

User manual

A short guide for the person who sets up Delatool. Questions: info@delatool.com.

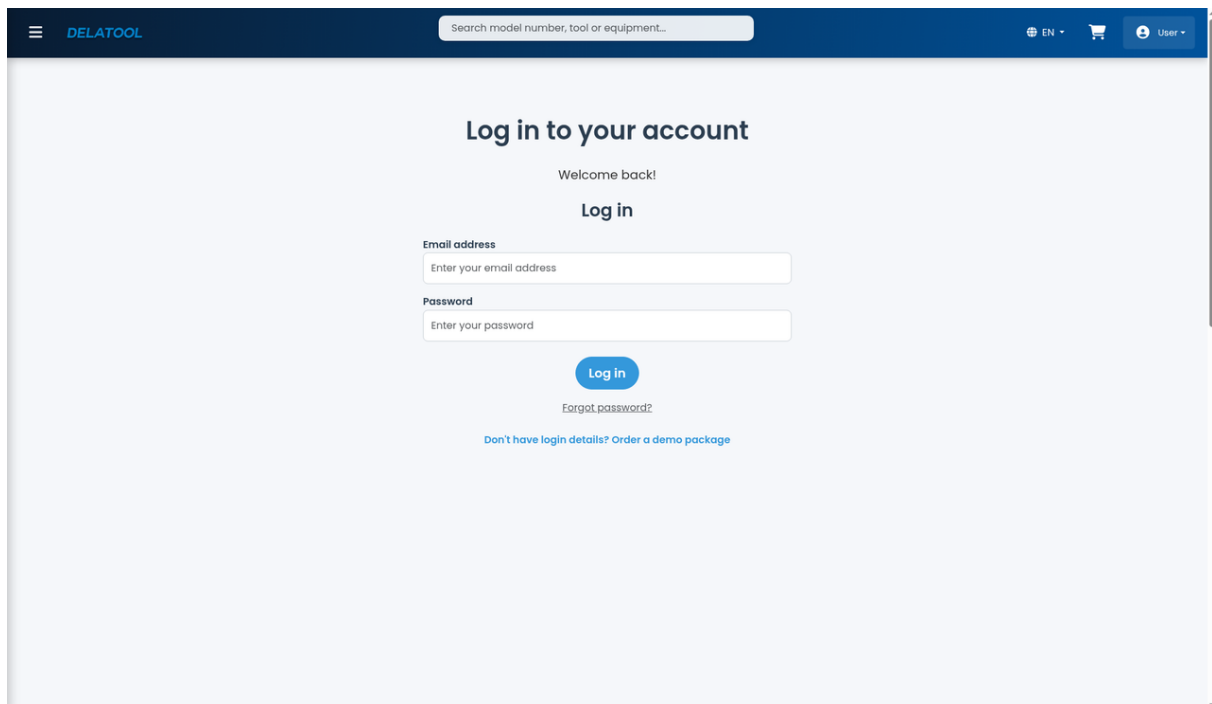
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1. Getting started

Delatool runs in the browser. There is no app. You do not create the account yourself. When you are signed out: open **User -> Order demo package**. On the home page you can also click **Order free demo package**. We send email, a temporary password and a customer number.

Questions go to info@delatool.com.



The screenshot shows the Delatool web application's login interface. At the top, a dark blue navigation bar contains the 'DELATOOL' logo, a search bar with the placeholder 'Search model number, tool or equipment...', and user controls including a language selector (EN), a shopping cart icon, and a 'User' dropdown menu. The main content area has a light blue background. Centered on this page is the 'Log in to your account' section. It begins with the text 'Welcome back!' followed by the heading 'Log in'. Below this are two input fields: 'Email address' with the placeholder 'Enter your email address' and 'Password' with the placeholder 'Enter your password'. A blue 'Log in' button is positioned below the password field. Underneath the button are two links: 'Forgot password?' and 'Don't have login details? Order a demo package'.

The sign-in page with email and password.

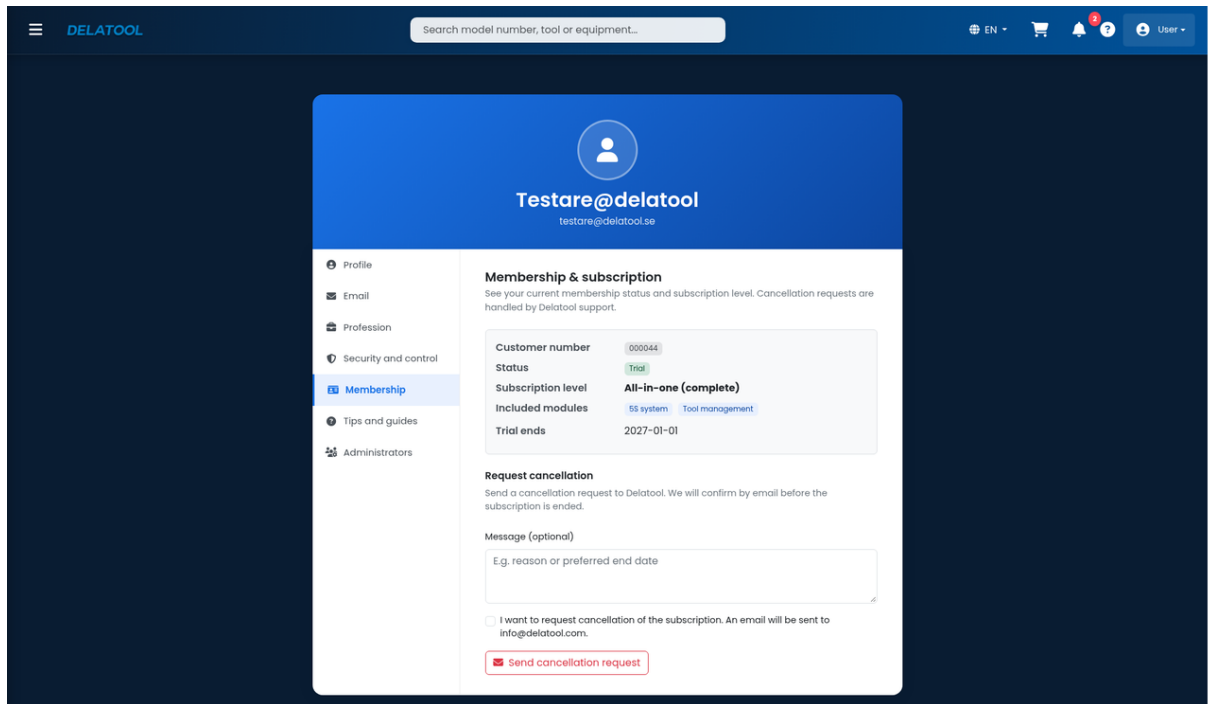
Sign in

1. Open **User** and choose **Sign In**.
2. Enter **Email address** and **Password**.
3. Click **Log in**.

4. The first time, **Choose a new password** opens. Type a new password twice (at least 7 characters, not the temporary one) and click **Save password**.

Sign out with **Sign Out**.

Forgot the password: on the sign-in page click **Forgot password?**, enter your email and follow the message. The link is valid for one hour.



My page with the tabs.

My page

Open **My Profile**. The tabs are **Profile**, **Email**, **Profession**, **Security and control**, **Membership**, **Tips and guides** and (for the account owner) **Administrators**.

The three you need first:

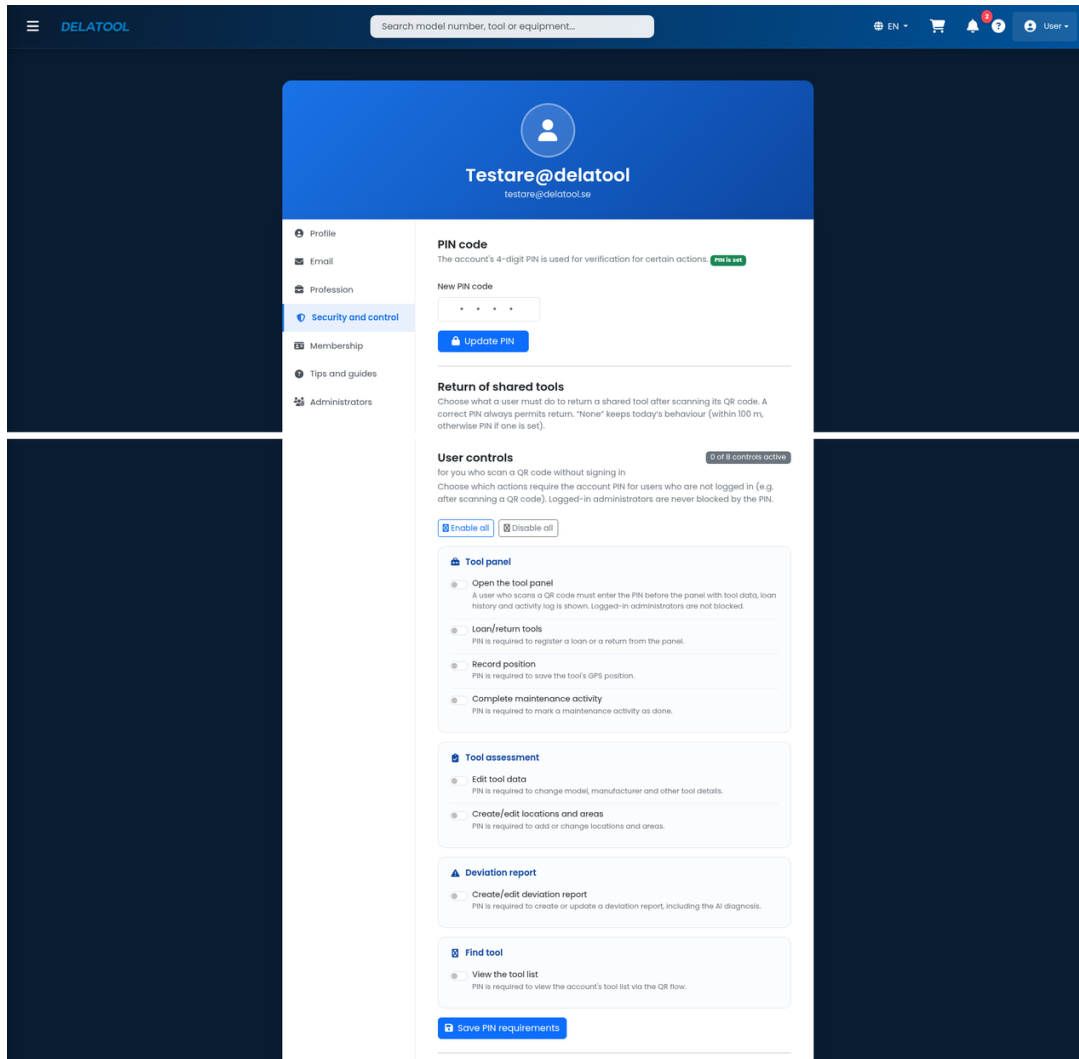
1. **Membership** shows customer number, status and subscription level (for example Tool management, 5S system or All-in-one). If a menu item is missing, the trial has ended or the level is wrong.
2. **Security and control** is the PIN and the user controls. The PIN is four digits. Type them in **New PIN code** and click **Update PIN**.
3. **Administrators** lets the account owner create more logins with **Create administrator**. They share the customer number and data.

Under **Tips and guides** you can show the intro guides again. **Order demo package** in the **User** menu only shows when you are signed out.

2. The 8 user controls

On **My page** -> **Security and control** you choose what a **user who scans a QR code** may do without signing in. Logged-in administrators are never blocked by the PIN.

Set a PIN first. Without a PIN the controls cannot be turned on.



User controls with eight switches on My page.

Turn controls on or off

1. Open **My Profile** and the **Security and control** tab.
2. Set a **New PIN code** (four digits) and click **Update PIN**.
3. Under **User controls**, turn on the switches for the actions that should require the PIN. The counter shows for example **0 of 8 controls active**.
4. Click **Save PIN requirements**.

Enable all and **Disable all** sit above the list. Five wrong PINs lock the box for five minutes. Do not write the PIN on the label.

Switch off = no PIN for that action. Switch on = PIN required.

The eight controls

Tool panel

1. **Open the tool panel** - PIN before the panel with tool data, loan history and activity log is shown.
2. **Loan/return tools** - PIN to register a loan or a return from the panel.
3. **Record position** - PIN to save the tool's GPS position.
4. **Complete maintenance activity** - PIN to mark a maintenance activity as done.

Tool assessment

1. **Edit tool data** - PIN to change model, manufacturer and other details.
2. **Create/edit locations and areas** - PIN to add or change locations and areas.

Deviation report

1. **Create/edit deviation report** - PIN to create or update a deviation report, including the AI diagnosis.

Find tool

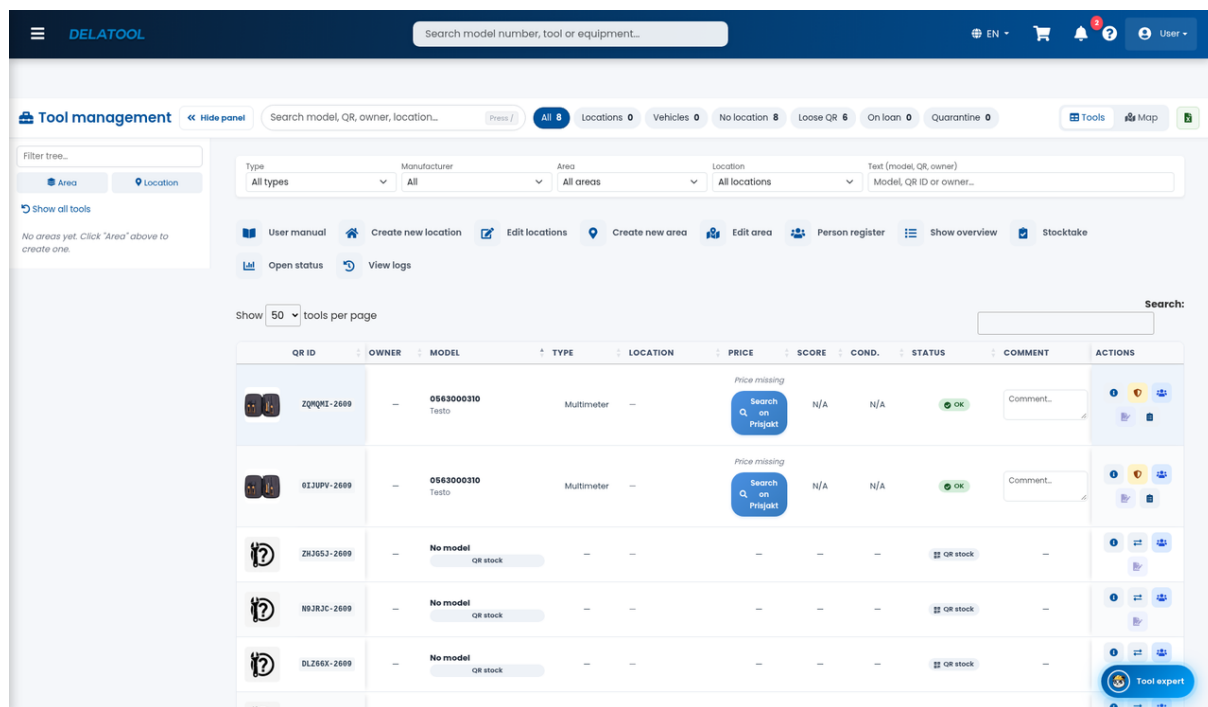
1. **View the tool list** - PIN to view the account's tool list via the QR flow.

The same tab has extra settings that are not part of the eight: **Return of shared tools**, **Return of non-shared tools**, **PIN when scanning QR**, secondary lending and loan reminders. Those are covered in the loan and return chapter.

3. Tools and QR labels

The chain is **area -> location -> tool -> QR code**. An area is a hall. A location is a cabinet, a shelf or a service van. The tool is the model. The QR code is the individual item.

Open **Tool management system** in the side menu.



Tool management with the table and quick filters.

Create area and location

Do this once, preferably on a computer.

1. Click **Create new area**, fill in **Area name** and click **Create**.
2. Click **Create new location**.
3. Choose an area, fill in **Location name** and choose **Fixed location** or **Service vehicle**.
4. For a service vehicle, fill in **Registration number**.
5. Click **Create location**.

A location always needs an area.

Labels and linking

Labels in the demo package are already tied to your customer number. Order more with **Order extra QR codes** on the home page (when you are signed in).

Stick the label on a flat surface that does not wear. Do not put it on the battery.

On a phone:

1. Scan the label with the camera.
2. Search for model, article number or manufacturer.
3. Tap the right tool and **Yes, link tool**.
4. If the model is missing: **Create tool and link QR code**.

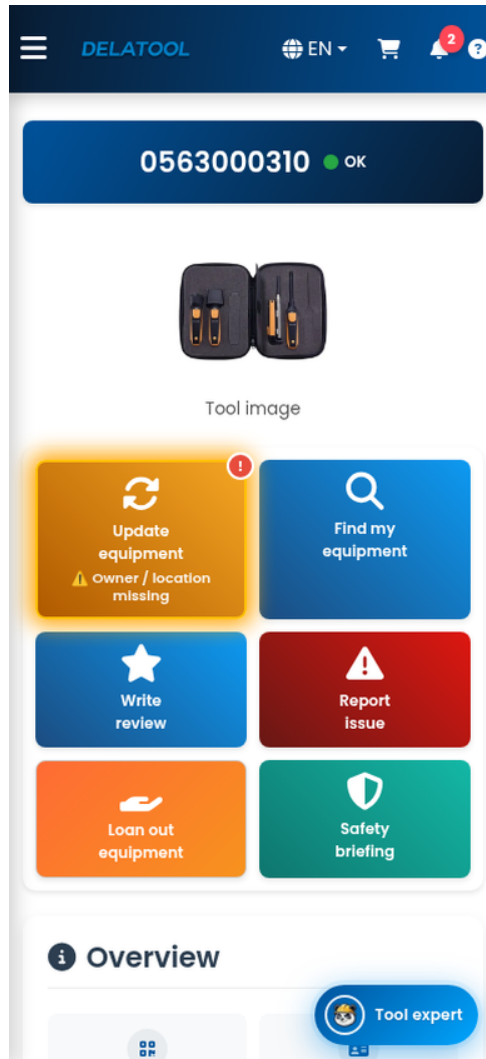
On a computer, when the row shows **QR stock**:

1. Open **Tool management system** and the **Loose QR** filter.
2. Click the **Link model** icon (tooltip only, no button label), search and confirm.

The screenshot shows the Delatool web application interface. The top navigation bar includes the Delatool logo, a search bar, and user controls. The main content area is titled 'Tool management' and features a filter panel on the left and a table of tools on the right. The filter panel shows 'Active filter: Loose QR 6' and 'Clear filter'. The table has columns for QR ID, OWNER, MODEL, TYPE, LOCATION, PRICE, SCORE, COND., STATUS, COMMENT, and ACTIONS. The first six rows of the table show tools with 'No model' and 'QR stock' status. The 'ACTIONS' column for each row contains a 'Link model' icon (a blue square with a white 'L' and a question mark) and a 'Tool expert' icon (a blue circle with a white 'E' and a question mark). A tooltip for the 'Link model' icon is visible, showing the text 'Link model'.

QR ID	OWNER	MODEL	TYPE	LOCATION	PRICE	SCORE	COND.	STATUS	COMMENT	ACTIONS
ZK3653-2699	—	No model QR stock	—	—	—	—	—	QR stock	—	Link model Tool expert
N9383C-2699	—	No model QR stock	—	—	—	—	—	QR stock	—	Link model Tool expert
DLZ665-2699	—	No model QR stock	—	—	—	—	—	QR stock	—	Link model Tool expert
258A13-2699	—	No model QR stock	—	—	—	—	—	QR stock	—	Link model Tool expert
720508-2699	—	No model QR stock	—	—	—	—	—	QR stock	—	Link model Tool expert
ZD8V74-2699	—	No model QR stock	—	—	—	—	—	QR stock	—	Link model Tool expert

Loose QR in tool management.



The tool panel after a scan.

After the scan, the **tool panel** opens. It includes **Find my equipment**, **Loan out equipment**, **Report issue**, **Safety briefing** and **Write review**.

Stocktake

A QR scan with a phone (the camera, not a link inside the site) counts as an **inventory check**. The time shows under **Stocktake** in Tool management system, for example **Today** in the Europe/Stockholm time zone.

1. Scan the label in the field.
2. Open **Stocktake** when you want to see which labels were scanned recently.

Image coming

The stocktake view with Today and older scans.

4. Loan and return

Receipt is who is responsible for the tool. **Loan** is who has it temporarily. Do not mix them up.

A **shared tool** can be signed out by anyone who scans the QR code. Mark it with **Mark as shared tool** in Tool management.

The screenshot shows the Delatool mobile app interface. At the top, there's a header with tool details: Location (No location), Area (No area), Date (2026-09-07 21:03), Status (OK), and Customer no. (000044). Below this is the 'Loans' section. It starts with a 'Who is borrowing?' field containing 'QA-TEST'. Below this is a note: 'Pick yourself from the register or enter another name.' Then, there's a 'Where will it be used?' dropdown menu. Below that is an 'Expected return date' field with a placeholder 'mm/dd/yyyy'. Then, there's a 'Comment (optional)' field with a placeholder 'E.g. purpose, project...'. Below this is an orange button labeled 'Loan out equipment'. Below the button is a 'Loan history (10 latest of 116)' section. At the bottom of the screen, there's a 'Maintenance / inspection' section with a '+ New activity' button. On the right side of the screen, there's a 'Tool expert' button.

Loan from the tool panel.

Loan out

The form is already on the tool panel. You do not open another tab.

1. Scan the QR code.
2. Tap **Loan out equipment**.
3. Fill in **Who is borrowing?** (search the person register or type a name).
4. Choose **Where will it be used?** if you want.
5. Set **Expected return date**.
6. Click **Loan out equipment**.

Status becomes **On loan**.

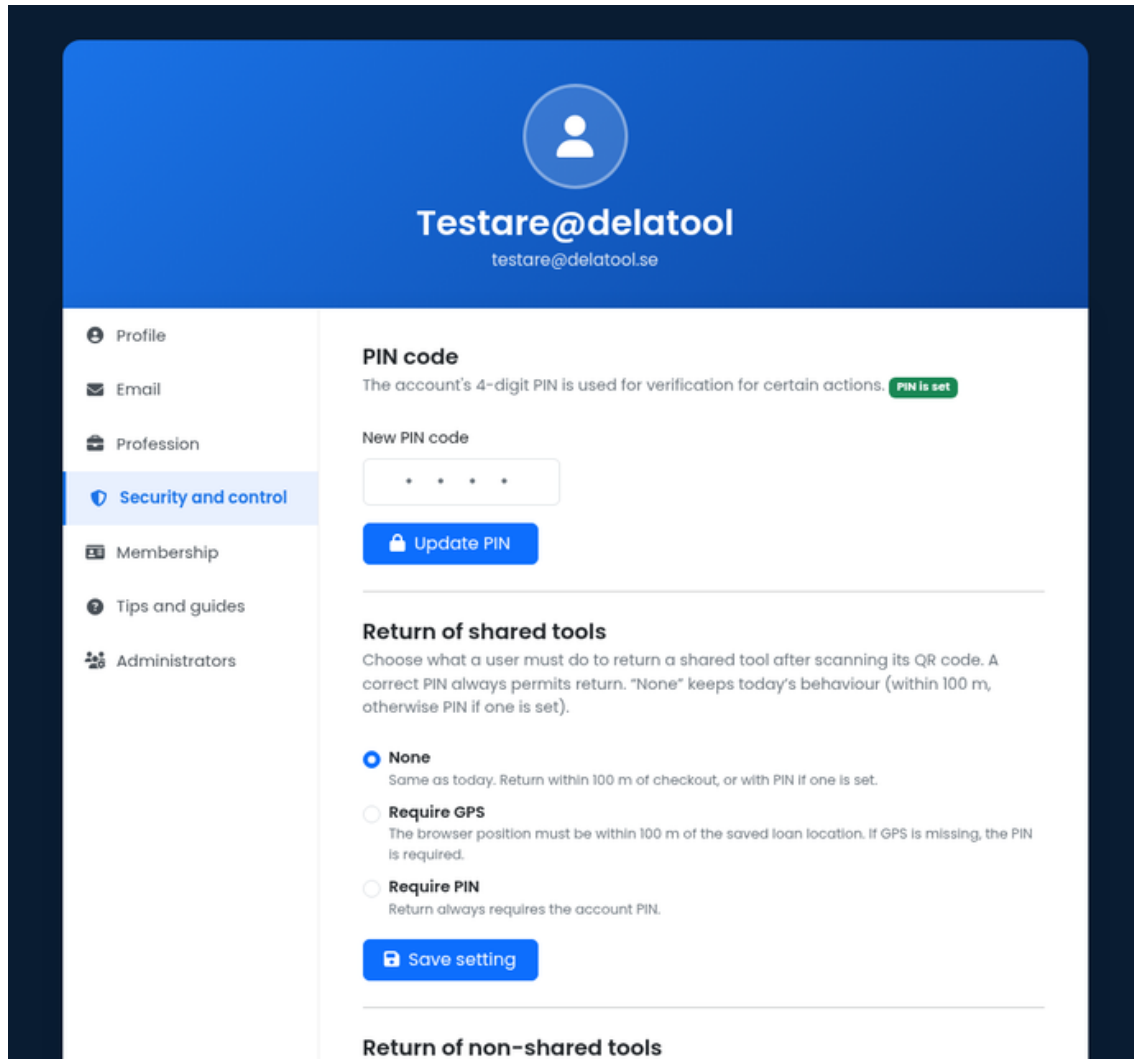
Return

1. Scan the code.
2. Choose **Yes, it has been returned**.
3. Click **Mark as returned**.

Always set a return date, otherwise the loan is harder to follow up.

On **My page** you can turn on **Email me when a loan is overdue**.

Shared tools and GPS



Return of shared tools on My page.

On **My page** -> **Security and control** under **Return of shared tools**, choose what a user must do after scanning:

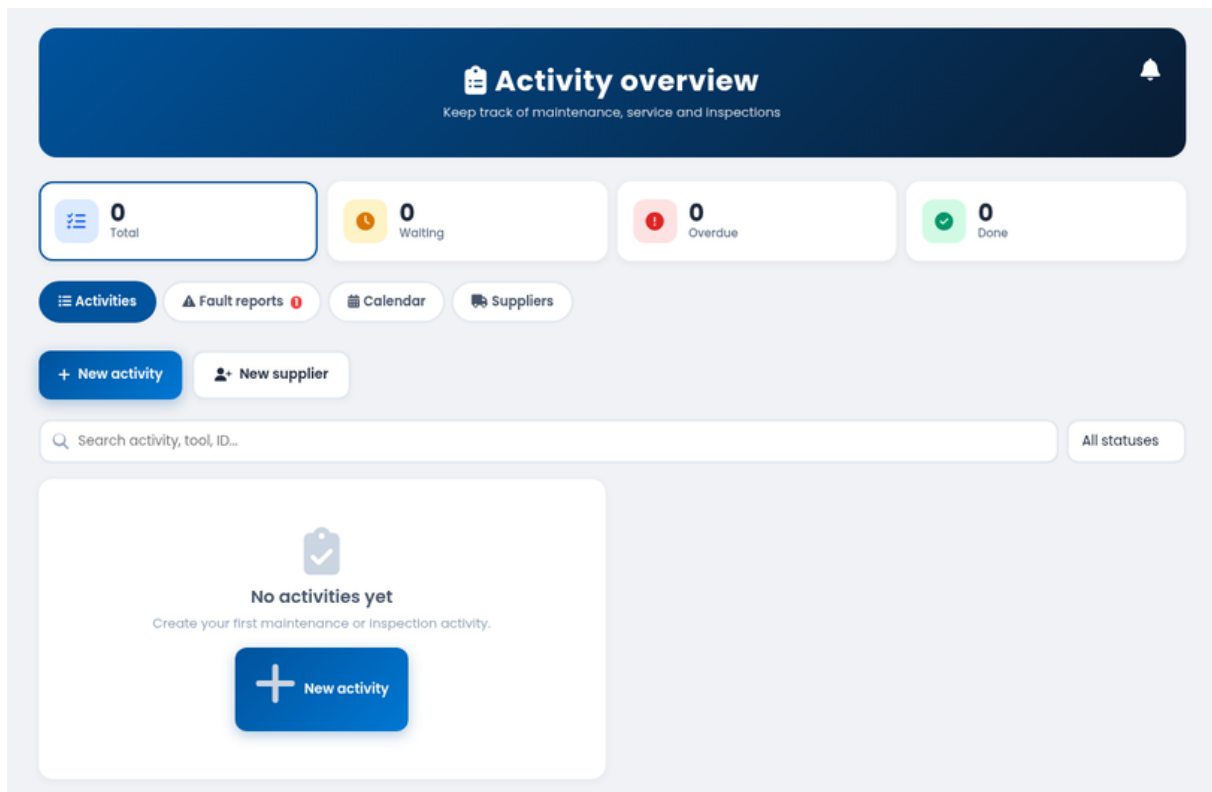
1. **None** - same as today. Return within 100 m of checkout, or with PIN if one is set.
2. **Require GPS** - the browser position must be within 100 m of the saved loan location. If GPS is missing, the PIN is required.
3. **Require PIN** - return always requires the account PIN.

GPS checks on return apply only to shared tools. For non-shared tools, **Require PIN on return** is on the same tab.

Record position (one of the eight controls) decides whether PIN is needed to save GPS at scan time. The map in Tool management shows tools with saved GPS. On a phone the browser needs location permission.

5. Activities and the activity calendar

The side menu says **Activity Centre**. The page that opens is titled **Activity overview**. That is maintenance, service and inspection. The cards **Total**, **Waiting**, **Overdue** and **Done** show the status. The calendar is on the same page.



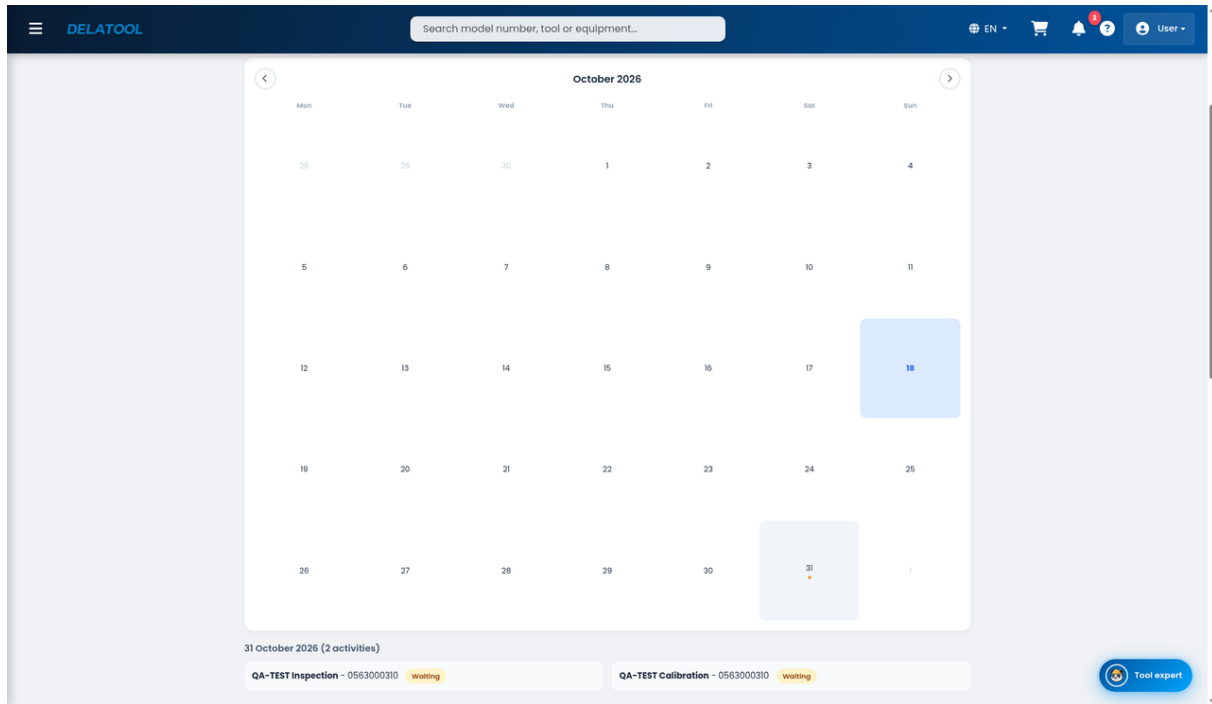
Activity overview with the Waiting, Overdue and Done cards.

Create an activity

1. Open **Activity Centre** in the menu (the **Activity overview** page).
2. Click **New activity**.
3. Under **Tool**, search the dropdown (**Search model, ID or QR**). Two tools with the same model are told apart by the QR code in the list.
4. Choose **Inspection**, **Calibration** or **Service**, or type your own type.
5. Set **Next date** (month and year).
6. Under **Interval** choose **One-off**, **6 months**, **12 months** or **24 months**.
7. Click **Create**.

When the job is done, click **Done** on the card in the overview (not in the calendar). An interval creates the next occasion. **One-off** is only marked done.

About 30 days before the next date a reminder is sent. After the date the system reminds every week. Tools in quarantine do not get reminders.



The calendar with a day selected.

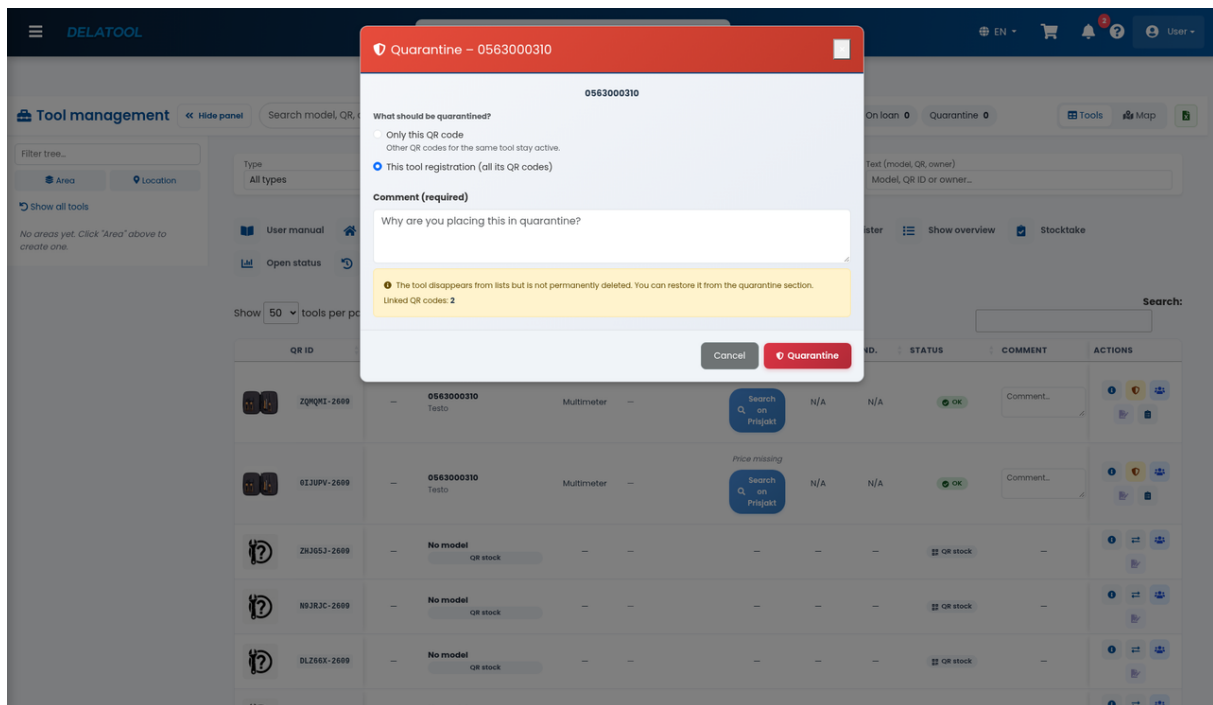
The calendar

1. Open the calendar on the same page.
2. Click a day.
3. The list **below** the calendar shows type, model and status for that day. There is no **Done** button there.

From the tool panel you can also create a **New activity** for that tool. The **Complete maintenance activity** control decides whether a user who scans the QR needs the PIN to mark it done in the overview.

6. Quarantine

Quarantine removes the tool from the normal lists. History stays. It is not the same as deleting. **Delete** cannot be undone - use it only when the row should disappear for good.



The quarantine dialog with QR or instance and a comment.

Quarantine

1. Open **Tool management**.
2. Click the shield icon on the row.
3. Choose what to quarantine:
 - **Only this QR code** - other QR codes for the same tool stay active.
 - **This tool registration (all its QR codes)** - the whole registration leaves the list.
4. Write a **Comment (required)**.
5. Click **Quarantine**.

Restore

1. Open the **Quarantine** quick filter or the **Quarantine** section below the table.
2. Click **Restore** to bring the item back.

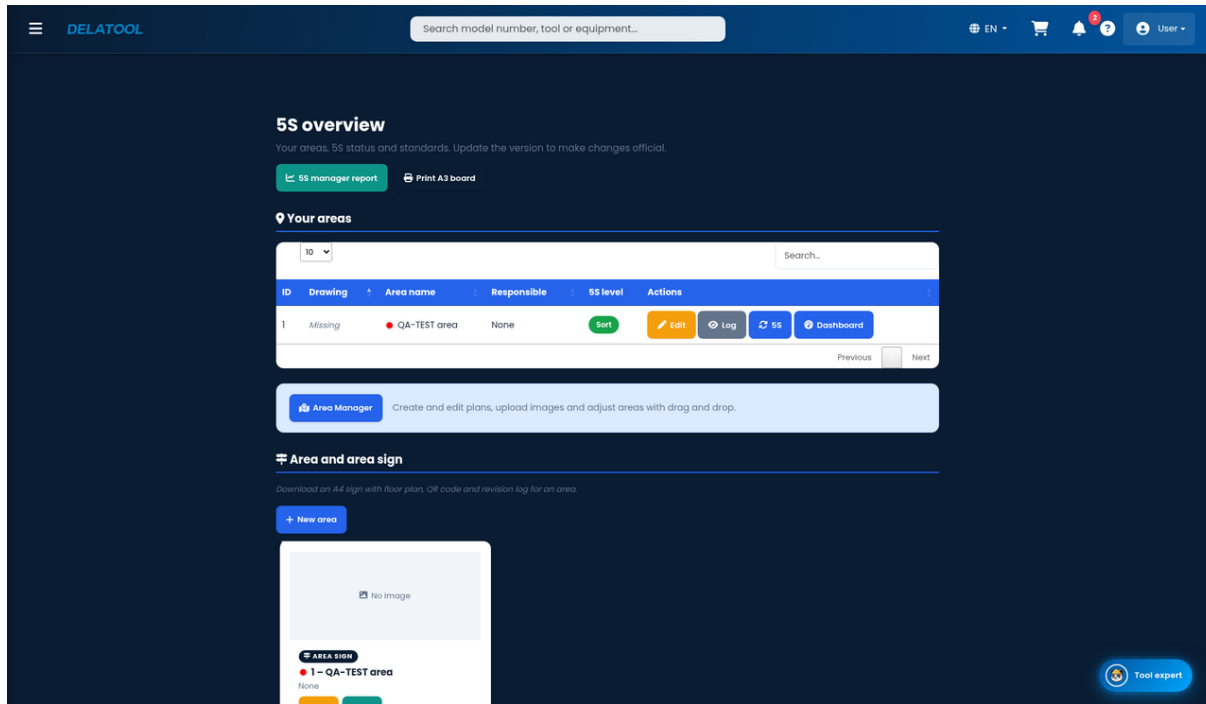
Tools in quarantine do not get activity reminders. A quarantined QR cannot be used in the field until it is restored.

7. 5S

5S needs the **5S system** or **All-in-one** subscription, or an active trial. Otherwise skip this chapter.

5S in Delatool has four levels: **Sort**, **Set in order**, **Shine** and **Standardise**. Start with one area, not the whole site.

The side menu only has **5S System**. It goes straight to **5S overview**. There is no sub-item.



5S overview with areas and owners.

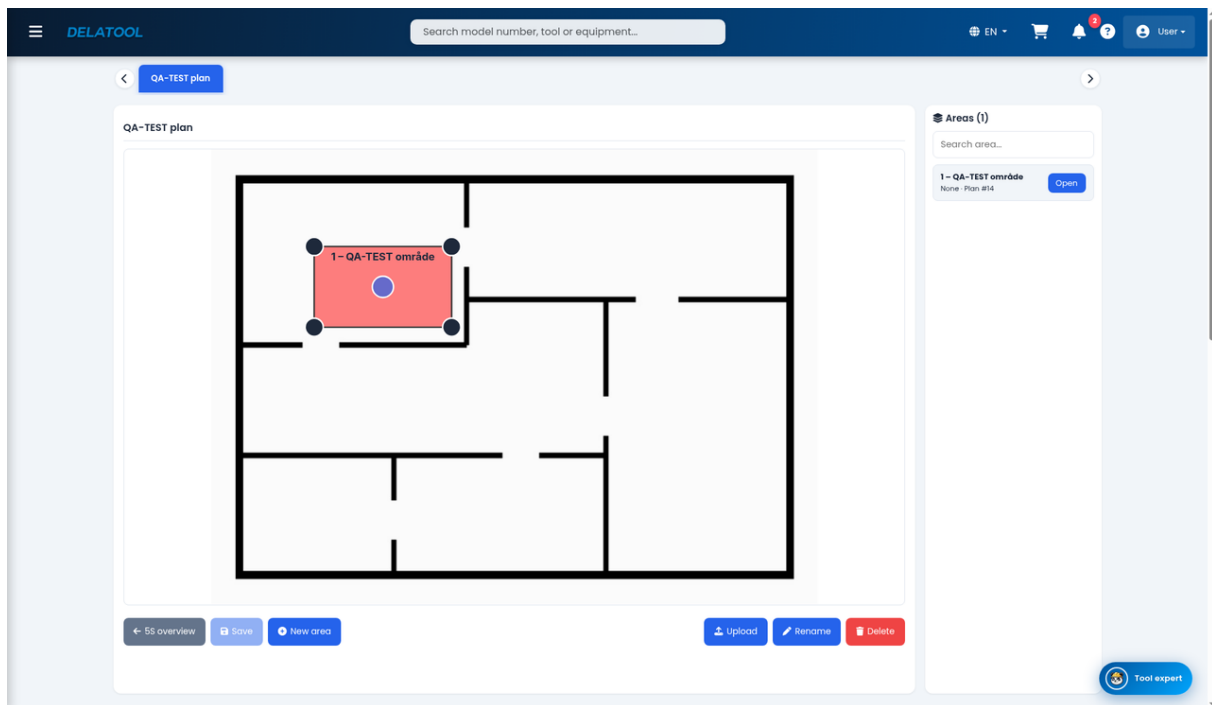
Draw areas

1. Open **5S System** in the side menu (you land on **5S overview**).
2. On the overview, open the **Area Manager** card.
3. The first time: click **Upload drawing**, name it, choose a PNG or JPG and click **Upload**. If a plan already exists, the toolbar button is **Upload**.
4. Click **New area**. An area is saved at once with the name **NewArea**. You do not name the box first.
5. In the **Areas** list click **Open**. Fill in **Name**, **Responsible** and **Colour** and click **Save area info**.
6. Move and resize the box on the plan. **Save** on the toolbar only saves the position. It stays grey until you move something.

Clicking **Save** opens **Save all changes?**:

- **Yes, save** - writes the positions to the server and redraws the plan.
- **No** - closes the dialog without saving. The positions stay unsaved.
- **Cancel** - closes the dialog without saving. You stay on the same plan.

If you leave without **Save**, the position change is lost. Name and colour saved with **Save area info** stay.



Area Manager with an uploaded plan.

Audit

1. On **5S overview** click **5S** on the area row.
2. Answer the questions. A failing answer needs a comment.
3. Click **Update 5S**.
4. Open **Dashboard** on the same row and read the analysis.

Do not answer yes just to be kind. Then the gaps never show.

On the overview you also find **Area sign** (A4 with plan, QR and log) and location signs once areas exist. **5S manager report** shows trends per period.