

KitCheck

Master Account Manager User Guide

kitcheck.com.au

First Aid Distributions

44 Bridge St., Bendigo Victoria 3550

03 5443 2239

ABN 40 824 426 828

KitCheck

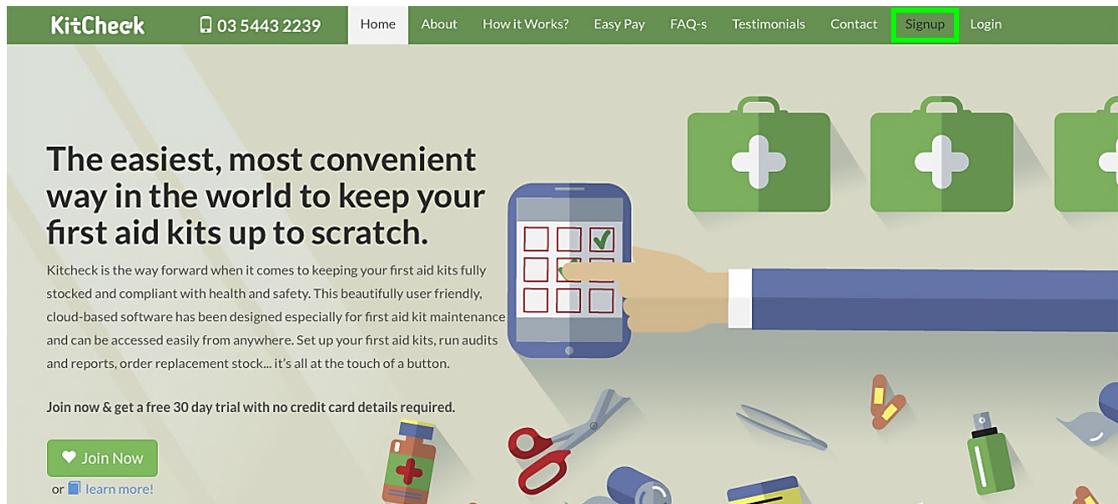
Master Account Manager User Guide

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Set Up Your Company

1. To get started on KitCheck, go to <https://kitcheck.com.au>.
2. In the top menu bar, click **Signup**.



3. Choose one of the following options:

- Signup with Facebook
- Signup with Google+
- Fill the **Name**, **Email** and **Password** fields and click the **Sign up** button.

KitCheck

Sign up now – it's free!

Get started on Kitcheck now... find out why it's the easiest, most convenient way in the world to keep your first aid kits up to scratch.

[Facebook](#) [Google](#)

Name

Email

Password

You are already a user? [Log in!](#)

Note: If you are already registered on KitCheck, you don't need to follow the signup procedure. Instead, simply click **Login** in the top menu bar and log into the system with Facebook, Google+, or by entering an email and password you are registered with.

4. Once the signup is complete, you need to add your company information and locations. If you only have one site where kits are located, enter the details and click **Save**.

Note: You can add as many locations as needed. You can add and delete locations at any stage.

Company's info

Name*

Email* **Phone***

Adress* **Suburb*** **State*** **Postcode***

Locations

Name*

Adress* **Suburb*** **State*** **Postcode***

[+ Add location](#)

If you have more than one location, click **Add location**, enter the details of additional site and click **Save**.

Locations

Name*

Address*

Suburb*

State*

Postcode*

Name*

Address*

Suburb*

State*

Postcode*

Once you have entered all of your company details and locations, click the big green **Save** button at the bottom of the screen.

- You will arrive at the **Company's Information** page. Here you can see all the key details of your company account, such as the company's name, email address, phone number, postal address, locations, end date of the free trial.

Medical Center Ltd

[Dashboard](#) / / Medical Center Ltd

Company's information

Name	Medical Center Ltd
Email	medicalcentersupply@gmail.com
Phone	55555555
Address	325 Main st., Landbridge, Victoria, 3000.
Trial ends at	28/11/2015

Locations

Main Office
Hogdell Office

At the **Company's Information** page, you can also manage your kits and company settings by clicking the following buttons:

- **Review all kits** – start reviewing all of your kits in order to restock them.
- **Subscribe company** – subscribe to KitCheck to ensure you can continue to use the service once your trial ends. You can subscribe at any stage throughout your free trial. Find more information in the [Subscribe Company](#) section.

- **Edit company** – make changes to company information, locations and managers. Find more information in the [Edit Company](#) section.
- **Delete company** – remove the current company.

The **Company's Information** page also provides details on your next kits to be reviewed, latest reviews and orders, company history. You don't have any kits and reviews yet, so this area is empty at the current stage.

Next Kits to be reviewed				
See all				
+ Add a kit				
#	Kit name	Kit location	Last Reveiw	Next scheduled review
No kits found!				

Last Reviews			
See all			
#	Finished	Created by	Created at
No reviews found!			

Last Orders			
See all			
#	Shipped	Paid	Date
No orders found!			

Company history		
Description	User	Date
Supply Dept created the company.	Supply Dept	02/11/2015 21:50:33

Add First Aid Kit

1. Your account is now set up, so it's time to start adding your first aid kits. Just below the **Company's Information** area you will see your kits register. Click **Add a kit**.

Next Kits to be reviewed				
See all				
+ Add a kit				
#	Kit name	Kit location	Last Reveiw	Next scheduled review
No kits found!				

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

The screenshot shows a web form with the following elements:

- Choose a location***: A dropdown menu with "Main Office" selected. Below it is a link "+ Add new location".
- Kit name***: A text input field containing "Main Office 11-2".
- Review interval in months***: A text input field containing "3".
- Kit to kitchen?**: A checked checkbox.
- Workplace size**: Three radio button options: "Small workplace (1-25 employees)" (selected), "Medium workplace (25-100 employees)", and "Large workplace (100 + employees)".
- Choose a template***: A dropdown menu with "Small Workplace 1-25 BLUE (Portable 2 Tray)" selected.
- Purchase the kit / Register existing kit***: A dropdown menu with "Register existing" selected.
- Buttons**: "Cancel" and "Save" (with a green checkmark icon).

- **Choose a location** – select the company location from the drop-down list. If you need to add another location, click **Add new location** and specify the name and postal address of the new location.
Note: You can add and delete locations at any stage.
- **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 **Save**.

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 Main Office 11-2

Dashboard / / My Kits / / Main Office 11-2 / / Edit Main Office 11-2

Kit's info

Name: Main Office 11-2

Review interval in months: 3

Kit page Save

Products

#	Product	Quantity	
	Bag type	Portable 2 Tray Small Box	
1	Alcohol Swabs	10	X
2	Amputated Parts Bag	1	X
3	Antiseptic Spray 50ml	1	X

- **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"/>	<input type="button" value="x"/>
36	Wound Dressing #14	<input type="text" value="1"/>	<input type="button" value="x"/>
37	Wound Dressing #15	<input type="text" value="1"/>	<input type="button" value="x"/>
38	Zinc Oxide Tape 2.5cm x 5m	<input type="text" value="1"/>	<input type="button" value="x"/>

[+ Add product](#)

- **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 Main Office 11-2

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

✔ Kit was successfully updated!

Kit's info

Name Review interval in months

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.

Main Office 11-2

Dashboard / / My Kits / / Main Office 11-2

Kit's info

Kit name Main Office 11-2

Location name Main Office

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

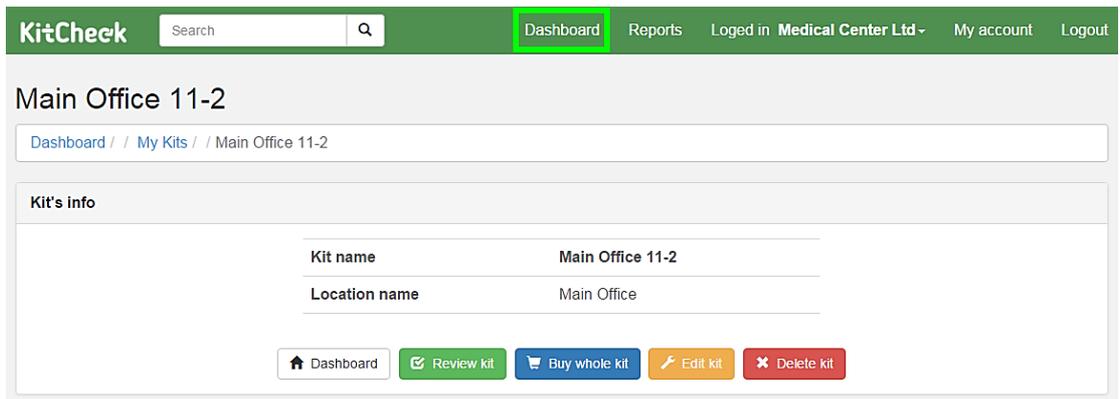
Kit Products

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:

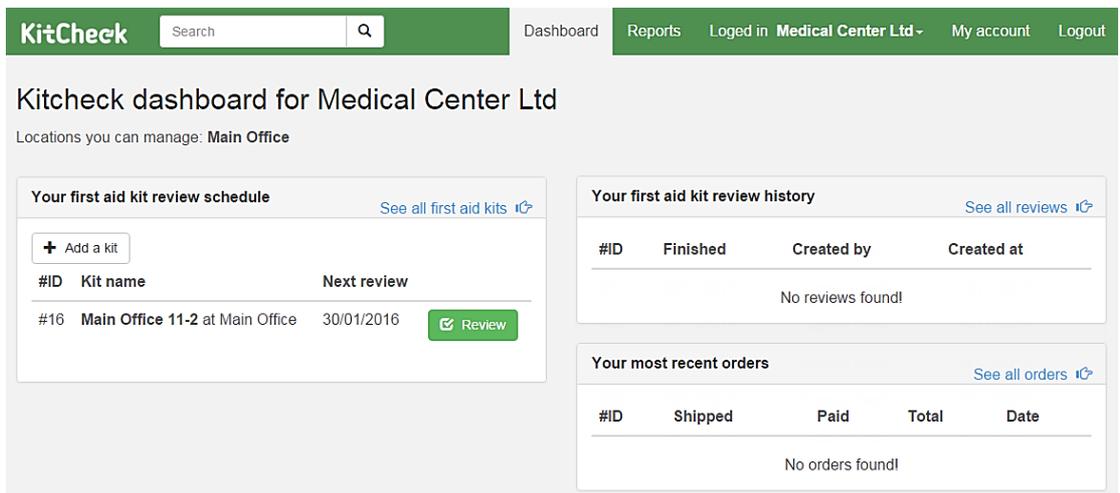
- **Dashboard** – go to the **Dashboard** screen where you can see all of your kits. Find more information in the [View and Manage Your Kits in Dashboard](#) section.
- **Review kit** – commence a restocking review immediately.
- **Buy whole kit** – purchase the whole kit exactly to your specifications 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](#) chapter (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.

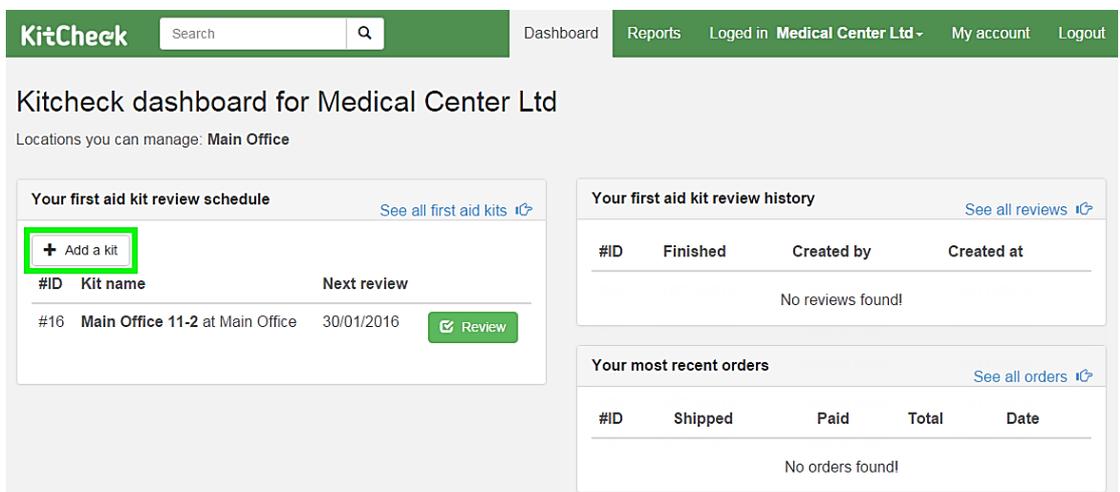


View and Manage Your Kits in Dashboard

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



2. To add more kits, click the **Add a Kit** button and follow the steps previously outlined in the [Add First Aid Kit](#) section.



3. 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 for Medical Center Ltd

Locations you can manage: Main Office

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

+ Add a kit

#ID	Kit name	Next review	
#17	Main Office 14-8 at Main Office	30/01/2016	Review
#16	Main Office 11-2 at Main Office	30/01/2016	Review

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

#ID	Finished	Created by	Created at
#22	30/10/2015	Supply Dept	30/10/2015

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 dashboard for Medical Center Ltd

Locations you can manage: Main Office

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

+ Add a kit

#ID	Kit name	Next review	
#16	Main Office 11-2 at Main Office	30/01/2016	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 #22

Dashboard / / Review #22

Review info

Review started by Supply Dept

Review started at 30/10/2015 19:20:21

Your first aid kits being reviewed

Main Office 11-2

Download a helpful guide to restocking this kit.

Download .pdf Guide

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

Download .pdf Form

To cancel this review, click here

Cancel

Add new kit to review

Main Office 14-8

Add a kit to review

Finish review & place order

#16 | Main Office 11-2 (Main 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"/>

Edit kit

Delete kit from review

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 a 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	<input type="text" value="Actual quantity"/>	<input type="text" value="1"/>
38	Zinc Oxide Tape 2.5cm x 5m	1	<input type="text" value="Actual quantity"/>	<input type="text" value="1"/>

Save kit quantities

#17 | Main Office 14-8 (Main 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

Finish Review & Place Order

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

#16 | [Main Office 11-2 \(Main Office\)](#)

#	Product	Kit quantity	Actual quantity	Order quantity
1	Alcohol Swabs	10	<input type="text" value="0"/>	<input type="text" value="10"/>
2	Amputated Parts Bag	1	<input type="text" value="0"/>	<input type="text" value="1"/>
3	Antiseptic Spray 50ml	1	<input type="text" value="0"/>	<input type="text" value="1"/>
4	Antiseptic Wipe 200mm x 100mm	10	<input type="text" value="0"/>	<input type="text" value="10"/>

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

Order #17

[Dashboard](#) / / [My Orders](#) / / [Order #17](#)

Order info

Company name Medical Center Ltd
Company address 325 Main st., Landbridge, Victoria, 3000.
Order created by Supply Dept
Order created at 30/10/2015 21:21:23

Paid at

Shipped at

Kits

Main Office 11-2

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

Order Comments

Purchase Order Number

Purchase Order number

[✓ Update](#)

Order details

Shipping location	Price	Quantity	Total (exl. tax)	Total (inc. tax)
Main Office (325 Main st., Landbridge, Victoria, 3000)	\$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	Medical Center Ltd
Company address	325 Main st., Landbridge, Victoria, 3000.
Order created by	Supply Dept
Order created at	30/10/2015 21:21:23
Paid at	
Shipped at	
Kits	

Order is submitted, but not yet shipped!

You have chosen to pay when goods arrive.

To download & print your order, click here.

[Download .pdf](#)

4. 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
#22	30/10/2015	Supply Dept	30/10/2015

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

#ID	Shipped	Paid	Total	Date
#17	No	No	\$150.80	30/10/2015

Create Usage & Expense Report

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

KitCheck Search [Q] Dashboard **Reports** Logged in **Medical Center Ltd** My account Logout

Kitcheck dashboard for Medical Center Ltd
Locations you can manage: **Main Office**

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

+ Add a kit

#ID	Kit name	Next review	
#17	Main Office 14-8 at Main Office	30/01/2016	Review
#16	Main Office 11-2 at Main Office	30/01/2016	Review

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

#ID	Finished	Created by	Created at
#22	30/10/2015	Supply Dept	30/10/2015

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

#ID	Shipped	Paid	Total	Date
#17	No	No	\$150.80	30/10/2015

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

KitCheck Search [Q] 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: Location managers can generate reports only for particular sites they manage. Unlike them, the Company Manager can create reports for all of the company sites. Find more information in the [Set Up Multiple Sites with Different Managers](#) chapter.

- 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: 2015-11-02 Kits: Main Office 11-2 (at Main Office) ▼ **GENERATE REPORT**

Download your report as a spreadsheet. **Download .xls**

Company	Location	Kit	Product	Reviews	Quantity	Cost
Medical Center Ltd				1		\$150.80
	Main Office			1		\$145.30
		Main Office 11-2		1		\$145.30
			Conforming Gauze Bandage 25mm		2	\$2.50
			Conforming Gauze Bandage 50mm		3	\$5.25

- 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: 2015-11-02 Kits: Main Office 11-2 (at Main Office) ▼ **GENERATE REPORT**

Download your report as a spreadsheet. **Download .xls**

Company	Location	Kit	Product	Reviews	Quantity	Cost
Medical Center Ltd				1		\$150.80
	Main Office			1		\$145.30
		Main Office 11-2		1		\$145.30
			Conforming Gauze Bandage 25mm		2	\$2.50
			Conforming Gauze Bandage 50mm		3	\$5.25

- 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.

Set Up Multiple Sites with Different Managers

- If a company that you already set up has more than one site where kits are located, you can easily add multiple locations and assign different managers for each location at any stage. First of all, click the **Edit company** button on the **Company's Information** page.

Supply Department

Dashboard / / Supply Department

Company's information

Name	Supply Department
Email	medicalcentersupplyd@gmail.com
Phone	33333333
Address	418 Main st., Westerfair, Victoria, 3060.
Trial ends at	03/12/2015
Locations	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Westerfair Office</div>

- On the screen that appears, set up the required locations. To do this, scroll down to the locations area, click **Add location**, enter the name and postal address of additional site, and click **Save**. Repeat for all locations that you want to add.

Locations

1

Address* **Suburb*** **State*** **Postcode***

Locations

1

Address* **Suburb*** **State*** **Postcode***

Address* **Suburb*** **State*** **Postcode***

- Once you have set up all of the locations, scroll down to the **Managers** area at the bottom of the **Company's Information** page. Here you will see that your company currently has only one manager (you) who has full access to all locations and first aid kits of your company. Such overall manager is called Company Manager.

Managers

#	Email	Locations
1	<input type="text" value="medicalcentersupplyd@gmail.com"/>	<input checked="" type="checkbox"/> Company manager <input type="text" value="All selected (4)"/>

[+ Add manager](#)

Please note that the Company Manager can add location managers for each site. Each location manager will be able to manage only the site designated by the Company Manager. Location managers can generate reports only for particular sites they manage. Unlike them, the Company Manager can create reports for all of the company sites.

To add location managers, click **Add manager**, enter an email address of a required manager, select location(s) from the drop-down list and click **Save**. Repeat for all location managers that you want to add. The system will send automated invitation emails to all newly added location managers who will then be able to manage their particular sites.

Managers

#	Email	Locations
1	<input type="text" value="medicalcentersupplyd@gmail.com"/>	<input checked="" type="checkbox"/> Company manager <input type="text" value="All selected (4)"/>

[+ Add manager](#)

Managers

#	Email	Locations
1	<input type="text" value="medicalcentersupplyd@gmail.co"/>	<input checked="" type="checkbox"/> Company manager <input type="text" value="All selected (4)"/>
	<input type="text" value="lakemillmedcentersupply@gmail"/>	<input type="checkbox"/> Company manager <input type="text" value="Lakemill Office"/>

- Once you have finished setting up all sites and location managers, click the big green **Save** button at the bottom of the screen to save changes to the company.

Managers

#	Email	Locations
1	<input type="text" value="medicalcentersupplyd@gmail.com"/>	<input checked="" type="checkbox"/> Company manager All selected (4) ▾
2	<input type="text" value="lakemillmedcentersupply@gmail.com"/>	<input type="checkbox"/> Company manager Delete Lakemill Office ▾
3	<input type="text" value="bellakemedcentersupply@gmail.com"/>	<input type="checkbox"/> Company manager Delete Bellake Office ▾

[+ Add manager](#)

✕ Delete
Cancel
✔ Save

Search for Kits, Locations and Orders

1. 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.

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

Search results for: main office

Dashboard / / Search results for: main office

main office 🔍 Search

Kits Locations Orders

#	Kit name	Kit location	Last Reveiw	Next scheduled review	
#16	Main Office 11-2	Main Office	-	30/01/2016	✔ Review
#17	Main Office 14-8	Main Office	-	30/01/2016	✔ Review

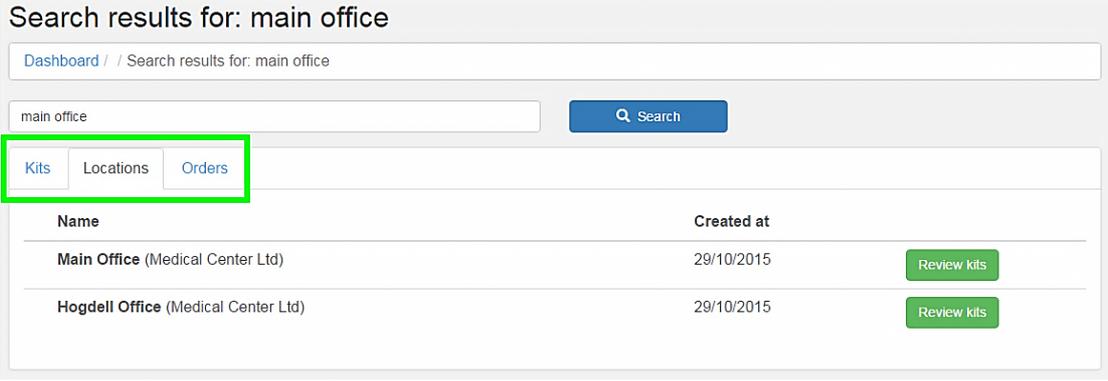
The results are presented in three switchable tabs:

- **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: main office

Dashboard / / Search results for: main office

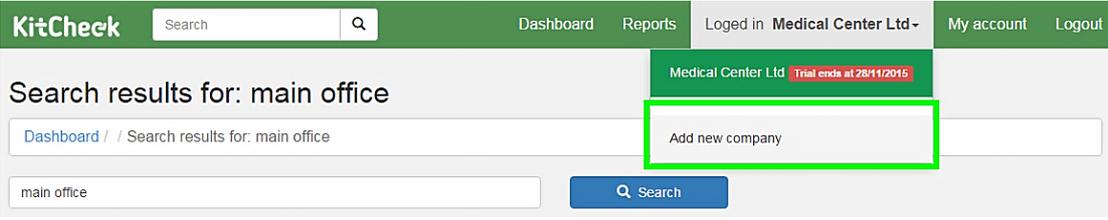
main office

Kits Locations Orders

Name	Created at	
Main Office (Medical Center Ltd)	29/10/2015	<input type="button" value="Review kits"/>
Hogdell Office (Medical Center Ltd)	29/10/2015	<input type="button" value="Review kits"/>

Add More Companies

1. If you've already set up your company, but you need to add more companies, click **Logged in** in the top menu bar and select **Add new company** from the drop-down menu.



KitCheck

Dashboard Reports **Logged in Medical Center Ltd-** My account Logout

Medical Center Ltd **Trial ends at 28/11/2015**

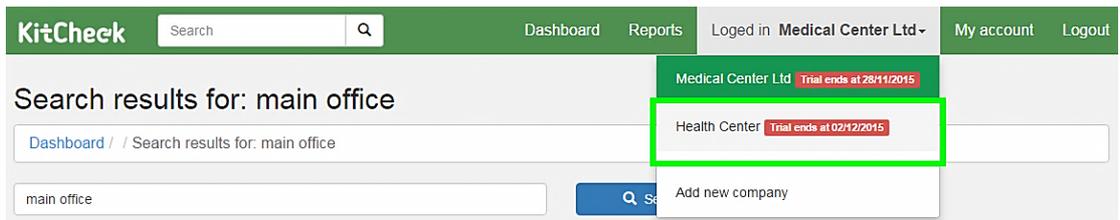
Search results for: main office

Dashboard / / Search results for: main office

main office

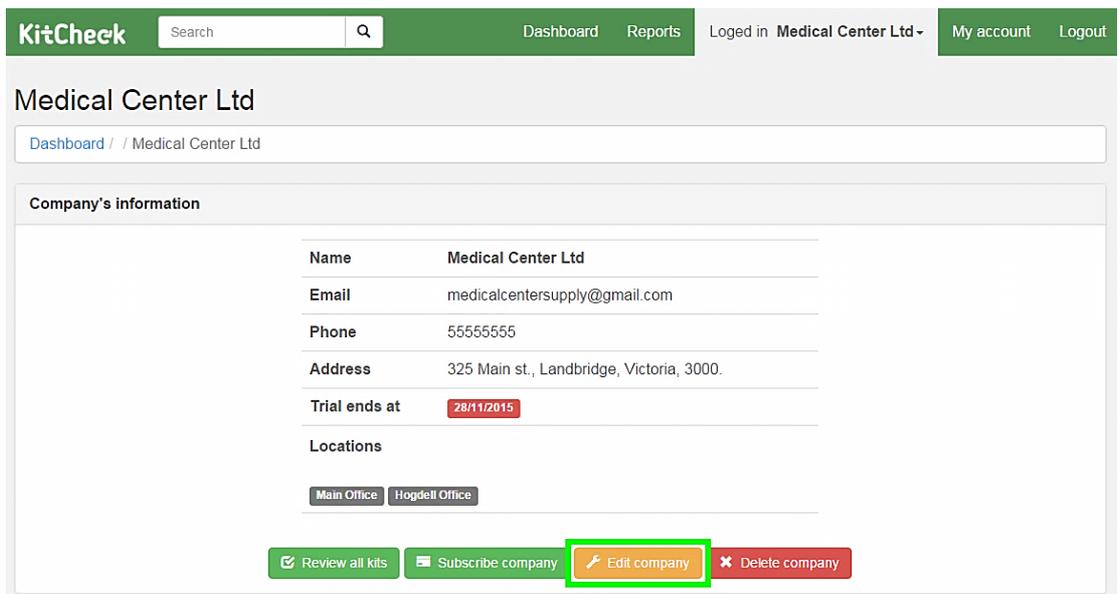
Add new company

2. On the screen that appears, you need to specify the details of the new company and locations as outlined in the [Set Up Your Company](#) section (step 4).
3. Once the new company is successfully added, you will be able to quickly switch between your companies. To do this, click **Logged in** in the top menu bar and select the company that you want to switch to.



Edit Your Company

1. You can easily change the company details you provided to us. To do this, click the **Edit company** button on the **Company's Information** page.



2. On the screen that appears, you can make the following changes to your company:

Company's information

Name*
Medical Center Ltd

Email* medicalcentersupply@gmail.com **Phone*** 55555555

Address* 325 Main st. **Suburb*** Landbridge **State*** Victoria **Postcode*** 3000

Locations

1

Address* 325 Main st. **Suburb*** Landbridge **State*** Victoria **Postcode*** 3000

- **Company's information** – here you can change your company's name, email address, phone number and postal address. To do this, just enter new data in the required fields and click the green **Save** button.
- **Locations** – here you can change your location's name and address. To do this, just enter new data in the required fields and click the green **Save** button. Here you can also add new locations and remove them if they are not needed anymore. Find more information in the [Set Up Multiple Sites with Different Managers](#) chapter (step 2).
- **Managers** – here you can add, delete and assign location managers for different sites. Find more information in the [Set Up Multiple Sites with Different Managers](#) chapter (step 3).

The screenshot shows a web interface titled "Managers". It features a table with the following structure:

#	Email	Locations
1	<input type="text" value="medicalcentersupply@gmail.com"/>	<input checked="" type="checkbox"/> Company manager

Below the table, there is a dropdown menu showing "All selected (2)". At the bottom of the interface, there are three buttons: a red "Delete" button with an 'x' icon, a white "Cancel" button, and a green "Save" button with a checkmark icon. A blue "+ Add manager" link is also visible on the left side of the table area.

3. After you have made all the desired changes to your company, click the big green **Save** button at the bottom of the screen. You will remain on the same page and see the message 'Company successfully updated!'

Subscribe Your Company

1. At any stage of your work with our system, you can subscribe to KitCheck to ensure you can continue to use the service once your trial ends. To do this, click the **Subscribe company** button on the **Company's Information** page.

KitCheck Search Dashboard Reports Logged in Medical Center Ltd - My account Logout

Medical Center Ltd

Dashboard / / Medical Center Ltd

Company's information

Name	Medical Center Ltd
Email	medicalcentersupply@gmail.com
Phone	55555555
Address	325 Main st., Landbridge, Victoria, 3000.
Trial ends at	28/11/2015

Locations

Main Office Hogdell Office

Review all kits **Subscribe company** Edit company Delete company

2. You will arrive at the **Subscribe** screen. Here you can specify the details needed to subscribe:

Subscribe Medical Center Ltd

Dashboard / / Medical Center Ltd / / Subscribe Medical Center Ltd

Subscribe Medical Center Ltd

Choose plan

Monthly billing (\$10 a month)

Credit Card Number MM YYYY CVC

Credit card number MM YYYY CVC

Cancel **Subscribe**

- **Subscription plan** – choose the most suitable billing plan. This way you can set up a regular monthly, quarterly or annual payment system.
 - **Credit card details** – enter your credit card number, expiration date and CVC code.
3. Once you have set up your subscription details, click the green **Subscribe** button.

Modify Your Account

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

KitCheck dashboard for Medical Center Ltd

Locations you can manage: Main Office , Health Center , Hogdell Office

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

+ Add a kit

#ID	Kit name	Next review
#17	Main Office 14-8 at Main Office	30/01/2016 <input type="button" value="Review"/>

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

#ID	Finished	Created by	Created at
#22	30/10/2015	Supply Dept	30/10/2015

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

My Account

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

Name **Phone**

Email

Send review reminder emails

Password (Only if you wish to change 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. If you need to add more managers with different email addresses, see the [Set Up Multiple Sites with Different Managers](#) chapter.
 - **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.
3. Once you have finished editing your account information, click the green **Save** button.