

## **Waste Action Reuse Portal (WARP-it)**

### **What is it?**

WARPit is an 'online resource redistribution network' or, in basic terms, an office swap shop where you can give or loan items.

Transactions are managed and controlled within the Council, by the Council.

### **Who uses it?**

It can be used by anyone working within the Council once they have registered successfully online. Individuals create an account so that they can advertise or claim items.

### **To register**

Go to [www.warp-it.co.uk/westlothiancouncil](http://www.warp-it.co.uk/westlothiancouncil)

Click 'Register Now'

Complete all the details required using your works email and address

Accept the terms and conditions

Click 'Create account'

Wait for registration notification

Each account keeps a record of the person's activities and converts these into 'savings' in the form of number of cars off the road, waste avoided and CO<sub>2</sub> (kg) saved.

You can advertise items, **from your workplace only**, on the site. You can specify the condition, size, attach a photo (or pick from a bank of photographs) and specify how long you want the item to be advertised for.

You can also create a 'wish list' of items you would like, for example 2 office chairs, and you will be sent a notification if anyone advertises these items.

### **Who is responsible for delivering items?**

The responsibility for collection of items is with the 'claimant'.

Watch a short (7 min) clip on how to use WARPit <http://www.youtube.com/watch?v=MABe3JUoJo>