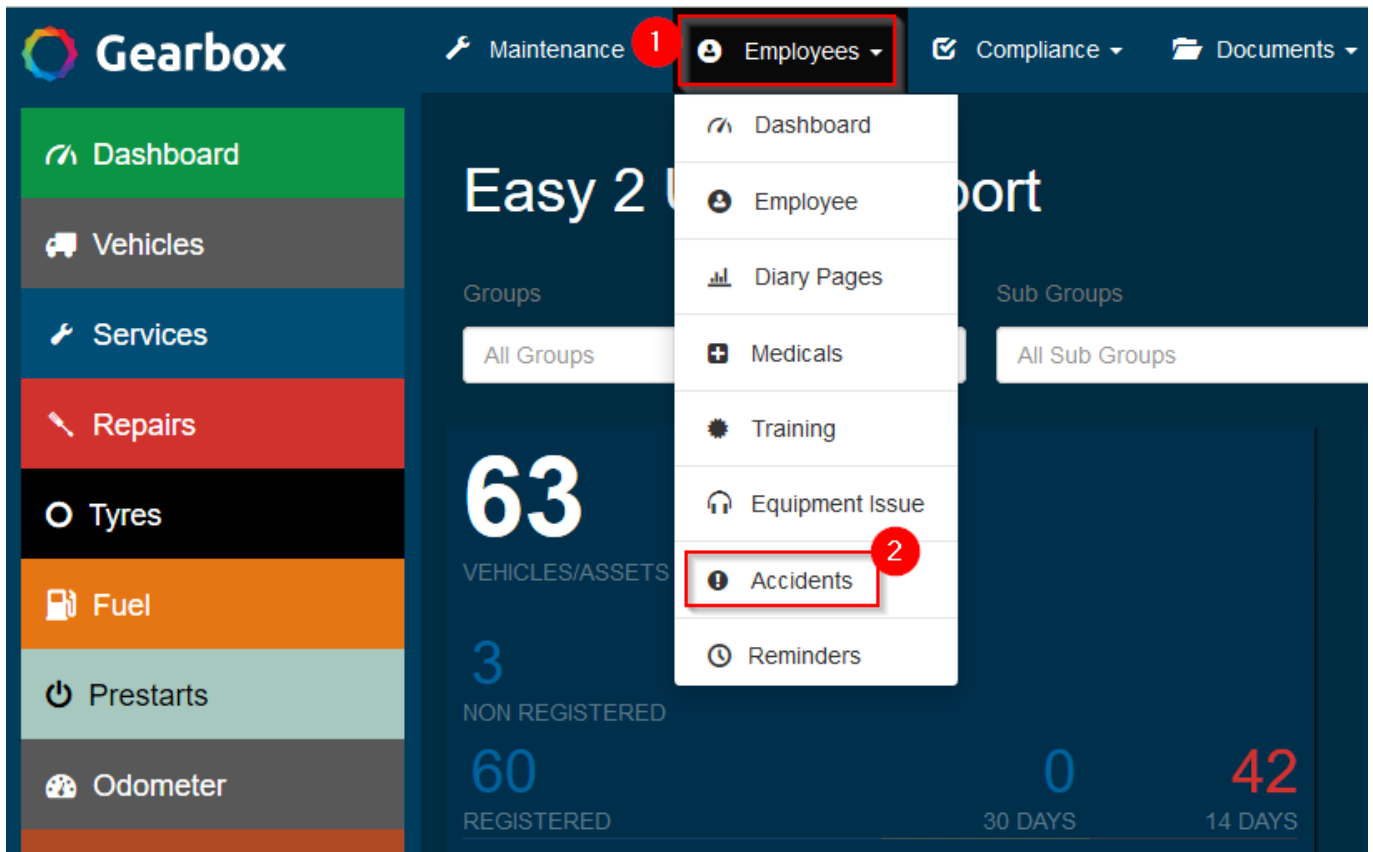
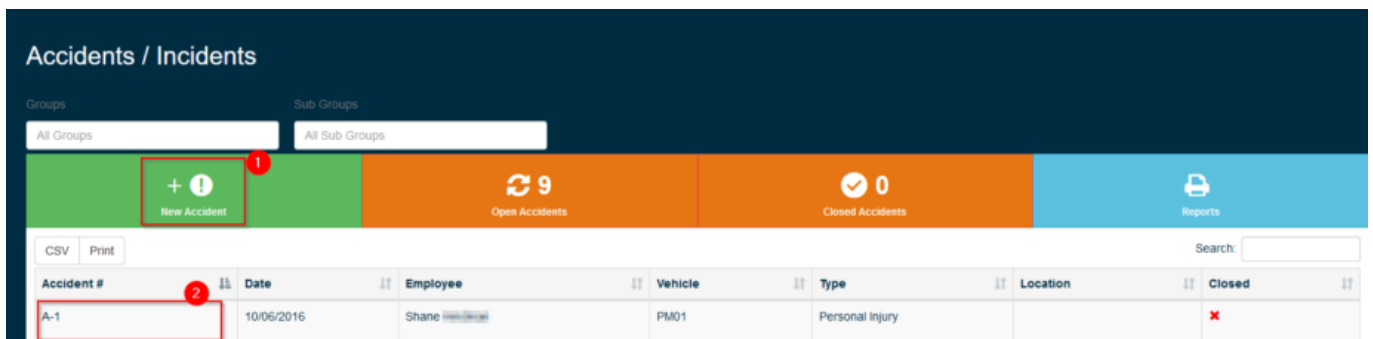


To add or edit an accident, click on the Employees drop-down (1) and click Accidents (2):



If you wish to enter a new Accident then click New Accident (1), if you wish to edit an existing Accident click on the accident item (2) - regardless of whether you are adding or editing an accident the screen in the next step will be the same:



There are only a few required fields, these are Accident Type (1), Employee (2) and Accident Date (3) - the rest of the fields are optional:

Add or Edit an Accident

New Accident

Accident Type Personal Injury	Vehicle	* Employee Jordan Test	Accident date 03/07/2017	Location	External reference
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Conditions		Details	
Weather	Vehicle usage	Witness1 name	Witness1 phone
Road surface	Estimated speed	Witness2 name	Witness2 phone
Traffic level	Speed limit	What happened?	
Road conditions			

Other Party		Notes
Other vehicle	Other company	
Other insurance	Other licence	
Other driver		

Police	Drug & Alcohol
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Cancel Save and continue Save and close

Click on Save and Close or Update and Close depending on whether you are adding or editing an accident