

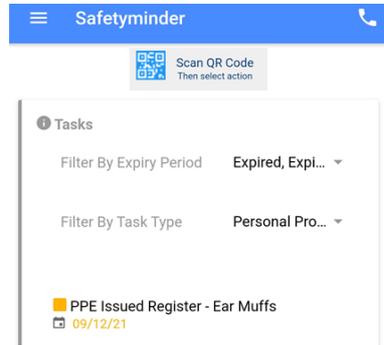


# PPE & Clothing Issued

From the Home Page click on the outstanding task, use the filters to narrow down what is displayed.

Or from the Main Menu select:

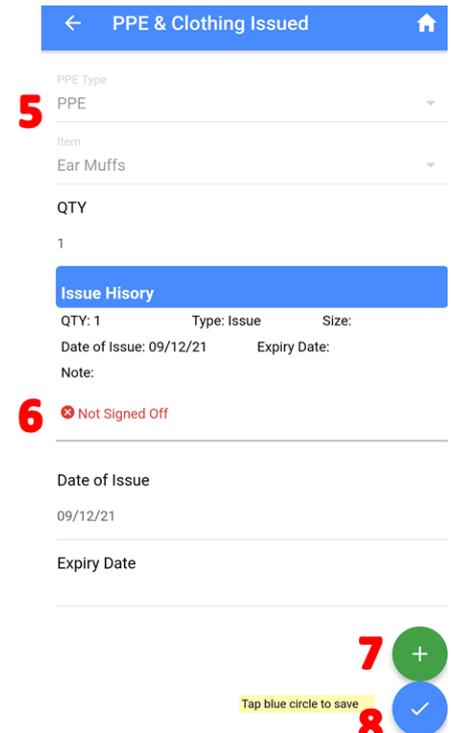
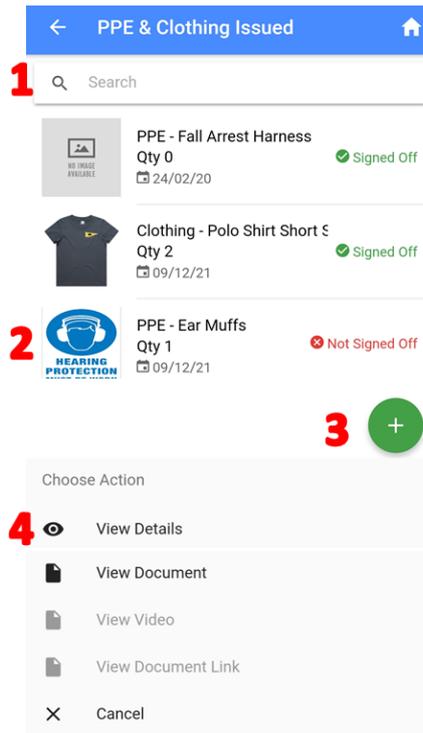
- Registers
- PPE & Clothing Issued



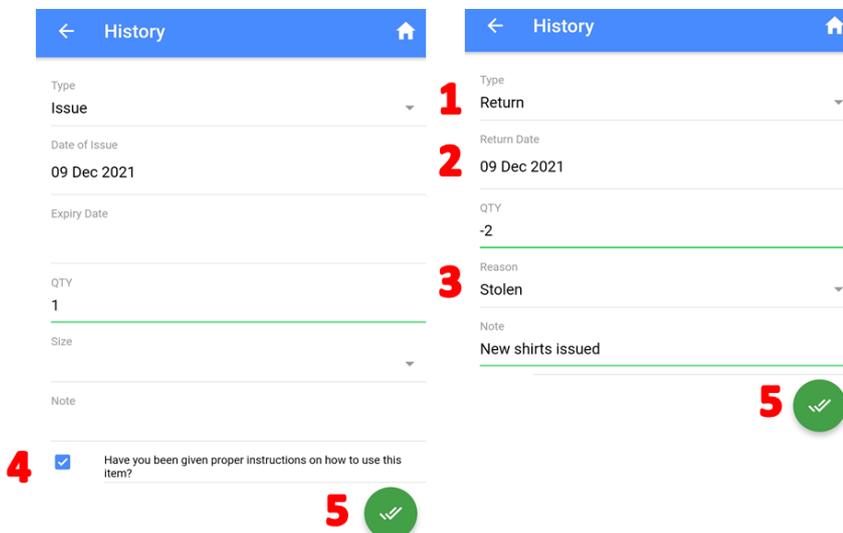
## A. Overview

In the Register you will see a list of items & quantities issued to you.

1. Use the search box to find a specific item.
2. Where you have been issued new items it will show as Not Signed Off.
3. Click  to add completely new items i.e. ones not already in your list e.g. Safety Boots.
4. When you click on an item the actions will display to choose from.
5. Once open it will display the Type, Item & QTY – these cannot be edited.
6. Under the Issue History will be items issued or returned, see section B to sign off
7. Click  to add new history to this item, see section C & D.
8. Click  to save.



## B. Sign Off History

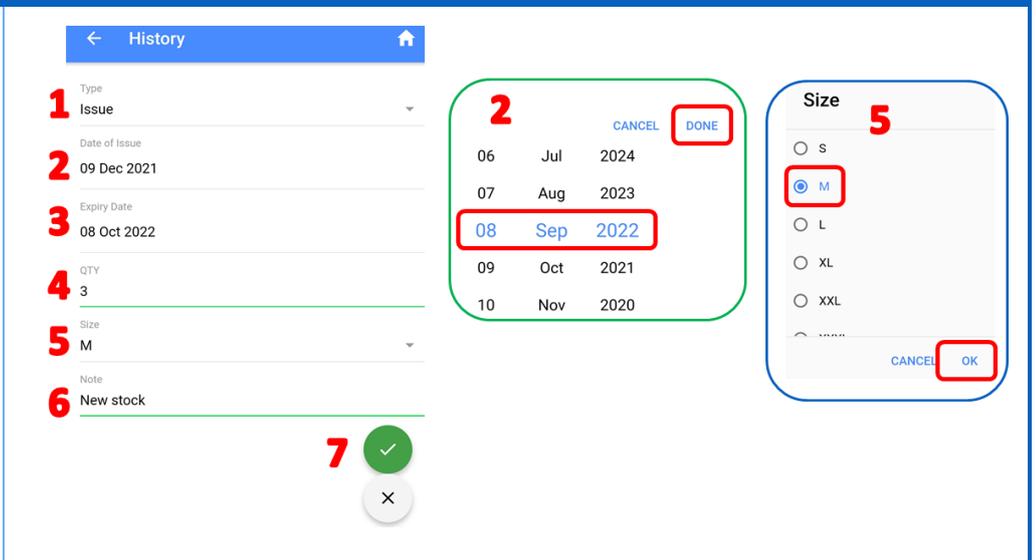


1. Will either show as an Issue or Return.
2. Date of issue or return.
3. For Returns there will be a reason selected.
4. For Issues you will need to tick the box, after which Sign off will be active.
5. Click  to sign off.

Contd/...

## C. Issue new stock for existing items

1. Issue will show as default.
2. Use the date selector to select date of issue & click **DONE**.
3. Use the date selector if an expiry date is required.
4. Type in the QTY being issued.
5. Use the size selector if required & click **OK**.
6. Type in any notes if required.
7. Click  to save.  
If item is not required click X.



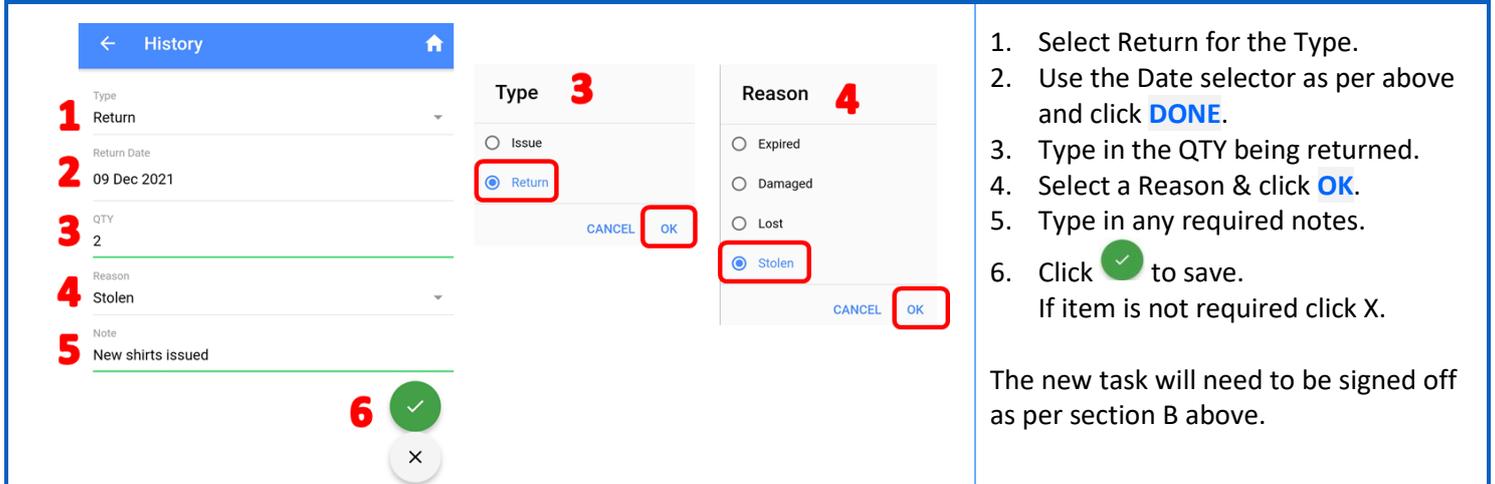
The screenshot shows the 'Issue' form with the following fields and values:

- Type: Issue
- Date of Issue: 09 Dec 2021
- Expiry Date: 08 Oct 2022
- QTY: 3
- Size: M
- Note: New stock

The date selector is open, showing a calendar with '08 Sep 2022' selected. The size selector is also open, showing 'M' selected. A green checkmark icon is at the bottom right.

The new task will need to be signed off as per section B above.

## D. Returning Items



The screenshot shows the 'Return' form with the following fields and values:

- Type: Return
- Return Date: 09 Dec 2021
- QTY: 2
- Reason: Stolen
- Note: New shirts issued

The 'Type' selector is open, showing 'Return' selected. The 'Reason' selector is also open, showing 'Stolen' selected. A green checkmark icon is at the bottom right.

1. Select Return for the Type.
2. Use the Date selector as per above and click **DONE**.
3. Type in the QTY being returned.
4. Select a Reason & click **OK**.
5. Type in any required notes.
6. Click  to save.  
If item is not required click X.

The new task will need to be signed off as per section B above.

## NOTES:

- Sizes will only show if selected in the PPE-Clothing/Items.
- If the QTY is zero for any given item it will no longer show in the mobile app. You will need to re-issue items from the web app.

