HOW TO USE THE NEW ETSG STORES SYSTEM.

Open the ETSG home page (http://www.itee.uq.edu.au/etsg/)

Click on “Search stock – ETSG Web Store”.

Welcome to the ITEE Engineering & Technical Support Group

The ITEE Engineering & Technical Support Group (ETSG) is responsible for the laboratories and workshops housed within the School. This includes maintaining all equipment and facilities as well as managing access for students and staff.

Office Hours:
Monday to Friday 7:30am to 3:45pm (closed Public Holidays)

If you would like any information regarding laboratory and workshop facilities, job requests or risk assessments please refer to the menu at the side of the page or contact us:

Hawken Building (E50)
Room 505309
P: +61 7 3353 3700

What’s New
- Laser Cutter Documentation - Speedy 300 Manual and Rayjet Quick Guide
- Our new Web Store is active - ETSG Web Store - HOW TO GUIDE.pdf
- NREL CAD Libraries
- Undergraduate Equipment Test & Tag Sessions
- 3 new SMD solder stations (total 8), 1 with video camera for teaching
- ETSG/Supplier Cross Reference spreadsheet
- HOW TO - Laboratory Access
- Nihon Superior Lead Free Solder
- General Risk Assessments
- Online OH&S Declaration
- Puff Oven fully working for all your surface mount work

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
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.

If you have picked everything physically from the workshop 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.
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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.
HOW TO USE THE NEW ETSG STORES SYSTEM.

Fill in the boxes for Suppliers’ “Part number”, “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 purchase your order for you and you will be notified by email when it’s available for pick up.
HOW TO USE THE NEW ETSG STORES SYSTEM.

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.... 😊