



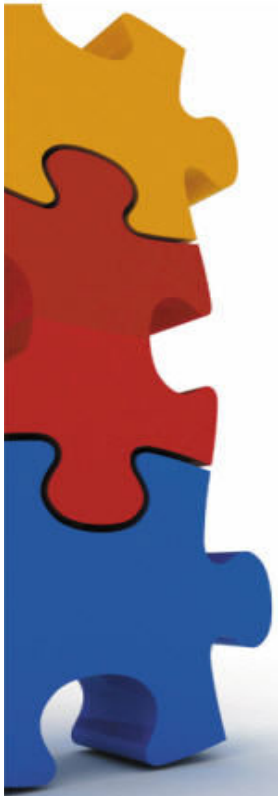
Tracks – T15

Tracking Lockers



Agenda

- Item Maintenance
- Lock Maintenance
- Locker Maintenance
- Issuing Lockers
- Locker Cards
- Locker Reports
- See how it works!



Create the Item

- Create the item for your lockers in Item Maintenance.
- Price or no price?

Item Maintenance - Play School High School

Item No. LOCKER

Type Locker

Description Locker#

Last Activity

1. Main | 2. Levels | 3. Additional | 4. Web Store

- Must use the pipe in description.



Settings on UDFs Tab

- Management / Customize / School Settings
- Are locks built in or separate?
- How should locker information print?
- Do you have multiple students?
- How to assign lockers?

Locks Built In Print Locker Info on Receipt

Save Locker Information for Next Year

Allow Multiple Students Number of Students Per Locker

Assign Locker Based On

Grade Gender



Lock Maintenance

- Customer / Lockers / Lock Maintenance
- Enter lock number and combination
- Optional!

Lock Maintenance - Play School High School

Lock No. 101

Combination No. 12-23-45

Navigation: Back, Forward, Search

Actions: Accept, Cancel, Delete, Print, Help

Status: ZPLAY 02/16/07



Locker Maintenance

- Customer / Lockers / Locker Maintenance
- Enter basic information about locker

Locker Maintenance - Play School High School

Locker No. 1

Lock Number 000111

Combination Number 12-25-36

Hall C

Location Code T

Grade Level 9

Gender Female

No. Students Assigned 0 of 1

Broken

Comment

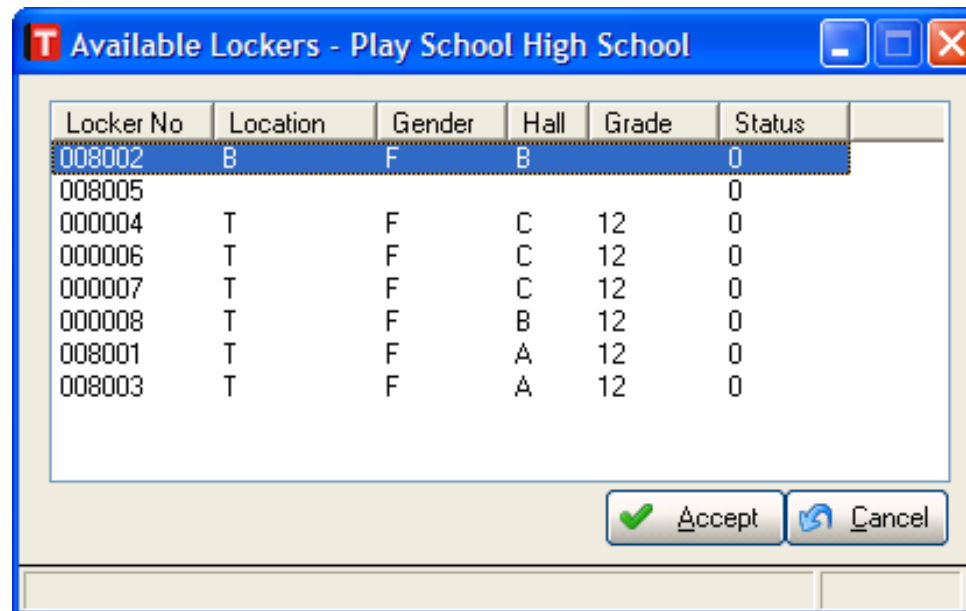
Navigation: Back, Forward, Home, Refresh, Accept, Cancel, Delete, Print, Help

Status: ZPLAY 02/16/07



Issue Lockers on Work Screen

- Sell the locker item.
- Choose an available locker.
- Print receipt.



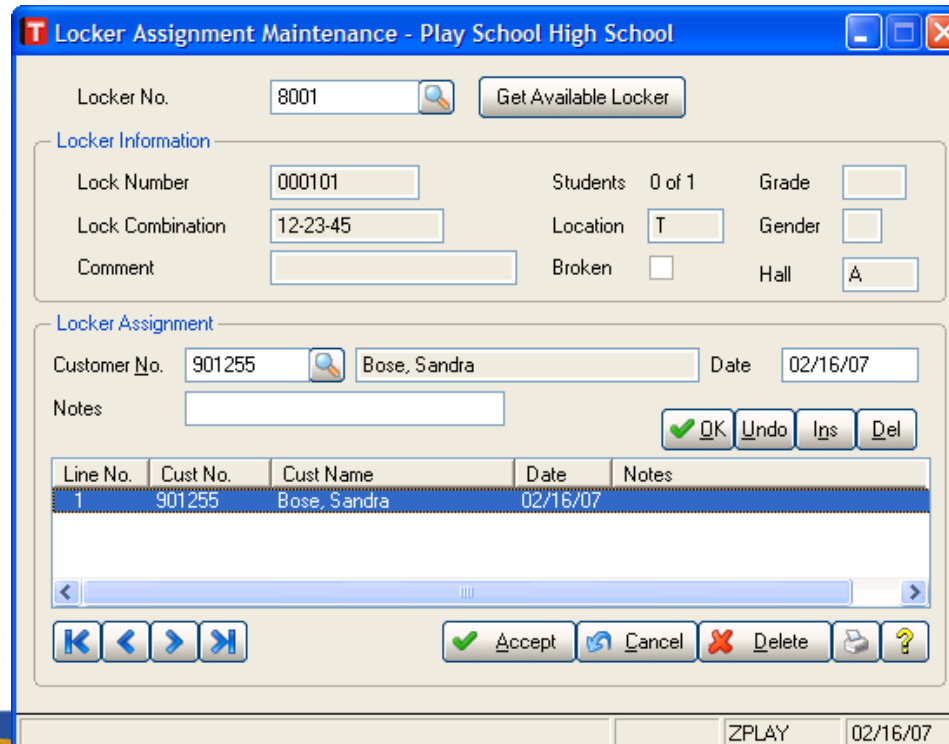
Locker No	Location	Gender	Hall	Grade	Status
008002	B	F	B		0
008005					0
000004	T	F	C	12	0
000006	T	F	C	12	0
000007	T	F	C	12	0
000008	T	F	B	12	0
008001	T	F	A	12	0
008003	T	F	A	12	0

Sort by any column by clicking on the Header.



Locker Assignment

- Customer / Lockers / Locker Assignment
- Choose locker
- Choose student
- No receipt will print



Locker Assignment Maintenance - Play School High School

Locker No. 8001

Locker Information

Lock Number 000101 Students 0 of 1 Grade
Lock Combination 12-23-45 Location T Gender
Comment Broken Hall A

Locker Assignment

Customer No. 901255 Bose, Sandra Date 02/16/07
Notes

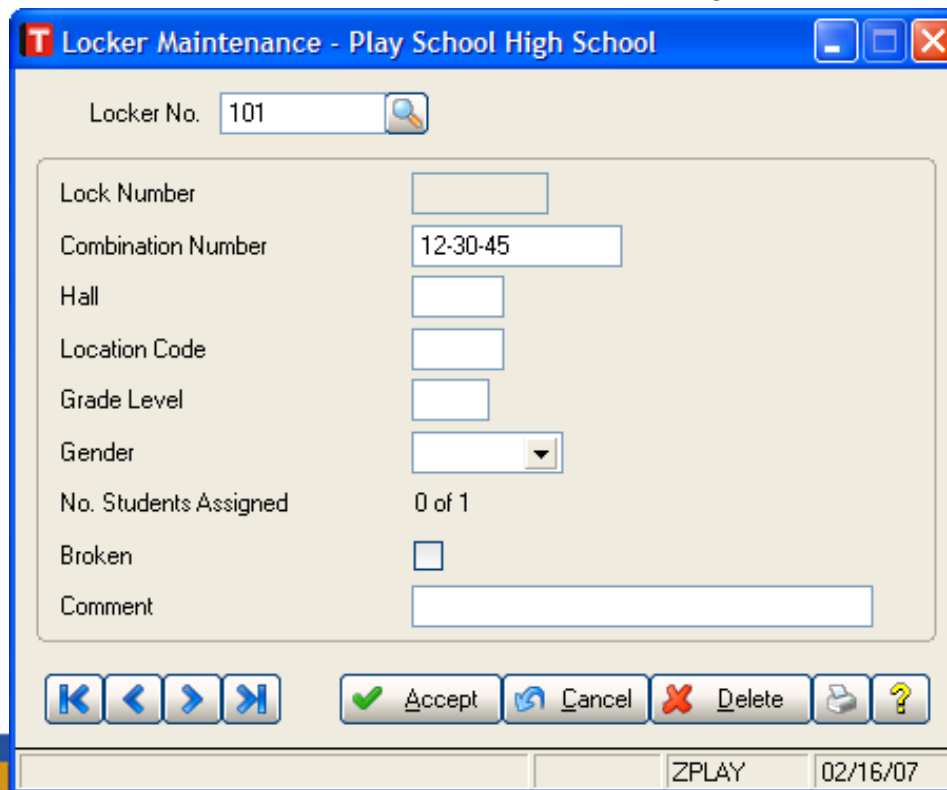
Line No.	Cust No.	Cust Name	Date	Notes
1	901255	Bose, Sandra	02/16/07	

ZPLAY 02/16/07



Tracking locks only?

- Choose locks “built-in”(UDFs).
- In Locker Mntce, enter lock number & combo.
- Issue lock the same way.



Locker Maintenance - Play School High School

Locker No. 101

Lock Number

Combination Number 12-30-45

Hall

Location Code

Grade Level

Gender

No. Students Assigned 0 of 1

Broken

Comment

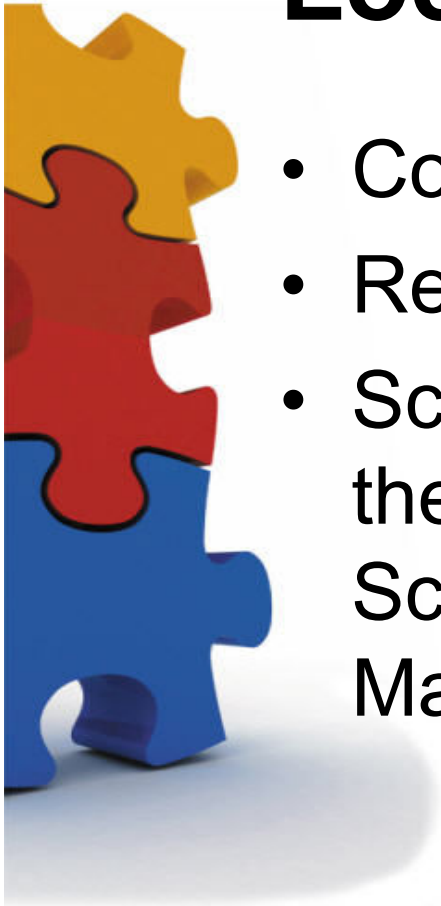
Accept Cancel Delete ?

ZPLAY 02/16/07



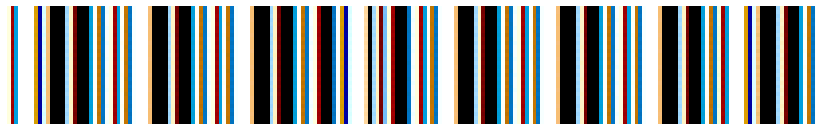
Locker Cards

- Contain important locker data.
- Reminder for student.
- Scan the bar code on the card to assign the appropriate locker on either the Work Screen or in Locker Assignment Maintenance.



Locker Cards

- Sample Card
- Eight will print on a single page



Locker No: 1000 Combo: 10-52-15

Hall: A1 Location: SW Grade: 12 Gender: Female

Please take this card to the table labeled Lockers. If there are any problems with your locker, please report to the front office.

Go Blue Bears!



Report Options

- Reports / Locker Reports.
- Locker Listing - verify that the information is correct.
- Assigned Locker Report - see each locker that is already assigned to a student.
- Unassigned Locker Report - see each locker that is not already assigned to a student.



Locker Listing Report

- Reports / Locker Reports

Play School High School

LOCKER LISTING

Locker Range: All

Hall Range: All

Lock Range: All

Grade Range: All

Locker No	Lock No	Combo No	Hall	Location	Grade	Gender	# Students	Comments
301	000104	45-88-26	3	T			1	
302	000108	15-42-36	3	M			0	Stuck door.
303	000109	74-58-65	3	B			1	
401	000106	47-89-52	4	T			1	
402	000105	41-35-96	4	M			1	Graffiti inside door.
403	000110	32-61-94	4	B			1	
404	000107	85-23-64	4	T			1	
501	000102	17-78-23	5	T	9		1	
502	000103	63-58-14	5	M	9		0	



Assigned Locker Report

- Reports / Locker Reports

Play School High School									
ASSIGNED LOCKER LISTING									
Customer Range: All					Hall Range: All				
Locker Range: All					Grade Range: All				
Lock Range: All					Showing All Customers				
Locker No	Lock No	Combo No	Hall	Location	Grade	Gender	# Students	Cust No	Cust Name
301	000104	45-88-26	3	T			1	901238	Boyd, Julian
303	000109	74-58-65	3	B			1	13228	Sanders, Susan
401	000106	47-89-52	4	T			1	901262	Turner, Felicia
402	000105	41-35-96	4	M			1	901260	Soto, Maya
403	000110	32-61-94	4	B			1	901250	Fields, Carrie
404	000107	85-23-64	4	T			1	901257	Way, Reginald
501	000102	17-78-23	5	T	9		1	901255	Bose, Sandra



Unassigned Locker Report

- Reports / Locker Reports

Play School High School									
UNASSIGNED LOCKER LISTING									
Locker Range: All					Hall Range: All				
Lock Range: All					Grade Range: All				
Locker No	Lock No	Combo No	Hall	Location	Grade	Gender	# Students	Comment	Broken
302	000108	15-42-36	3	M			0	Stuck door.	Y
502	000103	63-58-14	5	M	9		0		N





Let's Walk Through It! Or Questions & Answers

