

Request missing work equipment

This action can only be performed by department heads.

To request work equipment, open the "workflow approval" page and and select the **"Missing work equipment"** button in the **"Actions"** section.

The screenshot shows the 'Workflow approval' interface. At the top, there's a search bar and a 'Workflow approval' title. Below that, there's a 'COWORKERS WORKFLOW' section with a calendar grid showing days from 15 to 31.5. The grid contains green checkmarks and orange dots. Below the calendar, there are three main sections: 'Workflow approval' with a 'No pending requests' message, 'Monthly statistics of workflow' showing 'Working hours this month: 596' and 'Average per day: 8.25h', and an 'Actions' section with a red button labeled 'Missing work equipment'. A red arrow points to this button.

You will see a list of required work equipment, where you can select work equipment for each employee:

Missing promo and work equipment

<input checked="" type="checkbox"/>	SCT.00000068.000	HALJA-ESD-MODRA-L	1	1
<input checked="" type="checkbox"/>	SCT.00000068.000	HALJA-ESD-MODRA-L	1	1
<input checked="" type="checkbox"/>	SES.00000068.000	T-SHIRT-ESD-BLACK-L	6	6
<input checked="" type="checkbox"/>	SCT.00000045.000	HALJA-ESD-MODRA-S	1	1
<input checked="" type="checkbox"/>	SCT.00000068.000	HALJA-ESD-MODRA-L	1	1
<input checked="" type="checkbox"/>	SCT.00000470.000	HALJA-ESD-MODRA-RL	1	1
<input checked="" type="checkbox"/>	SCT.00000470.000	HALJA-ESD-MODRA-RL	1	1
<input checked="" type="checkbox"/>	SES.00000051.000	JACKET-ESD-BLACK-M	1	1
<input checked="" type="checkbox"/>	SES.00000051.000	T-SHIRT-ESD-BLACK-M	1	1
<input checked="" type="checkbox"/>	SCT.00000048.000	HALJA-ESD-MODRA-M	1	1
<input checked="" type="checkbox"/>	SES.00000051.000	JACKET-ESD-BLACK-M	1	1
<input checked="" type="checkbox"/>	SES.00000051.000	T-SHIRT-ESD-BLACK-M	1	1
<input checked="" type="checkbox"/>	SCT.00000048.000	HALJA-ESD-MODRA-M	1	1
<input checked="" type="checkbox"/>	SCT.00000048.000	HALJA-ESD-MODRA-M	1	1
<input checked="" type="checkbox"/>	SCT.00000045.000	HALJA-ESD-MODRA-S	1	1
<input checked="" type="checkbox"/>	SES.00000042.000	ESD-NATKÁČI-ABEBA-530-42	1	1
<input checked="" type="checkbox"/>	SCT.00000070.000	T-SHIRT-ESD-BLACK-S	1	1
<input checked="" type="checkbox"/>	SCT.00000470.000	HALJA-ESD-MODRA-RL	1	1
<input checked="" type="checkbox"/>	SES.00000050.000	T-SHIRT-ESD-BLACK-M	6	6
<input checked="" type="checkbox"/>	SES.00000050.000	JACKET-ESD-BLACK-S	1	1
<input checked="" type="checkbox"/>	SCT.00000045.000	HALJA-ESD-MODRA-M	1	1
<input checked="" type="checkbox"/>	SES.00000038.000	ESD-NATKÁČI-ABEBA-530-37	1	1
<input checked="" type="checkbox"/>	SCT.00000094.000	HALJA-ESD-MODRA-XS	1	1
<input checked="" type="checkbox"/>	SES.00000051.000	JACKET-ESD-BLACK-M	1	1
<input checked="" type="checkbox"/>	SCT.00000068.000	T-SHIRT-ESD-BLACK-RL	1	1
<input checked="" type="checkbox"/>	SCT.00000470.000	HALJA-ESD-MODRA-L	1	1
<input checked="" type="checkbox"/>	SCT.00000060.000	HALJA-ESD-MODRA-XXL	1	1
<input checked="" type="checkbox"/>	SES.00000055.000	ESD-NATKÁČI-ABEBA-713042-44	1	1
<input checked="" type="checkbox"/>	SES.00000052.000	JACKET-ESD-BLACK-L	1	1
<input checked="" type="checkbox"/>	SCT.00000068.000	T-SHIRT-ESD-BLACK-RL	1	1
<input checked="" type="checkbox"/>	SCT.00000470.000	HALJA-ESD-MODRA-RL	1	1

[Start to distribute products](#)

After clicking the **"Start to distribute"** button, the work equipment distribution process will be started.

Check page:<https://how-to-erp.dewesoft.com/books/admin/chapter/promo-and-work-equipment>

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