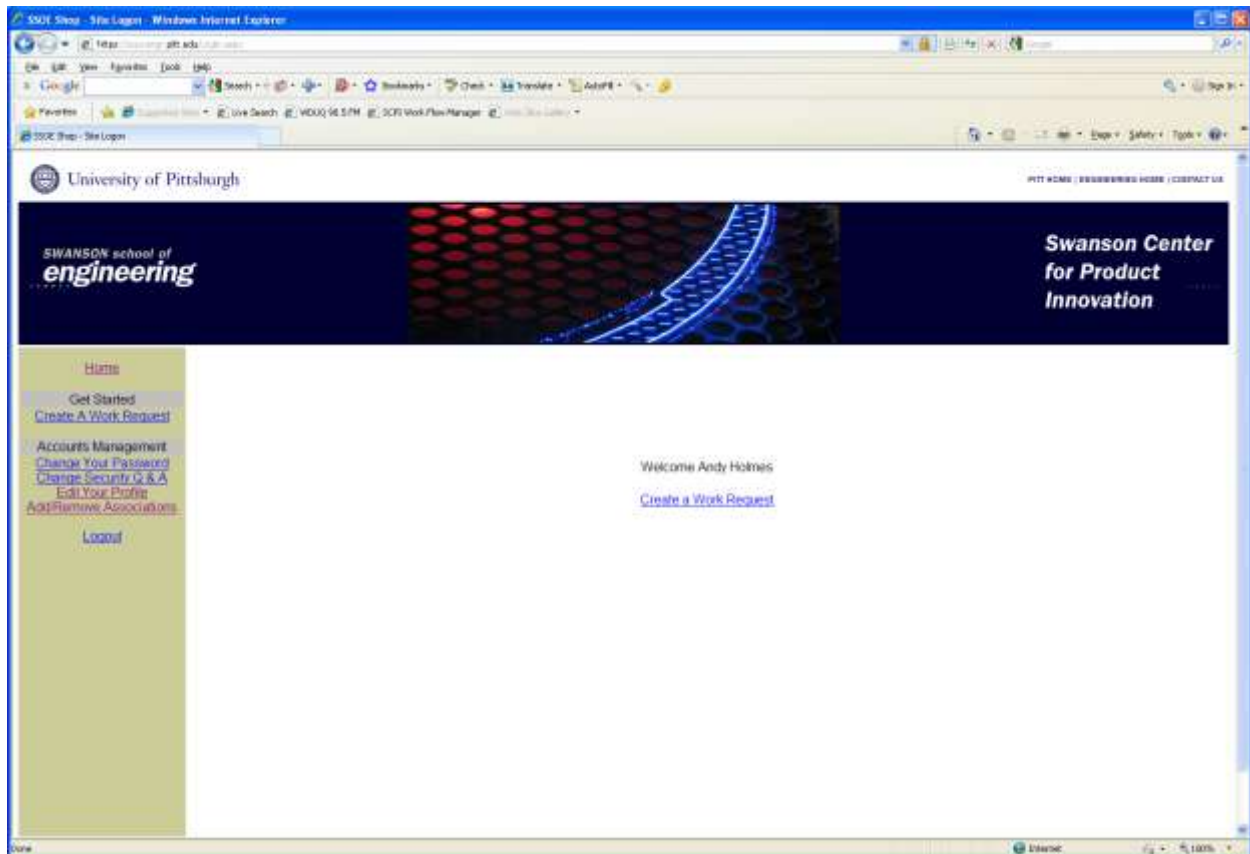


# How do I submit a Job using the Swanson Center Web Portal?

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: j.polmes\_students Responsible Entity: Andy Faculty Holmes

Name: Andy Student	Phone:	Name: Andy Faculty Holmes	Phone:
Office:	Email: j.polmes@jst.edu	Office:	Email:

Department/Center: C0011\_AISC  
Job Name: Widget  
Job Description: Design and then machine 10 Widgets

\*\*\*An account number is not required to request a quote\*\*\*

Days:  Days  Spent  Submits  Points  Hours  Referrals  Points

Request Job Consultation

Job Constraints: wait for grants

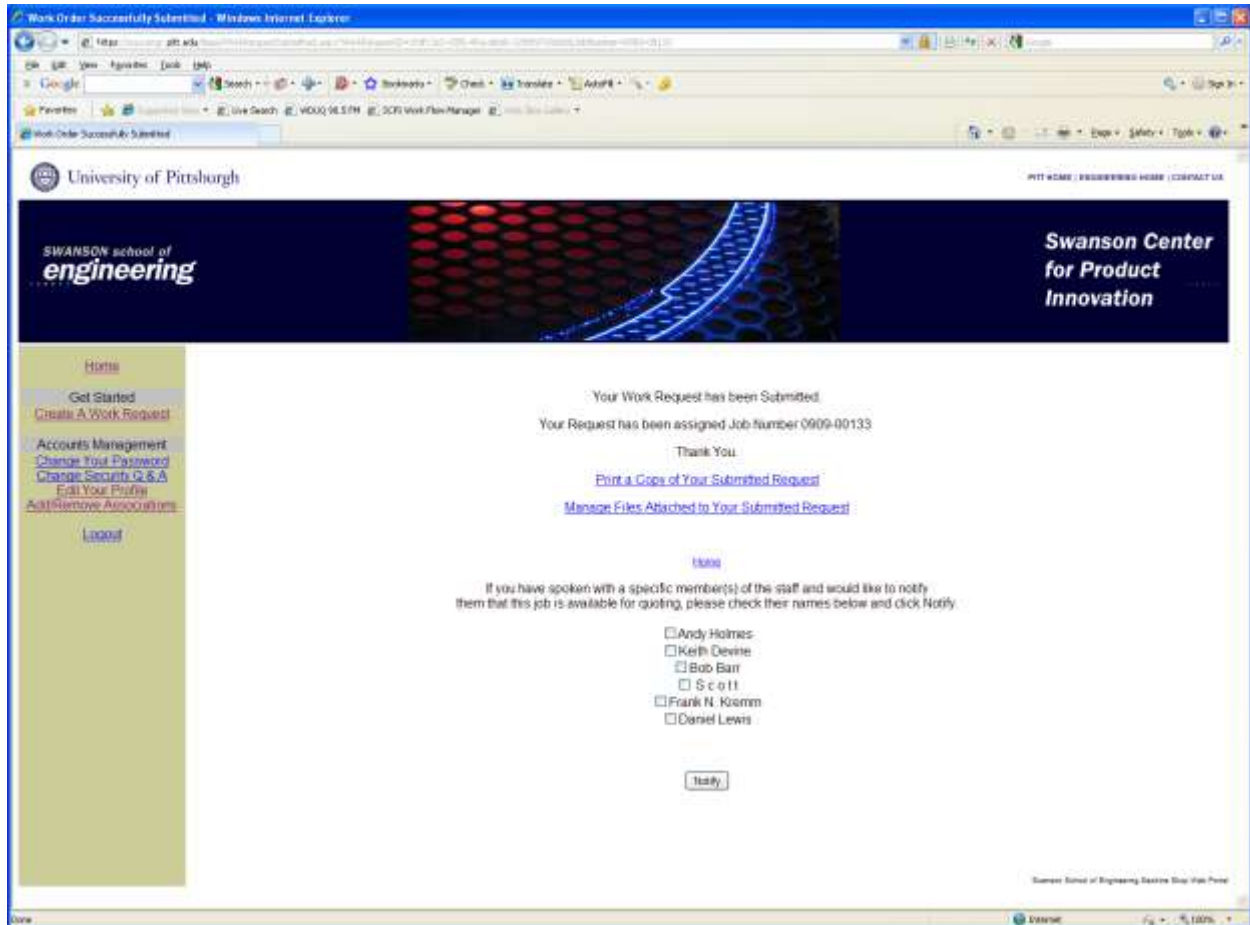
Job Notes: MACH WIDGETS FROM STAINLESS POOL (provided)

Suggested Completion Date: September 2009

Mo	Tu	We	Th	Fr	Sa	Su
29	30	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	1	2	3
4	5	6	7	8	9	10

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 displays the SCP Work Flow Manager interface. On the left is a navigation menu with categories like Administration, Temporary Kiosk, Job Management, Billing Management, and Accounts Management. The main area shows 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 Chien 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 fixation posts	09/24/2009	
Not Accepted	Quoted: 8/26/2009	Print Copy View	Files (11)	0908-00115	Paul E. Bjorkelson	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 Chien Saw	Double Wall Pin Fins with Full Ribs	09/28/2009	
Not Quoted	Quote	Print Copy View	Files (9)	0909-00127	Sin Chien 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 Shalset	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 displays the SCPI WorkRequest Quoter interface. At the top, it says "engineering for Product Innovation". The main content area is titled "Quoted Items" and contains a table with the following data:

WorkClassName	WorkSubClassName	Description	Unit Estimate	Item Type	Cost Per 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 (Machining), Sub-Class (CNC Mill), Description, Units (Hrs), Cost/Unit, Total, and Bill. The "Finalize Quote / Send Quote" section includes a calendar for "Suggested Completion Date" (October 2008) and three email options: "Quote", "Quote and Accept", and "Send".

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.





# 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