



Dokit - Editing Work Instructions

Editing the content n a Dokit Work Instruction

 Difficulty Easy

 Duration 10 minute(s)

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Comments

Introduction

This tutorial shows you how to edit the content of a work instruction, allowing you to

- Add New Steps
- Add numbering and bullets to the text
- Add and crop Photos
- Annotate photos with arrows, numbers and text
- Change step sequence and insert steps
- Add Call-outs and warnings
- Add Links to other websites or other Dokit pages

Warnings

 ...Do not publish personal or secure information

...Do not publish passwords



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Do not publish anything inflammatory, offensive or illegal

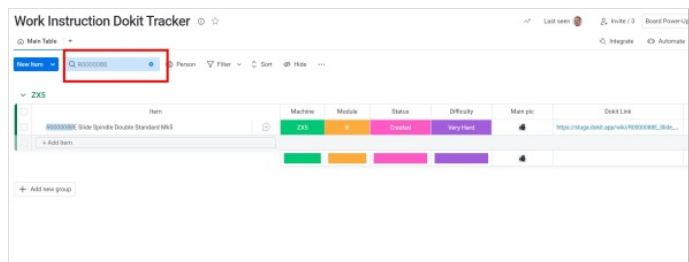
Step 1 - Open the Work Instruction

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 using the search, there should be a link for it in the link column which will take you straight to the page.

If it does not exist, it needs to be created first with this tutorial Dokit - Creating A Work Instruction

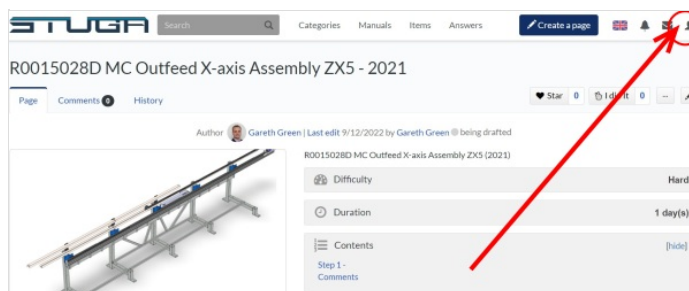


Step 2 - Make sure you are logged in

To Edit a Dokit, you need to login as an editor

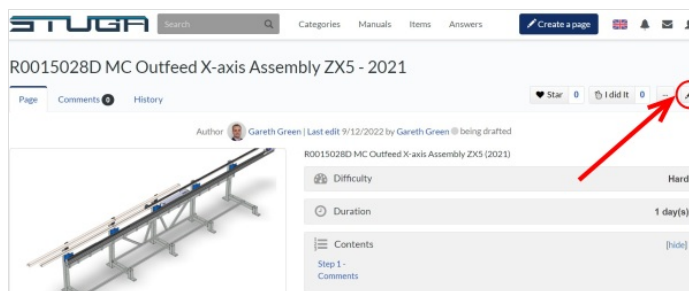
The Username is Gareth Green

Password is available from the IT department



Step 3 - Edit

Click on the Edit Icon (pencil) to enter edit mode



Step 4 - Steps

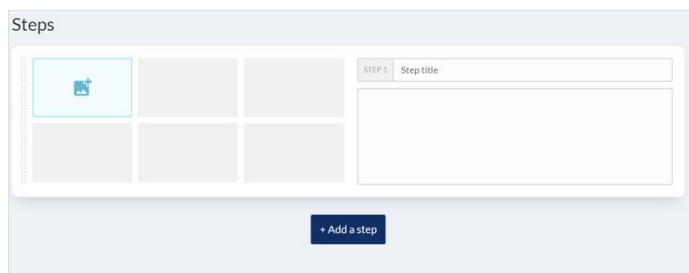
Steps can be added by clicking on the Add a Step button at the bottom. This adds an empty step at the end

or

The insert arrow at the top right corner of the step. This inserts an empty step above the current one

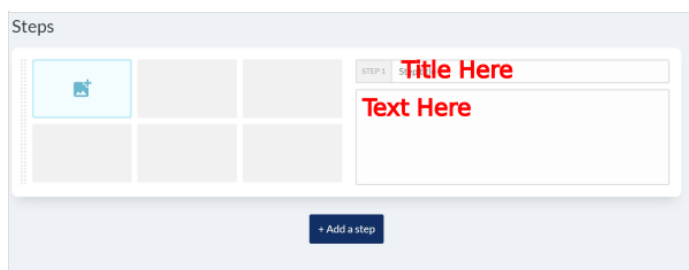
Steps can be deleted with the cross in the top right corner

Steps can be easily moved around with the drag bar on the edge



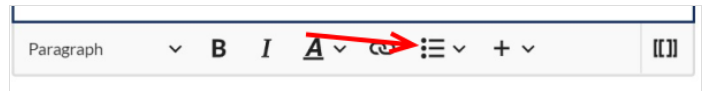
Step 5 - Title and Text

Title and text go in the boxes, it is automatically formatted to a consistent size and look



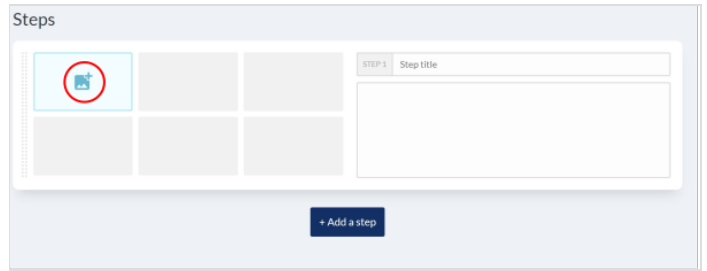
Step 6 - Numbering and Bullet Points

Use drop down box for Numbering or bullet points of lists



Step 7 - Add a Step Picture

Pictures are very important to Dokit, and a picture on the step is vital if possible. 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 picture box



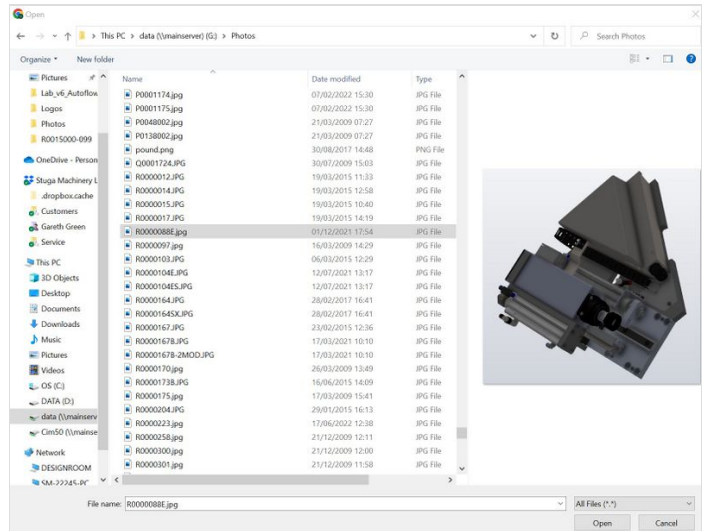
Step 8 - Picture Upload

Click on Upload Tab on Media Gallery
Click on Select Files



Step 9 - Picture - Navigate to file

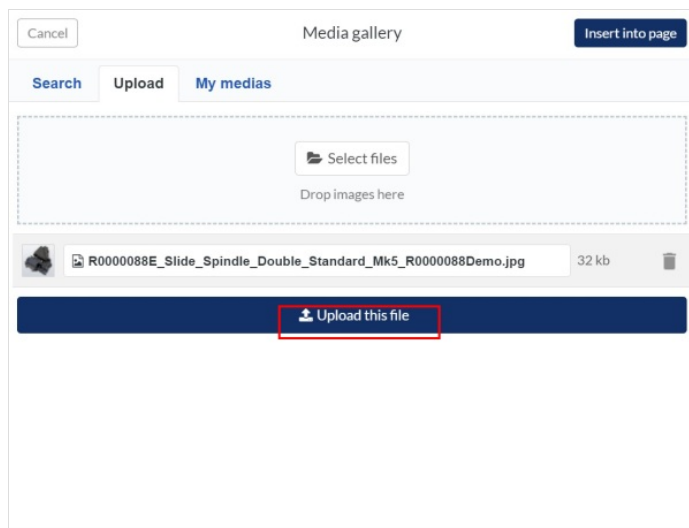
Navigate to the picture to upload. Most R numbers will have a thumbnail jpg saved in the general photos folder g:\photos



Step 10 - Picture - Upload this File

Click on 'Upload this File'

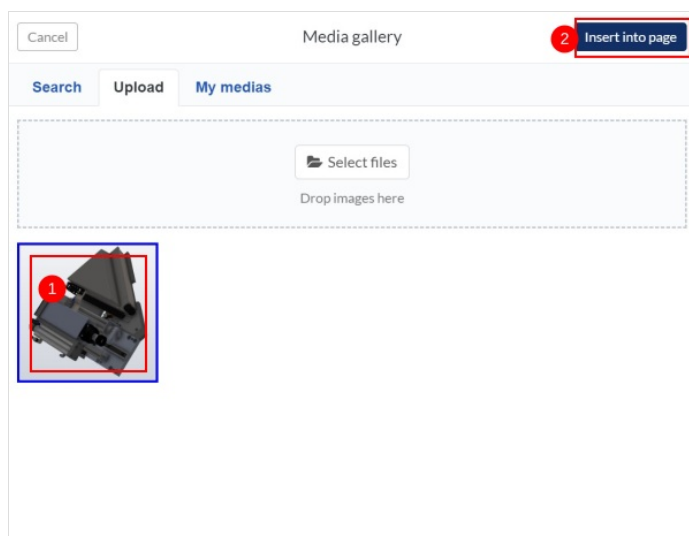
i ...The Dokit system is not very good at handling duplicate file names of photos. If you attempt to load a photo twice, you will get a warning. I found this very confusing when you are learning to use the system



Step 11 - Picture - Click on Photo

Click on the Photo

Click on "Insert Into Page"



Step 12 - Edit the photo


Hovering over the photo gives you a squiggly line and a bin

- Squiggly line is Edit
- Bin means delete

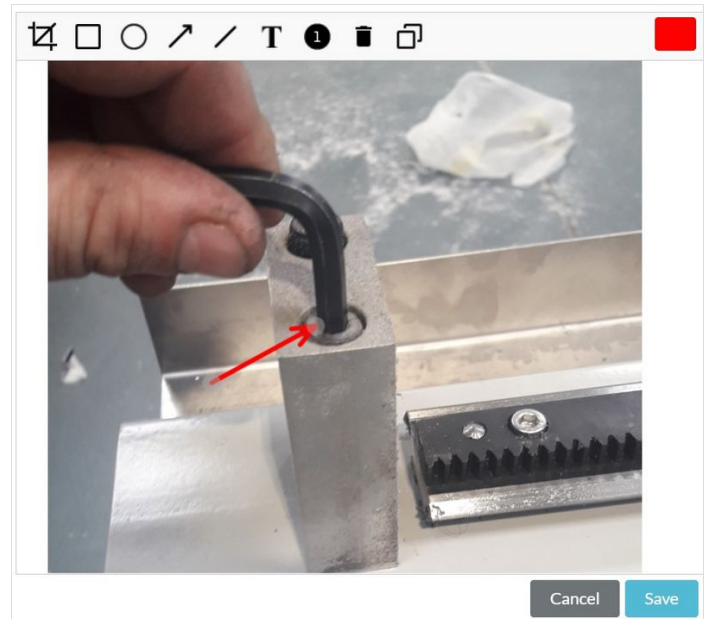
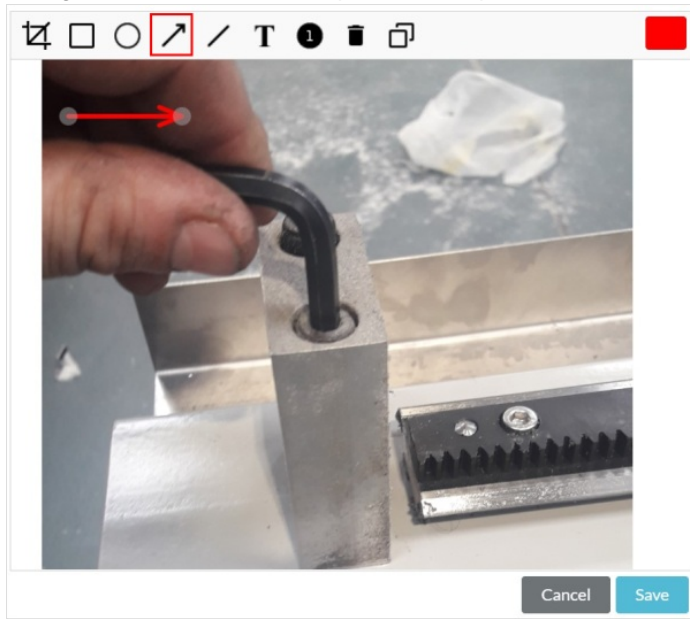
Editing the photo allows you to add annotations

Step 13 - Add Arrows

Click on the Arrow icon to add an arrow


 ...Tip: Move the arrow one end at a time. Once the arrow is dragged as a whole, you cannot change its angle. This can be really frustrating

Arrows can be deleted by clicking on them then delete
Change colour with the colour square in the top corner

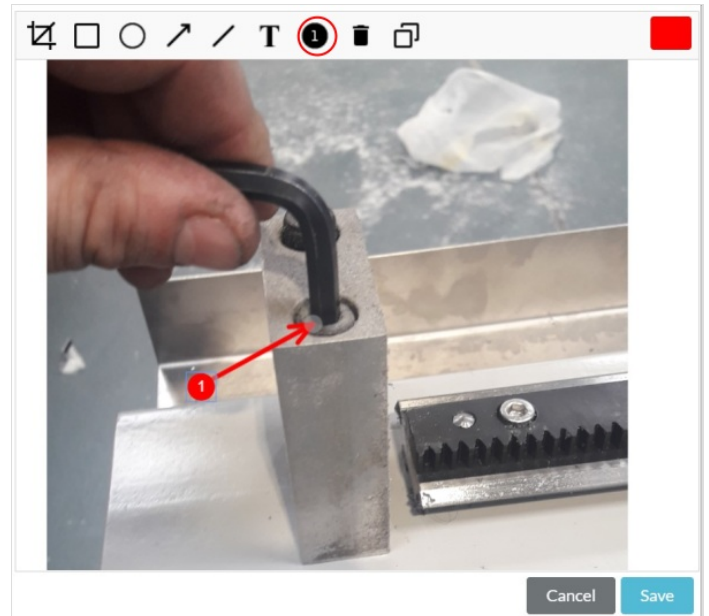


Step 14 - Add Step Number bubbles

Click on the step number bubble to create numbers
Clicking multiple times creates more numbers


 ...Match these numbers to to a numbered instruction list in the text for a professional look

Delete and start again if it looks wrong
Change the colour with the colour box in top right corner



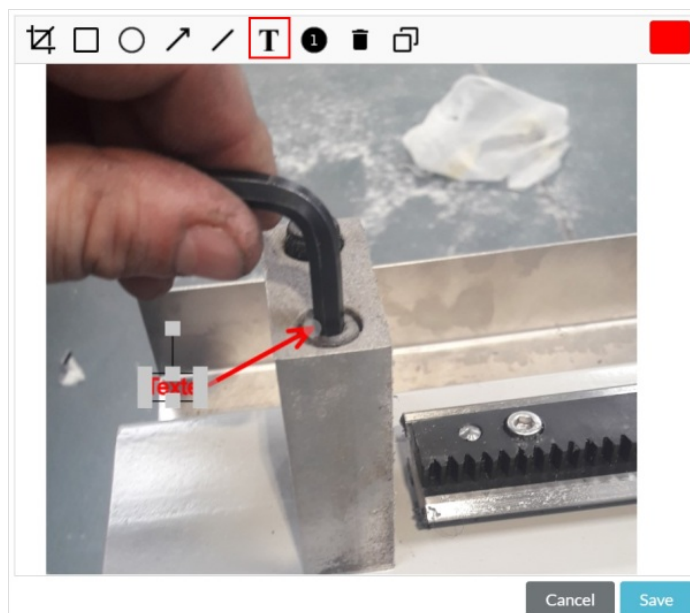
Step 15 - Add Coulored Text

Click on the text icon to add text

 ...Do not try to resize the text box until you have entered the text - it will resize the text and look really odd!

Delete and start again if it looks wrong

Change the colour with the colour box in top right corner



Step 16 - Save

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

Step 17 - Update to the Monday Work Instruction board

Update the Work Instruction Monday board. This allows others to easily track progress
