

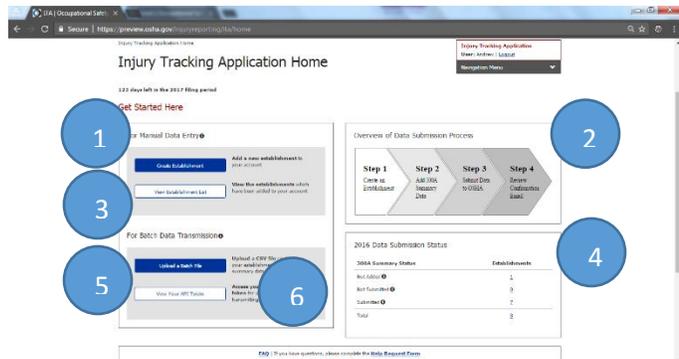
After creating an account and logging in for the first time, you will see the ITA homepage which contains both information on how to get started with your data entry as well as additional information about the status of the establishment you've added to the system.

Getting Started

The *Get Started Here* box lists the major starting points you can take when submitting your data. It's broken into two main sections – Manual Data Entry and Batch Data Transmission.

Manual Data Entry

If you wish to manually enter your data into a series of web forms, you can get started by



1. Clicking the *Create Establishment* button to add your first establishment to the system.
2. After adding an establishment, the next step is to add 300A data to it and then Submit to OSHA
3. If you already have establishments added, you can add new 300A data to them by clicking the *View Establishment List* button
4. You can also see the status of all of the establishments you've added

Batch Data Transmission

Batch transmission is **only** recommended if you wish to enter data for more than several establishments. Start by:

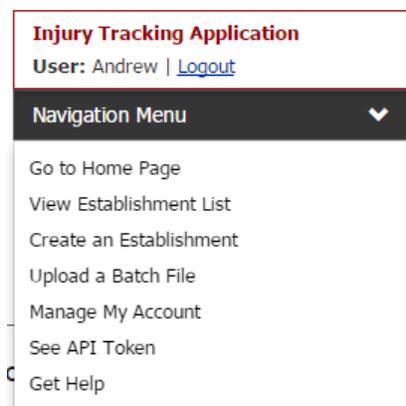
5. Clicking the *Upload a Batch File* button will direct you to a file upload page where you will find information how to create a batch file and a place to upload and submit it.
6. Clicking the *View API Token* button will direct you to a page which displays the API token which has been assigned to your account. You will need this information for all transactions made between your system and ITA.

Navigating ITA

You can access each of the major areas of ITA using a navigation menu appears on all pages in ITA.

The *Navigation Menu* drop down provides access to the following screens:

- *Injury Tracking Application Home*
- *Establishment List*
- *Create Establishment*
- *Upload File*
- *Manage Account – Profile*
- *Manage Account-API Token*
- *Help Request Form*





Inactivity in ITA

To protect the information contained in an ITA user's account, an ITA user will automatically be logged out of the application after 45 minutes of inactivity. An alert message will be displayed after 30 minutes of inactivity notifying the user that they will need to take an action within the next 15 minutes to keep their current ITA session active. If a user is logged out due to inactivity, any unsaved progress will be lost.