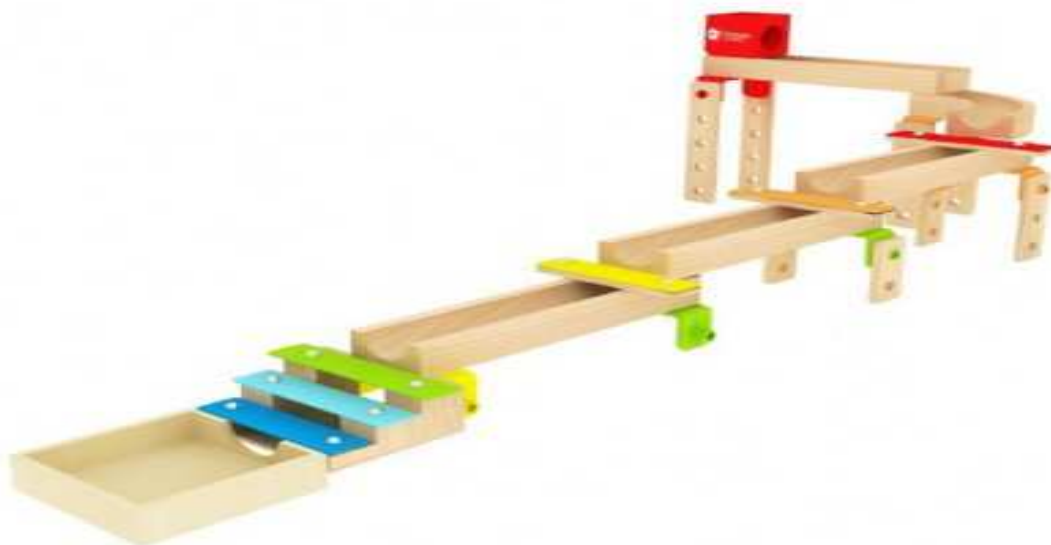




Click-and-Collect
Guide
for Members



Contents

About This Document	3
What is Click-and-Collect	3
General Click-and-Collect Guidelines	3
How to select toys online using your MiBase member login	4

About This Document

This User Guide has been produced for the North Shore Community Toy Library for the use of its members in the navigation of the Click-and-Collect Services using the MiBase computer system.

Any question can be directed to the Toy Librarian and Committee by email: librarian.nsctl@gmail.com.

What is Click-and-Collect

The North Shore Community Toy Library offers this service exclusive to members. Members can choose toys that they would like to loan using our online catalogue. Once you have chosen your toys our team will get them prepared for you so they are ready to be collected at the next pick-up session.

General Click-and-Collect Guidelines

Choosing your toys

- You can choose up to 5 toys online using your member login to access your membership portal on MiBase.
- We are open to take the toy holds from the day before your collection (Saturday, 12 pm) to your day of collection (Sunday, 12 pm). We are not able to take or process any bookings taken outside those times as they would interfere with our walk-in sessions.
- You will only be able to hold toys for the same week, but not in advance for future Sundays.

Pick up/ The Click-and-Collect Session

- We are open for your reserved toys to be collected during our Sunday sessions between 2.30 pm and 4.30 pm.
- We will have your toys ready for you, so you wouldn't experience any waiting time.
- During the Sunday sessions we will not allow members to walk-in and choose toys from the shelves as the layout will not meet the required Health and Safety standards. However, we allow members to return toys.

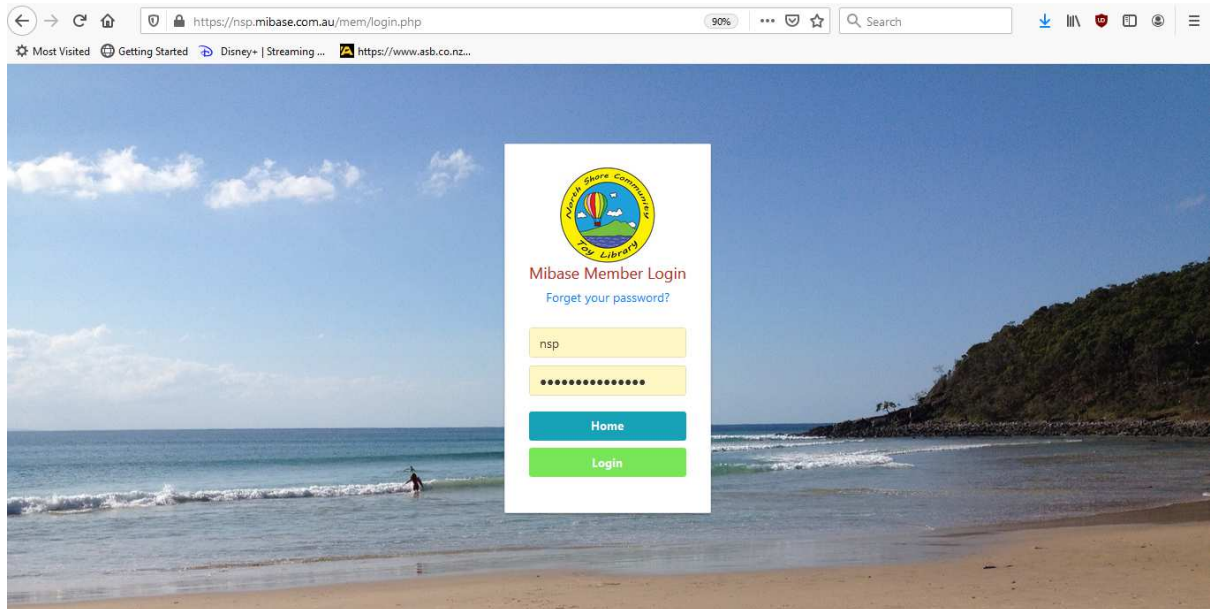
Fees

- Click-and-Collect is an additional service and a \$2 charge per session used will apply.
- If you book in toys, but do not turn up without notice, the \$2 charge will apply. If you can't make it please delete your holds online or give us a call/ message.

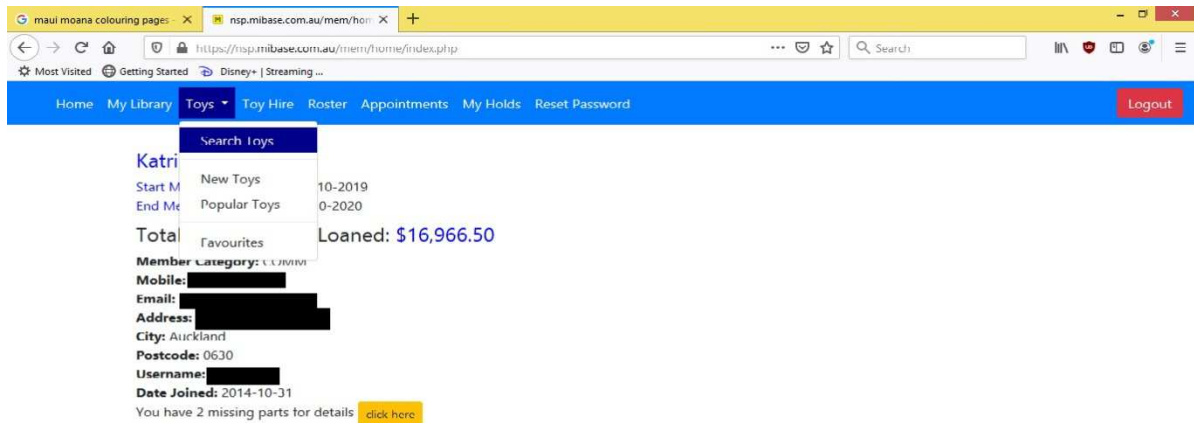
This is an additional service and it is up to every member whether they wish to utilize this service.

How to select toys online using your MiBase member login

To log in to the database you will need to navigate to the following web address: <https://nsp.mibase.com.au/mem/login.php>. Once landed on the member login page you will need to enter your user name and password (Figure 1).



Select 'Toys' in the menu. Choose 'Search Toys' in sub menu.



You can search by Category if you like. The 'Status/Due' columns shows you if a toy is in the Toy Library. Toys that are currently on loan are not available for click-and-collect as we do not know when they will be returned..

The screenshot shows the Mibase Search Toys website interface. At the top, there is a navigation bar with links for Home, My Library, Toys, Toy Hire, Roster, Appointments, My Holds, and Reset Password, along with a Logout button. Below the navigation bar, there are search filters: 'Select Category', 'Select Attribute', and 'Select Age'. A search bar contains 'Search Toys', and there are buttons for 'Reset' and 'Pictures'. The search results show '100 of 1583 toys' and a 'Show All' button. A table lists various toys with columns for Toy name, Manufacturer, Age, Pieces, and Status/Due. A dropdown menu for 'Select Category' is open, showing options from A:Activity to S:Sports Toys. The table data is as follows:

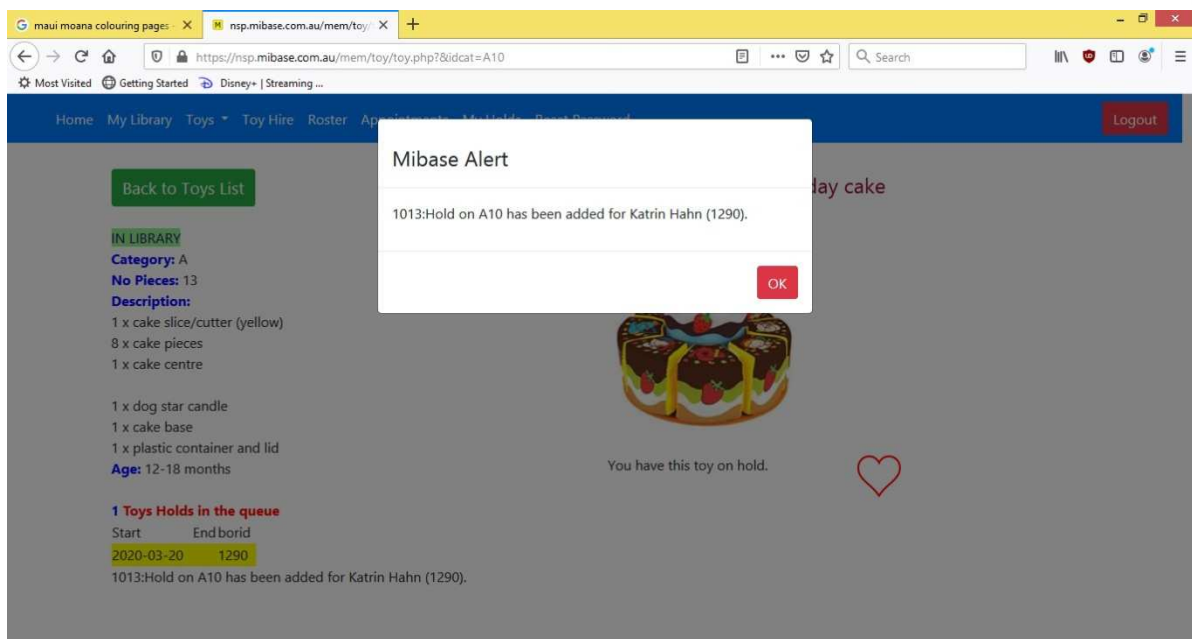
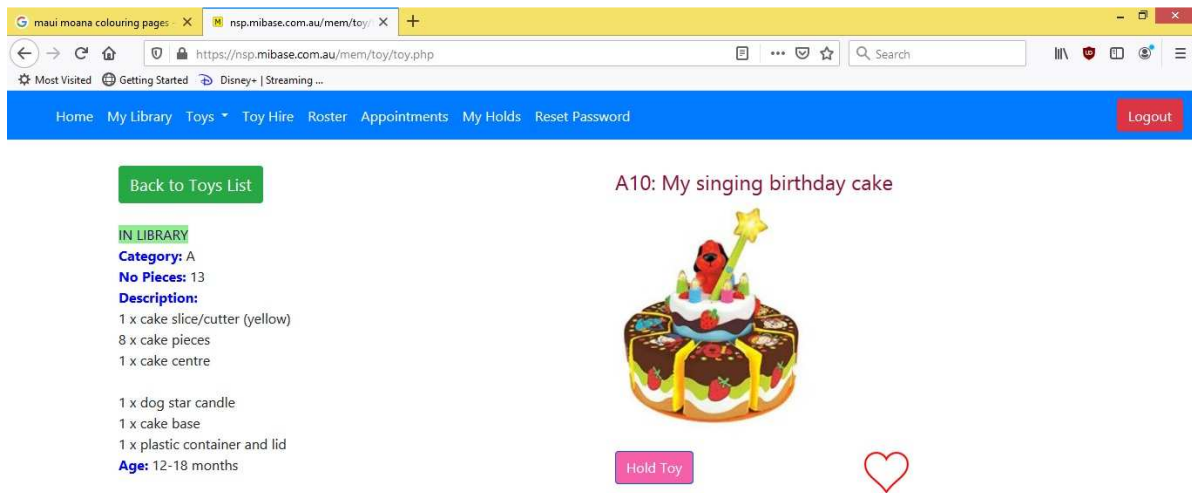
Toy name	Manufacturer	Age	Pieces	Status/Due
Evenflo table and chair		3-5 years	2	
F/P song & dance learning chair	FISHER PRICE	18 mnths-3 yrs	1	
Black & Decker tools set		3-5 years	7	29-03-2020
TOLO-Friends	Tolo	12-18 months	7	
Deluxe Travel Cot	Dominique	3-5 years	5	
My singing birthday cake	K's Kids	12-18 months	13	
Wobble Seat		3-8 years	1	
Jack magnetic dress up	LITTLE TIKES	3-5 years	31	
F-p Song & dance learning chair	FISHER PRICE	18 mnths-3 yrs	1	

Select 'View Toy'.

The screenshot shows the Mibase Search Toys website interface, similar to the previous one. The search filters and search bar are the same. The search results show '100 of 1583 toys' and a 'Show All' button. A table lists various toys with columns for No, id, Cat, Toy name, Manufacturer, Age, Pieces, and Status/Due. The 'View Toy' button for the first row is highlighted. The table data is as follows:

No	id	Cat	Toy name	Manufacturer	Age	Pieces	Status/Due
A1	1	A	Evenflo table and chair		3-5 years	2	
A4	4	A	F/P song & dance learning chair		18 mnths-3 yrs	1	
A5	5	A	Black & Decker tools set		3-5 years	7	29-03-2020
A7	7	A	TOLO-Friends		12-18 months	7	
A9	9	A	Deluxe Travel Cot		3-5 years	5	
A10	10	A	My singing birthday cake		12-18 months	13	
A11	11	A	Wobble Seat		3-8 years	1	
A12	12	A	Jack magnetic dress up	LITTLE TIKES	3-5 years	31	
A13	13	A	F-p Song & dance learning chair	FISHER PRICE	18 mnths-3 yrs	1	

Click 'Hold Toy'. Once done a confirmation will pop up.
If the toy is currently on loan or on hold for another member the system will notify you.



Please remember that in order to borrow new toys you will need to return your toys if you are currently having some at home. You can take a maximum of 5 toys plus 4 CDs, DVD and puzzles home.

Lean back and let us do the work. Your toys will be ready to pick up the Sunday of the same week.

Please ensure you are on time for your pick-up. If you can't make it please let us know so you wouldn't be charged the \$2 fee.