

Application User Manual

Center for Advanced Public Safety

Computer Science Department

The University of Alabama

http://caps.ua.edu

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CENTER for ADVANCED PUBLIC SAFETY



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0. CODE OF ALABAMA

SECTION 32-10-7 WRITTEN REPORTS OF ACCIDENTS

Every law-enforcement officer who in the regular course of duty investigates a motor vehicle accident, either at the time of and at the scene of the accident or thereafter by interviewing participants or witnesses, shall, within 24 hours after completing such investigation, forward the necessary completed written report or copy thereof of such accident to the director on the uniform accident report form supplied by the director.

(Acts 1943, No. 558, p. 548, §7; Acts 1951, No. 128, p. 355; Acts 1969, No. 272, p. 603.)

SECTION 32-10-8 ACCIDENT REPORT FORMS

(a) The director shall prepare and upon request supply to police departments, coroners, sheriffs, garages, and other suitable agencies or individuals, uniform accident report forms required under this chapter. The required written accident report or citation to be made by persons involved in accidents or charged with a moving violation and by investigating officers shall call for sufficiently detailed information, to disclose with reference to a traffic accident, including, but not limited to, the location of the accident, probable cause, injuries to persons, property damage, deaths of persons, the registration of vehicles involved including license numbers, the name, address, and driver's license number of the operator, highway design and maintenance, including lighting, markings, and road surface, and the names and addresses of any witnesses.

(b) Every accident report required to be made in writing shall be made on the uniform accident report form approved and supplied by the director and shall contain all available information required therein.

(Acts 1943, No. 558, p. 548, §8; Acts 1969, No. 272, p. 603; Acts 1980, No. 80-803, p. 1635; Act 2005-325, 1st Sp. Sess., §1.)

SECTION 32-10-12 DIRECTOR TO TABULATE AND ANALYZE ACCIDENT REPORTS

The director shall tabulate and analyze all accident reports and shall publish annually or at more frequent intervals statistical information based thereon as to the number and circumstances of traffic accidents. The director shall make available to the state Director of Transportation all accident reports so that he may obtain sufficient detailed information so as to provide data for surveillance of traffic for detection and correction of high or potentially high accident locations.

(Acts 1943, No. 558, p. 548, §12; Acts 1969, No. 272, p. 603.)

1. INTRODUCTION

The purpose of this manual is to provide the documentation for training and reference in using the Alabama electronic crash (eCrash) system for collecting and entering the data elements that describe motor vehicle crashes that occur within the State of Alabama. The eCrash system is a major innovation in that it enables the entry of this important data as close to the crash scene as possible, thus assuring completeness, consistency and fewer interpretation errors. It is important that law enforcement officers who are going to be using eCrash become familiar with the information in this User Guide so that their crash reports are completed and submitted properly. Once this familiarity is attained, the User Guide should be retained for reference purpose. It is also accessible in its respective parts by clicking the appropriate help button on any eCrash screen.

At the same time that the state moves to eCrash it is also adopting a new set of data elements that comply with standards that have been set by the federal government to assure that all states are collecting a uniform minimal set of crash data. The meaning and interpretation of these data elements are described in a separate document called the *eCrash Data Element Guide*, which is concerned with selecting and entering the proper data element values within eCrash as opposed to the operational aspects of eCrash that are covered here. Both of these documents are essential to proper eCrash use, and both can be accessed using the eCrash help capabilities.

This introductory section continues with a <u>subsection (1.1)</u> on the overall process. Essentially the steps described therein reference the major sections of the User Guide and provide an overview of the entire process. Users are strong encouraged to be familiar with this section. Finally, some history and references for more help is provided in <u>Section 1.2</u>.

1.1. ECRASH: PROCESS SUMMARY (QUICKSTART)

This section is meant to be a reminder of the process you go through when using the MOVE and eCrash program to complete a crash report. The User Guide will go into the process in much more detail, but for a quick reminder, you can easily refer to this section. The quick summary of the steps follows:

- 1. Scan all of the drivers' licenses that are available.
- 2. If necessary, search for information on LETS.
- 3. Find your GPS Location.
- 4. Complete the crash report.
- 5. Validate the report data and correct all errors to create the record.
- 6. Transfer the record and submit it for supervisory approval.

- 7. Correct any faults in the record found by your supervisor.
- 8. If needed, print the record.

These steps will be elaborated in much more detail throughout this document. Some initial elaboration of these steps at this point might help, and it is given below.

- If available, use the license scanner to scan the driver's license for as many of the drivers and victims in the crash as possible. If the license scanner is not available or functioning, use the "Quick License" entry block in MOVE to search LETS for any individual with an Alabama Driver's License. Licenses can be scanned ahead of time this does not have to wait until the information is needed in eCrash. The more licenses you can scan of the individuals involved in the crash, the more time you will save when completing the various sections of the crash report. See Sections 2.2 and 2.3 for more information on this process.
- 2. Use LETS to search for information on individuals who have Alabama Drivers' Licenses. If you have access to the internet as well as the appropriate login information, LETS can be used to access both Driver and Vehicle information. LETS can be set up to run automatically once a license is scanned and/or once data is entered in the Quick Search blank in MOVE. To save time, gather vehicle information from LETS for all of the vehicles involved in the crash at one time. See Section 2.4 for more information on this process.
- 3. Lock in your GPS location. Be sure that your vehicle is as close to the proximity of the crash as possible and then lock it in by clicking the "Save Current GPS Position" button. Once your location has been determined, you will want to be sure to include it on the crash report. The GPS coordinates required by the AUTCR are those of the crash, not the location where you fill out the report or the office, so lock in the GPS coordinates at the crash location only. See Section 2.6 for more information on this process.
- 4. Complete the crash record by moving through the various sections of the report as displayed in the eCrash program. The crash record is divided up into a number of sections that will need to be filled out before the crash report is complete. The number of sections that must be completed depends on the number of units involved in the crash. All sections that must be completed are shown in the outline along the left side of the eCrash program. See <u>Sections 5.2</u> through <u>6.1</u> for more information on this process.
- 5. Once you first complete the crash report, go back and work your way through any errors that still remain. All of these errors will appear in a list at the bottom of the screen underneath the crash report. Each error must be resolved before the report can be submitted to your supervisor for review. See <u>Section 6.1</u> for more information on this process.

- 6. Once you have validated and saved the crash record, transfer it so that it can be approved by your supervisor. This is done by clicking the button within your eCrash program, but this requires an Internet connection. This can either be done after completing each crash report or at the end of your shift. See Section 6.3 for more information on this process.
- 7. If your supervisor finds any errors in the report it will be returned to you for changes and/or corrections. You can check on-line for any crash reports that have been returned for correction. This should be done each time you login to eCrash. Any crash report that has been returned to you will show up in the Error Manager list. Once all errors are corrected and it is accepted by your supervisor, it will be transmitted to the central database in Montgomery. See Section 3.4 for more information on this process.
- 8. If you need to print a crash report, that can be done from eCrash after a report has been approved by your supervisor. If you would like to print a crash report, ensure that you are connected to the Internet, then open the crash report and click the print button in eCrash. The system will go out to the Internet and make sure that an approved version of the crash report exists. If it does, it will print the record. *See* <u>Section 6.4</u> for more information on this process.

1.2. GETTING STARTED

In 2003 the eCite (electronic citation) program was introduced in the state of Alabama, beginning with the Heflin weigh station. This program allows officers to utilize a license scanner, GPS device and laptop to write a traffic citation quickly and easily from their vehicles. By 2007 this program was deployed to every state trooper, and it is now being rolled out to other law enforcement agencies throughout the state.

The need for a similar program for processing crashes utilizing the same equipment was also recognized, and at about this same time the state of Alabama made the final decision to move to a new version of the crash report form. Called the Alabama Uniform Traffic Crash Report (AUTCR), the data elements for this updated report were under development for some time. It was finalized in 2008 for full deployment in 2009. The eCrash program developed and being deployed to officers in the state of Alabama totally supports the AUTCR.

The purpose of this User Guide is to direct reporting officers through all phases of the use of the eCrash data entry program. It is not intended to demonstrate the meaning of the various data elements in the AUTCR. A separate document exists for that purpose, and eCrash users should thoroughly understand these data elements before attempting to create a crash record with eCrash. This User Guide assumes that the reporting officers understand the new version of the crash report. It focuses especially on how to use the eCrash program, which can reduce the time and effort required for the officers to complete crash reports over manual methods.

If you have questions with regard to eCrash, please visit the eCrash website at:

https://ecrash.aladata.com

2. MOVE AND LETS

2.1. OPENING MOVE

To use any of the eCrash, eCite, LETS and/or Log Book programs, open the Mobile Officer Virtual Environment (MOVE). This single program automates most of your data entry needs while integrating the various searches and entries. The following considerations will guide you through the use of MOVE as well as the use of the eCrash program.

With the introduction of eCrash, those who have been using eCite will experience a change from the Officer's Desktop to MOVE. Some of the major changes between the Officer's Desktop and MOVE are that: (a) the login screen appears different, (b) you will be required to log in with your AlaCOP username and password, and (c) you will have to select your agency at login.

To begin the process of entering a crash report, open MOVE. This is accomplished by double clicking the following icon on your desktop:



Once you click on the MOVE button, the following login screen will appear:

Mobil	e Officer Virtual Environment
ACJIC	Sponsored By: Alabama Department of Public Safety Alabama Administrative Office of Courts Federal Motor Carrier Safety Administration Alabama Criminal Justice Information Center
	User Name: administrator QK Password: <u>Q</u> ancel

NOTE: If you are prompted for a MOVE key, please refer to <u>Appendix B3</u> on how to enter that key.

From this login screen, enter your AlaCOP username and password and then click OK. **NOTE:** the password is *case sensitive*. If you have trouble logging in, contact the ALEA Help Desk (1-800-392-8025).

If you have MOVE set up to allow you to enter multiple ORIs (i.e. you work for multiple agencies), you will see a screen like below. If you work for a single agency, please go to item 7.

Select Agency										
Your account has multiple agencies associated with it. Please select an agency to use for this session.										
	ORI 🔺	Agency								
	AL0010000	JEFFERSON CO SO								
	AL0010100	BESSEMER POLICE DEPT								
	AL0010200	BIRMINGHAM POLICE DEPT								
	AL0010300	MOUNTAIN BROOK POLICE DEPT								
	AL0010400	FAIRFIELD POLICE DEPT								
	AL 0010E00									
		Accept								

This screen is primarily designed to help officers who may do work for multiple agencies at different times. This screen will only list those agencies that are applicable to you. For officers that work several areas, select the agency for the crash record that you are about to complete. Once you have highlighted the correct agency, click "Accept."

Once you successfully log in, the Mobile Officer Virtual Environment (MOVE) will open and the image below will appear on your screen:



LETS eCite Log Book eCrash

This will result in your icons being moved over to the right to accommodate this image without hiding your desktop icons. You might wish to move the icons in the right two columns to accommodate this move; this will keep your icons from being dislocated in the future. You can still click on your icons or operate all other programs (such as Internet Explorer, Microsoft Word, etc.) without problems while having MOVE open. These programs will appear in the area to the right of the left bar and above the lower bar seen in the screen shot above.

This MOVE system screen gives you easy access to LETS, eCite, Log Book and the eCrash program. If the Log Book button does not appear, it likely means that this program was not installed on your computer and is not applicable for your department. If any of these programs do not appear, contact your administrator.

2.2. SCANNING LICENSES

As with eCite, the license scanner can be used to gather information about individuals involved in the crash. The license scanner can be used to scan licenses for all *drivers* involved in the

Exit Contact Recent Us Data crash as well as all *victims* and *witnesses* if they have a valid driver's license. Scanning the licenses for all of these individuals at once will save a significant amount of time.

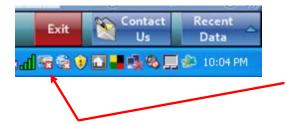
To scan a driver's license, insert it into the closed slot for a barcode read or slide it through the open slot for a magstripe reading. Currently driver's licenses can be scanned from every state in the country except Georgia.

The scan method varies from state to state, since some states use a bar code, while others use a mag stripe, and some use both. When a state has both a mag stripe and a bar code, use the bar code because it typically contains more information. *NOTE: For the new Alabama Driver's License (issued beginning in 2005) you will want to use the bar code.

After you scan the license, you will hear a beep. This lets you know that the license has been scanned correctly and the process is beginning. Once the scan has been completed, the individual will be added to your Recent Data List. Accessing information in the Recent Data List will be discussed in more detail below.

If your scan returns a message that says "The page cannot be displayed", then you likely do not have a connection to the LETS program. Check to see if you have a wireless signal. If LETS returns results with the DL#, DL STATE, and all other fields blank, then the tag or license is not in the LETS system. Check to see if it is an Alabama license and that you typed or scanned it correctly. If it is an Alabama license and you typed it correctly, then suspect a forgery or other problem with the license.

If you have any problems getting your license scanner to work properly, first look at the bottom right of your desktop (near the system clock) for an icon that looks like a driver's license. If the icon has a small red x over it your scanner is not ready for use and needs to be reconfigured.



License scanner indicator

6. To reconfigure the scanner, right click on the license scanner indicator icon and then click on the "Configure Card Scanner" option. A screen should appear similar to the one below:

💀 Card Scanner Configuration		
Hardware Parsers Output Detect scanners on startup Detect scanners on device connection	Auto-Detect Supported Scanners	
Devices: Serial scanner on COM3		Click here to auto-detect your license scanner.
	OK Cancel Apply	

From this screen click the button that says "Auto-Detect Supported Scanners." When you do this your scanner should be found and should resume normal function.

Alternately, you can right click on the license scanner icon at the bottom right of the screen and click the line that says "Find Card Scanner." By using this method you will not need to open the screen shown above.

Another common cause of problems with the scanner is the Velcro used to attach it to the dashboard or tray of the vehicle. When you attach the scanner in your car, please ensure that you do not cover any openings on the bottom of your scanner. This can cause the scanner to malfunction.

If you still have problems with your scanner, please contact technical support.

7. To save time, scan as many licenses as possible for the individuals involved in or associated with the crash. You can scan these licenses before you begin completing the crash report or at any point during the process of filling it out. The licenses that you should scan include the licenses for the drivers, passengers and witnesses.

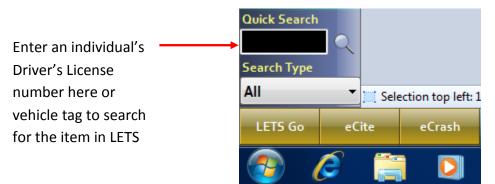
8. Each license that you scan will be added to the Recent Data section of MOVE. From this location you will be able to drag and drop information from a license scan to any point on the crash report. This process will be discussed in more detail later in the "Recent Data" section.

2.3. QUICK SEARCH ENTRY

NOTE: You must have some type of internet connection for this feature to work. This internet connection can be of any type (wifi, air card, etc).

If you do not have a working scanner but have an internet connection, you can enter queries into the Quick Search block in MOVE. This is located at the bottom left of the MOVE overlay, as seen below. You can enter an Alabama driver's license number in the blank, or an Alabama registered vehicle tag number in the Quick Search blank.

After entering the DL or tag number, hit enter to run a LETS search. The information returned will be added to your list of recent data.



If either the Quick Search is taking too long, you can click the STOP sign at any time in order to end the search.

You can use the Quick Search fields at the start of filling out the crash report or at any point throughout the process. Once information is retrieved from these queries it will be added to the "Recent Data" fields. At that point it can be dragged and dropped into any part of the crash report. This process will be discussed in greater detail in the "Recent Data" section.

2.4. LETS SEARCH

NOTE: You must have some type of internet connection for this feature to work. This internet connection can be of any type (wifi, air card, etc).

Depending on your Internet connectivity and MOVE settings, once you scan the license, LETS will automatically open and search for the individual identified by the license scan. If you do

not have an Internet connection, or if LETS is not set to automatically open, the data entered in the Recent Data section will be limited to that read off of the DL card by the scanner.

The option to open LETS automatically is included under the **Options** button in MOVE (discussed in Section 7.3). If you choose to enter an individual's license number or tag number through the Quick License or the Quick Tag search, a LETS run will be attempted regardless of the settings under MOVE Options. If no Internet connection is found, the search will fail.

When LETS opens following a license scan, three different screens appear. The first is a small screen that will pop up momentarily in the bottom right corner of the screen. This is a LETS summary of the license information and will look similar to that shown below:

Scanned Card Data									
Here is the data from the card you scanned:									
Alabama Driver License									
TERRY BEAU ELLIOTT ISS: EXP: 3/31/2012 ID#: XXXXXX									
NO PHOTO	CLASS RESTRICTIONS ENDORSEMENTS								
AVAILABLE	D	DB	AGE	SSN					
	SEX HT WT EYES M 6'3" 185 BRO				HAIR BRO				
There were no problems with the card data. Click here to keep this window open.									

The second screen, called the Person Detail page, will look similar to the one below. It is a shortened version of the full LETS person search page, which contains summary information about the individual. This page is faster to run than a full LETS page, allowing you to access the information quicker and on a single page.

LETS is only for individuals who have an Alabama driver's license. When you perform a license scan for an out of state license, the information off of the card will be stored in your Recent Searches, but LETS will not attempt to run.

💄 LETS Go		PERSON DETAIL	4	CLOS
TERRY BEAU ELLIOT	Date of Birth	License Number XXXXXXX	License Status VALID	
	License Address Map It Issue Date 3/18/2008 Expire Date 3/5/2012 - CURRENT	Class D Endorsements CDL Status Unlicensed Restrictions	Race W Height 6'3" Hair BRO	Sex M Weight 185 Eyes BRO
iver History (3) Name N	Social Security Number	itle History (3)		
river History (3) Name M	Social Security Number Naster (1) Tag History (2) T Charge	Contraction of the local data	Court Name	Contis
	Master (1) Tag History (2) T		Court Name Disposition (Ce it S
Citation Hamber Offense Date Citation Number	faster (1) Tag History (2) T Charge Court Act Charge	e	Disposition (Courtname	Date AL
Citation Humber Offense Date	faster (1) Tag History (2) T Charge Court Acti	e	Disposition (Date AL
Citation Hamber Offense Date Citation Number	faster (1) Tag History (2) T Charge Court Act Charge	en le ction	Disposition C Courtname Disposition D Courtname	ate AL Date AL
Citation Number Offense Date Citation Number Offense Date	Haster (1) Tag History (2) T Charge Court Act Charge Court Act	e ction ge	Disposition t Courtname Disposition E	ate AL Date AL
Citation Number Offense Date Citation Number Offense Date Citation Number	Master (1) Tag History (2) T Charge Court Act Charg Court Act Court Act Charg Court Act	e ction ge ction	Disposition C Courtname Disposition D Courtname	Date AL AL

Click on any of these tabs to view the corresponding part of the LETS record. General information from the person's driver's license

This screen contains all of the basic information about the person that is contained on their driver's license. This page provides access to driver's history, tag history, and title history.

Below the picture are tabs containing additional databases that are available for search. Clicking on any of the database tabs will bring up a typical LETS page as seen below. Results are indicated by the presence of a non-zero number on the tab.

🚨 🛛 LETS Go	PERSON DETAIL							
TERRY BEAU ELLIOTT	Dat	e of Birth	License Number	License Stat VALID	us			
Driver History (3) Name M	License Address Issue Date 3/18/2008 Expire Date 3/5/2012 - 1 Social Security Nu		Class D Endorsements CDL Status Unlicensed Restrictions	Race W Height 6'3" Hair BRO	Sex M Weight 185 Eyes BRO			
Tag Number		Issue Date	Vehicle		Vin Number			
Registrant Tag Number Registrant		Expiration Date 05/23/2008 12/03/2008	Vehicle		VIN			
Tag Number Registrant		03/25/2008	Vehicle	/	VIN			

Tag History

When you find the vehicle of interest, click on the VIN number. This will generate a separate page of information for this vehicle.

An important piece of information that comes from LETS is the vehicle information. In order to view the list of vehicles owned, click the Tag History tab. Click the VIN number of the vehicle of interest as shown in the screen above.

Once a particular VIN number is selected from the list of vehicles owned, a screen called the Vehicle Detail page will be generated, similar to the following.

🥔 LETS	S Go	-	-		VEH	IICLE D	ЕТ/	IL	-	CLOSE
Registration Ir Tag Number	Year		Make		Mod			Primary Color	Secondar	y Color
398 CODEL This image is		F T vecto	2008 ag County ag Descrij God Ble	y ptio				j	6	
be used only Title Informati	y as a refere ON Year	n œ. Make			Model		Nai	Display Person me on Title	-	
2005 Suspension Status 2008 3/31/2009 Tag County Tag Descriptio Cod Bless America Driver License Display Person Display Person Year Make Vinavailable OB 1SIL Unavailable Decoded VIN Information Year Make 2005 TOYT 4 RUNNER Unavailable OB 1SIL Unavailable Color Cylinders Unavailable OB 1SIL Unavailable Coontry 2005 TOYTA 4RUNNER SRS CARRY-ALL(SU Japan Tag Number										
	nformatio	Year			^					
	ag Number	story (:			_	-	¥eh	icle		VIN
			05/23/200	05/23/2008		точт	4RUNNER			
						199	B GMC	SONOMA		CLOSE ITY Color

The LETS vehicle search as described above will result in the selected vehicle being saved in your list of Recent Data in MOVE. This will allow you to easily move information about the vehicle directly onto a crash report.

The third page that shows up after a license scan is a search page, pictured below. This screen allows you to search for data on an individual if you do not have a license or tag number.

🕹 LETS Go			LAW					TICA	LSYS	TEM		HIDE EXI
					TS 3 Sma							
			Enter	Search Ci	riteria Bel	ow Driv	er License	#:XXX	XXX			
				_	_	_	_					
				Search	Criteria (C	lick Her	e to Exp	and)				
				1	Search	Resu	lts					
		FIRST	MIDDLE	LIST	SFX	RACE	SEX	AGE	DOB		city s	T ZIP
river License (1)			DRIVER LICENS		Δ	HEIGHT	WEIGHT	HAIR	EYES		COUNTY	
TAG (2)	0	Terry	Beau	Elliott		w	м					
	V					6'3"	185	BRO	BRO			
Photo Options												
Nu	mber of	New Phot	os Re <mark>rieved</mark> D	uring Each	Search:	20	¢ 💽	ull More	e Photos		🕜 Help v	with Photos
itatus: Idle					& Widget	. 🔊	RSS Feeds		Weather	CAPS NUM	1 12/3/2008	1:51 PM
						-						

Click Search Criteria to enter the information for the search.

To enter your search criteria, click the yellow section labeled Search Criteria. Enter one piece of information in the Quick Smart Search box or click the plus sign next to Advanced Search Options. This will produce the screen seen below where you can enter as little or as much information as is needed for the search.

When you have entered the search criteria, click the green LETS Search button in the top right area of the screen to produce the results. This will produce a Person Detail page, just like the one you automatically get when you do a license scan.

LETS 3 Smart Search Tags Enter Search Criteria Below Driver License #: XXXXXX Search Criteria Preferences Quick Smart Search license: XXXXXX LETS Search Clear Search Terms Advanced Search Options: Dommon Search Terms License Number XXXXXX Tag Number Name Location XXXXXX Tag Number Name First Hiddle Last Suffix Location State ZIP County: Preson Details Race Seer Weight Tr Prover Sinthdate Year Height Tr Prover In. +/- SSN Phone	🕹 LETS Go		LAW ENFO	RCEMENT	TACTIC	AL SYST	E M	HIDE EX
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	us. 1010		9	moyers O	sorreeds a	meaner	HUM 11/3/	2000 2:179
	I			\			<u>۱</u>	

Click this plus sign to reveal the panel to enter multiple search items.

Use the Quick Smart Search box if one piece of information is sufficient for the search.

Click the green LETS Search button to produce the results of your search.

Once you have obtained all of the information needed from LETS, you are ready to begin entering data onto the crash report. You can come back at any point during the data entry process to make another search in LETS, Quick License or Quick Tag to add information to your Recent Data list.

2.5. TRAINING MODE

The eCrash system has the option of operating in a training mode. This allows you to practice writing, validating, printing, and submitting crash reports without having to worry about submitting any "live" crash reports. This training mode operates exactly like the regular mode, but the crash reports will be noted as training reports and will not be submitted for approval to supervisors. The following is a guide to the eCrash training mode:

1. To access the training mode, **right click** on the eCrash button at the bottom of the MOVE overlay *before* opening the eCrash program. This will generate two options as shown below: Regular Mode (default) or Training Mode. **Left click** on the training mode option.

Quick License 1234567 Quick Tag					
ATAG	eCite	Log Book	eCrash	Use eCrash in Re	
🐮 start	<u>∎</u> ε-0	tation Training V4.		Use eCrash in Tra ash Training Manu	Welcome to Ta

2. Once in the training mode, practice using eCrash as much as you would like. You can verify that you are in training mode by "Training Mode" appearing in the top bar of the eCrash screen.

To get out of the training mode, reverse the process. Or, recognizing that the default mode is the "Regular" data entry mode, just close the eCrash program by clicking on the X at the top right of the computer screen. You do not need to close MOVE, just the eCrash program. When you reopen eCrash, it will be in the normal data entry mode.

2.6. GPS COORDINATES SOFTWARE

If your vehicle is in very close proximity to the crash, take advantage of that fact to capture and save your current GPS location. It is important to save the new GPS position every time you go to a new crash location. Also, be sure that these updated location coordinates are transferred into the crash record.

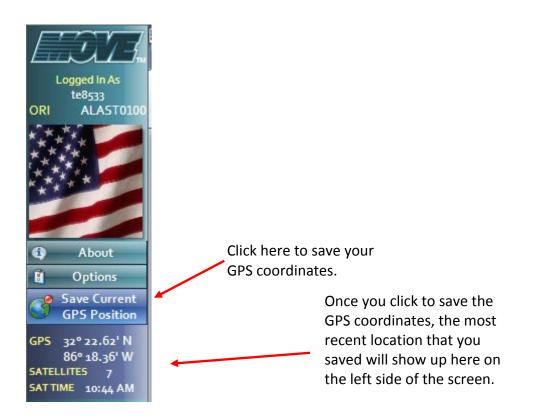
- 1. To save the location, click on the button within the MOVE overlay that says "Save Current GPS Position."
 - GPS Position

This button is located on the left side of the screen just above the person information that appears once you scan a license.

The following verifies that your current position has been saved.



Additionally, the coordinates appear on the left side of the screen in MOVE as seen below.

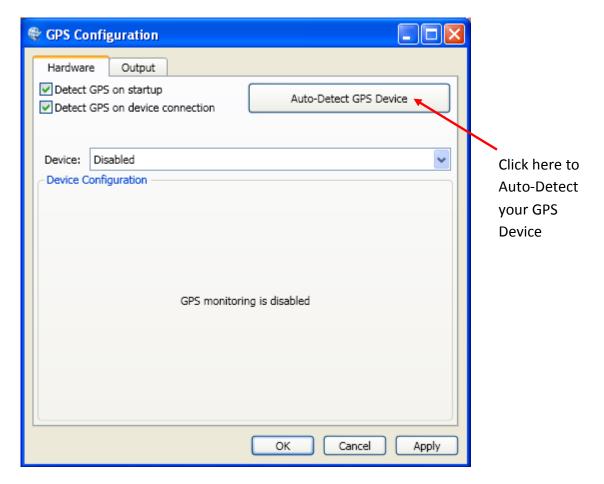


The GPS coordinates will also be recorded in your Recent Places list to enable them to be added to the crash record. This will be discussed in the Recent Data section.

If you have any problems getting your GPS unit to work properly, first look at the bottom right of your desktop (near the system clock) for an icon that looks like a globe. If the icon has a small red x over it, your GPS unit is not hooked up properly or is not receiving a good signal. If this is a case, it may need to be reconfigured.



In order to reconfigure the GPS unit, right click on the GPS indicator icon and click on the "Configure GPS Device" option. When you do that you will see a screen similar to the one below:



Once you have this screen open, the majority of GPS problems can be solved by clicking on the button that says "Auto-Detect GPS Device."

Alternately, you can right click on the globe at the bottom right of the screen and click the line that says "Find GPS Device." By using this method you will not need to open the screen shown above.

If problems with your GPS unit persist, contact Technical Support.

3. ECRASH OVERVIEW

3.1. STARTING ECRASH

To open eCrash, click on the eCrash button along the bottom row of buttons in MOVE.

As eCrash opens a splash screen will appear similar to the one below. This screen is designed to let you know what is going on as the program loads.



Once eCrash opens, a blank screen will appear like the one below.

信 eCrash	and the second se	- 0 - X -
Eile Tools Help		
New Open Save Export Import Print To	iransfer Unlock Options Help	
Validation		
Туре	Description	
Ready	2 - NONE - OF	< NONE > ON pending rejections

The eCrash program contains a few buttons at the top of the screen as well as a list of menu items. These buttons are primarily used for opening a new crash report, re-opening an old crash report, saving, printing, transferring and checking for reports that have been returned for correction or amendment.



Each of these options will be discussed in greater detail in their appropriate sections below.

3.2. HOW TO OPEN A NEW CRASH REPORT

This section will show how to open a new crash report or resume work on an existing crash report once in eCrash.

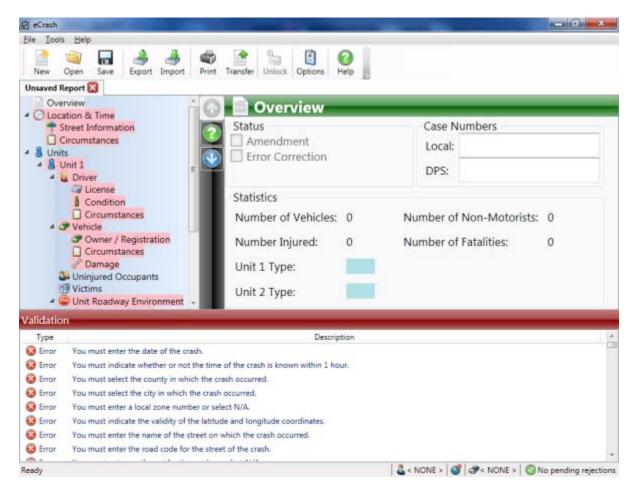
The three ways to begin a new crash report are listed below:

Click on the New Document button (below) at the top of the screen;



Click on File \rightarrow New in the menu; or

Press Ctrl+N on your keyboard.

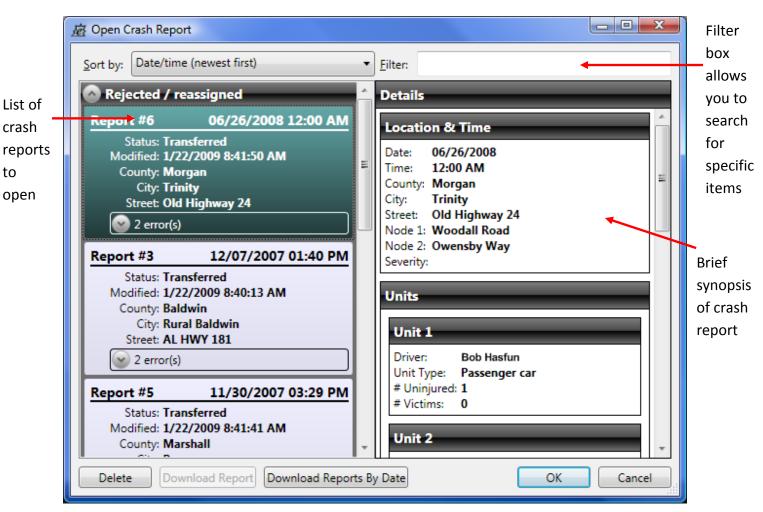


At this point you are ready to begin completing a new crash report. Each section of the crash report will be discussed in greater detail below.

3.3. OPENING A PREVIOUSLY STARTED CRASH REPORT

You can reopen and edit a report at any time up until the time that you have submitted it to your supervisor for approval. After you have transferred the report, you may still alter the crash report, but you will have to set the report as an amendment. To resume work on a

partially completed report, re-open it by clicking on the open folder button ^{Open}. You will see a new window similar to the one below:



To open a previously opened crash report, simply find the crash report in the list on your left and highlight it (by clicking it) and then click 'OK'.

As time passes, you will have a lot of crash reports to sort through to find the report you need to open. To help this, eCrash has a filter box that allows you search for a specific crash report. For instance, if you know the last name of a person involved, you may type that name and your report list will be filtered by that last name.

You have the ability to open a previously saved crash report, a transferred crash report, and a crash report that has been rejected or reassigned. Notice that the reports are grouped

according to the type of report. There are multiple types of reports: Transferred, Rejected/Reassigned, New, etc.

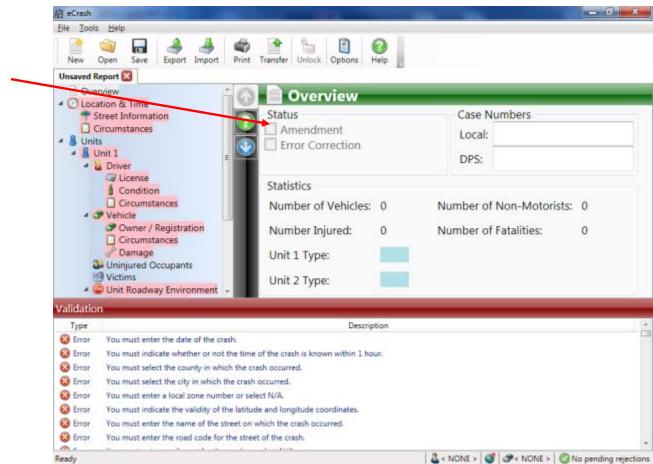
You also have the ability to delete a crash report from your computer.

NOTE: If you delete a crash report that is already transferred, you will not delete the report from the server. You can always re-download the report at a later date.

3.4. HOW TO AMEND A CRASH REPORT OR MAKE AN ERROR CORRECTION

From time to time, you are required to amend a previously completed (transferred) crash report (e.g. delayed fatality). To amend a crash report, simply follow these steps:

- Open the crash report you want to amend/correct by following the steps from <u>section</u> <u>3.3</u>
- Once the report is opened, simply click the unlock button
 Unlock
- Once unlocked, make sure you specify the type of correction you are doing in the Overview screen.



3.5. HOW TO DOWNLOAD A SET OF CRASH REPORTS BY DATE

On occasion, you will need to re-download a set of crash reports. For instance if you get a new computer, or move to a different computer, there could be a need to download all the reports you have transferred between a set of dates. To do this follows these steps:

- Click on the Open button to open a crash report
- Click the "Download Reports by Date" button

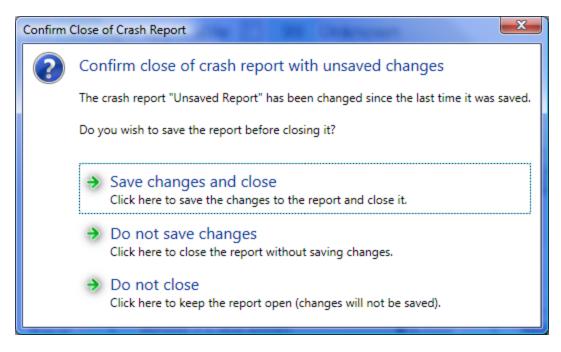
应 Downl	应 Download Range of Crash Reports						
Downloa	d my crash reports from the server for crashes that occurred between these dates:						
<u>F</u> rom:	12/27/2008 🔹						
<u>T</u> o:	1/26/2009 🔹						
	OK Cancel						

• Specify the date range and click "OK." eCrash will go and download all the crash reports that you completed between the two dates you specified.

3.6. HOW TO SAVE A CRASH REPORT

If you need to close and save a crash report to complete at a later time, there are three ways to do so:

- Click File → Save
- Use the keyboard shortcut Ctrl+S
- Close the crash report and you will be prompted to save with a similar screen below:



If you would like to save these changes, click "Save changes and close".

3.7. UNDERSTANDING THE LAYOUT OF THE ECRASH SCREEN AND NAVIGATING THE REPORT

It is important to become familiar with the overall layout of the crash report before entering any data. This section will provide an orientation to the eCrash environment.

3.7.1. LEFT PANEL OUTLINE

The outline along the left side of the crash report (shown below) allows access to all of the various sections of the crash report. Clicking on any heading allows direct access to that section of the report. While it is recommended that you move on through the eCrash report pages systematically, no strict ordering of the inputs has been imposed.



The outline follows the basic format and order of the ultimate printed output of the crash report. Each of the sections of the crash report will be reviewed in more detail below. Notice how the sections are highlighted in red and yellow. The colors represent the state of the section. If a section is highlighted red, this indicates error(s) are present in the screen. If yellow, then a warning is detected in the section. This allows the user to quickly find all the errors and warning in the crash report and to fix them easily.

NOTE: To transfer a report, there can be no errors present. Warnings, while important to fix, can be present during a transfer.

3.7.2. TOP PANEL ICONS

Once you have completed a crash report you may need to save, print or transfer the crash report. The buttons for all of these actions can be accessed at the top of the eCrash program and are shown below. The procedures for these as well as Error Correction and Amendments will be given on more detail below.

eCrash									
tile Lo	ols Help)							
	57		2		4	-	10.0		2
New	Open	Save	Export	Import	Print	Transfer	Unlock	Options	Help

3.7.3. BOTTOM PANEL: ERRORS

When you open a new crash report you will notice a section of the screen below the crash report that lists the omission errors. Since a new report starts out blank, all of the items requiring entry appear on the list.

Туре	Description
Error	You must enter the date of the crash.
Error	You must indicate whether or not the time of the crash is known within 1 hour.
Error	You must select the county in which the crash occurred.
Error	You must select the city in which the crash occurred.
3 Error	You must enter a local zone number or select N/A.
3 Error	You must indicate the validity of the latitude and longitude coordinates.
Error	You must enter the name of the street on which the crash occurred.
3 Error	You must enter the road code for the street of the crash.
h -	17 · · · · · · · · · · · · · · · · · · ·

As you begin entering data these errors will disappear from the list. The errors are listed in the same order as the sections in the left panel, and within each section, from top to bottom and left to right. Thus, if you complete the crash report in the normal order, the errors will disappear accordingly. All errors must be removed before the report can be printed or transferred. If you finish a crash report and errors remain, you have the ability to double-click an error and it will take you to the element to be fixed.

3.7.4. NAVIGATING WITHIN A PAGE

There are two ways to move from field to field within any page of eCrash:

a. Press the Tab button on your keyboard to move from one field to the next.

应 eCrash Eile Iools Help		Example: use
New Open Save Export Import Print	t Transfer Unlock Options Help	the Tab key to move from the
Unsaved Report 🔀	Lesstion & Time	Date field to
Circumstances	Date and Time Date:	the Time field.
4 S Unite	Time: Format and Status Time	

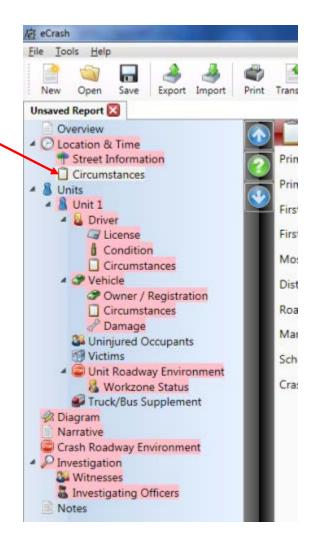
b. Alternately, click on any field to move directly to it.

3.7.5. NAVIGATING AMONG PAGES

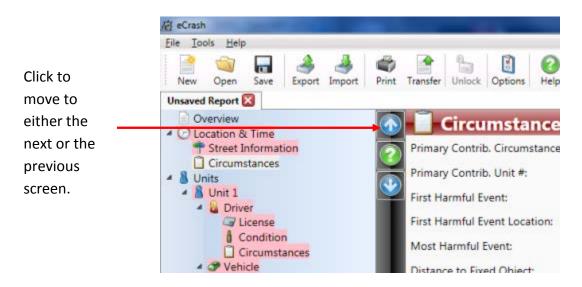
While being systematic in completing all data items is highly recommended, it is not necessary to totally complete one page before moving to another. This flexibility was given to allow for times when you need to skip around to enter something while it is still on your mind, or perhaps to correct an error or make something consistent.

There are two ways to move to a new page. As indicated above, click on the target section heading on the outline on the left side of the screen (see below).

Click to another section in the outline to move to a different section of the report.



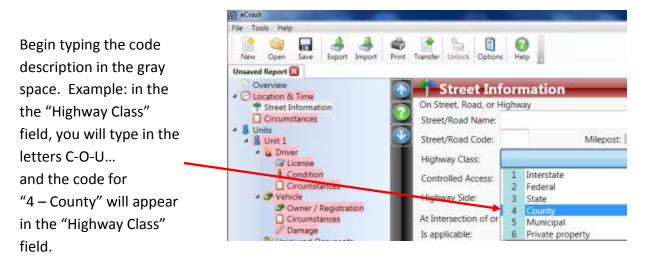
You can also click on the arrows at the top of the crash report to move to either the next or the previous screen.



To close a crash report, click the 'X' in the tab for the particular crash report. If you have multiple crash reports open, each will have its own tab. Select which crash report to close by clicking on the 'X' for that particular crash report. Incomplete records can be saved for later retrieval at any time.



Most data item fields have dropdown selection lists. In order to select an item from a dropdown lists; first activate the dropdown by clicking the arrow on the right of the item grey space. Then select the item that best responds to the data item requirement. For long list, the method indicated below can be used instead of activating the drop down.



NOTE: Numbers are for reference only; type the code description in the drop down, not its number. Numbers are shown in order to help users of the data see how the list matches with the list given in the AUTCR Data Element Guide and other references. Some users find it easier to remember and locate codes by number, but only the code description entry will produce the code, not its number.

The following sections of this document will give detailed instructions on how to complete each of the individual sections in eCrash.

4. RECENT DATA

4.1. RECENT DATA FEATURES

MOVE allows you to easily access recent people, vehicle and places by clicking the Recent Data button at the bottom right in the MOVE screen:



This will cause a bar to slide into view on the right side of the screen that offers the following three options:

- Recent People
- Recent Vehicles
- Recent Places

These will be discussed in the next three sections.

As you move through the various sections of the crash report, you will find various places where you can drag and drop items from the recent data list. You will know when you can drag and drop from the list onto the crash report when you see a matching icon (person, vehicle or place) within the various section of the crash report.

4.2. RECENT DATA FEATURES: RECENT PEOPLE

Clicking the following icon:



will generate a list of your 50 most recent people searches (similar to that given below) from license scans or Quick License runs in MOVE.



Drag and drop information about any one of these individuals in places within the crash report identified by the person icon given above. These will be identified as we move through the sections of the crash report. Be sure that you read the entry after you drag and drop it to be sure that you inserted the right person information into the report. It is easy to drag and drop the wrong person, and doing this could cause severe problems to the persons affected as well as causing extensive administrative difficulties.

To validate information about any one of these individuals, double click the name in the list and a screen similar to the one below will appear.

Person Information		
Name: KERRI MICHELLE KEITH		
Address:	_	
DL#: License Class: SSN: DOB: Sex: Female	D	E.
	Corrective Lenses	
Hair Color: Blonde		AGE: 29 sue Date: 3/27/2006 tion Date: 3/14/2010

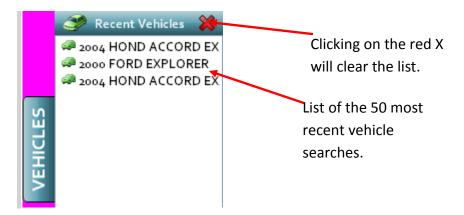
Clicking the Red X at the top right of the Recent People list will clear the list. If you do not use this option to clear the list, the names will roll off the bottom of the list as you continue to add new individuals to the list.

4.3. RECENT DATA FEATURES: RECENT VEHICLES

To view recent vehicles, click the car icon:



The bar on the far right will list the 50 most recent vehicle searches (similar to the one below). These search results can come from a Vehicle search in LETS or a Quick Tag run in MOVE. [NOTE: If you do not have Internet capabilities and have not been able to search for a vehicle in LETS, there is no way to add vehicles to this list. Also, there is no way to add vehicles that are not registered in the state of Alabama.]



Any location from this list can be added to the crash report using drag and drop. You will want to add all of the vehicles from the crash to this list so that they can be accessed at any point when completing the crash report.

Double clicking on one of the vehicles in the list will generate a screen similar to the one below. The screen gives basic information about the vehicle from the Quick Tag search or LETS search.

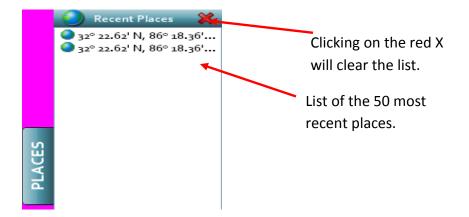
Year:	2004	Make:	HOND	Mo	del: ACCOF	RD EX	
Tag Nu	mber:		Issued	8/16/2007	Expires:	8/31/2008	
VIN:					Color:	Gray	
Owner	DL#:						
Owner	State:	AL			Body:	2D	
Owner	Name:	KEITH	KERRI M				
Owner	Address						

4.4. RECENT DATA FEATURES: RECENT PLACES

Clicking the globe icon given below



will list the 50 most recent places (similar to the list seen below). This functionality is available to any eCrash user who has an operational GPS unit available. For more information on this functionality, please see the "GPS Coordinates Software" section.



Any location from this list can be added to the crash report using drag and drop. As we move through the various sections of the crash report, the various places where this drag and drop functionality can be used will be discussed in more detail. To see a full description of the GPS coordinates, click one of the coordinates seen in the Recent Data list. The screen below is an example of what results from clicking one of the coordinates from the list.

Place Information			
Address:	6	SPS Altitude:	
	G	SPS Latitude:	32° 22.62' N 86° 18.36' W
	G	SPS Time:	00 10.30 W
	ОК		

5. ECRASH SECTIONS

5.1. OVERVIEW SECTION OF THE CRASH REPORT

We now move into a discussion of the various sections of the crash report. To this point, the discussion has focused on the format and functionality of the eCrash program and MOVE. The next sections will move through the various sections seen in the outline on the left side of the screen within eCrash. The first of these is the Overview section.

Notice that the first section listed on the left panel is "Overview." The Overview screen is shown below:

The curren		- 0 <mark>- × -</mark>
Eile Iools Help New Opper Save Export Import Print	t Transfer Unlock Options Help	This heading indicates
Unsaved Report		the current section.
Coverview Cocation & Time Street Information Circumstances Circumstance	Status Amendment Error Correction	Case Numbers Local: DPS:
 License Condition Circumstances Vehicle Owner / Registration Circumstances Damage Uninjured Occupants Victims Condition Workzone Status Truck/Bus Supplement Diagram Narrative Crash Roadway Environment Investigation Witnesses Investigating Officers Notes 	Statistics Number of Vehicles: 0 Number Injured: 0 Unit 1 Type: Unit 2 Type:	Number of Non-Motorists: 0 Number of Fatalities: 0
Validation	2 7.2	
Type Ready	Description	

As discussed above, if appropriate, select the check box for "Amendment" or "Error Correction." The only other field that can be accessed is the Local Case Number. If your agency uses a local case number, insert it here. This can be any combination of letters and numbers. The statistics information within this section will be completed automatically as you move through the different sections of the crash report. It is displayed here for validation purposes when opening an existing crash report.

5.2. LOCATION AND TIME SECTION OF THE CRASH REPORT

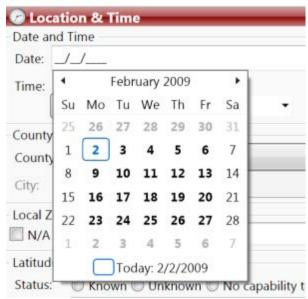
5.2.1. MAIN SECTION SCREEN

The next section listed in the outline is the Location and Time section displayed below. Note the arrows below indicate that the Location & Time screen is current.

应 eCrash	
<u>F</u> ile <u>I</u> ools <u>H</u> elp	
New Open Save Export Import Print Transfer Unlock Options Help	
Unsaved Report 🔀	
Overview	
Control & Time Street Information Date and Time	
Circumstances	
A Units	
Ime: Format and Status	
A Driver Military (24-hour)	
Condition	
County in city Circumstances	
Circumstances County: 63 Tuscaloosa	
City: Tuscaloosa	
g Damage	
24 Uninjured Occupants	
Coordinates Coordinates	
🖁 Workzone Status 🔤 Status: 🔘 Known 🔘 Unknown 🔘 No capability to determine	
💕 Truck/Bus Supplement	
Type:	
Narrative	

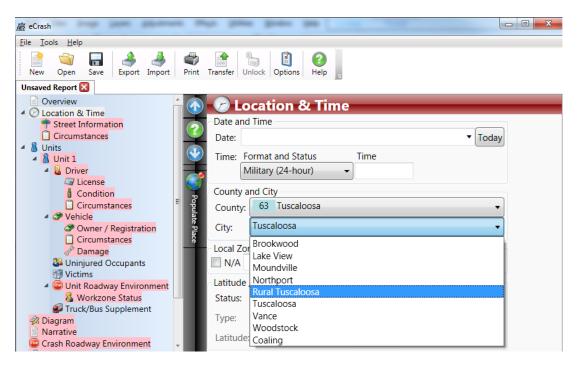
From this section, you will need to add the date and time for the crash. Note that there is a

"Today" button to the right of the date field that will automatically add the current date to the crash report. If you are completing a crash report for a date in the past you can click on the dropdown next to the "Date" field and select the correct date from the calendar that appears.



When you enter the time you will have to select the format for the time field. You will typically want to select "Standard" or "Military" from the list.

Next select the County and City for the location of the crash. A dropdown list is available for the list of counties. As you begin typing the name of the county "T-U-S...," for example, the first county with those letters be selected from the list. The city list will be limited to the cities contained in the county that is selected. Select the city from the list of available cities either by using the dropdown list or by starting to type in the name of the city.

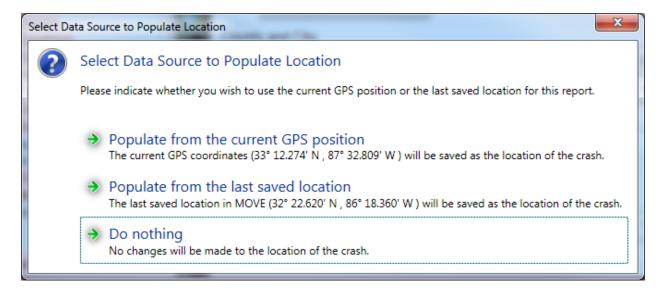


If the crash occurred outside of city limits, select the "Rural" item from the City list that is given for that particular county.

If you need to enter a "Local Zone" for the crash, do that on this screen immediately below the County and City fields.

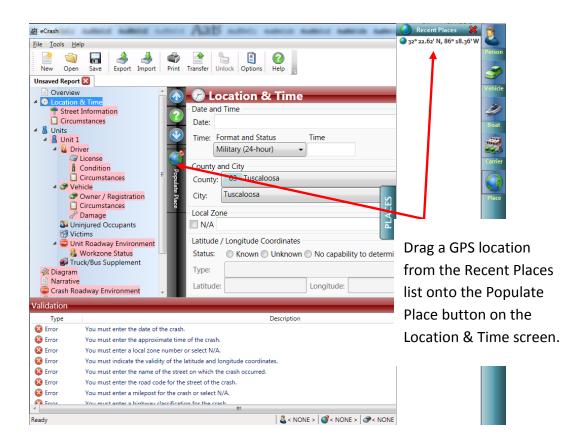
Just below the Local Zone field is space for latitude and longitude coordinates. If you have a GPS device connected to your computer that is supported by MOVE, you can use it to populate the coordinate fields automatically. You can also import a saved location from your Recent Places list in MOVE.

Clicking on the Populate Place button to the left of the data entry area will prompt you to choose whether to use the current GPS position or the latest saved position in Recent Places when populating the crash report:



If your GPS device is not connected or does not have a fix on its location, the "Populate from the current GPS position" may not appear in the list.

You may also drag a place from the Recent Places list and drop it on the Populate Place button to fill in the coordinates with that location.



5.2.2. STREET INFORMATION

The Street Information is a subheading under the Location & Time screen in the outline of the crash report given on the left. The Street information is shown below.

		27.1
Unsaved Report* 🔀		
O Location & Time	Street Informa	ation
Street Information	On Street, Road, or Highway	
Circumstances	Street/Road Name:	•
🛔 Units		
- A Unit 1	Street/Road Code:	Milepost: 🛄 N/A
License	Highway Class:	•
0 Condition	Controlled Access:	-
Circumstances	Controlled Access:	
 P Vehicle 	Highway Side:	•
Owner / Registration	At Intersection of or Between	(Neda 1)
Damage		100
Uninjured Occupants	Is applicable: O Yes (D No
1 Victims	Street/Road Name:	Node Code:
 Unit Roadway Environment 	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Workzone Status	And (Node 2)	
Truck/Bus Supplement	Is applicable: O Yes (D No
S Narrative	Street/Road Name:	Node Code:
Crash Roadway Environment		Trobe Sector
P Investigation	Distance From Node 1	
Witnesses	Is applicable: O Yes O No	
The Investigating Officers		
Notes	Measurement:	Units: *

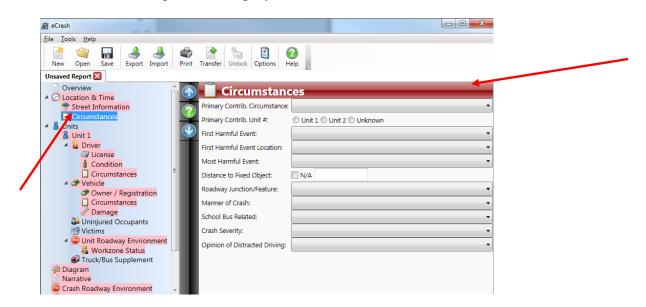
Data about the address and roadway information at the location of the crash is also entered on this screen. The dropdowns and "type ahead" functionality is useful in finding the correct items from each dropdown list.

Street/Road Name:	
Street/Road Code:	Milepost: 🔲 N/A
Highway Class:	
Controlled Access:	
Highway Side:	
At Intersection of or	Between (Node 1)
ls applicable:	🔘 Yes 🔘 No
1.5	
Street/Road Name:	
Street/Road Name: And (Node 2)	
Street/Road Name: And (Node 2) Is applicable:	O Yes O No
Street/Road Name: And (Node 2) Is applicable: Street/Road Name:	Node Code: O Yes O No Node Code:
Is applicable: Street/Road Name: And (Node 2) Is applicable: Street/Road Name: Distance From Node Is applicable: () \	○ Yes ○ No ■ Node Code: ■ Node Code: ■ 1

Generally it is most advantageous to complete all fields before moving to the next section of the report. Notice that as you complete individual fields, their omission errors disappear from the validation panel at the bottom of the eCrash program.

5.2.3. CIRCUMSTANCES

The third section of this general category involves a number of circumstances, as shown below.



If there is any doubt about the meanings of any of the fields, see the Data Element Manual for a complete explanation of their meanings.

Circumstanc	es	
Primary Contrib. Circumstance:	1	DUI
Primary Contrib. Unit #:	🔘 Ur	nit 1 🔘 Unit 2 🔘 Unknown
First Harmful Event:	22	Collision with vehicle in traffic -
First Harmful Event Location:	1	On roadway 🗸
Most Harmful Event:	4	Crossed centerline -
Distance to Fixed Object:	√ N/	A
Roadway Junction/Feature:	1	No special feature 🔹
Manner of Crash:	3	Head-on (front-to-front)
School Bus Related:	1	No school bus involved 🗸
Crash Severity:	Α	Incapacitating injury 🗸
Opinion of Distracted Driving:	97	Not applicable (not distracted)

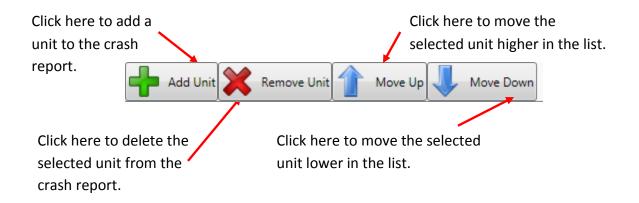
The "Circumstances" section of the crash report refers to the entire crash. Once this is completed it will be necessary to enter data on each of the units that were involved in the crash. In the example that follows, two vehicles will be used to illustrate the unit information.

5.3. UNITS

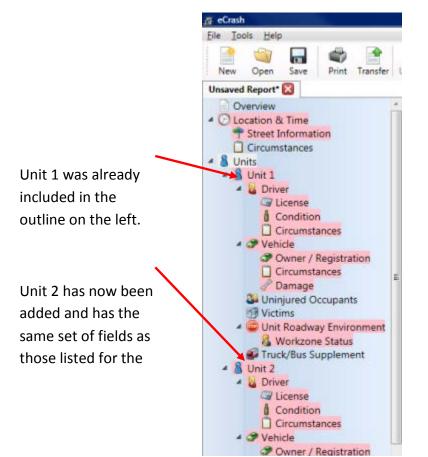
The Units screen (shown below) is used to "create" units and to view summary information about these units. Before completing information on the individual units, this screen will be basically blank. In the screen below you will see that there is a blank for Unit 1, but no information is shown for that particular unit.

应 eCrash		
<u>File Tools H</u> elp		
New Open Save Export Import	Print Transfer Unlock Options Help	
Unsaved Report* 🔀		
Overview	🕂 🕥 🧎 Units	
Location & Time		
Treet Information	👩 📫 Add Unit 🎇 Remove Unit 👚 Move Up 🤳 Move Down	
Circumstances	Image: A second seco	
Units	I on and entered >	
Unit 1	drag manne anterandà	
 Driver License 	2 <no address="" entered=""></no>	
Condition	(as a set of the set o	
Circumstances	3 <no address="" entered=""></no>	
Vehicle		
Owner / Registration		
Circumstances		
🥜 Damage		
Uninjured Occupants		
 Image: State of the state of th		
 Victim 1-1 		
🔗 Details		
Onit Roadway Environment		
🔏 Workzone Status 🚮 Truck/Bus Supplement		

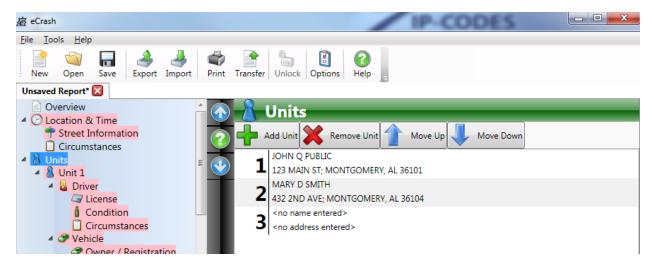
As you begin entering information, this screen will show key information for a particular unit. If the crash involved other units, they can be added at this point by clicking the "Add Unit" button. If for some reason too many units are created in error, click the "Remove Unit" button. These buttons are found at the top of the unit summary. You can change the order in which the units appear by selecting a unit and clicking the "Move Up" or "Move Down" buttons.



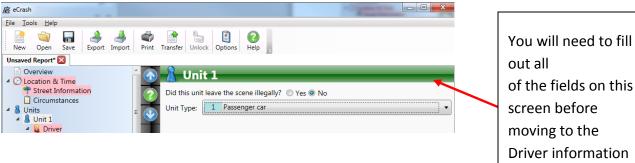
When a unit is added to the crash report, an additional unit and all of its subsections will be added to the outline on the left side of the screen.



Once driver or other identifying data is entered for a unit, the Units screen will appear similar to the one below with the driver name and address appearing in the unit list.



In the next screen the unit is numbered (e.g., Unit 1), and some basic information about the unit is required.



of the fields on this Driver information for the first unit.

This screen will be repeated for each of the units in the crash. Note that the unit type is required. Units may either be motor vehicles or non-motorists, and the various types are given in this dropdown menu. Certain rules are important to note at this point:

- The at-fault or causal unit, defined by the unit associated with the primary harmful event must be either Unit 1 or Unit 2; one of these two must be chosen as the causal unit in subsequent screens;
- If there is a non-motorist involved in the crash, a motor vehicle must be in the Unit 1 position, and the non-motorist must go in the second or subsequent unit position.

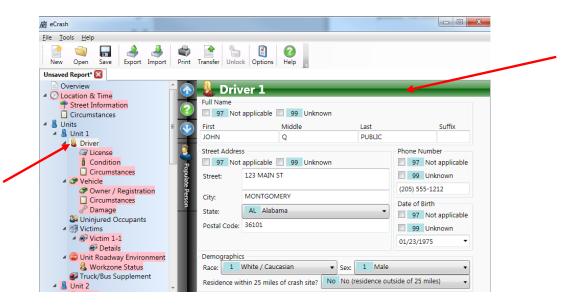
In addition to the overall unit section, the following subsections of the crash report exist for each unit:

- Driver/Non-Motorist •
 - o License
 - o Condition
 - o Circumstances
- Vehicle
 - o Owner/Registration
 - o Circumstances
 - o Damage
- Non-Motorist (if applicable) •
- Uninjured Occupants
- Victims •
- Unit Roadway Environment •
 - Workzone Status
- Truck/Bus Supplement •

Driver and Vehicle subsections will be considered within the following two sections and their subsections. Uninjured Occupants, Victims, Unit Roadway Environment and Truck/Bus Supplement will each have their separate sections.

5.4. DRIVER/NON-MOTORIST

Once in the Driver/Non-Motorist screen, the basic fields shown below will need to be completed for the driver or the non-motorist that corresponds to the unit. The license scanner and LETS information can greatly facilitate this process, but if they are not available, these data elements can be completed manually.



Notice that the Populate Person button is visible to the left of the data entry area, indicating that you can bring in Recent Person information into this section of the crash report. In order to insert Recent Person information, either click directly on the Populate Person button (if you are sure that you last license scan or LETS run was for the individual you want to include as the driver for this unit) or drag and drop a person from the Recent People list to the Populate Person button.

ŗ	应 eCrash File Tools Help	Recent People 🗱 💈
If you are	New Open Save Export Import Print Transfer Unlock Options Help	ALJOHN Q DOE Person
certain that	Unsaved Report 🔀	Vehicle
the last	Overview Clocation & Time Full Name	Vende
license you	Circumstances	Boat
scanned was	B Units Driver	
the license	Carl License	Phi
for the driver	Condition	
of this unit,	Owner / Registration	
click the	Circumstances	Alternatively, drag a person
Populate	11 Victims Postal Code:	from the Recent People list and
Person	Comparison of the second	drop it on the Populate Person
button to	🐼 Diagram 🔹 Race: 🔹 Sex:	button on the Driver screen.
add their	Crash Roadway Environment	This method is recommended
information	Validation	if you have scanned several
to the	Type Description S Error You must enter the date of the crash.	-
to the	8 Error You must enter the approximate time of the crash.	licenses before beginning to
report.	S Error You must enter a local zone number or select N/A. Registror You must indicate the validity of the latitude and longitude coordinates.	fill out the crash report. Be
	S Error You must indicate the validity of the latitude and longitude coordinates. Fror You must enter the name of the street on which the crash occurred.	-
	S Error You must enter the road code for the street of the crash.	sure you get the right person
	Error You must enter a milepost for the crash or select N/A. You must enter a highway classification for the crash	in each of the target sections.
	•	
	Ready 🕹 < NONE > 🧳 < NONE > 🧳 < NONE >	DNE

Adding information from a license scan (or LETS run) will automatically insert most of the information needed for this screen. The omission error list in the bottom panel enables you to check the data elements and to complete any fields that are still left blank.

Non-motorist information. To the extent possible all data elements that apply to a driver should be completed for the non-motorist. This is true for all of the sections given below. Depending on the type of non-motorist, some data items will be applicable and some will not be. When it is indicated that the unit is a non-motorist, many of the data elements will default to "Not Applicable" (97 or N/A). However, you can override any of these if the items there are meaningful to the non-motorist and they add useful information to the report.

5.4.1. LICENSE

The License screen for the driver of the unit is shown below.

e <u>T</u> ools <u>H</u> elp	
Rew Open Save Export Import Print	Unlock Options Help
nsaved Report 🔀	
Overview	🖉 🖉 Driver 1 License
C Location & Time	Driver's License Information
Circumstances	State:
Units	Number:
A Driver	Class:
🔤 License	Status:
Condition	
3 Vehicle	CDL Status:
Owner / Registration	Restriction Violations Endorsement Violations
Circumstances	97 Not applicable 🔹 🕂 97 Not applicable 🔹 🕂
Winjured Occupants	
1 Victims	
Unit Roadway Environment	
🔏 Workzone Status	
💕 Truck/Bus Supplement	

Some of the information on this screen will already be completed if the Recent Person information was used in completing the previous screen. Go in and complete the remaining fields in the license information screen using the omission errors to ensure that all items are completed.

The Restriction Violations and Endorsement Violations fields allow for multiple items to be entered. The following process should be used:

- Select an item from the list.
- Click the button to add that item to the list.
- Rearrange the order of the items by selecting an item on the list and using the up and down arrows I I. Be sure that you order the items so that those that have most relevance to the crash are at the top.
- To remove an item from the list, select it and click the 🔀 icon.

This process is illustrated below.

	Driver 1	License			Use these check boxes if none of the codes from the dropdown lists apply.
	State:	AL Alabama	🔹 🕅 Other	🕅 N/A 🕅 U	nknown
	Number:	1234567		🕅 N/A 🕅 U	nknown
Select an	Class:	D		🔲 N/A 🕅 U	nknown
item from	Status:				
the list to	CDL Status:			Use tl	hese buttons to add
add a	Restriction V		Endorsement Violati	an ite	m to the list, to
Restriction	Z. Identif	ication card only	97 Not applicable	move	an item up or down
Violation.	A Correc	tive lenses		-	ority in the list, or to e an item from the

The fields selected on this screen above are for a driver from the state of Alabama with a suspended license. The driver also is required to use corrective lenses.

5.4.2. EMPLOYMENT/INSURANCE

The Employment/Insurance screen contains fields relating to the driver's (or non-motorist's) place of employment and liability insurance coverage.

Be certain to use the checkboxes to indicate when the driver was unemployed, retired, selfemployed, or had no insurance.

Place of Employment Unemployed Retired Self-employed 97 Not applicable 99 Unknown ABC CORPORATION In this example the driver was employed 97 Not applicable 99 Unknown In this example the driver was employed by the employed by the employed	🛛 🖉 Di	iver 1 Employment/Insurance	_	
ABC CORPORATION Liability Insurance Company: 97 Not applicable 99 Unknown V None None (uninsured)				
Liability Insurance In this example the driver was driver was	📃 Unemp	loyed 🔲 Retired 🔲 Self-employed 📃 🥑 Not applicable 📃 🧐 Unk	nown	
Company: 97 Not applicable 99 Unknown V None None (uninsured) driver was	ABC CORF	ORATION		
Company: 97 Not applicable 99 Unknown V None None (uninsured)	Liability In:	urance	In this ex	ample the
employed by the	Company:	97 Not applicable 99 Unknown Vone None (uninsured)		
				•
Policy #: 🛛 97 Not applicable 🗌 99 Unknown ABC Corporation	Policy #:	97 Not applicable 99 Unknown		
and had no				
NAIC #: V/A Not applicable Unk Unknown	NAIC #:	N/A Not applicable Unk Unknown	insuranc	e.

5.4.3. CONDITION

The Driver Condition screen contains fields that describe the condition and sobriety of the driver (or non-motorist) of the unit.

eCrash	
<u>F</u> ile <u>T</u> ools <u>H</u> elp	
Pew Open Save Export Import	Print Transfer Unlock Options Help
Unsaved Report 🔀	
Overview Cocation & Time Street Information Circumstances Units Unit 1 Unit 1 Circumstances Circumstances Circumstances Circumstances Circumstances Circumstances Circumstances Circumstances Damage Uninjured Occupants Victims Circumstances	Driver 1 Condition Condition: Alcohol Sobriety Officers Opinion: Test Given: Test Result: N/A Not applicable Unk Unknown or results pendin Drug Sobriety Officers Opinion: Test Given: Test Result:

This section should be completed for pedestrians or any other non-motorists where it is applicable. The driver of a vehicle that does not qualify as a motor vehicle should be included in all applicable elements of this screen.

Condition: 6 U	1 Condition Inder the influence of alcohol / drugs	In this example the driver had a BAC of 0.15, and there
Alcohol Sobriety Officer's Opinion: Test Given:	Yes Yes (substance involved) 2 Breath test	was no indication of drug use.
Test Result:	.150 N/A Not applicable Unk Unknown or	results pending
Drug Sobriety Officer's Opinion:	No No (no substance involved)	······
Test Given: Test Result:	4 No test given 97 Not applicable	

5.4.4. CIRCUMSTANCES

The fields included in the Circumstances screen are fields that deal with the circumstances surrounding the driver for the unit in question.



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的 eCrash	the second se		HER CO.
Ele Iools Help			
New Open Save Export Import	Transfer Unlock Options Help		
Unsaved Report* 🔀			
Overview	🔊 📋 Driver 1 Circumsta	ncos	
 C Location & Time 	Travel Road	ances	
T Street Information	2	Marcal Control of the	
Circumstances	Name	Code Direction	
B Units B Unit 1		•	
4 Driver	Circumstances		
C License	Mapeuver		i i i i i i i i i i i i i i i i i i i
Condition	maneuver.		
Circumstances	Most Harmful Event:		
 P Vehicle 	Contributing Circumstance:		
Owner / Registration			
Circumstances	First Harmful Event Location:		
P Damage	Sequence of Events		
Victims	Event #1:		
 Unit Roadway Environment 	Event #1:		
& Workzone Status	Event #2:		
Truck/Bus Supplement	Event #3:		
🔺 🖁 Unit 2	Event #3:		
 Driver 	Event #4:		
Gi License	and the second s		

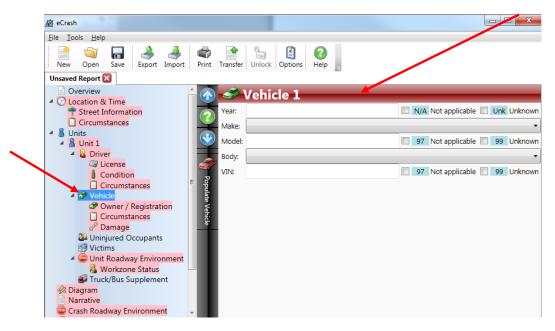
The Circumstances screen for the unit is the final subsection under the Driver/Non-Motorist heading. When this is completed the next screen will cover Vehicle information for the unit.

0 Hep		The fields selected here are for a
Driver 1 Circumstance Travel Road Name Highway 69	Code Direction 5069 1 North	driver who was traveling North on Highway 69. The
Circumstances Maneuver: Most Harmful Event: Contributing Circumstance:	6 Changing lanes22 Collision with vehicle in traf1 DUI	driver crossed the centerline and hit vehicle 2 in a head on collision.
First Harmful Event Location:	1 On roadway	NOTE: If there are not four
Event #1: 4 Crossed centerline Event #2: 22 Collision with vehicle in traffic		actions that can describe the Sequence of Events, select "97 -
Event #3: 97 Not applicab Event #4: 97 Not applicab		Not Applicable" for the remaining events. All fields require some entry.

5.5. VEHICLE INFORMATION

There is a main Vehicle screen and three screens under it. The Vehicle screen contains some basic information about the vehicle for the particular unit under consideration. Note that the unit number is carried throughout, so as long as that unit number remains the same, it will provide vehicle information for the unit that matches the person information given in the sections above.

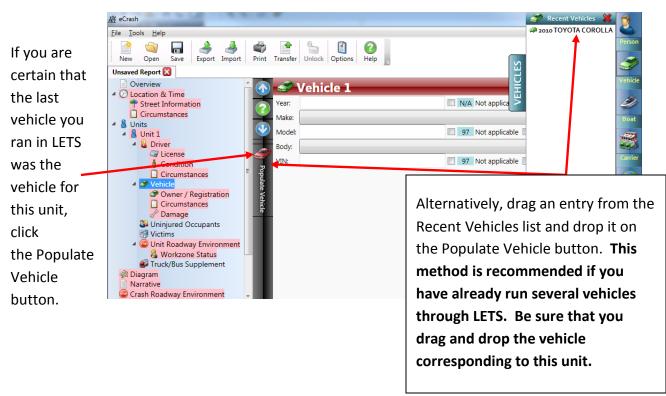
Some of this information may be readily accessible through LETS information. If you do not have LETS access or the vehicle is from another state, complete all of the information using the hard copy registration information provided by the drivers.



Notice that the Populate Vehicle button is visible to the left of the data entry area, indicating that you can bring in Recent Vehicle information into this section of the crash report. Recall the two ways to do this:

- Click the Populate Vehicle button *only if you are sure that you last LETS run was for the vehicle you want to include as the driver for this unit;* or
- Drag and drop a vehicle from the Recent Vehicles list to the Populate Vehicle button.

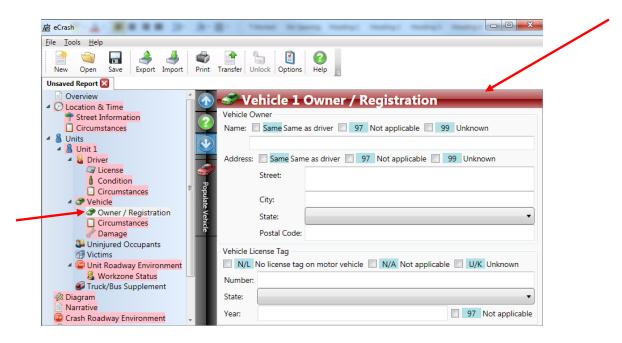
In either case, read over the entry to be sure that it is the one that corresponds to this unit.



After pre-populating the fields as indicated above, check the omission errors at the bottom of the screen to complete any fields that are still blank. At that point, move on to the three subsections under the Vehicle/Non-Motorist.

5.5.1. OWNER/REGISTRATION

The Owner/Registration section under the major Vehicle heading portion of the report is given below. Much of this screen could already be pre-populated from LETS. However, if you were not able to bring information over from LETS, it will need to be completed from the hard copy registration information provided by the drivers.



If the Vehicle owner is not the same as the driver, change/correct the Vehicle Owner information at the top of this screen by un-checking the "Same" block at the top of the screen. You may also need to correct some vehicle license tag information at the bottom of this screen, so this should be checked over carefully.

5.5.2. CIRCUMSTANCES

The Circumstances screen within the Vehicle portion of the crash report is given below.

New Open Save Export Import Prin		ielp _
Unsaved Report* 🔀		
Overview Outroin & Time Street Information	Usage / Status	rcumstances
Gircumstances Sunits Units Unit 1	Usage: Emergency Status	•
License Condition	Hazardous Materials Placard Required: 97 No	t applicable 🔹
Circumstances		t applicable +
Crounstances	Cargo Released: 97 No Attachment / Oversized Load	
P Damage	Attachment:	•
Uninjured Occupants	Oversized Load:	N/A Not applicable +
Unit Roadway Environment Workzone Status	Had Oversized Load Permit:	N/A Not applicable +
Truck/Bus Supplement	Other Circumstances Contributing Defect:	•
 Driver 	Speed Limit:	N/A Not applicable

Most of the entries utilize dropdown lists in order to speed up the entry process. Some of the fields will be "grayed out" automatically if generally they do not apply. For example, if the vehicle is a personal vehicle (and not a commercial vehicle), fields such as Emergency Status and the Hazardous material fields will be grayed out. However, if for some reason these fields do apply, these "97 Not applicable" default entries may be overridden.

Usage:	1	Personal	
Emergency Status	0.00	Not applicable	
Hazardous Material			
Placard Required:	-	Not applicable	
Hazardous Cargo:	97	Not applicable	1
Cargo Released:	97 1	Not applicable	
Attachment / Overs	ized Lo	ad	
Attachment:		1 None	•
Oversized Load:		N/A Not applicable	•
Had Oversized Load	d Perm	e N/A Not applicable	
Other Circumstance	s		
Contributing Defec	t	1 None	•
Speed Limit:		40 MPH	able
Estimated Speed:		80 M 🔲 000 Stationary 🛄 Unk Unknown 🗐 N/A Not applic	able
Citation Offense Ch	aroed	Driving while suspended	1

The example given here is for a personal vehicle with no attachment and no contributing defects. The driver was traveling 80 mph on a 45 mph roadway, driving with a suspended license and charged with that by the officer.

5.5.3. DAMAGE

The Damage subsection for the Vehicle is given below.

应 eCrash		
<u>F</u> ile <u>T</u> ools <u>H</u> elp		
New Open Save Export Import	Print Transfer Unlock Options Help	
Unsaved Report* 🔀		
 Overview Cocation & Time Street Information Circumstances 	Vehicle 1 Damage Vehicle Damage Information Severity:	•
 & Units & Unit 1 & Driver Zicense Employment/Insurance 	Towed: Towed By: Towed To:	 97 Not applicable 99 Unknown 97 Not applicable 99 Unknown
 Condition Circumstances Vehicle Owner / Registration Circumstances Circumstances 	Vehicle Damage Diagram	ísible Damage
 Damage Uninjured Occupants Victims Unit Roadway Environment Workzone Status Truck/Bus Supplement Diagram Narrative 	09 13 03 97 Not Applicable / No V 08 04 07 05 06 Point of Initial Impact:	▼

One notable change from the previous crash report is the more detailed vehicle damaged areas – there are now 12 areas around the car (similar to the clock, which is quite often used to indicate direction). Multiple entries are allowed for damage areas; see below.

Clicking an area will turn the number yellow to indicate that it was	Vehicle 1 Damage Vehicle Damage Information Severity: 4 Major, disabled Towed: 1 Towed due to disabling damage Towed By: ACME TOWING 97 Not applicable 99 Unknown Towed To: CITY LOG 97 Not applicable 99 Unknown	In this example the vehicle was severely damaged to the point of having to be
selected. In this	Vehicle Damage Diagram	towed. It was towed by ACME Towing to
11, 12 and 01 are	11 01 15 Attachment 10 02 16 Totaled 09 13 03 97 Not Applicable / No Visible Damage 08 04 04 04 04	the City Lot. The damage done to the
	07 05 06 Point of Initial Impact: 12 12	vehicle was limited to sections 11, 12 and 01
		(the sections highlighted in yellow).

This is the final subsection of the Vehicle part of the report. The unit may contain occupants either uninjured or injured (documented in the "Victims" section).

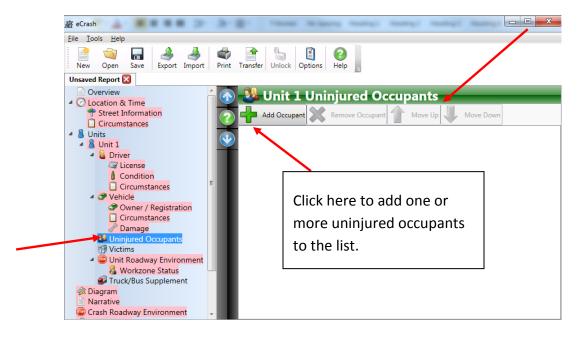
5.6. NON-MOTORIST

The Non-Motorist section contains information that is only pertaining to units that are described as non-motorists. If you do not choose your unit type as non-motorist, you will not see this section.

ile <u>T</u> ools <u>H</u> elp		
New Open Save Export Import P	int Transfer Unlock Options Hep	
Jusaved Report* 🔯		
Overview	🔊 🌁 Non-Motorist 1	
T Street Information	Action Prior to Crash:	
Circumstances	Child Going To/From K-12 School:	
Units	Action at Time of Crash #1:	
Driver / Non-Motorist License	Action at Time of Crash #2:	
& Condition	Location at Time of Crash:	
Circumstances	Unit # of Striking Motor Vehicles	99 Unknown
Owner / Registration Circumstances Plamage Non-Motoris Uvinyured Occupants		

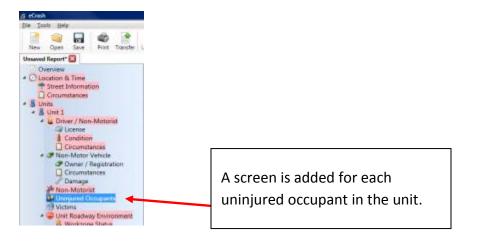
5.7. UNINJURED OCCUPANTS

Bypass this section if there were no uninjured occupant in the unit vehicle. If there were uninjured occupants (including the driver), one of these sections of the report will be required for each one in the unit. Uninjured occupants in other units get documented within their respective units. *It is critical to keep all occupants identified within their respective units.*



To add an uninjured occupant, click the "Add Occupant" button at the top of the screen as shown above. You may also remove the selected occupant or change its position in the list using the Remove Occupant, Move Up, and Move Down buttons, as in the unit list.

After you add an occupant, notice that the outline of the crash report adds a screen for that (uninjured) occupant. Injured occupants (victims) including the drivers if injured, should not be added at this point. They will be documented in the Victims section for each unit.



The screen for each uninjured occupant screen is given below. AB eCrash Ele Iools Help 1 0 3 4 1 1 0 New Open Export Import Print Transfer Unlock Options Help Save Unsaved Report* 🔀 Overview 🎍 Occupant 1-1 O Location & Time Seating Position Street Information 2, 4, or 6 Passenger: 12 Pedestrian Circumstances & Units 13 Rider of domestic animal 01 02 03 Bicycle. & Unit 1 14 Occupant of non-motorized vehicle Motorcycle, Driver / Non-Motorist 04 06 05 ATV: G License 15 Passenger of bus Condition 10 9 Passenger (add): 16 Not in passenger compartment Circumstances 07 08 09 P Non-Motor Vehicle 11 97 Not applicable Owner / Registration 98 Other (explain) 12 Passenger (add): Circumstances 99 Unknown P Damage 17 18 19 Non-Motorist Uninjured Occupants Occupant Type: d Oce Victims Safety Equipment . Unit Roadway Environment Airbag Status: . Workzone Status Truck/Bus Supplement • 99 Unknown Birth Date: Unit 2 Driver ALC: Cicense Ejection Status: & Condition

There are some additional data items required that were not on the old crash report form. These data items are essential to obtaining some extremely important information, e.g., being

67

able to compare injured with uninjured occupants to see the effectiveness of restraint use for various age groups.

Seating Position			
2. 4. or 6 Passenge	er:	2 Pedestrian	
01 02 03	Bicycle.	Rider of domestic animal	
	Motorcycle.	14 Occupant of non-motorized vehicle	
04 05 06	ATV:	15 Passenger of bus	
9 Passenger (add)	10	16 Not in passenger compartment.	
07 08 09	11	97 Not applicable	
12 Passenger (add	n:	98 Other (explain)	
17 18 19		99 Unknown	-
coupant Type:	2 Passeng	er .	
ifety Equipment:	2 Shoulde	ir and lap belt used	
irbag Status:	2 Not dep	sloyed, no switch	
irth Date:	03/05/1981	- 🖸 99	Unknown
ex	1 Male		
ection Status:	1 Not eie	cted or trapped	

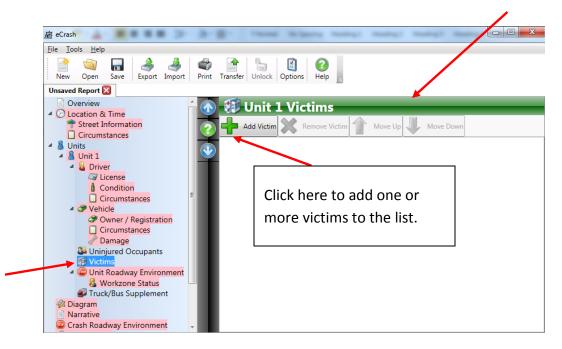
This example is for an uninjured passenger in the back seat (passenger side) of Vehicle 1. The occupant was a male born on March 5, 1981. He was wearing a lap and shoulder belt and the airbag deployed. He was not ejected from the car at the time of the crash.

A completed uninjured occupant page should look similar to the one above. Add as many uninjured occupants needed for the unit under consideration.

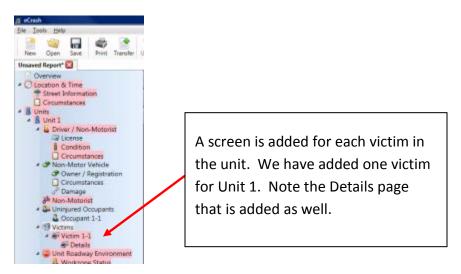
GENERAL NOTE: When you have finished completing the Uninjured Occupants section and the Victims section (described below) of a unit, it must include an entry for *every* person in that unit. This will include the driver of the unit and all passengers of the unit. If the unit is a non-motorist entity, it will include every person associated with that unit as well (e.g., pedestrians, bicyclist etc.). Every individual of the unit will be accounted for in either the Uninjured Occupants' or the Victims' screens, depending on whether or not they are injured. If the crash involves multiple units, then they will all be documented within their respective units. In this way *every person* involved in the crash will be documented as either an uninjured occupant or a victim.

5.8. VICTIMS

Victims can be viewed as being totally comparable to non-injured occupants in every sense except that there are a few more data elements that are required to document the medical aspects of the victim injury. Adding a victim is comparable to adding an uninjured occupant, as indicated below.



As with the uninjured occupants, after adding a victim, the outline of the crash report will be modified to indicate each victim that is added to the unit. A separate page (called Details) is also added for each victim.



The first screen (labeled "Victim i") is shown below. Here i = 1, 2, 3, ... depending on the victim number within the unit.

File Lools Help New Open Save Export Import Print Transfer Unlock Options Help Unsaved Report Overview Otecation & Time Street Information Circumstances Units Units Units Units Units Units Image Overview Image Units Image Units Image Units Image Ima	应 eCrash	
New Open Save Export Import Print Transfer Unlock Options Help Unsaved Report Import Victim 1-1 Seating Position 2, 4, or 6 Passenger: 12 Pedestrian Image: Street Information Circumstances Seating Position 2, 4, or 6 Passenger: 13 Rider of domestic animal Image: Street Information Circumstances Seating Position 2, 4, or 6 Passenger: 14 Occupant of non-motorized vehicle Image: Street Information Image: Street Information Image: Street Information Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Information Image: Street Informati	<u>File Tools H</u> elp	
Overview ◇ Location & Time ◆ Street Information Circumstances ◇ Units ◇ Units ◇ Units ◇ Units ◇ Condition ○ Circumstances ◇ Condition ○ Circumstances ◇ Condition ○ Circumstances ◇ Condition ○ Circumstances ○ Condition ○ Circumstances ○ Owner / Registration ○ Circumstances ○ Occupant 1-1 ○ Vehicle ○ Occupant 1-1 ○ Occupant 1-1 ○ Victim 1-1	New Open Save Export Import Print	
 Location & Time Street Information Circumstances Units Units Driver Circumstances Condition Circumstances Circumstances<!--</td--><td>Unsaved Report* 🔀</td><td></td>	Unsaved Report* 🔀	
👸 Workzone Status	Overview Cocation & Time Street Information Circumstances Condition Circumstances Condition Circumstances Condition Circumstances Condition Circumstances Condition Circumstances Cover / Registration Circumstances C	Seating Position 2, 4, or 6 Passenger: 12 Pedestrian 01 02 03 Bicycle, 13 Rider of domestic animal 04 05 06 ATV: 15 Passenger of bus 9 Passenger (add): 10 15 Not applicable 12 Passenger (add): 19 98 Other (explain) 17 18 19 99 Unknown 17 18 19 10 10 Occupant Type: V V V V Birth Date 99 99 10 10 10

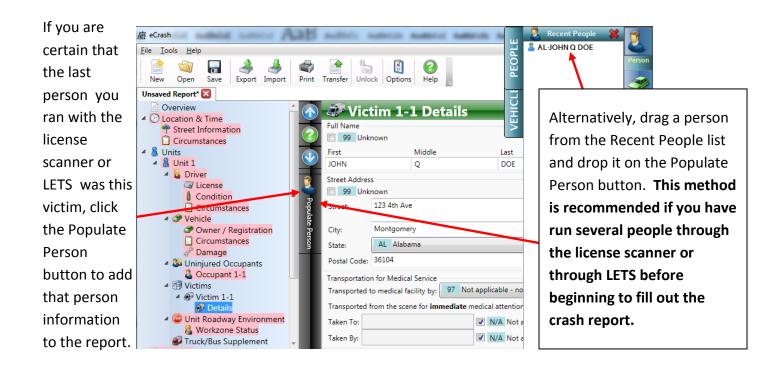
With the exception of "Injury Type" and "First Aid By", this information is the same as that gathered for uninjured occupants.

Once the Victim screen is completed, go on and complete the Details portion (or the second portion) of the victim information. Do these together to keep them from getting disassociated – it is critical that both pages reference the same victim.

It is possible to utilize the license scanner or LETS information to pre-populate some of the information for the victim. Notice that the Populate Person button is visible, indicating that Recent Person information can be copied into this section of the crash report. In order to copy Recent Person information in, either

- Click the Populate Person button (only if you are sure that you last LETS run was for the person you want to include as the driver for this unit); or
- Drag and drop a person from the Recent People list to the Populate Person button.

In either case, proof and be sure that the person moved in is exactly the right person being described in this part of the report.



A completed victim page should look similar to the one above. You can add as many victims as are needed for the unit in question, and this will be reflected on the Victims main page. As an example, if you added two victims to a unit's information, the Victims main page would look like the following.



GENERAL NOTE: When you have finished completing the Uninjured Occupants section and the Victims section (described below) of a unit, it must include an entry for *every* person in that unit. This will include the driver of the unit and all passengers of the unit. If the unit is a non-motorist entity, it will include every person associated with that unit as well (e.g., pedestrians, bicyclist etc.). Every individual of the unit will be accounted for in either the Uninjured Occupants' or the Victims' screens, depending on whether or not they are injured. If the crash involves multiple units, then they will all be documented within their respective units. In this way *every person* involved in the crash will be documented as either an uninjured occupant or a victim.

5.9. UNIT ROADWAY INFORMATION

The next section is the Unit Roadway Information. It is required on a per unit basis since some of the data items might be different for different units within a given crash.

餐 eCrash	1			
<u>Eile T</u> oo	ols <u>H</u> elp			
ew New	Open Save Export Import	Print	Transfer Unlock Options Help	
Unsaved	l Report* 🔀			
	Damage	1	📴 Unit 1 Roadway Er	nvironment
4	Uninjured Occupants	6	Involved Road/Bridge:	
4	Cocupant 1-1 Victims		Road Surface Type:	
	🔺 🞯 Victim 1-1		Roadway Condition:	
	Details		Environmental Contributing Circumstances:	
	 Wictim 1-2 Details 	STP.		
	Unit Roadway Environment	8	Contributing Material in Roadway:	_
	🔏 Workzone Status	Copy From	Contributing Material Source:	
	Truck/Bus Supplement	II I	Roadway Curve & Grade:	•
	Unit 2 Driver	-	Vision Obscured By:	▼
-	Ilicense		Traffic Control:	
	Condition		Traffic Control Functioning:	
	Circumstances	- 11		
4	Vehicle		Opposing Lane Separation:	
	Owner / Registration Circumstances		Trafficway Lanes:	-
	2 Damage		Turn Lanes:	
	Sa Uninjured Occupants		One-Way Street:	© Yes ◎ No
	Victims			

We highly recommend using the "type ahead" functionality if you know the description of the code. A completed screen should look similar to the one below.

	👜 Unit 1 Roadway En	vir	ronment	
\bigcirc	Involved Road/Bridge:	1	None apparent	This example is for a dry, asphalt
	Road Surface Type:	1	Asphalt	road. The location of the crash did
	Roadway Condition:	1	Dry	not involve a bridge. No
	Environmental Contributing Circumstances:	1	None apparent	environmental conditions
	Contributing Material in Roadway:	1	None	contributed to the crash, and the
Copy From	Contributing Material Source:	97	Not applicable	road took a slight curve to the left.
rom.	Roadway Curve & Grade:	5	Curve left, level	The driver's vision was not
	Vision Obscured By:	1	Not obscured	obscured and there was no traffic
ш	Traffic Control:	1	No controls present	control at the point of the crash.
ш	Traffic Control Functioning:	97	Not applicable	The crash occurred on a two lane
ш	Opposing Lane Separation:	5	Solid painted lines	road with no turn lanes, and with
ш	Trafficway Lanes:	2	Two lanes	solid painted lines separating the
	Turn Lanes:	1	None	two lanes.
	One-Way Street:	© Y€	es 🔍 No	

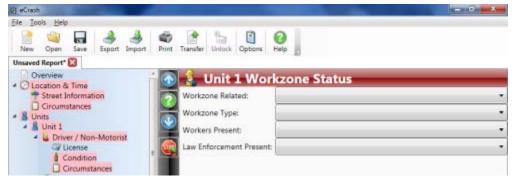
Note the "Copy From..." button. This button will allow you to import the Unit Roadway Environment data from another unit. Usually this data does not change between units, so this makes it easier to complete the report. When you click the button, a menu will appear to allow you to select the unit from which you want to copy the roadway environment data, as seen below:

	🔊 🚥 Unit 1 Roadway Environment							
	Involved Road/Bridge:	1 None apparent						
	Road Surface Type:	1 Asphalt 🗸						
	Roadway Condition:	1 Dry 🗸						
	Environmental Contributing Circumstances:	: 1 None apparent -						
	Contributing Material in Roadway:	1 None 🔻						
Copy From	Contributing Material Source:	97 Not applicable						
rom.	Roadway Curve & Grade:	5 Curve left, level						
	Vision Obernand Bur	1 Not obscured						
	Copy roadway environment from Unit 2	No controls present						
	Traffic Control Functioning:	97 Not applicable						
	Opposing Lane Separation:	5 Solid painted lines -						
	Trafficway Lanes:	2 Two lanes 🗸						
	Turn Lanes:	1 None 🔻						
	One-Way Street:	© Yes ◉ No						

The "Copy From..." button does not appear if there is only one unit in the crash.

5.9.1. WORKZONE STATUS

The Workzone Status screen is a subsection of the Unit Roadway Environment section. This section indicates whether or not the crash occurred within a workzone and, if so, provides additional data relevant to the workzone.

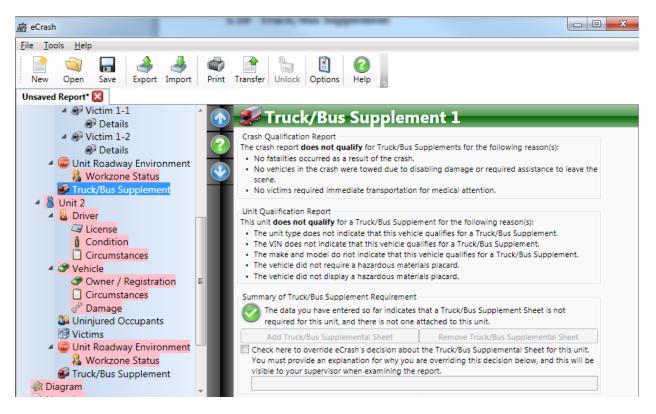


5.10. TRUCK/BUS SUPPLEMENT

This section is only completed if a truck/bus supplement is required, i.e., if the *unit* qualifies as requiring a Truck/Bus Supplement. There could be several units that qualify (trucks sometimes hit other trucks).

Depending on the information completed thus far on the crash report, the eCrash program will attempt to make a determination as to whether or not a Truck/Bus Supplement is required for the unit in question. This determination is based on several factors, including information about the selected unit and the other units in the crash. It is essential that the relevant questions have been completed in order for eCrash to assess this properly. Check your omission errors to see if there are data elements from back pages that need to be completed.

The Truck/Bus Supplement screen will provide a report that explains the factors that led eCrash to determine that a Truck/Bus Supplement was or was not required for the unit (or, if it could not make a determination, it will list the fields that still need to be completed).



The first section, the Crash Qualification Report, indicates whether or not the crash as a whole requires Truck/Bus Supplements to be completed for qualifying units. Even if an individual unit might otherwise qualify, certain criteria must be met before Truck/Bus Supplements are required.

The second section, the Unit Qualification Report, indicates whether or not the selected unit qualifies for a Truck/Bus Supplement.

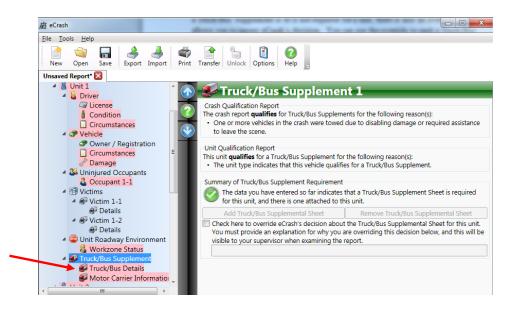
The third section indicates the current status of the Truck/Bus Supplement for the unit. A green checkmark icon indicates that you are in compliance with eCrash's assessment: either no Truck/Bus Supplement is required and none is present, or a Truck/Bus Supplement is required and is present. If you are not in compliance, a red X icon will appear. If eCrash cannot make a determination of whether or not the unit requires a Truck/Bus Supplement, a gray question mark icon will appear.

If a Truck/Bus Supplement is required but not present, click the "Add Truck/Bus Supplemental Sheet" button to add one. Similarly, if a Truck/Bus Supplement is not required but is present, click the "Remove Truck/Bus Supplemental Sheet" to remove it.

Because there may be specific circumstances under which eCrash may incorrectly determine that a Truck/Bus Supplement is or is not required for a unit, there is also an override checkbox that allows you to ignore eCrash's decision. You can use the override to omit a Truck/Bus Supplement that eCrash believes should be required or to add one that eCrash believes should be omitted. When you enable the override option, you must provide an explanation of why you are overriding eCrash's decision. The reason you enter will appear in a validation warning message for the report, and will be visible to supervisors who view the report on the eCrash website.

Once you have added a Truck/Bus Supplement to a unit, two additional sections will appear under the Truck/Bus Supplement header. These are labeled:

- Truck/Bus Details, and
- Motor Carrier Information, as indicated below.



The first screen (labeled "Truck/Bus Details") is made up of basic information about the characteristics of the vehicle and the events surrounding the crash for that particular unit. Most of these fields can be filled out using the dropdown lists provided for the particular field.

If there are not four events that occurred in the Sequence of Events, be sure to add Code 97 for Not Applicable for the remaining events. A completed version of this sheet should look similar to the following:

🛛 🖅 Truck/Bu			_				
Weight Rating (GVWR/GC Cless than or equal to 1 10,001 - 26,000 pound More than 26,000 pound	,000 pounds Had H ds Name/	Hazardous Material Involvement Had Haz-Mat Placard: Name/4-digit number from diamond/box:					
Bus Usage 1 Not a bus		number from bottom of diamond: lous material released from cargo:	🔘 Yes 🖲 No				
Other Vehicle Information Vehicle Configuration: 9 Tractor with semi-trailer							
Cargo Type: Cargo Body Type:	2 Household goods 3 Van / enclosed box						
Other (describe):							
#2: 1 Ran off road	#1: 13 Collision with motor vehicle in transport #2: 1 Ran off road						
#3: 97 Not applicable #4: 97 Not applicable			*				

This example is for a truck between 10,001 and 26,000 pounds not carrying any hazardous materials. The vehicle is classified as a tractor with a semi-trailer carrying household goods. The sequence of events describes a vehicle that collides with another vehicle and then runs off the road.

Once the first part of the Truck/Bus Supplement is completed, move on to the second page in the Truck/Bus Supplement that will contain "Motor Carrier Information."

奁 eCrash			
<u>F</u> ile <u>T</u> ools <u>H</u> elp			
Image: SaveImage: SaveImage: SaveNewOpenSaveExportImage: SaveSaveSave	erint (ansfer Unlock Options Help	
Unsaved Report* 🔀			
 Driver License Condition 	Î	Motor Carrier Information	1
Circumstances		Name and Address	
 Vehicle Owner / Registration 		Name:	99 Unknown
Circumstances		Address: Street:	99 Unknown
Uninjured Occupants	E	City:	
Coccupant 1-1 Victims		State:	· · · · · · · · · · · · · · · · · · ·
 Victim 1-1 Details 		Postal Code:	
Ør Details Ør Victim 1-2		Phone #:	99 Unknown
Writin 1-2 Writin 1-2 Writin 1-2		Carrier Identification Numbers	
4 🥮 Unit Roadway Environment		Type Number	N/A Unk
🔏 Workzone Status		US DOT:	
 Truck/Bus Supplement 			
Truck/Bus Details Motor Carrier Information			
Unit 2		State:	
		Country:	

These fields should be familiar in that no changes have been made to the Truck/Bus Supplement information. A completed version of this page should look similar to the following:

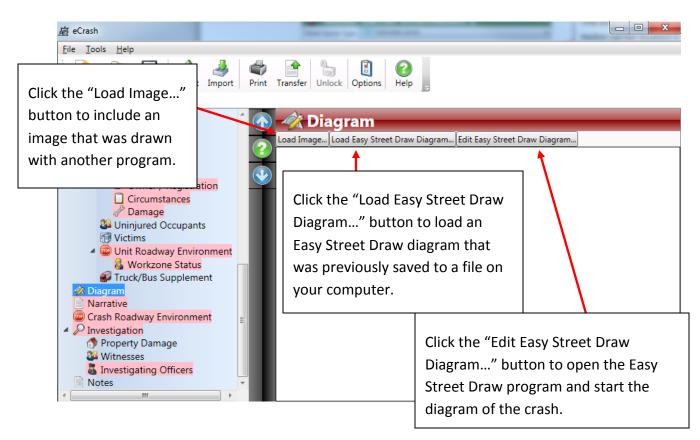
🌮 M	lotor Ca	arrier Information 1	-	-	-
Motor Car	rier Type: 🚺 1	Interstate carrier			•
Name and	d Address				
Name: 4	ABC TRANSPOR	रा 📃	99	Unk	Jwn
Address:	Address: Street: 123 MAIN ST				nown
	City: TUSCALOOSA				
	State: AL Alabama 🔻				
	Postal Code:	35487			
Phone #:	(205) 555-99	99	99	9 Unknown	
Carrier Ide	entification Nu	mbers			
Туре		Number		N/A	Unk
US DOT:	123456				
ICC MC:				1	
State:		· · · ·		1	
Country:		v		1	

This example describes a motor carrier located in Tuscaloosa, Alabama. The information given here is specific to the carrier and is required for entry of a Truck/Bus Supplement.

5.11. DIAGRAM

The eCrash program is fully integrated with the Easy Street Draw program, which has been set up to assist in drawing a crash diagram in a format that can be included in an electronic format.

The Diagram screen is given below. Click the "Load Image..." button to include an image that was drawn in another program. To start the Easy Street Draw program and draw the crash diagram with that program, click the "Edit Easy Street Draw Diagram..." button.



If you click the "Load Image..." button you will see a screen that looks like the one below. This allows you to select any image file that is stored on your computer. That image will now be included on your crash report.

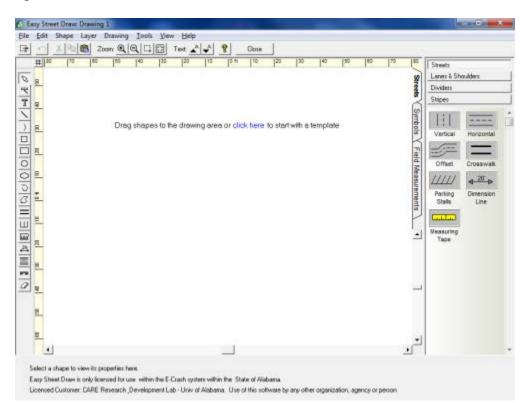


NOTE: While it is possible to use a separate image besides an Easy Street Draw diagram, you are **highly** encouraged to use Easy Street Draw. Easy Street Draw is installed on your computer as

part of the eCrash client, so there should never be a reason to use a diagram not created by Easy Street Draw.

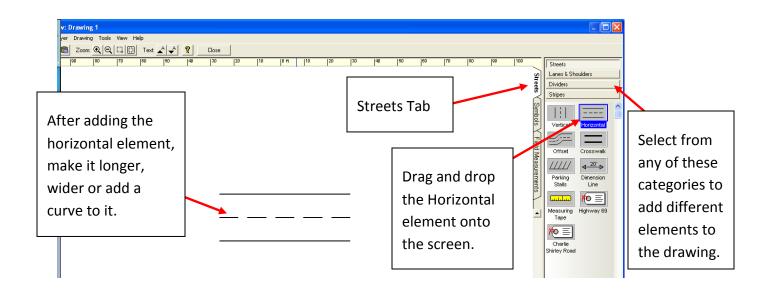
Click the "Load Easy Street Draw Diagram..." button to load an Easy Street Draw diagram that was previously saved to a file on your computer. As with the "Load Image..." case above, you will need to select the file containing the diagram in order to load it.

Click the "Edit Easy Street Draw Diagram..." button to open Easy Street Draw begin editing your crash diagram.

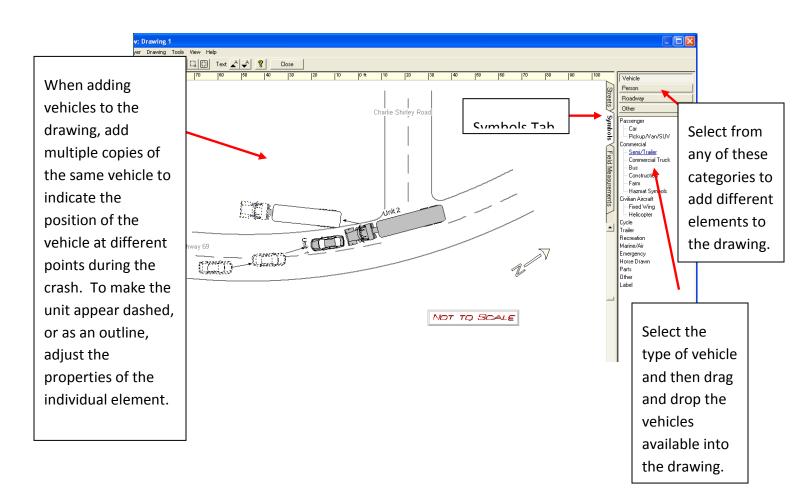


From this screen, add any number of pre-set pieces. This includes vehicles, pedestrians and roadways. Drag and drop elements from the menu on the right into the diagram. Rearrange elements and set them up in the way that you feel is appropriate for the situation.

From the Street tab, add Streets, Lanes & Shoulders, Dividers and Stripes. After dragging pieces into your drawing, it is possible to lengthen the pieces, and even change the curve and angle of the pieces. To add intersecting roads to the diagram, drag another road on top of the first road and the program will automatically make the two roads intersecting. Right click on any element and choose "Properties" in order to find out more about the element or make changes to it.



After creating the Streets, click the Symbols tab to add other elements (such as vehicles, pedestrians, or roadside elements) to the drawing. You must be in the correct tab in order to make changes to the elements from that tab. For example, you cannot make changes to the roadway if you are in the Symbols tab.



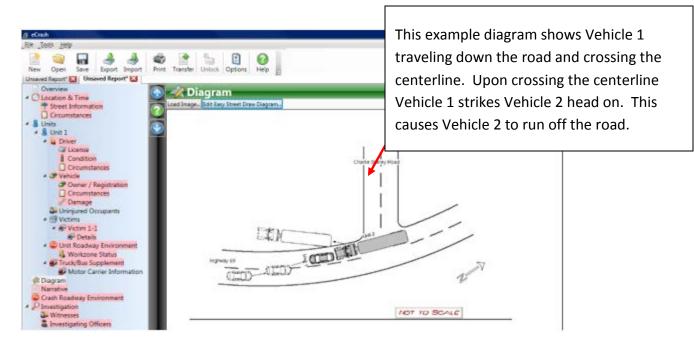
Be sure that you label the unit numbers in the diagram.

When satisfied with the drawing, click the "Close" button at the top of the Easy Street Draw program to close the Easy Street Draw program and insert the drawing into the crash report.



Click the "Close" button to close the Easy Street Draw program and add the drawing to the eCrash program.

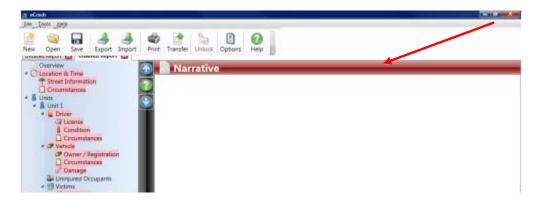
When you have closed the Easy Street Draw program and added the drawing to the eCrash program, the results will look like the following:



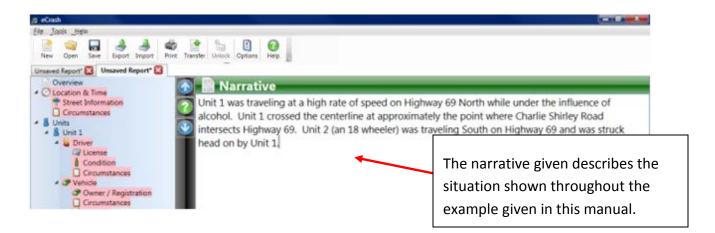
It is permissible to edit the drawing at any point prior to submission of the crash report. To go in and edit the crash diagram, click the "Edit Easy Street Draw Diagram…" button. This will reopen the Easy Street Draw program where you can make changes or additions to the drawing.

5.12. NARRATIVE

The Narrative is a fairly straightforward section of the crash report. Once moving into this section, begin typing in the space available.



The text that you enter will be spell checked as you type, so be sure to correct any spelling errors that may show up. These will be indicated with a red line under the misspelled word.



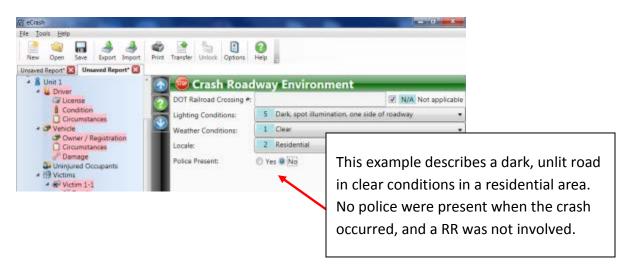
Once satisfied with the narrative you have entered, you are ready to move into the Crash Roadway Environment section of the crash report.

5.13. CRASH ROADWAY ENVIRONMENT

The Crash Roadway Environment section includes a few fields that need to be completed. These fields apply to the crash as a whole and not to the individual unit.

启 eCnsh		and the second se
Elle Tools Help		
New Open Save Export Import	Annt Transfer Unlock Options	e Hep
Unsaved Report* 🔯 Unsaved Report* 🔯		
A B Unit 1	🚯 🐵 Crash Road	way Environment
Car License	DOT Railroad Crossing #:	N/A Not applicable
Condition	Lighting Conditions:	
- J Vehicle	Weather Conditions:	•
Conner / Registration	Locale:	•
Damage	Police Present:	Ves O No

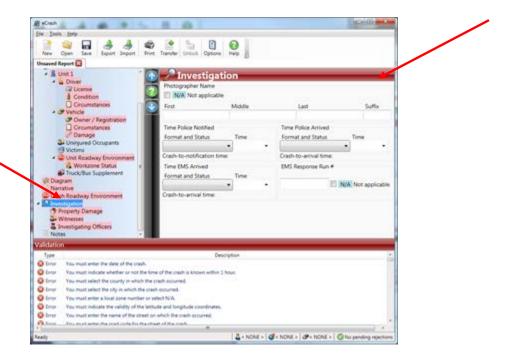
The following is an example of a completed Crash Roadway Environment section.



Once these entries are completed, you are ready to move to the final section of the crash report.

5.14. INVESTIGATION

The first portion of the Investigation screen includes information on the Photographer, time of police notification and arrival, time of EMS arrival, and the EMS response run number.



The following is an example of a completed Investigation panel.

/~ Investigatio	on		_
Photographer Name			
N/A Not applicable			
First	Middle	Last	Suffix
Time Police Notified		Time Police Arrived	
Format and Status	Time	Format and Status	Time
Standard (AM/PM)	 10:17 PM 	Standard (AM/PM)	10:25 PM
rash-to-notification time:	7 min	Crash-to-arrival time: 15 m	in
Time EMS Arrived		EMS Response Run #	
Format and Status	Time		
Standard (AM/PM)	10:35 PM	1123456 🔲 N//	A Not applicable
Crash-to-arrival time: 25 r	nin		

This example describes circumstances where police were notified at 10:17 PM and arrived at 10:25 PM. EMT arrived at 10:35 PM. No Photographer was used during this investigation. Notice in the left panel that under Investigation there are three subsections: Property Damage, Witnesses, and Investigating officers. These will be covered in the subsections below.

5.14.1.PROPERTY DAMAGE

The Property Damage section allows entry of any instances of non-vehicular property damage that occurred due to the crash.

Eile Tools Help		
New Open Save Export Import Prin	t Transfer Unlock Options Help	
Unsaved Report 🔀		
Unit 1 Driver Cicconstances Cicconstances Over/Registration Cicconstances Damage Uninjured Occupants Vetrains Out Registration Cicconstances Durit Registration Durit	Non-Vehicular Pro	
2 Diagram Narrative	Address: Street:	
Crash Roadway Environment	City:	
Property Damage	State: Postal Code:	
Investigating Officers	Phone #:	

You may enter any number of damaged items. To enter a new item, click the Add Item button at the top of the data entry area, then enter the severity of the damage, a description of the property, and the name, address, and phone number of the owner of the property.

You can edit an existing entry by clicking on it to highlight it in the list and changing any of the details in the area below the list. You can also remove or reorder entries by selecting them in the list and clicking the "Remove Item," "Move Up," or "Move Down" buttons.

The following is an example of a completed Property Damage section:

🔊 🍈 Νοι	n-Vehio	cular Prop	erty Dama	ge	
	Item	Remove Item	Move Up	Move Down	This example describes circumstances where a milepost sign owned by
Non-Vehicula	r Property Dar	nage Details			Tuscaloosa County was
Severity:	2 Light (le	ess than \$500)		•	damaged in the crash.
Description:	MILEPOST SIG	5N			
Owner:	TUSCALOOSA	COUNTY			
Address:	Street:	123 MAIN ST			
	City:	TUSCALOOSA			
	State:	AL Alabama		•	
	Postal Code:	35401			
Phone #:	(555) 555-555	55			

5.14.2.WITNESSES

The Witnesses section allows entry of information about any witnesses who might have seen the crash.

应 eCrash	No. og og N			
<u>F</u> ile <u>T</u> ools <u>H</u> elp				
New Open Save Export Import	Print Transfer Ur	nlock Options Help		
Unsaved Report* 🔀			_	
A & Unit 1	1 🔊 🤐 w	itnesses		
 Driver License Condition Circumstances Vehicle 		Add Witness Remove Witness	Move Up	Move Down
Owner / Registration Circumstances Damage Uninjured Occupants	Populate Pirst			
1 Victims	First	Middle	Last	Suffix
 Unit Roadway Environment 	Per Pist	Widdle	LdSL	Sumix
& Workzone Status	≡ ġ Street:		I	
Diagram Narrative	City:			
Crash Roadway Environment	State:			
 P Investigation 				
Property Damage Witnesses	Postal Co			
Witnesses Investigating Officers	Phone #:			
Notes	*			

You may enter any number of witnesses. To enter a new witness, first click the "Add Witness" button at the top of the data entry area. Then you can either manually enter the witness's name, address, and phone number in the area below the list of witnesses, click the "Populate Person" button to fill in the details from the most recent person saved in your Recent People list, or drag and drop a person from Recent People to the "Populate Person" button.

You can edit an existing witness by clicking on it to highlight it in the list and changing any of the details in the area below the list. You can also remove or reorder witnesses by selecting them in the list and clicking the "Remove Witness," "Move Up," or "Move Down" buttons.

A completed Witnesses screen for one witness to the crash should look similar to the screen below:

	🚨 Witı	nesses		_	_	_	_				
?	Add \	Witness 📡	Remove Witness	1 ма	ve Up	Л	love Down				
V		A SMITH ND AVE; TUSC/		One witness by the name of							
8							Bob A. Smith was available				
Populate Person		this cras	sh.								
닙	Witness Details										
r P	First		Middle	Last			Suffix				
ersc	BOB		Α	SMI	Ή						
S	Street:	Street: 400 2ND AVE									
	City:	TUSCALOOSA	\								
	State: AL Alabama										
	Postal Code:	35401									
	Phone #: (20	05) 555-9876									

5.14.3.INVESTIGATING OFFICERS

The Investigating Officers section requires very little input at this point. Much of the information here will be pre-populated based on the login of the officer using the eCrash system.

eCrish le Tools Help				- 0 - ×
🔮 🧠 🖬 🍰 🍓 🕷	t Transfer Unlock	Coptions Help		
saved Report" 🔀 Umaved Report* 🔀				
- & Unit 1	Inves	tigating Officers	-	
License	Primary Investig			
Condition	First	Middle	Last	Suffix
Circumstances	Terry	B	Elliott	
Or Vehicle Owner / Registration	Rank	Officer ID	A	gency ORI
Circumstances		555	A	ALAST0100
d ^P Damage	Other Investiga	ting Officer		
Uninjured Occupants In Victims	Is Applicable:			
 Details 	First	Middle	Last	Suffix
 Unit Roadway Environment 				
Workzone Status	Rank	Officer ID	A	gency ORE
Truck/Bus Supplement Motor Carrier Information				
A Diagram				

Complete any missing information for the Primary Investigating Officer such as "Rank." If another officer was involved in the investigation, enter their information in the "Other Investigating Officer" section of this screen.

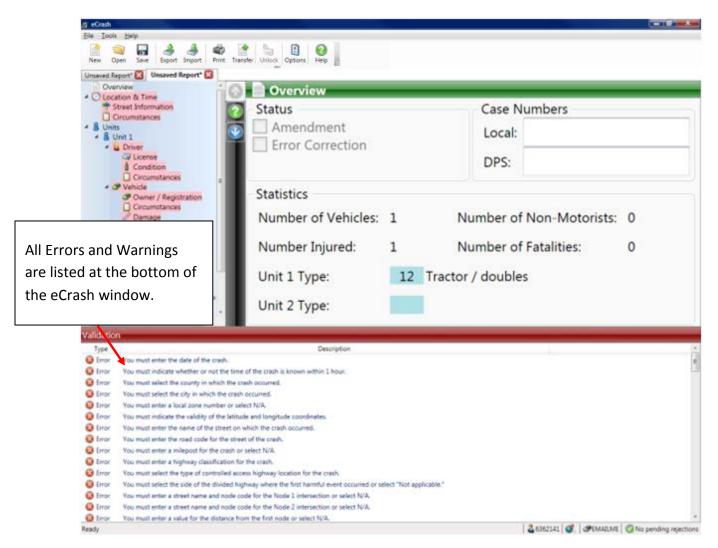
An example of a completed version of the Investigating Officers screen is shown below.

First	Middle	Last	Suffix
John		Rambo	
Rank	Officer ID	Agency ORI	
Sgt.	555	ALAST6300	
Other Investigati	5		
	No		
is report was mpleted by Sgt. Joh	Middle	Last	Suffix

6. ECRASH PROCEDURES

6.1. VALIDATING

Once you finish every section of the crash report, there will probably still be a number of errors and warnings listed at the bottom of the screen.



Before you can submit a crash report to your supervisor for approval you must **resolve ALL errors**. Warnings should also be considered, but they are merely suggestions and they do not have to be corrected before the report can be submitted. Note the following considerations:

1. Errors are listed in the order of the various screens within the eCrash program. If you begin at the top of the Validation list, you will find the errors from the first sections of the crash report.

- 2. Move to the top of the list and begin working your way through each error on the list. As you resolve an error, it will immediately disappear from the list under the Validations heading.
- 3. When you are finished correcting the errors, the list at the bottom of the screen will include no messages (or warnings only), similar to the list seen below.

<u> </u>	
Validation	
Туре	Description
A Warning Warning Warning	You have entered no restriction violations for the driver of Unit 2. If there are none, we recommend adding the "Not applicable" entry to the Restriction Violations list.
Ready	🕹 6362141 💕 / 🥩 EMAILME 🖉 No pending rejections

6.2. SAVING CRASH REPORTS

Once you have resolved all of the errors, you are ready to save and transfer your crash report. Apply the following process to save the report:

1. In order to save the crash report, click the Save button at the top of the eCrash program or click File \rightarrow Save or Ctrl + S.



- 2. All crash reports that have been changed since they were last saved will be shown with an asterisk (*) next to the crash report name. If you see an asterisk you need to be sure to save the report before closing it.
- 3. It is recommended that you save the report throughout the process of completing the crash report. If your computer were to crash, any data that you had entered but not saved would be lost. It is best to get in the habit of saving the crash report every few minutes.

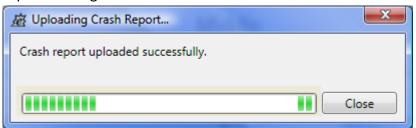
6.3. TRANSFERRING

Once you have completed and saved your crash report, you will need to transfer it so that the report can be reviewed and approved by your supervisor. Use the following procedure for transferring the crash report:

- 1. When ready to transfer the crash report, first ensure that your Internet connection is functioning. Any type of internet connection is acceptable (dial-up, LAN, Wifi, etc).
- Make the report that you wish to transfer current, and then press the Transfer button at the top of the page or click File → Transfer.



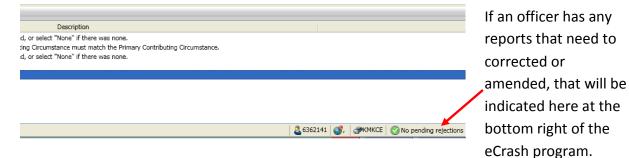
3. A pane that looks like the one below will appear. This lets you know that your report is being transferred.



4. When your reports transfer successfully you will be notified to the fact that your reports have been transferred. If for some reason your reports did not transfer correctly (possibly because you were not connected to the internet) you will see a screen that looks like the one below.

应 Uploading Crash Report	×
Crash report uploaded successfully.	
	Close

- 5. If your reports did not transfer correctly, you will need to try and communicate your reports again as soon as possible.
- Once your crash reports have been transferred, they will show up in your supervisor's online system for review and approval. Please refer to <u>Appendix A</u> for more information about the eCrash Website.
- 7. If your report is rejected for some reason it will be sent back to you for correction or amendment. You will be alerted to the fact that you have a report waiting for correction by looking at the bottom right of the eCrash program.



For more information on how to open a report to make an error correction, please see $\underline{\text{section}}$ <u>3.4</u>.

6.4. PRINTING

In order to print a crash report from the eCrash program, several criteria must be met:

- 1. The report itself must have been transferred to ALEA.
- 2. Your computer must have an internet connection.

Open the crash report and click on the Print button (alternatively: click File \rightarrow Print).



The eCrash system will go to the ALEA crash record repository via the Internet to download the crash report and print it. Please note that it may take up to 24 hours to view a printable crash report that is not approved and up to 72 hours (or the time it takes for a supervisor to approve the crash report) to view and print an approved crash report.

7. MOVE CONSIDERATIONS

7.1. THE "ABOUT" BUTTON IN MOVE (CHECKING FOR UPDATES)

Clicking the "About" button on the left side of the MOVE system (just underneath the picture)

will show a screen that contains a list of software systems similar to the

following:

About

i

About Mobile Officer Virtual Environment	CORP. AND COMP.
Your Product Versions:	
eCrash: 1.0.5.1640 LogBook: 5.0.1.12	*
MOVE: 5.1.1.6 CRDL Updater: 1.6.1.0	
eCite: 5.9.0.0	
	T
Show System Information	Check For Updates
<u>CARE Research and Development Laboratory</u> Copyright © 2008. All rights reserved.	
Questions? Comments? Suggestions?	<u>O</u> K

This shows you the version of various programs that are on your system, and it gives easy access to the CAPS website and a link for sending questions, comments or suggestions.

Check for Updates. Probably the most commonly used button, it can be clicked whenever you have an internet connection, to check for and download any program updates that are available. This ensures that you are always using the latest version of eCrash and MOVE. Please note that you might not have all the applications above. That is ok. This shows a list of all the applications that are installed from CAPS.

7.2. THE "OPTIONS" BUTTON IN MOVE

Clicking on the "Options" button on the left side of the MOVE system (just underneath the

picture and below the About button) Options, will show a screen that contains a variety of system and user options similar to the following:

Options	X
MOVE User Settings	-Unit Type

On the left panel of this screen you will see one or more software systems; possibilities are: MOVE, eCite, eCrash and Log Book. The screen above lists only MOVE, and for MOVE there are two categories: Unit Options and User Settings. The Unit Options Screen is given in the right panel.

7.2.1. UNIT OPTIONS

Unit Type. "Unit" in this context is referring to the type of computer upon which the software under question is installed. This is set at installation time and will not need to be changed unless it was not set up properly or somehow got re-assigned.

Picture Box Settings. This option applies to the picture seen at the very top left of MOVE, and it is a matter of your personal preference.

LETS Quick Search. This has the following options:

Run on Alabama License Scan. If this is checked, LETS will automatically open and run when you perform a license scan. This will enter a LETS result into your recent data but it will not open the full LETS search results.

Display Full LETS Web Page. If you want to see the full LETS output, check this option.

Either of these options require your LETS 3 (or AlaCOP) username and password. This can be done under MOVE: Options \rightarrow MOVE \rightarrow User Settings (see below).

NOTE: Some of these changes will not take effect until you restart the MOVE program.

7.2.2. USER SETTINGS

The User Settings screen under the MOVE Options is shown below.

S Options	X
MOVE Unit Options User Settings	-Agencies
	Save Cancel

Check all agencies on the list that apply to you (i.e., for which you might be completing an eCrash report). This selection will affect the agency choice list that is available when you logon to the MOVE system. Be sure to select any agency that you might work under.

If you are completing a report under one agency and need to complete a second one under another agency heading, it will be necessary for you to log out and back in choosing the second agency when you do. *It is very important to be logged in under the right agency* because this agency information gets transferred to the crash report and **it cannot be overridden**.

Your LETS Username and Password must also be entered on this screen. This will store them and prevent you from having to re-enter them every time you run a license scan, Quick License Search or Quick Tag Search.

7.3. NAVIGATING MOVE AND ECRASH

MOVE and eCrash are set up for either mouse or keyboard navigation. Hot keys are used to navigate with the keyboard. Commands such as "File" have these indicated by the first letter of the word being underlined (e.g., <u>File</u>, as seen below.)



To use hot keys press the Alt key and the corresponding underlined letter. For example, to access the file menu, you would press Alt + F and the items on the File Menu will appear. To access any of the options under one of these hot keys, press the underlined letter in the command you want to perform. For example, to save a crash report, hit Alt + F to see items under the file menu, and then hit S to save the crash report.

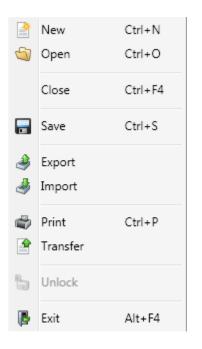
Note: If you do not see the hot keys (where one letter is underlined) as seen in the graphic above, you will need to hit the Alt key on your keyboard. This should cause the hot keys to appear in the eCrash program.

8. REVIEW AND FEEDBACK

8.1. REVIEW OF MENUS

This section presents an overall review of the menus available within eCrash.

File Menu:



File \rightarrow **New** – Opens a new crash report. This crash report will be blank, except for the default values.

File \rightarrow **Open** – Opens an existing crash report. This allows any crash report that has been previously saved on your computer to be opened.

File \rightarrow **Close** – Closes the current crash report.

File \rightarrow **Save** – Saves the current crash report. A report can be saved at any point during the process of completing the report and at the end of the process.

File \rightarrow **Export** – Exports a crash report that is not finished to the server. This allows you to move your unfinished work to a different computer with eCrash installed and finish.

File \rightarrow **Import** – Imports an unfinished crash report from the server. This allows you to download your unfinished crash report on a different computer from which you started it on.

File \rightarrow **Print** – Opens the print menu. An Internet connection is required for printing, and you cannot print a report that has not been transferred to ALEA.

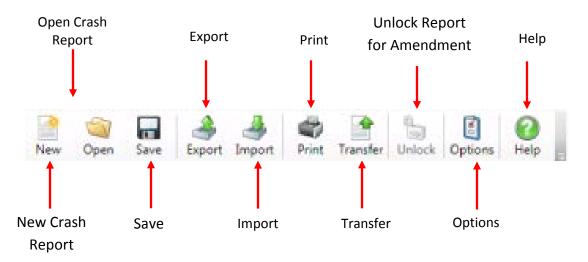
File \rightarrow Transfer – Transfers the current crash report. The report must be error free before the report can be transferred.

File \rightarrow **Unlock** – Unlocks the current crash report if the report is locked. A report is only locked if the report has been transferred.

File \rightarrow **Exit** – Closes the eCrash program.

8.2. REVIEW OF SHORTCUTS

At the top of the main page in the eCrash program:



New Crash Report – Clicking on the New icon produces a new crash report. This report will be blank, except for the default values.

Open Crash Report – Opens an existing crash report. This allows any crash report that has been previously saved on your computer to be opened.

Save – Saves the crash report that is currently active.

Export – Exports a crash report that is not finished to the server. This allows you to move your unfinished work to a different computer with eCrash installed and finish.

Import - Imports an unfinished crash report from the server. This allows you to download your unfinished crash report on a different computer from which you started it on.

Print – Once a crash report has been approved by the supervisor the officer has the option to print the crash report. In order to print a crash report the officer must also have an internet connection so that the eCrash program can download the printed crash report from ALEA.

Transfer – Transfers all completed crash reports that are free of errors for supervisory approval; requires an Internet connection.

Unlock – Allows you to open a crash report that requires an amendment or error correction. This button must be clicked in order to make an amendment or error correction to a crash report.

Help – Allows you to open the Data Element Manual. This is where all the data elements are explained in details and is the best source for finding information about any data element on the crash report.

At the bottom of the main page in the MOVE program:

LETS eCite Log Book eCrash

Exit Contact Recent Us Data

The buttons seen at the bottom of the MOVE program indicate which programs you have installed on your computer. Clicking these buttons will invoke the respective programs.

LETS – Pulls up or minimizes the LETS webpage.

eCite – Pulls up or minimizes the eCite electronic citation program. Used in combination with the LETS button, you can toggle between the two programs.

Log Book – Allows you to record your events for the day and allows you to automatically bring over the citations and crashes from the day. NOTE: Only ALEA officers will have this application button.

eCrash – Pulls up or minimize the eCrash program. This can be used in combination with the LETS button to pre-populate fields.

Exit – Closes the MOVE program.

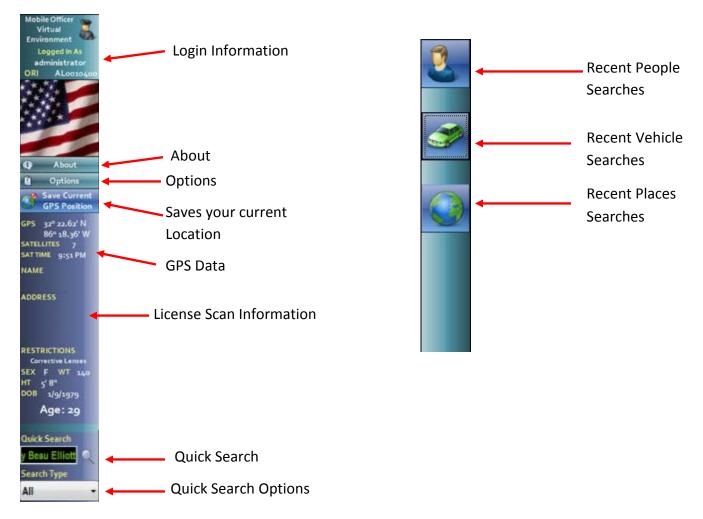
Contact Us – Brings up a webpage where you can leave feedback about the program or ask questions.

Recent Data – Causes the Recent Data bar to appear or disappear along the right side of the screen. Clicking this once will cause the bar to appear with the small icons: man in blue shirt, green car, and globe. Clicking this button again will cause the bar along the right side of the screen to disappear.

NOTE:

You might not have all the applications above installed. That's ok. If you do not have eCite or LogBook installed, that will not hinder your ability to use eCrash.

From the left and right sides of the main page in the MOVE program when the Recent Data button is pressed:



Login Information – Shows the login information (username and ORI) used by the officer.

About – Opens the About screen. The officer can Check for Updates and check their version number from this screen.

Options – Opens the Options screen.

Save Current GPS Position – Clicking this while connected to a GPS sensor will save your current position so that it can be moved onto the crash report.

GPS Data – This displays the last GPS coordinates that were saved.

License Scan Information – This shows the basic information for the last license that was scanned. This includes the name, address, sex, weight, height and date of birth as it appears on the license.

Quick Search – Allows a user to search for a variety of items in LETS.

Quick Tag Search Options – Allows you to narrow your LETS search to exactly what type of data you are looking for.

Recent People Searches – When you click on the icon of the man in the blue shirt, a list of the most recent individuals that have been searched for will appear. The most recent searches will be at the top of the list. This list allows you to easily drag and drop an individual from the list into various points on the crash report. You can also double click on a name on the list and get some basic information about them.

Recent Vehicle Searches – When you click on the icon of the green car, a list of the most recent vehicles that have been searched for will appear. The most recent searches will be at the top of the list. This list allows you to easily drag and drop a vehicle from the list into various points on the crash report. You can also double click on a vehicle on the list and get some basic information about the vehicle.

Recent Places Searches – When you click on the icon of the globe, a list of the most recent places that have been searched for will appear. The most recent searches will be at the top of the list. This list allows you to easily drag and drop a GPS location into the crash report. You can also double click on a place in the recent places list to get the complete coordinates for a location.

8.3. TECHNICAL SUPPORT

If you should encounter difficulties and need technical assistance, please use the following contact information.

E-mail:

move-support@alacop.gov

Phone:

For further assistance, call us toll-free at: 1-800-392-8025

APPENDIX A. ECRASH WEBSITE

A.1. INTRODUCTION

When a crash report is "transferred" it is sent to the eCrash server. At this point it can be viewed on the eCrash website for any reviewing that might be required. The site is also the location where supervisors view and either accept or reject the crash reports.

NOTE: every crash report must be either accepted or rejected from this website. Transferring it alone from the eCrash client is not sufficient to complete the process. A supervisor must log in and either accept or reject each of the reports.

The eCrash website allows certain individuals the ability to manage eCrash users as well. There are three levels of user privileges for the eCrash application as indicated below.

User privileges:

Agency Administrator – has the privilege to add eCrash supervisors to his or her agency;

<u>Supervisor</u> – has normal user privileges, but can also accept and reject crash reports transferred by other users within his or her agency;

Normal User – has privileges to access the website, download content, and view crash reports

A.2. HOW TO LOG INTO THE WEBSITE

To login, make sure you have a valid AlaCOP username and password. This can be obtained from your agency administrator. Then, go to http://ecrash.aladata.com where you will see a screen like the one below. Enter your username and password in the boxes provided. The domain should be set to ALACOP.



Once you click 'ENTER' a screen with a menu bar will appear as shown below. Agency administrators have an additional tab on their menu bar for Administration purposes.

• Menu bar icon for normal users and supervisors:



• Menu bar icon for agency administrators:



A.3. HOME PAGE

The home screen is the screen that users will first see when they log into the site. This view will vary based on what type of user they are:

- Normal User the home page will only show crash reports that he/she has completed and transferred to the server. If no reports have been transferred, then the only thing seen will be a blank page with the menu.
- Supervisor all of the pending crash reports from his/her agency that need to be either accepted or rejected will appear. If there are no pending crash reports, then the screen will be blank with only the menu showing.

A.4. SEARCH PAGE

The search page allows you to search for any crash report that has been submitted. It allows you to view the status of a set of crash reports. It also allows you to view a specific crash report. To Search, enter any piece of information you have on the target crash report in the appropriate box and click Search. All qualifying crash reports will be listed on the Search Results dashboard.

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me Search Agenc	y Support Lagour				_	-
earch Parameters	1					
	Agency ORI: Type i	ere to learch				
	Officer Usemame: Twin I	serve to severch				
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	ictim's Last Name:					
consecution (1)	ting Circumstance:					
Primary Condition	Crash Severity:					
	Contraction of the second second					
	County:					
	City:		•			
	Status:		•			
	Date Between:	and				
	Search					
earch Results						
Decurred V	County	City	Primary investigating Officer	Agency	Status	
1/28/2009 01:00 AM	29 - Élmore	Rural Elmore	CORPORAL CORPORAL M, WARD	ALAST0300	Pending	-
L/27/2009 07:50 PM	O4 - Autauga	Rural Autauga	CORPORAL M. WARD	ALAST0300	Pending	
1/26/2009 06:00 PM	03 - Montgomery	Rural Montgomery	AlaCOP User	ALAST6300	Approved	
1/26/2009 09:00 AM	03 - Montgomery	Rural Montgomery	Officer AlaCOP User	ALAST6300	Pending	
1/22/2009 09:00 AM	63 - Tuscaloosa	Tuscaloosa	Admin Administrator A Administrator	ALAS76300	Peoding	
1/19/2009 10:20 AM	29 - Elmone	Wetumpka	CORPORAL M Ward	ALAST0300	Pending	
1/17/2009 05:55 PM	28 - Dekalb	Rainsville	Tpr Gregory S Simpson	ALAST2000	Approved	
1/17/2009 03:35 PM	59 - Shelby	Montevallo	Tpr Gregory S Simpson	ALAST2000	Approved	
	59 - Shelby	Montevallo	Tpr Gregory S Simpson	ALAST2000	Approved	
1/17/2009 03:19 PM 1/17/2009 02:20 PM	28 - Dekalb	Rainsville	Tar Gregory S Simpson	ALA5T2000	Approved	

The auto-fill feature allows you to start typing a search entry and it will give you a set of possible items to search for. For example is when searching for an Agency or Officers username, start typing in the appropriate box and it will auto fill for you as indicated below.

-M		
Crachs		
e Search Agency Support	Logout	
arch Parameters		
Agency ORI:	Birm	
Officer Username:	DPS HP Post, Birmingham	ALASTO
Driver's Last Name:	JEFFERSON COUNTY COMMUNITY PROGRAM-BIRMINGHAM DRUG COURT	AL00107
Victim's Last Name:	RIRMINGHAM FIRE MARSHAL	AL00137
	Birmingham Police Department	AL00102
Primary Contributing Circumstance:	JEFFERSON COUNTY COMMUNITY PROGRAM-BIRMINGHAM PRETRIAL	AL00106
Crash Severity:	U.S. Secret Service- Birminham	ALSS302
County:	U.S. Marshal Birmingham	ALUSMOL
City:	FBI - Birmingham	ALFBIBH
Status:		
Date Between:	and:	

A.5. AGENCY PAGE

The Agency page is the page to view the overall eCrash website settings for your particular settings. Normal users will only have the ability to view these settings, while agency administrators have a link to make changes to these settings.

All users have the ability to view the agency administrators, supervisors and the overall list of transferred crash report the user's agency, as shown below.

O CAR	7			Lo	agged on as: Be	au I
egrusi						
ome Search Agency	Support Logaut					
	12 10	200				_
View Agency						
Agency ORI: ALAST0300	View Agenc	У				
Agency Profile: ALAS	T0300					
Constants Victor and Constants						
Name: DPS HP Post, Montgome	ery .					
Agency Administrato	rs: ALAST0300					
	Name			sername	_	
Superuser, Admin			Administrator			
Administrator, Administrator			administrator@crdl.ua.edu			
boB, Bob			bb4654@crdl.ua.edu			
ALAST, DPS			da5555@crdl.ua.edu			
Clerk, PFA		pc5555@crdl.ua.edu				
Davis, Stephen		sd1372@crdl.us.edu				
Davis, Stephen			Longer of the second second			
Davis, Stephen Superuser, Admin			Administrator			
Superuser, Admin			and a second sec			_
Superuser, Admin	ALAST0300		Administrator			
Superuser, Admin Agency Supervisors:	ALAST0300		Administrator	2		
Superuser, Admin Agency Supervisors: / Davis, Stephen			Administrator Utername sd1372@ordl.ua.edu	N	_	
Superuser, Admin Agency Supervisors: / Davis, Stephen ALAST, DPS			Administrator utername sd1372@ordl.ua.edu da5555@ordl.ua.edu			
Superuser, Admin Agency Supervisors: / Davis, Stephen			Administrator Utername sd1372@ordl.ua.edu			
Superuser, Admin Agency Supervisors: Davis, Staphen ALAST, DPS Elitott, Beau	Name		Administrator utername sd1372@ordl.ua.edu da5555@ordl.ua.edu			
superuser, Admin A gency Supervisors: : Davis, Staphen ALAST, DPS Illiott, Beau	Name		Administrator Usernamo da5555@crdl.ua.edu da5555@crdl.ua.edu be8533@crdl.ua.edu		Status	
Superuser, Admin Agency Supervisors: Davis, Stephen ALAST, DPS Elliott, Beau Agency Crash Report Occurred T	Name ts: ALAST0300		Administrator utername sd1372@ordl.ua.edu da5555@ordl.ua.edu	Agency ALAST0300	Status Pending	
Superuser, Admin Agency Supervisors: Davis, Stephen ALAST, DPS Elliott, Beau Agency Crash Report	Name ts: ALAST0300 County	Oty	Administrator Usernamo da5555@crdl.ua.edu be8533@crdl.ua.edu Primary Investigating Officer	Agency		
Superuser, Admin Agency Supervisors: Davis, Stephen ALAST, DPS Elliott, Beau Agency Crash Report Occurred * 01/28/2009 01:00 AM 01/27/2009 01:00 PM	Name ts: ALAST0300 County 29 - Elmore	City Rural Elmore	Administrator Utername sd1372@ordl.ua.edu da5555@ordl.ua.edu be8533@ordl.ua.edu Primary Investigating Officer CORPORAL CORPORAL M. WARD	Agency ALAST0300	Pending	
Superuser, Admin Agency Supervisors: Davis, Stophen ALAST, DPS Elliott, Beau Agency Crash Report Occurred V D1/28/2009 01:00 AM 01/27/2009 01:50 FM 01/19/2009 10:20 AM	Name ts: ALAST0300 County 29 - Elmore 04 - Autauga	City Rural Elmore Rural Autauga	Administrator Username sd1372@crdl.ua.edu da5555@crdl.ua.edu be8533@crdl.ua.edu Pismary Iovestigating Officer CORPORAL CORPORAL M. WARD CORPORAL M. WARD	A(14057 ALAST0300 ALAST0300	Pending Pending	
Superuser, Admin Agency Supervisors: Davis, Stophon ALAST, DPS Elliott, Beau Agency Crash Report Occurred T 01/28/2009 01:00 AM 01/27/2009 01:00 AM 01/39/2008 02:49 PM	Name ts: ALAST0300 County 29 - Elmore 04 - Autauga 29 - Elmore	City Rural Elmore Rural Autauga Wetumpka	Administrator Username sd1372@ordl.ua.edu da5555@ordl.ua.edu be8533@ordl.ua.edu be8533@ordl.ua.edu Primary Investigating Officer CORPORAL M. WARD CORPORAL M. WARD CORPORAL M. WARD	Agency ALAST0300 ALAST0300 ALAST0300	Pending Pending Pending	
Superuser, Admin Agency Supervisors: / Davis, Stephen ALAST, DPS Elliott, Beau Agency Crash Report Occurred ¥ 01/28/2009 01:00 AM	Name ts: ALAST0300 County 29 - Elmore 04 - Autauga 29 - Elmore 31 - Etowah	City Rural Elmore Rural Autauga Wetumpka Gadsden	Administrator Usernamo sd1372@ordl.ua.edu da5555@ordl.ua.edu be8533@ordl.ua.edu Primary Investigating Officer CORPORAL CORPORAL M. WARD CORPORAL M. WARD CORPORAL M. WARD CORPORAL M. WARD	Agency ALAST0300 ALAST0300 ALAST0300 ALAST0300	Pending Pending Pending Pending	
Superuser, Admin Agency Supervisors: Davis, Stophen ALAST, DPS Elliott, Beau Agency Crash Report Occurred * 01/19/2009 01:00 AM 01/12/2009 01:20 AM 11/29/2008 02:25 FM 11/29/2008 10:20 AM	Name ts: ALAST0300 County 29 - Elmore 04 - Autauga 29 - Elmore 31 - Etowah 31 - Etowah	City Rural Elmore Rural Autauga Wetumpka Gadsden Gadsden	Administrator Usernamo sd1372@ordl.ua.edu da5555@ordl.ua.edu be8533@ordl.ua.edu Primary Investigating Officer CORPORAL CORPORAL M. WARD CORPORAL M. WARD CORPORAL M. WARD CORPORAL M. WARD CORPORAL M. Ward Tpr Samuel J Rowlin Jr	Agency ALAST0300 ALAST0300 ALAST0300 ALAST0300 ALAST0300	Pending Pending Pending Pending Pending	
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The agency administrator view is the same as the normal user, but it also has a link to change agency wide settings, as shown below.

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lome Search Agency	Administration	upport Legout	_		_	_	-
View Agency		_	_			_	-
Agency OR: ALAST0300	View Agency	1					
Agency Profile: ALA	5T0300		_			_	-
Name: DP5 HP Post, Montgom	еу						
Auto-Approve: Disabled							
Edit settings							
and the second second							
Agency Administrat	ors: ALAST0300						
	Name			L. L	hername		-
iuperuser, Admin				Administrator			
Administrator, Administrator				administrator@crdLua.edu			
108, 8ab				bb4654@crdl.ua.edu			
illott, Beau				be8533@crdLua.edu			
ALAST, DPS				da5555@crdl.us.edu			
llerk, PFA				pc5555@crdl.ua.edu			
Davis, Stephen				sd1372@crdLua.edu			
uperuser, Admin				Administrator			
Anna Cunanican	ALACT0200						
Agency Supervisors:	Name			Usernam			
	Name		sd1372@crdl.u				
hade Decker			da5555@crdLu				
			100303050501010				
ALAST, DPS			habt 23 flood u	n odu			
LAST, DPS			be8533@crdLu	a.edu			
LAST, DPS Tiott, Beau	ts: ALAST0300		be8533@crdLu	a.edu			
LAST, DPS Tlott, Beau		City	be8533@crdLu		Asper	Statua	
NAST, DPS Illott, Beau Agency Crash Repor Occurred T	ts: ALAST0300 County 29 - Elmore	Gity Rural Elmore		Primary Investigating Officer ORAL CORPORAL M. WARD	Agency ALAST0300	Status	
Davis, Stephen ALAST, DPS Elliott, Beau Agency Crash Repor Ossurad V 01/28/2009 01:00 AM 01/28/2009 01:00 FM	County		CORP	Primary Investigating Officer			

A.6. ADMINISTRATION PAGE

The administration page provides the agency administrator the ability to set the auto-approval flag and to add/remove agency supervisors.

A.6.1. HOW TO AUTO-APPROVE REPORTS:

Auto-Approve allows an agency to approve crash reports without having to log into the eCrash website. If this feature is selected, every crash report is automatically approved by the selected supervisor immediately after the crash report is transferred to the server. To implement it, select Auto-Approve and select the supervisor who will be on record as approving these reports.

Name: DPS HP Post, Montgomery			
Z Auto-Approve Reports on Tran	sfer		
Username of Auto-Approving User	Bond	A.0	
	Bonds, Brandon (bb8817@crdLuo.edu)		AL0030000
Save Changes	Bonds, Brandon (bb99999@crdLuo.edu)		a3wq5
	Bonds, Brandon (bb817@crdLus.edu)		AL0030000
Agency Supervisors: A	Bonds, Brandon (bb17@ordLuo.edu)		10
	Bonds, Brandon (bb7777@crdLuo.edu)		AL0010000
Tuna have to search		A did Chan and and	

A.6.2. HOW TO ADD SUPERVISORS

Type in the new supervisor user's name (their search results will return under the text box as you type), and then click "Add Supervisor."

Book Brandom (bis MU/Brandow ski) AL000000 Username Book Brandow (bis MU/Brandow ski) d.bing5 Username Book (bis Mu/Brandow ski) d.bing5 Username	Usemame:	Bond	Add Supervisor	
Davis, Step 2 Mark, Bander (de 900%) ortice etc.) 2.045	_	Bonds Standon (2000/70 crelius adu)	AL0030000	
Bandy Remains (MATTER) at each diversity of the second sec	Davids Shareb	Bonds, Brandum (66.9999@cratue.edu)	elive5	
	ALAST, DPS	Bands, Remains (Hild)7@cndLas.edu)	41052000	
	Elliott, Beau	Bonds, Branden (bb/777/Britelius adu)	AL0033000	

A.6.3. HOW TO REMOVE SUPERVISORS

Just click the 'X' to the right of their name.

Username:	Add Supervisor	
Username: (AUD SIEMINISO	
Name	Username	
Davis, Stephen	sd1372@crdLua.edu	
ALAST, DPS	da5555@ordl.ua.edu	
Elliott, Beau	be8533@crdf.ua.edu	

A.7. SUPPORT PAGE

A.8. HOW TO VIEW A SINGLE CRASH REPORT

Click on the magnifying glass to the right of the crash report you want to view.

Occurred 🔻	County	City	Primary Investigating Officer	Agency	Status	
08/20/2008 01:00 PM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	(
08/19/2008 10:00 AM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	
08/10/2008 05:10 PM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	
08/10/2008 03:00 PM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	
08/10/2008 11:20 AM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	
08/10/2008 12:30 AM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	
08/09/2008 05:12 PM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	
08/09/2008 04:20 PM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	
08/09/2008 03:45 PM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	
08/09/2008 03:40 PM	01 - Jefferson	Birmingham	TROOPER N Jones	ALAST0100	Pending	

Once you select the crash report, you will be taken to the "view page" of the crash report. Here you will have the ability to:

- View the history of the crash report (who uploaded the report, who accepted/rejected the report, etc),
- View the report in a PDF format,
- Reassign the report, and finally
- Accept/reject the crash report.

These will be discussed in the subsections below.

A.8.1. HOW TO VIEW THE CRASH REPORT

Click 'View as PDF' on the left side of the screen under 'Crash Report'.



A.8.2. HOW TO VIEW THE HISTORY OF THE CRASH REPORT

The history of the crash report informs the user what has happened with the crash report. The most commonly used items in the history are when the crash report was transferred to the server and who transferred it. It also shows who approved/rejected the crash report as well.

History	
Downloaded on 12/18/2008 at 05:01:19 PM by CRDL\eCrashDPS Downloaded on 12/18/2008 at 04:32:50 PM by CRDL\eCrashDPS Uploaded on 08/22/2008 at 02:04:03 AM by nj5821@alacop.gov	

A.8.3. HOW TO APPROVE A CRASH REPORT

To approve a crash report, simply click on the approve button while that crash report is current. You will be prompted if you are sure you want to approve the report. To complete the acceptance, click Approve.

Approve Reject		
t to you for approval or reject above to approve or reject to	nion until 1/9/2009 4:04:53 PM. he report	
	Approve Crash Report	*
18/2006 et 05:06:19 PM by 18/2008 et 04:34:06 PM by 008 et 07:28:49 AM by er92	Are you sure you wish to approve this crash report? Approve Cancel	

A.8.4. HOW TO REJECT A CRASH REPORT

To reject a crash report, simply click on the reject button. At that point you will be prompted to enter a rejection reason. You may type as much information as you would like. It will help the reporting officer to correct the report if you supply *as much information as possible*

	Reject Crash Report	*
05:06:19 PM by 04:34:06 PM by 3:49 AM by sr93	Enter your reason for rejecting this crash report: The diagram was missing Unit 2.	
Ī	Reject Cancel	

A.8.5. HOW TO REASSIGN A CRASH REPORT

Officer reassignment may be required under various circumstances, e.g., to accommodate when an officer leaves an agency, or where a crash report needs further investigation and the original officer is no longer available. Once a report has been reassigned, then the report will show up in the new officer's eCrash client the next time the new officer opens eCrash and has an Internet connection.

To reassign a crash report, simply click the Reassign button and you will be prompted to enter the new officer's username and the reason(s) for the reassignment. The new officer will be able to read the reason.

Reassi	gn Crash Report	*
New own	er: Type here to search	
PM by Enter you	r reason for reassigning this crash report:	- 88
PM by		- 88
W 5192		
100		
		- 88
		- 88
		- 62
		- 62

APPENDIX B. OBTAINING ECRASH SOFTWARE

There are two methods to obtain the eCrash software: direct download or mail. The following sections explain how to do each.

B.1. OBTAIN ECRASH SOFTWARE BY DIRECT DOWNLOAD

If you have high speed internet capability, then downloading the software is the fastest, easiest method to obtain the software. Here are the steps to download and install eCrash:

The first step in the process is to log into the website. For more information on how to do this, please refer to <u>Appendix A</u>.

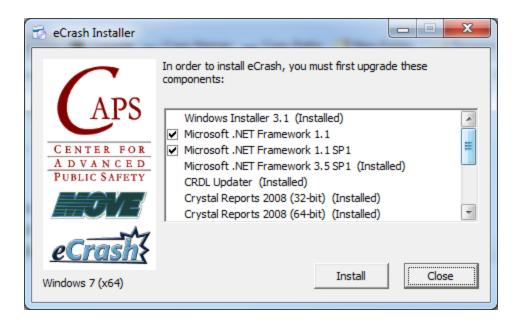
Once you are logged in, click on the Support menu item. You will then see a link that reads "Click here to go to the Download page to download the eCrash installer". Click on this link. An example is shown below.



You will then be taken to the eCrash download page. You will see the link to download the software.



When you are ready to download the software, click on the link that reads "Click here to download the eCrash installer". Download the file to any location on your computer. Once the download is finished, simply double-click on the file and you will see the following screen:



Please note that you might not see all the items above. The items you will see will depend on your computer. For example, if you already have "Microsoft .NET Framework 3.5 SP1" installed on your computer, then this item will not be listed. This goes for all the possible items. The eCrash installer will only download and install the items needed to run eCrash.

When you are ready please click the "Install" button to begin the install/download of components. Please note that the installation could last up 45 minutes depending on what components need to be downloaded or installed.

Once the installer is finished, click the "Close" button. eCrash is now installed on your machine. For instructions on logging into the system, See <u>Section 2.1</u>

B.2. OBTAIN ECRASH SOFTWARE BY MAIL

Agency administrators have the ability to request a CD by mail if your internet connection is not satisfactory. Please note, the preferred delivery method is by download if possible. To request a CD to be sent to you by mail, follow the following instructions:

The first step in the process is to log into the website. For more information on how to do this, please refer to <u>Appendix A</u>.

Once you are logged in, click on the Support menu item. You will then see a link that reads "Click here to go to the CD Request page to request a CD containing eCrash be mailed to you". Click on this link. An example is shown below.

No. of Concession, Name of Street, Stre	
Your request	for an eCrash CD has been received.
Get the	eCrash Software
	eCrash by either of two methods:
You can get	cousing current of the methods.
	re to go to the Download page to download the eCrash installer.

Once you click on the link, you will be prompted to enter information about your request:

nter your contact information below to request	shiphene of an eerash ep.
Name:	Tom Jones
Email Address:	NotReal@NotReal.com
Agency Name:	Alabama Department of Public Safety
Agency ORI:	ALAST0000
Phone Number:	
Mailing Address:	
Quantity Requested:	1
Other Notes:	

Notice that some information is pre-populated. This information is retrieved from your AlaCOP information. Fill out the request report and click the "Send Request" button when finished. Once you have done this, you will be taken back to the download page with a message:



Once you request is retrieved, please allow for 3-5 days to receive your information.