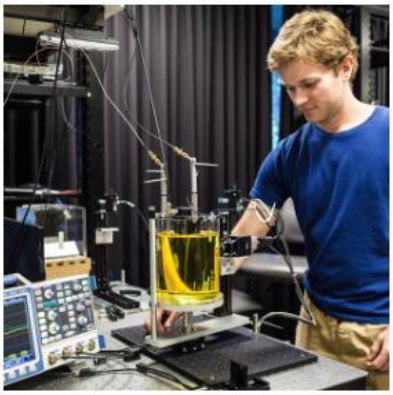
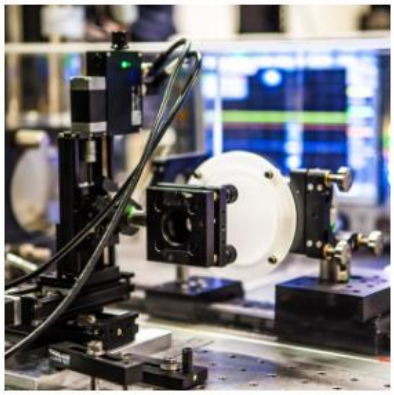
If you are using a PC you will see the following screens, if you are using a mobile device go HERE.

Open the ETSG home page (https://itee.uq.edu.au/engineering-technical-support-group)

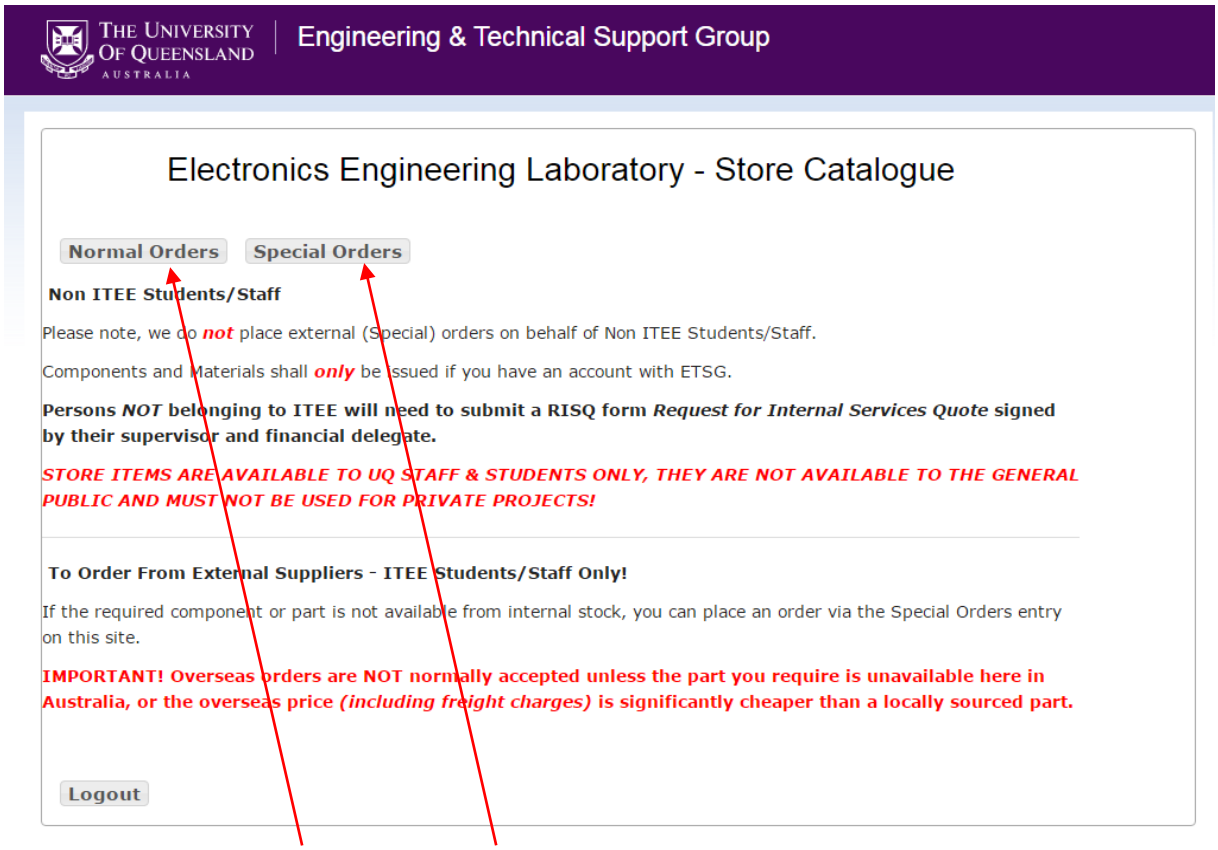


Laboratory information

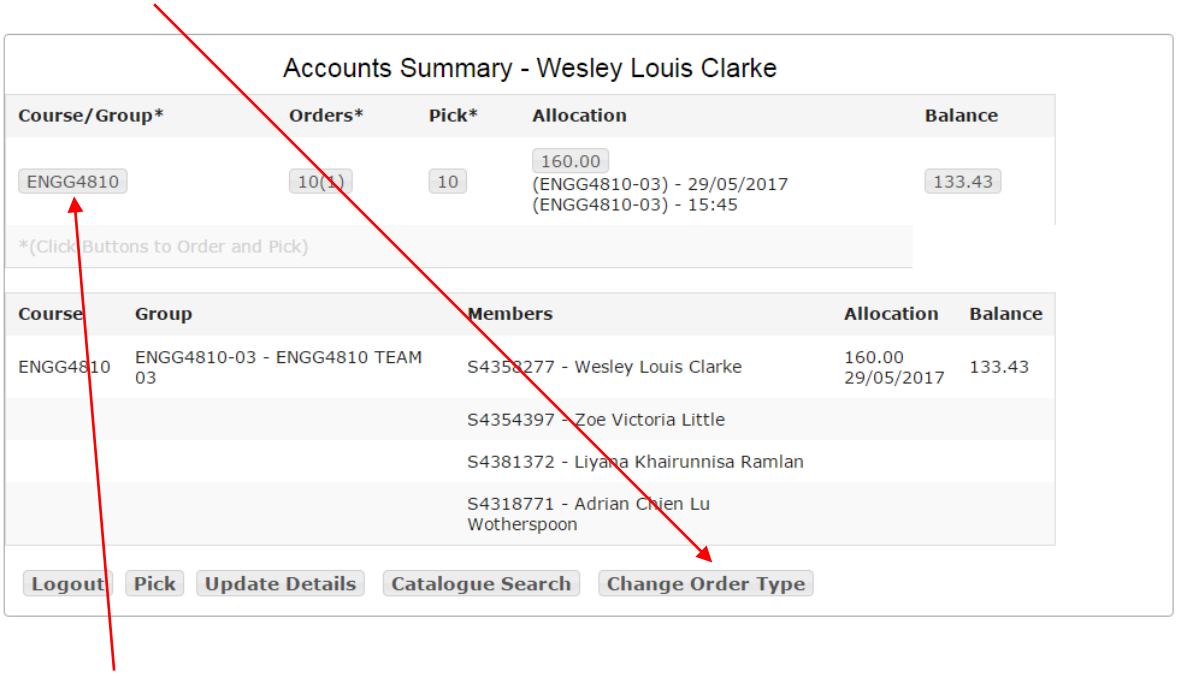


Search stock (ETSG web store)

Click on “Search stock – ETSG Web Store”.



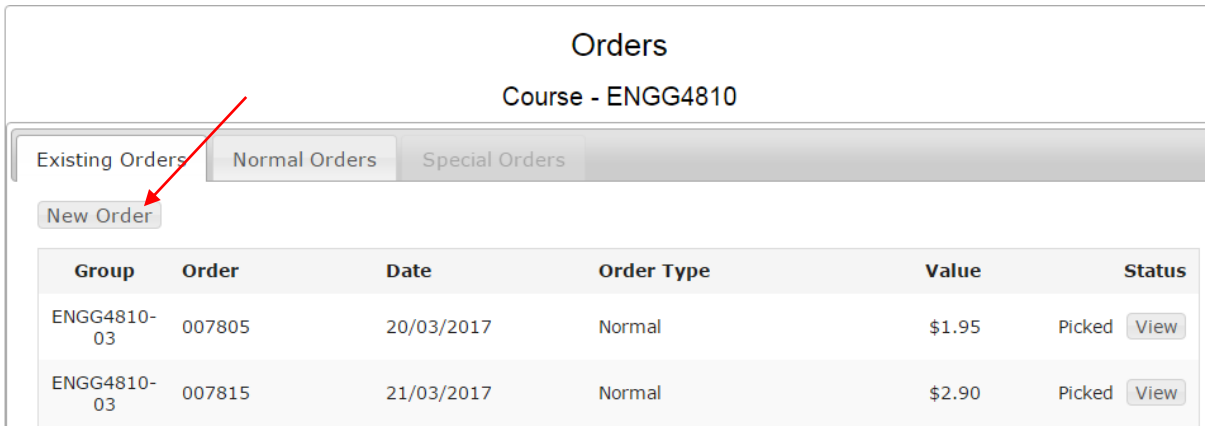
Click either on “Normal Orders” or “Special Orders”. You’ll see the following page. You can always “Change your order” type here.



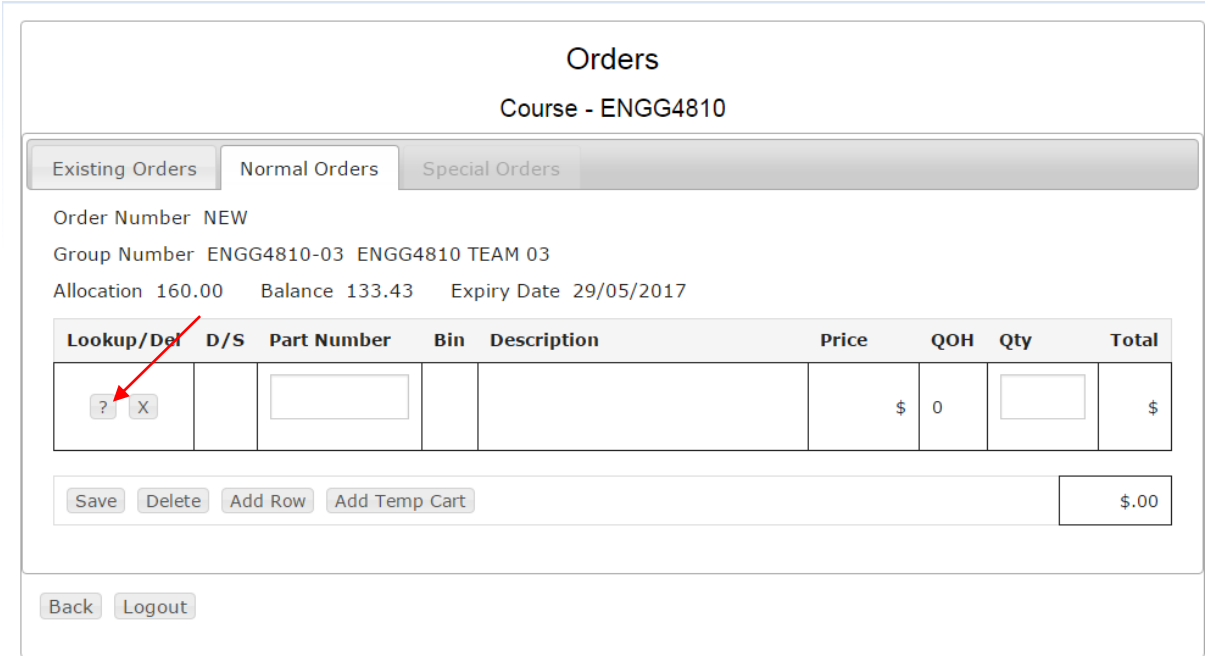
From this screen you can select an account to place an order through or just search the catalogue.

I selected “ENGG4810 ” which in this case has $133.43 remaining. You might have more than one account or individual account. Make sure you select the correct account.

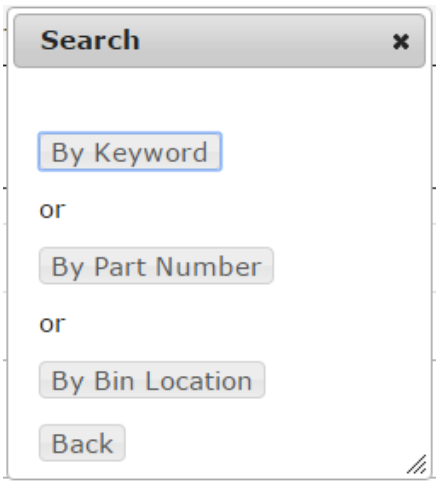
Click on “New Order”.



Here you can search for parts by clicking on the “?”.

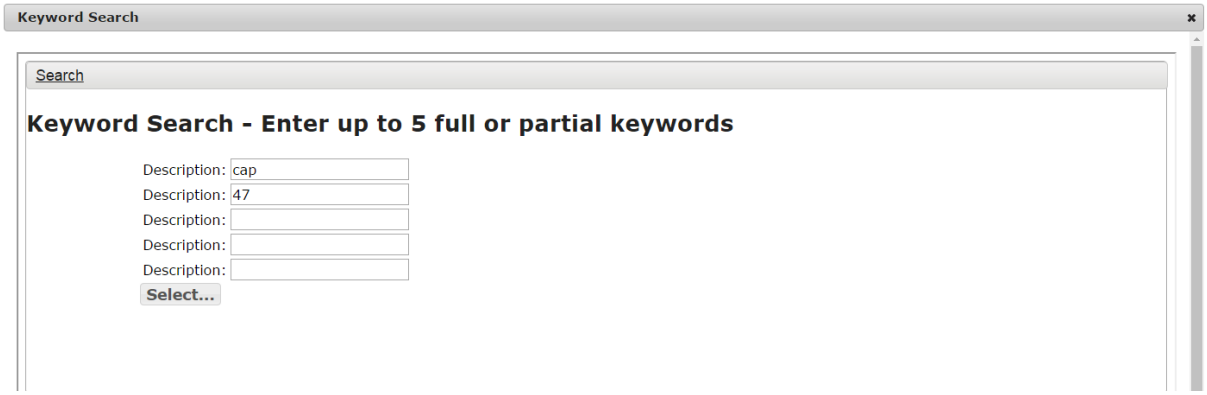


This now gives you the option to search by Keyword, Part Number or Bin location.

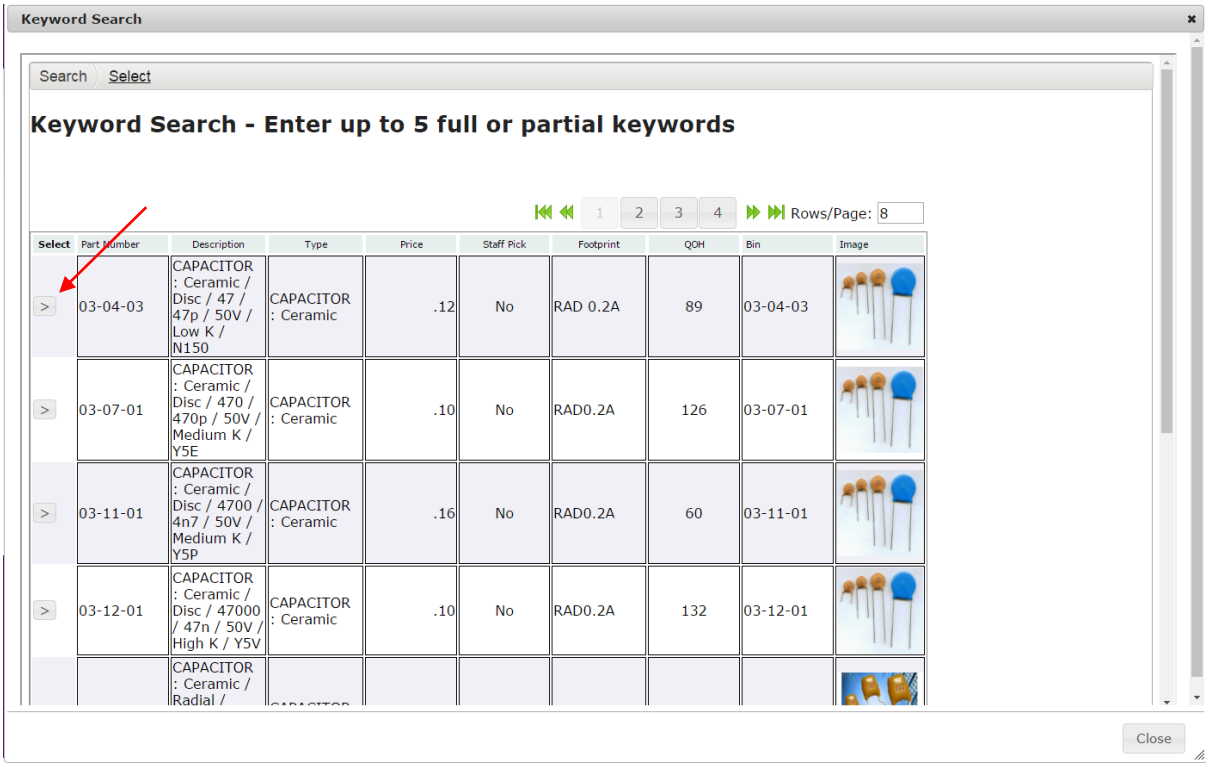


I selected “by Keyword”; “by Part Number” works the same but with only 1 entry box.

You can enter up to 5 keywords or partial words then enter or click on “Select”.

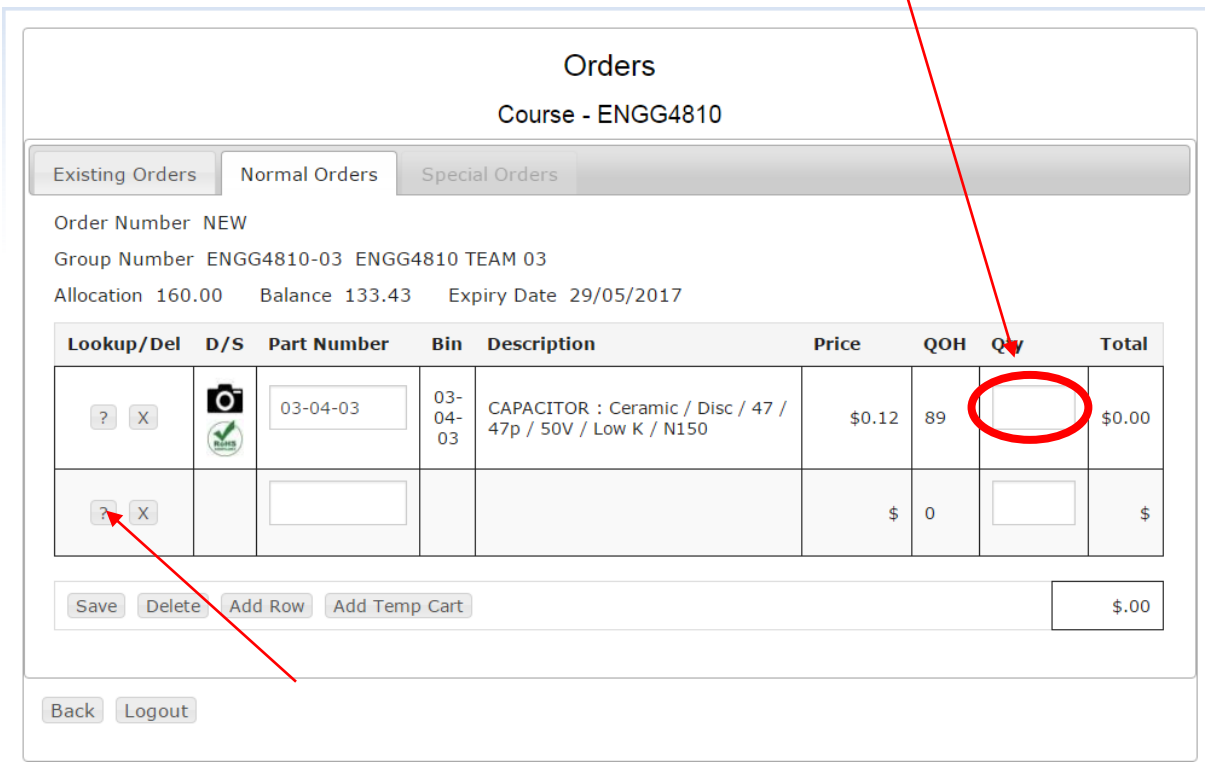


The results of the search are shown, select the required part by clicking on the “>” under Select.

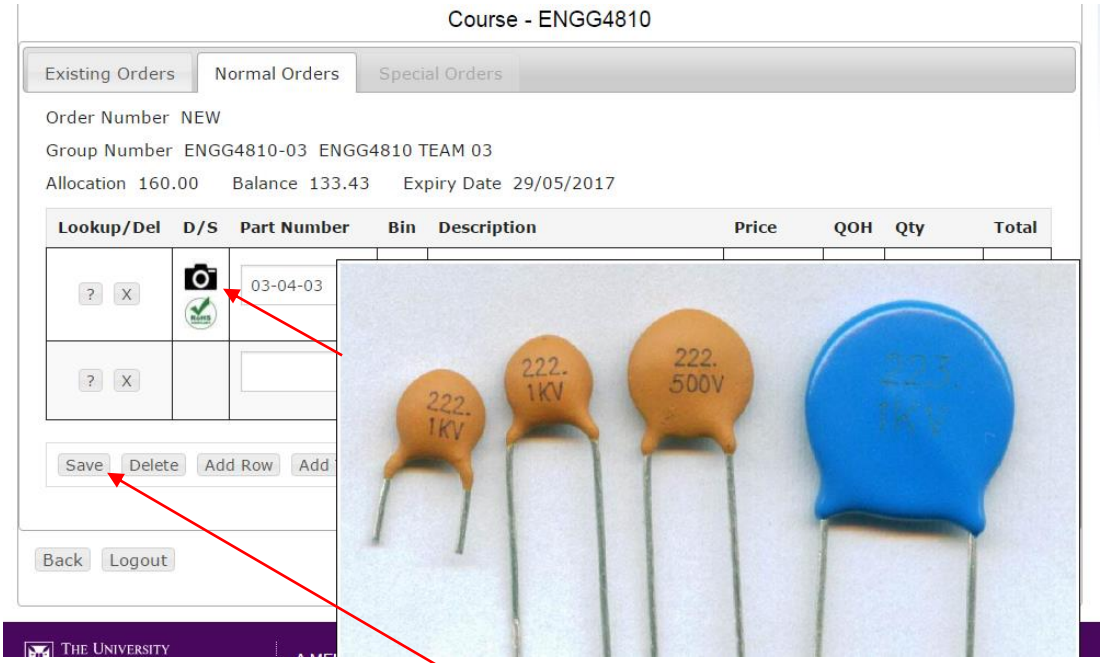


The part has now been added to your new order, make sure you **set the quantity required** before continue looking for more parts using the next line. If not you won't be able to pick the order. After adding the quantity the total will change.

More lines will be added as the search continues.

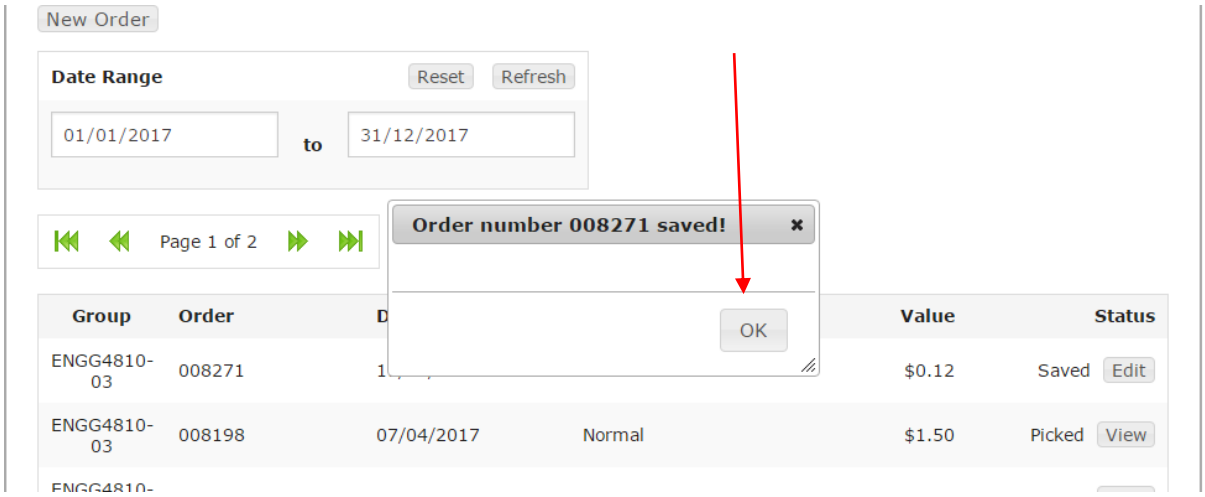


If you see the 📷 icon you can hover the mouse over it to see an image of the part, if it has a 📄 Icon there is an attached data sheet which you can download by double clicking on it.

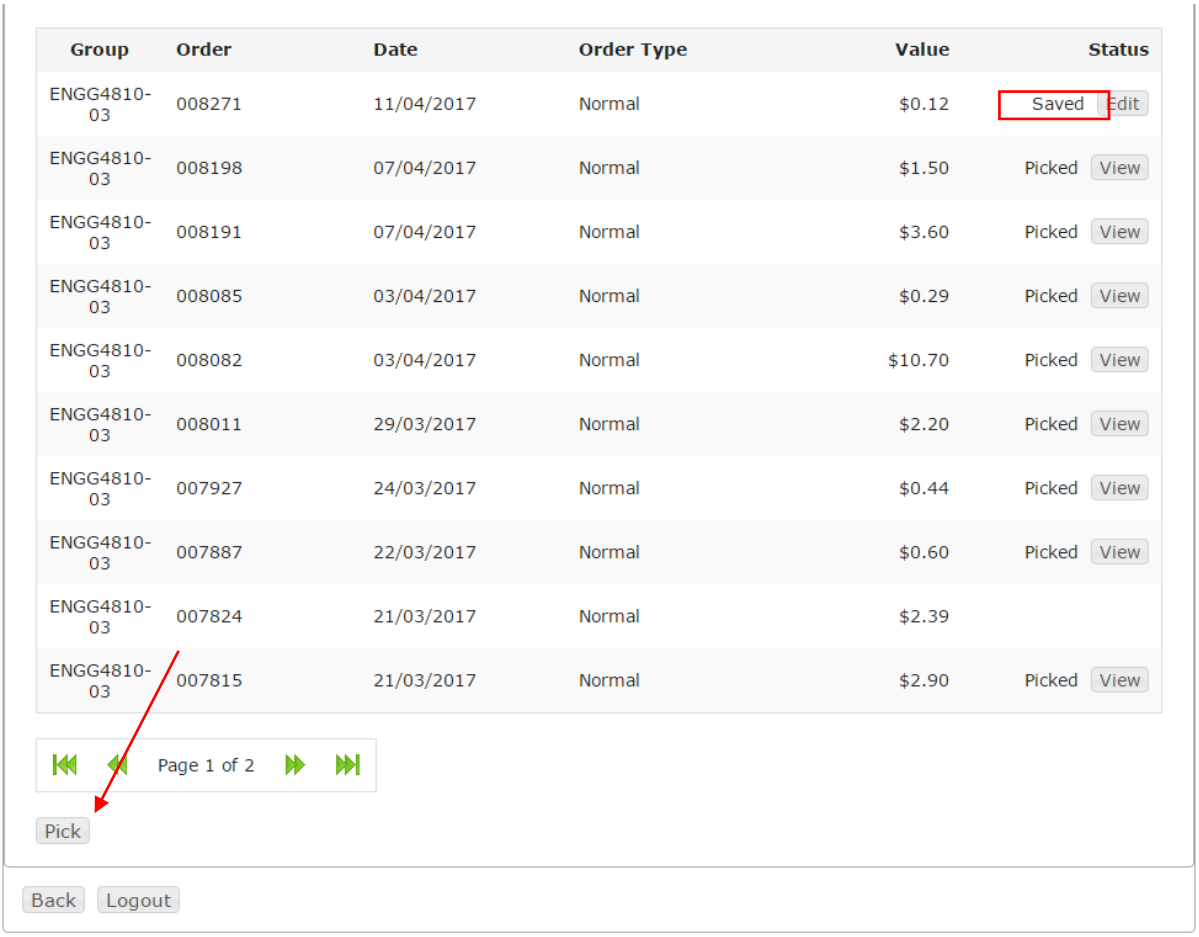


Once you're happy with your order click the "Save" button.

You will get confirmation that the order has been saved and the order number, Click OK.



You will now see the order in the list as “Saved”. To pick the order click on “Pick”



This takes you to the orders available for picking

Picking - Wesley Louis Clarke

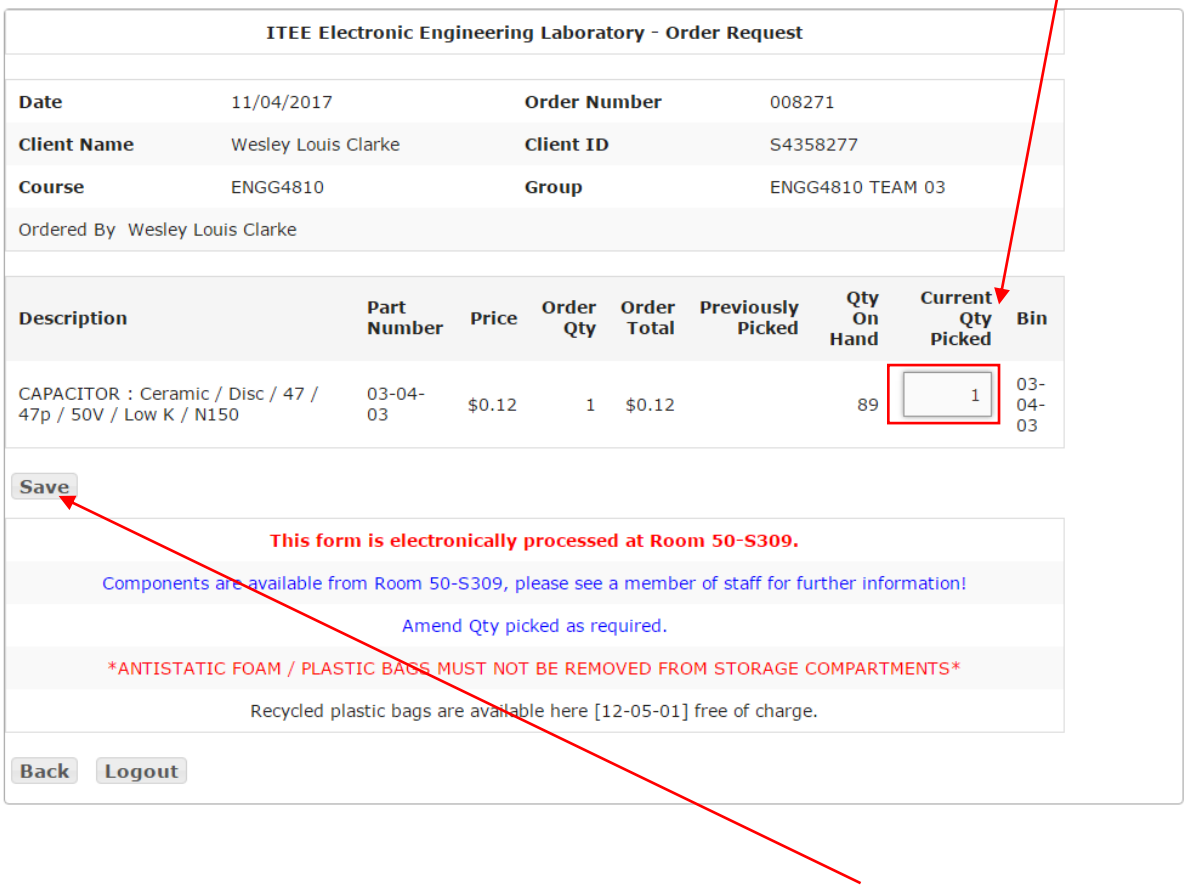
Orders available for picking

Order Number	Order Type	Date	Time	Pick Status	Type	Amount
007824	Normal	21/03/2017	13:24	Partial	Course	2.39
008271	Normal	11/04/2017	11:50	New	Course	.12

Back Logout

This is the list all orders that are available for picking, click on the “Order Number” (008271 in this case).

This opens the Order Request page. Make sure the quantity entered here is correct and it is the quantity you are getting (should auto populate if there are enough parts to pick)



ITEE Electronic Engineering Laboratory - Order Request

Date	11/04/2017	**Order Number**	008271
Client Name	Wesley Louis Clarke	**Client ID**	S4358277
Course	ENGG4810	**Group**	ENGG4810 TEAM 03

Ordered By Wesley Louis Clarke

Description	Part Number	Price	Order Qty	Order Total	Previously Picked	Qty On Hand	Current Qty Picked	Bin
CAPACITOR : Ceramic / Disc / 47 / 47p / 50V / Low K / N150	03-04-03	$0.12	1	$0.12		89	1	03-04-03

Save

This form is electronically processed at Room 50-S309.

Components are available from Room 50-S309, please see a member of staff for further information!

Amend Qty picked as required.

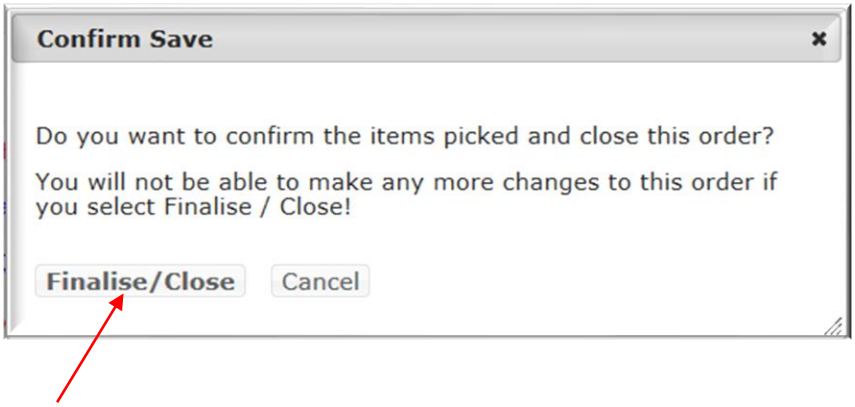
ANTISTATIC FOAM / PLASTIC BAGS MUST NOT BE REMOVED FROM STORAGE COMPARTMENTS

Recycled plastic bags are available here [12-05-01] free of charge.

Back Logout

If you have picked everything physically from the store then click “Save”.

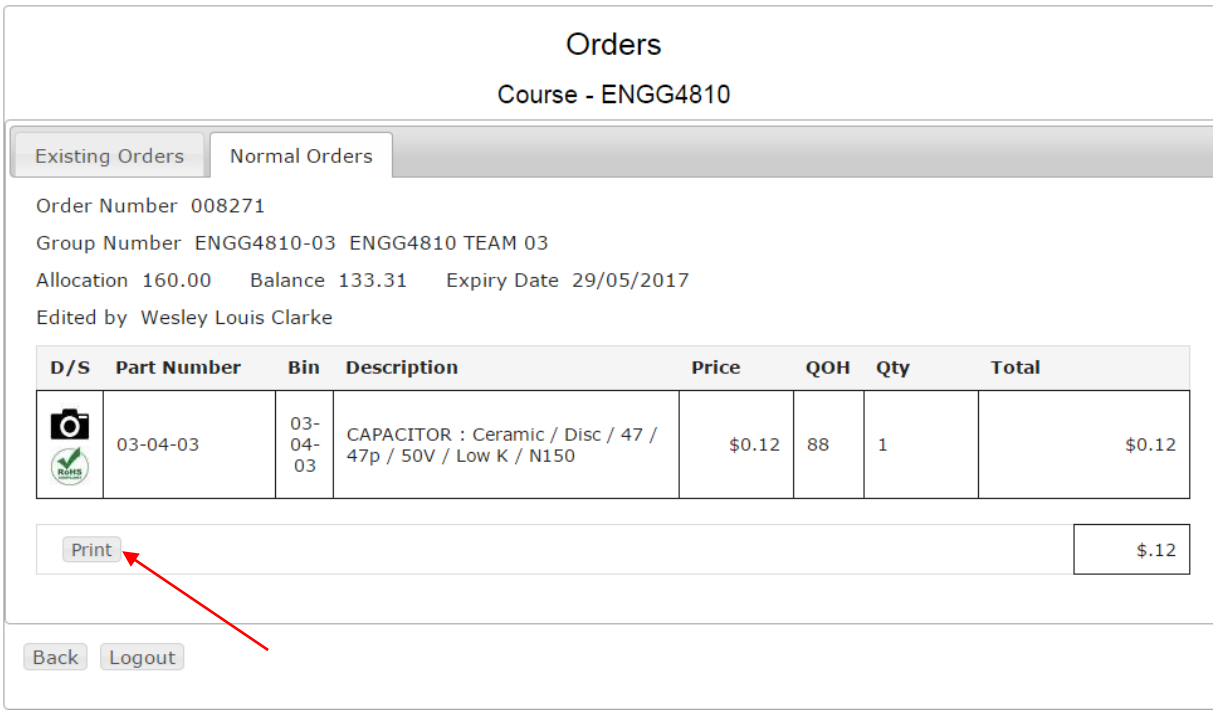
Click “Finalise/Close”.



This takes you back to the list of saved/picked orders.

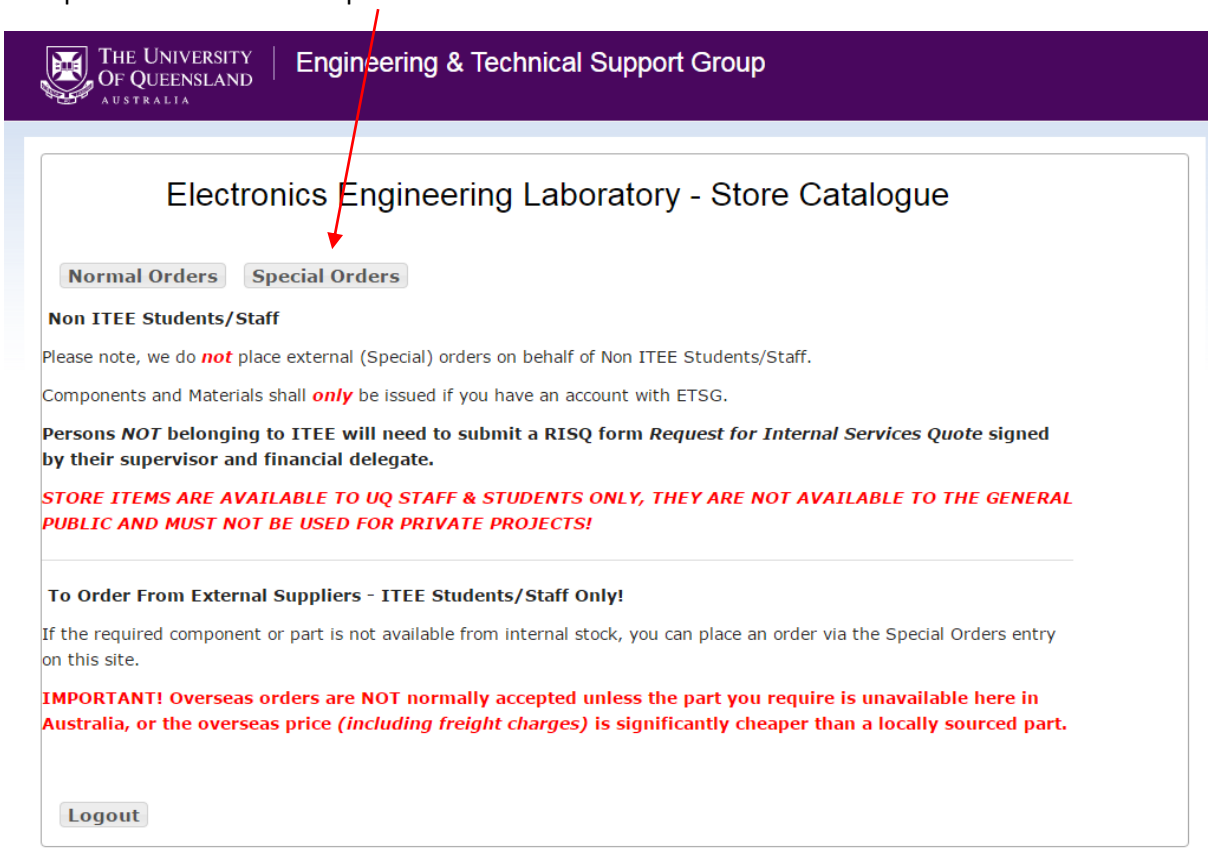
If you want to print your order (Recommended for surface mount parts) click on the “View” button for the required order then click the “print” button.

Group	Order	Date	Order Type	Value	Status
ENGG4810-03	008271	11/04/2017	Normal	$0.12	Picked View
ENGG4810-03	008198	07/04/2017	Normal	$1.50	Picked View
ENGG4810-03	008191	07/04/2017	Normal	$3.60	Picked View
ENGG4810-03	008085	03/04/2017	Normal	$0.29	Picked View
ENGG4810-03	008082	03/04/2017	Normal	$10.70	Picked View
ENGG4810-03	008011	29/03/2017	Normal	$2.20	Picked View
ENGG4810-03	007927	24/03/2017	Normal	$0.44	Picked View
ENGG4810-03	007887	22/03/2017	Normal	$0.60	Picked View
ENGG4810-03	007824	21/03/2017	Normal	$2.39	
ENGG4810-03	007815	21/03/2017	Normal	$2.90	Picked View

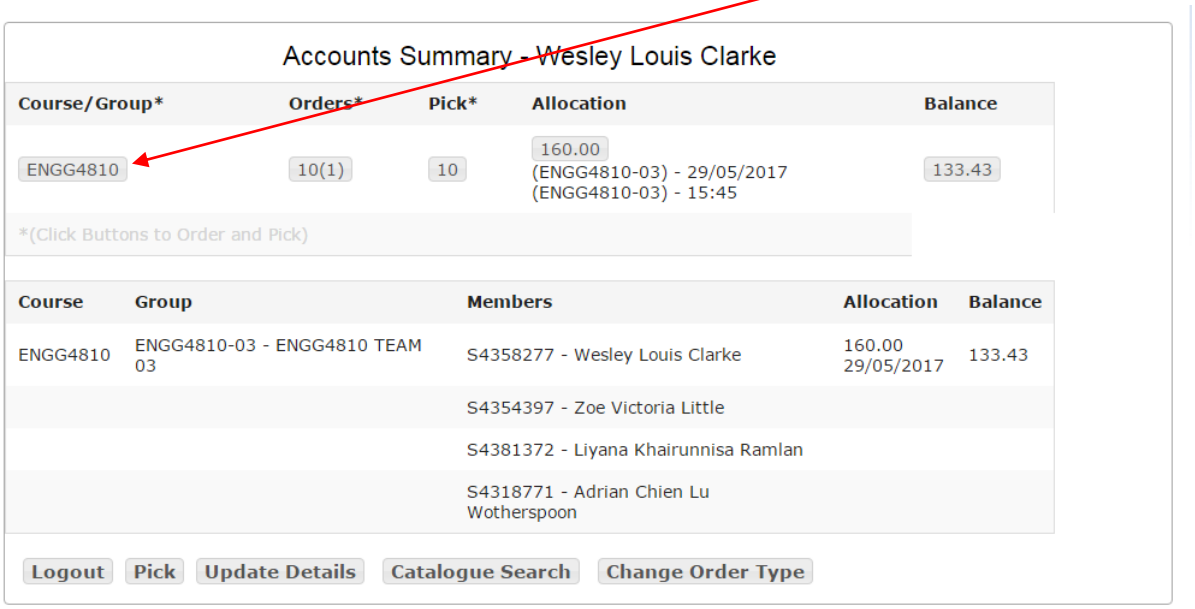


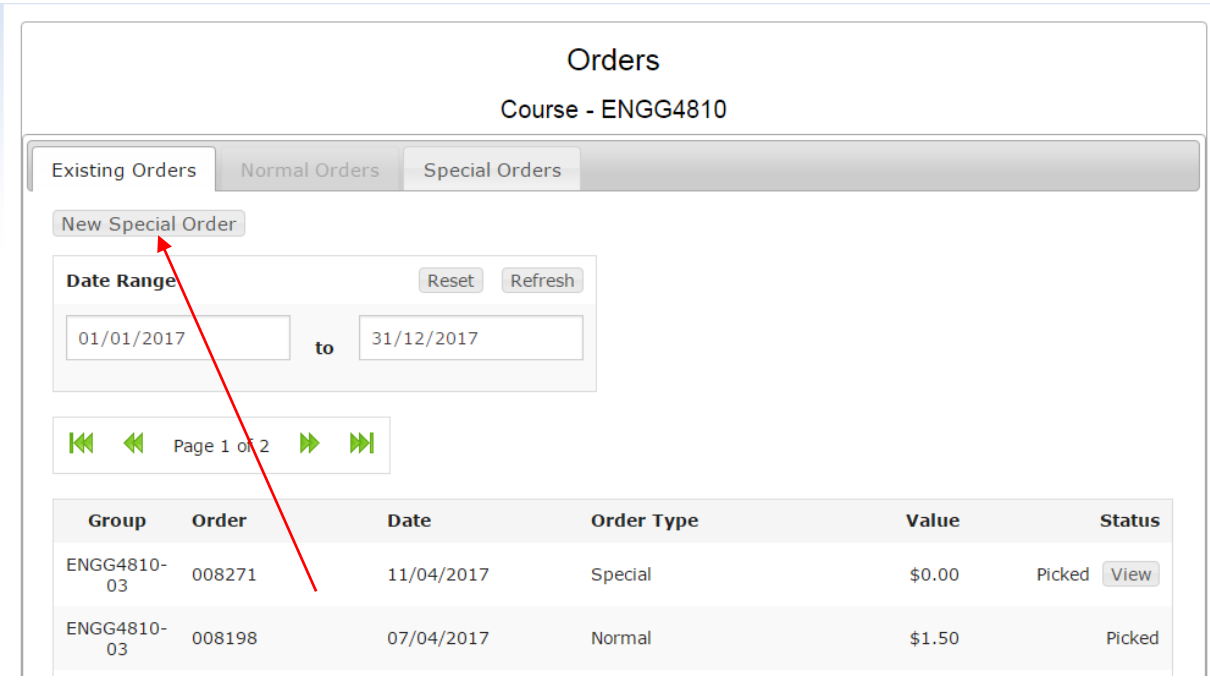
Once you have finished ordering/picking/printing etc. click the “Back” button. This takes you back to the Account Summary page, from here you can logout.

For Special orders click on “Special Order”.

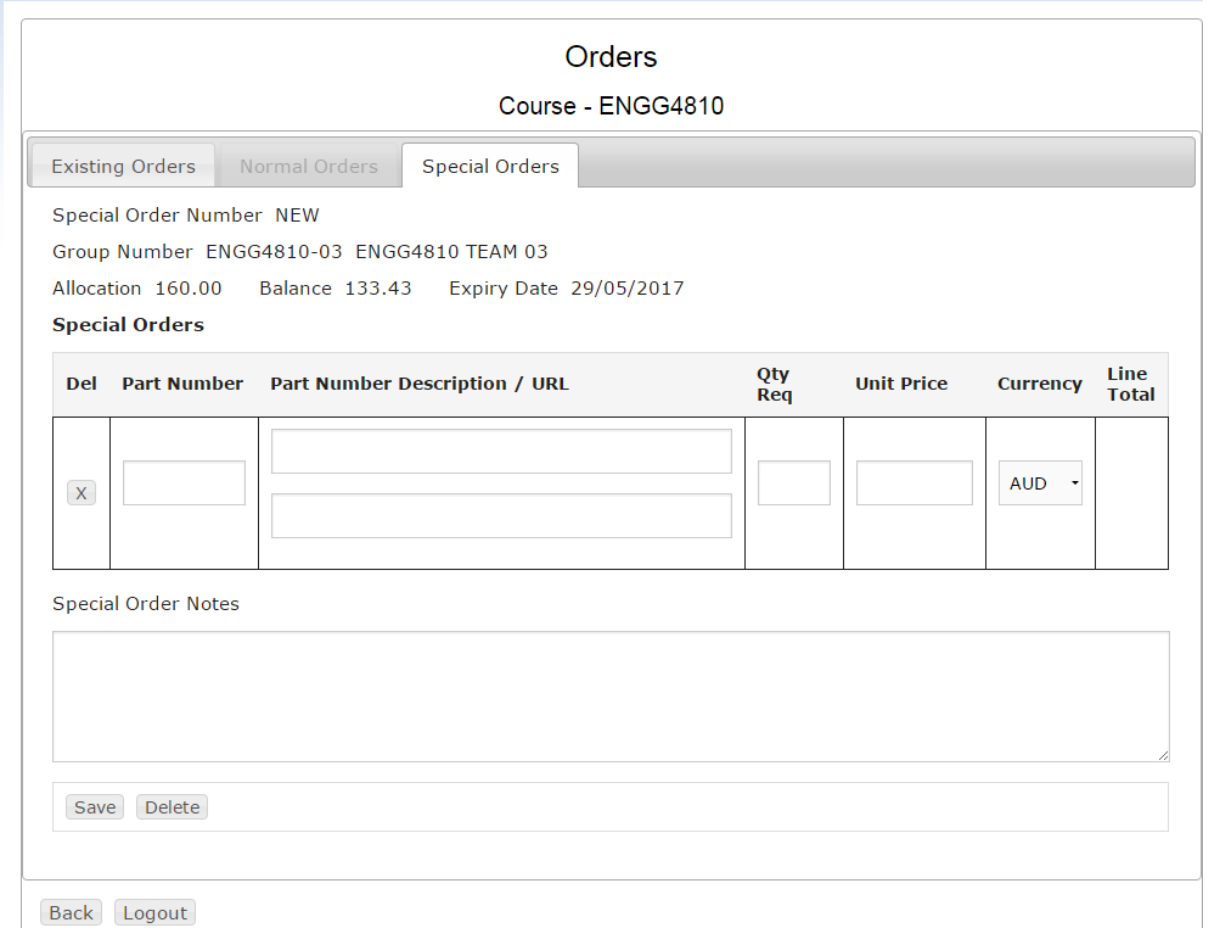


From this screen you can select an account to place an order through. I selected “ENGG4810 ” which in this case has $133.43 remaining. You might have more than one account or individual account. Make sure you select the correct account. Not all of your accounts have the special order enabled for them.





Click on "New Special Order". You'll see the following page.

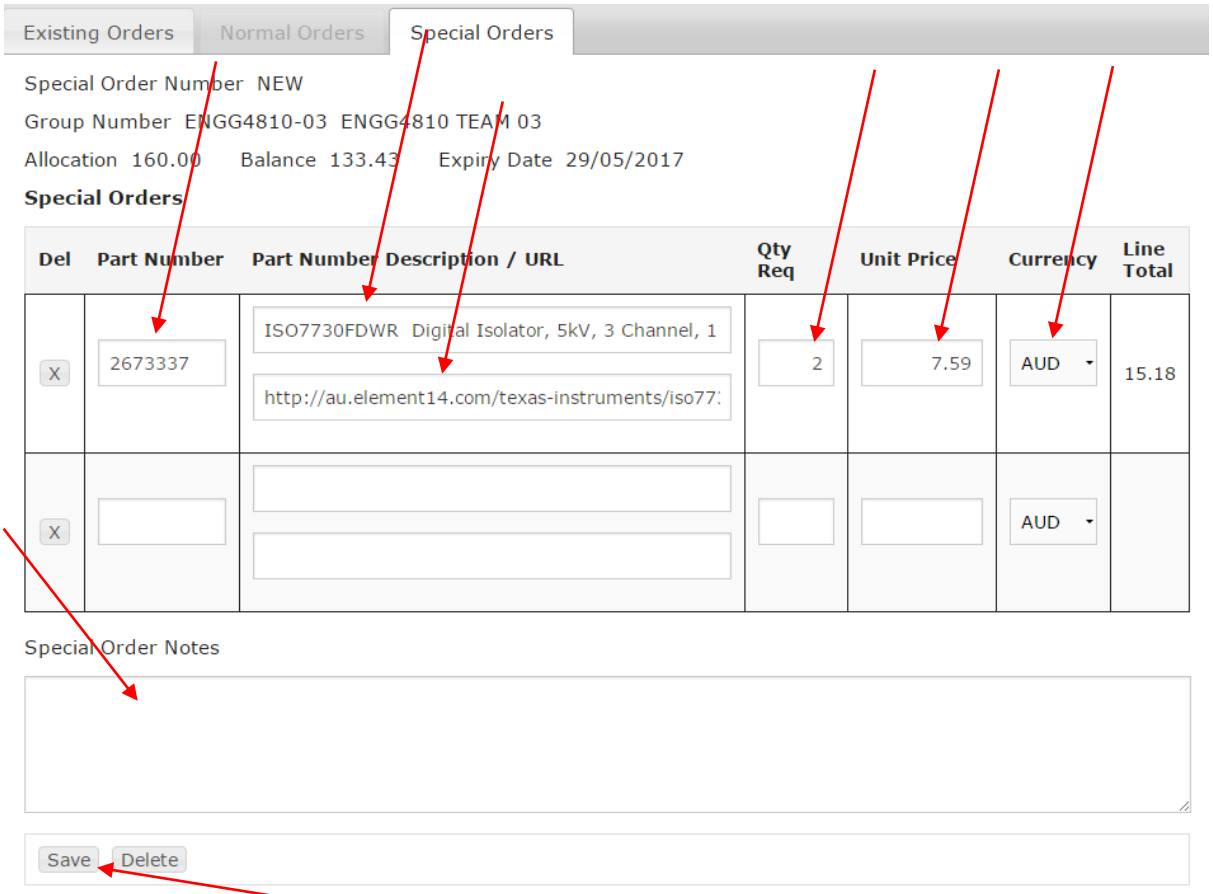


NOTE: USE THE TAB button to move from "Part Number"and between all boxes

Fill in the boxes for **Suppliers**' "Part number" first, then Tab to "Description" and "URL". Enter the quantity you need and the unit price. Make sure you change currency if it is not in Australian dollars.

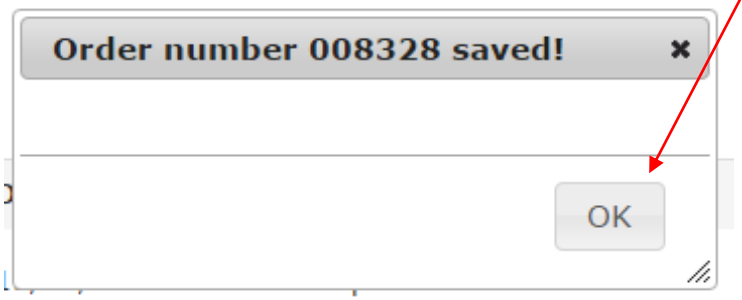
The final price you will be charged depends on Currency rates and postage.

Add any notes in the box.



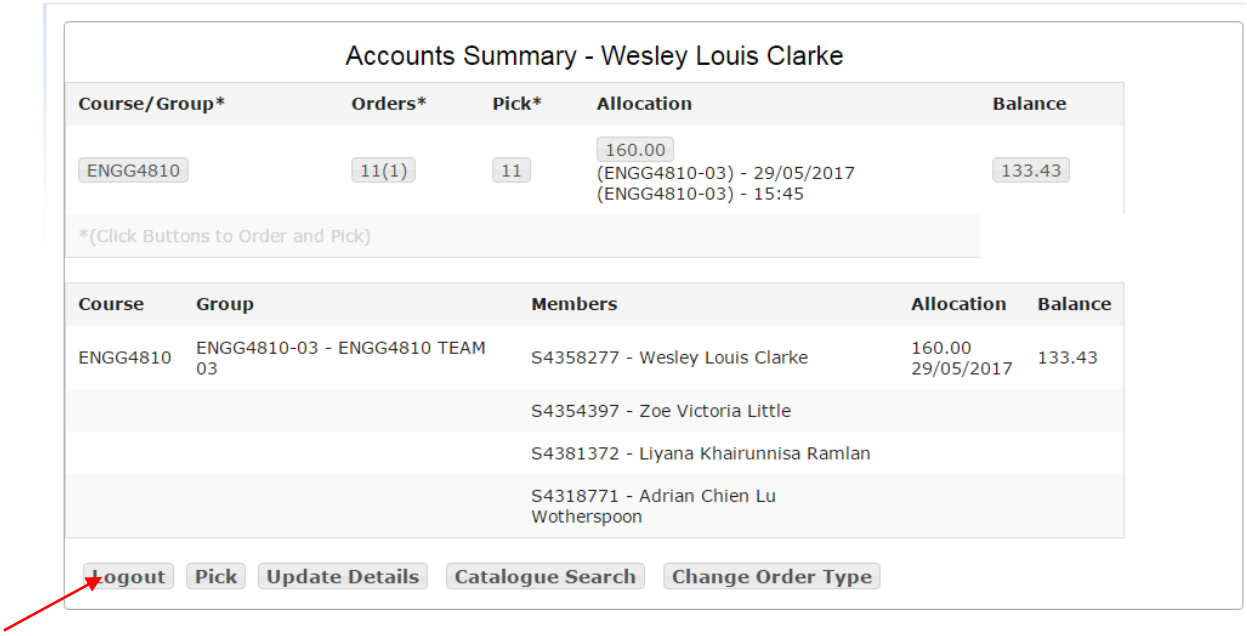
Once you have entered in all of your components click “Save”.

You will get confirmation that the order has been saved and the order number, Click OK.

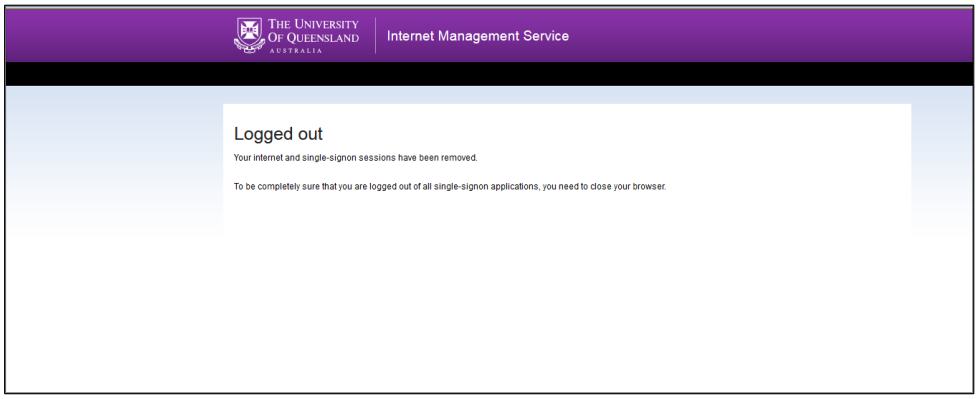


Once it’s been saved, ETSG will receive an email with your order and will purchase your order for you; you will be notified by email when it’s available for pick up.

If you have finished “shopping” you can now logout.



If you do chose to logout your browser session will close.



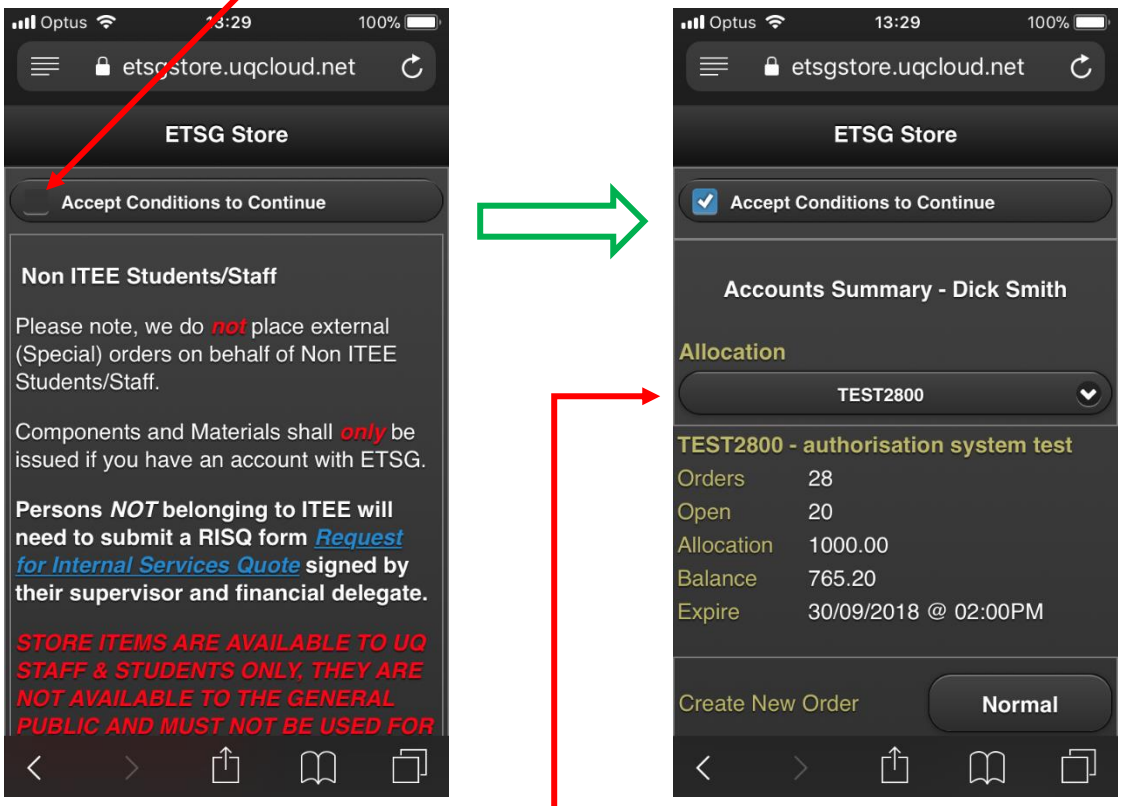
To “Log off” the computer, hit the “Windows” button on the Keyboard

Then “Log OFF”…… Until next time…. ☺

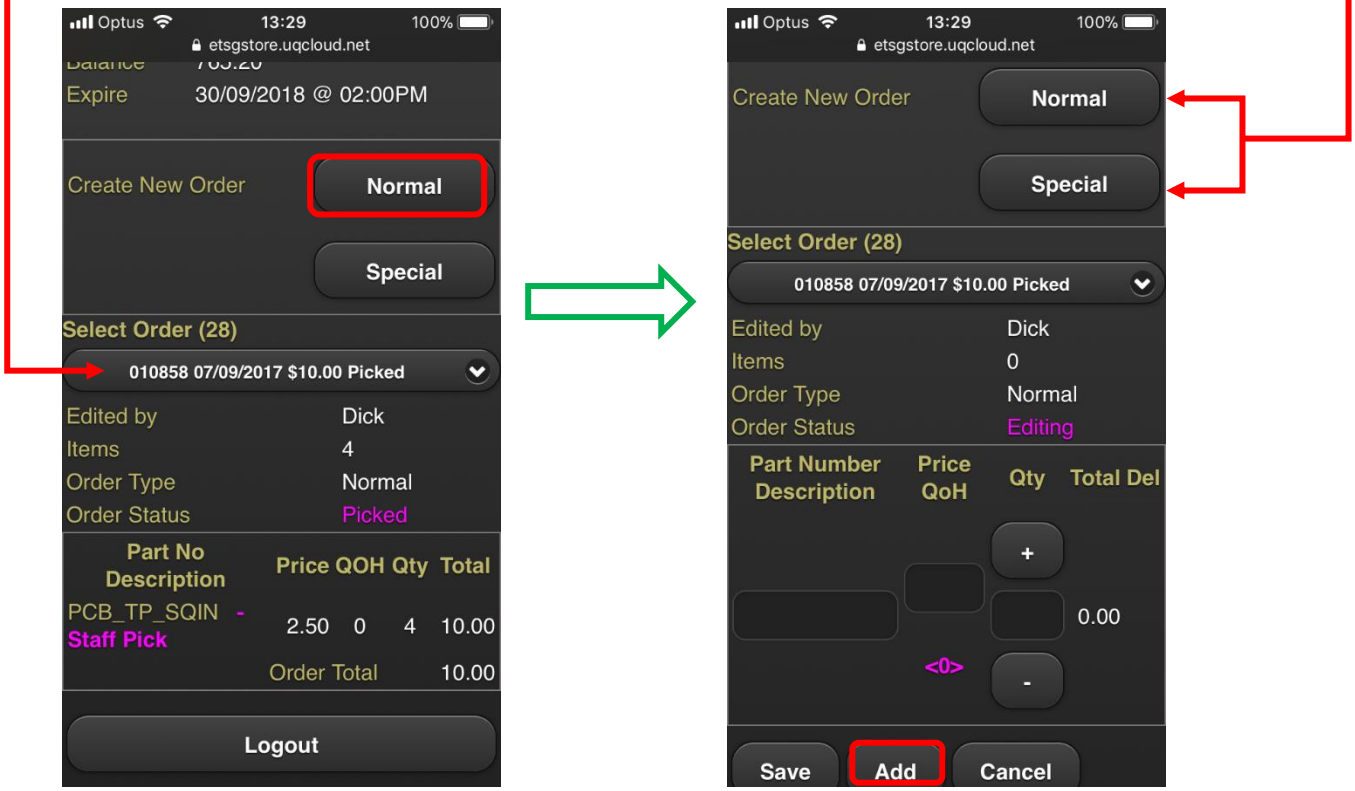
If you are using a mobile device you can scan this QR code which will take you to the ETSG stock search page:

If you are using a mobile device (phone or tablet) you will see the following screens when you log in:

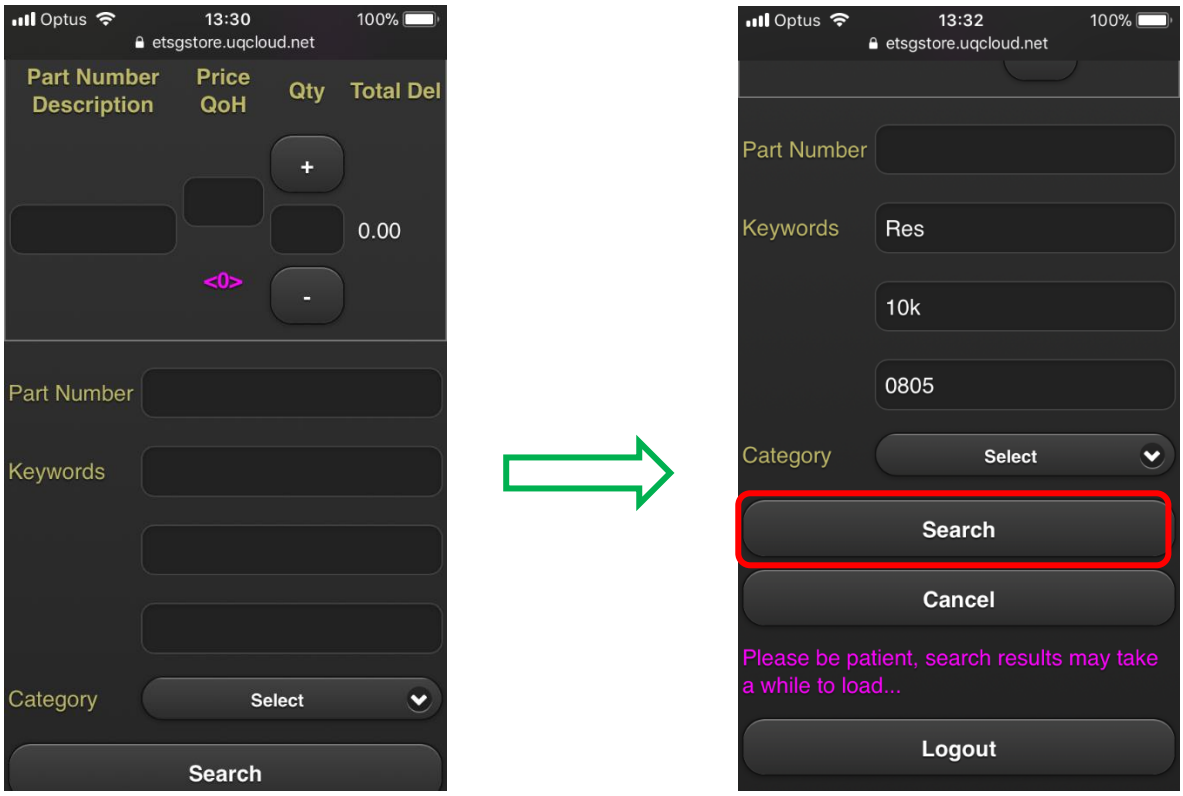
Select “Accept Conditions to continue” and you will see the following screen:



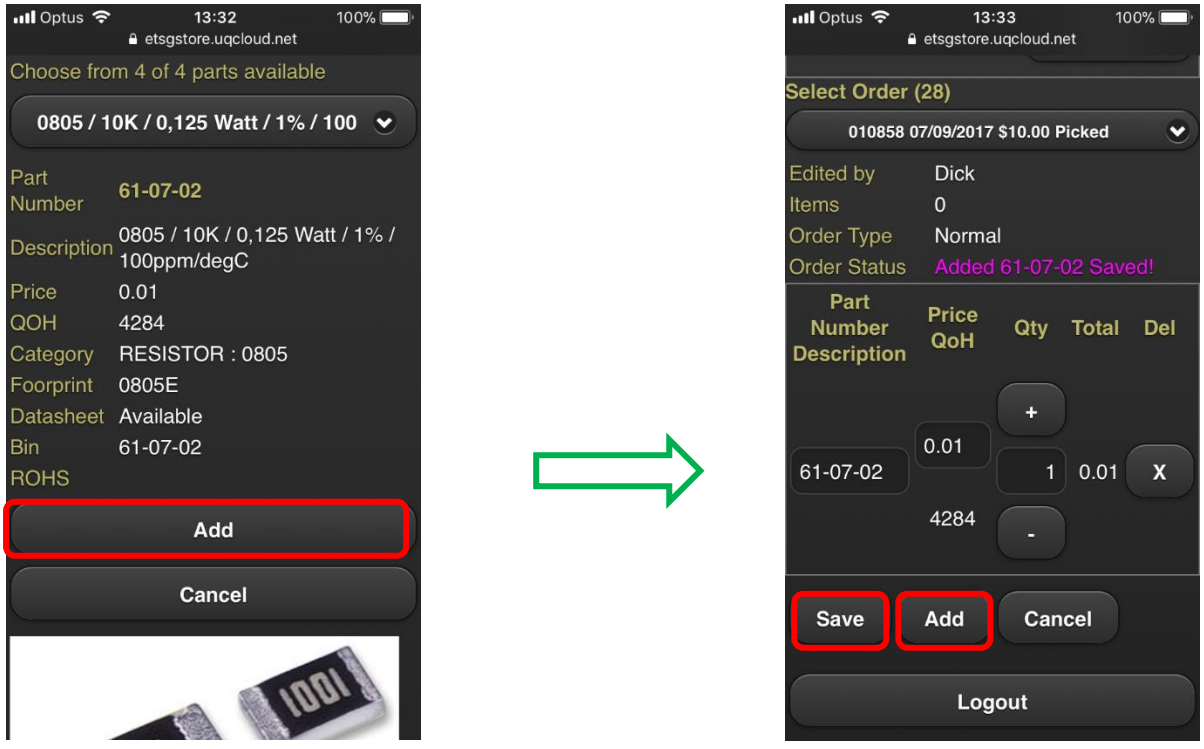
From here you can select the account you want to use, create a new “normal” or “special” order or view all saved orders. Selecting “Normal” opens the part number box – if you don’t know the part number and want to search by description select “Add”.



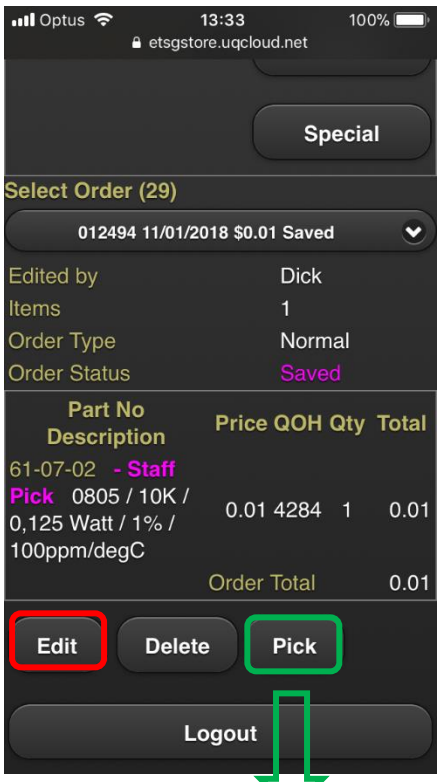
Selecting “Add” gives you this screen, you can now search by “Part Number”, “Keywords” or “Category”. Once you have put in the Part Number or Keywords select “Search”.

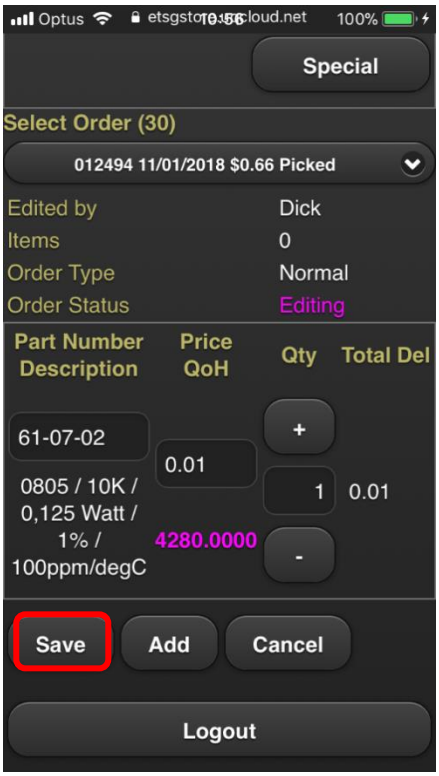


You will now get a return for your search, here it shows 4 possible parts, including pictures – use the drop down list to select the required item and then select “Add”. This now displays the selected item, you can now select how many you want, and then either “Save”, if this is all you want, or “Add” if you want another item.

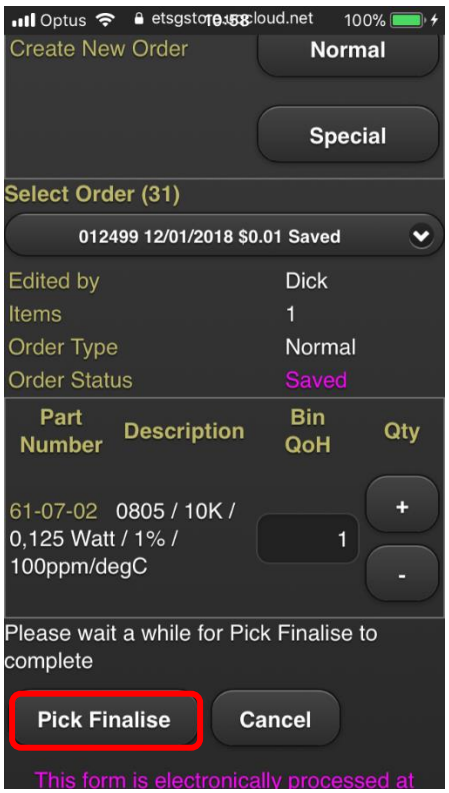


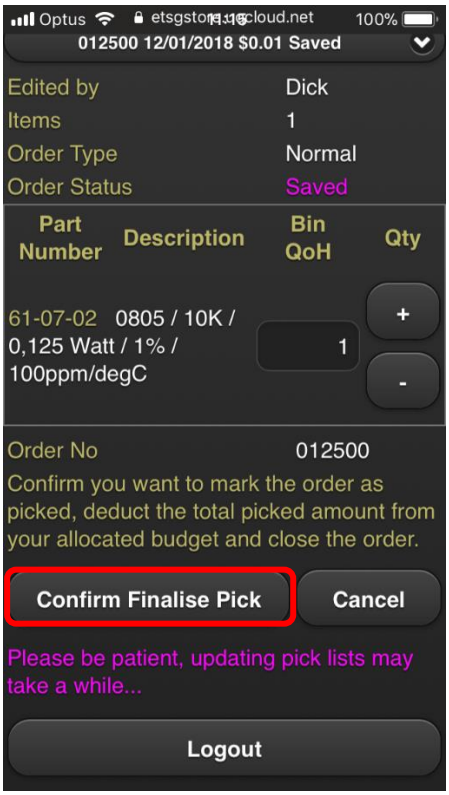
Once the order has been saved you can “Edit” it, “Delete” it or “Pick” it. If you select “Edit” you will get this screen, from here you can increase the Qty you want or add another part to the order and then select “Save”



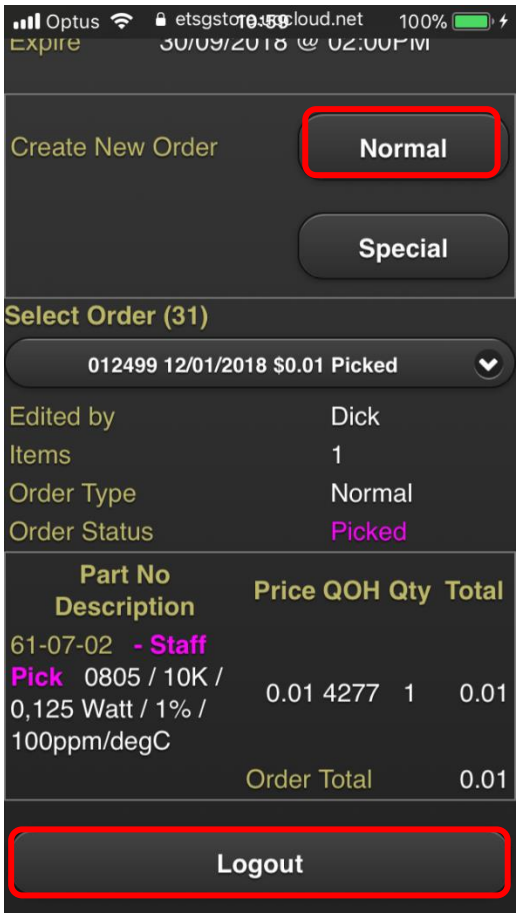


If you select “Pick” you get this screen; if you want to increase or decrease the Qty you require you can do it here. When you are ready to proceed select “Pick Finalise” and you will get this screen.

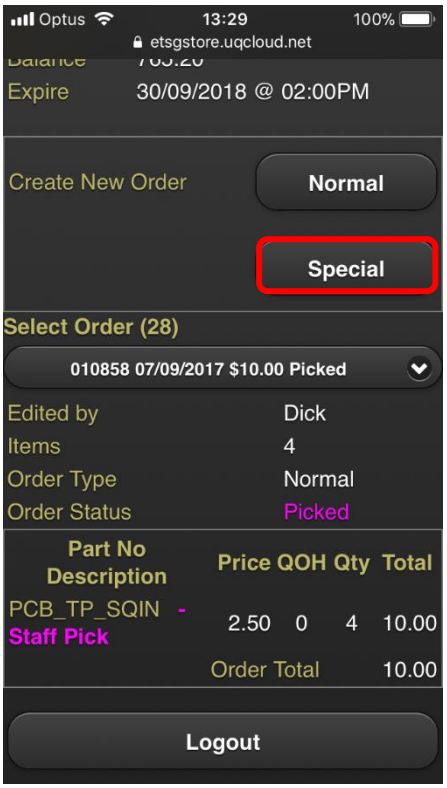


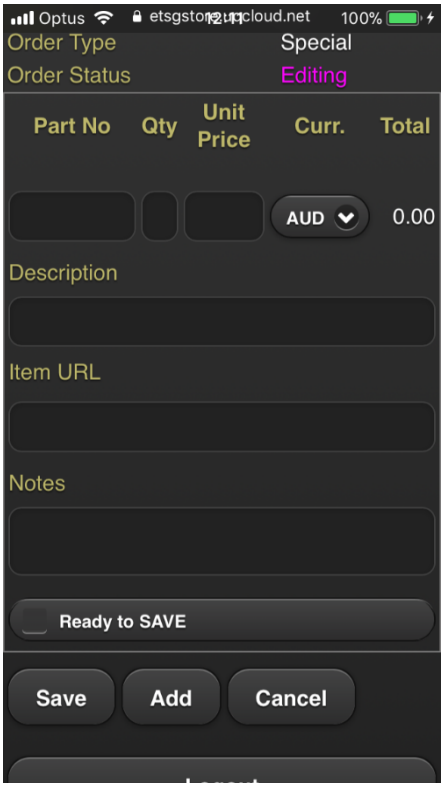


Once you have confirmed the pick you will get this screen; you can now “logout” or raise another order ☺.

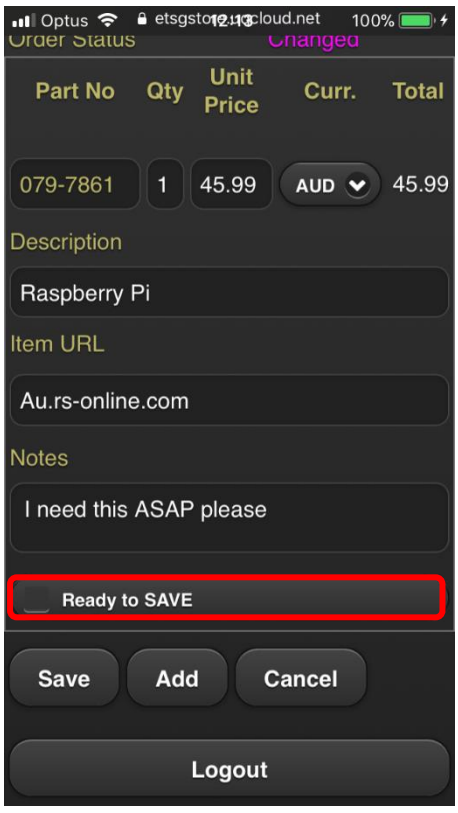


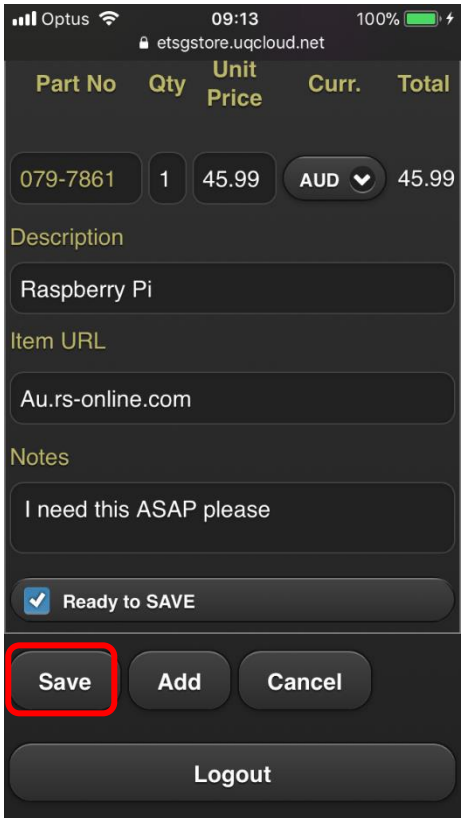
How to raise a special order. Login as before and select “Special” and you will get this screen.



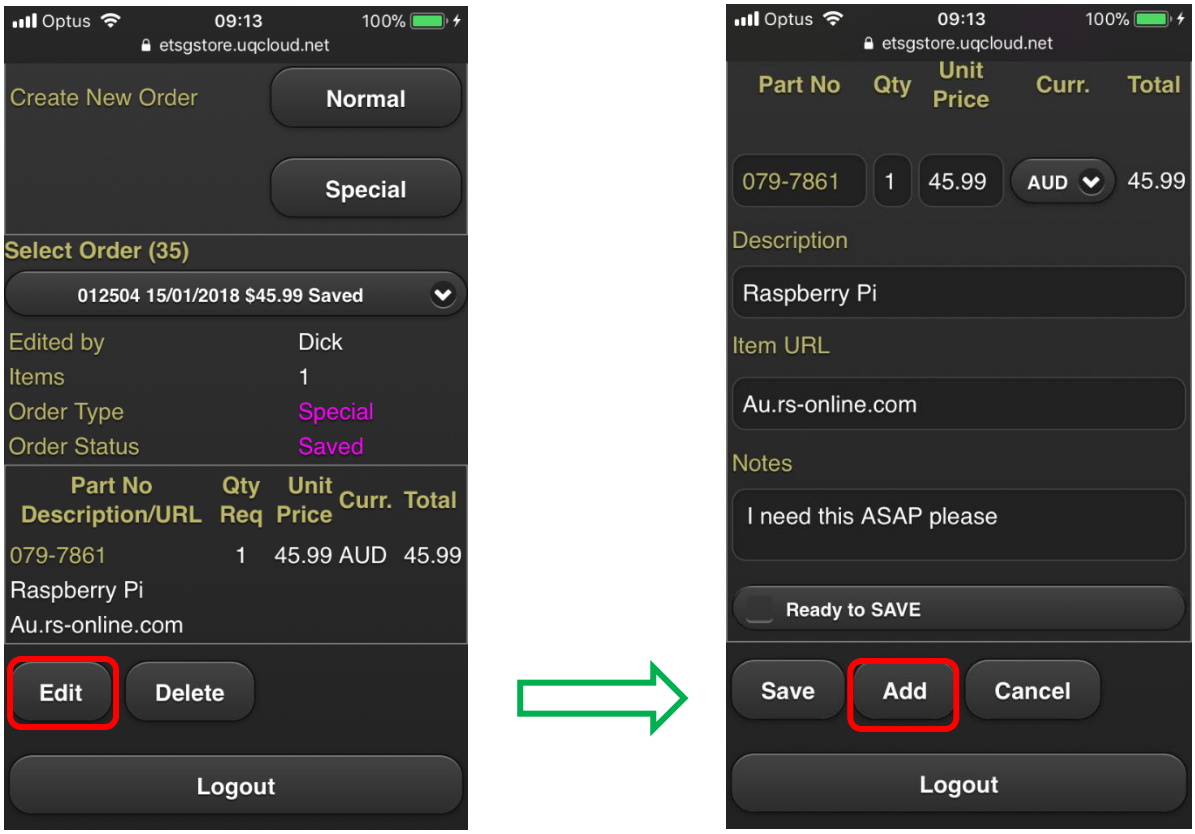


Fill out the information of the part you want to order; including the suppliers part number, Qty, price, description and URL from the website you found it on and any notes you want. If you want to add another part to this order select “Add” and fill out the details as before. Select “Ready to save” and finally “Save” if this order is complete.

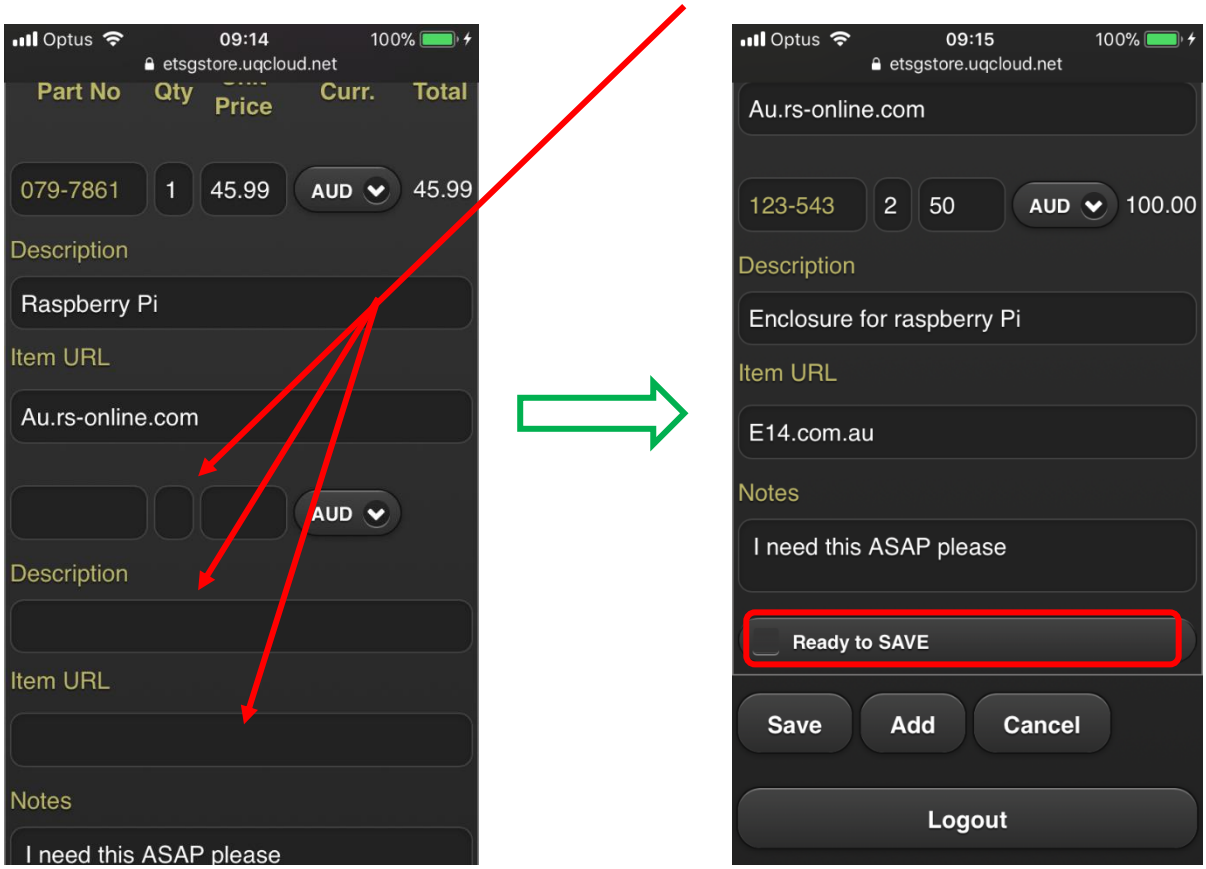




If you want to add another part to a special order that has been saved select “Edit”, this will open this screen.

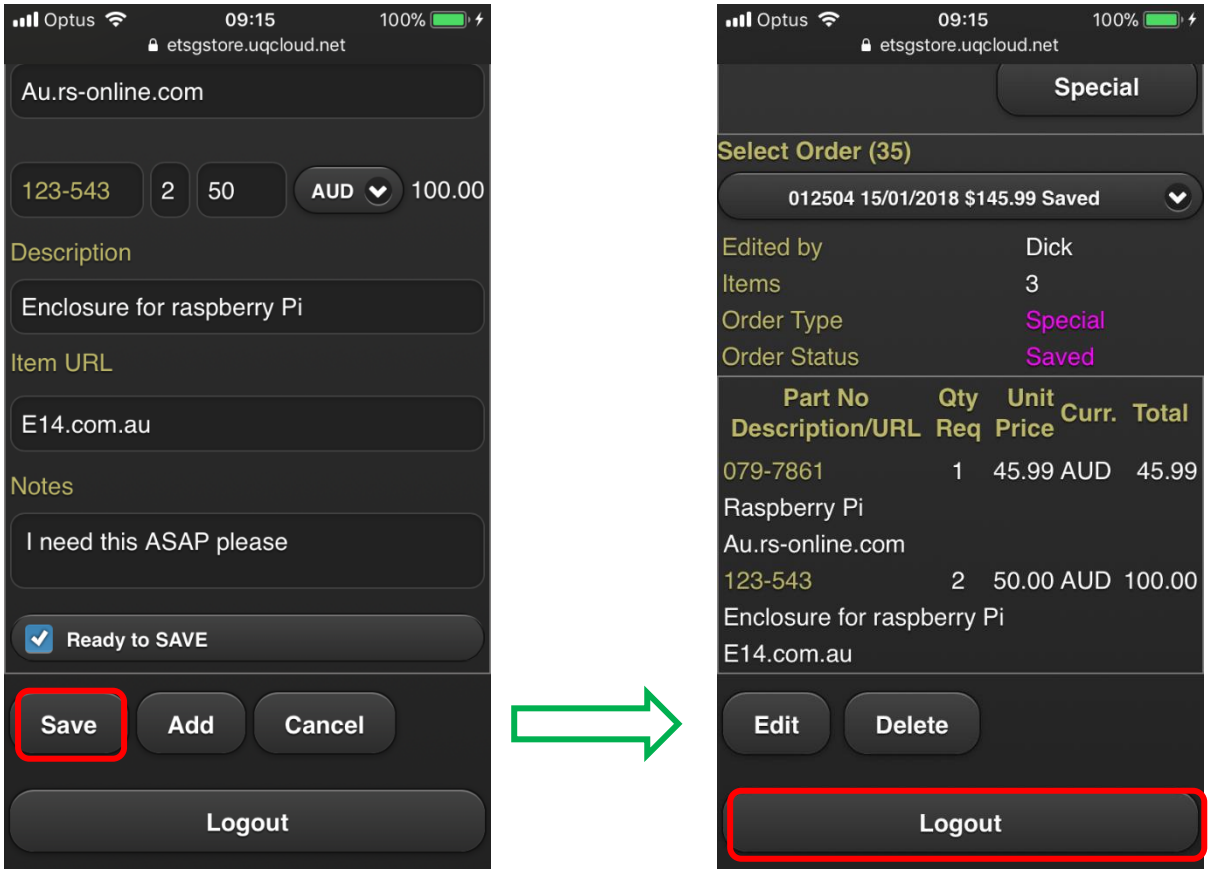


Select “Add”– fill out the form as before.



Select “Redy to Save” and then “Save”. You can now see the updated Special order.

Note: Everytime you save a special order the system generates and sends an email to ETSG with your order details – **PLEASE** make sure you have added all the required parts and Qty’s before you save the order or we will get a string of emails ☹.



If you have finished “shopping” you can now logout……until next time ☺