

S t u d e n t R e c o r d s S y s t e m U s e r G u i d e

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From the STUDENT RECORD SYSTEM MASTER MENU (Figure 0), press F7 to display the LOCKER SYSTEM MENU (Figure 7).

Locker System Menu	
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Refer to F10 from the K12 Master Menu for locker mass updates such as Locker Assignments and Combination Rotations which are normally done in mass at the beginning of a school year.

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Figure 7. LOCKER SYSTEM MENU

This Menu is utilized to maintain a record of all student locker information. Students can be assigned to lockers in the "Display, Update Locker File" function on the Locker System Menu (figure 7-0), but would normally be assigned during enrollment in the "Add Student" function (F8-8-1) or in the "Student Schedule" function (F8-8-4).

The Locker System can be used to store one combination per lock or can be used to store a base combination for up to 6 different types of locks, i.e, 6 different formulas for rotation patterns of up to 8 different combinations per lock. Once the formulas are defined (F7-18), locks can be rotated to specific settings, or can be rotated to the next setting, in mass. The computer will automatically calculate what the combination will be at the new setting.

Pressing F16 will return you to the STUDENT RECORD SYSTEM MASTER MENU (Figure 0).

Using the Locker System for the first time

1. If you use locks that have more than one combination, contact RDS for assistance in establishing your definitions for lock rotation patterns using section 7-18 of this guide. For security reasons, this process has not been fully documented.
2. If you do not use locks with more than one combination, then you do not need to use the Locker File Control section of this system (F7-18).

3. Refer to section 7-1 or 7-4 of this guide to define each locker in your school. If you have lockers in more than one building, you have the ability to record that information in the "building" field of each locker record. If you would like to group your lockers by area within a building or by grade level within a building, you can designate that information in the "building area" field. This will enable the locker system administrator to optionally print lockers available by grade level or area, in addition to the ability to print a listing of lockers in numerical sequence.

When defining each locker, be sure to flag those lockers that should not be used (e.g., broken door, no lock, etc.). This is very helpful during enrollment or locker assignment changes, because the comments that you enter on lockers can be seen at that time.

(Continued)

The first fifteen occurrences will be displayed on the LOCKER SEARCH screen (Figure 7-1C).

C11 *** LOCKER SEARCH ***

Locker		Locker	Ref	Bldg/Area	Comment	--Current Assignment--
F	No.	Combin.				
1	0001A	13 04 31	11			07 Abatie, xxx
2	0001B	33 12 31	11			07 STUDENT NAME
3	0002A	43 32 37	11			07 STUDENT NAME
4	0002B	57 00 45	11			07 STUDENT NAME
5	0003A	19 14 01	11			07 STUDENT NAME
6	0003B	49 14 37	11			07 STUDENT NAME
7	0004A	31 36 33	11			07 STUDENT NAME
8	0004B	27 10 35	11			07 STUDENT NAME
9	0005A	03 48 01	11			07 STUDENT NAME
10	0005B	49 06 21	11			07 STUDENT NAME
11	0006A	49 18 41	11			07 STUDENT NAME
12	0006B	49 34 03	11			07 STUDENT NAME
13	0007A	25 18 03	11			07 STUDENT NAME
14	0007B	01 12 19	11			07 STUDENT NAME
15	0008A	49 14 03	11			07 STUDENT NAME

ENTER=More Lockers, F1=F15 Update Corresponding Locker, F16=Exit

Figure 7-1C. LOCKER SEARCH SCREEN

If the locker you wish to modify is displayed on the screen, press the corresponding function key to access that particular record. The LOCKER FILE MAINTENANCE screen (Figure 7-1D) is displayed.

C11 LOCKER FILE MAINTENANCE

Locker Number : 0001B

Type: _ Ref: __ Combination: 00 00 00 Bldg: __ Bldg Area: __

Comment: _____

Student currently assigned: _____ *** UNASSIGNED ***

ENTER=Update, F1=Next Locker, F12=Delete, F16=Exit

Figure 7-1D. LOCKER FILE MAINTENANCE SCREEN

Please follow the data entry requirements below when updating:

LOCKER # ----- DATA ENTRY REQUIREMENTS -----

REQUIRED WHEN ADDING, NON-MODIFIABLE WHEN UPDATING. This will contain the locker number being added or updated, and allows for both letters and numbers to be entered. Therefore, be sure to enter leading zeros for your smaller numbers. For example, locker #1 should be entered as 01, or 001, or 0001, etc., depending on your maximum locker number. Locker #A1 should be entered as A01, or A001, or A0001, or A00001, depending on your maximum locker number. (6 A/N)

----- DATA ENTRY REQUIREMENTS -----

- TYPE** Required. This field will be available for entry only if your school's locker control screen (F7-18) has one or more lock types defined. The type code entered here must be defined on the locker control screen (F7-18) or will be considered invalid. (1 A/N)
- REF** Required. This field will be available for entry only if your school's locker control screen (F7-18) has one or more lock types defined. The reference setting must be entered here. For example, if the lock has settings 03, 07, 14, 16 and 18, those settings would be defined on the locker control screen and only those reference settings could be entered here. For most locks the references are 01, 02, 03, etc., but for security reasons some locks have odd reference numbers. When first adding a locker definition, the first reference number must be entered, along with the base combination in the next field. (2 N)
- COMBINATION** Required. This field should contain the locker combination. If the TYPE and REF fields are shown on this screen, then you would only type the combination when entering the base combination. Otherwise, the computer will determine the combination based on the REF field value. (2 N + 2 N +2 N)
- BLDG** Optional. If entered, this field should contain the building where the locker is located. (3 A/N)
- BLDG AREA** Optional. If entered, this field should contain the area within the building where the locker is located. Sometimes, this field is used to store the grade level because of non-consecutive ranges of lockers being assigned to the grade level. The locker listing can be printed in blg/area sequence. (3 N)
- COMMENT** Optional. Free-format comment area. This area could be used to say "broken lock", "damaged door", "don't assign", etc. NOTE: You have the option of skipping lockers that have comments entered when you mass assign lockers in 10-3. (20 A/N)
- STUDENT CURRENTLY ASSIGNED** Optional. If entered, this field should contain the student ID number of the student that is currently assigned to this locker. (7 A/N)

After making any modifications, press ENTER to validate the information. If all information is valid, press ENTER to update the Locker File or press F16 to reenter. You will be returned to the LOCKER FILE MAINTENANCE SELECTION screen (Figure 7-1A) after the update has been processed.

Another option available on the LOCKER FILE MAINTENANCE SELECTION screen (Figure 7-1A) is to search by locker combination. Pressing F13 will perform a process similar to pressing F15 as described on the previous pages.

F1 may be pressed to view the next locker record from most screens.

To delete a locker record, follow the same instructions for updating. When the record is displayed on the LOCKER FILE MAINTENANCE screen (Figure 7-1D), press F12 and then F18 to confirm the delete.

At any time, pressing F16 will return you to the LOCKER FILE MAINTENANCE SELECTION screen (Figure 7-1A).

C11 Locker File Data Base Management System

Locker Number	T	R	y	e	Base	Current	--Student-Assigned--		
Number	p	f	Combin	Combin	Bld/Area	Comment	Number	Name	Gr
0001	1	00	202518	202518	___	9 Broken lock			
0002	2	02	000644	450139	___	9	2000294	Dunn	M 09
0003	3	02	482004	401246	___	9	2980125	Vanderby	L 09
0004	1	02	194929	124222	___	9			
0005	1	02	440422	374715	___	9	2980135	Anderson	J 09
0007	1	02	274109	203402	___	9	2000287	Cosgrove	J 09
0012	2	02	023246	472741	___	9	2980136	Anderson	S 09
0014	1	02	473531	402824	___	9	2000265	Wolcott	C 09
0015	3	02	102416	021608	___	9			
0017	1	02	172711	102004	___	9	2000002	Anderson	S 09
0018	2	02	372101	321646	___	9	2980138	Babcock	M 09
0019	3	02	320026	244218	___	9	2000004	Andrews	J 09
0020	2	02	131941	081436	___	9	2980139	Bachman	A 09
0021	1	02	224020	153313	___	9	2000297	Perry	C 09
0022	2	02	131945	081440	___	9	2980157	Cole	B 09

ENTER=Update & Next, F5=Next, F18=Previous, F20=Print Screen, F16=Exit

Figure 7-4B. LOCKER FILE DATA BASE MANAGEMENT SCREEN

Follow the guidelines below when adding or updating:

----- DATA ENTRY REQUIREMENTS -----

LOCKER NUMBER

Required. Enter the locker number here. Be sure to enter leading zeroes. For example, if the locker number is 100 and you are using a 6-digit locker number, you would enter this number as 000100. (6 A/N)

TYPE

Required. This field will be available for entry only if your school's locker control screen (F7-18) has one or more lock types defined. The type code entered here must be defined on the locker control screen (F7-18) or will be considered invalid. (1 A/N)

REF

Required. This field will be available for entry only if your school's locker control screen (F7-18) has one or more lock types defined. The reference setting must be entered here. For example, if the lock has settings 03, 07, 14, 16 and 18, those settings would be defined on the locker control screen and only those reference settings could be entered here. For most locks the references are 01, 02, 03, etc., but for security reasons some locks have odd reference numbers. When first adding a locker definition, the first reference number must be entered, along with the base combination in the next field. (2 N)

BASE COMBINATION

Required. This field should contain the base locker combination. (2 N + 2 N + 2 N)

----- DATA ENTRY REQUIREMENTS -----

<u>CURRENT COMBINATION</u>	NON-MODIFIABLE. This field should contain the current locker combination. If the TYPE and REF fields are shown on this screen, then you would only type the combination when entering the base combination. Otherwise, the computer will determine the combination based on the REF field value. (2 N + 2 N + 2 N)
<u>BLDG</u>	Optional. If entered, this field should contain the building where the locker is located. (3 A/N)
<u>BLDG AREA</u>	Optional. If entered, this field should contain the area within the building where the locker is located. Sometimes, this field is used to store the grade level because of non-consecutive ranges of lockers being assigned to the grade level. The locker listing can be printed in blg/area sequence. (3 N)
<u>COMMENT</u>	Optional. Free-format comment area. This area could be used to say "broken lock", "damaged door", "don't assign", etc. NOTE: You have the option of skipping lockers that have comments entered when you mass assign lockers in 10-3. (20 A/N)
<u>STUDENT CURRENTLY ASSIGNED</u>	Optional. If entered, this field should contain the student ID number of the student that is currently assigned to this locker. (7 A/N)
<u>NAME</u>	NON-MODIFIABLE. This field will contain the student name of the student that is currently assigned to this locker.
<u>GRADE</u>	NON-MODIFIABLE. This field will contain the grade level of the student that is currently assigned to this locker.

ADDING A LOCKER

If a new locker needs to be added, go to the end of the file by entering 9999 (or 999999 if you use 6-digit locker numbers) in the Locker Number field. Once the record is added, it will sort logically the next time it is displayed.

UPDATING A LOCKER

To update the information, type in the correct data (follow the data entry requirements for adding). When the data is correct press ENTER to update and go to the next screen.

DELETING A LOCKER

To delete a locker file record from the file, erase the locker number and press ENTER.

Always press ENTER to update if data has been changed or added. Pressing F5 will take the user to the next screen without updating and F18 will go to the previous screen without updating. The F18 function will only take you as far back as the screen you originally started with. Pressing F20 will print the screen and F16 can be used to exit.

From the LOCKER SYSTEM MENU (Figure 7), press F8 to print the Locker File. The PRINT LOCKER FILE screen (Figure 7-8A) is displayed.

```

C11                                PRINT LOCKER FILE

Lockers to be printed: _ X=All, A=Assigned only, U=Unassigned only
Sort sequence: _ 1=Grade/Alpha, 2=Lockers, 3=Bldg/Area/Locker#
Enter desired spacing: _ 1=Single, 2=Double, 3=Triple
Grade Levels: _ _ _ _ (Leave Blank for All)
Sex: _ (M=Male only, F=Female only, Leave Blank=All)
Lock type: _ Enter type or leave blank for all
Should all possible combinations be printed? _ Y/N

ENTER=Continue, F16=Exit

```

Figure 7-8A. SELECT PRINT OPTIONS SCREEN

Follow the guidelines below to print the locker file:

<u>LOCKERS TO BE PRINTED</u>	----- DATA ENTRY REQUIREMENTS -----
	Required. Indicate which lockers you want printed. Valid entries are: X = all lockers, A = only lockers that have been assigned, U = print unassigned lockers only. (1 A)
<u>SORT</u>	Required. Indicate how you want this listing sorted. Valid entries are: 1 = Grade/Alpha sequence, 2 = Locker number sequence, 3 = Building/Area/Locker number sequence. (1 N)
<u>SPACING</u>	Required. Indicate the desired spacing for this listing. Valid entries are: 1 = single spacing, 2 = double spacing, 3 = triple spacing. (1 N)
<u>GRADE LEVELS</u>	Optional. You have the option of entering up to four different grade levels to print this listing for specific grades. Leave these fields blank to print all grade levels. (2 A/N + 2 A/N + 2 A/N + 2 A/N).
<u>SEX</u>	Optional. You have the option of printing this listing by gender. Enter an M to print males only. Enter an F to print females only. Leave this field blank to include both males and females. (1 N)

After completing the entries on the screen to produce the desired locker report, press ENTER to continue or F16 to exit without printing.

From the LOCKER SYSTEM MENU (Figure 7), press F14 to edit the Locker File for duplicates. The DUPLICATE LOCKER EDIT screen (Figure 7-14A) is displayed. Duplicate assignments (i.e, the same locker assigned to more than one student) would occur only because of an error in assigning a range of lockers to one grade level that were still assigned to another grade level.

C11

DUPLICATE LOCKER EDIT

This procedure will review all students records for locker assignments, sort this information by locker number, then display to you any duplicate locker assignments encountered. You will then be given the choice of designating which student should be assigned to the locker. If no duplicate assignments are encountered, you will be given a message to that effect.

ENTER=Continue, F16=Exit

Figure 7-14A. DUPLICATE LOCKER EDIT SCREEN

This screen is for information purposes only, no entry is required. Press ENTER to continue or F16 to exit without editing.

If no duplicate assignments are found, the NO DUPLICATE LOCKERS screen (Figure 7-14B) is displayed.

C11

No duplicate locker assignments were encountered.

ENTER=Continue

Figure 7-14B. NO DUPLICATE LOCKERS SCREEN

Simply press ENTER to continue and you will be returned to the LOCKER SYSTEM MENU (Figure 7).

(Continued)

If duplicates are found, the DUPLICATE LOCKER ASSIGNMENT screen (Figure 7-14C) is displayed.

CHS

DUPLICATE LOCKER ASSIGNMENT

Please erase the locker number or enter a new locker number next to the student to be removed from this duplicate assignment.

<u>CURRENT</u> <u>LOCKER</u>	<u>NEW</u> <u>LOCKER</u>	<u>STUDENT</u> <u>NUMBER</u>	<u>STUDENT</u> <u>NAME</u>	<u>GR</u>	<u>SEX</u>	<u>WD</u> <u>CD</u>	<u>LOCKER</u> <u>COMB.</u>
0001	<u>0001</u>	1980001	Henderson, Rosalind	09	F		012432
0001	<u>0001</u>	1970001	Schuffert, Lorraine	10	F		012432

ENTER=Continue, F1=Skip this duplicate and continue, F16=Exit

Figure 7-14C. DUPLICATE LOCKER ASSIGNMENT SCREEN

If possible, correct the duplicate assignment by placing one or both of the students into another locker, then press ENTER. Or, select F1 to skip this duplicate assignment without making changes and the process will continue until another duplication is found or the end of the file is reached. Or, F16 can be selected to exit from the process without updating or continuing any further.

If any duplications are encountered, the DUPLICATE ASSIGNMENTS NOTIFICATION screen (Figure 7-14D.) is displayed at the end of the evaluation process.

CHS

Because at least one set of duplicate assignments was encountered, this procedure should be run one more time to ensure that the re-assignments (if made) did not cause another duplication to occur.

ENTER=Continue

Figure 7-14D. DUPLICATE ASSIGNMENTS NOTIFICATION SCREEN

Press ENTER to continue. You will be returned to the LOCKER SYSTEM MENU (Figure 7). A listing will be produced to show you the duplicates that were encountered.

If you made any changes to locker assignments through the DUPLICATE LOCKER ASSIGNMENT screen (Figure 7-14C.), you will want to rerun this process to make sure that you have eliminated all duplicate assignments.

In the future, you might want to use the "Clear Locker Assignments by Grade" (F7-10) before assigning lockers in mass.

From the LOCKER SYSTEM MENU (Figure 7), press F18 to display locker file control data. The LOCKER SYSTEM CONTROL DATA screen (Figure 7-18A) is displayed.

C11 Locker System Control Data

Lock Types	Number Ranges	Rotations															
A American	49	1	7-	2	5-	3	6-	4	8-	5	23-						

ENTER=Validate, F16=Exit

Figure 7-18A. LOCKER SYSTEM CONTROL DATA SCREEN

