



Quick Reference Guide Supervisor Incident Entry

Introduction:

This is a quick reference guide to **submit incident and injury detail reports in iPeople**.

Contact:

If you are unable to log in, contact the **Technology Support Center (TSC)**:

Phone: (309) 438-HELP (4357)

Email: supportcenter@illinoisstate.edu

Website: Help.IllinoisState.edu

Log In:

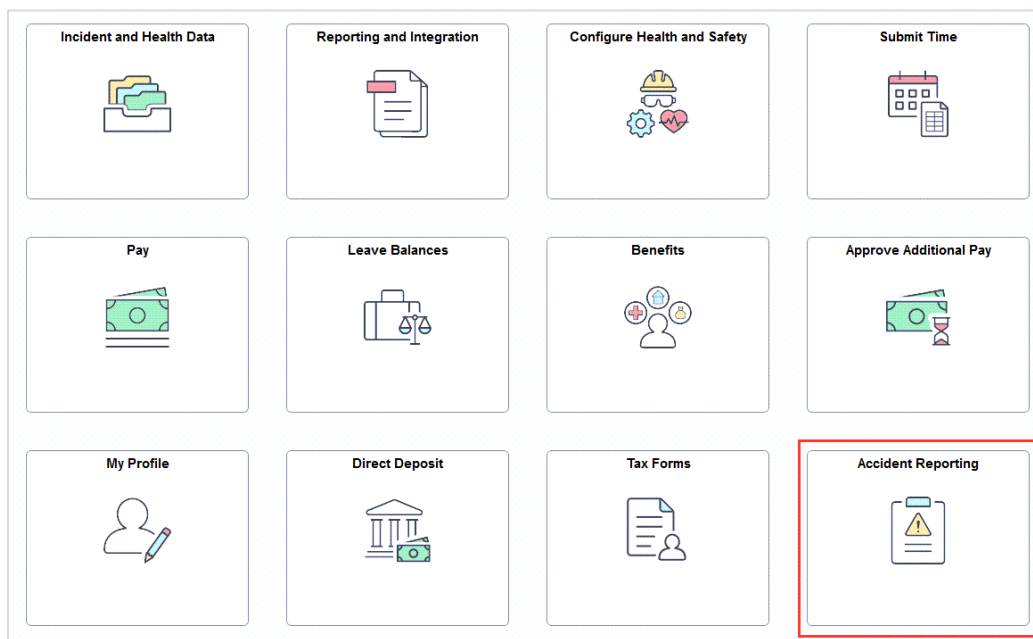
To sign in to iPeople, go to hcm.illinoisstate.edu. Once there, click the **sign in using Central Login** link. Then, you will be prompted to log in with your ULID and password.

Once you log in, the options on your screen will depend on your security access.

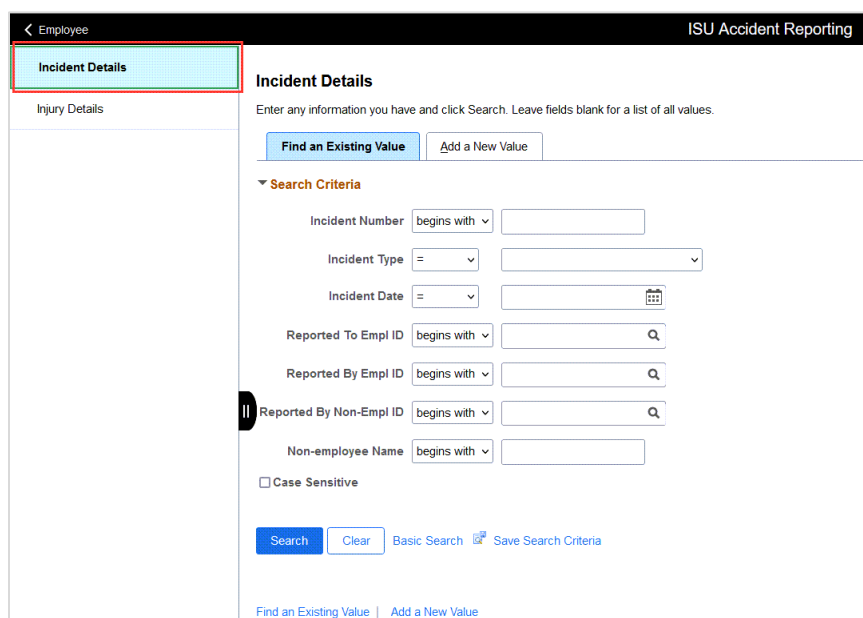
Incident Details

Navigate:

1. After logging in, your homepage will open. Click the **Accident Reporting** tile.



2. This will automatically open the **Incident Details** page.



ISU Accident Reporting

Incident Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Incident Number begins with

Incident Type =

Incident Date =

Reported To Empl ID begins with

Reported By Empl ID begins with

Reported By Non-Empl ID begins with

Non-employee Name begins with

☐ Case Sensitive

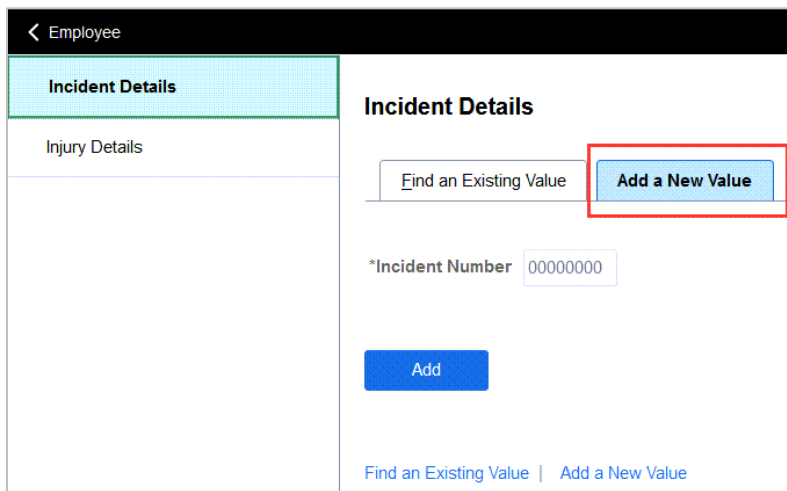
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Add a New Value:

Click the **Add a New Value** tab. The Incident Number will first be displayed as all zeroes. Click the **Add** button.

After a minimum amount of information is entered, the system will allow the incident details to be saved. Then, the incident number will be generated.



Employee

Incident Details

Injury Details

Find an Existing Value

Add a New Value

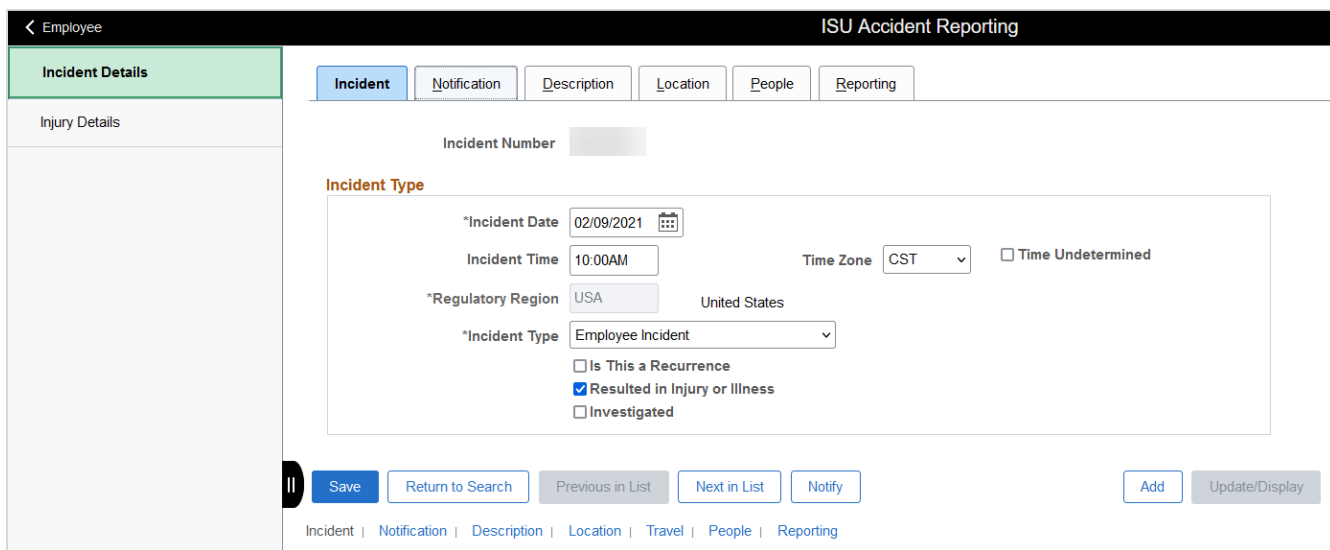
*Incident Number 00000000

Add

Find an Existing Value | Add a New Value

Complete Each Tab:

Complete the fields in each tab: **Incident**, **Notification**, **Description**, **Location**, and **People**. Fill out all tabs **except** for the **Reporting** tab.



Employee

ISU Accident Reporting

Incident Details

Injury Details

Incident Notification Description Location People Reporting

Incident Number

Incident Type

*Incident Date 02/09/2021

Incident Time 10:00AM Time Zone CST ☐ Time Undetermined

*Regulatory Region USA United States

*Incident Type Employee Incident

☐ Is This a Recurrence

☒ Resulted in Injury or Illness

☐ Investigated

Save Return to Search Previous in List Next in List Notify Add Update/Display

Incident | Notification | Description | Location | Travel | People | Reporting

Incident Tab:

ISU Accident Reporting

Employee

Incident Details

Injury Details

Incident Notification

1 Enter the date the incident occurred using the mm/dd/yyyy format. Or, click the calendar icon.

2 Enter the time that the incident occurred using the HH:MM AM/PM format.

3 Select the time zone using this dropdown menu.

4 If the time is unknown, select this checkbox.

5 Select the type of incident using this dropdown menu.

6 Select any applicable checkbox(es).

Incident Date: 03/17/2023

Incident Time: 12:20AM

Time Zone: CST

Time Undetermined: ☐

*Regulatory Region: USA

United States

*Incident Type: Employee Incident

☐ Is This a Recurrence

☒ Resulted in Injury or Illness

☐ Investigated

Save Return to Search Previous in List Next in List Notify Add Update/Display

Incident | Notification | Description | Location | Travel | People | Reporting

***Note:** A space is **NOT** required between the time and the AM/PM distinction. For example: "10:30AM," not "10:30 AM."

Notification Tab:

ISU Accident Reporting

Employee

Incident Details

Injury Details

Incident Notification

1 Enter the date the incident was reported using the mm/dd/yyyy format. Or, click the calendar icon.

2 Enter the time that the incident was reported using the HH:MM AM/PM format.

3 Enter the Empl ID of the person to whom the incident was reported. Use the lookup button to find the Empl ID.

4 Enter the Empl ID of the person who reported the incident. Use the lookup button to find the Empl ID.

5 Enter the time the incident was reported using the HH:MM AM/PM format.

6 Enter the date the incident was recorded using the mm/dd/yyyy format.

Date Reported: 02/09/2021

Time Reported: 10:00AM

Reported To Empl ID: 81234567 Reggie Redbird

Reported By Empl ID: 80000001 Brad Bluebird

Reported By Non-Empl ID:

Incident Tracking

Date Recorded: 02/09/2021

Time Recorded:

Save Return to Search Previous in List Next in List Update/Display

Incident | Notification | Description | Location | Travel | People | Reporting

***Note:** A space is **NOT** required between the time and the AM/PM distinction. For example: "10:30AM," not "10:30 AM."



Description Tab:

ISU Accident Reporting

Incident | Notification | **Description** | Location | People | Reporting

Incident Number [] Date 02/09/2021 Incident Type Employee Incident

Dangerous Occurrence

Code []

Description

Employee tripped on a box and sprained ankle.

Enter a description of the incident.

Save Return to Search Previous in List Next in List Notify Add Update/Display

Incident | Notification | Description | Location | Travel | People | Reporting

Location Tab:

ISU Accident Reporting

Incident | Notification | Description | **Location** | People | Reporting

Incident Number [] Date 02/09/2021 Incident Type Employee Incident

Incident Location Data

☒ Occurred on Employer Premises

Location Set ID ILSTU Location ISU Establishment ID ILSTU

Building/Space Name Julian Hall

Room Location display name 0123-OFFICE, ADMINISTRATIVE

Exact Location NEAR THE DOOR

194 characters remaining

Save Return to Search Previous in List Next in List Notify Add Update/Display

Incident | Notification | Description | Location | Travel | People | Reporting

1 Location Set ID: This is a static field that should not be changed. ILSTU is the default.

Location: Choose the location in this field. The chosen location will feed into the choices in the Building and Room fields.

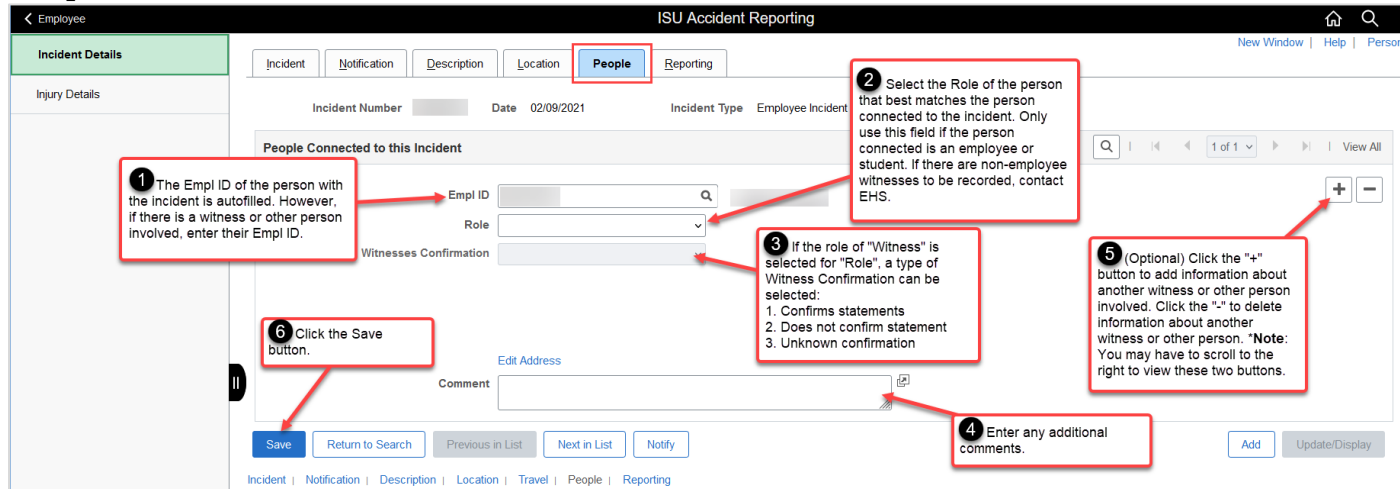
Establishment ID: This is a static field that should not be changed. ILSTU is the default.

2 Choose the building and space name.

3 Choose the room location display name.

4 Enter the exact location of the incident in the building and room.

People Tab:



The screenshot shows the 'People' tab in the ISU Accident Reporting system. The interface includes a sidebar with 'Incident Details' and 'Injury Details' tabs. The main area has a top navigation bar with 'Incident', 'Notification', 'Description', 'Location', 'People', and 'Reporting'. Below this, there are fields for 'Incident Number', 'Date' (02/09/2021), and 'Incident Type' (Employee Incident). The 'People Connected to this Incident' section contains a table with columns for 'Empl ID', 'Role', and 'Witnesses Confirmation'. A 'Comment' field and a 'Save' button are at the bottom. Numbered callouts provide instructions: 1. Empl ID is autofilled or manually entered. 2. Select the Role of the person. 3. Select the Witness Confirmation if 'Witness' is the role. 4. Enter additional comments. 5. Click '+' to add or '-' to delete witnesses. 6. Click the Save button.

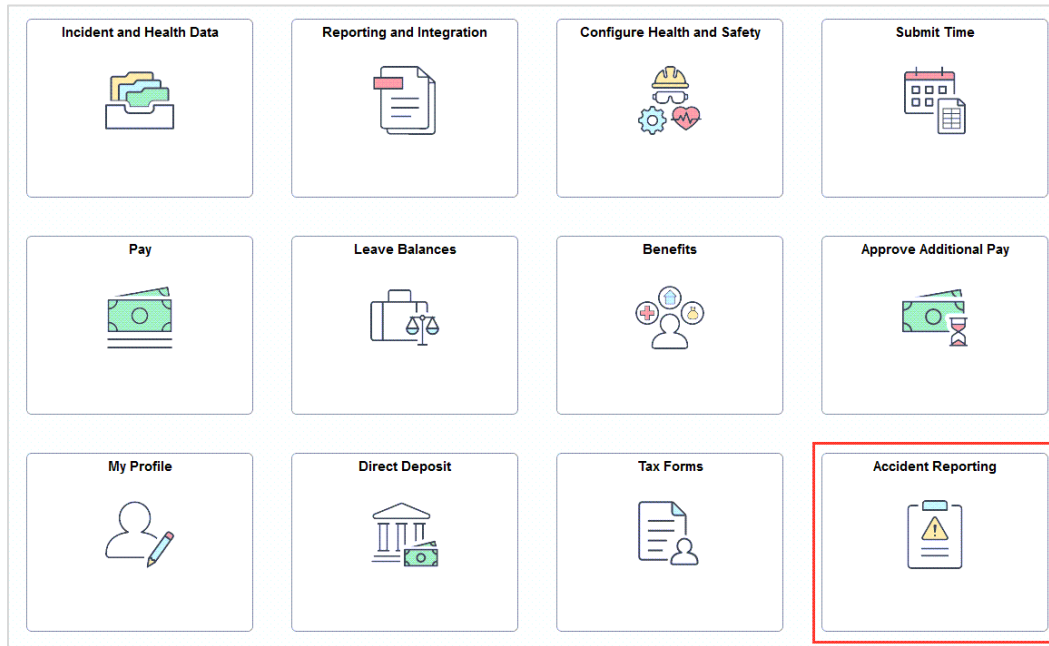
After completing all the necessary fields in this tab, click the **Save** button to save your changes.

After entering information into the incident details report, navigate to the **Injury Details** report page to fill out the report and link it to the incident details report that was just completed.

To learn how to enter information into the injury details report, scroll down to the “Injury Details” section.

Editing the Incident Details Report

1. Click the **Accident Reporting** tile.



2. This will automatically open the **Incident Details** page.

Employee

ISU Accident Reporting

Incident Details

Injury Details

Incident Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Incident Number

begins with

Incident Type

=

Incident Date

=

Reported To Empl ID

begins with

Reported By Empl ID

begins with

Reported By Non-Empl ID

begins with

Non-employee Name

begins with

☐ Case Sensitive

Search

Clear

Basic Search

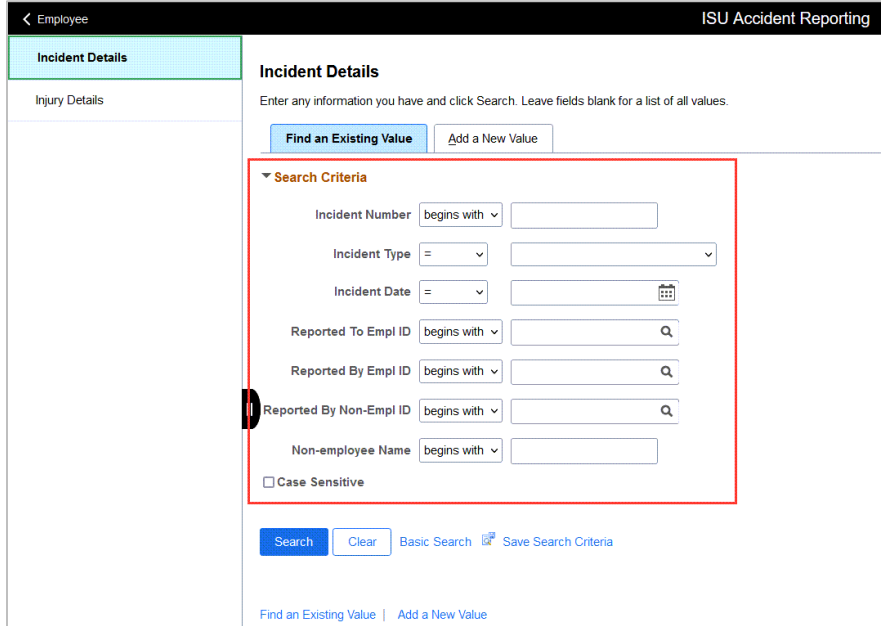
Save Search Criteria

Find an Existing Value

Add a New Value

Search:

Search for the incident to update using the search fields in the **Find an Existing Value** tab.



ISU Accident Reporting

Incident Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search Criteria

Incident Number begins with

Incident Type =

Incident Date =

Reported To Empl ID begins with

Reported By Empl ID begins with

Reported By Non-Empl ID begins with

Non-employee Name begins with

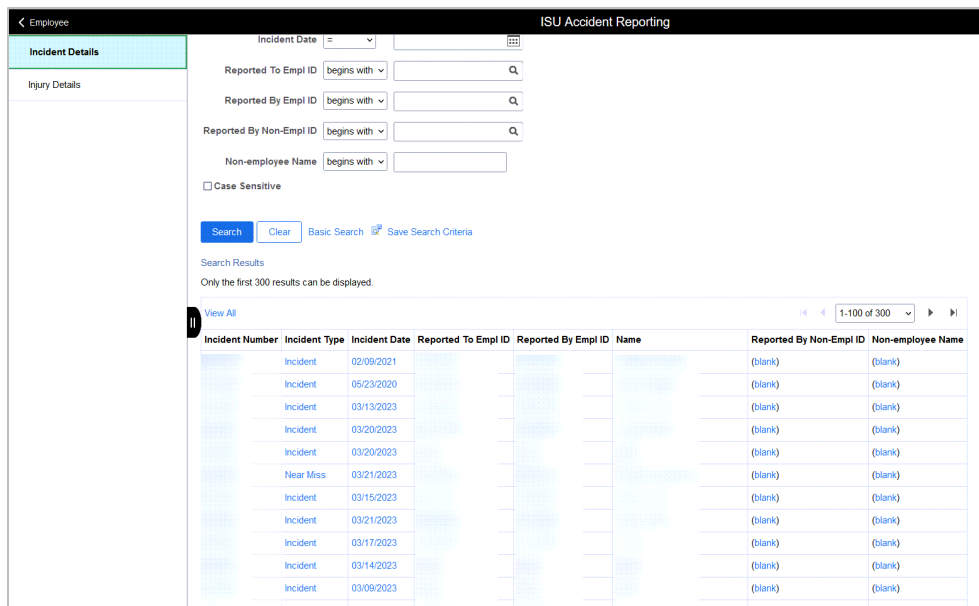
☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) [Add a New Value](#)

Search and Select:

A list of incidents will appear in the **Search Results** field. Click on the row of the incident to edit.



ISU Accident Reporting

Incident Date =

Reported To Empl ID begins with

Reported By Empl ID begins with

Reported By Non-Empl ID begins with

Non-employee Name begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

Only the first 300 results can be displayed.

[View All](#)

Incident Number	Incident Type	Incident Date	Reported To Empl ID	Reported By Empl ID	Name	Reported By Non-Empl ID	Non-employee Name
	Incident	02/09/2021				(blank)	(blank)
	Incident	05/23/2020				(blank)	(blank)
	Incident	03/13/2023				(blank)	(blank)
	Incident	03/20/2023				(blank)	(blank)
	Incident	03/20/2023				(blank)	(blank)
	Near Miss	03/21/2023				(blank)	(blank)
	Incident	03/15/2023				(blank)	(blank)
	Incident	03/21/2023				(blank)	(blank)
	Incident	03/17/2023				(blank)	(blank)
	Incident	03/14/2023				(blank)	(blank)
	Incident	03/09/2023				(blank)	(blank)

1-100 of 300



Edit and Save:

Update this page with any edits or changes as needed. Once completed, click the **Save** button to save your changes.

Employee

ISU Accident Reporting

Incident Details

Injury Details

Incident

Notification

Description

Location

Travel

People

Reporting

Incident Number

Incident Type

*Incident Date02/09/2021

Incident Time10:00AM

Time ZoneCST

☐ Time Undetermined

*Regulatory RegionUSAUnited States

*Incident TypeEmployee Incident

☐ Is This a Recurrence

☒ Resulted in Injury or Illness

☐ Investigated

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

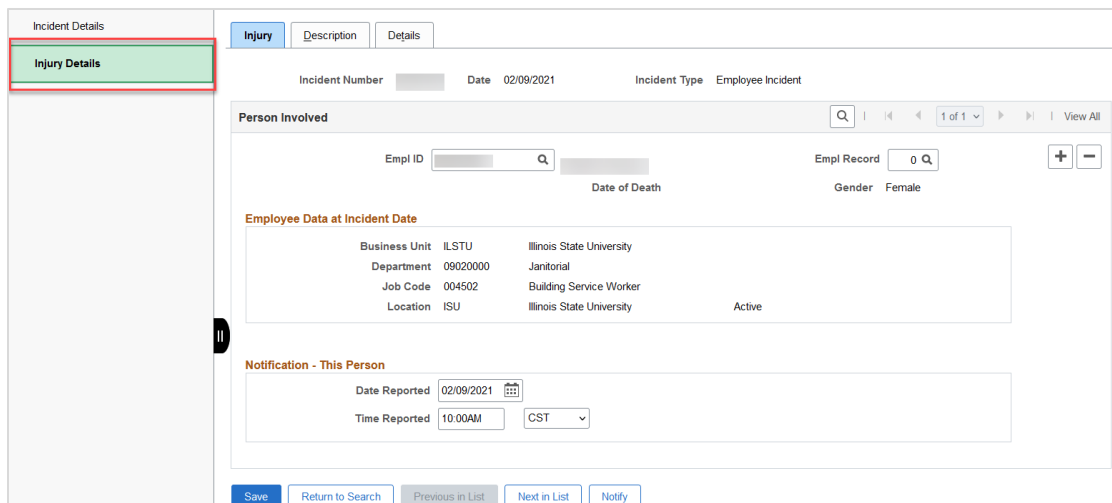
Incident | Notification | Description | Location | Travel | People | Reporting

Injury Details

Navigate:

Navigate to the **Injury Details** page. This will link to the **Incident Details** report that was just completed.

In the upper left of the screen, click **Injury Details**.



Incident Details

Injury Details

Injury | Description | Details

Incident Number: [] Date: 02/09/2021 Incident Type: Employee Incident

Person Involved

Empl ID: [] Empl Record: 0

Date of Death: [] Gender: Female

Employee Data at Incident Date

Business Unit	ILSTU	Illinois State University
Department	09020000	Janitorial
Job Code	004502	Building Service Worker
Location	ISU	Illinois State University
		Active

Notification - This Person

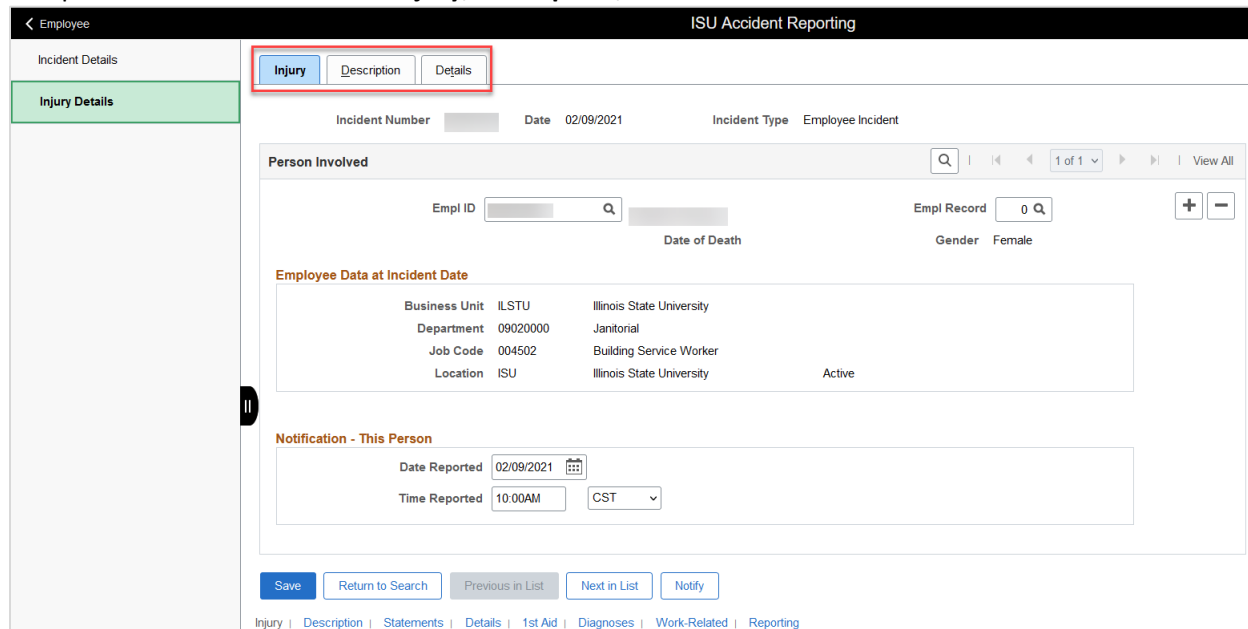
Date Reported: 02/09/2021

Time Reported: 10:00AM CST

Save | Return to Search | Previous in List | Next in List | Notify

Complete Each Tab:

Complete the fields in each tab: **Injury**, **Description**, and **Details**.



< Employee ISU Accident Reporting

Injury | Description | Details

Incident Number: [] Date: 02/09/2021 Incident Type: Employee Incident

Person Involved

Empl ID: [] Empl Record: 0

Date of Death: [] Gender: Female

Employee Data at Incident Date

Business Unit	ILSTU	Illinois State University
Department	09020000	Janitorial
Job Code	004502	Building Service Worker
Location	ISU	Illinois State University
		Active

Notification - This Person

Date Reported: 02/09/2021

Time Reported: 10:00AM CST

Save | Return to Search | Previous in List | Next in List | Notify

Injury | Description | Statements | Details | 1st Aid | Diagnoses | Work-Related | Reporting



Injury Tab:

ISU Accident Reporting

Incident Details

Injury | Description | Details

Incident Number: [] Date: 02/09/2021 Incident Type: Employee Incident

Person Involved [Q] | 1 of 1 | View All

1 The Empl ID is auto-filled with the Empl ID of the linked Incident Details report.

Empl ID: [] Date of Death: []

Empl Record: 0 [Q] Gender: Female

2 Click in this field to auto-fill the Business Unit, Department, Job Code, and Location.

3 These fields will be auto-filled based on the value in the Empl Record field.

Employee Data at Incident Date

Business Unit	ILSTU	Illinois State University
Department	09020000	Janitorial
Job Code	004502	Building Service Worker
Location	ISU	Illinois State University
		Active

4 Enter the date that the injury was reported using the MM/DD/YYYY format. Alternatively, use the calendar icon to select the date.

Notification - This Person

Date Reported: 02/09/2021 [Calendar Icon]

6 Enter the time the injury was reported using the HH:MM AM/PM format.

Time Reported: 10:00AM [Dropdown]

5 Use the dropdown menu to select the time zone.

CST

Save | Return to Search | Previous in List | Next in List | Notify

Injury | Description | Statements | Details | 1st Aid | Diagnoses | Work-Related | Reporting

Description Tab:

ISU Accident Reporting

Incident Details | **Description** | Details

Incident Number: [] Date: 02/09/2021 Incident Type: Employee Incident

Person Involved

Empl ID: [] Date of Death: [] Empl Record: 0 Gender: Female

Primary Outcome

☒ Injury ☐ Illness ☐ Death

Treatment Required

☐ Medical Treatment ☐ First Aid ☐ Hospitalized ☒ Not Required

Occupational Illness

Illness: []

Injury/Illness Details

[]

Annotations:

- 1 Select the primary outcome from the injury
- 2 Select the type of treatment given, if any.
- 3 Describe the injured body part along with the type of injury.
- 4 Use the lookup button to select the type of illness, if applicable. Or, leave blank.

Save Return to Search Previous in List Next in List Notify

Injury | Description | Statements | Details | 1st Aid | Diagnoses | Work-Related | Reporting

Details Tab:

ISU Accident Reporting

Incident Details | Description | **Details**

Incident Number: [] Date: 02/09/2021 Incident Type: Employee Incident

Person Involved

Empl ID: [] Date of Death: [] Empl Record: 0 Gender: Female

Injury Description

[Body Parts](#) Nature of Injury Source of Injury Accident Type Unsafe Act

Primary Injury Details

Body Part	chest
Nature of Injury	all other
Source of Injury	other
Accident Type	contact with
Unsafe Act Performed	no contributing unsafe act

Annotations:

- 1 Click on each hyperlink in the Injury Description section and select the description of each injury description type in the corresponding pop-up window that appears.
- 2 A summary of all selections made in the Injury Description section can now be viewed here.
- 3 Click the Save button

Save Return to Search Previous in List Next in List Notify

Injury | Description | Statements | Details | 1st Aid | Diagnoses | Work-Related | Reporting

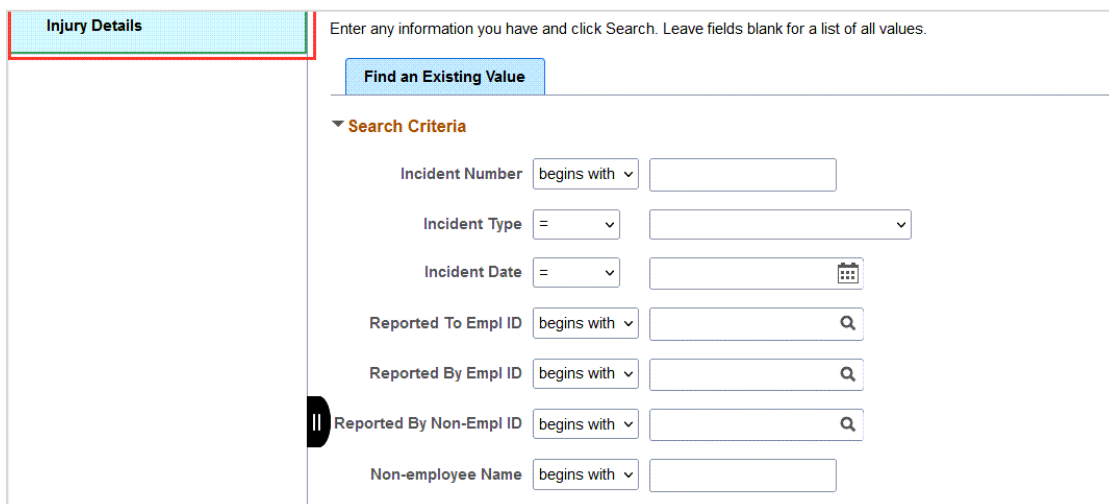
The supervisor incident entries have now been completed. Additionally, a report has been submitted to the proper EHS representative.

Editing the Injury Details Report

If an **Injury Details** report needs to be edited or updated after being saved, follow these next steps.

Navigate:

In the upper left of the screen, click **Injury Details**.



Injury Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Incident Number begins with

Incident Type =

Incident Date =

Reported To Empl ID begins with

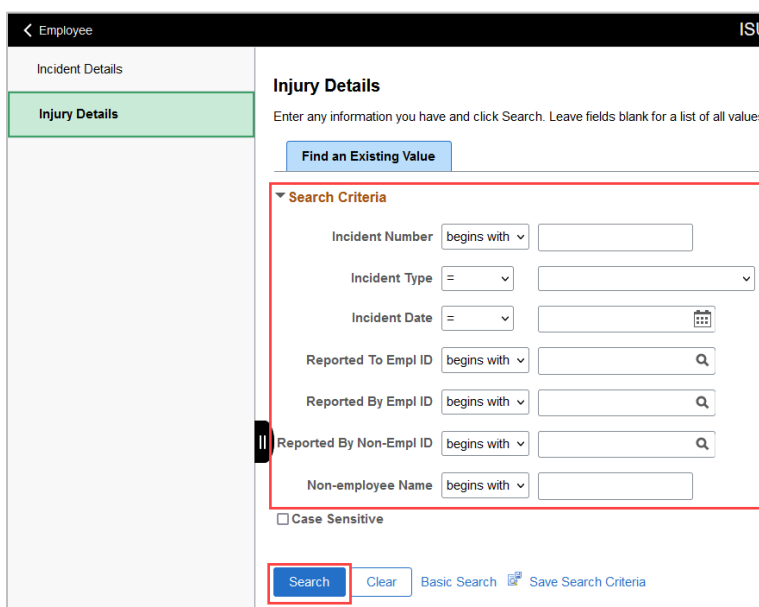
Reported By Empl ID begins with

Reported By Non-Empl ID begins with

Non-employee Name begins with

Search:

Search for the incident that to update using the search fields in the **Find an Existing Value** tab. Then, click the **Search** button.



< Employee ISU

Injury Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Incident Number begins with

Incident Type =

Incident Date =

Reported To Empl ID begins with

Reported By Empl ID begins with

Reported By Non-Empl ID begins with

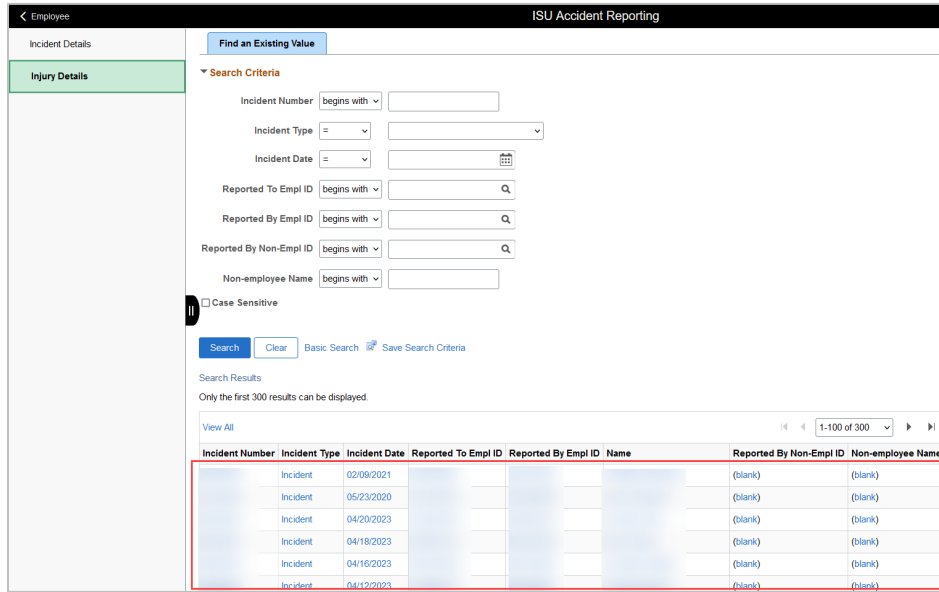
Non-employee Name begins with

☐ Case Sensitive

Search **Clear** Basic Search  Save Search Criteria

Search and Select:

A list of incidents will appear in the **Search Results** field. Click on the row of the incident to edit. This will open the incident's page.



Search Criteria

Incident Number begins with

Incident Type =

Incident Date =

Reported To Empl ID begins with

Reported By Empl ID begins with

Reported By Non-Empl ID begins with

Non-employee Name begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

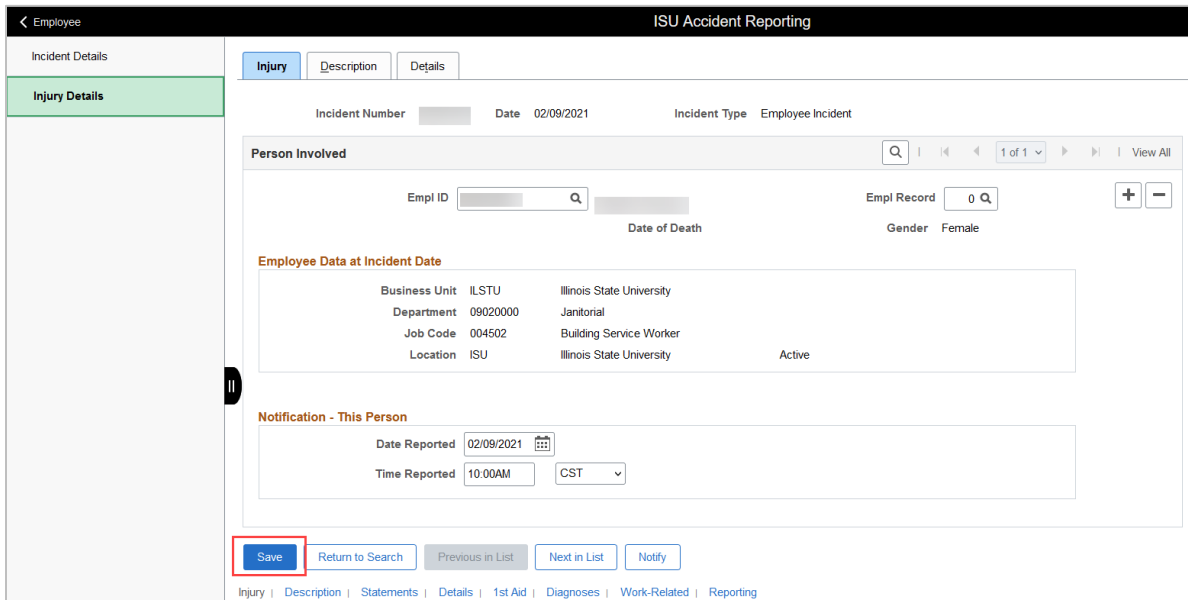
Only the first 300 results can be displayed.

[View All](#)

Incident Number	Incident Type	Incident Date	Reported To Empl ID	Reported By Empl ID	Name	Reported By Non-Empl ID	Non-employee Name
	Incident	02/09/2021				(blank)	(blank)
	Incident	05/23/2020				(blank)	(blank)
	Incident	04/20/2023				(blank)	(blank)
	Incident	04/18/2023				(blank)	(blank)
	Incident	04/16/2023				(blank)	(blank)
	Incident	04/13/2023				(blank)	(blank)

Edit and Save:

Update this page with any edits or changes as needed. Once completed, click the **Save** button to save your changes.



Incident Details

Injury **Description** **Details**

Incident Number Date 02/09/2021 Incident Type Employee Incident

Person Involved

Empl ID Empl Record 0

Date of Death Gender Female

Employee Data at Incident Date

Business Unit	ILSTU	Illinois State University
Department	09020000	Janitorial
Job Code	004502	Building Service Worker
Location	ISU	Illinois State University
		Active

Notification - This Person

Date Reported 02/09/2021

Time Reported 10:00AM CST

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

[Injury](#) | [Description](#) | [Statements](#) | [Details](#) | [1st Aid](#) | [Diagnoses](#) | [Work-Related](#) | [Reporting](#)