

Manually Add 300/301 Data

Complete the following steps for manually submitting 300 Log and 301 Incident Report data using the application web form entry method. **NOTE: Before using the web form, you must have already [created establishments](#) and [added 300A data](#).**

1. Select the “View Establishment List” button in the “For Manual Data Entry” section on the “Injury Tracking Application” screen, **or**
2. Select the “View Establishment List” option from the dropdown “Navigation Menu”.
Note: The “Establishment List” lists each establishment connected to your account.
3. Select the establishment name hyperlink in the “Name” column.
4. Select the “Add or Edit 300/301 Data” button. A new page opens with options to add 300/301 data.
5. Select the “+ Add 300/301 Data” button to begin populating a new form for 300/301 data or select the “Edit” hyperlink next to a previously entered 300/301 case to edit.
6. Enter the data into each field on the “Case Information” screen ensuring all required fields are completed.

REMINDER: Do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or SSNs) in the narrative fields.

7. Select the “Save” button.
8. Continue adding additional 300/301 incident submissions using the “+ Add 300/301 Data” button, or select the “Back to Establishment” link in the bottom left to continue.
9. Once you have reviewed your data and it is ready to submit, select the “Submit Data” button on the “View Establishment” screen.

Following the submission of 300/301 data, you will receive a confirmation on-screen as well as a follow-up email notification. Then, the establishment status will change to “Submitted” on the “Establishment List” screen.

Note: You should receive an email confirmation after submission. If you do not receive it after several minutes, check your Junk/Spam folder of the account which you registered with ITA. If no email is received, verify that the establishment’s status was changed to “Submitted”. If the status has not changed, try resubmitting the establishment data again.

If you need further assistance, please complete the [ITA Help Request Form](#).