

Description:

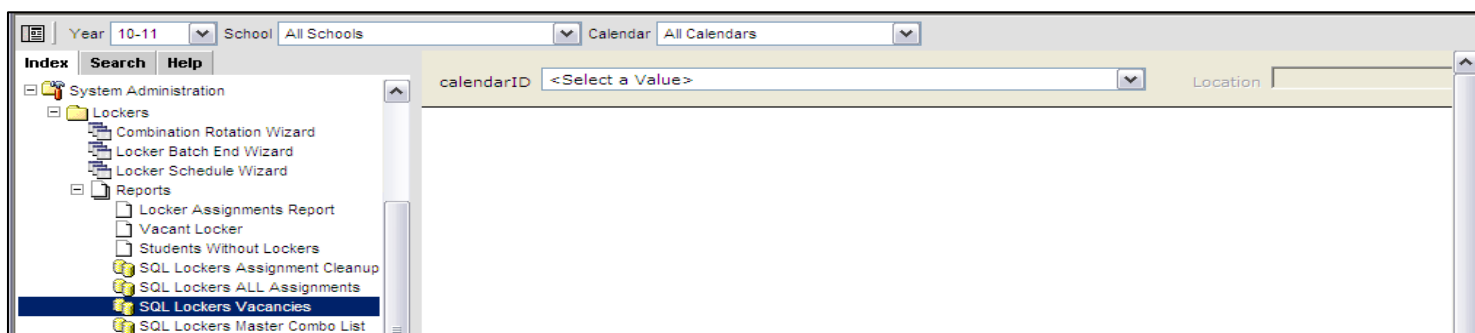
For the building and location selected, this report creates a list of vacant lockers. The report is arranged by building, then location, then by locker number. Other detail in the report is the current locker combo, the current sequence number, grade levels, reserved, shared and type.

Notes:

- This report does not rely on the presence of grade levels.
- Locker numbers are not defined by Campus as numeric values – They are alpha-numeric and should be defined as four-digit numbers that include leading zeros. You can contact ARCC to correct this issue, if necessary.
- You need to be granted Tool Rights to this report by your Infinite Campus district contact.

Instructions:

Navigate To The Report: This report can be found in the Campus Index at: System Administration>Lockers>Reports>Lockers SQL Lockers Vacancies

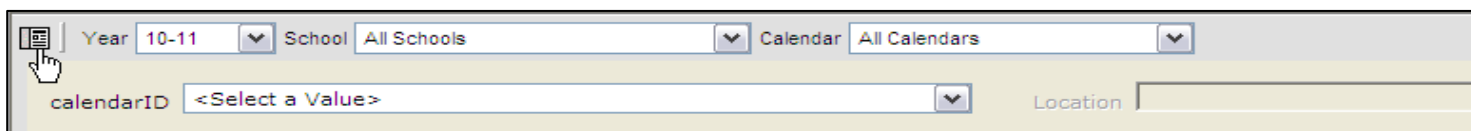


User Login: rs2005\stu#### (where #### is your 4-digit district number)

Password: use your ODBC reports password. If you don't know the password, contact your district rep for Infinite Campus.

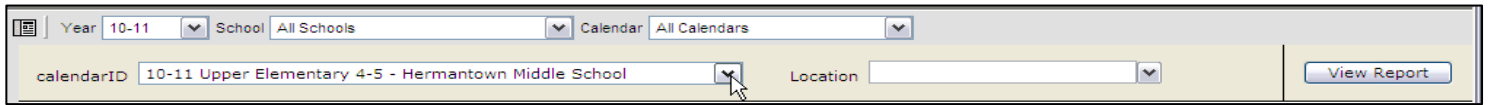


Expanding The Report Window: (Optional) Click the 'outline' icon on your Campus toolbar to collapse the Campus outline. This will allow the report to utilize the whole browser window.

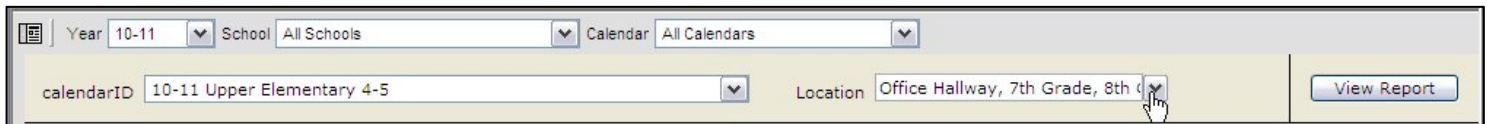


Infinite Campus / SQL Reporting Services: **SQL Lockers Vacancies**

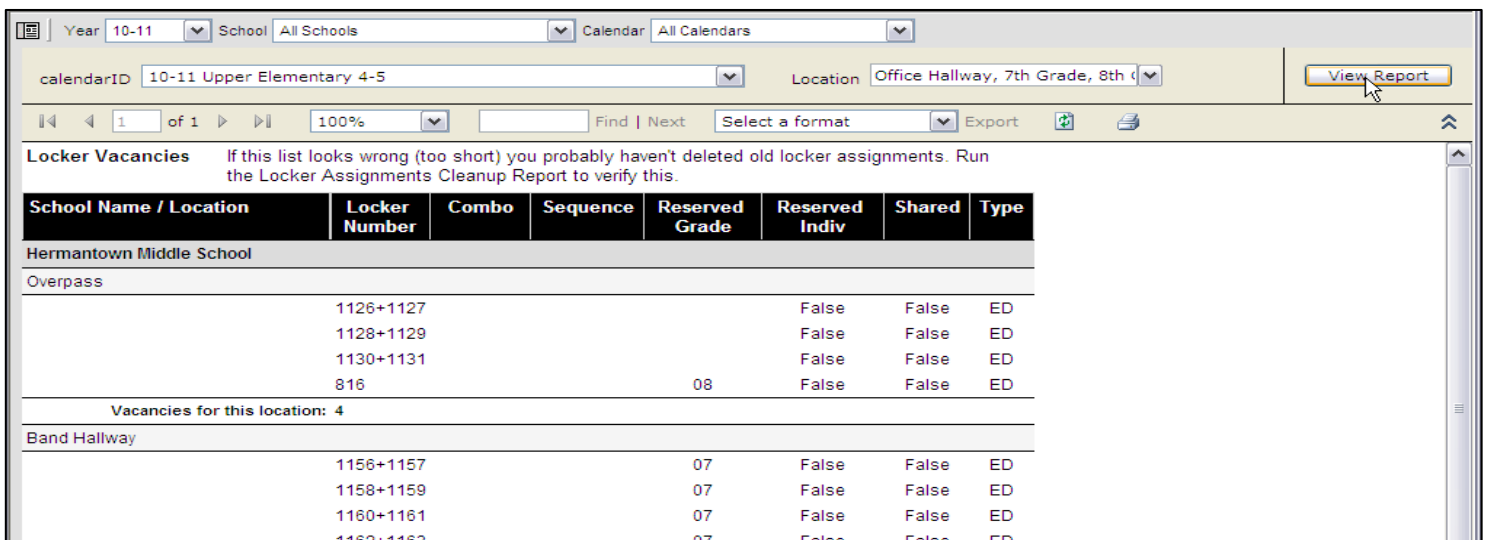
School: Select the desired school building as the first filter for this report. There may be buildings that show in the list that do not have locker information. Choosing those buildings will create an empty report.



Location: Select 'all' or any number of desired locations to be included in the report.



View Report: Click the 'View Report' button to generate the report. Your report will look similar to the illustration, below.



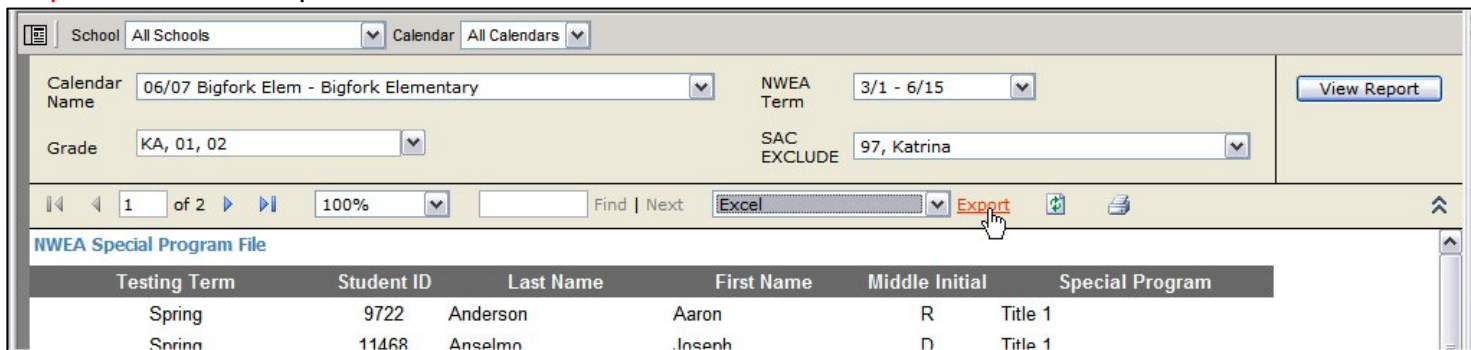
School Name / Location	Locker Number	Combo	Sequence	Reserved Grade	Reserved Indiv	Shared	Type
Hermantown Middle School							
Overpass							
	1126+1127				False	False	ED
	1128+1129				False	False	ED
	1130+1131				False	False	ED
	816			08	False	False	ED
Vacancies for this location: 4							
Band Hallway							
	1156+1157			07	False	False	ED
	1158+1159			07	False	False	ED
	1160+1161			07	False	False	ED
	1162+1163			07	False	False	ED

Exporting Report Data

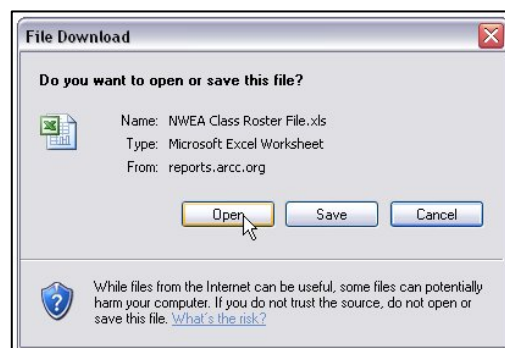
*****Note:** Illustrations may differ from your report but export instructions below are the same for ALL SQL Reports.

Select a format: This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so we advise to **select 'Excel' from the drop list**. If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.

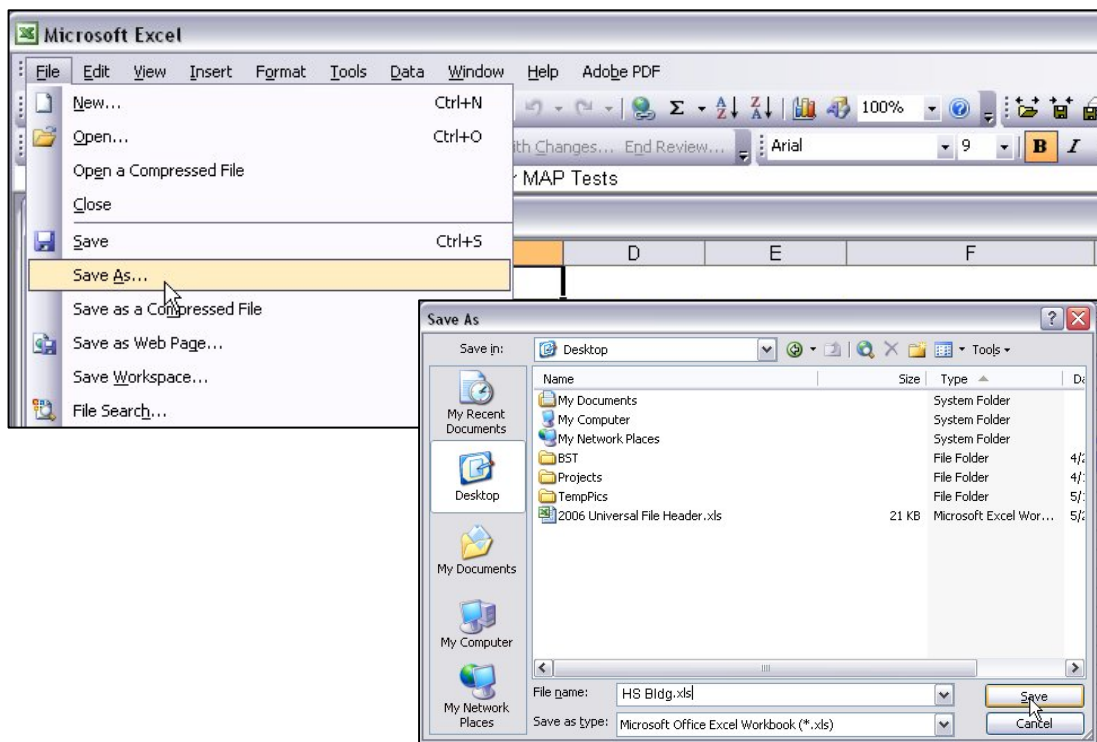
Export: Click on 'Export'



Select 'Open' from the popup window. The file should open into a Microsoft Excel worksheet.



Click on 'File', Select 'Save As': enter a unique filename for each report exported.



Repeat the report process for each building as needed.