

Locker Sales Windows

This article describes how to use the Locker Sales Window tool to create and manage the timeframes during which users can purchase lockers. This feature allows administrators to control the availability of locker sales for different rental periods, such as by semester or year. This guide is intended for OPSCOM administrators.

Setup & Configuration

The core setup for this feature involves creating the sales windows that define your rental periods.

- Hover over **Locker Management** and click **Sales Window**.
- On the **Manage Locker Sales Window** page, click the **Add Sale Window** button.
- Fill in the required information in the pop-up window that appears.
- Click **Save Changes**. The new sales window will be created with an "Inactive" status by default.

Using this Feature

Once sales windows are created, you can manage their visibility and status.

- **Activating and Deactivating Sales Windows** To activate or deactivate a sales window, click the **Active** button next to it. An active window allows users to purchase associated lockers. You can have up to four active sales windows at one time, one for each category: **Yearly**

(Y), Monthly (M), Semester (S), and Other (O).

- **Editing a Sales Window** Click the **Edit** button to modify the details of a sales window.

If the **Edit** button is faded and unavailable, it means the sales window already has locker sales associated with it and cannot be modified by an administrator. Please contact OPSCOM support for assistance in this case.

Archiving and Restoring Sales Windows To move a completed window out of the main view, click the **Archive** button. The window will be moved to the **Past Locker Sales Window** section. To bring an archived window back to the active list, click the **Restore** button next to it in the archive section.

Best Practices & Considerations

- **Deactivating a sales window that has active locker rentals will cause all users to lose their lockers within that window.** The lockers can be restored by reactivating the window, but this action should be performed with caution.
- **Plan your sales windows in advance** of each rental period (e.g., before the start of a new semester). Create the windows ahead of time and activate them only when you are ready for sales to begin.