Payment for a locker from the Admin Portal

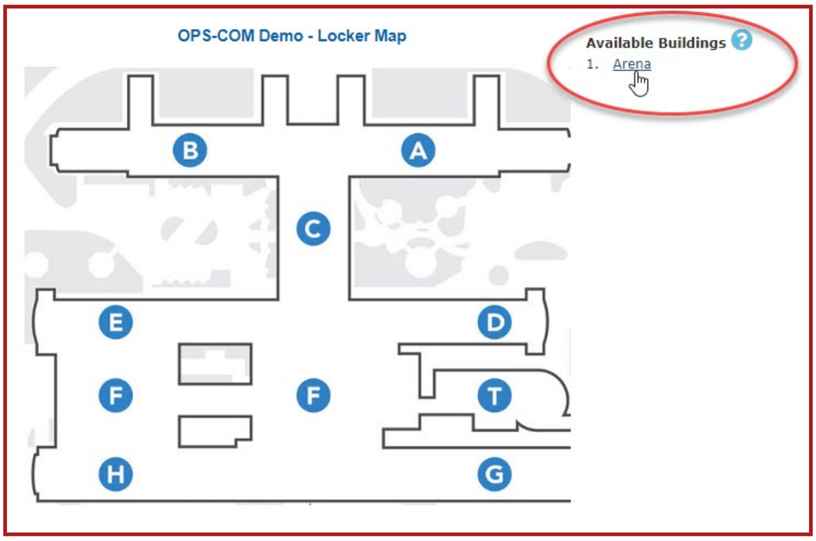
> The Locker Payment feature allows administrators to assign a locker and process the associated payment on behalf of a user directly from the administrative portal. Its primary purpose is to seamlessly facilitate locker rentals and handle in-person transactions, ensuring accurate inventory and financial tracking. This article is intended for OPSCOM administrators.

Setup and Configuration

There is no specific system configuration required to use this feature, provided your locker inventory and payment methods are already established. Processing a locker payment is a standard administrative action available to users with the appropriate user management and payment processing permissions enabled on their account profile.

Using this Feature

Administrators can navigate the assignment and checkout process for a locker in just a few steps from a user's profile.



1. Navigate to the specific user's profile on the admin portal.
2. Click the **Lockers** menu item to open the locker registration page.
3. Select the desired building from the list of locations with available lockers.
4. Choose the specific locker area within the building (e.g., Women's locker room).
5. Select the specific locker number you wish to assign to the user.
6. Click the **Reserve Locker** button to continue.
7. Verify the assignment information on the confirm locker registration page and click the **Confirm Info** button.
8. Click the **Proceed to Payment** button on the payment due page.
9. Select the desired payment method (e.g., Cash) from the payment selection section.
10. Click the **Submit Payment** button.
11. Review the options presented on the Transaction Details screen:
    - **Process Manually:** This option will complete the transaction and finalize the rental.
    - **Cancel and Keep:** This option will terminate the transaction but return the locker to an awaiting payment status on the user's

profile.
- **Cancel and Release:** This option will terminate the transaction and immediately release the locker back into the pool of available inventory.

12. Click the **Process Manually** button to finalize the transaction.

Visual Cues and Status Indicators

- **Receipt Generation:** Once the payment is successfully processed manually, the final Transaction Details screen will refresh to display a detailed receipt, confirming the locker assignment and the logged payment.

Best Practices and Considerations

> **Managing Incomplete Transactions:** If a user forgets their wallet or needs to step away during an in-person transaction, use the **Cancel and Keep** button. This safely holds the specific locker under their profile for future payment without forcing you to restart the entire assignment process when they return.

- **Verify the User Profile: Always verify you are processing the transaction on the correct user profile** before clicking the final process button to prevent assigning inventory or logging manual payments to the wrong account.
- **Releasing Inventory:** If a user changes their mind at the final checkout step and no longer wants the locker, ensure you click the **Cancel and Release** button so that the locker immediately becomes available for other users to rent.

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