



# Extruder Tracking (MIC)

Extruder tracking process in the Asset Management System (AMS) for the Makerbot Innovation Center (MIC)

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## Create Asset

[Back](#)

?

Company

Terrapin Works

x

▼

Asset Tag

TW-0345

Model

AM Equipment - MakerBot Industries Smart Extruder Plus

x

▼

New

Status

Ready to Deploy

▼

New

Checkout to

User

Asset

Location

Checkout to

Select a User

▼

New

Serial

SA038015

Asset Name

TW0345

Purchase Date

Select Date (YYYY-MM-DD)

📅

Supplier

Select a Supplier

▼

New

Order Number

Purchase Cost

USD

Warranty

months

Notes

✓

Default Location

Select a Location

▼

New

☐ Requestable

Upload Image

Select File...

Accepted filetypes are jpg, png, gif, and svg. Max upload size allowed is 8M.

Cancel

✓ Save

## Step 1 — Create New Extruder

Create Asset

Company: Terrapin Works

Asset Tag: TW-0345

Model: AM Equipment - Makerbot Industries Smart Extruder Plus

Status: Ready to Deploy

Checkout to: [User/Asset/Location]

Checkout to: Select a User

Serial: SA038015

Asset Name: TW0345

Purchase Date: Select Date (YYYY-MM-DD)

Supplier: Select a Supplier

Order Number: [ ]

Purchase Cost: USD

Warranty: months

Notes: [ ]

Default Location: Select a Location

Requestable: [ ]

Upload Image: Select File

Accepted filetypes are jpg, png, gif, and svg. Max upload size allowed is 5M.

Cancel Save

- Create New Asset, following ["Navigating Assets Step 5"](#), with the following information
    - Select Terrapin Works as Company
    - Select Smart Extruder Plus as Model
    - Select Ready to Deploy as Status
    - Input the serial from the back of the extruder as Serial
    - In the Notes, write "New [Current Date]"
  - Save
- ★ Don't forget to create a label with the Asset Tag and put it on the extruder

## Step 2 — Checkout Extruder to Printer

Checkout Asset

Asset Tag TW-0341

Model Smart Extruder Plus

Asset Name

Checkout to ☐ User ☒ Asset ☐ Location

Asset

Checkout Date

Expected Checkin Date

Notes

- Checkout Asset, by selecting the checkout button in the column view or the Actions button in the asset details page. Include the following details.
  - Checkout to Asset
    - You can search for the exact asset by typing out the Asset Name
  - Select the correct date as Checkout Date
- Save

## Step 3 — Checkin Extruder for Repair

Checkin Asset

Asset Tag TW-0310

Model Smart Extruder Plus

Asset Name TW0310

Status Broken - Pending Repair / RMA

Location Select a Location New

Checkin Date 2020-01-03

Notes

Cancel Checkin

- Checkin Asset, following ["Navigating Assets Step 7"](#), with the following information

- Select Broken - Pending Repair / RMA as Status

- Add note describing the issue with the extruder.

- ① You can always come back and change the notes later by editing the asset. You can edit the asset by selecting the yellow pencil button from the column view, or the Actions button from the asset details page.

- Save

**⚠ Make sure to place extruders being checked in for repair into a labeled xs bag in the Needs Repair bin**

## Step 4 — Update Extruder once fixed

Asset Update

SE135 (TW-0289)

Company: Terrapin Works

Asset Tag: TW-0289

Model: Smart Extruder Plus

Status: Ready to Deploy

Serial: SA057285

Asset Name: SE135

Purchase Date: Select Date (YYYY-MM-I)

Supplier: Select a Supplier

Order Number:

Purchase Cost: USD

Warranty: months

Notes: New 8/19  
12/12/19 heater temperature sag

Default Location: Select a Location

Requestable

Upload Image: Select File...

Accepted filetypes are jpg, png, gif, and svg. Max upload size allowed is 8M.

Cancel Save

- Edit the asset by selecting the yellow pencil button from the column view, or the Actions button from the asset details page. When an extruder is fixed change the following details.
  - Select Ready to Deploy as Status
- Save
- Proceed to Checkout Extruder if the extruder is going immediately back onto a printer

## Step 5 — Retire Extruder

Asset Update

TW0296 (TW-0296)

Company: Terrapin Works

Asset Tag: TW-0296

Model: Smart Extruder Plus

Status: Archived

Serial: SA057331

Asset Name: TW0296

Purchase Date: Select Date (YYYY-MM-I)

Supplier: Select a Supplier

Order Number:

Purchase Cost: USD

Warranty: months

Notes: Retired for electronic component failure.

Default Location: Select a Location

Requestable

Upload Image: Select File...

Accepted filetypes are jpg, png, gif, and svg. Max upload size allowed is 8M.

Cancel Save

- Update asset, by selecting the yellow pencil button from the column view, or the Actions button from the asset details page. When retiring, include the following details:
  - Select Archived as Status
  - Input the reason retired and the date in the Notes section
- Save
- ☑ Remember to checkin any extruders before retirement

