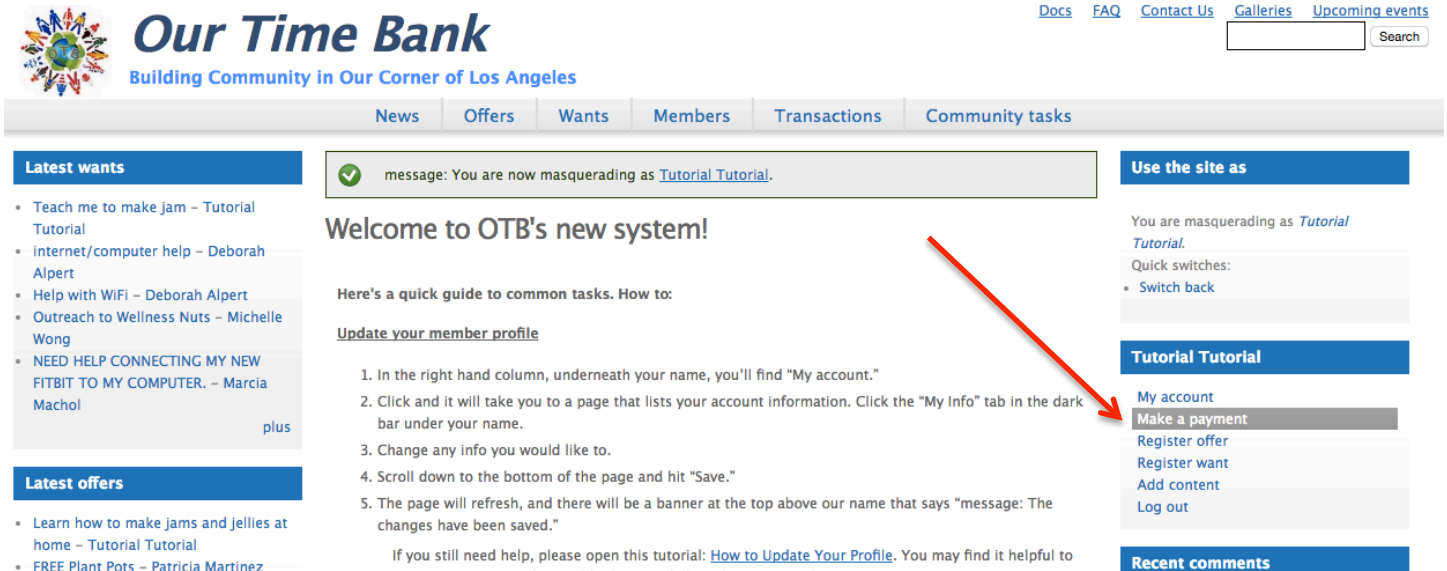


# Trading Hours/Recording a Transaction

Recording hours exchanged with another member is called "Make a Payment" and can be found under your name on the right hand side of the screen.



**Our Time Bank**  
Building Community in Our Corner of Los Angeles

News Offers Wants Members Transactions Community tasks

message: You are now masquerading as Tutorial Tutorial.

### Welcome to OTB's new system!

Here's a quick guide to common tasks. How to:

#### Update your member profile

1. In the right hand column, underneath your name, you'll find "My account."
2. Click and it will take you to a page that lists your account information. Click the "My Info" tab in the dark bar under your name.
3. Change any info you would like to.
4. Scroll down to the bottom of the page and hit "Save."
5. The page will refresh, and there will be a banner at the top above our name that says "message: The changes have been saved."

If you still need help, please open this tutorial: [How to Update Your Profile](#). You may find it helpful to

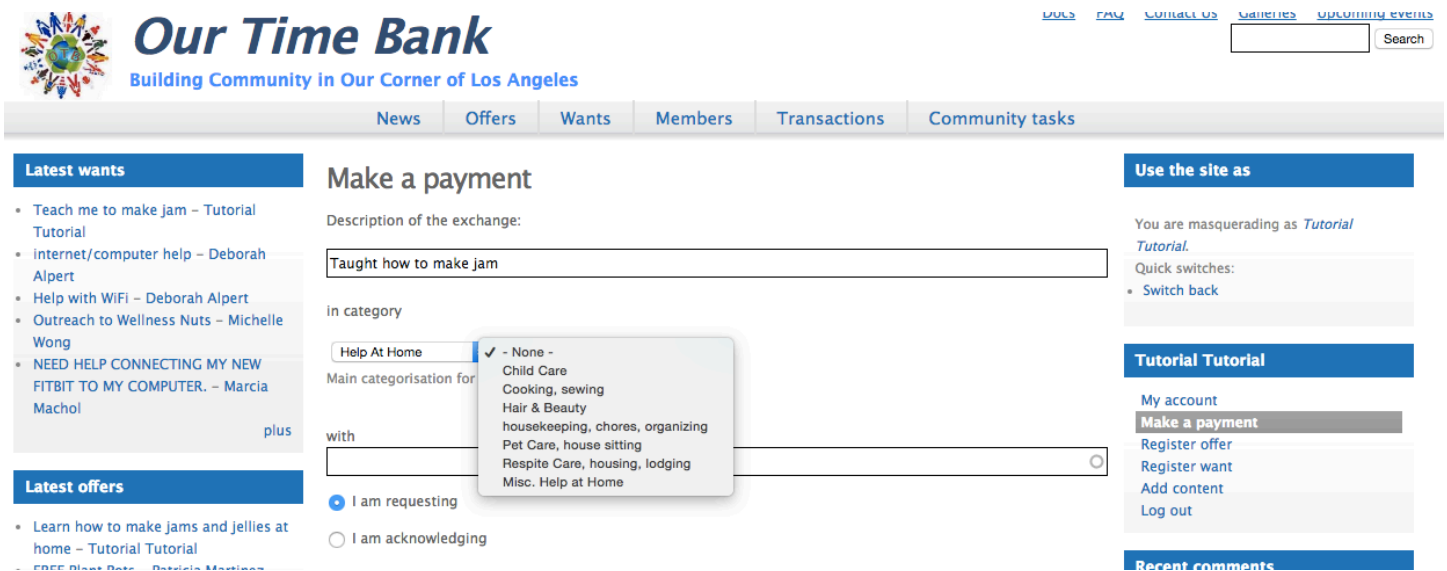
Use the site as  
You are masquerading as Tutorial Tutorial.  
Quick switches:  
• Switch back

**Tutorial Tutorial**

My account  
**Make a payment**  
Register offer  
Register want  
Add content  
Log out

Recent comments

Click on the "Make a payment" and it will take you to this screen:



**Our Time Bank**  
Building Community in Our Corner of Los Angeles

News Offers Wants Members Transactions Community tasks

## Make a payment

Description of the exchange:  
Taught how to make jam

In category  
Help At Home

Main categorisation for  
with

- None -
- Child Care
- Cooking, sewing
- Hair & Beauty
- housekeeping, chores, organizing
- Pet Care, house sitting
- Respite Care, housing, lodging
- Misc. Help at Home

I am requesting  
 I am acknowledging

Use the site as  
You are masquerading as Tutorial Tutorial.  
Quick switches:  
• Switch back

**Tutorial Tutorial**

My account  
**Make a payment**  
Register offer  
Register want  
Add content  
Log out

Recent comments

Enter the description, and select a category from the pull down menu. Make sure to select from the first category on the left, and then a further description on the right.

### Latest wants

- Teach me to make jam – Tutorial Tutorial
- internet/computer help – Deborah Alpert
- Help with WiFi – Deborah Alpert
- Outreach to Wellness Nuts – Michelle Wong
- NEED HELP CONNECTING MY NEW FITBIT TO MY COMPUTER. – Marcia Machol

plus

## Make a payment

Description of the exchange:

In category:

Help At Home - None -

Main categorisation for offers and wants

with

Emi O
○

Emi Onishi Ruzzin
○

I am acknowledging

the sum of

Hrs  :

### Use the site as

You are masquerading as *Tutorial Tutorial*.

Quick switches:

- Switch back

### Latest offers

- Learn how to make jams and jellies at home – Tutorial Tutorial
- FREE Plant Pots – Patricia Martinez
- Garden helper – Carla Truax
- Guitar tuning and re-stringing – Carla Truax
- Sourdough Bread Making Lesson – Mirhella Weiner

### Tutorial Tutorial

My account


- Make a payment**
- Register offer
- Register want
- Add content
- Log out

### Recent comments

Our Time Bank said "The Potluck is located at:"

Our Time Bank said "The Potluck will be at:"

Type in the name of the person you made the transaction with. When you begin to type the first few characters of the person's name, the system will search for a user matching that name. It will then show the name below where you are typing. If you don't see the person's name pop up, please recheck the spelling of their name.



# Our Time Bank

Building Community in Our Corner of Los Angeles

[Docs](#) [FAQ](#) [Contact Us](#) [Galleries](#) [Upcoming events](#)

News
Offers
Wants
Members
Transactions
Community tasks

### Latest wants

- Teach me to make jam – Tutorial Tutorial
- internet/computer help – Deborah Alpert
- Help with WiFi – Deborah Alpert
- Outreach to Wellness Nuts – Michelle Wong
- NEED HELP CONNECTING MY NEW FITBIT TO MY COMPUTER. – Marcia Machol

plus

## Make a payment

Description of the exchange:

In category:

Help At Home Cooking, sewing

Main categorisation for offers and wants

with

Emi Onishi Ruzzin
○

I am requesting

I am acknowledging

the sum of

Hrs  :

### Use the site as

You are masquerading as *Tutorial Tutorial*.

Quick switches:

- Switch back

### Latest offers

- Learn how to make jams and jellies at home – Tutorial Tutorial
- FREE Plant Pots – Patricia Martinez
- Garden helper – Carla Truax
- Guitar tuning and re-stringing – Carla Truax
- Sourdough Bread Making Lesson – Michelle Weiner

### Tutorial Tutorial

My account

- Make a payment**
- Register offer
- Register want
- Add content
- Log out

### Recent comments

Our Time Bank said "The Potluck is located at:"

Our Time Bank said "The Potluck will be at:"

Choose "I am requesting" if you provided the service, and the person whose name you typed in owes you hours. You are requesting hours from that person. Choose "I am acknowledging" if you received a service from someone. You are acknowledging that you are giving hours to that person for the service you received.

Then enter the sum of hours of the transaction, in quarter hour increments.

When you're done, hit "Preview." It will take you to a confirmation screen like this:



### Latest wants

- Teach me to make jam – Tutorial Tutorial
- internet/computer help – Deborah Alpert
- Help with WiFi – Deborah Alpert
- Outreach to Wellness Nuts – Michelle Wong
- NEED HELP CONNECTING MY NEW FITBIT TO MY COMPUTER. – Marcia Machol

plus

### Latest offers

- Learn how to make jams and jellies at

## Are you sure?

On Sat, 05/07/2016 – 8:53am

[Emi Onishi Ruzzin](#) paid [Tutorial Tutorial](#)

the sum of **Hrs3:00** For:

Taught how to make jam

### Use the site as

You are masquerading as *Tutorial Tutorial*.

Quick switches:

- [Switch back](#)

### Tutorial Tutorial

[My account](#)

[Make a payment](#)

[Register offer](#)

[Register want](#)

[Add content](#)

[Log out](#)

If everything looks right, hit "Submit." When it takes you to a page like this, you are finished. The other party will confirm the transaction.



### Upcoming events

- 05/13/2016 – 3:30pm : OTB May Potluck & Orientation
- 05/18/2016 – 4:00pm : Azure Standard Order Deadline
- 05/25/2016 – 1:30pm : Azure Standard Delivery Today

### Latest wants

- Teach me to make jam – Tutorial Tutorial
- internet/computer help – Deborah Alpert
- Help with WiFi – Deborah Alpert
- Outreach to Wellness Nuts – Michelle

message: The transaction will be finalised when the other user signs it.

## Tutorial Tutorial

[Account](#) [Offers & wants](#) [Exchanges](#)

Unique serial number	Created	With	Description	Expenditure	Income	Balance
3473	05/07/2016 - 9:18pm	<a href="#">Emi Onishi Ruzzin</a>	<a href="#">Taught how to make jam</a>			Hrs0:00

January 2016

### Use the site as

You are masquerading as *Tutorial Tutorial*.

Quick switches:

- [Switch back](#)

### Tutorial Tutorial

[My account](#)

[Make a payment](#)

[Register offer](#)

[Register want](#)

[Add content](#)

[Log out](#)