



Assistive Technology Network
California's Tech Act Project

Guide To Adding an AT Exchange Item and Photo

Ability Tools / AT Exchange

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www.exchange.abilitytools.org

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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.

Figure 1 Login to your AT Exchange Screen capture of AT Exchange Web Page:www.exchange.abilitytools.org

Ability Tools
Assistive Technology Network

Welcome to the AT Exchange

HOME | MY ACCOUNT | ITEMS | CONTACT US | HELP

START HERE: - All Categories - [Advanced Search](#)

LOGIN

Email:

Password:

[Request a New Account](#)

[I Forgot My Password!](#)

BORROW - BUY/SELL - DONATE - TRYOUT - GADGETS & DEVICES

Welcome to the AT Exchange!

A **FREE** service of the AT Network that connects Californians to the assistive technology (AT) devices they need to live independently. Here you will find new and used low and high-tech devices for people with disabilities that include magnifiers, mobility devices, hardware and software.

You can:

- Borrow devices to try for 30 days
- Find used devices for free or low-cost
- Sell used devices
- Give away devices
- Place want ads for devices you need

Begin Your Search!

Item Search:

Category:

- All Categories -

FEATURED EQUIPMENT

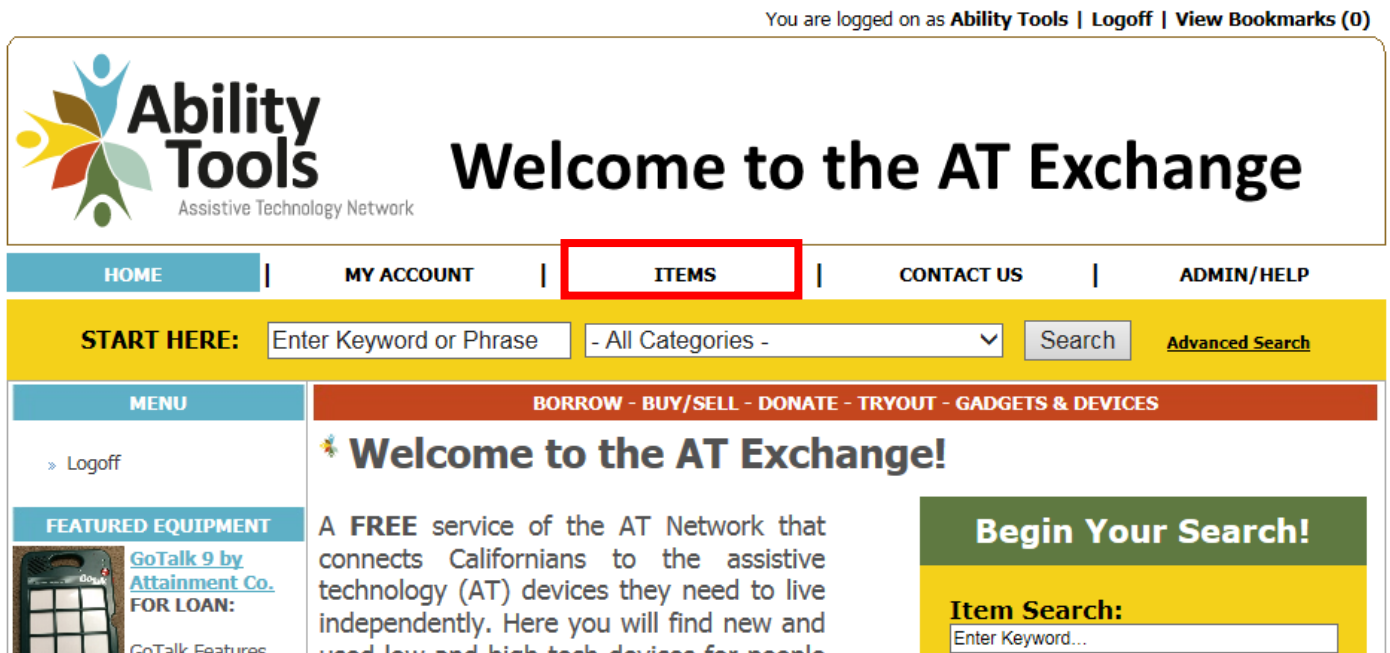
GoTalk 9 by Attainment Co.
FOR LOAN:
GoTalk Features

Hospital Bed
FREE! USED
Hospital Bed

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)

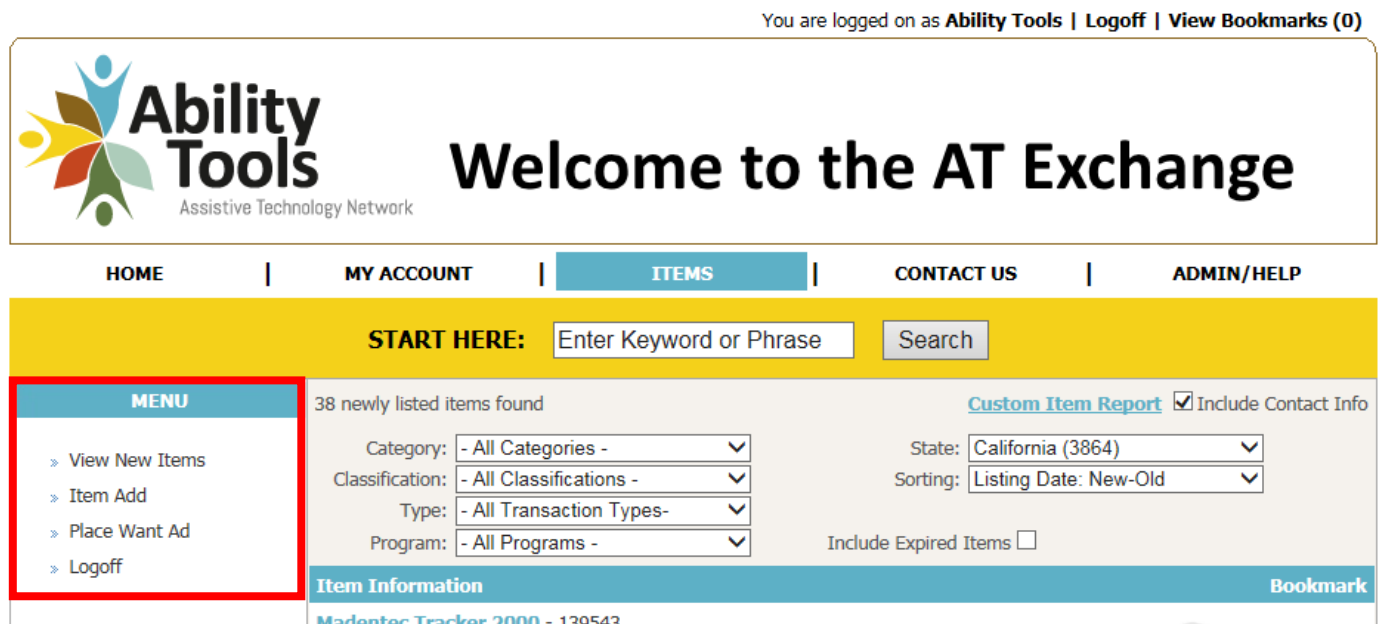
Figure 2 Screen capture of logged on AT Exchange Welcome Page




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

START HERE: - All Categories - [Advanced Search](#)


MENU


- » View New Items
- » Item Add
- » Place Want Ad
- » Logoff


ITEM EDIT






On this page you can edit your item information. Make your changes and then press the Update Item button at the bottom of your screen. **Fields marked with a  are required.**

Item Information

 **Owner:**


 **Item Name:**

 **Description:**

B     

This is a Basic Voice Recorder from Olympus.

The Recorder has the ability to record 98 hours of High Quality Audio or 202 Hours of Low Quality Audio.

 **Item Classification:** [Definitions?](#)

Enter the name of the peripheral, select a status and click add peripheral to add another item to the list of peripherals.

Peripherals: Status:

Website ID: 111131

Inventory Tag:

Serial Number:

Make:

Model:

Warranty:

Date Purchased:

Manufacturer's Website:

Add Photo
Item Photo(s): No file chosen

Transaction Information

Transaction:

Estimated Current Value (MSRP):

Asking Price:

Program:

This Program Only:

Date Expires: *Leave empty to never expire.*

Website Searching Categories

- | | |
|--|--|
| <input checked="" type="checkbox"/> Activities of Daily Living | <input type="checkbox"/> Adapted Toys |
| <input type="checkbox"/> Adaptive Computer Devices | <input type="checkbox"/> Ambulatory Devices |
| <input type="checkbox"/> Cause & Effect | <input type="checkbox"/> Children's Equipment |
| <input type="checkbox"/> Communication Devices | <input type="checkbox"/> Computer Monitors |
| <input type="checkbox"/> Computer Software | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Disposable Items | <input type="checkbox"/> Environmental Controls |
| <input type="checkbox"/> Exercise Equipment and Recreation | <input type="checkbox"/> Hearing Loss |
| <input type="checkbox"/> Hospital Beds | <input type="checkbox"/> Housing (Accessible) |
| <input checked="" type="checkbox"/> Learning Aids | <input type="checkbox"/> Lifts |
| <input type="checkbox"/> Medical Equipment | <input type="checkbox"/> Miscellaneous |
| <input type="checkbox"/> Mounting Devices | <input type="checkbox"/> Personal Care |
| <input type="checkbox"/> Phones and Phone Accessories | <input type="checkbox"/> Ramps |
| <input type="checkbox"/> Resource Information | <input type="checkbox"/> Scooters |
| <input type="checkbox"/> Speech Amplification | <input type="checkbox"/> Stair Elevators |
| <input type="checkbox"/> Standing Frames and Tilt Tables | <input type="checkbox"/> Switches |
| <input type="checkbox"/> Tablets and Touchscreen Devices | <input type="checkbox"/> Vehicle Accessories |
| <input type="checkbox"/> Vehicles and Lifts for Vehicles | <input checked="" type="checkbox"/> Vision Loss |
| <input type="checkbox"/> Wheelchair Accessories | <input type="checkbox"/> Wheelchairs - Manual |
| <input type="checkbox"/> Wheelchairs - Power | <input type="checkbox"/> Workstation Modifications |

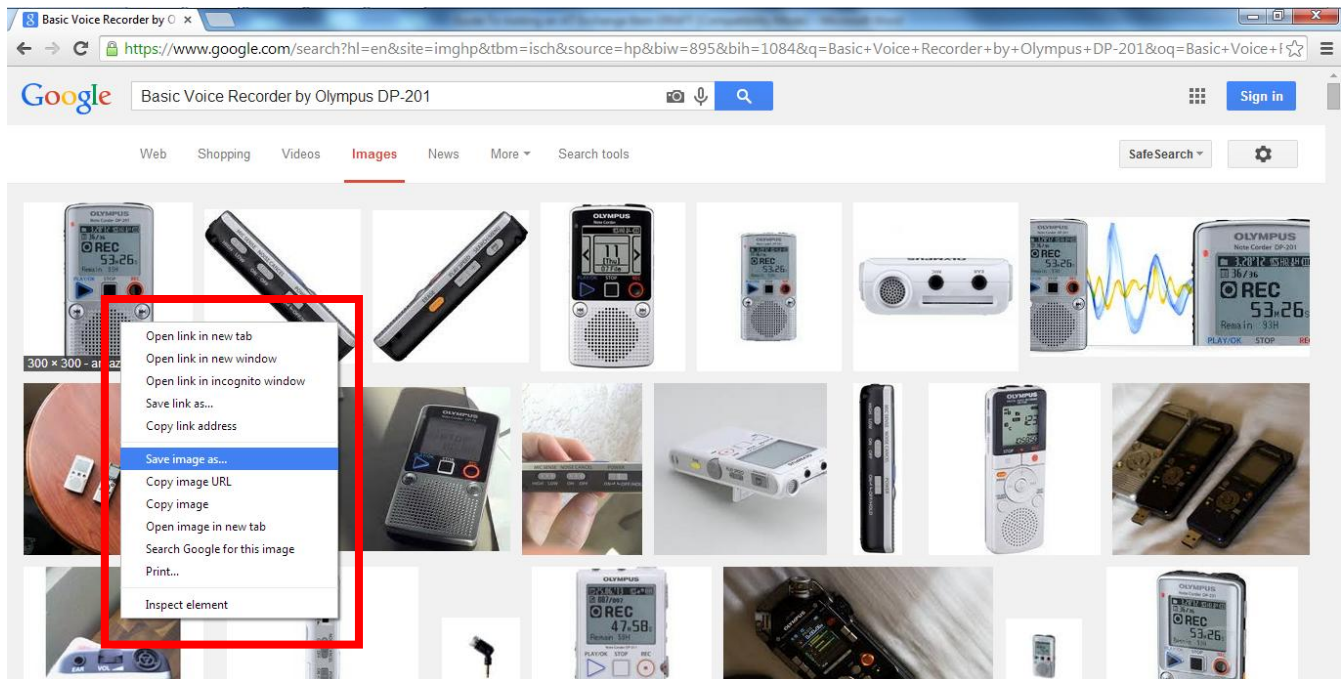
Step 5: Add Photo

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

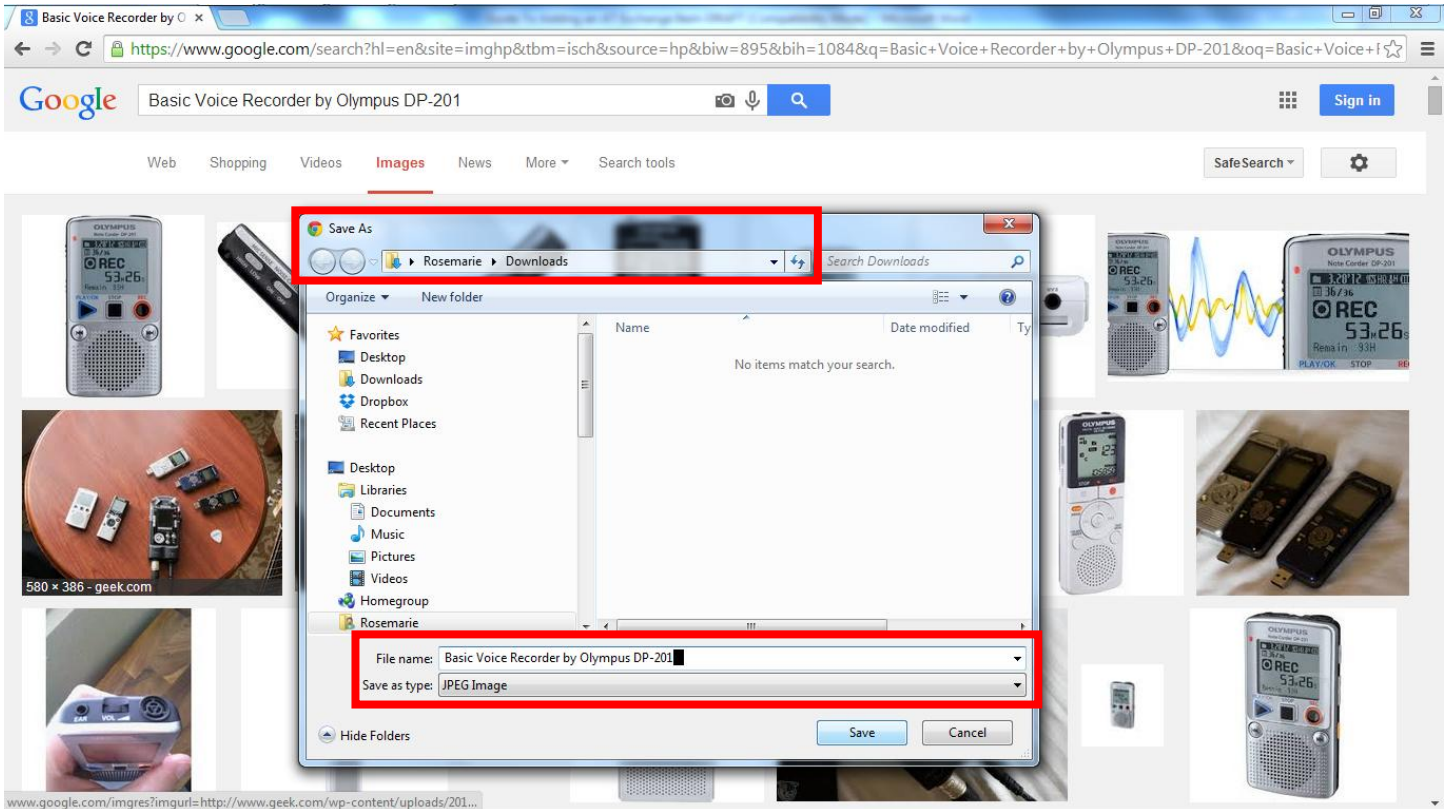
- Go to Google Images to search for a photo of your item then click on the search icon OR press ENTER key on your keyboard. <https://www.google.com/imghp?hl=en&tab=wi&ei=3eOIU-WNKLG1iAKD6IH4Cg&ved=0CAQQqi4oAg>. Below is an example of Basic Voice Recorder by Olympus DP-201



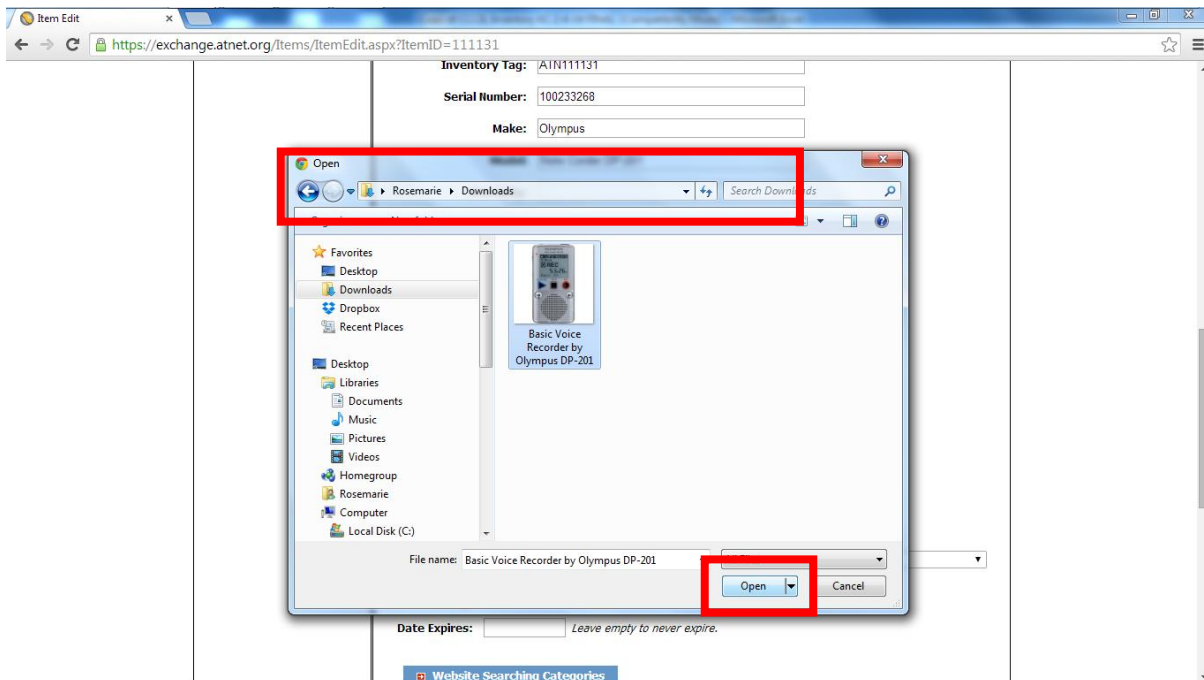
- Choose a photo to save it on your computer. Follow the steps below:
 1. Right click the photo and select "Save image as..."



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.



- The saved photo file name will appear next to the Choose File button. Click the Upload button and the photo will appear.

Item Edit

https://exchange.atnet.org/Items/ItemEdit.aspx?ItemID=111131

Inventory Tag: AIN111131

Serial Number: 100233268

Make: Olympus

Model: Note Corder DP-201

Warranty:

Date Purchased: 4/25/2013

Manufacturer's Website: http://www.olympus.com

Item Photo(s): Add Photo
Choose File Basic Voice... DP-201.jpg
Upload

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

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 an 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.