



SmartDrive AI

Driver Guide



SmartDrive AI

Driver Guide - Accident Reporting App

Version 1.0.17

March 2026

Quick Reference

An overview of what you can do with SmartDrive AI. You can print this page and keep it in the driver's cabin.

 **Open the app & log in**

Create a new report

- 1 Tap "Unfallmeldung erstellen"
- 2 Confirm pre-checks
- 3 Enter accident info (date, time, location, vehicle)
- 4 Take photos (8 angles)
- 5 Add other vehicle details
- 6 Add injured / witnesses / emergency forces
- 7 Describe damage + draw sketch
- 8 Record conditions
- 9 Review, sign, submit

View existing reports

- 1 Tap "Unfallmeldungen anzeigen"
- 2 See all your submitted reports
- 3 Check the sync status of each report
- 4 Continue a saved draft if needed

Good to know

 Works offline. Syncs automatically later.

 Auto-saves every few seconds

* Fields with * are required

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Welcome: What is SmartDrive AI?

SmartDrive AI is your digital assistant for reporting accidents. Instead of filling out paper forms, you use this app on your iPad to record all the important details right at the scene. The app walks you through every step so nothing gets forgotten.



Step-by-step guidance

The app tells you exactly what to enter at each stage. You cannot skip a required field, so your report will always be complete.



Works without internet

If you have no signal at the accident site, don't worry. The app saves everything on your device and sends it automatically when you're back online.



Photos and sketches

Use the iPad camera to photograph the damage. You can also draw directly on a vehicle diagram to mark where the damage is.



Automatic sync

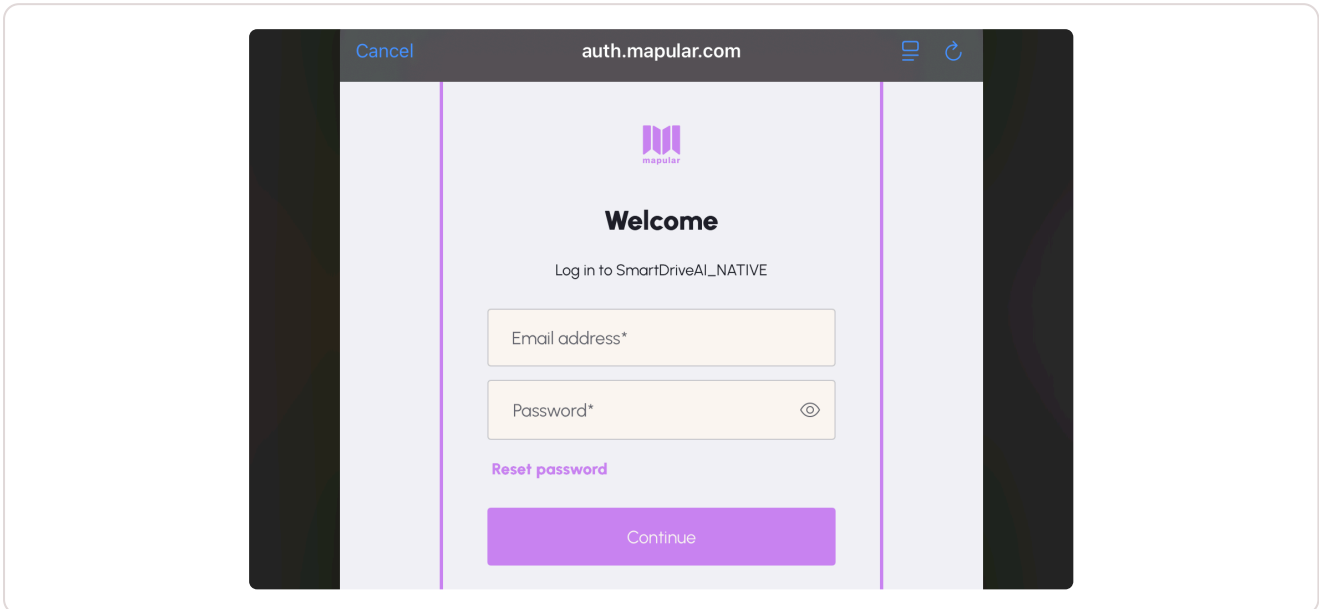
Once submitted, the report is sent to the dispatch office. If you're offline, it waits and sends itself. You don't need to do anything extra.

About this guide

This guide walks you through the entire process, from opening the app to submitting your report. Keep it handy for reference.

Logging In

The first time you open the app, you'll need to log in with your company credentials. This section shows you how to get from the login screen to the home screen.



Instructions

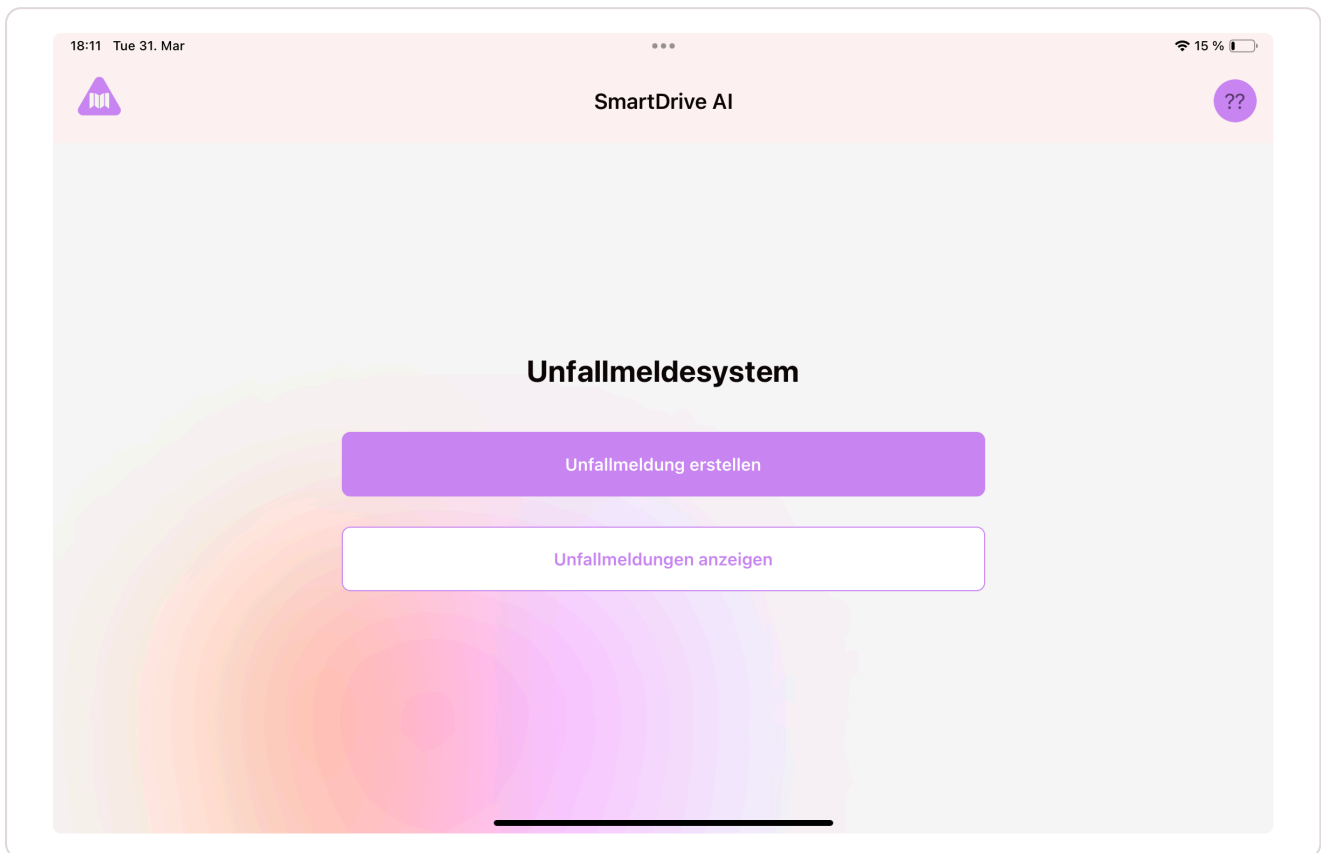
1. Open the SmartDrive AI app on your iPad. You will see the login screen with the SmartDrive AI logo.
2. Tap the "Einloggen" button. A login window will appear.
3. Enter your **company email and password** (the same credentials you use for other company systems). Then tap "Log in".
4. If the app asks for **camera permission**, tap "Allow". The app needs this to photograph accident damage.
5. If the app asks for **location permission**, tap "Allow". The app uses your location to automatically fill in the accident address.

Important

You need an internet connection the very first time you log in. After that, the app remembers your credentials and you can use it even without internet. If you see an "Offline" message on the login screen, connect to Wi-Fi or mobile data and try again.

The Home Screen

After logging in, you'll see the home screen. From here you can start a new accident report or view your previously submitted reports.



What you see after logging in

The home screen has a simple layout with two options:

1. **"Unfallmeldung erstellen"** (Create accident report): Tap this button to start a new accident report. This is what you'll use at the scene of an accident.
2. **"Unfallmeldungen anzeigen"** (View accident reports): Tap this button to see a list of all your previously submitted reports. You can check whether a report was sent successfully or is still waiting to sync.

Viewing & Editing Existing Reports

From the home screen, you can view all your submitted and saved reports. This section explains what you see in the reports list and how to continue a draft.

The reports list

Tap "**Unfallmeldungen anzeigen**" on the home screen to open the reports list. Here you see a table with all your accident reports, including:

- **Date:** when the accident was reported
- **Status:** whether the report has been submitted, is pending sync, or is saved as a draft
- **Summary:** key details like location and vehicle

Continuing a saved draft

If you started a report but didn't finish it, your progress is saved automatically as a draft. To continue:

1. Go to the home screen and tap "**Unfallmeldung erstellen**".
2. Your most recent draft will be loaded automatically, so you can pick up right where you left off.

Submitted reports

Reports that have been submitted are **read-only** and cannot be edited. If you need to make corrections to a submitted report, contact the dispatch office directly.

Tip

The reports list also shows whether your photos have finished uploading. If a report shows as "pending", it will sync automatically the next time you have internet.

Starting a Report: Pre-checks

Before the form begins, the app asks you to confirm that you've completed two important actions at the accident scene. Both must be checked before you can proceed.

Before you begin filling in the form, the app asks you to confirm two things:

1. **"Betriebsleitstelle verständigt?"** Have you contacted the control center? This is a mandatory step. Tap the checkbox to confirm you have already called the control center to report the accident.
2. **"Visitenkarte ausgehändigt?"** Have you handed over a business card to the other party? Tap the checkbox to confirm.

Once both boxes are checked, tap **"Meldung starten"** to begin the accident report form.

Important

These are not just checkboxes in the app. They represent real actions you must take at the scene. Do not check them unless you have actually completed these steps.

Additional reminder

Below the checkboxes, you'll see this notice:

"Die Unfallmitteilung der Polizei ist SOFORT nach Dienstende an der Leitstelle abzugeben."

(Translation: The police accident report must be handed in at the control center immediately after your shift ends.)

If you are continuing a previously saved report, the button will read **"Meldung fortsetzen"** (Continue report) instead.

Step 1: Accident Information

This is the main form page where you record when and where the accident happened, your driver details, and which vehicle you were operating.

Step 1 of 4: Informationen

The screenshot shows the 'SmartDrive AI' app interface. At the top, there's a status bar with the time '18:12', date 'Tue 31. Mar', and battery level '15%'. Below the app name, there's a navigation bar with a back arrow and 'Zurück zur Startseite'. A progress bar (stepper) shows four steps: '1 Informationen', '2 Beteiligte', '3 Schäden', and '4 Bedingungen'. The 'Informationen' step is active. The form contains the following fields:

- Unfallzeitpunkt:** 'Unfalldatum *' (31.03.2026) and 'Unfallzeit *' (18:12:11).
- Unfallort:** 'Adresse eingeben *' with a location pin icon.
- KOM-Fahrer:** 'Personalnummer *' (E1023), 'Vorname *', 'Familiennamen *', 'Straße / Haus-Nr. *', 'PLZ *', and 'Wohnort *'.
- Fahrzeug:** (empty field).

At the bottom, there are three buttons: 'Zurück', 'Speichern', and 'Weiter'. A '1 von 9' indicator is also present.

You will notice a **progress bar (stepper)** at the top of the screen. It shows 4 steps: Informationen → Beteiligte → Schäden → Bedingungen. You are now on Step 1.

Accident time (Unfallzeitpunkt)

1. **Date (Unfalldatum):** Tap the date field to open a calendar picker. Select the date of the accident. It defaults to today.
2. **Time (Unfallzeit):** Enter the time of the accident in HH:MM:SS format.

Accident location (Unfallort)

3. **Address (Adresse):** Start typing the accident address. The app will suggest matching addresses. Select the correct one. If you have no internet, type the full address manually.

Driver information (KOM-Fahrer)

4. Your **employee number, name, and address** are automatically filled in based on your login. You do not need to type anything here.

Vehicle (Fahrzeug)

5. Tap the **vehicle dropdown** (Fahrzeug-Nr.) to select your vehicle by license plate. The vehicle type, plate number, and manufacturer will auto-fill.
6. Enter the **route number** (Linie) and the **odometer reading** (Km-Stand).

Damage area on your vehicle

7. Tap "**Schadensbereich bearbeiten**" to open a vehicle diagram. Draw on the diagram to mark where the damage is on your vehicle. Tap the close button when done.

Tip: Required fields

Fields marked with a red asterisk (*) are required. You cannot proceed to the next page until all required fields are filled in. The "Next" button will show an error message if something is missing.

Tip: Navigation

Use the **arrow buttons** at the bottom of the screen to move forward or backward. You can also tap on any completed step in the stepper bar to jump directly to it. Tap "Save" at any time to save your progress as a draft.

Step 1: Accident Photos

The app guides you to photograph the accident from 8 specific angles. These photos are essential for the insurance claim and damage assessment.

Step 1 of 4: Informationen

The app asks you to photograph the accident from **8 specific angles**. Each angle has a label and a reference image showing what to capture:

1. **Nahaufnahme:** Close-up of the damage on your vehicle
2. **Ecke vorne links:** Front-left corner of your vehicle
3. **Ecke vorne rechts:** Front-right corner of your vehicle
4. **Ecke hinten links:** Rear-left corner of your vehicle
5. **Ecke hinten rechts:** Rear-right corner of your vehicle
6. **Unfallgegner vorne links:** Other vehicle, front-left
7. **Unfallgegner hinten rechts:** Other vehicle, rear-right
8. **Schaden Unfallgegner:** Close-up of damage on the other vehicle

How to take photos

- Tap the **camera icon** next to a label. The camera opens. Take the photo and confirm.
- Alternatively, tap the **upload icon** to select an existing photo from the gallery.
- A green checkmark appears when a photo has been captured for that label.

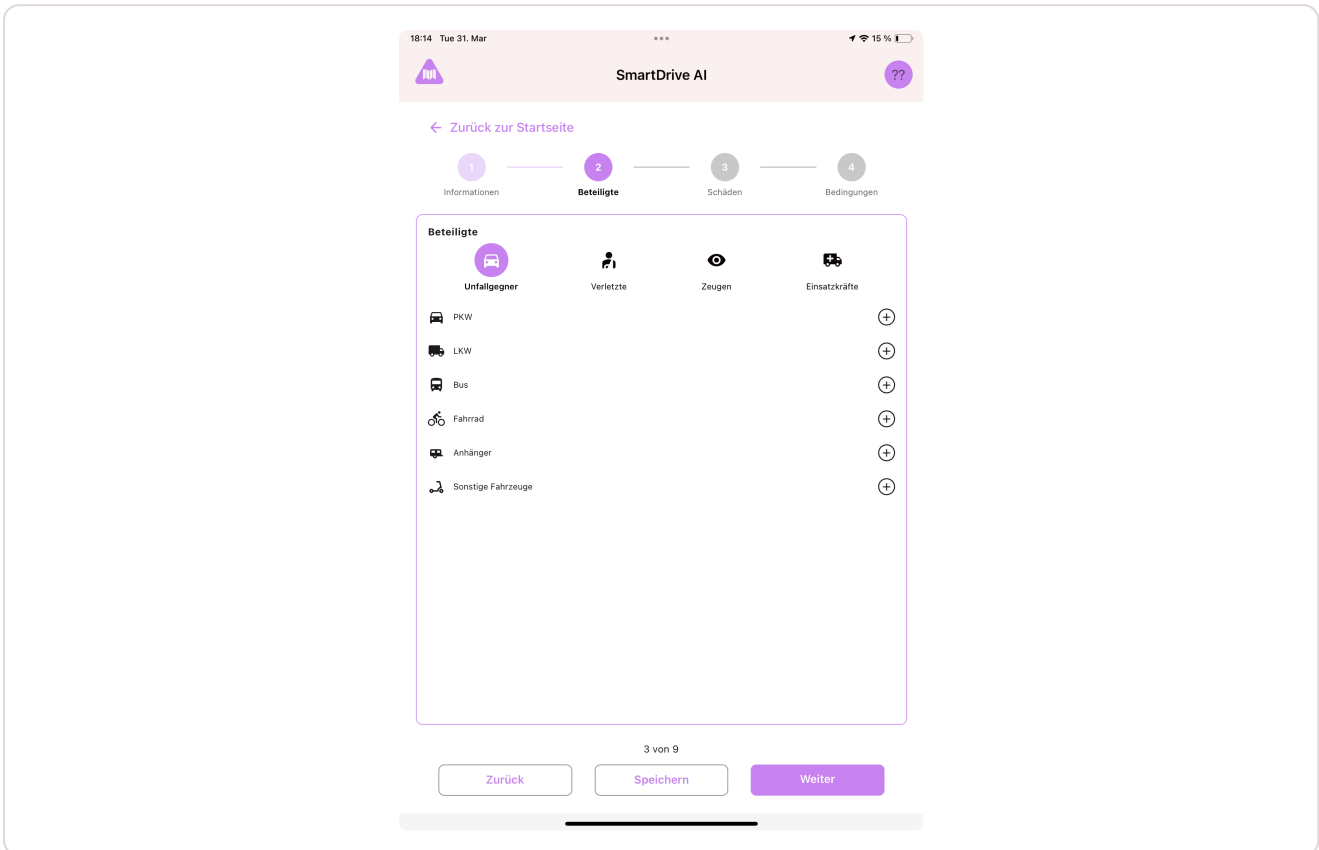
Tips for good photos

- Make sure there is enough light. Use the iPad flash if needed.
- Hold the iPad steady and wait for the image to be sharp.
- Include enough surrounding area so the damage location is clear.
- Photos are saved locally and will upload automatically when you have internet.

Step 2: Other Vehicles

In this step, you record the details of the other vehicle(s) involved in the accident, including their type, license plate, driver information, and insurance details.

Step 2 of 4: Beteiligte



At the top of Step 2, you'll see **four tabs**: Unfallgegner (Other vehicles), Verletzte (Injured), Zeugen (Witnesses), Einsatzkräfte (Emergency forces). You can tap any tab to navigate between them.

Adding the other vehicle

1. Select the **type of the other vehicle** by tapping one of the icons: Car (PKW), Truck (LKW), Bus, Bicycle (Fahrrad), Trailer (Anhänger), or Other (Sonstige Fahrzeuge).
2. A form appears where you enter the other vehicle's details: license plate, manufacturer, driver name, insurance information, etc.
3. If **more than one other vehicle** was involved, tap the "+" button to add another vehicle. Fill in the same details for each.

4. To **remove** a vehicle you added by mistake, tap the delete icon next to it.

Tip

Not every field is required. Fill in as much as you can based on what the other driver provides. If the other driver is not cooperative or has left the scene, fill in what you can observe (license plate, vehicle type, color).

Step 2: Injured, Witnesses, Emergency Forces

Here you record whether anyone was injured, if there were witnesses, and whether emergency services (police, ambulance, fire department) responded to the scene.

Step 2 of 4: Beteiligte

This page covers three tabs. Each works the same way: toggle whether there were any, then add entries.

Injured People (Verletzte)

18:14 Tue 31. Mar SmartDrive AI

← Zurück zur Startseite

1 Informationen 2 Beteiligte 3 Schäden 4 Bedingungen

Beteiligte

Unfallgegner Verletzte Zeugen Einsatzkräfte

Verletzte

Keine Verletzte

Verletzte Person 1

Vorname Familienname

Straße / Haus-Nr.

PLZ Wohnort

[Weitere verletzte Person hinzufügen](#)

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Zurück Speichern Weiter

1. The app asks: **Were there any injured people?** Toggle to "Yes" if someone was hurt.
2. If yes, tap "+" to add a person. Enter their name, contact details, and a brief description of the injury.
3. You can add multiple injured persons. To remove one, tap the delete icon.
4. If nobody was injured, leave it toggled to "No" and move on.

Witnesses (Zeugen)

18:15 Tue 31. Mar SmartDrive AI 15%

← Zurück zur Startseite

1 Informationen 2 **Beteiligte** 3 Schäden 4 Bedingungen

Beteiligte

Unfallgegner Verletzte **Zeugen** Einsatzkräfte

Zeugen

Keine Zeugen

Zeuge/Zugin 1

Vorname Familienname

Straße / Haus-Nr.

PLZ Wohnort

Telefonnummer

[+ Weitere Zeuge/Zugin hinzufügen](#)

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Zurück Speichern Weiter

1. **Were there any witnesses?** Toggle to "Yes" if someone saw the accident happen.
2. If yes, tap "+" to add each witness. Enter their name and contact information (phone number, address).
3. Witnesses are important for insurance claims, so try to collect as many details as possible.
4. If there were no witnesses, leave it toggled to "No".

Emergency Forces (Einsatzkräfte)

18:15 Tue 31. Mar SmartDrive AI

← Zurück zur Startseite

1 Informationen 2 **Beteiligte** 3 Schäden 4 Bedingungen

Beteiligte

Unfallgegner Verletzte Zeugen **Einsatzkräfte**

Einsatzkräfte

Polizei

Krankenwagen

Feuerwehr

Tagebuchnummer der Polizei *
1234

Wird keine Unfallmitteilung erstellt, amtliches Kennzeichen des Streifenwagens notieren.

6 von 9

Zurück Speichern Weiter

1. Record whether **police, ambulance, or fire department** were at the scene.
2. If police were present, enter the **police report number** (AktENZEICHEN). This is a required field if emergency forces were involved.

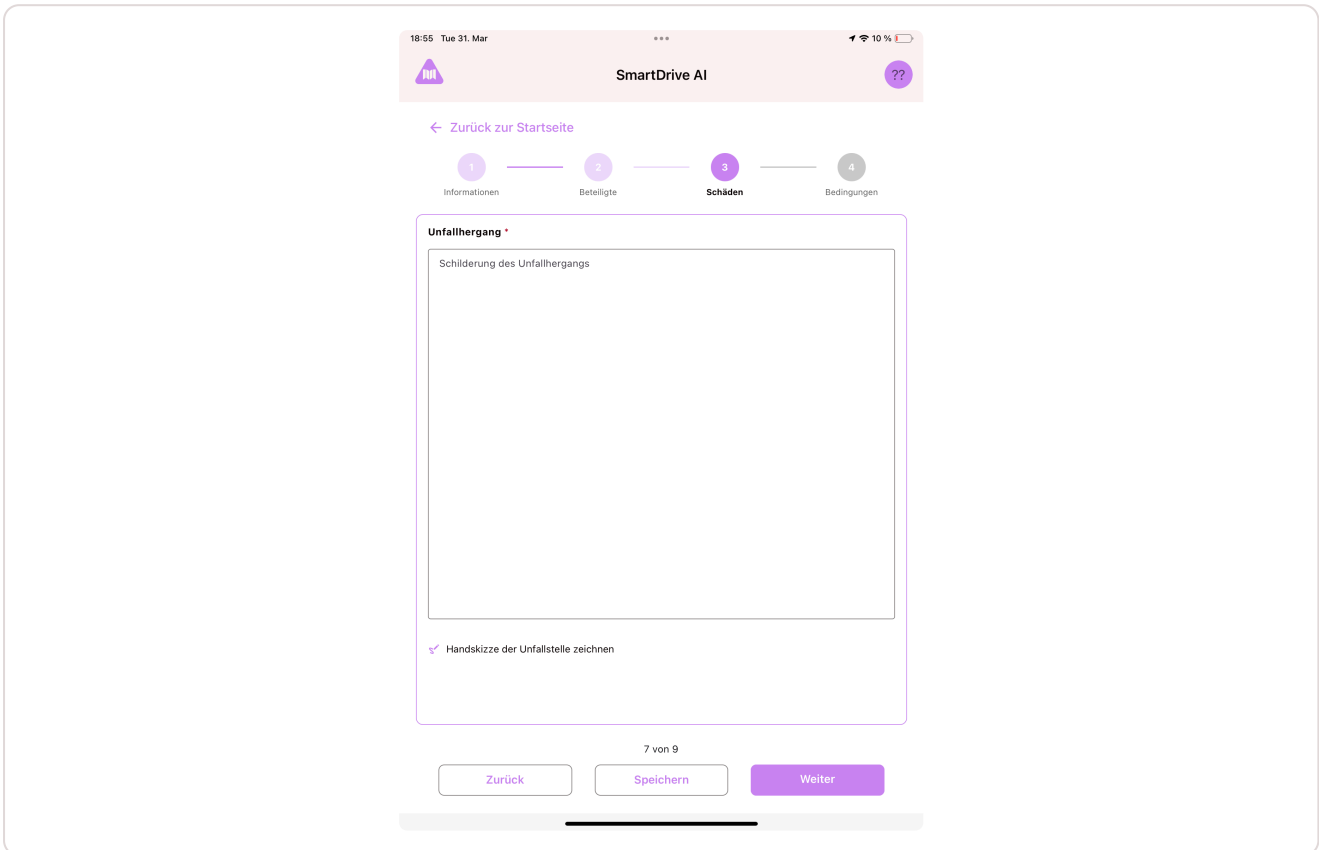
Tip

You don't need to fill in all four participant tabs if they don't apply. For example, if there were no injured people and no witnesses, you can skip those tabs and just fill in the other vehicle and emergency forces sections.

Step 3: Damages

Describe what happened in your own words and draw a simple sketch showing how the accident occurred. Both help the claims team understand the situation.

Step 3 of 4: Schäden



This step has two parts: a written description and a hand-drawn sketch.

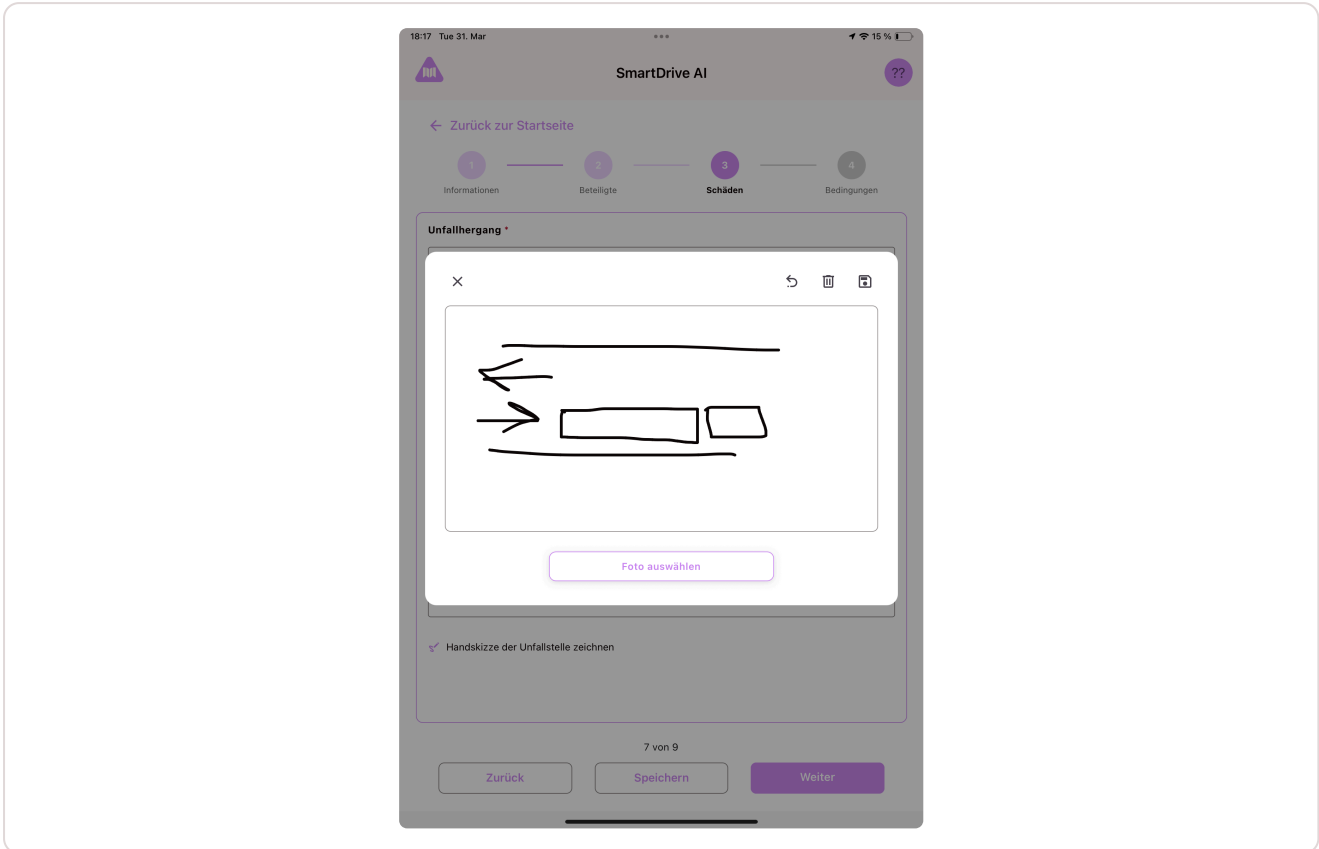
Accident description (Unfallhergang)

1. In the text area, describe **what happened** in your own words. Write clearly and include key details: what direction were you driving, what did the other party do, how did the collision occur.
2. This is a required field, so be as specific as you can.

Accident sketch (Unfallskizze)

3. Tap the **drawing button** to open a sketch canvas.
4. Use your finger to **draw how the accident happened**. Show the positions of the vehicles, the direction of travel, road layout, traffic signs, etc. Think of it like a simple bird's-eye view of the scene.
5. If you make a mistake, tap **undo** to remove the last stroke, or **clear** to start over.
6. When satisfied, tap **save** to keep the drawing. You'll see a preview.

7. If you need to redo the drawing later, you can delete the saved version and draw again.



Tip

The sketch doesn't need to be artistic. A simple diagram with arrows showing vehicle positions and movement is enough. This helps the claims team understand what happened at a glance.

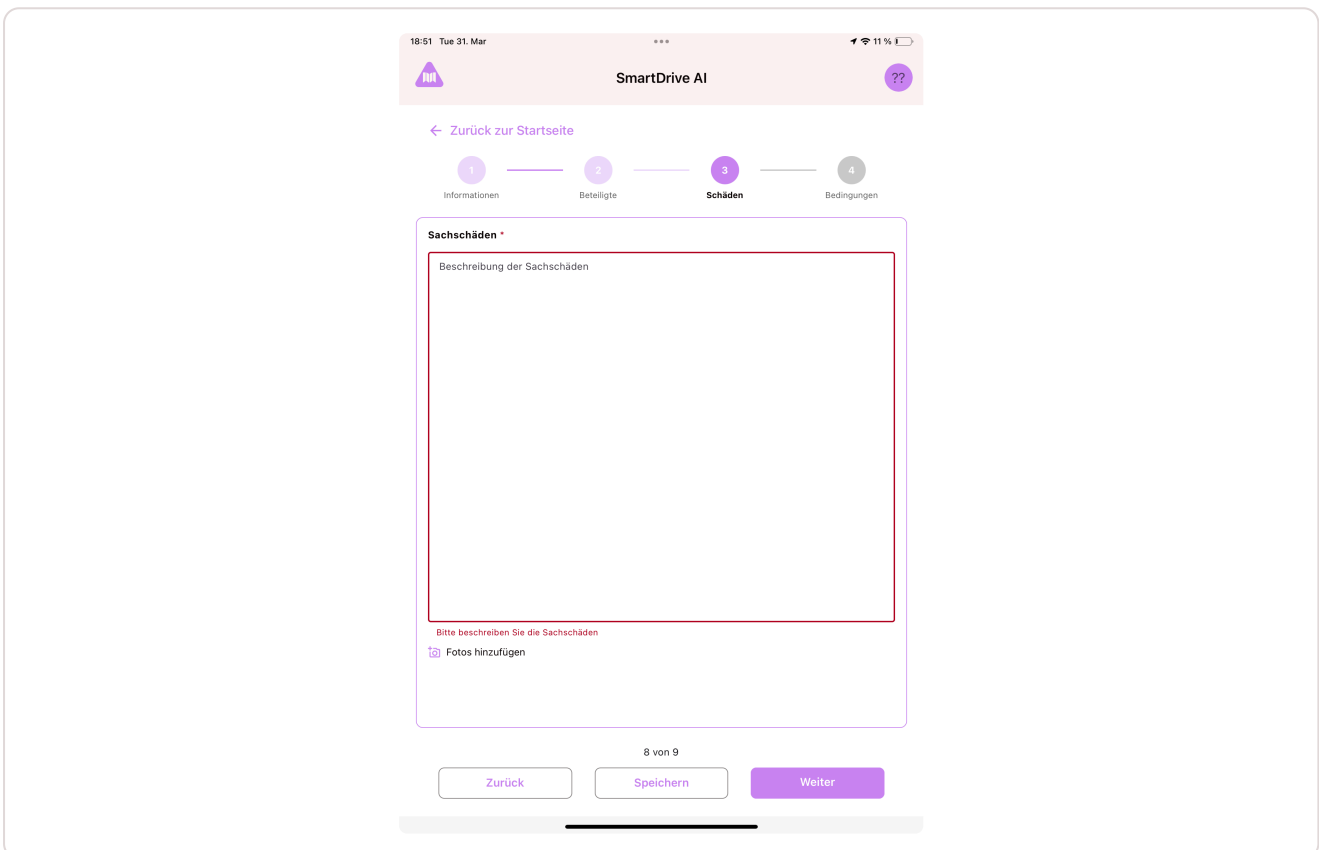
Step 3: Property Damages

Document any damage to property beyond the vehicles, such as fences, signs, or buildings.

Step 3 of 4: Damages

Sometimes an accident also damages things like fences, traffic signs, lampposts, or buildings.

1. Describe any **property damage** in the text field: what was damaged and where.
2. Tap the **camera icon** to photograph the property damage, just like the vehicle photos. You can add multiple photos.
3. If there was no property damage, you can leave this section empty and proceed.



The screenshot shows the 'SmartDrive AI' app interface on a mobile device. At the top, the status bar shows the time as 18:51 on Tuesday, March 31st, with a battery level of 11%. The app header includes a logo, the text 'SmartDrive AI', and a help icon. Below the header is a navigation bar with a back arrow and the text 'Zurück zur Startseite'. A progress indicator shows four steps: '1 Informationen', '2 Beteiligte', '3 Schäden' (highlighted), and '4 Bedingungen'. The main content area is titled 'Sachschäden' and contains a large text input field with the placeholder text 'Beschreibung der Sachschäden'. Below the text field, there is a prompt 'Bitte beschreiben Sie die Sachschäden' and a camera icon with the text 'Fotos hinzufügen'. At the bottom of the screen, there are three buttons: 'Zurück', 'Speichern', and 'Weiter'. The page number '8 von 9' is displayed above the 'Weiter' button.

Step 4: Conditions

Record the environmental conditions at the time of the accident: lighting, road surface, weather, and visibility.

Step 4 of 4: Conditions

The app asks about four environmental factors at the time of the accident. For each one, simply tap the option that applies:

1. **Lighting (Beleuchtung):** Was there adequate lighting? Tap "**Ja**" (yes) or "**Nein**" (no).
2. **Road surface (Straßenbeschaffenheit):** Was the road **Asphalt** or **Pflaster** (cobblestone)? Tap the matching option.
3. **Road conditions (Fahrbahnverhältnisse):** Select all that apply by tapping the icons: Dry (Trocken), Wet (Nass), Slippery (Schlüpfrig), Leafy (Belaubt), Icy (Vereist), Snowy (Verschneit). You can select **multiple** options.
4. **Visibility (Sichtverhältnisse):** Select all that apply: Clear (Klar), Cloudy (Wolken), Rain (Regen), Fog (Nebel), Storm (Sturm), Snow (Schnee). You can select **multiple** options.

18:18 Tue 31. Mar SmartDrive AI 14%

← Zurück zur Startseite

1 Informationen 2 Beteiligte 3 Schäden 4 Bedingungen

Beleuchtung

Ja Nein

Straßenbeschaffenheit

Asphalt Pflaster

Fahrbahnverhältnisse

Trocken Nass Schlüpfrig Belaubt

Vereist Verschneit

Sichtverhältnisse

Klar Wolken Regen Nebel

Sturm Frost Schnee

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Zurück Speichern Weiter

Note

For road conditions and visibility, you can select more than one option. For example, if the road was wet AND leafy, tap both icons. Selected icons appear highlighted.

Review & Submit

You're almost done. This final step asks you to confirm that your information is truthful, agree to the privacy terms, and sign the report with your finger before submitting.

18:19 Tue 31. Mar SmartDrive AI

← Zurück zur Startseite

Alle Details sind eingetragen. Möchten Sie fortfahren und die Unfallmeldung abschicken?

Vollmacht und Datenschutz

- Die Fragen sind nach bestem Wissen richtig beantwortet. Mir ist bekannt, dass bewusst unwahre oder unvollständige Angaben den Regress der Verwaltung zur Folge haben können. *
- Mit dem Absenden der Meldung stimme ich den Datenschutzrichtlinien und Nutzungsbedingungen zu. *
- Ich bevollmächtige hiermit die Einsichtnahme in den gerichtlichen bzw. amtlichen Strafakten sowie die Anfertigung von Abschriften im Rahmen meiner Angelegenheit. *

Unterschrift

Unterschrift speichern

Meldung übermitteln Als Entwurf speichern

Zurück

You're almost done. The review page asks you to confirm and sign your report.

Confirmation checkboxes

You must check all three boxes before submitting:

1. **Declaration (Erklärung):** "The questions have been answered truthfully to the best of my knowledge. I am aware that deliberately false or incomplete information may result in recourse by the administration." Tap the checkbox to confirm this is true.
2. **Privacy agreement (Datenschutz):** "By submitting this report, I agree to the privacy policy and terms of use." Tap to agree.
3. **Authorization (Vollmacht):** "I hereby authorize the inspection of court or official records and the making of copies in connection with my case." Tap to authorize.

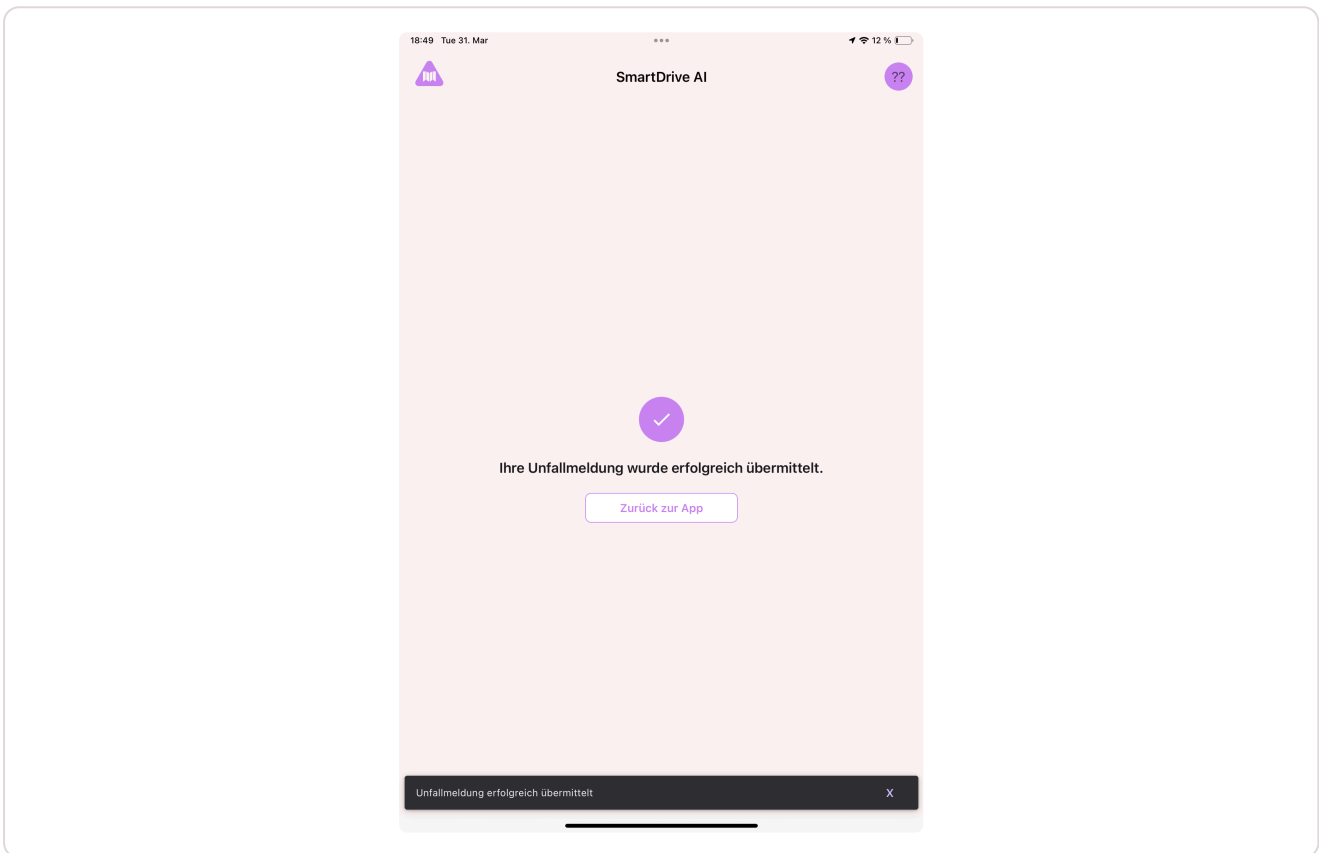
Signature

4. In the signature area, **sign with your finger** directly on the screen. Write your signature as you normally would.

5. If you're not happy with it, tap the **undo** icon to remove the last stroke, or the **trash** icon to clear and start over.
6. Tap the **save** icon to confirm your signature.

Submitting

7. Once all three checkboxes are checked and you've signed, tap **"Submit"**.
8. You'll see a **confirmation screen** with a green checkmark and the message: "Your accident report has been successfully submitted."
9. Tap **"Zurück zur App"** to return to the home screen.



What if you're not ready?

If you're not ready to submit yet, tap **"Save"** instead. This saves the report as a draft. You can return to it later from the home screen by tapping "Unfallmeldung erstellen". Your draft will be loaded automatically.

Offline Mode & Automatic Sync

You don't need to worry about internet. The app works the same way whether you're online or offline, and handles syncing automatically in the background.

SmartDrive AI is designed to work without internet. Here's what happens in each situation:

Scenario 1: You have internet

- You fill out the report and tap Submit.
- The report is sent to the dispatch office immediately.
- Photos upload in the background.
- You see the confirmation screen. You're done.

Scenario 2: You have no internet

- You fill out the report exactly the same way. There is no difference in how the app looks or behaves.
- When you tap Submit, the report is saved on your iPad.
- You'll still see the confirmation screen. Your data is safe.
- **You don't need to do anything else.** The app will send the report automatically the next time you have internet (e.g., back at the depot, connected to Wi-Fi).

Scenario 3: You lose internet mid-report

- Don't worry. The app saves your progress automatically as you type (every few seconds).
- If the app closes unexpectedly, your data is still saved. Just reopen the app and continue.

Key point

You never need to worry about internet. Fill out the report at the scene, submit it, and trust that the app will handle the rest. Your photos, sketches, and data are all saved locally first and synced later.

How to check sync status

Go to the reports list ("Unfallmeldungen anzeigen" on the home screen). Each report shows its current status, so you can see whether it has been successfully sent or is still waiting.

Troubleshooting & FAQ

Answers to the most common questions and issues you might encounter while using the app.

"I can't log in."

Make sure you have an internet connection. You need it for your very first login. If you've logged in before and see an "Offline" message, connect to Wi-Fi and try again. If your credentials don't work, contact your IT department.

"The camera is not opening."

Go to your iPad Settings → scroll down to SmartDrive AI → make sure "Camera" is set to "Allow". Then restart the app.

"The app can't find my location."

Go to your iPad Settings → Privacy & Security → Location Services → make sure SmartDrive AI is set to "While Using the App". You can also type the address manually. The location field accepts typed input.

"I submitted the report but I'm not sure it went through."

Go to the home screen and tap "Unfallmeldungen anzeigen" to see your reports list. Check the status column. If the report is pending, it will be sent automatically when you have internet.

"My photos aren't showing up in the report."

Photos are large files and may take longer to upload than the form data. They are queued and upload automatically in the background. Do not delete them from the app. They will appear once uploaded.

"I accidentally closed the app mid-report."

Your data is automatically saved. Reopen the app, go to the home screen, and tap "Unfallmeldung erstellen". Your draft will be loaded from where you left off.

"The app seems frozen or very slow."

Close the app completely (swipe up from the bottom of the screen to see all open apps, then swipe SmartDrive AI away). Reopen it. Your data is saved. Nothing will be lost.



SmartDrive AI

FOR FURTHER INFORMATION CONTACT

✉ support-smartdriveai@mapular.com

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