Nexa User Manual

Including standard operating procedures for the Nexa web application, mobile application, and Factory navigation.

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1 Nexa Base

1.1 Production Management

1.1.1 Create a New Project

About Projects

To fully leverage Nexa's traceability capabilities, it's essential to understand how **Projects** work and when to start a new one.

Nexa is designed to track every steel member back to the exact coil of steel it was made from. This traceability is critical for both safety and quality assurance.

- In some jurisdictions this tracking is mandatory as a safety and quality control measure. The builder or frame manufacturer must be able to show the mill manufacturing certificate for any piece of steel put into the building.
- Detailed tracking also enhances production management and reporting.

One key aspect of maintaining traceability is that **Nexa does not allow duplicate panels or sticks within a single project**. If duplicates exist, it becomes unclear which item was used and where—breaking the traceability chain.

When Should You Create a New Project?

As a general rule, **create a new project every time you produce a design**. This ensures that each steel member is uniquely traceable.

Here are some examples:

- Reusing a warehouse design for a different client? Start a new project.
- Building five residential units at one site with the same design base? Create five separate projects.
- Your customer has requested an extra bathroom added to their home last-minute, when you've already created the project in Nexa? No need to create a new project, just upload the updated design to your existing project and manage the duplicates.

A **Project** in Nexa represents not just the design, but also the specific steel used at a particular time. This distinction is what enables accurate tracking and compliance.

Procedure

You are here: Nexa Web App > Projects > New Project

This procedure explains how to create a new project in the Nexa web app.

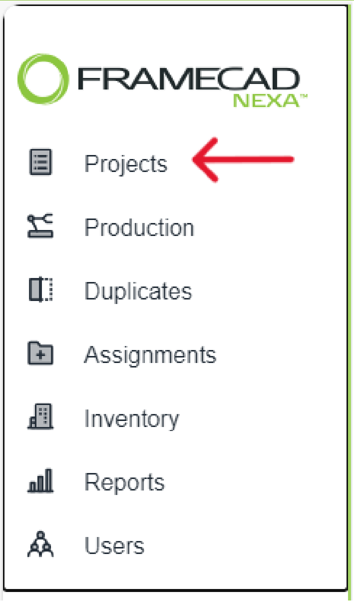
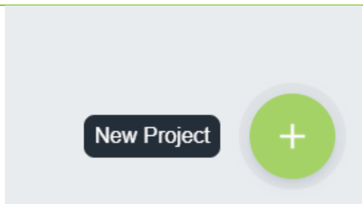
Prerequisites

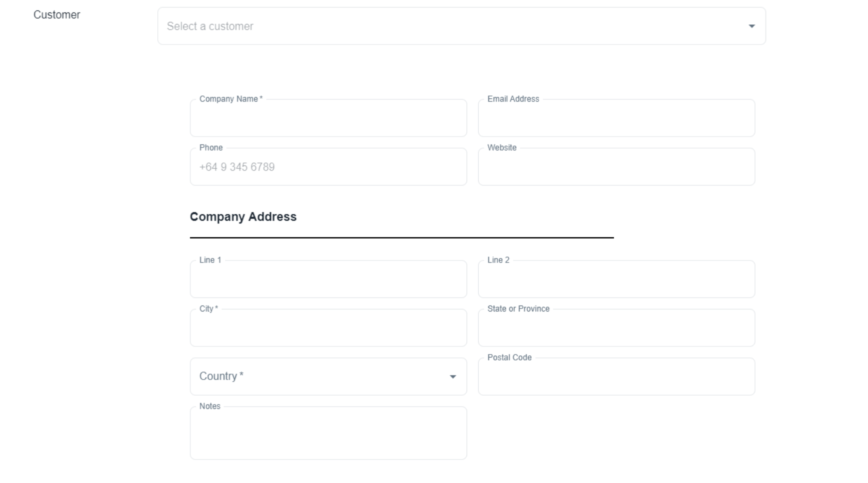
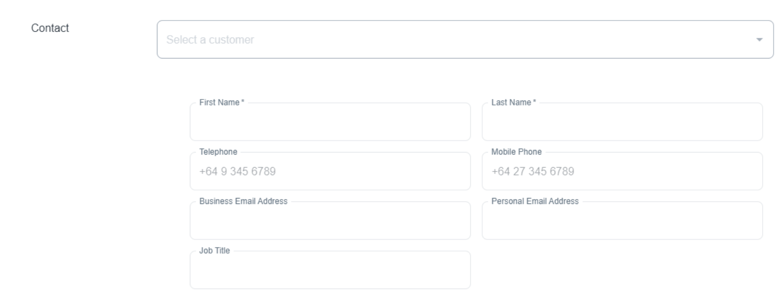
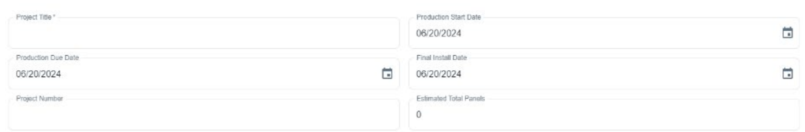
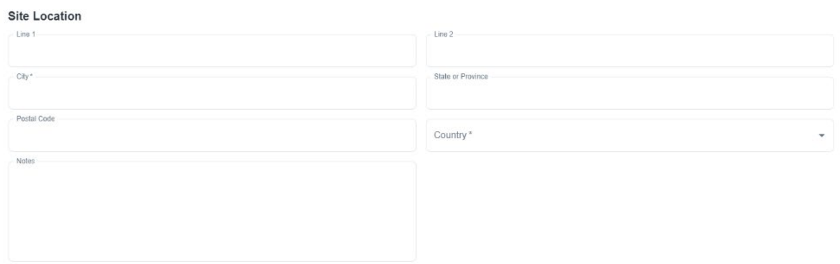
- Log in to Nexa

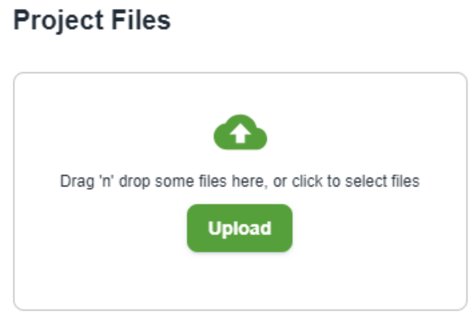
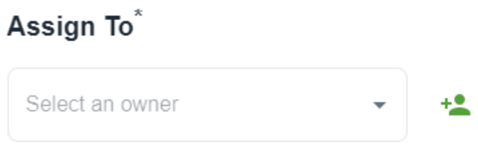
Tools / equipment required

- Laptop or desktop computer with internet connection

Create a New Project in Nexa

STEP	ILLUSTRATION
Click **Projects** in the left menu.	
Click the plus button in the bottom right of the Projects page to create a “**New Project.**”	

Enter the **Customer's name** and **contact details.** *If the customer has already been inputted in the system from a previous project, select them from the drop-down menu.	
Enter the **Customer's contact person's details.** *If the customer contact person has already been inputted in the system from a previous project, select them from the drop-down menu.	
Click **Next.**	
Enter the **Project details.**	
Enter the **Site Location.**	

Click **Upload** to locate and bring in the **Project Design file** (Nexa supports .rfy, .nexa, and selected .csv file types). **Alternatively:** Connect from FRAMECAD Steelwise or Detailer after the project is created to add the design file. You can do this whenever the Project Design file is available.	
Assign the **Project Owner** to the project. Only non-app users can be selected.	
Click **Save** on the bottom right to create the project.	

1.1.2 View, Edit, and Delete Projects

You are here: Nexa Web App > Projects

Procedure

This procedure explains how to view, edit, delete, and restore projects in Nexa.

Prerequisites

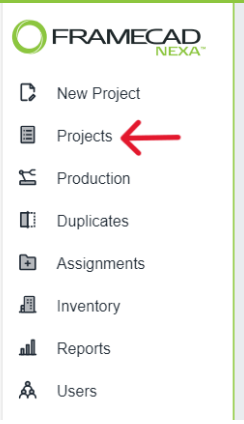
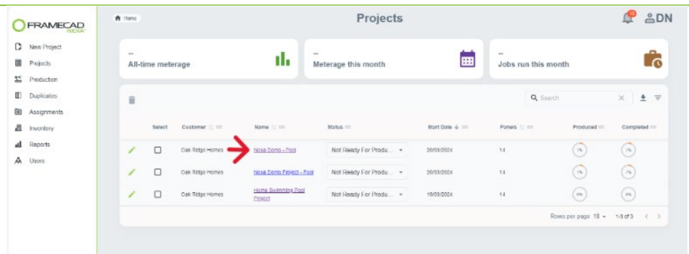
- Existing projects are setup

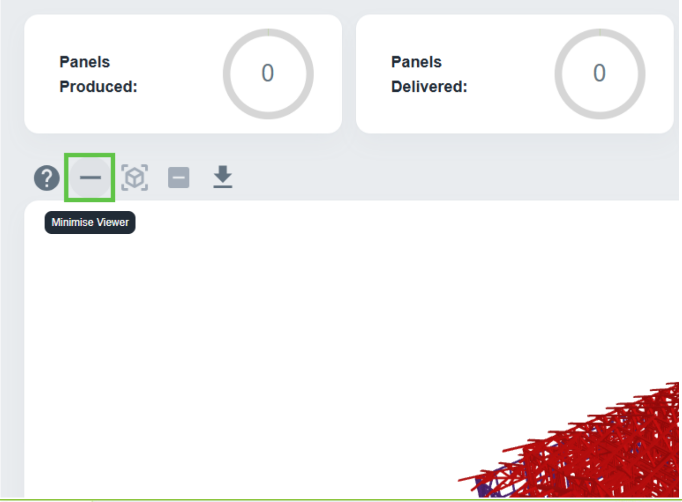
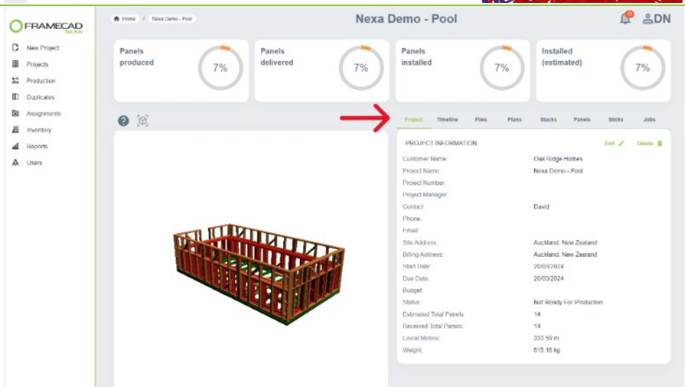
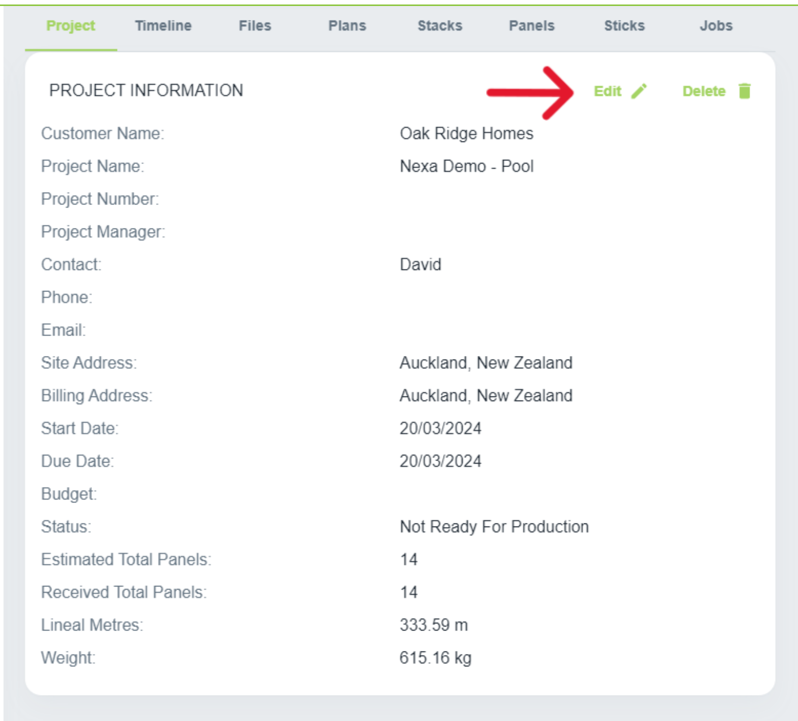
Tools / equipment required

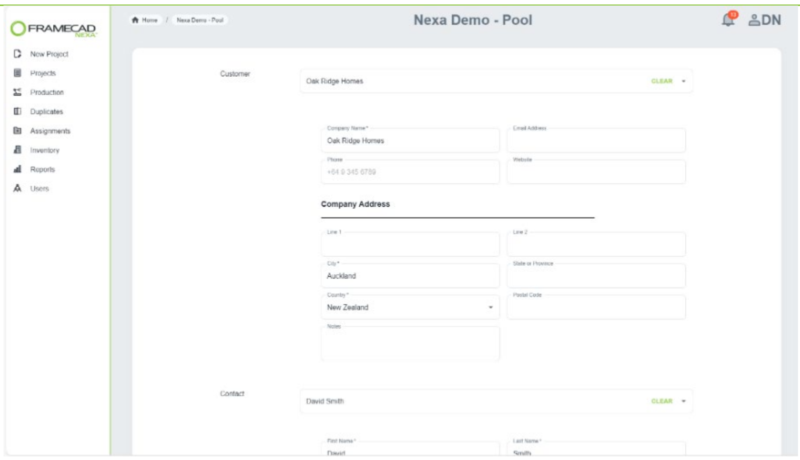
- Laptop or desktop computer with internet connection

View and Edit Existing Projects

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click Projects in the left menu.

The list of projects is displayed.</td><td>
</td></tr>
<tr><td>Select the project to view.</td><td>
</td></tr>
</table>

<table>
<tr>
<td>Click the Minimize Viewer button on the top left of the 3D model to move the project menu to the right of it.</td>
<td>
</td>
</tr>
<tr>
<td>View key project details at the top of the Project Dashboard screen and by clicking through the tabs to the right of the 3D model.</td>
<td>
</td>
</tr>
<tr>
<td>Edit the project by clicking the Edit button on the right of the screen under the Project tab.</td>
<td>
</td>
</tr>
</table>

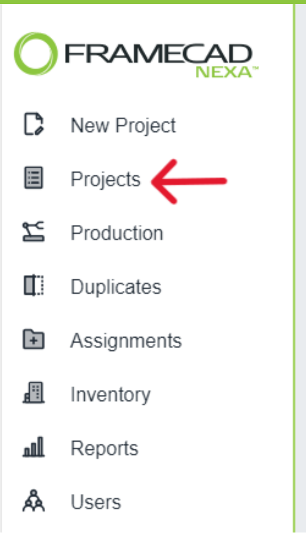
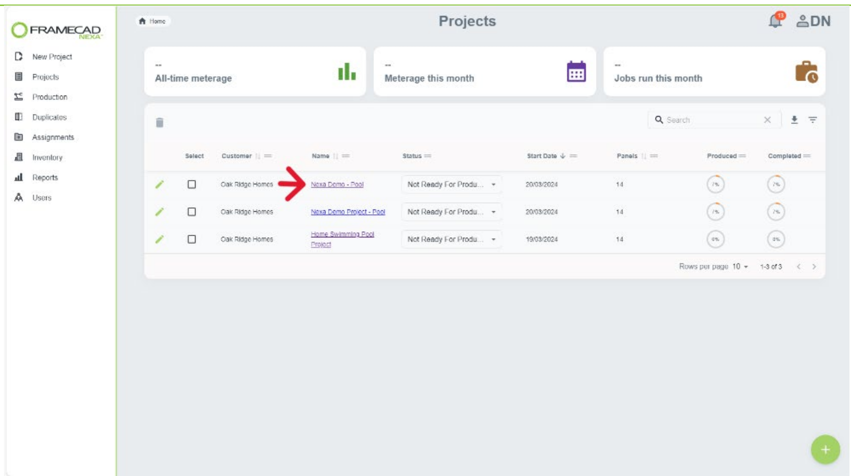
Update any fields.	
Click **Save** to apply your changes.	

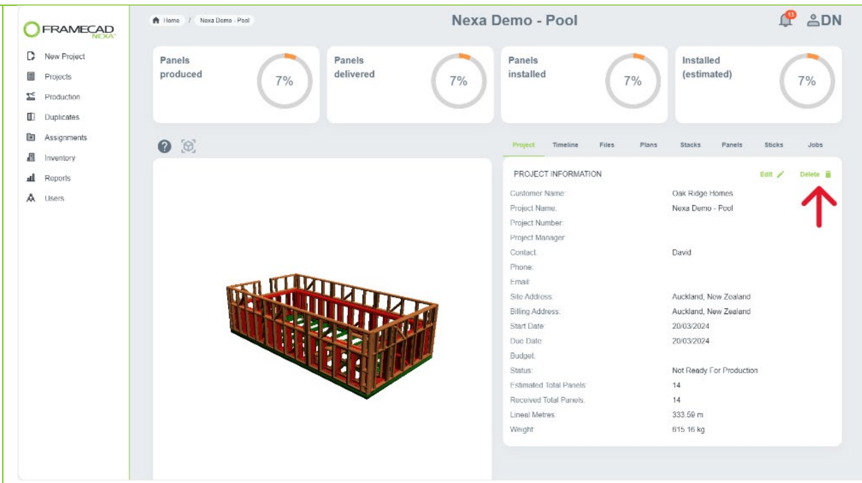
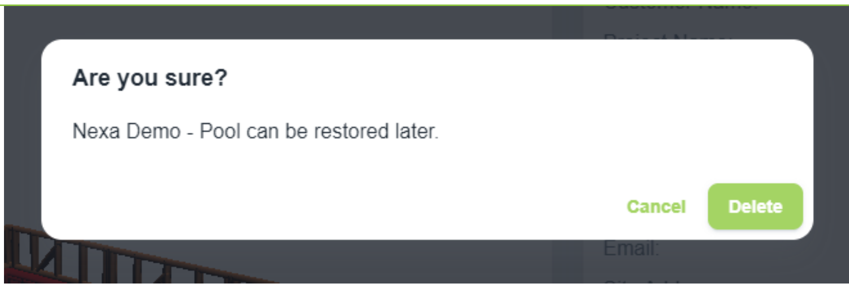
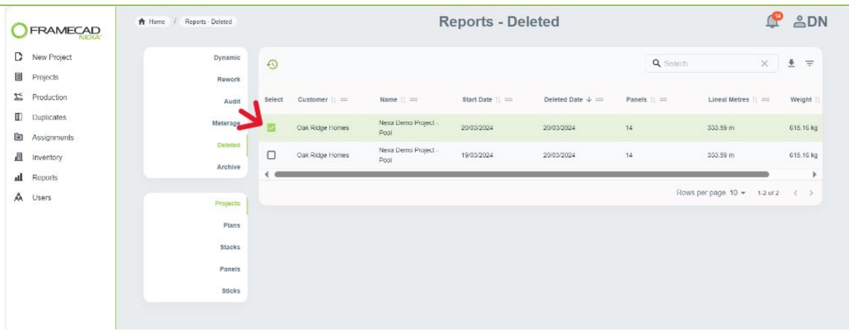
The project has now been updated. The changes will be available immediately to the relevant users on the project.

Delete a Project

Note: Nexa Base tier **does not include the ability to restore deleted projects.** Deleting a project means you will not be able to go back and access historical information about that project.

To make the most of Nexa's traceability features we recommend upgrading to at least the Builder tier – which offers an unlimited number of projects and the ability to restore deleted projects.

STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	
Select the project to be deleted.	

Delete the project by clicking the Delete button on the right of the screen under the Project tab.	
Click **Delete** in the pop-up to confirm. The project has now been deleted.	
Once deleted you can restore it from the deleted projects report. **Note:** Base users cannot restore deleted projects, as Base does not include access to Reports.	

1.1.3 Resolve Duplicates

You are here: Nexa Web App > Projects

Procedure

This procedure explains the duplicate condition in Nexa and how to resolve it. Duplicates occur when a design file is uploaded to a project that already contains a copy of any of the sticks or panels in the design.

Duplicates can be avoided by selectively uploading the plans and panels from your design software. If you do want to manufacture multiple copies of the same panel there are two solutions:

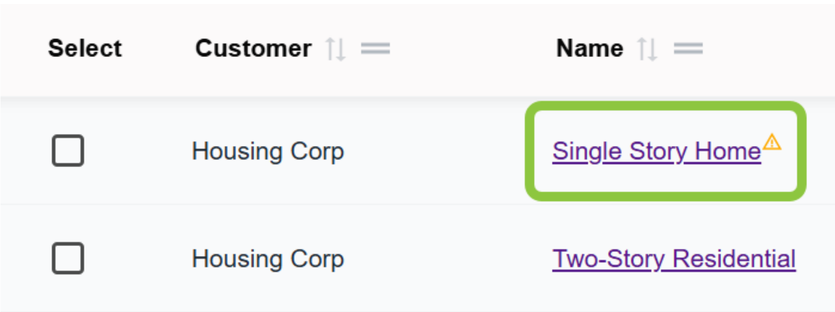
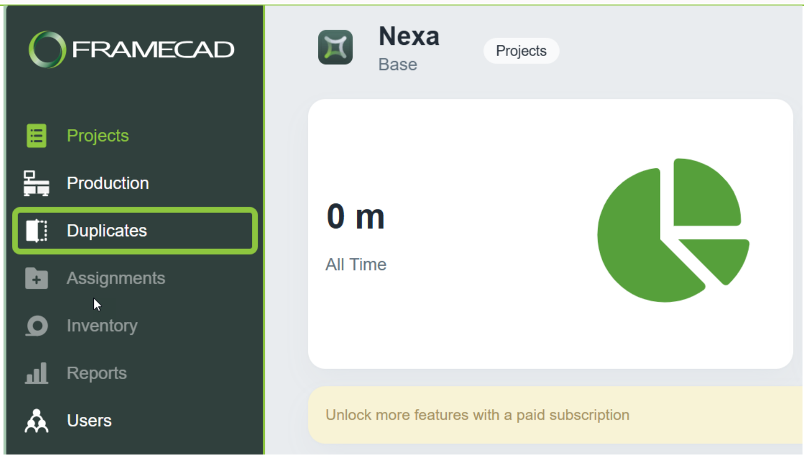
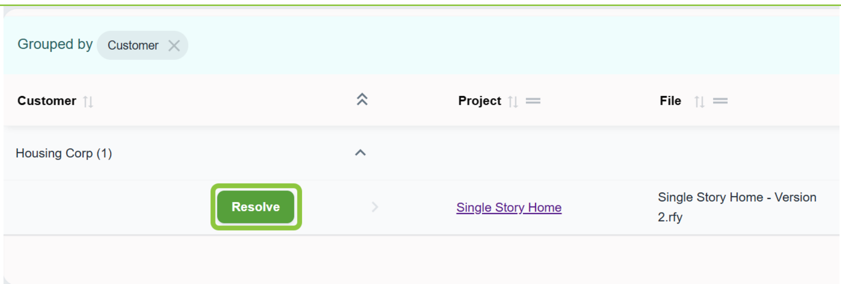
- Make multiple copies of the panels in your design software. This will give them unique identifiers so Nexa does not think they are duplicates.
- Make different projects in Nexa. Nexa only checks for duplicates within a project, not across different projects. So you can create two projects to manufacture the same building twice.

Prerequisites

- Existing projects are setup

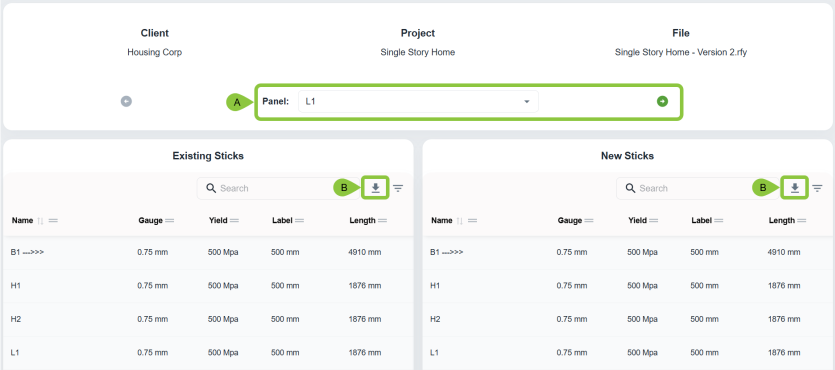
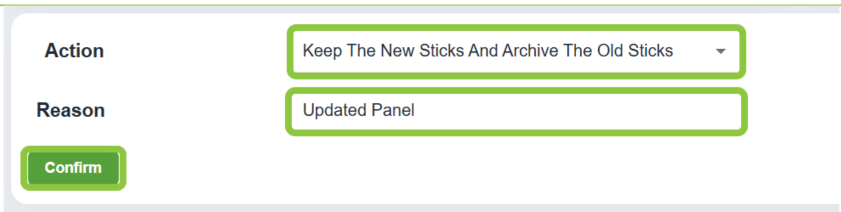
Tools / equipment required

- Laptop or desktop computer with internet connection

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>A duplicate condition is indicated in the Projects page by a yellow warning triangle next to the project name.</td><td>
</td></tr>
<tr><td>Select the Duplicates page from the left menu</td><td>
</td></tr>
<tr><td>Click Resolve</td><td>
</td></tr>
</table>

<table>
<tr>
<td>From this screen you can compare the sticks in each duplicated panel.

a.Use the dropdown menu or arrows to navigate between panels

b. You can also export these duplicate sticks to a .csv file</td>
<td>
</td>
</tr>
<tr>
<td>Choose whether to:
Keep the New Sticks and Archive the Old
OR
Keep the Old Sticks and Archive the New
Enter a reason and click Confirm.</td>
<td>
</td>
</tr>
</table>

Now that the duplicate is resolved, the project is ready to resume production.

1.1.4 Create Company and Contact Records

You are here: Nexa Web App > Homepage

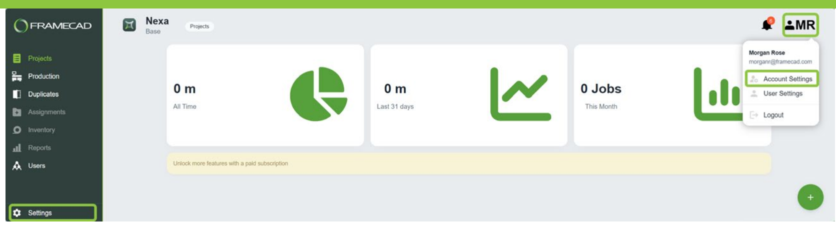
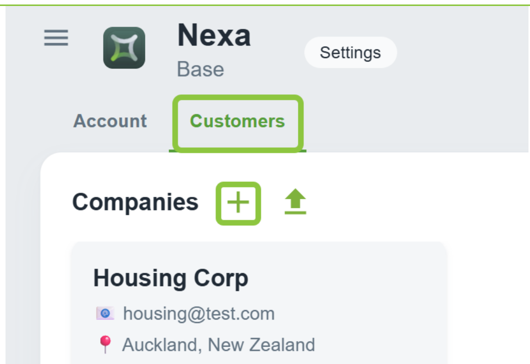
Procedure

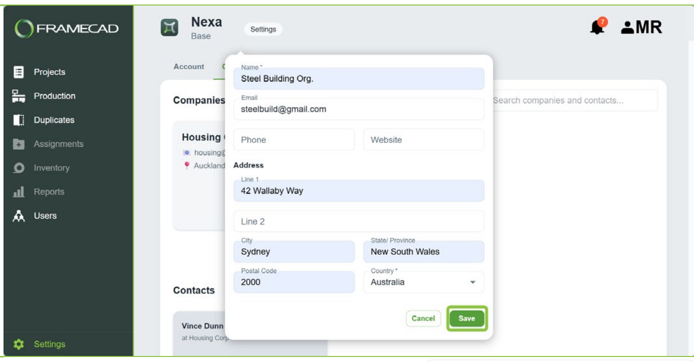
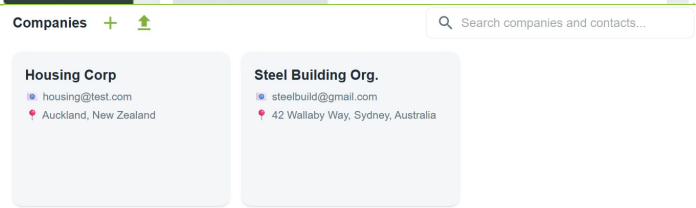
This procedure explains how to access and update customer records in the settings menu.

Tools / equipment required

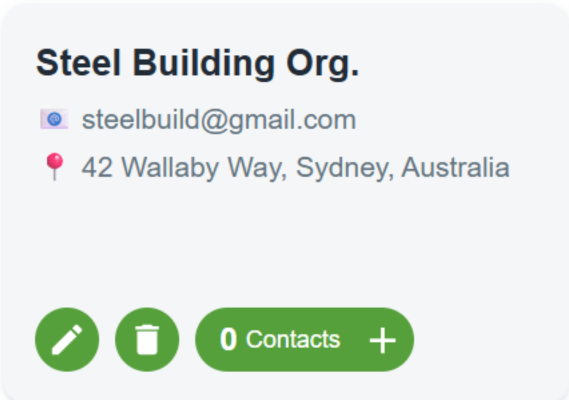
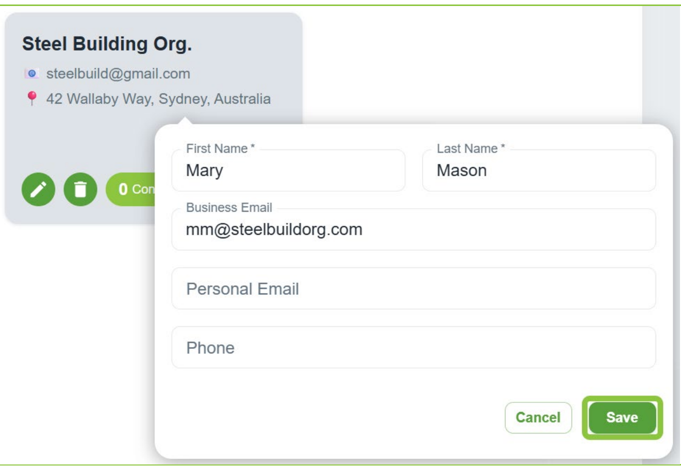
- Laptop or desktop computer with internet connection

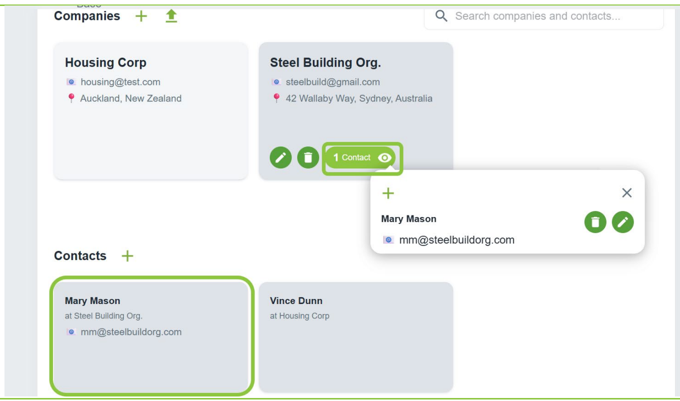
Create Company Record

STEP	ILLUSTRATION
Select the **person icon** in the top right corner of the page to access your **account settings**. Or Select the **Settings cog** in the bottom left of the menu bar.	
Select the **Customers** tab and then click the **plus icon** to create a new customer record.	

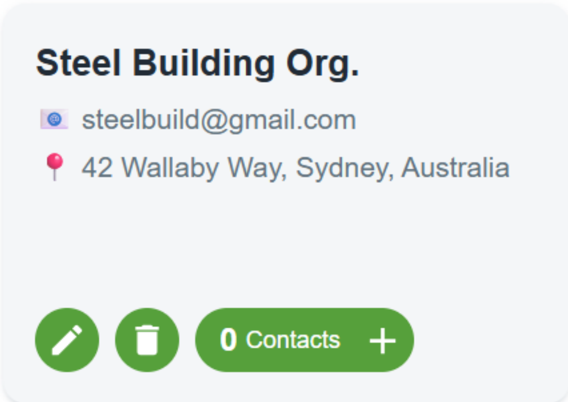
Fill out the details and click **Save** when complete.	
Your new company will now appear under the **Companies** heading.	

Add Contacts to a Company

STEP	ILLUSTRATION
Move your cursor over the **company card** and select the **plus icon** to create a contact record.	
Fill out the details and click **Save** when complete.	

Your new contact will now appear attached to your **Company** Card or under the **Contacts** heading	

Manage Companies and Contacts

STEP	ILLUSTRATION
Move your cursor over the **company or contact card.**	
Click the **pencil icon** to edit the contact or the **trash icon** to delete it.	

1.1.5 Import Customer Details

You are here: Nexa Web App > Homepage

Procedure

This procedure explains how to import customer records from an existing file.

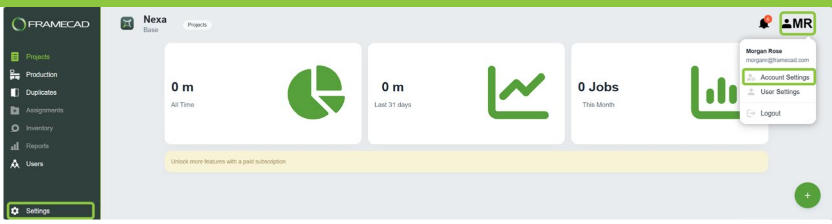
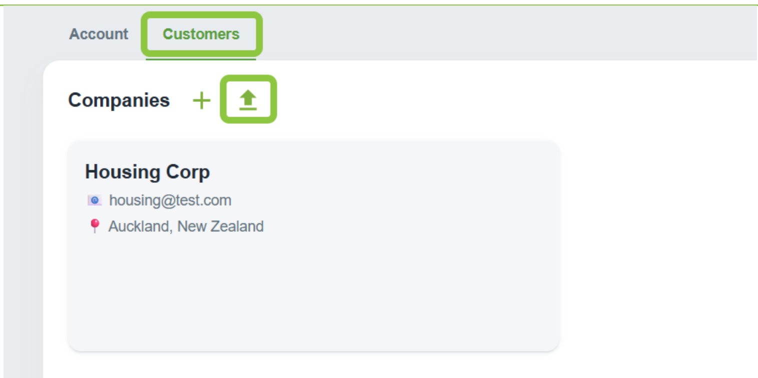
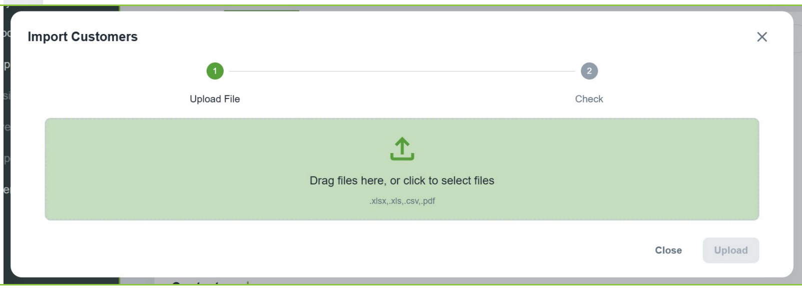
Tools / equipment required

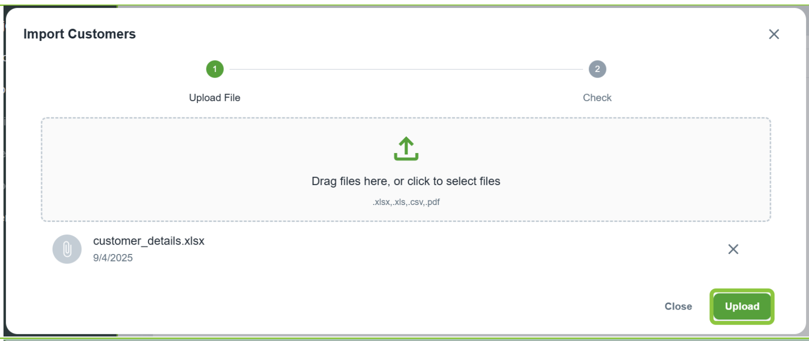
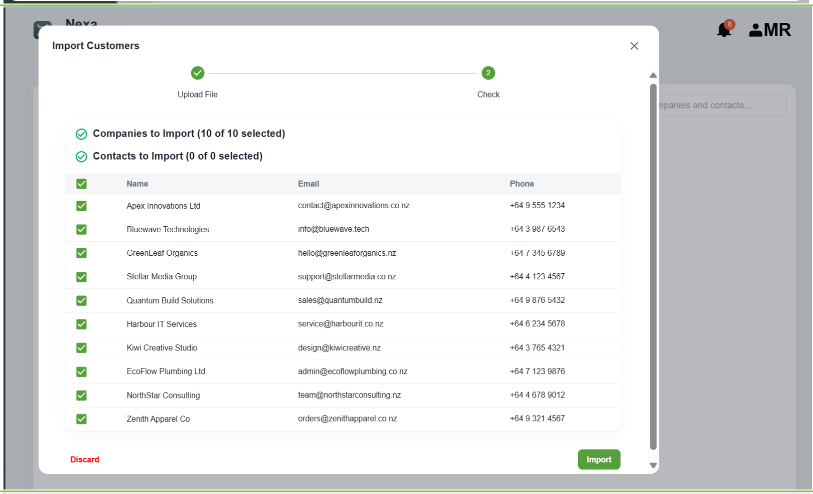
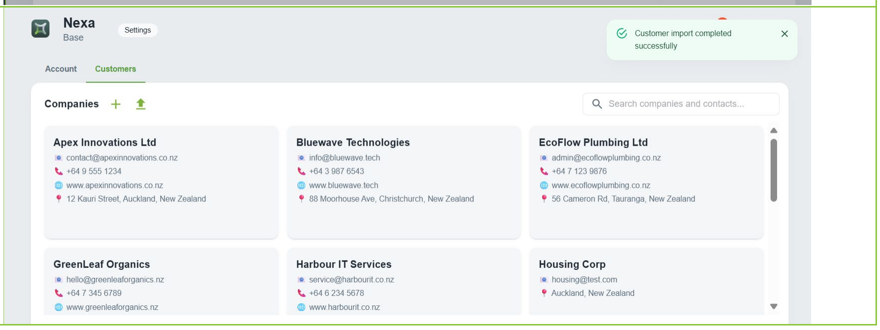
- Laptop or desktop computer with internet connection

Import Customer Records

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Select the person icon in the top right corner of the page to access your account settings.

Or

Select the Settings cog in the bottom left of the menu bar.</td><td>
</td></tr>
<tr><td>Click Customer and then select the upload icon to import customer records.</td><td>
</td></tr>
<tr><td>Select, or Drag and Drop a file here to upload it.</td><td>
</td></tr>
</table>

<table>
<tr><td>Click Upload once you have added all your files.</td><td>
</td></tr>
<tr><td>Once your file has been processed you can check the details and complete any missing fields.</td><td>
</td></tr>
<tr><td>Your new company records will be displayed in the customer dashboard ready to be used.</td><td>
</td></tr>
</table>

1.1.6 View Notifications

You are here: Nexa Web App > Top Right Menu

Procedure

This procedure explains how to access and view unread notifications.

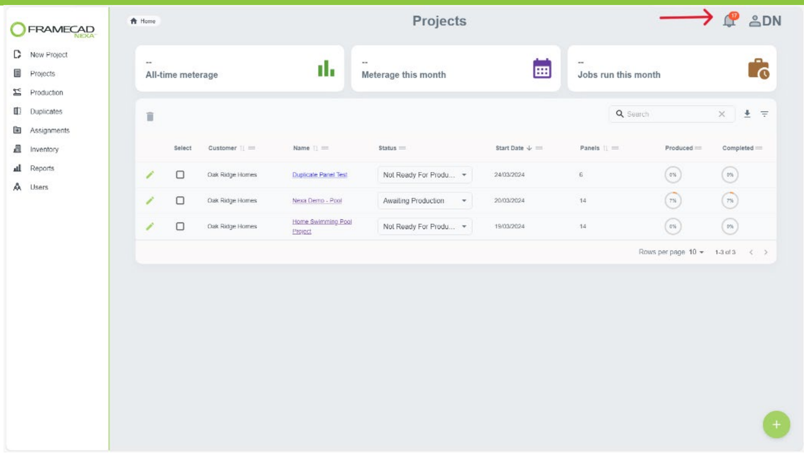
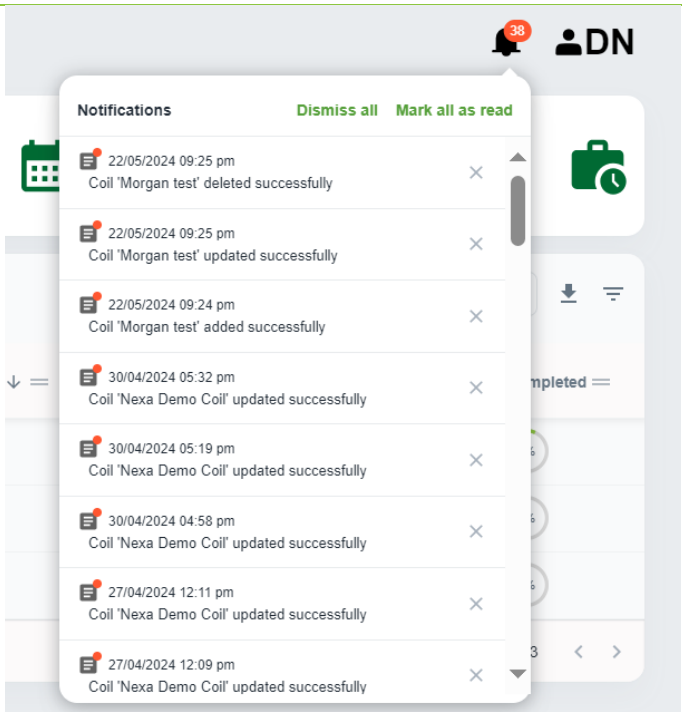
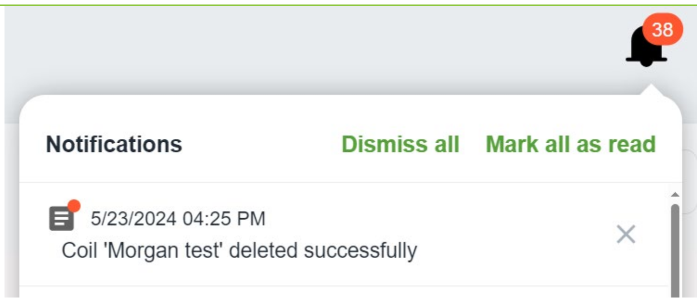
Prerequisites

- Existing unread notifications

Tools / equipment required

- Laptop or desktop computer with internet connection

View Notifications

STEP	ILLUSTRATION
Select the **bell icon** in the top right corner of the page to access **notifications.**	
View unread notifications in the pop-up display **Click** notifications to **mark as read** and send them below unread notifications or click the "X" to **delete** them.	
Select "**mark all as read"** in the top right corner of the pop-up to send them below incoming unread notifications. Click **"dismiss all**" to delete all notifications.	

1.1.7 Download Next Job

You are here: Nexa Web App > Production

Procedure

This procedure explains how to download a project offline to the roll-forming machine if the machine has lost internet connection.

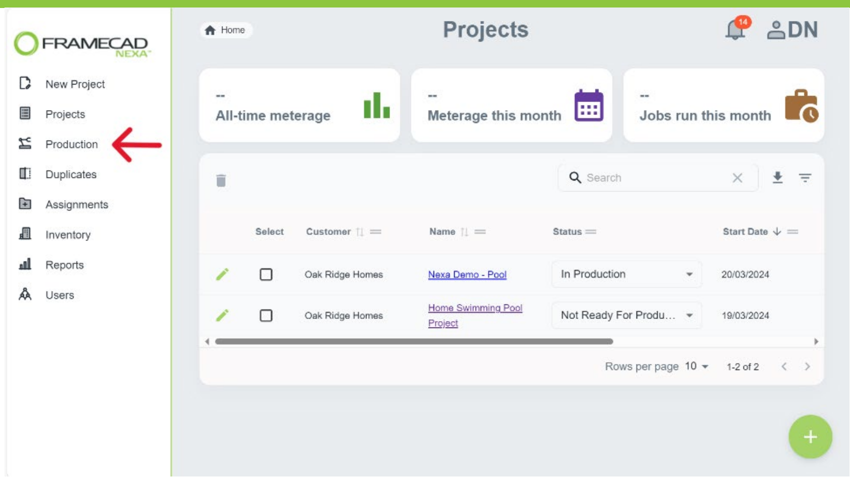
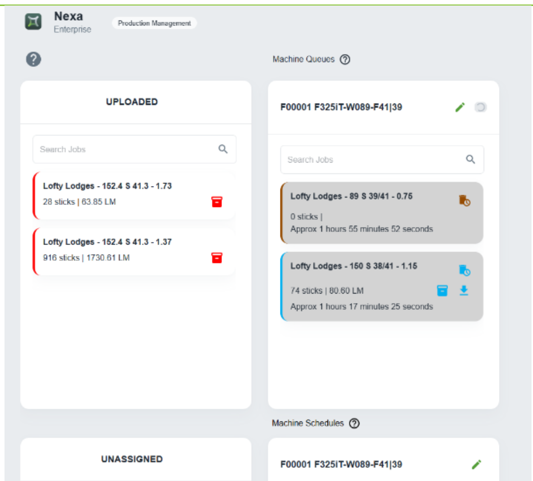
Prerequisites

- Existing projects assigned to roll-forming machines

Tools / equipment required

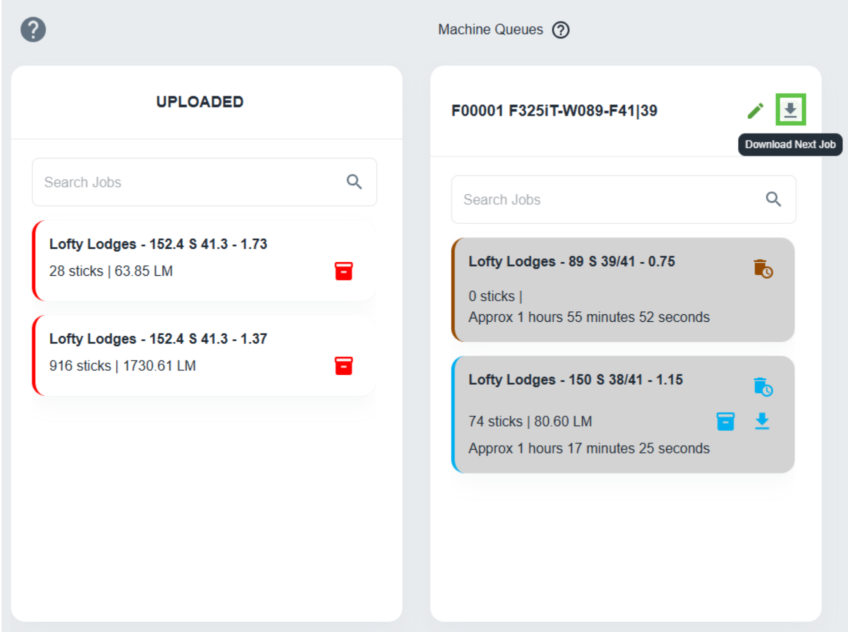
- Laptop or desktop computer with internet connection

Download Next Job

STEP	ILLUSTRATION
Select **Production** in the left menu.	
View your uploaded production and assigned projects to roll-forming machines.	

Click the **Download Next Job** button to the right of the machine name to download next job.

Once the download is complete the project will appear in the assigned machine's Operator Touchscreen Schedule menu, ready to run.



1.1.8 Push Jobs to Machine Queue or Schedule for Future Dates

You are here: Nexa Web App > Production

Procedure

This procedure explains how to schedule jobs or add them to the machine queue.

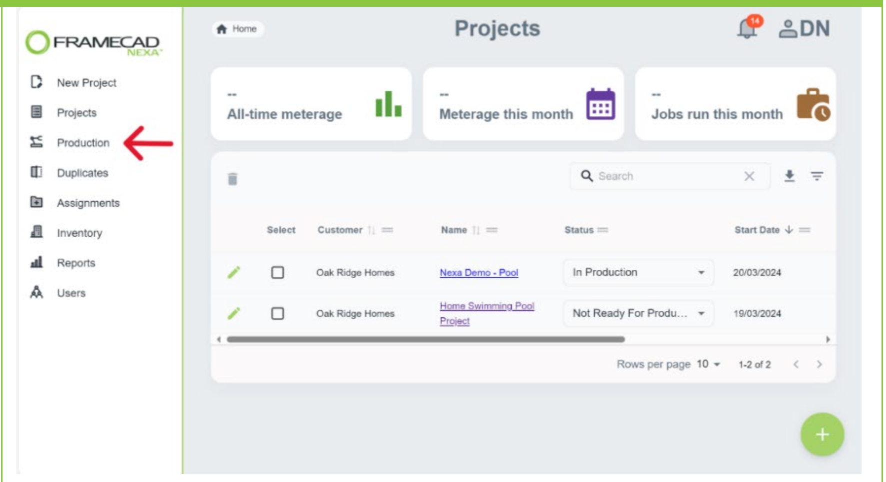
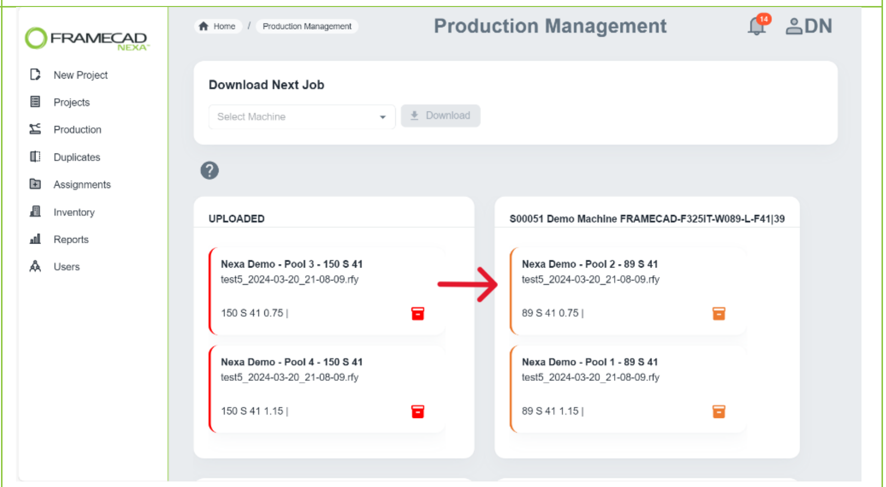
Prerequisites

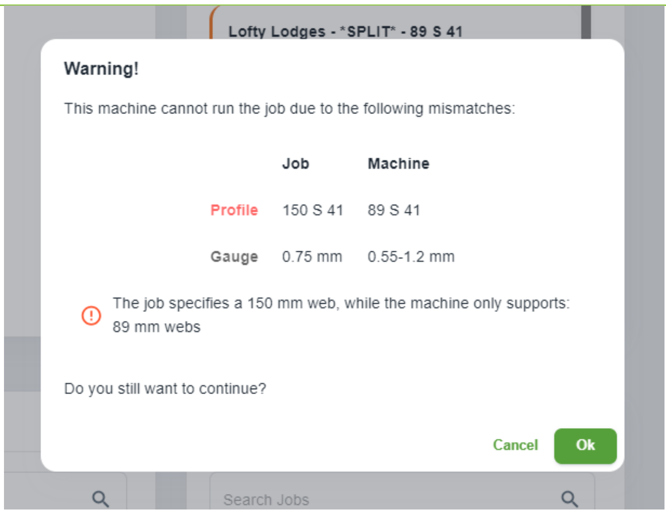
- Existing projects

Tools / equipment required

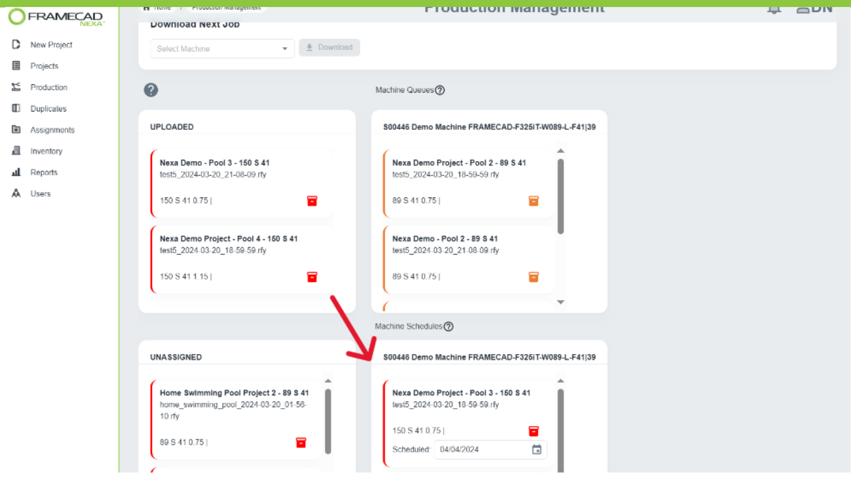
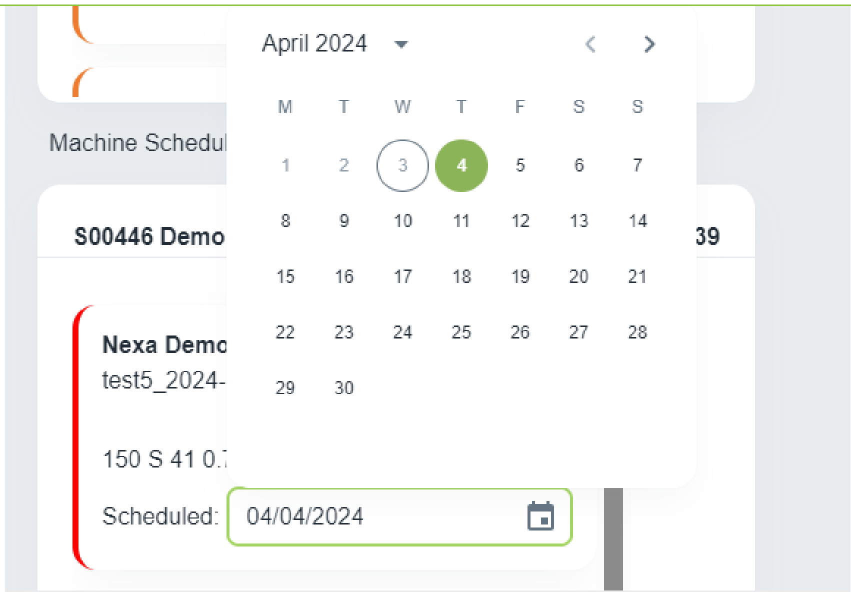
- Laptop or desktop computer with internet connection

Push Jobs to Machine Queue

STEP	ILLUSTRATION
Select **Production** in the left menu.	
Drag the desired project from the **Uploaded** or **Unassigned** sections to the desired machine to add it to the machine queue.	

Note: if the FRAMECAD Roll Forming machine is unable to run the job (due to a profile mismatch) a **warning** will display.	

Schedule for Future Dates

STEP	ILLUSTRATION
To schedule a job for a future date, drag the desired project to the **Machine Schedules** block.	
Click the Calendar icon and select the date to **schedule the job.**	

1.1.9 Track Production Job

You are here: Nexa Web App > Projects

Procedure

This procedure explains how to track a production job through the project summary page.

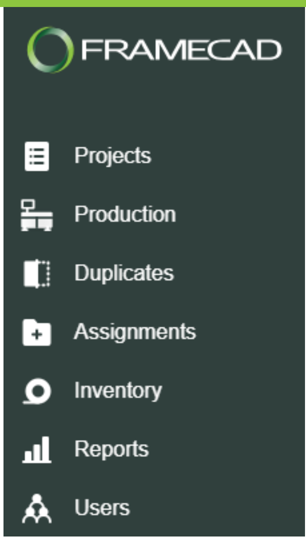
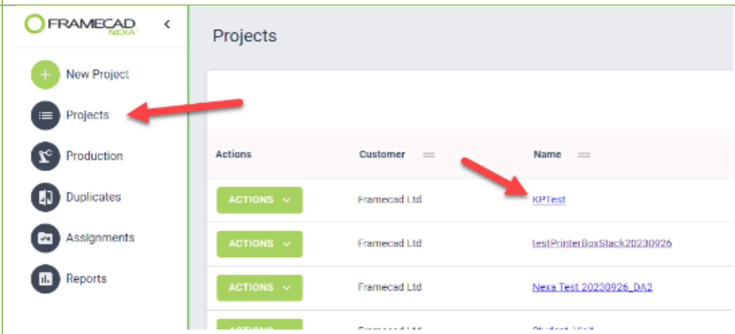
Prerequisites

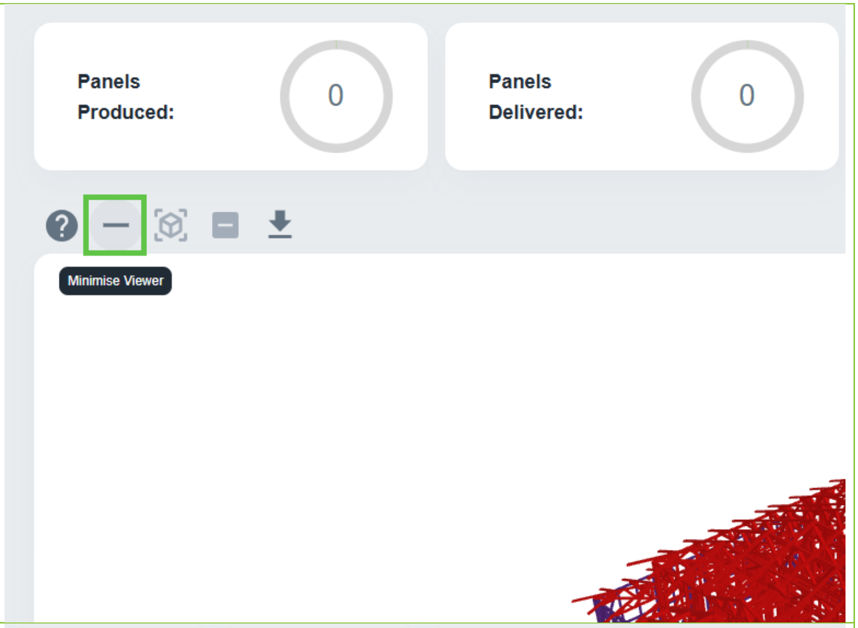
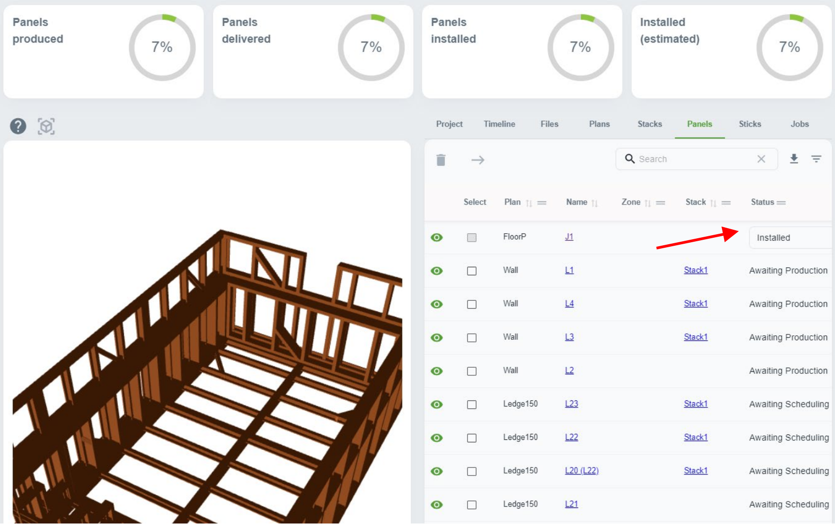
- Existing projects in production

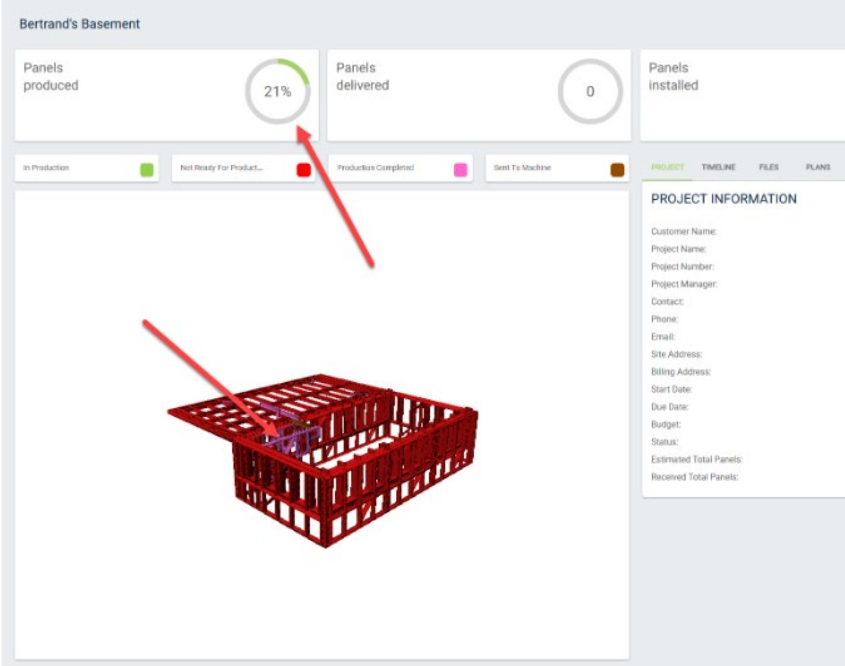
Tools / equipment required

- Laptop or desktop computer with internet connection

View and Track Existing Projects

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click Projects in the left menu.</td><td>
</td></tr>
<tr><td>Select the Project Name from the Projects menu item.</td><td>
</td></tr>
</table>

Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.	
View the project updates sent automatically from Factory.	

Note: the **status** of a panel can only be updated in the web interface once production is completed.	

1.1.10 Adjust Production Order

You are here: Nexa Web App > Projects > Stacks

Procedure

This procedure explains how to adjust the production order of stacks in the Nexa web app.

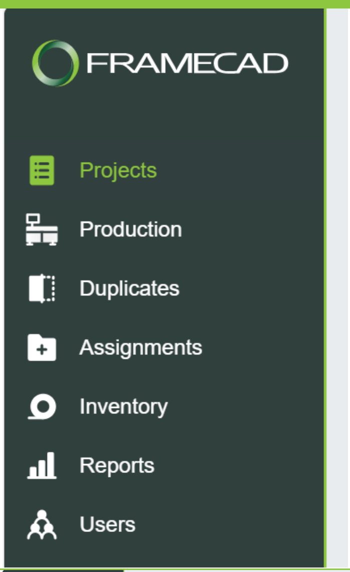
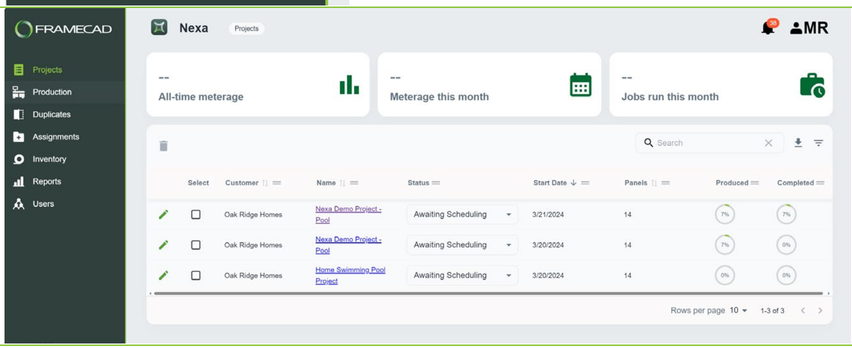
Prerequisites

- Log in to Nexa web app
- Existing stacks

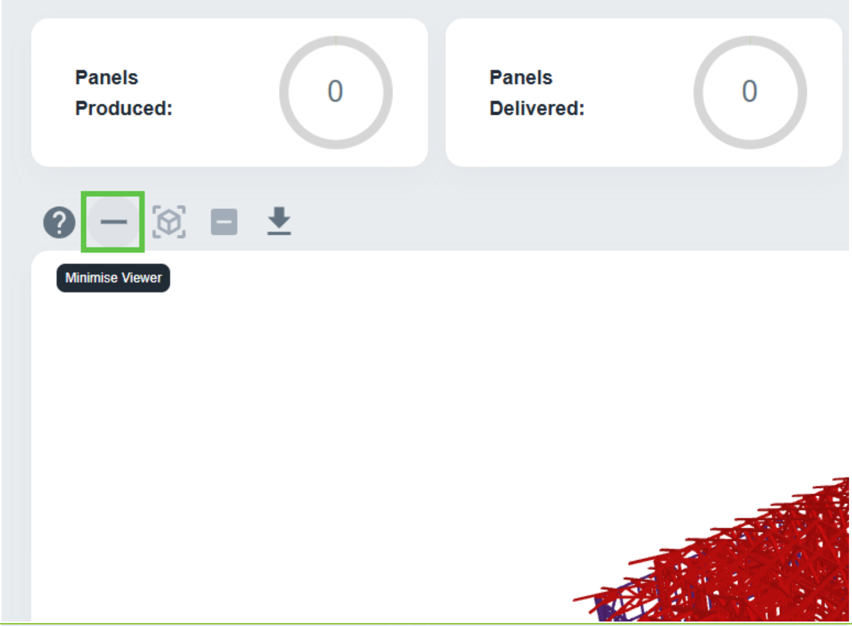
Tools / equipment required

- Laptop or desktop with internet connection

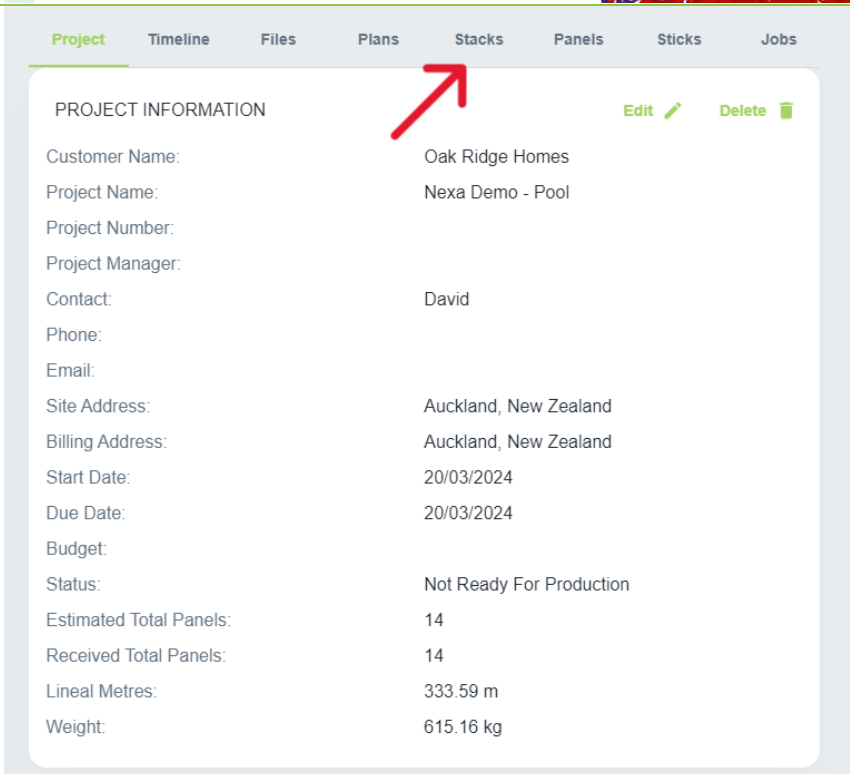
Adjust Production Order of Stacks

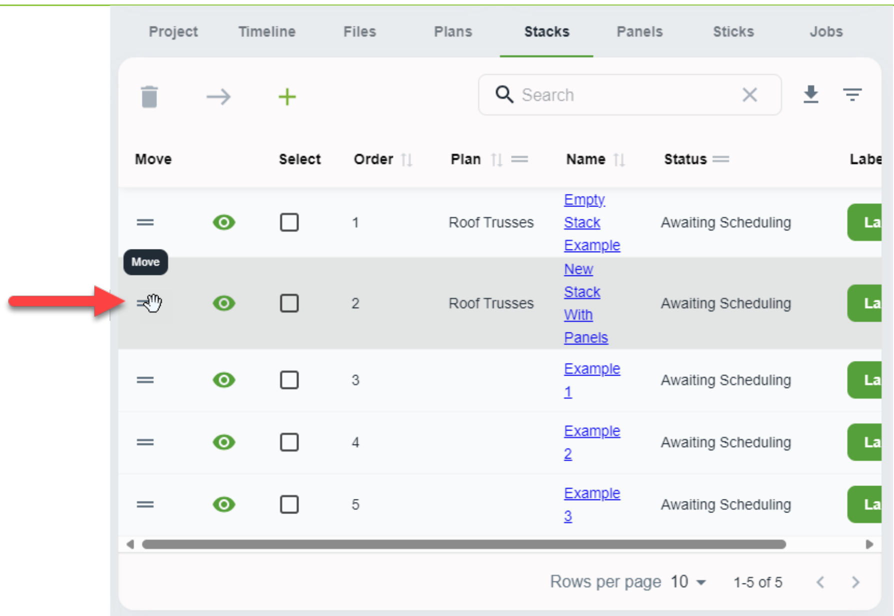
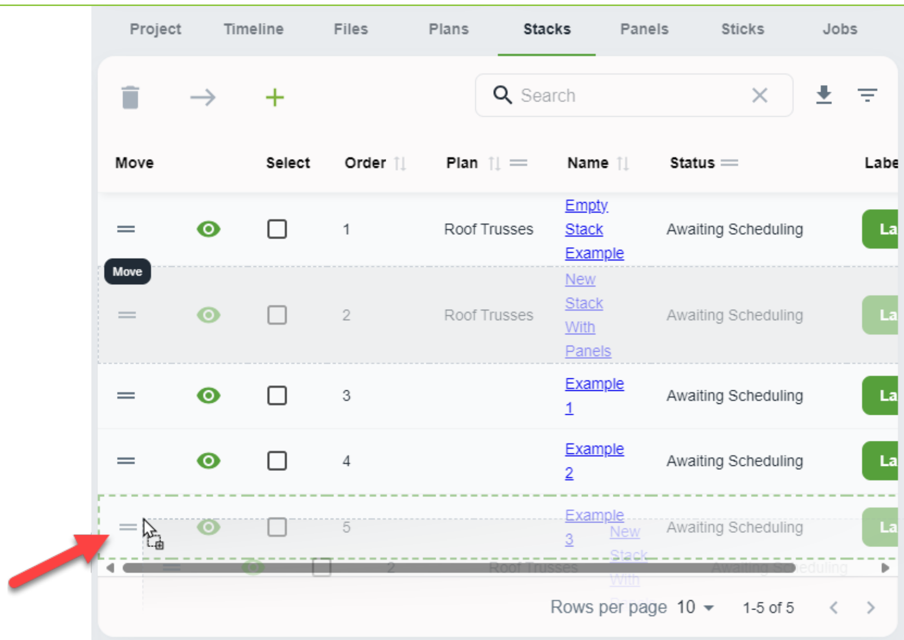
STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	
Select the project to view.	

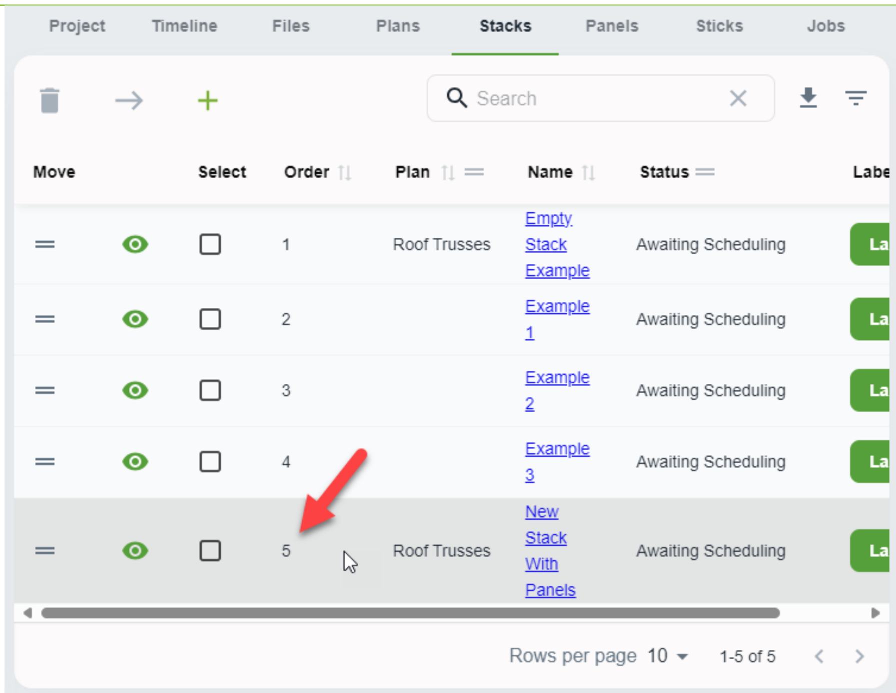
Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.



Select the **Stacks tab** to the right of the Project tab on the top panel of the screen.



Click and **hold** the two left bars to the left of the stack you wish to reorder in the production order.	
Drag the stack to its new production order location.	

The **production order number** will be adjusted.	

1.2 Project Management

1.2.1 View Plan Detail

You are here: Nexa Web App > Projects > Project Summary > Plans tab > Plan name

Procedure

This procedure explains how to view the plan details of projects in the Nexa web application.

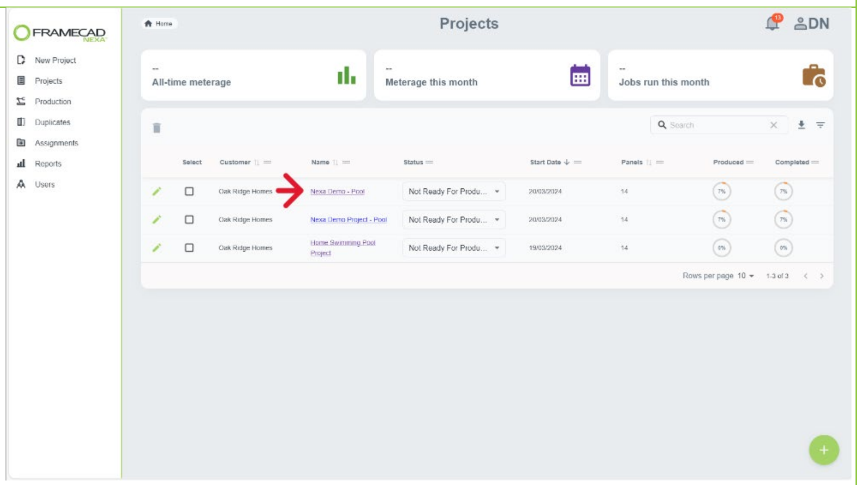
Prerequisites

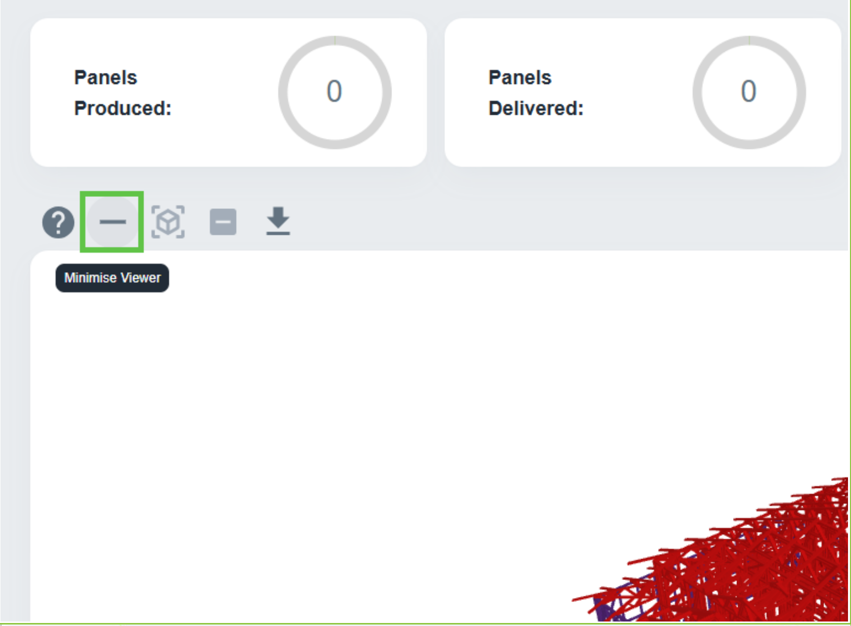
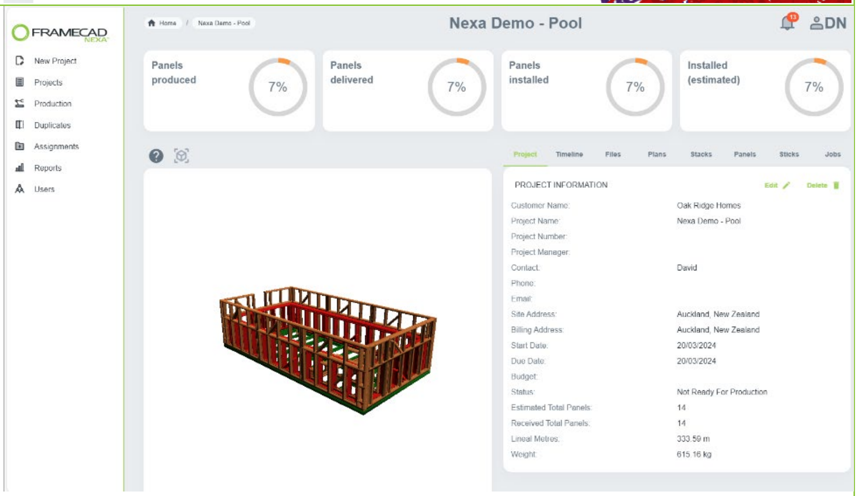
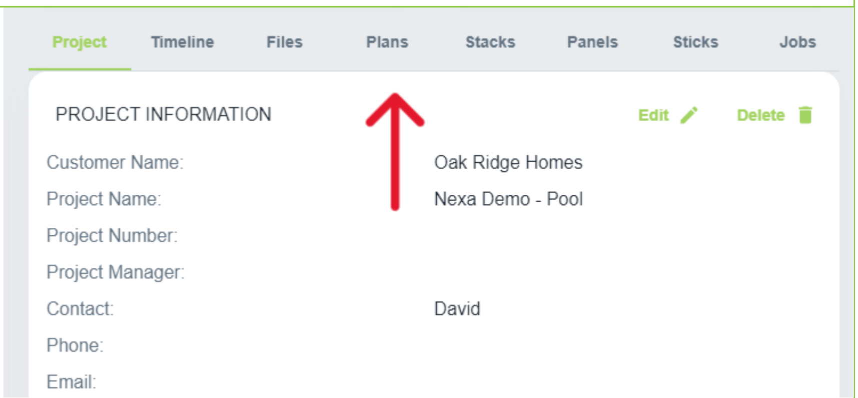
- Existing projects are setup

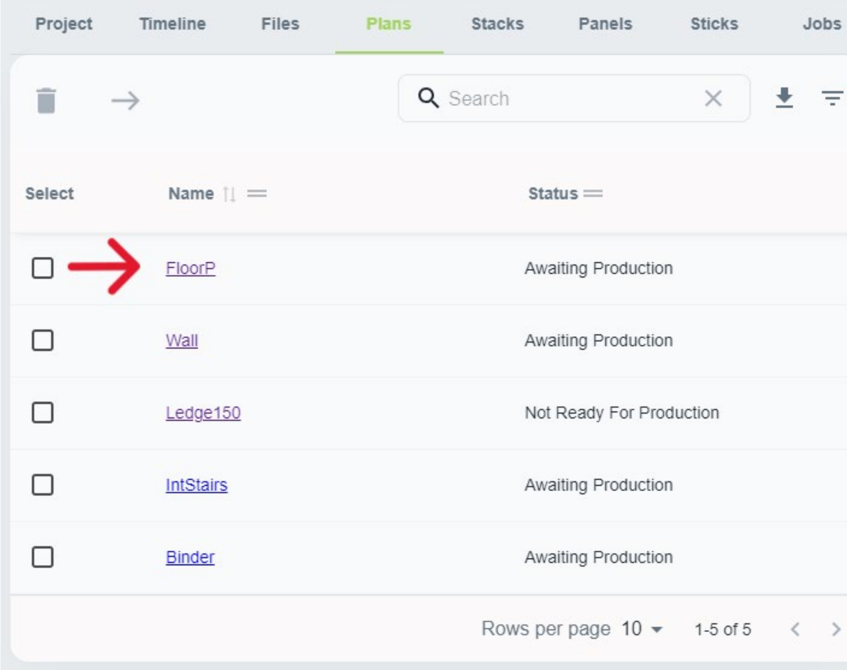
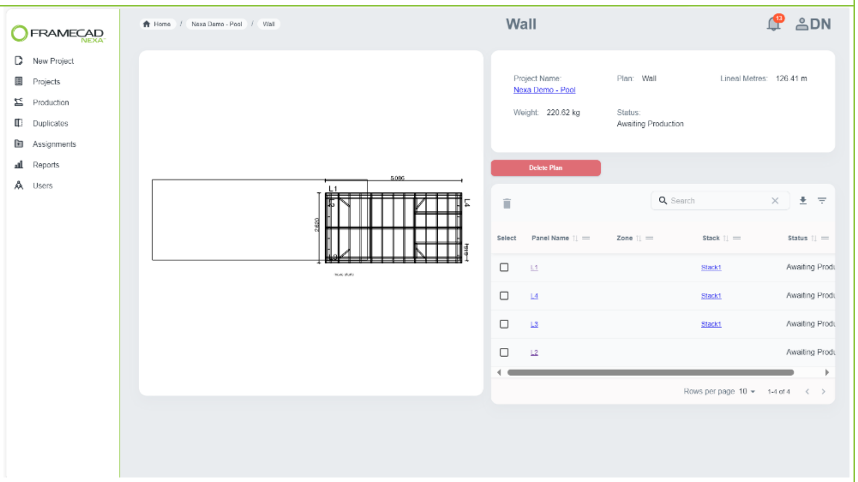
Tools / equipment required

- Laptop or desktop computer with internet connection

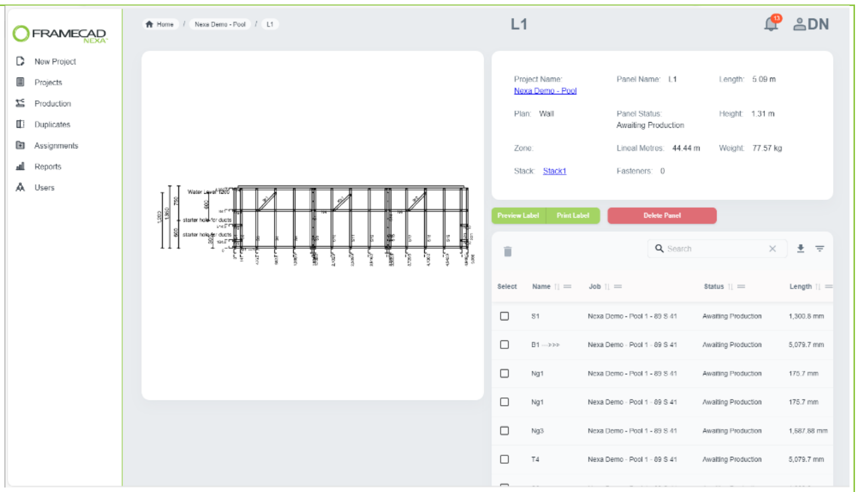
View Plan Details

STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	
Select the project to **view**.	

Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.	
View details here on the **Project Dashboard.** View project details using the tabs on the right.	
Select the **Plans tab.**	

<table>
<tr>
<td>Select the Plan to view.</td>
<td>
</td>
</tr>
<tr>
<td>View Plan details.</td>
<td>
</td>
</tr>
</table>

If desired, select specific **Panels** to view their details.



1.2.2 View Panel Detail

You are here: Nexa Web App > Projects > Project Summary > Panels tab > Panel name

Procedure

This procedure explains how to view the panel details of projects in Nexa.

Prerequisites

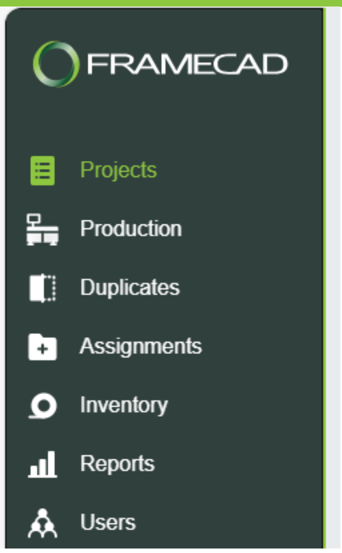
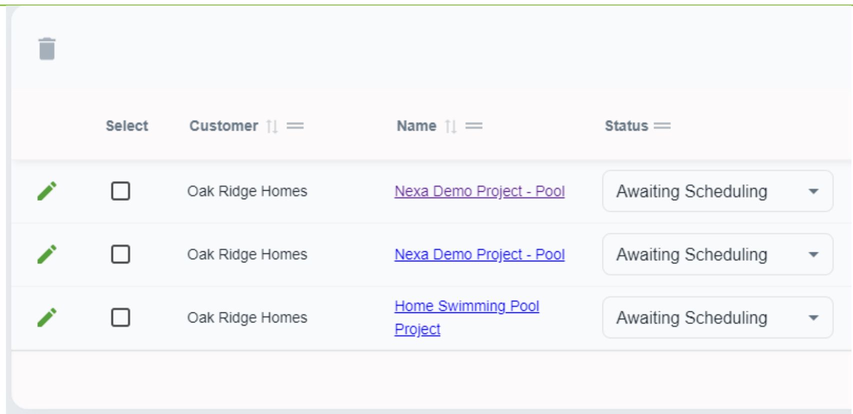
- Existing projects are setup

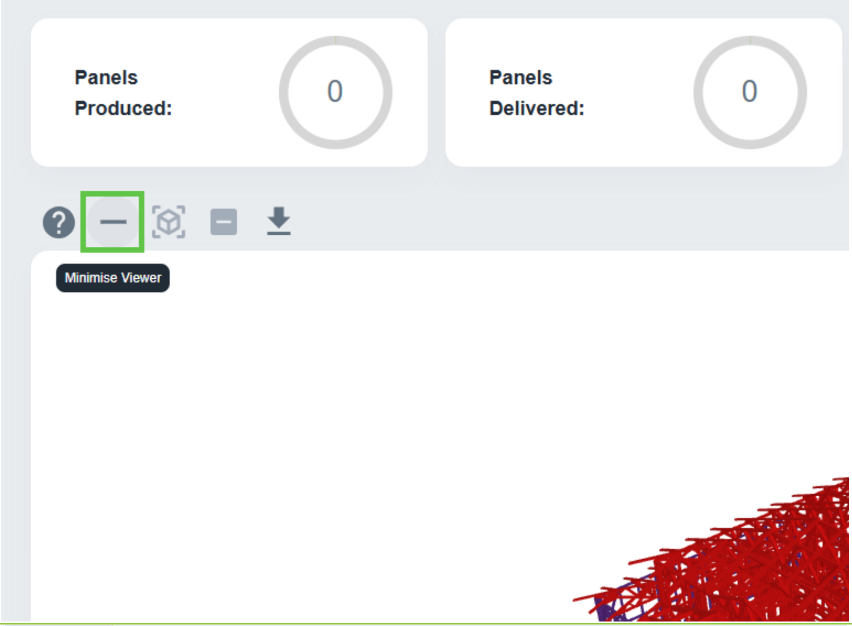
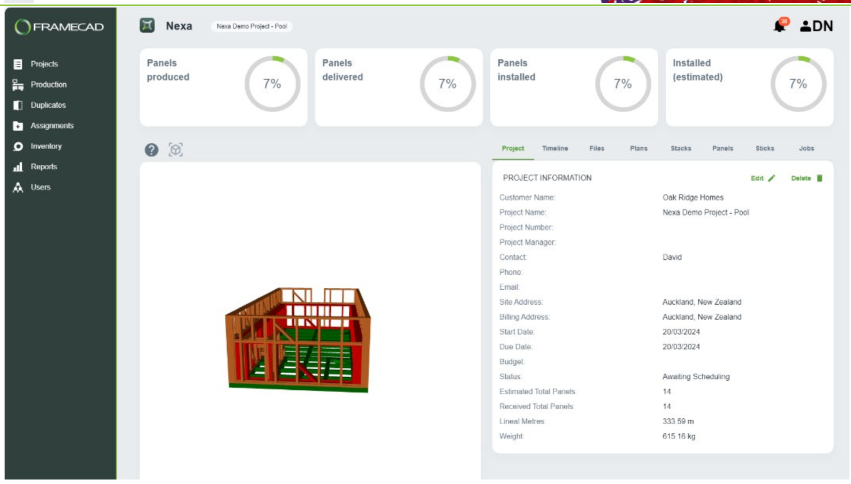
Tools / equipment required

- Laptop or desktop computer with internet connection

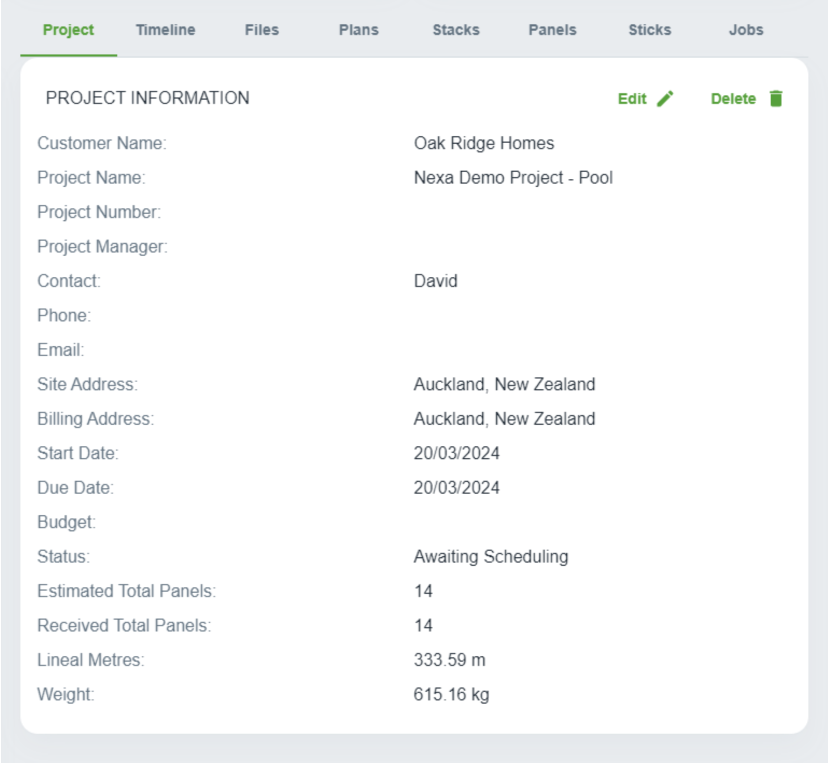
View Panel Detail

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click Projects in the left menu.

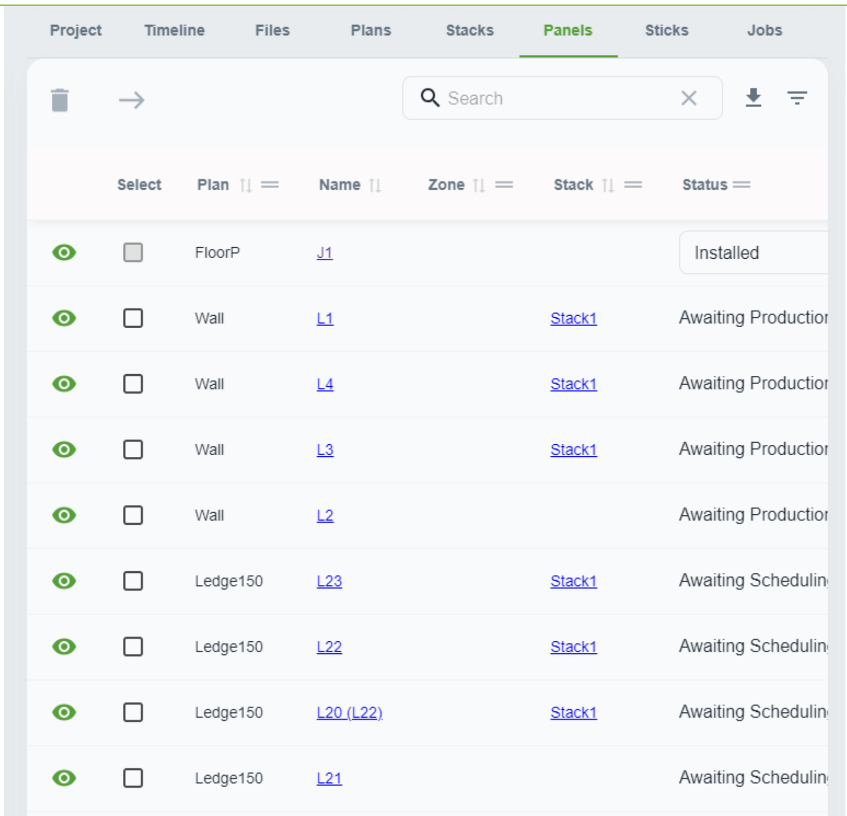
The list of projects is displayed.</td><td>
</td></tr>
<tr><td>Select the project to view.</td><td>
</td></tr>
</table>

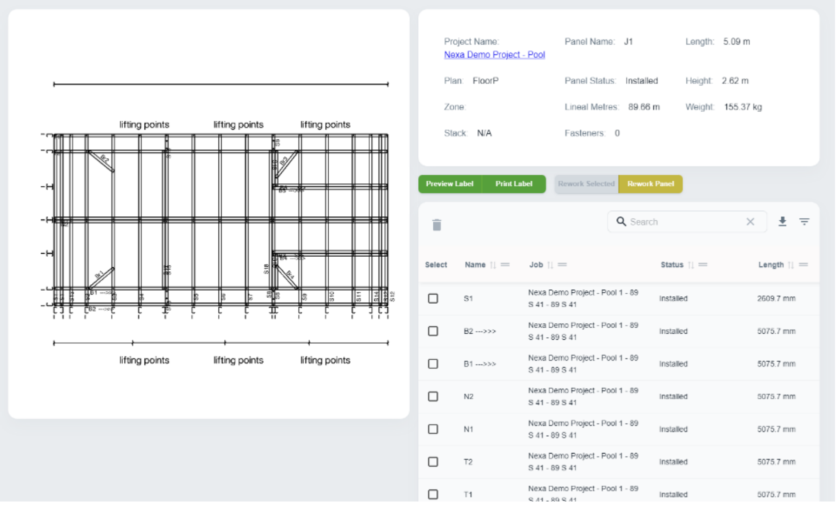
Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.	
View project information on the **Project Dashboard.** View additional project details using the tabs on the right.	

Select the **Panels tab** to the right of the Project tab on the top section of the screen.



Select the Panel to view.



View Panel detail.	

1.2.3 Relocate Sticks

You are here: Nexa Web App > Projects > Sticks

Procedure

This procedure explains how to relocate sticks within jobs of the same project.

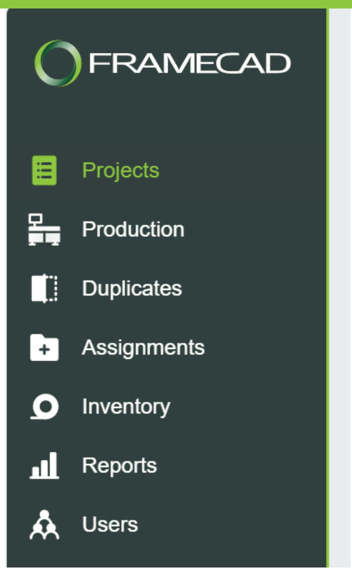
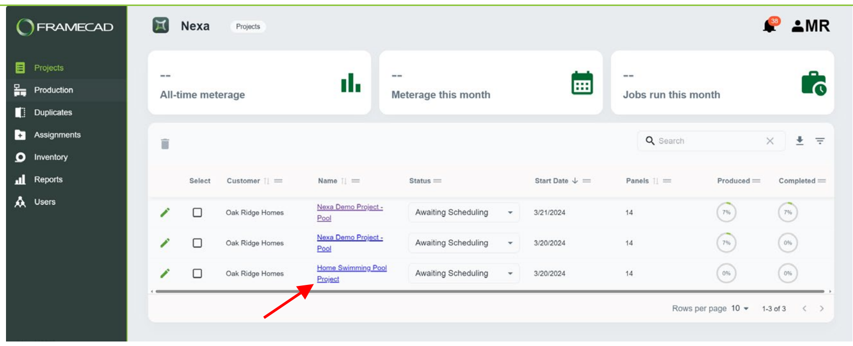
Prerequisites

- Existing completed productions

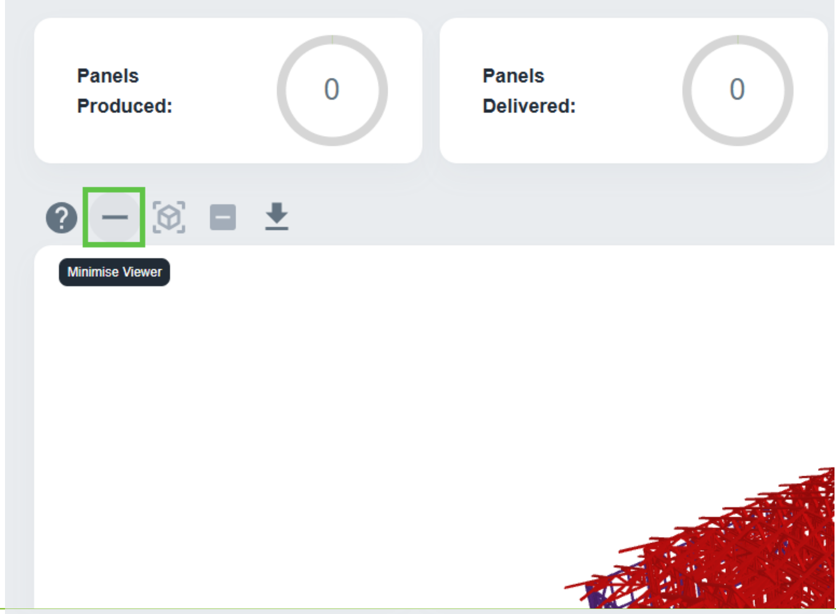
Tools / equipment required

- Laptop or desktop computer with internet connection

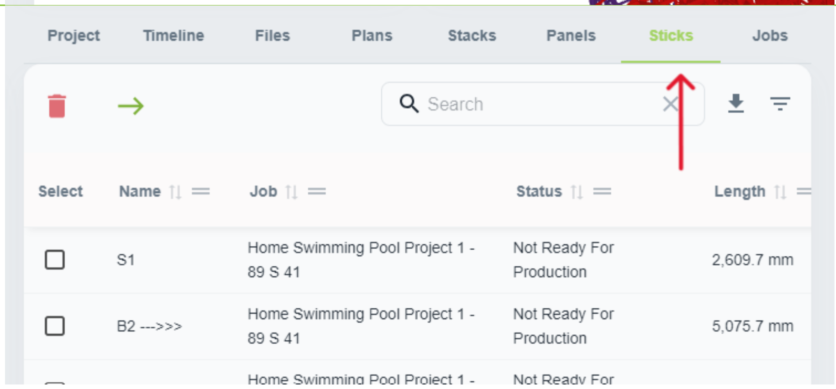
Relocate Sticks

STEP	ILLUSTRATION
Click **Projects** in the left menu.	
Select the project with sticks you would like to relocate.	

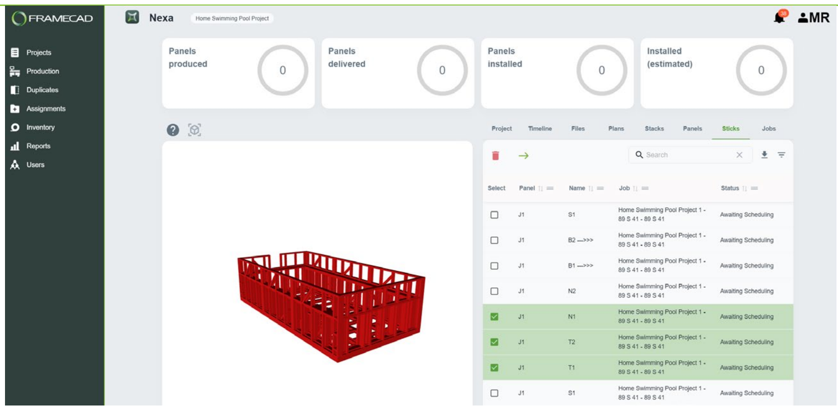
Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.



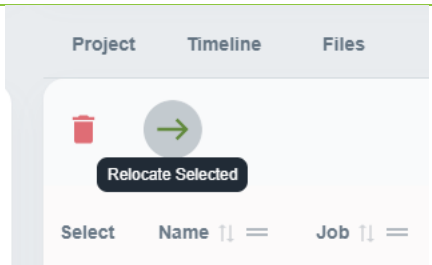
Click **Sticks** in the right panel of options.

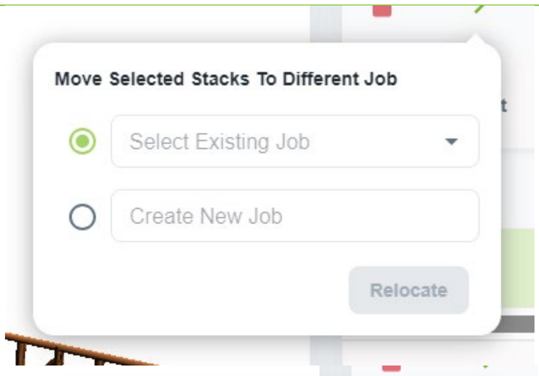
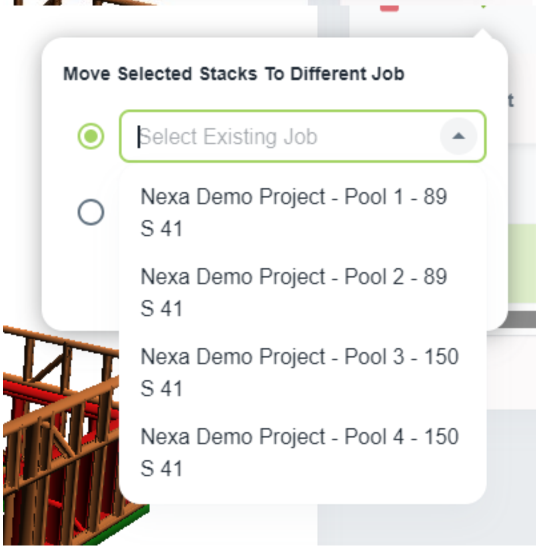
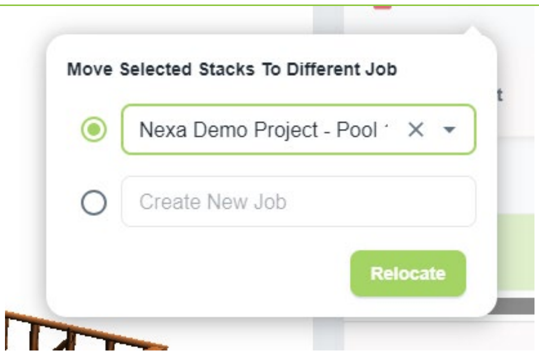


Select the stick(s) you wish to relocate to a different project by checking the box in the select column to the left of the stick.



Click the arrow button above the sticks to **"Relocate Selected."**



Select an **existing project** in the drop-down menu. OR **Name a job** to create a new one to relocate the stick(s) to.	 
Click **relocate** to move the stick to the chosen project.	

1.3 Job Scheduling

1.3.1 Download and Run Production Jobs from Nexa Cloud

You are here: Factory > Schedule > Add > Nexa

Procedure

This procedure explains how to download and queue up a production job Nexa cloud from on the Operator Touchscreen of your FRAMECAD machine running Factory2 version 2.14.0 or later.

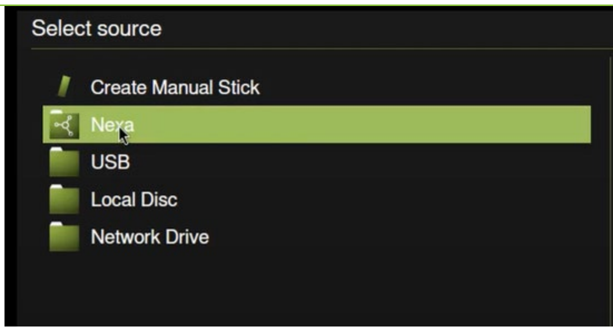
Prerequisites

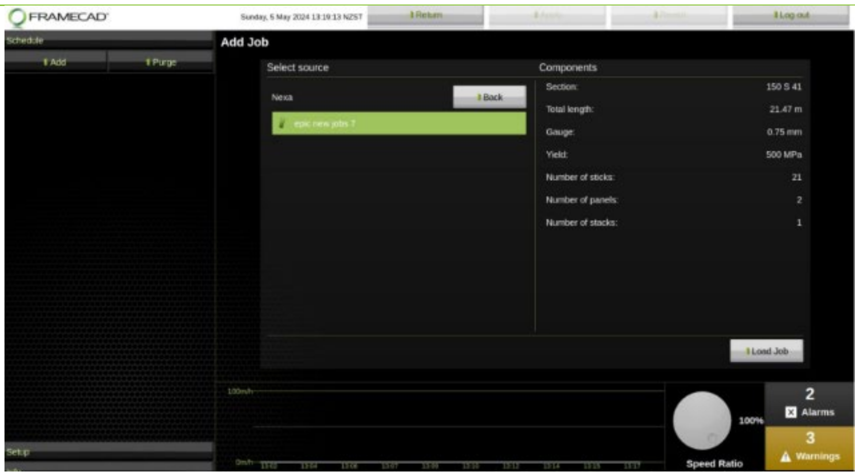
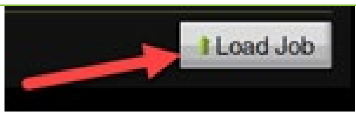
- One or more jobs are available on the Nexa cloud
- FRAMECAD machine with an active internet connection

Tools / equipment required

- FRAMECAD machine Operator Touchscreen.

Download a Production Job from Nexa onto a machine to run

STEP	ILLUSTRATION
Select **Schedule** on the left side of the screen.	
Select **Add** at the top of the left menu.	
Tap to select the **Nexa folder** containing the job file **NOTE:** Tap files to open them and reveal its subfolders.	

Select the **job file** from the list of files displayed.	
Select the **Load Job** button to add the job to the production schedule. The Production Job can now be managed and run as per normal.	

1.3.2 View Jobs in the Schedule and Change Job Mode

You are here:

- Factory > Schedule > Nexa
- Nexa Web App > Profile > Account Settings

Procedure

This procedure explains how to view jobs in the schedule of Factory and change the job mode through the Nexa web application.

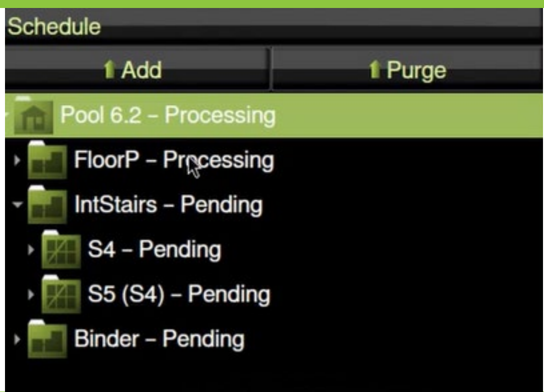
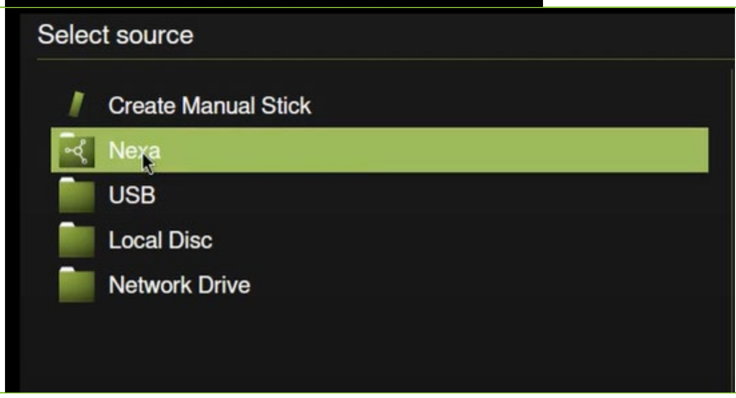
Prerequisites

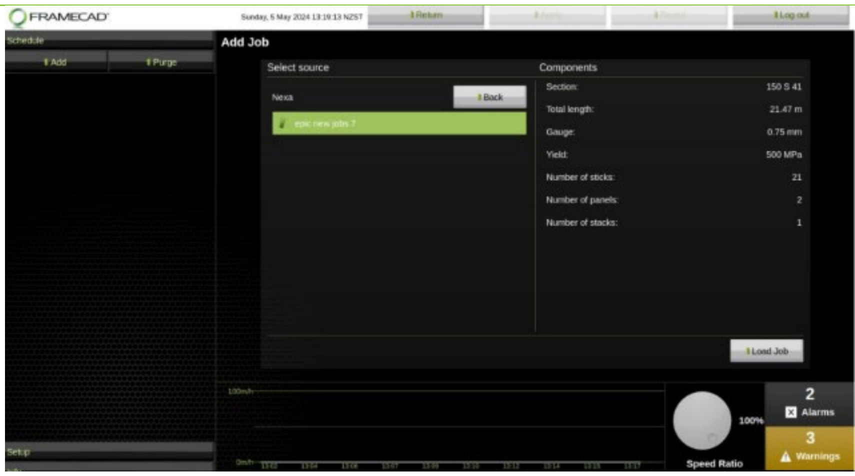
- One or more jobs are available on the Nexa cloud
- FRAMECAD machine has active internet connection

Tools / equipment required

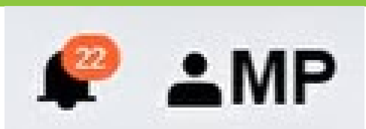
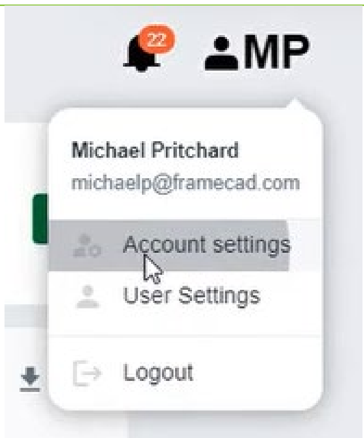
- FRAMECAD machine Operator Touchscreen.
- Laptop or desktop computer with internet connection

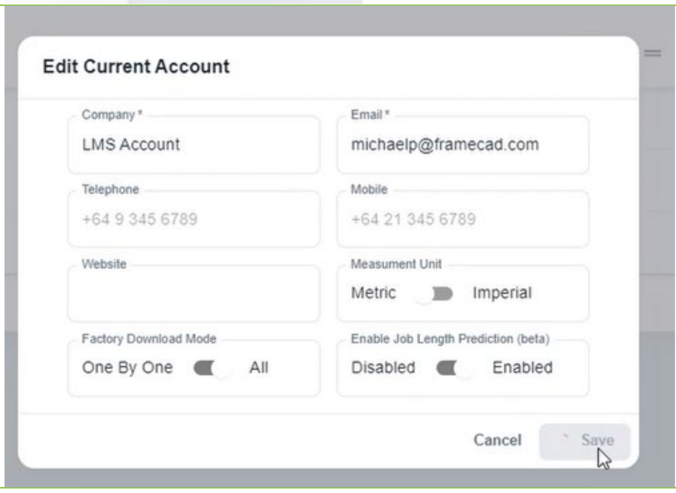
View Job Using One by One Mode

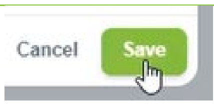
STEP	ILLUSTRATION
Open the **Schedule** in the left menu of the Factory Operator Touchscreen.	
Click the **Nexa** folder.	

<table>
<tr><td>Select and view properties of the one job displayed.</td><td>
</td></tr>
</table>

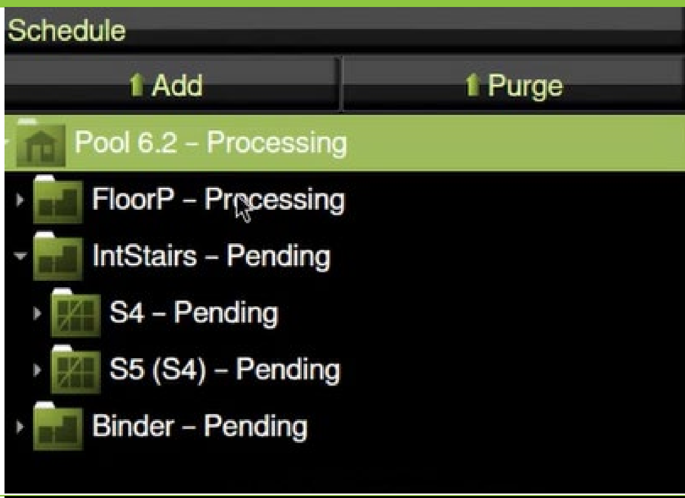
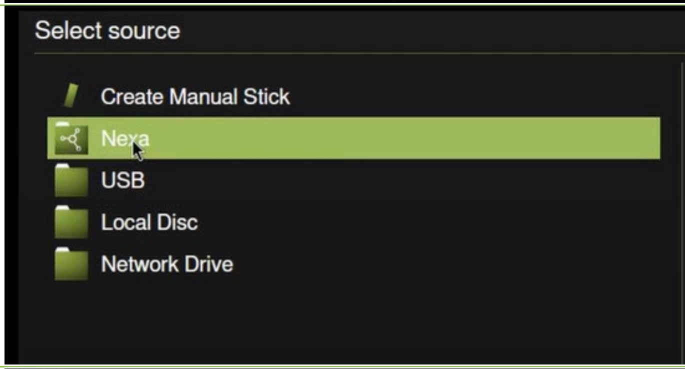
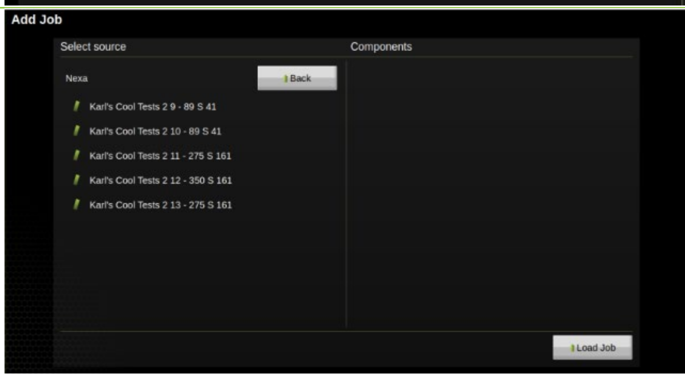
Change Job Mode

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Select your login profile at the top right by selecting the person icon.</td><td>
</td></tr>
<tr><td>Click Account Settings.</td><td>
</td></tr>
<tr><td>The Factory Download Mode sliding switch will select either One-by-One mode or All mode.

Select the one you prefer.</td><td>
</td></tr>
</table>

Click **Save**. The change will be applied automatically in your Factory Operator Touchscreen.	

View Jobs Using All Mode

STEP	ILLUSTRATION
Open the **Schedule** in the left menu of the Factory Operator Touchscreen.	
Click the **Nexa** folder.	
Select and **view properties** of a chosen job from the list.	

1.3.3 Delete a Job from the Schedule

1.4 User Mangement

1.4.1 Update User Roles

You are here: Nexa Web App > Users

Procedure

This procedure explains how to update the roles assigned to different users.

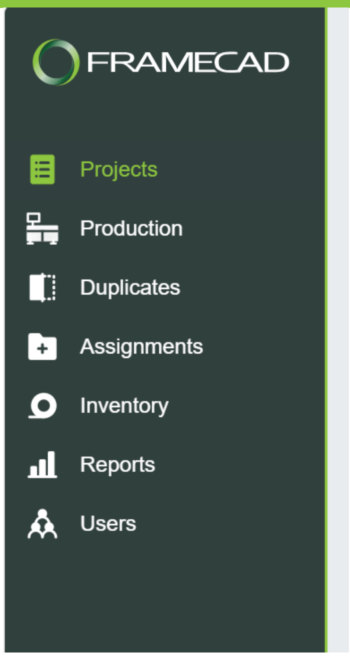
Prerequisites

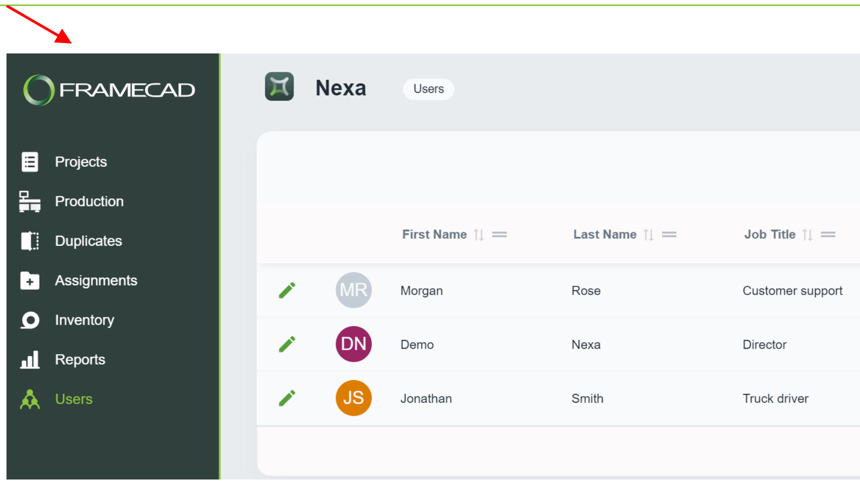
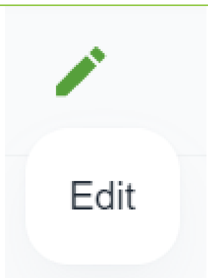
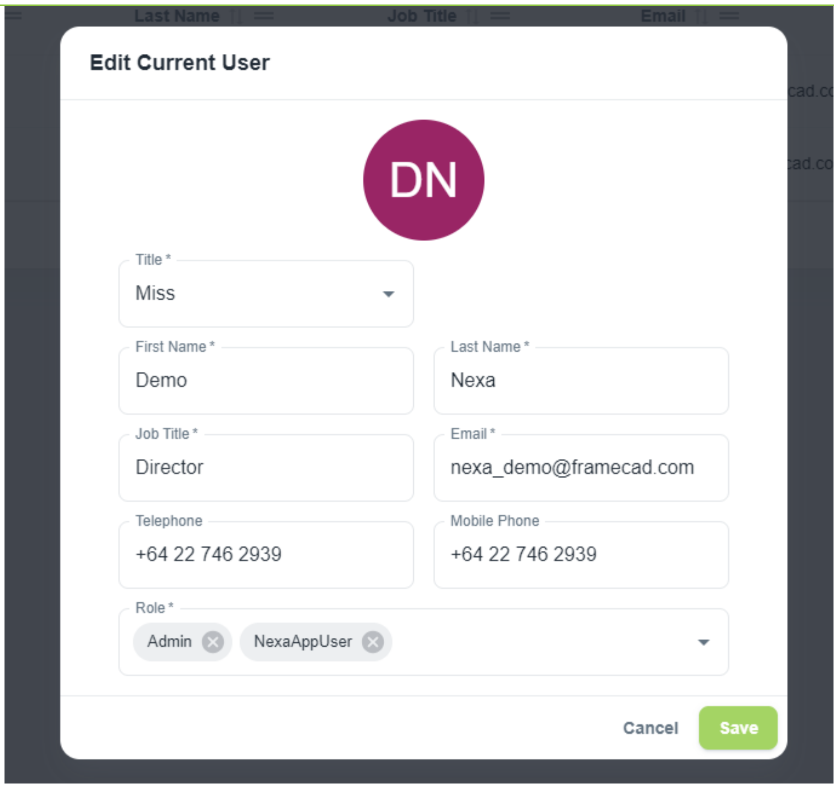
- Existing users

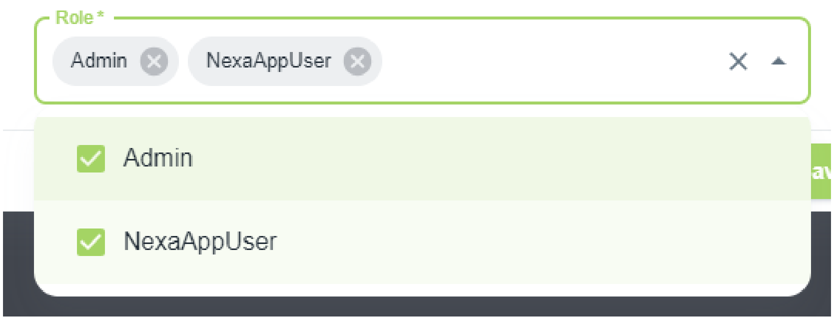
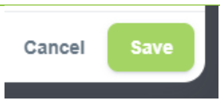
Tools / equipment required

- Laptop or desktop computer with internet connection

Update User Roles

STEP	ILLUSTRATION
Select **Users** in the left menu.	

Click the **pencil icon** beside the user you wish to edit.	
Select **Edit** in the drop-down.	
View current **user settings** and assigned roles at the bottom of the user details.	

Click the **"X"** beside roles you wish to **delete** from the user. **Search** and click the **checkmark** beside roles you wish to **add** to the user.	
Select **Save** to update user roles with the changes.	

1.4.2 Create a New User

You are here: Nexa Web App > Users > Create a New User

Procedure

This procedure explains how to create a new user in Nexa.

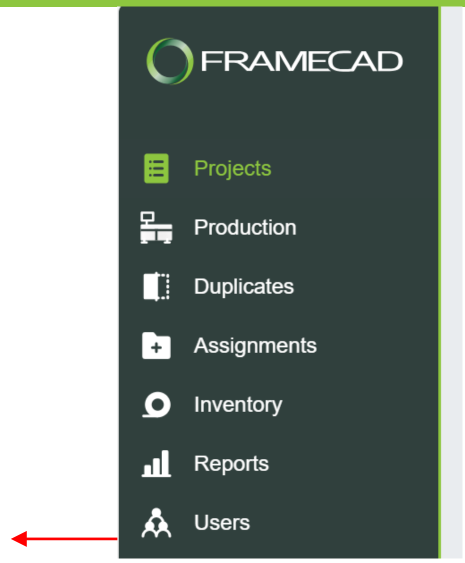
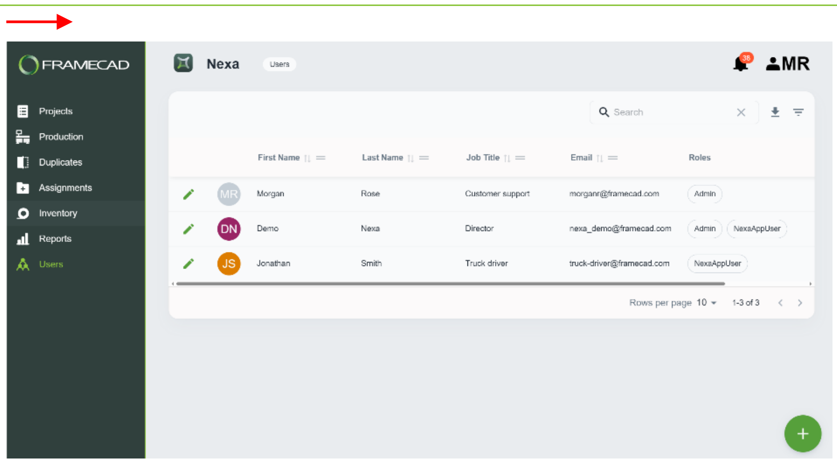
Prerequisites

- Users have the Nexa mobile app installed

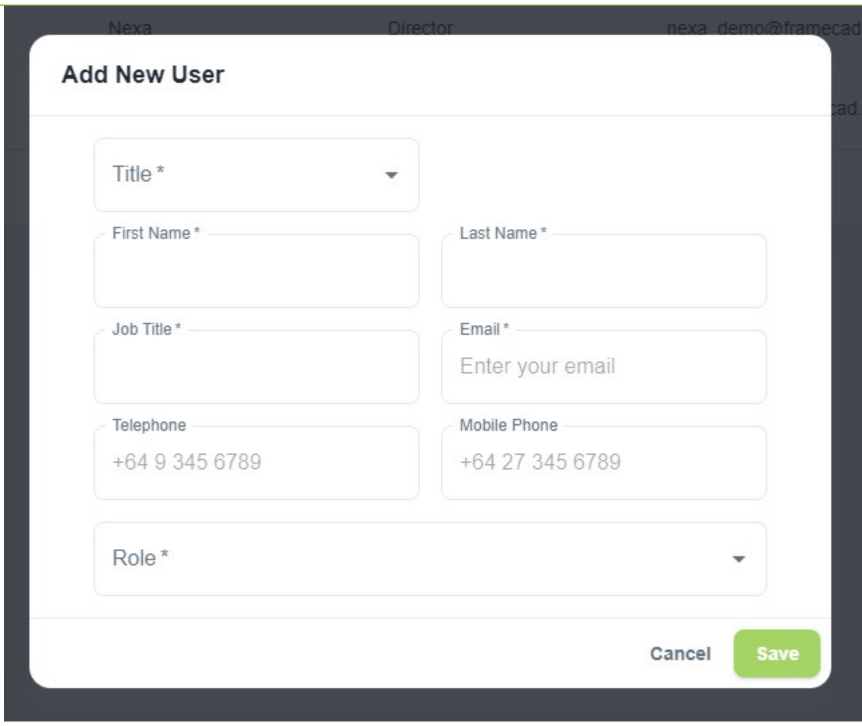
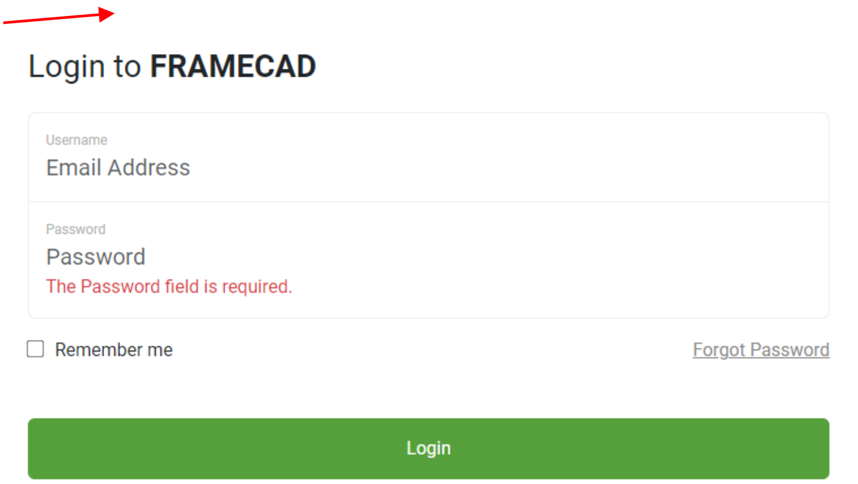
Tools / equipment required

- **Admin:** Laptop or desktop computer with internet connection
- **User:** Mobile device with Android (Samsung) or iOS (iPhone), with internet connection

Create a New User in Nexa

STEP	ILLUSTRATION
Click **Users** in the left menu.	
Click the **plus icon** on the bottom right of the page to add a **New User.**	

<table>
<tr>
<td>Enter the user information including their Name, Job Title, and Email. Click Save.

*A Welcome email is sent to the user with instructions for setting up their password.</td>
<td>
</td>
</tr>
<tr>
<td>Instruct the user to log onto your Nexa instance and click Forgot Password to create their password and log in.</td>
<td>
</td>
</tr>
</table>

Once their password is created, the user is now setup.

The user can now be assigned to projects in the **Assignments** page.

If they are a mobile app user, they can be added as a **Project Manager** in the **Projects** page where all their assigned projects are available.

1.4.3 Edit and Remove Users

You are here: Nexa Web App > Users > Edit and Delete Users

Procedure

This procedure explains how to manage users in Nexa.

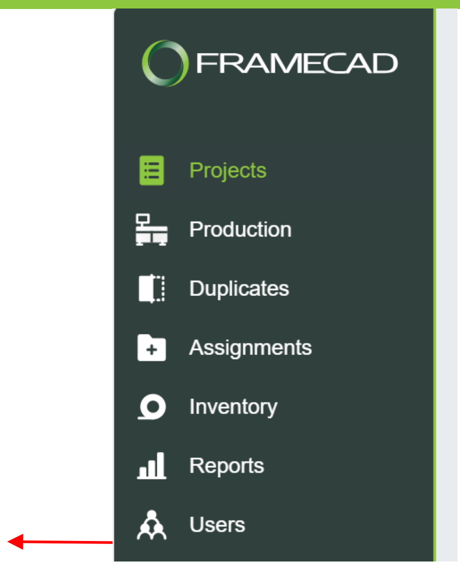
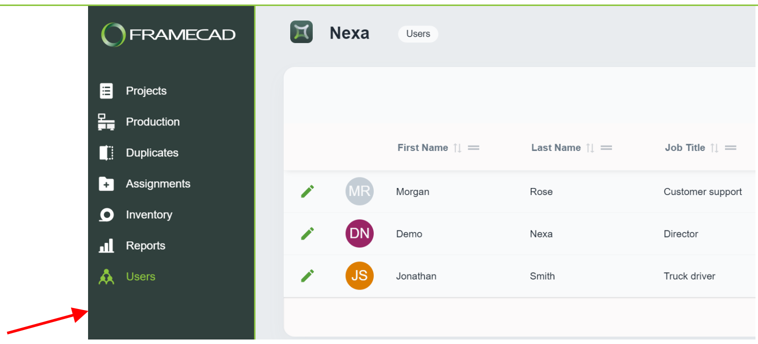
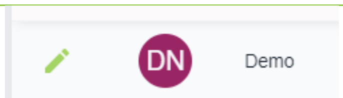
Prerequisites

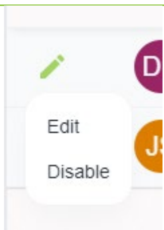
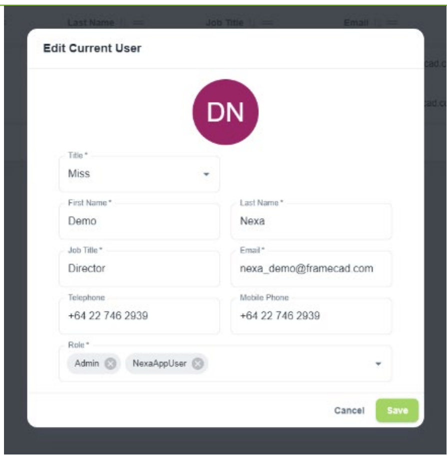
- Existing users are setup in Nexa

Tools / equipment required

- **Admin:** Laptop or desktop computer with internet connection
- **User:** Mobile device with Android (Samsung) or iOS (iPhone), with internet connection

Edit Users in Nexa

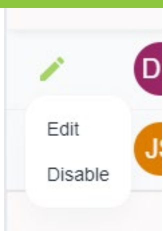
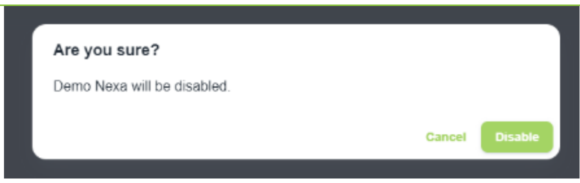
<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click Users in the left menu.</td><td>
</td></tr>
<tr><td>Locate the User to edit or delete.</td><td>
</td></tr>
<tr><td>Click the Edit button (pencil icon).</td><td>
</td></tr>
</table>

Click **Edit** to access user details.	
Change user details as required. Click **save**.	

When **editing** users it is good practice to consider what projects they are on, and if there are changes to be made there as well.

That can be done on the **Assignments** page.

Disable Users in Nexa

STEP	ILLUSTRATION
Click **Disable.**	
Select **Disable** at the prompt to disable their account.	

The edit or disable has now been completed.

Note: If you **Disable** a user, they will still have the app on their mobile device until it is uninstalled but from this point it is disconnected from the Nexa cloud.
The user is unable to:

- Login
- View project or production data
- Scan codes or update statuses

1.4.4 Update Account and User Settings

You are here: Nexa Web App > Top Right Menu

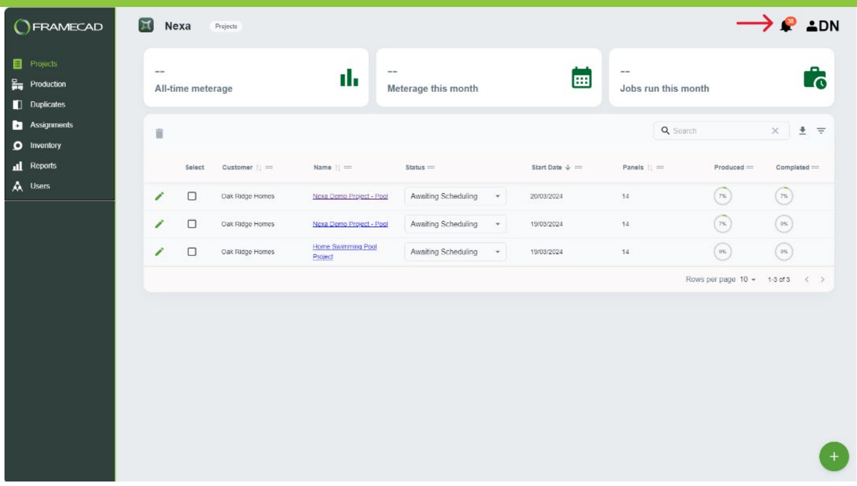
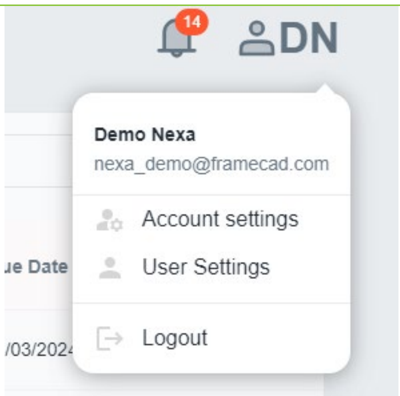
Procedure

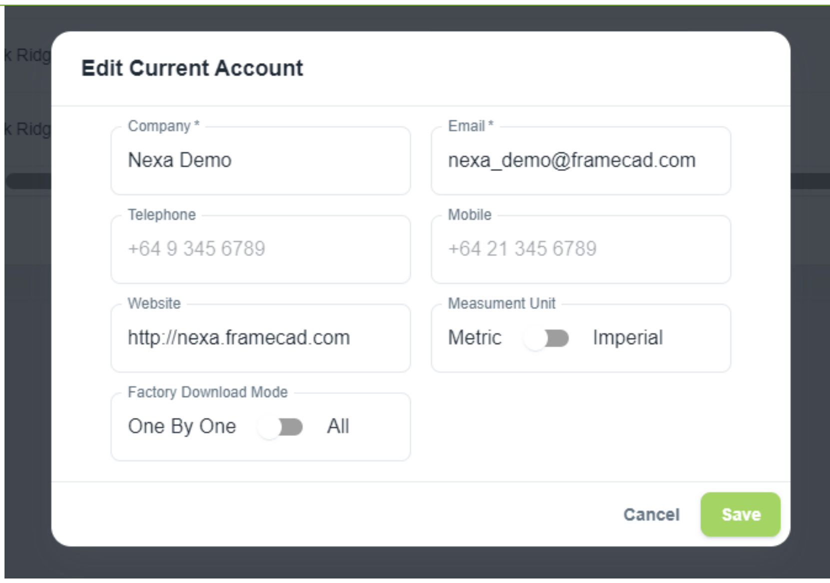
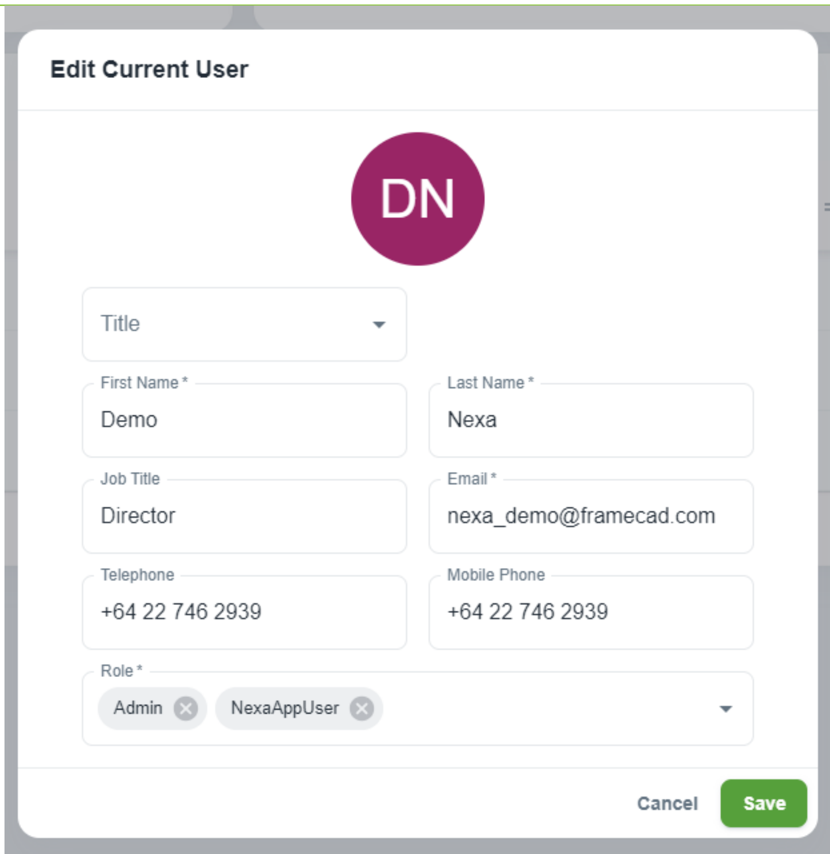
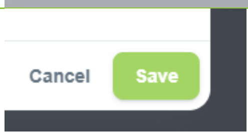
This procedure explains how to access and update account and user settings.

Tools / equipment required

- Laptop or desktop computer with internet connection

Update Account Settings

STEP	ILLUSTRATION
Select the **person icon** in the top right corner of the page to access **your account.**	
Select **Account Settings** or **User Settings** in the pop-up display.	

Update your details in the Account Settings as desired. OR…	
Update your details in the User Settings as desired.	
Click **Save** to save changes.	

2 Nexa Builder

2.1 Coil Management

2.1.1 Add a Coil

You are here: Nexa Web App > Inventory > Bottom Right Menu

Procedure

This procedure explains how to add and import a coil on the Nexa web app.

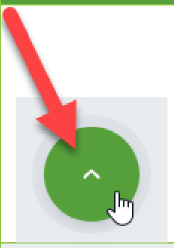
Prerequisites

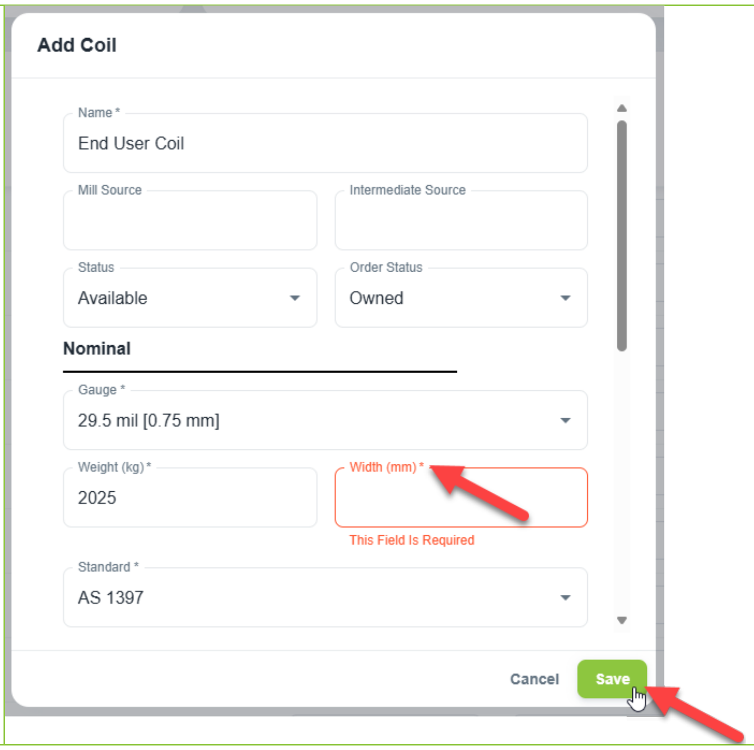
- Existing coil

Tools / equipment required

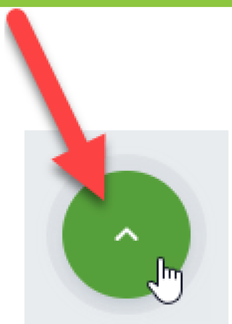
- Laptop or desktop computer with internet connection

Add a Coil

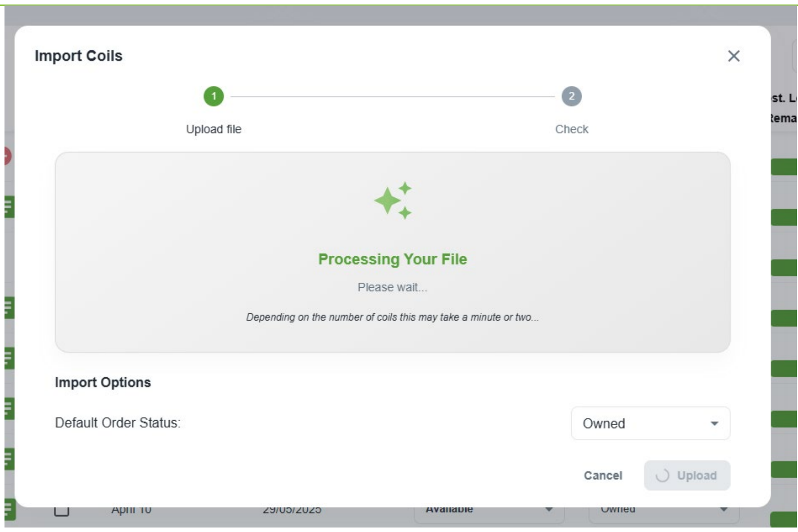
STEP	ILLUSTRATION
Click **the up-arrow button** in the bottom right corner of the Inventory page.	
Select the **'Add Coil'** button.	

Fill in the required **information** for the coil, then press **save**.	

Import a Coil

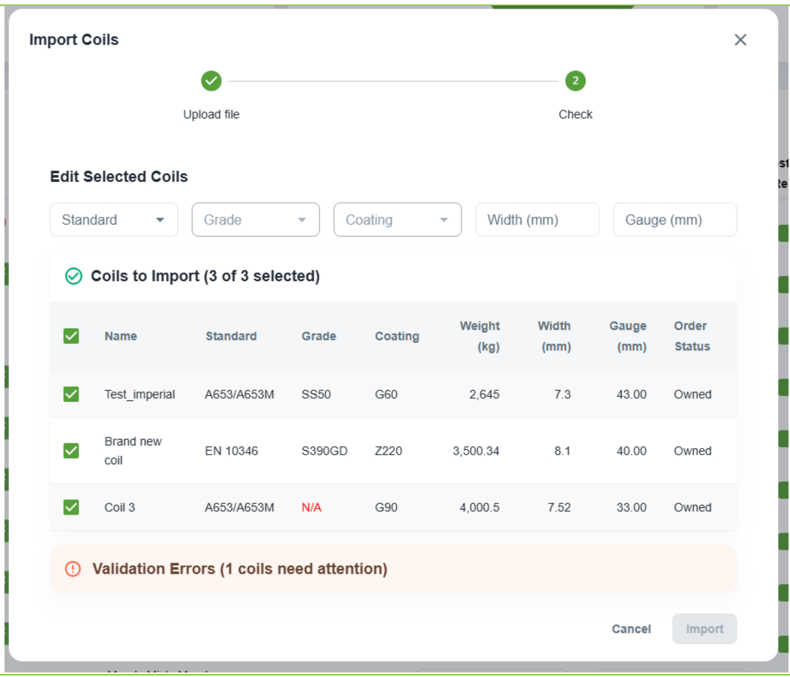
STEP	ILLUSTRATION
Click **the up-arrow button** in the bottom right corner of the Inventory page.	
Select the **'Import Coil'** button.	

Select an appropriate **coil csv** to upload.



After the file is verified, any errors will be displayed. Use the drop down menus at the top of the window to complete any missing data.

Once there are no errors remaining, the import button will be available. Pressing '**Import'** will add the coil to NEXA.



2.1.2 Delete a Coil

You are here: Nexa Web App

Procedure

This procedure explains how to delete a coil from the Nexa web app.

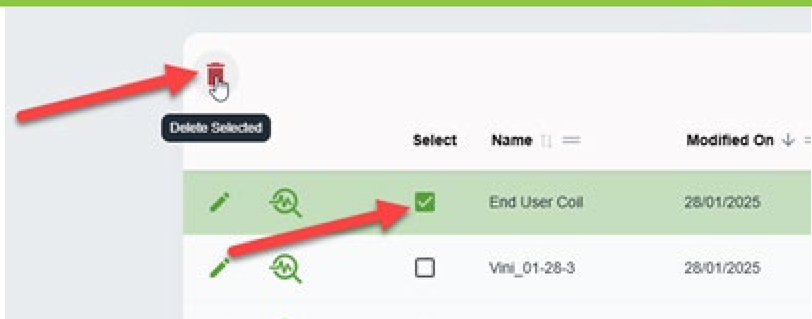
Prerequisites

- Existing coil

Tools / equipment required

- Laptop or desktop computer with internet connection

Delete a Coil on the Web App

STEP	ILLUSTRATION
Select the **coil(s)** desired to be **deleted**. Click the "**Delete Selected**" button.	

2.1.3 Unassign a Coil

You are here: Nexa Web App

Procedure

This procedure explains how to unassign a coil from the Nexa web app.

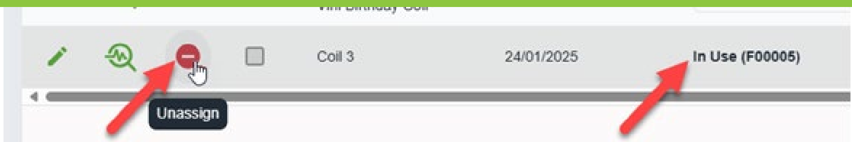
Prerequisites

- A coil is allocated to the machine

Tools / equipment required

- Nexa Web app on computer

Remove a Coil on the Web App

STEP	ILLUSTRATION
When unassigning from NEXA website, it is still required to unassign the coil on Factory. Unassigning from NEXA website allows for a user to fix coil status mix-matches between Factory and NEXA by clearing from both services.	

2.1.4 Adjust the Coil Inventory Settings

You are here: Nexa Web App > Inventory > Bottom Right Menu

Procedure

This procedure explains how to add and import coil settings on the Nexa web app.

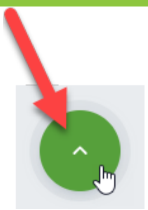
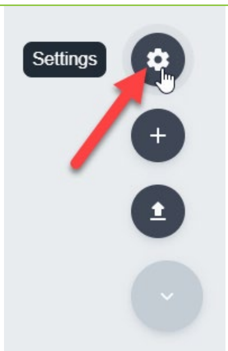
Prerequisites

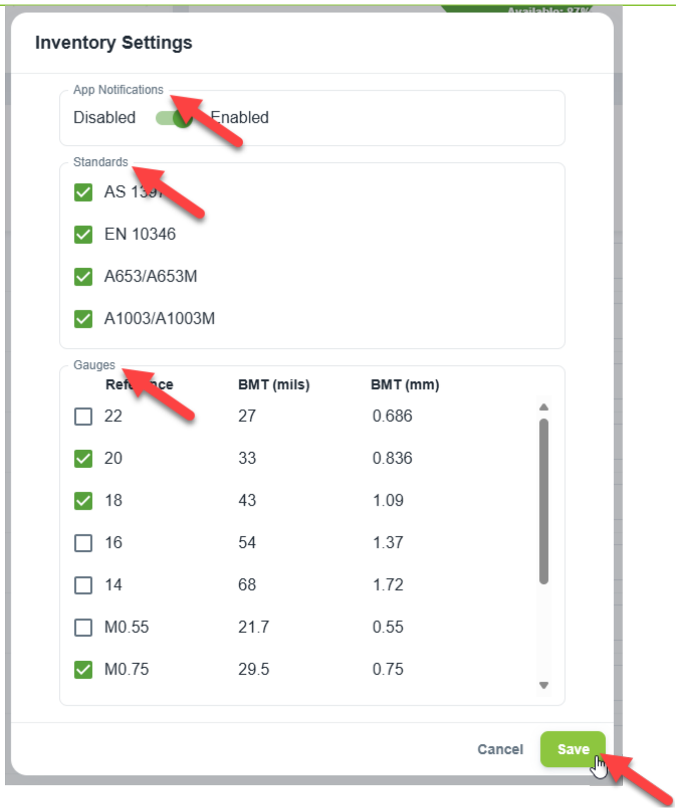
- Existing coil

Tools / equipment required

- Mobile phone with Nexa app downloaded and internet connection

Adjust Coil Inventory Settings

STEP	ILLUSTRATION
Click the **up-arrow button** in the bottom right corner of the Inventory page.	
Select the '**Settings**' button.	

Adjust the coil **settings** as needed. Click **save**. Note: Import settings allow for filtering what Standards and Gauges are available when adding a coil. Unselecting a Standard or Gauge will stop that option from appearing when adding coil. Notifications are also able to be enabled or disabled within these settings.	

2.1.5 Adjust the Status and Order Status

You are here: Nexa Web App

Procedure

This procedure explains how to change the status and order status on the Nexa web app.
Status: Applies to the coil object: Available, Unavailable, Quarantined, On Order, Finished.
Order status: Applies to the order: Owned or On consignment.

Prerequisites

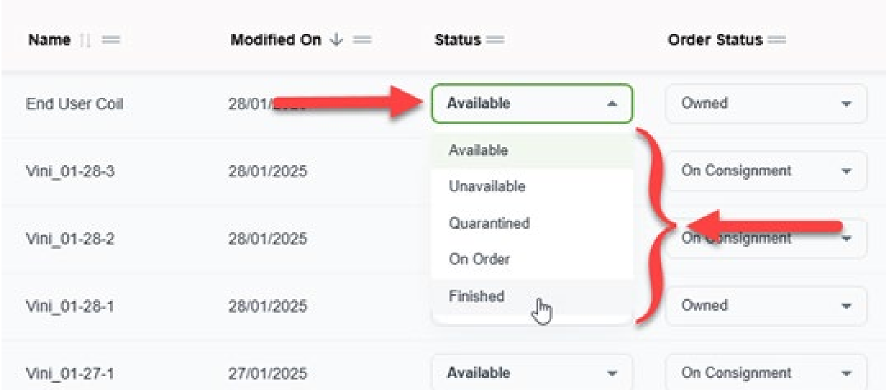
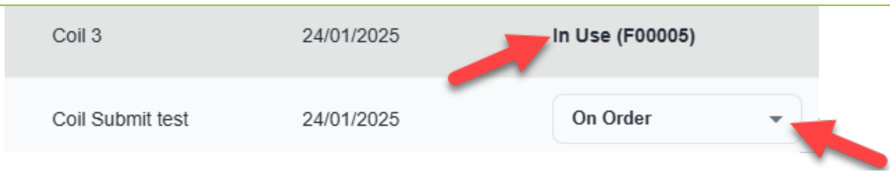
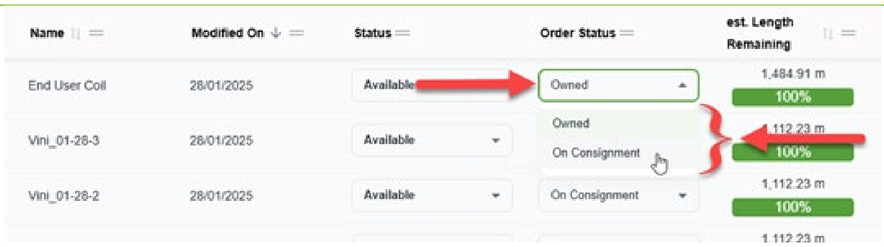
- Existing coil

Tools / equipment required

- Laptop or desktop computer with internet connection

Adjust the Status and Order Status

STEP	ILLUSTRATION

<table>
<tr>
<td>Under the Status or Order Status headers in the home page menu, click on the drop-down menu of the status you wish to change.</td>
<td>
</td>
</tr>
<tr>
<td>Note: Adjusting the Status is disabled when the coil is “Pending” or “In Use.”</td>
<td>
</td>
</tr>
<tr>
<td>Note: The Order Status is always adjustable.</td>
<td>
</td>
</tr>
</table>

2.1.6 Preview and Download Coil Labels

You are here: Nexa Web App > Inventory

Procedure

This procedure explains how to preview and download coil labels.

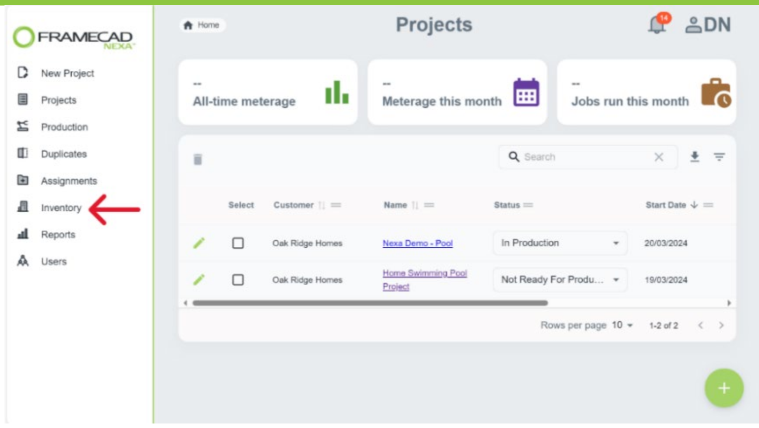
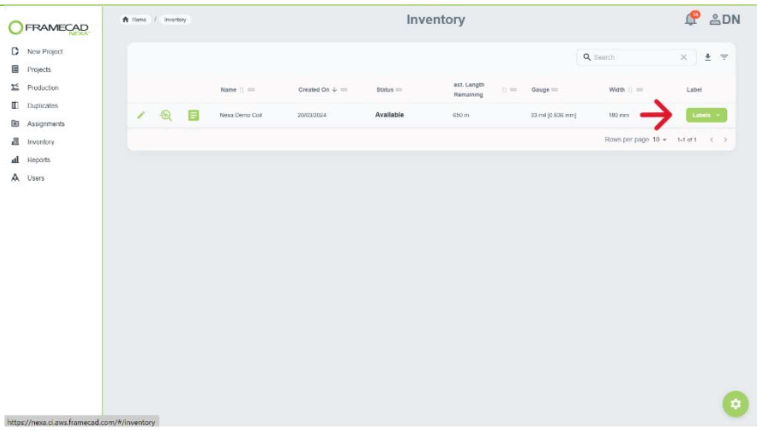
Prerequisites

- Existing coils

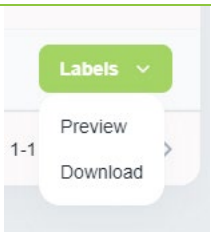
Tools / equipment required

- Laptop or desktop computer with internet connection

Preview and Download Coil Labels

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Select Inventory in the left menu.</td><td>
</td></tr>
<tr><td>Click the Labels button to the right of the inventory list.</td><td>
</td></tr>
<tr><td>Select Download to download the coil label to your device.

OR

Select Preview to view the coil label.</td><td>
</td></tr>
</table>

Preview the **coil label.**	

2.2 Project Management

2.2.1 Import a Project

Procedure

You are here: Nexa Web App > Projects

This procedure explains how to import project details from an existing file into the Nexa web app.

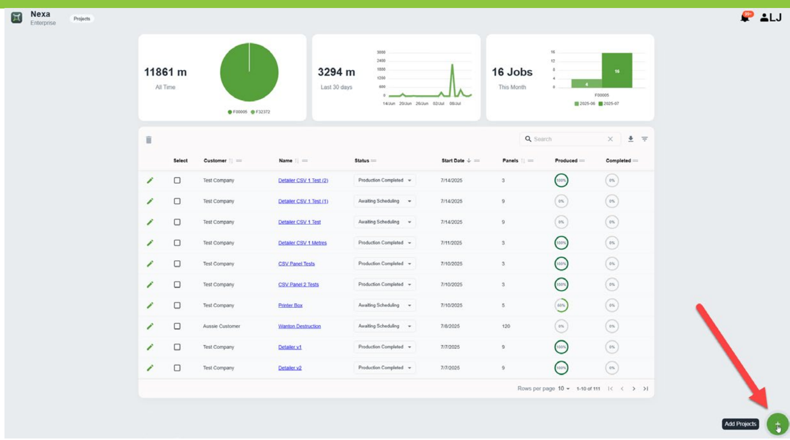
Prerequisites

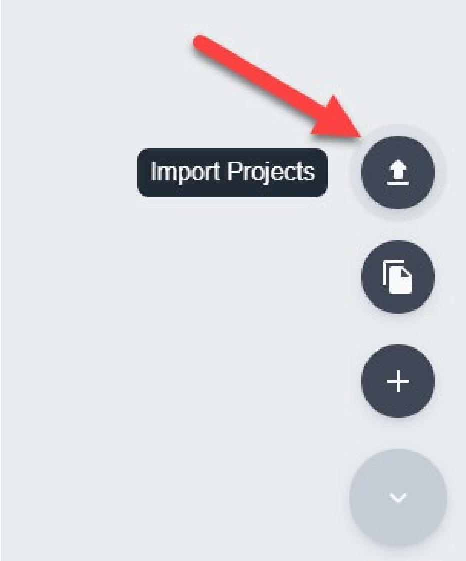
- Log in to Nexa

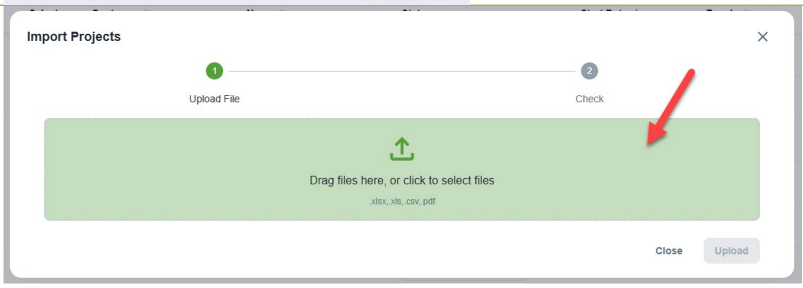
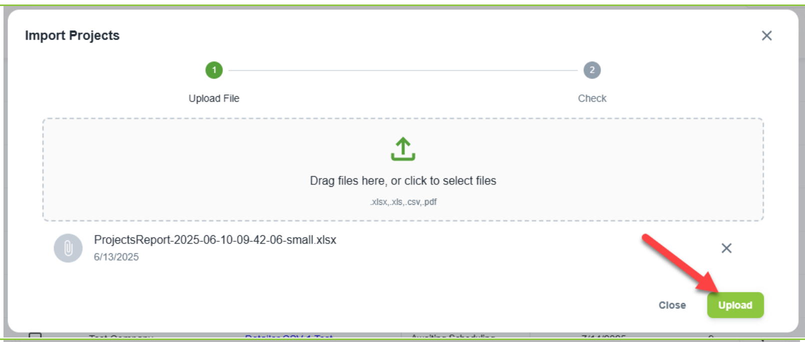
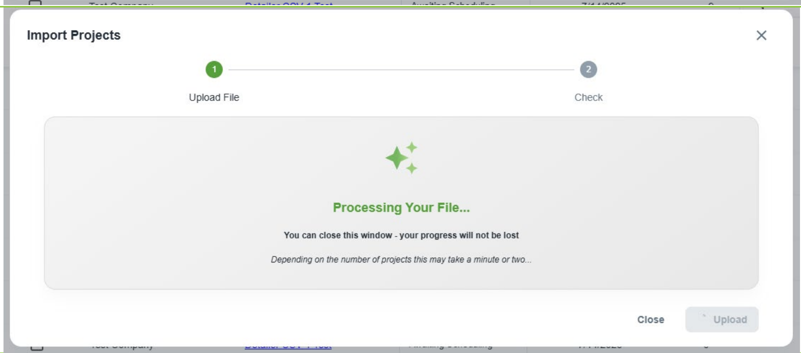
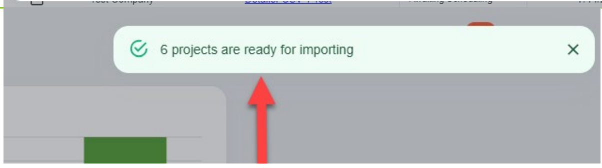
Tools / equipment required

- Laptop or desktop computer with internet connection

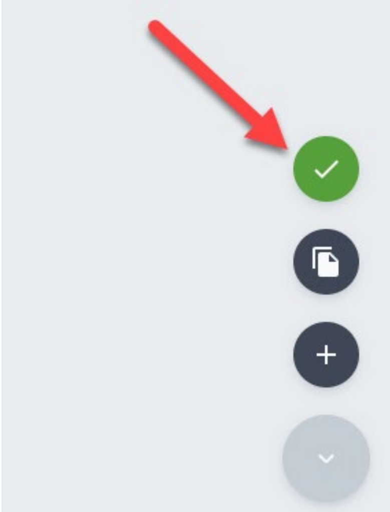
Import a New Project in Nexa

STEP	ILLUSTRATION
Select the **Plus Icon** in the bottom right corner of the page to access the **Add Projects** options.	

<table>
<tr><td>Select Import Projects</td><td>
</td></tr>
<tr><td>Click the upload symbol and Select a project file you own.

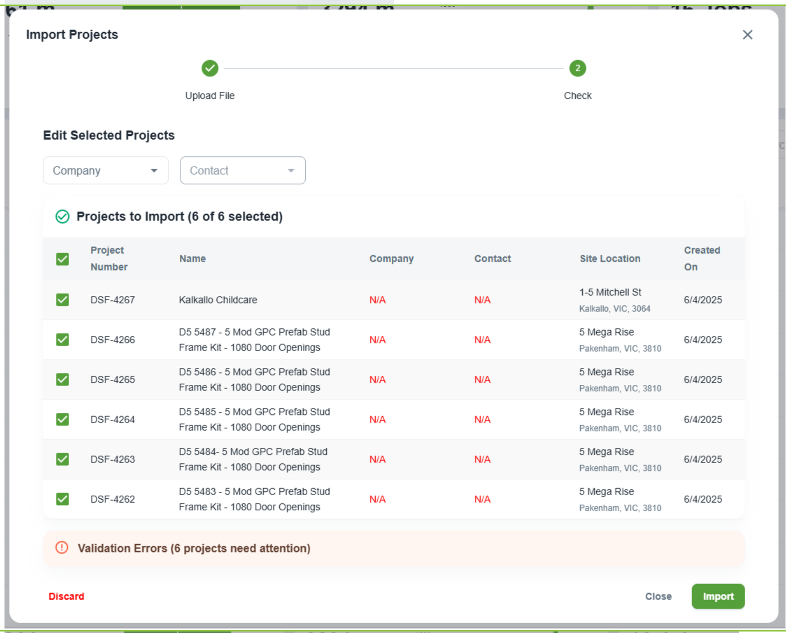
This could be an Excel file, a PDF, or a CSV.</td><td>
</td></tr>
<tr><td>Click Upload once you have selected all files you wish to import.</td><td>
</td></tr>
<tr><td>While the file is being processed, feel free to click Close. Your progress won't be lost.</td><td>
</td></tr>
<tr><td>The processing will be done when you get this notification</td><td>
</td></tr>
</table>

Click the **Add Projects** button again and you'll notice the Import Projects button is now a green tick icon.



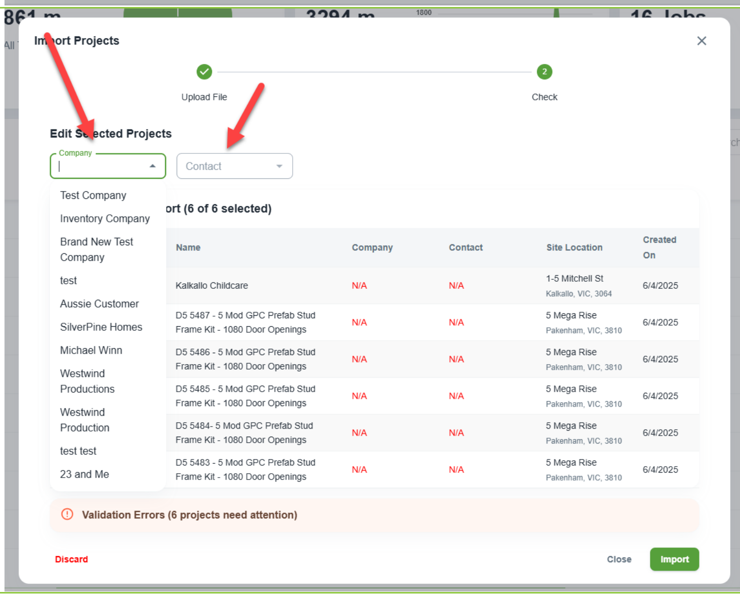
Click that **green tick button.** You'll be taken to view your imported project.

This is where you can verify your projects have been imported correctly and make any final adjustments.



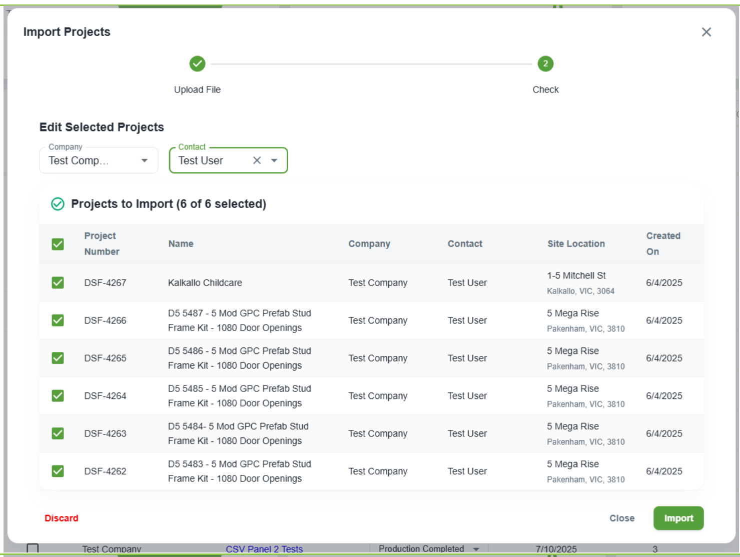
In this example, all of the projects are missing a client and a contact, which are required fields.

Enter any missing information in the fields at the top of the page



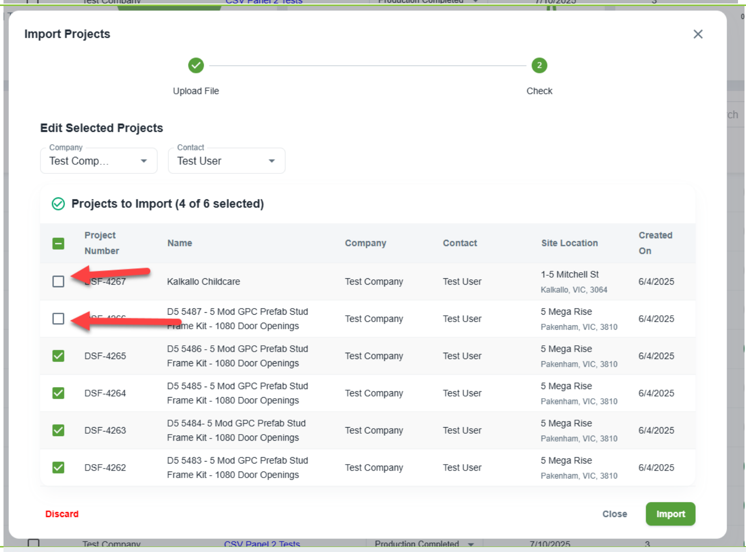
Once the missing fields are complete, the error message will disappear.

Your project is ready to import.



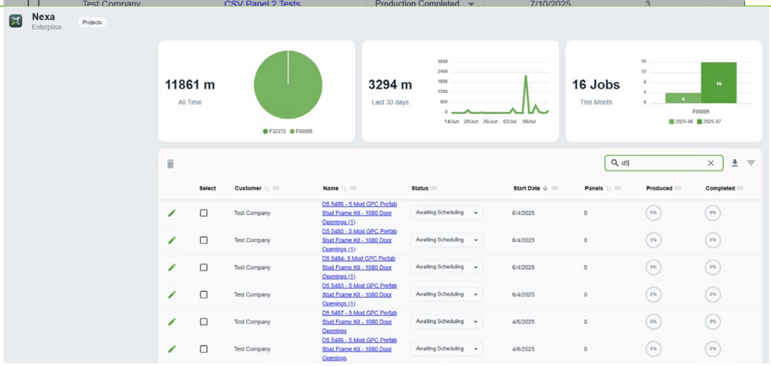
Click **Import** to complete the process.

If you wish to leave out any of the projects, simply **untick the checkbox** next to the project number.



Imported projects will now appear in your project grid.

Note: It's normal for these projects to show 0 panels at this stage. Panel numbers will show once a design file has been uploaded to each project.



FRAMECAD

2.2.2 Create New Project Templates

You are here: Nexa Web App > Projects Page

Using the project edit form repeatedly can be tedious when you want to create many small projects at a time (e.g. manufacturing tiny homes or a housing development with multiple similar houses)

Templates allow you to create a 'Tiny Home' template for example, then clone that template once, twice or multiple times. This feature saves you time, and reduces the risk of error.

Procedure

This procedure explains how to access the templates page and create new templates.

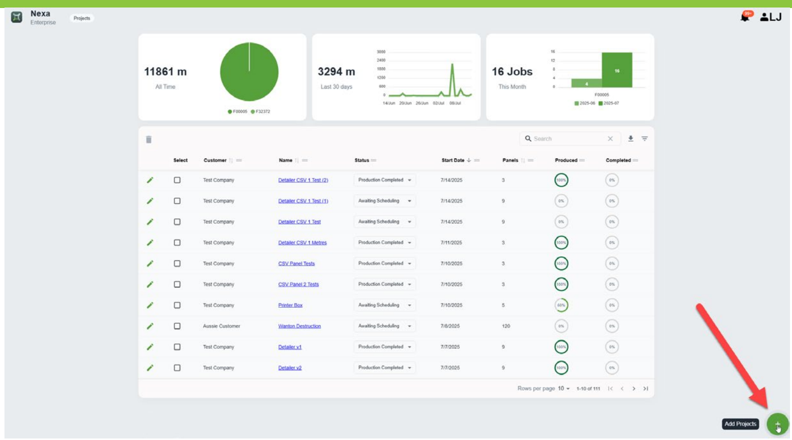
Prerequisites

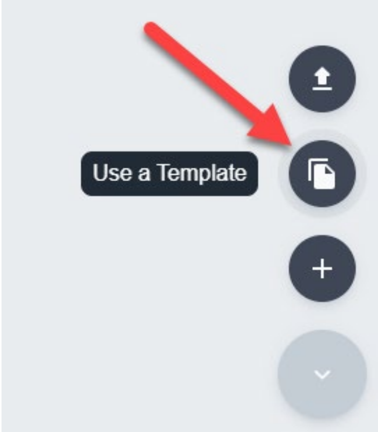
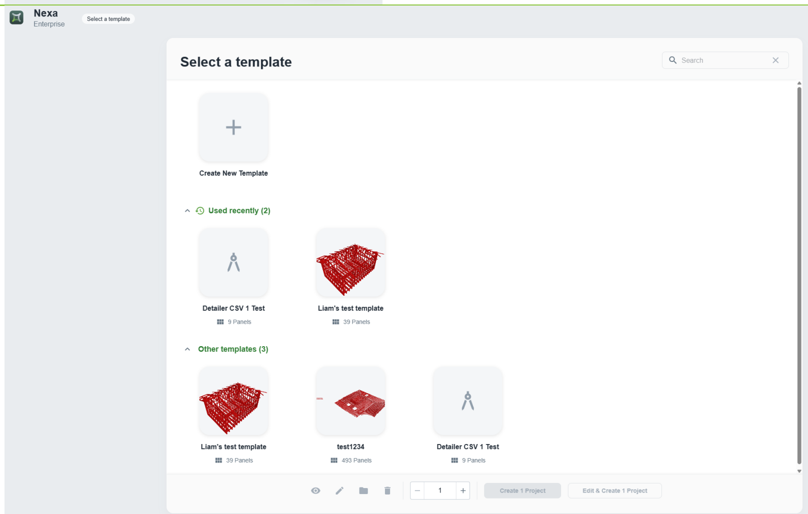
- N/A

Tools / equipment required

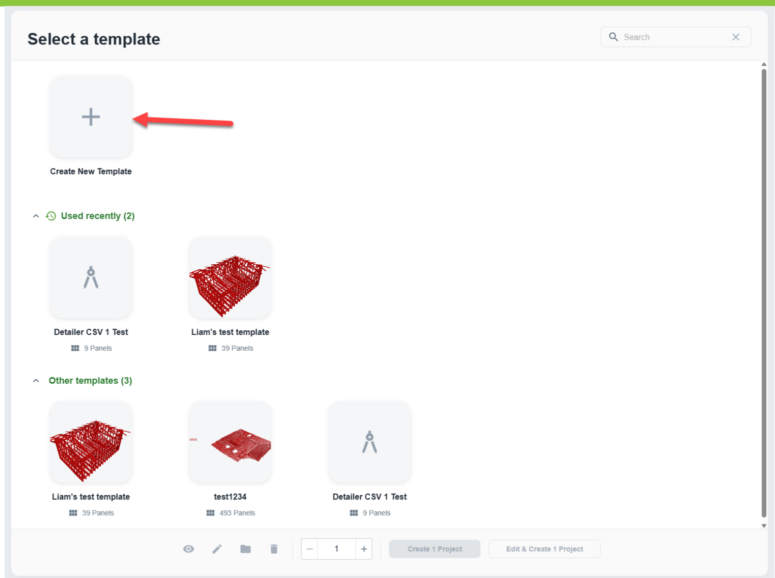
- Laptop or desktop computer with internet connection

View Templates Page

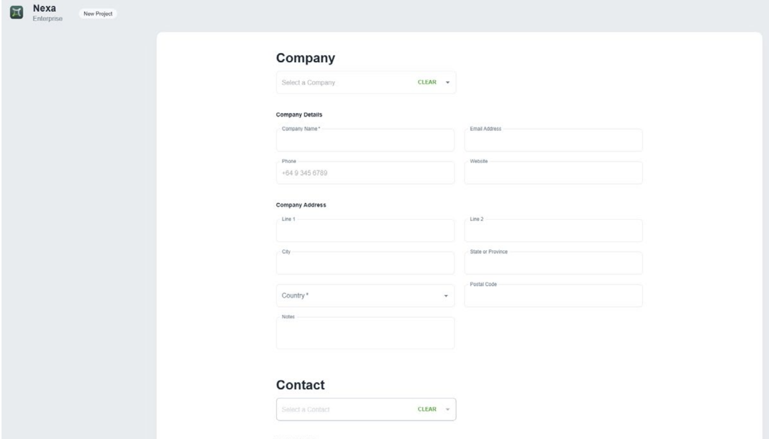
STEP	ILLUSTRATION
Select the **Plus Icon** in the bottom right corner of the page to access the **Add Projects** options.	

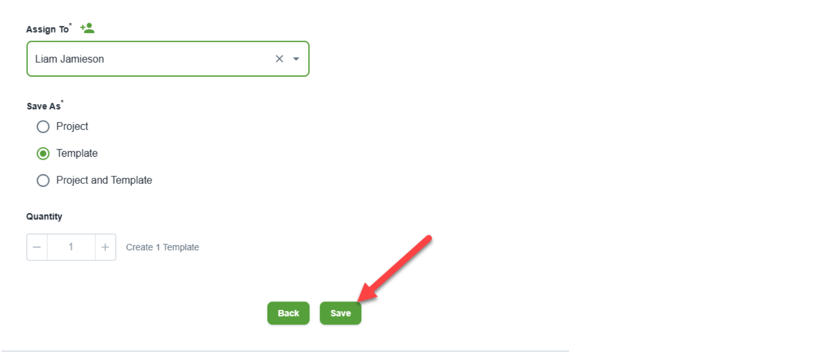
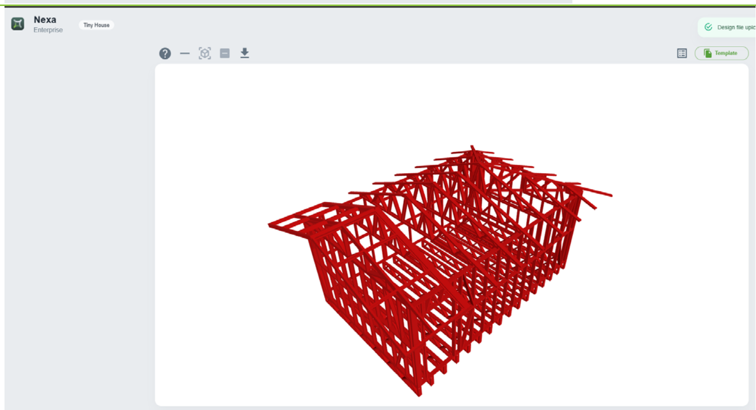
Select **Use a Template.**	
The Templates page will open. From here you can view, use and interact with all your project templates.	

Create a New Template

STEP	ILLUSTRATION
Click **Create New Template**	

<table>
<tr><td>Fill out the Project Edit Form.

You’ll notice that projects and templates are almost identical and use the same data. The two big differences are:
Templates are not visible on your project grid and reports
You can’t run jobs from templates on your FRAMECAD machine.</td><td>
</td></tr>
<tr><td>Click Save, once your form is complete.

Any data you save here will be copied across to future clones of the template.</td><td>
</td></tr>
<tr><td>Once the file has finished processing, you should see your template in 3D.</td><td>
</td></tr>
</table>

2.2.3 Use a Project Template

You are here: Nexa Web App > Projects Page

Procedure

This procedure explains how to access the templates page and use templates to create new projects.

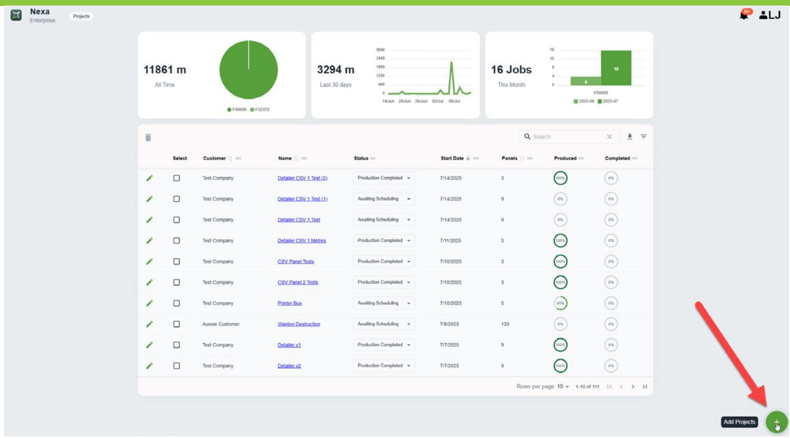
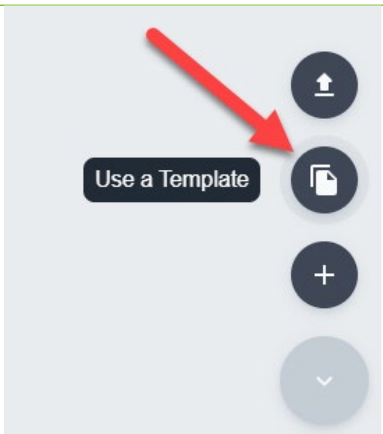
Prerequisites

- N/A

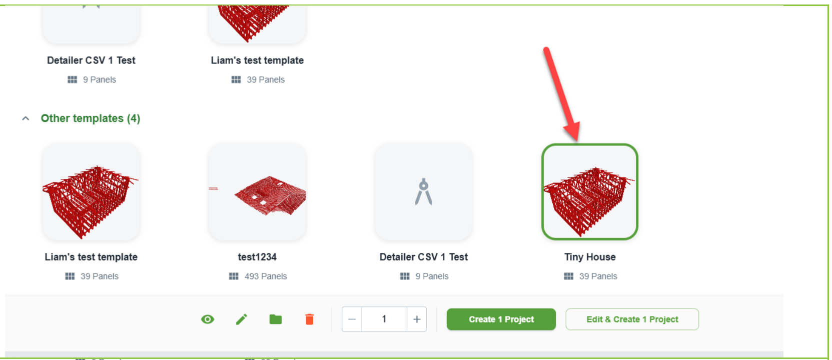
Tools / equipment required

- Laptop or desktop computer with internet connection

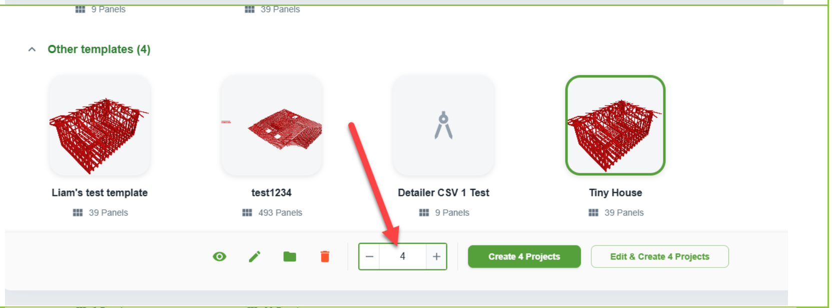
Apply a Template

STEP	ILLUSTRATION
Select the **Plus Icon** in the bottom right corner of the page to access the **Add Projects** options.	
Select **Use a Template**	

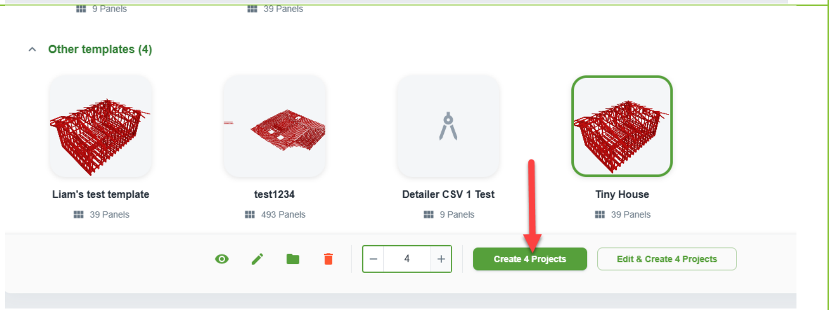
Click on a template to select it.



Select the **number of projects** you want to make from the template.

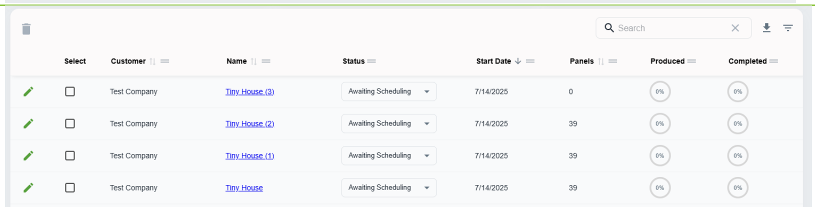


Click **Create.**



You will now be redirected to the project grid, where you can see your new projects.

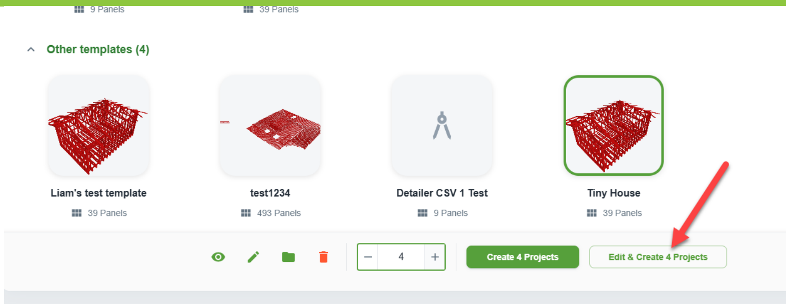
Note: The design files are still processing in the background by the time you get redirected, so the projects may initially appear to have no panels.

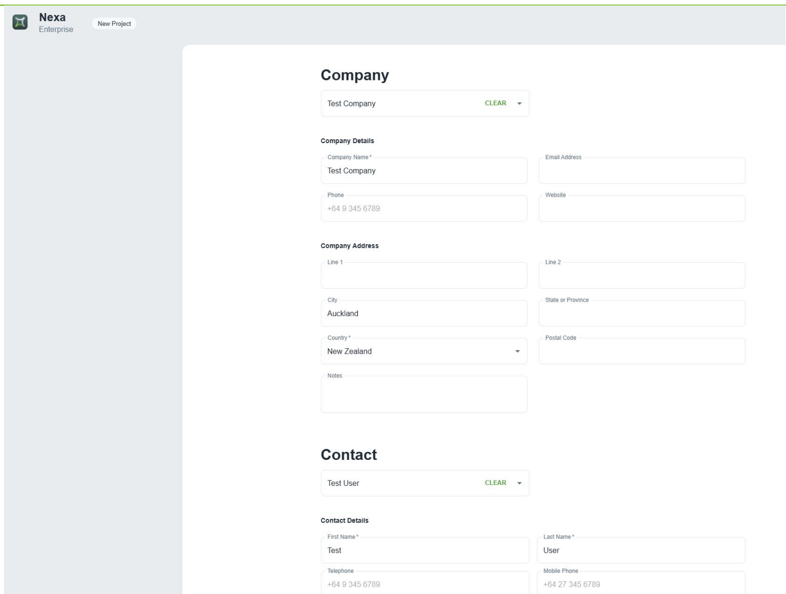


Apply an Edited Template

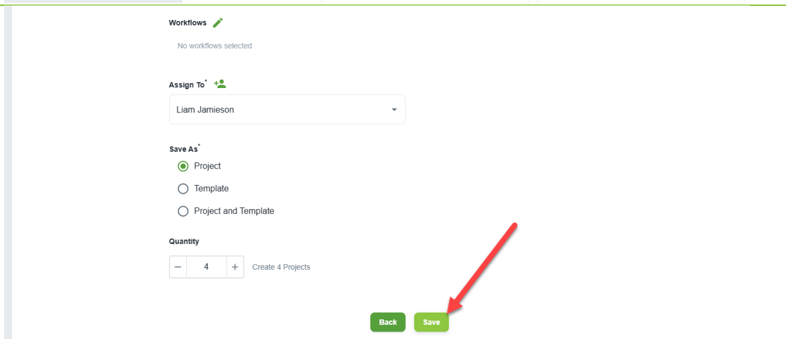
There may be some cases when you want to reuse most of the data from a template, but not all.

For example, you may wish to keep the project name, the design files, and the workflows but change the customer details. In that case, follow the instructions below:

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click Edit & Create after you have selected the desired number of projects.</td><td>


</td></tr>
<tr><td>You should be redirected to the project edit page. From here you can update any of the available fields.</td><td>


</td></tr>
<tr><td>Click Save to create the projects.

Any changes you made here will only affect the cloned projects and won't affect the original template.</td><td>


</td></tr>
</table>

FRAMECAD

2.2.4 View, Edit, or Delete Project Templates

You are here: Nexa Web App > Projects Page

Procedure

This procedure explains how to review, edit, organize and delete project templates.

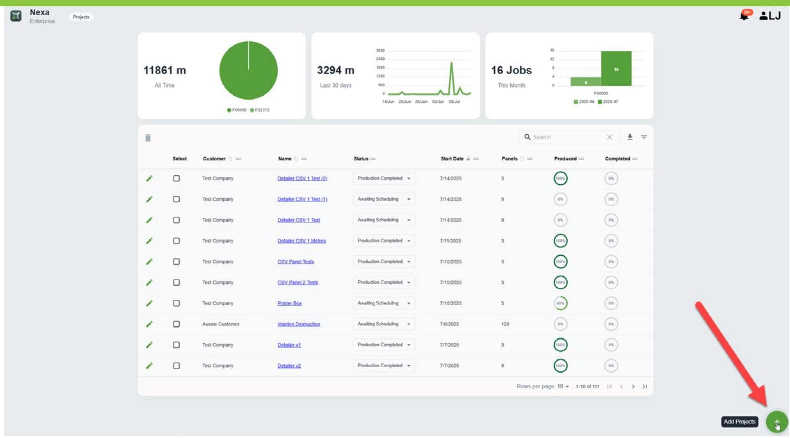
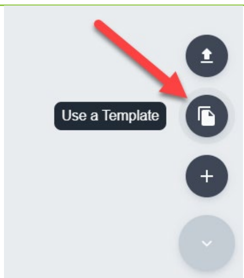
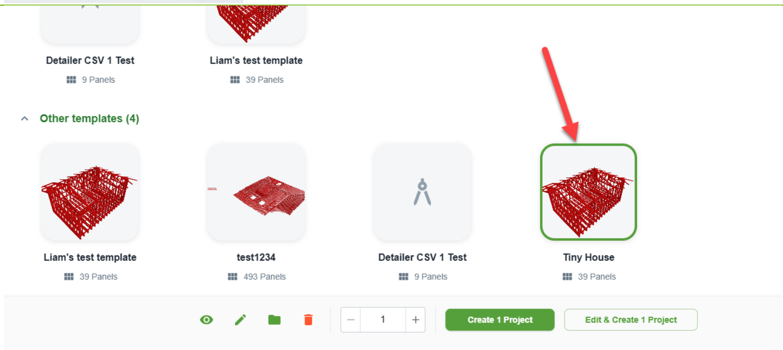
Prerequisites

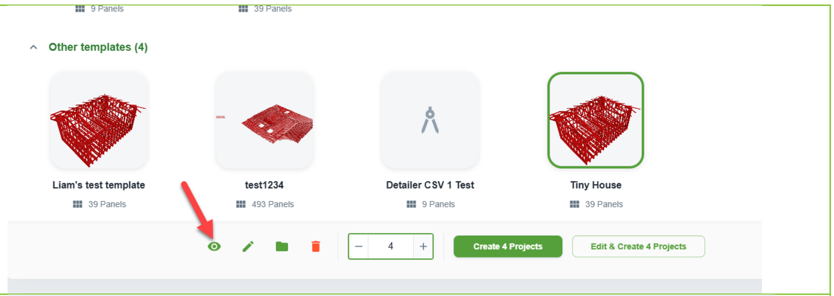
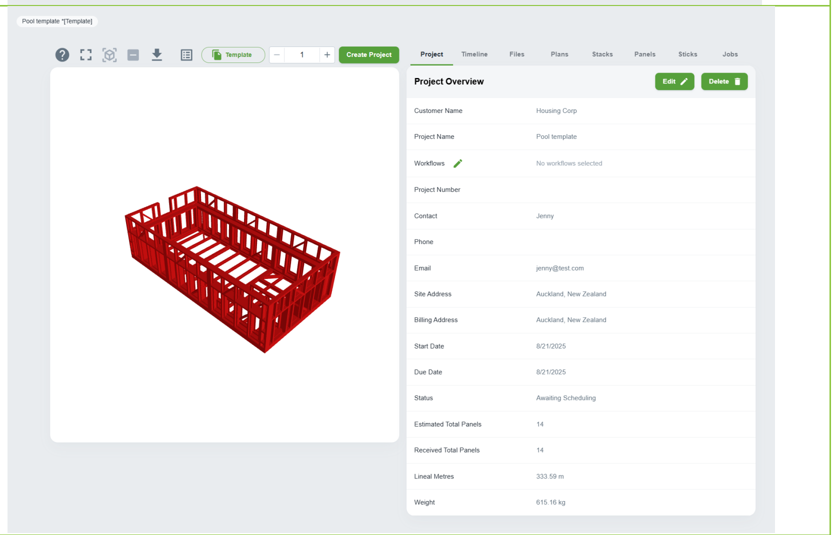
- N/A

Tools / equipment required

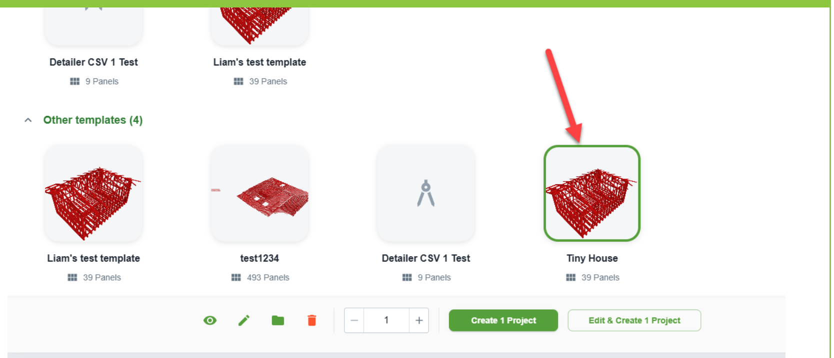
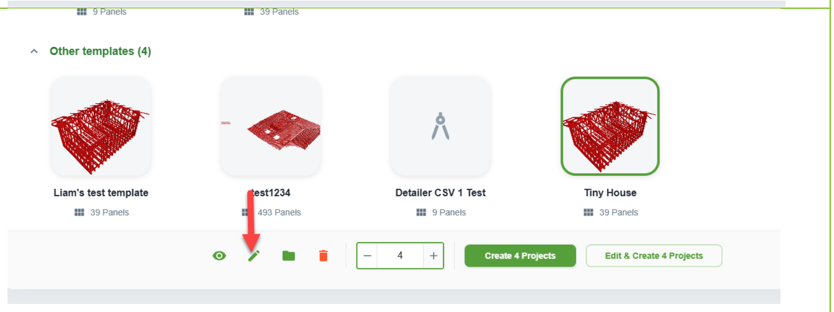
- Laptop or desktop computer with internet connection

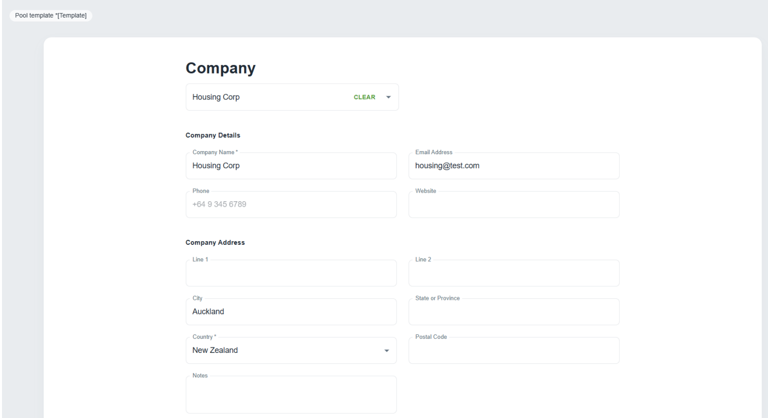
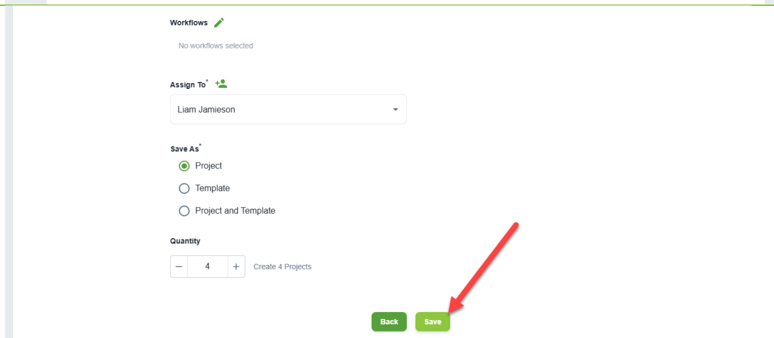
Preview a Single Template

STEP	ILLUSTRATION
Select the **Plus Icon** in the bottom right corner of the page to access the **Add Projects** options.	
Select **Use a Template**	
Click on a template to select it.	

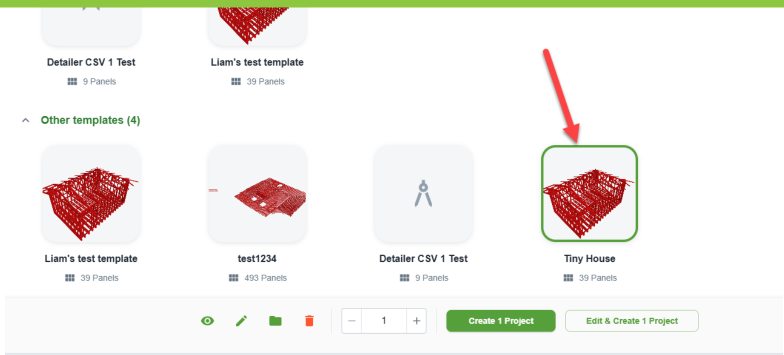
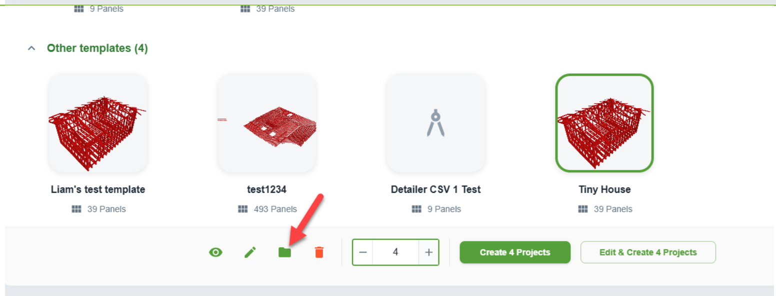
Click the **Eye icon** to view the full template details.	
From here you can closely view the 3D model and all other template data.	

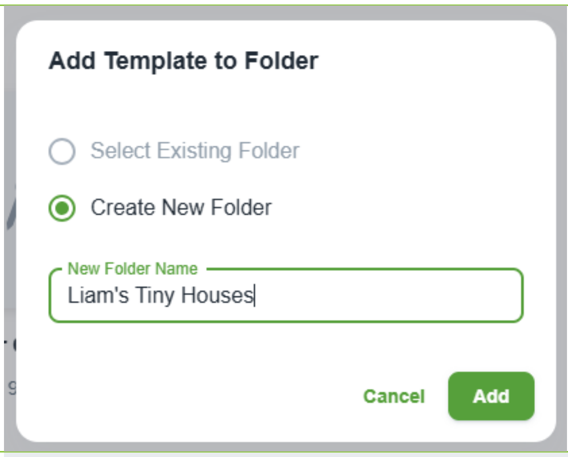
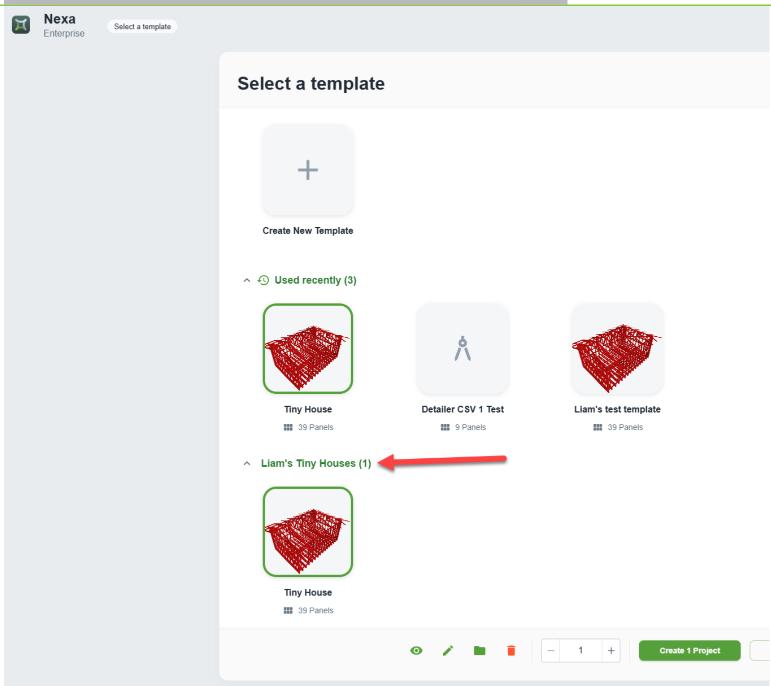
Edit a Template

STEP	ILLUSTRATION
Click on a **template** from the **Select a Template menu.**	
Select the **pencil icon.**	

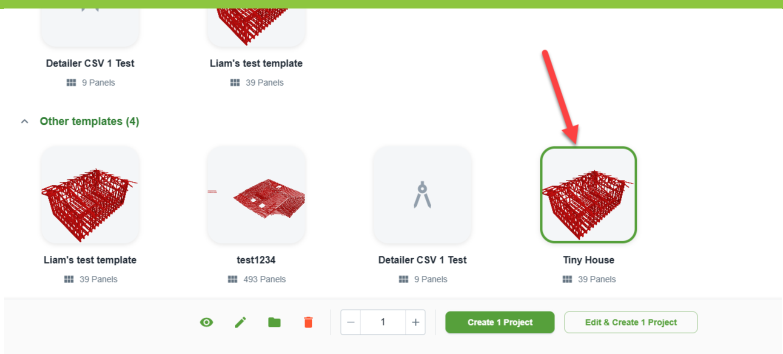
You will be redirected to the project edit page. Here you can update the company, contact details and project details for your template.	
Click **Save** to update your template. All future projects cloned from this template will have these new changes.	

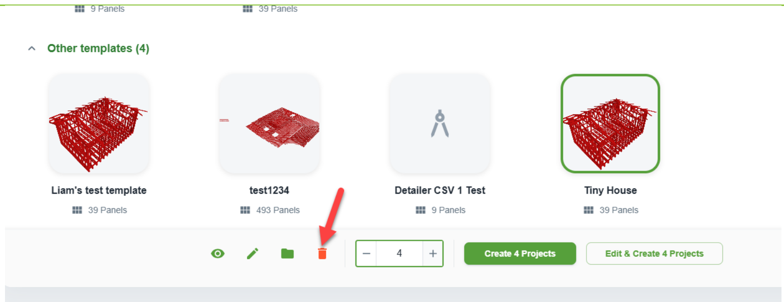
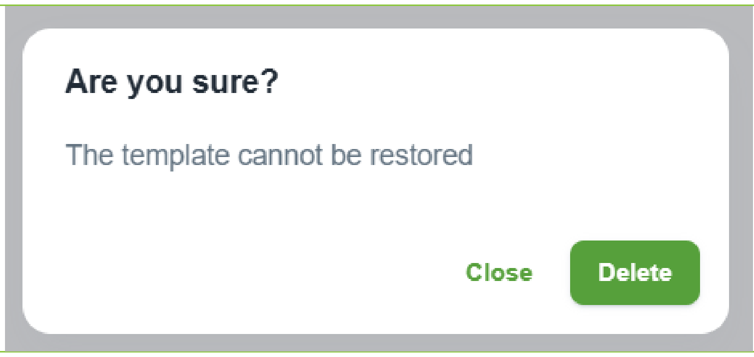
Add a Template to a Folder

STEP	ILLUSTRATION
Click on a **template** from the **Select a Template menu.**	
Select the **folder icon.**	

Choose **Select Existing Folder** or **Create New Folder** and enter a Folder Name. Click **Add** to save.	
Your template will now be added to a collapsible folder in the Select a Template menu.	

Delete a Template

STEP	ILLUSTRATION
Click on a **template** from the **Select a Template menu.**	

Select the **trash icon.**	
Click **Delete**. The template will be permanently removed from your view. At this stage there is no way to retore a deleted template.	

2.2.5 Restore Deleted and Archived Projects

You are here: Nexa Web App > Reports

Procedure

This procedure explains how to restore deleted and archived projects through the Reports page as a Nexa admin user.

Prerequisites

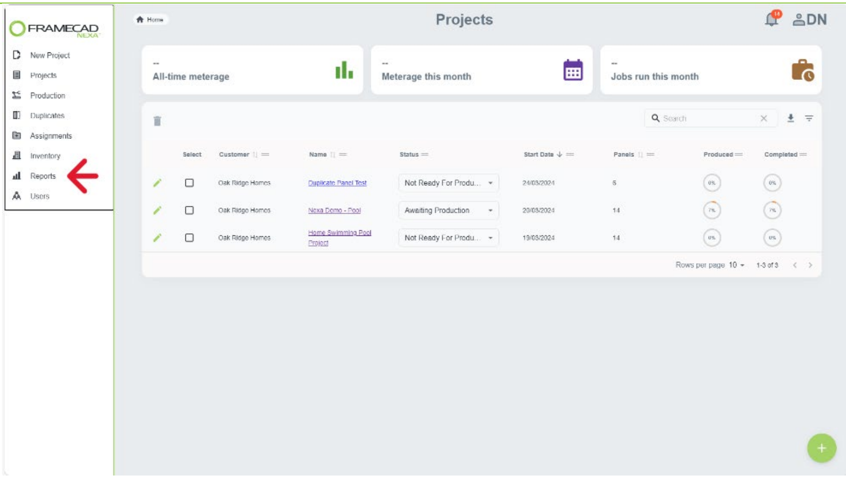
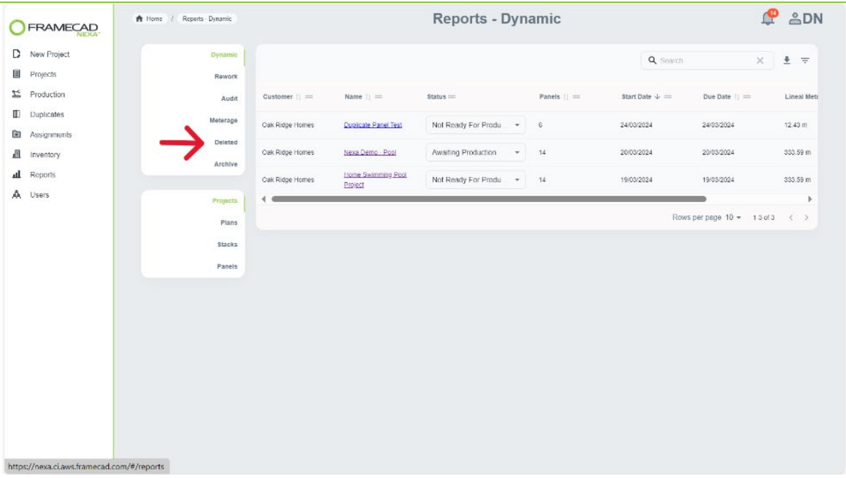
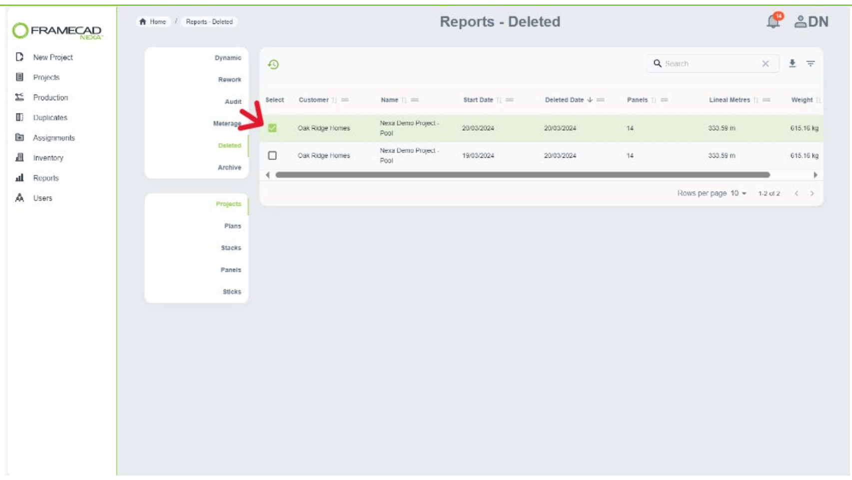
- Existing projects with deleted or archived reports
- User must be admin

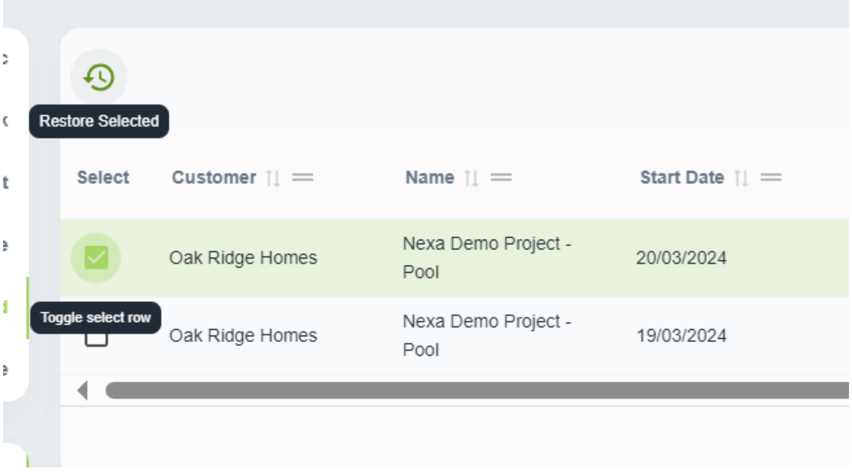
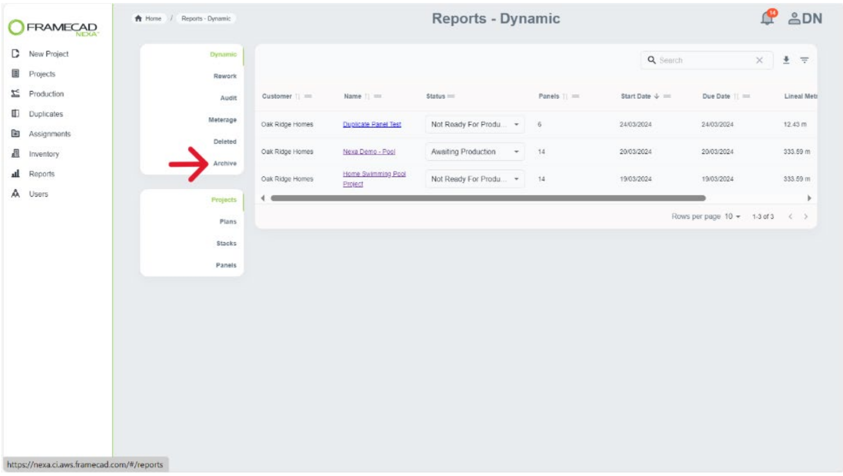
Tools / equipment required

- Laptop or desktop computer with internet connection

Restore Deleted and Archived Projects

STEP	ILLUSTRATION

Select **Reports** in the left menu.	
Click “**Deleted**” on the reports page category list to the left.	
Check the deleted project(s) you wish to restore.	

<table>
<tr><td>Select the clock icon above the reports to Restore Selected projects.</td><td>
</td></tr>
<tr><td>Click “Archive” on the reports page category list to the left and follow the same steps to restore an archived project.</td><td>
</td></tr>
</table>

2.2.6 View and Export Reports

You are here: Nexa Web App > Reports

Procedure

This guide explains how to view and export Nexa reports.

If you are a Nexa App User, the Reports page lets you:

- View Projects/Plans/Stacks/Panels
- View Rework jobs
- Access the Audit reports.

Audit reports are a record of all actions performed within Nexa throughout the lifecycle of each Project.

If you are a Nexa admin, the Reports page also lets you:

- View archived reports
- View deleted reports

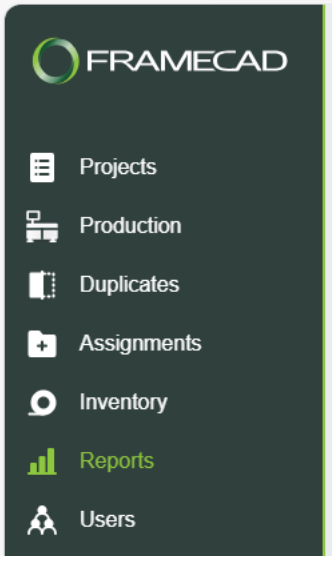
Prerequisites

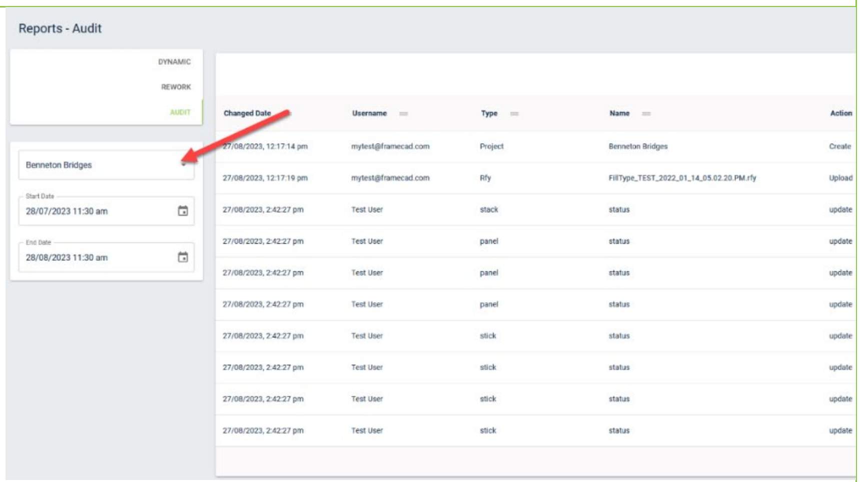
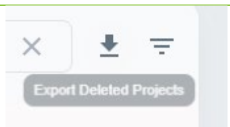
- Existing projects and production data

Tools / equipment required

- Laptop or desktop computer with internet connection

View and Export Reports

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click Reports in the left menu.</td><td>
</td></tr>
<tr><td>Select the desired Report type from the side menu. Input the date range and specify the Project in the top left drop-down menu.

Data will populate in the table in real time.</td><td>
</td></tr>
<tr><td>Additionally, you can export your data by clicking the download icon at the top right and saving it as a file.</td><td>
</td></tr>
</table>

2.2.7 Manage Personnel Assignments

You are here: Nexa Web App > Assignments

Procedure

This procedure explains how to view and change personnel assigned to a project.

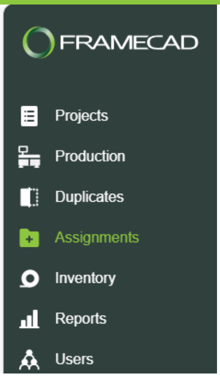
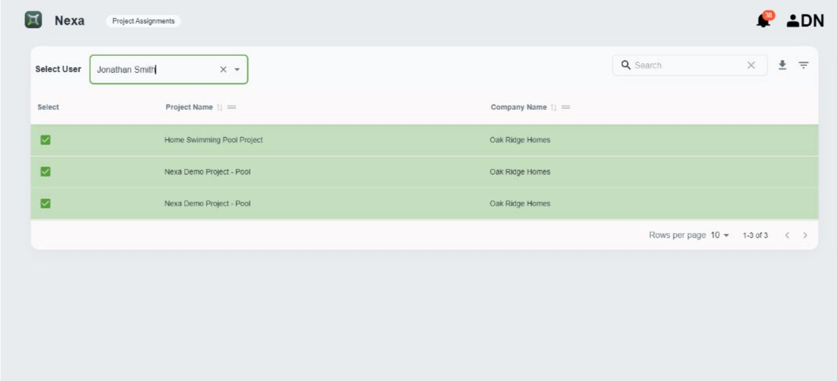
Prerequisites

- Existing projects

Tools / equipment required

- Laptop or desktop computer with internet connection

Manage Project Assignments

STEP	ILLUSTRATION
Click **Assignments** in the left menu.	
Search and select the **user** to add or remove from a project. **Click the tickboxes** to assign and unassign them to projects as required.	

The selections you make here will determine what projects are visible in their Nexa mobile app.

Note: Be aware that if an unassigned user scans a code on a frame or stack that is not one of their projects, nothing will happen – to preserve data integrity.

So if you see issues with the app scan not working, **check under Assignments** to ensure the user is assigned to the right project (or all projects).

2.2.8 Install and Setup Nexa Mobile App

You are here: Work or Personal Mobile device > App Store > FRAMECAD Nexa > Nexa Mobile App

Procedure

This procedure explains how to download, install, and setup the Nexa mobile application.

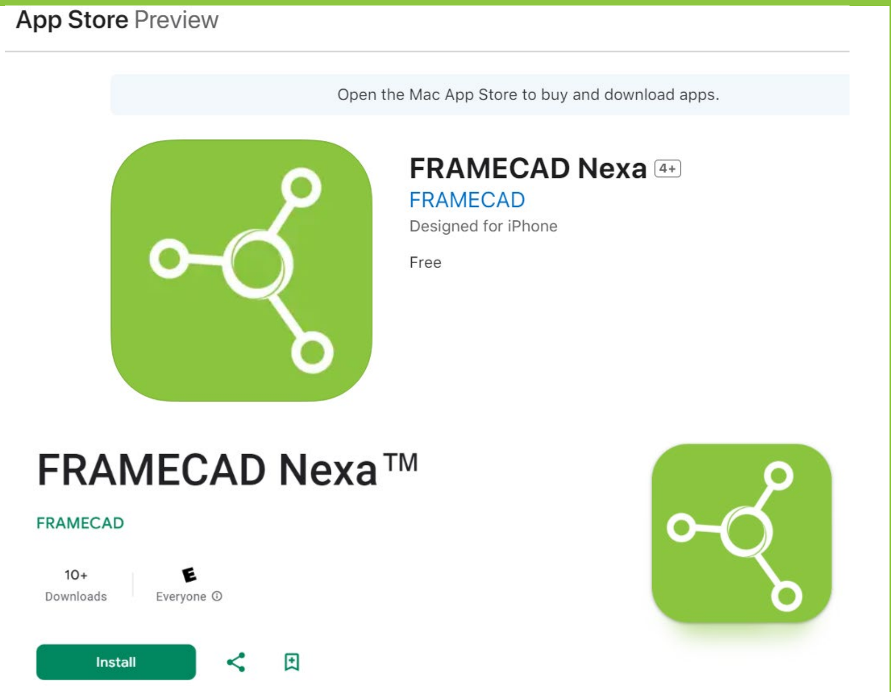
Prerequisites

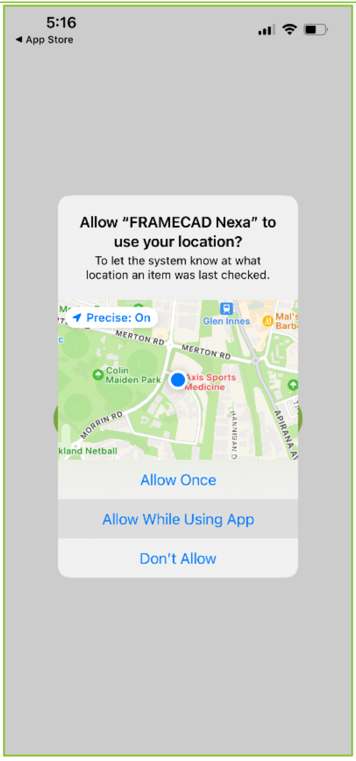
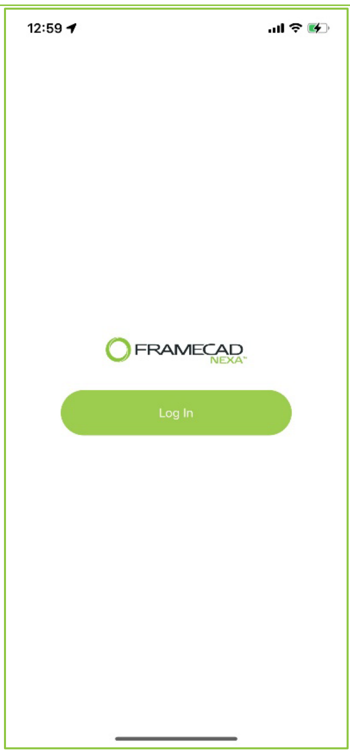
- Your Nexa administrator needs to have added your email to Nexa
- App download capability

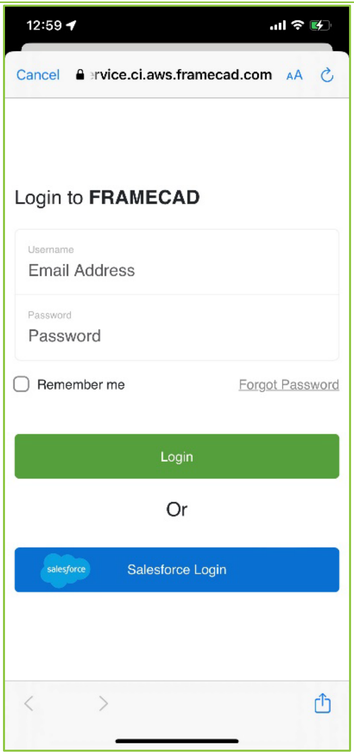
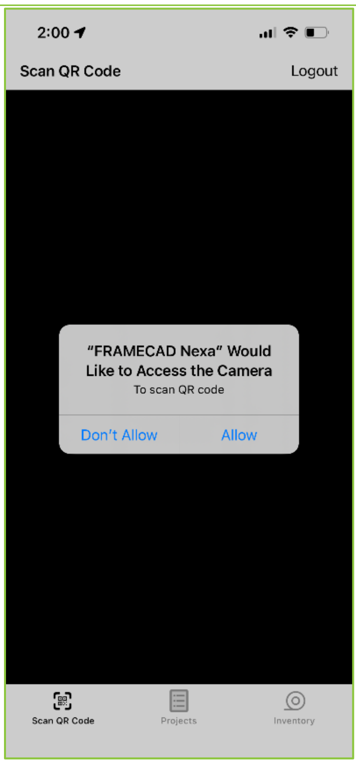
Tools / equipment required

- Work or personal mobile device

Install and Setup Nexa Mobile App

STEP	ILLUSTRATION
Search **Framecad Nexa** in the Apple app store or Google Play app store.	

Allow the mobile app to use your location by clicking **"Allow While Using App"** in the pop-up.	
Select **login** on the opening page.	

Input your Nexa account email address and password to **login.** **Issues?** Check with your administrator that they've added you to Nexa.	
Allow the app to access your camera by selecting **"OK"** in the pop-up.	

2.2.9 View Project Status

You are here: Work or Personal Mobile device > Nexa Mobile App > Projects

Procedure

This procedure explains how to scan QR codes to update Stack or Panel statuses.

Prerequisites

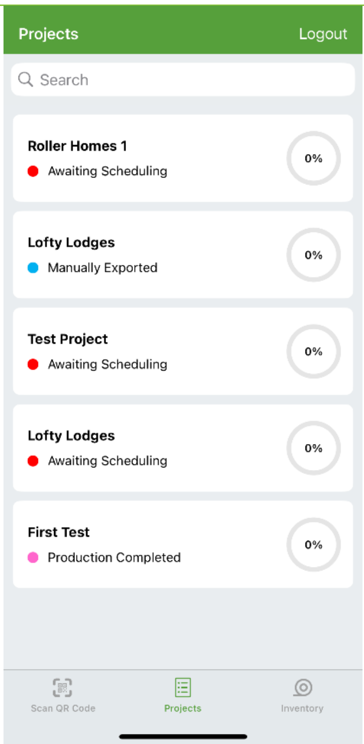
- Framecad Nexa app downloaded and logged into

Tools / equipment required

- Work or personal mobile device

View Project Status

STEP	ILLUSTRATION
Click the middle **Projects tab** at the bottom of the screen.	

<table>
<tr>
<td>View the project status under the name of each project.</td>
<td>
</td>
</tr>
<tr>
<td>Select the chosen project to view further project details and updates.</td>
<td>
</td>
</tr>
</table>

2.3 Inventory Capabilities

2.3.1 Print Machine Label

You are here: Work or Personal Mobile device > Nexa Mobile App > Inventory

Procedure

This procedure explains how to print a machine label from the Nexa mobile app.

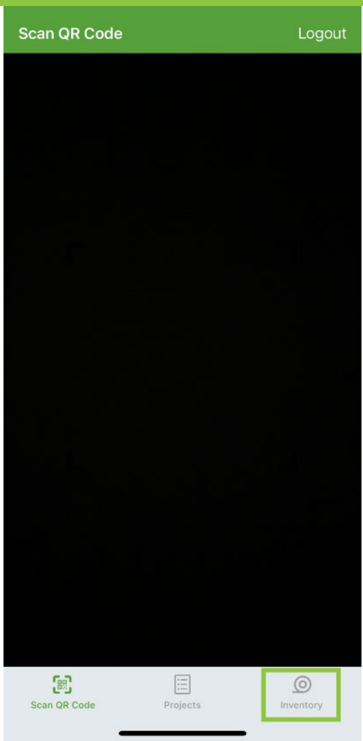
Prerequisites

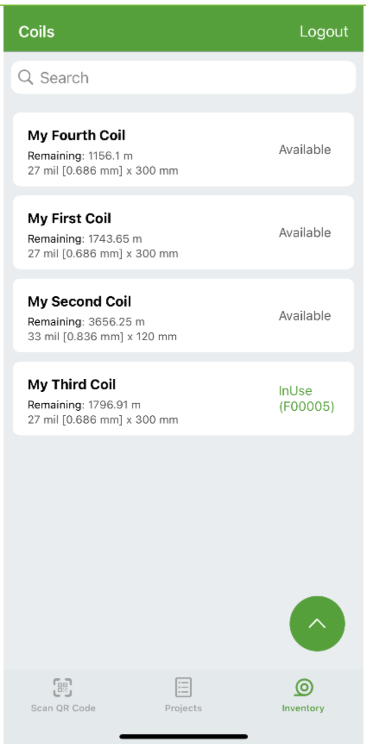
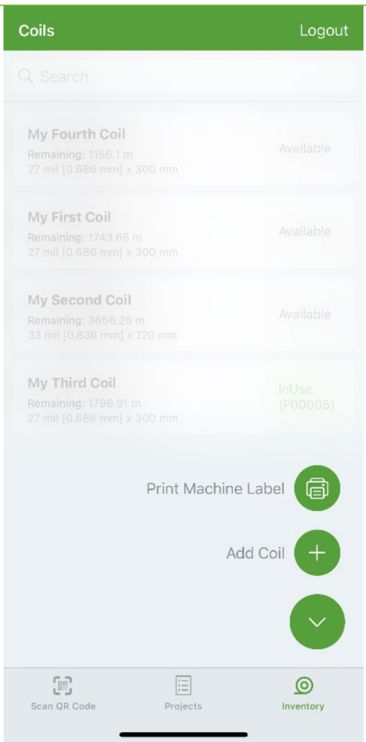
- Log in to Nexa mobile app

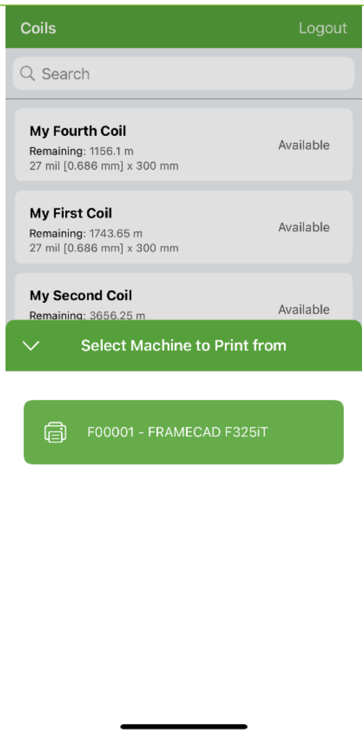
Tools / equipment required

- Phone with internet connection and Nexa mobile app downloaded

Print Machine Label

STEP	ILLUSTRATION
Select **Inventory** on the bottom right of the screen.	

Click the **up-arrow button** in the bottom right of the Inventory page.	
Select the **Print Machine Label** button.	

Select the **machine** to **print** from.	

2.3.2 Print Coil Label

You are here: Operating Manual > Nexa Mobile App > Inventory

Procedure

This procedure explains how to print a coil label on the Nexa mobile application.

Prerequisites

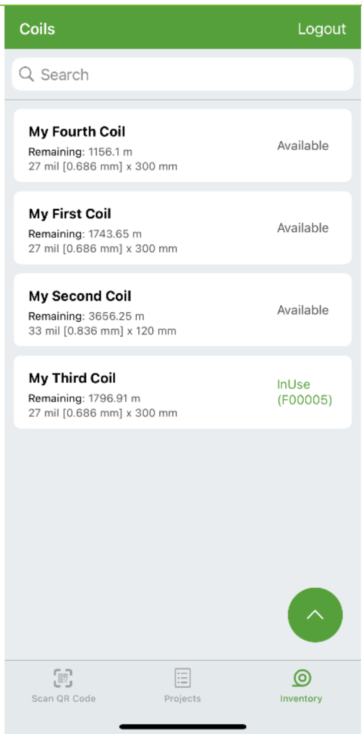
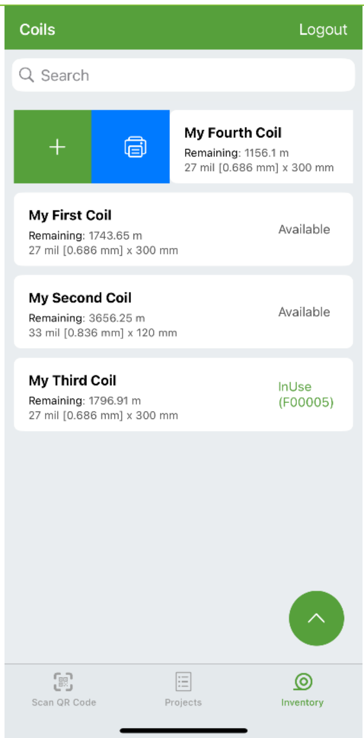
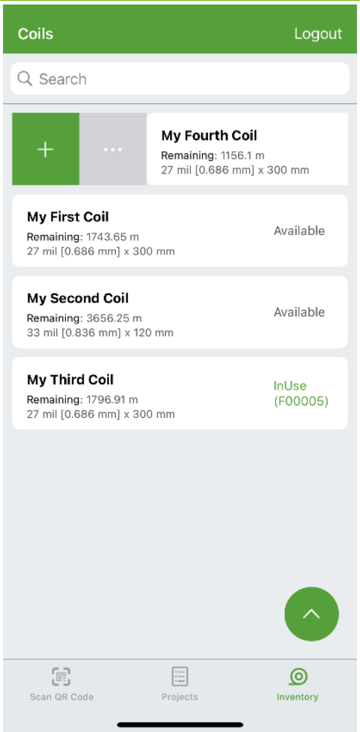
- Log in to Nexa mobile app

Tools / equipment required

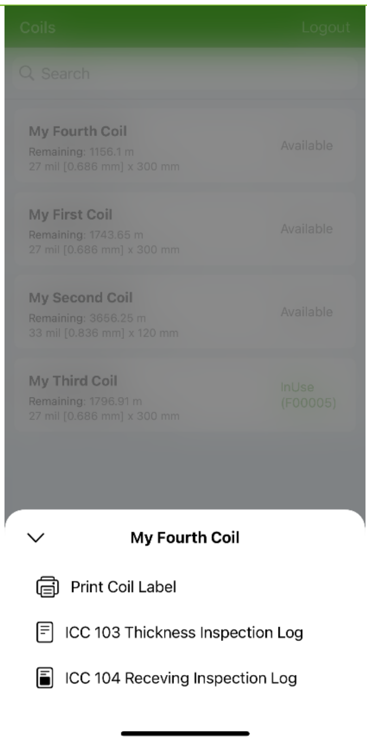
- Phone with internet connection and Nexa mobile app downloaded

Print Coil Label

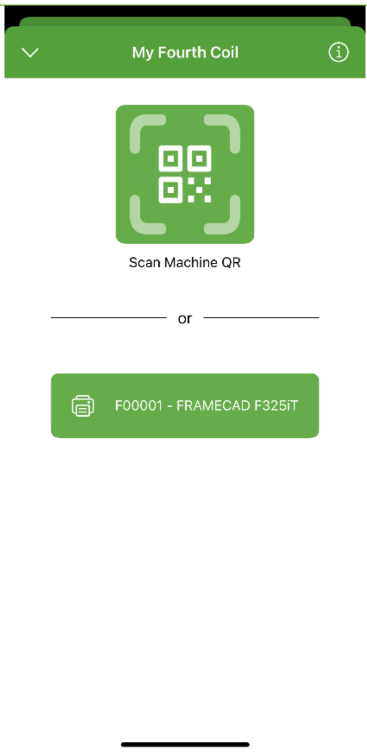
STEP	ILLUSTRATION
Select **Inventory** on the bottom right of the screen.	

Swipe right on the coil you would like to print a label for.	
Click the **printer icon** or the **three dots** that appear to the left of the coil name.	 

<table>
<tr>
<td>If you clicked the three dots, select Print Coil Label.

Or if you saw the printer icon, skip to the next step.</td>
<td>
</td>
</tr>
<tr>
<td>To choose the machine to print the coil label from, scan the QR code of the selected machine.

OR

Choose the machine from the menu below.</td>
<td>
</td>
</tr>
</table>

2.3.3 Add, View, Edit, and Delete Coils

You are here: Operating Manual > Nexa Mobile App > Inventory

Procedure

This procedure explains how to view, edit, add, or delete coils in the Nexa mobile app.

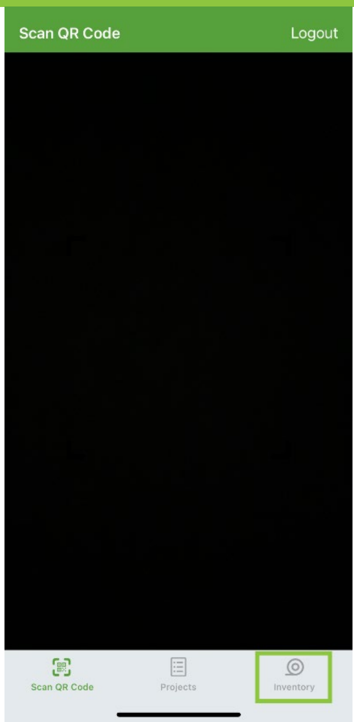
Prerequisites

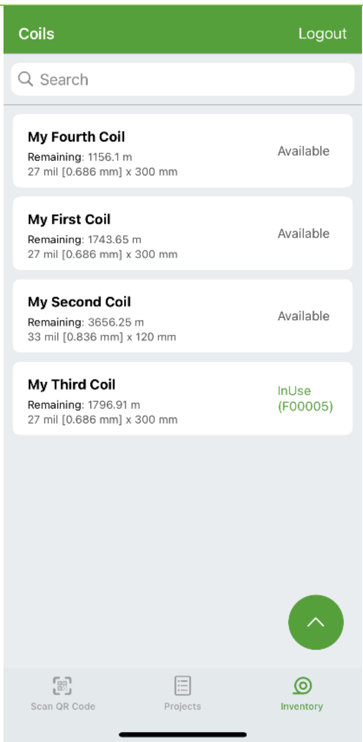
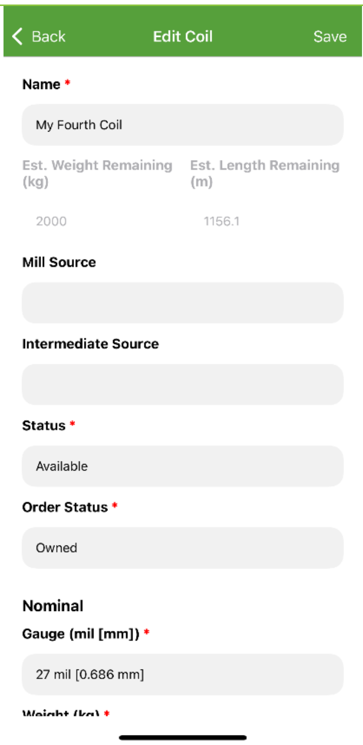
- Log in to Nexa mobile app

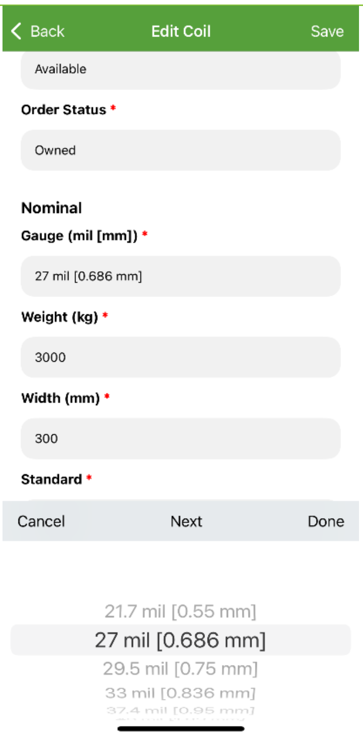
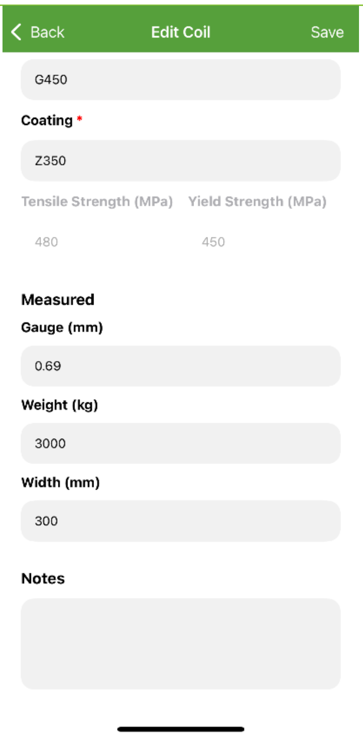
Tools / equipment required

- Phone with internet connection and Nexa mobile app downloaded

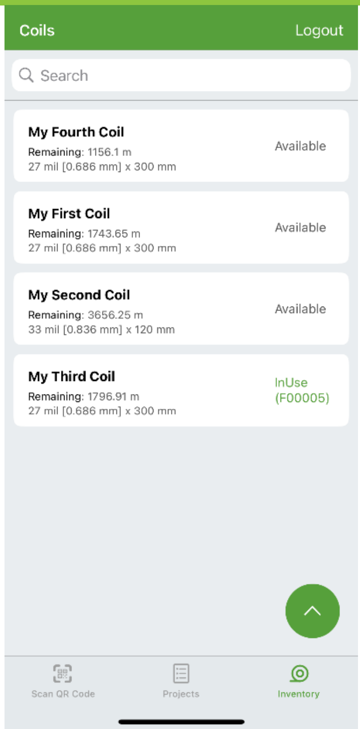
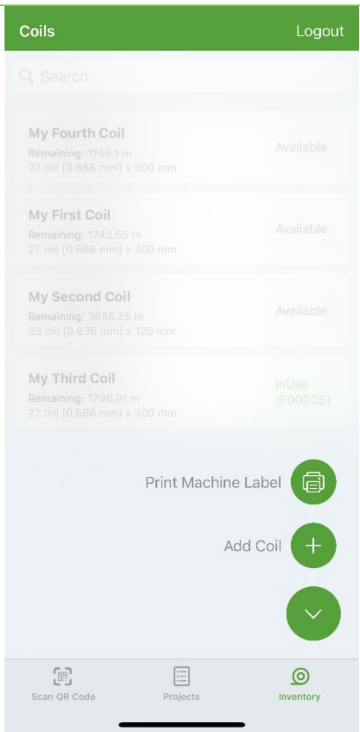
View and Edit a Coil in the Nexa mobile app

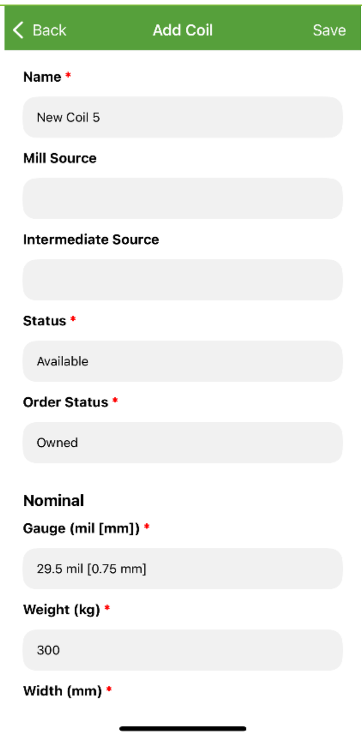
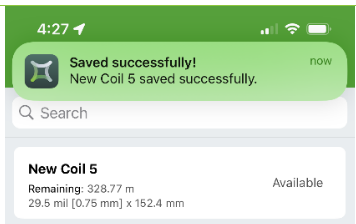
STEP	ILLUSTRATION
Select **Inventory** on the bottom right of the screen.	

<table>
<tr>
<td>Select the Coil you would like to view.</td>
<td>
</td>
</tr>
<tr>
<td>View Coil details.</td>
<td>
</td>
</tr>
</table>

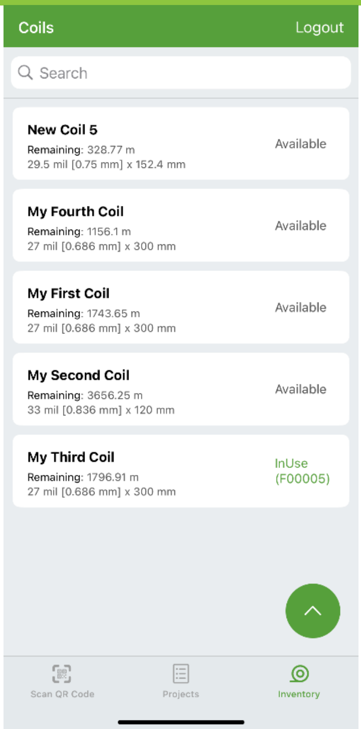
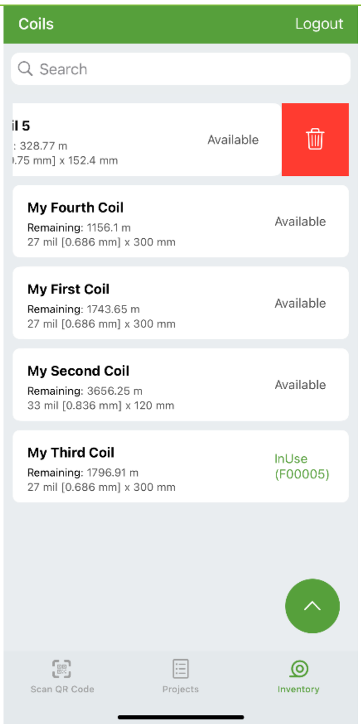
Edit any desired details.	
Click **Save** in the top right corner when you have completed your edits.	

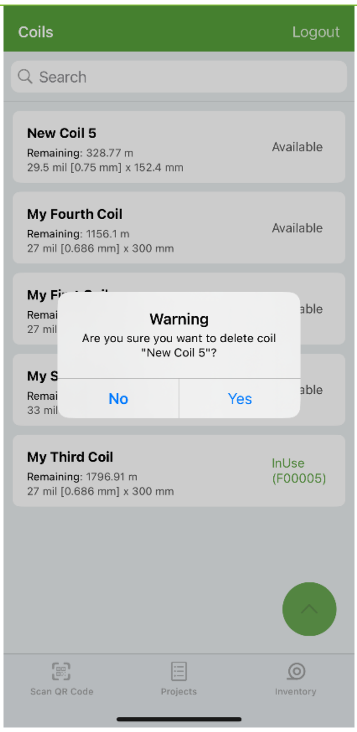
Add a Coil in the Nexa mobile app

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click the up-arrow button in the bottom right of the Inventory page.</td><td>
</td></tr>
<tr><td>Select the “Add Coil” button.</td><td>
</td></tr>
</table>

Enter new coil **details.**	
Click **Save** in the top right corner when all data has been inputted.	

Delete a Coil in the Nexa mobile app

STEP	ILLUSTRATION
Swipe left on the coil you wish to delete.	
Click the **red trash button** to delete the coil.	

Click **Yes** in the pop-up to **delete** the coil.		

2.3.4 Assign a Coil to a Machine

You are here: Operating Manual > Nexa Mobile App > Scan QR Code OR Inventory

Procedure

This procedure explains how to assign a coil to a machine on the Nexa mobile application.

Prerequisites

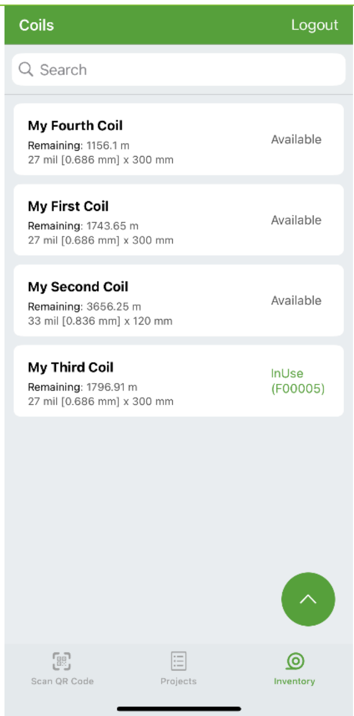
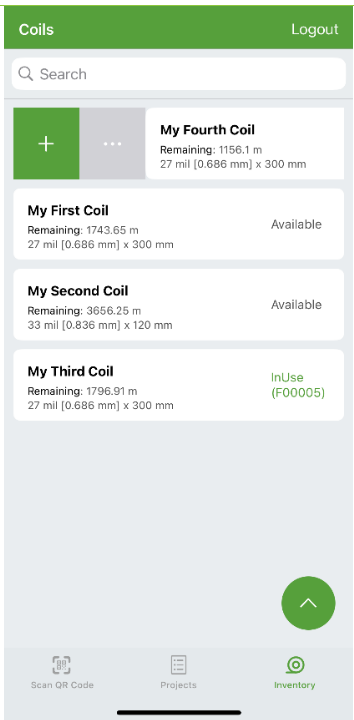
- Log in to Nexa mobile app

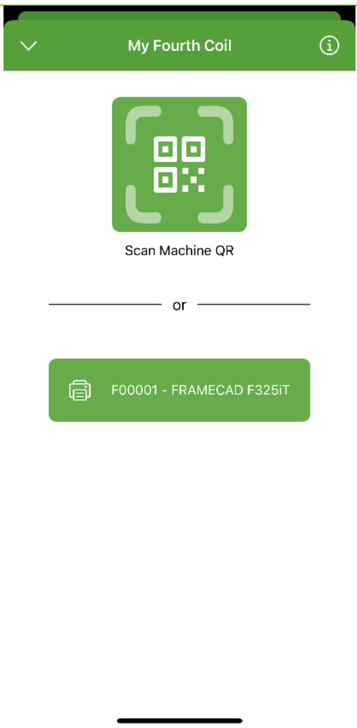
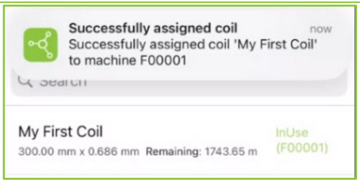
Tools / equipment required

- Phone with internet connection and Nexa mobile app downloaded
- Coil Label with QR Code or Machine Label QR Code

Assign a Coil to a Machine

STEP	ILLUSTRATION
Select **Inventory** on the bottom right of the screen OR Scan the coil **QR code** and skip to step four.	

Swipe right on the coil you would like to assign to a machine.	
Click the **green plus icon** that appears to the left of the coil name.	

Scan the **QR code** on the **machine** you wish to assign the coil to. OR **Select the machine** from the options below. A pop-up will appear on the Factory Operator Touchscreen to accept the coil.	
The coil status in your inventory will change from **Available** to **In Use** if accepted by the operator.	

2.3.5 View Coil Tracking (History)

You are here: Nexa Web App > Inventory

Procedure

This procedure explains how to access the history of coils through view tracking.

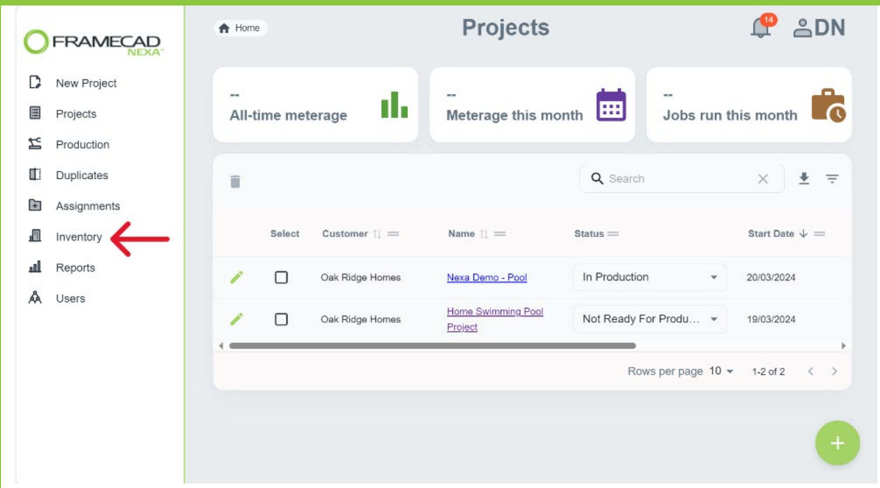
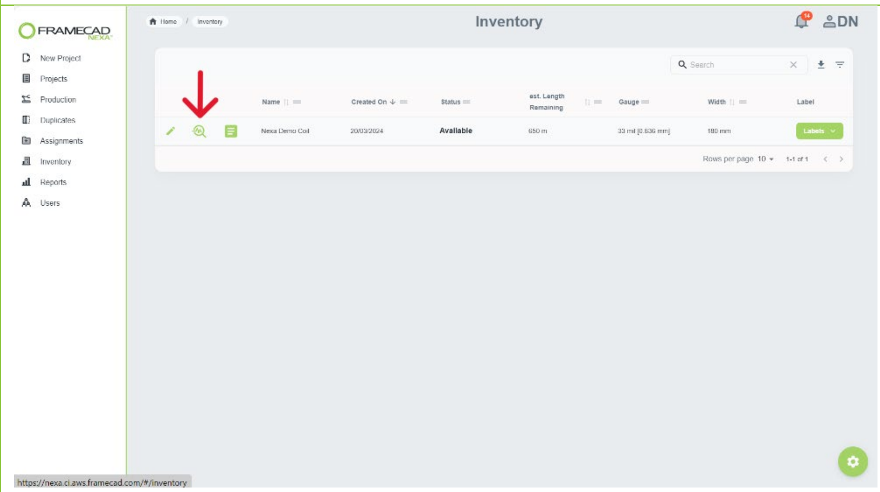
Prerequisites

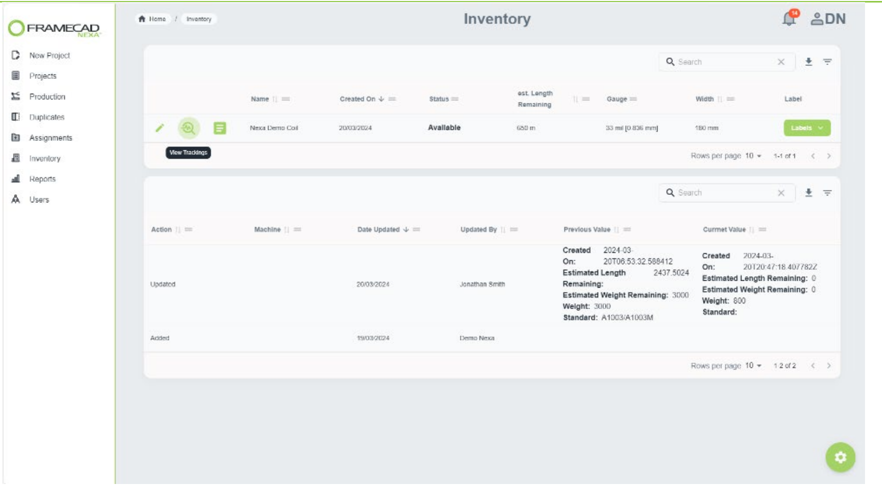
- Existing coils in inventory

Tools / equipment required

- Laptop or desktop computer with internet connection

View Coil Tracking

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Select Inventory in the left menu.</td><td>
</td></tr>
<tr><td>Click the magnifying glass icon beside the desired coil to View Trackings.</td><td>
</td></tr>
</table>

View Trackings of the selected coil.	

2.4 Coil Assignment

2.4.1 Change the Coil Inventory Mode

You are here: Factory > Setup > Coil

Procedure

This procedure explains how to navigate to the coil page and change from manual entry to coil inventory mode and vice versa. This lets you easily manage your coil inventory in Nexa.

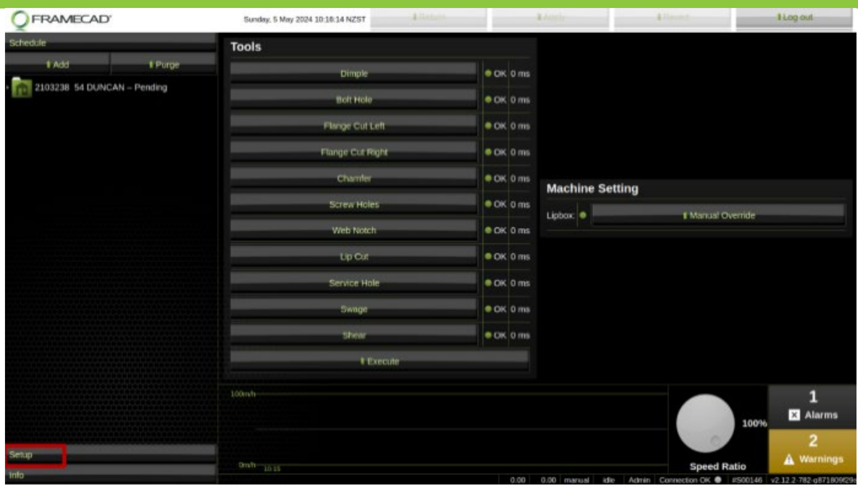
Prerequisites

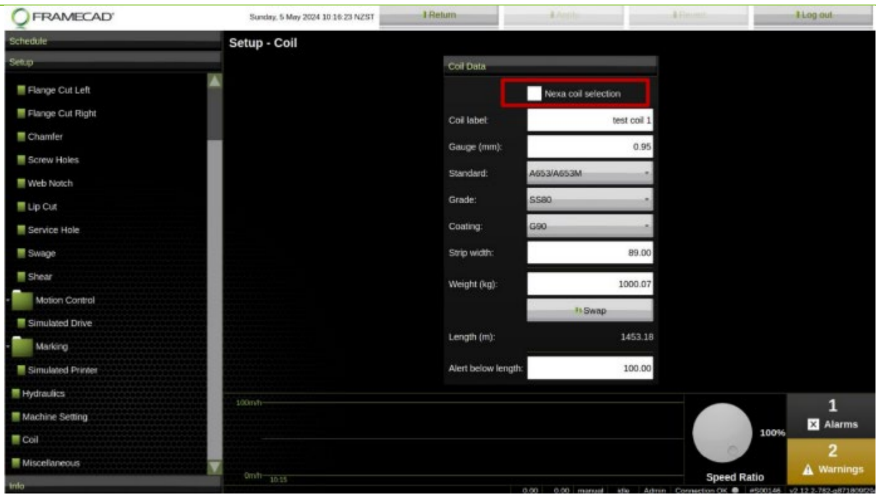
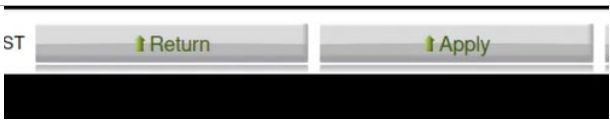
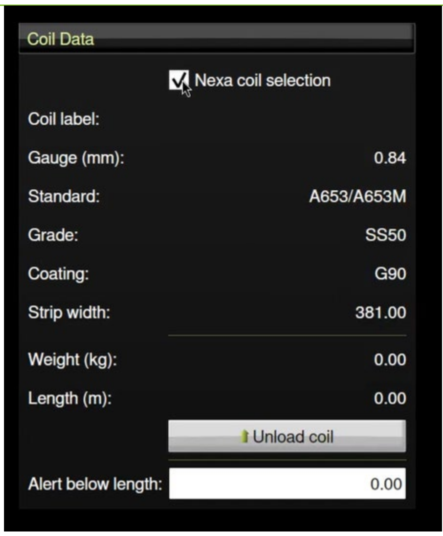
- FRAMECAD machine has active internet connection

Tools / equipment required

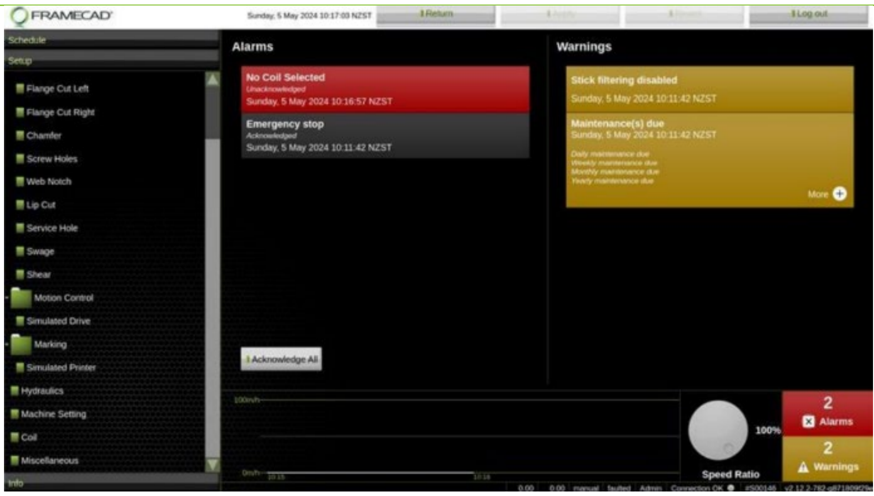
- FRAMECAD machine Operator Touchscreen.

Change from Manual Coil Management to Coil Inventory Mode

STEP	ILLUSTRATION
Select **Setup** on the bottom left side of the screen.	

Select **Coil** in the left Setup menu.	
Check the Nexa coil selection box to change from manual to **Coil Inventory Mode.**	
Click **Apply** to save changes and **Return** to leave the menu.	
Note: The weight, height, and label fields will clear, because **the machine no longer has a coil associated with it.** This coil needs to be allocated to the machine through the **Nexa web app.**	

An **alarm** will appear to remind the operator that a coil needs to be allocated to the machine.

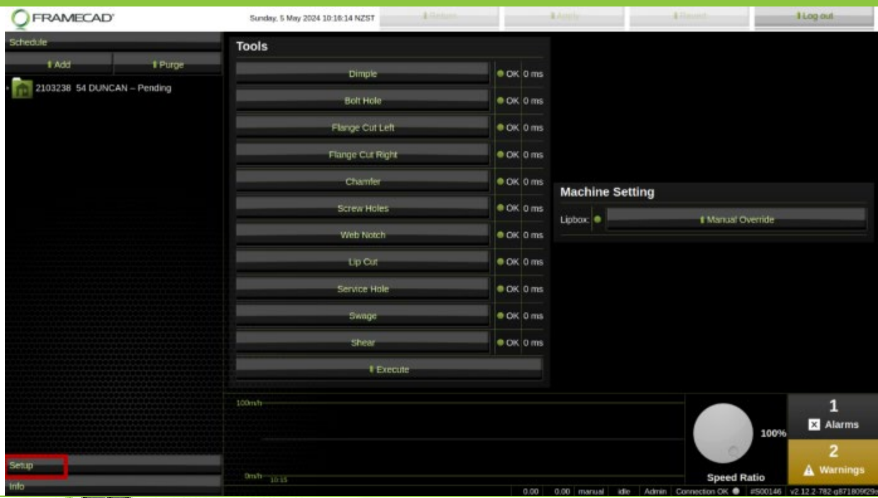


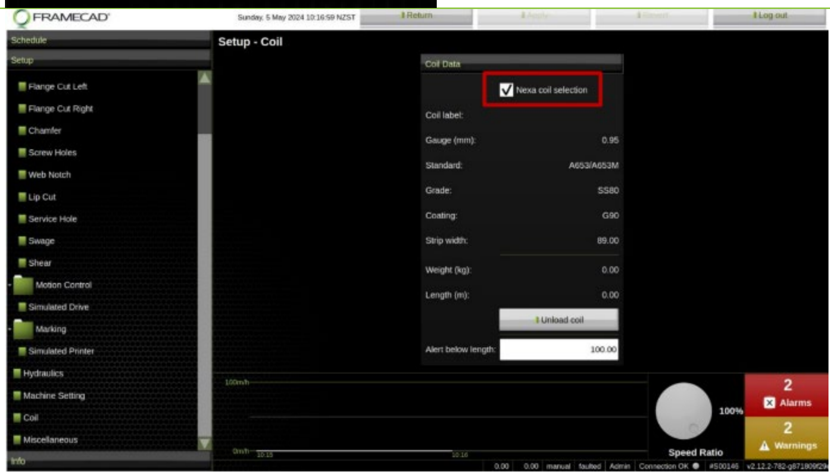
Next, assign a coil to the machine using the mobile app. Click the procedure following to be taken to these steps -> 2.1.1Add a Coil

And lastly, receive the coil on the machine by following this procedure -> 4.2.2 Receive a New Coil

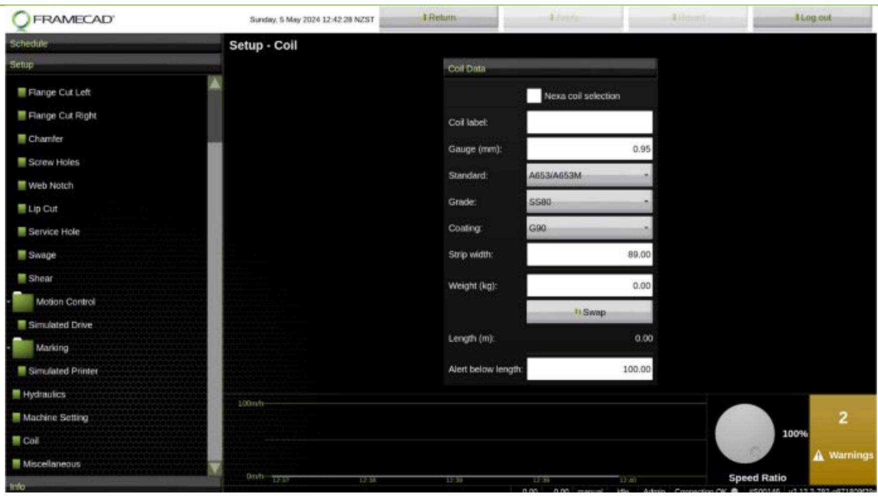
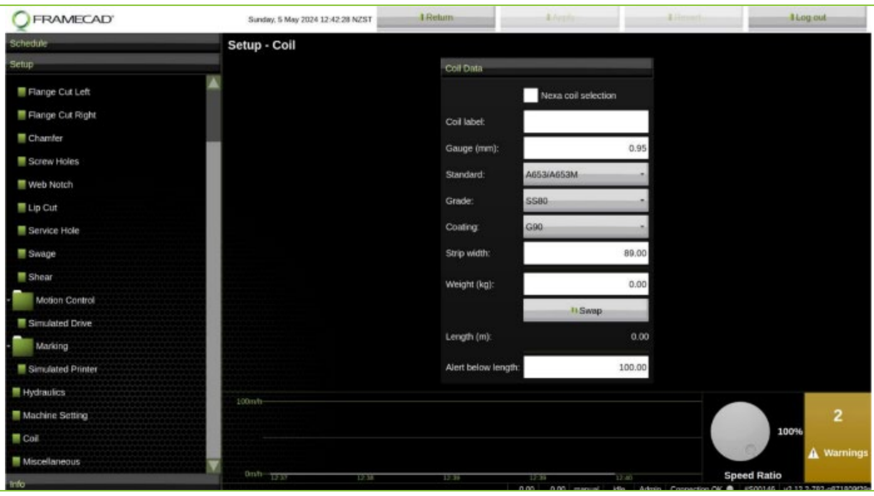
Change from Coil Inventory Mode to Manual Coil Management

To switch back to managing coil inventory manually complete the steps below.

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Select Setup on the bottom left side of the screen.</td><td>
</td></tr>
<tr><td>Select Coil in the left Setup menu.</td><td>
</td></tr>
<tr><td>Uncheck the Nexa coil selection box.

NOTE: If a coil is currently assigned to the machine, a pop-up will display. Enter the estimated remaining weight or length of the</td><td>
</td></tr>
</table>

<table>
<tr><td>coil. This information will be saved in the Nexa coil inventory.</td><td></td></tr>
<tr><td>The weight, height, and label fields will clear, because the machine no longer has a coil associated with it.

If no coil has been allocated from the Nexa web app after changing to the manual entry mode, the No Coil Selected alarm will now be clearable.</td><td>
</td></tr>
<tr><td>To load a new coil, enter the details of it into the form on this screen and tap Apply.</td><td>
</td></tr>
</table>

2.4.2 Accept a Coil

You are here: Factory

Procedure

This procedure explains how to accept a new coil to a machine with no previous coil or with a previously loaded coil.

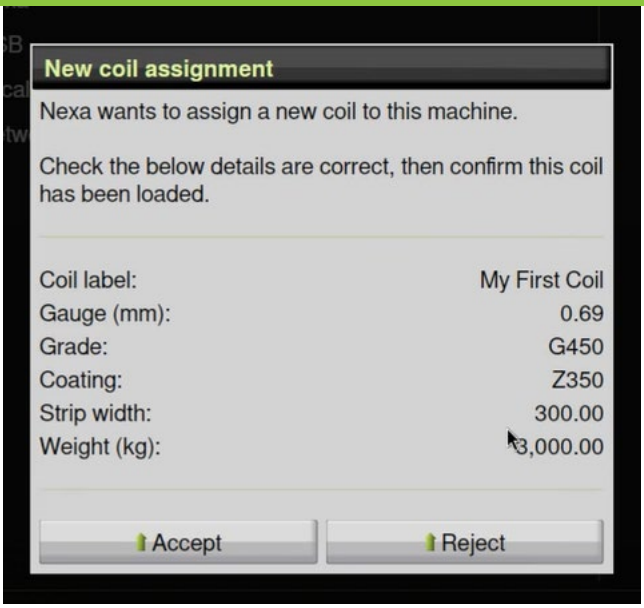
Prerequisites

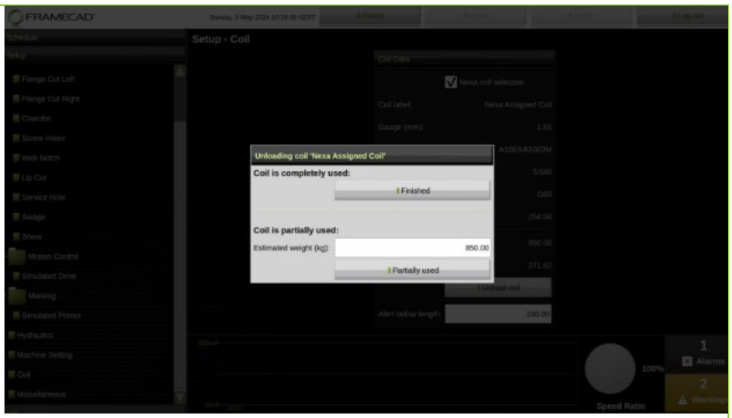
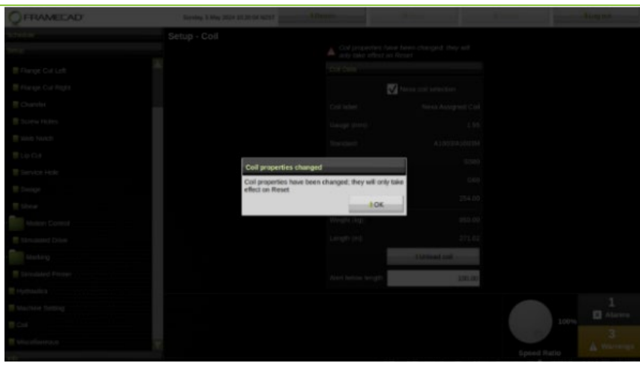
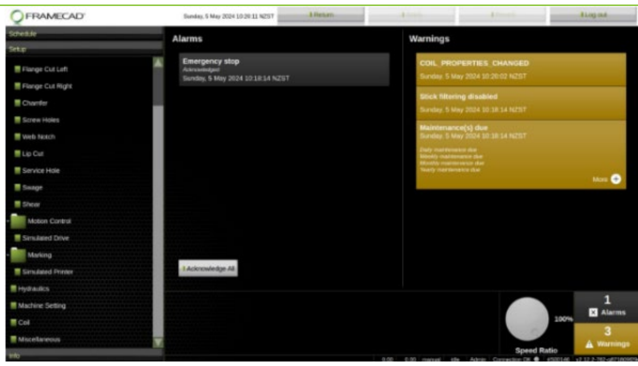
- **Allocate coil to the machine** (do this using the **Nexa mobile app**)
- FRAMECAD machine has active internet connection

Tools / equipment required

- Nexa mobile app
- FRAMECAD machine

Accept a Coil to the Machine

STEP	ILLUSTRATION
Tap **Accept** on the pop-up that appears once the operator assigns a coil to the machine through Nexa. The GUI will update with the new coil information. Note: the coil will be automatically rejected by Factory if: The machine is in automatic mode The Nexa coil selection box is not checked The machine doesn't have the inventory license feature	

On this pop-up we will tell the machine the state of the previously loaded coil. If it was used up, click **Finished**. If only **partially used**, enter the **Estimated Weight** of the remaining coil. Partially used coil can remain in stock to be assigned to this machine or another when required.	
Pop-up reminds you to perform a **software reset** to apply the change. Tap **OK.**	
A 'reset to apply the change' reminder also appears in the **warning list.**	
Press the **physical software reset button** to apply the coil assignment and clear the warning. A notification will be issued in the app, with the coil status **In Use.**	

2.4.3 Unassign a Coil

On Factory

You are here: Factory > Setup > Coil

Procedure

This procedure explains how to remove an existing loaded coil in the machine.

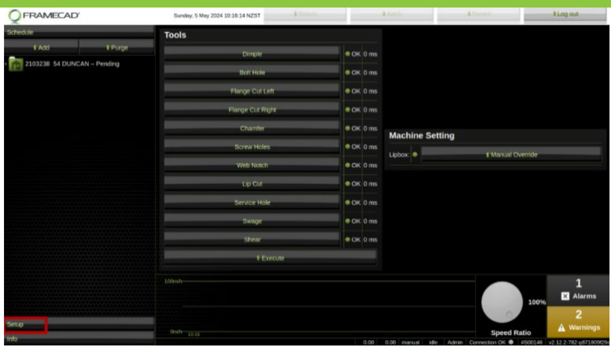
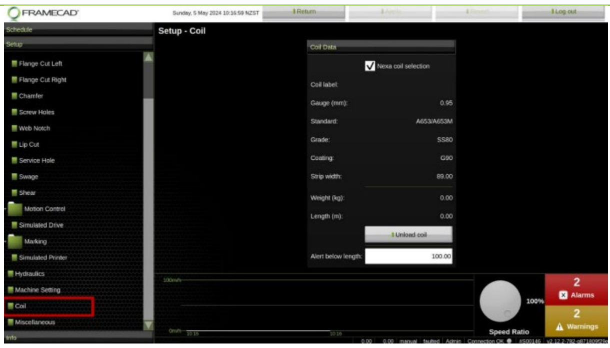
Prerequisites

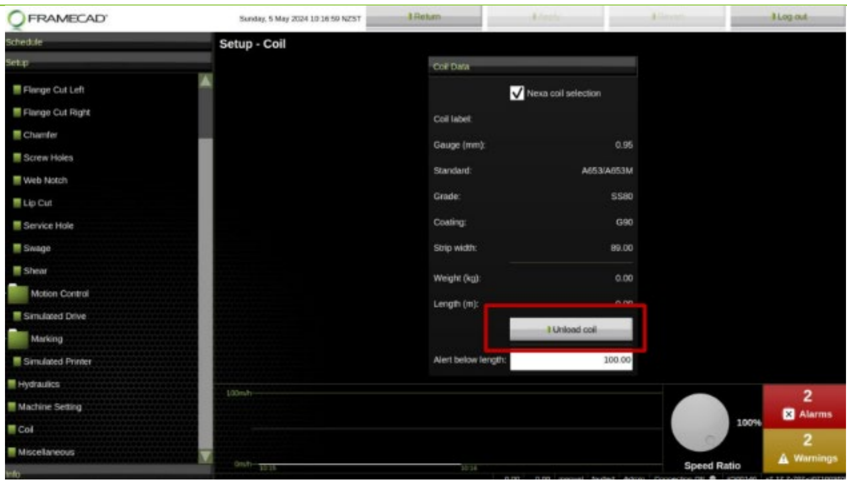
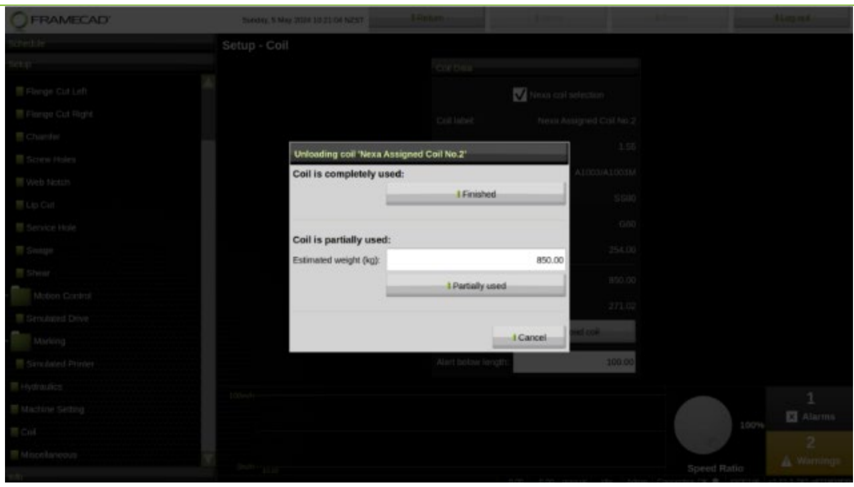
- A coil is allocated to the machine
- FRAMECAD machine has active internet connection

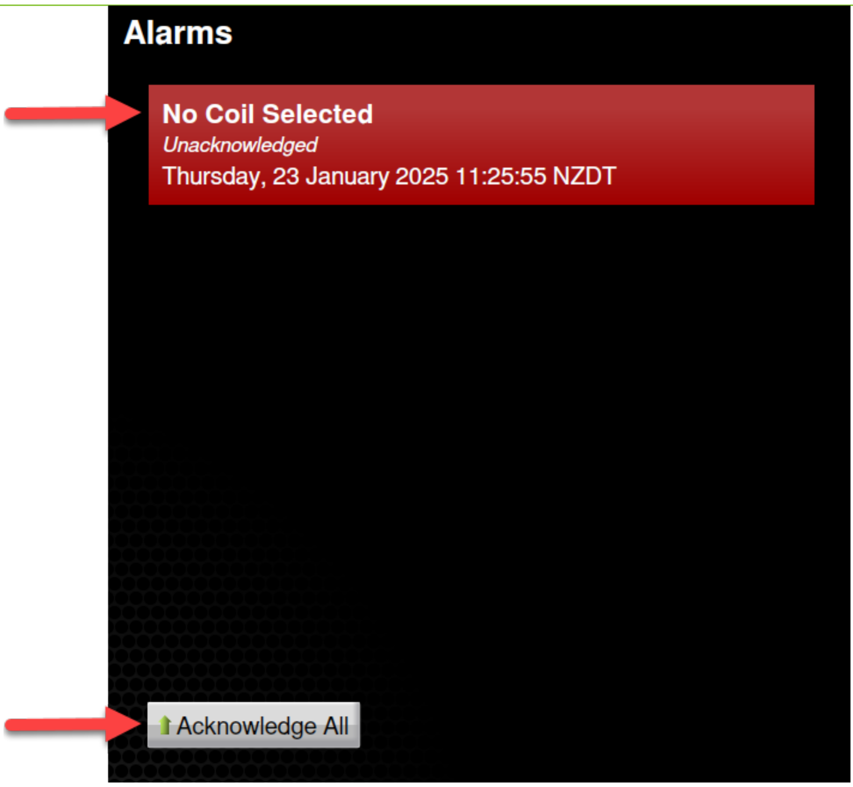
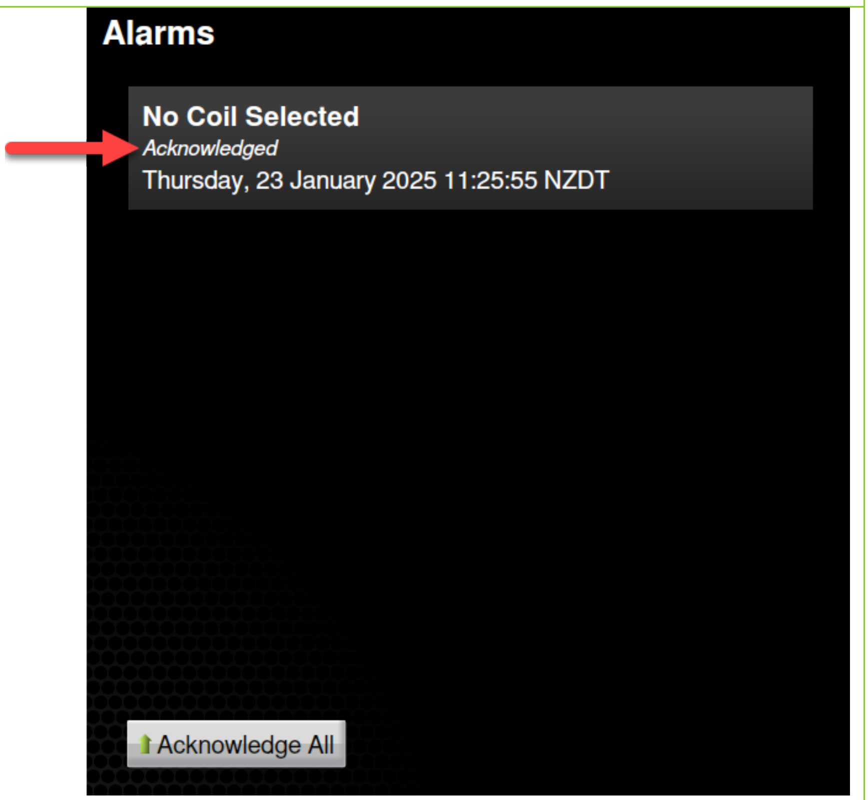
Tools / equipment required

- FRAMECAD machine Operator Touchscreen.

Remove a Coil on Factory

STEP	ILLUSTRATION
Select **Setup** on the bottom left side of the screen.	
Select **Coil** in the left Setup menu.	

Click the **Unload coil** button to remove the coil currently allocated to the machine.	
Click **Finished** in the pop-up if the removed coil is finished. OR Input the **Estimated Weight** and select **Partially used** if the coil is not finished. If the coil isn't finished, it can be allocated to this machine or another in the future.	

After the coil is unassigned, an **alarm** will appear confirming that there is no coil assigned to the machine.	
Pressing the **'Acknowledge All'** button will dismiss the notification created by the alarm but will remain until a coil is assigned.	

3 Nexa Podium

3.1 Save and Submit ICC Forms/Logs

You are here: Nexa Mobile App > Inventory

Procedure

This procedure explains how to save and submit an ICC 103 Thickness Inspection Log and an ICC 104 Receiving Inspection Log on the Nexa mobile application.

Prerequisites

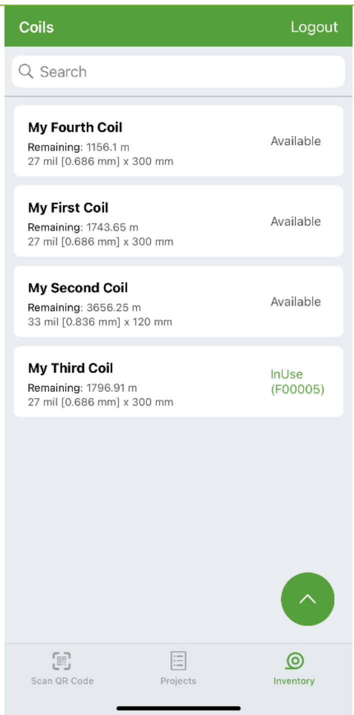
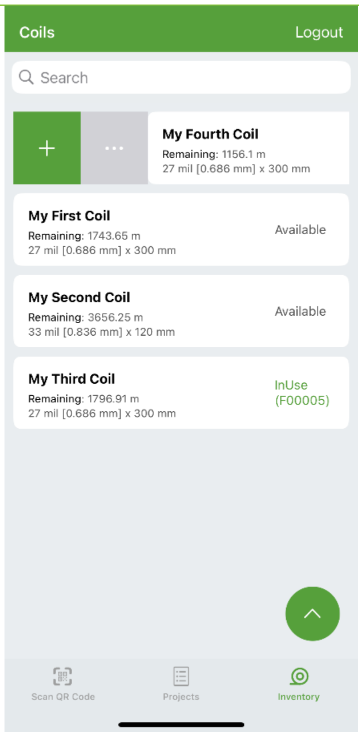
- Log in to Nexa mobile app

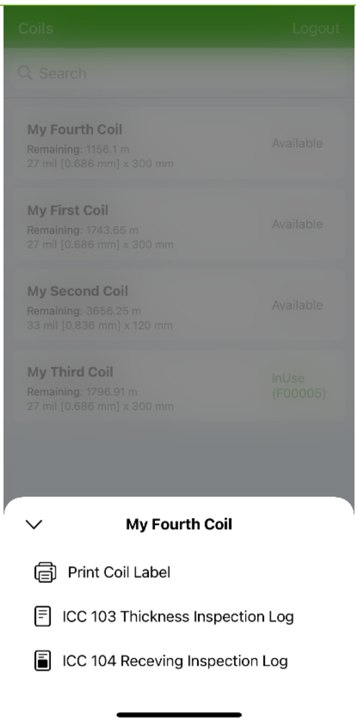
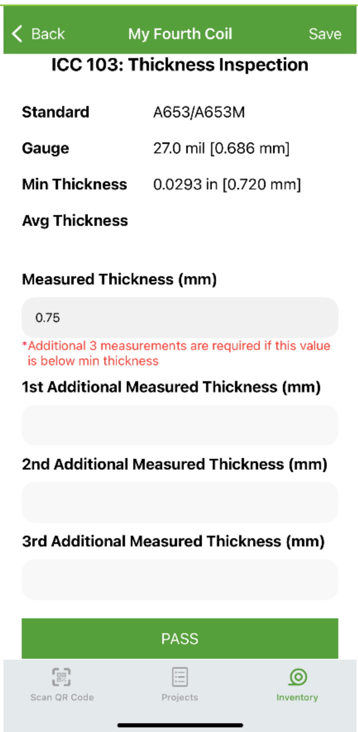
Tools / equipment required

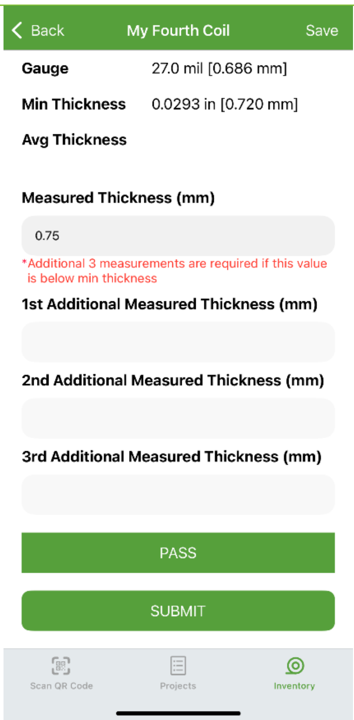
- Phone with internet connection and Nexa mobile app downloaded

Save, Fail, or Submit an ICC 103 Thickness Inspection Log

STEP	ILLUSTRATION
Select **Inventory** on the bottom right of the screen.	

Swipe right on the coil you would like to access the logs for.	
Click the **three dots** that appears to the left of the coil name.	

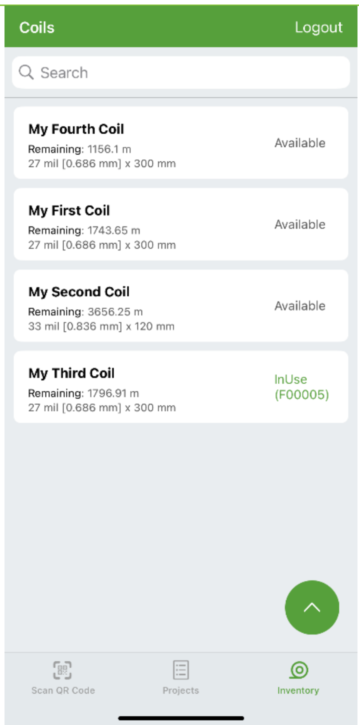
Select **ICC 103 Thickness Inspection Log.**	
Input **Measured Thickness.**	

Choose **Pass, Fail,** or **Submit** on your ICC 103 form. Note: If you're not ready to do either, select **Save** in the top right corner to save measurements without submitting or failing them.	

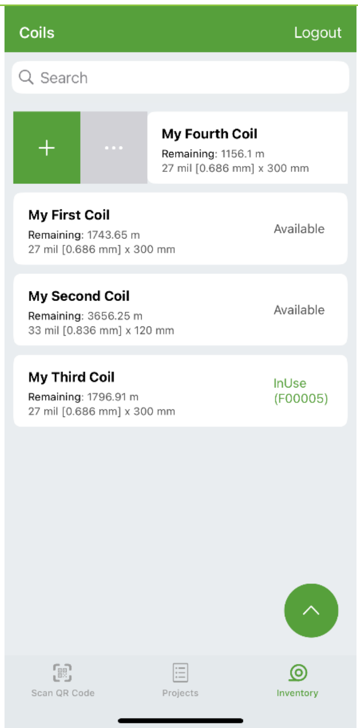
Save or Submit an ICC 104 Receiving Inspection Log

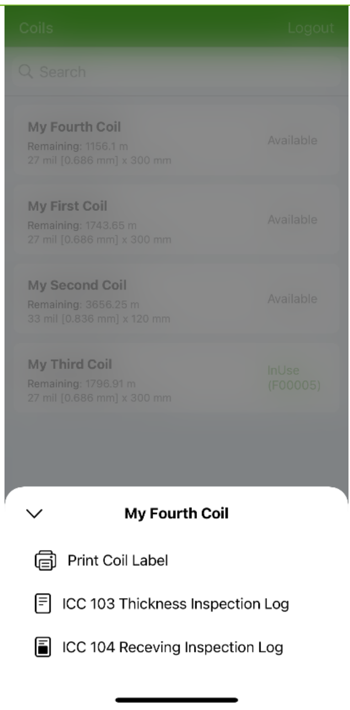
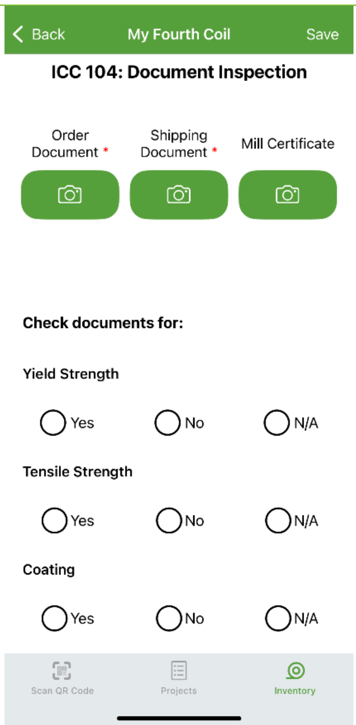
STEP	ILLUSTRATION
Select **Inventory** on the bottom right of the screen.	

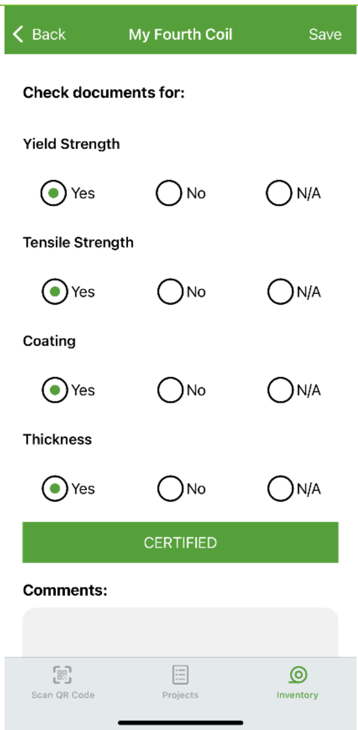
Swipe right on the coil you would like to access the logs for.



Click the **three dots** that appear to the left of the coil name.



<table>
<tr>
<td>Select ICC 104 Receiving Inspection Log.</td>
<td>
</td>
</tr>
<tr>
<td>Preview the Order Document or Shipping Document if desired.</td>
<td>
</td>
</tr>
</table>

Choose **Yes, No,** or **N/A** in the log report and add any additional **comments.** Click **Certified** once completed.	

3.2 Download ICC Reports and Logs

You are here: Nexa Web App > Inventory

Procedure

This procedure explains how to download the reports and logs, including ICC 103 Inspection Log & ICC 104 Receiving Inspection Log.

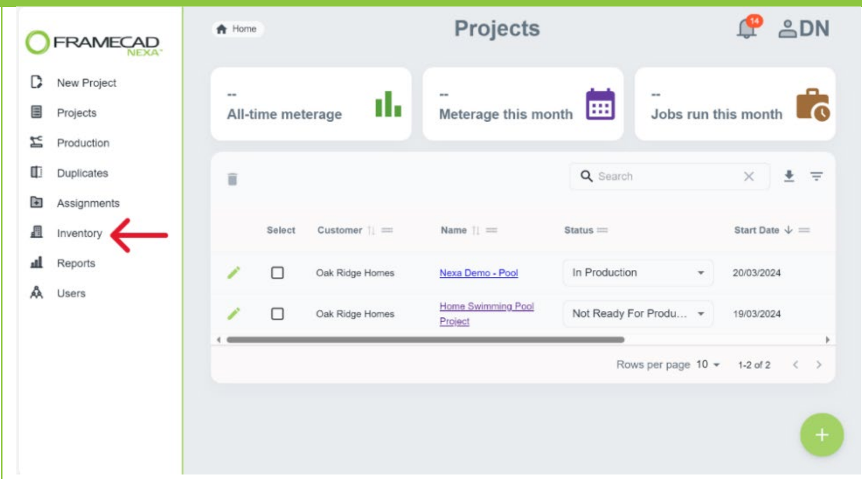
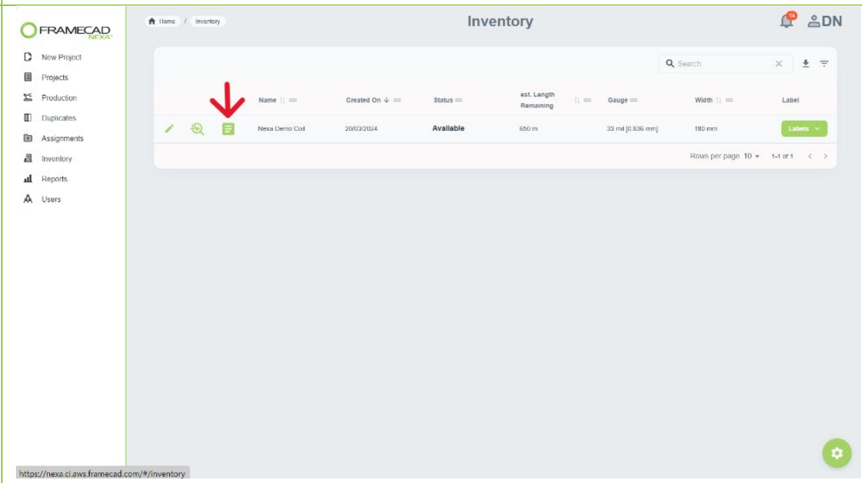
Prerequisites

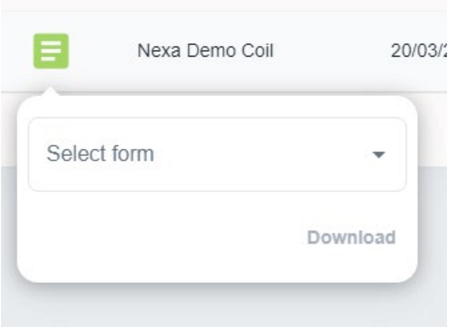
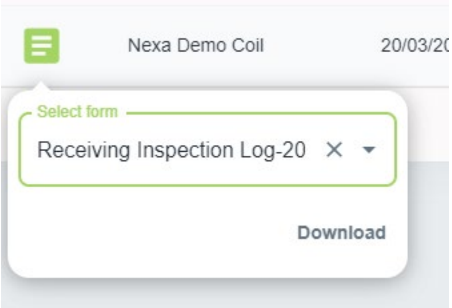
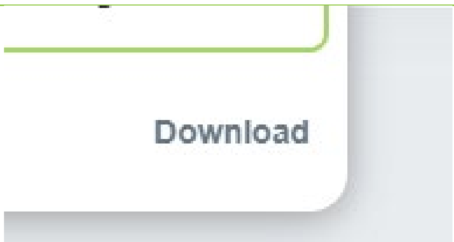
- Existing coils in inventory

Tools / equipment required

- Laptop or desktop computer with internet connection

Download ICC Reports

STEP	ILLUSTRATION
Select **Inventory** in the left menu.	
Click the **Forms icon** to the left of the coil you wish to receive the report for.	

Select the form drop-down.	
Choose the form to download.	
Select **Download** to download the form to your device.	

3.3 Complete Quality Control (QC) Form

You are here: Factory > Info > QC

Procedure

This procedure explains how to access, fill out, and submit a Quality Control form for a coil through Factory to the Nexa cloud—whether at the beginning of a shift, during the life of a coil, or any other time.

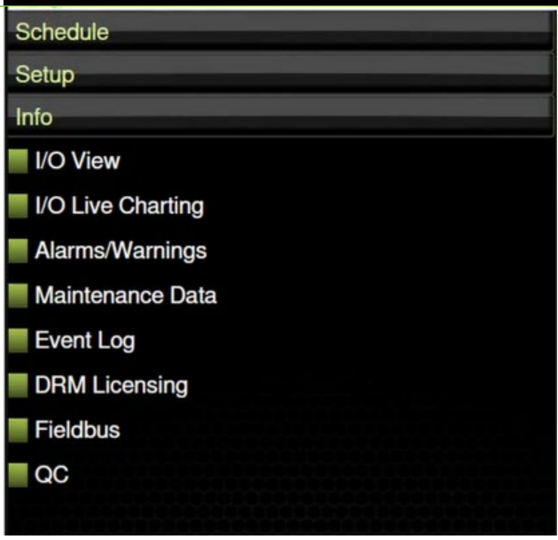
Prerequisites

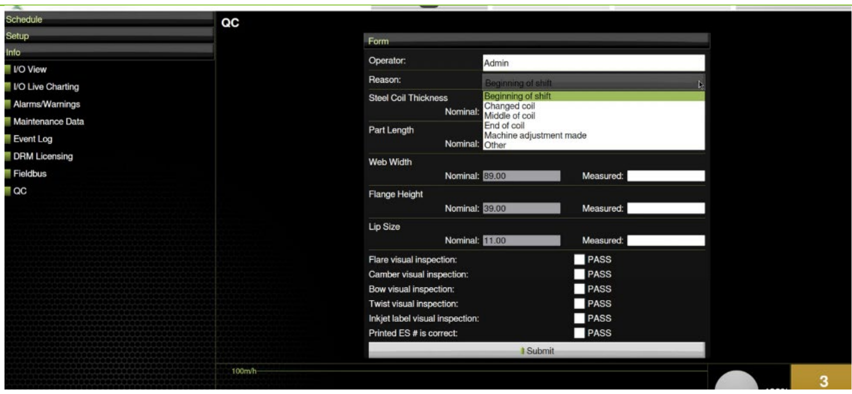
- A coil is allocated to the machine
- FRAMECAD machine has active internet connection

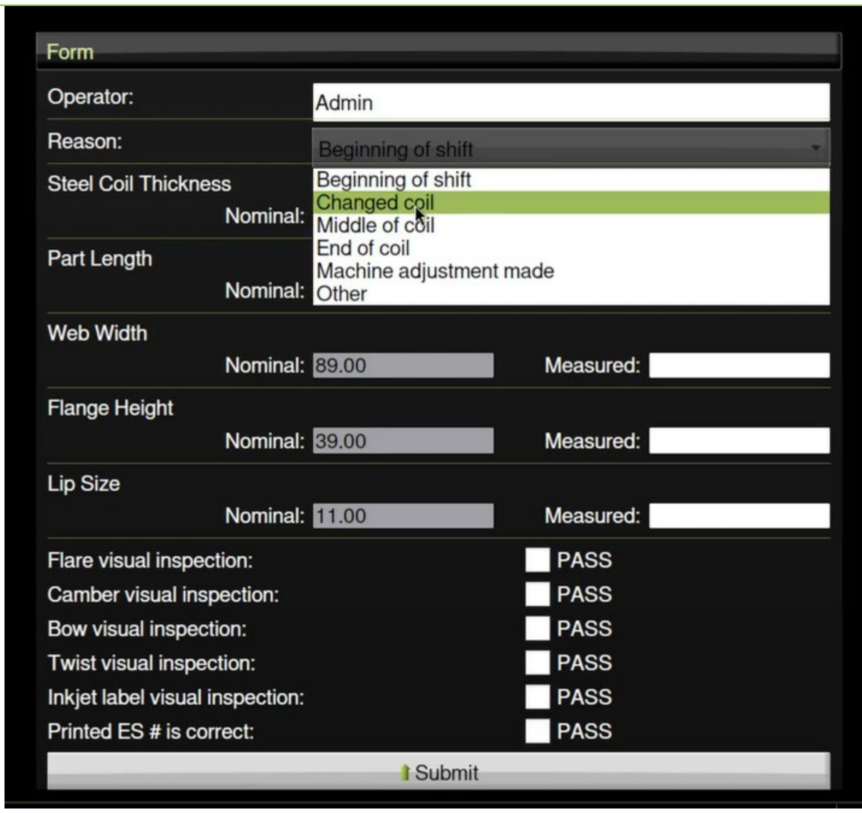
Tools / equipment required

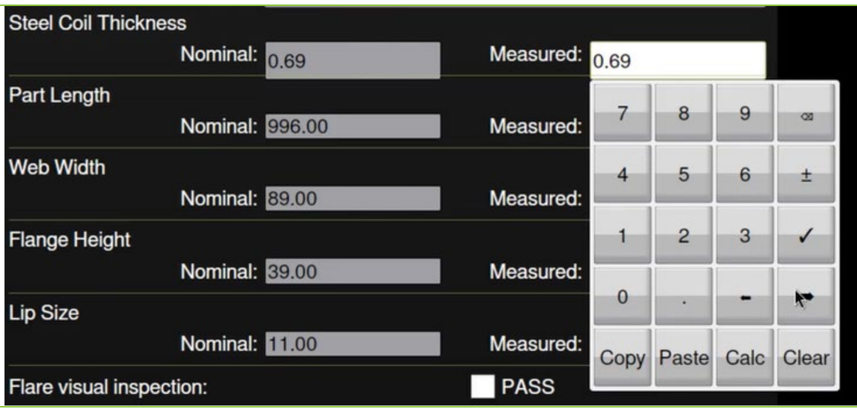
- FRAMECAD machine

Complete Quality Control Form

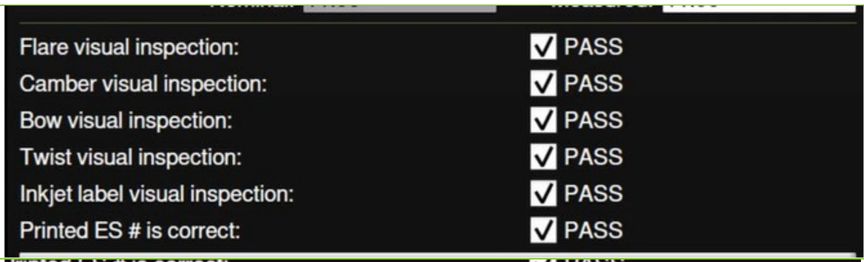
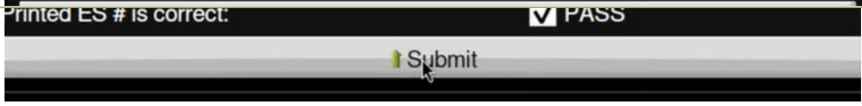
STEP	ILLUSTRATION
Click **Info** on the bottom left of the Operator Touchscreen.	
Select **QC** on the bottom left side of the Info options.	

<table>
<tr>
<td>Fill out the details of the form.</td>
<td>


</td>
</tr>
<tr>
<td>Choose a Reason for completing the Quality Control form from the drop-down menu.</td>
<td>


</td>
</tr>
<tr>
<td>Input the measurements of the coil.</td>
<td>


</td>
</tr>
</table>

Click on the box beside each "**PASS**" to **checkmark** an inspection pass.	
Click **Submit** and it will be saved to the Nexa cloud.	

4 Nexa Enterprise

4.1 Stack Management

4.1.1 View Stack Detail

You are here: Nexa Web App > Projects > Project Summary > Stacks tab > Stack name

Procedure

This procedure explains how to view the stack details of projects in Nexa.

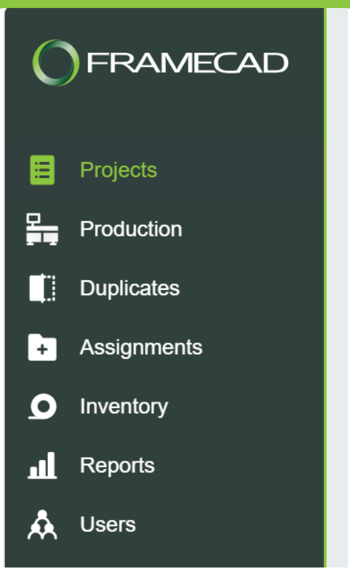
Prerequisites

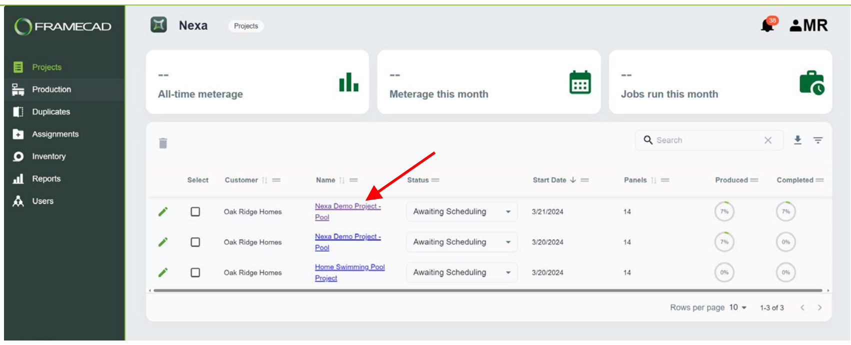
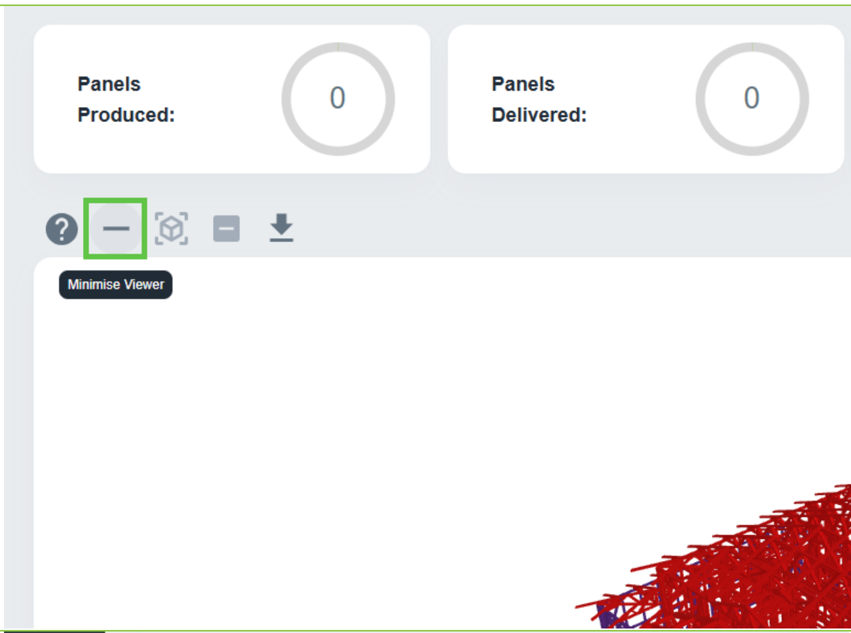
- Existing projects are setup

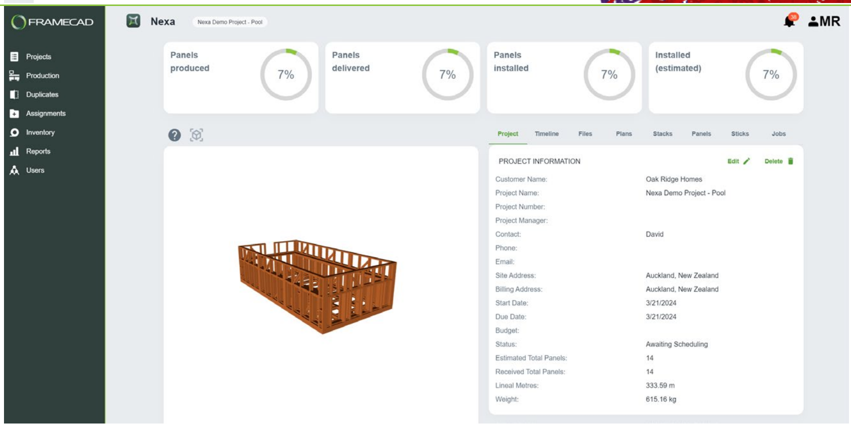
Tools / equipment required

- Laptop or desktop computer with internet connection

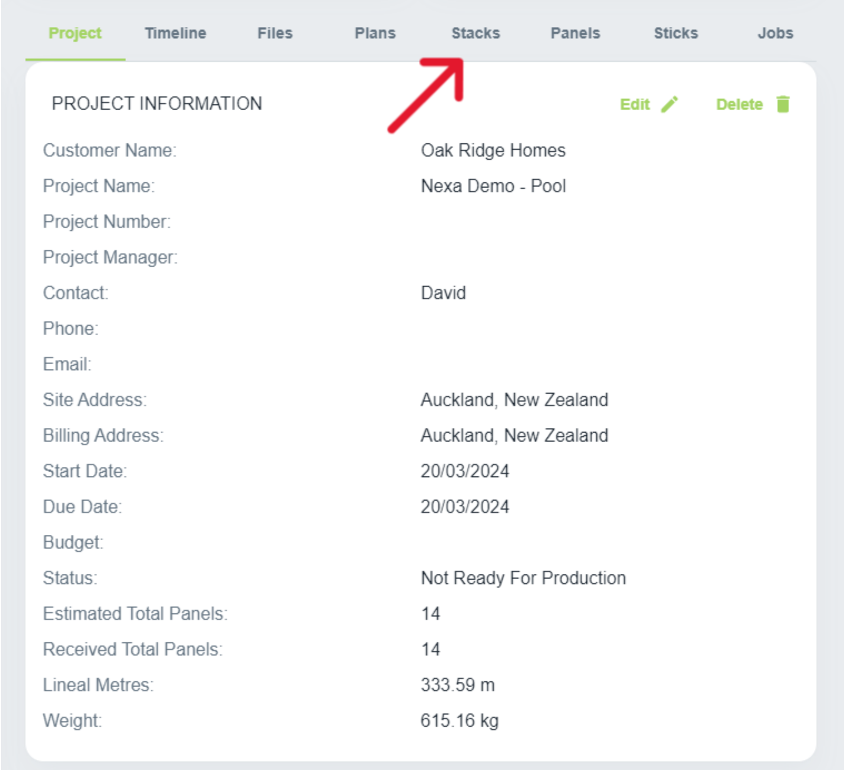
View Stack Details

STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	

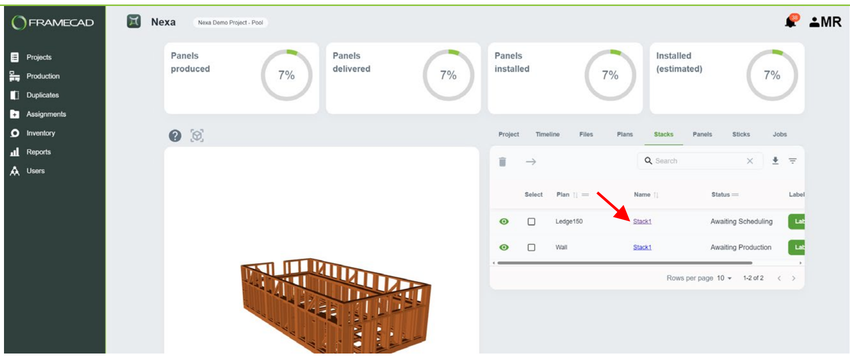
<table>
<tr>
<td>Select the project to view.</td>
<td>
</td>
</tr>
<tr>
<td>Click the Minimize Viewer button on the top left of the 3D model to move the project menu to the right of it.</td>
<td>
</td>
</tr>
<tr>
<td>View details here on the Project Dashboard.

View project details using the tabs on the right.</td>
<td>
</td>
</tr>
</table>

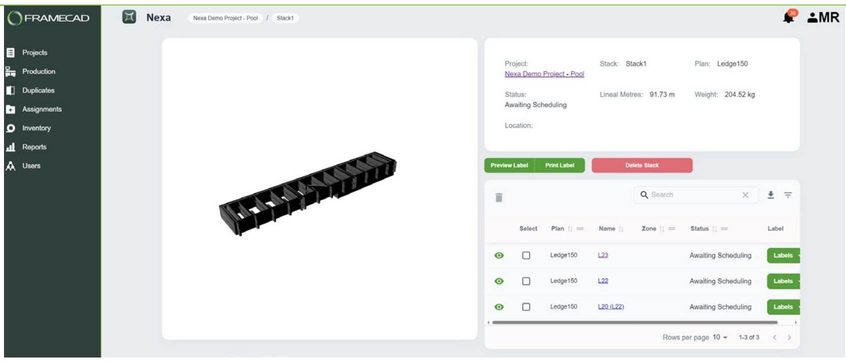
Select the **Stacks tab** to the right of the Project tab on the top panel of the screen.

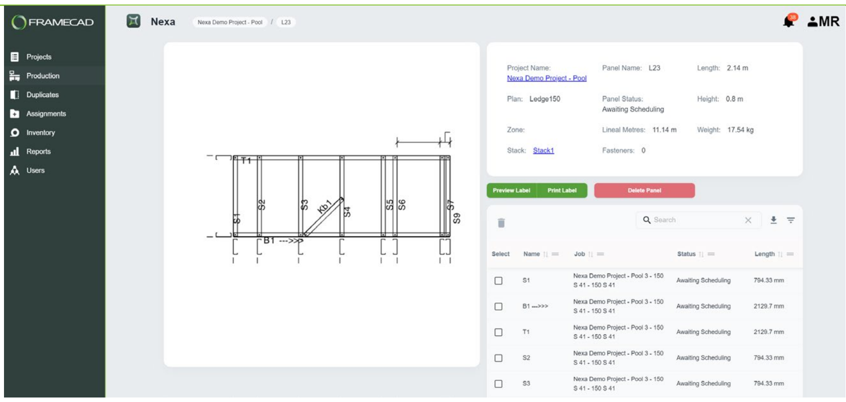


Select the Stack to view.



View Stack details.



Select the **Names** of specific Plans for further details.	

4.1.2 Create a Container

You are here: Nexa Web App > Top Right Menu > Account Settings

Procedure

This procedure explains how to create a container on the Nexa web app. Containers are required to create stacks, and your Nexa account starts with a default container.

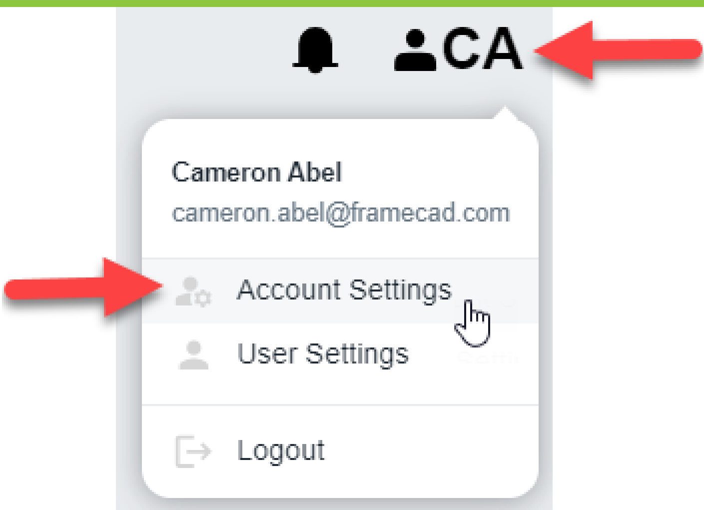
Prerequisites

- Log in to Nexa web app

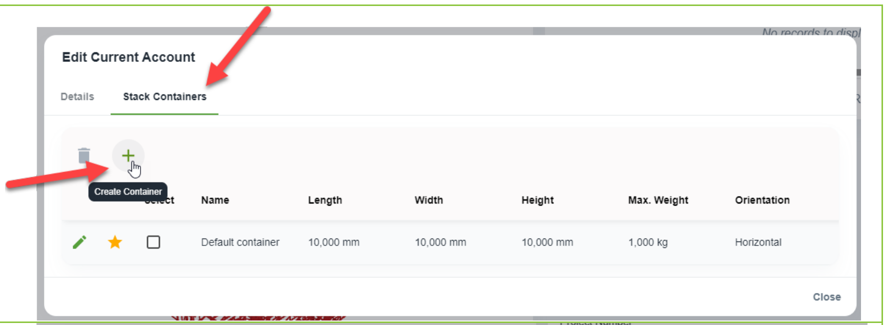
Tools / equipment required

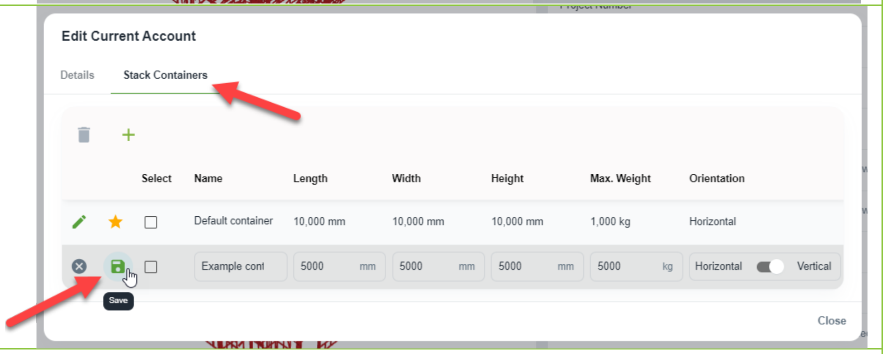
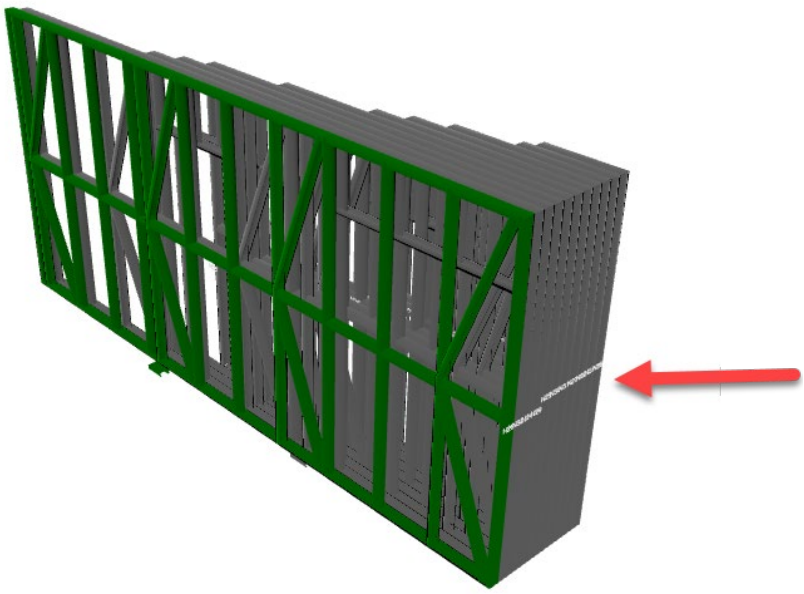
- Laptop or desktop computer with internet connection

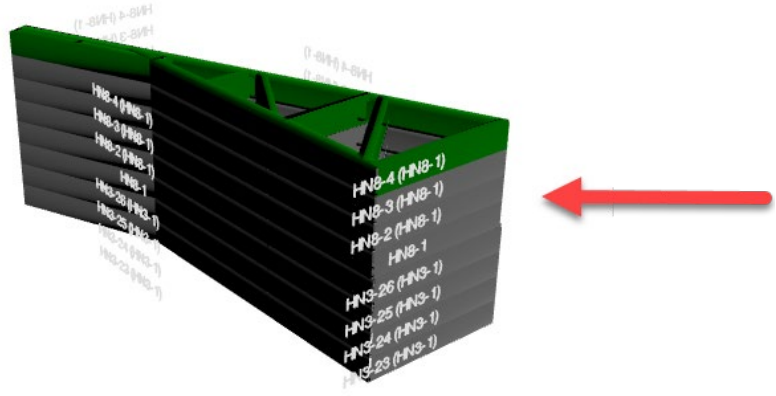
Create a Container

STEP	ILLUSTRATION
Select the **account icon** in the top right menu. Next, Choose **Account Settings.**	

<table>
<tr>
<td>Select the Stack Containers tab.

Click the “plus” icon to create a new container.</td>
<td>
</td>
</tr>
<tr>
<td>Enter the new container’s information.

Press save.</td>
<td>
</td>
</tr>
<tr>
<td>Note: Selecting the vertical orientation will display like this image.</td>
<td></td>
</tr>
</table>

Note: Selecting the **horizontal** orientation will display like this image.	

4.1.3 Create a Stack

You are here: Nexa Web App > Projects > Stacks

Procedure

This procedure explains how to create a stack in the Nexa web.

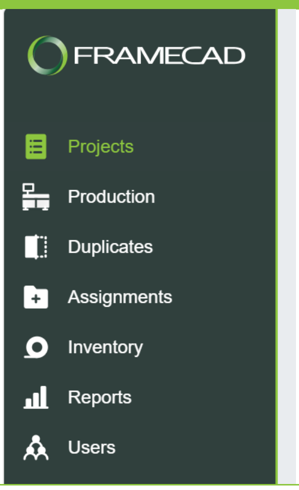
Prerequisites

- Log in to Nexa web app

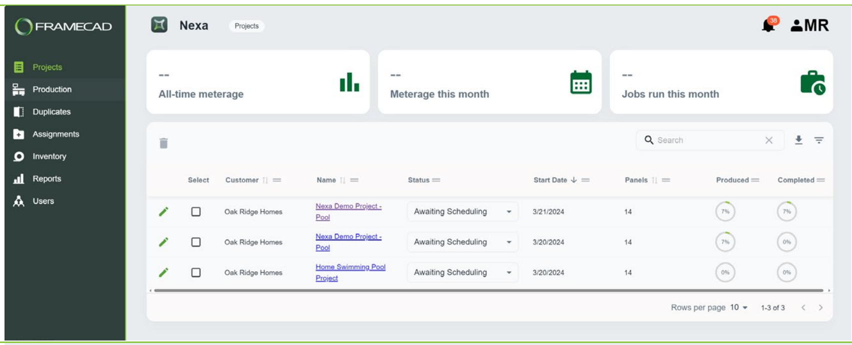
Tools / equipment required

- Laptop or desktop computer with internet connection

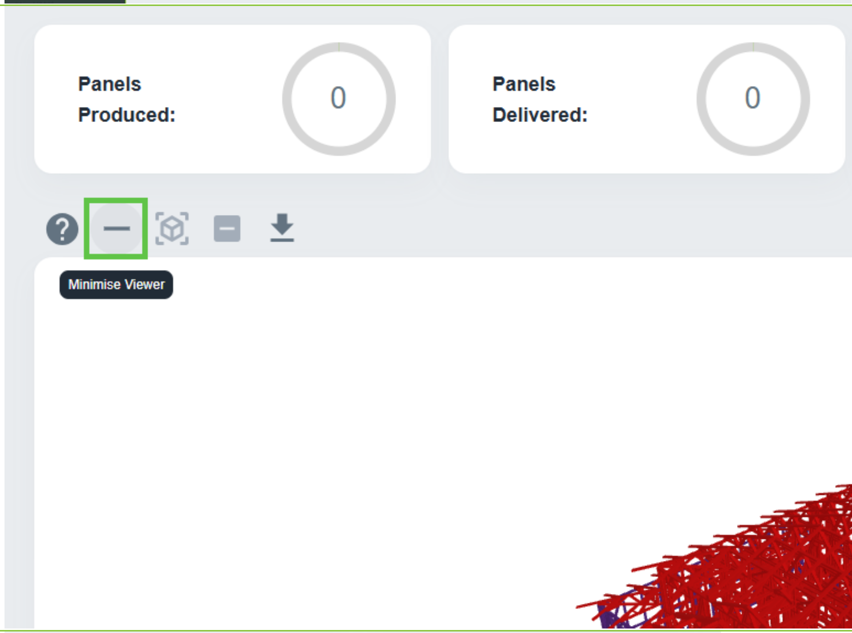
Create a Stack

STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	

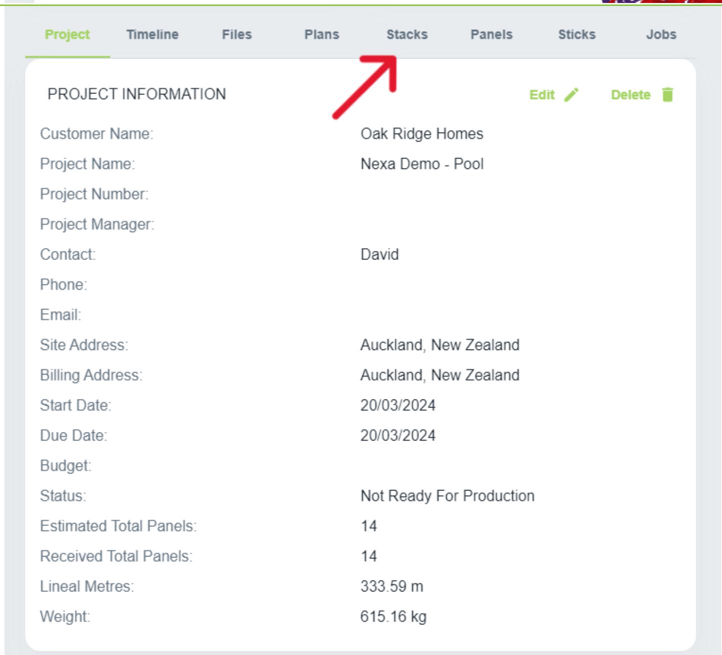
Select the project to **view.**

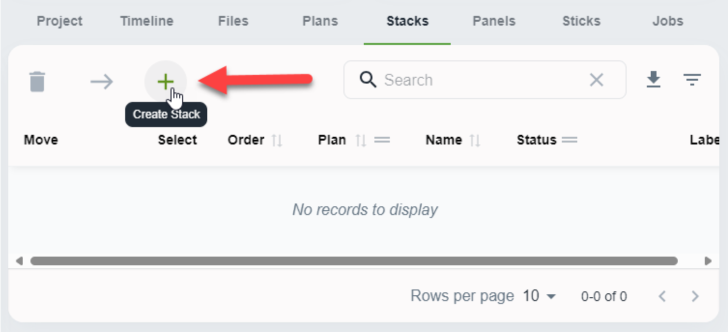
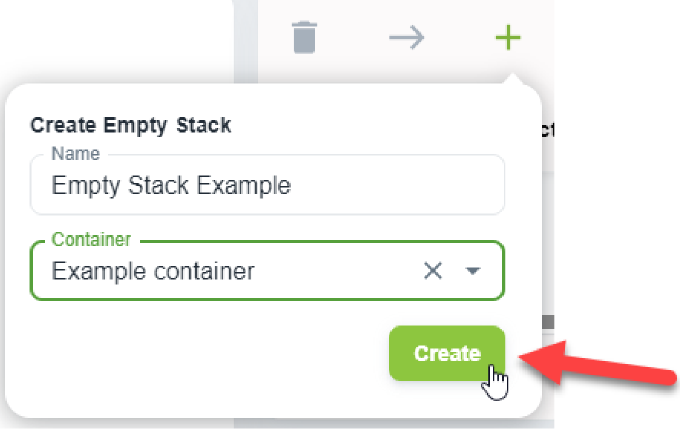


Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.



Select the **Stacks tab** to the right of the Project tab on the top panel of the screen.



Click the “Create Stack” button labelled as a **plus icon** in the top left of the Stacks page.	
Insert a **name** for the stack and **choose** a container. **Click** create.	

4.1.4 Add Panels to Stacks

You are here: Nexa Web App > Projects > Panels

Procedure

This procedure explains how to add panels to new or existing stacks in the Nexa web.

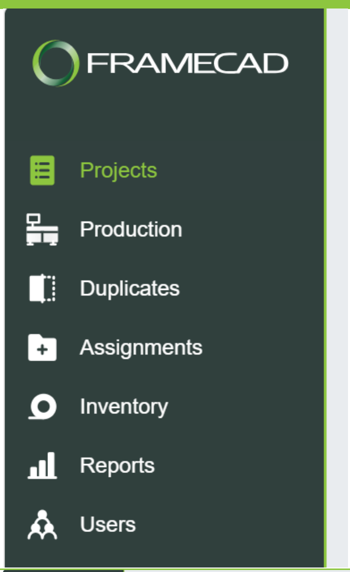
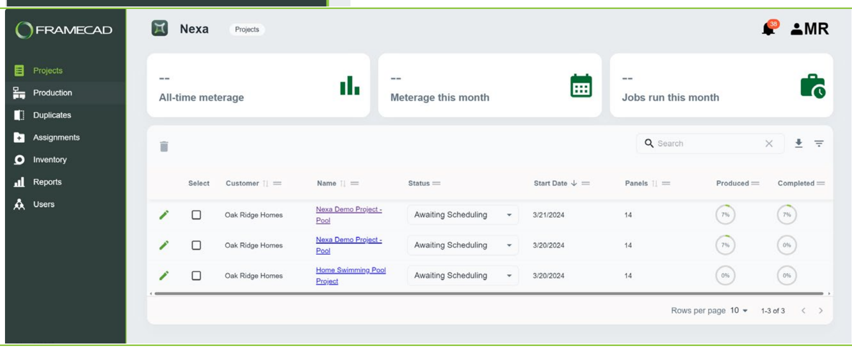
Prerequisites

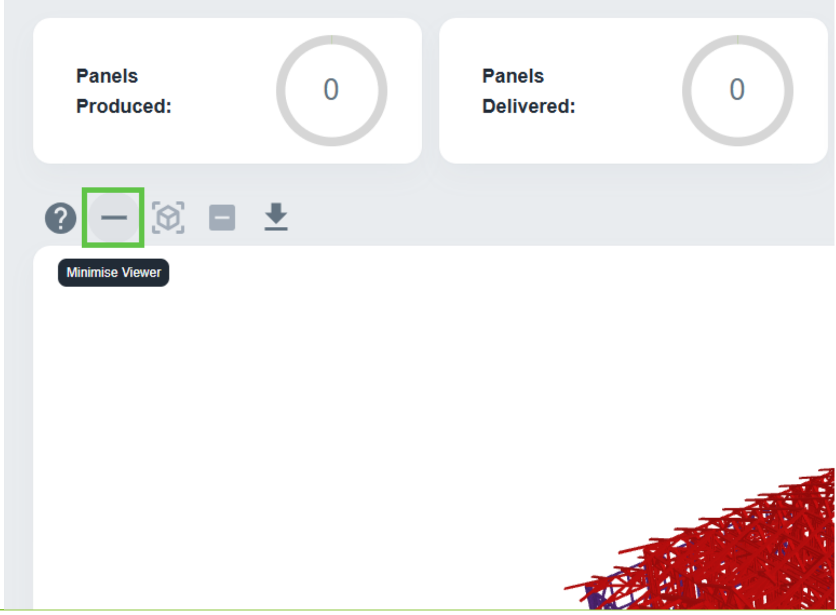
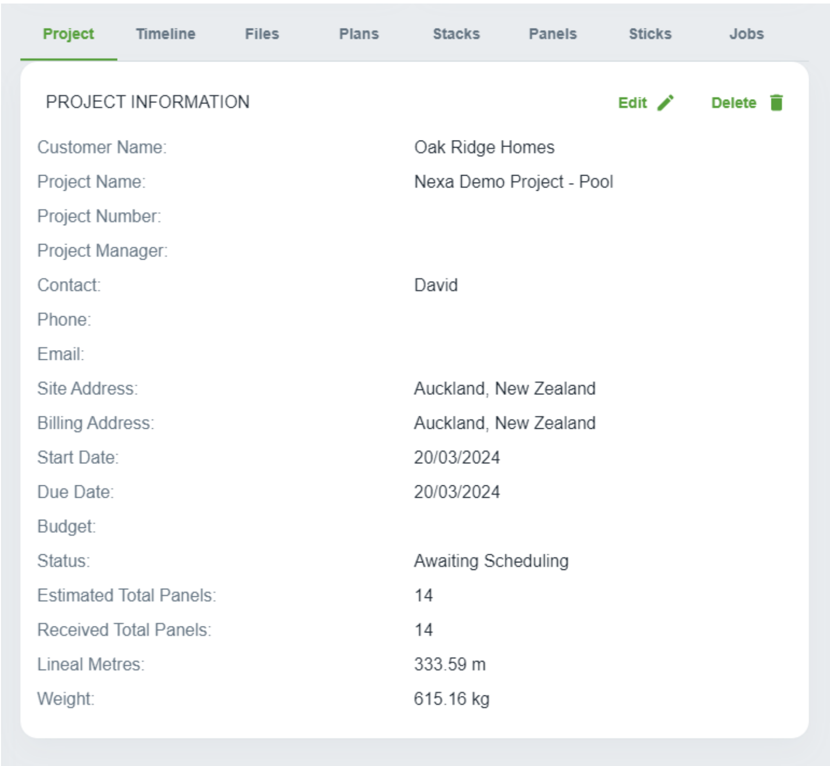
- Log in to Nexa web app
- Existing panels

Tools / equipment required

- Laptop or desktop computer with internet connection

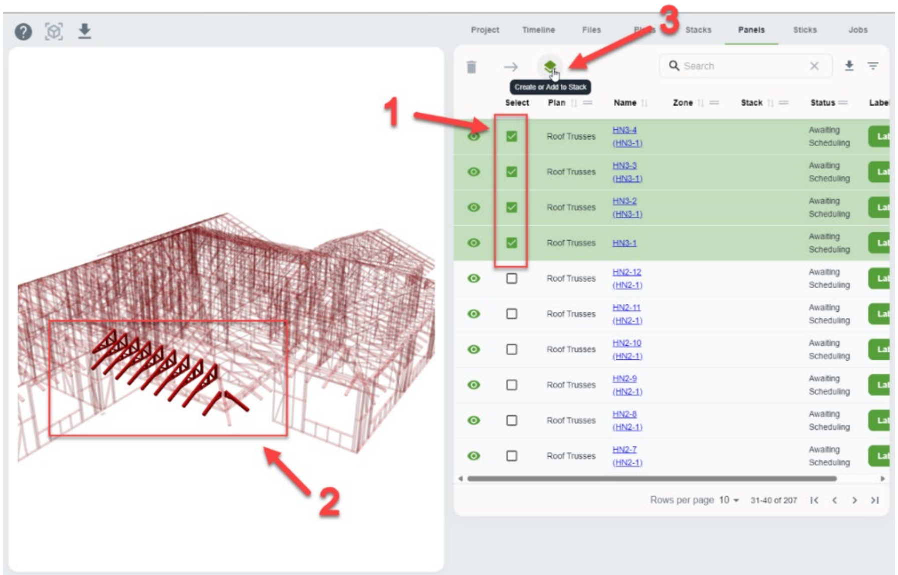
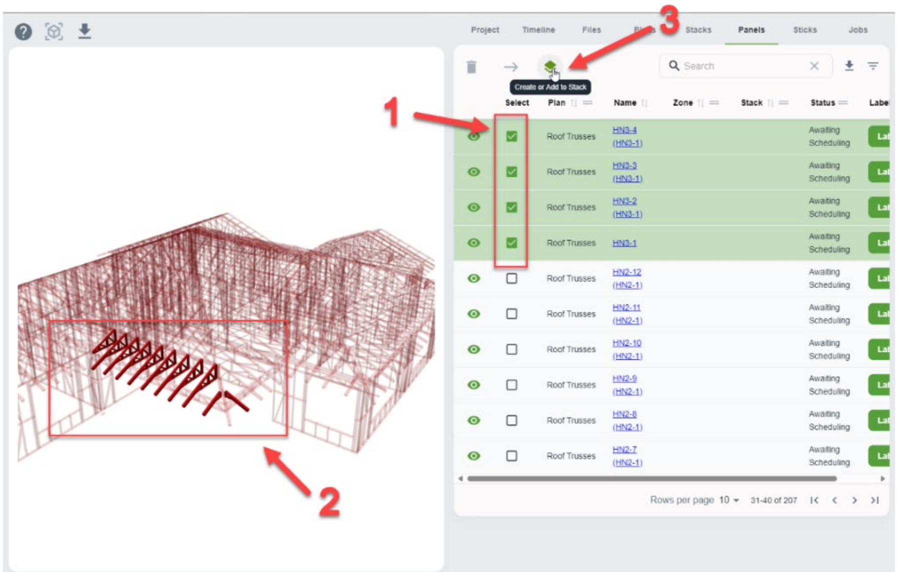
Add Panels to Stacks

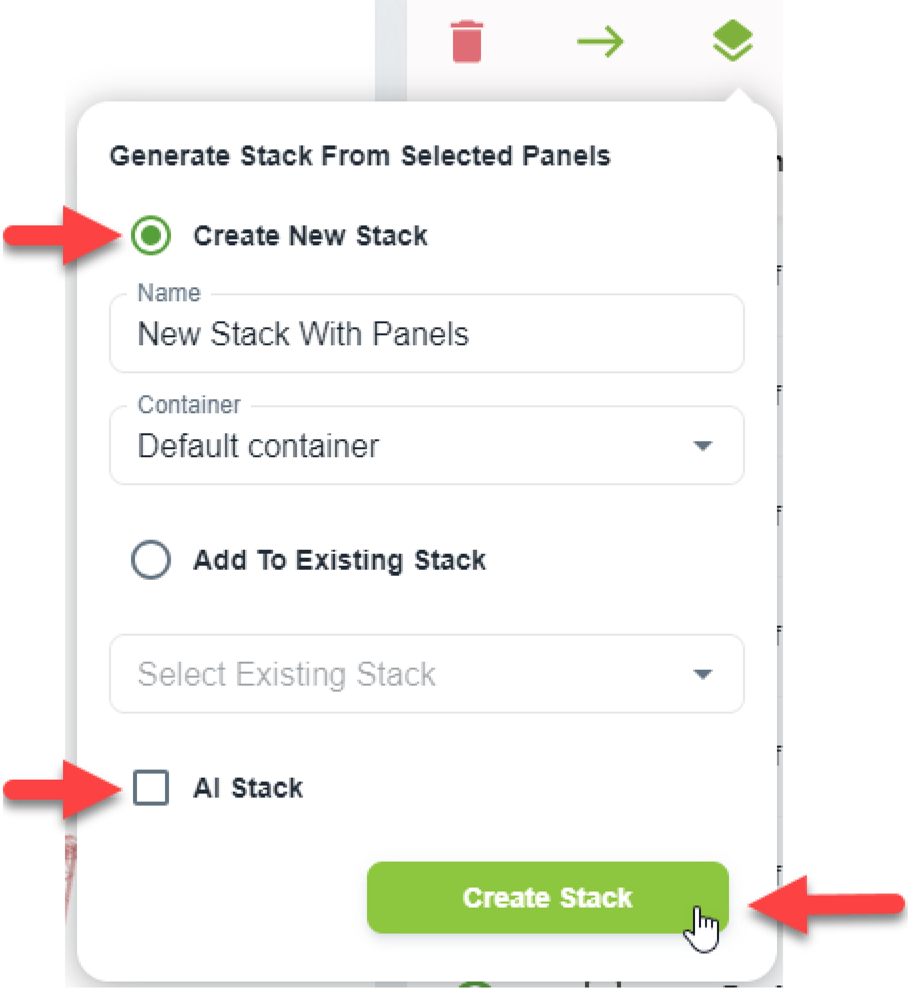
STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	
Select the project to **view.**	

Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.	
Select the **Panels tab** to the right of the Project tab on the top panel of the screen.	

<table>
<tr>
<td>Select the desired panels by clicking on the check boxes to the left of each panel name

OR

By holding down the “alt” key and clicking on the desired panel in the 3D viewer.</td>
<td>
</td>
</tr>
<tr>
<td>Click the “Create or Add to a Stack” button on the top left of the panels tab.</td>
<td>
</td>
</tr>
</table>

Select **Create New Stack** if desired and write a name and assign the stack to a container. OR Select **Add to Existing Stack** and select the stack you wish to add the panels to. (Panels can also be moved from one stack to another this way.) Note: By checking the **AI Stack** button, the panels will be reorganized or separated for efficiency. Leaving it unchecked will create a simple stack in the same order. Click **Create Stack.**	

4.1.5 Remove and Delete Panels from a Stack

You are here: Nexa Web App > Projects > Stacks

Procedure

This procedure explains how to remove panels from stacks but not delete them from the project, or delete the panels entirely from both the stack and the project in the Nexa web app.

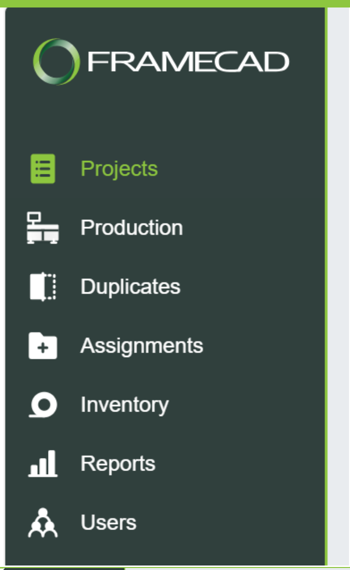
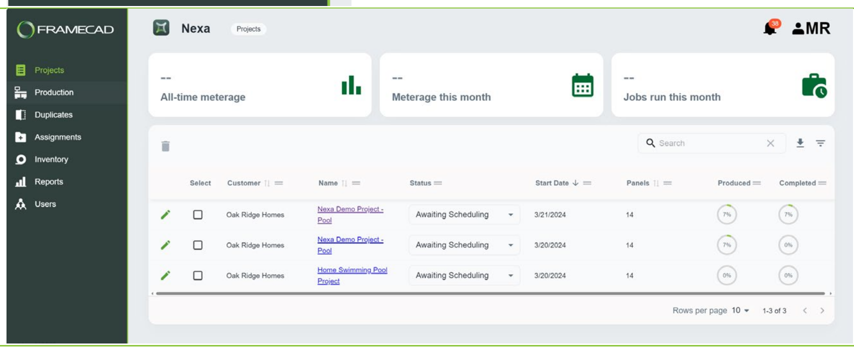
Prerequisites

- Log in to Nexa web app
- Existing stacks with existing panels

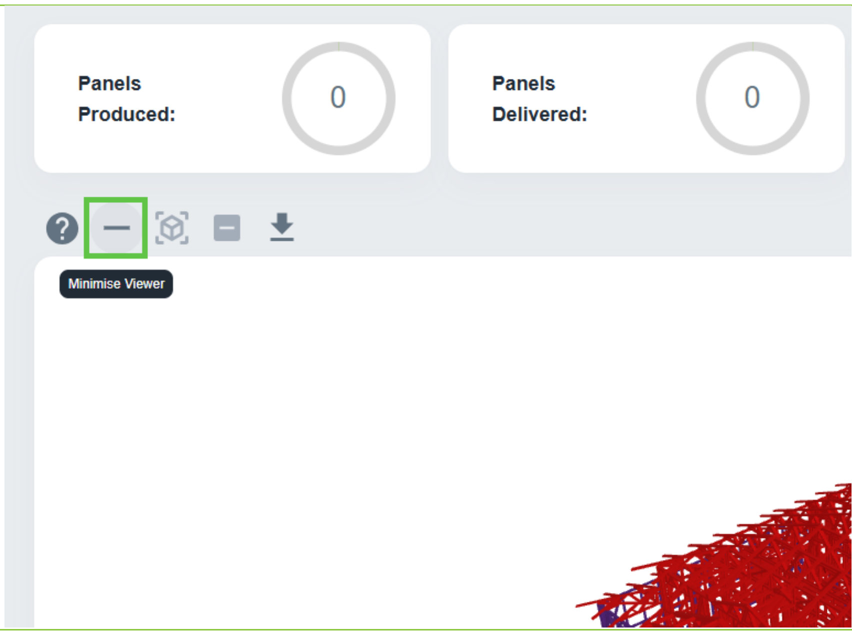
Tools / equipment required

- Laptop or desktop with internet connection

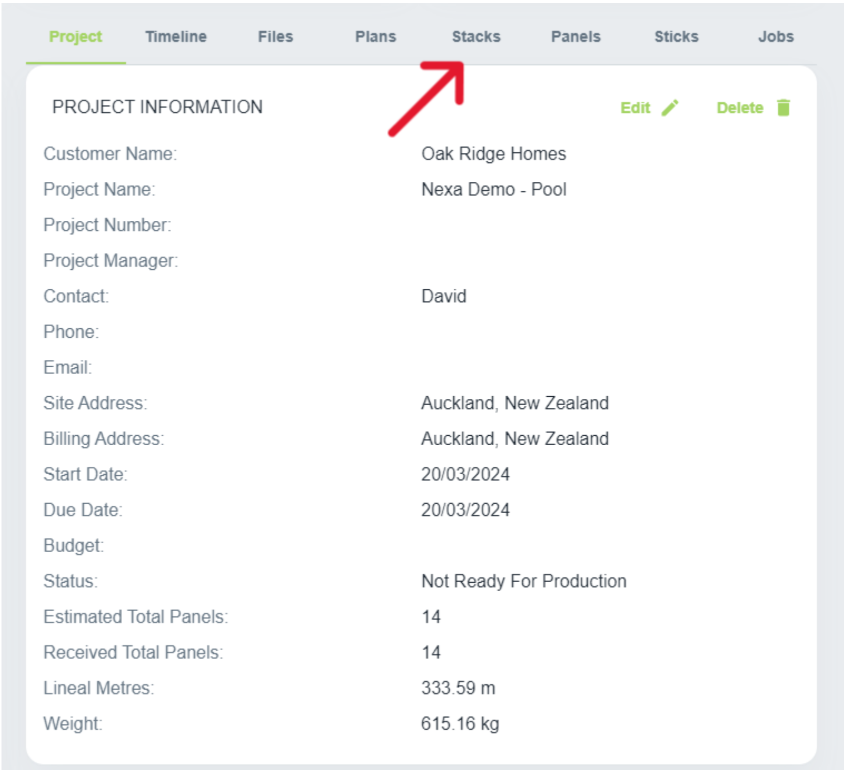
Remove and Delete Panels from a Stack

STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	
Select the project to **view.**	

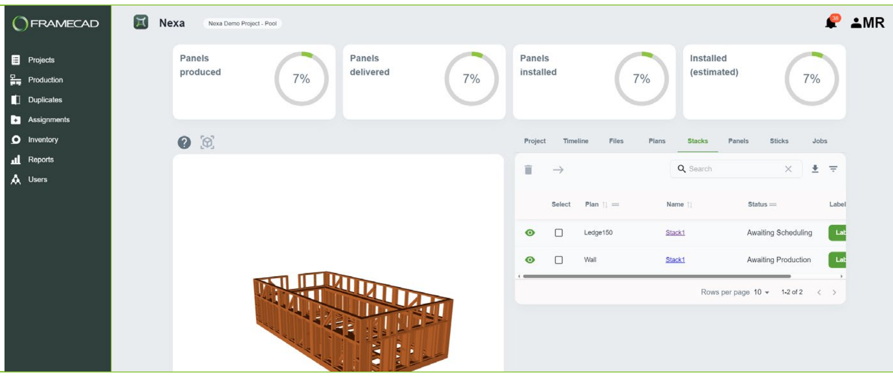
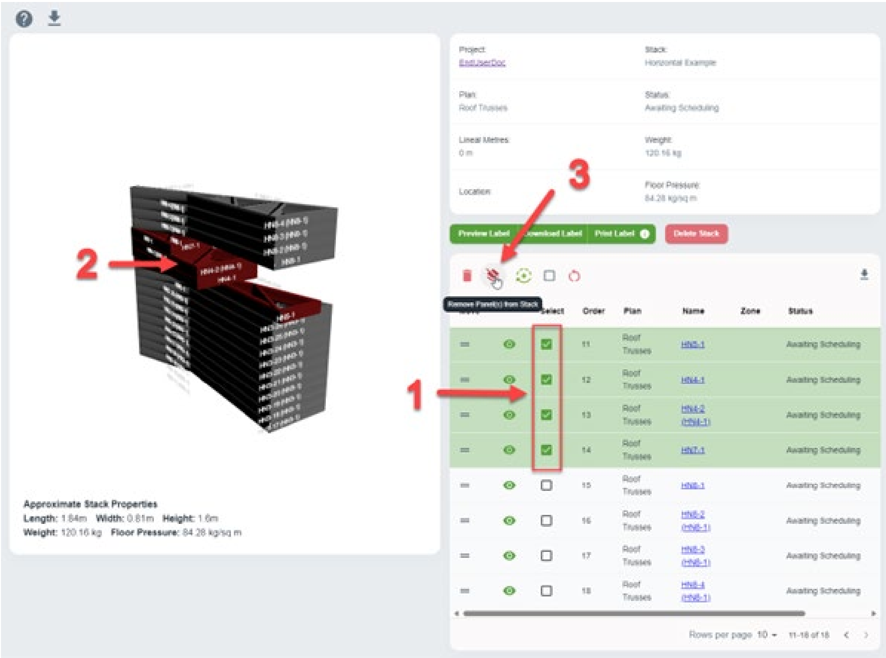
Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.

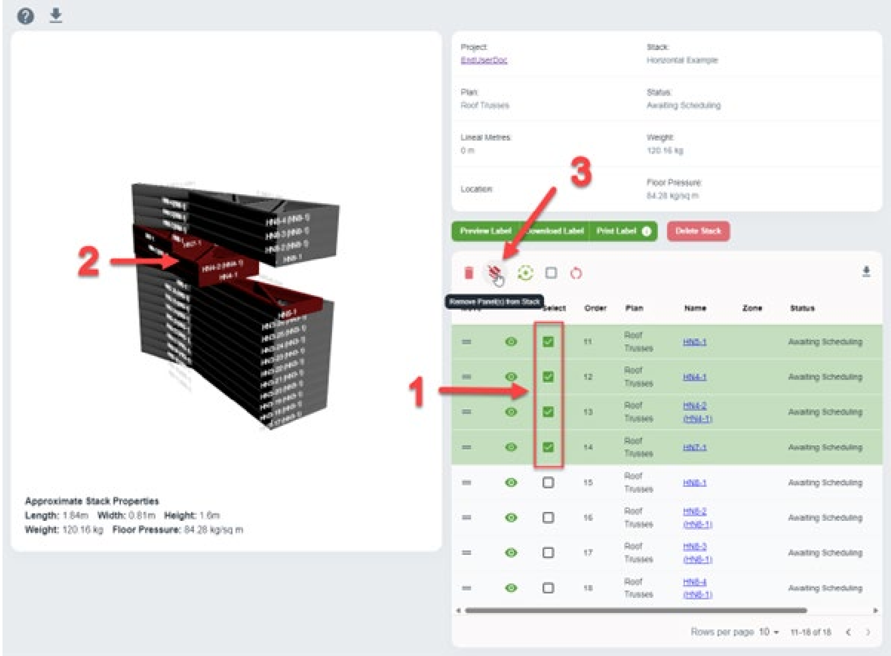
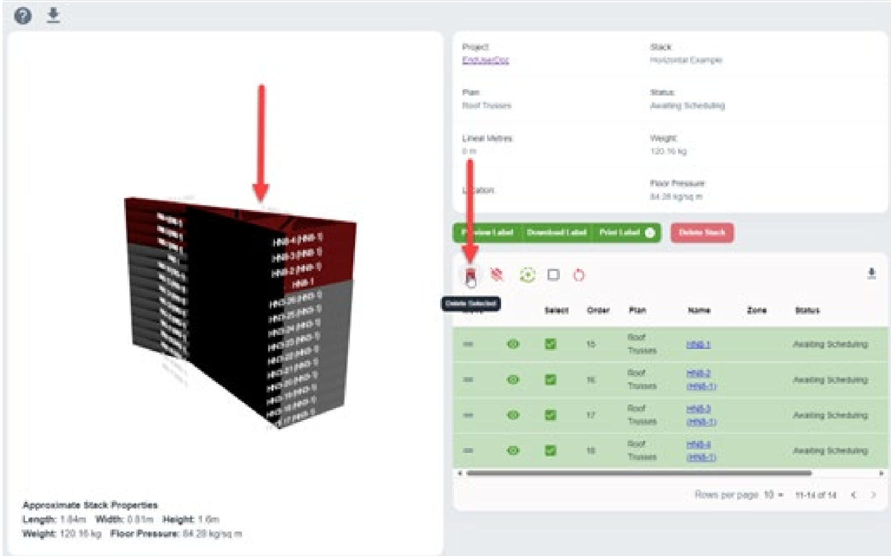


Select the **Stacks tab** to the right of the Project tab on the top panel of the screen.

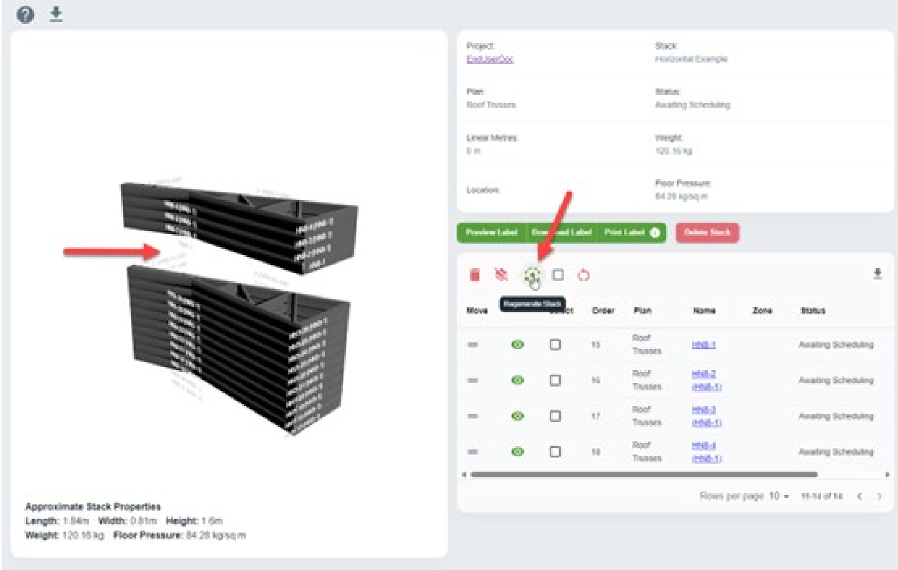


FRAMECAD

Select the desired stack from the listings to access its panels.	
Check the checkbox beside the panel(s) intended to be removed or deleted OR **Hold down** the “alt” key and click the desired panel(s) from the 3D viewer.	

Select the **"Remove Panels from Stack"** button located in the top left menu of the Stacks page to unlick the panel from the stack but not remove it from the project. OR The “**Delete Selected**” button located in the top left menu of the Stacks page to delete the panel(s) from the stack AND project.	 

FRAMECAD

Note: After removing panels, regenerating the stack or resetting the stack order is required for recalculating stack properties as shown in 1.4.5 and 1.4.6.	

4.1.6 Reorder and Reset Panels in a Stack

You are here: Nexa Web App > Projects > Stacks

Procedure

This procedure explains how to reorder panels in a stack and reset their order in the Nexa web app.

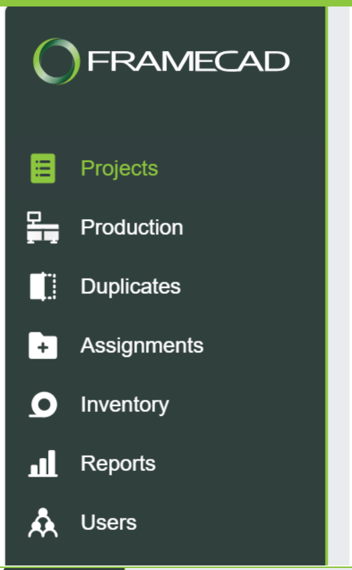
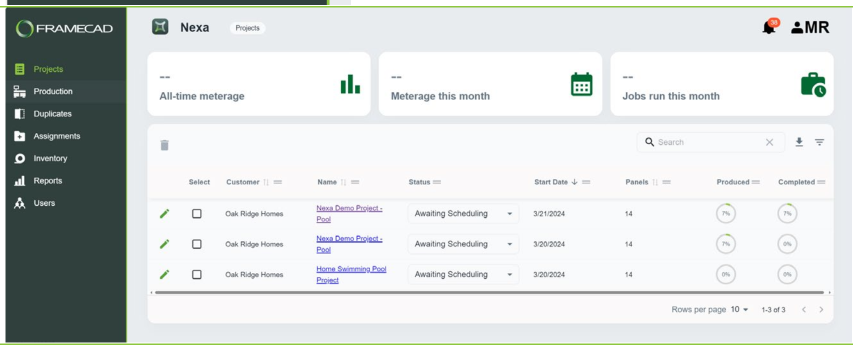
Prerequisites

- Log in to Nexa web app
- Existing panels in an existing stack

Tools / equipment required

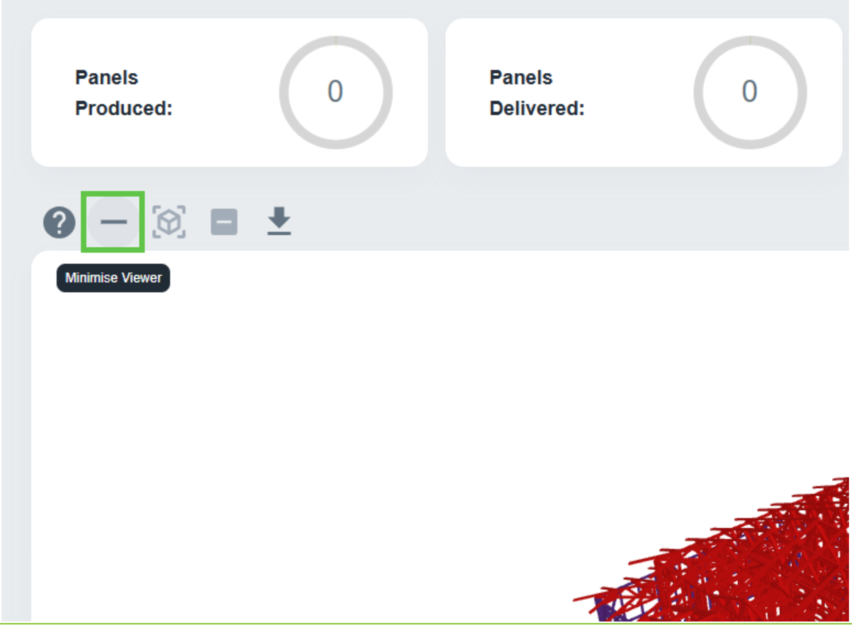
- Laptop or desktop with internet connection

Reorder Panels in a Stack

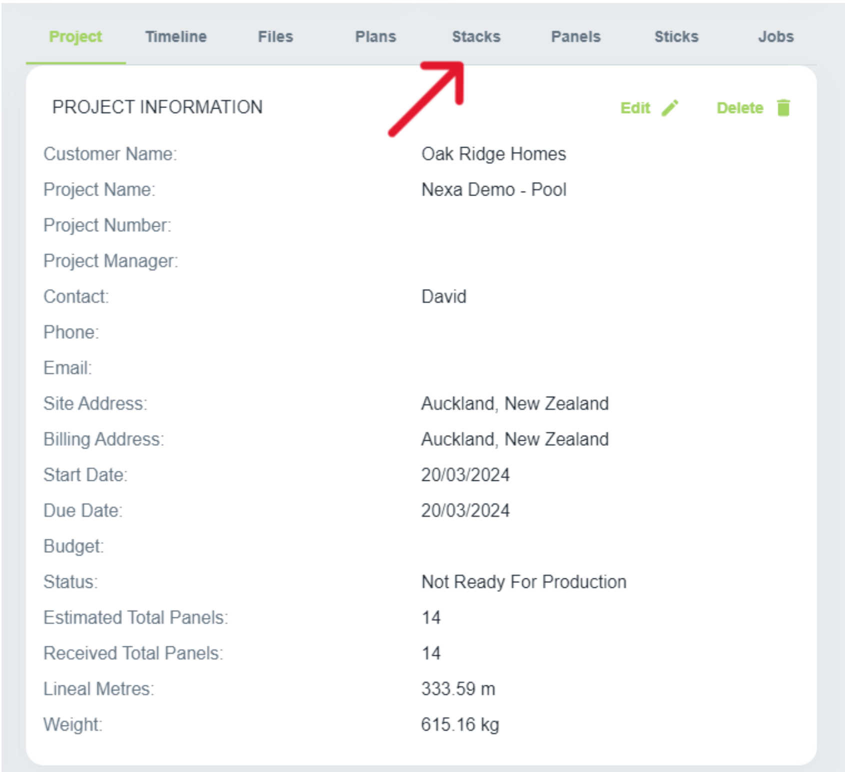
STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	
Select the project to **view.**	

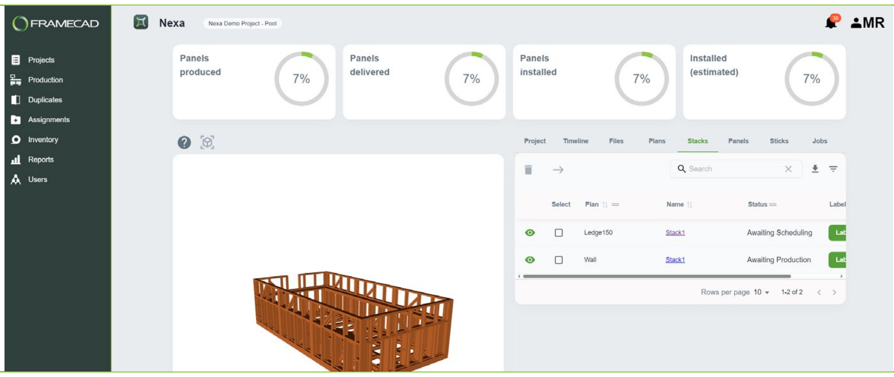
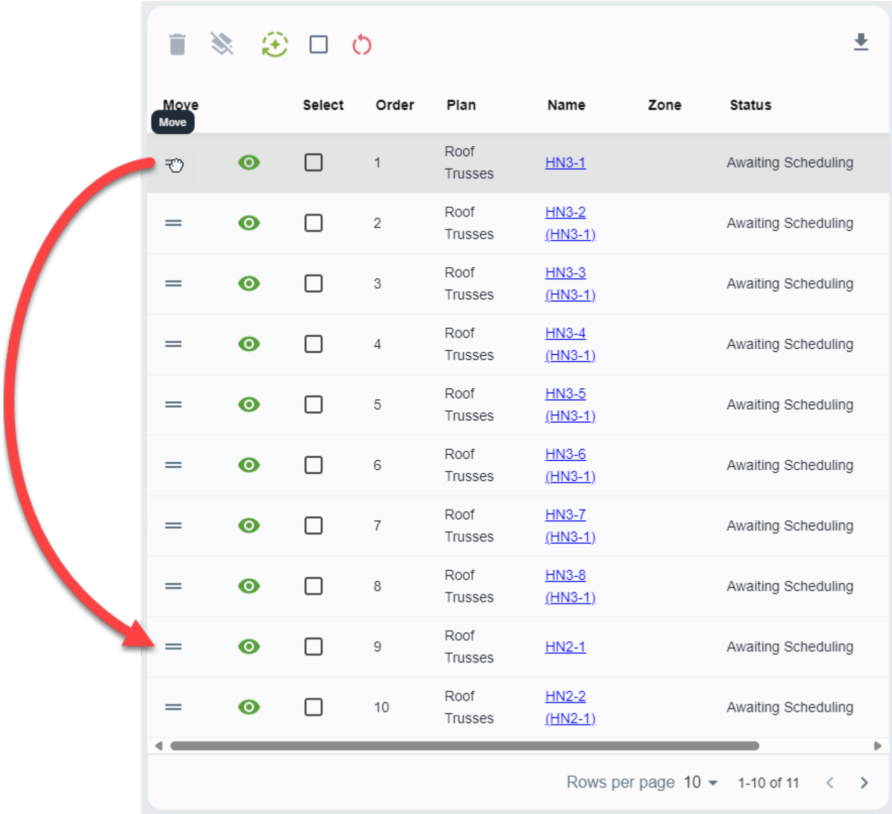
FRAMECAD

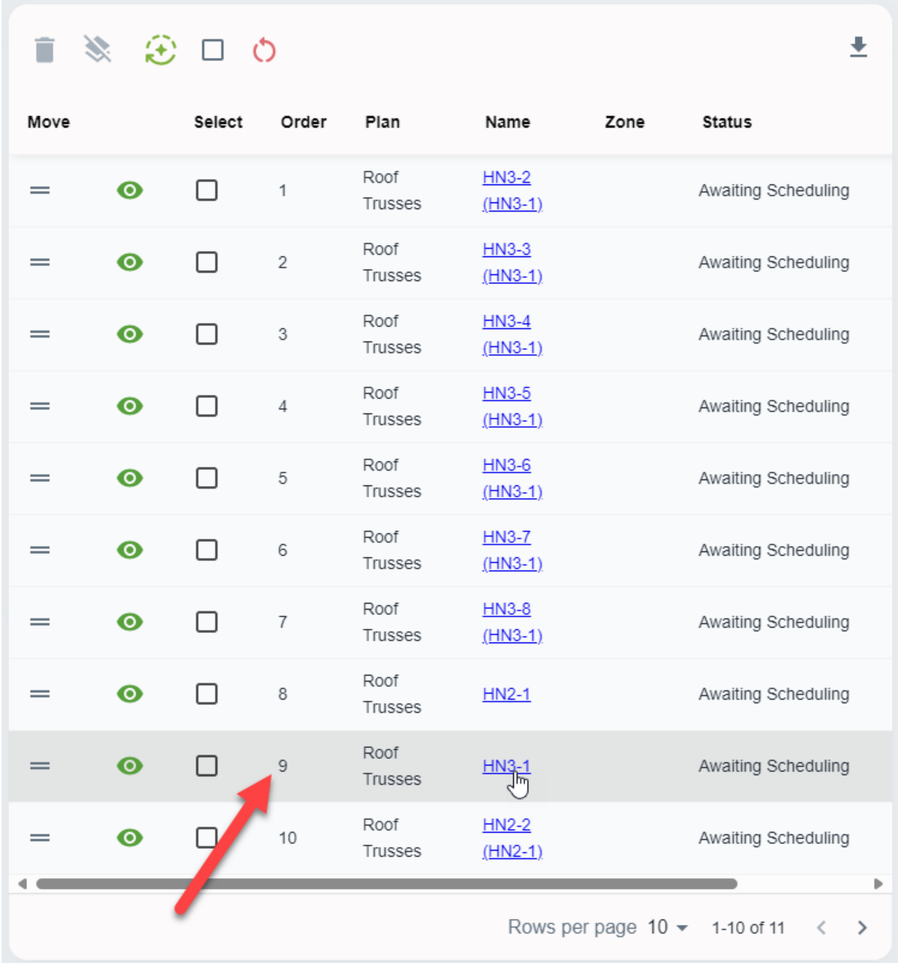
Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.



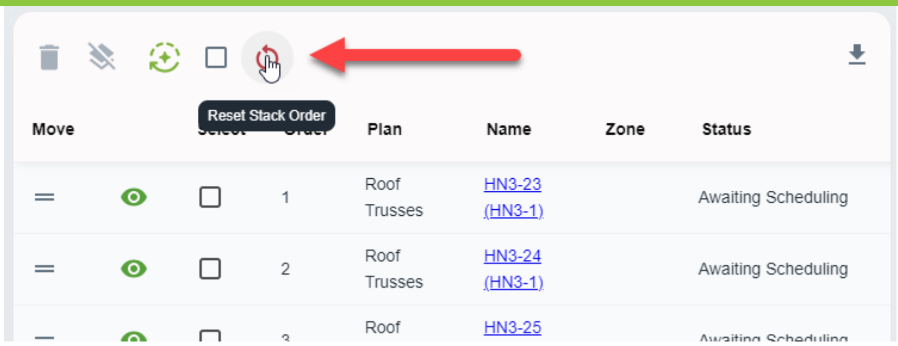
Select the **Stacks tab** to the right of the Project tab on the top panel of the screen.

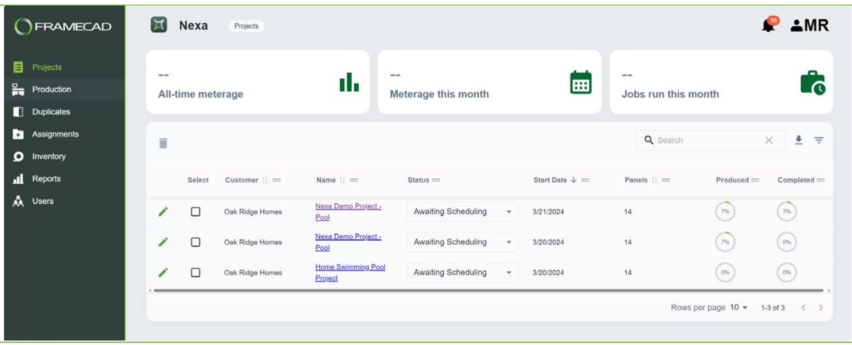
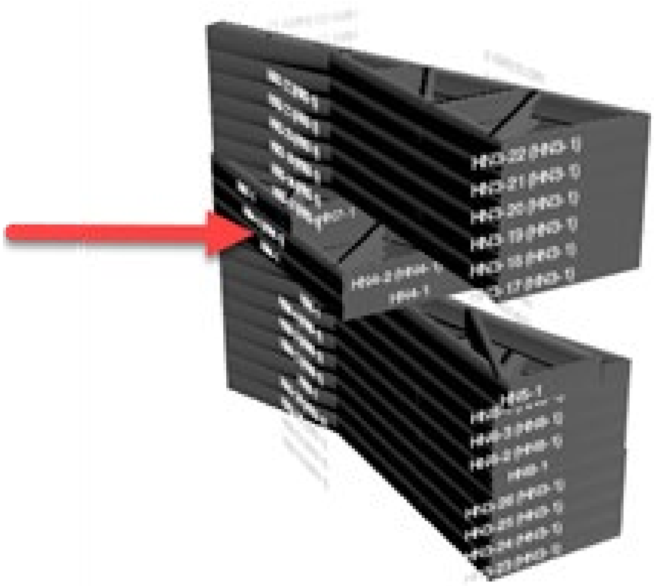


<table>
<tr>
<td>Select the desired stack from the listings to access its panels.</td>
<td>
</td>
</tr>
<tr>
<td>Click the double lines beside a panel and drag it to its desired location in the order.</td>
<td>
</td>
</tr>
</table>

The moved panel will show its adjusted **order** number.	

Reset Panel Order in a Stack

STEP	ILLUSTRATION
In the top left menu bar of the Stack page, click the "**Reset Stack Order**" button if the panels are stacked in an illogical way or reordering failed its intended effect.	

Select the project to **view.**	
The stack order will be **reset** to ordering panels from largest to smallest.	 

4.1.7 Regenerate Stack View

You are here: Nexa Web App > Projects > Stacks

Procedure

This procedure explains how to regenerate stacks in the display view of the Nexa web app after changes have been made to the panel order or if panels were removed from the stack. Users can choose to make a Simple Stack or an AI Stack.

Prerequisites

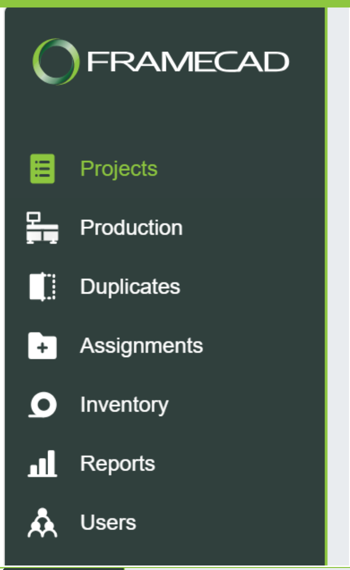
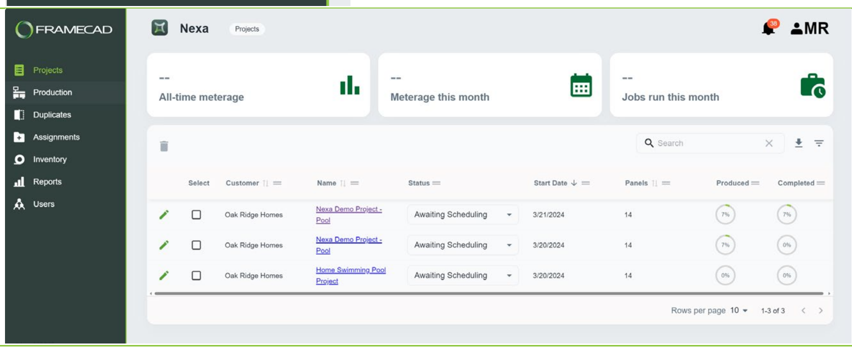
- Log in to Nexa web app
- Existing stacks that have recently had panels reordered or removed

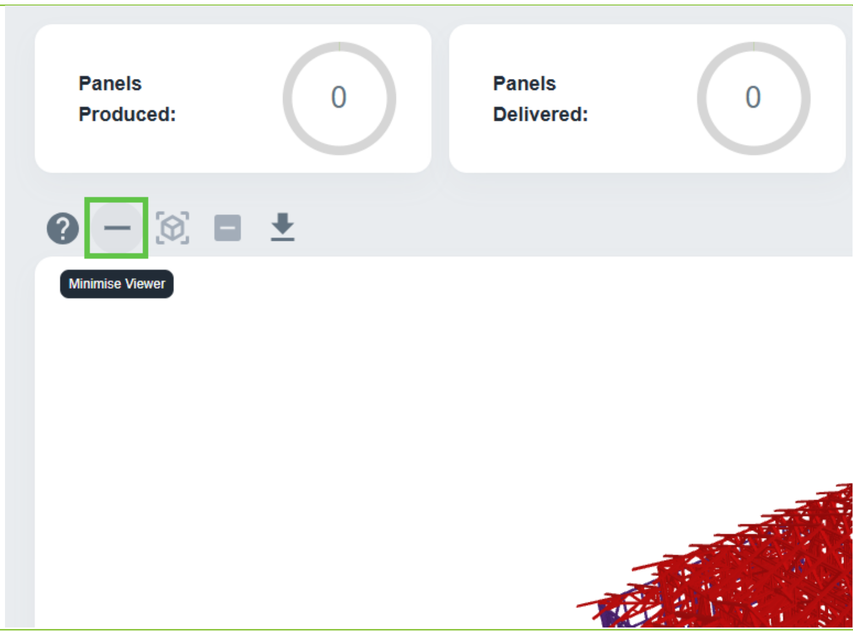
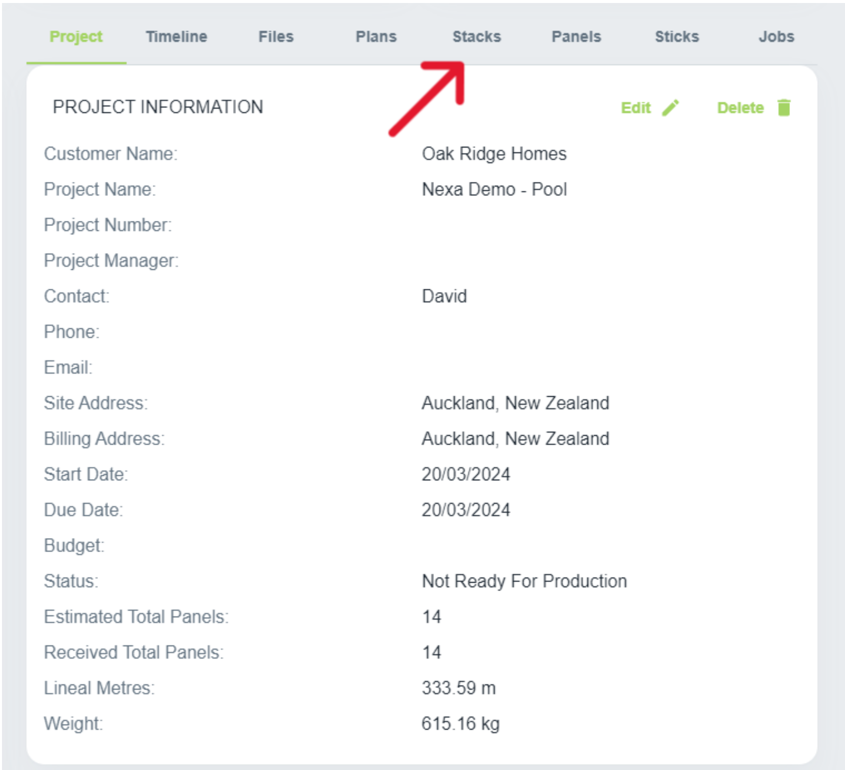
Tools / equipment required

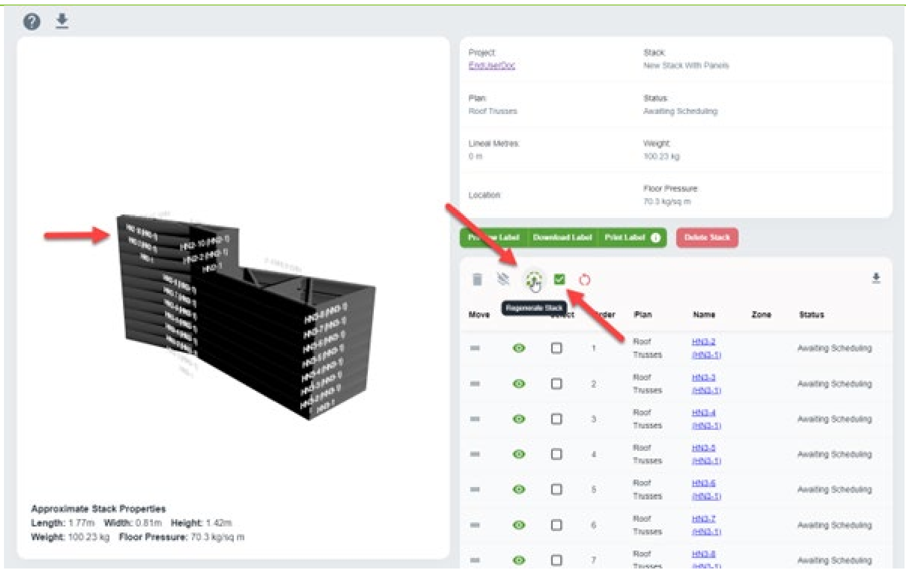
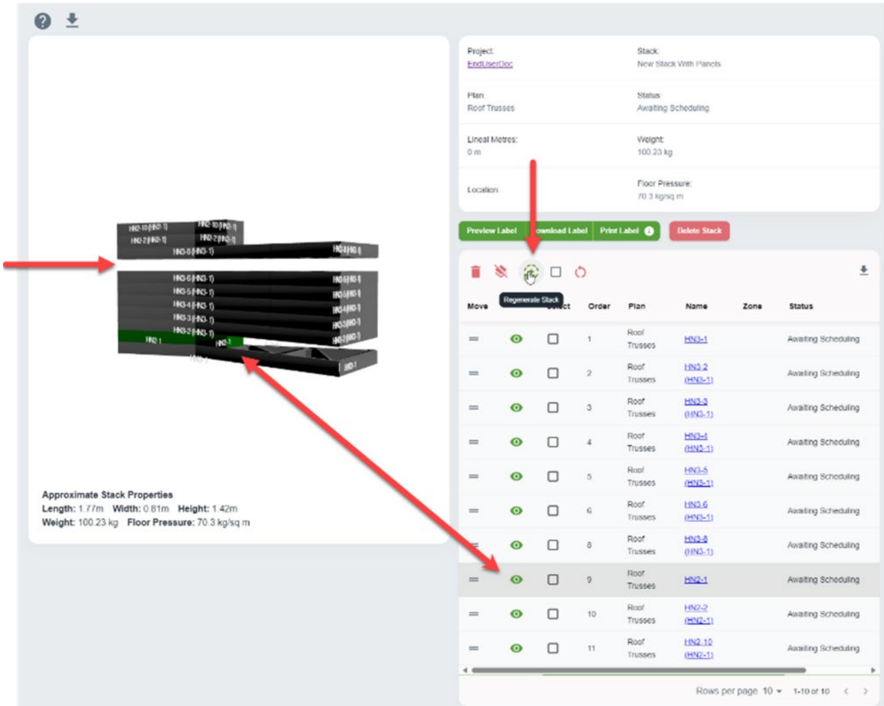
- Laptop or desktop with internet connection

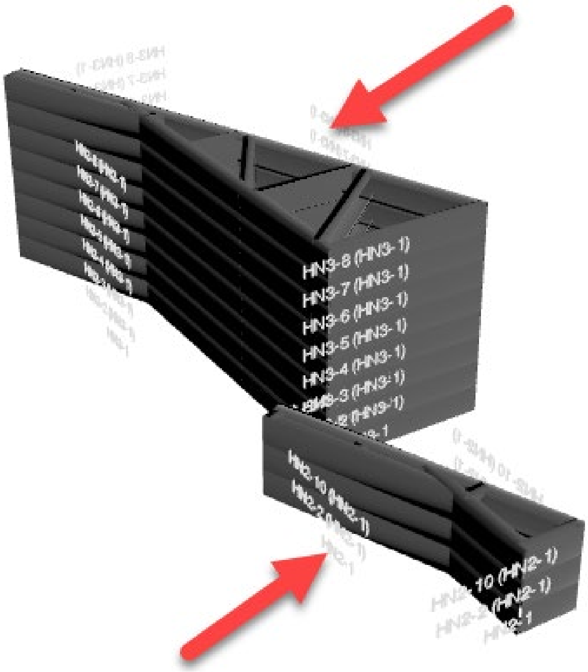
Regenerate Stack View

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click Projects in the left menu.

The list of projects is displayed.</td><td>
</td></tr>
<tr><td>Select the project to view.</td><td>
</td></tr>
</table>

Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.	
Select the **Stacks tab** to the right of the Project tab on the top panel of the screen.	

Optional step: Select the **checkbox** to the right of the "Regenerate Stack" button to create an **AI Stack** (instead of a simple stack), which will attempt to stack the panels more efficiently by either adjusting the order or separating the stack.	
Click the "Regenerate Stack" button on the top left menu of the Stacks page to regenerate the display of the stack with the updated panel order and/or inventory.	

For a **Simple stack,** the display of the stack will update with panels in their new order and gaps from removed panels filled.	
For an **AI stack,** the display of the stack will update with efficiency in mind and may break up the stacks into different sizes for transporting.	

4.1.8 Delete a Stack

You are here: Nexa Web App > Projects > Stacks

Procedure

This procedure explains how to delete a stack from a project in the Nexa web app through the project page or within a selected stack. It does not remove the panels from the project.

Prerequisites

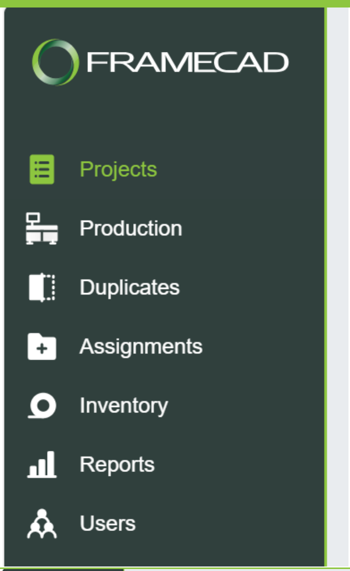
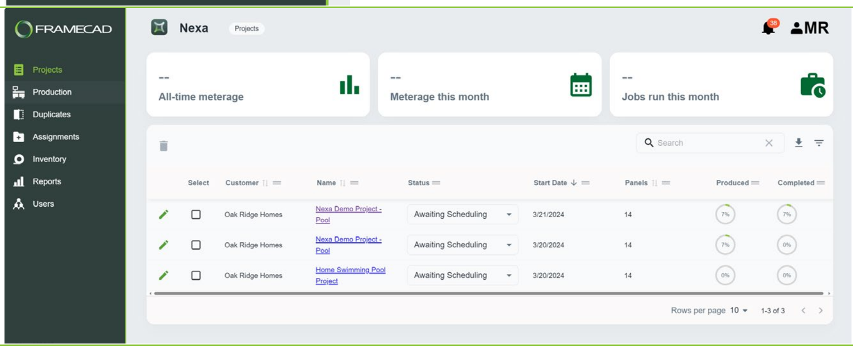
- Log in to Nexa web app
- Existing stacks

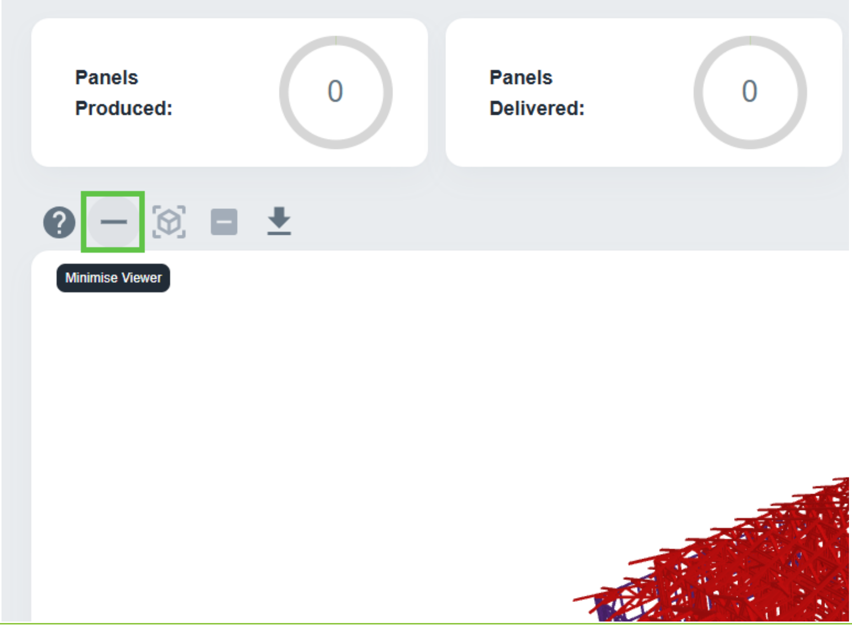
Tools / equipment required

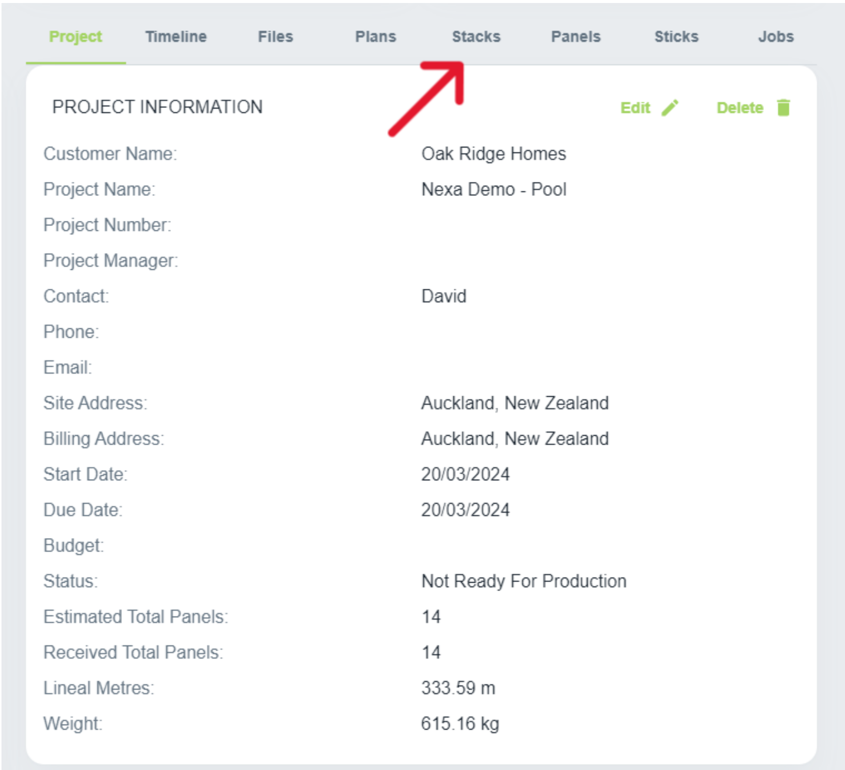
- Laptop or desktop with internet connection

Delete a Stack

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click Projects in the left menu.

The list of projects is displayed.</td><td>
</td></tr>
<tr><td>Select the project to view.</td><td>
</td></tr>
</table>

<table>
<tr>
<td>Click the Minimize Viewer button on the top left of the 3D model to move the project menu to the right of it.</td>
<td>


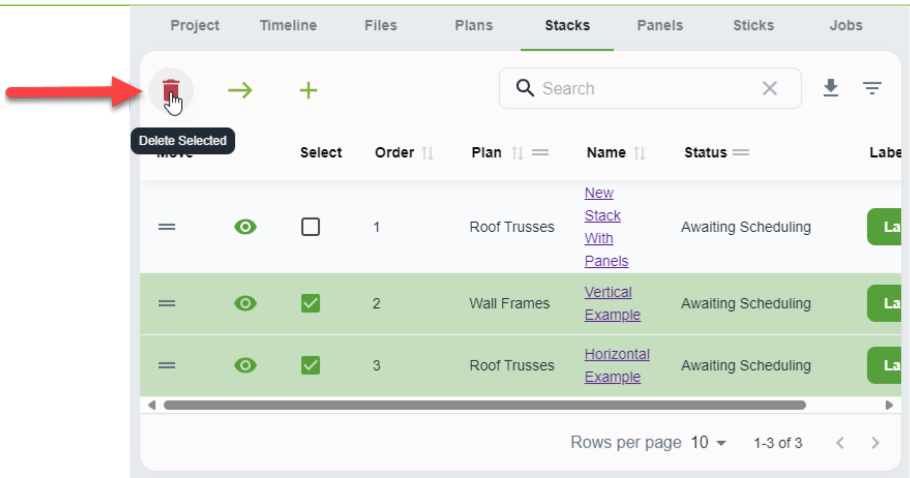
</td>
</tr>
<tr>
<td>Select the Stacks tab to the right of the Project tab on the top panel of the screen.</td>
<td>


</td>
</tr>
</table>

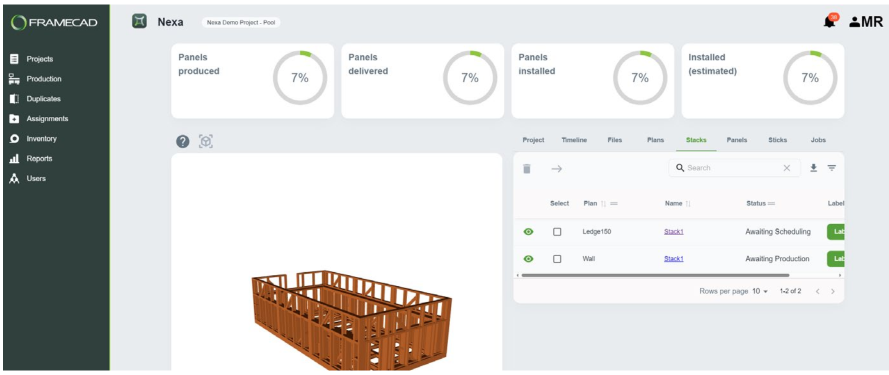
Check the box to the left of the stack you wish to delete.

Click the trash button to "Delete Selected" from the project.

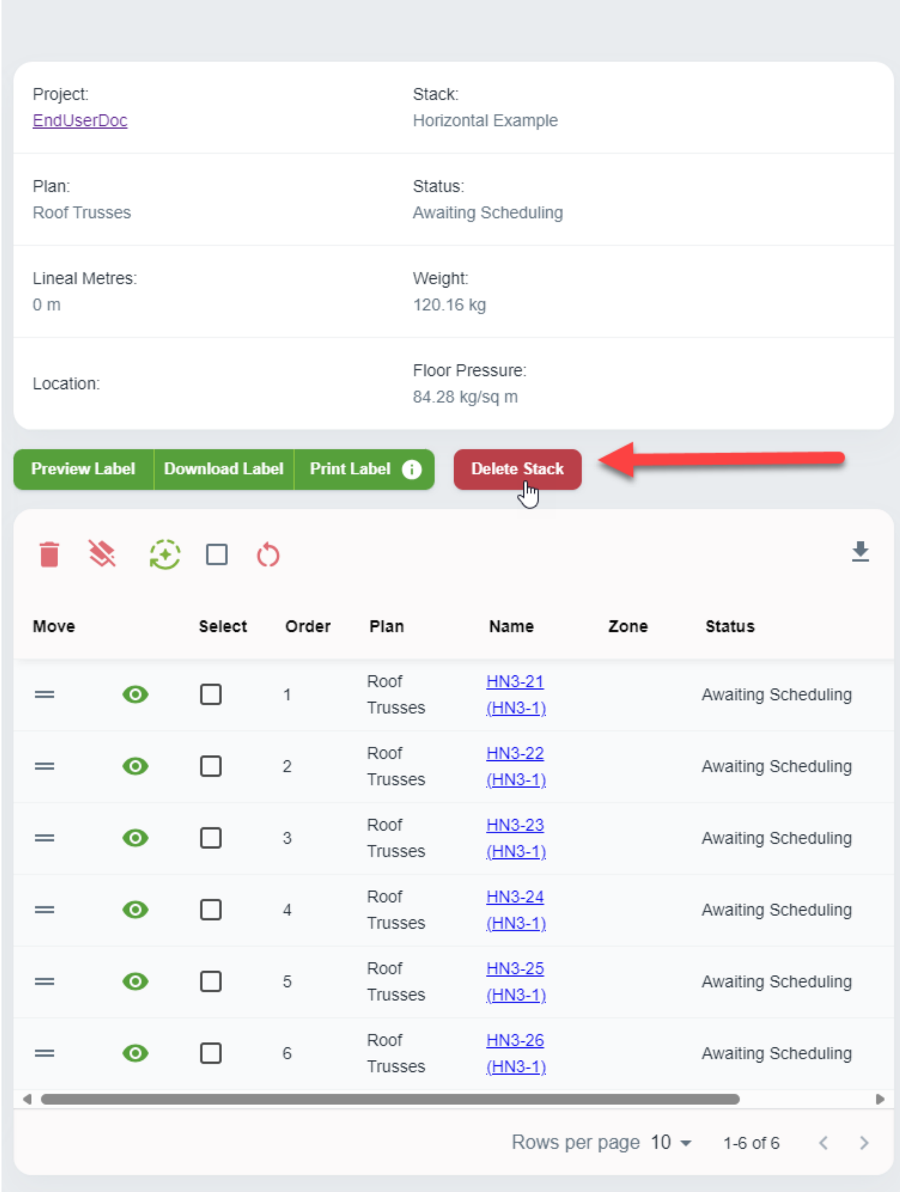
OR --



Select the desired stack from the listings to access its panels.



Click the "Delete Stack" button from within the stack to delete it from the project.



4.1.9 View Stack Properties

You are here: Nexa Web App > Projects > Stacks

Procedure

This procedure explains how to remove panels from stacks but not delete them from the project, or delete the panels entirely from both the stack and the project in the Nexa web app.

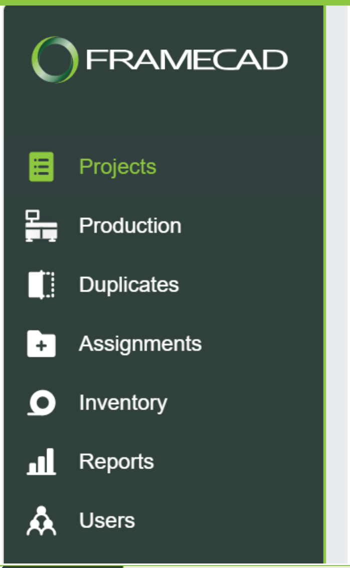
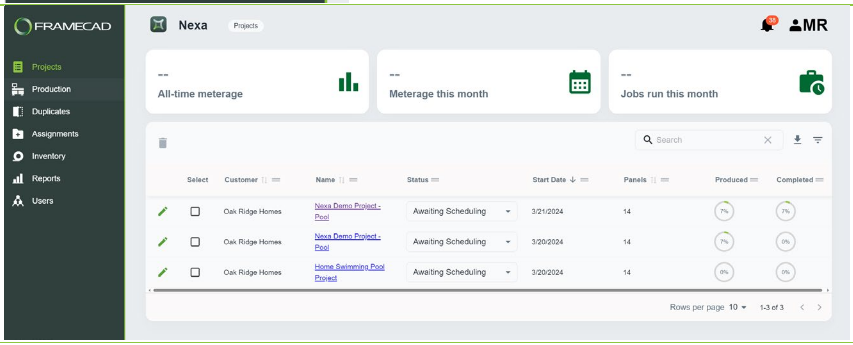
Prerequisites

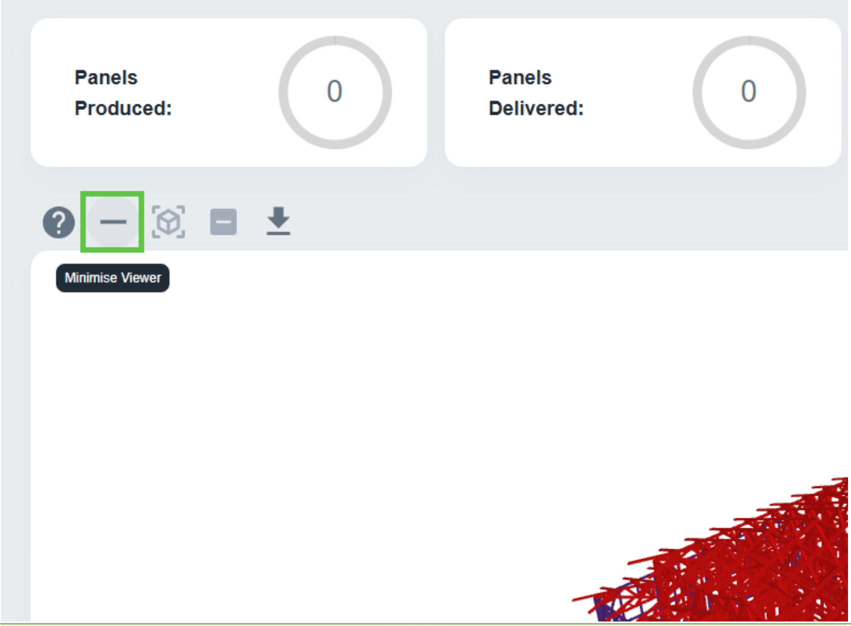
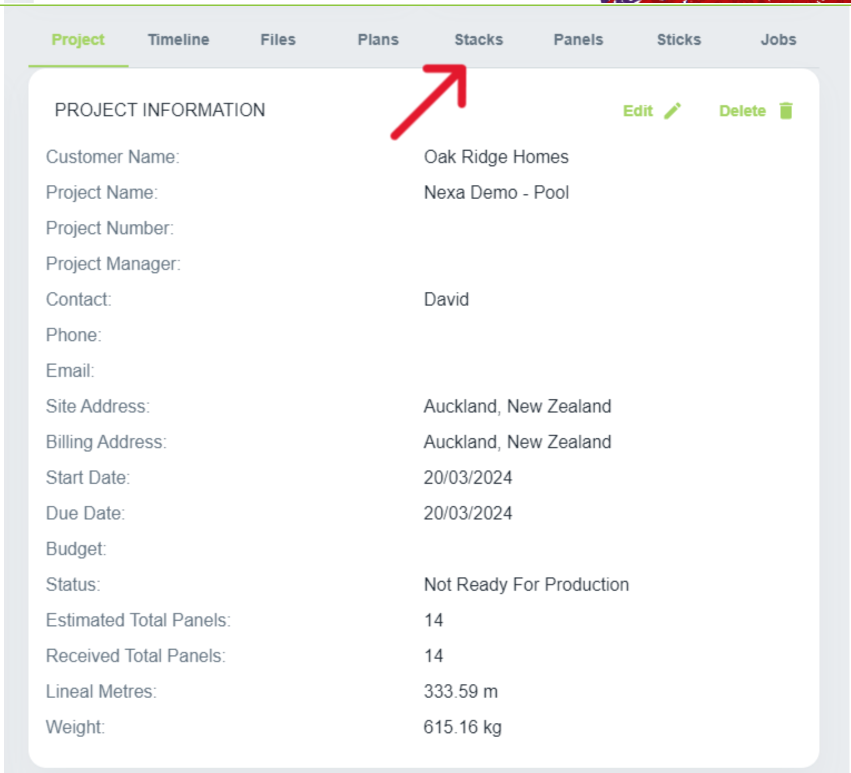
- Log in to Nexa web app
- Existing stacks with existing panels

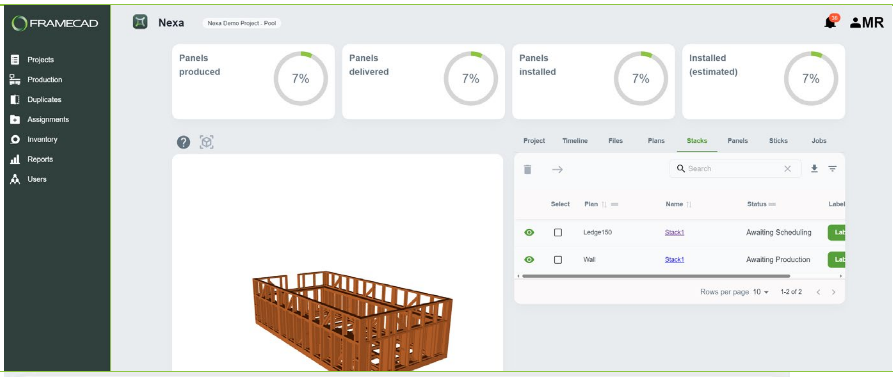
Tools / equipment required

- Laptop or desktop with internet connection

View Stack Properties

STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	
Select the project to **view.**	

Click the **Minimize Viewer** button on the top left of the 3D model to move the project menu to the right of it.	
Select the **Stacks tab** to the right of the Project tab on the top panel of the screen.	

<table>
<tr>
<td>Select the desired stack from the listings to access its panels.</td>
<td>
</td>
</tr>
<tr>
<td>View the panel properties under the 3D rendering of the stack.

Note: If changes are made within a stack, regenerating or resetting the stack is required to update the stack properties.</td>
<td>
</td>
</tr>
</table>

4.1.10 Setup Custom Workflows

You are here: Nexa Web App > Settings > Status

Procedure

This procedure explains how to set up and use custom workflows in Nexa.

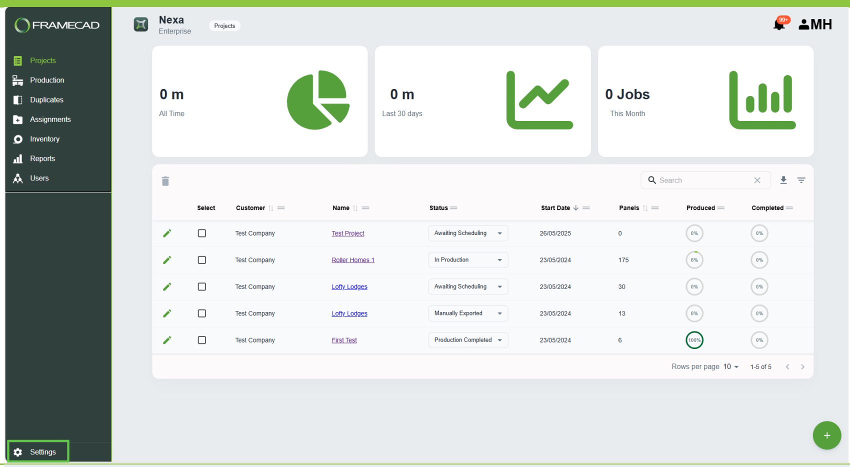
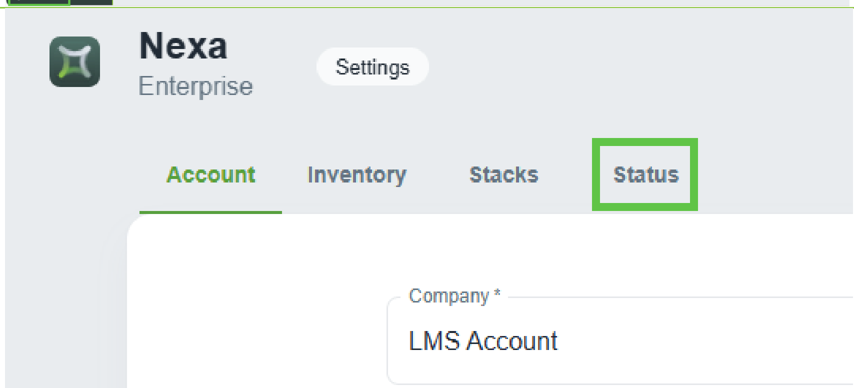
Prerequisites

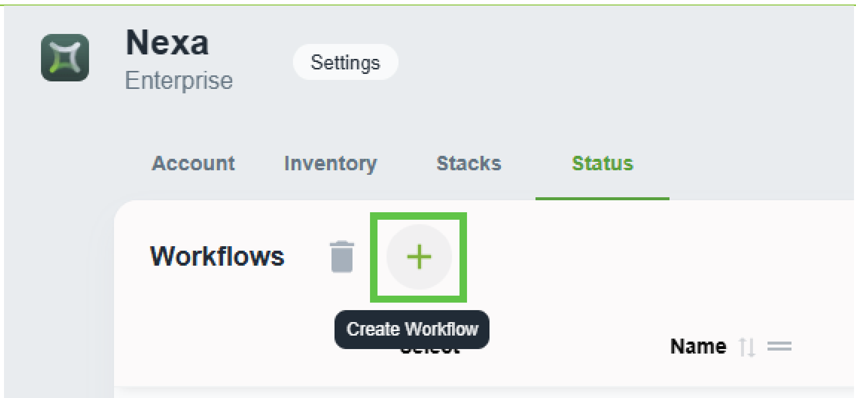
- Log in to Nexa web app
- Existing stacks or panels

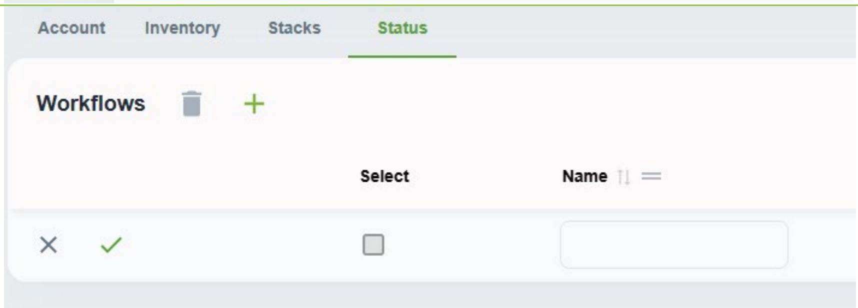
Tools / equipment required

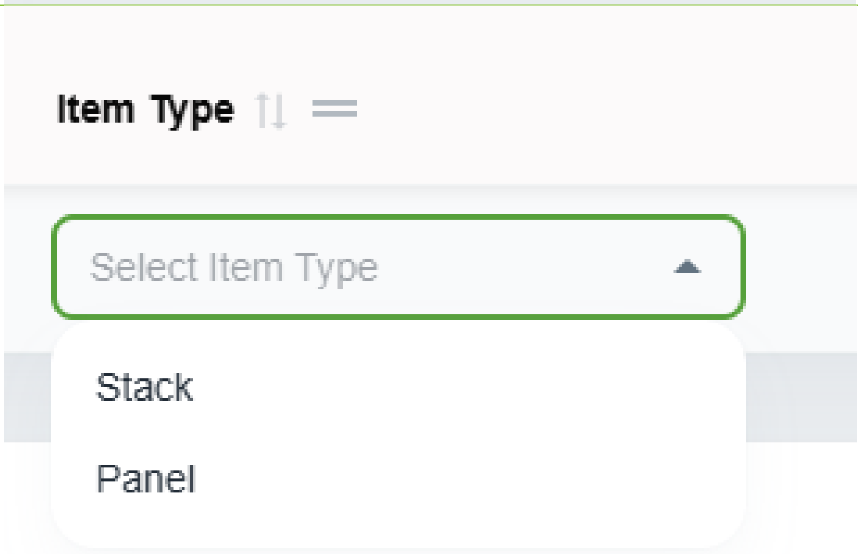
- Laptop or desktop with internet connection

Setup Custom Workflows

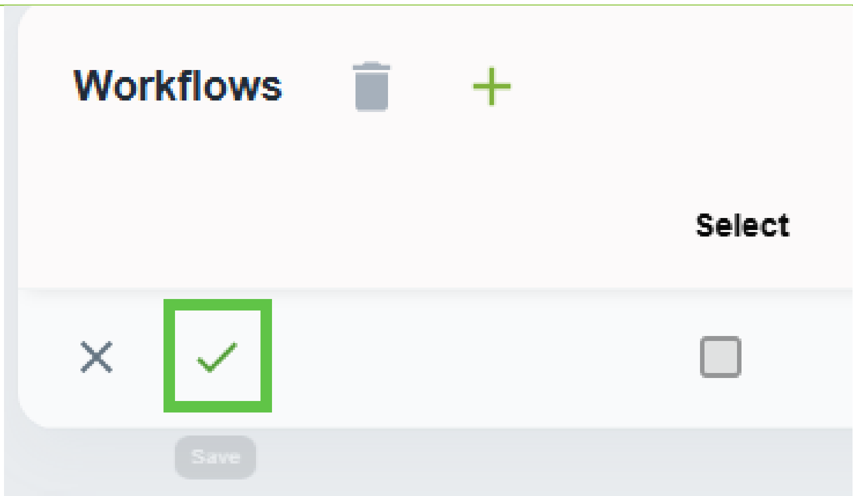
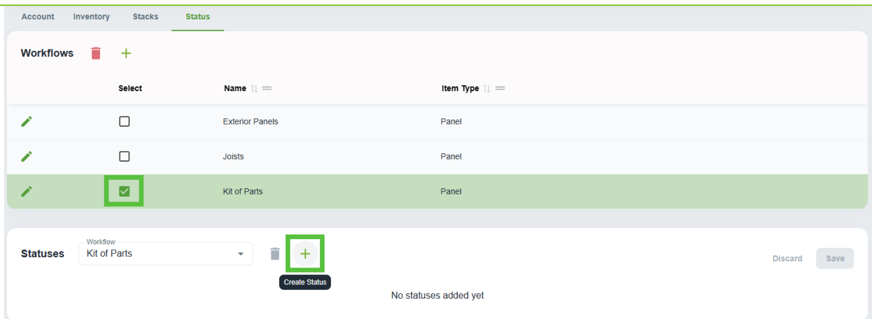
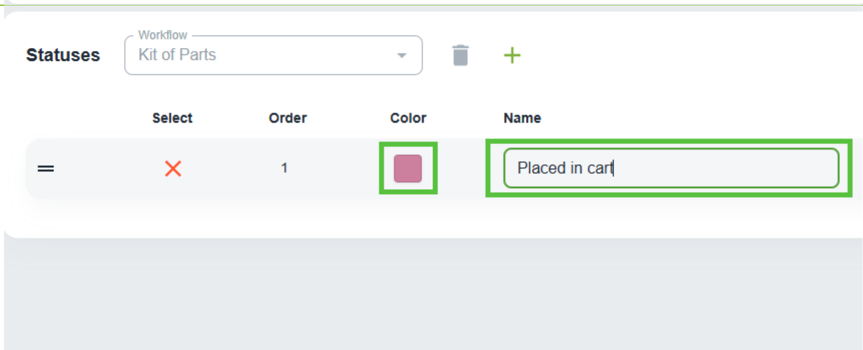
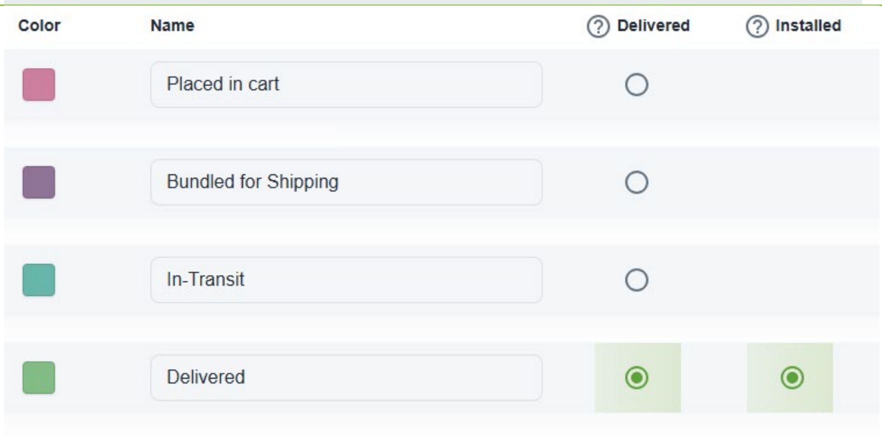
<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click Settings in the bottom of the left menu.</td><td>
</td></tr>
<tr><td>Select Status in the top bar.</td><td>
</td></tr>
</table>

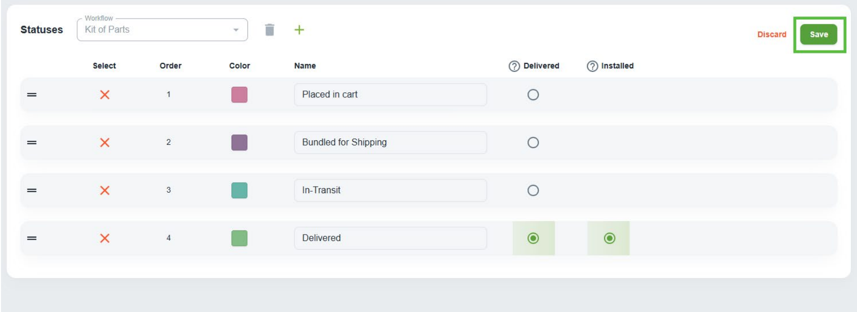
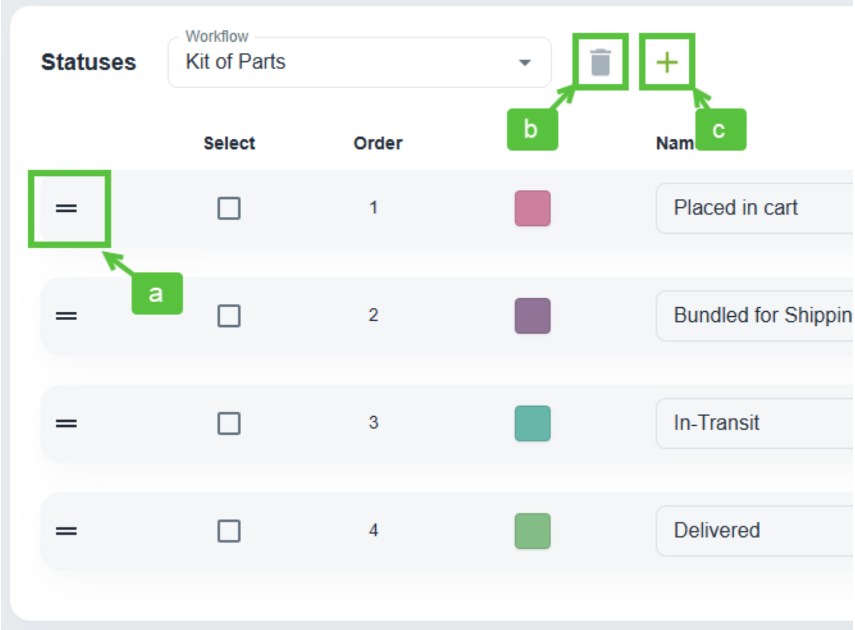
<table>
<tr>
<td>Click the Create Workflow button that resembles a plus icon to do so.</td>
<td>


</td>
</tr>
<tr>
<td>Create a Name for your workflow.</td>
<td>


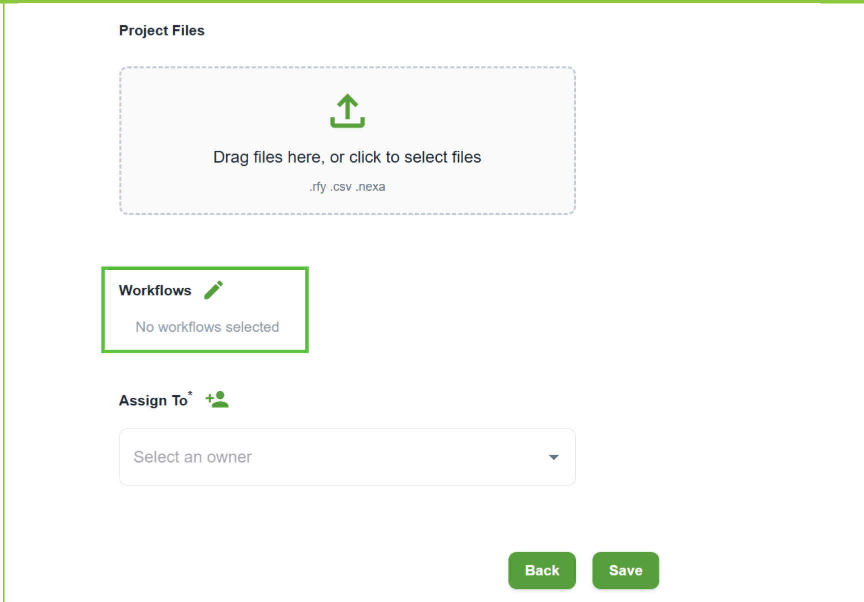
</td>
</tr>
<tr>
<td>Select the Item Type between Stack or Panel.</td>
<td>


</td>
</tr>
</table>

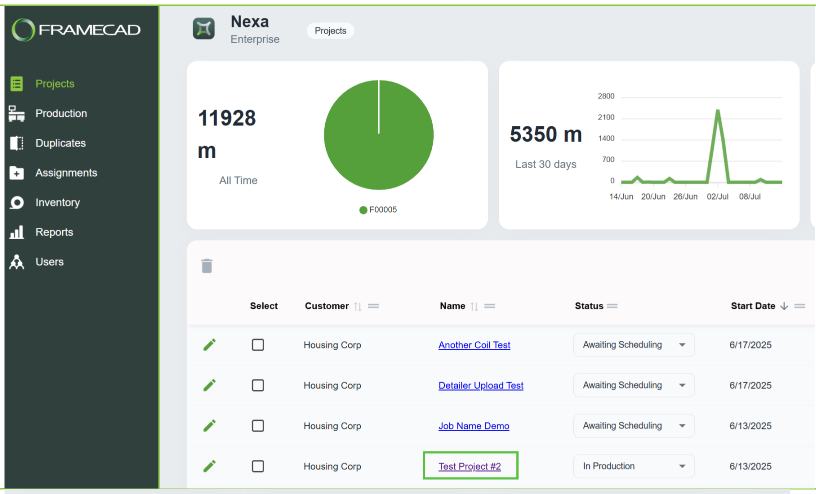
Click the check icon to **Save** your new workflow.	
Select your new workflow. Then click the plus icon in the **Statuses** box to create a new status.	
Choose a colour and name for your status.	
Tick the **Delivered** or **Installed** boxes to choose how each status will show up in your project metrics. **Delivered**: *Panels that reach this status (or any later status) will be counted as "Delivered" to*	

site in your project metrics. **Installed**: *Panels that reach this status (or any later status) will be counted as "Installed" in your project metrics.*	
Click **Save** once you have added all your statuses.	
If you need to make any changes to your statuses after saving, you can: a. **Click and drag** to reorder the status b. **Select a status** and click the **trash icon** to delete it. c. Click the **plus icon** to add an additional status to the workflow	

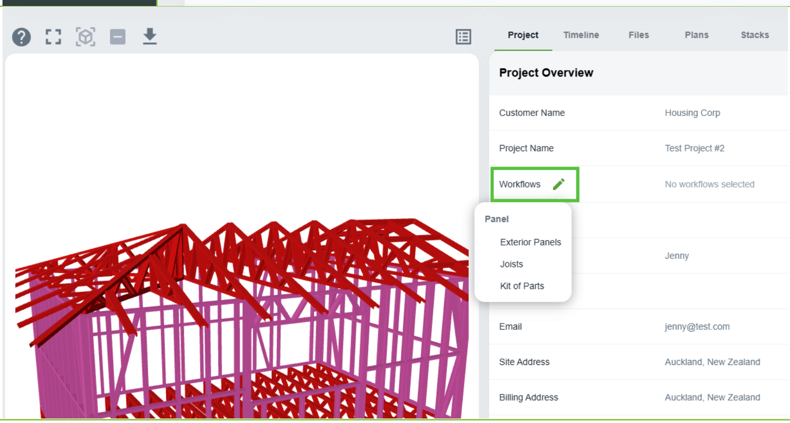
To apply custom workflows to your projects

<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>When creating a new project you will have the option to select a workflow after uploading your project files.</td><td>


</td></tr>
<tr><td>OR add a workflow to an existing project:

Click to open an existing project from the Projects page.</td><td>


</td></tr>
<tr><td>Select the pencil icon next to the Workflows heading in the project overview menu.

Choose your desired custom workflow.</td><td>


</td></tr>
</table>

4.2 Mobile Status Tracking

4.2.1 View Stack or Panel Details

You are here: Work or Personal Mobile device > Nexa Mobile App > Scan QR Code

Procedure

This procedure explains how to view stack or panel details by scanning their QR code.

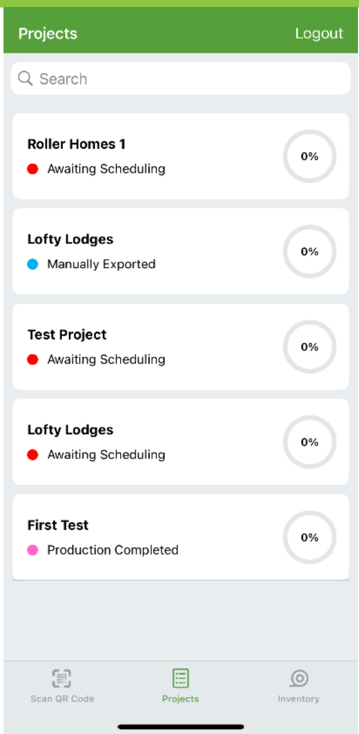
Prerequisites

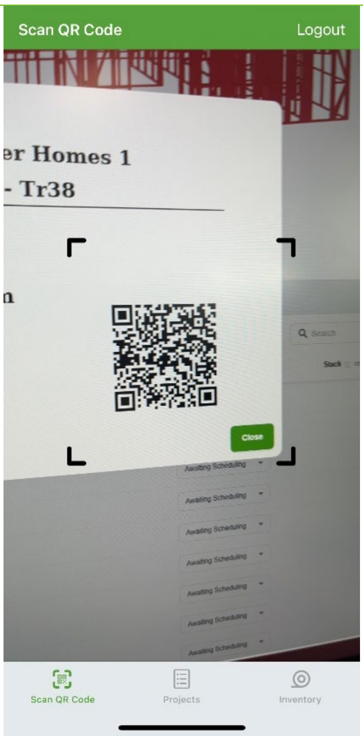
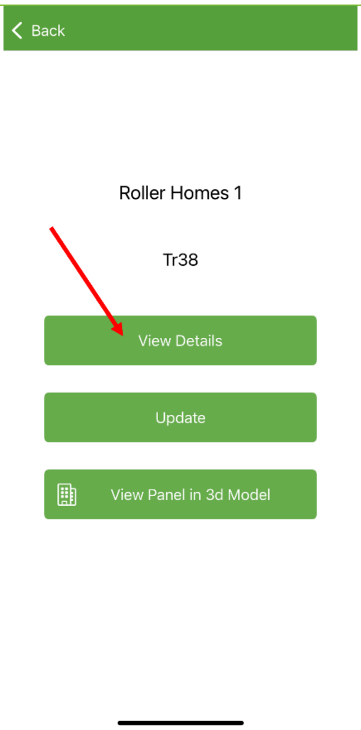
- Framecad Nexa app downloaded and logged into

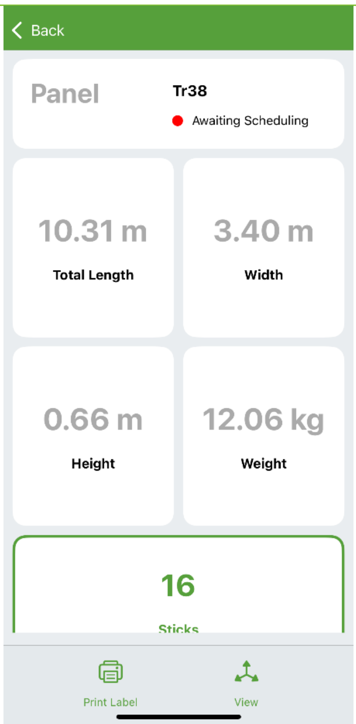
Tools / equipment required

- Work or personal mobile device
- Stack or Panel with QR code

View Stack or Panel Details

STEP	ILLUSTRATION
Click **“Scan QR code”** at the bottom left of the home page.	

Scan the QR code of your stack or panel.	
Select "**View Details.**"	

View the stack or panel details.	

4.2.2 View Stack or Panel Plan

You are here: Work or Personal Mobile device > Nexa Mobile App > Scan QR Code

Procedure

This procedure explains how to view stack or panel diagrams and 3D models by scanning their QR code.

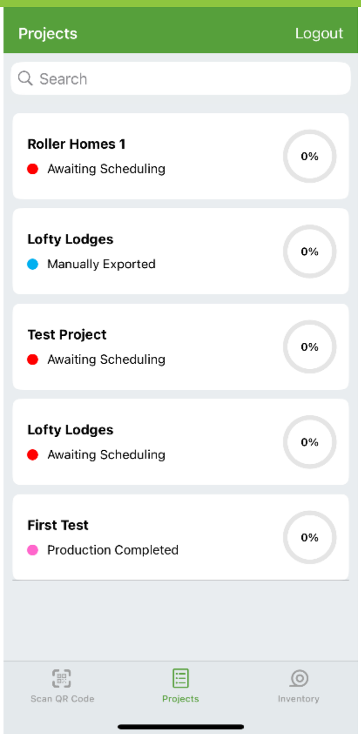
Prerequisites

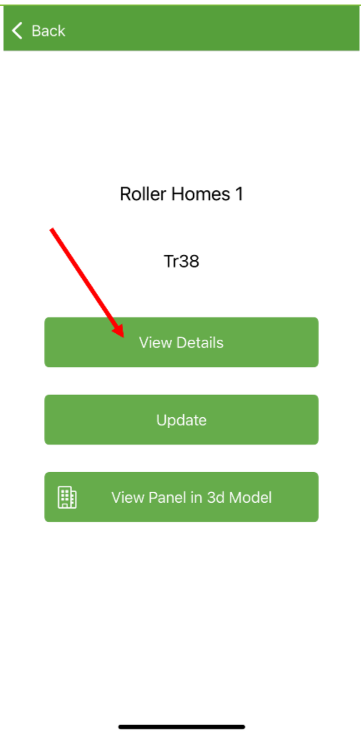
- Framecad Nexa app downloaded and logged into

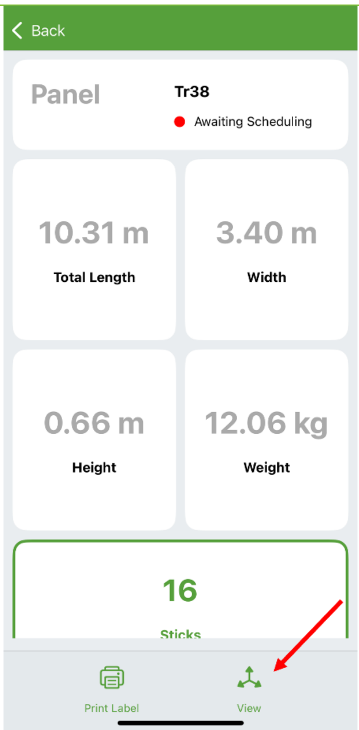
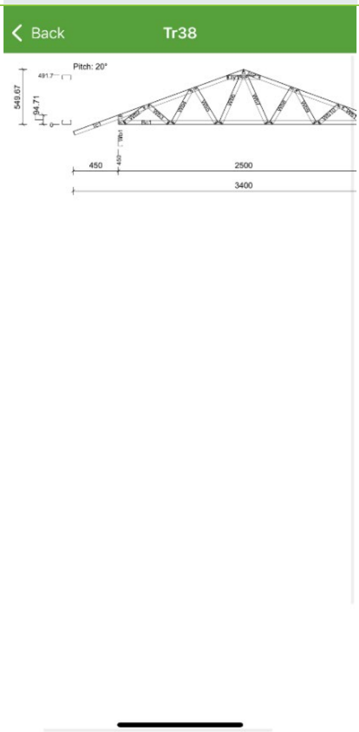
Tools / equipment required

- Work or personal mobile device
- Stack or Panel with QR code

View Stack or Panel Plan

STEP	ILLUSTRATION
Click **"Scan QR code"** at the bottom left of the home page.	

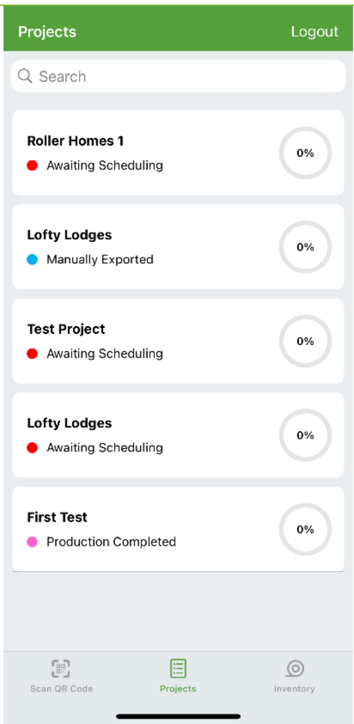
Scan the QR code of your stack or panel.	
Select "**View Details**" at the top of the menu.	

Step	Illustration
Select the **View** icon in the bottom right of the screen.	
View the stack or panel plan.	

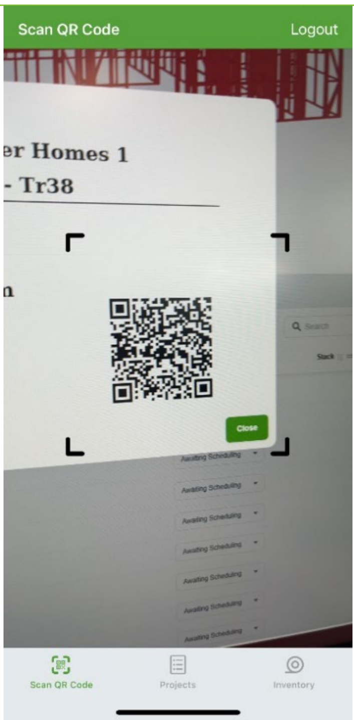
View Stack or Panel in 3D model

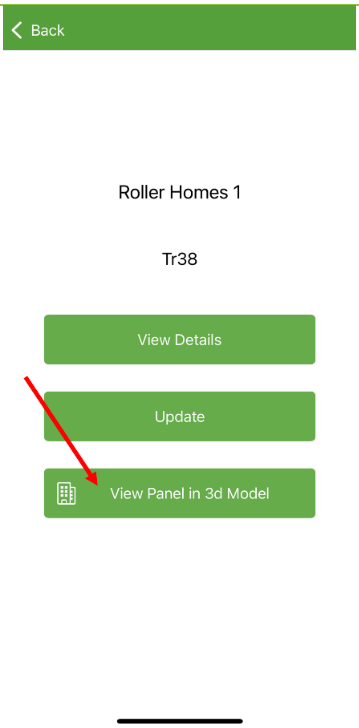
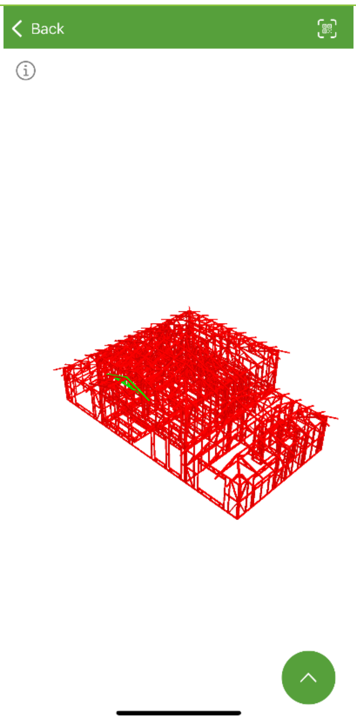
STEP	ILLUSTRATION

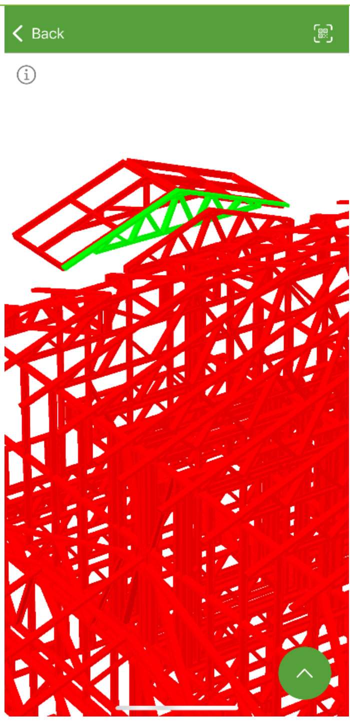
Click **“Scan QR code”** at the bottom left of the home page.



Scan the QR code of your stack or panel.



Select "**View Panel in 3D model**" at the bottom of the menu.	
You will see the 3D model of your structure in **red**, with the specific panel highlighted **green**.	

Rotate the view using one finger on the screen. **Zoom in** by pinching with two fingers	

4.2.3 Scan and Update Stack or Panel Status

You are here: Work or Personal Mobile device > Nexa Mobile App > Scan QR Code

Procedure

This procedure explains how to scan QR codes to update Stack or Panel statuses.

Prerequisites

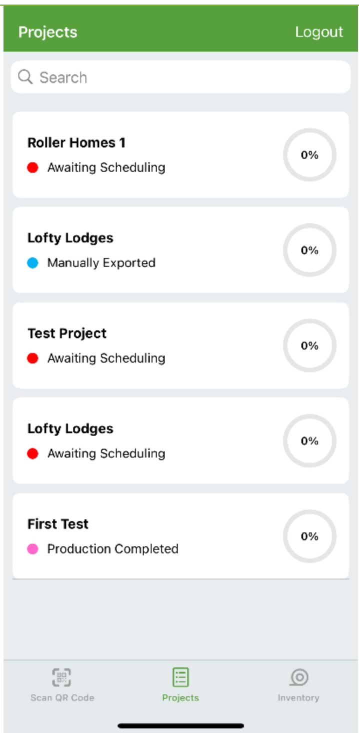
- FRAMECAD Nexa app downloaded and logged into

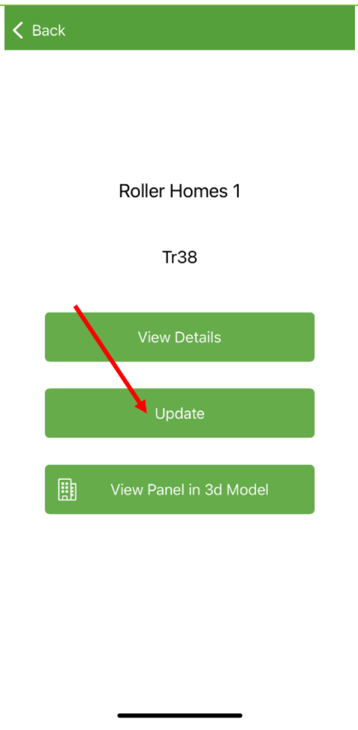
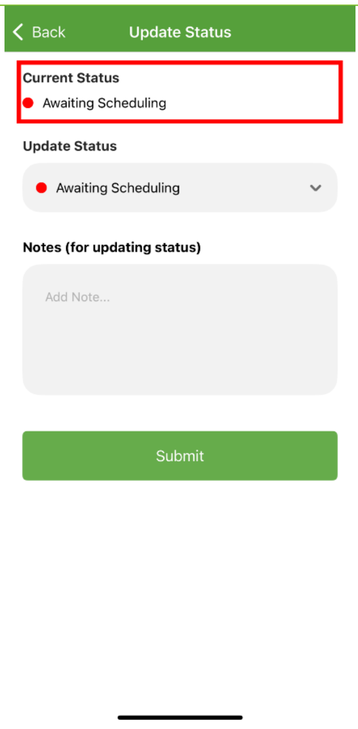
Tools / equipment required

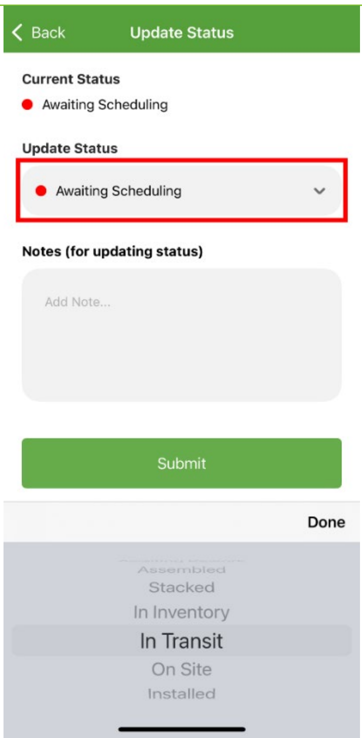
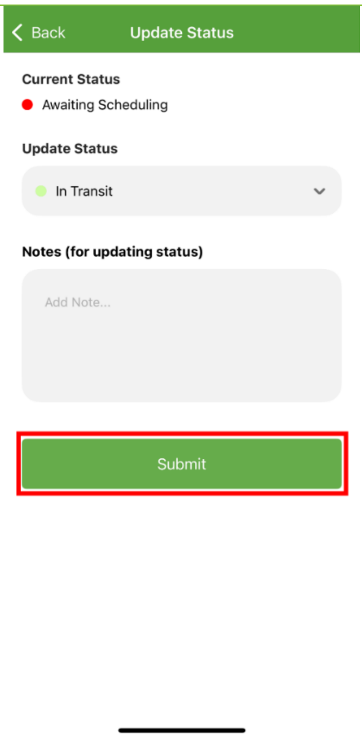
- Work or personal mobile device
- Stack or Panel with QR code

Scan and Update Stack or Panel Status

STEP	ILLUSTRATION

Click **“Scan QR code”** at the bottom left of the home page.	
Scan the QR code of your stack or panel.	

Select "**Update**" in the centre of the stack or panel menu.	
View the **"Current Status"** of the stack or panel in the top of the menu.	

Update the stack status and add any necessary notes.	
Click "**Submit**" to save changes to your stack or panel status.	

4.3 Mobile Stack Management

4.3.1 Create a Stack and Add Panels

You are here: Work or Personal Mobile device > Nexa Mobile App > Projects

Procedure

This procedure explains how to create a stack in the Nexa mobile app, as well as multiple ways to add panels to the stack.

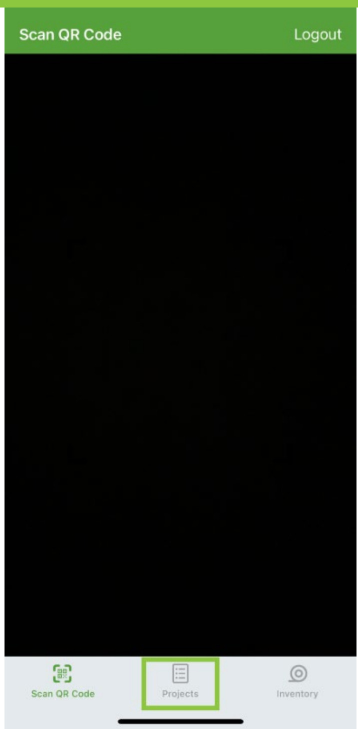
Prerequisites

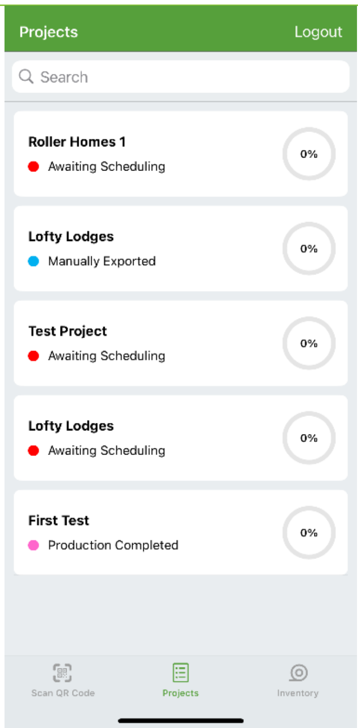
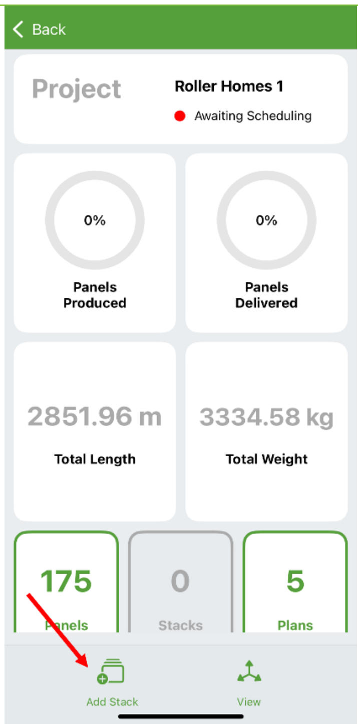
- Log in to Nexa mobile app

Tools / equipment required

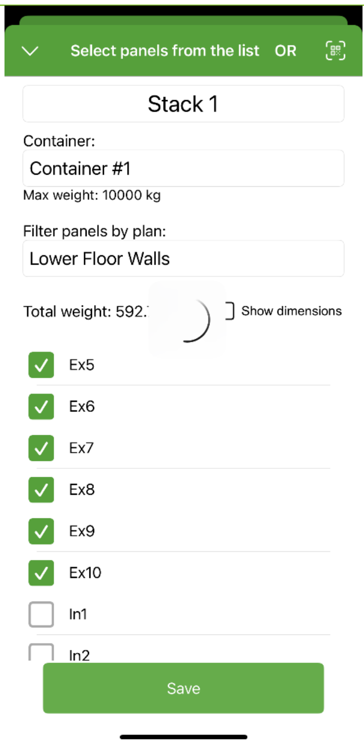
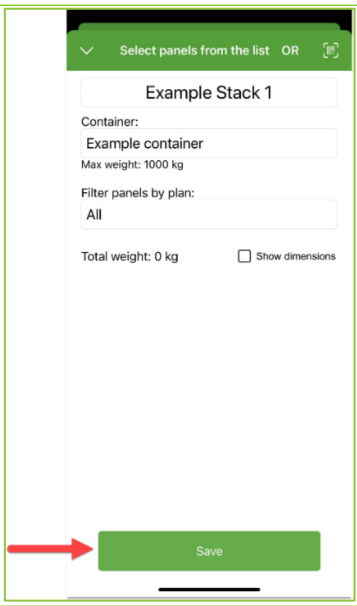
- Phone with internet connection and Nexa mobile app downloaded

Create a Stack

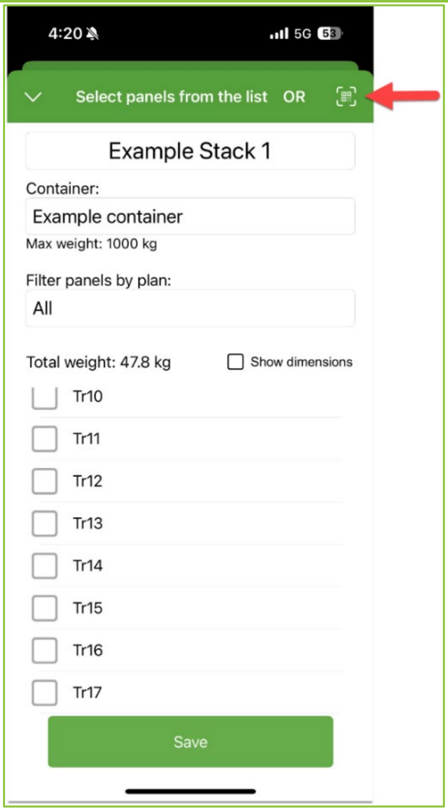
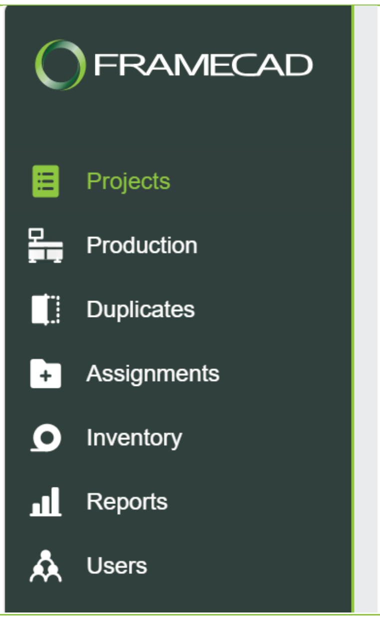
STEP	ILLUSTRATION
Select the **Projects tab** on the bottom of the screen.	

<table>
<tr>
<td>Select the project you would like to create a stack in.</td>
<td>
</td>
</tr>
<tr>
<td>Click the “Add Stack” icon in the bottom left of the project page.</td>
<td>
</td>
</tr>
</table>

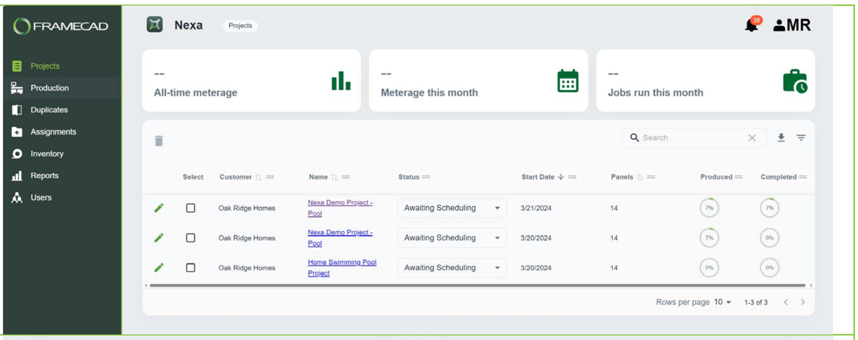
FRAMECAD

Select a **container** to allow for the orientation, setting dimensions, and weight bounds to be decided for the stack. **Check** the box to the left of the panels you wish to add to the stack. To **filter** the panels by plan, select the box under the option available at the top of the page. Click **Save** once you have made your selection.	
Note: If there are no panels produced, no panels will be available to add to a stack but can be added later.	

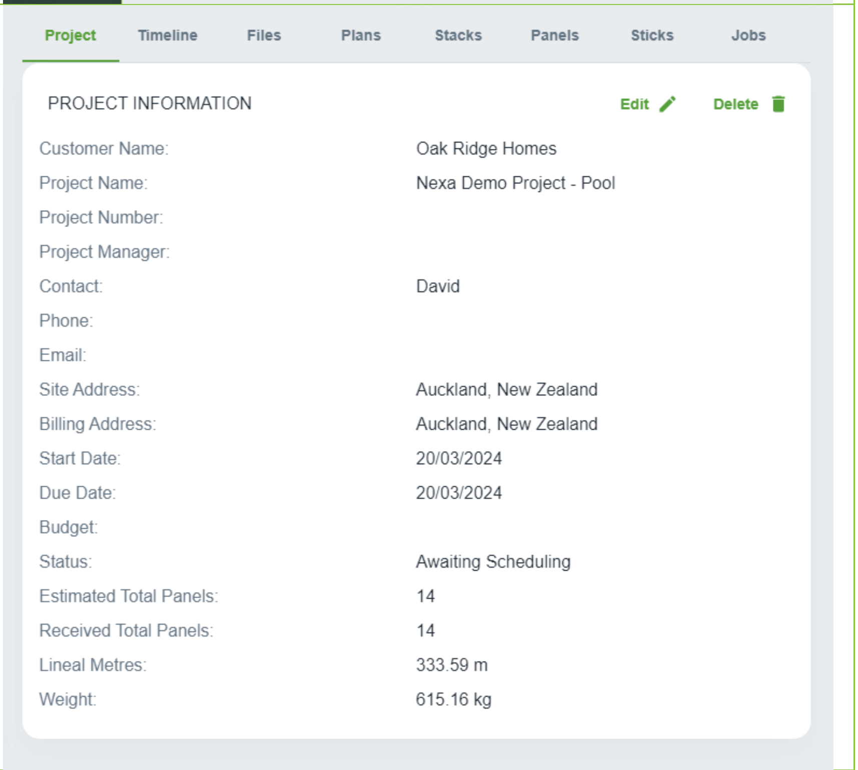
Add Panels to the Stack via QR Code

STEP	ILLUSTRATION
Panels can also be added by selecting the **QR code icon** at the top right of the page and scanning the QR code of the desired panel.	
To access a **digital QR code** instead of using a physical one, navigate to the Nexa website. Click **Projects** in the left menu.	

Select the project to view.

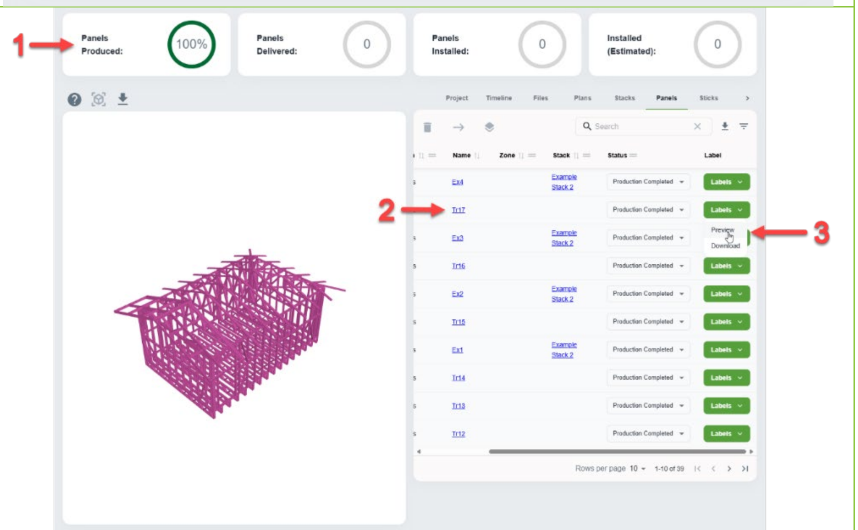


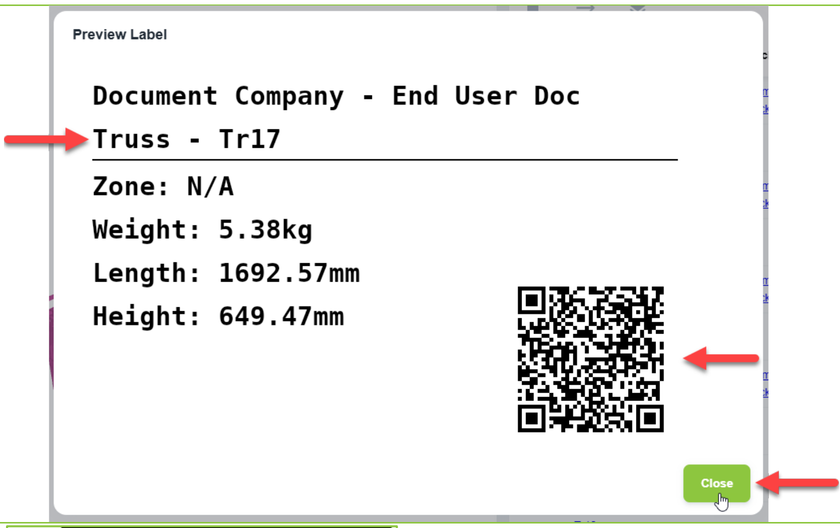
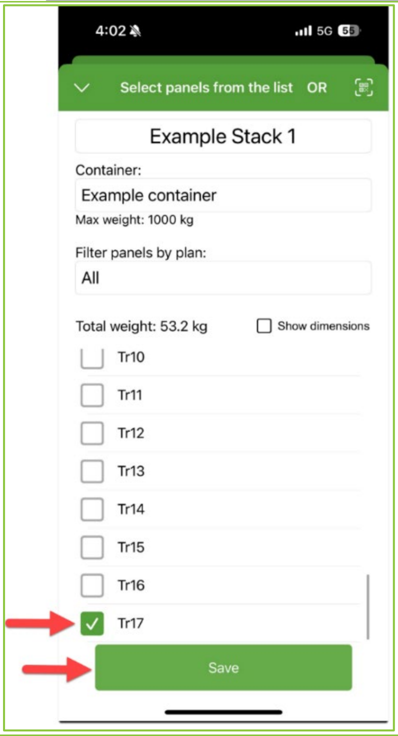
Select the **Panels tab** to the right of the Project tab on the top panel of the screen.



Click the green **Labels button** to the right of the panel you wish to add to the stack.

Click **Preview** in the drop-down.



Scan the QR code. Click close.	
The corresponding panel will be selected in the stack page. Once all desired QR codes are scanned, press **Save** to update the stack.	

4.3.2 Remove Panels from a Stack

You are here: Work or Personal Mobile device > Nexa Mobile App > Projects

.

Procedure

This procedure explains how remove panels from a stack in the Nexa mobile app.

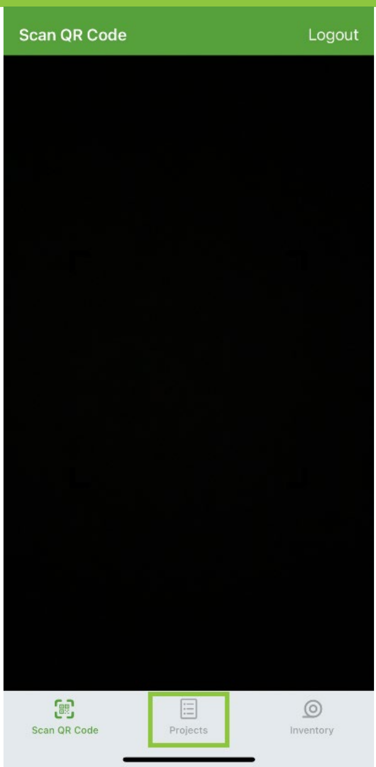
Prerequisites

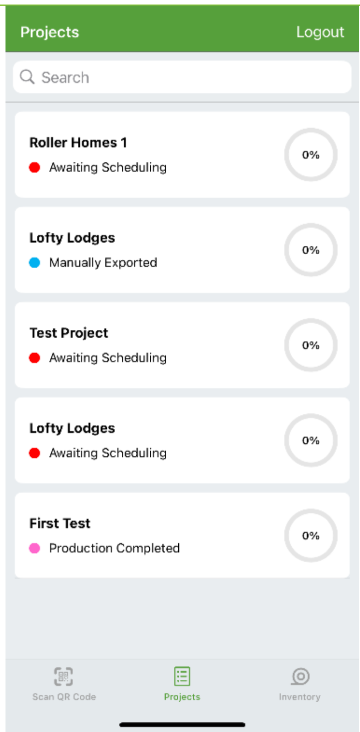
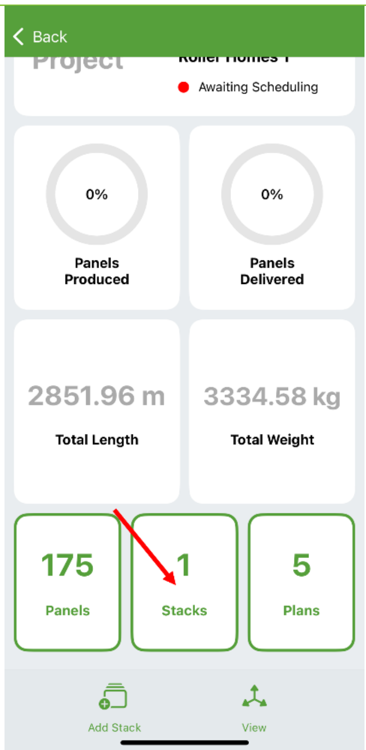
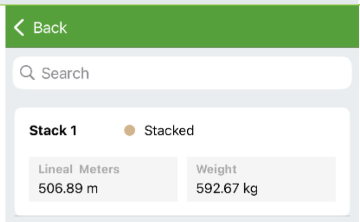
- Log in to Nexa mobile app
- Created stack in a project

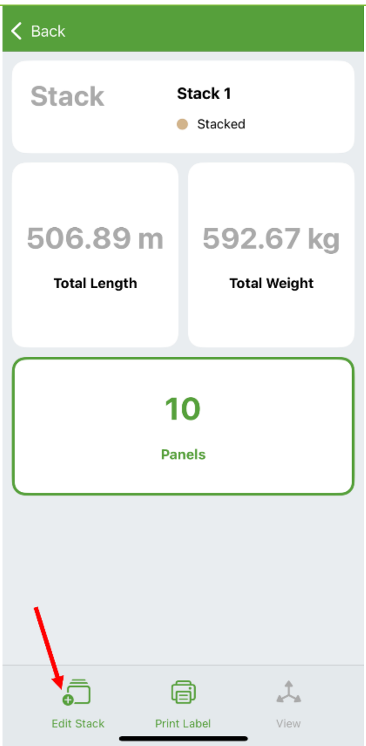
Tools / equipment required

- Phone with internet connection and Nexa mobile app downloaded

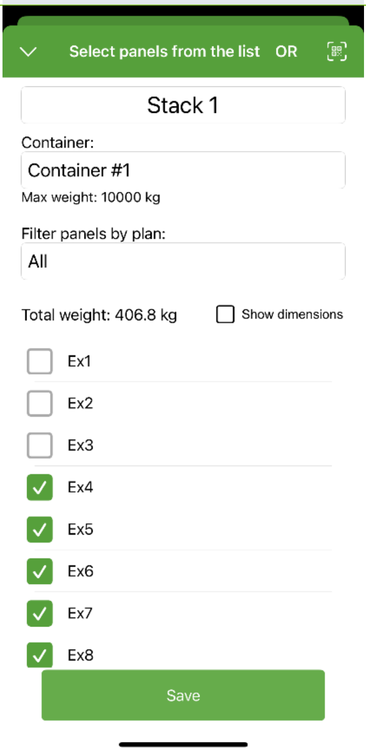
Remove Panels from a Stack

STEP	ILLUSTRATION
Select **Projects** on the bottom of the screen.	

<table>
<tr><td>Select the Project you would like to view.</td><td>
</td></tr>
<tr><td>Click Stacks on the bottom of the screen.</td><td>
</td></tr>
<tr><td>Click the specific Stack you would like to edit.</td><td>
</td></tr>
</table>

<table>
<tr>
<td>Click Edit Stack on the bottom left of the screen.</td>
<td>
</td>
</tr>
<tr>
<td>Unclick the checked box beside a panel to remove it from the stack.

Note: the opposite can be done to add a panel to the stack.

Click Save to save the changes.</td>
<td>
</td>
</tr>
</table>

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4.3.3 Delete a Stack

You are here: Work or Personal Mobile device > Nexa Mobile App > Projects

.

Procedure

This procedure explains how delete a stack from a project in the Nexa mobile app.

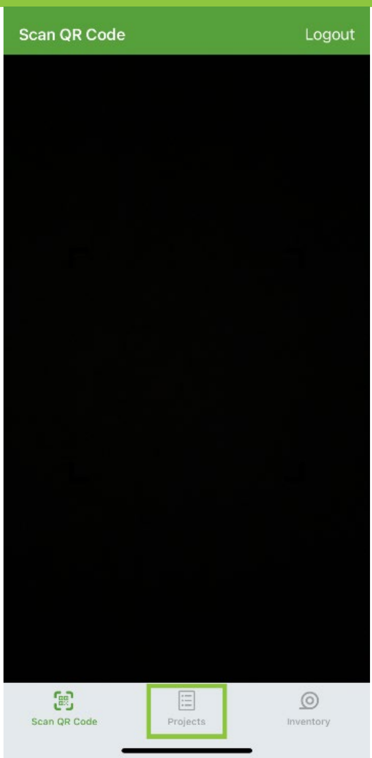
Prerequisites

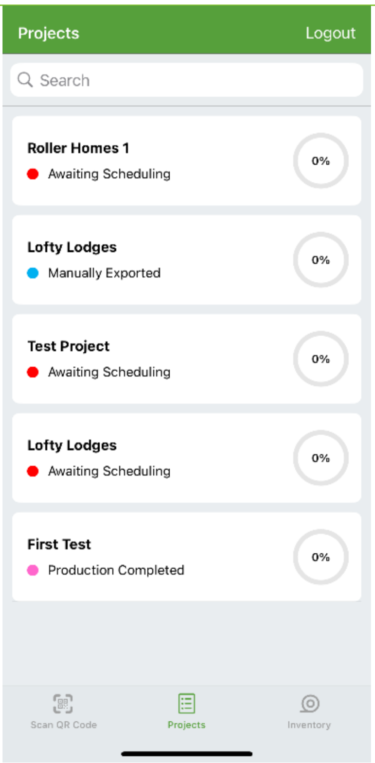
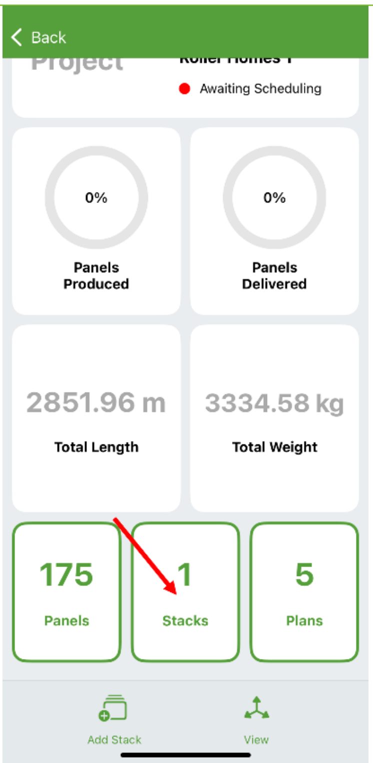
- Log in to Nexa mobile app
- Created stack in a project

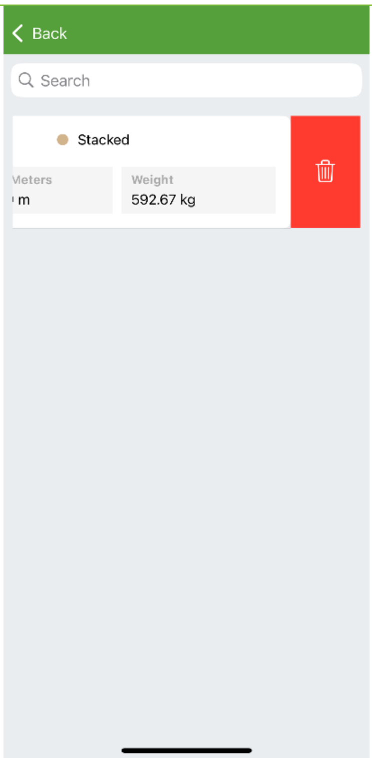
Tools / equipment required

- Phone with internet connection and Nexa mobile app downloaded

Delete a Stack

STEP	ILLUSTRATION
Select **Projects** on the bottom of the screen.	

Select the **Project** you would like to view.	
Click **Stacks** on the bottom of the screen.	

Slide left on the stack to reveal a trash icon. Click the **trash icon** to delete the stack from the project. Note: No panels within the stack will be deleted, and they will now be available to be added to a different stack.	

4.3.4 View Stack and Panel Properties

You are here: Work or Personal Mobile device > Nexa Mobile App > Projects

Procedure

This procedure explains how to view the properties of stacks and panels in a project on the Nexa mobile app.

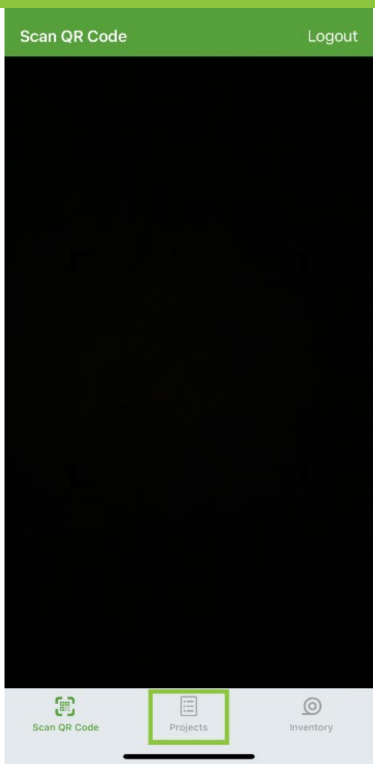
Prerequisites

- Log in to Nexa mobile app
- Created stack in a project

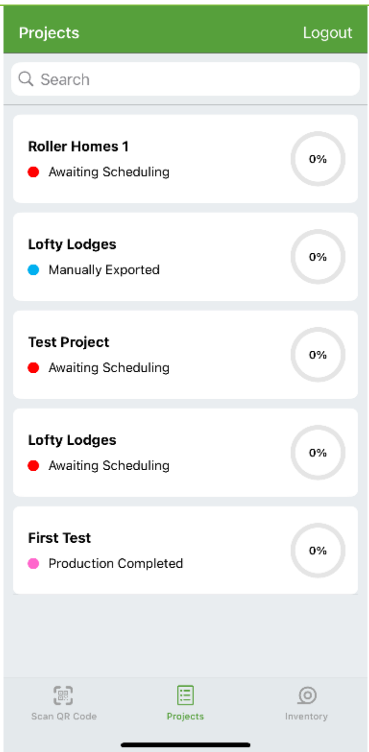
Tools / equipment required

- Phone with internet connection and Nexa mobile app downloaded

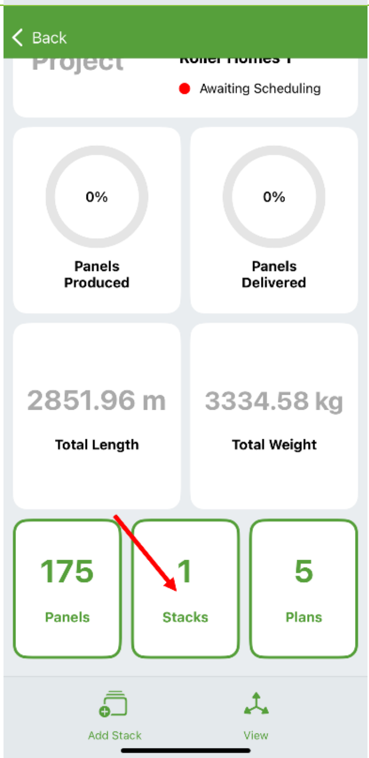
View Stack Properties

STEP	ILLUSTRATION
Select **Projects** on the bottom of the screen.	

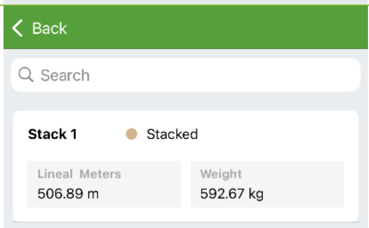
Select the **Project** you would like to view.



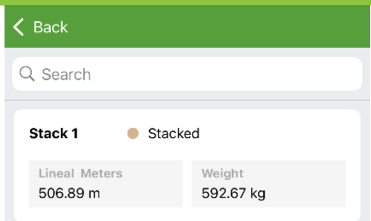
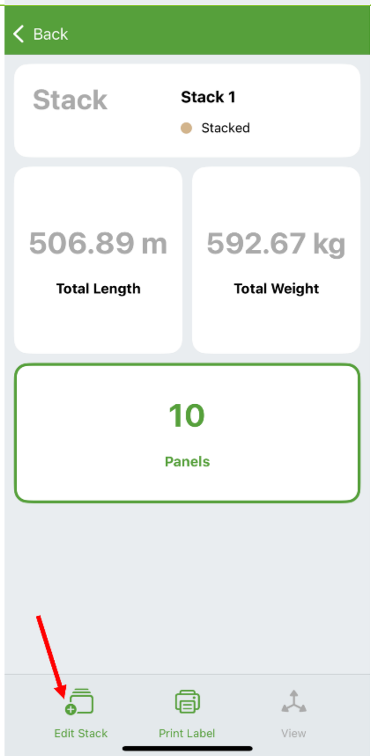
Click **Stacks** on the bottom of the screen.

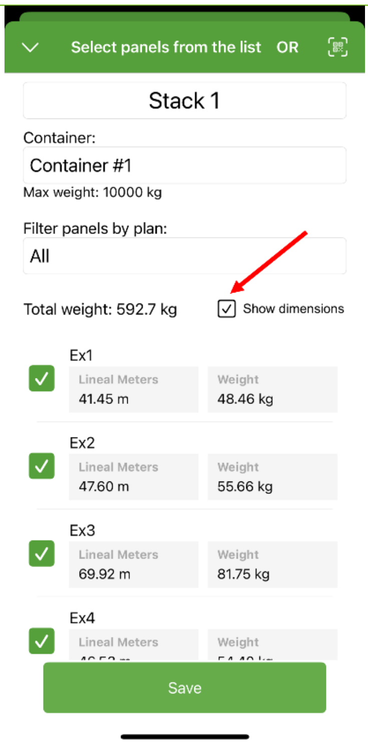


View the lineal meterage and weight of the stack(s). This updates with the panel content.



View Panel Properties

STEP	ILLUSTRATION
Select the **Stack** you want to view in more detail.	
Click the **Edit Stack** button on the bottom left of the screen.	

Check the **Show Dimensions** checkbox to display the length and height of the panels.	

4.3.5 Capture and Display Status Images

You are here: Work or Personal Mobile device > Nexa Mobile App > Scan QR Code

Procedure

This procedure explains how to capture and display status images of a Panel or Stack design to provide evidence of any updates of its state.

The date, location, and notes are captured as part of the process and displayed against the design item they were intended for.

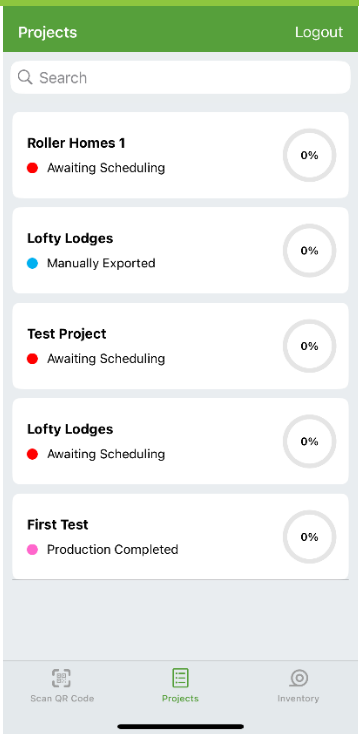
Prerequisites

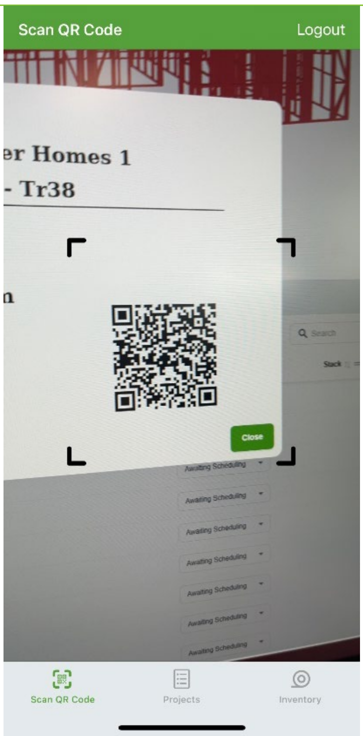
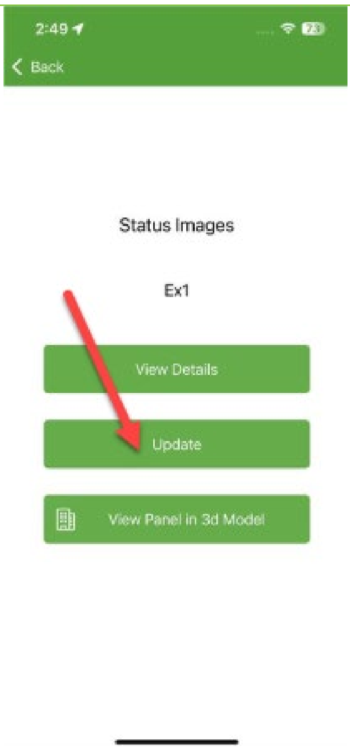
- Log in to Nexa mobile app
- Created stack in a project

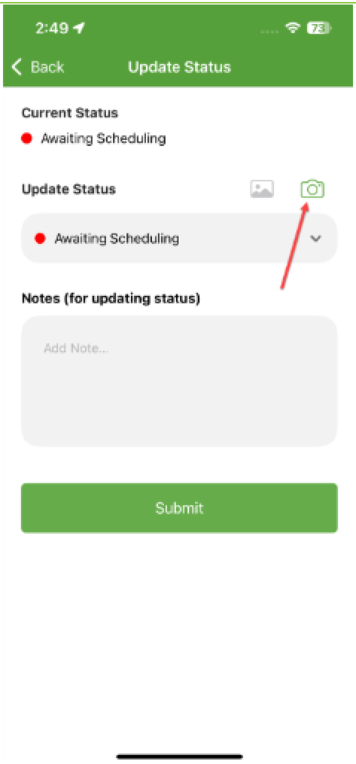
Tools / equipment required

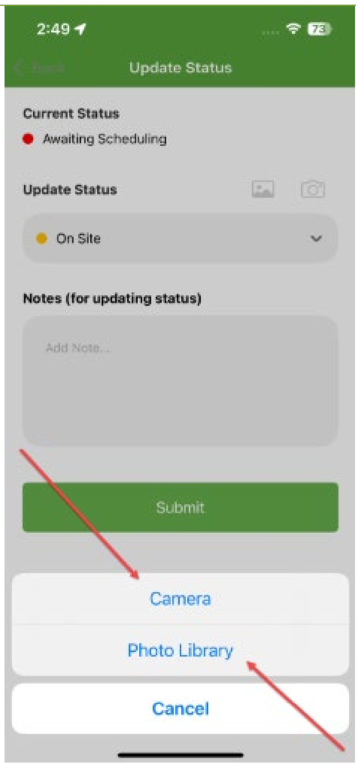
- Phone with internet connection and Nexa mobile app downloaded

View Status Images

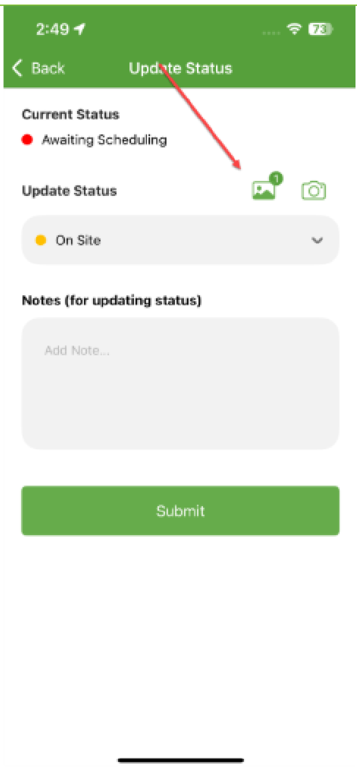
STEP	ILLUSTRATION
Click **"Scan QR code"** at the bottom left of the home page.	

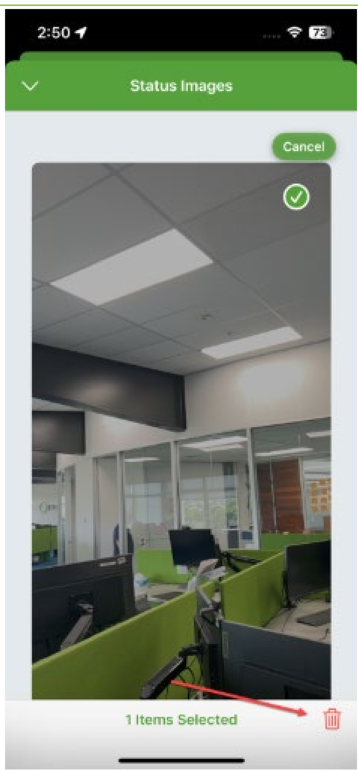
Scan the QR code of your stack or panel.	
Select "**Update**" in the centre of the stack or panel menu.	

<table>
<tr>
<td>Take a new photograph by clicking Camera or choose an existing one by selecting Photo Library.</td>
<td>




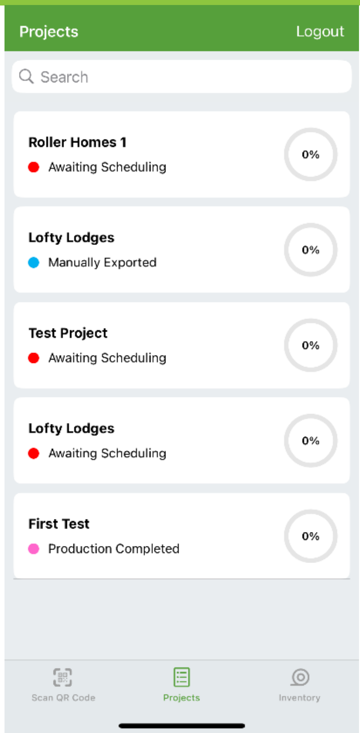
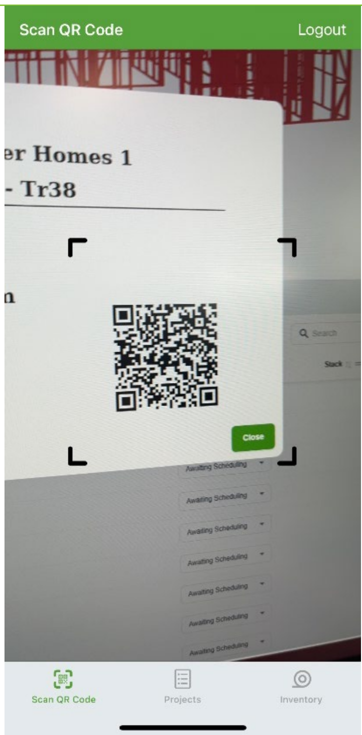
</td>
</tr>
<tr>
<td>Click Submit to save the status image.

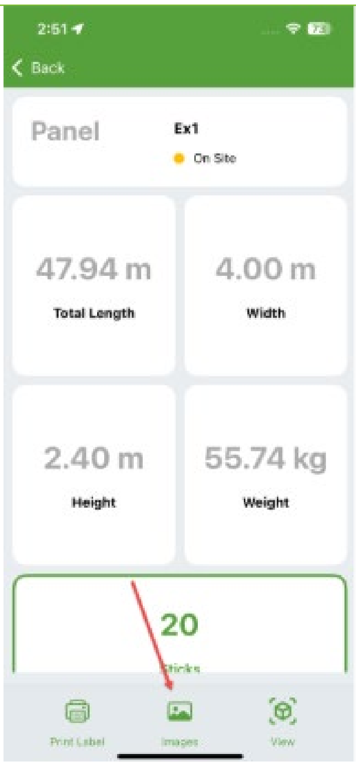
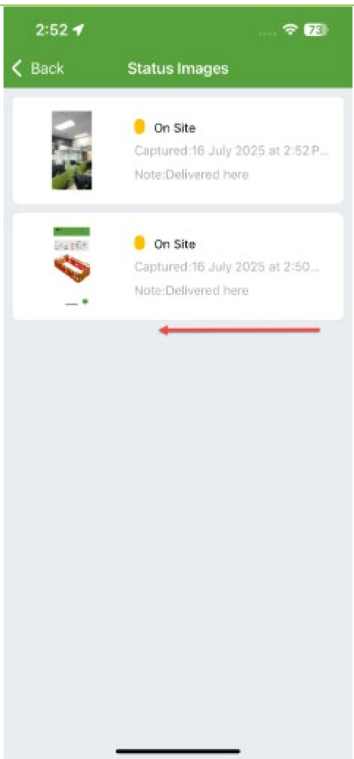
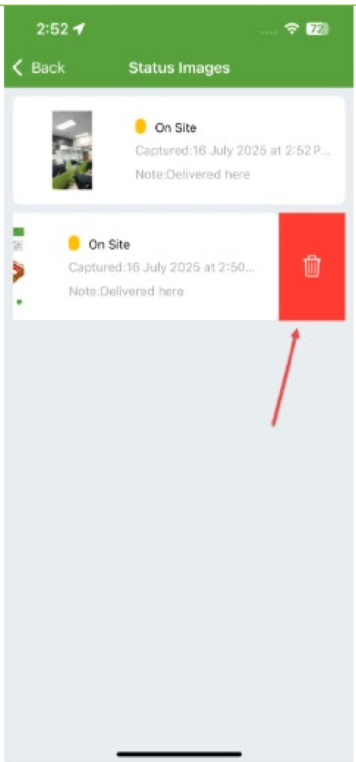
Note: Unwanted photos can be removed before submitting.</td>
<td>


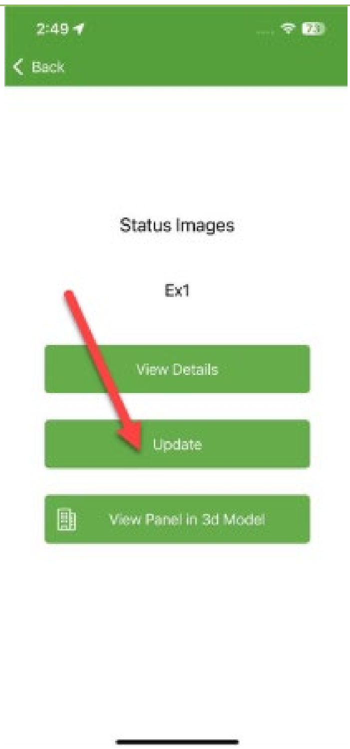
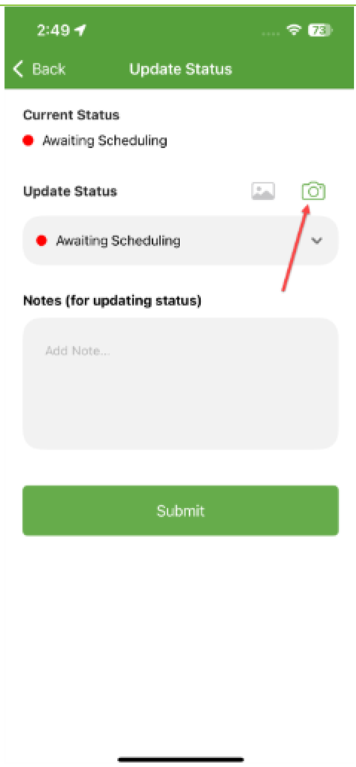
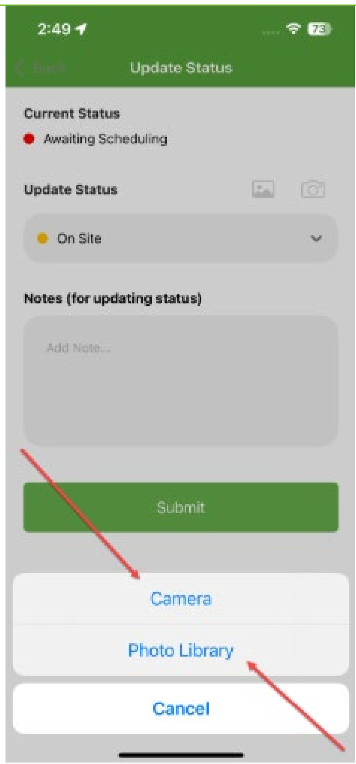


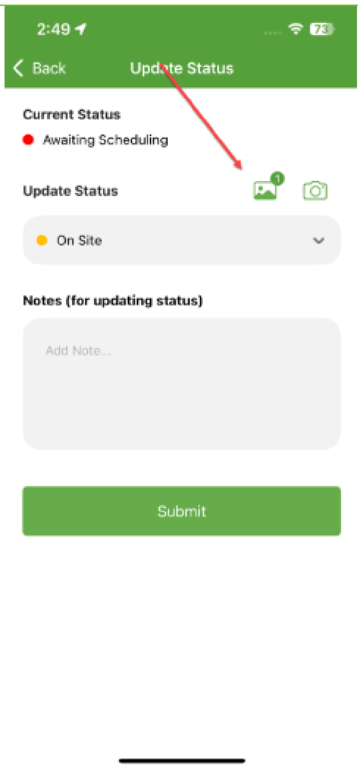
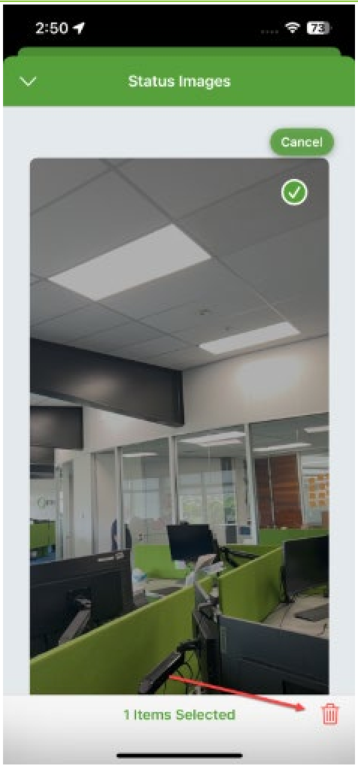
</td>
</tr>
</table>

View Status Images in Nexa Mobile

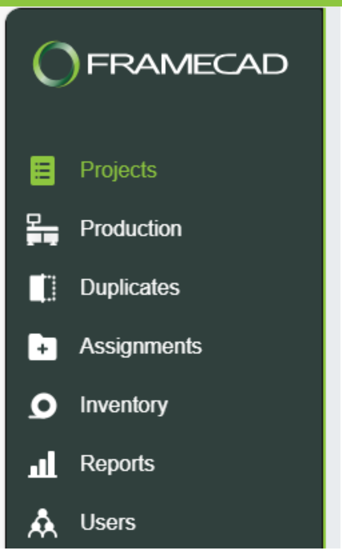
<table>
<tr><th>STEP</th><th>ILLUSTRATION</th></tr>
<tr><td>Click “Scan QR code” at the bottom left of the home page.</td><td>
</td></tr>
<tr><td>Scan the QR code of your stack or panel.</td><td>
</td></tr>
</table>

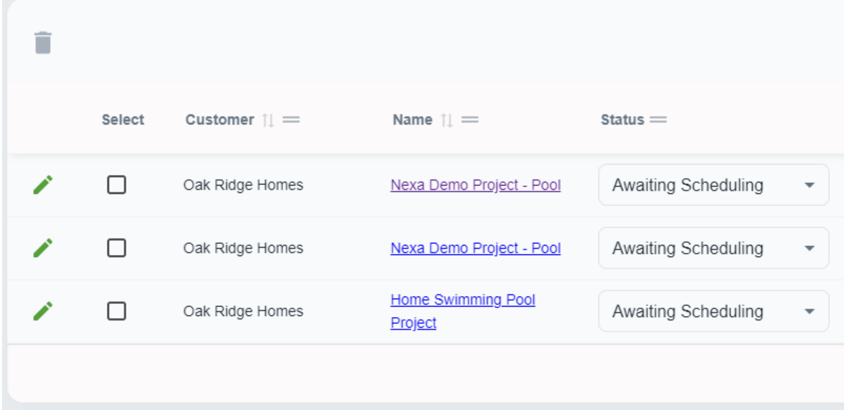
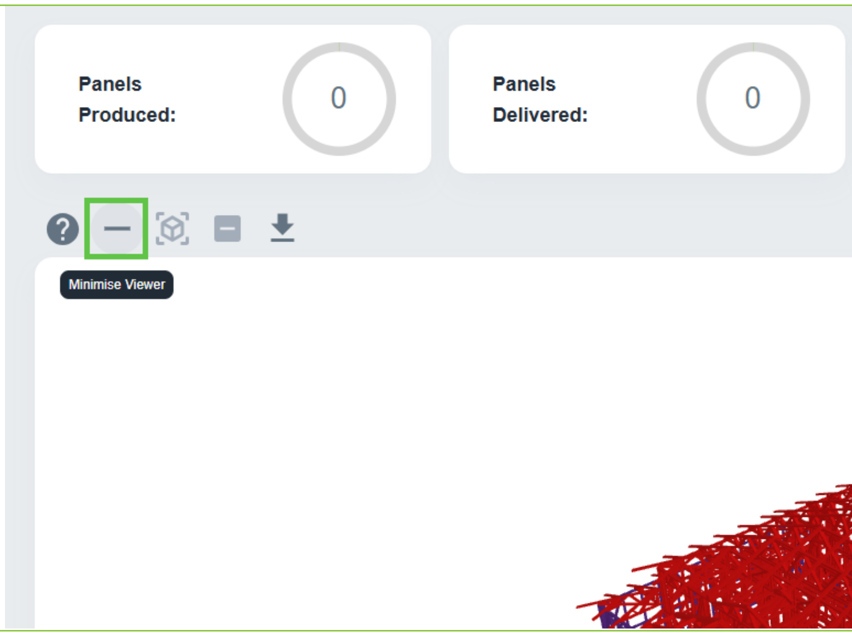
Click **Images** in the bottom middle of the stack or panel design item detail page.		
Remove images by sliding left and clicking the trash icon that appears.		

Select “**Update**” in the centre of the stack or panel menu.	
Take a new photograph by clicking **Camera** or choose an existing one by selecting **Photo Library.**	 

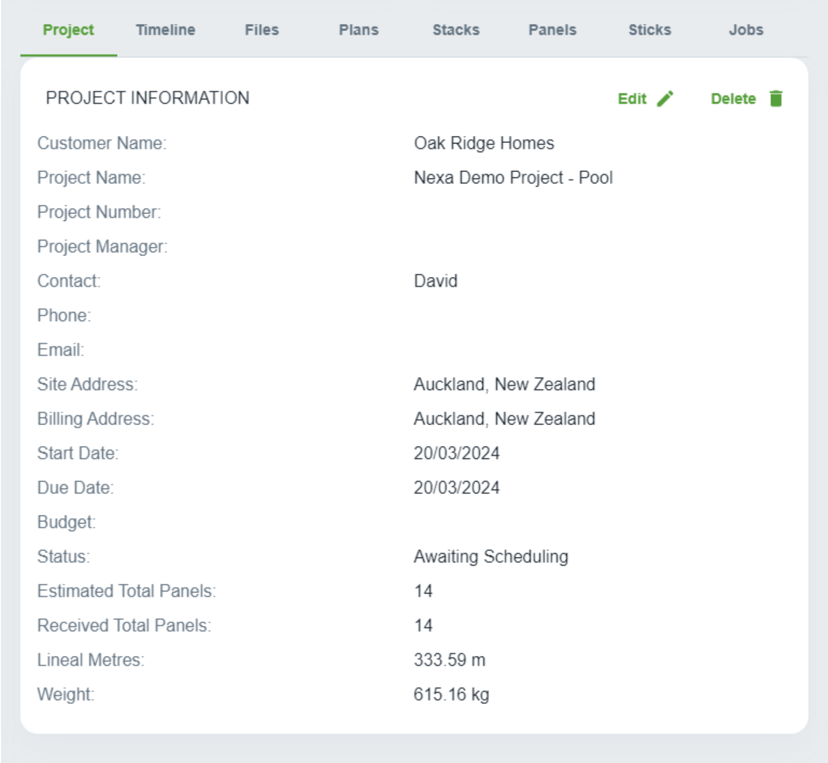
Click **Submit** to save the status image. Note: Unwanted photos can be removed before submitting.	 

View Status Images on Nexa Web

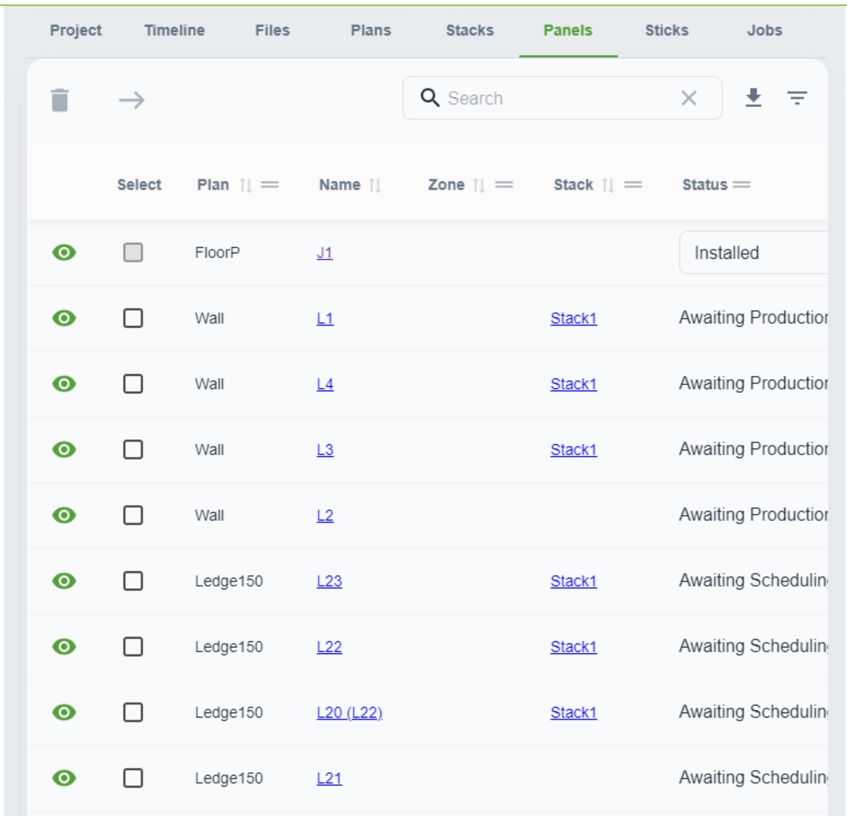
STEP	ILLUSTRATION
Click **Projects** in the left menu. The list of projects is displayed.	

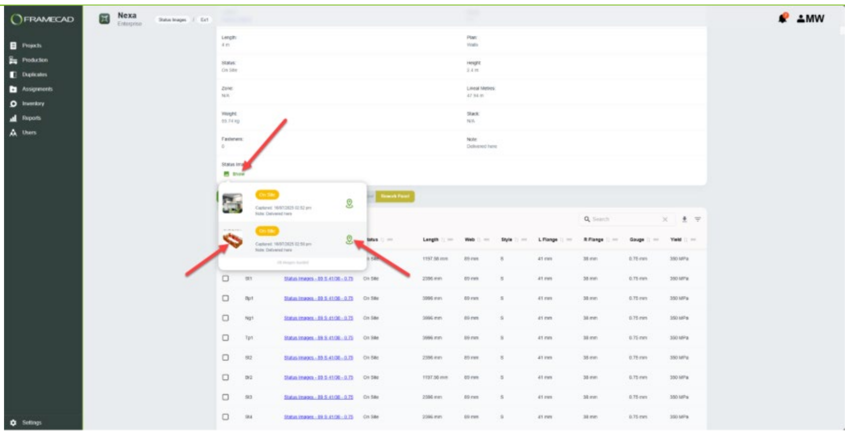
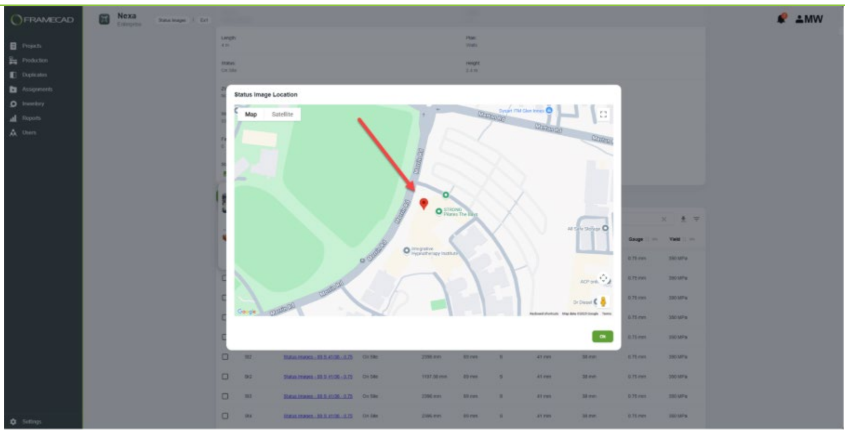
<table>
<tr>
<td>Select the project to view.</td>
<td>
</td>
</tr>
<tr>
<td>Click the Minimize Viewer button on the top left of the 3D model to move the project menu to the right of it.</td>
<td>
</td>
</tr>
</table>

Select the **Panels tab** to the right of the Project tab on the top section of the screen.



Select the Panel to view.



Select **Show** under Status Image in the top menu box.	
Click the **Location** icon on the right of the corresponding image to view it on a map.	
Click the small **Image** to maximize it for better viewing and see its **status** in the top left of the image.