

Locker Setup

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[Locker Detail Editor](#) | [Create a New Padlock or No Lock Type Locker](#) | [Create a New Built-in Lock Locker](#) | [Delete a Locker](#)

Classic View: [System Administration > Locker Resources > Lockers](#)

Search Terms: Lockers

The Lockers tab lists the locker numbers, combinations the locker may have and its location. Users can also assign lockers to a certain grade level. This is used in the [Locker Schedule Wizard](#) by assigning lockers only to students in the grade level.

Locker Types and Lock Types are maintained in the [Attribute/Dictionary](#). See the [Locker Types and Lock Types](#) section on the [Lockers \(Admin\)](#) article for more information.

The screenshot displays the 'Locker Setup' interface. At the top, there is a search bar with the text 'Search for a tool or student'. Below this, the page title 'Locker Setup' is followed by a breadcrumb trail: 'School & District Settings > Lockers > Locker Setup'. There are three buttons: 'New', 'Save', and 'Delete'. Below these are filter fields for 'Locker Type:', 'Location:', and 'Number:', with a 'Search' button. The main area contains a 'Locker List' table with columns: Number, Type, Location, Lock Type, Grade, Reserved, and Shared. Below the table is a 'Locker Detail' form with fields for Number, Locker Type, Location, Lock Type (radio buttons for No Lock Assigned, Padlock, Built-in Lock), Grade, Locker Serial Number, Reserved, and Shared.

Number	Type	Location	Lock Type	Grade	Reserved	Shared
3-318	Academic	'A' School	BL		Yes	No
1-888	Academic	Ceramics-Res	BL		Yes	No
1-870	Academic	Ceramics-Res	BL		Yes	No
3-359	Academic	'A' School	BL		Yes	No
2-004	Academic	Guide-Res	BL		Yes	No
2-801 Res	Academic	by243 - ASD	BL		Yes	No
3-320	Academic	'A' School	BL		Yes	No
2-564 Res	Academic	by235 - DCD	BL		Yes	No

Locker Filtering

Duplicate locker numbers cannot be created. For this reason, locker numbers, locker locations and

locker types can be filtered to more easily find a locker and modify its settings or review its status. Use the **Search** button to filter the search active lockers by Locker Type, Location and/or Number.

The screenshot shows the 'Locker Setup' page with a search bar at the top. Below the search bar are buttons for 'New', 'Save', and 'Delete'. A red box highlights the 'Filter On:' section, which includes dropdown menus for 'Locker Type', 'Location', and a text input for 'Number', followed by a 'Search' button. Below the filters is a 'Locker List' table with columns: Number, Type, Location, Lock Type, Grade, Reserved, and Shared.

Number	Type	Location	Lock Type	Grade	Reserved	Shared
3-318	Academic	'A' School	BL		Yes	No
1-888	Academic	Ceramics-Res	BL		Yes	No
1-870	Academic	Ceramics-Res	BL		Yes	No

Locker Filter Options

For more detail about that locker, select the appropriate returned item and review the Locker Detail Information. Here, the number, type, location and lock type can be modified.

Lockers assigned to an inactive locker type (modified in the [Attribute/Dictionary](#)) display in gray text. That locker can be selected, but note that a new active Locker Type is needed.

The screenshot shows the 'Locker Detail' editor. At the top, there are 'New', 'Save', and 'Delete' buttons, and a 'Filter On:' section with dropdowns for 'Locker Type', 'Location', and a text input for 'Number', followed by a 'Search' button. Below this is a 'Locker List' table with columns: Number, Type, Location, Lock Type, Grade, Reserved, and Shared. The row for locker number 9999 is highlighted in blue and has a red box around its 'Type' field, which is 'Activity'. A red arrow points from this row down to the 'Locker Detail' editor. In the editor, the '*Number' field is set to 9999, and the '*Locker Type' dropdown is set to 'Activity'. The '*Location' field is set to '218/219'. The '*Lock Type' section has three radio buttons: 'No Lock Assigned' (selected), 'Padlock', and 'Built-in Lock'. There are also fields for 'Grade', 'Locker Serial Number', 'Reserved', and 'Shared'.

Locker Assigned an Inactive Locker Type

Locker Detail Editor

The Locker Detail editor lists the information about the editor. It also lists the students who have

been or are currently assigned to the locker. The following fields are located on the Locker Detail Editor.

Field	Description
Number <i>Required</i>	The locker number. This field can contain symbols, dashes, letters, numbers, etc., and can be up to ten characters in length.
Locker Type <i>Required</i>	Indicates the reason the locker is assigned to the student. In some schools, multiple lockers are assigned to the student, one for academic purposes, one for PE purposes, one for music purposes. Locker Types are created in the Attribute Dictionary and should be created and saved before adding lockers.
Location <i>Required</i>	Locker locations tell the student and staff where the locker is located in the building. Locker locations are created on the Locker Location tab.
Lock Type <i>Required</i>	Indicates the type of lock associated with the lockers. Three options are available: <ul style="list-style-type: none"> • No Lock Assigned - the locker does not have a built-in lock • Padlock - the school needs to assign a padlock for the locker • Built-in Lock - the locker has a built-in lock. If this is selected, the locker combination needs to be added
Default	<i>Displays only when Built-in Lock type is selected.</i> Indicates the currently active combination of the locker.
Seq(uence)	<i>Displays only when Built-in Lock type is selected.</i> Indicates the pre-determined order (users cannot change the sequence) in which the combinations are assigned using the Combination Rotation Wizard.
Combo	<i>Displays only when Built-in Lock type is selected.</i> Lists the lock combination used to open the locker.
Grade	If the school assigns certain lockers to a certain grade level, select the grade level from the dropdown list.
Locker Serial Number	Lists the serial number of the locker.
Reserved	Indicates the locker is manually assigned and will not be available in the Locker Schedule Wizard or Locker Roster Assignment Wizard .
Shared	Indicates the locker can be assigned to more than one student.
History	Lists the names and locker assignment dates of the students who were assigned the locker.

Create a New Padlock or No Lock Type Locker

1. Click the **New** icon in the action bar. A **Locker Detail** editor displays.
2. Enter the **Number** of the locker. Users may check to see if the locker being created already exists by entering the number in the **Filter On Number** field.
3. Select the active **Locker Type** from the dropdown list.
4. Select the **Location** of the locker from the dropdown list.
5. Select the **Lock Type** as **Padlock** or **No Lock Assigned**.
6. If applicable, select the **Grade** level of the students who should be assigned to the locker. If the grade level does not matter, leave this section blank.
7. Enter the **Locker Serial Number** of the locker.
8. If the locker is reserved and should not be assigned, by the Locker Schedule Wizard, mark the **Reserved** checkbox. This will eliminate the locker from being assigned to students via the Locker Schedule Wizard.
9. If the locker can have more than one student assigned to it, mark the **Shared** checkbox.
10. When finished, click the **Save** icon. The new locker and all related information has been saved and will display in the Locker List.

Locker Detail

*Number: 2345

*Locker Type: Academic

*Location: Math Hallway

*Lock Type: No Lock Assigned
 Padlock
 Built-in Lock

Grade: 12

Locker Serial Number: 654321

Reserved:

Shared:

History

Student, Sarah H (12/20/2013 -)

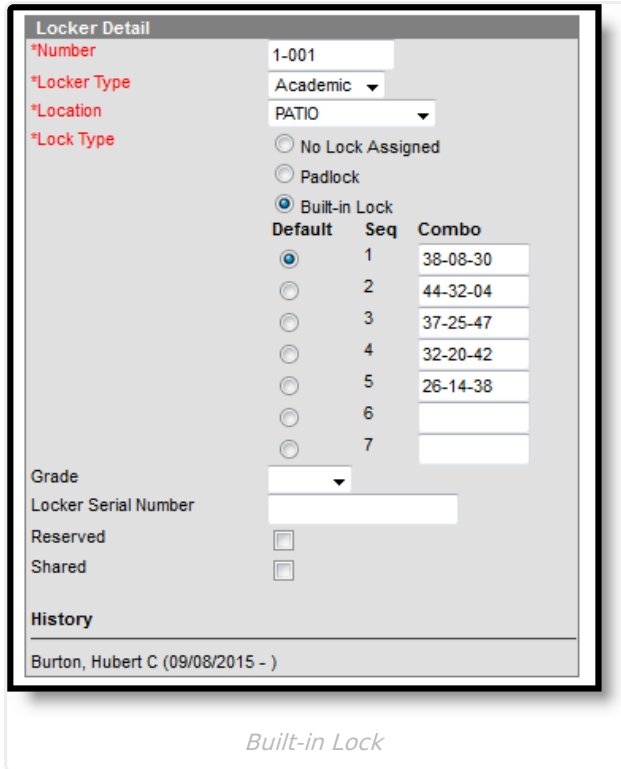
No Assigned Lock/Padlock

Create a New Built-in Lock Locker

1. Click the **New** icon in the Action bar. A **Locker Detail** editor displays.
2. Enter the **Number** of the Locker. This number may be up to ten characters in length. Users may check to see if the locker being created already exists by entering the number in the **Filter On Number** field.
3. Select the **Locker Type** from the dropdown list.
4. Select the **Location** of the locker from the dropdown list.
5. Select the **Built-in Lock** radio button.
6. Enter locker combinations within the **Combo** field. There should be a different combination in each **Combo** box in order for the locker to have a different combination when a different student is assigned the locker at a later time or for the next school year. These combinations are used in the [Combination Rotation Wizard](#).
7. Select which combination is currently the **Default** combination by marking the appropriate

radio button.

8. If applicable, select the Grade level of the students who should be assigned to the locker. If the grade level does not matter, leave this section blank.
9. Enter the **Locker Serial Number** of the locker.
10. If the locker is reserved and should not be assigned by the Locker Schedule Wizard, mark the **Reserved** checkbox. This will eliminate the locker from being assigned the students via the Locker Schedule Wizard.
11. If the locker can have more than one student assigned to it, mark the **Shared** checkbox.
12. Click the **Save** icon. The new locker and all related information have been saved.



Locker Detail

*Number: 1-001

*Locker Type: Academic

*Location: PATIO

*Lock Type:

- No Lock Assigned
- Padlock
- Built-in Lock

Default	Seq	Combo
<input checked="" type="radio"/>	1	38-08-30
<input type="radio"/>	2	44-32-04
<input type="radio"/>	3	37-25-47
<input type="radio"/>	4	32-20-42
<input type="radio"/>	5	26-14-38
<input type="radio"/>	6	
<input type="radio"/>	7	

Grade:

Locker Serial Number:

Reserved:

Shared:

History

Burton, Hubert C (09/08/2015 -)

Built-in Lock

Delete a Locker

Lockers can be deleted, if necessary. This feature is useful for removing old lockers no longer in use or groups of lockers removed due to building changes. All locker assignments must be removed before a locker is allowed to be deleted.

1. Enter the **Locker Number** to delete view in the **Number** field. This will return a list of lockers matching that number.
2. Select the appropriate locker number to be deleted.
3. Click the **Delete** icon. Any instance of the locker in the system has been removed.