

# Actual Opening Hours (Click & Collect)

Location: Toy library/Actual Opening Hours (Click & Collect) or Branches/Actual Opening Hours

## Listing Actual Opening Hours (C&C View)

In Click and Collect Mode, the Actual Opening Hours page will change to include the Add Sessions box, and also a warning link if there are any bookings in the past (a booking is any session allocated to a member, regardless of confirmation status or toys in basket). To create sessions, you need to select a date/s, how long each session will go for (up to 60 minutes), and how many sessions you want per time slot. Sessions will be generated as long as the start time is within the open hours (so if sessions are 45 minutes long, and the open hours are 1pm to 3pm, sessions will be generated for 1-1:45, 1:45-2:30, and 2:30-3:15, for example).

Sessions created are additional to any pre-existing sessions, so be sure you have the correct date/s selected. Sessions are also immediately available to members once they are created. As a toy is considered in a basket until it is either loaned or removed, we recommend against making C&C sessions too far in advance, otherwise you may find members booking a session 3 weeks away, for example, which means no one else can borrow the toys they have selected in that time.

# Listing actual opening hours

Actual opening hours (today onwards)  
Actual opening hours (including past)

Currently in Click and Collect Mode

[Learn more about click and collect](#)

[Calendar view](#)

You have 5 outstanding bookings. [Click here to investigate](#)

## Add click and collect sessions

These sessions will be added to any pre-existing sessions on that date.

Minutes per session

Sessions per time slot

[Generate click and collect sessions](#)

[CSV](#)

[Excel](#)

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Search:

<input type="checkbox"/>	Date	Hours	Total sessions	Delete
<input type="checkbox"/>	Sat, 21 Jan 2023	6:00 - 9:00	8	
<input type="checkbox"/>	Mon, 23 Jan 2023	11:00 - 15:00	6	
<input type="checkbox"/>	Wed, 25 Jan 2023	9:00 - 11:00	0	
<input type="checkbox"/>	Wed, 25 Jan 2023	10:00 - 12:00	0	<a href="#">Delete</a>
<input type="checkbox"/>	Thu, 26 Jan 2023	9:00 - 12:00	58	

## Day Summary

This page gives a run sheet for the opening hour.

Unallocated sessions can be removed. Members name is displayed, whether they have confirmed or not, if they intend on loaning and/or returning, and how many toys in their C&C basket.

Unverified members will have a note next to their names to help indicate if you may have a new member coming in.

# Mon, 23 Jan 2023

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Click and collect sessions

[Summary PDF](#)[A5 summary sheets PDF](#)

3 sessions assigned to members (2 confirmed and 1 unconfirmed) from a total of 6 sessions

5 toys in click and collect baskets (both confirmed and unconfirmed)

[Remove selected sessions](#)

<input type="checkbox"/>	Time starts	Time ends	Member	Confirmed?	Type	Number of toys
	11:00	11:45	Snow White	Yes	Loan and return	3
	11:45	12:30	Peter Pan	Yes	Return only	
<input type="checkbox"/>	12:30	13:15				
	13:15	14:00	Al Addin (Unverified)	No	Loan only	2
<input type="checkbox"/>	14:00	14:45				
<input type="checkbox"/>	14:45	15:30				

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Revision #2

Created 11 March 2022 02:41:02 by Caris Morris

Updated 20 January 2023 00:31:17 by Caris Morris