Holds

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

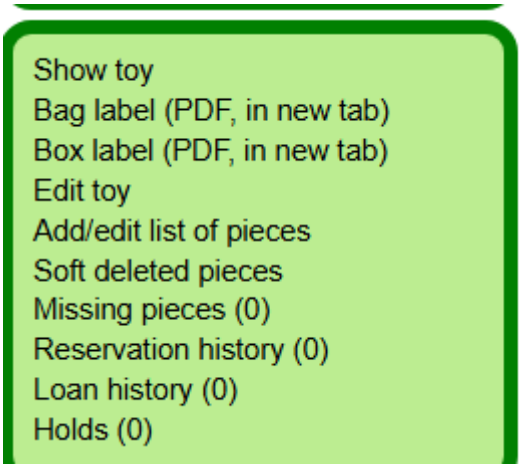
Holds are not linked to specific dates (see Reservations if you need date-linked categories).

To create a hold for a specific toy

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



Click on Holds on the left hand side of the page



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 b

Easter Bunny

Place hold

0 current holds

#	Member	Requested	Actions	Edit	Delete

0 previous holds

Member	Date requested	Date cancelled

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.

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