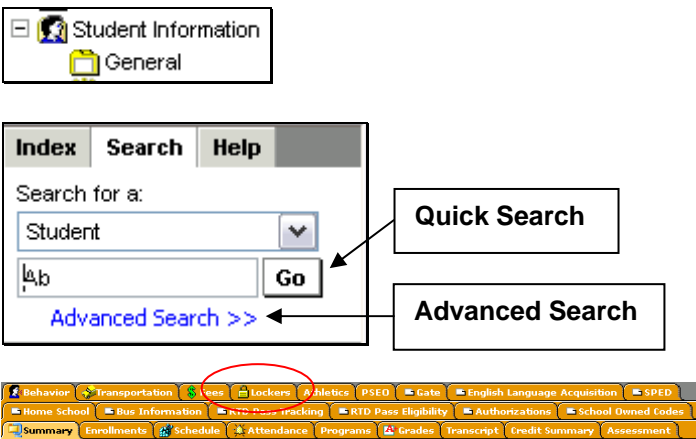
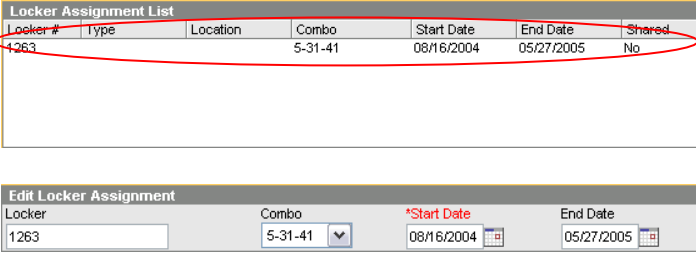


Objectives

Locker Assignments

1. **Overview** of Locker tab
2. **Viewing the Locker** information
3. **New Locker Assignment**
4. **Ending Locker Assignment**
5. **Printing** Locker Assignment Information for a student
6. **Deleting** Locker Assignment

Window	Information
<p>Accessing Locker Information</p> 	<ol style="list-style-type: none"> 1. From the Index tab, select the Student Information folder by clicking the plus (+) sign next to the folder or by clicking on the name of the folder. 2. Select the General folder within Student Information folder. 3. Search for a student using either the Search tab or the Advanced Search >> option. 4. After selecting a student, click the Lockers tab.
<p>Viewing Locker Information</p> 	<p>Highlight the Locker detail from the Locker Assignment List and the student's locker number, combination, serial number, location, etc. The type and location information is created by the System Administrator.</p>

Printing Locker Assignments for a Student

Locker #	Type	Location	Combo	Start Date	End Date	Shared
1001			39-27-7	06/13/2005	06/14/2005	Yes

Edit Locker Assignment

Locker: 1001

Combo: 39-27-7

*Start Date: 06/13/2005

End Date: 06/14/2005

Additional Students With Same Locker
[Martinez, Samuel T](#)
[Abdi, Farhia M](#)

Edit Locker Assignment

Locker: 1001

Combo: 39-27-7

*Start Date: 06/13/2005


End Date: 06/14/2005

Additional Students With Same Locker
[Martinez, Samuel T](#)
[Abdi, Farhia M](#)

Use print screen.

1. Right mouse click to view the menu options and select **Print**.



Adding a Locker to a Student





Locker #	Type	Location	Combo	Start Date	End Date	Shared
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New Locker Assignment

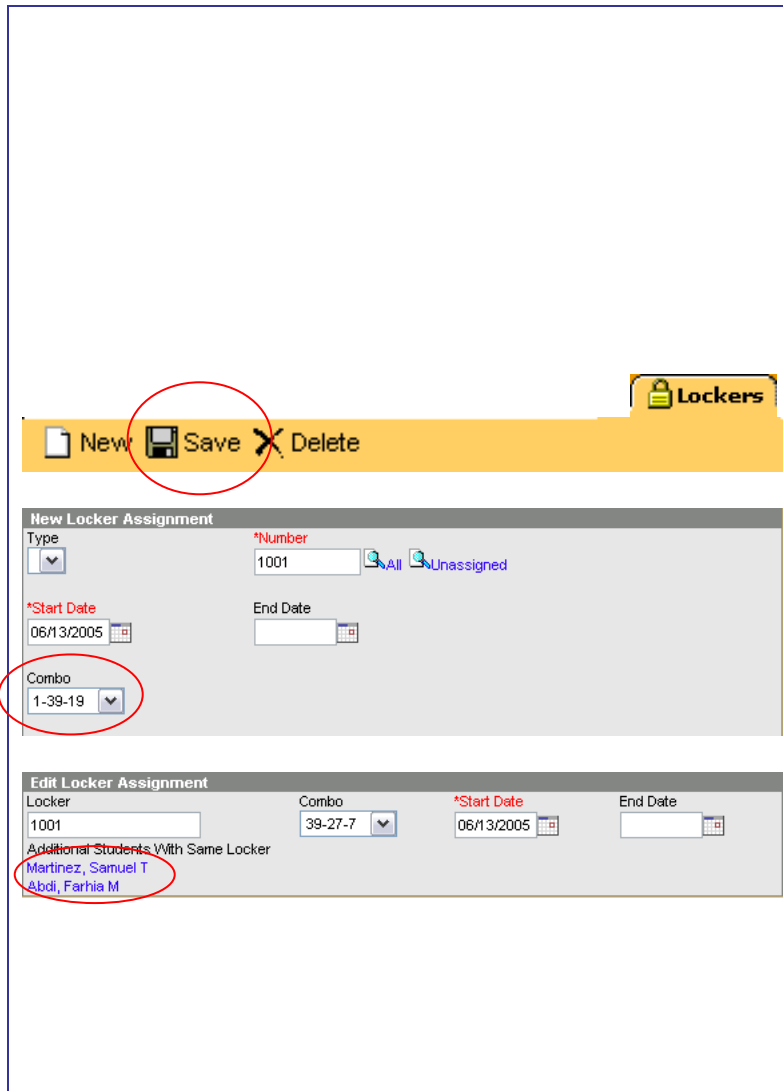
Type:

*Number:  



*Start Date: 06/13/2005 

End Date: 


1. From the **Lockers** tab, select the  icon. A **New Locker Assignment** table will appear below the **Locker Assignment List**.
2. The **Type** of locker is not currently used by DPS.
3. Enter the ***Number** of the locker by:
 - a. If this number is unknown, or an available locker needs to be found, click the  icon to the right of the Number field. This will display a list of all unassigned and available lockers that match the type selected.
 - b. If a list of all lockers matching that type is desired, click the  icon. This will display all lockers in the building matching that type regardless of it being assigned to another student.



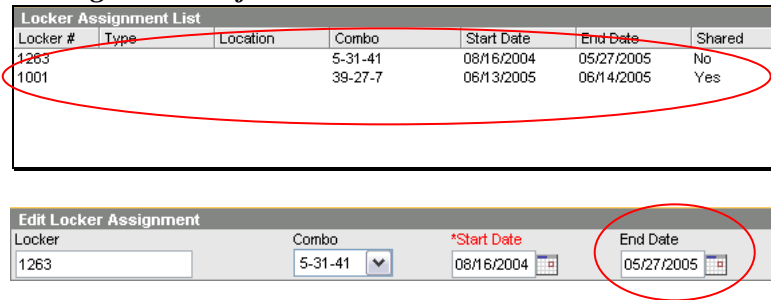
4. After the list is populated, select the desired locker from the drop down list. This will place the locker number into the ***Number** field.

5. Enter the  for the locker. This is the date the student began using the locker. The system will default to today's date but can be changed by typing in the date or using the  icon.


6. The **Combo** field will be populated upon selecting a locker. The list of lockers and combinations to those lockers are built by the System Administrator.

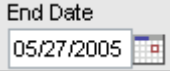
7. Click the  icon when finished. The new locker will be listed in the **Locker Assignment List**. If the locker is a shared locker the detail will display any other student's assignment to the same locker.


Ending a Locker for a Student



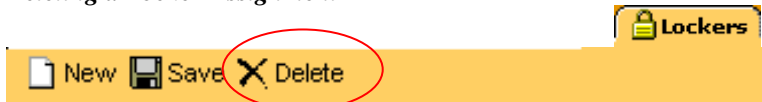
Locker #	Type	Location	Combo	Start Date	End Date	Shared
1263			5-31-41	08/16/2004	05/27/2005	No
1001			39-27-7	06/13/2005	06/14/2005	Yes

1. From the  tab, select the entry that needs to be ended.

2. In the **Edit Locker Assignment** detail, enter an  for the locker. This is the date the student stopped using this locker.

3. Click the  icon when finished. The locker will still be listed in the **Locker Assignment List** but will indicate the date that it was last used.

Deleting a Locker Assignment



Locker #	Type	Location	Combo	Start Date	End Date	Shared
1263			5-31-41	08/16/2004	05/27/2005	No
1001			39-27-7	06/13/2005	06/14/2005	Yes

To delete a locker assignment from a student, select the locker to be deleted from the **Locker Assignment List** and click the **Delete** icon.

Important!

This will permanently remove the locker from the student's record.

