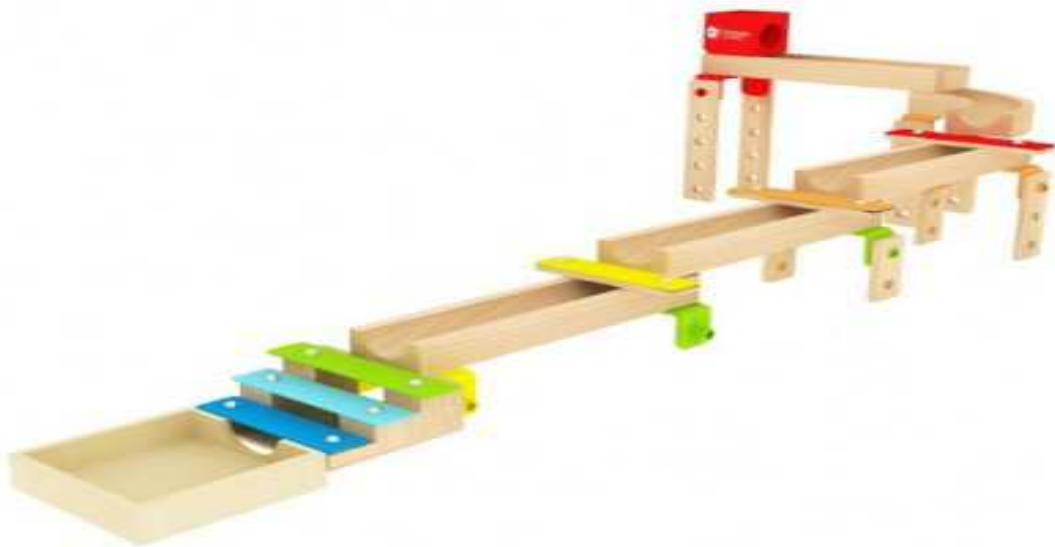




# MiBase User Guide

## Members



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## 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 MiBase computer system.

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

## What is MiBase

MiBase is the online database used by the North Shore Community Toy Library to manage the catalogue of toys, membership information and loans.

The database is cloud based and allows members to manage information from any location where an internet connection is available.

MiBase has 3 levels of access:

<b>Admin Login</b>	Ability to manage the entire database. Available to librarian and committee members only.
<b>Volunteer Login</b>	Ability to manage loans without seeing any membership details including contact information. Available to members during their rostered duty when checking returned toys.
<b>Member Login</b>	Ability to manage own current loans (including renewal and reservations) and roster (including sign up for a rostered date). Available to all members.

# Membership Access

## 1. 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).

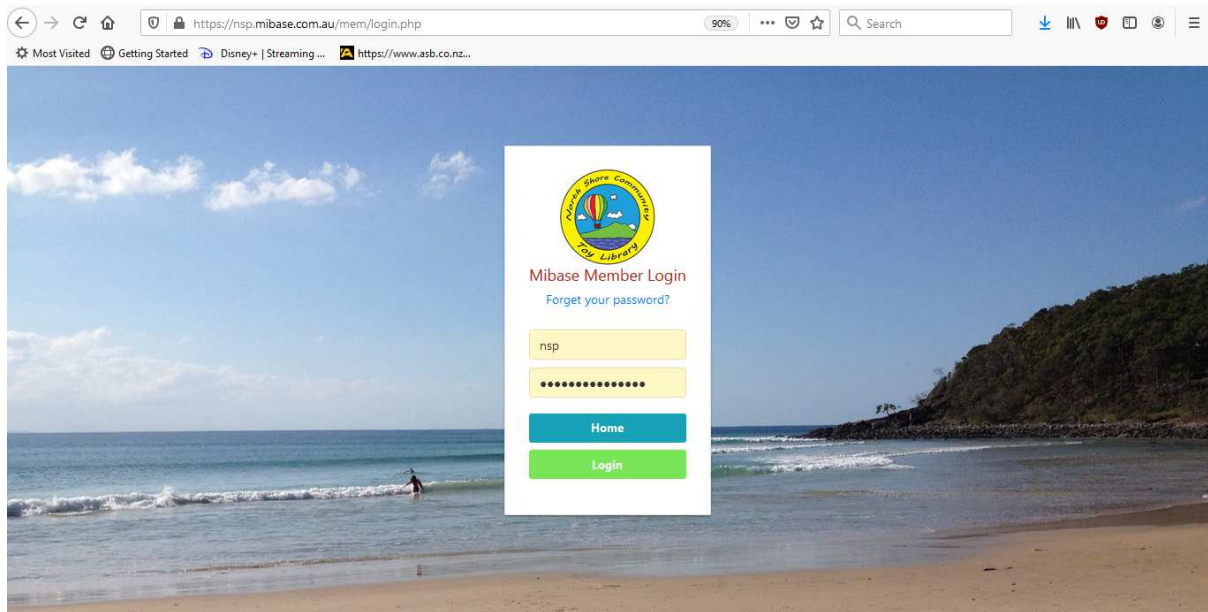


Figure 1: MiBase Login

Every member will receive their login details with their sign up. If you have forgotten your password and or user name you can click on 'Email my Password' (Figure 2). Please ensure you use the email you've provided us (including capital letters) as otherwise the system will not recognize your email. If you are still having problems please contact us.

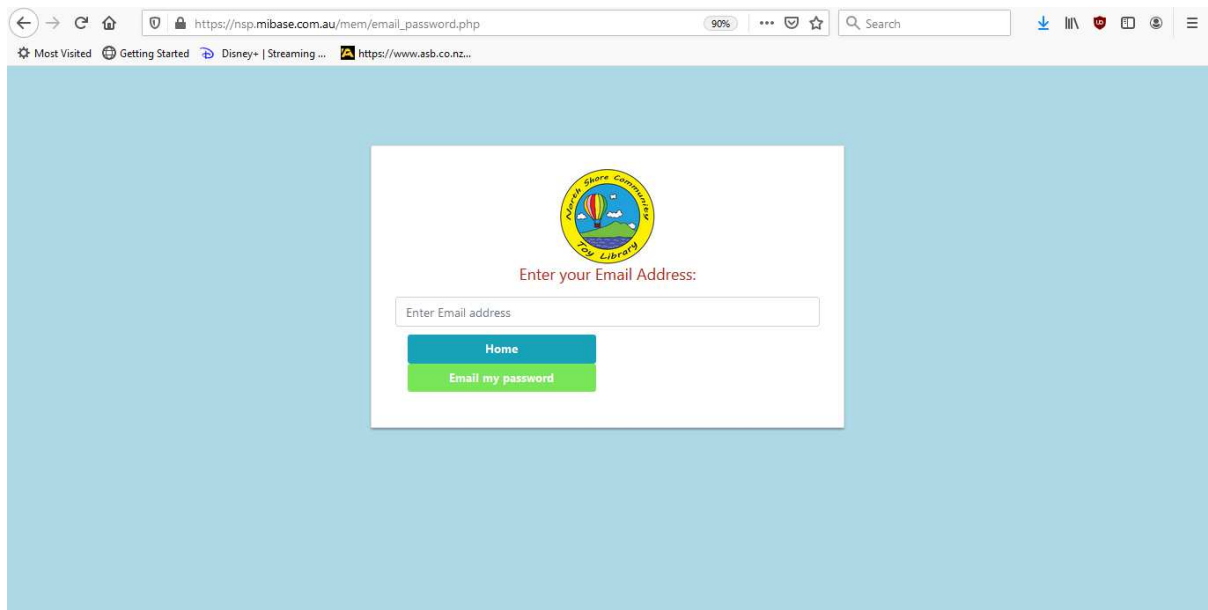


Figure 2: Forgotten Login Details

After an successful login you will automatically be navigated to your membership homepage (Figure 3) showing your member number, full name, membership type (committee, rostered, no roster), current membership start and end date.

The top menu contains all functions you will need to manage your loans and roster.

- Home (returns to your homepage)
- My Library (lists of current loans, booked roster duties, due dates, renewal option, missing pieces, toy details)
- Toys (browse through all toys in the Toy Library in catalogue form)
- Hire Toys (reserve our party pack)
- Roster (view and manage your roster duties)
- My Holds (hold toys for our click-and-collect service)
- Reset Password

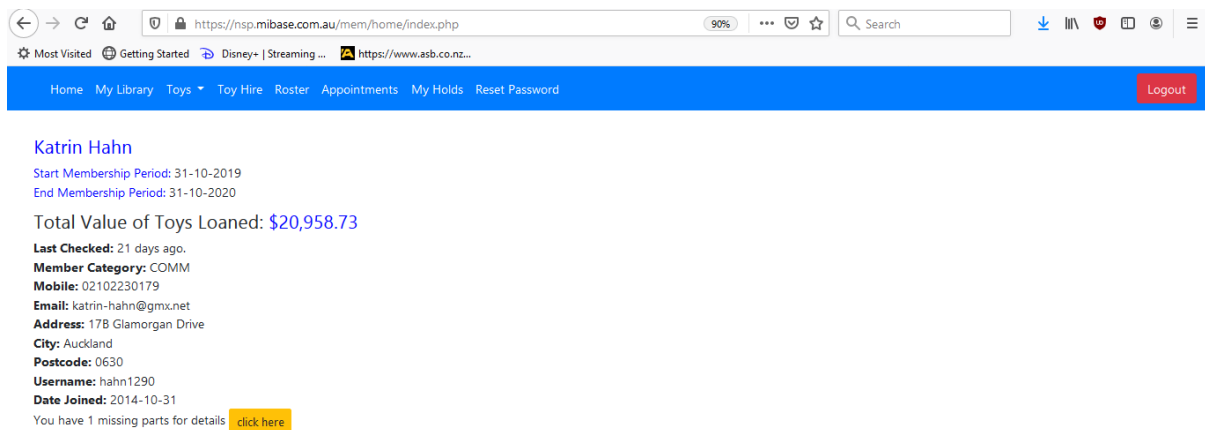
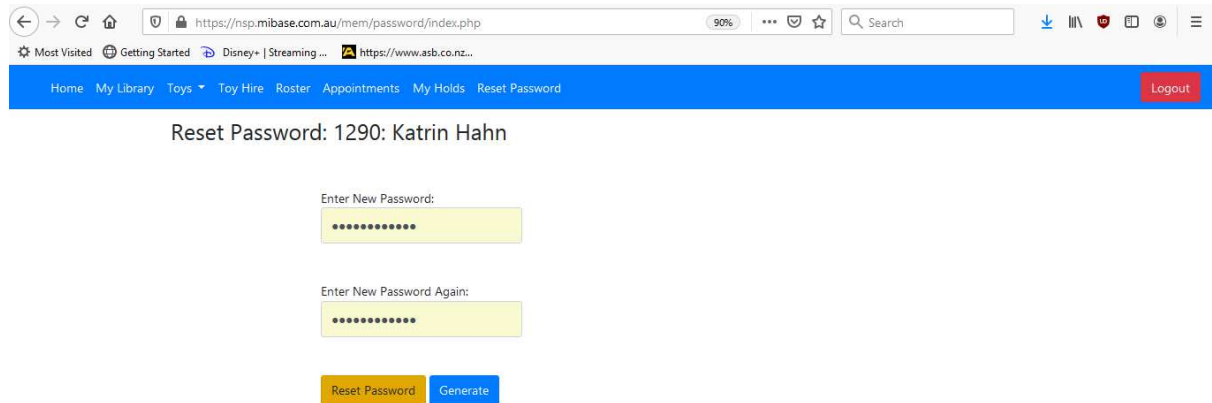


Figure 3: Membership homepage

## 2. Change Password

You can change your password anytime. Click on *'Reset Password'* button. Choose a password that is at least 10 characters long (Figure 4). Click *'Reset Password'* to confirm. You can also choose *'Generate'* which will generate a random password for you.



The screenshot shows a web browser window with the URL <https://nsp.mibase.com.au/mem/password/index.php>. The page title is "Reset Password: 1290: Katrin Hahn". The navigation bar includes links for Home, My Library, Toys, Toy Hire, Roster, Appointments, My Holds, and Reset Password, along with a Logout button. The main content area contains two password input fields: "Enter New Password:" and "Enter New Password Again:", both with masked characters. Below the fields are two buttons: "Reset Password" (yellow) and "Generate" (blue).

Figure 4: Change Password

### 3. Current Loans

Select 'My Library' from the menu. You will see a list of your current loans displaying hire date, toy number, toy name, toy picture, due date and renew status (Figure 5).

My Library: 1290: Katrin Hahn  
 Member Type: **COMM**  
 Can renew toys 1 times(s).

**Roster Duties**  
 Start: 31-10-2019 End: 31-10-2020

id	date	type	day	Session	status	comments
1591	25/01/2020	Member	Sat	09.30-11.30am	completed	

Total: 1 Required: 0.00 To Add: -1

**Toys On Loan** [Loans History](#)

id	Loaned	Due	Toy	Picture	Renew
33659	30-05-2020	13-06-2020	C58: Stretchy Tubes & Wheels Construction		<a href="#">Renew</a> max: 14 days: 14
33663	30-05-2020	13-06-2020	R10: Roller coaster		<a href="#">Renew</a> max: 14 days: 14

Showing 1 to 2 of 2 entries

**Missing and Found Pieces**

Figure 5: Loan List

When scrolling down you will see your missing toy pieces and whether they have been returned (Figure 6).

Total: 1 Required: 0.00 To Add: -1

**Toys On Loan** [Loans History](#)

id	Loaned	Due	Toy	Picture	Renew
33659	30-05-2020	13-06-2020	C58: Stretchy Tubes & Wheels Construction		<a href="#">Renew</a> max: 14 days: 14
33663	30-05-2020	13-06-2020	R10: Roller coaster		<a href="#">Renew</a> max: 14 days: 14

Showing 1 to 2 of 2 entries

**Missing and Found Pieces**

date lost	status	Toy	Picture	piece
04-06-2016	Missing	I238: Wee MD - Doctor		Tweezers pink

Figure 6: History Missing Pieces

By clicking the toy number (e.g. C58) you will be able to see all toy pieces, any missing pieces and a larger photo. (Figure 7).

https://nsp.mibase.com.au/mem/toy.php?v=lib&idcat=C58

Home My Library Toys Toy Hire Roster Appointments My Holds Reset Password Logout

Back to My Library

**Due:** 13-06-2020  
**Category:** C  
**No Pieces:** 96  
**Description:**  
 16 x light blue connector tubes  
 16 x dark blue connector tubes  
 15 x red connector tubes  
 16 x yellow connector tubes  
 4 x plastic zippit bags  
 4 x green wheeled cubes  
 4 x green cubes  
 4 x yellow cubes  
 4 x blue spheres  
 4 x red spheres  
 2 x large yellow blocks  
 2 x large blue blocks  
 2 x green wheel  
 1 x plastic container with lid

THIS TOY WAS PURCHASED THANKS TO AUCKLAND COUNCIL LOCAL BOARDS.  
**Age:** 3-8 years

C58: Stretchy Tubes & Wheels Construction

This toy is on loan, cannot hold.

Add to Favourites

Missing and Found Pieces and Warnings

date lost	status	piece
20-11-2019	Broken	1x red connector tube

Figure 7: Toy Details



## 4. Renewing Loans

To renew a toy click 'Renew' which will extend your hire by 14 days. It will confirm your renewal status in a pop up window (Figure 8). You can renew the toy at any time before the due date.

My Library: 1290: Katrin Hahn  
Member Type: **COMM**  
Can renew toys 1 time(s).

Roster Duties  
Start: 31-10-2019 End: 31-10-2020

id	date	type	status	comments	
1591	25/01/2020	Member	Sat	09.30-11.30am	completed

Total: 1 Required: 0.00 To Add: -1

Toys On Loan [Loans History](#)

C58: Stretchy Tubes & Wheels Construction has been renewed. Due: 27 Jun 2020. 2x pieces had been chewed

id	Loaned	Due	Toy	Picture	Renew
33659	30-05-2020	27-06-2020	C58: Stretchy Tubes & Wheels Construction		Cannot Renew, can only renew 1 time(s).
33663	30-05-2020	13-06-2020	R10: Roller coaster		<a href="#">Renew</a> max: 14 days: 14

Showing 1 to 2 of 2 entries

Figure 8: Renewed Toy Loan

You will not be able to renew online if:

- You reached the maximum hire time
- Your due date has passed and the toys are now overdue (you will need to contact the librarian to renew your toys)
- The toy has been reserved by another member

## 5. Toy Reservations (Party Pack)

For an additional charge we offer members to hire party pack toys and equipment as a date of their choice. Select 'Toy Hire' from the menu. You will see our toy catalogue and you will be able to reserve a toy by clicking 'Hire Toy' (Figure 9).

No	id	Cat	Toyname	Manufacturer	Age	Pieces	Due
PP1	1	PP	Party Pack-1 table & 10 chairs			11	
PP2	2	PP	Party pack-2 tables & 20 chairs			22	
PP3	3	PP	Roller Coaster			7	
PP4	4	PP	Climbing Gym		3-5 years	12	31-05-2020
PP5	5	PP	L/T Crazy Coupe Car		3-5 years	0	
PP6	6	PP	Party Pack-Bubble Machine			2	
PP7	7	PP	Bottle of bubble Fluid			0	
PP8	8	PP	Pink Cottage	Mocka	18 mnths-3 yrs	28	
PP9	9	PP	Blue Castle	Mocka	18 mnths-3 yrs	28	
PP10	10	PP	1x table and 10 Chairs			11	
PP11	11	PP	Candy Floss Maker		5+ years	8	

Figure 9: Toy Reservation

Reservations are only for the party pack. You can book any number of toys for your date of choice. There will be no reservation fee, but a toy specific hire fee applies. Click on the date you would like to reserve and click 'Add a Reservation' to confirm (Figure 10). The standard loan period for party pack items is 1 week.

The colour coding helps you see if particular dates are available or already booked by another member.

[Back to Toy Hire List](#)

Start Date:       End Date:

Click on the Calendar below to select the dates.  
 Toys are hired for a maximum of 7 days. (borrow and return on the same day of the week).

On Loan   
 Reserved   
 Selected   
 Closed


**June 2020**

Sun	Monday	Tuesday	Wed	Thurs	Friday	Saturday
	1740 1	1740 2	1740 3	1740 4	1740 5	1740 6
1740 7	1740 8	1740 9	1740 10	1740 11	1740 12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**July 2020**

Sun	Monday	Tuesday	Wed	Thurs	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**PP4: Climbing Gym**



**Hire Charge: \$10.00 per 7 days.**  
**Due: 31-05-2020**

Figure10: Party Pack Bookings

## 6. Toy Catalogue

### Full List

You have different options of browsing through our toys. When selecting 'Toys' in the menu you can display all toys (Figure 11). The list will show you toy number, toy name, toy category, whether it is on loan or in the library, brand, number of pieces and age recommendation. By moving the mouse over the 'view toy' button you can see the picture. By clicking on it you will open the toy details on a different screen. This will allow you to see when the toy is due to be returned if it is currently on loan.

Showing 1 to 100 of 100 entries






Cat	idcat	Toyname	pic	Status	Manufacturer	Age	Parts	Attr
A	A1	Pull along Alligator		LIBRARY		18 mnths-3 years	1	1
A	A4	F/P song & dance learning chair		-06-2020	FISHER PRICE	18 mnths-3 yrs	1	4
A	A5	Black & Decker tools set		-06-2020		3-5 years	7	5
A	A7	TOLO-Friends		-06-2020	Tolo	12-18 months	7	7
A	A9	Deluxe Travel Cot		LIBRARY	Dominique	3-5 years	5	9
A	A10	My singing birthday cake		14-06-2020	K's Kids	12-18 months	13	10
A	A11	Wobble Seat		21-06-2020		3-8 years	1	11
A	A12	Jack magnetic dress up		LIBRARY	LITTLE TIKES	3-5 years	31	12
A	A13	F-p Song & dance learning chair		On Hold	FISHER PRICE	18 mnths-3 yrs	1	13
A	A15	Pull along crocodile & Bead frame		LIBRARY		18 mnths-3 yrs	3	15

Figure 11: List Of All Toys

If you would like to see the whole catalogue you can change number of toys to display from 100 to 'All' (Figure 12).

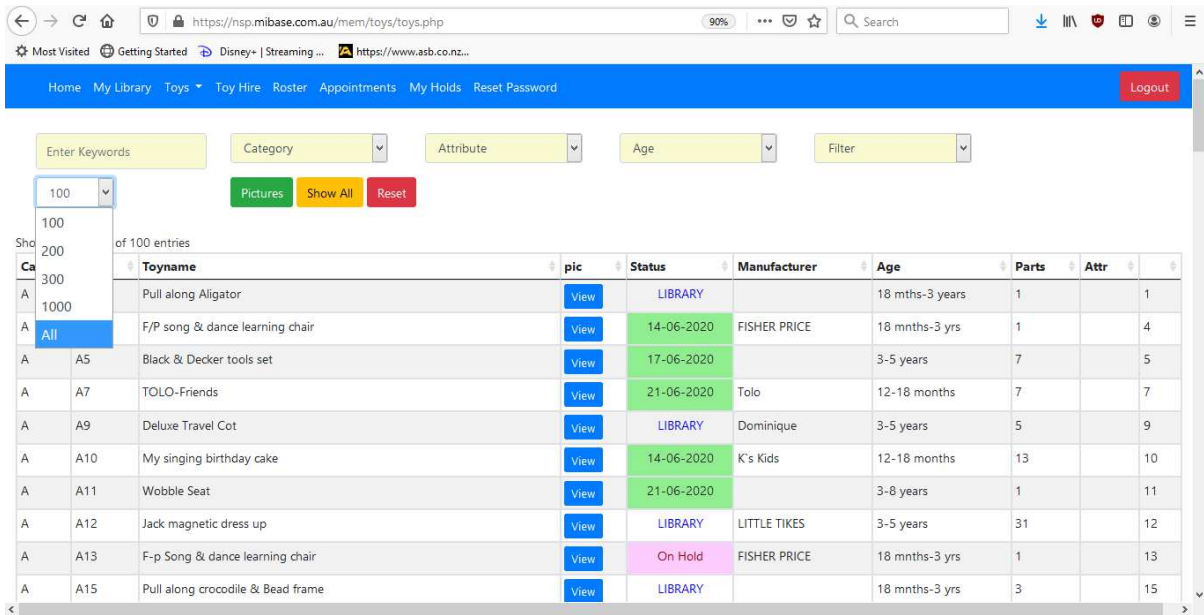


Figure 12: Select Number Of Displayed Toys

You can filter by 'Toy Category' (construction, music, games, puzzles, etc.), 'Age' (age recommendation) or use key words like 'construction', 'wood' or similar.

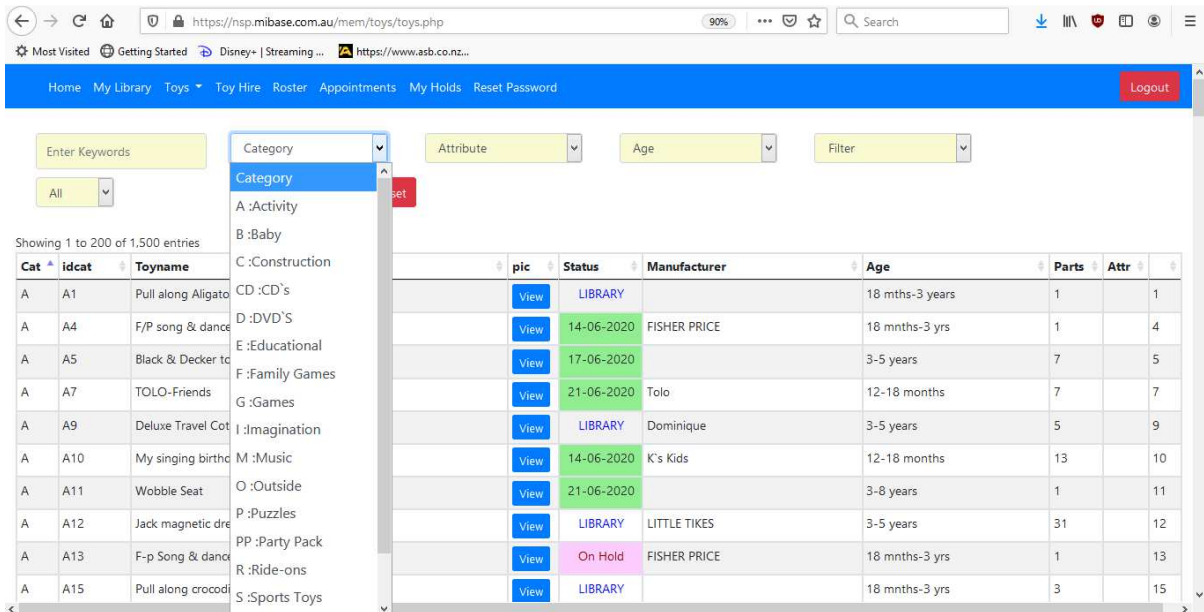


Figure 13: Select Toy Category

## Popular Toys and New Toys

By choosing 'Popular Toys' toys hired the most days will be displayed. By choosing 'New Toys' our latest additions will be shown (Figure 14).

Browser: [https://nsp.mibase.com.au/mem/toys\\_new/toys.php](https://nsp.mibase.com.au/mem/toys_new/toys.php)

Navigation: Home My Library **Toys** Toy Hire Roster Appointments My Holds Reset Password Logout

Search:

Pages: Search Toys, New Toys, Popular Toys, Favourites

Showing 1 to 100 of 100

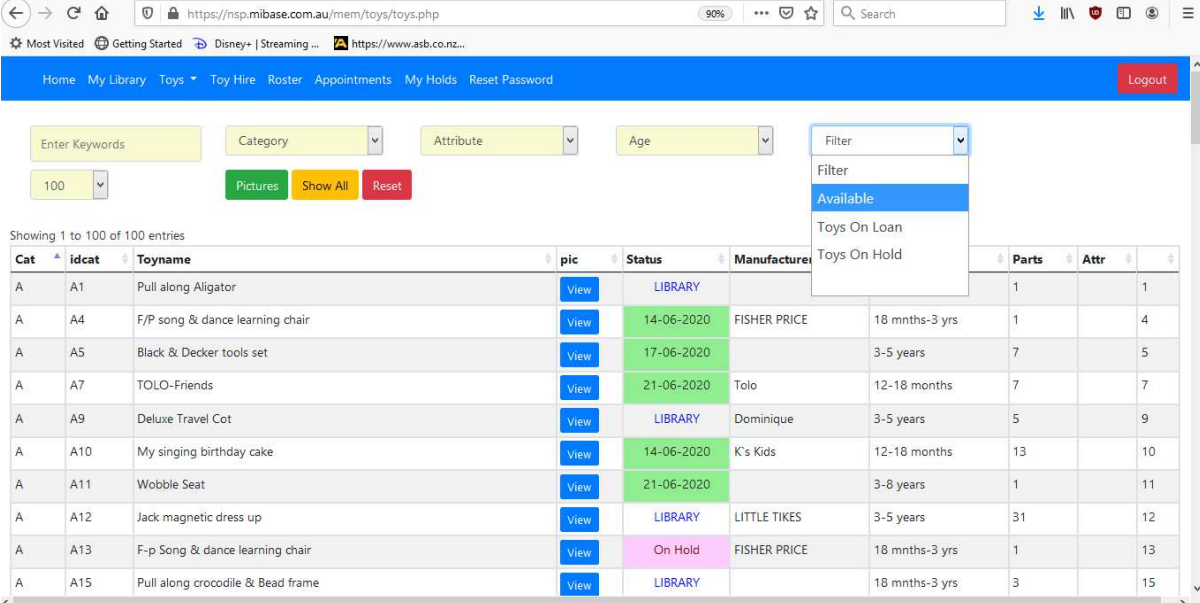
No	id	Toysname	Purchased		Manufacturer	Age	Pieces	Due
C109	109	SmartMax Power Vehides Mix Set	18-09-2019	<a href="#">View Toy</a>	SmartMax	3-8 years	27	13-06-2020
C114	114	Magformers Curve Set 20pc	18-09-2019	<a href="#">View Toy</a>	Magformers	3-5 years	25	
C115	115	Magformers Curve Set 40pc	18-09-2019	<a href="#">View Toy</a>	Magformers	3-8 years	42	13-06-2020
C116	116	Magformers Basic Set	18-09-2019	<a href="#">View Toy</a>	Magformers	3-8 years	64	14-06-2020
C70	70	SmartMax My First Animal Train	18-09-2019	<a href="#">View Toy</a>	SmartMax	18 mths-3 years	23	21-06-2020
C72	72	SmartMax My First Animal Train	18-09-2019	<a href="#">View Toy</a>	SmartMax	18 mths-3 years	27	
C77	77	SmartMax Basic Set	18-09-2019	<a href="#">View Toy</a>	SmartMax	2-5 years	44	10-06-2020
C79	79	SmartMax Basic Set	18-09-2019	<a href="#">View Toy</a>	SmartMax	2-5 years	44	14-06-2020
C80	80	SmartMax My First Safari Animals	18-09-2019	<a href="#">View Toy</a>	SmartMax	18 mths-3 years	19	
C81	81	SmartMax My First Safari Animals	18-09-2019	<a href="#">View Toy</a>	SmartMax	18 mths-3 years	20	

Figure 14: New Toys

## 7. Hold Toys (Click-and-Collect Service)

We offer a click-and-collect service once a week for a small surcharge. You can choose your toys online and pick them up the same week (we will have them ready for you).

Select 'Toys' in the menu to access the toy catalogue and choose a toys you like. You will only be able to hold toys that are currently in the Toy Library. You can set the filter to 'available' to limit the display to the toys you can choose. (Figure 15).



The screenshot shows a web browser displaying a toy catalogue. The URL is <https://nsp.mibase.com.au/mem/toys/toys.php>. The navigation bar includes 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: Enter Keywords, Category, Attribute, Age, and a dropdown menu for Filter. The Filter dropdown is open, showing options: Filter, Available, Toys On Loan, and Toys On Hold. The main content area displays a table of toys with columns for Cat, idcat, Toyname, pic, Status, Manufacture, Parts, and Attr. The table shows 100 entries, with the first 15 rows visible. The status of the toys varies, including LIBRARY, On Hold, and various dates and manufacturers.

Cat	idcat	Toyname	pic	Status	Manufacture	Parts	Attr
A	A1	Pull along Alligator	<a href="#">View</a>	LIBRARY		1	1
A	A4	F/P song & dance learning chair	<a href="#">View</a>	14-06-2020	FISHER PRICE	18 mnths-3 yrs	4
A	A5	Black & Decker tools set	<a href="#">View</a>	17-06-2020		3-5 years	5
A	A7	TOLO-Friends	<a href="#">View</a>	21-06-2020	Tolo	12-18 months	7
A	A9	Deluxe Travel Cot	<a href="#">View</a>	LIBRARY	Dominique	3-5 years	9
A	A10	My singing birthday cake	<a href="#">View</a>	14-06-2020	K's Kids	12-18 months	10
A	A11	Wobble Seat	<a href="#">View</a>	21-06-2020		3-8 years	11
A	A12	Jack magnetic dress up	<a href="#">View</a>	LIBRARY	LITTLE TIKES	3-5 years	12
A	A13	F-p Song & dance learning chair	<a href="#">View</a>	On Hold	FISHER PRICE	18 mnths-3 yrs	13
A	A15	Pull along crocodile & Bead frame	<a href="#">View</a>	LIBRARY		18 mnths-3 yrs	15

Figure 15: Select Toys Available

Select 'View Toy'. (Figure 16).

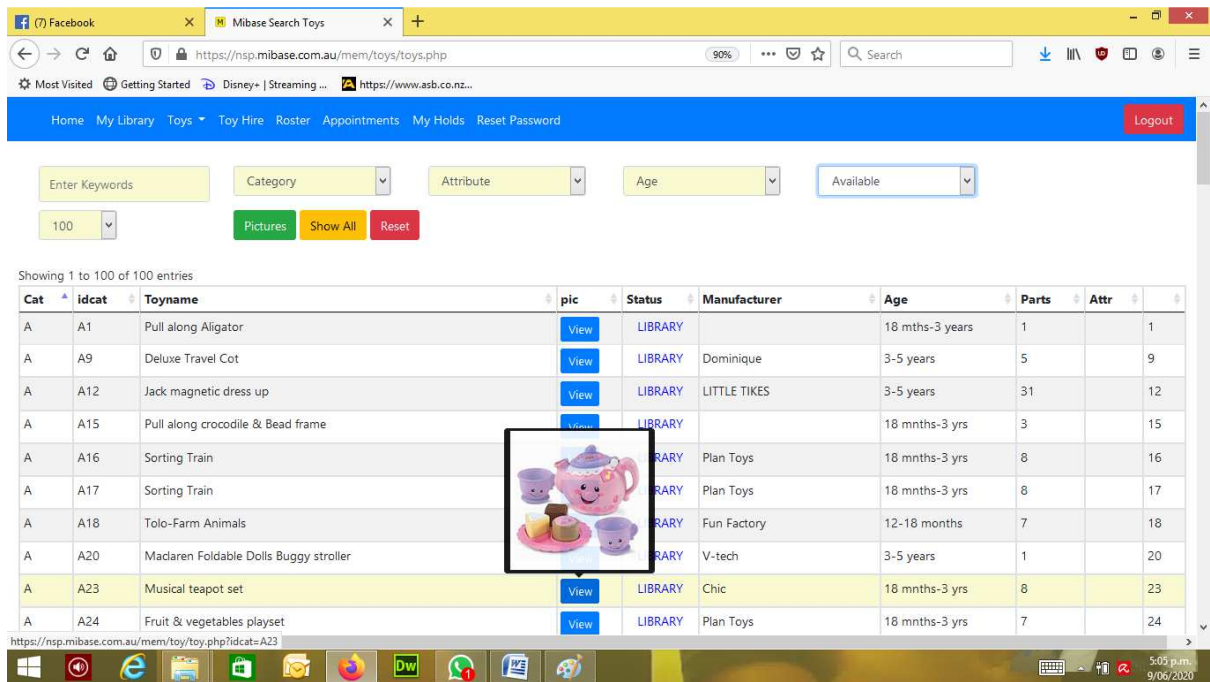


Figure 16: Select Toy

Select 'Hold Toy' and a confirmation will appear. (Figure 17, Figure 18)

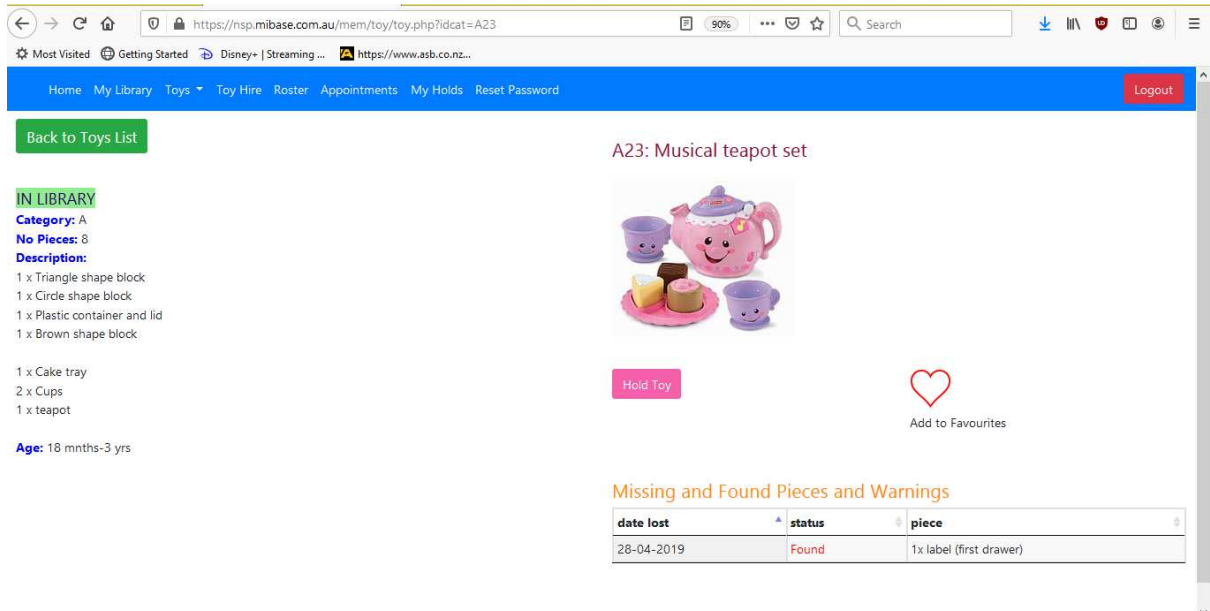


Figure 17: Hold Toy



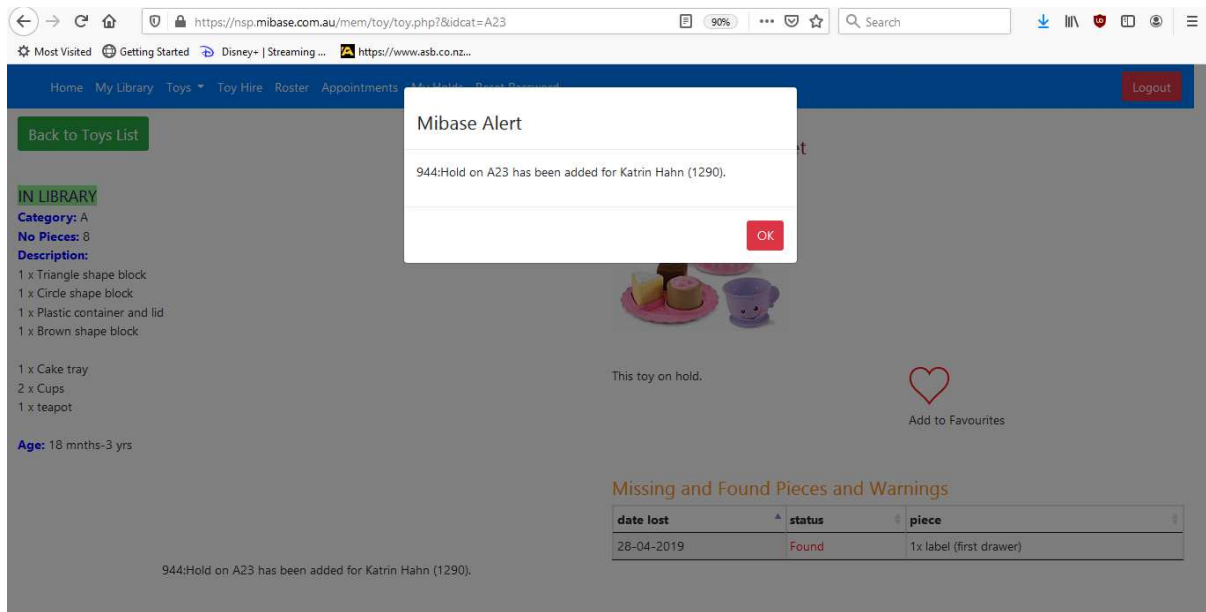


Figure 18: Hold Toy Completed

You can view and delete your holds under the 'My Holds' selection in the menu. (Figure 19). A fee of \$2 per click-and-collect session (for all toys, not charged per single toy) applies.

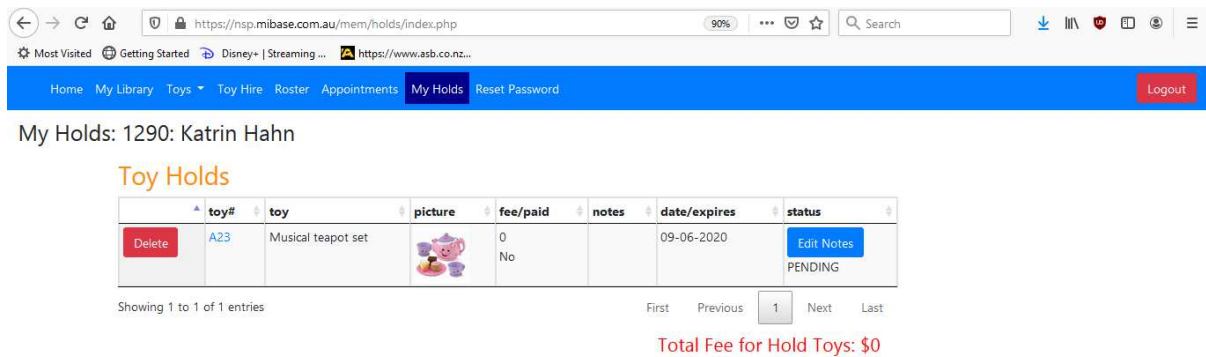


Figure 19: Hold Toys

## 8. Roster

You can see the full roster by clicking 'Roster' in the menu. The start screen will show you how many open duties you have during your current membership. You can see which dates are still available and which members are signed up for each rostered date. (Figure 20).

Roster: 1290: Katrin Hahn

### Roster Duties

Start: 31-10-2019 End: 31-10-2020

id	date	type	day	Session	status	comments
1591	25/01/2020	Member	Sat	09:30-11:30am	completed	

Total: 1 Required: 0.00 To Add: -1

**10-JUN-2020** **14-JUN-2020** **17-JUN-2020** **19-JUN-2020**

**Wednesday** **Sunday** **Wednesday** **Friday**

16:30 - 18:30 12:30 - 14:30 18:30 - 20:30 09:30-11:30am

Rowan Schnaner Jimin Hong Marina Tishchenko Marina Tishchenko

14:30 - 16:30

Kylie Stevens Penny (Jing) Wang

Figure 20: Sign up Roster Duty

If a duty date is available a 'Add Duty' button is available (Figure 21). By selecting this button you confirm your slot. You can delete your requested date if required and change.

If you are having a roster duty membership you will need to fill in one duty each term. If you would like to support us you can choose additional roster duties to help out.

Wang

**20-JUN-2020** **21-JUN-2020** **24-JUN-2020** **26-JUN-2020**

**Saturday** **Sunday** **Wednesday** **Friday**

09:30-11:30am 12:30 - 14:30 18:30 - 20:30 09:30-11:30am

Delete Add My Duty Marina Vasileva Marina Tishchenko

Add My Duty Add My Duty

14:30 - 16:30

Kate Griffith Julie Cossey

**27-JUN-2020** **28-JUN-2020** **01-JUL-2020** **03-JUL-2020**

**Saturday** **Sunday** **Wednesday** **Friday**

09:30-11:30am 12:30 - 14:30 18:30 - 20:30 09:30-11:30am

Add My Duty Add My Duty Jibo (Tina) Wong Manisha Sharma Marina Tishchenko

14:30 - 16:30

https://nsp.mibase.com.au/mem/roster/select.php?id=4908&mem\_id=1290

Figure 21: Delete Roster Duty