The New Working Families Toolkit

A Guide
The Working Families Toolkit is a web tool to help members order and print various fliers and training materials. The new Toolkit will work on both PCs and Macs, as well as in any browser.

The url for the Working Families Toolkit is: www.wftoolkit.org

The Toolkit uses your email address as your username. Your password will initially be “pass” (no capitalization or punctuation). After you log in for the first time, you should be prompted to change your password to a personal password, rather than the general “pass”.

If you need to register an account, click the “create an account” link on the WFTK homepage and follow the instructions. The cost center you select should correspond with your primary international. If you are AFL-CIO staff, select the cost center @AFLCIO.

Once a user has successfully logged into the WFTK, and depending on the user’s account settings (i.e. if a user needs to view multiple internationals’ materials) the user may be asked to select a cost center before landing at the WFTK homepage. What this is basically asking is what sort of materials
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.
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.

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.
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.

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.
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”.

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

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 your order history, which you can view under the “Orders” tab in the basic navigation bar near the top of the page.
When viewing your orders, you are able to see the status of your order (awaiting approval, accepted, or declined), as well as order details.

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@aflcio.org or etorre@aflcio.org, or call: (202) 637-3962.