Locker Sales Windows

> The Locker Sales Windows tool allows administrators to create and manage the specific timeframes during which users can purchase lockers. Its primary purpose is to control the public availability of locker inventory for distinct rental periods, such as by semester or academic year. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing locker operations.

Setup and Configuration

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

Admin Side: Administrators must build and configure the active sales periods in the backend before any lockers can be sold.

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

User Side: End-users do not configure sales windows. They simply log in and select from the active windows presented to them during the locker purchasing process on the user portal.

Using this Feature

Once sales windows are successfully created, administrators can manage their visibility and operational status using the provided interface tools.

Available Actions and Buttons

Administrators can perform the following actions to manage their locker sales periods:

- **Active:** Click the **Active** button next to a sales window to toggle its status. An active window allows users to purchase associated lockers. You can have up to four active sales windows at one time, strictly limited to one for each category: **Yearly (Y)**, **Monthly (M)**, **Semester (S)**, and **Other (O)**.
- **Edit:** Click the **Edit** button to modify the configuration details of an existing sales window.
- **Archive:** Click the **Archive** button to move a completed or expired window out of the main view. The window will be moved to the **Past Locker Sales Window** section.
- **Restore:** Click the **Restore** button next to an item in the archive section to bring an archived window back to the active list.

> If the **Edit** button is faded and unavailable, it indicates that the sales window already has active locker sales associated with it and can no longer be modified by an administrator. Please contact OPSCOM Support for assistance in this case.

Best Practices and Considerations

- **Plan your sales windows in advance: Plan your sales windows well in advance of each rental period (e.g., before the start of a new semester).** Create the windows ahead of time and leave them inactive; only activate them when you are completely ready for public sales to begin.
- **Exercise extreme caution when deactivating: Deactivating a sales window that has active locker rentals will immediately cause all users to lose their lockers within that window.** While the lockers can technically be restored by reactivating the window, this action heavily disrupts user data and should be performed with extreme caution.

> Deactivating a populated sales window instantly removes locker assignments. Always verify the window is completely empty or truly expired before disabling its active status.

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