

KitCheck

Location Manager User Guide

kitcheck.com.au

First Aid Distributions

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03 5443 2239

ABN 40 824 426 828

KitCheck

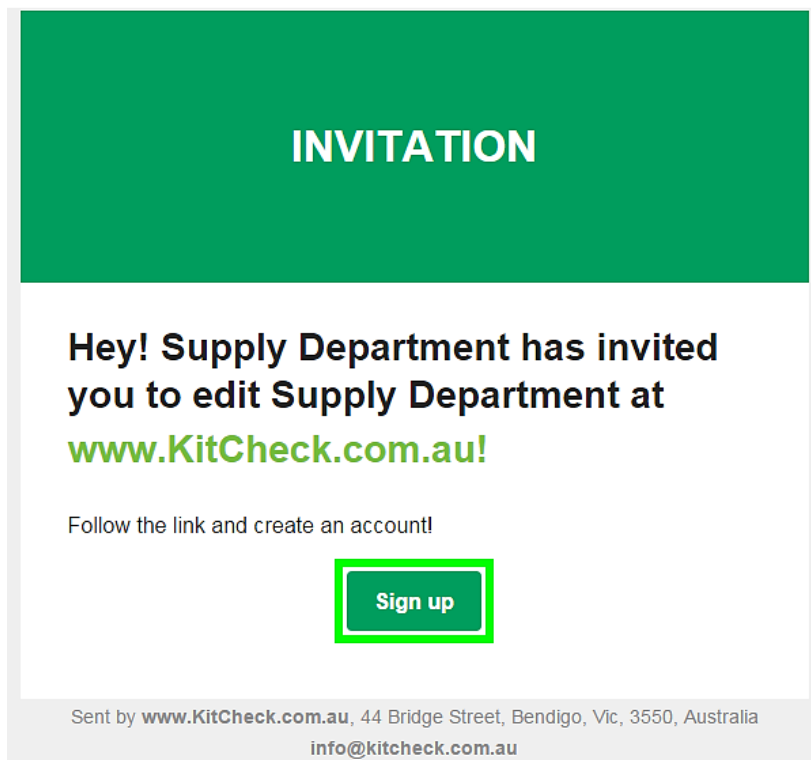
Location Manager User Guide

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Set Up Your Account

1. To get started on KitCheck, click the **Sign up** button in the invitation email you received.



2. You will arrive at the **Sign up** screen where your email address is automatically entered in the **Email** field. To complete your signup on KitCheck, fill the **Name** and **Password** fields, and click the **Sign up** button.

The KitCheck Sign up screen. The KitCheck logo is at the top. Below it, the text "Sign up" is centered. There are three input fields: "Name" with the text "Eastwald Office Manager", "Email" with the text "eastwaldmedcentersupply@gmail.com", and "Password" with the text ".....". A green button with a checkmark and the text "Sign up" is highlighted with a green border.

Note: With this email and password, you will be able to log into KitCheck at any time. To do this, simply click **Login** in the top menu bar on the website

and log into the system by entering an email and password

Add First Aid Kit

1. After clicking the **Sign up** button, you will arrive at the **Dashboard** screen. Your account is now set up, so it's time to start adding your first aid kits. Click the **Add a kit** button in the **Dashboard**.

KitCheck

Dashboard

Reports

Logged in Supply Department-

My account

Logout

Kitcheck dashboard for Supply Department

Locations you can manage: Eastwald Office

Your first aid kit review schedule

[See all first aid kits](#)

+ Add a kit

#ID	Kit name	Next review
No kits found!		

Your first aid kit review history

[See all reviews](#)

#ID	Finished	Created by	Created at
No reviews found!			

Your most recent orders

[See all orders](#)

#ID	Shipped	Paid	Total	Date
No orders found!				

2. On the screen that appears, you need to specify the details of the new kit:

Choose a location*

Eastwald Office

+ Add new location

Kit name*

Eastwald Office 11-2

Review interval in months*

3

☒ Kit to kitchen?

☒ Small workplace (1-25 employees)
 ☐ Medium workplace (25-100 employees)
 ☐ Large workplace (100 + employees)

Choose a template*

Small Workplace 1-25 BLUE (Portable 2 Tray)

Purchase the kit / Register existing kit*

Register existing

Cancel

Save

- **Choose a location** – if you are a manager of only one location of the company, select this location from the drop-down list. If you are a manager of several locations of the company, select the required location from the drop-down list.

- **Kit name** – we recommend you to give the kit an easily recognizable name, such as office name, floor number, kit registration number, or anything that will make it easily identifiable.
- **Review interval in months** – specify here how often you would like to check your kits. When the kit is due to be reviewed, you will receive automatically generated reminder.
Note: You can change the review interval at any time.
- **Kit to Kitchen** – select this option if your kit should be used in a kitchen. This will filter the drop-down templates to make it easier for you to select a recommended, blue-version first aid kit.
Note: If you are using a customised contents list, you do not need to worry about this option.
- **Workplace size** – select the size of your workplace (small, medium or large). This will filter the drop-down options to assist you in selecting the right contents list.
Note: If you are using a customised contents list, you do not need to worry about this option.
- **Choose a template** – you can choose the preset contents list from the drop-down options – from small car kits right through to large medical room kits. If you will be able to build your kit from scratch, you can select **Empty** from the drop-down list.
Note: You can fully customise any of these contents lists at the next stage.
- **Purchase the kit / Register existing kit** – if you want to purchase a whole new kit, you can select **Purchase kit** from the drop-down list and quickly order a new kit. If you want to register an existing kit, select **Register existing** from the drop-down list.

3. Once you are ready to proceed, click the big green **Save** button.

Customise Your Kit

1. After saving the kit, you will see this kit's contents. Every aspect of the first aid kit can be fully customised from this screen:

Edit Eastwald Office 11-2

[Dashboard](#) / [My Kits](#) / [Eastwald Office 11-2](#) / [Edit Eastwald Office 11-2](#)

Kit's info

Name

Review interval in months

[Kit page](#)
[Save](#)

Products

#	Product	Quantity	
	Bag type	<input type="text" value="Portable 2 Tray Small Box"/>	
1	Alcohol Swabs	<input type="text" value="10"/>	✕
2	Amputated Parts Bag	<input type="text" value="1"/>	✕
3	Antiseptic Spray 50ml	<input type="text" value="1"/>	✕

- **Name** – here you can change the kit name set from the previous screen.
- **Review interval in months** – you can change the kit review interval set from the previous screen.
- **Bag type** – select the type of first aid case/bag that your kit should have from the drop-down list. Setting this option helps you to identify the kit if there will be a need to order a new case at a later date.
- **Contents** – the first aid items listed here have the recommended contents based on the template chosen. If you need to change the quantity of items, simply edit the numbers in the **Quantity** fields. If you want to delete an item, click on the red cross button to the right of the product.

35	Wound Dressing #13	<input type="text" value="2"/>	✕
36	Wound Dressing #14	<input type="text" value="1"/>	✕
37	Wound Dressing #15	<input type="text" value="1"/>	✕
38	Zinc Oxide Tape 2.5cm x 5m	<input type="text" value="1"/>	✕

[+ Add product](#)

[✕ Delete](#)
[Cancel](#)
[Save](#)

- **Add product** – click here if you need to add more products. Choose a product from a large selection of first aid products presented in the drop-down list. Set the required quantity and click **Save**. The system is very clever – if you enter a product that is already in the list, it will add the two quantities together and merge into the same line.

Note: If you would like to add a product that is not listed, please email info@kitcheck.com.au and describe the item. We will add it to the list. If you advise which kit to include it in, we will do that for you.

2. After you have made all the desired changes, click **Save**.
3. You will remain on the same page and see the message 'Kit was successfully updated!' Click the blue **Kit Page** button to proceed to the **Kit's Info** page.

Edit Eastwald Office 11-2

[Dashboard](#) / [My Kits](#) / [Eastwald Office 11-2](#) / Edit Eastwald Office 11-2

✔ Kit was successfully updated!

Kit's info

Name: Eastwald Office 11-2

Review interval in months: 3

[Kit page](#) [Save](#)

4. At the **Kit's Info** page, you can see a breakdown of the kit that you have just added. It includes the kit history, reviews, orders, and prices for each product within the kit.

Note: At the **Kit's Info** page, you have an ability to view the picture of each product in the kit by simply clicking on the product name.

Eastwald Office 11-2

[Dashboard](#) / [My Kits](#) / [Eastwald Office 11-2](#)

Kit's info

Kit name: Eastwald Office 11-2

Location name: Eastwald Office

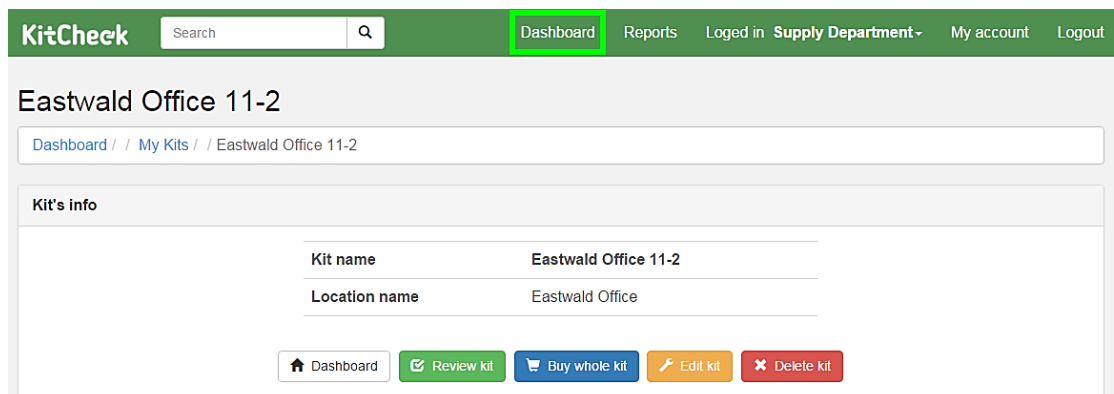
[Dashboard](#) [Review kit](#) [Buy whole kit](#) [Edit kit](#) [Delete kit](#)

Kit Products

Product code	Product name	Product price	Quantity
124029	Alcohol Swabs	\$0.10	10
124109	Amputated Parts Bag	\$1.40	1
124031	Antiseptic Spray 50ml	\$6.95	1
124032	Antiseptic Wipe 200mm x 100mm	\$0.40	10

At the **Kit's Info** page, you can also manage your kit by clicking the following buttons:

- **Dashboard** – go to the **Dashboard** screen where you can see all of your kits. Find more information in the [View and Manage Your Kits in Dashboard](#) section.
 - **Review kit** – commence a restocking review immediately.
 - **Buy whole kit** – purchase the whole kit exactly to your specifications after customising the kit. This can be purchased at any time. After clicking this button, follow the steps outlined in the [Finish Review & Place Order](#) section (steps 2-3).
 - **Edit kit** – return to the previous page where you can continue adding and altering the contents list. Use this option if you want to make further changes to your kit.
 - **Delete kit** – remove the current kit. Use this option if you want to start from scratch.
5. If you want to add more kits, click **Dashboard** in the top menu bar and repeat the steps outlined in the [Add First Aid Kit](#) section.



View and Manage Your Kits in Dashboard

1. After clicking **Dashboard** in the top menu bar, you will see the snapshot of your location's first aid kits. Here you can add more kits, view your most recent orders and review history.

KitCheck

Dashboard
Reports
Logged in **Supply Department**
My account
Logout

Kitcheck dashboard for Supply Department

Locations you can manage: **Eastwald Office**

Your first aid kit review schedule

[See all first aid kits](#)

+ Add a kit

#ID	Kit name	Next review
#19	Eastwald Office 11-2 at Eastwald Office	05/02/2016 <input type="button" value="Review"/>

Your first aid kit review history

[See all reviews](#)

#ID	Finished	Created by	Created at
No reviews found!			

Your most recent orders

[See all orders](#)

#ID	Shipped	Paid	Total	Date
No orders found!				

- If you want to add more kits, click the **Add a Kit** button and follow the steps previously outlined in the [Add First Aid Kit](#) section.

KitCheck

Dashboard
Reports
Logged in **Supply Department**
My account
Logout

Kitcheck dashboard for Supply Department

Locations you can manage: **Eastwald Office**

Your first aid kit review schedule

[See all first aid kits](#)

+ Add a kit

#ID	Kit name	Next review
#19	Eastwald Office 11-2 at Eastwald Office	05/02/2016 <input type="button" value="Review"/>

Your first aid kit review history

[See all reviews](#)

#ID	Finished	Created by	Created at
No reviews found!			

Your most recent orders

[See all orders](#)

#ID	Shipped	Paid	Total	Date
No orders found!				

- If you want to see all of your kits, reviews, or orders, click **See all first aid kits**, **See all reviews** or **See all orders** respectively.

KitCheck

Dashboard
Reports
Logged in **Supply Department**
My account
Logout

Kitcheck dashboard for Supply Department

Locations you can manage: **Eastwald Office**

Your first aid kit review schedule

[See all first aid kits](#)

+ Add a kit

#ID	Kit name	Next review
#20	Eastwald Office 14-8 at Eastwald Office	05/02/2016 <input type="button" value="Review"/>
#19	Eastwald Office 11-2 at Eastwald Office	16/02/2016 <input type="button" value="Review"/>

Your first aid kit review history

[See all reviews](#)

#ID	Finished	Created by	Created at
#33	05/11/2015	Eastwald Office Manager	05/11/2015

Your most recent orders

[See all orders](#)

#ID	Shipped	Paid	Total	Date
No orders found!				

4. To view more details on a particular kit, order, or review, just click on the required kit, order, or review presented in **Dashboard**.

Undertake a Review

1. To start reviewing the kit, click the green **Review** button in **Dashboard**.

KitCheck Search

Dashboard Reports Logged in **Supply Department** My account Logout

Kitcheck dashboard for Supply Department

Locations you can manage: **Eastwald Office**

Your first aid kit review schedule

[See all first aid kits](#)

#ID	Kit name	Next review
#19	Eastwald Office 11-2 at Eastwald Office	05/02/2016 <input type="button" value="Review"/>

Your first aid kit review history

[See all reviews](#)

#ID	Finished	Created by	Created at
No reviews found!			

Your most recent orders

[See all orders](#)

#ID	Shipped	Paid	Total	Date
No orders found!				

Note: You can add further kits to the review on the next screen.

2. You will arrive at the **Review** screen. Here you can see all the details on the kit under review.

Review #33

[Dashboard](#) / [Review #33](#)

Review info

Review started by	Eastwald Office Manager
Review started at	05/11/2015 20:15:20
Your first aid kits being reviewed	<div>Eastwald Office 11-2</div>

Download a helpful guide to restocking this kit.

Download a helpful form to help with stocktake & re-order

To cancel this review, click here

Add new kit to review

Eastwald Office 14-8

#19 | [Eastwald Office 11-2](#) (Eastwald Office)

#	Product	Kit quantity	Actual quantity	Order quantity
1	Alcohol Swabs	10	<input type="text" value="Actual quantity"/>	<input type="text" value="10"/>
2	Amputated Parts Bag	1	<input type="text" value="Actual quantity"/>	<input type="text" value="1"/>

At the **Review** screen, the following options will help you to review your kit:

- **Download .pdf Guide** – click this button to download a helpful PDF guide, which contains product images based on your specific kit. This will assist those who are a little unsure on exactly what the products look like.
- **Download .pdf Form** – download a PDF restock sheet of your kit contents for easy onsite stocktake. This provides a hard copy of the kit review and allows easy data entry below.
- **Cancel** – click here if you don't want to proceed with the review.
- **Add new kit to review** – if you want to review more kits, simply select the desired kit from the drop-down list and click the **Add a kit to review** button. This adds the kit to the bottom of the page. You can simply click on its name to expand the contents.

37	Wound Dressing #15	1	Actual quantity	1
38	Zinc Oxide Tape 2.5cm x 5m	1	Actual quantity	1

✓ Save kit quantities

#20 | Eastwald Office 14-8 (Eastwald Office)

✓ Finish review & place order

- **Edit kit** – if you want to edit the kit contents, click the **Edit kit** button, alter the contents and return to the review.
 - **Delete kit from review** – click this button if you want to remove a particular kit from this review.
 - **Contents** – enter the current contents in the **Actual quantity** column. The order quantity will automatically adjust based on the required quantity specified during initial setup. If you need to override the order quantity, simply edit the numbers in the **Order quantity** column.
3. Once you have finished reviewing the contents, click the **Save kit quantities** button at the bottom of the screen.

Note: You can return at any stage to complete the review.

37	Wound Dressing #15	1	Actual quantity	1
38	Zinc Oxide Tape 2.5cm x 5m	1	Actual quantity	1

✓ Save kit quantities

✓ Finish review & place order

Finish Review & Place Order

- Once you have reviewed the contents, click large green **Finish review & place order** button to proceed.

✓ Finish review & place order

#19 | [Eastwald Office 11-2 \(Eastwald Office\)](#)

✎ Edit kit
✖ Delete kit from review

#	Product	Kit quantity	Actual quantity	Order quantity
1	Alcohol Swabs	10	Actual quantity	10
2	Amputated Parts Bag	1	Actual quantity	1
3	Antiseptic Spray 50ml	1	Actual quantity	1
4	Antiseptic Wipe 200mm x 100mm	10	Actual quantity	10

- You will arrive at the **Order** screen. This is the last stage before submitting your order for processing:

Order #28

[Dashboard](#) / / [My Orders](#) / / [Order #28](#)

Order info

Company name	Supply Department
Company address	418 Main st., Redlake, Victoria, 3060.
Order created by	Eastwald Office Manager
Order created at	05/11/2015 20:26:38
Paid at	
Shipped at	
Kits	<div style="background-color: #4CAF50; color: white; padding: 2px 5px; display: inline-block;">Eastwald Office 11-2</div>

To download & print your order, click here.

Download .pdf

Your order has not yet been submitted.

You can review your order below or download & print using the **DOWNLOAD PDF** button at left.

Alternatively, click an option below:

Pay with Card

PAY ON ACCOUNT

✖ CANCEL ORDER

Order comments

Purchase Order Number

Purchase Order number

✓ Update

Order details

Shipping location	Price	Quantity	Total (exl. tax)	Total (inc. tax)
Eastwald Office (322 Central st., Eastwald, Victoria, 3070)	\$5.50	1	\$5	\$5.50

- **Pay with card** – click this button if you want to pay with Visa, MasterCard or Amex. In the pop-up window that appears, specify your email, credit card number, expiration date and CVC code, and click the **Pay** button.
 - **Pay on account** – click this button if you want to pay on account. If you choose this option, an invoice will be delivered with the goods. All account customers will have follow-up contact prior to shipment.
 - **Cancel order** – if you want to cancel this order, click the red **Cancel order** button. Please note that once the order is cancelled, you will not be able to reopen this order. You will need to start a review again.
 - **Order comments** – if you need to add some notes or comments to your order, enter them in the **Order comments** field and click the **Update** button.
 - **Purchase Order Number** – here you can enter your purchase order number. To save it, click the **Update** button.
 - **Update** – if you entered information in the **Order comments** field and/or **Purchase Order Number** field, click the **Update** button to save changes.
 - **Download .pdf** – click this button if you want to download a PDF copy of your order.
 - **Order details** – here you can see the shipping location and a full breakdown of the products for each kit. All kits will be packaged separately in a labeled bag for easy unpacking. Flat rate freight per location.
3. Once you have submitted your order by paying with credit card or on account, you will see a message depending on which payment method you selected.

Note: You will receive a separate shipping confirmation email once your order is dispatched.

Order info

Company name	Supply Department
Company address	418 Main st., Redlake, Victoria, 3060.
Order created by	Eastwald Office Manager
Order created at	05/11/2015 20:26:38
Paid at	
Shipped at	
Kits	

Eastwald Office 11-2

Order is submitted, but not yet shipped!

You have chosen to pay when goods arrive.

To download & print your order, click here.

Download .pdf

- Click **Dashboard** in the top menu bar. Here you will see all submitted orders and their current status.

Your first aid kit review history				See all reviews
#ID	Finished	Created by	Created at	
#33	05/11/2015	Eastwald Office Manager	05/11/2015	

Your most recent orders					See all orders
#ID	Shipped	Paid	Total	Date	
#28	No	No	\$150.80	05/11/2015	

Create Usage & Expense Report

- If you want to generate a report for specific kits and time period, click **Reports** in the top menu bar.

KitCheck Search

Dashboard **Reports** Logged in **Supply Department** My account Logout

Kitcheck dashboard for Supply Department

Locations you can manage: **Eastwald Office**

Your first aid kit review schedule [See all first aid kits](#)

[+ Add a kit](#)

#ID	Kit name	Next review
#20	Eastwald Office 14-8 at Eastwald Office	16/02/2016 Review
#19	Eastwald Office 11-2 at Eastwald Office	16/02/2016 Review

Your first aid kit review history [See all reviews](#)

#ID	Finished	Created by	Created at
#33	05/11/2015	Eastwald Office Manager	05/11/2015

Your most recent orders [See all orders](#)

#ID	Shipped	Paid	Total	Date
#28	No	No	\$150.80	05/11/2015

- You will arrive at the **Reports** screen. Here you can specify a time period and kit names to generate a report:

KitCheck Search

Dashboard **Reports** Logged in **Supply Department** My account Logout

Create usage & expense reports on all your first aid kits.

[Dashboard](#) / [Create usage & expense reports on all your first aid kits.](#)

Start date

2015-01-01

End Date

2015-12-30

Kits

None selected

[GENERATE REPORT](#)

Download your report as a spreadsheet.

Company	Location	Kit	Product	Reviews	Quantity	Cost
No results!						

- Start date** – click in this field and select the date from a calendar pop-up window. This will be the start date for the report data.
- End date** – click in this field and select the date from a calendar pop-up window. This will be the end date for the report data.
- Kits** – from the drop-down list, select the kit(s) that you want to include in the report. Location of each kit is displayed in this drop-down list.

Note: As a location manager, you can generate reports only for locations you manage.

- Click the blue **Generate Report** button. You will see the generated report for the time period and kits that you specified.

Create usage & expense reports on all your first aid kits.

[Dashboard](#) / / Create usage & expense reports on all your first aid kits.

Start date: 2015-09-01 End Date: 2015-11-05 Kits: Eastwald Office 11-2 (at Eastwald Office) ▼ **GENERATE REPORT**

Download your report as a spreadsheet. [Download .xls](#)

Company	Location	Kit	Product	Reviews	Quantity	Cost
Supply Department				1		\$150.80
	Redlake Office			0		\$0
	Eastwald Office			1		\$145.30
		Eastwald Office 11-2		1		\$145.30

- To download the generated report in a form of an Excel spreadsheet, click the green **Download .xls** button.

Create usage & expense reports on all your first aid kits.

[Dashboard](#) / / Create usage & expense reports on all your first aid kits.

Start date: 2015-09-01 End Date: 2015-11-05 Kits: Eastwald Office 11-2 (at Eastwald Office) ▼ **GENERATE REPORT**

Download your report as a spreadsheet. [Download .xls](#)

Company	Location	Kit	Product	Reviews	Quantity	Cost
Supply Department				1		\$150.80
	Redlake Office			0		\$0
	Eastwald Office			1		\$145.30
		Eastwald Office 11-2		1		\$145.30

- If you want to create a report that contains data for another time period and kit(s), specify other start/end dates and kit names, and click the **Generate Report** button once more. The system will generate a report for the newly specified time period and kits.

Search for Kits, Locations and Orders

- If you need to quickly find information on your particular kit, location or order, type your search criteria in the search field, which is located in the top menu bar, and press **Enter** on your keyboard.

KitCheck eastwald 🔍 Dashboard Reports Logged in: Supply Department- My account Logout

My Account

[Dashboard](#) / / My Account

Name: Eastwald Office Manager Phone: Phone

- The system will perform a search and return the results that match the search criteria that you specified.

Search results for: eastwald

Dashboard / / Search results for: eastwald

eastwald Search

Kits Locations Orders

#	Kit name	Kit location	Last Reveiw	Next scheduled review	
#19	Eastwald Office 11-2	Eastwald Office	-	05/02/2016	Review
#20	Eastwald Office 14-8	Eastwald Office	-	05/02/2016	Review

The results are presented in three switchable tabs:

- **Kits** – this tab contains information on the kits found. Here you can see the found kits’ numbers, names, locations, and dates of the last and next scheduled reviews. You can also undertake a review of any found kit by clicking the **Review** button located next to the kit. If you want to see more details on a particular kit, just click on this kit in the **Kits** tab.
- **Locations** – this tab contains information on the locations found. Here you can see the names and creation dates of the locations found. You can also undertake a review of all kits associated with a particular location by clicking the **Review kits** button. If you want to see more details on a particular location, just click on this location in the **Locations** tab.
- **Orders** – this tab contains information on the orders found. Here you can see the found orders’ numbers, statuses, shipping and payment statuses, total amounts (tax-exclusive and tax-inclusive), dates, and creators’ names. If you want to see more details on a particular order, just click on this order in the **Orders** tab.

To switch between the tabs, click on the name of a tab that you want to view.

Search results for: eastwald

Dashboard / / Search results for: eastwald

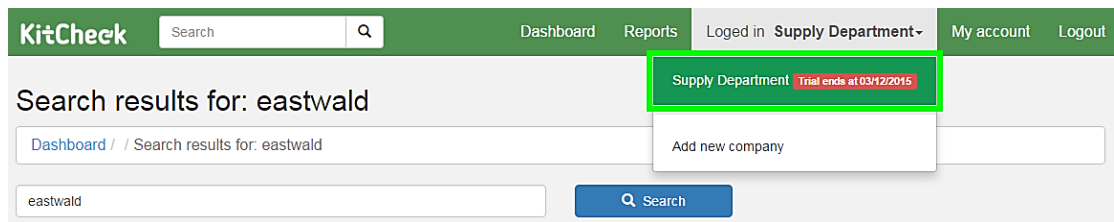
eastwald Search

Kits Locations Orders

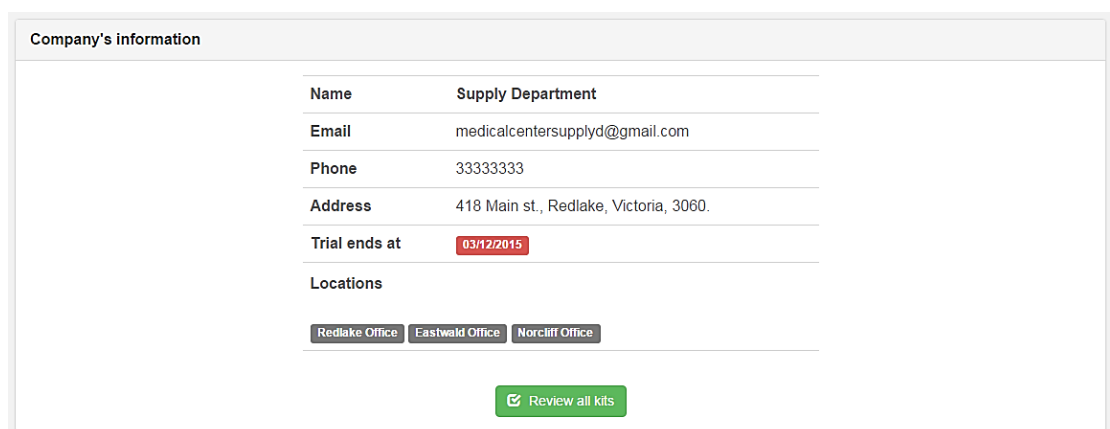
Name	Created at	
Eastwald Office (Supply Department)	03/11/2015	Review kits

View Your Company Details

1. You can quickly view your company's information. To do this, click **Logged in** in the top menu bar and select your company name from the drop-down menu.



2. On the **Company's information** screen, you can see the following elements:



- **Name** – the name of your company is shown here.
- **Email** – here you can see the email of your company manager.
- **Phone** – this is the phone number of your company.
- **Address** – here you can see the postal address of your company.
- **Trial ends at** – the end date of your company's trial is shown here.
- **Locations** – here you can see all locations of your company.
- **Review all kits** – if you want to start reviewing all of your kits, click this button and follow the steps previously outlined in the [Undertake a Review](#) section (steps 2-3).

Modify Your Account

1. If you want to view and change your account information, click **My account** in the top menu bar.

KitCheck Search

Dashboard Reports Logged in **Supply Department** **My account** Logout

Kitcheck dashboard for Supply Department

Locations you can manage: **Eastwald Office**

Your first aid kit review schedule

[See all first aid kits](#)

+ Add a kit

#ID	Kit name	Next review
#20	Eastwald Office 14-8 at Eastwald Office	05/02/2016 <input type="button" value="Review"/>

Your first aid kit review history

[See all reviews](#)

#ID	Finished	Created by	Created at
#33	05/11/2015	Eastwald Office Manager	05/11/2015

- You will arrive at the **My Account** screen. Here you can see and edit your account details:

My Account

[Dashboard](#) / [My Account](#)

Name

Eastwald Office Manager

Phone

55555555

Email

eastwaldmedcentersupply@gmail.com

☒ Send review reminder emails

Password (Only if you wish to change password)

Password

Repeat password

Repeat Password

- Name** – if you want to change your account name in KitCheck, simply enter new name in the **Name** field.
- Phone** – to change your phone number, enter the new number in the **Phone** field.
- Email** – here you can see an email address you are registered with. You cannot change this email address.
- Send review reminder emails** – select this option if you want to receive emails reminding you of scheduled kit reviews.
- Change password** – if you want to change password to your account, enter a new password in the **Password** field, and then enter the same new password in the **Repeat password** field.
Note: Fill these fields only if you want to change password to your account.

- Once you have finished editing your account information, click the green **Save** button.