

Regular SeTLS use - FAQs

How do I change the loan period for my items?

Loan length (and renewal length) are set via [Member Types](#).

How do I delete an item?

By editing the item and moving its location - [details here](#).

I only see Self-nominate on the Calendar. How do I nominate someone else for a shift?

By clicking on the bold text on the Calendar for the day you want to nominate - details [here](#).

How do I delete a member?

Members are never deleted, they are locked. See how to Lock a membership [here](#).

Is there a way to extend all loans by X weeks for over a break, like Christmas?

Yes! Go Everyday>Current Loans then scroll to the bottom for this box:

New due date for all toys (including overdues)

Update all

New due date for all toys (excluding overdues)

Update (excluding overdues)

Extend all loans by (days)

Extend

I need a new transaction type.

These can be created by going Toy Library>Transaction types. Simply scroll to the end of the page and click on Add Transaction type.

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