

## Weblite3.0 Reference Screen shots

**Bureau of Labor Statistics**  
**Occupational Employment Statistics**

ADA Statement | Privacy Policy | Logout

### Occupational Employment Statistics Report

[Help](#)

Welcome to the Bureau of Labor Statistics - Occupational Employment Statistics Program. Using this web-based system, you can complete your survey response and submit it on-line or securely upload your data.

Before you begin, please have the Occupational Employment Report available or click 'Help' for your reference.

Please enter your IDCF Number:  [Forgot IDCF number?](#)

In order to prevent unauthorized access, please type the letters you see into the field below.

**DML KR**

[Can't see the letters?](#)

Label Example

Schedule # 123456789-0	11	Est. Emp: 123456
Reference Date: May 12, 2009	60	123456 OKJ
IDCF # 11123456789		QC# 123456

Attn: Human Resources Manager  
First National Blood Bank  
Report for:  
Capitol Hill Branch  
2 Transylvania, Ave NE  
Washington, DC 20002-0011

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1996 and Title 18 U.S.C. Sec. 1001 and 1030.

*Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service to our customers. If the system is unavailable, please try back at a later time.*

**Please read:**  
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.

If you have any questions or comments, [locate your state agency contact information](#) or send e-mail to: [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)  
Updated: Wednesday, September 30, 2009  
URL: <http://idcf.oes.bls.gov/default.asp>

## Login screen – Initial login

**Bureau of Labor Statistics**  
**Occupational Employment Statistics**

ADA Statement | Privacy Policy | Logout

### Occupational Employment Statistics Report

[Help](#)

Welcome to the Internet reporting site for the Occupational Employment Statistics program. Thank you for using this site to securely upload your data.

Before you begin, please have the Occupational Employment Report available or Click 'Help' for your reference.

Please enter your IDCF Number:  [Forgot IDCF number?](#)

Label Example

Schedule # 123456789-0	11	Est. Emp: 123456
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If you have any questions or comments, [locate your state agency contact information](#) or send e-mail to: [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)  
Updated: Wednesday, September 23, 2009  
URL: <http://idcf.oes.bls.gov/content/bypass.asp>

## Login Screen on returning entry to submit another report

# Occupational Employment Statistics

## Enter Contact Information

Please tell us who to contact if we have questions about your data (\*Required Field).

\*Contact Name:

\* Job Title:

\* Company Name:

Address:

City:

State:  Zip Code:  -

\*Email:

\*Confirm Email:

\*Telephone: ()  -  Ext:



If you have any questions or comments, [locate your state agency contact information](#) or send e-mail to: [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)  
Updated: Thursday, October 08, 2009  
URL: <https://idcftoes.bls.gov/content/address.asp>

## Enter Contact Information

# Occupational Employment Statistics

ADA Statement | Privacy Policy

## Work Location and Establishment Data

Please complete Items 1 through 4 on this page. (\*Required)

1. Looking at **Box 3** of the Occupational Employment Report, which of the options below best describes the **operating status** of the location on the address label on the reference date?

- Operating
- Temporarily closed during reference month
- Permanently out of business as of  /  /  (MM/DD/YYYY)
- Sold or merged. Enter the new name and address below, then go to item 2.

2. Is the **industry description** printed in **Box 2** of the survey form correct?

- Yes
- No - list your main products or services

3. How many **employees**, both full-and part-time, worked at this location during the pay period that included the reference date printed in **Box 3**?

## Front Survey form – Questions 1 through 3

4. Are you reporting for the **specific location** listed on the address label?

Yes  
 No - multiple work locations are included, and work sites are identified  
 No - multiple work locations are included, and work sites are not identified  
 No, other (please explain)

5. Please enter any **additional information** or **comments** about the data.

6. How would you like to report your data ?

Upload existing Data file  
 Enter Data Online

Continue

Front Survey form – Questions 4 through 6

**Internet Data Collection Facility**  
**File Transfer**

**1. Review Respondent and Company Information**

Click the "Edit" button to make any changes to this information. If no changes are required go to **Step 2** (below) to attach the file(s) you wish to send to BLS.

**Respondent Information**

Thao Le  
Economist  
Bureau of Labor Statistics  
Postal Square Building  
2 Massachusetts Avenue, N.E.  
Washington DC 20212-2122  
(202)691-6407 Ext:  
do\_t@bls.gov

Edit

**2. Select Files to Send to BLS**

Select the file you wish to send to BLS using the "Browse" button. Repeat the process if you are sending more than one file.  
Select your file:

Browse...

Attached Files:

**3. Send Files**

Once you have selected the file(s) you want to send to BLS, click the "send" button to submit your data.

Send

---

If you have questions or comments please complete and submit help request form: [Help Request Form](#)   
Updated: Wednesday, September 16, 2009  
URL: <https://iddftoes.bls.gov/FileTransfer/multidefault.asp>

Confirmation Screen – Click Browse to locate file to upload

Internet Data Collection Facility (IDCF) - File Transfer - Windows Internet Explorer provided by Bureau of Labor Statistics

**Choose file**

Look in: Forms Redesign

Recent  
Desktop  
My Documents  
My Computer  
My Network Places

200804addresses  
Fillable\_uuuuu  
Fillable\_uuuuu1\_wordwrap  
Fillable\_uuuuu\_import  
Fillable\_uuuuu\_import\_test  
Fillable\_uuuuu\_import\_test2  
Fillable\_uuuuu\_new\_test  
Fillable\_uuuuu\_R1  
Fillable\_uuuuu\_R12  
Fillable\_uuuuu\_R1\_Test  
Fillable\_uuuuu\_test  
Fillable\_uuuuu\_Test\_Fillable\_save  
Fillable\_uuuuu\_Test\_G  
Help manual  
OES 999999999 9 83 Fillable\_uuuuu

Sample1\_Form  
Test  
uuuuuu  
uuuuuu  
uuuuuu\_3  
uuuuuu\_Fillable\_respondents  
uuuuuu\_Fix

File name:   
Files of type: All Files (\*.\*)

Open  
Cancel

2. **Select Files to Send to BLS**

Select the file you wish to send to BLS using the "Browse" button. Repeat the process if you are sending more than one file.  
Select your file:

Attached Files:

3. **Send Files**

Once you have selected the file(s) you want to send to BLS, click the "send" button to submit your data.

Clicking on Browse – direct user to ‘Choose file’ for upload

From: OES Help Desk [OES.HelpDesk@bls.gov] Sent: Tue 10/20/2009  
 To: Lapointe, Jeffrey - BLS; Do, Thao - BLS  
 Cc:  
 Subject: Test Data Upload for Schedule schedule: 6232009628 statecode: 12  
 Attachments: OES.12.623200962.Fillable\_uuuuu.pdf (50 kB)

Data for schedule: 6232009628 statecode: 12 is attached. If you are not the correct recipient for this data, please notify OES immediately.

Contact name: Thao Le  
 Job title: Economist  
 Email: do\_t@bls.gov  
 Phone: (202) 691-6407  
 Ext:  
 Company name1: Bureau of Labor Statistics Company name2: Postal Square Building  
 Address: 2 Massachusetts Avenue, N.E.  
 City: Washington  
 State: DC  
 Zip: 20212-2122  
 Operating status: operating  
 Industry description: Yes  
 Number of employees: 200  
 Specific location: Yes  
 Comments: test


E-mail to State IDCF of Upload file

## File Transfer



### File Upload Utility

- **File Description**  
Fillable\_uuuuu.pdf 50,847 bytes
- **Scanning for viruses...**  
No viruses found
- **Encrypting file...**  
Encrypted File: OES.12.623201027.Fillable\_uuuuu.pdf.ent

**Success! File Fillable\_uuuuu.pdf was sent.**



### Confirmation on a successful upload

From: OES Help Desk [OES.HelpDesk@bls.gov] Sent: Tue 10/20/2009  
To: Lapointe, Jeffrey - BLS; Do, Thao - BLS  
Cc:  
Subject: Test Data Upload for Schedule schedule: 6232009677 statecode: 12  
Attachments:  OES.12.623200967.xls (2 KB);  OES.12.623200967\_Form.xls (3 KB)

Data for schedule: 6232009677 statecode: 12 is attached. If you are not the correct recipient for this data, please notify OES immediately.

Contact name: Thao Le  
Job title: Economist  
Email: do\_t@bls.gov  
Phone: (202) 691-6407  
Ext:  
Company name1: Bureau of Labor Statistics Company name2: PSB, Suite 2645  
Address: 2 Massachusetts Avenue, NE  
City: Washington  
State: DC  
Zip: 20212-2123  
Operating status: operating  
Industry description: Yes  
Number of employees: 120  
Specific location: Yes  
Comments: Test

E-mail to State IDCF of completed report filled on-line by respondents – Note: Two excel files (completed form as filled on-line and a ‘SPAM’ ready format file for batching)

# Occupational Employment Statistics

ADA Statement | Privacy Policy | Logout

## Enter Your Data Online

Please use the following form to report your Occupational Employment Report data.

Help

- For each occupation listed, read the definition to determine which occupations are found in your establishment.
- For each occupation that is found in your establishment, enter the number of worker in the occupation based on their wages.
- For each occupation that is not found, click "Add" at the bottom of the page.
- Enter a unique occupational title, short description of duties, number of employees found in each wage column, and the total employment for each occupation.
- Click on "Help" for detailed instructions on how to report your occupations and wages.

PLEASE SELECT THE TITLE AND FORM CODE YOU'RE REPORTING

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)												
	A	B	C	D	E	F	G	H	I	J	K	L	T
Hourly (part-time or full-time) under \$9.25	\$9.25	\$11.50	\$14.50	\$18.25	\$22.75	\$28.75	\$36.00	\$45.25	\$57.00	\$71.50	\$90.00	and over	Total
Annual Salary (full-time only) under \$19,240	\$19,240	\$23,920	\$30,160	\$37,960	\$47,320	\$59,800	\$74,880	\$94,120	\$118,560	\$148,720	\$187,200	and over	Employment

Example:

Secretaries - Perform administrative duties, typing, and other tasks as needed	A	A	C	D	F	F	G	H	I	J	K	L	T
11-1011							3						6

Are there additional occupations that you need to report? Click "Add Occupations" and Enter the data in boxes provided, otherwise click "Continue."

Add Occupations

Data Entry Page – Respondent click on the drop-down arrow to see listing of FORM code and titles

# Occupational Employment Statistics

## Enter Your Data Online

Please use the following form to report your Occupational Employment Report data.

- For each occupation listed, read the definition to determine which occupations are found in your establishment.
- For each occupation that is found in your establishment, enter the number of worker in the occupation based on their wages.
- For each occupation that is not found, click "Add" at the bottom of the page.
- Enter a unique occupational title, short description of duties, number of employees found in each wage column, and the total employment for each occupation.
- Click on "Help" for detailed instructions on how to report your occupations and wages.

PLEASE SELECT THE TITLE AND FORM CODE YOU'RE REPORTING

- PLEASE SELECT THE TITLE AND FORM CODE YOU'RE REPORTING
- Logging -- 113000
  - Support Activities for Agriculture -- 115000
  - Oil and Gas Extraction -- 211000
  - Mining (Except Oil and Gas) -- 212000
  - Support Activities for Mining -- 213000
  - Utilities -- 221000
  - Construction of Buildings -- 236000
  - Heavy and Civil Engineering Construction -- 237000
  - Specialty Trade Contractors -- 238000
  - Food Manufacturing -- 311000
  - Beverage and Tobacco Product Manufacturing -- 312000
  - Textile Mills -- 313000
  - Textile Products Mills -- 314000
  - Apparel Manufacturing -- 315000
  - Leather and Allied Product Manufacturing -- 316000
  - Wood Product Manufacturing -- 321000
  - Paper Manufacturing -- 322000
  - Printing and Related Support Activities -- 323000
  - Petroleum and Coal Products Manufacturing -- 324000
  - Chemical Manufacturing -- 325000
  - Plastics and Rubber Products Manufacturing -- 326000
  - Nonmetallic Mineral Product Manufacturing -- 327000
  - Primary Metal Manufacturing -- 331000
  - Fabricated Metal Product Manufacturing -- 332000
  - Machinery Manufacturing -- 333000
  - Computer and Electronic Product Manufacturing -- 334000
  - Electrical Equipment, Appliance, and Component Manufacturing -- 335000
  - Transportation Equipment Manufacturing -- 336000
  - Furniture and Related Product Manufacturing -- 337000

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)						
D	E	F	G	H	I	J
\$14.50	\$18.25	\$22.75	\$28.75	\$36.00	\$45.25	\$57.00
-	-	-	-	-	-	-
18.24	22.74	28.74	35.99	45.24	56.99	71.49
\$30,160	\$37,960	\$47,320	\$59,800	\$74,880	\$94,120	\$118,560
37,959	47,319	59,799	74,879	94,119	118,559	148,719

D	E	F	G	H	I
			3		

Are there additional occupations that you need to report? Click "Add Occupations" and Enter the data in boxes provided, otherwise click "Continue."

Drop down listing of FORM CODE to be selected



Logging -- 113000

OCCUPATIONAL TITLE AND DESCRIPTION OF DUTIES	NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)									
	A	B	C	D	E	F	G	H	I	J
Hourly (part-time or full-time)	under \$9.25	\$9.25	\$11.50	\$14.50	\$18.25	\$22.75	\$28.75	\$36.00	\$45.25	\$57.00
Annual Salary (full-time only)	under \$19,240	\$19,240	\$23,920	\$30,160	\$37,960	\$47,320	\$59,800	\$74,880	\$94,120	\$118,560

**Example:**

Secretaries - Perform administrative duties, typing, and other tasks as needed	A	B	C	D	E	F	G	H	I
11-1011	2	1					3		

PLEASE SELECT THE OCCUPATIONAL TITLE YOU'RE REPORTING

Click on drop-down to select the occupational title to be reported

File Edit View Favorites Tools Help Convert Select

Bureau of Labor Statistics - Occupational Employment

PLEASE SELECT THE OCCUPATIONAL TITLE YOU'RE REPORTING

- 11-1011 -- Chief Executives
- 11-1021 -- General and Operations Managers
- 11-3031 -- Financial Managers
- 11-3051 -- Industrial Production Managers
- 13-1021 -- Buyers and Purchasing Agents, Farm Products
- 13-2011 -- Accountants and Auditors
- 19-1032 -- Foresters
- 19-4093 -- Forest and Conservation Technicians
- 33-9032 -- Security Guards
- 37-2011 -- Janitors and Cleaners, Except Maids and Housekeeping Cleaners
- 37-3011 -- Landscaping and Groundskeeping Workers
- 41-4012 -- Sales Representatives, Wholesale and Manufacturing, Except Technicians
- 43-1011 -- First-Line Supervisors of Office and Administrative Support Workers
- 43-3031 -- Bookkeeping, Accounting, and Auditing Clerks
- 43-3051 -- Payroll and Timekeeping Clerks
- 43-4071 -- File Clerks
- 43-4161 -- Human Resources Assistants, Except Payroll and Timekeeping
- 43-4171 -- Receptionists and Information Clerks
- 43-5071 -- Shipping, Receiving, and Traffic Clerks
- 43-6011 -- Executive Secretaries and Executive Administrative Assistants
- 43-6014 -- Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
- 43-9061 -- Office Clerks, General
- 45-1011 -- First-Line Supervisors of Farming, Fishing, and Forestry Workers
- 45-2092 -- Farmworkers and Laborers, Crop, Nursery, and Greenhouse
- 45-2093 -- Farmworkers, Farm, Ranch, and Aquacultural Animals
- 45-4011 -- Forest and Conservation Workers
- 45-4021 -- Fallers
- 45-4022 -- Logging Equipment Operators
- 45-4023 -- Log Graders and Scalers

NUMBER OF EMPLOYEES IN SELECTED WAGE RANGES (Report Part-time Workers According to an Hourly Rate)							
D	E	F	G	H	I	J	
\$14.50	\$18.25	\$22.75	\$28.75	\$36.00	\$45.25	\$57.00	\$
18.24	22.74	28.74	35.99	45.24	56.99	71.49	8
\$30,160	\$37,960	\$47,320	\$59,800	\$74,880	\$94,120	\$118,560	\$
37,959	47,319	59,799	74,879	94,119	118,559	148,719	1

PLEASE SELECT THE OCCUPATIONAL TITLE YOU'RE REPORTING

Select an Occupational Code

Are there additional occupations that you need to report? Click "Add Occupations" and Enter the data in boxes provided, otherwise click "Continue."

Add Occupations

Drop down of occupational title associated with the selected FORM CODE

Are there additional occupations that you need to report? Click "**Add Occupations**" and Enter the data in boxes provided, otherwise click "**Continue**."

	A	B	C	D	E	F	G	H	I	J	K	L	T
<input type="button" value="Delete Occupation"/>													

Total Employment:

Blank fields – replicating the supplemental sheet for occupations not form on FORM – respondent can type in freely

Total Employment:

Total Employment – Required field

*Bureau of Labor Statistics  
Occupational Employment Statistics*

review your online data:

	A	B	C	D	E	F	G	H	I
	under \$9.25	\$9.25	\$11.50	\$14.50	\$18.25	\$22.75	\$28.75	\$36.00	\$45
		-	-	-	-	-	-	-	-
		\$11.49	\$14.49	\$18.24	\$22.74	\$28.74	\$35.99	\$45.24	-\$56
<i>Test</i>		-	-	-	-	-	-	-	-
	under \$19,240	\$19,240	\$23,920	\$30,160	\$37,960	\$47,320	\$59,800	\$74,880	\$94,
		-	-	-	-	-	-	-	-
	\$19,240	\$23,919	\$30,159	\$37,959	\$47,319	\$59,799	\$74,879	\$94,119	\$118,

Review Screen – Download, Print, or go back to Edit



## Bureau of Labor Statistics Occupational Employment Statistics

### Thank You!

Thank you for completing the Occupational Employment Statistics Report.  
You have submitted data successfully.

IDCF Number: **12623201030**

Your data have been received by BLS on **10/20/2009** at **12:51:39 PM**

Please remember to print this page for your records.

### [Report for another IDCF number](#)

If you would like to send us a comment, use the e-mail link below.  
To learn more about useful OES data and publications or to create customized tables, use the links below.

[Occupational Employment Statistics Homepage](#)  
[BLS Homepage](#)  
[Request OES Information](#)

If you have any questions or comments, [locate your state agency contact information](#) or send e-mail to: [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)  
Updated: Thursday, October 08, 2009  
URL: <https://idcftoes.bls.gov/content/thankYou.asp>

## Confirmation 'Thank You' on uploading report filled out on-line

### Occupational Employment Statistics (OES) Help Index

[< Previous](#)

[Index](#)

#### Learn More About Occupational Employment Statistics (OES)

[Find out about OES](#)  
[Review the OES Confidentiality Notice](#)  
[OES Terms and Definitions](#)

#### Access the Occupational Employment Statistics (OES) System

[Login to the System](#)  
[Retrieve my IDCF Number](#)

#### Report My Data

[Enter my Contact Information](#)  
[Report my Work Location and Establishment Data](#)  
[Update my Contact Information](#)  
[Select Files to Send to BLS](#)  
[Revise Previously Submitted Data](#)  
[Report for Another Schedule Number](#)  
[Report employees by occupation](#)  
[Report wages](#)

#### Need Assistance?

[Get Help Reporting my Data](#)

If you have any questions or comments, [locate your state agency contact information](#) or send e-mail to: [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)  
Updated: Thursday, October 08, 2009  
URL: <https://idcftoes.bls.gov/help/default.asp>

[Send E-Mail to the OES Help Desk](#)

## Help Link

## Retrieve my IDCF Number

[< Previous](#)

[Index](#)

[N](#)

Your IDCF number is the 11-digit number printed on the third line of the address label on the front page of the Occupational Employment Report. This number is derived from your assigned FIPS code and a schedule number for your establishment. If you don't have your Occupational Employment Report, please send an email to [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov) or call 202-691-6569

If you have any questions or comments, [locate your state agency contact information](#) or send e-mail to: [oes.helpdesk@bls.gov](mailto:oes.helpdesk@bls.gov)  
Updated: Tuesday, October 06, 2009  
URL: <https://idcftoes.bls.gov/help/lostschedulenumbr.asp>

Important – Reference to IDCF Number for accessing Weblite