



**Synergy**<sup>TM</sup>

Student Information System

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# ***Synergy SIS***<sup>©</sup>

## **Locker Guide**



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## CONVENTIONS USED IN THIS MANUAL

### **Bold Text**

**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.



**Tip** – Suggests advanced techniques or alternative ways of approaching the subject.



**Note** – Provides additional information or expands on the topic at hand.



**Reference** – Refers to another source of information, such as another manual or website



**Caution** – Warns of potential problems. Take special care when reading these sections.

## BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



**Caution:** The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at [support@edupoint.com](mailto:support@edupoint.com) or by phone at 1-877-899-9111 option 1.



# Chapter One: LOCKER SETUP & OVERVIEW

In this chapter, the following topics are covered:

- ▶ What lookup tables need to be setup for the Locker screen
- ▶ The lookup tables to configure for the Locker Mass Assignment screen
- ▶ Additional Configuration Options

## OVERVIEW

This manual illustrates how to setup and configure the screens contained in the **Locker** folder, where locker information is recorded and lockers are assigned to students. For each locker, the district can record multiple combination number and location information, and also track the student(s) assigned to the locker. It also outlines the security options available for these screens, explains how to enter and modify locker information, and shows how to print related reports.

The screens that are configured and explained in this guide are:

- The **Locker** screen, which captures the location and combination of each school locker. It also lists the students assigned to the locker for the current school year.

Line	Student Name	Perm ID	Gender	Grade
1	Abdul, Billy C.	905463	Male	12

Figure 1.1 – Locker Screen

- The **Locker Mass Assignment** screen, which assigns lockers to students based on the criteria defined.

Line	Student Name	Perm ID	Gender	Grade
------	--------------	---------	--------	-------

Figure 1.2 – Locker Mass Assignment Screen

Student Locker assignments can be tracked in Synergy SIS either by locker or by student. For this setup, gather **a list of the types of lockers** that will be tracked in Synergy SIS. The district also needs to decide if the lockers will be assigned **in bulk**, assigned **individually by locker**, or assigned **individually by student**.

Several lookup tables related to Lockers can also be modified by the school district. The values for these tables should be gathered as well. These tables are:

- **Locker Type** – a list of the types of lockers, such as gym lockers or book lockers
- **Locker Condition** – the list of words used to describe the condition of the locker
- **Vertical Location** – for vertical lockers, this list can indicate the locker’s location in the stack
- **Students in Locker** – a list of numbers indicating the total number of students that can use a single locker

## LOOKUP TABLES FOR LOCKER

On the Locker screen, there are several drop-down lists, where pre-populated values may be selected from these lists. The values in each drop-down list are stored in a lookup table. The lookup tables may be modified by using the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup. Some lookup tables are considered “product-owned”, meaning the values have been hard-coded into the Synergy SIS programming, and consequently cannot be changed. The other tables may be modified to match the needs of the school district. To modify a lookup table’s values:

1. Go to the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup.
2. **Find the table** that needs to be changed by clicking on the triangles for each node. All the lookup tables for the Locker screen are found under the node K12.LockerInfo.
3. Once the table is located, click the **Add** button to add a new code.

Name: <b>Locker Type</b> Namespace: <b>K12.LockerInfo</b> Locked: <b>N</b>									
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code									
Lookup Values									Add
×	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status
									Year Start Year End
	1	1	1	Book					
	2	2	2	PE					

Figure 1.3 – Locker Type Lookup Table

4. The order in which the values are displayed can be set by entering the order number in the **ListOrder** column. If the numbers in the ListOrder field are the same or are all blank, the Code is used to sort the list and then the Description.
5. Enter a code for the item in the **Code** column. This value must be unique since it is used internally to link the tables in the database and it is displayed in the drop-down list.
6. Enter the description of the code in the **Description** column.
7. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.

8. If appropriate, a start date and end date may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is no longer available for selection for new records. For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.
9. The **State Code**, **Alt Code 3**, and **Alt Code SIF** are not needed since this information is not uploaded to the state. The checkbox at the top of the table **Use Code as the State Code** is not used as well.
10. Click the **Save** button at the top of the screen to save the changes.

To delete a code:

1. Click the box under the **X** column, and click the **Save** button at the top of the screen.

The **Locker screen**, found under Synergy SIS > Locker, has the following lookup tables:

Figure 1.4 – Locker Screen

- **Type** – a list of the types of lockers, such as gym lockers or book lockers. The lookup table is located under **K12.LockerInfo**, and the table name is **Locker Type**. This table is also used in the Locker Mass Assignment screen.

Name: <b>Locker Type</b> Namespace: <b>K12.LockerInfo</b> Locked: <b>N</b>										
<input type="checkbox"/> Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod										
Lookup Values										Add
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
<input type="checkbox"/>	1	1	1	Book						
<input type="checkbox"/>	2	2	2	PE						

Figure 1.5 – Locker Type Lookup Table

- **Condition** – the list of words used to describe the condition of the locker. The lookup table is located under **K12.LockerInfo**, and the table name is **Locker Condition**.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF	Year Start	Year End
1	1	1	New	N					
2	2	2	Good	G					
3	3	3	Bad	B					
4	4	4	Unusable	U					

Figure 1.6 – Locker Condition Lookup Table

- **Override Combination** – a list of the combinations assigned to the locker. The lookup table is located under **K12.LockerInfo**, and the table name is **Override Combination**. This table is a product-owned table and cannot be changed.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF	Year Start	Year End
1	1	1	Combination 1	1					
2	2	2	Combination 2	2					
3	3	3	Combination 3	3					
4	4	4	Combination 4	4					
5	5	5	Combination 5	5					

Figure 1.7 – Override Combination Lookup Table

- **Vertical Location** – if the lockers are stacked vertically, this list can indicate the locker’s location in the stack. The lookup table is located under **K12.LockerInfo**, and the table name is **Vertical Location**.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF	Year Start	Year End
1	1	1	Top	U					
2	2	2	Middle	M					
3	3	3	Bottom	L					

Figure 1.8 – Vertical Location Lookup Table

- **Gender Restriction** – a list of gender abbreviations. This is the same list of abbreviations that is used through Synergy SIS, and the setup of the list is outlined in the *Synergy SIS – State Data Reporting Guide*.
- **Grade Range Restriction** – a list of possible grade levels. This is the same list of grade levels that is used through Synergy SIS, and the setup of the list is outlined in the *Synergy SIS – State Data Reporting Guide*.
- **Number of student that can be in the locker** – a list of numbers indicating the total number of students that can use a single locker. The lookup table is located under **K12.LockerInfo**, and the table name is **Students in Locker**.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF	Year Start	Year End
1	1	1	1	1					
2	2	2	2	2					

Figure 1.9 – Students In Locker Lookup Table

# LOOKUP TABLES FOR LOCKER MASS ASSIGNMENT

The lookup tables used for the Locker Mass Assignment screen, found under Synergy SIS > Locker, are:

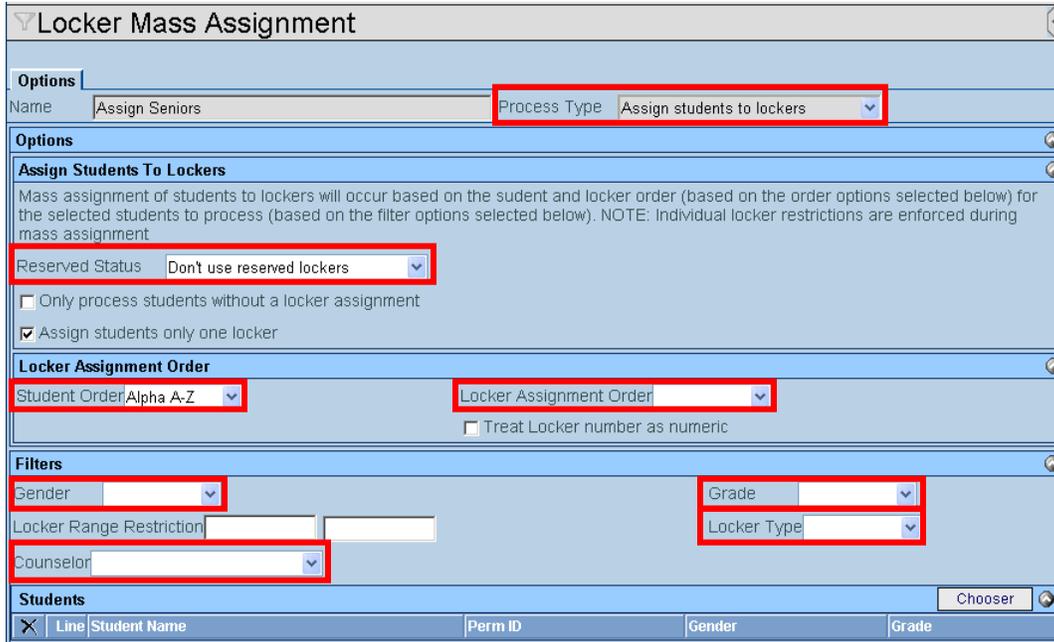


Figure 1.10 – Locker Mass Assignment Screen

- **Process Type** – the type of assignment process. The lookup table is located under **K12.LockerInfo**, and the table name is **Process Type**. This table is a product-owned table and cannot be changed.

Name: **Process Type** Namespace: K12.LockerInfo Product Owned

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: The Other SIS column for Product Owned lookups is cleared after a new installation.

Line	ListOrder	Code	Description	Other SIS	State Code	All Code 3	All Code SF
1		1	Assign students to lockers				
2		2	Clear locker assignments				

Figure 1.11 – Process Type Lookup Table

- **Reserved Status** – a list of how to deal with the reserved status of lockers during the process. The lookup table is located under **K12.LockerInfo**, and the table name is **Locker Mass Asg Options**. This table is a product-owned table and cannot be changed.

Name: **Locker Mass Asg Options** Namespace: K12.LockerInfo Product Owned

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to Product Owned lookups can be viewed but not updated, except the Other SIS column. The Other SIS column is used for data importing. NOTE: The Other SIS column for Product Owned lookups is cleared after a new installation.

Line	ListOrder	Code	Description	Other SIS	State Code	All Code 3	All Code SF
1		0	Don't use reserved lockers				
2		1	Use only reserved lockers				
3		2	Ignore reserved status				

Figure 1.12 – Locker Mass Asg Options Lookup Table

- **Student Order** – the order in which students are processed. The lookup table is located under **K12.LockerInfo**, and the table name is **Student Order**. This table is a product-owned table and cannot be changed.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF
1	0	0	Alpha A-Z				
2	1	1	Alpha Z-A				
3	2	2	Random				

Figure 1.13 – Student Order Lookup Table

- **Locker Assignment Order** – the order in which lockers are assigned. The lookup table is located under **K12.LockerInfo**, and the table name is **Locker Order**. This table is a product-owned table and cannot be changed.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF
1	0	0	Low to High				
2	1	1	High to Low				
3	2	2	Random				

Figure 1.14 – Locker Order Lookup Table

- **Gender** – a list of gender abbreviations. This is the same list of gender abbreviations that is used through Synergy SIS, and the setup of the list is outlined in the *Synergy SIS – State Data Reporting Guide*.
- **Grade** – a list of possible grade levels. This is the same list of grade levels that is used through Synergy SIS, and the setup of the list is outlined in the *Synergy SIS – State Data Reporting Guide*.
- **Locker Type** – a list of the types of lockers, such as gym lockers or book lockers. The lookup table is located under **K12.LockerInfo**, and the table name is **Locker Type**. This table is also used in the Locker screen.

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SF	Year Start	Year End
1	1	1	Book						
2	2	2	PE						

Figure 1.15 – Locker Type Lookup Table

- **Counselor** – a list of all staff assigned to the school and year in focus. For more information, please see the chapter on Staff in the *Synergy SIS – System Administrator Guide*.

# ADDITIONAL CONFIGURATION OPTIONS

## DISTRICT SETUP

To have a locker assignment stay intact when inactivating a student:

1. Navigate to **System>Setup>District Setup> System tab**.

The screenshot shows the 'District Setup' screen with the 'System' tab selected. Under the 'Enrollment Options' section, the checkbox 'Show Advanced Options On Inactivate Student' is checked and highlighted with a red box. Other options include 'Allow "No Show"', 'Require Summer Withdrawal Code/Date For "No Show"', 'Do Not Clear Summer Withdrawal Code and Date', 'Show SASIxp Enrollment History', 'Validate SASIxp Enrollment History', 'Show Emergency Contact as Lookup', 'Show User Code As Lookup', and 'Show User Num As Lookup'.

Figure 0.16 – District Setup Screen System Tab

2. Check **Show Advanced Options On Inactivate Student**.
3. Click **Save**.
4. When inactivating the student, on the Inactivate Student screen, make sure **NOT** to check **Drop Classes On Inactivation**.

The screenshot shows the 'Inactivate Student' screen. The 'Advanced Options' section is expanded, and the checkbox 'Drop Classes On Inactivation' is unchecked and highlighted with a red box. Below it, a text message reads: 'Course requests will be removed and not added back based on the student's schedule'. Other fields include 'Leave Date', 'Leave Code', 'Withdrawal Reason Code', 'Next Year Enrollment Action', 'Summer Withdrawal Code', and 'Summer Withdrawal Date'.

Figure 1.17 – Inactivate Student Screen

## NEW YEAR ROLLOVER

To retain student locker assignments during New Year Rollover:

1. Navigate to **New Year Rollover Setup>Execute tab.**
2. Check **Process Students.**
3. Click **Save.**

**New Year Rollover Setup**

Process Name: Year Type:

**Execute** Schools Grade Levels Enrollment Properties Student Properties

Name: Year Type:

New Year Rollover 2012-2013 to 2013-2014

Execute New Year Rollover Suppress Detail Rollover Type:

**New Year Rollover**

NOTE: Schools and Grade Levels selected define the destinations of the students to be rolled over.

Create Attendance Calendar

*On the Schools tab, populate the Start Date and End Date fields in the Attendance Calendar Defaults group box. For schools with dates different than the default dates, enter the valid dates in the Affected Schools group box.*

Process Configuration Files

*On the Configuration Files tab, select the files to include in the processing.*

Process Students

*On the Schools tab, populate the Enter Code and Enter Date fields in the Enrollment Defaults group box. On the Enrollment Properties tab, select the desired update action for each enrollment field.*

Figure 1.18 – New Year Rollover Setup Screen Execute Tab

4. Click **Configuration Files tab.**

**New Year Rollover Setup**

Process Name: 1. Initial Configuration - King High School Year Type: R

Execute Schools Grade Levels Enrollment Properties Student Properties **Configuration Files**

Name: 1. Initial Configuration - King High School Year Type: Regular

**Configuration Files**

Line	Process	Type	Name
1	<input checked="" type="checkbox"/>	School	School Room
2	<input checked="" type="checkbox"/>	School	Staff School Year
3	<input type="checkbox"/>	District	Conference Visitation Code
4	<input type="checkbox"/>	District	District Attendance Reasons
5	<input type="checkbox"/>	District	District Fee
6	<input type="checkbox"/>	District	District Reporting Period
7	<input type="checkbox"/>	District	District Student Groups
8	<input type="checkbox"/>	District	District Tracks
9	<input type="checkbox"/>	District	Dwelling Grid
10	<input type="checkbox"/>	District	Grad Req Def Sub Year
11	<input type="checkbox"/>	District	Grid
12	<input type="checkbox"/>	District	School Vaccination Sch Yr
13	<input type="checkbox"/>	District	Student Transcript Options
14	<input type="checkbox"/>	District	Text Year
	<input type="checkbox"/>	School	Attend Extract Fields
	<input type="checkbox"/>	Course	Course School
	<input type="checkbox"/>	School Team	
41	<input type="checkbox"/>	Student	Student Group
42	<input checked="" type="checkbox"/>	Student	Student Locker
43	<input type="checkbox"/>	Student	Student Team NYRProcess
44	<input type="checkbox"/>	Student	Web Methods NYRProcess UI

Select All Deselect All

Figure 1.19 – New Year Rollover Setup Screen Configuration Files Tab

5. Check Process **Student; Student Locker.**
6. Click **Save.**

## SCHOOL SETUP

To indicate a default locker combination:

1. Navigate to **System>Setup>School Setup>Basic Info Tab.**

The screenshot shows the 'School Setup' interface for 'Hope High School' in the '2012-2013' school year. The 'Basic Info' tab is selected. The interface includes several sections: 'Period Definition', 'Grade Selection', 'Term Definition', 'Track Begin and End Dates', and 'Track Selection'. A 'Policy Code' section is also visible. The 'Other Info' section contains various checkboxes and dropdown menus, including 'Exclude from State Reporting', 'Report Sub Schools', 'Enable College Credit', 'Charter School', 'Validate Student Classes', 'Show Warning and Allow Data to be Saved if', 'Scheduling Options', 'Traditional Schedule Tracking (I', and 'Improvement Status'. The 'Default Locker Combination' dropdown menu is highlighted with a red box, showing 'Combination 1' as the selected option.

Figure 1.19 – New Year Rollover Setup Screen Configuration Files Tab

2. Select a **Default Locker Combination** from the drop-down.
3. Click **Save**.

## Chapter Two: VIEWING & EDITING LOCKERS

In this chapter, the following topics are covered:

- ▶ How to review and edit locker records
- ▶ How to add locker records
- ▶ How to assign lockers to students in bulk
- ▶ How to modify existing locker mass assignment definitions

## VIEWING LOCKER RECORDS

The **Locker** screen searches for lockers by locker number. It includes locker type, locker condition, access information, location information and student information. To access the **Locker** screen:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button at the top of the page.



Figure 2.1 – Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle will turn green and point downward.

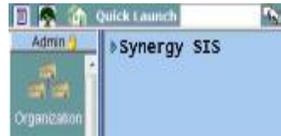


Figure 2.2 – Synergy SIS Folder

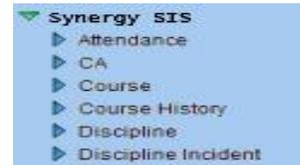


Figure 2.3 – Synergy SIS Folder Expanded

3. Under the Synergy SIS folder, open the **Locker** folder by clicking on the blue triangle pointing right, next to the words Locker. Once clicked, the triangle will turn green and point downward.



Figure 2.4 – Locker Folder



Figure 2.5 – Locker Folder Expanded

4. Click on the **Locker** icon. The locker screen will appear in the content pane on the right-side of the screen.



Figure 2.6 – Locker Screen Icon

To find a **Locker** record, there are two methods: **Scroll or Find mode**. To scroll through the locker records to find the locker:

1. Click on the **right Scroll button**, at the top of the page, to advance to the first locker record. Records are sorted numerically starting with the lowest locker number.



Figure 2.7 – Right Scroll Button

2. To scroll in reverse descending order, starting with the highest locker number click the **left Scroll button** at the top of the page.



Figure 2.8 – Left Scroll Button

3. Continue clicking on the scroll button until the desired locker record appears.

To switch to the Find mode to look for the **Locker** records:

1. Click on the **Find Mode** button.



Figure 2.9 – Find Mode Button

2. Enter the locker number in the **Locker Number** box.

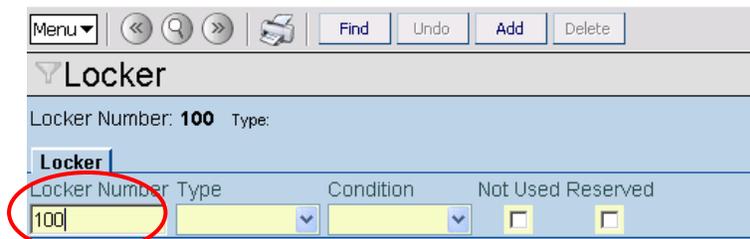


Figure 2.10 – Locker Screen, Finding

3. Click the **Find** button or press the Enter key. The locker matching the criteria entered into the Find screen is displayed.



**Note:** In the Find Mode, lockers can also be found by searching by any of the yellow fields on the screen. Entering anything in any box but the first one brings up a pop-up window with a list of lockers matching the criteria entered. To select a locker, click on their number and their record appears in the Locker screen. Close the pop-up window after selecting the record. For more about finding records in any screen, please refer to the *Synergy SIS – Student Information User Guide*.

The information displayed for each locker is as follows:

Locker Number: 100 Type: Book

Locker

Locker Number	Type	Condition	Not Used	Reserved
100	Book	Good	<input type="checkbox"/>	<input type="checkbox"/>

**Access Information**

Override Combination: Combination 1

Combination 1: 5L-20R-31L      Combination 2:

Combination 3:       Combination 4:

Combination 5:       Lock Number:

**Location Information**

Location: West hall      Vertical Location: Top

**Student Restrictions**

Gender Restriction:

Grade Range Restriction:  -

**Student Information**

Number of students that can be in the locker:

Number of students in a locker will default to one when blank

**Students in Locker** Chooser

Line	Student Name	Perm ID	Gender	Grade
1	Abbott, Billy C.	905483	Male	12

Figure 2.11 – Locker Screen

- The **Locker** section includes the locker number, type, condition and whether the locker is not used or reserved.
- The **Access Information** section includes an override combination dropdown box that displays which combination is the override combination, five additional combination text boxes and one text box for the lock number.
- The **Location Information** section includes the locker location in the building and the vertical location of the locker.
- The **Student Restrictions** section includes the gender restriction and the grade restriction for the locker.
- The **Student Information** section includes the number of students that can be assigned to the locker.
- The **Students in Locker** grid lists all of the students that are currently assigned to the locker, with their name, Perm ID, gender and grade.

Line	Student Name	Perm ID	Gender	Grade
1	Abbott, Billy C.	905483	Male	12

Figure 2.12 – Students in Locker Grid

## EDITING LOCKER RECORDS

To edit the information for a locker:

1. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



Figure 2.13 – Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Figure 2.14 – Edit Button

The current mode is indicated in the top right-hand corner of the screen where it says Form Status.



Figure 2.15 – Current Form Status

3. Click on the data to modify in the boxes with the white background and change the information as desired. Boxes with a gray background cannot be changed.

Figure 2.16 – Locker Screen, Editing

4. The student Gender and Grade restrictions, the number of students that can be in a locker, and the Not Used/Reserved status are only used during the mass assignment of lockers. When assigning students individually, these restrictions are not enforced.
5. Once the changes have been completed, click the **Save** button or click the **Undo** button to cancel the operation without saving the changes.

- To edit the top row of information such as the **Locker Number**, **Type**, **Condition**, **Not Used**, or **Reserved** status, click on the **Menu** button at the top of the screen and select **Edit Locker Data**.



Figure 2.17 – Menu Options

- The fields in the top row turn white and can then be modified.

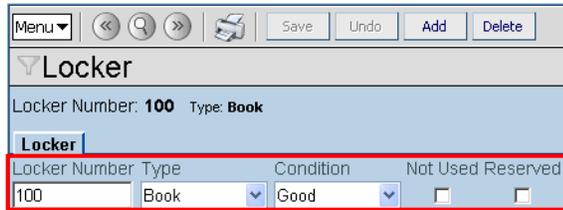


Figure 2.18 – Locker Screen, Editing the Top Row

- Once the changes have been completed, click the **Save** button or click the **Undo** button to cancel the operation without saving the changes.
- To assign a student to a locker, click on the **Chooser** button in the Students in Locker grid at the bottom of the screen.



Figure 2.19 – Students in Locker Grid

- The **Chooser** screen pops-up in a separate window. Enter the criteria to be used to select the students in the **Find Criteria** section and click the **Find** button.

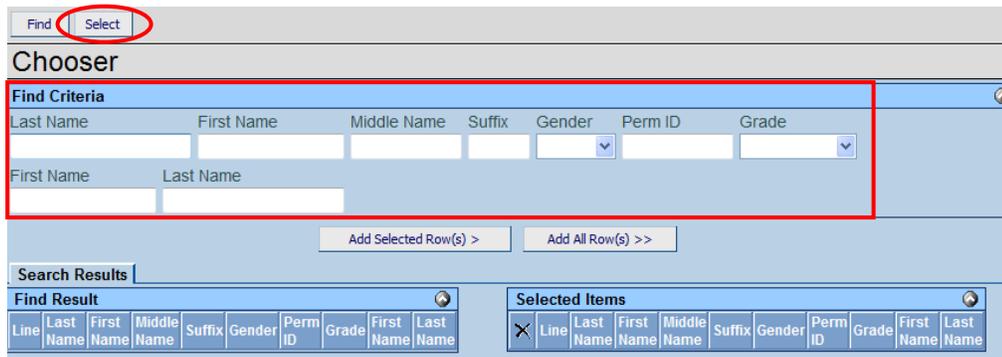


Figure 2.20 – Chooser Screen

11. The students matching the criteria entered are then listed in the Find Result grid. Click on a student name to select them, and then click the **Add Selected Row(s)>** button. To add multiple students at a time, hold the CTRL button down while clicking on multiple student names to select them. To add all the students matching the criteria, click the **Add All Row(s) >>** button.

The screenshot shows the 'Chooser' interface. At the top, there are 'Find' and 'Select' buttons. Below is the 'Find Criteria' section with input fields for Last Name, First Name, Middle Name, Suffix, Gender, Perm ID, Grade, and First Name. Below the criteria are two buttons: 'Add Selected Row(s) >' and 'Add All Row(s) >>'. The 'Search Results' section contains a 'Find Result' table with two rows:

Line	Last Name	First Name	Middle Name	Suffix	Gender	Perm ID	Grade	First Name	Last Name
1	Abbott	Billy			Male	905483	12		
2	Abbott	Irene			Female	997015	09		

To the right of the 'Find Result' table is a 'Selected Items' table with a column for selection (marked with an 'X') and columns for student details:

X	Line	Last Name	First Name	Middle Name	Suffix	Gender	Perm ID	Grade	First Name	Last Name

Figure 2.21 – Chooser, Find Results

12. The student names are moved to the Selected Items grid. To remove a student from the Selected Items grid, click the box in the **X** column. When all the students needed are in the Selected Items grid, click the **Select** button to add them to the Students in Locker grid.

This screenshot is similar to Figure 2.21 but shows the 'Selected Items' grid populated with one student:

X	Line	Last Name	First Name	Middle Name	Suffix	Gender	Perm ID	Grade	First Name	Last Name
<input checked="" type="checkbox"/>	1	Abbott	Billy			Male	905483	12		

The 'Select' button at the top is circled in red.

Figure 2.22 – Chooser Screen, Selected Items

13. To unassign a student from a locker, click on the box in the **X** column in the Students Assigned to Locker grid and click the **Save** button at the top of the screen.

The screenshot shows the 'Students in Locker' grid with one student assigned:

X	Line	Student Name	Perm ID	Gender	Grade
<input checked="" type="checkbox"/>	1	Abbott, Billy C.	905483	Male	12

Figure 2.23 – Students in Locker Grid



**Note** – Students can also be assigned to lockers using the Other Info tab of the Student screen. Lockers can also be assigned in bulk using the Locker Mass Assignment screen, as explained later in this chapter.

To delete a **Locker**:

1. Make sure no students are associated with the locker by deleting them from the **Students in Locker** grid.
2. Click the **Delete** button at the top of the screen.

## ADDING LOCKER RECORDS

To add a new locker record:

1. Check to make sure the current **focus** is set to a school and not the district. The focus is indicated in the top right-hand corner of the screen.



Figure 2.24 – Checking Current Focus

2. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Figure 2.25 – Edit Button

The current mode is indicated in the top right-hand corner of the screen where it says Form Status.



Figure 2.26 – Current Form Status

3. Click the **Add** button at the top of the screen.



Figure 2.27 – Locker Screen, Adding

4. The new Locker screen pops-up in a separate window. The **Locker Number** is a required field and must be filled in to create the new locker record. The **Type**, **Condition** and check boxes for **Not Used** and **Reserved** can be filled in on this screen, but are not required. The type of locker can be customized at the district level, and indicates the type of locker such as gym locker or book locker.

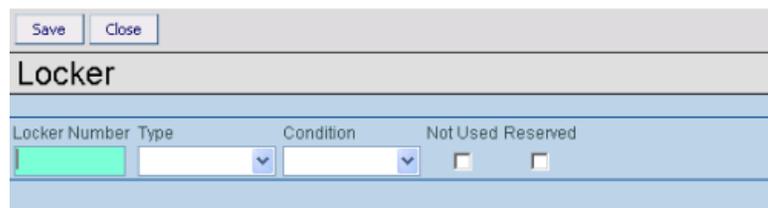


Figure 2.28 – New Locker Screen

5. Click the **Save** button to save the new locker record or click the **Close** button to cancel the operation without adding a new locker record.

## LOCKER MENU OPTIONS

The **Menu** button provides access to additional locker information.



Figure 2.29 – Locker Menu Options Screen

The options available under the Menu button are:

- **Edit Locker Data** – this option allows the top row of data to be edited, as outlined in the Editing Locker Records section in this chapter.
- **Screen Audit Detail for Locker** – the Audit Trail History screen lists all of the changes made to the locker records, what was changed, who changed it, and the date and time the change was made.

Audit Trail History							
Properties							
Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	<b>LockerStudent</b>	StudentSchoolYearGU	Delete		<Link>	User, Admin	01/19/2010 13:51:23
2		StuLckAsgnGU	Delete		<Link>	User, Admin	01/19/2010 13:51:23
3		LockerGU	Delete		<Link>	User, Admin	01/19/2010 13:51:23
4	<b>LockerStudent</b>	StudentSchoolYearGU	Insert	<Link>		User, Admin	01/19/2010 13:51:18
5		StuLckAsgnGU	Insert	<Link>		User, Admin	01/19/2010 13:51:18
6		LockerGU	Insert	<Link>		User, Admin	01/19/2010 13:51:18
7	<b>Locker</b>	GenderRestrict	Update	M		User, Admin	01/19/2010 13:51:01

Figure 2.30 – Locker Audit Trail History Screen

## ASSIGNING LOCKERS TO STUDENTS IN BULK

The Locker Mass Assignment screen offers a way to assign multiple lockers to multiple students at the same time, or to clear locker assignments at the end of the year. A separate definition can be created for each situation and saved so it can be used each year. For example, one definition may assign lockers to seniors, another to incoming freshmen, and another definition clears the assignments at the end of the year. To create a new definition to be used to assign lockers to students:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button at the top of the page.



Figure 2.31 – Synergy SIS Navigation Tree

- Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle will turn green and point downward.

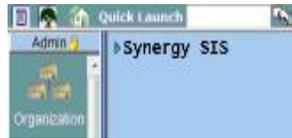


Figure 2.32 – Synergy SIS Folder



Figure 2.33 – Synergy SIS Folder Expanded

- Under the Synergy SIS folder, open the **Locker** folder by clicking on the blue triangle pointing right, next to the words Locker. Once clicked, the triangle will turn green and point downward.



Figure 2.34 – Locker Folder



Figure 2.35 – Locker Folder Expanded

- Click on the **Locker Mass Assignment** icon.



Figure 2.36 – Locker Mass Assignment Icon

- The Locker Mass Assignment screen will appear in the content pane on the right-side of the screen. Click the **Add** button to add a new definition.

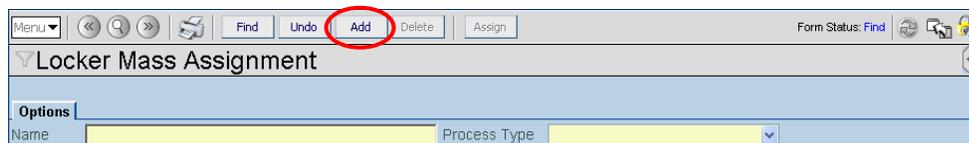


Figure 2.37 – Locker Mass Assignment Screen

- The new Locker Mass Assignment screen pops-up in a separate window. Enter a **Name** for the definition, and select the type of process to use from the **Process Type** drop-down list. The definition can either **Assign Students to Lockers** or **Clear Locker Assignments**.

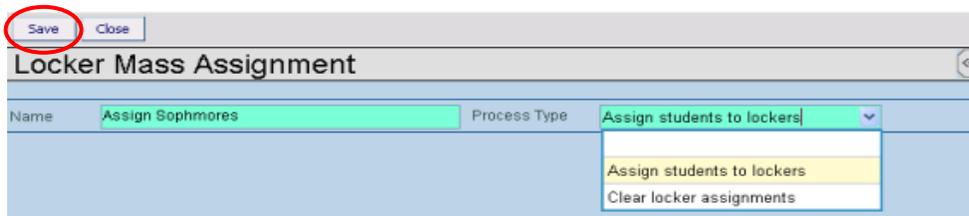


Figure 2.38 – Locker Mass Assign

- Click the **Save** button to save the new locker mass assignment definition or click the **Close** button to cancel the operation without adding a new definition.

- Once the new definition has been created, the criteria used to assign the lockers to the students needs to be setup.

The screenshot shows the 'Locker Mass Assignment' configuration interface. At the top, there are tabs for 'Options' and 'Assign Seniors', and a 'Process Type' dropdown set to 'Assign students to lockers'. Below this is the 'Assign Students To Lockers' section, which includes a 'Reserved Status' dropdown menu currently set to 'Don't use reserved lockers', and two checkboxes: 'Only process students without a locker assignment' (unchecked) and 'Assign students only one locker' (checked). The 'Locker Assignment Order' section contains a 'Student Order' dropdown set to 'Alpha A-Z' and a 'Locker Assignment Order' dropdown, with a 'Treat Locker number as numeric' checkbox below it. The 'Filters' section features several dropdown menus for 'Gender', 'Locker Range Restriction', 'Counselor', 'Grade', and 'Locker Type'. At the bottom, a 'Students' grid is visible with columns for 'Student Name', 'Perm ID', 'Gender', and 'Grade'. A 'Chooser' button is located in the bottom right corner of the grid, circled in red.

Figure 2.39 – Locker Mass Assignment Screen, Editing Definition

- Specify how the process deals with reserved lockers by selecting an option from the **Reserved Status** drop-down list. Reserved lockers can either be set to **Ignore Reserved Status**, **Use Only Reserved Lockers** or **Don't Use Reserved Lockers**. If nothing is selected, reserved lockers are not assigned.
- To only assign lockers to new students, check the box labeled **Only process student without a locker assignment**.
- By default the **Assign students only one locker** box is checked. To have the process assign more than one locker to a student, uncheck this box.
- To specify the order in which students are assigned a locker, select either **Alpha A-Z**, **Alpha Z-A** or **Random** from the **Student Order** drop-down list. If nothing is selected, it assigns the lockers to students in A-Z order by the student's last name.
- To specify the order in which the lockers are matched to a student, select either **Low to High**, **High to Low**, or **Random** from the **Locker Assignment Order** drop-down list. If the locker numbers entered are all numeric, check the box **Treat Locker Number as Numeric**.
- Select the criteria used to choose the students to be processed by this definition from the **Gender**, **Grade**, and **Counselor** fields. For example, to use this definition to assign lockers only to sophomores, select 10 from the Grade drop-down list..
- Choose the lockers to be assigned using the **Locker Range Restriction** and **Locker Type** fields. For example, to only assign lockers 1-200 to the students, enter 1 in the first box for Locker Range Restriction and enter 200 in the second.
- After all of the criteria has been defined, click the **Save** button at the top of the screen to save the definition.
- The defined criteria will be applied to all students at the school in focus. To only process specific selected students, click on the **Chooser** button in the Students grid.

- The **Chooser** screen pops-up in a separate window. Enter the criteria to be used to select the students in the **Find Criteria** section and click the **Find** button.

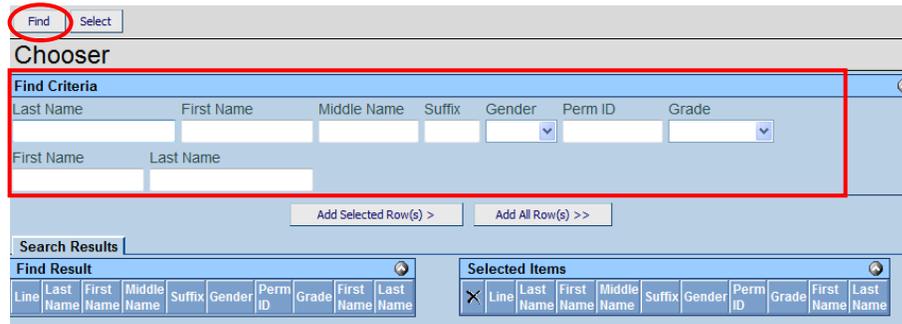


Figure 2.40 – Chooser Screen

- The students matching the criteria entered are then listed in the Find Result grid. Click on a student name to select them, and then click the **Add Selected Row(s)>** button. To add multiple students at a time, hold the CTRL button down while clicking on multiple student names to select them. To add all the students matching the criteria, click the **Add All Row(s) >** button.

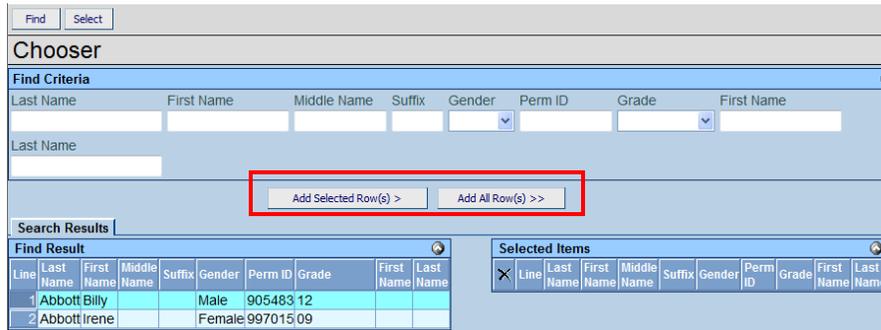


Figure 2.41 – Chooser, Find Results

- The student names are moved to the Selected Items grid. To remove a student from the Selected Items grid, click the box in the **X** column. When all the students needed are in the Selected Items grid, click the **Select** button to add them to the Students grid.

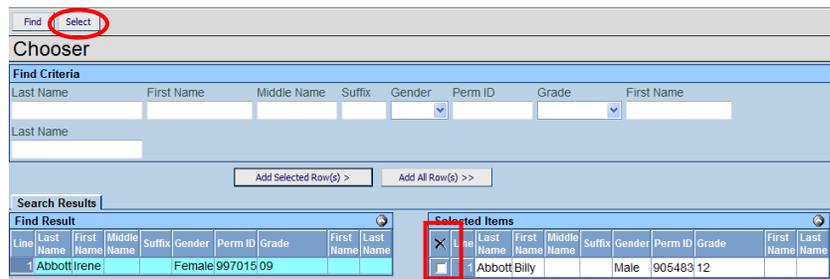


Figure 2.42 – Chooser Screen, Selected Items

- Click the **Save** button at the top of the screen to save the selected students to the definition. To remove a student from the definition, check the box in the **X** column and click the **Save** button.

22. Once the definition is complete, the assignment process can be run by clicking the **Assign** button at the top of the screen. The Job Queue screen then pops-up to show the progress of the process.

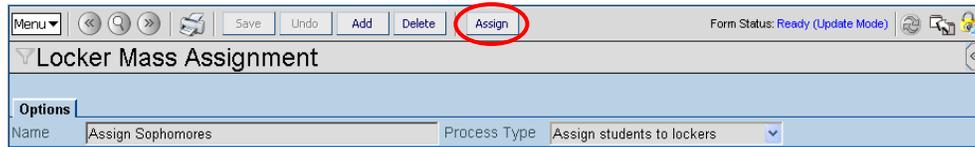


Figure 2.43 – Locker Mass Assignment Screen, Assigning Lockers

23. When the assignment process is complete, a window pops-up summarizing the number of students assigned a locker. Click the **OK** button to close the box.

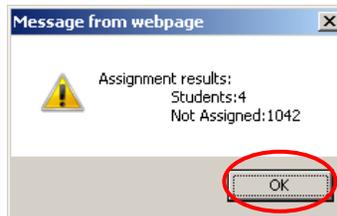


Figure 2.44 – Message Box

24. A second box also pops-up that lists the logs created in the process. To see the errors encountered, click the **Locker Assignment Error Log**. To see a list of the students assigned to a locker with the locker number, click the **Locker Assignment Processed Log**. Close all boxes once the log review is complete.

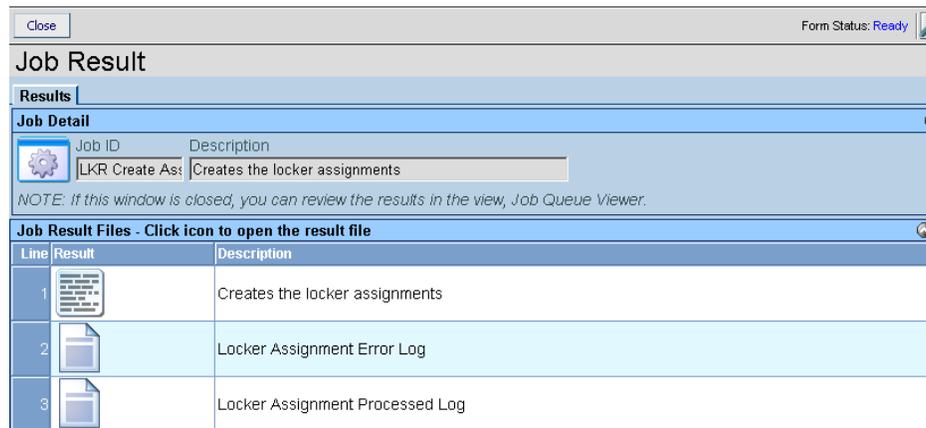


Figure 2.45 – Job Result Screen

25. Schools can create as many locker mass assignment definitions as needed. However, the definitions will need to be recreated for each school year.

## MODIFYING EXISTING MASS ASSIGNMENT DEFINITIONS

To modify an existing locker mass assignment definition, first find the **Locker Mass Assignment** record using either **Scroll or Find mode**. To scroll through the definitions:

1. Click on the **right Scroll button**, at the top of the page, to advance to the first definition. Records are sorted alphabetically by the definition name.

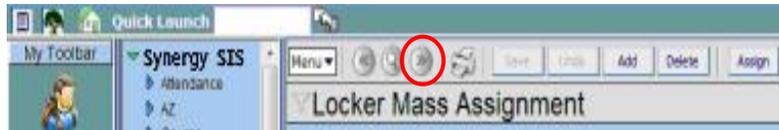


Figure 2.46 – Right Scroll Button

2. To scroll in reverse descending order, starting with the highest definition name click the **left Scroll button** at the top of the page.



Figure 2.47 – Left Scroll Button

3. Continue clicking on the scroll button until the desired definition appears.

To switch to the Find mode to look for the **Locker Mass Assignment** definition:

1. Click on the **Find Mode** button.



Figure 2.48 – Find Mode Button

2. Enter either the whole locker mass assignment name or the first part of the locker mass assignment name in the Name box.

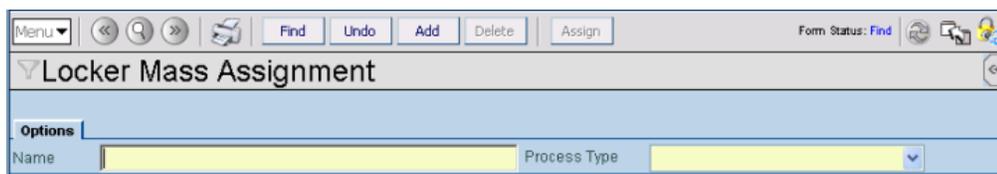


Figure 2.49 – Locker Mass Assignment Screen, Finding

3. Click the **Find** button or press the **Enter** key. The first locker mass assignment definition matching the name entered into the Find screen will appear. If needed, use the scroll buttons to find the exact locker mass assignment definition.
4. Change to Update mode by clicking the **Edit** button at the top of the screen. If the button is not available, Update mode is already turned on.



Figure 2.50 – Edit Button

The current mode is indicated in the top right-hand corner of the screen where it says Form Status.





Figure 2.51 – Current Form Status

- Click on the data to modify in the boxes with the white background and change the information as desired. Boxes with a gray background cannot be changed.

 A screenshot of the 'Locker Mass Assignment' screen. The 'Options' section shows 'Name' as 'Assign Seniors' and 'Process Type' as 'Assign students to lockers'. Under 'Assign Students To Lockers', 'Reserved Status' is set to 'Don't use reserved lockers'. There are checkboxes for 'Only process students without a locker assignment' (unchecked) and 'Assign students only one locker' (checked). The 'Locker Assignment Order' section shows 'Student Order' as 'Alpha A-Z' and 'Locker Assignment Order' as a dropdown. The 'Filters' section includes fields for Gender, Locker Range Restriction, Grade, and Locker Type. At the bottom, there is a 'Students' table with columns for Line, Student Name, Perm ID, Gender, and Grade, and a 'Chooser' button.

Figure 2.52 – Locker Mass Assignment Screen, Editing

- Once the changes have been completed click the **Save** button or click the **Undo** button to cancel the operation without saving the changes.

 A screenshot of the 'Locker Mass Assignment' screen, similar to Figure 2.52. The 'Reserved Status' is now set to 'Use only reserved lockers'. The 'Save' and 'Undo' buttons in the top toolbar are circled in red. The 'Form Status' is now 'Ready (Update Mode)'.

Figure 2.53 – Locker Mass Assignment Screen, Saving

- To edit the **Name** or **Process Type** of the definition, click on the **Menu** button at the top of the screen and select **Edit Locker Mass Assign Data**.



Figure 2.54 – Menu Options

- These fields then turn white and can be edited. To save the changes, click the **Save** button at the top of the screen.

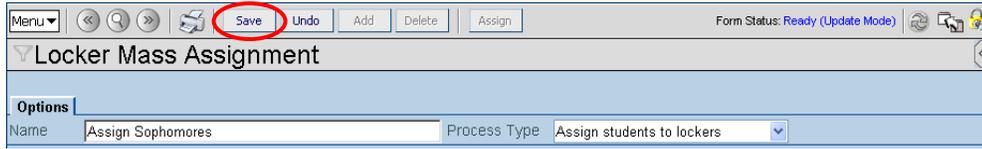


Figure 2.55 – Locker Mass Assignment Screen, Editing the Top Row

- To delete a Locker Mass Assignment definition, click the **Delete** button at the top of the screen.

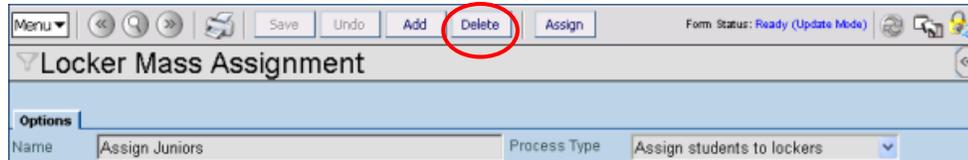


Figure 2.56 – Locker Mass Assignment Delete Screen

## LOCKER MASS ASSIGNMENT MENU OPTIONS

The **Menu** button provides access to additional locker information.



Figure 2.57 – Locker Mass Assignment Menu Options Screen

The options available under the Menu button are:

- Edit LockerMassAssign Data** – this option allow the top row of data to be edited, as explained in the previous section of this chapter.
- Screen Audit Detail for Locker Mass Assignment** – the Audit Trail History screen lists all of the changes made to the locker mass assignment records, what was changed, who changed it, and the date and time the change was made

The screenshot shows the 'Audit Trail History' screen with a table of properties. The table has columns for Line, Business Object, Property Name, Crud Action, New Value, Old Value, User Name, and Date Time Stamp.

Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	LockerMassAssign	Name	Insert	Assign Juniors		User, Admin	11/13/2009 16:41:03
2		LockerAsgGU	Insert	<Link>		User, Admin	11/13/2009 16:41:03
3		OrgYearGU	Insert	<Link>		User, Admin	11/13/2009 16:41:03
4		ProcessType	Insert	1		User, Admin	11/13/2009 16:41:03

Figure 2.58 – Locker Mass Assignment Audit Trail History Screen



# Chapter Three: LOCKER REPORTS

In this chapter, the following topics are covered:

- ▶ What reports are available for lockers
- ▶ How to customize the reports prior to printing

The available reports for Lockers are found under the Synergy SIS Locker menu. Individual reports print out information about a single student per page, but can be printed for multiple students at one time. List reports generate a list of all the students and their information as specified by the description of the list report.

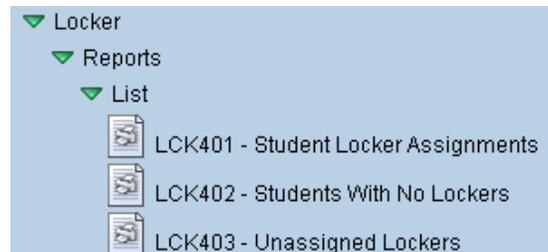


Figure 3.1 – List of Locker Reports

To access the available Locker reports:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button.

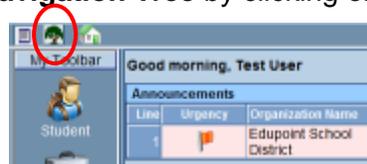


Figure 3.2 – Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle will turn green and point downward.



Figure 3.3 – Synergy SIS Folder



Figure 3.4 – Synergy SIS Folder Expanded

3. Under the Synergy SIS folder, open the **Locker** folder by clicking on the blue triangle pointing right, next to the words Locker. Once clicked, the triangle will turn green and point downward.



Figure 3.5 – Locker Folder

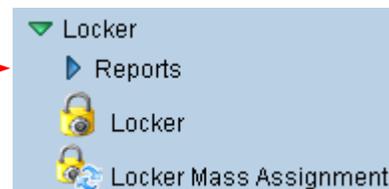


Figure 3.6 – Locker Folder Expanded

- Under the Locker folder, open the **Reports** folder by clicking on the blue triangle pointing right, next to the word Reports. Once clicked, the triangle will turn green and point downward.



Figure 3.7 – Locker Reports Folder



Figure 3.8 – Locker Reports Folder Expanded

- To access the **List** reports, click on the blue triangle next to the word List.



Figure 3.100 – Locker List Folders



Figure 3.9 – Locker List Folders Expanded

- Click on the **name of the report** to open the report and select the options to be used in printing the report.
- Once the report options have been set, click on the **Print** button to print the report. The report will be printed as a PDF file to the screen, which can then be sent to the printer.

## LCK401 – STUDENT LOCKER ASSIGNMENTS

The Student Lockers Assignments report contains the names of those students who have a locker. For each student, it lists the student's name and Perm ID, and the locker number, location, and combination.

Locker Assignment		Student Name:	Perm ID:	Grade:
Student Name:		<b>Abbott, Billy</b>	<b>905483</b>	<b>12</b>
Locker Number:	Location:	Verical:		
<b>100</b>	<b>West hall</b>	<b>Top</b>		
Lock Number:				

Locker Assignment		Student Name:	Perm ID:	Grade:
Student Name:		<b>Abernethy, Anne E.</b>	<b>902870</b>	<b>10</b>
Locker Number:	Location:	Verical:		
<b>101</b>				
Lock Number:				

Locker Assignment		Student Name:	Perm ID:	Grade:
Student Name:		<b>Acevedo, Ashley</b>	<b>901830</b>	<b>10</b>
Locker Number:	Location:	Verical:		
<b>102</b>				
Lock Number:				

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Figure 3.10 – Student Locker Assignments Report

This report can be also customized using the following options:

Report Interface

Name: **Student Locker Assignments** Number: LCK401 Page Orientation: Portrait

Options | Sort / Output | Conditions | Selection | Advanced

**Student Info**

First Name  Last Name

Perm ID

Grade  -

**Locker Info**

Locker Location  Locker Number

Access Method

Figure 3.11 – Student Locker Assignments Report Interface

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.
- The report can also be filtered by **Locker Location**, **Locker Number**, and **Access Method**. The Access Method is the method, or lock number, used to gain access to the locker. An **Access Method** must be specified to run this report.

## LCK402 – STUDENTS WITH NO LOCKERS

The Students with No Lockers report contains the names of those students who do not have a locker. The report includes the student's name, Perm ID, and grade.

Student Name	Perm ID	Grade	Gender
Abbott, Billy C.	905483	12	Male
Abernethy, Anne E.	902870	11	Female
Acevedo, Andrew	886630	12	Male
Acevedo, Ashley	901830	11	Female
Ackley, Brian R.	913948		Male
Acosta, Eugene A.	873921		Male
Acosta, John A.	150265	12	Male
Acunla, Kenneth O.	110412	11	Male
Adair, Alan W.	871626	12	Male
Adair, Diane N.	903912	11	Female
Adair, Timothy S.	888621	12	Male
Adams, Albert L.	889844	12	Male
Adams, Howard T.	873985		Male
Adams, Larry A.	889314	12	Male
Adams, Martin C.	887623	12	Male
Adams, Scott M.	939208		Male
Adams, Sean B.	877340		Male
Adams, Stephen J.	901622	11	Male
Adamski, Alan M.	872035	11	Male
Addington, Paula M.	871686		Female
Aelvoet, Jesse J.	944233		Male
Aguado, Bobby J.	943822	11	Male
Aguado, Karen C.	135319		Female
Aguilar, Carolyn C.	902692	11	Female
Aguilar, Roger F.	991071		Male
Aguilar, Stephen A.	108367	12	Male
Agulre, Jason K.	952357		Male
Agulre, Mary R.	952375	12	Female
Ahstrom, Jack M.	888112	12	Male
Ahstrom, Linda K.	120451	11	Female
Aitchison, Alice E.	871731		Female
Aitchison, Karen L.	902998	11	Female
Akagawa, Adam H.	165923	12	Male
Ake, Joshua J.	889794	12	Male
Akin, Andrea E.	902875	11	Female
Alarcon, Frank	886651	11	Male
Alcazar, Eugene	141666	11	Male
Alcazar, Eugene A.	141517	11	Male
Alder, Brenda I.	967569	11	Female
Alder, Lawrence S.	910024		Male
Alder, Sarah C.	968416		Female
Aldrich, Steve K.	873815		Male
Alexander, Fred D.	975140		Male
Alexander, George M.	975141		Male
Alexander, Joseph J.	901626	11	Male
Alger, Nicole C.	874433		Female
Alger, Phyllis A.	149884	11	Female
Allen, Aaron L. JR	992938	11	Male
Allen, Andrea	904134	11	Female

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Figure 3.12 – Student With No Lockers Report

This report can be customized using the following options:

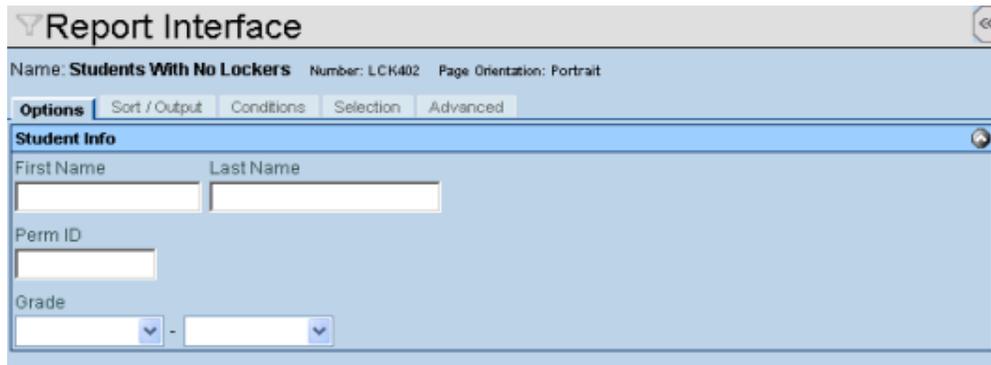
The screenshot shows a web-based report interface. At the top, it says 'Report Interface' with a back arrow icon. Below that, it displays 'Name: Students With No Lockers', 'Number: LCK402', and 'Page Orientation: Portrait'. There are five tabs: 'Options' (selected), 'Sort / Output', 'Conditions', 'Selection', and 'Advanced'. The 'Student Info' section is highlighted in blue and contains four input fields: 'First Name' and 'Last Name' (text boxes), 'Perm ID' (text box), and 'Grade' (two dropdown menus separated by a hyphen).

Figure 3.13 – Students With No Lockers Report Interface

- An individual student or group of students can be selected by filtering on the **Last Name**, **First Name**, **Perm ID**, or **Grade**. For example, if grade 12 is selected the report prints an individual report for each student in grade 12.

# LCK403 – UNASSIGNED LOCKERS

The Unassigned Lockers list report lists all lockers currently available, the type of locker and whether or not the locker is reserved.

		<b>Hope High School</b> <b>Unassigned Lockers</b>		Year: 2008-2009 Report: LCK403	
<b>Locker Information</b>					
Locker Number: <b>106</b>			Locker Type:		
Location:		Vertical Location:		Condition:	
Students Per Locker:	Gender Restriction:	Low Grade Restriction:	High Grade Restriction:		
Reserved: <b>No</b>			Not Used: <b>No</b>		
<b>Locker Information</b>					
Locker Number: <b>107</b>			Locker Type:		
Location:		Vertical Location:		Condition:	
Students Per Locker:	Gender Restriction:	Low Grade Restriction:	High Grade Restriction:		
Reserved: <b>No</b>			Not Used: <b>No</b>		
<b>Locker Information</b>					
Locker Number: <b>108</b>			Locker Type:		
Location:		Vertical Location:		Condition:	
Students Per Locker:	Gender Restriction:	Low Grade Restriction:	High Grade Restriction:		
Reserved: <b>No</b>			Not Used: <b>No</b>		
<b>Locker Information</b>					
Locker Number: <b>109</b>			Locker Type:		
Location:		Vertical Location:		Condition:	
Students Per Locker:	Gender Restriction:	Low Grade Restriction:	High Grade Restriction:		
Reserved: <b>No</b>			Not Used: <b>No</b>		
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Figure 3.14 – Unassigned Lockers Report

This report can be customized using the following options:

The screenshot shows a web-based report interface titled "Report Interface". At the top, it displays "Name: Unassigned Lockers", "Number: LCK403", and "Page Orientation: Portrait". Below this are tabs for "Options", "Sort / Output", "Conditions", "Selection", and "Advanced". The "Options" tab is active, showing two sections: "General Locker Information" and "Restriction Information".

**General Locker Information:**

- Lock Number: [Text Input]
- Type: [Dropdown Menu]
- Location: [Text Input]
- Vertical Location: [Dropdown Menu]
- Condition: [Dropdown Menu]

**Restriction Information:**

- Low Grade Restriction: [Dropdown Menu]
- High Grade Restriction: [Dropdown Menu]
- Not Used  Reserved
- Gender Restriction: [Dropdown Menu]

Figure 3.15 – Unassigned Lockers Report Interface

- The lockers shown in the report can be filtered by **Lock Number**, **Type**, **Location**, **Vertical Location**, or **Condition**. For example, if condition was set to Poor, the report would list all lockers in poor condition that need repair.
- The report can also be filtered by the types of students that can be assigned to the lockers, such as the **Grade** range, or **Gender**.
- The locker status can also be used as a filter by checking either the **Not Used** or **Reserved** boxes. If checked, the report lists lockers only of the type checked.

## LCK404 – LOCKER STUDENT ASSIGNMENTS

PAD Location: Synergy SIS>Locker>Reports>List

The LCK404 report produces a list of locker information including location, locker number, access method, student name, perm ID, grade, vertical location, and combination. It can print for a single student or a group of students.

Locker Location: West hall		Hope High School Locker Student Assignments			Year: 2011-2012 Report: LCK404	
Locker Number	Student Name	Perm ID	Grade	Vertical Location	Combination 1	
101	Ackley, Brian R.	913948	12	Bottom	10L-98R-03L	
100	Cabrera, Daniel C.	115459	10	Top	5L-20R-31L	
100	Abbott, Billy C.	905483	12	Top	5L-20R-31L	

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Figure 3.16 – Locker Student Assignments Report

**Report Interface** >>

Name: **Locker Student Assignments** Number: **LCK404** Page Orientation: **Portrait**

**Options** | Sort / Output | Conditions | Selection | Advanced

**Locker Information**

Locker Location Locker Number

Access Method

**Student Information**

First Name Last Name

Perm ID

Grade

Figure 3.17 – Locker Student Assignments Report Interface

- Locker Location: Filter report output to show the locker location (i.e., top or bottom).
- Locker Number: Filter report output to show the locker number associated with the student.
- Access Method: Filter report output to show a combination or lock number.
- Student Information: Filter report output to show students by various demographic details or by a grade or grade range.

## LCK405 – LOCKER MASTER LIST

PAD Location: Synergy SIS>Locker>Reports>List

The LCK405 report produces a master list of student lockers. The report includes Locker Number, Locker Type, Location, Vertical Location, Combination 1, Combination 2, Combination 3, Combination 4, Combination 5, and is sorted by Locker Number.

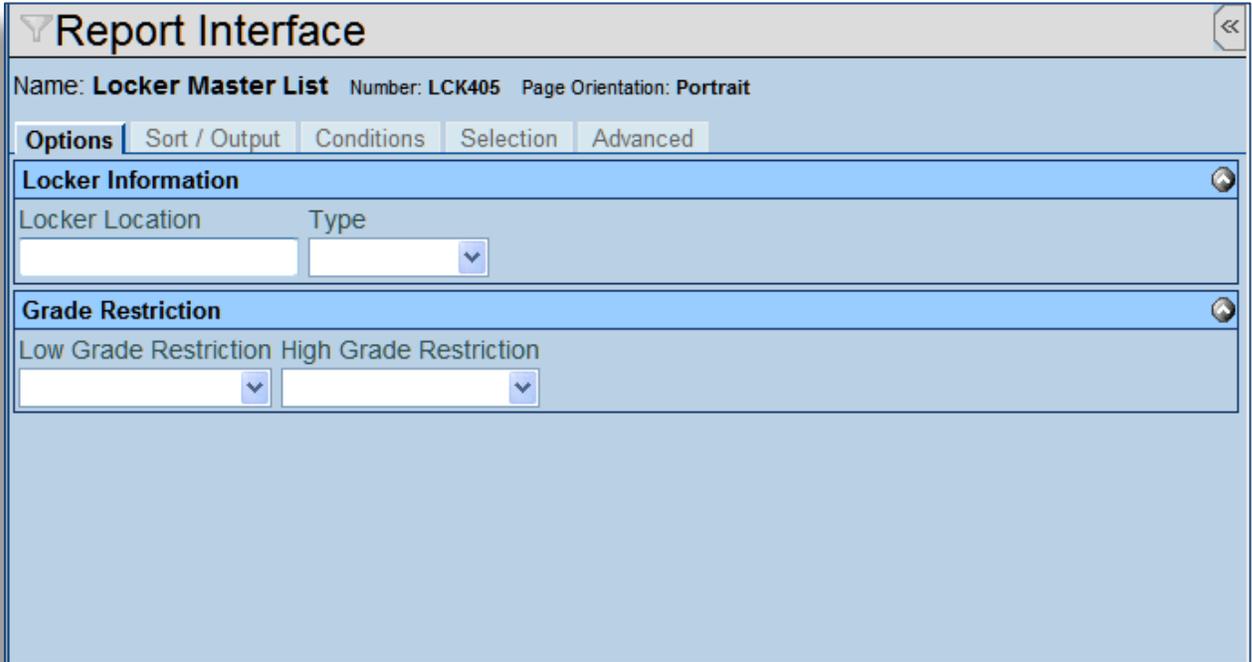
Edupoint Reference		Hope High School Locker Master List			Year: 2011-2012 Report: LCK405			
Locker Number	Locker Type	Location	Vertical Location	Combination 1	Combination 2	Combination 3	Combination 4	Combination 5
100	Book	West hall	Top	5L-20R-31L	91L15R-37L			
100	Book	West hall	Top	5L-20R-31L	91L15R-37L			
101	Book	West hall	Bottom	10L-98R-03L				
102	Book	West Hall	Middle	19L-35R-7L				
104	Book	Ag Building	Top	10L-5R-04L				
106	PE	Boys Locker Room	Middle	40L-10R-33L				
107	PE	Boys Locker Room	Top	9L-15R-36L				
107	PE	Boys Locker Room	Top	9L-15R-36L				
108	PE	Girls Locker Room	Middle	4L-5R-4L				
109	PE	Boys Locker Room	Bottom	12L-21R-75L				

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Figure 3.18 – Locker Master List Report



The screenshot shows a web-based report interface titled "Report Interface". At the top, it displays "Name: Locker Master List", "Number: LCK405", and "Page Orientation: Portrait". Below this, there are five tabs: "Options" (selected), "Sort / Output", "Conditions", "Selection", and "Advanced". The "Options" tab is expanded to show two sections: "Locker Information" and "Grade Restriction". The "Locker Information" section contains two dropdown menus: "Locker Location" and "Type". The "Grade Restriction" section contains two dropdown menus: "Low Grade Restriction" and "High Grade Restriction".

Figure 3.19 – Locker Master List Report Interface

- Locker Location: Filter report output to show only lockers of a particular location.
- Type: Filter report output to show only lockers of a particular type.
- Grade Restriction: Filter report output to show lockers by a grade or grade range.



**Reference:** For more information about customizing all Synergy SIS reports, please refer to the manual titled *Synergy SIS – Query & Reporting Guide*. This chapter covers only the customizations specific to each of the reports contained in the Locker folder. More options can be set for any report printed from Synergy SIS.



# Chapter Four: SECURITY

In this chapter, the following topics are covered:

- ▶ The location of the security nodes for the locker-related screens

Security for each of the screens discussed throughout this manual is defined by two options: the **PAD Security** screen and the **Security Definition** screen. Both of these screens are found under Synergy SIS > System > Security. How each of these screens work and how security is defined is covered in detail in the *Synergy SIS - Security Administrator Guide*. This chapter outlines where the security for each part of each test history-related screen may be defined in the Security Definition screen.

## LOCKER SECURITY

The entire **Locker screen**, found under Synergy SIS > Locker, except the Students in Locker grid at the bottom of the screen, is controlled by this security node:

### K12.LockerInfo.Setup.Locker

The **Student in Locker grid** at the bottom of the screen is controlled by this security node:

### K12.LockerInfo.LockerStudent

The screenshot shows the 'Locker' configuration screen. At the top, it displays 'Locker Number 100' and 'Type Book'. Below this, there are fields for 'Locker Number', 'Type', 'Condition', 'Not Used', and 'Reserved'. The 'Access Information' section includes 'Override Combination' (set to 'Combination 1') and five combination fields (Combination 1-5). The 'Location Information' section has 'Location' set to 'West hall' and 'Vertical Location' set to 'Top'. The 'Student Restrictions' section includes 'Gender Restriction' and 'Grade Range Restriction'. The 'Student Information' section has a dropdown for 'Number of students that can be in the locker'. At the bottom, the 'Students in Locker' grid is highlighted with a red box, showing a table with columns: Student Name, Perm ID, Gender, and Grade. The first row shows 'Abbott, Billy C', '005493', 'Male', and '47'.

Figure 4.1 – Locker Screen

The following security node does not provide a visible change in security on the screens:

- K12.LockerInfo.Setup.LockerUI

## LOCKER MASS ASSIGNMENT SECURITY

Everything except the Students grid in the **Locker Mass Assignment** screen, found under Synergy SIS > Locker, is controlled by this security node:

### K12.LockerInfo.LockerMassAssignStudent

The **Students** grid at the bottom of the screen is controlled by this security node:

### K12.LockerInfo.Setup.LockerMassAssign

Figure 4.2 – Locker Mass Assignment Screen

The following security node does not provide a visible change in security on the screens:

- K12.LockerInfo.Setup.LockerMassAssignUI

## LOCKER REPORTS SECURITY

While report security options are available under the Security Definition screen, it is recommended to only use the PAD tree security to control access to reports.



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