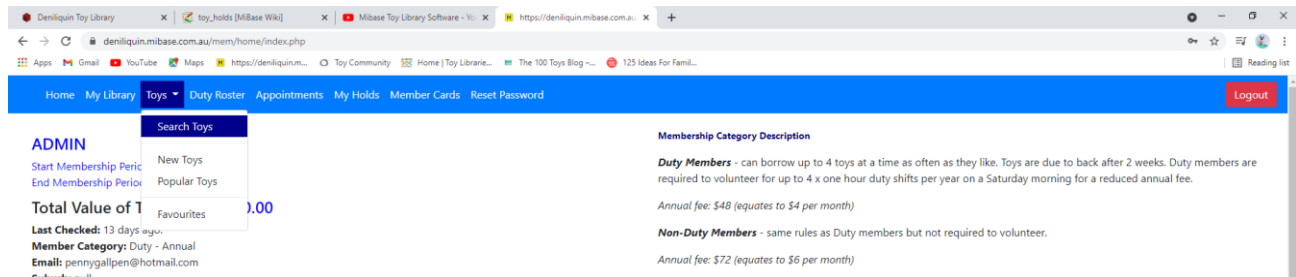


Toy Library - Click & Collect instructions for Members

The following instructions are for a PC. Your phone may look slightly different but the process will be the same.

Select 'Search Toys' from the drop down 'Toys' menu.



The toy search function can be viewed as a list or by pictures.

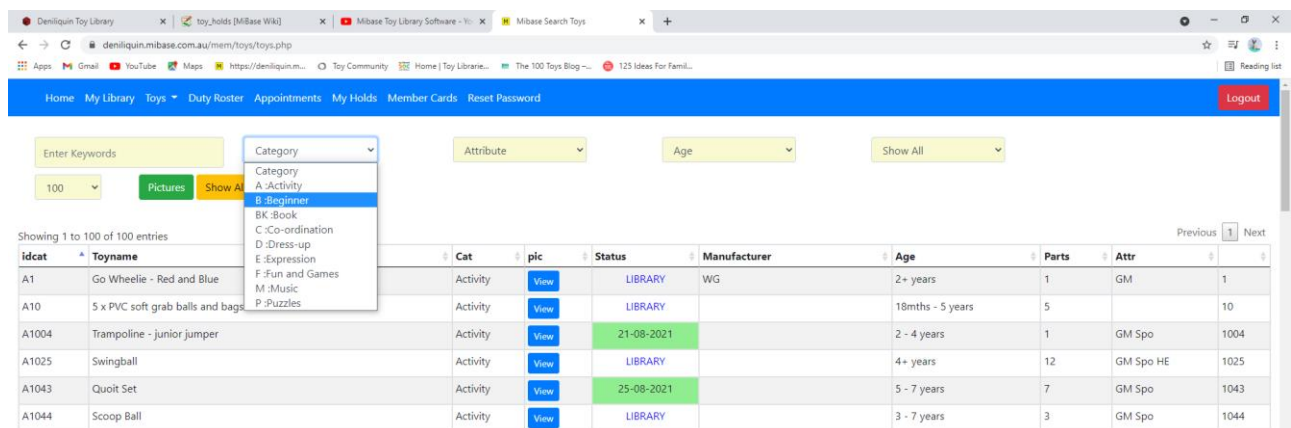
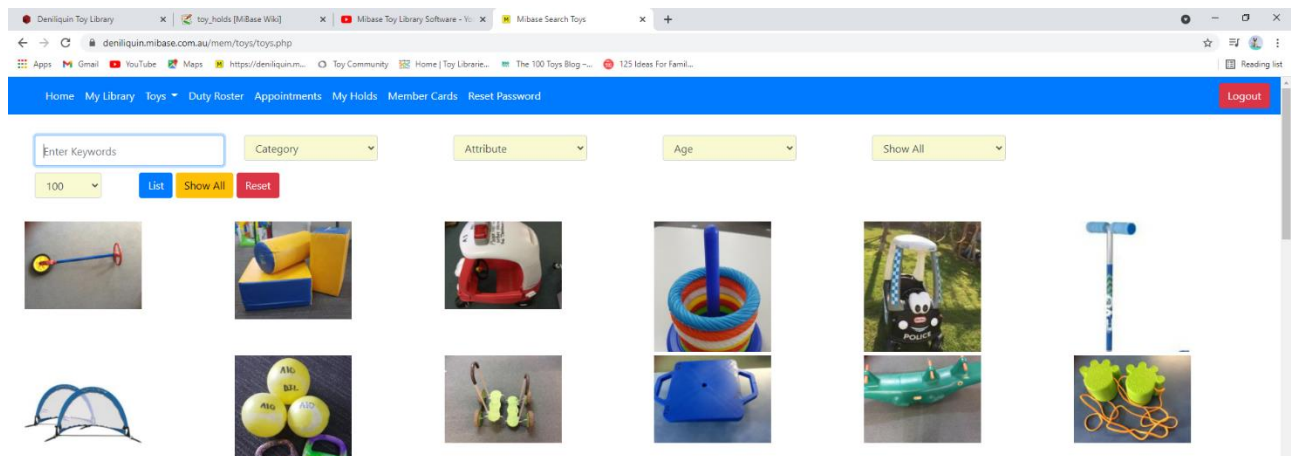
You can narrow your search by selecting a particular 'Category' from the drop-down menu. The other functions (Attribute, Age) are not yet set up effectively.

You can also select number of toys to view per page from 100 to 'Select All'. It is recommended to not select all when viewing in picture mode.

Remember to 'Reset' between searches.

Hovering over the toy in picture mode will provide toy details and status (In Library or On Loan)

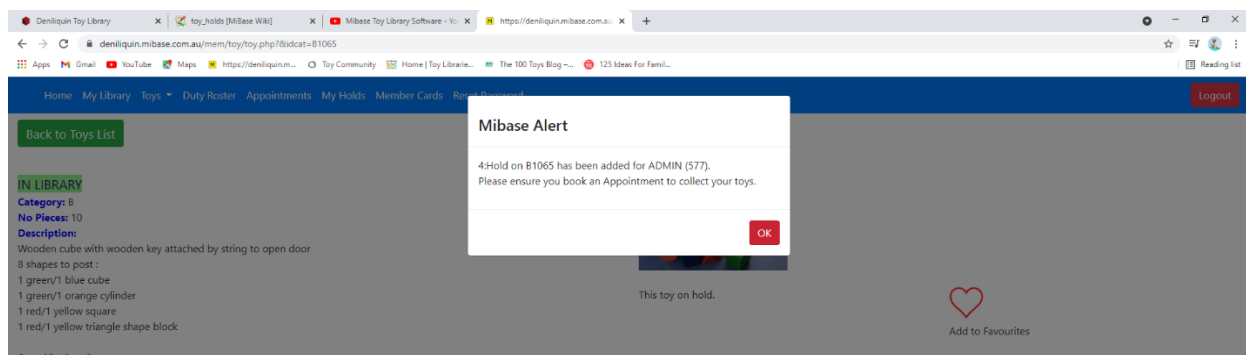
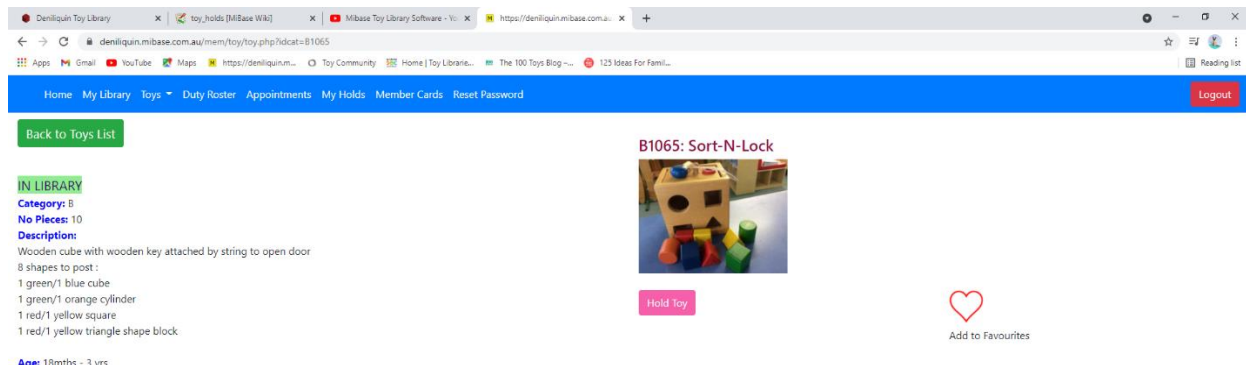
The list view will show the loan status and due date in the line. Hover over 'View' button to see toy.



Click on the toy picture (picture mode) or 'View' button (list mode) to see more detail.





To select a toy click on pink 'Hold Toy' button. A confirmation alert will pop up. Select 'OK'

You can choose up to 4 toys to hold.



To view or delete the toys you have on hold, select 'My Holds' from the main menu. The 'Delete' function will be available while the toy status is 'Pending'

Toy Holds

	toy#	toy	picture	fee/paid	notes	date/expires	status
Delete	B1065	Sort-N-Lock		0 No		09-09-2021	Edit Notes PENDING
Delete	C15	Playground - DUPLO		0 No		09-09-2021	Edit Notes PENDING
Delete	C627	Giant Lacing Beads		0 No		09-09-2021	Edit Notes PENDING
Delete	M10	Plastic Drum -yellow & purple		0 No		09-09-2021	Edit Notes PENDING

Showing 1 to 4 of 4 entries





First Previous 1 Next Last

You can change your toy selections up until they are processed by Toy Library. The 'Delete' button will be gone and toy status changed to 'Ready'

id	date	day	Session	comments
1294	17/09/2021	Fri	10:00 - 10:30	

Total: 1

Toy Holds

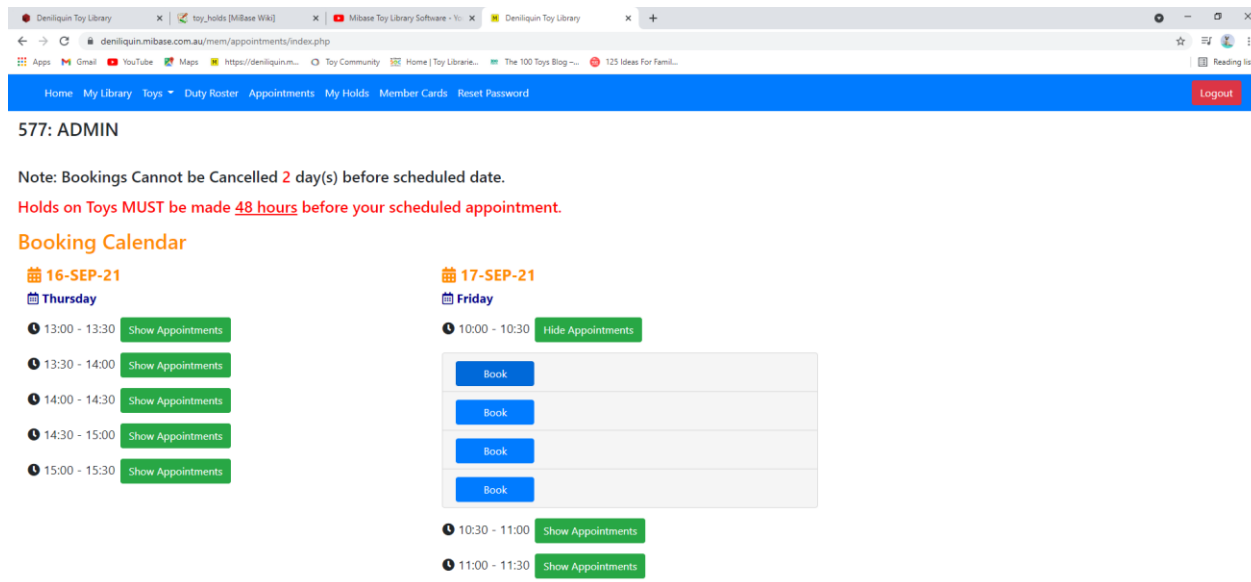
toy#	toy	picture	fee/paid	notes	date/expires	status
B1065	Sort-N-Lock		0 No		09-09-2021	Edit Notes READY
C15	Playground - DUPLO		0 No		09-09-2021	Edit Notes READY
C627	Giant Lacing Beads		0 No		09-09-2021	Edit Notes READY
M10	Plastic Drum -yellow & purple		0 No		09-09-2021	Edit Notes

Now you have selected your toys you will need to book an appointment time to collect them.

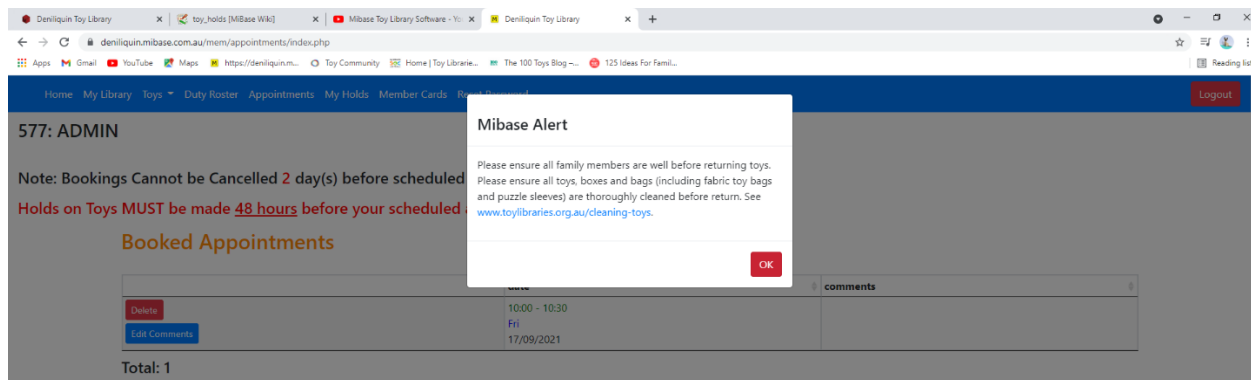
Select 'Appointments' from the main menu. Choose an available time slot and click 'Book'. You can change your booked appointment by selecting 'Delete' and starting again. Bookings cannot be deleted in the 2 days prior to appointment. Please do not book more than one appointment.

NB. Appointment time slots allow 4 member bookings per 30 minutes. This allows you a 30 minute window in which to collect toys. Please adhere to physical distancing if other members arrive at the same time.

Current appointment availability options are: Thursdays 1-4, Fridays 9-12, Saturdays 10-12



REMEMBER your toys need to be cleaned and returned to pick up your new toys. There will be a designated area for this near the collection point. (or in the returns cot as usual if we are open)



Your toys and appointment time is now booked. You can view or change these any time up until 2 days prior.

If you need to make any changes within 48 hours of your appointment time, you will need to contact the Toy Library.

If I cannot find a toy you have selected, I will try to contact you or substitute with something similar where possible.

I ask for your patience as we work together to make this a smooth process. If you have any issues, queries, or suggestions, please let me know.

Penny

Toy Library Coordinator

