

iLab Research Facility Management System

Processing work requests

AM Build or EDM Operation

Reference Guide

Version 1.0 Updated: Tuesday, 17 May 2019

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Overview



Requesting a AM or EDM service

Overview:

To request an additive manufacturing build, login to the core facility's web page by following the directions you received in by using the direct link on the <u>Griffith</u> <u>Technical Solutions web page</u>. The instructions below are instructions for use when requesting work from the ADaPT core. When you land on the ADaPT core facility's page, you may not see exactly the information provided in this manual, but you should still be able to succeed I logging a request by following these basic steps.

Pre-requisites:

- The requestor has registered.
- The requestor is a member of a Lab with access to a Speedtype and class

Primary Actors:

Requestor

Useful Links: iLab Login Griffith University URL: <u>https://griffith.corefacilities.org</u>

Process

| 1.1 | Log in to iLabs through the Griffith Sciences – Technical Solutions page. iLab Login > | Griffith Single Sign-On Username |
|-----|---|---|
| | | Password |
| 1.2 | Navigate to the ADaPT core page and select the Request Services tab. | E CrossLab iLab Operations Software ADaPT About Our Core Equipment Schedules Request Services Vi Vi Service Projects & Quote Requests |
| | | |

| 1.3 | Select the desired request from the request services tab and select "initiate request". *Note – Read the descriptions | Plastic AM build (Additive Manufacturing) • Request for part(s) to be built using EOS Formiga P110 | initiate request \$335.03 (External) \$120.17 (Internal) \$0.00 (AD&PT Subscription Pricing) \$147.88 (External Academic) |
|-----|--|--|---|
| | carefully and ensure you complete the correct service request* | Metal AM build (Additive Manufacturing) • Request for part(s) to be built using the Renishaw AM400. | initiate request initiate request \$1,685.40 (External) \$484.21 (Internal) \$0.00 (ADaPT Subscription Pricing) \$783.80 (External Academic) |
| | | Makino U3 (Machine Tool- Wire Cutter EDM) • Machining Job for Wire EDM - Standalone job. • Do not select for post-processing a Metal AM build | Initiate request \$428.68 (External) \$164.10 (Internal) \$304.0 (ADPT Subscription Pricing) \$201.12 (External Academic) |
| 1.4 | Identify the Requestor & Lab the request belongs too. | Design for AM Consult person search within: current customers type in the person's first name then last name for whom you'd like to create a request | this institution O All |

| 1.5 Complete request form ensure all fields are populated with as | 1) Forms and Request Detail | ls | (see bottom of list to add items to this request) |
|---|--|---|---|
| much information about the | | | |
| request as possible. | EQ View Form: Plastic AM Build | Vis | ible 🔹 Not Started 🔹 😂 😂 🗦 |
| 3D CAD models will be requested at a later date, iLabs does not support CAD file uploads. *Note – Request forms differ slightly depending on the | A staff member from ADaPT will be in tou CAD Submission Instructions: • On submisssion of the Request a • Please ensure files are in STL, SL • If the native CAD format is in any of | sible; all information regarding use and function is important. uch to discuss the build further and to request CAD. member of ADaPT will be intouch upon recieving the request to collect the CAD data. .DPRT, IGES or STEP format. | Save Progress |
| request type you selected in | Request Details: CAD Model native format | | |
| 1.3.* | STL file available? | ◎ Yes ◎ No | |
| | Drawing available? | Yes No | |
| | ★ Material | Nylon 12 | |
| | | Please Note: If the desired material is unavailable development may be required. Either the Research or Industrial Collaboration Project will need to be initiated from the Request Services tab instead. | |
| | ★ Need by date | June 17, 2019 11:38 | |
| | Parts / Quantities / Post-processing | In the following Parts Details Table, enter the name of the CAD file / Part Name and the desired quantity of the part. | |
| | | Optional: If there is specific surface finish or general tolerances required for the part, enter the desired values in the relevant columns | ; |
| | | Tip: To start filling in your part details click the green '+' button If you need more input rows select the number and click the green '+' button | |
| | ★ Part Details Table | CAD file / Part name Quantity Surface finish Tolerancing | |
| | Deet en en eine en einen ete | Add 1 row(s) 📀 | |
| | Post-processing requirements | | |
| | | | |
| | | | |
| | ★ Add details about the part, application or desired functionality | | |
| | | | |
| | | | le l |
| | | | |
| | Please save your form! 🖨 📀 save com | pleted form save draft of form save form | |

| 1.6 | Please do not adjust the values | I View Form: Plastic AM Build | | | 🕑 Visible 🔹 Not Started 🔹 🖨 🖂 🛇 🗙 | |
|-----|---|---|--------------------------|--|---|--|
| | in the line items as these are for | May 17 Labour STO | Quantity: | Unit Price: Total: | Billing Status: Work Status: | |
| | the core to quote the value of | 11:38 AM Full Recovery | 1.0 | \$136.48 \$136.48 | Not Ready To V Proposed V | |
| | the request. | May 17 EOS Formiga P110 Machine Hours 11:38 AM Full Recovery | Quantity: 3.0 | Unit Price: Total: \$63.85 \$191.55 | Billing Status: Work Status: \$ | |
| | | May 17 Nylon 12 (PA2200) 11:38 AM Consumables | Quantity: | Unit Price: Total: \$0.40 \$4.00 | Billing Status: Work Status: \$ | |
| | | May 17 General Consumables 11:38 AM Consumables | Quantity: | Unit Price: Total: \$3.90 \$3.90 | Billing Status: Work Status: Sy 🛠 Not Ready To 🔻 Proposed 🔻 | |
| | | Quote preparation descri | iption: click to edit | | Not Started 🔻 🛇 🖉 🛣 🗙 | |
| | | - Data review description: click | to edit | | Not Started 🔻 🖉 🖉 🍰 🗙 | |
| | | Build scheduling description | tion: click to edit | | Not Started 🔻 🖉 🖉 🏕 🗙 | |
| | | Post processing description | on: click to edit | | Not Started 🔻 🛇 🖉 🛣 | |
| 1.7 | Complete Payment Information | 3) Payment Information | | | | |
| | | You may supply the Account Codes (optional) Please enter the Account Codes | | - 1.1 · | | |
| | | Account Codes 🔞 | ccount code that will fu | rund this request | | |
| | | Select Account Codes enter additional payment information | Ŧ | | | |
| | | Skip approval? | | | | |
| | | Skip approvar: 🗆 🖤 | | | Submit request to researcher | |
| | | | | L | | |
| 1.8 | Select submit request. | ADaPT | | | | |
| | Once submitted a page will | | | | | |
| | appear showing you the service id that you can use to refer to the request from now on. | | | About One Come Free | | |
| | | | | About Our Core Equ | uipment Schedules Request Services View All Reque | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | Searching within active requests: Results in this tab are restricted by Status (show details) Please use the filter panels in the left-hand menu to drill down to requests of interest. You can also save filters to custom tabs! Click here for more details. | | | | |
| | | < Hide Filters | | | | |
| | | ▼ Keywords | | | Displaying 26 out of 26 results. (Page 1 of 1) | |
| | | Go | for | service id | status | |
| | | <u>Status</u> May 17 (May 17 2019) | | ADPT-LD-40 | Waiting for Core to Begin | |
| | | Draft (2) | ADaPT (Griffith) Lab | Design and Collaborati | Begin | |
| | | Financials Approved (3) | | | | |

| 1.9 | The Core will review your request and cost up the job. You will be notified when the Quotation is ready to be reviewed. | • Agree Disagree | - | | | |
|-----|--|--|---|--|---------------------------------------|---------------------------------|
| 2.0 | To find the quotation expand the | date for | service id | @ status | cost | |
| | request in the list by clicking the small arrow on the left of the row. | May 17 (May 17 2019) <u>ADaPT External Lab (Griffith)</u> | ADPT-LD-[CID] Additive Manufacturing | Waiting to Submit to Researcher | \$335.93 (\$335.93) Laura Drake | \$ 67 ¢ |
| | Once expanded navigate to | ► Overview | | | | edit |
| | attachments and URL's to find the PDF quotation | Payment Information | | | | update payment information |
| | | Forms and Request Details | | | (see bottom of list | to add items to this request) 📃 |
| | | Quotation | | | | |
| | | | | <u> </u> | | |
| | | Comments | add comment | | 17052019.pdf Laura Drake 2019 Ma | add attachment add url |
| | | Service Request History | | ADP1-LDCIDquote_1144 | 17052019.pdf Laura Drake 2019 Ma | ald to biston |
| | | Billing Information | edit | Shipping Information | | <u>edit</u> |
| | | | | | | |
| 2.1 | Reply to the quotation by selecting "agree" or "disagree" in the status column of the request. | • Agree Oisagree | - | | | |
| 2.2 | Once quotation has been accepted the job will be processed through the ADAPT institute. iLabs will update you with its progress. | | | | | |