

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.

The screenshot shows a web application interface for adding a new safety standard. The page title is 'Add new safety standard' and the breadcrumb is 'Home /'. The form is titled 'Basic information' and contains the following fields:

- NAME:** SAF_ST_1
- DESCRIPTION:** Safety standard 1
- WORK EQUIPMENT:** Select work equipment
- WORK POSITION:** CNC operater I - Izmena1, Višji razvojni inženir za programsko opremo - BS, CNC operater I

At the bottom right of the form, there is a checkbox labeled 'After save, create another' and a 'Save' button.

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 *

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

FROM
01. 01 . 2024 x

TO
01. 01 . 2027 x

RESTORE INTERVAL (DAYS)
365,00

SAFETY STANDARDS
SAF_ST_1 x

After save, create another

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.

FROM
dd.mm.yyyy

TO
dd.mm.yyyy

RESTORE INTERVAL (DAYS)
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.





































SAFETY STANDARDS
SAF_ST_1 x

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](#).

<input type="checkbox"/>	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 operater 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.

The screenshot shows a user profile page for 'CNC operater I'. The page has a header with a back arrow, the user name, and navigation tabs for 'Basic information' and 'Authorization info'. There are also icons for a lock, a grid, and a notification bell. The main content area is divided into several sections: 'Basic information', 'Hr departments', 'Work equipment', 'File manager', 'Comments', and 'Activity timeline'. The 'Work equipment' section is expanded, showing a dropdown menu for 'SAFETY STANDARDS' with the selected item 'SAF_ST_1'. Below this is a 'WORK EQUIPMENT' section with a '+ Add new' button. A 'Save' button is located at the bottom right of the 'Work equipment' section.

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**.

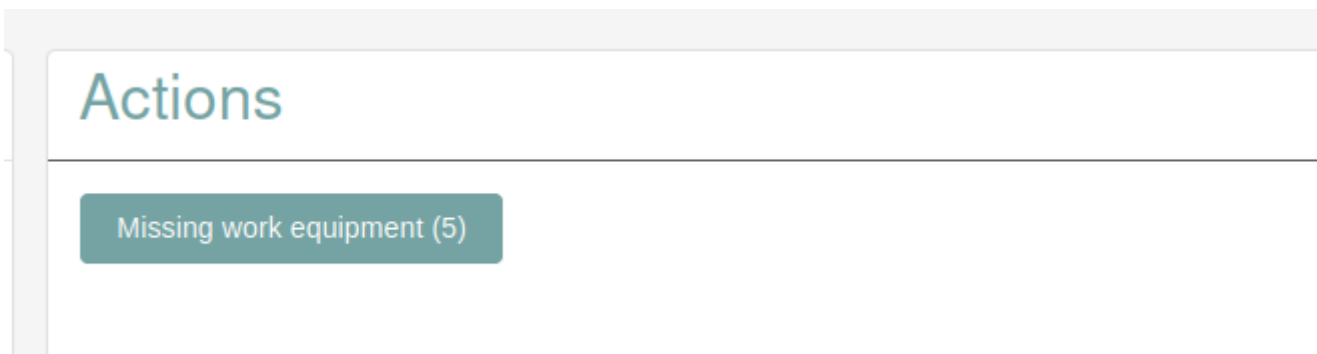
The screenshot shows the 'Profile' page with the 'Work equipment' section expanded. The dropdown menu is open, showing the selected item 'ZAŠČITNI ČEVLJI SHOES-BLACK-43'. Below the dropdown is a 'Save' button.

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.



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.

<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	

Showing 1 to 50 of 1 entries | Show 5 10 25 50 100 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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