# New England Radio Discussion Society Resource Exchange

**User's Manual**

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**What is the Resource Exchange and how does it work?**

The New England Radio Discussion Society Resource Exchange is the brainchild of WB2UQP. NERDS members enter items available for borrowing, sale, or donation. Other Exchange items include skills to share and requests for assistance. Other users then browse and select one of the items or make their request for items needed but not listed on the Exchange.

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**FOR BORROWING:**
- **Recommended borrowing period: two (2) weeks.**
- **Identify your item with your name/phone number prior to lending.**
- **It is the responsibility of the borrower to return all items in good condition and on time.**
- **NERDS is not responsible for loss or damage to loaned items.**
- **Note: If the item is listed as not available, you may still request it and you will be put on a waiting list.**

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**"Possession Equals Responsibility"**
This is the key to a successful Resource Exchange

The owner of an item is in possession of the item until it is physically handed to another user, who then takes possession of and responsibility for the item. Alternatively, the user in possession may return the item back to the owner.

The user in possession may also hand the item to the first member on the waiting list.

**It is the responsibility of the user to notify his/her intentions to the owner of the item.** Using the menu system of the Exchange software easily and automatically does this.

Possession of and responsibility for the item will remain with the user *until the owner acknowledges the return of the item or the transfer of the item to the first member on the waiting list*. This is easily and automatically done, by using the menu system of the Exchange software.

Again, **NERDS is not responsible for loss or damage to loaned items.**

# New England Radio Discussion Society Resource Exchange

Access the Exchange by logging onto the NERDS website at http://nerds73.org

Click on the Resource Exchange link, which will take you to a view of the items currently available for Exchange members to select. This is sort of like standing on a street and viewing available store items through the window. To find out more details or to select an item of interest you must enter the store. Click on "Sign in to participate in the Exchange".

The Log-in Screen                                                                                    (Fig. 1)
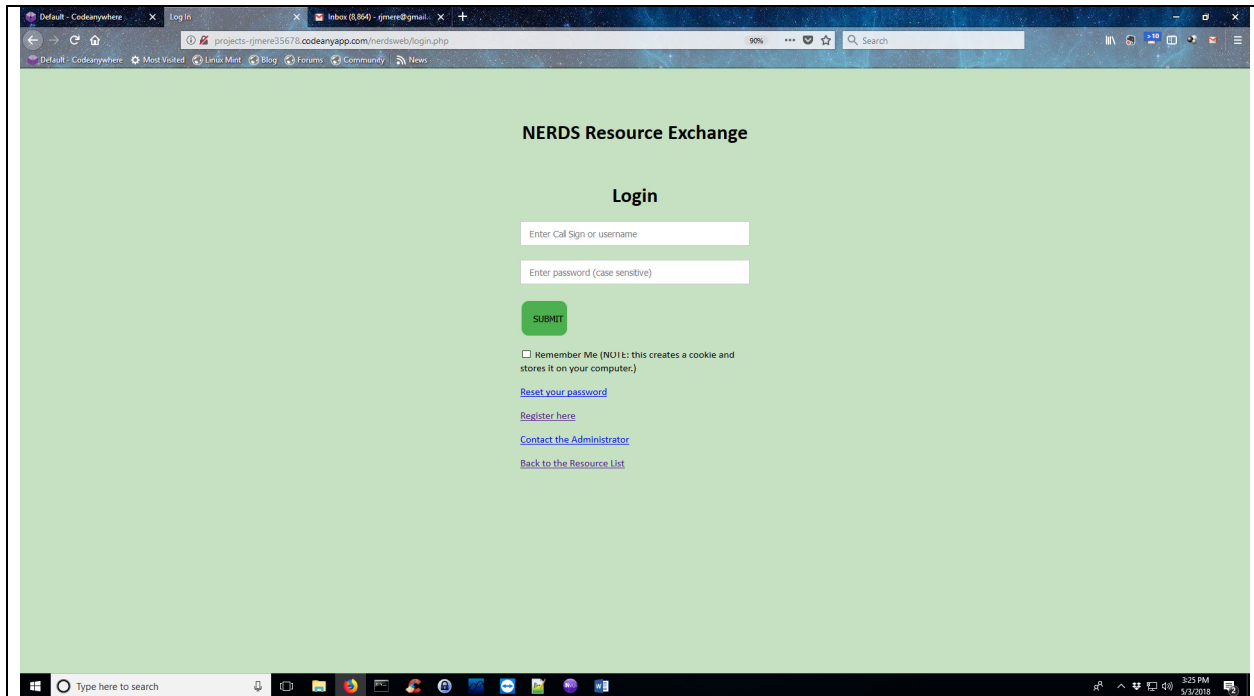


Invited user names and email addresses are entered in the NERDS Resource Exchange database. **Each user must first create their own password**.

This is how you do it:

- Do not enter anything in the Log-In screen on your first visit to the Exchange.
- Each member will need to select "**Reset your password**" on the Log-In screen.
- Enter the email address that Alex uses for sending you information about NERDS meetings, etc. You will receive an email with a link to create your password.
- When you get to the screen to create your password, remember that it will be case-sensitive. We cannot retrieve a password if you forget it, but you may reset it at any time.
- Log In with your call sign and new password.
- Enjoy!

All others, who have not received an email invitation from NERDS, must select "Register here".

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The administrators must vet new registered users before they are allowed complete access to the Exchange. The reason for this is that the Resource Exchange is designed for NERDS members who live near and are familiar with each other to facilitate the transfer of items from owner to user – usually at our meetings.

Imagine you are the owner of a $300 antenna analyzer and you get a request to borrow it from someone across the country or overseas. You run the risk of ever seeing your item again.

NERDS is considering making this software available to radio clubs who would like to set up a similar resource on their own websites.

Options Screen                                                                                                    (Fig. 2)

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**NERDS Resource Exchange**

**Welcome P4RJM**

**What do you want to do today?**

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- View/Select something on the Exchange list

- Add something to the Exchange list
- Request something not on the Exchange list

- View/Edit my Items List information
- View/Edit my membership information

- Go back to Home Page
- Administration

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Here, we see P4RJM (hope that's not your call sign!) has logged in successfully and has several options from which to choose.  These selections will be covered in detail.

***View/Select something on the Exchange list***:  Shows a screen like the very first display of items currently available, but now with the ability of the user to view more details about an item, and to send a request to the owner for it.

***Add something to the Exchange list***: Here's where you can add your item to the Exchange and make it available to other members.

***Request something not on the Exchange list***: Here's where you can request an item and post it to the Exchange to see if other members might have it or, if it's for a skill or help, whether they might be available to assist you.

***View/Edit my Items List information***: View everything you've borrowed, or are on a waiting list, or you have offered to lend, donate, or sell. This option also includes anything you've requested or offered as a skill.

***View/Edit my membership information***: View or change your settings, such as name, telephone number, email address, or callsign. You can also change your password using this option on the Log-in screen.

***Go back to Home Page***: This is how you log out of the Exchange and return to the website's home page.

***Administration***: A separate area that is username and password protected. It's for Resource Exchange administrators to view and edit items and user information, as well as for creating reports and other maintenance tasks.

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(Fig. 3)

**Requested Items or Assistance**

| Item # | NERDS Member Looking for Assistance |
|---|---|
| 35 | looking for someone to fix my Yaesu FT450. It will not turn on. |
| 51 | I need help putting up a 200-foot antenna. Will provide plenty of beer. |
| 52 | Need help understanding Digital Modes. How to set up hardware, software, and make contacts. Thanks! |

**Skills or Assistance Offered**

| Item # | Skill or Help Offered |
|---|---|
| 19 | all kinds of help offered! especially testing antennas. |
| 55 | Learn Digital Modes! It's the best for reaching those faintest of signals! I like FT8's protocol the best. |

**For Sale**

| Item # | Equipment | Manufacturer | Production Date | Description | Price |
|---|---|---|---|---|---|
| 16 | hammer | Acme Tool Company | 0000 | good condition but misses a lot of nails. | 20.00 |

**--- Enter Item #**

Go to Top

Fig. 3 shows a small segment of the entire Items List, which would include listed items under the headings of ***Books and Magazines, Recorded Materials, Tools, Equipment.* You will also** see: ***Requested Items*** or ***Assistance***, ***Skills or Assistance Offered***, and ***For Sale*** listings.

Again, only the lower part of the View/Select screen is shown above, in Fig. 3. Depending upon the number of items listed, this can go on for several screens, so I've clipped only the bottom part to make the point that the user enters the Item # of his/her choice in a box located at the bottom of the displayed items list. The user is then shown more details about the item.

In Fig. 4 we see an example of ***Recorded Materials*** (not shown on the screen above because it was cropped, but this shows there are other items viewable as one scrolls up and down the list).

For example, here is Item #14 that user, P4RJM, selected from the View/Select items list:

(Fig. 4)

<div style="border:1px solid black; padding:1em">

Requesting a Selected Item for P4RJM

| | |
|---|---|
| **ID** | 14 |
| **Item Name** | Learn CW with Rapper TD |
| **Author or Manufacturer** | Tone Deaf |
| **Publication/Production Date** | 0000 |
| **Available?** | N |
| **Owner Name** | Ben Hur |
| **Owner Call Sign** | A1AA |
| **email** | tdrapper@gmail.com |
| **phone** | 777-777-7777 |
| **Item Description** | learn Morse Code on vinyl 78s |
| **URL info** | www.theCWstore.com |
| **Borrower** | K1DF |
| **Date Borrowed** | 2018-04-07 |
| ***Return Status: Overdue*** | 2018/04/28 |
| **Waiting List 1** | W1ABC |
| **Waiting List 2** | N1QX |
| **Waiting List 3** | J1LNH |

By submitting this request Ben Hur will be notified by email and the item listing will be changed to ***'Unavailable'*** until your transaction with the owner is completed.

**Submit the Request for this Item**

</div>

The Item ID # is 14. We see that owner of this record is Ben Hur, and we have lots more information about the content. In this example it's currently listed as *"N,"* indicating it's not available.

Note also that this is a popular item; K1DF (hope this is not your call sign, and ditto on the following three!) has borrowed it (remember: "Possession Equals Responsibility") and note also that the item is overdue. In addition, there are three (3) users, namely W1ABC, N1QX, and J1LNH, waiting for this item to become available again. Since the item is already borrowed, and the waiting list is full, P4RJM will not be allowed to submit a request for this item. P4RJM will have to check back again later to see if the waiting list has an availability opening.

In this example P4RJM is disappointed, so selects another item from the **Equipment** part of the items list:

(Fig. 5)

Requesting a Selected Item for P4RJM

| | |
|---|---|
| **ID** | 15 |
| **Item Name** | FT450 |
| **Author or Manufacturer** | Yaesu |
| **Publication/Production Date** | 2014 |
| **Available?** | Y |
| **Owner Name** | Grace Slick |
| **Owner Call Sign** | A2AA |
| **email** | GS@want2luv.com |
| **phone** | 777-666-5555 |
| **Item Description** | HF 160-6 meters |
| **URL info** | www.yaesu.com |
| **Borrower** | |
| **Date Borrowed** | 0000-00-00 |
| **Waiting List 1** | |
| **Waiting List 2** | |
| **Waiting List 3** | |

By submitting this request Grace Slick will be notified by email and the item listing will be changed to *'Unavailable'* until your transaction with the owner is completed.

**Submit the Request for this Item**

Fig. 5 shows the Item #  is 15 and it's a Yaesu FT450 HF transceiver.  We see that owner of this item is Grace Slick, and we have lots more information about the item.  It's currently listed as available, and if the description screen doesn't show a length of time it can be borrowed, it's then understood that the owner will determine that detail while setting up the transaction with P4RJM. At this point, P4RJM sends **Submit the Request for this Item** and is then returned to the *View/Select Items List* for an additional item, or to return to the *Options Menu*.

The **Submit the Request for this Item** is automated.  An email is sent to the owner, a copy of the details is sent to P4RJM's email address, and a copy is sent to the administration email address. The emails will contain some details of the item along with the name, call sign, telephone number, and email address of P4RJM to make it easy for the owner to make contact and set up the time and place for the transfer of the transceiver.

(See Fig. 2) **Add something to the Exchange list**: Here's where you can add your item to the Exchange and make it available to other members.                                                                                 (Fig. 6)
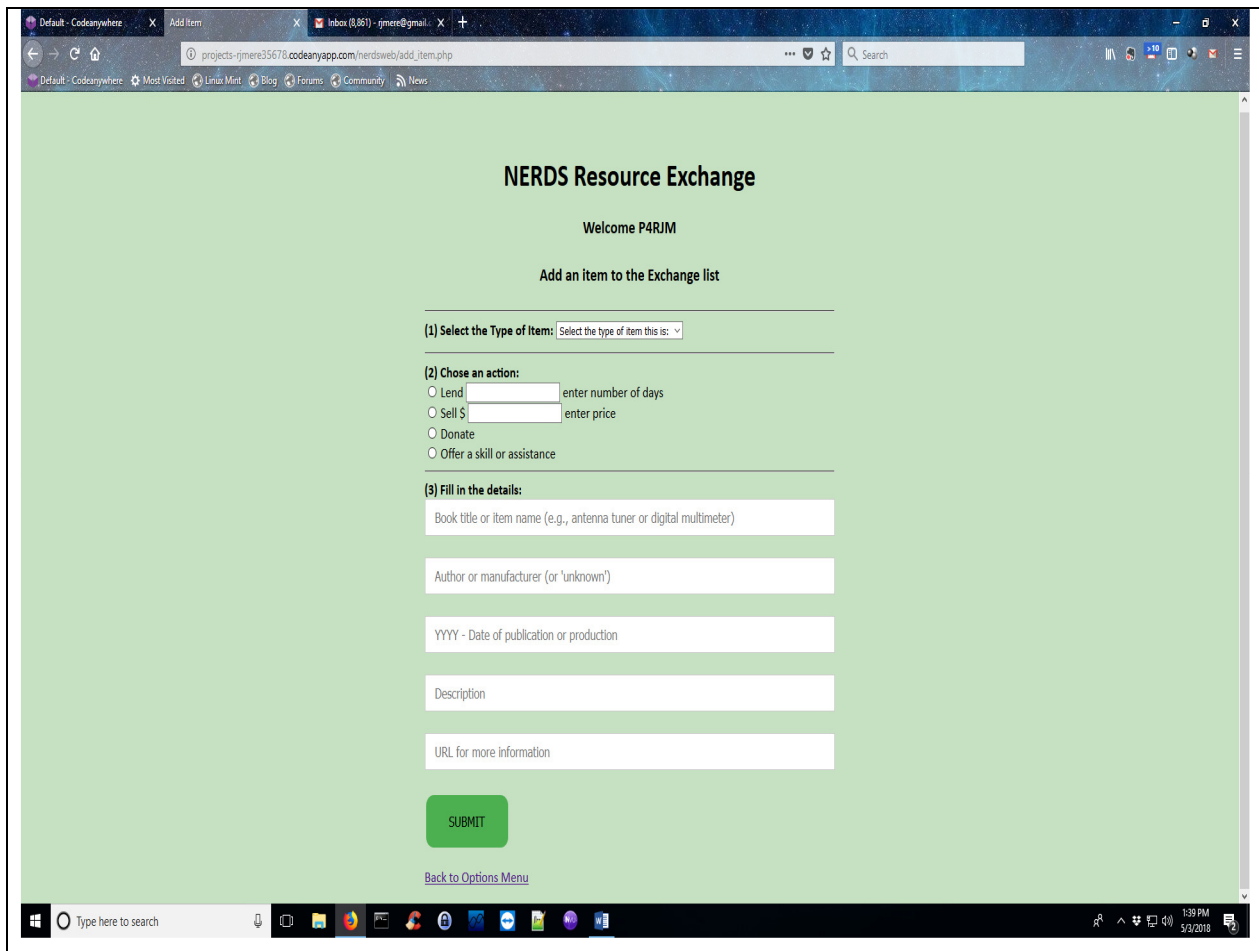


Fig. 6 shows the screen used to add an Item to the Exchange List. This is done in three (3) easy steps:

1. **Select the Type of Item** from a drop-down list to help the program categorize it in the right place.

2. **Choose an action** (Lend, and for how many days; Sell, and for what price; Donate; or Offer a skill).

3. **Fill in the details** and be as descriptive as possible. Some of these are required.

Clicking on the ***Offer a skill or assistance*** button will take you to a screen with an adjustable text box to fill in (Fig. 7). Be as descriptive as you can be about the skill or assistance. Spell checking is a feature of this text box (you are welcome!)

(Fig. 7)



(See Fig. 2) ***Request something not on the Exchange list***: Here's where you can request an item and post it to the Exchange to see if other members might have it or, if it's for a skill or help, they might assist you.

The screens (Fig. 8) and (Fig. 9) are similar looking as the ***Add an Item.*** **Its purpose is to make a request.**

(Fig. 8) and (Fig. 9)





(See Fig. 2) *View/Edit my Items List information*: This permits you to view everything you've borrowed, are on a waiting list for, or have offered to lend, donate, sell, and anything you've requested or offered as a skill.
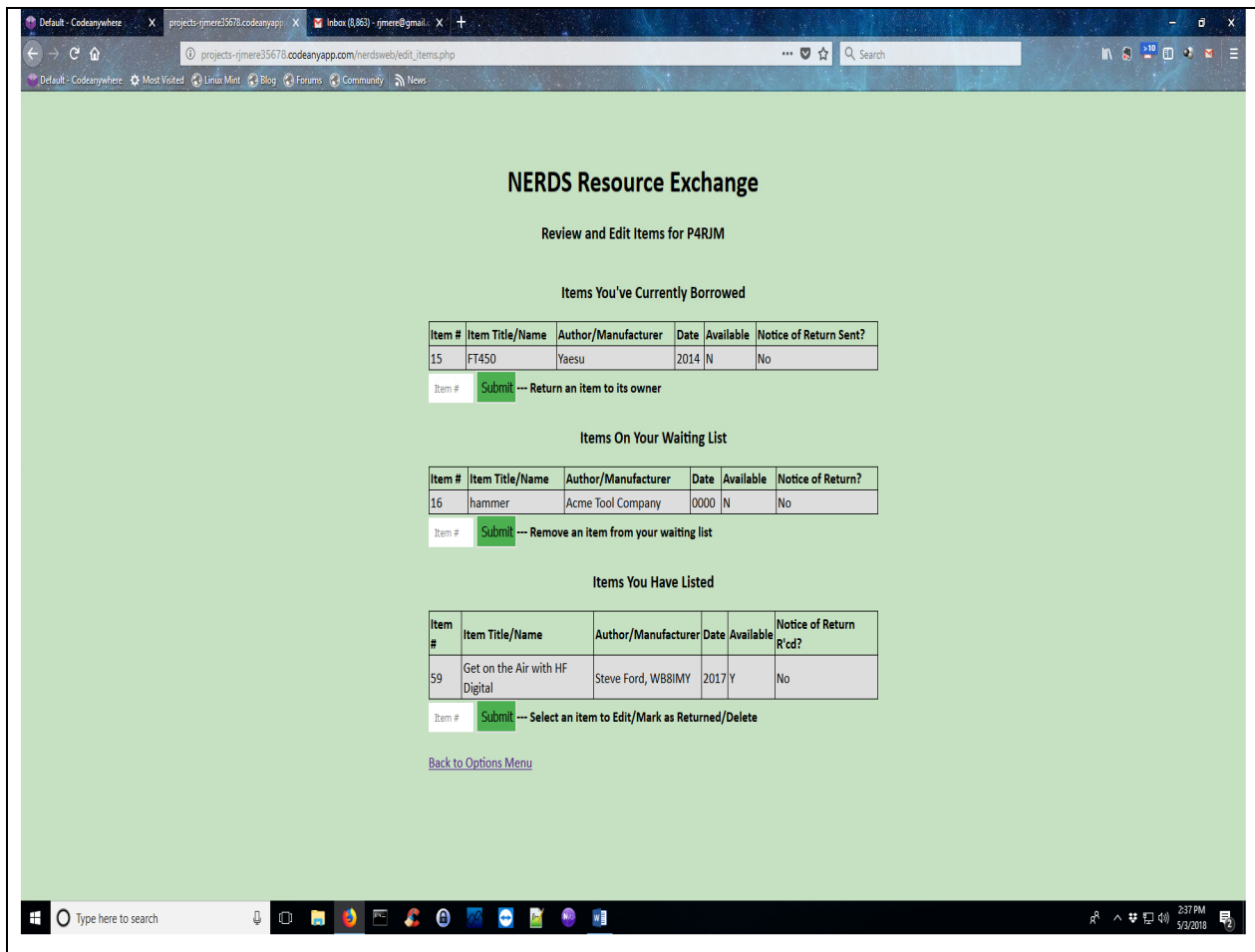
(Fig 10)



In Fig. 10, user P4RJM can **View** the items she has on her list. In this example she has borrowed Item # 15, she's on the waiting list for Item # 16, and she has offered to lend a book (Item #59) to the Exchange.

Let's watch as P4RJM selects Item # 15 on **Items You've Currently Borrowed**. When she enters the Item number, she is taken to an information screen which has details of the item. In this example it's the Yaesu FT450 transceiver, and she has an option to send a notice to the owner that she wants to return it (Fig. 11)

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If P4RJM clicks on ***Notify Owner A2AA that you want to return this item*** an email is immediately issued to the owner, Grace Slick, A2AA, announcing the intention to return the item. Remember **"Possession Equals Responsibility,"** so until the FT450 is back in Grace Slick's hands, P4RJM is still responsible for it.

P4RJM doesn't want to return the FT450 currently and clicks on ***Return to the Items List without submitting.*** This will, as indicated, return her to the screen shown in Fig. 10.

This time let's watch as P4RJM checks out the waiting list that she's on for Item # 16. As we see in Fig. 12, she has the option to remove herself from the waiting list. N1MM has borrowed the item and it's overdue. There are two more members, K1DF and A1AA, listed on the waiting list before P4RJM. It could be more than 28 days before she gets that hammer.

She decides to click on the ***"Remove your name from this item's waiting list"*** and she's instantly removed from the list and her ***Items*** screen (Fig. 10) will no longer display that information.

(Fig. 12)



The last action that can be taken on P4RJM's **Items** screen (Fig. 10) is **"Items You Have Listed."** There's only one item, so P4RJM enters that number and that will take her to the screen shown in Fig. 13.

The screen (Fig. 13) has four (4) options for P4RJM:

1. She can edit the information and **Submit** it to save the changes.

2. Click on the button **This item was returned by A2AA** which acknowledges the return. P4RJM now has her book back in her possession. Remember: "Possession Equals Responsibility".

3. Click on the button **A2AA gave this item to N1QX,** which acknowledges the item is now in the possession of N1QX, who is first on the waiting list and is now responsible for the book.

4. Click on the button **Delete this item from the Exchange list**.

Options 2 and 3 will automatically send out emails with the details of the transaction to A2AA and N1QX and a copy to P4RJM for her records.

Edit item information and click the Submit button below or choose one of the following actions :

○ This item was returned by **A2AA** (last member in possession.) — Email notification will automatically be sent to member next in waiting line.

○ **A2AA** gave this item to **N1QX** (next in waiting line.) — Email notifications will automatically be sent to members

○ Delete this item from the Exchange list

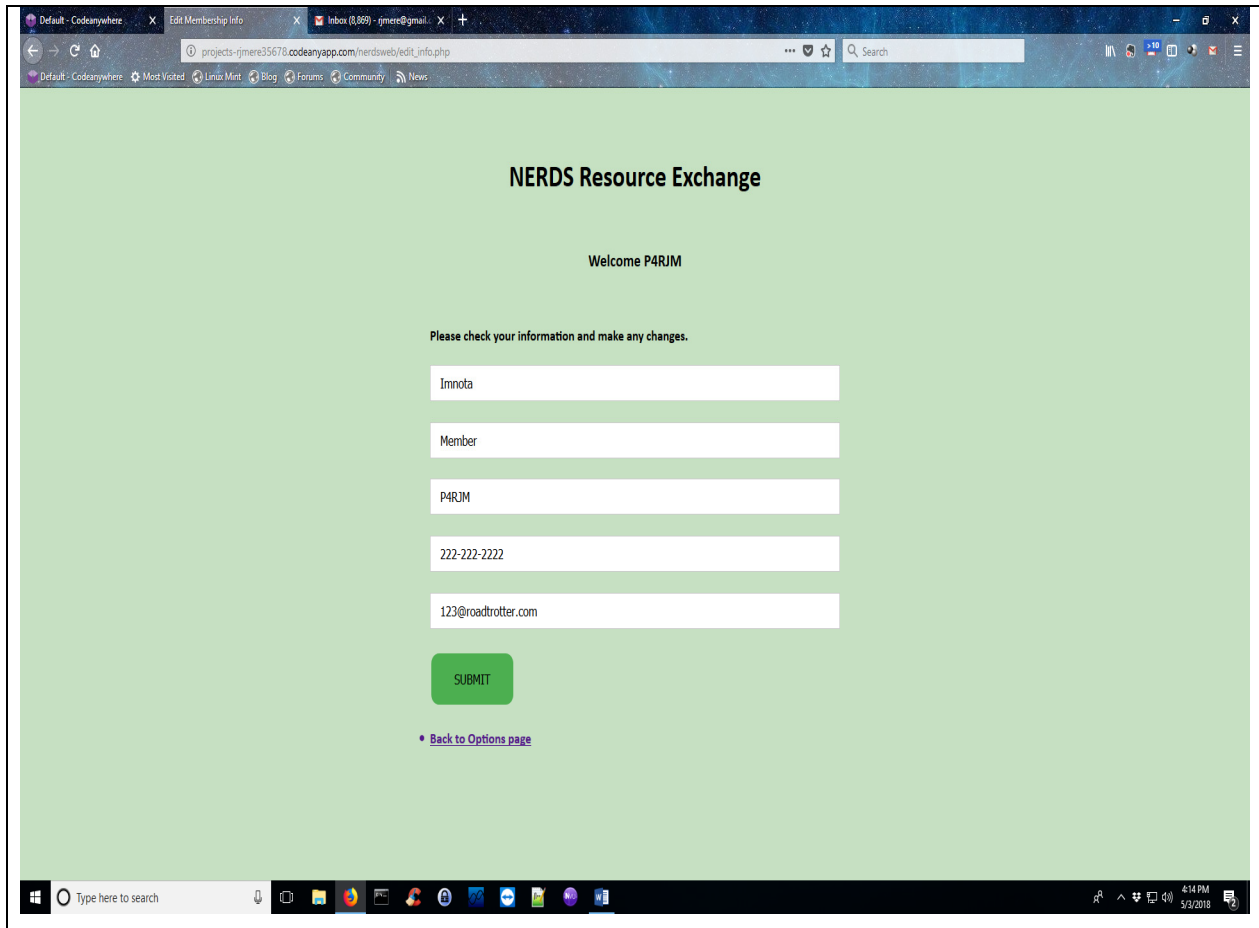| | |
|---|---|
| ID | 59 |
| Item Name | Get on the Air with HF Digital |
| Author/Manufacturer | Steve Ford, WB8IMY |
| Publication Date | 2017 |
| Available? | N |
| Owner Name | Inmata Member |
| Owner Call Sign | P4RJM |
| email | 123@roadtrotter.com |
| phone | 222-222-2222 |
| Item Class | book |
| Item Action | lend |
| Item Description | The beginner's guide to PSK31, RTTY and more |
| URL info | www.arrl.org |
| Borrower | A2AA |
| Notice to Return | No |
| Lending Period (days) | +14 Days |
| Date Borrowed | 2018-05-03 |
| Est. Return Date | 2018/05/17 |
| DUE Date | Due Date |
| Return Date | 1970/01/01 |
| Sale Price | 0.00 |
| Waiting List 1 | N1QX |
| Waiting List 2 | K1DF |
| Waiting List 3 | Third in waiting list for this item |
| Request | Request placed on Exchange list |
| Skill | Skill you have listed on Exchange list |

SUBMIT

(See Fig. 2) ***View/Edit my membership information***: View or change your settings such as name, phone number, email address, or call sign. You change your password using the option on the Log-in screen.

Fig. 14 shows the user's information screen. The Exchange does not require a lot of personal information but the items that are displayed here are important for communication between two users on the Exchange.

(Fig. 14)

# New England Radio Discussion Society Resource Exchange

**Troubleshooting and FAQ**

***"My request for a password change never arrived in my email inbox."***

1. Check your trash or spam folder to make sure our emails are sitting there. Now's a good time to upgrade our status and accept our emails!

2. Our recorded email for you is the one that you receive NERDS announcements from Alex, AI2Q. Be sure you enter that email address when you request a password change.

3. Contact the administrator to sort it out if none of the above works for you.

***"My borrowed item says it's overdue even though it was listed for 14 days and I've had it only 3 days."***

This is the time-lag from when you requested the item and when you received it. Remember, this is computer software and it's not aware of anything that humans are doing unless it's entered into its digital memory! The owner can change this time-lag by editing the item information.  See pages 13 and 14, Fig. 13.

When all else fails, contact the administrator and we'll sort it out.

"I've registered but receive a message: ***Although you are successfully registered in our Resource Exchange, you have not been vetted by an administrator."***

Thanks for registering! This is addressed on page 3, but here it is again:

The administrators must vet new registered users before they are allowed complete access to the Exchange. The reason for this is that the Resource Exchange is designed for NERDS members who live near, and are familiar with, each other to facilitate the transfer of items from owner to user – usually at our meetings.

Imagine you are the owner of a $300 antenna analyzer and you get a request to borrow it from someone across the country or overseas. Are you willing to take that risk?

NERDS is considering making this software is available to clubs who would like to set up a similar resource on their own website.

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