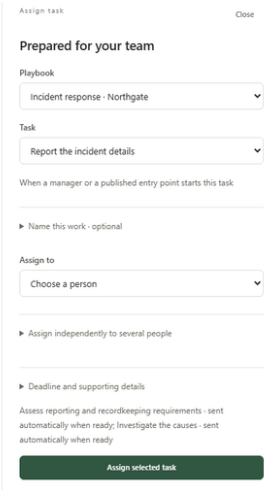
SIGN OUT SHARED EQUIPMENT AND RETURN IT CHECKED

Make shared-equipment returns easier to match

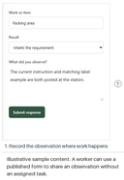
At sign-out, record the identified item, the person taking it, outgoing condition, expected return and a photo. The return check can use the same item identity and condition record.

Sign out the shared equipment > Return and condition check

SkillSmith · Choose prepared work and its recipient — incident-response example



SkillSmith · Share an observation through a published form



SkillSmith · A recorded observation stays attached to its task



Choose prepared work and its recipient - incident-response example

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Sign out; Return and condition check	Respond with condition in, condition out, damage photos and expected return.

Resolve the item identity before sign-out

In a worked example, the requested item cannot be clearly identified; resolve the identity before recording custody so the return can be matched.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Custody and Shared equipment catalog	Open the selected material for this occurrence.
Recorded response	item, condition out and expected return	Save the response with its work context.
Review point	expected return and photo	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Sign out shared equipment and return it checked

Bring custody and shared equipment catalog into the prepared work. Assigned team member each receive the context needed for their part.

01 Sign out the shared equipment

Record item, condition out, expected return and photo.

02 Return and condition check

Record condition in, damage photos, returned to and or loss recorded.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Sign out shared equipment and return it checked

Shared tools, test instruments, radios and PPE kits are signed out to a person, returned on time and checked for condition - damage becomes a work order and loss is recorded, not discovered.

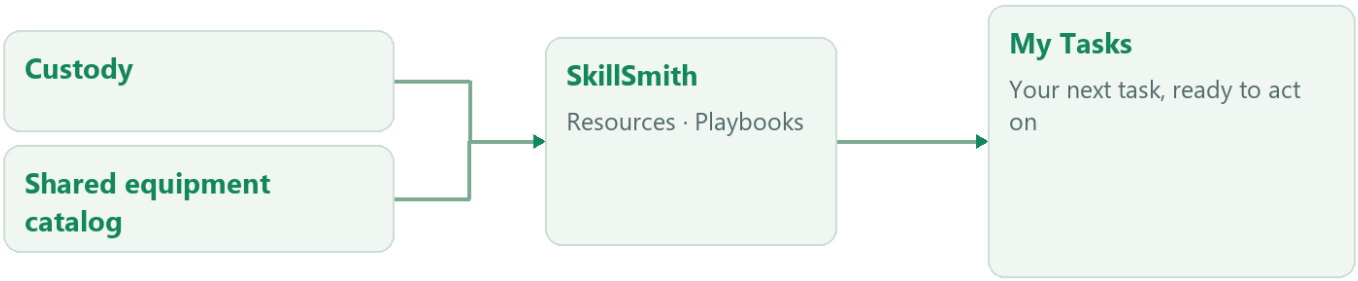
Tool crib · Maintenance

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Custody The task uses this material	The custody record.
Shared equipment catalog The task uses this material	The shared items and their home location.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose custody and shared equipment catalog from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Choose the task, eligible recipients and deadline, then walk through the actual response fields.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains item, condition out, expected return and photo. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring custody and shared equipment catalog. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do people receive the prepared work?

Select the prepared task and the relevant recipients when assigning work. Making a playbook available to a group and giving a person a task are separate setup choices.

What is the outcome for the wider workflow?

Returned and checked, or loss recorded with an owned follow-up.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
The next person receives an action without the preceding result.	Keep the preceding result attached when the next responsible person receives work.
A person cannot tell which contribution is ready for them.	Make ready work and its requested contribution visible in My Tasks.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Who is taking this identified item, and when is it expected back?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact