

Machine Shop Job Management System

NanoLab Member Guide

Version 2.1

This is a step by step guide on how to use the MSJM Job Management System.

When you log into Mercury Web:

Free Hotmail
http://www.microsoft.com/isapi/redir.dll?prd=ie&ar=hotmail

3.10 build(20150218)

Login name

Password

Login

Please enter login name and password to access MercuryWeb.

You will see a new tab labeled “Machine Shop”. Click On the Tab

By clicking the Machine Shop Tab, a new screen will pop up. This is your personal account hompage

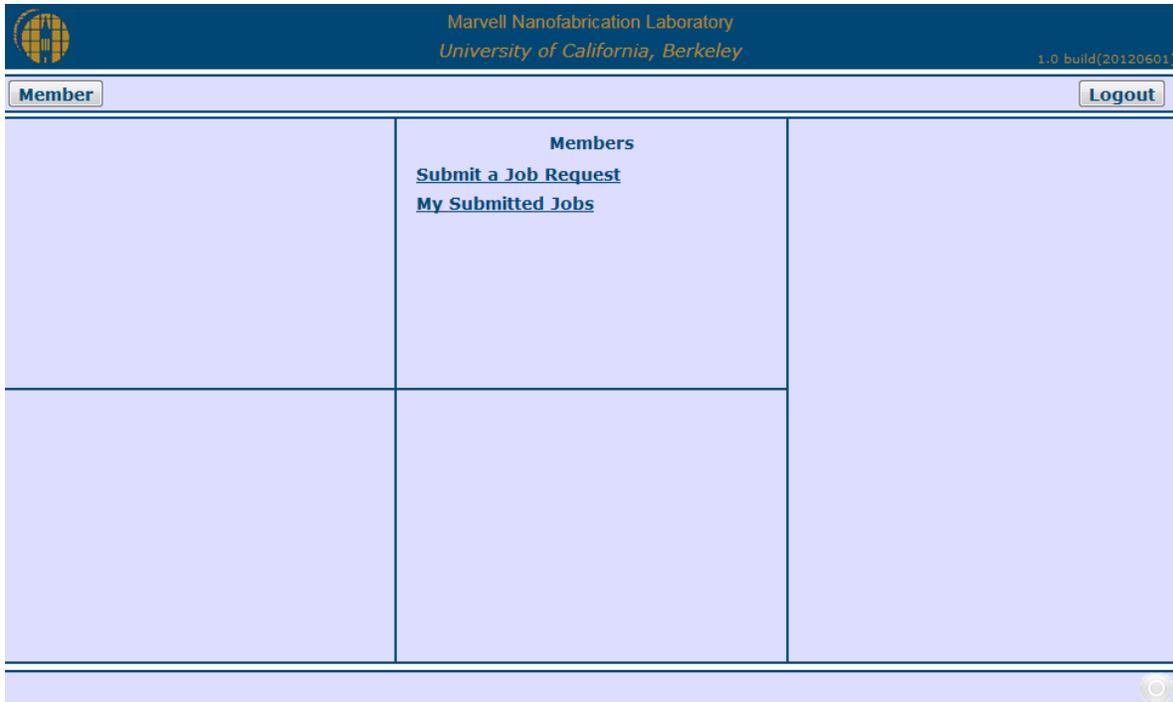
Marvell Nanofabrication Laboratory
University of California, Berkeley

4.0 build(20150901)

Member Logout

Activity	Equipment	Qualifications
Reservations LabHist Labwho Suggestions All Problem Status Board Buddies Available Equipment Tests	All Equipment Status Engineers/ Keyops <input type="text"/> EMail equipment <input type="text"/> Enabled equipment Manuals View Header <input type="text"/> Request Qualify <input type="text"/>	My Qualifications By Equipment <input type="text"/> By Member <input type="text"/> Requalify <input type="text"/> Qualification Test <input type="text"/> Qualification Rules Facility Safety Test
Member Information Member Gallery Staff Gallery Find Members Recognitions Safety Incidents Suspended Members	Lab Materials Chemicals Machine Shop	Process Problem History Search Parameter History Search Mask Request Quality Monitor List

Good Morning MICRO. Welcome to MercuryWeb !



Click “My Submitted Jobs” to see all the jobs that you have submitted, status of a job, or any information on a job you have submitted.

Click “Submit a Job Request” to enter in your Machine Shop Work Request.

The screenshot shows the 'New Job Request' form. The header is identical to the previous screenshot. The main content area is a light blue form with several fields: 'Department:' with a dropdown menu showing 'EECS'; 'Job Status:' with a dropdown menu showing 'New'; 'Job Type:' with a dropdown menu showing 'Member'; 'Requestor:' with a dropdown menu showing 'micro'; 'PI:' and 'Grant Administrator:' with text input fields; 'Equipment Related:' with radio buttons for 'Yes' and 'No'; 'Description:' with a large text area; and 'Comments:' with another large text area. At the bottom of the form are 'Submit Job' and 'Cancel' buttons. A status bar at the very bottom of the page reads 'New Job Request.'.

How to Submit a Job Request:

- Choose your department:
- Job Status: Will be pre-filled as “New”
- Job Type: Will also be pre-filled as “member”
- Requestor: Your name will be pre-filled.
- Enter in your PI:
- Enter in your Grant Administrator:
- Job Title: Please enter a Job Title of the work you are requesting.
- Description: Please enter in a brief description of the job.
- Comments: Please leave any comments if it is needed

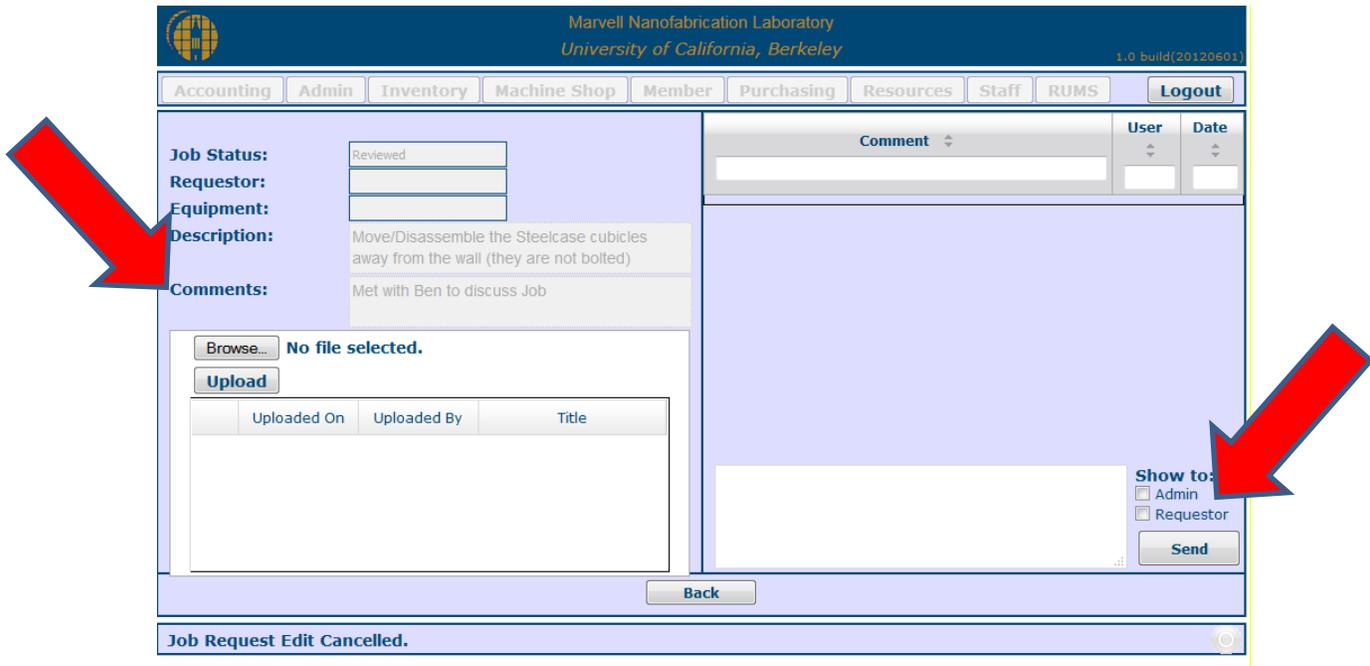
If you would like to request a change to a submitted job, please contact MSHOP Staff for a consult.

What happens after you submit the job request?

1. You as the requestor and your Pi will receive an automated email stating that your job request has been received. If you would like a consult, please schedule a date and time to review your job.
2. Once the Machine Shop Work Order has been reviewed by Machine Shop Management, will provide you with an estimate Labor and Materials Cost.
3. An automated email will go out to you and your GA requesting an approval and a chartstring. (When that happens please speak to your PI regarding your project.)
4. As soon as the Shop receives both, the job will be assigned to one of the MShop mechanics.
5. The mechanic assigned to the job will leave comments on that particular job if requested by the

customer. This will give them access and notification of new comments. Please click on  located in “View My Jobs” . This will take you to Details page of the job request. You will be able

to see any uploaded documents and comments.



6. Once the job is completed, the mechanics will notify the customer via email.

Understanding the Action Flow of a submitted Machine Shop Job Request

NanoLab Member Action	MSJMS Reaction- Message to NanoLab Member (Automated)	Mshop Admin Action	Mshop Mechanician Action	Mshop Admin Action	MSJMS Reaction-Message to NanoLab Member (Automated)	NanoLab Member Action	Mshop Admin Action	Mshop Admin Action	Mshop Mechanician Action	Mshop Admin Action	MSJMS Reaction-Message to NanoLab Member (Automated)
Nanolab Member Job Request was submitted	Your Machine Shop job request (Nanolab Member) has been received. Call or email the shop to schedule an appointment to review your job. Job review will enable the Machine Shop to estimate costs of this job	MSHOP Admin will assign the task of estimating the job to one of the MSHOP Mechanicians.	MSHOP Mechanician will complete the estimate for final review by Mshop Admin.	MSHOP Admin will review, enter estimate, and upload estimate to the job request.	Your Machine Shop Work Order (327 - Nanolab Member) has been reviewed and forwarded to your GA/PI for approval Machine Shop Staff estimate labor and material costs as: Labor \$ 4475 Materials \$ 1000	Nanolab Member's PI/GA will reply via email with an Approval and Chart of Account	MSHOP Admin will Upload Approval and COA to the Job	MSHOP Admin will assign task/Job to Mechanician	MSHOP Mechanician will Log in the hours worked on their TIME LOGS, leave any comments, complete the task/Job assigned	MSHOP Admin will mark the job as complete.	Machine Shop job request (328 - NanoLab Member) has been completed Dear (Firstname, Lastname, your work order. Please come to 187 Cory Hall to pick up your finished product. If you do not have a product to pick up, this is a notification that your work request has been completed. Thank you