**Dear xxx**

[Organisation name] are implementing a new equipment/furniture/resource reuse and management system called Warp it.

Warp it makes it very easy for staff to loan or give surplus items to other staff. If items are not required within our organisation they can be passed onto partner organisations (if appropriate) and vice versa – we can claim off others.

You have been chosen to help to test the system to make sure it will work in accordance with policies and practices within our organisation. Although the software is an off the shelf product it can be customised to our requirements- which is where you come in. We are seeking a broad range of stakeholders to feedback on the system before we go live across the organisation. Once you have registered and carried out some activity on the system we will convene a meeting for feedback

1. Sign up here [www.warp-it.co.uk/ORGANISATIONUSERNAME](http://www.warp-it.co.uk/ORGANISATIONUSERNAME)
2. Wait for approval.
3. When you receive the approval email- log in
4. Add an item. Learn how to add an item [here](http://www.warp-it.co.uk/training-add)
5. Try searching and claiming an item you might be interested in. Learn how to claim an item [here](http://www.warp-it.co.uk/training-search)
6. Add an item to your wishlist.
7. Take a note of any feedback or issues and bring this to the meeting with you.

**What items can be reused through Warp it?\* DELETE AS APPROPRIATE**

Mostly reusable furniture, electrical equipment, fixtures and fittings, office consumables (such as stationery and ink jet cartridges), lab equipment, supplies and medical equipment- but any resource really. As long as it is legal it can be transferred.

**How do I register?**

Visit our homepage here: [www.warp-it.co.uk/[INSERTORGANISATIONNAME](http://www.warp-it.co.uk/%5BINSERTORGANISATIONNAME) ] . Make sure you book mark it. Hit the big green button which says ‘register’ now. Once you register you will receive further instructions. You can browse items on Warp it by hitting search button.

Yours sincerely

[Key contact]