

Sign Up

- 1) Visit www.warp-it.co.uk/standrews
- 2) Click "Register Now"



- 3) Fill in your details. You must use a University email address. When choosing a password for your WARPit account, please make sure that it is different from the one you use for your main University account.
- 4) Agree to the Terms and Conditions. You can read a non-legalese guide here: [Advertising Guide](#)
- 5) You will receive an acknowledgement email.
- 6) Await approval (this is a security measure as university assets are involved).
- 7) You will then receive an approval email with log in details and further instruction. You will then be able to search for items and give away or loan out items.

Finding Items

Standard Search

- 1) Log in
- 2) A basic search is carried out using the green button in the top right corner
- 3) The Orange tab "Your Org and WARPit Club" searches results from University of St Andrews and other organisations in our WARPit club. The Clear tab "WARPit Members" searches results from the whole of WARPit.
- 4) A more specific search is carried out using the free text box or by selecting an option on the drop down menu

UNIVERSITY OF ST ANDREWS



University of St Andrews
from first to foremost

600 YEARS
1413 – 2013

HOME | MY ITEMS | MY CLAIMS | MY WISH LIST | MEMBERS | PROFILE

Welcome Lucy | Sign out

3712 Items on the site

All Categories



Search

Wishlist

- 1) If you cannot find the item you are looking for, add it to your wish list which is located on the left hand side menu
- 2) You will then receive a message if the item becomes available in the future.

My Items

- Active items
- Claimed items (awaiting collection)
- Collected items
- Add an item

My Claims

- Items I need to collect
- Items I have collected

My Wish List

- View my list

Members

- View members
- Search members

Your Member Area

Welcome to the member area, please use the menu on the left.

Latest Members

Name	Email
Sophie Arndt	weegreenmachine@st-andrews.ac.uk
Mary Nicoll	mn14@st-andrews.ac.uk
Lucy Arndt	lea24@st-andrews.ac.uk
Barbara Aitken	baa21@st-andrews.ac.uk
William Close	wc6@st-andrews.ac.uk

Latest Items

Item Name	User	Expires
Lecturn	Lucy Arndt	26 Jun 11:00
Students chair	Lucy Arndt	26 Jun 10:00
2 Drawer Unit	Lucy Arndt	26 Jun 09:00

WARPit Roundup

- 1) WARPit sends out a regular roundup of activity on the site
- 2) You can view and claim new items that are listed via the roundup
- 3) You can switch off this option by going to "Profile" and "edit your details" and changing you Roundup Email settings.

Profile

- Edit your details
- Sign out

Roundup Email

Daily

Claiming Items

- 1) Click on an item for further details.
- 2) Claims are made on a first come first served basis.
- 3) Only claim items if you require for your work activities.
- 4) If required use the "Ask a Question about this item" facility.
- 5) If you want the item, click 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.

You must submit a works requisition form to the Estates Helpdesk to request the drivers or recycling team to transport your item/s. <https://www.st-andrews.ac.uk/estates/helpdesk/index.cfm>

Category Chairs

Operators chair

Organisation: University of St Andrews

Available

Dimensions: 0w x 0h x 0d (cm)
 Finish: Blue
 Condition: Excellent
 Location: St Katherines West

Quantity

Please Choose

Claim Now

Ask a question about this item

Item Image



Completing the Transaction

- 1) WARPit will 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 roundup email or via the menu on the left side.

My Items
Active items
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Add an item

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Latest Items

Item Name	User	Expires
Lecturn	Lucy Arndt	26 Jun 11:00
Students chair	Lucy Arndt	26 Jun 10:00
2 Drawer Unit	Lucy Arndt	26 Jun 09:00
Adjustable desk	Lucy Arndt	21 Jun 16:00

Uploading underused or surplus resources

- 1) Log in using password.
- 2) Select "Add an item"

My Items
Active items
Claimed items (awaiting collection)
Collected items
Add an item

My Claims
Items I need to collect
Items I have collected

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Mary Nicoll	mn14@st-andrews.ac.uk
Lucy Arndt	lea24@st-andrews.ac.uk

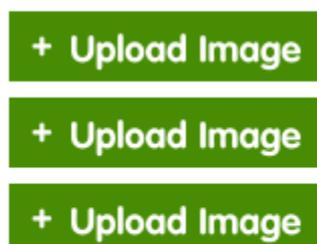
- 3) Fill in the upload form
- 4) If you want to loan an item out, select loan; if you want to donate an item, select donate.
- 5) Pick a category and sub category. Most items are catered for. If not, select "other".
- 6) Add as much detail as possible. Use the free text box to add specifics.
- 7) You can preload resources onto the system until you specify. Please upload resources as soon as you know they are going to be available.
- 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 need the resources to be moved by.

Uploading Images

- 1) Include an image if possible. Up to 3 images can be uploaded.
- 2) Select the green "Upload Image" button.

2. Upload Images

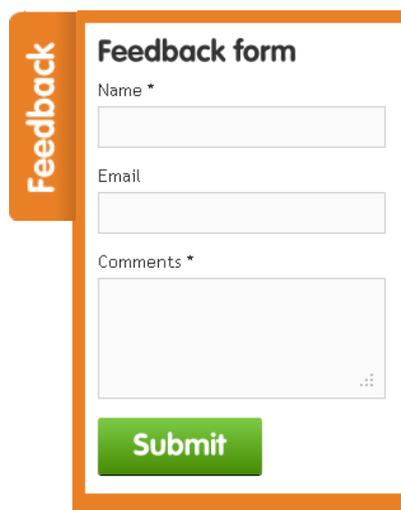
Photos



- 3) Browse your folders on your computer for the correct image.
- 4) Wait for the pic to load. Images with low resolution load the quickest.
- 5) If you are not able to take a photo yourself, find an image online of a similar item.
- 6) Then click 'crop image' to finalise the upload.

Help and Assistance

- 1) Please email warpit@st-andrews.ac.uk if you have any issues with WARPit or questions about how it works at the University of St Andrews
- 2) You can also use the feedback form that appears on the right hand side of the screen when logged into WARPit to seek help or guidance about the WARPit software.

A feedback form interface. On the left, there is a vertical orange bar with the word "Feedback" written in white, rotated 90 degrees counter-clockwise. To the right of this bar is a white rectangular form with an orange border. The form has the title "Feedback form" in bold black text at the top. Below the title are three input fields: "Name *" (a single-line text box), "Email" (a single-line text box), and "Comments *" (a multi-line text area with a small grid icon in the bottom right corner). At the bottom of the form is a green rectangular button with the word "Submit" in white, bold, sans-serif font.