

UT ARLINGTON
FABLAB

FabApp Guide



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What is FabApp and what does it do?

FabApp is an application which oversees, records, organizes and stores all the FabLab devices' usage. It is important that all learners and staff members use FabApp when processing any type of work in order to keep a record of equipment's uses and possible payments.

FabApp keeps a track of equipment's uses through tickets. Any time an equipment is used, a corresponding ticket should be created, in order to create a record of what is being used.

FabApp and its main screen

In order to open FabApp, simply open an internet browser (Internet Explorer, Google Chrome, or Firefox) on a computer located next to the device you are using at the FabLab, and FabApp should open as a home page for your internet browser. If FabApp does not open automatically, you may type in the page address manually. FabApp's page address is: *fabapp.uta.edu*

When you open FabApp, you will come to the dashboard screen (fig. 1), listing all the devices and tickets in process.

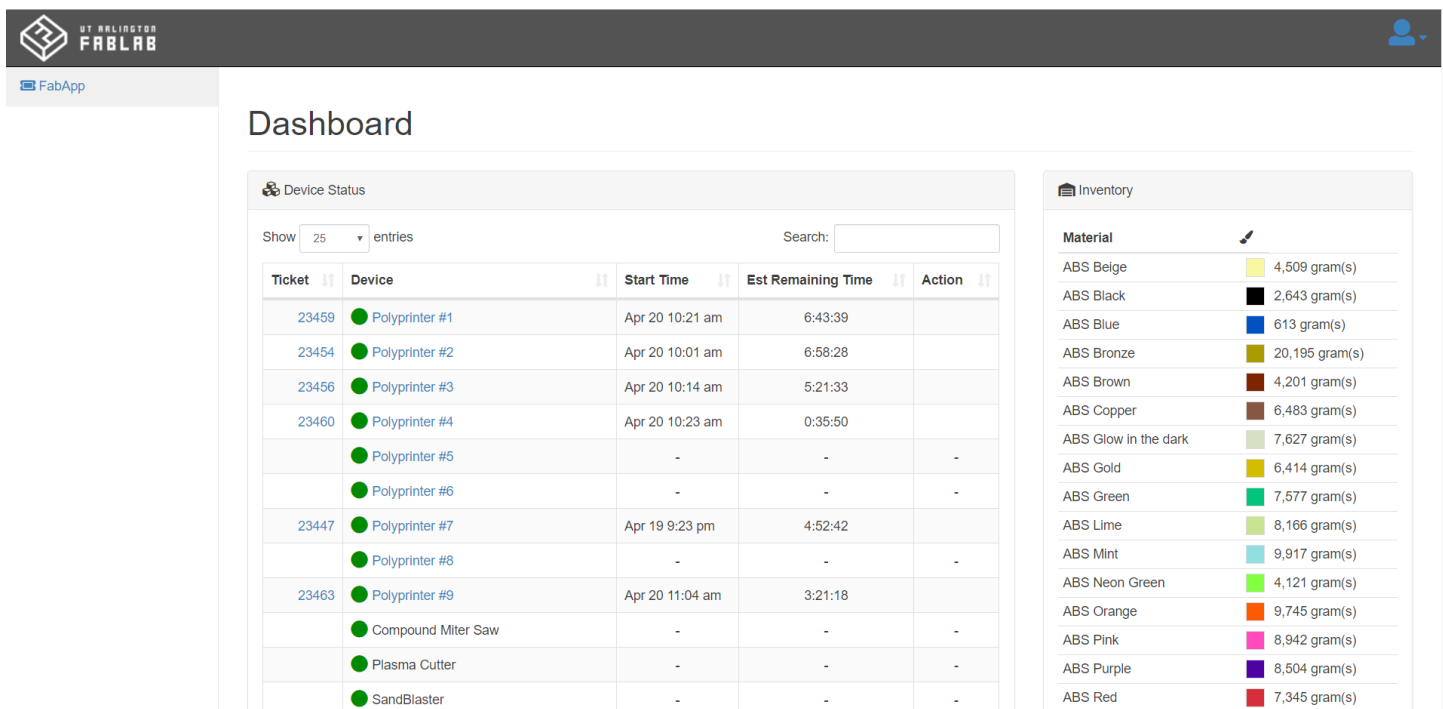


Figure 1: FabApp dashboard

On the left is main menu for FabApp.

- **FabApp:** brings you to Dashboard
- **Pick Up 3D Print:** allows you to look up 3D Print Pick Ups by using the learner's ID number
- **Inventory:** allows you to see the inventory on hand for all materials provided by the FabLab.
- **Look-Up By:** allows you to search for a ticket by using either ticket number or the user's ID number
- **Admin:** allows you to oversee and make changes to the system, and manage trainings and issue training certificates
- **Error:** allows you to view previous errors that occurred with JuiceBox

Note: JuiceBox is a device which works as an authentication system for certain tools. This device does not have a display, thus any authentication errors will be displayed in FabApp.

On the top-right corner, you will see a small icon of arrow and a square. Click the icon, and you can login to the FabApp by using your NetID and password (provided by UTA). It is necessary to log in to use most of the functions available from FabApp. If you do not have access, please ask your supervisor for help.

Each log in has different access level given, depending on your association with FabLab. Here are different access levels, and it's general purpose

- **Learner:** Users of FabLab – may view ticket status. Automatically logged out after 1 minute
- **Staff:** Staff members of FabLab – may create and close tickets. Automatically logged out after 3 minutes
- **Lead:** Staff leaders of FabLab – may create and close tickets, and have access to more payment options. Automatically logged out after 3 minutes
- **Error:** Supervisors of FabLab – may use all of the functions. Automatically logged out after 10 minutes.

Each function of FabApp will require different minimum access level, and the required level for each function will be defined within its sections.

Once you log in, you will see a different icon on the top-right corner. That means you are now logged in, and you may click on the new icon to either log out, or see more information about your ID in FabApp.

Wait Queue (WQ)

Things to Remember

- Each WQ ticket issued will print a paper ticket (shown to the right) that will list the WQ#, the device, and if available it will print the estimated time.
- Only 1 WQ ticket is allowed per person per device/device group (ie PolyPrinter).
- Some waiting queues are either machine specific (laser cutters, embroidery, etc.) or the first that comes available in the group (PolyPrinters 1-9).
- If you see the message to the right, inform the learner that they cannot have two printers printing at the same time. Once resolved, check the box and issue a WQ ticket to the learner.
- When the next person in line has their ticket made, their ID must match the ID listed in the WQ. By clicking on the person icon, you can update a learner's ID/contact info (ie if the WQ ticket has been given to another person).



WQ ticket example

Operator has an active Ticket, please inform user of policy.

If a learner has a ticket active on a device group (ie PolyPrinter) you will see the following dialog box.

Queue Number	MaviD
3	
4	1000000034 


Notifying Learners



* To be certain that we can reliably notify our learners, input both the email and phone number for all WQ tickets.

* On the Wait Queue System page there is a listing of all supported phone carriers. While carriers like MetroPCS are not explicitly listed, they are usually contacted via the T-Mobile SMS gateway

Wait times now show in 3 different colors.

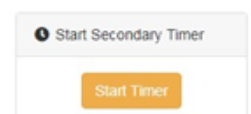
- Black time values estimate the time remaining until we call their number.
- Yellow time values show that the person was alerted to come to the FabLab and the amount of time remaining before we may move on to the next learner. The bell next to the time shows when the secondary timer started.
- Red time values show the amount of time past the end of the secondary timer. On the WQ Ticket page, when the secondary timer expires, the remove button will also turn red. Once red, remember to remove that row.

Time Left	Alerts	Remove
0:04:28 	Send Alert	Remove
	Send Alert	Remove

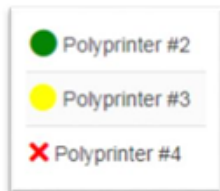
Time Left
0:04:22 
-0:09:41 

Before we skip and remove them from the WQ system, please call out their number and the device (ie "Last call for ## for 3D Printing"). Work as a team and communicate with each other when you remove a learner.

If the WQ ticket has no contact info, we can start the secondary timer by clicking on the person icon and then selecting "Start Timer" (only shown if no contact info was provided).



Service Ticket (ST)



A vital part of Wait Queue’s functionality is our ability to remove devices from service when a problem impairs its functionality. To do that we refactored the code given to us from one of the CSE 3311 project teams. I’m sure you have all seen the green dots located next to each device. What you might not have known was that that dot is a link to see the device’s service history (which will be elaborated on).

Instead of using GroupMe or email to alert a broken device, we will use this module instead, and visibility of the problem will be available to all staff and learners. At this time, we have chosen not to allow external users (learners) to read that information.

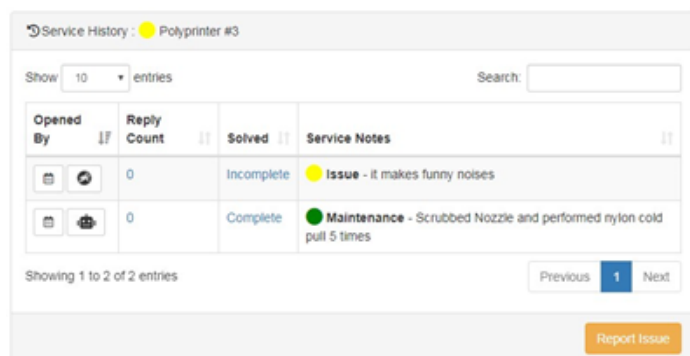
There are 3 main types of Service Levels.

- Maintenance – any type of regular maintenance that you are authorized to perform on that device (daily cleaning, changing tape, or other care items)
 - Issue – any phenomena that does not necessarily prevent the safe operation of the device but may need to be addressed.
 - NonOperating – the device is in a state that it should not be used. New tickets will be blocked from being created on this device, unless you are a service technician.
- If you need to modify the severity of a reported issue, use Service Replies to elevate the level. Only elevate the service level if the issue is severe enough that the device should no longer be used until it can be properly fixed.
 - The roles are a hierarchy that inherit all of the abilities below.
 - Learner - 2
 - Service Technician - 7
 - Staff - 8 : create tickets and take payments via CsGold
 - Leaders - 9 : edit tickets, mark payments as UnPaid, FabLab, Library, & IDT
 - Student Service Technician - 10
 - Admin - 11 edit Site variables, access to add/modify Trainings, Mark payments as Bursars, add users & modify role level
 - An exception to the previous bullet is that when a member of either service technician tiers create a ticket using Octopuppet or Juicebox it will override the block that would normally prevent regular staff from using the device. This is intended to allow service techs the ability to test/calibrate a device after making a repair.



To find a device’s service history, use the side menu.

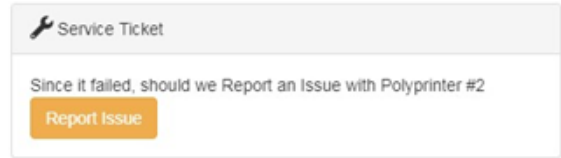
Service → Device History → Select Device Group → Select Device → Select



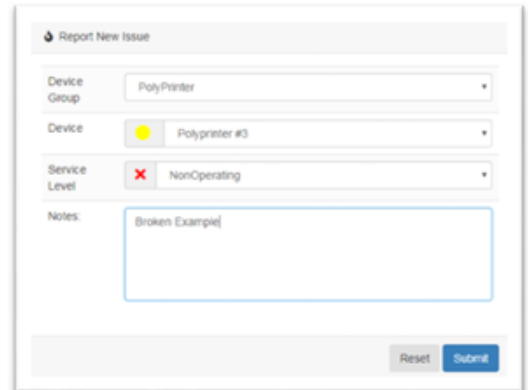
To the left is an example of the history for PolyPrinter #3. The top will show the overall status of the device. The overall status is determinant on if the ST has an incomplete “Issue” or “NonOperating” label. Avoid duplicating STs by reviewing existing incomplete tickets before reporting a new issue.

To report an issue, click the button in the bottom right.

Any time you mark a print as failed you can also report an issue.



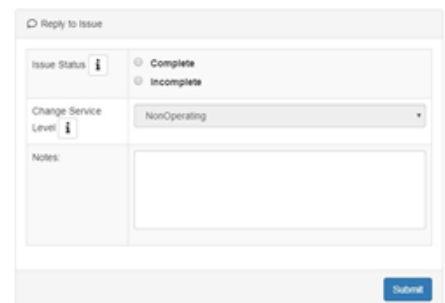
Report Issue - Select the device and the appropriate service level. Be as descriptive as you can when describing the problem. If you are the author of the ST, you can always go back and edit your notes about the issue.



ST & Service Replies(SR) – Each ST that is marked with a service level of “Issue” or “NonOperating” require a Service Reply (SR) to be completed. SRs are notes that will either explain the issue further, change the service level, or provide remedy to the ST. Click on either the number or the solved status so view the replies.

Reply Count	Solved	Service Notes
0	Incomplete	NonOperating - Broken Exampl
0	Incomplete	Issue - it makes funny noises

The service replies have a similar layout to the ST, these will be written by either Service Technicians (external), Student Service Technician (internal), or Admin (any full-time staff).



FabApp Problems – Like the other devices that we can report issues for, please use the new ST to report any issues that you may have. This can be found under the device group “Applications & Software”. Include any relevant information in the notes field. Should the issue you are reporting pertain to ST functionality, please send a message to Jon Le.

Managing Tickets

Creating Tickets

Access level required – Staff or higher

Recording tickets is the main purpose for FabApp, thus it is your main reason to use FabApp. To create a ticket, follow these steps:

- 1) Log in to FabApp, using your NetID and Password
- 2) Locate the device for your ticket
- 3) Click New Ticket
- 4a) Once you click New Ticket, you will arrive to Create Ticket page (Fig. 2). From this page, swipe the ID of the user, select correct Material if necessary, Estimated Time of completion, and their Purpose of Visit.

Create Ticket for the Compound Miter Saw

Device	Compound Miter Saw
ID Number	<input type="text" value="1000000000"/>
Material	<input type="text" value="None"/>
Estimated Time	<input type="text" value="hh"/> Hours <input type="text" value="00"/> minutes
Purpose of Visit	<input type="text" value="Select"/>
<input type="button" value="Reset form"/>	<input type="button" value="Submit"/>

Figure 2: Create Ticket page

- 4b) Purpose of Visit has 4 different options in its dropdown menu

Curricular Research:	For the user's class
Extra Curricular Research:	For the user's Major
Non-Academic:	For the user's personal use
Service-Call:	For a staff member to use in order to fix/maintenance the equipment

Choose the correct option for the user's Purpose of Visit

- 3) When you are finished typing all the fields, Click Submit

Your ticket has now been created, and you will arrive to the ticket's Details page. No additional actions are required for this ticket. Please logout, and you may close the FabApp Page.

Ticket Details Page

Access level required – Learner or higher

Once a ticket is created, you may find your ticket to see its details from FabApp (Fig. 4). To see Details page of a ticket, you may either:

- Find your device from the main dashboard, and click on its ticket number
- Use Look-Up By function (recommended)
- Log in, click on your icon, and click **information**

If a ticket is still in progress, you can find it by looking through the dashboard. If not, we can use the "Look Up By" function (located in the menu) to find tickets either by ID, which will find the last ticket for a specific learner, or by ticket number.

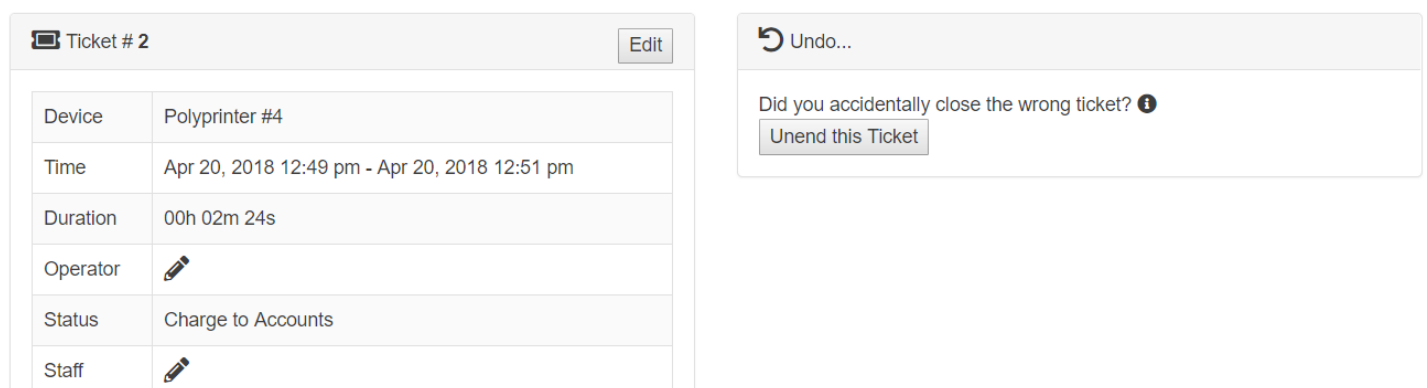
If you do not know the exact ticket number, have the learner login, They can select their icon in the top right and select "History" from the drop down menu to see all previous tickets.

From the Details page, you will see following information:



- Ticket number
- Ticket's Device
- Time the ticket is created and closed
- Duration of the operation
- Operator's icon (ID number*)
- Status of the ticket
- Staff member in charge's icon (ID number)
- Material the ticket is using
- Time of when the material was used
- Material Status (payment)
- Staff member in charge of the material's icon (ID number)
- Button to Undo the ticket
- Related Charges section showing payment information

* To see the ID number, hover your mouse over the icon or click. You must have staff or higher access level

Details



The screenshot displays the 'Ticket # 2' details page. It features a table with the following data:

Field	Value
Device	Polyprinter #4
Time	Apr 20, 2018 12:49 pm - Apr 20, 2018 12:51 pm
Duration	00h 02m 24s
Operator	
Status	Charge to Accounts
Staff	

To the right of the table is an 'Edit' button. Below the table is an 'Undo...' section with a warning message: 'Did you accidentally close the wrong ticket?' and an 'Unend this Ticket' button.

Figure 4: Details page

Keep in mind that not all of the information may be visible to you depending on the situation of the ticket and your access level.

You can close tickets from this page as well. This function will be further explained in the next section.

Closing Tickets

Access level – Staff or higher

To close a ticket, you may either:




- Find your ticket from the dashboard, and click Close Ticket from the Action tab. A confirmation screen will pop up, and confirm that you want to close the ticket. Simply click OK to close your ticket.
- Use Look-Up By function to find your ticket, and click Close Ticket button

This process will close tickets that does not require payments. However, if your ticket requires a payment, FabApp will take you to a new page titled Ticket Not Closed Yet, showing details of the job (Fig. 5). After you arrive to this page, follow these steps to close a ticket:

- 1) Type in the correct amount of materials used
- 2) Select the correct Material Status:
 - **Move to Storage:** If you are removing the order from the Polyprinter and storing it in the storage, choose this option.
 - **Pickup Now** If the learner is available at the time of completion and is willing to pick up the order, choose this option. This option will require you to type in the UTA ID number of the person picking up the order. Pick up person's ID must match the Operator (learner), or the ID numbers previously given by the operator.
 - **Fail** If the print has failed due to an error within the FabLab or the device, choose this option.
 - **Cancel** If the user has decided to cancel the print for whatever the reason, choose this option
- 3) Click Submit

Ticket Not Closed, Yet

This ticket may require payment.

Ticket #2	
Device	Polyprinter #4
Operator	
Ticket	2
Time	Apr 20, 2018 12:49 pm - Apr 20, 2018 1:03 pm
Estimated Time	02:10:00
Duration	0h 13m 31s
Status	In Use
Material	ABS Black  \$ 0.05 x <input type="text" value="0"/> gram(s) 
Material Status	Select <input type="text"/>
Notes	<input type="text"/>
Total : \$ 0.00	
<input type="button" value="Submit"/>	

ObjectBox Stats	
Capacity	28
In Storage	0
Total Objects Managed	1

Figure 5: Ticket not closed Yet

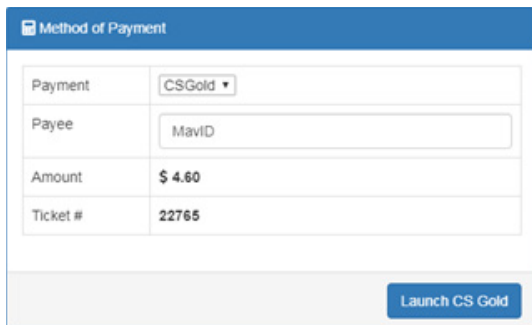
After completing the *Ticket Not Closed Yet* page, you will be directed to a new page in order to process a payment (Fig. 6. From this page, select the correct payment type. There are different types of payment options in the Payment dropdown menu.

- **Unpaid:** If the printed item is not picked up or paid for in more than 14 days, and the item has been discarded due to storage issues, choose this option.
- **CSGold:** If the user is paying with his/her UTA ID, choose this option. This is the most commonly used option, as other payment options refer to non-payment. This option will be explained further in the following section.
- **FabLab:** If the printed item is intended to be used for FabLab, choose this option. In order to use this option, you must write “FabLab: _____” in the notes from the previous page, filling in the blank with the reason why this item was printed.
- **Library:** If the printed item is intended to be used for other departments of UTA library, choose this option. In order to use this option, you must write “Name of Library Department: _____” in the notes from the previous page, writing correct library department name, and filling in the blank with the reason why this item was printed.
- **IDT:** If the printed item is intended to be used for other departments of UTA, choose this option. In order to use this option, you must write “Name of Department: Group # & Project” in the notes from the previous page, filling in the underlined sections with correct information.

CSGold

Most payments are processed through a third-party system called CSGold. In order to process payments via CS Gold, follow these steps:

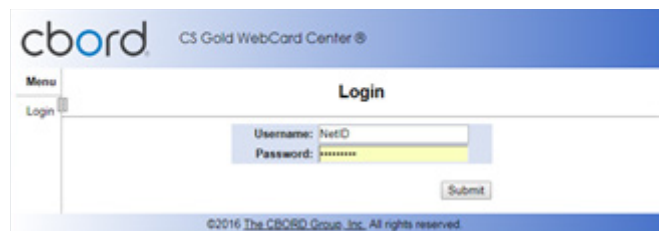
- 1) Select CS Gold from the Payment dropdown menu
- 2) Click *Launch CS Gold* (fig. 7)
- 3) A new window will pop up. From the new window, log in using your staff NetID and password (Fig. 8)
- 4) Ask the learner to swipe their card through the card reader located near the monitor of the com-



Payment	CSGold ▾
Payee	MavID
Amount	\$ 4.60
Ticket #	22765

Launch CS Gold

Figure 7: Launching CS Gold



cbord CS Gold WebCard Center ®

Menu Login

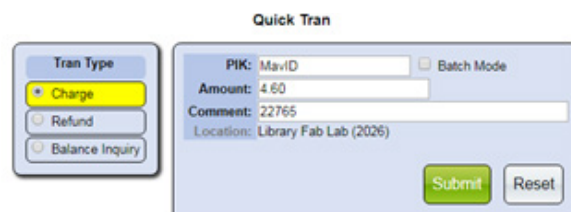
Username: NetID
Password: *****

Submit

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Figure 8: CSGold Main page

- 5) Enter the Amount and for the comment enter the Ticket Number. All 3 lines must match what is in FabApp. Note: The person that started the ticket does not have to be the person paying. (Fig. 9)



Quick Tran

Tran Type
• Charge
○ Refund
○ Balance Inquiry

PIK: MavID Batch Mode
Amount: 4.60
Comment: 22765
Location: Library Fab Lab (2026)

Submit Reset

Figure 9: Charging payment to learner's ID

- 6) Click Submit, and CSGold will present you with a confirmation message. If the payment was successful, the confirmation message will be green. If the payment was not successful (learner did not have enough funds in their account), the confirmation message will be red. For learners without enough funds, let them know that they do not have enough fund in their account, and ask them to put more funds, using either the fund machine located at the second floor, bursar office in Davis Hall, or through their Mymav.

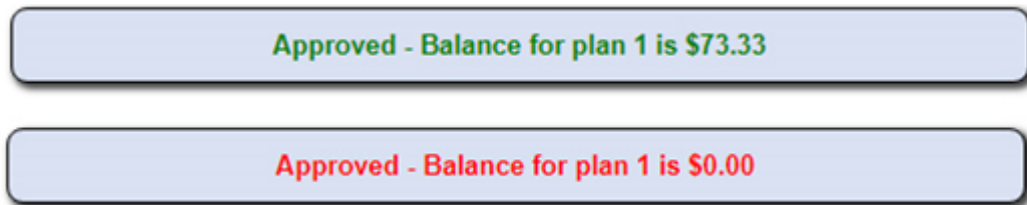


Figure 10: CSGold confirmation texts

- 7) Once you check that the payment is processed, log out from CSGold and close the window
- 8) From the FabApp page, click Confirm Payment. A new pop-up will ask you if you accepted payment from CS Gold, and if you logged out. Click OK.
- After completing these steps, a ticket is now closed.

Re-opening tickets

Access level – staff or higher

If you closed a wrong ticket by accident, you may reopen the ticket and revert it to its original status. However, not all the tickets may be reopened; there are very specific requirements. Requirements are:

- Ticket must be the latest ticket closed by the computer
- Ticket must be re-opened from the same computer that ended it

To re-open a ticket, follow these steps:

- 1) Go to the Details page of the ticket you are trying to re-open
- 2) in the Undo... section of the Details page, click Re-open this Ticket

Your ticket is now re-opened.

If you need to re-open a ticket but do not meet the requirements, ask supervisor in charge for help.

Pick Up 3D Print

Access level – staff or higher

When a learner comes back to pick up their 3D Print, you may process pick ups through this function. This is a very similar function to Look-Up By function, but you may only search by using the learner's ID number. To process a Pick Up, complete following steps:

- 1) Click on the [Pick Up 3D Print](#), and swipe the learner's ID.
- 2) If there are objects that needs to be picked up, they will be shown in the Pick Up 3D Print page. Process it the same way as ending a ticket, and click Pick Up.
- 3) If any payments are required, process it the same way as ending a ticket.

After completing these steps, you are free to give the learner their object.

If [Pick Up 3D Print](#) cannot find a print that a learner needs to pick up, it will ask you to use Look-Up By function. You can process a pick up by searching their ticket through Look-Up By function by following the same steps as Pick Up 3D Print.

Errors When Creating Tickets

Access level – staff or higher

You may come across error messages when creating tickets. For each errors, there will be descriptions on why the process has failed. However, in most cases, there will be 3 scenarios why the ticket could not be created:

- Error scenario 1: They did not pick up their design for more than 14 days. If this is the case, just simply process a pick up by closing the ticket.
- Error Scenario 2: They did not complete the required process for pick up, did not revisit FabLab to attempt to pick up their design for more than 14 days, and the design is lost due to abandonment. If this is the case, the ticket should be processed as "Unpaid." Close the ticket by accepting a payment, but the design will not be able to be claimed.
- Error Scenario 3: They did not complete required training. They can sign up for training by going to one of the training sessions posted on the training board, located next to the shop room.

If you come across any errors not related to the 3 cases mentioned, ask supervisor in charge for help.

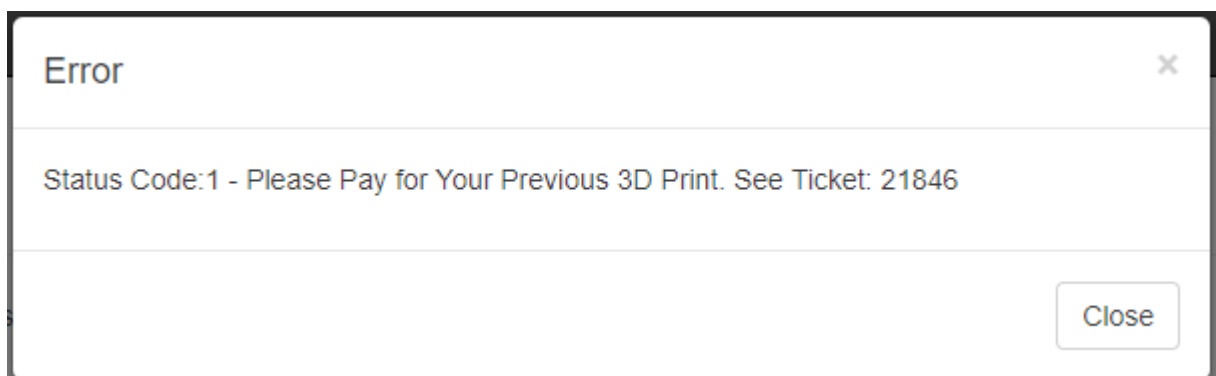


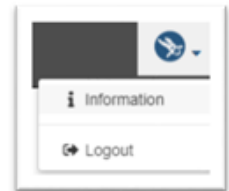
Figure 11: Error example

Authorized Recipient

Example Situation: Learner A & B are in a group project. A starts a print and asks if it is possible for B to pick up the print. A can now login and add B's Mav ID to a specific ticket. When B comes in to pick up the print, use the 'Pick Up 3D Print' function and it will find any prints that B can pick up. By default, FabApp will ask that B pay for the print. As with standard practice, only the person & ID present can pay for the print.

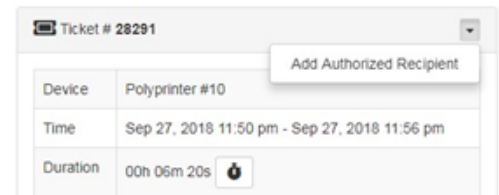
To add an authorized recipient of a print...

1. From the Ticket Details Page, select the dropdown menu and click on "Add Authorized Recipient".

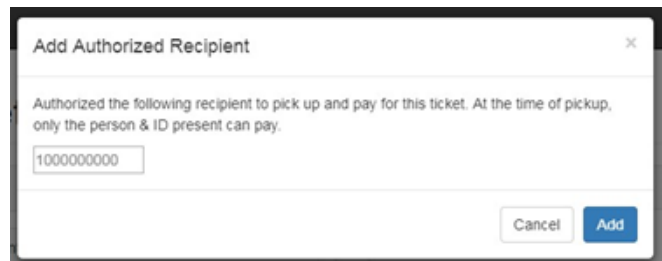


2. The modal will open, and you will be prompted to enter the Mav ID of the authorized recipient. Enter the ID and click "Add".

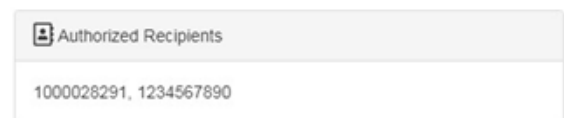
3. Once on the Ticket Details Page, select the dropdown carat and select "Add Authorized Recipient". Once selected this will open a modal (pop-up window).



4. Now that the modal is open, Learner A can type in the ID of the person they would like to add and select Add. Only the learner that started the ticket will be able to add recipients.



5. Each person that is added to this ticket will be listed in a new field, as seen to the right.

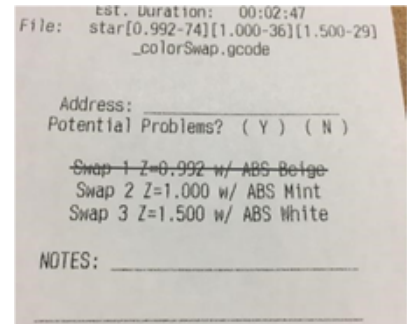


ColorSwap

Navigate to FA -> Tools or go to fabapp.uta.edu/tools.php

Special thanks to Samuel, Gabriel, & John P. for the feedback on making color swaps easier for everyone. This is intended to replace all other methods for doing a color swap as they are prone to misalignment or deposit unwanted plastic onto the object.

1. Slice your file. Make note of the Z locations.
2. State the Z height and the color for each swap.
3. Upload the G-code file to the ColorSwap section of the tools page.
4. Click "Submit" & it will verify the number of swaps.
5. Click "Okay" and the new file will be downloaded with all the necessary G-code needed to do each swap.



When the new file is printed, the print receipt should look similar to the example above.

Do not change the name of the new file that you receive; it has the colors encoded in the name. When you print that file, the location and the color needed for that swap will print on the ticket. You may add as many colors as you need but each Z value must be contained within the G-code.

When Octoprint reaches the ColorSwap G-code, expect the following:

1. The PolyPrinter will zero the X axis and raise the Z axis by 10 mm. This will give you enough clearance to change the color and remove any stray bits. All motors should be engaged and you shouldn't be able to move them around.
2. Refer to the print receipt for which color to place into the printer.
3. Use the Octoprint interface or manual control to extrude enough filament for a proper color change.
4. Draw a line through the row of ColorSwap instructions to show that that swap has been completed.
5. Click "resume" in Octoprint.
6. The PolyPrinter will now lower by 10mm. Zero both the X & Y axis and resume printing.

If the lab is slow, ask your supervisor for the file "star.stl". Do a print with this file and select the Z location for the ColorSwap when the object switches from a hexagon to a star. Pick any two colors that you would like but use this as an opportunity to become familiar with the new process.

Admin

Admin sections oversee the processes and requirements for the FabLab learners and staff members. Most of the functions in this section are not available to access levels below Admin level.

Now Serving

Access level – staff or higher

This function allows you to print a wait-tab for the learners, and see which tab is now being served (Fig. 12). This is essentially a wait list system, allowing learners to use the FabLab equipments fairly. To print a wait-tab, follow these steps:

- 1) Identify the correct Equipment the learner wishes to wait for, and find it under the Equipment column
- 2) Under the Next # Column, click the button with the printer icon for your equipment.
- 3) Once you are done printing a wait-tab, click Save

After completing these steps, your wait-tab should now be printed.

You may also reset the wait list by clicking the Reset button in the Action column. Do not click this unless you are given permission by your shift lead.

Now Serving

☰ Now Serving

Equipment	Now Serving	Next #	Action
PolyPrinter	<input type="text" value="0"/>	<input type="button" value="1 🖨"/>	<input type="button" value="Reset"/>
Epilog Laser	<input type="text" value="E0"/>	<input type="button" value="E1 🖨"/>	<input type="button" value="Reset"/>
Boss Laser	<input type="text" value="B0"/>	<input type="button" value="B1 🖨"/>	<input type="button" value="Reset"/>
<input type="text" value="Misc"/>	<input type="text" value="M0"/>	<input type="button" value="M1 🖨"/>	<input type="button" value="Reset"/>

Figure 12: Now Serving

OnBoarding

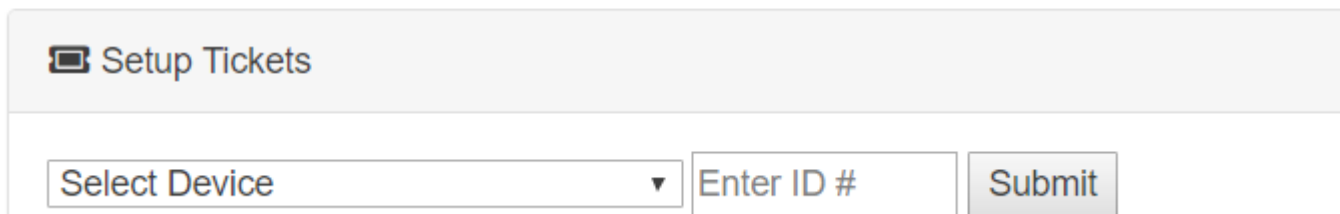
Access level – admin only

This function allows you to manually create tickets and overpass requirements from normal ticketing process (Fig. 13). This should only be done on the dev server, as it should only be used for training purposes. To use this function, follow these steps:

- 1) Select the correct device for your ticket
- 2) Type in the ID number of the operator
- 3) Click Submit

After following these steps, you now created a new ticket via OnBoarding.

Welcome to FabApp OnBoarding



The screenshot shows a web interface for 'Setup Tickets'. It features a dropdown menu labeled 'Select Device', an input field labeled 'Enter ID #', and a 'Submit' button.

Figure 13: OnBoarding

Training

Access level – Admin or higher

Some equipments available at the FabLab may require training. From this function, you can issue certificates, as well as manage trainings.

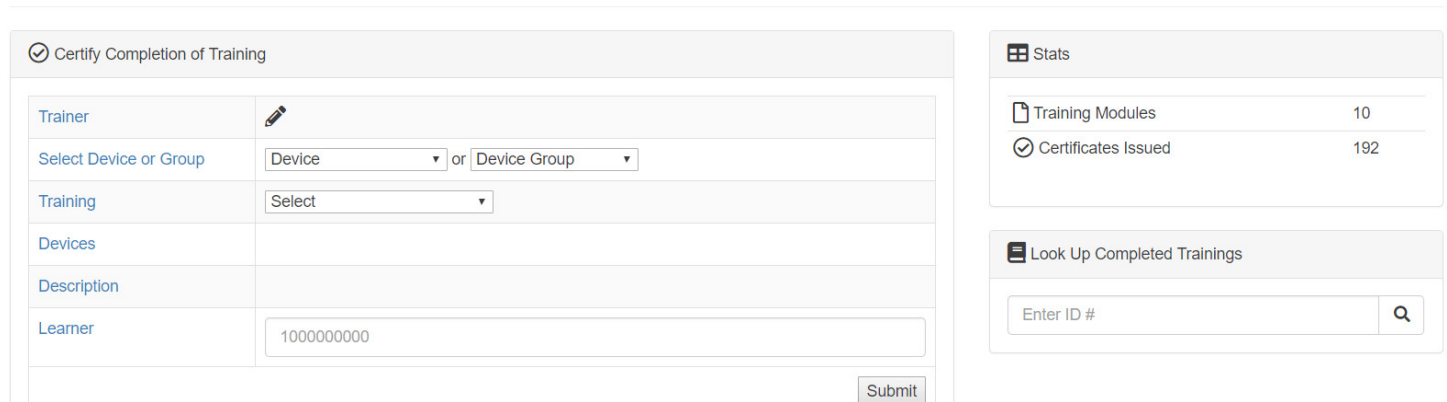
Issue Certificate

From this function, you can grant certifications to a learner (Fig. 14). To certify a training for a learner, follow these steps:

- 1) Click Training, then click Issue Certificate from the main menu
- 2) Choose either the device or device group of the certification from Select Device or Group drop-down menu
- 3) Choose a desired training certification
- 4) Type in the Learner's ID number
- 4) Click Submit

After completing these steps, a certification should now be granted to the learner.

Certify Training



The screenshot shows the 'Certify Completion of Training' page. It includes a form with fields for 'Trainer', 'Select Device or Group' (with 'Device' and 'Device Group' options), 'Training' (with a 'Select' dropdown), 'Description', and 'Learner' (with the ID '1000000000'). A 'Submit' button is at the bottom right. On the right side, there is a 'Stats' section showing 'Training Modules' (10) and 'Certificates Issued' (192). Below that is a 'Look Up Completed Trainings' section with an 'Enter ID #' input field and a search icon.

Figure 14: Training Certification page.PNG

From *Issue Certificate* page, you may also view a list of completed trainings by using *Look Up Completed Trainings* function. To view a list of completed trainings, simply type in a learner's ID number, and click the magnifying glass icon. Once you click the icon, you will see a list of trainings completed by the learner, with completion date and time, and the staff who certified them (Fig. 15). To see the exact time and staff member's ID, simply hover your mouse over the icons under Time or Staff column.

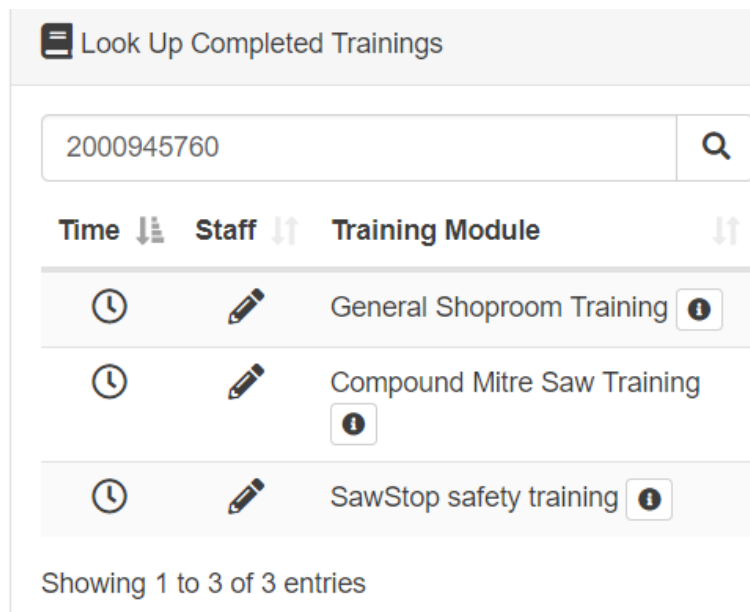


Figure 15: Look Up Training

Manage Trainings

This function allows you to view, edit and add training certificates for devices or device groups (Figure 16). This function should only be used when all the admins have had a meeting regarding the trainings, and have come to consensus for a change/addition of a training.

To add a training, follow these steps:

- 1) Click *Training*, then click *Manage Trainings* from the main menu
- 2) Choose either a device or device group
- 3) Click *Add* button in the *Training Modules* section
- 4) Fill in necessary information in Title, Description, Duration, Required and Class Size rows
 - a) In Required row, choose Y if the training should be required before operating the device in FabLab. Choose N if the training is not required to operate the device.
- 5) Click *Save* to add the training

After completing these steps, a new training certificate should now be added to the list of trainings for the device or device group you've selected.

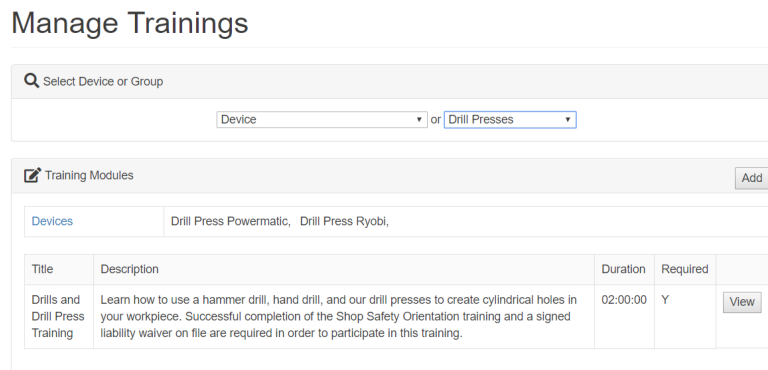


Figure 16: Manage trainings

You may also edit a certificate from [Manage Trainings](#) page. Editing a certificate follows similar steps, but it requires you to find the training to make changes. To edit a training, follow these steps:

- 1) Find the device or device group for your training by choosing the correct device or device group from [Select Device](#) or [Group](#)
- 2) Find the training you want to edit, and click [View](#), which is located at the right side of the [training](#) row
- 3) Click Edit (Fig. 17)
- 4) A confirmation window will pop-up. Click OK
- 5) Make any necessary changes to the training, and click [Save](#) when you are done.

After completing these steps, your training should now be edited.

If you find yourself editing a wrong training, simply click [Go Back](#) button to discard any changes you've made.

Q Edit Training Module for Drill Presses [Go Back](#)

Title	Drills and Drill Press Training
Description	Learn how to use a hammer drill, hand drill, and our drill presses to create cylindrical holes in your workpiece. Successful completion of the Shop Safety Orientation training and a signed liability waiver on file are required in order to participate in this training.
Duration	02 Hours 00 Minutes
Required	Y
File Name	
Class Size	5
Updated On Nov 01, 2017 6:09 pm Edit	

Figure 17: Edit trainings

Users

Access level – Admin only

Add RFID

RFID is a license given to UTA students by FabLab employees to access devices regulated by Juice-Box. From this tab, you can issue RFID to learners (Fig. 18). This step should only be performed by supervisors, as it may require printing a unique ID onto a learner's UTA ID.

To assign an RFID to a learner, follow these steps:

- 1) Type in the learner's ID number under the Assign an RFID to a Learner section
- 2) Type in RFID's HEX Value
- 3) Type in RFID's Decimal value
- 4) After you fill out necessary information, click Add RFID to give the learner RFID

After completing these steps, an RFID should now be granted to the learner

Add RFID



Assign an RFID to a Learner	
ID Number	1000000000
RFID (HEX)	RFID HEX Value
RFID (Decimal)	RFID Number
<input type="button" value="Add RFID"/>	

Figure 18: Add RFID.PNG

Error

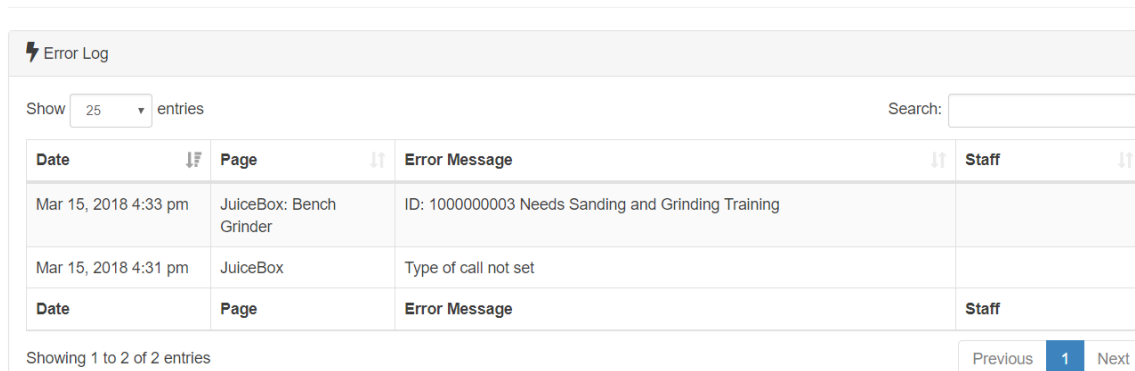
Access level – Admin Staff and up

From this tab, you can view all the previous errors occurred between FabApp & JuiceBox, including details like Date, Page, Error Message and responsible Staff (Fig. 19). Error Log can show 10, 25, 50 can 100 entries per page. To see more entries per page, simply choose desired option from the Show entries dropdown menu.

You can also search for a specific error entrie by using the search bar, located in upper right corner of the Error Log section. As you type in your desired search option, Error Log will upload automatically. Make sure to type correct information in the Search bar, as it serves as an absolute search.

Example: If you type in March instead of Mar, error entries from march will not be shown, as the application only stores dates in shortened date format. Be very specific in your search, and use the absolute words the app recognizes.

Error Log



Date	Page	Error Message	Staff
Mar 15, 2018 4:33 pm	JuiceBox: Bench Grinder	ID: 1000000003 Needs Sanding and Grinding Training	
Mar 15, 2018 4:31 pm	JuiceBox	Type of call not set	

Showing 1 to 2 of 2 entries

Previous **1** Next

Figure 19: Error Log