



Screen Designer - Accidents

Application Training

Version 24.x

Last Modified 24.0 | March 2024

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The support website can be used to open issues, subscribe to user groups, and download documentation, as well as to access the latest AssetWorks news. For secure access to the website, contact Customer Support by calling the number above.

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M5 Screen Designer Goals

The M5 Screen Designer accomplishes these goals:

1. Allows the client to develop their own screens in M5 by reordering the frame layout as well as adding fields, removing fields, and reordering fields.
2. Provides an additional level of security beyond Field Security Templates. The custom frames can display a limited view of the data and sensitive fields can be removed.

Overview

To support this functionality, M5 frames will be designed and built in small pieces. These pieces are logical and self-sufficient. They contain related data fields. These pieces are referred to as a User Control. The designer can build multiple frames from the same User Controls.

The current security model is in place for all the frames that are designed to be used with the Screen Designer functionality including Department Access Functionality. The same menu level security is available. For instance, the custom frame can be assigned read-only mode, and field level security templates can still be used.

At present the Unit Main, Unit Items, Accident Entry and Accident Items have been redesigned using this new architecture.

Steps to Creating New Frames

1. Create the new frame using the Screen Designer frame.
2. Create 'director' frame, if needed. The 'director' foundation can be used to link frames together like a menu of frames. Refer to Appendix A.
3. Assign the newly created frame to the appropriate menu.
4. Assign the menu to the appropriate roles as needed.

Fabrication Mode

To construct a new frame, navigate to the Screen Designer frame.

The screenshot shows the top navigation bar of the AssetWORKS application. It includes links for Home, Sample Menu, Change Menu (with a red notification badge '28'), Favorites (with a red '+' badge), History, Dashboard (with a yellow warning icon), Reports (with a red '0' badge), and Notifications (with a red '0' badge). Below the navigation bar is a toolbar with buttons for Save, Undo, Refresh, Delete, Find, and a Related link. The main content area is titled 'Screen Designer' and contains a 'General Information' section with the following fields: 'Screen Name' (text input), 'Description' (text input), 'Allow User Customization' (dropdown menu set to 'No'), and 'Foundation' (dropdown menu set to '?'). At the bottom of the form are two tabs: 'Assemble' and 'Organize'.

1. **Screen Name:** Enter the new frame name that is being built in the Screen Name field. The frame name may be alphanumeric and up to 30 characters. Press the Tab key. The following pop-up message appears:

This screenshot shows the same 'Screen Designer' form as above, but with an 'Action Required' pop-up message displayed. The 'Screen Name' field now contains the text 'CITY ACCIDENT'. The pop-up message reads: 'Action Required', 'Custom Screen CITY ACCIDENT does not exist.', 'Press "Create" to create it.', 'Press "Cancel" to enter a new value.', and has 'Create' and 'Cancel' buttons at the bottom.

2. Select the **Create** button to create the new frame. This immediately creates an entry in Frame Maintenance for this new frame.
3. **Description:** Enter the frame description. The frame description can be alphanumeric and up to 60 characters.

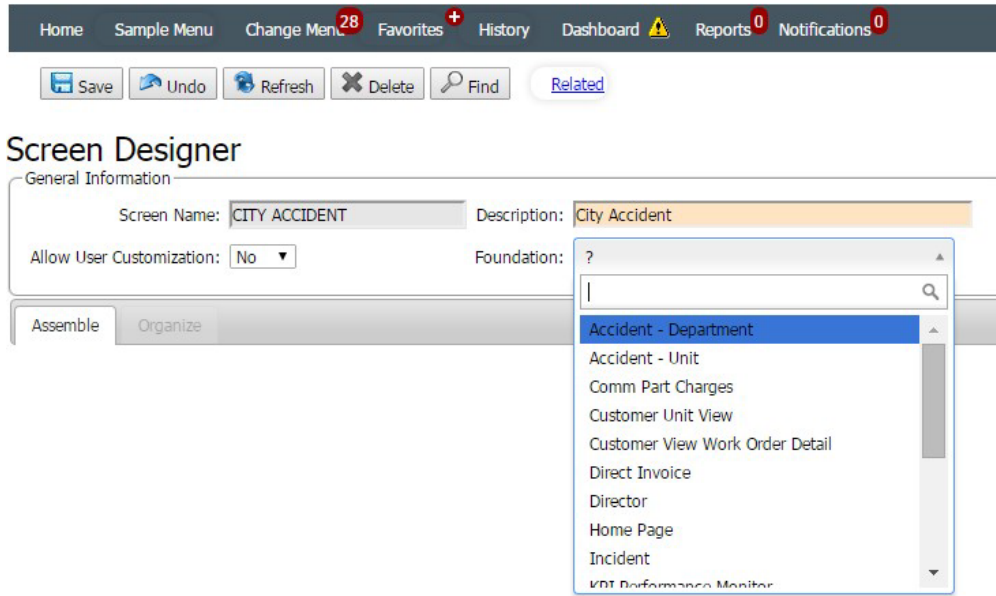
4. **Allow User Customization:** Select Yes or No to allow an end user to rearrange the frame. See User Customization Section for more details.

5. **Foundation:** Select the foundation frame to use by using the dropdown menu. The following foundation frames are available:
 - a. Accident – Department –Allows an accident frame to be developed against a non-unit.
 - b. Accident – Unit – Allows all controls necessary to create an accident form for a unit.
 - c. Customer Unit View
 - d. Customer View Work Order Detail
 - e. Direct Invoice
 - f. Director – Uses Accident Categories to direct the user to different accident forms.
 - g. KPI Performance Monitor – Currently not in use.
 - h. Message Editor
 - i. Portal Login
 - j. Unit Maintenance – Requires all controls necessary to create a new unit record.
 - k. Unit Maintenance (no creation) – Does not allow a new unit to be created.

What is a foundation? It is a logical group of User Controls. These are certified to work together and may use different business components (application programs). Foundation frames are defined by AssetWorks.

A newly designed frame may have only one foundation frame; however, multiple foundations may be available for the same User Controls.

Foundations define the mandatory User Controls. A foundation frame to create a record must supply all the required data on a frame. A foundation frame to update a record can only update specific data.



6. Press Tab and the form will automatically be saved.

Assemble Tab

Overview of User Controls

What are User Controls? These are simply small pages of information. Each group of logically related fields is a separate User Control. Their relationship to other User Controls is established by the foundation.

User Controls deal only with its own fields. There are no direct references to another User Control's fields. The other User Control may not be on the frame and direct references would cause a failure.

There is no guarantee of User Control order. User Controls can be made mandatory. Every frame built on the foundation will have this control. These are set by AssetWorks if the data must be present for the business logic to function.

Adding User Controls

1. Navigate to the Assemble tab of the Screen Designer frame.

The screenshot shows the top navigation bar of the AssetWORKS application with various menu items like Home, Sample Menu, Change Menu (with a red '28' badge), Favorites (with a red '+' badge), History, Dashboard (with a yellow warning icon), Reports (with a red '0' badge), and Notifications (with a red '0' badge). Below the navigation bar is a toolbar with buttons for Save, Undo, Refresh, Delete, Find, and a 'Related' link.

The main content area is titled 'Screen Designer' and contains a 'General Information' section with the following details:

- Screen Name: CITY ACCIDENT
- Description: City Accident
- Allow User Customization: No
- Foundation: Accident - Unit

Below the general information is a tabbed interface with 'Assemble' and 'Organize' tabs. The 'Assemble' tab is active, and a yellow highlight indicates the current mode: **Mode: Fabrication Preview (shortcut key = ALT-R)**.

The 'Screen Summary' section features a search bar and a list of user controls, each with a checkbox. The controls are organized into three columns:

- Column 1:** Screen Title (checked), Insurance, Multiple registrations, Accident Detail, Police Information, Vendor Estimate, Item (instance 1-10), Multiple Items (instance 1-4), Image Detail, Break (Instance 3-9), Go Button (Instance 3-6), Note.(instance 1-4), Run Report (Instance 1), Logoff Button.
- Column 2:** Key Block (checked), Driver, Trip, Condition, Claim, Work Requests, Item (instance 2-11), Multiple Items (instance 2-5), Break (Instance 1-7), Go Button (Instance 1-4), Cancel Button, Note.(instance 2-5), Run Report (Instance 2).
- Column 3:** Unit, Multiple parties, Trip Question, Witness, Work Order, Attachments, Item (instance 3-12), Multiple Items (instance 3), Multiple Image Display, Break (Instance 2-8), Go Button (Instance 2-5), HyperLinks, Note.(instance 3-6), Run Report (Instance 3).

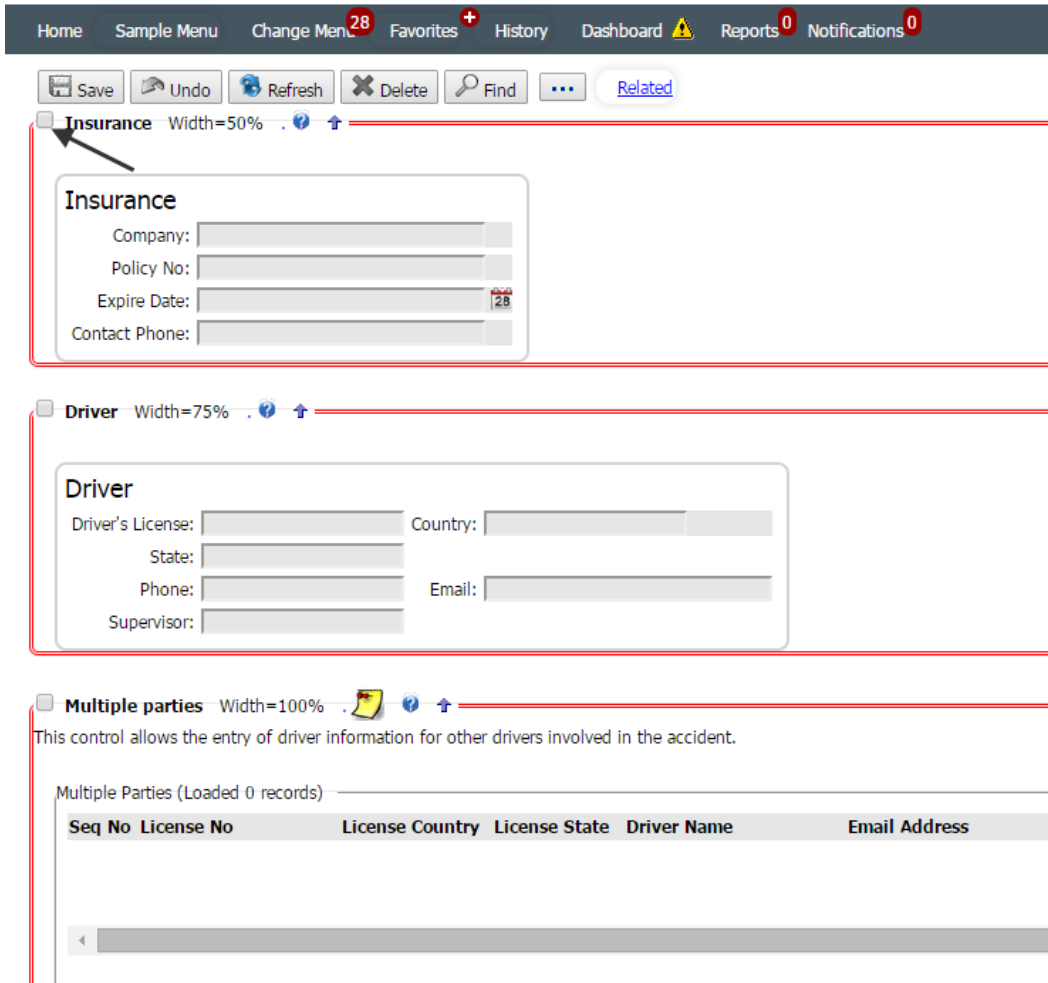
2. There are two modes with radio buttons: “Fabrication” and “Preview”. Select the radio button for “Fabrication” when adding User Controls to the frame. Select the “Preview” radio button to review the custom frame that was designed.
3. There are two sections for the “Fabrication” radio button:
 - a. Screen Summary Section
 - b. Preview User Control Section
4. In the Screen Summary section:

User Controls that are required on this frame are automatically checked. The User Controls can be selected by selected the checkbox in front of the specific User Controls.
5. Preview User Control Section
 - a. User Controls are selected by a sample image, for example:

The screenshot displays the AssetWORKS Screen Designer interface. At the top, there is a navigation bar with links for Home, Sample Menu, Change Menus (28), Favorites (+), History, Dashboard (with a warning icon), Reports (0), and Notifications (0). Below the navigation bar is a toolbar with icons for Save, Undo, Refresh, Delete, Find, and a Related link. The main workspace shows a preview of a form with the following sections:

- Screen Title** (Width=100%): A header section with the text "Screen Preview".
- Key Block** (Width=100%): A section titled "Accident Information" containing:
 - Accident: [text input] Add Accident
 - Entry Date: [calendar icon]
 - Unit: [text input]
 - Alternate Unit No.: [text input]
- Unit** (Width=75%): A section titled "Unit" containing:
 - VIN Number: [text input]
 - Owning Dept: [text input]
 - Using Dept: [text input]
 - License No.: [text input] License State: [text input]
 - Operator: [text input] Name: [text input]
 - Operator Dept: [text input]
- Insurance** (Width=50%): A section titled "Insurance" containing:
 - Company: [text input]
 - Policy No.: [text input]


- Any User Control selected displays a blue border. User Controls not selected have a red border. In addition to the required User Controls, any additional User Control groups can be selected by selecting the checkbox to the left of the User Control.



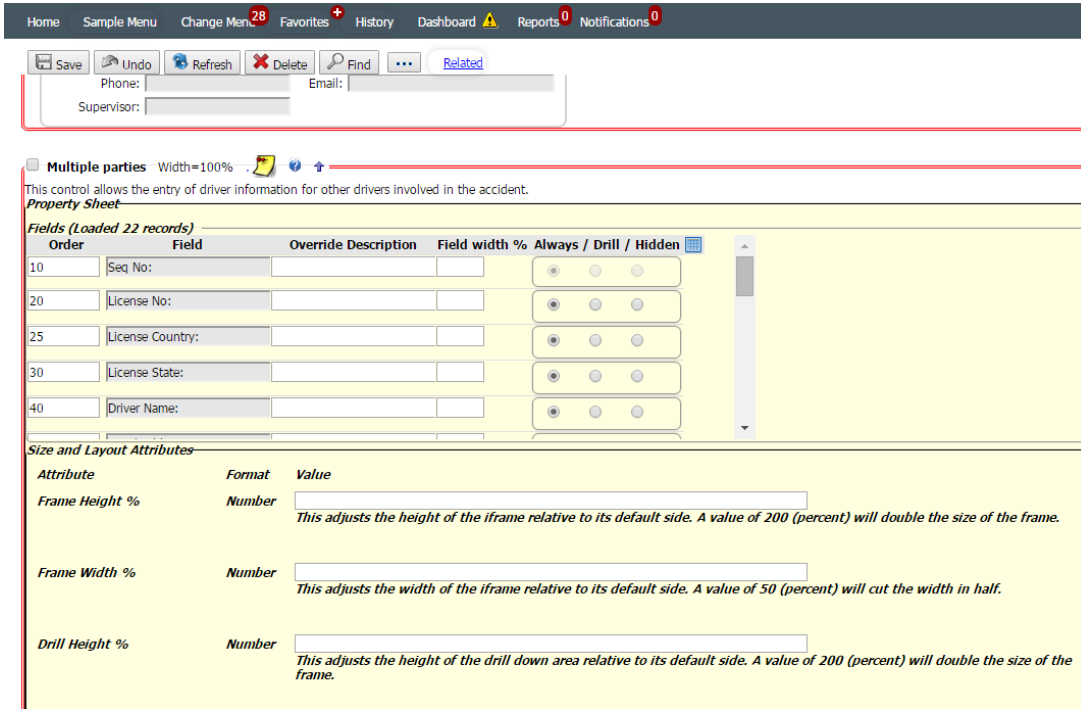
After the checkbox is selected, the square will turn blue.

- Next select the Property Sheets (📄) for the selected User Controls.


In the Preview User Control section, if there is a Note Pad icon to the right of the User Control name, there is a property sheet for the User Control. Please note, not all User Controls have Property Sheets and not all Property Sheets are the same for the User Controls. To display the User Controls property sheet and

make changes, select the  icon.

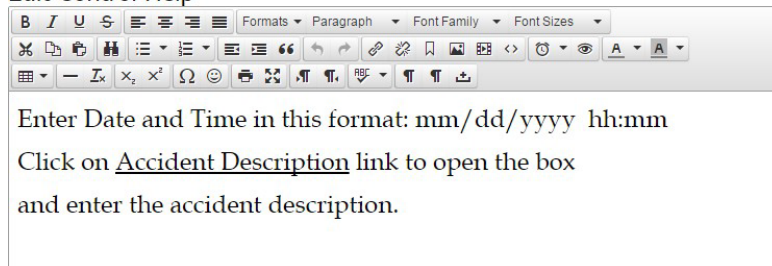
In the example below, color, text and images can be added/changed to the frame being developed.



Adding Help Text to a Control

To add user-definable help text, select the  icon. Straight text or html can be entered. Up to 444 characters can be entered.

Edit Control Help



The text will display directly above the user control on the frame as shown below.

Accident Detail Width=50%

Enter Date and Time in this format: mm/dd/yyyy hh:mm
 Click on [Accident Description](#) link to open the box
 and enter the accident description.

Location

Date: [Accident Description](#)

Address:

City:

Country:

State / Zip Code:

Type:

Cause:

Adding Fields to a Frame

User fields are added to the frame as items. Items reside in a separate table. There are two User Controls for adding items:

- Individual - Finite number per frame set by the Foundation.
- Multiple – One User Control and repeating rows for as many items are needed.

In order to add a new field to the frame, that item must be set up in the Item Master Definition frame. The item type must be 'Accident'. In this example, a new item will be added for Vehicle Status as shown below:

Items Master Definition

Item Selection
 Type:

Accident Item Information (Record 8 of 8)

Item	Type	Mandatory Item	Validated Value	Default Value	Disabled
#2 DOB (YY-MM-DD)	Character	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
A1	Character	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TEST1	<input type="checkbox"/>
A2	Character	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TEST1	<input type="checkbox"/>
A3	Character	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TEST1	<input type="checkbox"/>
A4	Date	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
EMERGENCY MODE	Character	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
VEHICLE STATUS	Character	<input type="checkbox"/>	<input checked="" type="checkbox"/>	IN SERVICE	<input type="checkbox"/>

Accident Values for VEHICLE STATUS (Loaded 2 records)

Value
IN SERVICE
OUT OF SERVICE

The next step is to navigate to the Screen Designer frame to add this item to the custom frame. Multiple items can be added by first selecting a Multiple Items Instance in Screen Summary or choosing to go directly to the “Preview User Control” section.

Screen Designer

General Information

Screen Name: CITY ACCIDENT Description: City Accident

Allow User Customization: No Foundation: Accident - Unit


Assemble Organize **SCREEN SUMMARY IN FABRICATION MODE**

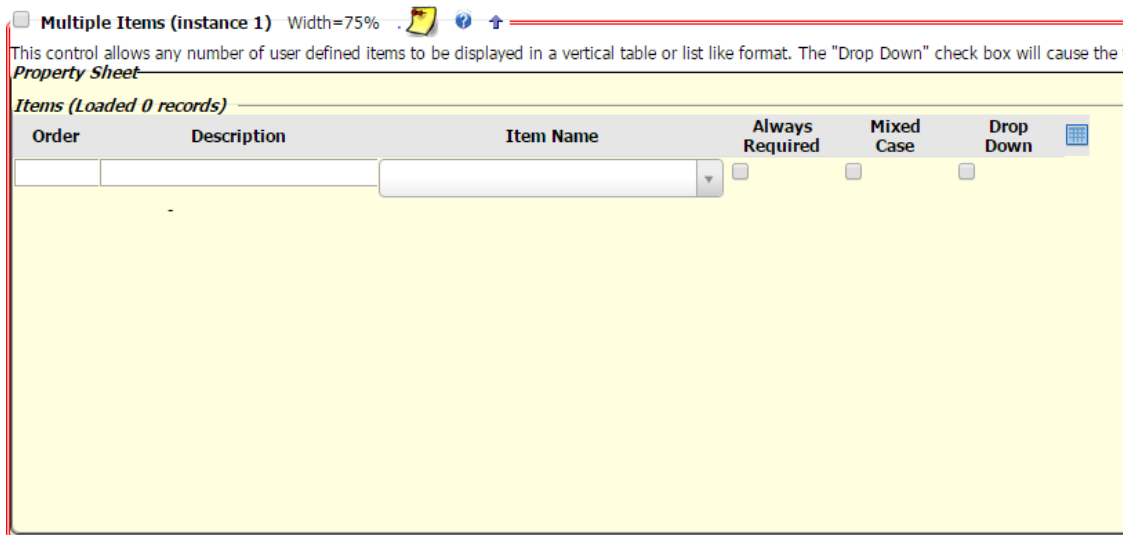
Mode: Fabrication Preview (shortcut key = ALT-R)

Screen Summary

Search

<input checked="" type="checkbox"/> Screen Title	<input checked="" type="checkbox"/> Key Block	<input type="checkbox"/> Unit
<input type="checkbox"/> Insurance	<input type="checkbox"/> Driver	<input type="checkbox"/> Multiple parties
<input type="checkbox"/> Multiple registrations	<input type="checkbox"/> Trip	<input type="checkbox"/> Trip Question
<input type="checkbox"/> Accident Detail	<input type="checkbox"/> Condition	<input type="checkbox"/> Witness
<input type="checkbox"/> Police Information	<input type="checkbox"/> Claim	<input type="checkbox"/> Work Order
<input type="checkbox"/> Vendor Estimate	<input type="checkbox"/> Work Requests	<input type="checkbox"/> Attachments
<input type="checkbox"/> Item (instance 1)	<input type="checkbox"/> Item (instance 2)	<input type="checkbox"/> Item (instance 3)
<input type="checkbox"/> Item (instance 4)	<input type="checkbox"/> Item (instance 5)	<input type="checkbox"/> Item (instance 6)
<input type="checkbox"/> Item (instance 7)	<input type="checkbox"/> Item (instance 8)	<input type="checkbox"/> Item (instance 9)
<input type="checkbox"/> Item (instance 10)	<input type="checkbox"/> Item (instance 11)	<input type="checkbox"/> Item (instance 12)
<input type="checkbox"/> Multiple Items (instance 1)	<input type="checkbox"/> Multiple Items (instance 2)	<input type="checkbox"/> Multiple Items (instance 3)
<input type="checkbox"/> Multiple Items (instance 4)	<input type="checkbox"/> Multiple Items (instance 5)	<input type="checkbox"/> Multiple Image Display
<input type="checkbox"/> Image Detail	<input type="checkbox"/> Break (Instance 1)	<input type="checkbox"/> Break (Instance 2)
<input type="checkbox"/> Break (Instance 3)	<input type="checkbox"/> Break (Instance 4)	<input type="checkbox"/> Break (Instance 5)
<input type="checkbox"/> Break (Instance 6)	<input type="checkbox"/> Break (Instance 7)	<input type="checkbox"/> Break (Instance 8)

When a Multiple Items Instance is first selected, select the  icon. By selecting Multiple Items, the designer can pick and choose what items to display on the frame. This does **not** have anything to do with the Unit Items hyperlink.



For example, if there is more than 1 accident item that should be displayed as a group, then use this option. Item (instance 1 thru 12) allows for only one accident item to display.

An example is shown below. The Description is the field label the user will see on the frame. It is case sensitive. Double-click in the Item Name to select the corresponding accident item.

Always Required makes the field required entry on the new frame. Dropdown is used to view a list of values by selecting the down arrow as shown below. If the accident item has a list of values and dropdown is not selected, then the user will be able to use the Binoculars icon or double-click in the field.

Multiple Items (instance 1) Width=75%

This control allows any number of user defined items to be displayed in a vertical table or list like format. The "Drop Down" check box will cause the the *Property Sheet*

Items (Loaded 3 records)

Order	Description	Item Name	Always Required	Mixed Case	Drop Down
00005	# OF VEHICLES INVOLVED	NUMBER OF VEHICLES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00010	# INJURED IF ANY	NUMBER INJURED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00015	# KILLED IF ANY	NUMBER KILLED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OF VEHICLES INVOLVED:

INJURED IF ANY:

KILLED IF ANY:

Here are the results when 'previewing' the frame.

of Vehicles Involved:

Injured, if any:

Killed, if any:

And this is what the user would see in M5.

of Vehicles Involved: 1

Injured, if any: 1

Killed, if any: 1

Enter date and time using this format: mm/dd/yyyy hh.mm. If a question does not apply, you do not know the answer, select "X".

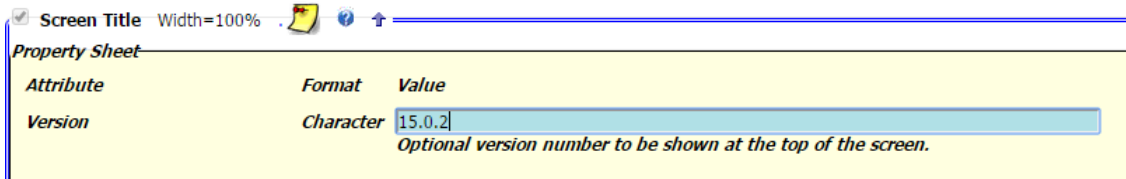
Text must be 440 characters on "How Did the Accident Happen?" link to open the box where the description can be entered. When completed, click on the "X" in the top right corner of the box.

Location:


Date of Occurrence: 00:00 [How Did the Accident Happen?](#)

Adding the Version Number

By entering the version number, the new frame will have this version number next to the frame name.



It is important to add the M5 Version when this frame was created.

1. Navigate to the Property Sheet for the Screen Title control in the Preview User Control section.
2. Select the Note Pad () icon.
3. Enter the Version number.

Describing the Various Controls

Screen Title Control

By selecting the Properties for the Screen Title control, the designer can change the overall look of the form such as font, background color, color of help text, designate an image as background, or alignment of help text.

Attribute	Format	Value
Version	Character	15.0.2 <i>Optional version number to be shown at the top of the screen.</i>
Screen background color	Character	<input type="text"/> <i>Background color for the new screen. It may be a named color known to Internet Explorer or it may be an RGB color specified in the format #RRGGBB</i>
Screen background image URL	Character	<input type="text"/> <i>A source path and name to an image file to be used as the background to the designed screen.</i>
Repeat background image	Character	<input type="text"/> <i>Y or N. Should the background image repeat.</i>
Image position left/right %	Integer	<input type="text"/> <i>Used to position a non-repeating background image. 0=Left 100=Right</i>
Image position top/bottom %	Integer	<input type="text"/> <i>Used to position a non-repeating background image. 0=Top 100=Bottom</i>
User defined help bg color	Character	<input type="text"/> <i>This will define the back ground color for all controls that utilize the user defined help feature. If not specified it will default to transparent.</i>

Key Block Control

The Key Block control allows the designer to associate one or more ‘accident category(s)’ to the form. The Accident Category frame allows the designer to create categories in order to have forms talk to each other. For example, one agency may have their own accident form, but the City may also have their own form which contains some of the same information as the agency form. By categorizing the forms, you can enter data once in the agency form and have it populate the same field in the City form. If no category is entered, then the form being designed is a standalone form and does not push or pull data to or from another form.

The name of the section can also be changed here. The default when viewing the form is “Report Information”. The Automatic Query attribute is important if there are multiple forms created using buttons that really are one form. This will be mentioned later when discussing buttons, but buttons perform an automatic save. So if there are multiple forms created using buttons, this attribute must be set to **Y**.

Key Block Width=100%

Property Sheet

Attribute	Format	Value
Support Any Category	Character	<input type="text"/>
		<i>Entering a Y in this option will allow this screen to support any defined category. This will override the properties below where you pick specific categories for this screen except for the first one which will defines what category will be used when creating a new record.</i>
Accident Category 1	Character	<input type="text"/>
		<i>When supporting specific categories instead of all categories enter one of the values here. If the screen can create new records, this category will be used in the new record.</i>
Accident Category 2	Character	<input type="text"/>
		<i>When supporting specific categories instead of all categories enter one of the values here.</i>
Accident Category 3	Character	<input type="text"/>
		<i>When supporting specific categories instead of all categories enter one of the values here.</i>
Accident Category 4	Character	<input type="text"/>
		<i>When supporting specific categories instead of all categories enter one of the values here.</i>
Accident Category 5	Character	<input type="text"/>
		<i>When supporting specific categories instead of all categories enter one of the values here.</i>

The designer can double-click in any of the Accident Category attributes to see what categories are available.

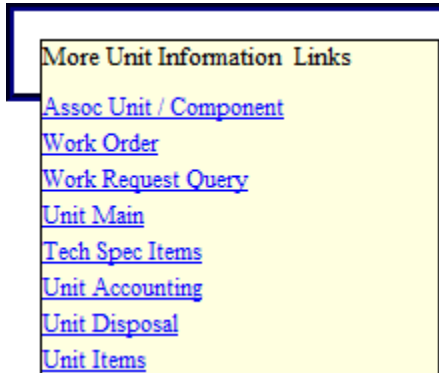
Accident Category

Accident Category (Loaded 2 records)

Code	Description	Disabled
CITY	City Owned Vehicle	<input type="checkbox"/>
NONCITY	Personal Vehicle	<input type="checkbox"/>
		<input type="checkbox"/>

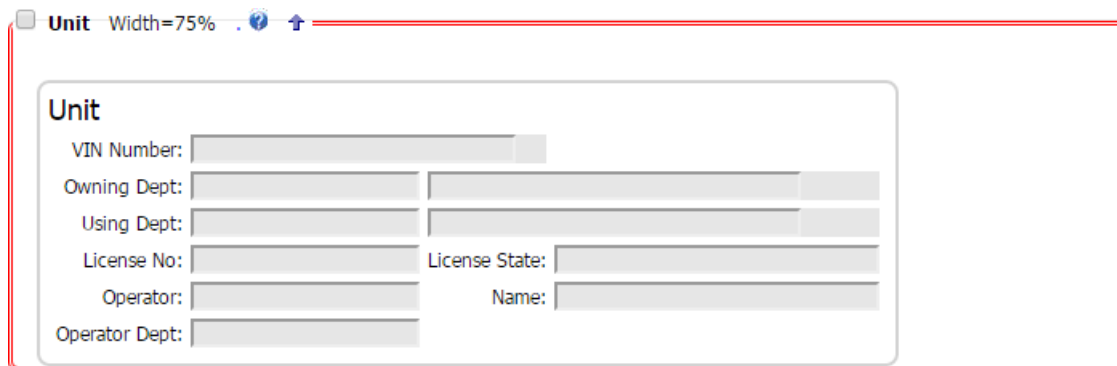
Hot Links Control

The default is that the More Unit Information hyperlink is disabled; however, if you want the hyperlink on your form, then select the Hot Links control. There are no properties for this control; however, there is help text if you require it. Below is what the user would see on the form. It is all or nothing, meaning, the designer cannot chose which hyperlinks display, you get them all.



Unit Control

This information will be auto populated with data from Unit Main after the vehicle in the accident is entered. Only help text can be entered for this control.



A screenshot of a software control titled "Unit". The control has a white background and a red border. It contains several input fields for data entry:

- VIN Number:
- Owning Dept:
- Using Dept:
- License No: License State:
- Operator: Name:
- Operator Dept:

Insurance Control

Nothing can be changed on this control other than help text can be added.

The screenshot shows a control titled "Insurance" with a width of 50%. The form contains four input fields: "Company:", "Policy No:", "Expire Date:", and "Contact Phone:". The "Expire Date" field has a calendar icon and shows the date "12/28".

Driver Control

Country defaults to the country defined by System Flag 5007. Only help text can be added for this core control. If there is only one driver involved in the accident, then this control may suffice; however, if there are multiple drivers involved, please refer to the *Multiple Parties* control further in the document.

The screenshot shows a control titled "Driver" with a width of 75%. The form contains six input fields: "Driver's License:", "State:", "Phone:", "Supervisor:", "Country:", and "Email:". The "Country" field has a dropdown arrow.

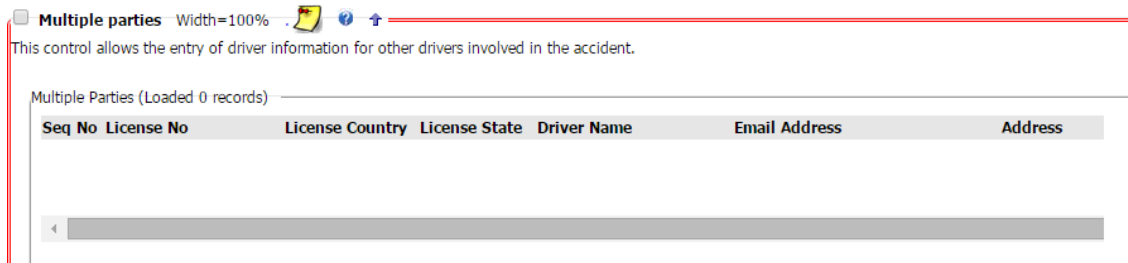
Multiple Parties Control

The Multiple Parties controls allows you to enter more than one driver involved in the accident. If there are multiple vehicles involved, multiple drivers would need to be entered.

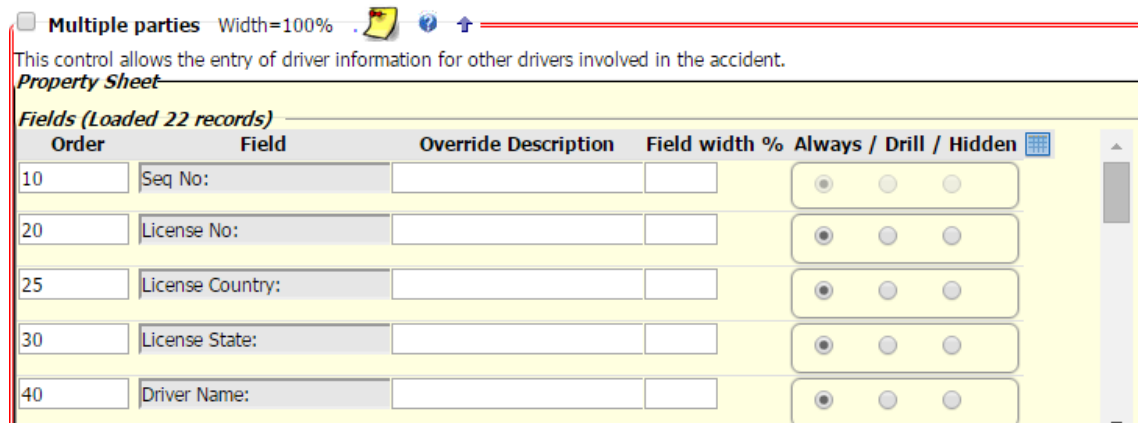
There are flags in this control to indicate if they are a driver, witness or injured.

However, further down in this document, the Witness control is probably a better place for witness and injured information.

The designer can designate which fields in this control are to be used, the arrangement of where the field should display as well as the ability to change the field name. As with all controls, help text can be created for this control.



To edit this control, select the notepad icon.



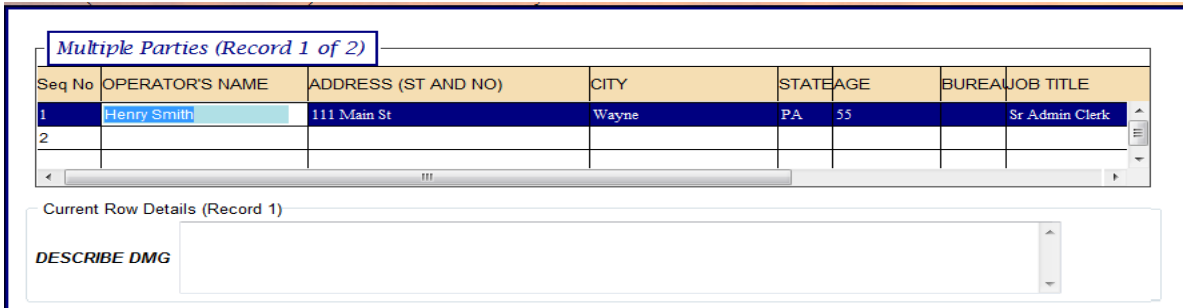
The designer can change the 'order' in which the fields display by selecting the Order field and renumbering it.

The Override Description field allows the designer to change the label/fieldname that the customer will see when filling out the form. HTML formatting can be used here as well. For example, if the label is too long, you can enter a `
` for break to split up the label into two lines.

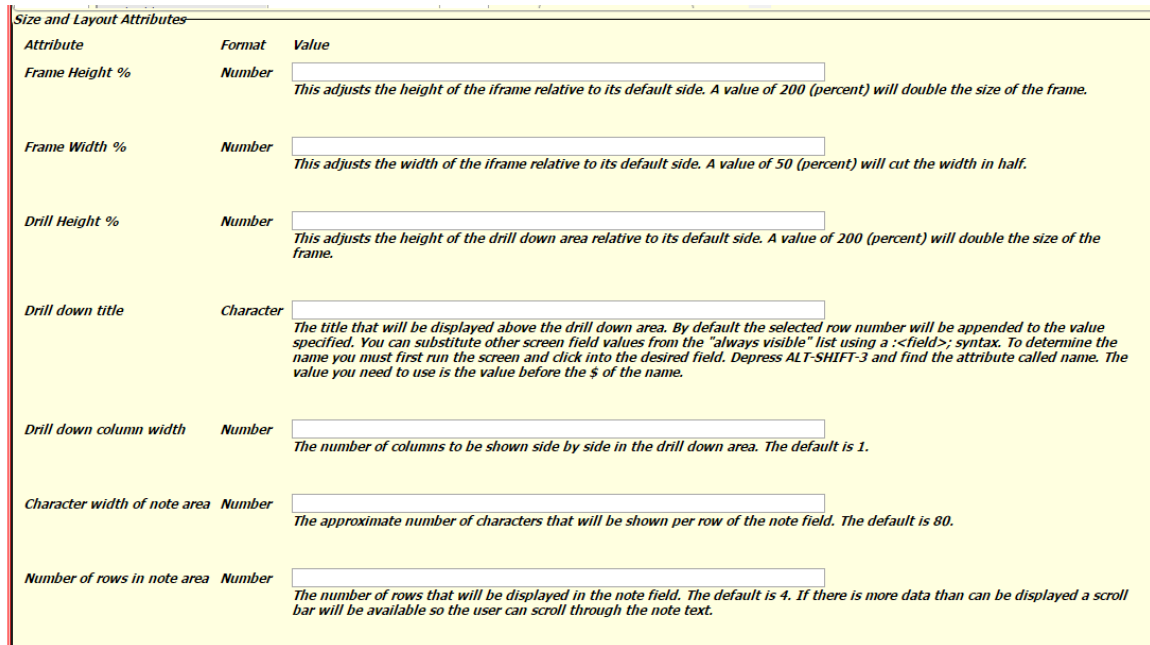
The Field Width % field will allow the designer to make the data entry space for the field smaller or longer. This is useful if the data entry is a single character, the field width can then be 10.

Always indicates that the field is to display on the form. Drill would be selected if the i- frame is too wide and you want the user to select the row and have other fields display below. This is very useful for the note field in this control. Hidden indicates that this field will not display on the final form.

Example of a note that is designated as a drill down. The user must select the row of the driver they wish to enter a note for. Otherwise, the note would be in the i-frame of this control.



Below the i-frame of fields is a section called "Size and Layout Attributes." As the name implies, the user can control the frame height and width, the length of the zip code and the sizing of the note. For example, if you only want the customer to enter a 5-digit zip code, then you need to enter 5 in the Maximum Zip Code Length field.



The other fields of interest pertain to the note, such as the width and number of rows to display. The note can still contain up to 444 characters, but you can design how much of that note is displayed without having to scroll.

Orientation determines where the scroll bar should reside, horizontally or vertically. Drill Down Title allows the designer to change the default heading for whatever field is designated as 'drill'.

For example, if the note was designated as drill, the default section heading is:

Multiple Parties (Record 1 of 1)

Seq No	OPERATOR'S NAME	ADDRESS (ST AND NO)	CITY	STATE	AGE	BUREAU	JOB TITLE
1	Henry Smith	111 Main St	Wayne	PA	55		Sr Admin Clerk

Current Row Details (Record 1)

DESCRIBE DMG

A different title can be designated using the Drill Down Title field.

Multiple Registrations Control

In order to complement multiple drivers, a new control was created to allow for multiple registrants. This control works exactly the same as the "Multiple Parties" control.

Multiple registrations Width=100%

This control allows the entry of all registration information in the accident.

Registration Information (Loaded 0 records)


Seq No	Plate No	Plate Country	Plate State	Registered Name	Address	Address Line 2

Trip and Trip Question Controls

These are core controls that allow for capturing of where the driver was going, the purpose of the trip and authorization. Nothing can be changed with these 2 controls other than supplying help text.

The image shows two control panels from a screen designer. The first panel, titled "Trip" with a width of 75%, contains a form with the following fields: "Trip Orig:" and "Destination:" (text input fields), "Start Time:" (text input field with a clock icon), and "Purpose:" (text area). The second panel, titled "Trip Question" with a width of 25%, contains a list of five questions, each with a checkbox: "Was trip within drive scope?", "Did operator deviate from assigned route?", "Engaged in unauthorized activity?", "Within Standard working hours?", and "On duty during accident?".

Accident Detail Control

This control can be modified to remove some of the fields or the hyperlink. Select the  icon.

The image shows the "Accident Detail" control with a width of 50%. It features a "Location" section with the following fields: "Date:" (text input field with a clock icon), "Address:" (text input field), "City:" (text input field), "Country:" (text input field), "State / Zip Code:" (text input field with a vertical separator), "Type:" (text input field), and "Cause:" (text input field). To the right of the "Date:" field is a blue hyperlink labeled "Accident Description". A yellow sticky note icon is visible in the top right corner of the control's header area.

To remove the Accident Description hyperlink, enter **N** in the Show Description Link field. To remove any of the other fields in this control, enter **N**.

☐ Accident Detail Width=50%

Property Sheet

Attribute	Format	Value
Show Description Link	Character	N <i>Entering N will hide the link to edit the accident description.</i>
Show Accident Date	Character	<input type="text"/> <i>Entering N will hide the accident date field.</i>
Show Accident Address	Character	<input type="text"/> <i>Entering N will hide the accident address fields.</i>
Show Accident Type	Character	<input type="text"/> <i>Entering N will hide the accident type field.</i>
Show Accident Cause	Character	<input type="text"/> <i>Entering N will hide the accident cause field.</i>

Condition Control

This control only allows for entry of help text. If there are not enough conditions that are needed, you can create accident items and not use this control.

☐ Condition Width=50%

Condition

Weather Condition:

Road Condition:

Visibility:

Seat Belt Used? Personal Injury? Fatalities?

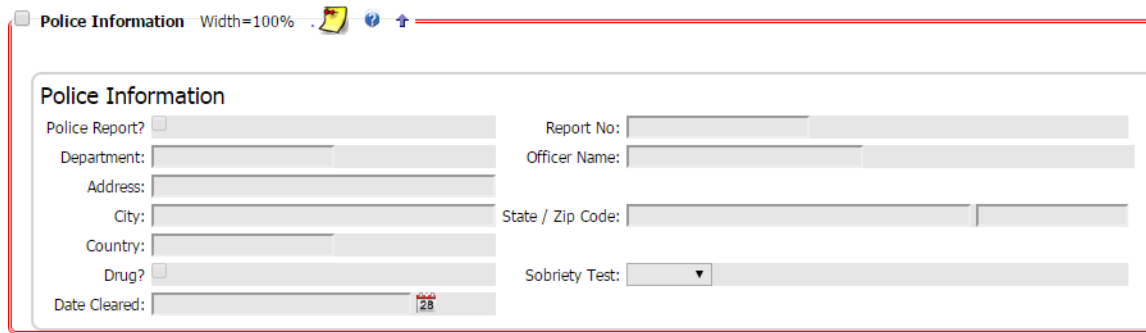
Witness Control


Enhancements have been made to this control as of v3.0. Additional fields have been added as well as designating if the person was a witness, injured or passenger. The use of this control is the same as Multiple Parties



Police Information Control

The Police Information control is used to capture if there was a police report filed and information pertaining to the police officer.



If some of the fields are not needed, select the  icon. Display Columns allows the designer to control the number of fields per row. Two is the default and is also the greatest number of columns per row that can be used. So the only choice is to enter one.

If a particular field is not needed, enter **N** in the appropriate field.

Police Information Width=100%

Property Sheet

Attribute	Format	Value
Display Columns	Integer	<input type="text"/> <i>Specify how many data columns should be displayed per row. The default is 2.</i>
Show Police Report	Character	<input type="text"/> <i>Entering N will hide the check box that indicates if a police report was created.</i>
Show Report Number	Character	<input type="text"/> <i>Entering N will hide the police report number field.</i>
Show Department	Character	<input type="text"/> <i>Entering N will hide the department number field.</i>
Show Officer	Character	<input type="text"/> <i>Entering N will hide the officer name field.</i>
Show Address	Character	<input type="text"/> <i>Entering N will hide the address fields.</i>
Show Drug	Character	<input type="text"/> <i>Entering N will hide the drug checkbox.</i>
Show Sobriety	Character	<input type="text"/> <i>Entering N will hide the sobriety selection box.</i>

Default example is shown above. Below is an example, if changed to 1.

Police Information Width=100%

Police Information

Police Report?

Report No:

Department:

Officer Name:

Address:

City: State / Zip Code:

Country:

Drug?

Sobriety Test:

Date Cleared:

Claim Control

This control gathers information pertaining to the insurance claim and the status of the claim. The only change here is the ability to enter help text. Don't forget Translation Maintenance if you want to change field names. Even the different statuses can be changed using Translation Maintenance.

Claim Width=100%

Insurance Claim

Claim No: Status:

Estimate Repair: Other Party Actual:

Write Off: Buy Back Amt: [Damage Note](#)

Subrogation Amount: Total Accident Repair Cost:

Vendor Estimate Control

This control will allow the customer to track as many vendor estimates pertaining to their accident as needed. This is informational only. Only help text can be added.

Vendor Estimate Width=100%

Vendor Estimate: (Loaded 0 records)

Vendor	Ref No	Estimate Date	Labor Hours	Labor Cost	Part Cost	Comm Cost

Work Requests Control

This control allows the customer to create a work request right from the accident form. By selecting the Make This Accident into a Work Request hyperlink, Work Request Main will display. After the work request is saved, it will display in the i-frame with the Work Request Number as a hyperlink. Only help text can be added.

Work Requests Width=100%

Work Requests: (Loaded 0 records)

Work Request Number	Occurance	Job	Description	Visit Reason	Earliest Date	Due Date	Latest Date	Location	Hrs	Cost
Make This Accident Into A Work Request										

Work Orders Control


Depending on how accident system flags are configured, determines whether any pertinent work orders automatically display on the form. Only help text can be added.

Work Order Width=100%

Work Order Information: (Loaded 0 records)

WorkOrder	Location	Status	JOB	Labor Cost	Part Cost	Comm Cost	Total Cost
-----------	----------	--------	-----	------------	-----------	-----------	------------

Attachments Control

Rather than use the Attachment icon, the designer can title what attachments are needed or required. For example, the attachment title could be 'accident picture #1' and then another attachment named 'accident picture #2'. Select the  icon.

Attachments Width=25%

Using this control the screen designer can create a list of attachments that the user can upload and associate with this record. Attachments can be marked as required.

Property Sheet

Title: Title Text:

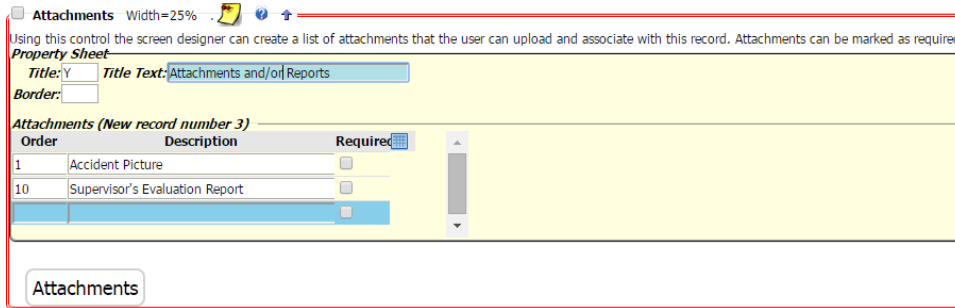
Border:

Attachments (Loaded 0 records)

Order	Description	Required
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If you want to give this section a title on the form, enter **Y** in the Title field and proceed to give it a title in the Title Text field. If you want a border around this section on the form, enter **Y** in the Border field.

Proceed to enter what order you want the attachments to display on the form with a Description. This description is the name the user will see on the form. If the attachment is required, select the Required checkbox.



Here is what the customer will see on the form.



- [New](#) **Accident Picture**
- [New](#) **Supervisor's Evaluation Rep**

The person filling out the form would select the word, New and proceed to browse for the attachment. Below is what the form looks like after an attachment has been associated.






- [New](#) [View](#) **Accident Picture**
- [New](#) **Supervisor's Evaluation**

By selecting View, the attachment will display.

Item (instance 1) Control




There are up to 12 'item' controls that can be used. The Item Instance allows for a single field to be displayed on the form. These single fields would be 'accident' items. This is useful if only one field is needed between two controls.

Item (instance 1) Width=50%   

This controls allows the addition of a user item to a screen as a new field. It can be formatted as a input field, checkbox or drop down.

:

Select the  icon.

Item (instance 1) Width=50%   

This controls allows the addition of a user item to a screen as a new field. It can be formatted as a input field, checkbox or drop down.

Property Sheet

Description:

Item Name:

Required:

Mixed Case:

Read Only:




Entry Format: *Text* *CheckBox* *Drop Down*

:

1. The Description is the field name displayed on the form. It is case sensitive.
2. Item Name is the corresponding accident item.
3. If a response is required, select the Required box.
4. Select Mixed Case if the person filling out the form can enter upper and lowercase; otherwise, the default is all data entry will be in upper case.
5. Select the type of Entry Format. Will the user be entering free-form text? Should a checkbox display for the user to select or do you want a dropdown box so the user can choose the correct value? If 'CheckBox' is selected, you will be asked for the Checked Value; meaning, if the checkbox is selected, what does that mean? Yes or No, for example.




Multiple Items (instance 1) Control

Multiple items are used when you need to group several 'accident' items together on a form. There are up to five multiple item controls.

Multiple Items (instance 1) Width=75%   


This control allows any number of user defined items to be displayed in a vertical table or list like format.

Select the  icon

Multiple Items (instance 1) Width=75%   

This control allows any number of user defined items to be displayed in a vertical table or list like format. The "Drop Down" check box will cause the *Property Sheet*

Items (Loaded 0 records)

Order	Description	Item Name	Always Required	Mixed Case	Drop Down	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1. Enter the Order in which you want the item to display.
2. Enter the Description, which is the field name displayed on the form. It is case sensitive.
3. Select from the dropdown, the 'accident' item that corresponds with the description in the Item Name field.
4. If a response is always required, select the Always Required checkbox. If the customer can enter text in upper and lower case, select the Mixed Case checkbox. If the accident item has a list of values and you want it displayed as a dropdown box, select the Drop Down checkbox; otherwise, the customer can double-click in the field.

Multiple Image Display Control

This control allows up to eight images that can be displayed for the customer to designate on the image where the damage occurred. The static images are in a directory called /controls/common/standard_images. At the current time, Microsoft Silverlite is required to run this control. If you are going to use this control, then you will also need the Image Detail control as this control will allow the user to document the damage.

Select the  icon.

Multiple Image Display Width=50%

Property Sheet

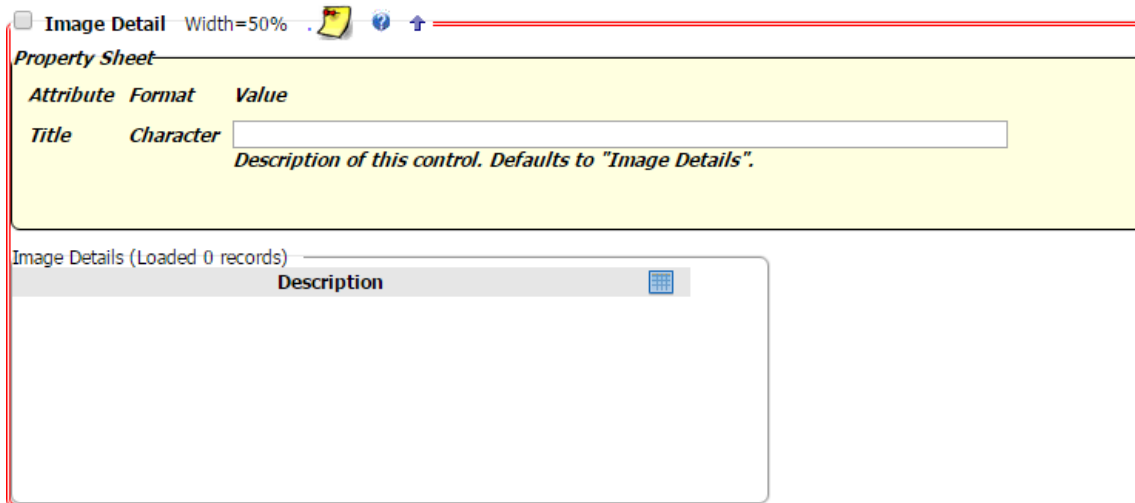
Attribute	Format	Value
Title	Character	<input type="text"/> <i>Description of this control. Defaults to "Image".</i>
Image Width	Number	<input type="text"/> <i>Image display width in pixels. The height will be calculated to maintain a 9X16 (Width X Height) aspect ratio. The default width is 300.</i>
Use Attached Images	Character	<input type="text"/> <i>A value of Y will make all jpg and png files that are attached to this record available in this control in addition to any images defined below.</i>
Image Description 1	Character	<input type="text"/>
Image File 1	Character	<input type="text"/> <i>This is the URL to retrieve the image. It may be a full URL starting with HTTP otherwise it must be in the Standard_Images directory. The List Of Values may be used to select images from the Standard_Images directory. This applies to all the image files on this page.</i>
Image Description 2	Character	<input type="text"/>
Image File 2	Character	<input type="text"/>
Image Description 3	Character	<input type="text"/>
Image File 3	Character	<input type="text"/>

The important fields here are the Image Descriptions and the Image Files as these fields contain the 'title' the user will see and the url of where the file/image is respectively. The user can double-click in the Image File field to select the image.

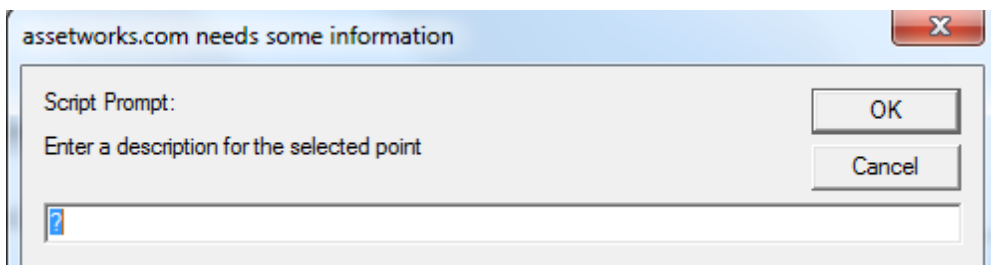
Use Attached Images allows the user to attach a picture which will then be utilized as an image, if this is set to **Y**.

Image Detail Control

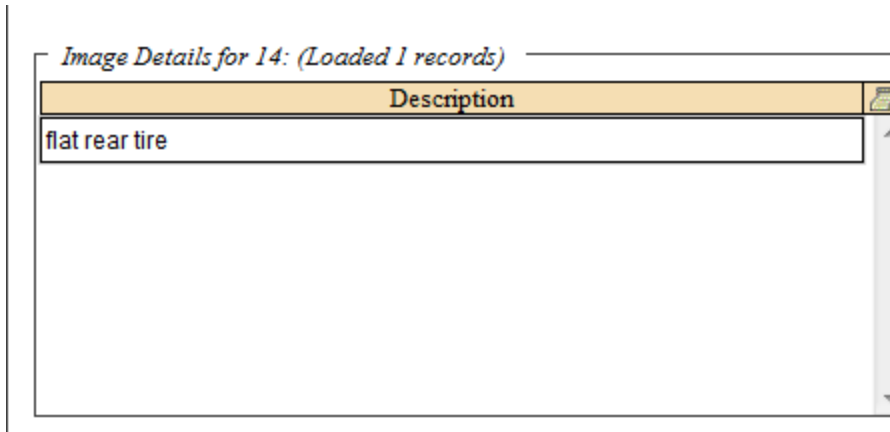
The Image Detail i-frame is where the description of the damage will reside. If you want to change the title of the details or need help text, you can do so here.



When the user selects the image, the following box displays for the user to enter a description of the damage.



After the description is entered, the Image Details will contain the damage note.



The user will be able to select the damage description and the image will display showing where the damage is indicated by the paper with a tack in it.



Break Instance (1-9) Control

Breaks are used to leave a blank area or space before or after one of the other controls. It is useful to help make the form look a little neater. There are up to nine breaks available. The designer can add text as a heading by using the Text or HTML field.

Break (Instance 1) Width=100%

Force the next control to go all the way to the left of the screen. This control can also display static informational text.

Property Sheet

Attribute	Format	Value
Background Color	Character	<input type="text"/>
Text or HTML	Character	<input type="text"/>
Text Color	Character	<input type="text"/>
Center	Character	<input type="text"/>
Do not collapse	Character	<input type="text"/>

If this is a Y and there is no text, a single blank line will still be rendered. This is mostly used when creating space breaks in the page.

Go Button (1-6) Control

Go Button allows for the designer to create buttons or links to other forms. When the user selects the button or link, the form will auto-save. One use can be that the form is so long, you want to design the form to have multiple pages.

Attribute	Format	Value
Appearance (B=Button L=Link)	Character	<input type="text"/>
Width in pixels	Integer	<input type="text"/>
<i>Option button width. If not specified the generated button will be large enough to contain the specified text. If you have several buttons and you want them to all be the same size find an appropriate value and set the width in each the buttons.</i>		
Button Text	Character	<input type="text"/>
Text Relative Size	Character	<input type="text"/>
<i>Relative size of the button text. S=Smaller, M=Medium, L=Larger. The default is medium.</i>		
Target Frame	Character	<input type="text"/>

1. Indicate if you want a button or a link to display by using the Appearance field.
2. Enter the text the user will see in the Button Text field.
3. Double-click in the Target Frame field to select the frame/report the user will be taken to when selecting the button or link.

Cancel Button Control

The Cancel Button control allows for the user to select the button and not save whatever changes were just made. It is similar to the Undo All Changes icon except that the designer will need to designate what frame the user is taken to after they select the 'Cancel' button.

In this example, when the user selects the Cancel button, they will be directed to their Home Page.

Attribute	Format	Value
B=Button L=Link	Character	<input type="text"/>
Button Text	Character	<input type="text"/>
Text Relative Size	Character	<input type="text"/>
<i>Relative size of the button text. S=Smaller, M=Medium, L=Larger. The default is medium.</i>		
Target Frame	Character	<input type="text"/>
<i>Optional target screen to be given control after reversing any unsaved changes.</i>		

Note Instance (1 thru 6) Control

Up to six additional notes can be added to the form. These notes are separate from the 'accident' and 'damage' note hyperlinks. Notice below the control, the designer can view what the form will look like for this control without going to Preview.

Note.(instance 1) Width=50%

This controls allows the creation of an additional note area.

Property Sheet

Attribute	Format	Value
Note Name	Character	<input type="text"/> <i>This is the name given to the note in the database.</i>
Legend or label	Character	<input type="text"/> <i>Displayed on the screen as the label for this note.</i>
Orientation	Character	<input type="text"/> <i>Indicates the positioning legend or label relative to the note area. The valid values are V (vertical) or H (horizontal). The default is Horizontal.</i>
Number of columns	Integer	<input type="text"/> <i>The approximate number of characters that will be shown per row of the note field. The default is 45.</i>
Number of rows	Number	<input type="text"/> <i>The number of rows that will be displayed in the note field. The default is 4. If there is more data than can be displayed a scroll bar will be available so the user can scroll through the note text.</i>
Is required	Character	<input type="text"/> <i>A value of Y will require the user to enter a note before they can save.</i>

1. Note Name is important as this is the name of the note in the database.
2. Enter what you want the user to see as the label in the Legend or Label field.
3. Orientation indicates how the label should be displayed.
4. Number of columns and Number of Rows indicates how much data the user should be able to view on the form without scrolling.
5. If the note is required entry, enter **Y** in the Is Required field.

Run Report Control

This allows for a button or link to display that the user can select to run a report. Up to two reports can be designed.

Run Report (Instance 1) Width=25% . . .

Allows the user to run an M5 report by clicking a button, icon or link.

Property Sheet

Attribute	Format	Value
Show an icon	Character	<input type="text"/> <i>Should an icon be displayed. Possible values are "Y", "N" and "...". The Y=Yes, N=No and ... means add button in the ... rollover menu at the top of the screen. If not specified the default is "Y".</i>
Which icon	Character	<input type="text"/> <i>What icon should be displayed. P=Printer, R=Report, T=Ticket. If not specified it will default to "ticket".</i>
Show link text	Character	<input type="text"/> <i>Should link text be displayed. If not specified the default is "Y".</i>
Button look	Character	<input type="text"/> <i>Should the control appear as a button. If not specified the default is "Y".</i>
Description	Character	<input type="text"/> <i>This text will be displayed with the icon or in the link. If not specified it will default to "Print".</i>
Report name	Character	<input type="text"/> <i>The name of the report to be executed. If this value is not supplied the control will not be rendered.</i>
Report parameter name	Character	<input type="text"/> <i>This is the name of the parameter that is defined inside the crystal report. By default the key value of this screen will be passed to the report in this parameter. If the report needs a different field value you may specify a screen field as the "Parameter value source" in the next parameter. If this value is not supplied the control will not be rendered.</i>

1. If Show an Icon is set to **Y**, then an icon that looks like a report displays on the button.
2. If you want the user to select a hyperlink, enter **Y** in the Show link text field.
3. If you want the user to select a button, enter **Y** in the Button look field. If a button is selected, you must enter text in the Show link text field; otherwise, the button is blank.
4. Description is what the user will see as the text. This is usually the name of the report.
5. Double-click in the Report name field to select the url of the report to be generated.
6. A Report parameter name must be entered in order for the report to run. This is usually the primary key.
7. Enter the Destination of where the report should go. If the user should be able to choose the In-bin or Email, select **C**. If 'email' is selected, the user must have a valid email address associated to their login (Application User Maintenance).
8. If Show email address is set to **Y** then the user's email address will display as a tool tip when selecting the button. If the user selects 'email', then the report goes directly to their email address. There is not pop-up asking for which email address.

Logoff Button Control

The 'Logoff Button' is yet another button the designer can use to direct the user to another webpage or portal.

Logoff Button Width=25%

Property Sheet

Attribute	Format	Value
Appearance (B=Button L=Link)	Character	<input type="text"/>
Button Text	Character	<input type="text"/>
Text Relative Size	Character	<input type="text"/> <i>Relative size of the button text. S=Smaller, M=Medium, L=Larger. The default is medium.</i>
Target URL	Character	<input type="text"/> <i>If you want to automatically navigate the user to a corporate site or other fixed URL when they logoff, enter the URL value here. A value entered here will take precedence over the shortcut name parameter. URLs should begin with HTTP or HTTPS.</i>
Target Shortcut	Character	<input type="text"/> <i>If you want to automatically navigate the user to a portal shortcut, enter the shortcut name here. if this is used it probably should be the same shortcut used to enter this portal.</i>

Logoff

Organize Tab

The next step in the screen design process is to organize the frame or sequence the the User Controls when displaying this frame to the users. Select the Organize tab.

Screen Designer

General Information

Screen Name: CITY ACCIDENT Description: City Accident

Allow User Customization: No Foundation: Accident - Unit

Assemble Organize

Sequence the components of this screen.

Theme: None The screen layout will depend only on the size of the components and the alignment options. Only components in the "Key and Color Scheme: Classic M5

Width values are pixels: When checked, the quadrant width values specified below must be pixels otherwise they are percentages of the screen size.

Quadrant 1 Width: If necessary, these values can control the width of each screen quadrant. The screen is divided vertically into 4 quadrants. The d that span multiple quadrants will occupy the sum of the defined widths. A typical screen is about a total of 800 pixels wide. If these values are set for a PANE themed screen they will be ignored. The panes automatically expand to contain their content.

Quadrant 2 Width:

Quadrant 3 Width:

Quadrant 4 Width:

Work Order Information

Unit: Unit Status: VIN:

WO Number: WO Status: Location:

Visit Information

Reason:

Open:

Completed:

Closed:

Due:

Downtime:

Est. Complete:

Parking Loc:

Parking Spot:

Accordion Theme

No Reserve Parts No Part Requests No Fault Codes No Associated Tech Spec No Warranty Claims No Linked Job

- Job
- Labor
- Part
- Comm

Color Scheme

There are only two options:

Classic M5: Retains the color of M5.

Portal: Displays a color border for each control as shown below.

Report Information

Report No.: Category: Entry Date:

Agency Veh. No.:

NYC Fleet No.:

Enter date and time using military time in this format: mm/dd/yyyy hh.mm.

Click on "How Did the Accident Happen?" link to open the box where the accident description can be entered. When completed, click on the "X" in the top right corner of the box.

If a question does not apply, select "-". If you do not know the answer, select "X".

Location

Date of Occurrence: [How Did the Accident Happen?](#)

Address of Occurrence:

Control Arrangement

The Key and Title not are re-sequenced on any pane.

Each User Control has a defined width. It defined in frame quarters. If the next User Control does not fit, it is forced down and to the left.

Some controls can only be placed at the top of the frame such as the Key Block User Control. It is normally the key information for the frame. Hyperlinks may be another example so they are visible no matter what tab is displayed.

None Theme

The frame layout will depend only on the size of the components and the alignment options.

The screenshot shows the 'Screen Designer' interface with the 'Organize' tab selected. The 'General Information' section at the top shows 'Screen Name: CITY ACCIDENT' and 'Description: City Accident'. Below this, there are tabs for 'Assemble' and 'Organize'. The main area is titled 'Sequence the components of this screen.' and contains the following settings:

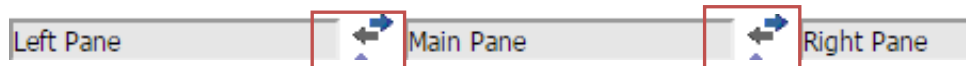
- Theme:** None (selected). A note states: 'The screen layout will depend only on the size of the components and the alignment options. Only components in the "Key and Title" and "Content" areas below will be part of the screen.'
- Color Scheme:** Classic M5
- Width values are pixels:** . A note states: 'When checked, the quadrant width values specified below must be pixels otherwise they are percentages of the screen size.'
- Quadrant Widths:** Four input fields for Quadrant 1, 2, 3, and 4. A note explains: 'If necessary, these values can control the width of each screen quadrant. The screen is divided vertically into 4 quadrants. The default is 25% of the screen for each quadrant. When the us that span multiple quadrants will occupy the sum of the defined widths. A typical screen is about a total of 800 pixels wide. If these values are set for a PANE themed screen they will be ignored. The panes automatically expand to contain their content.'
- Layout Diagram:** A visual representation of the screen layout. It shows a 'Key and Title' block at the top containing 'Screen Title' and 'Key Block'. Below this are three blocks: 'Unused', 'Content', and 'Unused', each with a double-headed arrow indicating its width.

Pane Theme

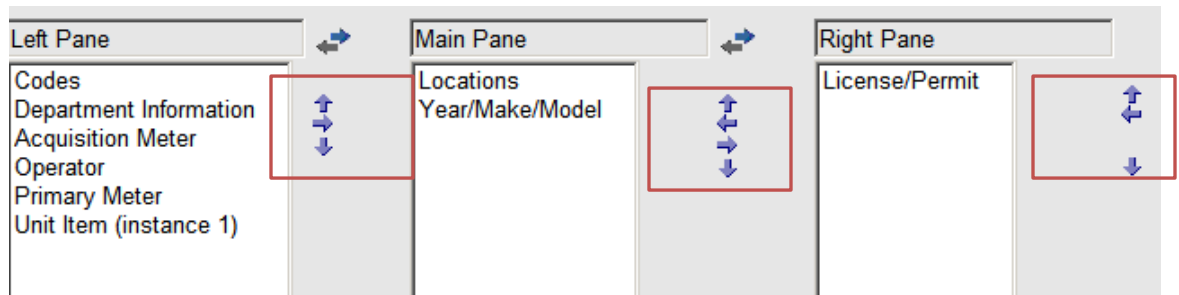
This frame layout will have three vertical panes all visible at the same time. Each pane takes only a portion of the visible frame. It provides three panes: Left, Main, and Right.

The left and right directional arrows permit the designer to move the panes from their current location to another one. This is also referred to as a Pane Swapper. This only makes sense if the pane contains data that is narrow when displayed.

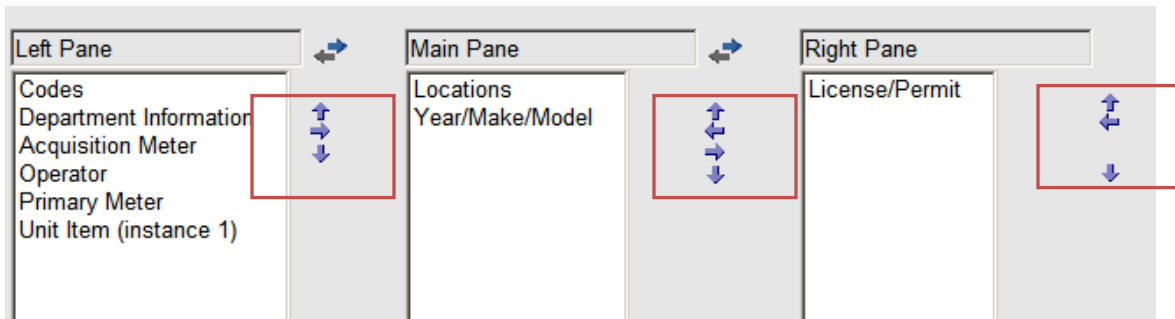
Hovering the mouse over the directional arrows will also provide screen tip information.



Or use the right and left directional arrows to move the User Controls from one pane to another. This is also referred to as a User Control Swapper.

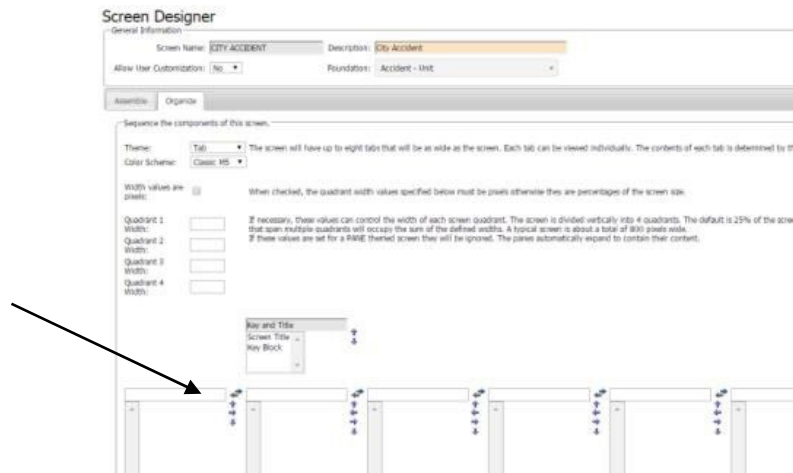


The up and down directional arrows permit the designer to move or re-sequence the User Controls within a pane.

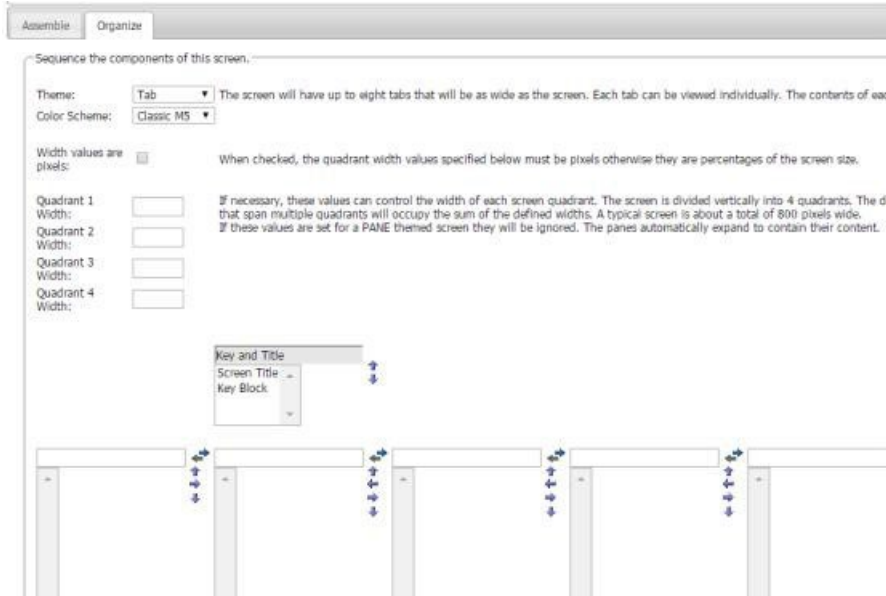


Tab Theme

This is the traditional M5 tab layout. A frame may have up to eight tabs. Each tab can be viewed individually. The Screen Designer will create an All Tabs. When entering the “Tab” theme for the first time, the default is to put all user controls in the second tab. There must be at least one user control in the first tab as you cannot have a second tab without a first tab. The contents of each tab are determined by the positioning of the components in the areas below. The tab title can be entered in the input field above the controls. To add a title to the tab, enter the information in the blank space above each tabbed area. The title can contain up to 20 alphanumeric characters.

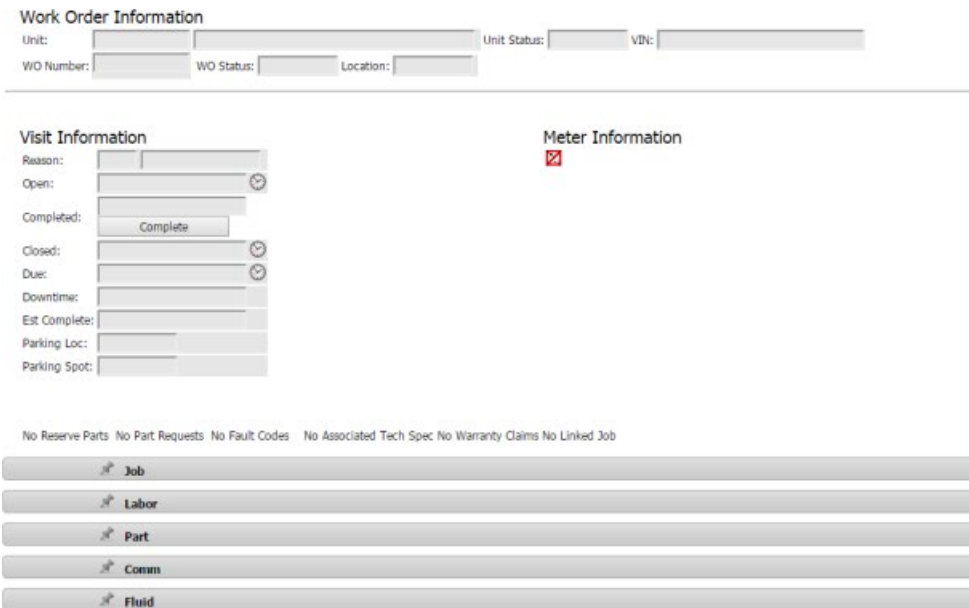


The up and down directional arrows allows for re-sequencing of data within the Tab as well as moving the User Controls from one tab section to another one using the right and left directional arrows.



Accordion Theme

The accordion theme is displayed to the designer exactly as the tab theme. The only difference is what the user will see when accessing the form.



Preview Mode

When the frame designed is finished use the radio button to use the Preview Mode.

Screen Designer

General Information

Screen Name: Description:

Allow User Customization: Foundation:

Assemble Organize

Mode: Fabrication Preview (shortcut key = ALT-R)

Screen Preview

Work Order Filter

Work Order Type

Search By: Show Closed Work Order(s) Since 10-07-2014:

Unit

Unit: Alternate Unit No:

General

Work Order Information

Unit: Unit Status: VIN:

WO Number: WO Status: Location:

The final step is to select the SAVE icon.

User Customization


To allow the role to make frame layout changes only, change the Allow User Customization to **Yes** as shown below.

Screen Designer

General Information

Screen Name: Description:

Allow User Customization: Foundation:

If the role has the frame on their menu, then this icon  appears on the top of the frame as shown below:

Create Accident (Version 1.0)



To begin a new report, click on Add New Record and press tab. Enter your agency vehicle number. Search for vehicle numbers by double clicking on the vehicle number field. On the next screen, in the number search field enter % symbol and your Agency Vehicle No. If you don't know your Agency Vehicle No., open alternate search for Unit by License Plate located at bottom of the panel and enter the license plate number. Hit enter or search to locate your results from the list. Double click on the correct vehicle. After entering the vehicle number, hit the save button (the floppy disk icon on the toolbar above). Once this is completed, you have created a new collision record. The category field will auto-populate along with the NYC Fleet Number, which is the City's accident tracking number.

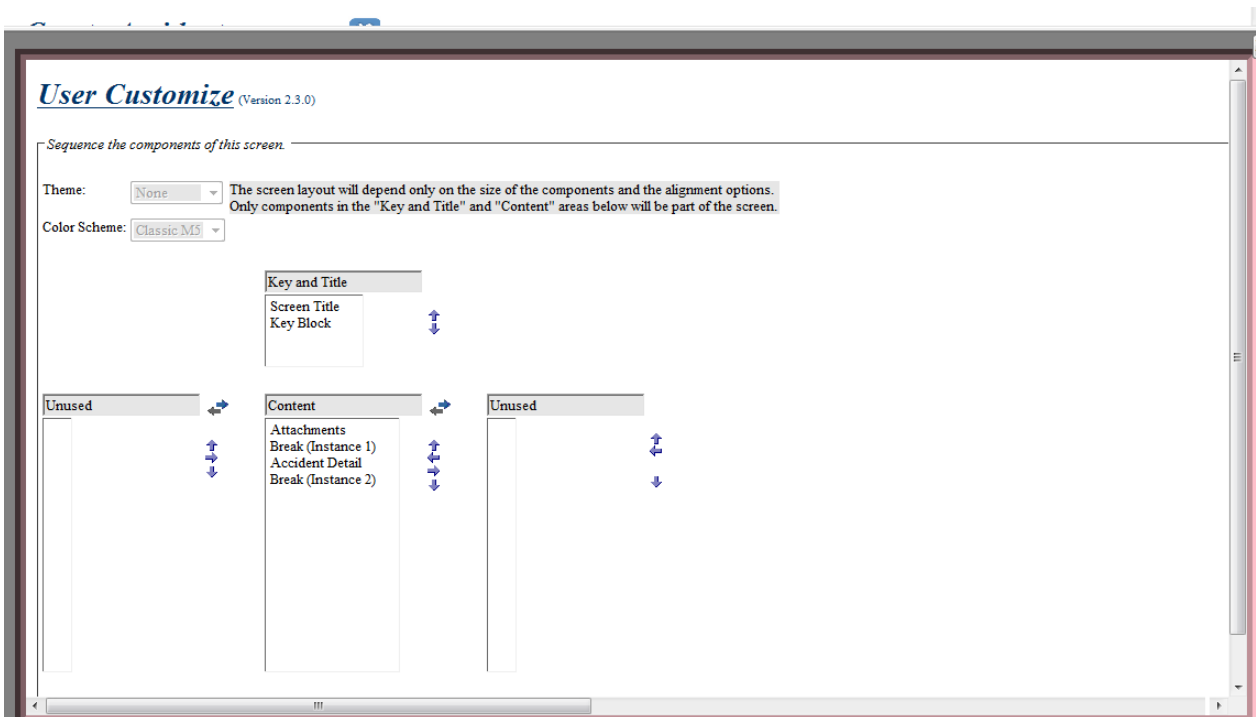
To look up an existing collision report or continue working on one, enter the report number and press tab. To search for a record number, double click the Report No. box for advanced search.

Report Information

Report No.:	<input type="text"/>	Add New Record	Entry Date:	<input type="text"/>
Agency Veh. No.	<input type="text"/>	<input type="text"/>		
NYC Fleet No.:	<input type="text"/>	<input type="text"/>		

Click on "New" to upload attachments to

When the user selects the tool icon, the following frame appears. The user can customize the frame layout only.



The user cannot change the screen's theme nor can they add or remove User Controls. They can rearrange the User Controls on the frame. If the frame has a Tab theme, the user can create new tabs, can rearrange the tabs, can re-sequence the data within the tab and even change tab headings.

Published Frames Changes Considerations

After a frame has been customized by a user, the published version (version created in Screen Designer) can still be changed. Please note if:

- If a User Control is deleted, the User Control is deleted from all user customized versions.
- Moving a User Control on a frame will have no impact on user customized frames.
- However, adding a User Control to the frame will delete all user versions and they will revert back to the published version.

M5 Security

When the new frame is created, it is automatically added to Frame Maintenance. All custom screens are published under /PRESENTATION/SCREENDSIGNER. If the foundation frame was DAF enabled, the new frame will be as well.

Frame Maintenance

What is important here is that if the designer created multiple pages, then each page needs to be brought up in Frame Maintenance and the field, Authorized with URL must be set to 'Public'. Otherwise, the remaining pages (other than page 1) will not display when the user selects the various buttons.

Frame Maintenance

Report and Frame Information

URL:	/PRESENTATION/SCREENDESIGNER/PROCESS.ASPX?INFO=ACCIDENT		
Type:	Frame ▼	Audit:	No ▼
Prohibited On Menu:	No ▼	Disabled:	No ▼
Description:	Accident Entry		
Help URL:	/ACCIDENT_MODULE/ACCIDENT_ENTRY.HTM		
Authorized With URL:			
Component Name:	mfiveUCAccident.dll		
Sticky Fields:			
Dept. Access Function:			
Default Menu:	/Asset Management / Accident ▼		
Added In Version:	2.3.0		

Menu Maintenance

The new frame must be added to the intended menu so it can be accessed. The menu is assigned by using Role Maintenance. Security templates can be applied to screen designer frames.

The screenshot displays the AssetWORKS Screen Designer interface. At the top, a navigation bar includes links for Home, Sample Menu, Change Menu (with a '28' notification), Favorites, History, Dashboard (with a warning icon), Reports (with a '0' notification), and Notifications (with a '0' notification). Below this is a toolbar with icons for Save, Undo, Refresh, Delete, and Find.

The main workspace is divided into three vertical sections:

- Left Panel (Tree View):** A hierarchical tree structure showing folders for MANAGER, SPECIALIST, AP DEFAULT, SYSTEM ADMIN, CUSTOMER, and MECHANIC. Under the MECHANIC folder, various sub-items are listed, including Labor Time Card, Work Order Management, Work Order Query, Work Request Query, Standard Jobs Unit Schedule, Unit Main, Unit Items, Work Request Report, Work Requests PM Compliance, Work Order Job Worksheet, Work Order Open Work Orders, Labor Time Sheet, Unit Brief Inventory, Inventory Issue Journal, and Work Order Labor Wedge.
- Center Panel (Form Design):** A visual representation of the form layout. It shows a grid of 18 rectangular fields arranged in 6 rows and 3 columns. The second row, second column field contains the text 'TEST'. To the right of the grid, there are two empty text input fields.
- Right Panel (Actions):** A section titled 'Actions' containing a 'Drag Mode' section with radio buttons for 'Move' (selected) and 'Duplicate'. Below this are three checked checkboxes: 'Confirm Drag Actions', 'Confirm Add Actions', and 'Confirm Delete Actions'. A 'Current Node: Accident Entry' section follows, with a 'Delete' button and several links: 'Rename Folder', 'New Child Folder', 'New Sibling Folder', 'New Frame or Link', and 'Manage Security Templates'.

At the bottom of the screen, a blue bar indicates the current node is 'Accident Entry'.

Appendix A

Creating a Director Page

A 'director' page is a form the designer can create to allow the user to select various buttons to go to various forms. In order to use the 'Director' foundation, accident categories need to be created as described earlier in this document.

The only controls needed are: Screen Title and Category Links unless the designer wants to create a button to go to the user's Home Page or Logoff.

Screen Designer

General Information

Screen Name: DIRECTOR Description: Director Sample Page

Allow User Customization: No Foundation: Director

Assemble Organize

Mode: Fabrication Preview (shortcut key = ALT-R)

Screen Summary

Search

<input checked="" type="checkbox"/> Screen Title	<input type="checkbox"/> HyperLinks	<input checked="" type="checkbox"/> Category Links
<input type="checkbox"/> Break (Instance 1)	<input type="checkbox"/> Break (Instance 2)	<input type="checkbox"/> Break (Instance 3)
<input type="checkbox"/> Spacer (Instance 1)	<input type="checkbox"/> Spacer (Instance 2)	<input type="checkbox"/> Spacer (Instance 3)
<input type="checkbox"/> Image (Instance 1)	<input type="checkbox"/> Image (Instance 2)	<input type="checkbox"/> Image (Instance 3)
<input type="checkbox"/> Message Viewer 1/4 Width	<input type="checkbox"/> Message Viewer Half Width	<input type="checkbox"/> Message Viewer 3/4 Width
<input type="checkbox"/> Message Viewer Full Width	<input type="checkbox"/> Go Button (Instance 1)	<input type="checkbox"/> Go Button (Instance 2)
<input type="checkbox"/> Go Button (Instance 3)	<input type="checkbox"/> Go Button (Instance 4)	<input type="checkbox"/> Logoff Button

Screen Title Width=100%

Screen Preview

Screen Title




This control is the very same as it is for all foundations. Please refer to the *Screen Title* control section described earlier in the document.

Category Links

This control allows the designer to create the buttons for the user to see. All accident categories will display and the designer will enable only those categories that buttons need to be created for. Help text can be added.

After the director page is created, only this screen designer form needs to be on the user's menu, not the 'called screens'. Using the example below, if Violation and Theft were selected, those two screens do not need to be on the menu, just the 'director' page needs to be on the menu.

Select the  icon.

Category Links Width=25%   

Using this control a user can link to another screen defined in the ACCIDENT_CATEGORY table. This is normally done when multiple versions of the control is because this is based on a data table a database constraint can be created to validate the type selected.

Property Sheet

Title: **Title Text:**

Border:

Standard Width: *This can be used to force all buttons to be the same size. The value entered here is a pixel width.*

Category links (Loaded 2 records)

Order	Enable	Description	Screen	Button
<input type="text"/>	<input type="checkbox"/>	Personal Vehicle	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	City Owned Vehicle	<input type="text"/>	<input type="checkbox"/>

Category Links

1. Enter **Y** in the Title field to create a new title for the director page.
2. Enter the description the user will see on the director page in Title Text.
3. If you want a border around the director page, enter **Y** in the Border field.
4. Enter a pixel size in the Standard Width field to make each button the same size.
5. Enter the order in which you want the user to see the buttons in the Order field. There is no skipping of numbers in this instance, so the designer will need to enter as 1, 2, 3 and so forth.
6. Select the Enable checkbox if this is a button you want on your page for the description shown.
7. Double-click in the Screen field to get the "Custom List" of available screen designer screens and select the appropriate screen for the Description shown.
8. Select the Button checkbox if you want a button created; otherwise, it displays as a hyperlink.

What the User Sees

The example below shows the help text along with three buttons that were created.

Create or Update All Reports

A **Collision** is when a vehicle strikes a second vehicle, pedestrian, bicyclist, or fixed object. Press the Collision button below to create a report.

An **Incident** is an event involving a vehicle that is not a collision. Examples include vandalism, theft, or vehicle fire. Press the Incident button below to create a report.

The **Supervisors Evaluation Report** is to be filled out by the Supervisor of the driver who was in the collision. Press the Supervisors Eval Report button below to create a report.

CHOOSE ONE BELOW

Collision Form
Incident Form
Supervisor Eval

Updates

Release	Section	Description
23.2	All sections	Applied miscellaneous writing style updates throughout the document.