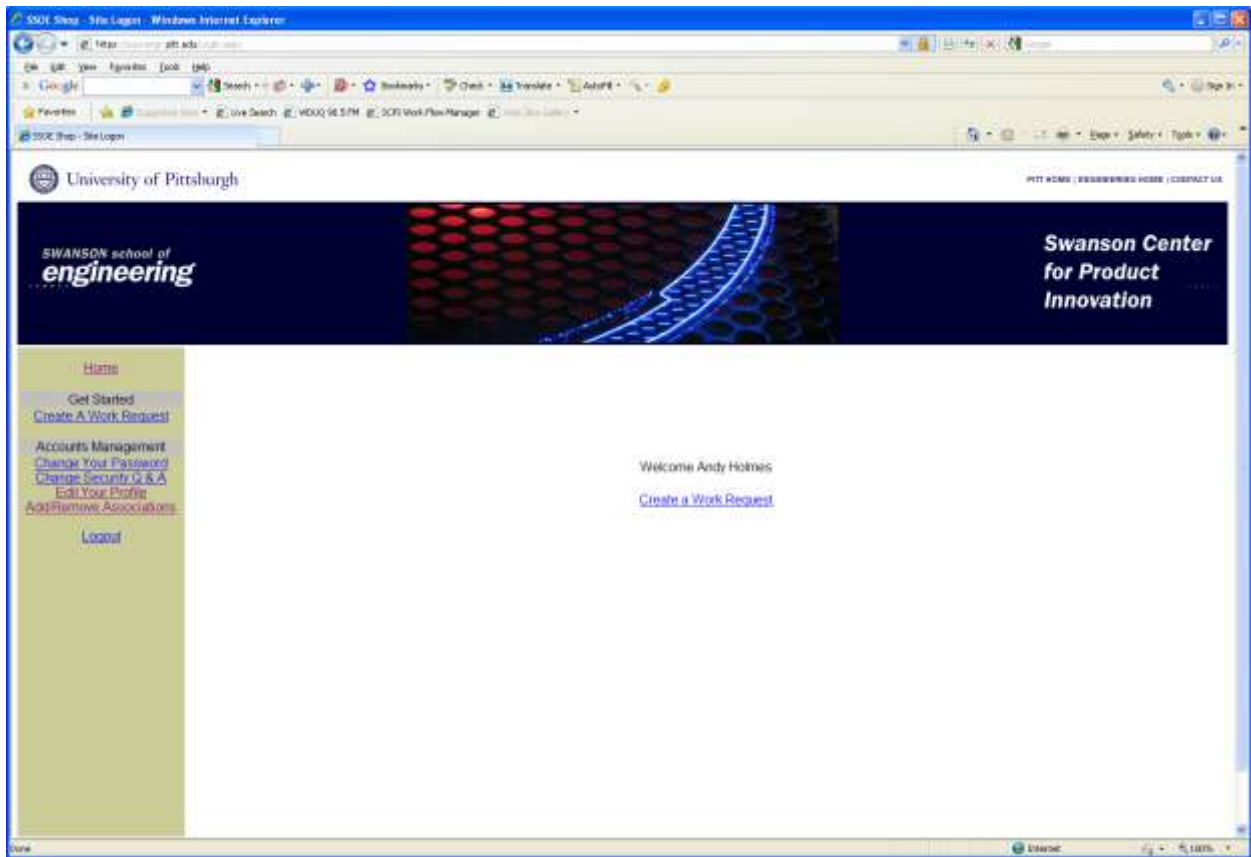


How do I submit a Job using the Swanson Center Web Portal?

Log into <http://scpi.engr.pitt.edu>



Click on: [Create a Work Request](#)

This will bring up the following page.

Work Request Submission

Swanson School Of Engineering
Swanson Center for Product Innovation
Machine Shop Service Request Form

Requester: jholmes_studef Responsible Entity: Andy Faculty Holmes

Name: Andy Stutem	Phone:	Name:	Phone:
Office:	Email: jholmes@jst.edu	Office:	Email:

Department/Center: CENR_150
Job Name: Widget
Job Description: Design and then machine 10 Widgets

An account number is not required to request a quote

Dr: Spent: Sub: Post: Ref: Pub:

Request Job Consultation

Job Constraints: wait for grants

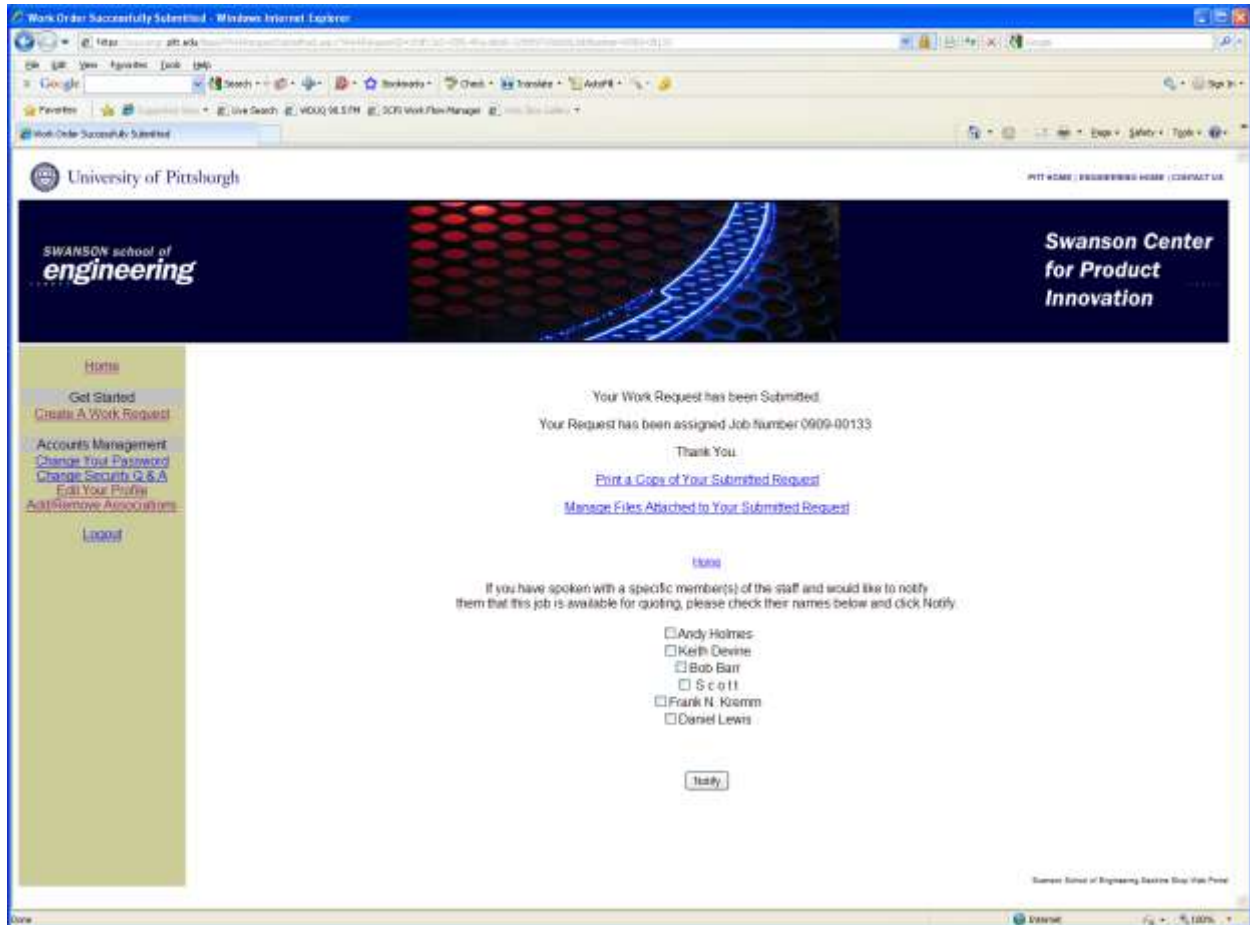
Job Notes: 1000 widgets from stainless steel (provided)

Suggested Completion Date: September 2009

Se	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

1. Fill out a job name (mandatory)
2. Fill out a job description (mandatory)
3. Enter any job constraints (optional)
4. Enter any job notes (optional)
5. Enter a suggested completion date (optional)
6. Enter account number (staff and faculty only)
7. Submit (or save for later submission)

Upon Submission



You will be **assigned** a job number and you will have the opportunity to **upload** files, **notify** a staff member or **print** a copy for your paper records

What We See

The screenshot shows the SCP Work Flow Manager interface. On the left is a navigation menu with categories like Administration, Job Management, Billing Management, and Accounts Management. The main area displays a table of jobs with columns for Job #, Requester, Job Name, Supp. Comp., and Hours By. Each job row includes a 'Lag Hours' button and a 'Print Copy View' link. The job 'Tip Turn Project' is highlighted in yellow.

				Job #	Requester	Job Name	Supp. Comp.	Hours By:
In The Shop	Lag Hours	Print Copy View	Files (1)	0904-00128	Robert Sterling Turner	Cranial access port (CAP)	05/04/2009	Scott, Andy Holmes
In The Shop	Lag Hours	Print Copy View	Files (11)	0906-00062	Min Wang	sp turn 1	07/31/2009	Scott, Bob Barr
Not Accepted	Quoted: 7/22/2009	Print Copy View	Files (10)	0907-00080	Charles Clemens Hager	Cure room	07/30/2009	
Not Accepted	Quoted: 8/13/2009	Print Copy View	Files (10)	0907-00087	Min Wang	Tip turn one with ribs	09/30/2009	
Not Accepted	Quoted: 8/13/2009	Print Copy View	Files (2)	0908-00096	Abhai Roy	Crucible fabrication	08/21/2009	
In The Shop	Lag Hours	Print Copy View	Files (21)	0908-00099	Lee Dossa	Tip Turn Project	09/30/2009	
In The Shop	Lag Hours	Print Copy View	Files (3)	0908-00107	Aaron Balda	Titanium head posts	09/16/2009	Daniel Lewis
Not Quoted	Quote	Print Copy View	Files (10)	0908-00108	Sin Chen Saw	Steam and CO2 Test Rig - Test Plate Mounted with Pin Fins and Ribs	09/03/2009	
In The Shop	Lag Hours	Print Copy View	Files (4)	0908-00113	Robert Sterling Turner	Head fixator posts	09/24/2009	
Not Accepted	Quoted: 8/26/2009	Print Copy View	Files (11)	0908-00115	Paul E. Bigelsen	Scan Probe for needle guide	09/09/2009	
In The Shop	Lag Hours	Print Copy View	Files (11)	0908-00117	Kevin McHugh	perfusion boxes	09/14/2009	Andy Holmes
In The Shop	Lag Hours	Print Copy View	Files (12)	0909-00120	Keith Devine	Acrylic box	09/16/2009	
In The Shop	Lag Hours	Print Copy View	Files (12)	0909-00121	Charles Clemens Hager	Large MTS frame electrical instal	09/18/2009	Keith Devine
Not Quoted	Quote	Print Copy View	Files (9)	0909-00126	Sin Chen Saw	Double Wall Pin Fins with Full Ribs	09/28/2009	
Not Quoted	Quote	Print Copy View	Files (9)	0909-00127	Sin Chen Saw	Steam and CO2 Test Plate with Pin Fins and Broken Ribs	09/28/2009	
In The Shop	Lag Hours	Print Copy View	Files (12)	0909-00128	Han Mu	Magnet handle and pipe bending	09/28/2009	
Consult Req.	Quote	Print Copy View	Files (1)	0909-00132	David Sanchez	Microbial Fuel Cells	09/15/2009	
Not Quoted	Quote	Print Copy View	Files (1)	0909-00133	Andy Shalst	Widget	10/02/2009	

Each job shows its current stage. There are 5 basic stages a job will pass through:

1. Is Submitted
2. Is Quoted
3. Is Accepted
4. Is In the shop
5. Is Completed

How a job is quoted

The screenshot shows the SCPI WorkRequest Quoter web application. The page has a blue header with the text "engineering" on the left and "for Product Innovation" on the right. A left-hand navigation menu contains various administrative and user management options. The main content area is titled "Quoted Items" and displays a table with the following data:

WorkClassName	WorkSubClassName	Description	Unit Estimate	Item Type	Cost/Unit	Total Cost
CAD	Create New Designs	Develop Solidworks design of Widget	3.0	Hrs	50.00	150.00
Rapid Prototyping	SLA Norm-Res.	Prototype Qty 1 Widget on SLA	1.0	Pcs	200.00	200.00
Machining	CNC Mill	Machine 10 Widgets from Stainless Steel	2.0	Hrs	50.00	100.00

Below the table is a form to "Add a New Quote Item" with fields for Class, Sub-Class, Description, Units, Cost/Unit, Total, and Bill. The "Finalize Quote / Send Quote" section includes radio buttons for "Accept Current Account Number", "Request Complete/New Number", "No Charge", and "External". It also features a "Reason for No Change" dropdown, a "Suggested Completion Date" calendar, and a "Quote Notes" text area. At the bottom, there are three buttons: "Quote", "Quote and Accept", and "Save", each with associated email notification settings. The footer contains contact information for the Swanson School of Engineering, Swanson Center for Product Innovation, and Machine Shop Service Request Form.

A Staff member will break the project down into tasks and estimate a cost for each task. Either units of time or Pieces completed.

The Swanson Center Staff will make every effort quote the estimated time and effort to complete the job based on the submitted information. If we feel there is not enough information we will ask for greater detail on the project.

The Job will then be submitted back to the Client for acceptance.



Note: Only Faculty and Staff are permitted to accept a job that requires an account number.

Ex. If a graduate student submits a job for a *research project*, His/Her Responsible Entity (associated faculty member) must approve the job by Logging into <http://scpi.pitt.edu> and accepting the job.

How do I accept a job? *Faculty and Staff only*

Please review this quote and provide an account number.

Swanson School Of Engineering
Swanson Center for Product Innovation
Machine Shop Service Request Form

Job: 000900101

Name: Andy Student
User: jstuden@student
Office:
Address:

Name: Andy Faculty Holmes
User: jstuden@staff
Office:
Address:

Department: Other_ADD
Job Name: Widget
Job Description: Design and then machine 10 Widgets

Account Number: 32 - 00000-0000-00000-000000-000000-000000
No Charge
Consultation Required

Suggested Completion Date: 10/10/2008 @ 11:00 PM
Submission Date: 9/18/2008 @ 11:29 PM

Quote Assessed Date:
Job Completed Date:

Comments: wait for grant
Job Notes: make widgets from Stainless Steel (provided)

Estimated Hours: 8.0
Estimated Cost: 450.00

Order Notes (prints):
Machine Notes:

Work Class	Sub-Class	Description	Qty	Unit Cost	Total
CAD	Create New Design	Develop Solidworks design of Widget	3.0	50.00	150.00
Rapid Prototyping	SLA Form-Fit	Prototype Qty: 1 Widget on SLA	1.0	200.00	200.00
Machining	CNC Mill	Machine 10 Widgets from Stainless Steel	2.0	-50.00	100.00

Please provide an account number and accept this quote to release it for processing. If you have questions about this quote please contact jstuden@staff. If you no longer require the quoted services please decline this quote. (Optional) Help us serve you better and provide us a reason if you choose to decline.

Please review this quote and provide an account number:

Enter: Department Subclass Purpose Project Materials Value

Verify Clear

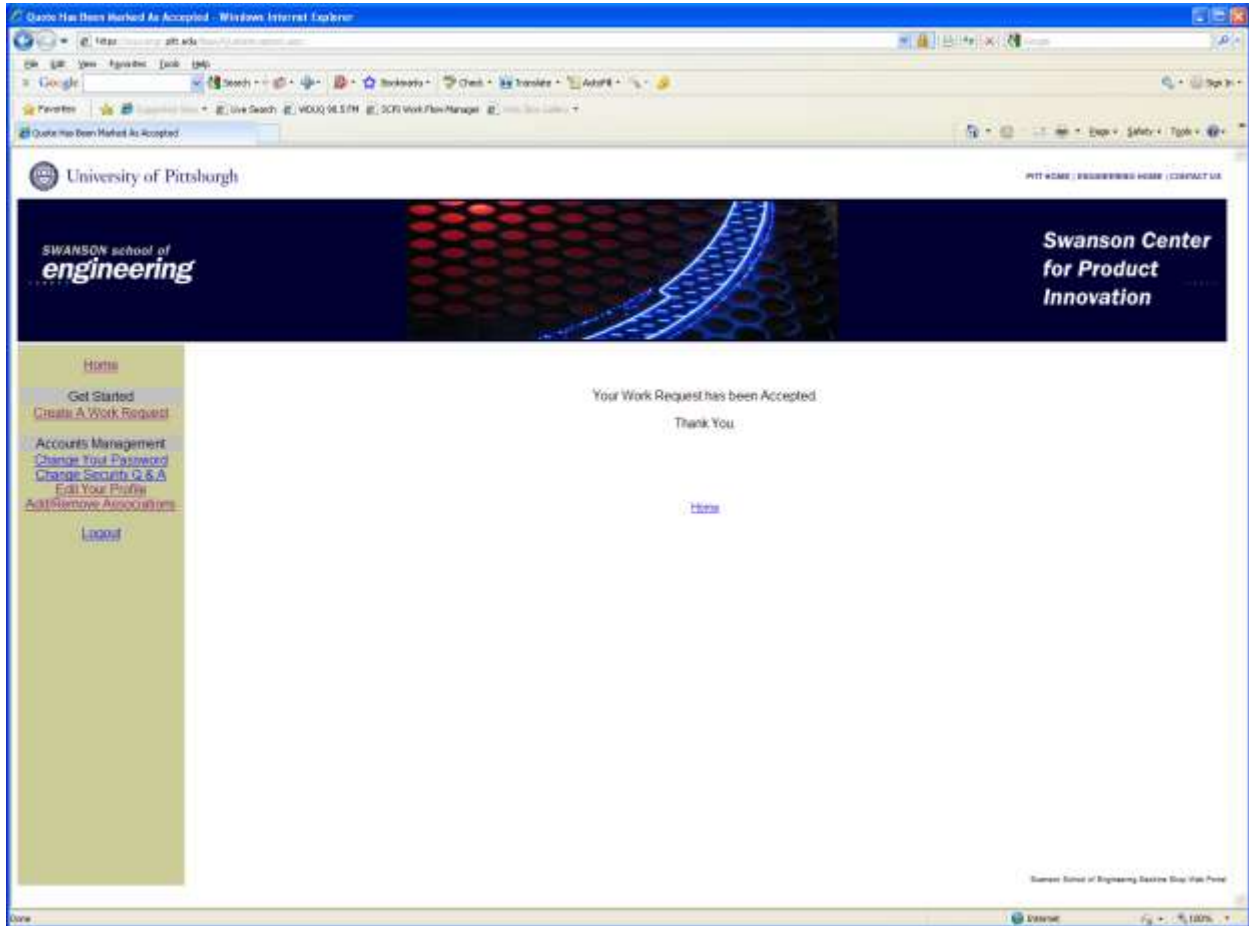
Accept Quote

Decline Quote

When you log in, you will be at the home screen showing all of your jobs. By clicking the accept button on the left side of a specific job you will move to the approval page. To accept the job enter your 32 digit account number and **click** Accept Quote

You may verify the format of the account number if you wish, (optional) this *does not* accept the job. To decline job, **click** Decline Quote

Acceptance of Job





Your home screen will show the status of your job. You will be notified via email when the job is complete and ready for pickup