PINJA



Novi by Pinja mobile interface

The Novi by Pinja mobile interface is an interface optimized for smartphones and tablets

The mobile interface is designed for monitoring and reporting on daily maintenance-related field work

- Machine data and documents
- Creating fault notices
- Keeping track of your worklist
- Reporting on repair work and preventive maintenance
- Inventory functions
- Reporting on operator maintenance
- Hour card entries
- Taking measurements

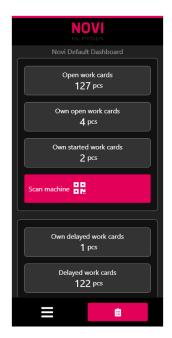






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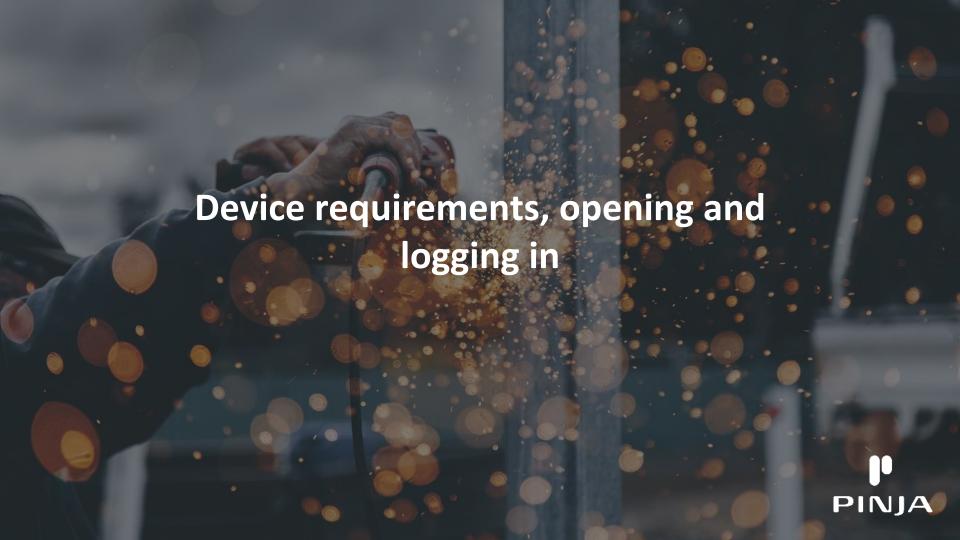
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Smart device requirements

The Novi mobile interface is designed for use on modern smartphones and tablets on Android and iOS devices

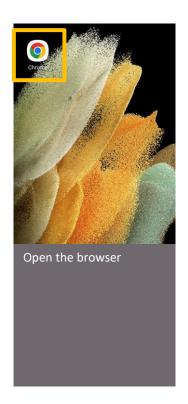
Pinja recommends using the latest version of Chrome, which you can download from the app store of your device

Always make sure that your phone and browser have the latest software versions and updates installed before using them



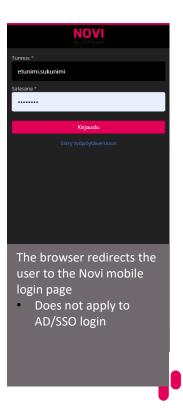


Opening in a browser









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Logging in

Sign in with your Novi ID and password

- For AD login (separate login page), log in with your organization's username and password
- With SSO login, Novi automatically logs you in without a login page

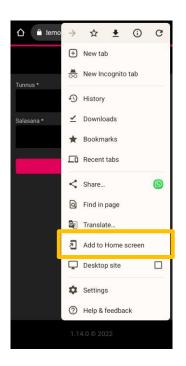
For security reasons, the Novi mobile interface login session is only valid for a limited time

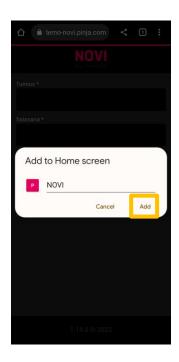
When the session expires, Novi will ask the user to log in again

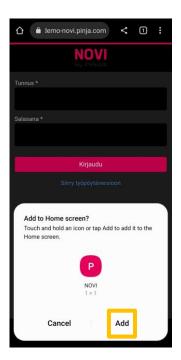




Adding a shortcut to the home screen (Chrome)



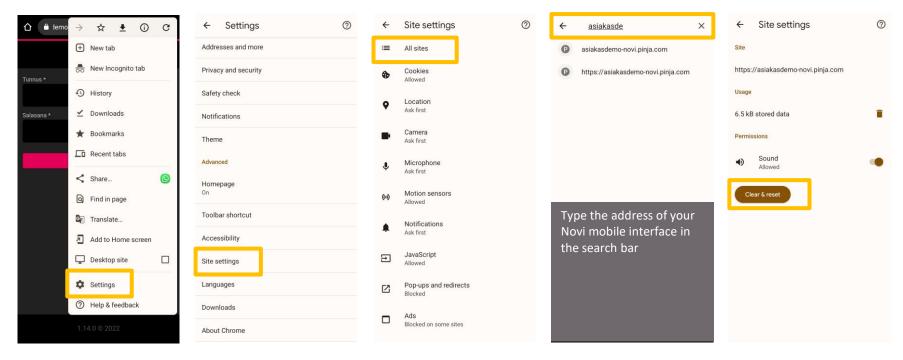




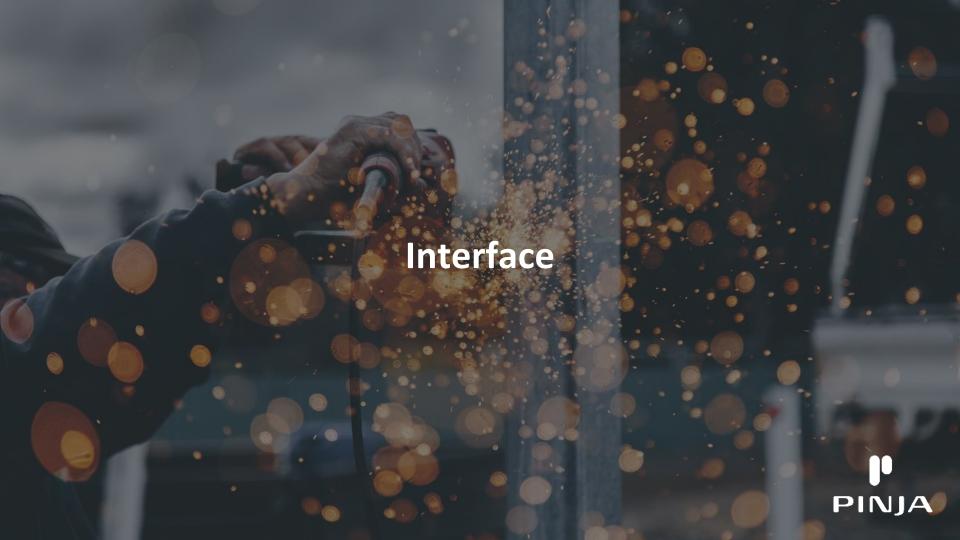




Clearing the cache (Chrome)







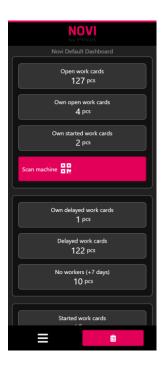
Dashboard

The Novi mobile interface dashboard is a dashboard that allows the user to see at a glance the current work situation, as well as the tasks assigned to them

The dashboard can include

- Counters that act as links to the work card search
- Scanners that allow you to scan QR codes and barcodes made with Novi

In addition to the factory default dashboard, users can create their own personal dashboards





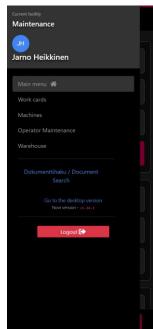
Sidebar



The button at the bottom left of the mobile interface opens a sidebar with access to the different modules and factories of the mobile interface

- The modules displayed in the sidebar vary depending on the customer and user
- If the customer has several factory environments, the factory selection will appear at the top of the menu
- The sidebar also shows customer specific links







Action button

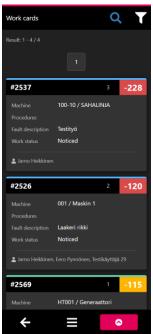






At the bottom right of the mobile interface is a red action button, which varies in function according to the different areas of the mobile interface

- On the dashboard, the action button opens a new fault notice
- In the different modules, you can use the button to open the function menu
- In card edit mode, you can use the action button to save your edits







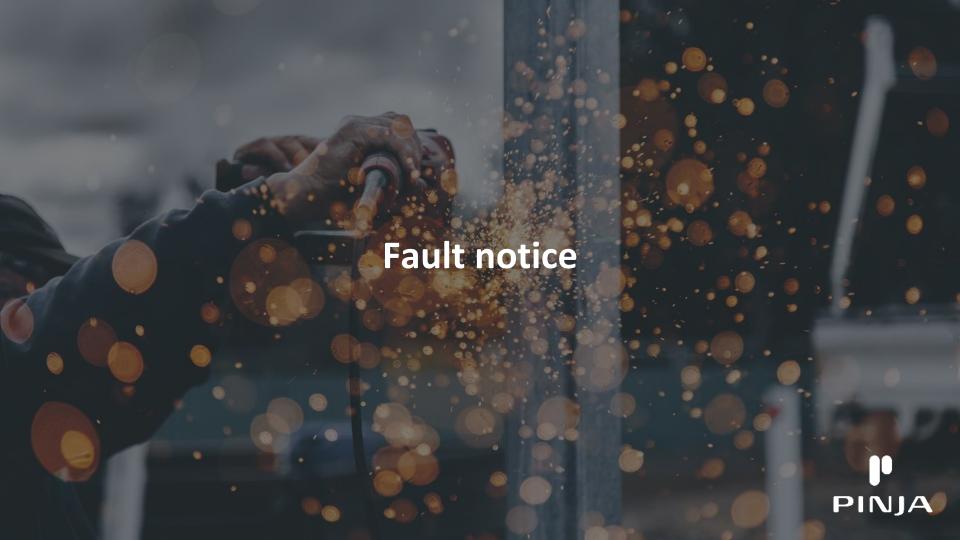
Logging out

To log out of the Novi mobile interface, press the Logout button on the sidebar

- The button logs the user out of the Novi mobile interface and ends the session
- Returning to the mobile interface requires the user to log in again





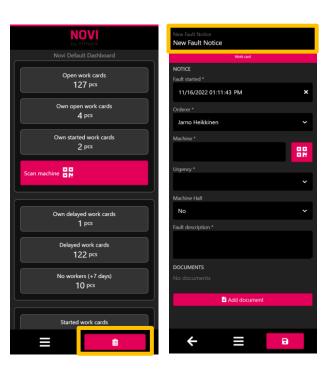


Adding a fault notice

The fault notice function can be used to report faults and make work orders for maintenance

- 1. Log in to the Novi mobile interface
- Press the red action button in the bottom of the right corner of the dashboard
- 3. The New Fault Notice form opens

With the Novi mobile interface, a fault notice can be made as soon as a fault is detected on site



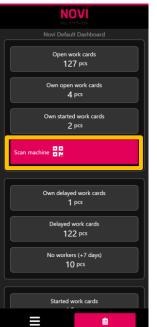


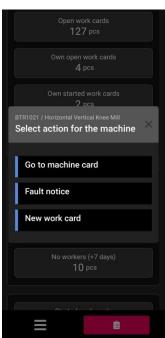
Adding a fault notice with the machine QR code

With the Novi mobile interface, you can add a fault notice using a machine QR code printed from Novi

- From the dashboard, select the machine QR code scanner (if defined for the customer)
- 2. Scan the QR code with the scanner that opens up
- 3. From the action menu, select Fault Notice
- A new fault notice form targeting the scanned machine will open

A fault notice using a QR code does not require the user to have any specific knowledge of the machine or search for machine in the hierarchy



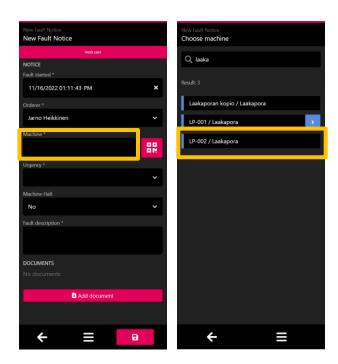




Machine selection for a fault notice from the machine hierarchy

- Press the Machine field of the fault notice, which opens the machine hierarchy of the Novi factory
- 2. Find machine using the Search field or by drilling down to the right machine level in the hierarchy
- 3. Select the machine card for which you want to make a fault notice
 - The machine card is identified by the blue bar on the left-hand side

When the machine is selected, a list of open fault notices for the machine appears at the bottom of the fault notice



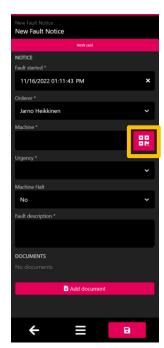


Machine selection for a fault notice with QR code

You can also select the machine for the fault notice by using the QR code of the machine printed from Novi

- 1. Select the machine QR code scanner from the fault notice
- 2. Scan the QR code with the scanner that opens up
- 3. The machine field is automatically populated according to the scanned QR code

Selecting machine using the QR code does not require the user to have any specific knowledge of the machine or search for machine in the hierarchy







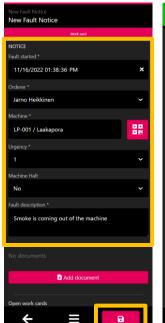
Entering and saving a fault notice

Fill in at least the required mandatory fields (*)

- Machine
- Orderer
- Fault started
- Urgency
- Machine halt
- Fault description

Please note! The reporting of a fault notice in the Novi mobile interface always depends on the customer's fault notice specifications and constraints, as well as the way Novi is used

Once the information required by the fault notice has been filled in, press the save icon in the bottom right corner. Novi notifies you of the successful addition of a fault notice.



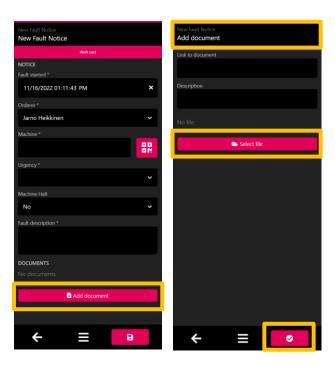




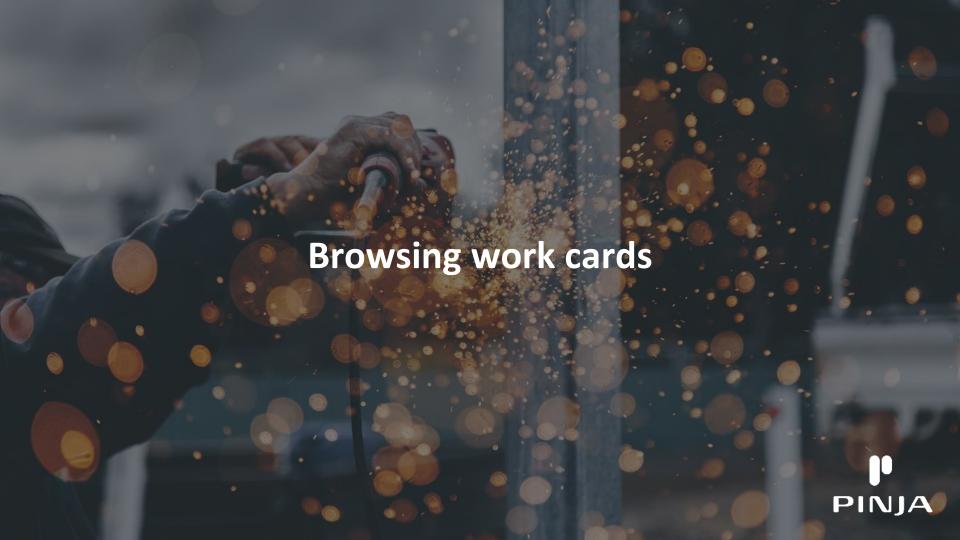
Adding a document to a fault notice

- Press the Add document button in the fault notice
 - The Add document form opens
- Press Select file
 - You can attach pictures, videos or audio to the fault notice, depending on your selection
- Fill in the additional information required for the document
- Press the red save button in the bottom right corner to save the file to the fault notice

Please note! The site must be given permission on the smart device to use the camera to take photos and/or to access the files to select them







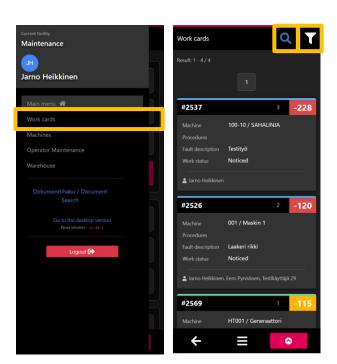
Work cards

Novi work cards can be searched in the Work cards module of the mobile interface

- 1. Open the side menu of the Novi mobile interface
- 2. Open the Work cards module

In the work card view that opens, you can

- Browse work cards
- Edit the work schedule view with the action button
- Filter work cards to be displayed using quick searches
- Perform advanced searches in the work schedule





Browsing work cards

In the browse work cards view, the user can use the action button to

- Phases
 - Show/hide the steps of the work card
- Listing type
 - O Toggles between the card view and the table view
- Display amount
 - Select the number of work cards to display
 - O The fewer work cards you show, the faster the work card search will be
- Reset default search
 - Get your saved default search criteria
- New work card
 - Create a new work card (if the user has access rights)





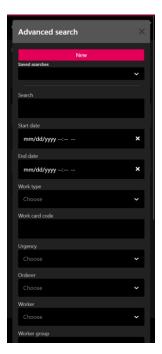


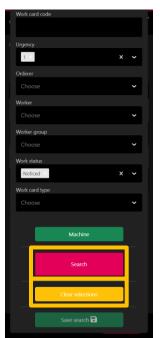
Advanced search

Advanced search allows the user to make more specific searches in the work schedule

- 1. Open Advanced search from the button in the work cards browser
- 2. Select the search conditions you want
 - You can also limit the search by device hierarchy by selecting the desired hierarchy levels from the Machine button
 - The search fields and field values may vary between customers
- 3. Run the search using the Search button

You can clear the search terms by clicking on the Clear selections button in the advanced search





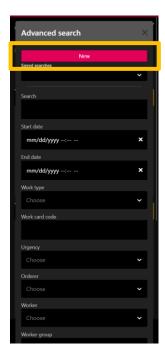


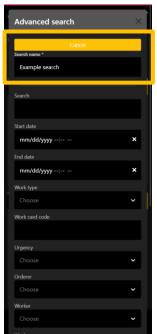
Saving a work card search

The user can save custom searches in the Novi mobile interface work schedule

- Open the Advanced search of the work schedule
- 2. Select New
- 3. Name the search, and select the search options
- 4. Save the search

You can edit a saved set of search criteria by selecting the search, making edits and saving the changes











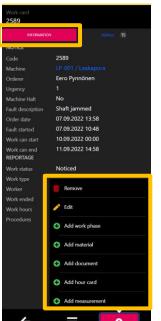
Work card

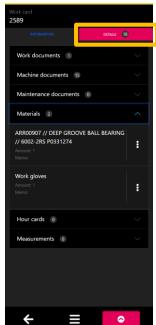
In the work card view of the Novi mobile interface, the user can view work card information and, depending on access rights

- View activities linked to the work card
- Edit the work card
- Delete the work card
- Add and edit work card steps
- Specify the materials to be used for the work card
- Carry out material takes and returns
- Add documents
- Add hour cards (extension)
- Add measurements (extension)

The work card is divided into two tabs – the Information tab for reporting on the work card in the Notice and Reporting sections, and the Details tab for viewing information linked to the work card

A work card can also have several different work phases. Access the work card functions from the action menu in the bottom right-hand corner.







Work card reporting

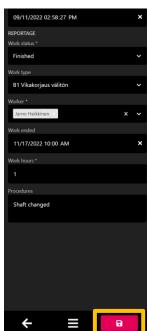
- 1. Find and open the work card to be reported
- Use the action button to go to work card editing mode
 Select the work status
- 4. Fill in the fields of the work card according to the mandatory specifications of the status
 - Information section
 - Details section
- 5. Save the work card

Please note! The reporting of a work card in the Novi mobile interface always depends on the customer's work card specifications and constraints, as well as the way Novi is used

The work card report in the mobile interface may also include

- Adding and reporting phases
- Adding documents and materials
- Material takes and returns
- Hour card entries
- Adding measurements



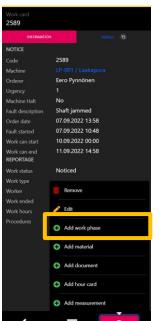




Adding a phase

- 1. Find and open the work card to be reported
- 2. Use the action button to add a new phase
- 3. Select the phase status
- 4. Fill in the fields of the phase according to the mandatory specifications of the status
- 5. Save the phase

Please note! The reporting of phases in the Novi mobile interface always depends on the customer's work card specifications and constraints, as well as the way Novi is used





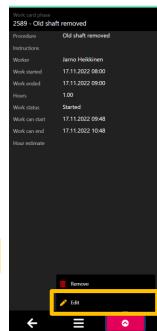


Editing a phase

- 1. Find and open the work card to be reported
- 2. Open the phase you want to edit
- 3. Use the action button to go to the phase edit mode
- 4. Fill in the fields of the phase according to the mandatory specifications of the status
- 5. Save the phase

Please note! The reporting of phases in the Novi mobile interface always depends on the customer's work card specifications and constraints, as well as the way Novi is used



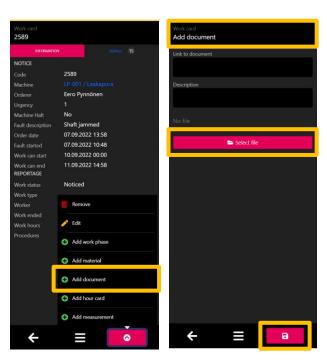




Adding a document to a work card

- Open the action button menu of the work card
- Press the Add document button
 - The Add document form opens
- Press Select file
 - You can attach pictures, videos or audio to the work card, depending on your phone's selection
- Fill in the additional information required for the document
- Press the red save icon in the bottom right corner to save the file to the work card

Please note! The site must have permission to use the camera and/or files on the smart device if requested





Adding material with an item code to a work card

The user can specify the materials to be used in the work using the Add material function on the work card

Material with an item code is a spare part that is already in stock, and for which an item code has been created in Novi

- Open the action button menu of the work card
- Select Add material
- 3. Select Spare part as the Material type
- 4. Find the spare part designation in the Spare part menu
 - You can also use Novi's spare part QR code or barcode to retrieve a spare part
- 5. Enter the Amount used for the work and, if applicable, Memo
- 6. Press the red save icon in the bottom right corner to save the spare part as work card material







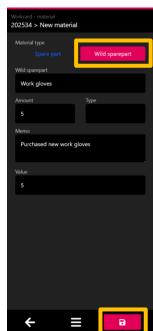
Adding a material without an item code to a work card

The user can specify named materials or services to be used in the work card using the Add material function of the work card

Material without an item code (wild spare part) are materials or services for which no item has been created in Novi

- 1. Open the action button menu of the work card
- Select Add material
- 3. Select Wild spare part as the Material type
- 4. Enter a description of the material or service to be used in the Wild spare part field
- 5. Record the Amount used for the work and the Value of one spare part, and, if applicable, the Type and Memo
- 6. Press the red save icon in the bottom right corner to save the wild spare part as work card material



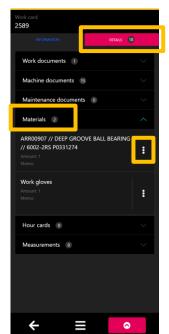


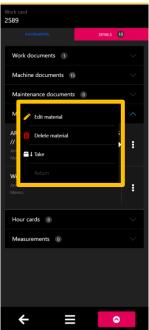


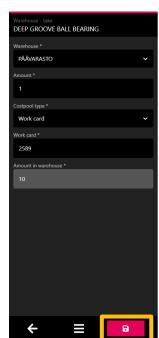
Taking and returning material from a work card

The user can checkout and return materials defined on the work card from the Details tab of the work card

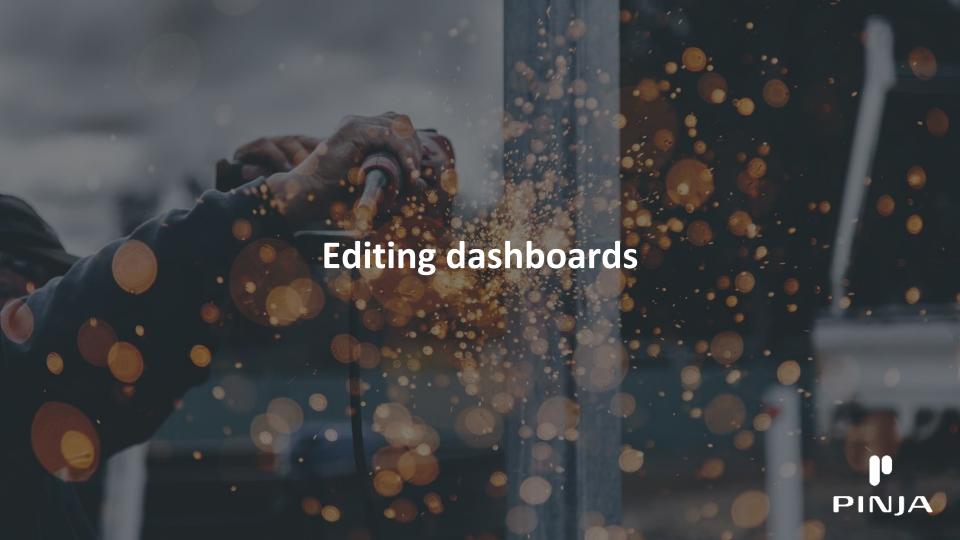
- 1. Open the Details tab of the work card
- 2. Open Materials
- Select the material functions for the desired material (three dots)
- 4. Select the desired action
 - O Edit
 - Delete material from the work card
 - Take
 - Return
- 5. Fill in the form that appears, and save your changes











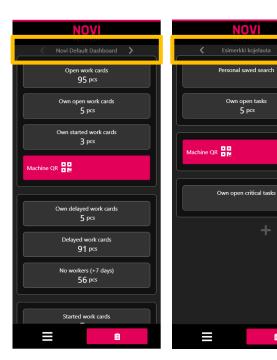
Dashboards

The user can use the factory default dashboard or their custom dashboards

The user can move between dashboards using the arrows next to the name or by swiping the screen

- Factory dashboard
 - Dashboard visible by default to all Novi/factory users
 - A Novi factory can only have one default dashboard
- User-specific dashboard
 - Only visible if the user has added at least one dashboard by themselves
 - O A user can have several dashboards of their own

Please note! The rights to add and edit dashboards are defined by the administrators





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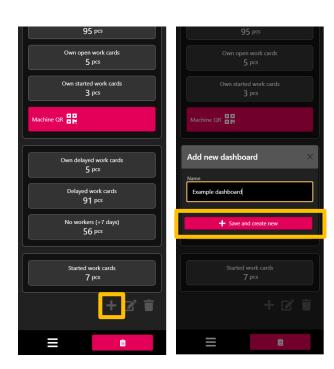
Adding a dashboard

Users can add unlimited custom dashboards for different searches

If the user has the right to add dashboards, a grey +-button will appear at the bottom of the factory dashboard

- Add a new dashboard by pressing the + button and giving the dashboard a Name
- Save the new dashboard by clicking the Save and create new button

User-created dashboards are user-specific, and only visible to that user





Defining a new dashboard

The user can add a new component by clicking on the desired module

- The grey component allows you to add searches to the dashboard
- The red component allows you to add scanners to your dashboard

The user can re-group components by selecting the Move elements action button

Once you have added and configured the components, Save and close the editing view









Defining the dashboard components

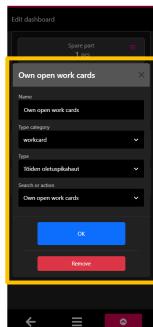
Once the desired component is added to the dashboard, you can define what happens when you press it

The dashboard component can either open a search or a scanner

- 1. Go to the editing mode of the component from the menu at the top right of the component
- 2. Give the component a name (Name)
- 3. Specify the source from which the component will retrieve information (Type category)
- 4. Select the type of search (Type)
- 5. Select the type of function (Search or action), for example the desired quick search

Once the component is defined, press OK to save the changes







Customizing your dashboard

The user can edit their own existing user-specific dashboards

- Adding a saved search
- Adding new searches and scanners
- Arrangement of components
- Removing components
- Selecting a default dashboard

The user can access the dashboard editing mode using the grey edit button below the dashboard

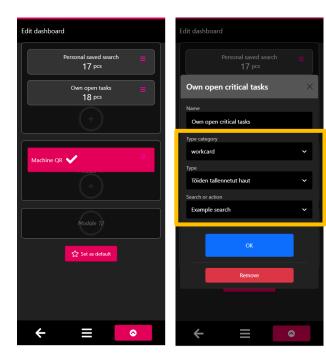




Adding a saved search to a dashboard

Users can import their own saved searches into their dashboard

- 1. Go to dashboard editing mode
- 2. Add a new search component
- 3. Enter a descriptive name for the search displayed on the dashboard
- 4. Select workcard as the type category
- 5. Select the type as Work card saved searches
- Select the desired saved search from the Search or function menu
- 7. Press OK to save the new search component

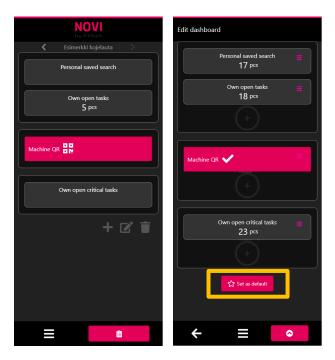




Selecting a default dashboard

By setting the dashboard as default, the desired dashboard will always appear first when you go to the main menu

- 1. Go to the editing view of the dashboard
- 2. Press Set as default
- 3. Save and close the editing view

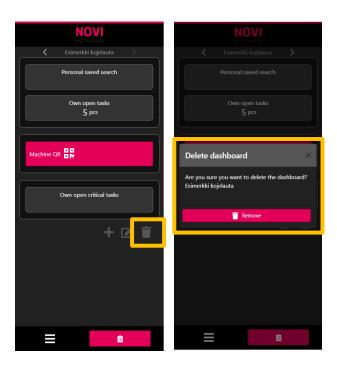




Deleting a dashboard

Users can delete their own unnecessary dashboards from the main menu of the mobile interface

- 1. Go to the dashboard you want to delete
- 2. Press the grey trash can
- 3. To delete the dashboard, press Remove in the confirmation window that appears

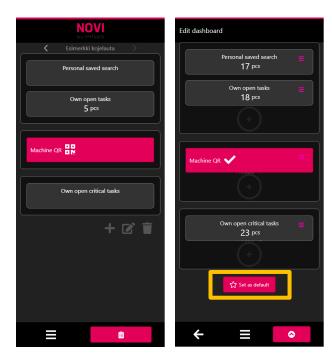




Selecting a default dashboard

By setting the dashboard as default, the desired dashboard will always appear first when you go to the main menu

- 1. Go to the editing view of the dashboard
- 2. Press Set as default
- 3. Save and close the editing view



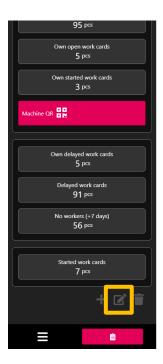


Editing the default factory dashboard

Novi administrators can edit the factory-specific dashboard

- 1. Go to the factory default dashboard
- Press the edit button.
- 3. Make the desired changes to the factory default dashboard
- 4. Save your edits

Please note! Editing a factory dashboard affects all mobile users of that Novi factory





THANK YOU!

