Introduction

Disasters happen. Pandemics, hurricanes, flood, wildfires; how often have we seen these play out on television? When large-scale disasters strike, the impact to the supply chain is immediate. Warehouses destroyed, roads impassable, airports shut down. The supply chain is stretched thin with increased demand, urgency, and degraded infrastructure.

Additive Manufacturing (AM) has continued to demonstrate its ability to rapidly adjust and scale to meet these challenges. The inherent ability of AM to mobilize and quickly produce a variety of replacement parts — locally, and without the need for transport from some distant factory — can be a literal lifesaver in a disaster response plan.

However, satisfying the need for parts is only part of the challenge. There must be a way to ensure that parts are designed to meet the operational needs during a crisis. Designs that have been vetted, tested, reviewed for function and quality are critical to supporting high-demand recovery operations. That is the niche that the AMCPR (Additive Manufacturing Crisis Production Response) Exchange fills.

AMCPR was developed with the idea that the system would become a community that creates a connected pool of designers, engineers, suppliers, and manufacturers; that could be utilized in times of crisis by local, state, and Federal agencies in need.

Developed in response to the identified need for an AM design repository for parts that have been through a vetting process. Built as a communications platform to connect local and national communities. The system was designed to accommodate online and offline workflows. This facilitates interoperability (or “hand-off”) between Federal Agencies (FDA, VA, NIH, etc.) supporting validation efforts for specific applications.

The system aims to provide proven and tested designs that are ready to be used in times of crisis. AMCPR is not just a design repository. It streamlines the procurement process. The system can also match any design with registered Suppliers who can produce that part, and filter Suppliers on various parameters (distance, certifications, manufacturing processes, etc.) This allows the user to send requests directly to Suppliers asking for a part to be produced.

The COVID-19 pandemic highlighted numerous challenges in our existing supply chains and helped identify how local Additive Manufacturing communities can be coordinated to respond to large-scale crises. AMCPR was developed to offset future challenges by offering a centralized platform for collaboration across the nation. The next time a wide-ranging disaster occurs, and the supply chain is impacted, AMCPR will be ready as a trusted and capable solution for obtaining downloadable, 3D printable designs. AMCPR provides an on-going platform to continue to prepare in advance of these events and act as a clearinghouse to catalog the solutions developed over time.
Login and Account Creation

User Support
For assistance with any problems or questions please reach out for support to:

Jason Saly
Manager of IT and Cloud Services
jason.saly@ncdmm.org
Office Phone: 724-221-7112

Account Creation
To create a new account, go to the site url, and input the username/password that was sent in a separate email.

The site url is: https://www.amcrisisresponse.us

Fill in the account information, and create the new account.

An email will be sent to the input email address with a link to create your password.
Click the link, you will be taken to the user account. This is where the user can update passwords and set preferences. It is accessible by clicking the “Me” link in the header and selecting “Account->Preferences”.

At this time, you must input an initial password. You may also set preferences for receiving Private Messages (used in the Forum), and notifications. This is also where you would designate yourself as a Designer. Someone who can design 3d models.

Clicking the Designer checkbox at the bottom of the page will show the Designer Badge on forum posts, and allow the user to receive messages to the Designer Group. This might include Challenges, Questions, Requests for part designs, etc.

Input a password, and complete the form as much as is desired. Then click “Update”.

You may now log into the system where you will be prompted to complete your profile.
The user will first be asked to supply your personal information.

Let's Complete Your Profile

Additional Profile Information

- Represent a Company
- Address *
- Country *
  - United States
- Street address *
- City *
- State *
- Zip code *
- Primary Phone *

The user will then be asked if you represent a Supplier. Clicking yes will kick off the Supplier Registration portion of the account registration process.

Thank you for updating your information!

The profile has been saved.

Do you represent a manufacturing organization (supplier)?

If so, we need some additional information before we can help connect you with organizations in need.

Yes  No

Supplier Registration

The system validates on the user’s email domain. If it is already registered (e.g., @siemens.com) the user is automatically listed as a member of that company. If the domain is a general one (e.g., @gmail, @yahoo, etc.) then the user can create a new company that will be available for supplier search to generate manufacturing requests. All members of a company have edit permissions. Care should be taken to not make undesired changes. If the user logs out in the middle of a Supplier registration, the system will remember where in the process the user is, and will prompt them to complete it.

The system will ask the user if they want to complete their profile. Click the next button.
The Supplier registration process is very straightforward. The user will be asked if they represent a manufacturing organization. If the user clicks yes, they will be taken through the Supplier registration with a number of required fields and inputs.

The user will first be asked what type of business they are.

They will then be asked to provide any certifications they hold.
The Manufacturing Equipment screen utilizes Senvol data. This allows the user to begin typing an input and the system will prompt with matching equipment in a dropdown. The Senvol database is updated weekly, and should contain all desired machines. If one is not present, please reach out to an Admin.

Input make, model, and quantity, and click “Create Equipment”. Created equipment (and all other data) can be edited or removed, both here, and later from the Supplier link in the user “Me” dropdown in the upper right.

Other Specialties lets the user list other services the company offers. Select any that are applicable.

The Materials screen lists the print materials the Supplier primarily works with. The Materials screen also utilizes Senvol data. This allows the user to begin typing an input and the system will prompt with matching
equipment in a dropdown. Manual inputs are not allowed. The selected exact material will automatically populate the levels further up the Materials Hierarchy such as Material Type and Material Category.

Begin inputting a material in the field. Select from the dropdown.

Click the “Add Another button to add the material to the list. The user may also add general material types in the field below. This also works off the Senvol Database, and can be used if exact materials are not known, to allow for product matches at a higher level.

Input the desired information and click the “Save” button. Not all fields are required, however, Supplier matching is done with a faceted drilldown. Therefore, the more information that is input, the higher likelihood of a match with prospective manufacturing requests. The system will save any input data, and the registration can be completed in stages if desired. The system will continue to prompt you to complete the registration on login until it is finished.
Account Editing
Profile information (both Personal and Supplier), may be changed on the User Profile dropdown, as seen below.

Click into the Me dropdown in the header.

Click Personal Profile to view/edit that information. Or the Supplier Profile to edit any information input during the Supplier Registration.

Account Preferences takes the user to the password update page where they can change their password if desired.

Site Navigation

Logging on
Navigate to the site url.

The site url is: https://www.amcrisisresponse.us

Login using your account information.
**Header navigation**

The user can accomplish basic navigation from the Home page. The menu dropdown in the upper right corner provides many useful links to the Home Page, About page, Design Search, Submit Design, Account, Dashboard, and Logout.

![Header Navigation Image](image)

The Dashboard Icon or dropdown takes the user to their Dashboard where they will find a menu on the left for various personal functionalities. Clicking these links displays the relevant page on the dashboard. The number of available links will depend on which account the user is logged in as. A Screener will see a Screener link while a Reviewer will not. Likewise, a Supplier/Designer/Requester will not see either a Screener or Reviewer link. The Supplier link will show to users who registered as a Supplier. Some links shown below are for Admins only. These include Challenges, Stats, Analytics, Design Requests, and Admin.

![Dashboard Image](image)
Designer

The Designer link shows all designs that user has submitted. It will also show the status of those designs, and whether a resubmit for a rejected design is necessary.

Screener

The Screener link will show all designs that require screening. Once screened, that design will vanish from the Screener’s queue.

Reviewer

The Reviewer link will show all designs that require Reviewing. Once that design is passed, it will vanish from the Reviewer’s queue.

Challenges (Admin only)

The Challenge link will take the user to the Challenge page, where new Challenges may be created or existing ones edited.

Design Requests (Admin only)

The Design Requests link takes the user to the Design Requests page. Here a list of all Design Requests and any attached files are available for review.

Supplier (only available to registered Suppliers).

The Supplier link goes to the Supplier page. Here the Supplier will receive any Product Manufacturing Requests.

Notifications

The Notifications link takes the user to the Notifications page.

There the user will see all notifications with the most recent unread at the top. The Section column shows the persona each message relates to. The Sender column shows who sent the message, and the Sent column
shows how long ago the message was sent. The Action column might show a link to a function
(Review/Screen) if that notification deals with such. (As an example: A Reviewer might get an email notifying
them there is a design to review, with a link in the Action column to that design).

The user can mark notifications as read/unread or archive them by selecting an action from the dropdown,
check the desired notifications, and apply the action to them.

Stats (Admins only)

The Stats link displays important system data. The items currently being tracked include number of design
views, number of design downloads, most downloaded, most favorited, etc.

Analytics (Admins only)

The Analytics link will take the user to the website statistics page Which will have user and website usage data
from Google Analytics graphically displayed.

Admin (Admins only)

The Admin link takes the user to the Manage Groups page. Here, new Groups can be created by entering a
name in the field and clicking “Create Group”. Groups can be created to limit access to certain models,
Challenges, etc.

Notifications Icon

The bell icon will show the number of unread notifications. Clicking it will generate a popup displaying the
most recent notifications for that user. All notifications can be viewed by clicking the View All Notifications
button. Notifications can also be accessed from the Notifications link in the user’s dashboard; as seen in the
previous screenshot.
Search
Clicking on the search icon will take the user to the search page (the user can also click on “Search” on the Home Page).

Search Page
The search page lets the user search for models based on specific criteria. Whether this is use of a keyword, or narrowing search parameters by using the facets on the left.
Facets may be selected to filter the results, and these can be stacked to “drill down” to the designs that meet the user’s requirements. Facets may be added by clicking on the link under the category headers, selected facets appear as green highlights at the top under Filter. They may be individually removed by clicking the small “x” at the right in the green block.
The Per Page dropdown allows the user to select the number of displayed designs per page (12, 30, and 120), and the View Style alters the manner in which the designs are displayed. (Gallery, thumbnail, and list formats)

Design Page

Clicking into a Design takes the user to the Design Page. The Design Page contains all the useful metadata on the design, as well as all attached files. The Model Info tab shows key metadata related to the design.
Description shows the general description of the design.

File downloads displays all files associated with the design. Click on a file to download. Files uploaded by Reviewers (test documentation, etc.) are only visible to Admins. The .zip download will download all files.

<table>
<thead>
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<th>Files</th>
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<tr>
<td><strong>TIP</strong></td>
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<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Assembly Instructions</td>
</tr>
<tr>
<td>General Instructions</td>
</tr>
<tr>
<td>STL File</td>
</tr>
</tbody>
</table>

Images

- 2 in coupling.png
- 3.png

Comments shows any user comments that are made on this design, along with any Screener/Reviewer comments (Screener/Reviewer comments visible to Admins only).
Edit will allow the user to alter information or files associated with that model. This will send the new version of the model through another approval cycle; with Screeners and Reviewers examining the changes. The design will not update to the new version until the changes are approved.

Permissions allows the Admin to restrict access to a specific design by assigning it to a Group containing the users that are to be granted access. Clicking the icon takes the Admin to the Permissions page. Here the Admin can select from all existing Groups and limit design access.

To set a design to Group permissions, select a Group from the dropdown and click “Confirm”.

Note: Group Permissions can only be done on a design designated as Private. Public designs cannot be limited in this fashion. To do so, the design must first be edited and updated to Private.
This takes the user to the Favorites Page. Here they can access any Favorited design by clicking on it. To remove a design, click the checkbox next to it and then the delete button.
Supplier Search

The Start Order button will take the user to the Supplier matching page. Here the user can select from a list of available Suppliers who can manufacture that part. These Suppliers can be further filtered by using the list of facets to the left, distance from a zip code, or keyword search.

![Supplier Match Results](image)

Clicking on the “Select” button, will generate a popup that will initiate an email to that Supplier with the selected model information. The popup allows the user to include additional contact and part build information. Clicking “Send Request” will send the email to the selected Supplier.

The system will remember any input information from the request popup. This simplifies making requests to multiple suppliers.
Design Request

If none of the available designs meet the user's requirements, they can request that one be created. This will send notifications to the Admins, who can review this request and decide whether to issue a Challenge, or otherwise leverage the AMCPR Designers to fulfill this need. Design Requests are done from the Search page by clicking the “Request it Here!” button.

Clicking the “Request it Here!” button generates a popup where the user can make a request in a text field, attach any relevant files, and click “Suggest Design”.

Search Parts
The request will appear in the user’s Requester link on the Dashboard, and on the Admin’s, Design Requests link.

Challenges

NCDMM Admins can schedule AMCPR Challenges. These activities involve the notification of users to a problem, issue; or a competition that the Admins had created to elicit design submissions.

Challenges will appear on the Home Page carousel. users can click into these much like a design on the Search page.
The user can participate in the Design Challenge by clicking into the Challenge from the Home Page, and then clicking Submit Design. The Subscribe button allows the user to be notified of any changes or updates regarding the Challenge. *(Note: This is a placeholder for future functionality)*

Design submissions to Challenges must come from the Challenge page. They cannot be uploaded through the general design submission path.

**Design Submissions**

Design submissions are accomplished from the Submit Design page. Click on the menu dropdown in the upper right corner, and click the Submit Design link. Or Click “Submit Design” from the Home page.

The user will be taken to the Design Submission page. There they will have two options for the design path, Production Ready, and Collaboration.

Production Ready is for parts the Designer believes are ready for use. Collaboration is for a design the submitter would like community input on. Consider these to be prototypes that are not available or visible to search by the general user community. Collaboration designs should be set to Private. Then the user may
contact an Admin to request users be added for access. Both paths follow the same build process. Select either path. Agree to the User Agreement.

Select Submission Path

Submit a Production Ready Design
This type of submission is for a production ready design to meet a request from the needs community or any other identified need that AM announces or informs designers about.

Start Production Ready Submission

Submit Design for Collaboration
Collaboration Submission is for cases where a designer/submitter wants the AMCRP Exchange community to help refine and develop a design.

Start Collaboration Submission

Agree to the User Agreement.

Submit a Design

Unsolicited information submitted to the AMCRP platform will be reviewed for applicability by the America Makes team. Once reviewed by the America Makes team, submissions may be:

- Marked for further detailed review
- Released to the Public Domain
- Marked as N/A and Archived (not for public consumption)

Information submitted upon the request of the America Makes team (i.e. Challenges, Sprints) will be controlled by the appropriate funding sponsor agreement. Please review those specific agreements prior to submitting information.

Agree Disagree

The Submit TDP page will track if an existing Design on the chosen path had been started and not finished. The user will be asked if they wish to resume the previous design. Click “No, Start a new Design Submission” to start a new design.
Input a Design Title. This and the Model Number will show up on the design tiles on the Search page.

The user is presented with three workflow paths:

Simple: A simple part that requires the minimum amount of metadata and file uploads.

Medium: Complex part that requires a greater number of required metadata and file uploads.

Mission Critical: A part that necessitates the maximum level of validation and has the most required fields and file uploads.

The process is the same for all three workflows, but the number of required fields will vary greatly.

Note: Please see associated document AMCPR Upload Requirements for all required and optional data for each upload path. This is available in the link below the Submission path (Detailed Upload Requirements).
The required data and files for each path are listed below.

**Simple Complexity**
Requires the least amount of data and file uploads to pass review and be made available to users for search and download. This complexity is for simple parts intended for non-critical applications primarily consisting of plastics.

1. Assembly Data: Text Field {Optional}
2. Descriptive Metadata: Text Field {Required}
3. Work Instructions: File Upload {Required}; Accepted formats - RTF, PDF, DOC, DOCX, ODT
4. STL File: File Upload {Required}; Accepted formats – STL

Note: Simple Complexity now allows for optionally attaching all files that are required for the Mission Critical path. This allows the user to add any of that information if desired. These upload locations are available in various dropdowns along the Simple upload path.

**Medium Complexity**
A part requiring some support structure features to aid during the print, and mild post processing. Requires a greater number of data and file uploads than Simple Complexity.

1. Assembly data: Text Field {Optional}
2. Descriptive Metadata: Text Field {Required}
3. Work Instructions: File Upload {Required}; Accepted formats – TXT, RTF, PDF, DOC, DOCX, ODT
4. STEP File: File Upload {Required}; Accepted formats - STEP, STP
5. Model Validation Certificate: File Upload {Required}; Accepted formats - PDF
6. Native CAD Model and Version: File Upload {Required}; Accepted Formats – CAD, ASM, PAR, PASM, PWD, DWG, DXF
7. General Work Instructions: File Upload {Required}; Accepted formats – TXT, RTF, PDF, DOC, DOCX, ODT
8. STL File: File Upload {Required}; Accepted formats - STL
9. Work Instructions: Post Processing Procedure: File Upload {Required}; Accepted formats - TXT, RTF, PDF, DOC, DOCX, ODT
10. Quality Docs: File Upload {Required}; Accepted formats; TXT, RTF, PDF, DOC, DOCX, ODT

**Mission Critical Complexity**
Mission and safety critical parts requiring tight tolerances, complex post processing procedures, and quality assurance procedures. Parts identified as Complex require the most supporting documentation, and will normally go through a detailed review process. The Complex path is generally required for any requested Badging.

1. Assembly data: Text Field {Optional}
2. Descriptive Metadata: Text Field {Required}
3. Data List: File Upload {Required}; Accepted formats - TXT, RTF, PDF, DOC, DOCX, ODT
4. End Use Considerations and Instructions: File Upload {Optional}; Accepted formats - TXT, RTF, PDF, DOC, DOCX, ODT
5. STEP File: File Upload {Required}; Accepted formats - STEP, STP
6. Model Validation Certificate: File Upload {Required}; Accepted formats - PDF
7. Native CAD Model and Version: File Upload {Required}; Accepted Formats – CAD, ASM, PAR, PASM, PWD, DWG, DXF
8. 3DPDF/Notes: File Upload {Required}; Accepted Formats – TXT, PDF, DOC, DOCX
9. 2D Drawings: File Upload {Optional}; Accepted Formats - PDF
10. General Spec: File Upload {Required}; Accepted Formats – TXT, PDF, DOC, DOCX, ODT
11. Feedstock Specs: File Upload {Required}; Accepted Formats – TXT, PDF, DOC, DOCX, ODT
12. Standards: File Upload; {Required}; Accepted Formats; TXT PDF DOC DOCX, ODT
13. Special Packaging Instructions: File Upload {Required}; Accepted Formats - TXT, PDF, DOC, DOCX, ODT
14. General Work Instructions: File Upload {Required}; Accepted formats – TXT, PDF, DOC, DOCX, ODT
15. STL File: File Upload {Required}; Accepted formats - STL
16. Work Instructions: Post Processing Procedure: File Upload {Required}; Accepted formats – TXT, PDF, DOC, DOCX, ODT
17. Work Instructions: Build Plan: File Upload {Required}; Accepted formats – TXT, PDF, DOC, DOCX, ODT
18. Work Instructions: Build Process Parameters: File Upload {Required}; Accepted formats – TXT, RTF, PDF, DOC, DOCX, ODT
19. Required Supplier Certifications: Text Field {Required}
20. Quality Docs: QA Requirements: File Upload {Required}; Accepted formats – TXT, RTF, PDF, DOC, DOCX, ODT
21. Quality Docs: NDT Techniques: File Upload {Required}; Accepted formats – TXT, RTF, PDF, DOC, DOCX, ODT
22. Quality Docs: Material Verification Plan: File Upload {Required}; Accepted formats – TXT, RTF, PDF, DOC, DOCX, ODT
23. Quality Docs: FAT Requirements: File Upload {Required}; Accepted formats – TXT, RTF, PDF, DOC, DOCX, ODT
24. Supplemental Docs Quality Docs: File Upload {Optional}; Accepted formats – TXT, RTF, PDF, DOC, DOCX, ODT
25. Equipment Calibration and Maintenance Requirements: File Upload {Required}; Accepted formats – TXT, RTF, PDF, DOC, DOCX, ODT
26. QIF File: File Upload {Required}; Accepted formats - TXT, RTF, PDF, DOC, DOCX, ODT

Note: All required files for each path are denoted by a red asterisk. {*}

As an example. Select the simple workflow, select a file to upload an image for the thumbnail. Click Next.

The user will be asked if there are build instructions, if they select yes, they will have an optional file upload; along with any associated design URLs they wish to input.

Submit a Design

Click Next.
Public/Private
Select Public/Private. A Public design is viewable by all AMCPRI users. A Private design is only visible to the Submitter and AMCPRI Admins. As previously mentioned, a user may have an Admin create a group for that design, and add users who may have access. Choose one and click Next.

Input any information in the Description field. Materials are mandatory. This is required for Supplier Matching if the part is requested. The Material data is pulled from the Senvol Database, and can be input in multiple ways. The high-level Material Category dropdown is the simplest, but least precise method of entry. Using the Exact Material field will generate a dynamic dropdown of selection based on the input characters. If a material is selected in this fashion, the system automatically backfills the other material fields.
After selecting the desired material, the user can define which AM Process should be used for this design. They can specify any required Certifications that the producing company should have. Multiple Certs can be selected by using the Control button. Finally, the “Advanced” dropdown will display optional file attachments for Data List and End User Considerations. Click “Next”.

The second Advanced dropdown on the TDP Package page lists more optional file uploads from the Mission Critical path that can be used if desired. Click “Next”.

Attach the General Work Instructions and the .stl file. These are the last two required files. The Advanced dropdown lists more optional file uploads if desired. Click Next.
The Testing Requirements page has yet another Advanced dropdown with optional file attachments. Click “Review”.

Review the data and click Submit.

The design has now been submitted for review. The user will receive an email saying the design was submitted, and the design will now appear in the Designer tab on the Dashboard. The status of the design will change as it is assessed.

If any reviewer rejects a design, the user will receive an email notification listing the reason. They may then go to the Designer page and click the “resubmit” link next to the model. This takes the user back to the Design Submission pages where they can add/edit in order to address the Reviewer’s concern.

**Offline Viewer**

The offline viewer is designed to allow a user to access AMCPR designs in locations where network access is unavailable. The user may save designs to their offline list, and then download them using the offline viewer. This offline viewer replicates a simplified version of the AMCPR Search page and contains a rudimentary keyword search function. This functionality can be invaluable when in an area without power or network access. The user can save any number of designs which can be searched and downloaded to print critical parts.
The offline list is accessed by clicking the Me in the header and then the Offline Exports link.
This takes the user to the Offline List. Here, the user can manually remove designs by selecting a check box and clicking Delete Selected.

To download the viewer. Select the desired designs by checking the appropriate checkboxes. Or select the checkbox next to Repository to select all. Then click “Export selected”.
This takes the user to the Offline Export page. This will show the most current request at the top, and display the Job ID and the status; which will initially be Submitted. Click the Refresh button at the bottom to update the status. Once it says Succeeded, the Download button will appear. Click this to download the viewer.

The viewer will download to whatever location the user has specified for general download. It will be in a .zip file. The length of time required will depend on the number and size of the files being downloaded. There is no limit to the number/size of the files that can be downloaded using the Offline Viewer. However, the length of time to assemble the package and download will increase as size/number increases.

Click into the file and extract all. (The viewer cannot be launched directly from the .zip, and must be extracted prior to use).
Once extracted, double click the executable file (run.bat). This will launch the viewer.

Double clicking the run.bat will generate a Spring popup. This is normal. Do not close this window or the viewer will close.

The Offline Viewer will open in a new browser tab (whatever you default browser is set to).

You will see a simplified version of the AM CPR Search Page. The user can do keyword searches to locate a desired design.

Clicking into a design, the user can see all metadata and files. There is a View Raw Data button at the top, which presents the metadata in a JSON format. The downloadable files are located at the bottom of the page. Clicking
on one will download it.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Title</td>
<td>COVID-19 BIONTECH PFIZER VACCINE HOLDER</td>
</tr>
<tr>
<td>Description</td>
<td>Holder for the COVID-19 BIONTECH PFIZER vaccine. It is transportation of the vaccine by medical personnel.</td>
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<td>11:33:22</td>
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</table>
Admin functions

**Screener Notifications**

Screener are the initial Reviewer who assesses the design, places it in either a Simple or Detailed Review, and assigns Reviewers to each stage. Users with the Screener role will see emails telling them there is a design to screen. A link in the email will take the Screener directly to the Design Review page.

Note: The screener must be logged into AMCPR for this link to work.

A notification will also appear in the Screener’s notification page. Notifications can be archived or marked as read by selecting an action from the dropdown, checking the desired checkboxes, and clicking “Apply to selected items”.

**Screener Review**

Login as a Screener, go to the dashboard, and click into the Screener link. (The user will also see a notification popup in the notifications tab, and a number in the bell icon in the header alerting you to the new notifications)

The most recent design is at the top of the list. Click into the “Screen Design” button.

The design information is displayed. Scroll down and inspect all data and files. Input any comments (Required) and select Simple or Detailed Review. Simple Review will only send the design to a single Reviewer who will pass or Reject the design. The Detailed Review will generate multiple dropdowns for the Screener to select from. The Screener must assign a Reviewer to each stage of the Detailed Review process. This will kick off emails to Reviewers.

If a Simple Review is selected. The Screener picks the desired Reviewer from the dropdown. Inputs something in the Screener Notes, and clicks Passed Screening.
Use the same process for Detailed Review, but ensure that a Reviewer is selected from the dropdown for each stage. The same Reviewer may be selected for multiple review steps. They will show up as a dropdown under that design.

If the Screener Rejects a design, an email to the submitter will be generated that informs them of this.

Once the Screener passes the design. The email address for the Reviewer(s) and Submitter will each have a new email. The Reviewer’s informing them they have a design for review, along with a notification. The design will now appear under their Reviewer tab. The Submitter’s email will say their design is under review. The Submitter will also see the status for their design change to Under Review on the Design tab.
Reviewing a Design

Login as the Reviewer (Some accounts can be both Screener and Reviewer). Go to the Dashboard and Reviewer Tab. You will see the design. Click into the link to do the review. Simple Reviews will show “Review Design” in the link, while Detailed Reviews will list the specific design and its status.

The Reviewer should go over the design as required by the type of review, input the required comments in the notes screen, and click either “Passed Review” or “Not Passed”. The Reviewer can also attach any necessary files using the “Choose Files” button. This is useful if testing results or other such documentation are required.

If the design is Rejected at any point, the Submitter will get an email informing them of this along with any remarks as to why it failed. The Submitter may then go to their Designs page, and the rejected design will have a Resubmit link showing.
The Submitter may click the link which takes them to an edit page where all design information is available to be updated. They may make any requested changes and resubmit the design, which notifies the rejecting Reviewer with an email and internal notification, who will then reassess.

This process can be repeated as many times as needed, by as many different Reviewers as necessary. Reviewers who have multiple Review steps will see those as a dropdown. The status next to each will change as progress is made.

The Final Review cannot be done until all other reviews are complete. A list of uncompleted reviews will show at the bottom of the Final Review page.

Once Final Review is “Passed”, the Submitter will get an email informing them their design is approved. The design will be visible to search in AMCPR at this point.
Challenge Creation/Edit

**Challenge**

Admins can create and edit Challenges from the Challenge tab on their dashboard. Edits and deletes can also be done directly from the Challenge page by clicking the Edit button or the Delete Link. (only visible to Admins).

The Challenge Start Date and Challenge Submission Deadline will show the user the timeframe for the challenge, and will also automatically load the Challenge into the carousel on the Home Page. It will also remove the Challenge after the Submission date is past. This helps to minimize Admin workload.

Full instructions are in the Admin User Guide.

**Badging**

Admins have the ability to assign Badges to Designs. This allows the admin to bring attention to a specific characteristic, capability, or award that design possesses. This might be a specific approval workflow (NIH, VA, etc.), or highlighting the fact that the Design was a Challenge winner. New badges can be created by selecting the badge icon and then giving it a name that will show up on mouseover. There is no limit to the number of badges that can be assigned, but the Admin should be cognizant of the cluttering that can occur on the thumbnail if too many Badges are applied to one Design.

Badges appear on the model tile on the search page when in Gallery mode. Users may request specific badges if desired.
The badges also appear on the Design page, with the icons showing below the thumbnail (Mouseover also generates a popup here), and a description under Part Information.

Badges are dynamically updated on the Search page facets to simplify filtering. This allows the user to quickly see all designs with a specific badge.
The changes are immediately reflected on the Search and Design pages, as well as dynamically on the facets.

**Forums**

AMCPR provides a forum where users can exchange ideas, collaborate, ask questions, or just hang out.

The forum is available to all, but only registered users may post comments or start new threads. The forum is accessed by clicking the “Hamburger” in the upper right corner of the header, and selecting AMCPR Forum from the menu.

The forum is broken down by area, with each area showing the last post.

![Forum Table](image)

Clicking into an area shows the threads in that area.
Clicking into a thread, takes the user to that thread. The “Subscribe” Icon at the top allows a user to subscribe/unsubscribe to a thread. They will get emails and internal notifications if any changes or comments are made to that thread. This is very useful for tracking updates on a desired topic, without having to constantly login to check. Subscribed threads can be accessed by clicking on the “Me” icon in the header and then “Subscriptions.

Designs can also be associated with a thread (as will be discussed later), with the link taking the user directly to that model.
To add a comment to a thread, scroll to the bottom of the page and simply type in the input field. A subject is optional. Pictures may be added to a comment by clicking the “image” icon and selecting from the file explorer popup.

Each post will show the user’s Author Panel. This will display information regarding that user. Their username, the company they represent (if any), online status, whether they are a designer, and any badges they might have. Mouseover a badge to see the descriptive text. Some badges are assigned by the system (Designer, Supplier, etc.) Some are awarded for actions within the system (Collaborator, Expert, etc.) The available badges are listed on the forum rules in the FAQ thread in the Admin section.

Clicking the “reply” button within a post will reload the page and display another comment input area (as shown above) with the replied-to post above. When replying directly to a post, rather than the thread, your comment will be indented under that post. This allows for conversations within a post that do not get confused with comments regarding the thread itself.
Clicking on the user name in the Author Panel will take you to that user/s profile page. Here, you can see the user profile and can send them a Private Message if desired.

**Private Messages**
The Private Message functionality works similarly to posting a comment. The message defaults to the user being PM’ed, but allows for additional users to be added in the “To:” field. Like posting a comment, images can be added to the PM by clicking the “image” icon.
Create New Forum Topic
To create a new thread. Click the “Add new forum topic” button at the top of the main forum page, or in one of the forum areas. You will be taken to the Create a Topic” page.

Choose a title in “Subject” (the title of the new thread), which forum area it will go in from the “Forums” dropdown, and input your post text. You can link a post to a design by copying the url for that design, and pasting it in the “Link to Design” field. To do this do a search, select a design, click into it (go to the Design Page) and simply copy the url in the browser. Click Save when done. You post will appear immediately.

Groups
Some areas of the forum might not be visible to all users. Specific groups can request their own private areas to interact. It is necessary for the user to reach out to an Admin (See FAQ under the admin Area of the Forums) to request that they be made a part of any group.

It is recommended that all users read the Forum FAQ post and understands the rules for forum usage. Admins monitor the forum posts and can edit/delete/lock posts or entire threads if they feel it is necessary. Users can also be blocked from forum use if they continue to disregard forum rules.
This guide is intended to assist users in navigating and using the AMCPR site. It will be updated as new functionalities are added. If you still have questions, please reach out to the site Support Admin listed at the beginning of this document.