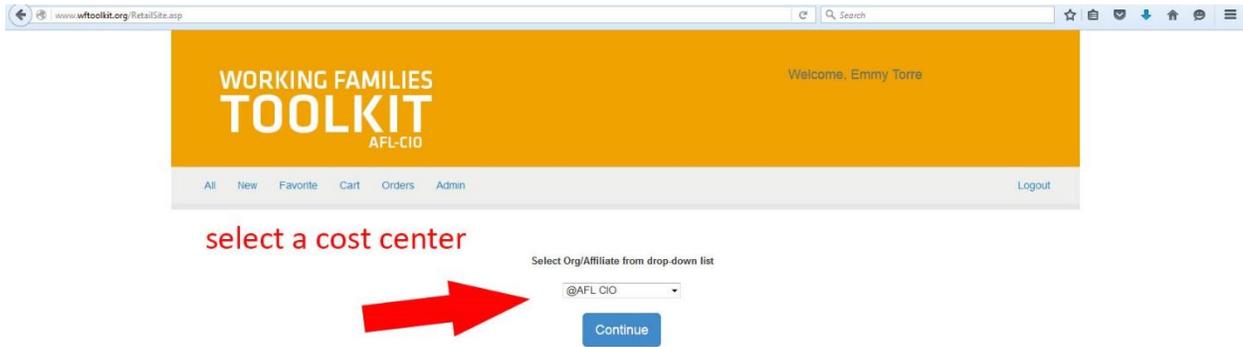


# **The New Working Families Toolkit**

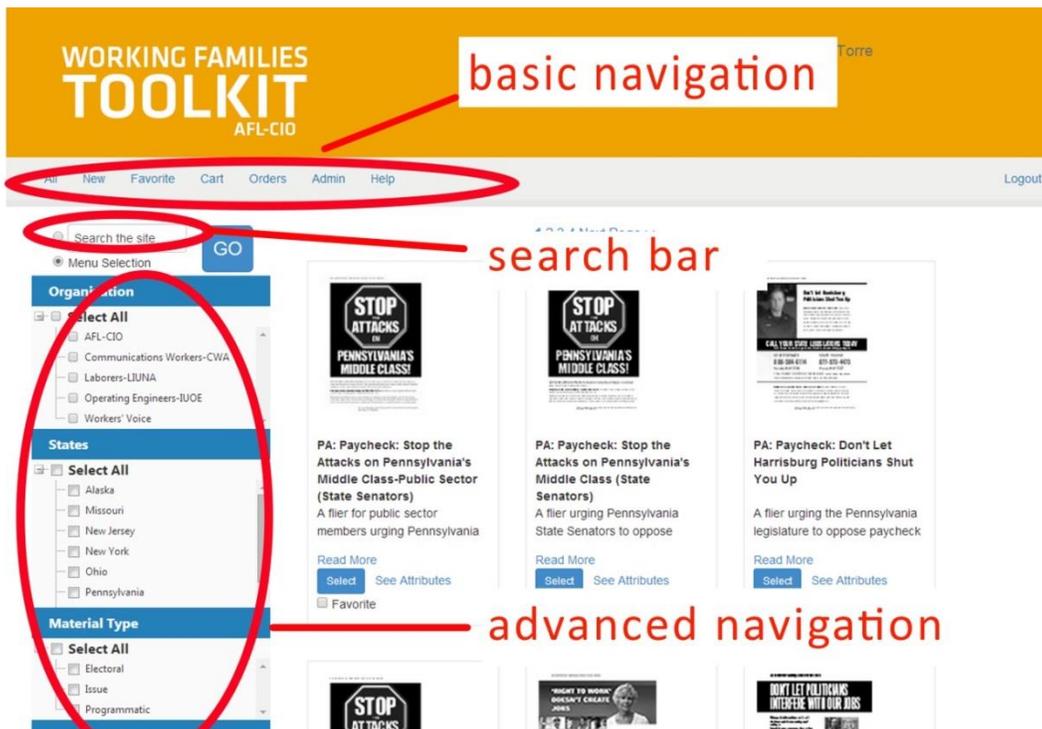
## **A Guide**

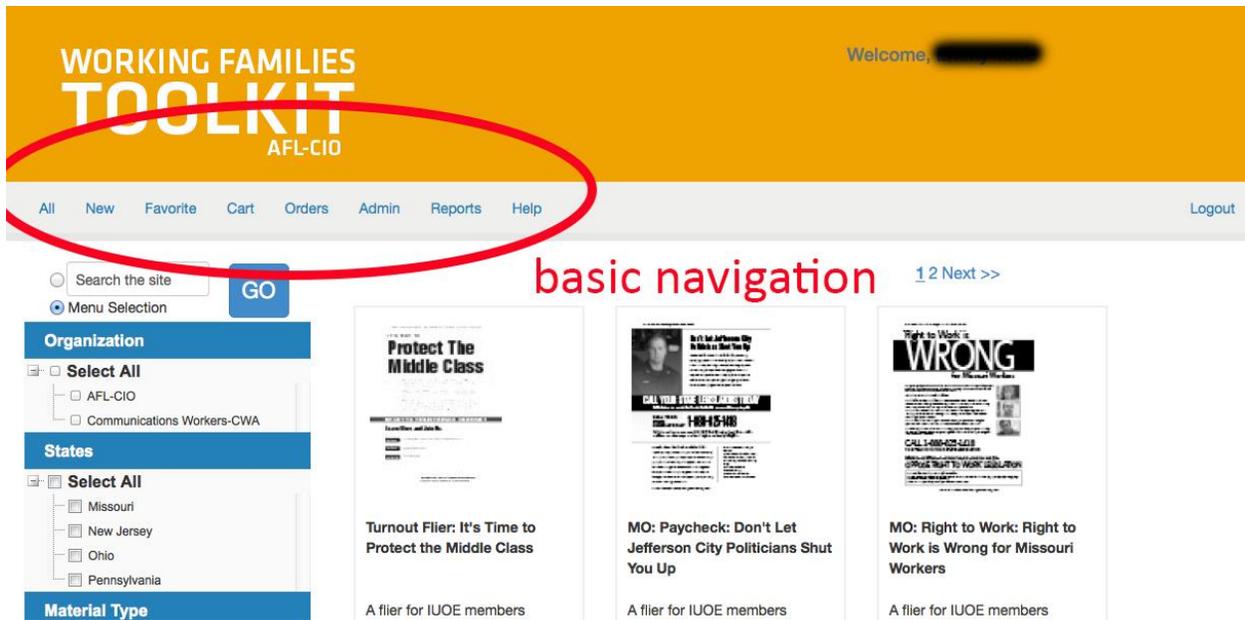


the user wants to access, i.e. whether they'd like to see materials posted for all AFCSME members versus materials posted for AFT members.



The Toolkit home screen includes a basic navigation bar, a search bar, and an advanced navigation bar.

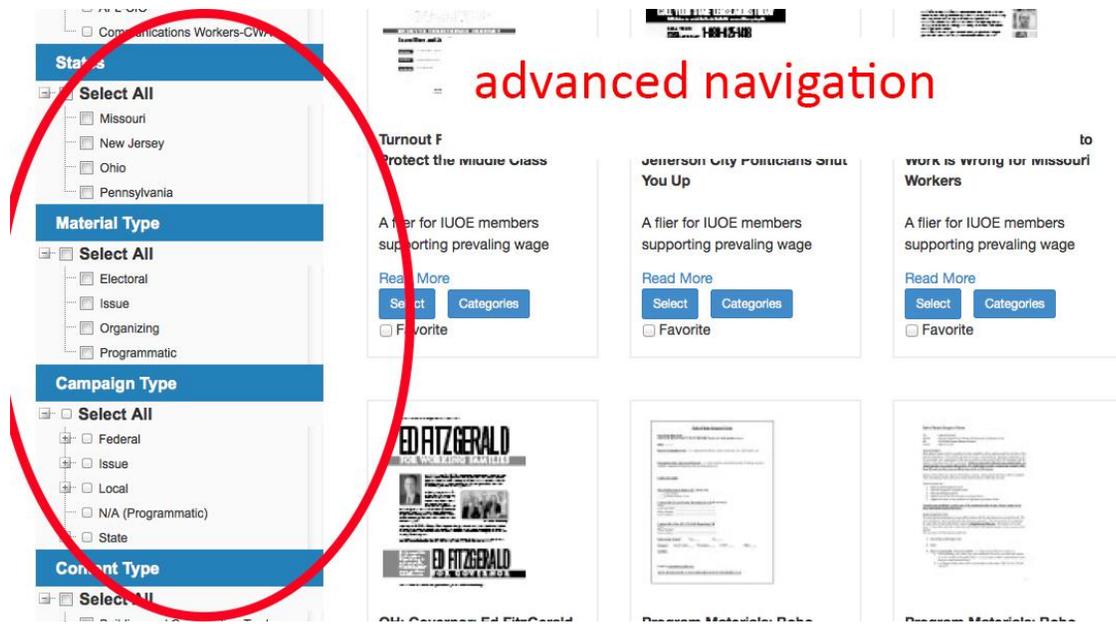




The basic navigation of the Toolkit consists of the “all,” “new,” “favorite,” “cart,” “orders,” “admin,” “reports,” and “help” tabs. Most of these tabs are familiar and intuitive. However, there are a few new features.

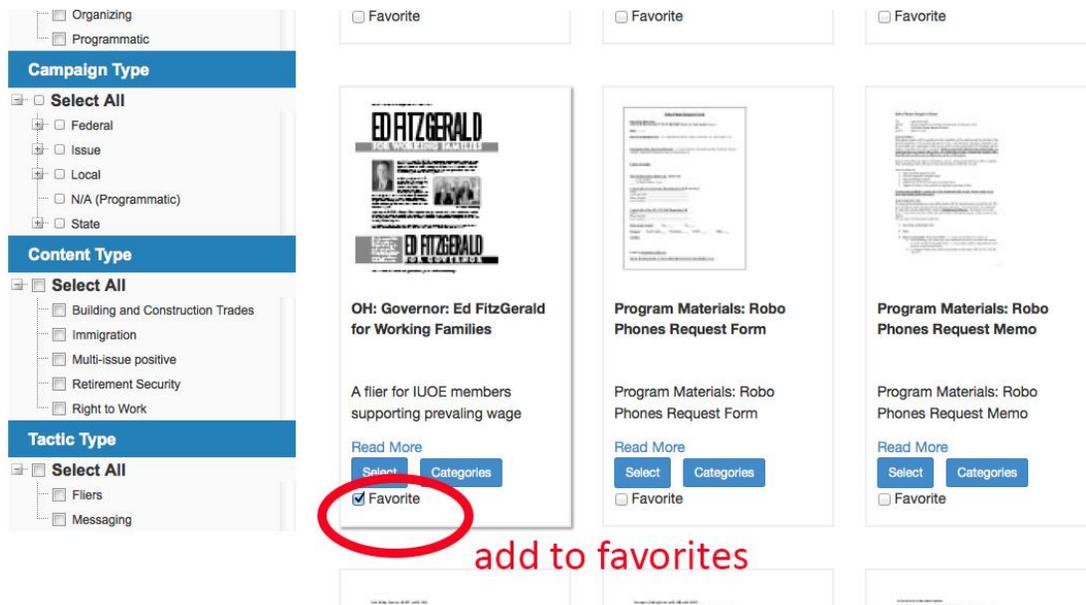


It is important to remember to select the radio button next to the search bar when searching, so that you will get the proper results. It is also important to keep in mind that you are searching within whichever tab of the basic navigation bar you have selected, so if you search for “Wisconsin” and you have selected the “New” tab, you will only see search results for “Wisconsin” that are within the “New” tab.



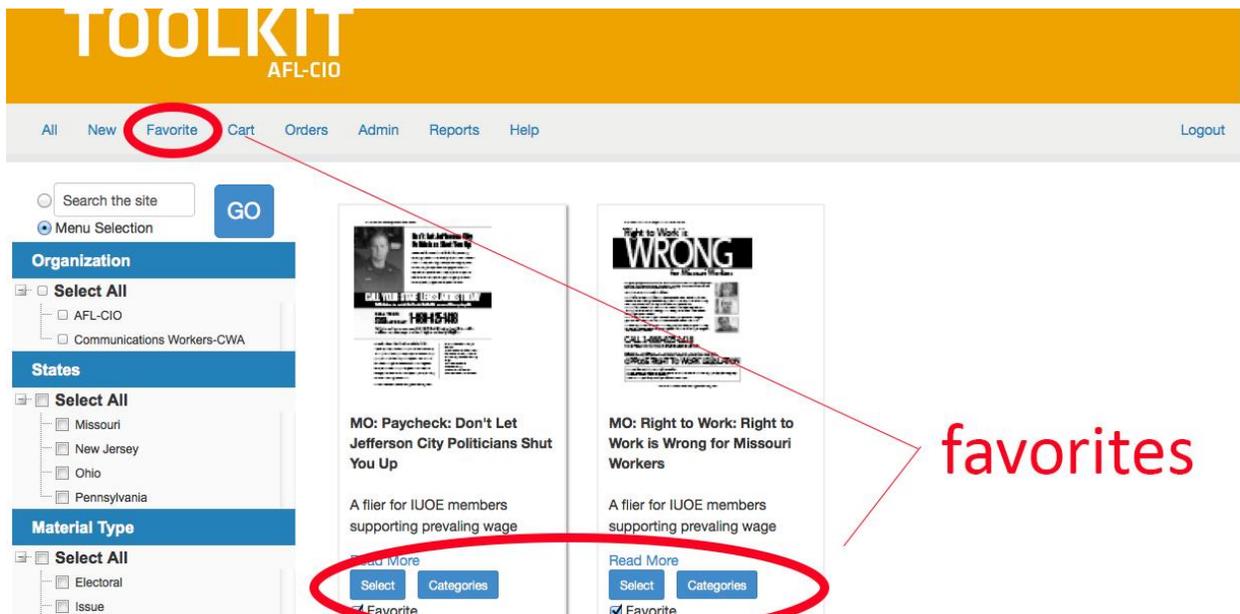
advanced navigation

The advanced navigation on the left of the homepage is a great new feature for users. To help you narrow down and find the material you need, select the boxes next to the attributes of the material you are searching for, and hit the “go” button next to the search bar. Your results will then be displayed to the right of the advanced navigation column.



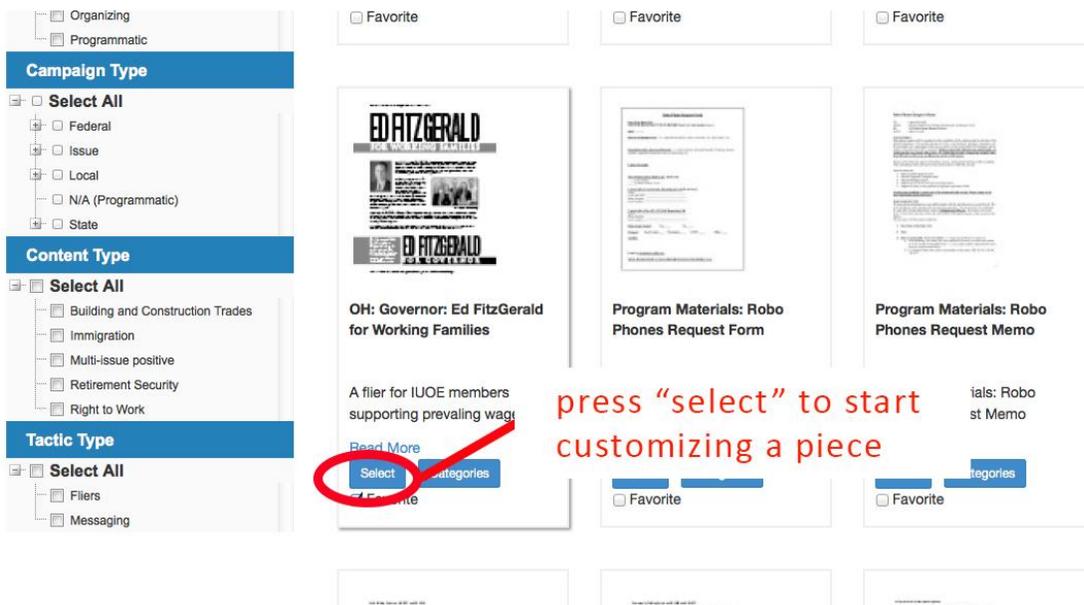
add to favorites

There is also a way to “favorite” items, which comes in handy when you would like to order a piece, but don’t want to search through the Toolkit to find the particular piece again and again. To favorite an item, select it as a “favorite” and press the “go” button in the top left of the page to the right of the search bar.



favorites

After adding a material to your favorites, you will be able to see it under your “favorites” tab. To remove a favorite, simply unselect the favorite box and hit the “go” button again.



press “select” to start customizing a piece

Customizing a flier on the new Toolkit is similar to doing so in the old tool, but with some improvements. To begin customizing your flier, press “select” below the thumbnail of the piece you would like to customize.

## Confirm your material and quantity

Complete the information requested below and then select "next".

Style

Front



Use Address on Stationery

Quantity

Order Details

<< Back Next >>

order information

You will then be prompted to provide information regarding your order, including quantity and expected date of use. To select a piece for download only and have the pdf available for you to download, select a quantity of "1".

WORKING FAMILIES  
**TOOLKIT**  
AFL-CIO

Welcome, Emmy Torre

All New Favorite Cart Orders Admin Help Logout

## Confirm your material and quantity

Complete the information requested below and then select "next".

Style

Front



Order Details

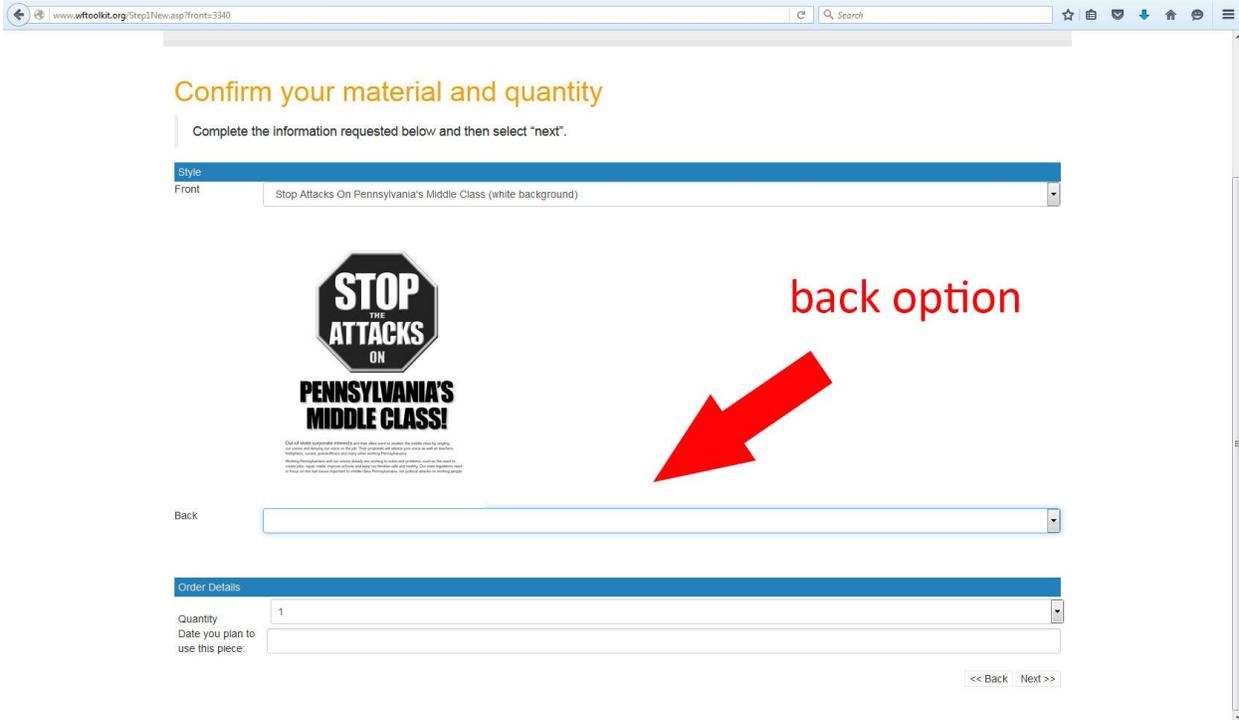
Quantity

Date you plan to use this piece:

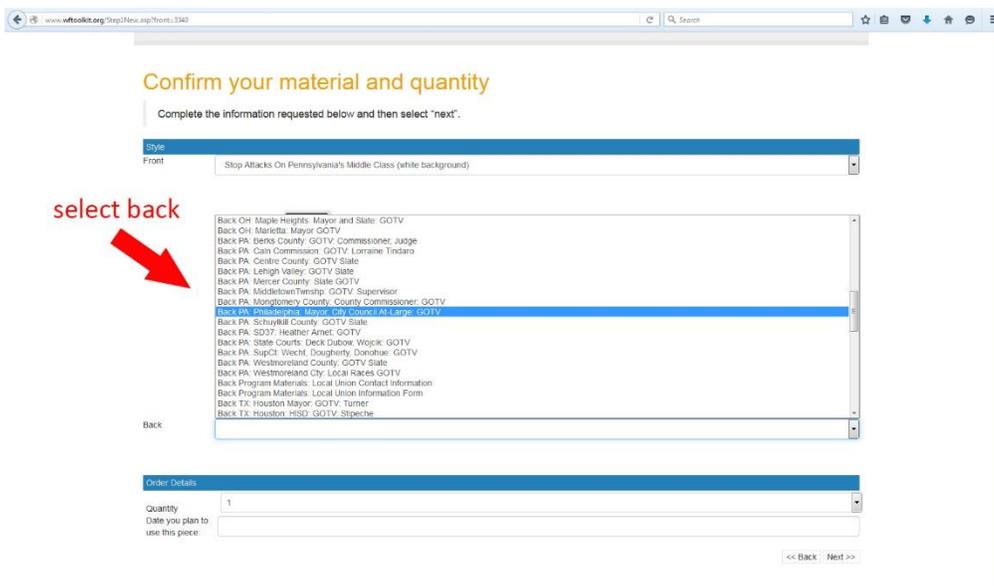
<< Back Next >>

enter expected date of use for the material you are ordering

Entering the expected use date of the material is new to this version of the Toolkit. It has been added for reporting and compliance purposes.



A new function of the WFTK is the ability to order back to back fliers without having to place 2 separate orders. To order a double-sided flier, users will find a drop down menu below their front piece, which lists the options the front flier can be backed with. The backs that are available to be doubled up with the front piece has the same cost center as the front piece, so a user would not be able make the error of ordering a PA front with a MO back, for example. It is very important for users to order double-sided fliers this way, otherwise compliance reports will be erroneous.



## Enter Template Details

PA: Paycheck: Don't Let Harrisburg Politicians Shut You Up

AN IMPORTANT MESSAGE FROM

Upload/Select Image

Select Logo

For more information, contact

at

Cancel Next >>

enter flier details for customization

flier can be previewed here



You then will be able to customize and preview your flier, much like the old tool. When you are finished customizing your piece, select the "next" button.

## Review your material review flier customization and order details

Please ensure all your details are correct before you continue. To edit your details, go to (link). When your material is properly prepared, click "next". To print the finished flier by yourself, save the flier as a PDF by clicking on the "disk" icon.

[Click here to view PDF](#)

### Edit Artwork Details

### Edit Order Details

Organization: AFL CIO  
Name: MO: Paycheck: Don't Let Jefferson City Politicians Shut You Up  
Quantity: 50  
Date: Wednesday, April 23, 2014

Special Instructions

Download Save >> **Add to shopping Cart >>**

when finished, add to shopping cart

You will then have a chance to review your customized flier and order details before adding your order to your shopping cart.

## Shopping Cart

Below are all the materials currently in your shopping cart.

You can continue shopping and adding to your cart, or press the "Checkout >>" button to order all the materials. To remove an item in your cart, simply uncheck it. Click on  to view or edit an item. Click  to remove an item.

<input checked="" type="checkbox"/>	Item #	Date	Qty	Name	Actions
<input checked="" type="checkbox"/>	PM6442	May 22 2014 11:21AM	250	PA: Paycheck: Don't Let Harrisburg Politicians Shut You Up Date you plan to use this piece:: 05/31/2014	 

### Delivery Details / Billing Details

Company Name

Attention To

Contact Phone Number

Select a Delivery Address

Select your address from the drop down box above or click here to enter a new address

or

Country

Street Address

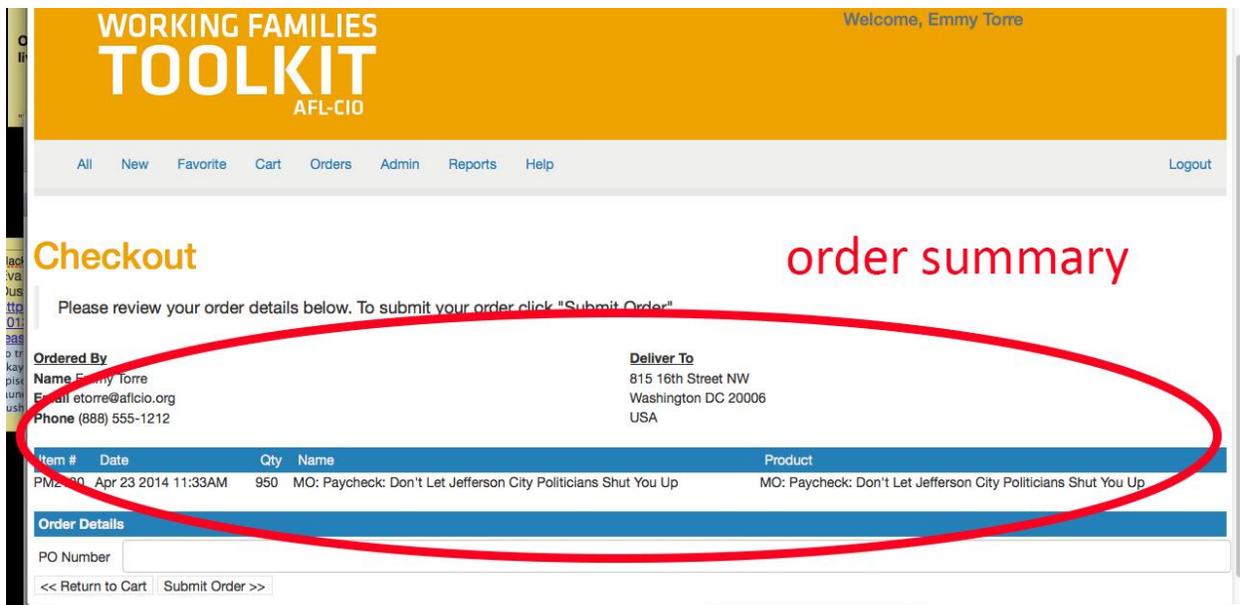
City

State

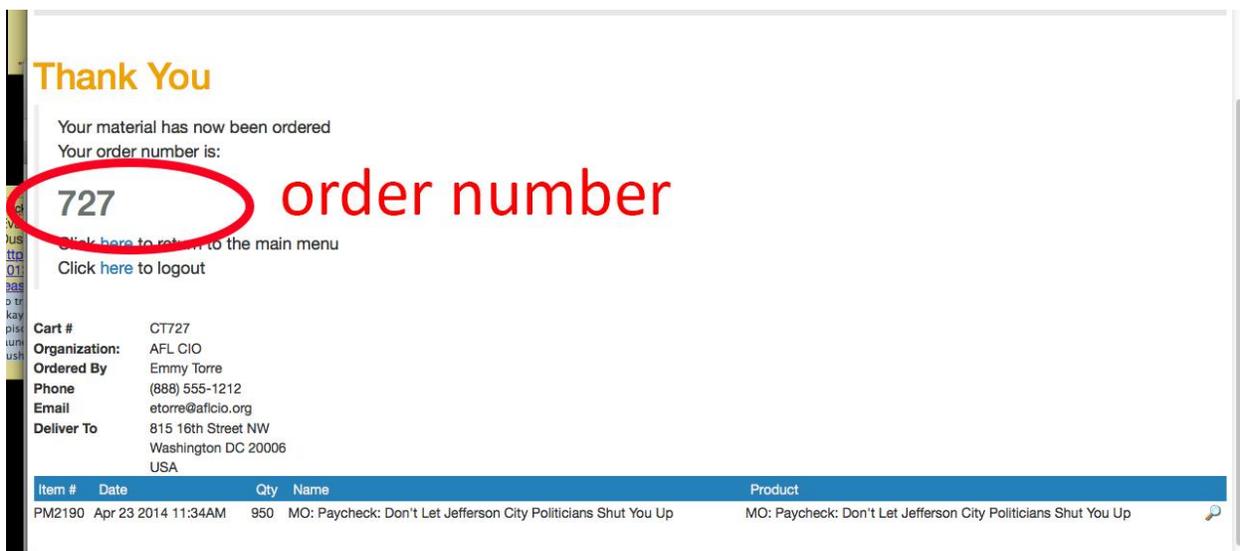
Zip

once finished reviewing order details, check out or continue customizing more materials

Once your flier is added to your cart, you can choose the shipping address. You will then have the option to continue customizing more materials, or checkout. When you have finished inputting your shipping information, hit the "checkout" button at the bottom. Upon selecting "checkout" you will be brought to an order summary screen.



This screen allows you to look at your order one last time to ensure accuracy before selecting the "submit order" button at the bottom.



Once you have submitted your order, you will be given an order number and your order will be sent in for approval. Your order will also be visible now in you order history, which you can view under the "Orders" tab in the basic navigation bar near the top of the page.

## View Orders

Click 'view' to go to the order details and a proof of the selected order

### Search All Orders for

Search by  Cart #

Found 19

Date	Cart #	Order #	Quantity	Order Name	Product	Status
May 21 2014 12:03PM	1334	PM6476	250	PA: Paycheck: Don't Let Harrisburg Politicians Shut You Up	PA: Paycheck: Don't Let Harrisburg Politicians Shut You Up	Awaiting Approval <a href="#">view</a> <a href="#">re-order</a>
May 21 2014 12:03PM	1334	PM6442	250	PA: Paycheck: Don't Let Harrisburg Politicians Shut You Up	PA: Paycheck: Don't Let Harrisburg Politicians Shut You Up	Awaiting Approval <a href="#">view</a> <a href="#">re-order</a>
May 21 2014 2:19PM	1310	PM6297	1	Immigration Reform: Busting Myths Powerpoint	Immigration Reform: Busting Myths Powerpoint	Awaiting Approval <a href="#">view</a> <a href="#">re-order</a>
May 21 2014 1:45PM	1308	PM6297	1	Immigration Reform: Busting Myths Powerpoint	Immigration Reform: Busting Myths Powerpoint	Awaiting Approval <a href="#">view</a> <a href="#">re-order</a>
May 21 2014 1:43PM	1306	PM6296	1	Immigration Reform: Busting Myths Powerpoint	Immigration Reform: Busting Myths Powerpoint	Awaiting Approval <a href="#">view</a> <a href="#">re-order</a>
May 21 2014 1:43PM	1306	PM6279	250	PA: Paycheck: Stop the Attacks on Pennsylvania's Middle Class-Public Sector (State Senators)	PA: Paycheck: Stop the Attacks on Pennsylvania's Middle Class-Public Sector (State Senators)	Awaiting Approval <a href="#">view</a> <a href="#">re-order</a>
May 21 2014 12:10PM		PM6265	250	OH: Governor: Ed FitzGerald for Working Families	OH: Governor: Ed FitzGerald for Working Families	Saved <a href="#">view</a>

previous order information

When viewing your orders, you are able to see the status of your order (awaiting approval, accepted, or declined), as well as order details.

## View Orders

Click 'view' to go to the order details and a proof of the selected order

### Search All Orders for

Search by  Cart #   [Advanced Search](#)

Found 7

Date	Cart #	Order #	PO Number	Quantity	Order Name	Product	Status
Apr 23 2014 1:22PM	733	PM2197		250	Turnout Flier: It's Time to Protect the Middle Class	Turnout Flier: It's Time to Protect the Middle Class	New <a href="#">view</a> <a href="#">re-order</a>
Apr 23 2014 1:20PM	732	PM2196		950	MO: Paycheck: Don't Let Jefferson City Politicians Shut You Up	MO: Paycheck: Don't Let Jefferson City Politicians Shut You Up	New <a href="#">view</a> <a href="#">re-order</a>
Apr 23 2014 1:18PM		PM2195		950	MO: Paycheck: Don't Let Jefferson City Politicians Shut You Up	MO: Paycheck: Don't Let Jefferson City Politicians Shut You Up	Saved <a href="#">view</a> <a href="#">remove</a>
Apr 23 2014 11:34AM	727	PM2190		950	MO: Paycheck: Don't Let Jefferson City Politicians Shut You Up	MO: Paycheck: Don't Let Jefferson City Politicians Shut You Up	New <a href="#">view</a> <a href="#">re-order</a>
Apr 23 2014 10:28AM	725	PM2184		50	MO: Paycheck: Don't Let Jefferson City Politicians Shut You Up	MO: Paycheck: Don't Let Jefferson City Politicians Shut You Up	New <a href="#">view</a> <a href="#">re-order</a>
Apr 17 2014 3:03PM		PM2120		1	Immigration Reform: Roadmap to Citizenship Powerpoint	Immigration Reform: Roadmap to Citizenship Powerpoint	Saved <a href="#">view</a> <a href="#">remove</a>

click here to re-order materials

New to the Toolkit is an often requested feature to be able to reorder previous orders. This is especially handy for users who are ordering a lot of materials for different internationals, as they will not have to fill out the information for the header, footer, and logo repeatedly. Users are able to change the

quantity of the new order, for added flexibility. To reorder a past material, go to your order history in the “Orders” tab, and click “re-order” next to the piece you would like to use again. You will then go through the customization and checkout out process.

If you have any questions or comments, please email: [toolkit@afcio.org](mailto:toolkit@afcio.org) or [etorre@afcio.org](mailto:etorre@afcio.org), or call: (202) 637-3962.