



How to use the ES4.0 platform

your first steps as an INSPECTOR

EXTERYO
Safety4.0

Welcome to the ES4.0 Platform

User Guide

In this guide, we will walk you through step-by-step how to use ES4.0 software in your inspector business.

Once you've mastered the basics of the system, you'll be able to get your work done quickly and accurately, with great benefits for your business.



Smartphone, tablet o computer?

The ES4.0 platform can be used via a smartphone or tablet as well as a computer.

The smartphone and tablet app is available for both Apple and Android.

Click on the icon of your choice to get access to our Exteryo Safety 4.0 app.



Chip or Unique Code?

The Exteryo Safety 4.0 system can be used either in "smart" mode, through the use of special NFC technology chips, or in analog mode with manual entry of PPE unique codes.

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

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

If you have an **ANDROID** smartphone, to read an NFC chip through the smartphone you must activate the NFC feature 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 functionality is active by default and therefore within the application you just have to click on the read button and then place the back of the smartphone on the chip.

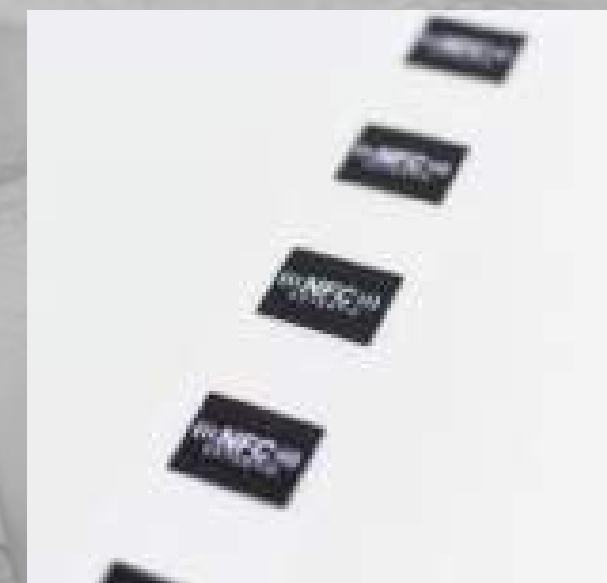
NFC chips, where to find them?

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

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

If your PPE is not equipped with an NFC chip, you can easily insert it choosing among the various solutions proposed by Exteryo and its resellers.

Contact your reseller for the NFC chip catalog or write to 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 part of the data between PPE manufacturers, user companies and inspectors using the software.

The vision of Exteryo is to develop a system that is not only a support to the work of individual inspectors or individual companies, but that allow to create a real network between professionals in the same field, able to collaborate and have as focus the safety of workers.

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

In order to promote the universality of the system and the possibility to manage the highest number of models and brands, the system foresees both the insertion of product sheets by the partner manufacturers and also by inspectors and companies.

These sheets can be shared among all users of the software and, as in the logic of Wikipedia, it will be the users themselves to verify the accuracy of the information, indicating to Exteryo any errors through the function "REPORT ISSUE".

First steps in software

Login and register in the software

- Software access
- Company data configuration
- User data configuration
- Home page

Software access

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

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

ACCESS VIA SMARTPHONE

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

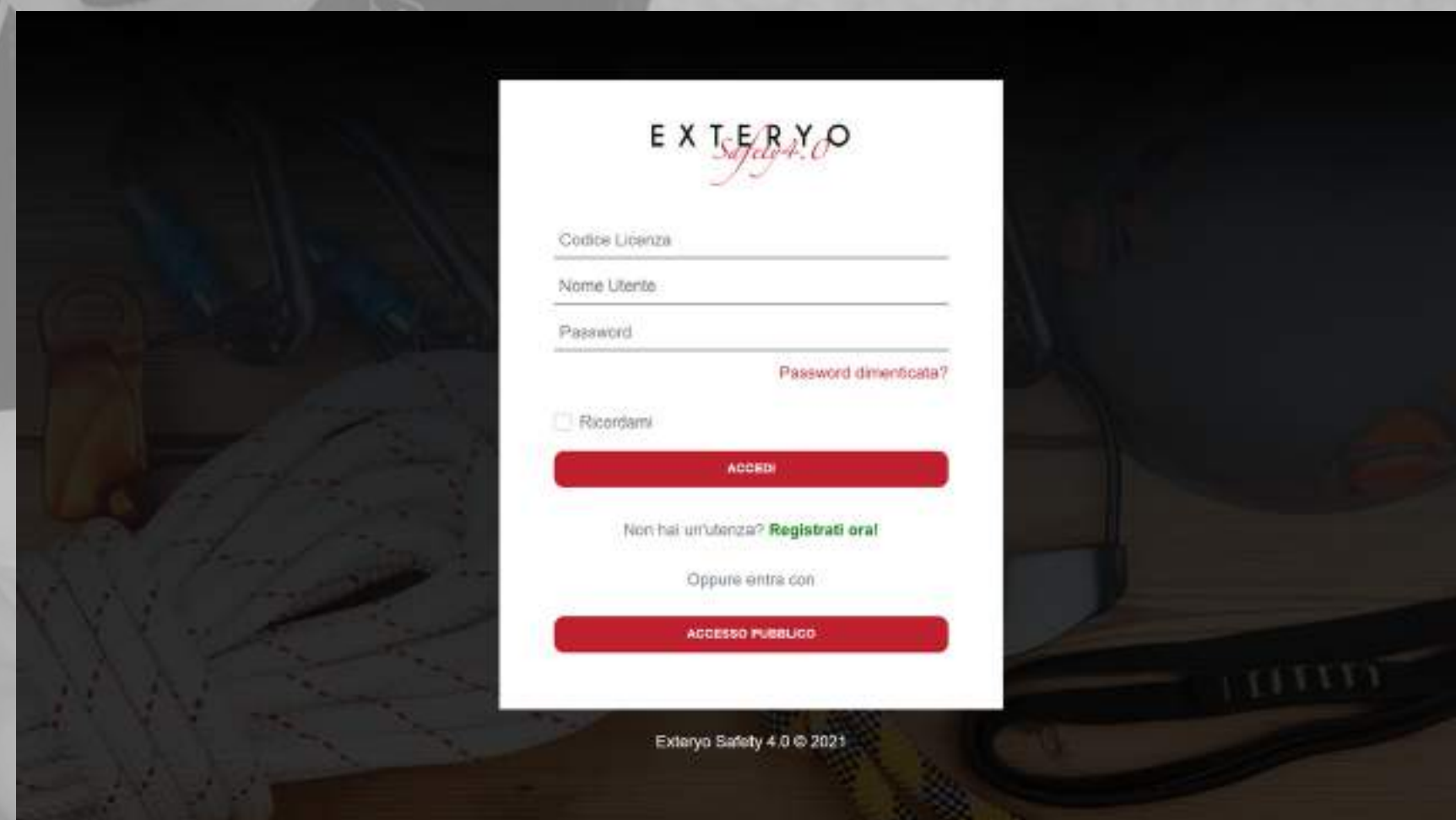
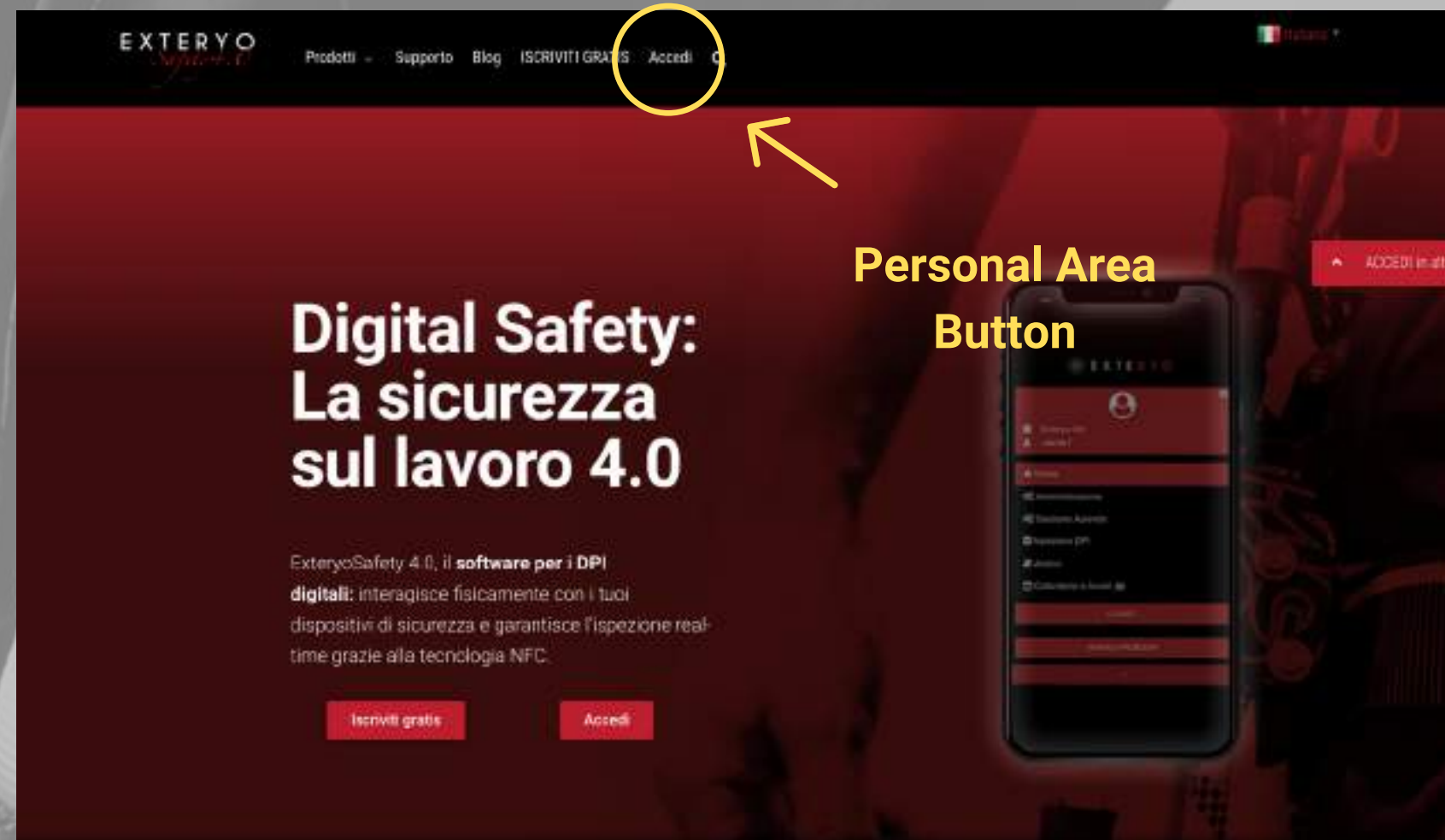
The credentials required for access are three:

- LICENSE CODE
- USER NAME
- PASSWORD

ACCESS VIA PC

To access via PC, connect to the site www.exteryo-safety.com and click on the PERSONAL AREA button on the right side of the screen.

The access page will then appear and you can follow the instructions above to access.



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](#).

Company data configuration

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

The required information is as follows:

Company Name

Email address

Address, street number, city, zip code

Telephone number

Company Identification number

Country

Company category (optional)

Website (optional)

Once you have filled in your data, 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 you have confirmed your company data.

Dati Utente

Inserisci o modifica i dati relativi all'utente. Tutti i campi sono obbligatori.

MODIFICA PASSWORD

Email

Nome

Cognome

Telefono di riferimento

Seleziona la lingua (opzionale) ▼

Seleziona un fuso orario ▼

Seleziona un formato per le date ▼

SALVA

User data configuration

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

The requested data are:

Email address of reference

Name

Surname

Phone Number

Software Language

Time Zone Reference

Display format for dates

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

To change the password click CHANGE PASSWORD, enter the password in use and then, twice, the new one.

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

Home Page

Once you have logged in you can 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 license or plug-in purchased.

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

On the main screen, you can view statistics on your use of the software, as well as shortcuts to the main functions.

By clicking on the button at the top, next to the logo, you can 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 hamburger menu icon is circled in red and labeled 'Reduce features menu'. On the left, a vertical 'Features menu' is listed with items: Dashboard, Manage Company, Inspect PPE, Database, and Calendar and alerts (with a red notification badge). The main content area is titled 'Hello Michele' and 'Here are your updated reports.' It features a grid of statistics: '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), and 'Followed Brands' (34). A 'Shortcuts' section is visible at the bottom. Red arrows point to the 'Usage statistics' and 'User data' sections.

Category	Value	Average
Managed PPE	481	14.12
Performed Inspections	176	0.37
Followed Companies	17	10.35
Positive Inspections	172	
Negative Inspections	4	
Followed Brands	34	

General Settings

Manage your data in the software

- User data
- Automatic email settings
- Company data
- User management
- Inspector electronic signature badge management
- License status
- 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.

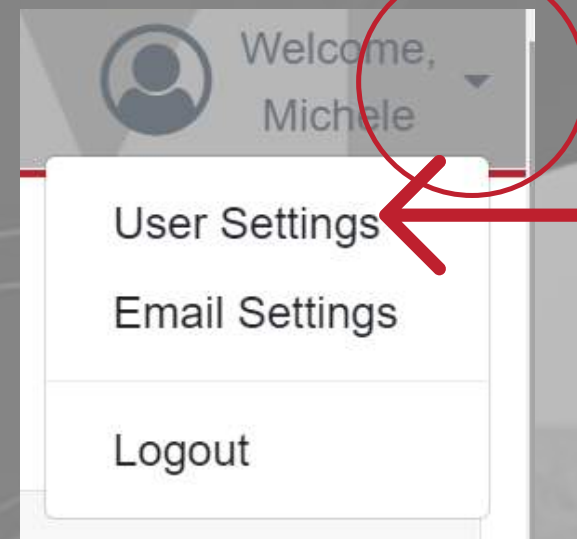
In this section you will find the data entered at the first access, that you can modify according to your needs.

The management data are the following:

- USER NAME and LAST NAME
- Access PASSWORD
- EMAIL of reference
- TELEPHONE NUMBER of reference
- TIME ZONE of management (select the English name of the capital of your state or the reference city of your time zone).
- DATE VIEW layout

As a last activity you can select among the active privileges for your user, which ones you want to visualize inside the general menu.

Once you have modified the data, click on the SEND button to store it in the system.

A screenshot of the "Edit User" form. The form is divided into two sections: "User Info" and "Privileges". The "User Info" section contains several input fields: "User Name" (Michele), "Last Name" (Zanesi), "Password" (masked with ****), "Repeat Password", "Email" (michele.zanesi@exteryo.com), "Phone Number" (+390394938213), "Time Zone" (English), "City" (Rome), and "Date View" (d/m/Y). The "Privileges" section contains a list of checkboxes with corresponding icons and labels: Administration, Perform Inspections, Databases, Insert Product, Calendar, Import PPE, Manage Client Licenses, and Manage Company. 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

Receipt of automatic e-mails from the Exteryo Safety 4.0 system will allow you to keep up to date with future PPE management activities.

You can activate and manage the sending of these emails by clicking on the small arrow next to the user icon and then selecting the item EMAIL SETTINGS.

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

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

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

The screenshot shows the 'Email Settings' configuration page. At the top, a user profile dropdown menu is visible with the text 'Welcome, Michele' and a small arrow icon circled in red. A red arrow points to the 'Email Settings' option in the dropdown. Below this, the 'Email Settings' form is displayed with the following fields:

- Email:** Input field containing 'michele.zanesi@exteryo.com'. A red arrow points to this field with the text 'Enter the email address of the recipient'.
- License Expiration:** A toggle switch is turned on. The text below it reads: 'This user will receive email notification when your license is about to expire.'
- Licenses activations/renewals report:** A toggle switch is turned on. A dropdown menu is set to 'Weekly'. A red arrow points to this dropdown with the text 'Choose the time period for receiving notifications'.
- Licenses upcoming expiration:** A toggle switch is turned on. A dropdown menu is set to 'Weekly'.
- Custom Alerts:** A toggle switch is turned on. A dropdown menu is set to 'Weekly'.
- PPE inspections due within the following month:** A toggle switch is turned on. A dropdown menu is set to 'Weekly'.
- PPE expirations within the following month:** A toggle switch is turned on. A dropdown menu is set to 'Weekly'.

A red arrow points to the 'Licenses activations/renewals report' toggle with the text 'Enable report sending via Email'. At the bottom right of the form, there is a red 'SAVE' button.

Company data

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

In the master data, you will notice the presence of the ACTIVATION CODE generated by the system, which you will need to be enabled by a final company, if it also uses its own license of Exteryo Safety 4.0 (see appropriate page).

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

If you have purchased a FULL license of ES4.0 you will find the possibility to upload in the platform also the company logo, for the customization of the inspection reports.

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

Company Data
Visualize and manage company data.

Company data set

Company logo uploaded

Edit company data

CHANGE COMPANY INFORMATION

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

Manage company data

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

EDIT **EMPTY**

EDIT **SAVE**

Save the changes

User management

With the USER MANAGEMENT function you can set the main system functions related to the single user.

If you have enabled a license for 2 or more inspectors, you will be able to manage also the new users who will use the system for inspections.

To add a new user, click on the appropriate button in the options bar and fill in the user registration form, entering the various items required.

In the PRIVILEGES section you can decide which features the new user will be able to see with his access.

Select the checkbox related to the desired feature to activate it for the new user.

Once you have defined the data of the new user, click the SEND button to carry out the creation of the user.

Then provide the access data to the new user to let him use the platform.

Using the EDIT USER button you can modify the data of each user whenever you want.

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

For each user created it is possible to associate a BADGE to enable the ELECTRONIC SIGNATURE of the inspection reports (See page INSPECT PPE). To associate the badge click on the appropriate button and read a new badge with your smartphone or NFC reader. Once associated, it will be possible to visualize "YES" in the appropriate column..

The screenshot shows the 'Users Management' interface. At the top, there is a search bar and a toolbar with icons for search, print, and add new user. Below the toolbar is a table with columns: Username, Email, Name, Last name, Telephone, Privileges, and Badge. Two users are listed: 'utente1' and 'utente2'. Annotations with red arrows point to various elements: 'Search by word' points to the search bar; 'Search by parameters' points to the search icon; 'Add new user' points to the add user icon; 'Assign badge' points to the badge icon in the user row; '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 has sections for 'User Info' and 'Privileges'. 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 features with checkboxes: Administration, Perform Inspections (checked), Databases, Insert Product, Calendar, Import PPE, and Manage Company. A red 'SEND' button is at the bottom right. An annotation with a red arrow points to the 'Perform Inspections' checkbox with the text 'Select privileges'.

Enter user data

Select privileges

Inspector electronic signature badge management

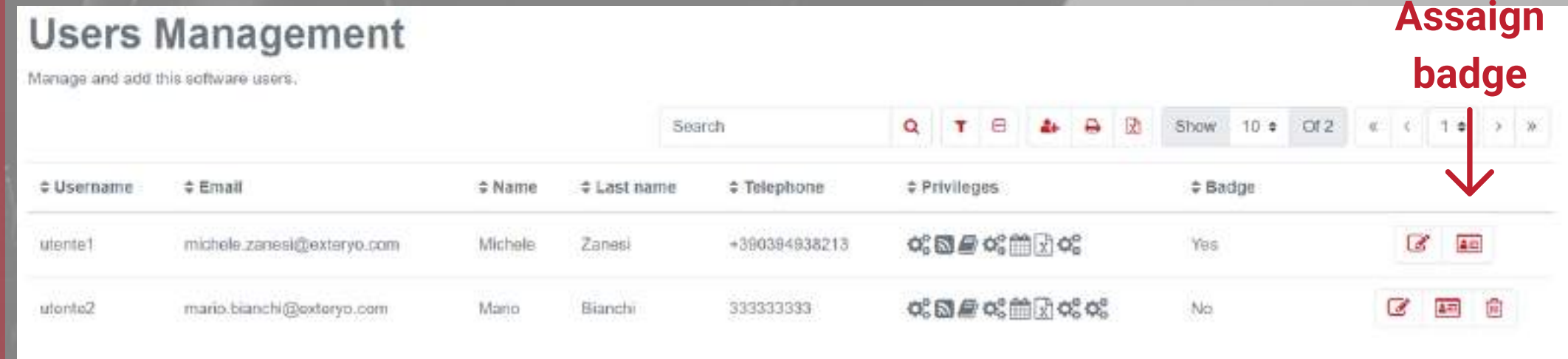
Within the USER MANAGEMENT functionality, you will also have the possibility to associate the badge dedicated to the electronic signature of the inspections by the inspector (see also page INSPECT PPE).

This action is necessary to guarantee an adequate level of security when signing an official and legally valid document.

Inside the table of users, on the line of the single user there is a special button to link the badge to the inspector.

After clicking the appropriate button you have to place the NFC badge on the smartphone or on the appropriate reader to enable it.

Once a badge is enabled to an inspector it will no longer be possible to associate that badge to another user.



The screenshot shows the 'Users Management' interface. At the top, there is a search bar and a toolbar with icons for search, refresh, add, edit, and delete. Below the toolbar is a table with columns for Username, Email, Name, Last name, Telephone, Privileges, and Badge. Two users are listed: 'utente1' and 'utente2'. A red arrow points to a button with a badge icon in the 'Badge' column for 'utente1', labeled 'Assign badge'.

Username	Email	Name	Last name	Telephone	Privileges	Badge
utente1	michele.zanesi@exteryo.com	Michele	Zanesi	+390394938213	[Icons]	Yes
utente2	mario.bianchi@exteryo.com	Mario	Bianchi	333333333	[Icons]	No



The screenshot shows a dialog box titled 'Add Badge'. In the center, there is a large blue square icon with a white NFC symbol. Below the icon, the text 'Approach TAG' is displayed.

Read the badge with your smartphone or PC reader

License status

Always within the ADMINISTRATION menu you can find the LICENSE STATUS function to check the type of license activated and the date of expiration or possible renewal of your license.

We remind you that your license plan is activated for a maximum number of users (inspectors) 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 to evaluate the new license plan.

StatoLicenza

Controlla lo stato della tua licenza.



Codice Licenza:	ispettore1
Data di Attivazione:	01/01/2019
Data di Scadenza:	10/10/2020
Livello Licenza:	Annuale
Stato Licenza:	Licenza Ok

General Settings

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

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

INSERTED PPE PUBLIC MANAGEMENT

Decide if each inspector operating within the license will have to manage a part of the PPE or this management is shared among the various inspectors.

If the management is separate, select the PRIVATE option, so that each inspector will only be able to view the PPE managed by him in the PPE archive.

If management is shared, select the PUBLIC option, so that PPE management is shared between all inspectors.

Once the preferred option has been selected, click on the SAVE button.

General settings

Administration panel.

Inserted PPE public management

Private

Public

SAVE

Data Synchronization

Make your platform ready to use

- Creation of the companies register
- Insertion of the workers for the companies clients
- Insertion of PPE in management
- Create new PPE model sheet
- PPE management for multi-user licenses

PPE MANAGEMENT Welcome, Michele

Companies Registry

Filter by company

Search Q T 📄 🖨️ 🗑️ 🔍 Show 10 Of 18 « < 1 > »

Company	VAT Number	Employees Number	PPE Number	
Exteryo	09343850963	3	5	📄 📝 🗑️ 🔍
Exteryo Safety Srl	IT0341294910	3	59	📄 📝 🗑️ 🔍
Exteryo Srl	24325326434	38	106	📄 📝 🗑️ 🔍

Search by word

Create new company

Print table

View company info

Edit company info

Remove company

Create Company ✕

Insert new company data

Company name

VAT Number

City

Country

Category

SEND

Creation of the companies register

In order to use the platform correctly, you must first create the master data of the client companies for which you need to carry out the inspections.

In the DATABASE section, click on the feature COMPANIES REGISTRY to access the dedicated page. Inside you will find the register of all the client companies you manage.

To add a new company, click on the appropriate button at the top of the page.

Once you have entered the correct company data, click on the SEND button to save it in the database.

Once the company has been created, it will be viewable in the appropriate register.

At any time it will be possible to modify the company data or to eliminate the company (if it does not have an active ES 4.0 end company license), if the management of its PPE is no longer your responsibility.

ATTENTION: When you delete the company, the PPE associated with it will no longer be displayed in the registers.

Insertion of the employees for the companies clients

For each client company it is possible to add also the workers to whom the different PPE that you are going to inspect have been supplied.

In order to add the workers, first of all you have to enter the registry card of the company by clicking on the button COMPANY INFORMATION, inside the function COMPANIES REGISTRY.

Inside this page, click the button ADD EMPLOYEE, placed in the options bar and then insert the data of the worker and click SEND.

You can also upload the worker list in bulk, via Excel file, by clicking on the IMPORT EMPLOYEES button and following the compilation instructions provided

Worker data can be edited at any time from the COMPANY INFORMATION page.

In the same way, a worker can be deleted from the company register.

When a worker is deleted, the PPE associated with him/her will remain registered for the client company, but will be displayed without the user.

The screenshot shows the 'Company Info' page with a table of workers. The table has columns for Employee Registration Number, Name, Department, Task, and PPE Number. Annotations with red arrows point to the 'Import workers with excel file' button, the 'Add worker' button, the 'Edit worker data' button, and the 'Delete worker' button.

Company name	VAT Number	City	Country	Category
Company 3	124456789		IT	Other

Employee Registration Number	Name	Department	Task	PPE Number
28501	Armando Diaz	Milano CA-22	Antonista	2
006	Giuseppe Garibaldi	Genova CX-02	Manutentore	41
0001	Camille Cavour	Roma SO-01	Manutentore	18
28013	Michele Zanesi	Genova CX-02	Manutentore	4

The screenshot shows the 'Add employee' form with the following fields:

- Employee Registration Number
- Name
- Last name
- Department
- Task

A red arrow points to the form with the annotation 'Enter single worker data'. A 'SEND' button is located at the bottom right of the form.

Insertion of PPE in management

In order to import the PPE already managed and/or inspected by your company, you must go to the feature PPE DATABASE, inside the ARCHIVES menu.

By clicking on the IMPORT PPE button, located at the top of the page, you will be able to access the section for importing PPE via Excel file.

To carry out the import, download and fill in the appropriate import template.
The data required in the template are the following:

DIGITAL REFERENCE and SERIAL NUMBER (required): the digital reference is the identification code of a specific PPE model within the ES4.0 platform. You can find the digital reference of each model inside the function PPE MODELS REGISTER, in the third column of the table.

SIZE AND COLOR (not mandatory): The insertion of these data must faithfully respect the indication present in the PPE model card (e.g. if it says color "WHITE" or size "L/XL", report exactly this writing including capitals, spaces and special characters and not "white" or "white", or "L-XL" or "l-xl").

DATE OF PRODUCTION (not mandatory): Inclusion of the production date is not mandatory at this time but will be required prior to PPE inspection if the product has an expiration date.

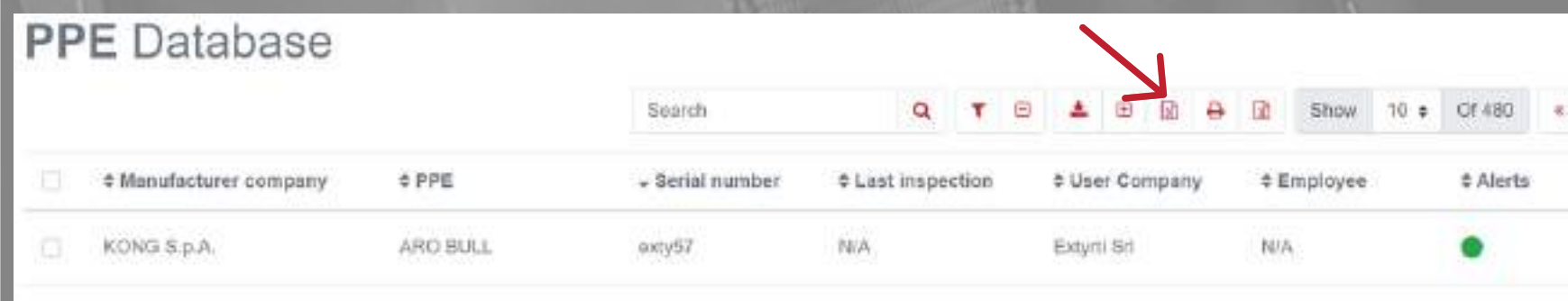
DATE OF FIRST USE AND LAST INSPECTION (not mandatory): If not associated during this import, the date of first use will be requested during the PPE inspection.

COMPANY VAT NUMBER (mandatory): Identifier to associate the PPE with a specific client company.

EMPLOYEE DATA (not mandatory): Data for the correct association of an IPD to a specific worker of one of the client companies.

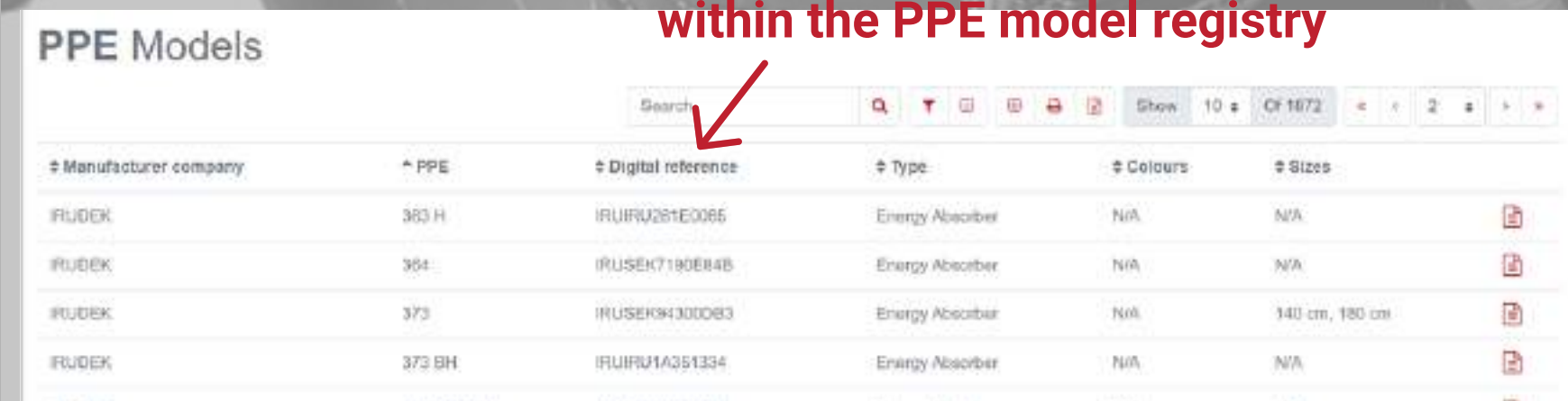
DATE AND TEXT OF NOTICE (not mandatory): Optional alerts created in case of need or reminder.

Import PPE with Excel file

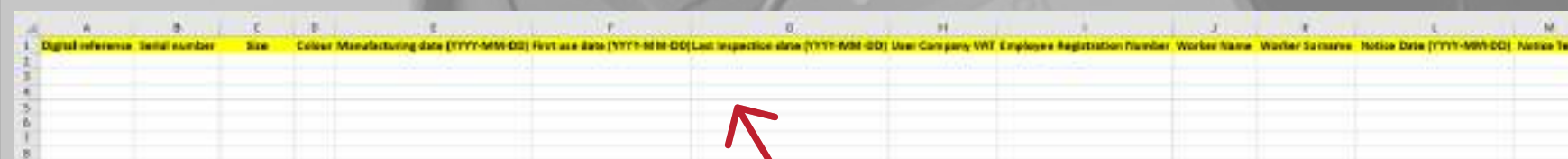


Manufacturer company	PPE	Serial number	Last inspection	User Company	Employee	Alerts
KONG S.p.A.	ARO BULL	exty57	N/A	Extynt Srl	N/A	●

Search the Digital Reference of a PPE model within the PPE model registry



Manufacturer company	PPE	Digital reference	Type	Colours	Sizes
IRUDEK	363 H	IRUIRU261E0066	Energy Absorber	N/A	N/A
IRUDEK	364	IRUSEK7190E84B	Energy Absorber	N/A	N/A
IRUDEK	373	IRUSEK94300D83	Energy Absorber	N/A	140 cm, 180 cm
IRUDEK	373 BH	IRUIRU1A351334	Energy Absorber	N/A	N/A



Digital reference	Serial number	Size	Colour	Manufacturing date [YYYY-MM-DD]	First use date [YYYY-MM-DD]	Last inspection date [YYYY-MM-DD]	User Company VAT	Employee Registration Number	Worker Name	Worker Surname	Notice Date [YYYY-MM-DD]	Notice Text

Fill out the Excel template for the PPE import and then upload to the platform

Create new PPE model sheet

If an PPE model you manage is not present in the ES4.0 database, it can be created directly by you in the PPE MODELS DATABASE feature in the DATABASE menu.

To create a new PPE model click on the appropriate button located at the top of the page. To create a new product, first select the name of the manufacturer. If a manufacturer is not already present in the ES4.0 database you can add it to the system by typing its name and then selecting it.

ATTENTION: Products from partner companies (Kong Spa and Irudek SL) and other companies with which Exteryo has special agreements cannot be added by inspectors. Exteryo works to ensure that the presence of the products of these companies is always up to date and on time. In the event of any deficiencies, you can notify Exteryo using the REPORT ISSUE button.

The creation of a product sheet is divided into two phases:

PRODUCT DATA

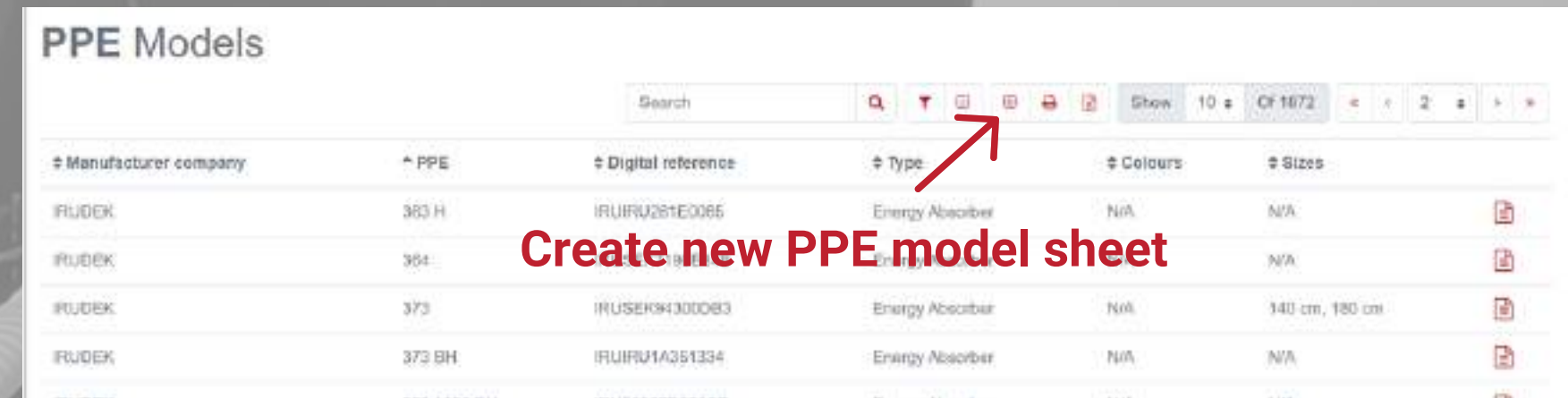
Input of all characteristic data of a specific PPE model. Only the data indicated with an asterisk are mandatory.

INSPECTION REPORT

Insertion of a text indicating the different activities to be carried out for a correct inspection of the device. These activities are usually provided by the manufacturer in the device instructions. The text of the report will be inserted in the language used for the software.

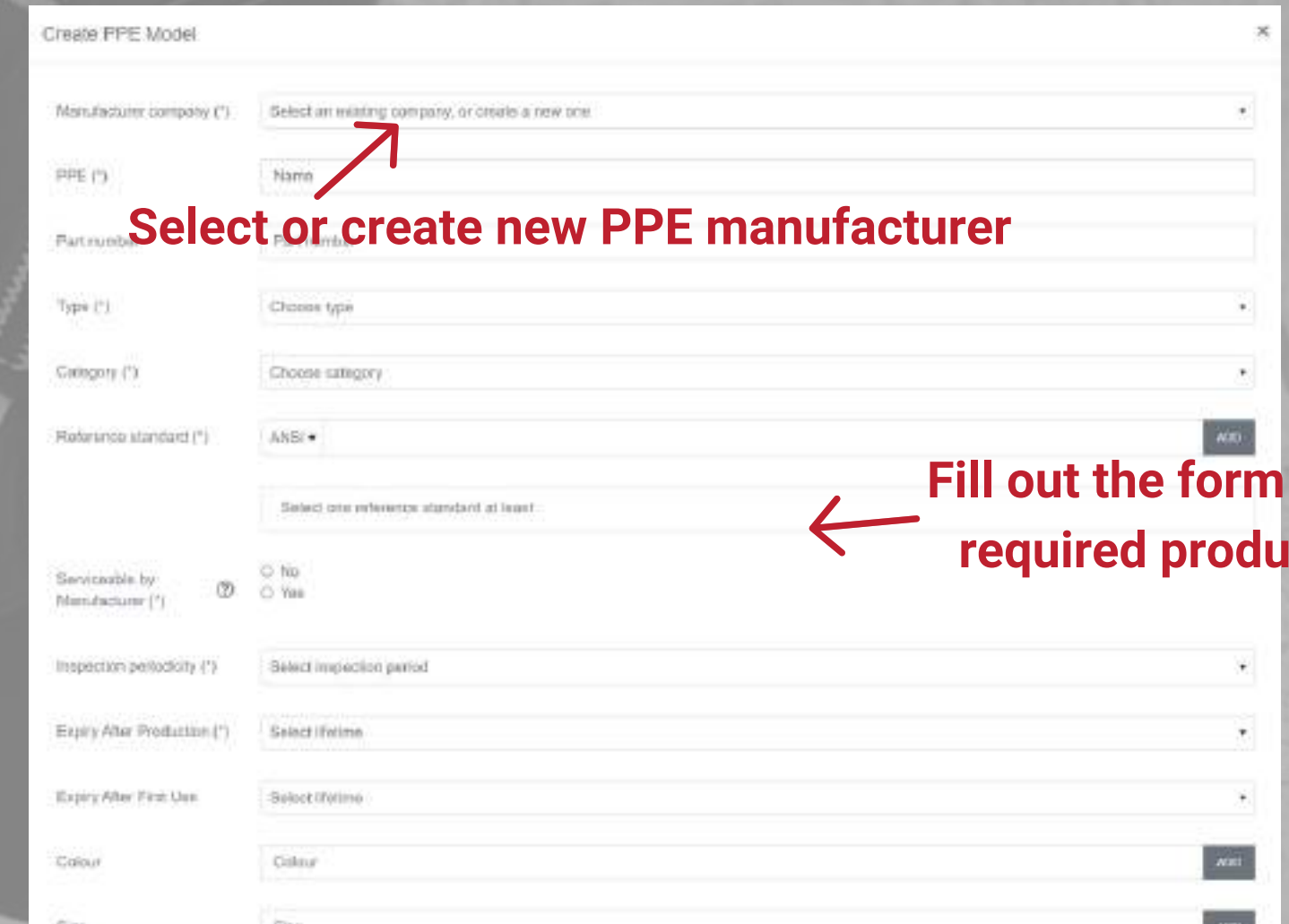
Once all the data have been entered, click on ADD NEW PRODUCT to save it in the database.

ATTENTION: the product sheets created by the various inspectors will be shared within the universal database, so that any inspector using the software can benefit from them in the future. We therefore recommend that you carefully check your data entry.



# Manufacturer company	# PPE	# Digital reference	# Type	# Colours	# Sizes	
IRUDEK	383 H	IRUIRU261E0085	Energy Absorber	N/A	N/A	
IRUDEK	384	IRUIRU261E0086	Energy Absorber	N/A	N/A	
IRUDEK	373	IRUSEK94300083	Energy Absorber	N/A	140 cm, 180 cm	
IRUDEK	373 BH	IRUIRU1A351334	Energy Absorber	N/A	N/A	

Create new PPE model sheet



Create PPE Model

Manufacturer company (*) Select an existing company, or create a new one

PPE (*) Name

Part number (*) Part number

Type (*) Choose type

Category (*) Choose category

Reference standard (*) ANSI

Select one reference standard at least

Serviceable by Manufacturer (*) No Yes

Inspection periodicity (*) Select inspection period

Expiry After Production (*) Select lifetime

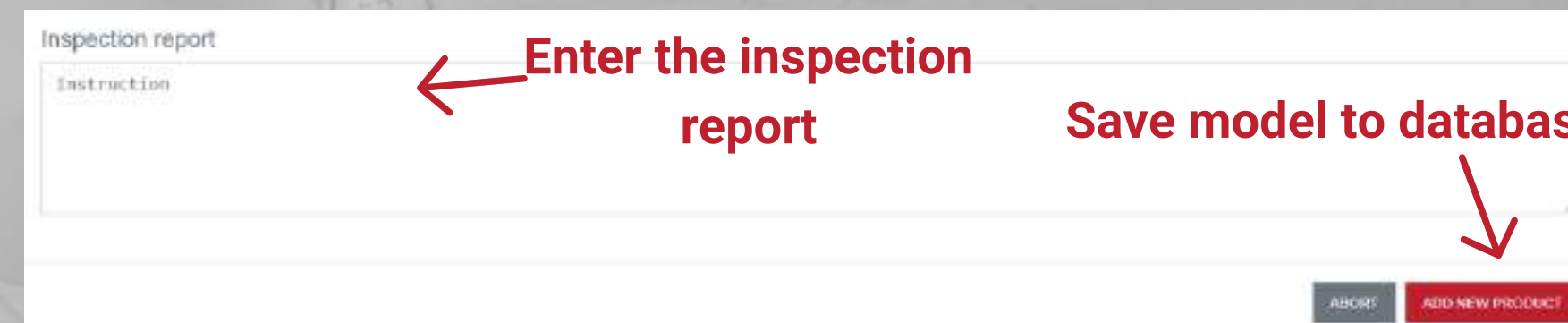
Expiry After First Use Select lifetime

Colour Colour

Size Size

Select or create new PPE manufacturer

Fill out the form with the required product data



Inspection report

Instruction

ABOVE

ADD NEW PRODUCT

Enter the inspection report

Save model to database

Company PPE

Search by word **Filter by PPE** **Print table**

Select all PPE of the page **Multiple assignment** **Change individual PPE assignment** **Select single PPE** **View PPE sheet**

Serial number	Manufacturer company	PPE	User Company	Managed By	Alerts
00000000	SIR	FORKED ROPE LANYARD WITH ENERGY ABSORBER	N/A	2 Inspectors	
1234567	TENDON	Rope Batic 11.0	N/A	2 Inspectors	
1234		PerfectD		2 Inspectors	
12345688811	KASK	PLASMA AQ	Company 2	2 Inspectors	
182247180399	KONG S.p.A.	HMS NAPIK SCREW SLEEVE	Exteryo Srl	2 Inspectors	
Dem000045	KONG S.p.A.	HMO TURBO 2018	demo-001	2 Inspectors	
1234561801	KONG S.p.A.	GREEN	Company 3	2 Inspectors	
1867963	KONG S.p.A.	OWAL CLASSIC SCREW SLEEVE ALLOY	Company 3	2 Inspectors	
1234561803	KONG S.p.A.	CAM CLEAN	Exteryo Srl	2 Inspectors	
1234561811	KONG S.p.A.	ERGO OPEN LATCH	Exteryo Srl	2 Inspectors	

PPE management for multi-user licenses

If you are using a multi-user license, you will have the possibility of managing with the appropriate privilege all the PPE controlled and inspected by the various users, as well as the list of all the inspections carried out by these users.

To manage these operations, select the section MANAGE COMPANY to access the feature COMPANY PPE REGISTRY and COMPANY INSPECTION REGISTRY.

Through the function COMPANY PPE REGISTRY it is possible to view all the PPE of the client companies managed by the different users.

In the table, in the column "MANAGED BY" is shown the number of inspectors who have access to the management of a certain PPE and who will therefore see the information in their PPE DATABASE, INSPECTION DATABASE and in their CALENDAR AND NOTICES.

N.B. If in the general settings you have selected the public management of the PPE inserted, the column MANAGED BY will indicate all the users of the platform.

By clicking on the appropriate button in the shape of a wrench, it is possible to manage the PPE assignments to the various users, i.e. define which user/inspector will have the management of a given device.

To modify the assignments, just add or remove the red tick on the appropriate button near the user's name.

You can also manage the assignment in multiple mode, by selecting more than one PPE and then clicking the appropriate button (always in the shape of a wrench) at the top of the page.

In the section COMPANY INSPECTIONS DATABASE you will have access to the history of all the inspections carried out, including the possibility of downloading every single inspection report.

Manage PPE assignments

Number of selected PPE: 1

Selects one or more inspectors to assign PPE to

Username	Name	Currently assigned PPE	
utente1	Michele Zanesi	1	<input checked="" type="checkbox"/>
utente2	Mario Bianchi	1	<input checked="" type="checkbox"/>

Checkbox meaning

Assign all selected PPE to user Don't change user PPE Remove all selected PPE from user

Confirm assignment

CONFIRM

Work with software

Associate products and perform inspections in smart mode

- View the information of the PPE to be inspected
- Add or modify an NFC chip to a PPE already in the database
- Inspect PPE
- Electronic signature
- Custom alert creation

View the information of the PPE to be inspected

Now that you have completed the data synchronization phase, you are finally ready to use the ES4.0 platform to perform your PPE inspections.

To start the inspection phase, select the function INSPECT PPE from the digital menu.

Once this page is open, you will have to enter the data of the PPE to be inspected.

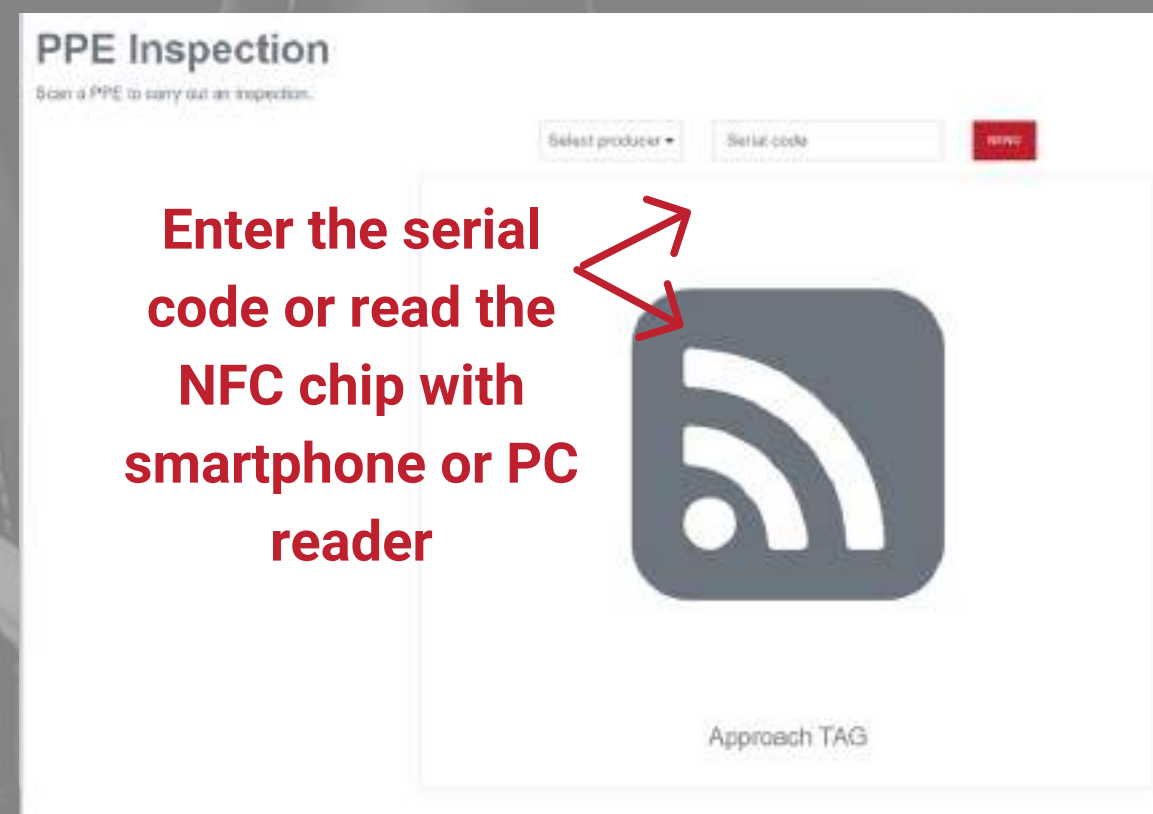
You can perform this activity through the NFC CHIP associated to the product or through the serial code.

To read the data via NFC chip just bring the back of your smartphone or the appropriate reader for PC to the NFC chip.

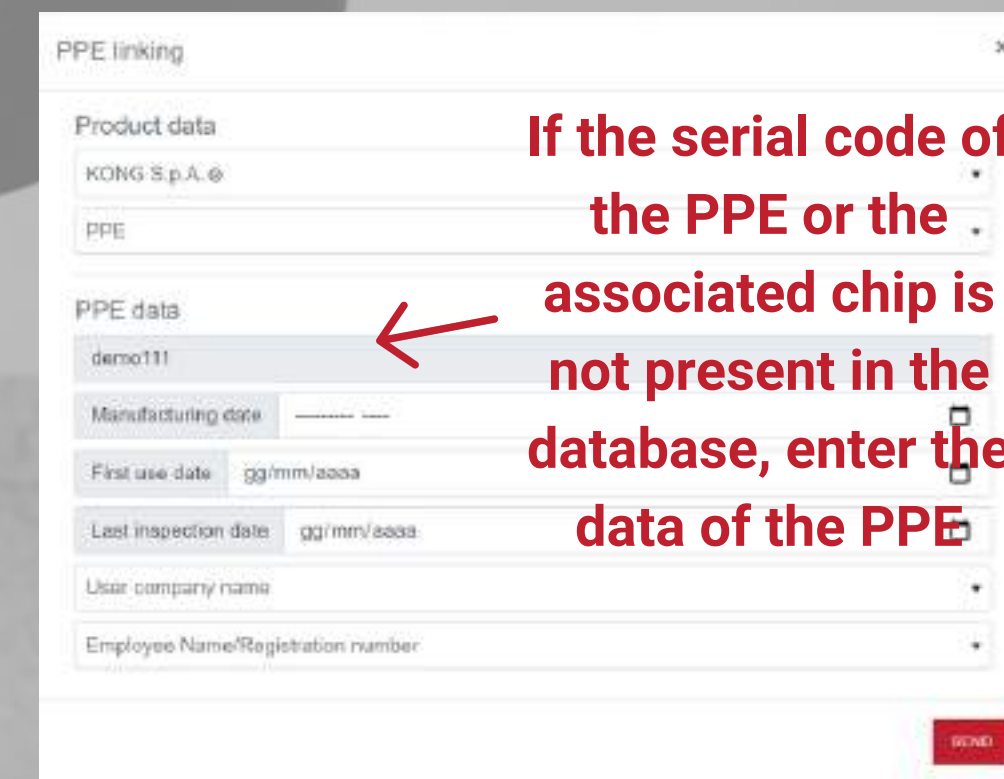
To read data through the serial code, you must type it in the space provided.

N.B. if you need to inspect an PPE not yet present in your PPE database, you can insert it directly at this moment by reading the blank NFC chip you have associated to the PPE or by inserting the serial code. Once you have done this, associate the PPE data as required by the platform.

After having inserted the data of the new PPE or after having read the data of a PPE already in the archive, the PRODUCT SHEET of that exact PPE will open, including all the management data of the same.



Enter the serial code or read the NFC chip with smartphone or PC reader



If the serial code of the PPE or the associated chip is not present in the database, enter the data of the PPE



General data of the PPE model

PPE specific data

Technical Documentation in PDF

Worker data

Health status of the PPE

PPE model photo

PPE management status

PPE usage data

Inspection history inspections

Add or modify an NFC chip to a PPE already in the database

If you have already inserted one or more devices in the system through the serial code, you can add an NFC chip later.

You can in fact make this action through the appropriate button at the bottom of the product card of the PPE in question, displayed in the function INSPECT PPE located in the main menu.

Clicking on the ADD/EDIT NFC CHIP button will open the page that will allow you to read a new NFC chip and automatically associate it to the relative PPE.

With the same function you can also replace an old NFC chip associated with a product (in case of malfunction) with a new chip.

Remember that once replaced, you can no longer use the old NFC chip.

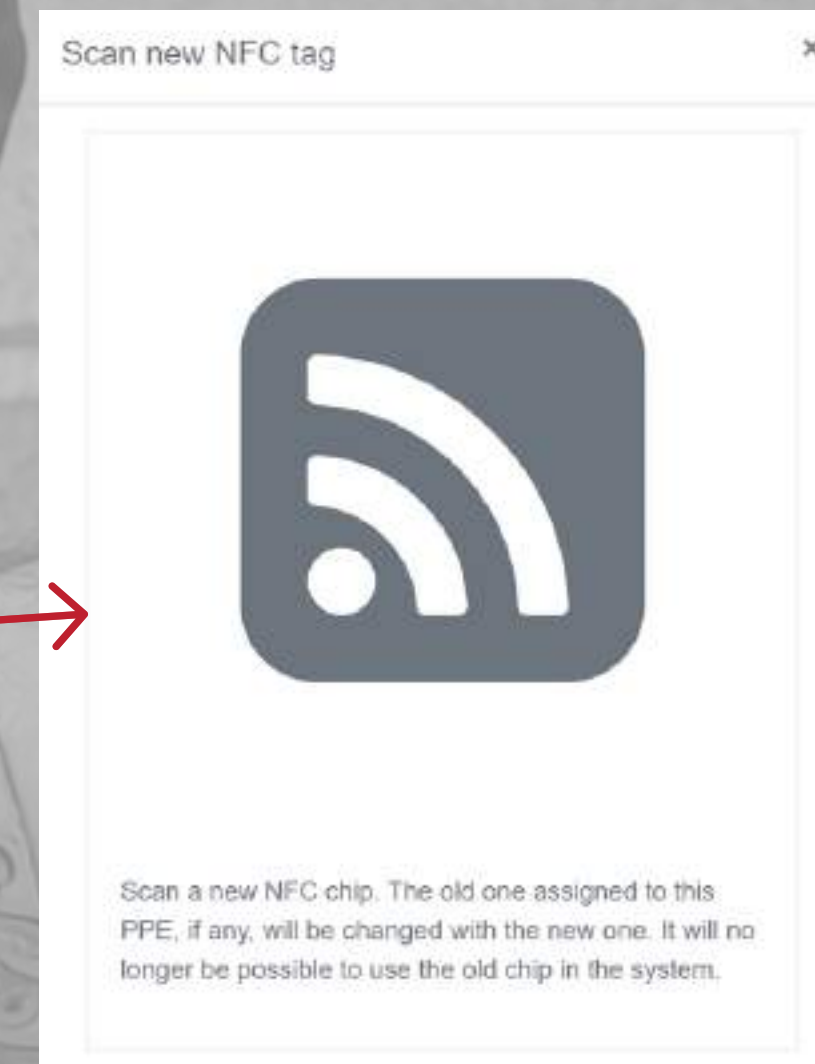
Carried out inspections			
Date	Inspector	Outcome	Notes
03/02/2021 22:06	Michele Zanesi	Positive	
25/07/2019 17:12	Mario Rossi	Positive	

Last seen : Michele Zanesi - Exteryo Srl - 31/05/2021 23:22

ADD/EDIT NFC CHIP START INSPECTION

Click on the appropriate button to add or modify the NFC chip of a PPE

To associate the new NFC chip to the DPI, place the back of your smartphone on the chip, or read it with the special reader for PC.



Inspect PPE

Once the product has been inserted in the database and associated to the relative NFC chip, you will be ready to inspect the product.

Always from the INSPECT DPI section you will have to read the chip by smartphone or PC reader, or manually enter in the space provided the serial number of the product to be inspected.

Automatically the card of the exact product you need to inspect will open, complete with data on the user, the status of the PPE and any history of past inspections (if they have already been made with the software).

At the bottom of this tab you will find the START INSPECTION button.

Clicking on this button will open the PPE inspection form already pre-filled with the product and inspection data.

At this point you will simply have to follow the inspection report provided by the manufacturer (Exteryo partner) or the text with the check list of the activities to be carried out (not Exteryo partner).

ATTENTION: For models of manufacturers who are not Exteryo partners you can edit the text of the INSPECTION REPORT with your own desired contents. This content will be visible only to you each time you inspect that specific PPE model in the future.

Once the inspection process has been completed, you will have to choose the outcome of the inspection (positive/negative) and add any notes related to the inspection at your discretion.

Once this is done you can save the file in the database by clicking on SEND REPORT, or add your electronic signature (see next page).

Carried out inspections			
Date	Inspector	Outcome	Notes
03/02/2021 22:06	Michele Zanesi	Positive	
25/07/2019 17:12	Mario Rossi	Positive	

Last seen : Michele Zanesi - Exteryo Srl - 31/05/2021 23:22

ADD/EDIT NFC CHIP **START INSPECTION**

Start Inspection

Inspection sheet

Device data: Manufacturer: KONG S.p.A.® Model: DWA CLASSIC ROPPE SLEEVE ALLOY Type: Connector: Size: WA Serial number: DM7001 NFC UID: 94192226920613 Digital reference: K2N2DANSAD43D704182226920613	Manufacturing date: NA First use: 02/07/2019 Last inspection: 03/02/2021 Next inspection before: 21/02/2022	Inspection data: Inspector Company: Exteryo Srl Inspector: Michele Zanesi Company: Giuseppe Zanussi Employee: Giuseppe Zanussi Inspection N°: 315600012530 Date:
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Pre-filled inspection form

Brand inspection report Exteryo partners

1 - MARKING
The marking must be legible or at least:
- logo and/or name of the manufacturer;
- CE symbol + number of approval body;
- EN reference standard;
- production date and expiry date;
- serial number.

Report Ispezione

⬅ Inspection Report other brands

Inspezione result

Any notes

Inspection outcome

Nota:
aggiungi qui note.

Electronic signature

You can sign your inspection reports directly through the ES4.0 platform, using the electronic signature option.

The electronic signature will allow you to manage the entire documentation in digital mode without having to print any more sheets.

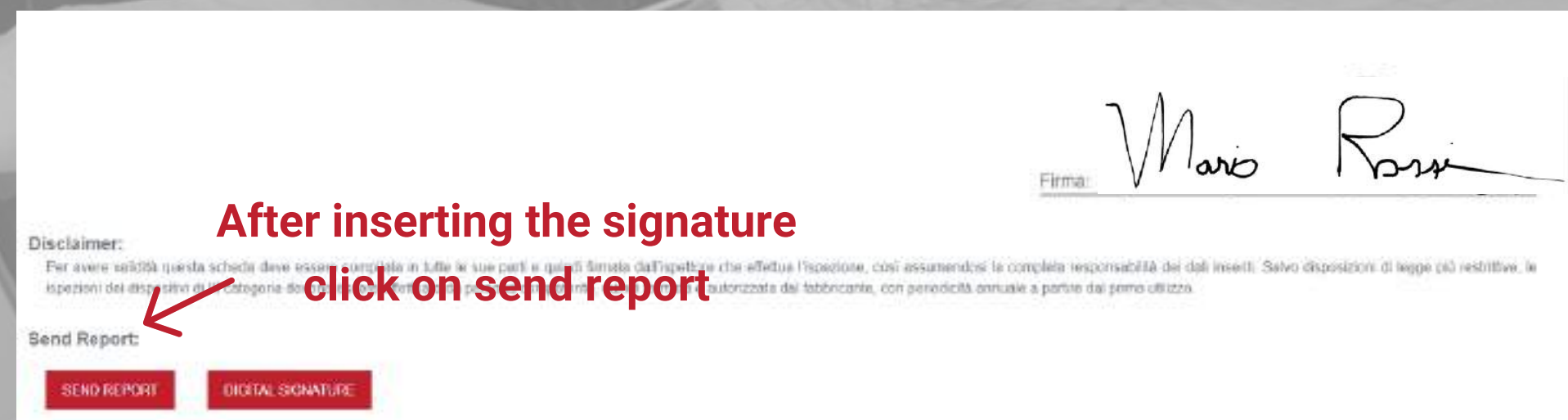
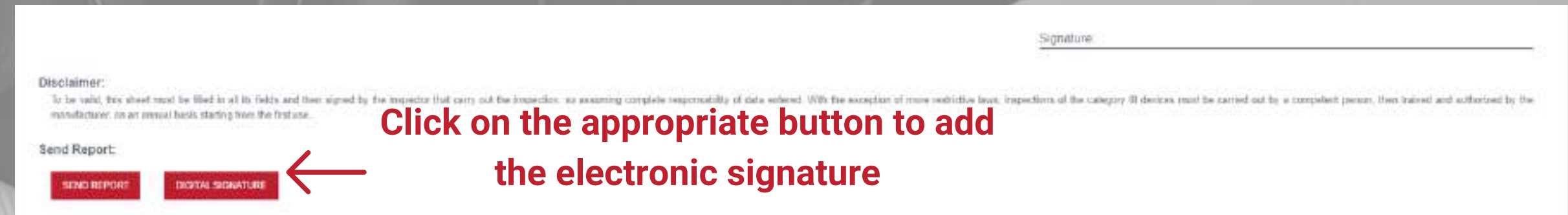
To add your electronic signature at the end of the inspection, just click on the ELECTRONIC SIGNATURE button, located at the bottom of the page.

Once you have chosen this option, a page will open where you can add your electronic signature on the screen.

To authorize the insertion of the signature you just have to put your NFC badge associated with the inspector (see section Inspector electronic signature badge management) on the back of your smartphone or on the special reader for PC.

Automatically the signature will be inserted in the document.

At this point click on SEND REPORT to save the inspection..



Custom alert creation

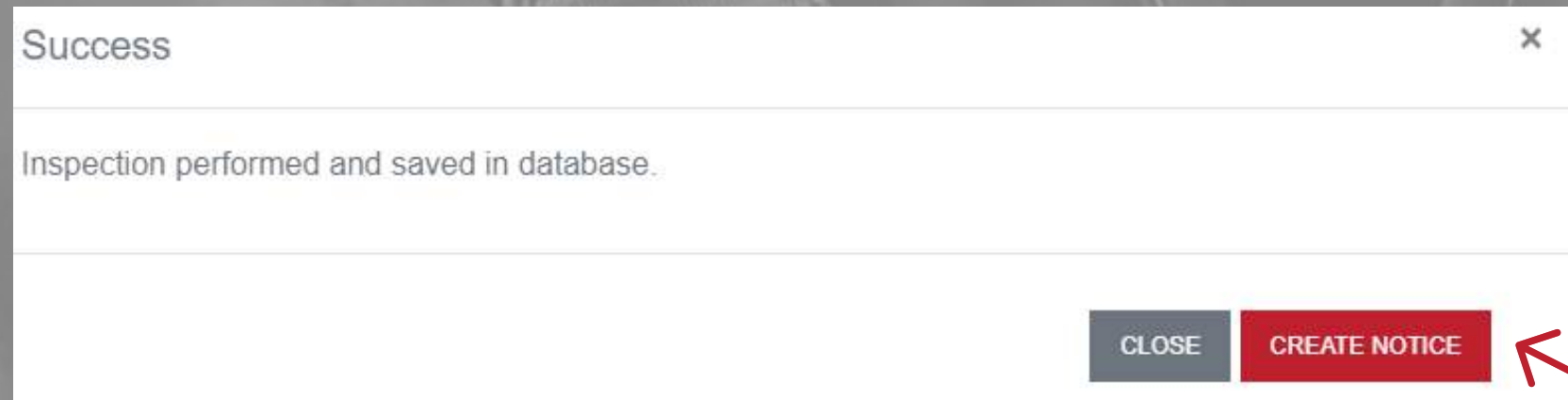
At the end of the inspection you will have the possibility, if you consider it necessary, to generate a customized alert for that specific PPE.

The custom alert can serve as a reminder in case you need to perform an extraordinary inspection on the product, before the natural expiration of the next inspection (usually at 12 months) or the end of product life.

To generate a custom alert, click on the CREATE NOTICE button once the inspection is complete. Once the appropriate page opens, enter the reminder date and the alert text.

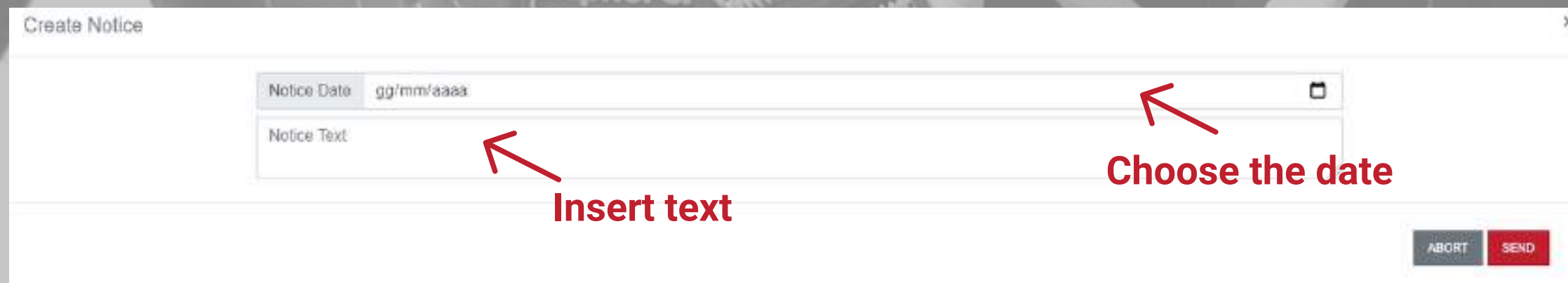
To confirm, click on the SEND button.

Custom alerts will be viewable in both the CALDENDAR page and the EVENTS page.



A white dialog box with a close button (X) in the top right corner. The title is "Success". The main text reads "Inspection performed and saved in database.". At the bottom, there are two buttons: "CLOSE" (grey) and "CREATE NOTICE" (red).

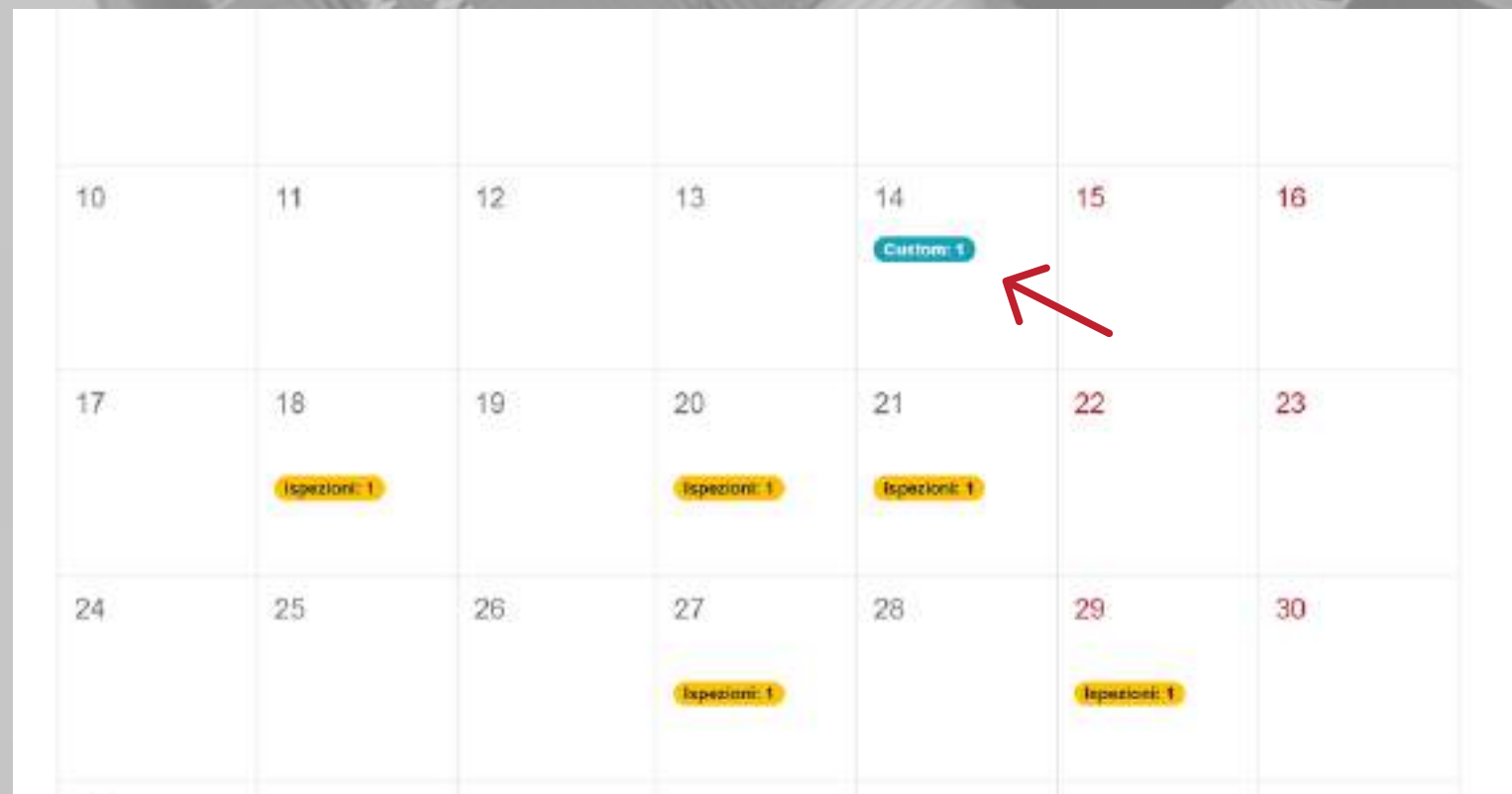
Create custom alert



A white dialog box titled "Create Notice" with a close button (X) in the top right corner. It contains two input fields: "Notice Date" with a date format mask "gg/mm/aaaa" and a calendar icon, and "Notice Text". At the bottom right, there are two buttons: "ABORT" (grey) and "SEND" (red). Red arrows point to the "Notice Date" field and the "Notice Text" field.

Insert text

Choose the date



A calendar grid showing dates from 10 to 30. A blue event marker labeled "Custom: 1" is on the 14th. Yellow event markers labeled "Ispezioni: 1" are on the 18th, 20th, 21st, 27th, and 29th. A red arrow points to the "Custom: 1" marker.

10	11	12	13	14 Custom: 1	15	16
17	18 Ispezioni: 1	19	20 Ispezioni: 1	21 Ispezioni: 1	22	23
24	25	26	27 Ispezioni: 1	28	29 Ispezioni: 1	30

Manage PPE and documents

Check your product data and documentation

- PPE database
- Inspections database
- Activate the light license at your customer
- Manage a customer with ES4.0 license

PPE database

All PPE inserted into the system by means of mass import, by association with the NFC chip, by insertion with serial number as well as after the first inspection carried out, can be viewed in the PPE DATABASE, a feature inserted in the DATABASE section.

In the register certain parameters relating to the product and its use are explained, while a colored indicator highlights the status of the PPE. To the right of the status column there is a button which allows access to the product sheet.

Using the search bar or the parameters setting it will be possible to filter the PPE according to your needs, so that only certain products can be displayed.

Thanks to the appropriate buttons it is possible to modify the product information (with the exception of the serial code) and delete the PPE from the archive. When a PPE is deleted, it disappears from the archive but remains active in the system and can be consulted by reading the NFC chip or entering the serial code.

It is also possible to download the file relating to the whole table by clicking on the appropriate key at the top of the page.

Finally, it is possible to download a single product sheet or several product sheets by selecting them in the first column and then activating the download with the appropriate button.

All downloads will be downloaded to your PC or smartphone and will be immediately available for consultation.

The screenshot shows the 'PPE Database' interface. At the top, there is a search bar and a 'Download selected product sheets' button. Below the search bar, there are several icons for user management and data actions. The main part of the interface is a table with columns: Manufacturer company, PPE, Serial number, Last inspection, User Company, Employee, and Alerts. The table contains several rows of data. To the right of the table, there are buttons for 'Download table', 'PPE status', 'View PPE sheet', 'Edit PPE data', and 'Delete PPE from the database'. Red arrows point from these labels to the corresponding buttons and table elements.

<input type="checkbox"/>	Manufacturer company	PPE	Serial number	Last inspection	User Company	Employee	Alerts	
<input type="checkbox"/>	KONG S.p.A	TRAPPER BENT GATE	185648180253	29/09/2020	Company 3	Giuseppe Garibaldi	●	
<input type="checkbox"/>	KONG S.p.A	HHO TURBO 2018	01235689	03/02/2021	Company 3	Giuseppe Garibaldi	●	
<input type="checkbox"/>	KONG S.p.A	HHO TURBO PLUS	299333200414	27/06/2020	Company 3	Giuseppe Garibaldi	●	
<input type="checkbox"/>	KONG S.p.A	ARAMS GREEN	1234561010	N/A	Ederyo Srl	Giuseppe Garibaldi	●	
<input type="checkbox"/>	KONG S.p.A	HHO TURBO 2018	254326xx	11/06/2021	Ederyo Srl	Giovanni D'Alci	●	
<input type="checkbox"/>	KONG S.p.A	CAM CLEAN	1234561005	N/A	Ederyo Srl	Giovanni D'Alci	●	

Inspections database

All the inspections carried out by the system can be viewed in the page INSPECTIONS DATABASE, a feature inserted in the DATABASE section.

In the log certain parameters relating to the inspection carried out are explained, while on the right of the screen, as the last column, there is a button that allows access to the inspection report.

Through the search bar or the parameters setting it will be possible to filter the inspections carried out according to your needs, so that only certain products can be displayed.

It will also be possible to download the file relative to the entire table, by clicking the appropriate button at the top of the page.

Finally, it is possible to download a single inspection report or several inspection reports by selecting them in the first column and then activating the download with the appropriate button.

All downloads will be downloaded to your PC or smartphone and will be immediately available for consultation.

Performed Inspections

Search by word Search parameters Download inspections

Select all inspections

<input type="checkbox"/>	Date	Manufacturer company	PPE	Serial number	User Company	Outcome	
<input type="checkbox"/>	31/05/2021 23:35	KONG S.p.A.	OVAL CLASSIC SCREW SLEEVE ALLOY	1867953	Company 3	Positive	
<input type="checkbox"/>	26/05/2021 18:44	KONG S.p.A.	HIHO TURBO 2018	demo000989	Exteryo Srl	Positive	
<input type="checkbox"/>	25/05/2021 17:08	KONG S.p.A.	SPIN WORK	123456170001	Exteryo Srl	Positive	
<input type="checkbox"/>	25/05/2021 14:28	KONG S.p.A.	SPIN WORK	123456170001	Exteryo Srl	Positive	
<input type="checkbox"/>	25/05/2021 10:25	KONG S.p.A.	SPIN WORK	123456170001	Exteryo Srl	Positive	
<input type="checkbox"/>	13/05/2021 14:58	C.A.M.P. spa	ACCESS SIT	091demo	Exteryo Srl	Positive	
<input type="checkbox"/>	11/05/2021 18:29	CT CLIMBING TECHNOLOGY	FIDES III 9,5	den002	demo-001	Positive	
<input type="checkbox"/>	11/05/2021 13:42	TRACTEL	HT 22	TPH194100053	Company 3	Positive	
<input type="checkbox"/>	11/05/2021 13:41	KASK	ZENITH	19304030028	Company 3	Positive	
<input type="checkbox"/>	11/05/2021 13:41	KASK	ZENITH	19304030043	Company 3	Positive	

Select single inspection

Download table

View report inspection



Activate the light license at your customer

In order to facilitate the passage of information between inspector and customer company, the platform offers the possibility to create a special license for the customer, through which it is possible to view the history of all inspections carried out by you on its products.

To activate the light license for your customer, go to the function COMPANIES REGISTRY.

In the row dedicated to the company, select the light license activation button.

At this point, enter and then confirm the email address of your customer and finally select the send button.

The system will automatically send an e-mail to the customer with the access data to his license.

Companies Registry

Company	VAT Number	Employees Number	PPE Number	
Exteryo	09343850963	3	5	

Activate license light

Activate light license

You will activate a Light license for this company: Test100

Email

Confirm email

An email will be sent to this address with login instructions and credentials.

SEND

Company Data

Visualize and manage company data.

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

**Activation code
for customer
company**

Company PPE management License

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

Enable Inspector

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

 -

SEND

**Enter the activation code in the space
provided**

Manage a customer with ES4.0 license

If one of your customers has already activated or would like to activate a license of Exteryo Safety 4.0 for final companies, the platform provides the possibility of automatic synchronization of data between licenses.

In this way, your customer will already have access to a whole series of data entered by you (workers, inspection history, active PPE...).

In the same way, when the client company adds new workers or new PPE, they will also be visible through your license, so that you can have under control the whole management of the client.

In order to be enabled by the client company, you will have to give them your activation code, which can be seen in the section COMPANY DATA.

Don't miss deadlines

Manage due dates and inspections

- Calendar
- Events
- Alerts

Calendar

In the CALENDAR AND ALERTS section you will be able to manage all deadlines and dates related to PPE testing and inspection.

The calendar shows the dates of all company PPE due dates. The due dates relate to either the annual inspection or the expiration date of the product.

Click on the relevant due date notice to get more details on the task at hand.

PPE Calendar

Select month Select the year

< 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 Inspections: 1	19	20 Inspections: 1	21 Inspections: 1	22	23
24	25	26	27 Inspections: 1	28	29 Inspections: 1	30
31						

Notice of activity





Events

This section shows an agenda of upcoming deadlines related to IPR managed by the inspector. By using the SEARCH PARAMETERS it will be possible to view all the events relating 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 sheet relating to the product.

It is possible to download the whole general table or the filtered table using the search parameters, by clicking on the appropriate button at the top of the screen.

PPE Events

Search     Show 10 of 174 << < 1 > >>

Date	Subject	Serial number	PPE	Employee	User Company	
20/05/2021	Inspection	185940180253	TRAPPER BENT GATE	Giuseppe Garibaldi	Company	View product sheet
27/05/2021	Inspection	200333200414	INDY EVO PLUS	Giuseppe Garibaldi	Company	View product sheet
09/11/2020	Inspection	1234561805	CAM CLEAN	N/A	Exteryo Srl	View product sheet
18/05/2021	Inspection	132429130002	LANYARD STATIC ROPE (long sewing)	Michele Zanesi	Company 3	View product sheet
20/11/2020	Inspection	10304030053	ZENITH	Camillo Cavour	Company 3	View product sheet
16/01/2021	test	11111	BODY FUTURA	N/A	Exteryo Srl	View product sheet
16/01/2021	test2	11111	BODY FUTURA	N/A	Exteryo Srl	View product sheet
12/07/2020	Inspection	1234561808	DOUBLE GATE	Michele Zanesi	Exteryo Srl	View product sheet
05/09/2019	Inspection	12345678-001	911 NET FULL	N/A	Exteryo Srl	View product sheet
12/12/2020	Inspection	123456190025	SPIN WORK	Luisa Mancini	Exteryo Srl	View product sheet

Alerts

The ALERT section works like an inbox and allows you to view the automatic alerts generated by the software and related to the expiry dates of the PPE.

Once a month the software will send a general alert, indicating the list of expiry dates for the following month related to the company's PPE.

In the case of a default related to the expiration of a PPE or the annual inspection, automatically the system will send a daily alert related to these products.

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

Select 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.

For needs please write an email to customer@exteryo-safety.com