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

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.
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 your Roundup Email settings.

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
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.

Uploading underused or surplus resources

1) Log in using password.
2) Select “Add an item”
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

+ Upload Image
+ Upload Image
+ Upload Image

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.