Virtual Locker

Equipment Tracking Program
**Virtual Locker Web Portal**
2024 Season

VIRTUAL LOCKER WEB PORTAL

➔ The Virtual Locker web portal allows users to actively assign and manage all NFL player equipment by scanning in Zebra Player Health and Safety tags (RFID labels) that will be installed in all cleats, helmets, and shoulder pads.
  - https://vl.zebrasports.com/login

LOGGING IN / PROFILE / LOG OUT

➔ To access the Virtual Locker web portal, users will need to sign with their OKTA credentials.
  - Click on the NFL logo and this will redirect users to the OKTA login page.
  - Make sure to reach out to the Zebra support team **(vlsupport@zebra.com)** when adding new users to Virtual Locker so we can ensure their OKTA credentials are correctly linked to their respective account.
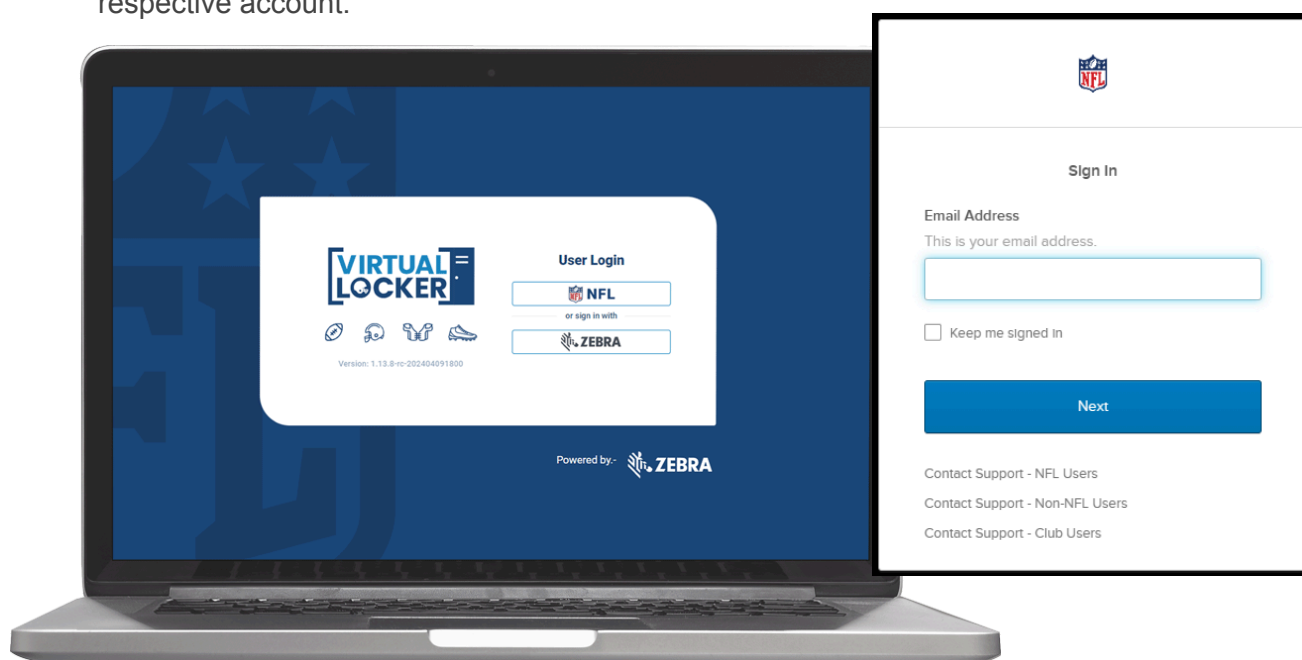

➔ Individuals will either be assigned as either a team-user or admin-user.
  - Only admin-users will have the ability to actively manage all Virtual Locker accounts associated with their team.

➔ Clicking on your username in the top right header will allow you to access the My Profile page and Logout screen.

Clear Cache
  - When first logging into Virtual Locker, click on icon next to your name in the top right-hand corner, select **"My Profile"**, and click the green **"Clear Cache"** button.

  - If you are ever experiencing any oddities with the website, make sure to click the Clear Cache button. If you are still experiencing trouble, please email our team so we can assist you with the problem

CONFIGURATION / ABOUT PAGE

➔ Before using the DS99 tethered scanner for the first time, download the current driver (Zebra Virtual Locker Service 64bits) by going to the Configuration page and selecting Devices and DS9908R on your laptop or Surface.

- Confirm **"Use DS9908R"** is enabled in the **"My Profile"** section of Virtual Locker (click the icon in the top right corner) before you begin to scan tags into the web portal.
- For additional support on the DS99, please refer to the Installation Guide in the Devices section of the Configuration page and the Zebra Handheld Devices Training Document in the About page.

➔ Admin-users can manage all Virtual Locker accounts associated with their company by going to the Configuration page and selecting Users
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➔ The About page will host all important documentation related to Virtual Locker and the Zebra scanners as well as inform users of recent updates and features to Virtual Locker.
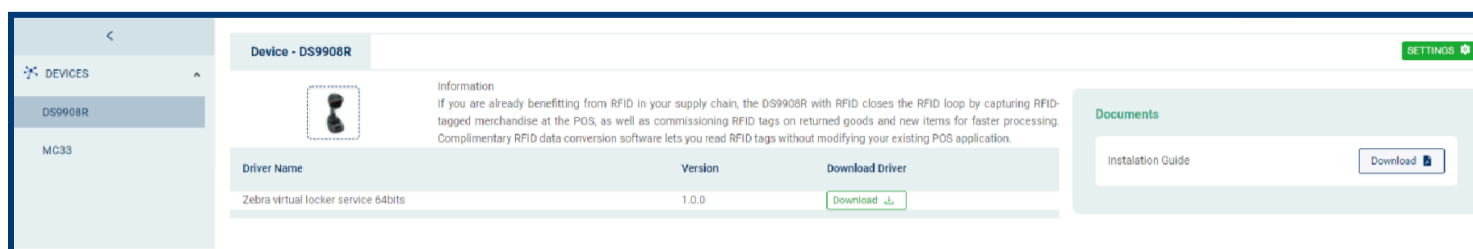
PLAYERS PAGE

➔ All players on the current team roster, as reported to the NFL, will automatically populate from the NFL roster feed into the Players page.

- Users will not have the ability to add or delete players or edit player profile information (jersey number, position, status) in Virtual Locker.
- If a player does not appear on the roster list for their first practice or game, they should appear the next day.

- Under **Assigned Equipment** on the Players page, a summary of equipment assigned to each player is displayed.
- The **Search Player** and **Status** (Active/Inactive) filters help when searching for a player on the roster.

Note: This alert symbol indicates that at least one piece of active equipment in the player's profile does not have a tag rostered to it. Make sure all equipment has at least one equipment tag rostered to it at all times to ensure proper equipment reads from the portals.

ADD / REMOVE / EDIT / ARCHIVE EQUIPMENT

➔ Click the **Pencil** icon on the left side of the player row to open the player's equipment profile. This allows users to add, remove and view all assigned equipment for a specific player.

➔ Any equipment that a player is no longer using can be archived. Archiving equipment is a way to clean up a player's assigned equipment list. Users can archive equipment by clicking the **Archive** (filing cabinet) button in the bottom left-hand corner of the equipment profile or by selecting the equipment and clicking the archive button in the player's profile. Once equipment is archived, it no longer shows up in the assigned equipment and will be v stored in the archived section at the bottom of the page. Users can also unarchive equipment if needed.

➔ Users can completely delete equipment from Virtual Locker as well as that player's profile by selecting the equipment on the left-hand side and clicking on the **Trash** icon on the top row. Deleting equipment should only be done if the equipment will no longer be used by any player. If the equipment might be used again by a different player, simply unassign the equipment from that player.

➔ Users can unassign equipment by selecting the equipment and clicking the **Unassign Equipment** icon that has a red circle with a dash through it. Unassigning equipment for a player removes it from that player's profile but does not delete it from Virtual Locker. The equipment is still available in the "Equipment" section of Virtual Locker and can be assigned to a different player.

➔ Users now have the ability to designate equipment as **Equipment Out For Reconditioning** and **Received From Reconditioning** by selecting the equipment and clicking on the green and orange wrench icons. This allows users to keep track of the equipment inventory that has been sent out and received from the OEMs.

➔ Other columns that have been added in the player profile view include:
- Activity Count: The total number of practices and games that piece of equipment has participated in.
- Last Seen: The last time and date that piece of equipment was scanned for a practice or game.

➔ To add equipment, click the green **+ New Equipment** button, select the Equipment Type, Manufacturer, Equipment Model, Assign Tag, and then click the green **Save** button.

- Users can use a DS99 to scan the tag or manually type in the tag ID.

- The Parts and Custom Fields are not required and can be also added in   later.Users have the option to Assign Tag now or later**.**

➔ The **Create Another** button (next to Back & Save) allows users to create a new piece of equipment by having all information from the previous equipment screen, except the tag ID and Notes, copy over to the piece of equipment. This essentially works as a copy and paste template if the user wants to create multiple versions of the same equipment, like cleats, or if the user is creating a new pair of shoulder pads and they are the same as what the player wore previously, but just a new model year.

PLAYER APPAREL

➔ The Players page in Virtual Locker page now includes an Apparel tab on individual players which allows for clothing and accessory preferences for a player to be saved in Virtual Locker. Users will be able to select from a variety of clothing and update brands, sizes, and styles.

➔ This information will be saved to the player and automatically be available when the player switches teams. Player Apparel can also be exported and sent to other Equipment Managers if desired.

➔ Note: Filling out the Apparel is NOT mandatory but can be helpful for Equipment Managers to keep track of preferences and share across teams.

➔ Brands, sizes, and styles for each apparel item can be selected through the drop-down menu option in that item field.

➔ The Game Clothing Notes section allows for additional comments to be added for equipment teams to reference that is unique or specific for the player.

Game Clothing Notes

Add clothing note

EQUIPMENT PAGE

➔ The Equipment page shows all equipment that is active in Virtual Locker.
  ● Users can switch between viewing Cleats, Helmets, Shoulder Pads, Knee Braces and Supplemental Headgear by clicking on the dropdown icon in the top left corner.

➔ Users can execute the same actions listed in the previous section (Archive, Delete, & Designate Equipment Out and Received From Conditioning) by selecting the equipment clicking on the icons on the top row.

Note: Users can now use the "Imported Filter" option which will show users only equipment that was created by OEMs and uploaded to the teams Virtual Locker accounts.

➔ Clicking the green **+ New Equipment** button in the top right corner will allow users to add new equipment.

➔ Once new equipment is added, assign it to a player by clicking **Not Assigned** on the top right corner and typing in the player's name.


➔ Users can edit equipment and see the equipment history by clicking on the **Pencil** icon on the right side of the equipment row.

➔ The **Download All** button generates a CSV report for all equipment in Virtual Locker.
Note: Reports are separated by equipment type so users will need to switch to the desired equipment page (i.e., Shoulder Pad view) and download each report individually.

➔ The **Download CSV** button generates a CSV report for filtered equipment currently displaying on the page.

➔ The **Search** feature allows users to search any equipment that has been created in Virtual Locker by player name or equipment characteristic including manufacturer, model, or model year.

● Users can now search for equipment using the "AND" / "OR" options in the top-left corner.
  ❖ E.g., an AND search of "Douglas" AND "2017" AND "QBK" would return equipment that fit ALL those terms (only 2017 Douglas QBK shoulder pads will display).
  ❖ E.g., an OR search of "2011" OR "2012" would return equipment that fits EITHER of those terms (all 2011 and 2012 equipment will display).

● Note: Only the equipment corresponding to the page you are on will display (i.e., only shoulder pads will display when in the shoulder pad view).

➔ Filtering allows users to view all equipment by type, manufacturer, model, or player name. Users can also filter equipment by status to display equipment that is assigned, unassigned, and archived. The **Column Filtering** icon in the top right corner allows users to select and rearrange the order of all equipment columns they want to display on the Equipment page.

ACTIVITY PAGE

➔ The Activity page displays all Game, Practices, and Custom scan history.
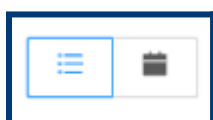
● Users can switch between Games, Practices, and Custom Scans by clicking on the dropdown icon in the top left corner.
● Sessions can be viewed in a list or in a calendar view. Users can toggle between the views by clicking on the icons in the top right corner.
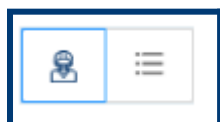

➔ Clicking on the Eye icon on the left side of the session row will display a list of all equipment scanned for that session.

➔ The player view gives a summary of the equipment that was scanned for each player for that session.

➔ The equipment list view displays all equipment, by type, that was scanned for that session.
● Clicking Download CSV in the equipment list view will produce a report of all players and equipment that were tracked for that session.
● Equipment Type, Manufacturers, and Equipment Models are the different filtering options available to users.

CREATING A PRACTICE
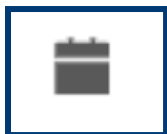
➔ Virtual Locker automatically imports all practices created by the team Performance Staff in the EMR platform. If there has not been a practice created in EMR, users can manually create one in Virtual Locker.

- Users need to go to the Activity page and click on the calendar icon in the top right corner. Next, users will need to select a current or future date and click on the + icon in the bottom right corner of the date box. After entering in the Start and End Times for the practice, click the green SAVE button at the bottom of the screen.

- Note: Ensure that a practice is created each day before the practice officially starts. Users can always create practices for future dates in the system.

- Practices can only be created on the web app and cannot be created on the mobile app using the MC33.

ASSIGN / UNASSIGN EQUIPMENT IN A SESSION

➔ Users can **Assign and Unassign Equipment** for a game or practice by clicking on the Eye icon in the session row and then clicking on the Pencil icon on the right side of the specified player row.

➔ In this view, users can **Unassign Equipment** for the session selecting the desired equipment and clicking on the red circle on the top left corner of the panel.

➔ Users can **Assign Equipment** for a player by scrolling down to the **Rostered Equipment** section below, selecting the desired equipment, and clicking the blue Assign button in the bottom right corner of the panel.