

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'.

The screenshot shows the SETLS web interface. At the top is a navigation bar with a search field containing 'paren|' and a 'GO' button. The bar also includes dropdown menus for 'Everyday', 'Members', 'Toys', 'Stats', 'Toy library', and 'Help'. Below the navigation bar, a dropdown menu is open, showing options: 'Parent One Test & Parent Two Test' (highlighted), 'Parent TEst', and 'Space Voucher Member Test & Space Parent 1'. To the right of the dropdown are several toy icons. Below the navigation bar, the main content area is titled 'Sample Toy Library'. It features the SETLS logo, a 'HOW TO LOAN A TOY' section with instructions, and a 'Volunteers today are:' section. The 'HOW TO LOAN A TOY' section lists: 1. Navigate to member; hover for more info, 2. Enter toy code in to "loan a toy" box, press enter. The 'Volunteers today are:' section shows '312 people with admin access:'. At the bottom, there is a row of toy icons.

Sample Toy Library

SETLS
SErious Toy Library Software

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:

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](#)
[Holds \(0\)](#)
[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

[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	Fri, 13 Jun 2025	Fri, 27 Jun 2025	0	Renew	Return	Edit
<input type="checkbox"/>	A029		Faber 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.

Revision #4

Created 17 February 2025 02:29:31 by Mel R

Updated 13 June 2025 01:51:27 by Mel R