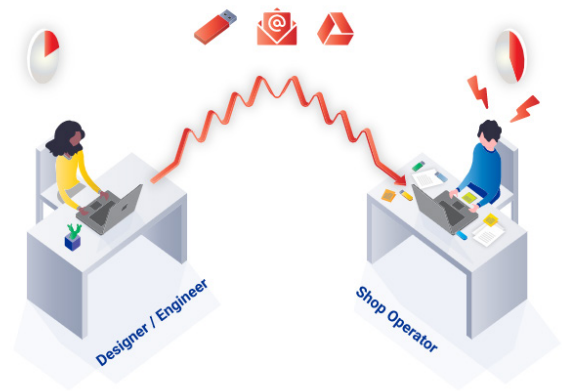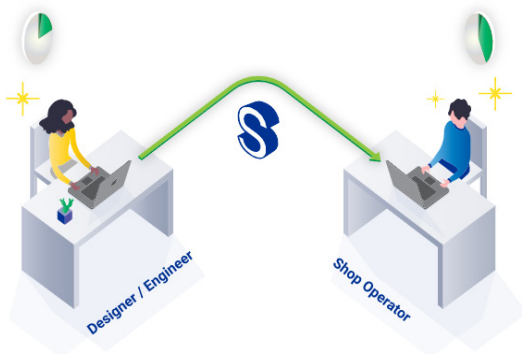# GrabCAD Shop
How to Create a Connected Shop

A shop operator shouldn't have to spend 15% of their time juggling multiple work orders. What's even worse is the amount of tools shop operators have been using:

- Whiteboards for keeping track of orders

- Excel documents for calculating costs

- SharePoint for collaborating and communicating with engineers and designers

- Email for communicating order updates to customers

These tools and methods are too much for one shop operator to handle.

GrabCAD Shop™ simplifies this by providing an all-in-one work order management solution for engineers, designers and shop operators.

GrabCAD Shop reduces time wasted managing orders, time to print, and saves money on IT costs.
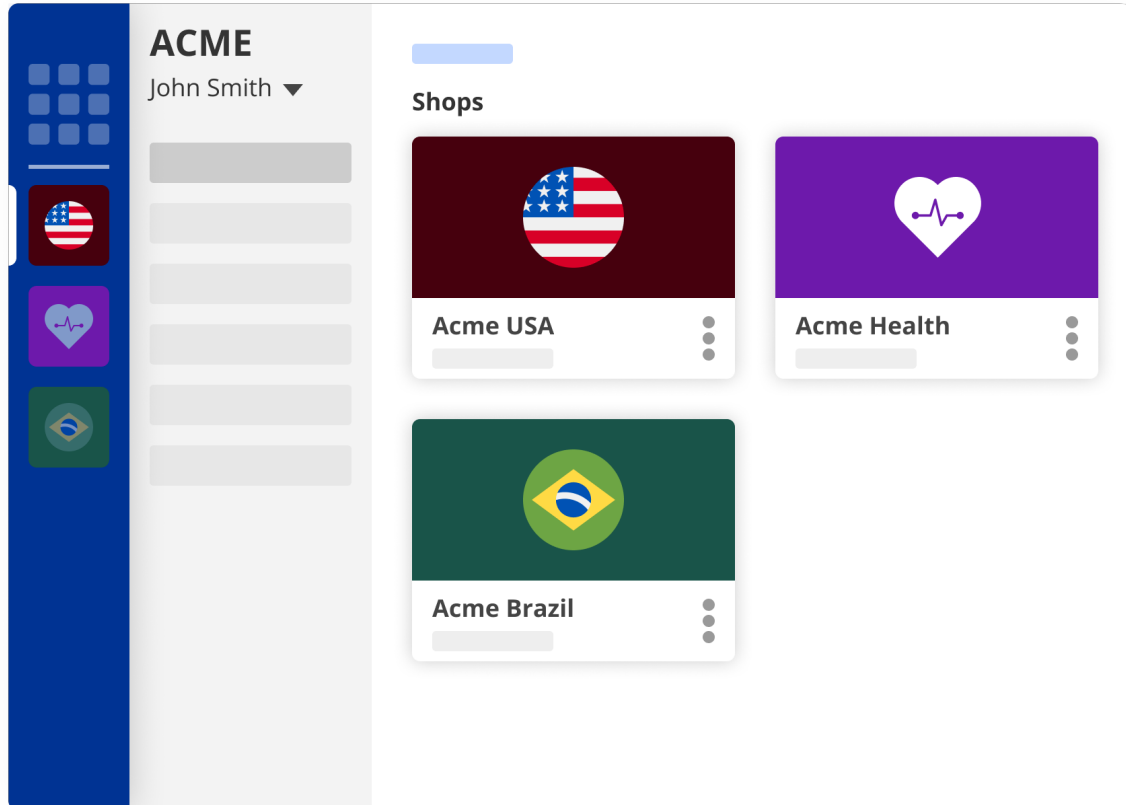
Configure Your Shop
How You Want

Every shop is different. GrabCAD Shop allows you to create and configure your internal shop the way you want.

Create Multiple Shops

Create as many shops as needed for different departments, teams, projects or locations.

1. Go to *urlprefix.shop.grabcad.com**
2. Click **Create new Shop**.
3. Upload your logo.

4. Enter Shop Name.
5. Enter Default Currency.
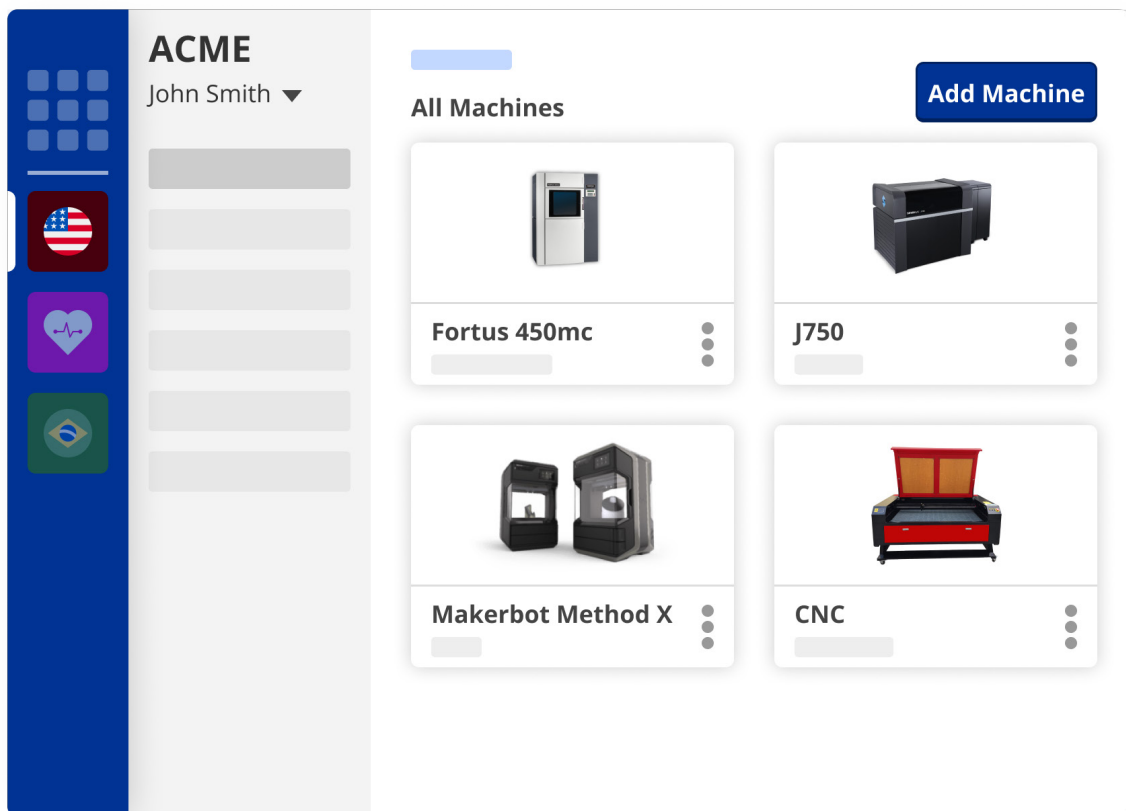6. Enter Preferred Units.
7. Enter Time Zone.

URL Prefix is only available for commercial customers. Trial customers will not receive a personalized URL Prefix.

Add Machines and Materials

Administrators can designate which machines and materials are available for specific shops.

1. Select **Technologies** from our master database.

2. Select **Machines**.

3. Upload or drag and drop the machine image if no image is found.

4. Click **Add Materials & Colors**.

5. Select/Check all the materials you have available in your shop.

6. Select/Check the colors you have available in your shop.

Note: Stratasys machines and materials are already pre-populated in our master database. This makes setup even faster and ensures that your work orders are accurate every time.

Add User Groups

Control permissions and access for every user with user groups.

1. Click admin console on the left panel (or)
    go to *urlprefix.company.grabcad.com**

2. Click on **User Groups**.

3. Enter User Group Name.

4. Assign to Shop(s).

5. Select a Role: Requester or Operator.

6. Add available users to the User Groups.

7. Click **Submit**.

Note: Administrators should add themselves to the Groups and Shops they want to participate in.

Add Users

Adding users has never been easier! Simply copy and paste the email addresses and assign them to their designated shops and groups.

1. Click admin console on the left panel (or)
    go to *urlprefix.company.grabcad.com**

2. Click on **Users** and enter one or more user emails.

3. Assign them to an existing group so they automatically inherit the permissions and access of that group.

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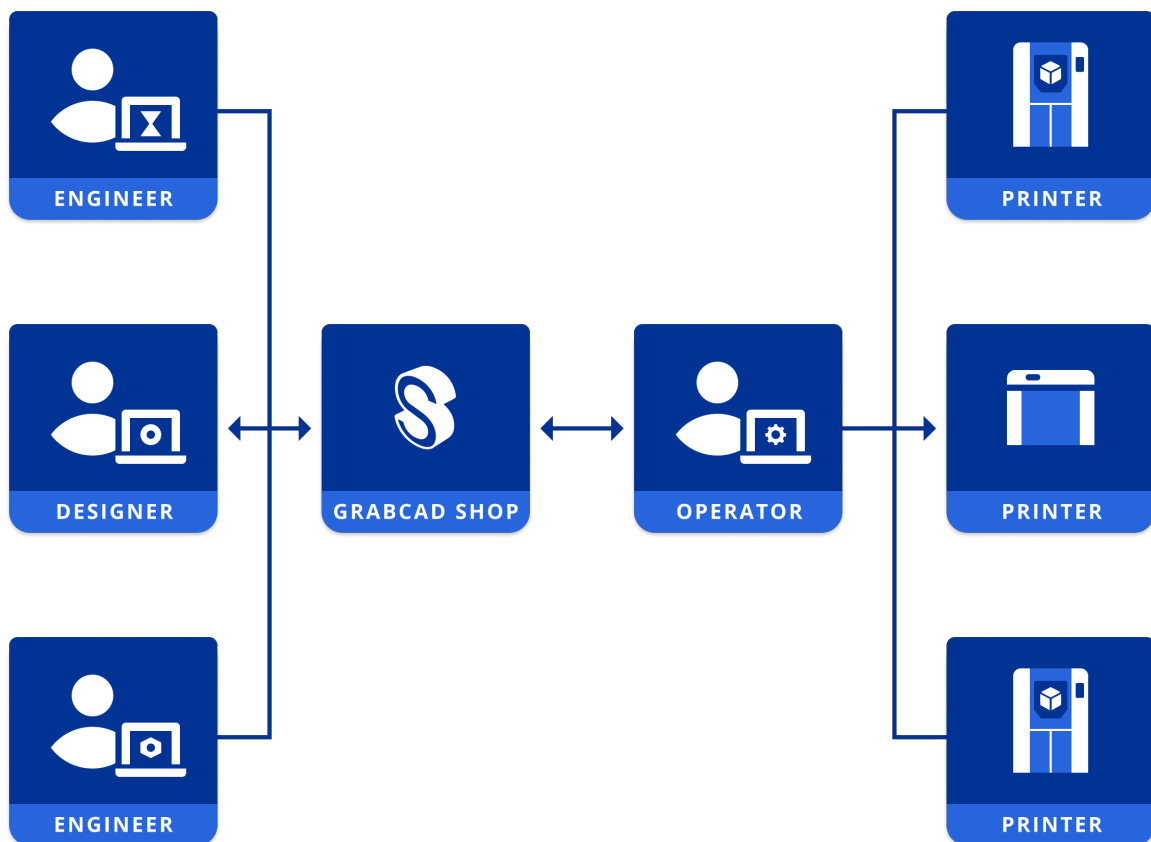
Create a
Connected Workflow

GrabCAD keeps operators, engineers, and designers connected and minimizes confusion during the 3D printing process.

Enhanced Communication

The comment feature keeps engineers, designers and operators connected, substantially improving the way teams manage and collaborate on prototyping work orders.

The operator can comment directly in the order and the engineer or designer will be alerted and can respond right away, preventing disorganized email correspondence.

Engineers and designers will also receive status updates every time the order status is changed, and notified when their order is complete.

ENGINEER

DESIGNER

GRABCAD SHOP

OPERATOR

ENGINEER

PRINTER

PRINTER

PRINTER

File and Document Sharing

Engineers and designers can do more than upload CAD Files.

In GrabCAD Shop, they are encouraged to also upload supplementary documentation that will help the operator understand the details required to achieve the desired part.

Organized Projects

Engineers and designers can organize their projects by filling in the Project Name field.

This comes in handy for shops in the education community, where orders are typically organized by high school and college courses.

It's also great for businesses where they need to bill certain business units. Operators can also leverage this feature for reporting purposes.

Intuitive Order Management

GrabCAD Shop makes it easy for operators to manage engineer and designer requests by organizing orders all in one place.

Operators can even sort and filter orders by technology, status type, and job requester.

Any time the operator updates a status, the engineer or designer will be notified via email, keeping everyone in the loop.