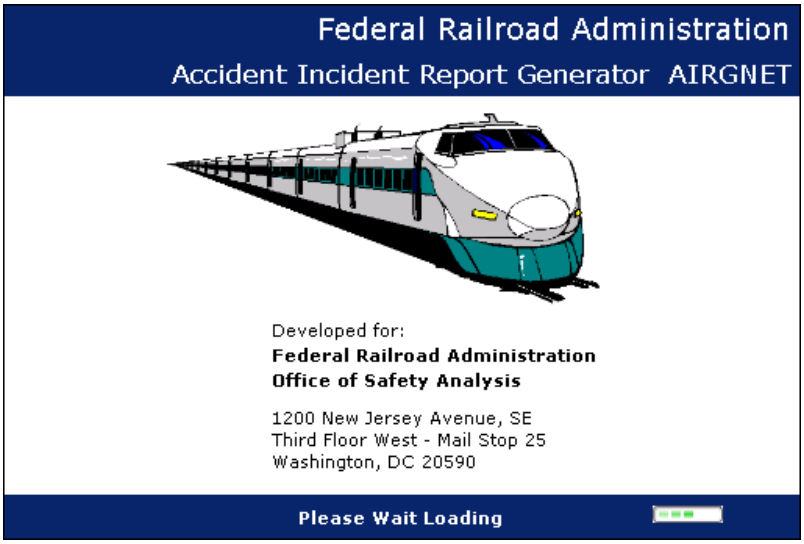
AIRGNET

Federal Railroad Administration's Accident/Incident Report Generator (.net version)

USER'S GUIDE - HELP FILE, Part 1

FORMS AND REPORTS

(See User's Guide - Help File, Part 2, for Utilities, Settings, and Data Manager)



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Revision Summary

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10/03/2008	3.0	Major	Initial availability of the Version 3.0.0 AIRG and these documents, replacing the prior versions of both the application and the documents from our records
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Table of Contents

Introduction to AIRGNET's Forms and Reports 5

Default Reporting Officer (i.e., Default User) 6

Forms: Listing, Adding New, Selecting, Printing, and Deleting (by Default Reporting Officer and Railroad) – from Form F6180.xx Records Window 7

- Displaying a List of Records for a Selected Form, by Reporting Officer (default user) and Railroad 7
- Adding New, Selecting, Printing, and Deleting Records/Reports-from the F6180.xx Records Window 8
  - Railroad 8
  - Add New 8
  - Select 9
  - Print Report 9
  - Delete 9
  - Cancel 9
  - View Option 10
- Sorting the F6180.xx Records 10

Instructions for Completing Forms – FRA Guide for Preparing Accident Incident Reports 10

- Entering Data into Forms, Drop Down Tables, Table Look Up, Viewing Errors, Saving, Printing, and Deleting – from an Open Form 10
- Selecting the Form to Enter Data into, then Generating a Blank Form, or Opening an Existing Form 10
- Entering Data and Drop-Down Lists 11
- Completing all of the Items on a Form 13
- Description of Selections at the Top of the Form Window 13
- Table Lookups 13
  - Filters: 16
- Saving the Data, Viewing Errors from the Form, and Exiting 17
- Print, Fax, and Preview a Report – from an Open Form 18
- Deleting Records – from an Open Form 19

Generating Forms from Other Forms 19

- AIRG Common Fields 19
- How to Generate Form 6180.55a from Forms 6180.98, .57, and .54 (and Form 6180.54 from Form 6180.97) 20
- How to Generate Forms 6180.78 and 6180.81 from Form 6180.54 21
- How to Generate Form 6180.98 from Form 6180.107 22

Special Instructions by Form 22

Adding Multiple Reports 25

Reports Menu 25

Creating Monthly Set 26
Abbreviated Logs 27
Generate Establishment Report 27
Exception Reports 28
Utilities Menu 28
Settings and Data Manager Menu 28

Table of Figures

Figure 1 - Main AIRGNET Window with Forms Menu Expanded 5
Figure 2 - Form F6180.xx Records window, showing records for: type of form selected, Default Reporting Officer, and Railroad selected 7
Figure 3 - Adding a new form: Required Entries for New Records Window 9
Figure 4 - Entering data in a Form, and a Drop-Down list 12
Figure 5 - Moving to different "sections" of the Form (Fields x-xx) 13
Figure 6 - Injury/Illness LookupTable 14
Figure 7 - Sample Look Up Table - Company Codes 15
Figure 8 - Searching for first occurrence of text string "BRAKE", in Cause Code Table 16
Figure 9 - Filter text string "BRAKE" (Wildcard, Description) returns all records containing "Brake" 17
Figure 10 - Sample Error List, from an Open Form 18
Figure 11- Generating a Form from another Form (form 98 to 55a) 19
Figure 12 - Reports Menu 25
Figure 13- Creating Monthly Set to output to printer 27

Introduction to AIRGNET's Forms and Reports

AIRGNET is the Federal Railroad Administration's (FRA) Accident/Incident Report Generator application. AIRGNET displays FRA accident/incident and injury/illness reporting forms on a computer screen and allows data entry into each form. This User's Guide - Help File, in some sections, refers to AIRGNET as AIRG.

A sample of the main AIRGNET window is shown below:

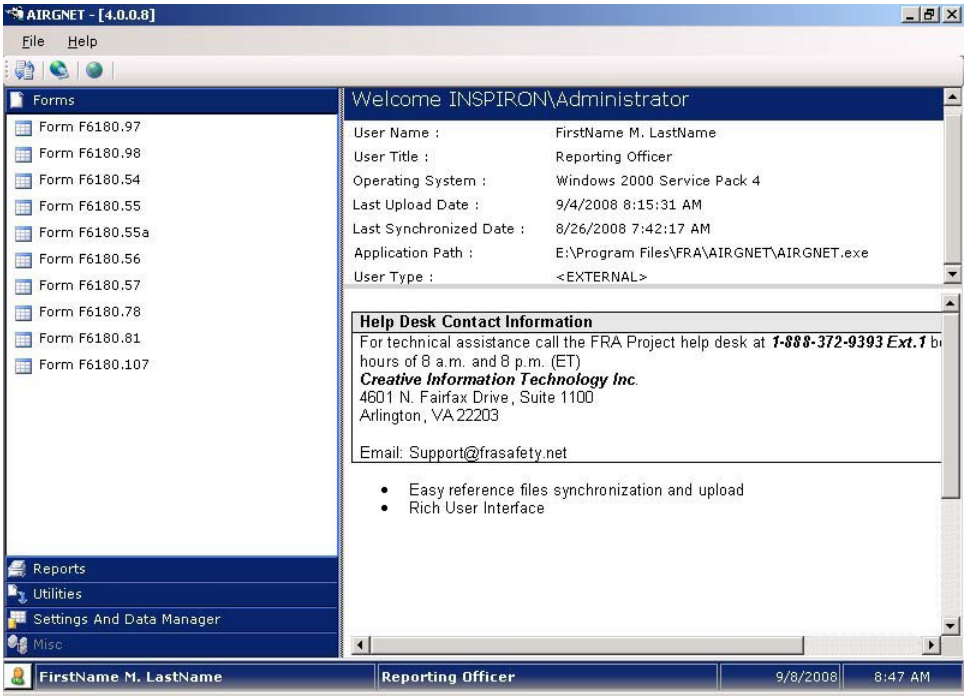

Figure 1 - Main AIRGNET Window with Forms Menu Expanded

The following forms are processed by AIRGNET:

- Form FRA F 6180.55 - Railroad Injury and Illness Summary
- Form FRA F 6180.55a - Railroad Injury and Illness Summary (Continuation Sheet)
- Form FRA F 6180.54 - Rail Equipment Accident/Incident Report
- Form FRA F 6180.57 - Highway-Rail Grade Crossing Accident/Incident Report
- Form FRA F 6180.56 - Annual Railroad Report of Employee Hours and Casualties, by State
- Form FRA F 6180.78 - Notice to Railroad Employee Involved in Rail Equipment Accident/Incident Attributed to Employee Human Factor
- Form FRA F 6180.98 - Railroad Employee Injury and/or Illness Record
- Form FRA F 6180.97 - Initial Rail Equipment Accident/Incident Record
- Form FRA F 6180.81 - Employee Human Factor Attachment
- Form FRA F 6180.107 - Alternative Record for Illnesses Claimed to be Work-Related

AIRG pulls data from data tables and copies common data directly from one form to another. As examples,

AIRG automatically enters selected employee and facility data from a railroad's employee/facility data files into form 6180.98; AIRG copies employee data from form 6180.98 into form 6180.55a (when generating the form 6180.55a from the form 6180.98); and AIRG automatically enters Reporting Officer data from a User Information table into the forms. AIRG generates form 6180.55a from forms 6180.98, 6180.54, and 6180.57; and form 6180.54 from form 6180.97. AIRG form and data relationships include:

- Form FRA F 6180.97 to FRA F 6180.54
- Form FRA F 6180.98 to FRA F 6180.55a
- Form FRA F 6180.57 to FRA F 6180.55a
- Form FRA F 6180.54 to FRA F 6180.55a
- Form FRA F 6180.54 to FRA F 6180.78
- Form FRA F 6180.54 to FRA F 6180.81
- Form FRA F 6180.107 to FRA F 6180.98
- Monthly Report Set to FRA F 6180.55
- Casualty Data into Form FRA F 6180.56
- Reporting Officer/Reporting Railroad data into Forms
- Establishment (facility) Data to Form FRA F 6180.98
- Employee Data to Form FRA F 6180.98
- Illness/Injury Data, and Establishment (facility) Data to Monthly Listing of Reportable Injuries and Occupational Illnesses (for posting at railroad establishment(s).

AIRG provides table look ups of the various codes which are entered into the forms. These tables include the Railroad Codes, Company Codes, State Codes, Injury/Illness Codes, Circumstance Codes, Job Codes, and Accident Cause Codes.

Viewing, updating, and printing features are available to the user.

Monthly submission of the accident/incident and injury/illness reporting forms can be implemented electronically by uploading AIRG files via the Internet, or sending a file on diskette or CD to the FRA.

Default Reporting Officer (i.e., Default User)

AIRG needs to know that you are currently using AIRGNET (i.e., who the current default user is). This way AIRG will automatically enter the correct Reporting Officer/Reporting Railroad information into reports, and also display the reports for the default Reporting Officer's selected railroad. The current default Reporting Officer will be displayed near the bottom of the AIRGNET window. If the default Reporting Officer's name is not correct, you will need to go to **Utilities**, **User Management**, to select the default Reporting Officer (and if not already in the officer list, then first add a user record). See Part 2 of this User Guide-Help file, for details on adding and selecting User Information.

Forms: Listing, Adding New, Selecting, Printing, and Deleting (by Default Reporting Officer and Railroad) – from Form F6180.xx Records Window

Displaying a List of Records for a Selected Form, by Reporting Officer (default user) and Railroad

To display a list of records for a particular form, click on the form in the **Forms** menu (if the Forms menu is not expanded, first click on **Forms** from the main AIRGNET window). A **Form F6180.xx Records** window will appear for that form (only the records for the default Reporting Officer and selected Railroad will appear).

Note: *If a default user has not been selected, AIRGNET will let you know that you need to create a default user (see section on Default Reporting Officer for more information).*

The default Reporting Officer is listed at the bottom, left, of the main AIRGNET window, and the selected Railroad is at the bottom, left, of the **Form F6180.xx Records** window (see following figure):

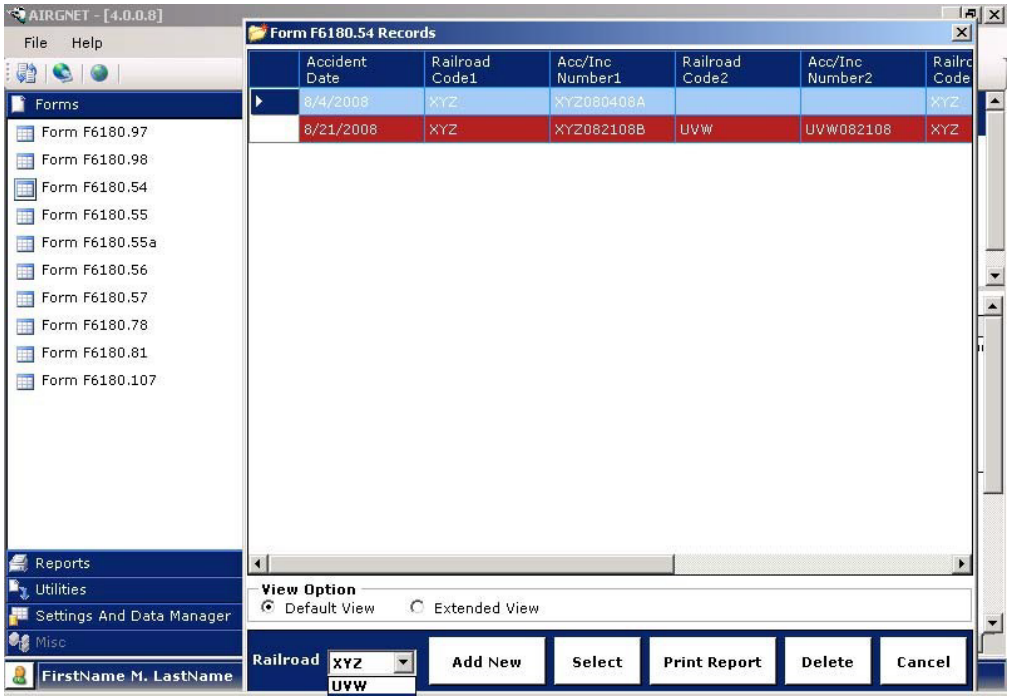

Figure 2 - Form F6180.xx Records window, showing records for: type of form selected, Default Reporting Officer, and Railroad selected

In the above figure, in order to see the records for Form FRA F 6180.54, that the Default User named "FirstName M. LastName" has entered for Railroad "XYZ", the user would have first clicked on Form **F6180.54** (from the **Forms** menu). Then the user would have selected "XYZ" railroad, from the list of the reporting officer's railroads which is shown toward the left bottom of the **F6180.54 Records** window, in the **Railroad** drop-down list. In the above figure, the Railroad drop down list contains XYZ and UVW railroads.

Note*: In the examples in this Help file uses "dummy" names and data.*

As can be seen in the Form **F6180.xx Records** window, some records are in red highlight. These records either have single field errors in them, or a required field has not been filled out. This is explained in sections of this document covering Errors (Exceptions).

Adding New, Selecting, Printing, and Deleting Records/Reports-from the F6180.xx Records Window

In the Form F**6180.xx Records** window (see above Figure 2), there several different selections, toward the bottom of that window, that allow you to Add New, Select, Print Report, and Delete Records, based on default Reporting Officer and Railroad. Other selections are Railroad, and View Options. A description of the various selections is as follows:

Railroad

A drop down list of the default Reporting Officer's railroads is displayed here. Select (if not already selected) the railroad that you want to display (or add) records for. In the above example (figure 2), there are two railroads to choose from: XYZ Railroad and UVW Railroad.

Add New

Click on **Add New**, to add a new record or report, from the **Form F6180.xx Records** window.

***Note**: In addition to Add New, there are also two alternative ways to add new records, for some types of forms, either: (1) by generating a form from another form (as examples, form 6180.54 can also be generated directly from form 61.80.97 (54 button in the form 6180.97 record); a form 6180.55a can be generated from a form 6180.98 (55a button in the form 98 record) (for employee on duty, or employee not on duty), or (2) by selecting Multiple Records from an open form. These are covered in different sections of this Help file.*

A **Required Entries For New Records** window will appear, as shown in the following figure:

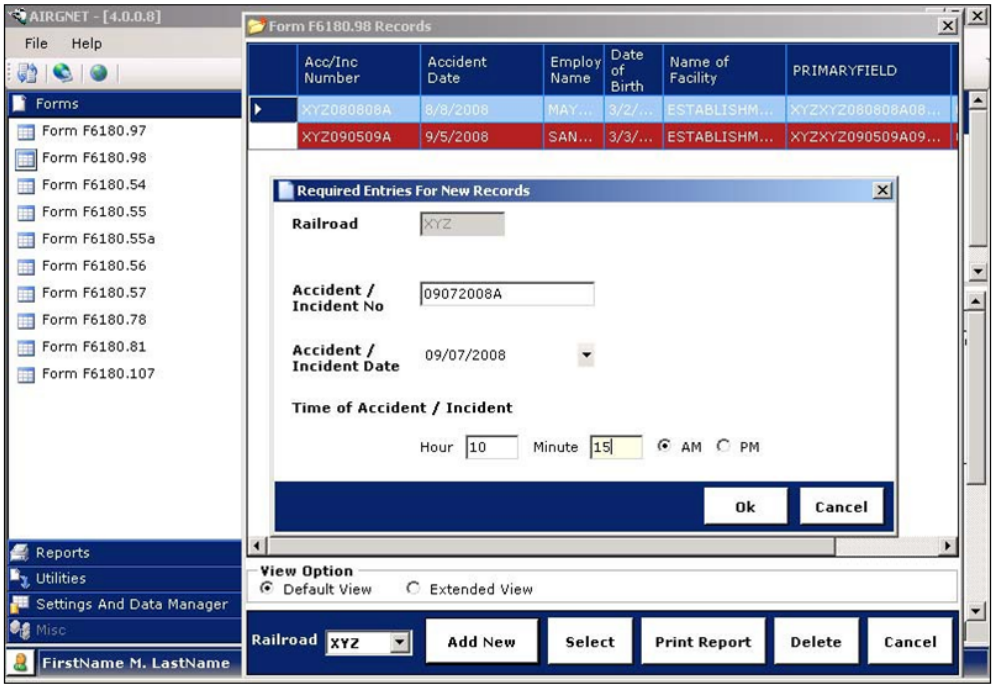

Figure 3 - Adding a new form: Required Entries for New Records Window

In the **Required Entries for New Records** window, check that the correct Railroad is being displayed, and enter Accident/Incident No., Date, Time, and then click on **Ok**. A blank form should appear. You can enter and save data in the form, check for errors, generate other forms from some of the forms, and print. See the rest of this User Guide - Help File for additional instructions.

Select

To select and open a record or report, from the list of **Form F6180.xx Records** window, click on the record you want to open, and then click on **Select**. You can view and edit the report, once it is open.

Print Report

To print out the record or report, from the **Form F6180.xx Records** window, click on the record you want to print, and then click on **Print Report**. You can select **Print/Fax**, **Screen View**, or **Save as PDF**.

To see alternative ways to print a report, see other sections of this User Guide - Help file.

Delete

To delete a record or report, from the **Form F6180.xx Records** window, click on the record you want to delete, and then click on **Delete**.

Cancel

To close the **Form F6180.xx Records** window, click on either **Cancel**, or on the **X**.

***Note**: If the **Form F6180.xx Records** window does not close after clicking on **Cancel** or on **X**, check if there is a form that is open and minimized --you will need to maximize the window containing the open form, and if you made any changes that you want to save, click on **Save** before closing the record.*

View Option

Select either **Default View**, or **Extended View**. This will allow you to either see a few fields from a record (Default View), or more of the fields in the record (Extended View). You can click on the horizontal scroll bar to see more data for the records.

Sorting the F6180.xx Records

In the **Form F6180.xx Records** window, you can sort the records by column heading (e.g., sort by Accident Date). To sort by another column, simply click on the column heading that you want to sort on.

Instructions for Completing Forms – FRA Guide for Preparing Accident Incident Reports

Instructions for filling out each form can be found in "FRA Guide for Preparing Accident/Incident Reports". This Guide can be downloaded from FRA's safety web page, http://safetydata.fra.dot.gov/OfficeofSafety/ in Forms/Publications.

Entering Data into Forms, Drop Down Tables, Table Look Up, Viewing Errors, Saving, Printing, and Deleting – from an Open Form

Selecting the Form to Enter Data into, then Generating a Blank Form, or Opening an Existing Form

Select the form you wish to enter data into by first clicking on the form, in the **Forms** menu. (If the **Forms** menu is not expanded, from the main AIRGNET window, click on **Forms**). Make sure you are the default reporting officer listed at the bottom, and select the railroad you want to report for (to do this, click on the drop down list following **Railroad** in the **Form F6180.xx Records** window, and click on the railroad code you want to select).

Do one of the following to generate (or edit) a form:

Generating (or Editing) a Form

Do one of the following items, to generate a form:

1. Click on **Add New**, from the list of **Form F6180.xx Records** window (this list is generated by clicking on a form from the **Forms** menu). Then enter data in the **Required Entries for New Records** window.

   You could select **Add New**, if, in AIRG, you do not have to generate a form from another form (see item 3 below).

2. Click on **Multiple Records**, from an open, existing form.

   You could open an existing form, by selecting the record for the form, from the list of Form F6180.xx Records window (this list is generated by clicking on a form from the Forms menu). Then, above the form, click on Multiple Records, if you want to generate a new record that has the same accident/incident number, and same accident/incident date. The new form will be generated and some of the data from the original form will be copied into the new form. Note, you do not have to use the Multiple Records selection for some types of forms, and can alternatively click on Add New (see item 1 above).

3. Generate a form from another form.

   You could generate a form from another form (for some forms). For example: To add a new Form FRA F 6180.55a, for Employee on Duty, or Employee not on Duty, you must first add a Form FRA F 6180.98, and then generate the form 6180.55a directly from the form 98. For detailed information, see the section of this Help file entitled: "Generating Forms from other Forms".

Do the following to Edit a Form:

If the form already exists, and you just want to edit it (i.e., make some changes, or enter more data into the form), click on the record listed in the **Form F6180.xx Records** window, then click on **Select**

Once the form is open and displayed on your screen, you can enter (or edit) data in the form.

Entering Data and Drop-Down Lists

You can enter data into the blocks of the form by using the keys on the keyboard and typing in the data. The item that you are entering data into is usually highlighted. You can enter the data and then move to the next item by pressing tab or clicking in the box for an item. You can use the Backspace, Delete, and Arrow keys to modify the data.

AIRG automatically enters data into some items. For example, AIRG enters the Reporting Officer's name, address, and contact data into form 6180.55. When generating one form from another (e.g. generating form 6180.55a from form 6180.98, or generating form 6180.54 from form 6180.97), AIRG automatically enters common data into the generated form.

For some items, you can select an item from a look up table. As examples, you can select a Railroad from a look up table; you can select locations from Look Up tables (City, County, and State); in form 6180.55a, there are several look up tables, including tables for Injury and Illness Codes; form 6180.54's look up tables include a table of Accident/Incident Cause Codes. A look up table listing can be obtained by clicking on the binoculars, which is the [Table] **Look up** button (first click in the item you are looking up data for). Information on using table look ups is provided in a later paragraph.

Some items will have drop-down lists that allow you to select from a list of data. Usually, you will know that there is a drop-down list for the item, if there is a small down arrow in an item's box. Note: Sometimes clicking on an arrow following a box in a date field will display a Calendar for you to select a date from.

If the below figure, form 6180.57 is being completed, and a drop-down list of valid "Equipment" (item 17) selections is being displayed, for the user to select from. To get a drop-down list, click on the down arrow following the space allowed for the data. Then click on an entry in the drop-down list to select it.

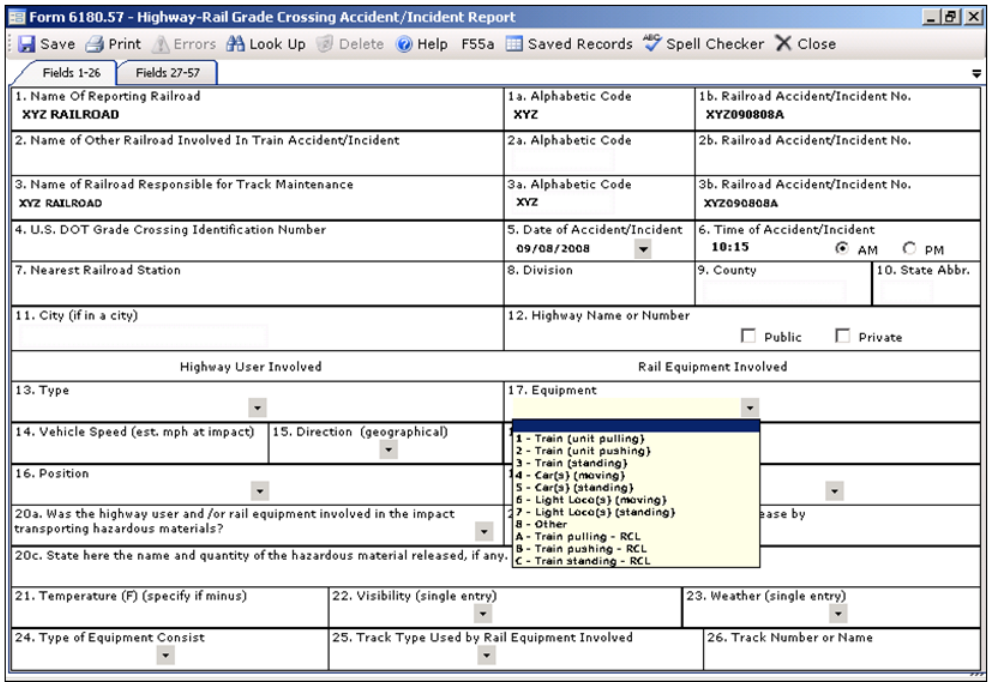

Figure 4 - Entering data in a Form, and a Drop-Down list

Completing all of the Items on a Form

AIRG first displays the top part of a form on the screen. In order to enter data into items not displayed, click on the appropriate tab (located above the form). The tab(s) list field numbers for items that are displayed in a window. You can enter data the first window of the form, then click on the Tab for the next page's fields, then continue entering data, until you have completed entering the data into the form. For example, for Form FRA F6180.98, there are three tabs, the first tab for "Fields 1-32", the second tab for "Fields 33-37", and the last tab for "Fields 38-44"). In the figure shown below, to see items number 38-44 of the form 54, if you are on the first window of the form, click on the Tab labeled "Fields 38-44".

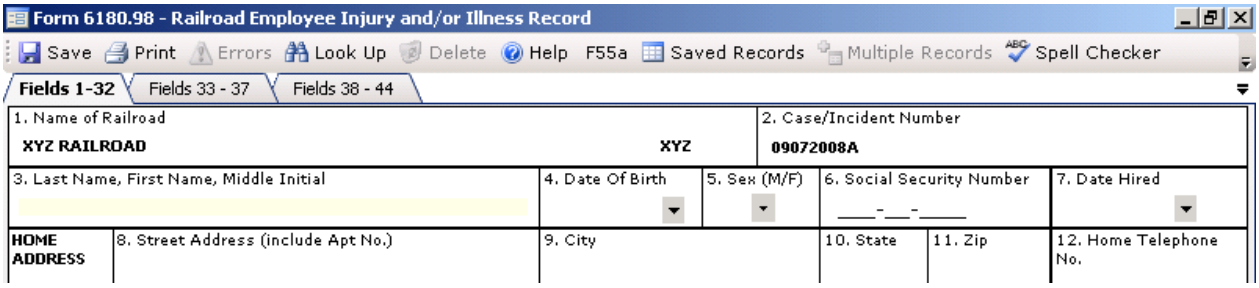

Figure 5 - Moving to different "sections" of the Form (Fields x-xx)

Description of Selections at the Top of the Form Window

The following selections may appear at the top of the AIRG form window:

Save - Saves Record
Print - Outputs record to printer, screen, pdf file
Errors - Displays a list of errors
Lookup - Displays a look up table
Saved Records - Displays a list of records
Multiple Records - Creates another record with some of the key fields' data
Spell Checker - Checks spelling
Delete - Deletes record
Help - Pulls up Help file
F55a, F78, F81, or F98
Close

Table Lookups

The AIRGNET can provide you with look up tables which list data and codes to choose from. AIRG look up tables include:

Railroad Codes and Names
Company Codes and Names

City Codes and Names
County Codes and Names
State Codes and Names
Type of Person Codes and Descriptions
Job Codes and Descriptions
Injury and Illness Codes and Descriptions
Physical Act Circumstance Codes and Descriptions
Location Circumstance Codes and Descriptions
Event Circumstance Codes and Descriptions
Tools, Machinery [Appliances, Structures, Surfaces] (etc.)
Probable Reason for Injury/Illness Circumstance Codes and Descriptions
Train Accident Cause Codes and Descriptions
Employee Codes and Descriptions
Covered Data Codes

Railroad Employee and Facility lists can also be maintained and accessed in AIRG. In addition AIRG keeps a list of Reporting Officers who use your AIRG application.

You can select a code from a look up table and AIRG will automatically enter your selection into the item on a form.

In order to retrieve a look up table for an item, first click in the item, then click on the [Table] **Look Up** button. This will display the look up table. In general, the left column of the look up table is a code, and the right column is a description (or name) associated with the code. You can search for text strings in a look up table, and also filter (searching and filtering a covered in later paragraphs). The Injury Illness Code Lookup table is shown in the following figure:

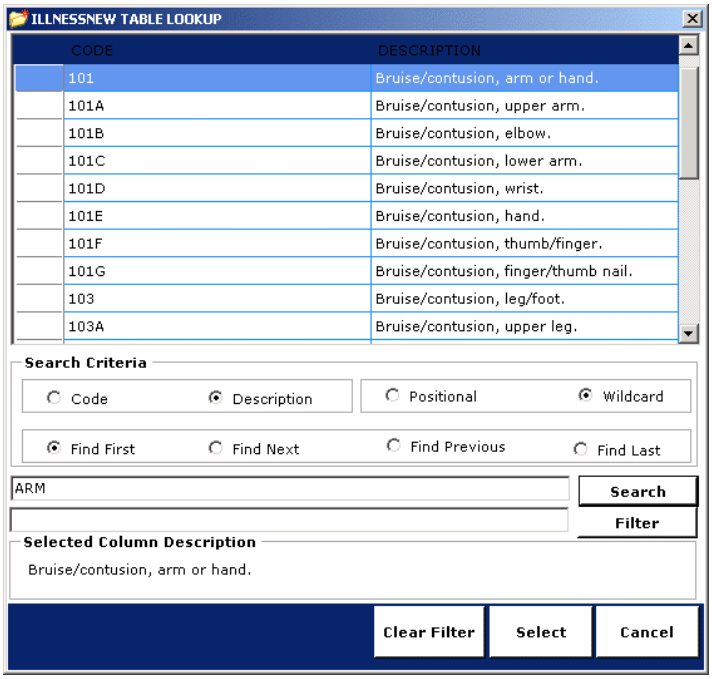

Figure 6 - Injury/Illness LookupTable

In order to get a Company look up table, you must enter "INDUSTRY" in the Railroad Accident/Incident No. box. Then click on [Table] **Lookup**. A Company lookup table will be displayed, as shown in the following figure:

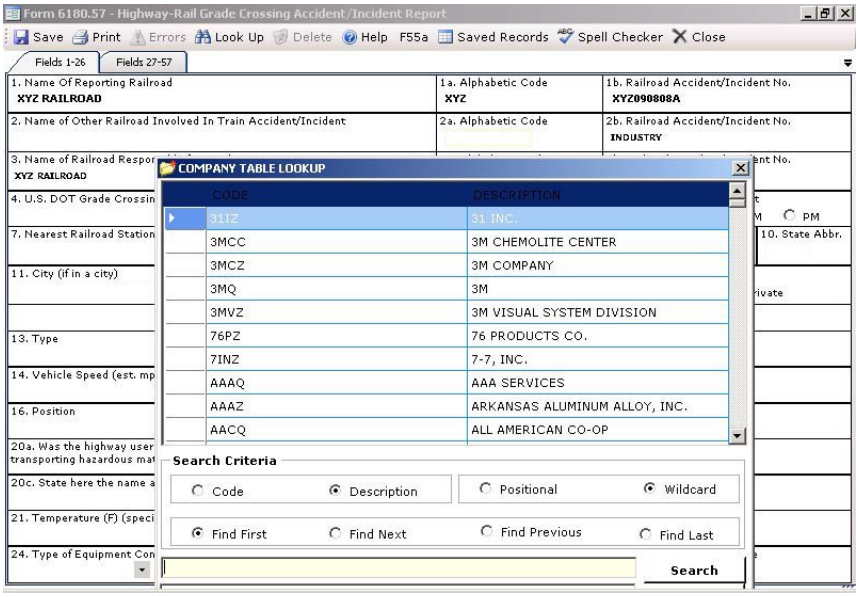

Figure 7 - Sample Look Up Table - Company Codes

Searches: You can search for a text string in a table code or description. To search for a code, the button (circle) next to **Code** must be selected (or to search for a description the button preceding **Description** must be selected). To search for the occurrence of the string at the beginning of an entry, click on the button preceding **Positional**, or to search for the occurrence of the string within the entry, click on the button preceding **Wildcard**. If you are just beginning the search, click on the button preceding **Find First**. Enter the text string that you are searching for in the space preceding **Search**. Then click on **Search**. If AIRGNET finds an entry meeting your search criteria, it will move to that item. You can then either select the item by clicking on the item and then on Select, or you can browse through the items, or select **Find First**, **Find Next**, **Find Previous**, **Find Last** and click on **Search** again.

Examples of Searching:

- Positional Search: In form 6180.97, item 7, to search for the first Railroad code in the list which begins with the letter "U", first click in the block for item 7, then click on the [Table] **Look Up** button. Click on the button preceding **Code**, click on the button preceding **Positional**, click on the space preceding **Search**, enter "U", select **Find First,** then click on **Search**. AIRG will move to the first code beginning with the letter "U". If you wish to select this code, when it is highlighted, you can click on the **Select** button, otherwise you can scroll down and browse through the Railroad Codes starting with "U", or select **Find Next**.

- Wildcard Search: In Form FRA F6180, 54, click in the box for Item 38, Primary Cause, and then click on

[Table] **Lookup**. In the Table Lookup window, select **Description**, **Wildcard**, **Find First**, enter "BRAKE" in the search box, and then click on **Search**. The first entry containing the "BRAKE" will be highlighted. This is shown in the following figure:

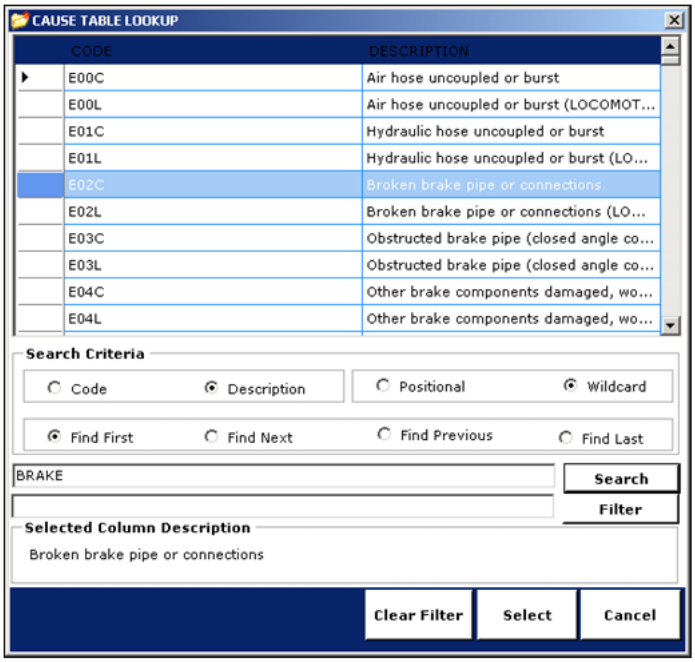

Figure 8 - Searching for first occurrence of text string "BRAKE", in Cause Code Table

Filters:

If you wish to look through only those table entries that contain a specific string of text, you can create a filter. With a filter, AIRGNET will only display those table entries which contain the text string (in either the code or description) that you entered in the space preceding **Filter**. (Just like in Searches, the button to the left of **Code** must be checked to filter entries based on codes (or the button preceding **Description** must be checked to filter entries based on descriptions). If you have selected a **Positional** search, the filter will display the entries (code or description) which start with the text string; and with a **Wildcard** search, the filter will display the entries which contain the text string anywhere in a code (or description). To enter a text string for a filter, click in the space preceding **Filter** and enter the text you want the subset table entries to contain. Then click on **Filter**. AIRGNET will display only those table entries containing the text string (if wildcard) or beginning with the text string (if positional). If you later click on **Clear Filter**, AIRG will clear the filter which means it will display all of the look up table entries again, rather than just those in the filter subset.

Examples of a Filter:

Filter Example 1: In Form FRA F6180.54, click in the box for Item 38, Primary Cause, and then click on [Table] **Lookup**. In the Table Lookup window, select **Description**, **Wildcard**, **Find Next**, enter "BRAKE" in the filter box, and then click on **Filter**. All entries in the Cause Lookup table will be displayed. You can scroll through the entries and select an entry:

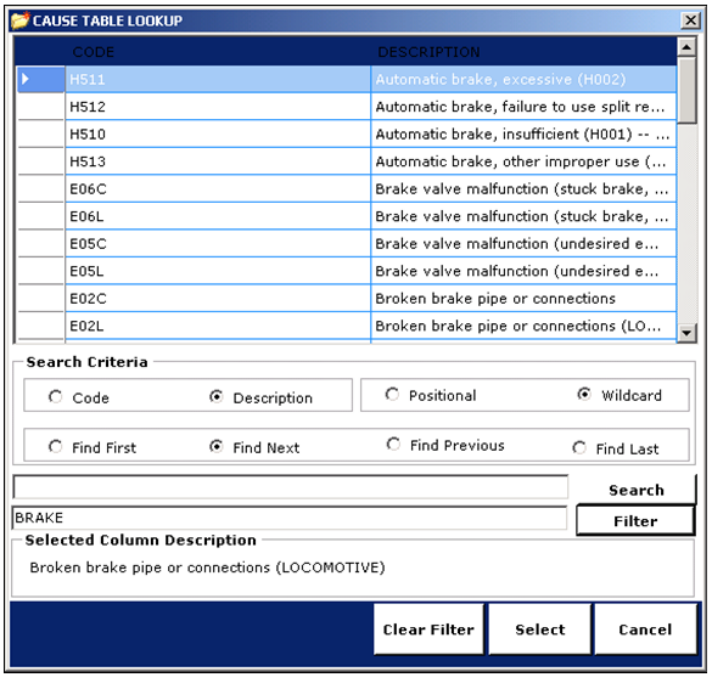

Figure 9 - Filter text string "BRAKE" (Wildcard, Description) returns all records containing "Brake"

Filter Example 2: In form 6180.55a, item 5i, if you click on **[**Table] **Look up**, the Injury and Illness Codes look up table will appear. To create a subset of descriptions in the table for all descriptions containing the string "hand", the boxes preceding Description and Wildcard should be checked. Click on the box preceding **Filter** and type in the word "HAND". Then click on **Filter**. All of the entries containing the word "hand" will be displayed. You can click on the up and down arrows on the vertical scroll bar to look through this subset of descriptions of the look up table. Then click on the description you wish to select and click on **Select**. AIRG will then enter the code, of the entry which you selected, into the form.

Saving the Data, Viewing Errors from the Form, and Exiting

When you have finished entering data into a form, you can save the data by clicking on **Save** [displaying diskette]. If you do not save the data, changes will not be stored in AIRG. You can exit the form by clicking on **Close** (or **X**) button. If a message appears saying that the report has errors, you can choose to see an error list (you can return to the form and correct the errors) or you can choose not to see errors and exit (in this case you can correct the errors later).

If a report has single field errors, or an item has been left blank that is an item that should be filled in, these fields in the form will either display the data in red color, or the box on the form will be red. If AIRG finds errors, it will store information regarding the errors, and the forms where the errors occurred.

While in a form, click on **Errors** [View Errors] to view errors. A list of errors is shown in the following figure:

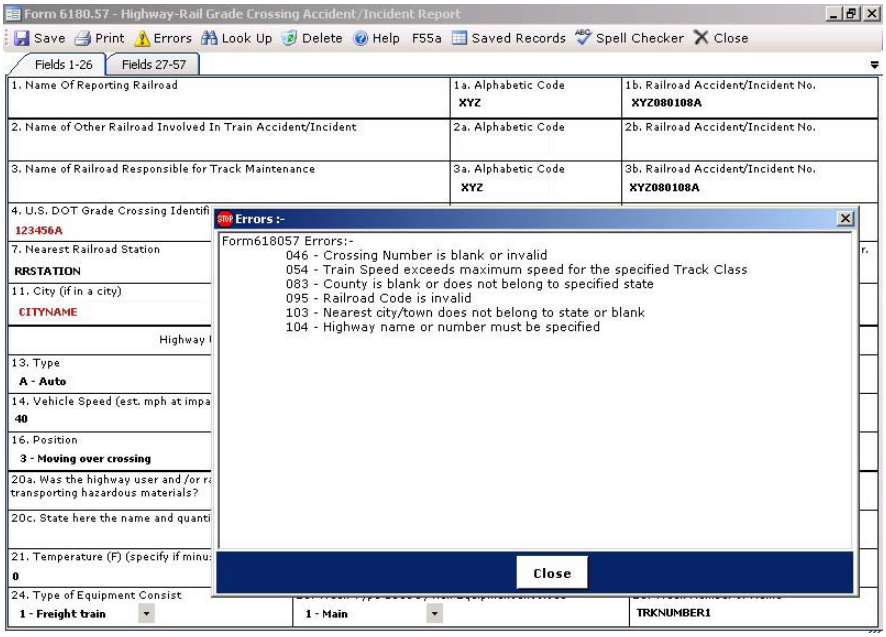

Figure 10 - Sample Error List, from an Open Form

You can have AIRG generate an Exceptions report to provide you with errors for selected forms. Instructions for generating an Exceptions report are included under "Reports Menu", under "Exception Reports".

***Note**: In the **Form F6180.xx Records** window, records that are red, are records that have single field error(s), or field(s) that was left blank, but is a field that is required to be filled out.*

Print, Fax, and Preview a Report – from an Open Form

To print/fax, from an open form, click on the **Print** [Report] [showing printer] button. Select to output the report to the Printer/Fax, then click on **Run Report**.

To output to pdf file, from an open form, click on the **Print** [Report] (showing printer) button. Then select **Save as PDF** and **Run Report**. Specify a file name and folder to save to.

To preview, from an open form, click on the **Print** [Report] (showing printer) button and select **Screen View**, and then click on **Run Report** to obtain a Print Preview of the form. In Print Preview you can click on the **Previous Page** or **Next Page** [showing up and down arrows] buttons to view different pages of the form. You can click on **Print** to print the form. You can zoom by clicking on different size percentages, and click on X button to exit Print Preview.

Deleting Records – from an Open Form

You can delete a record, by opening it first, then clicking on **Delete**. (Alternatively, from the list of records, in the **Form F6180.xx Records** window, click on the record or report you want to delete, then click on the **Delete** button).

Generating Forms from Other Forms

AIRGNET has the ability to generate Form 6180.55a from Forms 6180.98, 6180.57 and 6180.54. Form 6180.54 can be generated from Form 6180.97, and Forms 6180.78 and 6180.81 can be generated from Form 6180.54. To do this, after completing and saving a form, toward the top of the window, click on the form number you want to generate. For example, if you have a Form FRA F 6180.97 currently open on the screen, click on **F54**, to begin generating a Form FRA F 6180.54. If you are asked to save changes, you can choose **Yes** if you want to save the form 97. You can also choose to copy the description from the Narrative.

The following figure shows a form 6180.98, from which a user has clicked on **F55a**, in order to generate a form 6180.55a. After clicking on the **F55a**, the user chose to save the form 98 changes and look at the error list. The user will then select **Yes**, to edit a Form 55a. Note that to add form 6180.55a's for employees on duty, or employees not on duty, in AIRGNET, you must generate the form 6180.55a from the form 6180.98.

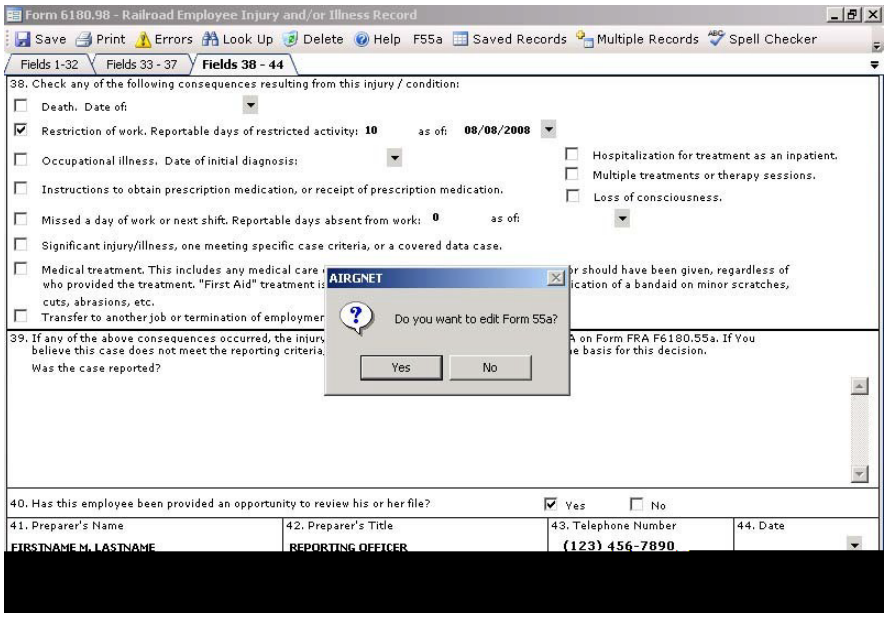

Figure 11- Generating a Form from another Form (form 98 to 55a)

AIRG Common Fields

The AIRGNET copies data when generating a form from another form for various accident/incident reporting forms that share common data with each other. The following lists forms generated from other forms:

Creating Monthly Set

You must make a report each month to the FRA. Your report must be submitted within 30 days following the month to which it applies. Refer to the "FRA Guide for Preparing Accident/Incident Reports" for detailed reporting instructions.

A Form FRA F 6180.55 (Railroad Injury and Illness Summary) must be sent each month even though there were no reportable accidents/incidents during the month. FRA F 6180.55a, FRA F 6180.54, FRA F 6180.81, and FRA F 6180.57, are prepared whenever the accidents/incidents they describe occurred during the report month. Form FRA F 6180.56 is an annual summary and must be included in the reports sent for the month of December.

AIRGNET allows you to create monthly report sets, which allows you to print out reports for a selected month.

***Note**: AIRGNET allows you to upload, via the Internet, an electronic file of your monthly reports (uploads include new reports, changes, and deleted reports). Please refer to "Upload via Internet", in the User Guide - Help File, Part 2, for more information.*

To create monthly report sets, in the main AIRGNET menu, click on **Reports**, then click on:

Form 55 Monthly Set to generate your form 6180.55 for the month
Form 55a Monthly Set to generate your form 6180.55as for the month
Form 54 Monthly Set to generate your form 6180.54s for the month
Form 57 Monthly Set to generate your form 6180.57s for the month
Form 78 Monthly Set to generate your form 6180.78s for the month
Form 81 Monthly Set to generate your form 6180.81s for the month

Specify the Railroad, report month, and year of the reports to be included in the monthly set. Specify where to output report to, then click on **Select**. AIRG will print all of the reports for the specified month and year for each set you select. You can print the form 6180.55 which the monthly sets will be attached to either from the 6180.55 itself, or from Reports, Form 55 monthly set.

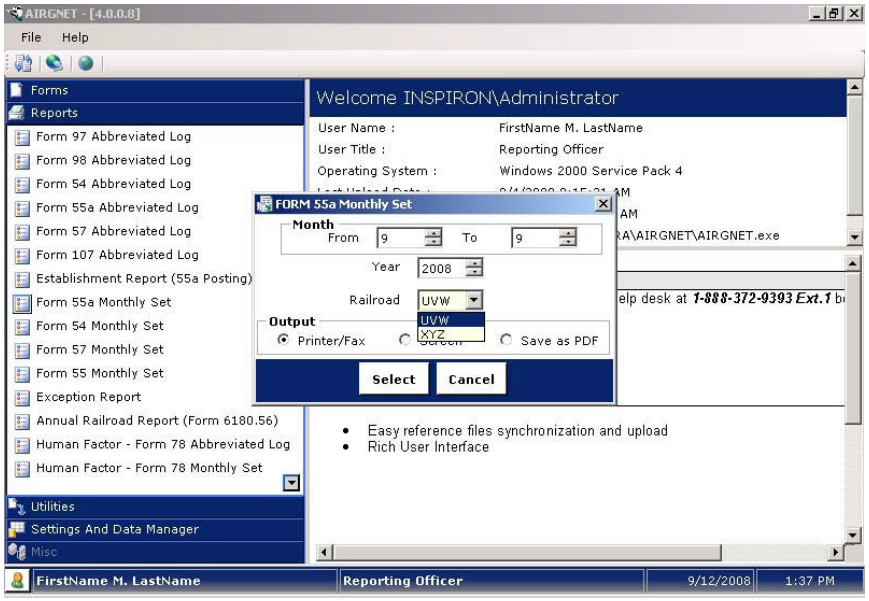

Figure 13- Creating Monthly Set to output to printer

Abbreviated Logs

AIRG also allows you to generate abbreviated logs for forms 6180.97, 6180.98, 6180.54, 6180.57, 6180.55a, 6180.78, 6180.81, and 6180.107. If you select to generate an abbreviated log, AIRG will output an abbreviated report for each record that is entered for the default railroad, for a specified month and year. You can specify for which time period, year, and railroad that you want to generate the abbreviated log for.

Generate Establishment Report

AIRGNET is able to generate a monthly log for posting employee injuries and illnesses. This monthly log lists reported injuries and occupational illnesses for the previous month and can be posted at railroad establishments. AIRG generates the log based on your 6180.55a's in the AIRGNET for the specified month/year, Railroad, and facility code.

To generate a monthly log, click on **Reports** from the main menu list, then click on **Establishment Report (55a Posting)**. You can specify the range (report month and year). Click on the **Find** button following facility to select a facility in the **Establishment Report** window. Click on the facility you are generating the report for, then click on **Select**

AIRG provides you with the ability to suppress any particular record from the log. To select records to suppress, click on **Post/Suppress**.

Click on the **Report** button to generate the log and select to output it to the screen, printer, or fax.

IMPORTANT: To be able to print information from a particular 55a record, in the list of employee injuries and illnesses by establishment (in the "Establishment Report"), you must select the establishment from the

establishment table in Forms 98 (and in form 55a if AIRG did not automatically generate code) for establishment information. If establishment is not in Look Up table, you will need to add it to the table then select it in the form 98.

Exception Reports

AIRGNET allows the user to generate exception (i.e., error) reports for each form, selected, from the **Reports** menu, by selecting **Exception Report**. This is in addition to being able to view errors directly from an open form.

To generate an Exception Report, click on the **Reports** button from the main AIRG drop down menu, then click on **Exception Report**. In the window that appears, you will be able to specify criteria for which reports you want to generate an Exception Report for. As an example of filling out the **Exception Report Selections** window, select Railroad, fill in month as All, year as 2008, forms as F6180.54. Sort Order 1 is month and Sort Order 2 is Incident Number. (The primary sort order will be Sort Order 1. The secondary sort will be Sort Order 2.). For these selections an Exception Report will be generated that lists each form 54 report that has an exception, along with exception (error message). The listing will include form 54 reports for all months in the year 2008 and will group the form 54 reports first by month, and within a month the form 54's will be sorted by accident/incident number.

Utilities Menu

Utilities is covered in Part 2 of the AIRGNET User Guide - Help File.

Settings and Data Manager Menu

Settings and Data Manager are covered in Part 2 of the AIRGNET User Guide - Help File.