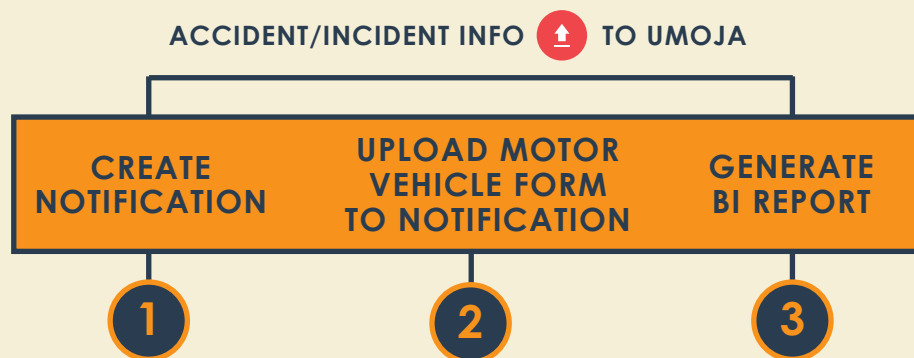# LOG AN ACCIDENT/INCIDENT REPORT IN UMOJA
## CHEAT SHEET

Notifications record Accidents and/or Incidents in Umoja. People involved in any accident/incident must first complete the offline Motor Vehicle Accident/Incident Form, and then SD01 users can create the Umoja notification and upload the form to the Notification. Notifications contain details about the case and the damaged vehicle so that claims, repairs, and maintenance responsibilities can be handled. Additionally, these documents will be used for reporting purposes.

## PROCESS OVERVIEW

ACCIDENT/INCIDENT INFO ⬆ TO UMOJA

| CREATE NOTIFICATION | UPLOAD MOTOR VEHICLE FORM TO NOTIFICATION | GENERATE BI REPORT |
|---|---|---|
| 1 | 2 | 3 |

## UMOJA DETAILS

- **NOTIFICATION**
  **TYPE ZA**

- **ROLE**
  **SD01: Notification User**

- **T-CODE**
  **IW51: Create a Notification**

## TIPS

- 'Accidents' are unintentional events caused by the driver, resulting in material damage or injuries; 'Incidents' involve vehicle damage but are not caused by the driver.

- Click on the Surface Transport Manual to read about the management of policies and operations in the field. Key pages: 42-3, 53-4.

## PROCESS STEPS

### TO CREATE A NOTIFICATION

**1** **ENTER T-CODE: IW51 & SELECT NOTIFICATION TYPE ZA**

**2** Enter the equipment # of the damaged vehicle in the Equipment field (this will populate the Functional Location field and the Location Data tab). To find the equipment #, use T-code IH08 to cross-reference the vehicle details, i.e. plate #, Make/Model, etc.

**Create Service Notification: Initial Screen**

Notification

Notification type    ZA
Notification

Reference
Notification

Notification type (1)   9 Entrie
Restrictions

| Typ | Notification type |
|---|---|
| P1 | Maint/Serv Request |
| PV | Phys. Verification |
| PW | WO/Disp/Impairmt Req |
| R1 | UN Service Request |
| R2 | UN ServiceReqNo Bill |
| S1 | Problem Notification |
| S2 | Activity Report |
| S3 | Service Request |
| ZA | Accident/Incident |

## 3 GENERAL DATA TAB

Mandatory Fields:

- Description (i.e. case title)
- Malfunct.start. (enter date & time)
- Subject Long Text (i.e. case details)
- Object Part (select ZDMGOBJ)
- Cause Code (select ZRPTTYP Report Type)

**Create Service Notification: Accident/Incident**

| Notification | 800000000001 | ZA | Accident/Incident |
| Notific. Status | OSNO | | |
| Description | | | |

General Data | Partner Assignment | Location data

**Item**
- Object part
- Text
- Cause code

Reference object
| Functional loc. | |
| Equipment | |
| Assembly | |

Malfunction data
| Malfunct. start | 27.03.2017 | 23:46:02 | ☐ Breakdown |
| Malfunct.end | | 00:00:00 | Breakdown dur. | |

Subject
| Description | |
| Subject Long Text | |

## 4 CLASSIFICATION INFO

- Click the 🅱 button, the 'Create Service Notification Item Details' screen opens
- Select Classification, "Accident" or "Incident"
- The 'Create Service Notification: Classification Screen' appears; select pre-defined characteristics or fill in the data. There are differenct characteristics according to accident or incident.

Values for Class INCIDENT - Obj

| General |
| Incident |

| Characteristic Description |
| --- |
| Breath alcohol test result |
| Type of Incident |
| Who_Caused_Damage? |
| What Caused Damage? |
| Damage Caused While |
| Extent of Damage |
| Vehicle owned by |
| During |
| No of killed(UN staff) |
| No of killed(Non-UN in U… |

Values for Class ACCIDENT - Ob

| General |
| Accident |

| Characteristic Description |
| --- |
| Accident Severity |
| Accident Class |
| Collision Type |
| Location |
| Road Surface Condition |
| Weather Condition |
| Light Condition |
| Roadway Horizontal Align… |
| Roadway Vertical Alignm… |
| Area |

## 5 PARTNER ASSIGNMENT TAB

Driver Information must be documented in the following fields:

- Function (select 'ZD-Driver')
- Partner (select BP driver #)
- Name & Address fields automatically populate from the BP master record.

General Data | Partner Assignment | Location data

| Funct | Partner | Name | A | Ad |
| --- | --- | --- | --- | --- |
| Driver | 2088013625 | Ahmad Hezri Bin ADNAN | Ah |

## 6 LOCATION DATA TAB

The Mission (MaintPlant) and the Account Assignment section will already be populated with the Vehicle information. Verify that the information is correct.

## 7 ATTACH THE MOTOR VEHICLE FORM TO THE NOTIFICATION

To attach the document, click Application and select the From File option. Navigate to the locally saved file and click Open.

| Application | 🖫 | ❌ |
| --- | --- | --- |

Microsoft Word 97 - 2003 Document
Microsoft PowerPoint 97-2003 Presentatio
Microsoft Excel 97-2003 Worksheet
From File

For more details, refer to the Upload Attachments in Umoja Job Aid.

## 8 PRINT THE NOTIFICATION

If you need to print, click the Order > Print menu item and then the Order button. The Select Shop Papers pop-up window appears). Select the appropriate shop paper, check the OutputDevice and click the Print/Fax button.

## 9 KEEP NOTE OF THE NOTIFICATION NUMBER AFTER SAVING

Need more help? Check out the Log an Accident/Incident Report in Umoja Job Aid