

# Reporting Missing Pieces

To report a missing piece, there two options - either allocate it to a previous borrower, or designated it as "unknown" (previously labelled as Lost in Toy Library).

Select the option appropriate for the scenario using the links on the left hand side of the screen.

## B048: 3 Fisher Price Rattles

[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 \(0\)](#)  
[Loan history \(7\)](#)  
[Holds \(0\)](#)

[Toy notes \(0\)](#)

**Report missing pieces:**  
[By member](#)  
[Unknown](#)



Picture last updated 01:18, 09-09-2014

On loan to Parent One Test & Parent Two Test  
Due: Sun, 2 Mar 2025  
(in 2 weeks)

**Category:** B - Baby

**Status:** O (On loan)

**Age range:**

**Manufacturer:**

**Supplier:** Supplier 3

**Barcode:**

**Purchase price:** \$7.00

**Replacement price:** \$30.00

**Rental price:** \$0.00

**Size:** Size 2

**Date purchased:** Tue, 20 Sep 2011

**Description:**

### Pieces

**Total number of pieces:** 3

**Number of unique pieces:** 3

- 1 Rattle a
- 1 Rattle b
- 1 Rattle c

**Alerts:** nil

**Sponsor:** Sponsor 3

### Attributes

- B - Attribute B
- A - Attribute A

Nominate which pieces are missing (not how many remain). Choose which member you would like to allocate the missing piece to. If the toy has been borrowed by the same member multiple times, each borrowing period will be listed individually.

# Reporting multiple missing pieces for B048: 3 Fisher Price Rattles

Select member:

Parent One Test & Parent Two Test (16-02-2025 - NOW) ▾

Select pieces:

0 ▾	Rattle a (1)
0 ▾	Rattle b (1)
0 ▾	Rattle c (1)

Report as missing

# Reporting multiple missing pieces for B048: 3 Fisher Price Rattles

Select member:

Parent One Test & Parent Two Test (16-02-2025 - NOW) ▾

Parent One Test & Parent Two Test (16-02-2025 - NOW)

Test Account (26-04-2024 - 26-04-2024)

Test Account (26-04-2024 - 26-04-2024)

Donavon Ratke & Trevion Hickle (24-01-2023 - 26-04-2024)

Cassidy Mertz & Lizzie Hintz (02-04-2020 - 18-07-2023)

Abbey Schinner (30-09-2019 - 02-04-2020)

Alexys Johns & Monserrate Schmeler (21-08-2019 - 21-08-2019)

Report as missing

## Reporting multiple missing pieces for B048: 3 Fisher Price Rattles

**Select member:**  
Abbey Schinner (30-09-2019 - 02-04-2020) ▼

**Select pieces:**

0 ▼	Rattle a (1)
1 ▼	Rattle b (1)
0 ▼	Rattle c (1)

Report as missing

Click on the *Report as missing* button.

You should now see the following screen.

Decide whether the toy can be returned to shelf, or the piece can be replaced by a spare that you hold, or if the item is unplayable until the missing piece is returned (e.g. a jigsaw missing a piece).

From this screen you can also go the member's page to send them an email about missing pieces.

# Pieces have been reported missing

Pieces from B048: 3 Fisher Price Rattles have been reported as missing, presumed at the house of Abbey Schinner

You now have the following options:

## Toy can be returned to shelf.

These missing pieces aren't very important, no further action is required in SeTLS.

Return to toy

## These pieces can be replaced

Spares are available and the piece can be immediately replaced. Click on the button below to mark the piece as replaced. The missing piece record will remain on the member's account.

Piece name	Replace some from spare
Rattle b	Replace from spare

## The toy can no longer be borrowed in this state.

Click on the button below and the toy will be moved to M (Missing an important piece, so in storage), and will no longer be available for loan in SETLS.

Update toy record

## Email Member

Go to this member's Missing Pieces page to send an email about this (and/or other) missing pieces.

Go to Member Page

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If the toy is unplayable in its current state, choosing *Update Toy record* will change the status to *M* (Missing an important piece, so in storage), as seen below.

## B048: 3 Fisher Price Rattles

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 (7)  
Holds (0)

Toy notes (0)

Report missing pieces:

By member

Unknown

Important pieces missing, **B048: 3 Fisher Price Rattles** moved to M (Missing an important piece, so in storage)

Last borrowed by Parent One Test & Parent Two Test  
Returned on Sun, 16 Feb 2025  
(TODAY)



Picture last updated 01:18, 09-09-2014

Category: **B - Baby**

Status: M (Missing an important piece, so in storage)

Age range:

Manufacturer:

Supplier: Supplier 3

Barcode:

Purchase price: \$7.00

Replacement price: \$30.00

Rental price: \$0.00

Size: Size 2

Date purchased: Tue, 20 Sep 2011

Description:

Pieces

Total number of pieces: 3

Number of unique pieces: 3

- 1 Rattle a
- 1 Rattle b (1 currently missing)
- 1 Rattle c

Alerts: nil

Sponsor: Sponsor 3

Attributes

- B - Attribute B
- A - Attribute A

If you need to report a piece is has disappeared somewhere other than a member (e.g. toy library or other unknown scenario), the screen will show as seen below.

## Reporting multiple missing pieces for B048: 3 Fisher Price Rattles

**At toy library/unknown**

Select pieces:

0 ▾	Rattle a (1)
0 ▾	Rattle b [1, (1 of which are currently missing)]
0 ▾	Rattle c (1)

Report as missing

Revision #2

Created 29 October 2021 01:16:42 by Caris Morris

Updated 17 February 2025 02:01:32 by Mel R