

# Locker Assignments Report

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**Classic Path:** [System Administration](#) > [Lockers](#) > [Reports](#) > [Locker Assignment Report](#)

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The **Locker Assignments Report** will print all lockers assigned to students based on options chosen in the report wizard.

*Image 1: Locker Assignments Report*

## Report Editor

The following fields are available for selection on the Locker Assignments Report.

Field	Description
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Field	Description
<b>Sort By</b>	<p>Indicates how the locker assignments are sorted. Options are as follows:</p> <ul style="list-style-type: none"> <li>• <b>Locker Number</b> - numeric or alphabetic order, depending on locker naming conventions</li> <li>• <b>Student</b> - alphabetic by last name</li> <li>• <b>Grade/Student</b> - the lowest grade level of enrollment in the selected school displays first</li> <li>• <b>Type</b> - alphabetic by the type of locker</li> <li>• <b>Location</b> - alphabetic by the location of the locker</li> <li>• <b>Lock Type</b> - alphabetic by the type of locker</li> </ul>
<b>Include the following Locker Types</b>	<p>Indicates the types of lockers included in the report. All types can be selected at one time for display in the same report. If using this report to verify a locker assignment, it is suggested a specific type of locker be chosen. Locker Types are created in the <a href="#">Attribute/Dictionary</a>.</p>
<b>Include the following Locker Locations</b>	<p>Indicates which locker locations are included in the report. Locker Locations are created in the <a href="#">Locker Location</a> tool.</p>
<b>Other Options</b>	<p>Indicates other locker options included in the report.</p> <ul style="list-style-type: none"> <li>• Include Locker Combination</li> <li>• Include Combination Sequence</li> <li>• Exclude Built-In Lock Lockers</li> <li>• Exclude Padlocked Lockers</li> <li>• Exclude No Lock Lockers</li> </ul> <p>Locks are entered on the <a href="#">Locks</a> tool. Combinations are entered on the Lockers tool, as is sequence.</p>
<b>Ad hoc Filter</b>	<p>To limit the number of students returned in this report, choose an ad hoc filter. Only those students included in the filter are returned in the report.</p>
<b>Effective Date</b>	<p>Entered date reflects the student being actively assigned the locker as of that date. Dates are entered in <i>mmdyy</i> format or can be entered by choosing the calendar icon.</p>
<b>Report Format</b>	<p>Indicates the format in which the report generates - PDF or DOCX.</p>

## Generate the Locker Assignments Report

1. Select how the report should be sorted: by **Locker Number, Student, Grade/Student,**

**Type, Location or Lock Type.**

2. Select the **Locker Types** to include on the report from the locker type list.
3. Select the **Location** of the lockers to include on the report from the locker location list.
4. Select **Other Options** may also be listed on the report:
5. If desired, select an **Ad hoc Filter**.
6. Enter an **Effective Date** in *mmdyy* format or select a date by selecting the **Calendar** icon.  
Students actively enrolled in the school as of this date will be included in the report.
7. Select the desired **Report Format**.
8. Click the **Print Report** button.

2017-18 High School				Locker Assignment Report				
Generated on 04/18/2019 02:34:29 PM Page 1 of 25				Effective Date: 04/18/2019				
Student Name	Grade	Type	Number	Location	Lock Type	Combo	Default Combo Sequence	Lock Serial Number
Student, Anna	11	Academic	A1015	Main	Built-in Lock	20-40-2	1	16D54
Student, Benjamin	11	Academic	A1017	Main	Built-in Lock	41-03-2	1	16D56
Student, Callie	11	Academic	A1019	Main	Built-in Lock	22-26-4	1	16D58
Student, Dylan	11	Academic	A1020	Main	Built-in Lock	15-05-1	1	16D59
Student, Eve	11	Academic	A1021	Main	Built-in Lock	48-34-3	1	16D60
Student, Frank	10	Academic	A1053	Main	Built-in Lock	05-37-3	1	16D92
Student, Glory	09	Academic	A1097	Main	Built-in Lock	10-00-2	1	17D36
Student, Henry	09	Academic	A1100	Main	Built-in Lock	24-02-1	1	17D39
Student, Indigo	10	Academic	A1112	Sped Ed	Built-in Lock	35-39-0	1	17D51
Student, James	10	Academic	A1118	Sped Ed	Built-in Lock	43-13-4	1	17D57
Student, Kristen	10	Academic	A1128	Sped Ed	Built-in Lock	04-20-0	1	17D67

Image 2: PDF Report Example

2017-18 High School				Locker Assignment Report				
Generated on 04/18/2019 02:41:42 PM Page 1 of 24				Effective Date: 04/18/2019				
Student Name	Grade	Type	Number	Location	Lock Type	Combo	Default Combo Sequence	Lock Serial Number
Student, Anna	11	Academic	A1015	Main	Built-in Lock	20-40-2	1	16D54
Student, Benjamin	11	Academic	A1017	Main	Built-in Lock	41-03-2	1	16D56
Student, Callie	11	Academic	A1019	Main	Built-in Lock	22-26-4	1	16D58
Student, Dylan	11	Academic	A1020	Main	Built-in Lock	15-05-1	1	16D59
Student, Eve	11	Academic	A1021	Main	Built-in Lock	48-34-3	1	16D60
Student, Frank	10	Academic	A1053	Main	Built-in Lock	05-37-3	1	16D92
Student, Glory	09	Academic	A1097	Main	Built-in Lock	10-00-2	1	17D36
Student, Henry	09	Academic	A1100	Main	Built-in Lock	24-02-1	1	17D39
Student, Indigo	10	Academic	A1112	Sped Ed	Built-in Lock	35-39-0	1	17D51
Student, James	10	Academic	A1118	Sped Ed	Built-in Lock	43-13-4	1	17D57
Student, Kristen	10	Academic	A1128	Sped Ed	Built-in Lock	04-20-0	1	17D67

Image 3: DOCX Report Example