



A Service Exchange Network - www.tbmw.org

Instructions for Logging hours as service exchanges which are not set-up through the Community Weaver (CW) database website.

When you do community service, follow the guides below. For reasons of accountable all transactions are monitored.

If you set up an exchange over the phone or email without using the Community Weaver TimeBanks website, you can still log hours for a service given to or received from another member.

1. Click on the **My Account** tab, then **My Hours**
2. – Use **Deduct Time** to bill another member for services you gave.
 - Use **Add Time** to pay another member for services they gave you.
3. Fill in the information on the Record Hours screen as follows:

A screenshot of the Time Bank USA Online website showing the "Record Hours" form. The page header includes the Time Bank USA Online logo, the text "Recipro-City, DC", and navigation buttons for "find timebanks", "my timebank", "sign out", and "help". Below the header are buttons for "home", "community", "give & receive", and "my account". The user is signed in as "Adam Buff" and there is a "New Features!!" link. The main navigation bar includes "Messages", "My Services", "My Hours", and "My Profile". Under "My Hours", there are buttons for "View Activity", "Add Time", and "Deduct Time". The "Record Hours" form has the following fields:

Service Given To:	Select Recipient Select the member who received the service
Was an Ad posted?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Ad Title:	If an Ad was posted, please select the appropriate Ad.
Service:	Select Service Category This will be selected for you when you select a Service Ad. However, if a Service Ad was not posted, please make sure you click on the link to select the category for this exchange.
Brief Description:	

Service Given By/To

1. Click the Select Provider/Recipient
2. Enter the *first* name of the member you are looking for, then click the **Lookup Member** button.
3. Select the appropriate member from the list that appears, then click the **Confirm** button.

Tranfering Credits from projects, group, or organizations also follow the above protocol. In these the exchange is between a Member and a Non-Member account.

For exmple, if you are providing service to a project or organization, NOT A INDIVIDUAL, you'll document that time in the "Select Provider/Recipient" to an organization that is in the Community Weaver (CW) database of accounts.

You can quickly identify the project or organizations that have a CW account by using the CW search function. On the CW log in home page, on the left column, click "Member Search", in the following dialog box, type the letters "ORG" without the quote marks in the LAST NAME field, scroll down and click search. All the member accounts that are ORG will now display.

If a receiving sevice ORG that is not listed as an ORG, and the receiving service Organization is recognized as a special case by the TimeBank Mahoning Watershed the service time is still rewarded.

Simply list the "Select Provider/Recipient" as the TimeBank MW ORG administration account, Click the category as community service, in the subject field type the "name of the project or service" note the date it and so on.

Was an Ad Posted?

If an ad was placed in the system for this exchange,

1. Click **Yes**.
2. Go down one row and click on the **Select Ad**
3. Select the appropriate ad from the list that appears, then click the **Confirm** button.
4. Jump down to the Brief description row If no ad was placed, ignore this field.

Ad Title

If no ad was placed, ignore this field. This row is automatically filled out if you select an ad as instructed above.

Service

If an ad was placed in the system for this exchange, the service description will automatically be filled in when you select the Ad Title as described above.

If no ad was placed:

1. Click on the link:

Change to another Service Category

2. Selecting one of the items in the Service Category column, then in the Services column.
3. Click the **Confirm** button.

Brief Description

If an ad was placed, ignore this field. If no ad was placed, enter a short description of the exchange that was performed.

Date of Service

Enter the date the exchange was performed. If the service spanned several days, enter the date it was completed.

Time Spent/Earned

Enter the total elapsed time spent on this exchange, including travel time if applicable. Numbers should be entered as decimal, i.e. 3.5, not 3 1/2.

Mileage If travel was included in the exchange, enter round-trip mileage.

4. Click the **Preview** button (lower right) to see how your hours will appear before recording it. This will take you to the Record Hours summary screen. Select one of the links to proceed as follows:

Cancel Returns to the previous screen.

Edit Returns to the previous screen where changes can be made.

Confirm Will more Time Dollars between accounts confirms the hours were recorded. You can click on the **My Hours** link to see a change in your account.

If you get billed incorrectly just send a message to the broker to dispute your bill.

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