status and visibility. This guide is intended for OPSCOM administrators responsible for locker management.

### Setup & Configuration

Setting up your locker inventory is a hierarchical process that involves creating buildings, then areas within those buildings, and finally adding lockers to those areas.

#### Accessing the Locker Allocation Page

- Hover over **Lockers Management** and select **Allocate**.

#### Create a Building

1. On the **Manage Locker Numbers** page, click **Add Building**.
2. Enter the **Building Name** and **Location** information.
3. Click **Save Changes**.

#### Create a Building Area

1. Once the building is added, click **Add Area** within that building's section.
2. Enter the **Area Name** and **Description**.

3. Select the **Locker User Types** that can rent lockers in this area.
4. Choose a **Sales Window** type (**Yearly**, **Monthly**, **Semester**, or **Other** ).
5. Click **Save Changes**.

### Add Lockers to an Area

1. Click the + symbol next to the area where you want to add lockers.
2. Use one or both of the following methods to enter locker numbers:
  - **Specific Lockers**: Enter individual locker numbers, with each number on a new line.
  - **Locker Range**: Enter a **Start** and **End** number for a sequential range. You can also add an optional **Prefix** or **Postfix**.
3. Ensure the **Visible** checkbox is enabled if you want the lockers to be immediately available for users to see.
4. Click **Add Lockers**.

### Using this Feature

Once your locker inventory is created, you can view, archive, and restore lockers as needed.

### Viewing Lockers in an Area

- To view the list of all lockers within a specific area, click the **Magnifying Glass Icon** next to the area name on the **Manage Locker Numbers** page.

### Archiving Lockers

- To remove lockers from the active inventory, click the **Trash Bin Icon** next to the relevant area.

- You will be presented with two options:
  - **Archive All Lockers:** Archives every locker in the area.
  - **Archive Selected Lockers:** Allows you to choose specific lockers from a list to archive.

## Restoring Archived Lockers

- To restore archived lockers, click the + symbol for the area.
- Enter the numbers of the lockers you wish to restore.
- Select **Restored** from the locker status drop-down menu and confirm the action.

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## Best Practices & Consideration

- **You can use both the Specific Locker and Locker Range methods simultaneously** to add non-sequential and sequential lockers in a single operation. This is efficient for complex locker layouts.
- **Archiving lockers removes them from the active inventory.** While they can be restored, this action should be used carefully, especially if lockers have current or past rental history associated with them.

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