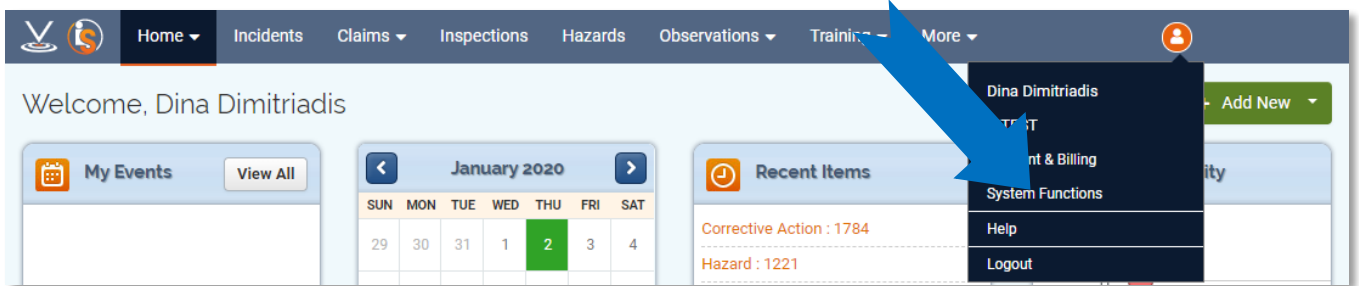


IndustrySafe Monthly Statistics Reporting Guide

This guide describes the process for inputting Monthly Statistics using the IndustrySafe Safety Management Software.

1 Open the System Functions Module

1.1 Click on the **System Functions** icon in the horizontal menu bar.



1.2 Click on the link for **Monthly Stats** in the second-tier navigation menu.



2 Open the Statistics Page for a Location

2.1 Click on the **System ID** for a location in the summary screen.

Preferences Users Monthly Stats Company Profile Employees Setup

Monthly Statistics Summary 200 out of 202 records

System ID	Facility	Current Month Hours Worked	Last Month Hours Worked	Current Year Hours Worked	Last Year Hours Worked	Years With Data	City - test app2 change	State	Country	Status
1200	Candice Test Facility					2019	Philadelphia	PENNSYLVANIA	USA	AVAILABLE
1000					334.00	2019	Montgomery	ALABAMA		AVAILABLE
1001						2019	Juneau	ALASKA		AVAILABLE
1002	Facility F-002						Phoenix	ARIZONA		AVAILABLE
1003	Facility F-003						Little Rock	ARKANSAS		AVAILABLE
1004	Facility F-004						Sacramento	CALIFORNIA		AVAILABLE
1005	Facility F-005						Denver	COLORADO		AVAILABLE
1006	Facility F-006					2019	Hartford	CONNECTICUT		AVAILABLE
1007	Facility F-007						Dover	DELAWARE		AVAILABLE
1008	Facility F-008						Tallahassee	FLORIDA		AVAILABLE
1009	Facility F-009						Atlanta	GEORGIA		AVAILABLE
1010	Facility F-010						Honolulu	HAWAII		AVAILABLE
1011	Facility F-011						Boise	IDAHO		AVAILABLE
1012	Facility F-012						Springfield	ILLINOIS		AVAILABLE
1013	Facility F-013						Indianapolis	INDIANA		AVAILABLE
1014	Facility F-014						DesMoines	IOWA		AVAILABLE
1015	Facility F-015						Topeka	KANSAS		AVAILABLE
1016	Facility F-016						Frankfort	KENTUCKY		AVAILABLE
1017	Facility F-017						Baton Rouge	LOUISIANA		AVAILABLE

2.2 Click on the **System ID** of the statistics record you wish to update or click the green **Add New** sign icon to add a new record.

Monthly Statistics - Facility: Facility F-000 2 out of 2 records

System ID	Year	Location	Department	Contractor	Worker Type	Hours Worked	Employe	Miles Driven
1100		ALL			ALL	350.00		
1080	2019	ALL			ALL	334.00		100.00

2.3 If you are adding a new statistics record, complete the **Basic Information** section.

Monthly Statistics Recording Form:

Basic Information | History Section

Basic Information Top

Facility	Facility F-000
Section	All
Location	All
Department	All
Contractor	All
Worker Type	All
Year *	2020
Total Hours Worked	0.00
Average Number of Employees	0.00
Total Miles Driven	0.00

2.4 Enter the statistics for the location.

Monthly Statistics			
Month	Hours Worked	Employees	Miles Driven
January	<input type="text"/>	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>	<input type="text"/>
May	<input type="text"/>	<input type="text"/>	<input type="text"/>
June	<input type="text"/>	<input type="text"/>	<input type="text"/>
July	<input type="text"/>	<input type="text"/>	<input type="text"/>
August	<input type="text"/>	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: If the worker type field is enabled for your site you will be able to enter the average number of workers and number of hours worked for each type of worker. Otherwise, enter the total number of hours worked and average number of workers for each month.

2.5 Save the form

October	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 General Notes about IndustrySafe

- Fields with a red * are required.
- Ensure that your browser allows pop-ups from IndustrySafe. This is required for certain features such as printing reports and attaching supporting documents.
- You may save the form at any time to ensure that you do not lose your work (even if you have not completed all required fields).
- If you do not save or refresh the screen for 30 minutes you will be logged out due to inactivity. Upon automatic logout, any form that you may have open on the screen will be saved. A pop-up will alert you before this happens.
- Additional help may be obtained by clicking the Help icon within the navigation pane at the top of the screen.

