**Setting paths**

The paths should be set by default and can be ignored by the user.

See the section ‘**Changing default paths’** if you need to change them.

**Finding a checklist**

The first thing you need to do is find the checklist for the kit you are putting together.

This can be done by searching for it using the search bar, or simply looking through the list provided.

A screenshot of a computer error

Description automatically generated

A screenshot of a computer

Description automatically generated

**Opening a checklist**

Once you have found the checklist you’re looking for, double click to open it.

This will display the components in the kit, the amount to be packed, the amount that have been packed, as well as a brief description, reference, and remarks.

A screenshot of a computer

Description automatically generated

**Scanning in items**

You’re now ready to start packing your kit. Making sure the bottom-most search bar is selected, use your scanner to scan each item before placing it into its container.

As you scan items, the number of packed items will increment and the colour of the corresponding rows will change to reflect the status of each component:

* No colour means no items with that part number have been packed.
* Yellow means that more items are required.
* Green means that the required amount has been packed.

For example:

A screenshot of a computer

Description automatically generated

**Viewing images of components**

In case you need to check what a component should look like, you can view an image of the component by clicking the corresponding part number.

This also happens automatically whenever an item is scanned.

The image will appear on the right side of the application.

**A screenshot of a computer

Description automatically generated**

**Adding individual notes**

Notes can be added to individual components if needed.

To do this, double click the corresponding part number in the components column, which will open a textbox for you to type your note into.

Once you’re finished writing the note, press save.

This note will show up on that component’s row on the saved checklist later.

A screenshot of a computer

Description automatically generated

**Saving a checklist**

Once you’re ready to save the checklist, click the ‘Save’ button at the bottom of the application. This will open a prompt for you to enter the checklist’s details into.

Details such as:

* Reference – Characters to help identify the kit e.g. Customer initials
* PO number – The PO number associated with the kit.
* User – The name of the user.
* Date – The date when the changes were made.
* Notes – Notes relating to the changes. (Optional)
* Completion status – Whether the kit is complete or not.

This information will be used to create the name of the saved checklist file and a note of changes.

A screenshot of a computer

Description automatically generated

**Resuming incomplete checklists**

To resume a partially completed checklist, find/ search for it the same way as you found the files before.

Once you find it, double click to open it and it’ll display the status of each components as they were saved.

Saving an incomplete checklist will overwrite the previous save.

A screenshot of a computer error

Description automatically generated

**Errors**

There are several errors the user can encounter, but they will be in one of two categories; User errors and system errors:

User errors are very simple, you can get a ‘Too many’ error and a ‘No match’ error:

* A ‘Too many' error is caused by the user scanning the same part number too many times.
* A ‘No match’ error is caused by the user scanning a part number that isn’t found in the checklist.

System errors are more complex and varied, including:

* An error displaying Excel data
* An error populating the data listview
* An error retrieving component images\*
* An error combining file paths
* An error adding changes to a full ‘Changes’ column
* An error copying the Excel file
* An error deleting an outdated file
* An error searching for files\*
* An error trying to access the ‘Note column’ of a checklist
* An error locating sound files

\* Likely impossible to produce.

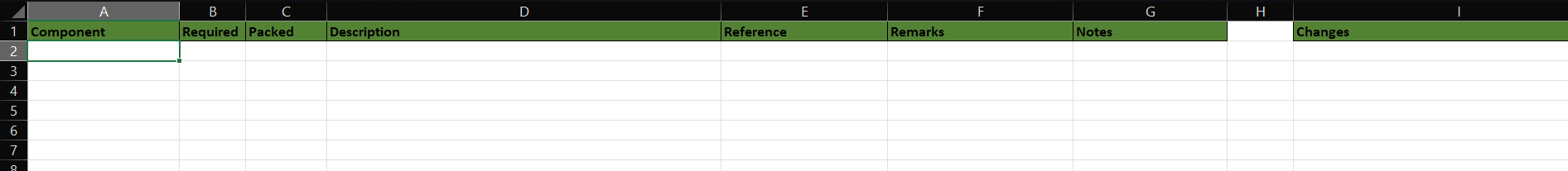
These are only in place to help the debugging process and prevent crashes while diagnosing problems, some have never actually occurred in testing.

Most errors will produce an exception message that provides more information.

Errors are saved to KittingToolErrorLog.txt to keep track of bugs, common mistakes, etc.

**Creating new checklists**

To create a new checklist, all you need to do is copy an existing checklist, rename it, and clear the data, leaving just the headers.



Now, fill in the rows as needed. The ‘Component’, ‘Required’, and ‘Packed’ columns must have values to make the program work, while ‘Description’, ‘Reference’, and ‘Remarks’ are just for validation and such.

Do not enter any data into the ‘Notes’ or ‘Changes’ columns, since it will be overwritten when the checklist is used.

**Editing checklists**

If a part has its revision changed or a new part has been added to a kit, you’ll need to edit the checklists. Don’t worry, it’s a very simple process, all you have to do is open the checklist and modify the rows to match your needs.

If you need to change a component’s details, double click the cell containing the outdated data and type in the new data. Then save the sheet.

If you need to add a new component to the list, make a free row for it in the correct bag/box section and enter the information.

Component part number, required quantity, and packed quantity are necessary, while a description, reference, and/or remarks are only recommended.

Make sure that the packed column of all components contains ‘0’.

**Creating new labels**

Making barcode labels is very simple since all you need to do is copy an existing barcode label and change the data.

To do this, find any label with the prefix ‘BC’, copy it, and open it.

From here, double click the text containing part details to open a new window.

Now select the ‘Data Source’ tab at the top of the window and edit the data in the ‘Screen Data’ textbox to suit the new part.

Then click OK and make sure the text has been updated and is correct.

Now, double click the existing barcode to open a new window and do the same thing as before. Make sure the barcode now displays the new part number above it.

Finally, click the ‘File’ header in the top left of the main window and click ‘Save As’ from the dropdown menu. A file explorer window will appear. Change the file name to the new part number and save it to the appropriate folder.

**Adding new images**

If a new label is added or an old image needs to be replaced, you will need to add/change the image for it in the ‘ComponentImages’ folder, which is in ‘KittingToolResources’.

To add or replace an image, just copy it to the ‘ComponentImages’ folder and name it ‘(Part number) image’. If you’re replacing an image, delete the outdated one first.

For example, ‘209-003693-140RC image’ is the image that comes up when selecting/ scanning 209-003693-140RC.

Make sure the part number in the name matches the part number in the checklist.

This works with PNG and JPG/JPEG files.

**Changing default paths**

As of revision 0, the default source path is ‘S:\Dispatch\KittingToolResources\’

and the default output path is ‘S:\Dispatch\KittingToolResources\SavedChecklists’.

Should these need to be changed, they can be amended in the ‘defaultValues.json’ file found in the same folder as the executable.

In that JSON file, make sure to use two backslashes between each subdirectory and at the end. e.g. ‘S:\\Dispatch\\KittingToolResources\\’.

A close-up of a computer screen

Description automatically generated

**Updating KittingTool**

When a new version of KittingTool is released, it needs to be installed onto the user’s device. Updates can be downloaded from the [KittingTool GitHub page](https://github.com/FletcherD-H/KittingTool/).

To install the new version, download the files by clicking ‘Code’ and ‘Download ZIP’.

Once that downloads, move it to your desktop, open it and find the folder ‘KittingTool vX.X.X’ inside. Copy this folder to your desktop and open it there.

Now, right-click “KittingTool” and click ‘Create shortcut”.

This will create a shortcut file that you can put on your desktop, so that you can easily open the app from there.

That’s it! Just delete the zip file and the previous version from your desktop.

Here is a video guide if you’re finding the process difficult:



If the KittingToolResources folder is also updated, DO NOT replace the entire folder with the new version, since that will not include any saved checklists. Instead, if possible, copy over the modified files individually.