



MYLLY USER MANUAL

Welcome new Mylly user! This manual is meant to assist you in general use of the system. For a more in depth guide, please visit www.grano.fi/myllyusermanual.

Do you require help or have questions? Please contact helpdesk.mylly@grano.fi by email.

Helpdesk service: Monday thru Friday 9.00-16.00 (EEST)

Mylly login page address: <https://mylly.grano.fi>

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- Orderer- and payer information
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Company administration

Start

Login

Login

Password

Login Reset password Order user id

We recommend Chrome and Firefox browsers

Login to Mylly by entering your username (usually your full email address) and password. Click the Login - button. First time users will have to create a password to login.

Use the flag buttons to swap between languages.

Mylly user manual is available anytime by clicking the questionmark button.

Forgot your password?

Click the Reset password button, enter your user name when prompted to do so.

Instructions to creating a new password will be sent to the email address associated with your Mylly - account.

New user?

Clicking the Order user id - button will open a form to create a new Mylly account.

All mylly accounts are approved and created manually. Once your account is ready for use, you will receive an email with instructions to creating a password.

Please note:

All Mylly accounts are locked after six months of inactivity.

To open the lock on your account, please contact the administrative user of your company or Mylly Helpdesk.

Start

[Front page](#)[Order history](#)[Administration](#)

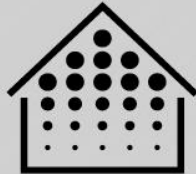
From the top bar, you can navigate between the Front page and the Order History page. If you are the administrative user of your company, you can access user customization from here aswell. You can also change the language, open the user manual (HELP) and view your profile.

Pasicopy - Grano asiakasdemo

Teija Tilaaja ▾ [HELP](#)
Suomeksi

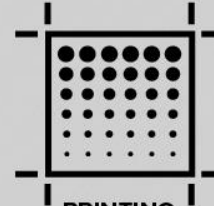
Welcome to Mylly

Place an order



**CONSTRUCTION AND
INDUSTRIAL SERVICES**

CAD



**PRINTING
SERVICES**

Print

After signing in, the frontpage will open. From here you can directly place an order for either CAD or Print.
If either of the buttons is greyed out, you are missing the ordering rights required. Contact helpdesk to gain access.

Order history



Order history

Administration

If you are the administrative user of your company, you are able to manage your Mylly-users by selecting the administration tab. The order history button will return you to the current view.

Pasicopy - Grano asiakasdemo

Teija Tilaaja ▾ HELP
Suomeksi

Create order:

CAD

DigitalPrint

BigFormat

Create a new order by selecting the button of whichever order type you wish to create an order of.

Orders listed: 35

Order Number:

Order / Project Name:

Order Type:

Locations:

Show My Orders ☐

Clear

	Order Number	Order / Project Name	Order Type	Orderer Name	Order Time	User	Locations	Delivery Date	Orderer Contact Person
🗑️✅	439523	testi	Digipaino	Pasicopy	13.06.2013 14:12	Käyttäjä Demo	Kuopio	14.06.2013 16:00	Demo Käyttäjä
🗑️✅	455587	Muuttoliike tutkimus 10 kp	Digipaino	Mikkelin kaupunki Mikk...	23.08.2013 13:29	Tilaaja Teija	Mikkeli	26.08.2013 09:00	Satu-Mari Tolonen
🗑️✅	465936	Ehdokaslista 70 x 50 cm 130 kpl -EI SAA TEHDÄ	Digipaino	Tmi Pasicopy	25.09.2013 09:06	Riekkinen Otto	Jyväskylä	01.10.2013 16:00	Pasi Västinen
🗑️✅	466105	Harrin WC:n laajennus työnro 12345	CAD	Pasicopy	25.09.2013 12:10	Wiik Harri	Jyväskylä	25.09.2013 13:00	Harri Wiik
🗑️✅	466178	Harrin WC:n laajennus työnro 12345	CAD	Pasicopy	25.09.2013 13:20	Wiik Harri	Jyväskylä	26.09.2013 16:00	Harri Wiik
🗑️✅	484963	TESTi EI TEHDÄ	CAD	Pasicopy	24.11.2013 09:03	Riekkinen Otto	Jyväskylä	25.11.2013 16:00	Otto Riekkinen
🗑️✅	484964	TESTi 2 EI TEHDÄ	CAD	Pasicopy	24.11.2013 09:04	Riekkinen Otto	Jyväskylä	25.11.2013 16:00	Otto Riekkinen
🗑️✅	563978	Testi 16082014	Digipaino	Pasicopy	16.08.2014 08:18	Tilaaja Teija	Vantaa	22.08.2014 16:00	Teija Tilaaja
🗑️🔒	563982	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
🗑️✅	563981	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
🗑️✅	563986	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
🗑️✅	563984	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
🗑️✅	563983	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	
🗑️✅	563987	TESTI jarmo kopio, älä valmista	Digipaino	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
🗑️✅	563988	TESTI jarmo kopio, älä valmista	Suurkuva	Pasicopy	16.08.2014 10:30	Hytönen Jarmo	Jyväskylä	22.08.2014 16:00	Teija Tilaaja
🗑️✅	617052	Pisarata - osa1 - J					Jyväskylä	22.12.2014 16:00	Otto Riekkinen
🗑️🔒	674709	Testaa					Jyväskylä	19.05.2015 16:00	Otto Riekkinen
🗑️✅	674713	Testaa					Jyväskylä	15.05.2015 16:00	Otto Riekkinen
🗑️✅	682676	TESTAA			28.05.2015 11:12	Riekkinen Otto	Jyväskylä	01.06.2015 16:00	Otto Riekkinen
🗑️✅	682680	TESTAAAAA			28.05.2015 11:13	Riekkinen Otto	Jyväskylä	03.06.2015 16:00	Otto Riekkinen
🗑️✅	30053785	asdasdf			23.09.2015 13:58	Riekkinen Otto	Jyväskylä	25.09.2015 16:00	Otto Riekkinen
🗑️✅	30135202	RT/67222	Digipaino	Pasicopy	04.02.2016 21:41	Arramies Kimmo	Tampere	10.02.2016 16:00	Kimmo Arramies
🗑️✅	30141709	RT 12345/ Kimmo Oy A4 4/4 1300 kpl	Digipaino	Pasicopy	15.02.2016 12:13	Arramies Kimmo	Tampere	24.02.2016 16:00	Kimmo Arramies
🗑️✅	30165189	testitesti ei tuotantoon	Digipaino	UUSI ASIAKAS - EI SAA...	18.03.2016 14:48	Heinonen Tuomas	Helsinki - Kuortaneenk...	24.03.2016 16:00	demo.tuomas demo.tuo...
🗑️✅	30165189	testitesti ei tuotantoon	Digipaino	UUSI ASIAKAS - EI SAA...	18.03.2016 14:48	Heinonen Tuomas	Turku	24.03.2016 16:00	Jarmo Viitanen

Delete Order

Edit Order

📎 Copy order with files

📄 Copy order without files

🖨️ Print reports ...

After highlighting an order from the list you are able to select the following commands:
You may delete, edit or copy the highlighted order.
A report detailing the order may also be printed.
An order being handled by production can no longer be edited or deleted. Such orders are marked by green tick on the left most column. In issues regarding orders in production please contact the Grano production facility in question directly

Please note:
Depending on your account settings, you may see orders created by other users of your company.

CAD-order 1/3 – orderer and payer information



Order historyAdministration

Pasicopy - Grano asiakasdemoTeija Tilaaja ▾ HELP

 CAD Order

Order/project name: *

Location: *

Espoo ▾

Delivery Date: *

25.05.2016

 time

16:00

Company: Grano Oy

Name your order. Use a title by which the order is easily distinguishable from other orders. Production location is predetermined to be the closest geographically, but CAD orders can be ordered from any Grano facility with the required production capabilities (all listed in the dropdown have CAD-production). Delivery date is two working days by default, input a time and date manually or use the associated buttons, if you wish to change it.

← Back

⌂ Cancel

Orderer and payer information

Distribution instructions

Order confirmation

Continue →

Orderer information

Customer name: *

Pasicopy - Grano asiakasdemo

Street address:

Komeetankatu 1

Postal code:

02210

City:

Espoo

Country:

First name: *

Teija

Surname: *

Tilaaja

Telephone number:

0468117917

E-mail: *

eija.ahlgren@grano.fi

Additional information for order

Payer information

Previous Payer data

Copy orderer data

Clear fields

Customer name:

Pasicopy - Grano asiakasdemo

Street address:

Talvialantie 9

Postal code:

42100

City:

JÄMSÄ

Country:

First name:

Teija

Surname:

Tilaaja

Telephone number:

0468117917

E-mail:

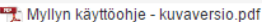
eija.ahlgren@grano.fi

Additional information for invoicing:

Payer order number (customer order number to be shown on invoice):

Upload files

Loaded files:



Select files...²

Drop files here to upload

3

4

Done

← Back

⌂ Cancel

Continue →

Upload all files for your order here.

2

 Selecting the "Select files..." button will open the file browser of your computer. Additionally you may drag & drop files directly to the field reserved for it.

3

 Also determine whether your files will be printed in color or black&white by using the color selector button. All prints are black and white by default.

4

 Thrascan button will remove the file from the order.

Please note:

The preferred fileformat for CAD orders is pdf.

You may also upload .zip - packages.

There is no size limit for uploaded files.

Orderer information is derived directly from your account. If the information is incorrect please contact the administrator of your company, or Mylly Helpdesk.

Payer information can be entered manually, orderer information can be copied, or you can browse and select from a listing of previous payers by using the corresponding buttons ¹.

Additional information for invoicing can be entered, if you have a payer order number, please enter it to the field reserved for it.

NEW - additional information for order field can be used to include any information that doesn't have a specific field.

Progress with the order by using the continue button.

You may also navigate between different phases of the order by using the navigation panel. Order information is saved automatically.

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Mylly user manual 16.1.2017

CAD-order 2/3 – Distribution instructions

GRANO

Order historyAdministration

Pasicopy - Grano asiakasdemoTeija Tilaaja ▾ HELP
Suomeksi

← CAD Order

Order/project name: *

Delivery Date: * time

Location: *

Company: Grano Oy

← Back

⌛ Cancel

Orderer and payer information

Distribution instructions

Order confirmation

Continue →

New distribution

Import list

Delete

Copy

Edit

Select delivery method ▾

Apply to selected

☐ Display cancelled

🔍 Show search

Company name	Name	Address	Postal...	City	Series	Finishing	Delivery method
--------------	------	---------	-----------	------	--------	-----------	-----------------

Use the New distribution - button to add distributions.

Alternatively, you can import a large amount of distributions by Import list - function. Note: use the premade file as basis.

Delete, Copy, Edit functions are available for already saved distributions. Select distribution(s) from list and choose whichever function.

You can change the delivery method for all selected distributions by choosing the wanted setting from the drop-down and pressing "Apply to selected".

"Display cancelled" will show deleted distributions.

"Show search" will display a search row atop the grid, that you can use to perform searches of the saved distributions.

Additional information for distribution

← Back

⌛ Cancel

Continue →

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CAD-order 3/3



Order historyAdministration

PasicopyTeija Tilaaja ?

 CAD Order

Order/project name: *

Delivery Date: * 14.01.2016  time 16:00 

Location: *

Espoo

← Back

⌕ Cancel

Orderer and payer information

Distribution instructions

Order confirmation

Create →

 Reload report

 CAD Confirmation

LocationEspoo

CreatedDelivery date 14.1.2016 16:00:00

Customer Number	002257	Order Number	
Payer	Pasicopy Talvialantie 9 42100 JÄMSÄ	Contact person	Teija Tilaaja eija.ahlgren@grano.fi
Orderer	Pasicopy Komeetankatu 1 02210 Espoo	Contact person	Teija Tilaaja eija.ahlgren@grano.fi
Project name			
Payer Number			
Additional Information			
Files			

A report of the order is displayed on the left.

Once all information is confirmed to be correct, the order can be sent by clicking the Create button. 

Once created the order can still be edited or cancelled on the order history page, but not once the order is in production.

In case you need to change order information, use the back button to return to previous window on the order.

The report can be printed after creating the order.

← Back

⌕ Cancel

Create →

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Printorder 1/4 – Orderer and payer information



Order historyAdministration

PasicopyTeija Tilaaja

Print Order

Order/project name: *

Delivery Date: * 18.01.2016 time 16:00

Work Queue: * DigitalPrint

Location: * Helsinki - Vääksyntie

Name your order. Use a title by which your order is easily distinguishable from other orders. Work Queue can be changed at any point, changing will effect post production and material options. Production location is predetermined for all print orders, but the end product can be delivered to any Grano facility if preferred. Delivery date and the time reserved for production is four working days by default. The date can be changed manually or by using the clock and calendar icons.

BackCancel

Orderer and payer information4Work instructionsDistribution instructionsOrder confirmation

Continue

Orderer information

Customer name: * Pasicopy

Street address: Komeetankatu 1

Postal code: 02210

City: Espoo

Country:

First name: * Teija

Surname: * Tilaaja

Telephone number: 0468117917

E-mail: * eija.ahlgren@grano.fi

Orderer information is derived directly from your account. If the information is incorrect please contact the administrative user of your company or Mylly Helpdesk.

Payer information

Previous Payer data1Copy orderer dataClear fields

Customer name: Pasicopy

Street address: Talvialantie 9

Postal code: 42100

City: JÄMSÄ

Country:

First name: Teija

Surname: Tilaaja

Telephone number: 0468117917

E-mail: eija.ahlgren@grano.fi

Additional information for invoicing:

2

Payer order number (customer order number to be shown on invoice):

3

Payer information can be entered manually, by copying orderer information, or a list of previous Payers can be browsed and selected with the corresponding buttons. 1

Additional information for invoicing can be entered, 2

If you have a payer order number enter it to the field reserved for it. 3

BackCancel

Continue

Progress further by clicking continue. Alternatively, the navigation bar 4 can be used to move between the order phases. Order information is saved automatically.

Printorder 2/4 – Work instructions



Order historyAdministration

PasicopyTeija Tilaaja

 Print Order

Order/project name: *

Delivery Date: * time

Work Queue: *

DigitalPrint

Location: *

Helsinki - Vääksyntie

← Back

⌂ Cancel

Orderer and payer informationWork instructionsDistribution instructionsOrder confirmation

Continue →

Base

Scope:

Size:

Color:

Material / Paper:

Quantity:

Finishing:

Additional information:

← Back

⌂ Cancel

Materials & Print processing

Loaded files:

 lataus.jpg

1 Select files...

drop files here to upload

2

3

Done

Add all files for your order here.

Start by clicking the Select files... button **1**, which will open the file browser of your computer. Alternatively drag & drop files directly to the field reserved for it **2**.

All uploaded files will be displayed above, use the thrascan icon to remove files. **3**

Proof type:

☐ Soft☐ Press

PDF Proof Delivery:

4

Address from:

+ From orderer

+ From payer

5

Proof Sheet Add Info:

6

Continue →

For work instructions enter the following information:

- Scope (the amount of pages)
- Size of the print (dimensions)
- Color (4/4, 4/0, 1/0, 1/1, define if other then black)
- Material used for the product (offset 80g, silk 220g etc.)
- Quantity (total amount of prints)
- Finishing (e.g. laminated, perforated)

In the Additional information field enter any specific work instructions not found on the form.

Please note:

Only the DigitalPrint -work queue has materials and finishing options listed. For large format products, enter them manually.

If you require additional information, or are unclear on what materials or finishing to use, please contact your Grano sales representative.

Select the type of proof you wish to use with your order (you may also choose to leave the form empty, in which case no proof will be produced).

Soft: proof will be delivered by email in pdf-format. Enter an email address for proof delivery. **4**

Press: a proof will be printed of your product and delivered to your desired address. **5**

For all additional information regarding the proof, use the field provided **6**

After all work instruction information is entered correctly, select "Continue" to progress with the order.

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Printorder 3/4 – Distribution instructions



Order historyAdministration

Pasicopy - Grano asiakasdemoTeija Tilaaja ▼ HELP
Suomeksi

Print Order

Order/project name: *

Delivery Date: * time

Work Queue: *

Company: Grano Oy

Location: *

← Back

⌛ Cancel

Orderer and payer information

Work instructions

Distribution instructions

Order confirmation

Continue →

New distribution

Import list

Delete

Copy

Edit

Amount:

Select delivery method ▼

Apply to selected

☐ Display cancelled

🔍 Show search

Company name	Name	Address	Postal...	City	Amount	Delivery method
--------------	------	---------	-----------	------	--------	-----------------

Add new distributions from the corresponding button.

Alternatively, use the Import list -function to import large amounts of distributions from an excel file. Note: use the premade file as basis.

Delete, Copy and edit buttons are available to use on saved distributions on the grid.

You can also apply amounts and delivery methods to selected distributions directly on the grid, by using the appropriate tools. Select the options and give the wanted amounts and press "Apply to selected".

"Display cancelled" will display deleted distributions. Once visible, these distributions can be restored.

"Show search" button will display a search row above the grid that you can use to search according to wanted parameters from all saved distributions.

Additional information for distribution

← Back

⌛ Cancel

Continue →

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Printorder 4/4 – Order confirmation

GRANO

TilaushistoriaYlläpito

PasicopyTeija Tilaaja

Painotilaus

Tilaus tai projekti: *

Toimitusaika: * 11.01.2016 klo 16:00

Tuotantojono: * Digipaino

Toimipiste: * Helsinki - Vääksyntie

Takaisin

Keskeytä Tilaus

Tilaajan & maksajan tiedot

Työohje

Jakeluohje

Tilausvahvistus

Lähetä Tilaus

Virkistä

GRANO

Tilausjärjestelmä Mylly
TILAUSVAHVISTUS

Tilaus-
numero:

Tilausaika:
Toimitusaika: 11.1.2016 16:00:0

Toimipiste: Helsinki - Vääksyntie

Maksaja: Pasicopy

Talvialantie 9
42100 JÄMSÄ

Lisätietoja
laskutukseen:

Tilaaja: Pasicopy

Komeetankatu 1
02210 Espoo

Yhteys- Teija Tilaaja
henkilö: eija.ahlgren@grano.fi
0468117917

Maksajan
tilausnro:

Yhteys- Teija Tilaaja
henkilö: eija.ahlgren@grano.fi
0468117917

Tarjous:

Myyjä: Anne Kortelainen

Yhteyshlö 1:

Tilauksen nimi:

Tuotantojono: Digipaino

Materiaali / paperi:

Laikeus:

Painomäärä:

Ennen tilauksen lähettämistä tarkistakaa tuotantoraportista tietojen oikeellisuus, tarvittaessa tilauksen tietoja voi vielä muuttaa.

Lähetettyäsi tilauksen, se on vielä muokattavissa Myllyn Tilaushistoria-sivulta. Kun tuotanto on ottanut tilauksen käsittelyyn muokkaus tai poistaminen ei ole enää mahdollista. Tuotannossa oleviin tilauksiin liittyvissä asioissa olkaa yhteydessä suoraan tilauksenne tuotantopaikkaan.

Tuotantoraportti on myös tulostettavissa tilauksen lähetyksen jälkeen.

Takaisin

Keskeytä Tilaus

Lähetä Tilaus

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Mylly user manual 16.1.2017

Company admin functions



Order history
Administration 1

Pasicopy
Teija Tilaaja ?

List of customer end users

4 Add new customer user

Total rows: 15

	Customer name	CAD location	User name	User ID	Other location	Street address	Postal code	City	Email	Is administrator	Locked	Can see all ord...	Creation date
2 3													
2 3	Pasicopy	Jyväskylä	Demoasiakas ...	Topi.Demo	Jyväskylä	Vehkakatu 1	40700	Jyväskylä	topi.vilve@gra...	☒	☐	☒	30.09.2015
2 3	Pasicopy	Jyväskylä	Lehtinen Kimmo	kimmo.demo	Jyväskylä	Komeetankatu 1	99999	Espoo	kimmo.lehtine...	☐	☐	☒	13.01.2015
2 3	Pasicopy	Jyväskylä	Helin Petri	petri.asiakas	Jyväskylä	Kuortaneenkat...	00520	Helsinki	petri.helin@gr...	☒	☐	☒	18.11.2014
2 3	Pasicopy	Kouvola						Kouvola	piia.pere@gra...	☒	☐	☒	11.11.2014
2 3	Pasicopy	Joensuu						Joensuu	janne.kuivalai...	☐	☐	☒	01.10.2014
2 3	Pasicopy	Jyväskylä						Kuopio	jukka.mahone...	☐	☐	☐	02.01.2014
2 3	Pasicopy	Espoo						Espoo	harri.wiik@kop...	☒	☐	☒	23.09.2013
2 3	Pasicopy	Kuopio						Kuopio	paino.kuopio...	☐	☐	☐	20.03.2013
2 3	Pasicopy	Jyväskylä						Kuopio	sami.suihkone...	☐	☐	☒	15.02.2013
2 3	Pasicopy	Jyväskylä						Espoo	kimmo.rummu...	☒	☒	☐	01.08.2012
2 3	Pasicopy	Espoo						Espoo	eiija.ahlgren@...	☒	☐	☒	22.02.2012
2 3	Pasicopy	Jyväskylä						Jyväskylä	jarmo@datium.fi	☐	☐	☐	18.02.2010
2 3	Pasicopy	Jyväskylä						Jyväskylä		☒	☐	☐	09.09.2009
2 3	Pasicopy	Jyväskylä						Jyväskylä		☐	☐	☐	09.09.2009
2 3	Pasicopy	Jyväskylä						Jyväskylä	pasi.riekinen...	☒	☐	☒	03.03.2009

As the administrative user of your company, you are able to edit and add Mylly accounts for your company.

After selecting the administration tab 1, start by highlighting a user from the list to be edited or used as base for a new user account.

Use the pencil icon 2 to edit the user, while the cross icon 3 will remove the user from the system.

Selecting the Add new customer user button 4 will open a form to create a new user account. After filling the form, the newly created user will receive instructions on how to create a password by email.

Please note:

When creating a new user, use a full email address as username (first.last@example.com).

All Mylly accounts are locked after six months of inactivity. To unlock an account, edit the user in question and remove the tick from "Locked".

Alternatively contact Mylly Helpdesk to unlock an account.

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