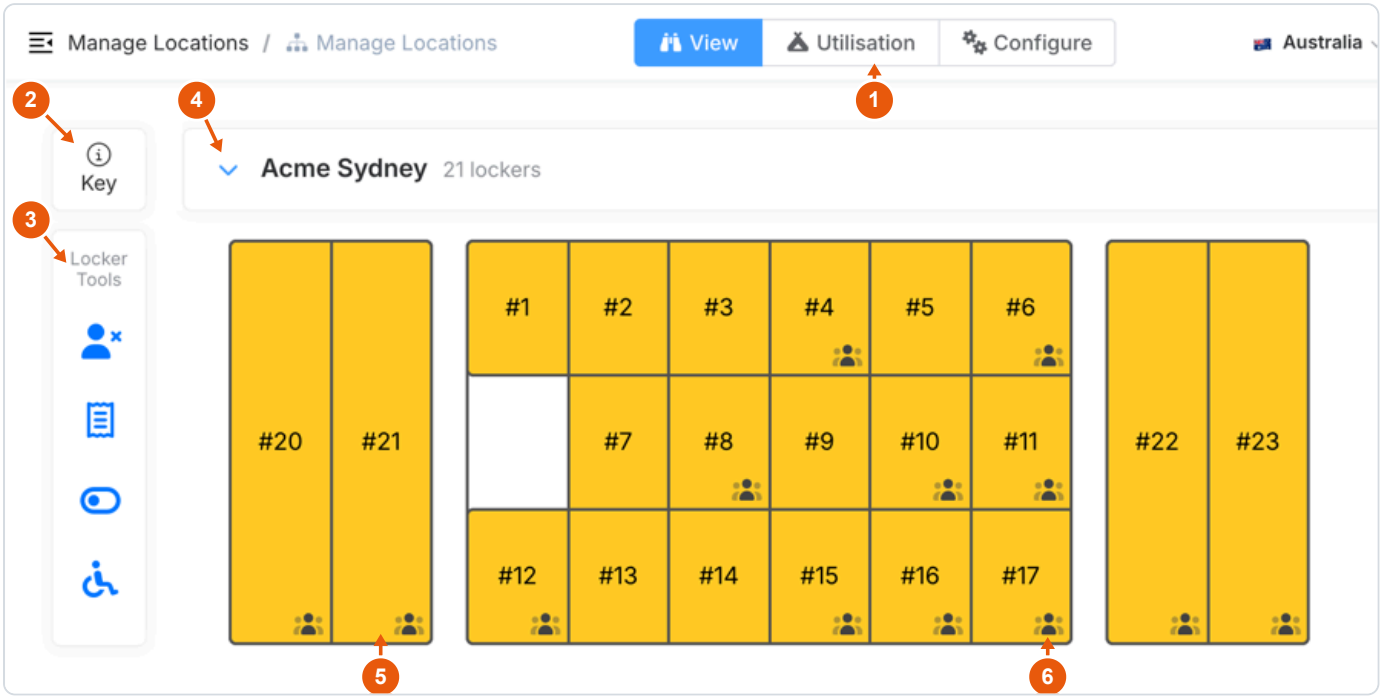
Manage Locations: Quick Guide

Yellowbox Partner Dashboard, sidebar > **Manage Locations**. Every locker at your locations: see who has each one, open it, change or end bookings, and set up how each location works.

The page at a glance

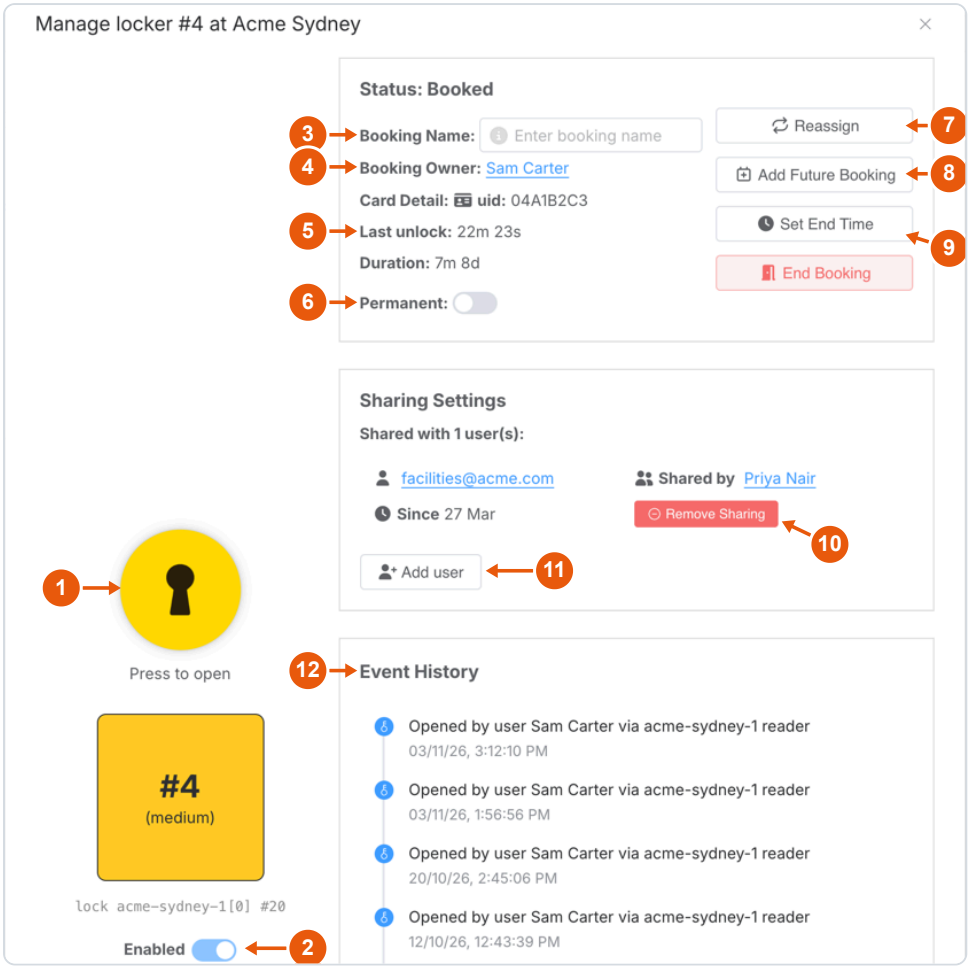


1. Switch between three views. **View**: the lockers and their status. **Utilisation**: who is not using the locker they booked (page 4). **Configure**: location settings and locker types (page 5).
2. **Key**: what each locker colour means (page 3).
3. **Locker Tools**: quick actions you can apply to many lockers in a row (page 3).
4. Each location has its own panel. Click the arrow to fold it away.
5. Click any locker to open its controls (page 2).
6. Small icons on a locker show extra details, such as a booking shared with other people (page 3).

With many locations, a **search bar** to find a location and a **Collapse all / Expand all** button appear above the panels.

Locker controls

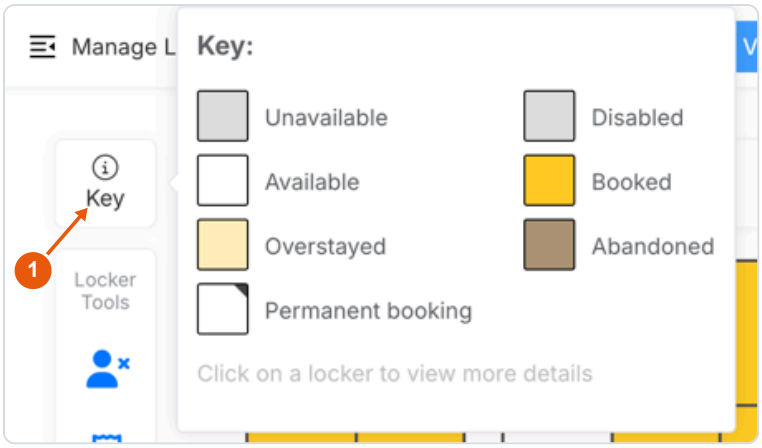
Click a locker to open its controls (the same window the Dashboard's Instant lookup opens).



1. **Press to open** opens the locker straight away. Only press it when you mean to: the door unlocks.
2. **Enabled**: turn off to stop the locker being booked (for example while it is repaired). It can only be switched while the locker is free or already disabled.
3. **Booking Name**: an optional label for the booking, such as a visitor's name.
4. **Booking Owner**: who has the locker. Click the name to open their user profile.
5. The card they use, when the locker was last opened, and how long the booking has run.
6. **Permanent**: keep the booking with no end date.
7. **Reassign**: give the locker to someone else.
8. **Add Future Booking**: book the locker for someone from a later date.
9. **Set End Time** (or **Edit End Time**): choose when the booking ends. **End Booking** frees the locker now.
10. **Remove Sharing**: take away a person's shared access.
11. **Add user**: share the locker with another person, so they can open it too.
12. **Event History**: every open, booking and change, newest first, with who did it and how. You can show times in your browser's time zone, the location's, or UTC.

A **free** locker shows **Create Booking** and **Add Future Booking** instead. Future bookings are listed under the status. A wireless lock also has **Reset lock**. Buttons you do not have permission for are hidden.

Locker colours and icons



1. Click **Key** to show what each colour means. *Overstayed* is a booking past its end time; *Abandoned* is a locker someone has stopped using; *Disabled* lockers cannot be booked.

Icon on a locker	Meaning
People	The booking is shared with other people.
Wheelchair	An accessible locker, given first to people who need one.
Folded top corner	A permanent booking, with no end date.
Grid of dots	A PIN locker, booked on the kiosk screen with a PIN.
Box	A parcel locker, for courier deliveries.
Flame	A hot locker (short-term use).
Icon in the top-right corner	The locker has a custom locker type.

Locker Tools

The icons on the left in **View**. Click a tool, then click the lockers you want to change. Hover a tool to see what it does. Tools you do not have permission for are hidden.

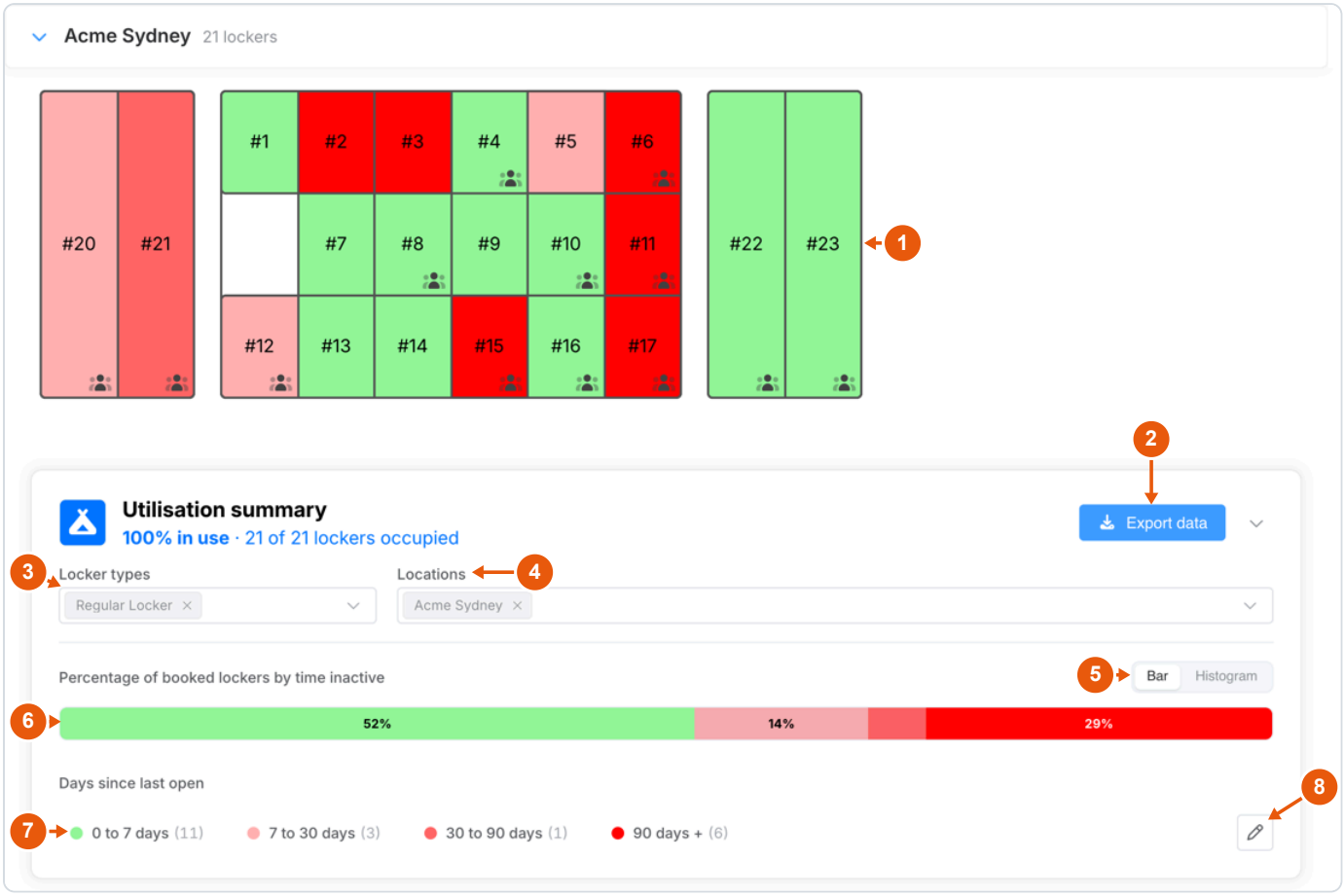
Tool (top to bottom)	What it does
End bookings	Click any locker with a booking to end it.
Create booking in row	Book a keypad (PIN) locker in the row you click, for a visitor who needs a locker at a particular height. This is the best way to make a booking by hand.
Disable / Enable	Click a locker to stop it being booked, and again to allow bookings.
Accessibility	Mark a locker as accessible, so people who need one get it first.

Tips

- **A location is missing?** You only see the locations you manage. Ask your organisation admin to check your scope on the **Manager Access** page.
- **A button or tool is missing?** It needs a permission your role does not have. Your organisation admin can change this on the **Manager Access** page.
- **Need help?** Try the **Help Desk** page, use the **Support** page, or contact Yellowbox at contact@yellowbox.app.

Utilisation

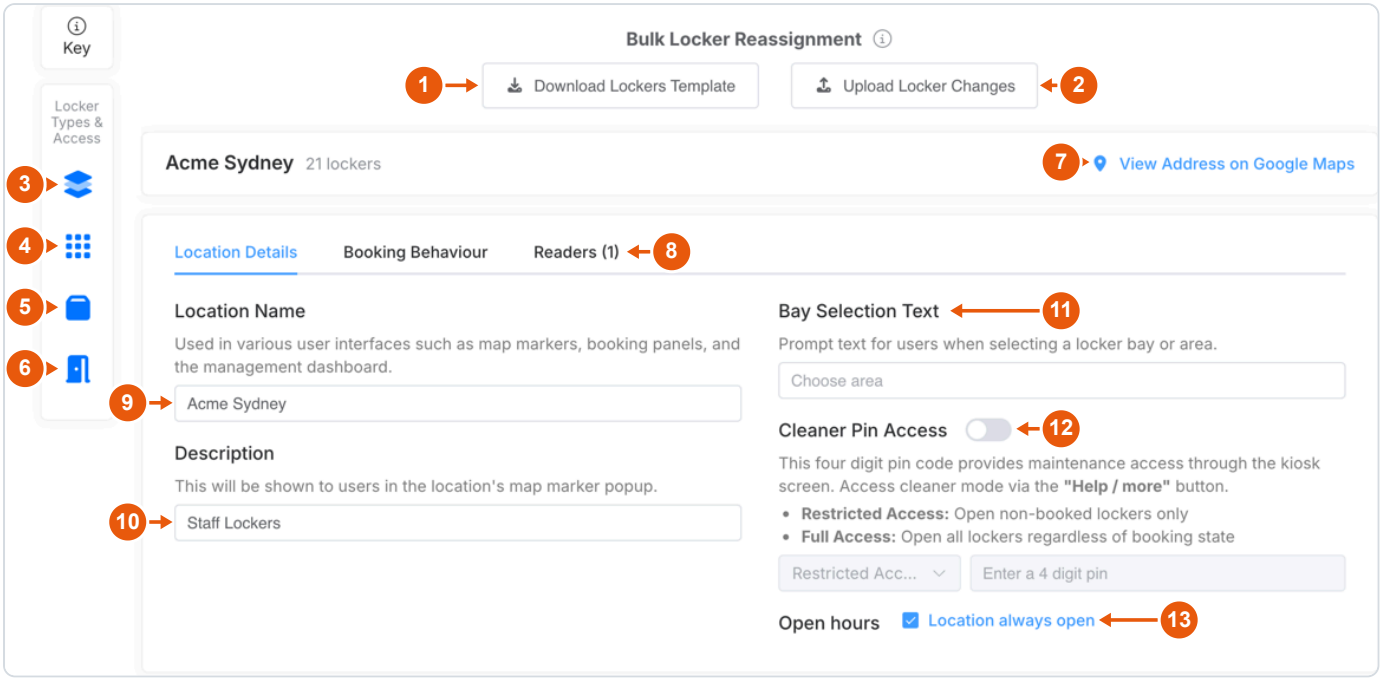
Shows who is holding a locker but not using it, so you can free it up. Needs the Reporting permission.



1. Each locker is coloured by how long since it was last opened: green is recent, red is a long time.
2. **Export data** downloads the figures as a CSV file.
3. **Locker types**: choose which kinds of locker to include.
4. **Locations**: choose which locations to include.
5. Show the figures as a **Bar** or a **Histogram**.
6. The share of booked lockers in each band.
7. The bands: days since the locker was last opened, with the number of lockers in each.
8. The pencil changes the bands. **Reset to default** puts them back.

Configure

Location settings and locker types. Needs permission to configure lockers or locations.



1. **Download Lockers Template**: an Excel file of your lockers. Change the New Location, Prefix, Number or Size columns to move or renumber many lockers at once.
2. **Upload Locker Changes**: upload the edited file. It is checked before anything changes.
3. **Custom locker types**: create types with their own permissions, how they are used and settings, then click lockers to apply them.
4. **Anonymous PIN Access**: let people book lockers on the kiosk screen with a PIN, no card needed. You pick which controller (kiosk) the lockers belong to.
5. **Anonymous Parcel Lockers**: couriers deliver without a card by typing the recipient's name on the kiosk.
6. **Default open mode**: free lockers open automatically; free wired lockers stay unlocked until booked.
7. **View Address on Google Maps**.
8. More settings: **Booking Behaviour** (how bookings work at this location) and **Readers** (the card readers here).
9. **Location Name**, shown on the map, booking screens and this dashboard.
10. **Description**, shown when someone taps the location on the map.
11. **Bay Selection Text**: the prompt people see when choosing a bank of lockers.
12. **Cleaner Pin Access**: a 4-digit PIN for cleaners, entered on the kiosk under **Help / more**. *Restricted* opens free lockers only; *Full* opens every locker.
13. **Open hours**: untick **Location always open** to set opening times.

Changes on this page affect everyone at the location. Check before you save.

Screenshots use sample data.