



RCSI

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Techstore IT Peripherals Ordering User Guide



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1. Introduction

RCSI IT recognise the requirement for a streamlined procurement process. As part of this recognition IT have built a portal for the direct purchase of IT peripherals: [Techstore RCSI IT Peripherals portal](#).

This [portal](#) is available to a cohort of staff across the University. These staff members have access to purchase IT peripherals such as keyboards, mice, headsets, webcams, wireless presenters, computer cables, etc. on behalf of their departments.

The aim of this portal is to simplify the ordering process by enabling self-service and reducing steps for the ordering and delivery of smaller items.

Enable Self Service

- Techstore is a 24/7 accessible portal
- Build & receive quotes instantly to your inbox on a 24/7/365 basis.
- A full log of all order history available under the “Your Account” tab click order history. This is fully clickable & searchable. Customer can re-order items, change the order, show the order confirmation & check delivery addresses.

Note: Your department will be charged for peripherals. It is essential that your Department code is included on all orders. If it is not the order may be rejected.

2. Scope

The IT Peripheral portal is available for the purchase of small items under the value of €200. This covers keyboards, mice, headsets, cables, and other such items.

The portal does not allow the purchase of laptop, desktop computers, docking stations or monitors. Orders for these devices must go through the standard ordering process via the [IT Portal](#).

The RCSI IT Equipment purchasing policy and process for staff can be found on the [Staff Portal](#).



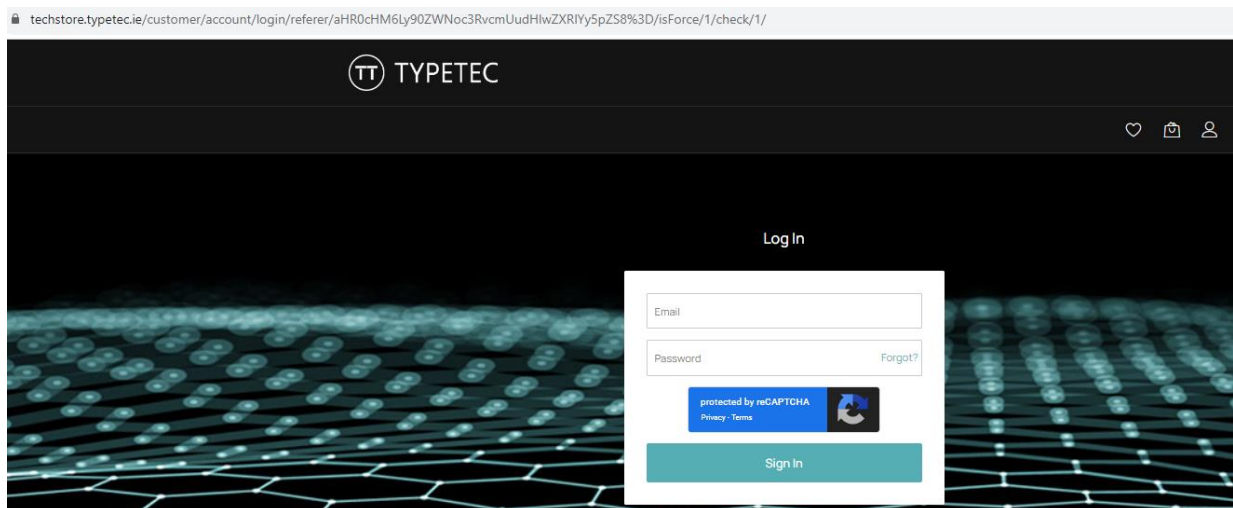
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3. Accessing Techstore

3.1. Logging in

The first time you log on to Typetec Techstore you will need to set up a password for your account.

- Go to <https://techstore.typetec.ie>
- Click on My Account and select Log In
- Enter your RCSI email address e.g. username@rcsi.ie
- Click on Forgot Password. Any email will be sent to your RCSI email account. Click on the link to set a new password.



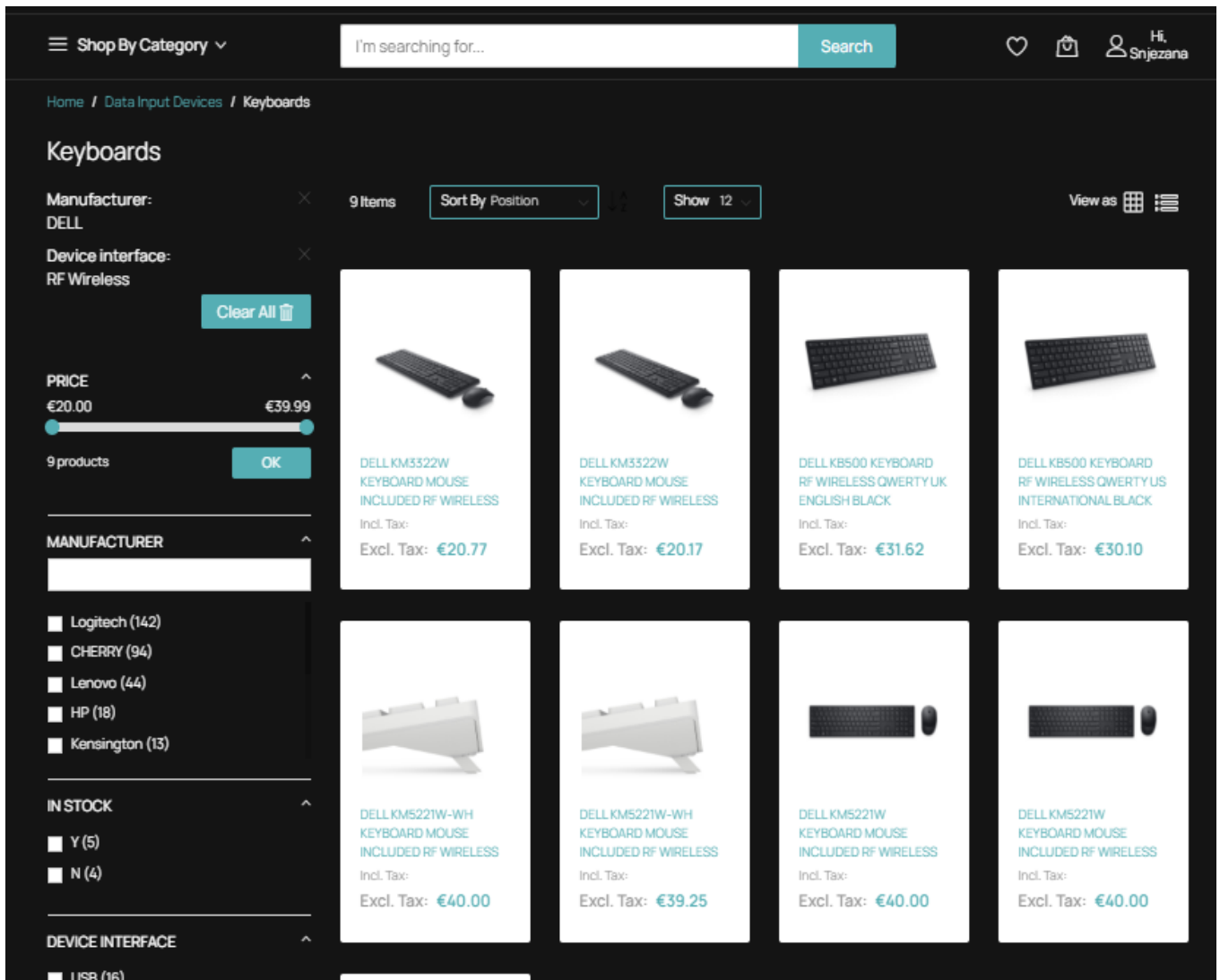
Subsequent logons

- Go to <https://techstore.typetec.ie>
- Click on My Account and select Log In
- Enter your RCSI email address e.g. username@rcsi.ie and the password you set at first logon.

4. Navigating Techstore

There are a number of ways to find peripherals available for purchase on the portal:

- Click into the Search box at the top of the screen. Type in the item that you are looking for and click enter. You will be presented with all of the items that are available for RCSI staff to purchase.



The screenshot displays the Techstore interface for searching and filtering keyboards. At the top, there is a search bar with the text "I'm searching for..." and a "Search" button. The user is logged in as "Hi, Snjezana". The breadcrumb trail shows "Home / Data Input Devices / Keyboards".

The main section is titled "Keyboards" and shows 9 items. The filters on the left include:

- Manufacturer:** DELL (9 items)
- Device interface:** RF Wireless (9 products)
- PRICE:** Range from €20.00 to €39.99
- MANUFACTURER:** Logitech (142), CHERRY (94), Lenovo (44), HP (18), Kensington (13)
- IN STOCK:** Y (5), N (4)
- DEVICE INTERFACE:** USB (16)

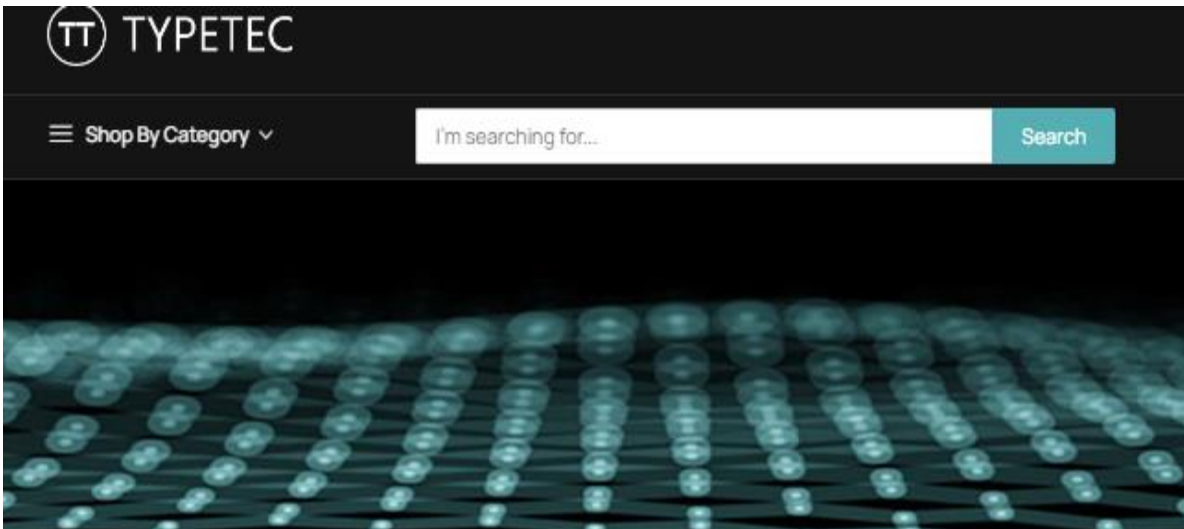
The product listings are as follows:

Product Name	Incl. Tax	Excl. Tax
DELL KM5322W KEYBOARD MOUSE INCLUDED RF WIRELESS	Incl. Tax:	€20.77
DELL KM5322W KEYBOARD MOUSE INCLUDED RF WIRELESS	Incl. Tax:	€20.17
DELL KB500 KEYBOARD RF WIRELESS QWERTY UK ENGLISH BLACK	Incl. Tax:	€31.62
DELL KB500 KEYBOARD RF WIRELESS QWERTY US INTERNATIONAL BLACK	Incl. Tax:	€30.10
DELL KMS221W-WH KEYBOARD MOUSE INCLUDED RF WIRELESS	Incl. Tax:	€40.00
DELL KMS221W-WH KEYBOARD MOUSE INCLUDED RF WIRELESS	Incl. Tax:	€39.25
DELL KMS221W KEYBOARD MOUSE INCLUDED RF WIRELESS	Incl. Tax:	€40.00
DELL KMS221W KEYBOARD MOUSE INCLUDED RF WIRELESS	Incl. Tax:	€40.00



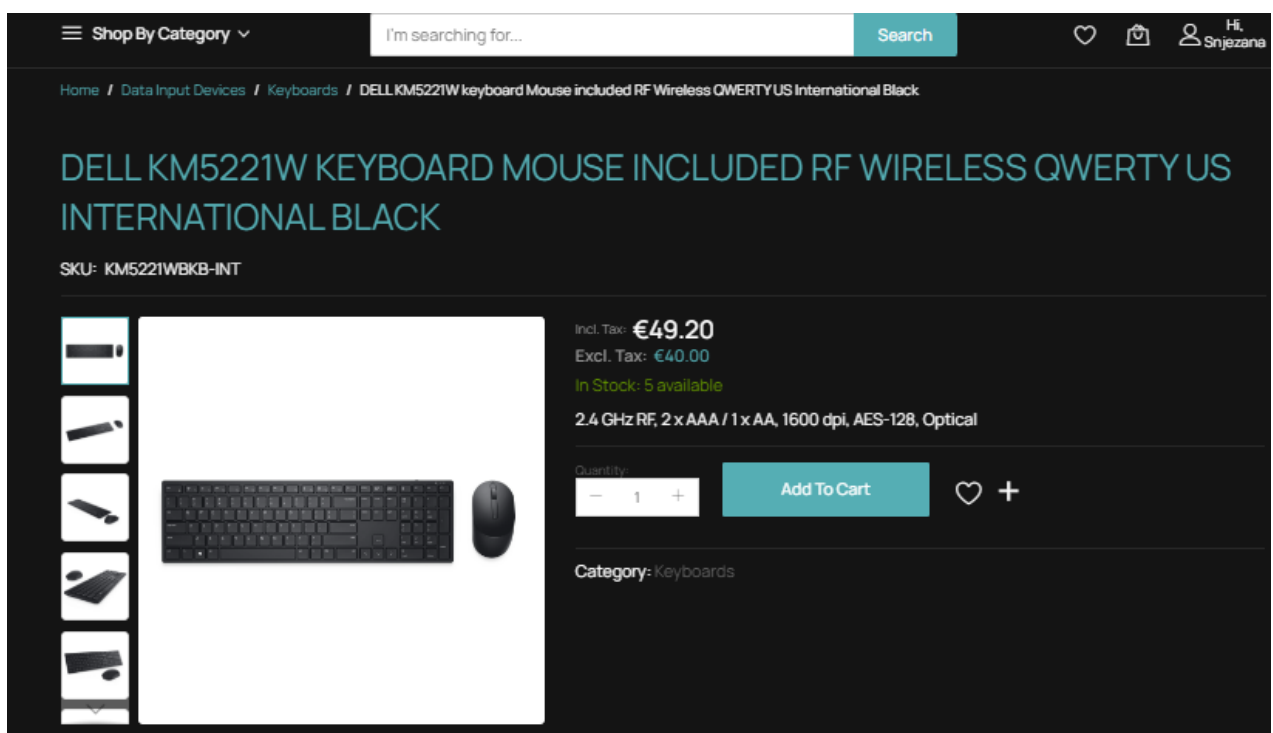
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- Click on the Menu Shop By Category. This will present you with a list of categories of items. Click on the drop-down list to display available categories (AV & Photo, Computer Cables, Computer components, Data Input Devices, etc.)



5. Raising an order

After you have found the product that you want to order and confirmed that it is in stock click on Add to Cart.





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- You will automatically be presented with your cart.
- If you wish to continue shopping click on the Continue shopping and click into the Search box at the top of the screen button to look for another product.

Shop By Category Search Hi Snjezana













Home / Search results for: 'logitech headset'

Search Results For: 'Logitech Headset'

CATEGORY Sort By Relevance Show 12 View as

- AV & Photo (67)
- Batteries & Power Supplies (1)
- Computer Cables (1)
- Data Input Devices (14)
- Software (1)
- Telecom & Navigation (8)



Related search terms
headset logitech
headset

 <p>LOGITECH PREMIUM STEREO HEADSET Incl. Tax: Excl. Tax: €26.40</p>	 <p>LOGITECH PREMIUM NOTEBOOK HEADSET Incl. Tax: Excl. Tax: €38.40</p>	 <p>LOGITECH H150 STEREO HEADSET Incl. Tax: Excl. Tax: €21.28</p>	 <p>LOGITECH H150 STEREO HEADSET Incl. Tax: Excl. Tax: €19.20</p>
 <p>LOGITECH CLEARCHAT STYLE HEADSET WIRED Incl. Tax: Excl. Tax: €21.60</p>	 <p>LOGITECH H110 STEREO HEADSET Incl. Tax: Excl. Tax: €13.20</p>	 <p>LOGITECH H110 STEREO HEADSET Incl. Tax: Excl. Tax: €15.08</p>	 <p>LOGITECH H390 USB COMPUTER HEADSET Incl. Tax: Excl. Tax: €35.50</p>
 <p>LOGITECH H390 USB COMPUTER HEADSET Incl. Tax: Excl. Tax: €35.50</p>	 <p>LOGITECH CLEARCHAT STEREO HEADSET WIRED BLACK Incl. Tax: Excl. Tax: €14.40</p>	 <p>LOGITECH CLEARCHAT PRO USB™ HEADSET Incl. Tax: Excl. Tax: €31.20</p>	 <p>LOGITECH 960 USB COMPUTER HEADSET Incl. Tax: Excl. Tax: €27.17</p>

1 2 3 4 5 Next >




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Shop By Category ▾ I'm searching for... Search   Hi, Snjezana

Home / Logitech H390 USB Computer Headset



LOGITECH H390 USB COMPUTER HEADSET

SKU: 981-000406



Incl. Tax: **€41.71**
Excl. Tax: €33.91
In Stock: 177 available

H390 USB Computer Headset

Quantity: **Add To Cart**  

Category: [Headphones & Headsets](#)


[Details](#) [More Information](#) [Reviews](#)


Experience clear internet calls with simple plug-and-play USB connection and a noise-canceling mic. Rigid left-sided mic boom is moveable and can be tucked out of the way when you're not using it. In-line controls let you control volume or mute without interrupting calls. Laser-tuned drivers deliver enhanced digital audio from your favorite music and games.

- Add another product into the cart.


×


2 Items in Cart



LOGITECH H390 USB COMPUTER HEADSET 

Incl. Tax: **€41.71**
Excl. Tax: €33.91
Qty:



DELL KM5221W KEYBOARD MOUSE INCLUDED RF WIRELESS QWERTY US INTERNATIONAL BLACK 

Incl. Tax: **€49.20**
Excl. Tax: €40.00
Qty:

Proceed to Checkout

Request Quote



View Cart



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- If you wish to raise the order click on “Proceed to Checkout”
- Shipping (Flat rate - fixed) costs €5.00 + VAT will be added to orders under €100.00.

Shopping Cart

Item	Price	Qty	Subtotal
 DELL KM5221W KEYBOARD MOUSE INCLUDED RF WIRELESS QWERTY US INTERNATIONAL BLACK	Incl. Tax: €49.20 Excl. Tax: €40.00	1	Incl. Tax: €49.20 Excl. Tax: €40.00
 LOGITECH H390 USB COMPUTER HEADSET	Incl. Tax: €41.71 Excl. Tax: €33.91	1	Incl. Tax: €41.71 Excl. Tax: €33.91

[Continue Shopping](#) [Update Shopping Cart](#)

Summary

Estimate Shipping and Tax

Subtotal	€73.91
Shipping (Flat Rate - Fixed)	€5.00
Tax	€18.15
Order Total	€97.06

Apply Discount Code

[Proceed to Checkout](#)

[Request Quote](#)

- You will then be presented with the ordering page.



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- Update the delivery address as required (correct address, ZIP/Postal Code).
- Enter the name and mobile number of the person receiving the order.
- Customer Details and invoice address will be populated with your details. This can be left as is.

Shipping Address ×

First Name * This is a required field.

Last Name * This is a required field.

Street Address: Line 1 *

Street Address: Line 2

Country *
Ireland ▼

State/Province

City *

Zip/Postal Code

Phone Number

Company

Cancel

Ship Here



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1 Shipping 2 Review & Payments

[View all my addresses](#) [Next](#)

Shipping Address

Snjezana Lauc
RCSI House 121/122 St Stephen's Green
Dublin 02, D02 H903
Ireland
0871751873

[Edit](#)

Shipping Methods

€5.00 Delivery Quote Delivery Quote

[Next](#)

Order Summary

2 Items in Cart

	Surgical Microscope System Incl. Tax: €40.00 Excl. Tax: €40.00
	Surgical Headset Incl. Tax: €33.91 Excl. Tax: €33.91

- Click Next after you amended/selected correct delivery address

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Shipping Review & Payments

Payment Method

Purchase Order

Purchase Order Number

8656998 / Department Code/Activity code

Apply Discount Code

Enter discount code [Apply Discount](#)

[Place Order](#)

Order Summary

Cart Subtotal	€73.91
Shipping	€5.00
Delivery Quote - Delivery Quote	€5.00
Tax	€18.15
Order Total	€97.06

2 Items in Cart

	Surgical Microscope System Incl. Tax: €40.00 Excl. Tax: €40.00
	Surgical Headset Incl. Tax: €33.91 Excl. Tax: €33.91

Ship To:

Snjezana Lauc
RCSI
RCSI House 121/122 St Stephen's Green
Dublin 02, D02 H903
Ireland
0871751873

Shipping Method:
Delivery Quote - Delivery Quote

- In the PO reference box make sure to enter the PO number: **8656998**
- In the same box include your Department code and Activity Code e.g. **AB12 1234**, or Grant code and Product (GL) Code. If the order form does not include all of the department or grant information the order may be rejected

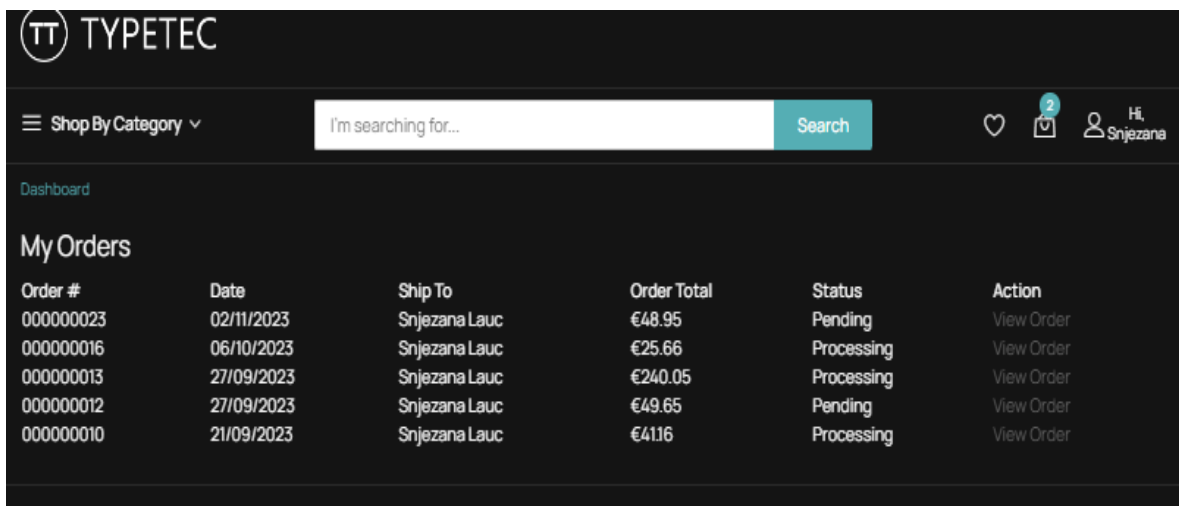


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- **Note: If you are using a Grant code please include the corresponding product code from Agresso i.e. 7XXX.**
 - **Examples in the screenshot below are for demonstration purposes only. Please include the codes that are appropriate to your department or grant.**
-
- **Click Place order.**
 - **Your order has now been submitted and will be processed in due course.**

6. Quick Tips Check your order

To check on your order click on your Profile name and select Order History. You will see a list of orders in the system. Scroll to select your order and you will see all information related to your order.

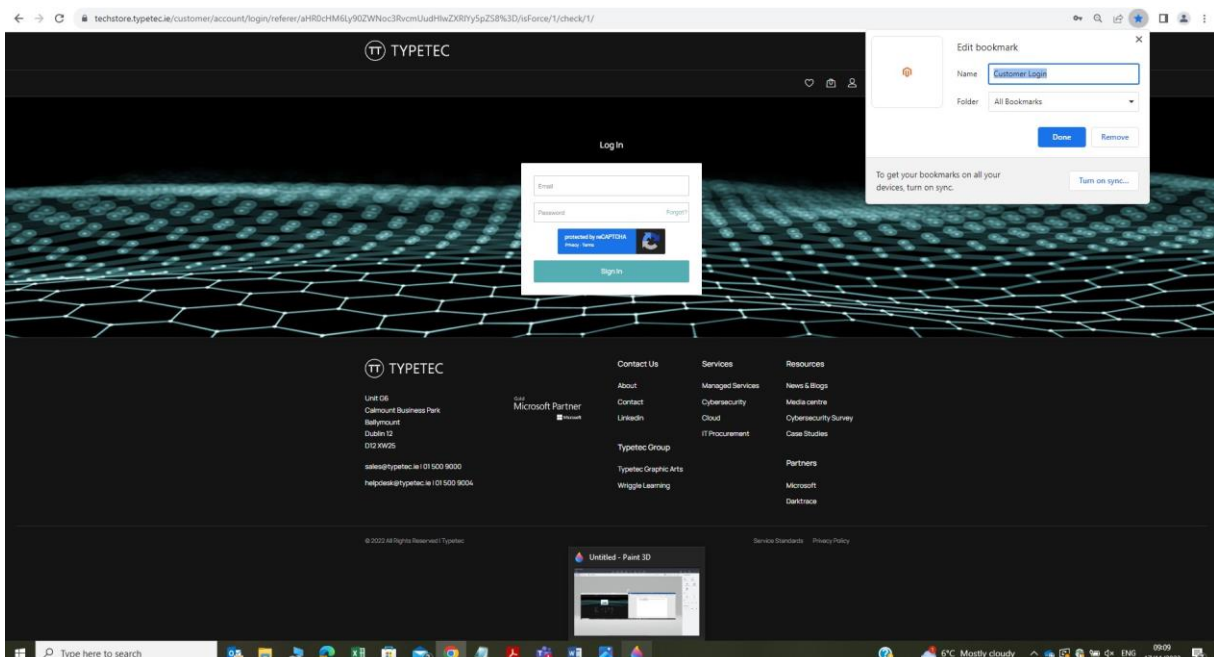


Order #	Date	Ship To	Order Total	Status	Action
000000023	02/11/2023	Snjezana Lauc	€48.95	Pending	View Order
000000016	06/10/2023	Snjezana Lauc	€25.66	Processing	View Order
000000013	27/09/2023	Snjezana Lauc	€240.05	Processing	View Order
000000012	27/09/2023	Snjezana Lauc	€49.65	Pending	View Order
000000010	21/09/2023	Snjezana Lauc	€4116	Processing	View Order

Note: Each order will be invoiced to RCSI and **your department** will be charged for the items purchased.

6.2. Ask a question

If needed, you can ask the Typetec team questions relating to products, product pricing or to check on orders by sending an email to sales@typetec.ie.



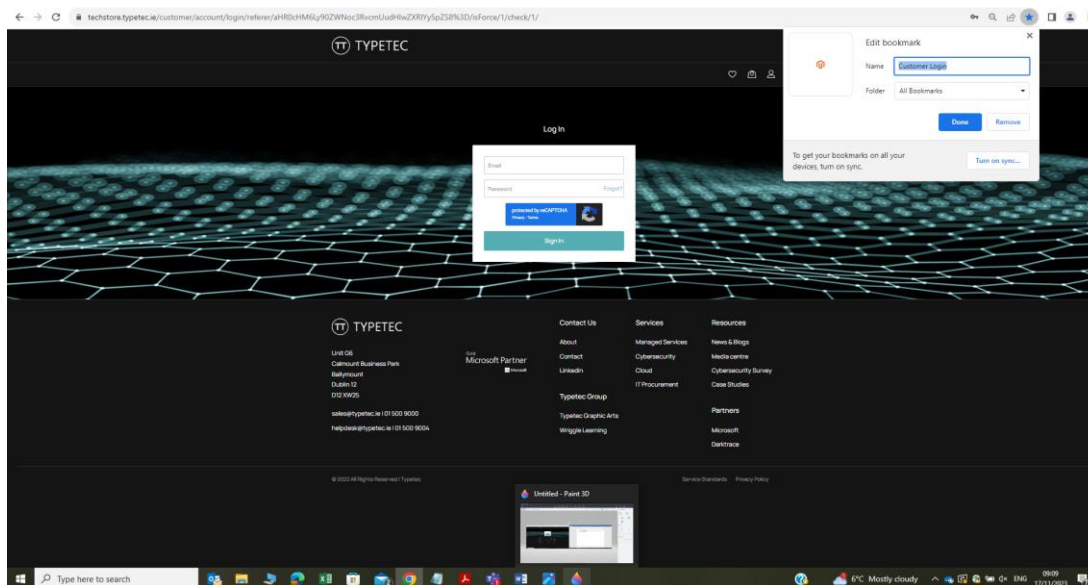


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6.3. Save Techstore as a shortcut in your web browser

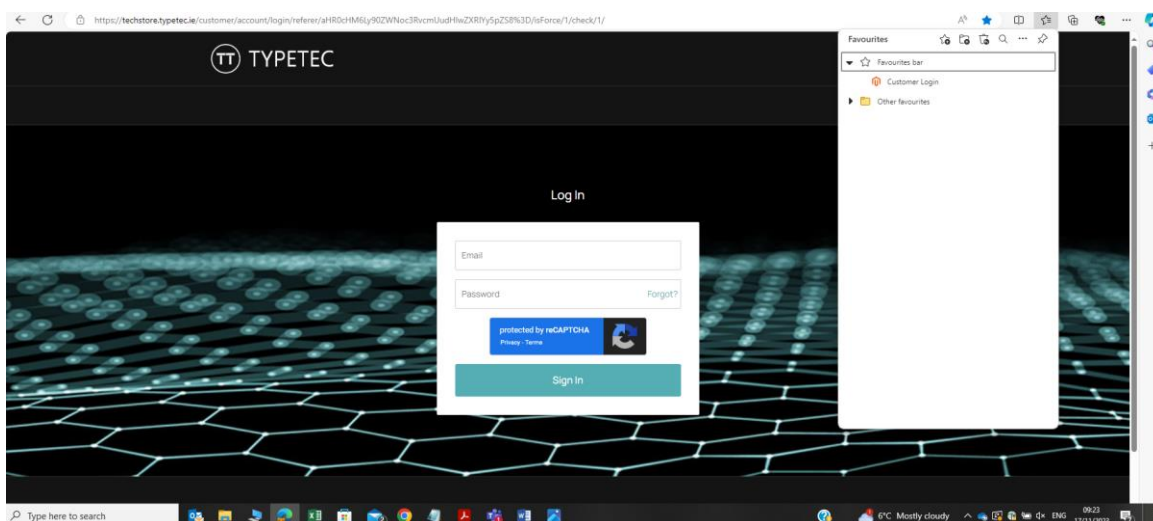
Chrome:

- Open Techstore in Chrome.
- Click on the star symbol in the address bar.
- Save the bookmark to your shortcut bar and/or save it to a favourite's folder.



Internet Explorer/Edge:

- Open eSource in Internet Explorer/Edge.
- Click on the star symbol in the address bar.
- Save the bookmark to your shortcut bar and/or save it to a favourite's folder.





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7. Supporting Documentation

7.1. [RCSI IT Purchasing Policy and Process](#)

7.2. [Link to Techstore](#)

7.3. [Link to IT Portal Hardware request form](#)

8. Document Control

Version	Date	Action	Author
0.1	20/04/2021	First Draft	Ruth Meredith
1.0	23/04/2021	Version 1	Ruth Meredith
2.0	24/03/2023	Version 2	Ruth Meredith
3.0	17/11/2023	Version 3	Snjezana Lauc