

# Adding or Deleting an Alert (Toy)

## Adding or deleting an alert for a toy

Adding an alert to a toy is an important way to communicate things about that toy e.g. damaged piece or a missing piece needs to be reunited with it from the missing pieces box.

1. To add an alert to a toy, open the toy information by either typing the toy number in the select box in the navigation bar across the top or clicking on the toy name (if you are in the loan a toy page).

2. That will take you to the toy information page (see below). In the green menu options on the left-hand side click on Edit toy.

## 556: Tenderleaf Carry Cottage

- Show toy
- Bag label (PDF, in new tab)
- Box label (PDF, in new tab)
- Edit toy
- Add/edit list of pieces
- Soft deleted pieces
- Missing pieces (5)
- Loan history (10)
- Holds (1)

Report missing pieces

Last returned by Today East  
On Sat, 21 Jan 2023  
(3 months, 4 weeks ago)



Picture last updated 06:54, 02-04-2022

Category: IM - Imaginative

Location: 1 (In library) [1 hold]

Shelf Location: Shed

Age range: 3+

Manufacturer: Tenderleaf Toys

Supplier: Target

Pieces

Total number of pieces: 21

Number of unique pieces: 17

- 1 Dollshouse
- 1 Garden Base
- 2 Wooden Dolls
- 1 Bed

Alerts:

Sponsor: Friendly Local Business

Feature toy.

This toy cannot be renewed.

Common Text Warnings:  
Warning: Small pieces

3. This will take you to the editing item page. In the alerts box type the alert/message

4. Check the box where it says "Show as Pop Up?" so that the alert pops up when the toy is borrowed/returned.

# 556: Tenderleaf Carry Cottage

## Editing Toy

- Show toy
- Bag label (PDF, in new tab)
- Box label (PDF, in new tab)
- Edit toy
- Add/edit list of pieces
- Soft deleted pieces
- Missing pieces (5)
- Loan history (10)
- Holds (1)

- Report missing pieces
- Assuming multiple lost pieces are at member's house



Remove picture?

Upload Picture (Limit 8MB)

Choose File No fil...hosen

Upload Instructions

### Update Toy

Toy ID

556

Purchase price

150.0

Category

--LEGACY-- IM - Imaginati

Replacement price

115.0

Name

Tenderleaf Carry Cottage

Rental Price

2.0

Item Location

I (In library)

ISBN

Alerts (Show as Pop Up?)

This toy needs to be checked when returned please!

Sponsor

Friendly Local Business (1)

5. Click the green Update toy

To see a full list of all alerts on toys (including those without "alert" selected), visit Toys/Private Comments.

Revision #3

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