

Vehicle Accidents in WebApps

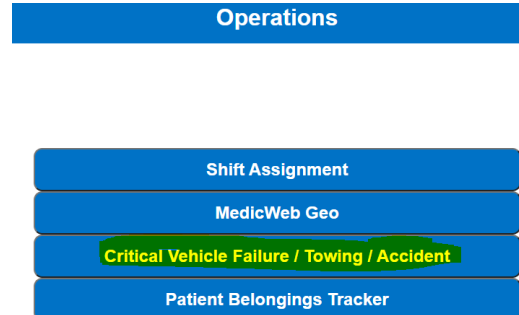
Risk and Safety

1. Log into WebApps

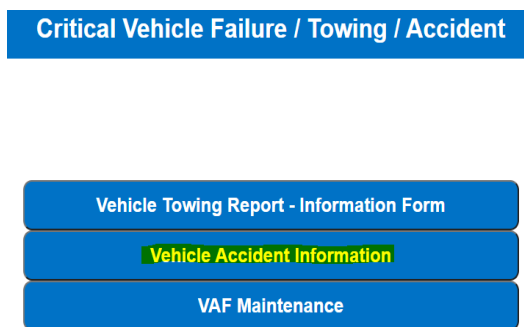
2. Once logged in, click on "Operations".



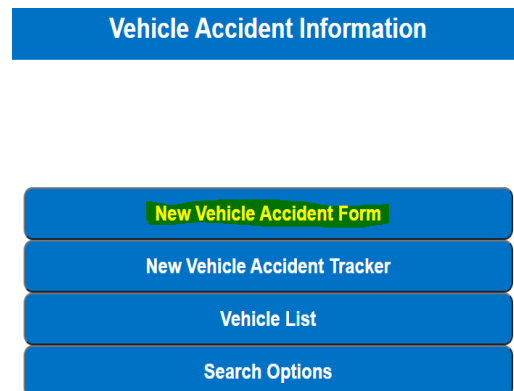
3. Under Operations you will see a few options. You want to click on "Critical Vehicle Failure/Towing/Accident".



4. Next, you will click on "Vehicle Accident Information".



5. Click on "New Vehicle Accident Form".



6. Proceed by completing all applicable fields within the form.

7. Upload any supporting documents, pictures, etc. by clicking "choose file" then "Click to Upload file". Do this for each file.



8. Click on "Save and Email".

[Save and Email](#)

Accidents with "No Driver" go under emp. #9999

If you need to save the report and come back to finish it later, you can click "Save and Continue Later"

[Save and Continue Later](#)

Note: Some fields have a MAX on character count.

Vehicle Accidents in WebApps

Risk and Safety

When you submit an accident “Save and Email”, it will automatically send the accident form and all attachments to Me, Pamela, and Larry. Each time you choose “Save and Continue Later” or “Save and Email” it will produce a Form ID. Make sure you keep this; you may need this later.

If you start to complete an accident form and you need to pass it along to another supervisor for them to complete, you can assign it to them by clicking on “Take Ownership of VAF(s)”.

New Vehicle Accident Form

New Vehicle Accident Tracker

Vehicle List

Search Options

Take Ownership of VAF(s)

Take Ownership of VAF(s)

By FormID with Current Owner

FormID: [dropdown]

New Owner: [dropdown]

Change Ownership Cancel

You will need the Form ID that was created when you chose “Save and Continue Later”. Find that FormID in the drop-down list “By FormID with Current Owner” choose the FormID that you want to transfer. Once you choose the “New Owner” and hit “Change Ownership” that accident will be assigned to the chosen person. *DO NOT USE THE BY OWNER FEATURE.*

If an accident is assigned to you or if you need to go back into the system to finish an accident report that you started, you will click on “Search Options”. You will then search by “FormID”. *Each person only has access to see the accidents that are assigned to them.*

New Vehicle Accident Form

New Vehicle Accident Tracker

Vehicle List

Search Options

Take Ownership of VAF(s)

By FormID

By TrackerID

By Date Range

By Owner

Multiple Searches

VAF(s) Not Completed

Choose the FormID from the drop-down list and your accident report will come up.

Vehicle Accident Form

* = Required