



# Metra Software Reporting Functionality

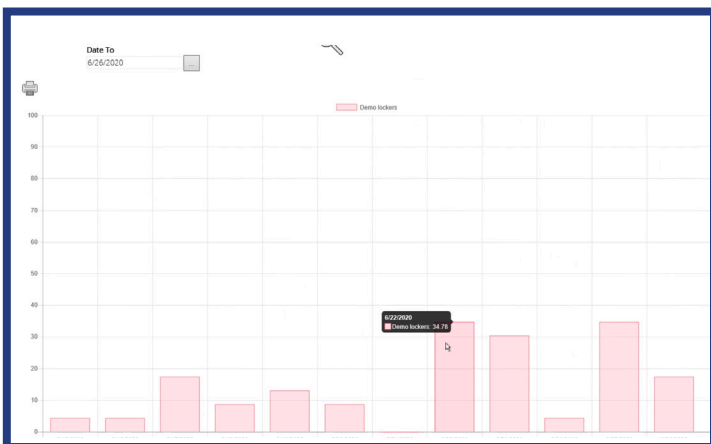
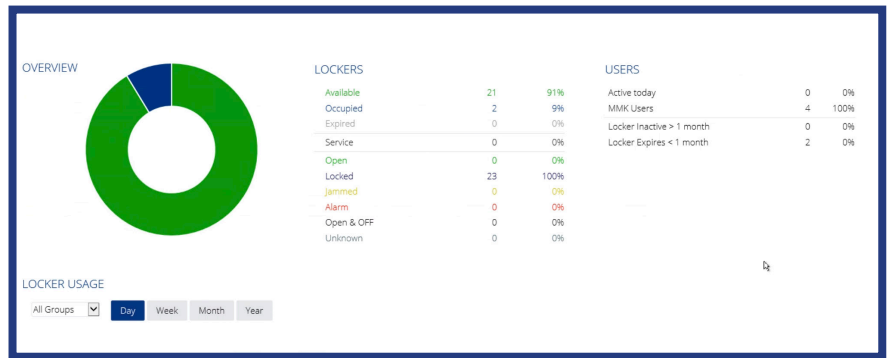
One of the many benefits of networked lockers is the software behind the lockers. Our software allows you to customize your lockers to meet your unique needs and provide you insight and visibility into your lockers.

## Administrative Software

The Metra software allows administrators the ability to manage and control all aspects of the lockers at any given time. This includes the ability to easily see an overview of the locker usage, specific lockers, occupancy usage, user usage and more. The following highlights some of these benefits.

## Overview Report

This real-time snapshot shows administrators an overview of the lockers available, occupied, and allocated to service. The current status of all of the lockers, such as Open, Locked, Jammed, Alarm, Open and Off or Unknown. And the number of active users for the day or run a report to show users by week, month or year.



## Locker Usage

Filtering by year, month, week or day, this report shows you the percent usage of the lockers for any set date range.

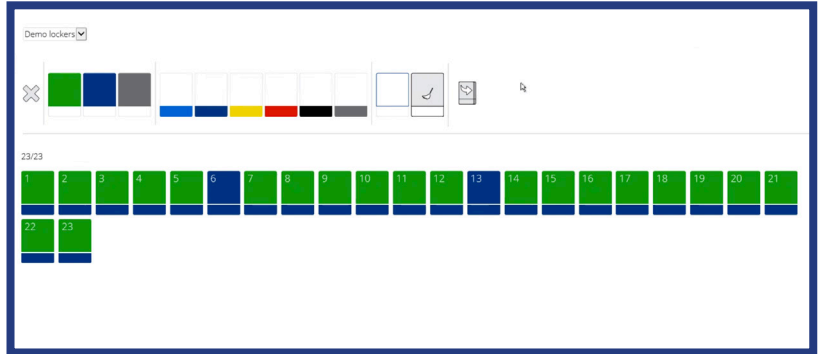
This functionality is helpful to provide insight on what capacity your lockers are being used. If lockers are at full capacity most of the time, you may consider adding lockers. Or if lockers on certain floors or areas are at capacity, relocating lockers could also be considered.



# Additional Reporting

## Locker Status Report

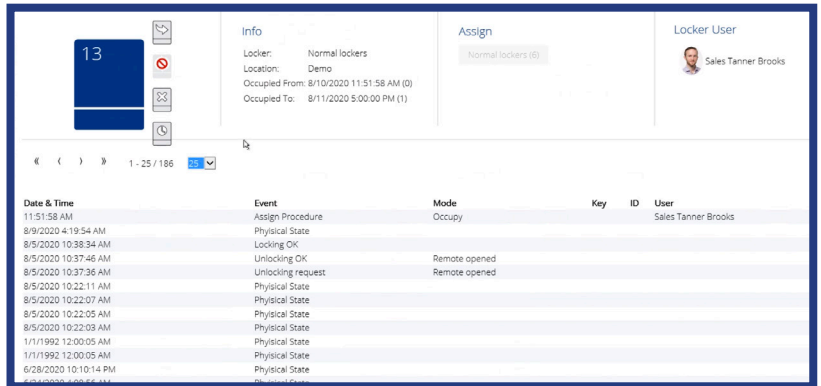
Filter your report to look at a specific bank of lockers to see what each locker status is. Shown in the picture to the right, locker 6 and 13 are currently being used, while all other lockers are available for use (indicated by the green). If the locker was jammed, alarm, allocated to service, open and off, or other the individual locker squares would be a different color.



## Individual Locker Audit

Easily audit the past history of usage for a specific locker. Real-time data allows you to see who is using the locker currently and in the past.

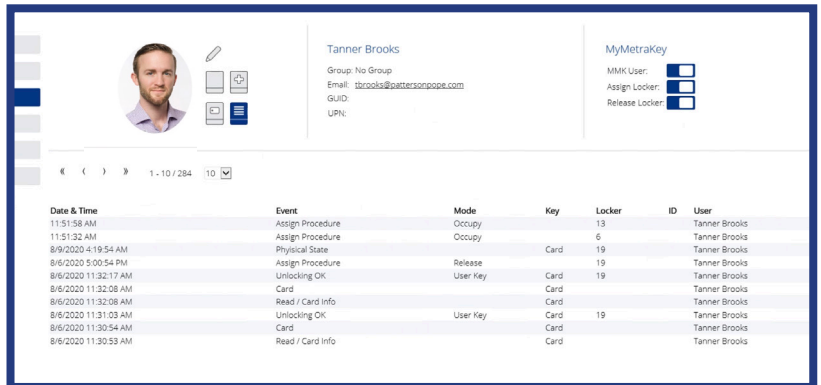
This information could help you problem-solve any reports of missing belongings from the locker, who last used the locker, or even help aide in contact tracing.



## Individual User Audit

Easily audit the past history of usage for a specific user. Real-time data allows you to see what lockers the user has used, when and what key they used to unlock the lockers.

Again, this information could help you problem-solve any reports of missing belongings from the locker or even help aide in contact tracing.



## User Status & Detail

By selecting a specific user you can see what locker(s) they currently are using and when they will be occupied until.

Information stored in the software about the user only consists of name, title, group they are associated with, email, photo (optional) and their unique PIN.

