Locker Search

> The Locker Search tool allows administrators to find, view, and manage lockers within the system. Its primary purpose is to filter for specific lockers, review renter information, manage public visibility, and access detailed rental histories. This guide is intended for OperationsCommander (OPSCOM) administrators responsible for locker inventory and rentals.

Setup and Configuration

This feature is a standard administrative tool and requires no special system configuration.

Admin Side: Administrators do not need to configure any overarching settings, as the search tool draws directly from existing locker inventory data.

User Side: End-users do not have access to this administrative search tool. They can only view and manage their own assigned lockers via the public-facing user portal.

Using this Feature

Administrators can use the following instructions to filter their locker inventory and perform both individual and bulk actions on the results.

Performing a Locker Search

1. Hover over **Locker Management** and click **Search**.

2. Enter your criteria into one or more fields (e.g., **Locker Area**, **Locker Status**, **Renter Name**, **Locker Number**) on the Locker Search page.
3. Click the **Retrieve** button to run the search.

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

Available Actions and Buttons

The following actions can be performed directly 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 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 enable the **User Visible** checkbox for all lockers in the current results list, making them available for public rental.
- **Mark All Not Available:** Click to disable the **User Visible** checkbox for all lockers in the current results list, hiding them from public view.
- **Update Records:** Click to actively save all changes after using the Mark All buttons or manually changing individual **User Visible** checkboxes.

Row-Level Actions:

These actions apply only 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 the **Update** button 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:** Enable or disable the **User Visible** checkbox for an indiv idual locker to change its public visibility.

> Always click the **Update Records** button 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 to the database until you click the Update Records button.

> 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.

Best Practices and Considerations

- **Filter results carefully before bulk updating: Use the Mark All Available and Mark All Not Available buttons with care.** Because these actions apply to all lockers returned in your current search results, ensure your search criteria are specific enough to avoid accidentally changing the status of unintended lockers.
- **Streamline communication: Use the Generate Mailing List feature at the end of a rental term.** This allows you to easily export

the contact information needed for sending out mass renewal reminders or locker clean-out notices.

Revision #11
Created 30 April 2024 09:36:30
Updated 15 July 2026 10:11:27