

User Guide





Scanprobe Tablet Application

This document offers a step-by-step guide on how to use the mina + option and all its functions within the X-Range Tablet. Should you require further information please visit the Scanprobe website – www.scanprobe.com



The document will explain mina + reporting and its relevant add-ons, allowing users the ability to create an industry recognised PDF report.



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About mina +

mina + is a software function within the Scanprobe Tablet, designed to be a simple and easy alternative way to create a pipeline inspection report. It allows users an enhanced touch screen experience that streamlines the entire workflow, saving you time and effort. The mina + software works in conjunction with Zebra ET45 Tablets and offers unprecedented connectivity with all X-Range products designed and manufactured by Scanprobe Techniques. The mina + application enables users to create and share industry recognised PDF reports with the ability to edit, transfer files, capture images, insert maps, share videos and incorporate company logos from one device. This innovation creates an environment that users will find familiar, which in turn generates a space where functionality, expertise and simplicity literally go hand in hand.

With mina +, Pipeline inspections and reporting have never been easier. Experience the power of seamless surveying and reporting.

Intended Use

mina + software is designed to create industry recognised PDF reports within the pipeline inspection industry. Although this was its intentional function it is not limited to pipelines and can be used as a reporting software for chimneys, cable ducting and many other hard to reach areas where visual inspections and an inspection report are required.



mina + Survey instructions:

Mina + Overview

A brief overview of the key features within the mina + option of the Scanprobe Tablet and how you can benefit from it.



Figure 1 Tablet home screen

To get started, select the mina + option from the X-Range tablet home screen you will then be directed to mina +. From here, you can create a new project, open and continue (or edit) an existing project, or open the mina website for further information and support.

Navigation Arrows

You will see throughout the mina + software, navigation arrows (“<” and “>”) at the top of the screen. These arrows allow you to go back to the previous screen or proceed to the next one.



Figure 2 mina + home screen



New Project -

Select this option to create a new pipeline inspection project.



Open/edit project -

Select to open an existing project, share and edit it.



mina + info -

Link to mina website that will provide all the latest news and update information, short tips and tricks videos as well as user guides and "how to" information.

New Project

To create a new project, select the new project icon.



New Project

You will then be prompted to give your project a name.

Enter Project Name

Project Title

Characters Not Allowed: ?\#%<>\$/+! '&*'{}|=:@.,+£

 Note: Certain special characters are not permitted, as detailed in the pop-up box.

Once you've named your project you will be directed to the project overview screen. The project name will appear above the three tabs.



Project information

Select this option to create all the information, video, and snapshots for your project



Create a map

Allows users to create an overview map that will be used in the pipeline inspection report



Take site image

Creates a picture of the survey site which is pulled into the PDF report and used as the cover image.

Let's take a closer look at these three options.

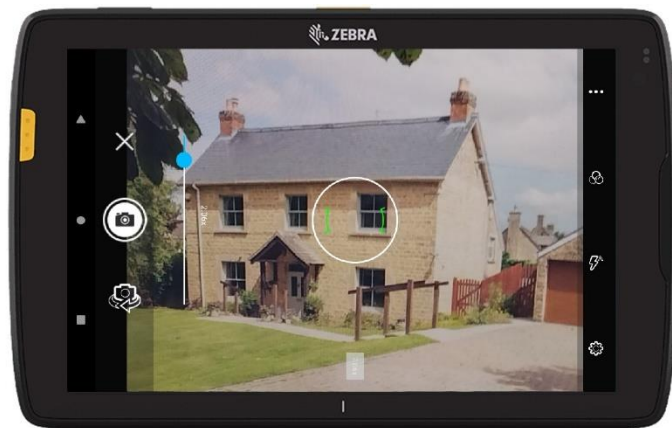


Site image

Once you arrive on site it is good practice to take a photo of the proposed location. This image will be used as the cover image on the PDF report.

Simply select the camera icon and you will be redirected to the device camera.

From here you can take the desired picture of the location that will automatically be imported into the report.



 Note: The tablet does not need to be attached to the X-range product to perform this feature.

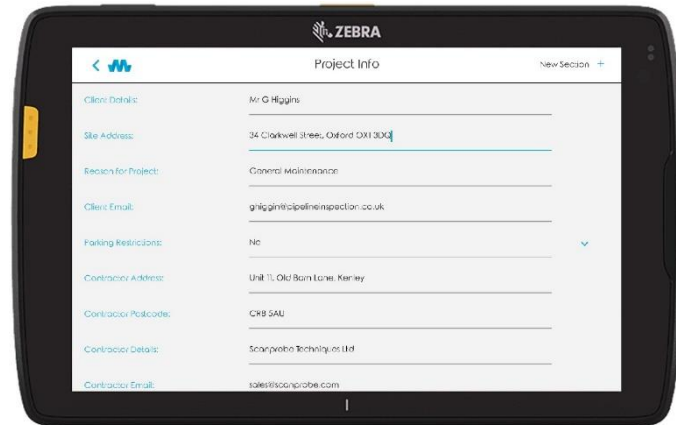
 Note: The PDF image will automatically be overwritten if the picture is re-taken.

Use the camera settings to zoom, add filters and activate the flash as you normally would.




Project information

The project information tab allows you to enter all the details about the project, from the site address to parking restrictions.



The information supplied here will be used in the headers of the report PDF document.

 Note: If you've entered your company information within the settings menu of the tablet, these fields will be prepopulated with the information you've already entered. Any fields you leave blank here will appear blank in the report PDF.

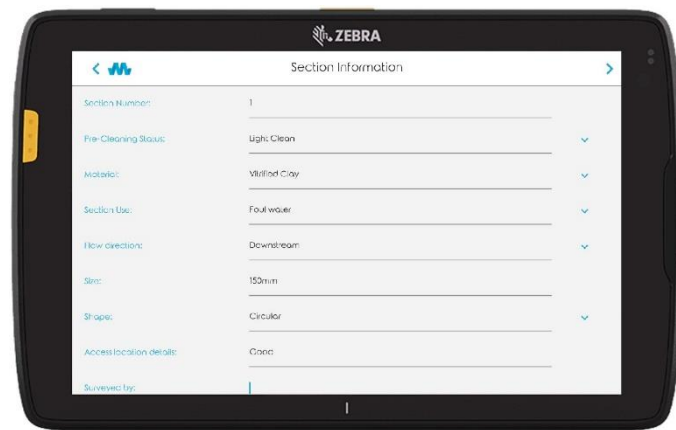
Sections

Once complete, you can select the "+" tab marked "New Section" to the top right of the project info page.

Q. What is a section?

A. A section is length of pipeline. You can have many sections within a project. mina + will automatically number them to make it easier to explain to a client.


Once the New Section tab is pressed you will be directed to the section information page. From there, you can provide specific details about the length of pipeline you're about to survey.



There are no mandatory fields in this screen, though the more information you enter, the more complete the final report will be. Drop-down menus are available to speed up the process. As before, any information fields left empty will appear blank on your generated PDF report.

Surveying

Once the section information page is complete you can start surveying.

Press the right-hand arrow key ">" at the top of the section information page to enter the live video stream. Just like the LookSee option, the camera controls and meterage settings can be found to the right-hand side of the screen, with the observations tab  to the left.

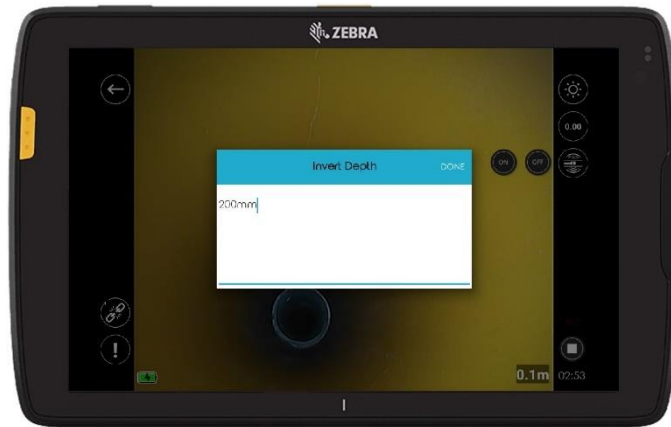



Although now we have an additional tab above Observations to allow you to add Continuous Defects (refer to the "continuous defects" section below for further information).

Simply press record to start the survey.

You will be prompted to enter the following information:

- Start Point (the survey start position referenced on an overview map)
- Water Level (the percentage of water running through a pipe)
- Invert Depth (the distance from the base of the pipe to the top of the inspection chamber)



 Note: If you fail to enter any information at this point, these sections within the PDF report will appear blank.

Once these dialog boxes have been filled, press “DONE” and begin navigating the camera through the pipeline.

Observations

Q: *What are Observations?*

A: *Observations are defects within a pipeline e.g., Cracks, Roots, Collapse etc.*

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

You will be prompted with the following observation classifications and types:

Classification	Type
Structural	Large Displaced Joints
	Medium Displaced Joint
	Crack
	Crack at Joint
	Hole in Pipework
	Fracture
Service	Deposits Attached
	Deposits Settled
	Deposits Attached at Joint
	Roots
	Infiltration
Construction	General Remark
	Loss of Vision
	Intruding Sealing Ring
	Connections
	Defective Joint

Select the appropriate classification and type to meet your pipeline observation requirements or select Construction > General remark, to type in free text.




Clock

Once you've chosen your observation or typed in some text and pressed "Done" a clock will appear on the screen to allow you to pinpoint exactly where the defect is within the pipeline.



The clock will perform the following functionality:

Touch points	Function
Clock Hands	Drag them around the screen to show the relevant default from/to.
Select same clock hand	Reference a particular point i.e., 11 o'clock.
Tap clock centre	Reference the whole circumference.
Red Cross – bottom left	Add observation without clock reference
Green tick – bottom left	Accept clock reference

 Note: If you select the red cross to cancel the clock, the observation will still appear, but no reference points will be associated with it.

Continuous Defects

Q: What are Continuous Defects?

A: Continuous defects are faults within a pipeline that carry through the pipe over a particular distance, such as a longitudinal crack or a lining defect.

To add a Continuous Defect simply click the  tab found to the bottom left of the video screen above observations, whilst recording.




You will be prompted with the following options:

- Continuous Defects
- Longitudinal Crack
- Scale Present
- Root Ingress
- Deposits Settled
- Loss of Vision
- Lining Defect
- Other

Select the appropriate option and then provide the location within the pipeline via the clock.

Once this information has been gathered, you will notice an Orange dot appear to the base of the video screen. This will indicate that a continuous defect is active.

-  There are a maximum of 3 continuous defaults that can be run simultaneously at any one time, and they will appear as a coloured dot to the base of the video stream. They are colour coded Orange ● - Green ● - Blue ● to allow users to differentiate between active defects and highlight which ones to close.

To end a continuous defect, simply press the appropriate coloured dot and follow the steps provided.



Ending the survey

Once you have completed the pipe section and want to end the survey, simply press stop.

Again, you will be prompted to enter additional information:

- End Point (the survey end position referenced on an overview map)
- Water Level (the percentage of water running through a pipe)
- Invert Depth (the distance from the base of the pipe to the top of the inspection chamber)

At this point you can either exit the Project or add another Section by pressing the + icon on the project information page.

 When you add additional sections, the section number is automatically generated, this is to provide clarity within the report and to stop a duplication of numbers.



Mapping

After the site image and section recordings are completed, you can now complete your report by pinpointing the location of the inspection chambers, gully's, soakaways, and all other aspects highlighted as a concern from the client onto an ariel view map. This allows the client an understanding of what the survey start and end points correspond to on site.

To achieve this simply activate mapping feature of mina +, this will open Google maps.

At this point you have two options:



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.



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 a professional aerial survey map that automatically gets imported into PDF reports or simply saved into the device photo library and shared accordingly.

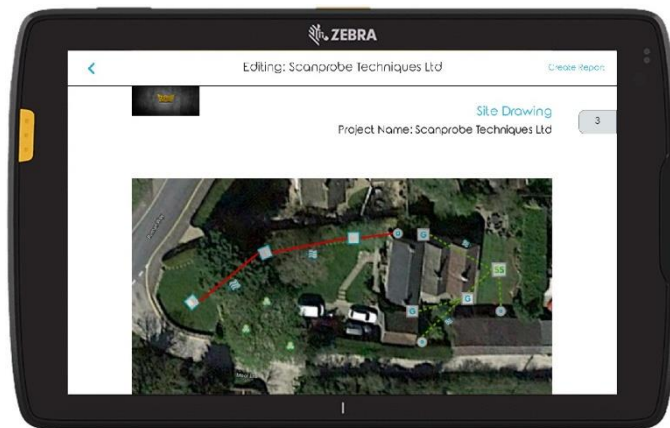


Once you've captured an image you are happy with, press the icons folder and drag, drop, pinch, zoom and rotate the icons around the map placing them where they are in the real world.

You can select lines and joint the icons up, by double tapping one icon and tapping the icon you wish to link it to.














You can add layers text and change font and colours to suit your requirements, then simply press save and the map will be placed with in the PDF report automatically.

 When you press save it may take a few seconds for the map to be generated.





Toolbar Icons

icons	Description	Function
	Layers	This feature allows users to implement multiple 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 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 use an image as a site plan.
	Map icons	Opens a list of icons that can be used when populating the map. See Map icons for their 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	Cancels an undo action, returning the undone addition back on to the map.
	Copy and stamp	Allows users the ability to copy and stamp icons without the need to resize and rotate.
	Rubbish Bin	This rubbish bin is used to erase unwanted icons, connection lines and text.
	Share	Gives the user all the sharing options to which the map can be saved/sent to.
	Grid	Places a grid over the map that can be used to help align certain points. Pressing it again removes the grid.

Map icons



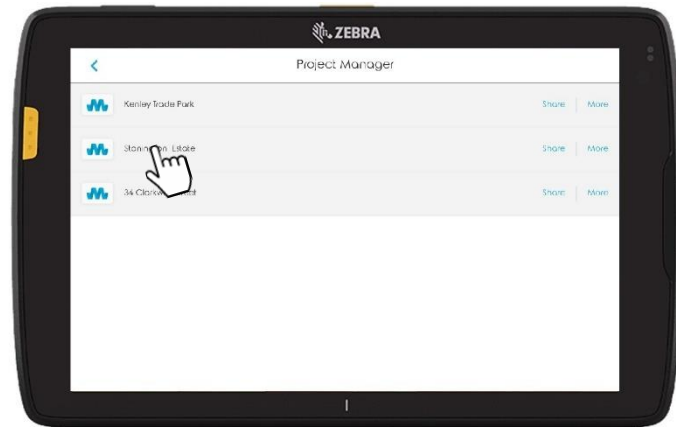


Open/Edit Project

Once a project has been created, you are able to open and edit it at any time. Let's take a closer look at this feature.



Open/Edit Project



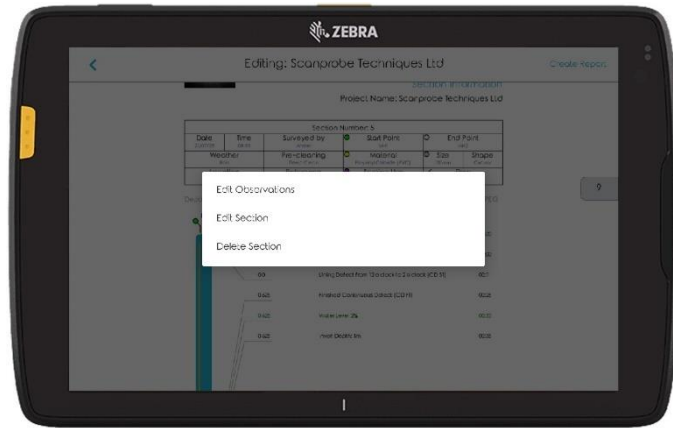
Select the "open/edit project" icon and search for the project you wish to look at. Tap the project name to and select it.



Select the notepad icon in the top right-hand side of the screen to access the PDF report editor.



From the PDF report you can edit sections, observations, the site image, the site map, add engineers notes and more. Simply select the area on the PDF you wish to edit and follow the onscreen instructions.



If you wish to change the site image or map, you can either follow the instructions above or simply select site image/map icons on the project page and do it from there.

- ✔ Every time you retake a site image or do a new map, the old version is discarded and replaced with the latest.

Sharing a project



Before sharing any report documents, ensure you're connected to Wi-Fi or have a mobile sim fitted and mobile signal available.

Ensure that you have configured your desired sharing application (Outlook, Dropbox or WhatsApp) before attempting to share. Please refer to the X-Range Tablet user manual or visit www.scanprobe.com for more information.

Q: what do I do if I don't have mobile signal or Wi-Fi connectivity, or I do not wish to use Outlook, Dropbox, or WhatsApp?

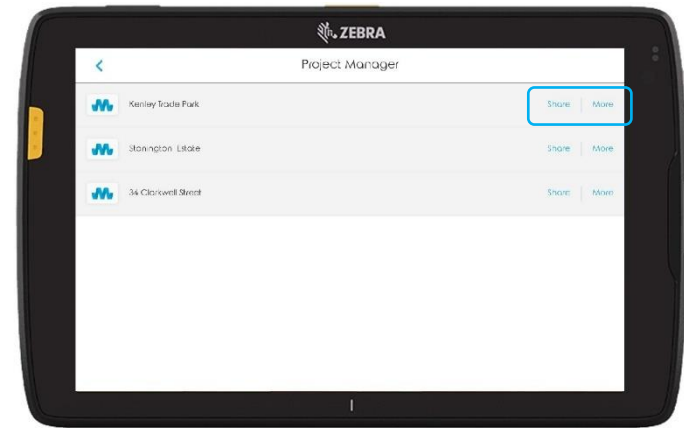
A: You can still retrieve your files via the USB to the side of the Tablet. You can then provide the report on the USB drive to your customer or transfer the files to your computer through the file manager.



- The Share icon found in the mina + application

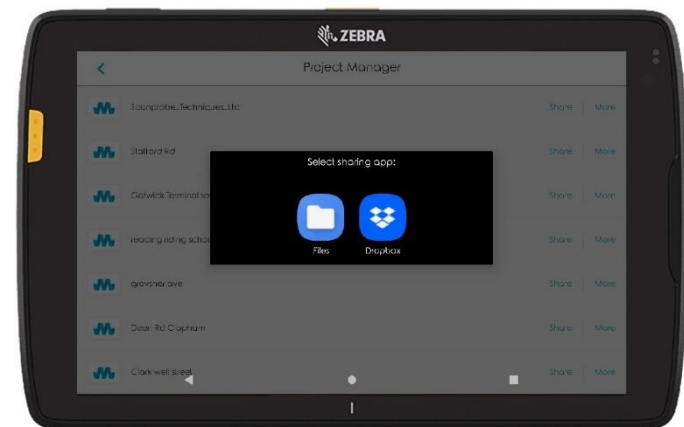


You may have noticed further options when you select Open/Edit Project. These options give you the ability [Share](#) and an option for [More](#).



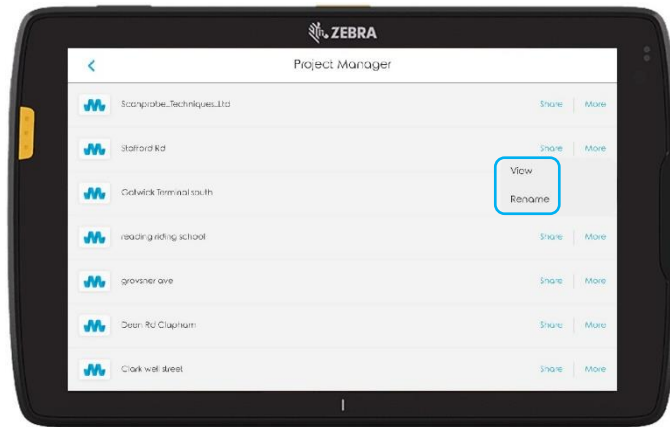
The “[Share](#)” option does exactly what it says, only if you share at this point you will share the whole report. This includes all the Videos, Images and PDF reports in one file found within the report.

You’ll notice that sharing at this point will only allow you to share via two options, the “files” option (on the tablet’s memory) or “Dropbox”. This is because the size of the file you’re trying to share is too large to be sent via email or WhatsApp.

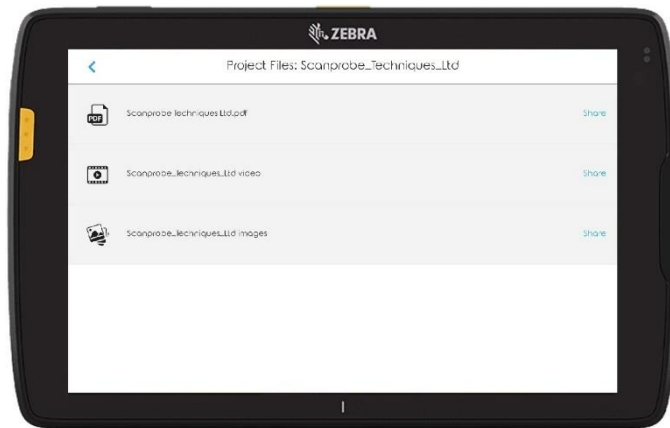


If you share your report to “files” the report can be copied and transferred to a USB stick from the file manager, located on the X-Range home page.

Alternatively, you could select “[More](#)”, this opens a sub menu allowing you to rename the report or view the files located within the report.

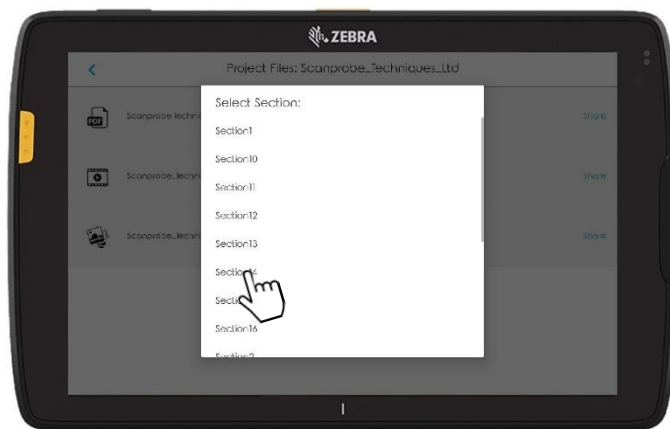


This option is a good way of sending small files, like a few images or the PDF, as you can send these via WhatsApp or email.

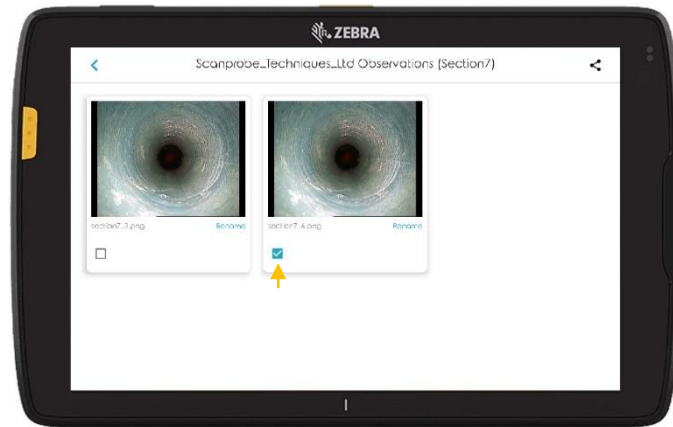


Within the **More** menu, simply press **Share** found to the left of the file you'd like to transfer and follow the onscreen instructions.

Alternatively, you can open the files from here and (in the instance of images/videos), select just the ones you want to share.



To do this, select the images file and then choose the section where the images you wish to share are located.



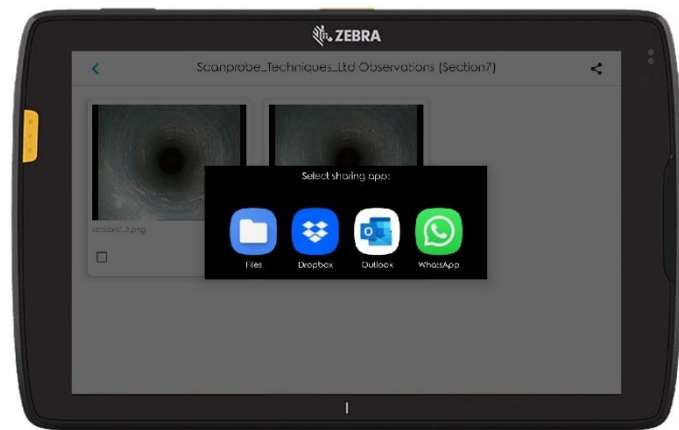
From here you can select the boxes of the images you wish to share and then click the share icon found at the top right of the screen.

- ✍ There's also an option to "rename" the images from in this screen, to allow clients to easily identify what the images are in relation to.



The same method can be used to send individual section videos rather than sending them all. Please follow the previous image sharing instructions only this time select videos instead.

- ✍ There is no option to "rename" the videos from in this screen.



Once you've chosen the file/files you wish to transfer and selected the share icon (top right), the software will automatically work out the size of the files and give you the sharing options that can accommodate the associated file size. For instance, the above file is small enough for the user to have access to all the sharing apps, but on some occasions this isn't possible.

- ☑ If the file is too big for even the likes of Dropbox, then the user must share the data to the tablet file manager and extract the information from there, or alternatively, only select the main points of interest to share.

XML Files

Let's start by asking a question.

Q. What is an XML file?

A. An XML is a file format that can be imported into 3rd party pipeline inspection software. The file is necessary, as it tells 3rd party software the parameters and format of which the report was generated. This allows the 3rd party to recognize when, where and what faults occurred during the survey and which images go with what fault code. The 3rd party can then easily re-generate the project information, allowing it to produce its own version of the report. WRC mina + exports an XML file that can be accessed within the project file located in Project Manager.

As you can imagine, this file can be quite useful if you've already spent money on expensive PC software and would like to utilize it.

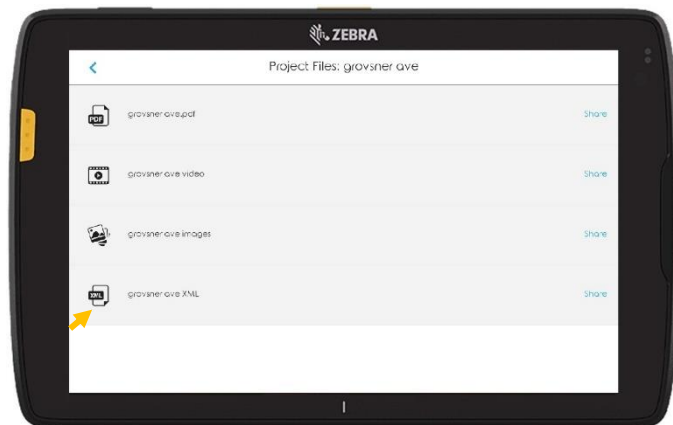
Before the XML file can be created, you will need to ensure that mina + is aware that you want to create this file.



Select the settings cog on the X-Range main home screen and navigate to Reports Settings > Survey Settings. Locate the toggle switch for the option "mina XML file output" and switch it to the "ON" position.

Once this has been switched on you don't have to do anything else, mina + will automatically generate the file when you create your report, it's that simple.

To access this file:



Select Open / Edit project, find the project you wish to export the XML file from, select "More" and now you'll notice there's a fourth option within the report folder that contains the XML.

The XML can be shared here like the other files or if you export the complete report, the project will now contain this additional file.

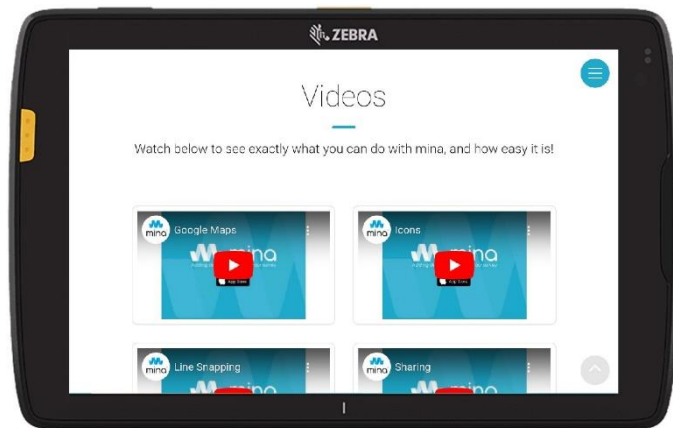


mina + info

mina + info is a short cut to the mina website; from there you will be able to get all the latest news and information about mina.



The website also includes information on the free mina application which is available for compatible Android and iOS devices, and can control your X-Range products if you require it.



There are tutorial video's and blogs regarding "how to's" and all the latest updates and products to help you stay relevant in an ever evolving industry.



Notes

A series of horizontal dotted lines for taking notes.



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[Best regards.](#)

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