



# TOOLBANK USER MANUAL

How to be a ToolBanker

This manual contains information on how to apply for ToolBank membership, manage your ToolBank account, and submit your ToolBank orders.

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# Membership Status Communication & ToolBank Account Setup

Congratulations! Your application for membership at the ToolBank has been approved!

The Organization Executive and Primary Contact (if provided) will receive two emails.

The first is a welcome email like the one on the right.

Congratulations! Your application for membership at the ToolBank has been approved. The information below will help you get the most out of your membership. Please share this information with any staff who will be borrowing from the ToolBank.

Here are a few quick tips on how to maximize your ToolBank membership:

**Know the Rules:** In your application, you agreed to abide by the ToolBank Membership Agreement and Service Policy. We rely on our member agencies to respect the rules of tool lending and to be accountable. Please read both attached documents carefully, and share them with your staff. Following the rules of tool lending will keep your costs as low as possible.

**Add Users:** You may log in to add additional users to your ToolBank account. This feature empowers your staff to borrow ToolBank tools on behalf of your agency with 100% accountability.

**Take a Tour:** You are invited to tour the ToolBank, meet the staff, and learn how the ToolBank can best serve your agency. Please call ( ) - to set up an appointment for a tour today.

We look forward to helping your organization achieve its most ambitious goals. See you at the ToolBank!

You have been invited to use the ToolBank on behalf of .

Please follow the steps below to create your password and login.

1. Follow this link to go to the log in page - <https://toolbank.my.site.com/agency/s>
2. Click the 'Forgot Password' link under the 'Login' button.
3. Enter your username - @toolbank.org
4. Click the 'Reset Password' button
5. Look for a reset password email and click the link provided
6. You will be navigated to a screen to set your password and login.

For all future logins, use this link, username and your created password to login to the ToolBank.

Login Link: <https://toolbank.my.site.com/agency/s>

Username: @toolbank.org

We look forward to serving you.

The second email will provide instructions that allows each user to set up their login credentials in TOM.

The email will provide instructions to set up your password through Reset Password procedures.

Username will be your email address followed by a “.tb”. Example  
primary@companyname.com.tb

Save the link, your username and password for future logins.

Until you receive this email and create a password, you will be unable to access your ToolBank account and order tools from us. If you do not receive this email, please contact the ToolBank.

# Accessing Your ToolBank Account

- You can access the login portal through your ToolBank affiliate's website. Go to "Tool Lending" at the top of the page and select "Member Agency Portal" from the drop-down menu.
- Click on the "Order Tools" button.
- Enter your username and password and click "Log in".
- You can also bookmark this URL to access directly:  
<https://toolbank.my.site.com/agency/s/login>



# ToolBank Home Screen

1

ToolBANK Home Order History If you need help, please contact us

Q Search...

Harvey Dent

2

Account Information

Agency Name : Tool School Agency Phone : 4045551212

Agency Street : 123 Main Street Agency City : Atlanta

Agency State : GA Agency Country :

Agency Zip : 30341 Website : www.toolschool.org

Annual Budget : \$250,001 - \$500,000 Agency Mission : Community improvement

Instagram : PT : 12

Facebook : FT : 4

Twitter :

Contacts Information

Action	Name	Email	Primary Contact	Executive Contact	Login Name
	Harvey Dent	executive@toolschool.org	<input type="checkbox"/>	<input checked="" type="checkbox"/>	harveydent@toolschool.org
	Two Face	twoface@toolschool.org	<input type="checkbox"/>	<input type="checkbox"/>	

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Membership Details

Membership Start Date

2022-11-04

Membership Expiration Date

2023-11-04

Membership Status

Approved

3

Create New Order

Upcoming Order Details

Order Number	Order Name	Total Amount	Schedule Pickup Date
00000506	10.13 3B	\$45.12	6/7/2023
00000508	10.13 4B	\$45.12	7/11/2023
00000505	10.13 3A	\$67.68	6/5/2023

[View All](#)

Recent Order Details

Order Number	Order Name	Total Amount	Schedule Pickup Date
00000281	9.29.22 TEST Order #1	\$81.63	9/30/2022
00000282	9.29 Test 1A	\$6,767.64	10/3/2022
00000286	Demo Order	\$2,135.95	9/29/2022

[View All](#)


The “Home” Screen is divided in to 3 main sections that will provide an overview of your Organization and Orders as well as a navigation point to almost all features available to you. These sections include the Navigation Bar, Your Information and Order Information.

## Navigation Bar






- **Home:** Click the “Home” to return to this screen at any time.
- **Orders (Order History):** Will allow you to view lists of Orders in any status and click into that order for the most up to date information.
- **If you need help, please contact us:** Contact details and hours for your associated ToolBank Affiliate will be listed here.
- **Search:** Searching for an Order, enter the full or partial Order Name or Number here. Click enter to see matching results and select the one you are looking to see.

## Your Information


 Account Information

Agency Name :	Tool School	Agency Phone :	4045551212
Agency Street :	123 Main Street	Agency City :	Atlanta
Agency State :	GA	Agency Country :	
Agency Zip :	30341	Website :	www.toolschool.org
Annual Budget :	\$250,001 - \$500,000	Agency Mission :	Community improvement
Instagram :		PT :	12
Facebook :		FT :	4
Twitter :			

 Contacts Information

Action	Name	Email	Primary Contact	Executive Contact	Login Name
	Harvey Dent	<a href="mailto:executive@toolschool.org">executive@toolschool.org</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	harveydent@toolschool.org
	Two Face	<a href="mailto:twoface@toolschool.org">twoface@toolschool.org</a>	<input type="checkbox"/>	<input type="checkbox"/>	

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 Membership Details

Membership Start Date	2022-11-04
Membership Expiration Date	2023-11-04
Membership Status	Approved

- **Account Information:** Displays demographic information about your Account
- **Contacts Information:** Displays all the people on your Account that can interact with the ToolBank ordering process.
- **Contact Actions:**
  1. Clicking the pencil allows you to edit the specific contact record.
    - To edit an email address, please contact the ToolBank directly.
    - If you would like to name a new primary or executive contact, you must first remove the checkbox from the current contact.
    - **NOTE:** The Contact marked primary will receive all emails sent about Orders and Membership.
  2. To save space only a few contacts will display. If you do not see the person you are looking for, click the “View All” link.
  3. Need to add a contact, click the green button in the upper right of the

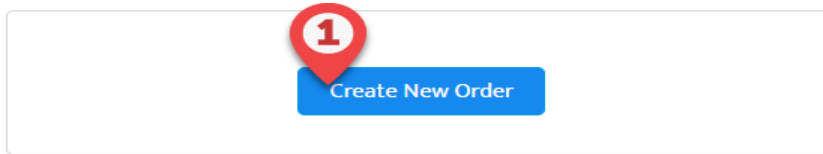
Contact Information section.

**NOTE:** It may take 1 or 2 days for a new Contact to be provided with a login to this system.

- **Membership Details:** Reminder of your Start, Expiration Dates with ToolBank.



## Order Information



### Upcoming Order Details

Order Number	Order Name	Total Amount	Schedule Pickup Date
<a href="#">00000506</a>	10.13 3B	\$45.12	6/7/2023
<a href="#">00000508</a>	10.13 4B	\$45.12	7/11/2023
<a href="#">00000505</a>	10.13 3A	\$67.68	6/5/2023

[View All](#)

### Recent Order Details

Order Number	Order Name	Total Amount	Schedule Pickup Date
<a href="#">00000281</a>	9.29.22 TEST Order #1	\$81.63	9/30/2022
<a href="#">00000282</a>	9.29 Test 1A	\$6,767.64	10/3/2022
<a href="#">00000286</a>	Demo Order	\$2,135.95	9/29/2022

[View All](#)

- **Order Actions:**

1. Clicking “Create New Order” will take you through 3 screens to place your next Tool order.

- **Upcoming Order Details**— Displays your next 5 Orders by Scheduled Pickup Date. To see more, click the “View All” link or click “Orders” in the top navigation bar.

- **Recent Order Details**—Displays the 5 most Recent Orders viewed by you. To see more, click the “View All” link or click “Orders” in the top navigation bar.

# How to Create Tool Orders

On your home page, click the “Create Tool Order” button in the top right corner of the screen to begin.

The screenshot shows the ToolBANK home page. At the top, there is a navigation bar with the ToolBANK logo, links for Home, Order History, and a help link. A search bar and a notification bell are on the right. Below the navigation bar, the page is divided into two main sections. On the left, there is an 'Account Information' section with a table of details. On the right, there is a 'Create New Order' button highlighted with a red box, and below it, an 'Upcoming Order Details' section with a table of order information.

Account Information			
Agency Name :	Tool School	Agency Phone :	4045551212
Agency Street :	123 Main Street	Agency City :	Atlanta
Agency State :	GA	Agency Country :	
Agency Zip :	30341	Website :	www.toolschool.org
Annual Budget :	\$250,001 - \$500,000	Agency Mission :	Community improvement
Instagram :		PT :	12

Upcoming Order Details		
Order Number	Order Name	Total Amount
00000000	00000000	00000000

Submitting an order will include three steps. The icons on the top of the screen will let you know which step you are on. You cannot use the icons to navigate. If you started and order on accident, close the browse tab to exit the order.

A horizontal progress bar with three steps: 'Order Information' (highlighted in blue), 'Select Tools', and 'Review Page'.

## Step 1: Order Information

This screen will have 6 sections to populate before continuing to the next step.

### 1: Agency Information

Prefills your Name, Email and Member Agency names.

The screenshot shows the '1. Agency Information' form. It has three sections: 'Member Agency' with a dropdown menu showing 'Tool School', 'Contact Name' with a dropdown menu showing 'Harvey Dent', and 'Email' with a text field showing 'executive@toolschool.org'.

## 2: Project Duration

2. Project Duration

(All the fields are required)

How long would you like to borrow our tools ?

Desired Pickup Date:

Nov 4, 2022

Desired Pickup Time:

11:00 AM

Requested Borrowing Period:

4 weeks

Desired Return Date:

Dec 2, 2022

- All fields in this section are required
- Enter a desired pickup date and time, and the number of weeks you'd like to borrow the tools. You will be charged a small handling fee based on the number of weeks you select.
- The desired return date will calculate for you based on the first 3 values provided. If this is not the correct date of your return, you can change it to your preferred date.
- **NOTE:** we are **NOT** able to guarantee your desired pickup and return date/time. After submitting your tool order, a ToolBank Staff member will contact you to confirm your order and dates.

## 3: Project Information

3. Project Information

(All the fields are required)

Order Name:

Volunteer Day 2020

People Directly Served:

500

Number of Projects:

1

Volunteer Source:

Youth/Student Volunteers

Number of hours average volunteer is on site:

7

Number of Volunteers:

75

People Indirectly Impacted:

2500

Staff on this Project:

25

Zip Code(s) (Project's Location):

30303,30309,30308

Total Project Volunteer Hours:

550

- All fields in this section are required
- If your project will take place in more than one ZIP code, please separate ZIP codes with a comma.
- **NOTE:** Hover over the information icons ⓘ for an explanation of these fields.

#### 4: Project Type

- Please select all that apply.

**4. Project Type** (Check all that apply)

☐ Community / Neighborhood Cleanup

☒ Demolition/Clearing

☐ Disaster Recovery/Response

☐ Environment Conservation


☒ Landscaping/Beautification

☒ Planting/Groundskeeping


☐ Repairs/Maintenance/Restoration


☐ Special Events/Fundraisers


#### 5: Areas of Impact


- Please select all that apply
- Hover over the information icon (  ) to see how these impact areas are defined.


**5. Areas of Impact** (Check all that apply)


☒ Animal Welfare 


☐ Arts, Culture, Humanities 


☒ Community Revitalization 


☐ Disaster Relief and Recovery 


☐ Education 


☐ Environment and Greenspace 


☐ Faith Based 


☐ Health 

☐ Housing and Homelessness 

☒ Human Services 

☐ Veteran Services 

☐ Youth and Children 

☐ Public Societal Benefit 

#### 6: Project Venue

- Please select all that apply
- Selecting 'Residence or Home' will require additional details.

**6. Project Venue** (Check all that apply)

☐ Agency Facility

☒ Public Space or Venue

☒ Residence or Home

If yes, how many homes?

5

## 7: Serving

- Please help us understand how our tools are being used in the community by selecting one of these options.

7. Serving < 50% of low income people

☐ All Project(s) are being completed in an area considered to be low-income. ⓘ

☒ All Project(s) are being completed in an area(s) considered to be low-income to moderate-income. ⓘ

☐ None of the above.

- When you are finished, click the “Continue” Button is found at the top and bottom of the screen.

Select Tools > Review Page

Continue

- If the screen does not progress, scroll up to confirm there are no errors.

3. Project Information

Order Name:	<input type="text"/>	Number of Volunteers: ⓘ
People Directly Served: ⓘ	<input type="text"/>	People Indirectly Impacted
Number of Projects: ⓘ	<input type="text"/>	Staff on this Project: ⓘ
Volunteer Source: ⓘ	<input type="text"/>	Zip Code(s) (Project's Location)
Number of hours average volunteer is on site: ⓘ	<input type="text"/>	Total Project Volunteer Hours

*This Field is Required*

*This Field is Required*

*This Field is Required*

*This Field is Required*

*This Field is Required*

*This Field is Required*

4. Project Type (Check all that apply)  
*Please Select at least One Option*

☐ Community / Neighborhood Cleanup

5. Areas of Impact (Check all that apply)  
*Please Select at least One Option*

☐ Animal Welfare ⓘ

## Step 2: Select Tools

Order Information

Select Tools

Review Page

Previous

Continue

Search:

Category	Sub-Category	Tool Name	Tool Note	Retail Value	Handling Fees	Quantity	Picture
		Place holder for tools not categorized yet		\$0.01	\$0.00	<input type="text"/>	
	Construction	Hammer: youth sized		\$0.01	\$0.00	<input type="text"/>	
	Construction	Tape measure: youth sized		\$0.01	\$0.00	<input type="text"/>	
	Misc	various items to be added later-(non loanable)		\$0.01	\$0.00	<input type="text"/>	
	Misc	various items to be added later-Consumables		\$0.01	\$0.00	<input type="text"/>	
Cleaning	Buckets	Bucket: plastic, .6 gal (2.5 qt)		\$4.06	\$0.12	<input type="text"/>	
Cleaning	Buckets	Bucket lid: plastic, 5 gal		\$0.01	\$0.00	<input type="text"/>	
Cleaning	Buckets	Bucket: plastic, 5 gal		\$3.06	\$0.09	<input type="text"/>	
Cleaning	Buckets	Bucket: plastic, 2 gal (10 qt)		\$3.82	\$0.11	<input type="text"/>	
Cleaning	Buckets	Bucket: plastic, 1.2 gal (5 qt)		\$2.73	\$0.08	<input type="text"/>	
Cleaning	Buckets	Bucket: metal, 10 gal		\$19.98	\$0.60	<input type="text"/>	
Cleaning	Cleaning	Floor buffer: corded, high speed		\$1,200.00	\$36.00	<input type="text"/>	
Cleaning	Cleaning	Floor sweeper: medium sized, heavy duty, battery powered		\$0.01	\$0.00	<input type="text"/>	
Cleaning	Cleaning	Floor sweeper: large sized, heavy duty, battery powered		\$0.01	\$0.00	<input type="text"/>	
Cleaning	Cleaning	Window scrubber		\$14.65	\$0.44	<input type="text"/>	

Highlights

☐ Common Tool  
☐ New Tool

Job Type

☐ Assembling  
☐ Cement  
☐ Demolition  
☐ Ditching/Digging  
☐ Festivals and Races  
☐ Framing  
☐ Gatherings  
☐ Outdoor Cleanup  
☐ Painting  
☐ Planting/Beautification  
☐ Playground build  
☐ Sheetrock/Drywall

Filters

☐ Common Tool  
☐ Selected Tool

- To add a tool to your order, simply type the quantity desired in the **Quantity** column
- The remaining columns provide detailed information about the tool to help you make your selections.
- **Category & Sub-Category** – Classifications of the tools and their main use
- **Tool Name** – The name is often includes a brief description of the tools attributes
- **Tool Note** — Some tools may require additional materials or tools to use them properly. If that is the case, when you hover over the ( ) in this column, you will see these suggestions.
- **Retail Value** — This is the average price it would cost to purchase this tool at a store and to replace the tool if it is lost or damaged beyond repair.
- **Handling Fees** — This is 3% of the retail value of the tool. This fee is applied to each tool for each week it is borrowed.
- **Quantity** — Enter number of this tool you would like to include in the order.
- **Picture** — Hover over the camera ( ) will display a picture of the tool.

## Finding the Right Tools

This page offers Search, Highlight and Filter capabilities to help you find the right tools for your project.

### Search

- In this order, 'Window Scrubbers' were added and the Tool Note advised that Pole Extensions also need to be added.

Cleaning	Cleaning	Floor buffer: corded, high speed	1	\$1,200.00	\$36.00	<input type="text"/>	
Cleaning	Cleaning	Floor sweeper: medium sized, heavy duty, battery powered	1	\$0.01	\$0.00	<input type="text"/>	
Cleaning	Cleaning	Floor sweeper: large sized, heavy duty, battery powered	May also need: Extension pole	\$0.00	\$0.00	<input type="text"/>	
Cleaning	Cleaning	Window scrubber	1	\$14.65	\$0.44	<input type="text" value="25"/>	
Cleaning	Cleaning	Steam cleaner: handheld	1	\$13.98	\$0.42	<input type="text"/>	
Cleaning	Cleaning	Squeegee: window	1	\$13.98	\$0.42	<input type="text" value="25"/>	

- To quickly find the Pole Extensions, use the Search at the top left of the screen.
- Enter the whole or part of the tool name, category or sub-category and hit 'Enter' on your keyboard. The list of tools will adjust to match your search.

Order Information

Select Tools

Previous

Search: pole

Category	Sub-Category	Tool Name	Tool Note	Retail Value	Handling Fees	Quantity	Picture
Cleaning	Cleaning	Scrub brush: pole mounted	1	\$15.65	\$0.47	<input type="text"/>	
Construction	Painting	Extension pole: telescoping to 8 ft	1	\$21.74	\$0.65	<input type="text"/>	
Construction	Painting	Extension pole: telescoping to 16 ft	1	\$39.98	\$1.20	<input type="text"/>	
Construction	Painting	Extension pole: 8 ft, telescoping to 23 ft	1	\$39.98	\$1.20	<input type="text"/>	
Construction	Painting	Extension pole: 4 ft	1	\$6.97	\$0.21	<input type="text"/>	
Construction	Sanders	Pole sander: 4 ft pole is included	1	\$20.76	\$0.62	<input type="text"/>	
Yardwork	Cutting	Hedge trimmer: pole, battery powered	1	\$226.85	\$6.81	<input type="text"/>	
Yardwork	Cutting	Hedge trimmer: pole, corded	1	\$90.14	\$2.70	<input type="text"/>	
Yardwork	Cutting	Pole saw: manual	1	\$39.98	\$1.20	<input type="text"/>	
Yardwork	Cutting	Pole saw: corded	1	\$84.67	\$2.54	<input type="text"/>	
Yardwork	Cutting	Pole saw: battery powered	1	\$148.67	\$4.46	<input type="text"/>	

- Delete your search criteria and click 'Enter' on your keyboard again to return to the full inventory of tools available.

## Highlights

- Selecting 1 or more boxes under the 'Highlights' or 'Job Type' headers on the left side panel will allow you to still see the full inventory while also visibly *highlighting* the tools in these categories.
- Each selection will highlight in a different color, if a tool falls under more than one highlight it will display as the first one selected.

**NOTE:** Since the full list is still displayed, you may have to scroll to find the highlighted tools.

- Common Tool: Tools most often borrowed
- New Tool: Tools added to inventory in the past year
- Job Type: Tools often required to complete work of this type

Network	Location	Item	Unit	Price	Cost	Image
Yardwork	Digging	Shovel: wide mouth, short handle	0	\$25.65	\$0.77	
Yardwork	Digging	Shovel: square head, short handle	0	\$16.15	\$0.48	
Yardwork	Digging	Shovel: square head, long handle	0	\$21.51	\$0.65	
Yardwork	Digging	Shovel: snow, long handle, snow only	0	\$19.32	\$0.58	
Yardwork	Digging	Shovel: round head, short handle	0	\$18.89	\$0.57	
Yardwork	Digging	Shovel: round head, long handle	0	\$18.53	\$0.56	
Yardwork	Digging	Shovel: drain/trenching, short handle	0	\$29.56	\$0.89	
Yardwork	Digging	Shovel: drain/trenching, long handle	0	\$30.57	\$0.92	
Yardwork	Digging	Post hole digger	0	\$39.36	\$1.18	
Yardwork	Digging	Pick axe: railroad axe	0	\$44.40	\$1.33	
Yardwork	Digging	Pick axe: pick mattock (one side pick, one side adze)	0	\$32.19	\$0.97	
Yardwork	Digging	Pick axe: cutter mattock (one side axe, one side adze)	0	\$33.07	\$0.99	
Yardwork	Digging	Pick axe: mini pick mattock (one side pick, one side scoop)	0	\$17.92	\$0.54	
Yardwork	Digging	McLeod tool: one side coarse rake one side hoe	0	\$43.49	\$1.30	
Yardwork	Digging	Hoe: triangular	0	\$21.67	\$0.65	

### Highlights

☒ Common Tool  
☐ New Tool

### Job Type

☐ Assembling  
☒ Cement  
☐ Demolition  
☒ Ditching/Digging  
☐ Festivals and Races  
☐ Framing  
☐ Gatherings  
☐ Outdoor Cleanup  
☐ Painting  
☐ Planting/Beautification  
☐ Sheetrock/Drywall

### Filters

☐ Common Tool  
☐ Selected Tool

### Highlights

☒ Common Tool  
☐ New Tool

### Job Type

☐ Assembling  
☒ Cement  
☐ Demolition  
☒ Ditching/Digging  
☐ Festivals and Races  
☐ Framing  
☐ Gatherings  
☐ Outdoor Cleanup  
☐ Painting  
☐ Planting/Beautification  
☐ Sheetrock/Drywall

*Common Tools in Purple, Cement in Yellow and Ditching/Digging in Yellow*



## Filters

- Unlike Highlights, selecting a Filter will reduce the list of tools to just those that apply to the filter selected.
- When you believe you have added all you need, clicking the 'Selected Tool' Filter is an optimal way to review your items and quantities for any final adjustments.
- Common Tool: Tools most often borrowed
- Selected Tool: Any tool where a 'Quantity' more than 0 has been added.

Order Information

Select Tools

Review Page

Previous

Continue

Search:

Category	Sub-Category	Tool Name	Tool Note	Retail Value	Handling Fees	Quantity	Picture
	Construction	Tape measure: youth sized		\$0.01	\$0.00	<input type="text" value="25"/>	
Cleaning	Buckets	Bucket: plastic, 1.2 gal (5 qt)		\$2.73	\$0.08	<input type="text" value="25"/>	
Cleaning	Cleaning	Window scrubber		\$14.65	\$0.44	<input type="text" value="25"/>	
Cleaning	Cleaning	Squeegee: window		\$13.98	\$0.42	<input type="text" value="25"/>	

**Filters**

☐ Common Tool  
☒ Selected Tool

**Highlights**

☐ Common Tool  
☐ New Tool

**Job Type**

☐ Assembling  
☐ Cement  
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☐ Festivals and Races  
☐ Framing  
☐ Gatherings  
☐ Outdoor Cleanup  
☐ Painting  
☐ Planting/Beautification  
☐ Playground build  
☐ Sheetrock/Drywall

**Filters**

☐ Common Tool  
☒ Selected Tool

Previous

Continue

- Once you have the correct tools in your order, click 'Continue to proceed to the final step.

### Step 3: Review Order

- Review your selected tools and see the estimated handling fees for your order.
  - To add or remove a tool, click the 'Previous' button
  - To change the 'Desired Pickup Date/Time' or 'Desired Order Return Date' click the 'Previous' button on this screen, and again on the 'Select Tool' screen.
- If the order looks great and you are ready to submit, click the "Place Order" button at the bottom center of the screen.

Order Information

Select Tools

Review Page

Previous

Desired Order Pickup Date : 2022-11-04    Desired Order Pickup Time : 11:00 AM    Desired Order Return Date : 2022-12-02

Category	Sub-Category	Tool Name	Tool Note	Retail Value	Handling Fees	Quantity	Picture
	Construction	Tape measure: youth sized	📄	\$0.01	\$0.00	25	📷
Cleaning	Buckets	Bucket: plastic, 1.2 gal (5 qt)	📄	\$2.73	\$8.00	25	📷
Cleaning	Cleaning	Window scrubber	📄	\$14.65	\$44.00	25	📷
Cleaning	Cleaning	Squeegee: window	📄	\$13.98	\$42.00	25	📷

Loan Duration: 4 weeks

Total Retail Cost Order: \$784.25

Total Tool Handling Fees: \$94

Place Order

### Order Confirmation

- Once the order is properly submitted, you will see this confirmation screen.
- Click the 'Click here' link to view the Order details.

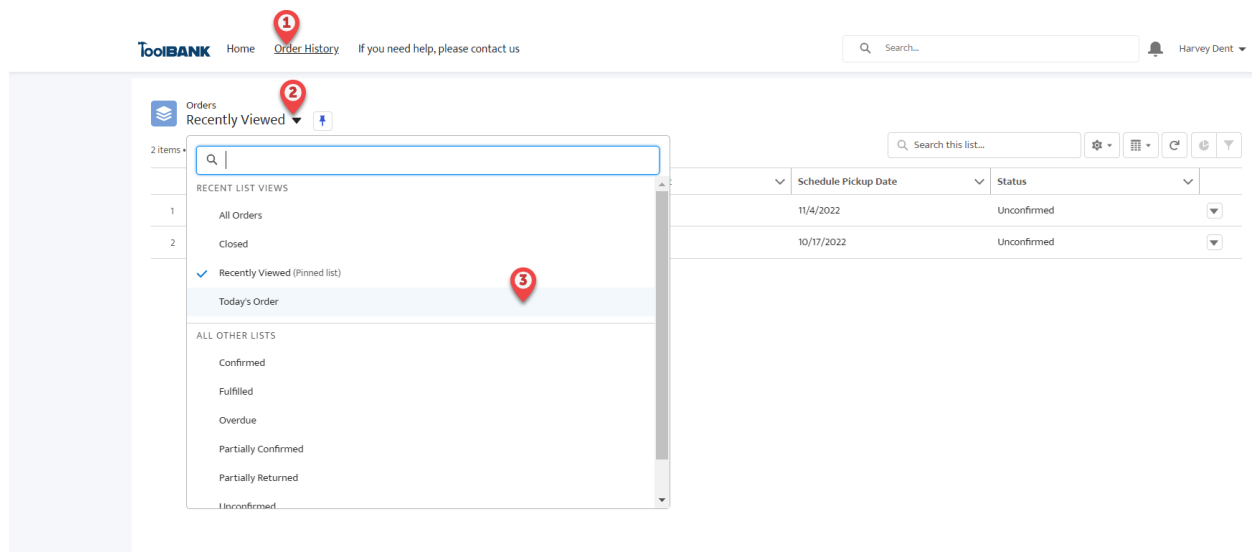


Your order has been placed. The ToolBank will contact you within 2 days to let you know your order is confirmed. [Click here](#) for more details to know about your order Information.

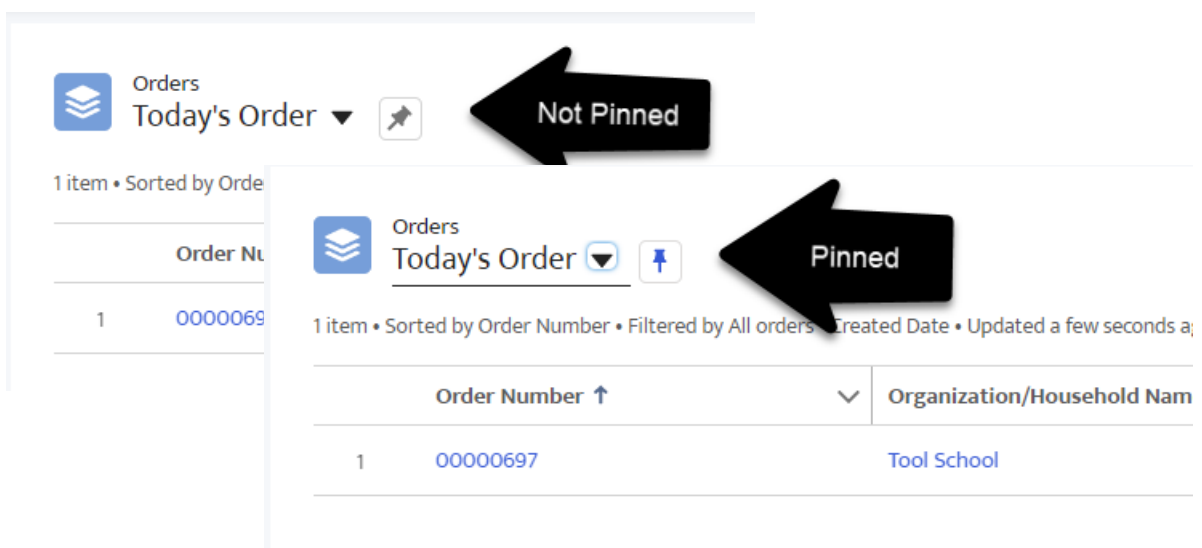
# Orders

## Order Lists

- Clicking “Orders” on the navigation bar will bring you to a screen where you can view your orders grouped by status or those submitted Today.
- Clicking the ‘down arrow’ next to the Order icon will show you the filters you can choose.



- If there is a list you prefer to see every time you click ‘Orders’ from the Navigation bar, you can select it then click the ‘Pin’ icon. To change this selection later, just select another list and the ‘Pin’ icon again.



## Order Details and Related

- Clicking an 'Order Number' from the list view or clicking 'Click here' on the Order Confirmation page will bring you to Order Details
- **Details:** Will show the information you entered on the first step of your orders as well as summary financial information.

ToolBANK

HomeOrder HistoryIf you need help, please contact us

Search...

Harvey Dent

Order Volunteer Day 2020

Organization/Household Name	Order Number	Schedule Pickup Date	Desired Return Date	Status	Total Amount
<a href="#">Tool School</a>	00000697	11/4/2022	12/2/2022	Unconfirmed	\$94.11

DETAILS

RELATED

Order Number

00000697

Organization/Household Name

[Tool School](#)

Affiliate

[Batman](#)

Total Amount

\$94.11

Schedule Pickup Date

11/4/2022

Key Dates

Desired Pickup Date

11/4/2022

Schedule Pickup Date

11/4/2022

Requested Borrowing Period

4 weeks

Schedule Return Date

Status

Unconfirmed

Tools Picked Up By

Tools Returned By

Amount Paid

\$0.00

Amount Owed

\$94.11

Order Close Date

Desired Return Date

12/2/2022

Actual Pickup Date/Time

- **Related:** Displays 2 sections, 'Order Tools' and 'Order History'. Click the word 'Related' to view.
  - **Order Tools:** Will display the Name, Schedule Return Date, Status and Requested Quantity for each tool in your order.
    - **NOTE:** If you do not see a tool you are looking for, click the 'View All' link of the 'Order Tools' section.
  - **Order History:** Displays actions taken on the order like status changes or updates to pickup and return dates.

[Home](#)
[Order History](#)
[If you need help, please contact us](#)

Search...
 Harvey Dent

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Order  
**Volunteer Day 2020**

Organization/Household Name <a href="#">Tool School</a>	Order Number 00000697	Schedule Pickup Date 11/4/2022	Desired Return Date 12/2/2022	Status Unconfirmed	Total Amount \$94.11
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DETAILS
 

RELATED

Order Tools (4)
 

Tool	Schedule Return Date	Status	Requested Quantity
<a href="#">Tape measure: youth sized</a>	12/2/2022	Unconfirmed	25.00
<a href="#">Bucket: plastic, 1.2 gal (5 qt)</a>	12/2/2022	Unconfirmed	25.00
<a href="#">Window scrubber</a>	12/2/2022	Unconfirmed	25.00
<a href="#">Squeegee: window</a>	12/2/2022	Unconfirmed	25.00
<a href="#">View All</a>			

Order History (1)
 

Date	Field	User	Original Value	New Value
11/4/2022, 7:29 PM	Created.	<a href="#">Harvey Dent</a>		
<a href="#">View All</a>				

# ToolBank Information

If you need help, please contact us

- Clicking “If you need help, please contact us” on the navigation bar will bring you to a screen where you can view information about your ToolBank Affiliate.
- Information includes, Phone, Email, Address, Business Hours and special notes.

Affiliate Details	
Affiliate Name:	ToolBank_Training_Org
Affiliate Email:	tool@toolbank.com
Affiliate Phone Number:	8887774000
Affiliate Address:	123 Main Street Toolbank, GA, 30319, USA
<b>Business Hours:</b>	
<b>Sunday</b>	Closed
<b>Monday</b>	8:00 AM 6:00 PM
<b>Tuesday</b>	8:00 AM 6:00 PM
<b>Wednesday</b>	8:00 AM 6:00 PM
<b>Thursday</b>	8:00 AM 4:00 PM
<b>Friday</b>	8:00 AM 4:00 PM
<b>Saturday</b>	Closed
<b>Note to the Agency:</b>	We will be closed on Christmas. Doors will open again on the 26th.