

Registering a Locker for a User

The **Lockers** tab on the **User Landing Page** allows administrators to rent lockers to users. Users can also self-manage their locker purchases by logging into the User Portal.

Before a locker can be registered for a user, the locker inventory must be configured in OPSCOM. This includes setting up **Buildings**, locker room locations (e.g., **Men's Locker Room**), individual locker numbers, and any associated fees.

Locker Registration Process

1. Go to **User Management**, then **Search Users** for the user you wish to register a locker for. Click their **Username** to navigate to their **Profile**.
2. In the user's profile, click the **Lockers** button to open the locker registration interface for that user.
3. On the **Locker Registration** page, select the appropriate building from the list under the **Available Buildings** heading.
4. **Choose a Location:** The screen will refresh to the **Locker Registration - Locker Selection** page. Click the drop-down menu to choose the specific locker location (e.g., **Men's Locker Room**).
5. **Reserve a Locker:** A list of available lockers will be displayed. Select the desired locker number from the list.
6. Click the **Reserve This Locker** button to proceed.
7. **Confirm the Reservation:** The **Confirm Locker Reservation** screen will appear, summarizing the details. Carefully verify the information

and click the **Confirm Information** button.

8. **Process Payment:** You will be directed to the **Payments Due** screen.

To finalize the registration, click the **Proceed to Payment** button and complete the transaction as required.

Best Practices & Considerations

- **Payment Finalizes Reservation:** In most configurations, a locker reservation is not considered final until payment has been successfully processed. If you navigate away from the **Payments Due** screen without completing the transaction, the locker may be released back into the available inventory.

Verify the Username: Before selecting a locker, always double-check that the correct user's name is displayed in the top-right corner of the **Locker Registration** screen. This ensures you are assigning the locker to the correct profile.