

This report details the "Vehicle Accident" feature, designed to help you efficiently manage and track all vehicle-related incidents within your fleet. It provides clear steps, practical examples, and essential information to ensure accurate record-keeping, streamline claim processes, and enhance overall fleet safety.

1. Executive Summary

This document introduces the Vehicle Accident feature, a crucial tool for meticulously recording, tracking, and managing all vehicle accident incidents. It empowers you to document incidents comprehensively, oversee insurance claims, and monitor associated repair costs with ease. By centralizing this information, you gain critical insights into your fleet's accident history, enabling better decision-making for repairs, insurance, and preventative safety measures. This feature aims to simplify accident reporting, ensuring that all necessary details are captured accurately for effective management and analysis.

2. Introduction

Managing a fleet comes with its challenges, and vehicle accidents, while unfortunate, are a part of that reality. The traditional methods of tracking accidents often involve scattered paperwork, leading to delays, inaccuracies, and difficulties in understanding the true impact on your operations and finances.

The "Vehicle Accident" feature is designed to eliminate these pain points. Its purpose is to provide a dedicated, user-friendly system for documenting every aspect of a vehicle incident. From the moment an accident occurs to the completion of repairs and claim settlements, this feature helps you maintain a clear, chronological, and comprehensive record.

What is a Vehicle Accident record in this system? It refers to a digital record within your Vehicle Expenses module that stores all relevant details about an incident involving a fleet vehicle, including the date, location, vehicle, driver, description, expenses, and claim status.

Why is this important for you? This feature allows you to:

- Maintain accurate and organized accident records.
- Efficiently manage and track insurance claims.
- Monitor and analyze repair costs associated with each incident.
- Support legal documentation and internal investigations.
- Identify trends to implement proactive safety measures.

3. Main Content (User-Focused Sections)

What This Means for You

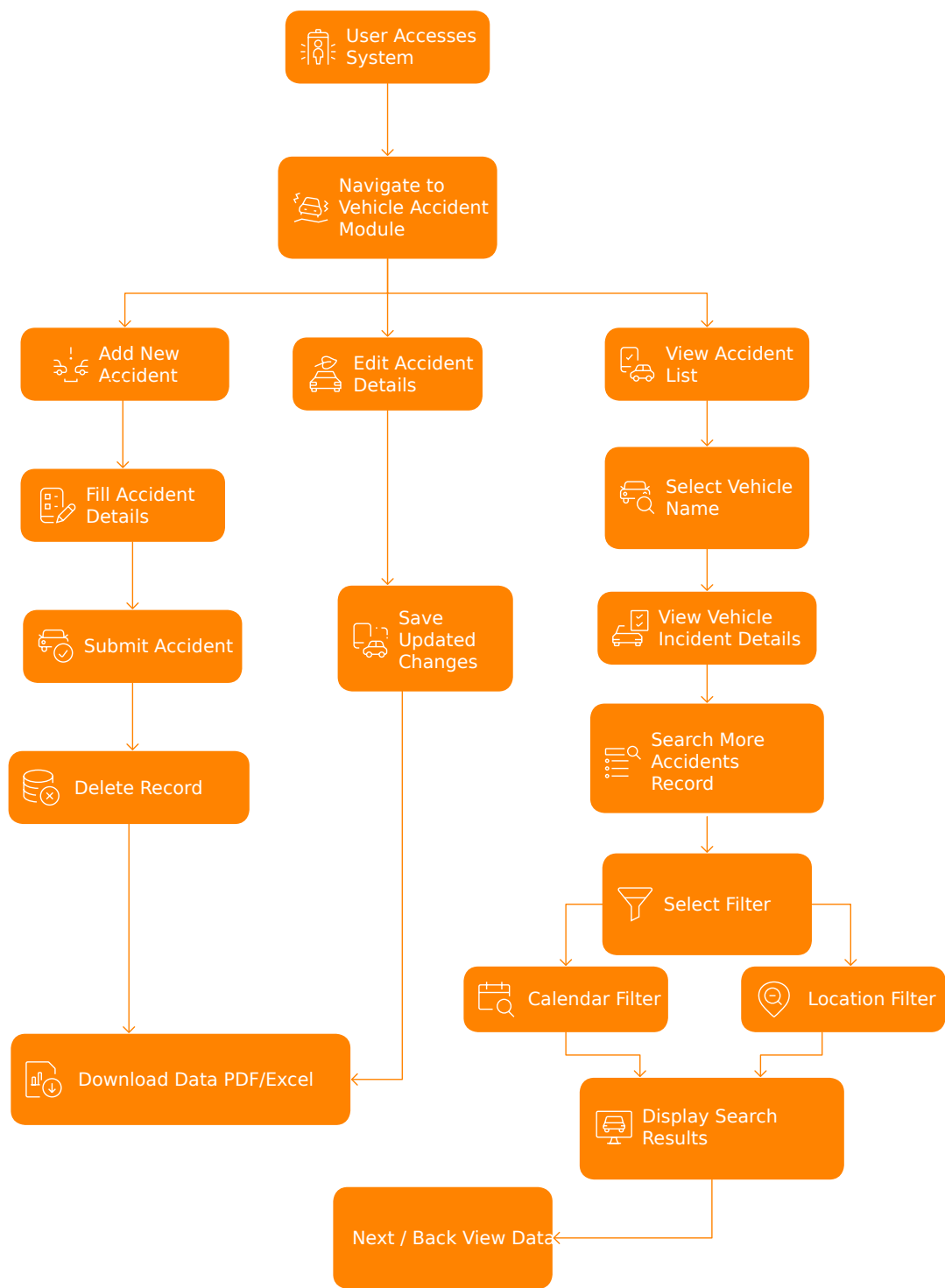
This feature brings significant practical benefits to your daily operations:

- **Better Financial Oversight:** Track repair costs linked to each insurance claim, giving you a clear picture of their financial impact. This helps you forecast future repair needs and make smart choices about who handles repairs.
- **Enhanced Reporting and Compliance:** Accurately displaying all accident details is crucial for generating reliable reports, managing insurance claims, fulfilling legal requirements, and conducting internal investigations to prevent future incidents.
- **Streamlined Accident Management:** Quickly add new accident reports, view complete details, and easily update or remove records as needed, reducing administrative overhead.
- **Improved Fleet Safety:** By tracking weekly accident data, you can spot trends, identify recurring issues, and take proactive steps to prevent accidents, making your fleet safer and more efficient.
- **Data-Driven Decisions:** Access comprehensive accident data, including driver and expense details, to inform your fleet management strategies and optimize operations.

How It Works

The Vehicle Accident feature provides a structured way to manage incidents from start to finish. The general workflow is illustrated in the diagram below:

Vehicle Accident Management System Flowchart



In essence, you will:

- 1. **View** existing accident records, using filters and search to find specific incidents.

2. **Add** new accident reports by filling out a detailed form.
3. **Edit** existing records to correct or update information.
4. **Delete** outdated or incorrect records (with caution, as deletion is permanent).
5. **View detailed claims** information for any specific incident.

Getting Started

Follow these steps to effectively use the Vehicle Accident feature:

1. **Access the Module:** After logging in, navigate to the **Vehicle Expenses** module and then select the **Vehicle Accident** sub-module. This will bring you to the main accident listing page.
2. **View Accident Records:**
 - To see a broad overview, simply browse the list.
 - To view specific details of an incident, **locate the record** in the list and **click the "View" (Eye) icon** in the "Action" column.
 - To narrow down records, **select a custom date range** using the calendar tool or **use the location dropdown filter**.
 - To sort by expenses, **click on the "Expenses" column header**.
 - To export all accident data, **click the "Save as Excel" button**.
3. **Add a New Accident:**
 - From the main Vehicle Accident page, **click the "+ Add Accident" button**. This will open the accident entry form.
 - **Fill in all required details** such as the accident date (using the calendar tool), location, vehicle name, driver name, and expenses. Provide a clear and detailed description of the incident.
 - **Upload any relevant documents**.
 - Review all fields for accuracy and **click "Submit"** to add the new accident.
4. **Update an Existing Accident:**
 - On the main Vehicle Accident page, **locate the record** you wish to modify.
 - **Click the "Edit" (pencil) icon** in the "Action" column for that record. This will redirect you to the "Update Vehicle Incident Details" page, where fields will be pre-filled.
 - **Modify the necessary information** (e.g., vehicle name, location, driver, expenses, description).
 - **Click "Update"** to save your changes.
5. **Delete an Accident Record:**
 - On the main Vehicle Accident page, **locate the record** you want to remove.
 - **Click the "Delete" (trash can) icon** adjacent to the desired record.
 - **Confirm your decision** when prompted, as this action is permanent.

Key Features You'll Use

- **Comprehensive Accident Listing:** View all recorded accidents in a single, organized list, complete with essential details like date, vehicle name, location, description, and expenses. Serial numbers are displayed in sequence for easy tracking.
- **Filtering and Search:** Easily find specific accident records by applying filters for date ranges or locations, or by using the search bar to look up vehicle names, locations, or expenses.
- **Expense Tracking:** Monitor repair costs linked to each claim, with expense values displayed in a consistent currency format and rounded to two decimal places for accuracy. You can also sort records by expense

amounts.

- **Add New Accident:** A dedicated form to capture all necessary details for a new incident, including vehicle information, parties involved, location, date, and expense estimates. You can also upload supporting documents.
- **Edit Accident Details:** Modify existing accident records to correct errors, add missing information, or update claim statuses, ensuring data remains accurate and current.
- **View Full Accident Details:** Access a dedicated page to see all information related to a specific incident, including attached documents and comprehensive descriptions.
- **Pagination:** Navigate through large sets of accident records efficiently, with correct page numbers and entries displayed.
- **Export Data:** Export your accident data to Excel format for further analysis or reporting outside the system.

Common Scenarios

- **Scenario 1: A New Accident Occurs**
 - **Your Action:** You would navigate to the Vehicle Accident module, click "**+ Add Accident**", and fill in the details immediately. You'd specify the vehicle, the date of the accident using the calendar, the location (which can be manually entered or selected from suggestions), and any initial expense estimates. You would also upload pictures of the damage or police reports.
 - **Benefit:** This ensures all critical information is captured promptly, helping you start the claims process without delay and providing a clear record for insurance.
- **Scenario 2: Reviewing Repair Costs for a Claim**
 - **Your Action:** You would go to the Vehicle Accident list, find the relevant accident, and **click the "View" icon**. On the details page, you would see all recorded repair costs linked to that specific insurance claim, along with the date and description of the incident. You might then **export the data to Excel** for a more in-depth financial analysis.
 - **Benefit:** Provides immediate financial insights into each incident, helping you assess vendor performance and forecast future repair budgets accurately.
- **Scenario 3: Correcting an Error in a Previous Report**
 - **Your Action:** You notice a typo in an accident location or an incorrect expense amount for an incident reported last week. You'd find the record in the list, **click the "Edit" icon**, correct the specific field (e.g., location, expenses, description), and **click "Update"** to save your changes.
 - **Benefit:** Ensures the accuracy and currency of your records, which is vital for legal, insurance, and internal reporting purposes.
- **Scenario 4: Finding All Accidents at a Specific Location**
 - **Your Action:** You want to see if a particular high-traffic area is prone to accidents. You navigate to the Vehicle Accident list and **use the "Location" dropdown filter** to select the specific area. The system will then display only the accidents that occurred at that location.
 - **Benefit:** Helps identify problem areas or recurring issues, enabling you to implement targeted preventative measures or adjust routes.

What to Expect

After successfully using the Vehicle Accident feature, you can expect:

- **Successful Submission:** If you add a new accident, a confirmation will appear, and the new record will be visible in the main accident list, displaying all the key details you entered (vehicle name, location, description, expenses, date).
- **Updated Records:** If you edit an accident, the system will reflect your changes immediately. The updated details (e.g., new expense value, corrected location) will be displayed in the accident list and on the detailed view page.

- **Accurate Search Results:** When you use filters or the search bar, the system will quickly display records that perfectly match your criteria. If no matching records are found, a clear message like "No matching records" will be shown.
- **Organized Data:** All accident records will be presented with serial numbers in sequential order, and expense values will be consistently formatted with currency symbols and rounded to two decimal places.
- **Smooth Navigation:** The tab key will move logically between fields on forms, and pagination controls will correctly display remaining records, ensuring an efficient user experience.
- **Data Export:** Upon clicking "Save as Excel" or "Export to CSV," a file will download, containing the data exactly as displayed on the screen, ready for your offline analysis.

Business Rules & Constraints

- **Mandatory Fields:** When adding or updating an accident, certain fields like expense amounts, accident date, location, vehicle, and driver details are mandatory. The system will prompt you with an error message if you leave any of these blank.
- **Data Type Validation:**
 - The "Year" field (if separate) or the year component within date fields will only accept numeric values. Entering alphabetic characters or special symbols will trigger an error.
 - Expense fields will only accept valid numeric data. Entering negative or invalid expense data will be rejected, and an error message will be displayed.
- **Decimal Handling:** Expense values will be rounded to the nearest two decimal places by the system for consistent reporting.
- **Permissions are Key:** Your ability to add, edit, or delete accident records is dependent on your user permissions. If you encounter issues with these functions, you may need to contact an administrator for access or to request changes on your behalf.
- **Permanent Deletion:** Once an accident record is deleted, it is permanently removed from the system. There is no recovery option unless system backups exist. Always verify your decision before deleting any data.
- **No Records Found:** If a search or filter yields no results, the system will explicitly notify you that no accidents were found based on your specified criteria.
- **Calendar Tool Importance:** Always use the provided calendar tool for date selection to ensure accuracy and minimize errors in recording incident dates.
- **Saving Partially Filled Forms:** The ability to save a partially completed accident form and return to it later is contingent upon the specific features and settings of the platform.

4. Visual Elements & Supporting Information

Here are detailed views of the key pages within the Vehicle Accident module:

Vehicle Accident All Data View

This page serves as your central hub for viewing and managing all recorded vehicle accidents. You can see a list of incidents and use filters to find specific information.

100 Vehicles Online

Vehicle Name

Trip Name

Location, Description, Expenses...

10/22/2025

+ Add Accident

Export

Sr.no	Vehicle Name	Trip Name	Location	Description	Expenses	Date	Action
1	Toyota Innova	Picnic	Pune	This is for Picnic.	500	01-01-2023	
1	Toyota Innova	Picnic	Pune	This is for Picnic.	500	01-01-2023	
1	Toyota Innova	Picnic	Pune	This is for Picnic.	500	01-01-2023	
1	Toyota Innova	Picnic	Pune	This is for Picnic.	500	01-01-2023	
1	Toyota Innova	Picnic	Pune	This is for Picnic.	500	01-01-2023	

Showing 1 - 10 of 200

Field Validation Table (Filtering and Searching)

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Search	No	Text	String	Variable	Yes	Enter keywords to search for accidents.
Date Range	No	Date Picker	Date	N/A	Yes	Select a start and end date to filter records.
Location Filter	No	Dropdown	String	Variable	Yes	Choose a specific location to filter accidents.

Add Accident Details

This is where you record all the details of a new vehicle accident. It's crucial to fill out this form completely and accurately.

Field Validation Table (Add Accident Form)

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Vehicle Name	Yes	Dropdown/Text	String	Max 100	Yes	Select or enter the name of the vehicle involved in the accident.
Accident Date	Yes	Date Picker	Date	N/A	Yes	The date when the accident occurred. (Uses calendar tool for accuracy)
Accident Location	Yes	Text (with auto-suggestion)	String	Max 255	Yes	The geographical location of the accident.
Driver Name	Yes	Dropdown/Text	String	Max 100	Yes	The name of the driver involved in the accident.
Description	No (Highly Recommended)	Text Area	String	Max 1000	Yes	A detailed account of the incident. (Encouraged for clear documentation)
Expenses	Yes	Number	Decimal	Max 15 digits (2 decimal places)	Yes	Estimated or actual costs associated with the accident. (Accepts decimals, rounds to 2)
Upload Documents	No	File Upload	File	N/A	Yes	Attach relevant files like photos, police reports, or insurance documents.

Update Vehicle Incident Details

This page allows you to modify the details of an already recorded accident. It's similar to the "Add Accident" form but with existing information pre-filled.



>>



100 Vehicles Online



Edit Vehicle Incident Details

Vehicle Name *

Enter Your vehicle Name

Location *

Enter Your Location

Expenses *

Enter Your Amount

Driver *

Enter Driver Name

Description *

Type Description

Date

Select Date

Invoice

Example Document-Invoice.pdf

Failed to upload

Retry



Invoice 2

Example Document-Invoice.pdf

Failed to upload

Retry



INVOICE

Invoice Number: 123456789

Invoice Date: 10/22/2025

Invoice To: John Doe

Invoice From: ABC Company

Invoice Amount: \$1,234.56

Invoice Status: Paid

Invoice Description: Vehicle Accident

Invoice Terms: Net 30

Invoice Contact: 1234567890

Invoice Email: info@abc.com

Invoice Address: 1234 Main St, New York, NY 10001

Invoice City: New York

Invoice State: NY

Invoice Zip: 10001

Invoice Country: USA

Invoice Currency: USD

Invoice Tax: 123.45

Invoice Total: \$1,358.01

Invoice Footer: Thank you for your business!

Drop & Drop Your File

Field Validation Table (Update Accident Form)

vehicletracking.qa

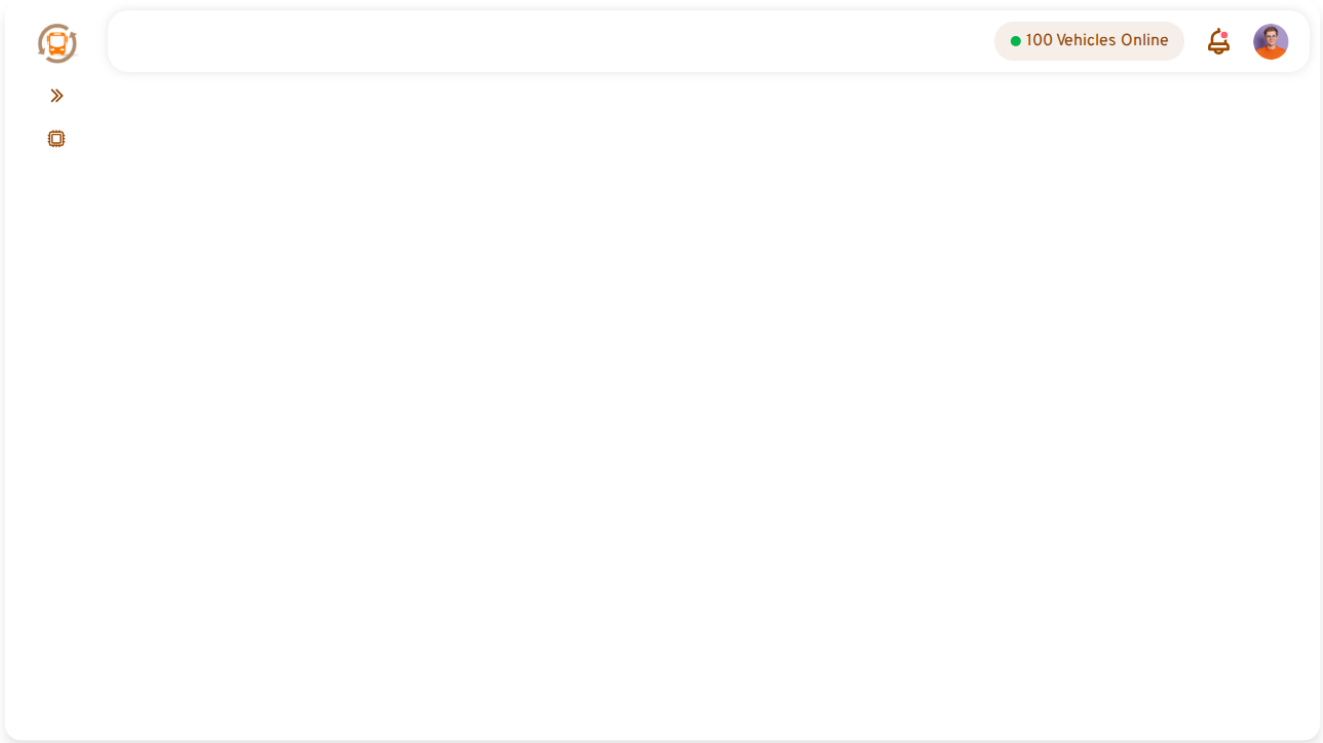
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10 / 13

Field Name	Mandatory	Field Type	Data Type	Field Size	Is Editable	Description
Vehicle Name	Yes	Dropdown/Text	String	Max 100	Yes	Select or enter the name of the vehicle involved in the accident.
Accident Date	Yes	Date Picker	Date	N/A	Yes	The date when the accident occurred. (Uses calendar tool for accuracy)
Accident Location	Yes	Text (with auto-suggestion)	String	Max 255	Yes	The geographical location of the accident.
Driver Name	Yes	Dropdown/Text	String	Max 100	Yes	The name of the driver involved in the accident.
Description	No (Highly Recommended)	Text Area	String	Max 1000	Yes	A detailed account of the incident. (Encouraged for clear documentation)
Expenses	Yes	Number	Decimal	Max 15 digits (2 decimal places)	Yes	Estimated or actual costs associated with the accident. (Accepts decimals, rounds to 2)
Upload Documents	No	File Upload	File	N/A	Yes	Attach relevant files like photos, police reports, or insurance documents.

Delete Accident Record Confirmation

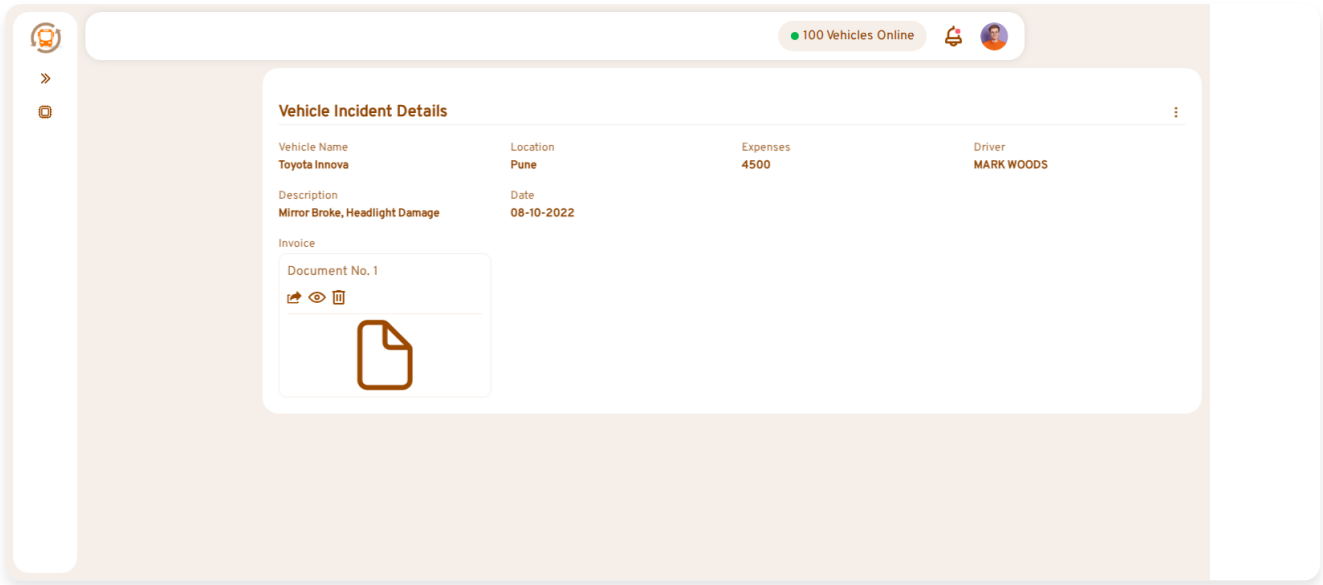
This screenshot represents the action or confirmation associated with removing an accident record from the system. Be cautious, as this action is permanent.



(This page typically presents a confirmation dialog with "Delete" and "Cancel" buttons, rather than input forms for data entry. Therefore, a Field Validation Table is not applicable here.)

View Vehicle Incident Details (Claim View)

This page provides a comprehensive, read-only view of all details pertaining to a specific vehicle accident incident, including any associated claim information.



(This page is designed for viewing detailed information and does not contain user-editable input forms. Therefore, a Field Validation Table is not applicable here.)

5. Summary & Benefits

The Vehicle Accident feature is an indispensable asset for any fleet manager. It moves beyond basic record-keeping to offer a robust system for incident management, financial oversight, and safety analysis. By providing tools to

accurately record, track, update, and analyze every vehicle incident, the system empowers you to:

- **Gain Financial Clarity:** Understand the true cost of accidents by tracking repair expenses against claims, leading to smarter budgeting and vendor choices.
- **Ensure Compliance & Accuracy:** Maintain meticulous records that stand up to scrutiny for insurance claims, legal requirements, and internal audits.
- **Proactively Improve Safety:** Identify patterns and trends in accident data, allowing you to implement targeted interventions that enhance driver safety and reduce future incidents.
- **Streamline Workflows:** Reduce administrative burden with an intuitive interface for adding, editing, and viewing accident details, freeing up your time for more strategic tasks.

Ultimately, this feature is designed to give you peace of mind, knowing that your fleet's accident data is comprehensively managed, readily accessible, and actionable, contributing to a safer, more efficient, and financially responsible operation.