

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:

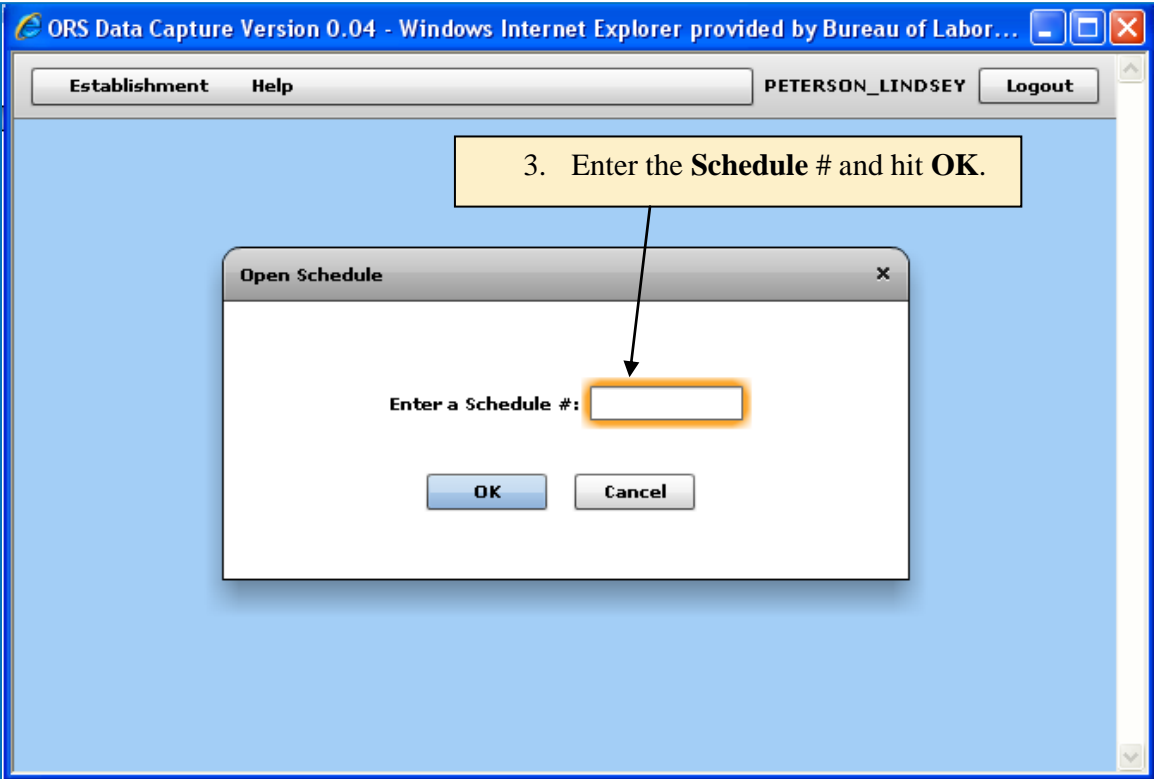
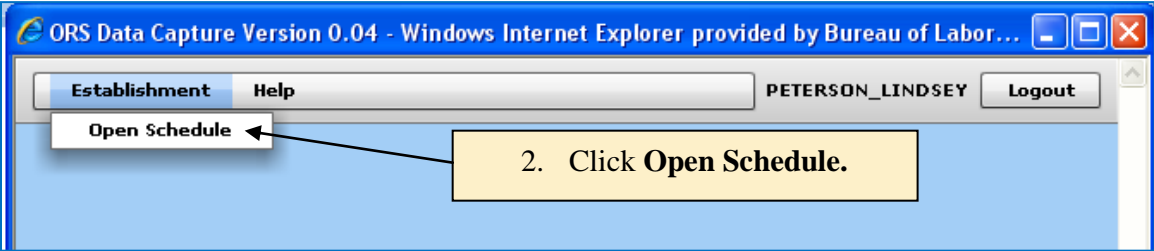
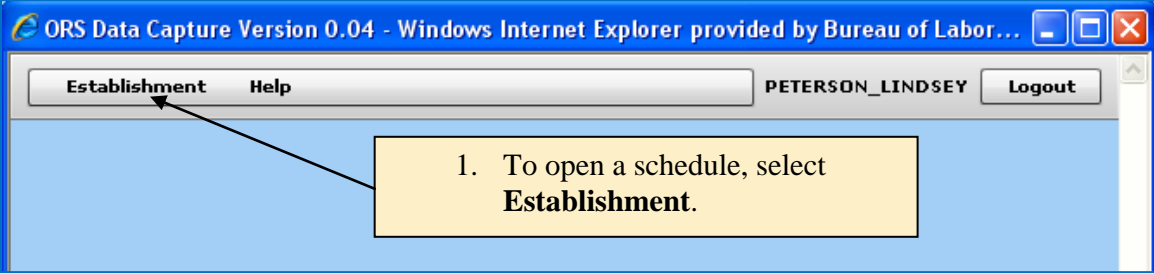
Password:

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

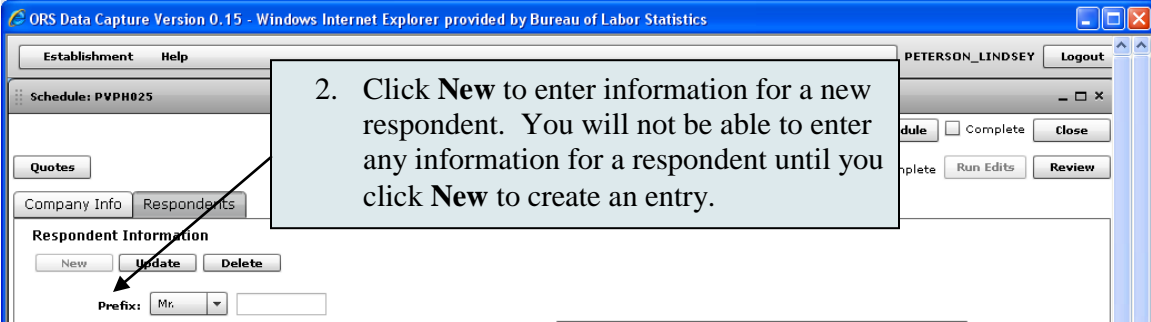
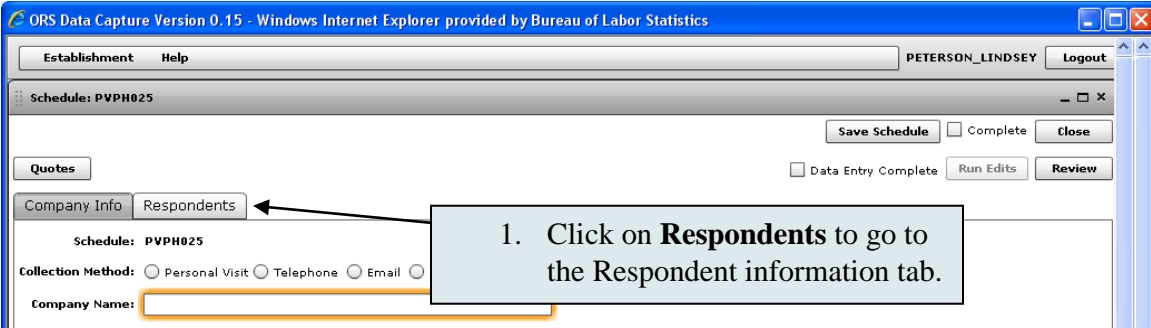
Comments:

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**.

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.

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

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

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

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

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.

Worker Type	Corresponding IDC Language
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. 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' text input field containing the number '1'. Below the dropdown are various form fields for 'Job Title', 'Job Code', 'SOC', 'DOT', 'Job Description' (with radio buttons for Requested, Received, Unavailable, Don't Know, No Answer), 'Full- or Part-Time' (FT, PT), 'Work Setting' (dropdown), 'Other' (text), 'Hours/Day', 'Hours/Week', 'Weeks/Year', 'Union/Non-Union' (Union, Non-Union), and 'Time/Incentive' (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' section of a software interface. 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. The 'Description' field is empty. Below it are 'Hours' (1.00), 'Earnings' (1.00), and 'Workers' (1) fields, each with a small up/down arrow. To the right is an 'Add Row' button. Below these fields is the text 'Average Hourly Rate : 12.500'. At the bottom is a table with the following 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

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.

The screenshot shows the SVP software interface with a form for job requirements. At the top, there are buttons for 'Save Schedule', 'Complete', 'Close', 'Data Entry Complete', 'Run Edits', and 'Review'. Below these are tabs for 'Occupation', 'Wages', 'Educ/Training', 'Driving', 'Leveling', 'Environment', 'Auditory/Vision', 'Postural', 'Exertion', 'Reaching', 'Arm/Hand', and 'Leg/Fo'. The main form area contains several questions and input fields:

- 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
- 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?** 3 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?** 1 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?** 1 Hours Days Weeks Months Years Don't Know No Answer

Callout boxes in the image point to:

- Degree:** Points to the 'No degree required' radio button.
- Training, licenses or Certification:** Points to the 'Comments' field containing the text: 'Completion of 3 month commercial and pass CDL. Must be literate to read signs, read invoices, etc.'
- Prior Work Experience:** Points to the '3' in the input field for question 2a.

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

The Physical Demands questions are spread across 6 tabs.

Environmental Conditions are all on one.

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"/>

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' icon. 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' icon, while the 'Review' button has a green 'V' icon.

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') in the table.

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
No	Sampled employment is from a period when they had lots of contracts. Business has slowed.
Yes	Performance, including stage performance achieved on first day.
No	P&O employment is much smaller than Assigned
Yes	Quote: 1 Job Title is Missing

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

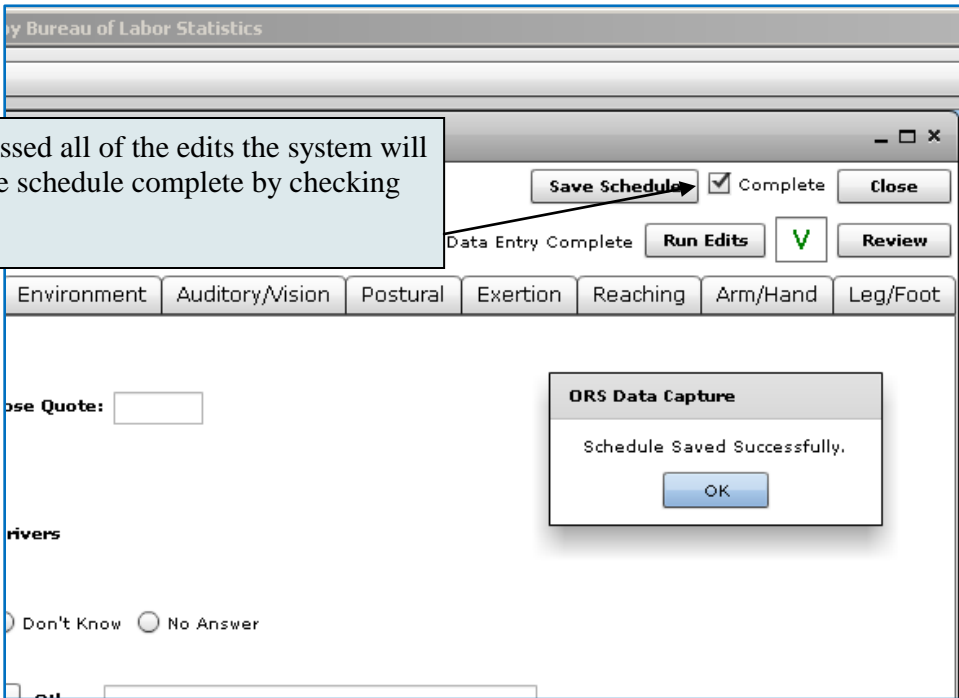
Status	Category	Quote	Message	Change Made	Remark
V	Company Information		PSO employment is much smaller than in the past.		Sampled employment is from a period when they had lots of contracts. Business has slowed.
X	Quote Information	Quote: 1	Job Title: 1 year experience requirement for this position		ad to code a 1 day OJT ride-along

Saving a Schedule

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


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 calendar icon. To the right of this field are buttons for "Run Edits" (with a green checkmark), "Review", "Save Schedule", "Complete" (with a checked checkbox), and "Close". A callout box points to the "Complete" checkbox with the text: "After you have addressed all of the edits the system will allow you to mark the schedule complete by checking the **Complete** box". In the center of the page, a dialog box titled "ORS Data Capture" displays the message "Schedule Saved Successfully." with an "OK" button.

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.