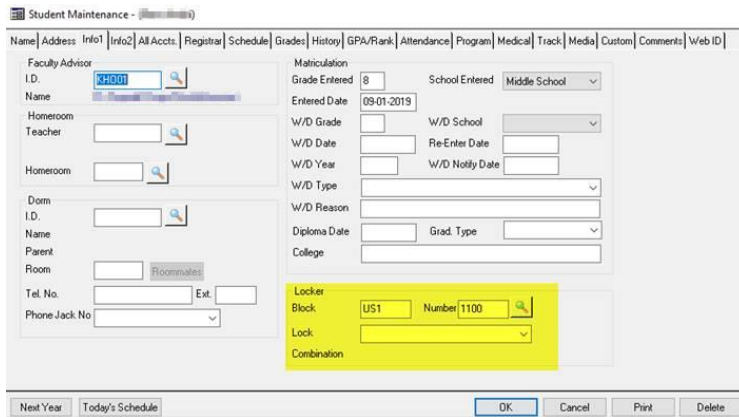


How to Unassign Locker Numbers



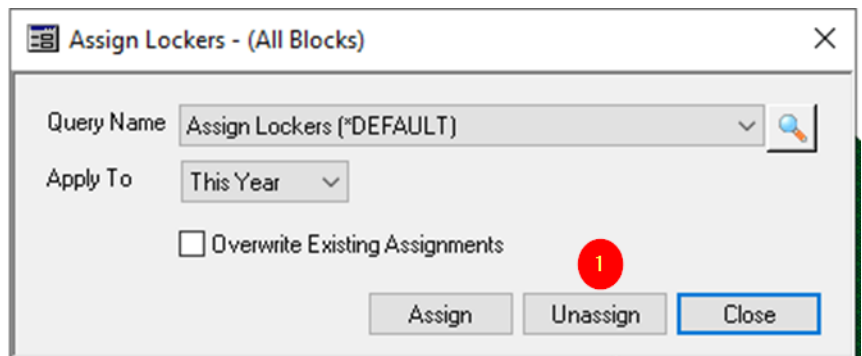
The screenshot shows the 'Student Maintenance' window with various tabs at the top. The 'Locker' section is highlighted in yellow. It contains the following fields:

Locker Block	US1	Number	1100
Lock	[Dropdown menu]		
Combination	[Text field]		

Each Year you may need to unassign lockers so that you can assign Students new lockers:

You can unassign lockers using the Assign lockers tool in Registrar > Maintenance > Lockers > Assign to Students: Click Unassign.

(Use Apply to: Next Year to clear next year's data)



The screenshot shows the 'Assign Lockers - (All Blocks)' window. It has the following fields and buttons:

- Query Name: Assign Lockers (*DEFAULT)
- Apply To: This Year
- Overwrite Existing Assignments
- Buttons: Assign, Unassign, Close

A red circle with the number '1' is placed over the 'Unassign' button.