

Reservations and Holds

- Reservations
- Holds

Reservations

The Reservation system is designed to be linked to dates.

So, for example, you may have a Party Hire offering at your location.

Reservations can only be created by those with Administrative Rights security level on SeTLS.

Turning Reservations on

Reservations can be turned on for each Category of toys.

Find the Category (Toys>Categories) that you would like to have Reservations available.

The screenshot shows the SeTLS web application interface. At the top, there is a navigation bar with several menu items: 'Everyday', 'Members', 'Toys', 'Stats', and 'Toy libra'. The 'Toys' menu is currently open, displaying a list of options. The 'Categories' option is highlighted in green. Below the 'Categories' option, there are several other menu items: 'Descriptions', 'Manufacturers', 'Notes', 'Pieces', 'Sizes', 'Shelf/storage locations', 'Sponsors', and 'Statuses'. The background of the page shows a grid of toy images and text, including the 'SeTLS Toy Library Software' logo and the text 'HOW TO LOAN A TOY'.

Click the Edit button (right hand side)

C	Co-Ordination	1000	No	8/	1/1	12.9%	\$1,842.85	\$2,595	10	\$1,700.01	\$44.58	4	Popularity	Edit
Costume	Costume	0	No	2	2	0.3%	\$60.00	\$60.00	1	\$157.00	\$157.00	1	Popularity	Edit

Scroll down and tick the Reservable tickbox. Save your settings.

Code

Costume

Description

Costume

Toy super category

None ▼

Max # renewals

0

Legacy

Reservable

Ensure that the toys in that category, are absolutely the ones you want to be reservable.

You might also like to adjust the naming convention of your items in that Category, e.g. Party Hire - Roller Coaster

If you are charging a fee for that toy, ensure that information has been filled in on the toy's Details page.

To create a Reservation

Search for the member who wants to reserve an item. Click on Reservations on the left hand side of the page

Easter Bunny

Membership Type: 2 month trial

Exp: Wed, 26 Aug 2026

Balance: \$0.00 Create Transaction

- Loan a toy/show current loans (0)
- Appointments
- Automatic emails
- Automatic SMS
- Holds (0)
- Login history
- Profile
- Previous loans (0)
- Reservations (0)

Loan a Toy

Loan toy

No toys on loan (5 may be borrowed.)

From the drop-down menu, choose the item, then use the calendar to select a start date and an end date, then click on Reserve toy.

Easter Bunny

Membership Type: 2 month trial

Exp: Wed, 26 Aug 2026

Balance: \$0.00 [Create Transaction](#)

Reserve a Toy (69 available)

Reservable toys

Select an item...
 Select an item...
 00001: Drum
 1234: NS
 2: Square Tent
 3: Square Tent
 321: CVP test toy
 4: Square Tent
 5: Australian Wooden Animals
 5050: 2-1 Activity Tunnel
 7: Slide

Start Date

End Date

No toys currently on reserve

Easter Bunny

Membership Type: 2 month trial

Exp: Wed, 26 Aug 2026

Balance: \$0.00 [Create Transaction](#)

Reserve a Toy (69 available)

Reservable toys

5: Australian Wooden Animals

Start Date

26-05-2026

End Date

31-05-2026

[Reserve toy](#)

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Easter Bunny

Membership Type: 2 month trial

Exp: Wed, 26 Aug 2026

Balance: \$0.00 [Create Transaction](#)

Successfully reserved 5: Australian Wooden Animals from Tue, 26 May 2026 to Sun, 31 May 2026.

Reserve a Toy (69 available)

Reservable toys

Select an item...


Start Date

End Date

[Reserve toy](#)

Select an item to see its availability calendar here.

1 current reservations

Pic	Toy	Start date	End date	Date actually picked up	Cancel?	Return	Edit
	5: Australian Wooden Animals	Tue, 26 May 2026	Sun, 31 May 2026	Pickup	Cancel		Edit

This will create an entry on the members' loan page under the heading Reservations, and if charges are listed in the toy's data, this charge will be created on their Transactions page.

A reservation email will also be sent to the member, so check the wording in your Automatic emails and ensure that it is correct.

Note: In SeTLS, Reservations take precedence over Holds because they are linked to specific dates. If you have Reservations switched on for all your categories, and also allow Holds for those categories, you may have two different members turning up to collect the one item on the same day.

Remember, you can move toys in and out of Categories using the toy details page.

Holds

Holds are a queue-based system that allows members to ask you to "hold" items for them.

Holds are not linked to specific dates (see [Reservations](#) if you need date-linked categories).

To create a hold for a specific toy

Search for the toy using the Toy select box and choose it.

B90: Bluey: Shake It Bluey

This toy has never been borrowed

Mark as Done for Stocktake



Picture last updated 13:42, 26-04-2024

Category: AUS - Australian Toys

Status: 1 (In library)

Shelf Location:

Manufacturer:

Supplier:

Barcode:

Purchase price: \$600.00

Replacement price: \$599.00

Rental price: \$0.00

Date purchased: Fri, 26 Apr 2024

Description: Epic Bluey Toy

Pieces

Total number of pieces: 0

Click on Holds on the left hand side of the page

Show toy
Bag label (PDF, in new tab)
Box label (PDF, in new tab)
Edit toy
Add/edit list of pieces
Soft deleted pieces
Missing pieces (0)
Reservation history (0)
Loan history (0)
Holds (0)

In the *Place a hold on this toy* box, type the beginning of the member name and then click on the correct choice. Click the Place Hold button.



B90: Bluey: Shake It Bluey

Holds

Place a hold on this toy

Member

Easter Bunny

Place hold

0 current holds

#	Member	Requested	Actions	Edit	Delete
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0 previous holds

Member	Date requested	Date cancelled
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A success message should show and 1 Current holds boxes have been completed.



B90: Bluey: Shake It Bluey

Successfully placed a hold on the toy **B90: Bluey: Shake It Bluey** for the member **Easter Bunny**.

Holds

Place a hold on this toy

Member

Place hold

From here you can click Notify member (this sends an automated email, check your email says what you want it to say), click Loan to the member (for example they are stood in front of you), Cancel or Delete the entry.

Note: In SeTLS, Reservations take precedence over Holds because they are linked to specific dates.