Locker Switch

> The Locker Switch tool allows administrators to reassign a user to a different locker or swap locker assignments between two users. Its primary purpose is to provide a clear workflow for managing locker changes due to user requests, maintenance needs, or other administrative requirements. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing locker inventory and assignments.

Setup and Configuration

This tool is a standard feature within the locker management module and does not require any specific configuration to activate.

Admin Side: The tool strictly relies on existing locker and user rental information already being present in the system. No additional setup or configuration is needed before using the switch tool.

User Side: End-users do not have access to the locker switch functionality on the public portal. They must request any locker changes or swaps directly through an administrator.

Using this Feature

The Locker Switch tool allows for two distinct actions: moving a single user to a new locker (Switch) or exchanging lockers between two users (Swap).

Administrators can perform a switch or swap by following these steps:

1. Hover over **Locker Management** and click **Locker Switch**.
2. Select the **Locker Area** and **Locker Number** for the locker being changed in the **Old Locker** section.
3. Verify that the correct user's name is displayed before proceeding.
4. Select the **Locker Area** and **Locker Number** for the destination locker in the **New Locker** section.
5. Click the **Switch Old to New** button to move the user from the old locker to a new, vacant locker.
6. Click the **Swap Old with New** button instead if you need to exchange locker assignments between the user of the old locker and the user of the new locker.
7. Enter any relevant notes in the **Reason for Action** text box on the **Locker Switch Confirmation** page.
8. Click the **Switch User Lockers** button to finalize the change and view the final **Locker Information Updated** confirmation page.

> Carefully choose between the Switch and Swap functions based on occupancy. Selecting the **Swap** action when the new locker is vacant may result in a system error. Conversely, selecting the **Switch** action when the new locker is already occupied by another user will completely unassign that original user from their locker.

Best Practices and Considerations

- **Always verify the user's name before proceeding: Always verify the user's name after selecting the Old Locker Number.** This crucial step ensures you are modifying the correct user's assignment and prevents frustrating administrative errors that are difficult to untangle.
- **Add a brief comment for historical tracking: Add a brief comment in the Reason for Action box whenever performing a switch or swap.** Consistently using this note feature helps other administrators determine exactly why changes to the locker were made for future reference, dispute resolution, and auditing purposes.

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