

INSTRUCTION MANUAL FOR THE A3DMA SCHOOL DONATION PORTAL



This document is current as of 9th June 2015.

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Getting Started

Introduction

This manual has been designed to help designated users from participating schools to implement the A3DMA Schools Donation Program. This program encourages the wider school community to donate certain devices that are no longer used to the school for fundraising purposes.

These devices will then be sent to ALLBIDS.com.au – Canberra’s leading online auction house – and sold on behalf of the school. All profits will be put towards a 3D Printing package sponsored by the Australian 3D Printing Manufacturers Association (A3DMA).

Login

Once you have reached the A3DMA School Donation Platform you may login using the ACARA ID of your school and a password which will be provided for you.

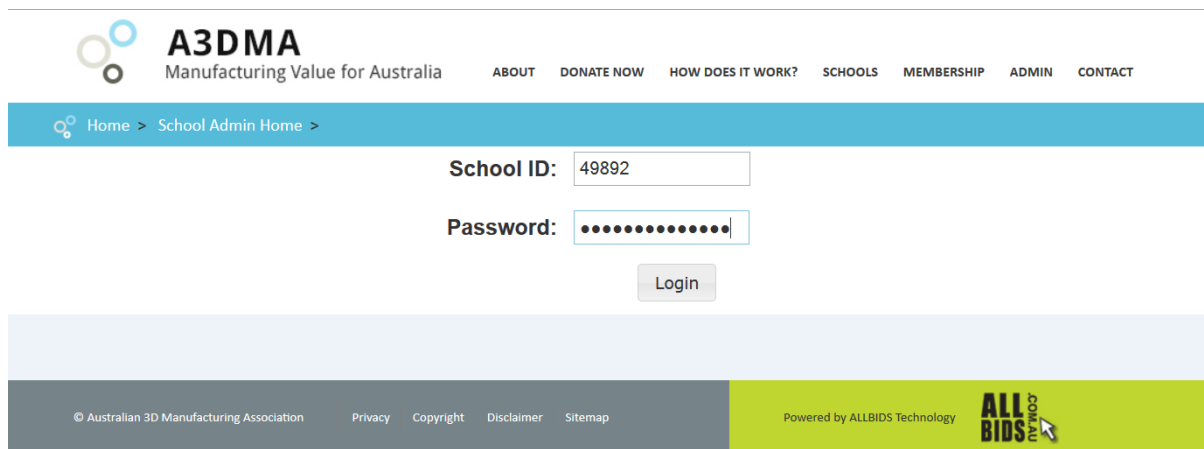
You can access this portal by the [A3DMA Website](http://www.allbids.com.au/A3DMA/) with the following link:
www.allbids.com.au/A3DMA/.

Use the following to Login:

School ID: *Your ACARA number*

Password: *This will be provided by ALLBIDS.*

Typically you should only need to login once from the same computer, but please keep the password on hand should you require it for subsequent attempts.



The screenshot shows the A3DMA School Donation Platform login interface. At the top, the A3DMA logo and tagline 'Manufacturing Value for Australia' are displayed, along with navigation links: ABOUT, DONATE NOW, HOW DOES IT WORK?, SCHOOLS, MEMBERSHIP, ADMIN, and CONTACT. Below this is a blue breadcrumb trail: Home > School Admin Home >. The main login area contains two input fields: 'School ID:' with the value '49892' and 'Password:' with masked characters. A 'Login' button is positioned below the password field. The footer features copyright information for the Australian 3D Manufacturing Association, links for Privacy, Copyright, Disclaimer, and Sitemap, and a note 'Powered by ALLBIDS Technology' next to the ALLBIDS AU logo.

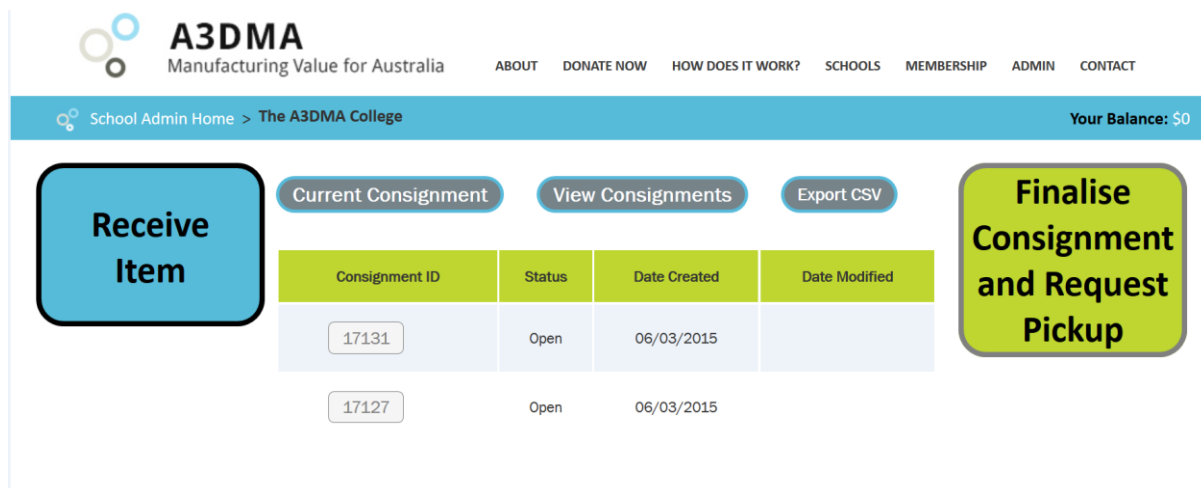
Getting Help

- For general technical support, please email support@allbids.com.au or call 02 6239 2262 and ask for Technical Support.
- For urgent support or other enquiries about the program, please contact A3DMA directly.



View Consignments

After login, or when you click the **View Consignments** button, you will see all the consignments that are related to your school.



The screenshot shows the A3DMA School Admin Home interface. At the top, there is a navigation bar with the A3DMA logo and the text 'Manufacturing Value for Australia'. Below this, there is a sub-navigation bar with links: ABOUT, DONATE NOW, HOW DOES IT WORK?, SCHOOLS, MEMBERSHIP, ADMIN, and CONTACT. The main content area has a blue header with 'School Admin Home > The A3DMA College' and 'Your Balance: \$0'. On the left, there is a large blue button labeled 'Receive Item'. In the center, there is a table with columns: Consignment ID, Status, Date Created, and Date Modified. The table contains two rows of data. On the right, there is a large green button labeled 'Finalise Consignment and Request Pickup'. Above the table, there are three buttons: 'Current Consignment', 'View Consignments', and 'Export CSV'.

Consignment ID	Status	Date Created	Date Modified
17131	Open	06/03/2015	
17127	Open	06/03/2015	

Consignment ID

This is the unique number attached to the consignment and should be used as reference for that consignment for all communication.

Consignment ID

Consignment Status

Status

Open

This consignment is the current consignment and any items received will be placed here. Only one consignment can be open at any time.

Pickup Requested

The consignment has been finalised by the school and a courier requested. It has not yet been picked up, or is in transit.

Received

The consignment has been received by ALLBIDS and is now being processed.

Online

Some or all of the items are online or awaiting payment from the bidder.

Consignment Closed

All items have been paid for by the bidders, and the remittance has been created and paid to A3DMA.

Date Created

Shows the date the consignment was first opened.

Date Created

Date Modified

Shows when the consignment was last edited.

Date Modified

Viewing a Specific Consignment

You may look at the details of a consignment from this page by clicking on the appropriate ID number listed on the page.

Consignment ID	Status	Date Created	Date Modified
16831	Open	04/24/2015	
16830	Pickup Requested	04/24/2015	04/24/2015
16828	Pickup Requested	04/24/2015	04/24/2015
16826	Pickup Requested	04/24/2015	04/24/2015

This will open up the details of that consignment:

School Admin Home > The A3DMA College

Your Balance: \$0

Receive Item

Current Consignment

View Consignments

Export CSV

Finalise Consignment and Request Pickup

Consignment: 17131

Open

Item	Type	Make	Description
1	Mobile Phones	A3DMA Test - PK	A3DMA Test - PK, Blue, Case Colour: Gold
2	Mobile Phones	HTC	HTC, White, Case Colour: Black, Accessories: charger/cable.
3	Notebooks & Laptops	ACER	ACER, Blue, Case or Bag: Yes, Power Cable: No
4	Ipods & Personal Media	Sony	Sony, Blue, Case Colour: Gold, Accessories: charger/cable.

Consignment Number & Status

When you are in a consignment you can see the Consignment Number and it's Status.

Consignment: **17131**

Open

Item Details

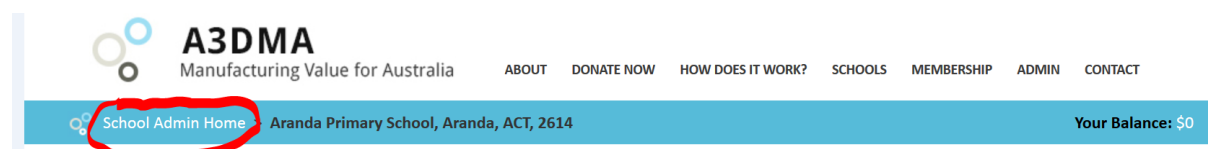
You will also see each item registered to that consignment with the details that have been entered:

- Item Number
- Type
- Make
- Description

Item	Type	Make	Description
1	Mobile Phones	A3DMA Test - PK	A3DMA Test - PK, Blue, Case Colour: Gold
2	Mobile Phones	HTC	HTC, White, Case Colour: Black, Accessories: charger/cable.

Returning to the Home Page

The View Consignments Page is essentially the homepage of this portal. You can access it from anywhere by clicking on the School Admin Home link just below the A3DMA logo.




Receiving an Item

Whenever an item is received for donation, click this button. This will then open the following page, where one or more items can be donated.


**Receive
Item**

Home > School Admin Home > Harrison School, Harrison, ACT, 2914


WHAT SORT OF DEVICE ARE YOU RECEIVING?




SMART PHONE



LAPTOP



TABLET



PERSONAL MEDIA

Manufacturer*

Device Colour

Case Colour

Accessories
☐ Charger/Cable ☐ Earphones
☐ Others

Choose the Type of Device

Click on the relevant icon to choose your type of device. When you do this, a blue rectangle will appear around the icon to show which type is currently selected. The specification options will change below the icon depending on what you have chosen.



Enter the Specifications

The specifications have been kept to the minimum required for identification purposes.

Smart Phones, Tablets & Personal Media

Manufacturer*

Device Colour

Case Colour

Accessories
☐ Charger/Cable ☐ Earphones
☐ Others

For all these items, the specifications are the same. Please enter all relevant details as requested.

Manufacturer – eg Apple, Samsung, HTC.

Device Colour – this is the basic colour of the body of the item before any case was added.

Case Colour – often items come with a protective case, please choose the best option which describes the colour of the case. If there is no predominant colour, choose **Other**.

Accessories – tick the boxes as appropriate.

Laptops

Manufacturer*	Device Colour	Case/Bag*	Power Cable*
<input type="text"/>	<input type="button" value="Click Here"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Manufacturer – eg Apple, Asus, Dell, HP.

Device Colour – this is the basic colour of the body of the laptop. Where there are multiple colours, choose the predominant colour.

Case/Bag – please indicate whether the laptop comes with its own case or bag.

Power Cable – please indicate whether the laptop comes with a power cable.

Making Changes

Before you have donated the item, you may change options from the drop-down boxes, remove ticks or change the Yes/No buttons. You can also start again by returning the form to a blank state by using the **Clear Detail** button.



If you discover errors have occurred after donating the item, please contact support@allbids.com.au if corrections need to be made.

Donate the Item

Once you have entered the specifications, you have a number of options.

Donate Another Device

If you have more than one device to add to the current consignment, choose this button. This will enter the device you have just described to the consignment, but keep you on the same page so that you can easily donate further devices.



Submit

Once you have donated all the devices, click on the Submit button. This will add the device you have just described to the current consignment and take you to the main Admin Page.



Confirmation

When you have clicked the Submit button you will receive a confirmation of the items you have donated in that action.

Success

✔ You have successfully donated:

Type	Make	Description
Mobile Phones	Apple	Apple, Blue, Case Colour: Gold, Accessories: charger/cable.
Mobile Phones	Samsung	Samsung, White, Case Colour: White, Accessories: charger/cable, earphones, others.
Mobile Phones	LG	LG, Black, Case Colour: Others, Accessories: charger/cable, others.
Notebook & Laptops	ACER	ACER, Blue, Case or Bag: No, Power Cable: Yes
Notebook & Laptops	ASUS	ASUS, Gold, Case or Bag: No, Power Cable: Yes
Tablets	Apple	Apple, Gold, Case Colour: Black, Accessories: charger/cable.

Ok

Making Changes

Editing Items

To edit an item, go into the relevant consignment and click on the appropriate item number.

Receive Item

Current Consignment

View Consignments

Export CSV

Finalise Consignment and Request Pickup

Consignment: 17096
Open

Item	Type	Make	Description
1	Mobile Phones	A3DMA Test Data - PK	A3DMA Test Data - PK, Black, Case Colour: White
2	Notebooks & Laptops	A3DMA Test Data - PK	A3DMA Test Data - PK, Blue, Case or Bag: Yes, Power Cable: Yes
3	Mobile Phones	A3DMA Test Data - PK	A3DMA Test Data - PK, Gold, Case Colour: Gold

You will go to a page almost identical to the normal Add Item page, where all the same variables can be adjusted.


Manufacturer – eg Apple, Samsung, HTC.

Device Colour – this is the basic colour of the body of the item before any case was added.


Case Colour – often items come with a protective case, please choose the best option which describes the colour of the case. If there is no predominant colour, choose **Other**.

Accessories – tick the boxes as appropriate.


EDIT ITEM




SMART PHONE



LAPTOP



TABLET



PERSONAL MEDIA

Manufacturer*

Apple

Device Colour

Black

Case Colour

White

Accessories


☐ Charger/Cable

☐ Earphones


☐ Other


Delete

Save

Make your changes, then select the  button.

Your changes will be confirmed by a dialogue box and updated in the consignment:

Success 

 You have successfully donated:

Type	Make	Description
Mobile Phones	Apple	Apple, Black, Case Colour: White

Ok

Deleting Items

To Delete an item altogether, access the same page as **Edit Item** by clicking the number next to that item in the consignment.

Receive Item

[Current Consignment](#) [View Consignments](#) [Export CSV](#)




Consignment: 17096 Open

Item	Type	Make	Description
1	Mobile Phones	A3DMA Test Data - PK	A3DMA Test Data - PK, Black, Case Colour: White
2	Notebooks & Laptops	A3DMA Test Data - PK	A3DMA Test Data - PK, Blue, Case or Bag: Yes, Power Cable: Yes
3	Mobile Phones	A3DMA Test Data - PK	A3DMA Test Data - PK, Gold, Case Colour: Gold

Finalise Consignment and Request Pickup

Press the **Delete** button.

EDIT ITEM

Manufacturer*

Device Colour

Case/Bag*
☐ Yes ☒ No

Power Cable*
☒ Yes ☐ No

When you check the consignment, you will find that the line still exists for your reference, but the details themselves have been replaced by the text "ITEM DELETED".

**Receive
Item**

Current Consignment

View Consignments

Export CSV

**Finalise
Consignment
and Request
Pickup**

Consignment: 17090			Pickup Requested
Item	Type	Make	Description
1	Mobile Phones	Apple	Apple, Blue, Case Colour: White, Accessories: charger/cable, earphones.
2	Notebooks & Laptops	ITEM DELETED	ITEM DELETED
3	Mobile Phones	Apple	Apple, Gold, Case Colour: Black, Accessories: charger/cable, earphones, others.


Requesting a Pickup

When you are ready to have your items picked up, simply choose the large Finalise Consignment and Request Pickup button.

**Finalise
Consignment
and Request
Pickup**


As this is a major step, you are asked to confirm.

Finalise Consignment ✕

 Please confirm that you would like to finalise consignment and request pickup.

You are then given a confirmation that the request has gone through.

Success ✕

 Consignment has successfully been finalised and pickup requested. Our representatives will be in contact with you shortly.

The status of your consignment changes to “Pickup Requested” and a new consignment is automatically opened to receive new items.

Receive Item

Consignment ID	Status	Date Created	Date Modified
<input type="text" value="17122"/>	Open	06/02/2015	
<input type="text" value="17096"/>	Pickup Requested	06/01/2015	06/02/2015

Finalise Consignment and Request Pickup