

The **Community Exchange System (CES)** is a community-based, global trading network using a money other than our familiar national ones - an alternative, parallel, local, community or complementary currency system. In short, the CES is a new money system.

FNQ Community Exchange uses CES for its Offerings and Wants noticeboards and account keeping, as well as some announcements and other communications with users.

You should have received your **Welcome email** with login details. Those who don't have email can receive them via phone or mail. If you can't find your log in details, contact Bel or Katrin to have them re-sent to you.

When you're ready, log in to **www.communityexchange.net.au** using the details in that email. At the top of the page, click on **My Record**. In there, add any details you wish to share with other members of CES (some details only available to Admin). This is a good time to change the default **password** to one of your own.

Next, click on **Offerings** and/or **Wants** up the top and add anything to these sections that comes to mind. In time, you might think of other things to add, or want to delete items. This can be done by logging in and changing the details yourself.

Now, you're ready to **TRADE!** Click on Offerings or Wants at the top of the CES window and see what other members have posted. Keep using your old **trading sheets** if you like or download a new one from the Documents page on the LETS site: <http://fnqces.org>. You can also ask for a printed or emailed copy if you prefer.

Trades are entered into CES by the Seller. Log in and make sure you're on the Home page. In the top menu, choose Trading, then Single Transaction. Select the Buyer from the drop-down menu (it goes by surname, A-Z order), or enter their user number to the right (eg: TBCE0001). Describe the transaction, enter the Bartle amount, and click Submit. Click Confirm. Then continue on from the next menu to edit your Offering, add more transactions or view your statement.

You can view your balance online any time, just as with Internet Banking. The **accounting** is open to all to view, which is a very fair characteristic of a system based on honesty and trust. Go to **My Record** and scroll down. Below your details you will see a lot of options to see information about your account, including your **statement**.

When you're using CES, if you have any problems, you can click on the topic you're having trouble with (or have the page open), and click **Help** at the top, on the right. The Help system is basic, but thorough. There is also the **User Guide** which is linked to on the left hand side of the main page. If you are still frustrated by something, please contact Bel or Katrin for assistance.

We have other users who will help you learn to use CES and are paid for their time in Bartles by Admin. Please contact Bel or Katrin if you need **a tutorial session** (in person, or by phone if you have broadband).

For those **without Internet access**, arrangements will be made individually regarding entering your trades and keeping you up to date with LETS news, offers and wants.

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