

**U.S. DEPARTMENT OF LABOR**  
**BUREAU OF LABOR STATISTICS**

**OCCUPATIONAL  
REQUIREMENTS  
SURVEY**

Data Capture Application  
Quick Start Guide



# Logging in to the ORS Data Capture System

1. Click the link or enter <http://ocwcinet/wl/ors/ORS.html> into Internet Explorer.

ORS Data Capture Version 0.04 - Windows Internet Explorer provided by Bureau of Labor Statistics

ORS Data Capture 0.04 - Please Login

**Warning: Notice of Auditing/Monitoring**

Notice of Auditing/Monitoring: Users have no right to privacy while using any government owned or leased information technology system, which includes workstations, LAN servers, and all software such as word processors, Internet browsers, electronic mail, etc. Activity on such systems and equipment is subject to Freedom of Information Act requests, monitoring during the course of systems administration and audit or law enforcement reviews to protect the system from inappropriate use. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L.99-174). Anyone using this system consents to such monitoring. Violations may be reported to the proper authorities.

**Please enter your LAN Id and password:**

**NOTE: 3 failed login attempts will result in your account being locked.**

LAN Id:

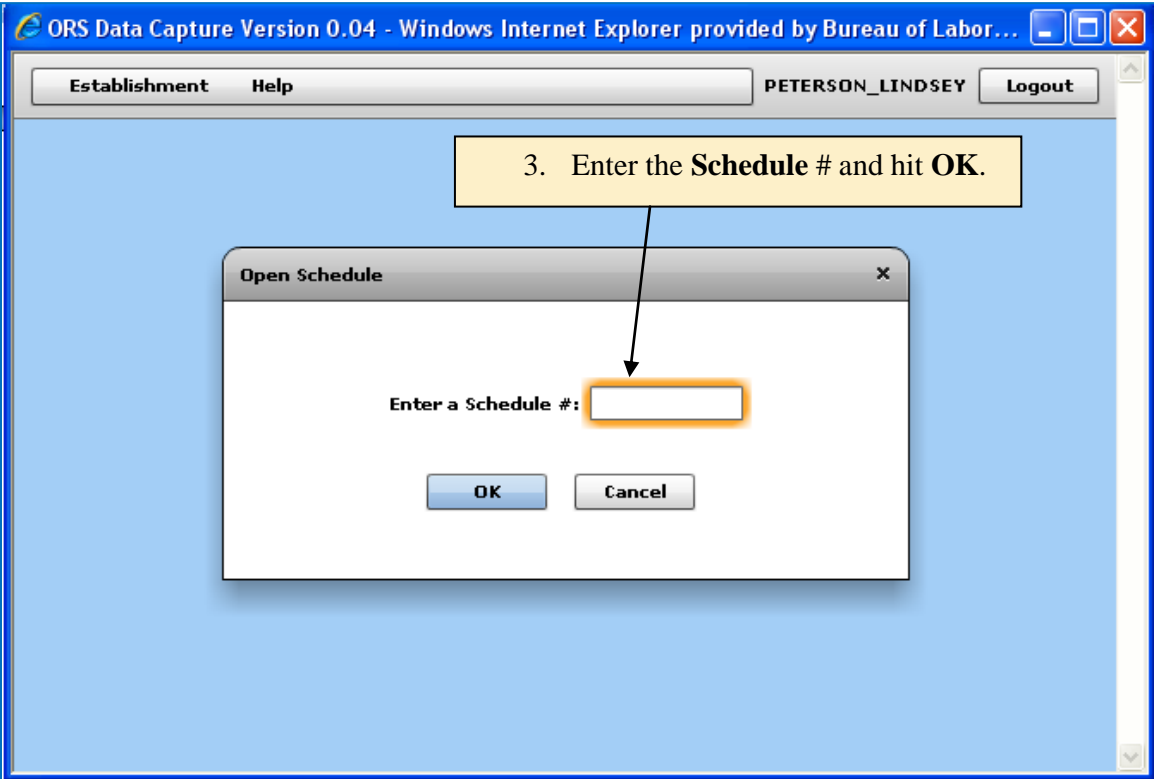
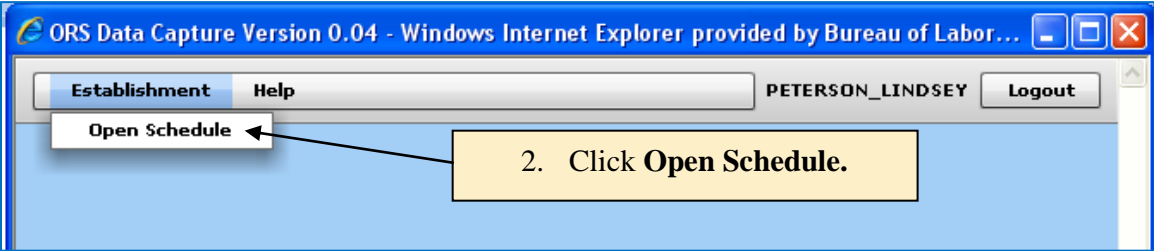
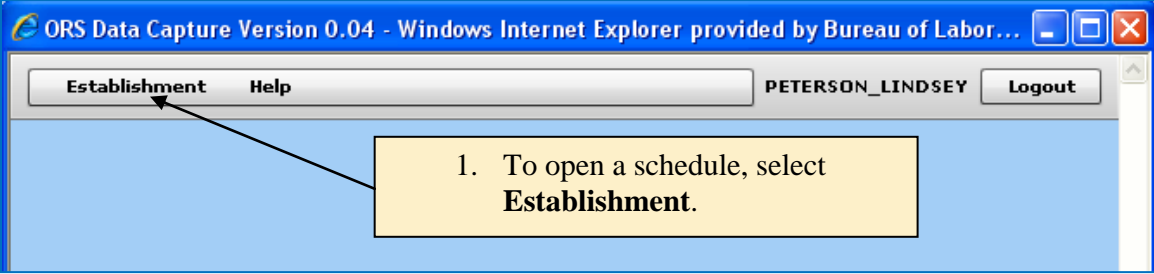
Password:

Login Exit

3. Entering the wrong combination of **LAN Id** and **LAN Password** three times will lock your account. To unlock your account, close the window and wait 15 minutes before attempting to login again.

2. Verify your **LAN Id** is correct and enter your **LAN Password**.  
(The same as your Windows login)

# Opening a Schedule



# Company Information

ORS Data Capture Version 0.04 - Windows Internet Explorer provided by Bureau of Labor Statistics

Establishment Help PETERSON\_LINDSEY Logout

Schedule: Save Schedule Close Complete

Quotes >>

Company Info Respondents

Schedule:

Collection Method:  Personal Visit  Telephone  Email  Combined

Company Name:

Mailing Address:  Physical Address:  Same as Mailing

Street 1:  Street 1:

Street 2:  Street 2:

City:  City:

State:  Zip:  State:  Zip:

NAICS:

NAICS Desc:

Assigned Empl.:

Total Empl.:

PSO Empl.:   Standard PSO  Fallback PSO

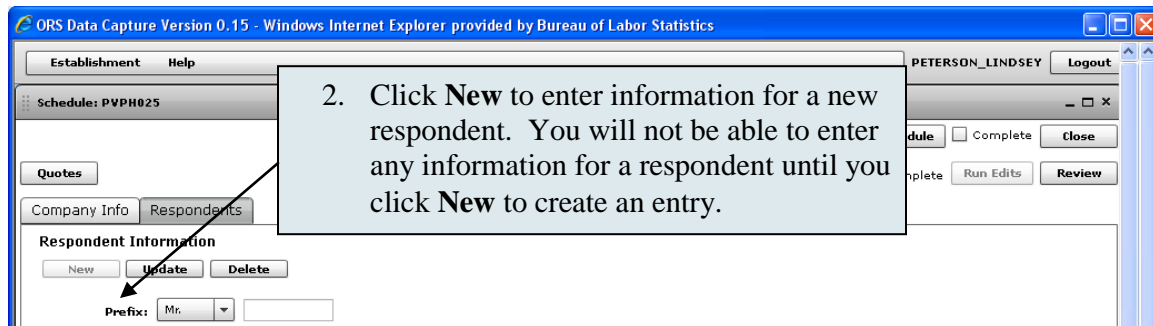
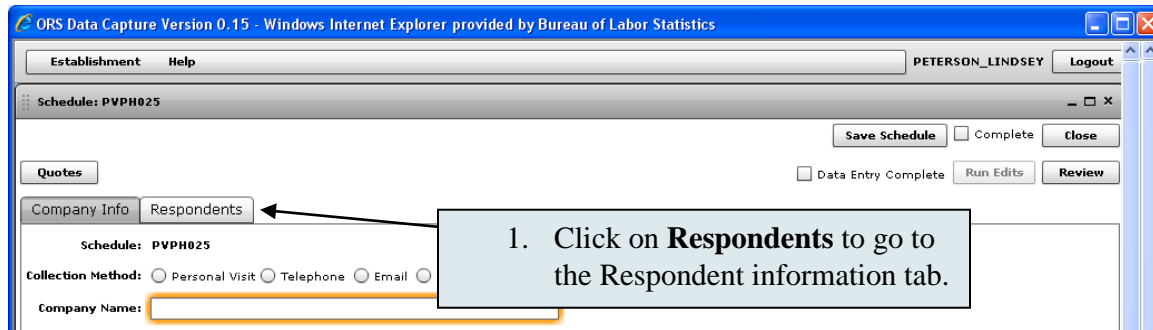
Comments:

1. Verify or edit the information loaded from the sample data: **Company Name, Physical and Mailing Address, NAICS, and Assigned Employment.**

2. If the **Physical Address** is the same as the **Mailing Address**, click **Same as Mailing**.

3. Enter **Total and PSO Employment**. Entering **PSO Employment** tells the system how many quotes to generate. *(If it is not entered, no quotes will be available)*

# Respondent Information



3. If the address for the respondent is the same as the mailing or physical address, click either **Mailing** or **Physical**.

Respondent Information

Prefix: Mr. First Name: Bob Last Name: Johnson Title: CEO

Same As:  Mailing  Physical

Address Line 1: 123 Main St Address Line 2: City: Orange State: CA Zip Code: 12345

Work Phone: (555) 555-5555 Cell Phone: Fax: Email:

Name	Title	Address...	Address...	City	State	ZIP	Work P...	Cell Pho...	Fax	Email	Com...
Mr. Bob Jo	CEO	123 Main St		Orange	CA	12345	(555) 555-				c
Ms. Babs J	Dispatcher	123 Main St		Orange	CA	12345	(555) 555-				

4. After all of the fields have been filled, click **Update** to update the respondent information in the table. Click **Save Schedule** to make sure the respondent info saves in the system.

To edit respondent information, select the respondent in the table at the bottom of the page, then click the **Update** button at the top. All of the information for that respondent will now appear in the fields where it can be edited. Hit **Update** again to update the changes in the table and **Save Schedule** to make sure the changes save.

Respondent Information

Prefix: Mr. First Name: Bob Last Name: Johnson Title: CEO

Same As:  Mailing  Physical

Address Line 1: 123 Main St Address Line 2: City: Orange State: CA Zip Code: 12345

Work Phone: (555) 555-5555 Cell Phone: Fax: Email:

Name	Title	Address...	Address...	City	State	ZIP
Mr. Bob Jo	CEO	123 Main St		Orange	CA	12345
Ms. Babs J	Dispatcher	123 Main St		Orange	CA	12345

To delete a respondent, select the respondent in the table at bottom and then click the **Delete** button. (If you accidentally delete an entry, you will have to re-enter the data)

# Quote Information

ORS Data Capture Version 0.06 - Windows Internet Explorer provided by Bureau of Labor Statistics

Establishment Help PETERSON\_LINDSEY Logout

Schedule Save Schedule Complete Close

Quotes Data Entry Complete Run Edits Review

Company Info Respondents

Respondent Information

New Update Delete

Prefix: [dropdown] [text]

First Name: [text]

Last Name: [text]

Title: [text]

Same As:  Mailing  Physical

Address Line 1: [text]

Address Line 2: [text]

City: [text]

State: [dropdown]

Zip Code: [text]

Work Phone: [text] Fax: [text]

Cell Phone: [text] Email: [text]

Comment: [text area]

1000 character maximum : (1000 characters remaining.)

Id	Name	Title	Addr...	Addr...	City	State	ZIP	Work...	Cell P...	Fax	Email	Com...

### *Quote Status*

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The Quote Status must be set to USABLE before any data can be entered for a quote. Any status other than Usable will gray out the other tabs for the quote. Any status other than Usable should be thoroughly documented in the comments field on the company info page as the comments space on the quote tab will not be available.

### *SOC Coding*

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The system will only accept 8-digit SOC Codes as listed in the O\*NET. All SOC Code choices should be documented in the Comment field at the right of the page.

### *DOT Coding*

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The system will only accept valid DOT Codes. If you encounter an occupation for which there is no valid DOT code, then enter 000.000-000 and document the situation in the Comment field at the right of the page.



## *Worker Type*

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The options for Worker Type are: Supervisory, Lead Worker, and Non-Supervisory. These options reflect the choice of answer in the leveling process on the Supervisory Duties tab in IDC.

<b>Worker Type</b>	<b>Corresponding IDC Language</b>
Non-Supervisory	Has no supervisory responsibilities
Lead Worker	Has the authority to assign, coordinate, or review work of employees performing the same general work. May provide instruction on work procedures or have input into performance evaluations.
Supervisory	Has the authority to initiate a variety of personnel actions, such as to hire, transfer, layoff, promote, or discipline other employees.

# Collapsing a Quote

The screenshot shows the 'Occupation Information' section of a software interface. At the top, there is a 'Company Info' dropdown menu set to 'Quote: 2 - SAME AS QUOTE 1'. Below this are several tabs: 'Occupation', 'Wages', 'Educ/Training', 'Driving', 'Leveling', 'Environment', and 'Auditor'. The 'Occupation' tab is active, displaying the 'Occupation Information' form. The 'Quote No.' is 2, and the 'Status' dropdown menu is open, showing options: 'Collapsed', 'Usable', 'Refusal', 'No Matching Job', and 'No Job - Respondent Burden'. The 'Collapsed' option is highlighted. To the right of the dropdown is a 'Collapse Quote' field with the value '1'. Below the dropdown are various input fields for 'Job Title', 'Job Code', 'SOC', 'DOT', 'Job Description', 'Full- or Part-Time', 'Work Setting', 'Hours/Day', 'Hours/Week', 'Weeks/Year', 'Union/Non-Union', and 'Time/Incentive'.

To collapse a quote select **Collapsed** from the **Status** drop-down, then enter the quote number of the quote in the **Collapse Quote** field.

# Wages

The screenshot shows the 'Wages' entry form. At the top, there is a 'Company Info' dropdown menu set to 'Quote: 1 - Truck Driver'. Below this are several tabs: 'Occupation', 'Wages', 'Educ/Training', 'Driving', 'Leveling', 'Environment', 'Auditory/Vision', 'Postural', 'Exertion', 'Reaching', and 'Arm/Hand'. The 'Wages' tab is active, displaying the 'Wages' form. The 'Description' field is empty. Below it are input fields for 'Hours' (1.00), 'Earnings' (1.00), and 'Workers' (1). There is an 'Add Row' button. Below the input fields is the text 'Average Hourly Rate : 12.500'. At the bottom, there is a table with the following columns: 'Description', 'Hours', 'Earnings', 'Workers', and 'Delete'. The table contains two rows of data:

Description	Hours	Earnings	Workers	Delete
	1	12	2	Delete Wa...
	1	13	2	Delete Wa...

## Wage Entry

There is no import function available in the Data Capture Application, so all wages must be typed into the system. The system will allow multiple workers per line, so you can enter multiple workers all at the same rate on the same line.

For occupations (i.e., quotes) in which employment exceeds 30 incumbents, the individual wage rates will not be entered into the data capture system. Instead, the electronic file(s) will be posted to each test city's Data Spreadsheet Submission Folder:

- [Providence](#)
- [Pittsburgh](#)
- [Cincinnati](#)
- [Nashville](#)
- [Kansas City](#)
- [Orange County](#)
- [Baltimore](#)

Large paper wage files will be handled on a case-by-case basis by the regional coordinators.

### *Compound Wages*

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Compound wages are not supported by the Data Capture Application. For those jobs with compound wages, enter the combined base plus incentive pay. Document both the base pay and incentive pay in the quote screen comments field.

Company Info Quote: 1 - Truck Driver

Save Schedule Complete Close

Data Entry Complete Run Edits Review

Occupation Wages Educ/Training Driving Leveling Environment Auditory/Vision Postural Exertion Reaching Arm/Hand Leg/Fo

SVP Level: 6 - Over 1 year up to and including 2 years

1. What degree is required for this job?  No degree required

Is there a literacy requirement?  Yes  No  Don't Know  No Answer

High School

High School Vocational Education/Training   Hours  Days  Years

Associate's   Months  Years

Vocational Associate's   Months  Years

Bachelor's

Master's

Professional  Years

Doctorate/PhD  Years

Don't Know

No Answer Provided

Comments: Completion of 3 month commercial and pass CDL. Must be literate to read road signs, read invoices, etc.

1000 character maximum : (855)

2. Is there any other training, license or certification required for this job?  Yes  No  Don't Know  No Answer

2a. If yes, how long does the training usually take?   Hours  Days  Weeks  Months  Years

3. Is there a specific amount of prior work experience required for this job?  Yes  No  Don't Know  No Answer

3a. If yes, how much prior experience is required?   Hours  Days  Weeks  Months  Years

4. Once hired, how long must someone work in the job to be able to independently perform the essential job functions in an adequate manner?

Hours  Days  Weeks  Months  Years  Don't Know  No Answer

## *Degree*

When entering the time element for High School Vocational Education/Training and Associate's Degree, enter the total calendar time spent, and the system will adjust the time based on SVP rules.

When entering the time element for Professional Degrees or Doctorate/PhDs, enter only the time required to obtain that degree. The system will add in the time it took to obtain the pre-requisite Bachelor's Degree.

## *Training, Licenses, or Certifications*

In order to enter time for this element, you must first select the 'yes' radio button. If time is entered for this question, the training, licenses, and/or certifications must be documented in the SVP comments field at the right of the page.

## *Prior Work Experience*

In order to enter time for this question, you must first select the 'yes' radio button. If time is entered for this question, document the types of work experience required, especially if there is sequential experience required. For example, in order to become the Controller at Acme Industries, you must have managed the Accounting Department for three years, and to become the Accounting

Department Manager, you must have been an Accountant for 4 years. (4 years as Accountant + 3 years as Department Manager = 7 years prior experience)

## Physical Demands & Environmental Conditions

ORS Data Capture Version 0.15 - Windows Internet Explorer

Establishment Help

Schedule: PVPH025

Company Info Quote: 1 -

Save Schedule Complete Close

Data Entry Complete Run Edits Review

Occupation Wages Educ/Training Driving Leveling Environment Auditory/Vision Postural Exertion Reaching Arm/Hand Leg/Foot

1. How often is the worker required to reach...?

	Never	Up to 10 Min	Up to 1/3	1/3 to 2/3	More than 2/3	Don't Know	No Answer	One Hand/Arm	Both	Don't Know	No Answer
Any direction?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Above shoulder level in a forward direction?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Above shoulder level and off to the side?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At shoulder level or below in a forward direction?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At shoulder level or below and off the side?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Environmental Conditions are all on one.

The Physical Demands questions are spread across 6 tabs.

Any unusual situations encountered on the Physical Demands or Environmental Conditions questions should be documented in the comments field on the quotes tab as there are not other comments fields on the tabs corresponding to the questions.

# Edits & Self-Review

When you have finished entering data, check the **Data Entry Complete** box and the **Run Edits** button will become enabled.

The screenshot shows a software window with a 'Data Entry Complete' checkbox that is currently unchecked. To its right is a 'Run Edits' button that is disabled, indicated by a greyed-out appearance and a red 'X' over it. Other buttons visible include 'Save Schedule', 'Complete', 'Close', and 'Review'. Below the buttons are several tabs: 'ent', 'Auditory/Vision', 'Postural', 'Exertion', 'Reaching', 'Arm/Hand', and 'Leg/Foot'.

Depending on the edits, there will be a red X or a V, similar to edits in IDC

This screenshot shows the same software window as above, but now the 'Data Entry Complete' checkbox is checked. The 'Run Edits' button is now enabled and highlighted. The 'Review' button is also visible. The 'Run Edits' button has a red 'X' over it, and the 'Review' button has a red 'V' over it.

Click the Review button to see the edits

# Addressing Edits

Double-click on a soft edit and an **Enter Review Remarks** window appears.  
*(Hard edits - red X's - require you to change the data)*

The screenshot shows a window titled 'Enter Review Remarks' with a table of edits. The table has columns for 'Change Made' and 'Remark'. A callout box points to a soft edit (marked with a green 'V') and another callout points to a hard edit (marked with a red 'X').

Change Made	Remark
No	There is a 1 year experience requirement for this position
Yes	I neglected to code a 1 day OJT ride-along
V	Performance, including stage performance achieved on first day.
V	P/O employment is much smaller than Assigned
X	Quote: 1 Job Title is Missing
	Sampled employment is from a period when they had lots of contracts. Business has slowed.

When the **Enter Review Remarks** window opens you can indicate if the data was changed and add documentation.

The screenshot shows a software window with a table. The table has columns: Status, Category, Quote, Message, Change Made, Remark. A dialog box titled "Enter Review Remarks" is overlaid on the table. The dialog has a "Correction made?" section with two radio buttons: "Yes" and "No". The "No" radio button is selected. Below this is a text area containing the text: "Sampled employment is from a period when they had lots of contracts. Business has slowed." At the bottom of the dialog, it says "255 character maximum : (166 characters remaining.)". There are "Save" and "Cancel" buttons in the top right of the dialog. An arrow points from the text box to the dialog box.

## Saving a Schedule

At any time you can save your work by clicking the **Save Schedule** button.

The screenshot shows a software window titled "Labor Statistics". A dialog box is open with several buttons: "Save Schedule", "Complete", "Close", "Data Entry Complete", "Run Edits", and "Review". The "Save Schedule" button is highlighted with an arrow pointing from the text box. Below the buttons, there are several tabs: "ent", "Auditory/Vision", "Postural", "Exertion", "Reaching", "Arm/Hand", and "Leg/Foot".

# Marking a Schedule Complete

After you have addressed all of the edits the system will allow you to mark the schedule complete by checking the **Complete** box

The screenshot shows a web application window titled 'Bureau of Labor Statistics'. At the top, there are several tabs: 'Environment', 'Auditory/Vision', 'Postural', 'Exertion', 'Reaching', 'Arm/Hand', and 'Leg/Foot'. Below the tabs, there is a 'Data Entry Complete' field with a date picker icon. To the right of this field are buttons for 'Run Edits', 'Review', and 'Close'. A 'Save Schedule' button is also visible, with an arrow pointing to a checked 'Complete' checkbox. A dialog box titled 'ORS Data Capture' is open in the center, displaying the message 'Schedule Saved Successfully.' and an 'OK' button. A text box on the left contains the instruction: 'After you have addressed all of the edits the system will allow you to mark the schedule complete by checking the **Complete** box'.

# Don't Forget about the Appointment Calendar

COA	<input type="checkbox"/>	Check the box if part of the COC/COA test.
ECI Initiation	<input type="checkbox"/>	Check the box if part of the ECI Initiation test.
Efficiency Burden	<input type="checkbox"/>	Check the box if part of Efficiency Burden test.
Duplicate Schedule Number	<input type="text"/>	Input the schedule duplicate schedule number of the unit to be dual coded by observer (Efficiency Burden test schedules only).
Observer	<input type="text"/>	
Data Entry Complete	<input type="text"/>	
Reviewer		
Review Complete		
Notes		

You also need to enter a **Data Entry Complete** date on the [SharePoint calendar](#) so your reviewer will know the schedule is ready for review.