



Add 300A Summary data to 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 *Add 300A Summary* screen, click the establishment's name, then click the *Add 300A Summary* button.
4. Enter the correct data into **each** field of the Summary of Work-Related Injuries and Illnesses. **Note:** Each field on the form is required.
5. Click *Save*.

FAQ | If you have questions, please complete the [Help Request Form](#)

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. Clear

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 19th 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 4th 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	907 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 Route 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"/> Submitted	Store 17	210 State St	New York	NY	10003-1234
<input type="checkbox"/> Submitted	Store 18	109 Center Dr	Washington	DC	20001-1234
<input type="checkbox"/> Submitted	Store 19	807 Dogwood Ct	Washington	DC	20001-1234
<input type="checkbox"/> Submitted	Store 20	703 Lamp Post Rd	Washington	DC	20001-1234

**FAQ**

I filled in the information for the "300A Summary", but it will not let me click on the Save button. What do I do now?

There are three common problems that stop the Save button from being highlighted. First, the radio button on the top right of the 300A data page that says "Did this establishment have injuries or illnesses" must be filled out. Second, all the boxes must be filled out, with a "0" if applicable instead of being left empty. Third, there cannot be any commas, decimals, or other non-numbers in the employees or hours worked fields. Generally, a field that contains an error is outlined in red.