

# TomSoft Help

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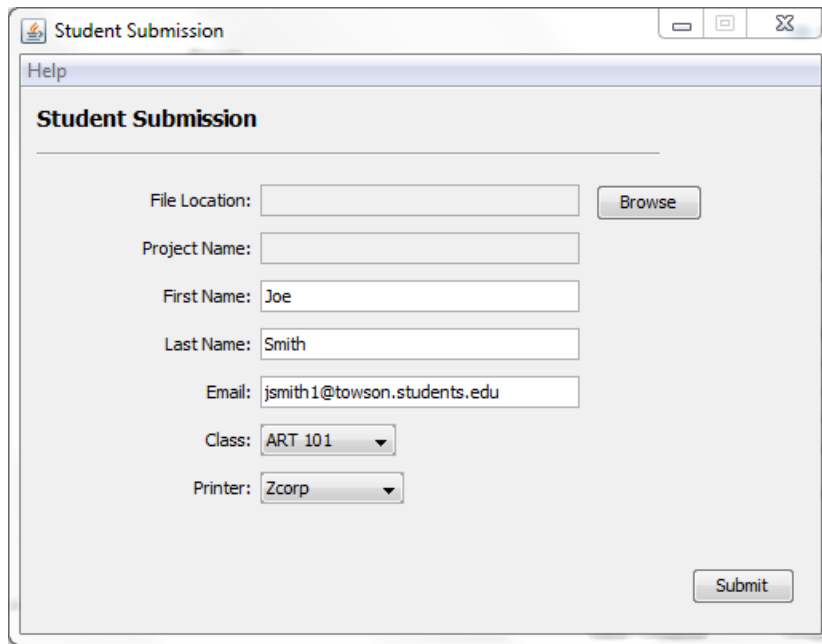
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## 1. Introduction

TomSoft tracks the ZCorp printer and builds, as well as any 3D printer project that is submitted in the Object Lab.

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## 2. Submitting Files



The screenshot shows a web browser window titled "Student Submission". Inside the window, there is a "Help" tab and a "Student Submission" section. The form contains the following fields and buttons:

- File Location:
- Project Name:
- First Name:
- Last Name:
- Email:
- Class:
- Printer:
- 

Step 1: Browse for your .stl file

- a) **Click** the Browse button
- b) **Select** your .stl file
- c) **Click** submit to close the browser

Step 2: Enter your student information.

- a) **Enter** your first name
- b) **Enter** your last name
- c) **Enter** your *student email*:  
xxxxxxx@students.towson.edu

Step 3: Enter your project information.

- a) **Enter** your project name. Choose a meaningful and unique name.
- b) **Select** from the drop down menu which *class* the project is for.
- c) **Select** from the drop down menu which *printer* you will be using.
- d) **Select** from the drop down menu if you will be using *color* or not.
- e) If you selected the Laser Cutter, **enter** the material you are using.

#### Step 4: Submit

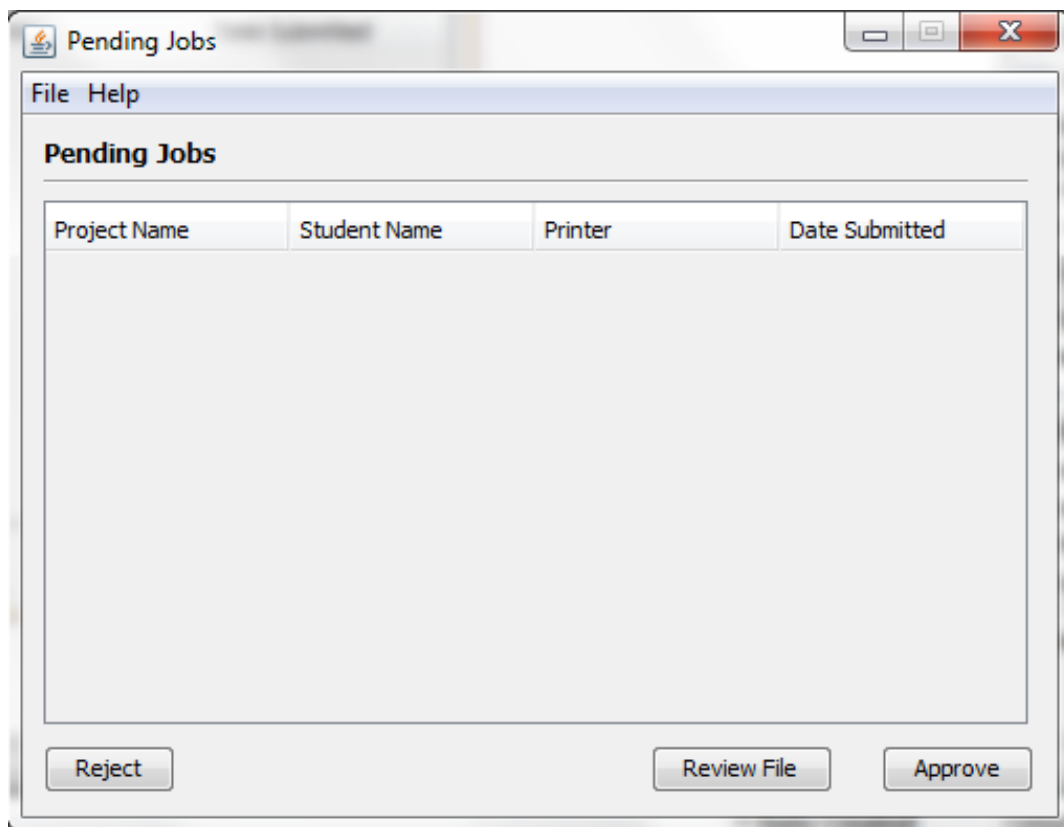
- a) **Click** Submit to submit your project.

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### 3. Pending Jobs

The pending jobs page shows you which files have been submitted by students that haven't been processed yet.

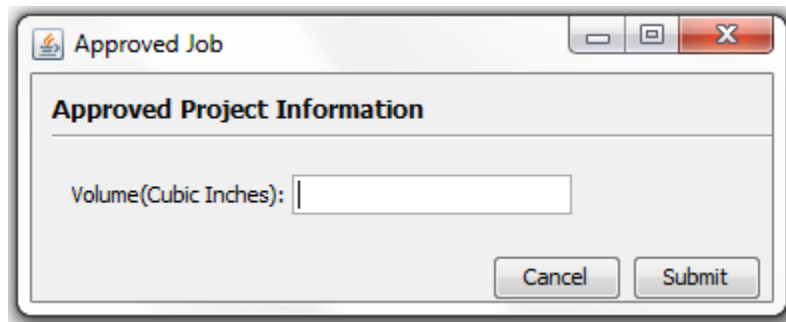
1. To review a project, select the one you wish to view and **click** the “review files” button. It will open Magics for you.



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## 4. Approved Jobs

1. If you decided the project is worthy of being printed, **click** approve and the following window will appear for you to enter the volume.

A screenshot of a Windows-style dialog box titled "Approved Job". It has a standard title bar with minimize, maximize, and close buttons. The main content area is titled "Approved Project Information" and contains a text input field labeled "Volume(Cubic Inches):". At the bottom right, there are two buttons: "Cancel" and "Submit".

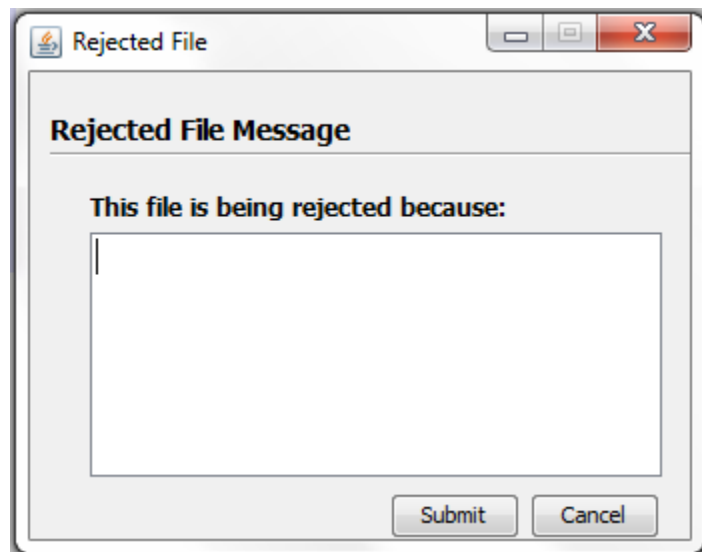
Approved Job

Approved Project Information

Volume(Cubic Inches):

Cancel Submit

2. If you want to reject the project, **click** reject and the following window will appear.

A screenshot of a Windows-style dialog box titled "Rejected File". It has a standard title bar with minimize, maximize, and close buttons. The main content area is titled "Rejected File Message" and contains a text input field with the label "This file is being rejected because:". At the bottom right, there are two buttons: "Submit" and "Cancel".

Rejected File

Rejected File Message

This file is being rejected because:

Submit Cancel

3. Enter the reason you are rejecting the project and an email will be sent to the student with your message.

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## 5. Reports

1. To find reports, click file, reports. You can search by project name, student, course, printer, or build.
2. The results can be sorted by any of the categories at the top of the table by simply clicking the category.
3. To export to Excel, simply click the “Export” button and the data will be displayed in Excel.

Design Preview [Reports]

File Help

**Object Lab Search**

Search: Project Name

**Reports**

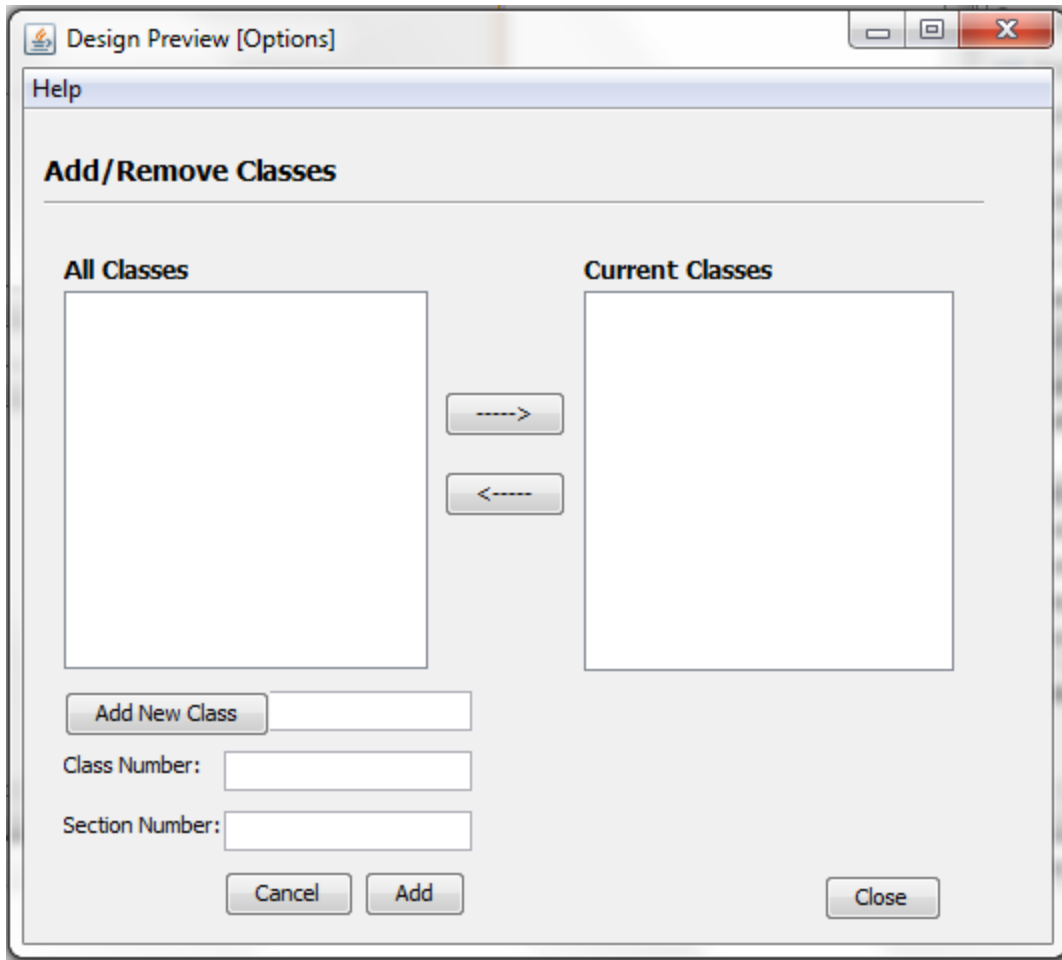
Project Name	Student	Course	Printer	Date Submitted	Date printed	Cost
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Total Cost:

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## 6. Options

1. The options window enables you to change which classes are approved for students to use. All classes you have added will be displayed on the left, and all the classes you wish to approve for students will be on the right.
2. To add a new class, click “Add New Class”
  - a. enter the class name, ex: ART
  - b. enter the class number ex: 101
  - c. enter the section number ex: 001
  - d. click add
3. To approve a class, select it and click the arrow pointing to the right.
4. To remove a class, select it and click the arrow pointing to the left.

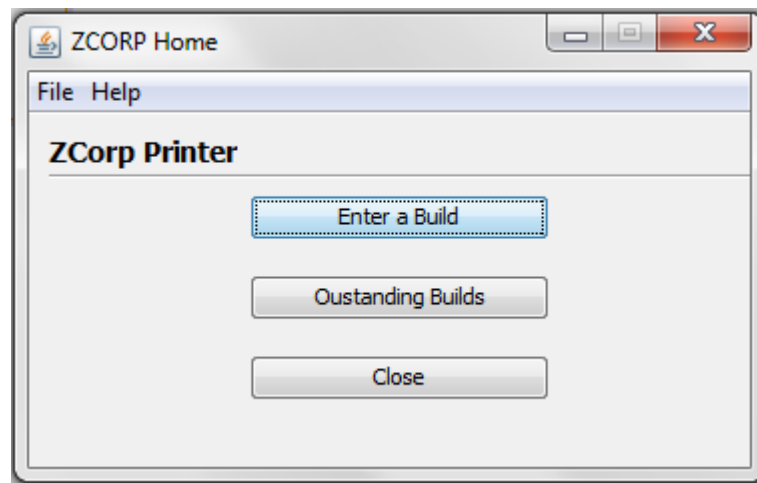


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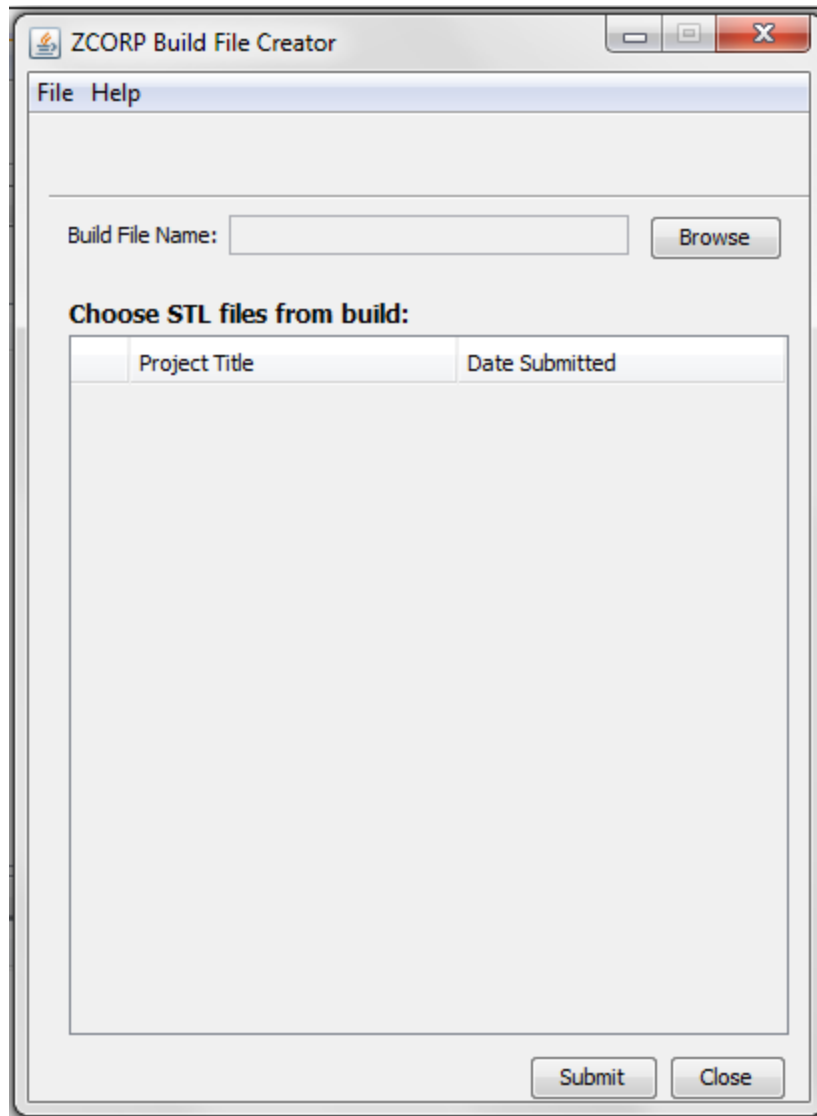


## 8. ZCorp

1. When you open TomSoft on the ZCorp printer's computer, you can either create a new build, or view or edit outstanding builds.

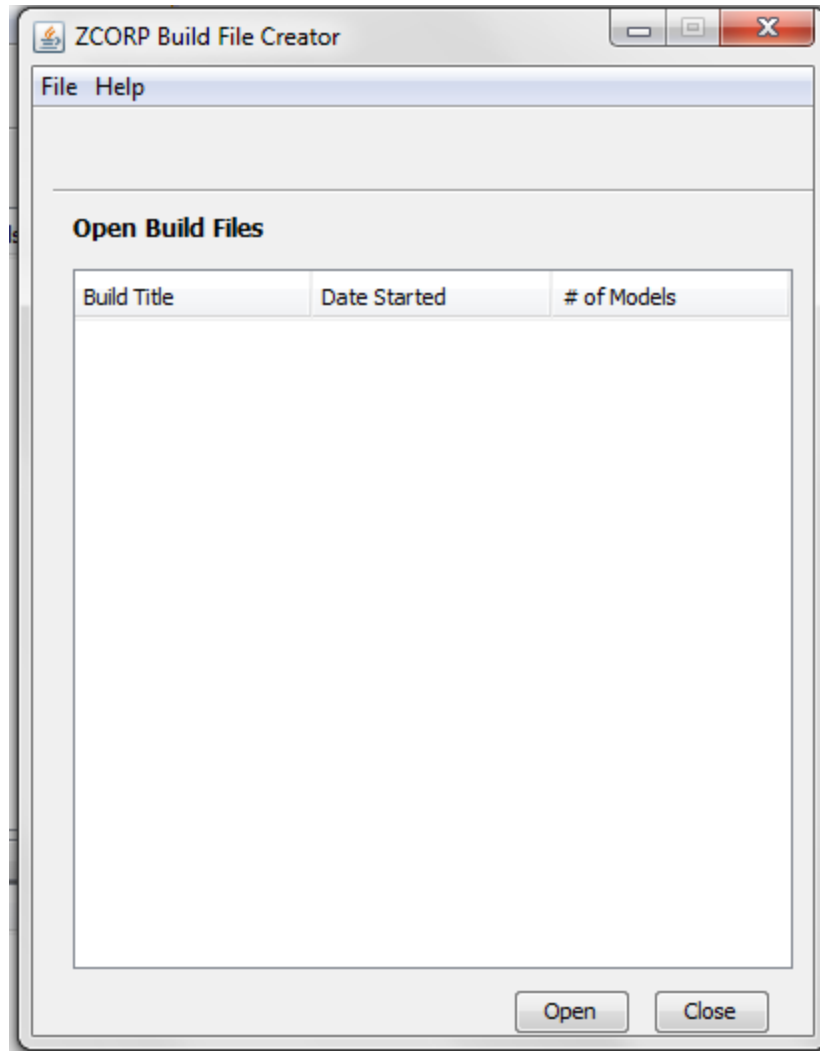


2. Enter a Build
  - a. When the Build Creator window appears, browse for the STL files.
  - b. When all the STL files have been chosen click submit.

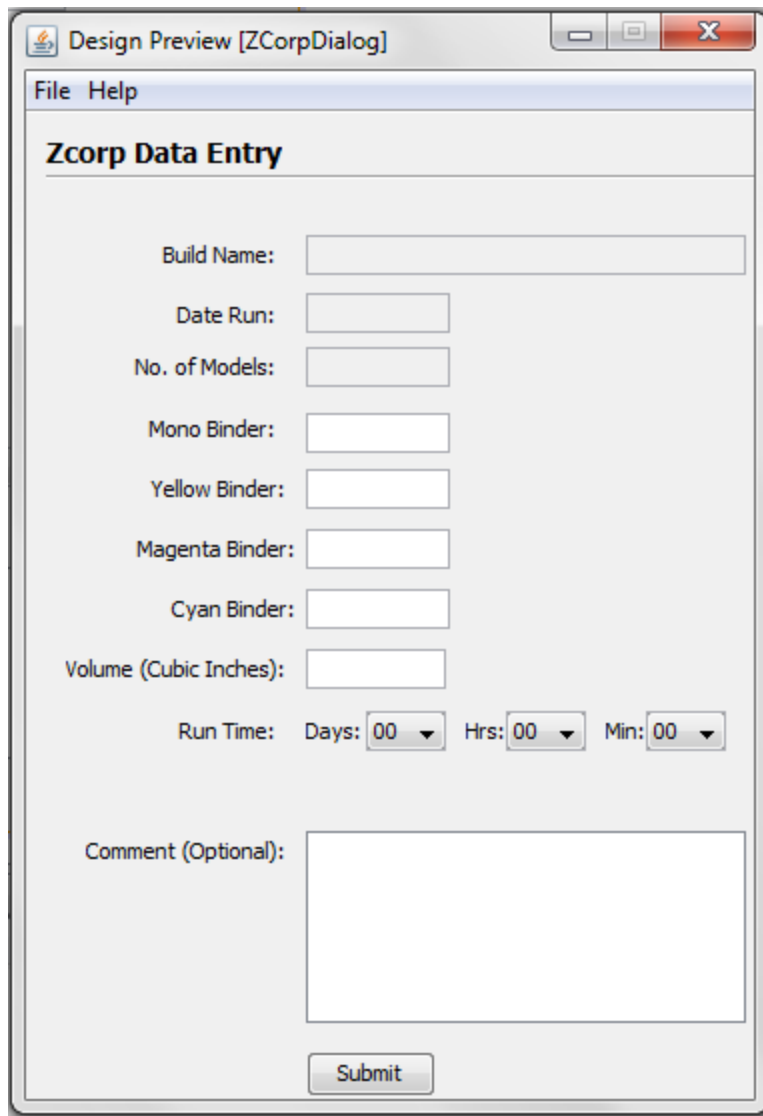


### 3. Outstanding Builds

- a. If any builds are open they will appear in list form
- b. To view a build, select it and click open.



4. After opening a builds enter the build information in the ZCorp Data Entry window.



The image shows a software window titled "Design Preview [ZCorpDialog]". It has a menu bar with "File" and "Help". The main content area is titled "Zcorp Data Entry" and contains several input fields and a submit button. The fields are: "Build Name:" (a single-line text box), "Date Run:" (a single-line text box), "No. of Models:" (a single-line text box), "Mono Binder:" (a single-line text box), "Yellow Binder:" (a single-line text box), "Magenta Binder:" (a single-line text box), "Cyan Binder:" (a single-line text box), "Volume (Cubic Inches):" (a single-line text box), and "Run Time:" which consists of three dropdown menus labeled "Days:", "Hrs:", and "Min:". The "Days:", "Hrs:", and "Min:" dropdowns currently show "00". Below these fields is a "Comment (Optional):" label followed by a multi-line text area. At the bottom center is a "Submit" button.

Design Preview [ZCorpDialog]

File Help

**Zcorp Data Entry**

Build Name:

Date Run:

No. of Models:

Mono Binder:

Yellow Binder:

Magenta Binder:

Cyan Binder:

Volume (Cubic Inches):

Run Time: Days:  Hrs:  Min:

Comment (Optional):

Submit

5. After clicking submit, you can print from the computer.

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