

BANKA VREMENA ŽIVI ATELJE DK

Priručnik za registraciju i upotrebu web stranice

ENG below

Dobrodošli u Banku vremena!

Ovaj priručnik opisuje sve postupke od registracije do naplate, te pokriva sve glavne funkcionalnosti web stranice. Za dodatna pitanja možete pisati na klub@ziviatelj.dk.

REGISTRACIJA

Klikom na link <https://www.community-exchange.org/home/ces-exchanges/?xid=BVZA> dolazite do formulara za registraciju.

Registering as: odaberite jeste li pojedinac, organizacija ili tvrtka.

Company/Organisation Name: upišite naziv ako se registrirate kao organizacija, pojedinci mogu ovo preskočiti.

Od ostalih osnovnih polja, bitno je da ispunite **First name, Surname, Tel (home) ili Mobile, Address, Email, City/Town**, a ostale ako želite.

Tell us how you heard about Banka vremena - Živi atelje and why you want to join: nije obavezno polje, ali cijenili bi povratne informacije o vašem interesu za Banku vremena.


info@community-exchange.org
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Sign up for an Account with Banka vremena - Živi atelje

[Back](#)
 This form is also available in the following languages: English (if translated)

Exchange details

Exchange Name: Banka vremena - Živi atelje

City/Town/Area: Zagreb

Province/State/Area: Zagreb

Country: Croatia

Web site:

Map: <https://www.google.co.z...>

Administrator: Igor Nobilo

Tel: 3851 376 0344

Email: igor@ziviatelj.dk

Your details

Note: Your full contact details are required for your registration to be considered. If you do not want certain details to display on the web site, it is possible to hide them after you receive your account details.

Registering as: Select type...

Company/Organisation Name:

[Registration Types Q & A](#)
 (if registering as Company or Organisation)

Firstname: Tel (home):
 Surname: Tel (work):
 Address: Fax:
 Address (cont.): Mobile:
 Area/Suburb: Email:
 City/Town: Confirm Email:
 Postcode/Zip: Web site:

Tell us how you heard about Banka vremena - Živi atelje and why you want to join:

Ponude i Potrebe – ovdje trebate već pri registraciji ispuniti što nudite u smislu usluga ili proizvoda, kao i vaše Potrebe, ako ih imate. Ponude i Potrebe možete dopuniti ili izmijeniti nakon registracije.

Heading: upišite kraći, ali jasan naslov vaše Ponude ili Potrebe (na hrvatskom i engleskom, ako je moguće).

Details: opišite vašu Ponudu ili Potrebu s dovoljno informacija kako bi bilo što jasnije o čemu se radi.

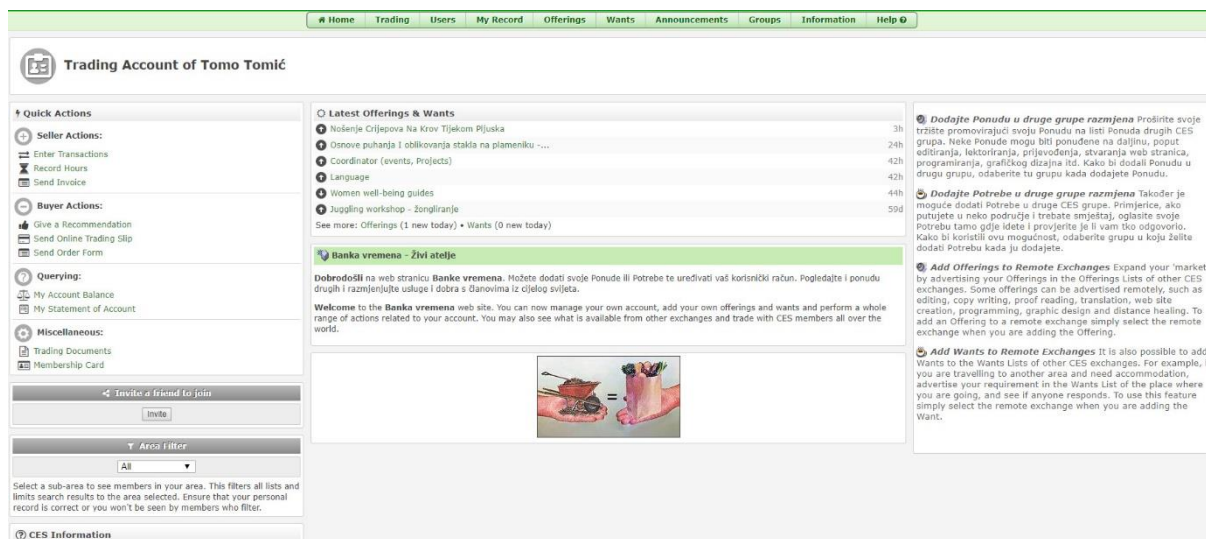
Rate: upišite naknadu koju tražite za navedenu uslugu. Osnovna valuta u Banci vremena jest 1 solidar po radnom satu. Ako vaša usluga traje 1.5 sati, onda upišite 1.5 solidara, ako traje ukupno npr. 7 sati (poput tečaja), onda upišite 7 solidara. Ako nudite proizvode bez usluga, procijenite koliko je vama ili drugima bilo potrebno radnih sati da se izradi taj predmet.

Submit: kada ste ispunili formular, kliknite Submit i vaša prijava će biti poslana administratoru koji mora ručno potvrditi vašu prijave te provjeriti podatke koje ste unijeli. Kada to učini, dobiti ćete povratni mail s informacijama o vašem članstvu. Potvrda će vam biti poslana u roku 3 dana (administrator je ipak ljudsko biće ;)).

Promjena lozinke – nakon što zaprimite potvrdu registracije i vašu privremenu lozinku, otvorite link u povratnom mailu i ulogirajte se s privremenom lozinkom iz povratnog maila. Sustav će onda od vas zatražiti da upišete svoju novu, trajnu lozinku (najmanje 7 slova, najmanje 1 veliko slovo i najmanje jedna brojka). Nakon toga će vas sustav tražiti da se ulogirate s novom lozinkom.

KORIŠTENJE ONLINE SUSTAVA

Kada se ulogirate u sustav, dolazite do glavnog preglednika.



Glavni izbornici pri vrhu stranice

My record izbornik – ovdje pregledavate i mijenjate sve što se tiče vašeg korisničkog računa i vašeg poslovanja u Banci vremena.

My record: ovdje možete izmijeniti ili dopuniti vaše osobne podatke, dodati fotografiju, unositi ili mijenjati vaše Ponude ili Potrebe.

My balance: prikazuje vaše transakcije u solidarima, naknade administraciji i ostalu povezanu statistiku.

Ostatak My record izbornika sadrži pregled raznih statistika, koje vam nisu nužne za osnovno korištenje sustava, ali vam s vremenom mogu biti korisne.



Offerings of Banka vremena - Živi atelje

← Back

Categories: All Search Offerings:

#	Updated	Offering	Requesting	Area	Advertiser
1.	26 Nov 2017 10:50	Nošenje Crijepova Na Krov Tijekom Pljusk Bez obzira na monsunske kiše, nudim savijena leđa I umorne ruke za prijenos vaših novih ili rabljenih crijepova na krov vaše kuće/zgrade/parlamenta.	Solidari only 1/h	Zagreb	Tomo Tomić View Offer Edit/Delete Offer
2.	25 Nov 2017 13:53	Osnove puhanja I oblikovanja stakla na plameniku - Basic Lampworking Lesson Podučavam osnove puhanje i oblikovanje stakla na plameniku. Lampworking lesson-basic knowlege how to blow and model glass on torch	Solidari only S2	Zagreb	Ivanka Pašalić View Offer
3.	24 Nov 2017 19:12	Coordinator (events, Projects) From conceptualizing, finding partners to writing up of proposals and making it happen.	Solidari only Negotiable	Zagreb	Cyrille Živi Atelje Dk View Offer
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6.	25 May 2017 13:24	Photography I offer photography services.	Solidari only S1/hour	Varaždin	Maša Bajc View Offer
7.	25 May 2017 13:24	Retouching I offer photo retouching services.	Solidari only S1/hour	Varaždin	Maša Bajc View Offer
8.	25 May 2017 13:24	Photography And Retouching Lessons I can give lessons regarding digital photography, reotuching, fine art photography, portfolio development etc.	Solidari only S1/hour	Varaždin	Maša Bajc View Offer
9.	7 Apr 2017 14:06	Chinese Calligraphy I teach Chinese calligraphy. I also write Chinese calligraphy on request.	Solidari only 1	Zagreb	Iva Valentic View Offer
10.	7 Apr 2017 14:06	Chinese Language And Culture I lecture on Chinese culture and I translate from Chinese language.	Solidari only 1	Zagreb	Iva Valentic View Offer

Offerings/Wants izbornik – ovdje pristupate Ponudama i Potrebama cijelog BVZA sustava, ali i svih ostalih sustava diljem svijeta.

Offerings: možete odabrati pojedinačnu zemlju i Exchange (sustav razmjene) u njoj, te ispod odabrati Latest offerings (najnovije Ponude), All offerings (sve Ponude) itd.

Wants: ovdje možete vidjeti sve Potrebe u BVZA sustavu.

Advertiser kolumna: klikom na ime korisnika možete vidjeti podatke o korisniku, klikom na **View offer** možete pogledati detalje određene Ponude ili Potrebe, a ako su na listi vaše Potrebe ili Ponude, klikom na **Edit/Delete Offer** može ih izmijeniti ili obrisati.

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Offering Details

OFFERED

Advert ID: 72842
Title: Nošenje Crijepova Na Krov Tijekom Pljuska
Category: Labour & Assistance
Description: Bez obzira na monsunske kiše, nudim savijena leđa i umorne ruke za prijenos vaših novih ili rabljenih crijepova na krov vaše kuće/zgrade/parlamenta.
Type: Solidari-only
Requesting: 1/h
Added: 26 Nov 2017
Updated:
Expires: 26 Nov 2018

Advertiser: Tomo Tomić
Exchange: Banka vremena - Živi atelje
Account No: BVZA0011
User since: 26 Nov 2017
Address: Ozaljska 45
Area: Zagreb
Province/State: Zagreb
Country: Croatia
Phone: 098 422 5887
Actions:

- ☒ Contact by email
- Send order
- Send to a friend
- Report advertisement
- Edit/delete offering
- View all offerings of Tomo Tomić

Pregledom pojedine Ponude/Potrebe možete saznati sve što je korisnik objavio, a ako vas zanima više informacija ili želite započeti razmjenu, koristite linkove u donjem desnu kutu: korisnika možete nazvati telefonom, kontaktirati putem emaila, poslati narudžbu putem linka **Send Order**, podijeliti putem linka Send to a friend ili prijaviti Administratoru problem s oglasom putem linka **Report advertisement**.

Contact by email: korisnika možete kontaktirati slanjem poruke na njihov email, sustav će otvoriti **Compose Message** stranicu gdje unosite vašu poruku i šaljete korisniku. Opciju **Send a copy to myself** označite ako želite primiti istu poruku i na svoj email.

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Compose Message

To: Tomo Tomić
Subject: Your offering: Nošenje Crijepova Na Krov Tijekom Pljuska
Message:

File Edit Insert View Format Tools

Formats
B *I*

ej daj crijepova, sprema se pljusak

p

☐ Send a copy to myself

Back Send

Send order: korisniku možete poslati narudžbenicu u kojoj možete specificirati što naručujete i koju količinu (najkorisnije ako se radi o proizvodima). Možete ispuniti polje **Description** u kojem ćete opisati što naručujete, a pod **Quantity** upišite količinu narudžbe. Pod **Comment or Query** možete unijeti pitanja ili komentare, a možete i samo ispuniti **Comment or Query** bez ispunjavanja **Description** i **Quantity** polja.

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[Groups](#)
[Information](#)
[Help](#)


Online Order/Query Form

Send to: Tomić, Tomo - BVZA0011 ▼

Order	Description	Quantity
1		
2		
3		
4		
5		
6		

Comment or Query:

stiže monsun, koliko brzo nosiš crijepove na 7 kat?

☐ Send a copy to myself

Back
Preview
Press button to see Order before sending

Kada pošaljete email ili narudžbu, daljnja komunikacija se odvija putem vaših mail adresa. Dakle CES sustav i BVZA ne spremaju vaše međusobne poruke. Direktno s drugim korisnicima dogovarate razmjene i uvjete, a po obavljenoj razmjeni usluga ili proizvoda, vraćate se u BVZA sustav kako bi ostvarili transakciju u solidarima.

RAZMJENA JE OBAVLJENA, ŠTO SADA?

Kao ponuđač, obavili ste uslugu ili prodali proizvod. Ulogirajte se u BVZA sustav te u lijevom izborniku odaberite **Enter Transaction**. U idućem izborniku odaberite **Single Transaction** (isto možete naći u glavnom izborniku pod Trading/Single Transaction). Zatim pod **Debit Buyer** potražite ime korisnika kojemu ste isporučili uslugu/proizvod. Pod **Description** unesite kratku referencu na što se odnosi transakcija, te pod **Amount** unesite iznos u solidarima koji ste dogovorili s tim korisnikom. Klikom na **Submit** povlačite solidare s njihovog računa na vlastiti račun. Drugi korisnik će dobiti obavijest o transakciji i stanju računa.

The screenshot shows the 'Enter Single Transaction' form within the BVZA system. At the top, there is a navigation bar with links: Home, Trading, Users, My Record, Offerings, Wants, Announcements, Groups, Information, and Help. The form itself has a title 'Enter Single Transaction' with a circular icon containing two arrows. Below the title, there are several input fields: 'Exchange' with a dropdown menu set to 'BVZA - Banka vremena HR' and a note '(Select Exchange if buyer is not in your exchange)'; 'Debit Buyer' with a dropdown menu set to 'Nobilo, Igor - BVZA0002' and an option 'OR enter a/c #: BVZA' followed by a text input; 'Description' with a text input containing 'Nošenje crijeva'; and 'Amount' with a text input showing 'S 4' and a decimal part '.00', with a note '(e.g. 10.50 or 125)'. At the bottom of the form, there are two buttons: 'Back' and 'Submit'. Below the form, there is a box containing instructions for new users and how to use the form.

Enter Single Transaction

Exchange: BVZA - Banka vremena HR (Select Exchange if buyer is not in your exchange)

Debit Buyer: Nobilo, Igor - BVZA0002 OR enter a/c #: BVZA

Description: Nošenje crijeva

Amount: S 4 .00 (e.g. 10.50 or 125)

Back Submit

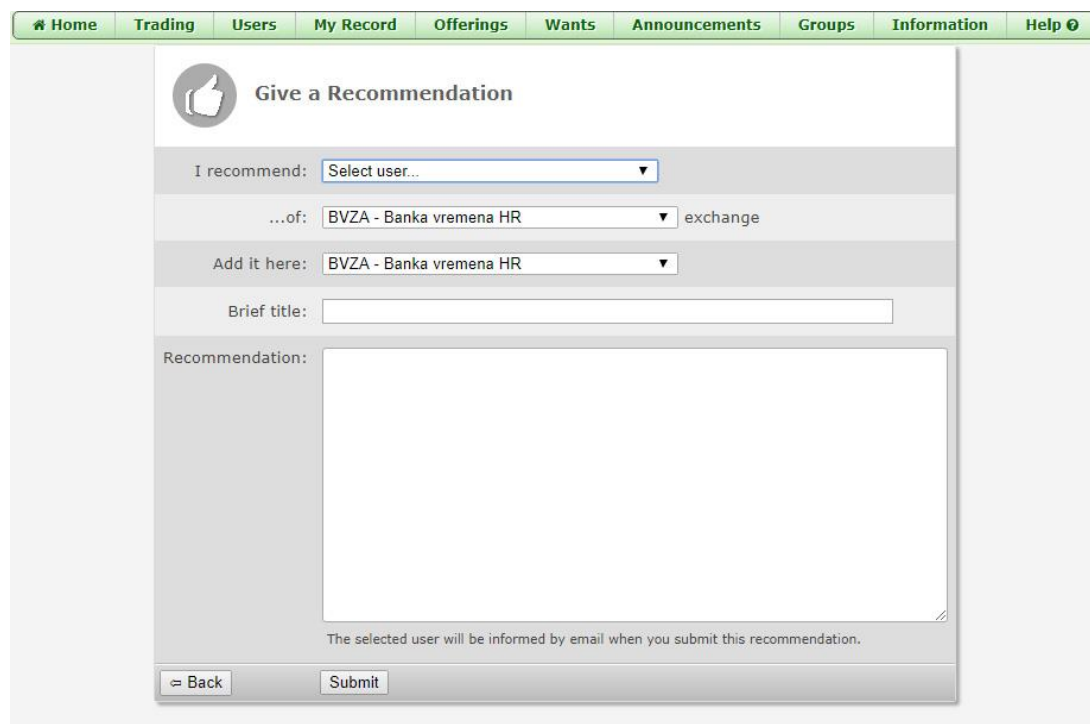
- **New here?** This is a SELLER action. In the CES it is the **SELLER** who enters the transaction information above, not the buyer.
- Select the buyer from the drop-down list **OR** enter the buyer's 4-digit account number. To jump rapidly to a name in the list, press the first letter of the (sur)name, repeatedly if necessary.
- Use this form to enter single transactions. To enter multiple transactions use the
 - Multiple Transactions form or the...
 - Paste Transaction Data form which can be used to enter transactions prepared offline

Na idućem koraku sustav će zatražiti potvrdu transakcije klikom na **Confirm** te dati na uvid stanje vašeg računa u solidarima.

Sustav će zabilježiti transakciju, te će prenijeti iznos u solidarima umanjen za eventualni postotak naknade za administriranje sustava.

PREPORUKE KAO SUSTAV POVJERENJA

CES sustav ima ugrađenu funkciju preporuka pod imenom Recommendation, koja služi kako bi kvalitetni ponuđači bili nagrađeni za kvalitetu izvršene usluge ili proizvoda. Kao kupac, ako ste zadovoljni uslugom, odaberite **Trading/Recommendations**, kliknite **Give Recommendation**. Zatim odaberite pod **I recommend** korisnika za kojeg želite ostaviti preporuku. Pod **Brief title** stavite neki naslov preporuke, a pod **Recommendation** upišite svoju preporuku.



The screenshot shows a web application interface for giving a recommendation. At the top is a navigation bar with links: Home, Trading, Users, My Record, Offerings, Wants, Announcements, Groups, Information, and Help. The main content area is titled 'Give a Recommendation' with a thumbs-up icon. The form includes the following fields:

- I recommend:** A dropdown menu currently showing 'Select user...'.
- ...of:** A dropdown menu showing 'BVZA - Banka vremena HR' with a sub-label 'exchange'.
- Add it here:** A dropdown menu also showing 'BVZA - Banka vremena HR'.
- Brief title:** A text input field.
- Recommendation:** A large text area for the recommendation text.

Below the text area, a message states: 'The selected user will be informed by email when you submit this recommendation.' At the bottom of the form are two buttons: 'Back' and 'Submit'.

ŽIVI ATELJE DK time bank

Registration and website manual

Welcome to the Time Bank!

This manual describes all procedures from registration to payment, covering all main functionalities of the webpage. For additional queries you can write to klub@ziviateljje.dk.

REGISTRATION

Fill out the form and wait for the administrator to approve your account (a manual process, so please be patient).

info@community-exchange.org [Login](#)

 Home About Info Join New Exchange Demo Contact Login

Sign up for an Account with Banka vremena - Živi atelje

[Back](#) This form is also available in the following languages: [English](#) (if translated)

Exchange details

Exchange Name: Banka vremena - Živi atelje

Administrator: Igor Nobilo

City/Town/Area: Zagreb

Tel: 3851 376 0344

Province/State/Area: Zagreb

Email: igor@ziviateljje.dk

Country: Croatia

Web site:

Map: <https://www.google.co.z...>

Your details

Note: Your full contact details are required for your registration to be considered. If you do not want certain details to display on the web site, it is possible to hide them after you receive your account details.

Registering as: [Select type...](#) [Registration Types Q & A](#)

Company/Organisation Name:

(If registering as Company or Organisation)

Firstname:

Tel (home):

Surname:

Tel (work):

Address:

Fax:

Address (cont.):

Mobile:

Area/Suburb:

Email:

City/Town:

Confirm Email:

Postcode/Zip:

Web site:

Tell us how you heard about Banka vremena - Živi atelje and why you want to join:

OFFERS AND WANTS

At registration you can enter Offers and Wants, or edit and add them later.

Heading: state a shorter summary of your offer (in both English and Croatian, if possible).

Details: Describe your Offer or Want in detail with enough information.

Rate: state the fee you require for the listed service or product. The basic currency in the Time Bank is 1 solidar per hour. If your service takes 1.5 hours, state 1.5 solidars, for example. If you offer products without human services, estimate how much you or others had to spend working hours to make the product.

Password change: after you receive registration confirmation and your temporary password, click the link in the email and login with the temporary password provided. The system will then ask of you to type in your permanent password (at least 7 letters, at least one capital letter and at least one number). After that you will login with the new password.

Živi Atelje DK, Priručnik za registraciju i upotrebu web stranice, 8/13

USING THE ONLINE SYSTEM

After login, you will arrive to the homepage.

Trading Account of Tomo Tomić

Quick Actions

Seller Actions:

- Enter Transactions
- Record Hours
- Send Invoice

Buyer Actions:

- Give a Recommendation
- Send Online Trading Slip
- Send Order Form

Querying:

- My Account Balance
- My Statement of Account
- Miscellaneous:
 - Trading Documents
 - Membership Card

Latest Offerings & Wants

- Nošenje Orijepova Na Krov Tijekom Pljuska 3h
- Osnove puhanja i oblikovanja stakla na plameniku 24h
- Coordinator (events, Projects) 42h
- Language 42h
- Women well-being guides 44h
- Juggling workshop - Jongliranje 59d

See more: Offerings (1 new today) • Wants (0 new today)

Banka vremena - Živi atelje

Dobrodošli na web stranicu Banke vremena. Možete dodati svoje Ponude ili Potrebe te uređivati vaš korisnički račun. Pogledajte i ponudu drugih i razmjenjivajte usluge i dobra s članovima iz cijelog svijeta.

Welcome to the Banka vremena web site. You can now manage your own account, add your own offerings and wants and perform a whole range of actions related to your account. You may also see what is available from other exchanges and trade with CES members all over the world.

Dodajte Ponudu u druge grupe razmjena Pročitajte svoje tržište promovirajući svoju Ponudu na listi Ponuda drugih CES grupa. Neke Ponude mogu biti ponuđene na daljinu, poput editiranja, lektoriranja, prijevoda, stvaranja web stranica, programiranja, grafičkog dizajna itd. Kako bi dodali Ponudu u drugu grupu, odaberite tu grupu kada dodajete Ponudu.

Dodajte Potrebe u druge grupe razmjena Također je moguće dodati Potrebe u druge CES grupe. Primjerice, ako putujete u neko područje i trebate smještaj, oglasite svoje Potrebu tamo gdje lete i provjerite je li vam tko odgovorio. Kako bi koristili ovu mogućnost, odaberite grupu u koju želite dodati Potrebu kada ju dodajete.

Add Offerings to Remote Exchanges Expand your 'market' by advertising your Offerings in the Offerings Lists of other CES exchanges. Some offerings can be advertised remotely, such as editing, copy writing, proof reading, translation, web site creation, programming, graphic design and distance healing. To add an Offering to a remote exchange simply select the remote exchange when you are adding the Offering.

Add Wants to Remote Exchanges It is also possible to add Wants to the Wants Lists of other CES exchanges. For example, if you are travelling to another area and need accommodation, advertise your requirement in the Wants List of the place where you are going, and see if anyone responds. To use this feature simply select the remote exchange when you are adding the Want.

Main menu at top of page

My record menu item– here you can view and edit anything regarding your user account and your business in the Time Bank.

My record – here you can edit or add your personal information, add a photo, edit or add your Offerings and Wants.

My balance – displays your transactions in solidars, administration fees and other relevant statistics.

The rest of the My record menu offers various statistics, many of them not necessary for basic use of the system, but can be useful over time.

Offerings/Wants menu item – here you can access the Offerings and Wants of the entire exchange, but also other exchanges in the entire world.

Offerings – you can choose a specific county and specific exchange in it. You can view the Latest Offerings or All Offerings etc.

Wants – here you can view all the Wants in the Time Bank.

Advertiser column – clicking a user name provides information about them, View Offer displays the details of an Offer or Want.



Offerings of Banka vremena - Živi atelje

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Browsing Offer or Want

Viewing an Offer or Want displays everything the user published, and if you need more information or want to start an exchange, use the links in the lower right corner: you can telephone the user contact them via email, send a request via Send Order, share via Send to a Friend or report a problem to the administrator via Report Advertisement.



Offering Details

OFFERED Advert ID: 72842 Title: Nošenje Crijepova Na Krov Tijekom Pljaska Category: Labour & Assistance Description: Bez obzira na monsunske kiše, nudim savijena leđa I umorne ruke za prijenos vaših novih ili rabljenih crijepova na krov vaše kuće/zgrade/parlamenta. Type: Solidari-only Requesting: 1/h Added: 26 Nov 2017 Updated: Expires: 26 Nov 2018	Advertiser: Tomo Tomić Exchange: Banka vremena - Živi atelje Account No: BVZA0011 User since: 26 Nov 2017 Address: Ozaljska 45 Area: Zagreb Province/State: Zagreb Country: Croatia Phone: 098 422 5887 Actions: Contact by email Send order Send to a friend Report advertisement Edit/delete offering View all offerings of Tomo Tomić
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Send order – you can send a user an order detailing what you are ordering and what amount. Fill in the Description field and amount under Quantity. Under Comment or Query add comments or questions, and you can also fill out only Comment or Query without filling out Description and Quantity.

Send to: Tomić, Tomo - BVZA0011 ▼

Order	Description	Quantity
1		
2		
3		
4		
5		
6		

Comment or Query: stiže monsun, koliko brzo nosiš crijebove na 7 kat?

☐ Send a copy to myself

[Back](#) [Preview](#) [Press button to see Order before sending](#)

After sending an email or order, further communication takes place via your email system. The CES system and Time Bank do not archive your messages. You arrange conditions and exchanges directly with other users, and upon an exchange taking place, you return to the Time Bank to record the transaction in solidars.

EXCHANGE COMPLETED, NOW WHAT?

As a Seller, you have performed the service or delivered the product. Login to the Time Bank and select Enter Transaction in the left menu. On the next page choose Single Transaction (the same can be found in the main top menu under Trading/Single Transaction). Then under Debit Buyer select the name of the Buyer. Under Description enter a short reference of the exchange that took place, and under Amount enter the amount of solidars you agreed on with the Buyer. Clicking Submit will withdraw solidars from their account to yours. The Buyer will be notified of the transaction and his account status.

In the next step the system will ask you to confirm the transaction and provide you with info on the state of your account.

The transaction will be recorded and the amount in solidars will be reduced by any applicable fee percentage for system administration.

Home	Trading	Users	My Record	Offerings	Wants	Announcements	Groups	Information	Help
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Enter Single Transaction

Exchange: (Select Exchange if buyer is not in your exchange)

Debit Buyer: OR enter a/c #: BVZA

Description:

Amount: \$.00 (e.g. 10.50 or 125)

- **New here?** This is a SELLER action. In the CES it is the **SELLER** who enters the transaction information above, not the buyer.
- Select the buyer from the drop-down list **OR** enter the buyer's 4-digit account number. To jump rapidly to a name in the list, press the first letter of the (sur)name, repeatedly if necessary.
- Use this form to enter single transactions. To enter multiple transactions use the
 - Multiple Transactions form or the...
 - Paste Transaction Data form which can be used to enter transactions prepared offline

RECOMMENDATIONS AS A TRUST SYSTEM

The CES system has a built-in recommendation function, serving to reward quality suppliers for their services or products delivered. As a Buyer, when satisfied with an exchange, choose Trading/Recommendations and choose Give Recommendation. Under I Recommend choose the Seller you wish to recommend. Under Brief Title place a short heading and under Recommendation type in your text.

Home	Trading	Users	My Record	Offerings	Wants	Announcements	Groups	Information	Help
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Give a Recommendation

I recommend:

...of: exchange

Add it here:

Brief title:

Recommendation:

The selected user will be informed by email when you submit this recommendation.



Give a Recommendation

I recommend:

...of: exchange

Add it here:

Brief title:

Recommendation:

The selected user will be informed by email when you submit this recommendation.

[Back](#)

[Submit](#)