

The logo for INAIL, consisting of the letters 'INAIL' in a bold, white, sans-serif font. A thin horizontal line is positioned below the letters, with a green segment on the left and a red segment on the right, mimicking the colors of the Italian flag.

APPLICATION GUIDE

MANAGEMENT OF HARMFUL EVENTS

VERSION 3.0

The logo for INAIL, consisting of the letters 'INAIL' in a bold, dark blue, sans-serif font. A thin horizontal line is positioned below the letters, with a green segment on the left and a red segment on the right, mimicking the colors of the Italian flag.

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# 1. CONTENTS

## 1.1. Version table

Manual version	Date	Updated Section and/or Page	Description of Change
V1.0	06/12/2023	Creation of the document	Online area "Management of Harmful Events" available for employers and their delegates
<b>IASPA and Navigation Managements: access has been enabled for employers' intermediaries and their authorised representatives</b>			
V2.0	22/10/2024	3.2.1 Users 3.2.1.3 Employer's intermediaries and their delegated representatives (IASPA Management) 4. Main page of the Management of Harmful Events 4.2 List of companies under delegation for the employer's intermediaries and their delegated representatives	The "Management of Harmful Events" area is available for employers' intermediaries of the IASPA and Navigation Managements, and their authorised representatives.
		6.6 Folder of accident notification	Navigation Management: in the event of a so-called commuting accident ( <i>infortunio in itinere</i> ), it is now possible to use the online procedural service "Employer information for accidents occurring during travel in the course of work or while commuting (in itinere)".
<b>Further updates: INAIL logo and new portal</b>			
V2.0	22/10/2024	Inail logo	The INAIL logo has been updated on the cover page and in the footers.
		New portal	Updates: images of the INAIL portal homepage (Fig. 1), login page (Fig. 2), and MyINAIL page (Fig. 3).
<b>Agriculture Management and Employers of subjects not insured with INAIL: access has been enabled for employers' intermediaries and their delegated representatives</b>			
V3.0	16/07/2025	3.2.1 Users 3.2.1.3 Employer's intermediaries and their authorised intermediaries (IASPA, Navigation, Agriculture, and Employers of subjects not insured with INAIL) 4.2. Management of Delegations for Employer Intermediaries and Their Representatives (IASPA or Navigation, Agriculture and	The "Management of Harmful Events" area is available for employers' intermediaries of the Agriculture Management and of Employers of subjects not insured with INAIL, and their authorised representatives.

	Employers of Subjects Not Insured with INAIL) 4.2.1. Filter by Company Name (IASPA and Navigation Management) 4.2.2. Filter by Company Code (IASPA and Navigation Management) 4.2.3. Filter by Initial letter of the Company Name (IASPA and Navigation Management) 4.3.5. Menus and functions	
	5. How Management of Harmful Events works	Links have been added to access the page providing further details on the online procedural services.
	6.6 Folder of accident notification	Agriculture Management: in the event of a so-called commuting accident ( <i>infortunio in itinere</i> ), it is now possible to use the online procedural service "Employer information for accidents occurring during travel in the course of work or while commuting (in itinere)".

## 1.2. Terms and Acronymus – Management of Harmful Events

The acronymus used in this document are listed below.

Terms/ Acronymus	Definizion
INAIL	National Institute for Insurance against Workplace Accidents
IASPA	Management of Industry, Craft, Services, and Public Administrations sectors holding a Territorial Insurance Position
SPID	Public Digital Identity System
CNS	National Services Card
CIE	Electronic Identity Card

## 2. WHAT IS MANAGEMENT OF HARMFUL EVENTS

The Management of Harmful Events area, dedicated to employers, is a new online section designed to provide users with all relevant information, updates, and functions related to the *Benefits* area. It allows a comprehensive overview of:

- **Regulatory obligations** under the employer's responsibility, along with their processing status — including *Accident Notifications*, *Accident Reports*, *Occupational Disease Reports*, and *Silicosis/Asbestosis Reports* in draft status, to be sent, already sent, or registered.
- **Subsequent status updates** to "Case File" (*Pratica*) when the competent INAIL office takes charge of the case, opening the investigation and processing it until closure.
- **Notifications of investigative acts** sent by the competent INAIL office, which the user can complete and submit online (previously sent by regular mail) as an addition to a previously submitted accident or occupational disease report.  
When the *Performance Management System* (SGP, replacing GRAI) becomes operational, it will send push notifications that will appear in the *Management of Events of Harmful* section.

Furthermore, from the main menu of **Management of Harmful Events**, users can access the online services within the *Benefits* area, including:

- Accident Report / Notification
- Occupational Disease Report
- Silicosis/Asbestosis Report
- Accident Notification
- Accident Dashboard
- Medical Certificate Search

### 3. HOW TO ACCESS MANAGEMENT OF HARMFUL EVENTS

#### 3.1. Inail portal

The first step is to connect to the official INAIL portal: [www.inail.it](http://www.inail.it).

From here, to access the Institute's online services, you need to select "Access online services" (*Accedi ai servizi online*).

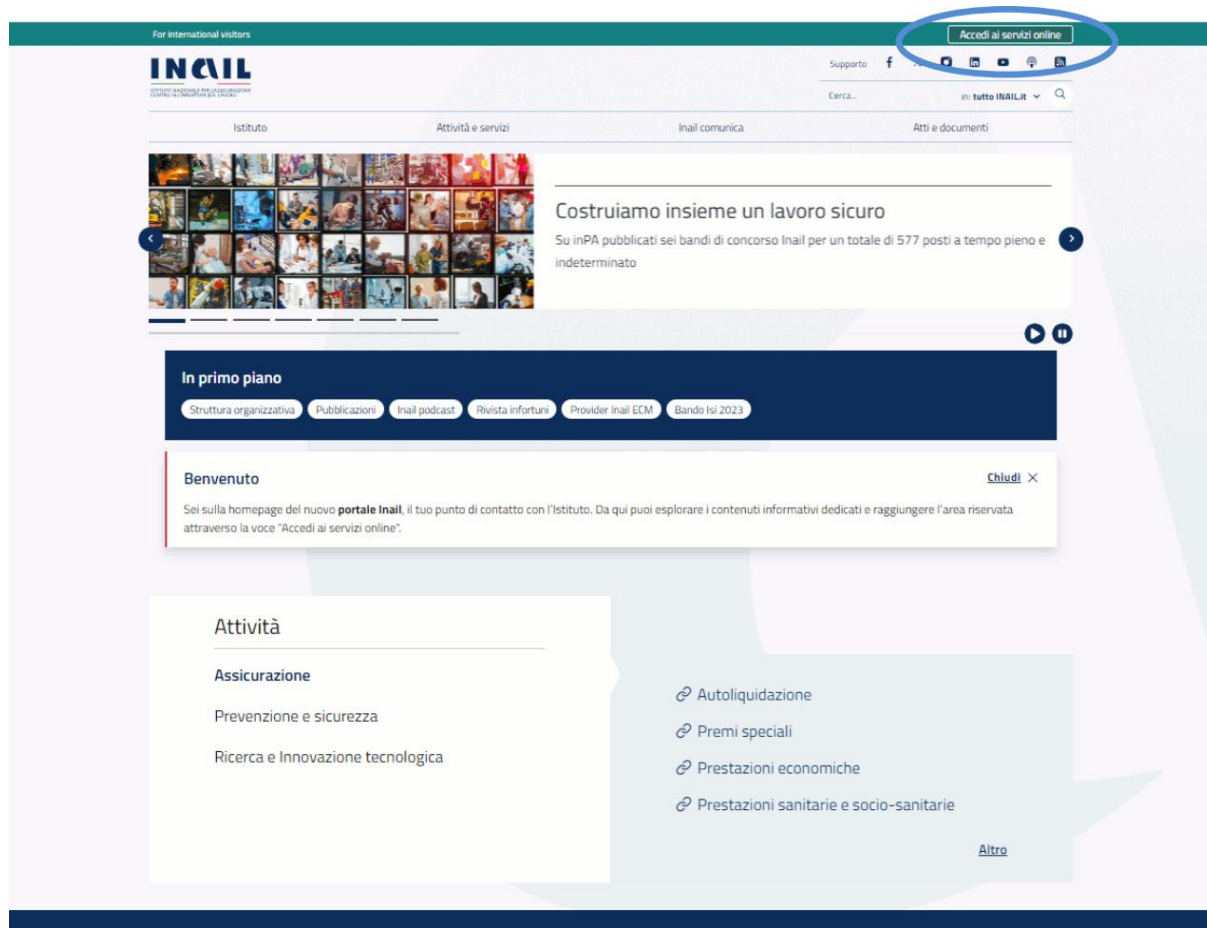


Figure 1 – INAIL portal Homepage

#### 3.2. Login

The user is then directed to the login page, where online services can be accessed using SPID (Public Digital Identity System), CNS (National Service Card), or CIE (Electronic Identity Card).

Home > [Accedi ai Servizi Online](#) > Entra con SPID, CNS e CIE

> [Accedi ai Servizi on-line](#)

> [Accedi al Digital Workplace Inail](#)

> [Accedi con credenziali INPS](#)

> [Richieste di abilitazione](#)

> [Obblighi per gli utenti dei servizi online](#)

### Accedi ai Servizi on-line

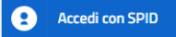
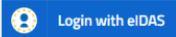
SPID	CNS	CIE	CREDENZIALI INAIL
<p><b>SISTEMA PUBBLICO DI IDENTITÀ DIGITALE (SPID)</b></p> <p>Le credenziali Spid di secondo livello permettono l'accesso sia ai servizi online per i lavoratori, per la consultazione/gestione dei propri dati, sia ai servizi online per le ditte.</p> <p>Se non sei ancora in possesso di credenziali Spid, cliccando sul pulsante "Entra con SPID" e scegliendo dall'elenco un Identity Provider, seguendo le istruzioni indicate, è possibile richiedere le credenziali. Se, invece, sei già in possesso delle credenziali Spid, cliccando sul pulsante "Entra con SPID" e scegliendo dall'elenco il proprio Identity Provider, si può eseguire l'autenticazione e accedere ai servizi a cui è abilitato.</p> <p>Le informazioni utili ad ottenere la preventiva abilitazione al ruolo d'appartenenza, sono disponibili alla pagina <a href="#">Richieste di abilitazione</a> del portale <a href="http://www.inail.it">www.inail.it</a>.</p> <div style="text-align: center; margin-top: 20px;"> <p> <b>Accedi con SPID</b></p> <p><a href="#">Maggiori informazioni su Spid</a></p> <p>Sign in with a digital identity from another European Country</p> <p> <b>Login with eIDAS</b></p> <p><a href="#">Learn more about eIDAS</a></p> </div>			

Figure 2 – Login page

### 3.2.1. Users

The Management of Harmful Events service is accessible to:

- Employers and their authorized representatives;
- User with single service credentials (limited to employers in the agriculture sector and employers of subjects not insured with INAIL);
- Employer intermediaries and their authorized representatives for the management of IASPA, Navigation, Agriculture, and employers of subjects not insured with INAIL.

#### 3.2.1.1. Employers and their authorized representatives (IASPA, State Account, and Navigation Managements)

The following are authorized to access the Management of Harmful Events service:

- Employers of companies, and their authorized representatives, for injuries occurring to workers in the Industry, Craft, Services, and Public Administration sectors who have a specific insurance relationship with INAIL (IASPA management).
- Employers responsible for a Public Administration structure and their authorized representatives, for accident events concerning personnel covered under the special State Account management.
  - A "structure" refers to an office with managerial autonomy, identified by the Administration based on its location and functional scope, where the activity is carried out.
- Maritime employers and Captains in the Navigation sector.

### 3.2.1.2. Users with single service Credentials (Employers in the Agriculture Sector and Employers of Subjects Not Insured with INAIL)

For users with single service credentials, the *Employer's Management of Harmful Events service* is reserved exclusively for employers in the agriculture sector and employers of subjects not insured with INAIL, as specified in the information available on the welcome page of the Management of Harmful Events system.

To access the Management of Harmful Events system, the mentioned employers must necessarily have *single service credentials*, which are automatically obtained by logging in to INAIL's online services using SPID (Public Digital Identity System), CNS (National Service Card), or CIE (Electronic Identity Card).

### 3.2.1.3. Employer Intermediaries and their Authorized Representatives (IASPA, Navigation, Agriculture, and Employers of Subjects Not Insured with INAIL)

For employer intermediaries and their authorized representatives, access to the functionalities of the Management of Harmful Events service depends on the management type of the employer.

- **IASPA or Navigation management:** Access is granted after selecting the company for which the user intends to operate, using the dedicated list of companies representatives to the logged-in user.
- **Agriculture management or Employers of subjects not insured with INAIL:** Access to the functionalities of the Management of Harmful Events service is granted by selecting the appropriate options available on the initial screen.

## 3.3. MyInail

After logging in using the methods described in the previous chapter, the MyInail page appears, showing the "recommended services" and offering the possibility to add or remove an online service from the user's favorites, selected from the services to which the user is authorized to access.

The screenshot shows the MyInail user interface. At the top, there is a navigation bar with the INAIL logo, a search bar, and social media links. Below this, a green banner identifies the user as 'GLORIA BAU' and 'Consulente del lavoro'. The main content area is titled 'Servizi per te' and includes a 'Mostra servizi consigliati' button. The 'Servizi preferiti' section is highlighted with a blue background and contains a list of services. Two services are currently listed: 'Gestione eventi lesivi' and 'Denuncia/Comunicazione di Infortunio'. A blue arrow points from the 'Denuncia/Comunicazione di Infortunio' card to the 'Gestione eventi lesivi' card. A third service, 'Aggiungi preferito', is shown in a dashed box, indicating it is not yet added. A button at the bottom right of the section says 'Accedi alla lista dei servizi'.

Figure 3 – MyInail

## 4. MAIN PAGE OF MANAGEMENT OF HARMFUL EVENTS

Once the Management of Harmful Events section has been selected as described in the previous chapter, the main page opens, displaying the functions available to the user. Some of these functions vary depending on the type of management and user profile, along with the information immediately accessible.

### 4.1. Information page for Users with single service credentials

For these users, a specific notice is first displayed regarding the use of the service, which is reserved exclusively for Employers in the Agriculture sector and for Employers of subjects not insured with INAIL. Confirmation that the notice has been read is required before proceeding.

The screenshot shows the INAIL website interface. At the top, the INAIL logo is displayed with the text 'ISTITUTO NAZIONALE PER L'ASSICURAZIONE CENTRO GLI INFORTUNI SUL LAVORO'. Below the logo is a navigation menu with items: ISTITUTO, ATTIVITÀ, ATTI E DOCUMENTI, COMUNICAZIONE, SERVIZI PER TE, SUPPORTO, and ESCI. A green bar below the menu contains the text 'Benvenuto/a' and navigation icons for 'My Home', 'Agenda', 'Pratiche', and 'Provvedimenti'. The breadcrumb trail reads 'Gestione eventi lesivi > Gestione utenti con credenziali dispositive'. The main content area is titled 'Gestione utenti con credenziali dispositive'. On the left, there is a sidebar with a 'Torna alla homepage' button and a list of menu items: 'Gestione eventi lesivi' and 'Gestione utenti con credenziali dispositive'. Below the sidebar is a 'Utilità' section with a 'Documentazione' link. The main content area contains a notice: 'Il servizio è riservato esclusivamente a DATORI DI LAVORO DEL SETTORE AGRICOLTURA e DATORI DI LAVORO DI SOGGETTI NON ASSICURATI INAIL (Es.: personale addetto alla navigazione aerea, volontari del corpo nazionale dei Vigili del Fuoco e della Protezione civile, impiegati e dirigenti assicurati all'ENPAIA, giornalisti assicurati all'INPGI, ecc...)'. Below the notice is a checkbox labeled 'Confermo di aver preso visione di quanto sopra descritto'. Underneath is a dropdown menu labeled '\*Tipologia di datore di lavoro' with the option '- seleziona -'. A user profile icon is visible in the bottom right corner.

Figure 4 – Acknowledgement page for the notice dedicated to employers in the Agriculture sector or employers of subjects not insured with INAIL

Once the notice has been acknowledged, the user is asked to specify the type of employer profile with which they intend to access the Management of Harmful Events functions, i.e. as an Employer in the Agriculture sector or as an Employer of subjects not insured with INAIL.

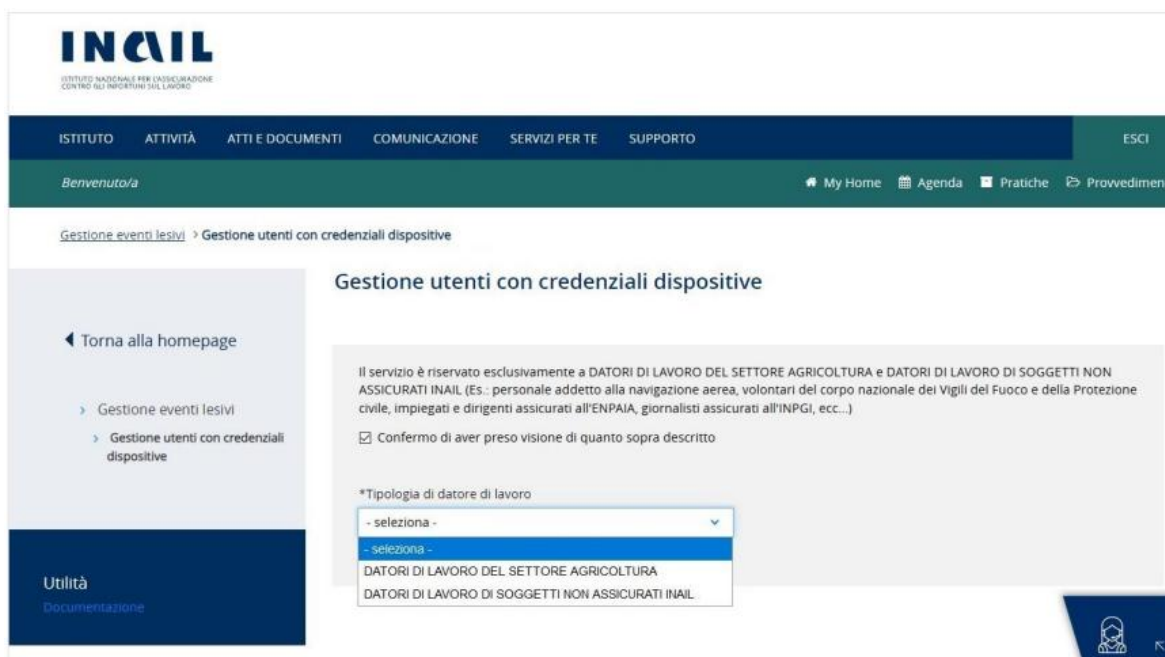


Figure 5 – Selection of the employer type for the Agriculture sector or employers of subjects

#### 4.2. Management of Delegations for Employer Intermediaries and Their Representatives (IASPA or Navigation, Agriculture, and Employers of Subjects Not Insured with INAIL)

For these users, on the *Delegations Management* page, the intermediary must first select one of the available options corresponding to the type of management to which the employer belongs.

If the intermediary holds a delegation/mandate on behalf of employers in the IASPA or Navigation sectors, they must select the option “Search harmful events – IASPA management companies.”

Once this option is chosen, the list of all companies delegated to the user is displayed. If the companies exceed 10, a page-number navigation bar appears at the bottom of the list to allow quicker browsing.

By clicking the eye-shaped icon next to any record in the list, the user accesses the main page of the Management of Harmful Events.

**INCIL**  
ISTITUTO NAZIONALE PER LA GESTIONE  
CONTRATTI DI INTERMEDIAZIONE SUI LAVORI

ESCI  
MyInail

Consulente

Gestione eventi lesivi > Gestione deleghe

### Gestione deleghe

Il servizio consente la visualizzazione dello stato di lavorazione della comunicazione e delle denunce e dello stato di lavorazione della pratica di infortunio sul lavoro e/o malattia professionale nonché l'invio delle ulteriori informazioni utili al prosieguo dell'istruttoria e alla definizione della pratica di infortunio sul lavoro e/o malattia professionale per gli intermediari dei datori di lavoro del settore IASPA. Le suddette funzionalità sono disponibili agli intermediari del datore di lavoro agricolo limitatamente agli infortuni. Il servizio è disponibile altresì agli intermediari dei datori di lavoro privati di lavoratori assicurati presso altri Enti o con polizze private- soggetti non assicurati Inail - per la visualizzazione dello stato di lavorazione della comunicazione di infortunio. Tramite le funzionalità presenti nel menu laterale è possibile accedere ai servizi specifici per la compilazione e trasmissione della comunicazione di infortunio e le denunce di infortunio/malattia professionale.

In caso di intermediario con delega/mandato per conto di datori di lavoro del settore IASPA, selezionare l'opzione: **Ricerca eventi lesivi aziende gestione IASPA**

In caso di intermediario con delega/mandato per conto di datori di lavoro del settore agricoltura, selezionare l'opzione: **Ricerca infortuni aziende gestione agricoltura**

In caso di intermediario con delega/mandato per conto di datori di lavoro privati di lavoratori assicurati presso altri Enti o con polizze private, selezionare l'opzione: **Ricerca infortuni aziende datori di lavoro non assicurati Inail**

Ricerca Eventi Lesivi Aziende Gestione IASPA  
 Ricerca Infortuni Aziende Gestione Agricoltura  
 Ricerca Infortuni Aziende Datori Di Lavoro Non Assicurati Inail

**FILTRA PER:**

Attenzione !! I caratteri seguenti non possono essere utilizzati nella ricerca per Ragione Sociale o per iniziali della Ragione Sociale:  
 " " & < > = , . / \ \* ( ) % # ' "

Ragione Sociale:  Codice Ditta:  Iniziali Della Ragione Sociale:

Annulla FILTRA

Lista della gestione deleghe Elementi Per Pagina: 10

Codice Ditta	Ragione sociale	
48	Prova ISI	
88	AAA - MANUALI	
869	prova ricorso	
7707	8888	
8351	Test Ipsema	
11631	prova artigiani	
14059	prova cessate ok	
32647	AAA- MANUALI FRANTOI	
47131	prova cessate ok	
56491	Basi calcolo 2009	

1 2 3 4 5 6 7 8 9 10 avanti >

Figure 6 – Delegation Management – IASPA or Navigation management companies

It is also possible to refine the search for the company of interest by using the filters available on the page, which are described in the following three chapters.

If the intermediary holds a delegation/mandate on behalf of employers in the Agriculture sector, they must select the option "Search harmful events – Agriculture management companies." After choosing the option and clicking the NEXT button, the system opens the main page of the *Harmful Event Management* system.



Figure 6.1 – Delegation Management – Agriculture management companies

If the intermediary holds a delegation/mandate on behalf of private employers of workers insured with other entities or with private insurance, they must select the option "Search harmful events – Employers not insured with INAIL."

After choosing the option and clicking the NEXT button, the system opens the main page of the *Accident Event Management* system.

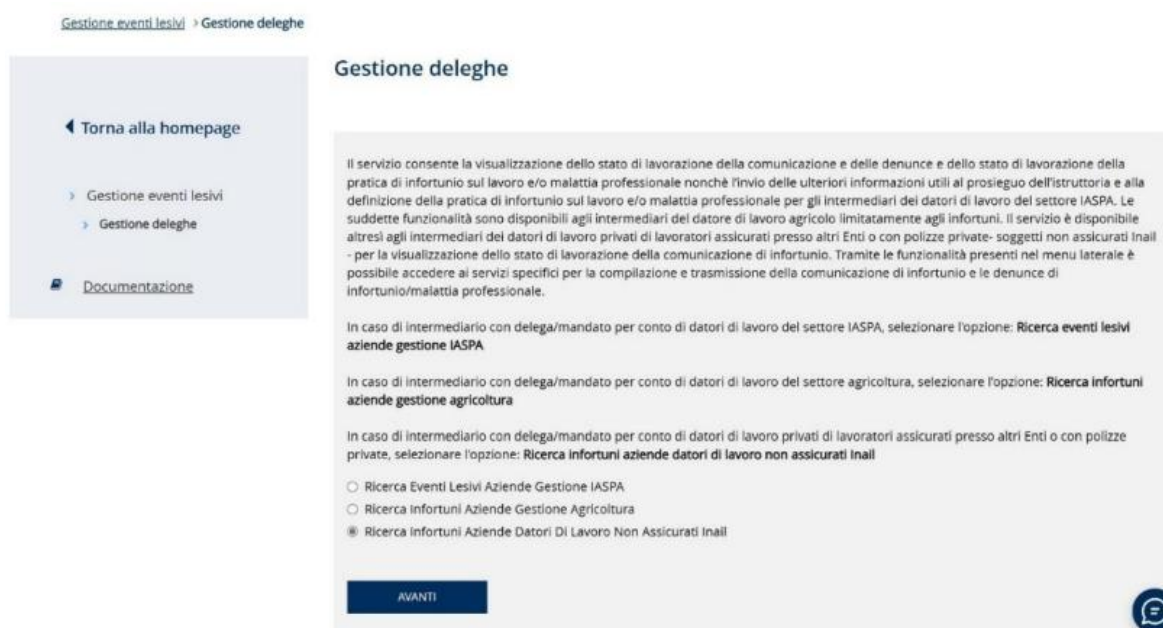


Figure 6.2 – Delegation Management – Employers of subjects not insured with INAIL

#### 4.2.1. Filter by Company Name (IASPA and Navigation Management)

It is possible to filter the list of delegated companies by entering the full company name, or part of it, in the Company Name search field.

FILTRA PER: ▲

Attenzione !! I caratteri seguenti non possono essere utilizzati nella ricerca per Ragione Sociale o per iniziali della Ragione Sociale:  
 ` ` - & < > = ; , + . / \ \* ( ) % # `

Ragione Sociale

Codice Ditta

Iniziali Della Ragione Sociale

Annulla FILTRA

Lista della gestione deleghe Elementi Per Pagina  
10 ▼

Codice Ditta	Ragione sociale	
265589	pescatore 1	
495170	pescatore 2	
3928980	PESCA2	

Figure 7 – Filter by company name

**WARNING:** For security reasons, the following characters, as indicated in the *FILTER BY* section, cannot be used in the search:

` ` " - & < > = ; , + . / \ \* ( ) % #

If one or more of these characters are entered, the system displays an error message.

Iniziali Della Ragione Sociale

%

Attenzione !! Sono stati inseriti caratteri non consentiti

After clicking the **FILTER** button, the list is populated with the companies whose names contain the sequence of characters entered. By clicking the eye-shaped icon next to the desired record in the list, the user is taken to the main *Management of Harmful Events* page.

#### 4.2.2. Filter by Company Code (IASPA and Navigation Management)

It is possible to filter the list of delegated companies by entering the *Company Code* in the corresponding search field.

After clicking the **FILTER** button, the list is populated with the data of the company matching the entered code.

**FILTRA PER:**

Attenzione !! I caratteri seguenti non possono essere utilizzati nella ricerca per Ragione Sociale o per iniziali della Ragione Sociale:  
 ' " - & < > = ; , + . / \ \* ( ) % # `

Ragione Sociale:     Codice Ditta:     Iniziali Della Ragione Sociale:

[Annulla](#) [FILTRA](#)

Lista della gestione deleghe Elementi Per Pagina:

Codice Ditta	Ragione sociale	
265589	pescatore 1	

Figure 8 – Filter by company code

### 4.2.3. Filter by Initial letter of the Company Name (IASPA and Navigation Management)

It is also possible to filter the list of delegated companies by entering the initial letter of the company name in the appropriate search field.

**FILTRA PER:**

Attenzione !! I caratteri seguenti non possono essere utilizzati nella ricerca per Ragione Sociale o per iniziali della Ragione Sociale:  
 ' " - & < > = ; , + . / \ \* ( ) % # `

Ragione Sociale:     Codice Ditta:     Iniziali Della Ragione Sociale:

[Annulla](#) [FILTRA](#)

Lista della gestione deleghe Elementi Per Pagina:

Codice Ditta	Ragione sociale	
265589	pescatore 1	
495170	pescatore 2	
3928980	PESCA2	

Figure 9 – Filter by initial letter of the company name

**WARNING:** For security reasons, the following characters, as indicated in the *FILTER BY* section, cannot be used in the search: ` ' " " - & < > = ; , + . / \ \* ( ) % # If one or more of these characters are entered, an error message is displayed.

**Iniziali Della Ragione Sociale**

96

Attenzione !! Sono stati inseriti caratteri non consentiti

After clicking the **FILTER** button, the list is populated with the companies whose names begin with the sequence of characters entered.

Whether performing a custom search or starting from the initial list, clicking the eye-shaped icon next to the selected record will open the main *Management of Harmful Events* page.

Codice Ditta	Ragione sociale	
56491	Basi calcolo 2009	 <input type="button" value="Visualizza"/>
60994	Basi calcolo 2009	
162043	BBB	
312821	BBCC	

Figure 10 – Access to the main screen

### 4.3. Functionalities, notices, menu and graphic standards of the Management of Harmful Events

The following sections list and describe all the features available on the main page of the Management of Harmful Events system.

#### 4.3.1. MyInail

The *MyInail* function, located in the horizontal green bar on the main page of the Management of Harmful Events system and available throughout the navigation within the application, allows the user to close the working session in the Management of Harmful Events area and return to the INAIL Homepage without invalidating the credentials used to access the portal.

#### 4.3.2. Logout

The *LOGOUT* function (*ESCI*), located in the green bar on the main page of the Management of Harmful Events system and available throughout the navigation within the application, allows the user to log out of the INAIL portal, thereby invalidating the credentials used for access.

#### 4.3.3. Header Data

Below the title “Management of Harmful Events Homepage” the system displays the employer’s information (the company name for IASPA and Navigation managements, the State Administration and the Structure for State-managed employers, and the tax code for Agriculture management and employers of subjects not insured with INAIL), along with the type of management for which the information is being shown.

### 4.3.4. Highlighted Notices

Along with the menus and functions available to the user, the most recently published notice is displayed. This notice may concern updates made to the services in the *Benefits* area listed in the main menu, or other relevant information related to the management category to which the employer belongs.

#### IN THE SPOTLIGHT

# 2

ottobre

02/10/2025- Classificazione delle professioni Istat-CP2021: eliminazione della voce professionale ISTAT 1.1.2.4.5.6-direttore di scuola d'arte.

[Tutti i dettagli >](#)

Figure 11 – Example of a highlighted notice for employers under IASPA management


### 4.3.5. Menus and Functions

Below are the menus and features available on the main page of the Management of Harmful Events system, divided according to the management type applicable to the employer or their intermediaries.

<p><b>IASPA Management and State Account Management</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Gestione eventi lesivi</b> <ul style="list-style-type: none"> <li>&gt; Search Accident Notifications</li> <li>&gt; Search Accident Reports/Notifications</li> <li>&gt; Search occupational disease/silicosis asbestosis Reports</li> <li>&gt; Search Accident Report/Notification Documentation</li> <li>&gt; Search occupational disease/silicosis asbestosis report Documentation</li> <li>&gt; Accident Report/Notification</li> <li>&gt; Occupational disease report</li> <li>&gt; Silicosis/asbestosis report</li> <li>&gt; Accident notification</li> <li>&gt; Accident dashboard</li> <li>&gt; Search medical certificates</li> </ul> </li> </ul>	<p><b>Main Menu – IASPA Management and State Account Management</b></p> <p><b>Management of Harmful Events (Gestione Eventi Lesivi):</b> These functions provide access to the search pages based on the company code (IASPA management) or the facility code (State account management) used to access the INAIL portal, namely:</p> <ul style="list-style-type: none"> <li>• <a href="#">Search Accidents Notifications</a> – Search page for accident notifications related to the connected user.</li> <li>• <a href="#">Search Accidents Reports/Notifications</a> – Search page for accident reports/notifications related to the connected user.</li> <li>• <a href="#">Search Occupational Disease/Silicosis–Asbestosis Reports</a> – Search page for occupational disease or silicosis/asbestosis reports related to the connected user.</li> <li>• <a href="#">Search Accidents Reports/Notification Documentation</a> – Search page for accident cases originating from reports/notifications related to the connected user.</li> <li>• <a href="#">Search Occupational Disease/Silicosis–Asbestosis Reports Documentation</a>– Search page for occupational disease or silicosis/asbestosis cases originating from reports related to the connected user.</li> </ul>
---	--

	<p><a href="#">Accident Report/Notification</a> – Access to the online accident report/notification.</p> <p><a href="#">Occupational Disease Report</a> – Access to the online occupational disease report.</p> <p><a href="#">Silicosis/Asbestosis Report</a> – Access to the online silicosis/asbestosis report.</p> <p><a href="#">Accident Notification</a> – Access to the online accident notification.</p> <p><a href="#">Accident Dashboard</a> – Access to the online accident dashboard.</p> <p><a href="#">Search Medical Certificates</a> – Access to the online search for medical certificates.</p>
<p>Navigation Management</p> <div style="background-color: #e0e0e0; padding: 10px; border: 1px solid #ccc;"> <ul style="list-style-type: none"> <li>› <b>Gestione eventi lesivi</b> <ul style="list-style-type: none"> <li>› Search Accident Notifications</li> <li>› Search Accident Reports/Notifications</li> <li>› Search Accident Report/Notification Documentation</li> </ul> </li> <li>› Accident Report/Notification</li> <li>› Accident notification</li> <li>› Search medical certificates</li> </ul> </div>	<p>Main Menu – Navigation Management</p> <p><a href="#">Management of Harmful Events (Gestione Eventi Lesivi)</a>: These functions provide access to the search pages based on the company code (IASPA and Navigation management) or the facility code (State account management) used to access the INAIL portal, namely:</p> <ul style="list-style-type: none"> <li>• <a href="#">Search Accidents Notifications</a> – Search page for accident notifications related to the connected user.</li> <li>• <a href="#">Search Accidents Reports/Notifications</a> – Search page for accident reports/notifications related to the connected user.</li> <li>• <a href="#">Search Accidents Reports/Notification Documentation</a> – Search page for accident cases originating from reports/notifications related to the connected user.</li> </ul> <p><a href="#">Accident Report/Notification</a> – Access to the online accident report/notification.</p> <p><a href="#">Accident Notification</a> – Access to the online accident notification.</p> <p><a href="#">Search Medical Certificates</a> – Access to the online medical certificates search.</p>
<p>Agriculture Management</p>	<p>Main Menu – Agriculture Management</p> <p><a href="#">Management of Harmful Events (Gestione Eventi lesivi)</a>: These functions provide access to the search pages based on the tax code used to access the INAIL portal, namely:</p> <p><a href="#">Management of Users with single service Credentials</a> – Access to the initial page containing information on the use of the service reserved for this category of users who are employers in the agriculture sector.</p> <ul style="list-style-type: none"> <li>• <a href="#">Search Accident Notifications</a> – Search page for accident notifications related to the connected user.</li> <li>• <a href="#">Search Accident Reports/Notifications</a> – Search page for accident reports/notifications related to the connected user.</li> </ul>

<ul style="list-style-type: none"> <li>&gt; <b>Gestione eventi lesivi</b></li> <li>&gt; Management of Users with single service Credentials</li> <li>&gt; Search Accident Notifications</li> <li>&gt; Search Accident Reports/Notifications</li> <li>&gt; Search Accident Report/Notification Documentation</li> <li>&gt; Accident Report/Notification</li> <li>&gt; Accident notification</li> <li>&gt; Accident dashboard</li> <li>&gt; Search medical certificates</li> <li>&gt; Agricultural Employer Management</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Search Accident Reports/Notification documentation</a> – Search page for accident cases originating from accident reports/notifications related to the connected user.</li> </ul> <p><a href="#">Accident Report/Notification</a> – Access to the online accident report/notification.</p> <p><a href="#">Accident Notification</a> – Access to the online accident notification.</p> <p><a href="#">Accident Dashboard</a> – Access to the online accident dashboard.</p> <p><a href="#">Search Medical Certificates</a> – Access to the online medical certificates search.</p> <p><a href="#">Agricultural Employer Management</a> – Access to the online Agricultural Employer Management application.</p>
<p>Management of Employers of Subjects Not Insured with INAIL</p> <ul style="list-style-type: none"> <li>&gt; <b>Gestione eventi lesivi</b></li> <li>&gt; Management of Users with single service Credentials</li> <li>&gt; Search Accident Notifications</li> <li>&gt; Accident notification</li> <li>&gt; Accident dashboard</li> <li>&gt; Search medical certificates</li> </ul>	<p><a href="#">Main Menu – Management of Employers of Subjects Not Insured with INAIL</a></p> <p><a href="#">Management of Harmful Events (Gestione Eventi Lesivi)</a>: These functions provide access to the search pages based on the tax code used to access the INAIL portal, namely:</p> <ul style="list-style-type: none"> <li>• <a href="#">Management of Users with single service Credentials</a> – Access to the initial page containing information on the use of the service reserved for this category of users who are employers of subjects not insured with INAIL.</li> <li>• <a href="#">Search Accident Notifications</a> – Search page for accident notifications related to the connected user.</li> </ul> <p><a href="#">Accident Notification</a> – Access to the online accident notification.</p> <p><a href="#">Accident Dashboard</a> – Access to the online accident dashboard.</p> <p><a href="#">Search Medical Certificates</a> – Access to the online search for medical certificates.</p>
<p>Employer Intermediaries</p> <ul style="list-style-type: none"> <li>&gt; <b>Gestione eventi lesivi</b></li> <li>&gt; Gestione deleghe</li> </ul>	<p><a href="#">Main Menu – Employer Intermediaries</a> - For all types of menus, in addition to the items previously listed for employers, intermediaries have, as the first item in the menu, a link to the Delegation Management start page. From this page, they can select the search for events based on the employer’s management category: IASPA or Navigation, Agriculture, or Employers of subjects not insured with INAIL.</p>

 <a href="#">Documentation</a>	Documentation – Link to the page containing the user manual for the online application <i>Management of Harmful Events</i> .
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### 4.3.6. Graphic Standards Used

Below are the standards used in the pages of the Management of Harmful Events system.

	White background fields: Editable and modifiable.
	Dropdown fields: Contain only selectable values.
	Dark gray background fields: Pre-filled and not modifiable
<p><a href="#">All accident reports/notifications</a></p>	Function links: Provide access to different pages of the Harmful Events Management system or to external applications
	FILTER button: Executes a search based on the criteria entered on the respective pages
	Error messages: Any errors are displayed in a popup window at the top of the page
<p>Protocollata il 23/02/2021</p> 	Lists of tasks (adempimenti) Four-color progress bar indicates work status and related date: Red – Draft; Light blue – To send; Yellow – Sent; Green – Recorded
	Lists of accident/report notification documentation: Two-color progress bar indicates work status and related date: Red – Under review; Green – Completed
	Clock icon: Shows the complete history of work status over time for tasks (lists of tasks) or the history of work status for documentation (lists of practices).
	Pencil icon: Displayed only if status is Draft or To send; allows access to the online application to complete and submit the task
	Down-arrow icon: Select to view detailed data of a single task (lists of tasks) or detailed data of a practice (lists of practices)
	Bell icon: Indicates notifications of any changes to certain data during the review phase by the competent INAIL office

## 5. HOW THE MANAGEMENT OF HARMFUL EVENTS WORKS

As explained in [CHAPTER 2. WHAT IS THE MANAGEMENT OF HARMFUL EVENTS](#), the main purposes of the Management of Harmful Events determine the structure of the main page, which is composed of a series of lists. Each list is dynamic, following the progress of the specific requirement and its related case, and its presence depends on the management category to which the employer belongs.

Some lists refer to legislative obligations required of the employer and show the related processing status. These include the lists of *Accident Notifications* (all management categories), *Accident Reports/Notifications* (all management categories except Employers of subjects not insured with INAIL), *Occupational Disease Reports* and *Silicosis/Asbestosis Reports* (IASPA and State Account managements). Within these lists, each requirement takes on successive statuses depending on the actions taken by the user (draft, to be submitted, submitted) and by INAIL systems (registered).

Additionally, within some of these lists, dynamic mechanisms occur—specifically, the movement of a requirement from one list to another.

In the case of an accident:

- The [Accident Notification](#) that has already been submitted and registered and later converted by the user into an *Accident Report/Notification* (a functionality available for all management categories except Employers of subjects not insured with INAIL) will no longer appear in the *Accident Notifications* list but rather in the *Accident Reports/Notifications* list. Once converted, the accident—identifiable through the main data (Event date, Worker's surname and name, and Tax code)—will appear in the *Accident Reports/Notifications* list with the status *Draft*. It can be edited by selecting the pencil icon, which provides access to the online Accident Report/Notification form to complete and submit it.
- The [Accident Report/Notification](#) for which a case file has been opened at the competent INAIL office and to which a *Case Number* has been assigned will no longer appear in the *Accident Reports/Notifications* list but will move to the *Cases Originating from Accident Reports/Notifications* list. It will still be identifiable through the main data (Event date, Worker's surname and name, and Tax code).

In the case of an occupational disease:

- The [Occupational Disease Report or Silicosis/Asbestosis Report](#) for which a case file has been opened at the competent INAIL office and to which a *Case Number* has been assigned will no longer appear in the list of *Occupational Disease Reports* or *Silicosis/Asbestosis Reports*, but will instead appear in the *Cases Originating from Occupational Disease/Silicosis-Asbestosis Reports* list. It will again be identifiable through the main data (Notification date, Worker's surname and name, and Tax code).

For full details on the lists of requirements, see [CHAPTER 6. LISTS OF REQUIREMENTS](#).

The Cases list therefore contains the reports for which INAIL has opened an investigation and assigned a Case Number. It displays the processing status managed by the competent INAIL office and alerts the user to any modifications made during the investigation to the data supplied in the reports.

For accident reports and occupational disease/silicosis–asbestosis reports that have been registered, a File is also created. This section displays additional information and can be accessed both from the list of reports and from the list of related cases.

In the case of Occupational Disease/Silicosis–Asbestosis Reports, the File contains:

- the list of any investigative actions issued by the competent office concerning the case under review;
- the report data.

In the case of Accident Reports/Notifications, the File contains:

- a list of optional device-based services that can be completed online to support the report;
- the data from the accident notification, if submitted and later converted into a report/notification;
- the report data;
- the list of optional device-based services already completed or in progress.

The mentioned *device-based services* are generally requested by the Institute through specific investigative actions:

- based on the wage data present or missing in the *Accident Report/Notification (Wage data for calculating daily allowance for temporary total disability (full-time worker) and Wage data for calculating daily allowance for temporary total disability (part-time worker))* – SEE DETAILS,
- or based on the *Occupational Disease Report* – SEE DETAILS,
- or, in the case of an *"in itinere" accident (Employer information for an accident occurring during travel connected with work or commuting)* – SEE DETAILS,

to allow the investigation of the case to proceed.

These services may be completed and submitted voluntarily by users accessing the service, or upon specific request from the competent INAIL office.

For full information on the lists of cases, see [CHAPTER 7. LISTS OF ACCIDENT/REPORT NOTIFICATION DOCUMENTATION](#).

## 6. LISTS OF REQUIREMENTS

The regulatory requirements in the *Benefits* area that fall to the employer include [Accident Notifications](#) (all management categories), [Accident Reports/Notifications](#) (all management categories except Employers of subjects not insured with INAIL), and [Occupational Disease Reports and Silicosis/Asbestosis Reports](#) (IASPA and State Account managements).

In each list for the specific requirement, the current processing status appears, along with the subsequent statuses assumed during processing (draft, to be submitted, submitted) and those assigned by the INAIL systems (registered).

### 6.1. Functionalities of the Requirements Lists

Let us take the [Accident Notifications](#) list as an example, to illustrate the appearance and the common functionalities of all lists containing employer obligations.

**ACCIDENT NOTIFICATIONS**

List of the last five accident notifications










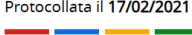





Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Protocollata il 23/02/2021   
02/06/2018	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Protocollata il 23/02/2021   
08/05/2018	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Inviata il 17/02/2021   
03/06/2018	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Protocollata il 17/02/2021   
09/05/2018	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Inviata il 15/02/2021   


Figure 12 – List of the last five Accident Notifications

The title related to the requirement is shown—in this case **ACCIDENT NOTIFICATIONS**—and the five most recent notifications for which the user has performed any action are displayed, in chronological order starting from the most recent.

The minimum data identifying each requirement—in this case the *Accident Notification*—are:

- **Event date**, which indicates the date of the accident; in the lists of *Occupational Disease Reports* and *Silicosis/Asbestosis Reports*, this becomes **Notification date**.
- **Surname and Name**, identifying the worker.
- **Tax Code**, i.e., the worker's tax identification number.
- **Processing status** (see [SECTION 6.1.1. PROCESSING STATUS AND HISTORY](#) for more information).

In addition, each requirement is accompanied by the following symbols:

- **Four-color status bar**  **Protocollata il 23/02/2021** with description of the processing status and corresponding date: red – **Draft**; light blue – **To be submitted**; yellow – **Submitted**; green – **Registered** (see [SECTION 6.1.1. PROCESSING STATUS AND HISTORY](#) for more information).

The only exception to this rule concerns Occupational Disease and Silicosis/Asbestosis Reports (IASPA and State Account managements), for which only the last processing status is displayed (Draft; To be submitted; Submitted). Only if the report is registered will two statuses be shown: Submitted and Registered.

- **Clock icon** – indicates the complete history of the processing statuses assumed over time (see SECTION 6.1.4. DETAIL DATA).
- **Pencil icon**, present only if the status is *Draft* or *To be submitted* – indicates that the user may access the online application for the requirement and complete and submit it.
- **Down-arrow icon**, which can be selected to view the detailed information for the individual requirement (see SECTION 6.1.4. DETAIL DATA).

Additionally, the following function is available:

- **All accident notifications (n)**, or **All accident reports/notif. (n)**, or **All occupational disease/silicosis-asbestosis reports (n)** depending on the list.  
This link provides access to the search page where one or more requirements can be retrieved based on the entered parameters.

The same search page for the specific requirement can also be reached through the links [Search Accident Notifications](#), [Search Accident Reports/Notifications](#), or [Search Occupational Disease/Silicosis–Asbestosis Reports](#) in the main menu of the Management of Harmful Events (see 6.3 SEARCH ACCIDENT NOTIFICATIONS, 6.5 SEARCH ACCIDENT REPORTS/NOTIFICATIONS, 6.9 SEARCH OCCUPATIONAL DISEASE/SILICOSIS–ASBESTOSIS REPORTS).

### 6.1.1. Processing Status and History

The processing status and the history provide information about the moments in which the user changed the status of a requirement—in this example, the status of an individual Accident Notification.

The four different processing statuses are represented in the multicolored bar, each with its own color. The color lights up when the status is completed, and a description and date appear in the column titled [Processing Status](#).

The four statuses and the information displayed are:

- **Draft (red)**: indicates that the requirement—in this example the Accident Notification—is being completed by the user. The date shown is when the compilation began.
- **To be submitted (light blue)**: indicates that the user has completed all mandatory sections and the notification is ready to be submitted. The date shown is when the mandatory sections were completed.
- **Submitted (yellow)**: indicates that the user has submitted the notification; the date shown is the submission date.
- **Registered (green)**: indicates that the submitted notification has been assigned a protocol number by the Institute’s document management system. The date shown is the protocol assignment date.

For all stages except *Draft*, it is possible to view the complete history of the Accident Notification by clicking the [clock icon](#) located to the right of the *Processing Status* column.







History		
History details		
	State	Date
	Bozza	23/02/2021
	Da inviare	23/02/2021
	Inviata	23/02/2021
	Protocollata	23/02/2021

Figure 13 – History of the Requirement

### 6.1.2. Modifying the “Draft” and “To be submitted” Processing Statuses

If the requirement under review is in [Draft](#) or [To be submitted](#) status, it is possible to modify its processing status by clicking the [pencil icon](#)  , which provides access to the corresponding online application. The last saved section is displayed, allowing the user to continue the compilation and submit the form.

For example, if an *Accident Notification* is in *Draft* or *To be submitted* status, clicking the pencil icon  opens the online *Accident Notification* application, where the user can proceed with completing and submitting the notification starting from the last saved section.

### 6.1.3. All Accident Notifications (n) (or All Accident Reports/Notifications or All Occupational Disease/Silicosis–Asbestosis Reports)

All [Accident Notifications \(n\)](#), or [All Accident Reports/Notifications \(n\)](#), or [All Occupational Disease/Silicosis–Asbestosis Reports \(n\)](#), depending on the list, is the link that allows access to the detailed search page for one or more requirements based on the parameters entered.

The same search page for the specific requirement can also be reached using the dedicated links [Search Accident Notifications](#), [Search Accident Reports/Notifications](#), or [Search Occupational Disease/Silicosis–Asbestosis Reports](#) available in the main menu of the Management of Harmful Events.

The link displays, in parentheses, the total number of Notifications assigned to the user.

For all information related to detailed searches of requirements, see the following sections: [SECTION 6.3. SEARCH ACCIDENT NOTIFICATIONS](#), [SECTION 6.5. SEARCH ACCIDENT REPORTS/NOTIFICATIONS](#), [SECTION 6.8. SEARCH OCCUPATIONAL DISEASE/SILICOSIS–ASBESTOSIS REPORTS](#).

### 6.1.4. Detail Data

The detailed data shown represent some of the key information contained in the requirement and derived from the completed sections. For detailed data, see the sections corresponding to each list of the specific requirement, since each list may have particular characteristics.

## 6.2. List of Accident Notifications (all management categories)

This list displays the five most recent *Accident Notifications* for which the user has performed any action, shown in chronological order starting from the most recent.

According to the [dynamic mechanism](#) described in [CHAPTER 5. HOW THE MANAGEMENT OF HARMFUL EVENTS WORKS](#), the list does *not* include Accident Notifications that have been converted by the user into *Accident Reports/Notifications*—a functionality available for all management categories except Employers of subjects not insured with INAIL.

Once the Notification has been converted, the accident—identifiable through the main data (Event date, Surname and Name, Tax code) —appears in the *Accident Reports/Notifications* list with the status *Draft*, and may be modified by selecting the pencil icon, which provides access to the online *Accident Report/Notification* form to complete and submit it.

**ACCIDENT NOTIFICATIONS**

List of the last five accident notifications

Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Protocollata il 23/02/2021
02/06/2018	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Protocollata il 23/02/2021
08/05/2018	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Inviata il 17/02/2021
03/06/2018	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Protocollata il 17/02/2021
09/05/2018	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Inviata il 15/02/2021

Figure 14 – List of the Last Five Accident Notifications

For all functionalities of the list, see [CHAPTER 6.1 FUNCTIONALITIES OF THE REQUIREMENTS LISTS](#).

**6.2.1. Functionalities and Specifications of the Detailed Data for Accident Notifications**

By selecting the [down-arrow icon](#) , some detailed data of the selected Accident Notification are displayed.

If the Notification status is *not Registered*, the first field shows [Notification ID](#), meaning the identification number assigned by the system to the application during the online compilation carried out by the user.

Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
08/05/2018	COMUNICAZIONE INFORTUNIO	CM [redacted]	Inviata il 17/02/2021
Communication Id.		Worker Professional Category	
9 [redacted]		IMPIEGATO AMMINISTRATIVO	
Production Unit		PAT	Submission Mode
- NON DICHIARATA		2 [redacted]	PDD
Competent INAIL Office		INAIL Office Telephone	PEC INAIL Office
ROMA CENTRO		06/36431	TEST@PROVACERT.INAIL.IT
Send receipt (PDF)			

Figure 15 – Detailed data of the Accident Notification with processing status “To be submitted”

If, however, the status of the Notification is **Registered**, the first field shows **Record Number**, that is, the protocol number assigned by the Institute's document management system.





Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CMN [REDACTED]	Protocollata il 23/02/2021 
Record No. E.INAIL.24400.23/02/2021.0000654		Worker Professional Category	
Production Unit - NON DICHIARATA		PAT 21 [REDACTED]	Submission Mode PDD
Competent INAIL Office ROMA CENTRO		INAIL Office Telephone 06/36431	PEC INAIL Office TEST@PROVACERT.INAIL.IT
<a href="#">CONVERT TO A REPORT</a>			
 <a href="#">Send receipt (PDF)</a>		 <a href="#">Registered form (PDF)</a>	

Figure 16 – Detailed data of the Accident Notification with “Registered” status

#### 6.2.1.1.Delete Accident Notification

For Accident Notifications that have not yet been submitted—i.e., those in *Draft* or *To be submitted* status—it is possible to delete the draft in progress by using the link [Eliminate Accident Report](#)  [Eliminate accident report](#), marked with the **trash-can icon**.


The system asks for confirmation before performing the deletion and, if confirmed, the draft is removed and can no longer be recovered.

#### 6.2.1.2.“Convert to Report” Button – all management categories except Employers of subjects not insured with INAIL

If the employer receives an additional medical certificate extending the worker's prognosis beyond a total of three days (excluding the day of the accident), the *registered* Accident Notification can be converted into an *Accident Report/Notification* using the [CONVERT TO REPORT](#) button shown in the detailed data—provided that no Accident Report/Notification already exists for the same event (i.e., with the same employer, event date, and worker tax code).

By clicking this button, a new *Accident Report/Notification* is automatically created, pre-filled with the data from the originally submitted Accident Notification. This new Report appears in the [Accident Reports/Notifications list](#) where, being in *Draft* status, it can be completed by selecting the pencil icon (see [SECTION 6.1.2. MODIFYING “DRAFT” AND “TO BE SUBMITTED” STATUSES](#)).


#### 6.2.1.3.Submission Receipt (PDF)

If the Accident Notification is in **Submitted** or **Registered** status, it is possible to download the submission receipt in PDF format by selecting the **Submission Receipt (PDF)**  [Send receipt \(PDF\)](#) link.

This document serves as proof that the user has completed the submission operation.


### 6.2.1.4. Registered Form (PDF)

If the Accident Notification is **Registered**, the detailed data also allow downloading the **registered PDF form** of the submitted Notification by selecting the link **Registered Form (PDF)**

 Registered form (PDF)

This document is retrieved directly from the Institute's document management system.

### 6.2.2. Detail Data – IASPA Management

As specified in **SECTION 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS**, selecting the **down-arrow icon**  displays some detailed data of the selected Accident Notification in the list.

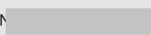
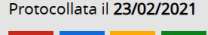
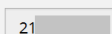


Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CMN 	Protocollata il 23/02/2021 
Record No. E.INAIL.24400.23/02/2021.0000654	Worker Professional Category <input type="text"/>		
Production Unit - NON DICHIARATA	PAT 21 	Submission Mode PDD	
Competent INAIL Office ROMA CENTRO	INAIL Office Telephone 06/36431	PEC INAIL Office TEST@PROVACERT.INAIL.IT	
<a href="#">CONVERT TO A REPORT</a>			
 Send receipt (PDF)		 Registered form (PDF)	

Figure 17 – Detailed Data of the Accident Notification in “Registered” Status – IASPA Management


The detailed data, as well as the available functionalities, may or may not be present depending on the processing status of the selected Accident Notification. In general, the fields are:

- **Notification ID**, if the Notification has not yet been Registered, or **Record Number**, if the processing status is *Registered* (see **SECTION 6.2.1**).
- **Worker Professional Category**.
- **Production Unit** entered by the user in the Notification.
- **Insurance Position (PAT)** selected during the compilation of the Notification.
- **Submission mode**, which may have one of the following values: **ONLINE**, **OFFLINE** (submission via file), **PDD** (submission through application cooperation).
- **Competent INAIL office**, calculated automatically based on the worker's residence address and available if the Notification is *Submitted* or *Registered*.
- **INAIL office telephone**, available if the Notification is *Submitted* or *Registered*.
- **PEC INAIL office**, available if the Notification is *Submitted* or *Registered*.

- **CONVERT TO REPORT** button, present if the Notification is *Registered* and no Accident Report/Notification already exists for the same event (see SECTION 6.2.1.2. "CONVERT TO REPORT" BUTTON).
- **Eliminate Accident Notification** link, present if the Notification is in *Draft* or *To be submitted* status.
- **Send Receipt (PDF)** link, available if the Notification is *Submitted* or *Registered*.
- **Registered Form (PDF)** link, available if the Notification is *Registered*.

For information on the functionalities, refer to SECTION 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS.

### 6.2.3. Detail Data – State Administration Management

As specified in SECTION 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS, selecting the down-arrow icon  displays some detailed data of the selected Accident Notification in the list.





Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CM <input type="text"/>	Protocollata il 23/02/2021  
Record No. <input type="text" value="E.INAIL.24400.23/02/2021.0000654"/>		Worker Professional Category <input type="text"/>	
State Administration <input type="text" value="CORTE DEI CONTI"/>		Submission Mode <input type="text" value="PDD"/>	
Structure <input type="text" value="UNIVERSITÀ DI TORINO"/>		Submission Mode <input type="text" value="PDD"/>	
Competent INAIL Office <input type="text" value="ROMA CENTRO"/>	INAIL Office Telephone <input type="text" value="06/36431"/>	PEC INAIL Office <input type="text" value="TEST@PROVACERT.INAIL.IT"/>	
<input type="button" value="CONVERT TO A REPORT"/>			
 Send receipt (PDF)		 Registered form (PDF)	

Figure 18 – Detailed Data of the Accident Notification in "Registered" Status – State Administration Management


The detailed data, as well as the available functionalities, may or may not be present depending on the processing status of the selected Accident Notification. In general, the fields are:

- **Notification ID**, if the Notification has not yet been Registered, or **Record Number**, if it is *Registered* (see SECTION 6.2.1).
- **Worker Professional Category**.
- **State Administration**.
- **Structure** selected by the employer when accessing the INAIL portal.

- **Submission mode**, which may have one of the following values: **ONLINE**, **OFFLINE** (submission via file), **PDD** (submission through application cooperation).
- **Competent INAIL office**, calculated automatically based on the worker's residence address and available if the Notification is *Submitted* or *Registered*.
- **INAIL office telephone**, available if the Notification is *Submitted* or *Registered*.
- **PEC INAIL office**, available if the Notification is *Submitted* or *Registered*.
- **CONVERT TO REPORT** button, present if the Notification is *Registered* and no Accident Report/Notification already exists for the same event (see [SECTION 6.2.1.2](#)).
- **Eliminate Accident Notification** link, present if the Notification is in *Draft* or *To be submitted* status.
- **Send Receipt (PDF)** link, available if the Notification is *Submitted* or *Registered*.
- **Registered Form (PDF)** link, available if the Notification is *Registered*.

For information on the functionalities, refer to [SECTION 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS](#).

#### 6.2.4. Detail Data – Navigation Management

As specified in [SECTION 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS](#), selecting the **down-arrow icon**  displays some detailed data of the selected Accident Notification in the list.




Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CMNNRT80R12H501A	Protocollata il 23/02/2021 
Record No. E.INAIL.24400.23/02/2021.0000654	Worker Professional Category		
Ship certificate type	PAN 21080968	Submission Mode PDD	
Competent INAIL Office ROMA CENTRO	INAIL Office Telephone 06/36431	PEC INAIL Office TEST@PROVACERT.INAIL.IT	
<b>CONVERT TO A REPORT</b>			
 Send receipt (PDF)		 Registered form (PDF)	

Figure 19 – Detailed Data of the Accident Notification in “Registered” Status – Navigation Management


The detailed data, as well as the available functionalities, may or may not be present depending on the processing status of the selected Accident Notification. In general, the fields are:

- **Notification ID**, if the Notification has not yet been Registered, or **Record Number**, if it *has been Registered* (see [SECTION 6.2.1](#)).
- **Worker Professional Category**.

- Ship certificate type.
- PAN selected during the employer's access to the INAIL portal.
- Submission mode, which may have the following values: ONLINE, OFFLINE (submission via file).
- Competent INAIL office, calculated automatically based on the worker's residence address and available if the Notification is Submitted or Registered.
- INAIL office telephone, available if the Notification is Submitted or Registered.
- PEC INAIL office available if the Notification is Submitted or Registered.
- CONVERT TO REPORT button, present if the Notification is Registered and no Accident Report/Notification already exists for the same event (see SECTION 6.2.1.2).
- Eliminate Accident Notification link, present if the Notification is in Draft or To be submitted status.
- Send Receipt (PDF) link, available if the Notification is Submitted or Registered.
- Registered Form (PDF) link, available if the Notification is Registered.

For details on functionalities, refer to SECTION 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS.

### 6.2.5. Detail Data – Agriculture Management

As specified in PARAGRAPH 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS, by selecting the down arrow icon , several detail data of the selected Accident Notification in the list are displayed.





Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CM <input type="text"/>	Protocollata il 23/02/2021  
Record No.	Worker Professional Category		
<input type="text" value="E.INAIL.24400.23/02/2021.0000654"/>	<input type="text"/>		
Production Unit	INPS registration no	Submission Mode	
<input type="text" value="- NON DICHIARATA"/>	<input type="text"/>	<input type="text" value="PDD"/>	
Competent INAIL Office	INAIL Office Telephone	PEC INAIL Office	
<input type="text" value="ROMA CENTRO"/>	<input type="text" value="06/36431"/>	<input type="text" value="TEST@PROVACERT.INAIL.IT"/>	
<input type="button" value="CONVERT TO A REPORT"/>			
 Send receipt (PDF)		 Registered form (PDF)	

Figure 20 – Detail data of the Accident Notification in “Recorded” status – Agriculture management

The detail data, as well as the overall functionalities, may or may not be available depending on the processing status of the selected Accident Notification. In general, they include:

- [Notification ID](#), if the Notification has not yet been Recorded, or [Record Number](#), if it has been Recorded (see [PARAGRAPH 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS](#)).
- [Worker occupational category](#).
- [Production unit](#) entered by the user in the Notification.
- [INPS registration number](#).
- [Submission mode](#), which may have the following values: ONLINE, OFFLINE (submission via file).
- [Competent INAIL office](#), automatically calculated based on the worker's residence and available if the Notification is Sent or Recorded.
- [INAIL office telephone](#), available if the Notification is Sent or Recorded.
- [PEC INAIL office](#), available if the Notification is Sent or Recorded.
- [CONVERT TO REPORT](#) button, available if the Notification is Recorded and if no Accident Report/Notification already exists for the same event (see [PARAGRAPH 6.2.1.2. "CONVERT TO REPORT" BUTTON...](#)).
- [Eliminate Accident Notification link](#), available if the Accident Notification is in Draft or To Be Sent status.
- [Send receipt \(PDF\) link](#), available if the Notification is Sent or Recorded.
- [Recorded form \(PDF\) link](#), available if the Notification is Recorded.

For the functionalities, refer to [PARAGRAPH 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS](#).

#### 6.2.6. Detail Data – Management of Employers of Subjects Not Insured with INAIL

As specified in [PARAGRAPH 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS](#), by selecting the down-arrow icon, some detailed data of the accident communication selected from the list are displayed.




Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CM [REDACTED]	Protocollata il 23/02/2021 
Record No. E.INAIL.24400.23/02/2021.0000654		Worker Professional Category	
Framing sector INDUSTRIA			
Company activity	Submission mode ONLINE		
Competent INAIL Office ROMA CENTRO	INAIL Office Telephone 06/36431	PEC INAIL Office TEST@PROVACERT.INAIL.IT	
 Send receipt (PDF)		 Registered form (PDF)	

Figure 21 – Detailed data of “Recorded” accident communication – Management of Employers of subjects not insured with INAIL

The detailed data, as well as the overall functionalities, may or may not be available depending on the processing status of the selected accident communication. In general, they are:

- Notification ID, if the notification is not Recorded, or Record Number, if it is Recorded (see PARAGRAPH 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS)
- Worker occupational category.
- Framing sector entered by the user in the notification.
- Company activity entered by the user in the communication.
- Submission mode, which may have the values: ONLINE, OFFLINE (submission via file).
- Competent INAIL office, automatically calculated based on the worker’s domicile and available if the communication is Sent or Recorded.
- INAIL office telephone, available if the communication is Sent or Recorded.
- PEC INAIL office, available if the communication is Sent or Recorded.
- Delete accident communication link, available if the accident communication is in Draft or To be sent status.
- Send receipt (PDF), available if the communication is Sent or Recorded.
- Recorded form (PDF), available if the communication is Recorded.

For functionalities, refer to PARAGRAPH 6.2.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT NOTIFICATIONS.

### 6.3. Search Accident Notifications

It is possible to access the page for the precise search of one or more [Accident Notifications](#), depending on the parameters entered, through the link [All accident notifications\(n\)](#) available in the [LIST OF ACCIDENT NOTIFICATIONS](#), or by using the dedicated link [Search Accident Communications](#) found in the [MAIN MENU OF HARMFUL EVENT MANAGEMENT](#).

The search can be carried out by entering individual parameters, which vary depending on the type of management, or by combining several of them.

By selecting the [FILTER](#) button, the query is submitted and, once completed, the list of the requested Accident Communications—if present—is displayed in the lower part of the page.

#### Search Accident Notifications

#### ACCIDENT NOTIFICATIONS

List of accident notifications

Items Per Page  
10

Event date ▼    Surname First Name ▼    Tax code ▼    Processing status

No data present

Figure 22 – Search page for Accident Notifications

If the query result returns a list containing more than 200 occurrences, a warning message appears requesting that the search criteria be narrowed.

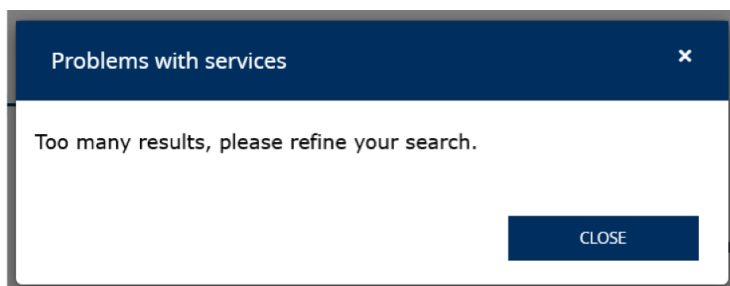


Figure 23 – Search Accident Communications – Warning

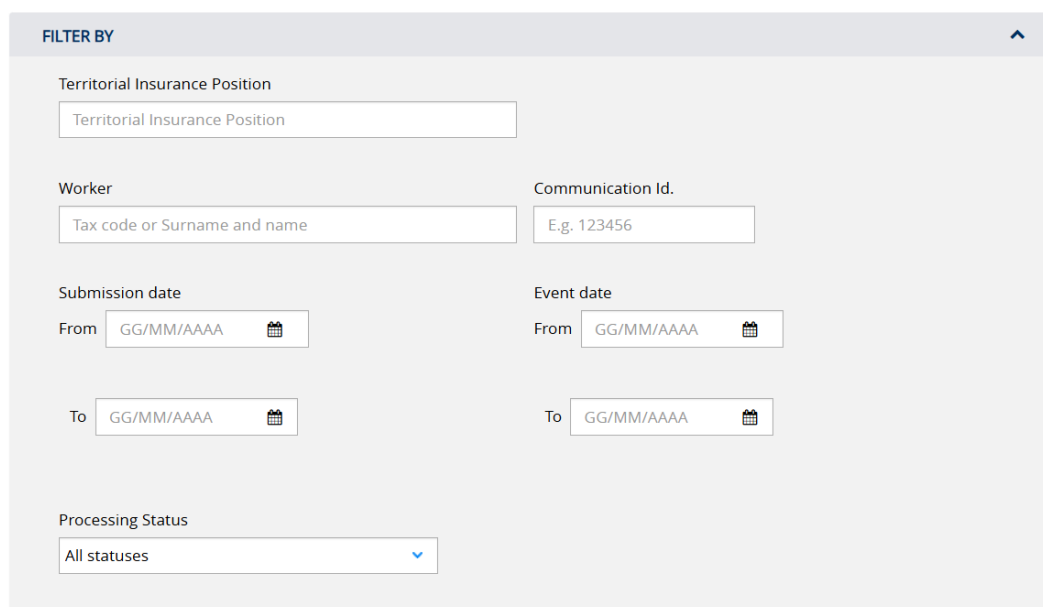
Using the [Cancel](#) link, it is instead possible to remove all filters that may have been entered and restore the initial view.

### 6.3.1. Search Accident Notifications – IASPA Management

In the case of [IASPA management](#), the search criteria are:

- [Territorial Insurance Position](#) of the company.
- [Worker](#), meaning tax code or the worker's surname and name.
- [Communication ID](#), the identification number of the Accident Communication assigned by the application during the online completion of the requirement.
- [Submission date from/to](#), the period within which one or more communications were sent.
- [Event date from/to](#), the period within which the harmful event (accident) occurred.
- [Processing status](#), meaning the four possible statuses: [Draft](#), [To be sent](#), [Sent](#), [Recorded](#), with an additional option to select [All statuses](#).

#### Search Accident Notifications



The screenshot shows a search interface with the following fields:

- Territorial Insurance Position:** A text input field.
- Worker:** A text input field with the placeholder "Tax code or Surname and name".
- Communication Id.:** A text input field with the placeholder "E.g. 123456".
- Submission date:** Two date pickers labeled "From" and "To", both with the placeholder "GG/MM/AAAA".
- Event date:** Two date pickers labeled "From" and "To", both with the placeholder "GG/MM/AAAA".
- Processing Status:** A dropdown menu currently showing "All statuses".

Figure 24 – Search page for Accident Communications – IASPA management

### 6.3.2. Search Accident Notifications – State Administration Management

In the case of [State Administration Management](#), the search criteria are:

- [Worker](#), meaning tax code or the worker's surname and name.
- [Communication ID](#), the identification number of the Accident Communication assigned by the application during the online completion of the requirement.
- [Submission date from/to](#), the period within which one or more communications were sent.
- [Event date from/to](#), the period within which the harmful event (accident) occurred.

- **Processing status**, meaning the four possible statuses: **Draft**, **To be sent**, **Sent**, **Recorded**, with an additional option to select **All statuses**.

### Search Accident Notifications

The screenshot shows a 'FILTER BY' section with the following elements:

- Worker:** A text input field with the placeholder 'Tax code or Surname and name'.
- Communication Id.:** A text input field with the placeholder 'E.g. 123456'.
- Submission date:** Two date pickers labeled 'From' and 'To', both with the placeholder 'GG/MM/AAAA' and a calendar icon.
- Event date:** Two date pickers labeled 'From' and 'To', both with the placeholder 'GG/MM/AAAA' and a calendar icon.
- Processing Status:** A dropdown menu currently showing 'All statuses'.

Figure 25 – Search page for Accident Communications – State Administration management

### 6.3.3. Search Accident Notifications – Navigation Management

In the case of **Navigation management**, the search criteria are:

- **PAN Code** (Ship Insurance Position).
- **Management type**, IASPA or Navigation, if the user is an employer who handles both cases.
- **Worker**, meaning tax code or the worker's surname and name.
- **Communication ID**, the identification number of the Accident Notification assigned by the application during the online completion of the requirement.
- **Submission date from/to**, the period within which one or more notifications were sent.
- **Event date from/to**, the period within which the harmful event (accident) occurred.
- **Processing status**, meaning the four possible statuses: **Draft**, **To be sent**, **Sent**, **Recorded**, with an additional option to select **All statuses**.

## Search Accident Notifications

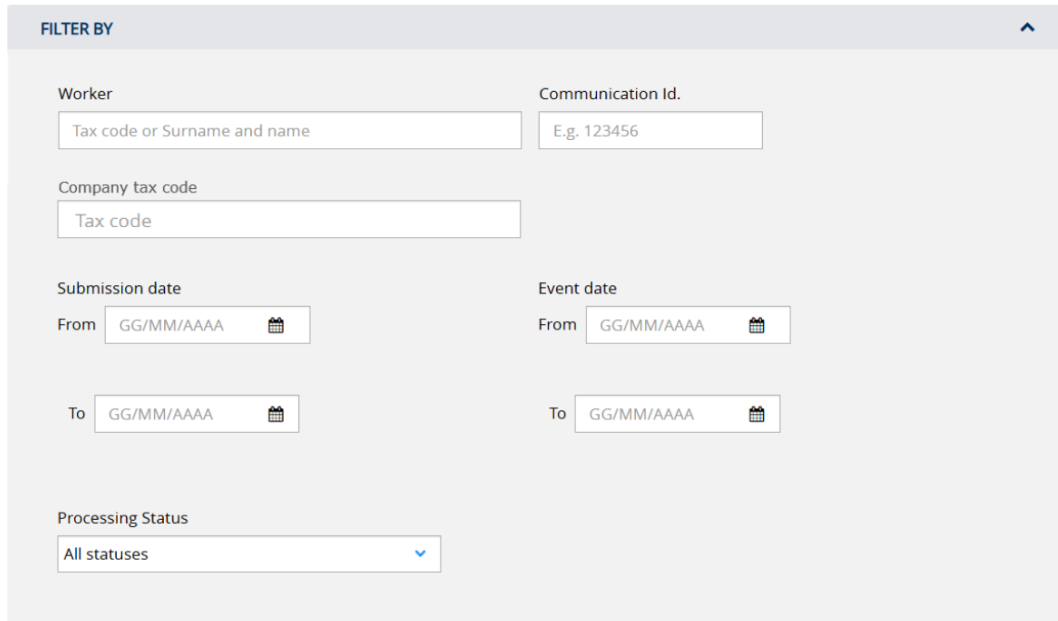
Figure 26 – Search page for Accident Notifications – Navigation management

### 6.3.4. Search Accident Notifications – Agriculture Management

In the case of [Agriculture management](#), the search criteria are:

- [Worker](#), meaning tax code or the worker’s surname and name.
- [Communication ID](#), the identification number of the Accident Notification assigned by the application during the online completion of the requirement by the employer.
- [Company tax code](#).
- [Submission date from/to](#), the period within which one or more notifications were sent.
- [Event date from/to](#), the period within which the harmful event (accident) occurred.
- [Processing status](#), meaning the four possible statuses: [Draft](#), [To be sent](#), [Sent](#), [Recorded](#), with an additional option to select [All statuses](#).

## Search Accident Notifications



The screenshot shows a search filter interface with the following fields:

- Worker:** Text input for "Tax code or Surname and name".
- Communication Id.:** Text input with placeholder "E.g. 123456".
- Company tax code:** Text input for "Tax code".
- Submission date:** Two date pickers labeled "From" and "To", both with the format "GG/MM/AAAA".
- Event date:** Two date pickers labeled "From" and "To", both with the format "GG/MM/AAAA".
- Processing Status:** A dropdown menu currently showing "All statuses".

Figure 27 – Search page for Accident Notifications – Agriculture management

### 6.3.5. Search Accident Notifications – Management of Employers of Subjects Not Insured with INAIL

In the case of Management of Employers of Subjects Not Insured with INAIL, the search criteria are:

- **Worker**, meaning tax code or the worker's surname and name.
- **Communication ID**, the identification number of the Accident Notification assigned by the application during the online completion of the requirement by the employer.
- **Submission date from/to**, the period within which one or more notifications were sent.
- **Event date from/to**, the period within which the harmful event (accident) occurred.
- **Processing status**, meaning the four possible statuses: Draft, To be sent, Sent, Recorded, with an additional option to select All statuses.

### Search Accident Notifications

**FILTER BY** ▲

**Worker**

**Communication Id.**

**Submission date**

From

To

**Event date**

From

To

**Processing Status**

 ▼

Figure 29 – Search page for Accident Notifications – Management of Employers of Subjects Not Insured with INAIL

### 6.4. List of Accidents/Reports – all management types except Employers of Subjects Not Insured with INAIL

The list displays the last five Accident Reports/Notifications for which the user has carried out any type of processing activity, in chronological order starting from the most recent.

Based on the dynamic mechanism described in CHAPTER 5. HOW THE MANAGEMENT OF HARMFUL EVENT WORKS, the Accident Reports/Notifications that have been converted into Cases from Accident Reports/Notifications following the assignment of the Case Number by the competent INAIL office do not appear in the list.

The accident—identifiable through its key data (Event date, Worker’s surname and name, and Tax code) —will therefore be visible in the list of Cases originating from Accident Reports/Notifications (see CHAPTER 7. LISTS OF ACCIDENT REPORT/NOTIFICATION DOCUMENTATION).

**ACCIDENT REPORTS/NOTIFICATIONS** All accident reports/notifications (876)

List of the last five accident reports/notifications

Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
13/03/2018	[REDACTED]	PF [REDACTED]	Protocollata il 23/02/2021
09/01/2017	[REDACTED]	NG [REDACTED]	Protocollata il 18/02/2021
01/02/2017	[REDACTED]	NG [REDACTED]	Protocollata il 18/02/2021
03/02/2017	[REDACTED]	NG [REDACTED]	Protocollata il 18/02/2021
04/02/2017	[REDACTED]	NG [REDACTED]	Protocollata il 18/02/2021

Figure 30 – List of the last five Accident Reports/Notifications

For all functionalities of the list, see CHAPTER 6.1 FUNCTIONALITIES OF THE REQUIREMENT LISTS.

### 6.4.1. Functionalities and Specifications of the Detailed Data of Accident Reports/Notifications

By selecting the down-arrow icon, some detailed data of the selected Accident Report/Notification are displayed. These vary depending on the management type, which are described in the following dedicated paragraphs, while some functionalities are common to all management types.

If the status of the Accident Report/Notification is not **Recorded**, the first field displays the **Report/Notification ID**, i.e., the identification number assigned by the application during the online completion of the requirement.

The screenshot displays a form for an Accident Report/Notification in 'processing status'. At the top, it shows the date '09/05/2018', the title 'COMUNICAZIONE INFORTUNIO', and the status 'Inviata il 15/02/2021'. The form contains the following fields:

Communication Id.	Worker Professional Category	
9850	IMPIEGATO AMMINISTRATIVO	
Production Unit	PAT	Submission Mode
- NON DICHIARATA	21	PDD
Competent INAIL Office	INAIL Office Telephone	PEC INAIL Office
ROMA CENTRO	06/36431	TEST@PROVACERT.INAIL.IT

At the bottom, there is a button labeled 'Send receipt (PDF)'.

Figure 31 – Detailed data of an Accident Report/Notification in processing status

If instead the status of the Accident Report/Notification is **Recorded**, the first field displays the **Record Number**, i.e., the protocol number assigned by the Institute's document management system.

The screenshot displays a form for an Accident Report/Notification in 'Recorded' status. At the top, it shows the date '13/03/2018', the title 'COMUNICAZIONE INFORTUNIO', and the status 'Protocollata il 23/02/2021'. The form contains the following fields:

Record No.	Worker Professional Category	
E.INAIL.21520.23/02/2021.0001089	addetto alle funzioni amministrative	
Production Unit	PAT	Submission Mode
NON DICHIARATA	2	PDD
Competent INAIL Office	INAIL Office Telephone	PEC INAIL Office
PIOMBINO	0565/2721	TEST@PROVACERT.INAIL.IT

At the bottom, there are three buttons: 'Send receipt (PDF)', 'Registered form (PDF)', and 'View the folder or add the relevant information to assessment'.

Figure 32 – Detailed data of an Accident Report/Notification in "Recorded" status

The available functionalities are described in the following paragraphs.

### 6.4.1.1.Delete Accident Report/Notification

For Accident Reports/Notifications that have not yet been sent, i.e., in **Draft** or **To be sent** status, it is possible to delete the draft in progress by using the **Delete Accident Report/Notification** link, marked with the trash can icon.

The system asks for confirmation of the deletion request, and if confirmed, the draft is removed and can no longer be recovered.

### 6.4.1.2.Send Receipt (PDF)

If the Accident Report/Notification is **Sent** or **Recorded**, in the detailed data it is possible to download the sending receipt in PDF format by selecting the dedicated **Send Receipt (PDF)** link. This document serves as proof of the sending operation performed by the user.

### 6.4.1.3.Recorded Form (PDF)

If the Accident Report/Notification is **Recorded**, in the detailed data it is also possible to download the Recorded PDF form of the sent Report/Notification by selecting the dedicated **Recorded Form (PDF)** link.

This document is retrieved directly from the Institute's document management system.

### 6.4.1.4.View the folder or Add the relevant information to assesment

For Recorded Accident Reports/Notifications, it is possible to access the **File of the Accident Report/Notification**, a section where additional information beyond what is shown in the detailed data is displayed.

This section can be accessed both from the list of reports/notifications and from the list of related cases.

The content of this section is described in **CHAPTER 6.6. FILE OF THE ACCIDENT REPORT/NOTIFICATION**.

## 6.4.2. Detail Data – IASPA Management

As specified in **PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS**, by selecting the down-arrow icon, some detailed data of the Accident Report/Notification selected from the list are displayed.





Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
13/03/2018		PR\	Protocollata il 23/02/2021 
Record No. E.INAIL.21520.23/02/2021.0001089		Worker Professional Category addetto alle funzioni amministrative	
Production Unit NON DICHIARATA	PAT 2	Submission Mode PDD	
Competent INAIL Office PIOMBINO	INAIL Office Telephone 0565/2721	PEC INAIL Office TEST@PROVACERT.INAIL.IT	
 Send receipt (PDF)		 Registered form (PDF)	
 View the folder or add the relevant information to assessment			

Figure 33 – Detailed data of a Recorded Accident Report/Notification – IASPA management

The detailed data, as well as the overall functionalities, may or may not be available depending on the processing status of the selected Accident Report/Notification. In general, they include:

- [Report/Notification ID](#), if the Report/Notification is not Recorded, or [Record Number](#), if it is Recorded (see [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#))
- [Worker's professional category](#).
- [Production unit](#) entered by the user in the Report/Notification
- [PAT](#) selected during the completion of the Report/Notification.
- [Submission mode](#), which may have the values: [ONLINE](#), [OFFLINE](#) (submission via file), [PDD](#) (submission via application cooperation).
- [Competent INAIL office](#), automatically calculated based on the worker's domicile and available if the Report/Notification is Sent or Recorded.
- [INAIL office telephone](#), available if the Report/Notification is Sent or Recorded.
- [PEC INAIL office](#), available if the Report/Notification is Sent or Recorded.
- [Delete Accident Report/Notification link](#), available if the Report/Notification is in Draft or To be sent status.
- [Send Receipt link \(PDF\)](#), available if the Report/Notification is Sent or Recorded.
- [Recorded Form link \(PDF\)](#), available if the Report/Notification is Recorded.
- [View the folder or Add the relevant information to assesment link](#) (see [CHAPTER 6.6. FILE OF THE ACCIDENT REPORT/NOTIFICATION](#)) to access the file with a summary of all processing activities.

For functionalities, see the full [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#).

### 6.4.3. Detail Data – State Administration Management

As specified in [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#), by selecting the down-arrow icon, some detailed data of the Accident Report/Notification selected from the list are displayed.

Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CM	Protollata il 23/02/2021
Record No. E.INAIL.24400.23/02/2021.0000654	Worker Professional Category		
State Administration CORTE DEI CONTI			
Structure UNIVERSITÀ DI TORINO	Submission Mode PDD		
Competent INAIL Office ROMA CENTRO	INAIL Office Telephone 06/36431	PEC INAIL Office TEST@PROVACERT.INAIL.IT	
Send receipt (PDF)	Registered form (PDF)	View the folder or add the relevant information to assessment	

Figure 34 – Detailed data of a Recorded Accident Report/Notification – State Administration management

The detailed data, as well as the overall functionalities, may or may not be available depending on the processing status of the selected Accident Report/Notification. In general, they include:

- [Report/Notification ID](#), if the Report/Notification is not Recorded, or [Record Number](#), if it is Recorded (see [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#)).
- [Worker's professional category](#).
- [State administration](#).
- [Structure](#) selected by the employer when accessing the INAIL portal.
- [Submission mode](#), which may have the values: [ONLINE](#), [OFFLINE](#) (submission via file), [PDD](#) (submission via application cooperation).
- [Competent INAIL office](#), automatically calculated based on the worker's domicile and available if the Report/Notification is Sent or Recorded.
- [INAIL office telephone](#), available if the Report/Notification is Sent or Recorded.
- [PEC INAIL office](#), available if the Report/Notification is Sent or Recorded.
- [Delete Accident Report/Notification link](#), available if the Report/Notification is in Draft or To be sent status.
- [Send Receipt link \(PDF\)](#), available if the Report/Notification is Sent or Recorded.
- [Recorded Form link \(PDF\)](#), available if the Report/Notification is Recorded.
- [View the folder or Add the relevant information to assesment link](#) (see [CHAPTER 6.6. FILE OF THE ACCIDENT REPORT/NOTIFICATION](#)) to access the file with a summary of all processing activities.

For functionalities, see the full [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#).

#### 6.4.4. Detail Data – Navigation Management

As specified in [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#), by selecting the down-arrow icon, some detailed data of the Accident Report/Notification selected from the list are displayed.






Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CMNNR780R12H501A	Protocollata il 23/02/2021  
Record No. E.INAIL.24400.23/02/2021.0000654		Worker Professional Category	
Ship certificate type	PAN 21080968	Submission Mode ONLINE	
Competent INAIL Office ROMA CENTRO	INAIL Office Telephone 06/36431	PEC INAIL Office TEST@PROVACERT.INAIL.IT	
 Send receipt (PDF)		 Registered form (PDF)	
 View the folder or add the relevant information to assessment			

Figure 35 – Detailed data of a Recorded Accident Report/Notification – Navigation management

The detailed data, as well as the overall functionalities, may or may not be available depending on the processing status of the selected Accident Report/Notification. In general, they include:

- [Report/Notification ID](#), if the Report/Notification is not Recorded, or [Record Number](#), if it is Recorded (see [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#)).
- [Worker's professional category](#).
- [Ship certificate type](#).
- [PAN](#) selected when accessing the INAIL portal.
- [Submission mode](#), which may have the values: [ONLINE](#), [OFFLINE](#) (submission via file).
- [Competent INAIL office](#), automatically calculated based on the worker's domicile and available if the Report/Notification is Sent or Recorded.
- [INAIL office telephone](#), available if the Report/Notification is Sent or Recorded.
- [PEC INAIL office](#), available if the Report/Notification is Sent or Recorded.
- [Delete Accident Report/Notification link](#), available if the Report/Notification is in Draft or To be sent status.
- [Send Receipt link \(PDF\)](#), available if the Report/Notification is Sent or Recorded.

- [Recorded Form link \(PDF\)](#), available if the Report/Notification is Recorded.
- [View the folder or Add the relevant information to assesment link \(see CHAPTER 6.6. FILE OF THE ACCIDENT REPORT/NOTIFICATION\)](#) to access the file with the summary of the processing activities.

For functionalities, see the full [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#).

### 6.4.5. Detail Data – Agriculture Management

As specified in [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#), by selecting the down-arrow icon, some detailed data of the Accident Report/Notification selected from the list are displayed.





Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
22/12/2017	COMUNICAZIONE INFORTUNIO	CM [REDACTED]	Protocollata il 23/02/2021 
Record No. E:INAIL.24400.23/02/2021.0000654		Worker Professional Category	
Production Unit - NON DICHIARATA		INPS registration no	Submission Mode ONLINE
Competent INAIL Office ROMA CENTRO		INAIL Office Telephone 06/36431	PEC INAIL Office TEST@PROVACERT.INAIL.IT
 Send receipt (PDF)		 Registered form (PDF)	
 View the folder or add the relevant information to assessment			

Figure 36 – Detailed data of a Recorded Accident Report/Notification – Agriculture management

The detailed data, as well as the overall functionalities, may or may not be available depending on the processing status of the selected Accident Report/Notification. In general, they include:

- [Report/Notification ID](#), if the Report/Notification is not Recorded, or [Record Number](#), if it is Recorded (see [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS](#)).
- [Worker's professional category](#).
- [Production unit](#) entered by the user in the Report/Notification.
- [INPS registration number](#).
- [Submission mode](#), which may have the values: [ONLINE](#), [OFFLINE](#) (submission via file).
- [Competent INAIL office](#), automatically calculated based on the worker's domicile and available if the Report/Notification is Sent or Recorded.
- [INAIL office telephone](#), available if the Report/Notification is Sent or Recorded.
- [PEC INAIL office](#), available if the Report/Notification is Sent or Recorded.

- [Delete Accident Report/Notification link](#), available if the Report/Notification is in Draft or To be sent status.
- [Send Receipt link \(PDF\)](#), available if the Report/Notification is Sent or Recorded.
- [Recorded Form link \(PDF\)](#), available if the Report/Notification is Recorded.
- [View the folder or Add the relevant information to assesment \(see CHAPTER 6.6. FILE OF THE ACCIDENT REPORT/NOTIFICATION\)](#) to access the file with the summary of the processing activities.

For functionalities, see the full [PARAGRAPH 6.4.1. FUNCTIONALITIES AND SPECIFICATIONS OF THE DETAILED DATA OF ACCIDENT REPORTS/NOTIFICATIONS.](#)

### 6.5. Search Accident Reports/Notifications

It is possible to access the page for the targeted search of one or more Accident Reports/Notifications, depending on the parameters entered, through the link All accident notifications (n) available in the [LIST OF ACCIDENT REPORTS/NOTIFICATIONS](#), or by using the dedicated link Search Accident Reports/Notifications available in the [MAIN MENU OF THE HARMFUL EVENTS MANAGEMENT SYSTEM.](#)

The search can be performed by populating individual parameters — which vary depending on the management type — or by combining multiple parameters.

By selecting the FILTER button, the query is submitted and, once completed, the list of the requested Accident Reports/Notifications, if any, is displayed in the lower section of the page.

**Search Accident Reports/Notifications**

**FILTER BY** ^

Territorial Insurance Position

Worker Report/Notification ID

Submission date Event date

From   From

To   To

Processing Status File Submission Serial No.

[Cancel](#) FILTER

**ACCIDENT REPORTS/NOTIFICATIONS**

List of accident reports/notifications Items Per Page

Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
No data present			

Figure 37 – Search page for Accident Notifications – IASPA management example

If the query results return a list containing more than 200 entries, a warning message appears asking to narrow the search criteria.

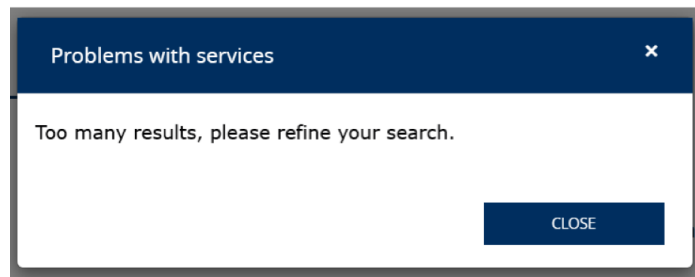


Figure 38 – Search of Accident Notifications – Warning

Using the [Cancel link](#), it is possible to clear the screen of all filters that may have been applied and restore the initial situation.

### 6.5.1. Search Accident Reports/Notifications – IASPA Management

In the case of IASPA management, the search criteria are:

- [Company Territorial Insurance Position](#).
- [Worker](#), either by tax code or by last name and first name of the worker.
- [Report/Notification ID](#), identification number of the Accident Notification assigned by the application during the online completion of the task.
- [Submission date from/to](#), period during which one or more Notifications were sent.
- [Event date from/to](#), period during which the accident occurred.
- [Processing status](#), i.e., the four possible statuses: Draft, To be sent, Sent, Registered, with the additional option to select All statuses.
- [File submission progressive number](#), progressive number assigned by the online service to the file containing the notification in case of OFFLINE submission.

## Search Accident Reports/Notifications

The screenshot shows a search interface titled 'FILTER BY'. It includes the following fields and options:

- Territorial Insurance Position:** A text input field with the placeholder 'Territorial Insurance Position'.
- Worker:** A text input field with the placeholder 'Tax code or Surname and name'.
- Report/Notification ID:** A text input field with the placeholder 'E.g. 123456'.
- Submission date:** Two date range pickers labeled 'From' and 'To', each with a calendar icon and the placeholder 'GG/MM/AAAA'.
- Event date:** Two date range pickers labeled 'From' and 'To', each with a calendar icon and the placeholder 'GG/MM/AAAA'.
- Processing Status:** A dropdown menu currently showing 'All statuses'.
- File Submission Serial No.:** A text input field with the placeholder 'File submission serial no.'.

At the bottom left is a 'Cancel' link, and at the bottom right is a dark blue 'FILTER' button.

Figure 39 – Search page for Accident Notifications – IASPA management

### 6.5.2. Search Accident Reports/Notifications – State Administration management

In the case of State Administration Management, the search criteria are:

- **Worker**, either by tax code or by last name and first name of the worker.
- **Report/Notification ID**, identification number of the Accident Notification assigned by the application during the online completion of the task by the employer.
- **Submission date from/to**, period during which one or more Notifications were sent.
- **Event date from/to**, period during which the accident occurred.
- **Processing status**, i.e., the four possible statuses: Draft, To be sent, Sent, Registered, with the additional option to select All statuses.
- **File submission progressive number**, progressive number assigned by the online service to the sent file containing the notification.

**FILTER BY**

Worker: Tax code or Surname and name

Report/Notification ID: E.g. 123456

Submission date: From GG/MM/AAAA To GG/MM/AAAA

Event date: From GG/MM/AAAA To GG/MM/AAAA

Processing Status: All statuses

File submission progressive number: File submission progressive number

Figure 40 – Search page for Accident Notifications –State Administration Management

### 6.5.3. Search Accident Reports/Notifications – Navigation Management

In the case of Navigation management, the search criteria are:

- **PAN (Ship Insurance Position).**
- **Management type:** IASPA or Navigation if the user is an employer who has both types.
- **Worker,** either by tax code or by last name and first name of the worker.
- **Report/Notification ID,** identification number of the Accident Notification assigned by the application during the online completion of the task.
- **Submission date from/to,** period during which one or more Notifications were sent.
- **Event date from/to,** period during which the accident occurred.
- **Processing status, i.e.,** the four possible statuses: Draft, To be sent, Sent, Registered, with the additional option to select All statuses.

**FILTER BY**

Ship Insurance Position: Ship Insurance Position

Management type: E.g. 123456

Worker: Tax code or Surname and name

Report/Notification ID: E.g. 123456

Submission date: From GG/MM/AAAA To GG/MM/AAAA

Event date: From GG/MM/AAAA To GG/MM/AAAA

Processing Status: All statuses

Figure 41 – Search page for Accident Notifications – Navigation management

### 6.5.4. Search Accident Reports/Notifications – Agriculture Management

In the case of Agriculture management, the search criteria are:

- **Worker**, either by tax code or by last name and first name of the worker.
- **Report/Notification ID**, identification number of the Accident Notification assigned by the application during the online completion of the task by the employer.
- **Company tax code**
- **Submission date from/to**, period during which one or more Notifications were submitted.
- **Event date from/to**, period during which the accident occurred.
- **Processing status**, i.e., the four possible statuses: Draft, To be sent, Sent, Registered, with the additional option to select All statuses.

The screenshot shows a search interface with the following fields:

- Worker:** A text input field with the placeholder "Tax code or Surname and name".
- Report/Notification ID:** A text input field with the placeholder "E.g. 123456".
- Company tax code:** A text input field with the placeholder "Tax code".
- Submission date:** Two date pickers labeled "From" and "To", both with the placeholder "GG/MM/AAAA".
- Event date:** Two date pickers labeled "From" and "To", both with the placeholder "GG/MM/AAAA".
- Processing Status:** A dropdown menu currently showing "All statuses".

Figure 42 – Search page for Accident Notifications – Agriculture management

## 6.6. Folder of Accident Notification

As specified in [PARAGRAPH 6.4.1.4 VIEW THE FOLDER OR ADD THE RELEVANT INFORMATION TO ASSESMENT](#), if the Accident Notification is Recorded, it is possible to access the [File of the Notification](#), a section where additional information is displayed beyond what is present in the detailed data. This section can be accessed both from the [LIST OF ACCIDENT NOTIFICATIONS](#) and from the [LIST OF ACCIDENT REPORT/NOTIFICATION DOCUMENTATION](#).

The information contained in the [Folder of the Accident Notification](#) includes:

- A list of optional [support services](#) that can be completed to assist the Notification, which may or may not be present depending on the data already entered in the submitted Notification. The available support services are listed in the field [ADDITIONAL INFORMATION RELEVANT TO ASSESMENT](#).

- The data of the Notification, if submitted and subsequently converted into an Accident Notification.
- The data of the submitted Accident Notification.
- The data of optional support services, if present, already submitted or in the process of being completed.

## Accident report/communication documentation folder

Event date: 06/01/2017  
Case number: 700000160

Worker: UI [REDACTED]

Figure 43 – Folder of the Accident Notification – IASPA management

The referred optional services are generally requested by the Institute through a specific investigative act:

- Based on the wage data present or missing in the Accident Notification or Occupational Disease Notification of the IASPA management (**Wage data for the calculation of the daily allowance for total temporary disability (full-time worker)**, **Wage data for the calculation of the daily allowance for total temporary disability (part-time worker)**)
- In the case of so-called commuting accidents (**Employer information for accidents occurring during travel to or from the workplace**) for employers in all management areas except employers of non-INAIL-insured workers, and for intermediaries of employers in IASPA, Navigation, and Agriculture management

to allow the continuation of the case investigation. Optional services can be filled out and submitted voluntarily by users accessing the service or upon specific request by the competent INAIL office.

The list of optional services is therefore populated in the dedicated list field with the types of services that can be associated with the Accident Notification based on the data already submitted.

Figure 44 – Folder of the Accident Notification – List of available optional services

Once the type of optional service has been selected and the FILL IN button pressed, the pages containing the data to be completed and submitted are displayed.

Optional services that have been submitted or are in progress will appear on the Folder page, with their detailed data accessible by selecting the down-arrow icon.

## Accident report/communication documentation folder

Event date: 06/01/2017  
Case number: 700000160

Worker: UI [REDACTED]

ADDITIONAL INFORMATION RELEVANT TO THE ASSESSMENT

Select a service FILL IN

ACCIDENT REPORT/NOTIFICATION Protollata il 23/02/2021

[Progress bar] [Refresh] [Dropdown]

DATI RETRIBUTIVI PER CALCOLO INDENNITÀ (LAVORATORE A TEMPO PARZIALE) Da inviare il 05/05/2022

[Progress bar] [Refresh] [Dropdown]

Figure 45 – Folder of the Accident Notification – Example of an optional service in progress

### 6.7. List of Occupational Disease/Silicosis-Asbestosis Report – IASPA and State Administration Management

The list shows the last five reports of [occupational disease or silicosis/asbestosis](#) for which the user has carried out any processing activity, in chronological order starting from the most recent. According to the dynamic mechanism described in [CHAPTER 5. HOW THE MANAGEMENT OF HARMFUL EVENTS WORKS](#), the reports of occupational disease or silicosis/asbestosis that have been converted into [Occupational disease/silicosis–asbestosis documentation](#) following the assignment of the Case Number by the competent INAIL office do not appear in this list. These reports, identifiable through their main information (Date of disease notification, Worker's Surname, Name, and Tax Code), will instead be visible in the list of [Occupational disease/silicosis–asbestosis documentation](#) (see [CHAPTER 7. LISTS OF ACCIDENT REPORT/NOTIFICATION DOCUMENTATION](#)).

REPORTS OF OCCUPATIONAL DISEASE/SILICOSIS ASBESTOSIS All OD/SA reports(14)

List of the last five occupational disease/silicosis asbestosis reports

Comm.date ▼	Surname First Name ▼	Tax code ▼	Processing status
28/12/2020	MALATTIA PROFESSIONALE	ML [REDACTED]	Protollata il 02/02/2021 [Progress bar] [Refresh] [Dropdown]
06/01/2021	MALATTIA PROFESSIONALE	ML [REDACTED]	Protollata il 02/02/2021 [Progress bar] [Refresh] [Dropdown]
01/02/2017	MALATTIA PROFESSIONALE	ML [REDACTED]	Inviata il 01/02/2021 [Progress bar] [Refresh] [Dropdown]
01/05/2017	SAETTA CARMINE	ST [REDACTED]	Inviata il 12/11/2020 [Progress bar] [Refresh] [Dropdown]
	GASTONI ROSANGELA	GS [REDACTED]	Bozza il 20/12/2018 [Progress bar] [Refresh] [Edit] [Dropdown]

Figure 47 – List of the last five occupational disease/silicosis–asbestosis reports

For all list functionalities, see [CHAPTER 6.1 – FUNCTIONALITIES OF THE REQUIREMENTS LISTS](#).

### 6.7.1. Functionalities and Specifications of the Detailed Data of Occupational Disease/Silicosis–Asbestosis Reports

By selecting the down-arrow icon, some detailed data of the selected occupational disease or silicosis/asbestosis report are displayed. These data vary depending on the management category, and the specific details are provided in the following dedicated sections, while certain functionalities are common to all management types.

If the status of the occupational disease or silicosis/asbestosis report is **Not Recorded**, the first field displays **Report No.**, meaning the identification number assigned by the application during the online completion of the compliance requirement.

Report No.	Worker Professional Category		
209328	operaio agricolo qualificato, raccolti misti		
Type Of Report	Absence Start Date	PAT	Submission Mode
Malattia professionale		21080968	ONLINE
Competent INAIL Office	INAIL Office Telephone	PEC INAIL Office	
ROMA CENTRO	06/36431		

Figure 48 – Detailed data of an occupational disease/silicosis–asbestosis report in processing status

If instead the status of the occupational disease or silicosis/asbestosis report is **Recorded**, the first field displays **Record Number**, meaning the record number assigned by the Institute’s document management system.

List of the last five occupational disease/silicosis asbestosis reports


Comm.date ▼	Surname First Name ▼	Tax code ▼	Processing status
28/12/2020	MALATTIA PROFESSIONALE	ML	Protocollata il 02/02/2021

Record No.	Worker Professional Category		
E.INAIL.21520.02/02/2021.0000854	WRN_QUERY_NORESULT_CODE		
Type Of Report	Absence Start Date	PAT	Submission Mode
Malattia professionale		21080968	ONLINE
Competent INAIL Office	INAIL Office Telephone	PEC INAIL Office	
PIOMBINO	0565/2721	TEST.PIOMBINO@POSTACERT.INAIL.IT	


Figure 49 – Detailed data of the occupational disease/silicosis–asbestosis report in “Recorded” status

The available functionalities are described in the following paragraphs.

### 6.7.1.1.Delete occupational disease/silicosis–asbestosis report

For occupational disease or silicosis/asbestosis reports that have not yet been submitted—i.e., those in **Draft** or **To be submitted status**—it is possible to delete the draft in progress using the link **Delete OD/SA report**  **Delete OD/SA report**, marked with the trash-bin icon. The system asks for confirmation before performing the deletion and, if confirmed, the draft is removed and cannot be recovered.

### 6.7.1.2.Recorded form (PDF)

If the occupational disease or silicosis/asbestosis report is in *Recorded* status, it is possible to download the recorded PDF form of the submitted report by selecting the **Recorded form (PDF)** link  **Registered form (PDF)**.

This document is retrieved directly from the Institute’s document management system.


### 6.7.1.3.View the folder or add the relevant information to the assessment

For occupational disease reports in *Recorded* status, it is possible to access the **Report Folder**, a section where additional information is displayed beyond what is available in the detailed data. This section can be reached both from the report list and from the list of related cases. The contents of this section are described in **Chapter 6.9 – Folder of the Occupational Disease Report**.

## 6.7.2. Detail data – IASPA management

As specified in **Paragraph 6.7.1 – Functionalities and specifications of the detailed data of occupational disease/silicosis–asbestosis reports**, by selecting the down-arrow icon, some detailed data of the selected occupational disease or silicosis/asbestosis report are displayed.

List of the last five occupational disease/silicosis asbestosis reports

Comm.date ▼	Surname First Name ▼	Tax code ▼	Processing status
28/12/2020	MALATTIA PROFESSIONALE	ML [REDACTED]	Protocollata il 02/02/2021 

Record No. E.INAIL.21520.02/02/2021.0000854	Worker Professional Category WRN_QUERY_NORESULT_CODE		
Type Of Report Malattia professionale	Absence Start Date [REDACTED]	PAT 21080968	Submission Mode ONLINE
Competent INAIL Office PIOMBINO	INAIL Office Telephone 0565/2721	PEC INAIL Office TEST.PIOMBINO@POSTACERT.INAIL.IT	

Figure 50 – Detailed data of the occupational disease/silicosis–asbestosis report in “Recorded” status – IASPA management

The detailed data, as well as the overall functionalities, may or may not be present depending on the processing status of the selected occupational disease or silicosis/asbestosis report. In general, they include:

- **Report Number**, if the report is not yet in *Recorded* status, or **Record Number** if it is (see **Paragraph 6.7.1**).

- [Worker professional Category](#) .
- [Type of report](#), i.e., whether it is an occupational disease report or a silicosis/asbestosis report.
- [Absence Start Date](#).
- [PAT](#) selected during report submission.
- [Submission mode](#), which may be: ONLINE, OFFLINE (submission via file).
- [Competent INAIL office](#), automatically calculated based on the worker's residence and present if the report is *Submitted* or *Recorded*.
- [INAIL Office telephone](#), present if the report is *Submitted* or *Recorded*.
- [PEC INAIL Office](#), present if the report is *Submitted* or *Recorded*.
- Link [Delete occupational disease/silicosis–asbestosis report](#), present if the report is in *Draft* or *To be submitted* status.
- Link [Recorded form \(PDF\)](#), present if the report is *Recorded*.
- Link [View the folder or add the relevant information to the assessment](#), to access the folder with a summary of the performed actions, available only for occupational disease reports.

For the functionalities, refer to [Paragraph 6.7.1 – Functionalities and specifications of the detailed data of occupational disease/silicosis–asbestosis reports](#).

### 6.7.3. Detail data – State Administration management

As specified in [Paragraph 6.7.1 – Functionalities and specifications of the detailed data of occupational disease/silicosis–asbestosis reports](#), by selecting the down-arrow icon, some detailed data of the selected occupational disease or silicosis/asbestosis report are displayed.

01/05/2017		S	ST	Inviata il 12/11/2020	⌂	⬆
Report No.	Worker Professional Category					
209328	operaio agricolo qualificato, raccolti misti					
State administration						
CORTE DEI CONTI						
Structure						
UNIVERSITA DI TORINO						
Type Of Report	Absence Start Date		Submission Mode			
Malattia professionale			ONLINE			
Competent INAIL Office	INAIL Office Telephone		PEC INAIL Office			
ROMA CENTRO	06/36431					

Figure 51 – Detailed data of the occupational disease/silicosis–asbestosis report in “Recorded” status – State administration management

The detailed data, as well as the overall functionalities, may or may not be present depending on the processing status of the selected occupational disease or silicosis/asbestosis report. In general, they include:

- [Report Number](#), if the report is not in *Recorded* status, or [Record Number](#) if it is (see *Paragraph 6.8.1*)
- [Worker's professional category](#)
- [State administration](#)
- [Structure](#) selected by the employer when accessing the INAIL portal
- [Type of report](#), i.e., whether it is an occupational disease report or a silicosis/asbestosis report
- [Absence Start Date](#)
- [Submission mode](#), which may be: ONLINE, OFFLINE (file submission)
- [Competent INAIL office](#), automatically calculated based on the worker's residence and present if the report is *Submitted* or *Recorded*
- [INAIL Office telephone](#), present if the report is *Submitted* or *Recorded*
- [PEC INAIL Office](#), present if the report is *Submitted* or *Recorded*
- [Link Delete occupational disease/silicosis–asbestosis report](#), present if the report is in *Draft* or *To be submitted* status
- [Link Recorded form \(PDF\)](#), present if the report is *Recorded*
- [Link View the folder or add relevant information to the assessment](#), to access the folder summarizing the actions performed, available only for occupational disease reports.

For the functionalities, refer to [Paragraph 6.7.1 – Functionalities and specifications of the detailed data of occupational disease/silicosis–asbestosis reports](#).

## 6.8. Search occupational disease/silicosis-asbestosis reports

It is possible to access the page for the targeted search of one or more occupational disease or silicosis/asbestosis reports, depending on the parameters entered, through the link [All occupational disease/silicosis–asbestosis reports \(n\)](#) available in the [LIST OF OCCUPATIONAL DISEASE/SILICOSIS–ASBESTOSIS REPORTS](#), or by using the dedicated link [Search for occupational disease/silicosis–asbestosis reports](#) located in the [MAIN MENU OF THE MANAGEMENT OF HARMFUL EVENTS](#).

The search can be carried out by filling in the individual parameters, which vary depending on the management type, or by combining several of them.

By selecting the [FILTER](#) button, the system submits the query, and at the end of the process the list of the corresponding reports—if any—is displayed in the lower part of the page.

### Search occupational disease/silicosis asbestosis Reports

#### REPORTS OF OCCUPATIONAL DISEASE/SILICOSIS ASBESTOSIS

List of occupational disease/silicosis asbestosis reports

Items Per Page  
10

Figure 52 – Search page for occupational disease/silicosis–asbestosis reports – IASPA management example

If the query returns a list with more than 200 results, a warning message appears requesting that the search criteria be narrowed.

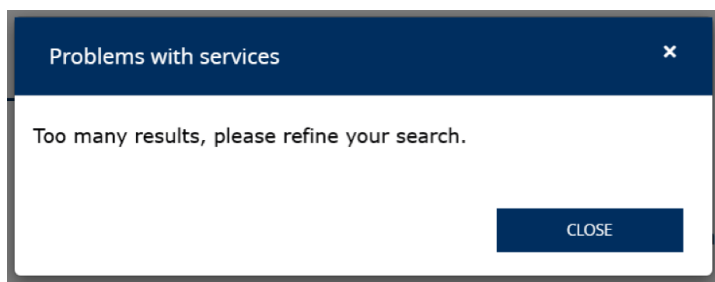


Figure 53 – Search for accident Notifications – Warning

By selecting the [Cancel](#) link, it is possible to clear the screen of all filters previously entered and restore the initial state.

#### 6.8.1. Search occupational disease/silicosis-asbestosis Reports – IASPA management

In the case of [IASPA management](#), the search criteria are:

- **Territorial Insurance Position** of the company.
- **Worker**, meaning the tax code or the worker's last name and first name.
- **Report Number**, the identification number of the occupational disease or silicosis/asbestosis Report assigned by the application during the online compilation of the fulfilment.
- **Type of report**, meaning whether it is an occupational disease Report or a silicosis/asbestosis Report, with the additional option to select **All types**.
- **Disease communication date from/to**, the period during which the worker notified the disease to the employer.
- **Absence start date from/to**, the period during which the work leave began.
- **Processing status**, meaning the four possible statuses: Draft, To be submitted, Submitted, Recorded, with the additional option to select **All statuses**.
- **File submission serial number**, the progressive number assigned by the online service to the file containing the Reports in the case of **OFFLINE submission**.

### Search occupational disease/silicosis asbestosis Reports

The screenshot shows a search filter interface with the following fields and options:

- FILTRA PER:** (Header)
- Territorial Insurance Position:** Text input field.
- Worker:** Text input field (Tax code or Surname and name).
- Report No.:** Text input field (E.g. 123456).
- Type Of Report:** Dropdown menu (All types).
- Disease communication date:** Two date pickers (From and To) with format GG/MM/AAAA.
- Absence start date:** Two date pickers (From and To) with format GG/MM/AAAA.
- Processing Status:** Dropdown menu (All statuses).
- File Submission Serial No.:** Text input field (File submission serial no.).
- Buttons:** Cancel (left), FILTER (right, dark blue).

Figure 53 – Search page for occupational disease/silicosis-asbestosis Reports – IASPA management

### 6.8.2. Search Occupational Disease/Silicosis-Asbestosis Reports – State Administration Management

In the case of State Administration Management, the search criteria are:

- **Worker**, either tax code or last name and first name of the worker.

- **Report No.**, identification number of the occupational disease or silicosis/asbestosis Report assigned by the application during online completion of the submission by the employer.
- **Type of report, i.e.**, whether it is an occupational disease Report or a silicosis/asbestosis Report, with the additional option to select **All types**.
- **Disease communication date from/to**, period within which the worker notified the employer of the disease.
- **Absence start date from/to**, period within which the absence from work began.
- **Processing status**, i.e., the four possible statuses: Draft, To be submitted, Sent, Recorded, with the additional option to select All statuses.
- **File submission serial number**, progressive number assigned by the online service to the file containing the Reports in case of OFFLINE submission.

### Search occupational disease/silicosis asbestosis Reports

The screenshot shows a search filter interface with the following fields:

- FILTRA PER:** (Header)
- Worker:** Text input field with placeholder "Tax code or Surname and name".
- Report No.:** Text input field with placeholder "E.g. 123456".
- Type Of Report:** Dropdown menu with "All types" selected.
- Disease communication date:** Two date range fields labeled "From" and "To", each with a calendar icon and placeholder "GG/MM/AAAA".
- Absence start date:** Two date range fields labeled "From" and "To", each with a calendar icon and placeholder "GG/MM/AAAA".
- Processing Status:** Dropdown menu with "All statuses" selected.
- File Submission Serial No.:** Text input field with placeholder "File submission serial no.".
- Buttons:** "Cancel" (blue text) and "FILTER" (dark blue button).

Figure 55 – Search page for Occupational Disease/Silicosis-Asbestosis Reports –State Administration

## 6.9. Folder of the Occupational Disease Report

As specified in [PARAGRAPH 6.7.1.3 VIEW THE FOLDER OR ADD THE RELEVANT INFORMATION TO THE ASSESSMENT](#), if the occupational disease Report is **Recorded**, it is possible to access the related File, a section where additional information beyond the detailed data is displayed. This section can be accessed both from the [LIST OF OCCUPATIONAL DISEASE/SILICOSIS-ASBESTOSIS REPORTS](#) and from the [LIST OF OCCUPATIONAL DISEASE/SILICOSIS-ASBESTOSIS REPORT DOCUMENTATION](#).

The information in the **Folder** of the occupational disease Report includes:

- A list of optional **supporting services** that can be completed to support the Report, present or not depending on the data already entered in the submitted Report. The

available services are listed in the field **ADDITIONAL INFORMATION RELEVANT TO THE ASSESSMENT**.

- Data of the submitted occupational disease Report.
- The list, if available, of optional **supporting services** already submitted or in the process of being completed.

### Occupational disease/silicosis asbestosis report folder

Communication date: 28/12/2020  
Management selected: IASPA

Worker: MALATTIA PROFESSIONALE

Figure 56 – Folder of the occupational disease Report – IASPA management

The mentioned **supporting services** are generally requested by the Institute through a specific investigative act:

Based on the wage data present or missing in the occupational disease Report of **IASPA management only** (Wage data for calculating the daily allowance for total temporary disability – full-time worker and Wage data for calculating the daily allowance for total temporary disability – part-time worker)

to continue the investigation of the case. The supporting services can be voluntarily completed and submitted by the user accessing the service or upon specific request from the competent INAIL office.

The list of optional **supporting services** is then populated in the dedicated list field, with the types of services that can be associated with the occupational disease Report based on the data already submitted.

Figure 57 – Folder of the occupational disease Report – List of optional supporting services

Once the type of optional service has been selected and the **FILL IN** button pressed, the pages containing the data to be completed and submitted are displayed. Optional services that have been submitted or are in progress will appear in the dedicated list on the File page.

### Occupational disease/silicosis asbestosis report folder

Communication date: 28/12/2020

Worker: MALATTIA PROFESSIONALE

ADDITIONAL INFORMATION RELEVANT TO THE ASSESSMENT

Select a service ▼

FILL IN

OD/SA REPORT	Protollata il <b>02/02/2021</b> 	🕒 ▼
--------------	-------------------------------------	-----

DATI RETRIBUTIVI PER CALCOLO INDENNITÀ (LAVORATORE A TEMPO PARZIALE)	Da inviare il <b>05/05/2022</b> 	🕒 ▼
--	-------------------------------------	-----

Figure 58 – Folder of the Occupational Disease Notification – List of optional services

## 7. LISTS OF ACCIDENT/REPORT NOTIFICATION DOCUMENTATION

The Cases lists collect the [Accident Notifications/Reports](#) or the [Occupational Disease/Silicosis–Asbestosis Reports](#) for which the INAIL investigation has been opened by assigning a Case Number, showing their processing status managed by the competent INAIL office and notifying any changes—made during the investigation phase—to some data contained in the reports.

### 7.1. Functionalities Of The Accident/Report Notification Documentation Lists

Taking as an example the [list of Accident Reports/Notifications](#), we can identify the appearance and functions common to all case lists.
















ACCIDENT REPORT/NOTIFICATION DOCUMENTATION				All accident documentation (211)	
List of the last five pieces of accident report/notification documentation					
Event date ▼	Surname First Name ▼	Tax code ▼	Processing status		
20/08/2017		P	In istruttoria il 04/05/2021		 
08/01/2017		N	In istruttoria il 19/02/2021		 
07/01/2017		N	In istruttoria il 19/02/2021		 
06/01/2017		N	In istruttoria il 19/02/2021		 
06/01/2017		N	In istruttoria il 19/02/2021		 




Figure 59 – List of Cases from Accident Report/Notification


The title of the specific documentation is shown— in this case, [ACCIDENT/REPORT NOTIFICATION DOCUMENTATION](#) —and the latest five items are displayed in chronological order, starting from the most recent, for which the competent INAIL office has carried out any processing activity.

The minimum data required to identify each individual documentation item are:

- [Event date](#), indicating the date of the accident (or [Date the illness was reported in the list of occupational disease/silicosis–asbestosis Report Documentation](#)).
- [Surname First Name](#), corresponding to the worker’s full name.
- [Tax Code](#), identifying the worker.
- [Processing status](#).

Furthermore, each documentation item contains the following symbols:

- [Two-color bar](#)  with a description of the processing status and related date: red – [Under review \(In istruttoria\)](#), green – [Processing completed \(Fine lavorazione\)](#).
- [Clock icon](#)  , indicating the timeline of processing statuses.
- [Bell icon](#)  , showing notifications of any data changes made during the review phase.

- [Down-arrow icon](#)  , which must be selected to view the detailed data of the documentation item.

The following function is also available:

- [All accident documentation \(n\)](#) or [All occupational disease/silicosis–asbestosis documentation \(n\)](#), links that allow access to the detailed search page for one or more documentation items, depending on the parameters entered. These same search pages can be reached through the links [Search documentation from accident report/notification](#) and [Search documentation from occupational disease/silicosis–asbestosis report](#), available in the main menu of the Management of Harmful Events (see sections [7.3. SEARCH ACCIDENT REPORT/NOTIFICATION DOCUMENTATION](#) and [7.6. SEARCH OCCUPATIONAL DISEASE/SILICOSIS–ASBESTOSIS REPORT DOCUMENTATION](#)).

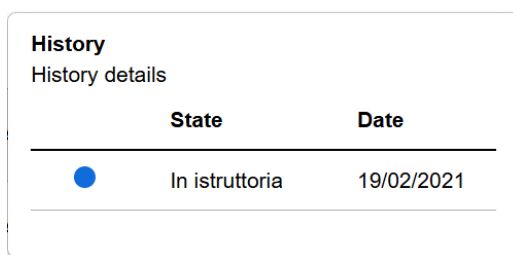
### 7.1.1. Processing Status and History

The [processing status](#) and the [timeline](#) provide information about the moments in which the INAIL office modified the processing status of the individual documentation item. The two different processing statuses are represented in the two-color bar by a specific color, which becomes highlighted once the status is completed, along with a description of the status and a date shown in the column titled Processing status.

Below are the two statuses and the information provided:

- [Under review - In istruttoria](#) (red color): indicates that the documentation has been opened by the competent INAIL office with the assignment of the Case Number, and the specified date is the one on which the review process began.
- [Processing completed – Fine lavorazione](#) (green color): indicates that an outcome has been defined for the documentation. The displayed date corresponds to the conclusion of the review process.

For the above-mentioned phases, it is possible to view the complete processing timeline by selecting the clock icon located to the right of the Processing status column.




History	
History details	
State	Date
 In istruttoria	19/02/2021


Figure 60 – Documentation Timeline

### 7.1.2. Change Notification

If, during the review phase of the documentation, one or more changes are made — compared to what was originally reported through the accident/report notification — to any of the following data:

- [Date of the accident event](#) or [Date the illness was reported](#).
- [Worker’s surname and first name](#).
- [Worker’s tax identification code](#).

- [INAIL competent office](#) for handling the documentation.

the [bell icon](#)  appears on the corresponding row to inform the user of the presence of modifications.

By selecting the icon, the updated information is displayed in the dedicated list of Data modified during the review phase.

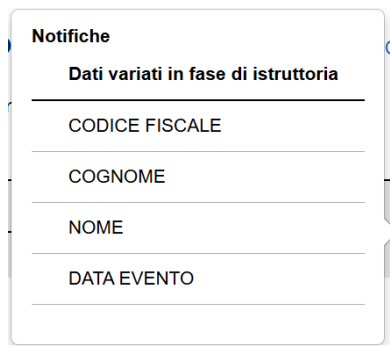


Figure 61 – Notifications of changes made to the accident/report notification documentation

### 7.1.3. All accident documentation (n) or occupational disease/silicosis–asbestosis documentation

All accident documentation (n) or All occupational disease/silicosis–asbestosis documentation (n), depending on the list, is the link that allows access to the page for a detailed search of one or more documentation records based on the parameters entered. The same search page for the specific documentation can also be accessed using the dedicated links [Search accident/report notifications documentation](#) or [Search occupational disease/silicosis–asbestosis reports documentation](#), available in the main menu of the management of harmful events system.

The link displays, in parentheses, the total number of documentation records associated with the user.

For documentation searches, refer to paragraphs [7.3. SEARCH ACCIDENT/REPORT NOTIFICATIONS DOCUMENTATION](#) and [7.6. SEARCH OCCUPATIONAL DISEASE/SILICOSIS–ASBESTOSIS REPORTS DOCUMENTATION](#).

### 7.1.4. Detail Data

The detail data displayed corresponds to key information contained in the reports originating from the review process opened by the competent INAIL office.

## 7.2. List of Accident/Report Notifications Documentation – all management types (except Employers of non-insured subjects)

The list, available to all management types *except* employers of subjects not insured with INAIL, displays the five most recent documentation records originating from accident/report notifications, in chronological order starting from the most recent, for which INAIL has opened the review process.

These are the documentation records generated when a Case Number has been assigned by the competent INAIL office.

## ACCIDENT REPORT/NOTIFICATION DOCUMENTATION

[All accident documentation \(211\)](#)

List of the last five pieces of accident report/notification documentation


Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
20/08/2017	[REDACTED]	P [REDACTED]	In istruttoria il 04/05/2021  
08/01/2017	[REDACTED]	N [REDACTED]	In istruttoria il 19/02/2021  
07/01/2017	[REDACTED]	N [REDACTED]	In istruttoria il 19/02/2021  
06/01/2017	[REDACTED]	N [REDACTED]	In istruttoria il 19/02/2021  
06/01/2017	[REDACTED]	N [REDACTED]	In istruttoria il 19/02/2021  

Figure 62 – List of the five most recent documentation records from accident/report notification

For all functionalities, see [CHAPTER 7.1. FUNCTIONALITIES OF THE ACCIDENT/REPORT NOTIFICATION DOCUMENTATION LISTS](#).

### 7.2.1. Functionalities and specifications of the detail data of the Accident/Report Notification Documentation – all management types (except Employers of subjects not insured with INAIL)

By selecting the down-arrow icon, additional detail data related to the selected accident/report notification documentation record are displayed.




Event date ▼	Surname First Name ▼	Tax code ▼	Processing status
20/08/2017	[REDACTED]	PC [REDACTED]	In istruttoria il 04/05/2021  
<p>Case Number</p> <input type="text" value="80000009"/>			
Competent INAIL Office		INAIL Office Telephone	PEC INAIL Office
<input type="text" value="PIOMBINO"/>		<input type="text" value="0565/2721"/>	<input type="text" value="TEST@PROVACERT.INAIL.IT"/>
<p> <a href="#">View the folder or add the relevant information to assessment</a></p>			

Figure 63 – Detail data of the Accident/Report Notification Documentation record

The detail data include:

- [Case Number](#) assigned to the documentation record by the competent INAIL office.
- [Competent INAIL office](#), calculated automatically based on the worker's residence.
- [INAIL competent telephone](#).
- [PEC INAIL Office](#).
- [Link "View the folder or add the relevant information to assessment"](#), which provides access to the documentation folder, a section that displays additional information

beyond the detail data. The content of this section is described in [CHAPTER 7.4. FOLDER OF THE ACCIDENT/REPORT NOTIFICATION DOCUMENTATION](#).

### 7.3. Search Accident/Report Notification Documentation

It is possible to access the page for the targeted search of one or more records originating from accident/report notification documentation, based on the parameters entered, either through the link [All accident documentation \(n\)](#) available in the [DOCUMENTATION LIST](#), or by using the dedicated link [Search accident/report notification documentation](#) available in the MAIN MENU OF THE MANAGEMENT OF HARMFUL EVENTS.

The search can be performed by entering individual parameters—which vary depending on the management type—or by combining multiple parameters.

By selecting the [FILTER](#) button, the query is submitted; once processing is complete, the requested documentation records, if present, are displayed in the lower section of the page.

#### Search Accident Report/Notification Documentation

Figure 64 – Search page for Accident/Report Notification Documentation – IASPA management example

If the query returns a list containing more than 200 results, a warning message appears requesting the user to narrow the search criteria.

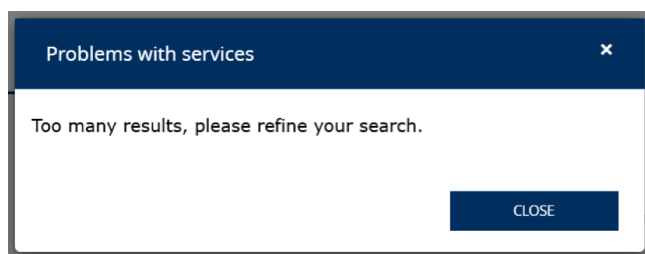


Figure 65 – Search for Accident/Report Notification Documentation Records – Warning

By selecting the [Cancel](#) link, it is possible to clear all filters that may have been entered and restore the screen to its initial state.

### 7.3.1. Search Accident/Report Notification Documentation – IASPA Management

In the case of IASPA management, the search criteria are:

- Territorial Insurance Position.
- Worker, either by tax code or by last name and first name.
- Case number, the identification number of the accident practice assigned by the competent INAIL office that opened the investigation.
- Submission date from/to, the period within which one or more Notifications/Reports were submitted.
- Event date from/to, the period within which the accident occurred.

#### Search Accident Report/Notification Documentation

The screenshot shows a search filter interface with the following elements:

- FILTRA PER:** Header with an upward arrow icon.
- Territorial Insurance Position:** A text input field.
- Worker:** A text input field with the placeholder "Tax code or Surname and name".
- Case Number:** A text input field with the placeholder "E.g. 123456".
- Submission date:** Two date pickers labeled "From" and "To", each with a calendar icon and the format "GG/MM/AAAA".
- Event date:** Two date pickers labeled "From" and "To", each with a calendar icon and the format "GG/MM/AAAA".
- Buttons:** A "Cancel" button on the bottom left and a dark blue "FILTER" button on the bottom right.

Figure 66 – Search page for Accident/Report Notification Documentation – IASPA Management

### 7.3.2. Search Accident/Report Notification Documentation – State Administration Management

In the case of State Administration management, the search criteria are:

- Worker, either by tax code or by last name and first name.
- Case number, the identification number of the accident practice assigned by the competent INAIL office that opened the investigation.
- Submission date from/to, the period within which one or more Notifications/Reports were submitted.
- Event date from/to, the period within which the accident occurred.

### Search Accident Report/Notification Documentation

Figure 67 – Search page for Accident/Report Notification Documentation – State Administration Management

### 7.3.3. Search Accident/Report Notification Documentation – Navigation Management

In the case of Navigation management, the search criteria are:

- PAN Code (Ship Insurance Position).
- Worker, either by tax code or by last name and first name.
- Case number, the identification number of the accident practice assigned by the competent INAIL office that opened the investigation.
- Submission date from/to, the period within which one or more Notifications/Reports were submitted.
- Event date from/to, the period within which the accident occurred.

### Search Accident Report/Notification Documentation

Figure 68 – Search page for Practices from Accident/Report Notifications – Maritime Management

### 7.3.4. Search Accident/Report Notification Documentation – Agriculture Management

In the case of Agriculture management, the search criteria are:

- **Worker**, either by tax code or by last name and first name.
- **Case number**, the identification number of the accident practice assigned by the competent INAIL office that opened the investigation.
- **Submission date from/to**, the period within which one or more Notifications were submitted.
- **Event date from/to**, the period within which the accident occurred.

#### Search Accident Report/Notification Documentation

Figure 69 – Search page for Accident/Report Notification Documentation – Agriculture Management

### 7.4. Folder of Accident/Report Notification Documentation

The folder of the practice from an Accident/Report Notification contains information and lists described in the following paragraphs.

#### Accident report/communication documentation folder

Event date: 20/08/2017                      Worker: PEC IASPA  
 Case number: 80000009

#### REQUEST ADDITIONAL INFORMATION RELEVANT TO THE ASSESSMENT

List of preliminary acts

Requested date ▼

Request status ▼

Document type ▼

No data present

ACCIDENT REPORT/NOTIFICATION Protocollata il 23/02/2021

Figure 70 – Folder of Accident/Report Notification Documentation – IASPA Management

### 7.4.1. Header Data

The header data are located below the page title, and some of them vary depending on the management type:

- **Event Date:** date of the accident.
- **Worker:** worker's tax code.
- **Company Name:** for IASPA, Navigation, and Agriculture management; or **State Administration** and **Structure** in the case of State-managed practices.
- **Management type:** the management type of the employer.
- **Case Number:** number assigned to the practice by the competent INAIL office.

<b>Event date:</b> 20/08/2017	<b>Worker:</b> PEC IASPA
<b>Company Name:</b> ██████████	<b>Management type:</b> IASPA
<b>Case number:</b> 800000009	

Figure 71 – Folder of Accident/Report Notification Documentation– Header Data, IASPA Management

<b>Event date:</b> 20/08/2017	<b>Worker:</b> AAAAA BBBBB
<b>State administration:</b> MINISTERO DELL'ISTRUZIONE, DELL'UNIVERSITA E DELLA RICERCA	
<b>Structure:</b> LICEO GALILEO GALILEI	
<b>Management type:</b> GESTIONE PER CONTO DELLO STATO	
<b>Case Number:</b> xxxxxxxxxx	

Figure 72 – Folder of Accident/Report Notification Documentation – Header Data, State Administration Management

<b>Event date:</b> 20/08/2017	<b>Worker:</b> AAAAA BBBBB
<b>Company Name:</b> ██████████	<b>Management type:</b> NAVIGAZIONE
<b>Case number:</b> 800000009	

Figure 73 – Folder of Accident/Report Notification Documentation – Header Data, Navigation Management

<b>Event date:</b> 20/08/2017	<b>Worker:</b> AAAAA BBBBB
<b>Tax code:</b> ██████████	<b>Management type:</b> DATORE DI LAVORO SOGGETTO AGRICOLO
<b>Case number:</b> 800000009	

Figure 74 – Folder of Accident/Report Notification Documentation – Header Data, Agriculture Management

### 7.4.2. Request for Additional Information Relevant to Assessment

This section of the page displays the list of any investigative documents issued by the competent INAIL office in relation to the accident report/notification documentation under review. The highlighted data are:

- **Folder icon:** this shows the chronology, including **Request Date**, **Document Type**—which may be *Request* or *Reminder*—and the *file icon*, which allows the user to view the document.
- **Request Date:** the date on which the competent INAIL office sent the investigative document requiring additional information to be submitted through the specified device service (*Document Type*).
- **Request Status:** the possible statuses are *Request* and *Reminder*.
- **Document Type:** the type of investigative document requested by the competent office.

REQUEST ADDITIONAL INFORMATION TO THE ASSESSMENT

Request Date	Request Status	Document type
15/02/2021	Richiesta	Informazioni per infortunio occorso durante uno spostamento di lavoro

Figure 75 – Folder the Accident Report/Notification Documentation – Request for Additional Document

### 7.4.3. Fill in Additional Information relevant to the Assessment

This section of the page allows the user to select, from the dedicated **ADDITIONAL INFORMATION RELEVANT TO THE ASSESSMENT** list, the available device services to be completed based on the data contained in the accident report/notification already submitted.

The listed device services are either those requested following a specific investigative document issued by the competent INAIL office, or those that may be voluntarily submitted to support the accident report/notification documentation.

ADDITIONAL INFORMATION RELEVANT TO THE ASSESSMENT

Select a service

- Select a service
- Dati retributivi per calcolo indennità (lavoratore a tempo pieno)
- Dati retributivi per calcolo indennità (lavoratore a tempo parziale)
- Informazioni per infortunio occorso durante uno spostamento di lavoro

FILL IN

Figure 76 – Folder of the Accident Report/Notification Documentation – Select and Complete a Device Service

Once the desired d service is selected, pressing the **FILL IN** button allows access to the pages required to complete the requested data, which will then be sent to the competent INAIL office.

### 7.4.4. Accident Notification

The accident notification data are displayed only if the notification was submitted and subsequently converted into an accident report/notification. The corresponding detailed information can be viewed by selecting the down-arrow icon.

ACCIDENT NOTIFICATION Protocollata il 18/02/2021

Figure 77 – Folder of the Accident Report/Notification Documentation – Accident Notification

### 7.4.5. Accident Report/Notification

This section contains the data of the recorded Accident Report/Notification, with the corresponding detailed information available by selecting the down-arrow icon.

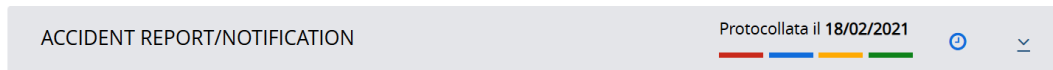


Figure 78 – File of the Accident Report/Notification Documentation – Accident Report/Notification

### 7.4.6. Device Services

If available, the list of device services already completed or currently in progress is displayed. The highlighted information includes:

- Name of the device service.
- **Four-color status bar** with description of the processing status and related date:
  - red – **Draft**.
  - light blue – **To be submitted**.
  - yellow – **Submitted**.
  - green – **Recorded**  
(see Paragraph 6.1.1 – Processing Status and History for further details).
- **Clock icon** – shows the complete timeline of all processing statuses assumed by the task over time (see Paragraph 6.1.4 – Detail Data).
- **Pencil icon** displayed only if the processing status is *Draft* or *To be submitted*, indicates the possibility to access the online application of the task to complete and send it.
- **Down-arrow icon**, to view the detailed data of the individual task (see Paragraph 6.1.4 – Detail Data).

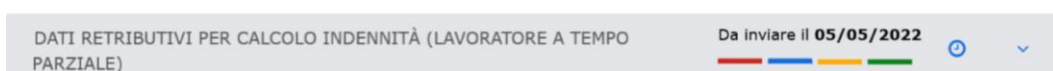


Figure 79 – Folder of the Accident Report/Notification Documentation – Example of Device Service

## 7.5. List of Occupational Disease/ Silicosis–Asbestosis Reports Documentation (IASPA and State Administration Management)

The list, available only for the IASPA and State Administration Management, shows the five most recent items of accident/report notification documentation originating from Occupational Disease Reports or Silicosis/Asbestosis Reports.

They are displayed in chronological order, starting from the most recent, and correspond to all cases for which at least one processing activity has been carried out — that is, when each Occupational Disease or Silicosis/Asbestosis Report was assigned a **Case Number** by the competent INAIL office and the investigation process began.

OCCUPATIONAL DISEASE/SILICOSIS ASBESTOSIS REPORT DOCUMENTATION				<a href="#">All OD/SA documentation (1)</a>
List of the last five pieces of occupational disease/silicosis asbestosis report documentation				
Comm.date ▼	Surname First Name ▼	Tax code ▼	Processing status	
11/01/2021	MALATTIA PROFESSIONALE	[REDACTED]	In istruttoria il 03/04/2023	🕒 🔔 ▼

Figure 80 – List of the five most recent Documentation Items from Occupational Disease / Silicosis–Asbestosis Reports

For all list functionalities, see [CHAPTER 7.1. FUNCTIONALITIES OF THE ACCIDENT/REPORT NOTIFICATION DOCUMENTATION LISTS](#).

### 7.5.1. Functionalities and Specifications of the Detail Data for Occupational Disease / Silicosis–Asbestosis Reports Documentation (IASPA and State Administration Management)

By selecting the [down-arrow icon](#), additional detailed information is displayed for the item of accident/report notification documentation originating from the selected Occupational Disease Report or Silicosis–Asbestosis Report.

Comm.date ▼	Surname First Name ▼	Tax code ▼	Processing status	
11/01/2021	MALATTIA PROFESSIONALE	M [REDACTED]	In istruttoria il 03/04/2023	🕒 🔔 ▲
Case Number		Type Of Report		
690000431		Malattia professionale		
Competent INAIL Office		INAIL Office Telephone	PEC INAIL Office	
PIOMBINO		0565/2721	TEST.PIOMBINO@POSTACERT.INAIL.IT	
<a href="#">👁️ View the folder or add the relevant information to assessment</a>				

Figure 81 – Detail Data of Occupational Disease/Silicosis–Asbestosis Report Documentation

The detail data are:

- [Case number](#) assigned to the documentation item by the competent INAIL office.
- [Type of report](#), meaning whether it is an Occupational Disease Report or a Silicosis/Asbestosis Report.
- [Competent INAIL office](#), automatically determined based on the worker’s residence.
- [INAIL Office Telephone](#).
- [PEC INAIL Office](#).
- Link to the [Occupational Disease / Silicosis–Asbestosis Report Documentation Folder](#), which allows access to the documentation file—a section where additional information is displayed beyond what is shown in the detail view.

The content of this section is described in [CHAPTER 7.7. FOLDER OF THE OCCUPATIONAL DISEASE / SILICOSIS–ASBESTOSIS REPORT DOCUMENTATION](#).

## 7.6. Search Occupational Disease / Silicosis–Asbestosis Report Documentation

Access to the detailed search page for one or more documentation items originating from Occupational Disease Reports and Silicosis/Asbestosis Reports—based on the parameters entered—is available through the link [All OD/SA documentation \(n\)](#) in the [DOCUMENTATION LIST](#), or by using the dedicated link Search documentation from accident report/notification located in the [MAIN MENU OF THE MANAGEMENT OF HARMFUL EVENTS](#).

The search can be carried out by filling in individual parameters—which vary depending on the management type—or by combining multiple ones.

Selecting the [FILTER](#) button sends the query, after which the list of the requested documentation items is displayed at the bottom of the page, if available.

Figure 82 – Search page for Occupational Disease / Silicosis–Asbestosis Report Documentation – IASPA management example

If the query returns more than 200 items, a warning message appears asking the user to narrow the search criteria.

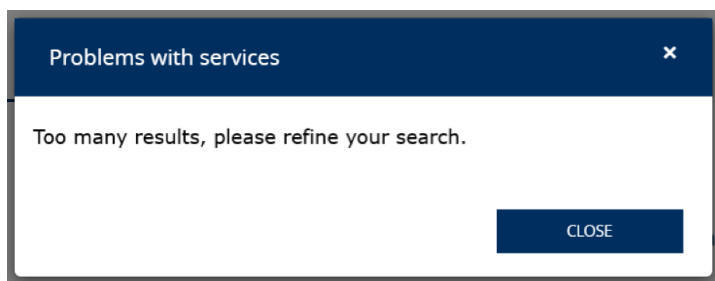


Figure 83 – Search for Occupational Disease / Silicosis–Asbestosis Report Documentation – Warning

Through the [Cancel](#) link, it is possible to clear all filters that were entered and restore the screen to its initial state.

### 7.6.1. Search Occupational Disease / Silicosis–Asbestosis Accident/Report Notification Documentation– IASPA Management

For IASPA management, the search criteria are:

- **Company Territorial Insurance Position.**
- **Worker**, meaning the worker’s tax code or surname and first name.
- **Case number**, the identification number assigned to the documentation by the competent INAIL office that opened the investigation.
- **Type of report**, indicating whether it is an *occupational disease report* or a *silicosis/asbestosis report*, with an additional option to select *All types*.
- **Submission date from/to**, the period during which one or more reports/notifications were submitted.
- **Disease communication date from/to**, the period during which the worker reported the disease to the employer.

Figure 84 – Search page for accident/report notification documentation related to occupational disease / silicosis–asbestosis – IASPA management

### 7.6.2. Search Occupational Disease / Silicosis–Asbestosis Accident/Report Notification Documentation– State Administration Management

For State administration management, the search criteria are:

- **Worker**, meaning the worker’s tax code or surname and first name.
- **Case number**, the identification number assigned to the documentation by the competent INAIL office that opened the investigation.
- **Type of report**, indicating whether it is an *occupational disease report* or a *silicosis/asbestosis report*, with an additional option to select *All types*.
- **Submission date from/to**, the period during which one or more reports were submitted.

- **Disease communication date from/to**, the period during which the worker reported the disease to the employer.

### Search occupational disease/silicosis asbestosis report Documentation

The screenshot shows a search interface with the following fields:

- FILTRA PER:** (Filter by)
- Worker:** Text input field with placeholder "Tax code or Surname and name".
- Case Number:** Text input field with placeholder "E.g. 123456".
- Type Of Report:** Dropdown menu with "All types" selected.
- Submission date:** Two date pickers labeled "From" and "To", both with placeholder "GG/MM/AAAA".
- Disease communication date:** Two date pickers labeled "From" and "To", both with placeholder "GG/MM/AAAA".
- Buttons:** "Cancel" (blue text) and "FILTER" (dark blue button).

Figure 85 – Search page for Occupational Disease / Silicosis–Asbestosis Accident/Report Notification Documentation– State Administration Management

## 7.7. Folder of the Occupational Disease / Silicosis–Asbestosis Accident/Report Notification Documentation (IASPA Management)

The file of the Accident/Report Notification Documentation for occupational disease contains information and lists described in the following sections.

**Event date:** 20/08/2017 **Worker:** AAAAA BBBB

**State administration:** MINISTERO DELL'ISTRUZIONE, DELL'UNIVERSITA E DELLA RICERCA

**Structure:** LICEO GALILEO GALILEI

**Management type:** GESTIONE PER CONTO DELLO STATO

**Case Number:** xxxxxxxxxxx

Figure 86 – Folder of the Accident/Report Notification Documentation for Occupational Disease / Silicosis–Asbestosis – example for State Administration Management

### 7.7.1. Header Data

The header data are positioned below the page title, and some vary depending on the management type:

- **Event Date:** the date on which the worker reported the occupational disease to the employer.
- **Worker:** worker's tax code.



applicable only for IASPA management. The listed device services are either those requested following a specific investigative act sent by the competent INAIL office or those that can be voluntarily submitted to support the occupational disease accident/report notification documentation.

Figure 90 – Folder of the Accident/Report Notification Documentation for Occupational Disease – Select and Complete a Device Service

Once the device service of interest is selected and the **FILL IN** button is clicked, the user accesses the data entry pages to complete the required information, which is then submitted to the competent INAIL office.

#### 7.7.4. Occupational disease report

The data of the recorded **Occupational Disease Report** are displayed, with detailed information accessible by selecting the down-arrow icon.

Figure 91 – Folder of the Occupational disease/Silicosis-Asbestosis Report – MP/SA Report

#### 7.7.5. Device services

If available, the list of device services already completed or in progress is displayed. Key data include:

- Device service name.
- **Four-color progress bar** indicating the work status and related date: red – Draft; light blue – To send; yellow – Sent; green – Recorded (see [PARAGRAPH 6.1.1. PROCESSING STATUS AND HISTORY](#) for more details).
- **Clock icon** indicates the complete history of status changes over time (see [PARAGRAPH 6.1.4. DETAIL DATA](#)).
- **Pencil icon**, displayed only if the status is Draft or To send, allows access to the online application of the task to complete and submit it.
- **Down-arrow icon** to view detailed data of the single task (see [PARAGRAPH 6.1.4. DETAIL DATA](#)).

Figure 92 – Folder of the Occupational Disease /Silicosis-Asbestosis Report – Device service