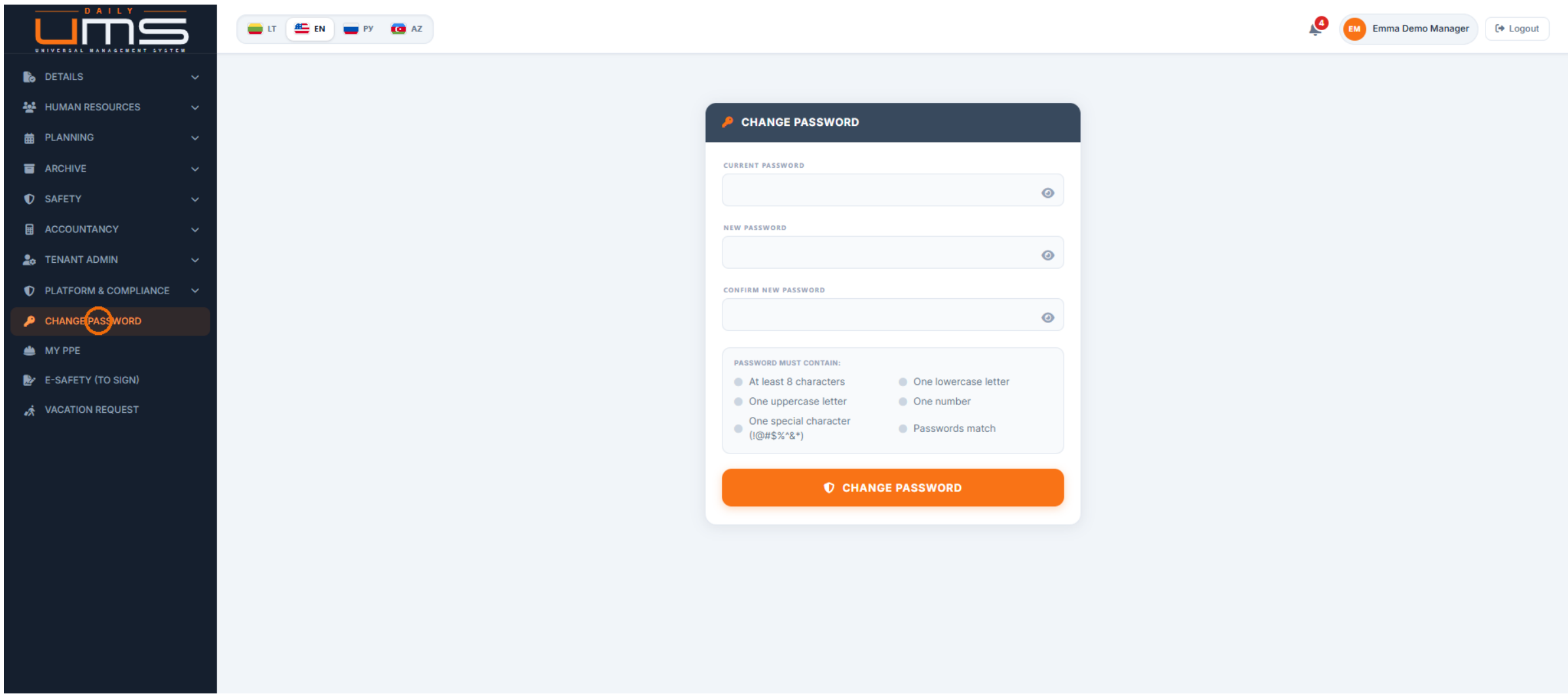
Change My Password

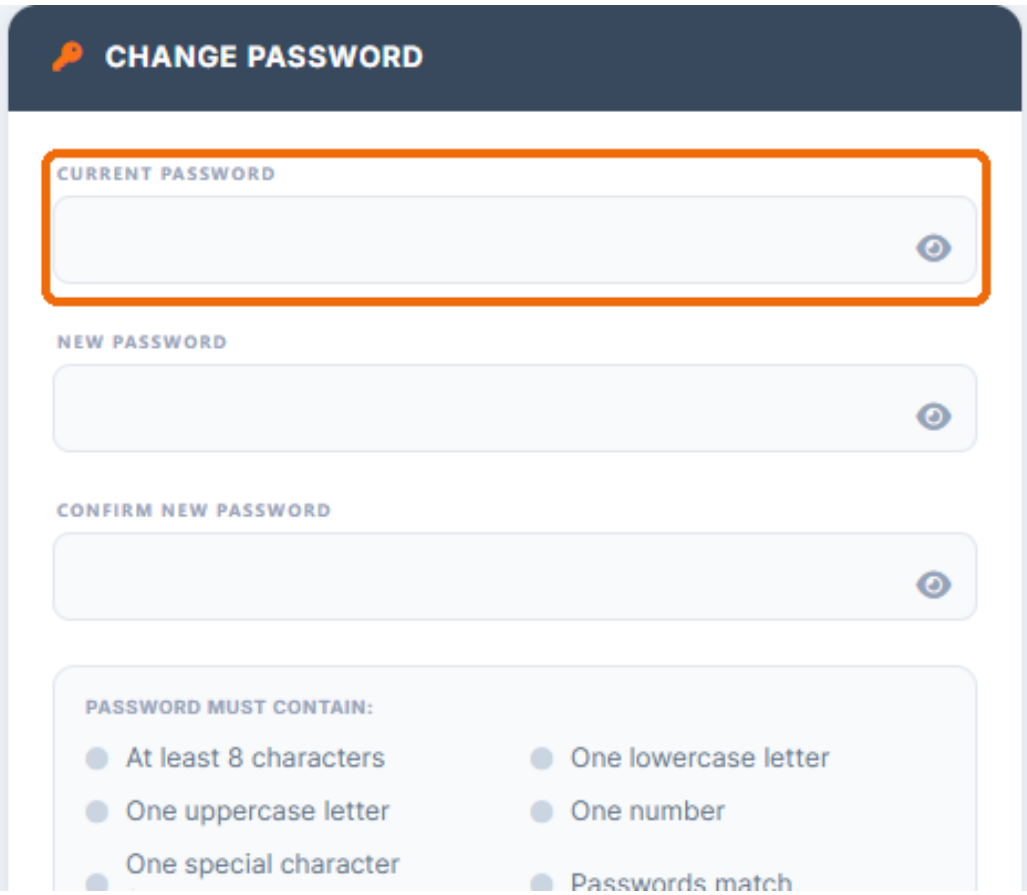
Open Change Password



Open CHANGE PASSWORD in the side menu. It sits in the personal part of the menu, next to My PPE, E-Safety (to sign) and Vacation request. Every signed-in user can open it, whatever their role. The page changes only your own password. Nothing is saved until you press the orange button at the bottom.

Change My Password

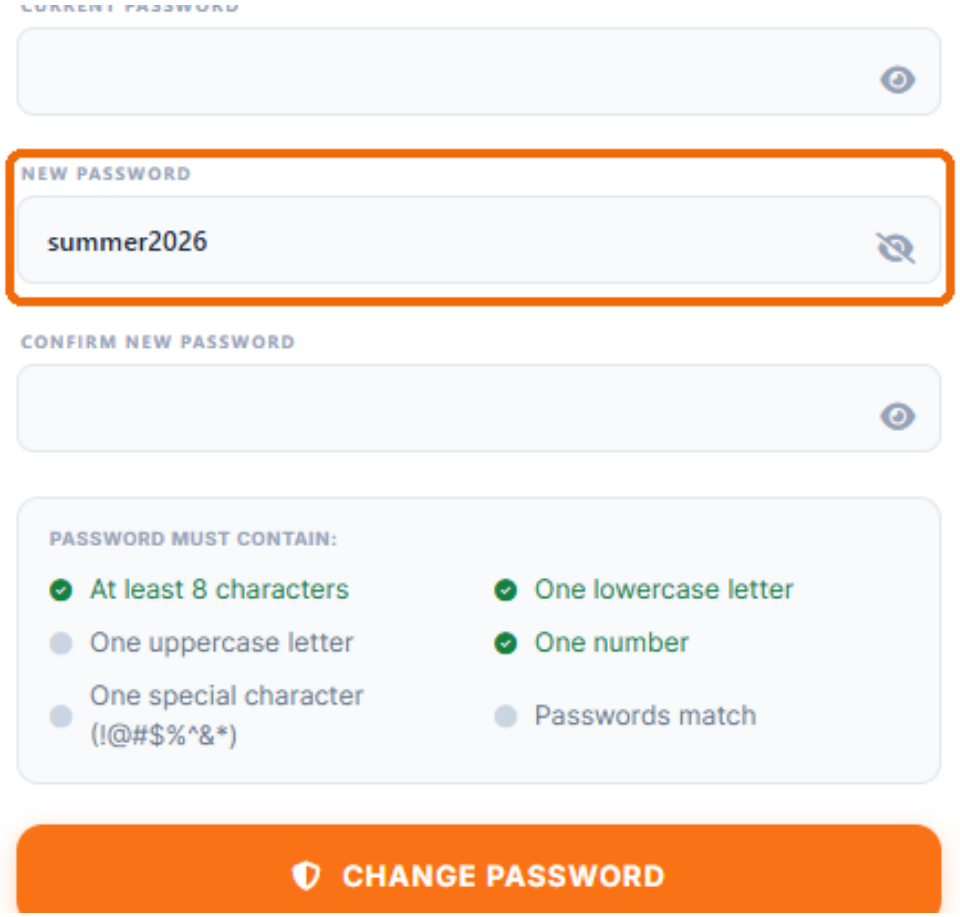
Enter your current password



Type the password you use today in CURRENT PASSWORD. The system checks it when you save: if it is wrong, the password is not changed and an error is shown above the fields. If you have forgotten your current password, you cannot use this page; ask your administrator to reset it. The administrator's reset emails you a new password.

Change My Password

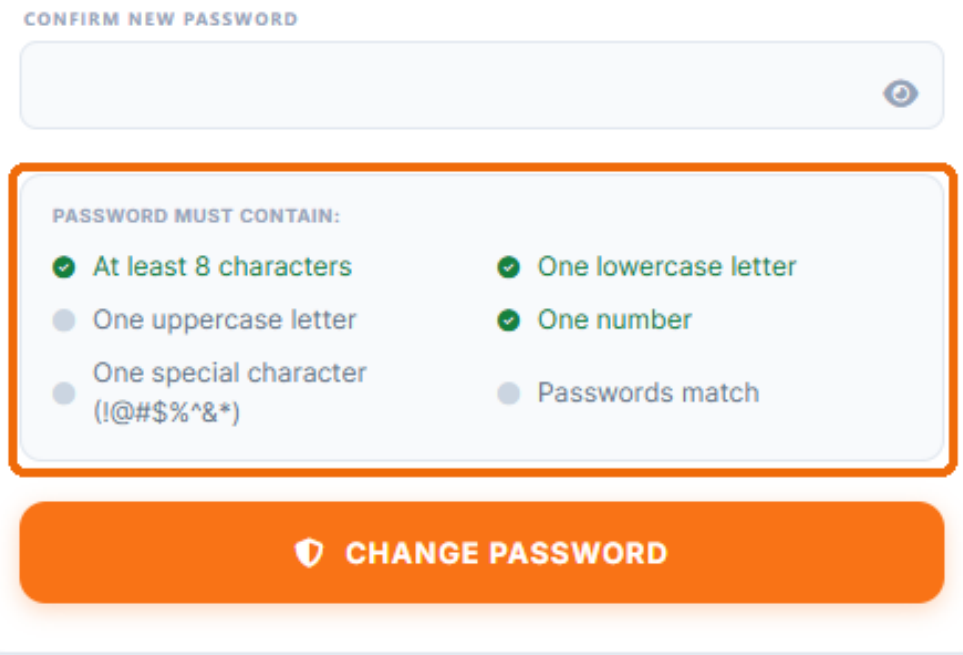
Type a new password



Type your new password in NEW PASSWORD. The checklist under the fields updates with every key you press, so you see at once what is still missing. In this example the password summer2026 is long enough and has lowercase letters and numbers, but it has no uppercase letter and no special character yet.

Change My Password

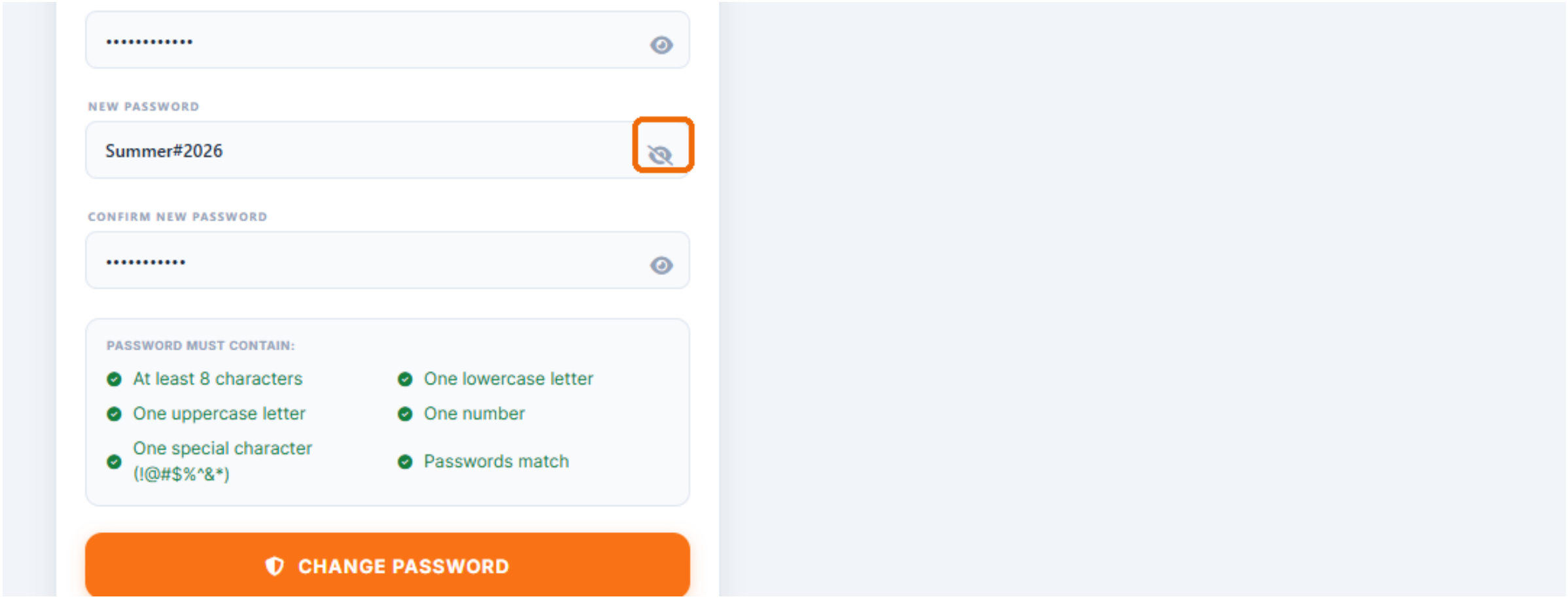
Meet every rule



The new password must contain at least 8 characters, one lowercase letter, one uppercase letter, one number and one special character from this set: ! @ # $ % ^ & *. The last rule, Passwords match, turns green when the confirmation is the same as the new password. The same rules are checked again on the server when you save, so a weak password is never accepted.

Change My Password

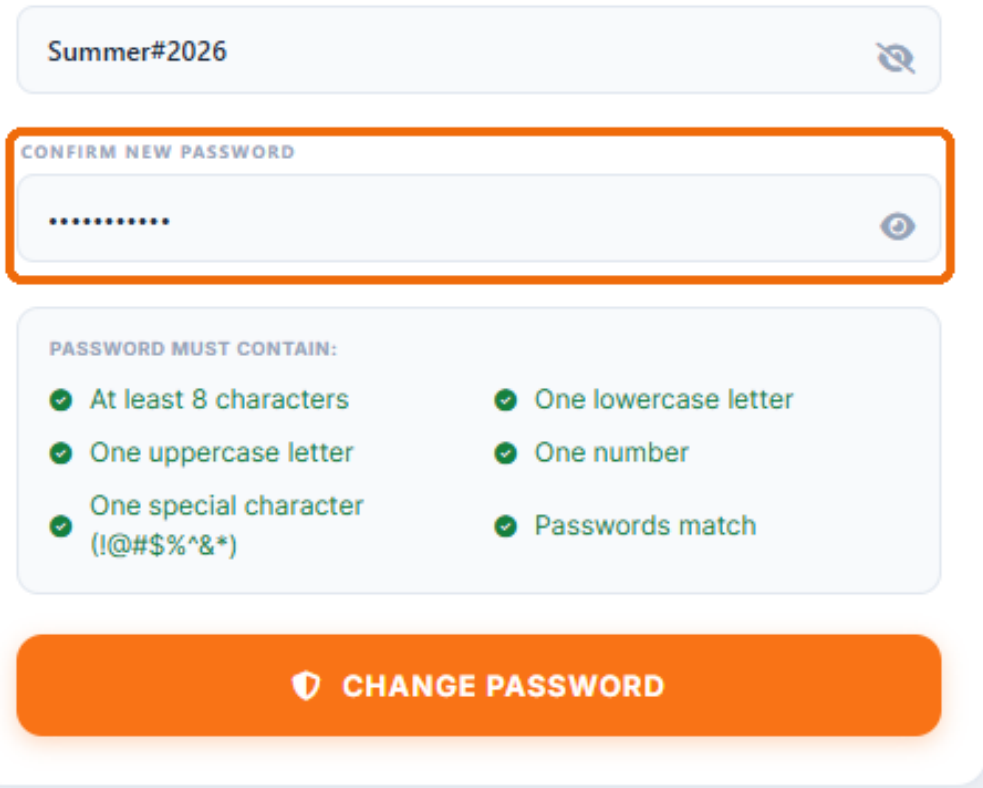
Show or hide what you typed



Each field has an eye icon on the right. Click it to show what you typed as plain text, and click it again to hide it. Here the new password Summer#2026 is shown, so it can be checked for typos. Make sure nobody is looking at your screen while a password is visible.

Change My Password

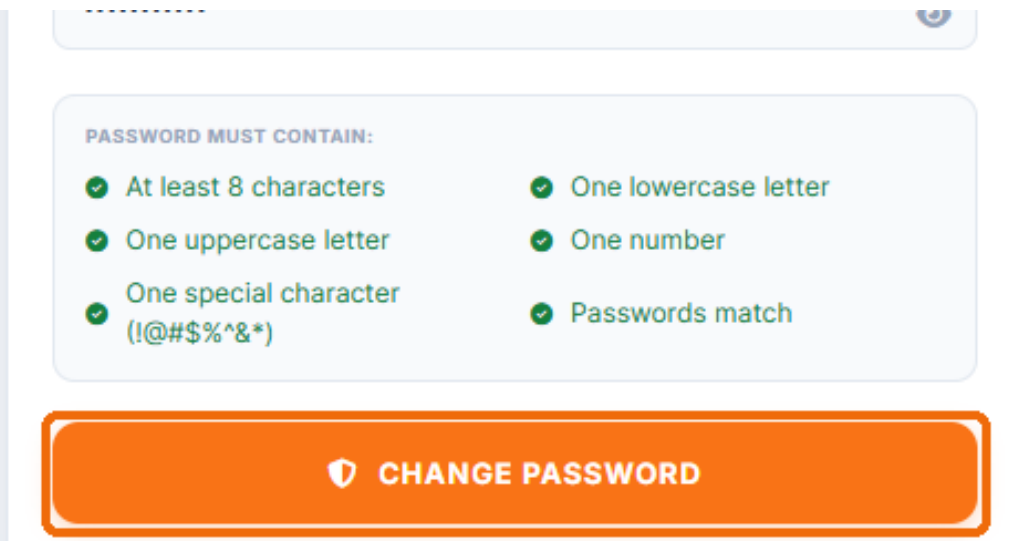
Confirm the new password



Type the same new password again in CONFIRM NEW PASSWORD. This protects you from a typing mistake you would only notice at your next login. When both fields are the same, Passwords match turns green. Now every rule in the checklist is green.

Change My Password

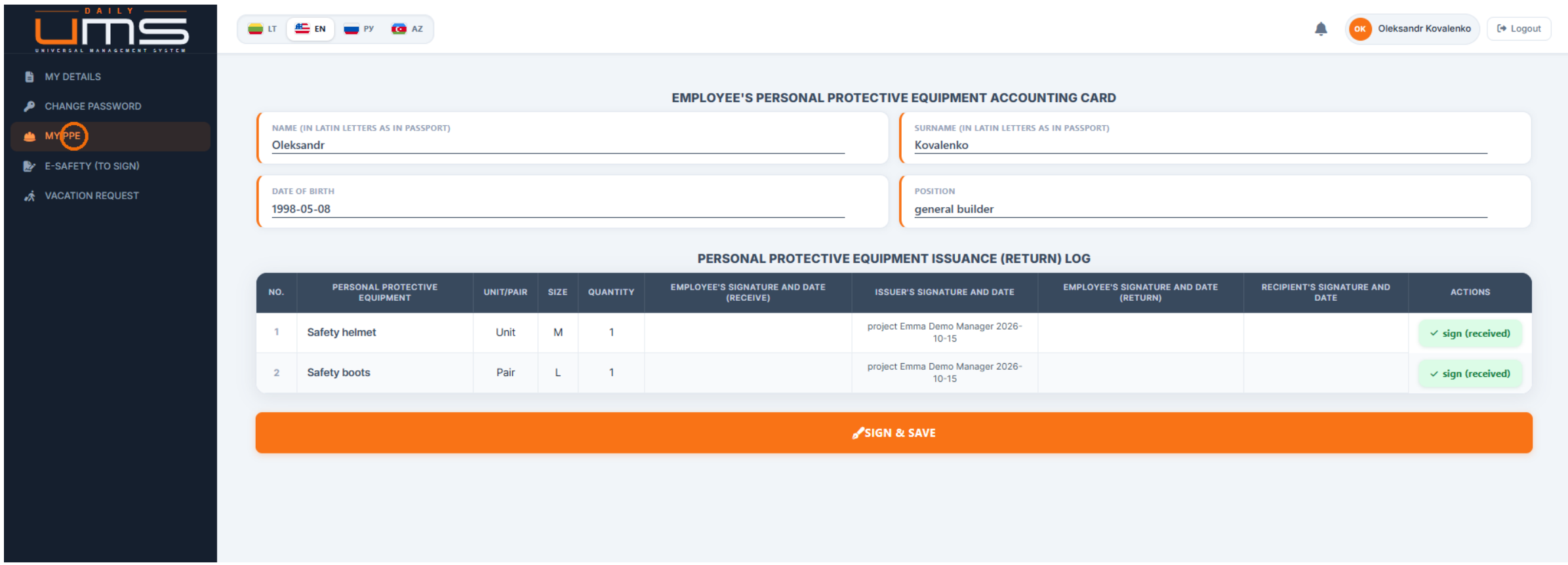
Save the new password



Press CHANGE PASSWORD. The system checks your current password and the rules. If something is wrong, a red message explains it and nothing is changed. On success a green message says: Your password has been changed successfully. The fields are cleared, you stay signed in on this device, and from now on you log in with the new password.

My PPE

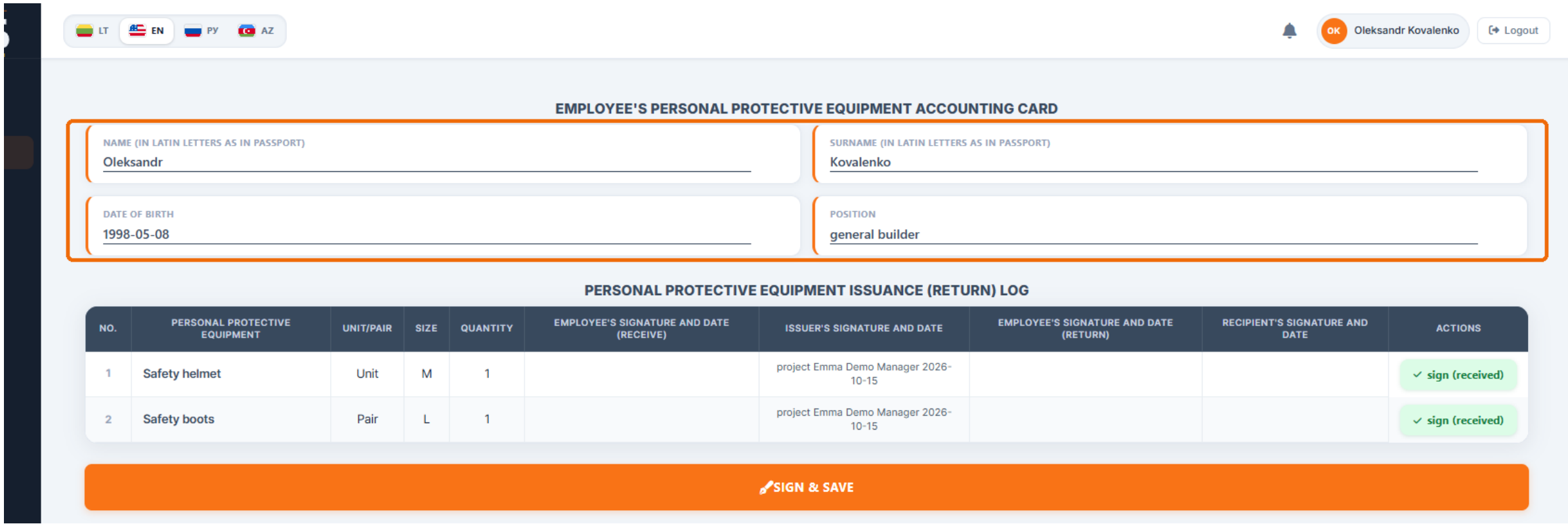
Open My PPE



Open MY PPE in the side menu. The page shows your Employee's Personal Protective Equipment Accounting Card: your details at the top and, below, the issuance (return) log with every piece of protective equipment given to you. This is where you confirm that you received an item, and later that you returned it.

My PPE

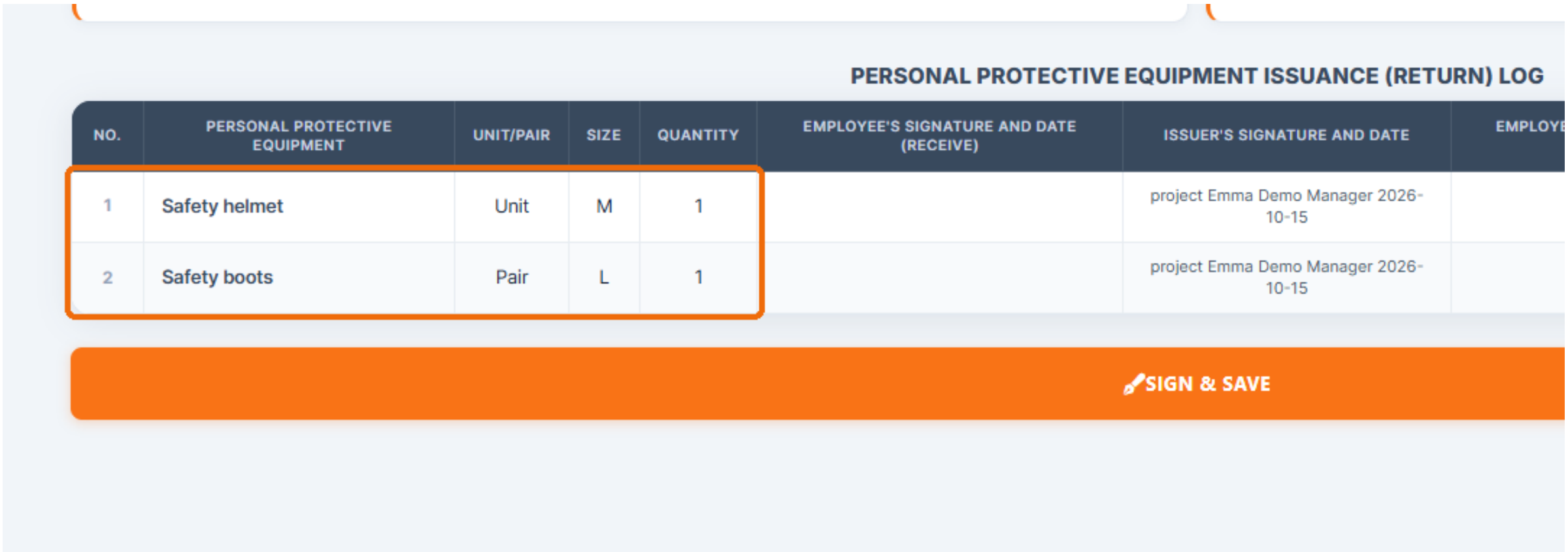
Your details



NAME and SURNAME (in Latin letters as in your passport), DATE OF BIRTH and POSITION are taken from your employee profile and cannot be changed here. Your position decides which protective equipment you are entitled to. If anything is wrong, tell the office before you sign.

My PPE

Issued equipment



Every row of the PERSONAL PROTECTIVE EQUIPMENT ISSUANCE (RETURN) LOG is one item given to you: the equipment name, whether it is counted per unit or per pair, the SIZE and the QUANTITY. In this example a safety helmet (size M) and a pair of safety boots (size L) were issued.

My PPE

Issuer's signature

PERSONAL PROTECTIVE EQUIPMENT ISSUANCE (RETURN) LOG

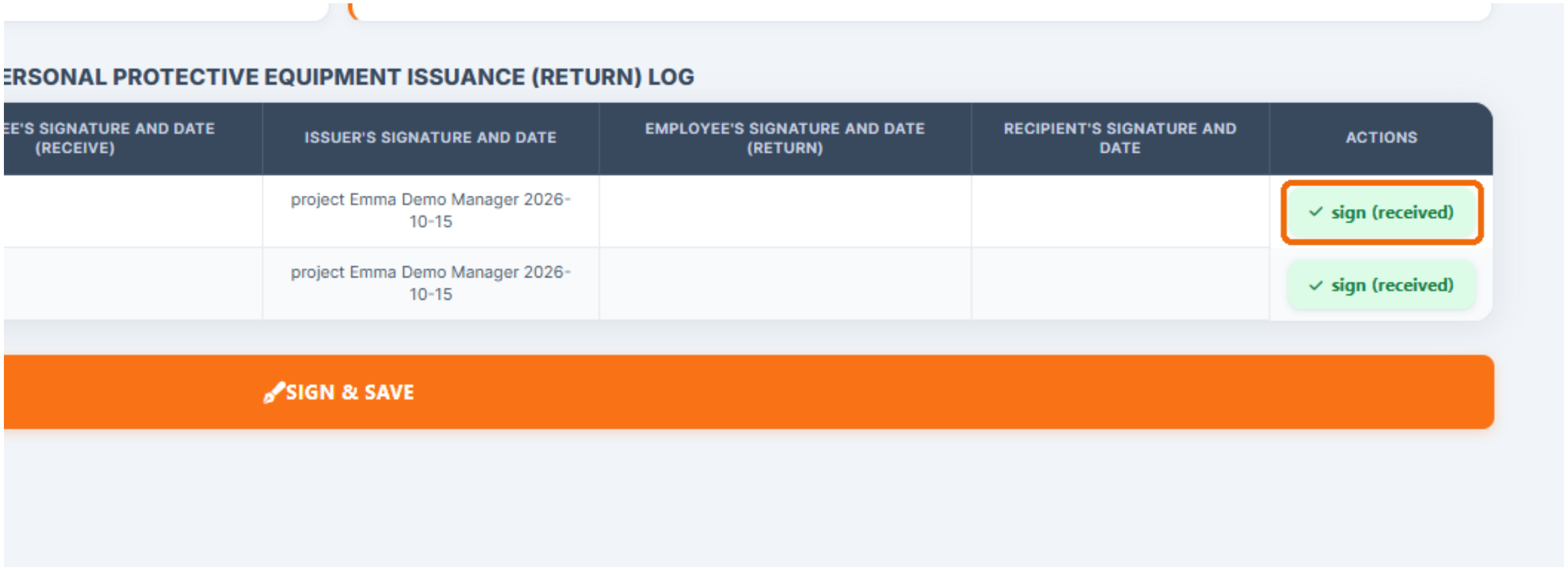
SIZE	QUANTITY	EMPLOYEE'S SIGNATURE AND DATE (RECEIVE)	ISSUER'S SIGNATURE AND DATE	EMPLOYEE'S SIGNATURE AND DATE (RETURN)	RECIPIENT'S SIGNATURE AND DATE
M	1		project Emma Demo Manager 2026-10-15		
L	1		project Emma Demo Manager 2026-10-15		

SIGN & SAVE

ISSUER'S SIGNATURE AND DATE is filled when the item is recorded in Safety, PPE Issuance Card: it shows who issued the item and on which date. The item is now waiting for you to confirm that you really received it.

My PPE

Confirm you received it



When you have the item in your hands, press sign (received) at the end of its row. Your signature and today's date are added straight away; there is no extra confirmation step, so sign only for items you have actually received. Sign each row separately; the SIGN & SAVE bar under the table is shown while an item is still waiting for your signature.

My PPE

Your receipt signature

PERSONAL PROTECTIVE EQUIPMENT ISSUANCE (RETURN) LOG

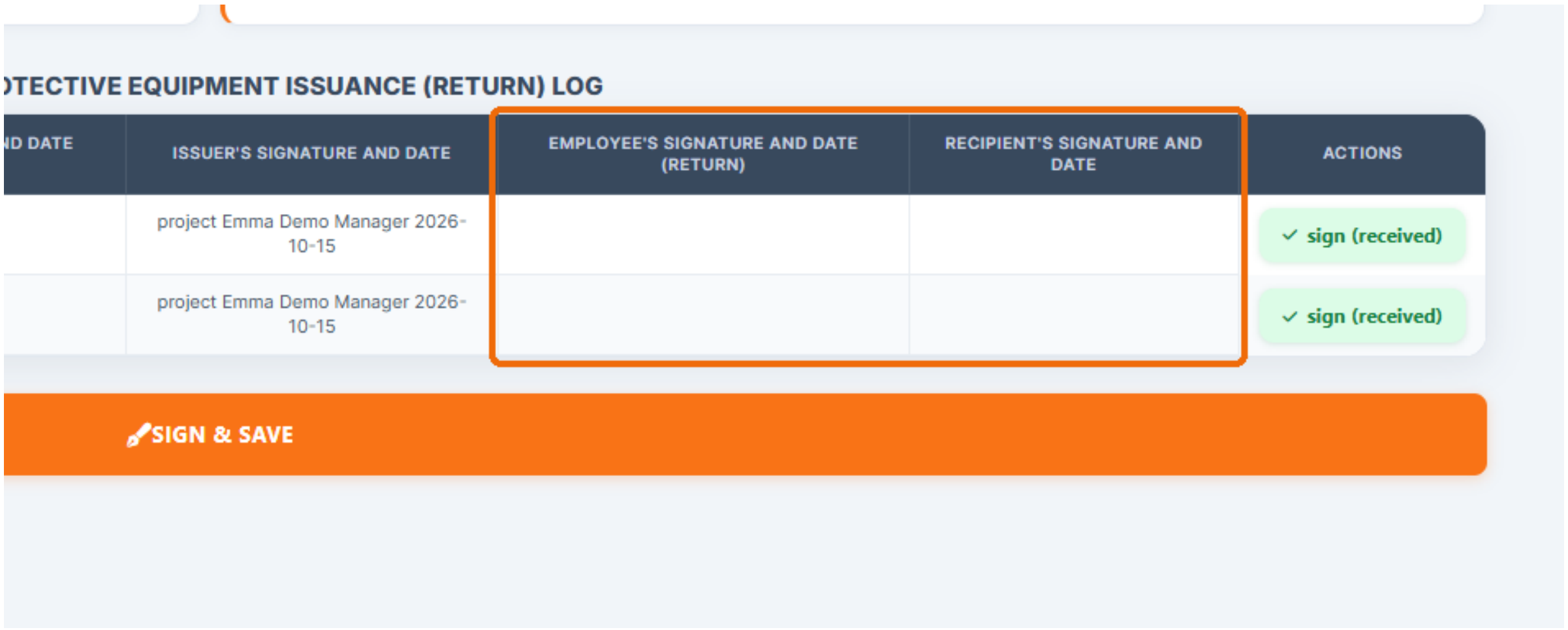
...E	UNIT/PAIR	SIZE	QUANTITY	EMPLOYEE'S SIGNATURE AND DATE (RECEIVE)	ISSUER'S SIGNATURE AND DATE	EMPLOYEE'S SIGNATURE AND DATE (RETURN)	RECIPIENT'S ...
	Unit	M	1		project Emma Demo Manager 2026-10-15		
	Pair	L	1		project Emma Demo Manager 2026-10-15		

SIGN & SAVE

The EMPLOYEE'S SIGNATURE AND DATE (RECEIVE) column then shows your signature and the date you signed. The safety specialist sees the same card in Safety, PPE Issuance Card, so both sides always know what equipment you hold.

My PPE

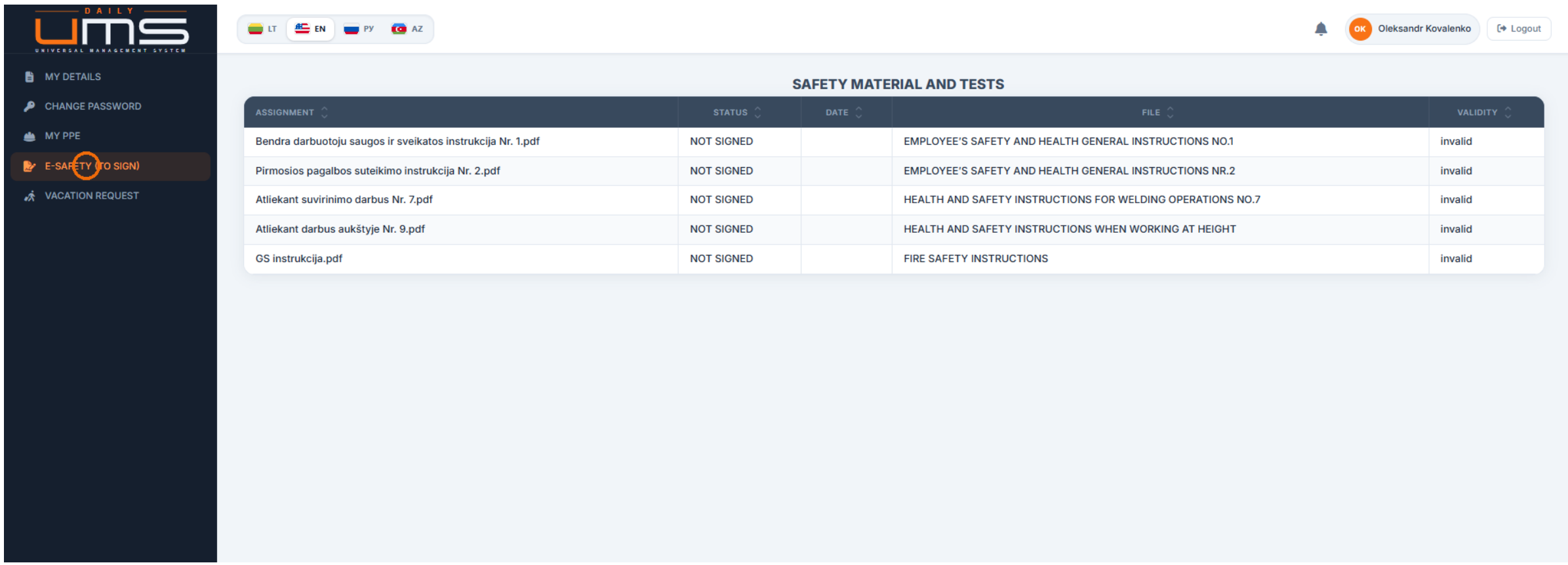
Returning an item



Once receipt is signed, the button in the row changes to sign (returned). Press it when you give the item back, for example when it is worn out or when you leave. Your signature goes into EMPLOYEE'S SIGNATURE AND DATE (RETURN), and the person who takes it back signs RECIPIENT'S SIGNATURE AND DATE. A double tick then marks the item as received and returned; a date order warning means the dates must be checked by the administrator.

E-Safety (to sign)

Open E-Safety



Open E-SAFETY (TO SIGN) in the side menu. The page SAFETY MATERIAL AND TESTS lists every safety instruction assigned to your position, for example general health and safety instructions, first aid, welding or work at height. Documents that still wait for the director's signature are not shown until the director has signed them.

E-Safety (to sign)

Status and date

SAFETY MATERIAL AND TESTS

	STATUS	DATE	FILE
:os instrukcija Nr. 1.pdf	NOT SIGNED		EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1
ıkcija Nr. 2.pdf	NOT SIGNED		EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NR.2
f	NOT SIGNED		HEALTH AND SAFETY INSTRUCTIONS FOR WELDING OPERATIONS NO.7
	NOT SIGNED		HEALTH AND SAFETY INSTRUCTIONS WHEN WORKING AT HEIGHT
	NOT SIGNED		FIRE SAFETY INSTRUCTIONS

STATUS tells you what is still to do: NOT SIGNED means you have not yet read, tested and signed the document; after signing it shows SIGNED. DATE stays empty until you sign and then shows the signing date. Click a column header with arrows to sort the list.

E-Safety (to sign)

File and validity

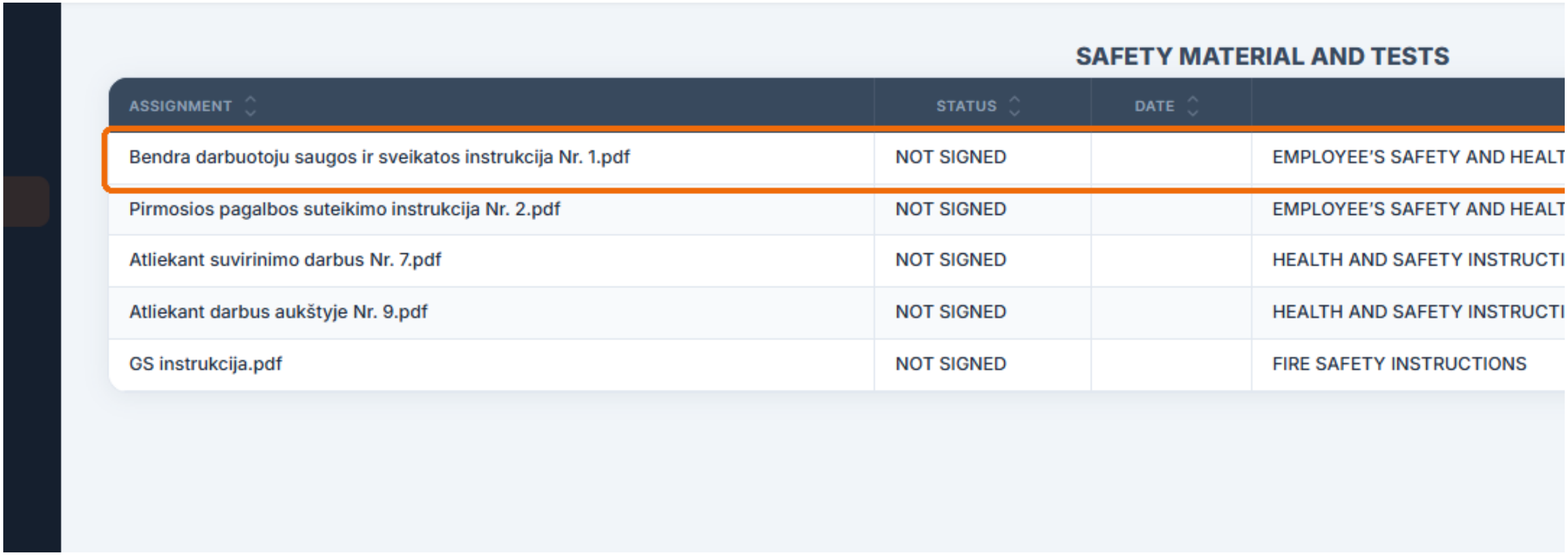
SAFETY MATERIAL AND TESTS

STATUS	DATE	FILE	VALIDITY
SIGNED		EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NO.1	invalid
SIGNED		EMPLOYEE'S SAFETY AND HEALTH GENERAL INSTRUCTIONS NR.2	invalid
SIGNED		HEALTH AND SAFETY INSTRUCTIONS FOR WELDING OPERATIONS NO.7	invalid
SIGNED		HEALTH AND SAFETY INSTRUCTIONS WHEN WORKING AT HEIGHT	invalid
SIGNED		FIRE SAFETY INSTRUCTIONS	invalid

FILE shows the full title of the instruction in your language, while ASSIGNMENT shows the PDF file name. VALIDITY shows invalid as long as the document is not signed and Valid after you sign it. Your employer sees the same status in the safety reports, so keep every row Valid.

E-Safety (to sign)

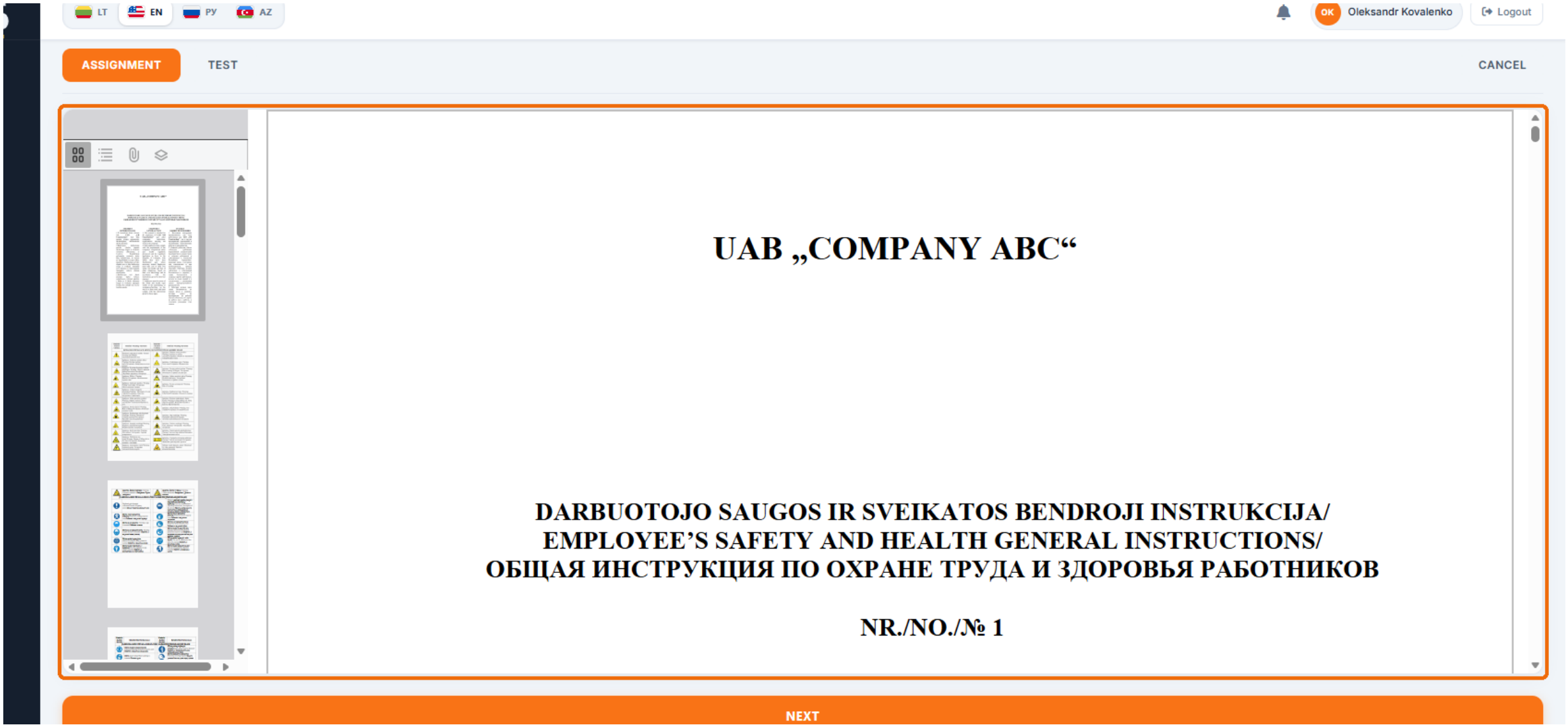
Open a document



Click anywhere in a row to open that document. In this example we open the Employee's safety and health general instructions No.1. You can open a document as often as you like; opening and reading it does not sign anything.

E-Safety (to sign)

Read the document



The ASSIGNMENT tab opens the instruction in a PDF viewer. Scroll through all pages, or click a page thumbnail on the left to jump to it. Read the whole document carefully: the test questions are based on it. CANCEL at the top right takes you back to the list without saving anything.

E-Safety (to sign)

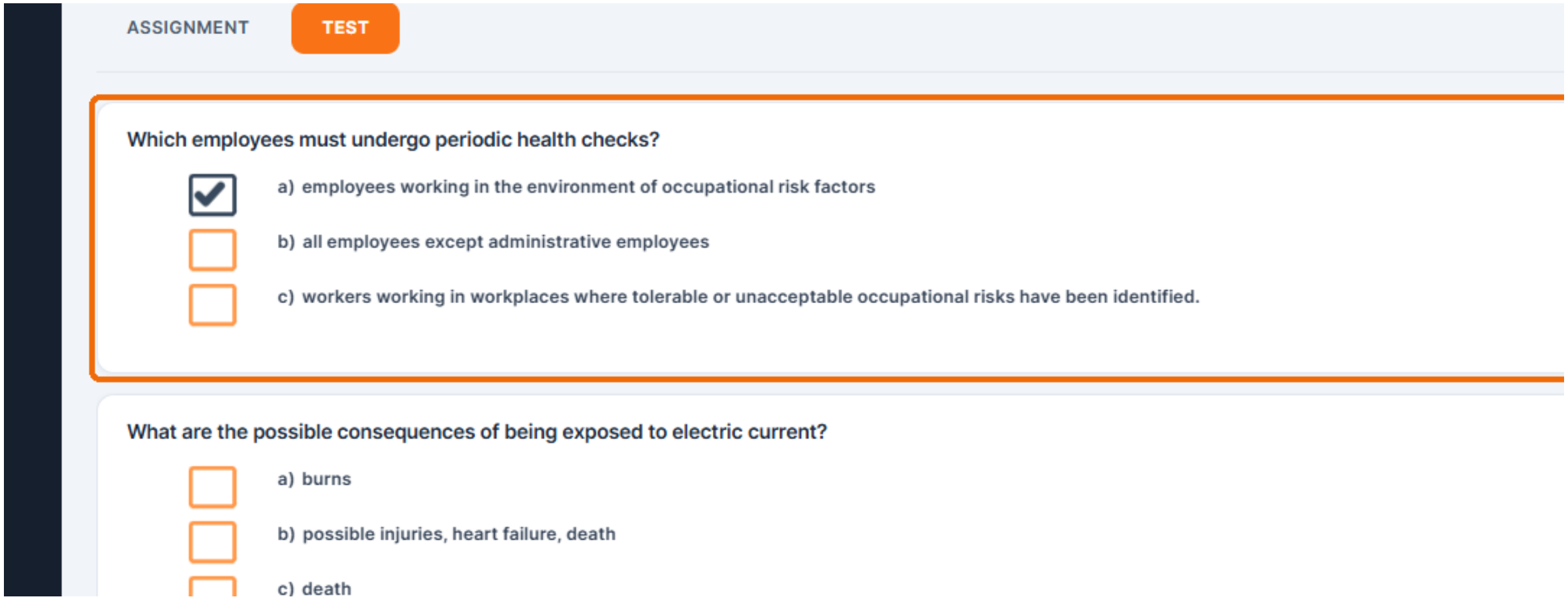
Go to the test



Press NEXT under the document, or click the TEST tab at the top, to open the test that belongs to this document. You can switch back to the ASSIGNMENT tab at any time to check something in the document before you answer.

E-Safety (to sign)

Answer the questions



Each question has several possible answers. Click the box in front of the answer you think is correct; only one answer per question can be chosen, and clicking another box moves your choice. Scroll down to answer all questions. Nothing is saved until you submit.

E-Safety (to sign)

Submit the test

ees required to undergo health checks?

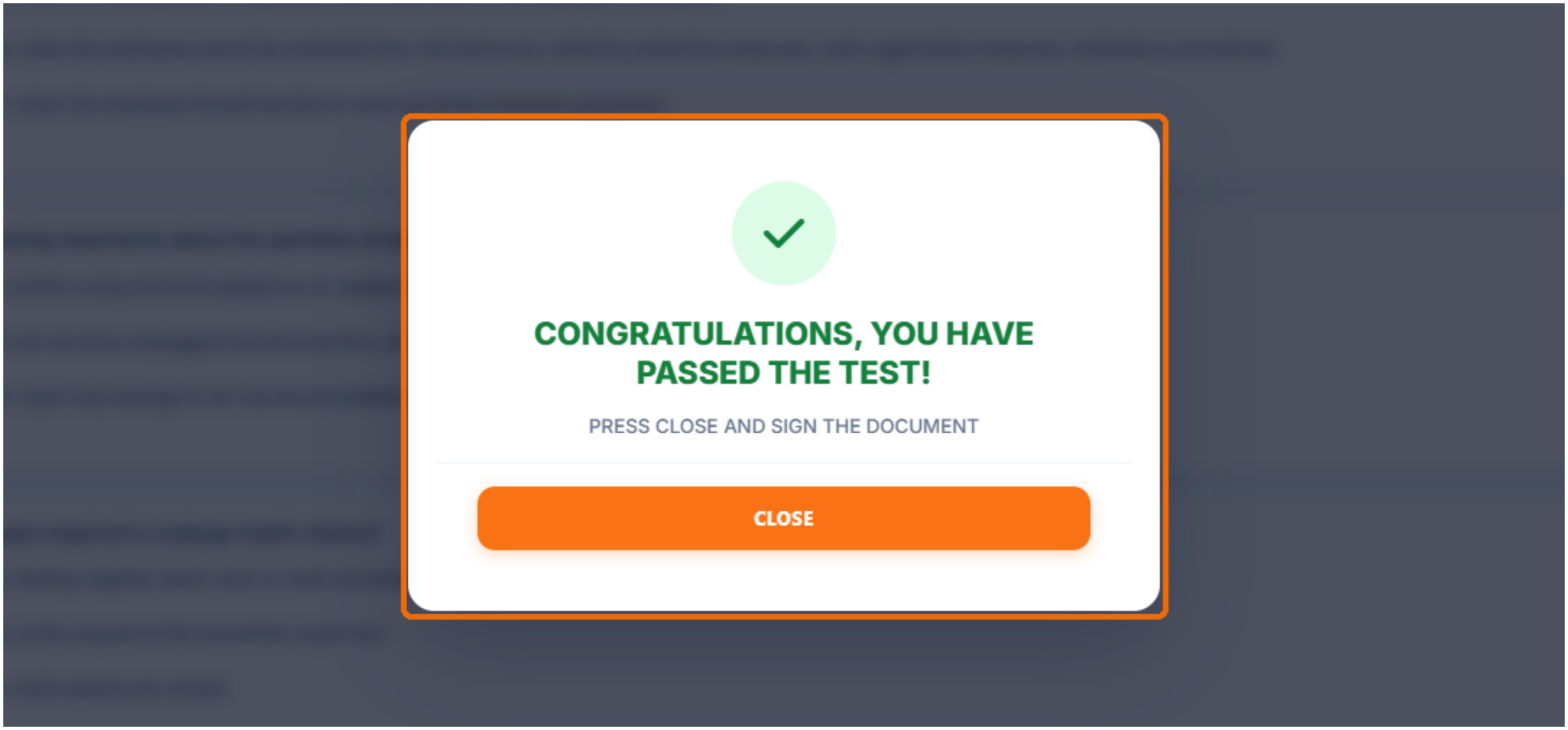
- feeling negative about work or work environmental impact
- at the request of the immediate supervisor
- both options are correct

SUBMIT

After the last question press SUBMIT. Your answers are checked at once. Each test has its own pass mark (70% of correct answers if none was set). If your score is too low, a window says YOU HAVE FAILED THE TEST and shows your answers; nothing is saved, and after closing it you can read the document again and retake the test.

E-Safety (to sign)

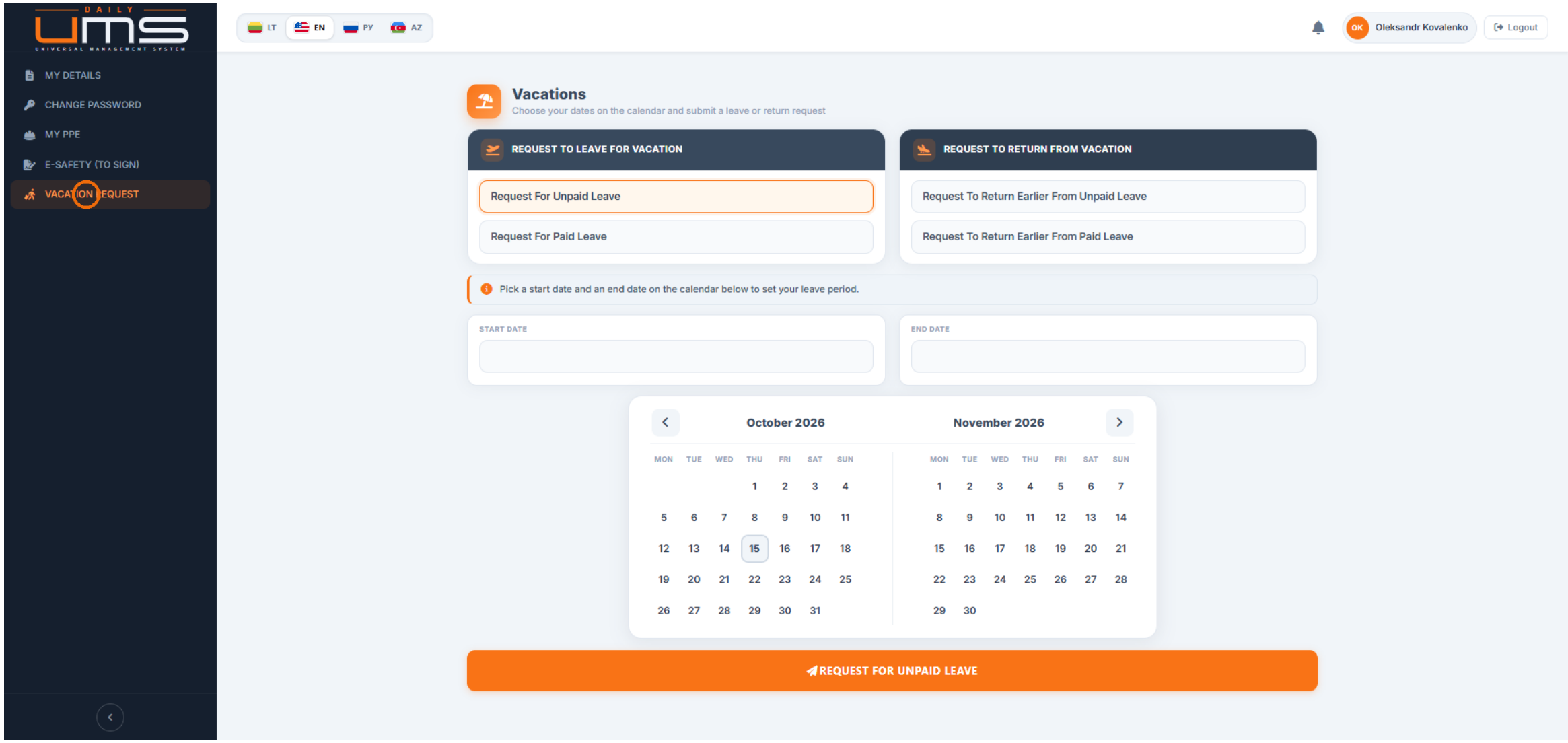
Passed: sign the document



When you pass, a window says CONGRATULATIONS, YOU HAVE PASSED THE TEST! Press CLOSE: the page reloads, shows your test results and a SIGN PDF button. Press SIGN PDF to sign. Your name and the date are added to a signed copy of the document and an e-signature record (time, device and IP address) is stored. You return to the list, where the row shows SIGNED, the date and Valid.

Vacation Request

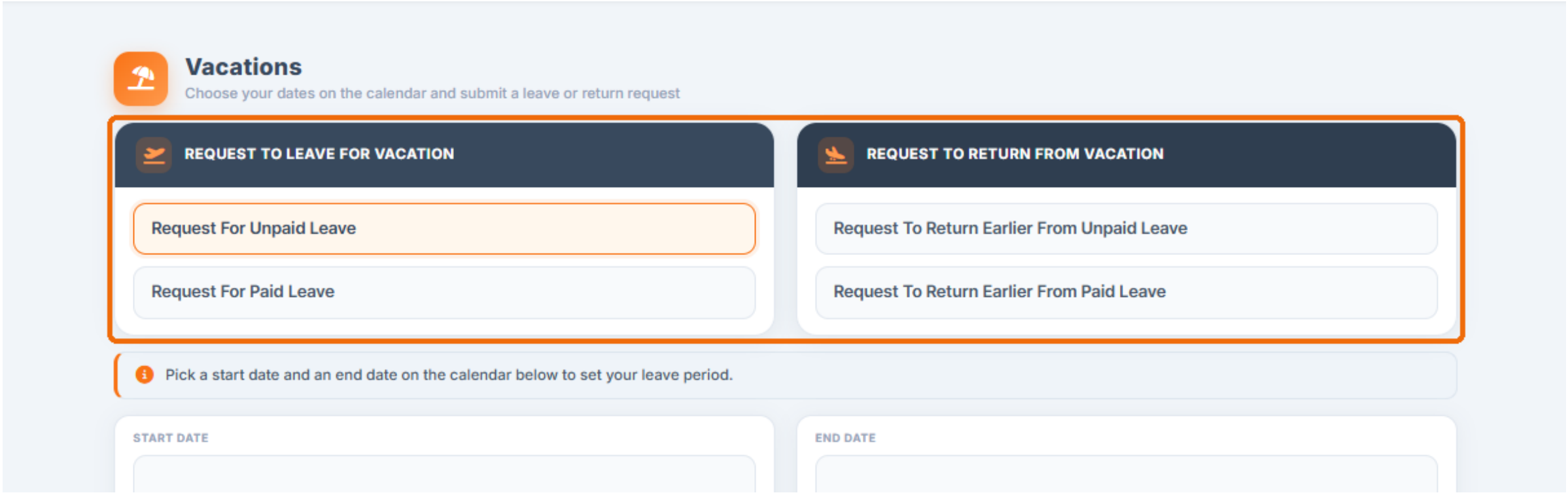
Open Vacation request



Open VACATION REQUEST in the side menu. On one page you choose the type of request, pick the dates on the calendar and send it. The system creates a signed request document for you and sends it to your director for approval, so you do not need to fill in or print anything.

Vacation Request

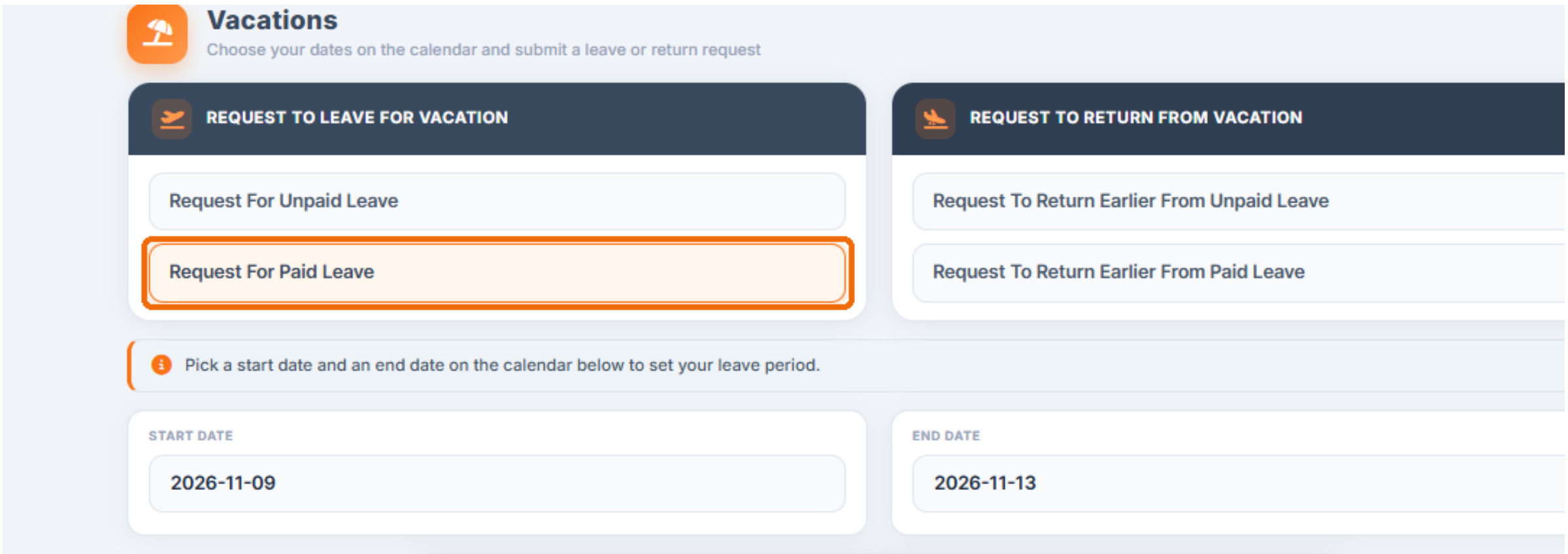
Leave or return?



REQUEST TO LEAVE FOR VACATION (left) holds the requests for unpaid leave and for paid (annual) leave. REQUEST TO RETURN FROM VACATION (right) is used when you are already on leave and want to come back earlier, from unpaid or from paid leave. Only one request type can be chosen at a time; the chosen one is highlighted in orange.

Vacation Request

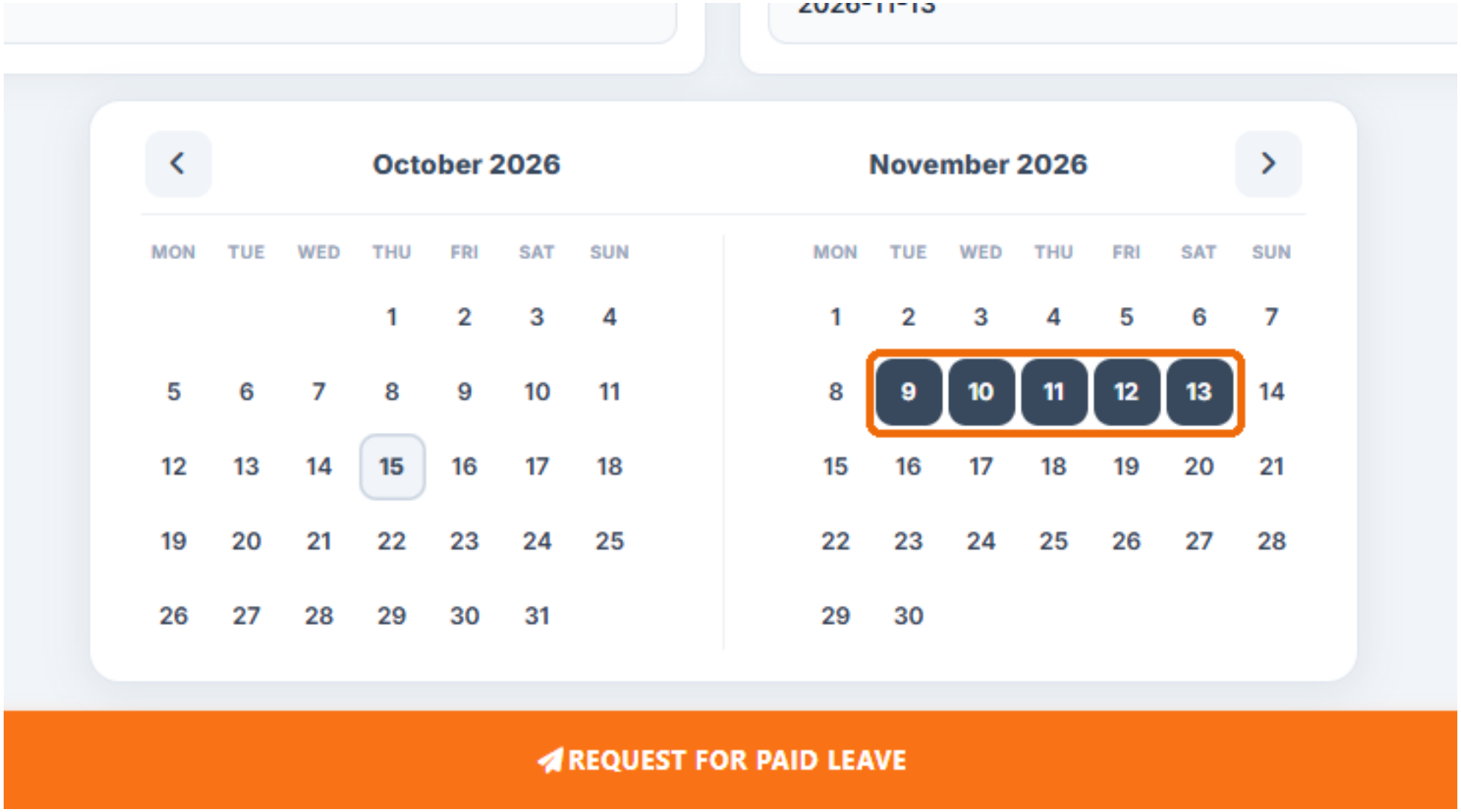
Choose the request type



Click the request you want to send. In this example Request For Paid Leave is chosen, so it is highlighted. The hint under the cards tells you what to pick next: for leave requests a start date and an end date, for return requests a single date.

Vacation Request

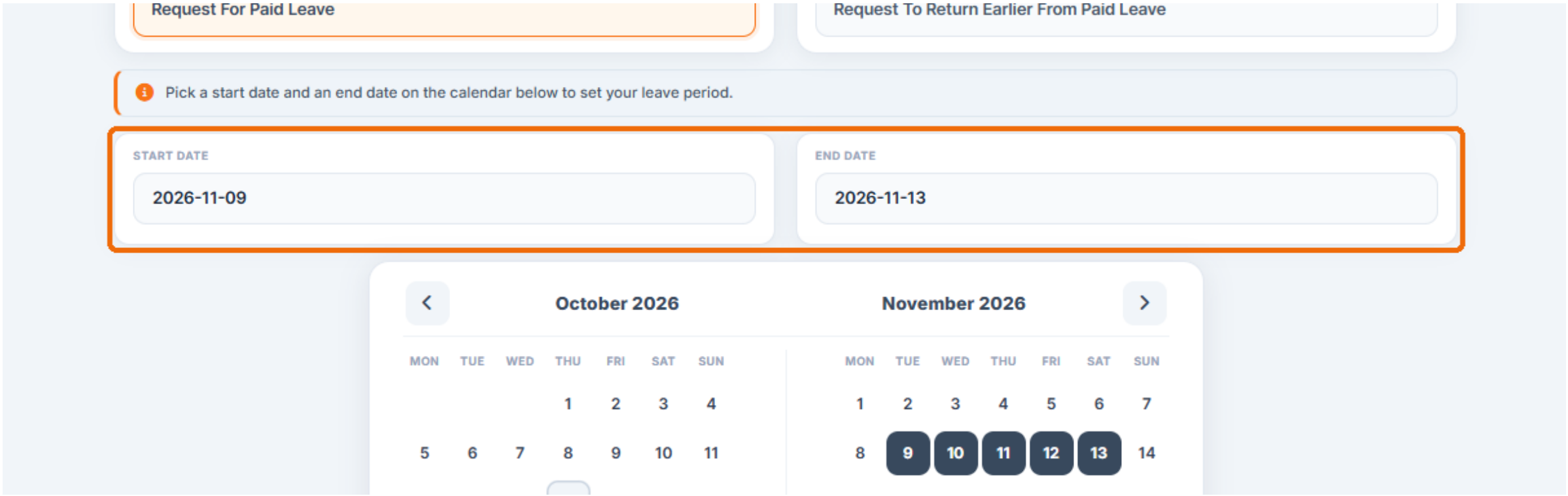
Pick your dates



The calendar shows two months; today is framed. Click the first day of your leave, then the last day; all days in between are highlighted. Use the arrows to move to earlier or later months. To change the period, simply click a new first day and a new last day. In this example the leave is from 9 to 13 November.

Vacation Request

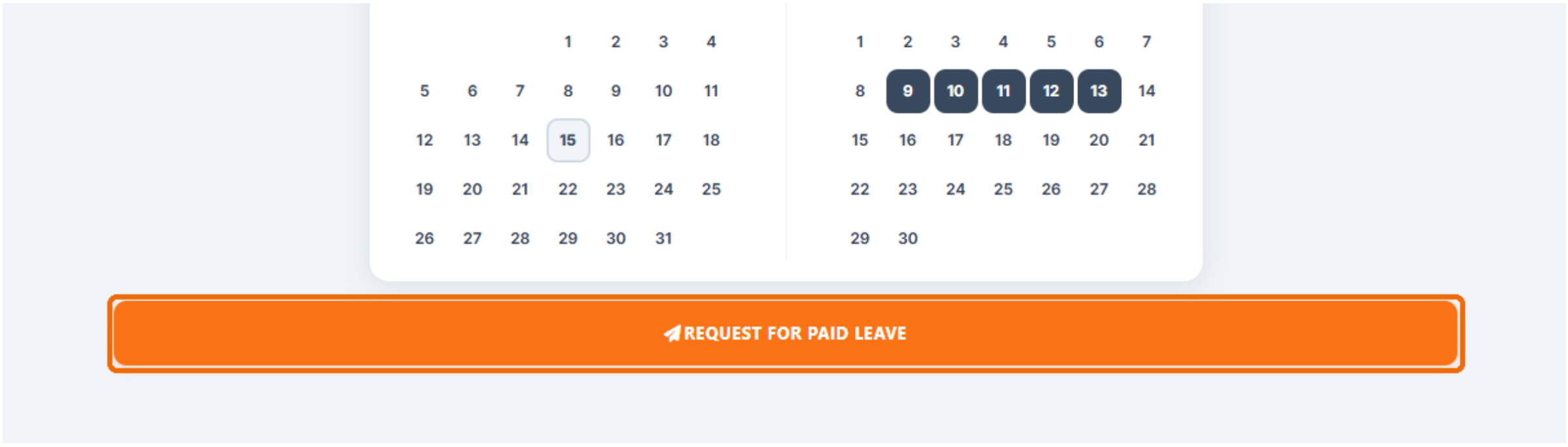
Check the dates



The chosen period appears in START DATE and END DATE above the calendar, in the format year-month-day. Check both dates before you send the request: they are printed on your signed request document and seen by the person who approves it.

Vacation Request

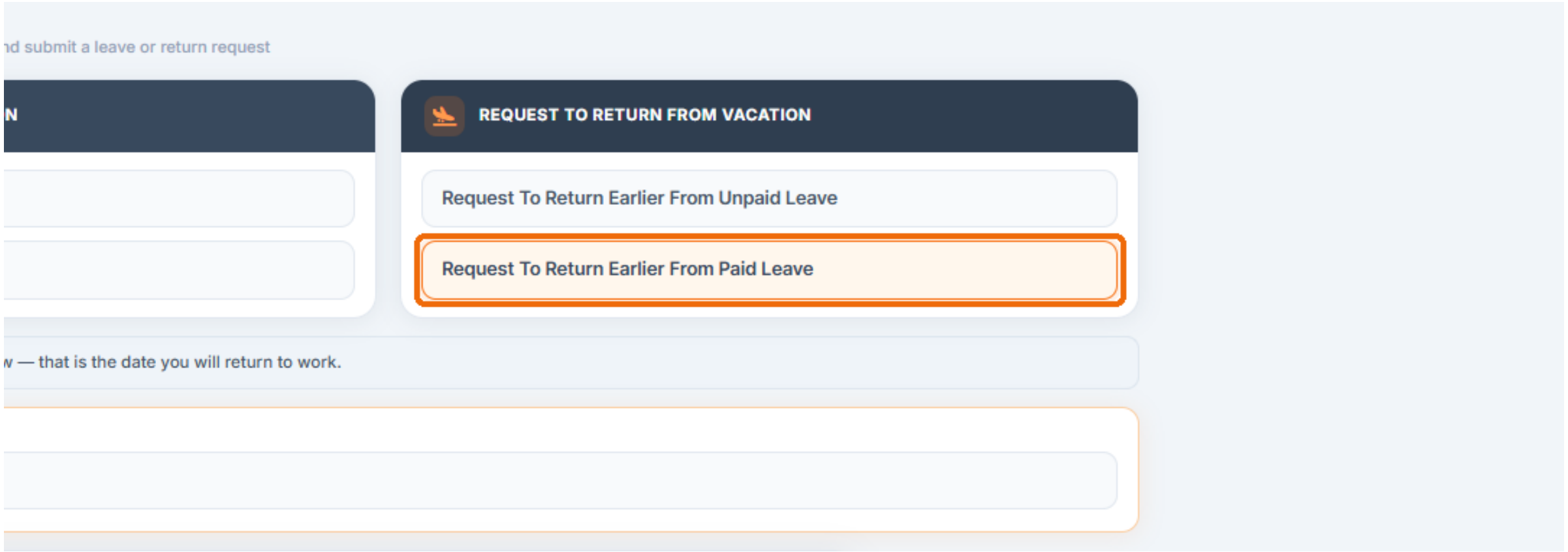
Send the request



Press the orange button under the calendar; its name matches your choice, here REQUEST FOR PAID LEAVE. The request is sent immediately: a signed request document is created from your organisation's template and your director or manager is notified by email and in the app. A message at the top of the page confirms it and offers Download signed request. If your organisation has not set up the template yet, the message tells you to inform the office.

Vacation Request

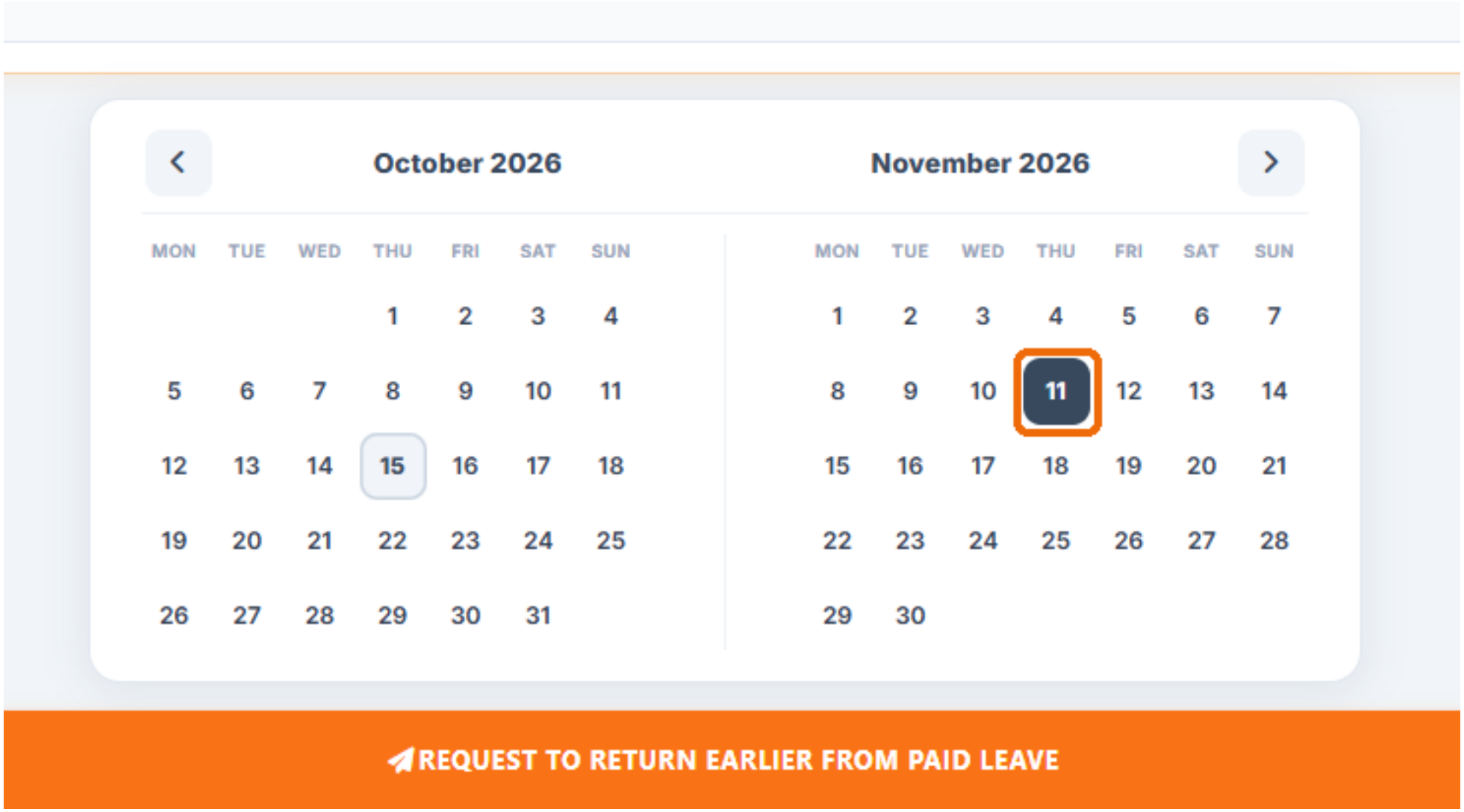
Coming back earlier



If you are on leave and want to come back earlier, click Request To Return Earlier From Unpaid Leave or From Paid Leave on the right. The hint changes to: pick a single date on the calendar, the date you will return to work. The date fields change to a single RETURN DATE.

Vacation Request

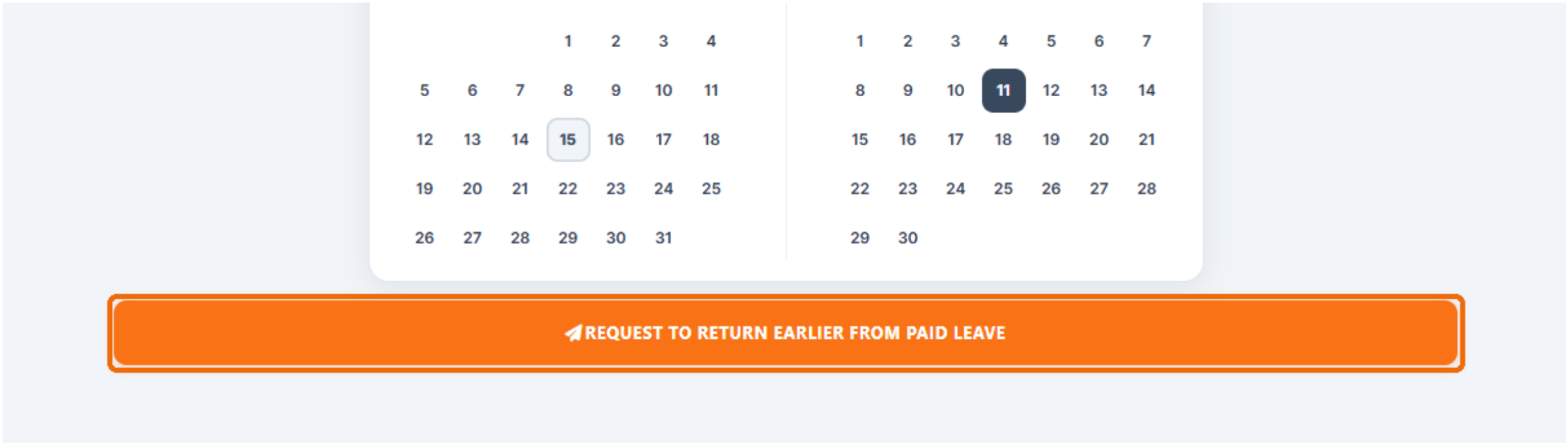
Pick the return date



Click the day you will be back at work; here 11 November. It appears in RETURN DATE. Then press the orange button, here REQUEST TO RETURN EARLIER FROM PAID LEAVE. As with leave requests, a signed document is created and sent to your director for approval.

Vacation Request

Follow your requests



After your first request, a My requests table appears under the calendar. It lists each request with CREATED, TYPE and PERIOD, its STATUS (waiting, confirmed or denied) and the DECISION, including the reason and the dates when leave is possible if it was denied. Under DOWNLOAD you find your signed request and, once decided, the confirmed or denied document. You also get an email when a decision is made.