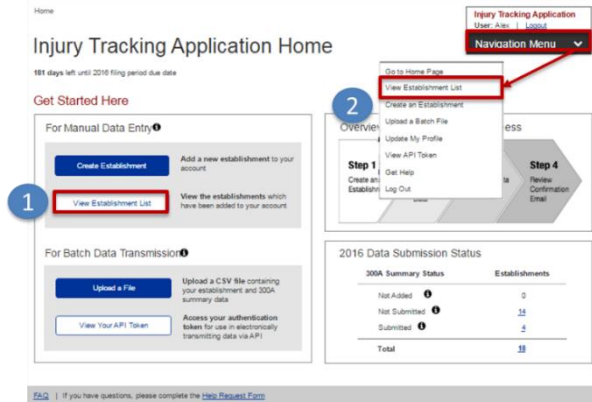


Edit 300A Summary data for an establishment by completing the following five steps. **Note:** For additional information relevant to the previous text, place the cursor over the **i** icon:

1. Click the *View Establishment List* button on the *Injury Tracking Application Home* screen in the *Manual Data Entry* section or...
2. Select the *View Establishment List* option from the dropdown *Navigation Menu* on any ITA screen. **Note:** The *Establishment List* screen lists each establishment connected to the end user's account.
3. To display the *Edit 300A Summary* screen, click the establishment's name. **Note:** The establishment's progress must be *In Progress*.
4. Make the required edits.
5. Click the *Save* button.



**Filter**

To filter your list of establishments, input your criteria in one or more fields below, and then click the "Filter" button to update the list.

Status:  Establishment Name / Street / City:  State:  Zip:

Include Inactive Establishments

300A Status	Establishment Name	Street Address	City	State	Zip
<input type="checkbox"/> Not Added	Store 1	123 Main St	Washington	DC	20001-1234
<input type="checkbox"/> Not Submitted	Store 2	234 Maple Ave	Washington	DC	20001-1234
<input type="checkbox"/> Not Submitted	Store 3	345 Silver Ln	Washington	DC	20001-1234
<input type="checkbox"/> Not Submitted	Store 4	456 Alexander Rd	New York	NY	10003-1234
<input type="checkbox"/> Not Submitted	Store 5	567 196 St NW	New York	NY	10003-1234
<input type="checkbox"/> Not Submitted	Store 6	678 A St SW	New York	NY	10003-1234
<input type="checkbox"/> Not Submitted	Store 7	789 93rd St	Baltimore	MD	20900-6789
<input type="checkbox"/> Not Submitted	Store 8	890 40th Ave	Baltimore	MD	20900-6789
<input type="checkbox"/> Not Submitted	Store 9	901 Wilson Ct	Baltimore	MD	20900-6789
<input type="checkbox"/> Not Submitted	Store 10	987 Elm St	Baltimore	MD	20900-6789
<input type="checkbox"/> Not Submitted	Store 11	876 41st St NW	Baltimore	MD	20900-6789
<input type="checkbox"/> Not Submitted	Store 12	765 University Blvd	Philadelphia	PA	19102-0001
<input type="checkbox"/> Not Submitted	Store 13	654 Chicago St	Philadelphia	PA	19102-0001
<input type="checkbox"/> Not Submitted	Store 14	543 Rowe Ln	Philadelphia	PA	19102-0001
<input type="checkbox"/> Not Submitted	Store 15	432 Green St	Philadelphia	PA	19102-0001
<input type="checkbox"/> Not Submitted	Store 16	321 Cross Rd	New York	NY	10003-1234
<input type="checkbox"/> Not Submitted	Store 17	210 State St	New York	NY	10003-1234
<input type="checkbox"/> Not Submitted	Store 18	109 Center Dr	Washington	DC	20001-1234
<input type="checkbox"/> Not Submitted	Store 19	807 Dogwood Ct	Washington	DC	20001-1234
<input type="checkbox"/> Not Submitted	Store 20	753 Lamp Post Rd	Washington	DC	20001-1234

Store 2 / Edit 300A Summary

## Edit 300A Summary

Summary of Work-Related Injuries and Illnesses

All Fields are Required

Establishment Name: [Establishment Name]

**Employment Information**

Annual average number of employees:

Total hours worked by all employees last year:

Did any recordable work-related injuries or illnesses occur at this establishment in 2016?  Yes  No

Did any recordable work-related injuries or illnesses occur at this establishment in 2017?  Yes  No

**TOTAL NUMBER**

Deaths (G):  Cases with days away from work (H):  Cases with job transfer or restriction (I):  Other recordable cases (J):

Number of Calendar Days

**TOTAL NUMBER**

Days away from work (K):  Days of job transfer or restriction (L):

**Injury and Illness Types**

**TOTAL NUMBER**

Cranes (M):  Poisonings (N):  Skin disorders (O):  Hearing loss (P):  Respiratory Conditions (Q):  All other illnesses (R):