



## **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](mailto:supportcenter@illinoisstate.edu)

**Website:** [Help.IllinoisState.edu](http://Help.IllinoisState.edu)

### **Log In:**

To sign in to iPeople, go to [hcm.illinoisstate.edu](http://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.

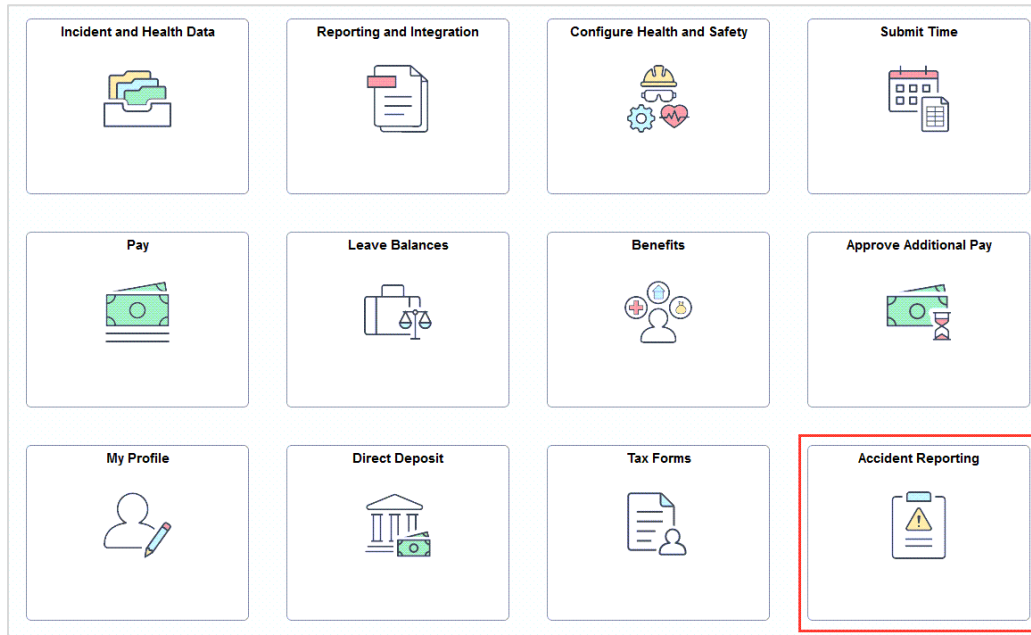
Once you log in, the options on your screen will depend on your security access.



## 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.

Employee ISU Accident Reporting

**Incident Details**

Injury 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

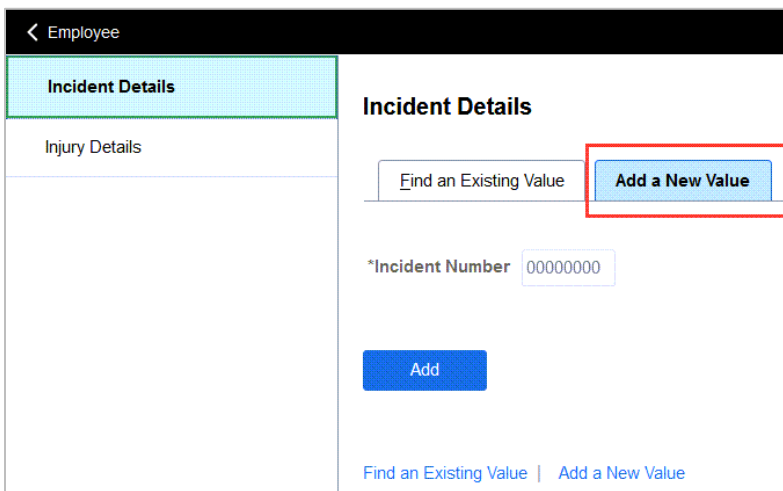
[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[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.

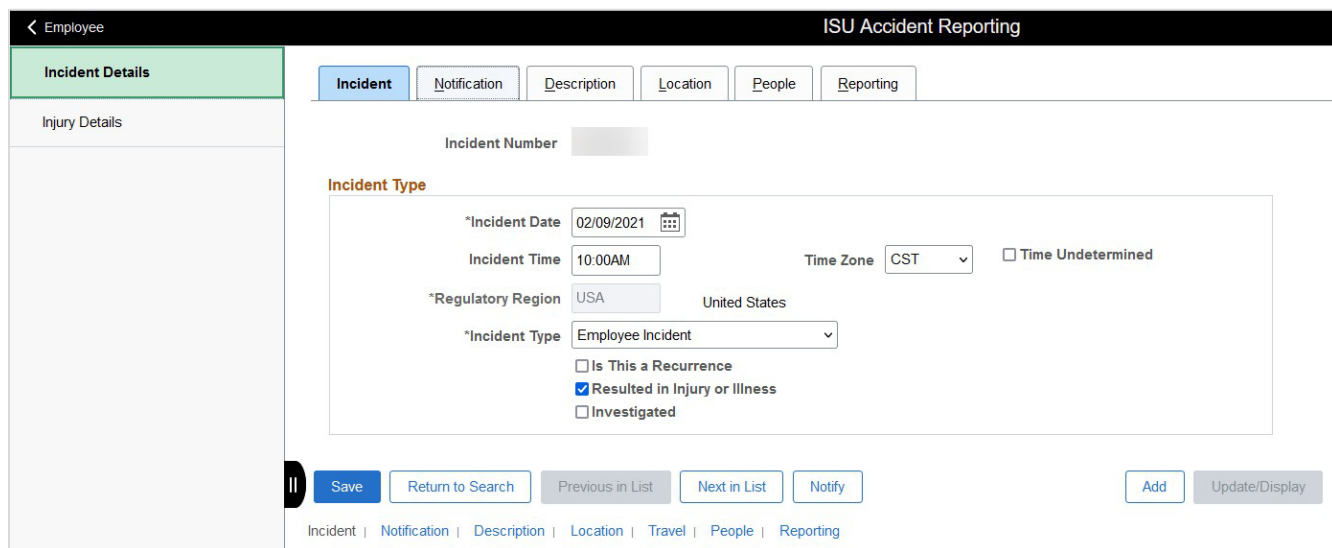
After a minimum amount of information is entered, the system will allow the incident details to be saved. Then, the incident number will be generated.



The screenshot shows a mobile application interface for 'Employee' with a tab for 'Incident Details'. The main content area is titled 'Incident Details' and contains a search bar with two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box. Below the search bar, there is a field for '\*Incident Number' containing '00000000' and a blue 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

### Complete Each Tab:

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

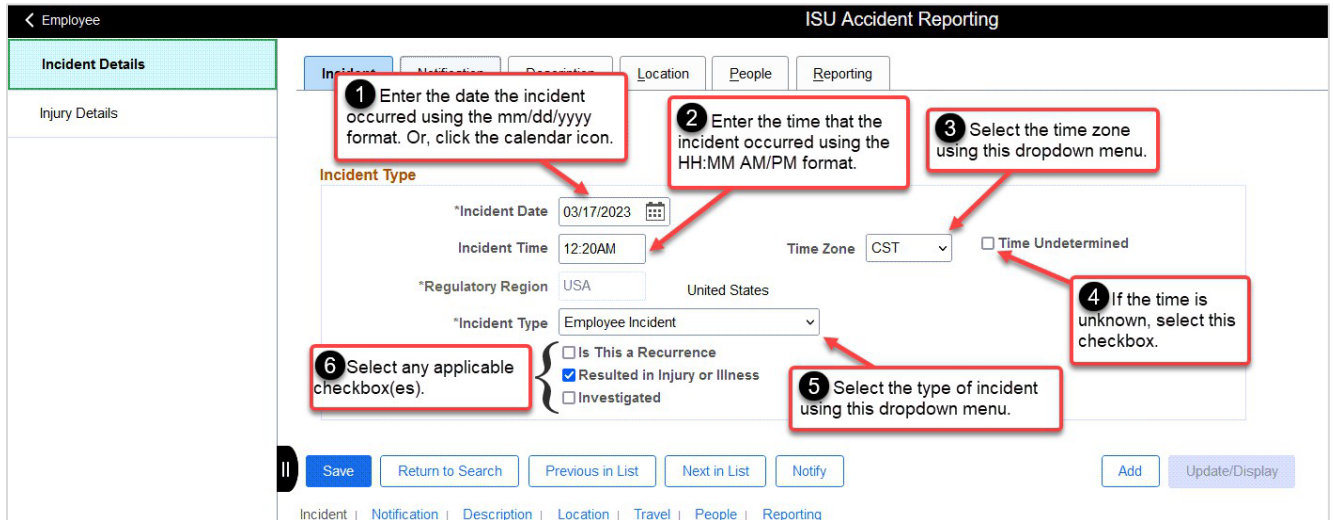


The screenshot shows the 'ISU Accident Reporting' form. The top navigation bar includes a back arrow, 'Employee', and the title 'ISU Accident Reporting'. Below the navigation bar are tabs for 'Incident', 'Notification', 'Description', 'Location', 'People', and 'Reporting'. The 'Incident' tab is active. The form contains the following fields and options:

- Incident Number: [Empty field]
- Incident Type: [Section header]
- \*Incident Date: 02/09/2021 [Calendar icon]
- Incident Time: 10:00AM
- Time Zone: CST [Dropdown menu]
- Time Undetermined
- \*Regulatory Region: USA [Dropdown menu] United States
- \*Incident Type: Employee Incident [Dropdown menu]
- Is This a Recurrence
- Resulted in Injury or Illness
- Investigated

At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. Below the buttons are links for 'Incident | Notification | Description | Location | Travel | People | Reporting'.

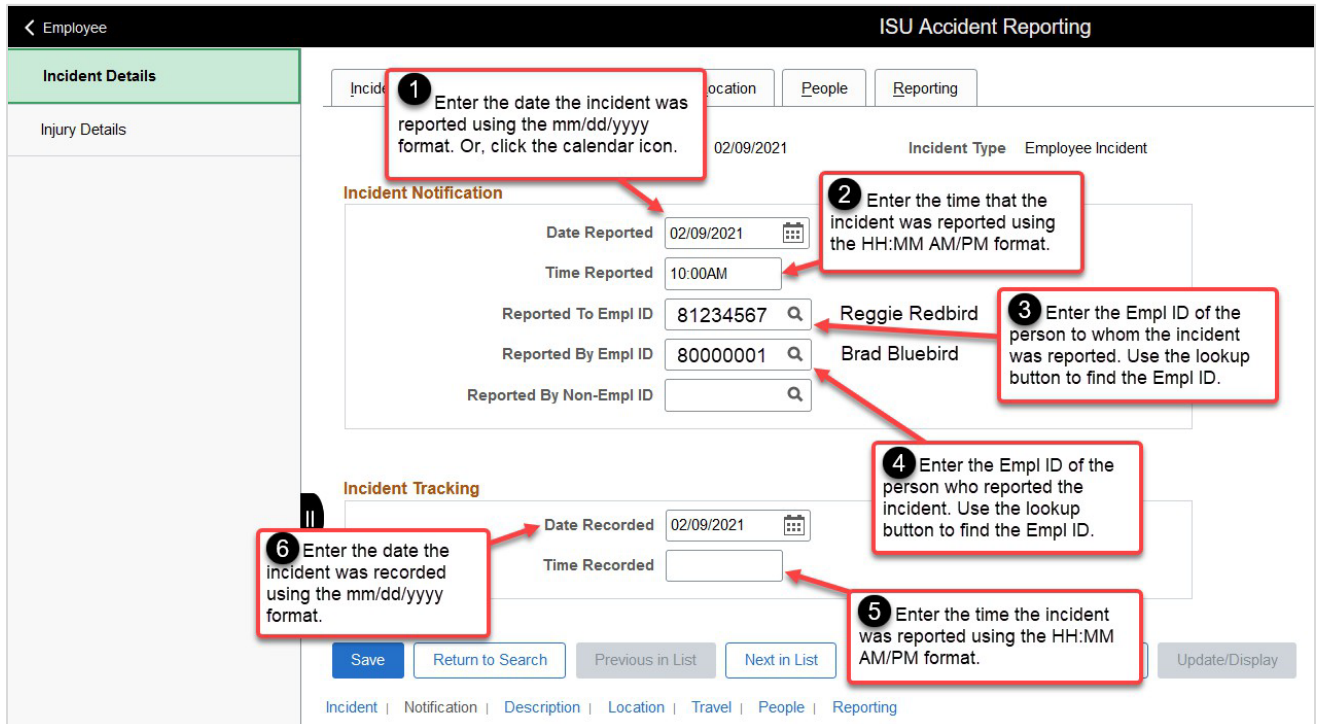
## Incident Tab:



The screenshot shows the 'Incident Tab' in the ISU Accident Reporting system. The form is titled 'Incident' and includes a sidebar for 'Incident Details' and 'Injury Details'. The main form area has tabs for 'Incident', 'Notification', 'Description', 'Location', 'People', and 'Reporting'. The 'Incident' tab is active, showing fields for 'Incident Date' (03/17/2023), 'Incident Time' (12:20AM), 'Time Zone' (CST), 'Regulatory Region' (USA), 'Incident Type' (Employee Incident), and checkboxes for 'Is This a Recurrence', 'Resulted in Injury or Illness', and 'Investigated'. Numbered callouts provide instructions: 1. Enter the date using mm/dd/yyyy format. 2. Enter the time using HH:MM AM/PM format. 3. Select the time zone using the dropdown menu. 4. If the time is unknown, select the 'Time Undetermined' checkbox. 5. Select the type of incident using the dropdown menu. 6. Select any applicable checkbox(es).

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

## Notification Tab:



The screenshot shows the 'Notification Tab' in the ISU Accident Reporting system. The form is titled 'Notification' and includes a sidebar for 'Incident Details' and 'Injury Details'. The main form area has tabs for 'Incident', 'Notification', 'Description', 'Location', 'People', and 'Reporting'. The 'Notification' tab is active, showing fields for 'Date Reported' (02/09/2021), 'Time Reported' (10:00AM), 'Reported To Empl ID' (81234567), 'Reported By Empl ID' (80000001), and 'Reported By Non-Empl ID'. Numbered callouts provide instructions: 1. Enter the date the incident was reported using mm/dd/yyyy format. 2. Enter the time that the incident was reported using HH:MM AM/PM format. 3. Enter the Empl ID of the person to whom the incident was reported. 4. Enter the Empl ID of the person who reported the incident. 5. Enter the time the incident was reported using HH:MM AM/PM format. 6. Enter the date the incident was recorded using mm/dd/yyyy format.

**\*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

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

2 Choose the building and space name.

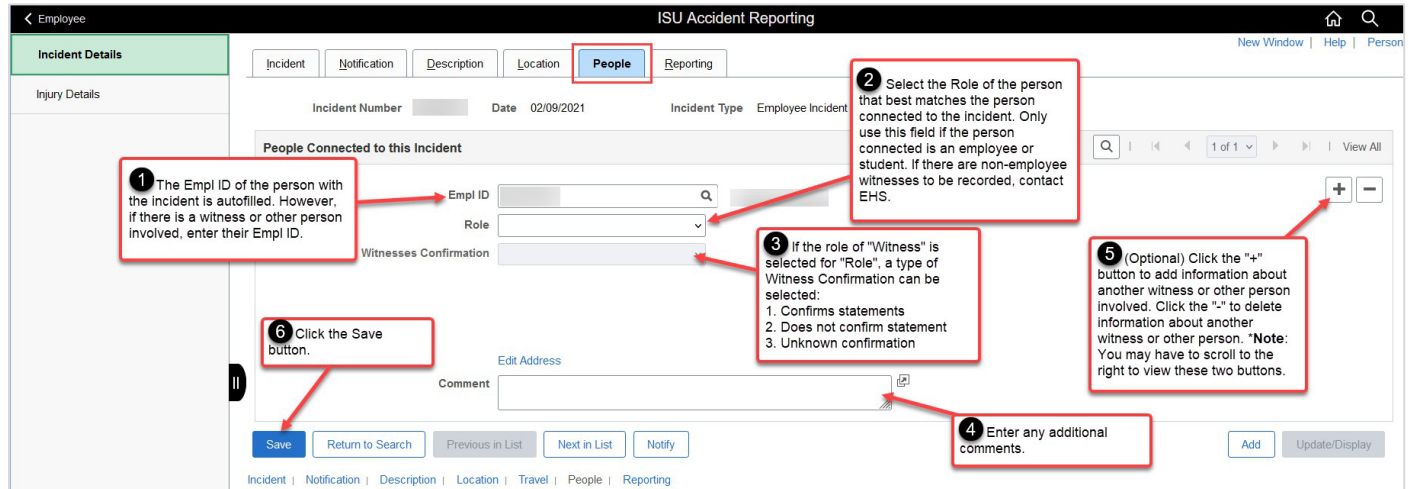
3 Choose the room location display name.

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

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

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

## People Tab:



The screenshot shows the 'People' tab in the ISU Accident Reporting system. The interface includes a navigation bar with tabs for Incident, Notification, Description, Location, **People**, and Reporting. The main content area is titled 'People Connected to this Incident' and contains the following fields and controls:

- Incident Number**: [Field]
- Date**: 02/09/2021
- Incident Type**: Employee Incident
- Empl ID**: [Field]
- Role**: [Dropdown menu]
- Witnesses Confirmation**: [Field]
- Comment**: [Text area]
- Buttons**: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

Numbered callouts provide the following instructions:

- 1** The Empl ID of the person with the incident is autofilled. However, if there is a witness or other person involved, enter their Empl ID.
- 2** Select the Role of the person that best matches the person connected to the incident. Only use this field if the person connected is an employee or student. If there are non-employee witnesses to be recorded, contact EHS.
- 3** If the role of "Witness" is selected for "Role", a type of Witness Confirmation can be selected:
  1. Confirms statements
  2. Does not confirm statement
  3. Unknown confirmation
- 4** Enter any additional comments.
- 5** (Optional) Click the "+" button to add information about another witness or other person involved. Click the "-" to delete information about another witness or other person. **Note:** You may have to scroll to the right to view these two buttons.
- 6** Click the Save button.

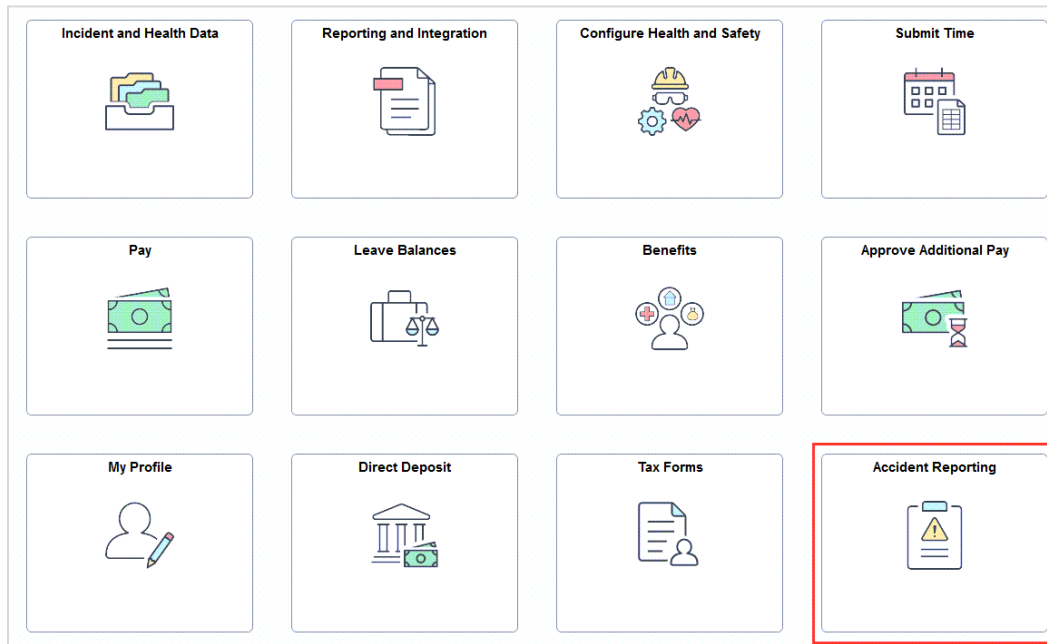
After completing all the necessary fields in this tab, click the **Save** button to save your changes.

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

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

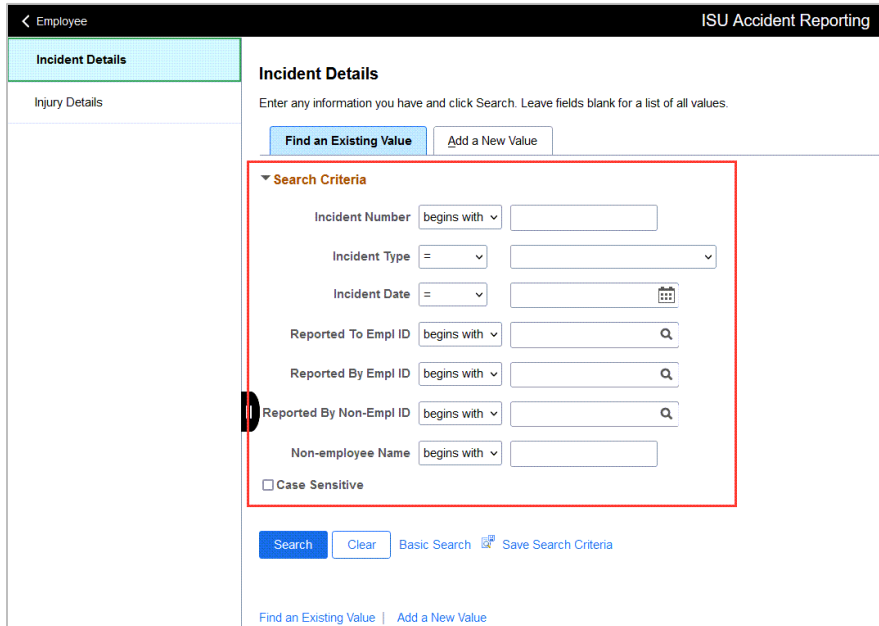
Case Sensitive

[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.



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

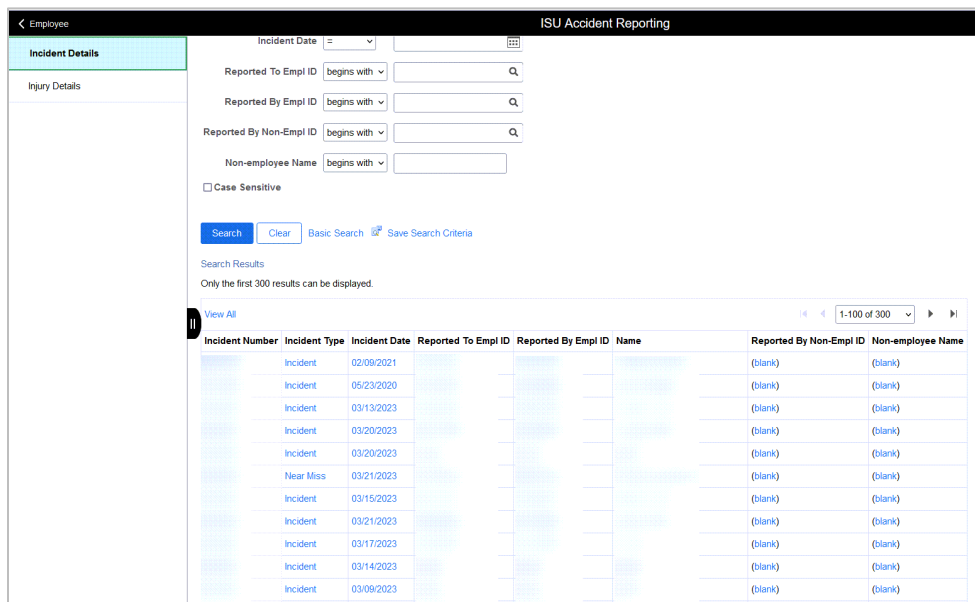
Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

## Search and Select:

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



Employee | 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 | 1-100 of 300

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)





## 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

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

Injury Details

Incident Number

**Incident Type**

\*Incident Date

Incident Time  Time Zone   Time Undetermined

\*Regulatory Region  United States

\*Incident Type

Is This a Recurrence  
 Resulted in Injury or Illness  
 Investigated

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**.

The screenshot shows the 'Incident Details' page with the 'Injury Details' tab selected in the left sidebar. The main content area has three tabs: 'Injury', 'Description', and 'Details'. The 'Injury' tab is active. The form displays the following information:

- Incident Number: [Redacted]
- Date: 02/09/2021
- Incident Type: Employee Incident
- Person Involved: [Redacted]
- Empl ID: [Redacted]
- Empl Record: 0
- 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)
  - Status: Active
- Notification - This Person:
  - Date Reported: 02/09/2021
  - Time Reported: 10:00AM CST

Buttons at the bottom include: Save, Return to Search, Previous in List, Next in List, and Notify.

### Complete Each Tab:

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

This screenshot is identical to the previous one, but with the 'Injury', 'Description', and 'Details' tabs highlighted with red boxes to indicate they need to be completed. The rest of the page content remains the same.



## Injury Tab:

ISU Accident Reporting

Incident Details

**Injury** | Description | Details

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

Person Involved [ ] | 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 [ ] Gender Female

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 [ ]

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

Time Reported 10:00AM [ ] CST [ ]

5 Use the dropdown menu to select the time zone.

2 Click in this field to auto-fill the Business Unit, Department, Job Code, and Location. If the employee has a secondary University position and the incident was not experienced during the primary job, click the lookup button and select the correct position.

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

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



## Description Tab:

The screenshot shows the 'Description' tab of the ISU Accident Reporting system. The interface includes a sidebar with 'Incident Details' and 'Injury Details' tabs. The main content area is titled 'Description' and contains the following sections:

- Incident Information:** Incident Number, Date (02/09/2021), Incident Type (Employee Incident).
- Person Involved:** Fields for Empl ID, Date of Death, Empl Record (0), and Gender (Female).
- Primary Outcome:** Radio buttons for Injury (selected), Illness, and Death.
- Treatment Required:** Radio buttons for Medical Treatment, First Aid, Hospitalized, and Not Required (selected).
- Occupational Illness:** A field for 'Illness' with a lookup button.
- Injury/Illness Details:** A large text area for describing the injury.

Numbered callouts provide instructions:

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

## Details Tab:

The screenshot shows the 'Details' tab of the ISU Accident Reporting system. The interface includes a sidebar with 'Incident Details' and 'Injury Details' tabs. The main content area is titled 'Details' and contains the following sections:

- Incident Information:** Incident Number, Date (02/09/2021), Incident Type (Employee Incident).
- Person Involved:** Fields for Empl ID, Date of Death, Empl Record (0), and Gender (Female).
- Injury Description:** A table with columns: Body Parts, Nature of Injury, Source of Injury, Accident Type, and Unsafe Act.
- Primary Injury Details:** A table summarizing the selections made in the Injury Description section.

Numbered callouts provide instructions:

- 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.
- A summary of all selections made in the Injury Description section can now be viewed here.
- Click the Save button.

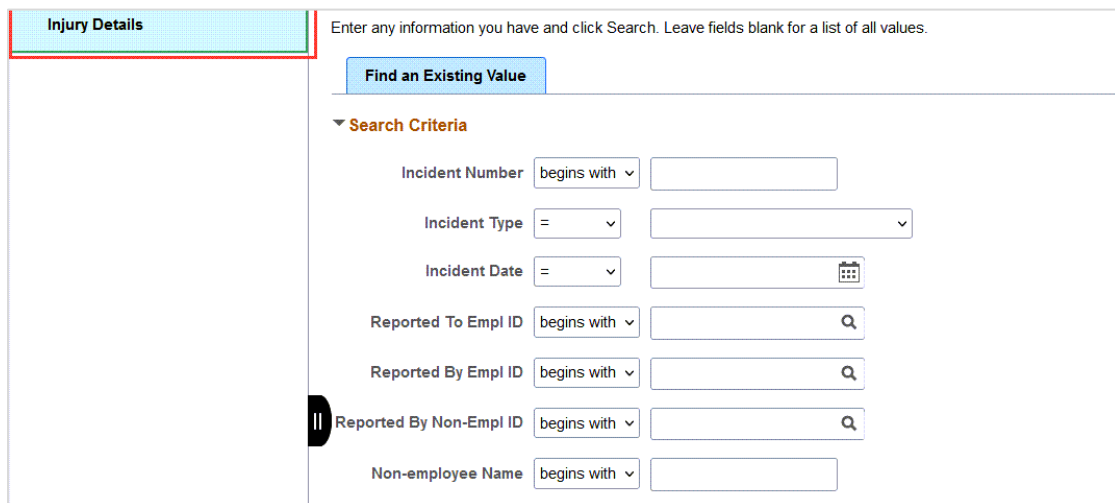
The supervisor incident entries have now been completed. Additionally, a report has been submitted to the proper EHS and HR representatives.

## 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

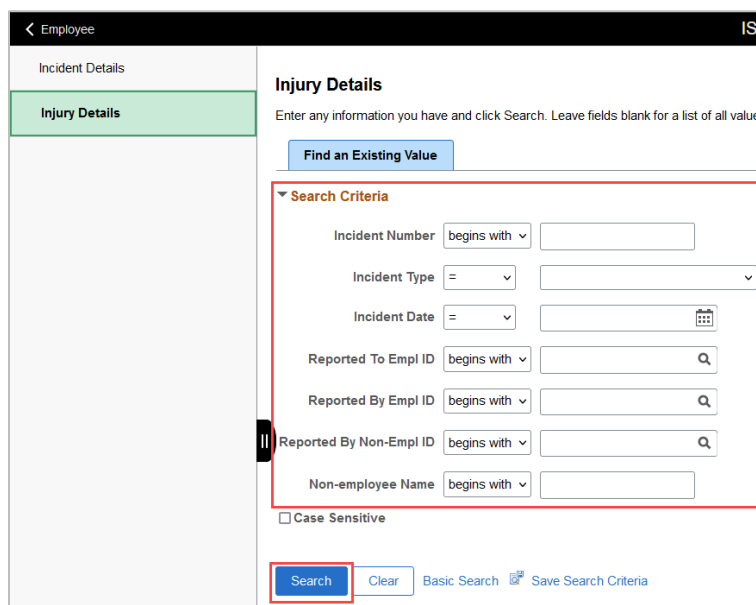
Reported By Empl ID begins with

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

Incident 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

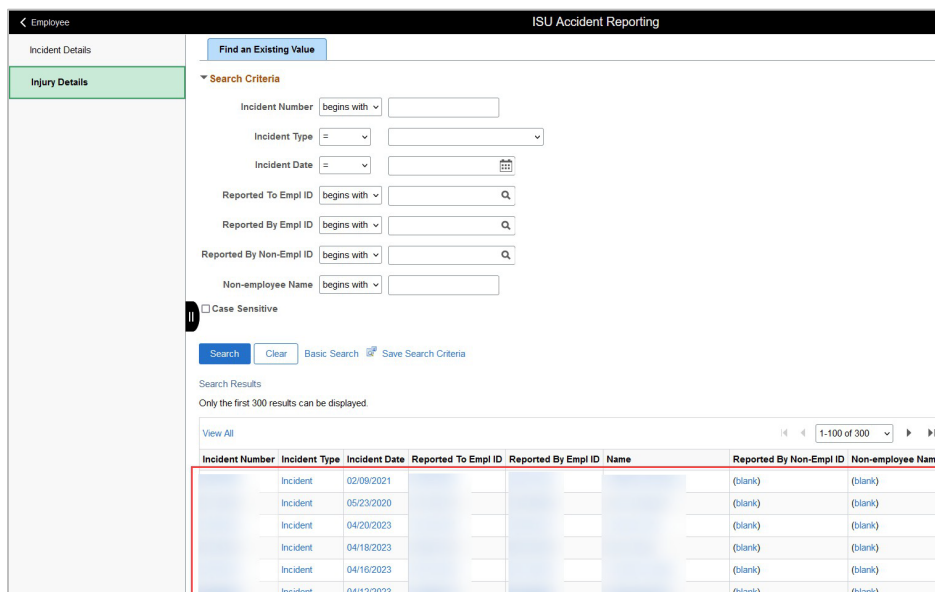
Non-employee Name begins with

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.



ISU Accident Reporting

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 Results

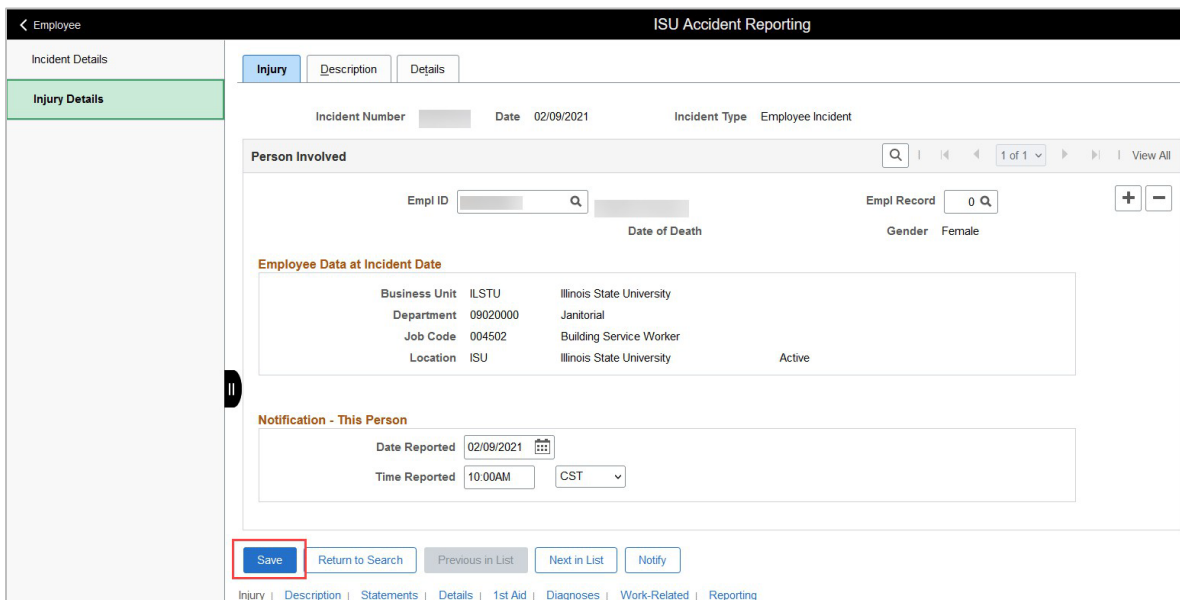
Only the first 300 results can be displayed.

View All 1-100 of 300

Incident Number	Incident Type	Incident Date	Reported To Empl ID	Reported By Empl ID	Name	Reported By Non-Empl ID	Non-employee Name
Incident	Incident	02/09/2021				(blank)	(blank)
Incident	Incident	05/23/2020				(blank)	(blank)
Incident	Incident	04/20/2023				(blank)	(blank)
Incident	Incident	04/18/2023				(blank)	(blank)
Incident	Incident	04/16/2023				(blank)	(blank)
Incident	Incident	04/12/2023				(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.



ISU Accident Reporting

Incident Details

Injury Description Details

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

Person Involved [ ] 1 of 1 View All

Empl ID [ ] Empl Record 0

Date of Death [ ] Gender Female

Employee Data at Incident Date

Business Unit ILSTU Illinois State University

Department 09020000 Jantorial

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