

# 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



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:



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**  
**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

**Loan a Toy**  
 Loan 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	Mon, 17 Feb 2025	Mon, 3 Mar 2025	0	Renew	Return	Edit
<input type="checkbox"/>	A029		Feber Gus Caterpillar	Mon, 17 Feb 2025	Mon, 3 Mar 2025	0	Renew	Return	Edit

**Left Panel:** Loan a toy/show current loans (2), Bond, Automatic emails, Automatic SMS, Children, Click and collect, Holds (0), Login history, Profile, Previous loans (2), Reservations (0), Membership card (PDF), Membership history, Missing pieces, Transaction history, Username / password, Volunteer history. Money saved: \$587.00. No email listed.

**Bottom Left Panel:** Money form. Type: Charge and receive. Amount (\$). Transaction type: CASH. Fee type: Annual Whanau membership.

**Right Panel:** No children listed. No current missing pieces. Private member notes (0). Don't forget duty sign up Toy Opening Time. Update alerts. Delete alerts. 17/02/2025. Update all loans. Volunteer history: Expiring in 23 days. 2 left to complete.

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 right side** of the screen contains a summary of this member's volunteer history as well as a link to set up volunteer dates.

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