CAIRS Reference Manual

Introduction

February 2007

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Introduction

CAIRS provides a state-of-the-art method for accessing accident and incident reporting data contained in the CAIRS database. This manual provides basic reference material on the CAIRS interface and furnishes relevant and useful information to help you become productive on CAIRS. Each section of the CAIRS reference manual is described in the following paragraphs:

- **Introduction**: This section will familiarize you with the basics of CAIRS access and use, and provides Internet browser tips that will assist you with CAIRS navigation.

- **Accessing Standard Reports and Logs**. This section will familiarize you with accessing CAIRS Standard Reports and generating Logs. You will learn which standard reports are available within CAIRS and how to access them. You will also learn how to generate various logs of accident cases; how to specify the log type, organization, and date parameters for generating logs; as well as how to use the wildcard operator, logical operators, and a range operator.

- **Creating Basic Reports.** This section focuses on introducing you to the various report options available from the **CAIRS BASIC REPORTS** module. You will learn how to effectively use various edit boxes and operators to specify the subset of 5484.3 forms you want included in the selected report.

- **Performing Searches and Creating Ad Hoc Reports.** This section will familiarize you with selecting search criteria to create specific subsets of the CAIRS database. After creating these subsets, you will learn how to generate various reports on the resulting data. You will learn how to save a set of search criteria so that you can use it again later, or edit the set and save it under a different name.

Conventions and Icons

Throughout this manual, certain conventions and icons are used to help you locate and interpret information easily.

- When you need to type information or select text or an item from a list or menu, the prompt will appear boldfaced; for example, **something you must type or select**.

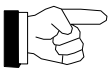
- Names of menus, icons, buttons, selection boxes, files, directories, disk drives, and CAIRS pages will be shown in bold, uppercase; for example, **THIS SPECIAL TYPEFACE**.

- References to hyperlinks, as seen on the screen, will be shown in bold, underlined; for example, **this special typeface**.

- References used to direct you to additional information (often to another section in the reference manual) will be shown in bold italic; for example, ***this special typeface***.

The following special symbols are used to call your attention to important or special information applicable to the current topic.

NOTE



This icon appears when we are providing you with *additional information* for completing a task or using a feature.

WARNING

This icon is displayed when we are providing you with *critical information* or to warn you about actions that you *must do* or *must not do*

HINT

This icon indicates a *hint*, *good tip*, or *shortcut* that you can use when completing a task.

TUTORIAL

This icon indicates we are about to give you *step-by-step procedures* to follow to accomplish a task.

TERMINOLOGY

This icon flags any new terminology that is important for you to know and understand.

Purpose of CAIRS

CAIRS is a database used to collect and analyze DOE and DOE contractor reports of injuries, illnesses, and other accidents that occur during DOE operations in accordance with DOE Order 231.1-1A. CAIRS reporting is managed by the Office of Corporate Safety Analysis (HS-30), with hardware and software support from the Office of Information Management (HS-1.22). The information contained in CAIRS provides a centralized collection of DOE accident data for data users to perform various analyses, including developing trends and identifying potential hazards to help reduce accidents.

CAIRS was originally developed in 1983 for the collection and analysis of accident information, and was hosted on a Hewlett Packard HP-3000 computer. CAIRS was redesigned as a result of findings from an independent evaluation performed in 1991. CAIRS was subsequently migrated to a high-performance database, and its capabilities

were modernized and enhanced to better serve the changing DOE reporting environment and meet the needs of the growing CAIRS user community. CAIRS now supports the creation and review of **Basic Reports, Standard Reports, Logs**, and **Search and Distribution Reports**.

Access to CAIRS is available to the staff of all DOE organizations and contractors. There is no charge (except for communications charges) to users for registration or use of the system.

DOE Order 231.1-1A

DOE Order 231.1-1A establishes DOE requirements for collection and reporting of information on health, safety, security, or the environment that is required by law or regulation to be collected, or that is essential for evaluating Department of Energy operations and identifying opportunities for improvement needed for planning purposes within the DOE. The order specifies what to report, when to report, and who should report. The Order also defines the responsibilities of those involved in the reporting process.

DOE Order 231.1-1A requires the use of DOE M 231.1-1, a manual that provides detailed information regarding the reporting of HSS information. This manual specifies in detail the reports that must be filed, the persons or organizations responsible for filing the reports, the recipients of the reports, the format in which the reports shall be prepared, and the time schedules on which the reports shall be filed.

CAIRS Data

The CAIRS database contains individual accident reports from 1983 to the present for injury/illness cases and for vehicle accidents. It also contains property damage cases from 1975 to the present. Statistical data are generated from summary records and are available from 1975 through the present. Please note that reporting thresholds have changed throughout the years, primarily in 1983 and 1996. A complete listing of reporting thresholds and their adjustment dates is included in the on-line helps.

The CAIRS database also contains exposure data for DOE and DOE contractor organizations, including work hours, property valuation, number of ground fleet vehicles and miles traveled, number of aircraft and hours operated, number of marine craft and hours operated, and number of railroad cars and engine miles traveled.

The type of data you will find within each module also varies. Standard reports include static reports published by the Office of Corporate Safety Assurance (HS-31). The Logs module allows you to view injury/illness, vehicle accident, and property damage logs from all reporting organizations. Accident forms, exposure information, property

damage descriptions, and performance indices are available from the Reports module. The Search and Distribution module allows you to query the individual accident report fields directly and create custom reports.

Registration and Security

Individuals interested in registering to become CAIRS users can obtain a copy of the registration form from the Helpline at (800) 473-4375.

CAIRS is a Government computer system and, as such, has security requirements that must be followed. These security requirements are mandated by DOE Order 1360.2B, "Unclassified Computer Security Program." Most of the information contained in CAIRS is restricted and is to be accessed by authorized users for official Government business only.

When you register to use CAIRS, you agree to adhere to the security requirements specified on the form. One requirement, as listed in the form, states, "I understand that I am responsible for protecting my assigned password for confidentiality. Sharing my password with anyone else is a security infraction and may result in my system access being revoked." You should ensure that your password is kept secret and that you are the only one who uses and has access to the information.

Organizational Jurisdictions

When you are granted access to CAIRS, you will be assigned an organizational jurisdiction. This jurisdiction may be for a specific organization or for a complete contractor, area office, or field office. This jurisdiction assignment will determine the records that will be selected when the default organization selection is utilized in many of the reports and logs. The default can be over-ridden by entering the desired organization codes in the appropriate input boxes.

Privacy Information

CAIRS reports contain personal identifiers (names and social security numbers) and information regarding personal injury or illness. In order to prevent an unwarranted invasion of personal privacy, all personal identifiers are masked from the view of general users whenever any logs or reports are generated. The default registration for CAIRS does not provide access to any privacy information.

If you require access to privacy information in order to perform your job function, you may apply for access to that information. A copy of the document used to coordinate requests for this information can be obtained from the Helpline at (800) 473-4375. This document identifies the specific organization(s) for which you require privacy information and the signatures required for approval.

Upon completion and approval of the form, it should be submitted by facsimile to HS-30, ATTN: Janet Macon at (301) 903-8403 for processing.

System Features and Requirements

The enhanced CAIRS was developed to meet the needs of users who access CAIRS data. It is a Windows-based analysis tool that takes advantage of the modern browser technology currently being used to navigate the Internet. Its development makes finding and retrieving relevant data more consistent and compatible with the current processing environments found on most personal computers.

The enhanced CAIRS improves your access to data in the following ways:

- The interface is easy to use. If you are familiar with the Macintosh or Microsoft Windows operating systems, you will find the CAIRS interface to be both familiar and friendly.
- The interface is platform independent. Any platform that supports browser technology (e.g., Mac, PC, UNIX) can be used to access the interface.
- The interface does not require proprietary client software. Any browser that supports features found in Internet Explorer 6.0 or equivalent, such as tables, Secure Socket Layer (SSL-2) protocol, and Active Server Pages (ASP) can be used to access the CAIRS interface.
- The interface offers improved connectivity. As with the original CAIRS, you can access the system with modem dial-up and with an Ethernet connection from the DOE Business Network. In addition, you can now access the interface with a direct Internet connection or through an Internet Service Provider (ISP).
- When using a dial-up connection, you can access the interface through a toll-free number (see the ***Accessing CAIRS*** section of this document).
- The interface allows for greater system integration with other DOE information sources.
- The interface offers extensive context sensitive on-line help that is easily accessible.

System requirements for using the enhanced CAIRS are listed below:

- You must have an Internet connection (either direct or via an ISP), an Ethernet connection to DOE's Business Network, or a modem capable of communicating at speeds of 28,800 bps or faster.
- PC users must have a Pentium or faster CPU with sufficient memory to support a Web browser. As with all Windows applications, a faster PC and/or additional memory will greatly enhance system performance.
- You must have Internet browser software. It is recommended that you use Internet Explorer 6.0 or higher in order to support features such as tables, Secure Socket Layer (SSL-2) protocol, and Active Server Pages (ASP).

- Macintosh users should have a Motorola 68030 or faster CPU or a PowerPC CPU. Web browsers are generally available that run under Apple's System 10.0 or later, now called MacOS. The system extension MacTCP, or TCP/IP for MacOS 10.0 or later, is also required, as is PPP if using dial-in access.

If you are unfamiliar with how your computer is configured, ask your site systems support personnel for assistance.

Tables in CAIRS will not display correctly unless you are using a browser that supports tables. Most recent browser software releases provide this capability. If your browser does not support tables or other necessary features, ask your support staff to install a licensed copy of the latest browser.

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Basic System Overview

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Basic System Overview

Ways to Access CAIRS

CAIRS may be accessed through DOE's local area network (LAN) or through a secure Internet connection.

Connecting to CAIRS through the LAN

1. From the HSS home page, click the **HSS Reporting Systems** link on the right side of the page.
2. From the dropdown menu, click the **CAIRS** link. The CAIRS website will be displayed.

3. Scroll down and click the **CAIRS Database Access** link.

OR

Enter the following URL into your browsers address field:
https://cairs.hss.doe.gov/cairs/cairs.asp.

Connecting to CAIRS through the Internet

Once your Internet connection is established, you can then access CAIRS following the same procedure as described above.

Connecting to CAIRS via Modem

There are two toll-free phone numbers which provide dial-up access to CAIRS. If you are east of the Mississippi, call (800) 556-5415. If you are west of the Mississippi, call (800) 359-7863. When accessing the Internet through the toll-free 800 phone numbers, you will be required to provide a network access user-id and password. This will connect you to the modem pool. The user-id and password can be obtained from the Helpline at (800) 473-4375.

Once you are connected to the TIS network (your Internet connection is established), you can then access CAIRS by entering the URL: **https://cairs.tis.eh.doe.gov/cairs/cairs.asp**

NOTE

If you need further assistance with connecting and logging onto CAIRS, please direct your questions to the Helpline at (800) 473-4375 or send an e-mail message to **cairssupport@hq.doe.gov**.

Connection to CAIRS Established

After requesting access to the CAIRS home page, you will be presented with the **USERNAME AND PASSWORD REQUIRED** logon box (**Figure 1**). In the **USER NAME** edit box, you will enter your assigned CAIRS user-id. In the **PASSWORD** edit box, enter your CAIRS password.

NOTE

To obtain your CAIRS user-id and password, you can either send an e-mail to **cairssupport@hq.doe.gov** or, if you are unable to e-mail, you can request a user-id and password by calling the Helpline at (800) 473-4375.

Figure 1: **CONNECT TO CAIRS** logon box

Depending on your browser configuration, you may see a Security Information box, as shown in **Figure 2**, prior to loading the **CAIRS** home page. Click the **CONTINUE** button to clear the message box and access the **CAIRS** home page.

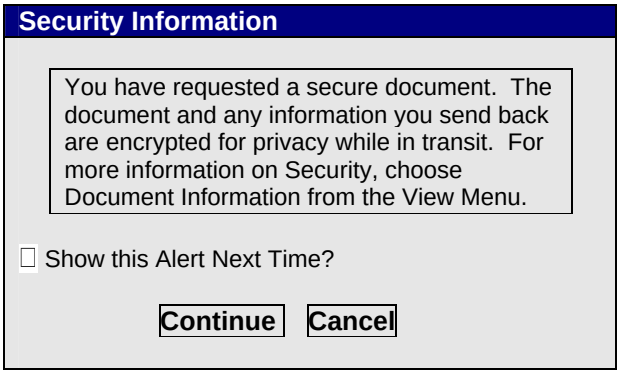

Figure 2: The SECURITY INFORMATION message box.

Because CAIRS contains sensitive information, the database resides on a secure server and all data transmittals to and from the server are encrypted to ensure privacy. Most browsers display icons that signify secure site access.

	Internet Explorer 4 through 6 and Netscape 4 through 7 display a closed padlock at the bottom right of the window. The padlock is unlocked on non-secure sites.

The **CAIRS** home page is shown in **Figure 3**.

The

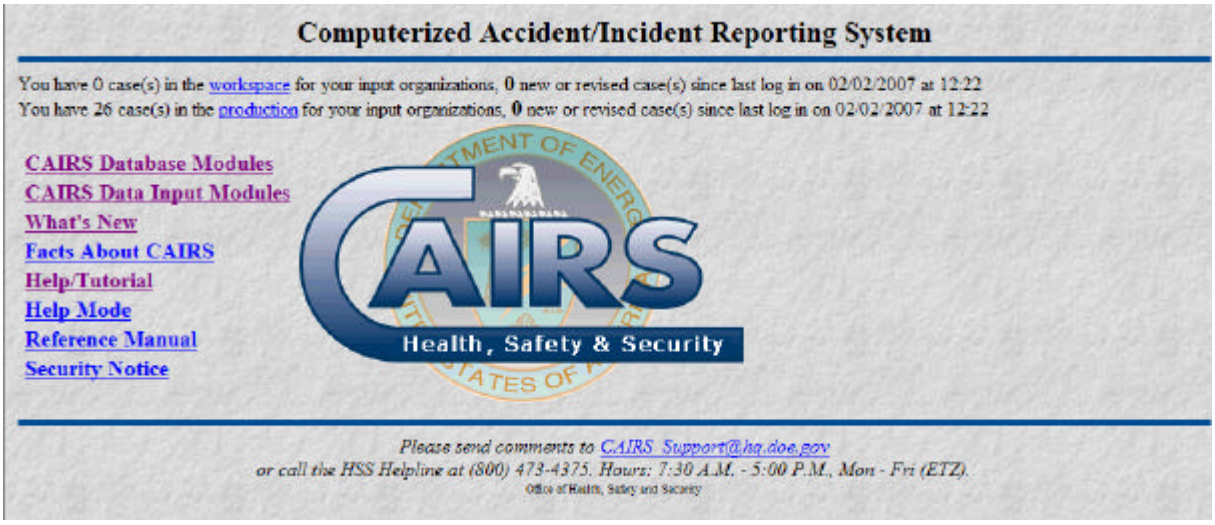

Figure 3: The **CAIRS Home Page**

From the home page, you can select from the following hyperlinks:

- **CAIRS Database Modules** - This hyperlink takes you to the **CAIRS DATABASE MODULES** page. From this page you can access the various CAIRS functions to perform searches of the CAIRS database and prepare logs and reports.

- **CAIRS Data Input Modules** - This hyperlink will only be visible if you are responsible for inputting data into the CAIRS database. Most users will not see this link. Input Modules will be covered under **DATA INPUT DOCUMENTATION AND TRAINING**, accessible to Data Input staff. This hyperlink takes you to the **CAIRS INPUT CENTER** page. From the **CAIRS INPUT CENTER** page, you can add a new CAIRS case, revise a production record, update organization information, and perform other data input-related tasks.

- **What's New** - This hyperlink takes you to the **CAIRS WHAT'S NEW** page. This page contains announcements of new features as they are added to CAIRS. In addition, this page will also include other announcements of interest to CAIRS users such as schedule training, scheduled system downtime, or changes in the CAIRS program like DOE Order changes.

- **Facts About CAIRS** - This hyperlink takes you to the **FACTS ABOUT CAIRS** page. This page provides information on the purpose of CAIRS, CAIRS data, and the various features that are available from CAIRS.

- **Help/Tutorial** -This hyperlink takes you to the **TABLE OF CONTENTS** page for the CAIRS help files and other on-line help resources. From this page, you can access reference materials, instructional resources, context sensitive help, and troubleshooting information. The help feature is discussed in detail in this section of the manual under the subheading, ***Obtaining Help When Using the Enhanced CAIRS***.

- **Reference Manual** - This link takes you to the **CAIRS REFERENCE MANUAL** page which contains links to an on-line version of this manual. WordPerfect and PDF versions of this document are available.

- **Security Notice** - This hyperlink takes you to the **CAIRS Security Notice** to ensure CAIRS users are aware of the DOE security policy.

The CAIRS Database Modules

When you click on the **CAIRS Database Modules** hyperlink from the **CAIRS** home page, you are taken to the **CAIRS DATABASE MODULES** page, as shown in **Figure 4**.

Figure 4: The **CAIRS DATABASE MODULES** page

From this page you can select the following hyperlinks.

- **Logs** - This hyperlink takes you to the **CAIRS LOGS** page. From this page you can easily prepare simple listings of accidents for your own or other organizations. The logs options are discussed in detail in the ***Accessing Standard Reports and Logs*** section of this manual.

- **Basic Reports** - This hyperlink takes you to the **CAIRS BASIC REPORTS** page. From this page you can create more complex reports of accident experience and baseline information. The basic reports options are discussed in detail in the ***Creating Basic Reports*** section of this manual.

- **Standard Reports** - This hyperlink takes you to the **CAIRS STANDARD REPORTS** page. This page provides easy access to the standard, preformatted reports. The standard report options are discussed in detail in the ***Accessing Standard Reports and Logs*** section of this manual.

- **Search and Distribution** - This hyperlink takes you to the **CAIRS SEARCH AND DISTRIBUTION** page. From this page, you can perform detailed searches of the CAIRS data and display the results in user-defined reports. The Search and Distribution options are discussed in detail in the ***Performing Searches and Creating Ad Hoc Reports*** section of this manual.

- **User Tools** - This link takes you to the **CAIRS USER TOOLS** page where you can change your password or update any of your personal user information (e.g., your name, phone number, e-mail address, etc.). The user tools are discussed in detail in this section of the manual (see ***User Tools***).

- **Help** - This hyperlink takes you to the **TABLE OF CONTENTS** page for the CAIRS help files and other on-line resources. From this page, you can access reference materials, instructional resources, context sensitive help, and troubleshooting information. The help feature is discussed in detail in this section of the manual under the subheading, ***Obtaining Help When Using the Enhanced CAIRS***.

Obtaining Help When Using CAIRS

The enhanced CAIRS includes an extensive on-line help system. From the on-line help system, you can obtain help on using the various CAIRS features or on using web browsers, as well as acquire a large amount of information from various reference sources.

Accessing On-line Help from the CAIRS Application

CAIRS on-line help is available to you via: 1) **Help** hyperlinks located on the CAIRS home page and at the bottom of most CAIRS pages, and 2) context-sensitive help hyperlinks located throughout the CAIRS pages (see **Figure 5**).

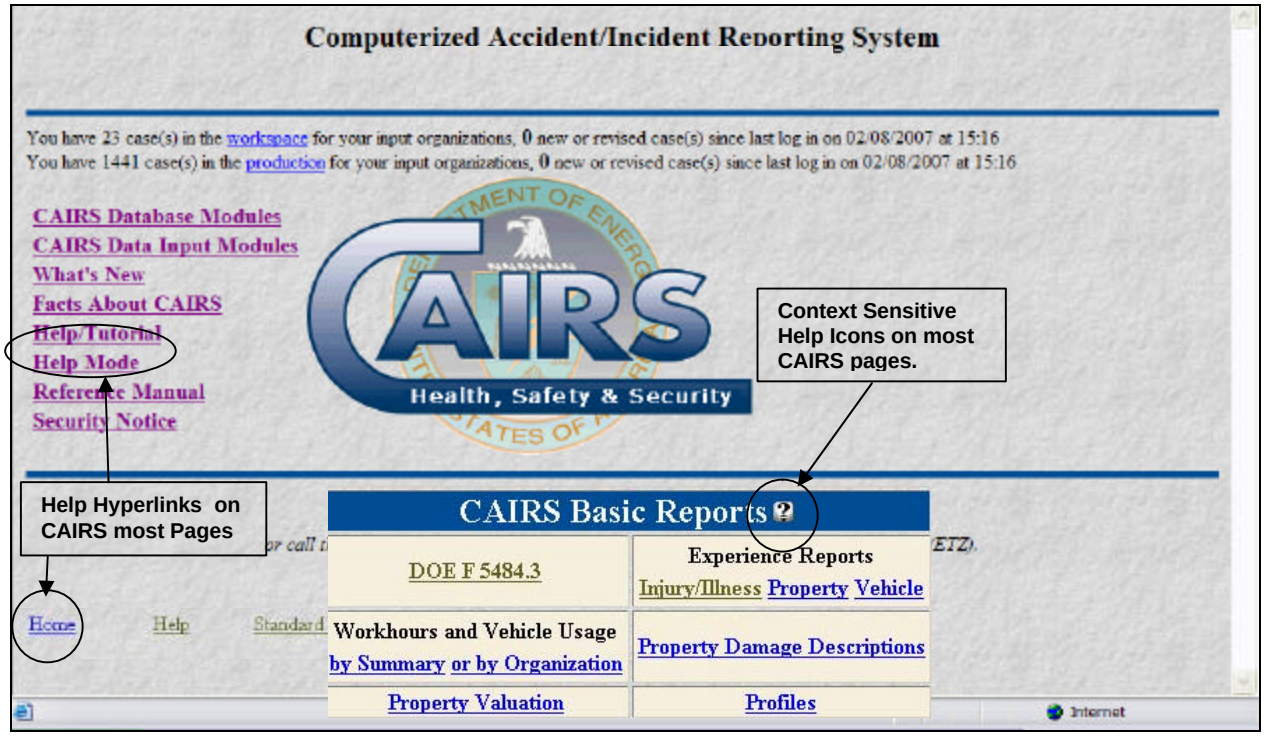

Figure 5: Various locations to access the **CAIRS ONLINE HELP** utility

Entering and exiting from the Help system is discussed in more detail later in the ***Returning to the CAIRS Application from On-line Help*** section.

WARNING

It is important to understand this because you could potentially lose any search criteria you may have created before accessing on-line help if you don't return to CAIRS correctly.

Using Help Hyperlinks

The **Help** hyperlinks located on the **CAIRS** home page and at the bottom of most CAIRS pages take you directly to the **CAIRS HELP TABLE OF CONTENTS** page (**Figures 6 and 7**). From this page, you can quickly locate a particular topic that may be of interest to you.

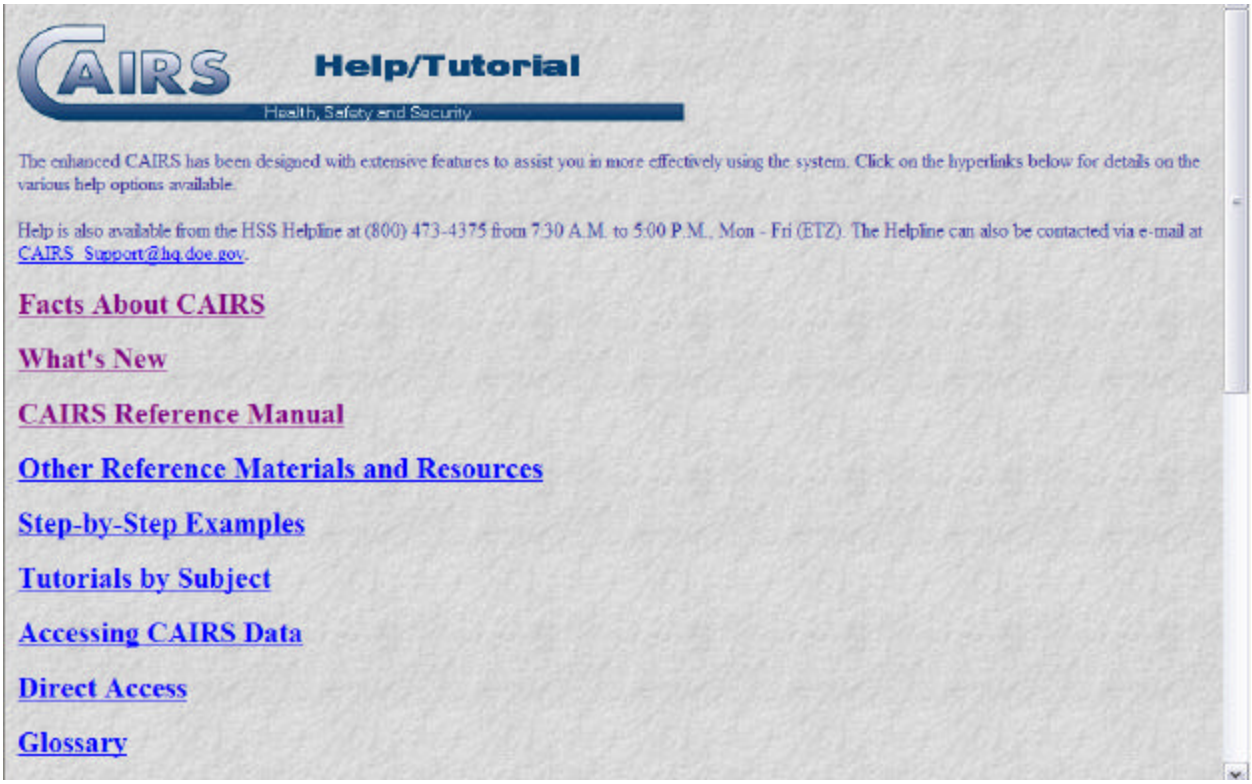

Figure 6: The **CAIRS HELP TABLE OF CONTENTS** page, part 1.

Figure 7: The **CAIRS HELP TABLE OF CONTENTS** page, continued.

You can select the **page icon** next to the on-line help topic of your choice. You can also select the appropriate underlined hyperlink to access other types of information (i.e., **Frequently Asked Questions**, **Reference Materials**, **Problems and Troubleshooting**, etc.). You can also select a topic from the detailed Index of help topics that is provided.

If you access a help topic from the **CAIRS HELP TABLE OF CONTENTS**, you will jump directly to that topic. At the bottom of each help topic page is a button, which, when clicked, will return you to the **CAIRS HELP TABLE OF CONTENTS** page. Direct access to the **CAIRS HELP INDEX** is also provided at the bottom of each topic page (see **Figure 8**).

Figure 8: The **CAIRS HELP TABLE OF CONTENTS AND CAIRS HELP INDEX** buttons found at the bottom of a **BROWSER HELP** page.

On some of the help pages, topics are separated by a dividing line and an icon with an up arrow, which, when clicked, takes you to the top of the current help page **(Figure 9)**.

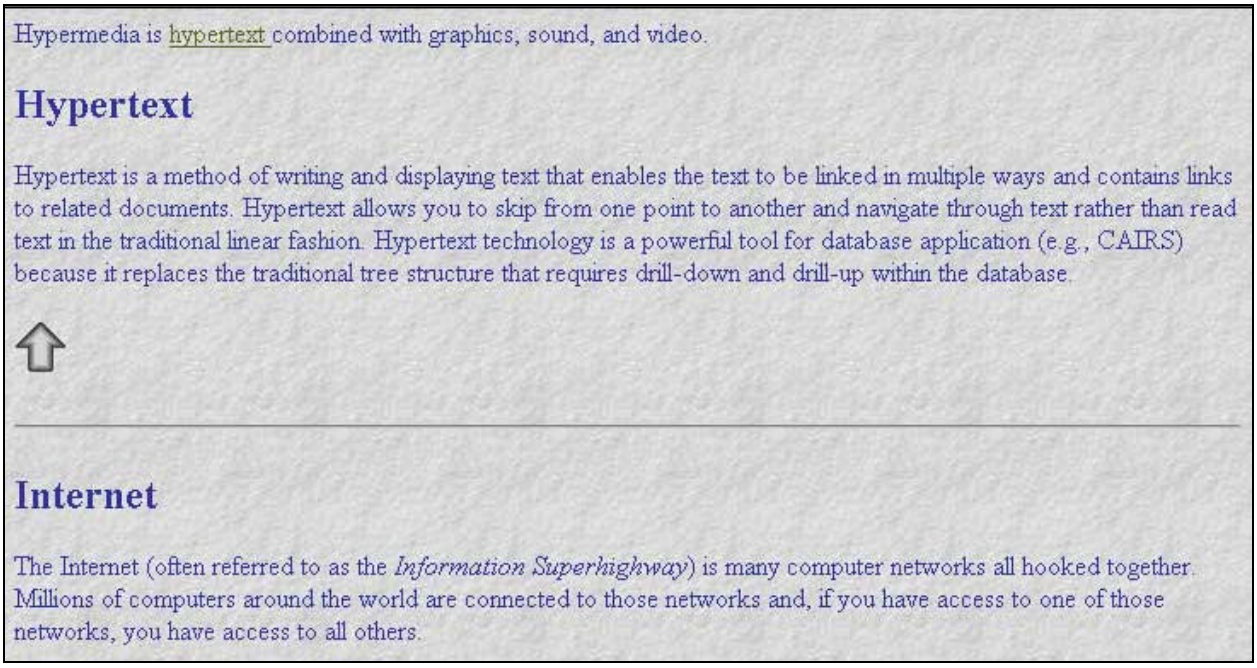

Figure 9: A help page showing a **DIVIDER** and a **TOP OF PAGE ICON**

In addition, on some of the help pages, you will see alphabetical hyperlinks across the top of the page as shown in **Figure 10**. These links will take you to help topics beginning with the selected letter.

NOTE

Only the buttons, arrows, and letters with underlines are active hyperlinks; if there is not an underline under the letter, then it is not an active hyperlink.

Figure 10: A **HELP** page displaying alphabetical hyperlinks

NOTE Normally, selecting the **Help** hyperlink takes you to the help files using the current browser window. However, if desired, you can open the on-line helps into a new browser window by right-clicking on the hyperlink to open the Quick Menu. From the Quick Menu, select **Open in New Window**.

Using Context-Sensitive Help

As mentioned earlier, the CAIRS on-line help files are also hyperlinked (via the question mark icon) directly to the CAIRS graphical user interface. The question mark icon appears at various locations within the CAIRS application. It signifies that context-sensitive" help is available for the topic located next to it.

For example, on the **CAIRS BASIC REPORTS** page, this icon appears at the top of the selection box. If you click on the icon, a help page will appear explaining the selection box and offering additional hyperlinks to other help.

Clicking on the question mark icon opens a new (or separate) browser window. This feature allows you to resize the "help" browser window and continue to reference the on-line helps while you are working in CAIRS, or to switch back and forth between the CAIRS window and the help window. After viewing the help information, you can close the window to maximize the use of computer resources.

NOTE Context sensitive help ***is always opened into a new browser window***.

Returning from Help Hyperlinks

Help panels always open in a new browser window. To exit from any help page, close help browser window by clicking the [**x**] icon at the top right of the help screen.

WARNING

You may have to click the **BACK** button several times before finally reaching your originating page.

To navigate from one help panel to another, first click directly on the originating CAIRS page to activate it. Then from **VIEW** menu as illustrated in **Figure 11,** click **GO TO**. You will see a summary of the last several pages you have jumped to during the current browser session. This list provides a direct way to quickly jump to one of the pages again (instead of pressing the **BACK** button for each item on the list).

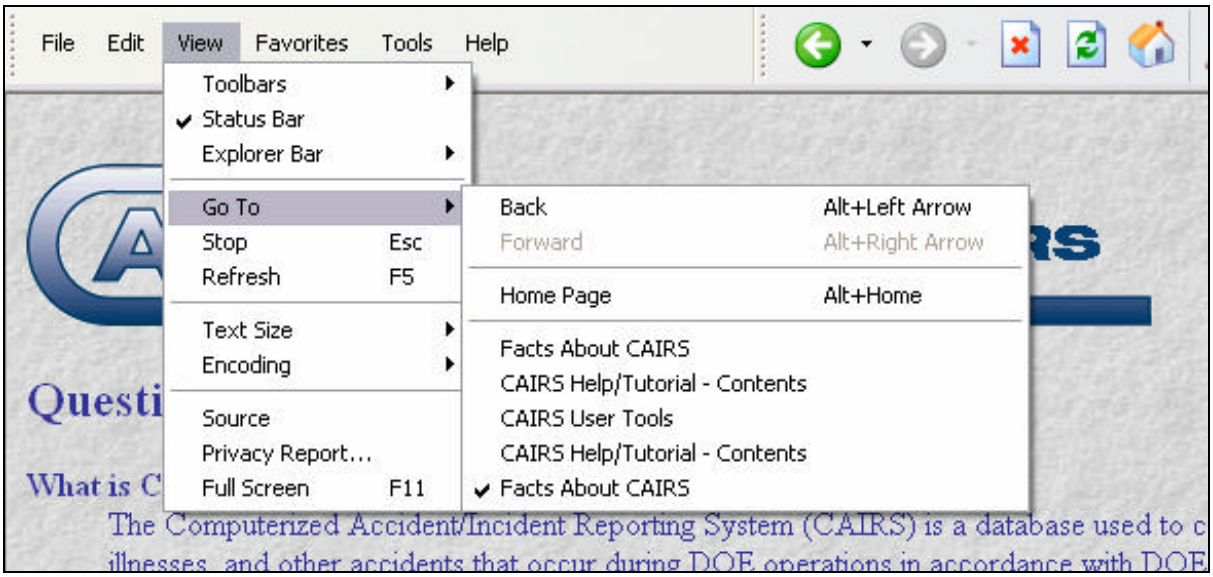

Figure 11: The **VIEW**, **GO TO** menu demonstrating quick return to CAIRS

For example, let's say that you are on the **CAIRS SEARCH SELECTIONS** page and are ready to select new search criteria. At that point, you realize you need to request help for clarification on using Boolean operators, so you click on the **Help** hyperlink at the bottom of the page which takes you to the **HELP TABLE OF CONTENTS** page. From the Help Index at the top of the **HELP TABLE OF CONTENTS** page, click on the **B** hyperlink to take you to the help topics beginning with the letter, B. Selecting the **Boolean Operators** link takes you to the help page on Logical Operators. From there, you may click on the **Date/Time Fields** hyperlink to obtain help on formatting Accident Dates.

Using this example, as you can see in **Figure 11**, to return to the **CAIRS HOME** page from which you originated, you can click the **BACK** button once for each help page you accessed (in this case, four times). Or, you can click your mouse directly on the **Home Page** choice from the history list that displays from the browser's **VIEW** pull-down menu.

From your originating page, you can continue where you left off before accessing help without losing any search criteria you may have created.

There may be times that you have visited more than the 5, 10, or 15 pages that your browser's **VIEW** menu history list will hold and you need to see a more detailed history. If so, choose the **HISTORY** tool from the Internet Explorer browser (Version 4 or later) to obtain the comprehensive history list.

The **HISTORY** dialog box (shown in **Figure 12**) provides a comprehensive roadmap of your travels for the current browser session. It not only displays the page name, but also lists the URL address for the page. Click a page to jump directly to it.

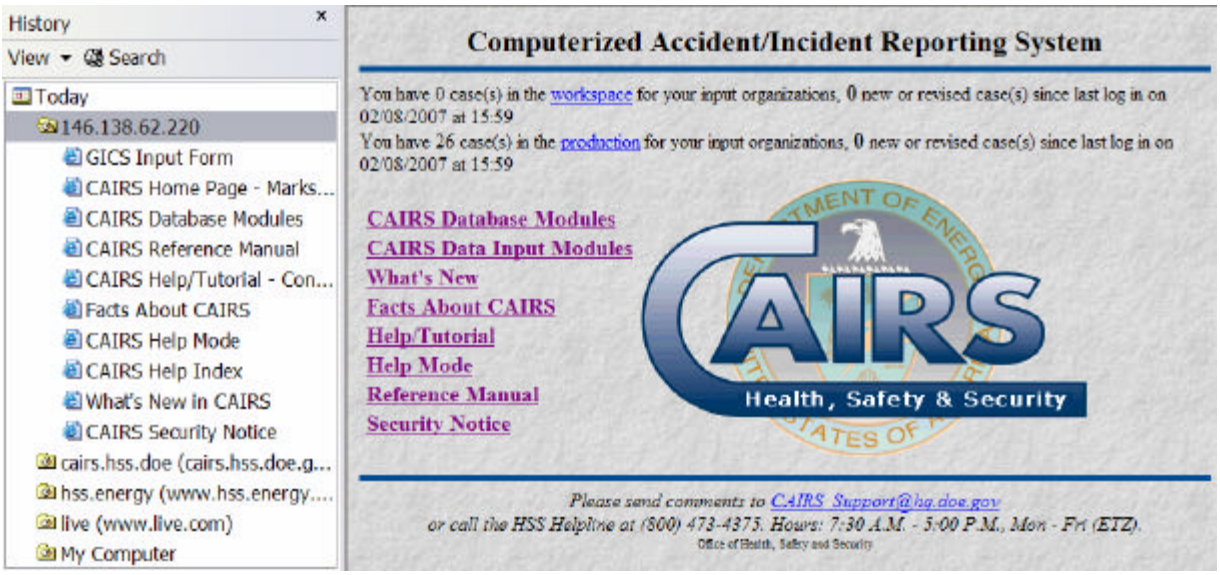

Figure 12: The **HISTORY** dialog box with a comprehensive list of pages accessed.

Returning from Context Sensitive Help (or Separate Help Window)

Close the help window by selecting **Close** from the **FILE** menu and the original CAIRS window will be displayed. Alternately, you can leave the window active for future reference and switch back to the application by selecting the CAIRS application window by clicking on it to activate it.

Accessing CAIRS On-line Help from the CAIRS Application

Using Hyperlinks:

1. From the **CAIRS** home page or from the bottom of other CAIRS pages, click the **Help** hyperlink to jump to the **CAIRS HELP TABLE OF CONTENTS** page.

2. From the table of contents list, select the page icon next to the on-line help topic of your choice, or select the appropriate underlined hyperlink, or select a help topic from the help index. (Continue to link to additional help hyperlinks, if needed.)

3. Return to the CAIRS application in the appropriate manner.

Using Context-Sensitive Help Icons:

1. From any page within the CAIRS application containing the question mark icon, click on that icon to obtain help on the topic located next to it. (Continue to link to additional help hyperlinks, if needed.)

2. Return to the CAIRS application in the appropriate manner.

REMINDER: To return to the **CAIRS HELP TABLE OF CONTENTS** page, click the **CAIRS HELP TABLE OF CONTENTS** button at the bottom of the help topic pages. To see a comprehensive index of help topics, click on the **CAIRS HELP INDEX** button at the bottom of the help topic pages.

TUTORIAL

Returning to the CAIRS Application from Online Help

Returning to the CAIRS page from which you initiated on-line help can be accomplished in one of three ways. The method you use will depend upon the method you used to enter the help files.

Returning to CAIRS after Using Help Hyperlinks:

a. Click the **BACK** button on the browser's tool bar once for each help page accessed.

or

b. Click on the browser's **VIEW** menu. From the pull-down history list, click on the originating page.

Returning to CAIRS after Using Context-Sensitive Help Icons:

a. Close the new window by selecting **Close** from the **FILE** menu.

Alternately, you may minimize the Help window or switch back to the CAIRS application window, leaving the Help window available for future reference. Remember to close the window when you are through with it.

Exercise 1

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. From the **CAIRS HELP TABLE OF CONTENTS** page, access on-line help on **Problems and Troubleshooting.**

What is a possible solution if header information is not printing correctly on reports and logs?

2. Return to the **CAIRS** home page. Go to the **CAIRS DATABASE MODULES**, and access the **SEARCH AND DISTRIBUTION** page. Then access the **CAIRS SEARCH SELECTION** screen and obtain context-sensitive help on creating a search using the checkboxes.

What are the four basic types of data fields on which you can search in the CAIRS database?

3. Return to the CAIRS application.

Technical Support Helpline

HSS Helpline personnel are available to provide you with CAIRS registration and operations assistance. The telephone number for the helpline is (800) 473-4375. You can also request assistance through e-mail addressed to **cairssupport@hq.doe.gov**. The helpline is staffed from 8:00 a.m. to 5:00 p.m. (ETZ) Monday through Friday (except holidays).

CAIRS On-line Reference Manual

An on-line version of this manual is available from the **CAIRS HOME PAGE** by selecting the **Reference Manual** hyperlink or from the **CAIRS HELP TABLE OF CONTENTS** page by selecting the **CAIRS Reference Manual** hyperlink. Microsoft Word and PDF versions of the document are available.

The **CAIRS USER TOOLS** page (**Figure 13**) is accessed from the **CAIRS DATABASE MODULES** page by selecting the **User Tools** hyperlink. From this page you can access tools that allow you to change your CAIRS password and to maintain personal information such as your address and telephone number.

Figure 13: **CAIRS USER TOOLS**

Two hyperlinks are displayed on the CAIRS User Tools menu:

Change Password: This hyperlink goes to the **CHANGE YOUR PASSWORD** page where you can change the password you use to access CAIRS.

Change User Information: This hyperlink goes to the **CHANGE USER INFORMATION** page where you can change personal information such as your name, address, telephone number, etc.

Change Your Password: When you click on the **Change Password** hyperlink on the **CAIRS USER TOOLS** page, the screen shown in **Figure 14** is displayed.

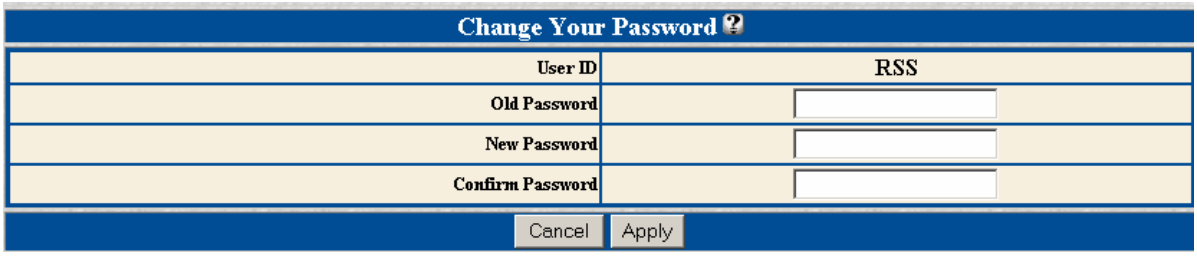

Figure 14: The **CAIRS CHANGE PASSWORD** page.

The password that you were provided when you were first given access to the enhanced CAIRS should not be considered secure, and should be changed as soon as you first log on to CAIRS. There is no requirement with the enhanced CAIRS to change your password on a fixed interval, however, you should change your password if you think that it may have been compromised.

Your new password must be at least 8 characters in length and can consist of any combination of letters and/or numbers. Letters can be entered upper case or lower case, however, the password is case sensitive and must always be entered the same way unless you change your password again.

In order to change your password, you must first enter your current password in the **OLD PASSWORD** edit box. Next, enter the new password in the **NEW PASSWORD** edit box. Enter the new password again in the **CONFIRM PASSWORD** edit box and click the **APPLY** command button to process the change.

If your old password was entered correctly and the new password meets the requirements and was correctly confirmed, you will receive a message that your password changed successfully. If any problems exist, you will receive an error message indicating the nature of the problem. Use the **BACK** button to return to the **CHANGE YOUR PASSWORD** page, make the necessary corrections, and click the **APPLY** command button to process the change. Once you have successfully changed your password, you can continue working in CAIRS by selecting any of the hyperlinks at the bottom of the page.

Changing Your User Information

When you click on the **Change User Information** hyperlink on the **USER TOOLS** page, the screen shown in **Figure 15** is displayed.

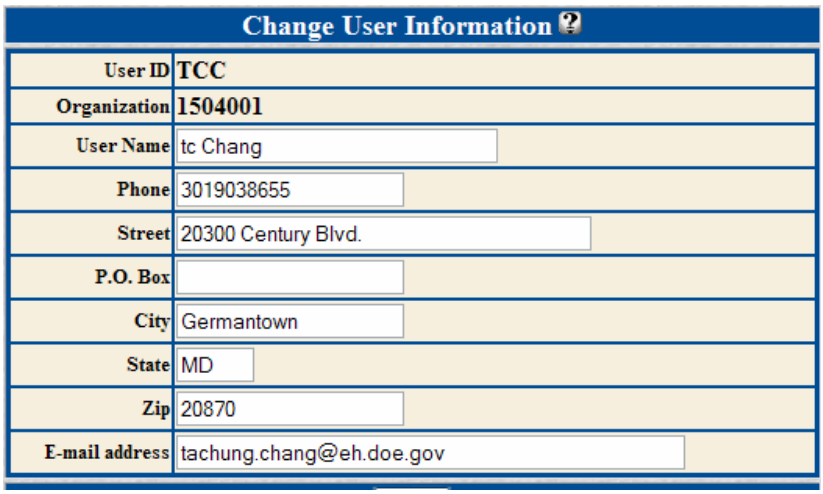

Figure 15: The **CHANGE USER INFORMATION** page

You are free to change information contained in any of the edit boxes or to add missing information. Please note that if you have changed organizations and need to have the organization number changed, you must contact the Helpline at (800) 473-4375.

To change your personal information, simply type the new information in the appropriate edit boxes and click on the **APPLY** command button to process the changes. You will receive a confirmation that your information has been changed. You can then use one of the hyperlinks at the bottom of the page to go to other areas within CAIRS.

CAIRS Operators

Most of the options discussed in the later sections of this CAIRS Reference Manual allow you to enter criteria to specify what data is to be used to generate your logs or reports. Individual items may be entered in edit boxes, or multiple items may be entered using operators. CAIRS supports four kinds of operators: logical, wildcard, range, and numeric. For your convenience, these operators are described in the on-line helps and in the following table.

Logical Operators - used in coded, date, and numeric fields.	
and	If two criteria are associated by an *and*, the items being searched must meet both criteria to qualify. This operator is often used to define which criteria to use in a search; for example, "01 *and* 08" would mean you want cases that were reported at a particular field office and were of a particular accident type. For some fields, like dates and locations, this operator does not apply since a single accident cannot be reported in two locations or on two dates simultaneously.
or	If two criteria are associated by an *or*, the items being searched may meet either criteria to qualify. For example, a date search may contain the criteria "1995 or 1996" to recover all items occurring in either year.
not	The not operator is associated with a single criteria. It indicates exclusion and means that the items being searched must not meet the criteria to qualify. For example, a date search may contain the criteria "between 1992 and 1997 and not 1995."
Wildcard Operators - used in narrative, coded, and date fields	
%	The wildcard operator stands for one or more characters in a search field and can represent any legal combination of letters or numbers. For example, sa% locates reports that contain any one of the following: "safety," "saline," "sat," "satisfy," "salient," etc.
_	Narrative fields support an additional wildcard operator, the "_" (underscore), that stands for exactly one occurrence of any legal character. For example, sa_ locates reports that contain any one of the following: "sag," "sap," "sat," "sax," etc.

Range Operator - used in coded and date/time fields	
between	This operator is used to specify a numerical range or a range of codes. Search terms combined with the *between* operator will return records that contain all of the search terms through the range X and Y, including X and Y. The form of the expression is *between X and Y*. NOT can be used to negate the range operator and will return records that do not contain the search terms.
Relational Operators - used in numeric fields	
< > >= <= = <>	Returns records with values less than the search term. Returns records with values greater than the search term. Returns records with values greater than or equal to the search term. Returns records with values less than or equal to the search term. Returns records with values equal to the search term. Returns records with values not equal to the search term.

Exercise Solutions

Exercise 1

1. From the **CAIRS HELP TABLE OF CONTENTS** page, access on-line help on **Problems and Troubleshooting.**

   a. On the **CAIRS** home page, click on the **Help/Tutorial** hyperlink.
   b. On the **CAIRS HELP TABLE OF CONTENTS** page, click on the **Problems and Troubleshooting** hyperlink.

   What is a possible solution if header information is not printing correctly on reports and logs?

   Refer to the entry on header printing problems. (Remember that if a page is long, you can use your browser Find feature to locate a specific word.)

2. Return to the **CAIRS** home page. Go to the **CAIRS SEARCH SELECTIONS** page and obtain context-sensitive help on creating a search using the search check boxes.

   a. Click on the **BACK** button twice to return to the **CAIRS** home page, or open the **VIEW** menu and select **CAIRS Home**.
   b. Click on the **CAIRS Database Modules** hyperlink.
   c. Click on the **Search and Distribution** hyperlink.
   d. Click on the **Create Search** hyperlink.
   e. From the **CAIRS SEARCH SELECTIONS** page, click on the **question mark** icon in the title section at the top of the page.

   What are the four basic types of data fields on which you can search in the CAIRS database?

   Coded Fields Date/Time Fields
   Narrative Fields Numeric Fields

   Scroll down through the **CAIRS SEARCH AND DISTRIBUTION** help page until you find the section on creating a search selection.

3. Return to the CAIRS application.

Close the help window by selecting **Close** from the **FILE** menu.

Configuring and Working with a Browser

February 2007

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Introduction

Purpose

This reference manual provides information about the more commonly used Internet browser functions that are required for CAIRS use. The manual focuses primarily on the Microsoft Internet Explorer (IE) browser, which is supported by the DOE Common Operating Environment (COE). A few tips are also provided about the Netscape browser. Only a subset of important browser commands will be described in this manual. For more information about a particular browser, please consult the browser's online help.

The following functions will be discussed:

- Launching and exiting from a browser, using menus and toolbars, following hyperlinks, using Universal Resource Locators (URLs), downloading and saving files, and copying information from a browser.
- Adding, deleting, organizing, and using favorites (IE) or bookmarks (Netscape).
- Editing Options (IE) or Preferences (Netscape) to customize the appearance and operation of the browser.
- Performing Internet searches to locate information.

Launching Your Browser

To start your browser, double-click the **INTERNET EXPLORER** icon. The window that appears is the website that your organization's system administrator has set as its home page. For example, the Health, Safety and Security (HSS) home page is located at the following Internet address (URL): **http://www.hss.energy.gov/index.cfm.** To view this page, type the address into your browser's address field (see **Figure 1)**, and press **ENTER.**

The Browser Status Bar

The browser status bar, located at the bottom of browser pages, displays messages about the progress or status of the current operation (i.e., ***Looking up Host, Contacting Host, Document Done,*** etc.).

NOTE	If you initiate a hyperlink or URL and then change your mind and want to abort the retrieval, you can click on the browser's **STOP** icon from the toolbar. This will halt the current network action.

Figure 1 shows the HSS website. Following are descriptions of the more important IE functions.

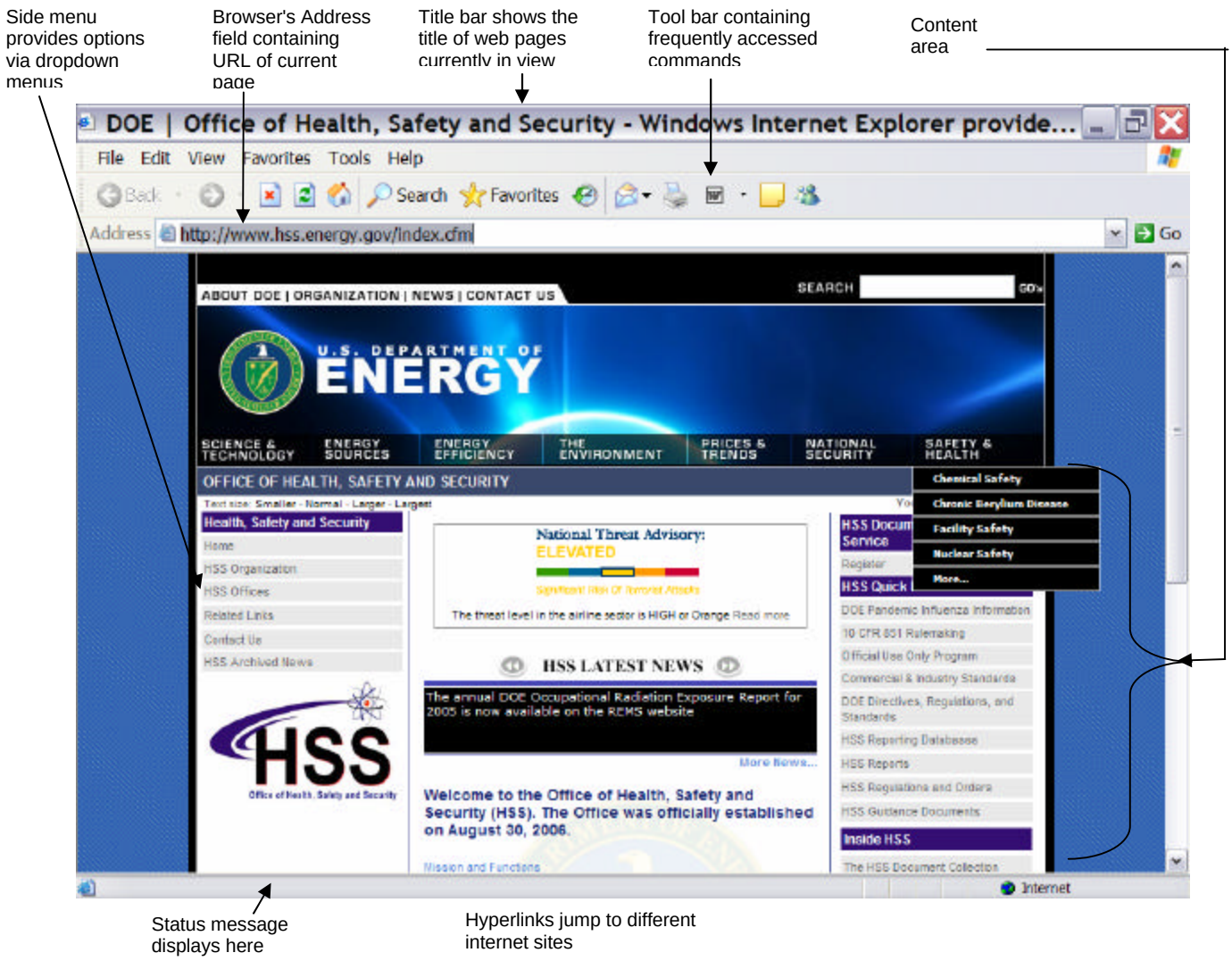

Figure 1: Environment, Safety and Health Home Page

Explaining the Menu Bar

NOTE	Buttons and menus will vary across browsers and browser versions. While other browsers and versions may name items differently, they will function in a similar way.

The menu bar, located at the top of most browser pages, provides various options via a pull-down list. Menu items common to both IE and Netscape are briefly described below.

Option	Description
NOTE	The **File, Edit, View,** and **Help** menus will not be discussed further in this manual. For further information on these subjects, please consult your browser's online help system. The **Favorites** and **Tools** menus will be discussed in this chapter.
FILE	This menu contains options that allow you to open a website, open a file, save a document to disk, specify printing characteristics, print a document, and exit the browser. For more information on these options, please consult your browser's online Help.
EDIT	The edit menu contains options that allow you to cut or copy text to the "clipboard" and paste it into a new browser location or a different software application, and specify a word or phrase to locate within the current browser page. For more information on these options, please consult your browser's online Help.
VIEW	This menu contains options that allow you to select which items will appear on the screen (i.e., toolbar, status bar, etc.). From this menu, you can also "reload" a fresh copy of the current browser page, or view the source HTML document of the page. For more information on these options, please consult your browser's online Help.
FAVORITES/ BOOKMARKS	This menu provides fast and easy access to your favorite pages. As you add a page to a favorites list, the title of the page (or any other name you wish to supply as a favorites title) is appended as a menu item. Selecting the title brings the page to your screen. Additional information is discussed later in the ***Favorites*** section of this chapter.
TOOLS	From this menu, you can set your browser options. This chapter of the manual will focus on the **Internet Options** selection of the **TOOLS** menu. Additional information is discussed in the ***Tools*** section of this chapter.
HELP	This menu provides browser help. You can get information about the browser (e.g., version, copyright, and license information) and registration information. On-line help on specific topics and a tutorial are also available.

Toolbar Buttons

TOOLBAR buttons provide various shortcuts to the above-mentioned menu options. Buttons common to most browsers are briefly described below. For more information on these functions, please consult your browser's online help.

Tool	Description
BACK	Goes back to the *previous* page in the history list. (A history list is a reference to a hierarchy of pages you have viewed.)
FORWARD	Goes forward to the *next* page in the history list. The **FORWARD** button is only offered after using the **BACK** button, or a history item.
STOP	Halts any ongoing transfer of page information.
REFRESH	Gets a fresh copy of the current page to replace the one originally loaded. Note that the reloaded page reflects any changes made to the source page from the time of the original loading.
HOME	Goes to the home page specified in the **INTERNET OPTIONS** under the **TOOLS** menu in Internet Explorer.
PRINT	Prints the content area of the *current* page. A dialog box lets you select printing characteristics.

Link Connection Failed

When a link is not working, this does not necessarily mean that the link is permanently disabled. The system where the information is stored may be temporarily down or the site may have too many people trying to access it at once. If a link appears to be broken, click the **STOP** button and try it again. If it still will not work, check back in an hour, or the next day. The link may be invalid (the information no longer exists at that Internet address) if you can't get it to work after a period of time.

Using URLs

Internet browsers use URLs to link to any website. URLs connect you to websites containing desired information.

TERMINOLOGY	**URL:** URL is the acronym for *Uniform Resource Locator*. It gives the exact location (or address) of an Internet resource. An URL contains the following three components: • The type of Internet access method *or protocol* being used to transfer the information to you.

	• The name of the computer being accessed (where the requested information resides). • The requested information.

The most common access methods used by URLs are:

http	Hypertext Transfer Protocol (website containing hypertext with links to other documents). This is the method used for CAIRS access.
ftp	File Transfer Protocol (jumps to an FTP site where you can directly download information by entering a valid user ID and password)
news	Internet News Protocol (Usenet)

The URL http://tis-nt.eh.doe.gov/whs/whs.html-ssi can be subdivided into three portions as follows:

Part 1 – Protocol	Part 2 – Computer Name	Part 3 – Requested Information
http://	www.hss.energy.gov/	healthsafety/index.cfm

The order of the three parts of each URL is always the same. The first part of the URL (the part before the colon) tells the browser the method to use when accessing a particular resource. The part immediately following the two slashes is the name of the computer where the information is located. The words after the next slash (or sets of slashes) indicate subdirectories. The last word (usually ends with .html or .htm) is the actual file name of the website (sometimes this is omitted).

For example, the URL http://www.hss.energy.gov/healthsafety/index.cfm says that the website requested is a hypertext document which resides on the computer “www.hss.energy.gov" and is down one subdirectory, and its file name is “index.cfm”. (This is the address to locate the **DOE WORKER HEALTH & SAFETY** home page.).

WARNING	*Some URLs are case-sensitive*, so if some letters are printed in uppercase, type those letters, and only those letters, in uppercase. Most letters are in lowercase.

TUTORIAL	**Retrieving Information with an URL**: 1. Click on the current URL (the part in the browser’s **ADDRESS** box). 2. Type in the new URL. 3. Press *[ENTER]*. The browser will attempt to connect to the machine address indicated in the URL. Alternatively, click any link on the current website. The requested information will be displayed.

Exiting/Quitting Your Browser

There are different ways to exit/quit your browser. You can: 1) select **Close** (or **Exit**) from the **FILE** menu (assuming you have only one browser window open); 2) double-click on the **Control Icon,** which is the small icon located in the top, left-hand corner of the browser window; 3) or click on the **X** icon located in the top, right-hand corner of the browser window.

Exercise 1

This exercise will help to reinforce what you have learned so far.

1. Please indicate what terms are being defined below:

   Millions of computer networks connected together making hundreds of services available to us.

   A pointer to a file or information that exists in another place (connection between two documents).

   The first page loaded when you launch an Internet browser.

   The exact location or address of an Internet resource.

2. Explain what an Internet browser is and why we use it.

3. List two other terms you learned in this section. Explain each one.

Favorites

NOTE: The term Favorites is used in Internet Explorer. Favorites are called Bookmarks in Netscape.

Creating and Retrieving Favorites

The Favorites function is a time-saving device that is used to keep track of important information located on the Internet that you wish to access in the future.

TERMINOLOGY	**Favorites or Bookmarks:** A browser allows you to store names and locations of interesting sites in a Favorites collection. Each Favorite (IE) or Bookmark (Netscape) marks a location of interest and allows you to return quickly to the location you marked.
WARNING	Only **static** pages can be added to the favorites list. Most of the pages on CAIRS are **dynamically** created (i.e., pages that are a result of, or generated based upon, the selections that were made on the previous page(s)). Do not attempt to bookmark these dynamically created search and reports pages because they cannot be recovered with the bookmark feature of the browser. Saved selection criteria, created within the CAIRS application, and system defaults are used to save this type of information.

TUTORIAL	**With Internet Explorer:** 1. Load the *page* that you wish to add as a favorite. 2. Select **Add to Favorites** from the **FAVORITES** menu. 3. This adds the title of the page where you are currently located as a menu item in the **FAVORITES** menu. 4. To return to a Favorite, open the **FAVORITES** menu and click on the page title.
WARNING	*REMINDER:* Only **static** browser pages can be bookmarked. Do not attempt to bookmark the dynamically created pages in CAIRS.
TUTORIAL	**With Netscape:** 1. Load the website that you wish to bookmark. 2. Select **Add Bookmark** from the **BOOKMARKS** menu on the toolbar. 3. This adds the title of page where you are currently located as an item in the **BOOKMARKS** list.

	4. To return to a bookmarked page, open the **BOOKMARKS** list and click on the page title.

Organizing Favorites/Bookmarks

When you add a Favorite, the title of the current browser page is listed alphabetically in the Favorites list. Netscape lists them by creation date. Eventually, as the list becomes extensive, it will become difficult to locate a particular favorite in the list. The **ORGANIZE FAVORITES** window in Internet Explorer and the **BOOKMARKS** window in Netscape provide a way to group favorites so they will be easier to find. The two menu items available in the Internet Explorer **FAVORITES** menu are **ADD** and **ORGANIZE FAVORITES**

Adding a Favorite (Internet Explorer)

To add a Favorite to the Favorites list, go to the page you wish to add to the favorites list, and select **ADD**. A data entry field will be provided to enter the name of the page – choose a name that will make it easy to remember the content of the page. Select **ORGANIZE FAVORITES** to group your favorites into folders to make them easier to locate.

Organizing Favorites (Internet Explorer)

To display the **Organize Favorites** window, select Organize Favorites from the Favorites menu. The **Organize Favorites** window will be displayed, as shown In **Figure 2**.

Figure 2: Organize Favorites

From this window you can create a new folder, move favorites to a specified folder, rename favorites or folders, and delete favorites or folders. The following table provides instructions for each of these functions:

Button	Description
Create Folder	Click the Create Folder Button. Your cursor will appear in the **New Folder** title box. Type a new name for the folder.
Move to folder	You can move favorites into separate folder so they will be easier to locate later. To move a favorite to a folder, highlight the favorite. Holding the left mouse button down, drag the favorite to the desired folder. Alternatively, highlight a favorite and click the Move to Folder button. The Browse for Folder box will be displayed, as shown in **Figure 3**. Highlight the folder where you want to store the selected favorite, and click the OK button.
Rename	To rename a favorite or folder, highlight it and click the Rename button. The cursor will appear in the favorite's name box. Type a new name for the favorite. Choose a name that will help you to remember the content of the website.
Delete	To delete a favorite, highlight it and click the Delete button.

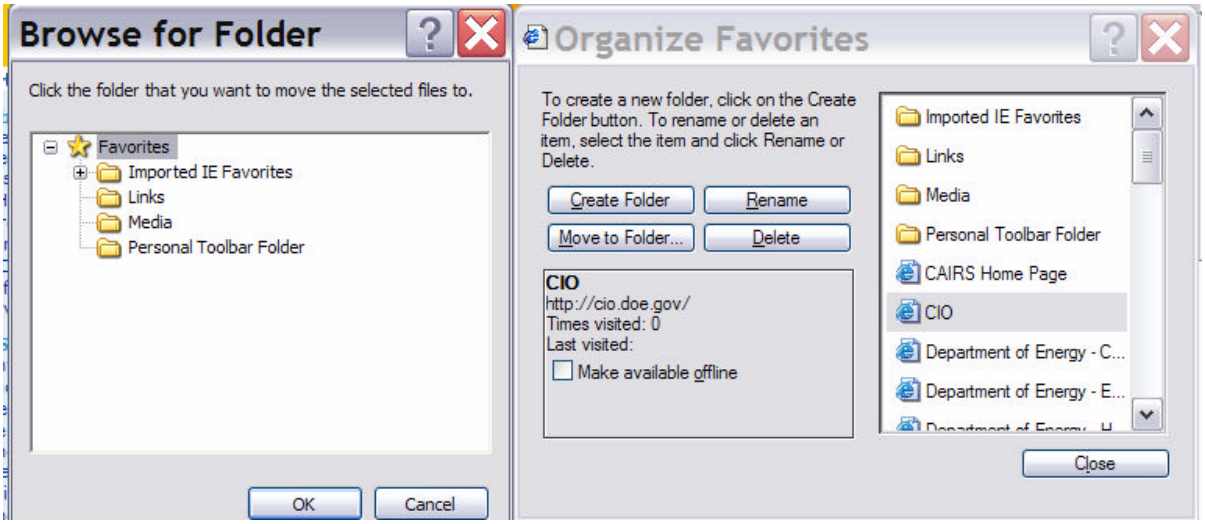

Figure 3: Browse for Folder Box

Managing Bookmarks (Netscape)

To manage your bookmarks in Netscape, select **Manage Bookmarks** from the **BOOKMARKS** menu to display the **BOOKMARKS** window shown in Figure 4 on the following page. There are five menu items available in the Netscape Navigator **BOOKMARKS** window. They are the **FILE, EDIT, VIEW, WINDOW,** and **ITEM**. All the essential functions contained in these menus are also contained on the toolbar below the menu. Selections on this toolbar include **NEW FOLDER, NEW SEPARATOR, FILE BOOKMARKS, PROPERTIES, RENAME, AND DELETE.** These options are described in the following table:

Button	Description of use
New Folder	To create a new storage folder for your bookmarks, click the **NEW FOLDER** button. A data entry box will be displayed where you can type a folder name. Type a name for your folder, and click the **OK**

	button.
New Separator	To create a separator between bookmarks, highlight the bookmark above where you want the separator to appear, and click the **NEW SEPARATOR** button.
File Bookmarks	To move bookmarks to a specific folder, click file bookmarks. A list of folders will be displayed. Click the folder where the bookmark is to be stored.
Properties	To determine the URL of a bookmark, highlight it and click **PROPERTIES**. The URL will be shown along with the display name of the bookmark.
Rename	To rename a bookmark, highlight it and click **RENAME**. Type a new name for your bookmark. Choose a name that will help you to remember the content of the referenced web page.
Delete	To delete a bookmark, highlight it and click **DELETE**.

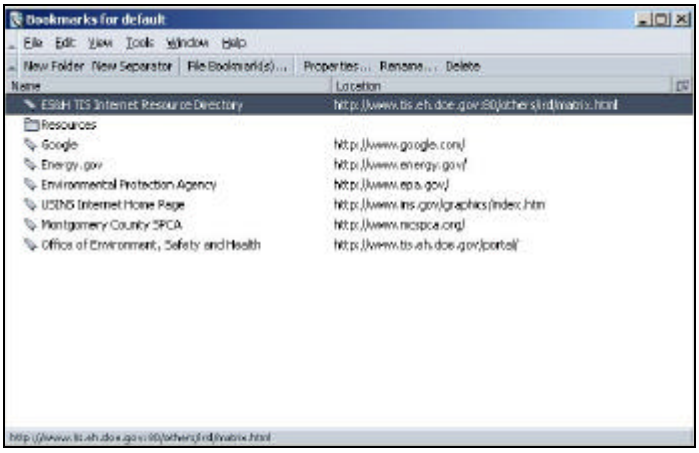

Figure 4: Netscape Bookmarks Window

Bookmark Properties

To change the information (such as name and location) associated with an item in the bookmarks list, change the item's *properties*. To change bookmark properties:

1. Choose the **PROPERTIES** button from the **MANAGE BOOKMARKS** window toolbar.
2. Make the desired changes in the **BOOKMARK PROPERTIES** dialog box.
3. Choose **OK** to save the changes.

Exercise 2

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Go to the location **http://apollo.osti.gov/** and add this location as a Favorite.

2. From the **DEPARTMENT OF ENERGY** home page, click on the **Departmental Resources** hyperlink. Scroll down the page and click on the **Access Home Pages via a U.S. map of Department sites** link. Add this map page to your Favorites list.

3. Now, add the following Favorites. (*These favorites may be used in later exercises*).

US Environmental Protection Agency	**http://www.epa.gov/**
The Building and Fire Research Lab	**http://www.bfrl.nist.gov/**
National Library of Medicine	**http://www.nlm.nih.gov/**
EM WWW Information Services	**http://www.em.doe.gov/**
JPL Radiation Effects Database	**http://radnet.jpl.nasa.gov/**
EnviroLink	**http://envirolink.org/**
National Standards System Network	**http://www.nssn.org/**
OSHA Home Page	**http://www.osha.gov/**
SafetyLink - Product Safety Compliance	**http://www.safetylink.com/**

4. Using the saved Favorite, go to the **US ENVIRONMENTAL PROTECTION AGENCY** home page. Follow the links to answer these questions. ("Browse" the EPA Topics.)

5. What is the function of the US EPA's Office of Enforcement and Compliance Assurance? Who is currently the Assistant Administrator of this office? Return to the "Browse" EPA Topics page. What are the 7 most commonly recycled materials?

Exercise 3

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Add the following four folders to your Favorites list: **Nuclear, Environment, Medical, Fire**

2. Place the following items into the indicated folder:

Nuclear	**Environment**
Department of Energy	U.S. Environmental Protection Agency
JPL Radiation Effects Database	EM WWW Information Services
	EnviroLink
Medical	**Fire**
U.S. National Library of Medicine	Building and Fire Research Laboratory
Occupational Safety and Health Admin.	National Standards Systems Network
	Safety Link

3. Put the folders in the following order: **Environment, Fire, Medical, Nuclear**

Exercise 4

As you respond, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Rename the bookmark called **US DOE Server Map** to **Map of DOE Sites**.

2. Delete the **Safety Link** Favorite from the **FIRE** folder.

Setting Internet Options (IE)

To set Internet Options in IE:

1. Select **TOOLS** from the main menu.
2. From the **TOOLS** menu, select Internet Options.

The **INTERNET OPTIONS** dialog box will be displayed, as shown in Figure 5.

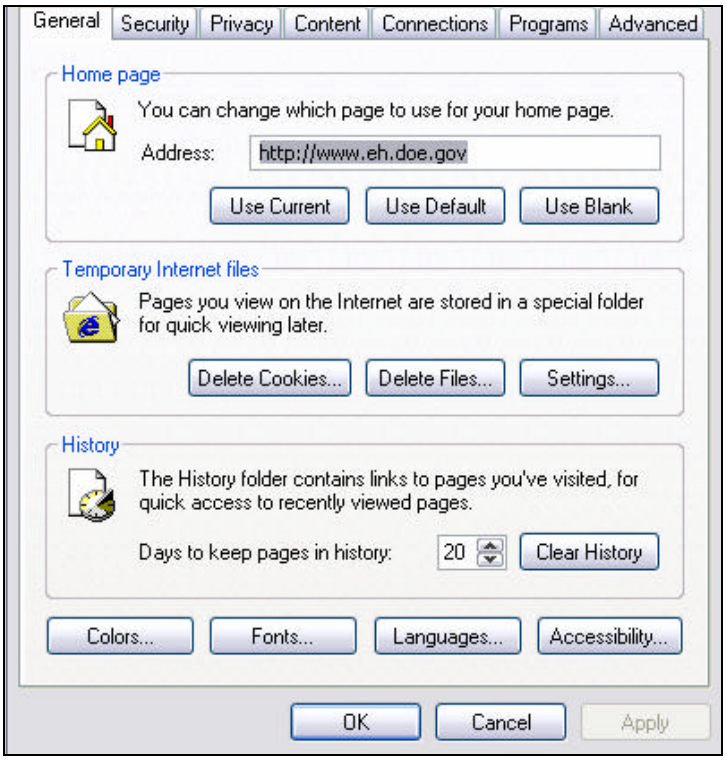

Figure 5: Internet Options

Note that the top of the Internet Options dialog box shows seven tabs, **GENERAL**, **SECURITY**, **PRIVACY**, **CONTENT**, **CONNECTIONS**, **PROGRAMS,** and **ADVANCED.** General users should only be concerned with the **GENERAL** tab. System administrators will use the **SECURITY**, **PRIVACY**, **CONTENT**, and **ADVANCED** tabs to configure the settings of the DOE Common Operating Environment. Further details about these tabs are found in the IE online help. The **GENERAL** tab (which is displayed when you first open the **INTERNET OPTIONS** dialog) will be discussed in the following paragraphs.

Setting the Home Page

The home page is the website that will display when you launch your browser. This is usually preset by your system administrator, and there should be no need to change it (but you may if you wish). To change the home page:

1. Place your cursor inside the **ADDRESS** field.
2. Type the URL of the page you wish to set for the home page.
3. Click the **OK** button.

Deleting Cookies

Cookies are small files containing information about you (for example, login information) that many websites are designed to deposit onto your hard disk. Upon returning to the website, the cookies will allow the website to "recognize" you and "remember" information about you that you supplied in the past. For privacy and security reasons, it is recommended to clear the cookies directory regularly.

To clear cookies, click **DELETE COOKIES**. You will be prompted to confirm the deletion. Click **YES.**

Deleting Files

When using a browser to perform Internet searches for information, websites will sometimes deposit html and image files onto the hard disk. These files are "cached" so that upon your return to the same website, your browser will look for and retrieve them from your hard disk (faster than retrieving from the internet). The problem with this is that your hard disk may not contain the latest version of the files. To ensure that the data you are accessing is always current, it is recommended to clear the files directory regularly.

To clear the files, click **DELETE FILES.** The system will prompt you to confirm the deletion. Click **YES.**

Changing the Browser Settings

Click the **SETTINGS** button. The Settings dialog will be displayed, as shown in Figure 6:

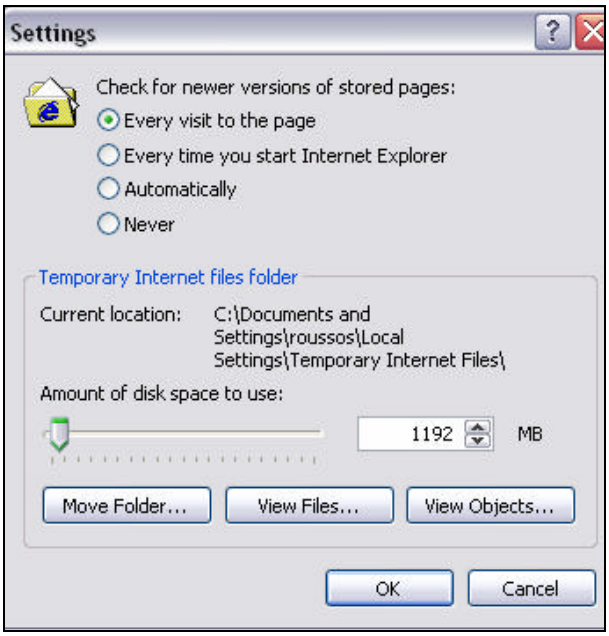

Figure 6: Settings

To ensure that the web pages you visit are always the latest versions, click the radio button beside "**EVERY VISIT TO THE PAGE**". This will ensure that your browser will not rely upon versions of the web files that the browser has stored on your hard disk. All other selections will yield increased loading speeds but decreased insurance that the version you view will be the most current version.

To change the amount of disk space that the Temporary Internet Files folder may use, click and drag the disk space indicator to the right to increase the disk space, and to the left to decrease it. The browser is set to an optimal amount. If you clear your temporary files regularly, you will save disk space and not require more than the allotted amount.

To view the files and objects (images and multimedia files) that your browser has stored on your hard disk, click the **VIEW FILES** or **VIEW OBJECTS** button. All the files will be displayed alphabetically in a list.

Note: The **MOVE FOLDER** button is for System Administrator use only.

Clearing the Browser's History

Each time you visit a website, the URL of that website will be added to your history file, and will be listed if you click the arrow to the right of your browser's address field. To clear the history,

click **CLEAR HISTORY.** You will be prompted to confirm the deletion of all history files. Click **YES.** You can set your history to be cleared automatically at intervals. To do this, type the number of days you wish to keep your history records into the **DAYS TO KEEP PAGES IN HISTORY** field.

Note: Clearing the temporary internet files and the history files will cause web pages to load more slowly. However, you will be sure that the versions you are viewing are the latest versions and not cached versions from your hard disk.

Setting colors

Click the **Colors** button to set background and text colors which will display if colors are not specified in the website code.

The Colors dialog will be displayed, as shown in Figure 7.

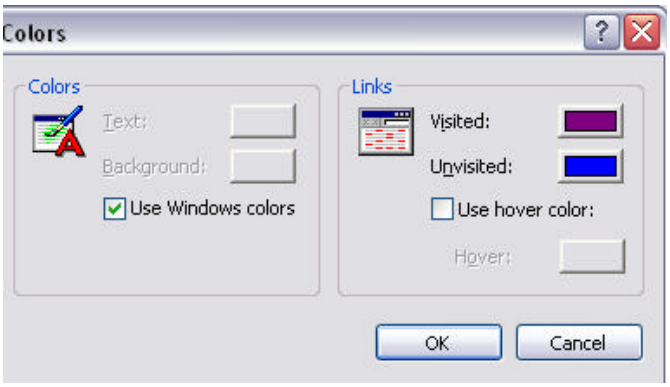

Figure 7: Colors Dialog

To set user-specified colors click the **Windows Colors** checkbox to deactivate it. Then click the color buttons to choose desired colors. Note that these colors will not override the existing formatting - they will only be applied if a website has no formatting.

Setting the Fonts

Click the **Fonts** button to set the font that will display if fonts are not specified in the website code. The **Fonts** dialog will be displayed, as shown in Figure 8:

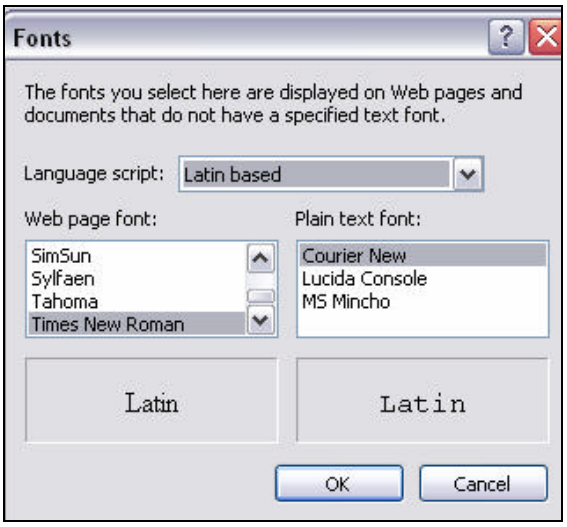

Figure 8: Fonts Dialog

To set user-defined fonts, click the **Fonts** button and choose the desired font.

Setting the Language

Click the **Language** button if you wish to set a default browser language other than English. The Language dialog will be displayed, as shown in Figure 9:

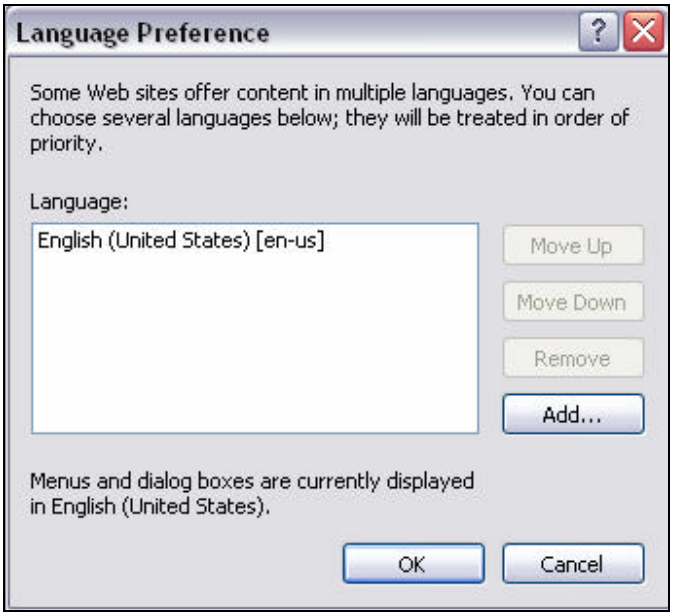

Figure 9: Language Preference Dialog Box

To add a language to your list of available languages, click the **ADD** button. Then highlight it and click **OK** to set it as your default language.

Setting Accessibility

Click the **Accessibility** button to set your browser to ignore the formatting specified by web pages and use your own style sheet. This is especially valuable if you require high-contrast between text and background. The Accessibility dialog box will be displayed as shown in Figure 10:

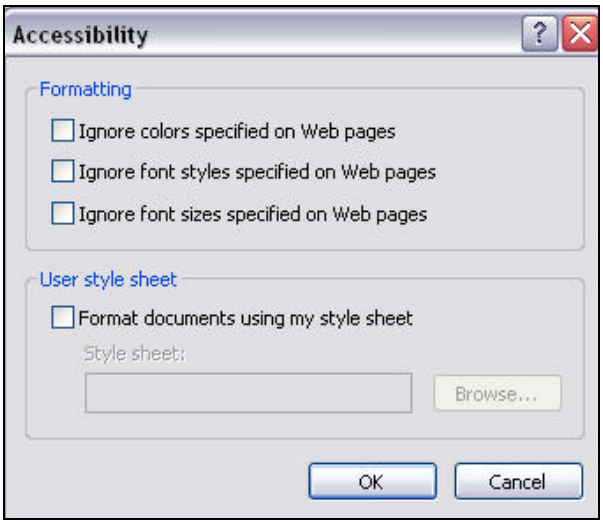

Figure 10: Accessibility Dialog Box

Click the checkbox beside the formatting that you wish to override. To apply your own user-specified formatting using a style sheet, click the checkbox beside **FORMAT DOCUMENTS USING MY STYLE SHEET** and browse to select your style sheet. This option is for advanced users.

Editing Preferences (Netscape)

Web browsers allow you to customize their appearance and operation to match your own style and needs by configuring the preferences. Once you set your preferences, they remain in effect each time you start the browser.

Preferences are found under the **EDIT** menu. From there, you can customize the appearance of the screen by setting toolbar display styles, changing screen fonts and colors, choosing the method for displaying images, configuring external helper applications to interpret and read various file formats, and determining language priorities when receiving websites.

To configure your preferences, select **General Preferences** from the **OPTIONS** menu. The **PREFERENCES** dialog box appears which is organized under preference seven headings: Appearance, Fonts, Colors, Images, Apps, Helpers, and Language. Each heading presents one or more panels that enable you to define preference settings which define Netscape Navigator's operation.

From each panel, you can select desired preferences. Click the **OK** button to close the dialog box to accept any changes in the panel settings. Click **CANCEL** to close the dialog box without accepting any changes.

NOTE: In Internet Explorer, Preferences are known as Internet Options. To access IE Internet Options, click **TOOLS** and choose **INTERNET OPTIONS.**

Appearance

The **APPEARANCE** section of the Preferences window, shown in **Figure 11**, allows you to specify what your browser will look like. Attributes that you may control include fonts, colors, themes, and languages.

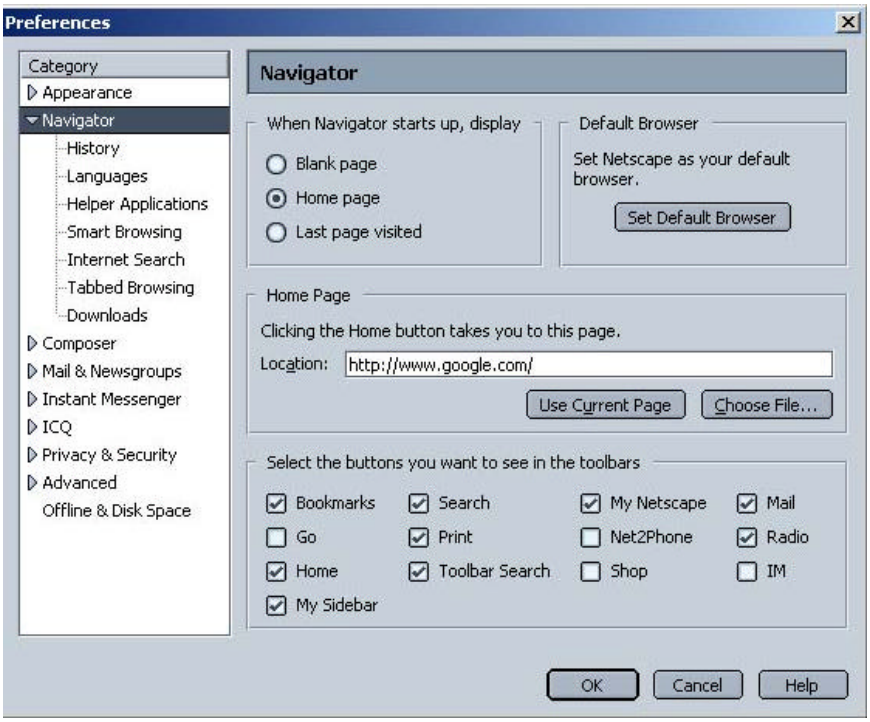

Figure 11: Netscape's Preferences Dialog

Fonts

You can specify the base font and font size Netscape will use to display text in websites by clicking on the **FONTS** dropdown menu.

Most pages display text in a proportional font because the proportional font defines the font of the primary type of text in the content area. Fixed font text is used in editable fields and certain paragraphs preformatted by the author of the page.

Changing the font size alters the *base measure* the browser uses to display text. The font size you specify will be used for the main body text, and titles and headings will retain their size relationship to the body text. For example, if the body text was originally set at 12 points and a

heading on that page was set at 24 points (twice the size of the body text), a font size change to 16 points for the body text will result in a heading that is 32 points.

WARNING	Leave the encoding setting at Latin1. This is the proper setting for the English language.

Fonts are selected by clicking on the **FONTS** option of the Appearance menu (see Figure 6). Font type and size selection menus are available for each text type. From these selection boxes, you can select another font or size by clicking on the desired selection. After selecting the font and/or size you desire, click on the **OK** command button.

Colors

You can select the colors that display within the browser window by selecting the **COLORS** option of the appearance menu, as shown in **Figure 12.** Color is used to highlight some types of text as well as add interest in the background. Click on any of the **COLORS** command buttons to pop up a color palette from which you can select colors to personalize your links, text, and background colors.

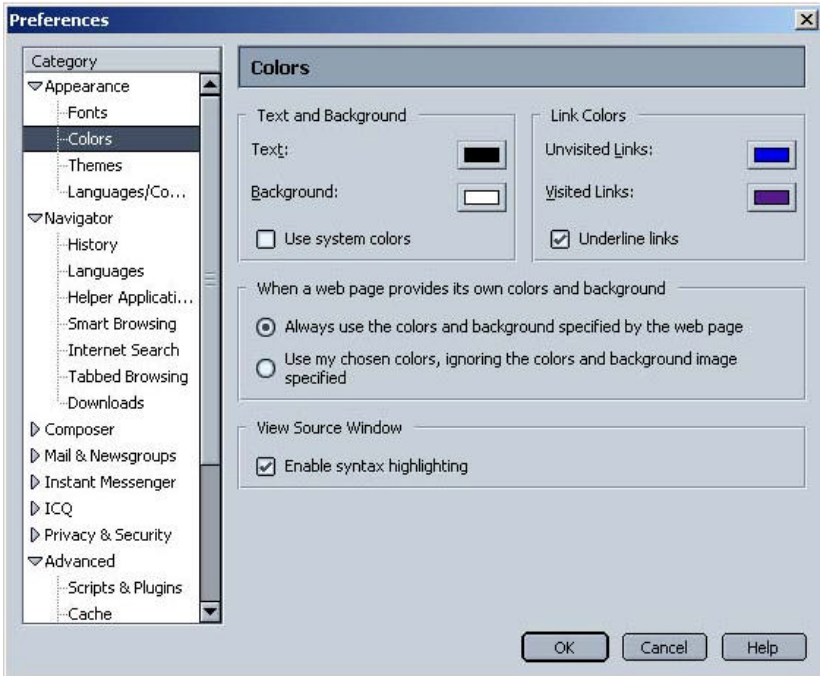

Figure 12: Colors

Languages

This feature included with most browsers allows the user to set the language that the browser will display. You can specify a desired language by clicking on the **LANGUAGES** menu selection, as shown in **Figure 13.**

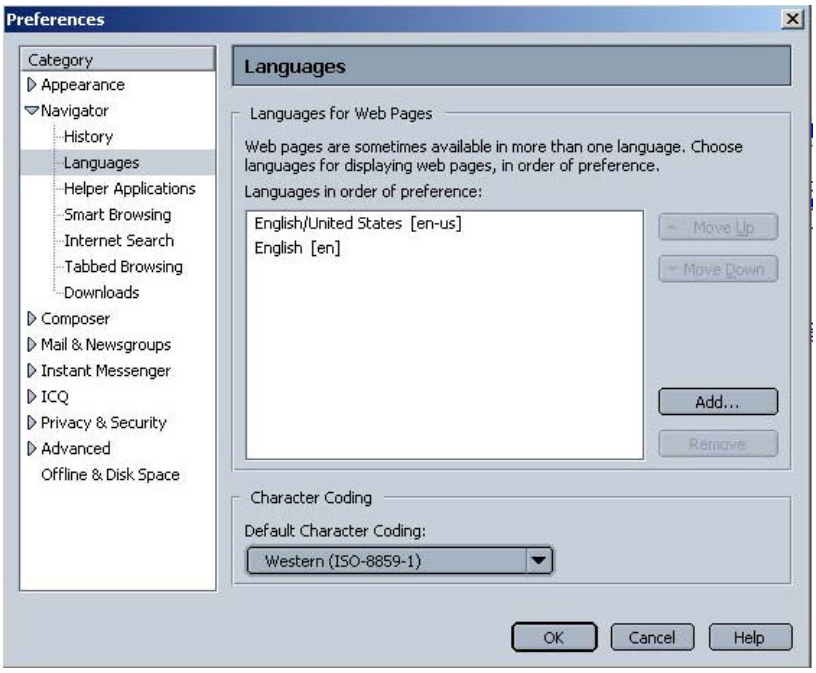

Figure 13: Languages

To build your language priority list, click the Add button, and select a language from the **ADD LANGUAGES** selection box shown in Figure 9.

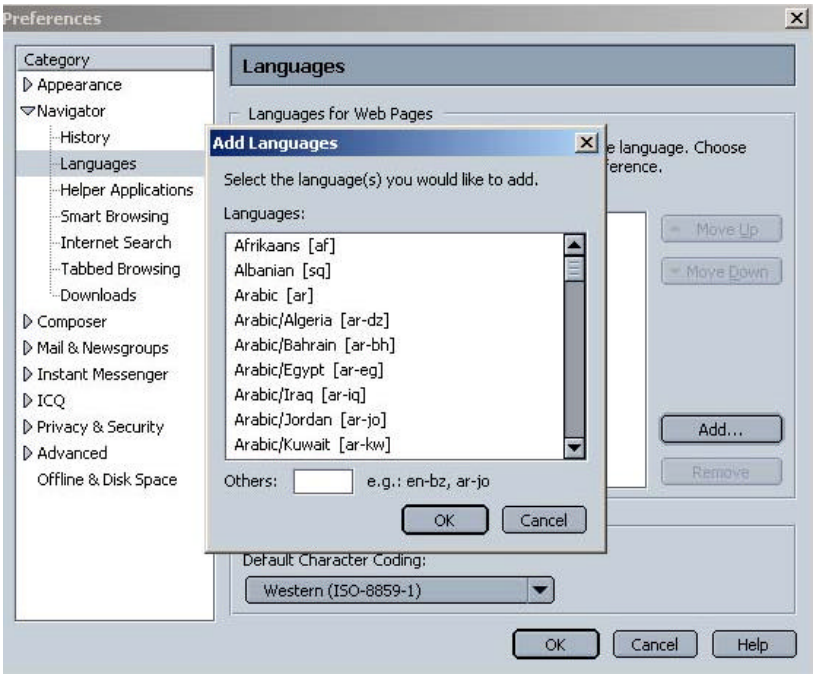

Figure 9: Add Languages

The selected language will then be displayed in the **LANGUAGES IN ORDER OF PREFERENCE** selection box. Multiple languages can be added to the list, in order of preference. You can remove a language from the list by highlighting it and then clicking on the left arrow button.

Accessing Standard Reports And Logs

February 2007

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Introduction

Purpose

This reference manual will familiarize you with accessing CAIRS Standard Reports and making Logs. You will learn which standard reports are available within CAIRS and how to access them. You will also learn how to generate various logs of accident cases; how to specify the log type, organization, and date parameters for generating logs; as well as how to use the wildcard operator, logical operators, and a range operator.

Objectives

This reference manual discusses the following CAIRS functions:

- Access and review CAIRS Standard Reports
- Generate logs of accident cases that match the parameters you specify
- Perform a count of accident cases which match the parameters you specify

System-Calculated Rates

Many of the output reports included in the Standard Reports module include system-calculated rates. These rates are based on summary data that is periodically updated rather than on live data. As CAIRS data is constantly being updated, the summary data will lag slightly behind the live data. This should not significantly affect the rates. However, if you manually calculate rates from counts obtained from other CAIRS options, you may see some variations.

Standard Reports

The standard reports are prepared from CAIRS data and are used to summarize data reported by the DOE community. CAIRS Standard Reports are static, preformatted reports that are published periodically. These reports are accessible either from the HSS CAIRS website or from within the CAIRS application.

NOTE The CAIRS Standard Reports are available to any Internet user by selecting the **Statistics** link from the sidebar of the CAIRS web site at http://www.hss.energy.gov/CSA/CSP/CAIRS/index.html. This will take you to the Standard Reports, which are located at http://www.hss.energy.gov/CSA/CSP/CAIRS/stats.html.

Authorized CAIRS users may access the standard reports directly from CAIRS as follows:

1. Select the **CAIRS Database** link on http://www.hss.energy.gov/CSA/CSP/CAIRS/index.html.
2. Enter your user ID and password.
3. On the **CAIRS HOME PAGE** click the **Database Modules** link.
4. On the **CAIRS DATABASE MODULES** page, click the **Standard Reports** link.

5. The **CAIRS STANDARD REPORTS** menu will appear (see **Figure 1).**

Figure 1: CAIRS Standard Reports Menu

NOTE The hyperlinks on the **CAIRS STANDARD REPORTS** menu will take you directly to the respective TIS pages containing the menu selections for these reports. To return to CAIRS from TIS, you must press the **BACK** button at the top of your browser window.

The standard reports do not require user definition. In other words, you do not have to specify which fields or date ranges will be included in the report. These reports come in three types: Field Office Reports, DOE and Contractor Injury and Illness Experience Reports, and DOE Summary Reports.

The standard reports are offered in a couple of different file formats. The format that is displayed by your Web browser is called HTML, which stands for hypertext markup language. This format will be displayed like other Web pages in your browser window.

Some of the reports are also available in Adobe PDF file format. To view and print PDF documents, you must download the Adobe Acrobat Reader, which is included as part of the Department of Energy Common Operating Environment (COE).

The following sections of the Reference Manual describe the CAIRS Standard Report types.

Field Office Reports

Published quarterly, the Field Office Reports provide statistical data on the safety performance of the various DOE Field Organizations. These reports contain Injury and Illness Experience, Property Damage Experience, Property Damage Descriptions, and Vehicle Accident Experience. Each publication will be retained for five quarters, to provide for comparison.

Select **Field Office** from the **CAIRS STANDARD REPORTS** menu to go to the **DOE FIELD OFFICE REPORTS** page. The **DOE FIELD OFFICE REPORTS** page contains a list of field offices and the reports available as shown in **Figure 2**. Tables and graphs of the most recently prepared Field Office Reports are available from the links.

DOE Field Office Reports

Published quarterly, the Field Office Reports provide statistical data on the safety performance of the various DOE Field Organizations. These reports contain Injury and Illness Experience, Property Damage Experience, Property Damage Descriptions, and Vehicle Accident Experience. Tables and graphs of the most recently prepared Field Office Reports are available from the links below, in HTML format. Each publication will be retained for five quarters, to provide for comparison.

Field Office Reports as of November 25, 2002

CODE	FIELD ORGANIZATION (Links to Reporting Status)	REPORT AVAILABLE FOR YEAR-QTR				
		2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3
05	ALBUQUERQUE OPERATIONS	2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3
07	CARLSBAD FIELD OFFICE	2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3
10	CHICAGO OPERATIONS	2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3
15	DOE HEADQUARTERS	2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3
20	NATIONAL ENERGY TECHNOLOGY LABS	2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3
28	GOLDEN FIELD OFFICE	2001 - 3	2001 - 4	2002 -1	2002 - 2	2002 - 3
30	IDAHO OPERATIONS	2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3
35	NEVADA OPERATIONS	2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3
40	OAK RIDGE OPERATIONS	2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3
45	OHIO FIELD OFFICE	2001 - 3	2001 - 4	2002 - 1	2002 - 2	2002 - 3

Figure 2: The DOE Field Office Reports Menu (Partial)

Select the linked name of the field office organization to go to a table that displays the reporting status by contractor. This table allows you to determine the completeness of the field office data in the CAIRS database by date.

Field Office reports are available in HTML format. To view a report, go to the row that contains the desired organization and click on the time period of the report you wish to view. This will display the report page for the organization you selected. You have the option of selecting either the tables or the graphs associated with the Field Office Reports (see **Figure 3**).

Chicago Operations

Extracted from CAIRS on December 29, 2003

TABLES

REPORT	2003 3rd Qtr Only	2003 Through 3rd Qtr
Injury and Illness Experience	Qtr Only	Year-to-Date
Vehicle Accident Experience	Qtr Only	Year-to-Date

GRAPHS

Organization	Injury and Illness Rates			Vehicle Accident Rates	
Chicago Operations	TRC	LWC	LWD	ACC.	$LOSS

Return to Field Office Menu

Figure 3: An Individual Field Organization Reports Page

The table on the top of the page contains hyperlinks to the Field Office Report with the data displayed in tabular format. The table on the bottom of the page contains hyperlinks to various graphical reports. The graphs available to choose from include Total Recordable Cases, Lost Workday Cases, Lost Workdays, Motor Vehicle Accident Rates, Motor Vehicle Loss, Fire Loss Rates, and Property Loss Rates - Excluding Fires.

NOTE The arrangement and choices of available tables and graphs may vary depending upon the quarterly period selected.

TUTORIAL

Accessing Standard Field Office Reports

1. From the **CAIRS** home page, select the **CAIRS Database Modules** hyperlink.
2. From the **CAIRS DATABASE MODULES** page, select the **Standard Reports** hyperlink.
3. From the **CAIRS STANDARD REPORTS** menu, select the **Field Office** standard report type.
4. A list of field offices displays. Select a field office and time period to display the table of reports or graphs available.
5. Select a report or graph.
6. Click on the browser's **BACK** button (or links at the bottom of the page) until you return to the CAIRS application.

Injury and Illness Experience Reports

Injury and illness experience for all reporting sites is captured quarterly for the current year (year-to-date) and the prior five years within the DOE and Contractor Injury and Illness Experience standard reports. This experience is displayed at different levels and is updated only when all sites have reported. The data are retained until the next quarterly reports are received from all reporting sites and new reports have been generated.

Select **DOE and Contractor Injury and Illness Experience** from the **CAIRS STANDARD REPORTS** menu to go to the CAIRS report options. If you scroll down this page, you will find a menu where you can choose from injury and illness report types as shown in **Figure 4**.

REPORT	FILE FORMAT	
Total DOE and Contractor	PDF	HTML
Total Operation Types	PDF	HTML
Total Field Organizations	PDF	HTML
All Reporting Organizations	EXCEL	

Figure 4: DOE Injury and Illness Report Options

These reports depict injury and illness experience data at various levels of detail. The first report presents accumulated data for all DOE and is displayed by year, by quarter. The second report presents data by operation type. You may select from a listing of Operation Type hyperlinks to display your report or scroll through the complete report. The third report presents the data by field office. You may choose from a list of Field Organization hyperlinks to display your report or scroll through the entire report.

The bottom of the menu page contains hyperlinks to supplementary information including a **Current List of DOE Reporting Organizations**, a **Glossary** of terms used in these reports, and an **Explanation of Calculations** used to compute rates.

Accessing Standard Injury and Illness Reports

1. From the CAIRS home page, select the CAIRS Database Modules hyperlink.

2. From the **CAIRS DATABASE MODULES** page, select the Standard Reports hyperlink.

3. From the **CAIRS STANDARD REPORTS** menu, select the DOE and Contractor Injury and Illness Experience standard report type.

4. Scroll down the page to the table listing the three levels of detail for the report. To view a report, select either the PDF hyperlink or the HTML hyperlink for the desired level of detail.

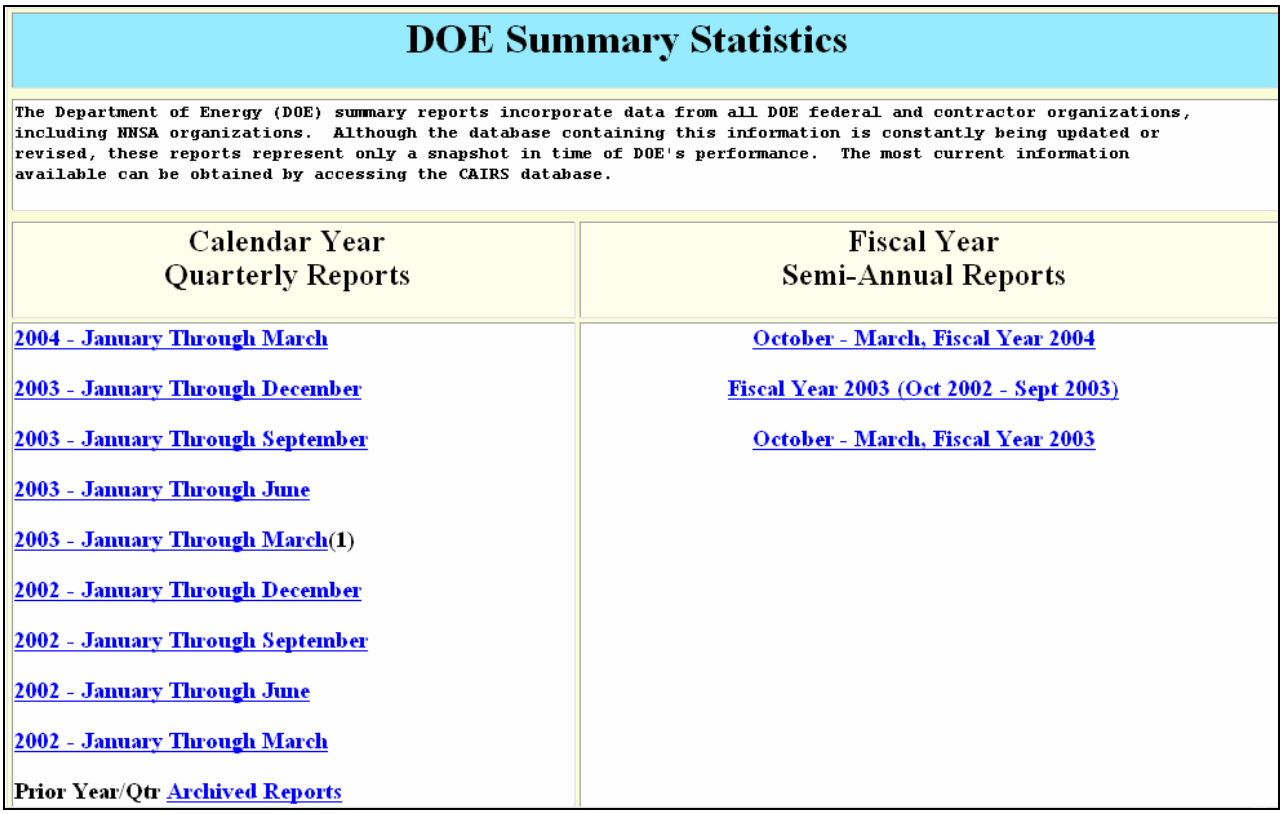
5. Click on the browser's **BACK** button until you return to the CAIRS application.

REMINDER:
Portable Document Format (PDF) requires an Adobe PDF viewer which can be downloaded free. Hypertext Markup Language (HTML) does not require a viewer and contains hyperlinks.

DOE Summary Reports

DOE Summary Reports contain year-to-date tables and bar charts displaying DOE complex-wide injury/illness, property damage, and vehicle accident performance. Also included is ranked comparative injury/illness performance of all reporting sites, sorted by operation type. These reports are generated quarterly after all sites have reported and are retained indefinitely.

Selecting **DOE Summary** from the **CAIRS STANDARD REPORTS** menu takes you to the TIS page containing quarterly and annual summary report options as shown in **Figure 5**.



DOE Summary Statistics

The Department of Energy (DOE) summary reports incorporate data from all DOE federal and contractor organizations, including NNSA organizations. Although the database containing this information is constantly being updated or revised, these reports represent only a snapshot in time of DOE's performance. The most current information available can be obtained by accessing the CAIRS database.

Calendar Year Quarterly Reports	Fiscal Year Semi-Annual Reports
2004 - January Through March	October - March, Fiscal Year 2004
2003 - January Through December	Fiscal Year 2003 (Oct 2002 - Sept 2003)
2003 - January Through September	October - March, Fiscal Year 2003
2003 - January Through June	
2003 - January Through March(1)	
2002 - January Through December	
2002 - January Through September	
2002 - January Through June	
2002 - January Through March	
Prior Year/Qtr Archived Reports	

Figure 5: The DOE Occupational Injury and Property Damage Summary Reports Page

The **Errata and/or Revisions** option provides descriptions and copies of some prior reports, reissued due to error or significant revisions. As time progresses and more reports become available, the existing reports are moved to the **Archived Reports** hyperlink to make room for the current ones.

Selecting one of the hyperlinks from this page takes you to a page containing a table of contents, each element of which is a hyperlink to a section of the report. A PDF hyperlink is also available if you wish to download the entire report in PDF format.

TUTORIAL

Accessing Standard DOE Summary Reports

1. From the **CAIRS** home page, select the CAIRS Database Modules hyperlink.
2. From the **CAIRS DATABASE MODULES** page, select the Standard Reports hyperlink.
3. From the **CAIRS STANDARD REPORTS** menu, select the DOE Summary standard report type.
4. Select the desired summary report option from the list of options. (A page containing the table of contents for the requested report will be displayed.)
5. To view a particular section of the report, select the desired hyperlink from the table of contents.
6. Click on the browser's **BACK** button until you return to the CAIRS application.

Exercise 1

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Access a DOE and Contractor Injury and Illness Experience standard report. Use the Total Field Organizations level of detail in HTML format for Pittsburgh Naval Reactors organizations (60).

What is the Cost Index for the first quarter only of 1994?

What is the total number of lost work days (LWD) for 1996?

Logs

CAIRS provides a means of generating logs of accident cases. A log is a listing of one-line summaries of selected cases. You can define which one-line summaries are included in your log by specifying three parameters: log type, organization, and date. To access the **CAIRS LOGS** menu, select the **CAIRS Database Modules** hyperlink on the **CAIRS** home page. From the **CAIRS DATABASE MODULES** page, click on the **Logs** hyperlink. **Figure 6** shows the **CAIRS LOGS** main menu which will appear.

Figure 6: The CAIRS Logs Main Menu

Specifying CAIRS Logs

To specify which report summaries will be included in your log, you may either accept the default values as assigned to you when you received your user ID and password, or specify the values of the three fields depicted in **Figure 6** above. These fields are detailed in the following sections.

Log Type

Valid selections in the **LOG TYPE** pop-down menu are **All Accidents** (the default), **All Injuries/Illnesses**, or **All Property/Vehicle**. To change this selection, click the drop-down arrow at the right end of the box, and then select an option from the pop-down menu (see **Figure 7**).

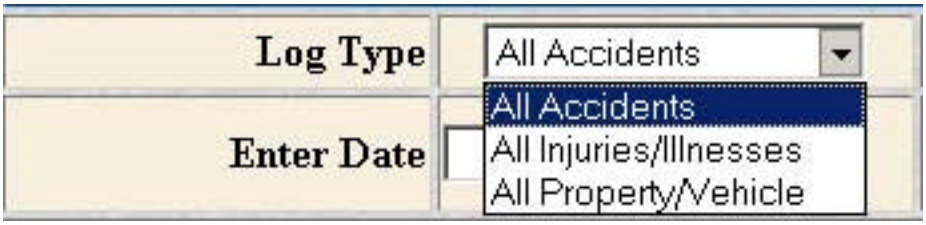


Figure 7: The Log Type Selection Box

Organization

To specify an organization, enter an organization code in the **ORGANIZATION** edit box. If you leave the box empty, the specification will default to the organization(s) under your jurisdiction. A listing of all reporting organizations within DOE may be accessed by clicking on the Help icon ? next to the word, **Organization**.

The **ORGANIZATION** edit box allows the use of a wildcard operator (%); logical operators *and*, *or*, and *not*; and a range operator *between*. A complete explanation of these can be found in the on-line help. Examples of each type are in the following table.

Example Entry	Explanation
Wildcard operator 050%	All organizations whose codes begin with 050 (Albuquerque Office, Service Subs, Transportation Division, and Central Training Academy)
Logical operator (and) 0501001 and 0502209	Although *and* will not cause an error, it is illogical to use it in this instance since the same case cannot be reported in two organizations.
Logical operator (or) 0501001 or 0502209	Either organization 0501001 or 0502209 (Albuquerque Office or the Central Training Academy)
Logical operator (not) with wildcard 05% and not 0502209	All organizations starting with 05 except 0502209 (all Albuquerque except the Central Training Academy)
Range operator (between) between 0540001 and 0544006	All organizations with codes between 0540001 and 0544006 (Los Alamos)

Date Type

The **DATE TYPE** box has two radio buttons that allow you to specify the format for the date criteria in the **ENTER DATE** edit box. If you select year only (the default), then you may enter years in the **ENTER DATE** edit box. If you leave the **ENTER DATE** edit box blank, it will default to the previous 12 months.

If you select full date, then you must enter a complete date in **yyyymmdd** format in the **ENTER DATE** edit box. Entering a date incorrectly will return zero records indicating an error.

Enter Date

Once you have specified the *type* of date in the **DATE TYPE** box, you can enter a date or a date range in the **ENTER DATE** edit box using the same operators described in the ***Organization*** section above. Acceptable examples would include "**199%**", **"1994 or 1995**", "**199% and not 1996**", and "**between 1991 and 1996**". An example that should always return zero records is "**1995 and 1996**" since a single accident cannot be reported in two years.

Command Buttons

At the bottom of the **CAIRS LOGS** menu page (see **Figure 6**) are three command buttons. These buttons allow you to submit your selections to the database and receive a response. Each button is described below.

Command Button	Function
FORMATTED REPORT	Submit the selections to the database and prepare a log file using the selections as criteria. Display the formatted, HTML log file in the browser window. (For an explanation of the acronyms used in the logs, click the help icon located on the report page.)
UNFORMATTED REPORT	Submit the selections to the database and generate a table listing all records that fit the criteria. Display an unformatted ASCI text file in the browser window.
COUNT RECORDS	Submit the selections to the database and count the records that fit the criteria. Display the number of records, the maximum work days lost (WDL), maximum work days lost restricted (WDLR), and maximum loss on the **CAIRS LOGS** menu page. (This option is useful when trying to determine the number of records a set of selection criteria will return. Occasionally, you may need to specify more restrictive criteria if the number of records is too large for useful evaluation.)

CAIRS logs may contain sensitive information that is crossed out as shown in **Figure 8**.

CAIRS ACCIDENT LOG

Number of cases selected 15,
maximum WDL=14,
maximum WDLR is 0,
maximum LOSS is 0

						Reporting Organization: DOE Headquarters						
Accident Type	CASE #	MULT CASE	ACCIDENT DATE	INV. TYPE	INITIAL ENTRY DATE	LAST ENTRY DATE	WDL	WDLR	$ LOSS	CASE CLOSED	NAME/DESCRIPTION	CODE
Injury/Illness	0302		03/25/2003	C	05/23/2003	07/20/2004	0	0	0	YES	Christine Kielich	1
Injury/Illness	0301		03/27/2003	C	05/23/2003	07/20/2004	0	0	0	YES	Michael John Conroy	1
Injury/Illness	0401		04/04/2003	C	05/23/2003	07/20/2004	0	0	0	YES	My Khanh Le	1
Injury/Illness	0402		04/26/2003	C	08/21/2003	07/20/2004	0	0	0	YES	Anna M. Bell	1
Injury/Illness	0501		05/07/2003	C	08/21/2003	07/20/2004	0	0	0	YES	Lesley A. Gasperow	1
Injury/Illness	200301		10/07/2003	C	02/18/2004	07/20/2004	2	0	0	YES	Ronald T King	1
Injury/Illness	200302		10/23/2003	C	02/18/2004	07/20/2004	0	0	0	YES	Nita Scotland	1
Injury/Illness	200303		10/29/2003	C	02/18/2004	07/20/2004	5	0	0	YES	Ernestine Corey	1
Injury/Illness	200305		12/02/2003	C	02/18/2004	07/20/2004	2	0	0	YES	James E Frye	1
Injury/Illness	200304		12/05/2003	C	02/18/2004	07/20/2004	4	0	0	YES	Robert Vershuis	1
						Sub Total for 2003:	13	0	0			
						Total for DOE Headquarters (1504001):	13	0	0			

						Reporting Organization: Albany Research Center						
Accident Type	CASE #	MULT CASE	ACCIDENT DATE	INV. TYPE	INITIAL ENTRY DATE	LAST ENTRY DATE	WDL	WDLR	$ LOSS	CASE CLOSED	NAME/DESCRIPTION	CODE
Injury/Illness	2019175		05/13/2003	C	07/22/2003	07/20/2004	0	0	0	YES	Glynn Higgins	1
						Sub Total for 2003:	0	0	0			
						Total for Albany Research Center (1505001):	0	0	0			

Figure 8: A Sample CAIRS Accident Log

If you require access to privacy information, you may apply for access to that information. A copy of the document used to coordinate requests for this information can be obtained from the HSS Helpline at (800) 473-4375. This document identifies the specific organization(s) for which you require privacy information and the signatures required for approval.

Upon completion and approval of the form, it should be submitted by facsimile Janet Macon at 301-903-8403 for processing.

TUTORIAL

Generating Logs of Accident Cases

1. From the CAIRS home page, select the CAIRS Database Modules hyperlink.

2. From the **CAIRS DATABASE MODULES** page (or from the bottom of most CAIRS pages), select the **Logs** hyperlink.

3. From the **CAIRS LOGS** main menu, you must define which case summaries you want included in your log.

4. You have two options:

   a. You can accept the default values of the three parameters and select either the **MAKE LOG** button or the **COUNT RECORDS** button, or

   b. You can specify the values desired for the three parameters and then select either the **MAKE LOG** button or the **COUNT RECORDS** button.

NOTE

Using the selected criteria, the **MAKE LOG** button prepares and displays the log file in the browser window in a formatted table. The **UNFORMATTED TABLE** button prepares and displays the log file in the browser window in unformatted plain text. The **COUNT RECORDS** button only counts the records that match the selected criteria.

Exercise 2

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Generate a count for all accidents for all organizations within the Golden Field Office (organization codes begin with 280) for 1995.

   From the generated count, how many cases were selected in the count?
   What is the maximum number of work days lost (WDL) per case?
   What is the maximum number of work days lost restricted (WDLR) per case?
   What is the maximum loss?

2. Now, make a log from the same parameters defined above.

   What is the total number of work days lost (WDL) for the query?

Exercise 3

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Prepare a log for all accidents for Argonne National Laboratory - East (organization number 1000703) or Argonne National Laboratory - West (organization number 1000713) for the first six months of calendar year 1995.

   What is the total number of work days lost (WDL) for this time period for Argonne National Laboratory - East?

   What is the total number of work days lost (WDL) for this time period for Argonne National Laboratory - West?

Exercise Solutions

Exercise 1

1. Access a DOE and Contractor Injury and Illness Experience standard report. Use the Total Field Organizations level of detail in HTML format for Pittsburgh Naval Reactors organizations (60).

   a. From the **CAIRS STANDARD REPORTS** menu, select the DOE and Contractor Injury and Illness Experience hyperlink.
   b. Scroll down to the table listing the three levels of detail for the report.
   c. Click on the HTML hyperlink for the third level of detail (Total Field Organizations).
   d. From the major groupings list, select 60 PITTSBURGH NAVAL REACTORS.
   e. Now, scroll down through the report to answer the questions.

   What is the Cost Index for the first quarter only of 1994? 3.33

   What is the total number of lost work days (LWD) for 1996? 308

Exercise 2

1. Generate a count for all accidents for all organizations within the Golden Field Office (organization codes begin with 280) for 1995.
   a. From the **CAIRS LOGS** main menu, define your parameters as follows:
      Log Type: All Accidents
      Organization: 280%
      Enter Date: 1995
   b. Click on the **COUNT RECORDS** button.
      From the generated count, how many cases were selected in the count? 32
      What is the maximum number of work days lost (WDL) per case? 9
      What is the maximum number of work days lost restricted (WDLR) per case? 36
      What is the maximum loss? 0

2. Now, make a log from the same parameters defined above.
   a. Click on the **MAKE LOG** button.

      What is the total number of work days lost (WDL) for the query? 23

Exercise 3

1. Prepare a log for all accidents for Argonne National Laboratory - East (organization number 1000703) and Argonne National Laboratory - West (organization number 1000713) for the first six months of calendar year 1995.

   a. From the **CAIRS LOGS** main menu, define your parameters as follows:
      Log Type: All Accidents
      Organization: 1000703 or 1000713
      Click on the FULL DATE radio button
      Enter Date: between 19950101 and 19950630

b. Click on the **MAKE LOG** button.
   What is the total number of work days lost (WDL) for this time period for Argonne National Laboratory - East? 240

   What is the total number of work days lost (WDL) for this time period for Argonne National Laboratory - West? 16

Creating Basic Reports

February 2007

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Introduction

Purpose

This Reference Manual focuses on introducing you to the basic report options available from the **CAIRS BASIC REPORTS** module. You will learn how to use edit boxes and operators to specify the subset of 5484.3 forms you want included in a report. At the end of each section are a tutorial and exercises that show the steps required to create each report and reinforce the concepts covered in this section.

Objectives

The Basic Reports section of the CAIRS reference manual covers the following topics:

- Accessing the **CAIRS BASIC REPORTS** module
- Effectively using each of the report options.
- Applying wildcard operators, logical operators, and range operator to select the set of data that will be included in your report.
- Creating reports based on specific scenarios.

A Note Regarding Rates

Many of the output reports included in the Basic Reports module include system-calculated rates. These rates are based on summary data that is periodically updated rather than on live data. As the CAIRS data is constantly being updated, the summary data may lag slightly behind the live data. This should not generally have a significant effect on the rates. However, if you manually calculate rates from counts obtained from other CAIRS options, you may see some variations.

CAIRS Basic Reports

The **CAIRS BASIC REPORTS** module contains accident forms, exposure information, property damage descriptions, and performance indices. To access the **CAIRS BASIC REPORTS** module, click the **Basic Reports** link from the **CAIRS DATABASE MODULES** page. You will see the screen displayed in **Figure 1**.

NOTE

Although new property and vehicle damage information is no longer entered into CAIRS. However, legacy data is still available for retrieval using the Basic Reports.

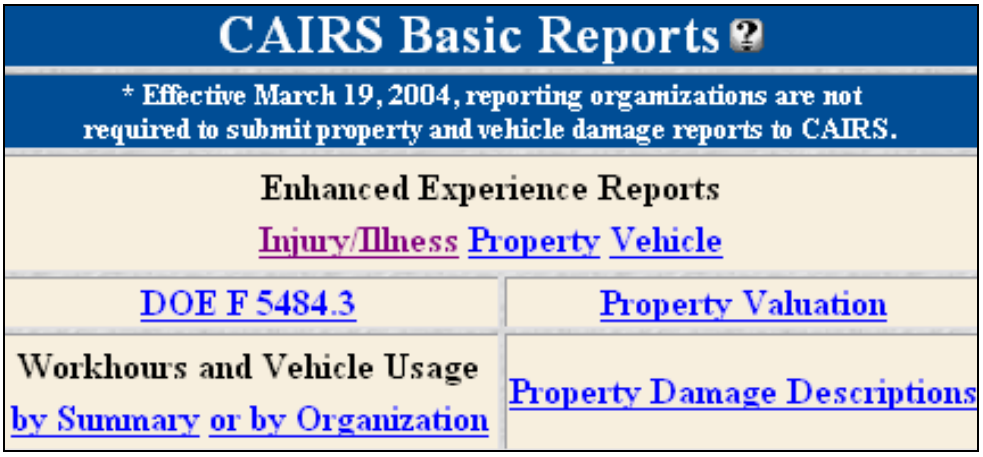

Figure 1: The CAIRS Basic Reports Module

CAIRS Basic Reports On-Line Help

To access **CAIRS BASIC REPORTS** on-line help, click the **HELP** icon. Your browser will open a new window containing the help information for the specific area in which you are presently working. When you are finished with the on-line help, close that browser window by selecting **Close** from the **FILE** menu. This will return you to CAIRS.

DOE F 5484.3

The **DOE F 5484.3** hyperlink allows you to access specified U. S. Department of Energy Individual Accident/Incident Reports. When you click this link, you will see the report criteria screen displayed in **Figure 2**.

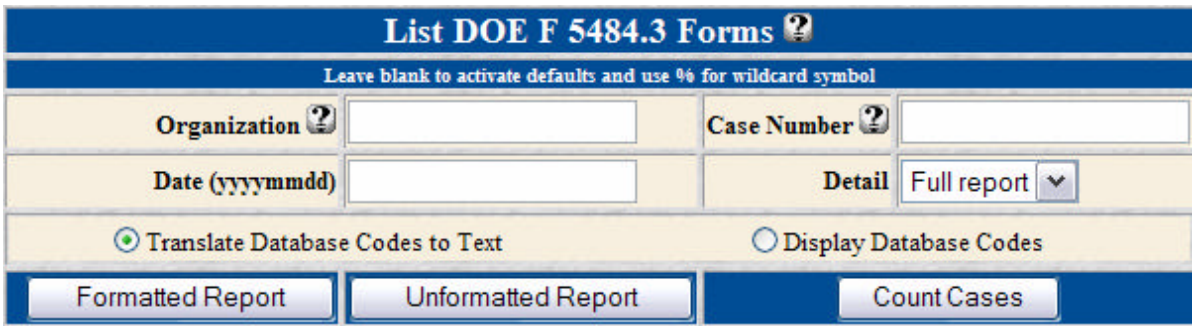

Figure 2: The DOE F 5484.3 Report Criteria Screen

From this screen, you may define which reports are included in the returned list of reports by specifying three parameters: organization, case number, and date. In addition, you may indicate whether you want to view the full 5484.3 report (the default), just the front, or just the back. To access **DOE F 5484.3** on-line help, click the **HELP** icon next to the heading, **List DOE F 5484.3 Form**. The following paragraphs describe each component of the DOE F-5484.3 Report Criteria screen.

Organization

You may specify one or more organizations by entering an organization code or range of organization codes in the **ORGANIZATION** edit box.

NOTE

If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

The **ORGANIZATION** edit box allows the use of a wildcard operator (%); logical operators *and*, *or*, and *not*; a range operator *between*; and the relational operators <, >, <=, >=, =, and <>. Examples of each type are included in the following table.

Example Entry	Explanation
050%	All organizations whose codes begin with 050 (Albuquerque Office, Service Subs, Transportation Division, and Central Training Academy).
0501001 and 0502209	Although *and* will not cause an error, it is illogical to use it in this instance since the same case cannot be reported in two organizations.
0501001 or 0502209	Either organization 0501001 or 0502209 (Albuquerque Office or the Central Training Academy).

Example Entry	Explanation
05% and not 0502209	All organizations starting with 05 except 0502209 (all Albuquerque except the Central Training Academy).
between 0540001 and 0544006	All organizations with codes between 0540001 and 0544006 (Los Alamos).
<= '0502209'	All organizations with codes less than or equal to 0502209.

NOTE A detailed explanation of all CAIRS operators (logical, wildcard, range and relational operators) may be found in the **CAIRS ON-LINE HELP**.

NOTE A listing of all reporting organizations within DOE may be accessed by clicking on the Help icon next to the word, **Organization**.

Case Number

For each reporting organization, CAIRS cases are numbered beginning with the four digits of the year and then consecutively beginning at 001 up to 999. Therefore, a valid case number may look like one of the following: 2005001, 2004025, or 2001089.

NOTE In any given year, many reporting organizations will have identical case numbers. Any single case is fully specified by an organization code and a case number.

You may select a specific case by entering a case number in the **CASE NUMBER** edit box.

NOTE If you leave the **CASE NUMBER** edit box blank, the default is *all cases*. The **CASE NUMBER** edit box allows the use of all operators as shown in the table below.

Example Entry	Explanation
2002%	All cases whose case number begins with 2002 (indicating the date of occurrence was during 2002).

Example Entry	Explanation
2001% and 2002%	Although *and* will not cause an error, it is illogical to use it in this instance because a single case number cannot begin with the year 2001 and the year 2002.
2001001 or 2001002	Cases numbered either 2001001 or 2001002.
2001% and not 2001010	All case numbers that begin with 2001 except 2001010.
between 2001001 and 2002001	All cases between 2001001 and 2002001.
> ‘1997001'	All cases with numbers greater than 1997001.

Date (yyyymmdd)

You may enter a date or a date range in the **DATE** edit box using the same wildcard characters and Boolean operators described above.

NOTE

Examples of acceptable entries in the **DATE** edit box would include:

199%
1996% or 1997%
199% and not 1995%
between 19940101 and 19940131
>= ‘19970101'

NOTE

An example of an unacceptable entry in the **DATE** edit box would be **2001% and 2004%,** because a single accident cannot occur in two different years. No reports will be returned. If you leave the **DATE** edit box blank, the selection will default to the past twelve months.

Detail

The **DETAIL** drop down menu allows you to specify the level of detail in which you are interested when viewing CAIRS reports. You may choose **Full report** (the default), **Front only**, or **Back only**.

The TRANSLATE DATABASE CODES TO TEXT and DISPLAY DATABASE CODES Radio Buttons

Select the **TRANSLATE DATABASE CODES TO TEXT** radio button to view the Organization in text form. An example of the Organization in text form is **BWXT – AMRLO.**

Select **DISPLAY DATABASE CODES** to view the Organization in database code format. An example of the Organization in Database Code format is **0515002**

The Formatted Report, Unformatted Report, and Count Cases Command Buttons

Once the above selections are made, they are processed by clicking one of the command buttons found at the bottom: **FORMATTED REPORT**, **UNFORMATTED REPORT** or **COUNT CASES** command button. When the **FORMATTED REPORT** command button is clicked, a listing of 5484.3 forms that meet the specified criteria is generated and displayed in a formatted table (see **Figure 3**).

DOE F 5484.3 (front and back)

Organization	Case ID	Accident Date	One-line Description	Date of Last Revision
DOE Headquarters	040924	10/07/2004	OTHER PROFESSIONAL experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her ARM(S) resulting in 5 lost workdays.	01/19/2005
DOE Headquarters	041004	10/07/2004	ELECTRICIAN experienced ELECTRIC SHOCK to his/her MULTIPLE BODY PARTS resulting in 1 lost workdays.	01/19/2005
DOE Headquarters	041013	10/13/2004	OTHER PROFESSIONAL experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her MULTIPLE BODY PARTS resulting in 0 lost workdays.	01/19/2005
DOE Headquarters	040904	09/04/2004	MANAGER/ADMINISTRATOR experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her FOOT/FEET resulting in 0 lost workdays.	01/19/2005
DOE Headquarters	040930	09/30/2004	OTHER PROFESSIONAL experienced INSECT STING to his/her WRIST(S) resulting in 0 lost workdays.	01/19/2005
DOE Headquarters	090104	09/20/2004	OTHER PROFESSIONAL experienced FRACTURE to his/her FOOT/FEET resulting in 7 lost workdays.	02/10/2005
DOE Headquarters	110504	11/05/2004	OTHER PROFESSIONAL experienced OTHER TRAUMATIC INJURIES TO MUSCLES, TENDONS, LIGAMENTS, JOINTS, ETC. to his/her MULTIPLE BODY PARTS resulting in 0 lost workdays.	02/10/2005
DOE Headquarters	111704	11/17/2004	ADMIN. SUPPORT/CLERICAL EMPLOYEE experienced OTHER SURFACE WOUNDS AND BRUISES to his/her SHOULDER(S) resulting in 2 lost workdays.	02/10/2005
DOE Headquarters	CON-001	03/31/2005	ADMIN. SUPPORT/CLERICAL EMPLOYEE experienced MULTIPLE DISEASES, CONDITIONS, AND DISORDERS to his/her MULTIPLE BODY PARTS resulting in 5 lost workdays.	05/31/2005
DOE Headquarters	0411001	04/11/2005	ENGINEERING TECHNICIAN experienced LACERATION to his/her SCALP resulting in 0 lost workdays.	05/31/2005
DOE Headquarters	0418003	04/18/2005	ELECTRICIAN experienced CONTUSIONS to his/her FOOT/FEET resulting in 10 lost workdays.	05/31/2005
DOE Headquarters	0303001	03/03/2005	OTHER PROFESSIONAL experienced INJURY to his/her ANKLE(S) resulting in 2 lost workdays.	06/16/2005

Figure 3: A listing of all 5484.3 Forms That Meet the Specified Criteria

When the **UNFORMATTED REPORT** command button is clicked, a listing of 5484.3 forms that meet the specified criteria is generated and displayed in plain text (see **Figure 4**).

DOE F 5484.3 (front and back)

Organization	Case ID	Accident Date	Date of Last Revision	One-line Description
DOE Headquarters	040924	10/07/2004	01/19/2005	OTHER PROFESSIONAL experienced OTHER TRAUMATI
DOE Headquarters	041004	10/07/2004	01/19/2005	ELECTRICIAN experienced ELECTRIC SHOCK to his
DOE Headquarters	041013	10/13/2004	01/19/2005	OTHER PROFESSIONAL experienced OTHER TRAUMATI
DOE Headquarters	040904	09/04/2004	01/19/2005	MANAGER/ADMINISTRATOR experienced OTHER TRAUM
DOE Headquarters	040930	09/30/2004	01/19/2005	OTHER PROFESSIONAL experienced INSECT STING t
DOE Headquarters	090104	09/20/2004	02/10/2005	OTHER PROFESSIONAL experienced FRACTURE to hi
DOE Headquarters	110504	11/05/2004	02/10/2005	OTHER PROFESSIONAL experienced OTHER TRAUMATI
DOE Headquarters	111704	11/17/2004	02/10/2005	ADMIN. SUPPORT/CLERICAL EMPLOYEE experienced
DOE Headquarters	CON-001	03/31/2005	05/31/2005	ADMIN. SUPPORT/CLERICAL EMPLOYEE experienced
DOE Headquarters	0411001	04/11/2005	05/31/2005	ENGINEERING TECHNICIAN experienced LACERATION
DOE Headquarters	0418003	04/18/2005	05/31/2005	ELECTRICIAN experienced CONTUSIONS to his/her
DOE Headquarters	0303001	03/03/2005	06/16/2005	OTHER PROFESSIONAL experienced INJURY to his/

Figure 4: A listing of all 5484.3 Forms that Meet the Specified Criteria, Unformatted

As you can see, the following information is displayed in **Figures 3** and **4**:

- Organization
- Case Number (Case ID)
- Date of occurrence (Accident Date)
- Date the report was last modified in CAIRS (Date of Last Revision)
- One-line Description

NOTE The one-line description is hyperlinked to the individual case records.

When the **COUNT CASES** command button is clicked, the system counts the number of cases selected. The screen is then recreated with the count displayed at the top of the selection area, as shown in **Figure 5**.

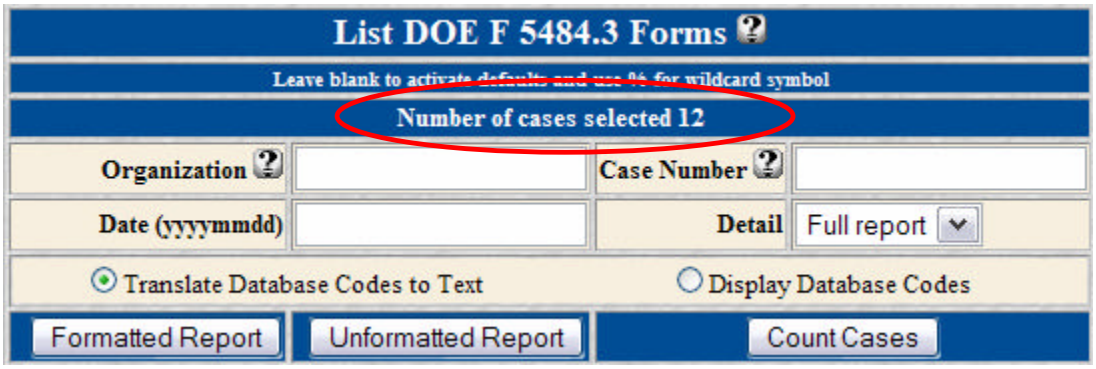

Figure 5: A Count of All 5484.3 Forms that Meet the Specified Criteria (in this Case, 12)

Printing a Report

To print a report, simply choose **Print** from the **FILE** menu. You will see a **PRINT** dialogue box. Click the **ALL** radio button, and then click the **OK** command button. The entire report will then be output to your printer.

TUTORIAL

Creating a DOE F 5484.3 Report

1. Click the **DOE F 5484.3** hyperlink from the **CAIRS BASIC REPORTS** module.

2. Enter desired information into the **ORGANIZATION, CASE NUMBER** and **DATE** edit boxes.

3. Indicate the level of detail in which you are interested by choosing **Full Report, Front Only**, or **Back Only** from the **DETAIL** drop down menu.

4. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen. (Or, click on the **COUNT CASES** command button to display only the number of cases which meet the specified criteria.).

Exercise

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

1. Create a **DOE F 5484.3** report that lists all 5484.3 forms for your organization where the occurrence date was during either 1995 or 1996.

2. How many 5484.3 reports were submitted by your organization where the date of occurrence was during July or August 1996?

Work Hours & Vehicle Usage

Exposure information (i.e., work hours and vehicle usage) may be displayed either by *summary* (summarized by field office, operation type, or all DOE) or by *organization*.

By Summary

When you click the Workhours and Vehicle Usage **by Summary** link, you will see the selection screen shown in **Figure 6**. To access on-line help, simply click the Help icon next to the heading, **CAIRS Workhours and Vehicle Usage**.

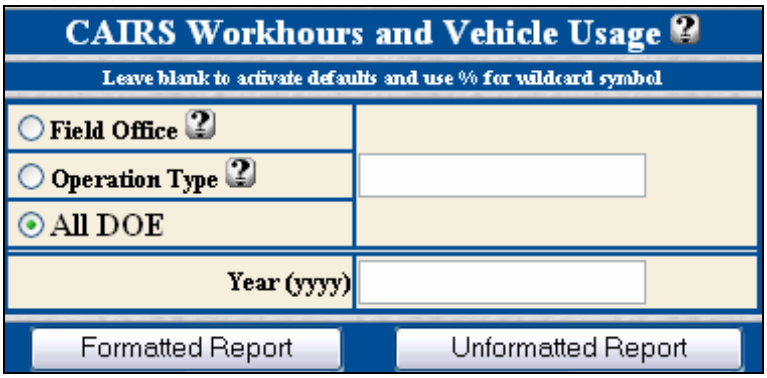

Figure 6: The Selection Screen for the CAIRS Workhours & Vehicle Usage by Summary Report

From this screen you may specify how you want workhours and vehicle usage information summarized: by **FIELD OFFICE**, **OPERATION TYPE**, or **ALL DOE**. You may also specify a particular year or range of years to include in the report by utilizing the **DATE** edit box.

If you choose to summarize CAIRS workhours and vehicle usage information by Field Office, click the **FIELD OFFICE** radio button and enter a field office code or a range of codes in the edit box using the same operators described on page . A list of valid Field Office codes can be found in ***Appendix A***. In addition, an on-line listing can be accessed by clicking on the Help icon next to the words, **Field Office**.

NOTE If you leave the **FIELD OFFICE** edit box blank, the selection will default to the field office for the reporting organization(s) under your jurisdiction.

If you choose to summarize CAIRS workhours and vehicle usage information by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or a range of type codes in the edit box using the same operators described on page. A list of valid Operation Type codes can be found in ***Appendix A***. In addition, an on-line listing can be accessed by clicking on the Help icon next to the words, **Operation Type**.

NOTE If you leave the **OPERATION TYPE** edit box blank, you will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

If you choose to summarize CAIRS workhours and vehicle usage information by All DOE (the default), click the **ALL DOE** radio button. No information is required for the edit box. *In fact, if you enter anything in the edit box, it will be ignored.*

You may indicate the year or years in which you are interested. Enter a year or year range in the **DATE** edit box using the same operators described on page.

NOTE If you leave the **DATE** edit box blank, the selection will default to the current calendar year.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen. For every year reflected in the report, both quarterly (Q1, Q2, Q3, Q4) and total year exposure information is displayed. See **Figure 7** which is a sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, summarized by field office (Albuquerque Operations) for 1995 and 1996.

CAIRS Workhours and Vehicle Usage										
Exposure Type	Q1		Q2		Q3		Q4		Total	
Total Work Hours	0	83,673,396	0	81,543,001	0	80,987,388	0	76,446,993	0	322,650,778
Aircraft - Fixed Wing	17	1,228	16	1,464	16	1,809	17	1,426	66	5,927
Aircraft - Rotary	14	1,144	15	1,100	19	1,256	17	1,087	65	4,587
Buses	232	1,579,702	192	1,442,803	188	1,259,127	197	986,188	202	5,267,820
Cars,Light Trucks,Vans & Motorcycles	20,906	28,906,104	21,107	33,909,317	19,365	31,068,988	18,510	25,787,910	19,972	119,672,319
Marine	60	3,756	83	3,708	84	2,104	86	2,322	313	11,890
Railroad	241	3,240	203	3,095	3	95	202	95	649	6,525
Trucks (1 ton and over)	2,778	3,139,548	2,576	3,522,023	2,677	3,234,760	2,708	2,949,908	2,685	12,846,239
End 1995	ALL DOE									
Total Work Hours	0	72,002,870	0	76,888,495	0	75,811,458	0	71,143,221	0	295,846,044
Aircraft - Fixed Wing	16	1,186	12	1,232	19	1,453	22	7,872	69	11,743
Aircraft - Rotary	18	1,891	11	1,181	13	1,094	13	1,066	55	5,232
Buses	215	1,356,779	195	1,296,615	210	1,235,153	197	1,139,427	204	5,027,974
Cars,Light Trucks,Vans & Motorcycles	17,199	25,889,180	15,923	24,028,927	15,452	24,822,064	15,420	20,953,594	15,999	95,693,765
Marine	36	933	81	2,215	93	2,189	39	868	249	6,205
Railroad	2	95	2	95	2	0	3	0	9	190
Trucks (1 ton and over)	2,638	6,512,081	2,220	3,223,201	2,180	2,746,716	2,040	1,845,293	2,270	14,327,291
End 1996	ALL DOE									

Figure 7: Sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, summarized by Field Office (Albuquerque Operations) for 1995 and 1996.

Under each quarter (Q1, Q2, etc.) are two columns. The first column is the total number of items shown in exposure type column (number of aircraft, number of buses, etc.). The second column indicates the total value of the exposure type in its normal unit of measure (hours or miles).

NOTE

The Q1, Q2, Q3, Q4, and Total column headings are hyperlinked to reports that display the same information at the reporting organization level of detail.

TUTORIAL

Creating a Workhours and Vehicle Usage by Summary Report

1. Click the **Workhours and Vehicle Usage <u>by Summary</u>** hyperlink from the **CAIRS BASIC REPORTS** module.

2. Click the appropriate radio button to indicate how you want the information summarized: **FIELD OFFICE, OPERATION TYPE**, or **ALL DOE.**

3. If you select either the **FIELD OFFICE** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific field office(s) or operation type(s) you want to include in the summary report.

4. Use the **DATE** edit box to indicate the year(s) in which you are interested.

5. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

6. Select the **TRANSLATE DATABASE CODES TO TEXT** radio button to view the Organization in text form. Select the **DISPLAY DATABASE CODES** radio button to view the Organization in database code format. An example of the Organization in Database Code format is **0515002**

Exercise 2

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

1. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes All DOE for 1995 and 1996.

2. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes the **Research** Operation Type for 1994.

By Organization

When you click the Workhours and Vehicle Usage **by Organization** link, you will see the selection screen displayed in **Figure 8**. To access on-line help, simply click the Help icon next to the heading, **CAIRS Workhours and Vehicle Usage by Organization**.

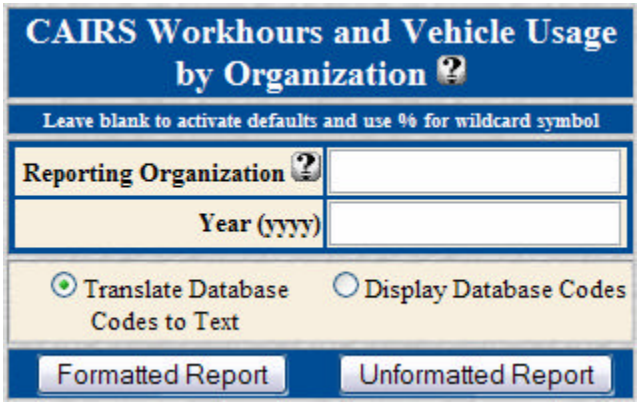

Figure 8: The selection screen for the **CAIRS WORKHOURS & VEHICLE USAGE BY ORGANIZATION** report.

The **REPORTING ORGANIZATION** edit box is used to specify the reporting organization(s) in which you are interested. You may use all the operators described on page in the **REPORTING ORGANIZATION** edit box. A listing of reporting organizations may be accessed by clicking on the Help icon next to the words, **Reporting Organization**.

NOTE If you leave the **REPORTING ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

Indicate the year or years in which you are interested in the **DATE** edit box. You may enter a year or a year range using the same operators described on page .

NOTE If you leave the **DATE** edit box blank, the selection will default to the current calendar year.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen. A sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, for 1999 is displayed in **Figure 9**.

CAIRS Workhours and Vehicle Usage																
ORG	Year	Hours	AF		AR		BU		GC		MR		RR		TK	
			Conv	Hours	Conv	Hours	Conv	Miles	Conv	Miles	Conv	Hours	Conv	Hours	Conv	Miles
NNSA Service Center	1999	1,111,873							73	213,992						
Totals NNSA Service Center		1,111,873								213,992						
NNSA Off. Serv. Subs	1999	178,001							30	43,930					8	3,959
Totals NNSA Off. Serv. Subs		178,001								43,930						3,959
NNSA Off. Const Sub	1999	6,465														
Totals NNSA Off. Const Sub		6,465														
Albuquerque Trans.	1999	620,550							400	1,591,846					200	920,316
Totals Albuquerque Trans.		620,550								1,591,846						920,316
DOE Cntrl Trng Acad	1999	196,844							56	81,886						
Totals DOE Cntrl Trng Acad		196,844								81,886						
NNSA Amarillo	1999	155,756							62	20,657						

Figure 9: Sample **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, for 1999.

Columns for the above report are explained below. A more detailed explanation may be found in **CAIRS ON-LINE HELP.**

ORG	The organization
Year	The year specified
Hours	Total workhours
AF	Aircraft - Fixed Wing
AR	Aircraft - Rotary
BU	Buses
GC	Government Cars, Light Trucks, Vans and Motorcycles
MR	Marine
PC	Private car driven by a government employee
RR	Railroad
TK	Trucks (1 ton and over)
Conv	Number of conveyances
Hours	Hours of operation
Miles	Miles driven

TUTORIAL

Creating a Workhours and Vehicle Usage by Organization Report

1. Click the **Workhours and Vehicle Usage by Organization** hyperlink from the **CAIRS BASIC REPORTS** module.

2. Use the **REPORTING ORGANIZATION** edit box to indicate the organization(s) in which you are interested.

3. Use the **DATE** edit box to indicate the year(s) in which you are interested.

4. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 3

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, that provides information for your organization for 1994 and 1996.

Property Valuation

To view additional property valuation information by Organization, Operation Type, or All DOE, select the **Property Valuation** hyperlink from the **CAIRS BASIC REPORTS** module. You will see the selection screen shown in **Figure 10**. To access on-line help, simply click the Help icon next to the heading, **CAIRS Property Valuation**.

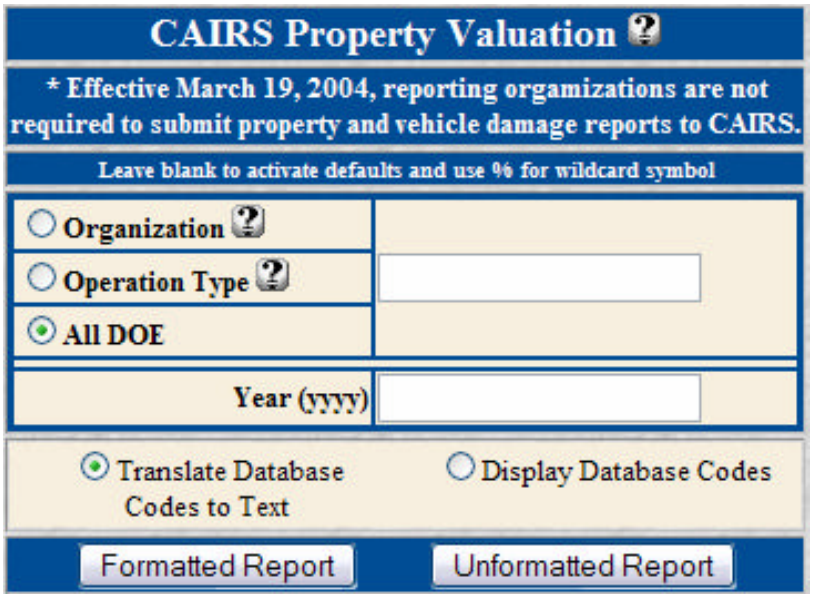

Figure 10: The **CAIRS PROPERTY VALUATION** selection screen.

If you choose to see property valuation information by Organization, click the **ORGANIZATION** radio button and enter an organization code or range of organization codes in the edit box. You may use the same operators described on page. An on-line listing of reporting organizations may be accessed by clicking on the Help icon next to the word, **Organization**.

NOTE If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

If you choose to see property valuation information by Operation Type, click the **OPERATION TYPE** radio button and enter an operation type code or a range of types codes in the edit box using the same operators described on page . A list of valid operation type codes may be found in ***Appendix A***. In addition, an on-line listing can be accessed by clicking on the Help icon next to the words, **Operation Type**.

NOTE If you leave the **OPERATION TYPE** edit box blank, you will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

If you choose to see property valuation information summarized by All DOE (the

default), click the **ALL DOE** radio button. No information is required for the edit box. *In fact, if you enter anything in the edit box, it will be ignored.*

You may indicate the year or years in which you are interested. Enter a year or a year range in the **DATE** edit box using the same operators described on page.

NOTE If you leave the **DATE** edit box blank, the selection will default to the current calendar year.

NOTE Select the **TRANSLATE DATABASE CODES TO TEXT** radio button to view the Organization in text form, as shown in **Figure 11**. Select the **DISPLAY DATABASE CODES** radio button to view the Organization in database code format. An example of the Organization in Database Code format is **0515002**

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen. Sample **CAIRS PROPERTY VALUATION** reports are shown in **Figures 11, 12,** and **13**.

Property Valuation

Org	Year	Valuation
Albuq. Field Office	2001	$41,981,000
Alb. Off. Serv. Subs	2001	$0
Albuquerque Off. Sub	2001	$0
Albuquerque Trans.	2001	$147,740,000
Wackenhut Serv.-TSD	2001	$0
DOE Cntrl Trng Acad	2001	$12,089,000
Amarillo Area Office	2001	$0
BWXT - Amrlo	2001	$925,351,000
BWXT Subcontractors	2001	$0
BWXT Security	2001	$0
Kansas City Area Off	2001	$0

Figure 11: Sample **CAIRS PROPERTY VALUATION** report
By Organization for 2001

Property Valuation		
Org	Year	Valuation
NNSA Service Center	2001	$41,981,000
NNSA Off. Serv. Subs	2001	$0
NNSA Off. Const Sub	2001	$0
Albuquerque Trans.	2001	$147,740,000
Wackenhut Serv. -TSD	2001	$0
DOE Cntrl Trng Acad	2001	$12,089,000
NNSA Amarillo Office	2001	$0
BWXT - Amrlo	2001	$925,351,000
BWXT Subcontractors	2001	$0
BWXT Security	2001	$0
NNSA Nevada Site Off	2001	$1,045,124,000
Bechtel Nv. - Amador	2001	$5,826,000
Bechtel Nv Las Vegas	2001	$145,983,000

Figure 12: Sample **CAIRS PROPERTY VALUATION** report by Organization for 2001

Property Valuation		
Operation Type	Year	Valuation
Government	2001	$9,573,687,000
SubTotal For OpType		$9,573,687,000
Production	2001	$30,436,798,000
SubTotal For OpType		$30,436,798,000
Research	2001	$28,329,443,000
SubTotal For OpType		$28,329,443,000
Services	2001	$13,202,563,000
SubTotal For OpType		$13,202,563,000
Cost Plus Construction	2001	$2,196,171,000
SubTotal For OpType		$2,196,171,000
Lump Sum Construction	2001	$0
SubTotal For OpType		$0
Architectural/Engineering	2001	$0

Figure 13: Sample **CAIRS PROPERTY VALUATION** report by Operation Type for 2001

TUTORIAL

Creating a Property Valuation Report

1. Click the **Property Valuation** hyperlink from the **CAIRS BASIC REPORTS** module.

2. Click the appropriate radio button to indicate how you want the information displayed: **ORGANIZATION, OPERATION TYPE**, or **ALL DOE**.

3. If you click either the **ORGANIZATION** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific organization(s) or operation type(s) you want included in the report.

4. Use the **DATE** edit box to indicate the year(s) in which you are interested.

5. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 4

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS PROPERTY VALUATION** report for the **Production** Operation Type for 1995.

Experience Reports

Injury/Illness Experience

When you click the **Injury/Illness** experience report link, you will see the screen displayed in **Figure 14**. To access on-line help, click the Help icon next to the heading, **CAIRS Injury/Illness Experience**.

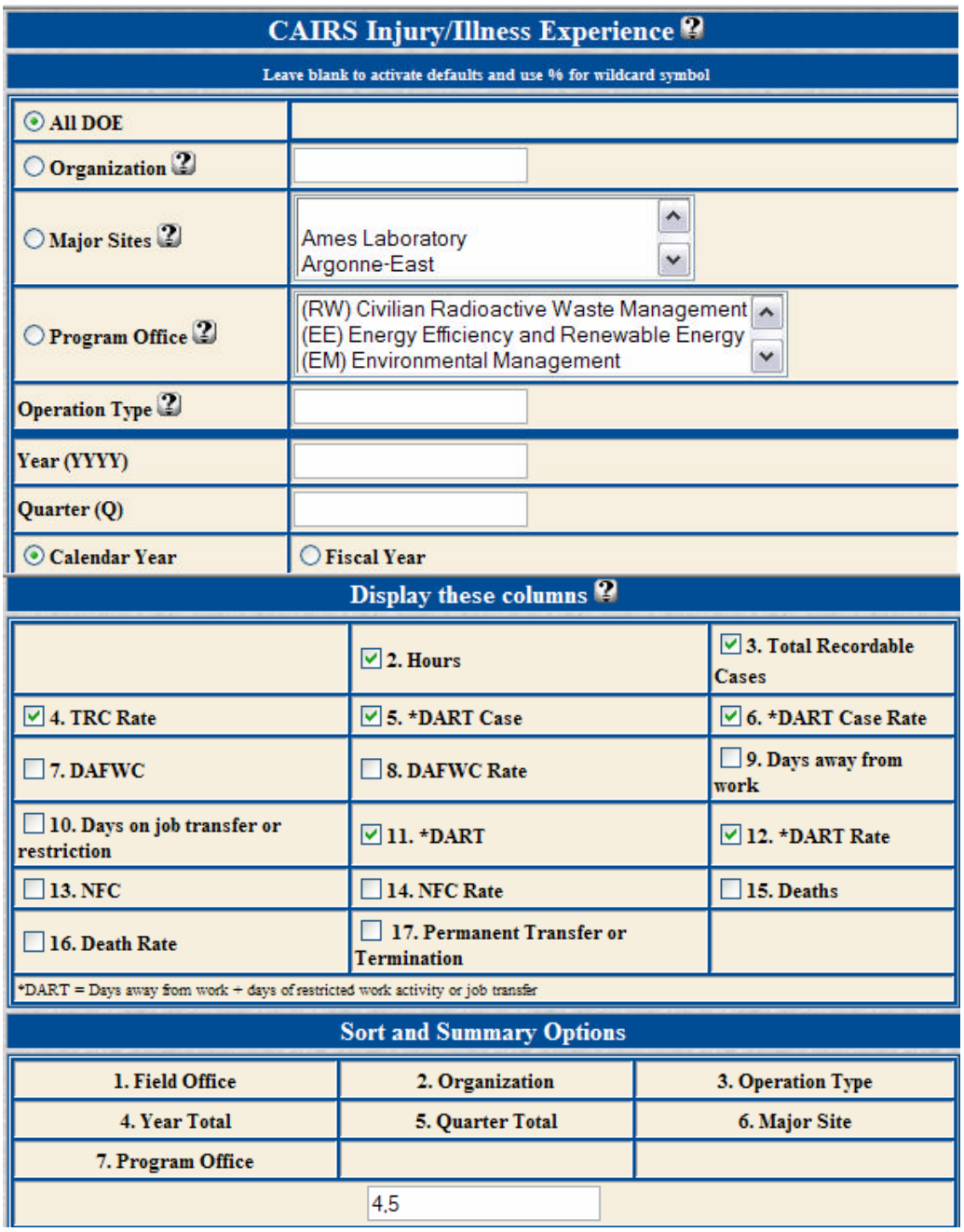

Figure 14: The **CAIRS INJURY/ILLNESS EXPERIENCE** Report Criteria Screen

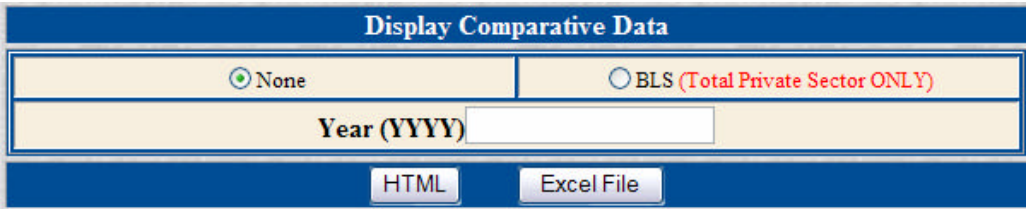

Figure 14 (Continued): The **CAIRS INJURY/ILLNESS EXPERIENCE** Report Criteria Screen

The following paragraphs describe the components of this screen.

General Information

The first section of the Injury/Illness report criteria screen allows you to define which reports you want included in the returned list of reports. Radio buttons allow you to specify All DOE, Organization, Major Sites, or Program Office. You may also specify the Operation Type and the year or range of years for the report, along with the quarter (either calendar year or fiscal year quarters).

All DOE: To see injury/illness experience summarized for the entire Department of Energy, (the default), click the **ALL DOE** radio button.

Organization: To view injury/illness experience for a particular organization or range of organizations, click the **ORGANIZATION** radio button and enter an organization code or range of organization codes in the edit box. You may use the same operators described on Page 3.
A listing of reporting organizations may be accessed by clicking on the Help icon next to the word, **Organization**. If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

Major site: To view injury/illness experience by Major Site, click the **MAJOR SITES** radio button and choose a major site from the selection box. A listing of DOE major sites may be obtained by clicking on the Help icon next to the words, **Major Sites.**

Program Office: To view injury/illness experience by Program Office, click the PROGRAM OFFICE radio button and choose a Program Office from the selection box. A listing of DOE Program Offices may be obtained by clicking on the Help icon next to the words **Program Office.**

Operation Type: To view injury/illness experience by Operation Type, enter an operation type code or a range of type codes in the edit box using the same operators described on page 3. A list of valid operation type codes may be found in ***Appendix A***. In addition, you can access an on-line listing by clicking on the Help icon next to the words, **Operation Type**. If you leave the operation type edit box blank, the selection will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

Year: To refine the report, you may indicate the year or years in which you are interested. Enter a year or a year range in the **YEAR** edit box using the same operators described on page.
If you leave the **YEAR** edit box blank, the selection will default to the current year.

Quarter: You may indicate the quarter or quarters in which you are interested and select, via radio buttons, whether you are interested in **CALENDAR YEAR** quarters or **FISCAL YEAR** quarters. Acceptable entries in the **QUARTER** edit box are **1, 2, 3**, or **4**. Enter a quarter or quarter range in the **QUARTER** edit box using the same operators described on page. If you leave the **QUARTER** edit box blank, the selection will default to all quarters for the specified year.

Display These Columns

The **DISPLAY THESE COLUMNS** section of the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen allows you to choose the columns you want included in your report. Columns that will be included are identified by check marks in the associated boxes. You may deselect an undesired item by clicking the item's check box to remove the check mark. Definitions for these items may be obtained from **CAIRS ON-LINE HELP**.

NOTE By default, the report will display the following columns: Hours, Total Recordable Cases (TRC), TRC Rate, Days Away from Work and Days of Restricted Activity or Job Transfer (DART) Case, DART Case Rate, DART, and DART Rate.

Sort and Summary

The **SORT AND SUMMARY OPTIONS** section of the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen allows you to indicate how you want your report summarized: by Field Office, Organization, Operation Type, Year Total, Quarter Total, Major Site, or Program Office.

To indicate how the report is to be sorted, enter the number of your selection into the edit box. For example, if you want your report summarized by Organization only, you would type **2** in the edit box. You may also specify multiple summary levels. Example: To summarize a report first by organization and then by Year Total, type **2,4** in the edit box.

Select the **TRANSLATE DATABASE CODES TO TEXT** radio button to view organization codes in text form.

Select **DISPLAY DATABASE CODES** to view the Organization in database code format. An example of the Organization in Database Code format is **0515002.**

Display Comparative Data

The **Display Comparative Data** section of the report allows you to display Bureau of Labor Statistics data for the private sector so you can compare your organization's performance against it. Please note that private sector data does not necessarily indicate good safety standards in the private sector

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS INJURY/ILLNESS EXPERIENCE** report is displayed in **Figure 15**. To create this report, the following items were chosen at the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen:

Organization: 050%
Year: 2001
Summary Options: 2 (Organization)

All other selection items were left at the default.

CAIRS Injury/Illness Experience (Calendar Year)

Data contained in this report are taken from summary tables. These tables are revised automatically each day at 12:00 a.m. to include all new and revised information added to the database during the prior day. Depending on the organizations selected and the date of the report, this report may not represent complete quarterly or annual reporting for the organization(s) selected.

All DOE

Organization	Hours	TRC	TRC Rate	DART Case	DART Case Rate	DART	DART Rate
0501001	370,688	3	1.6	2	1.1	31	16.7
0501004	243,690	3	2.5	3	2.5	175	143.6
0502009	571,943	21	7.3	13	4.5	404	141.3
0502019	236,194	0	0.0	0	0.0	0	0.0
0502209	133,158	1	1.5	1	1.5	71	106.6
0510001	102,712	1	1.9	0	0.0	0	0.0
0510006	5,808	1	34.4	1	34.4	26	895.3
0515002	NA	10	NA	1	NA	10	NA
0515004	8,039	0	0.0	0	0.0	0	0.0
0515006	91,268	0	0.0	0	0.0	0	0.0
0515009	826,463	6	1.5	1	0.2	3	0.7
0520001	158,846	0	0.0	0	0.0	0	0.0
0521104	81,720	0	0.0	0	0.0	0	0.0

Figure 15: Sample **CAIRS INJURY/ILLNESS EXPERIENCE** report

Once the report criteria are entered, you may generate the report in HTML, plain text, or Excel spreadsheet format.

TUTORIAL

Creating a CAIRS Injury/Illness Experience Report

1. Click the **Injury/Illness** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Click the appropriate radio button to indicate which reports you want included in the returned list of reports: **ORGANIZATION, OPERATION TYPE**, or **ALL DOE**.
3. If you click either the **ORGANIZATION** or **OPERATION TYPE** radio button, use the associated edit box to indicate the specific organization(s) or operation type(s) you want included in the

report.

4. Use the **YEAR** and **QUARTER** edit boxes to indicate the years and quarters
5. Click the column check boxes to place check marks to indicate the columns you want included in your report.
6. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report to be summarized: **OPERATION TYPE, ORGANIZATION, YEAR/QTR**, or a combination.
7. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 5

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS INJURY/ILLNESS EXPERIENCE** report for All DOE that includes calendar years 1994 through 1996 (all quarters). In addition to the columns that are displayed by default, include work days lost and work days lost restricted. Summarize your report by Operation Type.

Property Damage Experience Report

When you click the **Property** experience report link, you will see the screen displayed in **Figure 17**. To access on-line help, simply click the Help icon next to the heading, **CAIRS Property Damage Experience**.

NOTE Although new property damage information is no longer entered into CAIRS, legacy information is available for retrieval.

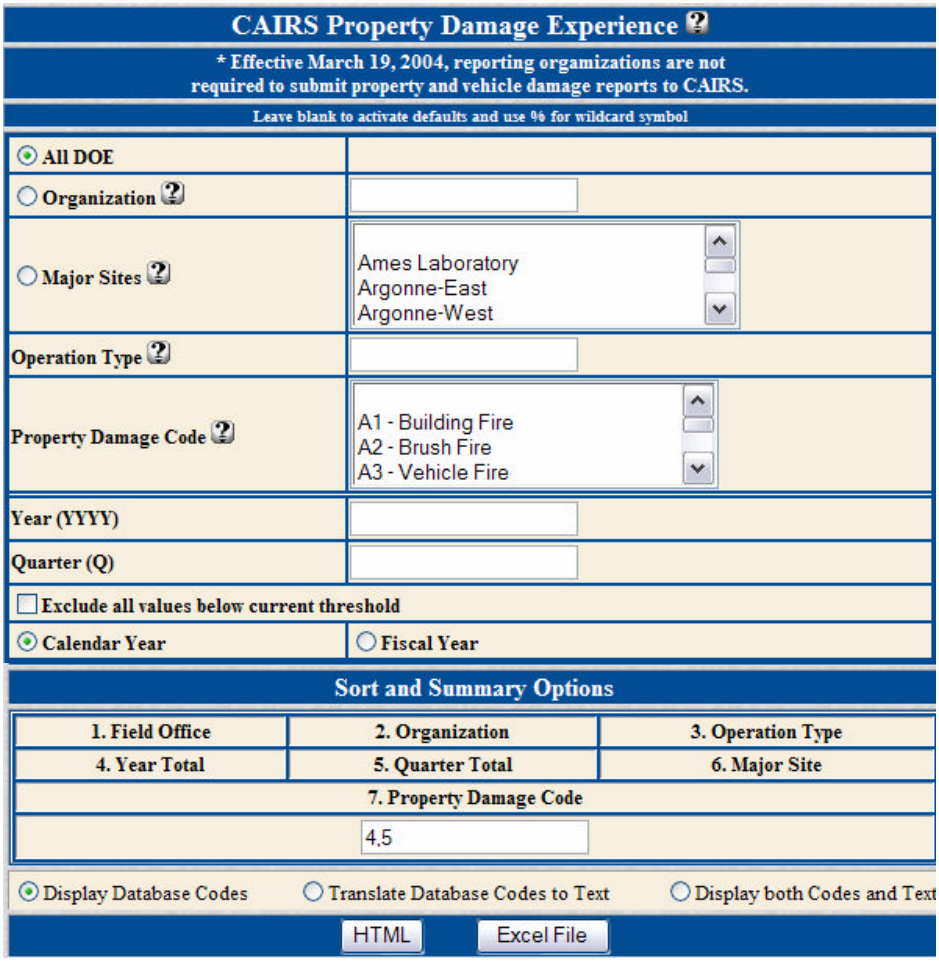

Figure 17: **CAIRS PROPERTY DAMAGE EXPERIENCE** report criteria screen.

This screen is very similar to the **INJURY/ILLNESS EXPERIENCE** report criteria screen, except you will not be required to choose columns to include in your report. **Figure 18** shows the columns that are automatically included in the **CAIRS PROPERTY DAMAGE EXPERIENCE** report. The following paragraphs describe each section of the report:

General Information

The first section of this selection screen allows you to specify which property damage records will be included in the report. Radio buttons allow you to specify All DOE, Organization, Major Site, or Program Office. You may also specify the operation type and year or range of years to be included in the report, along with the quarter (either calendar year or fiscal year quarters).

All DOE: To see injury/illness experience summarized for the entire Department of Energy, (the default), click the **ALL DOE** radio button.

Organization: To view injury/illness experience for a particular organization or range of organizations, click the **ORGANIZATION** radio button and enter an organization code or range of organization codes in the edit box. You may use the same operators described on Page 3.
A listing of reporting organizations may be accessed by clicking on the Help icon next to the word, **Organization**. If you leave the **ORGANIZATION** edit box blank, the selection will default to the organization(s) under your jurisdiction.

Major site: To view injury/illness experience by Major Site, click the **MAJOR SITES** radio button and choose a major site from the selection box. A listing of DOE major sites may be obtained by clicking on the Help icon next to the words, **Major Sites.**

Program Office: To view injury/illness experience by Program Office, click the PROGRAM OFFICE radio button and choose a Program Office from the selection box. A listing of DOE Program Offices may be obtained by clicking on the Help icon next to the words **Program Office.**

Operation Type: To view injury/illness experience by Operation Type, enter an operation type code or a range of type codes in the edit box using the same operators described on page 3. A list of valid operation type codes may be found in ***Appendix A***. In addition, you can access an on-line listing by clicking on the Help icon next to the words, **Operation Type**. If you leave the operation type edit box blank, the selection will default to all operation types within DOE, not just the operation types for the organizations under your jurisdiction.

Year: To refine the report, you may indicate the year or years in which you are interested. Enter a year or a year range in the **YEAR** edit box using the same operators described on page.
If you leave the **YEAR** edit box blank, the selection will default to the current year.

Quarter: You may indicate the quarter or quarters in which you are interested and select, via radio buttons, whether you are interested in **CALENDAR YEAR** quarters or **FISCAL YEAR** quarters. Acceptable entries in the **QUARTER** edit box are **1, 2, 3**, or **4**. Enter a quarter or quarter range in the **QUARTER** edit box using the same operators described on page. If you leave the **QUARTER** edit box blank, the selection will default to all quarters for the specified year.

Sort and Summary Options

The **SORT AND SUMMARY OPTIONS** section of the **CAIRS PROPERTY DAMAGE EXPERIENCE** selection screen allows you to indicate how you want your report summarized: by Field Office, Organization, Operation Type, Year Total, Quarter Total, Major Site, or Property Damage Code. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report summarized. For example, if you want your report summarized by organization only, you would type **2** in the edit box. You may also specify multiple summary levels. Example: To summarize a report first by organization and then quarter, enter **2,4** in the edit box.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS PROPERTY DAMAGE EXPERIENCE** report is displayed in **Figure 18**. To create this report, the following items were chosen at the **CAIRS PROPERTY DAMAGE EXPERIENCE** selection screen:

All DOE
Year: Between 2000 and 2005
Quarter: 3

All other selection items were left at the default.

CAIRS Property Damage Experience (Calendar Year)

Data contained in this report are taken from summary tables. These tables are revised automatically each day at 12:00 a.m. to include all new and revised information added to the database during the prior day. Depending on the organizations selected and the date of the report, this report may not represent complete quarterly or annual reporting for the organization(s) selected.

All DOE
Operation Type: 1
Year: Between 2000 and 2005
Quarter: 3

Calendar Year	Calendar Quarter	Fire Events	Government Fire Loss	Fire Loss Rate	Non-Fire Events	Government Non-Fire Loss	Non-Fire Loss Rate	Total Events	Total Government Loss	Total Loss Rate	Total Valuation (in $1,000's)
2000	3	0	0	0.00	0	0	0.00	0	0	0.00	9,712,273
	Total for 2000	0	0	0.00	0	0	0.00	0	0	0.00	
2001	3	0	0	0.00	0	0	0.00	0	0	0.00	9,573,687
	Total for 2001	0	0	0.00	0	0	0.00	0	0	0.00	
2002	3	0	0	0.00	0	0	0.00	0	0	0.00	9,877,332
	Total for 2002	0	0	0.00	0	0	0.00	0	0	0.00	
2003	3	0	0	0.00	0	0	0.00	0	0	0.00	41,981
	Total for 2003	0	0	0.00	0	0	0.00	0	0	0.00	
2004	3	0	0	0.00	0	0	0.00	0	0	0.00	41,981
	Total for 2004	0	0	0.00	0	0	0.00	0	0	0.00	
Total For Query		0	0	0.00	0	0	0.00	0	0	0.00	

Figure 18: Sample **CAIRS PROPERTY DAMAGE EXPERIENCE** report.

TUTORIAL

Creating a CAIRS Property Damage Experience Report

1. Click the **Property** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Complete any general information fields that will effectively indicate which reports you want included in the returned list of reports.
3. If you click a radio button with an edit box beside it, use the edit box to indicate the specific values you want included in the report.
4. Use the **YEAR** edit box to indicate the year(s) in which you are interested. In addition, click either **CALENDAR YEAR** or **FISCAL YEAR**.
5. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report to be summarized: **OPERATION TYPE, ORGANIZATION, YEAR/QTR**, or a combination.
6. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 6

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS PROPERTY DAMAGE EXPERIENCE** report for All DOE for fiscal years 1994 through 1996. Summarize your report by Year.

Vehicle Damage Experience Report

When you click the **Vehicle** experience report link, you will see the screen displayed in **Figure 19**. To access on-line help, simply click the Help icon next to the heading, **CAIRS Vehicle Experience**.

NOTE

Although new vehicle damage information is no longer entered into CAIRS, legacy information is available for retrieval.

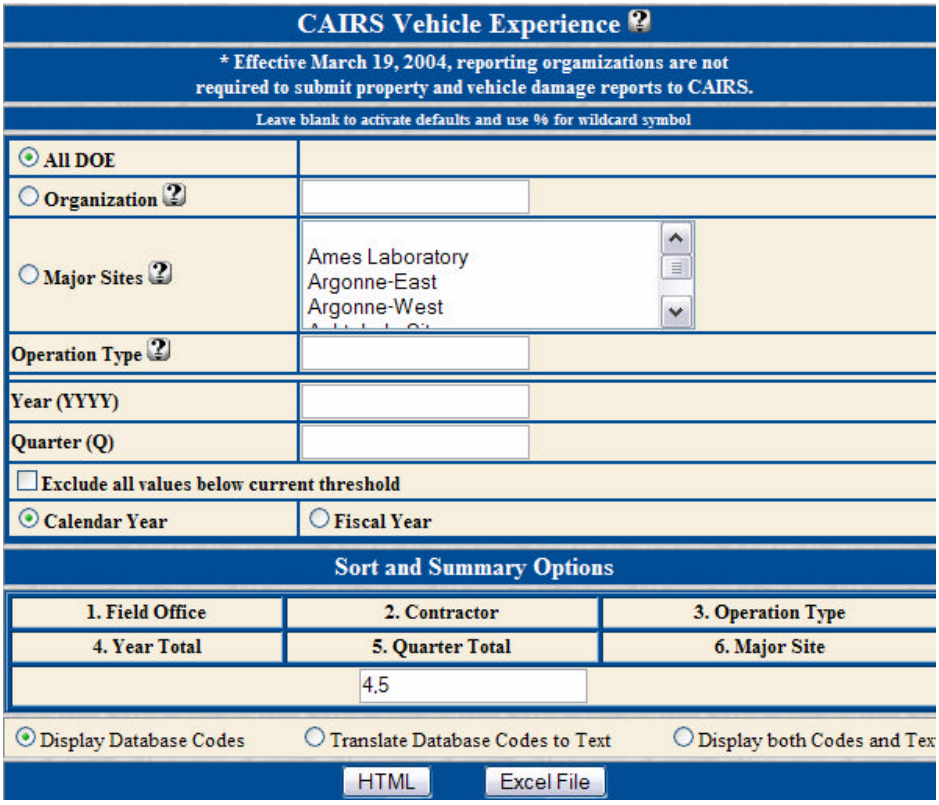

Figure 19: **CAIRS VEHICLE EXPERIENCE** Report Criteria Screen

The first section of the Vehicle Damage Experience report criteria screen is identical to the **CAIRS PROPERTY EXPERIENCE** selection screen, and the Sort and Summary Options section is the same with the exception of two fields. Please refer to the previous section for a description of how to select report criteria from this screen.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS VEHICLE EXPERIENCE** report is displayed in **Figure 20**. To create this report, the following items were chosen at the **CAIRS INJURY/ILLNESS EXPERIENCE** selection screen:

Organization: 0502%
Year 2001
Summary Options: 2 (Contractor

All other selection items were left at the default.

CAIRS Vehicle Experience (Calendar Year)

Data contained in this report are taken from summary tables. These tables are revised automatically each day at 12:00 a.m. to include all new and revised information added to the database during the prior day. Depending on the organizations selected and the date of the report, this report may not represent complete quarterly or annual reporting for the organization(s) selected.

All DOE
Year: 2001

Organization	Conv	Occur	Miles	Accident Rate	Government Loss	Other Loss	Total Loss	Government Loss Rate
0501001	63	1	136,750	7.3	0	12,000	12,000	0.00
0501004	60	0	80,473	0.0	0	0	0	0.00
0501006	0	0	0	NA	0	0	0	NA
0502009	520	1	2,502,001	0.4	893	0	893	0.36
0502019	281	0	374,282	0.0	0	0	0	0.00
0502209	84	0	160,544	0.0	0	0	0	0.00
0510001	55	0	135,613	0.0	0	0	0	0.00
0515002	803	0	1,023,861	0.0	0	0	0	0.00
0515006	0	0	0	NA	0	0	0	NA
0515009	423	1	765,568	1.3	3,581	0	3,581	4.68
0520001	217	0	465,444	0.0	0	0	0	0.00
0521104	27	0	30,219	0.0	0	0	0	0.00
0521204	415	1	1,509,616	0.7	2,821	0	2,821	1.87
0521304	20	0	29,659	0.0	0	0	0	0.00
0521405	2,864	0	7,433,198	0.0	0	0	0	0.00
0521416	206	0	1,446,559	0.0	0	0	0	0.00

Figure 20: Sample **CAIRS VEHICLE EXPERIENCE** report.

Once the report criteria are entered, you may generate the report in HTML, plain text, or Excel spreadsheet format.

Creating a CAIRS Vehicle Experience Report

TUTORIAL

1. Click the **Vehicle** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Complete any general information fields that will effectively indicate which reports you want included in the returned list of reports.
3. If you click a radio button with an edit box beside it, use the edit box to indicate the specific organization(s) or operation type(s) you want included in the report.
4. Use the **YEAR** edit box to indicate the year or range of years to be included in the report. In addition, click either **CALENDAR YEAR** or **FISCAL YEAR**.
5. Use the **SUMMARY OPTIONS** edit box to indicate how you want the report to be summarized.
6. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 7

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS VEHICLE EXPERIENCE** report for the Chicago Operations for calendar year 1995. Summarize your report by Organization.

Property Damage Descriptions

When you click the **Property Damage Descriptions** hyperlink, you will see the screen displayed in **Figure 21**. To access on-line help, simply click the Help icon next to the heading, **CAIRS Property Damage Description Report**.

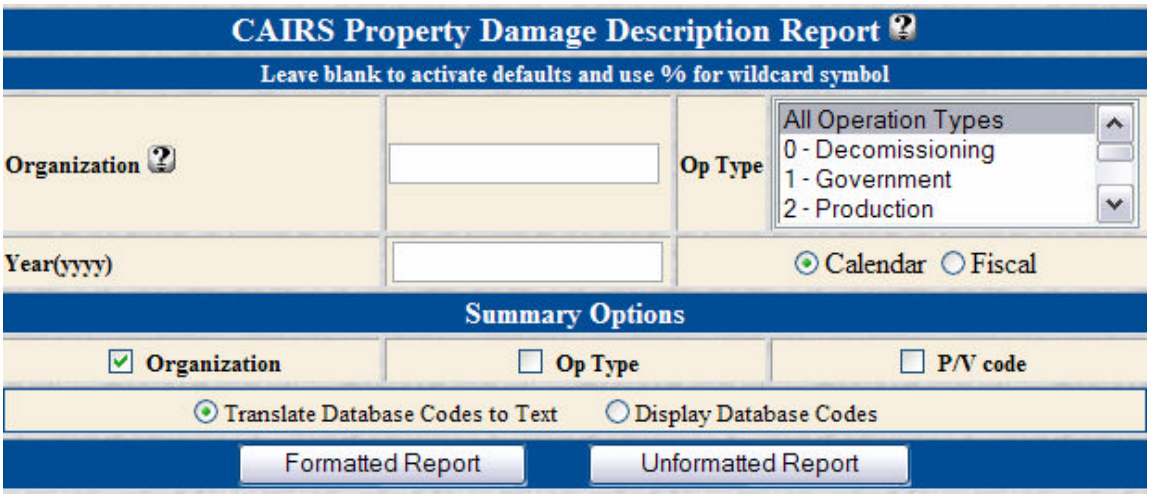

Figure 21: **CAIRS PROPERTY DAMAGE DESCRIPTION** selection screens.

The **ORGANIZATION** edit box allows you to enter an organization or a range of organizations using the same operators described on page 3.

A listing of reporting organizations may be accessed by clicking on the Help icon next to the word, **Organization**.

NOTE If you leave the **ORGANIZATION** edit box blank, the selection will default to all organizations under your jurisdiction.

The **OP TYPE** selection box allows you to select **All Operation Types** (the default) or one or more specific operation types. To select more than one operation type, hold down the *Ctrl* key while selecting the operation types with the left mouse button.

NOTE The Boolean logic operator applied between operation type selections is *OR* (e.g., Decommissioning *OR* Government *OR* Production).

You may indicate the year or years in which you are interested. Enter a year or year range in the **YEAR** edit box using the same operators described on page . Note that you have the option of selecting, via radio buttons, either the **CALENDAR** or **FISCAL** year.

NOTE If you leave the **YEAR** edit box blank, the selection will default to all years.

The **SUMMARY OPTIONS** section of the **CAIRS PROPERTY DAMAGE DESCRIPTIONS** selection screen allows you to indicate how you want your report summarized: by organization, operation type (Op Type) or property vehicle (P/V) code. Use the associated check boxes to indicate how you want the report summarized. Multiple selections are allowed.

Once selections are made, they are processed by clicking on either the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. When one of these command buttons is clicked, the report is generated and displayed on the screen.

A sample **CAIRS PROPERTY DAMAGE DESCRIPTIONS** report is displayed in **Figure 22**. To create this report, the following items were chosen at the **CAIRS PROPERTY DAMAGE DESCRIPTION** selection screen:

Organization:	6509001
Year:	1998 or 1999
Op Type:	All operation Types
Summary Options:	Op Type

All other selection items were left at the default.

DOE Property Damage Description by Field Organization
Losses of $1,000 or more

Western Area Power Administration

Org Code	Op Type	P/V Code	Accident Date	Dollar Loss	Accident Description
Western Area Power	Government	Linear Energy	06/21/1998	$79,548	$ 79548 Linear Energy damage to OTHER TOOLS, INSTRUMENTS, AND EQUIPMENT.
Western Area Power	Government	Mechanical Breakdown	03/29/1999	$15,000	$ 15000 Mechanical Breakdown damage to CRANE(S).
Western Area Power	Government	Transportation	08/12/1999	$14,782	$ 14782 Transportation damage to DUMP TRUCK(S).
Total				$109,330	
Maximum				$79,548	
Average				$36,443	
Minimum				$14,782	
Number of Occurrences				3	
Field Office Summary:					
Field Office Total				$109,330	
Maximum				$79,548	
Average				$36,443	
Minimum				$14,782	
Number of Occurrences				3	

Figure 22: Sample **CAIRS PROPERTY DAMAGE DESCRIPTION REPORT**

TUTORIAL

Creating a CAIRS Property Damage Descriptions Report

1. Click the **Property Damage Descriptions** hyperlink from the **CAIRS BASIC REPORTS** module.
2. Use the applicable edit boxes to specify organization(s) and year(s), and select one or more Operation Types from the drop down menu. Also, click either **CALENDAR** or **FISCAL** year.
3. Click the appropriate check boxes to indicate how you want your report summarized.
4. Click the **FORMATTED REPORT** or **UNFORMATTED REPORT** command button. Your report will be displayed on the screen.

Exercise 8

As you work, write down the steps you took. These notes will act as a reminder when you take similar actions in the future.

Create a **CAIRS PROPERTY DAMAGE DESCRIPTIONS** report for all Research operations for calendar year 1998. Summarize your report by P/V code.

Exercise Solutions

Exercise 1

1. Create a **DOE F 5484.3** report that lists all 5484.3 forms for your organization where the occurrence date was during either 1995 or 1996.
   a. Click the **DOE F 5484.3** hyperlink from the **CAIRS BASIC REPORTS** module.
   b. In the **ORGANIZATION** edit box, type your organization number
   c. In the **DATE** edit box, type the following: **1995% or 1996%**.
   d. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT)** command button.

2. How many 5484.3 reports were submitted by your organization where the date of occurrence was during July or August 1996?
   a. In the **ORGANIZATION** edit box, type your organization number
   b. In the **DATE** edit box, type the following: **between 19960701 and 19960831**.
   c. Click the **COUNT CASES** command button. (The number of cases selected will be displayed.)

Exercise 2

1. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes All DOE for 1995 and 1996.
   a. Click the **Workhours and Vehicle Usage by Summary** hyperlink from the **CAIRS BASIC REPORTS** module.
   b. Click the **ALL DOE** radio button.
   c. In the **DATE** edit box, type the following: **1995 or 1996**.
   d. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT)** command button.

2. Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by Summary, that summarizes the **Research** Operation Type for 1994.
   a. Click the **Workhours and Vehicle Usage by Summary** hyperlink from the **CAIRS BASIC REPORTS** module.
   b. Click the **OPERATION TYPE** radio button, and type **3** in the associated edit box.
   c. In the **DATE** edit box, type **1994**.
   e. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Exercise 3

Create a **CAIRS WORKHOURS AND VEHICLE USAGE** report, by organization, that provides information for your organization for 1994 and 1996.

a. Click the **Workhours and Vehicle Usage <u>by Organization</u>** hyperlink from the **CAIRS BASIC REPORTS** module.
b. In the **ORGANIZATION** edit box, type your organization number.
c. In the **DATE** edit box, type the following: **1994 or 1996**.
d. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Exercise 4

Create a **CAIRS PROPERTY VALUATION** report for the **Production** Operation Type for 1995.

a. Click the **<u>Property Valuation</u>** hyperlink from the **CAIRS BASIC REPORTS** module.
b. Click the **OPERATION TYPE** radio button, and type **2** in the associated edit box.
c. In the **DATE** edit box, type **1995.**
d. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Exercise 5

Create a **CAIRS INJURY/ILLNESS EXPERIENCE** report for All DOE that includes calendar years 1994 through 1996 (all quarters). In addition to the columns that are displayed by default, include work days lost and work days lost restricted. Summarize your report by Operation Type.

a. Click the **<u>Injury/Illness</u>** hyperlink from the **CAIRS BASIC REPORTS** module.
b. Click the **ALL DOE** radio button.
c. In the **YEAR** edit box, type **Between 1994 and 1996**
d. In the **DISPLAY THESE COLUMNS** section, click **WDL** and **WDLR** check boxes.
e. In the **SUMMARY OPTIONS** section edit box, type **1**.
f. Click the **FORMATTED REPORT** (or **UNFORMATTED REPORT)** command button.

Exercise 6

Create a **CAIRS PROPERTY EXPERIENCE** report for the All DOE for fiscal years 1994 through 1996. Summarize your report by Year.

a. Click the **Property** hyperlink from the **CAIRS BASIC REPORTS** module.
b. Click the **ALL DOE** radio button.
c. In the **YEAR** edit box, type **between 1994 and 1996**.
d. Click the **FISCAL YEAR** radio button.
e. In the **SUMMARY OPTIONS** section edit box, type **3**.
g. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT**) command button.

Exercise 7

Create a **CAIRS VEHICLE EXPERIENCE** report for the Chicago Operations for calendar year 1995. Summarize your report by Organization.

a. Click the **Vehicle** hyperlink from the **CAIRS BASIC REPORTS** module.
b. Click the **ORGANIZATION** radio button, and type **10%** in the associated edit box.
c. In the **YEAR** edit box, type **1995**.
d. Click the **CALENDAR YEAR** radio button.
e. In the **SUMMARY OPTIONS** section edit box, type **2**.
e. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Exercise 8

Create a **CAIRS PROPERTY DAMAGE DESCRIPTIONS** report for all Research operations for calendar year 1995. Summarize your report by P/V code.

a. Click the **Property Damage Descriptions** hyperlink from the **CAIRS BASIC REPORTS** module.
b. In the **ORGANIZATION** edit box, type **%**.
c. Select **Research** from the **OP TYPE** drop down menu.
d. In the **YEAR** edit box, type **1995.**
e. Click the **ORGANIZATION** check box to deselect it. Click the **P/V CODE** check box to select it.
f. Click the **FORMATTED REPORT (**or **UNFORMATTED REPORT)** command button.

Performing Searches and Creating Ad Hoc Reports

CAIRS Reference Manual

February 2007

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Introduction

Purpose

This course will familiarize you with selecting search criteria to create specific subsets of the CAIRS database. After creating these subsets, you will learn how to create various reports on the resulting data. You will learn how to save a set of search criteria so that you can use it again later, or to edit the set and save it under a different name.

Objectives

The following topics will be discussed in this Reference Manual:

- Purpose and functionality of the **CAIRS SEARCH AND DISTRIBUTION** page
- Creating, saving, retrieving, using, editing, and deleting search criteria
- Creating listings, user-defined reports, accident cost reports, and injury/illness cost reports
- Clearing the contents of the CAIRS search page and reinitializing the search area to create a new search.

Search and Distribution

The **Search and Distribution** option on the **CAIRS DATABASE MODULES** menu is for performing data searches and detailed analysis of the CAIRS data. This option allows you to create a subset of the CAIRS database, called a search selection, that you can then sort and format into user-defined reports. This is the most powerful option in CAIRS, but also requires the most user input and knowledge to be effective. The **SEARCH AND DISTRIBUTION** menu provides five options as shown in **Figure 1**.

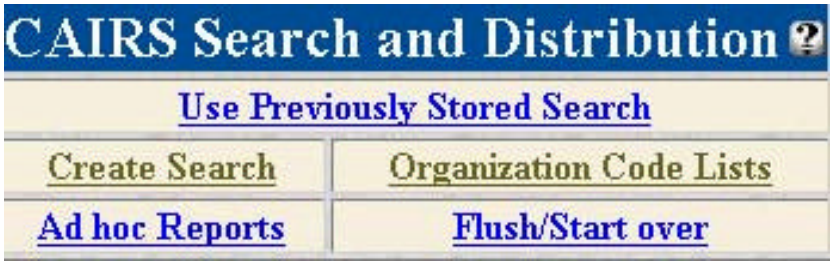

Figure 1: CAIRS SEARCH AND DISTRIBUTION Menu

Menu Option	Function
Use Previously Stored Search	Generate reports and distributions from a previously saved set of search criteria.
Create Search	Define, edit, or save the criteria used to create a subset of CAIRS records.
Ad Hoc Reports	Generate reports and distributions from a current set of search criteria.

Organization Code Lists	View a complete list of active DOE organizations and their associated codes as used in CAIRS. Organizations are grouped by field office and are listed in numerical order from lowest to highest.
Flush/Start Over	Completely eliminate any results obtained from previous searches, reset the selection screen, and start over in building a search criteria set.

Each of these selections is discussed in the following sections:

Using, Editing, or Deleting a Previously Stored Search

To generate a report from a previously stored search, select the **Use Previously Stored Search** link. A list of all your previously stored searches will be displayed, as shown in Figure 2:

Previous Selections

Name	Timestamp	Query
newsearch.helen	20040225125151	(50 CAIRS.ALLNARRATIVE.TEXT= 'safety' and 01 CAIRS.GICS.FO= '05')
newsearch.helen2	20040225142044	(01 CAIRS.GICS.FO= '05' and 33 CAIRS.GICS.VCODE like 'a%' and 36 CAIRS.GICS.PV_REC_INJ= 'y')
newsearch.helen3	20040225144155	(70 CAIRS.GICS.ADATE between '19901001' and '19910930' and 24 CAIRS.GICS.DEATH= 'n' and 08 CAIRS.GICS.ATYPE= 'i')
newsearch.helen4	20040225154442	(70 CAIRS.GICS.ADATE between '19901001' and '19910930' and 81 CAIRS.GICS.WDL>=1 and 24 CAIRS.GICS.DEATH= 'n' and 08 CAIRS.GICS.ATYPE= 'i')
newsearch.helen4	20040225160804	(70 CAIRS.GICS.ADATE between '19901001' and '19910930' and 24 CAIRS.GICS.DEATH= 'y' and 08 CAIRS.GICS.ATYPE= 'i')
Test Search 1	20040422181332	(70 CAIRS.GICS.ADATE between '19901001' and '19910930' and 24 CAIRS.GICS.DEATH= 'n' and 08 CAIRS.GICS.ATYPE= 'i')
Test Search 2	20040422183937	(70 CAIRS.GICS.ADATE between '19901001' and '19910930' and 81 CAIRS.GICS.WDL>=1 and 24 CAIRS.GICS.DEATH= 'y' and 08 CAIRS.GICS.ATYPE= 'i')

Edit Query | Delete Query | Use Query

Click the radio button for the search criteria you wish to use, and select the **USE QUERY** command button at the bottom of the screen.

To modify a previous search, select the radio button for the search you wish to modify and click the **EDIT QUERY** command button.

To delete a previous selection, select the radio button for the selection you wish to delete and click the **DELETE QUERY** command button.

Creating a New Search

To create a new search, select **Create Search** from the **CAIRS SEARCH AND DISTRIBUTION** page. This option allows you choose a set of criteria that will define a search selection. This option also allows you to save or edit your criteria. When you select **Create Search**, CAIRS will display the **CAIRS SEARCH SELECTIONS** page containing a list of search criteria, divided into four general categories, as shown in **Figure 2**.

Figure 2: The CAIRS SEARCH SELECTIONS Screen

You can create a search selection by designating criteria from the **CAIRS SEARCH SELECTIONS** page as explained below.

Creating a Search Selection

The criteria listed on the **SEARCH SELECTIONS** page are divided into four general categories:

X coded fields (numbers 1 - 40)
X narrative fields (numbers 50 - 62)
X date/time fields (numbers 70 - 78)
X numeric fields (numbers 80 - 86)

To the left of each criterion, or field, on the **SEARCH SELECTIONS** page is a check box. By clicking in the check box, you are telling CAIRS to include the associated field in your set of search criteria. For example, by selecting the **OPERATION TYPE** field you are telling CAIRS that you want to designate a value or range of values for the operation type as a search criterion. (We will discuss designating the value on page .)

The list of fields and check boxes is provided as a simplified means of selecting search criteria. However, be aware that CAIRS uses a logical *AND* to associate the fields that you have checked in the check boxes. In other words, if you check **ACCIDENT TYPE**, **FIELD OFFICE**, and **ACCIDENT DATE**, you are telling CAIRS that you want all cases of a particular type (or range of types) that occurred at a specified field office (or range of field offices), on a specified date (or range of dates).

If you would rather construct a search using your own operators (*AND*, *OR*, and *NOT*), you must type the criteria and operators into the edit box at the top of the list rather than selecting them with the check boxes.

WARNING

If you enter criteria in the edit box, it will override any selections you have made in the check boxes.

You can define search criteria manually by entering item numbers and operators in the edit box. For example, search criteria based on a direct cause or indirect cause at a specified field office would be (14 or 15) and 1.

Once you have selected a set of search criteria, you can choose one of the options at the bottom of the selection screen as shown in **Figure 3** and defined in the table below.

Figure 3: The Command Buttons at the Bottom of the CAIRS SEARCH SELECTIONS Screen

Command Button	Function
Continue	Accept the selected fields as the criteria set and go to the page where you can define each of the selected criteria.
End Selection	After selecting and defining the search criteria, go to the **AD HOC REPORTS** page (see ***Ad Hoc Reports*** on page).
Reinitialize	Erase the previously selected search criteria and start with a clean selection page. You must use this option (or the **Flush/Start Over** option on the **SEARCH AND DISTRIBUTION** menu) before selecting a new set of criteria, as CAIRS will remember the old criteria as long as you are in CAIRS.
Save Selection	Save the selected criteria and the criteria definitions for later use with a user-specified file name. This button will display an edit box for naming the criteria set.
Use/Edit Old Selection	Retrieve a previously-saved criteria set. This button will display a file selection window where you can select a saved criteria set. After retrieving the file, you can use it as you would any criteria set, or you can modify and resave it, or you can save it with a different file name.

WARNING

The name that you assign for your search query must be alphanumeric. The only special character that can be used is the apostrophe (’). Inserting other special characters such as hyphens, dashes, etc., will result in corruption of your access to your queries.

Normally, the next step in building a selection criteria set is to define the values of the criteria you have selected. When you click on the **CONTINUE** command button, CAIRS will present an input box for each criterion that you selected. You can define the value for each criterion in these input boxes. These boxes may be edit boxes, selection boxes, or radio buttons, depending on the type of information required to define the value. **Figure 4** shows the boxes used to define values for the **OPERATION TYPE**, **SEAT BELT IN USE**, **ALL NARRATIVE**, and **TOTAL DOLLAR LOSS** fields.

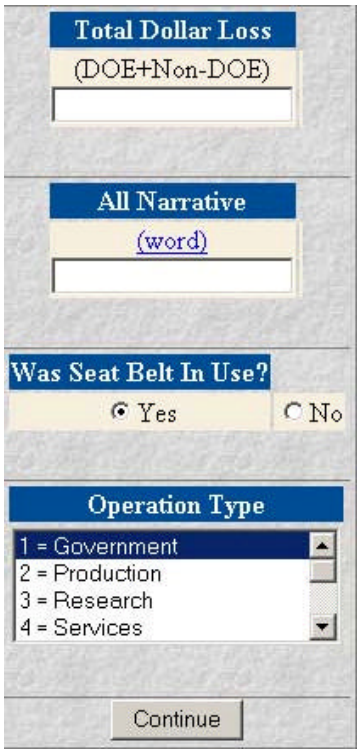

Figure 4: Sample Boxes Used to Define Values

You can use operators to help define the values entered into edit boxes. CAIRS supports four kinds of operators: logical, wildcard, range, and numeric. These operators are described in the ***CAIRS Operators*** section of the ***CAIRS Overview*** portion of this document, as well as in the on-line helps.

Narrative edit boxes have additional requirements for successful searches according to the following conventions:

1. When searching for a narrative word, the word must always be enclosed in double quotes.

2. A narrative search for “hammer” will recover “jackhammer,” “waterhammer,” “hammer,” “hammers,” “hammered,” etc.

After you have defined the values for your search criteria fields, you can press the **CONTINUE** button to return to the criteria selection page. You will notice that the top part of this box now contains additional information regarding the number of cases that match your criteria (see **Figure 5**.)

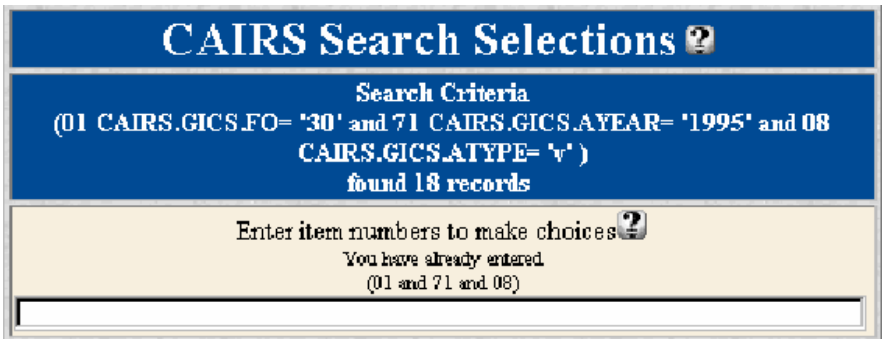

Figure 5: The Search Criteria Results

The parenthetical line directly below the words "Search Criteria" contains the values of your search criteria, listed by number and field name, and the logic by which those criteria were associated. The example in **Figure 5** says that criterion 1, **FIELD OFFICE**, is the Idaho Field Office (30); criterion 71, **ACCIDENT YEAR**, is 1995; and criterion 8, **ACCIDENT TYPE**, is vehicle. CAIRS found 18 records that match accidents that were recorded in Idaho in 1995 involving vehicles.

Now that you have this information, you may choose one of the options at the bottom of the page, or you may choose to modify your criteria set. For example, if your first set of criteria recovered too few or too many cases, you may elect to refine your criteria and search again. Rather than starting over, you may append logical operators and criteria to your existing criteria set by typing the operators and criteria in the edit box as shown in **Figure 6** to further define the selection.

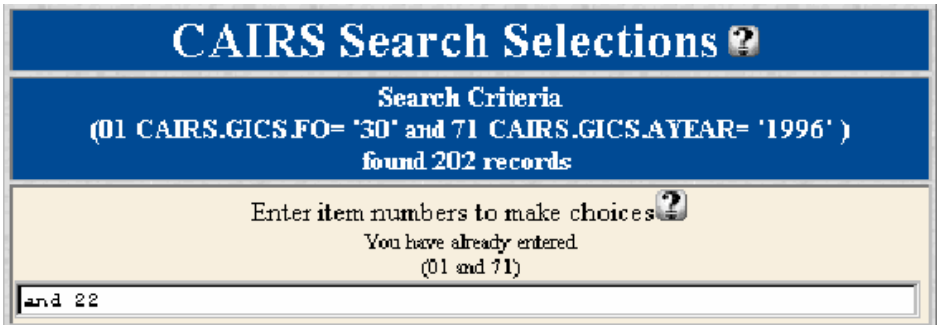

Figure 6: Example of Appending Criteria to Further Refine a Search

Once you are satisfied with the results, you will want to click on the **END SELECTION** button that will take you to the **AD HOC REPORTS** menu.

Using a Search Selection

After you are finished specifying and defining the criteria for your search, you can use the search results to generate reports. Clicking on the **END SELECTION** button at the bottom of the **CAIRS SEARCH SELECTIONS** page will take you to the **AD HOC REPORTS** page. From here, you can select and customize reports and distributions as discussed in the ***Ad Hoc Reports*** section on page .

Saving a Search Selection

Occasionally, you may want to save the criteria you have selected so that you can quickly create the search selection again. At the bottom of the **CAIRS SEARCH SELECTIONS** page is a command button called **SAVE SELECTION** that will take you to the menu shown in **Figure 7**.

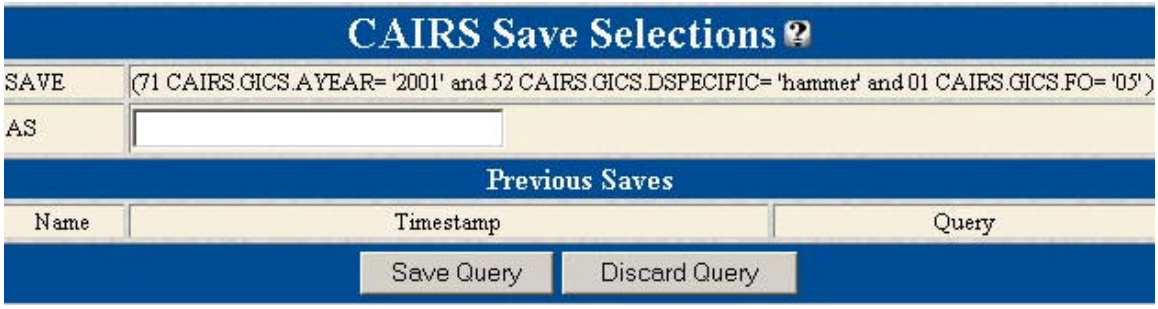

Figure 7: The CAIRS SAVE SELECTIONS Box

You can type a name in the edit box to represent this search selection. After you have typed the name, click on the **SAVE QUERY** command button to save your selection criteria. CAIRS will save the selection criteria and display it under the **PREVIOUS SAVES** list the next time you access this option.

WARNING

The name that you assign for your search query must be alphanumeric. The only special character that can be used is the apostrophe (’). Inserting other special characters such as hyphens, dashes, etc., will result in corruption of your access to your queries.

NOTE

Using a descriptive name rather than a cryptic one (like save1, save2, etc.) will help you easily locate specific selections in the future.

WARNING

If you have not correctly specified the search criteria, or have not yet generated the search selection by pressing the **CONTINUE** command button, you will see the following warning:

“Your search criteria either “**timed out”** or has **not** been chosen yet. You need to make a search or choose previous query before you can begin.”

The **DISCARD QUERY** command button cancels the request to save the current selection and takes you back to the **CAIRS SEARCH SELECTIONS** page.

TUTORIAL

Creating a Search Selection

1. From the **CAIRS DATABASE MODULES** page, click on the **Search & Distribution** hyperlink.
2. Click on the **Create Search** hyperlink.
3. From the **CAIRS SEARCH SELECTIONS** screen, select the check boxes for all criteria required for your search.
4. Click on the **CONTINUE** command button.
5. Define the values for each of the criteria displayed by entering values in edit boxes or by selecting check boxes or radio buttons.
6. Click on the **CONTINUE** command button. The results of the search will appear at the top of the **CAIRS SEARCH SELECTIONS** page.
7. To further refine your search, append the operators and criteria onto the search string in the edit box at the top of the page.

TUTORIAL

Saving a Search Selection

1. After building and generating a search criteria set, click on the **SAVE SELECTION** button at the bottom of the **CAIRS SEARCH SELECTIONS** page.
2. In the **CAIRS SAVE SELECTIONS** edit box, enter a descriptive name for your search criteria set.
3. Click on the **SAVE QUERY** button at the bottom of the page.

TUTORIAL **Editing a Search Selection**

1. Click on the **REINITIALIZE** command button at the bottom of the **CAIRS SEARCH SELECTIONS** page.

2. Click on the **USE/EDIT OLD SELECTION** command button at the bottom of the **CAIRS SEARCH SELECTIONS** page.

3. Select a previously-saved search criteria set by clicking on the radio button next to its name.

4. Click on the **EDIT QUERY** command button.

5. Append new search criteria to the end of the criteria in the edit box at the top of the **CAIRS SEARCH SELECTIONS** page and click the **CONTINUE** command button.

6. Add or revise the selection values as desired and click the **CONTINUE** command button.

7. Click on the **SAVE SELECTION** command button to save this selection under a different name (or the same name).

Exercise 1

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a new search selection that contains reports for 1995 where cases resulted in a transfer or termination.

2. Save the search selection as **1995 Tran or Term**.

3. Reinitialize the CAIRS search selections.

4. Retrieve the search selection you just saved and add the criteria that the individual involved was female.

5. Save the search selection as **1995 TorT Female**.

6. Record the number of cases found that match these criteria.

Creating Ad Hoc Reports from Search Results

You can display information about the records retrieved from your search by creating reports in various formats. You can access the report menu, shown in **Figure 9**, either from the **CAIRS SEARCH AND DISTRIBUTION** menu using the **Use Previously Stored Search** hyperlink or the **Ad Hoc Reports** hyperlink, or from the **CAIRS SEARCH SELECTIONS** page using the **END SELECTION** button.

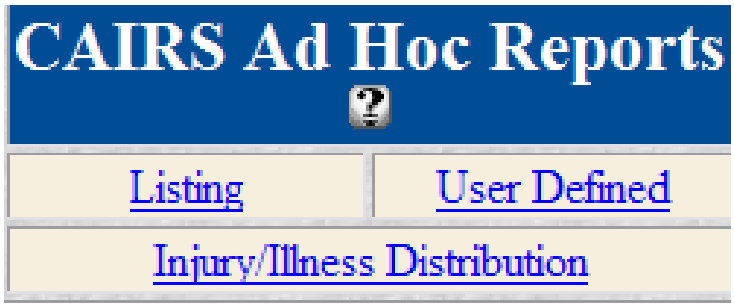

Figure 9: CAIRS Ad Hoc Reports Menu

If you select the **Use Previously Stored Search** link from the **CAIRS SEARCH AND DISTRIBUTION** menu, you will need to select a search criteria set and then click on the **USE QUERY** command button. If you click on the **END SELECTION** command button from the **CAIRS SEARCH SELECTIONS** page, the current selection shown on the search page will be used.

If you enter the **CAIRS AD HOC REPORTS** selection menu directly from the **CAIRS SEARCH AND DISTRIBUTION** page using the **Ad Hoc Reports** hyperlink, the selection criteria that you last entered (during the current browser session) will be used to generate the reports.

Each of the report types shown in **Figure 9** is described briefly in the following sections. The main screen for each report type contains a help icon that will link you directly to the on-line help system that provides a more extensive description of the specification and content of each of the reports, as well as the definitions of the various fields included in the reports.

Listing Reports

A CAIRS listing provides a list of selected records in columnar format. When you select **Listing** from the **CAIRS AD HOC REPORTS** selection menu, you will see the screen in **Figure 10**. This screen will allow you to select the columns to be displayed in your report, as well as define other options to format your report.

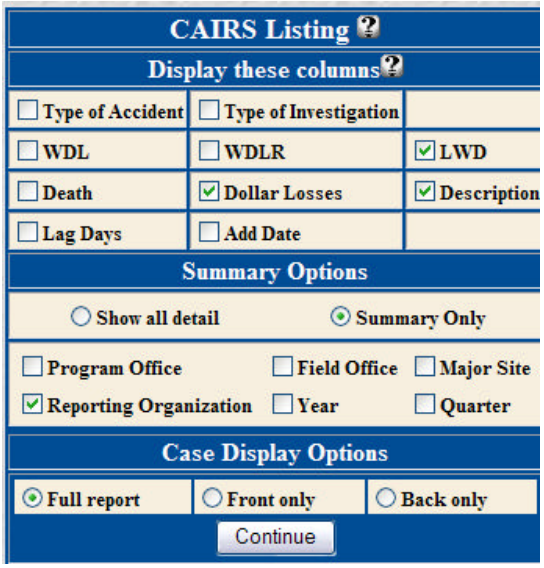

Figure 10: CAIRS Listing

To select columns to be displayed in the report, click the appropriate check boxes included in the **DISPLAY THESE COLUMNS** section at the top of the box. Columns that will be included in the report are identified by check marks in the associated boxes. You may deselect an undesired item by clicking on the item's check box to remove the check mark. Definitions for these items are found in the on-line help by clicking on the Help icon.

Several summary options are also available in the report. You can mark one or more of the check boxes in the **SUMMARY OPTIONS** section to display a summary line at each of the selected levels. (Multiple levels can be selected.) If no summary is desired, you can click on the selection to remove the check mark. If you choose a summary option, you can also use the associated radio buttons to specify whether you want to display all of the records in addition to the summary line (**SHOW ALL DETAIL**), or only the summary information (**SUMMARY ONLY**).

If you select the option to display detail records, the displayed case numbers will be hyperlinked to a copy of the CAIRS report. The bottom section of the report definition box, **CASE DISPLAY OPTIONS**, allows you to specify whether you wish to see the full report, only the front, or only the back of the report when using these hyperlinks.

To generate the listing, click the **CONTINUE** command button. The listing will be displayed as shown in **Figure 11**:

CAIRS Listing			
	LWD	Dollar Losses	Number of Cases
Summary for NNSA Service Center	16	$0.00	8
Summary for NNSA Off. Serv. Subs	80	$0.00	3
Summary for Albuquerque Trans.	3006	$893.00	60
Summary for DOE Cntrl Trng Acad	105	$0.00	13
Summary for NNSA Amarillo Office	0	$0.00	2
Summary for BWXT - Amrlo	1480	$0.00	74
Summary for BWXT Subcontractors	37	$0.00	5
Summary for BWXT Security	1289	$3,581.00	36
Summary for Bechtel Nv. - Amador	6	$0.00	1
Summary for Bechtel Nv Las Vegas	205	$37,821.00	14
Summary for Bechtel Nv Los Almos	106	$0.00	1
Summary for Bechtel Nevada - NTS	674	$0.00	35

Figure 11: Listing

Creating an Ad Hoc Listing

1. From the **CAIRS DATABASE MODULES** page, click on the **Search & Distribution** hyperlink.

2. Click on the **Create Search** hyperlink.

3. Create a search selection and click the **END SELECTION** command button, (or retrieve a previously-saved selection and click on the **USE QUERY** button).

4. Select the **Listing** hyperlink from the **AD HOC REPORTS** menu.

5. Choose which columns you want to see, the level of detail to be included, and how much of the report you want displayed.

6. Click on the **CONTINUE** command button.

User Defined Reports

The **User Defined** option allows you to specify any of the columns from the **SEARCH SELECTIONS** page to be included in a columnar report. This report can be very useful if you desire to obtain specific data for each record in a form that can be easily imported into your favorite spreadsheet or database package. When you select the **User Defined** option from the **AD HOC REPORTS** menu, a screen similar to the **SEARCH SELECTIONS** screen will be displayed. The top portion of this screen is shown in **Figure 12**.

Figure 12: User Defined Report (Fields 1-40)

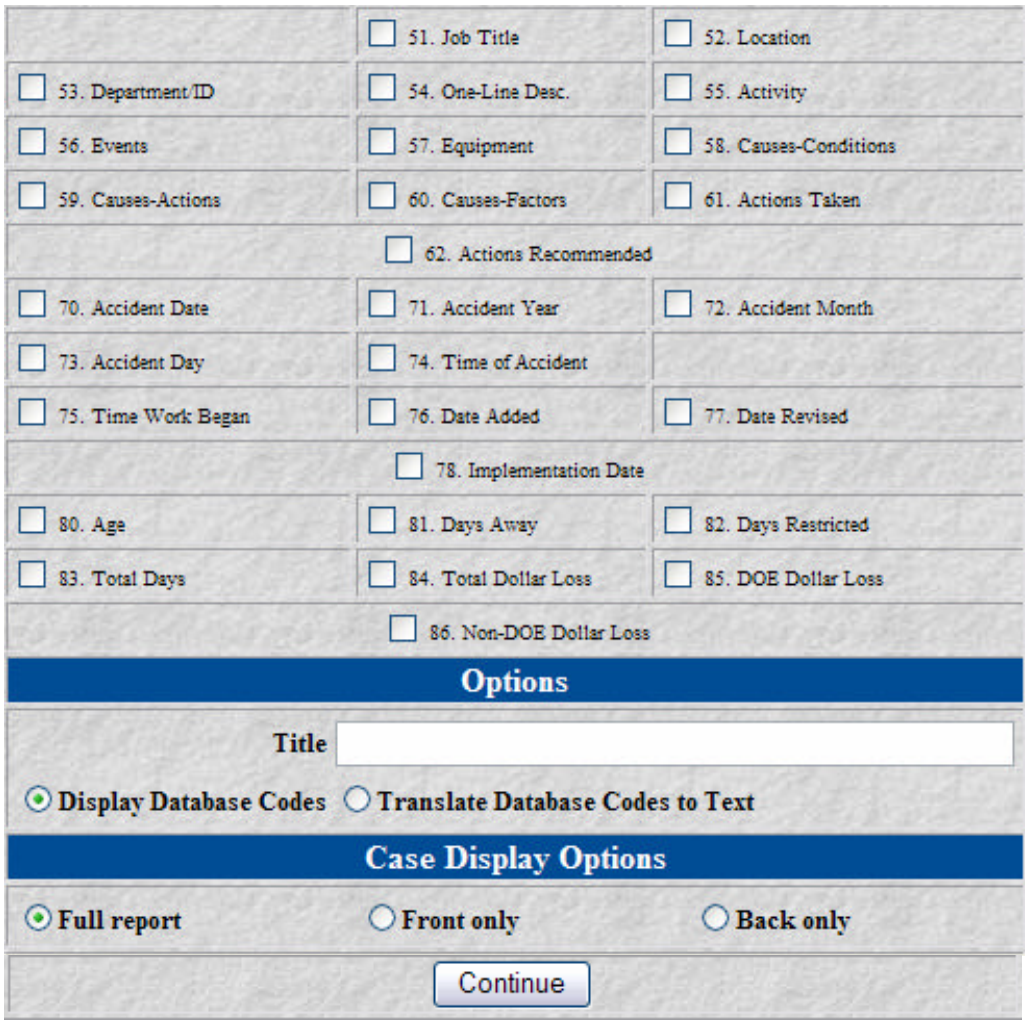

Figure 12 (Continued): User Defined Report (Fields 41-85)

You can select the fields to be included in your report in one of two ways. First, you can define fields by placing check marks adjacent to the desired items by clicking on the appropriate check box. When you make your selection in this manner, the order of display for the records will be determined by the system.

If you wish to specify a different order to display fields, you can enter the item numbers in the edit box separated by commas. The items will be displayed in the order they are entered.

WARNING

Any entry in the edit box will override anything in the check boxes. If you desire to use the check boxes after making an entry in the edit box, all information in the edit box must be deleted.

Once you have selected the fields to include in your display, you may choose from several options at the bottom of the selection screen to enhance your report, e.g., add an optional title, display database codes or text, display full report or not. You can enter an

optional title, that will appear at the top of the report, into the **TITLE** edit box. (See **Figure 12).**

The second option determines the display of coded fields in the database. Many of the fields in the database use simple codes to represent more complex, repetitive, textual descriptions. The organization code is an example of a coded field. You can instruct the system to include either the database codes (useful when you will be doing additional manipulation of the data), or the textual equivalent of the codes (more meaningful when you are simply viewing the list) in the output.

The final option determines the information you will see when you click on the hyperlink to display the CAIRS report. If you have selected the case number as an item to be displayed in the report, it will be hyperlinked to the CAIRS report. The **CASE DISPLAY OPTIONS** section of the report definition screen allows you to specify whether you wish to see the full report, only the front, or only the back of the report when using these hyperlinks.

TUTORIAL

Creating a User-Defined Report

1. From the **CAIRS DATABASE MODULES** page, click on the **Search & Distribution** hyperlink.
2. Click on the **Create Search** hyperlink.
3. Create a search selection and click the **END SELECTION** command button, (or retrieve a previously-saved selection and click on the **USE QUERY** button).
4. Select the **User Defined** hyperlink from the **AD HOC REPORTS** menu..
5. Check the boxes of the columns you want displayed in the report.
6. Provide a title for the report, if desired, in the edit box at the bottom of the screen.
7. Choose whether to display database codes or text; and/or choose how much of the report you want to display.
8. Click the **CONTINUE** command button.

Injury/Illness Distribution Report

To create the **INJURY/ILLNESS DISTRIBUTION** report, select the **Injury/Illness Costs** option from the **AD HOC REPORTS** menu. The report criteria screen shown in **Figure 14** is displayed.

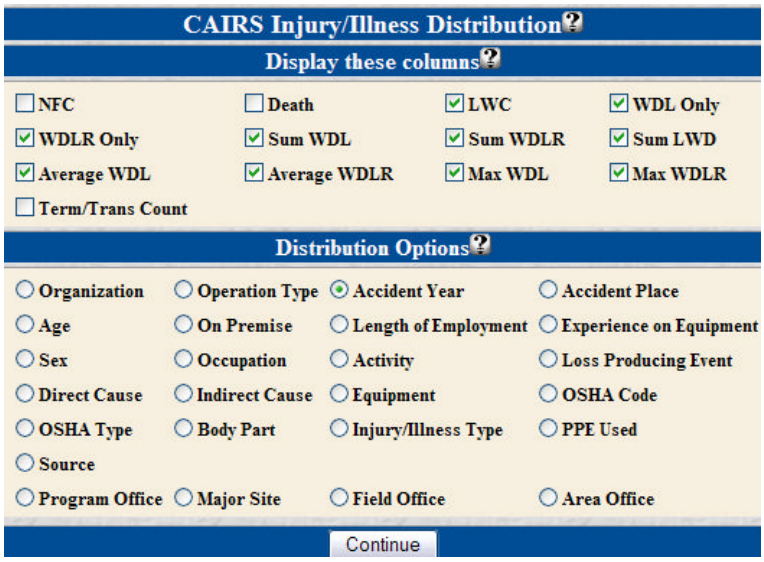

Figure 14: **CAIRS INJURY/ILLNESS DISTRIBUTION REPORT** Definition Screen

This screen contains two sections, **DISPLAY THESE COLUMNS** and **DISTRIBUTION OPTIONS**.

The **DISPLAY THESE COLUMNS** section allows you to specify which columns will appear in your report, and include additional counts, summaries, and averages.

The fields on which the data is to be distributed are selected from the **DISTRIBUTION OPTIONS** section at the bottom of the screen.

Definitions of each of the options in the **DISTRIBUTION OPTIONS** section can be obtained from the on-line help by clicking on the icon.

TUTORIAL

Creating an Injury/Illness Costs Report

1. From the **CAIRS DATABASE MODULES** page, click on the **Search & Distribution** hyperlink.
2. Click on the **Create Search** hyperlink.
3. Create a search selection and click the **END SELECTION** command button, (or retrieve a previously-saved selection and click on the **USE QUERY** button).
4. Select the **Injury/Illness Costs** hyperlink from the **AD HOC REPORTS** menu.
5. Make the desired selections from the **CAIRS INJURY/ILLNESS COSTS** report definition screen.
7. Click on the **CONTINUE** command button at the bottom of the page to view the report.

Exercise 2

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a new search selection that contains CAIRS reports for the Strategic Petroleum Reserves from 1990 through 1995 involving individuals between the ages of 18 and 25.

2. Record the number of cases that match these criteria.

3. Using this search selection, create a listing that shows the lost work days, dollar losses, and a description for each case; contains the details by reporting organization; and will display the full report if you click on the case number hyperlink.

4. Record the total number of cases that were experienced by Wackenhut Services.

Exercise 3

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a new search selection that contains CAIRS reports for the Oakland Operations in 1996 where weather was identified as either a direct or indirect cause.

2. Record the number of cases that match these criteria.

3. Using this search selection, create a user-defined report that shows the date of the accident, organization, case number, direct cause, and indirect cause; has a title of "1996 Oakland Weather-related Cases"; displays the text instead of the database codes; and will display the full report if you click on the case number hyperlink.

Exercise 4

As you work, write down the steps you take. These notes will act as a reminder when you take similar actions in the future.

1. Create a new search selection that contains CAIRS reports for the Richland Operations involving vehicle accidents resulting in total dollar losses greater than $5000.

2. Record the number of cases that match these criteria.

3. Using this search selection, create a report of accident costs that is sorted by occupation; uses vehicle multipliers; and shows the number of vehicle cases, the vehicle costs, and the average costs.

4. Record the specified occupation with the greatest number of incidents.

Organization Code Lists

This option on the **CAIRS SEARCH AND DISTRIBUTION** menu hyperlinks to a complete list of active DOE organizations and their associated codes as used in CAIRS. The organizations are grouped by field office and are listed in numerical order from lowest to highest. **Figure 15** shows a partial listing of these organization codes.

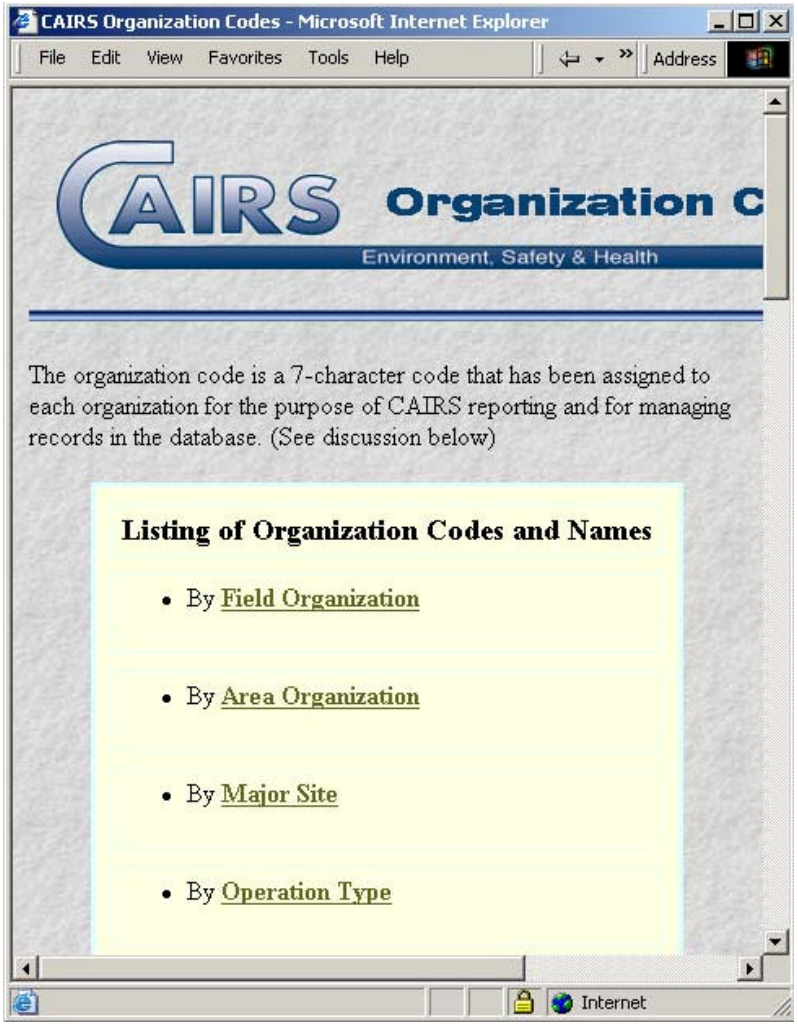

Figure 15: Listing of Organizational Codes and Names

Flush/Start Over

This option completely eliminates any results obtained from previous searches, resets the selection screen, and allows you to start over in building a search criteria set. Selecting this option takes you to a clean **CAIRS SEARCH SELECTIONS** menu as discussed previously in the ***Search Selections*** section. Since CAIRS maintains the search criteria selection as long as you are in CAIRS, you must reinitialize or start over before creating a new search selection.

Exercise Solutions

Exercise 1

1. Create a new search selection that contains reports for 1995 where cases resulted in a transfer or termination.
   a. Select **Create Search** from the **CAIRS SEARCH AND DISTRIBUTION** page.
   b. Enter **(25 or 26) and 71** in the edit box at the top of the **CAIRS SEARCH SELECTIONS** screen.
   c. Click the **CONTINUE** button at the bottom of the page.
   d. Enter 1995 in the **ACCIDENT YEAR** edit box and leave the radio buttons marked as **Yes**.
   e. Click the **CONTINUE** button at the bottom of the page.

2. Save the search selection as **1995 Tran or Term**.
   a. Click the **SAVE SELECTION** command button at the bottom of the page.
   b. Enter **1995 Tran or Term** in the edit box on the **CAIRS SAVE SELECTIONS** page.
   c. Click on the **SAVE QUERY** command button.

3. Reinitialize the CAIRS search selections.
   a. Click the **REINITIALIZE** command button at the bottom of the **CAIRS SEARCH SELECTIONS** page.

4. Retrieve the search selection you just saved and add the criteria that the individual involved was female.
   a. Click the **USE/EDIT OLD SELECTION** command button.
   b. From the **PREVIOUS SELECTIONS** list, click on the radio button next to the **1995 Tran or Term** search selection.
   c. Click on the **EDIT QUERY** command button.
   d. Append **and 20** to the text in the edit box at the top of the page.
   e. Click the **CONTINUE** command button.
   f. Mark the radio button next to **Female** in the **SEX OF EMPLOYEE** box.
   g. Click the **CONTINUE** command button.

5. Save the search selection as **1995 TorT Female**.
   a. Click the **SAVE SELECTION** command button at the bottom of the page.
   b. Enter **1995 TorT Female** in the edit box.
   c. Click on the **SAVE QUERY** command button.

6. Record the number of cases found that match these criteria. (As of 2-10-98, the number was 6.)

Exercise 2

1. Create a new search selection that contains CAIRS reports for the Strategic Petroleum Reserves from 1990 through 1995 involving individuals between the ages of 18 and 25.
   a. Select **Flush/Start Over** from the **CAIRS SEARCH AND DISTRIBUTION** page.
   b. Click the check boxes next to item numbers 1, 71, and 80.
   c. Click the **CONTINUE** button at the bottom of the page.
   d. Enter **96** in the **FIELD OFFICE CODE** edit box, **between 1990 and 1995** in the **ACCIDENT YEAR** edit box, and **>=18 and <=25** in the **AGE OF EMPLOYEE** edit box.
   e. Click the **CONTINUE** button at the bottom of the page.

2. Record the number of cases that match these criteria. (As of 2-10-98, the number was 28.)

3. Using this search selection, create a listing that shows the lost work days, dollar losses, and a description for each case; contains the details by reporting organization; and will display the full report if you click on the case number hyperlink.
   a. Click the **END SELECTION** command button at the bottom of the page.
   b. Select the **Listing** hyperlink on the **CAIRS AD HOC REPORTS** page.
   c. In the **DISPLAY THESE COLUMNS** section of the **CAIRS LISTING** menu, put a check mark next to **LWD**, **DOLLAR LOSSES**, and **DESCRIPTION**.
   d. In the **SUMMARY OPTIONS** section, click the **SHOW ALL DETAIL** radio button and make sure only the **REPORTING ORGANIZATION** check box is marked.
   e. In the **CASE DISPLAY OPTIONS** section, click the **FULL REPORT** radio button.
   f. Click the **CONTINUE** button at the bottom of the page.

4. Record the total number of cases that were experienced by Wackenhut Services. (As of 2-10-98, the number was 7.)

Exercise 3

1. Create a new search selection that contains CAIRS reports for the Oakland Operations in 1996 where weather was identified as either a direct or indirect cause.
   a. Select **Flush/Start Over** from the **CAIRS SEARCH AND DISTRIBUTION** page.
   b. Enter **(14 or 15) and 1 and 71** in the edit box at the top of the list.
   c. Click the **CONTINUE** button at the bottom of the page.
   d. Enter **dw** in the **DIRECT CAUSAL FACTOR CODES** edit box, **%iw%** in the **INDIRECT CAUSAL FACTOR CODES** edit box, **80** in the **FIELD OFFICE CODE** edit box, and **1996** in the **ACCIDENT YEAR** edit box.
   e. Click the **CONTINUE** button at the bottom of the page.

2. Record the number of cases that match these criteria. (As of 6-23-98, the number was 12.)

3. Using this search selection, create a user-defined report that shows the date of the accident, organization, case number, direct cause, and indirect cause; has a title of "1996 Oakland Weather-Related Cases"; displays the text instead of the database codes; and will display the full report if you click on the case number hyperlink.
   a. Click the **END SELECTION** command button at the bottom of the page.
   b. Select the **User Defined** hyperlink on the **CAIRS AD HOC REPORTS** page.
   c. In the **DISPLAY THESE COLUMNS** section, enter **70, 4, 5, 14, 15** in the edit box at the top of the list.
   d. Enter **1996 Oakland Weather-Related Cases** in the **TITLE** edit box at the bottom of the list.
   e. Click the radio button next to **TRANSLATE DATABASE CODES TO TEXT**.
   f. In the **CASE DISPLAY OPTIONS** section, click the **FULL REPORT** radio button.
   g. Click the **CONTINUE** button at the bottom of the page.

Exercise 4

1. Create a new search selection that contains CAIRS reports for the Richland Operations involving vehicle accidents resulting in total dollar losses greater than $5000.
   a. Select **Flush/Start Over** from the **CAIRS SEARCH AND DISTRIBUTION** page.
   b. Click the check boxes next to item numbers 1, 8, and 84.
   c. Click the **CONTINUE** button at the bottom of the page.
   d. Enter **75** in the **FIELD OFFICE** edit box, select **Vehicle** from the **ACCIDENT TYPE** selection box, and enter **>5000** in the **TOTAL DOLLAR LOSS** edit box.
   e. Click the **CONTINUE** button at the bottom of the page.

2. Record the number of cases that match these criteria. (As of 6-23-98, the number was 50.)

3. Using this search selection, create a report of accident costs that is sorted by occupation; uses vehicle multipliers; and shows the number of vehicle cases, the vehicle costs, and the average costs.
   a. Click the **END SELECTION** command button at the bottom of the page.
   b. Select the **Accident Costs** hyperlink on the **CAIRS AD HOC REPORTS** page.
   c. In the **OPTIONS** section of the **CAIRS ACCIDENT COSTS** menu, select the **SORT BY DISTRIBUTION** radio button and leave the other two radio buttons marked **Yes**.
   d. In the **DISPLAY THESE COLUMNS** section, select only the **Avg Cost** from the **ALL CASES** selection box and the **Vehicle Case Count**, **Vehicle Cost**, and **Avg Vehicle Cost** from the **VEHICLE CASES** selection box. To deselect the last item or to select multiple items from a selection box, hold down the control key while clicking with the mouse pointer.
   e. Under **DISTRIBUTION OPTIONS**, click the **OCCUPATION** radio button.
   f. Click the **CONTINUE** button at the bottom of the page.

4. Record the specified occupation with the greatest number of incidents. (As of 6-23-98, truck drivers recorded 50 incidents.)