Holds

Holds is a function that must be turned on via the toy library settings page. Holds are turn based, based on when the item was requested.

If a toy is in the toy library when a hold is placed (if you have that setting turned on), or the toy is returned, the next person in the queue will be emailed to notify them. This email is found in the Automatic Emails tab and can be customised.

A member's Member Kind defines how many holds they can have at one time, but Admin can override this.

Member Login

Members can place holds by visiting a toy's page and clicking the "Place Hold" button. They can also review their current holds on their own page.

Admin Login & "Manage Member Holds"

Profiles with admin or custom privileges can place a hold for a member by going to the toy's Holds page and searching the member's name. Holds can also be placed through a member's page.

This page will display a list of all members with current or past holds on that toy, with a link to the hold page for that member. Holds can be loaned to the next member in the queue via this page, when it becomes available.

5: Unique pieces Puzzle

Holds

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 (1)
Loan history (11)
Holds (2)

Report missing pieces

Assuming multiple lost pieces are at member's house

Report

Assuming multiple lost pieces are at the toy library - or elsewhere

Report

Place a hold on this toy

Member

Place hold

2 current holds

Position in queue	Member	Date requested	Loan it*	Edit	Delete
1	Wendy Darling	Tue, 2 Aug 2022	LOAN IT	Edit	Delete
2	Tinker Belle	Mon, 26 Sep 2022		Edit	Delete

* A loan it button will appear for the first hold in queue, when the toy is recorded as in library

8 previous holds

Member	Date requested
Flotsam Jetsam	Thu, 19 May 2022
Rose Red	Tue, 2 Aug 2022
Killian Jones	Tue, 2 Aug 2022

Full admin view

Member select... GO Home Calendar Toys▾ Help Sign out

5: Unique pieces Puzzle

Show toy
Loan history (11)
Holds (2)

Holds

Place a hold on this toy

Member

Place hold

2 current holds

Position in queue	Member	Date requested	Loan it*	Edit	Delete
1	Wendy Darling	Tue, 2 Aug 2022	LOAN IT	Edit	Delete
2	Tinker Belle	Mon, 26 Sep 2022		Edit	Delete

* A loan it button will appear for the first hold in queue, when the toy is recorded as in library

8 previous holds

Member	Date requested
Flotsam Jetsam	Thu, 19 May 2022
Rose Red	Tue, 2 Aug 2022
Killian Jones	Tue, 2 Aug 2022
Ursula Major	Tue, 2 Aug 2022
Brair Rose	Tue, 2 Aug 2022
Self Service	Tue, 2 Aug 2022
Tinker Belle	Tue, 2 Aug 2022

Manage Member Holds view

Full admin can find a list of all toys with current holds, or a list of members with multiple holds, in the Everyday tab. Manage Member Holds has all toys with current holds under the Extras tab.

Revision #4
Created 19 November 2021 06:28:23 by Caris Morris
Updated 26 September 2022 04:16:34 by Caris Morris