

# How to use the ES4.0 platform

Your first steps as a COMPANY

EXTERYO  
*Safety4.0*

## Welcome to the ES4.0 platform usage guide

In this guide, we will explain step by step how to use **ES4.0** software in your PPE management business.

Once you have acquired the basic notions of the system, you will be able to do your job quickly and accurately, with great benefits for your professional activity.



## Smartphone, tablet o Computer?

The **ES4.0** platform can be used both via smartphone or tablet and via computer.

The application for smartphones and tablets is available for both Apple and Android.

Click on the icon of your choice to access our **Exteryo Safety 4.0** application.



Download on the  
**App Store**



GET IT ON  
**Google Play**



[www.exteryo-safety.com](http://www.exteryo-safety.com)

## Chip or Serial Code?

The **Exteryo Safety 4.0** system can be used both in "smart" mode, through the use of special NFC technology chips, or in analog mode with the manual insertion of serial codes.

The functionality of the software is identical with both methods, although the use of the chips allows for a quick association and reading of information relating to individual PPE.

To be able to read the NFC chips you must first equip yourself with either a smartphone with this technology ([click here to get the complete list](#)) or a special NFC reader that can be connected to your computer via USB port or to your tablet through a reduction from standard USB to USB type B or type C.

If you have an ANDROID smartphone, to read an NFC chip via smartphone you must activate the NFC function on the smartphone (settings-connectivity-NFC) and after unlocking the smartphone, simply place the back on the chip to activate the communication.

If, on the other hand, you have an APPLE smartphone, the NFC function is active by default and therefore within the application simply click on the reading button and then place the back of the smartphone on the chip.

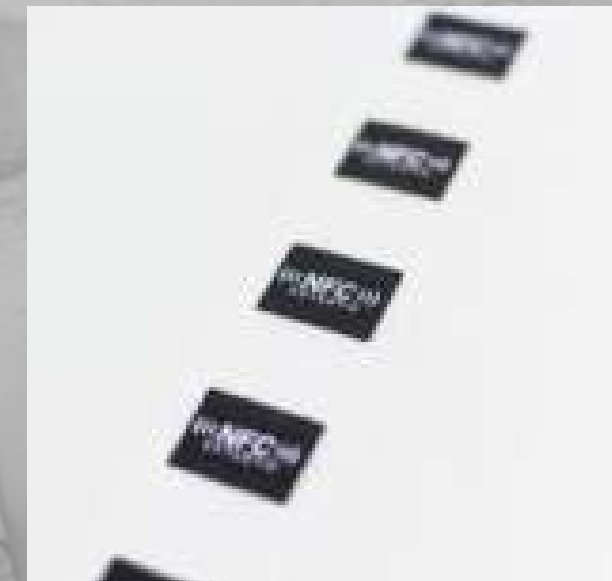
## NFC chips, where to find them?

NFC chips are available in different solutions that can be used according to the type of PPE on which it must be inserted.

The partner manufacturing companies of the system, such as KONG Spa or IRUDEK SL, already mount NFC chips uniquely linked to the PPE within a wide range of products.

If your PPE does not have an NFC chip, you can easily insert it by choosing from the various solutions proposed by Exteryo and its dealers.

Contact your dealer for the NFC chip catalog, or write to [customer@exteryo-safety.com](mailto:customer@exteryo-safety.com)



# Our "Wikipedia" system

The **Exteryo Safety 4.0** system is developed on a Cloud platform, i.e. on a structure that allows the sharing of a part of the data between PPE manufacturers, user companies and inspectors who use the software.

Exteryo's vision is to develop a system that is not only a support to the work of individual inspectors or individual companies, but which allows for the creation of a real network between professionals in the same sector, able to collaborate and focus on worker safety.

For this reason we have decided to develop a common database system for the management of the product sheets relating to the different PPE models.

To favor the universality of the system and the possibility of managing the highest number of models and brands, the system foresees both the insertion of the product sheets by the partner manufacturers, but also by inspectors and companies.

These cards can be shared among all users of the software and, as in the logic of Wikipedia, the users themselves will verify the veracity of the information, indicating any errors to Exteryo using the appropriate "REPORT A PROBLEM" function.

# First step in the software

Log in and register in the software

- Access to the software
- Business data configuration
- User data configuration
- home page

# Access to the software

When you have activated your license you will receive the system access credentials at the e-mail address you indicated.

If you have not received any e-mails, please also check your SPAM or junk mail folder.

## ACCESS VIA SMARTPHONE

To access via smartphone, simply activate the Exteryo Safety 4.0 application and the login page will immediately appear.

There are three credentials required for access:

- LICENSE CODE
- USER NAME
- PASSWORD

## ACCESS VIA PC

To access via PC, connect to the website [www.exteryo-safety.com](http://www.exteryo-safety.com) and click on the PERSONAL AREA button on the right side of the screen.

Then the login page will appear and you can follow the instructions above to log in.

EXTERYO Safety 4.0

Prodotti Supporto ISCRIVITI GRATIS Accedi

Italiano

Tasto ACCEDI

Area personale

## Digital Safety: La sicurezza sul lavoro 4.0

ExteryoSafety 4.0, il **software per i DPI digitali**: interagisce fisicamente con i tuoi dispositivi di sicurezza e garantisce l'ispezione real-time grazie alla tecnologia NFC.

Iscriviti gratis Accedi

Chat with us

EXTERYO Safety 4.0

Codice Licenza

Nome Utente

Password

Password dimenticata?

Ricordami

ACCEDI

Non hai un'utenza? [Registrati ora!](#)

Oppure entra con

ACCESSO PUBBLICO

Exteryo Safety 4.0 © 2021



# CompanyData

Before using this suite, you must enter your company data. All fields are mandatory.



Logging-in you accept [Privacy policy](#) And [End user terms](#).

SAVE

## Business data configuration

The first time you log in with your credentials, you will need to associate company information to use the software.

Once the data has been filled in, click on the **SAVE** button.

Before proceeding to the next page, please read our [Privacy Policy](#) and the terms of use of the system, which will be automatically accepted once the company data is confirmed.

## User data configuration

Always at the first access, you will be asked to create the personal data of your user, entering the data indicated.

On the same page you can also change the self-generated password for the first access with the one you prefer.

To change the password click on the appropriate CHANGE PASSWORD button and then enter the current password and then, twice, the new one.

To confirm the data entered, click on the SAVE button.

## User Data

Insert or modify user data. All fields are mandatory.

CHANGE PASSWORD

Email

First Name

Last Name

Telephone

Select Language



Time Zone



Format data



SAVE

# Home Page

Once logged in you will be able to access the HOME PAGE of the program.

On the left side of the screen is the menu of all the features that can be used with your purchased license or plug-in.

In the upper part of your PC (or lower part of your smartphone) there is the management bar, through which you can manage certain actions such as the change of plug-in, the administration panel, the opening of an error ticket or the access to support.

On the main screen you will have the possibility to view different statistics on your use of the software and some quick keys to access the main features.

By clicking on the button at the top, next to the logo, it is possible to reduce the functionality menu to improve the display of the software management pages.

The screenshot shows the EXTERYO PPE MANAGEMENT dashboard. The interface includes a top management bar with a settings gear, a warning triangle, and a user profile icon labeled 'Welcome, Michele'. A left sidebar menu lists 'Dashboard', 'Manage Company', 'Inspect PPE', 'Database', and 'Calendar and alerts'. The main content area displays 'Hello Michele' and 'Usage statistics' with six data cards: 'Managed PPE' (481), 'Performed Inspections' (176), 'Followed Companies' (17), 'Positive Inspections' (172), 'Negative Inspections' (4), and 'Followed Brands' (34). A 'Shortcuts' section is visible at the bottom. Red annotations with arrows point to the 'Reduce features menu' (a hamburger icon), the 'Management bar', the 'Features menu' (the left sidebar), and the 'Shortcuts' section.

Category	Value	Sub-value
Managed PPE	481	Average Per Brand: 14.12
Performed Inspections	176	Average Per PPE: 0.37
Followed Companies	17	Average Inspections Per Company: 10.35
Positive Inspections	172	
Negative Inspections	4	
Followed Brands	34	

# General Settings

Manage your data in the software

- User data
- Automatic email settings
- Corporate data
- User Management
- License status
- Manage inspectors
- General Settings

# User Data

To access the management of your user data, just click on the arrow next to the user icon at the top of the screen.

In the drop-down menu you can access the user settings by clicking on the USER SETTINGS button.

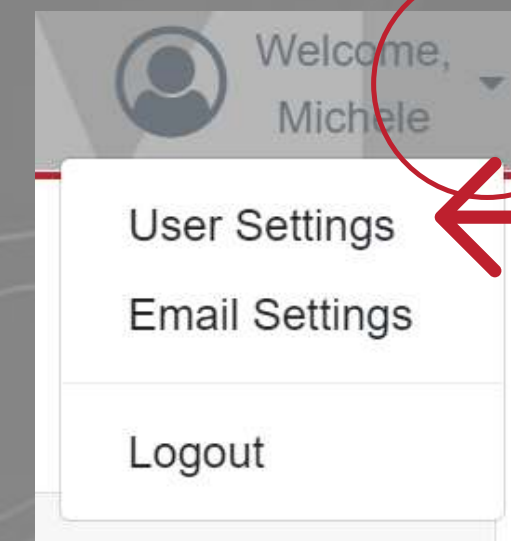
In this section you will find the data entered at the first access, which you can modify according to your needs.

The management data are as follows:

- NAME and SURNAME user
- Access PASSWORD
- Reference EMAIL
- Reference TELEPHONE NUMBER
- Management TIME ZONE (select the name in English of the capital of your state or the reference city of your time zone).
- DATE DISPLAY layout

As a last activity you can select among the privileges activated for your user, which ones you want to view in the general menu.

Once the data has been modified, click on the SAVE button to store them in the system.

A screenshot of the 'Edit User' form. The form is titled 'Edit User' and has a close button (X) in the top right corner. It is divided into two main sections: 'User Info' and 'Privileges'. The 'User Info' section contains several input fields: 'Michele' (Name), 'Zanesi' (Surname), a password field with four dots, 'Repeat Password', 'michele.zanesi@exteryo.com' (Email), '+390394938213' (Phone Number), 'English' (Language), 'Rome' (Time Zone), and 'd/m/Y' (Date Display). The 'Privileges' section contains a list of checkboxes with corresponding icons: Administration (checked), Perform Inspections (checked), Databases (checked), Insert Product (checked), Calendar (checked), Import PPE (checked), Manage Client Licenses (unchecked), and Manage Company (checked). A red arrow points from the text 'Edit your user data' to the 'User Info' section. Another red arrow points from the text 'Select the privileges you want to view from those available to you' to the 'Privileges' section. A red 'SEND' button is located at the bottom right of the form.

**Edit your user data**

**Select the privileges you want to view from those available to you**

# Automatic email settings

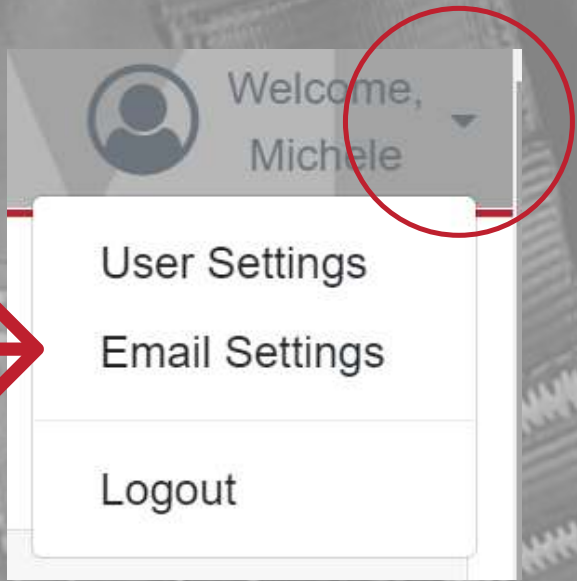
The receipt of automatic e-mails from the **Exteryo Safety 4.0** system will allow you to always be updated on future management activities of your company PPE.

You can activate and manage the sending of these e-mails by always clicking on the arrow next to the user icon and then selecting the EMAIL SETTINGS item.

Once the Email settings page is open, enter the email address to which notifications should be sent.

Then select which type of notifications you want to send to the particular user and the time interval with which the messages will be received.

Once all the parameters have been set, click on the SAVE button.

A screenshot of the 'Email Settings' form. The form has a title bar 'Email Settings' with a close button 'x'. It contains several sections: 1. 'Email' field with the value 'michele.zanesi@exteryo.com'. 2. 'License Expiration' section with a toggle switch turned off and the text 'This user will receive email notification when your license is about to expire.' 3. 'Licenses activations/renewals report' section with a toggle switch turned on and a dropdown menu set to 'Weekly'. 4. 'Licenses upcoming expirations' section with a toggle switch turned on and a dropdown menu set to 'Weekly'. 5. 'Custom Alerts' section with a toggle switch turned on and a dropdown menu set to 'Weekly'. 6. 'PPE inspections due within the following month' section with a toggle switch turned on and a dropdown menu set to 'Weekly'. 7. 'PPE expirations within the following month' section with a toggle switch turned on and a dropdown menu set to 'Weekly'. At the bottom right, there is a red 'SAVE' button.

Enter the email address of the recipient

Enable report sending via Email

Choose the time period for receiving notifications

# Company data

To access your company data you must click on the ADMINISTRATION button located in the management bar and, in the drop-down menu, select the COMPANY DATA item.

To change the information, click on the CHANGE COMPANY INFORMATION button and enter the new data.

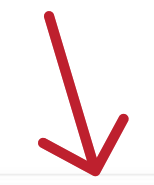
If you have purchased the specific functionality of ES4.0 you will find the possibility to upload the company logo to the platform, for the personalization of documents.

After updating the data, click on the EDIT button to save the new settings.

Company data set




Edit company data



CHANGE COMPANY INFORMATIONS

### Company Data

Visualize and manage company data.



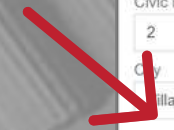
**Company logo uploaded**

<b>Name:</b>	Exteryo Srl
<b>Email:</b>	info@exteryo.com
<b>Address:</b>	Via Carducci, 2
<b>City:</b>	Villasanta (MB)
<b>Postal code:</b>	20852
<b>Country:</b>	IT
<b>VAT Number:</b>	0391948111311
<b>Category:</b>	Other
<b>Website:</b>	www.exteryo.com
<b>Telephone:</b>	039305263
<b>Activation code:</b>	6A5A-DE52

**CHANGE COMPANY INFORMATIONS**

- Company data
- Manage users
- License status
- General settings

Manage company data



Save the changes



Change company informations

Company name  
Exteryo Srl

Email  
info@exteryo.com

Address  
Via Carducci

Civic number  
2

City  
Villasanta (MB)

Postal code  
20852

Country  
Italy

Category  
Category (optional)

Website  
www.exteryo.com

VAT Number  
0391948111311

Telephone  
039305263

Upload Logo  
Upload Logo or Add link **BROWSE** **EMPTY**

**CLOSE** **EDIT**

# User Management

The USER MANAGEMENT function, present in the ADMINISTRATION menu, allows the first user created for this license to create and manage in turn new users who can use the various functions within the software.

To create a new user just click the REGISTER NEW USER button, located at the top of the page and provide all the required data.

Each user can be given certain privileges, i.e. access to specific software features.

Once the user has been created, his information will be displayed in the table within the page. With the search options, located at the top of the page, it is possible to filter certain users based on different parameters.

To change the user's information, just click the edit button in the last column of the table.

Using the REMOVE USER button you can delete that user, removing it from use of the platform.

For each created user it is possible to associate a BADGE for the ELECTRONIC SIGNATURE of fast check documents (See FAST CHECK page). To associate the badge, click on the appropriate button and read a new badge with the smartphone or the NFC reader. Once associated it will be possible to display "YES".

The screenshot shows the 'Users Management' interface. At the top, there is a search bar and several icons for search and user management. Below this is a table with columns for Username, Email, Name, Last name, Telephone, Privileges, and Badge. Two users are listed: 'utente1' and 'utente2'. Each user row has a set of icons for editing, deleting, and assigning a badge. Annotations with red arrows point to these elements: 'Search by word' points to the search bar; 'Search by parameters' points to the search icons; 'Add new user' points to the user management icons; 'Assign badge' points to the badge icon; 'Print table' points to the print icon; 'Edit user data' points to the edit icon; and 'Delete user' points to the delete icon.

The screenshot shows the 'New User' registration form. It is divided into 'User Info' and 'Privileges' sections. The 'User Info' section includes fields for Name, Last name, Username, Password, Repeat Password, Email, Reference phone, Select language (optional), Select a time zone, and Select a date stamp. The 'Privileges' section includes a list of checkboxes for various functions: Administration, Perform Inspections (checked), Databases, Insert Product, Calendar, Import PPE, and Manage Company. A red arrow points to the 'Perform Inspections' checkbox with the label 'Select privileges'. A 'SEND' button is located at the bottom right of the form.

Enter user data

Select privileges





## License status

Also within the ADMINISTRATION menu it is possible to find the LICENSE STATUS function to check the type of license activated and the expiration or renewal date of your license.

We remind you that your license plan is activated for a maximum number of workers manageable within the platform and for a chronological period of 1, 3 or 5 years.

If you need to upgrade the number of workers you can contact us at [customer@exteryo-safety.com](mailto:customer@exteryo-safety.com) to evaluate the new license plan.

### License Status

Check your license status.



<b>License Code:</b>	azienda1
<b>License Level:</b>	Full
<b>Max workers:</b>	250
<b>Expiration Date:</b>	30/09/2021
<b>License Status:</b>	<b>LICENSE OK</b>

MANAGE SUBSCRIPTION

# Inspectors management

Within the MANAGE INSPECTORS function, in the ADMINISTRATION menu, you will have the possibility to enable internal or external inspectors for the periodic inspection of your PPE.

Enabling a new inspector will allow the sharing of all information relating to the PPE to be inspected between your company license and its inspector license.







Similarly, if the inspector has already carried out activities on your company PPE before your purchase of the EXTERYO SAFETY 4.0 license, once it has been enabled, you can view your PPE managed by the inspector directly within the PPE ARCHIVE .


To enable an inspector, click on the ENABLE INSPECTOR button, located on the top page of the page, and enter the two-block activation code that must be provided by the inspector.

Once the code has been entered, click on SEND and the inspector's data will appear in the appropriate table.

**Filter Inspectors** **Print table**

### Manage Inspectors

Search        Show 10  Of 1

Inspector Company	VAT Number	
Exteryo Srl	0391948111311	

**Enable inspector**

**Remove inspector**

### Enable Inspector

Insert the activation code of an inspector to enable them to see your PPE in their registries.

-

**Enter the two-part code provided by the inspector**

**Validate the code**

# General settings

The main settings for use of the system, applicable to each user who will have access through this license, are entered within the GENERAL SETTINGS function.

To date, the general settings to be defined within the page are the following:

## ELECTRONIC SIGNATURE

Defines the possibility of signing the documents generated directly through the software and in different ways:

Badge only: the unique code linked to the badge and the relative associated user / worker will be recorded

Calligraphic: allows the possibility to write the signature via the smartphone or a special tablet for PC.

Calligraphic + Badge: allows the possibility of a calligraphic signature but the validation must be provided through the badge associated with the signer.

## CORPORATE DISCLAIMER

Should the company wish to insert its own disclaimer (e.g. company policies) within the PPE or Fastcheck Delivery / Return documents.

To insert a disclaimer, activate the button related to the chosen item and then click on the pencil-shaped button that will appear next to the writing. The Disclaimer can also be entered in different languages, if necessary and will be displayed according to the language selected by the user.

## REMOTE DELIVERY / RETURN PPE

In the general settings, the remote delivery / return function of the PPE can also be activated (see specific page) and the maximum time of days within which the worker must sign the remote delivery / return document can be selected.

Once you have selected the preferred option, click on the SAVE button.

# General settings

Administration panel.

**Digital signature**

Only with badge

Only with handwriting

Badge and handwriting

**Electronic signature's activation and selection of the mode**

**Company disclaimers**

Supply PPE document disclaimer

Return PPE document disclaimer

Fastcheck document disclaimer

**Disclaimer's activation**

**Modify the disclaimer**

**Activation of the remote delivery / return option**

**Remote supply/return PPE**

**Selection of alert timing on remote reports**

Select alerts timing

# Data Synchronization

**Make your platform ready to use**

- Create the corporate PPE catalog
- Create new PPE model
- Create worker register
- Insertion of PPE already in use
- Insertion of PPE in the warehouse

# Create corporate PPE catalog

Before starting any activity through the **Exteryo Safety 4.0** platform it is necessary to be able to synchronize the data deriving from the PPE management activity developed up to now by your company.

The first step is to upload your corporate PPE catalog to the platform with all the PPE models used.

To carry out this activity, you will need to access the COMPANY PPE CATALOG function in the ARCHIVES menu.

By clicking on the ADD PPE MODEL button at the top of the page you can access the **Exteryo Safety 4.0** database with all the models already present in our library.

Use the search parameters to find the PPE model that is part of your catalog and then click on ADD MODEL to add it to the company's PPE catalog.

For each model added to the catalog from the **Exteryo Safety 4.0** database it will be possible to change its name, as well as insert a company technical specification and any notes. To remove the product from the catalog, just click on the appropriate button.

On the next page we see how to add a model not present in the **ES4.0** database.

## Add PPE Model

### Print table

Digital reference	PPE	Manufacturer	Technical sheet	Inspectionable	Model Sharing	Last edited	
117ACC6D30E58	Imbracatura ponti radio	C.A.M.P.		Yes	Public	13/05/2021 15:45	
117CAM546DC1F	SHOCK ABSORBER ROPE DOUBLE 200 cm + 3x0981	C.A.M.P.	N/A	Yes	Public	02/11/2020 07:58	
315ABB4F3F712	ABSORBICA-Y	PETZL	N/A	Yes	Public	23/04/2021 07:59	

Rapid search

Filter by model

View PPE's sheet

Modify PPE's data

Delete PPE from the catalogue

Digital reference	PPE	Manufacturer	Type	Inspectionable	Last edited	
315ABB4F3F712	ABSORBICA-Y	PETZL	Energy Absorber	Yes	23/04/2021 07:59	
315IG808A3B7	IGUANE	PETZL	Lanyard	Yes	10/05/2021 15:48	
315LE6F83995E	LEZARD	PETZL	Lanyard	Yes	09/12/2020 15:10	
315SEBAFA357B	SEQUOIA	PETZL	Harness	Yes	09/12/2020 15:06	

### Print table

Rapid search

Filter by model

View PPE's sheet

Add model to the catalogue

# Create new PPE model

If a PPE model you use is not present in the Exteryo Safety 4.0 database, it can be created directly by you in the ADD PRODUCT section of the COMPANY PPE CATALOG function.

To create a new PPE model click on the appropriate button located at the top of the page.

When a new model of PPE is created, first of all it is necessary to indicate whether this model is INSPECTIONABLE, i.e. it requires periodic verification by a competent person (inspector).

All models created under the inspectable option will be public, i.e. shared with the entire system community within the **Exteryo Safety 4.0** database with the information you enter.

Furthermore, for each model that can be inspected, an inspection report must also be added by you, i.e. an indication on the activities to be carried out for proper maintenance of the PPE relating to that specific model.

The non-inspectable models, on the other hand, can be public or private (visible only on your platform) depending on your needs.

It is advisable to indicate as public only the products for which you have all the information provided by the manufacturer.

Finally, for products that cannot be inspected, you must indicate whether there is a unique serialization for each individual product (with serial code or NFC chip) or not.

Once you have set these first details, fill in the additional data as required by the compilation form and then click the SEND button.

↕ Digital reference	↕ PPE	↕ Manufacturer	↕ Type	↕ Inspectionable	↕ Last edited	
315 ABB4F3F712	ABSORBICA-Y	PETZL	Energy Absorber	Yes	23/04/2021 07:59	
315 IG808A3B7	IGUANE	PETZL	Lanyard	Yes	10/05/2021 15:48	
315 LE6F83995E	LEZARD	PETZL	Lanyard	Yes	09/12/2020 15:10	
315 SEBAFA357B	SEQUOIA	PETZL	Harness	Yes	09/12/2020 15:06	

**Define PPE's privacy**

**Define PPE's ispezionability**

**Define PPE's serial**

Inspectionable: YES

Private: YES  NO

Serialized PPE: YES  NO

PPE: Name

Category: Choose category

Reference standard:  **ADD**

Select one reference standard at least

Type: Choose type

Expiry After Production: Select lifetime

Expiry After First Use: Select lifetime

Colour: Colour  **ADD**

Size: Size  **ADD**

Technical sheet: Technical sheet

Notes:

# Create worker register

To enter the workers to be managed via the platform, select the WORKERS REGISTER function in the ARCHIVES menu.

You can add each individual worker by clicking the ADD EMPLOYEE button at the top of the page and filling in the entry form with the data of each individual employee.

Alternatively, you can massively insert the company's workers by importing with EXCEL files. To carry out this activity, click on the IMPORT EMPLOYEES button, again at the top of the page and download the excel template provided. Once the template has been filled in, press BROWSE to find it on your PC and then UPLOAD to upload it to the database.

At this point you can view the list of employees in the employees table, using the search parameters to filter the information according to your needs.

By clicking on the ASSIGNED PPE button, located in the last column of the table, it will be possible to view the PPE available for each employee. Also in this case there is the possibility to filter the data for any specific searches.

For each created user it is possible to associate a BADGE for the ELECTRONIC SIGNATURE of the PPE supply and return documents (see dedicated pages). To associate the badge, click on the red button depicting a badge and read a new badge with the smartphone or NFC reader. Once associated it will be possible to display "YES" in the "BADGE" column.

**Employees Database**

Annotations: Rapid search, Upload workers with Excel, Print table, Filter data, Add single worker, View assigned PPEs, Associate badge.

Employee Registration Number	Employee Name	Department	Task	Badge	Alerts	Actions
820001	Michele Zanesi	Manutenzioni	Antennista	Yes	●	[Add] [View]
820002	Giuseppe Garibaldi	Manutenzioni	Antennista	Yes	●	[Add] [View]
820003	Silvio Ratici	Fresatura	Fresatore	Yes	●	[Add] [View]
802291	Camillo Cavour	Manutenzioni	Antennista	Yes	●	[Add] [View]
809921	Giovanna D'Arco	Fresatura	Fresatore	Yes	●	[Add] [View]
820004	Morgan Freeman	Fresatura	Fresatore	Yes	●	[Add] [View]
82123	Luca Ciampi	Tessile	Operaio	Yes	●	[Add] [View]
82124	Giovanni Azeglio	Tessile	Operaio	Yes	●	[Add] [View]

**Import Workers**

1) Template download → **Download Excel's template** (points to TEMPLATE button)

2) Edit the file as in the example

3) Upload filled template

**Upload template from PC** (points to BROWSE button)

Buttons: TEMPLATE, BROWSE, EMPTY, UPLOAD



# Insertion of PPE already in use

To import the PPE already managed by your company, go to the PPE ARCHIVE function, in the ARCHIVES menu.

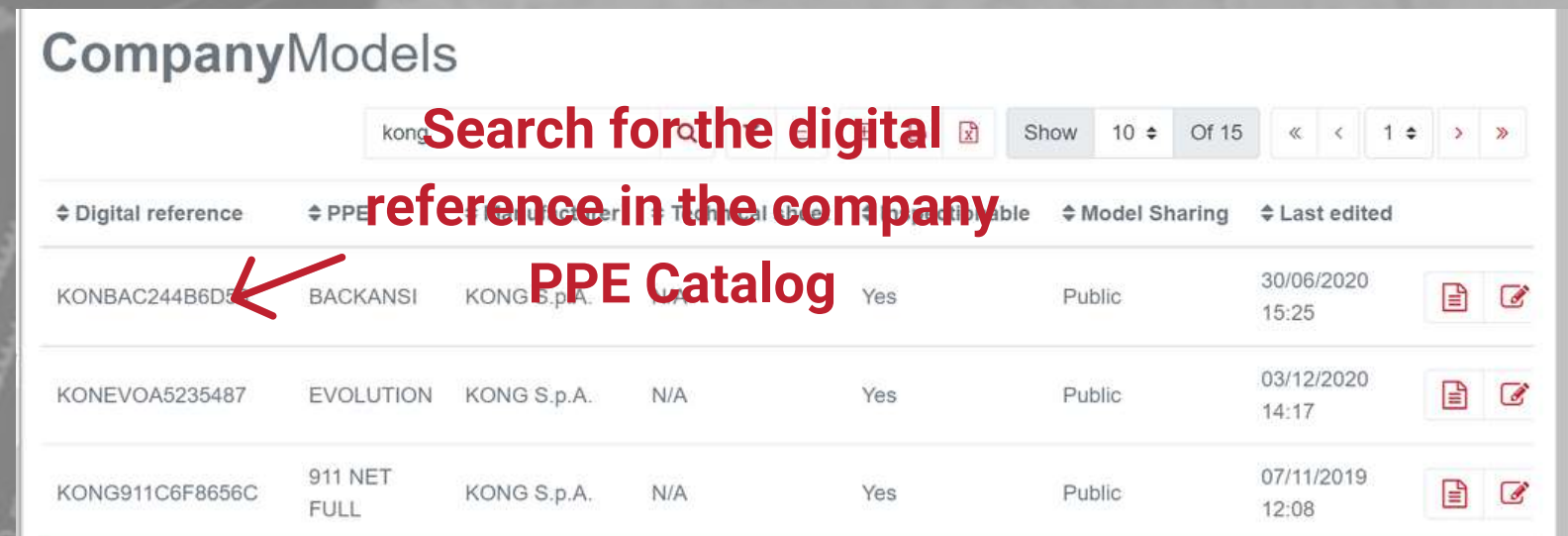
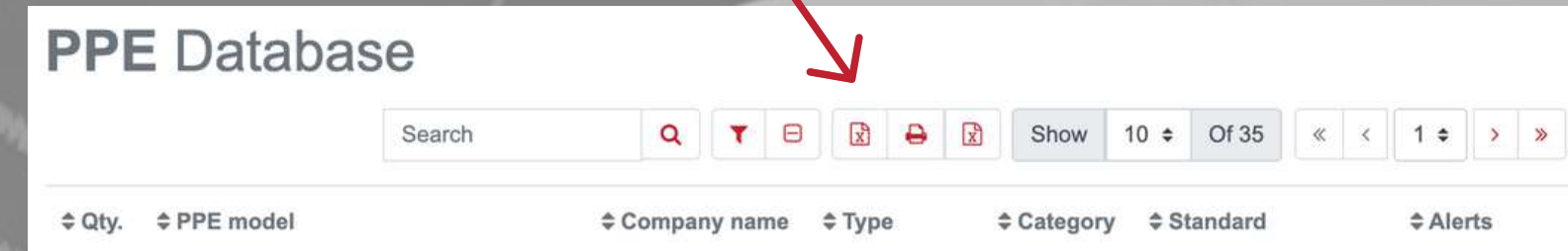
By clicking on IMPORT DPI, located at the top of the page, you can access the DPI import section via Excel file.

To import, download and fill in the import template.

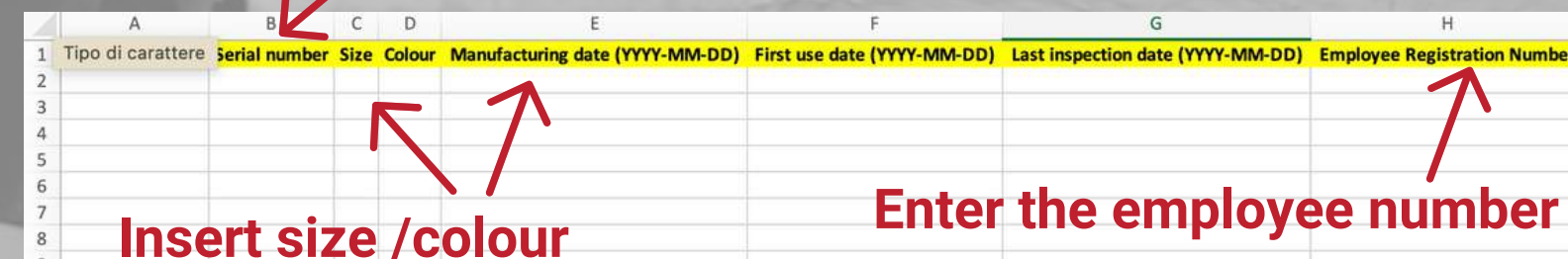
The data requested in the template are the following:

- **DIGITAL REFERENCE (obb):** that is the identification code of a specific PPE model within the ES4.0 platform. You can find the digital reference of each model in the COMPANY PPE CATALOG function, in the first column of the table.
- **SIZE and COLOR (not obligatory):** The insertion of these data must faithfully respect the indication on the PPE model sheet (eg if it says "WHITE" or "L / XL" size, report exactly this written including capital letters, spaces and special characters and not "white" or "white", or "L-XL" or "l-xl").
- **DATE OF PRODUCTION (not required):** The insertion of the production date is not mandatory at this time but will be required to view the product sheet or before the inspection of the PPE or the supply / return of the product.
- **DATE OF FIRST USE and LAST INSPECTION (not obb):** The date of first use will be requested only during the inspection of the PPE if the product is associated with a worker.
- **WORKER SERIAL NUMBER:** Entering the employee number is essential to assign the PPE to a specific employee. Without this data, the PPE will be assigned to the warehouse.

## Import PPEs with Excel's template



## If the product is serialized, insert the unique number



Enter the employee number to assign a product or leave it blank to add it to the warehouse

## Warehouse Management

Search  [Icons] Show 10 Of 22 [Page Navigation]

Qty.	PPE model	Company name	Type	Category	Standard	Alerts
3	ACCESS SIT	C.A.M.P.	Harness	III	EN-358, EN-813, EAC	<span style="color: green;">●</span>
1	SHOCK ABSORBER ROPE DOUBLE 200 cm + 3x0981	C.A.M.P.	Energy Absorber	III	EN-355	<span style="color: green;">●</span>
1	IGUANE	PETZL	Lanyard	III	EN-354	<span style="color: green;">●</span>

**Add product**

**If product is not serialized, select products and product model**

Manufacturer company [dropdown] SEND

Select product [dropdown]

Or insert serial number

Select producer [dropdown] Serial number [input] ADD

otherwise Approach TAG

PPE	Manufacturer company	Part Number	Serial number	Size	Colour	PPE sheet	Delete
-----	----------------------	-------------	---------------	------	--------	-----------	--------

**If serialized product, enter the manufacturer and unique code of the PPE or read the NFC chip**

ABORT SEND

**For each new serialized product, add specific data**

**PPE linking**

Product data

KONG S.p.A. [dropdown]

HARNESSE SCREW SLEEVE CS [dropdown]

PPE data

demo10941411 [input]

Manufacturing date: gennaio 2021 [calendar icon]

SEND

**gazzino**

Pantaloni lunghi

Taglia	Colore	Quantità
S	N/A	<input type="text" value="0"/>
M	N/A	<input type="text" value="0"/>
L	N/A	<input type="text" value="0"/>

FINIA

**For non-serialized models indicate the quantity for each color / size**

## Insertion of PPE in the warehouse

The last activity to be carried out before starting to operationally use the platform is to insert the PPE already present in the warehouse.

To carry out this action, it is necessary to distinguish between SERIALIZED products and NON SERIALIZED products.

For the insertion of SERIALIZED products, that is for which a unique recognition of each individual PPE is required, the massive insertion in the warehouse takes place in the same way of insertion of the PPE already in use (see "Inserting the PPE already in use").

Where instead you want to insert a few serialized products in the warehouse, we recommend the insertion by single product. To do this, go to the WAREHOUSE MANAGEMENT function, within the PPE MANAGEMENT menu.

On this page, click the ENTER PPE IN WAREHOUSE button and then manually enter the PPE serial codes or read the NFC chip associated with the smartphone or the NFC reader for computers.

If the serial code or NFC chip is entered in the database for the first time, you will need to associate the data required for each individual product (manufacturer, product name, any size / color and production date). After adding all the products to the list, click on SEND to insert them in the warehouse.

Within the same function you can also insert NON-SERIALIZED products. To enter these products, select the manufacturer and the product model, including PRIVATE products. After clicking SEND, fill in the format relating to the individual size-color combinations and finally click the SEND button again.

# Work with the software

Manage your activities in a smart way

- Read PPE
- PPE delivery
- Return PPE
- Remote delivery
- Worker Area
- Fast Check

# Read PPE

The READ PPE function allows you to quickly consult the information and management history of a PPE.

To access this information, on the page, select the manufacturer and type the unique code of the PPE in the space provided or read the NFC chip via smartphone or NFC reader for PC.

The product sheet will automatically open in which you can consult different types of information:

- General product information (e.g. category, definition, inspection periodicity ...)
- Unique product information (serial number, production date, expiry date ...)
- Technical information (instruction manual, declaration of conformity, information ...)
- PPE status (indicates whether the PPE is in use, in warehouse, in quarantine or out of use)
- User data
- Management / warehouse data (first use, last return and last release)
- Warnings (indicates the health status of the PPE: status OK, to be inspected, expiring ...)
- History of past inspections

## General data

## Specific data

## TEchnical documentation

## Worker's data

## PPE's status

## PPE sheet

ACCESS SIT

C.A.M.P.

Category : III  
Type : Harness  
Reference standard : EN-358, EN-813, EAC  
Serialized PPE : Yes  
Serviceable by Manufacturer : No  
Inspection periodicity : 12 months

Last inspection : 19/01/2021

Manufacturing date : 01/2017

Expiring date : 02/2027

Size : L-XXL

Part number : 196205

Serial number : extydem0103

Digital reference : 117ACC6D30E58/B4JU02

Technical sheet : N/A

Notes : N/A



Foto del modello

## Technical information

PDF sheet Instruction Declaration of Conformity

## PPE status

In warehouse

## Warehouse data

Added in : 18/01/2021 16:17

First use : 01/02/2017

## Alerts

No alerts

## Carried out inspections

Date	Inspector	Outcome	Notes
19/01/2021 21:05	Michele Zanesi	Positive	

Manage status

Usage data of the PPE

History of inspections

# PPE Delivery

The delivery of one or more PPE to an employee can be done in the DELIVERY PPE section in the PPE MANAGEMENT menu.

First, select the worker to whom the PPE must be provided via the appropriate drop-down menu.

If the delivery relates to a NON-SERIALIZED PPE, you must select the model via the drop-down menu and then enter the required data such as size / color or production date.

If, on the other hand, you need to deliver a SERIALIZED PPE then enter the serial code in the space provided or read the NFC chip relating to the PPE via a smartphone or a special computer reader.

The PPE being delivered will appear in the table below.

Multiple PPE to be delivered to the worker can be entered in this table.

After finishing the selection of the PPE to be delivered, click on SEND.

The related PPE delivery report to that particular worker will be automatically generated, including all the data required by law. It is also possible to add notes on the delivery of PPE.

The worker can electronically sign the document to give his consent, simply by reading his associated NFC BADGE via smartphone or special PC reader.

Finally click SAVE AND CLOSE to save the activity within the platform.

**Supply PPE** ×

Choose an employee

**Select workers**

Select a not serialized PPE

Select product

**For non-serialized products, select the model and any additional information**

Choose serial number

Select producer **ADD**

**Click add to confirm the non-serialized product**

otherwise Approach TAG

PPE	Manufacturer company	Part Number	Serial number	Size	Colour	PPE sheet	Delete
-----	----------------------	-------------	---------------	------	--------	-----------	--------

**For serialized products enter the serial code or read the NFC tag**

**ABORT** **SEND**

**Enter any related notes upon delivery of the PPE**

Note:

**Insertion of the worker signature via badge or handwriting signature**

Date: 25/06/2021

Signature:

**Any company disclaimer**

**REMOTE SUPPLY** **DIGITAL SIGNATURE** **SAVE AND CLOSE**

# Return PPE

In a manner very similar to that of the delivery of the PPE, it is also possible to return a product.

Select RETURN PPE in the DELIVERY AND RETURNS section, and select the name of the worker for whom the return is made.

Then just enter the serial number, read the NFC chip in the case of a serialized PPE or select one of the non-serialized PPE from the appropriate list, also indicating the return method of the product (only for the latter case).

ATTENTION: The selected return method will automatically lead to a change of status of the PPE and in particular:

- Replenishment in the warehouse = no change of status
- Not compliant with pre-post use checks = in quarantine and need for inspection.
- End of life = product out of use

Once you have entered one or more products to be returned, click SEND and a PPE return report will automatically be generated which can be electronically signed with the NFC BADGE or with handwritten signature by the worker and then printed or saved in the system.

**Select the worker to make a return for**

**For the return of serialized PPE, enter the serial code or read the NFC chip of the PPE**

**For the return of non-serialized PPE, select the product from the appropriate drop-down menu**

PPE	Manufacturer company	Part number	Serial number	Size	Colour	Return modality

**For inspectable PPE, define the method of return to the warehouse**

DPI	Azienda Produttrice	Codice Prodotto	Seriale	Taglia	Colore	Modalità reso
EX021	DELTAPLUS		demo00002	N/A	N/A	Modalità reso

**Enter any related notes the supply of PPE**

**Scan the NFC badge of the worker to insert the electronic document validation signature**

**Signature:**

**REMOTE RETURN** **DIGITAL SIGNATURE** **SAVE AND CLOSE**

# Remote delivery or return of PPE

In the event that the worker is unable to receive or return the PPE and sign the related document within the company headquarters, it is possible to use the REMOTE DELIVERY / RETURN function to be able to carry out the delivery / return activity in accordance with the current legislation.

The REMOTE DELIVERY / RETURN PPE function can be activated from the license's GENERAL SETTINGS, in the ADMINISTRATION section.

After having generated the specific delivery or return report within the DELIVERY PPE or MAKE RETURN functions, it is possible to activate the remote delivery or return function by selecting the appropriate button at the bottom of the report.

Once this function has been activated, the worker who must receive or return the PPE indicated in the report will have a certain number of days available to receive or return the PPE and sign the appropriate documents through his WORKER AREA (see specific section).

The number of days available to the worker can be defined by the company manager within the GENERAL SETTINGS of the license.

The person in charge of the delivery / return of the PPE will be able to ascertain the positive conclusion of the relative procedure through the REMOTE DELIVERY / RETURN function, in the PPE MANAGEMENT section.

Within this function, all the Remote Delivery or Return PPE activities will be visible, indicating the date of generation of the document, the data of the recipient worker and the expected expiry date for signing the document.

A colored indicator in the STATUS column indicates if the worker is late in signing the relative document, based on the days foreseen and indicated in the GENERAL SETTINGS.

Note:

**Remote delivery or return activation button for a DPI**

Disclaimer:

Testo del disclaimer aziendale per la consegna del DPI a un dipendente

Data: 14/05/2021

Firma:

CONSEGNA A DISTANZA FIRMA ELETTRONICA SALVA E CHIUDI STAMPA

## Remote Delivery / Return Report

**Remote PPE**

**Task expiration status**

Search [ ] [ ] [ ] [ ] [ ] Show 10 Of 3 [ ] [ ] [ ] [ ]

Date	Type	Employee	Employee Registration Number	Employee Division	Signature deadline	Status
01/04/2021	Supply	Giuseppe Garibaldi	820002	Manutenzioni - Antennista	16/04/2021	● [ ]
11/05/2021	Supply	Maicol Jackson	001	Tessile - Operaio	26/05/2021	● [ ]
13/05/2021	Supply	Michele Zanesi	820001	Manutenzioni - Antennista	28/05/2021	● [ ]

Date and type of activity planned

Worker's data

Expiry date for signature of the document

## Worker Area

Each worker registered in the WORKERS REGISTER has his own workers area in which to view the list of PPE at his disposal and sign any DISTANCE DELIVERY / RETURN reports.

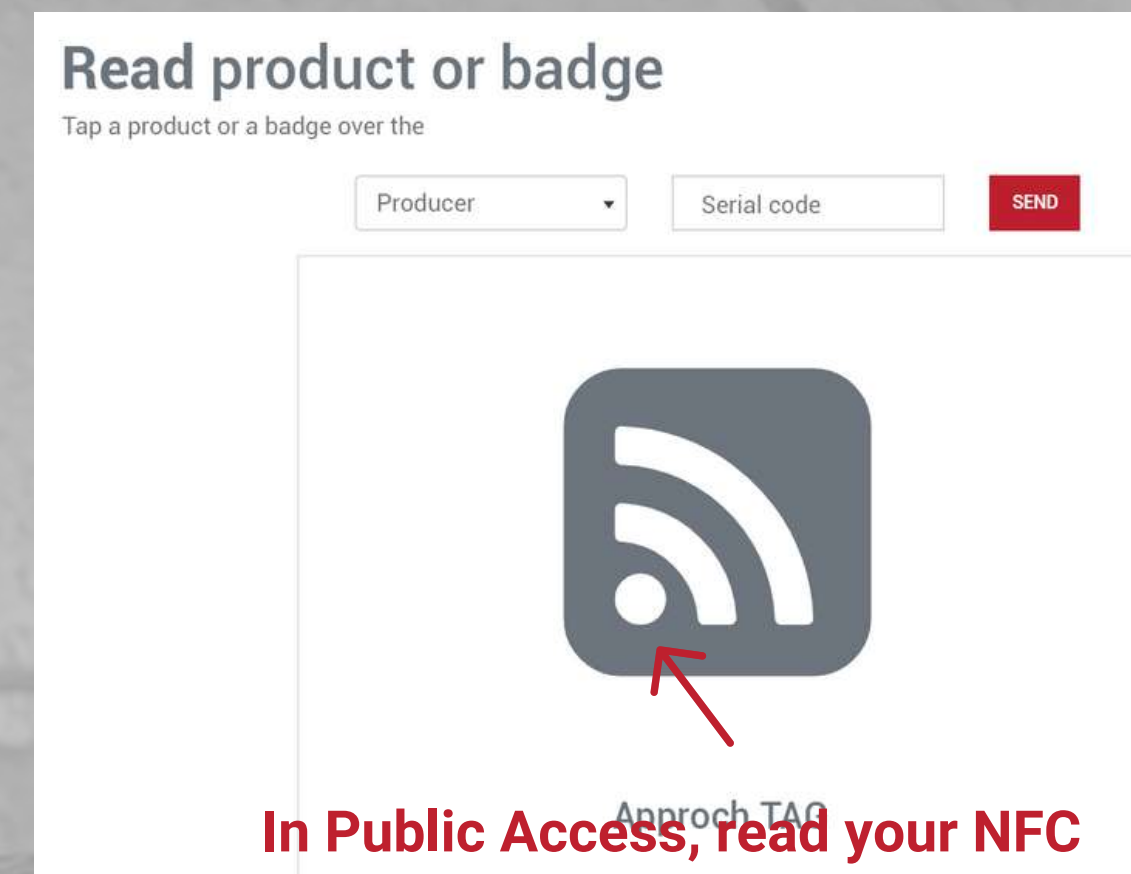
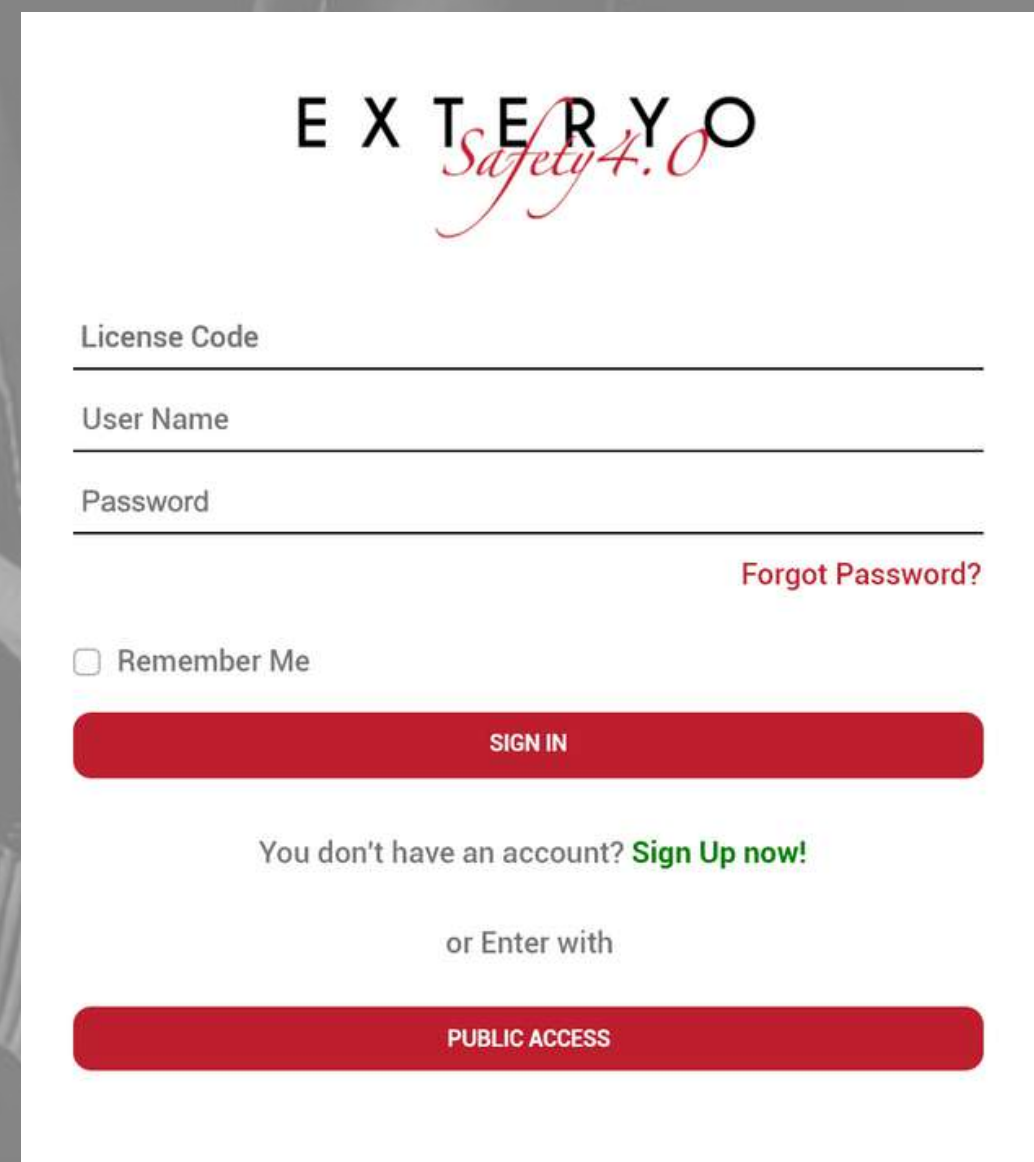
Access to the worker area always takes place within the ES4.0 platform but without the use of specific access credentials.

In fact, to allow access to the worker, it is sufficient to connect his personal data to his NFC BADGE through the appropriate function located in the WORKERS REGISTER.

Once the badge has been associated, the worker must access the PUBLIC ACCESS function, located on the Log-in page and then scan their NFC badge using a smartphone or special reader.

Within your Worker Area it will therefore be possible to access the section for viewing the available PPE or the sections for managing and signing the Remote Delivery / Return of PPE reports.

A numbered notification will indicate if and how many remote delivery / return reports are active and awaiting signature.



**In Public Access, read your NFC badge using your smartphone or special reader**

**MANCA SLIDE WORKER  
AREA**



# Fast check

The FAST CHECK function allows managers and supervisors to create documentation relating to the control of the effective use of PPE by workers.

To start the inspection of a particular worker, first search for the name of the worker in question from the appropriate table.

The table shows for each worker, in addition to his personal details, also the PPE in his possession and the date of the last inspection for him.

To start the fast check, click on the button at the end of the row relating to the worker.

In the Fast Check Report you will have the vision of all the PPE provided to that worker and for each PPE you will have to indicate whether he is actually worn or not, or if it is not necessary for the activity he is performing.

At the end of the assessment, indicate the outcome of the check if it is POSITIVE or NEGATIVE and add any notes if necessary.

To validate the document, use your previously associated NFC BADGE (see USER MANAGEMENT). You can sign the document by placing the badge on your smartphone or the NFC reader connected to the PC.

Once you have validated the document with your signature, click the SEND button to save it in the database.

By clicking on the FAST CHECK ARCHIVE button at the top of the page, you will always have access to the history of the checks you have carried out on workers.

## Fast Check - Michele Zanesi

Carry out a "FastCheck".

**Filter by worker** (arrow pointing to the search bar)

**Print table** (arrow pointing to the print icon)

**Rapid search** (arrow pointing to the search bar)

**View fast check's archive** (arrow pointing to the archive icon)

Registration number	Name	Task	Responsible	Number	Latest Fastcheck	
82129	Andrea Toni	Operaio	Assemblaggio	2	N/A	<input checked="" type="checkbox"/>
10000		N/A	N/A	0	N/A	<input checked="" type="checkbox"/>
82130	Giovanni Caracciolo	Operaio specializzato	Assemblaggio	0	N/A	<input checked="" type="checkbox"/>

**Start fast check for the worker** (arrow pointing to the check button in the second row)

### Fastcheck Report

**Fastcheck sheet**

Name	Andrea Toni	Task	Operaio
Registration number	82129	Responsible	Michele Zanesi
Department	Assemblaggio		

**Fastcheck Report**

Serial number	PPE model	Type	Outcome
demo0001678	HHO TURBO 2018	Harness	<input checked="" type="checkbox"/> WEARING <input type="checkbox"/> NOT WEARING <input type="checkbox"/> N/N
0435AAB2356781	HHO TURBO 2018	Harness	<input type="checkbox"/> WEARING <input type="checkbox"/> NOT WEARING <input type="checkbox"/> N/N

**Indicate the outcome for each PPE** (arrow pointing to the WEARING checkbox)

**Insert note** (arrow pointing to the Notes field)

**Outcome**

POSITIVE  NEGATIVE

**Final result** (arrow pointing to the NEGATIVE button)

Notes:

Signature: \_\_\_\_\_

Date and time: 25/06/2021 12:10

# Manage PPE and documents

Check product data and your documentation

- PPE archive
- Black box

# PPE Archive

All the PPE entered in the system can be viewed in the PPE ARCHIVE, in the ARCHIVES section.

Each line refers to an exact model of PPE for which several product units may be present. The quantity is indicated in the first column.

The register explains the main characteristics relating to the specific product model, while a colored indicator highlights the status of the PPE.

The indicator in the WARNINGS column indicates the highest level of alert among those of the various products relating to the particular model and present in the archive.

To the right of the status column there is a button that allows you to access the list of the various company products relating to a single model.

Using the search bar or setting the parameters, you can filter the PPE according to your needs, so that you can only view certain products.

It is also possible to download the file relating to the entire table by clicking the appropriate button at the top of the page.

In the display window of the individual PPE by model it is also possible, only for SERIALIZED products, to remove the PPE in question.

The removal can be related to the decommissioning of the product or to the simple removal from its management, eg. in the case of an IPR sold to another company.

**PPE Database**

Search by word (arrow pointing to search bar)      Filter by PPE (arrow pointing to filter icon)

Quantity of PPE per model (arrow pointing to quantity column)

Quantity	PPE model	Company name	Type	Category	Standard	Alerts	View PPEs by model (arrow pointing to icon)
8	ACCESS SIT	C.A.M.P.	Harness			●	
1	SHOCK ABSORBER ROPE DOUBLE 200 cm + 3x0981	C.A.M.P.	Energy Absorber	III	EN-355	●	
1	IGUANE	PETZL	Lanyard	III	EN-354	●	

PPE status (arrow pointing to status column)

**ACCESS SIT**

View PPE's sheet (arrow pointing to document icon)

Manufacturing date	Expiring date	Serial number	Alerts	Remove PPE (arrow pointing to trash icon)
01/2020	01/2030	544	●	

**Remove PPE**

# Black Box

The black box is the function that allows you to have access to the history of all the operations recorded through the software and all the related documentation.

The black box acts as a sort of search engine in which you can find detailed information on a specific event relating to a worker or to a specific PPE.

The BLACK BOX function is found in the main menu and inside it is presented as a simple table in which each row corresponds to a recorded event.

Alongside each event it is possible to consult and / or print the relative documentation as proof of the activity within the company.

Using the search parameters it is therefore possible to trace the precise event to be found and view the related documentation.

The green sign in the CERTIFICATE column demonstrates the non-manipulation of the data, ensuring that the information recorded inside represents exactly the activity that took place within the company.

## Black Box

Database of all operations, checks, and inspections.

**Rapid reserach** (arrow pointing to search bar)

**Filter by activity** (arrow pointing to filter icon)

Search [ ] [Q] [Filter] [Print] [PDF] Show 10 Of 190 [Page navigation]

Date	Content	Type	Certified	
25/06/2021 12:00	PPE model: Pantaloni lunghi Digital reference: 762 Employee: Michele Caccarozi Employee Registration Number:	PPE Returned	✓	[Document]
26/05/2021 16:44	Serial number: demo000989 Digital reference: O33MKD Employee: Anna Battisti Employee Registration Number: 82125 Inspection ID: O33MKD-1 Inspector Company: Exteryo Srl Inspector: Michele Zanesi Inspection result: Positive	Inspection Performed	✓	[Document]
25/05/2021 17:00	Serial number: 123456170001 Digital reference: 04E6C722C75580 Employee: Luca Ciampi Employee Registration Number: 82123 Inspection ID: 04E6C722C75580-35 Inspector Company: Exteryo Srl Inspector: Michele Zanesi Inspection result: Positive	Inspection Performed	✓	[Document]

**Documentation** (arrow pointing to document icon)

**Activity** (arrow pointing to content field)

**Certificate of non-manipulation of data** (arrow pointing to green checkmark)

# Don't miss deadlines

Manage due dates and inspections

- Calendar
- Events
- Notices



# Calendar

In the CALENDAR AND NOTICES section it will be possible to manage all deadlines and dates relating to the control and inspection of PPE.


The calendar shows the dates of all corporate IPR expirations. The deadlines concern the annual inspection or the expiration date of the product.

Click on the deadline notice to get more details on the activity to be carried out.

**PPE Calendar**

Select month  May  2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 <b>Inspections: 1</b>	19	20 <b>Inspections: 1</b>	21 <b>Inspections: 1</b>	22	23
24	25	26	27 <b>Inspections: 1</b>	28	29 <b>Inspections: 1</b>	30
31						

**Notice of activity** 

# Events

This section shows an agenda of upcoming deadlines relating to PPE managed by the inspector. Through the use of SEARCH PARAMETERS it is possible to view all the events related to a specific time period or to a specific company and / or worker.

The column on the right of the table allows you to view the product sheet.

You can download the entire general table or the table filtered through the search parameters, by clicking the appropriate button at the top of the screen.

**EventiDPI**

**Search by word** → Ricerca  **Filter events** → 🔍 📄 🗑️ **Print table** → 🖨️ Mostra 10 📄 Di 8 ⏪ < 1 📄 > ⏩

▼ Data	↕ Oggetto	↕ DPI	↕ Utilizzatore	↕ Azienda Utilizzatrice	
08/03/2020	Ispezione	TDS Maxgrip 11-04	Giovanna D'Arco	Exteryo bbb	📄
06/03/2020	Ispezione	SOIT047 Imbracatura	Giuseppe Garibaldi	Exteryo Srl	📄
28/02/2020	Ispezione	OVALONE AUTOBLOCK ANSI CS	Giuseppe Garibaldi	Exteryo Srl	📄
26/02/2020	Ispezione	PLASMA AQ	Giuseppe Garibaldi	Exteryo Srl	📄
02/02/2020	Ispezione	PLASMA AQ	Giuseppe Garibaldi	Exteryo Srl	📄
25/01/2020	Ispezione	CEVEDALE	Giuseppe Garibaldi	Exteryo Srl	📄
01/11/2019	Ispezione	HHO TURBO 2018	Giuseppe Garibaldi	Exteryo Srl	📄
22/10/2019	Ispezione	D QUICK LINK ALU	N/A	N/A	📄

**View product sheet** →

# Alert

The NOTICES section works like a mailbox and allows you to view the automatic alerts generated by the software and relating to the expiry dates of the PPE. Once a month, the software will send a general notice, indicating the deadline list for the following month relating to corporate PPE.

In the event of non-compliance relating to the expiration of a PPE or the annual inspection, the system will send a notice per day relating to the expiration.

**PPE Alerts**

Select all alerts on this page

Mark selected alerts as read

Mark selected alerts as unread

Delete selected alerts

Go to the content of the alert

Mark alert as read

Delete alert

<input type="checkbox"/>	Date	Sender	Subject	
<input type="checkbox"/>	31/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	30/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	29/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	28/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	27/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	26/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	25/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	24/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	23/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	22/05/2021	System	WARNING: Some active PPE needs an inspection	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



EXTERYO  
*Safety 4.0*

# Contacts

For any request or information, our team is at your disposal every day to support you in using the software.

If necessary, please write an email to [customer@exteryo-safety.com](mailto:customer@exteryo-safety.com)