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## **1. Introduction**

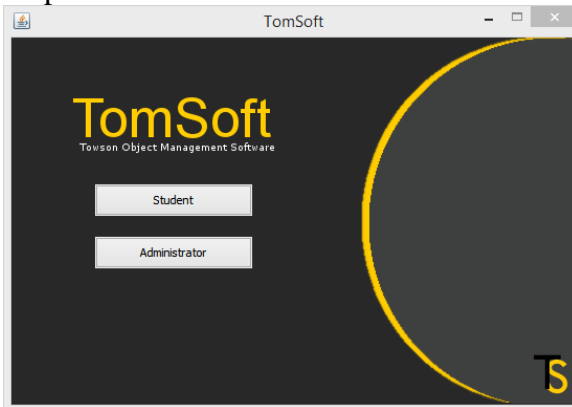
TomSoft tracks the Objet, Solidshape, and ZCorp printer and builds, as well as any 3D printer project that is submitted in the Object Lab.

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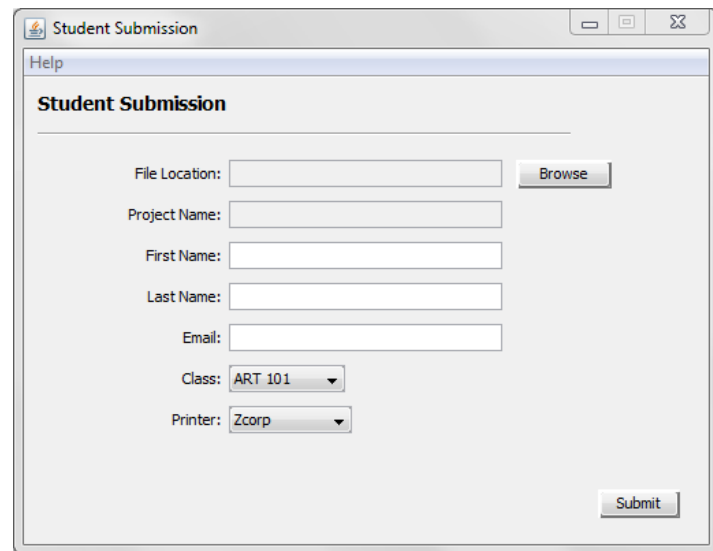
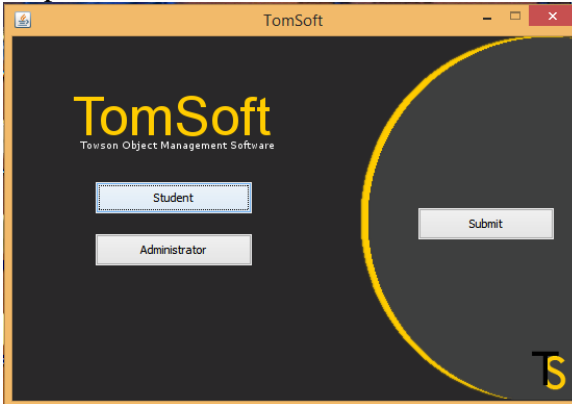
## 2. Student

### a. Student Submission

Step 1: **Click** the “Student” button



Step 2: **Click** the “Submit” button

A screenshot of the "Student Submission" window. The title bar says "Student Submission". There is a "Help" button in the top left. The form has the following fields: "File Location:" with a text box and a "Browse" button; "Project Name:" with a text box; "First Name:" with a text box; "Last Name:" with a text box; "Email:" with a text box; "Class:" with a dropdown menu showing "ART 101"; and "Printer:" with a dropdown menu showing "Zcorp". There is a "Submit" button in the bottom right corner.

Step 1: Browse for your .stl file

- Click** the Browse button
- Select** your .stl file
- Click** submit to close the browser

Step 2: Enter your project information.

- Enter** your project name. Choose a meaningful and unique name.

Step 3: Enter your student information.

- Enter** your first name
- Enter** your last name
- Enter** your *student email*: [xxxxxxx@students.towson.edu](mailto:xxxxxxx@students.towson.edu)
- Select** from the drop down menu which *class* the project is for.
- Select** from the drop down menu which *printer* you will be using.

Step 4: Submit

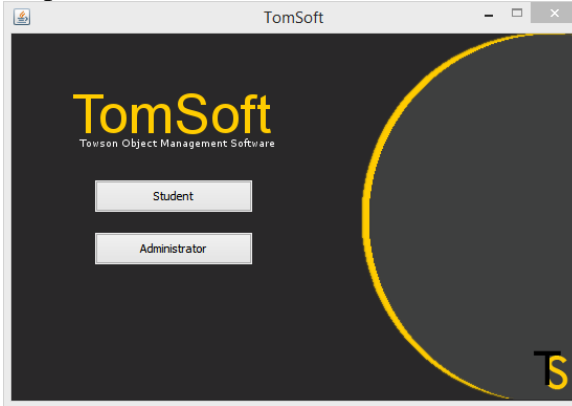
- Click** Submit to submit your project.

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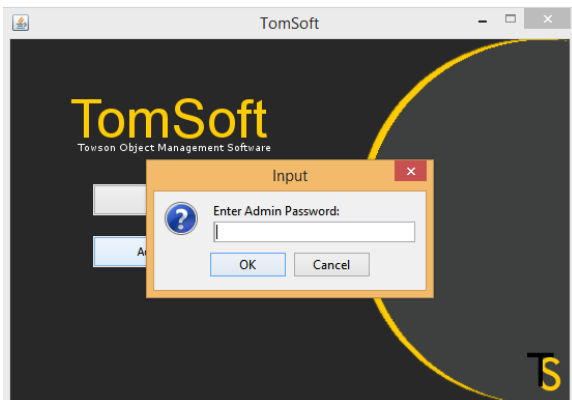
### 3. Administrator

#### a. Sign in

Step 1: Click the “Administrator” button

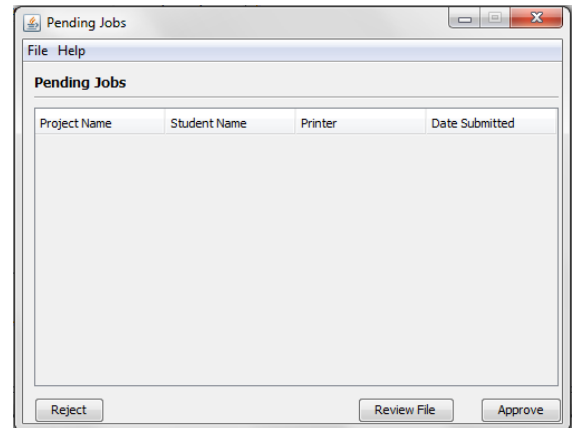
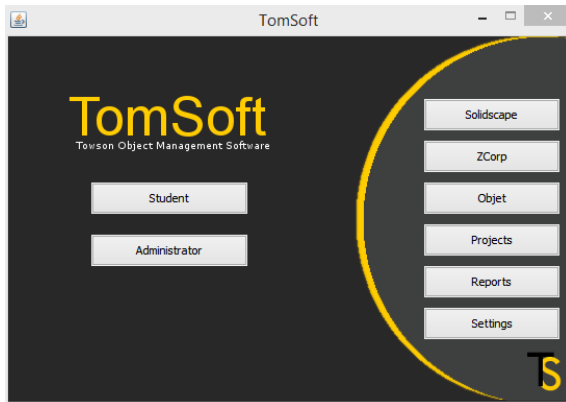


Step 2: Login with your password.



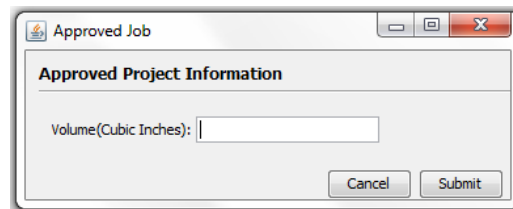
## b. Pending Jobs

Step 1: **Click** the Projects button

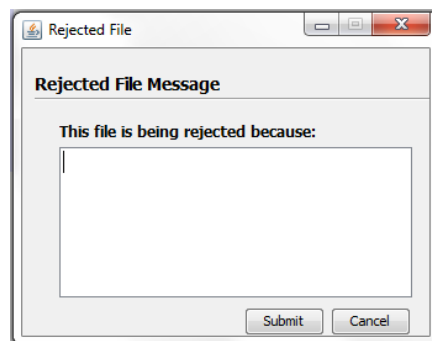


The pending jobs page shows you which files have been submitted by students that haven't been processed yet.

1. To review a project, select the one you wish to view and **click** the “review files” button. It will open Magics for you.
  - a. If you decided the project is worthy of being printed, **click** approve and the following window will appear for you to enter the volume.



- b. If you want to reject the project, **click** reject and the following window will appear.
    - i. Enter the reason you are rejecting the project and an email will be sent to the student with your message.



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### c. 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.

The screenshot shows a web application window titled "Object Lab Search". It has a menu bar with "File" and "Help". Below the menu bar is a search section with a "Search:" label, a dropdown menu currently set to "Project Name", a text input field, and a "Search" button. Below this is a section titled "Reports" containing a table. The table has eight columns: "Project Name", "Student", "Course", "Printer", "Date Submitted", "Date Printed", "Build Name", and "Cost". The table is currently empty. At the bottom right of the window, there is a "Total Cost:" label followed by "\$0.0", an "Export" button, and a "Close" button.

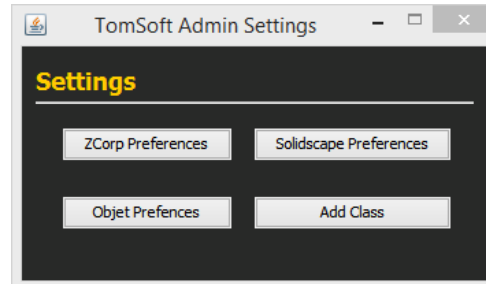
Project Name	Student	Course	Printer	Date Submitted	Date Printed	Build Name	Cost
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Total Cost: \$0.0    Export    Close

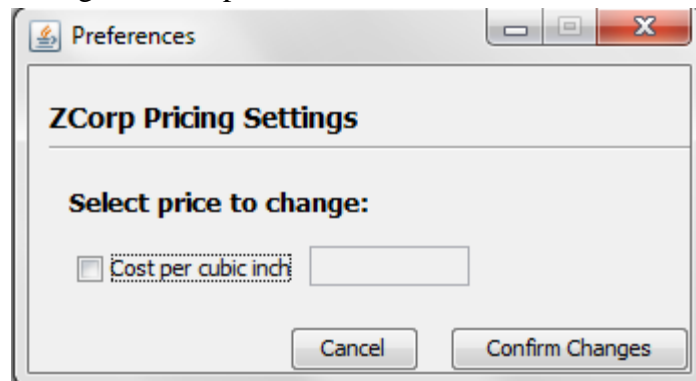
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#### d. Options

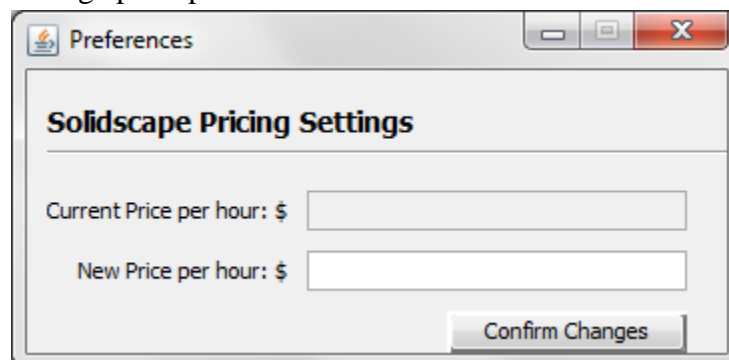
1. The options window enables you to change which classes are approved for students to use. All classes you have added will be displayed on the left, and all the classes you wish to approve for students will be on the right.



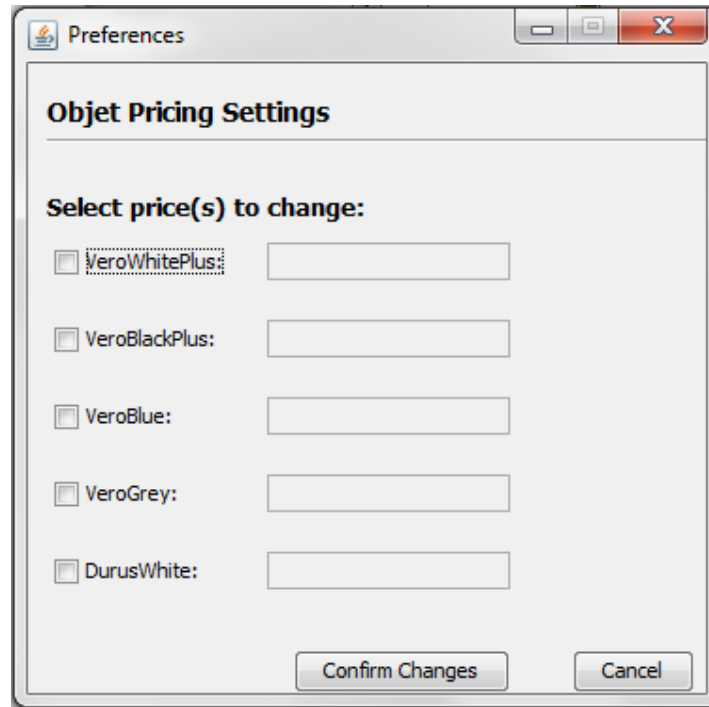
2. To edit a printers Preferences, select that button
  - a. ZCorp
    - i. Change the cost per cubic inch



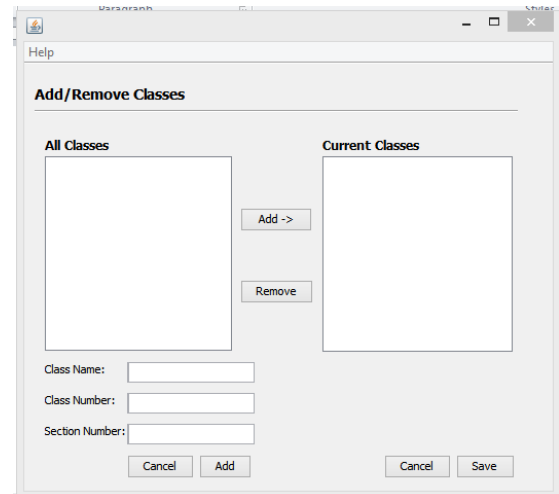
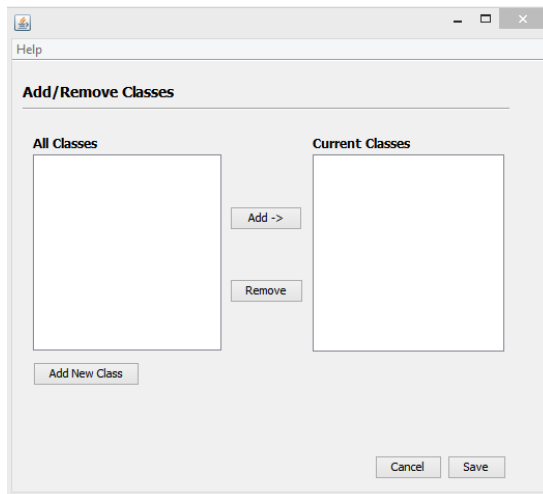
- b. Solidscape
    - i. Change price per hour



- c. Objet
  - i. Change prices for materials



- 3. 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



- 4. To approve a class, select it and click the add arrow pointing to the right.
- 5. To remove a class, select it and click the “Remove” Button.

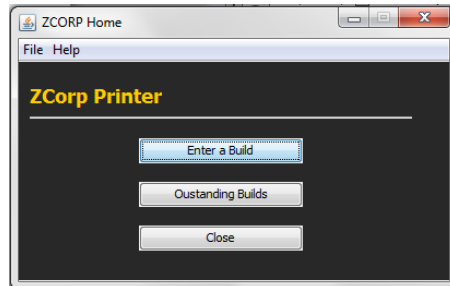
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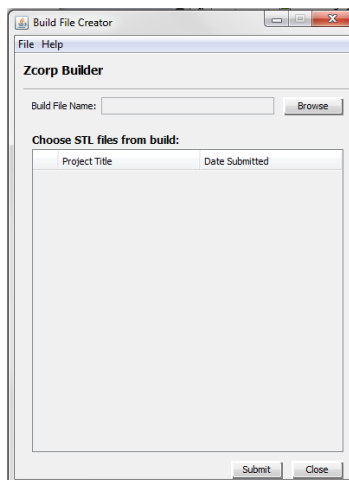
## e. Printers

### i. ZCorp

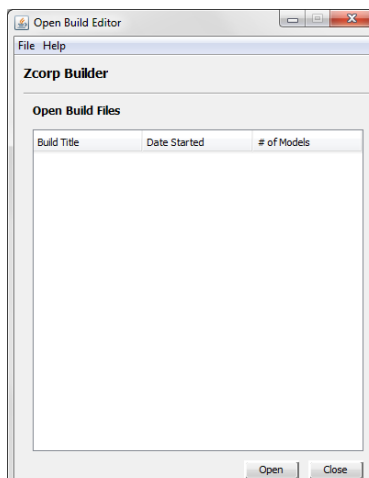
1. When you open TomSoft on the ZCorp printer's computer, you can either create a new build, or view or edit outstanding builds.



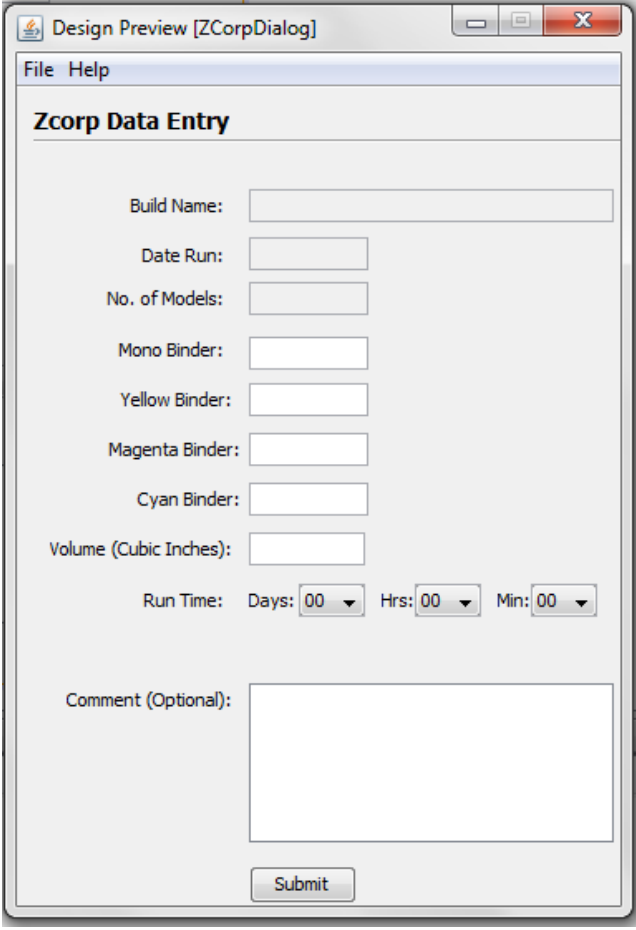
2. Enter a Build
  - a. When the Build Creator window appears, browse for the STL files.
  - b. When all the STL files have been chosen click submit.



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.



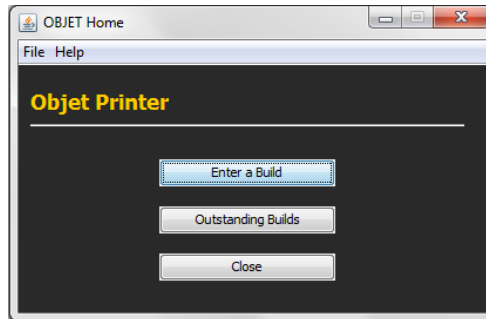
The image shows a software window titled "Design Preview [ZCorpDialog]". It has a menu bar with "File" and "Help". The main content area is titled "Zcorp Data Entry". It contains several input fields: "Build Name:" (a single-line text box), "Date Run:" (a date picker), "No. of Models:" (a single-line 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), and "Volume (Cubic Inches):" (a single-line text box). Below these is a "Run Time" section with three dropdown menus for "Days:" (set to 00), "Hrs:" (set to 00), and "Min:" (set to 00). At the bottom is a "Comment (Optional):" label next to a large multi-line text area. A "Submit" button is located at the bottom right of the window.

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

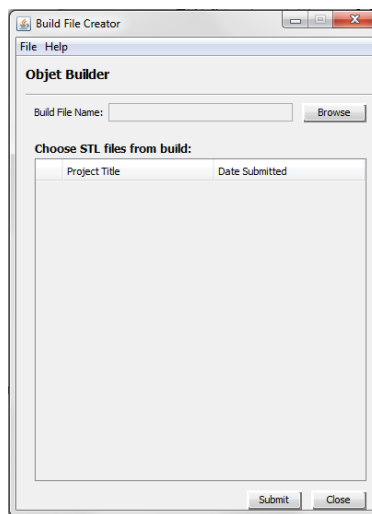
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ii. Objet

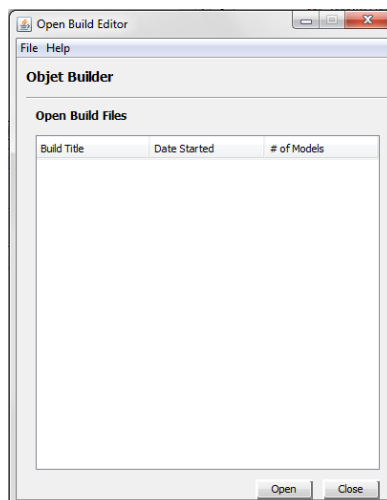
1. When you open TomSoft on the Objet printer's computer, you can either create a new build, or view or edit outstanding builds.



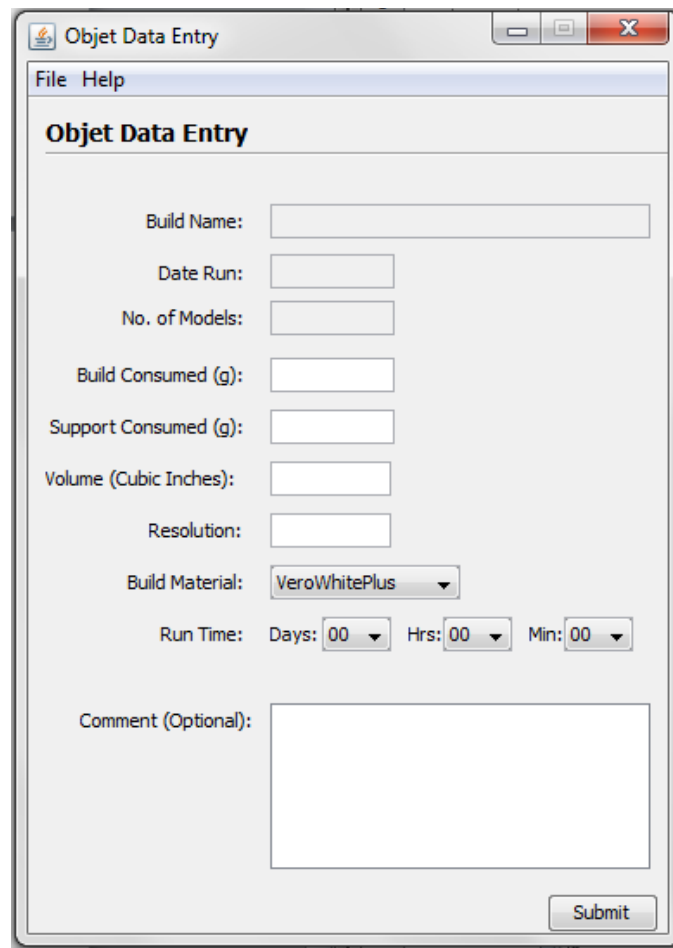
2. Enter a Build
  - a. When the Build Creator window appears, browse for the STL files.
  - b. When all the STL files have been chosen click submit.



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 screenshot shows a software window titled "Objet Data Entry". It has a menu bar with "File" and "Help". Below the menu bar is a title bar "Objet Data Entry". The main area contains several input fields and a dropdown menu:

- Build Name:
- Date Run:
- No. of Models:
- Build Consumed (g):
- Support Consumed (g):
- Volume (Cubic Inches):
- Resolution:
- Build Material:
- Run Time: Days:  Hrs:  Min:
- Comment (Optional):

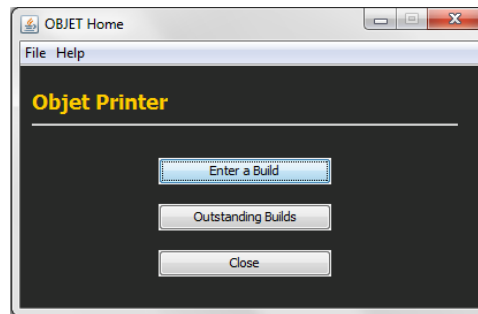
A "Submit" button is located at the bottom right of the window.

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

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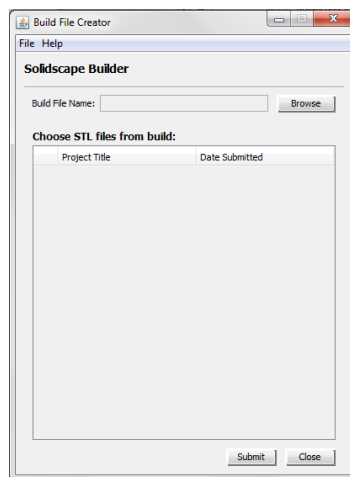
iii. Solidscape

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



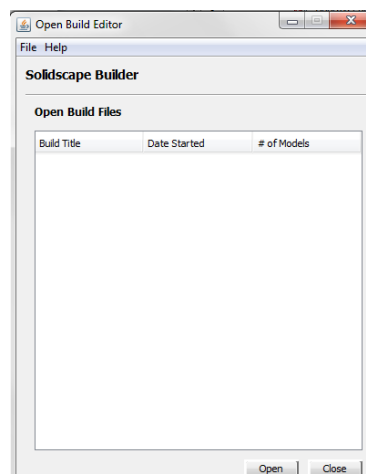
2. Enter a Build

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

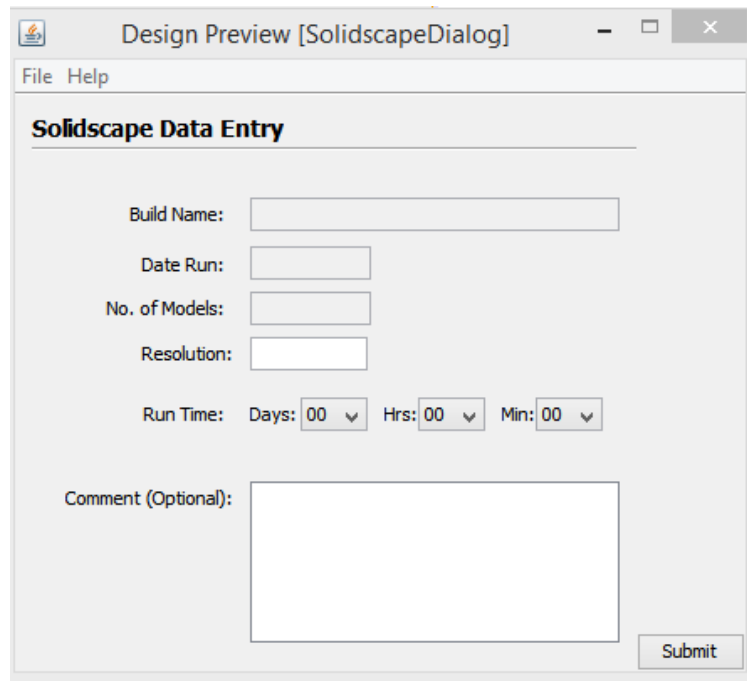


3. Outstanding Builds

- 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 Solidscape Data Entry window.



The image shows a software window titled "Design Preview [SolidscapeDialog]". It has a menu bar with "File" and "Help". The main content area is titled "Solidscape Data Entry". It contains several input fields: "Build Name:" with a text box, "Date Run:" with a date picker, "No. of Models:" with a text box, "Resolution:" with a text box, and "Run Time:" with three dropdown menus for "Days", "Hrs", and "Min", each showing "00". There is also a "Comment (Optional):" label next to a large text area. A "Submit" button is located at the bottom right of the window.

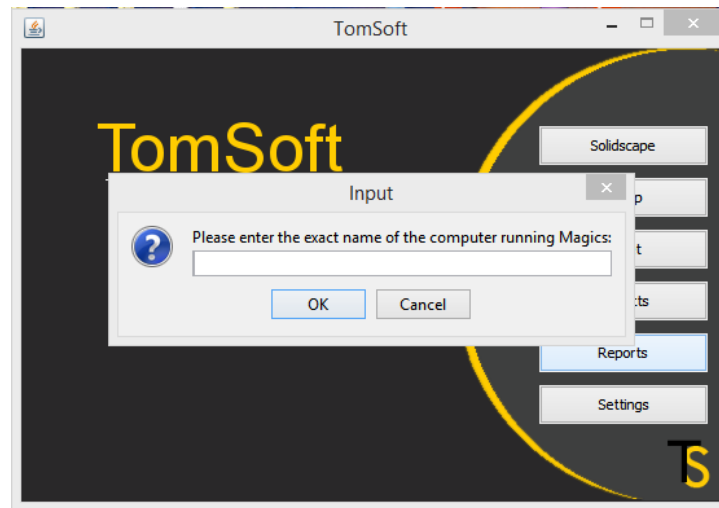
5. After clicking “submit”, you can print from the computer.

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## 6. Other

### Database Connection

1. If you receive a pop up window asking you to “enter the exact name of the computer running Magics,” there might be an error with the database connectivity. Simply enter the name of the computer running Magics. You can find the name of your computer within the network folder. Once entered, you should be able to resume your task.



### Database Connection

1. If TomSoft is not retrieving any information from the database, We have provided a file called Restart\_Server.bat placed on your desktop to refresh the database. Once this is double clicked, run the software.