TEAM STUDIO

Equipment request manual

How to enter and review an equipment request.

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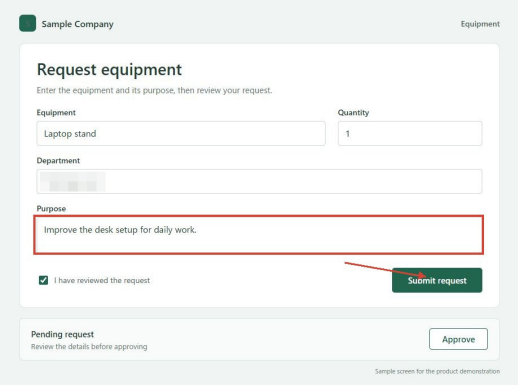
Check the request status 4

Submit a request

Register the request

Step 1

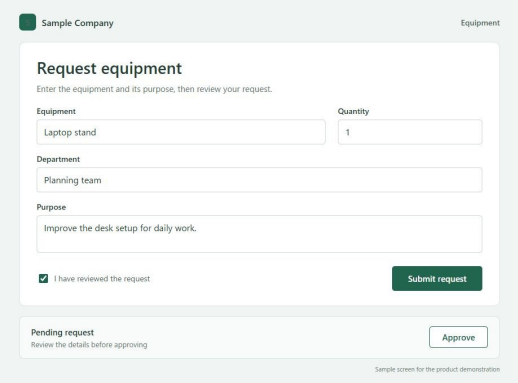
Enter the request details



Enter the item name and quantity, then explain why the equipment is needed.

Step 2

Review the details



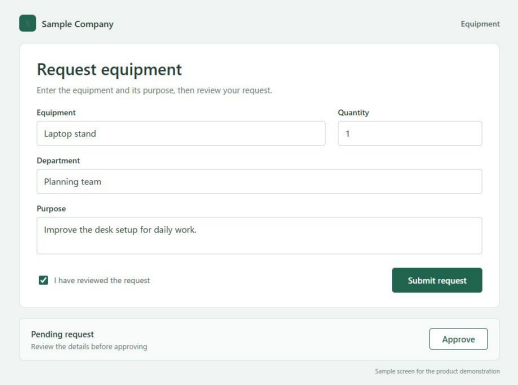
Check the item name, quantity, and purpose. Make sure all required information is included.

After submission

Check the request status

Step 1

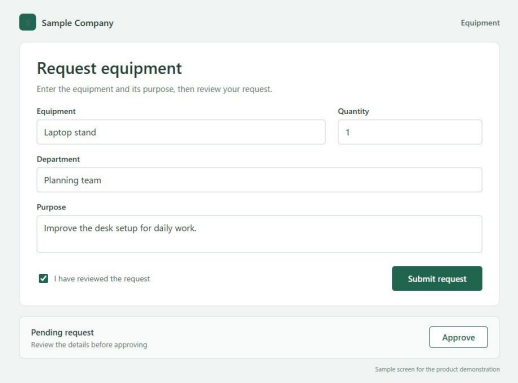
Review the request history



Confirm that the request has been registered.

Step 2

Continue to the next task



Close the task window after reviewing the request.