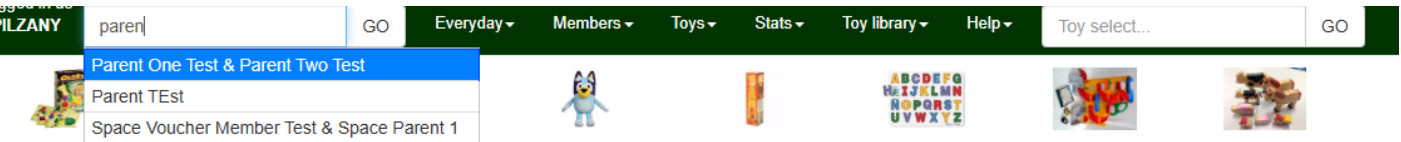


# Loaning items

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

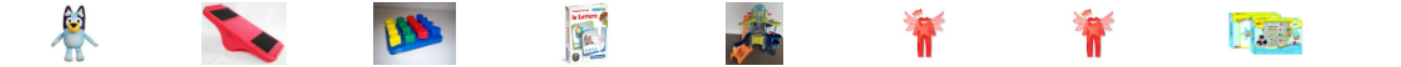


Volunteers today are:

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

312 people with admin access:



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

Holds (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	<a href="#">Renew</a>	<a href="#">Return</a>	<a href="#">Edit</a>

\*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:

Expire Date: Wed, 12 Mar 2025

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.

Revision #3

Created 17 February 2025 02:05:50 by Mel R

Updated 17 February 2025 02:28:56 by Mel R