

Introduction

The expenditure of filament and other consumables is tracked via a website called the Asset Management System. For example: any time an entire filament spool is used up, the total count of spools is reduced by one.

Step 1 — Locate the Consumable (Manual)

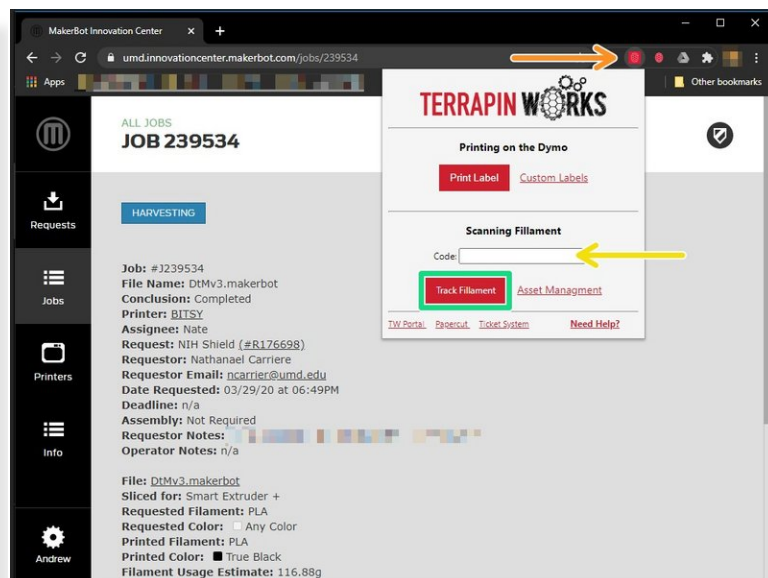
The left screenshot shows the 'Consumables' page with a search bar containing 'PLA'. A yellow box highlights the search bar, and a green box highlights the 'Location' column header. A blue arrow points to the 'PLA (Black) MH' entry in the table.

Name	Category	Model No.	Item No.	Total	Remaining	Min. QTY	Location	Order N
Build Platform	Material (SLA, Formlabs)	BP-F2-01		12	12	4	AFL Prototyping Studio (2123)	
PLA (Army Green)	Material (FDM, MakerBot)			14	14	3	MIC (1103)	
PLA (Army Green)	Material (FDM, Assorted)			2	2	1	AFL Prototyping Studio (2123)	
PLA (Black)	Material (FDM, Assorted)			2	2	2	AFL Prototyping Studio (2123)	
PLA (Black)	Material (FDM, Assorted)			3	2	0	AFL Prototyping Studio (2123)	
PLA (Black)	Material (FDM, Assorted)			4	4	0	MIC (1103)	
PLA (Black) MH	Material (FDM, MakerBot)			17	17	10	MIC (1103)	
PLA (Blue)	Material (FDM, Ultimaker)			2	2	0	AFL Prototyping Studio (2123)	

The right screenshot shows a detailed view of the consumable entries with columns: Name, Category, Model No., Item No., Total, Remaining, Min. QTY, Location, Order Number, Purchase Date, Purchase Cost, In/Out, and Actions. The 'PLA (Black) MH' entry is highlighted.

- Visit the AMS at its url, assets.tw.umd.edu
- Select the **teardrop** from the toolbar to reach the consumables page
- Search for the consumable with the search bar
- Pay attention to...
 - The location
 - The brand of the consumable (e.g. **MH means MatterHackers brand filament**)
 - Scroll to the right and click the **pencil icon** for the appropriate entry to edit the quantity remaining

Step 2 — Locate the Consumable (Automatic)



- Locate the USB bar code scanner and plug it into your computer
 - In the MIC, it is at the front desk
- Click on the TW Chrome Extension to present more options
- Click the code box to put your cursor inside and scan the barcode on the label of the filament spool to enter the code
- Select Track Filament to reach the filament's page on the AMS

Step 3 — Update the Stock

The screenshot shows the 'Update Consumable' form in the Terrapin Works system. The form is for 'PLA (Black) MH' and includes the following fields:

- Company: Terrapin Works
- Consumable Name: PLA (Black) MH
- Category: Material (FDM, MakerBot)
- Manufacturer: MatterHackers
- Location: MIC (1103)
- Model No.:
- Item No.:
- Order Number:
- Purchase Date: Select Date
- Purchase Cost: USD
- Quantity: 17 (highlighted with a red box)
- Min. QTY: 10
- Upload Image: Select File... (Accepted filetypes are jpg, png, gif, and svg. Max upload size allowed is 8M.)

The 'Save' button is highlighted with a red box. The form also includes a 'Back' button and a 'Cancel' button.

- On the following page, **reduce the Quantity** by one by typing in a new number
- If the **Quantity** falls at or below the **Min. QTY**, slack the LC of the Lab and inform them
- When you have updated the Quantity, select the gray **Save button**

The AMS has been updated to reflect the proper stock quantity.