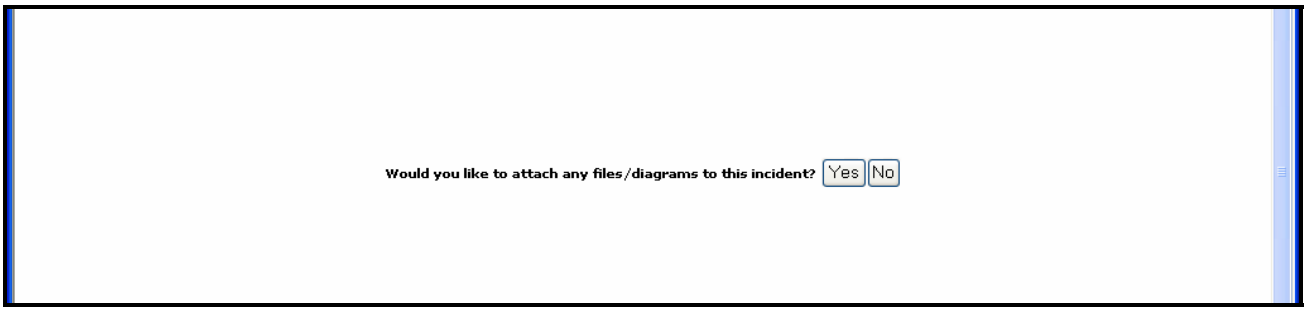
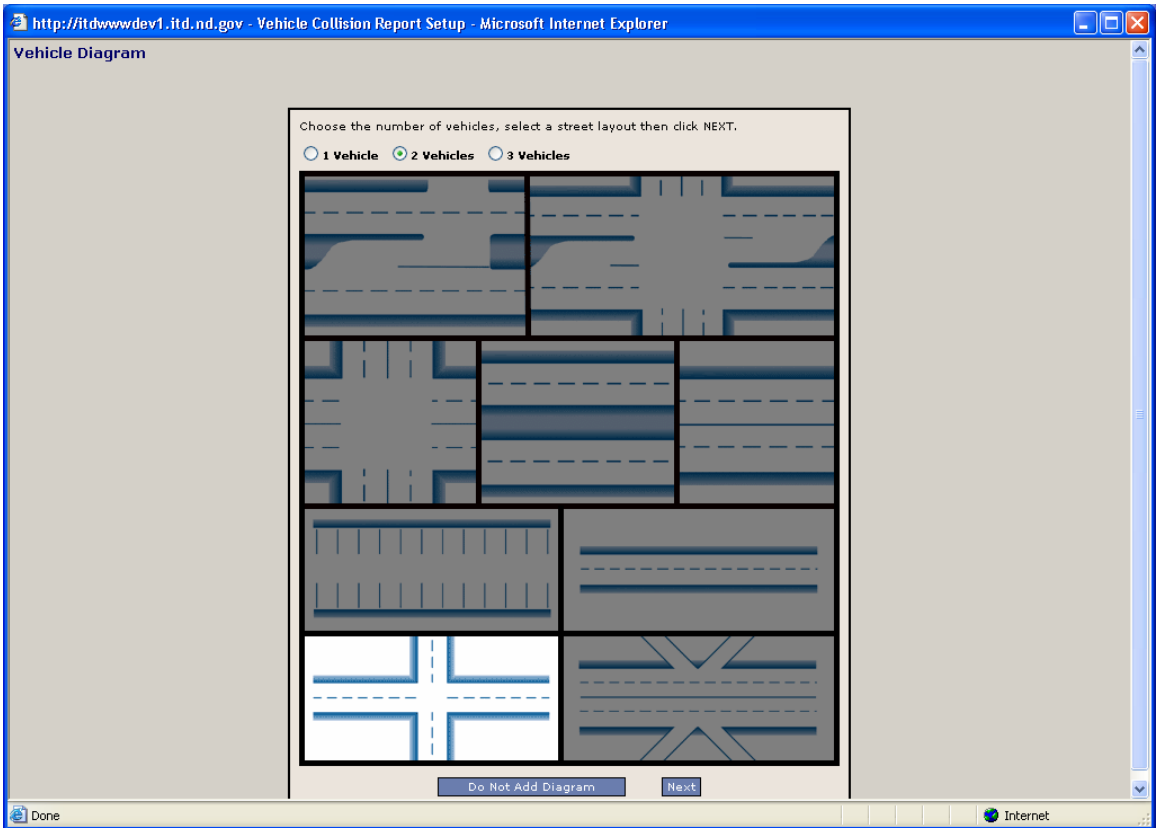
Adding a Vehicle Diagram to SFN 50508 and SFN 51301

After you have entered the information on the incident form, click on <u>Submit</u> – you will see this screen:



If you do not want to submit a vehicle diagram but have attachments to submit click <u>Do Not Add Diagram</u>.

If you do want to submit a vehicle diagram, choose the number of vehicles involved and a street layout.



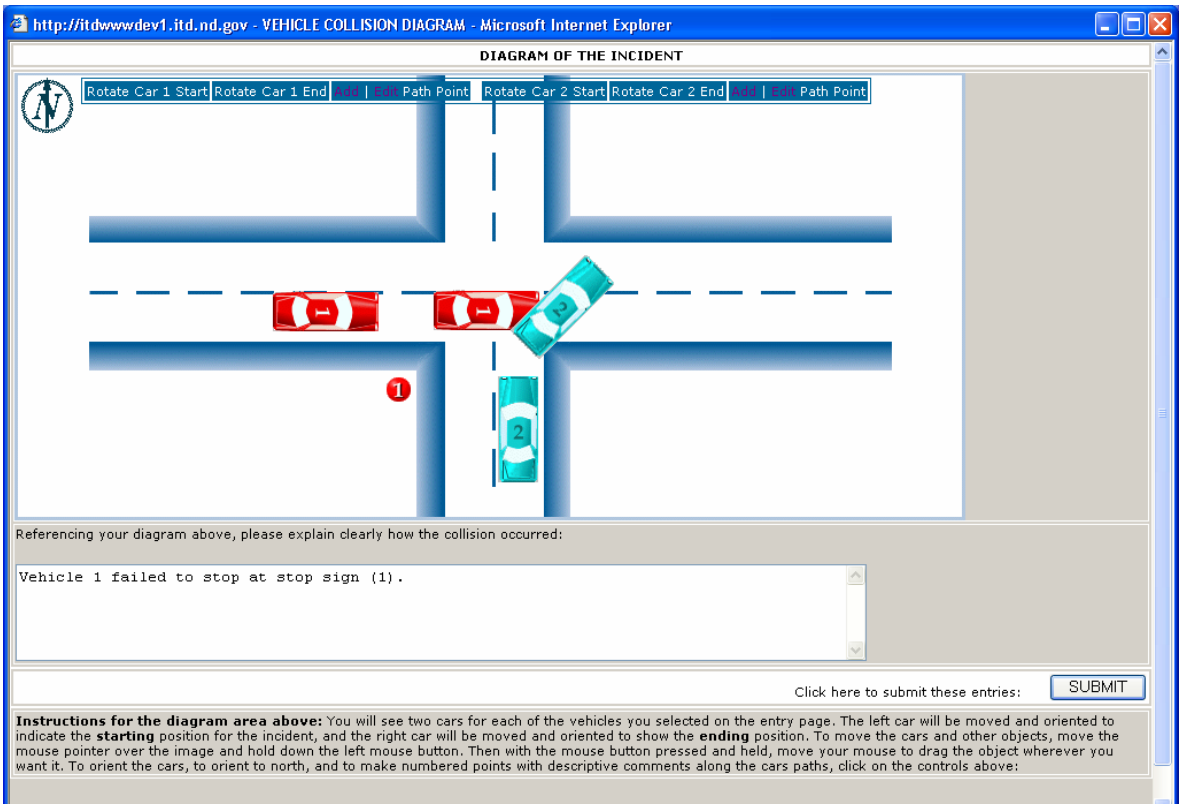
Click <u>Next</u>

Follow the instructions at the bottom of the page.

To rotate the vehicles, click on <u>Rotate Car 1 Start</u> and/or <u>Rotate Car 1 End</u> icons on the top.

To add a yield sign, stop sign, etc., click on <u>Add</u> (Path Point) and a numbered point will appear on the map. When you move your mouse over it, it will prompt you for a description of the path point (yield sign, stop sign, etc.), then you can drag the point to a location on the map. To see the description for a path point, move your mouse over it. You can edit the descriptions by clicking on <u>Edit</u> (Path Point).

When you are finished click on <u>Submit</u>.



After you click <u>Submit</u>, the system generates a pdf file which will be attached to the incident report.

If you have any questions, please contact Risk Management at 701-328-7584.