



# Dokit - Creating A Work Instruction

How to create an instruction in Dokit

 Difficulty Easy

 Duration 10 minute(s)

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Comments


## Introduction

This tutorial guides you in how to create Work Instructions in Dokit and to avoid the pitfalls. If the Work Instruction is already created, follow the process Dokit - Editing Work Instructions

## Warnings

 ...Do not publish personal or secure information

 ...Do not publish passwords

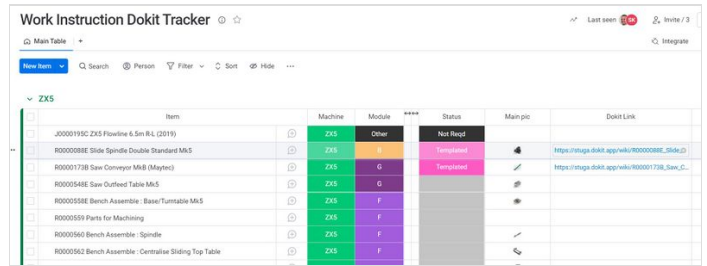
 ...Do not publish anything inflammatory, offensive or illegal

## Step 1 - Check if the Dokit is already created

The dokit references for work instructions are tracked and stored on the monday board

### Work Instruction Dokit Tracker

Check to see if the instruction is already there, there should be a link for it in the link column which will take you straight to the page. If it already exists, there is no need to continue this procedure, follow the process Dokit - Editing Work Instructions

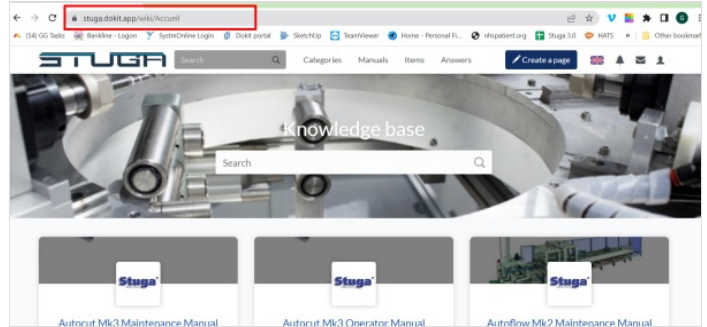


Item	Machine	Module	Status	Main pic	Dokit Link
J000195Z ZX5 Flowline 6.5m B.L (2319)	ZX5	Other	Not Recd		
R000088E Slide Spindle Double Standard Mk3	ZX5	G	Completed		<a href="https://stuga.dokit.app/wiki/R000088E_Slide_C">https://stuga.dokit.app/wiki/R000088E_Slide_C</a>
R0000778E Saw Conveyor Mk3 (Maytec)	ZX5	G	Temporary		<a href="https://stuga.dokit.app/wiki/R0000778_Saw_C">https://stuga.dokit.app/wiki/R0000778_Saw_C</a>
R0000548E Saw Outfeed Table Mk3	ZX5	G			
R0000558E Bench Assembly - Base/Tumbletable Mk3	ZX5	F			
R0000559 Parts for Machining	ZX5	F			
R0000560 Bench Assembly - Spindle	ZX5	F			
R0000562 Bench Assembly - Centralise Sliding Top Table	ZX5	F			

## Step 2 - Navigate to the website

stuga.dokit.app

This site is a french production, so there will be an occasional French word pop up

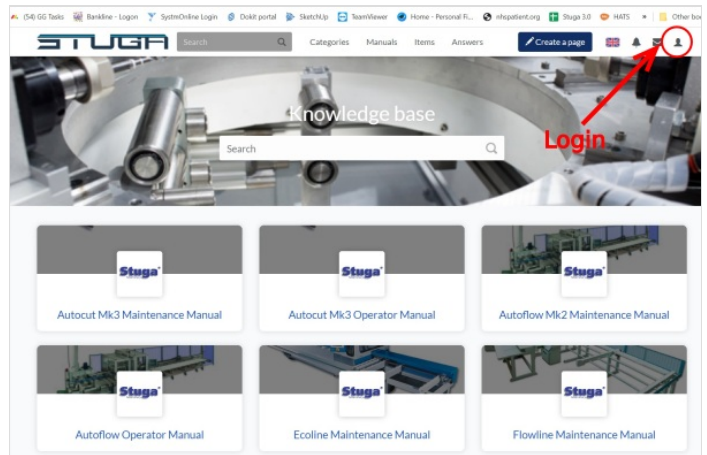


## Step 3 - Log In to Dokit as an Editor

To create a new Dokit, you need to login as an editor

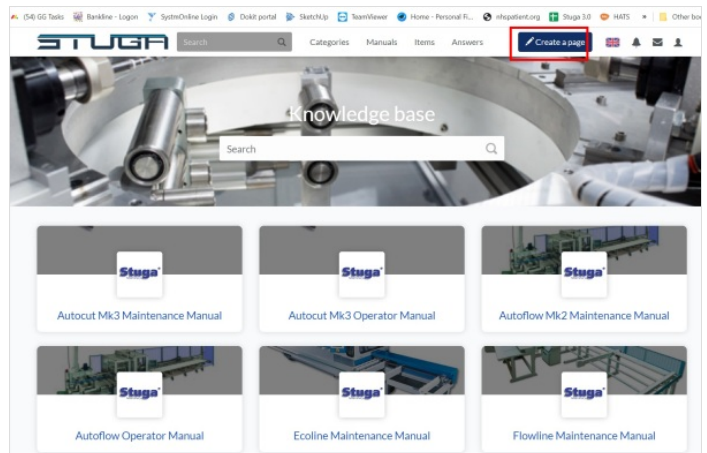
The Username is Gareth Green

Password is available from the IT department



## Step 4 - Create a page

Click on the create a Page button



## Step 5 - Create a Tutorial and Name it

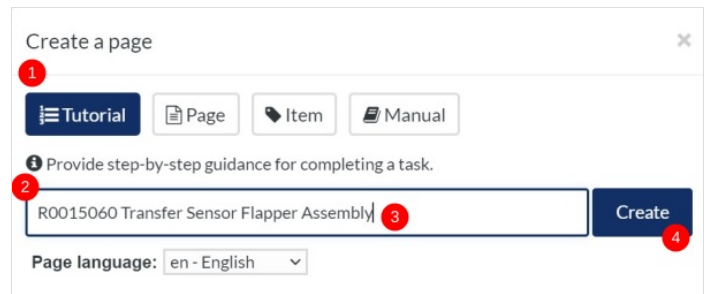
1. Click on the tutorial button
2. Name the Work instruction, following the naming convention, particularly the R00nnnnn code.
3. Double check the name and spelling - it is a bit of a pain to change the name of a Dokit after it has been created
4. Click Create

### Naming Convention:

R00nnnnn [ Title of Subassembly ]

...The other types of Dokit (Page, Item, Manual) are used for other types of page. Work instructions are most suited to the 'Tutorial' step by step type

If you do need to change the name, finish creating the dokit then change it using this process  
Dokit - Renaming a Page

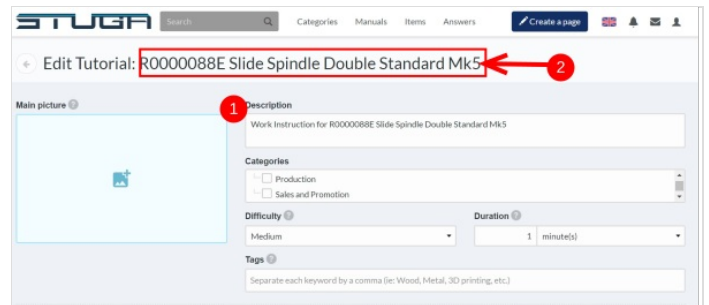


## Step 6 - Fill in the description

- (1) The description should be standard:  
(Obviously replace the R00nnnnn with the Assembly R number!)

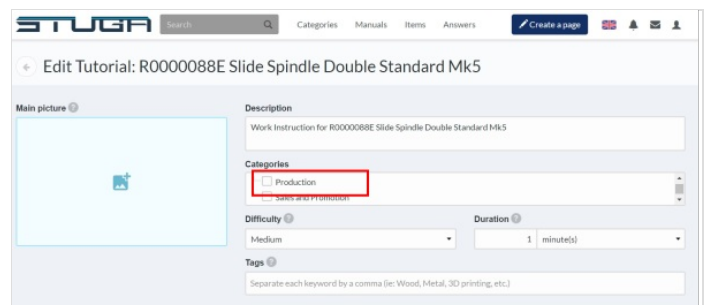
Work Instruction for R00nnnnn [Title of Assembly]

...You can copy and paste the title (2) from the dokit itself



## Step 7 - Set the Category

Work Instructions should be assigned to the 'Production' category



## Step 8 - Set the difficulty

Hover over the (i) to see the skill assignment  
Most Work instructions will be the top 3

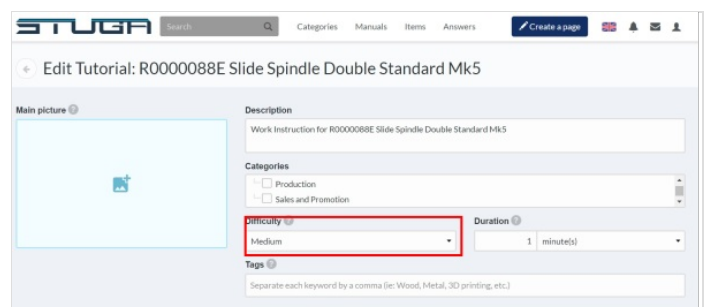
**Very easy:** Accessible to everyone. An 8 year old child can follow the tutorial without difficulty

**Easy:** Accessible to all. An adult can follow the tutorial without difficulty

**Middle:** Only an informed adult can follow the tutorial. Requires no special skills

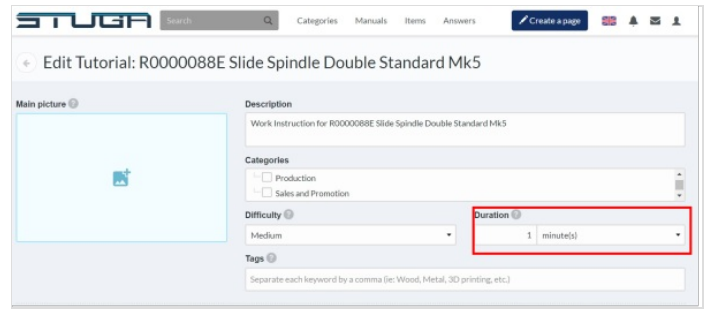
**Difficult:** Requires mastery of technical skills. An amateur may, however, follow the tutorial

**Very difficult:** Usually reserved for professionals. Requires the mastery of complex technical skills



## Step 9 - Set the Duration

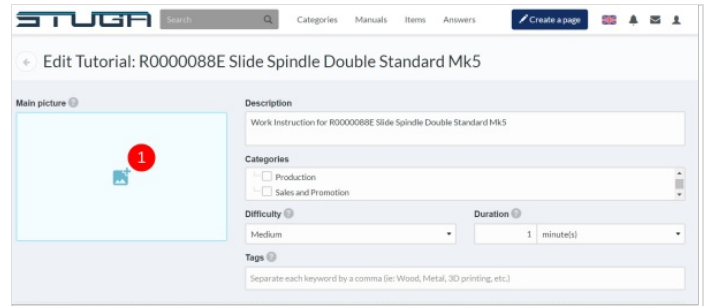
Provide an estimate for how long this should take.  
If unsure, set at 1 day and it can be edited later



## Step 10 - Add the Main Picture - Step 1

Pictures are very important to Dokit, and a main picture gives the whole tutorial an identity. Each picture needs to be uploaded to dokit first. This process (in my opinion) takes far too many mouse clicks !!!

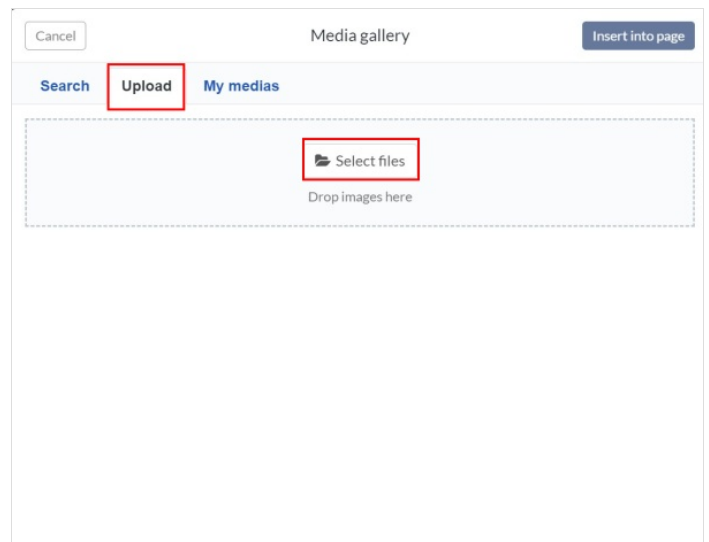
Click on the + icon on the main picture box



...If you are not in a position to upload a photo - don't worry, you can do this another time when editing

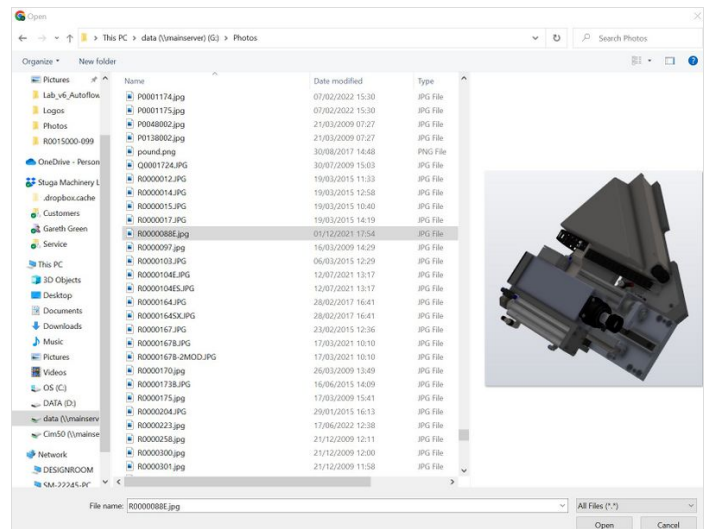
## Step 11 - Add the Main Picture - Upload

Click on Upload Tab on Media Gallery  
Click on Select Files



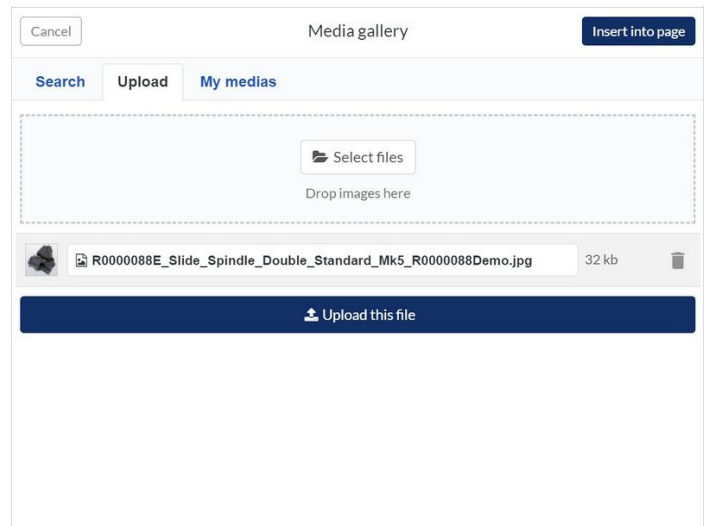
## Step 12 - Add the Main Picture - Navigate to file

Navigate to the picture to upload. Most R numbers will have a thumbnail jpg saved in the general photos folder g:\photos



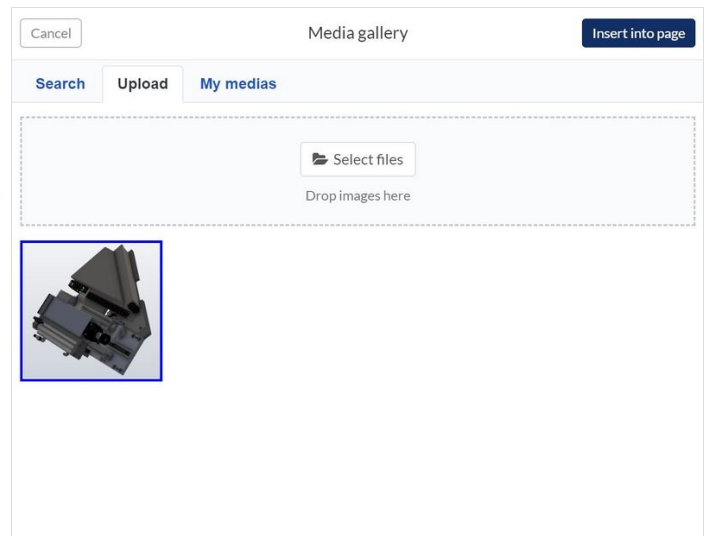
## Step 13 - Add the Main Picture - Upload this File

Click on 'Upload this File'



## Step 14 - Add the Main Picture - Click on Photo

Click on the Photo  
Click on "Insert Into Page"



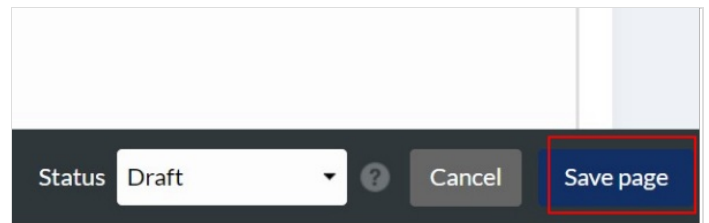
## Step 15 - Add the Main Picture - Crop and size

Crop the picture by dragging the window size handle and position the frame  
Click Crop to finish



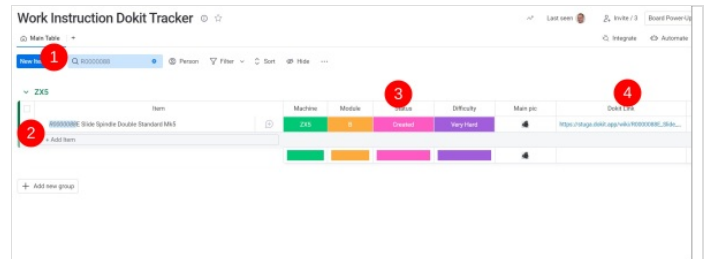
## Step 16 - Save

Don't forget to Click Save at the bottom of the page once the dokit has been created.



## Step 17 - Add to the Monday Work Instruction board

To keep organised, all the work instructions are being tracked on this board. This allows others to easily access it from a central place



1. Search on this board to see if there is an entry already
2. Copy and paste the title of the instruction if it does not exist
3. Set the Status columns -
  - Machine Type,
  - Module,
  - Status "Created"
  - Difficulty - match the difficulty in the Dokit
4. Copy and paste the internet address into the link column

## Step 18 - Edit the content

The Dokit entry is now saved in the system.

Follow

Dokit - Editing Work Instructions

To add some content