

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, and then click the *Edit 300A Summary* button.
4. Make the required edits.
5. Click the *Save* button. **Note:** If you had already submitted the data prior making your edits, you will need to *resubmit* the data for the changes to be registered.

