

Machine Shop Job Management System

External Customers Guide

Version 2.0

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

Table of Contents:

Page 1: Machine Shop Job Management Introduction

Page 2: Machine Shop Job Management Table of Contents

Page 3-4: Creating a Machine Shop Job Management System Account

Page 5-6: External Customers Password Reset Instructions and External Customers Home Screen page.

Page 7-8: How to submit a Machine Shop Job Request and view status of a job.

Page 9: Understanding the Action Flow of a submitted Machine Shop Job Request

Creating a Machine Shop Job Management System Account (External Customers Only)

Go to:

<https://mercuryweb.berkeley.edu/MachineShopGuest/GuestLogin.jsf>

Marvell Nanofabrication Laboratory
University of California, Berkeley

1.0 build(20120601)

Email

Password

Login Reset Password

Create Account

Click on "Create Account"

The screenshot shows a web form for account creation. At the top, there is a dark blue header with the Marvell Nanofabrication Laboratory logo on the left, the text "Marvell Nanofabrication Laboratory" and "University of California, Berkeley" in the center, and "1.0 build(20120601)" on the right. Below the header is a light blue navigation bar with a "Logout" button on the right. The main content area is a light blue box containing a form with the following fields: "First Name:", "Last Name:", "Email:", "Phone #:", "Password:", and "Confirm Password:". Each field is followed by a white input box. At the bottom of the form are two buttons: "Create Account" and "Cancel". A large red arrow points from the top right towards the "Create Account" button. A small circular icon is visible in the bottom right corner of the form area.

- Enter your First Name:
- Enter your Last Name:
- Enter your Email:
- Enter your Phone #:
- Enter your Password:
- Confirm your Password:

Click on “Create Account” once you have entered all the information.

You will receive an email for Mshop@silicon.eecs.berkeley.edu stating that an account has been created. It will also ask you to click a link to verify your account.

How to reset your password:

Marvell Nanofabrication Laboratory
University of California, Berkeley

1.0 build(20120601)

Email

Password

Login Reset Password

Create Account

Click on “Reset Password”, enter you email address, and then click on “Reset Password”.

Marvell Nanofabrication Laboratory
University of California, Berkeley

1.0 build(20120601)

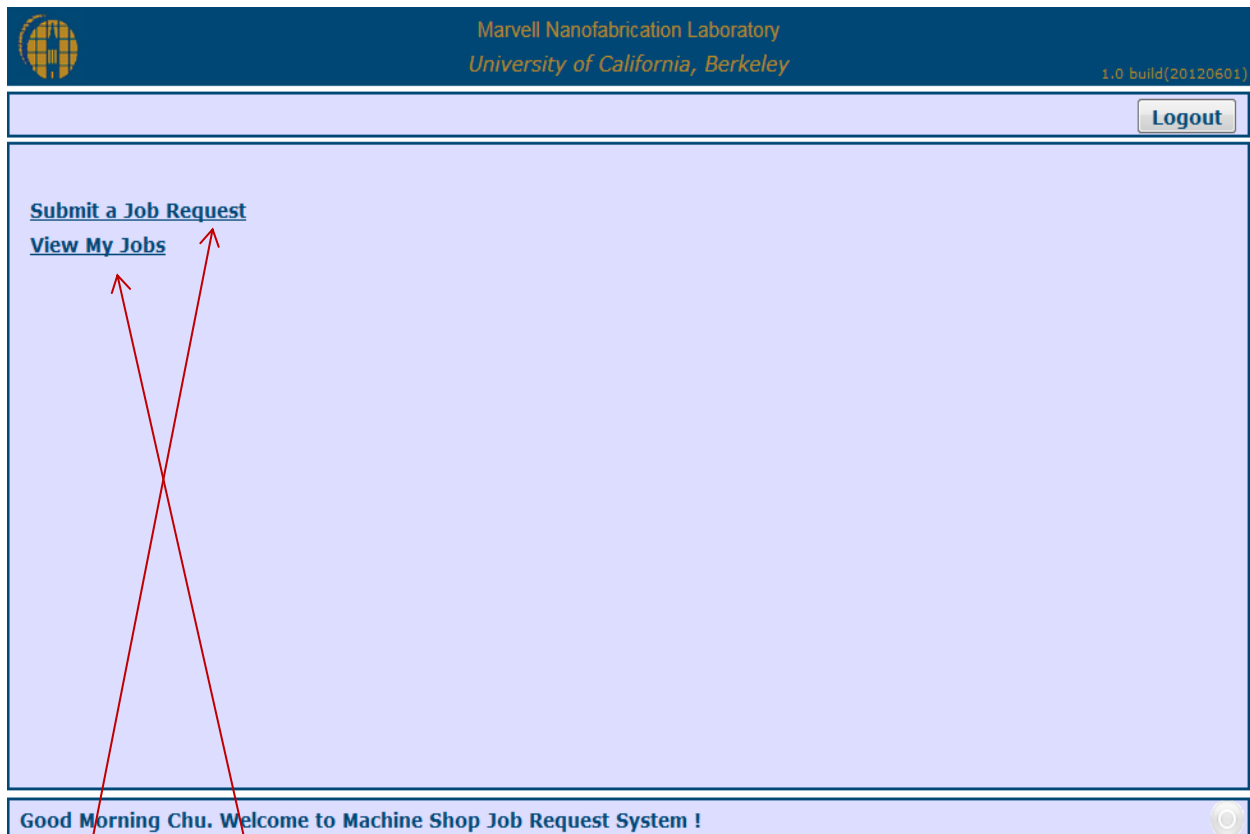
Logout

Email:

Reset Password Cancel

You will receive an email from Mshop@@silicon.eecs.berkeley.edu state that a request to reset the password associated with the email has been received. Click on the link below to reset your password using our secure server.

External Machine Shop Customer's Home Screen



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

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


How to Submit a Job Request:

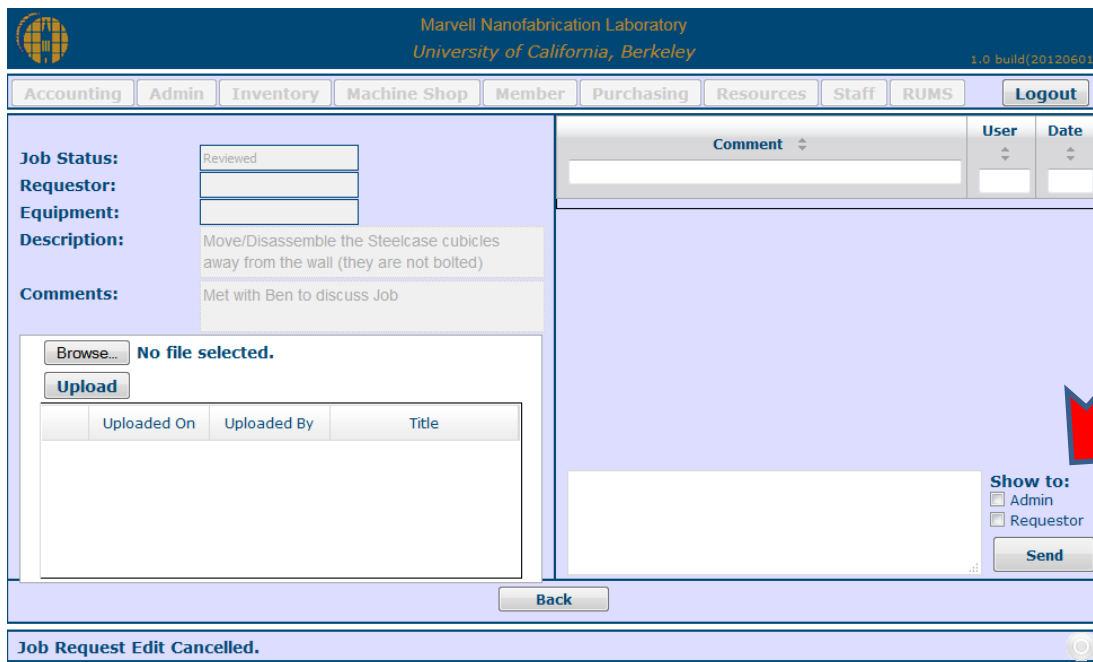
The screenshot shows a web interface for submitting a job request. At the top, there is a header with the Marvell Nanofabrication Laboratory logo and the text "Marvell Nanofabrication Laboratory University of California, Berkeley" and "1.0 build(20120601)". A "Logout" button is in the top right. The main form area is divided into two columns. The left column contains the following fields: "Department:" with a dropdown menu showing "EECS"; "Job Status:" with a dropdown menu showing "New"; "Job Type:" with a dropdown menu showing "External"; "Requestor:" with a text input field containing "Chu, Eric"; "PI:" with a text input field; "Grant Admin:" with a text input field; "Job Title:" with a text input field; "Description:" with a larger text input area; and "Comments:" with another larger text input area. To the right of the "PI:" and "Grant Admin:" fields are the labels "Select PI" and "Select GA". At the bottom of the form are two buttons: "Submit Job" and "Cancel". Below the form is a footer bar with the text "New Job Request." and a small circular icon on the right.

- **Choose your department:**
- **Choose a Job Type: (External)**
- **Enter in your PI.**
- **Please enter 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, they will provide you with an estimate Labor and Materials Cost.
3. An email will go out to your GA requesting an approval and a chartstring.
4. As soon as the Machine Shop receives both, the job will be assigned to one of the mechanics.
5. The mechanic assigned to the job will leave comments on that particular job if requested by the customer.
6. Please click on  . This will take you to Details page of the job request. You will be able to see any uploaded documents and comments.



The screenshot shows the Marvell Nanofabrication Laboratory web interface. At the top, there is a navigation menu with tabs for Accounting, Admin, Inventory, Machine Shop, Member, Purchasing, Resources, Staff, RUMS, and a Logout button. The main content area is divided into two columns. The left column contains fields for Job Status (Reviewed), Requestor, Equipment, Description (Move/Disassemble the Steelcase cubicles away from the wall (they are not bolted)), and Comments (Met with Ben to discuss Job). Below these fields is a file upload section with a 'Browse...' button, an 'Upload' button, and a table with columns 'Uploaded On', 'Uploaded By', and 'Title'. The right column contains a 'Comment' field, a 'User' dropdown, and a 'Date' dropdown. At the bottom right of the right column, there is a 'Show to:' section with checkboxes for 'Admin' and 'Requestor', and a 'Send' button. A 'Back' button is located at the bottom center of the main content area. A status bar at the bottom of the page displays the message 'Job Request Edit Cancelled.' Two red arrows point to the 'Information' icon in step 6 and the 'Send' button in the screenshot.

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

Understanding the Action Flow of a submitted Machine Shop Job Request:

External Customer:

External Customer Action	MSJMS Reaction- Message to External Customer (Automated)	Mshop Admin Action	Mshop Mechanician Action	Mshop Admin Action	MSJMS Reaction- Message to External Customer (Automated)	External Customer Action	Mshop Admin Action	Mshop Admin Action	Mshop Mechanician Action	Mshop Admin Action	MSJMS Reaction- Message to External Customer (Automated)
External Job Request was submitted	Your Machine Shop job request (External) 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 - External) has been reviewed and forwarded to your GA/PI for approval Machine Shop Staff estimate labor and material costs as: Labor \$ 4475 Materials \$ 1000	External 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 - External) 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