Instructions for Using WARPIT

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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.

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.
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.**

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.
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:

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.
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).
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,
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.

- Traditional standard desk
  - Quantity: 1 available
  - Available
  - Dimensions: 89 x 59 x 61 (cm)
  - Condition: Excellent
  - Location: UTAS

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.

You might also like this.

Savings you have made with this claim:

- Items claimed: 1
- CO2 (kg) saved: 74
- Waste (kg) diverted: 26
- Total Money Saved: £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'.
Contact Details:
For further information on using the WARPIT software please contact Admin via email.

Email:
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