Thermo Fisher
SCIENTIFIC

3D Spares System User Manual

3D View Interface

- This is the area where you can interact with the 3D model.

1. **Basic control**

    a. Click and drag with the **left** mouse button to **rotate** the view of the product

    b. Click and drag with the **right** mouse button to **pan** (shift) the view of the product.

    c. Scroll the mouse wheel to **zoom** in or zoom out.

2. **The bottom toolbar**

Icon	Description	How to use
	Section analysis: Slice the model along X, Y, Z axis to see the internal components.	- Click on the icon - Choose the axis you want to use

		• Drag the arrow on the model to see the sliced view.
	Explode model: See all the individual part of the entire model exploded in the space.	• Click on the icon • Drag the slider to the right. • To turn off this effect, click on the icon again.
	Service part list: Search for the individual service part.	• Click on the icon • Enter the term or part name • You can also leave it blank to display all service parts.

3. **Top-right home button**

Icon	Description	How to use
	Home: Center the entire model.	• Click on the icon • The entire model will be reset to the original center position. (You can use it to quickly reset the model).

Note: This button may be hidden by the Service Part List Panel. So if you have the panel opened, close it first.

	Orthographic view: Check the top, front and side views of the model.	• Click on lines, points or surfaces to see the model in the angle you want

Customize home view: When you hover the mouse on the orthographic view icon, you will see a dropdown menu icon at the bottom right. From this menu, you can customize the views.

4. **Click on a part**

- Left click: You will see the information about the part in the side panel.
    - After left clicking on a part in the model, click on any empty space in the 3D view to display all service parts in the side panel.
- Right click: You will see a list of features to provide additional view options. They are:
    - <u>Isolate:</u> Hide every other part in the model except the selected one.
        - To resume, right click anywhere and choose "<u>show all objects</u>".
    - <u>Hide selected:</u> Hide only the selected part. (This is useful for viewing parts behind panels.)
        - To resume, right click anywhere and choose "<u>show all objects</u>".
    - <u>Focus:</u> Center and zoom in on the selected part.
        - To resume, click on the home button.

Parts List

- You can click on the "hamburger icon" on the top left to view the parts list.

- Search: You can use the search feature to find any specific part.
- The parts are put into "Non_Orderable" and "Orderable" groups.
    - You can view the full list by clicking on the drop-down arrow on the left
    - You can use the "Eye" icon to control the visibility of certain parts.

Order Form

- This is where you enter the information to complete the service part order.

- Before entering further information, ensure you are using the correct tab among **Service Parts**, **Consumables**, and **Tools** located at the top of the form.

1. **Contact Information**
- <u>Region:</u> Set the region using the drop-down menu. The form will default to North America.
- <u>Name & Phone number:</u> They will get automatically filled in from the information in last order. If this is your first order, these will be blank.
- <u>Email Address:</u> It will get automatically filed in with the Thermo Fisher email address used to log on to this site.
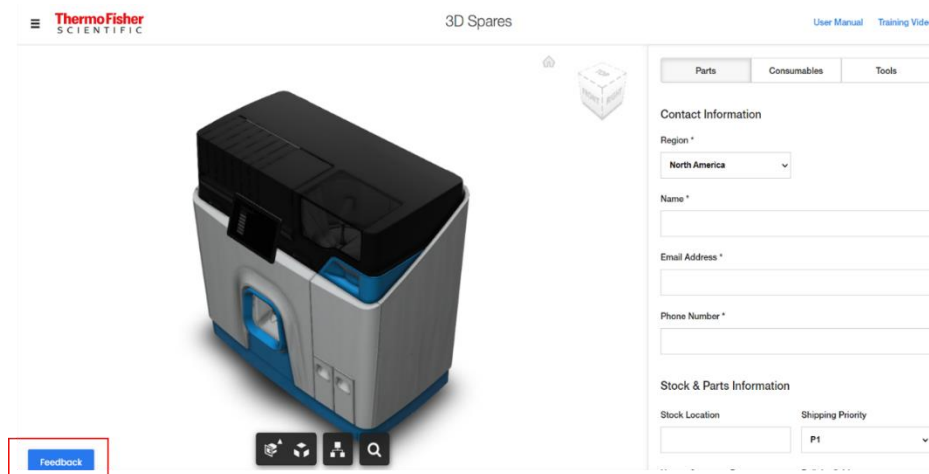
2. **Stock & Parts Information**
- <u>Shipping Priority:</u> Use the drop-down menu to set the priority level. **P1** is the highest.
- <u>Service Parts to Order:</u> To add a service part to your cart,
    - In the 3D view interface, find the part you need by either clicking on it in the model, or searching by keyword.
    - Click on **ADD TO CART** in the service part list panel.

- To add more, click on **Add Row** and follow the same procedure.
- Note: You can also type in the service part number manually.
- <u>Send Service Part Email:</u> Once all the fields have been filled out, you can click on this button. It will open an email draft.
  - If you are using the Thermo Fisher Windows 10 work laptop, the outlook app will be opened. If not, you can set it up by:
    - **Start** menu > type "default app" > once it opens, set Outlook as default app in **Email** category.
  - If you are using an IOS device, the email draft will be opened in Apple Mail.
    - To change the email address used, you need to log in with your Thermo Fisher email.
  - If you are using an Android device, you can choose to open the email draft in the Android outlook app.

Feedback

- You can provide feedback to the 3D Spares team using the feedback feature.

Feedback type:

- <u>Draw on the screen:</u> Give feedback with a screenshot
  - Create the screenshot > Use the toolbar at the top to edit it > Click on **Next**

o   Rate the experience, leave a comment, send the feedback through email.

- <u>General feedback:</u> Give general feedback of this page

    o   Rate the experience

- <u>View existing feedback:</u> View what other people posted

Additional Info

1. **Use the application offline**

    a. Once the site is fully loaded and working, it can continue to be used offline.

    b. You can navigate the parts, fill and submit the order form.

    c. However, you need internet connection to send out the email.

2. **Browser Compatibility**

    a. This site will work on the following browsers on their latest version:

        i.   Chrome, Safari, Firefox, Microsoft Edge. (Internet Explorer is not recommended).