ESAMS©

Contractor Incident Reporting System (CIRS) User's Manual

ESAMS Help Desk: (865) 693-0048
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www.hgwllc.com

Contractor Incident Reporting System (CIRS)

The Contractor Incident Reporting System (CIRS) is used to record information about Injury/Illness events (Mishaps and Property Damage) for contractor personnel that are not listed in the ESAMS database. Authorized users, determined by CIRS administrators, can document information on these events, such as personnel involved, nature of the mishap, and work days lost.

Finding CIRS

CIRS Administrators can access the CIRS Application from the following link:

- "Contractor Incident Reporting (CIRS)" under "Admin Links" on the ESAMS main page

Reporting Contractors are provided access to the CIRS system on a one-time basis for each incident as it is reported (see below, pg 12). Reporting contractors access the CIRS application via a unique User ID and Password and a special link provided via email.

Access

- **CIRS Administrator (Create/Edit/Reports)** - has access, within their scope, to authorize Reporting Contractors, view and edit incident records within their scope, and to view CIRS reports

- **CIRS Administrator (Create/Edit/Approve/Reports)** - has access, within their scope, to authorize Reporting Contractors, view and edit incident records, and to view CIRS reports. Also has access to Approve completed CIRS records.

- **CIRS Administrator (Reports/Notification)** - has access only to view CIRS reports for incidents within their scope.

- **Reporting Contractor** – is provided access on a one-time basis for each incident as it is reported. The reporting contractor is provided a unique User ID and Password by a CIRS Administrator; this unique login expires five (5) days after it is provided. (See below, pg 12, for more info on Reporting Contractor Login.)

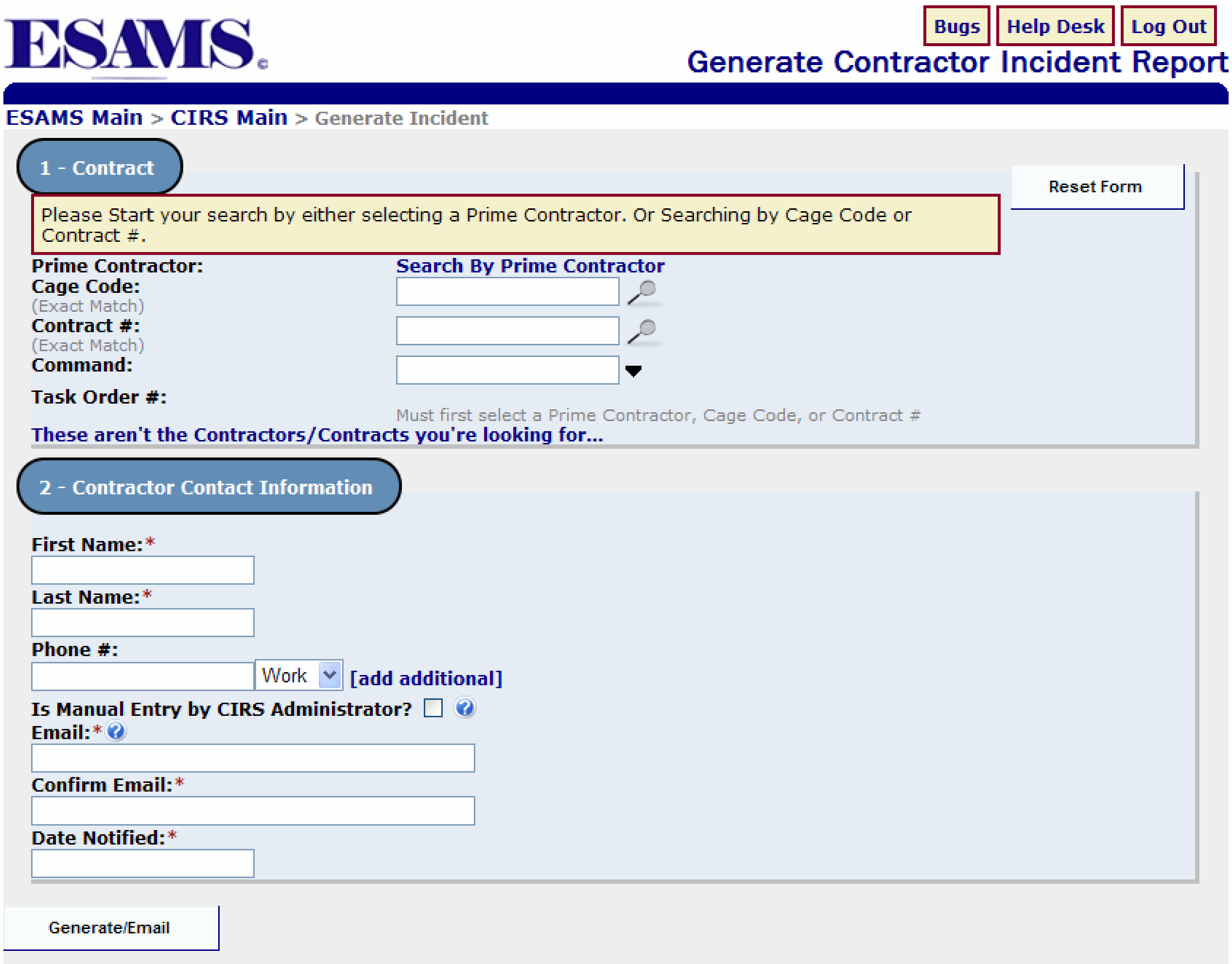
CIRS – Reporting an Incident

Generating the Incident Record

1. The Reporting Contractor contacts the CIRS Administrator to inform that an incident has occurred.
2. The CIRS Administrator enters the ESAMS website and accesses the CIRS Application by clicking on the "Contractor Incident Reporting (CIRS)" link.

3. The CIRS Administrator clicks the "Generate Incident" link.

4. The CIRS Administrator must enter the “Contract” and “Contractor Contact Information” in Section 1 and Section 2 of the CIRS form.



ESAMS

Bugs | Help Desk | Log Out

Generate Contractor Incident Report

ESAMS Main > CIRS Main > Generate Incident

1 - Contract

Reset Form

Please Start your search by either selecting a Prime Contractor. Or Searching by Cage Code or Contract #.

Prime Contractor: Search By Prime Contractor

Cage Code:
(Exact Match)

Contract #:
(Exact Match)

Command:

Task Order #:

Must first select a Prime Contractor, Cage Code, or Contract #

These aren't the Contractors/Contracts you're looking for...

2 - Contractor Contact Information

First Name:*

Last Name:*

Phone #:

Work [add additional]

Is Manual Entry by CIRS Administrator?

Email:*

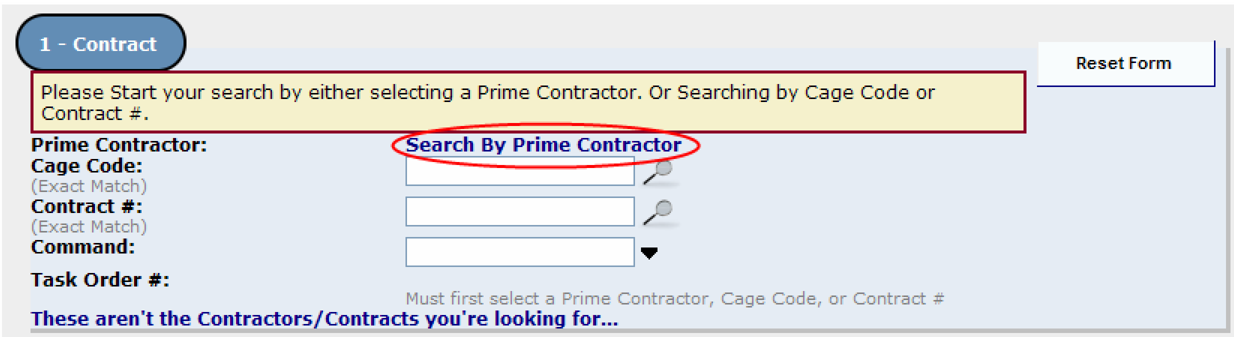
Confirm Email:*

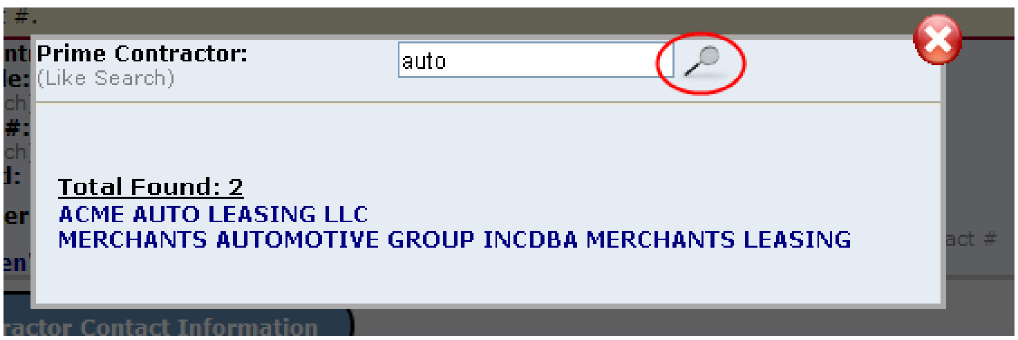
Date Notified:*

Generate/Email

Section 1 – Contract

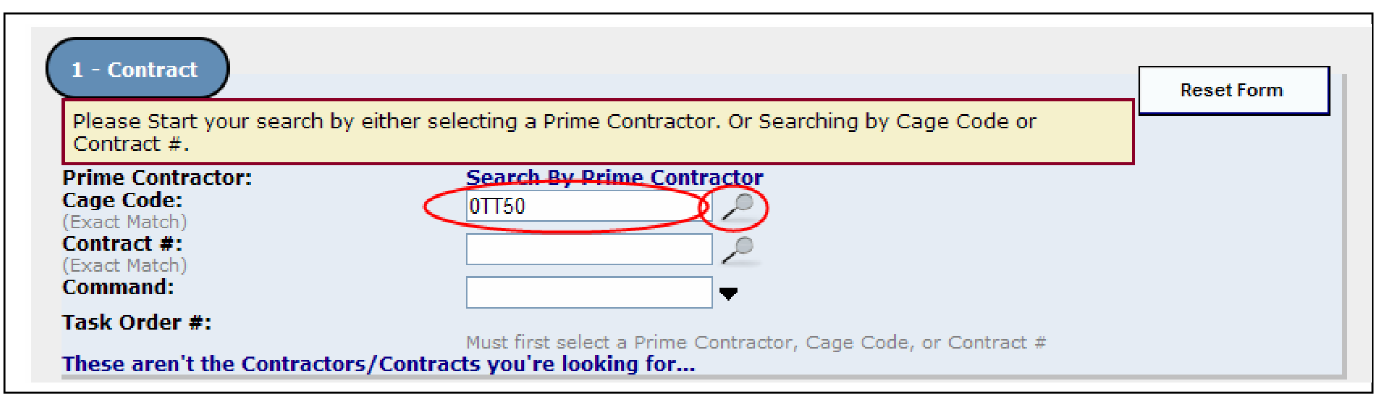
a. Prime Contractor – The name of the contractor company by which the involved person is employed. Clicking on the "Search by Prime Contractor" link opens a new window in which the administrator may search and select the Prime Contractor's name. Entering all or part of the name in the "Prime Contractor" field and clicking the Search icon will bring up a list of all Prime Contractor names in the system that match the entered information. Clicking on a Prime Contractor name will populate the name in the field.



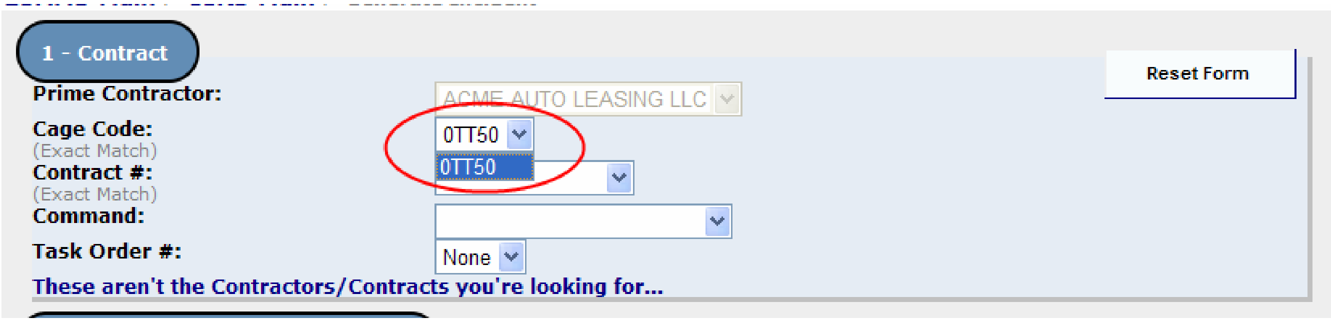


b. CAGE Code – The Commercial And Government Entity (CAGE) Code for the contract under which the involved person is employed. These CAGE Codes are associated with the Prime Contractor selected.

i. If no Prime Contractor has been chosen, the administrator may type the CAGE Code directly into the search field and click the search icon to find the entered code. **Note: The CAGE Code must be entered exactly as listed in the system or it will not be found.**

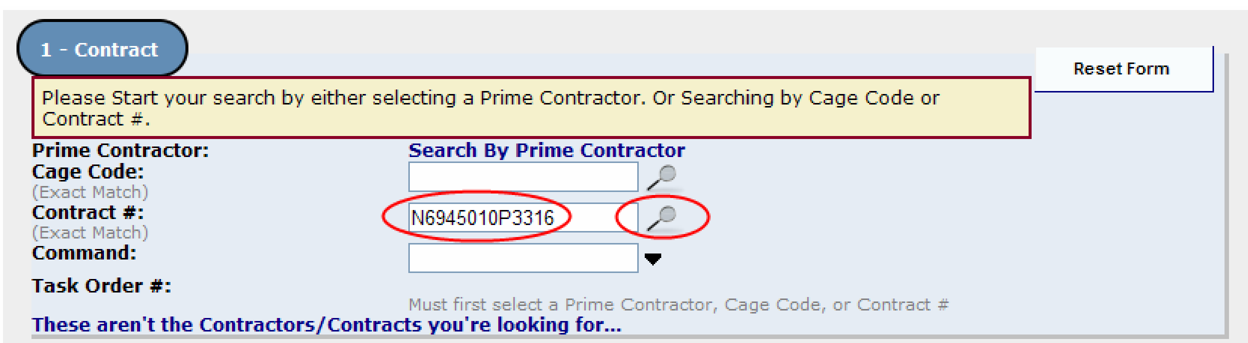


ii. If a Prime Contractor was selected, the field will change to a drop-down box. Click on the drop-down box to display the CAGE Codes associated with the selected Prime Contractor. Clicking on a CAGE Code will populate the code in the field. **Note: Some Prime Contractors have only one associated CAGE Code. In these cases, the CAGE Code will automatically be populated in the field.**

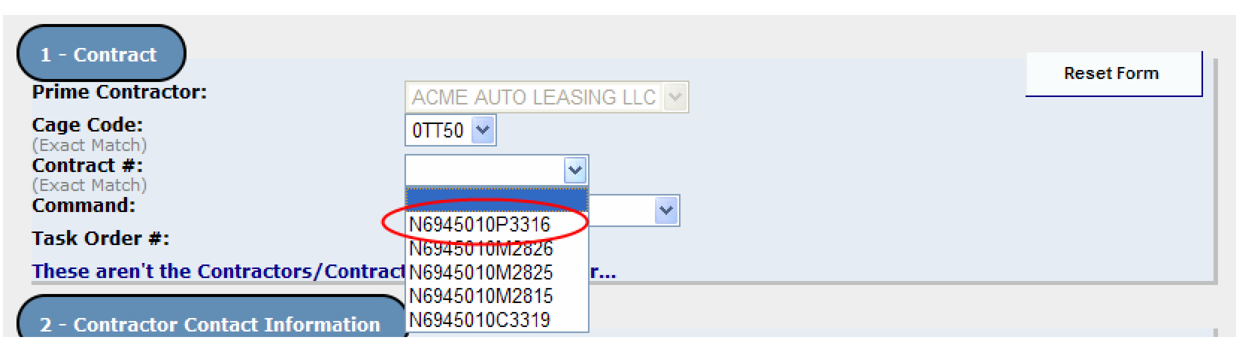


c. Contract # – The specific contract number under which the involved person is employed. These contract numbers are associated with the Prime Contractors and CAGE Codes.

i. If no Prime Contractor/CAGE Code has been chosen, the administrator may type the Contract # directly into the search field and click the search icon to find the entered code. **Note: The Contract # must be entered exactly as listed in the system or it will not be found.**

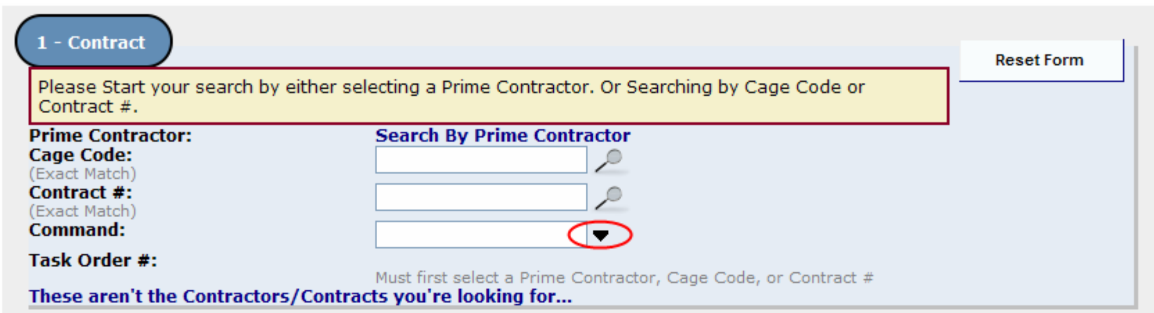


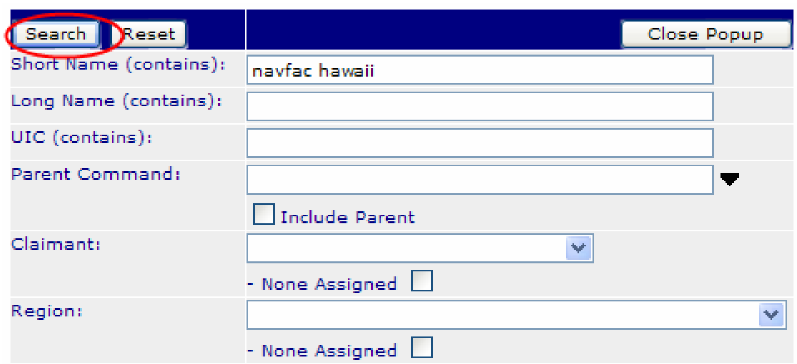
ii. If a Prime Contractor/CAGE Code was selected, the field will change to a drop-down box. Click on the drop-down box to display the Contract #'s associated with the selected Prime Contractor. Clicking on a Contract # will populate the code in the field. **Note: Some Prime Contractors/ CAGE Codes have only one associated Contract #. In these cases, the Contract # will automatically be populated in the field.**

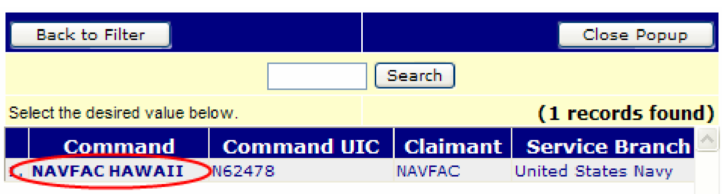


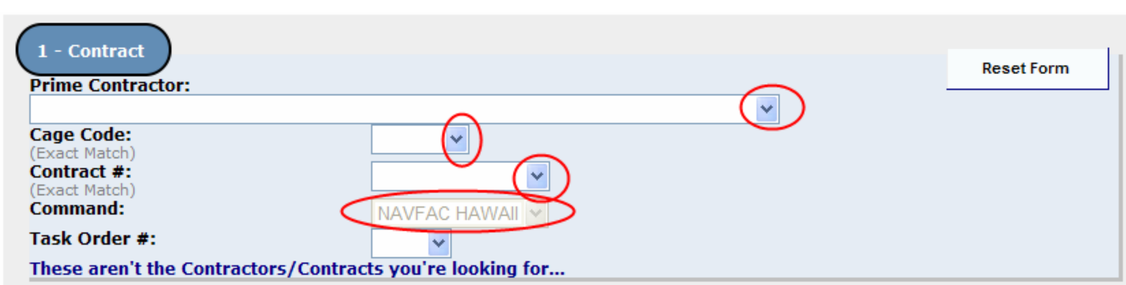
d. Command – The command at which the involved person is employed. Commands are associated with specific Prime Contractors, CAGE Codes and Contract #'s.

i. If no Prime Contractor/CAGE Code/Contract # has been chosen, the administrator may click on the black popup triangle to open a new window in which the administrator must select the Command. Administrators who can view multiple commands will be provided with a search window in which they can enter information and click the "Search" button to find the desired command. Clicking on the command name enters the command into the field. Once the command is chosen, the administrator must then use the drop-down boxes to select the Prime Contractor and other fields.



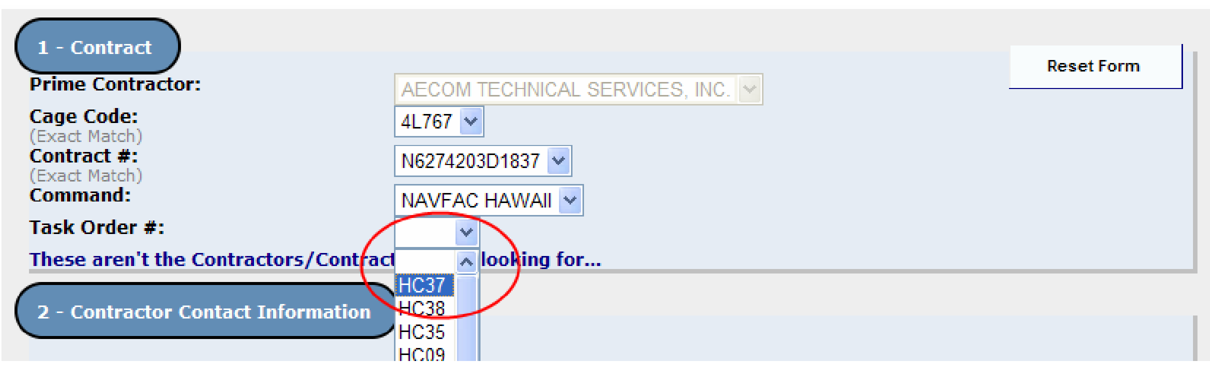




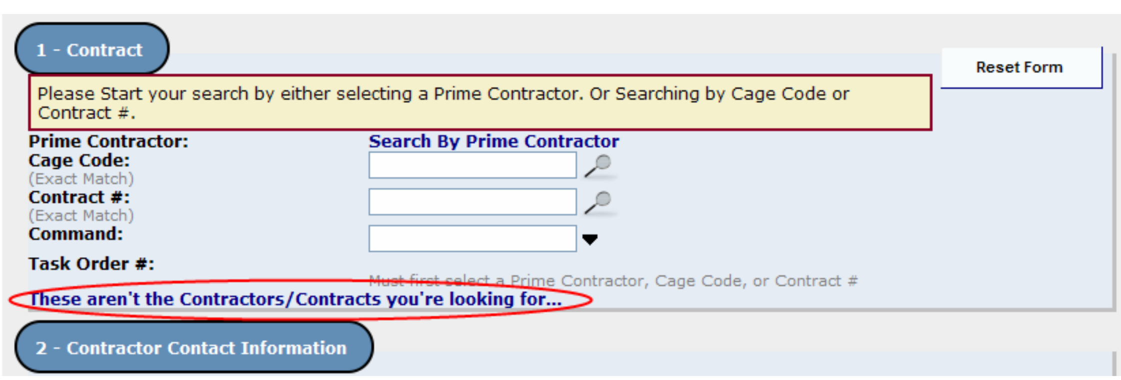


ii. If a Prime Contractor/CAGE Code/Contract # was selected, the field will change to a drop-down box. Click on the drop-down box to display the Commands associated with the selected Prime Contractor/CAGE Code/Contract #. Clicking on a Command will populate the code in the field. **Note: Some Prime Contractors/CAGE Codes/ Contract #'s have only one associated Command. In these cases, the Command will automatically be populated in the field.**

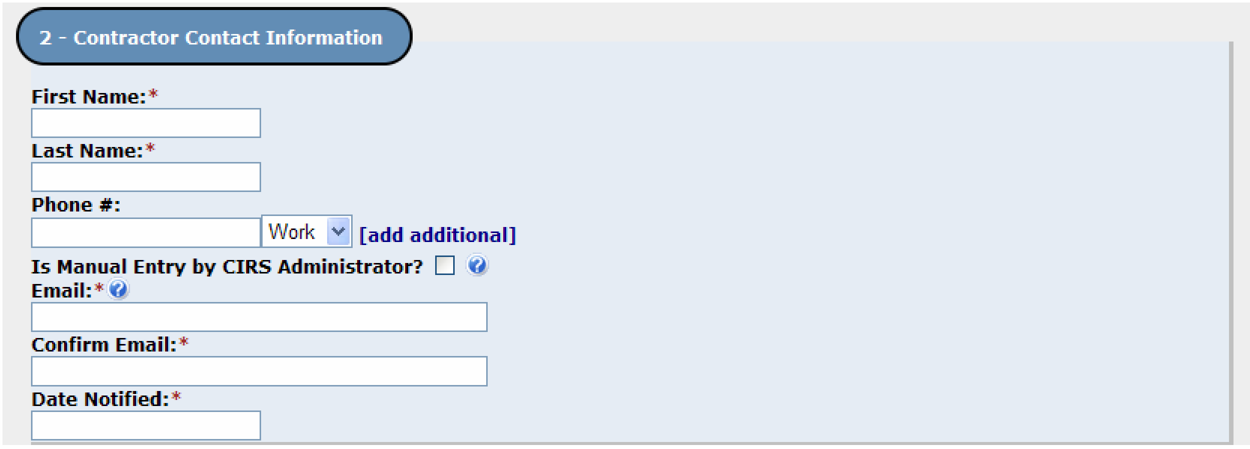
e. Task Order # – The specific Task Order number within the contract that the employee was tasked with at the time of the incident. These Task Order numbers are determined by the Prime Contractor/CAGE Code/Contract # /Command selected (above). Click on the drop-down box to display available selections. Clicking on a Task Order number will populate the name in the field. **Note: Some Prime Contractor/CAGE Code/Contract #/Commands have only one associated Task Order number. In these cases, the Task Order number will automatically be populated in the field.**



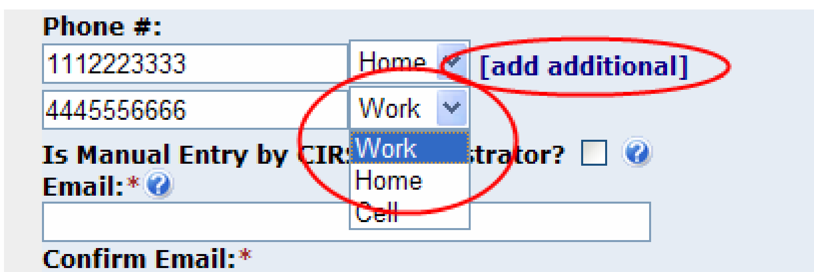
f. These aren't the Contractors/Contracts you're looking for… – The administrator can click this link if the Prime Contractor, CAGE Code, Contract #, Command or Task Order cannot be found. The link provides contact information for CIRS Administrators who can authorize the addition of such information to the CIRS database.



Section 2 – Contractor Contact Information

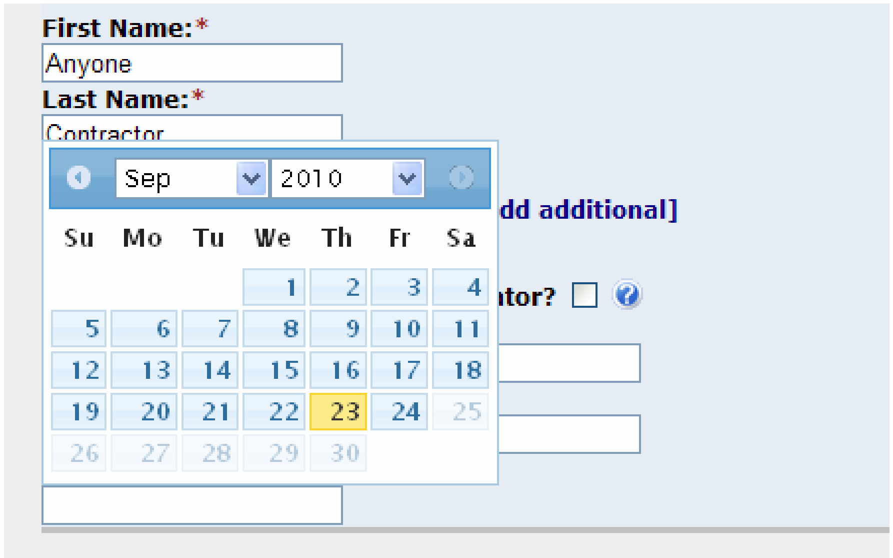


g. First Name – The first name of the contractor who contacted the CIRS Administrator. Type the name directly into the field.
h. Last Name – The last name of the contractor who contacted the CIRS Administrator. Type the name directly into the field.
i. Phone # – A phone number contact for the contractor who contacted the CIRS Administrator. Type the number directly into the field. The type of contact number can be chosen by clicking on the drop-down box to the left of the field and selecting "Work", "Cell", or "Home". Clicking on the "Add Additional" link creates extra fields in which the administrator can add additional contact numbers.

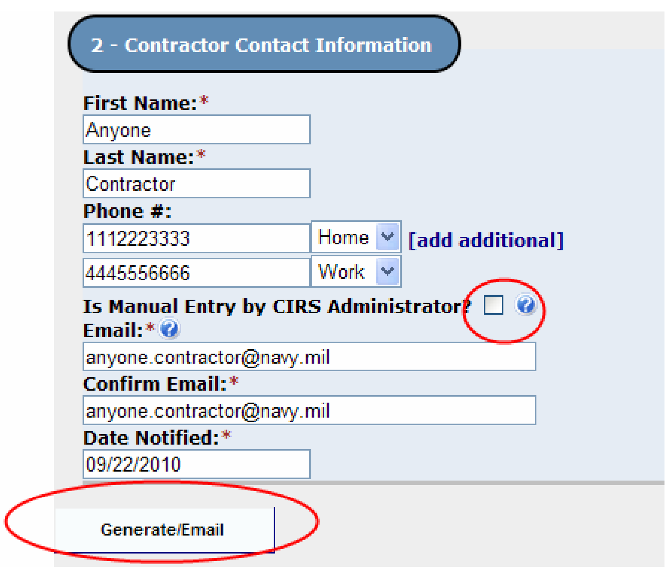


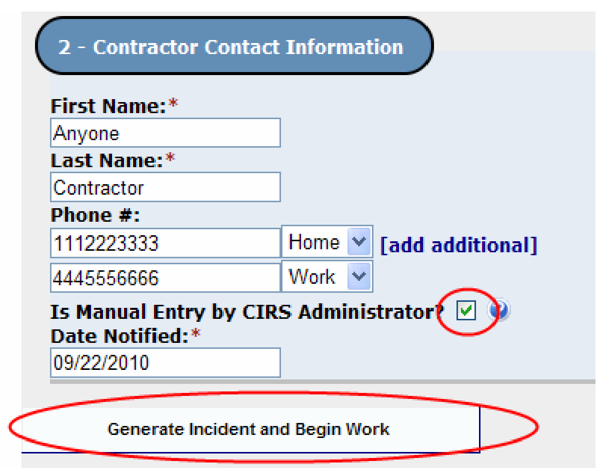
j. Is Manual Entry by CIRS Administrator? – The administrator can check this box to note that the CIRS record will be worked by the administrator instead of by the Reporting Contractor. Either individual will follow the same rules/processes for entering the incident information (see below, pg 14).
    i. If this box is not checked, the Reporting Contractor is responsible for entering the record in the CIRS application and will receive login information via email that provides access to the CIRS application (see below, pg 12).
    ii. If this box is checked, the Reporting Contractor will be given no access to the CIRS application and the Administrator accepts responsibility for entering the record.
k. Email – The email address of the Reporting Contractor. Type the address directly into the field.
l. Confirm Email – The email address of the Reporting Contractor, noted again to ensure that the address is correct. Type the address directly into the field.

m. Date Notified – The date that the Reporting Contractor notified the CIRS Administrator of the incident. Clicking on the field displays a “Calendar” window in which the administrator selects the date.

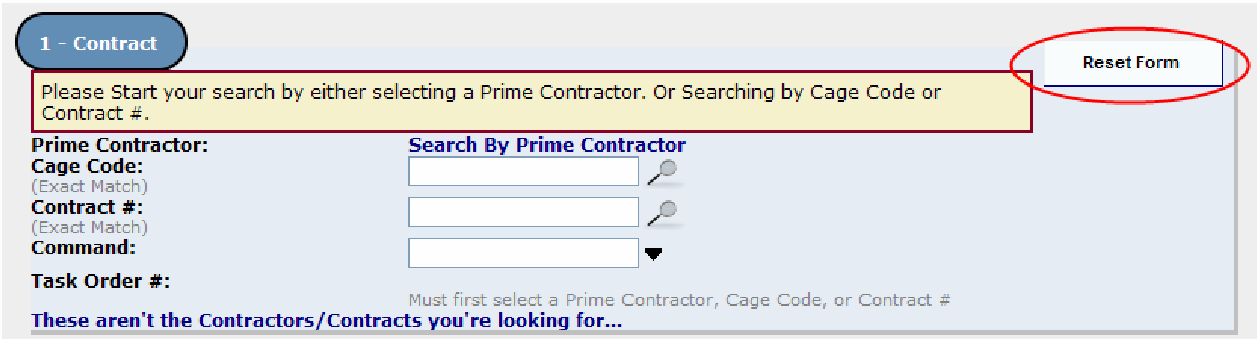


5. Once Section 1 and Section 2 are filled out, the administrator may complete the incident generation process by clicking on the button in the lower left corner of the form:
   a. If the Administrator **did not** check the “Is Manual Entry by CIRS Administrator?” box, this button will read “Generate/Email”. Clicking the button will generate the CIRS record, send the login information to the Reporting Contractor via email and allow the Reporting Contractor to enter the system, access the record and begin entering the incident information.
   b. If the Administrator **did** check the “Is Manual Entry by CIRS Administrator?” box, this button will read “Generate Incident and Begin Work”. Clicking the button will generate the CIRS record so that the administrator can access the record and begin entering the incident information.





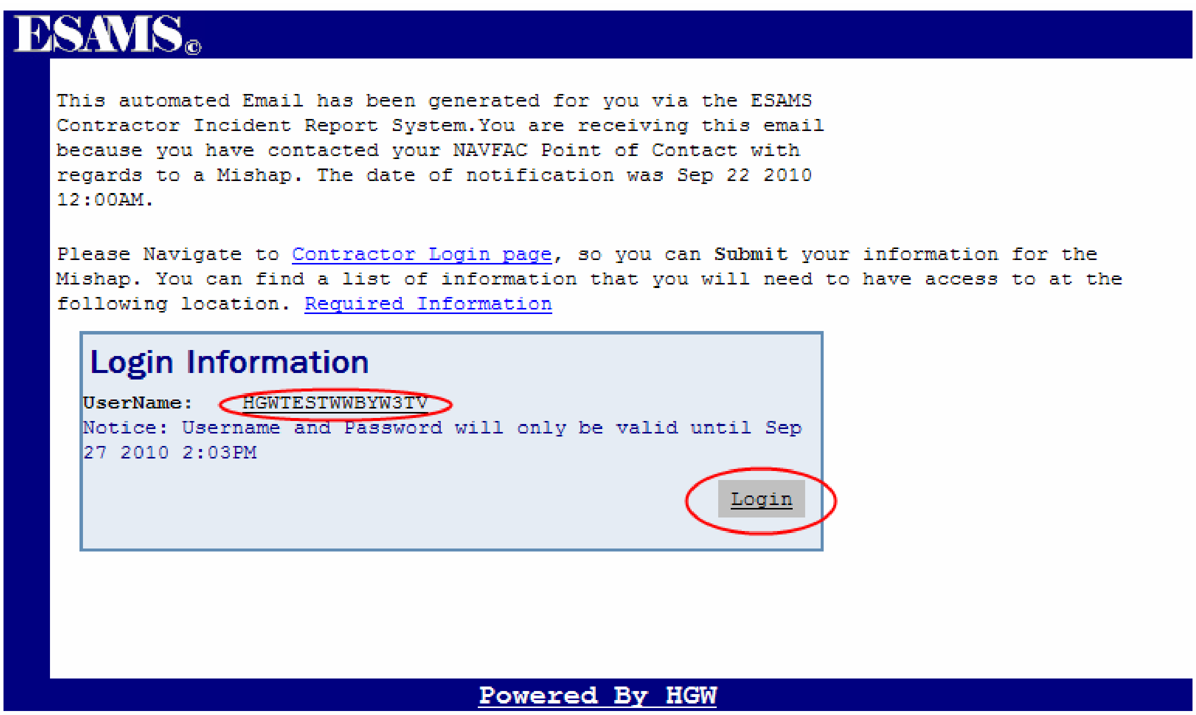
6. The “Reset Form” button located in the top right corner of the form can be clicked at any time before the incident generation process is completed. This button will remove information from all fields, allowing the administrator to start a new form without generating an incident record.



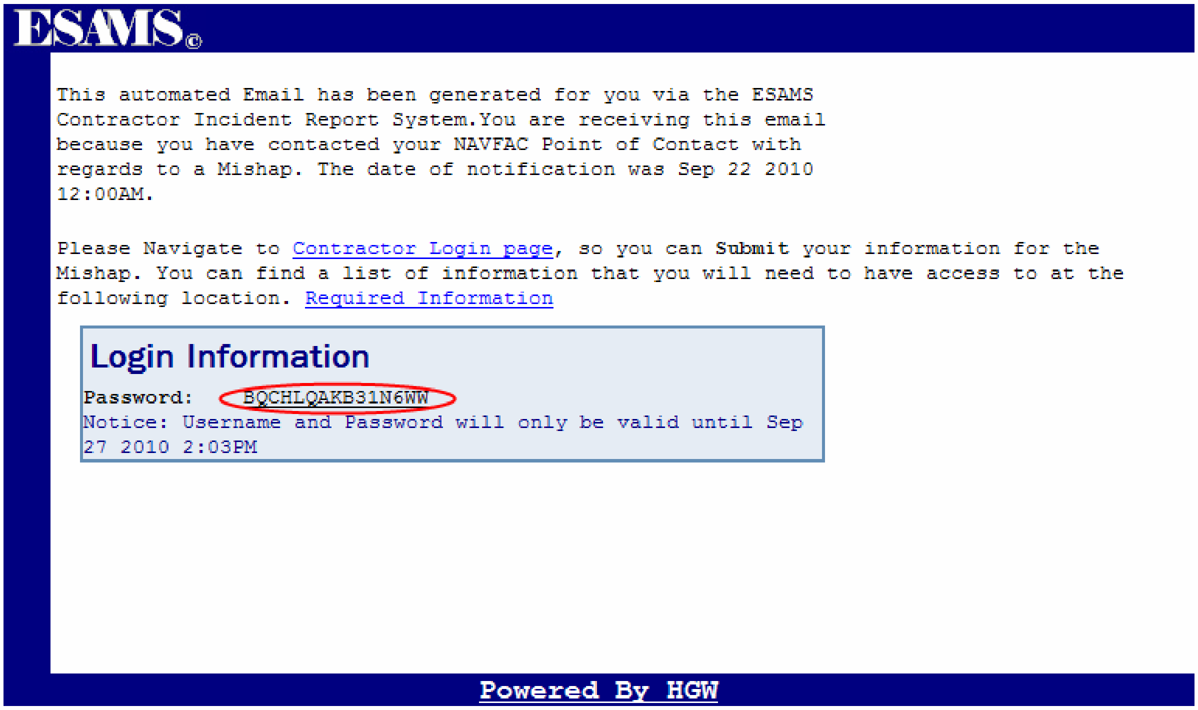
Finding the Incident Record

As the Reporting Contractor

1. Once the CIRS Administrator has completed the generation process and clicked the “Generate/Email” button, two emails will be sent to the Reporting Contractor:
   a. The first email will contain the Reporting Contractor’s User ID, as well as a link to the Contractor Login page. Clicking the “Login” link in the email will take the Reporting Contractor to the Contractor Login page and automatically fill in the User ID displayed in the email.



b. The second email will contain the Reporting Contractor's Password, as well as a link to the Contractor Login page.



c. **Note: Reporting Contractor User IDs and Passwords expire five (5) days after they are created. To gain a new login, the Reporting Contractor must contact the CIRS Administrator (see below, pg 31).**

2. Using the information provided in the emails, the Reporting Contractor must log into the CIRS application.

3. Upon logging in, the Reporting Contractor will see the incident record and will be able to enter the incident information. (The Reporting Contractor's User ID and Password give the user access only to the one incident record that was reported. If incidents are reported by the same Reporting Contractor at another time, new unique logins will be provided for each incident.)

As the CIRS Administrator

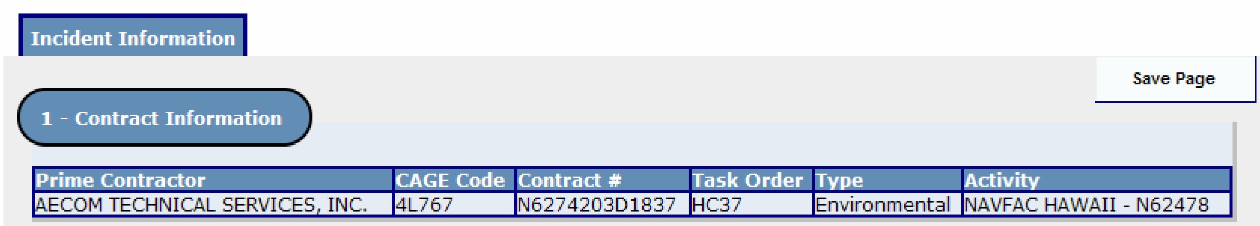
1. Once the CIRS Administrator has completed the generation process and clicked the "Generate Incident and Begin Work" button, the incident record will be displayed, and the CIRS Administrator will be able to enter the incident information.
2. CIRS Administrators may view and edit any incident record in their scope that has not yet been completed by clicking on the "CIRS Main" link at the top left of the page and either selecting a record from their hotlist or using the "Search Incidents" link (see below, pg 43).

Working the Incident Record

Incident Information

Note – All fields noted by a red asterisk (*) on the form are required fields that must be filled before the record can be completed.

1. Section 1 - Contract Information
   a. This information has already been entered by the CIRS Administrator in the generation process and is provided here for informational purposes.



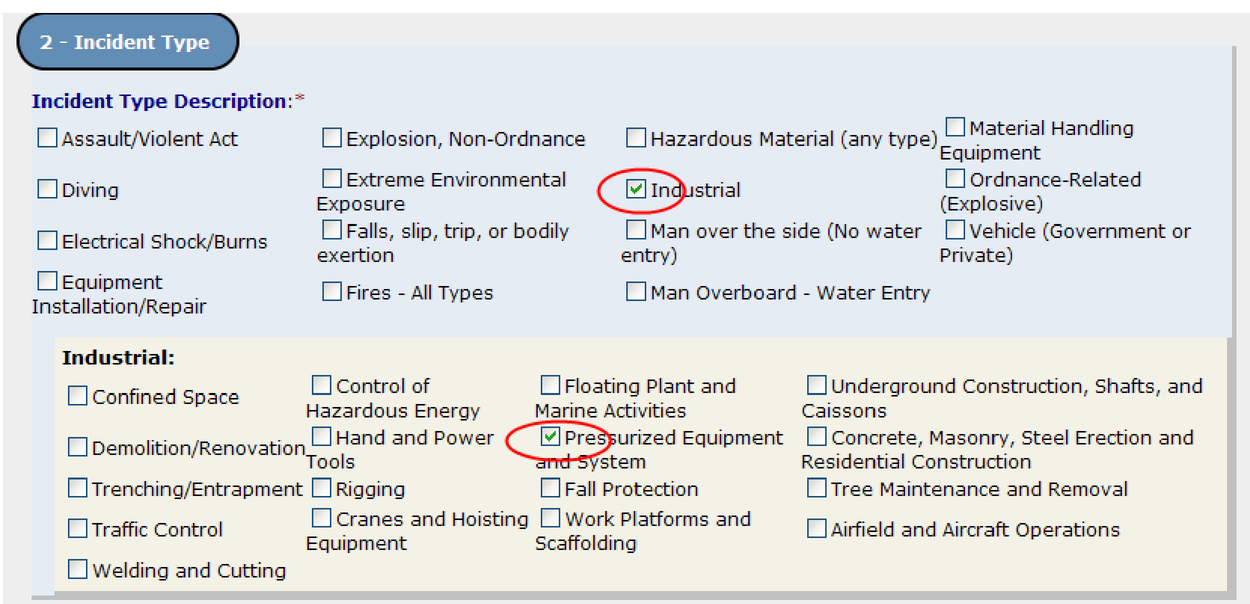
Incident Information

Save Page

1 - Contract Information

Prime Contractor	CAGE Code	Contract #	Task Order	Type	Activity
AECOM TECHNICAL SERVICES, INC.	4L767	N6274203D1837	HC37	Environmental	NAVFAC HAWAII - N62478

2. Section 2 – Incident Type
   a. The user must select the type of incident by checking the box next to the most appropriate selection. The user may click on the "Incident Type Description" link to view a list of descriptions for each Incident Type. **Note: Choosing the "Industrial" selection opens a sub-section in which the specific of Industrial Incident must be selected.**



2 - Incident Type

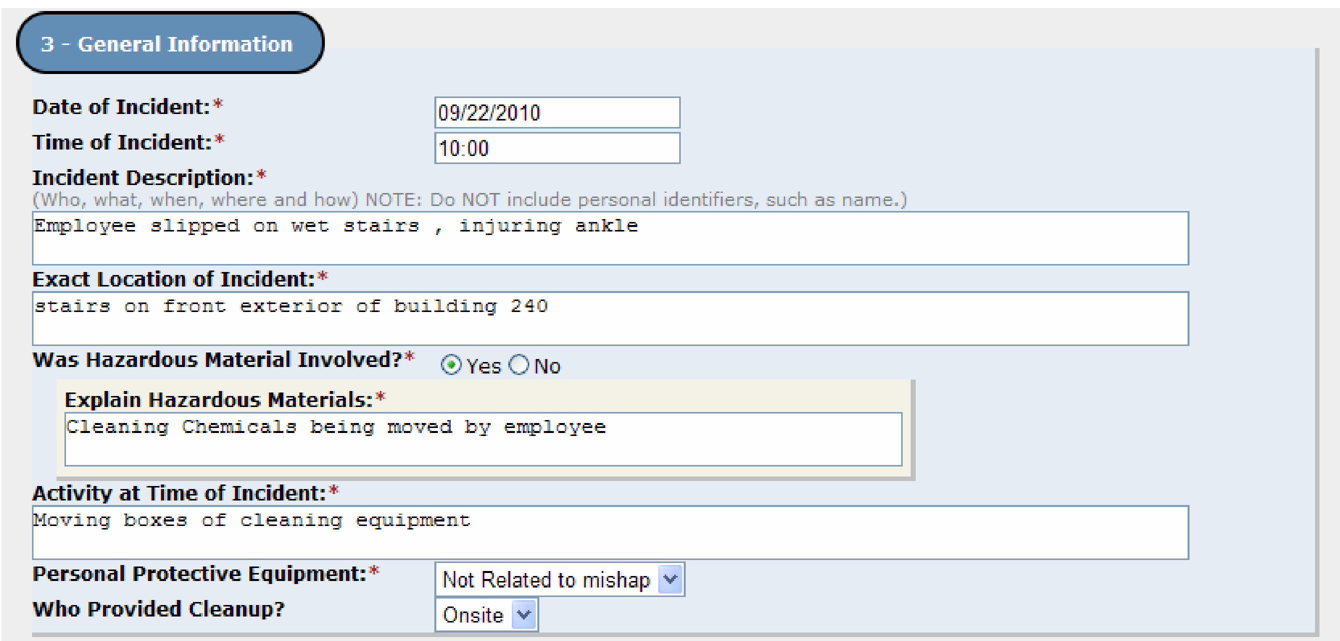
Incident Type Description:*

- [ ] Assault/Violent Act
- [ ] Explosion, Non-Ordnance
- [ ] Hazardous Material (any type)
- [ ] Material Handling Equipment
- [ ] Diving
- [ ] Extreme Environmental Exposure
- [x] Industrial
- [ ] Ordnance-Related (Explosive)
- [ ] Electrical Shock/Burns
- [ ] Falls, slip, trip, or bodily exertion
- [ ] Man over the side (No water entry)
- [ ] Vehicle (Government or Private)
- [ ] Equipment Installation/Repair
- [ ] Fires - All Types
- [ ] Man Overboard - Water Entry

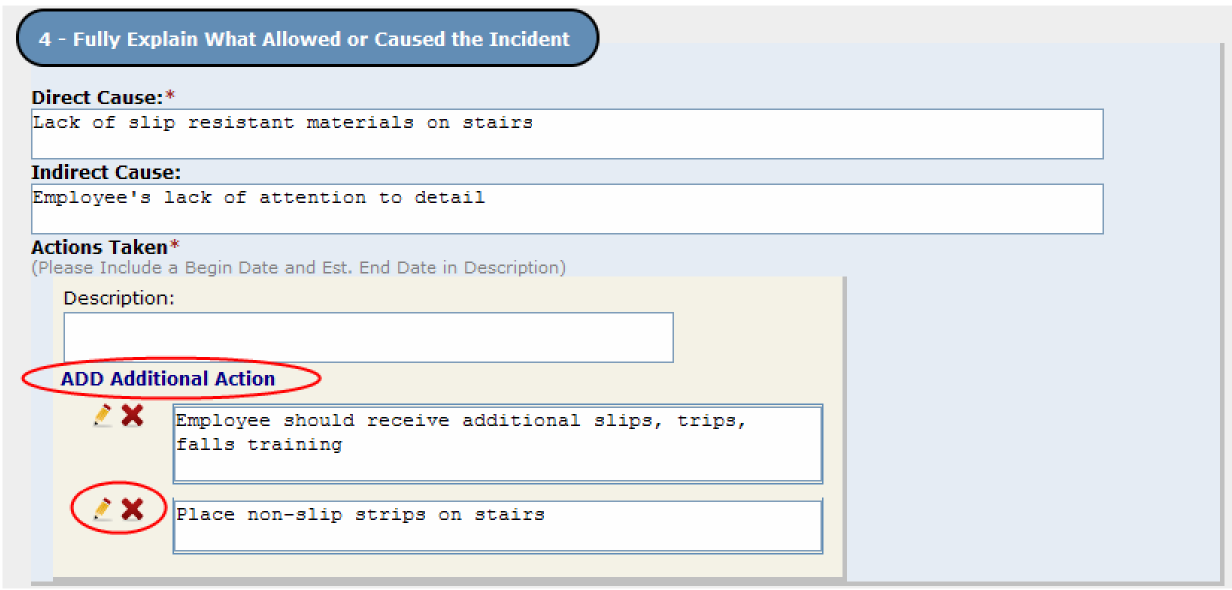
Industrial:

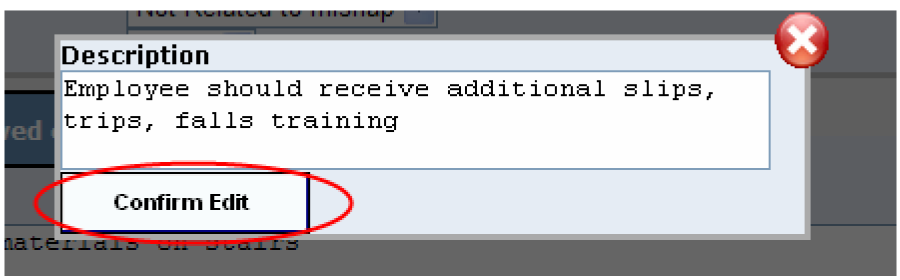
- [ ] Confined Space
- [ ] Control of Hazardous Energy
- [ ] Floating Plant and Marine Activities
- [ ] Underground Construction, Shafts, and Caissons
- [ ] Demolition/Renovation
- [ ] Hand and Power Tools
- [x] Pressurized Equipment and System
- [ ] Concrete, Masonry, Steel Erection and Residential Construction
- [ ] Trenching/Entrapment
- [ ] Rigging
- [ ] Fall Protection
- [ ] Tree Maintenance and Removal
- [ ] Traffic Control
- [ ] Cranes and Hoisting Equipment
- [ ] Work Platforms and Scaffolding
- [ ] Airfield and Aircraft Operations
- [ ] Welding and Cutting

3. Section 3 – General Information
    a. Date of Accident – The date on which the incident occurred. Select the date by clicking on the field and using the Calendar popup.
    b. Time of Accident – The time at which the incident occurred, to the closest 15 minute increment. Select the time by clicking on the field and using the Time popup.
    c. Initial Description – A factual description of the incident as known by the user. Note: No personal descriptions (such as names) or opinions should be entered.
    d. Exact Location of Incident – The specific area at which the incident occurred. (Example – Street side of parking lot of Building 120)
    e. Hazardous Material Involved? – The user should note whether or not hazardous material was involved with the incident. If “Yes” is selected, the user must enter an explanation of the specific Hazardous Material(s).
    f. Activity at Time of Accident – A description of what actions the involved person(s) was doing at the time of the incident, typed directly into the open text field.
    g. Personal Protective Equipment – The user should note whether or not Personal Protective Equipment (PPE) was present and used during the incident by clicking on the drop-down box and choosing the most appropriate selection. If the user selects “List Types used:”, a new open text field will be displayed in which the user can enter the types of PPE used.
    h. Who Provided Cleanup – Using the drop-down box, the user should note who provided cleanup services at the site of the incident.

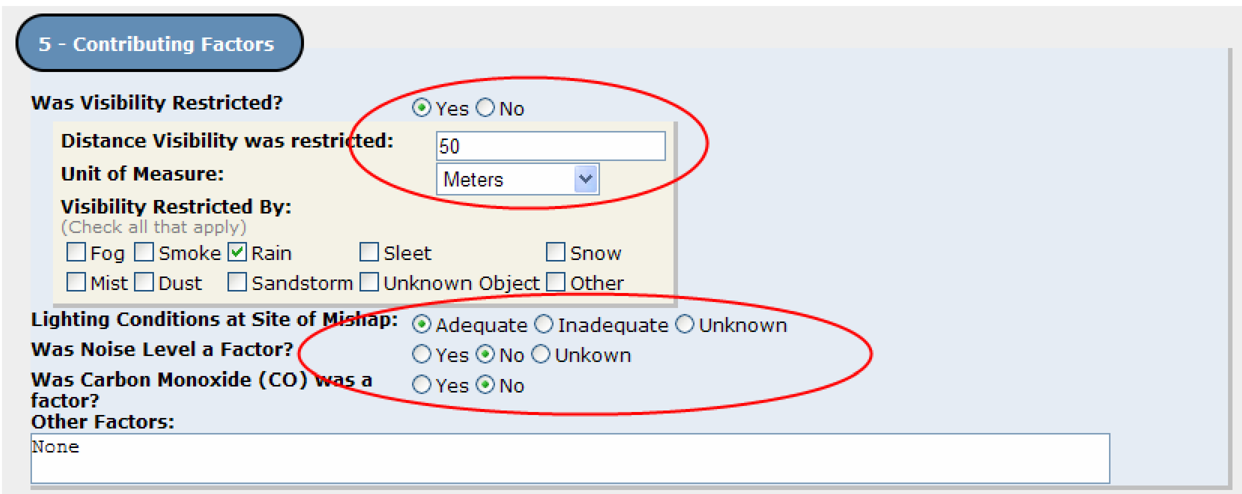


4. Section 4 – Fully Explain What Allowed or Caused the Accident
    a. Direct Cause –Any primary action, event, flaw, or force which caused the incident. This information can be typed directly into the open text field.
    b. Indirect Cause – Any secondary action, event, flaw, or force which caused the incident. This information can be typed directly into the open text field.
    c. Actions Taken – A description of the actions being taken to prevent further similar incidents, typed directly into the “Description” field. The Begin Date and Estimated End Date should be included in the description. If multiple actions are being taken, the user can click the “ADD Additional Action” link, which will provide an additional “Description” field. Actions Taken can be removed by clicking the “x” button next to each action. If the user wishes to change the text in the “Actions Taken” field, clicking the “Pencil” icon next to the field opens a new window in which the user may edit the text. Clicking the “Confirm Edit” button saves these changes.

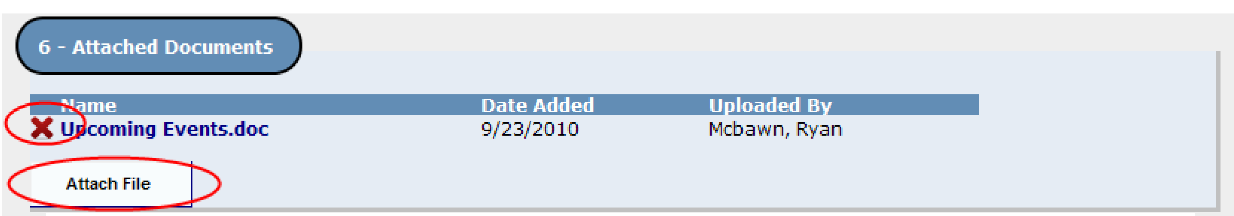


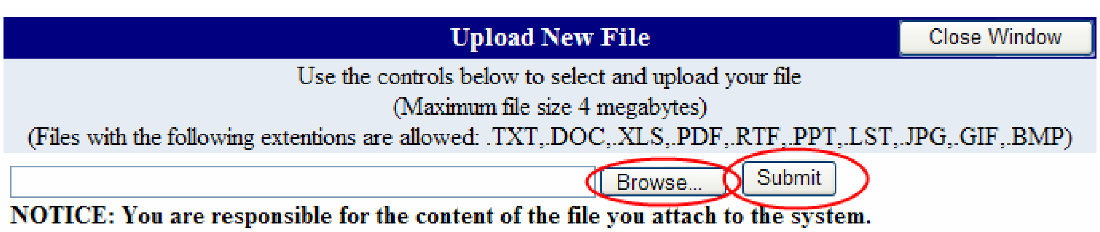


5. Section 5 – Contributing Factors
    a. Was Visibility Restricted? – The user should enter whether or not the involved person's visibility was restricted. If "Yes" is selected, the user must enter the distance of restriction as a numerical value (5, 100, etc), then use the drop-down box to select the Unit of measure used (feet, yards, etc). Finally, the user must check the boxes next to each event or material that restricted visibility (Fog, Smoke, etc). The user should check as many events or materials that apply.
    b. Lighting Conditions at Site of Mishap – The user should note whether the lighting conditions at the location of the incident was adequate or not, or if the information is unknown.
    c. Noise Level a Factor? – The user should note whether or not the local noise level was a factor in the incident, or whether this information is unknown.
    d. Carbon Monoxide (CO) was a factor – The user should note whether or not the presence of Carbon Monoxide was a factor in the incident. If the user selects "Yes", a new field will be displayed in which the user must enter the name of the manufacturer of the CO alarm at the location of the incident.

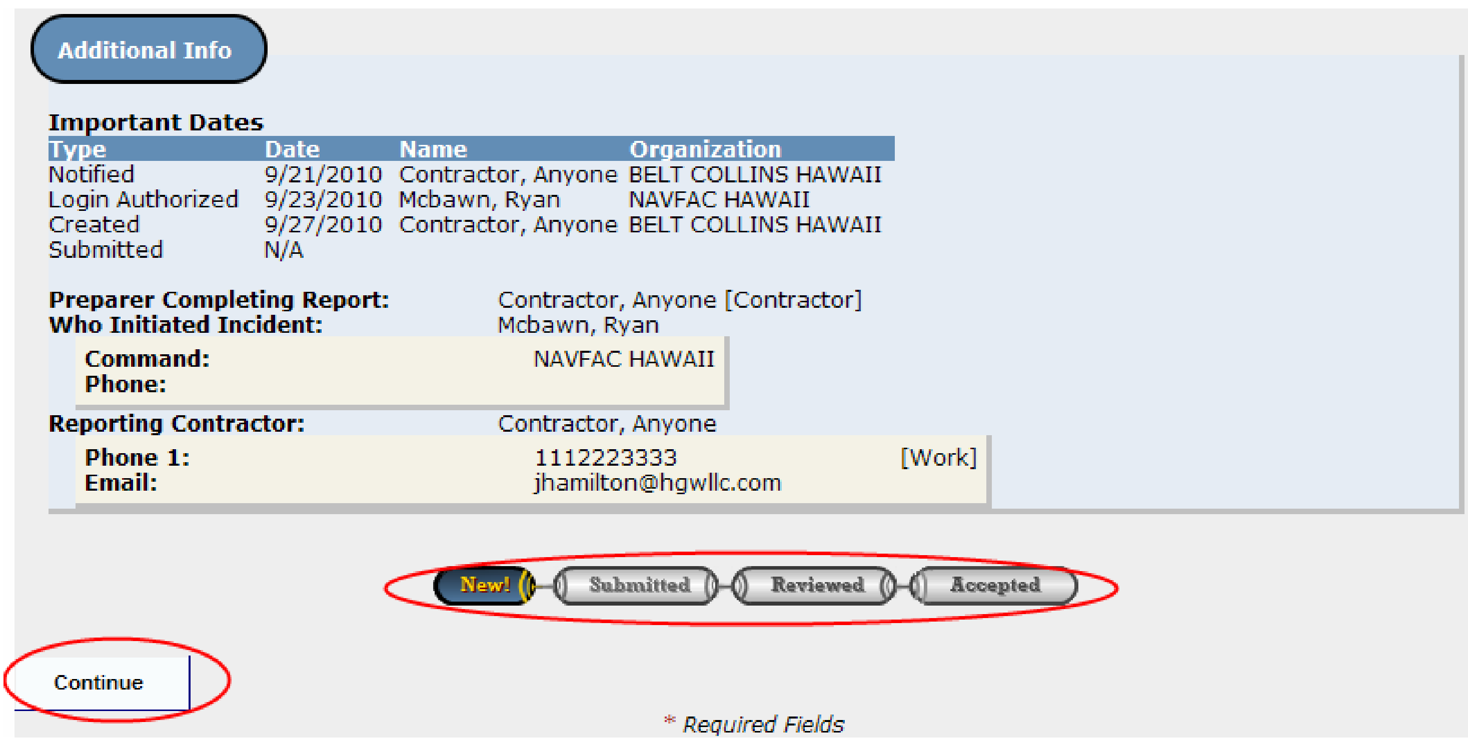


6. Section 6 – Attached Documents
    a. Attach File – If the user has a document/file (Word, Excel, pictures, etc) that needs to be associated with the incident record, the files can be attached by clicking on the "Attach File" button. This button opens a new window in which the user can search for the file within the user's computer by clicking on the "Browse" button, selecting the file to be attached to the record, and finally attaching the file by clicking the "Submit" button. To remove a file, click on the "x" next to the file name on the record. Note: Only the user who attached the file can remove it.





7. Additional Info – This area contains information already entered by the CIRS Administrator during the generation process, or displayed automatically by the CIRS application.
   a. Notified – The date upon which the CIRS Administrator was notified, and the person that notified the administrator.
   b. Created – The date upon which a person began entering data about the incident, and the name of that person.
   c. Submitted – The date upon which a person submitted the complete incident record, and the name of that person
   d. Preparer Completing Report – The name of the person who filled out (or is currently filling out) the incident record.
   e. Who Initiated Incident – The name and contact information of the CIRS Administrator that Initiated the incident record.
   f. Reporting Contractor – The name and contact information of the Reporting Contractor. Note: Email will not be displayed if the record was filled by a CIRS Administrator.
   g. New/Submitted/Reviewed/Accepted – The Status Bar at the bottom of the form displays the current status of the CIRS record, with the current status noted as a dark gray bubble with yellow text.
   h. Continue – Clicking on the continue button allows the user to move to the next stage of the CIRS reporting process.


Additional Info

Important Dates

Type	Date	Name	Organization
Notified	9/21/2010	Contractor, Anyone	BELT COLLINS HAWAII
Login Authorized	9/23/2010	Mcbawn, Ryan	NAVFAC HAWAII
Created	9/27/2010	Contractor, Anyone	BELT COLLINS HAWAII
Submitted	N/A		

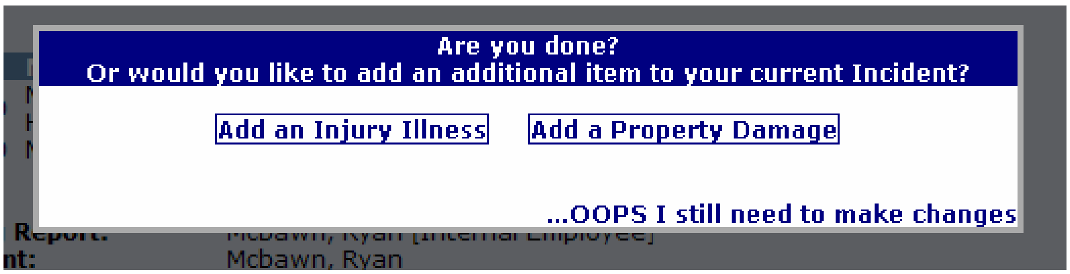
Preparer Completing Report: Contractor, Anyone [Contractor]
Who Initiated Incident: Mcbawn, Ryan
Command: NAVFAC HAWAII
Phone:
Reporting Contractor: Contractor, Anyone
Phone 1: 1112223333 [Work]
Email: jhamilton@hgwllc.com

New! Submitted Reviewed Accepted

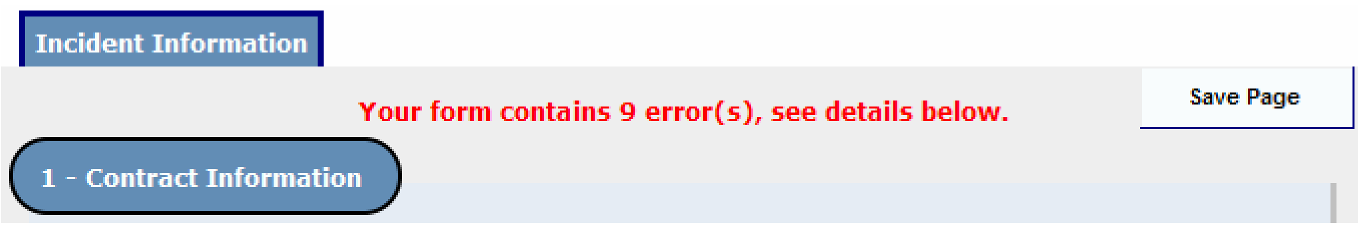
Continue

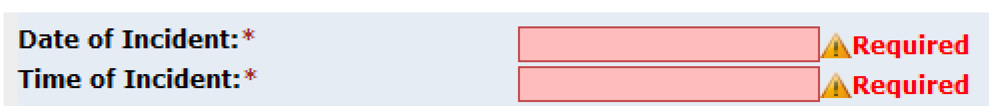
* Required Fields

8. Continue – Once all of the required and relevant information specific to the incident has been entered, the user must click the “Continue” button, located in the bottom left corner of the form. Clicking this button displays three options to the user:
   a. Add an Injury Illness – The user should click this option to record the injury/illness information for any persons involved with the incident. When entering information for multiple persons involved with the same incident, each person should be input individually by clicking the “Add an Injury Illness” link after the previous person’s information was entered.
   b. Add a Property Damage - The user should click this option to record the property damage information for any property or equipment damaged because of the incident (see below, pg 26).
   c. …OOOPS I still need to make changes – This option allows the user to return to the involved person’s record and make any changes required before the record is completed.



   d. If the user has incorrectly entered information in any of the required fields, the form will not continue. Instead, a message will be displayed at the top of the page that states the number of errors on the page. Fields with incorrectly entered or missing data will be outlined in red and say “Required” next to the field. Once these fields are corrected, the “Continue” will work as stated above.



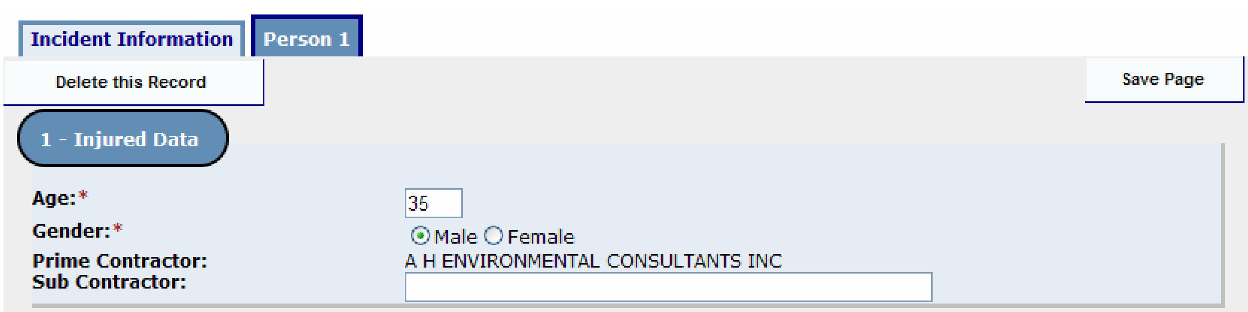


Add an Injury Illness

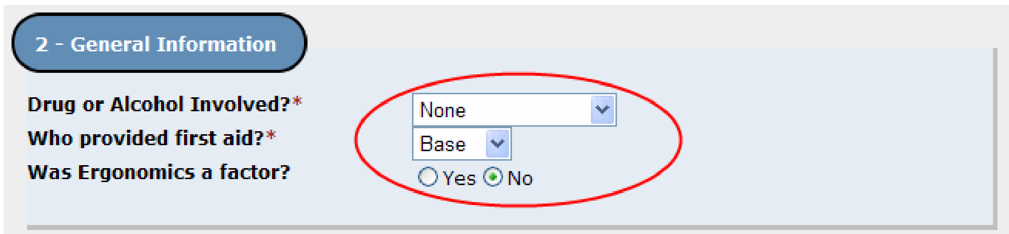
Note – All fields noted by a red asterisk (*) on the form are required fields that must be filled before the record can be completed.

1. Once the user has clicked the "Add an Injury Illness" link, a new page will be display in which the user must enter the injury or illness information for the person involved with the incident.
   a. At the top of the form, the user will see multiple "tabs". The first of these tabs is labeled "Incident Information", and clicking on this tab will return the user to the Incident Information portion of the record.
   b. A new tab is created each time the user clicks the "Add an Injury Illness" link; these tabs are labeled as "Person 1", "Person 2" and so on for each person entered into the record. Clicking on a "Person #" link will take the user to the injury/illness portion of the record for that person.
   c. Delete this Record – Clicking this button removes the "Person #" portion from the incident record. All data entered for that Person # will be deleted. This should only be used to remove a record that was incorrectly associated with the incident.

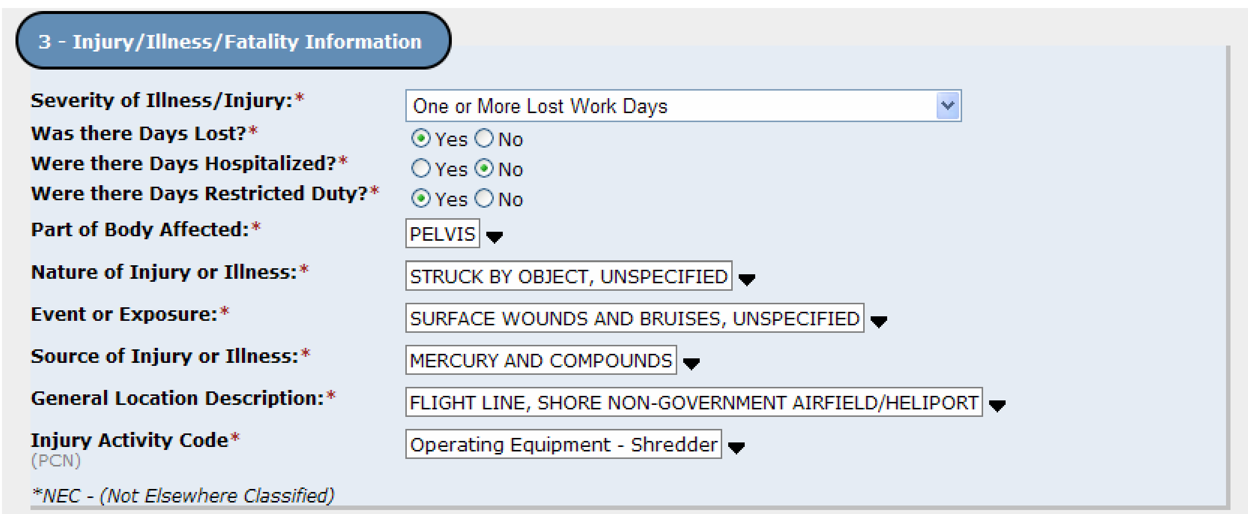
2. Section 1 – Injured Data
   a. Age – The age of the involved person
   b. Gender – The gender of the involved person
   c. Prime Contractor – The contractor for which the involved person works. This information is auto-populated by the application
   d. Sub Contractor – The sub-contractor for which the involved person works (if any). This information must be typed into the open text field.



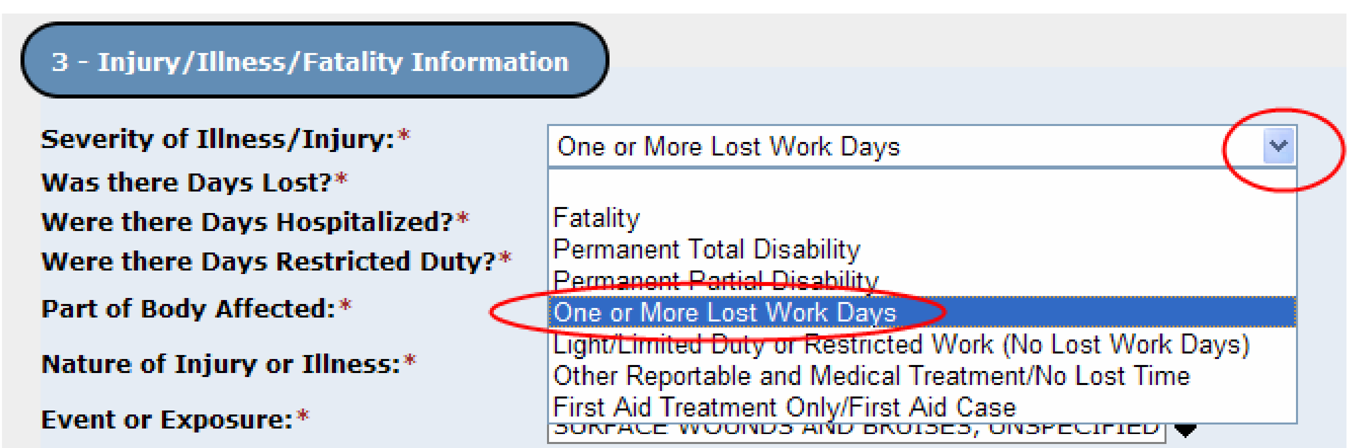
3. Section 2 – General Information
    a. Drug or Alcohol Involved? – The user should click on the drop-down box to note whether or not drugs and alcohol were involved with the incident.
    b. Who provided first aid – The user should click on the drop-down box to note who provided first aid at the incident.
    c. Was Ergonomics a factor? – The user should note whether or not ergonomic issues affected the incident.



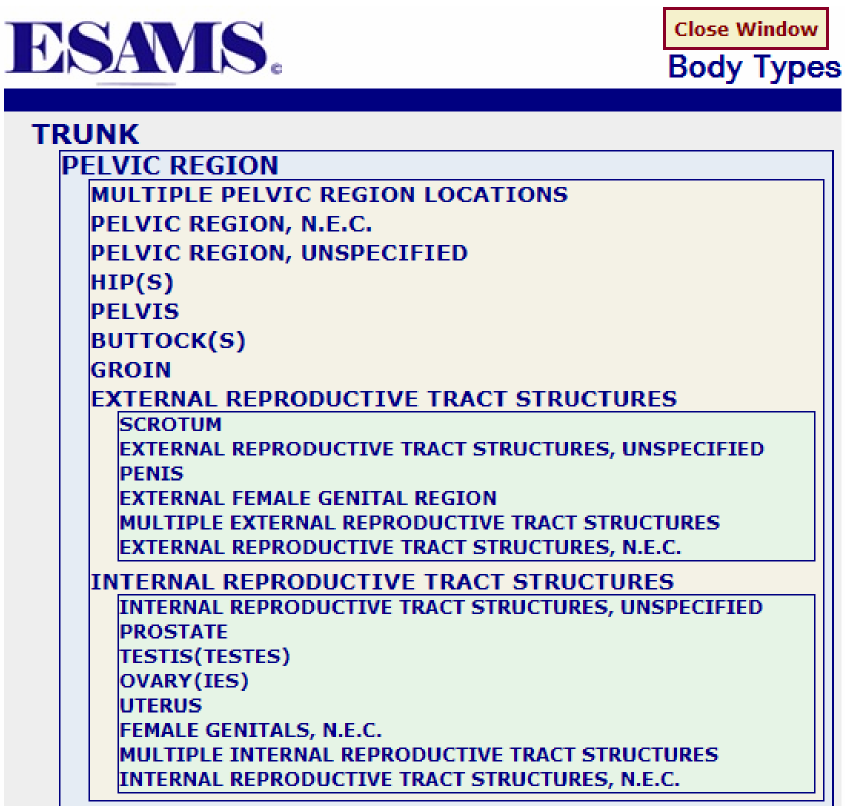
4. Section 3 – Injury/Illness/Fatality Information



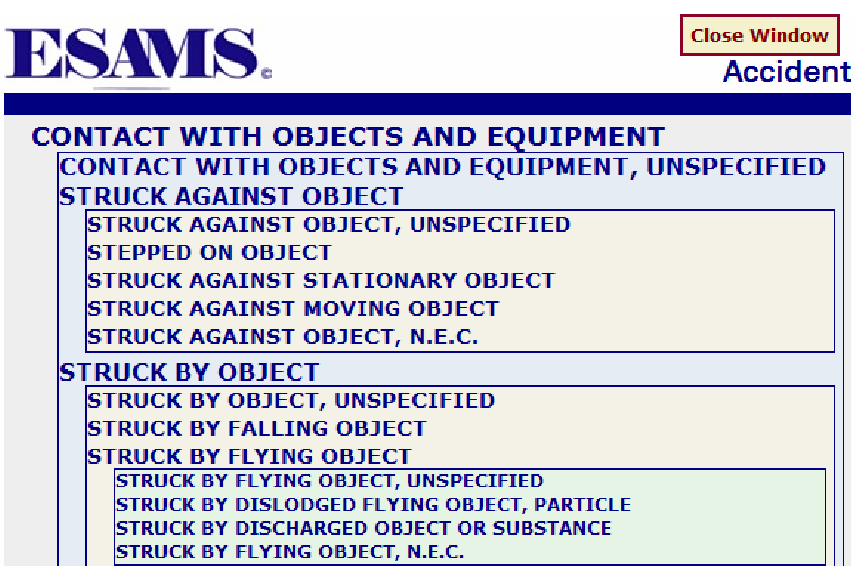
    a. Severity of Illness/Injury – The user must click the drop-down box and choose the selection that most closely describes the severity of the injury/illness.



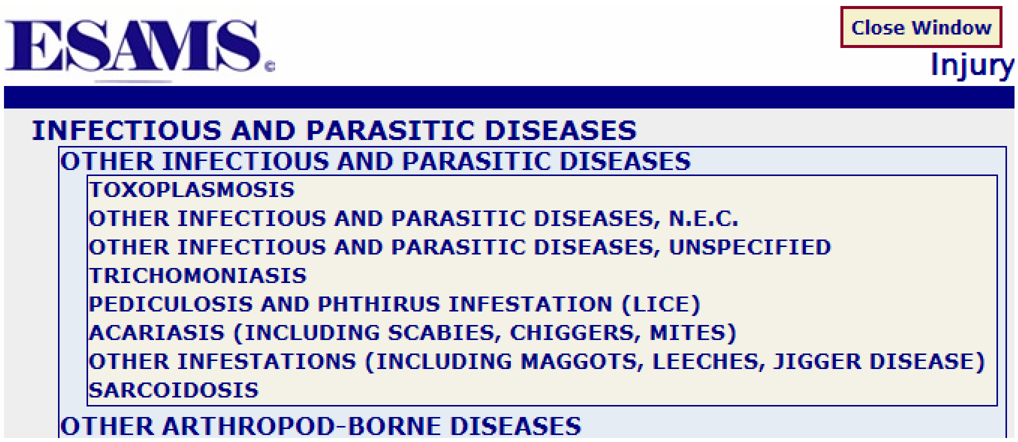
b. Were there Days Lost? – The user should note whether or not the involved person lost days due to the injury/illness.
c. Were there Days Hospitalized? – The user should note whether or not the involved person was hospitalized due to the injury/illness.
d. Were there Days Restricted Duty? – The user should note whether or not the involved person was placed on restricted duties due to the injury/illness.
e. Part of Body Affected – Clicking on the black popup triangle opens a new window in which the user must select the body part involved in the injury/illness.



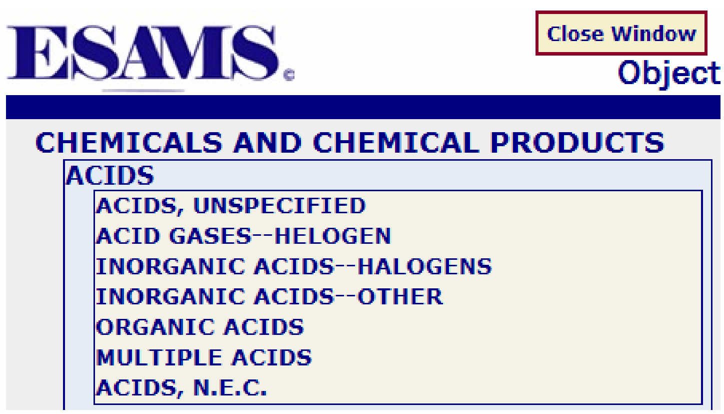
f. Nature of Injury or Illness – Clicking on the black popup triangle opens a new window in which the user must select the manner in which the injury/illness occurred.



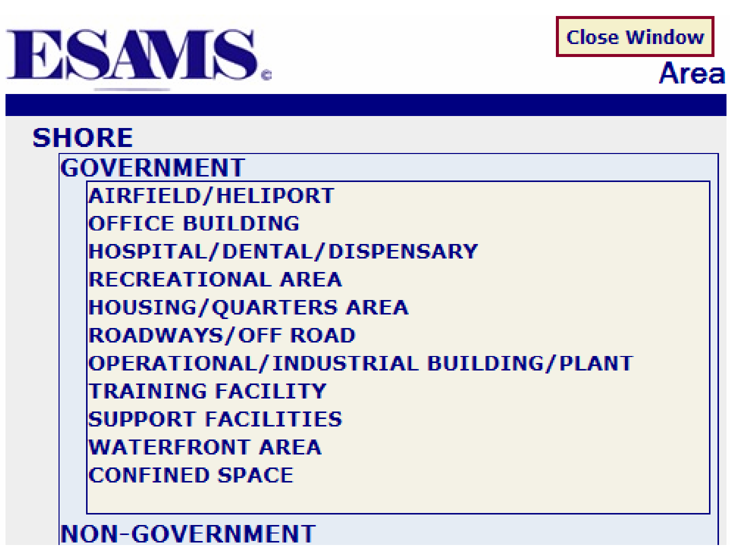
g. Event or Exposure – Clicking on the black popup triangle opens a new window in which the user must select the type of injury/illness.



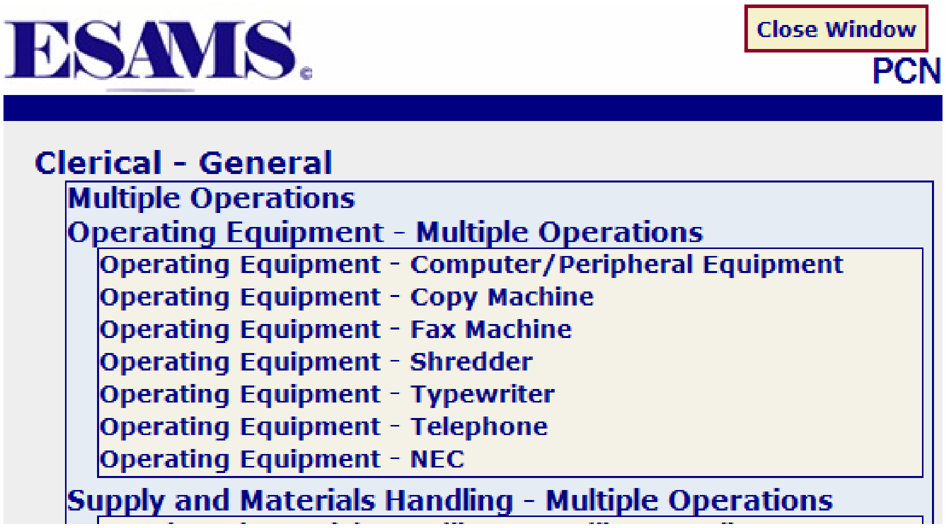
h. Source of Injury or Illness – Clicking on the black popup triangle opens a new window in which the user must select the object or other source that caused the injury/illness.



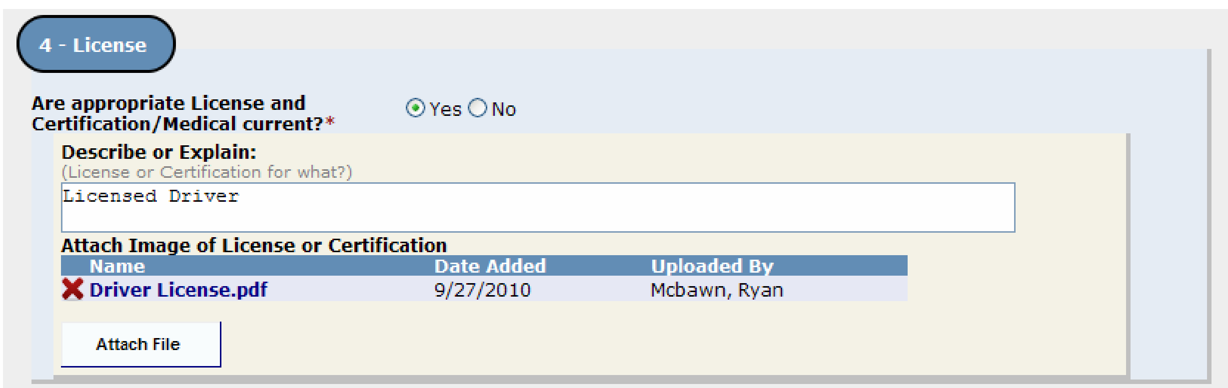
i. General Location Description – Clicking on the black popup triangle opens a new window in which the user must select the general area where the injury/illness occurred.



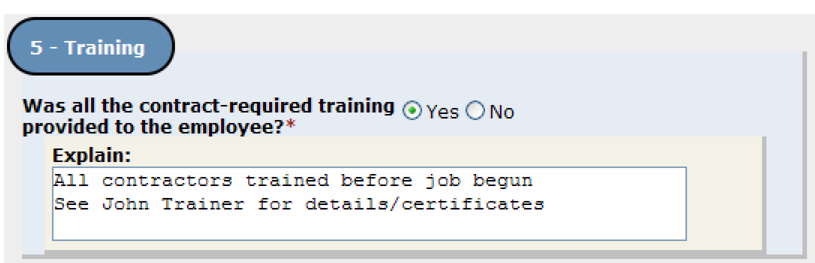
j. Injury Activity Code (PCN) – Clicking on the black popup triangle opens a new window in which the user must select the activity or job that the involved person was performing at the time of the injury/illness.



5. Section 4 – License
   a. Are appropriate License and Certification/Medical current? – The user should note whether or not the involved person's appropriate License and Certification/Medical records are current.
   b. Attach Image of License or Certification – Any documents or pictures regarding the involved person's licenses or certifications can be attached in this section, in the same manner as on the "Incident Information" section (see above, pg 17).

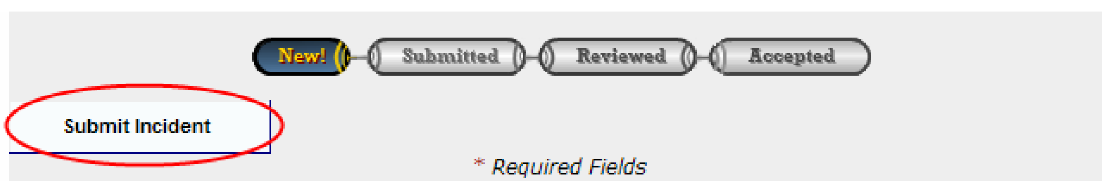


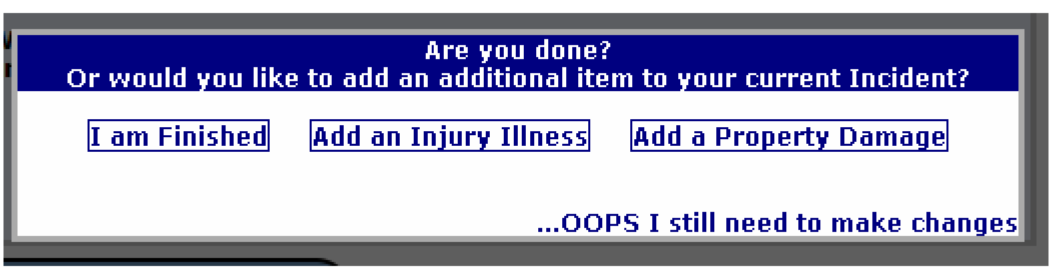
6. Section 5 – Training
   a. Was all the contract-required training provided to the employee? – The user should note whether or not the involved person was provided with the training required of that person according to their contractual agreements. In the "Explain" open text field, the user may enter any comment to explain the required/received training.



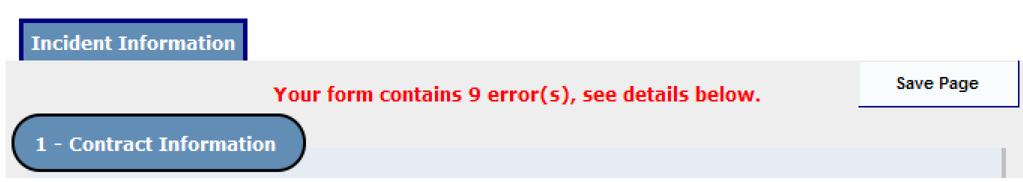
7. Section 6 – Attached Documents
    a. Any documents or pictures regarding the involved person's injury/illness information can be attached in this section, in the same manner as on the "Incident Information" section (see above, pg 17).

8. Submit Incident
    e. Once all of the required and relevant information specific to the injury/illness of the involved person has been entered, the user must click the "Submit Incident" button, located in the bottom left corner of the form. Clicking this button displays four options to the user:
        i. I am Finished – The user should click this option once all information regarding the incident has been entered. This will complete the entry of the record, moving the record to Submit status for review.
        ii. Add an Injury Illness – The user should click this option to record the injury/illness information for any additional persons involved with the incident. A new record tab is created and the user must enter in the information as described above.
        i. Add a Property Damage - The user should click this option to record the property damage information for any property or equipment damaged because of the incident (see below, pg 26).
        ii. …OOOPS I still need to make changes – This option allows the user to return to the involved person's record and make any changes required before the record is completed.





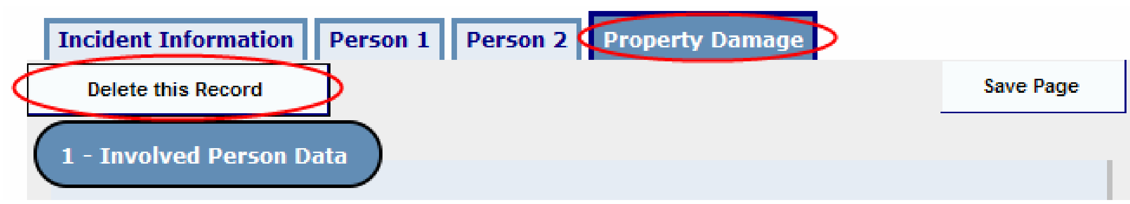
    b. If the user has incorrectly entered information in any of the required fields, the form will not continue or be submitted. Instead, a message will be displayed at the top of the page that states the number of errors on the page. Fields with incorrectly entered or missing data will be outlined in red. Once these fields are filled/corrected, the "Submit Incident" button will work as stated above.



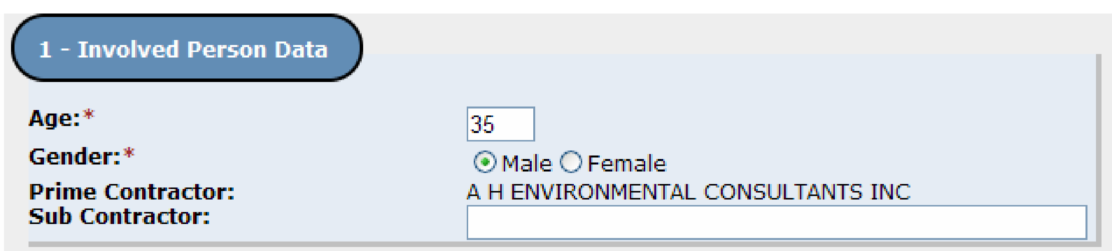
Add a Property Damage

Note – All fields noted by a red asterisk (*) on the form are required fields that must be filled before the record can be completed.

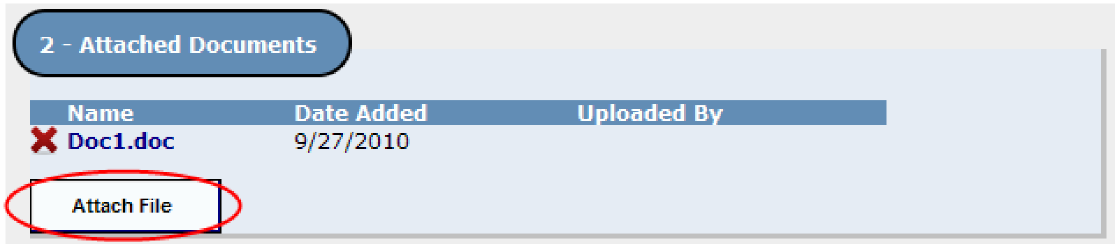
1. Once the user has clicked the “Add a Property Damage” link, a new page will be display in which the user must enter the injury or illness information for the person involved with the incident.
    a. At the top of the form, the user will see multiple “tabs”. The first of these tabs is labeled “Incident Information”, and clicking on this tab will return the user to the Incident Information portion of the record. If the user has entered information for injured personnel involved with the incident, the “Person #” tabs will be displayed as well.
    b. A new tab labeled “Add a Property Damage” will be displayed. Clicking on the “Add a Property Damage” link will take the user to the Property Damage portion of the record.
    c. Delete this Record – Clicking this button removes the “Property Damage” portion from the incident record. All data entered for all Property Damages for this record will be deleted. This should only be used to remove a record that was incorrectly associated with the incident.



2. Section 1 – Involved Person Data
    a. Age – The age of the involved person
    b. Gender – The gender of the involved person
    c. Prime Contractor – The contractor for which the involved person works. This information is auto-populated by the application
    d. Sub Contractor – The sub-contractor for which the involved person works (if any). This information must be typed into the open text field.

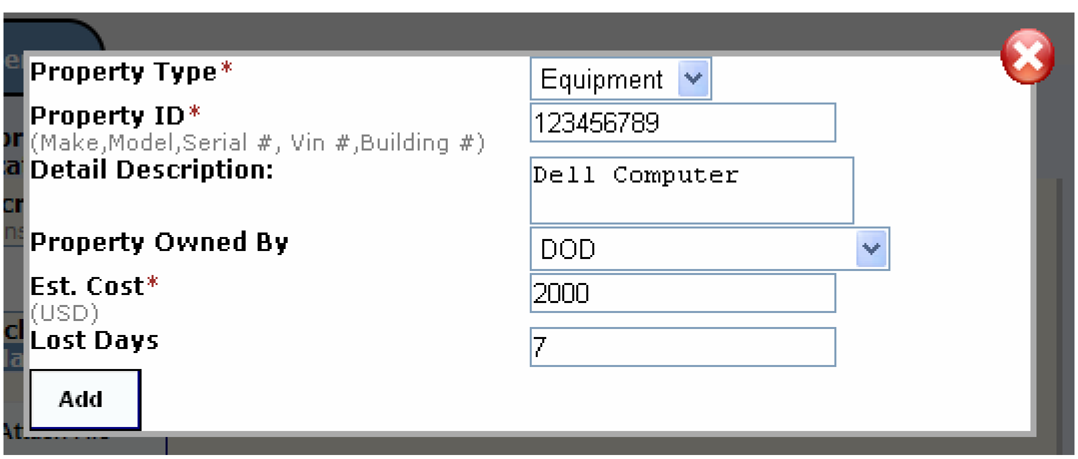


3. Section 2 – Attached Documents
    a. Any documents or pictures regarding the involved person's injury/illness information can be attached in this section, in the same manner as on the "Incident Information" section (see above, pg 17).

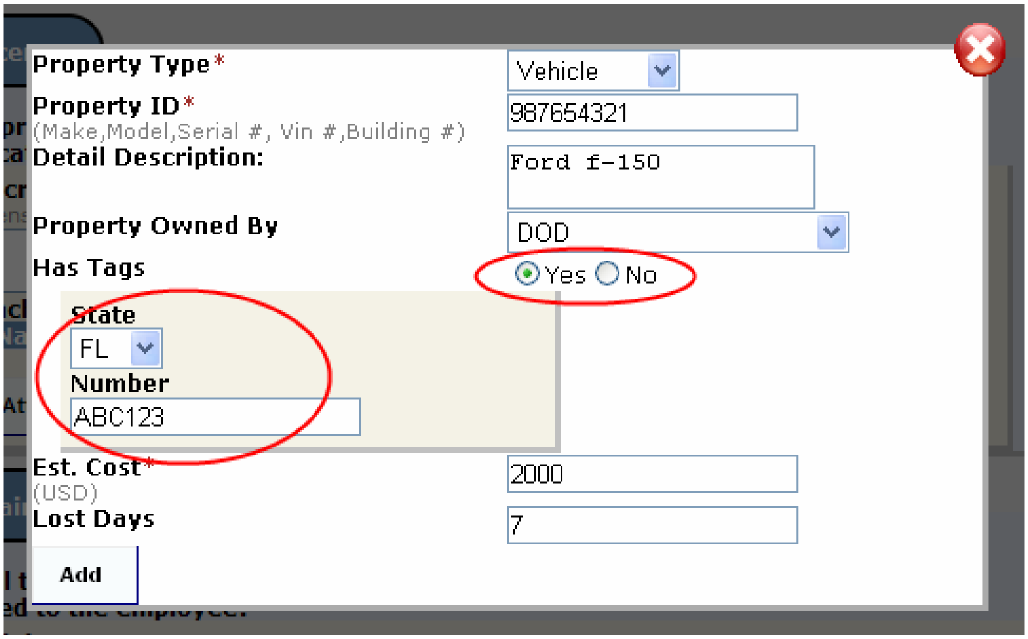


4. Section 3 – Property Damaged
    a. Was anyone injured? – The user should note whether or not a person was injured during the incident.
    b. Was a government motor vehicle involved? – The user should note whether or not a government motor vehicle was involved in the property damage.

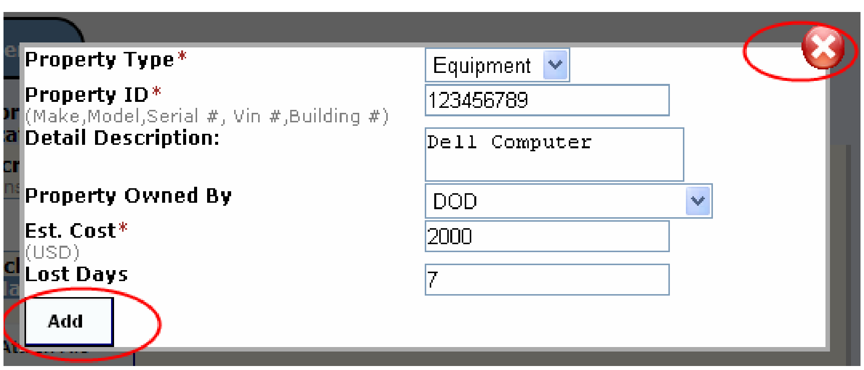
    c. Material/Property Damaged – The user should note specifically what property/material/equipment was damaged in the incident. Clicking on the "Add Property Detail" button opens a new window in which the user must input the following information:



i. Property Type – The user must click on the drop-down box and select the type of property damaged (Equipment, Vehicle, Structure, Motorcycle).
ii. Property ID – The user must type the ID of the property (VIN, Serial #, etc.) directly into the open text field.
iii. Detail Description – The user may type a description of the property directly into this open text field.
iv. Property Owned By – The user must click on the drop-down box and select the owner of the property (DOD, Non-Government, Other Government Agency, Privately Owned).
v. Has Tags – If the user selected "Motorcycle" or "Vehicle" in the "Property Type" field, the user may note whether or not the property has tags, what state issued the tags, and the actual tag number.

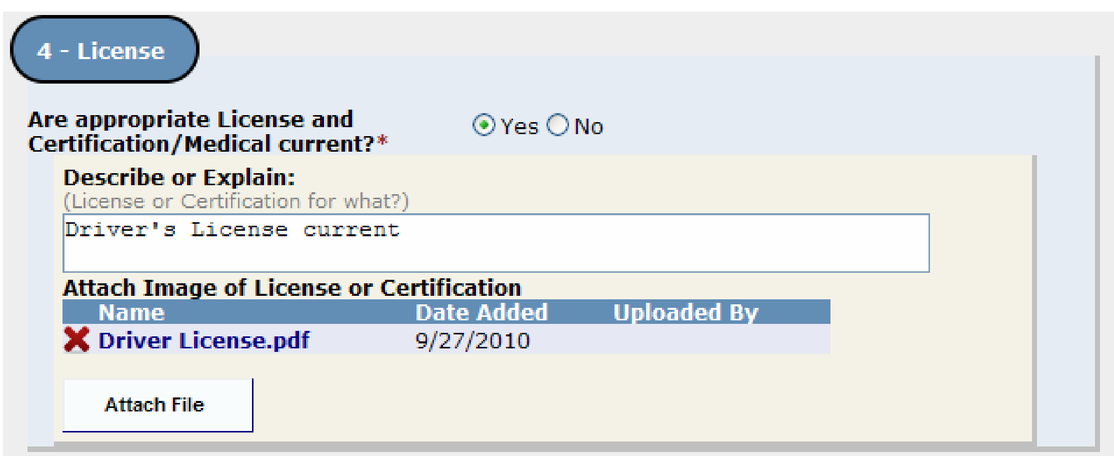


vi. Est. Cost – The user must type the estimated cost of the damaged property (in US dollars) directly into the open text field.
vii. Lost Days – The user must type the number of days the property is lost or out of commission directly into the open text field.
viii. Clicking the "Add" button will add the information to the record. The window will clear and remain open to add multiple damaged property/material/equipment (if any). Clicking the "x" in the top right corner of the small window will close the window and return the user to the Property Damage page. The user may click the "x" next to any property record to delete that record.

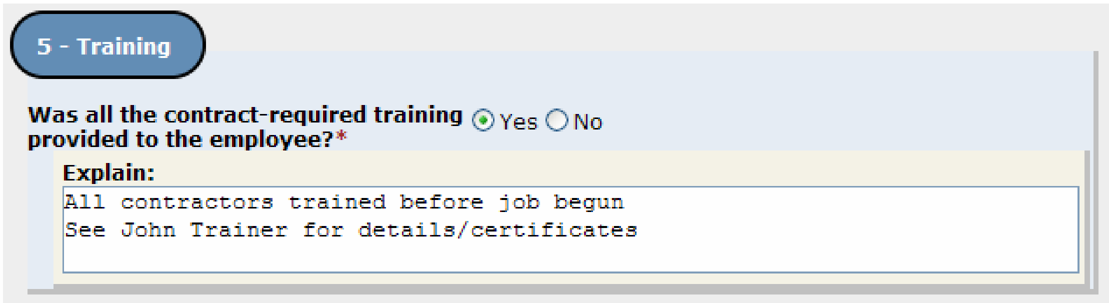


ix. Property Detail records can be removed by clicking the "x" button next to each record. If the user wishes to change the text in the "Property Detail" field, clicking the "Pencil" icon next to the field opens a new window in which the user may edit the text. Clicking the "Update" button saves these changes.

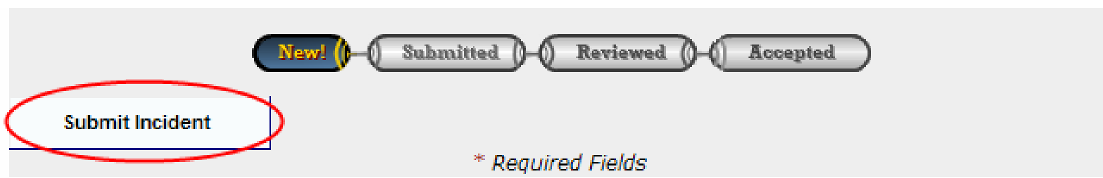
5. Section 4 License –
   a. Are appropriate License and Certification/Medical current? – The user should note whether or not the involved person's appropriate License and Certification/Medical records are current.
   b. Attach Image of License or Certification – Any documents or pictures regarding the involved person's licenses or certifications can be attached in this section, in the same manner as on the "Incident Information" section (see above, pg 17).

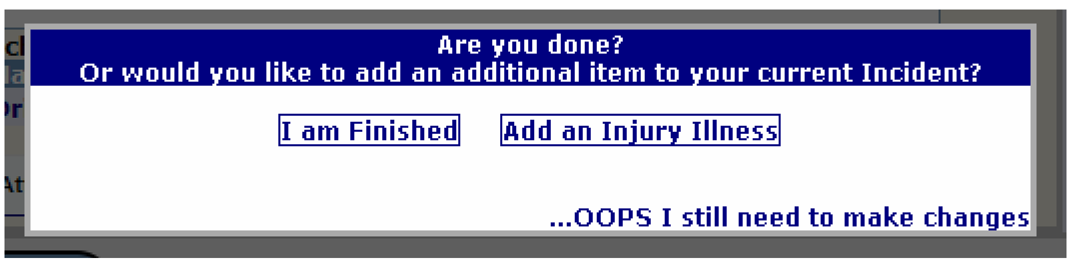


6. Section 5 – Training
   a. Was all the contract-required training provided to the employee? – The user should note whether or not the involved person was provided with the training required of that person according to their contractual agreements. In the "Explain" open text field, the user may enter any comment to explain the required/received training.



7. Submit Incident
   f. Once all of the required and relevant information specific damaged property has been entered, the user must click the "Submit Incident" button, located in the bottom left corner of the form. Clicking this button displays three options to the user:



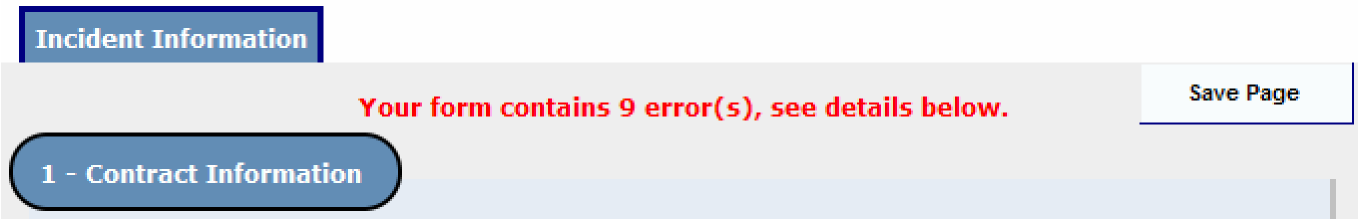


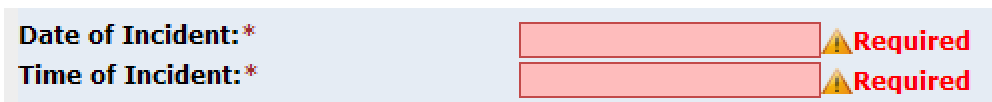
i. I am Finished – The user should click this option once all information regarding the incident has been entered. This will complete the entry of the record, moving the record to Submitted status for review.

ii. Add an Injury Illness – The user should click this option to record the injury/illness information for any additional persons involved with the incident. A new record tab is created and the user must enter in the information as described above.

i. …OOOPS I still need to make changes – This option allows the user to return to the property damage record and make any changes required before the record is completed.

c. If the user has incorrectly entered information in any of the required fields, the form will not be submitted. Instead, a message will be displayed at the top of the page that states the number of errors on the page. Fields with incorrectly entered or missing data will be outlined in red. Once these fields are filled/corrected, the "Submit Incident" will work as stated above.

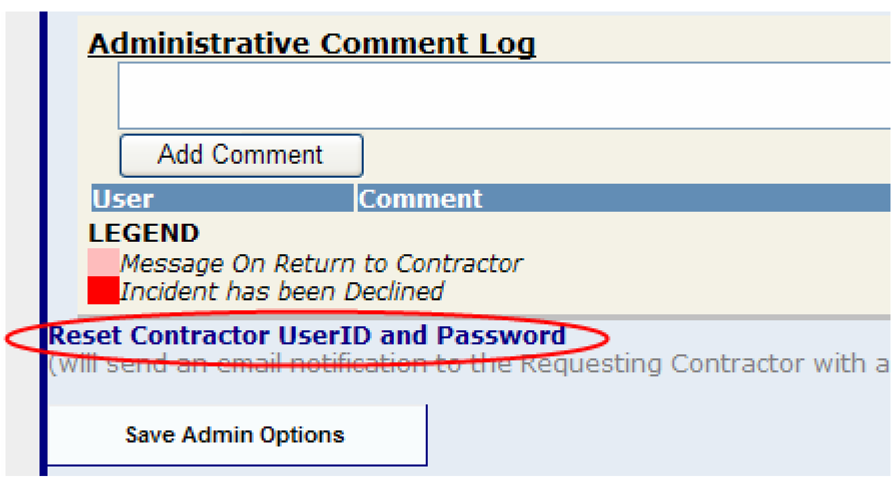




<u>Administrating the Submitted Incident Record</u>

Resetting the Reporting Contractor's Login

1. Reporting Contractor Logins (User ID and Password) are viable for only five (5) days after they have been granted. If a Reporting Contractor does not complete the incident record within that time, or if the Reporting Contractor requires a new Login, the CIRS Administrator has the capability to reset and resend Reporting Contractor Logins.
   a. Incident Record – If the record is in "New" status, the administrator can reset the Reporting Contractor Login from within the incident record. Under the "Administrative View" section at the bottom of the form, the "Reset Contractor UserID and Password" link will send to the listed Reporting Contractor a pair of emails that contain the new User ID and Password. If this occurs during the original Login's five (5) day period, the old Login information will become invalid, having been replaced by the new Login info sent to the Reporting Contractor.



b. Found under the "CIRS Main" page, the "Requested Incidents" section displays incident records that an administrator has created, but on which the Reporting Contractor has not yet entered information. An administrator may click the "Reset Login" link to send new User ID and Password emails to the Reporting Contractor. **Note: Incident records that have had information entered and saved will not display in this section. Administrators must search for the record and use the "Reset Contractor UserID and Password" link in the record (See above, pg 31.)**

Requested Incidents

Point of Contact	Prime Contractor	Contract - Task Order	Notified Date	Authorized Date	Contract Oversight	Reset Login
Contractor, Anyone	LOSS CONTROL AND RECOVERY, INC	N6945010C4319 - N/A	9/26/2010	9/27/2010	PWD KEY WEST	Reset Login

Reviewing the Incident Record

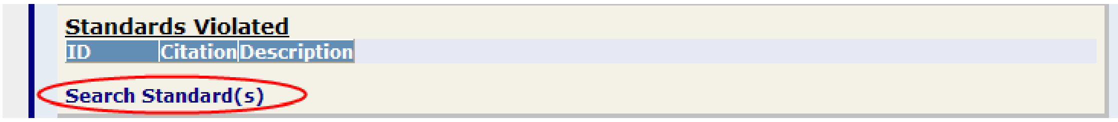
1. Once the incident record has been submitted (by either the Reporting Contractor or the CIRS Administrator), the record is moved in to "Submitted" status. CIRS administrators will receive an email stating that an incident has been reported and the record must be reviewed.
2. Administrative View – The "Administrative View" section (already displayed for the CIRS Administrator while in "New" status) allows the administrator to review and complete the incident record. This administrative section appears on each portion of the incident record (Incident Information, Person #, and Property Damage). The information entered will be shared in the administrative section of each portion of the record; thus, the information only needs to be entered once to be displayed in each section. Administrative information entered is assumed to relate to the incident record as a whole, not to individual portions of the record.
   a. Administrative Attached Documents - Any documents or pictures regarding the incident record's information can be attached in this section, in the same manner as on the "Incident Information" section (see above, pg 17).

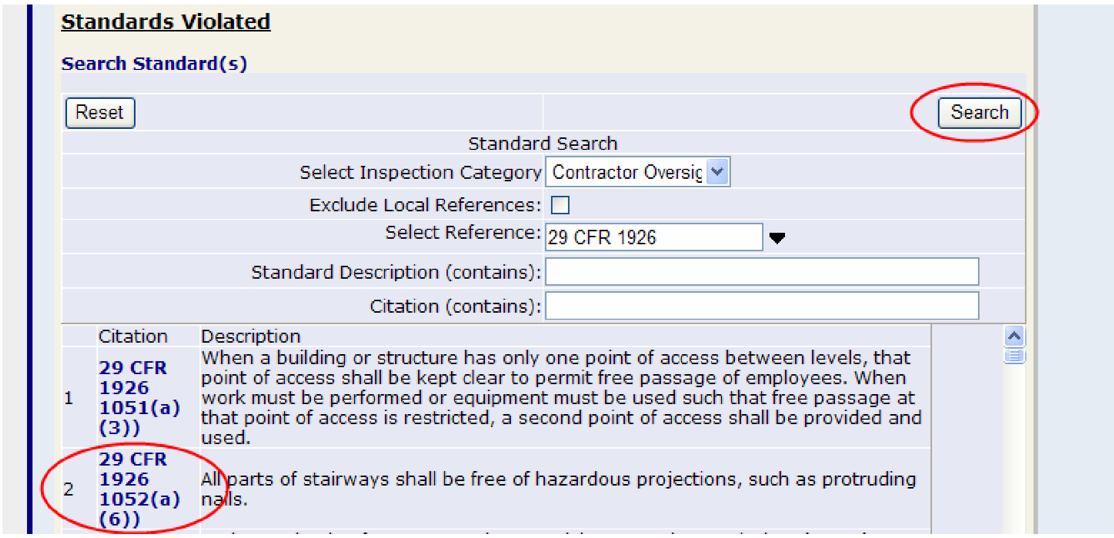
Administrative Attached Documents

Name	Date Added	Uploaded By
movie list.txt	9/27/2010	Mcbawn, Ryan

Attach File

b. Standards Violated – The administrator must enter the specific standard(s) that was violated in association with the incident. Clicking on the "Search Standard(s)" link displays the Standard Search area.





i. Select Inspection Category – The administrator should select the specific category under which the standard is listed.

ii. Exclude Local References: – The administrator may check this box to exclude "local references" for standards from the search. Local references are those references determined and used locally, as opposed to references determined and used by organizations such as OSHA.

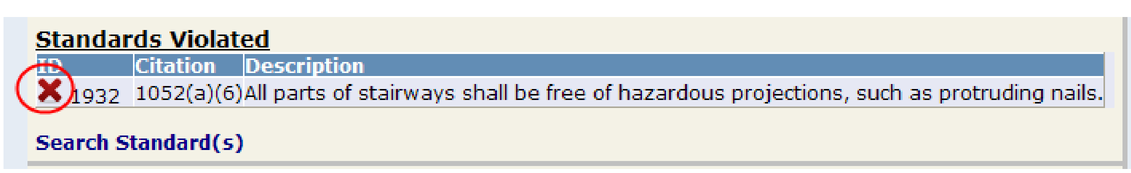
iii. Select Reference: – Clicking on the black popup triangle opens a new window in which the administrator can search for and select the specific reference for the standard that the administrator wishes to note on the incident record.

iv. Standard Description (contains): – The administrator may enter all or a portion of the description of the standard that the administrator wishes to note on the incident record.

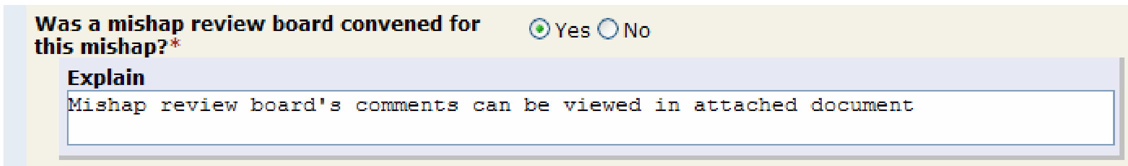
v. Citation (contains): – The administrator may enter all or a portion of the citation within the standard that the administrator wishes to note on the incident record.

vi. Reset – The administrator may click the "Reset" button at any time to remove all information from the Standard Search area and start a new search.

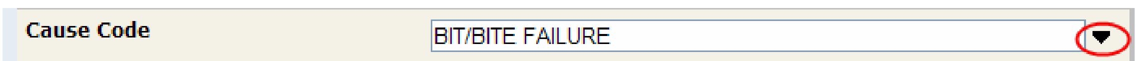
vii. Search – Once the administrator has entered the desired information, clicking the "Search" button displays a list of all standards that match the information placed in the search fields. Clicking on the title in the "Citation" field will note that standard on the incident record. To remove a standard from the record, click on the red "x" next to the standard to be removed.

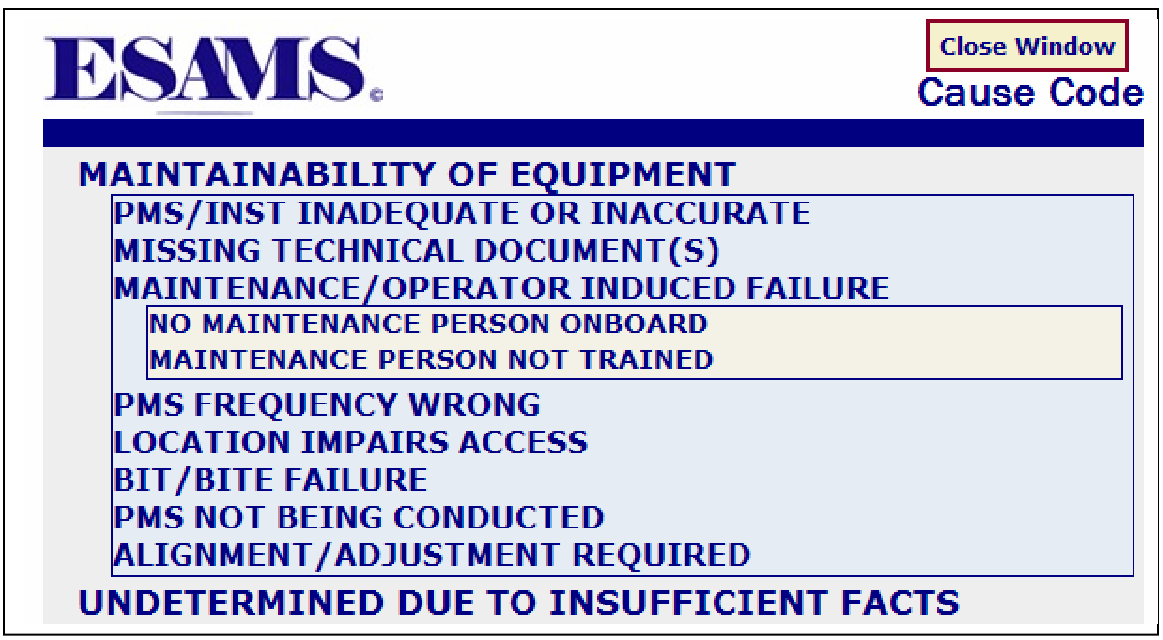


c. Was a mishap review board convened for this mishap? – The administrator should note whether or not a mishap review board was convened. If "Yes" is selected, an open text field will be displayed in which the administrator must enter an explanation.

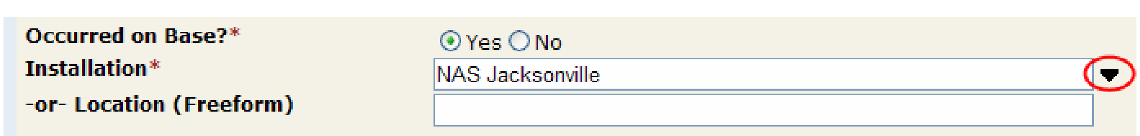


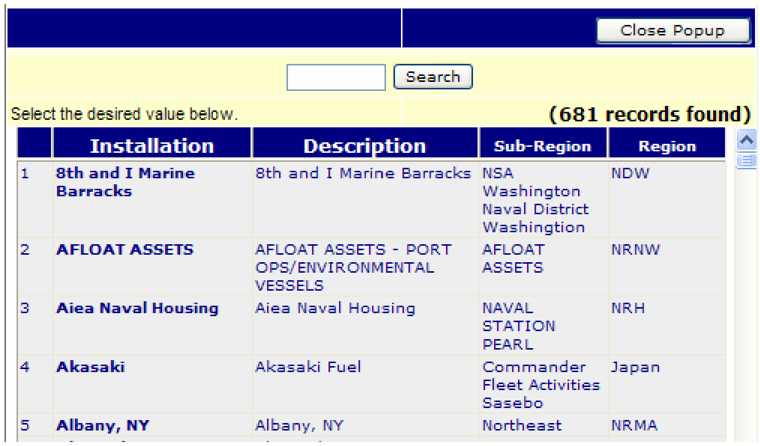
d. Cause Code – The administrator must enter the specific cause behind the incident. Clicking on the black popup triangle opens a new window in which the administrator can select the specific cause.





e. Occurred on Base? – The administrator should note whether or not the incident occurred on a military base. If "Yes" is selected, the administrator must enter the name of the base on which the incident occurred.
   i. Installation – Clicking on the black popup triangle opens a new window in which all available installations are displayed. Clicking on the name of an installation will populate that name in the field
   ii. Installation (Freeform) – If an installation is not available in the installation list, the administrator may instead type the name directly into this open text field.

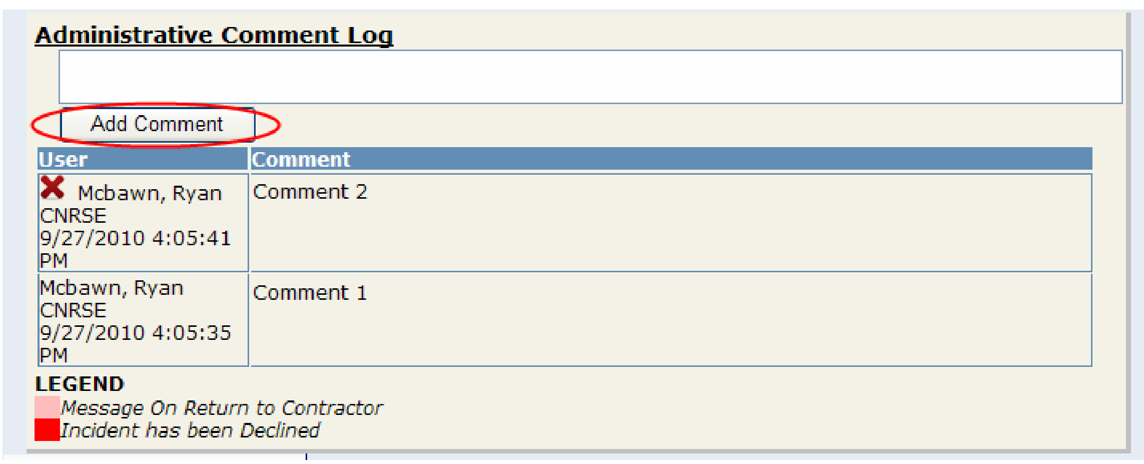




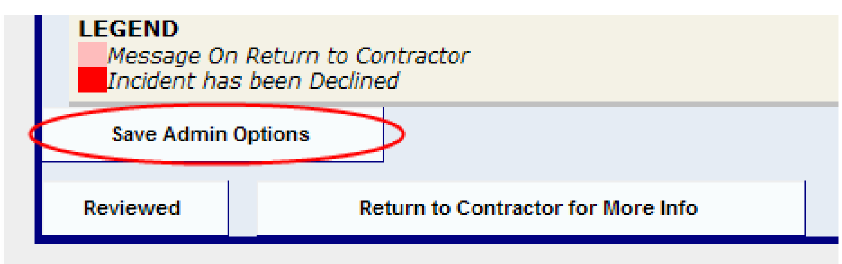
f. Administrative Comment Log – In this area, administrators may enter individual comments pertaining to the incident record. These comments can be viewed by other administrators, and are "stacked" in order of entry. As the legend below the comment log states:

i. Messages that the record has been "Returned to the Reporting Contractor for More Information" will be highlighted in pink;

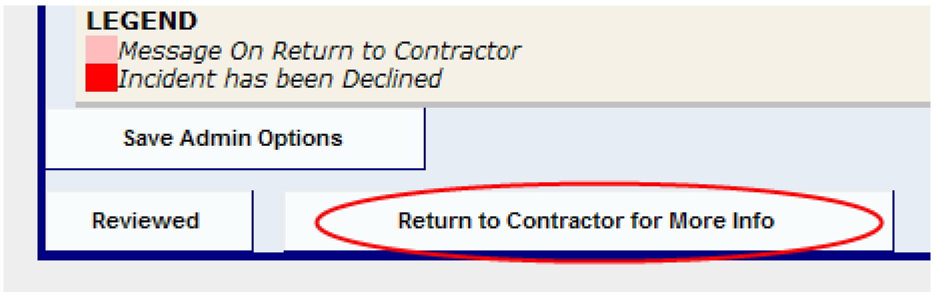
ii. Messages that the record has been "Declined" will be highlighted in red.



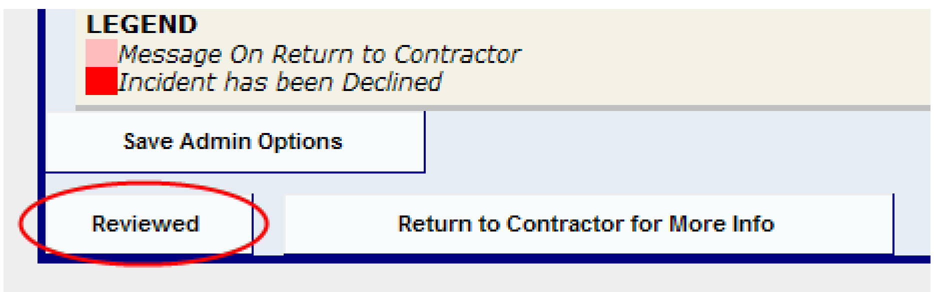
3. Save Admin Options – Clicking this button will save any information that has been entered in the Administrative area without changing the Status or sending any emails.



4. Return to Contractor for More Info – If the administrator decides that the information in the record is incorrect or deficient, clicking the "Return to Contractor for More Info" button will change the Status of the record to "Returned" and will open the record so that the Reporting Contractor can review the record and enter the correct information.
    a. Once the record is "Returned", a new pair of emails will be sent to the Reporting Contractor containing a new User ID and Password to enter the CIRS application and view the record.
        i. If there is no Reporting Contractor (if an administrator entered the record information instead) no emails will be sent to a Reporting Contractor. The administrator must search for the incident record in the CIRS Main area (see below, pg 43).



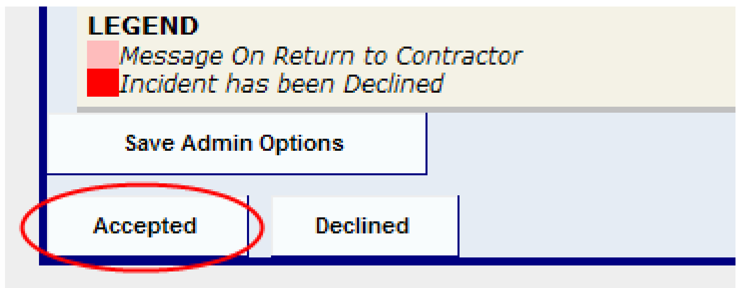
5. Reviewed – Once the administrator is satisfied with the information entered in the incident record, clicking the "Reviewed" button changes the status of the record to "Reviewed"



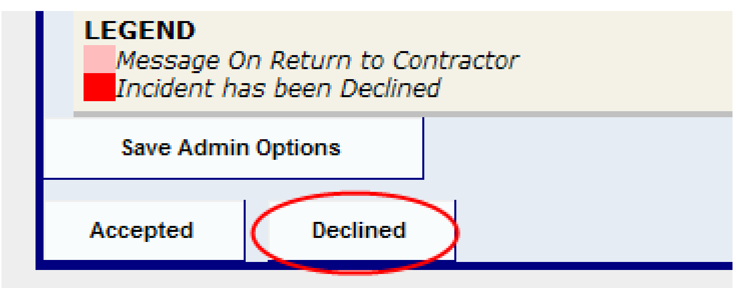
Accepting/Declining the Incident Record

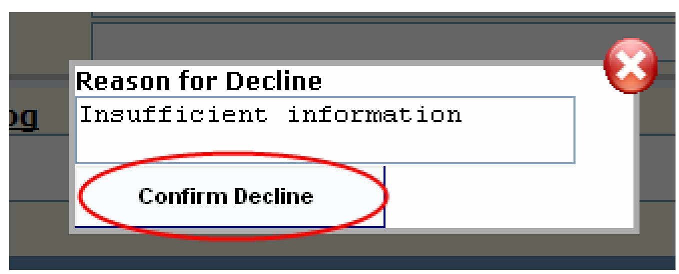
Note: Administrators must have "Approve" access rights to enter this portion of the CIRS application.

1. Once the incident record has been placed in "Reviewed" status, Administrative personnel with "Approve" access rights will receive an email stating that an incident record has been reviewed and must be accepted or declined.
2. The administrator must search for the incident record in the CIRS Main area (see below, pg 43).
3. Once the record has been reviewed by the approving administrator, that administrator must choose to accept or decline the incident record using the new buttons found at the bottom of the "Administrative View" area.
    a. Accept – Found at the bottom left corner of the form. Clicking on the "Accept" button changes the status of the record to "Accepted", removes the record from the Administrator's Hotlist (see below, pg 43), and locks the record so that no changes can be made.

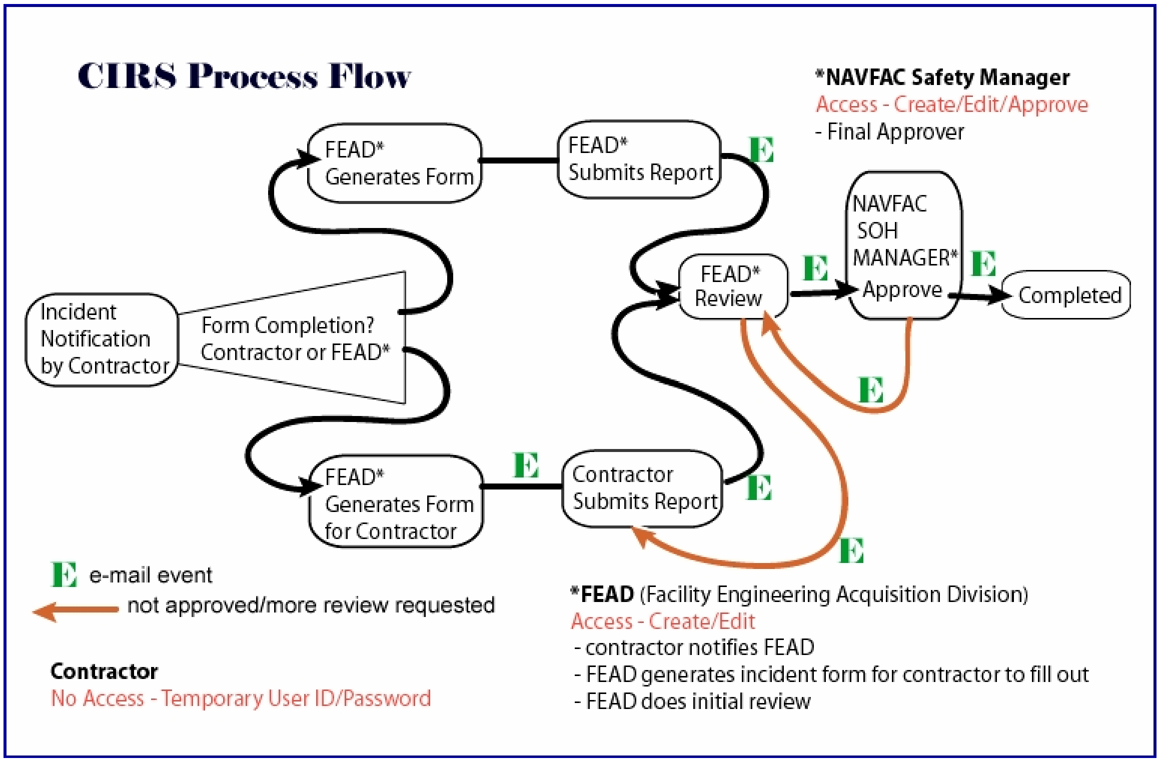


    b. Decline – Found at the bottom left corner of the form. Clicking on the "Decline" button changes the status of the record to "Declined". A window will appear in which the administrator must enter the reason that the record has been declined and click the "Confirm Decline" button. The record must be reviewed by an administrator again, and then can either be Returned to the Reporting Contactor or listed again as Reviewed (following the directions as listed above).





CIRS – Process Flow Diagram



Links of Interest

Generate Incident

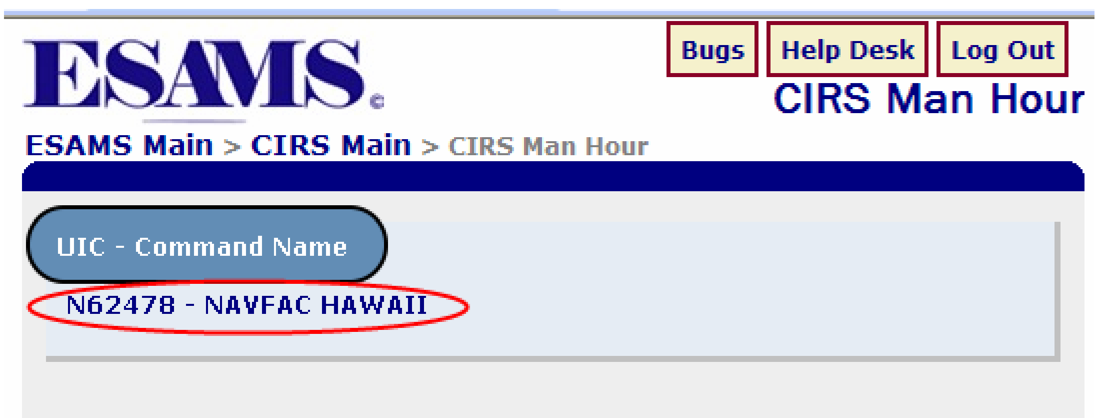
Clicking on this link creates a new page on which the administrator may begin a new incident record, entering information as described above (see above, pg 4).

Man Hours

In this section, administrators may enter the Man Hours worked for each contract.

1. Clicking on the “Man Hours” link displays the CIRS Man Hour page.

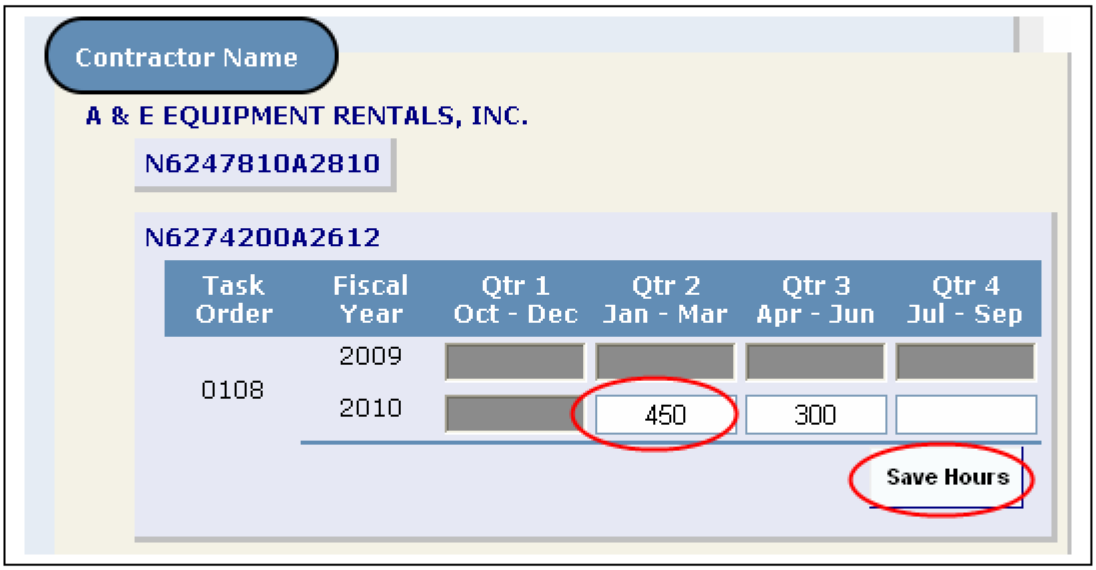
2. All UICs/Commands within the administrator’s scope will be listed. Clicking on a command name displays all Prime Contractors that have a contract with the UIC/Command.



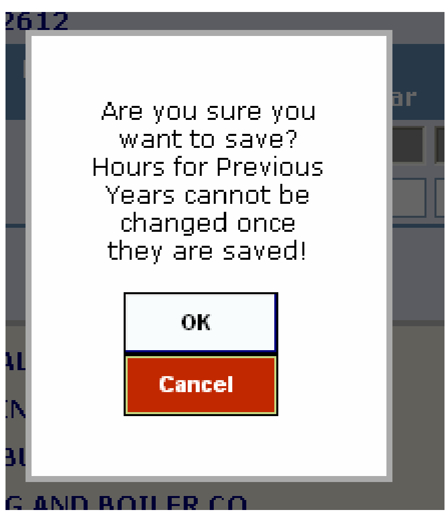
3. The administrator should click on the name of a Prime Contractor to view all of that Prime Contractor’s contracts associated with the UIC/Command.

4. Clicking on the Contract # displays the Man Hour information for that contract.

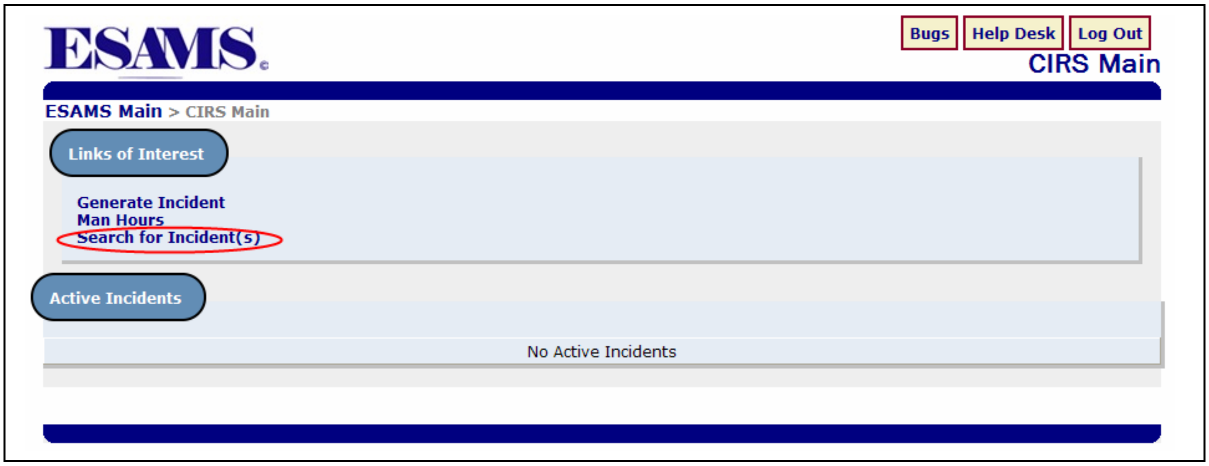
5. Clicking on the Contract # will display the Man Hour information of the contract for the previous and current fiscal year, with each year divided into the fiscal quarters.



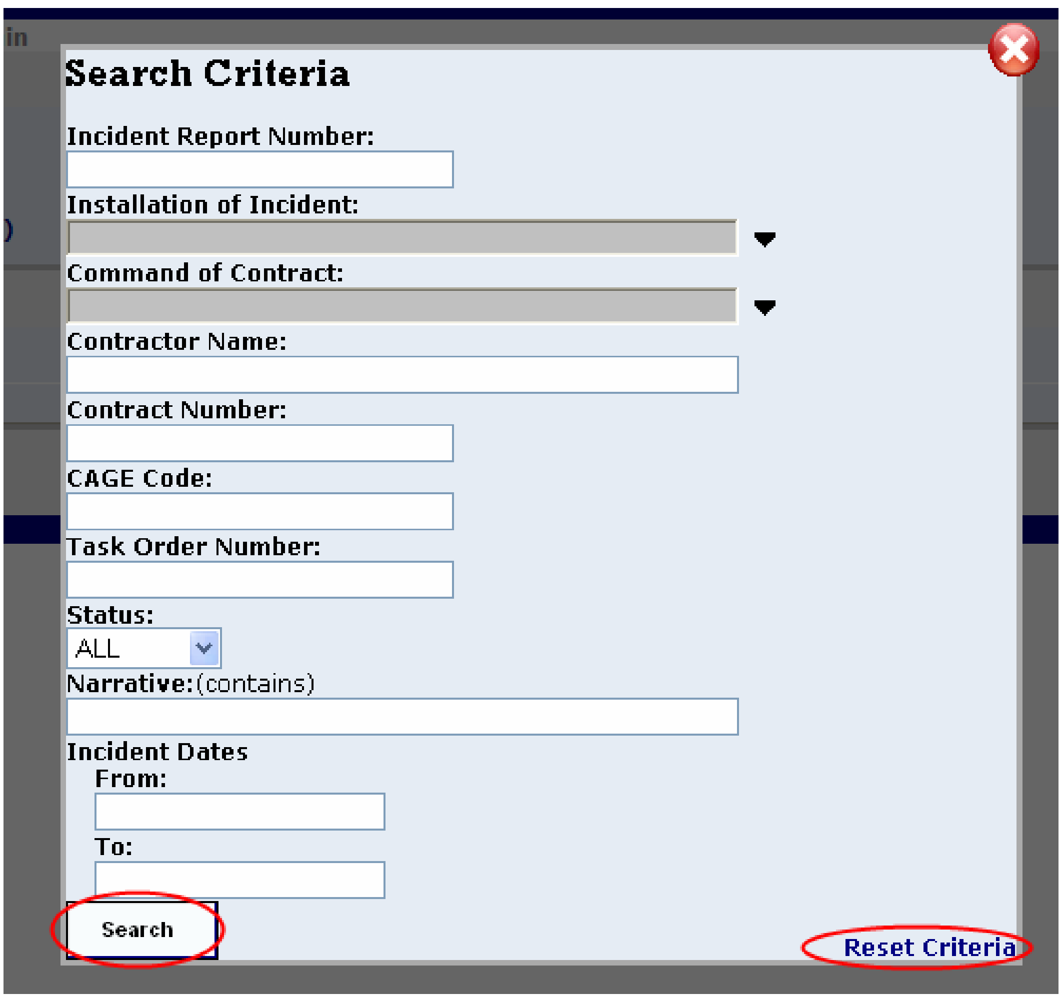
6. The administrator may enter the total Man Hours worked under the contract for each fiscal quarter. Clicking the "Save Hours" button saves the information entered in the field(s).
7. **Note 1: If a contract was not valid during a quarter, that section will be grayed out and the administrator will not be able to enter information in that block.**
8. **Note 2: If an administrator enters Man Hours for a previous fiscal year, that information cannot be deleted or edited once it is saved.**



Search for Incident(s)



Clicking on this link opens a new window in which the administrator may search for any incident record within the administrator's scope. The administrator may search using as many or as few of the fields as desired. **Note: If the search results in no records found, the administrator may have entered incorrect information in one or more fields and thereby excluded the record being sought. In these cases, the administrator should attempt to search again using the correct information or fewer search criteria.**



1. Incident Report Number – Each incident record is assigned a number specific to that record. Entering that number in this field will find that specific record.
2. Installation of Incident – The military installation or base at which the incident occurred. Clicking on the black popup triangle will open a new window in which the administrator may select the desired Installation.
3. Command of Contract – The command of the contract under which the involved person is employed. Clicking on the black popup triangle will open a new window in which the administrator may select the desired Command.
4. Prime Contractor – The name of the Contractor company under which the involved person is employed.
5. Contract Number – The number of the Contract under which the involved person is employed.
6. CAGE Code – The Commercial And Government Entity (CAGE) Code of the Contract under which the involved person is employed.
7. Task Order Number – The specific Task Order number within the contract that the employee was tasked with at the time of the incident.
8. Status – The status of the incident (New, Submit, etc)
9. Narrative (contains) – The information entered in the "Initial Description" field on the "Incident Information" portion of the incident. The administrator may enter some of the narrative information, which the search function will attempt to match to full narratives in the database.
10. Incident Dates – The administrator may enter a set of dates within which the system will search for incident records by clicking on the "From" and "To" fields to use the Calendar popup. For example, the user would enter "From: April 1, 2010" and "To: April 30, 2010" to see all incident records within the administrator's scope during the month of April.
11. Reset Criteria – Clicking on this link will reset the data fields in the search window, allowing the administrator to perform a new search.
12. Search – Clicking on this button will allow the administrator to find incident records based on the information entered in the search fields. Clicking on an "Incident ID" number will open the incident record.

Search Results

Hide Search Results

Incident ID	Point of Contact	Notified Date	Authorized Date	Incident Date	Status	Authorized By	Contract Oversight	Installation of Incident	Prime Contractor
25	Sansky, Tom	9/16/2010	9/17/2010	9/16/2010	Accepted	Mcbawn, Ryan	NAVFAC SOUTHEAST	Joint Base McGuire-Dix-Lakehurst	GLOBAL ENGINEERING & CONSTRUCTION,LLC
33	McFakerton, Henry	9/17/2010	9/20/2010	9/15/2010	Accepted	Mcbawn, Ryan	NAVFAC SOUTHEAST	NAS Jacksonville	A H ENVIRONMENTAL CONSULTANTS INC

13. Hide Search Results – Clicking on this link removes the results of the incident search from the Administrative hotlist area. The administrator must perform another search to see the search results again.

My Self Entries

In this section of the CIRS Administrative page, the administrator will see a "Hotlist" of all incident records for which the administrator was the reporting person (i.e., did not use a Reporting Contractor). **Note: Incidents in "Accepted" status will not be shown.** The following information is displayed:

1. Incident ID – The unique ID number of the incident. Clicking on this number opens the incident record for viewing and editing,
2. Point of Contact – The name of the person who reported the incident to the administrator.
3. Notified Date – The date on which the administrator was notified of the incident.
4. Authorized Date – The date on which the administrator authorized the Reporting Contractor for CIRS access and/or created the incident record.
5. Incident Date – The date on which the incident actually happened.
6. Status – The current status of the incident record.
7. Installation of Incident – The military base or installation on which the incident occurred.
8. Prime Contractor – The name of the contractor by which the involved person is employed.

My Self Entries

Incident ID	Point of Contact	Notified Date	Authorized Date	Incident Date	Status	Installation of Incident	Prime Contractor
64	Contractor, Anyone	9/26/2010	9/27/2010		New		HARPER, CLAYTON

Requested Incidents

In this section of the CIRS Administrative page, the administrator will see a "Hotlist" of all incident records for which a Reporting Contractor has contacted the administrator and an incident record has been created. Once a Reporting Contractor or Administrator accesses the incident record and saves information, thus changing the record to "New" status, the record will no longer show on this "Hotlist". The following information is displayed:

c. Point of Contact – The name of the person who reported the incident to the administrator.
d. Prime Contractor – The name of the contractor by which the involved person is employed.
e. Contract - Task Order – The Contact # and Task Order # with which the incident is associated.
f. Notified Date – The date on which the administrator was notified of the incident.
g. Authorized Date – The date on which the administrator authorized the Reporting Contractor for CIRS access and/or created the incident record.
h. Contract Oversight – The name of the command assigned to manage the associated contact.
i. Reset Login – Reporting Contractor login information expires five (5) days after it is granted. If a Reporting Contractor passes the five days and still requires access to the record, or if the login information is lost previous the five days, an administrator may click the "Reset Login" link to send new User ID and Password emails to the Reporting Contractor. (See also, pg 31.)

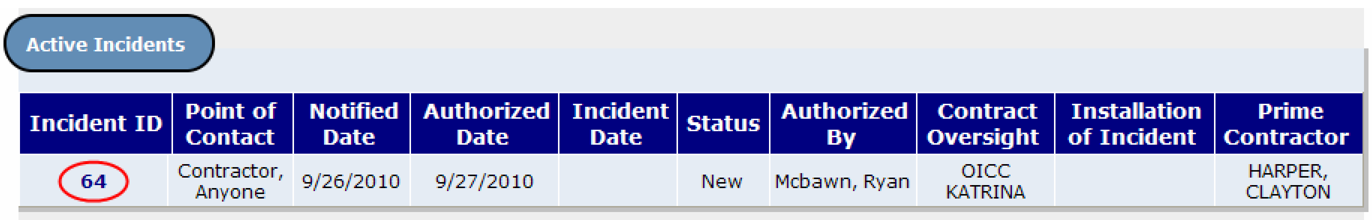
Requested Incidents

Point of Contact	Prime Contractor	Contract - Task Order	Notified Date	Authorized Date	Contract Oversight	Reset Login
Contractor, Anyone	LOSS CONTROL AND RECOVERY, INC	N6945010C4319 - N/A	9/26/2010	9/27/2010	PWD KEY WEST	Reset Login

Active Incidents

In this section of the CIRS Administrative page, the administrator will see a “Hotlist” of all incident records within the administrator’s scope. **Note: Incidents in “Accepted” status will not be shown.** The following information is displayed:

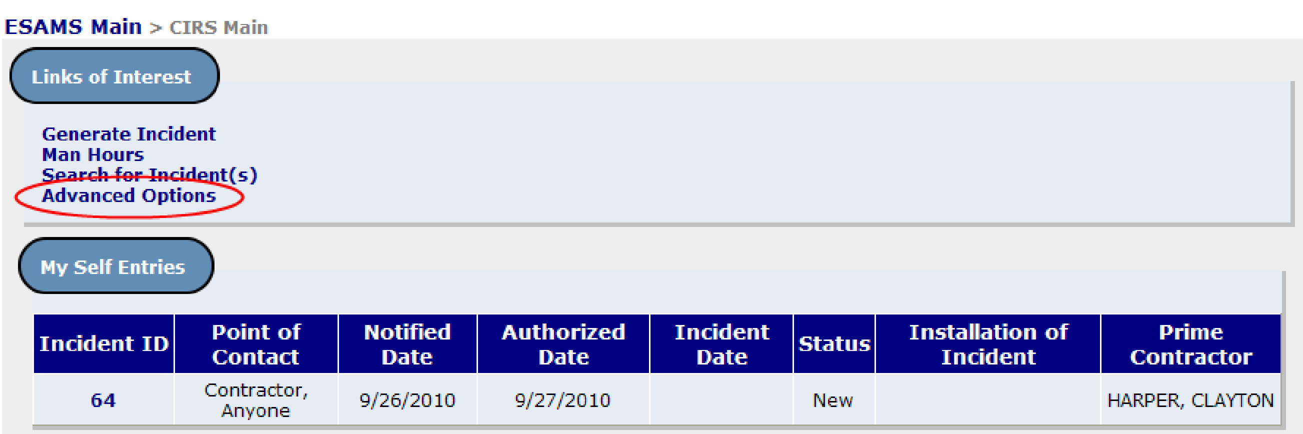
1. Incident ID – The unique ID number of the incident. Clicking on this number opens the incident record for viewing and editing,
2. Point of Contact – The name of the person who reported the incident to the administrator.
3. Notified Date – The date on which the administrator was notified of the incident.
4. Authorized Date – The date on which the administrator authorized the Reporting Contractor for CIRS access and/or created the incident record.
5. Incident Date – The date on which the incident actually happened.
6. Status – The current status of the incident record.
7. Authorized By – The name of the CIRS Administrator that authorized/created the incident record.
8. Contract Oversight – The name of the command assigned to manage the associated contact.
9. Installation of Incident – The military base or installation on which the incident occurred.
10. Prime Contractor – The name of the contractor by which the involved person is employed.



Incident ID	Point of Contact	Notified Date	Authorized Date	Incident Date	Status	Authorized By	Contract Oversight	Installation of Incident	Prime Contractor
64	Contractor, Anyone	9/26/2010	9/27/2010		New	Mcbawn, Ryan	OICC KATRINA		HARPER, CLAYTON

Advanced Options

The “Advanced Options” area contains additional resources for administrative users with “CIRS Administrator (Create/Edit/Approve/Reports)” level access. Clicking on the “Advanced Options” link displays the additional administrative links.

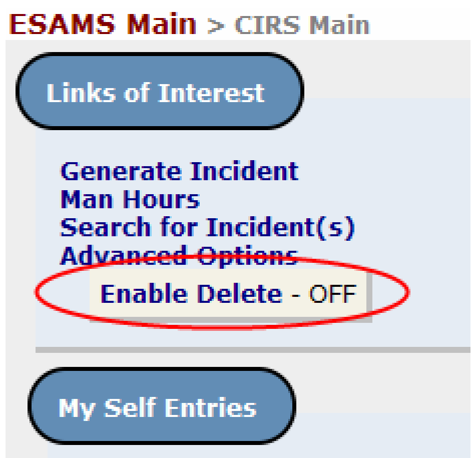


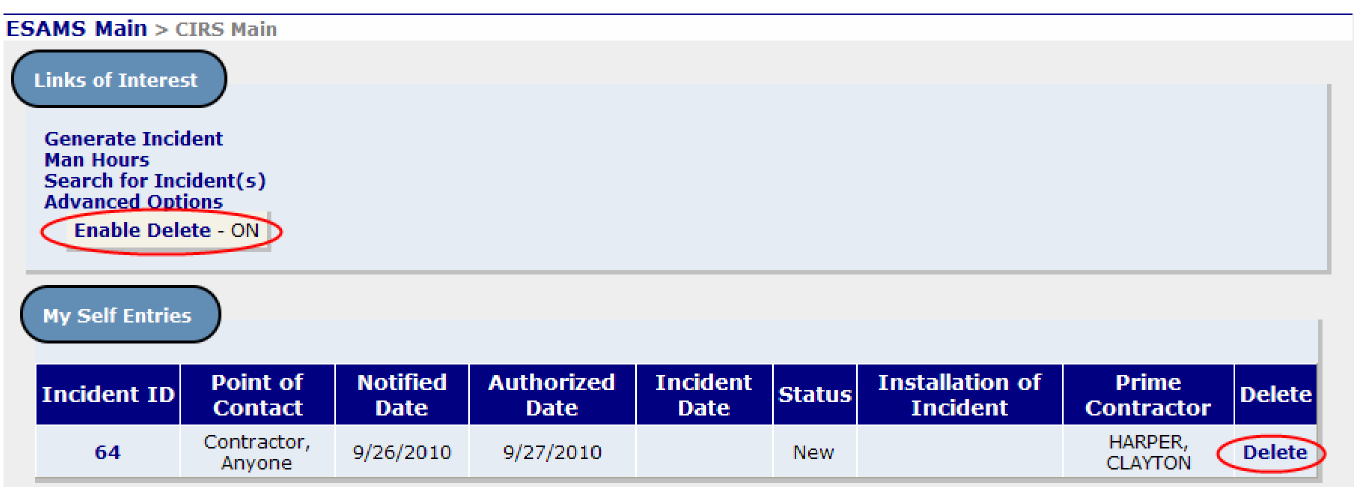
Incident ID	Point of Contact	Notified Date	Authorized Date	Incident Date	Status	Installation of Incident	Prime Contractor
64	Contractor, Anyone	9/26/2010	9/27/2010		New		HARPER, CLAYTON

Delete an Incident

Administrators with "CIRS Administrator (Create/Edit/Approve/Reports)" level access can delete incident records from their Incident Hotlists. This option is normally reserved for incident records that have been entered erroneously (for example, a duplicate of an incident that has already been reported, or a record that was not considered an incident). **Note: Incident records that contain incorrect information should not be deleted, instead these records should be returned to the Reporting CIRS Administrator or Reporting Contractor for corrections (see above, pg 35).**

To delete an incident, the CIRS Administrator must click on the "Advanced Options" link under "Links of Interest" on the CIRS Main page. Clicking on this link displays the "Enable Delete" link. This link defaults to "OFF" when an administrator accesses the CIRS application. Clicking on the "Enable Delete" link changes the link to "ON" and displays a new "Delete" link next to each of the administrators incident records on each of the Incident Hotlists (My Self Entries, Requested Incidents, and Active Incidents).





Once the administrator clicks on the “Delete” link next to an incident record, a new window is displayed in which the administrator must note the reason for the deletion by typing the information directly into the open text field. Clicking on the “Confirm Delete” button removes the incident record from the administrator’s Incident Hotlists, as well as removing the record from ESAMS completely.

CIRS Reports

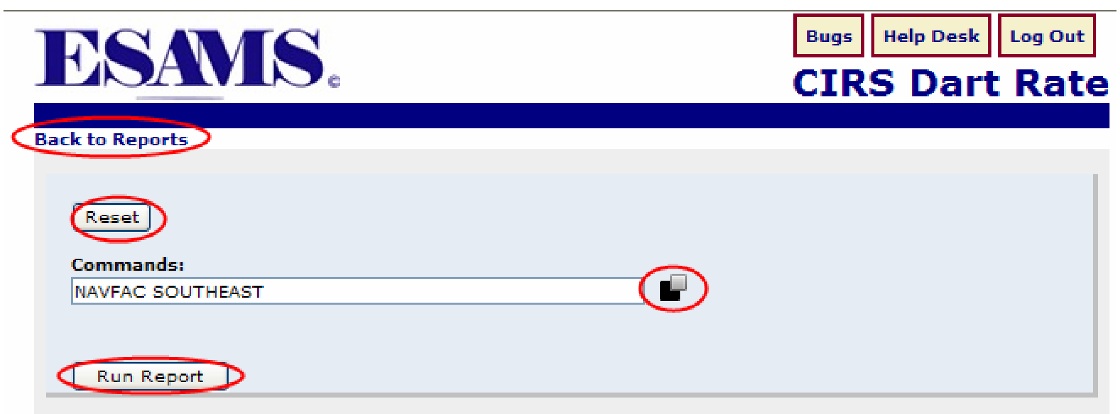
These reports are available to users with Contractor Incident Reporting System (CIRS) access, and provide users with data based on information from contractor-specific incident records reported through ESAMS.

Dart Rate by UIC Report

The "Dart Rate by UIC Report" allows users to view DART rate information regarding CIRS records that have been entered in to ESAMS. Users may view results for any CIRS records that exist within their scope (Command, Parent Command, etc). The results of the report are provided in a downloadable Excel spreadsheet once the user has clicked the "Run Report" button. Clicking the "Back to Reports" link at the top of the page returns the user to the RMS area.

To run the report, the user should first determine the area in which the user wishes to search for records. Clicking the pop-up squares next to the "Commands:" field opens a pop-up window in which the user can specify one or more specific commands, limiting the search to CIRS records overseen by those commands.

If users wish to view all CIRS records within their scope, they may choose to fill in none of the search criteria fields in the Personnel Search Criteria screen and click the "Run Report" button. (See the "Data Fields within the Search Screen" section in the RMS Manual (pg 7) for more information on how to fill out the Search screens.) Users can click the "Reset" button to remove all commands already entered in the "Commands:" field.



Clicking on the "Run Report" button allows the user to see the report information displayed in an Excel spreadsheet. Information displays for each Fiscal Year Quarter and selected Command (example: NAFVAC SE, Oct-Dec 2010)

- Man Hours
- Cases
- DART Cases
- DART Rate
- Number of Contracts

	A	B	C	D	E	F	G
1–2	Command	Oct-Dec 2010 Man Hours	Oct-Dec 2010 Cases	Oct-Dec 2010 DART Cases	Oct-Dec 2010 DART Rate	Oct-Dec 2010 Number of Contracts	Jan-Mar 2011 Man Hours
3	NAVFAC SOUTHEAST	0	0	0	0	195	0
4							
5							
6							

Dart Rate by CAGE Code Report

The “CIRS Dart Rate Report” allows users to view DART rate information regarding CIRS records that have been entered in to ESAMS. Users may view results for any CIRS records that exist within their scope of CAGE Codes. The results of the report are provided in a downloadable Excel spreadsheet once the user has clicked the “DART Rate by CAGE Code” link.

Clicking on the “DART Rate by CAGE Code” link allows the user to see the report information displayed in an Excel spreadsheet. Information displays for each Fiscal Year Quarter and selected Command (example: NAFVAC SE, Oct-Dec 2010)

- Man Hours
- Cases
- DART Cases
- DART Rate
- Number of Contracts

Command	Oct-Dec 2010 Man Hours	Oct-Dec 2010 Cases	Oct-Dec 2010 DART Cases	Oct-Dec 2010 DART Rate	Oct-Dec 2010 Number of Contracts	Jan-Mar 2011 Man Hours
NAVFAC SOUTHEAST	0	0	0	0	195	0

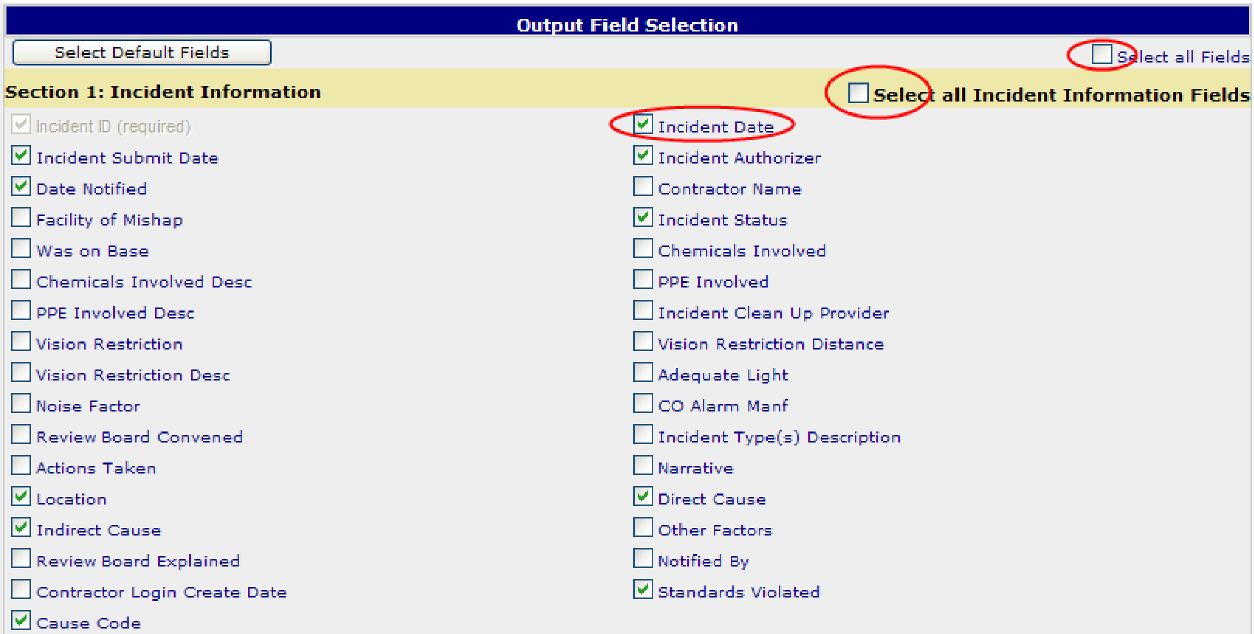
CIRS Master Report

The "CIRS Master Report" allows users to view CIRS records that have been entered in to ESAMS. Users may view any CIRS records that exist within their scope (Command, Parent Command, etc). The results of the report are provided in a downloadable Excel spreadsheet once the user has clicked the "Run Report" button.

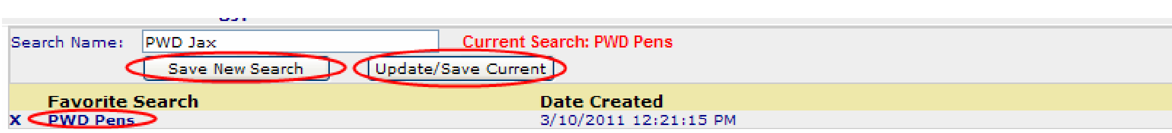
To run the report, the user should first determine the area in which the user wishes to search for records. Clicking in the "Incident Date From:" and "Incident Date To:" fields allows the user to enter a set of dates between which the report will look for records. Clicking the pop-up squares next to the "Authorized By:" field opens a pop-up window in which users can search for a single CIRS Administrator, limiting the search to records authorized by that administrator. Clicking the pop-up squares next to the "Installation of Mishap:" field opens a pop-up window in which the user can specify one or more installations, limiting the report to CIRS records for those installations. Clicking the pop-up squares next to the "Command Oversight:" field opens a pop-up window in which the user can specify a specific command, limiting the search to CIRS records overseen by that command. In the "Contractor Name" field, users may type in part or all of the name of a contractor, viewing all records logged under Prime Contractors (the contracting company) whose name matches the entered information. Clicking on the "Status" drop-down box allows users to limit the report's search to records in a specific status (Updated, Reviewed, etc). Clicking on the "Reset" button clears information from all fields.

If users wish to view all CIRS records within their scope, they may choose to fill in <u>none</u> of the search criteria fields in the Personnel Search Criteria screen and click the "Run Report" button. (See the "Data Fields within the Search Screen" section in the RMS Manual (pg 7) for more information on how to fill out the Search screens.)

The user should next select what information the report will display. In the “Output Field Selection” area, the available information fields are shown. By checking the box next to the desired field(s), the user determines what information the report will display. Clicking on the “Select all” boxes will automatically check all fields in that section. **Note: The Incident ID Field is always checked, and will always be displayed.**



The selections made in the report search area at the top of the page and the “Output Field Selection” area at the bottom can be saved so that the user may run the same type of report in the future. Once all the desired fields have been selected, the user may save the search by filling in the “Search Name” field at the top of the screen and clicking on the “Save New Search” button. This saves the search selections under the “Favorite Search” area; by clicking on the search’s name, the saved selections will automatically be chosen for the report. These “Favorite Searches” can be modified by selecting the search (to make sure that it is the “Current Search”), choosing the field selections to be changed (checking or un-checking the desired boxes) and clicking on the “Update/Save Current” button.



Clicking on the “Run Report” button allows the user to see the report information, limited by the information fields selected and displayed in an Excel spreadsheet.