

Locker Switch

This article describes the Locker Switch tool, which 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 guide is intended for OPSCOM administrators.

Using This Feature

This tool is a standard feature within the locker management module and does not require any specific configuration. The tool relies on existing locker and user rental information being present in the system.

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**).

- Hover over **Locker Management** and click **Locker Switch**.
- In the **Old Locker** section, select the **Locker Area** and **Locker Number** for the locker being changed. Verify that the correct user's name is displayed.
- In the **New Locker** section, select the **Locker Area** and **Locker Number** for the destination locker.
- Choose one of the two action buttons based on your goal:
 - **Switch Old to New**: Click this to move the user from the old locker to the new locker. This is typically used when moving a user

to a vacant locker.

- **Swap Old with New:** Click this to exchange locker assignments between the user of the old locker and the user of the new locker.
 - On the **Locker Switch Confirmation** page, add any relevant notes in the **Reason for Action** text box if necessary.
 - Click the **Switch User Lockers** button to finalize the change. A final **Locker Information Updated** page will be displayed to confirm the action was successful.
-

Best Practices & Considerations

- **Carefully choose between the Switch and Swap functions.**
Selecting **Swap** when the new locker is vacant may result in an error, while selecting **Switch** when the new locker is occupied by another user will unassign that user from their locker.
 - **Always verify the user's name** after selecting the **Old Locker Number**. This ensures you are modifying the correct user's assignment before proceeding.
 - **Add a brief comment** if necessary to help determine why changes to the locker were made for future reference.
-