

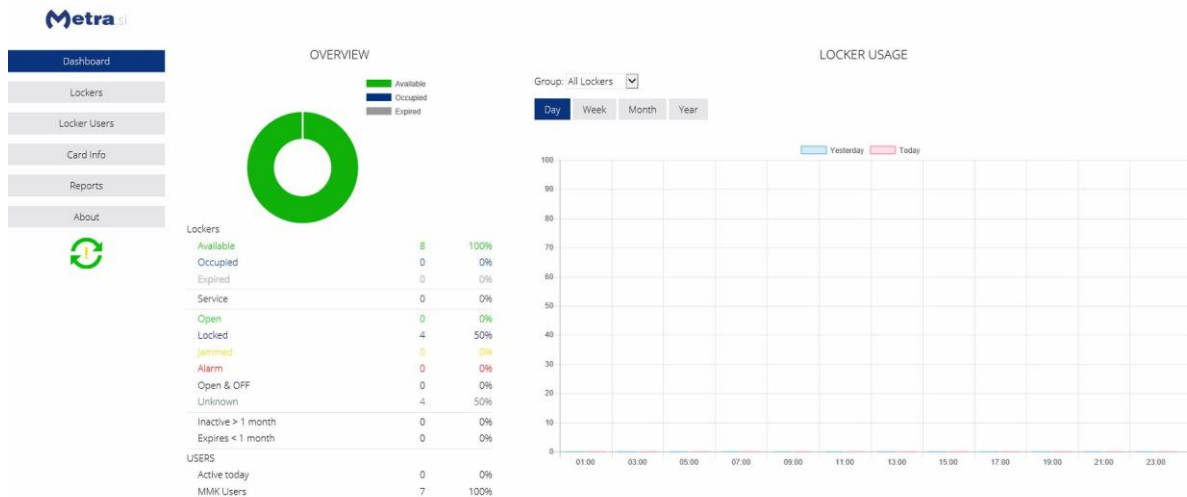
# My Metra Lockers User Guide

Navigate to the My Metra Lockers page being:

[http://\(server IP address\)/metra/lcc\\_pos.dll/Mymetralockers](http://(server IP address)/metra/lcc_pos.dll/Mymetralockers).

\*(contact Metra Australia for your unique server IP address)

Once connected, the screen will display the opening dashboard.



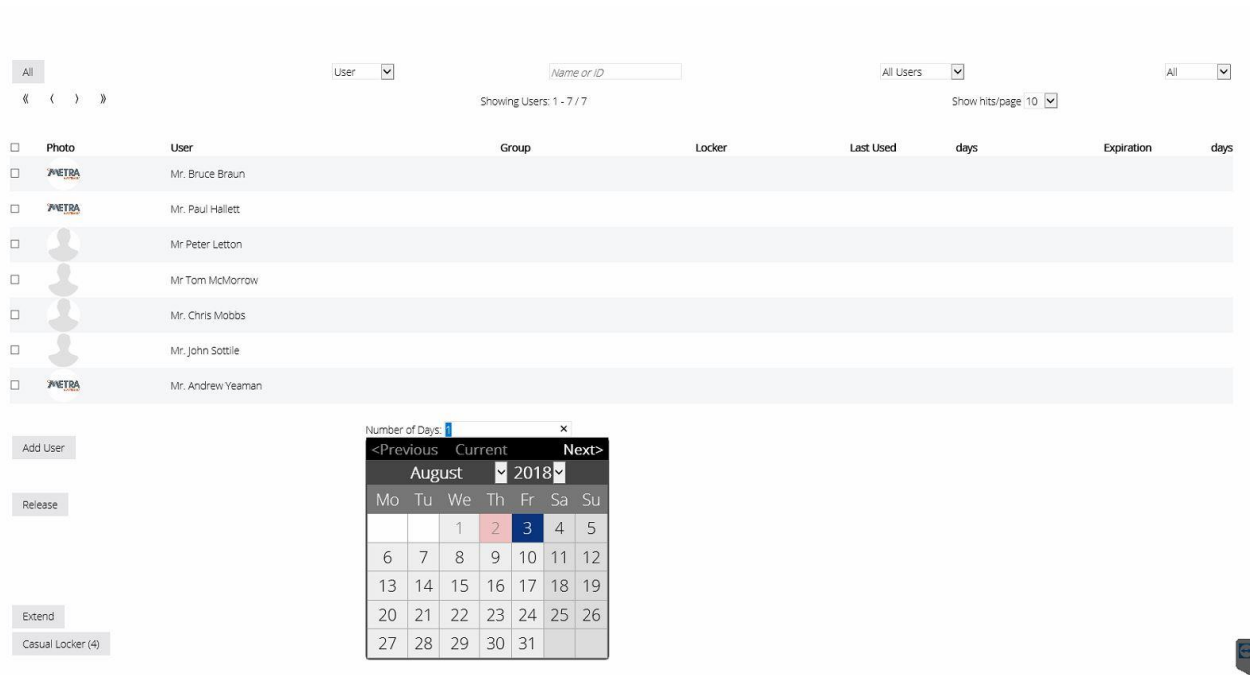
This will show a current overview of your lockers. As lockers are reserved to members, the circular graph will indicate this as a qualitative display. Below will give a quantitative display of the current (live) state of the lockers.

The graph on the right-hand side will show a comparative usage display of your lockers selectable between day, week, month and year (showing current and previous periods)

Navigating through the My Metra Lockers page is carried out via the tabs on the left-hand side.

## Locker Users:

Selecting the Locker Users tab will bring up the details about the users currently entered within the system.



Number of Days: 1 x

<Previous Current Next>

August 2018

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Buttons: Add User, Release, Extend, Casual Locker (4)

Submit Reset Cancel

Title:

First Name:

Last Name:

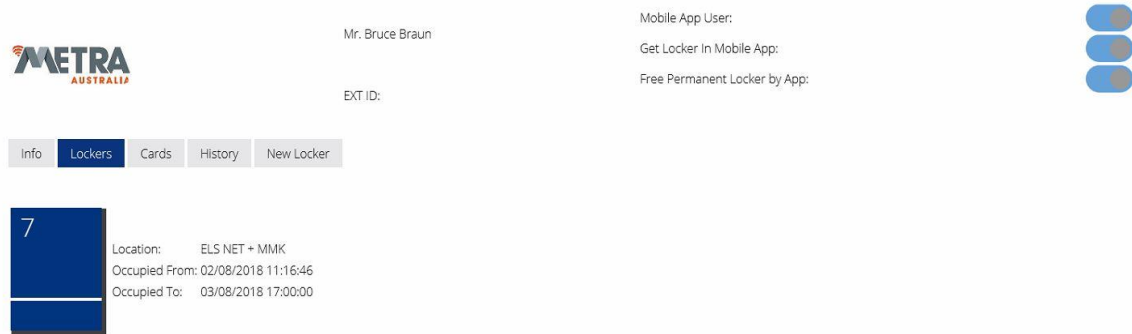
Email:

Group:

Photo:

Clicking on the “Add User” button will allow you to add a new member to the system. Simply fill in the details required, and then click “Submit”.

Selecting an individual user will bring up their current details within the system, with a new navigation menu.



Clicking on the currently allocated locker will take you to the individual locker page where the locker hire can remotely unlocked, or the reservation released.

**INFO:**

By selecting the Info tab will bring up the details about the selected user, with options to edit the stored details.



**CARDS:**

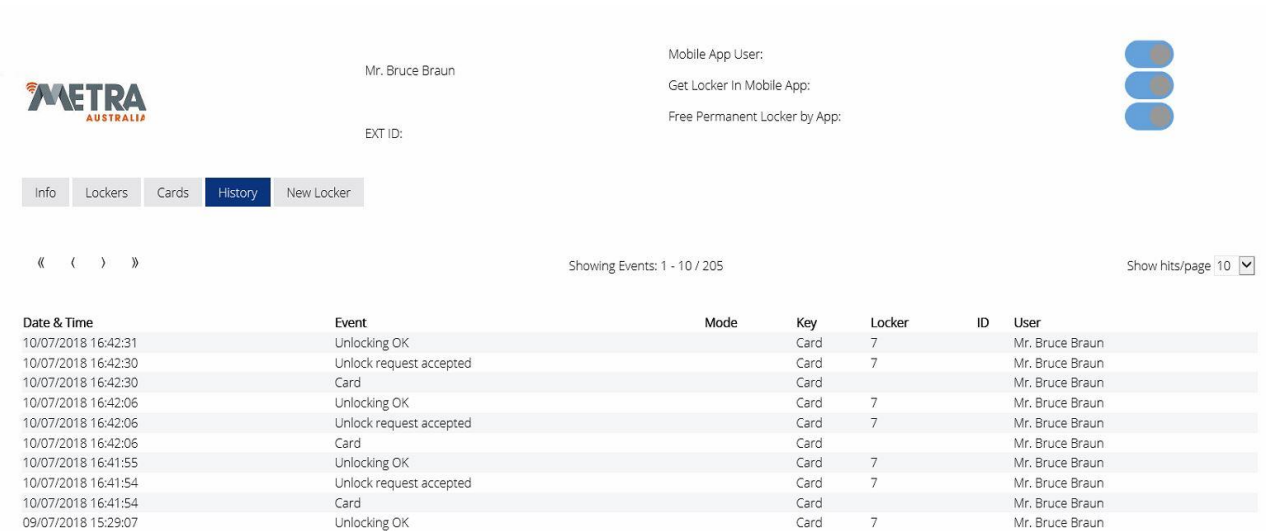
Selecting the Cards tab will bring up details about any cards (RFID media) assigned to this member.

New cards can be added to the user, and old cards can be removed from the system (when removed they are automatically added to the systems “blacklist” (contact Metra Australia to have them re-enabled).



**History:**

Selecting the History tab will show the activity history for this member.



### New Locker:

Selecting the new locker tab will allow you to allocate a locker (with a fixed-point reservation expiry) to the currently selected member. By selecting the required locker will bring up the reservation page for that locker.



Enter in either the number of days for the locker reservation to be active or select from the calendar.

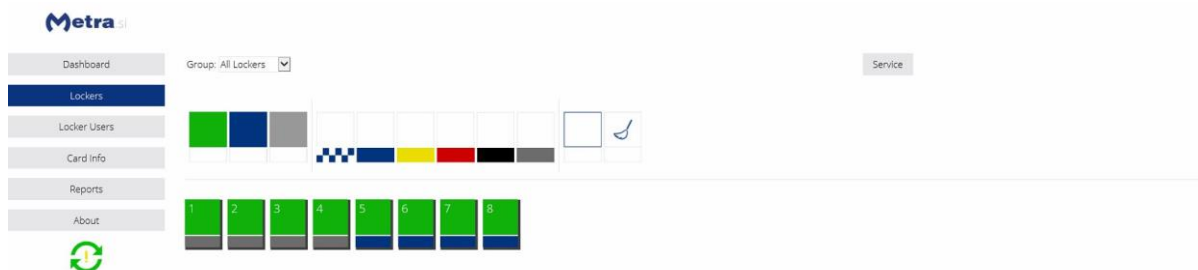
Once the hire period has been set, click on the confirm button to reserve the locker to this member.



This will then take you back to the Lockers page, showing the locker assigned to the member and detailing the period the locker is reserved for.

### Lockers Page:

Selecting the lockers tab from the navigation tabs on the left-hand side will display your lockers.



Clicking on an individual locker will then bring up the details for that locker.

With options to either remotely open the locker or release the locker from its current reservation.

Date & Time	Event	Mode	Key	ID	User
25/07/2018 16:13:19	Assign Procedure	Release	Card		
25/07/2018 15:34:32	Locking OK				
25/07/2018 15:34:30	Unlocking OK		Card		
25/07/2018 15:34:30	Unlock request accepted		Card		
25/07/2018 15:34:12	Locking OK				
25/07/2018 15:34:11	Unlocking OK				
25/07/2018 15:34:11	Unlock request accepted		Card		
25/07/2018 15:27:02	Locking OK				
25/07/2018 15:26:57	Unlocking OK				
25/07/2018 15:26:03	Locking OK				

If it's currently hired to a long-term member, then it will show the members name in the top right-hand side under "Locker User".

### Card Info:

Clicking on the Card Info tab will present you with a request box asking for the card details.

Simply present (or type in the card number if the option is available) the card (RFID media) to the usb reader and press enter.

This will then display the details about the card presented.

Showing the card number, member, locker currently assigned (if any), and history of that locker.