Chapter 6

Employee Accident Report Lookup Lists

Accident reports have one basic purpose: to accurately document the details of an accident with a district's vehicle. However, there are many dimensions that have to be documented for an accident. The T.O.M. Employee Management accident report feature was designed to help you document every relevant aspect of an accident. Part of this design is a rich set of reporting codes, or lookup lists. These codes assist your district to thoroughly document and catalog every major point of an accident.

The following are the available accident report lookup lists:

- Accident Contributing Factors
- Accident In Use For Codes
- Accident Types
- Accident Injury
- Accident Damage Codes

The T.O.M. Employee Management software ships with the accident report lookup lists "predefined" so that you do not have to try and create them yourself. Because the Employee Management system ships with these lookup lists already in the system, you can literally start using the software right away because you can select from the predefined options. However, if you do not like the values in any of these lookup lists, your organization can easily change them.

Because accident reports are optional, you do not have to use them when entering your employee information. However, keep in mind that the more information you add to the system, the better you can track and then create reports using your employees' information.

Accident Contributing Factors

The contributing factors allow your district to document all relevant factors that they feel may have contributed to an accident. The T.O.M. Employee Management software's Accident Tracking feature allows you to assign an unlimited number of contributing factors to a single accident report. You can then search and report on accidents by these contributing factors.

These are optional, meaning they do not have to be assigned to an accident report. Like all of the accident lookup lists, many times these contributing factors are actually provided and/or required by the particular state where your district is located.

This section explains the following:

- Adding a New Contributing Factor
- Editing or Changing Contributing Factors to Inactive
- Deleting Contributing Factors

Adding a New Contributing Factor

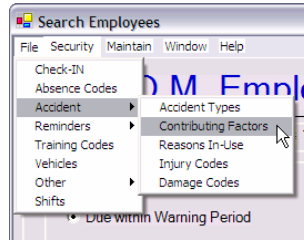1. Select File>Accident>Contributing Factors (Figure 6-1).

Figure 6-1. Selecting File>Accident>Contributing Factors

The Employee Management system displays the Lookup Accident Contributors screen (Figure 6-2).

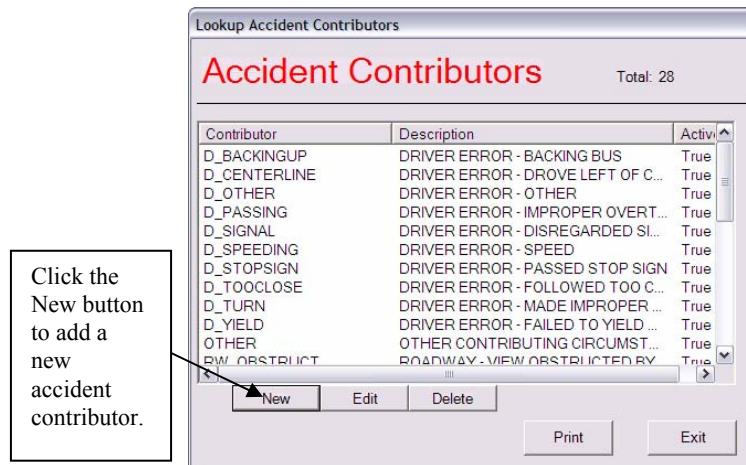Click the New button to add a new accident contributor.

Figure 6-2. Lookup Accident Contributors screen

2. Click the New button. The Employee Management system displays the Accident Contributor screen.

3. Type the contributor and description (Figure 6-3).

- **Contributor.** Allows you to enter up to 20 alphanumeric characters, meaning you can type both letters and numbers. This is a required field.
- **Description.** Allows you to enter up to 50 alphanumeric characters.
- **Active.** When selected, specifies that the accident contributor can be assigned to employees.

4. Make sure the Active checkbox has a check in it. If it does not, the accident contributor will not appear in the Accident Contributor pick list on the Accidents screen.
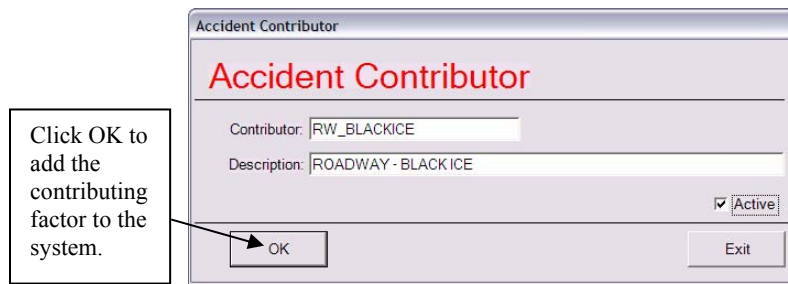
Figure 6-3 shows adding a contributor of RW_BLACKICE:

Click OK to add the contributing factor to the system.

Figure 6-3. Adding a new accident contributor

5. Click the OK button to add the contributing factor to the system.

Editing or Changing Contributing Factors to Inactive

In addition to being able to edit contributing factors you can change them to inactive. The advantage of changing it to inactive rather than deleting it is that it still exists in the system but does not display in the Accident Contributor pick list.

To edit a contributing factor or change it to inactive:

1. To edit the contributing factor or change it to inactive, select it and click Edit, or double-click on it to display the Accident Contributor screen (Figure 6-4).
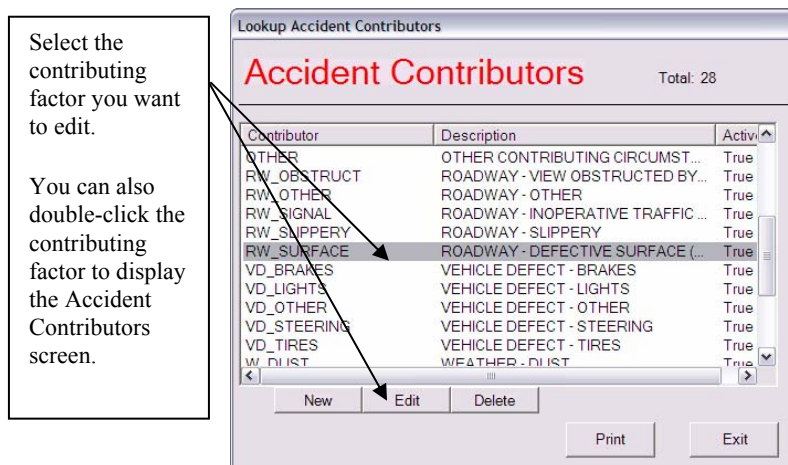
Select the contributing factor you want to edit.

You can also double-click the contributing factor to display the Accident Contributors screen.

Figure 6-4. Selecting a contributing factor

2. Make your changes to the screen.

Figure 6-5 shows that the RW_BLACKICE contributing factor has been changed to Inactive:

Figure 6-5. Changing a contributing factor to Inactive

Deleting Contributing Factors

If you delete a contributing factor, you are removing it from the system. Rather than doing this, you might consider changing it to inactive. That way, it still exists in the system but does not appear in the Contributing Factors pick list.

I tried to delete a contributing factor but couldn't. What am I doing wrong?

ⓘ *T.O.M Tip*

The database will not allow you to delete a contributing factor that has been assigned to accident reports. Therefore, if you have a contributing factor you don't want to use but still have it assigned to accident reports, you can either change it for those accident reports and then delete it, or you can change the contributing factor's status to inactive by making sure a checkmark does not appear in the Active checkbox on the Accident Contributor screen.

To delete a contributing factor:

1.   Select the contributing factor you want to delete.

2.   Click the Delete button (Figure 6-6).

Select the contributing factor you want to delete.

Then, click the Delete button.

You cannot delete contributing factors that have been assigned to accident reports.

Either change the contributing factor assigned to those accident reports and then delete it, or select it and click Edit. Make sure a checkmark does not appear in the Active checkbox.

Figure 6-6. Deleting contributing factors

The Employee Management system asks if you are sure to want to delete the contributing factor.

3. Click the Yes button to delete the contributing factor.

Accident In Use For Codes

The In Use For Codes allow the district to document precisely what the vehicle was being used for when the accident occurred. You may then search and report on their accidents by these In Use Codes.

NOTE: These codes are optional.

This section explains the following:

- Adding a New In Use For Type
- Editing or Changing In Use For Codes to Inactive
- Deleting In Use For Codes

Adding a New In Use For Type

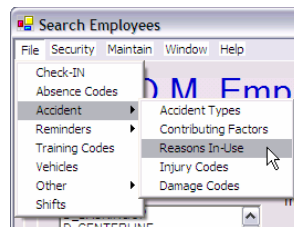1. Select File>Accident>Reasons In-Use (Figure 6-7).

Figure 6-7. Selecting File>Accident>Reasons In-Use

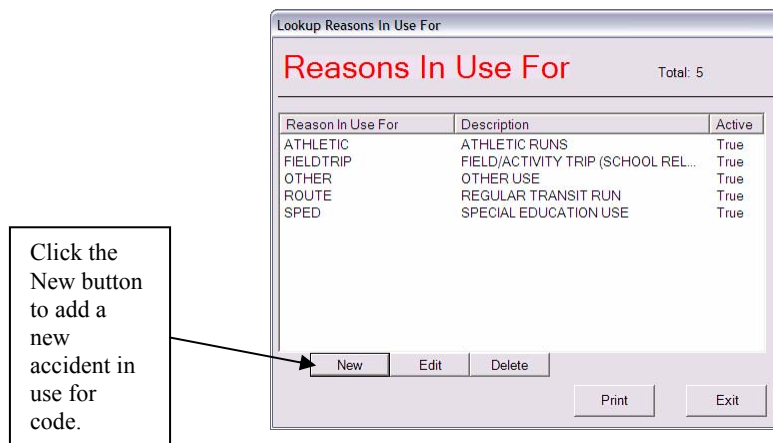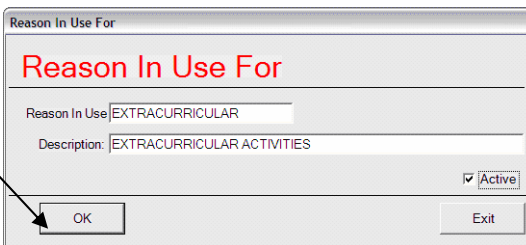The Employee Management system displays the Lookup Reasons In Use For screen (Figure 6-8).

Click the New button to add a new accident in use for code.

Figure 6-8. Lookup Reasons In Use For screen

2. Click the New button. The Employee Management system displays the Reason In Use For screen.

3. Type the reminder type and description (Figure 6-9).

    - **Reason In Use.** Allows you to add the reason the vehicle was in use. You can enter up to 20 alphanumeric characters, meaning you can type both letters and numbers. This is a required field.
    - **Description.** Allows you to enter up to 50 alphanumeric characters.
    - **Active.** When selected, specifies that the in use for code can be assigned to employees.

4. Make sure the Active checkbox has a check in it. If it does not, the in use for code will not appear in the In Use For pull-down list on the Accidents screen.

    Figure 6-9 shows adding an in use for code of Extracurricular:

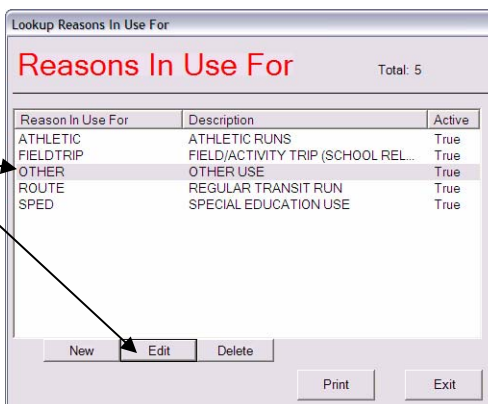*Figure 6-9. Adding a new in use for code*

5. Click the OK button to add the in use for code to the system.

Editing or Changing In Use For Codes to Inactive

In addition to being able to edit in use for codes, you can change them to inactive. The advantage of changing them to inactive rather than deleting them is that it still exists in the system but does not display in the In Use For pull-down list.

To edit an in use code or change it to inactive:

1. To edit the in use for code or change it to inactive, select it and click Edit, or double-click on it to display the Reason In Use For screen (Figure 6-10).

Figure 6-10. Selecting an in use for code

2. Make your changes to the screen. Figure 6-11 shows that the In Use For code of Other has been changed to Inactive:

Figure 6-11. Changing an in use for code to Inactive

Deleting In Use For Codes

If you delete in use for codes, you are removing them from the system. Rather than doing this, you might consider changing them to inactive. That way, it still exists in the system but does not appear in the pull-down lists.

 ⓘ *T.O.M Tip*	**I tried to delete an in use for code but couldn't. What am I doing wrong?** The database will not allow you to delete in use for codes that have been assigned to accident reports. Therefore, if you have an in use for code you don't want to use but still have it assigned to accident reports, you can either change it for those accident reports and then delete it, or you can change the in use for code's status to inactive by making sure a checkmark does not appear in the Active checkbox on the Reason In Use For screen.

To delete an in use for code:

1. Select the in use for code you want to delete.

2. Click the Delete button (Figure 6-12).

Select the in use for code you want to delete.

Then, click the Delete button.

You cannot delete in use for codes that have been assigned to accident reports.

Either change the in use for codes assigned to accident reports and then delete the in use for code, or select it, and click Edit. Make sure a checkmark does not appear in the Active checkbox.

Figure 6-12. Deleting an in use for code

The Employee Management system asks if you are sure to want to delete the in use for code.

3.   Click the Yes button to delete it.

Accident Types

The Accident Types allow the district to categorize the various accidents into families or groups of accidents. You can then search and report on accidents by these Accident Types.

NOTE: These codes are optional.

This section explains the following:

- Adding a New Accident Type
- Editing or Changing Accident Types to Inactive
- Deleting Accident Types

Adding a New Accident Type
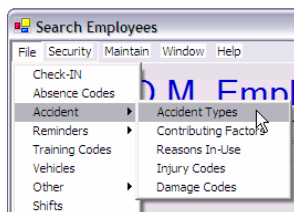
1.   Select File>Accident>Accident Types (Figure 6-13).

Figure 6-13. Selecting File>Accident>Accident Types

The Employee Management system displays the Lookup Accident Types screen (Figure 6-14).

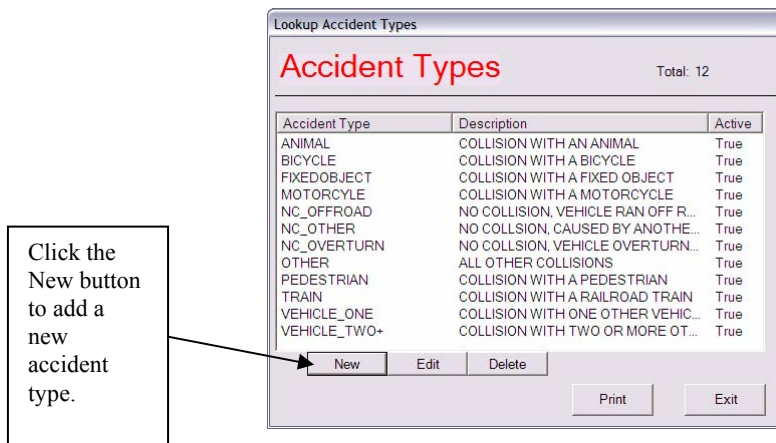Click the New button to add a new accident type.

Figure 6-14. Lookup Accident Types screen

2.   Click the New button. The Employee Management system displays the Accident Type screen.

3. Type the accident type and description (Figure 6-15).

- **Accident Type.** Allows you to add a way to categorize an accident. You can enter up to 20 alphanumeric characters, meaning you can type both letters and numbers. This is a required field.
- **Description.** Allows you to enter up to 50 alphanumeric characters.
- **Active.** When selected, specifies that the accident type can be assigned to accident reports.

4. Make sure the Active checkbox has a check in it. If it does not, the accident type will not appear in the Accident Type pull-down list on the Accidents screen.

Figure 6-15 shows adding an accident type of Bus:

Click OK to add the accident type to the system.

Figure 6-15. Adding a new accident type

5. Click the OK button to add the accident type to the system.

Editing or Changing Accident Types to Inactive

In addition to being able to edit accident types, you can change them to inactive. The advantage of changing them to inactive rather than deleting them is that they still exist in the system but do not display in the Accident Type pull-down list.

To edit an accident type or change it to inactive:

1. To edit the accident type or change it to inactive, select it and click Edit, or double-click on it to display the Accident Type screen (Figure 6-16).

Select the in accident type you want to edit.

You can also double-click the accident type to display the Accident Type screen.

Figure 6-16. Selecting an accident type

2. Make your changes to the screen. Figure 6-17 shows that the Accident Type of Other has been changed to Inactive:

Figure 6-17. Changing an accident type to Inactive

Deleting Accident Types

If you delete accident types, you are removing them from the system. Rather than doing this, you might consider changing it to inactive. That way, it still exists in the system but does not appear in the pull-down lists.

ⓘ *T.O.M Tip*	**I tried to delete an accident type but couldn't. What am I doing wrong?** The database will not allow you to delete accident types that have been assigned to accident reports. Therefore, if you have an accident type you don't want to use but still have it assigned to accident reports, you can either change it for those accident reports and then delete it, or you can change the accident type's status to inactive by making sure a checkmark does not appear in the Active checkbox on the Accident Type screen.

To delete an accident type:

1. Select the accident type you want to delete.

2. Click the Delete button (Figure 6-18).

Select the in
accident type
you want to
delete.

Then, click the
Delete button.

You cannot delete
accident types that have
been assigned to accident
reports.

Either change the
accident types assigned
to accident reports and
then delete the accident
types, or select it, and
click Edit. Make sure a
checkmark does not
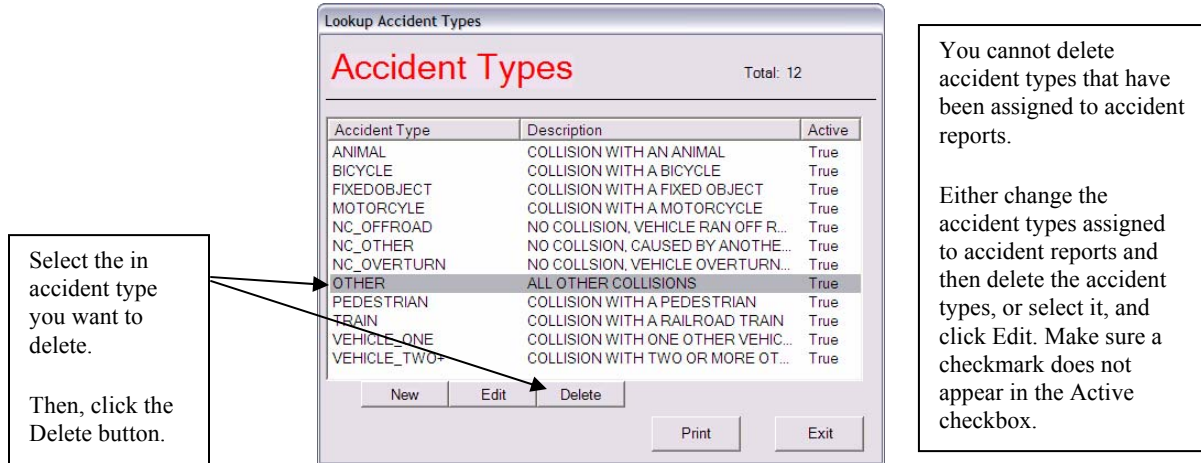appear in the Active
checkbox.

Figure 6-18. Deleting an accident type

The Employee Management system asks if you are sure to want to delete the accident type.

3. Click the Yes button to delete it.

Accident Injury Codes

The Injury Types allow the district to classify the level or severity (if any) of the accident's injuries to either the passengers of the vehicles or other individuals involved with the accident. You can then search and report on their accidents by these Injury Types.

NOTE: These codes are optional.

This section explains the following:

-   Adding a New Injury Code
-   Editing or Changing Injury Codes to Inactive
-   Deleting Injury Codes

Adding a New Injury Code
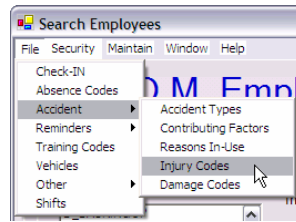
1. Select File>Accident>Injury Codes (Figure 6-19).

Figure 6-19. Selecting File>Accident>Injury Codes

The Employee Management system displays the Lookup Accident Injury Codes screen (Figure 6-20).

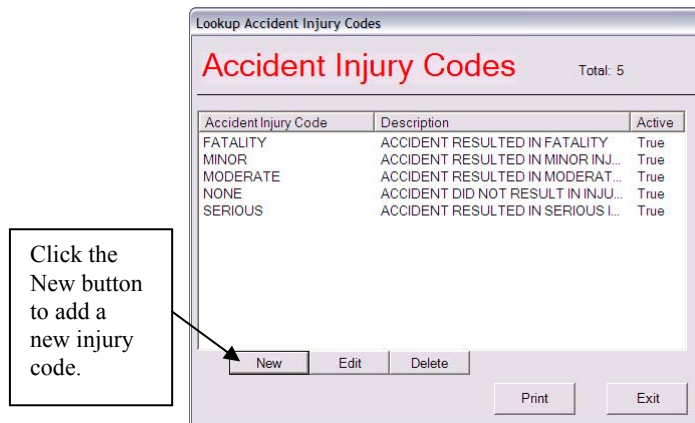Click the New button to add a new injury code.

Figure 6-20. Lookup Accident Injury Code screen

2. Click the New button. The Employee Management system displays the Accident Injury Code screen.

3. Type the accident type and description (Figure 6-21).

    *   **Accident Injury.** Allows you to add an injury code. You can enter up to 20 alphanumeric characters, meaning you can type both letters and numbers. This is a required field.
    *   **Description.** Allows you to enter up to 50 alphanumeric characters.
    *   **Active.** When selected, specifies that the injury code can be assigned to accident reports.

4. Make sure the Active checkbox has a check in it. If it does not, the accident type will not appear in the Injury pull-down list on the Accidents screen.

    Figure 6-21 shows adding an injury code of Fatality+:

Click OK to add the injury code to the system.

Figure 6-21. Adding a new injury code

5. Click the OK button to add the injury code to the system.

Editing or Changing Injury Codes to Inactive

In addition to being able to edit injury codes, you can change them to inactive. The advantage of changing them to inactive rather than deleting them is that they still exist in the system but do not display in the Injury pull-down list.

To edit an injury code or change it to inactive:

1. To edit the injury code or change it to inactive, select it and click Edit, or double-click on it to display the Accident Injury Code screen (Figure 6-22).
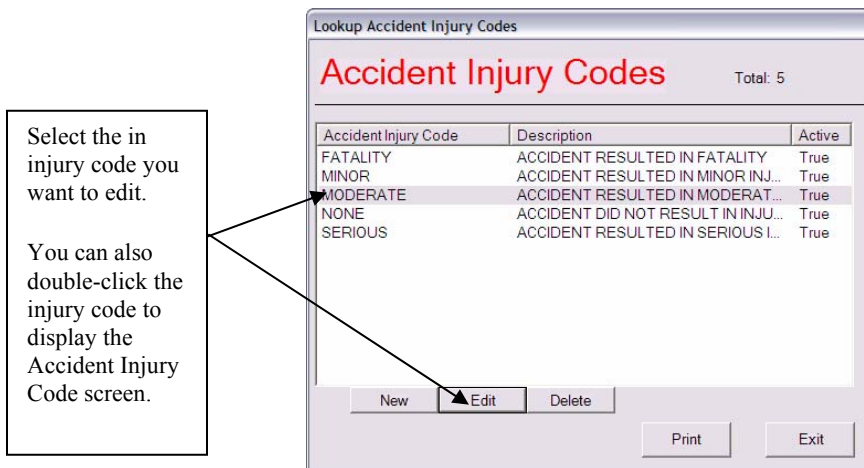

Select the in injury code you want to edit.

You can also double-click the injury code to display the Accident Injury Code screen.

Figure 6-22. Selecting a ninjury code

2. Make your changes to the screen.

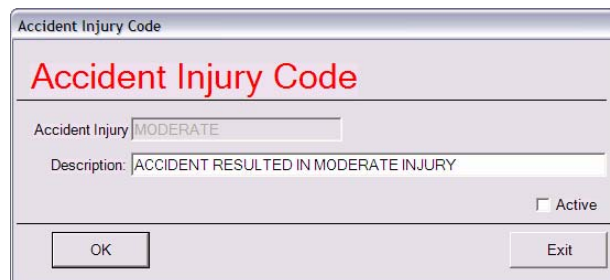   Figure 6-23 shows that the injury code of Moderate has been changed to Inactive:

Figure 6-23. Changing an injury code to Inactive

Deleting Injury Codes

If you delete an injury code, you are removing it from the system. Rather than doing this, you might consider changing it to inactive. That way, it still exists in the system but does not appear in the pull-down lists.

ⓘ *T.O.M Tip*	**I tried to delete an injury code but couldn't. What am I doing wrong?** The database will not allow you to delete injury codes that have been assigned to accident reports. Therefore, if you have an injury code you don't want to use but still have it assigned to accident reports, you can either change it for those accident reports and then delete it, or you can change the injury code's status to inactive by making sure a checkmark does not appear in the Active checkbox on the Accident Injury Code screen.

To delete an injury code:

1. Select the injury code you want to delete.

2. Click the Delete button (Figure 6-24).

Select the in accident type injury code you want to delete.

Then, click the Delete button.

You cannot delete injury codes that have been assigned to accident reports.

Either change the injury codes assigned to accident reports and then delete the injury codes, or select it, and click Edit. Make sure a checkmark does not appear in the Active checkbox.

Figure 6-24. Deleting an injury code

The Employee Management system asks if you are sure to want to delete the injury code.

3. Click the Yes button to delete it.

Accident Damage Codes

The Damage Types allow the district to classify the level or amount (if any) of damage to the vehicle(s) involved and/or any other property impacted by the accident. You can then search and report on accidents by these Damage Types.

NOTE: These codes are optional.

This section explains the following:

- Adding a New Damage Codes
- Editing or Changing Damage Codes to Inactive
- Deleting Damage Codes

Adding a New Damage Codes
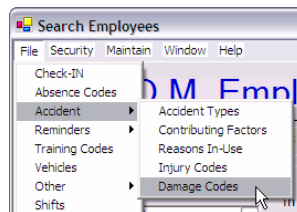
1. Select File>Accident>Damage Codes (Figure 6-25).

Figure 6-25. Selecting File>Accident>Damage Codes

The Employee Management system displays the Lookup Accident Damage Codes screen (Figure 6-26).

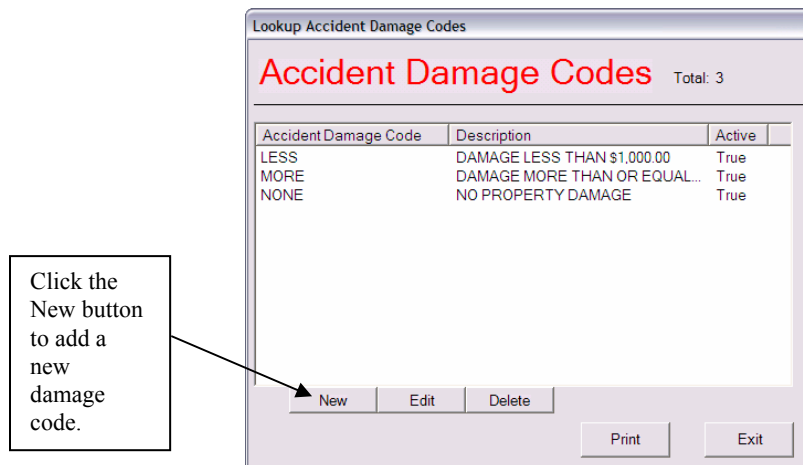Click the New button to add a new damage code.

Figure 6-26. Lookup Accident Damage Codes screen

2. Click the New button. The Employee Management system displays the Accident Damage Code screen.

3. Type the damage code and description (Figure 6-27).

- **Damage Code.** Allows you to add a code that describes the amount of damage (if any) caused by the accident. You can enter up to 20 alphanumeric characters, meaning you can type both letters and numbers. This is a required field.

- **Description.** Allows you to enter up to 50 alphanumeric characters.

- **Active.** When selected, specifies that the damage code can be assigned to accident reports.

4. Make sure the Active checkbox has a check in it. If it does not, the damage code will not appear in the Damage pull-down list on the Accidents screen.

Figure 6-27 shows adding a damage code of More than $10,000:

Click OK to add the damage code to the system.

Figure 6-27. Adding a new damage code

5. Click the OK button to add the damage code to the system.

Editing or Changing Damage Codes to Inactive

In addition to being able to edit damage codes, you can change them to inactive. The advantage of changing them to inactive rather than deleting them is that they still exist in the system but do not display in the Damage pull-down list.

To edit a damage code or change it to inactive:

1. To edit the damage code or change it to inactive, select it and click Edit, or double-click on it to display the Accident Damage Code screen (Figure 6-28).
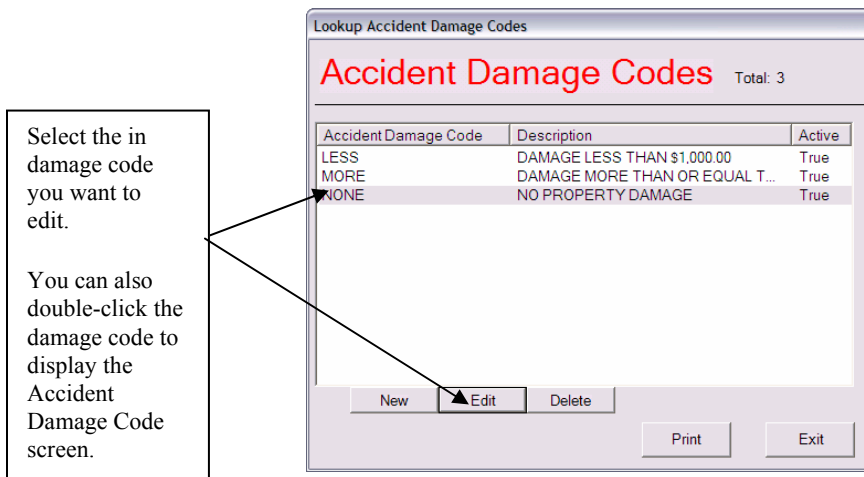
Select the in damage code you want to edit.

You can also double-click the damage code to display the Accident Damage Code screen.

Figure 6-28. Selecting a damage code

2. Make your changes to the screen. Figure 6-29 shows that the Damage Code of None has been changed to Inactive:

Figure 6-29. Changing a damage code to Inactive

Deleting Damage Codes

If you delete a damage code, you are removing it from the system. Rather than doing this, you might consider changing it to inactive. That way, it still exists in the system but does not appear in the pull-down lists.

I tried to delete a damage code but couldn't. What am I doing wrong?

ⓘ *T.O.M Tip*

The database will not allow you to delete damage codes that have been assigned to accident reports. Therefore, if you have a damage code you don't want to use but still have it assigned to accident reports, you can either change it for those accident reports and then delete it, or you can change the damage code's status to inactive by making sure a checkmark does not appear in the Active checkbox on the Accident Damage Code screen.

To delete a damage code:

1. Select the damage code you want to delete.

2. Click the Delete button (Figure 6-30).

Select the in damage code you want to delete.

Then, click the Delete button.

You cannot delete damage codes that have been assigned to accident reports.

Either change the damage codes assigned to accident reports and then delete the damage codes, or select it, and click Edit. Make sure a checkmark does not appear in the Active checkbox.

Figure 6-30. Deleting a damage code

The Employee Management system asks if you are sure to want to delete the damage code.

3. Click the Yes button to delete it.