

Standard Library Functions

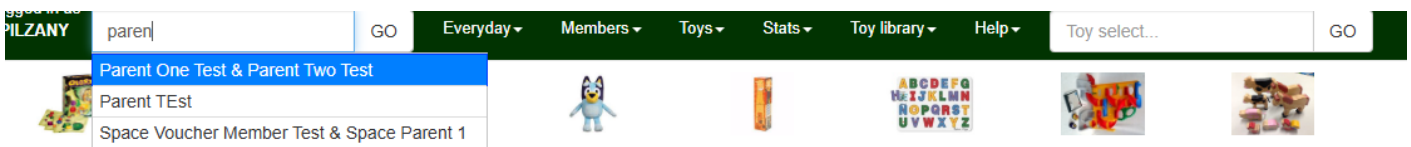
Actions you will do every time you use SeTLS

- Loaning items
- Navigate to a member's page

Loaning items

Loaning a toy is the most basic function you will need to perform using this software. All loans are linked to a member's name.

Begin typing the member's name in the search bar in the top left of your screen.



Sample Toy Library

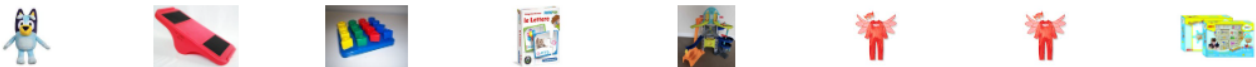


HOW TO LOAN A TOY

1. Navigate to member: hover for more info
2. Enter toy code in to "loan a toy" box, press enter

Volunteers today are:

312 people with admin access:



SETLS

Click on the name to bring up the member's page.

Alternatively, pressing the 'Go' button, directs you to a page listing all members with 'Paren' in their name. Click on the name you

want.

Your member pages look as shown below.

2811: Parent One Test & Parent Two Test

Loan a toy/show current loans (0)

- Bond
- Automatic emails
- Automatic SMS
- Children
- Click and collect
- Holdings (0)
- Login history
- Profile
- Previous loans (1)
- Reservations (0)
- Membership card (PDF)
- Membership history
- Missing pieces
- Transaction history
- Username / password
- Volunteer history

Money saved: \$7.00

No email listed

Money form

Type
Charge and receive

Amount (\$)

Transaction type
CASH

Fee type

Membership Type: Life Time Membership
Expiry Date: Wed, 12 Mar 2025

Membership about to expire! (on Wed, 12 Mar 2025)

This is in 3 weeks, 2 days time.

Renew membership

Membership Type

Life Time Membership

Renew membership

You owe the library \$5.00

Loan a Toy

Loan toy

No toys on loan (10 may be borrowed.)

No toys currently on reserve

No children listed

No current missing pieces

Private member notes (0)

Don't forget duty sign up
Toy Opening Time

Update alerts

Delete alerts

Volunteer history

Expiring in 23 days.
2 left to complete

In the Loan a Toy box, start to type the unique code and number of the toy/item you are going to loan to the member. Choose the correct item and click on Loan toy.

Loan a Toy

r100

R100: John Deere Green Balance Bike

Loan toy

Check the toy loan has been successful (see green banner at the top of the screen), and confirm that the loan return date is correct (bottom of the screen).

R100: John Deere Green Balance Bike successfully loaned. ✕

Membership about to expire! (on Wed, 12 Mar 2025)

This is in 3 weeks, 2 days time.

Renew membership

Membership Type

Life Time Membership ▾

Renew membership

Loan a Toy

Loan toy


RENEW ALL

RETURN ALL

Renew checked

Return checked

1 toys on loan (9 more may be borrowed)

ID	Pic	Toy name	Date loaned	Date due back	# times renewed	Renew	Return	Edit
R100		John Deere Green Balance Bike	Mon, 17 Feb 2025	Mon, 3 Mar 2025	0	Renew	Return	Edit

*Note: A toy may not be available for loan because it has not been previously returned correctly within the toy library system. If this is the case you will get an error message on your screen stating that the toy is already 'on loan' as seen in the following:

Error Message: FEBER GUS CATERPILLAR

A029: Feber Gus Caterpillar has the following issues preventing it from being loaned:

- Currently on loan to Cara Warner

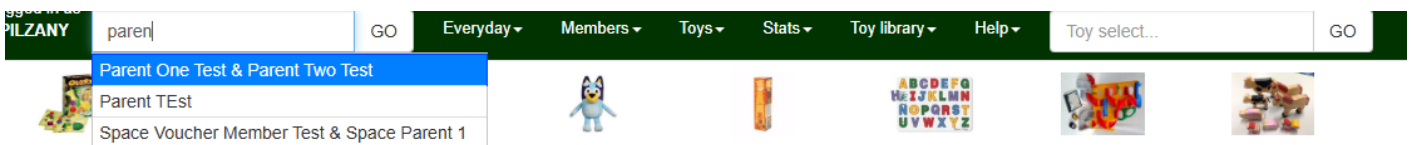
[Override and loan anyway?](#)

To resolve this issue click the 'Override and loan anyway' button and the toy will be correctly returned in the system and instantly loaned out to the member. You can then confirm the success of the loan as shown in the images above.

Navigate to a member's page

Navigating to a member's page is useful to check any details about the member such as pending returns or overdue toys loaned out in their name. You may also need to need to contact a member to find out about a damaged toy, track down missing pieces or to prompt the return of an overdue toy that another customer wishes to borrow/reserve.

Locate the member you wish to navigate by typing in the navigation bar 'Select member...' field and pressing 'GO'.



Sample Toy Library



HOW TO LOAN A TOY

1. Navigate to member: hover for more info
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Volunteers today are:

312 people with admin access:



SETLS

The following image shows the landing page for the member named 'Parent One Test and Parent Two Test'.

The middle part of the page is where you can loan a toy. This section of the page will also display any of the current loans the member has, including details about due dates and fines.

2811: Parent One Test & Parent Two Test

Membership Type: Life Time Membership

Exp: Thu, 12 Mar 2026

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

- Loan a toy/show current loans (2)
- Bond
- Automatic emails
- Automatic SMS
- Children
- Click and collect
- Holdings (0)
- Login history
- Profile
- Previous loans (4)
- Reservations (0)
- Membership card (PDF)
- Membership history
- Missing pieces
- Transaction history
- Username / password
- Volunteer history

Money saved: \$587.00

No email listed

Volunteer history

Expiring in 9 months.
2 left to complete

Loan a Toy

[RENEW ALL](#) [RETURN ALL](#)
[Renew checked](#) [Return checked](#)

2 toys on loan (8 more may be borrowed)

<input type="checkbox"/>	ID	Pic	Toy name	Date loaned	Date due back	# times renewed	Renew	Return	Edit
<input type="checkbox"/>	R100		John Deere Green Balance Bike	Fri, 13 Jun 2025	Fri, 27 Jun 2025	0	Renew	Return	Edit
<input type="checkbox"/>	A029		Feber Gus Caterpillar	Fri, 13 Jun 2025	Fri, 27 Jun 2025	0	Renew	Return	Edit

No toys currently on reserve

[Loan Receipt \(PDF, in new tab\)](#)

No children listed

No current missing pieces

Private member notes (0)

Don't forget duty sign up
Toy Opening Time

[Update alerts](#)

[Delete alerts](#)

13/06/2025

[Update all loans](#)

The text **immediately below the member name** shows Membership Type and the expiry date (expired membership will be in red font).

It also shows the balance owing on the account, and allows you to create a transaction (payment) accordingly.

The panel on the **top left** side of the page in the image above contains clickable links to further information on this member: Bond, Automatic Emails, Children, Click and Collect, Holds, Login history, Profile, Previous loans, Reservations, Membership history, Missing pieces, Transaction history, Username/Password and Volunteer history.

The square panel on the **right side** of the screen is to create alerts for a member.

The panel on the **lower left side** of the screen contains a summary of this member's volunteer history as well as a link to set up volunteer dates.