



[SMRT Systems Help Center](#) > [Learning Center](#) > [Lockers](#)

Search

## Articles in this section



# Setting Up a Locker Group



Josh Nye

2 years ago · Updated

Follow

This guide explains how to set up the group account need to make the locker messages send to the customers that use the locker.

1. Create a new account with the name of the building or location of the lockers.
2. Open the settings for the account and go to the Admin tab.
3. Change the account type from Standard to Group Master Account and Save.

Help

**CUSTOMER**

**New Locker Group** No Card on File

[Profile](#)
[Preferences](#)
[Statistics](#)
[Route](#)
[Pickup](#)
[Notes](#)
[Prices](#)
[Admin](#)
[System](#)

**Settings**

Account Type: ☒ Standard  
☐ Hotel Account  
☒ **Group Master Account**

Discount:

Group:

Agent:

Tax Exemption: ☐

Apply Upcharge: ☒

Customer Site: [Customer Site](#) Deactivate account

**Save**

**Linked Accounts**

Customer ID:  **Add**

## 4. Go to the System tab and select Company Settings.

[Profile](#)
[Preferences](#)
[Statistics](#)
[Route](#)
[Pickup](#)
[Notes](#)
[Prices](#)
[Admin](#)
[System](#)

**System**

[Contact Settings](#)  
[Company Settings](#)  
[Production Settings](#)  
[Receipt Settings](#)  
[Invoice Settings](#)  
[Rewards Program](#)

**Send Automated Messages** ☒


*Send SMS & Email pickup reminders, ready order notifications, payment receipts etc to customers.*

---

**Business Has Logo** ☐

*If turned on the instance will use the company's logo, as long as it has been uploaded. If turned off it will use the default hanger icon as the logo.*


**Off:**




Sandbox Cleaners2

Online Tracker [Warehouse](#) [Profile](#) [Payments](#) [Pickup & Delivery](#) [Contact us](#) [Join](#) [Logout](#)

Order #1819601100 0715 - john 1 Item Ready



Order #3837 11/21 1 Item Ready



## 5. Find the Is Lockers setting and check the checkbox.

---

## Is Lockers



*Turns on the locker functionality.*

*No ready email is sent until a customer's order is racked to a locker location.*

---

## 6. Refresh the system.

You'll now be able to add customers to this locker group. Any customer in the group will inherit the locker settings and not receive the normal ready messages and instead will receive a message when their items are racked into a locker location.



---

Was this article helpful?

Yes

No

0 out of 0 found this helpful

---

[Return to top](#) ^

---

### Recently viewed articles

[Delivering to a Locker](#)

[Route Manager](#)

[Delivery Module](#)

[Detailing an Order](#)

[Segment Integration](#)

## Related articles

[Automatic Communications](#)

[Monthly Billing SMRTx](#)

[Route Manager](#)

[How to Create Locker Locations](#)

[Special Care / Upcharge Pricelist Overview](#)

---

## Comments

0 comments



Be the first to write a comment.

---

SMRT Systems Help Center