*i*mg

INFORMATION MARKETING GROUP (IMG)
Improving K-12 Education through Software

*i*Pass

Locker System

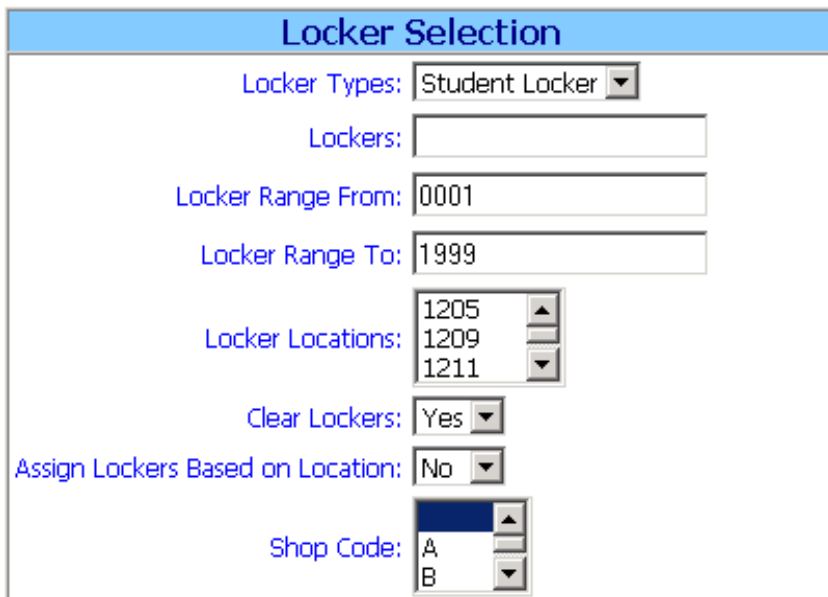# Locker System Table of Contents

Locker System

Mass Update Lockers

Mass Update Lockers can be used to assign lockers by Range or Location.

⟹ Enter a locker type

⟹ Enter the range From:

⟹ Enter the Range To:

⟹ Pick a location

⟹ Set Clear Lockers to YES if you want to clear all lockers before you reassign them.

⟹ Set Assign Lockers by Location to Yes or No

⟹ Select a shop code

Locker Selection	
Locker Types:	Student Locker ▾
Lockers:	
Locker Range From:	0001
Locker Range To:	1999
Locker Locations:	1205 / 1209 / 1211
Clear Lockers:	Yes ▾
Assign Lockers Based on Location:	No ▾
Shop Code:	A / B

⟹ Search for students by Student ID, Last Names, Homeroom, grade Level, gender.

⟹ Set Student Per Locker

⟹ Set the Ignore Prior Lockers

⇒ Click the **Search** button.

⇒ Check off all students that you want to assign locker to

⇒ Click the **Submit** button.

A report will go to <My Data><My reports regarding which students were assign lockers.

Change Locker Combo

Change locker combination will move the locker combinations displayed from 1 series to another.

⇒ Enter current combination # (the Series)

⇒ Enter the New Locker combination # (the Series)

⇒ Click the **Submit** button.

Quick Add Lockers

Quick add Lockers is used to assign lockers in a random order to students. Separate combination locks can be assigned and handed at to students as well.

NOTE: To turn off the combination feature, which you do need to do if you are not going to enter the combination is done in <System configuration><Parameter maintenance> Under Lockers.

⇒ Enter a Student ID

⇒ Enter a Locker Number

⇒ Enter a Locker combination

⇒ Click the **Submit** button.

Add/Modify Lockers

The Add/Modify lockers is where you enter lockers to be assigned to student.

- ⇒ Enter Locker Number

- ⇒ Select a Locker Type

- ⇒ Select a Locker Location

- ⇒ Indicate if the Locker is Broken

- ⇒ Enter a Comment

- ⇒ Enter the Combinations possible for the locker

NOTE: Locker number is an alphanumeric field. Enter leading zeros is necessary to keep the lockers in order. (1 should be 0001)

Locker Reports

Locker Information

The Locker Information Report provides location, Status Assigned and combination information for each locker. Student's names are included.

Selection Criteria: From:, To:, Locker type, Status, Print combination YES/NO Only Assigned YES/NO, Display Assignment YES/NO.

Sample Output:

Locker	Location	Serial	Status	Assigned	Combination	Comment
1	Hall		Working	No		HALL
1-100	Hall		Working	Yes		HALL
	1831	ABaxter, Cambri 10				

Locker Labels

The Locker Labels Report lists Student ID, Student name, Homeroom, grade Level, Locker Number, Location and Combination.

Selection Criteria: Student ID, Homeroom, grade Level, Special Needs, Label Style.

Sample Output:

ID:1126 Bagaco, Jacqueline   ID:2191 Bagaco, Thomas
HR:1205   GL: 10   HR:1205   GL: 11
Locker: Location: Locker: Location:
Combination: Combination:

Locker Assignments

The Locker Assignment Report lists Student ID, Student name, gender, Homeroom, grade Level, Locker Location and Locker number.

Selection Criteria: Grade Level, Enrollment status, Counselor, Shop code, Gender, Special Needs, Only assigned, print combination.

Sample Output:

```
ID          Student              Gender Grade Home Room  Locker Information
_____

1831        ABaxter, Cambridge     M     10    1209      Student Locker: 1-100
2212        Abbot, Tracie          F     10    1209      Student Locker: 1-109
```

Locker Maintenance

Locker Type

⇒ Enter abbreviation

⇒ Enter a description

Suggestions: Student, gym, teacher