



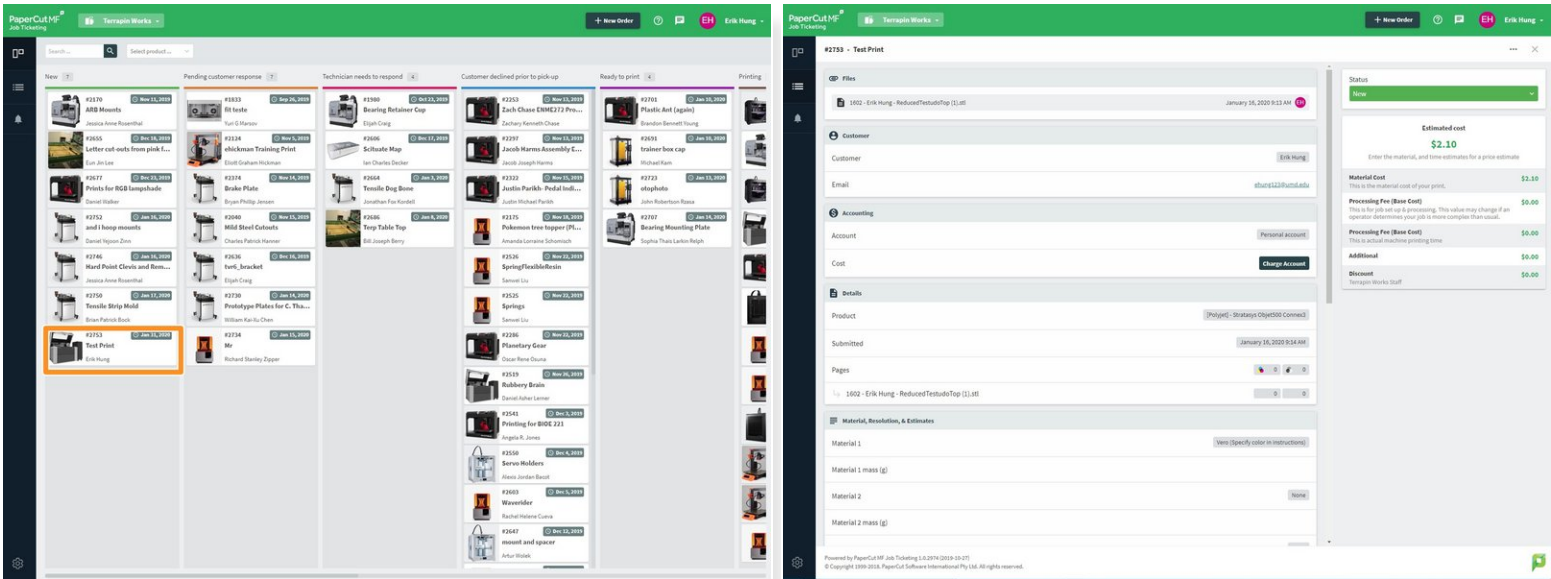
Connex: PaperCut Use

How to provide pricing and any other communication responses.

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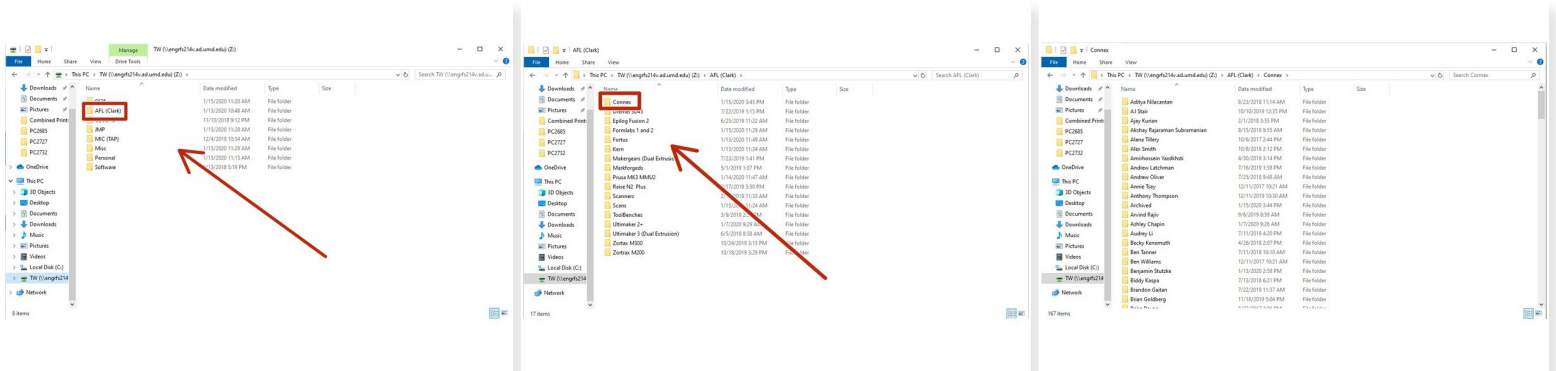


Step 1 — Receiving a Request



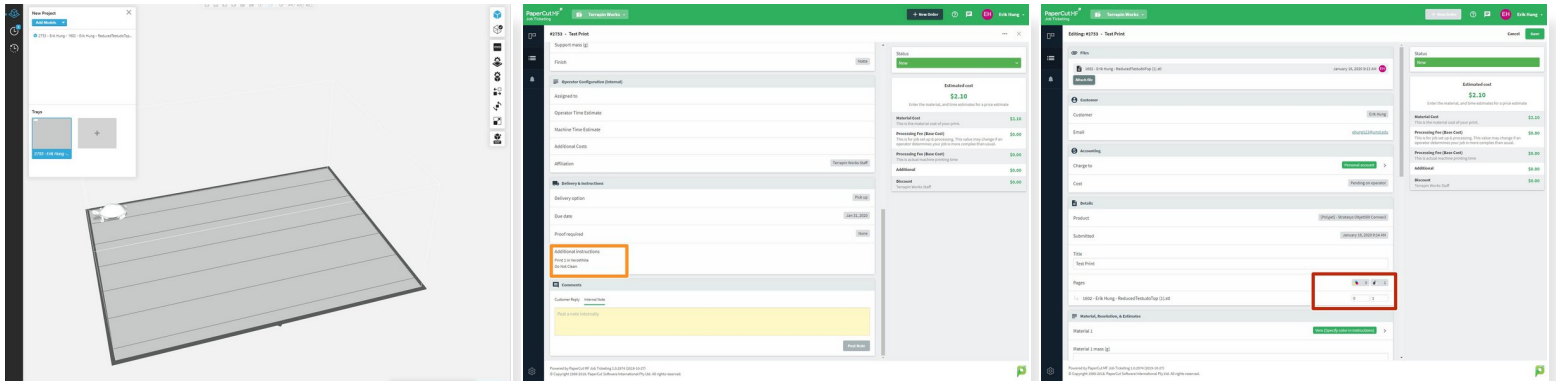
- Click on request in Papercut
- Download the STLs in the request
- ❗ If they send non STL files, respond asking them to resubmit with STLs

Step 2 — Saving to Network Drive



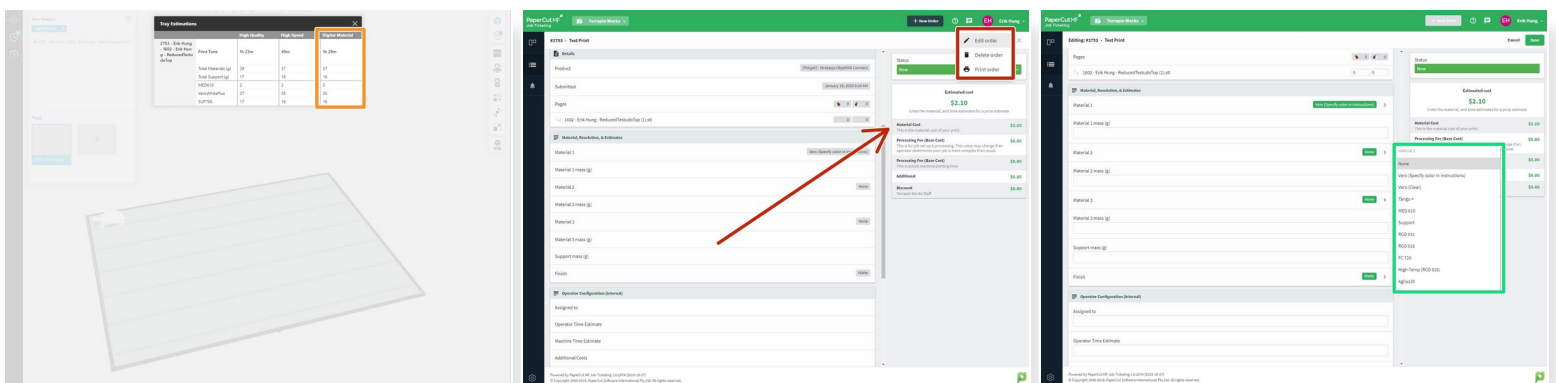
- Open Network Drive
- Select AFL (Clark) -> Connex
- Locate the folder with the client's name, if they do not have one, create one
 - ❗ Folder naming convention: Firstname Lastname
- In client folder, create a new folder for the request, naming it "PC requestnumber"
 - ❗ Everything relating to that request number should be saved in the folder, including but not limited to STL files, screenshots, and the GrabCAD Print file

Step 3 — Slice in GrabCAD



- See GrabCAD Slicing Guide for help
- Check the "Additional Instructions" section for information regarding the request
 - ❗ Clients may put quantity, finish, materials and orientations desired in "Additional Instructions"
 - Some clients put quantity at the top of the request under "Pages"
- Save GrabCAD print file into the client request folder, naming it "PCrequestnumber"

Step 4 — Edit Request - Materials



- Using the "Estimate" feature, enter the material usage into Papercut
- Edit the Papercut request, entering the number of grams of material used
 - If needed, add an additional material and enter the grams used

Step 5 — Edit Request - Operator Configuration

The image displays two side-by-side screenshots of the PaperCut MF Job Tracking interface, specifically the 'Edit Request - Operator Configuration' step. The interface is divided into several sections: 'Support mass (g)', 'Finish', 'Operator Configuration (Internal)', 'Delivery & Instructions', and 'Additional Instructions'. The 'Operator Configuration (Internal)' section contains fields for 'Assigned to', 'Operator Time Estimate', and 'Machine Time Estimate'. The 'Delivery & Instructions' section includes 'Delivery option', 'Due date', 'Proof required', and 'Additional Instructions'. The 'Additional Instructions' section has a 'Pick up' button. The 'Assigned to' field is highlighted with an orange box in the left screenshot. The 'Operator Time Estimate' field is highlighted with a red box in the left screenshot. The 'Machine Time Estimate' field is highlighted with a green box in the right screenshot. The 'Affiliation' dropdown menu is highlighted with a blue box in the right screenshot, showing options: 'Terrapin Works Staff', 'Internal', and 'External'. The 'Status' field is set to 'New'. The 'Estimated cost' is \$16.66. The 'Material Cost' is \$16.66. The 'Processing Fee (Base Cost)' is \$0.00. The 'Additional' cost is \$0.00. The 'Discount' is \$0.00. The 'Due date' is 'January 01, 2020'. The 'Proof required' is 'None'. The 'Additional Instructions' are empty. The footer of the interface shows 'Powered by PaperCut MF Job Tracking 1.0.2019 (2019-10-27)' and '© Copyright 2006-2018, PaperCut Software International Pty Ltd. All rights reserved.'.

- Input your name into "Assigned to"
- Depending on the complexity of the part, enter how much time it would take to slice, harvest, clean print heads, and clean parts by hand in "Operator Time Estimate"
 - ❗ Start at 0.5 hours and go up depending on complexity
- Using the GrabCAD estimate, enter the "Print Time" into "Machine Time Estimate"
- Edit the "Affiliation", most requests are "Internal"
- Save the edits to the request and move to "Ready to Print"