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

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



Click on: Create a Work Request

This will bring up the following page.

Work Request Submission

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- 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

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What We See

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

- 1. Is Submitted
- 2. Is Quoted

Logout

- 3. Is Accepted
- 4. Is In the shop
- 5. Is Completed

How a job is quoted



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 <u>http://scpi.pitt.edu</u> and accepting the job.

How do I accept a job? Faculty and Staff only



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



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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