

OSHA 300A Print Tips

The annual OSHA 300A Report is ready for printing and posting at each location/establishment. Access Document Direct (DocDir) and open the most current version of report **HP3603**. You will be able to see the report for Establishment IDs allowed by your security clearance.

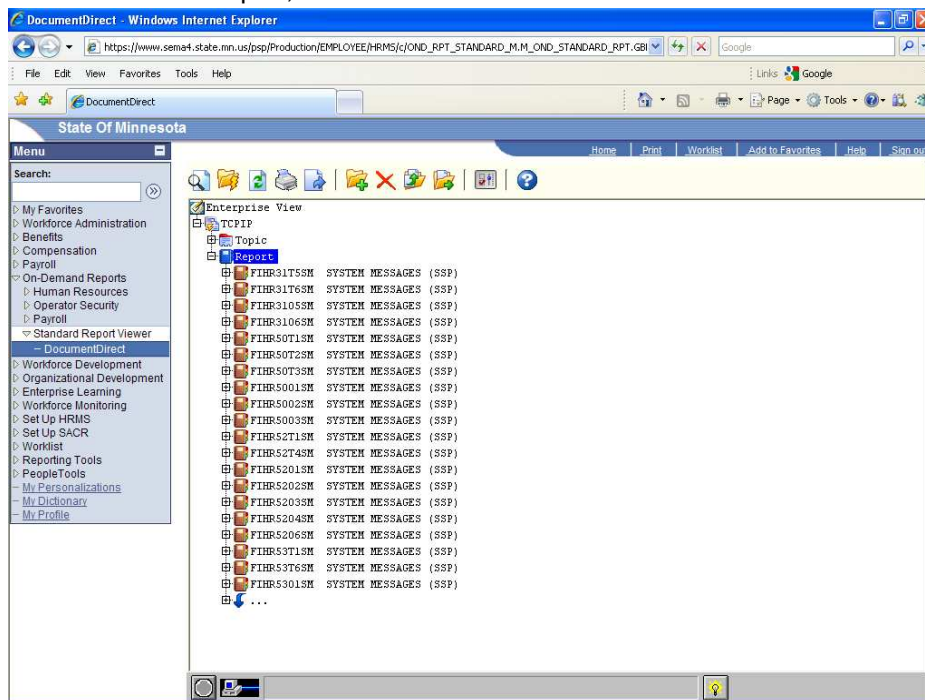
Incidents Included on the OSHA 300a

Individual claimant information is not included on the OSHA 300a, which gets posted publicly. There are SEMA4 reports you can use to see what incidents are included in your OSHA 300a. Log into SEMA4, go to On-Demand Reports, select Human Resources, and then choose the “OSHA 300 Log by Establishment” or “OSHA 300 Log by Location” report. Complete the fields with appropriate values and Run the report.

Document Direct in SEMA4

This method results in a report page size that can't be changed, but you do have the option to download the report as a .pdf or text file.

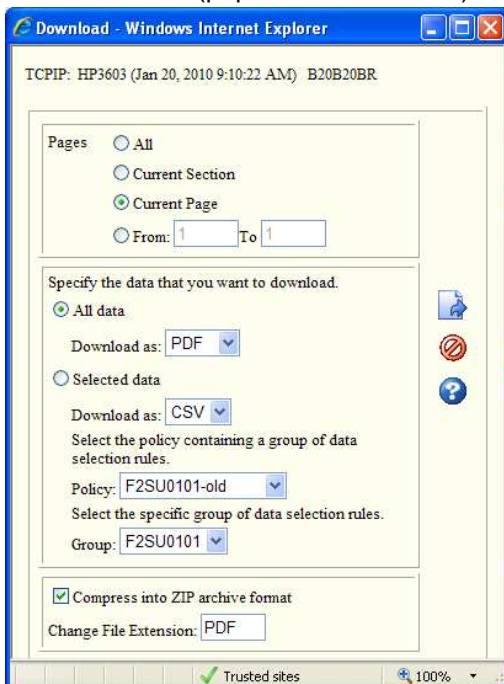
- Log into SEMA4 and go to **On-Demand Reports - Standard Report Viewer – Document Direct**
- If asked: “Do you want to display the nonsecure items?” click “Yes”
- When the “Log in to TCP/IP” window opens, log into DocDir with the same Recipient ID and Password you use to get into SEMA4.
- The Enterprise View of Document Direct will open.
- Click on Report, then click on the blue arrow at the bottom of the list until you see the report you want.



- Click on the plus sign to the left of report # HP3603 and a list of the run-dates will come up.
- Double-click on the run-date for the most recent report (top of list). The report may need to be mounted (not immediately open) so be patient while the system retrieves your report.
- One at a time, double-click on each establishment ID to open that report page.
- If asked: “Do you want to display the nonsecure items?” click “Yes”
- The report will open in a separate window, with some menu options for that window.



- You can print the report from here, if you wish. Note: The report is set to print on legal size paper, but it may also be set to 'shrink to fit' on letter size paper.
- If you prefer, you can download the report to a computer file.
 - Click on the menu icon that looks like a piece of paper with a blue arrow curving off it.
 - In the Download window, under "Specify the data that you want to download." Select "All data" and Download as PDF, Text, or HTML (whatever your preference), and click the 'create' icon (paper with blue arrow) on the right side of the box.



- When asked “Do you want to open or save the file?” select “Open” and the report will open in an Adobe Reader window. Select File, Save As, choose PDF, and brows to the directory where you want to save the file. Name the file, and click “Save”

Document Direct in Windows

The default page size in Document Direct is a little wider than 8.5x11. A few extra steps are needed to get reports to print on one-page-width in the Windows version of DocDir. Once you have opened the HP3603 report for an Establishment ID:

- 1) From the Menu select **View**, and then **Font** from the drop-down menu.
 - In the pop-up window, change the font settings to be:
 - Font: **Courier New**
 - Font Style: **Bold**
 - Size: **22**
 - Click **OK**
 - **Note:** You will need to change the font settings for **each** report section that you want to print.

- 2) From the Menu select **File**, and then **Print...** from the drop-down menu.
 - Click on **Setup...** (right side of Print pop-up window)
 - Set the **Orientation** (lower right corner of Print Setup pop-up window) to be **Landscape**
 - Click **OK**
 - Back in the Print pop-up window, set **Overflow** (bottom left corner) to be **Fits Best**.
 - Now set **Pages** (mid-window) to
 - ◆ **Current Selection** - to print one Establishment at a time, or
 - ◆ **All** – to print reports for all of the Establishments for which you have clearance.
 - Click **OK**
 - **Note:** Most of these steps will only need to be done the **first time** you print a report after entering a DocDir session.

- 3) If you elected to print the reports by Section, close the report section you just printed, and open the report for your next Establishment ID, and repeat step 1) above. Now you should be able to simply select **File**, **Print**, and click **OK** for that section to print properly. Continue until all of the OSHA 300A Reports for your Establishment IDs have been printed.

Please let me know if you have questions or need assistance!

Diana Evensen
 SEMA4 HR Services
 651/259-3641
 Diana.Evensen@state.mn.us