Locker Rental Management

Locker Rental Management System
User Manual

Version 1.0

April 7, 2023

1. Introduction

This User Manual provides the information necessary for Union & Involvement Services to effectively use the Locker Rental Management [LRM] system for logging rentals.

**Overview:**

Key Features:

- Add new rentals
- View current rentals
- View indepth rental information
- Edit current rentals
- Delete rentals

Specifications:

- As a desktop application written in Java, the LRM system requires Java Runtime Environment, which allows running on any OS.
- Run the application and interact with the rentals via graphical user interface.

2. Getting Started

The system can be accessed by launching the *Locker Management System* shortcut, located on the desktop. To access the system the password must first be entered correctly (case-sensitive) in the pop up box. Once the system is accessed you will see buttons located on the left panel that allow you to manipulate the information stored within it.

Please enter the pin password ✕

?

OK   Cancel
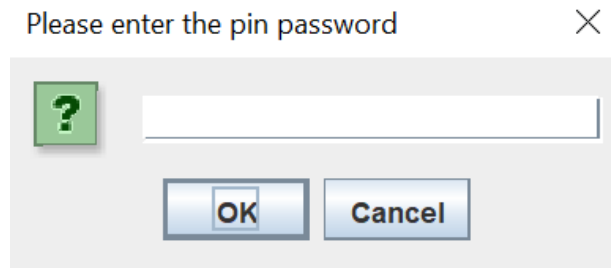
User Access Considerations

The program is intended for employees only.

The current password is: pass

Set-Up Considerations

A fresh version of the program will be available on the same external hard drive that contains the U&I Time Clock System. If this system needs to be redeployed for some reason, simply copy the contents of the Locker Rental System folder from the external hard drive to whichever device you want to install it on. (Reminder, the data will not be saved since this is a fresh copy. You will need to go through and reenter all the data into the fresh system).
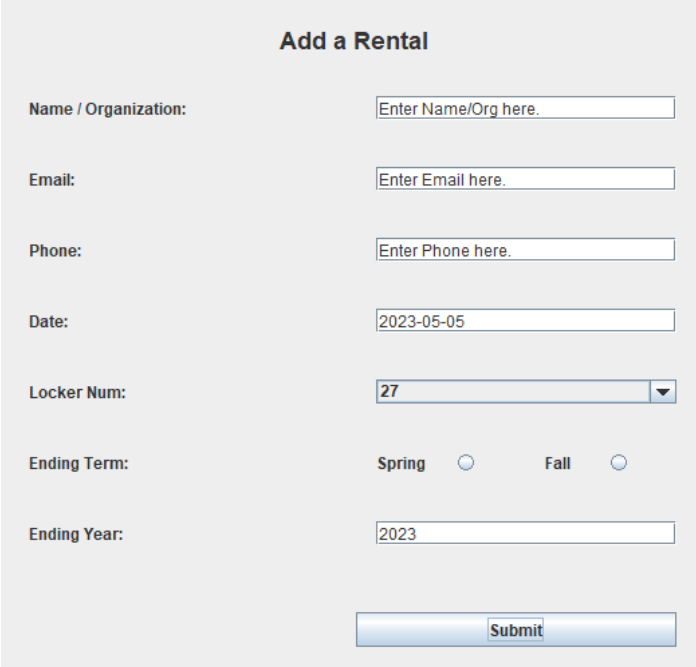
3. Using the System

Successfully entering the password will present this main management screen:

You can access all of the system's features from this screen. Each function (add, view/edit, and remove) are described below in more detail. If you need to reference this manual or a guide on how the change locker pins, click one of the respective buttons on the right side.

3.1) Add a Rental

Clicking the "Add a Rental" button will present a new screen that allows you to fill out the renter's information.

Add a Rental

|	
Name / Organization:	Enter Name/Org here.
Email:	Enter Email here.
Phone:	Enter Phone here.
Date:	2023-05-05
Locker Num:	27 ▼
Ending Term:	Spring ○ Fall ○
Ending Year:	2023
	Submit

Reference the locker rental request sheet completed out by the customer to ensure you're filling in information accurately.

Only the available lockers will appear in the 'Locker Num' drop down menu. If you're searching for a locker in this menu and do not see it, that means it is currently being rented.

The 'Ending Term' and 'Ending Year' fields represent the term that the locker rental will end. So, if a customer wants to rent a locker for only the Spring 2023 semester, you would enter 'Spring' and '2023' in their respective fields, as the rental will end when this term ends.

3.2) View Rentals and Their Pin Code

1. Click the "View/Edit Rentals" button to view a screen with all recorded lockers that are being rented.
    - Note: Clicking on an information category header (such as "Locker Number") allows for sorting by that category.
2. Click on one of the records in the list.
3. Then click on "More Info" to show the full information of the rental.
    - Note: More information includes the current rental's locker pin.
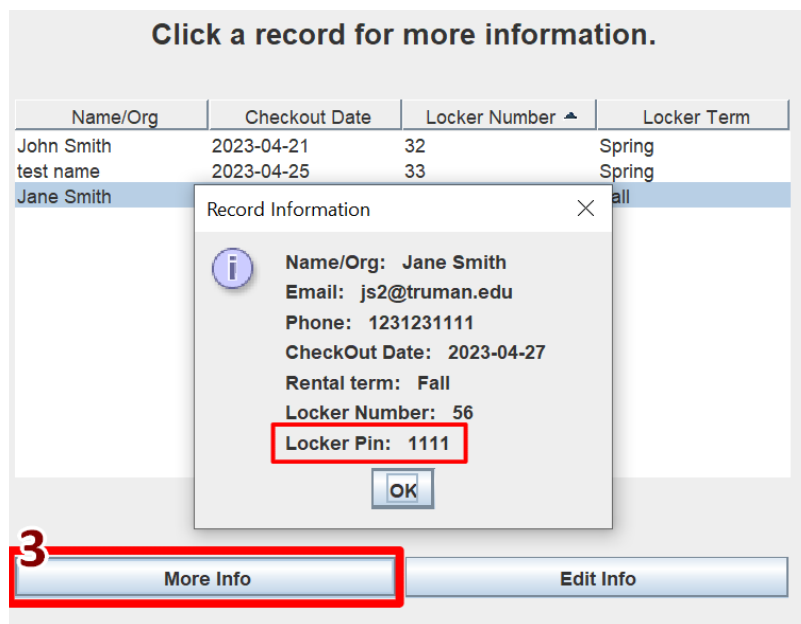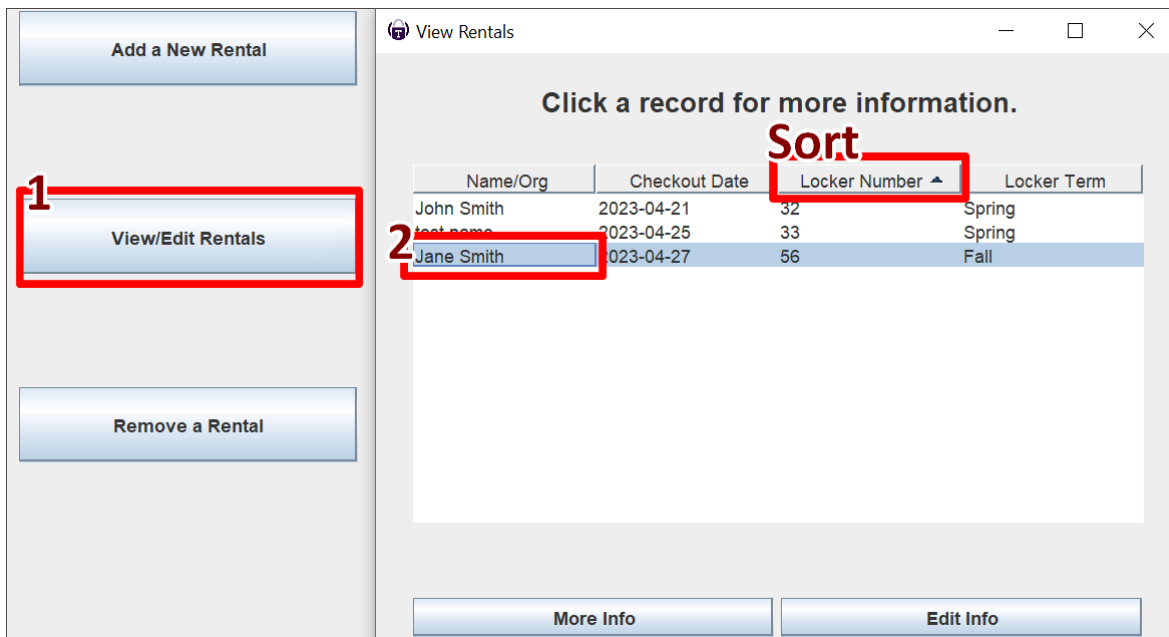
3.3) Edit Rentals and Cycle Their Pin Code

1. Click on one of the records in the list
2. Click "Edit Info" to allow for revisions of a rental record.
   - Note: this includes <u>cycling the rental's locker pin code to the next one in the sequence</u> via the "Next Pin" button.

The screen that appears when you click the "Next Pin" button:

Make sure you change the pin after clicking this button! The system will associate the new pin with this locker from now on.

3.4) Remove a Rental

On the main management screen, clicking the "Remove a Rental" button will present the screen for removing one rental at a time:

4. Troubleshooting & Support

Support / Maintenance

Project download: https://github.com/CatAnneDev/Locker-Rental

(Also available on the Time Clock System external hard drive)

For any questions or concerns, please contact:

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