

Non Returning Users Report

This article describes the **Non-Returning Users Report**, a tool that helps identify students who rented lockers in a previous semester but did not rent one in the current semester. This report allows administrators to investigate whether these students are still using their lockers without payment or are no longer attending the school.

Using this Feature

This report is a standard feature within the locker management module and does not require any special configuration. The data is pulled directly from existing locker rental records.

To generate the Non-Returning Users Report:

1. Go to **Lockers Management** and click **Non-Returning Users Report**.
2. Under **Old Semesters**, click the **Yearly** drop-down menu and select the appropriate **Old Sales Window**.
3. Under **Current Semesters**, click the **Yearly** drop-down menu and select the appropriate **Current Sales Window**.
4. Click **Search** to view the report. The results will appear in a table.
5. To download the information, click **Export** to save the data as a spreadsheet file.

Best Practices & Considerations

- This report is particularly useful at the end of a semester to identify potential unauthorized locker usage.
 - The exported data can be used to cross-reference with student enrollment records to determine if non-returning students are still attending the institution.
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