Guide To Adding an AT Exchange Item and Photo

Ability Tools / AT Exchange
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Can I see a list of all the items I've added?

Definitions of Item Classifications

  Vision
  Hearing
  Speech Communication
  Learning, Cognition, and Developmental
  Mobility, Seating, and Positioning
  Daily Living
  Environmental Adaptations
  Vehicle Modification and Transportation
  Computers and Related
  Recreation, Sports, and Leisure Equipment
The goal of this step by step document is to guide individuals how to add an item and photo on AT Exchange.

**Who can add an item?**

Anyone who has an account may add assistive technology for sale or for free listings or wants.

**Step 1: Login to your AT Exchange Account**

Go to http://www.exchange.abilitytools.org and to the left of the AT Exchange website, under the Login section, enter your Email and Password credentials.

![Login to your AT Exchange Screen capture of AT Exchange Web Page:www.exchange.abilitytools.org](image)
Step 2: Go to ITEMS

After you login, notice at the top of your AT Exchange Web Page for "You are logged on as...". From the top global navigation bar, go to ITEMS (view new items, add items, place want ad)

Figure 2 Screen capture of logged on AT Exchange Welcome Page

Step 3: Add Item

Under MENU section, click on Item Add link

Figure 3 Screen capture of left navigation's MENU section
Step 4: Complete the ITEM ADD Form -
Complete the ITEM ADD form as best as you can. **Fields marked with an arrow □ are required.** Below is an example of an item that was previously added. [Jump to Definitions to review the Item Classifications](#)

![Figure 3 Screen capture of ITEM ADD form](image)

**ITEM ADD Form**

- **Owner:** Rosemarie Punzalan
- **Item Name:** Voice Recorder
- **Description:**
  
  This is a Basic Voice Recorder from Olympus.
  
  The Recorder has the ability to record 96 hours of High Quality Audio or 202 Hours of Low Quality Audio.

- **Item Classification:** Learning, Cognition, and Developmental
- **Peripheral:**
  
  Status:
  
  OK
  
  Add Peripheral
- **Website ID:** 111131
- **Inventory Tag:**
- **Serial Number:** 100233268
- **Make:** Olympus
- **Model:** Note Corder DP-201
- **Warranty:**
- **Date Purchased:** 6/30/2014
- **Manufacturer's Website:** [http://www.olympus.com](http://www.olympus.com)
Add Photo

Transaction Information

Transaction: Loan

Estimated Current Value
(MSRP): $40.00

Asking Price: $0.00

Program: CFILC

This Program Only: □

Date Expires: □ Leave empty to never expire.

Website Searching Categories

- Activities of Daily Living
- Adaptive Computer Devices
- Cause & Effect
- Communication Devices
- Computer Software
- Disposable Items
- Exercise Equipment and Recreation
- Hospital Beds
- Learning Aids
- Medical Equipment
- Mounting Devices
- Phones and Phone Accessories
- Resource Information
- Speech Amplification
- Standing Frames and Tilt Tables
- Tablets and Touchscreen Devices
- Vehicles and Lifts for Vehicles
- Wheelchair Accessories
- Wheelchairs - Power

- Adapted Toys
- Ambulatory Devices
- Children's Equipment
- Computer Monitors
- Computers
- Environmental Controls
- Hearing Loss
- Housing (Accessible)
- Lifts
- Miscellaneous
- Personal Care
- Ramps
- Scooters
- Stair Elevators
- Switches
- Vehicle Accessories
- Vision Loss
- Wheelchairs - Manual
- Workstation Modifications

Spell Check  Update Item  Remove Item  Cancel
Step 5: Add Photo

If you already have your own saved item photo that you would like to use, please go to step 4 to upload.

- Go to Google Images to search for a photo of your item then click on the search icon OR press ENTER key on your keyboard. [https://www.google.com/imghp?hl=en&tab=wi&ei=3eOIU-WNKLG1iAKD6IH4Cg&ved=0CAQQqi4oAg](https://www.google.com/imghp?hl=en&tab=wi&ei=3eOIU-WNKLG1iAKD6IH4Cg&ved=0CAQQqi4oAg). Below is an example of Basic Voice Recorder by Olympus DP-201

- Choose a photo to save it on your computer. Follow the steps below:
  1. Right click the photo and select "Save image as..."
2. Enter the photo name in the File Name. Be sure to know where you are saving the photo. Then click the Save button to save your photo.

3. Go back to your ITEM ADD form, next to "Item Photo(s):" click the Choose File button, locate and select the saved photo, and click the Open button. Below is an example.
4. The saved photo file name will appear next to the Choose File button. Click the Upload button and the photo will appear.

Step 6: Add Item

Before submitting your completed ITEM ADD form, review all the fields to ensure the information is accurate. Click the "Add Item" button to add the new item and it will auto generate a Website ID.

Can I see a list of all the items I've added?

Yes. After logging on, click on "My Account" and then click on the link "My Items" in the left hand MENU and a complete listing of the items you have added to the AT Exchange will display.

Definitions of Item Classifications:

- **Vision**: Products designed to assist with vision.
- **Hearing**: Products designed to assist with hearing.
- **Speech Communication**: Products designed to assist with speaking and face-to-face communication for individuals with speech disabilities.
- **Learning, Cognition, and Developmental**: Products to provide people with disabilities with access to educational materials and instruction in school or other environments; products that assist with learning, and cognition.
• **Mobility, Seating, and Positioning**: Products whose main focus is on augmenting or replacing the functional limitations of an individual's mobility.

• **Daily Living**: Devices that enhance the capacity of people with disabilities to live independently, especially AT that assists with Instrumental and other Activities of Daily Living (ADLs, IADLs) such as dressing, personal hygiene, bathing, home maintenance, cooking, eating, shopping, and managing money.

• **Environmental Adaptations**: Environmental and structural adaptations to the built environment that remove or reduce barriers and promote access to and within the built home, employment and community facilities for individuals with disabilities. Environmental adaptations usually involved building construction, engineering, and architecture, but also include environmental controls and switches that can control a large portion of or and entire living environment. Environmental adaptations are typically permanent or semi permanent structures, modifications or additions.

• **Vehicle Modification and Transportation**: Products that give people with disabilities independence and enhance safety in transportation thru adaptation of vehicles.

• **Computers and Related**: Hardware and software products that enable people with disabilities to access, interact with and use computers at home, work, or school. Includes modified or alternate keyboards, switches activated by pressure, touch screens, special software, and voice to text software.

• **Recreation, Sports, and Leisure Equipment**: Products not already classified in other categories that help persons with disabilities to participate in sport, health, physical education, recreation, leisure, and dance events.