

User Guide



mina manual

This document offers a step by step guide on how to use the mina application and all its functions. Should you require further information please visit the mina website – www.mina.app

The document is split into two sections

1. Mina app - functions designed to work in conjunction with iOS and Android devices.
2. Maxprobe and mina - app functions designed to work in conjunction with inspection systems manufactured by Scanprobe Techniques Ltd.

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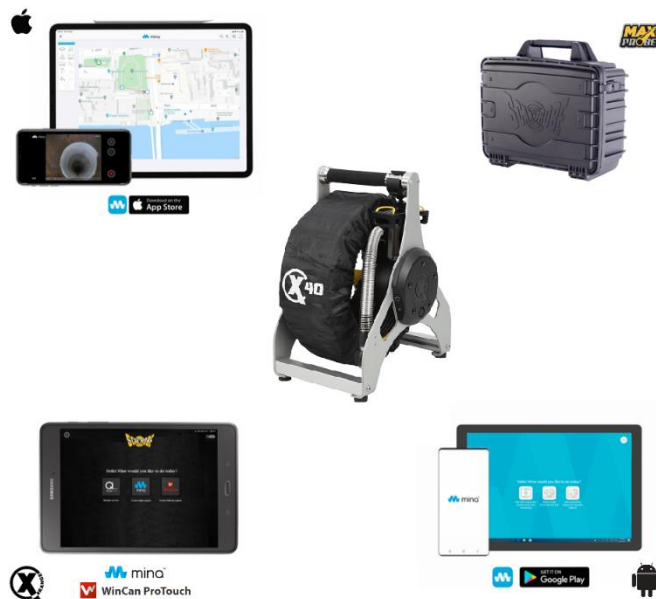
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About mina

mina software is designed to be a simple and easy alternative way to create pipeline inspection reports as well as offer extra detail and sharing capabilities to third party reporting software. It comes in two forms, the first being the embedding software found within the Maxprobe inspection system and the other being the application you can download on any compatible iOS or Android device. The mina software works in conjunction with Scanprobe products and offers unprecedented connectivity within the pipeline inspection industry. The concept was designed to allow users to create and share industry recognised reports using their own mobile devices. The application has the ability to create a video report with text overlay and distance counter. If the application is used in conjunction with an inspection system, it has the ability to transfer files, create maps, share reports and much more. This innovation creates an environment that users are familiar with, which in turn generates a space where functionality, expertise and simplicity literally go hand in hand.

Below is a brief summary of the connectivity available while using the mina app.



Intended Use

Mina software is designed to create industry recognised PDF reports within the pipeline inspection industry, although it is not limited to just pipelines and can be used as a reporting software for chimneys, cable ducting and many other hard to reach areas where an inspection report is required.

mina Survey instructions:

There are two key parts to mina and in both cases the mina mobile application will be required in conjunction with the inspection system.

Reporting

The ability to create PDF reports with all the necessary data to locate, identify and rectify a fault.

The mina mobile application allows users to create overview maps and site images that can be imported into the PDF report generated by the Maxprobe inspection system. You can then send your PDF report from your inspection system to the app, save it, view it and send it via any file sharing apps on your device, or email to your personal contacts.

Streaming

This feature allows users the ability to use mobile devices to live stream video footage, record and control your inspection systems main functions. There are extra features available for all X-range systems that allow users to implement Text overlay, meterage and sonde functionality.

Note: These extra features are for use on the X-range systems only and a paid subscription may be required.





mina app

Android vs iOS?

The mina app is available on iOS and Android devices and works in the same way. Although there are subtle differences due to the limitations applied by the platform developers.

The main difference is the way the app connects to your pipeline inspection system. In each case the devices will require a sim card.


 Android requires a sim card to allow the USB tethering to be activated. Android does not require mobile signal to connect to the inspection system, it just requires a sim card to be present.

 iOS requires a sim card and mobile signal to allow the personal hotspot to be activated. The mobile signal does not need to be good, 1bar of 3G signal will be sufficient. It just allows the operator the option to switch on the personal hotspot feature used to connect to the system.

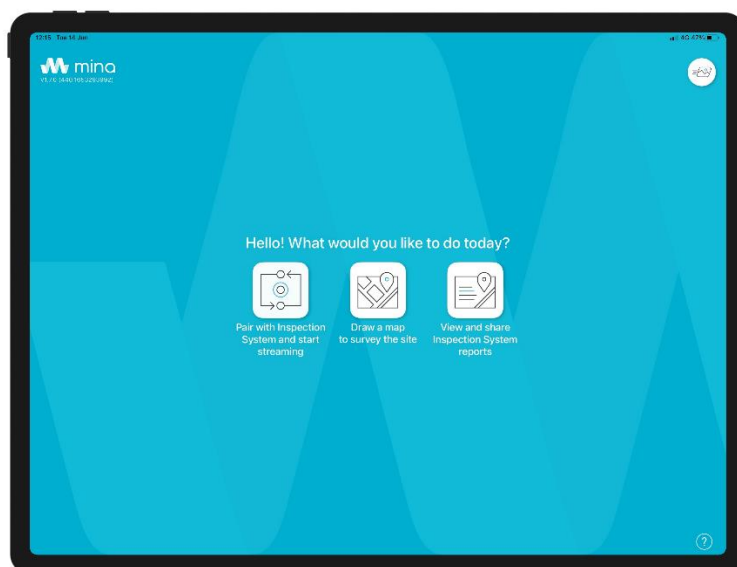
There are other variables where one platform does things slightly better than the other, but in general the app works the same on both and your decisions should be based on personal preference.

Note: Although the mina team work tirelessly to create a platform that works on every device, some handsets may not be compatible.

Overview

For the purposes of this document, the iOS platform was used. If there are any differences between the two versions, they will be highlighted with the Android symbol .

The next chapter offers a brief overview of the key features within the mina app and how you can benefit from them.





Streaming -

By selecting the this option, users have the ability to livestream video, adjust LED brightness, activate the sonde, record, playback, add observations, text overlay and a distance counter. The recordings are saved direct to the users' mobile device where they can be edited and shared via the devices normal routes. This option is primarily designed for use on the X-range systems manufactured by Scanprobe Techniques.



Mapping -

By selecting the second option, mina offers the function to create a detailed overview using Google Maps to plot a clear and accurate inspection icons with the ability to join those using directional lines and add notes in colour text. This function is primarily designed for use in conjunction with the Maxprobe inspection system as the map is imported into the report PDF



View/Share -

This function allows users to Import PDF reports from your Scanprobe inspection system to your mobile device and view/share them.

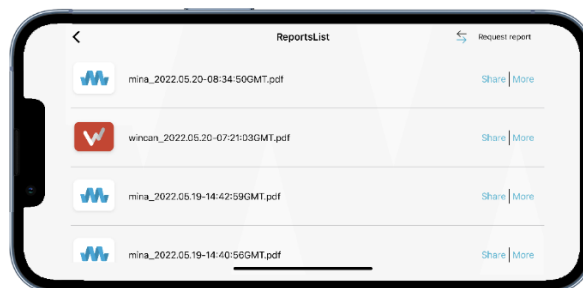













Image insert -

This function allows users to Import a site image from your mobile device to be used as an image on the PDF report cover.



Overview summary

The mina application is designed to work in conjunction with a number of Scanprobe products, below is a brief summary of mina features and the products they are designed to work with.

	Description	Compatibility
	Streaming	
	Mapping	 
	View/share	
	Image insert	

Mina features explained

This chapter offer a more detailed view of each of mina's main functions and how to perform certain tasks.





Streaming

Streaming is a key function of the mina app and this is certainly the case when using it in conjunction with X-Range equipment.

Originally designed to allow users a way to duplicate the Maxprobe inspection system video stream and control its functions remotely, it has now become a standalone recording hub dedicated to control and record video surveys from X-Range equipment. To use this function you will need to have purchased an X-Range system from Scanprobe Techniques. Although the app can still be used to duplicate and control the Maxprobe inspection system, much of this feature is aimed towards X-Range products.

Connectivity




- X-Range
 - Power up your X-Range system and wait for the power button light to stop flashing
 - Turn on your Personal Hotspot in your mobile device settings
 - Connect your mobile device to the X-Range system using a USB cable
 - If a 'Trust this Computer' pop-up appears, click the 'Trust' option
 - Return to the mina app and tap the  pairing option and wait for the connection to establish.
- Inspection system
 - Power up your inspection system
 - Turn on your Personal Hotspot in your mobile device settings
 - Connect your mobile device to the inspection system via USB cable and wait for Tethering icon to appear on the inspection system indicator bar
 - Whilst on the "Pair your device" screen, press and hold the mina button  on your inspection system for 3 seconds.

How do I turn on Personal hotspot?

- On your iOS device, Go to Settings > Cellular > Personal Hotspot or Settings > Personal Hotspot.
- Tap the slider next to activate Personal Hotspot.

If you can't see the option for Personal Hotspot, contact your network provider to make sure you can use Personal Hotspot with your plan.

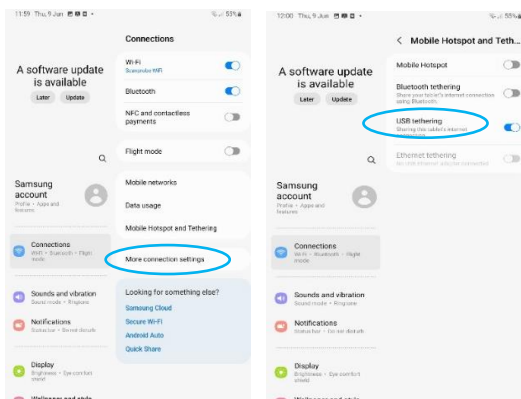


- 
 - X-Range
 - Power up your X-Range system
 - Connect your mobile device to the X-Range system using a USB cable
 - Turn on 'USB Tethering' via your mobile device's network settings
 - Return to the mina app "Pair your device" screen and wait for the connection to establish

- Inspection system
 - Power up your inspection system
 - Connect your mobile device to the inspection system using a USB cable
 - Turn on 'USB Tethering' via your mobile device's network settings and wait for Tethering icon to appear on the inspection system indicator bar
 - Whilst on the "Pair your device" screen, press and hold the mina button on your inspection system for 3 seconds.

How to USB tether on Android?

- Ensure the X-Range system is ON and plug your charging cable into your phone/tablet, and the USB side into the X-Range.
- Go into your phone settings and turn on 'USB tethering'. It'll be under 'Connection & sharing' or something similar (the exact name differs between phone brands).
- Now wait few seconds for the connection to establish.








Features

Like most applications, mina comes with standard features and in app purchases to allow the user extra functionality. Below are the details of what these functions are and how they can be used within the app.

Standard features





Live video feed



- 
LED brightness - Use the plus and minus tabs to adjust the camera brightness
- 
Record - Press to record and stop video
- 
Back - Takes users back to mina home screen
- 
Premium features - Press to purchase mina's premium features
- 
Battery indicator - Show the power level of the X-Range internal battery

Premium Features




- 
Counter Reset - Press this to reset the on screen distance display to zero
- 
Sonde Activation - Use the ON and OFF tabs to activate the camera sonde
- 
Text & Titles - Press this to add text overlay (See Text and Titles section)
- 
Distance Counter - Distance counter, showing how far the camera has travelled


Changing counter units

The premium features allow you to have a distance counter overlaid on the video, if you wish to choose between metric or imperial please follow these steps:

- 🍏 iOS defaults the settings by location, but if you wish to change it, Go to Settings > mina > Coiler Units and change accordingly.
- 🤖 Android allows users to change the setting by simply clicking the settings icon to the bottom left of the home screen.

Text and Titles

One of the best features in the premium addition is the ability to add text and titles. To activate this feature, simply purchase the premium features by pressing the  icon to the bottom left of the video streaming page and follow the steps on your device.

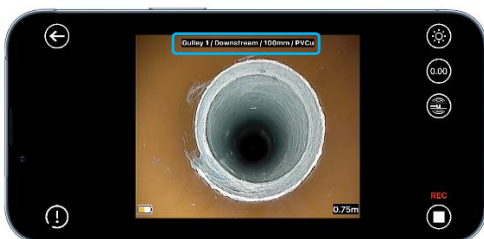
Once you return to the streaming page, you will notice that the Star has changed to the  icon which indicates Text and Titles are active.



Now when you press record icon a prompt will pop up asking if you wish just Record or Record with Titles? Recording with Titles will prompt you to add text headers that consist of details of the pipeline you're inspecting - Client Details, Site Address, Engineer Details and finally Pipe Details.

Pipe details are used to explain exactly what the pipe is, its start point and the direction you're surveying, for instance – [Gulley 1 / Downstream / 100mm / PVCu](#).

More importantly the Pipe Details will remain as a header throughout the recording in the same text font/size as the distance counter.



Observations

Another feature that is added with the premium subscription, are the ability to add observations to your videos. Observations could be anything from cracks in the pipeline to root infestation.

To add an Observation simply click the  icon found to the bottom left of the video screen whilst recording.

Note: this observation icon will replace the  once the Title screens have been implemented.

Once pressed the Observation Notes dialog box will appear offering you the ability to enter some free text explaining what you have discovered within the Pipeline.

Note: there is a 50 character limit when entering an observation.



When you're happy with your observation description, press "add" to place the text within the video. The text will appear in the centre of the video for 3 seconds before disappearing.



Video Outcome

Once you have finished the pipeline, press stop and the recording will be saved to your device library. When viewing you will notice there will be a brief intro to the recording, showing the Title screens with a black background before the video commences. This feature offered the recipient an insight as to who, where and what was surveyed.

Some devices offer video editing as part of their software, the videos can be cropped, shrunk and overlaid as desired. When finished, you can share the video via all the normal sharing routes.

Note: Sharing apps have file size limits, be sure to check the video size before sharing.





Mapping

Plot industry recognised icons to mark key attributes on a survey, use standard smart-device technology gestures with mina. Pinch, expand and rotate your map and icons to create the most accurate aerial survey map.

To achieve this simply activate mapping section of mina, this will open the mapping screen. At this point you have two options:

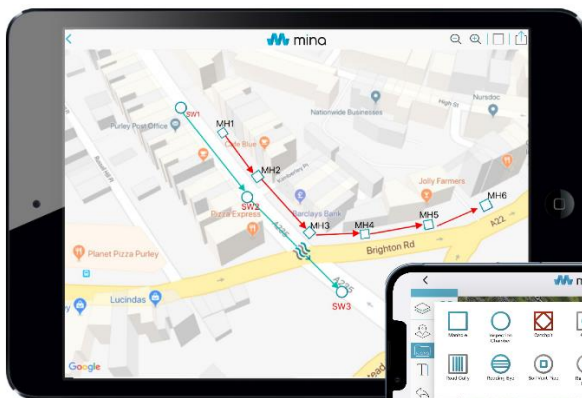
1. Search for your location using a post code or address and capture the image. You can change the search image from map to satellite mode if required.



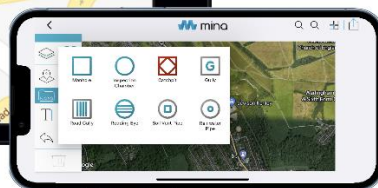
2. Import an image or take a photo with your device camera and add the over lay to it. This is particularly useful if you are surveying a site where a previous map has been created.



This function offers intuitive guides in the app to create a professional aerial survey map on multiple iOS and Android devices that can be imported into PDF reports created on the Maxprobe inspection system or simply saved into the device photo library and shared accordingly.



Tablets



Phones





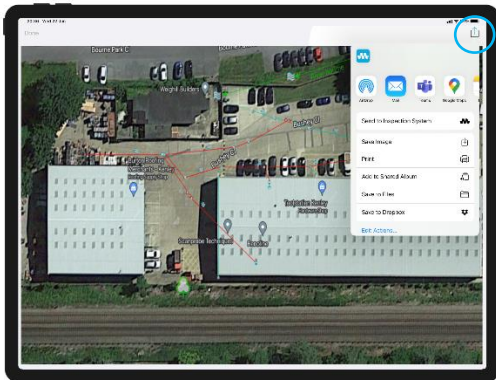
PDF Report

Inserting a Map

Firstly it is recommended that the map function is used after the survey report has been completed on the inspection system. This is to ensure there is no hidden pipelines or inspection chambers that you might miss prior to surveying. For the purposes of this document an iPad Pro was used. Although mina mapping works on phones, we recommend mapping on a tablet as there's simply more screen space to draw on.

Once you are happy with your map, insert into a report following these steps:

- Open a mina PDF report on your inspection system
- Press the mina button  on your systems keypad and select "Insert Map Overview"
- Connect your device to your inspection system (follow the [file transfer](#) steps)
- Once connected go to the app and press the Share icon  to the top of the map screen, scroll down and select "Send to inspection system"




























- Mina will then prompt you to hold down the mina button on your inspection system keypad for 3seconds+
- Your inspection system will acknowledge the transfer has been successful
- Finalise the PDF report on the inspection system
- Then simply export the full report back to the mina app to see the implemented change



Note: Site overview maps can be changed at any point once a survey section has been recorded. Simply click "Insert Map Overview" to delete the previous version or implement a new one.

Toolbar Icons

		Description	Function
		Layers	This feature allows users to implement a number of layers of information onto the same map.
	-	Multiple select	This allows users to select more than one icon with in the map and move/re-size at the same time.
		Open Map	This opens up google maps allowing users to create a site plan in satellite or normal map mode.
		Image import	Gives users access to their devices photo library or camera to install an image to be used as a site plan.
		Map icons	Opens a lists of icons that can be used when populating the map. See Map icons for there definitions.
		Line options	Offers the user different line types and colours to join the map icons together.
	-	Text	Gives users the ability to enter text over the map, change the text colour, font, position and size.
		Undo	Reverts the map back to the previous state before an addition was added.
		Redo	This is the opposite to undo, where you decided that the image looked better before you pressed undo.
		Copy and stamp	Allows users the ability to copy and stamp icons without the need to resize and rotate.
		Rubbish Bin	Erase selected icons, connection lines and text.
		Share	Allows users to select the sharing options to save/share the map.
	-	Grid	Places a grid over the map that can be used to help align certain points. Pressing it again removes the grid.

Map icons





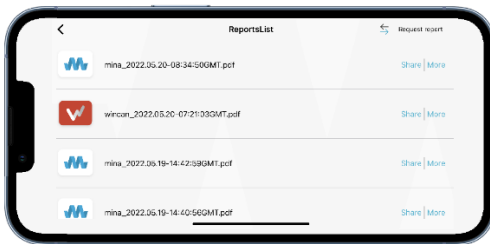
View/Share

mina View/Share option is designed to be used as a way to store and share PDF reports generated on the Maxprobe inspection system. It should not be confused with video files recorded through mina streaming. To use this function the operator will need to have purchased an inspection system from Scanprobe Techniques Ltd.

How to use view/share

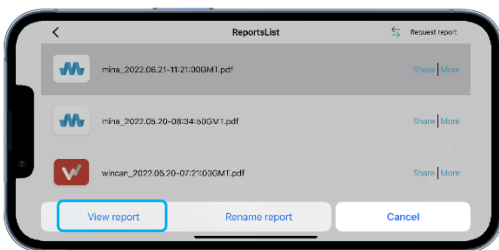
Before a report can be viewed/shared it will need to be created. Please create a survey report on your Maxprobe inspection system (See “Maxprobe and mina for further details) and finalise it. Then follow the steps laid out on the “File transfer” section to export the PDF report file to the mina app.

Once the report file has been successfully transferred to the mina app, it will appear on the Report list within the View/Share tab.



Note: The Maxprobe inspection system generates mina and WinCan reports. Both can be viewed and shared via the mina app.

By pressing “More” on a file tab, you will be able to view and rename the PDF report.



The “Share” tab allows you to share the report via all the normal sharing routes.





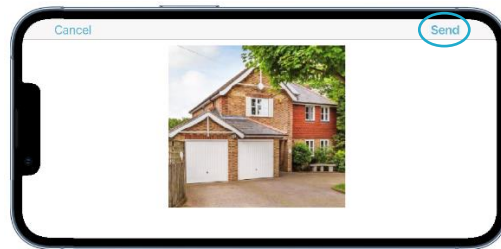
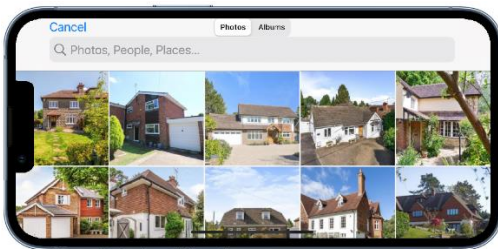


Image insert

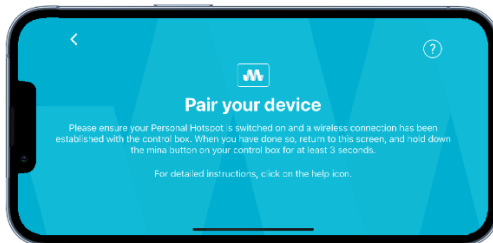
This mina function is designed as a way to personalise reports by allowing users the ability to insert an image of the property/site on the front cover of the inspection report.

To implement this:

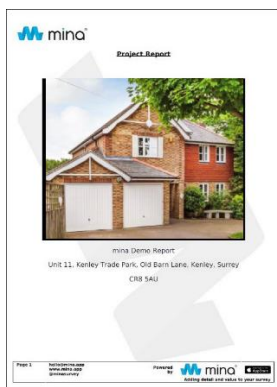
- Open a mina PDF report on your inspection system
- Press the mina button  on your systems keypad and select Add Site Image
- Connect your device to your inspection system (follow the [file transfer](#) steps)
- Once connected go to the app and press the insert image icon 
- You will then be asked to “Choose an image from your device gallery” or “Take a Picture”
- If you choose to select one from your gallery, select the picture and click “send”



- Mina will then prompt you to hold down the mina button on your inspection system keypad for 3seconds+



- Your inspection system will acknowledge the transfer has been successful
- Finalise the PDF report on the inspection system
- Then simply export the full report back to the mina app to see the implemented change



Note: Site images can be changed at any point once a survey section has been recorded. Simply click “Add Site Image” to delete the previous version or implement a new one.

PDF Reporting and mina

The following chapter explains the relationship mina app has with the mina reporting software embedded on the Maxprobe inspection system. Here we will explain how to create a PDF inspection report, transfer files and export the report to your mobile device.


Creating a pipeline inspection report:

There are two mina report styles that can be generated from within the Maxprobe, these include...

Standard mina - this style of report is designed specifically for Engineers that want a no fuss PDF report without the need to use WRc coding to generate it.


WRC mina - this style of report uses WRc coding to generate the report, and exports an xml file for use in third party reporting software.

Recording a standard mina survey.

1. Before you begin, you can press the mina key  located at the top of the keypad to access the following options:
 - Cancel - *Revert to original screen*
 - Edit section - *Edit the inspection information*
 - Close Project - *close the project with the ability to re-open it and proceed further*
 - Add Site Image - *create new or over right original cover picture of the site*
 - *To use this feature, select "Add Site Image"*
 - *A pop up then prompts you "Press Snapshot button to take the image when ready"*
2. Press the mina key and select new project.
3. Select "standard mina" to bring up the project information header.
4. Fill in the required information and once complete, press the "mina" key and select "Yes" to continue. (Select "No" to return to the Project Information page).
5. Follow the on screen instructions.
6. If record is pressed, you will be prompted to fill out necessary information to complete the projects section page.
Note: the Maxprobe box will auto pause whilst this information is being completed.
7. Once all the required information is completed the unit will start to record.
8. Add observations at any time by pressing the snapshot key.
9. Once a section is complete, press the stop key and fill out the remaining information prompts.
10. Simply press record to start a new section or the mina key for further options.

Recording a standard mina + WRc survey.

Before you carry out a WRc report, please ensure you have some knowledge of the WRc catalog codes. These codes are used as shortcut keys when adding observations and allow users to quickly pinpoint faults without the need to fully type in the problem.

1. To Start - Press the "mina" key  located at the top of the keypad and select new project.
2. Select "standard mina + WRC" to open the project information headers.
3. Fill in the required information and once complete, press the "mina" key and select "Yes" to continue. (Select "No" to return to the Project Information page).
Note: use the up/down arrow keys to navigate between fields and the "OK" button to activate the drop downs or input WRc code if known.
4. After the project information is complete, fill out the Section information in a similar fashion, then press the mina key and select "Yes" to continue.
Note: the Section information is the information about the pipeline you are about to survey. The Start, End, Direction and Size fields are mandatory and must be completed before commencing further
5. To start surveying, press the record key.
6. You will be prompted to enter the Start Node, (this is because the start node needs a WRc code). Add a snapshot if required.
7. Then enter the water level (WL), observation grade, any remarks you have and a Snapshot if required – once complete begin surveying.
Note: The water level is the percentage of water within the pipeline, although you cannot be exact, implement a well-judged estimate.
8. Once a survey is complete, press the stop key to end the section. A dialog box will appear, requesting the End Node, select accordingly and fill out the appropriate information. Finally add a Snapshot to finish.
9. Now press mina key for further options.

Further options

- Cancel
- New Section - (create a new video recording of a section of pipe)
- Close Project - (close the project with the ability to re-open and continue)
- Finalise Project - (generates a PDF report once the project is complete)
- Add Site Image - (creates a new or overwrites a projects cover image of the property/site)
- Insert Map Overview - (create a site map showing the positions of pipes, inspection chambers etc.)
- Add Engineers Notes - (this allows users to add comments to the report PDF)

Observations

When performing a WRc mina survey, there are two ways to add observations:



- You can simply press the snapshot key and add comments to the dialog box. But performing observations this way will be shown as a general remark on the final report document and the corresponding code.
- The WRc codes can also be added throughout the run at any point whilst surveying. Simply use the keypad to enter a WRc catalog code i.e. "CC" - *Crack circumferential*. Further information will be requested at this point, please follow the dialog box instructions. *Note: all mandatory fields are marked in bold.*

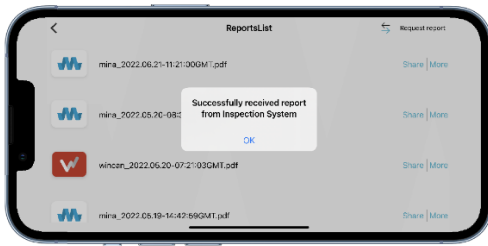
Continuous defects

Continuous defects refer to a fault that runs longitudinally within the pipeline. These can be logged by entering a valid code, such as "CL" - *Crack longitudinal* (refer to the WRc handbook) and then placing a "Y" within the continuous observation column. To end a continuous defect, press the mina key and select "Continuous defect" then scroll down to the continuous defect you wish to end, highlight it and press "OK". *Note: If continuous defects aren't ended by the user, they will automatically end once stop key is pressed.*

File transfer

When a survey is complete, a PDF report is generated through the "finalise project" option. This file can be exported to a USB device, or exported to the mina application via a mobile device.

- To do this press "Finalise Project" and wait for the report to be successfully generating. *Note: Finalised reports will be saved to the desired storage facility, press the file manager button to access these files. Scanprobe Techniques recommend all information is stored direct to the internal memory and copied to external devices at a later stage.*
- At this point the inspection system will ask if you wish to transfer the report to the mina app. *This allows users to view the report PDF on a mobile device and share via email, Dropbox etc.*
- If you wish to continue, ensure you have the mina application on your mobile device and select "yes".
- The Maxprobe will prompt you to connect your mobile device via the USB cable.
- Once connection is established the USB tethering icon  will appear in the tool bar to the right of the screen on your inspection system.
- To transfer files between the inspection system and the mobile device select the View/Share tab on your mobile device and press the "Request report" tab to the top right of the reports list.
- mina will prompt you to hold the mina button  down on the inspection system for a minimum of three seconds.
- Once the file has transferred successfully the inspection system will display a "Transfer Successful" dialog box and the mina app will also acknowledge the file has been received.




- Please go to the [View/Share](#) section to see what to do from here.

Editing finalised reports.

Once a project is finalised and a report generated, you still have the option to open and edit it. This is necessary if you wish to add more sections or if the information on the report is incorrect.

- To edit a report ensure the file you wish to edit is present i.e. if the report is saved to a USB device
- Insert the device before you continue, then press the mina key and select ["Open Project"](#).
- You can continue adding new sections as normal at this point. Any other actions performed will overwrite the previous version. This means if you select ["Add Site Image"](#) the previous version will simply be replaced.

Removing a section

If you wish to remove a section altogether, you will need to close down the project and open the final report in the report viewer. Within the file itself, the list of sections is visible, simply highlight the section you wish to delete and press back space. 

Overview Map

By selecting this option the Inspection system will prompt you to follow the instructions on the mina app. The map will automatically be inserted into the correct place on your final report. Press escape to cancel at any time.

[Note: To use this function, you are required to download the mina application from the App Store on your mobile device. See the "Mapping" section for further details.](#)

About XML files

An XML is a file format that can be imported into the third party pipeline inspection software. The file is necessary as it tells the third party software the parameters and format to which the report was generated. This allows the third party software to recognize when, where and what faults occurred during the survey and which Snapshot goes with what fault code. The third party software can then regenerate the project information, to produce its own version of the report. Once a WRC mina report is exported, an xml file can be accessed within the exported report folder and imported into the third party software as desired.

Notes

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[Best regards,](#)

The mina Team

