

USER MANUAL



Beta Release Software & Manual

Beta version manual compiled on July 12, 2003



We take the guesswork out of injection molding

Preface

[About Feamold...](#)

Feamold Inc. is a Troy, MI based company specializing in injection molding process simulation. Feamold Inc specializes in providing design optimization services to the automotive industry using analytical and statistical methods. For further information about Feamold or this report, you can contact us at (248) 680 - 4628.

[About this document...](#)

This document is a beta version manual for the beta release of the Feamold Online Project Manager program.

This document can also be viewed online/downloaded from the Feamold web site www.feamold.com or from the Feamold Online main page (click on the question mark icon at the top right corner).

If you received this document via email, it means that you are participating in one of the projects selected for beta testing the Feamold Online program. You will/should have received a separate email from the person inviting you to participate in the project.

Feamold Online is in Beta Phase. We at Feamold see it as a tremendous leap in managing analysis projects and expect it to improve our ability to serve you and the program tremendously. We hope that you will like it. Please give us your feedback. Good, bad, or ugly.

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Introduction

1. INTRODUCTION

Thank you for participating in the Beta release of Feamold Online.

We appreciate your patience, and welcome any feedback regarding bugs/functionality.

To access Feamold Online, go to our web site www.feamold.com and click on the icon



1.1. WHAT IS FEAMOLD ONLINE ?

Feamold Online is the new face of Feamold Inc. It is a new interface developed by Feamold Inc., to better serve our customers.

It is a secure, common, “always on” method to communicate information as well as data, and analysis results to the entire product development team.

The advantage of using a common forum for all these issues, is that it provides very high accessibility as well as accountability. You have very good control over the release of any information. All feedback/communication is saved, and can be reviewed later if necessary.

As you add more and more projects, it serves as a virtual knowledge like an on line “good practices manual”.

1.1.1. IS IT SECURE ?

Yes.

Feamold Online is a secure password protected environment. The team leader (known as Requestor) can specify exactly who can access what kind of data.

1.1.2. HOW MUCH DOES IT COST ?

Nothing.

Feamold Online is a free service offered to our client base.

1.1.3. WILL I NEED SPECIAL SOFTWARE ?

No.

Feamold Online uses your standard web browsers (IE or Netscape). We recommend that you download the latest version of these free programs, to be able to access all the functionality built into Feamold Online.

You will also need the Adobe PDF reader, which can also be downloaded for free, (or is pre-loaded on most PCs).

Introduction

1.1.4. WHAT DOES FEAMOLD ONLINE DO ?

Feamold Online is an online Project Manager and Data Manager. It allows you to :

- 1) Submit an RFQ to get a quote for analysis.
 - a. Define your objectives, as well as provide specifications such as material grade, press capacity etc.
 - b. Based on the objectives specified by you, the program automatically determines what additional, and what types of analyses need to be performed, to complete the project.
- 2) Define a project team.

You define who else is permitted/invited to participate in the project in various roles (more on roles later).
- 3) Upload CAD data.

You no longer have to deal with arcane and complicated FTP protocols, or write out CDs. Uploading information to Feamold is as easy as clicking a button.
- 4) Get quotes.

When you submit an RFQ, we will respond within 24 hours. You (only person initiating the project and/or authorized individuals) can view/print the quote using Feamold Online.
- 5) View project schedule/status
Once you approve the quote and issue a PO, a Feamold job # is assigned to the project, and the project schedule is posted online. The project status is updated, depending on the phase it is in for example modeling/analysis/final report etc.
- 6) View intermediate results
Typically during the course of the project, we will evaluate several designs. Results of relevant designs are posted in Feamold Online as soon as they are ready. Data is presented in a very user friendly format called Feamold Edocs, and includes a printer friendly (PDF) version also.

Edocs are available to all team members at the click of a button. You can choose to view the data on-line without downloading any files. Or else, if you want, you can download a zip file containing the data, and view it off-line.

- 7) Forum discussions
Feamold Online associates a forum with each application. These forums allow threaded discussions, pertaining to any topics. You can associate topics/notes with particular files if you want. Forum notes are automatically emailed to selected team members, so this is a powerful data dissemination tool, to ensure everyone is kept in the loop.

Definitions

2. DEFINITIONS

2.1. ROLES

This is the heart of the Feamold Online program. There are several pre-defined roles. The role determines your access privilege **for that project**.

The same user can play different roles for different projects. For example, you can participate as a Resin Supplier in one project, and as a Requestor in another project. Obviously your access privileges will be different for the two projects.

No one can access someone else's password. The password once set can only be changed by the user, or upon request, can be re-set by the Feamold Online Administrator to a default value.

The hierarchy of roles is as follows :

Level 1 – Requestor

This is the owner of the project, or the person initiating the RFQ. This role can access all information, including administrative (defining teams etc), technical, **as well as financial**.

Level 1 – Feamold Project Manager

This is the Feamold contact for that project. This role has the same privileges as Requestor, with one added functionality, which is scheduling. The program Manager can set up and update the project schedule (delivery dates, etc).

Level 2 – Molder, Resin Supplier, Tool Maker, Manifold Supplier,

These roles can upload information, and view technical information associated with that project. They cannot change any information specified by the Requestor, unless specifically assigned permission to do so by the Requestor.

They are of course, allowed to upload new information and view analysis results. For example, the tool source can post updated tool drawings without having to go through the Requestor. The Requestor and Feamold Program Manager obviously can also access any information posted by Level 2 role players.

Level 2 – Special Advisor

Anyone who does not belong to the above pre-defined Level 2 roles, can be added in this capacity. They have the same privileges as all other Level 2 users.

Level 3 - Purchasing

This role allows access to financial information for that project, but not to technical information and results. This is useful if you have a separate purchasing department in charge of POs and invoices. Upon completion of the project, the person designated for this role automatically gets all emails, invoices etc relevant to financial issues, so the Requestor does not have to be bothered with it.

Definitions

2.2. **TEAM**

While submitting an RFQ, the program allows you to define a team. By default it adds in the name of the Requestor and Feamold Online Project Manager.

At this stage you can add more members to the team. To add a team member you need that person's email address, name, and phone number.

If you want, you can assign multiple persons to the same role (including that of Requestor). Be careful if you assign multiple people to the role of requestor. They will be able to access the same information (including financial data) as you.

If you want, you can choose to not add team members at the time of submitting the RFQ. You can add/delete team members at any time of your choosing.

Also see Section □ on how to define a team

2.3. **TYPES OF INFORMATION**

The information required by Feamold Online is divided into three categories :

- 1) **Mandatory** – without which we cannot proceed to the next step. These items have a red asterisk (*) next to them.
- 2) **Process Dependent** – which means we can proceed for now, but will eventually need to get this, in order to initiate analysis or complete the project. These items have a blue asterisk (*) next to them.
- 3) **Optional** – Which means it would be ideal to have this information, but is not critical to the initiation/completion of the phase. These items do not have any asterisks next to them.

The power of Feamold Online, lies in the fact that it automatically determines what information is required, based on your analysis objectives. For example, if you want a filling analysis done, it will determine what inputs are required, and not ask you for extra information (such as cooling line layout etc.)

2.4. **TYPES OF AUTO-NOTIFICATION**

If some data is missing or certain important issues are to be communicated, Feamold Online will auto generate emails to the person designated as responsible for that task. These reminders will be emailed cyclically until the task is marked complete. This way, we can be sure that the project is not being held up due to lack of data. These reminders can be irritating, but unfortunately are necessary for successful and timely completion of projects. Please call your Feamold Project Manager if there are problems.

3. PROCEDURES

In this section we will tell you how to perform some common steps.

The conventions used in this section are as follows :

Background information is standard font.

Action to be performed by you is bold letters

All button names in CAPITALS

Result of the action is in italics

3.1. NAVIGATION FROM MAIN PAGE

When you log in you are taken to the Main Page. There you will see a table containing all the parts that you have been associated with (using Feamold Online), as well as the role you played in that project.

If you have initiated a project, or someone else has designated you as a team member, that project name will appear in the table. If you are a new user, logging in for the first time as a Requestor, this table will be blank. If so, click on the button Create New Part to initiate the process.

If you already are working on any part via Feamold Online, then to access that part, click on the Role you are playing. This will take you to the next page called Current Part.

3.2. NAVIGATION FROM CURRENT PART PAGE

To move forward or back, **click on the left or right red arrows**.

At any time, if you want to go back to the top, **click on the MAINPAGE** button.

This is a summary page that allows access to all compartments of the project. This page shows the current status. As more datasets are added, more buttons begin to appear in the top table. For example, in the early part of the project, you may only be able to see two or three buttons, but later, as and when the preliminary results are posted, you will see a new RESULTS button in this table, taking you to the results page.

To view detailed information about any aspect, click on the relevant button in the top table. For example, **clicking on the SCOPE** button, takes you to the scope definition page.

The lower half of the project shows you project schedule and delivery dates for various phases. The schedule is updated as the project progresses.

Procedures

3.3. ***SPECIAL NOTE FOR PRE-REGISTERED USERS RE LOGIN***

This is the beta release of Feamold Online. Therefore chances are that if you are reading this document you are already a registered user.

The Feamold Online Web master has already set up an account for you.

The default login ID is your email address.

The default password has been emailed to you in a separate email.

After you log in :

Please change the password (for security) as soon as possible. To change password see Section 3.5.

Also please update the User Profile section. Chances are that some of the information is dummy (place holder) information. Most of the information in this section is **mandatory**.

3.4. ***HOW TO REGISTER - FOR NON PRE-REGISTERED USERS***

Eventually all new users will be required to login using this procedure. If you are pre-registered, your profile information and login will carry over, so you will not need to do this again.

As a currently unregistered user wanting to access Feamold Online you will fit in one of the two categories :

- 1) You are a new unregistered user, who wants to submit an RFQ for a new project. You will eventually assume the role of Requestor (see Section 2.1). If so, follow the procedure listed in Section 3.4.1.
- 2) You are a new unregistered user who received an email invitation to join a team defined by some one else acting as a requestor. If so, you should follow the procedure listed in Section 3.4.2.

3.4.1. ***TO REGISTER AS A NEW USER, TO INITIATE A PROJECT***

- Go to www.feamold.com
- **Click on the Feamold Online icon**
- **Click on the LOGIN button at the bottom of the screen**
- **Click on the NEW USER button at the bottom of the screen**
- **Enter all your profile information (mandatory information)**
- **Click on the SUBMIT button at the bottom of the screen.**

Your registration is complete. You will be back at the login page, and can proceed as you wish.

Procedures

3.4.2. TO REGISTER IN RESPONSE TO AN INVITATION TO A TEAM

Note that the Requestor for that project specified you as a team member, by providing an email address.

Based on that email address, Feamold Online sent you an emailed invitation, with a link to the Profile Page.

- **Click on the LINK in the email**
This will take you to the Feamold Online Profile page
- **Enter all the profile information**
- **Click on the SUBMIT button at the bottom of the screen**

Your registration is complete. You will be back at the login page, and can proceed as you wish.

3.5. HOW TO CHANGE PASSWORD

- **Login per usual procedure**
- **Click on the CHANGE PASSWORD button**
- **Type in the new password twice**

3.6. FORGOT PASSWORD ?

- From the main page, **click on FORGOT PASSWORD button.**
The Feamold Online administrator will email you a link to your Profile Page..
- **Follow the link to go back to Feamold Online and assign a new password in the Profile Page** (you cannot view your old password – nobody can).

Procedures

3.7. HOW TO SUBMIT AN RFQ FOR A NEW PART

During this process, **to skip any step, click on the right red arrow near the top of the screen.**

- **Login per usual procedure.**
- **On main page, click on the button CREATE A NEW PART at the bottom of the page.**
- **Enter part name, platform (model) name & your part number (if applicable) & submit**
- **Select objectives by clicking on the check boxes for the objectives that match your needs. Save changes.**
- **Define team** (recommended, but **optional** – can be done later at any time)
- **Provide inputs required (see NOTE).** For each type of input required (only ones with a red asterisk are mandatory), **click on the Add New button and enter the data. To edit, click on the Edit button. After you are done, click on the red arrow pointing to the right to go to the next (upload files) section.**
- Typically for quoting all we need is CAD data. **Scroll down to the Part Geometry Specification Table, and click on upload. Then click on Browse in the row called part geometry data for quoting. After you are done, click on the red arrow pointing to the right to go to the next (final) section**
- **Click on the SUBMIT button at the bottom of the page.**

NOTE :

- You need to provide certain information in order to generate a quote/initiate analysis
- The information required is based on the type of analysis to be performed.
- It is possible that you may not have all of the mandatory information required for a RFQ. If so, you can safely exit Feamold Online either by clicking on the LOGOUT button, or by closing the browser.
- **When you do so, the program automatically saves all the information you have entered thus far.**
- After you get the necessary information, you can log in again. This time you will see the part that you had started working on, appear in the parts table.
- Click on it and resume the RFQ process.

Procedures

3.8. HOW TO DEFINE TEAM

Only the Requestor(s) and Feamold Project Manager can define/edit the team.

Teams can be defined while initiating an RFQ or even later.

When you are defining teams, Feamold Online first lists people that you have worked with in the past.

If you define a new person with whom you have not worked in the past, the program first checks if this person is already a pre-registered user.

It performs the check first based on name and telephone number, and if that fails, then based on email address.

If the person turns out to be unregistered, the program allows you to invite him to the team, and register as a user, and sends an email to that person, to that effect.

To define a team :

- **Click on the EDIT TEAM button**
This will automatically show you a list of people that you had chosen in his capacity for past projects done through Feamold Online.
- If you see the name you are looking for, **check the box next to it.**
- If you don't see a name you want, **click on the ADD BUTTON**
The program will prompt you for the person's name, email address and telephone number.
- **Enter the data** (all if you have it, *or partial if you wish*)
- *Upon doing so, the program will check if this person is already a registered user. If so, it will pop up a list of names that are a close match to the one you specified. If you see the name you are looking for, check the box next to it*
- *Next, the program will automatically send an email to the address of the above person, inviting that person to join as a team member. The Edit Team status box will show that the person has been invited. When the person registers, the status box will be updated to indicate that the person is a registered member of the team.*
- **After the invitation has been sent out, don't forget to scroll down and click on the Save button on the Edit Team Page**

Procedures

3.9. **HOW TO VIEW QUOTE**

This functionality is only available to the Requestor, Feamold Project Manager, and Purchasing roles. Other roles cannot see this data. Typically we will post a quote within 24 hours of you completing the RFQ

- **Login per usual procedure**
- **Select part (role) you want.**
This will automatically take you to the Current Part page, which shows you the schedule.
- If a quote exists, you will see a button called VIEW QUOTE. **Click on it.**

3.10. **HOW TO VIEW STATUS OF THE PROJECT**

After a project has started, the Feamold Project Manager posts a project schedule. You can access it by :

- **Login per usual procedure**
- **Select part (role) you want.**
This will automatically take you to the Current Part page, which shows you the schedule.

3.11. **HOW TO VIEW RESULTS**

Typically during the course of the project, we will evaluate several designs. Results of relevant designs are posted in Feamold Online as soon as they are ready. Data is presented in a very user friendly format called Feamold Edocs.

Edocs are available to all team members at the click of a button. You can choose to view the data on-line without downloading any files. Or else, if you want, you can download a zip file containing the data, and view it/print it off-line.

The procedure is as follows :

- **Login per usual procedure**
- **Select part (role) you want.**
This will automatically take you to the Current Part page, which shows you the schedule.
- If results are posted, you will see a button called VIEW RESULTS. **Click on it.**
- Click on Main Report. This is a summary of all reports available for that project. Follow the links to various reports from the main report
- Within each report go to print & download section to download either the printer friendly version (PDF) or the full version (including animations).

NOTE :

If you are viewing the results on-line, the very first time you view them, the animations may be a little slow, since they have to be copied to your cache. Typically, each animation file size is @ 2 Mb. After they are copied, the animations will speed up significantly.

Procedures

3.12. HOW TO USE FORUM

To use forum :

- **Login per usual procedure.**
- **Select the part you want to work on.**
This will automatically take you to the Current Part page.
- **Click on the FORUM button**
- **Forum uses threaded discussions. When you enter it, you will see other messages for that part posted by other team members.**
- **Click on ADD NEW TOPIC for a new note, or to reply to an existing note, click on REPLY.**
- **Type in subject**
- **Select the team members you are addressing with this note (you can click on SELECT ALL if you want)**
- **If you want to associate your note with any pre-existing uploaded file, select that file from the file list. If you want to upload a new file pertaining to this note, click on the UPLOAD NEW FILE button.**
- **Type in the text of your message in message body.**
- **Click on SEND.**

This will automatically put up your note on the forum board.

Feamold Online will send emails referencing this note to all the people you specified above, asking them to come to the forum, review and respond.

In order to make this a success, we request that all team members use the forum as a means of communication for all **technical matters**, instead of sending emails individually outside the system.

Remember that forum discussions are accessible to all team members. Therefore sensitive matters, that are not for public discussion should not be posted in the forum.

3.13. HOW TO VIEW INVOICE

This functionality is only available to the Requestor, Feamold Project Manager, and Purchasing roles. Other roles cannot see this data.

- **Login per usual procedure**
- **Select part (role) you want.**
This will automatically take you to the Current Part page, which shows you the schedule.
- **If the invoice is posted, you will see a button called VIEW INVOICE. Click on it.**
You can view it online, or PRINT IT.