

# Module Overview



# Analytics

Visualize how to optimize your business



Analytics offers you the possibility to analyze all data in the system. It is possible to show data directly in INEXTIA and export it to Excel with graphs, tables, and diagrams.

Reports and analyzes are created based on the company's internal needs and focus areas. These can, as an example, show optimization opportunities at different levels, budget for the monthly usage of spare parts, actual consumption of spare parts, exceeded jobs, next week's jobs, and much more.

When creating a report and saving the template in Excel, you can create an email subscription. As an example, it can be useful to receive the estimated usage of spare parts on a monthly basis. Thereby, you ensure having the right parts in stock and jobs can be completed as scheduled. Every time a report is received, it is automatically updated with the newest data from INEXTIA.

## Benefits

- Use existing data to optimize
- Receive reports with important data in your mailbox
- Get an overview of maintenance budgets and use of spare parts

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## Key functions

- Create reports with data from INEXTIA
- Create email subscriptions on reports
- Design graphs with data in Excel

# Certificates



Get an overview of your certificates and avoid expiration

The Certificate module enables you to plan necessary renewals and verifications of certificates, as well as manage changes to existing certificates.

With INEXTIA, you can organize certificates into logical groups and notify the responsible employee or department when a specific certificate requires attention.

INEXTIA electronically stores all your certificates in a comprehensive and secure database environment. When adding a new file as a certificate, a unique filename is automatically generated. These files are displayed in the certificate area, providing easy access for all employees.

Whether you are in the office, at the factory, or at a production facility, you can easily navigate through INEXTIA's certificate browser and find the physical location of any certificate, along with its expiration date or next verification date.

Automatic notifications are sent when action is needed regarding certificates, ensuring that you are always updated and able to take the necessary measures to maintain the valid certificates.

## Benefits

- Get an intuitive and efficient overview of all registered certificates
- Achieve continuous validity for your certificates
- Avoid overlooking upcoming renewals of certificates

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## Key functions

- Store electronic certificates
- Organize certificates into logical groups
- Notify relevant stakeholders when a certificate requires attention
- Assign responsibilities to the right individuals

# Document Management

## Minimize downtime by structuring documents



Document Management is an integrated possibility in INEXTIA which makes it possible to store all relevant documents in one single system.

The Document Management module in INEXTIA reduces downtime since you no longer need to go back to the office to get technical drawings, manuals, etc. Documents can, among other things, be attached to components, jobs, and procedures to support and guide the user. The attached documents are available through your web browser and INEXTIA app.

A document should be understood in a wide sense as it handles files such as PDF, Word, Excel, photos, drawings, links, and videos.

Changes to an existing document in INEXTIA will automatically update the locations where the document is associated. When a document is updated, a version history with date, user, etc. is created.

### Benefits

- Store all relevant documents in one system
- View the changelog on documents
- Easy routines when updating documents

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### Key functions

- Attach documents to components and jobs
- See the documents attached to jobs in the app
- Create documents as PDF, link, picture, Word, etc.

# Dashboard

Dashboards gives the perfect overview of data



The Dashboard module provides you with an overview of the data in INEXTIA you want frequent insight into. This could, for example, be an overview of performed maintenance jobs, upcoming jobs, and breakdowns. This overview of relevant data makes it possible to respond to problems more quickly, which makes this module an effective management and follow-up tool.

The Dashboard module makes it easy for administrators to design customized dashboards and distribute them to relevant departments.

The module also allows you to design your own dashboards based on various Analytics reports and thereby create an overview of data in INEXTIA. You can display data from INEXTIA in customized graphs with Excel, choose the layout and colors yourself, and add illustrations.

The dashboard module has built-in functionality to be displayed on a large screen, making it easy to set up and ensuring that dashboards are automatically updated with the latest data.

## Benefits

- React faster on issues that need your attention
- Intuitive dashboards that provide access to relevant information
- Dashboards for management decisions and operational needs

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## Key functions

- Overview of KPIs
- Data with drilldown functionality
- Modern and structured layout of information
- Management and follow-up tool
- Custom reports controlled by the user
- Dashboards with several data sections
- Set up on a TV screen

# Forms

## Submit information and reports in INEXTIA



You can design which fields to fill since the data fields in the forms refer to INEXTIA, which means that some fields are filled in automatically and subsequently stored in INEXTIA.

Forms can be advantageously made compulsory if specific information or control of a work process is needed in relation to a maintenance job. In addition, it is possible to save a checklist as a form for a specific job or security procedure.

You can report accidents, work permits, or monthly listings in the form. In addition, you can set up approval procedures and get tasks displayed correctly in the activity planning. This makes reporting and planning of security activities easier and more efficient. Forms and checklists can be filled out both through your browser and the INEXTIA app.

### Benefits

- Save time and resources with easy access to data
- Eliminate huge email attachments and paper copies
- Receive data for analysis
- Collect data in a known and consistent way

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### Key functions

- Design and create different checklists
- Use elements such as dropdown, radio buttons, etc.
- Attach forms on jobs and submit them on the move

# INEXTIA App

## Maintenance on the move with the INEXTIA App



You can create, activate and finalize jobs directly from your INEXTIA app. Each job has a short job description, job history, and details about the related components.

You can find and read documents, register time, and consumed spare parts, attach photos as documentation and even use QR-codes and barcode scanning when using components and spare parts.

If you have the Forms module, you can also create, fill in and submit forms without attaching documentation. You can design your own layout in INEXTIA from scratch or use one of the given templates. Fill in the form and send it to INEXTIA when it is approved or ready to be approved.

You can also create checklists from your mobile device or tablet. The app gives you easy access to the jobs and forms you need wherever you are.

The app can be used offline and synchronizes the content with INEXTIA once your mobile device or tablet is online again.

### Benefits

- Increased productivity and efficiency
- Access job lists on the move
- Use the app when you are offline

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### Key functions

- See important details on jobs
- Submit counter data on the move
- Access data by scanning QR-codes
- Create defect reports from your app

# Job List

## Structure your workday and tasks in INEXTIA



When logging in, this is the screen visualizing your Job List and which task you should complete. It creates the optimum basis for planning your workday.

From the Job List, you easily get access to important information. With a single click, you can choose between different jobs. Here, you quickly see the date of completion, job description, job history, resources, estimated spare parts, and documentation related to the given job.

It can be created on a user level. Thereby, you only see relevant jobs and tasks and unnecessary “noise” will be reduced. At the same time, you increase usability.

To improve the overview further, you can create lists based on e.g. teams, location, components, and users. These specific lists are also shown in the INEXTIA app and can be assigned to several users. It is available both through your browser and in the INEXTIA app.

### Benefits

- Get an overview of planned jobs
- Easy access to important job details
- Plan your day based on job lists

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### Key functions

- Activate and finalize jobs directly from the job lists
- Create job lists with different filters
- See the job lists in three different views
- Postpone jobs directly from the job lists
- Print jobs with related information
- Save multiple job lists with different filters for a better overview

# Job Planning

Plan tasks and working hours for the whole team



With Job Scheduling in INEXTIA, selected users can assign maintenance tasks to other users in the system. You get an easy and visual overview of which users are assigned to which jobs, the time allocated for completion and when the task must be completed by.

Keep track of both urgent and scheduled tasks with job assignment and calendar on the same screen. When you assign jobs, you can also see employee availability to avoid scheduling on top of other appointments. This makes it easy to prioritize critical tasks and ensure they get done on time.

## Benefits

- Efficient and visual planning
- Highlight important tasks with just a few clicks
- Assign jobs based on employee availability
- Get an overview of tasks and working hours

## See your assigned jobs in three different views

The job scheduling module allows you to plan and get an overview in three different views:

- Table view gives you a quick overview of which jobs are assigned and which are missing.
- Gantt Chart View clearly shows when jobs are scheduled for. You can easily move them with drag-and-drop to make all the planning come together.
- Calendar view shows the working week or month for each employee and provides easy access to a detailed view of each job.

If a job is important or has a more fixed scheduled time – for example, if there is an agreement with an external party – you can mark it as highlighted in the calendar so it appears more clearly on the screen. Completed jobs will automatically disappear from the screen and if it is a scheduled job, it will be ready in the job list to be assigned again.

Employees also get access to My Calendar, where they can easily see what tasks they are assigned and when they are due.

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## Key functions

- View jobs in table, Gantt Chart and calendar
- Assign jobs based on time and resources
- Integration with Outlook calendars
- Personal task overview in My Calendar

# Job Relation

## Simplify your maintenance routes with Job Relations



With the Job Relation module, it is possible to relate multiple jobs to the main job and thereby finalize all related jobs at once. That eases maintenance routes such as lubrication, inspection, calibration, and cleaning.

With job relations, you do not need to spend unnecessary time finalizing every single job. You work with the main job and relate multiple jobs. That means, you only have to finalize the main job, which automatically finalizes the related jobs. This ensures the correct job history on every single component and not only on one main component.

Use the module with the INEXTIA app and secure access to data on your maintenance routes.

### Benefits

- Simplify maintenance routes
- Get a correct job history on components
- Save time on entering information on jobs

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### Key functions

- Relate multiple jobs to one main job
- Finalize multiple jobs at once
- Choose the order of jobs on maintenance routes

# Job Request

## Submit Job Requests on the move



The job request module contributes to securing essential data and history of ad hoc tasks, error reports, and job requests.

Employees outside the maintenance department can easily access the job request module either from a web browser or by scanning a QR code. You also have the option to create a direct integration with the company's intranet, so the module can be accessed directly from there.

Since there is a difference in which departments report information, it gives you the ability to create and customize several different job request templates, depending on whether they are for production, operations, cleaning, or building maintenance.

The job request module does not require that you are a user of INEXTIA, but merely that you have access to a browser.

Templates for job requests are designed and created in INEXTIA, where you can easily add text fields, dropdown menus, and checkboxes using the drag-and-drop functionality and at the same time choose which fields should be mandatory.

This ensures that you collect all the necessary and correct information when your colleagues outside the maintenance department submit their job requests.

Incoming job requests are collected and structured in an inbox in INEXTIA. Here, it is possible to create a job or reject the request. When a job is created based on a job request, the added information is automatically filled in the correct places. Here, it is also possible to plan and delegate the job, ensuring that the request is handled.

### Benefits

- Easy routines for job requests
- Involve the entire organization in reporting errors
- Systematization of ad hoc tasks
- Get a structured inbox with job requests

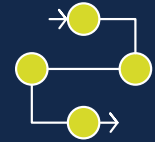
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### Key functions

- Direct integration to the internal intranet
- Design different job request templates
- Easy web access through a computer, tablet, or mobile
- Access job requests with QR-codes
- Create and delegate jobs

# Job Sequence

## Set up sequences on various maintenance tasks



The Job Sequence module ensures the important connection between various inspections and maintenance tasks. This means that you have the opportunity to set up a sequence, where the date of performing an inspection can affect the next upcoming maintenance task.

When creating a Job Sequence, you will be arranging your jobs in a specific order. This makes it possible for INEXTIA to automatically switch between a small and a larger inspection. If the same job is to be repeated multiple times before switching to another job, the same job should be added multiple times to the sequence.

Your job sequences can be set up with both counter and calendar triggers. This means, that you can set up your tasks to be performed 3 months or 2.000 hours after the previous task. You will also be able to choose if the sequence should be repeated, so it will start over when the last task in the sequence has been performed.

### Benefits

- Work more detailed on the connection between tasks
- Automatic switch between large and small inspections

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### Key functions

- Set up multiple tasks in a sequence
- Use counter and calendar triggers
- Create sequences for certain components

# Logbook

## Register events in your digital Journal



Events can be observations, interruptions, or errors that happen during operations and need to be registered. The Logbook creates indispensable knowledge sharing between co-workers and departments.

With the Logbook you can easily create and delegate a job based on an event. The job will automatically retrieve information such as components, job names, and job descriptions from the event.

The Logbook module is built upon the dynamic usage pattern that characterizes INEXTIA. This means that you on your own can create, name, and design fields for collecting information in case of an event. By doing this, you decide for yourself which information is important for your company – no matter which type of event you encounter.

You might find it difficult to get a complete overview when facing a long list of events. Therefore, the Logbook offers the possibility to create and save different filters. By using filters, you can easily shift between different information such as general information, error reports, and what happened in the last couple of shifts.

### Benefits

- Create a digital overview of events
- Share important events across several departments
- Set up events digitally in your maintenance system

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### Key functions

- Create and delegate jobs based on an event
- Design your template for collecting information
- Create various search filters to get a quick overview

# Map

## Visualize your jobs on a map



Your job list is visualized on a map to get a geographical view of how your jobs are located. You can both activate and finalize jobs from this view.

You can add GPS coordinates directly on the component and the job. If the coordinates are added to the component, they will automatically transfer to the attached jobs.

The GPS coordinates added to a job allow you to locate exactly where the problem occurred e.g., on components such as pipes or wiring.

If you are using INEXTIA on the move, you have the possibility to view your job list on a map from your app. You also have the functionality to set a radius and see a list of jobs near you. This will minimize the waste of time driving back and forth from one job to another.

### Benefits

- Plan the execution of jobs based on their geographical location
- Get a visual view of job locations
- Minimize time spent on transportation

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### Key functions

- Add GPS coordinates directly on components and jobs
- Activate and finalize jobs directly from the map view
- Get a list of jobs near you

# Master Data

## Create Master Data on components



With the Master data module, you can create extra fields which match individual companies' needs. Examples of extra fields include internal tag numbers, values of the component, and other important information which you would like to store in your maintenance system.

Use a designer to create new fields and choose between elements such as date selector, checkbox, text, number, and dropdown.

Maintenance departments use different languages and expressions in their daily routines. Sometimes, this does not match with the predefined fields in INEXTIA.

The Master Data module gives you the opportunity to create new fields and rename them to match your company to create recognizability for the users.

### Benefits

- Store important information in your maintenance system
- Create recognizability for the user
- Name fields to match your company

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### Key functions

- Create extra fields on the component screen
- Design fields with elements as dropdown and checkbox

# Procurement

## Purchase spare parts based on your inventory



The Procurement module in INEXTIA makes it possible to create, send and receive purchase orders. The entire procurement flow is controlled directly in the maintenance system and therefore secures full traceability.

Creating a purchase order in the maintenance system can be done directly from the job, item, and procurement screen. This means that you can create a purchase order directly on a service task that requires an external resource.

The module also allows you to actively use your minimum and maximum inventory when creating new purchase orders. You can easily adjust the quantity of all or individual spare parts, according to your inventory, on your new purchase order. This ensures that you will always have your most important spare parts in stock for your maintenance tasks and is automatically updated at the same time maintaining a reasonable economic stock value.

When receiving spare parts or items, you have the option in the system to receive the entire order at once or choose which spare parts have been received and note which spare parts are not delivered by the supplier. Once you have accepted that the order has been received, the inventory is automatically updated with the received quantity.

### Benefits

- Digitalization of procurement routines
- Traceability of purchase orders
- Less paper administration and paper waste
- Traceability of previous spare part cost prices

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### Key functions

- Create purchase orders from the maintenance system
- Procurement of items and spare parts based on minimum inventory
- Create purchase orders on service tasks and spare items
- Receive or partially receive deliveries from suppliers

# Stock App

## Adjust inventory from your phone or tablet



Introduce simple routines of stock management and ensure an updated inventory to maintain control of your stock levels with the Stock App.

The Stock App supports offline functionality – you can operate the app without any network connection and synchronize once you have internet.

When you need to find a specific spare part in the app, you can either use the search dialog or scan a QR code. On the spare part screen, you can adjust stock levels, move spare parts from one location to another and perform the stock count.

When receiving spare part orders, you can easily adjust your stock levels by scanning the QR code and typing the number of new spare parts.

Access the module in your INEXTIA App which shows the same warehouse structure as created in INEXTIA.

### Benefits

- Achieve control of your stock from your mobile devices
- Easy routines of stock management and inventory
- Get an overview of stock locations and spare parts

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### Key functions

- Adjust inventory from your INEXTIA App
- Find a specific spare part with a QR-code

# Stock Management

## Minimize the costs of spare parts in INEXTIA



The extent of details for spare parts is based on the company's internal needs. You can add information such as technical details, supplier information, central storage, remote warehouse, and shelf numbers.

It creates a better overview when purchasing spare parts for certain components. This creates an overview when, for example, you have to order spare parts for individual components.

If you attach spare parts at the job level, you easily get an overview of the expected consumption. This data can be used for budgeting or daily planning since you know which spare parts are necessary in order to complete the job. Attach spare parts from your web browser and INEXTIA App.

When a job is completed, the consumed spare parts will be transferred to the job history which results in a specific consumption for next time. Furthermore, when a spare part is attached to the job history, the consumed number will also be deducted from the spare part stock automatically.

### Benefits

- Keep track of the use of spare parts
- Easy routines with spare parts
- Keep your inventory on a reasonable level

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### Key functions

- Update spare parts with technical details, prices, and supplier info
- Attach spare parts to components and jobs
- Register the use of spare parts
- Structure inventory with location, shelf number, and other details

# Site Management

Get an overview of multiple sites in one platform



The more sites operating, the harder it can become to get an overview of your data. With INEXTIA Site Management, you can manage all your sites from one system instead of parallel installations for each site. By storing information in one place, you can ensure that everyone – from headquarters to factory floors – follows the same procedures.

As an administrator, you can create users who operate across different sites. This way, your key employees can access all relevant sites, avoiding 'information overload' because they only see the data they need. It becomes easy for them to maintain an overview.

However, data is not unnecessarily mixed together. You can access data from each individual site because they still have their own component and job lists. With INEXTIA Site Management, you thus get an overview of the big picture and single-site information.

Reporting can be done across sites, making it possible to correlate data across them. When comparing data in Analytics, it becomes easier to spot improvement and optimization opportunities.

By linking multiple sites to the same installation, you can thus increase the availability of data – both for the administration and for each user. Information for the entire corporation is gathered on a webpage as opposed to multiple disconnected installations.

## Benefits

- Complete overview of data
- Administration of data in one system
- Streamlined work procedures
- Online and offline management of data from each site

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## Key functions

- Uniform security updates and policies across all sites.
- Easy addition and integration of new sites without complex setup.
- Personalized data and report viewing for each user.

# **Digital** maintenance

INEXTIA is a cloud-based maintenance system that creates value in the form of digitization, efficiency, and savings on internal IT operations. No matter where you are, you can document and manage maintenance, including reporting, maintenance jobs, fault reporting, and history. Work is done in a simple job list that saves your maintenance people time and money.

But INEXTIA is more than just software. We offer a solid technological platform with a proven track record of success, complemented by proper training, implementation, project management, support, and integration with third-party software.

INEXTIA is owned by the international group RINA, which is a global network of more than 4,000 skilled professionals spread across 200 offices in 70 countries. We continuously immerse ourselves in new technologies for innovative digital solutions, so we can support your company in your daily operational activities.

We believe in collaboration and partnership, and we know that the right support makes all the difference in the world. That's why we make it our business to go beyond what's expected.

## **RINA DIGITAL SOLUTIONS**

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