

Chapter 5

Working with Employee Accident Reports

You can search, view, add, edit, and delete accident reports. You can also generate and print accident reports as well as view individual and group accident reports on a map. In this chapter, the following topics should help maintain your district's accidents:

- Using the Accident Report Search Screen
- Combining the Accident Search Options with Employee Search Options
- Working with an Individual Employee's Accident Reports
- Adding Accidents
- Editing Accidents
- Generating and Printing Accident Reports
- Viewing Accident Reports on a Map using Microsoft MapPoint
- Deleting Accidents

Using the Accident Report Search Screen

The Accidents Search Screen has many searching options that are organized into three search tabs (see Figure 5-2):

- General Subtab
- Details and Contributing Factors Subtab
- User/Custom Subtab

You can use these tabs to search accident reports.

Date	Time	Type	Location	Vehicle	Emp #	Name
------	------	------	----------	---------	-------	------

Figure 5-1. Accident subtabs



To search employee accident reports:

1. Click on the Accidents tab in you Employee Management search screen (Figure 5-2).

Figure 5-2. Tabs on the Accident screen

2. Click the Reset button to start with a fresh search.
3. Enter the desired search criteria using the three subtabs (see detailed discussion of each subtab below) or enter no search criteria to retrieve all employee accident reports.
4. Click the Find Now button. (See Figure 5-3 for an example of accident search results).

Figure 5-3 shows a search of accident reports that occurred between September 1, 2003, and August 31, 2004:



Search Employees

File Security Maintain Window Help

T.O.M. Employee Management Friday, September 03, 2004

Employees Reminders Training Absences Accidents 2 Record(s) Found

Accident #: Vehicle #:

Addr/Location: ☐ Search Entire Accident Type:

Accident Dt between: 9/1/2003 and 8/31/2004 Time between: and

General Details & Contributing Factors User/Custom

Date	Time	Type	Location	Vehicle	Emp #	Name
9/25/2003	4:00 PM	COLL_VEH	5120 W. MERCER LN, GLENDALE AZ	0042	123	HINDIY
1/8/2004	2:35 PM	COLL_BIKE	32nd ST & GREENWAY RD, PHOENI...	1892	338	SMITH,

Show on Map

Find Now Reset Group Training Group Reminder Print Exit

Figure 5-3. Searching accident reports for accidents occurring in one year



① T.O.M Tip

Do I have to complete every field on every subtab to search accident reports?

You do not need to complete all the fields on any subtab to search accident reports. In fact, if you want to view all accident reports in your database, you can leave all the fields blank and then click the Find Now button.

I completed the screen, but nothing happened. What's wrong?

If this happens, click Reset. This clears any other criteria you might have selected on the Employee search screen. Then, select your accident criteria again, and click Find Now.

I don't know what some of the fields are used for. Where can I find descriptions for the fields?

Each field on the subtabs is described next in this chapter.



General Subtab

The screenshot shows a window titled "Search Employees" with a menu bar (File, Security, Maintain, Window, Help) and a status bar (Friday, September 03, 2004). The main area has a tabbed interface with "Employees", "Reminders", "Training", "Absences", and "Accidents". The "Accidents" tab is active. It contains search criteria fields: "Accident #" (text box), "Vehicle #" (dropdown), "Addr/Location:" (text box), "Search Entire" (checkbox), "Accident Type:" (dropdown), "Accident Dt between:" (calendar icon), "and" (text), "Time between:" (clock icon), and "and" (text). Below these are tabs for "General", "Details & Contributing Factors", and "User/Custom". The "General" tab is active, showing a table with columns: Date, Time, Type, Location, Vehicle, Emp #, and Name. The table is empty. At the bottom are buttons: "Find Now", "Reset", "Group Training", "Group Reminder", "Print", and "Exit". A "Show on Map" button is also present.

Figure 5-4. Using the General subtab to search accident reports

You can use the following criteria to search accident reports:

- **Accident #.** Allows you to search employee records using the accident number.
- **Addr/Location.** Allows you to search using an address or a location. You can type a partial address, but to do so, make sure you check the Search Entire checkbox. If you type *pa* and click Find Now without checking Search Entire, the Employee Management system probably will not return any records unless an employee lives on a street called *Pa*. However, if you type *pa*, check the Search Entire checkbox, and then click Find Now, the Employee Management system returns, for example, employee records containing street names like Eagle Pass and Patterson Circle.
- **Search Entire.** Allows you to search for a partial address. When this option is not checked, the Employee Management system searches the address using only the characters you type in.
- **Acct Dt Between.** (Accident Date Between) Allows you to search employee records within a given range.
 - » You can access the calendar by clicking on the pull-down arrow. Then, you can use the arrows displayed around the month to change the month or the arrows around the year to change the year. When the calendar displays the correct month and year, select the day. After you click the day, the Employee Management system closes the calendar and displays the date.
 - » You can also type a date into any of these fields, but if you only type the month and year, the Employee Management system uses the first of the month as the default value.
- **Vehicle #.** Allows you to search all accidents involving a specific vehicle.
- **Accident type.** Allows you to search by the type of accident.
- **Time Between.** Allows you to search employee records within a given time period.
 - » You can access the clock by clicking on the clock icon. Then, you can select the hour, the minute, and whether the time was a.m. or p.m. After you select the time and click OK, the Employee Management system closes the clock and displays the selected time.



- » You can also type the time into these fields, but the Employee Management system requires that you use the format of hh:mm a.m/p.m. For example, to search for accidents occurring at 2:30 in the afternoon, you need to type 2:30 p.m. into the field.



Where do the accident types come from? Can I create new ones, or am I able to only use the default types?

① T.O.M Tip

You can add, edit, and delete accident codes by selecting File>Accident>Accident Types. You can also select File>Accident to set up contributing factors for accidents, the reasons the vehicle was in use, injury codes, and damage codes.

Details and Contributing Factors Subtab

Click this tab to view Details and Contributing Factors search options.

Figure 5-5. Details and Contributing Factors subtab

You can use the following criteria to search employee records:

- **Contributing Factors.** Allows you to search for all accident reports that have the selected contributing factor(s). You can select more than one contributing factor by holding down either the CTRL key while clicking on desired additional contributing factors or by holding down the SHIFT key while clicking on the additional Contributing Factors.

NOTE: If you select more than one Contributing Factor to search on, you are telling the Employee Management system to find all accident reports that contain ALL of the selected contributing factors.



- **In Use For.** Allows you to search for accident reports where the vehicle was in use for a particular purpose (such as a field trip).
- **Injury.** Allows you to search for accident reports that resulted in an type of injury, if any.
- **Run.** Allows you to search for accident reports occurring on a particular bus run.
- **Damage.** Allows you to search for accident reports resulting in damage, if any.
- **Number of Passengers Exceeding.** Allows you to search for accidents having a specific number of passengers involved in the accident equal to or exceeding the entered number.
- **Preventable?** Allows to select all accident reports that were marked as preventable.
- **Used Fire Extinguisher, First Aid Kit.** Allows you to search for accidents where a fire extinguisher or first aid kit was used at the site of the accident.
- **Citation Issued.** Allows you to search for accidents that had or did not have a citation issued.

User/Custom Subtab

In addition to the being able to search accident reports using the General and Details and Contributing Factors tab, you can also create your own fields to customize the accident information the Employee Management system tracks for you. You can then use these fields to search for accident reports just as you select criteria on the other tabs.

NOTE: You can add 7 general fields and 2 date fields to the accident tracking system, and their names, or captions, can be up to 30 characters in length.



① T.O.M Tip

I added custom fields, but I don't see them.

After you add custom fields, be sure you click OK (and not Exit) on the Employee Management Options screen. Then click OK to close the District Options screen. You need to close the Employee Management system and restart it so that your fields are added to the User/Custom tab. Click the User/Custom tab to view the added fields.

To create customized accident tracking fields:

1. Select File>Other>District Options (Figure 5-6). The Employee Management system displays the District Options screen.

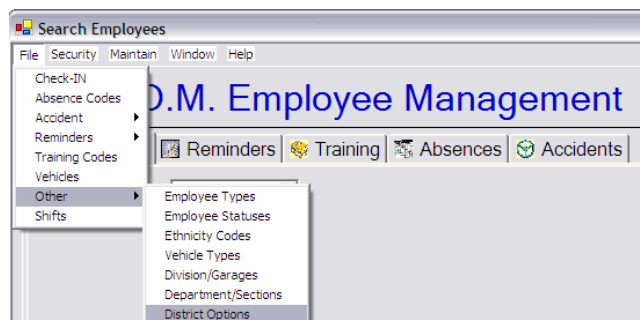


Figure 5-6. Selecting File>Other>District Options

2. Click the Employment Management button (Figure 5-7). The Employee Management system displays the Employee Management Options screen.



Figure 5-7. District Options screen

3. Click the Accident Custom Fields tab.
4. Type the name of the field into the caption box. To add a general field, type the name into the User 1 Caption field. To add a date field, type the name into the User Date 1 Caption field. Figure 5-8 shows that a general field with a name, or caption, of Responding officer is being added to the system:

Figure 5-8. Adding customized accident fields to the system

4. Click the OK button to add your customized fields to the Employee Management system and close the screen. The Employee Management system displays the District Options screen.



5. Click the OK button to close the District Options screen.
6. Click Exit to close the Employee Management system.
7. Restart the Employee Management system.
8. Click the Accidents tab.
9. Click the User/Custom tab. The Employee Management system displays the customized fields you added to the system (Figure 5-9).

The screenshot shows the 'Search Employees' window of the 'T.O.M. Employee Management' system. The 'Accidents' tab is selected, and the 'User/Custom' sub-tab is active. The interface displays several dropdown menus for accident details, including 'Responding officer', 'Accident User' (1-7), and 'Accident Date' (1-2). Two callout boxes highlight specific areas: 'General fields appear here.' points to the dropdown menus, and 'Date fields appear here.' points to the 'Accident Date1' and 'Accident Date2' fields. Below the dropdowns are tabs for 'General', 'Details & Contributing Factors', and 'User/Custom'. A table with columns 'Date', 'Time', 'Type', 'Location', 'Vehicle', 'Emp #', and 'Name' is visible. At the bottom, there are buttons for 'Find Now', 'Reset', 'Group Training', 'Group Reminder', 'Print', and 'Exit'.

Figure 5-9. Viewing customized accident fields

To search using customized accident fields:

NOTE: You can only search using customized accident fields if you added them to the Employee Management system.

1. Click the Accidents tab.
2. Click the Reset button to clear the screen. The Employee Management system clears the screen.
3. Click on the Accidents tab.
4. Click on the User/Custom tab and select search criteria as you would on other screens.



- Click the Find Now button to retrieve all the employee records in the database that match your selected criteria.

Combining the Accident Search Options with Employee Search Options

You can combine your employee accident reports search with the overall employee search for very sophisticated search options. For example, you can search for all the accidents all drivers had during the course of one year.

- Click the Employees tab.
- Click the Reset button to clear the screen. The Employee Management system clears the screen.
- Select employee search criteria.

Figure 5-10 shows Driver being selected as the Employee Type on the Employees tab:

Figure 5-10. Selecting Driver as the Employee Type

- Click the Accidents tab. The Employee Management system displays the Accidents tab.
- Select the accident report search criteria you want to include in the search.

Figure 5-11 shows that the accident date range has been selected as the accident report criteria:



Search Employees

File Security Maintain Window Help

T.O.M. Employee Management

Friday, September 10, 2004

Employees Reminders Training Absences Accidents

Accident #: Vehicle #:

Addr/Location: ☐ Search Entire Accident Type:

Accident Dt between: 9/1/2003 and 8/31/2004 Time between: and

General Details & Contributing Factors User/Custom

Date	Time	Type	Location	Vehicle	Emp #	Name
------	------	------	----------	---------	-------	------

Show on Map

Find Now Reset Group Training Group Reminder Print Exit

Figure 5-11. Using the Accident Date range fields to search accident reports

- Click the Find Now button to retrieve all the accident reports in the database that match the accident report search criteria *and* that belong to employees who match the Employee search criteria.

Search Employees

File Security Maintain Window Help

T.O.M. Employee Management

Friday, September 10, 2004

Employees Reminders Training Absences Accidents

3 Record(s) Found

Accident #: Vehicle #:

Addr/Location: ☐ Search Entire Accident Type:

Accident Dt between: 9/1/2003 and 8/31/2004 Time between: and

General Details & Contributing Factors User/Custom

Date	Time	Type	Location	Vehicle	Emp #	Name
9/25/2003	4:00 PM	COLL_VEH	5120 W. MERCER LN, GLENDALE AZ	0042	123	HINDIY
1/8/2004	2:35 PM	COLL_BIKE	32nd ST & GREENWAY RD, PHOENI...	1892	338	SMITH.
5/11/2004	3:30 PM	COLL_FO	23 MAIN STREET, CONCORD NH		656	SMITH.

Show on Map

Find Now Reset Group Training Group Reminder Print Exit

Figure 5-12. Sample of combining Accidents tab with the Employees tab



Working with an Individual Employee's Accident Reports

To add, change, or delete accident reports, you must be working with an individual employee's record.

1. Click the Employees tab.
2. Click the Reset button to clear the screen. The Employee Management system clears the screen.
3. Select the search criteria.
4. Click the Find Now button to retrieve all the employee records in the database that match your selected criteria. Figure 5-13 shows Smith as the search criteria:

Search Employees

File Security Maintain Window Help

Thursday, September 02, 2004

T.O.M. Employee Management

Employees Reminders Training Absences Accidents 6 Record(s) Found

Employee ID: SSN: Gender: ☐ Male ☐ Female

Last Name: First: Address: ☐ Search Entire Ethnicity: Employee Type:

General User Defined Employment Dates Sorting

Employee #	Last Name	First Name	Employee Type	Phone	Address
264	SMITH	ALVIN	DRIVING AIDE		28 Rte 3 North
338	SMITH	DONALD	DRIVER	8987889087	
438	SMITH	LATASHA	DRIVER		
265	SMITH	REBECCA	DRIVER		
686	SMITH	STANLEY	DRIVER	5151234567	127 ELM STREET
339	SMITH	VANESSA	DRIVER		5609 N BIRCH AVE

Show on Map New Edit Delete

Find Now Reset Group Training Group Reminder Print Exit

Select the employee record you want to edit, and click Edit. You can also double-click the record.

Figure 5-13. Search results of Smith

5. Either:
 - Double-click the employee's record.
 OR
 - Select the employee record, and click Edit.
6. Click the Accidents tab. The Employee Management system displays the employee's accidents (Figure 5-14).

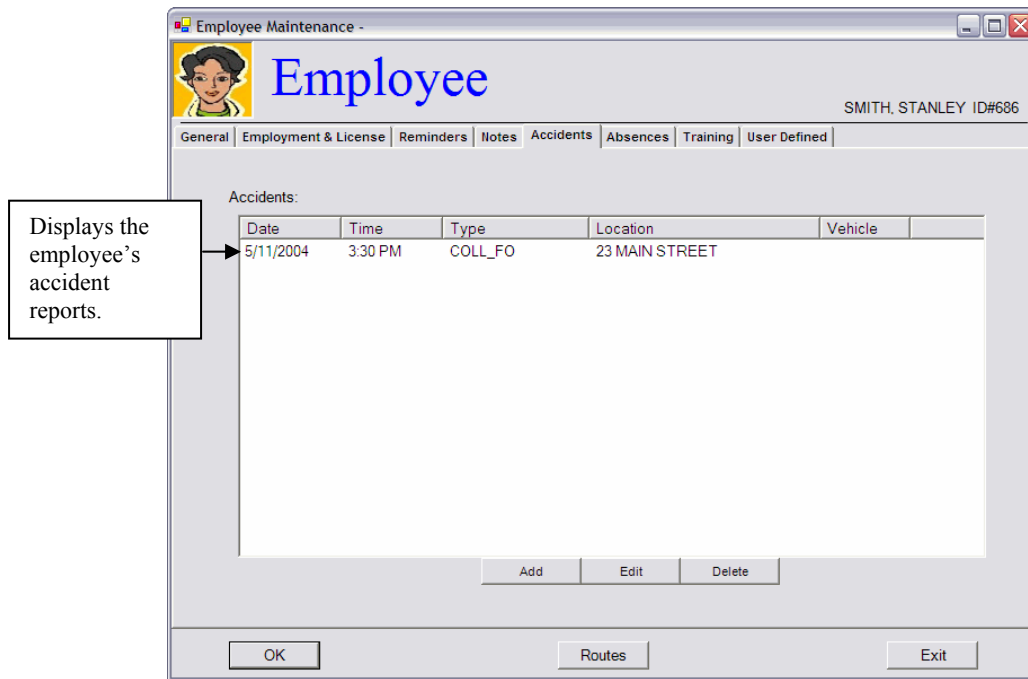


Figure 5-14. Viewing an employee's accidents

Adding Accidents

In this section, you will learn how to add an accident record to the system. You will find a description for each field on the Employee Accidents screen after the procedure below.

Adding Accident Records

1. Click the Add button on the Accidents screen. The Employee Management system displays the Accident/Incident screen.



Employee Maintenance -

Employee SMITH, STANLEY ID#686

General | Employment & License | Reminders | Notes | **Accidents** | Absences | Training | User Defined

Accidents:

Date	Time	Type	Location	Vehicle
5/11/2004	3:30 PM	COLL_FO	23 MAIN STREET	

Click Add to add an accident record.

Add Edit Delete

OK Routes Exit

Figure 5-15. Adding accident records

2. Select or type in the information you want to save with the accident report.

A sample accident record looks like:

Accident / Incident

Accident / Incident

General | Details | Citation Issued | User/Custom Fields

Accident #: 1239876 Employee: 656 SMITH, STANLEY

Vehicle #: 0044

Accident Date: 9/10/2004 Friday Time: 3:47 pm

Addr/Location: 128 Loudon Rd Concord NH 45367

Contributing Factors Potential Applicable

Code Description Add > Remove

BD_BACK BUS DR

BD_LOC BUS DR

Could driver have prevented accident/incident by driving defensively? ☐

Comments/Description: The other driver ran a stop sign and damaged the right front fender of the bus.

Driver Recommendations: None

In Use For: FIELDTRIP

Run:

Number of Passengers: 0

Type: COLL_VEH

Injury: NONE

Damage: LESS

Used?

☐ Fire Extinguisher

☐ First Aid Kit

OK Show on Map Exit

You can add more accident details using these tabs.

Figure 5-16. Sample accident record



3. Click the OK button to save your changes and close the screen. The Employment Management system update the employee's accident record:

Accident/Incident Screen

You can add the following accident information to the system:

Figure 5-17. Accident/Incident screen

- **Accident #.** Allows you to type the accident number. You can type up 20 alphanumeric characters, meaning you can type numbers or letters into this field.
- **Employee.** Displays the employee's identification number and name. You cannot edit these fields.
- **Vehicle #.** Allows you to select the vehicle number from a list of vehicles that you have already entered into the Employee Management database of the vehicle that was involved in the accident/incident.
- **Accident Date.** Allows you to type the date of the accident. After you select or type the date, the Employee Management system displays the day of week for the selected date.
 - » You can access the calendar by clicking on the pull-down arrow. Then, you can use the arrows displayed around the month to change the month or the arrows around the year to change the year. When the calendar displays the correct month and year, select the day. After you click the day, the Employee Management system closes the calendar and displays the date.
 - » You can also type a date into any of these fields, but if you only type the month and year, the Employee Management system uses the first of the month as the default value.



- **Time.** Allows you to enter the time the accident occurred. If you do not add the time, the Employee Management system uses 12:00 a.m. as the default value.
 - » You can access the clock by clicking on the clock icon. Then, you can select the hour, the minute, and whether the time was a.m. or p.m. After you select the time and click OK, the Employee Management system closes the clock and displays the selected time.
 - » You can also type the time into these fields, but the Employee Management system requires that you use the format of h:mm a.m/p.m. For example, to search for accidents occurring at 2:30 in the afternoon, you need to type 2:30 p.m. into the field.
- **Addr/Location.** Allows you to type the address or a location where the accident occurred. You can add information to two address lines, each of which allows you to type in 100 alphanumeric characters. Additionally, you can enter up to 20 characters for the city, 2 characters for the state, and up to 10 for the zip code.
- **Contributing Factors.** Allows you to select the factors that contributed to the accident. Potential Causes lists all the contributing factors that have been added to the Employee Management system. To add a contributing factor to the accident, select it, and click Add. You can add more than once contributing factor by holding down your Ctrl or Shift key while you click on the names of the contributing factors.
- **Could driver have prevented accident/incident by driving defensively?** Allows you to specify whether the accident could have been prevented by defensive driving.
- **Comments/Description.** Allows you to add comments to the accident report. If the comments have to do with citations issued for this accident, you can add those comments to the Comment box on the Citations tab. You can type an unlimited number of characters into this box.
- **Driver Recommendations.** Allows you to add any recommendations that were made to the driver. You can type an unlimited number of characters into this box.
- **Details subtab (Figure 5-18)**
 - » **In Use For.** Allows you to select from a user defined list of In Use For codes that you can maintain in the employee management software for accident reports.
 - » **Run.** Allows you to enter the bus run or route number. You can enter up to 20 alphanumeric characters into this field.
 - » **Number of Passengers.** Allows you to enter the number of passengers involved in the accident.
 - » **Type.** Allows you to select the type of accident from a predefined list of Accident Types that you maintain in the software.
 - » **Injury.** Allows you to select the type of injury, if any, that resulted from the accident from a predefined list of Injury Types that you can maintain in the software.
 - » **Damage.** Allows you to select how much damage resulted from the accident, if any, from a predefined list of Damage codes that you can maintain in the software.
 - » **Used Fire Extinguisher/First Aid Kit.** Allows you to specify whether a fire extinguisher or first aid kit was used at the site of the accident.
- **Citation Issued subtab.** Allows you to specify whether a citation was issued. You can also add comments (Figure 5-18).



Accident / Incident

Accident / Incident

General

Accident #: 1239876 Employee: 656

Vehicle #: 0044 SMITH, STANLEY

Accident Date: 9/10/2004 Friday Time:

Addr/Location: 128 Loudon Rd

Concord NH 45367

Contributing Factors

Potential

Code	Description
BD_BACK	BUS DF
BD_LOC	BUS DF

Applicable

Code	Description
------	-------------

Could driver have prevented accident/incident by driving defensively? ☐

Comments/Description: The other driver ran a stop sign and damaged the right front fender of the bus.

Driver Recommendations: None

Details: Citation Issued: ☐ Yes ☒ No

User/Custom Fields

Comments: 5 witnesses at the scene and two chaperones on the bus agreed it wasn't his fault, and the other driver was cited.

OK Show on Map Exit

Figure 5-18. Citations tab

- **User/Custom Fields tab.** If you added customized accident tracking fields to the Employee Management system, you can enter information into those fields on this tab. To learn about adding customized accident tracking fields to the system, see the User/Custom Subtab section found previously in this chapter. (Figure 5-19)

You can also add attachments to the accident. For example, suppose that the accident report had photos with it; you can add those photos to the Employee Management system.

Figure 5-19 shows that an attachment has been added to the accident report:



Figure 5-19. User/Custom subtab

Adding Attachments to Accident Reports

What are attachments?

Many times it is helpful to include with the accident report an attached document that gives the user more information about this accident report (for example, photographs or the original scanned accident report or citation). The T.O.M. Employee Management software has the capability.

Attachments are nothing more than links or pointers to another document on the computer that is considered relevant to the accident report. By allowing you to “attach” these documents to an accident report, the T.O.M. Employee Management software makes it easy for you to quickly open one of these associated documents while viewing the accident report.

Warning notes about attachments:

Because attachments are nothing more than links to document files you must be aware of two points:

1. Make sure that the actual document file is in a location that all Employee Management users that will work with accident reports can access the file. If you add an attachment to a document that is on your personal computer and another user tries to open that link but doesn't have access to that file, that user will receive an error message.
2. If you attach a document file to an accident report that requires a special program to open (such as an Adobe Photoshop) that a user does not have, that user will receive an error if he tries to open that attached file from his computer.



To add an attachment to an accident report:

1. Either:
 - Select the accident report you want to edit, and click the Edit button.
- OR
- Double-click the employee's accident report.

The Employee Management system displays the Accident/Incident screen.

2. Click the User/Custom Fields tab.
2. Click the Browse button (Figure 5-20).

The screenshot shows the 'Accident / Incident' form. The 'General' tab is active, displaying fields for Accident # (1239876), Employee (666), Vehicle # (0044), SMITH, STANLEY, Accident Date (9/10/2004), Friday, Time (3:47 PM), Addr/Location (128 Loudon Rd), Concord, NH, 45367. The 'Contributing Factors' section has a 'Potential' table with 'BD_BACK' and 'BD_LOC' (both 'BUS DF'), and an 'Applicable' table. A checkbox 'Could driver have prevented accident/incident by driving defensively?' is unchecked. The 'Comments/Description' field contains 'The other driver ran a stop sign and damaged the right front fender of the bus.' The 'Driver Recommendations' field contains 'None'. The 'User/Custom Fields' tab is selected, showing a list of 'Accident U' and 'Accident D' fields. The 'Attachments' section has three 'Browse' and 'Clear' buttons. A callout box points to the 'User/Custom Fields' tab and the 'Browse' button, with the text: 'Click the User/Custom Fields tab. Then, click Browse to navigate to the file you want to attach to the reminder.'

Figure 5-20. Adding an attachment to an accident report

4. Navigate to where the document is stored, select it, and click Open.

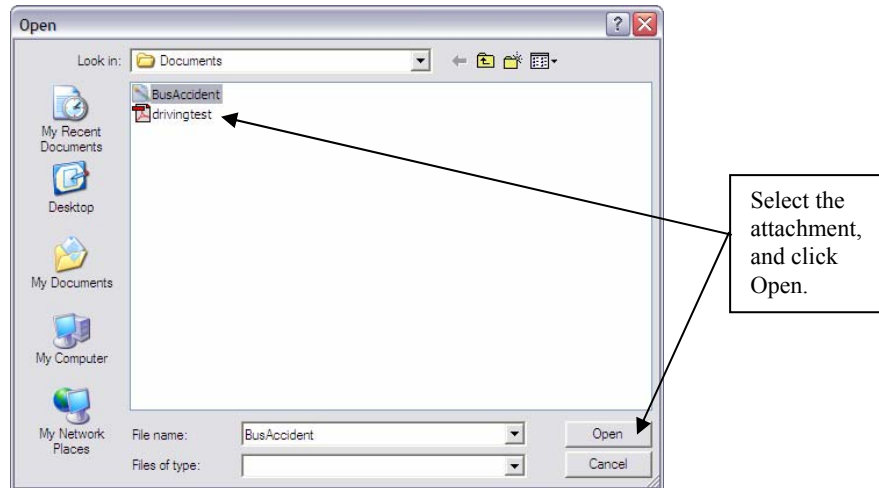


Figure 5-21. Selecting an attachment

The Employee Management system adds the attachment to the accident report. You can add up to three attachments to the accident report (Figure 5-22).

Accident / Incident

General

Accident #: 1239876 Employee: 656
 Vehicle #: 0044 SMITH, STANLEY
 Accident Date: 9/10/2004 Friday Time: 3:47 PM
 Addr/Location: 128 Loudon Rd
 Concord NH 45367

Contributing Factors

Potential	Applicable
Code: BD_BACK Description: BUS DF	Code: Description:
Code: BD_LOC Description: BUS DF	Code: Description:

Could driver have prevented accident/incident by driving defensively? ☐

Comments/Description: The other driver ran a stop sign and damaged the right front fender of the bus.

Driver Recommendations: None

Attachments

Attachment	Browse	Clear
C:\Documents\BusAccident	Browse	Clear
	Browse	Clear
	Browse	Clear

OK Show on Map Exit

Figure 5-22. Adding an attachment to an accident report

- Click the OK button to save the accident report. The Employee Management system adds the attachment to the accident report.



Viewing and Clearing Attachments

To view attachments, follow these steps:

1. Either:
 - Select the accident report you want to edit, and click the Edit button.
 - OR
 - Double-click the employee's accident report.

The Employee Management system displays the Accident/Incident screen.

2. Click on the attachment you want to view (Figure 5-23).

The screenshot shows the 'Accident / Incident' window. The 'General' tab is active, displaying fields for Accident # (1239876), Employee (656), Vehicle # (0044), SMITH, STANLEY, Accident Date (9/10/2004), Friday, Time (3:47 PM), and Address (128 Loudon Rd, Concord, NH 05367). The 'Contributing Factors' section has 'Potential' and 'Applicable' tabs. The 'Attachments' section on the right has a 'Browse' button and a 'Clear' button. A blue arrow points from the 'Attachments' section to a text box on the right.

Click on the attachment to view it.

Remember, you need to have the appropriate software to open files. For example, this is a BMP file, which is a common graphic format. You should be able to view this file type in most graphic programs.

Figure 5-23. Viewing an attachment

The attachment in Figure 5-23 is a BMP file, which is a common graphic format. Most graphics program (including Microsoft Paint if it was installed as part of your Windows installation). Notice how the BMP files is viewed in Microsoft Paint (Figure 2-24) and not within the Employee Management system. Because attachments are viewed outside the Employee Management system, you need to have the software required by the file type. *If you do not have the appropriate program to open the attachment, you will not be able to view it.*

Also notice that the file has been added from the c: drive. Only those who have access to the c: drive will be able to access the file.

Excellent!

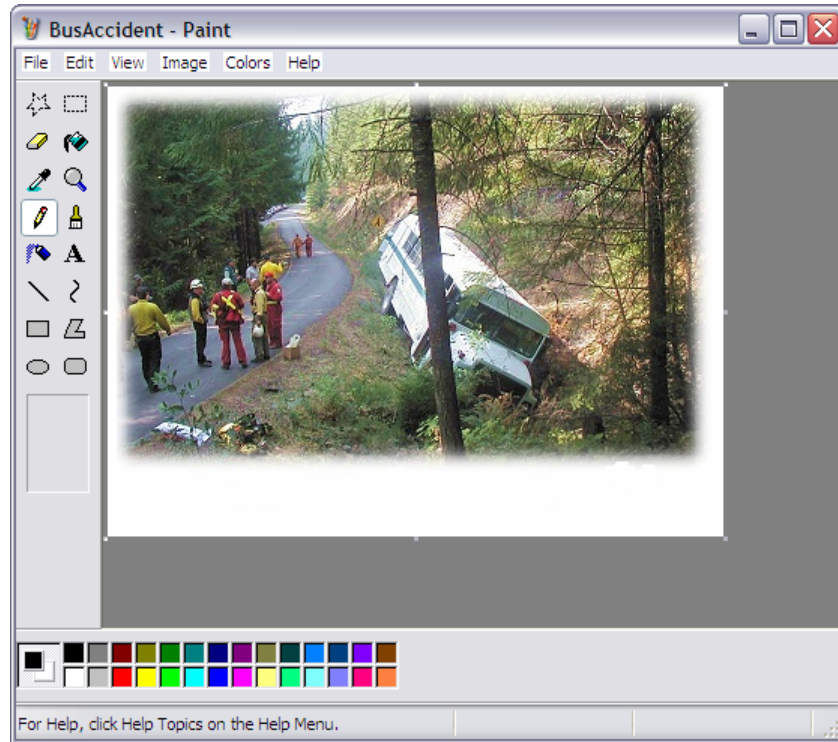


Figure 2-24. Viewing a BMP file in Microsoft Paint

To clear attachments:

1. Either:

- Select the accident report you want to edit, and click the Edit button.
- OR
- Double-click the accident report.

The Employee Management system displays the Accident/Incident screen.

2. Click the Clear button to remove the attachment from the accident report.



Accident / Incident

Accident / Incident

General

Accident #: 1239876 Employee: 656

Vehicle #: 0044 SMITH, STANLEY

Accident Date: 9/10/2004 Friday Time: 3:47 PM

Addr/Location: 128 Loudon Rd

Concord NH 45367

Contributing Factors

Potential

Code	Description
BD_BACK	BUS DF
BD_LOC	BUS DF

Applicable

Code	Description
------	-------------

Could driver have prevented accident/incident by driving defensively? ☐

Comments/Description: The other driver ran a stop sign and damaged the right front fender of the bus.

Driver Recommendations: None

Details Citation Issued User/Custom Fields

Accident U

Accident U

Accident U

Accident U

Accident U

Accident U

Accident D

Accident D

Attachments

C:\Documents\BusAccident

Browse Clear

Browse Clear

Browse Clear

OK Show on Map Exit

Click Clear to remove the attachment from the accident report.

Figure 2-25. Clearing an attachment

3. Click the OK button to save your changes and close the screen.

Editing Accidents

Editing an employee's accident reports is very similar to editing his employee record information.

To edit employee accident reports:

1. Select the accident record you want to update, and click Edit (Figure 5-26). You can also double-click the record. The Employee Management system displays the Accident/Incident screen.

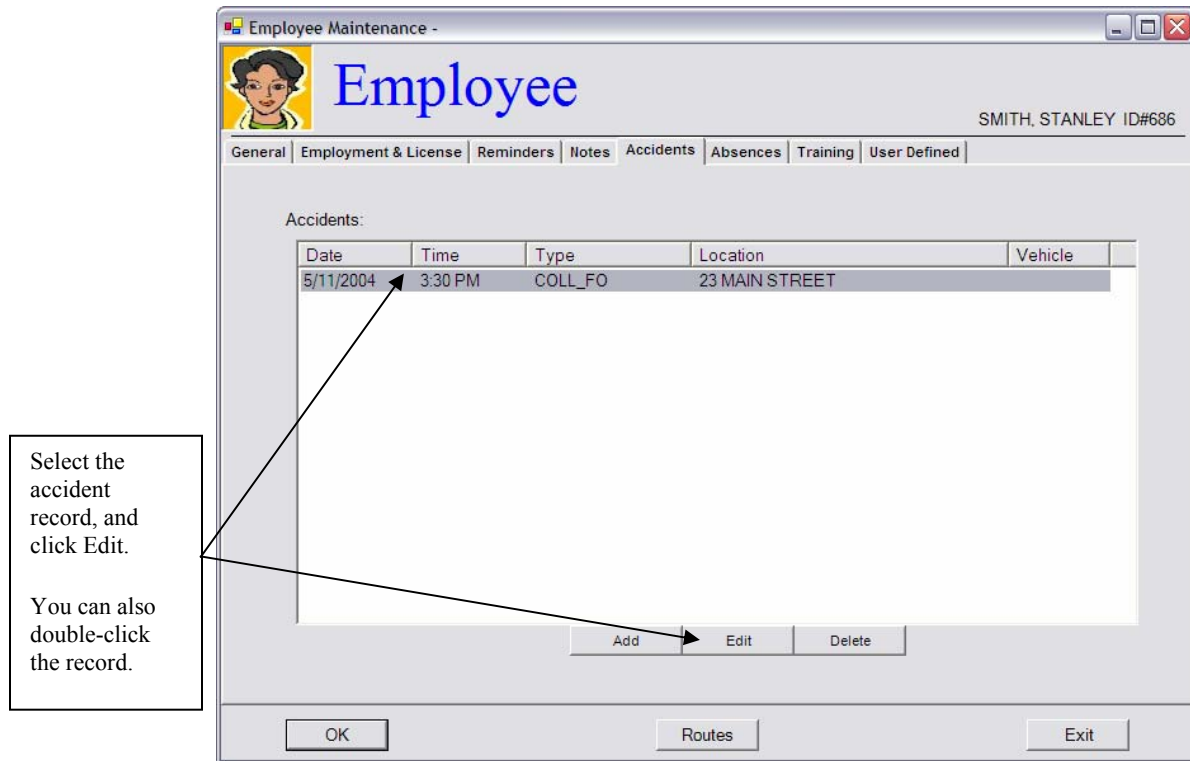


Figure 5-26. Editing employee accidents

2. Update the employee's accident record.
3. Click OK to save your changes. The Employee Management system closes the screen and updates the employee's accident record.

Generating and Printing Accident Reports

You can generate and print several types of accident reports for an employee or a group of employees by clicking the Print button. When you click the Print button, the Employee Management system displays a dialog that allows you to select the type of accident report you want to generate and to type in its title.



Search Employees

File Security Maintain Window Help

T.O.M. Employee Management Friday, September 03, 2004

Employees Reminders Training Absences Accidents 6 Record(s) Found

Accident User1: Accident User4: Accident User7:
 Accident User2: Accident User5: Accident Date1:
 Accident User3: Accident User6: Accident Date2:

General Details & Contributing Factors User/Custom

Date	Time	Type	Location	Vehicle	Emp #	Name
5/25/2003	5:45 AM	COLL_OTHER	1516 E BELL RD, PHOENIX AZ	6003	159	KUSLIN
8/5/2003	3:50 PM	COLL_BIKE	1901 W BELL RD, PHOENIX AZ	3005	145	JEHNS
9/25/2003	4:00 PM	COLL_VEH	5120 W. MERCER LN, GLENDALE AZ	0042	123	HINDIY
1/8/2004	2:35 PM	COLL_BIKE	32nd ST & GREENWAY RD, PHOENI...	1892	338	SMITH.
5/11/2004	3:30 PM	COLL_FO	23 MAIN STREET, CONCORD NH		656	SMITH.
9/1/2004	12:00 AM			7044	538	SCHRE

Show on Map

Find Now Reset Group Training Group Reminder Print Exit

Click the Print button to generate and print an accident report.

NOTE: For more information about generating and printing accident reports, see Chapter 13 of the Users section.

Viewing Accident Reports on a Map using Microsoft MapPoint

Viewing your accident reports on a map can be a very useful feature especially if you want to identify areas that are potentially dangerous driving areas. To use this feature, you are required to have Microsoft MapPoint 2002 (or newer) installed on the workstation you use to operate the Employee Management system. The Employee Management system contains links to MapPoint that allow you to click once to use the mapping feature that gives you the ability to generate a map for a single employee or a group of employees.



I generated a map for accident reports, but I don't understand how to manipulate it.

① T.O.M Tip

Refer to your documentation for Microsoft MapPoint for information about how to use this product.

Creating and Viewing a Map of a Single Accident Report

1. To access the Accident/Incident screen:

- Select the accident record, and click Edit.

OR



- Double-click the accident record.



Figure 5-27. Selecting the accident record you want to view on a map

3. Click the Show on Map button (Figure 5-28).

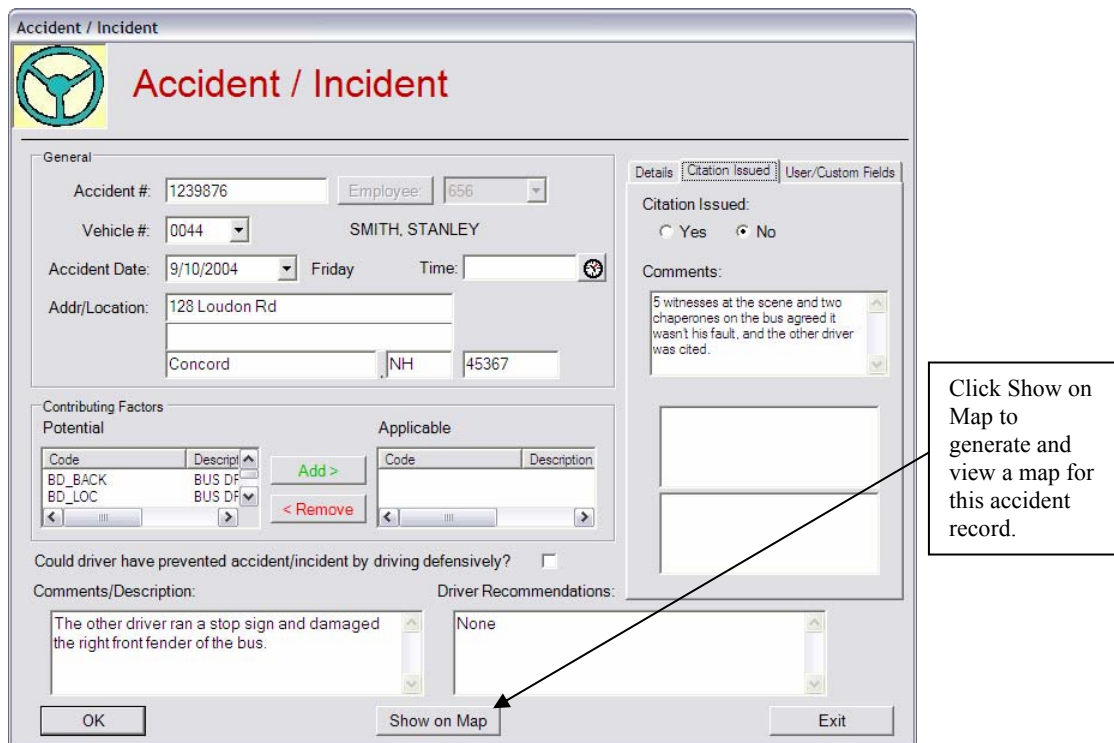




Figure 5-28. Generating a map showing an employee's address

Microsoft MapPoint launches and displays the map (Figure 5-29).

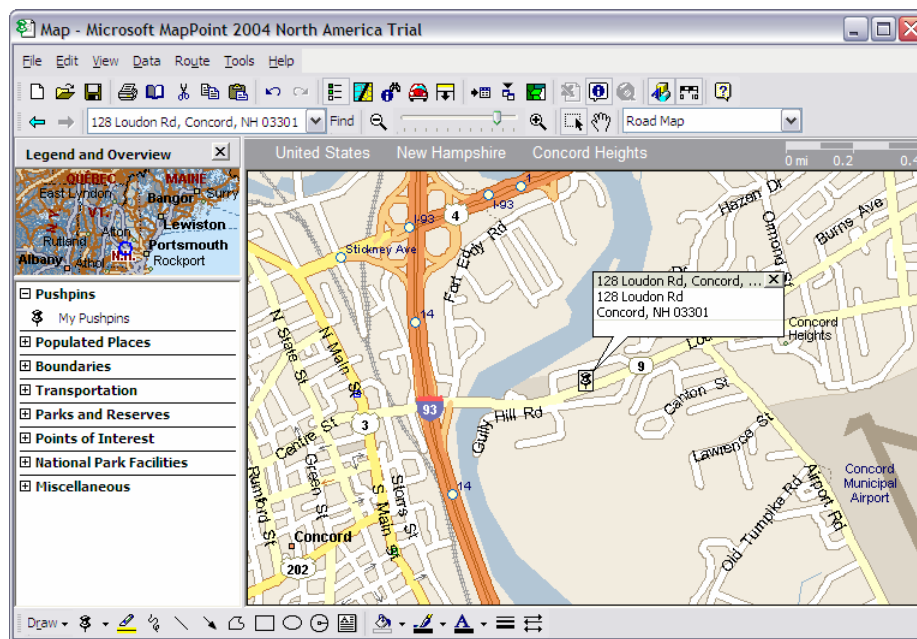


Figure 5-29. Sample map of a single accident report

Creating and Viewing a Map of a Group of Accident Reports

You can also create and view a map for a group of accident reports. This feature is very powerful in that it can help you identify potentially dangerous driving areas in your school district.

To view a map of a group of employees address:

1. Search for the group of accidents that you want to view on a map.

Figure 5-30 shows searching for all accident reports containing the words *bell rd*. Notice that *Search Entire* has been selected so that all addresses containing the words *bell rd* are returned from the database.

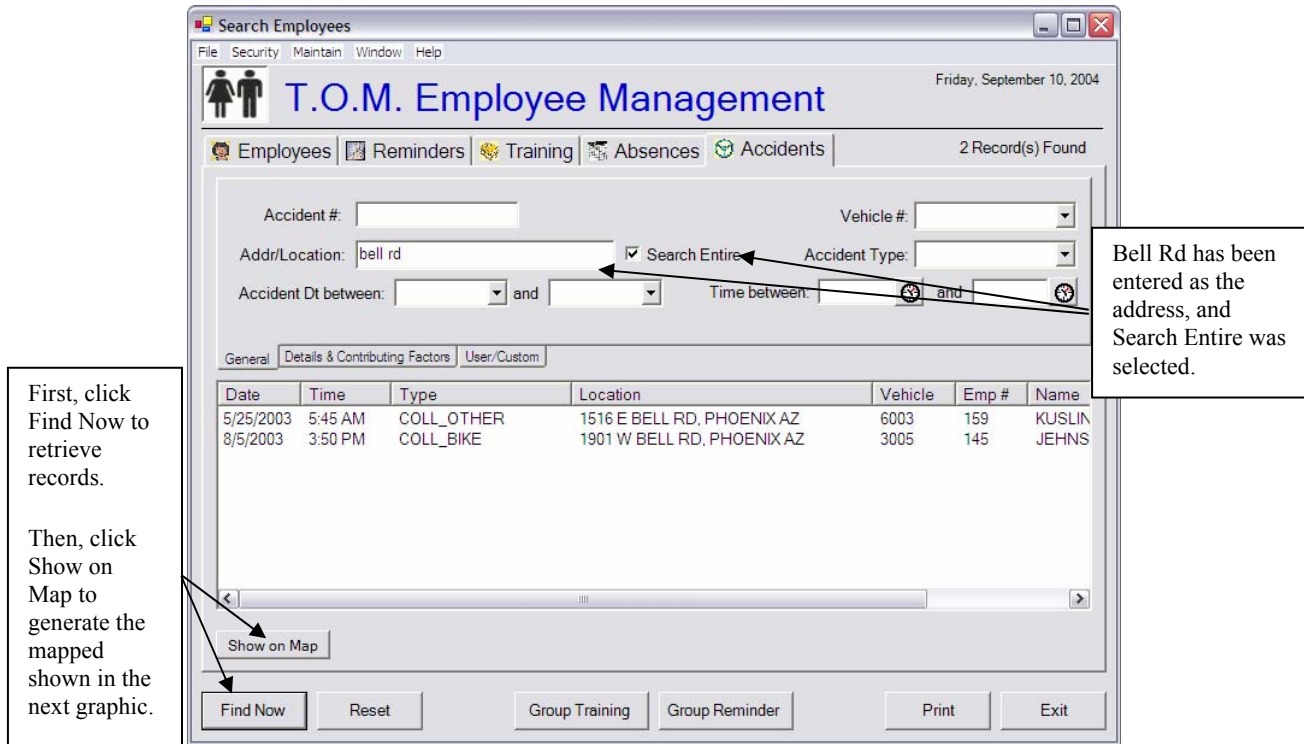


Figure 5-30. Retrieving a group of records

- Click Show on Map. Microsoft MapPoint launches and displays the map (Figure 5-31).

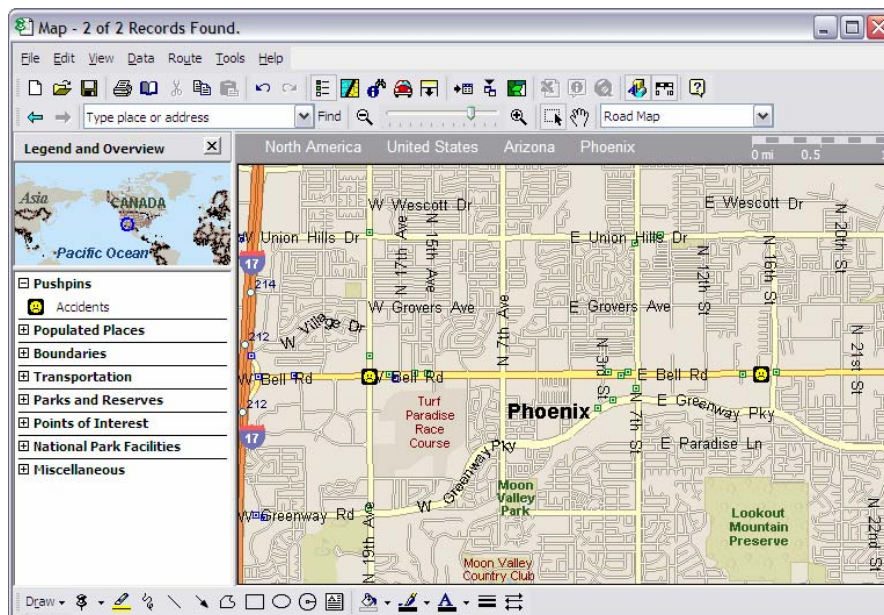


Figure 5-31. Sample map of group of accident reports



Deleting Accidents

When you delete an accident from an employee's record, the Employee Management system removes it from the system, meaning that you will not be able to view the accident information again.

To delete an accident from an employee's record:

1. Access the employee record having the accident record associated with it. The Employee Management system displays the Employee screen.
2. Click the Accidents screen. The Employee Management system displays the employee's accident record.
3. Select the accident you want to delete (Figure 5-32). The Employee Management system asks if you are sure you want to delete the record.

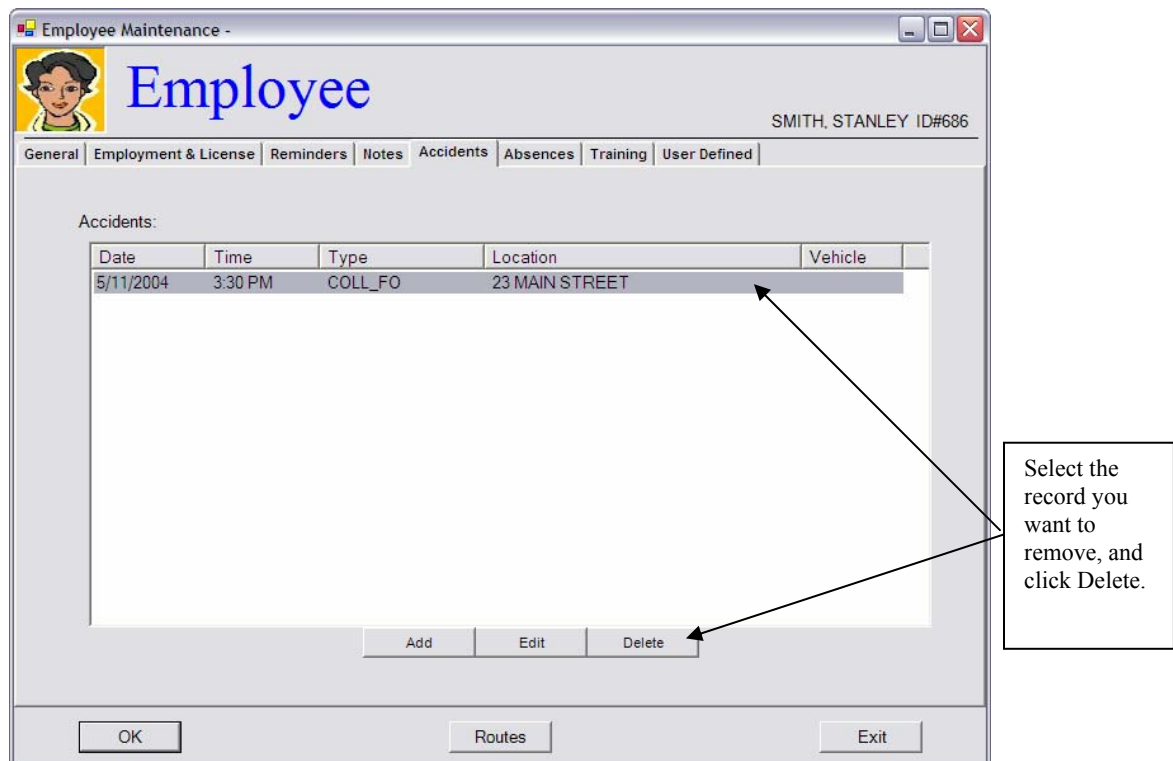


Figure 5-32. Deleting an accident from an employee record

4. Click OK to delete the accident. The Employee Management system deletes the accident from the employee's record.