

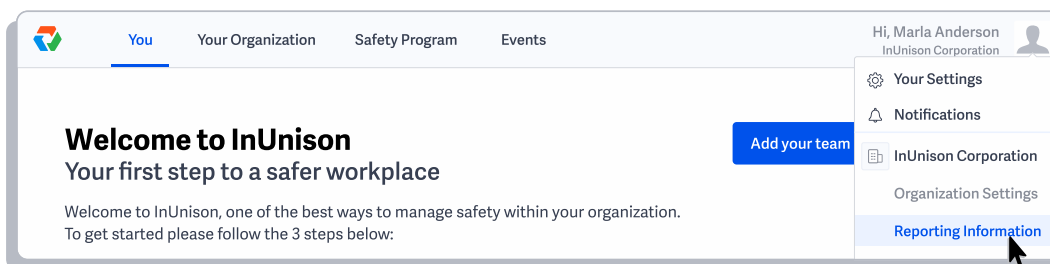
# Reporting Information

## Overview

In order to calculate accurate metrics on your dashboard, you will need to enter your employee and contractor hours and kilometers into the InUnison portal on a monthly basis. These values are used for TRIF, LTIF and MVIF calculations but also keeps all your metrics in one place for quarterly reporting on vendor management sites such as ISNetwork.

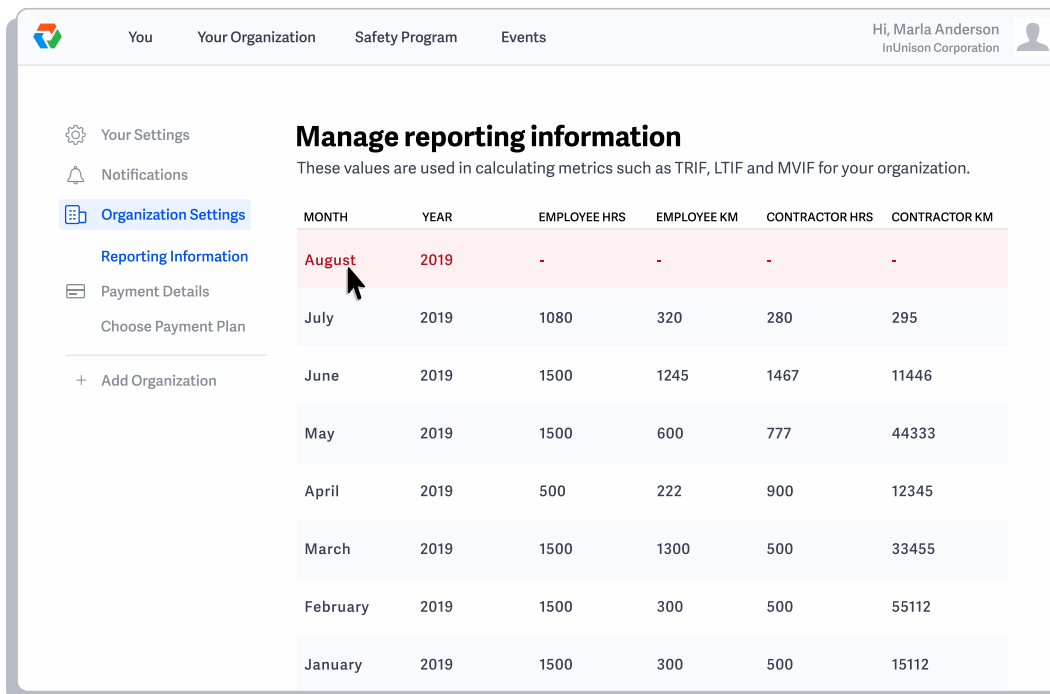
## Step 1

Log in to <https://inunison.io> and click on “your profile” in the top right corner of the screen, then select “Reporting Information”.



## Step 2

Once in the Reporting Information section, click on the month that you want to enter hours and kilometers for.



### Step 3

Enter the data in the fields as required and click Save.

#### Add a reporting information ×

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Month  
*August*

Year  
*2019*

**Total full time employee hours worked**

**Total business kilometers driven**

**Total contractor hours worked**


**Total contractor kilometers driven**


Cancel





Save

### Step 4

You will see your values populated in the Reporting Information table.


You
Your Organization
Safety Program
Events

Hi, Marla Anderson  
InUnison Corporation


-  Your Settings
-  Notifications
-  **Organization Settings**
- [Reporting Information](#)
-  Payment Details
- [Choose Payment Plan](#)
- + Add Organization

#### Manage reporting information

These values are used in calculating metrics such as TRIF, LTIF and MVIF for your organization.

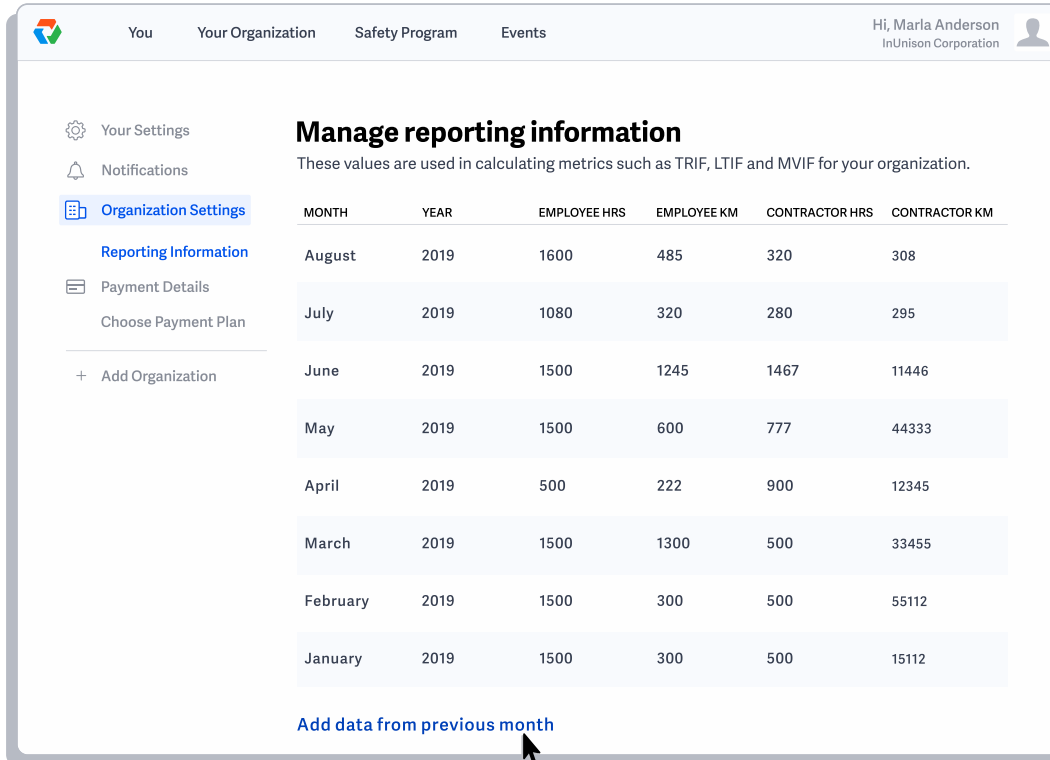
MONTH	YEAR	EMPLOYEE HRS	EMPLOYEE KM	CONTRACTOR HRS	CONTRACTOR KM
August	2019	1600	485	320	308
July	2019	1080	320	280	295
June	2019	1500	1245	1467	11446
May	2019	1500	600	777	44333
April	2019	500	222	900	12345
.....	.....	.....	.....	.....	33455

✓ Reporting data was updated successfully.
close

Website: <https://inunison.io> | Phone: +1 (403) 800-1184 | Email: [support@inunison.io](mailto:support@inunison.io) | Talk to us: <https://c.inunison.io/schedule>

## Step 5

To enter values for previous months, click on the “Add data from previous month” link at the bottom of the table.



Hi, Marla Anderson  
InUnison Corporation

**Manage reporting information**  
These values are used in calculating metrics such as TRIF, LTIF and MVIF for your organization.

MONTH	YEAR	EMPLOYEE HRS	EMPLOYEE KM	CONTRACTOR HRS	CONTRACTOR KM
August	2019	1600	485	320	308
July	2019	1080	320	280	295
June	2019	1500	1245	1467	11446
May	2019	1500	600	777	44333
April	2019	500	222	900	12345
March	2019	1500	1300	500	33455
February	2019	1500	300	500	55112
January	2019	1500	300	500	15112

[Add data from previous month](#)

You have now successfully entered your hours and kilometers in the Reporting Information.

If you have any questions, comments, concerns or suggestions, please contact us. We want you to succeed and are here to help!