



University of
Nottingham
UK | CHINA | MALAYSIA



A Simple Guide to Using



Find or give away office furniture, equipment and other resources.

go!

Your sustainable
choices matter.



Registering for Warpit

If you are new to Warpit, please register [here](#).

Alternatively, visit the Warpit tab on the University website by typing 'Warpit' into the search bar. Please include the department and campus where you are usually situated.

Adding an Item

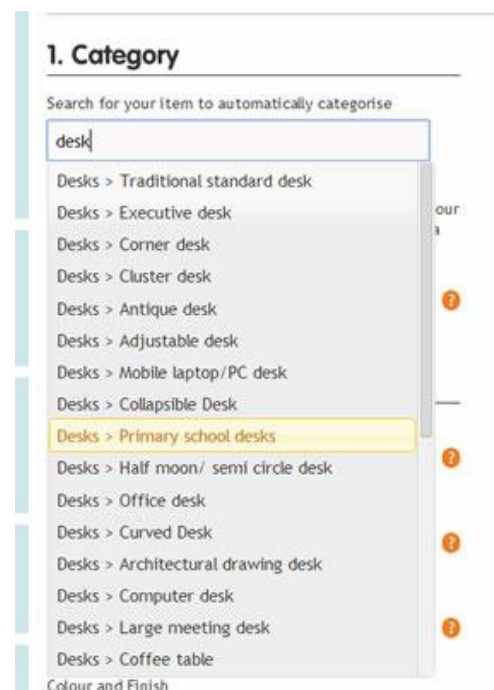
Watch a video [here](#) on how to add an item.

When on your main homepage, go to 'My Items' on the left menu, then click 'Add An Item'.

Categories

First you should categorise the item. To do this, type in a keyword, part of the name, or the name of the item into the free text box. The system will then make suggestions as to how to categorise the item. This may take a moment. Click on the category which is broadly the most suitable.

If the item does not appear in the category and sub category box, please add it under "other".



Dimensions and Location

Make sure you add the right measurements of your item, this is important to ensure a smooth transition. When asked for a location, add the department and campus where your item is situated.



Available from:

If you are still using the item, you can specify when it will become available to claim. The benefit of this is that other users can add the item to their watch list and claim the item in advance of it becoming available. This saves time and is useful for building clearances.

Advertised until:

The longer this date is into the future the more chance you will have to find a new home for it. Think about when you need to get rid of the item by but remember to bear in mind the time needed to arrange collection.

Available From
18/03/2014 

Advertise Until
08/04/2014 

Images

Take your own picture of the item, or if you do not have a photo you can pick from the Warpit photo library. Pick an image which best suits the item you are adding.

Additional information

The more details the better. If you want to add more details use the free text box. Click the green button to add other aspects e.g. Model.

Tick the box 'I Have Authority To Upload This Item,' then you are ready to list your item on Warpit.





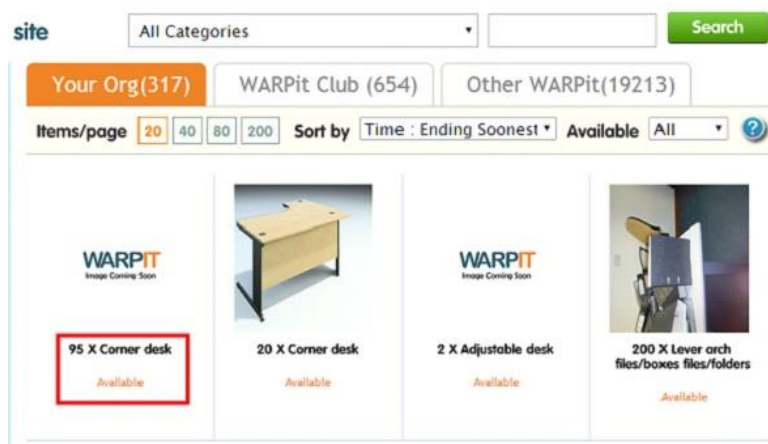
How to View and Claim Items

Watch a video [here](#) on how to claim items.

You can search straight away from the dashboard once you have logged in. This will return all the items that are currently available to you now.

Item availability

If an item is available to be claimed now, it will be marked with “Available”. Click on the item for more details and claim if appropriate.



Item not available yet

An item may not be available to you yet, but this item can be added to your watch list by clicking the green “Remind me” button. A notification is sent if the item becomes available in the future.



Why might an item not be available?

The member advertising the item may be using it but planning to get rid of it soon. The item may also be part of a building clearance, which is not going ahead until a certain time. Alternatively, the item may be being advertised to another priority group first- for example, internal staff in the primary organisation are always prioritised over external staff.

Wish list

If you have searched for an item and there are no items to be found of this type, you can add that item to your wish list. When you do this, you will get a notification if anybody ever adds that item, which you can then claim. By adding items to your wish list, you get the inside track on item availability.

When you add a wish list item other members are also notified of your requests.

The screenshot shows a user interface with a sidebar on the left and a main content area on the right. The sidebar contains sections for 'My Loans', 'My Wish List', 'Members', and 'Profile'. The main content area has a 'Latest Items' section with a 'More latest items' button, and a 'Things People Are Looking For' section. The 'Things People Are Looking For' section is highlighted with a red border and contains a table of items.

Things People Are Looking For	
Item Type	Item Type
A4 Notepads	Coat/hat stand
Desktop trays	Staplers
Bookcase	

Information: About Us, Feedback etc. | Sign up: Login | Feedback form



Watch list

The watch list is a bit different to the wish list. Whereas the wish list is designed for items that are not on the system yet, the watch list is for when members find an item they require but is not available yet.

Watch list notifications

By adding an item to your watch list you will get a notification when the item becomes available. Once you receive the notification you should then log in to claim the item. If there are multiple members watching the item, they will all receive the notification and the first member to click claim will get the item.

Congratulations - you are now a Warpit expert!

Click [here](#) to learn more and sign up for Warpit to do your part in reducing waste around the University.



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