

Locker Search

This article describes how to use the Locker Search tool to find, view, and manage lockers. This feature allows administrators to filter for specific lockers, review renter information, manage public visibility, and access detailed rental histories. This guide is intended for OPSCOM administrators responsible for locker inventory and rentals.

Using this Feature

The Locker Search page allows you to filter your locker inventory and perform both individual and bulk actions on the results.

Performing a Locker Search

1. Go to **Locker Management** and click **Search**.
2. On the **Locker Search** page, enter your criteria into one or more fields (e.g., **Locker Area**, **Locker Status**, **Renter Name**, **Locker Number**).
3. Click the **Retrieve** button to run the search.

The search results will appear in a list below the search form. Each row represents a single locker.

Available Actions and Buttons

The following actions can be performed on the search results page.

Page-Level Actions: These actions apply to the entire list of lockers returned by your search.

- **Generate Mailing List:** Click this to download an Excel report containing the mailing details for all users currently renting a locker within the search results.
- **Mark All Available:** Click to check the **User Visible** box for all lockers in the current results list, making them available for public rental.
- **Mark All Not Available:** Click to uncheck the **User Visible** box for all lockers in the current results list, hiding them from public view.
- **Update Records:** After using the **Mark All** buttons or manually changing individual **User Visible** checkboxes, click this button to save all changes.

Row-Level Actions: These actions apply to a single locker in the list.

- **Locker # Link:** Click the number in the **Locker #** column to open the **Current Locker Information** pop-up. Here you can edit the locker's **Condition**, add internal **Comments**, and view current renter details. Click **Update** within the pop-up to save any changes.
- **History Icon (H):** Click the gold **H** icon to view a detailed history of the specific locker, including all past renters and associated transactions.
- **User Visible Checkbox:** Manually check or uncheck this box for an individual locker to change its public visibility. Remember to click **Update Records** to save.

The **Locker History** is a valuable audit tool. Use it to resolve disputes about previous rentals or to track the maintenance history of a specific locker over its lifecycle.

Warning: Always click Update Records after making changes to the **User Visible** column. Whether you use the bulk "Mark All" buttons or change individual checkboxes, your changes will not be saved until you click the **Update Records** button.

Best Practices & Considerations

- **Use the Mark All Available / Not Available buttons with care.**
These actions apply to all lockers returned in your search results. Ensure your search criteria are specific enough to avoid accidentally changing the status of unintended lockers.
- **Use the Generate Mailing List feature** at the end of a rental term to easily export contact information for sending out renewal reminders or locker clean-out notices.

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