Annual Injury and Illness Data Collection Generating Reports Guide

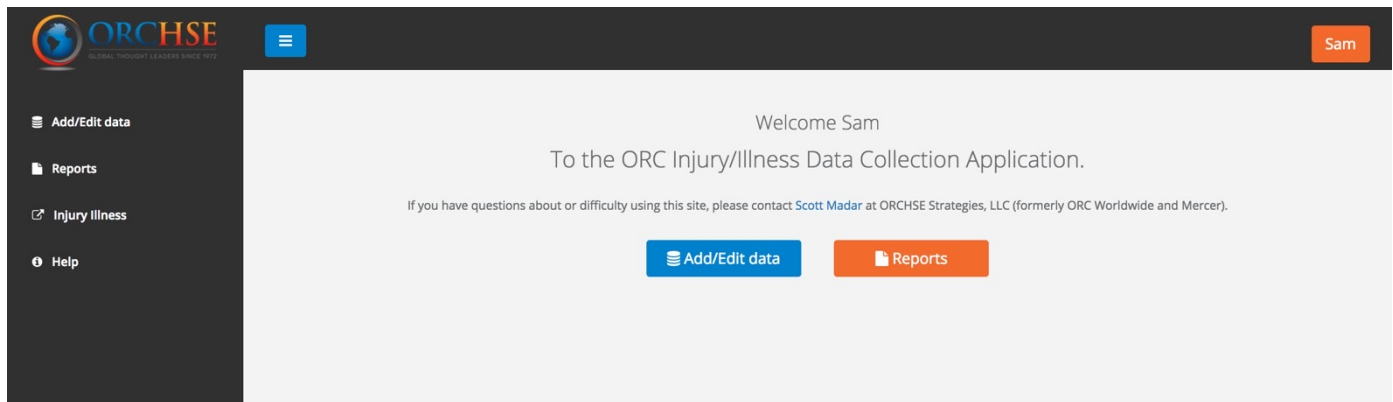## Log in:

To access the system, please log in at data.orchse.com
You can reset your password on this page if you've forgotten it.

Generate Reports:

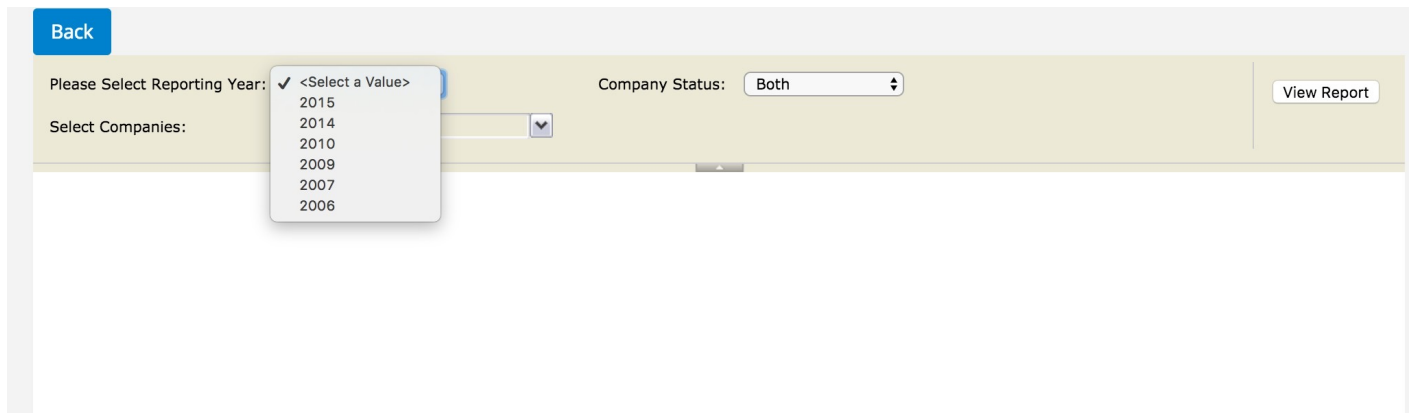To begin generating reports, please select the orange button.

The system will load a Report Selection Page. Click on the report you are interested in.

For this example, we will use the 'Number of Occupational Injuries and Illness and Hours Worked for Participating ORCHSE Companies' report.
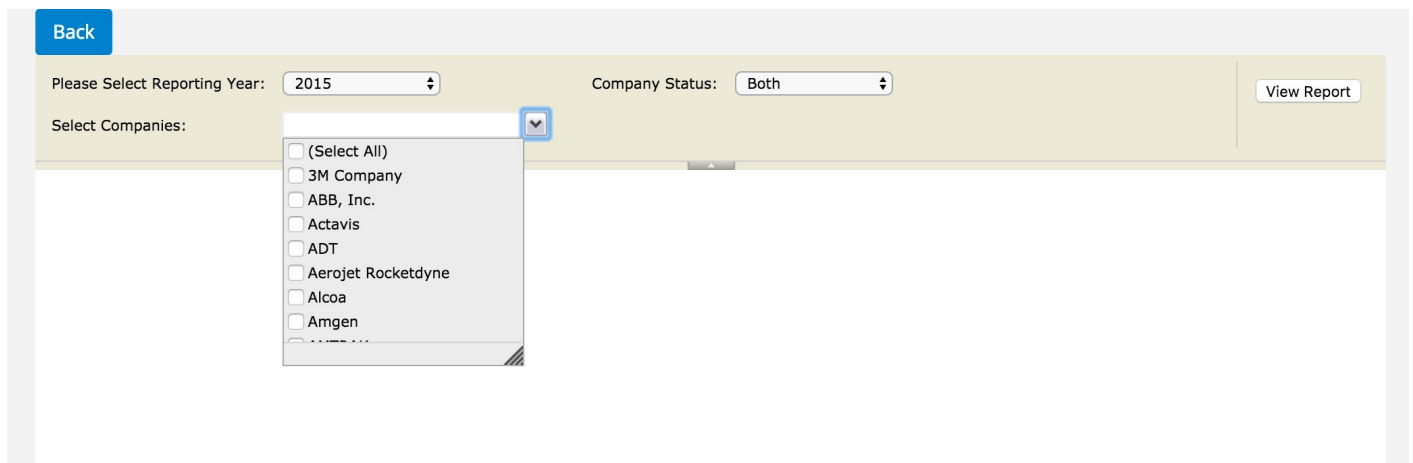
Reports

Global Summary By Region

International Summary of all Reporting Companies

Number of Occupational Injuries and Illnesses and Hours Worked for Participating ORCHSE Companies

Occupational Injury and Illness Incidence Rates for Participating ORCHSE Companies

Occupational Injury and Illness Incidence Rates for Participating ORCHSE Companies, By NAICS

Regional Injury & Illness Data By Company

Regional Injury & Illness Data By Country

Summary of Country By Company

ASTM Level One Numbers by Company

ASTM Level One Rates by Company

ASTM Global Summary By Region

ASTM Global Summary By Region By Country

ASTM Global Summary By Country By Company

The system will display a page for you to select the year of the report you want. You will only have the option to select the years in which your company submitted data.
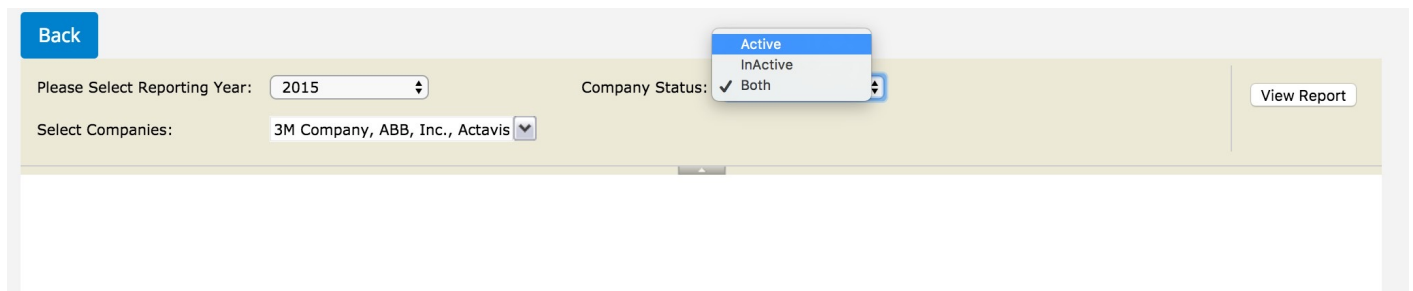

After selecting the year, select which company or companies you would like to include in the report.
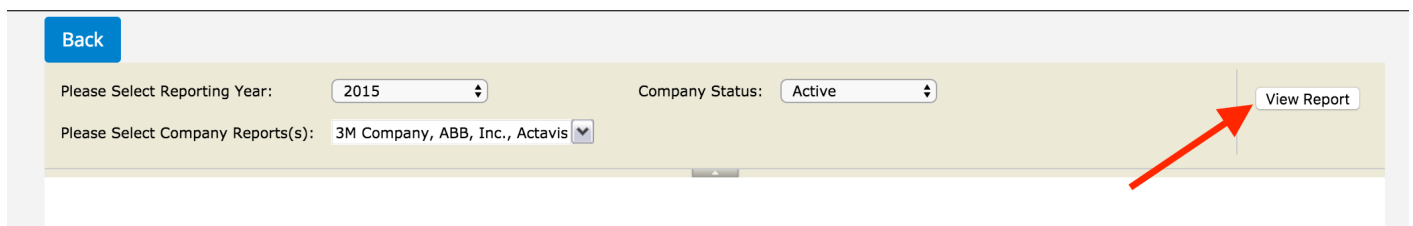
After selecting the companies to include in the report you can select the company status. It is best to select Active- those are companies that are still permitted to contribute to the data collection effort. Inactive companies include companies that may no longer exist.

After making your selections for the report content, click on the View Report button on the right.

Report Viewing:

After you click on the View Report button, the system will generate the report table. The columns will vary by the type of report selected.

To view subsequent pages of the report table, select the appropriate icon to move forward through the pages or to jump to the final page.

Revise Report

You can make modifications to the selection criteria you used to generate the report, and then refresh the report to see the updated table.

Report Export

To export the report, select the Disk icon and choose which format you would like. You can export in XML, CSV, PDF, MHTML, Excel, TIFF and Word formats.

Choose the blue Back button, to return to the report selection page and choose a new report.

Repeat

Repeat the process for each report you are interested in viewing.

For more information or assistance please contact Frank Szopinski (Frank.szopinski@nsc.org)