Reservations

The Reservation system is designed to be linked to dates.

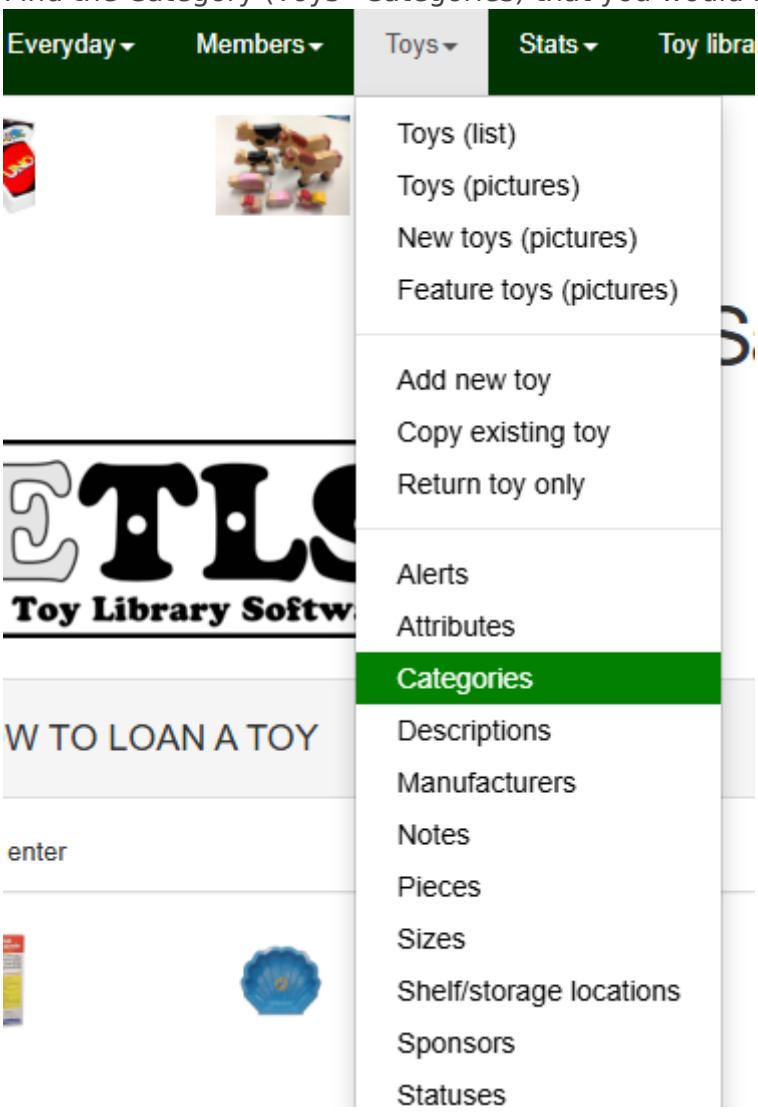
So, for example, you may have a Party Hire offering at your location.

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

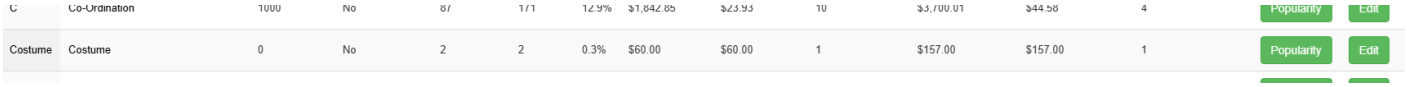
Turning Reservations on

Reservations can be turned on for each Category of toys.

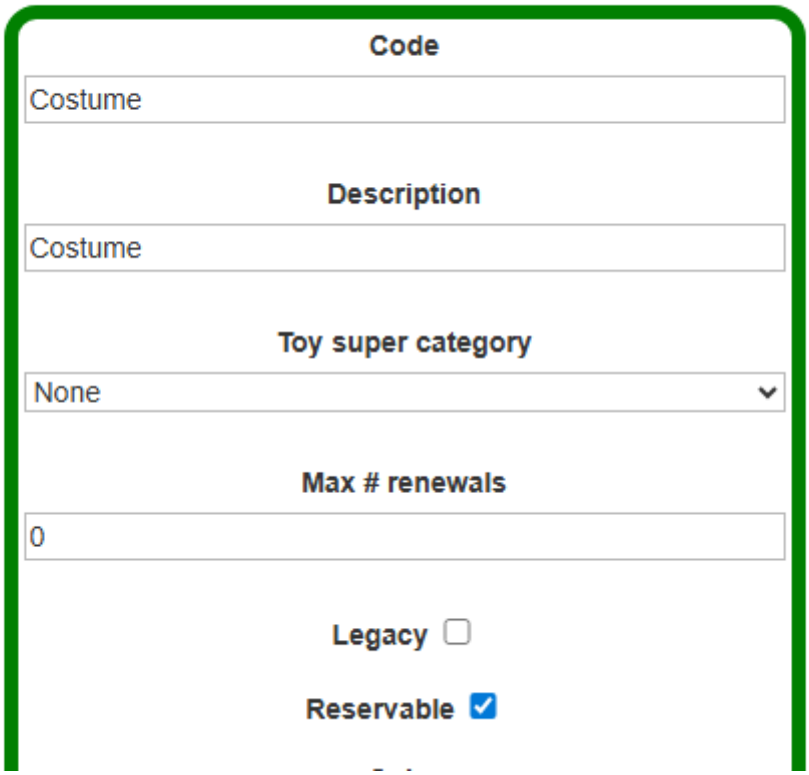
Find the Category (Toys>Categories) that you would like to have Reservations available.



Click the Edit button (right hand side)



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



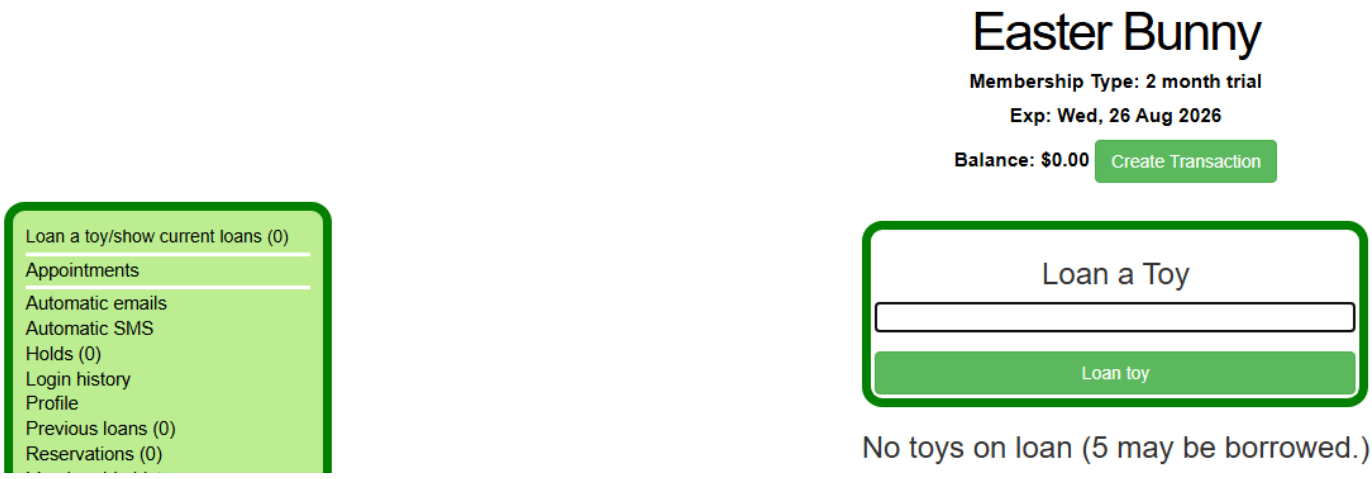
Ensure that the toys in that category, are absolutely the ones you want to be reservable.

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

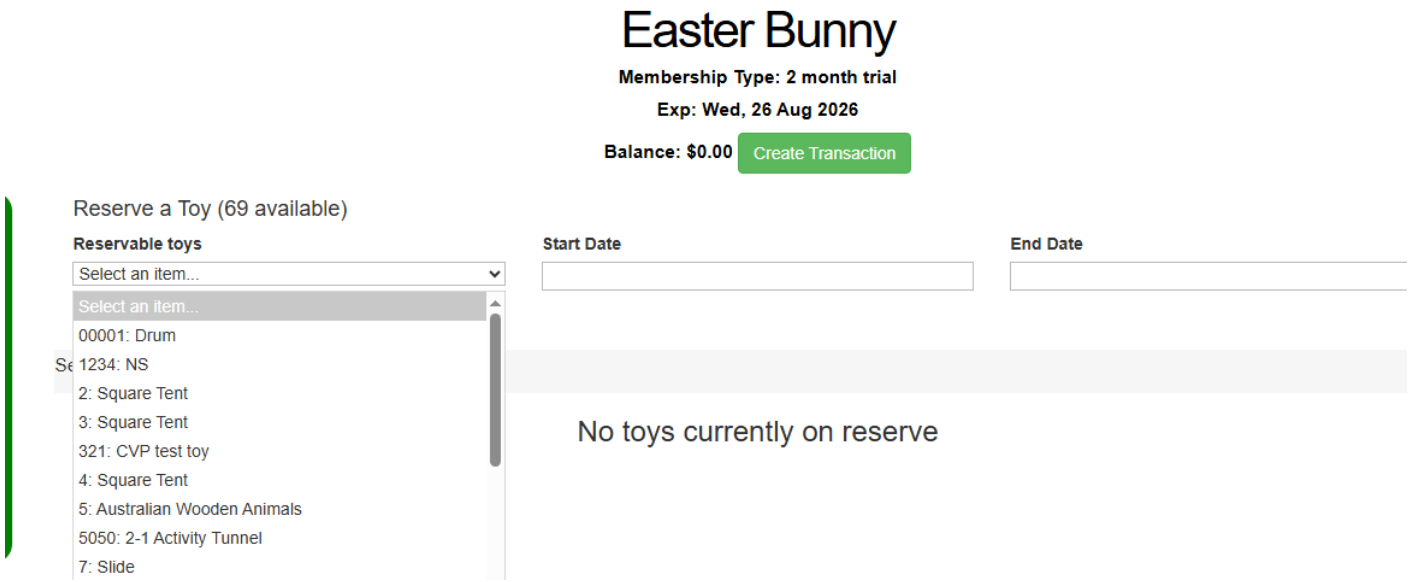
If you are charging a fee for that toy, ensure that information has been filled in on the toy's Details page.

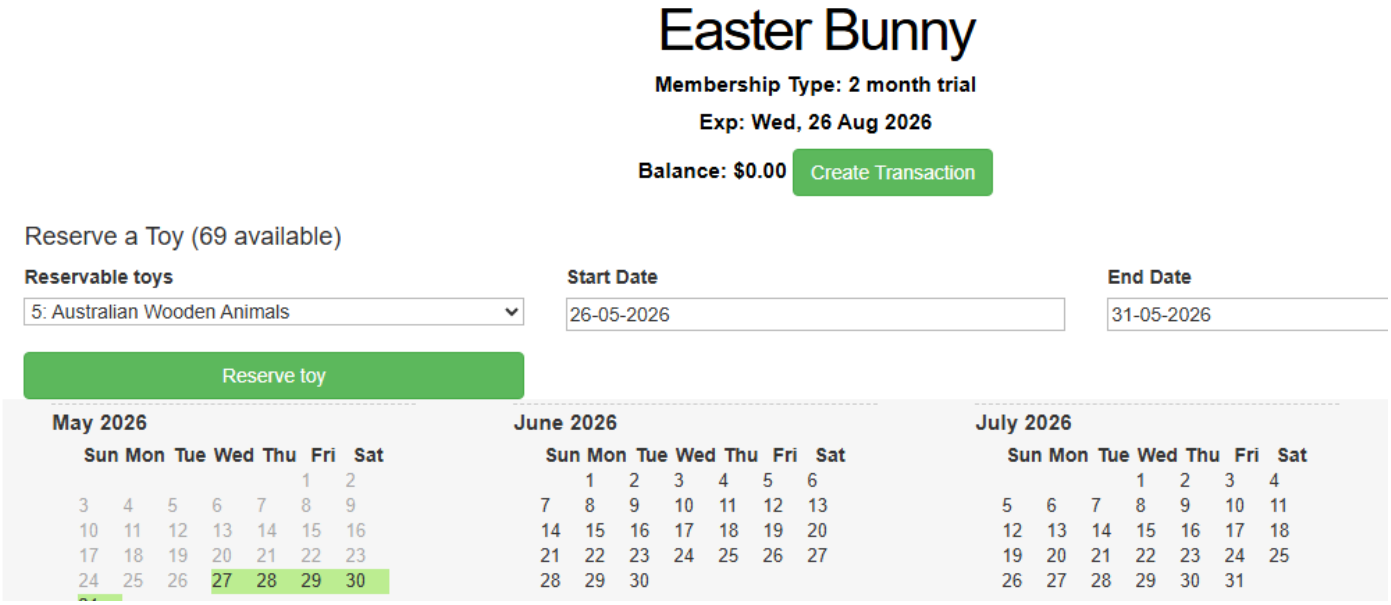
To create a Reservation

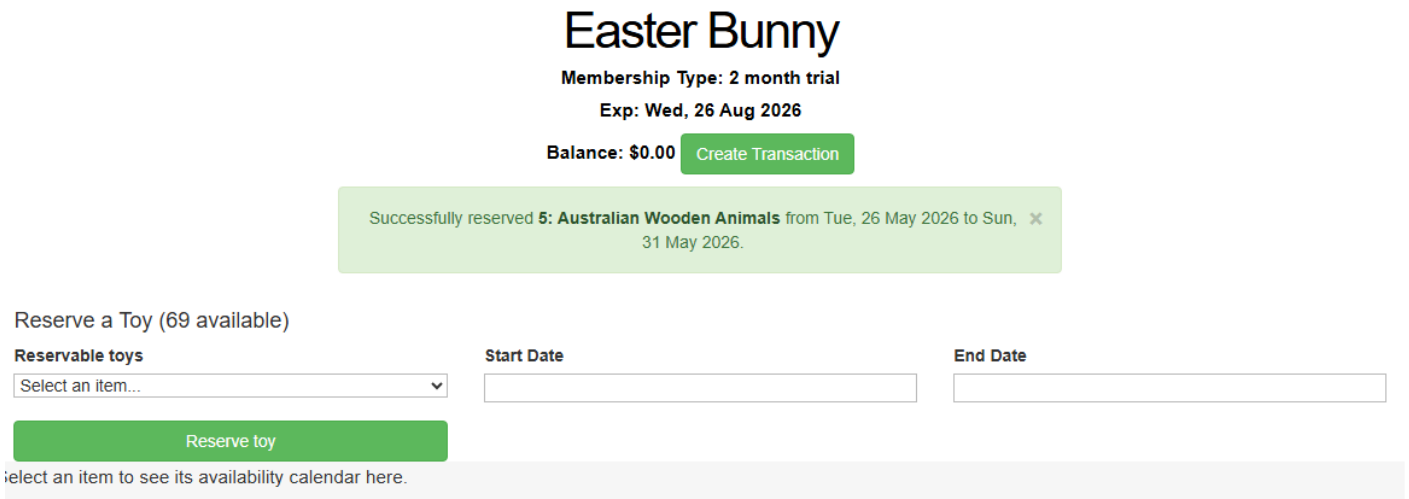
Search for the member who wants to reserve an item. Click on Reservations on the left hand side of the page



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.







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.

Revision #5
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