

Setting up new work equipment

Summary

1. Add safety standards
2. Add work equipment
3. Assign work equipment to work positions
4. Enable employees to select work equipment sizes
5. Automation will daily check for missing equipment for employees
6. Trigger distribution work equipment to employees at workflow approval page
7. Automation will hourly check if work equipment stock is available and will trigger rebooking and reservation
 1. if no stock, purchasing department gets requirements in their existing views
8. Once reservation is completed, department lead will get task to pickup work equipment and deliver it to their team
9. Once task completed, work equipment will be written off

1 - Add safety standards

This action requires the "**create safety standard**" permission.

If it does not already exist, a safety standard need to be created for selected work positions.

Home /

Add new safety standard

Basic information

NAME

SAF_ST_1

DESCRIPTION

Safety standard 1

WORK EQUIPMENT

Select work equipment

WORK POSITION

CNC operator I - Izmena1 x

Višji razvojni inženir za programsko opremo - BS x

CNC operator I x

☐ After save, create another

Save

2 - Add new work equipment

This action requires the **"create work equipment"** permission.

To add new work equipment, click on the create button on **work equipment table** or go to the work equipment **create form**.

Home /

Create work equipment

Basic information

NAME

ESC Shirt

FROM

01. 01. 2024

RESTORE INTERVAL (DAYS)

365,00

SAFETY STANDARDS

SAF_ST_1 x

PRODUCT

SCT.0001788.000: POLO-SHIRT-MAN-TEE-JAYS-L x

TO

01. 01. 2027

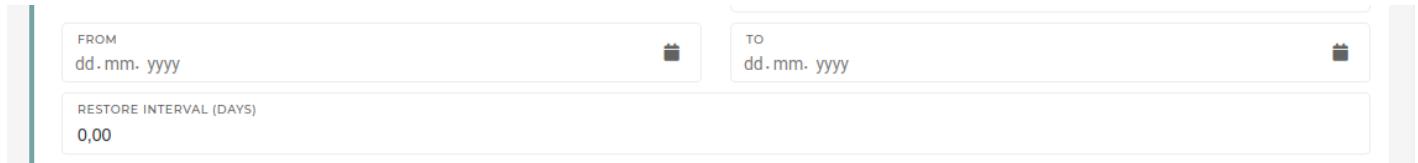
☐ After save, create another

Save

A new work equipment requires a **unique name**, that distinguishes it from other work equipment.

After a name is entered, product(s) of type **Protection products** must be selected. These products will be what the work equipment represents. Usually, these products are different confection sizes of the same product.

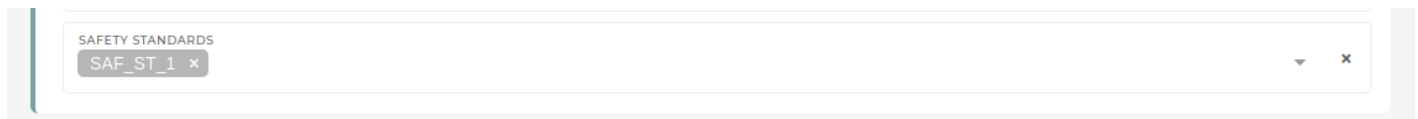
Enter the "**From**" and "**To**" dates to define how long the **work equipment** is **valid** to be distributed.



The form consists of three input fields. The first field is labeled 'FROM' and contains the placeholder text 'dd.mm. yyyy', with a calendar icon to its right. The second field is labeled 'TO' and also contains 'dd.mm. yyyy', with a calendar icon to its right. The third field is labeled 'RESTORE INTERVAL (DAYS)' and contains the value '0,00'.

The "**Restore interval**" is used to set the **renewal period or amortization interval in days** (eg. every 365 days, employees receive new equipment).

The **safety standard(s)** that correspond to the new work equipment need to be selected. Through these, work equipment is assigned to work positions.



The form shows a dropdown menu for 'SAFETY STANDARDS'. The selected option is 'SAF_ST_1', which is displayed in a grey box with a small 'x' icon to its right. A small downward arrow and another 'x' icon are visible on the right side of the dropdown.

Work equipment is connected to work positions through safety standards.

3 - Assign work equipment to work positions

This action requires the "**update work position**" permission.

The created new work equipment now needs to be assigned to work positions. This is done on a selected work position from the **work positions table**.

Work positions		Search...				
WORK POSITION ^	PARENT WORK POSITION	SAFETY STANDARDS		ROLES		ACTIONS
<input type="checkbox"/> Administrator						
<input type="checkbox"/> Aplikacijski inženir						
<input type="checkbox"/> Aplikacijski inženir - Application center	Aplikacijski inženir					
<input type="checkbox"/> Aplikacijski inženir Customer support	Aplikacijski inženir					
<input type="checkbox"/> Aplikacijski inženir Sales support	Aplikacijski inženir					
<input type="checkbox"/> Aplikacijski inženir - SW Automotive	Aplikacijski inženir					
<input type="checkbox"/> Art direktor						
<input type="checkbox"/> Asistent direktorja prodaje						
<input type="checkbox"/> Asistent vodje kakovosti						
<input type="checkbox"/> Asistent vodje sestave inštrumentov						
<input type="checkbox"/> Čistilec						
<input type="checkbox"/> CNC operator I		SAF_ST_1				

On a work position, we first need to select a safety standard (if it is not already selected). We then enter its quantity and then click "**Add new**" to add a new work equipment for this work position.

Only **work equipment of the selected safety standard(s)** will be listed.

Home /
CNC operator I
Basic information
Authorization info

Basic information
Hr departments

Work equipment

SAFETY STANDARDS
SAF_ST_1

WORK EQUIPMENT
+ Add new

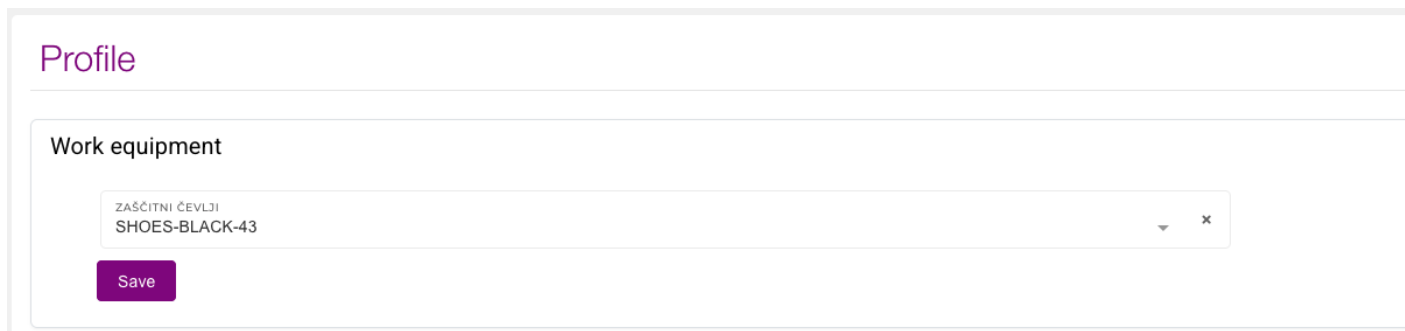
Save

File manager
Comments
Activity timeline

Once work equipment is selected on work position, users with that work position will be able to select confection numbers of their equipment on their [user profile page](#) under the "**Work**

equipment" section.

Users can edit their equipment confection numbers when option "**Allow editing confection numbers**" is **enabled**.



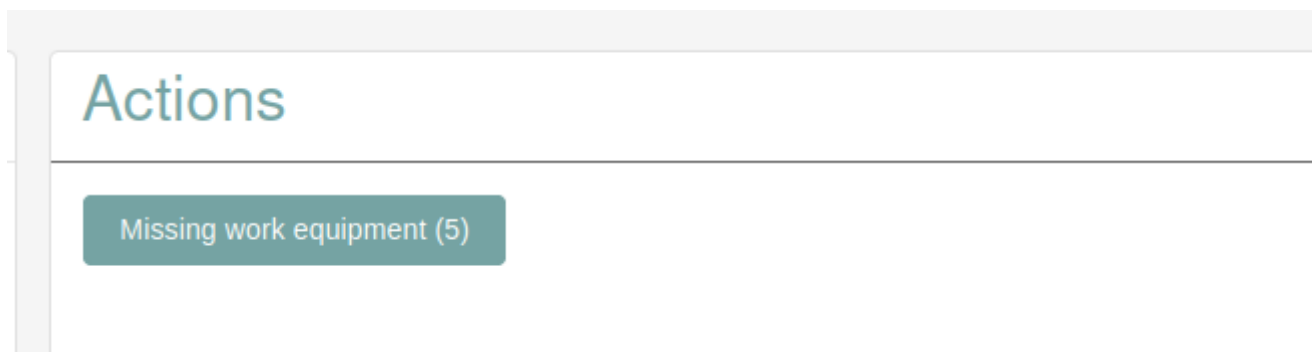
The screenshot shows a user profile interface. At the top, there is a header labeled 'Profile'. Below it, a section titled 'Work equipment' contains a dropdown menu. The dropdown menu is open, showing two options: 'ZASČITNI ČEVLJI' and 'SHOES-BLACK-43'. Below the dropdown menu is a green 'Save' button.

Once employees have selected/updated their equipment confection numbers, the option must be disabled.

4 - Work equipment distribution

An **automated process** is used to **check for missing equipment of employees** on a **daily** basis.

Work equipment distribution can be triggered from the "**workflow approvals**" page with the "**Missing work equipment**" button.



The screenshot shows a user interface with a header labeled 'Actions'. Below the header, there is a green button labeled 'Missing work equipment (5)'.

When missing work equipment without stock is found, the missing quantity is added to purchasing requirements, to be handled by the purchasing department.

The distribution process will run a hourly check, if work equipment has available stock, at which point it will trigger rebooking and reservation tasks.

Work equipment requirements can also be managed manually on the "[Assign user to work positions](#)" page.

Here, you can click the "**shirt**" button to "**start work equipment distribution**" work equipment to users.

✕ Assign user to work positions

▼

2

⋮

🔍 Search...

+

✕

<input checked="" type="checkbox"/>	DATE FROM	DATE TO	USER	WORK POSITION	MISSING EQUIPMENT QUANTITY	MISSING PROMO QUANTITY	ACTIONS
<input checked="" type="checkbox"/>	2022-07-15 00:00:00	2023-06-30 00:00:00	Nejc Frece Žohar	Razvojni inženir za programsko opremo I - BS	0	0	
<input checked="" type="checkbox"/>	DATE FROM	DATE TO	USER	WORK POSITION	MISSING EQUIPMENT QUANTITY	MISSING PROMO QUANTITY	ACTIONS

Showing 1 to 50 of 1 entries | Show

5102550100

 per page

5 - Getting work equipment to employees

The task of getting work equipment to employees is handled by department leads.

Once reservation is completed, leads of departments will get **tasks** to **pickup work equipment** and deliver it to their team. When work equipment is handed off to employees and the **task** is **completed, work equipment** will be **written off**.

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