

Instructions for Using WARPIT

Contents:

| | |
|----------------------------|---|
| Registering..... | 2 |
| Logging In | 2 |
| Adding an Item..... | 3 |
| Searching for an Item..... | 5 |
| Removing an Item..... | 6 |
| Claiming an Item..... | 7 |
| Contact Details..... | 9 |



Registering:

To register please go to <https://www.getwarpit.com/company/utas>, click on the registration button. Type in your registration details and press the 'Create Account' button. You will be contacted once your registration has been approved.

Logging In:

Find the UTAS WARPIT website with <https://www.getwarpit.com/company/utas>
Using your email and password log in.

Welcome to University of Tasmania - 529 Items on the site | [f](#) [in](#) [+](#) | [More Contact Details](#) | [Not for profits click here](#)

UNIVERSITY of TASMANIA Home

Warp it gets the best value out of waste resources from large organisations, by finding owners for items that would otherwise have to be disposed of. At this stage Warp it is only for 'non-registerable' chattels and consumables (re-useable furniture, equipment or excess office supplies) in working order which are not listed on the UTAS CSD and IT Asset Register

Register Now

Your login area

Email

Password

[Forgotten username?](#) | [Forgotten password?](#)
[Admin User Login?](#)

Sign in

CO2 (KG) SAVED: 0000071
CARS OFF THE ROAD: 0000000
WASTE AVOIDED (KG): 0000024
TREES EQUIVALENT: 0000000
TOTAL SAVINGS (£): 0000237

Once logged in you will be taken to the homepage. From here you can add an item, search for specific items within UTAS, remove and claim items.

UNIVERSITY of TASMANIA My Items My Claims My Wish List Members

All Categories

Savings you have made University of Tasmania

CO2 (KG) SAVED: 0000000
CARS OFF THE ROAD: 0000000
WASTE AVOIDED (KG): 0000000
TREES EQUIVALENT: 0000000
TOTAL SAVINGS (\$): 0000100

My Items

- Add an item
- Bulk add items
- Active items
- Expired items
- Claimed items
- Collected items
- Pending loan requests
- Active loan requests

My Claims

- Items I need to collect
- Items I have collected

Your Dashboard

What's available in...

Latest Items

-
-
-
-

Adding an Item:

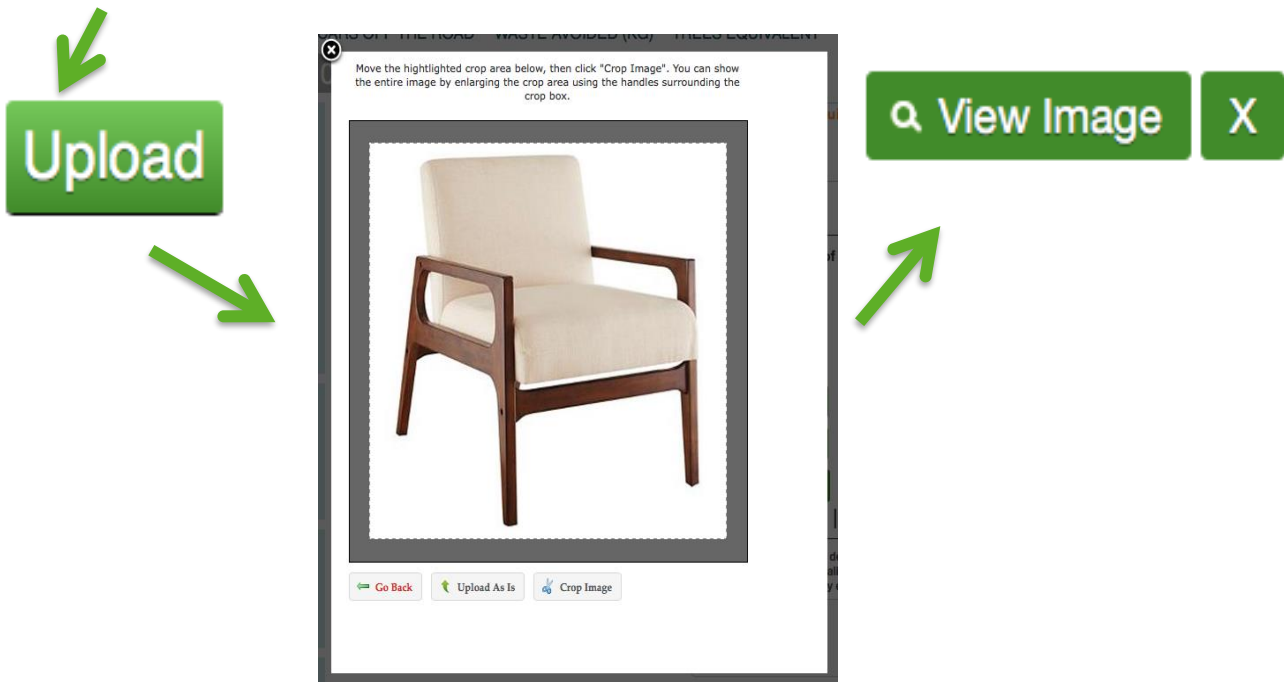
To add an item click 'Add an item' or if you want to add more than one item click 'Bulk add items'. This will then take you to the relevant page where you can fill in the details of your item (Don't forget to add a picture!). **Please do not advertise an item for more than 3 months.**

The image shows a navigation menu on the left with sections: 'My Items', 'My Claims', 'My Loans', and 'My Watch lists'. The 'My Items' section is highlighted with two green arrows pointing to 'Add an item' and 'Bulk add items'. The main content area is the 'Add Item' form, titled 'Add Item' with a 'Guidance for adding an item' link. The form is divided into four sections: 1. Category, 3. Images, and 4. Additional Information. The 'Category' section has a 'Title' field and a 'Please choose broad category/ sub category' dropdown. The 'Images' section has a 'Do you have images of the item?' radio button and three '+ Upload Image' buttons. The 'Additional Information' section has a text area and a 'Need to enter more info?' button. A 'Hide' button is at the bottom right.

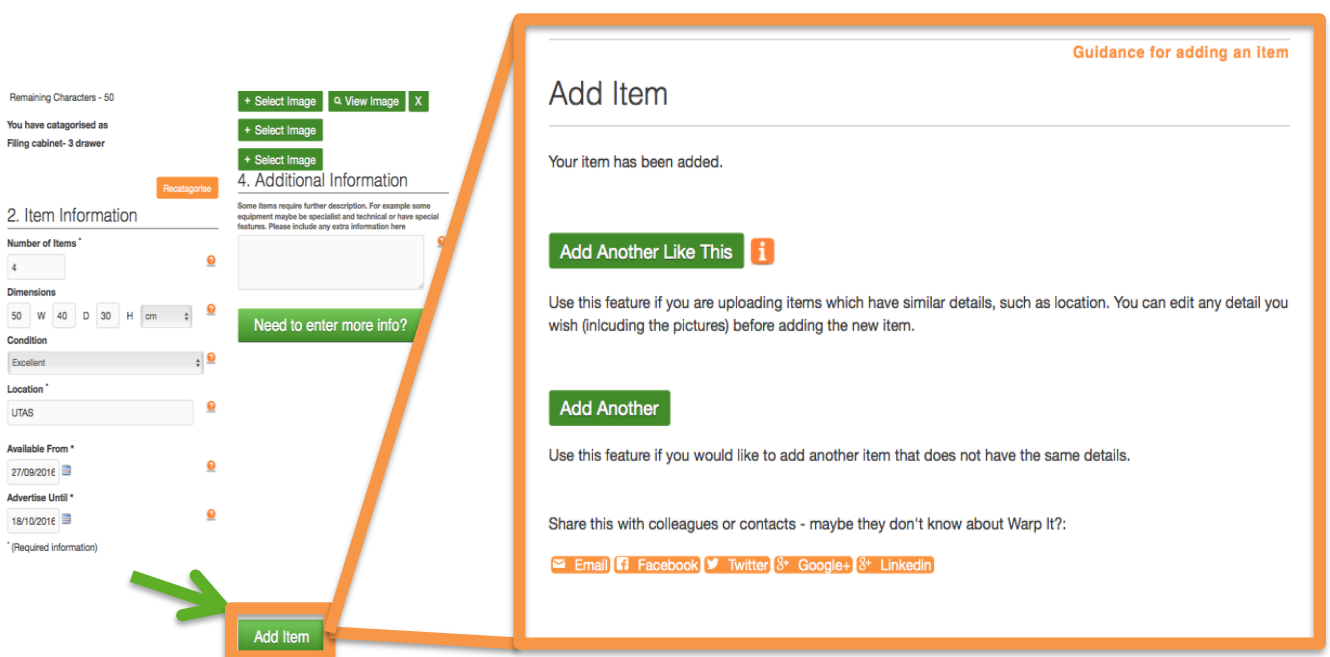
To add a picture while adding an item click on the first '+Upload Image' button. Then a popup will appear, click 'choose file' and it will give you the option to take a photo or choose from saved photos. Take the photo or click on the photo of the item.

The image shows a 'File upload control' popup window. It has a title bar with a close button. The main content area contains instructions: 'Please click the browse button and select an image on your computer to upload. once you have selected your image click the upload button to start the upload.' Below this are two 'Choose File' buttons, both showing 'no file selected', and a green 'Upload' button. There is also a 'Please select a file to upload' button with a folder icon. At the bottom, there is a progress bar showing '0%' and labels for 'Download Bytes' and 'File Name'.

Next click upload and a new screen will appear allowing you to crop the photo ('Crop Photo'), change the photo ('Go Back') or leave the photo as it is (Upload As Is'). Click on 'Crop Photo' or 'Upload As Is' button and the photo will be uploaded. To check the photo has uploaded click 'View Image'. To delete the image click the X. To add another photo of the item click on the second '+Upload Image' button.



Once the details have been added, click 'Add item' at the bottom of the page. An automatic email will be sent informing you of your item details and you will be redirected to the following page:



Searching for an Item:

To search for specific items within UTAS, first login if not already, go back to the home page by clicking home (top left hand corner), then click in the search bar in the top right hand corner of the home page and type what you are looking for (e.g. chair). Or search for everything by just clicking the search button (the magnifying glass).

The screenshot displays the University of Tasmania website interface. At the top, there is a navigation bar with links for Home, Profile, and Sign out, along with the text '154 Items on the site'. Below this, the University of Tasmania logo is visible, followed by navigation links for My Items, My Claims, My Wish List, and Members. A search bar is located in the top right corner, containing the text 'e.g. chairs, stationery, storage' and a magnifying glass icon. A green arrow points to the search bar. Below the search bar, there is a section for 'Savings you have made University of Tasmania' with five progress bars: CO2 (KG) SAVED, CARS OFF THE ROAD, WASTE AVOIDED (KG), TREES EQUIVALENT, and TOTAL SAVINGS (\$). The 'TOTAL SAVINGS (\$)' bar shows a value of 100. Below this, there is a 'My Items' sidebar with a list of categories and their counts. The main content area is titled 'Your Dashboard' and features a search result for 'chair' with a photo of two chairs and the text '2 X Boardroom/meeting chairs'. A red 'Available' status is shown below the photo. At the bottom right of the dashboard, it says 'Page 1 of 1'. An orange box highlights the search bar and the search result area.

Home Profile Sign out 154 Items on the site

Tel: (02) 8005 5828 | Facebook | Twitter | LinkedIn | More Contact Details | Not for profits click here

UNIVERSITY of TASMANIA My Items My Claims My Wish List Members

All Categories e.g. chairs, stationery, storage

Savings you have made University of Tasmania

CO2 (KG) SAVED CARS OFF THE ROAD WASTE AVOIDED (KG) TREES EQUIVALENT TOTAL SAVINGS (\$)

000000 000000 000000 000000 0000100

My Items

Add an item

Bulk add items

Your Dashboard

Add an item Quick Add

All (2)

Arts & Crafts electrical items (0)

Arts & Crafts tools and non electrical equipment (0)

Audio / Visual equipment (0)

Bedroom Furniture (0)

Boardroom/meeting room furniture (2)

Building Materials (0)

Cafe / kitchen equipment/supply (0)

Cafe / kitchen furniture (0)

Chairs (0)

chair

2 X Boardroom/meeting chairs

Available

Page 1 of 1

Removing an Item:

To remove an item you have uploaded from WARPIT, click on the 'home' button (top left hand corner) and click on 'Active items'. Next click on the item you want to remove, at the bottom of the new page click 'Delete item'. A pop up box will appear checking that you do want to remove the item.

My Items

- Add an item
- Bulk add items
- Active items**
- Expired items
- Claimed items
- Collected items
- Pending loan requests
- Active loan requests

View Items : Active + Add new item

Change dates of selected Available Expires Apply changes

| <input type="checkbox"/> | Item Title | Item Name | Item Ref | Location | Watching | Available | Expires | Actions |
|--------------------------|------------|-------------|--------------|----------|----------|------------|-------------|---------|
| <input type="checkbox"/> | chair | Cafe chairs | 1610/41119/2 | UTAS | 0 | 7 Nov 2016 | 28 Nov 2016 | |

1

Page 1 of 1

Guidance for adding an item

Edit Item

View in market place / contact watchers

1. Category

Title
Add a heading for your listing. This will advertise your item better and help you put it into the correct category. Once you have finished typing a suggested category should appear.

chair

Remaining Characters - 50

You have categorised as Cafe chairs

Recategorise

2. Item Information

NUMBER OF ITEMS
2

Dimensions
0 W 0 D 0 H cm

Condition
Excellent

Location *
UTAS

Available From *
07/11/2016

Advertise Until *
28/11/2016

* (Required information)

3. Images

Do you have images of the item?
 Yes No

If No - Choose an image from the library below

+ Select Image View Image X

+ Select Image

+ Select Image

4. Additional Information

Some items require further description. For example some equipment maybe be specialist and technical or have special features. Please include any extra information here

Need to enter more info?

Scroll



Save Changes

Delete Item

Advertise Until *
28/11/2016

Are you sure?

Cancel OK

Save Changes

Delete Item

Claiming an Item:

To claim an item, click on the item you would like (e.g. desk). A new page will load and the item details will be displayed. If not all of the information is present you may ask a question about the item by clicking on the 'Ask a question about this item' button which will send an email to the owner. If you would like to proceed and claim the item click the 'Claim Now' button. You will then be redirected to another page showing the savings you have made by claiming the item.

Your Dashboard Add an item Quick Add i

What's available in... My network i Sign up to newsletter

Latest Items

- 1 X Traditional standard desk Available
- 1 X Boardroom/meeting table Available
- 1 X White... Availat

[More latest items](#)

Desk

Traditional standard desk
Item Ref - 1610/41696/1
Organisation: University of Tasmania
Available
Dimensions: 0w x 0d x 0h (cm)
Finish:
Condition: Excellent
Location: UTAS
Additional Info:

Quantity - 1 available

[Claim Now](#)

[Ask a question about this item](#)

Item Image

Please note this image is for illustrative purposes only. This is not the actual item. Potential claimants are advised to use the "Ask a question" feature or check the item in person to satisfy that the item fits your needs before claiming.

Traditional standard desk

You have successfully claimed this item.

You have been sent a confirmation email telling you what to do next.

To learn how to complete a transaction please [visit here](#).

Congratulations! Wonderful! You just saved your organisation by giving this item a second life! Well done!

You might also like this.

Savings you have made with this claim

| | | | |
|---------------|----------------|---------------------|-------------------|
| | | | |
| Items claimed | CO2 (kg) saved | Waste (kg) diverted | Total Money Saved |
| 1 | 74 | 26 | £143.00 |

You will be sent a conformational email describing what to do next. To finalise the claim, contact the owner via email to arrange a time to view the item or collect it. If you require assistance with the collection of the item please log a request through the [UTAS Work Request System](#). Once the item has been delivered log back onto WARPIT and click on the 'Items I need to collect' button under the heading 'My Claims'. You will be redirected to a page showing you all the items you have claimed. Click on the item and you will be able to 'Set as Collected' your claim or 'Cancel Claim'.

The screenshot illustrates the WARPIT interface for managing claims. On the left, there are three main navigation panels: 'My Items', 'My Claims', and 'My Loans'. The 'My Claims' panel has a green arrow pointing to 'Items I need to collect'. The 'View Claims : Claimed' table lists a claim for a 'Traditional standard desk' with a quantity of 1. A green arrow points to this row. The 'Claim Details' page for this item shows the item name, reference, and owner information. A green arrow points to the 'Set as Collected' button, and another green arrow points to the 'Cancel Claim' button.

My Items

- Add an item
- Bulk add items
- Active items
- Expired items
- Claimed items
- Collected items
- Pending loan requests
- Active loan requests

My Claims

- Items I need to collect
- Items I have collected

My Loans

- Loans Pending
- Loans Approved

View Claims : Claimed

The following claims are still pending collection:
You need to collect the following items:

Set as collected

| <input type="checkbox"/> | Item Name | Item Ref | Quantity | Posted By | Claimed By | Actions |
|--------------------------|---------------------------|----------------|----------|-----------|--|---------|
| <input type="checkbox"/> | Traditional standard desk | 1610/41696/0/1 | 1 | Admin | Claire Cunningham - University of Tasmania | |

Page 1 of 1

Claim Details

Item Name
Traditional standard desk
Item Ref : 1610/41696/0/1

Item Ref
Traditional standard desk

Item Owned By
Admin
reuse.program@utas.edu.au
University of Tasmania
Churchill Ave

Hobart
TAS 7005
03 6226 7221

Claimed By
University of Tasmania
CSD

7000

Quantity
1

Claimed On
21/11/2016

[Back to claim list](#)

Contact Details:

For further information on using the WARPIT software please contact Admin via email.

Email:

reuse.programe@utas.edu.au