

Quick Source Guide

New Features in CAIRS

September 2004



CAIRS Homepage

- + **Logon Message** indicates the total number of cases in both the “workspace” and “production” and the number of new or revised cases that have been added since the last logon.
- + **Shortcut to Workspace** allows authorized users direct access to cases ready for review, update, or approval. Provided through a link in the system message on the CAIRS homepage.
- + **Shortcut to Production** allows authorized users direct access to the initial screen to begin revising a production case. Provided through a link in the system message at the CAIRS homepage.

CAIRS — Search and Distribution

- + **Ad-Hoc Reports** have been revised to eliminate the cost information and cost statistics.

CAIRS Basic Reports

- + **Sort Options for Statistical Data** allow for distributions by Program Office.

- + **Removed Cost Index** information as a statistical data option.
- + **Revised Case Classification Terminology** to be consistent with terms currently used on the OSHA Log; e.g., “DART Case” replaces Lost Workday Case.

CAIRS Data Input Modules

- + **Input Status Report** provides the status of cases input by User-ID during a specified time period.
- + **Data Screening** allows select authorized users the ability to change a case from recordable to non-recordable.
- + **Enter/Update Workhours** provides an audit feature to check for significant deviations in input values and requires confirmation that all data for the reporting period have been entered.
- + **Add New Case** and DOE F 5484.3 print format has been revised to reflect changes in recording requirements. Also, new cases can now be submitted to production prior to coding non-mandatory data fields.