



Open Range
SOFTWARE

Injury Illness

CTS276: Daily Safety Report User Manual

Last Edited: 24 March 2023

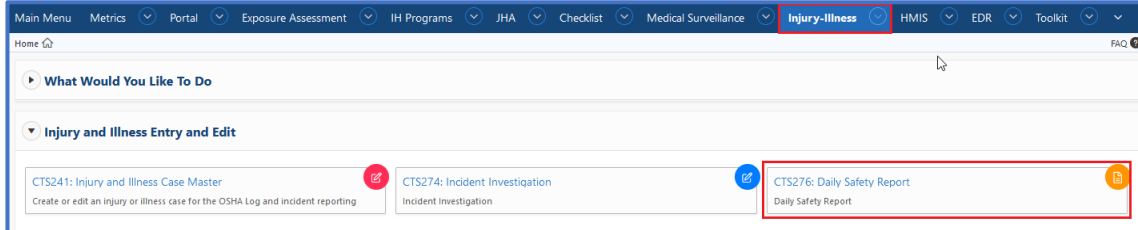
Table of Contents

Chapter 1 – CTS276: Daily Safety Report	3
Edit Activity and Public Comment.....	3
Flag Items To Include in DSR.....	4
Email	4
Chapter 2 – Create New Incident	6

Chapter 1 – CTS276: Daily Safety Report

The **Daily Safety Report** is a collective view of data focused on injury-illness incidents reported each day. While the default is set to one day, the user can expand the date range to search incidents prior to the previous day.

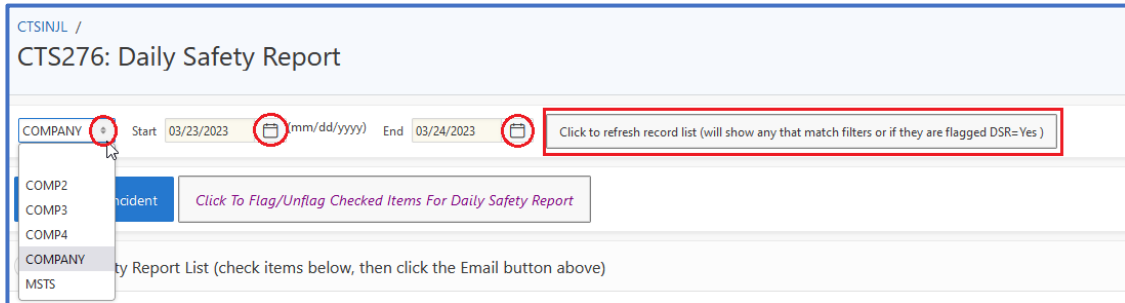
Click **CTS276: Daily Safety Report** button.



Use pulldown menu to select *Company*.

Click calendar buttons to select *Start* date and *End* Date.

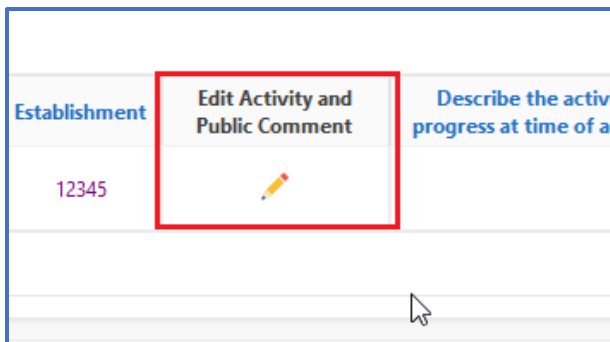
Click the **Click to refresh record list with date filters (or any record flagged as DSR Yes regardless of date)** button.



Data will be displayed in the grid according to dates entered.

Edit Activity and Public Comment

Click edit pencil to *Edit Activity and Public Comment* for a specific incident record.

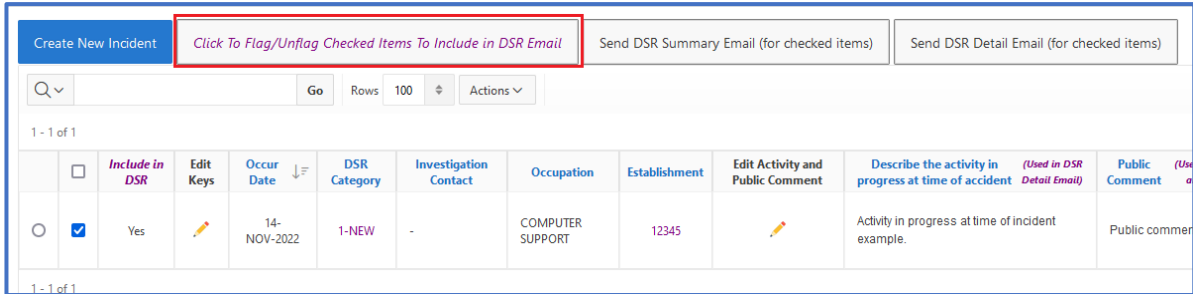


Flag Items To Include in DSR

Before creating an email, the user selects incident records to include in DSR. Click checkbox(es) to select record(s).

Click the **Click To Flag/Unflag Checked Items To Include in DSR Email** button.

Note: Checking a record that is already set to Yes in **Include in DSR** column then clicking to flag will cause it to be unflagged. This button works like a toggle switch.

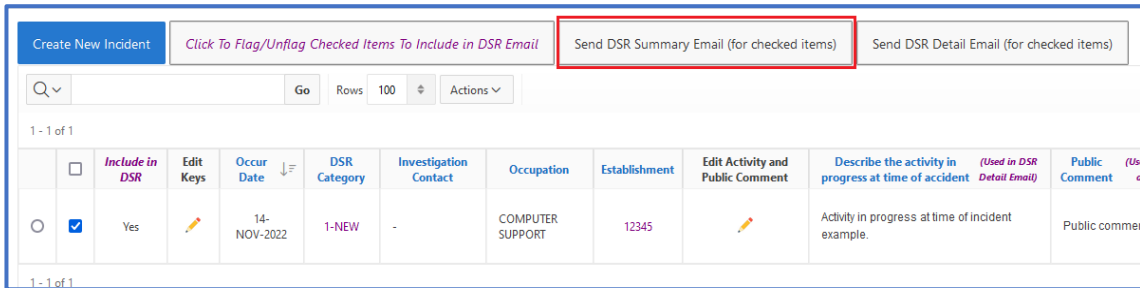


Email

Once records have been edited and flagged/unflagged for DSR, email can be sent.

Send DSR Summary Email

To send an email with *Public Comments*, click checkbox(es) to select record(s), then click the **Send DSR Summary Email (for checked items)** button.



Send DSR Detail Email (for checked items)

To send an email with *Activity and Public Comments*, click checkbox(es) to select record(s), then click the **Send DSR Detail Email (for checked items)** button.

The screenshot shows the top section of the DSR system interface. It includes a search bar, a 'Go' button, and a 'Rows' dropdown set to 100. Below this is a table with columns: 'Include in DSR', 'Edit Keys', 'Occur Date', 'DSR Category', 'Investigation Contact', 'Occupation', 'Establishment', 'Edit Activity and Public Comment', 'Describe the activity in progress at time of accident', 'Public Comment', and 'Public Comment'. A red box highlights the 'Send DSR Detail Email (for checked items)' button in the top right corner. The table contains one row with a checked 'Include in DSR' box and a 'Public Comment' field containing the text 'Activity in progress at time of incident example.'

NOTE: Clicking email buttons send email to the user’s email address on file in the system. The user can cut/paste information from this email into another email for forwarding.

Once an email is sent by the system, it is logged at the bottom of the screen under the **Daily Safety Report Email** submenu.

Click blue **VIEW** text to view the email in a new browser tab.

The screenshot shows the 'Daily Safety Report Email' submenu. It features a search bar, a 'Go' button, and an 'Actions' dropdown. Below is a table with columns: 'Date Sent', 'From who', 'To Who', 'Subject', and 'VIEW'. A red box highlights the 'Daily Safety Report Email' submenu title. A red arrow points to the 'VIEW' link in the first row of the table. The table contains three rows of email records.

Date Sent	From who	To Who	Subject	VIEW
22-SEP-2022	itemail@fake.it	ITEMAIL@FAKE.IT	DAILY SAFETY REPORT (DETAIL) FOR 22-SEP-2022	VIEW
22-SEP-2022	itemail@fake.it	ITEMAIL@FAKE.IT	DAILY SAFETY REPORT (SUMMARY) FOR 22-SEP-2022	VIEW
22-SEP-2022	itemail@fake.it	ITEMAIL@FAKE.IT	DAILY SAFETY REPORT (SUMMARY) FOR 22-SEP-2022	VIEW

The screenshot shows an email client interface with the following content:

AAA(user message for) HELLOMSG01 Group=M Data=CTS276PKG067B
BBB
CCC

AAA(user message for) HDRMSG01 Group=M Data=CTS276PKG067B
BBB
CCC

22-SEP-2022
Public Comment:Public Comment
Public Comment
Public Comment
Public CommentDescribe the activity in progress at time of accident:activity In Progress At Time Of Incidentactivity In Progress At Time Of Incidentactivity In Progress At Time Of Incident

21-SEP-2022
Public Comment:Public CommentDescribe the activity in progress at time of accident:Activity In Progress At Time Of Incident

14-SEP-2022
Public Comment:Public Comment
Public CommentDescribe the activity in progress at time of accident:Activity In Progress At Time Of Incident
Activity In Progress At Time Of Incident
Activity In Progress At Time Of Incident

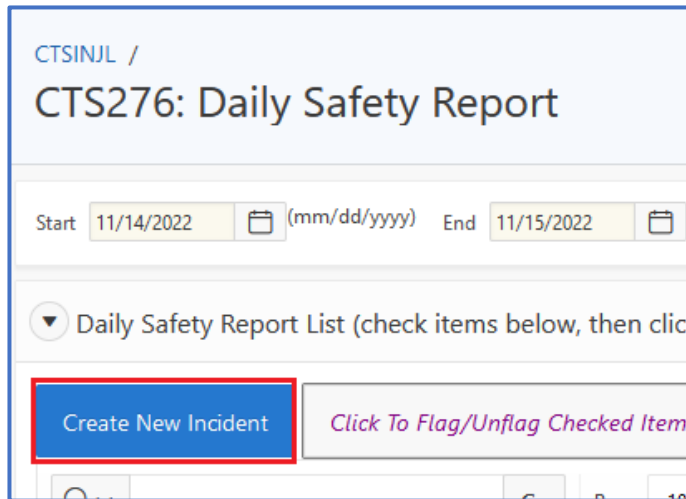
AAA(user message for) FOOTRMSG01 Group=M Data=CTS276PKG067B
BBB
CCC

Close browser tab when finished viewing.

Chapter 2 – Create New Incident

Although a user may rarely need to, CTS276 also allows a user to quickly add a new incident instead of navigating to another module to do so.

Click **Create New Incident** button.



The screenshot shows the 'CTS276: Daily Safety Report' interface. At the top, there is a breadcrumb 'CTSINJL /' and the title 'CTS276: Daily Safety Report'. Below the title, there are date selection fields for 'Start' (11/14/2022) and 'End' (11/15/2022), both with calendar icons. A dropdown menu is open, showing 'Daily Safety Report List (check items below, then click)'. At the bottom of the dropdown, there are two buttons: 'Create New Incident' (highlighted with a red box) and 'Click To Flag/Unflag Checked Items'.

Use pulldown menu to select *Accident Type*.

Click **Select Person** button to select *Worker*.

Click **Select Organization** button to select *Organization*.

Use pulldown menu to select *Establishment*.

Use calendar buttons to select *Occur Date* and *Report Date*.

Use pulldown menus to select *DSR Category*, *Case Code*, *ORPS Reportable*, *Site* and *Company* options.

Click the **Save and Continue** button.

CTSINJL / CTS276: Daily Safety Report /
CTS276 Incident Detail

Cancel **Save and Continue**

Accident Type: Injury-Illness
 Worker: WKRBADGE > Select Person
 Organization: OPL1 OPL1 Select Organization
 Establishment: 12345 ESTABLISHMENT EXAMPLE Select Establishment
 Occur Date: 08/01/2022 (mm/dd/yyyy)
 Report Date: 08/01/2022 (to health services)
 DSR Category: 2-PREV PREVIOUS CASES (mail Sort Group)
 Case Code: 99 INCOMPLETE (CAIRS)
 ORPS Reportable: Yes
 Site: SITE (SITE) Select Site
 Company: COMPANY (COMPANY) Select Company

FIELD	DESCRIPTION
<i>Accident Type</i>	Type of accident/illness
<i>Worker</i>	Name of worker
<i>Organization</i>	Name of organization
<i>Establishment</i>	Name of establishment
<i>Occur Date</i>	Date incident occurred
<i>Report Date</i>	Date incident was reported
<i>DSR Category</i>	Category of case
<i>Case Code</i>	Indicates current status of case
<i>ORPS Reportable</i>	Yes or no
<i>Site</i>	Name of site

Company	Name of company
---------	-----------------

Click *CTSINJL* / breadcrumb to return to Injury Illness Menu.