



Locker Manager[®] 2007

Quick Start Guide

LockerManager[®] is a comprehensive tool for managing lockers within a school environment. It is designed for use by school administrators and staff. LockerManager[®] allows quick and easy recording, administrating, and reporting of data on your school's lockers, locks and occupants.

- Import Master Lock and American Lock control chart information for easy software set-up
- Automated process to quickly teach LockerManager[®] about your locker arrangement

- Automated process to assign locks to lockers

- Upload student information from a variety of sources, including a student information system or a spreadsheet

- Automated process to assign students to lockers

- Export control charts directly to a spreadsheet

- Automated process to include communication to students of their locker location, locker number, and lock combination as part of your student registration process.

- Simplify your annual built-in combination roll-overs with a quick touch of a button

- ...and more!

TABLE OF CONTENTS:

Getting Started: Installing Your Software	1-2
Registering Your Software	3
License Agreement	4
System Requirements	5
Terms of Use	5
Electronic User Guide	5
Support Subscription	5

System Requirements

- Windows 98, 98SE, ME NT2000, XP, Vista
 - 50MB available hard drive space
 - Designed for XGA resolution at 1024 x 768 or higher
 - Pentium III class PC (500MHz or higher recommended)
- Other brand and product names are trademarks or registered trademarks of their respective holders.

Terms of Use

Software must be registered at www.masterlockermanager.com using the "User ID Number" printed on the CD (see Registering Your Software section). LockerManager[®] must be registered within 30 days of installation. After 30 days, LockerManager[®] will cease to function and you will lose all access to data, until LockerManager[®] is activated by the registration process. The registration process permanently activates LockerManager[®] and allows access to all pre-registration data. In addition you must activate all your licenses within 6 months of the date of purchase. After 6 months, you lose your right to activate any licenses not activated within this time period. No refunds will be provided for licenses which are not activated within 6 months.

Electronic User Guide

The LockerManager[®] User Guide contains a step-by-step illustrated guide providing details on how to install, setup and operate LockerManager[®]. The LockerManager[®] User Guide is included as a .pdf document on the CD (userguide.pdf). It is easily accessed through the self loading start-up menu when first loading the CD, through the Tool Box icon after starting up LockerManager[®], or by manually accessing the CD directory. You may print a copy of this manual.

Support Subscription

How to access:

- You will first need to register your software and obtain a log-in account at www.masterlockermanager.com (see Registering Your Software section)
- Go to www.masterlockermanager.com and click on the Support Subscription tab and log in.

Available Resources at this site:

- Frequently Asked Questions (FAQ's)
- Topical Video Tutorial Library
- Scheduled Webinars
- Free Downloads
- Discounts On Future Upgrades

Additional Terms:

- The first year of your Support Subscription Service is free. Your free year begins when you activate a license attached to your User Name account. If you choose to activate more than one license to a single User Name account, the free year of your Support Subscription Service is concurrent with any previous activated licenses.

- If you purchase additional Support Subscription Service, your additional service must be allocated to a User Name account within 6 months. After 6 months, you lose the right to allocate this additional Support Subscription Service. No refunds will be provided. Instructions on allocating additional purchased Support Subscription Service is available through the Account Management tab found on the Support Subscription Service landing page at www.masterlockermanager.com

- Remaining Support Subscription Service days of availability is clearly listed in the Account Management tab for all accounts associated with a User ID.



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TERMS:

USE: You may use the Software on a single computer only. The Software may not be used in a network installation. Should you wish to transfer the program to a different computer, you will be required to de-install the program from the existing computer and contact us at www.masterlockermanager.com to obtain a new activation code. Additional 5-Pack Use Terms: The 5-Pack Software Package can only be used at a single site. A site being defined by both physical and organizational boundaries to be recognized by common knowledge to represent the lowest supervisory level of an organization, such as a school within a school district. The licenses within a 5-Pack Software Package can not be distributed amongst more than one site.

ACTIVATION: You must activate all your licenses within 6 months of the date of purchase. After 6 months, you lose your right to activate any licenses not activated within this time period. No refunds will be provided for licenses which are not activated within 6 months.

UPGRADES: If the Software is an update, then you may only use the Software to replace previously validly licensed versions of the same Software. You agree that the upgrade or update does not constitute the granting of a second license. (i.e. you may not use the upgrade or update in addition to the software it is replacing, nor may you transfer the Software that is being replaced to a third party.)

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You may make one (1) copy of the Software in machine readable form solely for backup purposes. Such copy must include this copyright notice.

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This Agreement constitutes the entire agreement and understanding between the parties and supersedes any prior agreements, representations or understandings whether oral or written relating to the Software.

This Agreement shall be governed by the Laws of the Province of Ontario, Canada and you hereby irrevocably attorn to the jurisdiction of the courts of the Province of Ontario.

LIMITED WARRANTY:

For a period of 30 days from your date of purchase, the following warranty is offered that:

- (i) the Software will load and run on a computer running operating systems listed in the "system requirements" section of this document;

and

- (ii) the magnetic or optical media is free from defects in materials and workmanship.

If either of these conditions is not satisfied, a refund or replacement (at no cost to you) will be offered provided the defective materials are returned with proof of purchase.

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The above exclusions may not apply to you. This warranty provides you with the certain legal rights, there may be other legal rights that you have which vary from province to province, state to state, and country to country.

GETTING STARTED WITH LOCKERMANAGER®

Follow this guide to quickly create your school locker database. When you complete the six simple steps below, you will have taught LockerManager® what locks you have, what lockers they are on, how your lockers are organized and you will have assigned all your students to their lockers! For more detailed instructions, please see the User Guide for LockerManager® available on the CD in Acrobat pdf format.

General Navigation And Software Operation

LockerManager® offers intuitive icon driven navigation. Operation of the software is very user friendly, utilizing on-screen prompting and pop-ups, and data manipulation through grab, highlight, point and click functionality.

Hint: Click on the heading of a data column to sort the data. Search for data simply by selecting a cell and typing in the first letters/numbers of the data desired and the mouse will move to that data. Select a group of data with the left mouse button. Left double clicking opens a pop-up relating to the selected cell.

Step 1 – Running LockerManager® For The First Time

1. Install *LockerManager®* by inserting the LockerManager® CD into your CD ROM drive. LockerManager® will display a menu screen with several options, including *Install LockerManager®*. Click *Install LockerManager®* and follow the on-screen instructions.
2. After completing the installation instructions above, a *LockerManager® 2007* program icon will appear on your desktop. Click the *LockerManager® 2007* Program icon on the desktop and you will be shown the opening screen. Click *Start Demo*. This allows you to start using LockerManager® without registering. You have 30 days to register your installation. The registration procedure is discussed in another section of the Quick Start Guide.

Note: After 30 days, LockerManager® will cease to function and you will lose access to all data, until LockerManager® is activated by the registration process. The registration process permanently activates LockerManager® and allows access to all pre-registration data.

3. After clicking *Start Demo*, a welcome screen will appear and begin to guide you through a series of steps to create your first LockerManager® data file. Enter a User Name and Password. Confirm the Password and click *Continue* to move to the next screen.

Important: Remember your User Name and Password. For security reasons, a User Name and Password is required when you open any database for a LockerManager® session.

4. Click *Select File* and *Continue* to choose a location and name for your data file.

5. Enter the name, address and phone number for your school and click *Continue*.

6. You now have an opportunity to import your lock control chart. A control chart contains the serial numbers and combinations of your locks.

Note: Every Master Lock or American Lock locker order automatically comes with a CD containing an electronic version of your control chart. The control chart file is located in the main directory. It is a .txt file, and has the format: Starting serial number-EnduserID_Order#-Line#.txt

7. Insert the CD in your CD ROM drive and click *Continue*. If your control chart is located in a different location on your computer click *Browse* to locate the file. If you do not have a control chart or wish to import the lock data later, click *Import Later*.

Step 2 – Entering Your School Locker Configuration

1. Collect the following information for each group of lockers in your school:
 - Prefix (optional): Allows inserting a letter before your locker number; for example A-100.
 - Start Number: The lowest locker number within each group.
 - Ending Number: The highest number within each group.
 - Location (optional): A description of where the lockers are located.
 - Occupancy: Are the lockers to be occupied by one or two students?
 - Status: Are the lockers available for use?

Hint: It is recommended that you break your lockers into groups according to areas, such as “Wing A-First Floor”. Later, this will make assigning students to lockers easier.

2. In LockerManager® click the *Lockers* icon from the top line menu. Then click *Add Lockers*. Enter the information collected for each group of lockers and click *Add Lockers*.

Step 3 – Import Your Student List

1. Your school’s student information can be imported into LockerManager® from your administration software. LockerManager® requires the following information for each student: student number, last name, and first name. Optionally, gender, home room, grade and locker number may be imported. The data may be in any order, comma separated. If you are preparing a spreadsheet as a data source it is helpful if each column has a title. Save the file as .txt or .csv.
2. Click the *Students* icon from the top line menu. Click *Import Student List*, then *Locate and Select Data File*. Browse to locate your import file. The top line of your data file will appear in a window at the left of your screen. Follow the on-screen instructions to match the LockerManager® field names with the column names from your data file. Click *Import Student List* to complete creating your student database.

Step 4 – Assign Lockers To Your Students

1. There are several ways that you can use LockerManager® to quickly and easily assign lockers to your students. Click the *Students* icon from the top line menu. Select a group of students by clicking and dragging on the table of students.

Hint: You can click on the header of any data column to sort the information in a column, making it easy for you to select a specific group of students. For example, you can sort on grade and select only seniors.

2. Click *Assign Lockers by Group*. Students may be randomly assigned to lockers, assigned as a group beginning with a specified locker number or assigned to a specified location.

3. To assign a locker to a single student, click the *Lockers* icon from the top line menu. Locate an available locker in the chart and double-click on its row. Enter the student number, last and first names. Click *Save Changes*.

Step 5 – Enter Lock Information (If you have already imported locks in Step 1, please continue to step 6.)

1. First you will need to enter information about the locks you have available. There are several ways that you can use LockerManager® to quickly and easily enter lock information. Lock information can be imported from a Master Lock or American Lock Control Chart electronically or entered individually. Click the *Locks* icon.

2. To import your Master Lock or American Lock information, insert your Master Lock or American Lock Control Chart CD in your CD ROM drive. Click *Import Control Chart*, select the control chart file, and click *Open*. Your lock information has now been loaded.

Note: Every Master Lock or American Lock locker order automatically comes with a CD containing an electronic version of your control chart. The control chart file is located in the main directory. It is a .txt file, and has the format: Starting serial number-EnduserID_Order#-Line#.txt

3. To enter lock information individually, click *Add Locks* and enter your lock information in the pop-up box. Alternatively, from the *Lockers* section, double left click on any locker cell and enter your lock information in the pop-up box.

4. With your lock information entered, you can now assign locks to lockers.

Step 6 – Assign Locks To Lockers

1. Click the *Lockers* icon. You can either assign locks to a group of lockers automatically or you can assign locks to individual lockers one at a time. To assign locks to a group of lockers, first select the lockers by left clicking the mouse over the group of lockers you wish to select. With the lockers highlighted, click on the *Assign Locks*, and follow the on-screen instructions.

2. To assign locks individually, select the locker with your mouse and double-click on the cell, or click on the *Edit Locker*, and follow the on-screen instructions.

View the complete user guide, found on the CD, for complete information on how to most effectively use LockerManager® in your school. Included are instructions to allow you to import your current locker and student data.

REGISTERING YOUR SOFTWARE

Registering your software is a two step process. In the first step you create your web-based password protected account. This account gives your access to online resources (see Support Subscription section) and it is necessary to activate your license. The second step provides you with an Activation Code to enter into your software. This Activation Code permanently activates your software.

Step 1: Establishing Your Online LockerManager® Password Protected Account

1. Locate your User ID Code on your LockerManager® CD and record it for use during the registration process. The User ID is clearly marked on the bottom right side of your CD.

2. Go to www.masterlockermanager.com and click *Register Your Software* tab.

3. From the *Register Your Software* tab, click on the *Create an Account* tab.

4. Enter your User ID Code to begin.

5. Follow the on-screen instructions to create your User Name and Password.

Hint: Please remember your User Name and Password. This information will be needed to re-log into the registration process and to access your Support Subscription Service.

Step 2: Activating Your LockerManager® Software

1. Obtain a Computer Identification Number from your computer.
 - a. First you must load LockerManager® on the computer you want your software to reside.

- b. Click on the *Register* Button on the LockerManager® start-up screen.

- c. Locate the Computer Identification Number and record it for use during registration. The Computer Identification Number is clearly marked.

Warning: Only load the software and obtain a Computer Identification Number on the computer you wish to license.

2. Go to www.masterlockermanager.com and click on the *Register Software* tab.

3. From the Registration page, click the *Activate Software* tab.

4. Enter your User Name and Password. Click on *Enter*.

5. Enter your Computer Identification Number. Click on *Enter*.

6. Your Activation Code will now be displayed. Record this number (or print this page).

7. Run Locker Manager and click on the *Register* Button.

8. Enter the Activation Code in the computer where you obtained your Computer Identification Number.

Hint: The Activation Code will only work on the computer where you obtained the Computer Identification Number.

9. Congratulations. Your computer is now permanently registered!

Hint: Go to the Support Subscription page for resources to help get the most from your software.