

# InformationNOW – Lockers

---

## About this Guide

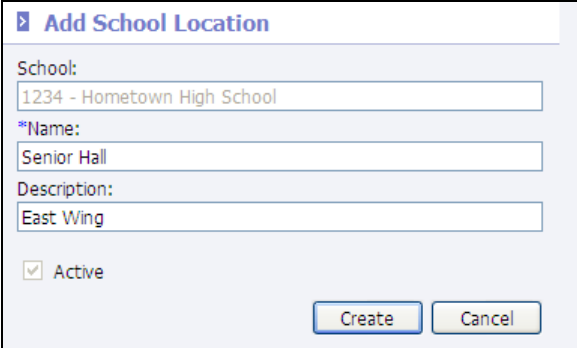
This Quick Reference Guide provides an overview of lockers in *InformationNOW*.

---

## Lockers Setup

### Locations

1. Go to **School/District | Setup**.
2. Select **School Locations** from the lookup drop-list.
3. Click **Refresh**.
4. A list of existing School Locations will display. To add a new location, click **Add**.



**Add School Location**

School:  
1234 - Hometown High School

\*Name:  
Senior Hall

Description:  
East Wing

Active

Create Cancel

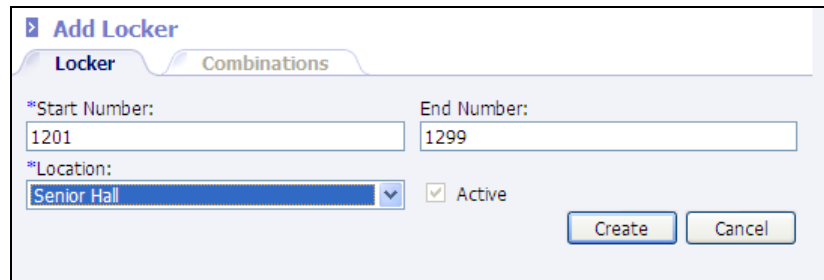
5. The school will automatically display. Enter a name (ex. *Senior Hall* or *Floor 2*).
6. The description is optional.
7. Leave *Active* checked if this is a location which is currently in use. Uncheck *Active* if this location is no longer current.
8. Click **Create**.
9. Continue adding School Locations or click **Cancel** when finished.

---

# Creating Locker Records

## Lockers

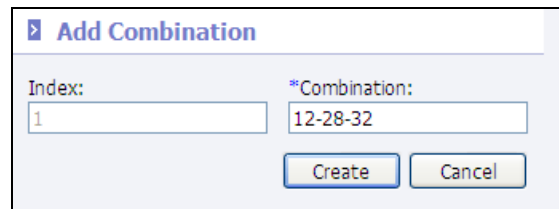
1. Go to **School/District | Lockers**.
2. The existing lockers will display:
  - o To filter to a specific location, select the location from the drop list and click **Refresh**.
  - o To view only active lockers, check the **Active Only** box and click **Refresh**.
  - o To view only assigned lockers, check the **Assigned Only** box and click **Refresh**.
3. To add new lockers, click **Add**.



4. Enter a starting and ending value to establish the range of locker numbers to be used.
5. Click the *Location* drop-list and select the location for these lockers.
6. Click **Create**.
7. Continue adding locker ranges/locations. Click **Cancel** when finished.
8. The list of lockers will display.

## Combinations

1. Once lockers are created, combinations may be assigned. Go to **School/District | Lockers**.
2. To view a locker, click the locker number that appears as a blue link or place a check next to the locker number and click **View**.
3. Click the **Combinations** tab.
4. Click **Add**.



5. Enter the combination for this index and click **Create**. Continue adding all combinations for this locker.
6. When finished, click **Close**.

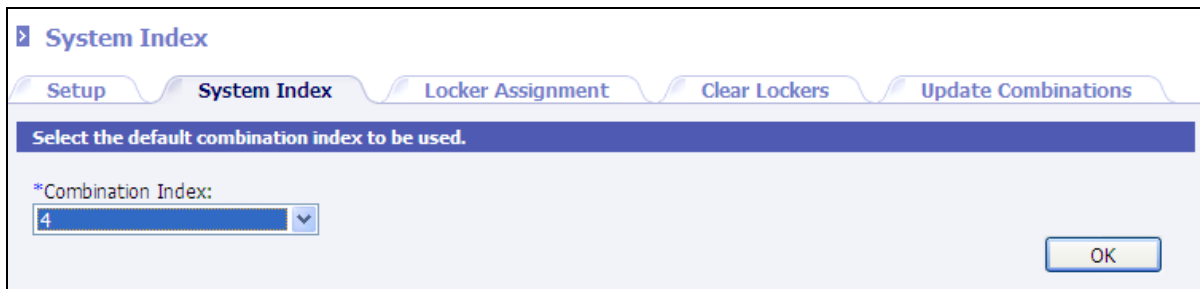
---

## System Index

If multiple indexes of locker combinations have been entered, users may specify which index is to be used for the current school year. For example, if lockers have been set up each with six combinations and for the current school year the 4<sup>th</sup> index is to be used, the system index must be set to 4 so that as lockers are assigned to students they will be assigned the correct combination for this school year and index.

To set the index for the school year, perform the following steps:

1. Go to **School/District | Lockers**.
2. Select the *System Index* tab.



The screenshot shows a dialog box titled "System Index". At the top, there are five tabs: "Setup", "System Index", "Locker Assignment", "Clear Lockers", and "Update Combinations". The "System Index" tab is selected. Below the tabs, there is a blue header bar with the text "Select the default combination index to be used." Below this, there is a label "\*Combination Index:" followed by a dropdown menu showing the number "4". At the bottom right of the dialog box is an "OK" button.

3. Select the index of combinations to be used for this school year.
4. Click **OK**.

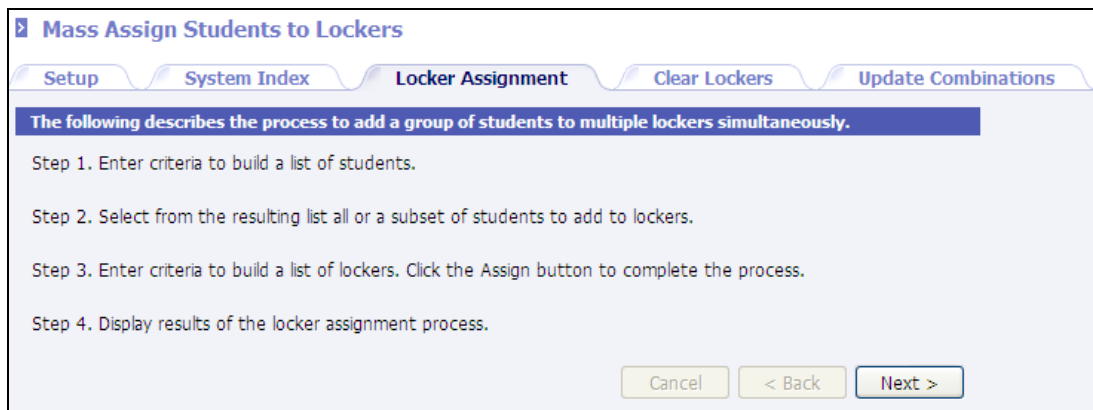
---

## Assigning Lockers to Students

### By Group

To assign lockers to students, perform the following steps:

1. Go to **School/District | Lockers**.
2. Click the *Locker Assignment* tab. The steps to assign are:



The screenshot shows a dialog box titled "Mass Assign Students to Lockers". At the top, there are five tabs: "Setup", "System Index", "Locker Assignment", "Clear Lockers", and "Update Combinations". The "Locker Assignment" tab is selected. Below the tabs, there is a blue header bar with the text "The following describes the process to add a group of students to multiple lockers simultaneously." Below this, there are four numbered steps:  
Step 1. Enter criteria to build a list of students.  
Step 2. Select from the resulting list all or a subset of students to add to lockers.  
Step 3. Enter criteria to build a list of lockers. Click the Assign button to complete the process.  
Step 4. Display results of the locker assignment process.  
At the bottom right of the dialog box are three buttons: "Cancel", "< Back", and "Next >".

- o Enter criteria to build a list of students.
- o Select from the resulting list all or a subset of students to add to lockers.

- o Enter criteria to build a list of lockers. Click the **Assign** button to complete the process.
  - o Display results of the locker assignment process.
3. Click **Next**.
  4. Enter the search criteria or select the filter of students to which to assign lockers (ex. Grade 9) and click **Next**.

5. The results of the search will display in the window on the left. Add students to the window on the right that are to be assigned lockers. Use the **Add**, **Add All**, **Remove** and **Remove All** buttons to move single students or all students in the list.

6. Click **Next** to proceed. Click **Cancel** to stop the process. Click **Back** to return to the search criteria screen.

7. Select the *Location* of lockers to be assigned to the students.
8. Enter the *Start Number* of lockers to be assigned to students or click **Find**. After clicking **Find**, select the location and click **Refresh**. Bullet the beginning locker number to be assigned to students.
9. Enter the *End Number* of lockers to be assigned to students or click **Find**. After clicking **Find**, select the location and click **Refresh**. Bullet the ending locker number to be assigned to students and click **OK**.
10. If every other locker number is to be assigned to students, select the *Assign Every Other Locker* box.
11. If multiple students are to be assigned to each locker, select the *Multiple Students Per Locker* box and enter the maximum number of students to be assigned to each locker in the *Max Number* field.
12. Click **Assign**.

Lockers will be assigned to the selected students based on the options selected.

## By Student

To assign a locker to a single student, perform the following steps:

1. Go to **Students | Student Maintenance**.
2. Search for and select to **View** the student and click the *School* tab.

3. Enter the locker number or click **Find** to search for the locker number.
4. Enter the combination.

---

Note: If combinations were entered under **School/District | Lockers**, select the index from the list and the correct combination for that index will be assigned to the student.

---

5. If padlocks are used and this student is responsible for the lock, check the *Student responsible for lock* box. This is generally used in an instance in which multiple students share one locker, to indicate which student is responsible for replacing the lock if lost.

# Clear Lockers

## By Group

To clear lockers for a group of students, perform the following steps:

1. Go to **School/District | Lockers**.
2. Click the *Clear Lockers* tab. The steps to clear are:

**Mass Clear Locker Assignment**

Setup System Index Locker Assignment **Clear Lockers** Update Combinations

The following describes how to clear locker assignments in mass.

Step 1. Enter criteria to build a list of students.

Step 2. Select from the resulting list all or a subset of students to clear locker assignment. Click Clear button to complete the process.

Step 3. Display results of the Locker Clear process.

Cancel < Back Next >

- o Enter criteria to build a list of students.
  - o Select from the resulting list all or a subset of students to clear locker assignment. Click the **Clear** button to complete the process.
  - o Display results of the *Clear Locker* process.
3. Click **Next**.
4. Enter the search criteria or select the filter of students for which to clear lockers (ex. Grades 9-12). Check whether or not to show only students with locker assignments.

**Mass Clear Locker Assignment**

Setup System Index Locker Assignment **Clear Lockers** Update Combinations

Step 1. Enter criteria to build a list of students.

**Criteria**

First Name: [Text Field] Last Name: [Text Field]

Student Number: [Text Field] Date of Birth: [Date Picker (MM/dd/yyyy)]

Social Security Number: [Text Field] Gender: [Dropdown Menu]

Phone: [Text Field] State ID Number: [Text Field]

Grade Level: [Dropdown Menu] Homeroom: [Text Field] [Find](#)

Section Number: [Text Field] [Find](#)

Show only students with locker assignments

**Filter**

Student Filter: [Dropdown Menu (Grade 9 - 12)]

Cancel < Back Next >

- Click **Next**.
- The results of the search will display in the window on the left. Add students to the window on the right that are to be cleared. Use the **Add**, **Add All**, **Remove** and **Remove All** buttons to move single students or all students in the list.

Mass Clear Locker Assignment

Search Criteria: [Grade 9 - 12](#)

Step 2. Select from the resulting list all or a subset of students to clear locker assignment. Click Clear button to complete the process.

Student List	Selected Students
	S1001 - F - Adams, Amy Louise
	S1030 - M - Adams, Michael
	S1002 - M - Affleck, Brent
	S1003 - M - Agassi, Andrew
	S1040 - M - Agassi, Benjamin
	S1004 - M - Aikman, Tom
	S1005 - F - Anderson, Amanda
	S1006 - M - Anderson, Hank
	S1007 - F - Anniston, Jessica
	S1008 - M - Armstrong, Lewis
	S1009 - F - Arthur, Jessica
	S1010 - M - Baer, Justin
	S1011 - F - Ball, Christina
	S1012 - M - Ball, Jacob
	S1084 - F - Basinger, Kendra

Page 1 of 2

Cancel < Back Clear

- Click **Clear** to proceed. Click **Cancel** to stop the process. Click **Back** to return to the search criteria screen.

A result list will display when the process is completed.

Step 3. Display results of the Locker Clear process.

File No	Name	GR	Home	Birthdate	G	Locker No.	Location	Combination	Index
S1001	Adams, Amy Louise	11		09/04/1992	F				
S1030	Adams, Michael	9	9a	08/30/1994	M				
S1002	Affleck, Brent	12		08/26/1991	M				

## By Student

To clear a locker for a single student, perform the following steps:

- Go to **Students | Student Maintenance**.
- Search for and select to **View** the student and click the *School* tab.

Locker

Locker  [Clear](#) [Find](#) Locker Combination

Student responsible for Lock Index Override

- Click the **Clear** link.

Note: As soon as the user clicks **Clear**, the information will be deleted. It is not necessary to click **OK** to save the changes.

# Update Combinations

## By Group

Use this option to update all of the locker combinations for students based on a selected index. For example, if lockers were assigned to students using locker combination index 3 and it has been determined that index 5 is to be used, perform the following steps:

1. Go to **School/District | Lockers**.
2. Click the *Update Combinations* tab. The steps to update are:

**Mass Update Combinations**

Setup System Index Locker Assignment Clear Lockers Update Combinations

The following describes the process to update combination index for multiple students simultaneously.

Step 1. Enter criteria to build a list of students.

Step 2. Select Students for updating combinations.

Step 3. Select a new combination index. Press Update to complete the process.

Step 4. Display results of the Update Combinations process.

Cancel < Back Next >

- o Enter criteria to build a list of students.
  - o Select students for updating combinations.
  - o Select a new combination index. Press Update to complete the process.
  - o Display results of the Update Combinations process.
3. Click **Next**.
4. Enter the search criteria or select the filter of students for which to update combinations (ex. grades 9-12). Check whether or not to show only students with locker assignments.

**Mass Update Combinations**

Setup System Index Locker Assignment Clear Lockers Update Combinations

Step 1. Enter criteria to build a list of students.

**Criteria**

First Name:  Last Name:

Student Number:  Date of Birth:  ...

Social Security Number:  Gender:

Phone:  State ID Number:

Grade Level:  Homeroom:  [Find](#)

Section Number:  [Find](#)

Show only students with locker assignments

**Filter**

Student Filter:

Cancel < Back Next >

- Click **Next**.
- The results of the search will display in the window on the left. Add students to the window on the right that are to be updated. Use the **Add**, **Add All**, **Remove** and **Remove All** buttons to move single students or all students in the list.

- Click **Next** to proceed. Click **Cancel** to stop the process. Click **Back** to return to the search criteria screen.

- Select the Combination Index from the drop list to be assigned.
- Select Update Lockers with Index overrides currently assigned:
  - If selected, all students including those who have an index assigned on their *School* tab in student maintenance will be included in the updating of combinations.
  - If not selected, only the students who do **not** have an index assigned on their School tab in student maintenance will have the combinations updated with the selected index.

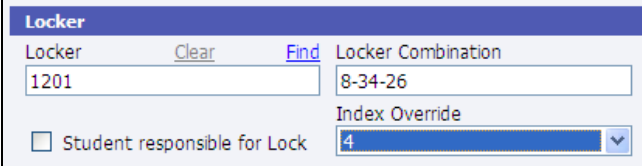
A result list will display when the process is completed.

File No	Name	GR	Home	Birthdate	G	Locker No.	Location	Combination	Index
S1001	Adams, Amy Louise	11		09/04/1992	F				
S1030	Adams, Michael	9	9a	08/30/1994	M				
S1002	Affleck, Brent	12		08/26/1991	M				

## By Student

To update a combination for a student, perform the following steps:

1. Go to **Students | Student Maintenance**.
2. Search for and select to **View** the student and click the *School* tab.



The screenshot shows a form titled "Locker" with a blue header. Below the header, there are two input fields: "Locker" containing "1201" and "Locker Combination" containing "8-34-26". Above the "Locker" field are "Clear" and "Find" buttons. Below the "Locker" field is a checkbox labeled "Student responsible for Lock". To the right of the "Locker" field is the "Locker Combination" field. Below the "Locker Combination" field is a dropdown menu labeled "Index Override" with the value "4" selected.

3. Select a new *Index Override*. The combination in the field will be updated.
4. Click **OK** to save the changes.

---

## Print

To print a list of students along with their lockers and combinations, perform the following steps:

1. Go to **Utilities | Query**. For complete instructions regarding the query module, please refer to the query quick reference guide available from the STI Support web site.
2. Select the **Student** module.
3. If desired, select the school/academic session for which to print.
4. Enter a Report Title such as *Locker List*.
5. Check whether or not to include withdrawn students on the report.
6. Check whether or not to include a count of students on the report.
7. Check the fields to include in the report (ex. *FName*, *LName*, *GR* (Grade Level), *Locker Combination*, *Locker Number*).
8. The report may be ordered by setting the order criteria. To order by grade level, check the *GR* box and click on the **GR** blue link. Select to sort by either ascending or descending order. To insert a break within the report at each new grade level, select *Group Break*. Click **OK** to save the sort/break changes.

9. To filter the report to only students who have a locker assigned, check the *Locker Number* field and click the **Locker Number** blue link. Select the filter option of **Not Empty**.

**Filter Criteria for Field: LockerNumber**

**Criteria**

Field Name: LockerNumber

Heading: LockerNumber

Filter Properties for Field: LockerNumber

- None
- Equal To
- Not Equal To
- Less Than
- Less Than or Equal To
- Greater Than
- Greater Than or Equal To
- Is Contained Within
- Empty
- Not Empty**
- Contains
- Like
- Not Like
- Between

Filter Value:

[Empty]

[Text]

**Sort by this field**

- No Sort
- Ascending
- Descending

**Group by**

- No Break
- Group Break

OK Cancel

10. Click **OK** to save the filter change.
11. Select the export format (*XML, HTML, TXT* or *CSV*) and click **Run**.