



# User Guide

Below is a basic step by step guide to using WARPit.


If you have any further questions about the system please email [sustainability@uq.edu.au](mailto:sustainability@uq.edu.au)

## Sign Up

1. Visit [www.getwarpit.com/UQ](http://www.getwarpit.com/UQ)
2. Hit the green **Register Now** button.
3. Fill in your details.
4. Read and agree to the terms and conditions.
5. You will receive an acknowledgement email.
6. An email will be sent to your nominated financial delegate requesting permission.
7. Await approval (this is a security measure as university assets are involved).
8. You will then receive an approval email with log in details and further instruction. Log into [www.getwarpit.com/UQ](http://www.getwarpit.com/UQ) and search for items or give away items.

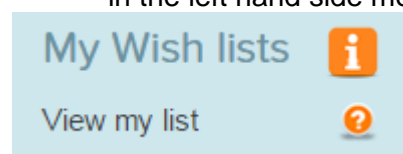
## Finding Items

1. Log in using password.
2. A basic search is carried out by clicking on the orange search button in the top right corner. This will display all items available within the University.
3. If required- you can make more accurate searches using the categories text box search function beside the orange search button.

All Categories ▾	e.g. chairs, stationery, storage	
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## Wish list

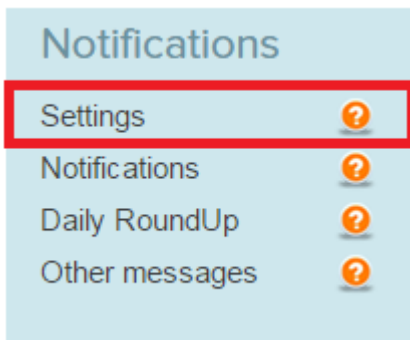
1. If you cannot find an item you are looking for - add it to your wish list which is located in the left hand side menu.



2. You will then receive a priority message if the item becomes available.

## WARPit Roundup

1. UQ's WARPit system sends out a regular roundup of activity on the portal. As a default this is sent every day. You can change it to weekly or switch it off depending on requirements by going to the Notifications- Settings on the left hand side menu. Remember those who receive daily roundups get first notification of new items on the system.



2. You can view and claim new items that are listed via the roundup.

## Claiming Items

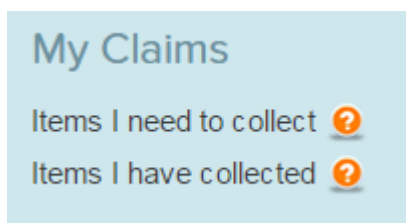
1. Click on an item for further details. Hit the claim button if the item is required.
2. Claims are made on a first come first served basis.
3. Only claim items if you require for your work activities.
4. If you are not sure use the **Ask a Question** facility.
5. If you require the item, hit the green **Claim** button. This will send a message to the owner.
6. You will also receive an email message with further instructions on how to collect the item.



 [Ask a question about this item](#)

## Completing the transaction

1. The system will continue to send you a reminder to pick up an item until you change the status of the item to **collected**. Please do this via the WARPit regular roundup message or via the menu on the left hand side.



## Uploading an item

1. Log in using password.
2. Select **Add an item** in the left hand menu.
3. Fill in the upload form.
4. Pick a category and sub category. Most items are catered for. If not select **other**.
5. Within **Location** select a campus, add further details such as building, floor and room number within the **Additional Information** section.
6. Add as much additional information as possible.

7. You can pre-load resources onto the system and they will not become available to claim until the **Available From** date is reached.
8. Please try to keep resources on the system for as long as is possible to ensure internal redistribution.
9. Add a deadline for the final date that you wish the resources to be moved by.

#### Uploading Lab Equipment:

When uploading lab equipment, you can add additional information such as configuration and datasheets. Once uploaded the lab equipment will need to be authorised by a UQ WarpIT administrator before it appears on the UQ WarpIT portal.

### Uploading images

1. Include an image if possible. Up to three images can be uploaded.
2. Select the green **Upload Image** button.
3. Browse your folders for the correct image.
4. Wait for the pic to load. Images with low resolution load in the quickest.  
Hover your mouse over the image to move the **cropper**
5. You can adjust the size of the crop.
6. Click crop image. The image will then be uploaded.
7. If you do not have an image to upload you choose an image from the library.

### 3. Images

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Do you have images of the item?

Yes  No

Upload Photos

+ Upload Image

+ Upload Image

+ More Images?

### Watch list

1. If you are interested in an item that has been uploaded to the system but is not available yet, add it to your Watch List. For example, the item might be part of a building clearance, which is not going ahead until a certain time.
2. By adding an item to your watch list you will get priority notification when the item becomes available.
3. Once you receive the notification you should then log in to claim the item.

## Loan Facility

An item is added in the usual way. However, there are a number of additional details which must be filled in which are pertinent to the condition of the item and the loan period/s. The staff member loaning the item should detail the condition and maintenance history in much greater detail. Furthermore, the member should specify what the time frames are on any loans.

### 5. Loan Information

Damage

Has the item been well maintained?

Are there any faults?



Minimum Loan Period in Days - Also the charge period if item is for rent.



Maximum Loan Period in Days - The maximum number days item may be loaned by one person. (0) means no maximum.



Charge to Loan - If not loaned for free enter an amount per minimum loan period

£ 0.00



Payments should be arranged between the two parties offline.



I agree to the terms of the [loan agreement](#)

When booking an item the member specifies when and for how long they would like the item for using a calendar feature.

The staff member applies to loan the item and the owner of the item has to agree to the application. Once the owner agrees the two parties arrange collection in the usual manner.