

# 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 top navigation bar of the SeTLS software with tabs for 'Everyday', 'Members', 'Toys', 'Stats', and 'Toy libra'. The 'Toys' tab is selected, and a dropdown menu is open. The menu items are: 'Toys (list)', 'Toys (pictures)', 'New toys (pictures)', 'Feature toys (pictures)', 'Add new toy', 'Copy existing toy', 'Return toy only', 'Alerts', 'Attributes', 'Categories' (highlighted in green), 'Descriptions', 'Manufacturers', 'Notes', 'Pieces', 'Sizes', 'Shelf/storage locations', 'Sponsors', and 'Statuses'. Below the menu, a logo for 'SeTLS Toy Library Software' is visible, along with a search bar containing the text 'W TO LOAN A TOY' and an 'enter' button. A grid of toy images is partially visible at the bottom.

Click the Edit button (right hand side)

C	Co-Ordination	1000	No	8/	1/1	12.9%	\$1,842.89	\$23.93	10	\$3,700.01	\$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

Start Date

End Date

[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


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	<a href="#">Pickup</a>	<a href="#">Cancel</a>		<a href="#">Edit</a>

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.

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Revision #5

Created 28 April 2026 03:10:38 by Mel R

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