Application

User Manual

Center for Advanced Public Safety

Computer Science Department

The University of Alabama

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THE UNIVERSITY OF
ALABAMA
ENGINEERING

CAPS

CENTER for ADVANCED
PUBLIC SAFETY

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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 [subsection (1.1)](#) 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 [Section 1.2](#).

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.

1. **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 Sections 5.2 through 6.1 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 Section 6.1 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 Section 6.4 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:

NOTE: If you are prompted for a MOVE key, please refer to Appendix B3 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.

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:

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

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:
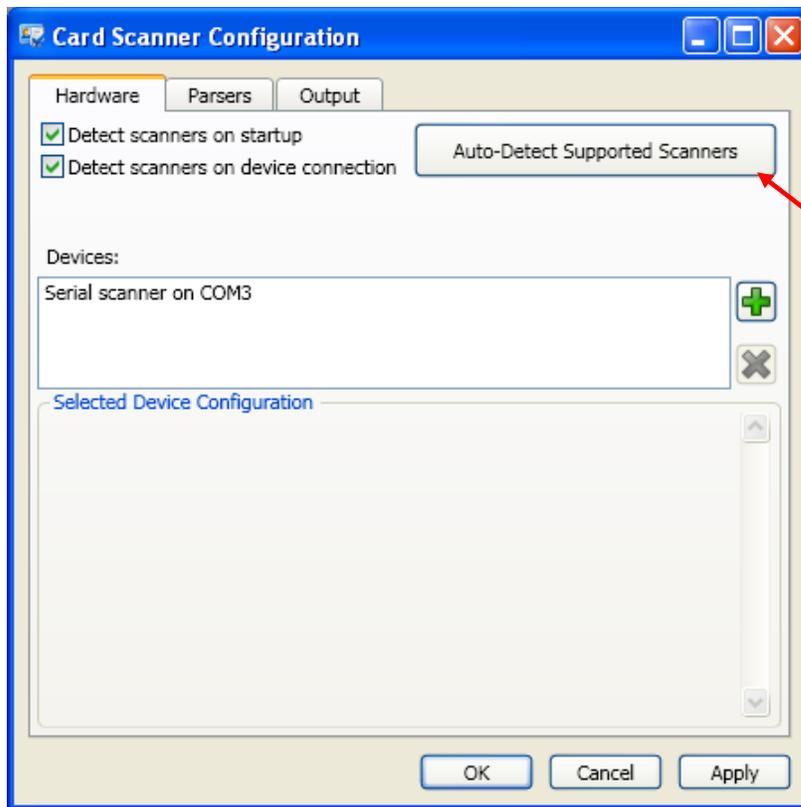
Click here to auto-detect your license scanner.

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.

Enter an individual's Driver's License number here or vehicle tag to search for the item in LETS
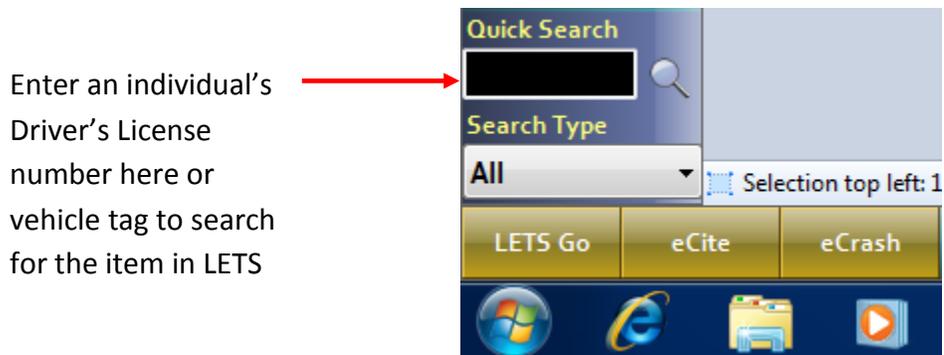
If either the Quick Search is taking too long, you can click the STOP sign at any time in order to end the search.

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:

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.

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.

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.

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.
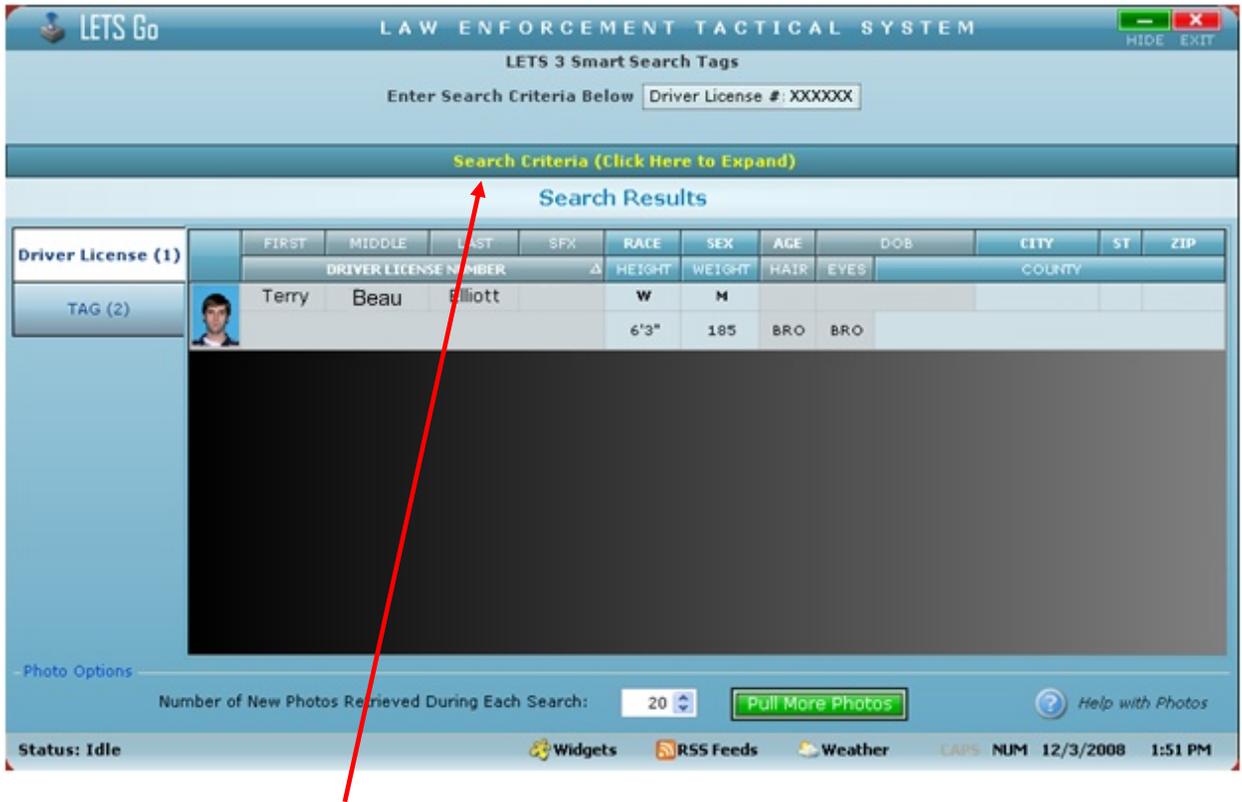
Click Search Criteria to enter the
information for the search.

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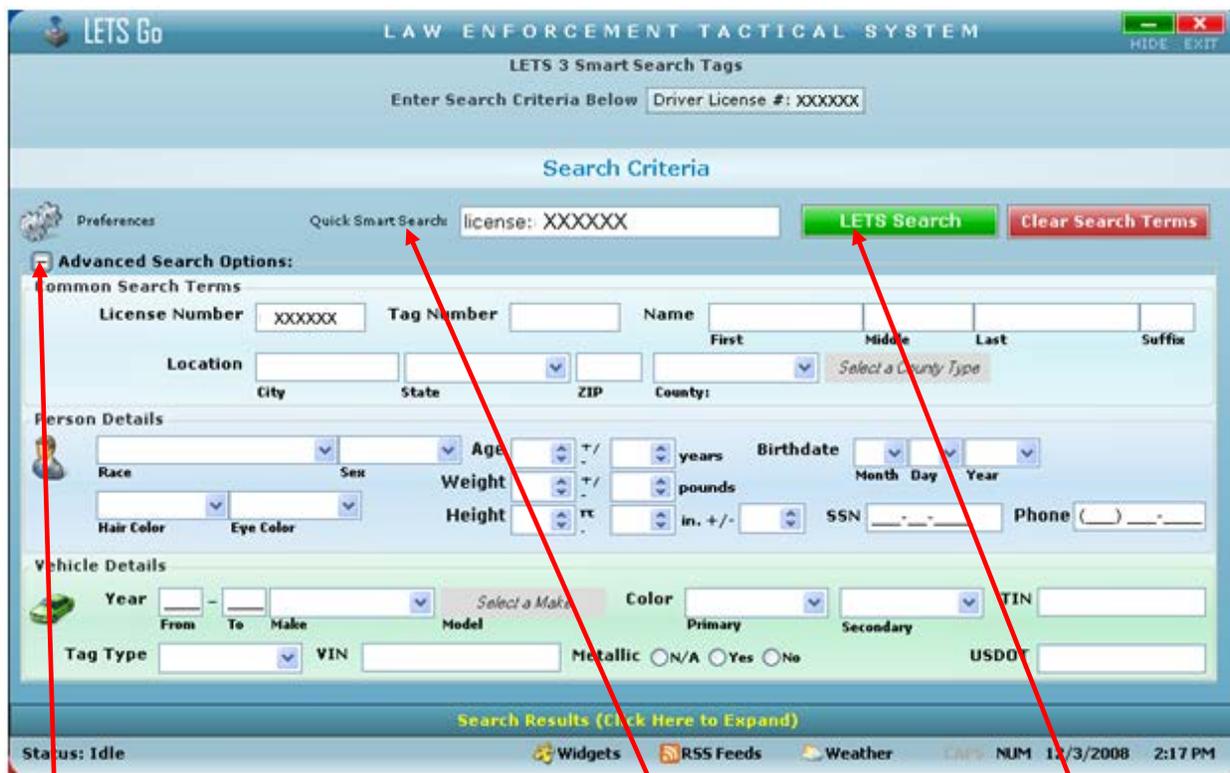
Click this plus sign to reveal the panel to enter multiple search items.

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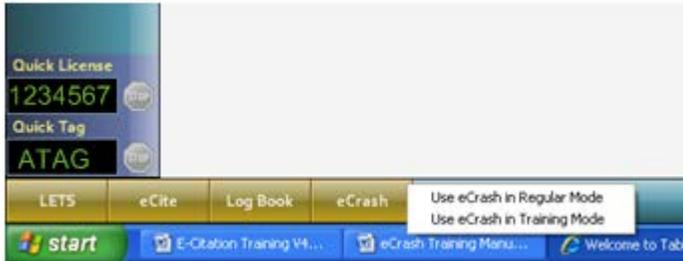
2. Once in the training mode, practice using eCrash as much as you would like. You can verify that you are in training mode by "Training Mode" appearing in the top bar of the eCrash screen.

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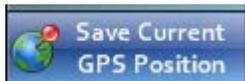
This button is located on the left side of the screen just above the person information that appears once you scan a license.

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.

Click here to save your GPS coordinates.

Once you click to save the GPS coordinates, the most recent location that you saved will show up here on the left side of the screen.

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.

GPS Unit indicator

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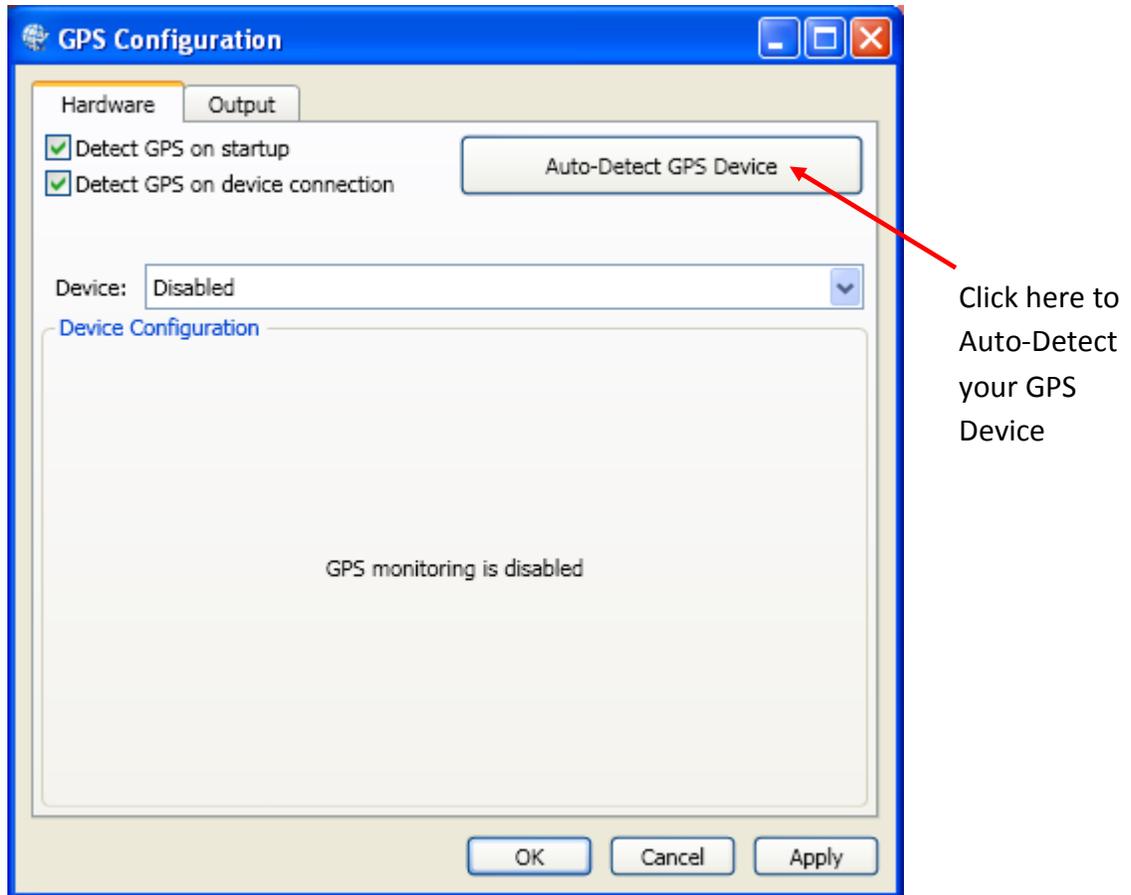
Once you have this screen open, the majority of GPS problems can be solved by clicking on the button that says "Auto-Detect GPS Device."

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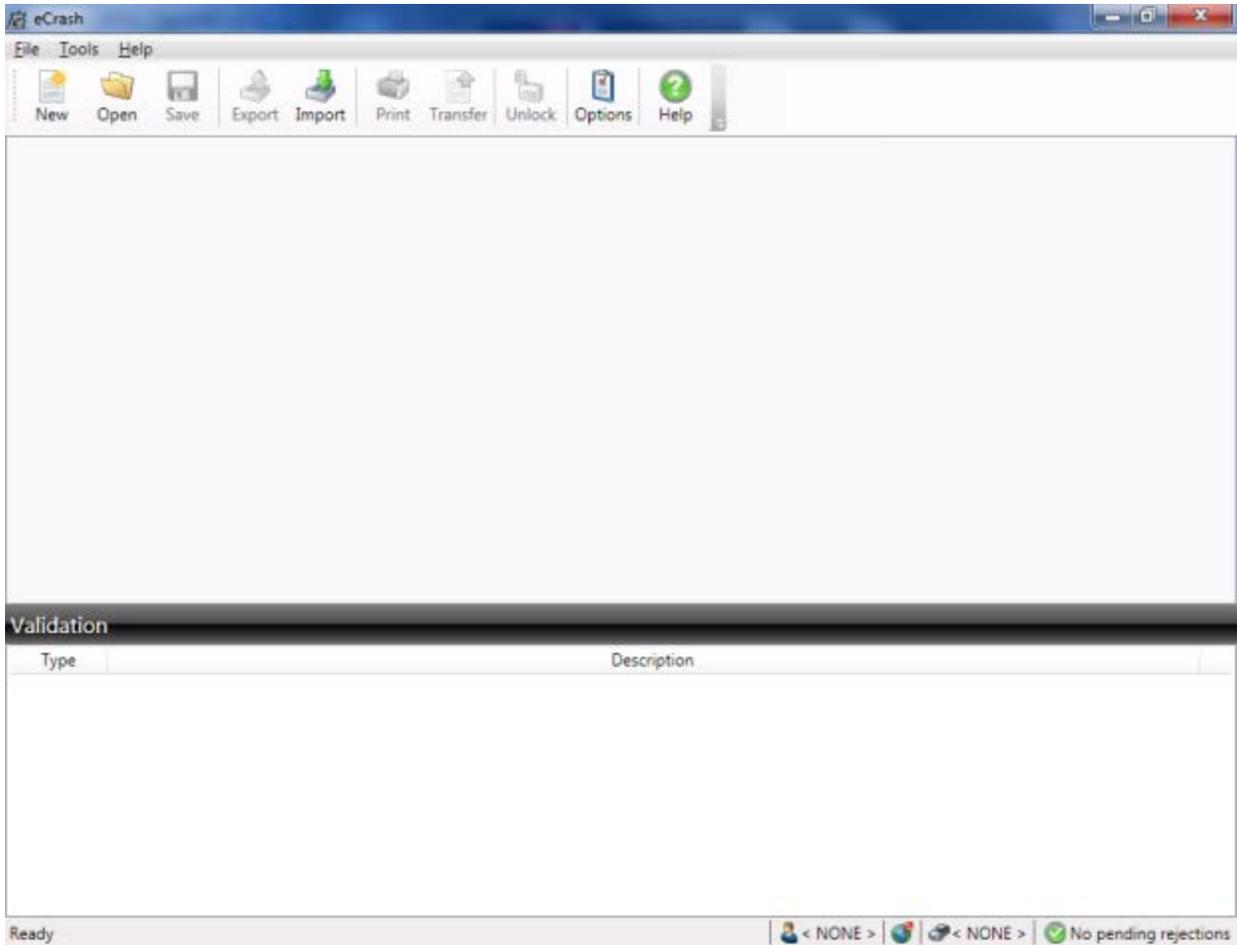
The eCrash program contains a few buttons at the top of the screen as well as a list of menu items. These buttons are primarily used for opening a new crash report, re-opening an old crash report, saving, printing, transferring and checking for reports that have been returned for correction or amendment.

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 → New in the menu; or

Press Ctrl+N on your keyboard.
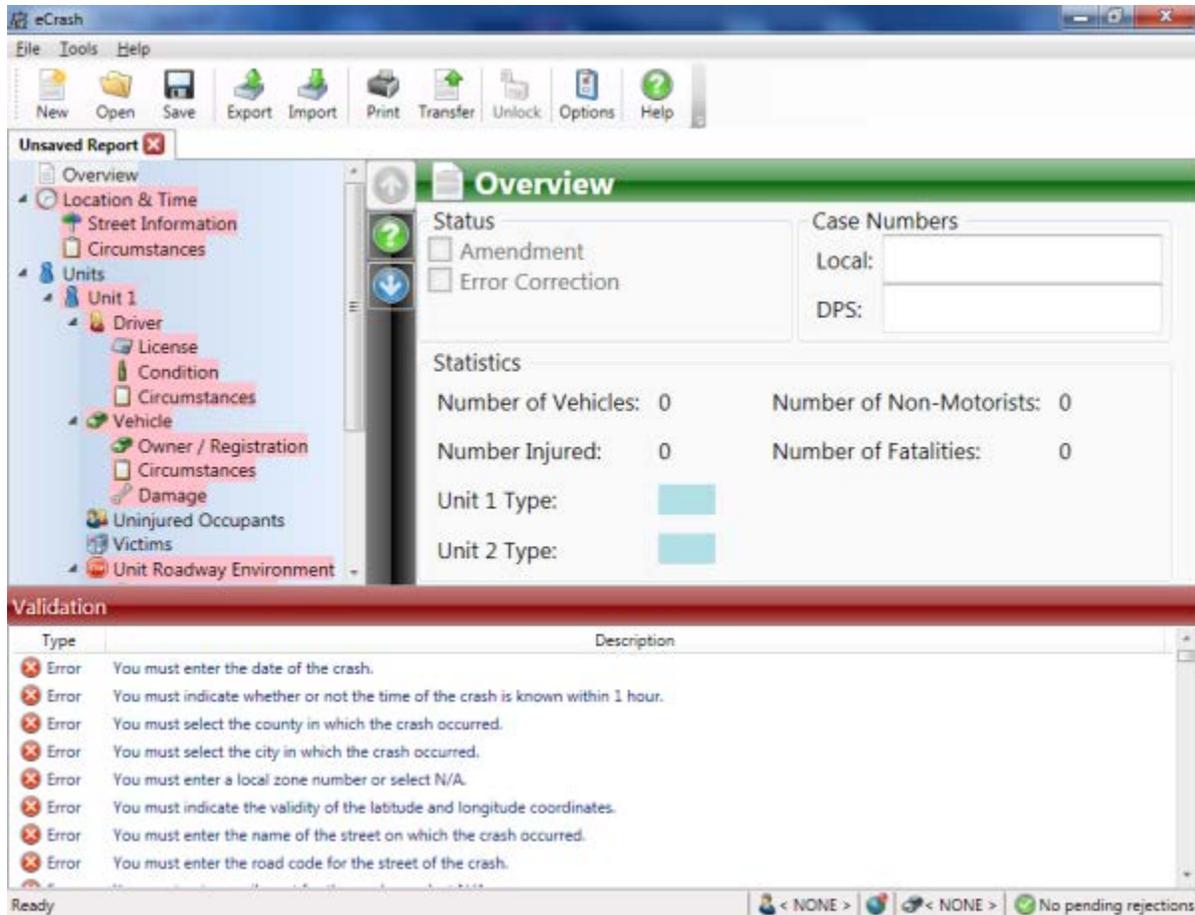
At this point you are ready to begin completing a new crash report. Each section of the crash report will be discussed in greater detail below.

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:

List of crash reports to open

Filter box allows you to search for specific items

Brief synopsis of crash report

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 section 3.3

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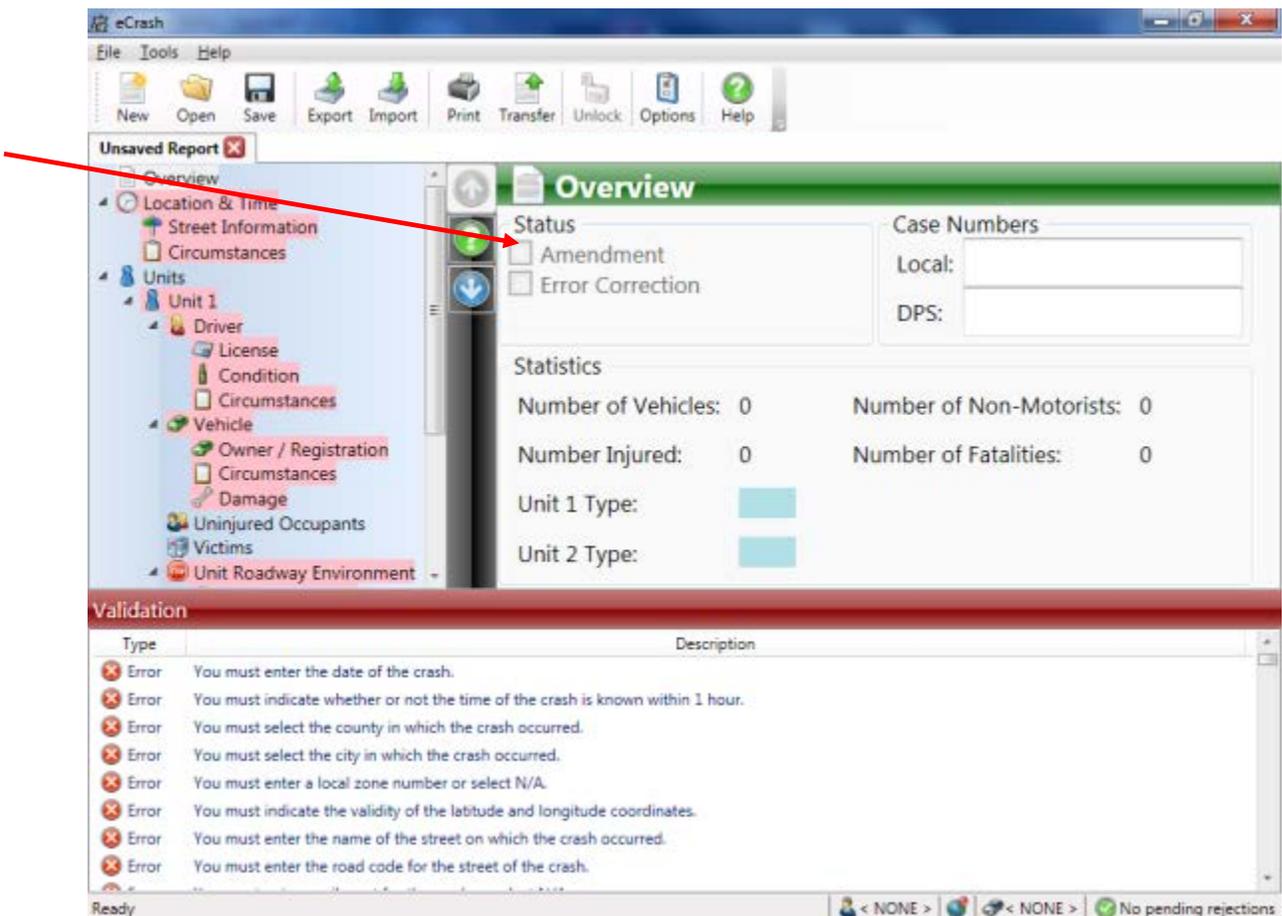
3.5. HOW TO DOWNLOAD A SET OF CRASH REPORTS BY DATE

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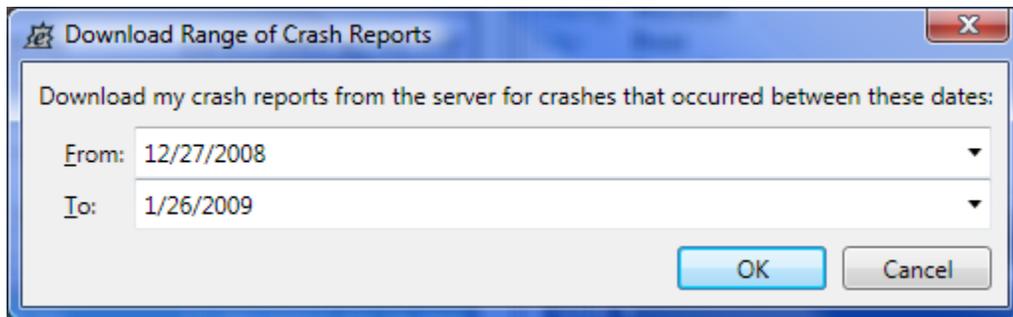
- Specify the date range and click "OK." eCrash will go and download all the crash reports that you completed between the two dates you specified.

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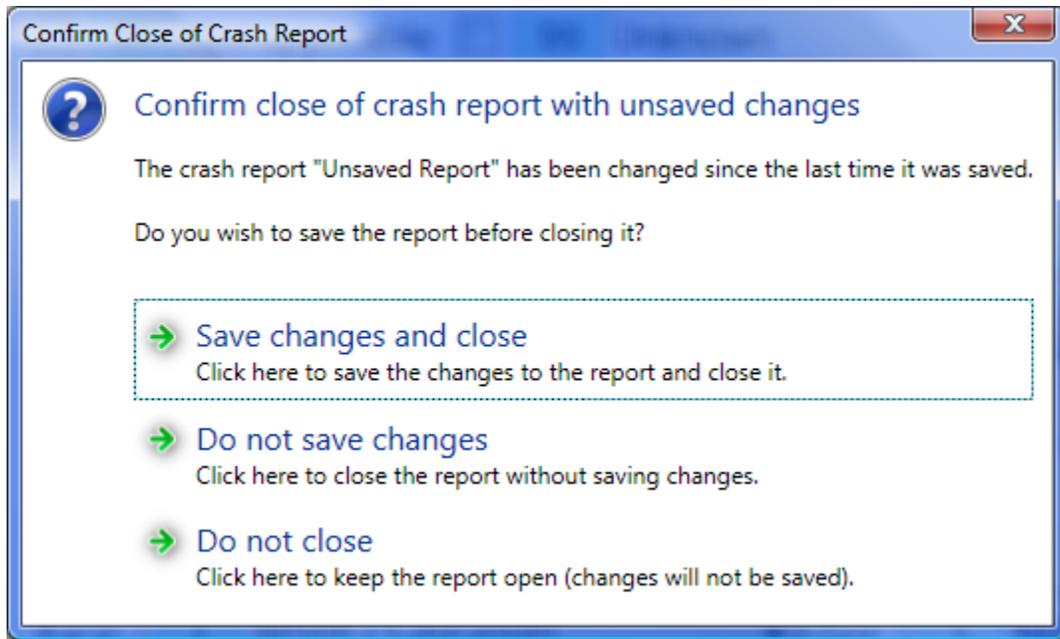
If you would like to save these changes, click "Save changes and close".

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.
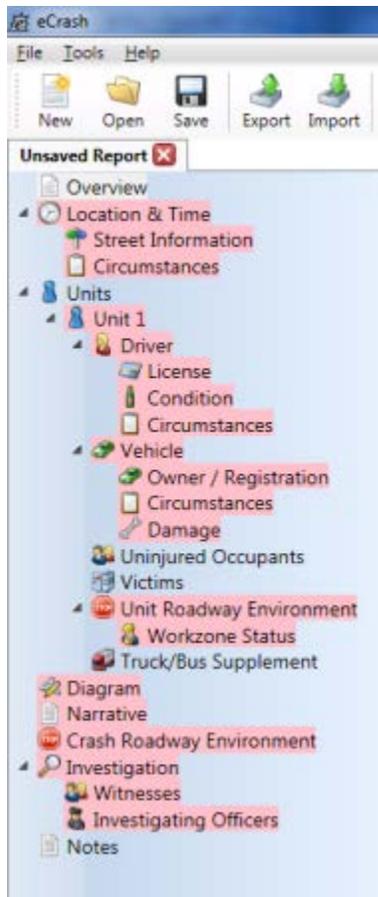
The outline follows the basic format and order of the ultimate printed output of the crash report. Each of the sections of the crash report will be reviewed in more detail below. Notice how the sections are highlighted in red and yellow. The colors represent the state of the section. If a section is 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.

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.

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.
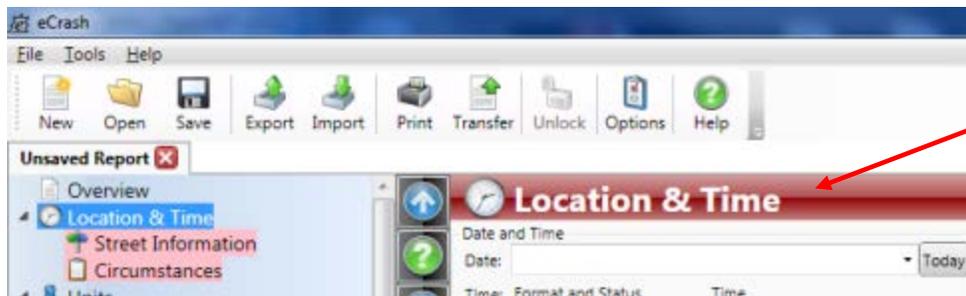
Example: use the Tab key to move from the Date field to the Time field.

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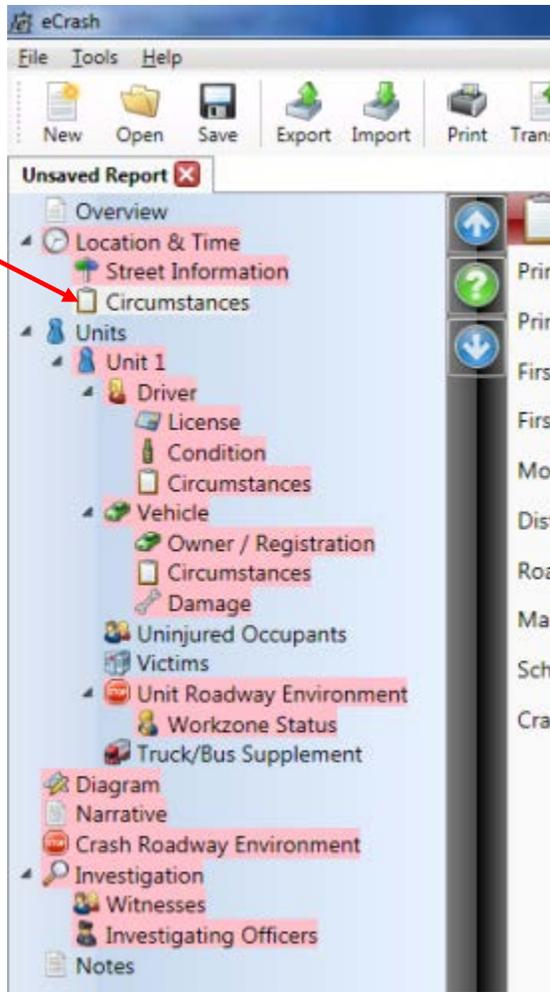
You can also click on the arrows at the top of the crash report to move to either the next or the previous screen.

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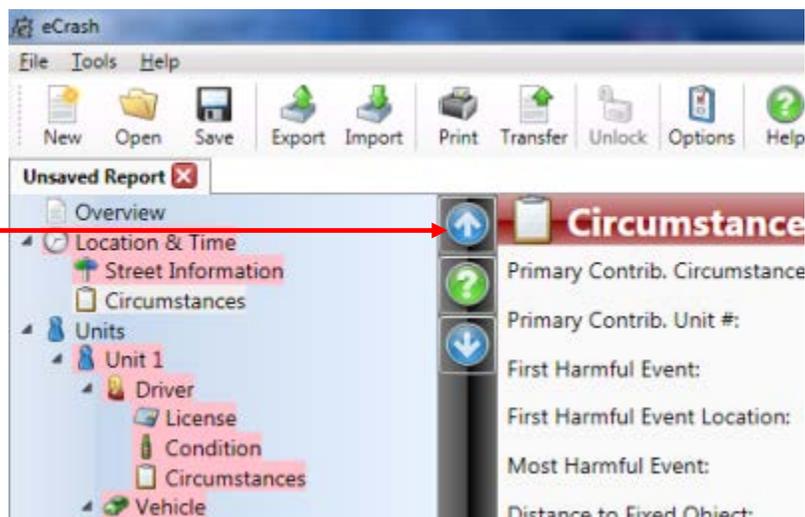
To close a crash report, click the 'X' in the tab for the particular crash report. If you have multiple crash reports open, each will have its own tab. Select which crash report to close by clicking on the 'X' for that particular crash report. Incomplete records can be saved for later retrieval at any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

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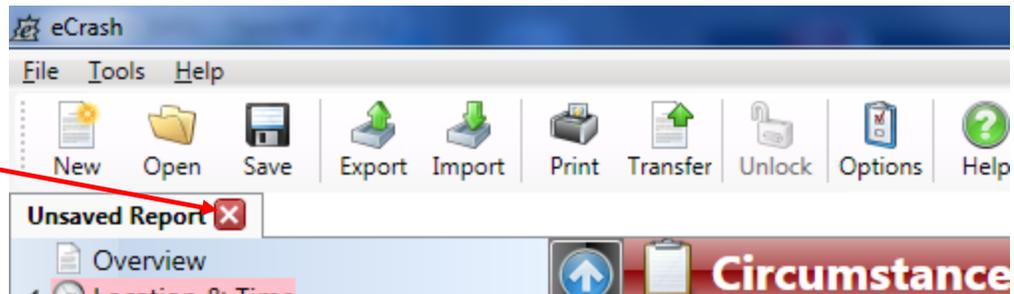
Most data item fields have dropdown selection lists. In order to select an item from a dropdown lists; first activate the dropdown by clicking the arrow on the right of the item grey space. Then select the item that best responds to the data item requirement. For long list, the method indicated below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

Begin typing the code description in the gray space. Example: in the the "Highway Class" field, you will type in the letters C-O-U…
and the code for "4 – County" will appear in the "Highway Class" field.
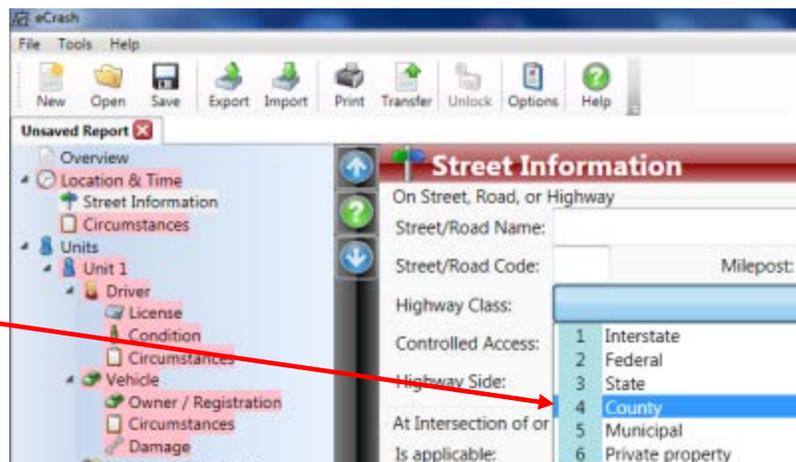
NOTE: Numbers are for reference only; type the code description in the drop down, not its number. Numbers are shown in order to help users of the data see how the list matches with the list given in the AUTCR Data Element Guide and other references. Some users find it easier to remember and locate codes 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.

Clicking the red X to clear the list.

A list of the 50 most recent People Searches.

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.

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.]

Clicking on the red X
will clear the list.

List of the 50 most
recent vehicle
searches.
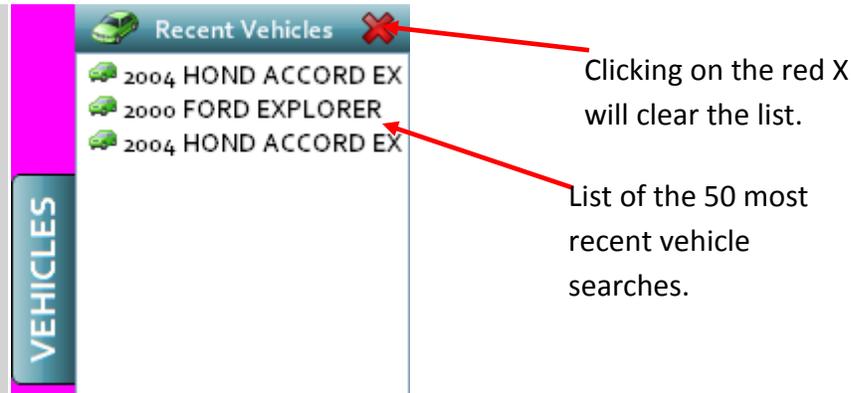
Any location from this list can be added to the crash report using drag and drop. You will want to add all of the vehicles from the crash to this list so that they can be accessed at any point when completing the crash report.

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.

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.

Clicking on the red X will clear the list.

List of the 50 most recent places.
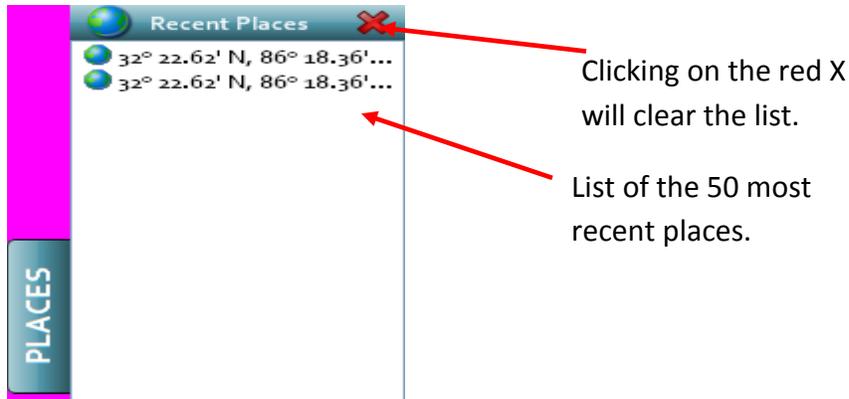
Any location from this list can be added to the crash report using drag and drop. As we move through the various sections of the crash report, the various places where this drag and drop functionality can be used will be discussed in more detail. To see a full description of the GPS coordinates, click 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.
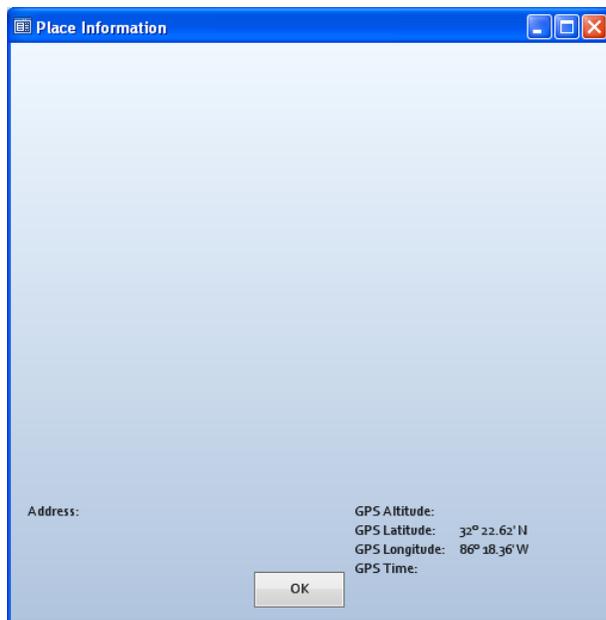
5. ECRASH SECTIONS

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:

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.
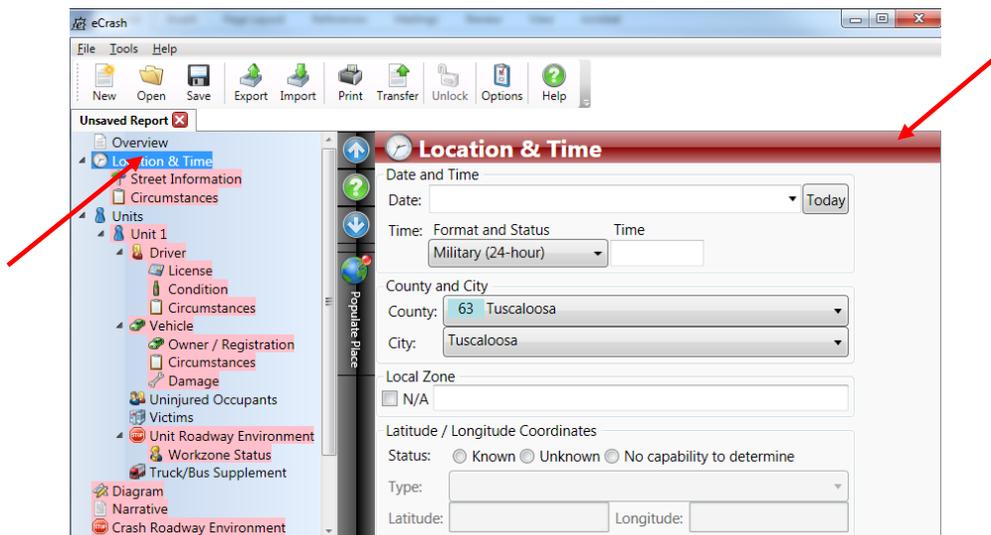
From this section, you will need to add the date and time for the crash. Note that there is a "Today" button to the right of the date field that will automatically add the current date to the crash report. If you are completing a crash report for a date in the past you can click on the dropdown next to the "Date" field and select the correct date from the calendar that appears.
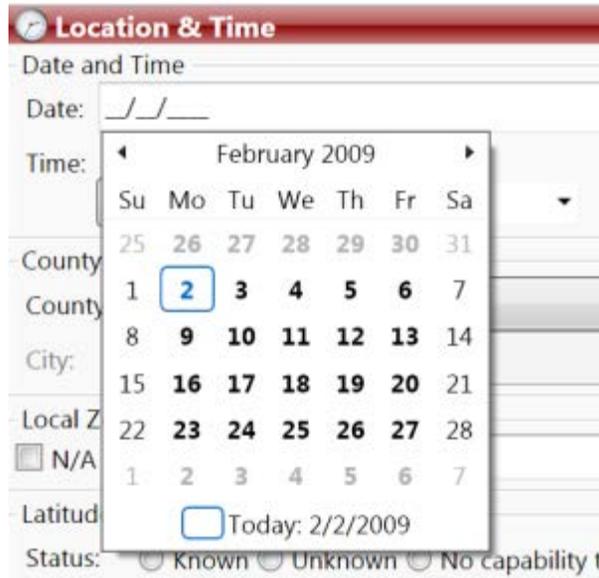
When you enter the time you will have to select the format for the time field. You will typically want to select "Standard" or "Military" from the list.

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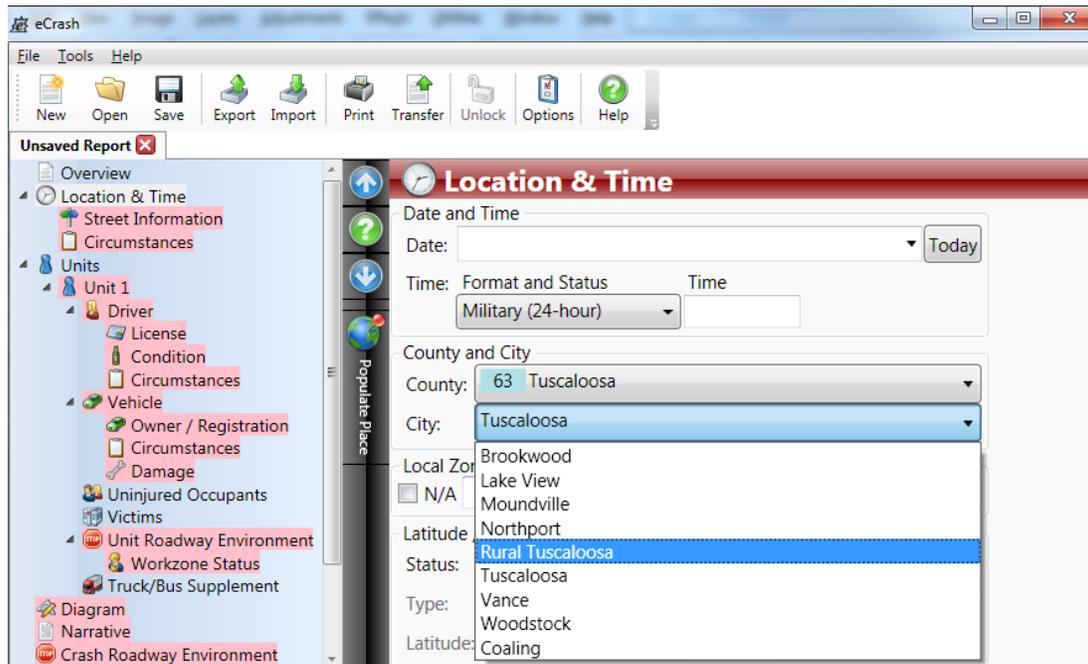
If the crash occurred outside of city limits, select the "Rural" item from the City list that is given for that particular county.

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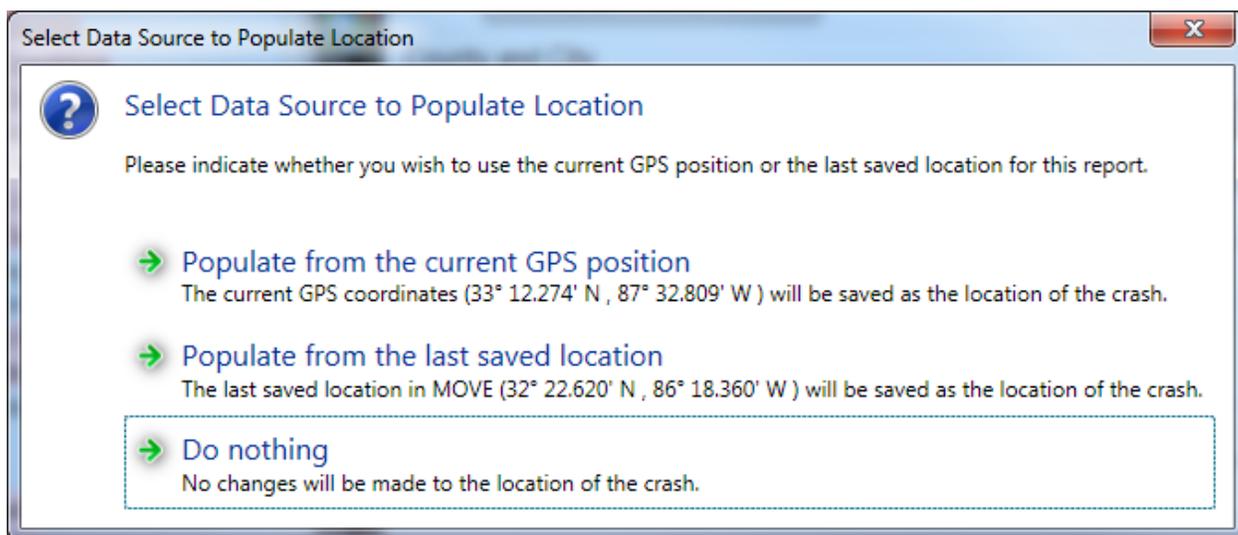
If your GPS device is not connected or does not have a fix on its location, the "Populate from the current GPS position" may not appear in the list.

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.
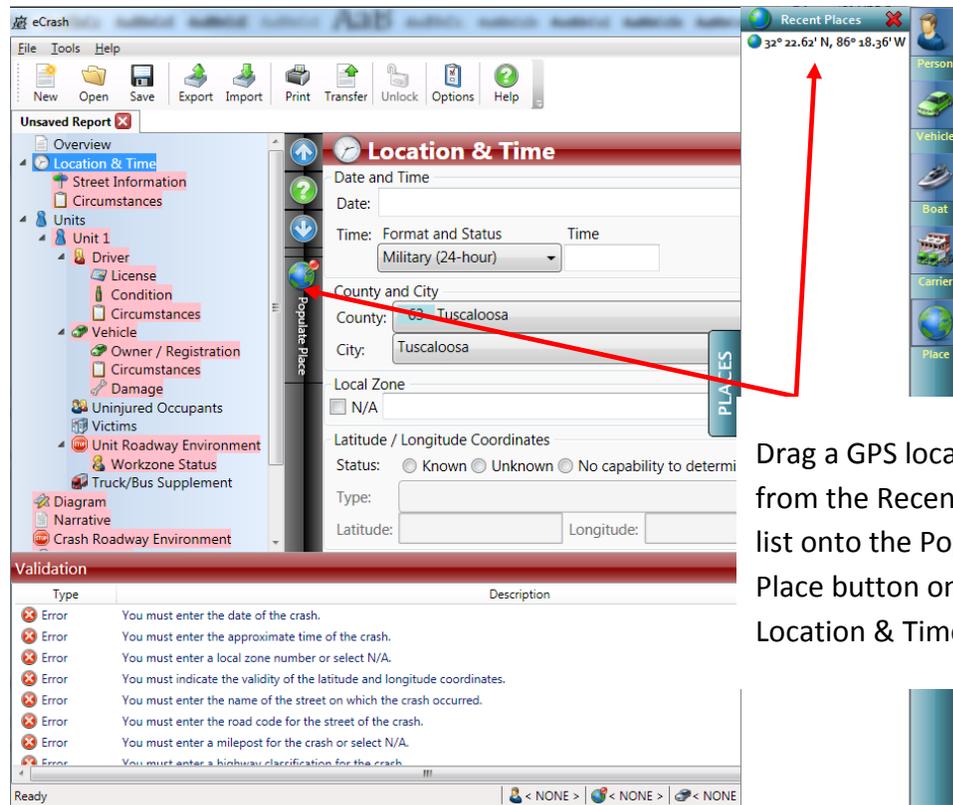
Drag a GPS location from the Recent Places list onto the Populate Place button on the Location & Time screen.

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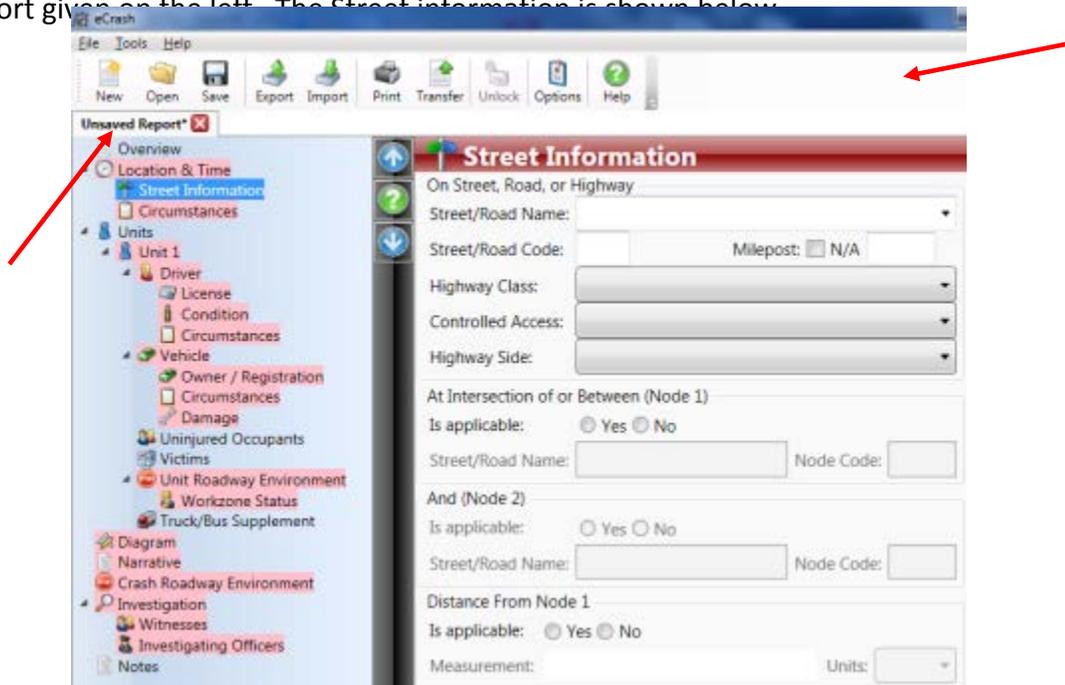
Data about the address and roadway information at the location of the crash is also entered on this screen. The dropdowns and "type ahead" functionality is useful in finding the correct items from each dropdown list.

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.

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.
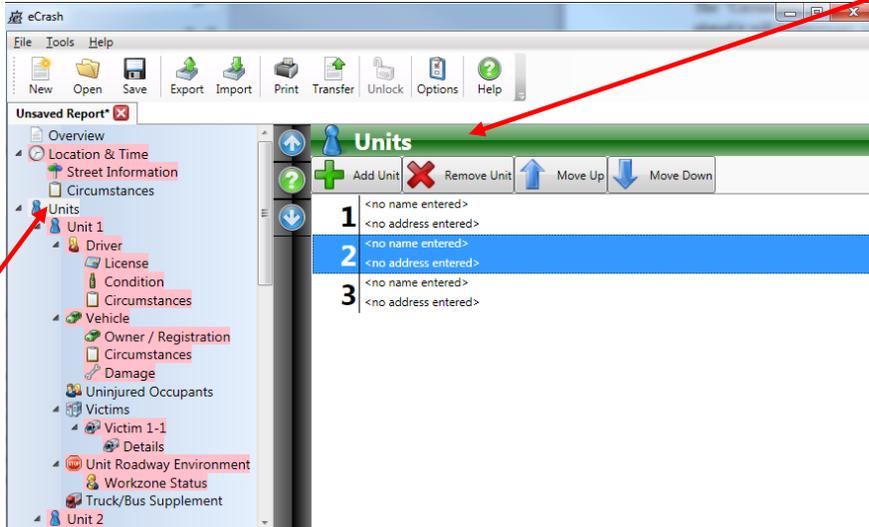
As you begin entering information, this screen will show key information for a particular unit. If the crash involved other units, they can be added at this point by clicking the "Add Unit" button. If for some reason too many units are created in error, click the "Remove Unit" button. These buttons are 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.

Click here to add a unit to the crash report.

Click here to move the selected unit higher in the list.

Click here to delete the selected unit from the crash report.

Click here to move the selected unit lower in the list.

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.

Unit 1 was already included in the outline on the left.

Unit 2 has now been added and has the same set of fields as those listed for the
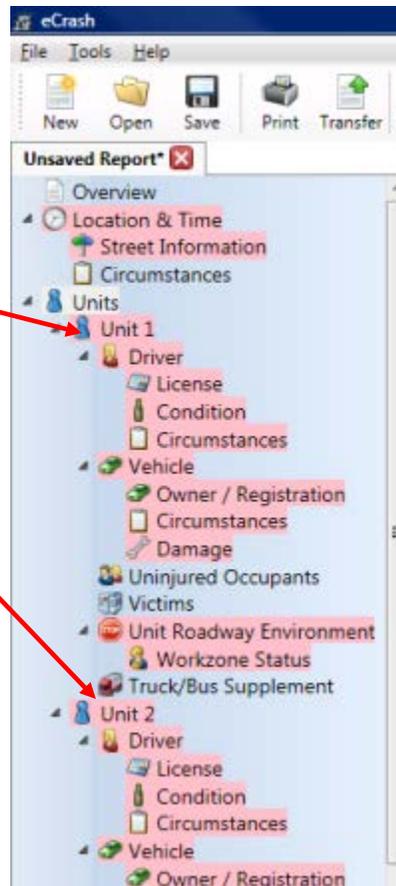
Once driver or other identifying data is entered for a unit, the Units screen will appear similar to the one below with the driver name and address appearing in the unit list.
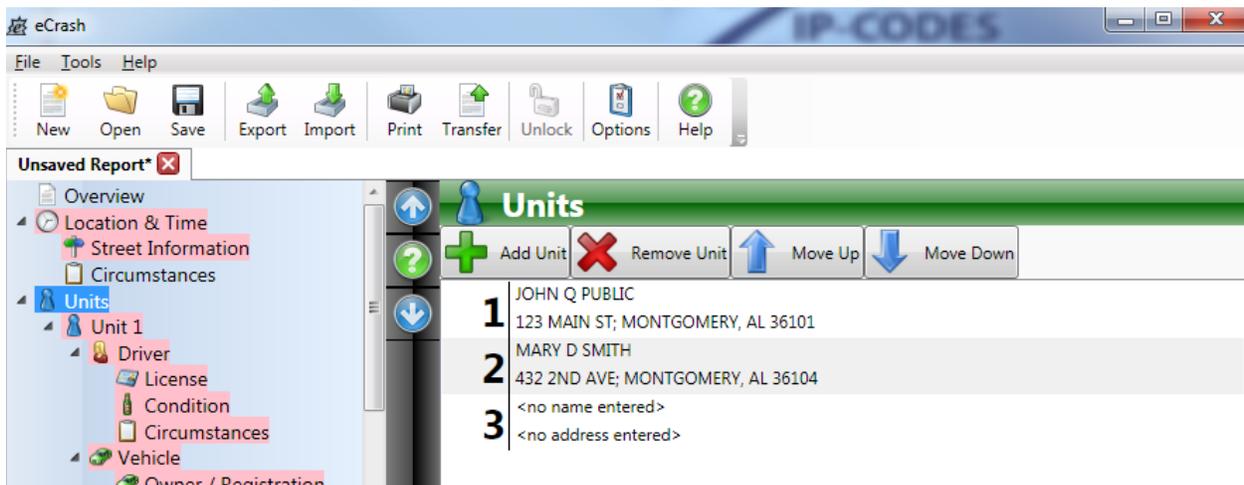
In the next screen the unit is numbered (e.g., Unit 1), and some basic information about the unit is required.
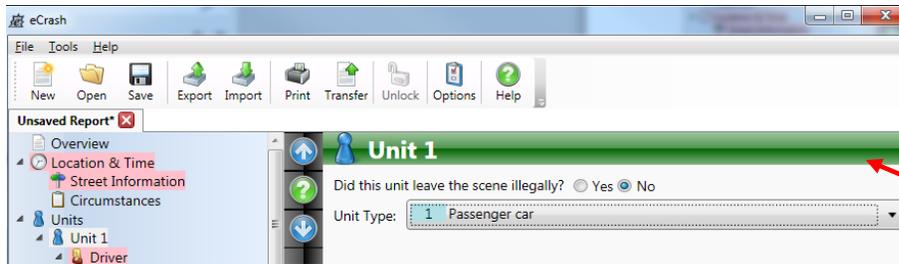
You will need to fill out all
of the fields on this
screen before
moving to the
Driver information
for the first unit.

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
    - License
    - Condition
    - Circumstances
- Vehicle
    - Owner/Registration
    - Circumstances
    - 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.

If you are certain that the last license you scanned was the license for the driver of this unit, click the Populate Person button to add their information to the report.
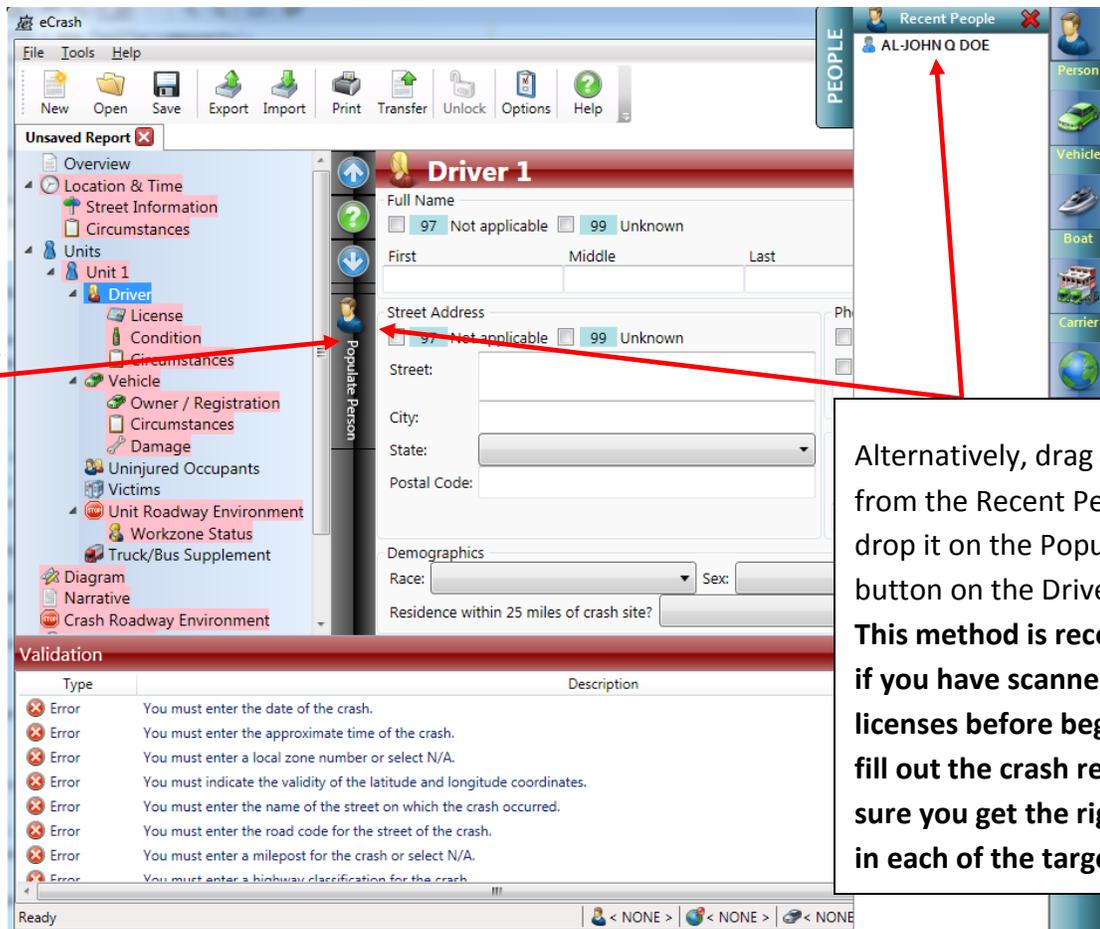
Alternatively, drag a person from the Recent People list and drop it on the Populate Person button on the Driver screen. **This method is recommended if you have scanned several licenses before beginning to fill out the crash report. Be sure you get the right person in each of the target sections.**

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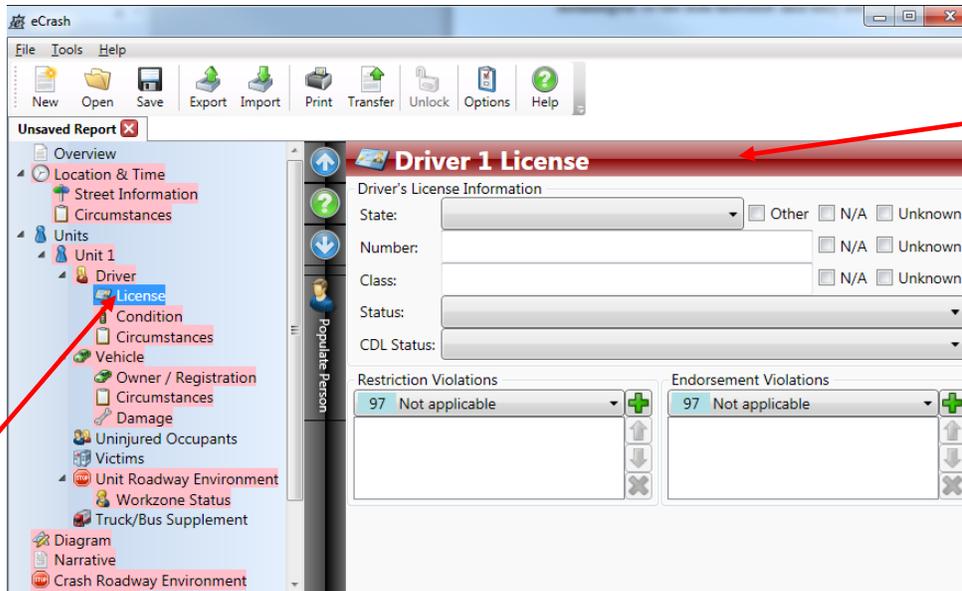
Some of the information on this screen will already be completed if the Recent Person information was used in completing the previous screen. Go in and complete the remaining fields in the license information screen using the omission errors to ensure that all items are completed.

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 .   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.

Use these check boxes if none of the codes from the dropdown lists apply.

Select an item from the list to add a Restriction Violation.

Use these buttons to add an item to the list, to move an item up or down in priority in the list, or to delete an item from the list.

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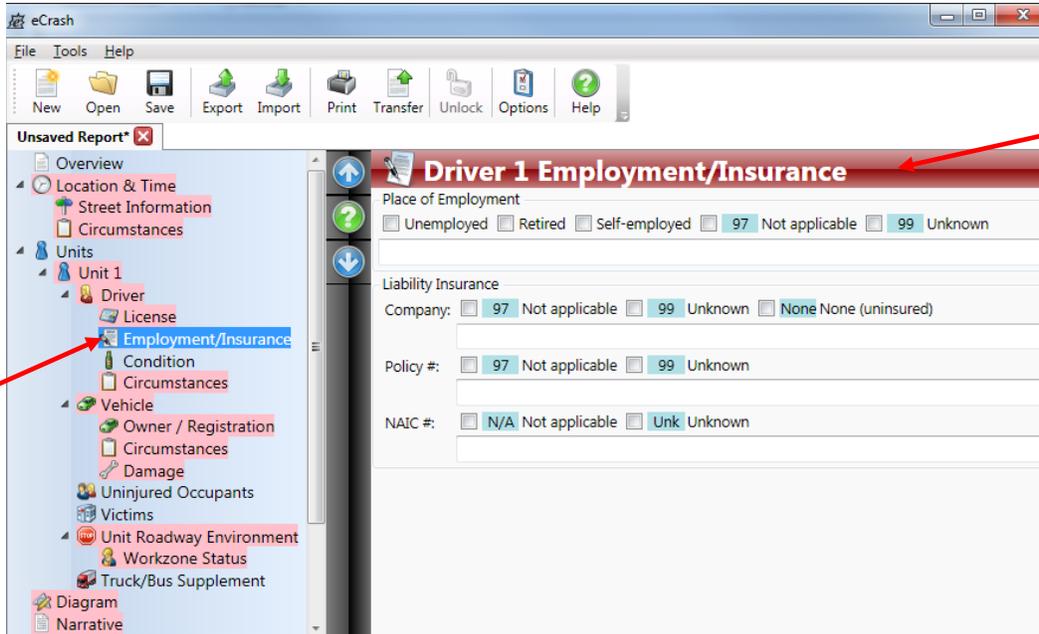
Be certain to use the checkboxes to indicate when the driver was unemployed, retired, self-employed, or had no insurance.

In this example the driver was employed by the ABC Corporation and had no insurance.
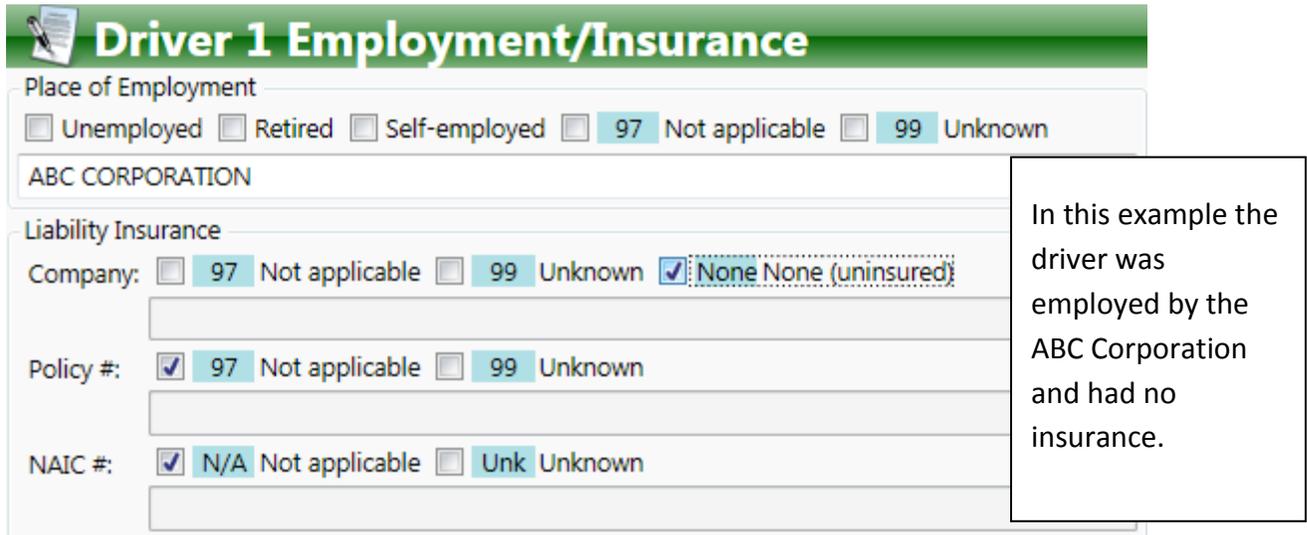
5.4.3. CONDITION

The Driver Condition screen contains fields that describe the condition and sobriety of the driver (or non-motorist) of the unit.
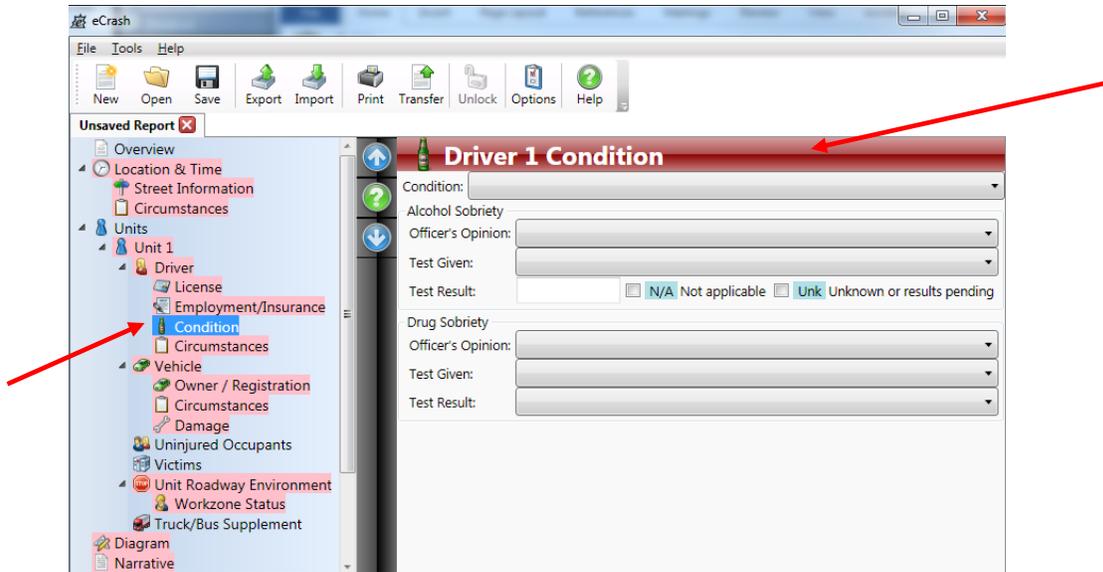
This section should be completed for pedestrians or any other non-motorists where it is applicable. The driver of a vehicle that does not qualify as a motor vehicle should be included in all applicable elements of this screen.


In this example the driver had a BAC of 0.15, and there was no indication of drug use.

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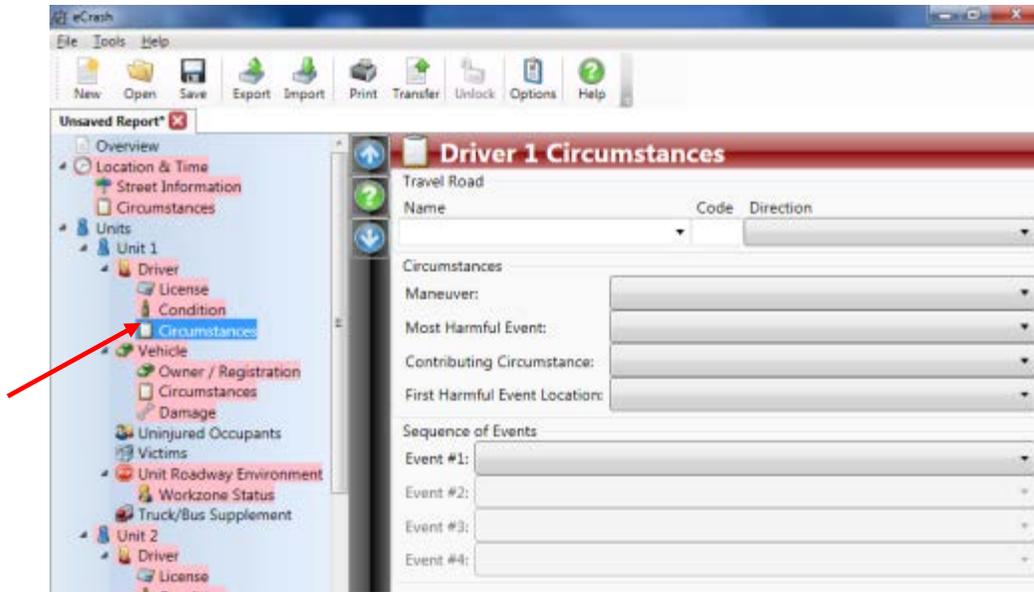
The Circumstances screen for the unit is the final subsection under the Driver/Non-Motorist heading. When this is completed the next screen will cover Vehicle information for the unit.
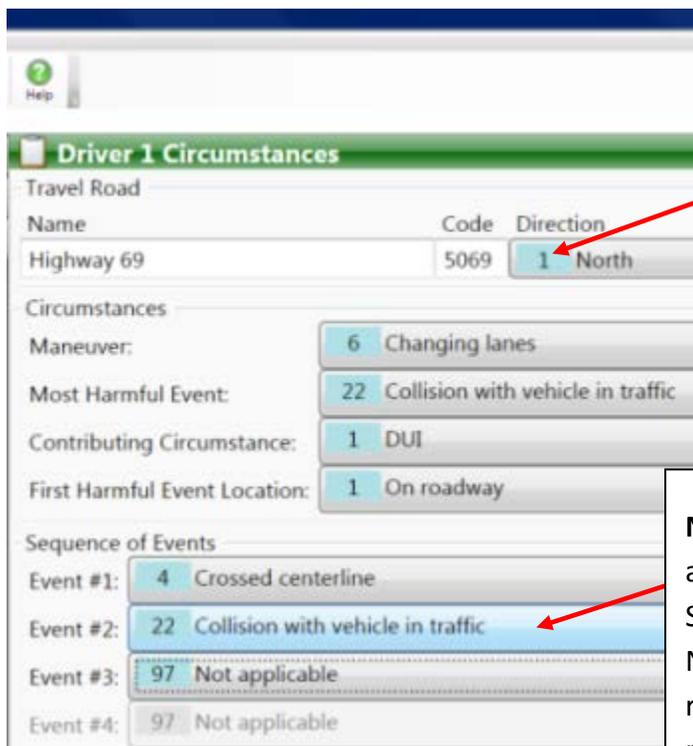

The fields selected here are for a driver who was traveling North on Highway 69. The driver crossed the centerline and hit vehicle 2 in a head on collision.

NOTE: If there are not four actions that can describe the Sequence of Events, select "97 – 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.
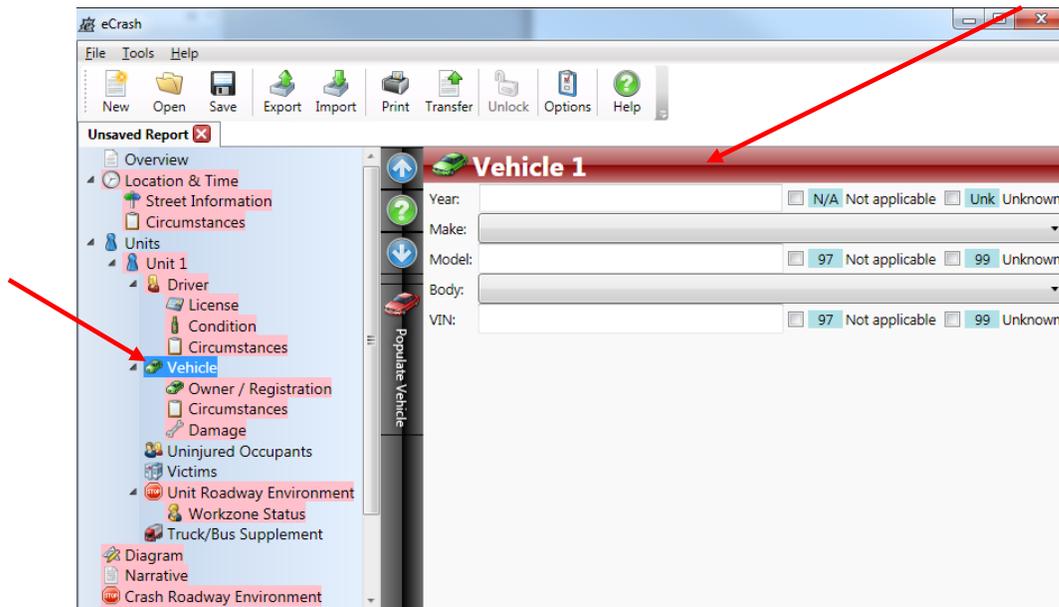

Notice that the Populate Vehicle button is visible to the left of the data entry area, indicating that you can bring in Recent Vehicle information into this section of the crash report. Recall the two ways to do this:

- 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.

If you are certain that the last vehicle you ran in LETS was the vehicle for this unit, click the Populate Vehicle button.
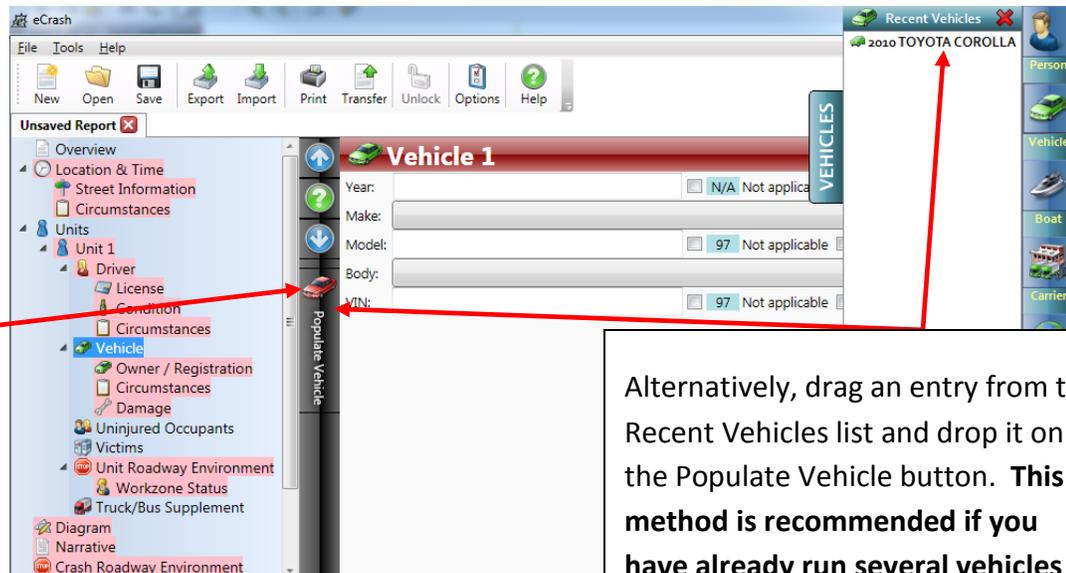

Alternatively, drag an entry from the Recent Vehicles list and drop it on the Populate Vehicle button. **This method is recommended if you have already run several vehicles through LETS. Be sure that you drag and drop the vehicle corresponding to this unit.**

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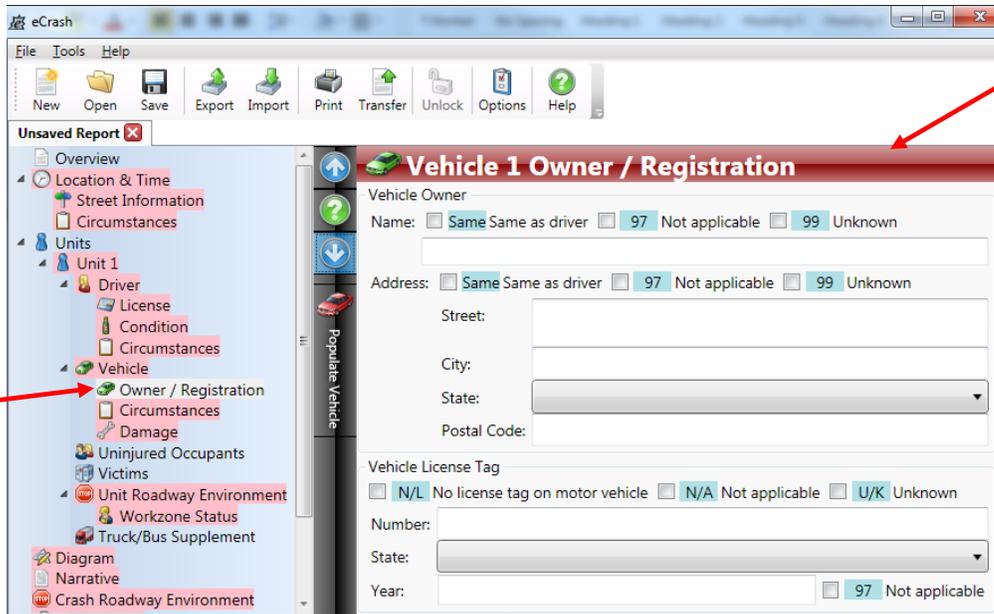
If the Vehicle owner is not the same as the driver, change/correct the Vehicle Owner information at the top of this screen by un-checking the "Same" block at the top of the screen. You may also need to correct some vehicle license tag information at the bottom of this screen, so this should be checked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

5.5.2. CIRCUMSTANCES

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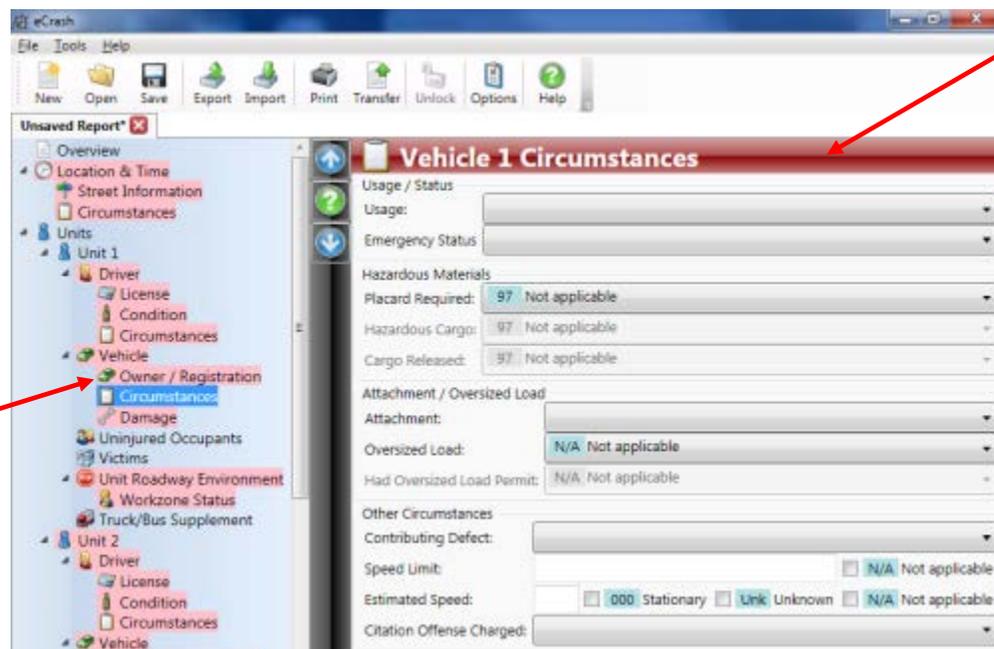
Most of the entries utilize dropdown lists in order to speed up the entry process. Some of the fields will be "grayed out" automatically if generally they do not apply. For example, if the vehicle is a personal vehicle (and not a commercial vehicle), fields such as Emergency Status and the Hazardous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

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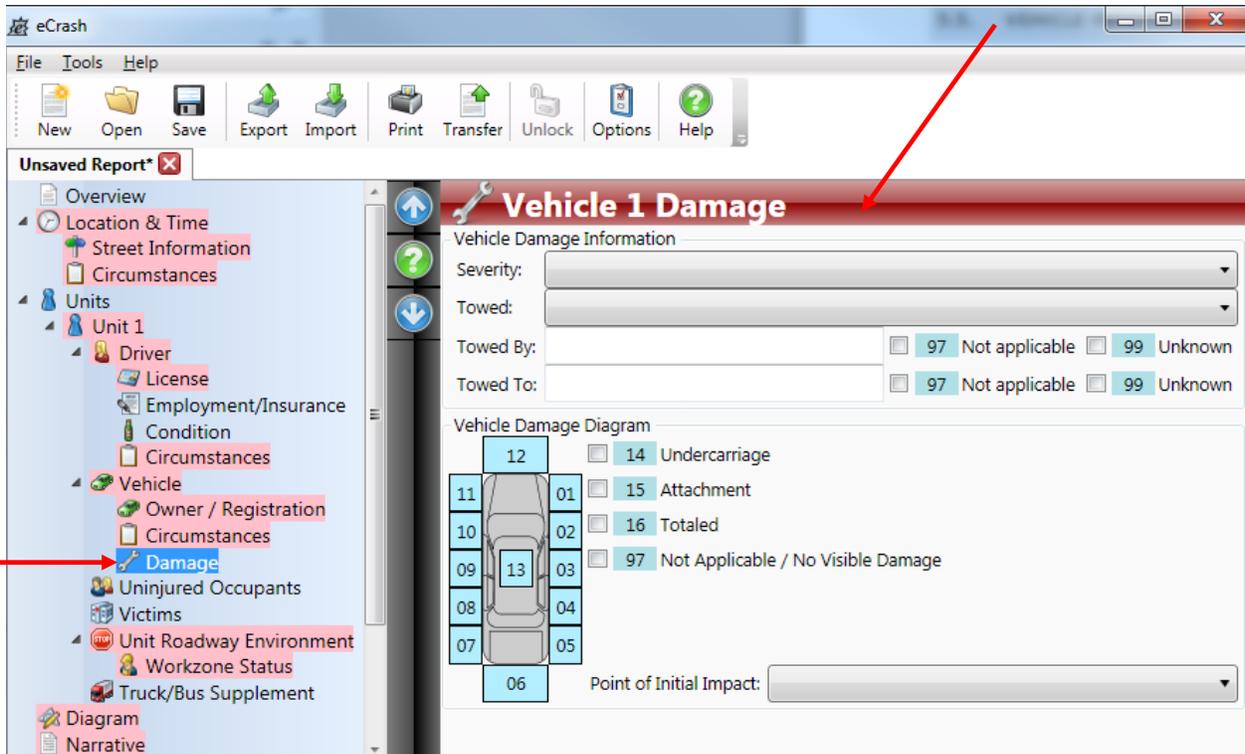
One notable change from the previous crash report is the more detailed vehicle damaged areas – there are now 12 areas around the car (similar to the clock, which is quite often used to indicate direction).   Multiple entries are allowed for damage areas; see below.

Clicking an area will turn the number yellow to indicate that it was selected. In this example, sections 11, 12 and 01 are selected as damaged areas.
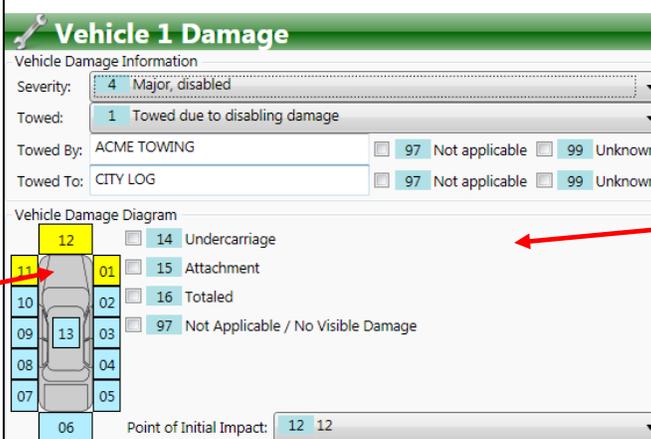
In this example the vehicle was severely damaged to the point of having to be towed. It was towed by ACME Towing to the City Lot. The damage done to the vehicle was limited to sections 11, 12 and 01 (the sections highlighted in yellow).

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.
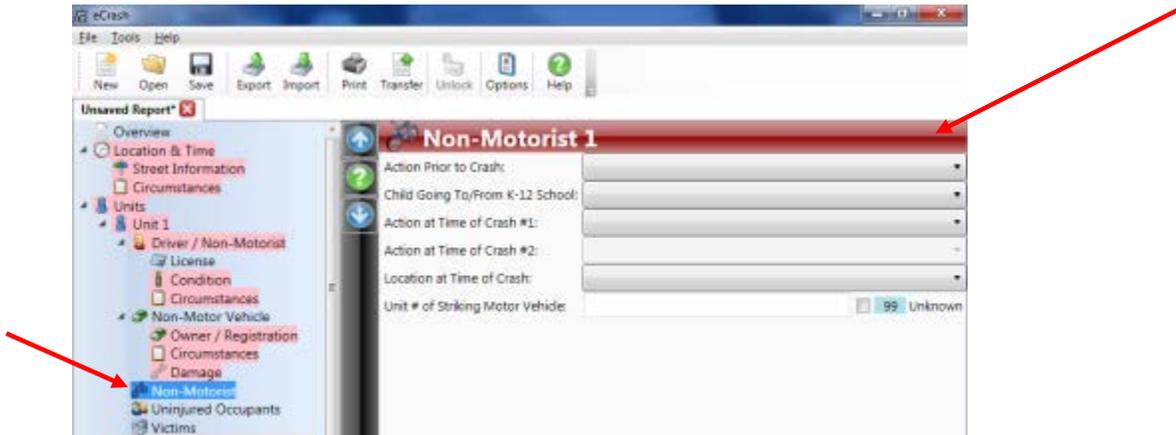
5.7.   UNINJURED OCCUPANTS

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.*

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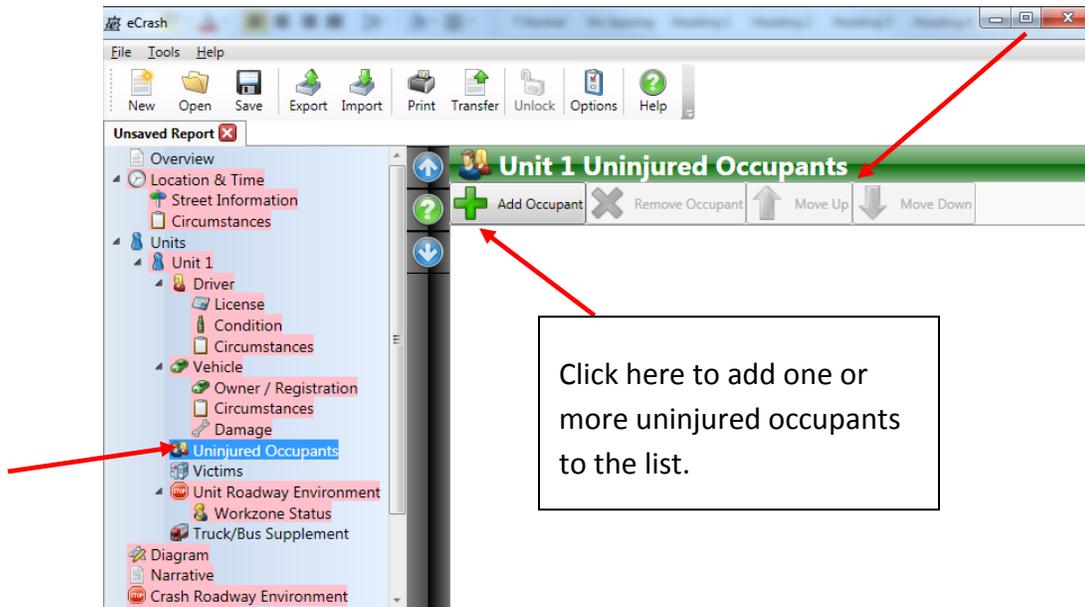
To add an uninjured occupant, click the "Add Occupant" button at the top of the screen as shown above. You may also remove the selected occupant or change its position in the list using the Remove Occupant, Move Up, and Move Down buttons, as in the unit list.

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.

A screen is added for each uninjured occupant in the unit.
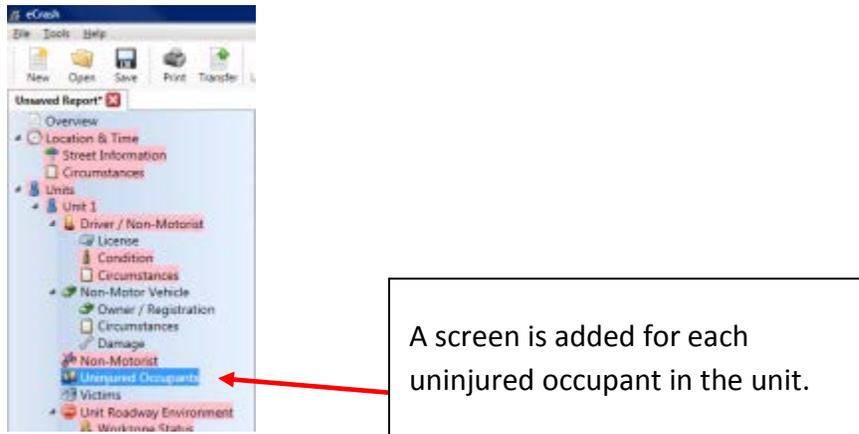
The screen for each uninjured occupant screen is given below.
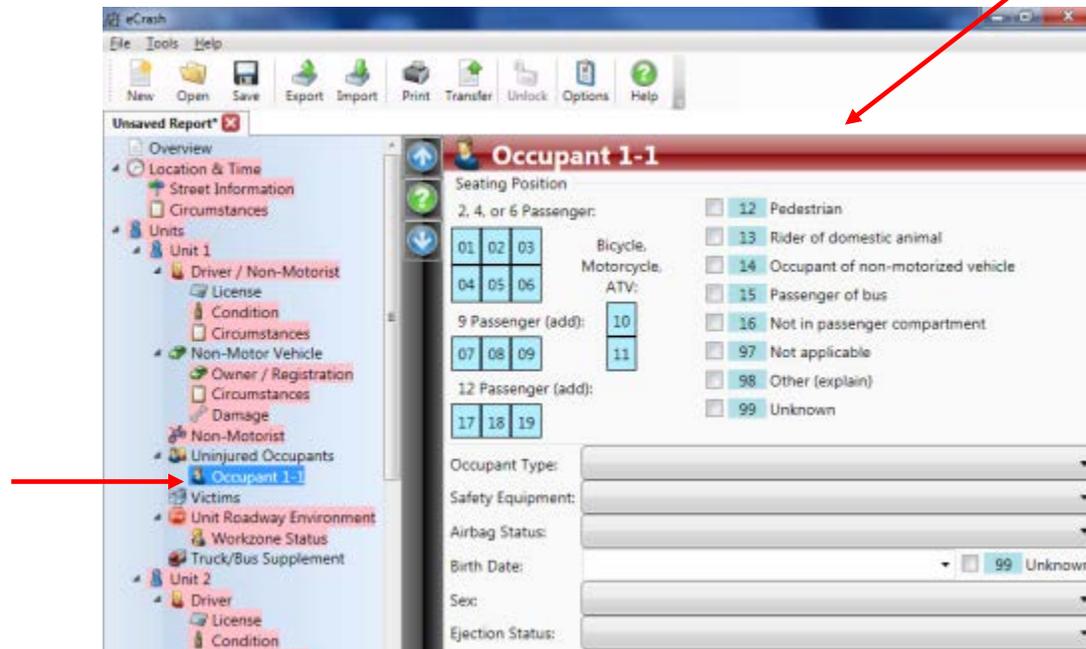
There are some additional data items required that were not on the old crash report form. These data items are essential to obtaining some extremely important information, e.g., being

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


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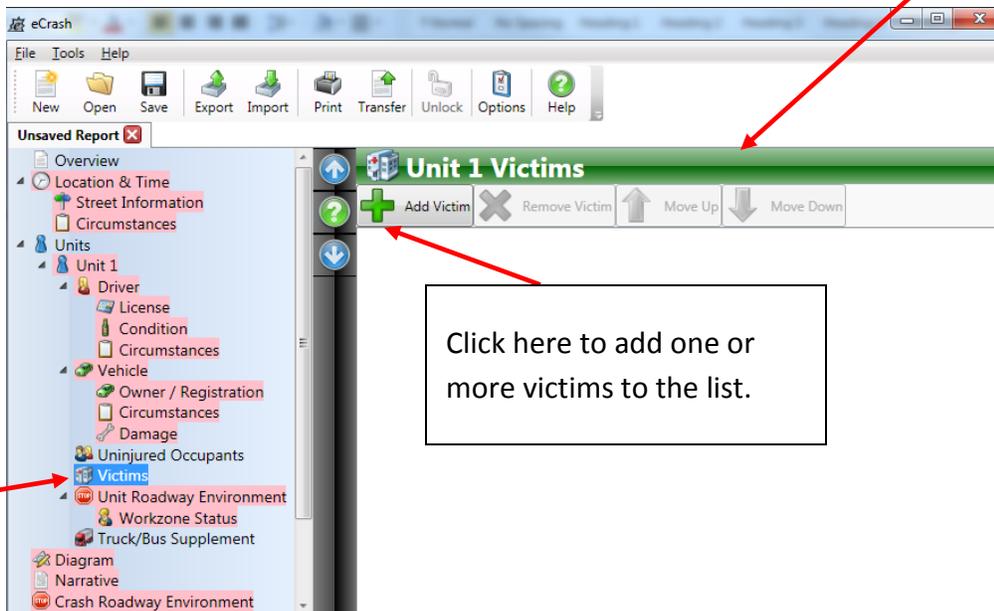
As with the uninjured occupants, after adding a victim, the outline of the crash report will be modified to indicate each victim that is added to the unit. A separate page (called Details) is also added for each victim.

A screen is added for each victim in the unit. We have added one victim for Unit 1. Note the Details page that is added as well.
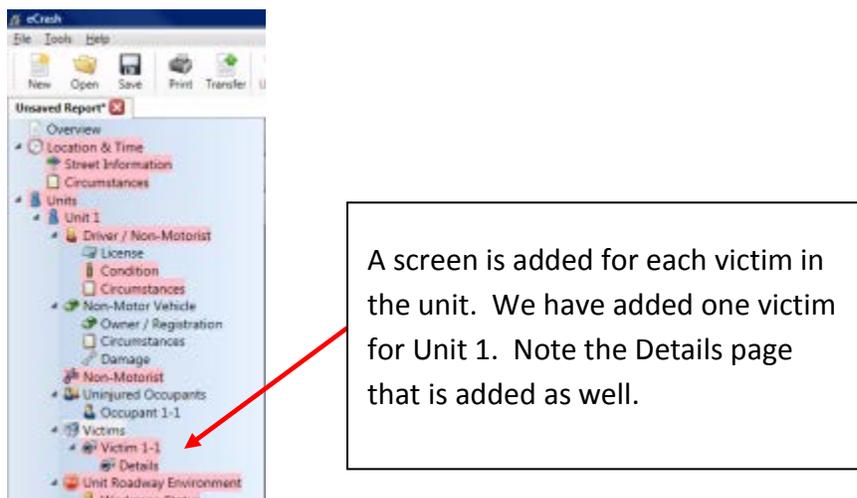
The first screen (labeled "Victim i") is shown below. Here i = 1, 2, 3, … depending on the victim number within the unit.
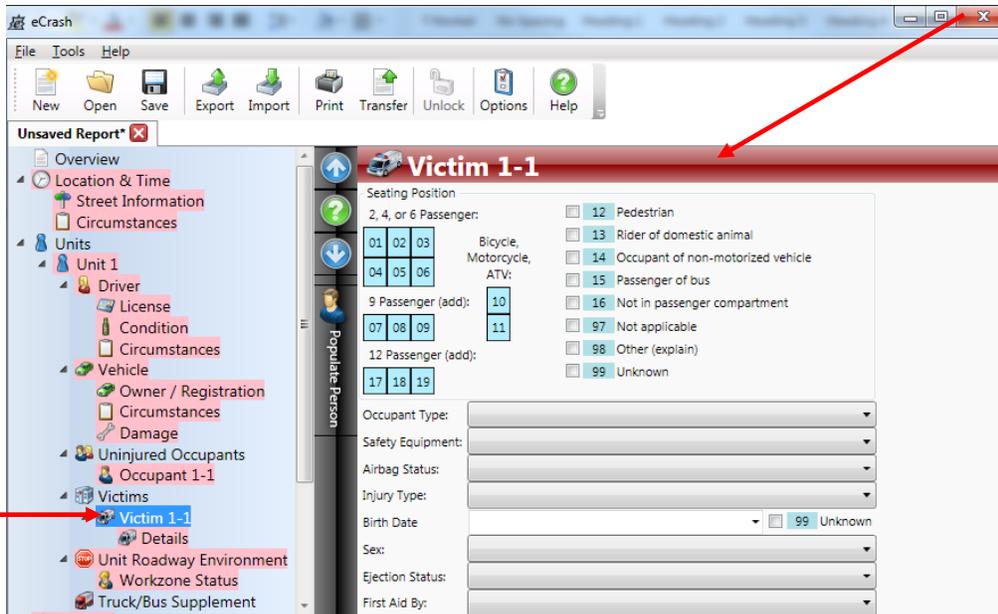
With the exception of "Injury Type" and "First Aid By", this information is the same as that gathered for uninjured occupants.

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.

If you are certain that the last person you ran with the license scanner or LETS was this victim, click the Populate Person button to add that person information to the report.
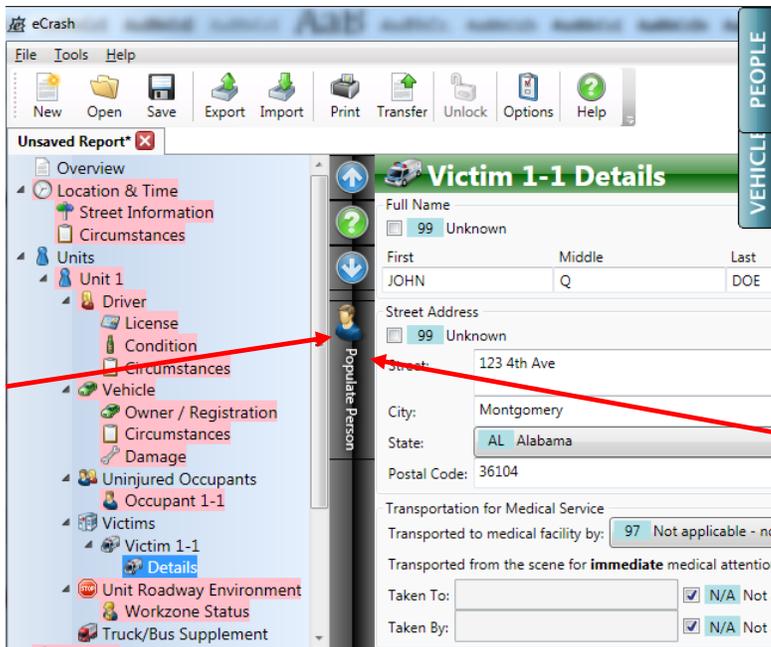
Alternatively, drag a person from the Recent People list and drop it on the Populate Person button. **This method is recommended if you have run several people through the license scanner or through LETS before beginning to fill out the crash report.**

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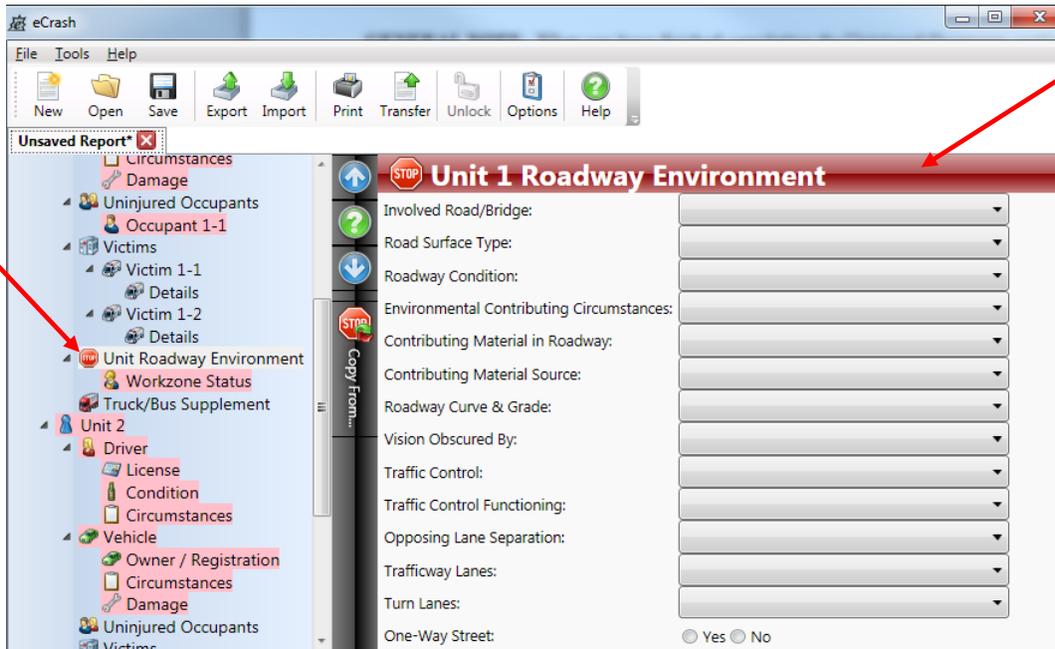
We highly recommend using the "type ahead" functionality if you know the description of the code. A completed screen should look similar to the one below.

This example is for a dry, asphalt road. The location of the crash did not involve a bridge. No environmental conditions contributed to the crash, and the road took a slight curve to the left. The driver's vision was not obscured and there was no traffic control at the point of the crash. The crash occurred on a two lane road with no turn lanes, and with solid painted lines separating the two lanes.

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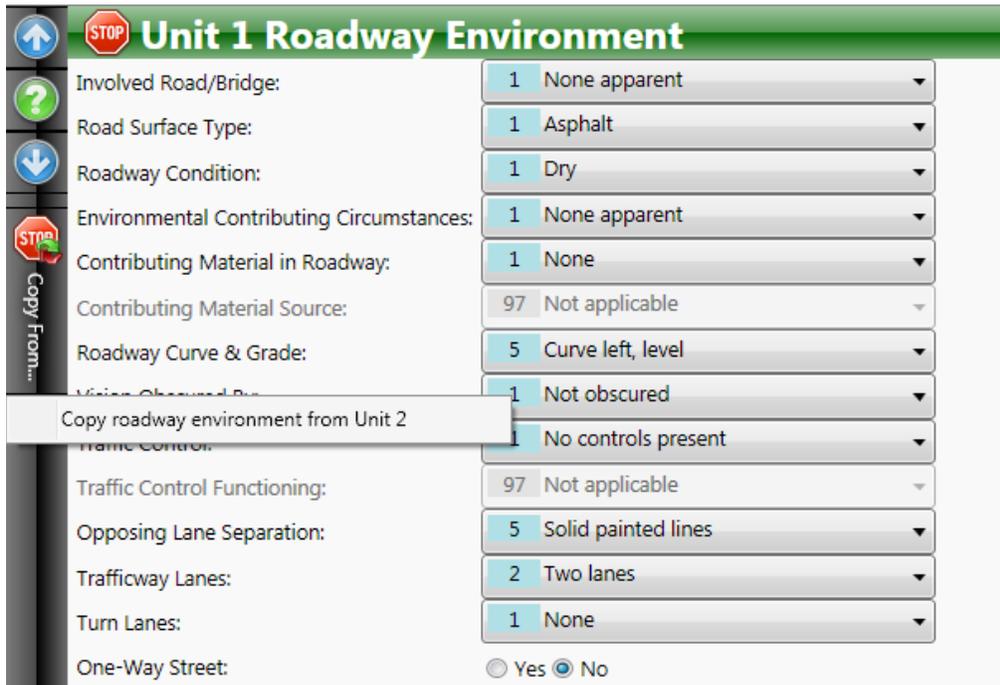
The "Copy From…" button does not appear if there is only one unit in the crash.

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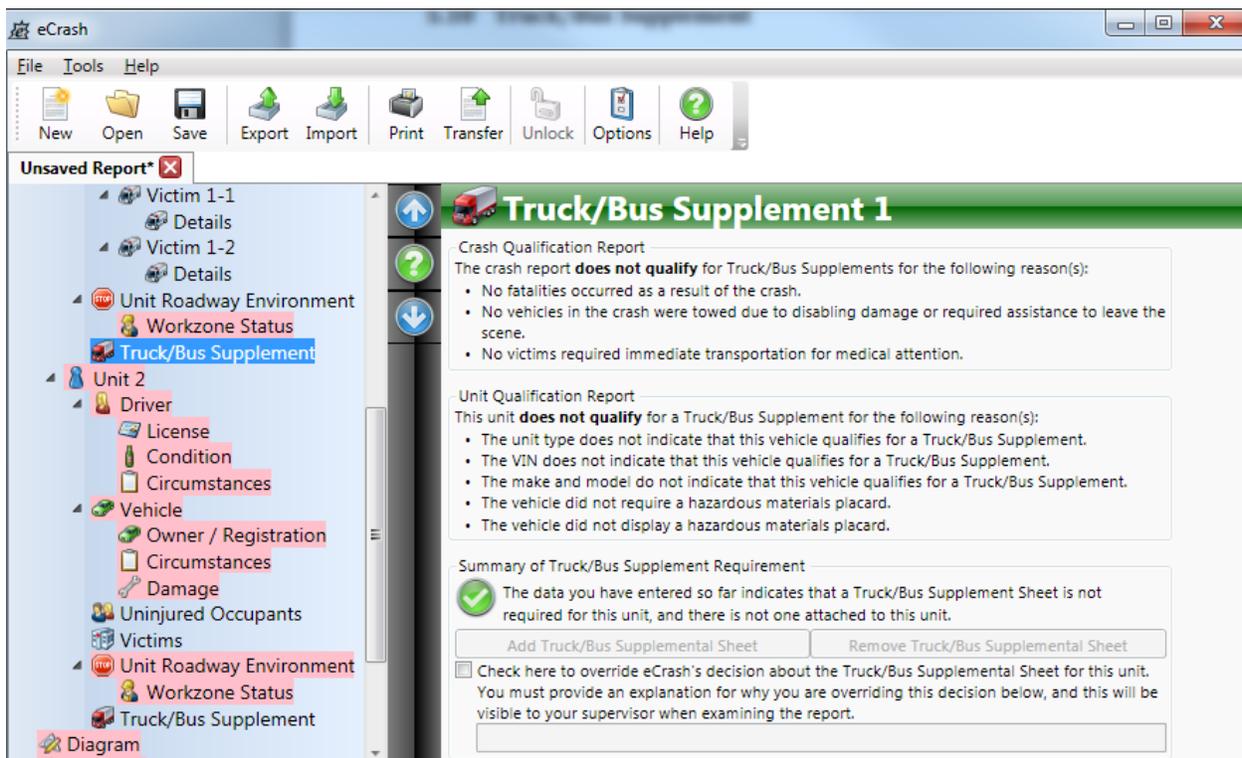
The first section, the Crash Qualification Report, indicates whether or not the crash as a whole requires Truck/Bus Supplements to be completed for qualifying units. Even if an individual unit might otherwise qualify, certain criteria must be met before Truck/Bus Supplements are required.

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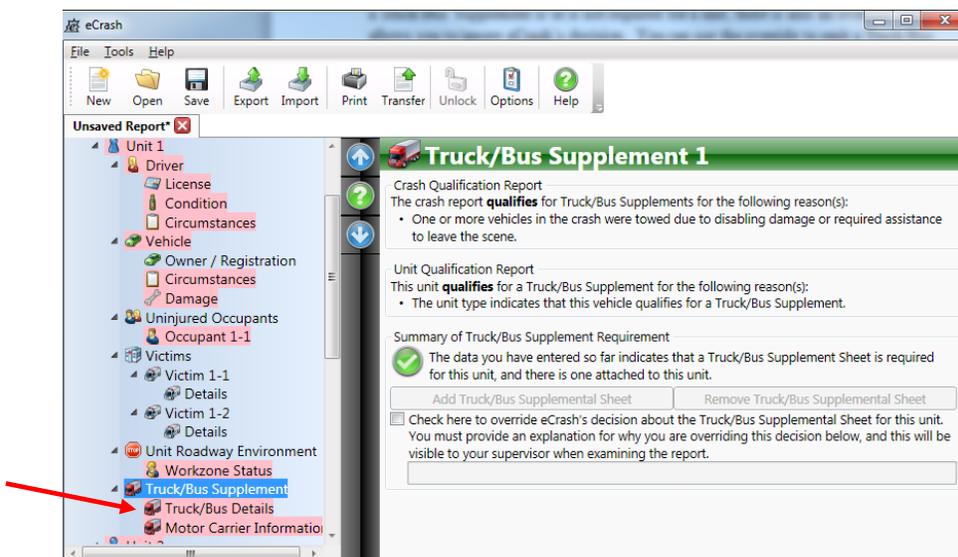
The first screen (labeled "Truck/Bus Details") is made up of basic information about the characteristics of the vehicle and the events surrounding the crash for that particular unit. Most of these fields can be filled out using the dropdown lists provided for the particular field.

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:

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."

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:

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.

Click the "Load Image…" button to include an image that was drawn with another program.

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.

Click the "Edit Easy Street Draw Diagram…" button to open the Easy Street Draw program and start the diagram of the crash.
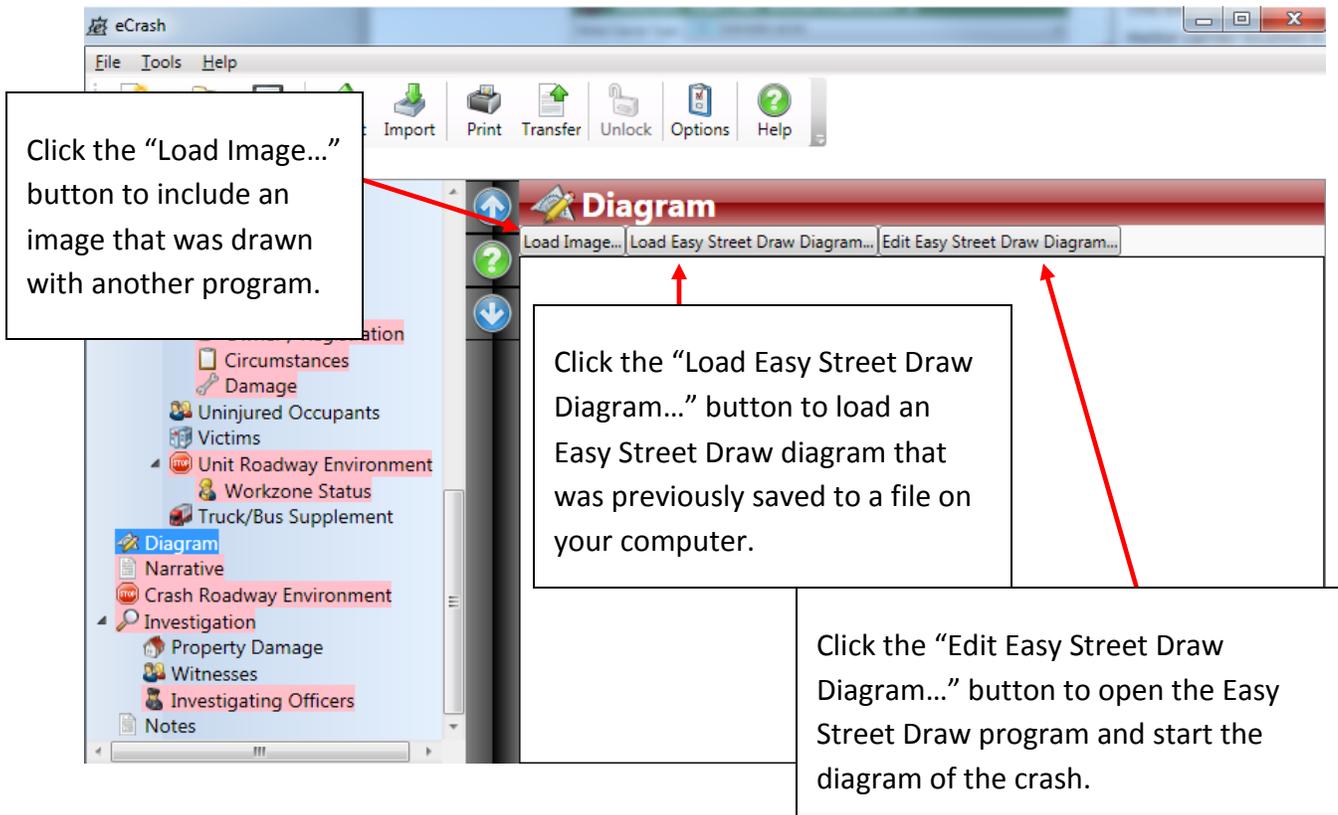
If you click the "Load Image…" button you will see a screen that looks like the one below. This allows you to select any image file that is stored on your computer. That image will now be included on your crash report.
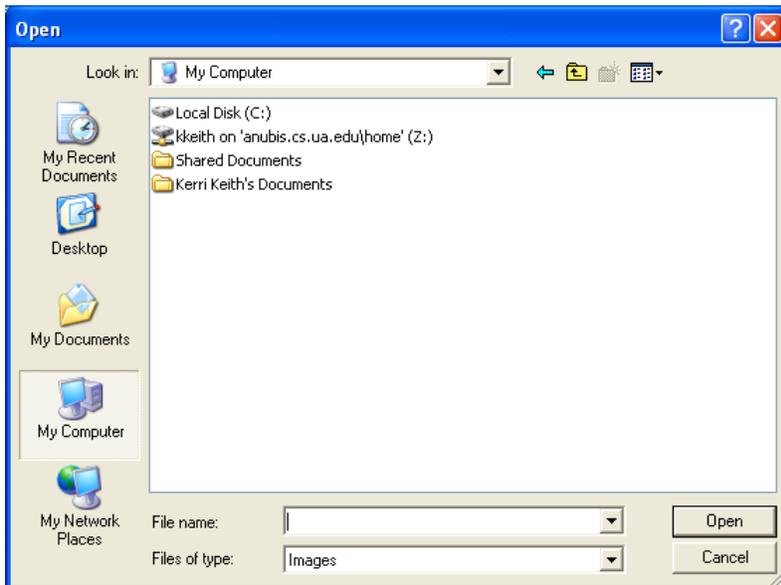
NOTE: While it is possible to use a separate image besides an Easy Street Draw diagram, you are **highly** encouraged to use Easy Street Draw. Easy Street Draw is installed on your computer as

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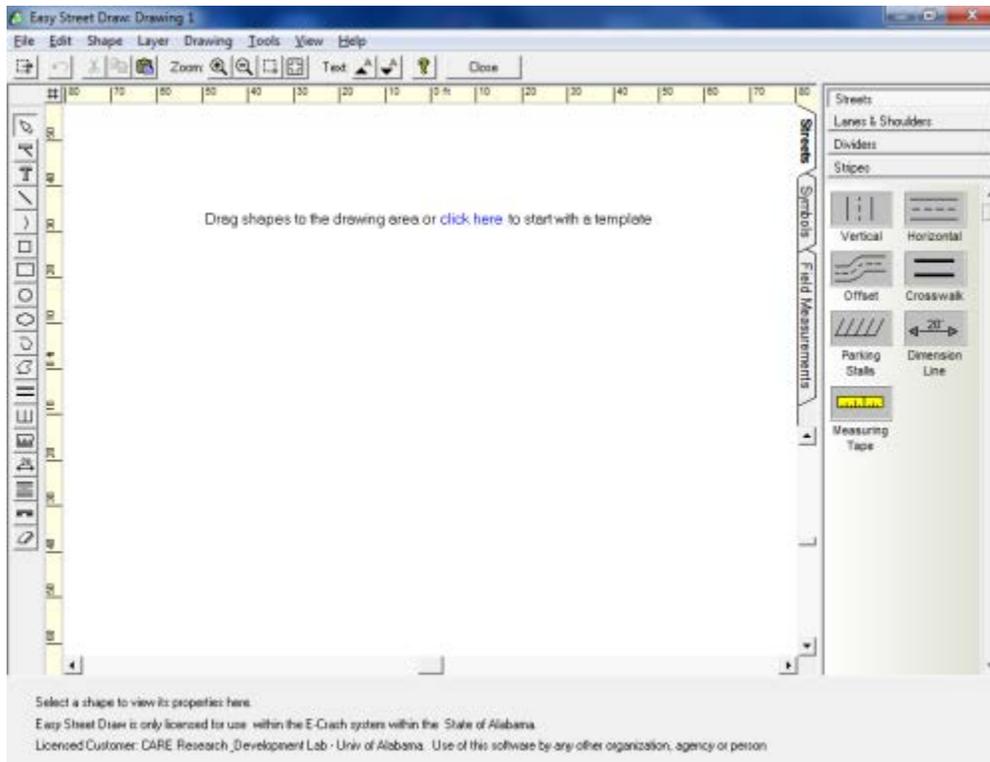
From this screen, add any number of pre-set pieces. This includes vehicles, pedestrians and roadways. Drag and drop elements from the menu on the right into the diagram. Rearrange elements and set them up in the way that you feel is appropriate for the situation.

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 adding the horizontal element, make it longer, wider or add a curve to it.

Streets Tab

Drag and drop the Horizontal element onto the screen.

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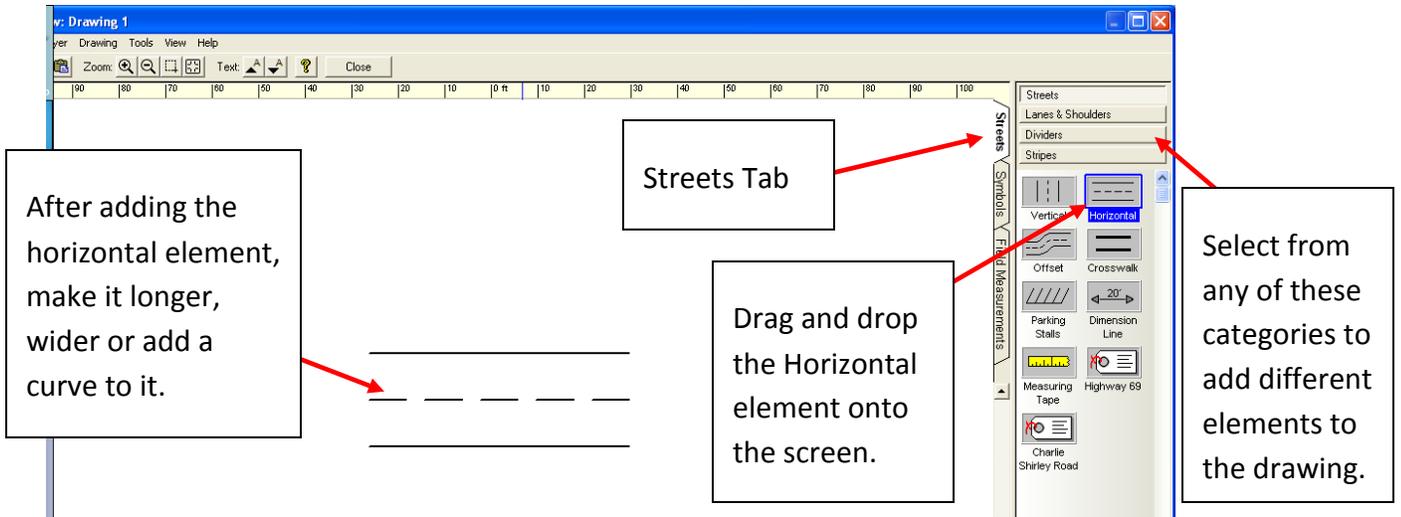
After creating the Streets, click the Symbols tab to add other elements (such as vehicles, pedestrians, or roadside elements) to the drawing. *You must be in the correct tab in order to make changes to the elements from that tab. For example, you cannot make changes to the roadway if you are in the Symbols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

When adding vehicles to the drawing, add multiple copies of the same vehicle to indicate the position of the vehicle at different points during the crash. To make the unit appear dashed, or as an outline, adjust the properties of the individual element.

Symbols Tab

Select from any of these categories to add different elements to the drawing.

Select the type of vehicle and then drag and drop the vehicles available into the drawing.

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:

This example diagram shows Vehicle 1 traveling down the road and crossing the centerline. Upon crossing the centerline Vehicle 1 strikes Vehicle 2 head on. This causes Vehicle 2 to run off the road.
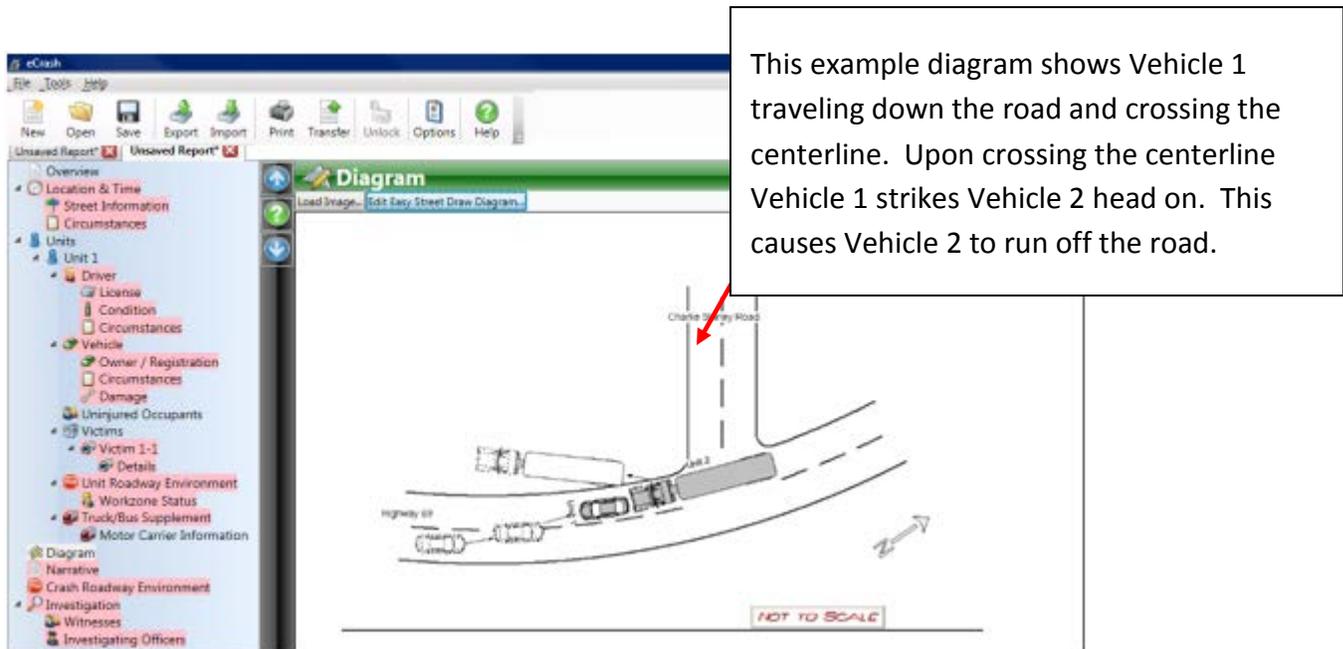
It is permissible to edit the drawing at any point prior to submission of the crash report. To go in and edit the crash diagram, click the "Edit Easy Street Draw Diagram…" button. This will reopen the Easy Street Draw program where you can make changes or additions to the drawing.

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.
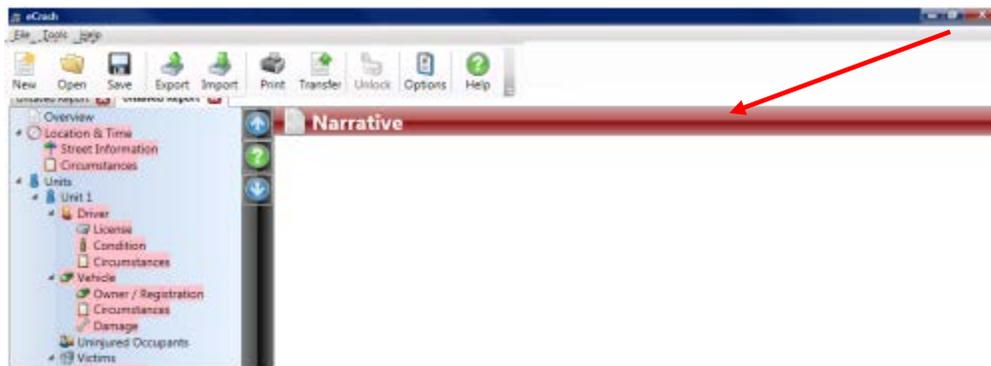
The text that you enter will be spell checked as you type, so be sure to correct any spelling errors that may show up. These will be indicated with a red line under the misspelled word.
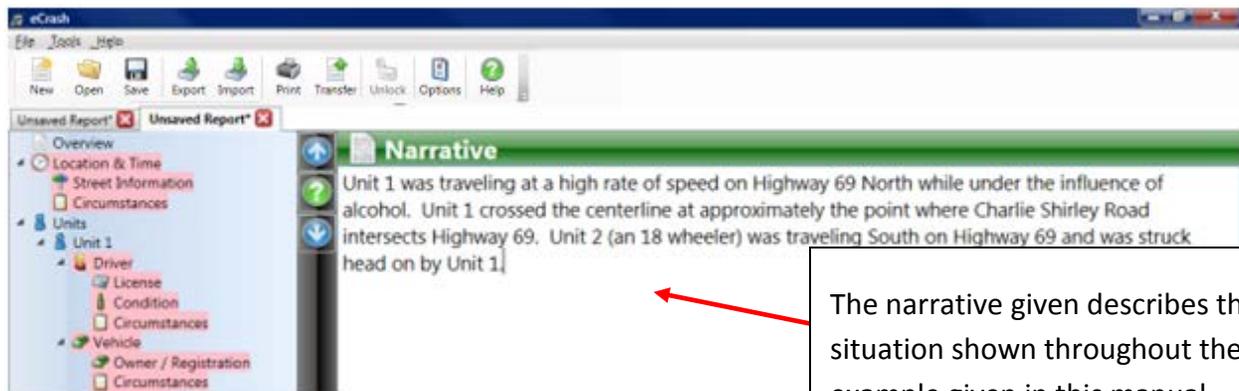
The narrative given describes the situation shown throughout the example given in this manual.

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.

The following is an example of a completed Crash Roadway Environment section.
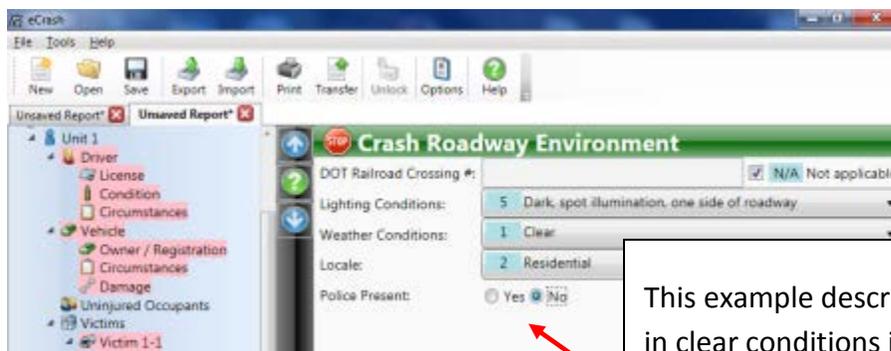
This example describes a dark, unlit road in clear conditions in a residential area. No police were present when the crash occurred, and a RR was not involved.

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.
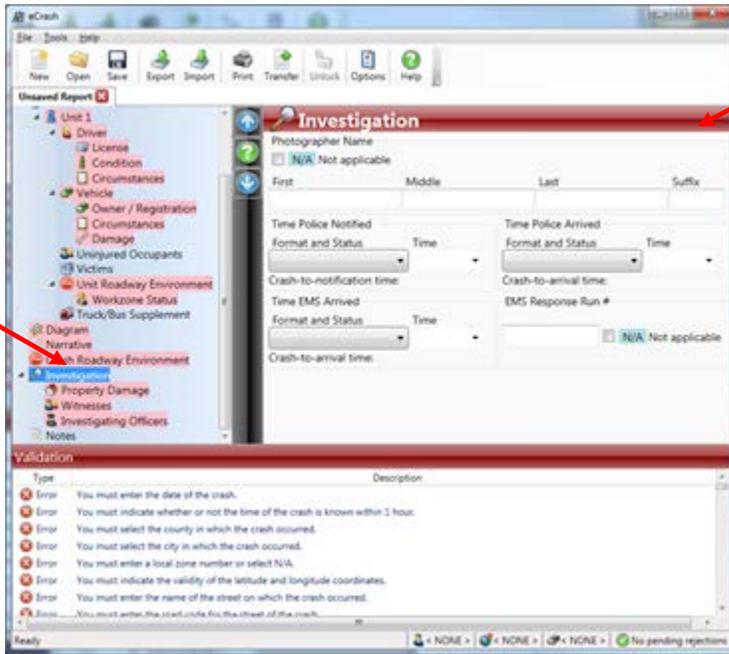
The following is an example of a completed Investigation panel.

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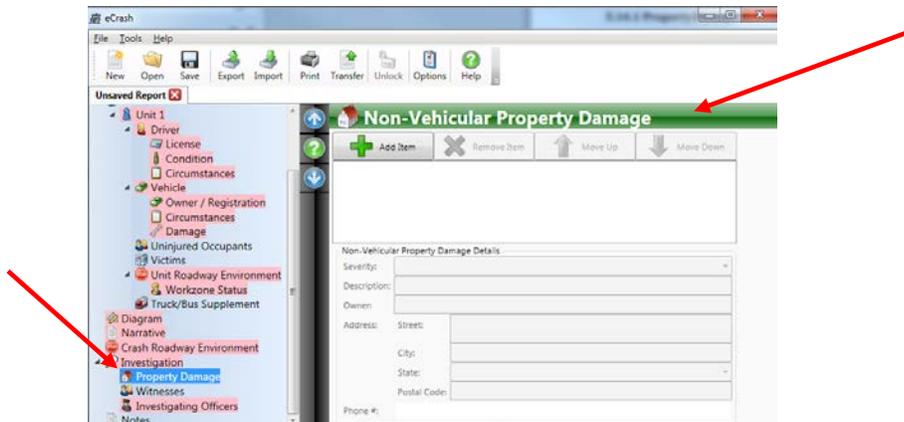
You may enter any number of damaged items. To enter a new item, click the Add Item button at the top of the data entry area, then enter the severity of the damage, a description of the property, and the name, address, and phone number of the owner of the property.

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:

This example describes circumstances where a milepost sign owned by Tuscaloosa County was damaged in the crash.
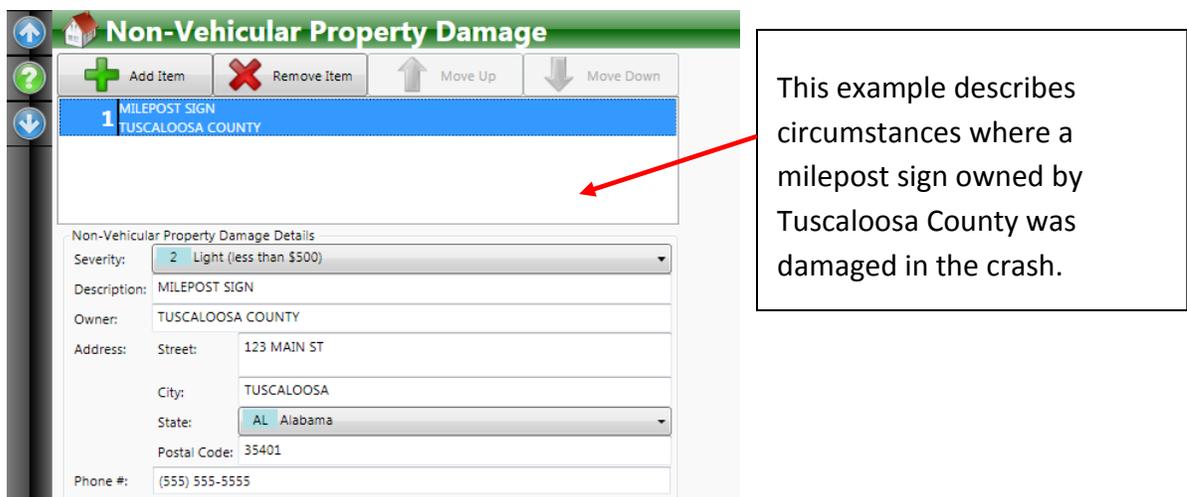
5.14.2.WITNESSES

The Witnesses section allows entry of information about any witnesses who might have seen the crash.
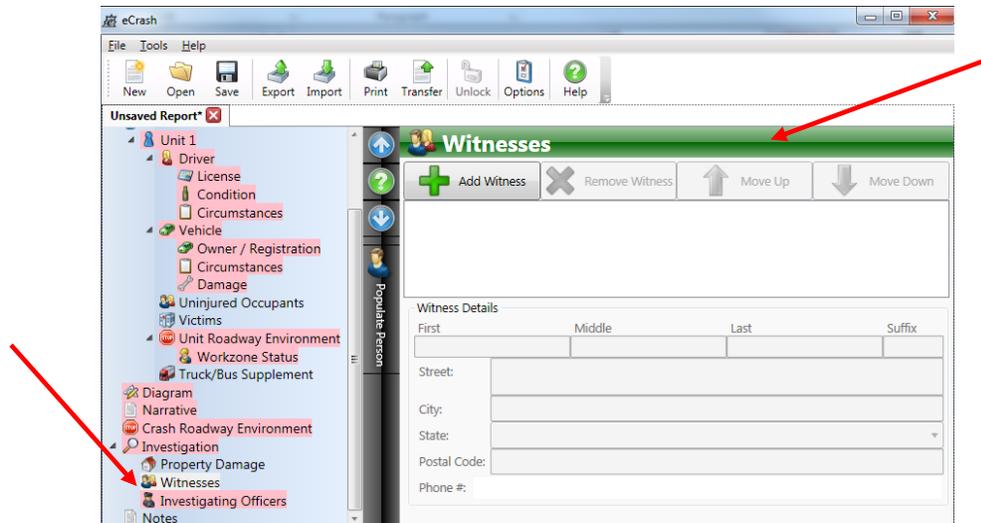
You may enter any number of witnesses. To enter a new witness, first click the "Add Witness" button at the top of the data entry area. Then you can either manually enter the witness's name, address, and phone number in the area below the list of witnesses, click the "Populate Person" button to fill in 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:

One witness by the name of Bob A. Smith was available for this crash.
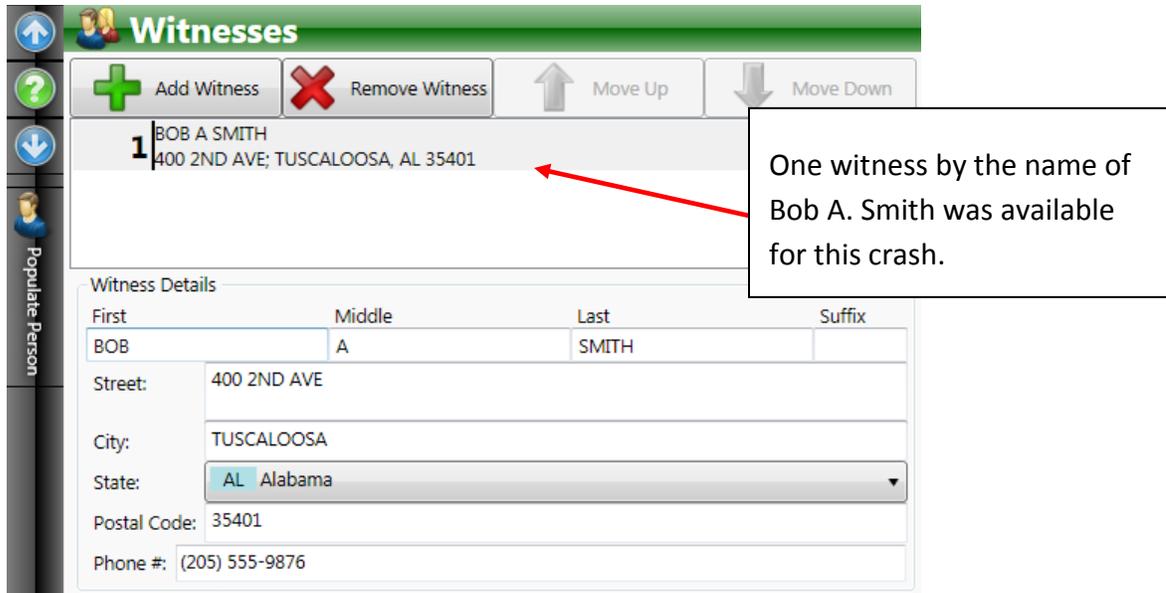
5.14.3. INVESTIGATING OFFICERS

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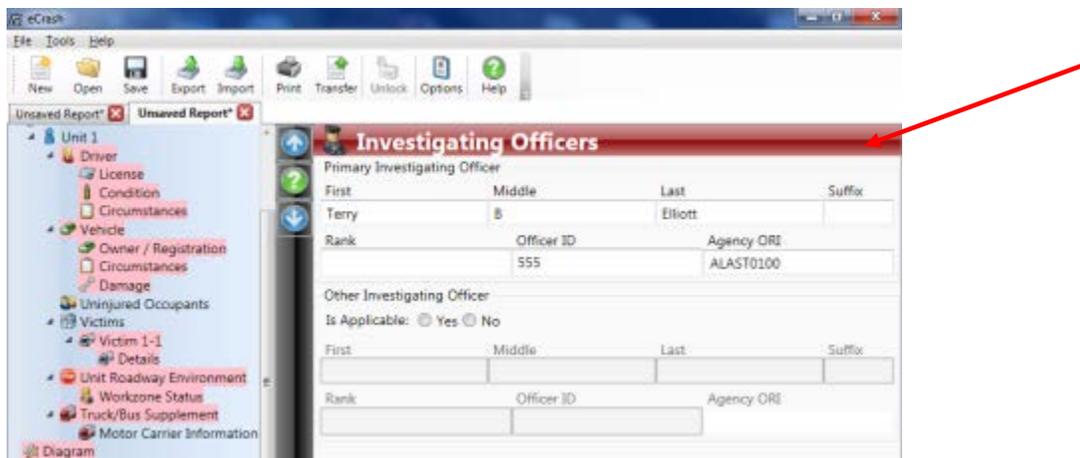
Complete any missing information for the Primary Investigating Officer such as "Rank." If another officer was involved in the investigation, enter their information in the "Other Investigating Officer" section of this screen.

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

Investigating Officers

Primary Investigating Officer

First	Middle	Last	Suffix
John		Rambo	

Rank	Officer ID	Agency ORI
Sgt.	555	ALAST6300

Other Investigating Officer

No

	Middle	Last	Suffix

	Officer ID	Agency ORI

This report was completed by Sgt. John Rambo from the Tuscaloosa Trooper Post.

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.

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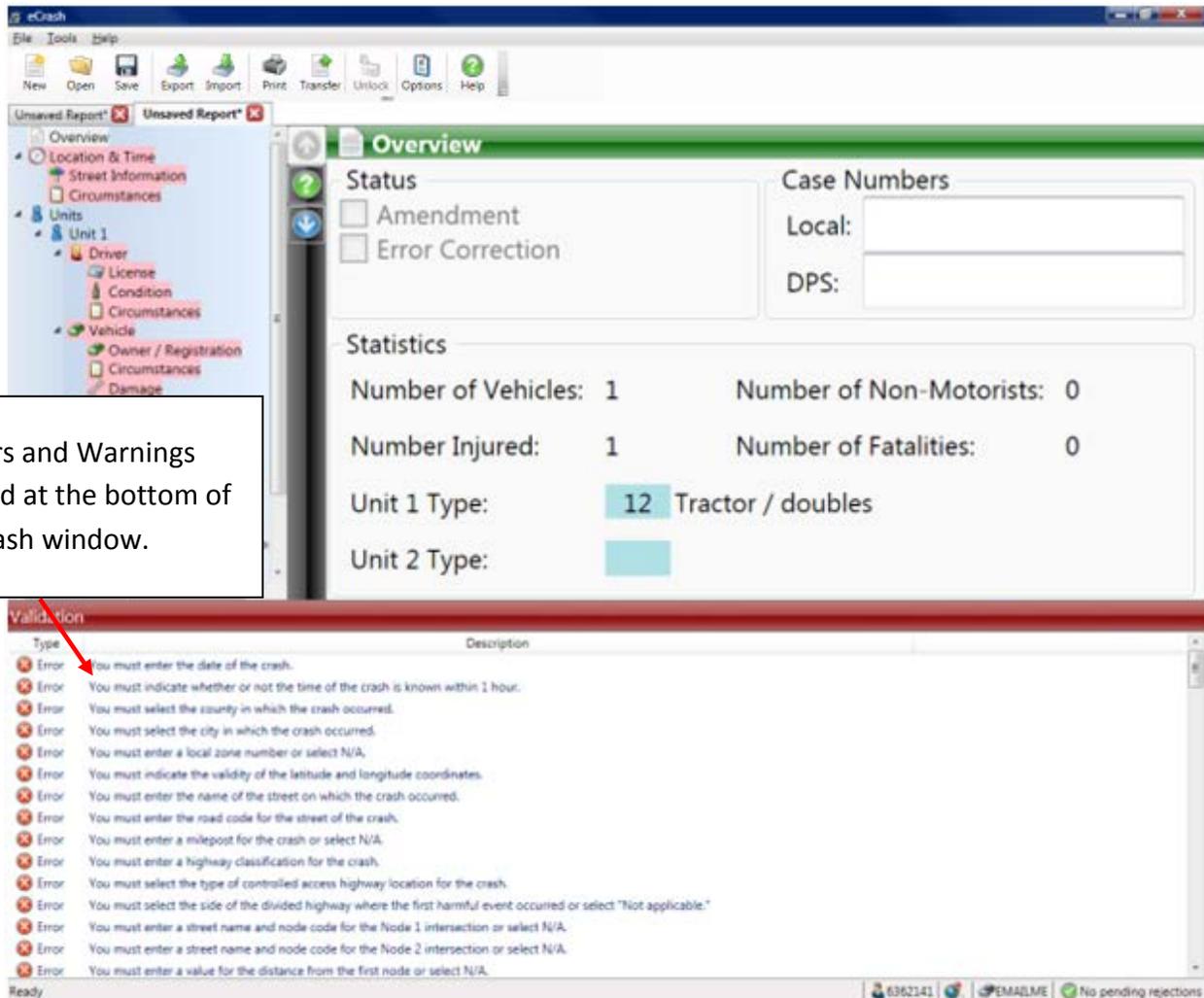
Before you can submit a crash report to your supervisor for approval you must **resolve ALL errors**. Warnings should also be considered, but they are merely suggestions and they do not have to be corrected before the report can be submitted. Note the following considerations:

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.
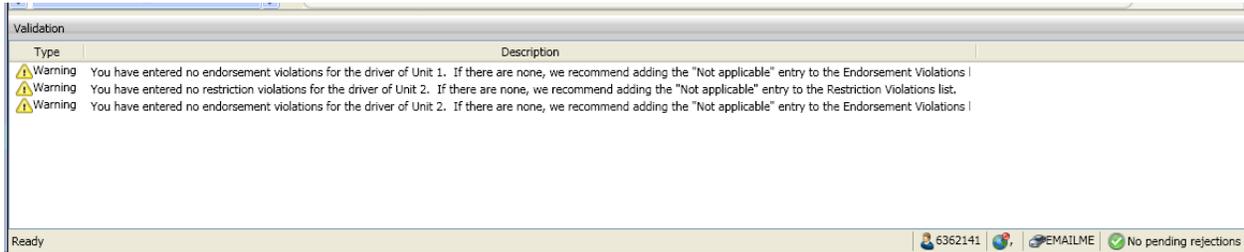
6.2. SAVING CRASH REPORTS

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 → 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).

2. 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.

Transfer

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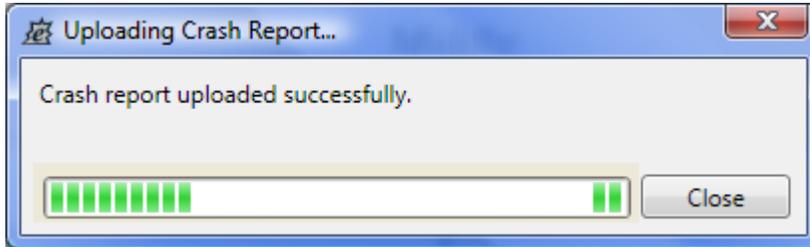

4. When your reports transfer successfully you will be notified to the fact that your reports have been transferred. If for some reason your reports did not transfer correctly (possibly because you were not connected to the internet) you will see a screen that looks like the one below.
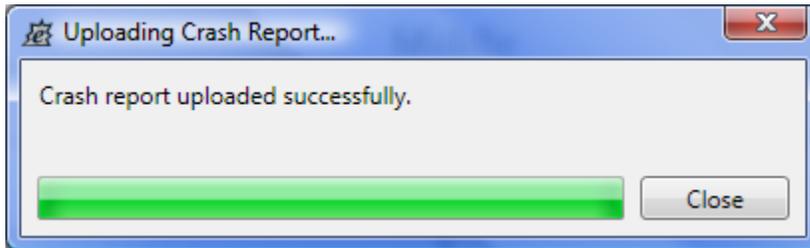
5. If your reports did not transfer correctly, you will need to try and communicate your reports again as soon as possible.

6. 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.
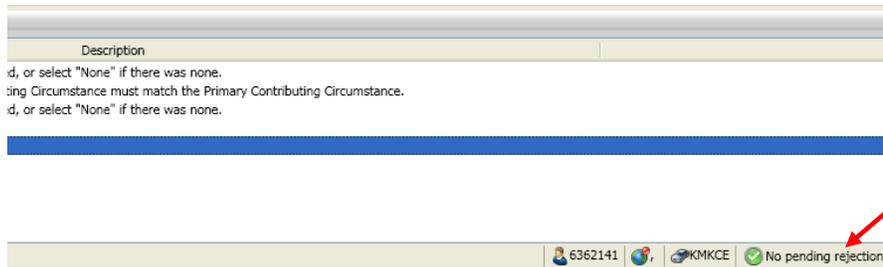
If an officer has any reports that need to corrected or amended, that will be indicated here at the bottom right of the eCrash program.

For more information on how to open a report to make an error correction, please see <u>section 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 → 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) ![About button], will show a screen that contains a list of software systems similar to the following:
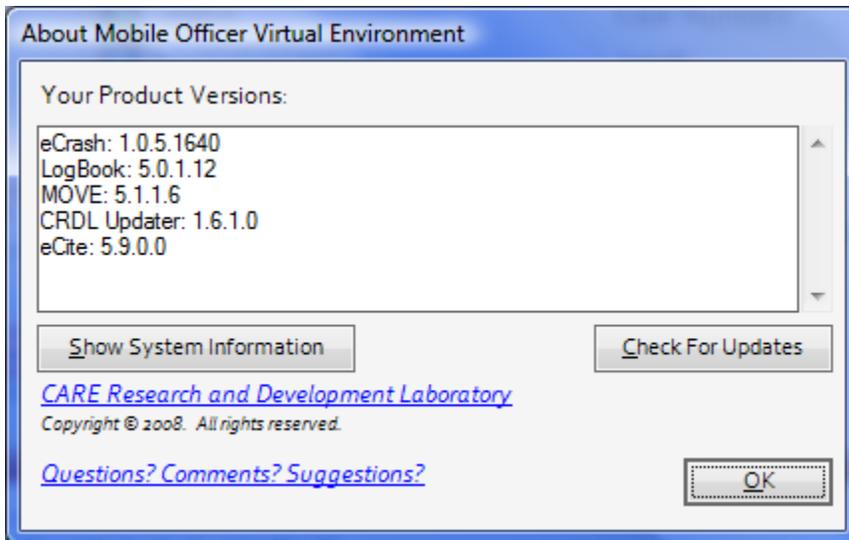

This shows you the version of various programs that are on your system, and it gives easy access to the CAPS website and a link for sending questions, comments or suggestions.

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 button], will show a screen that contains a variety of system and user options similar to the following:
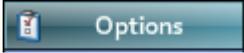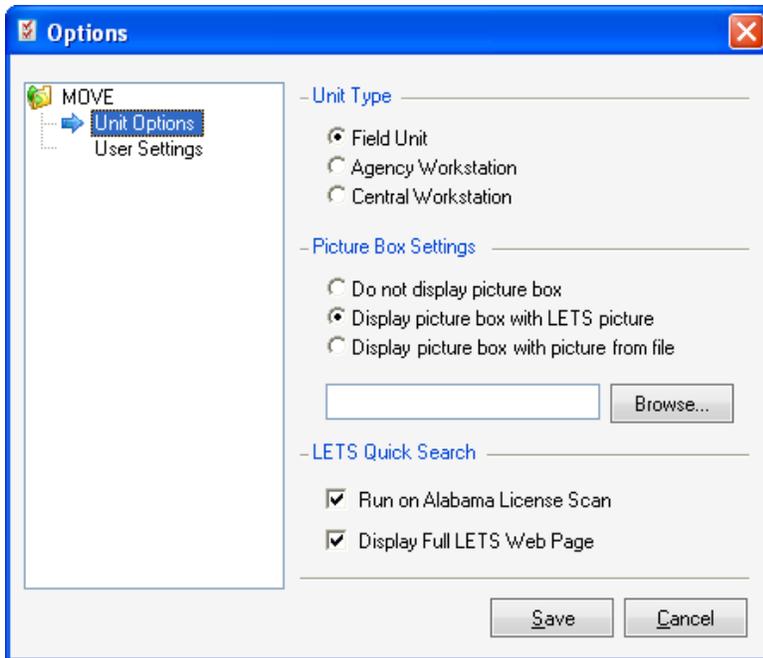
On the left panel of this screen you will see one or more software systems; possibilities are: MOVE, eCite, eCrash and Log Book. The screen above lists only MOVE, and for MOVE there are two categories: Unit Options and User Settings. The Unit Options Screen is given in the right panel.

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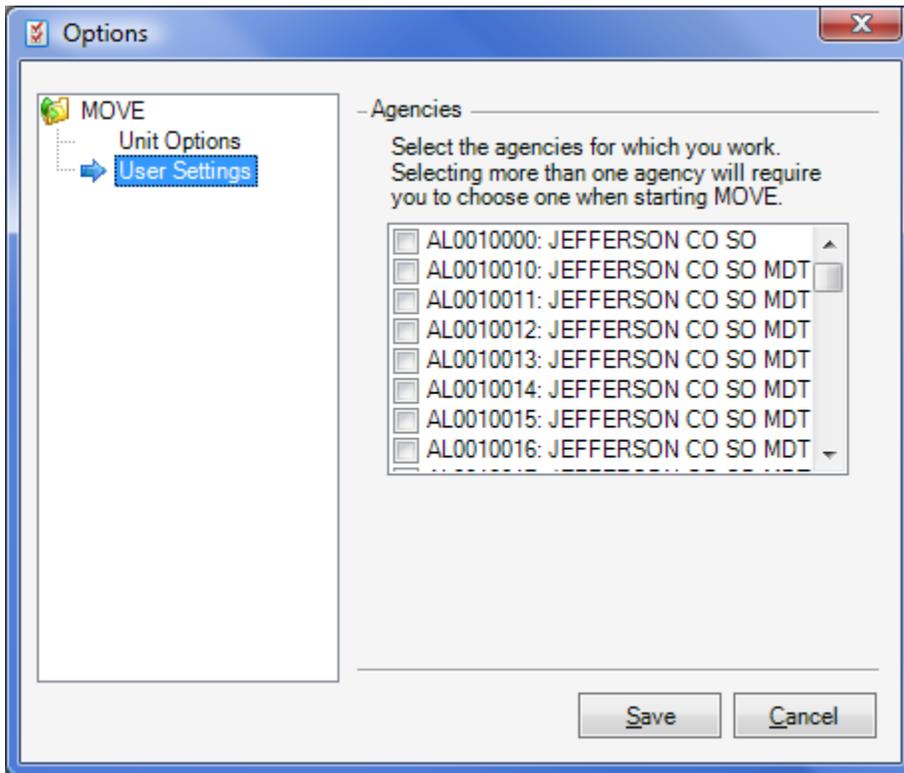
Check all agencies on the list that apply to you (i.e., for which you might be completing an eCrash report). This selection will affect the agency choice list that is available when you logon to the MOVE system. Be sure to select any agency that you might work under.

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., File, 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:
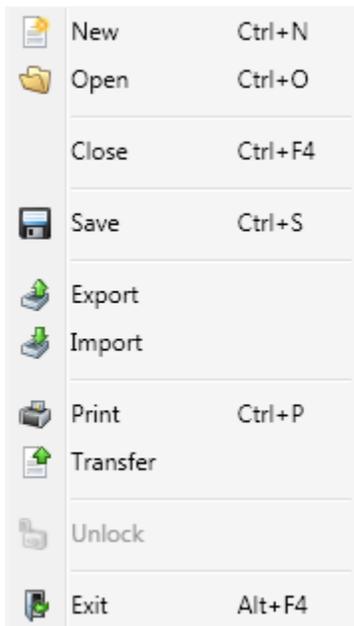
File → New – Opens a new crash report. This crash report will be blank, except for the default values.

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

File → Close – Closes the current crash report.

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

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

File → Exit – Closes the eCrash program.

8.2.   REVIEW OF SHORTCUTS

At the top of the main page in the eCrash program:
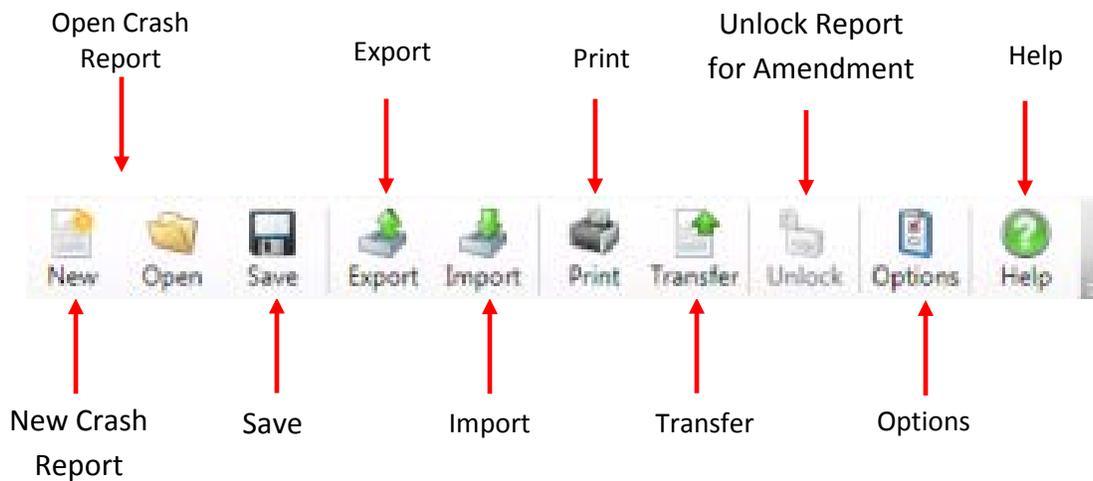
New Crash Report – Clicking on the New icon produces a new crash report. This report will be blank, except for the default values.

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:

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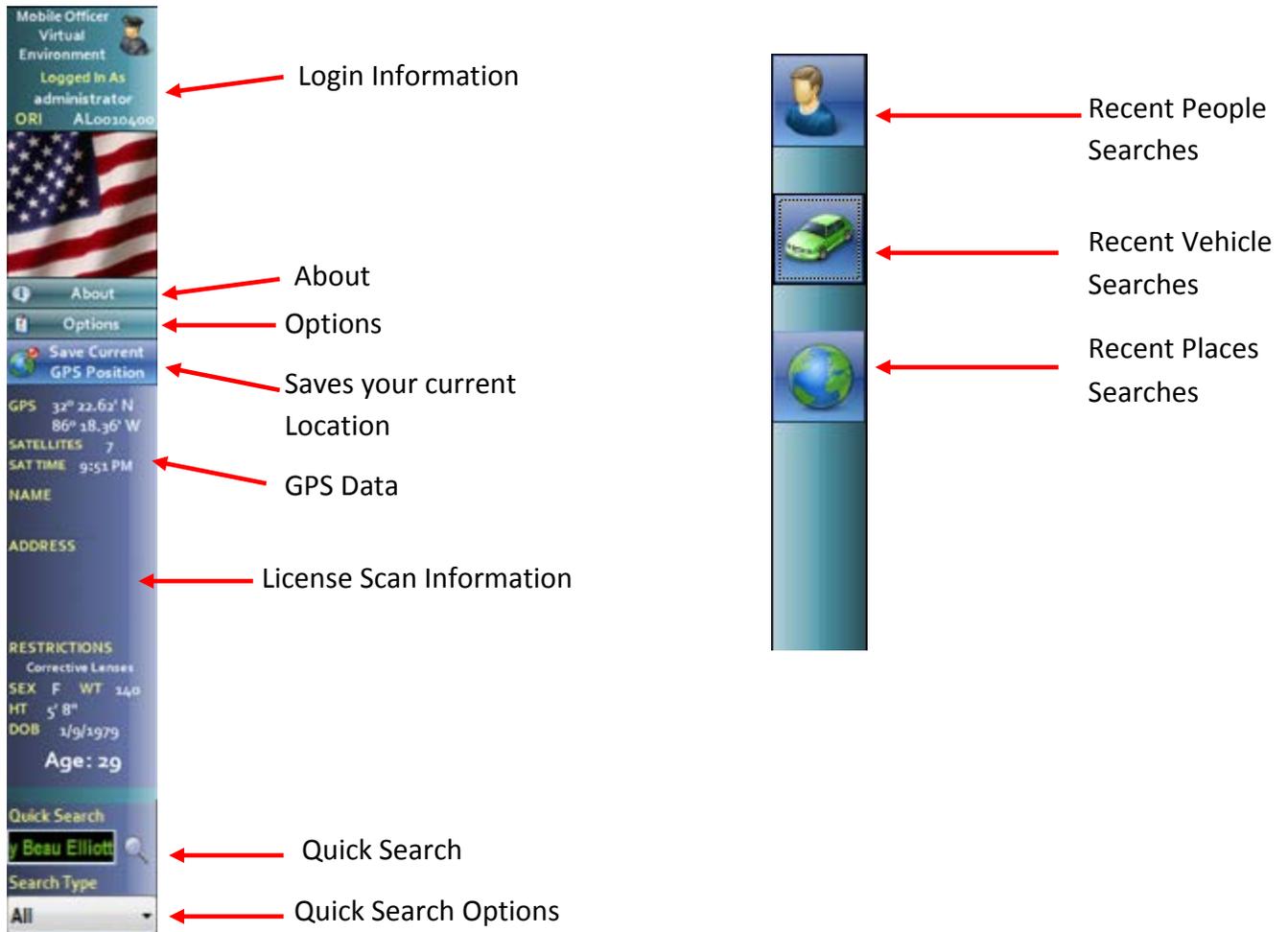
Login Information – Shows the login information (username and ORI) used by the officer.

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;

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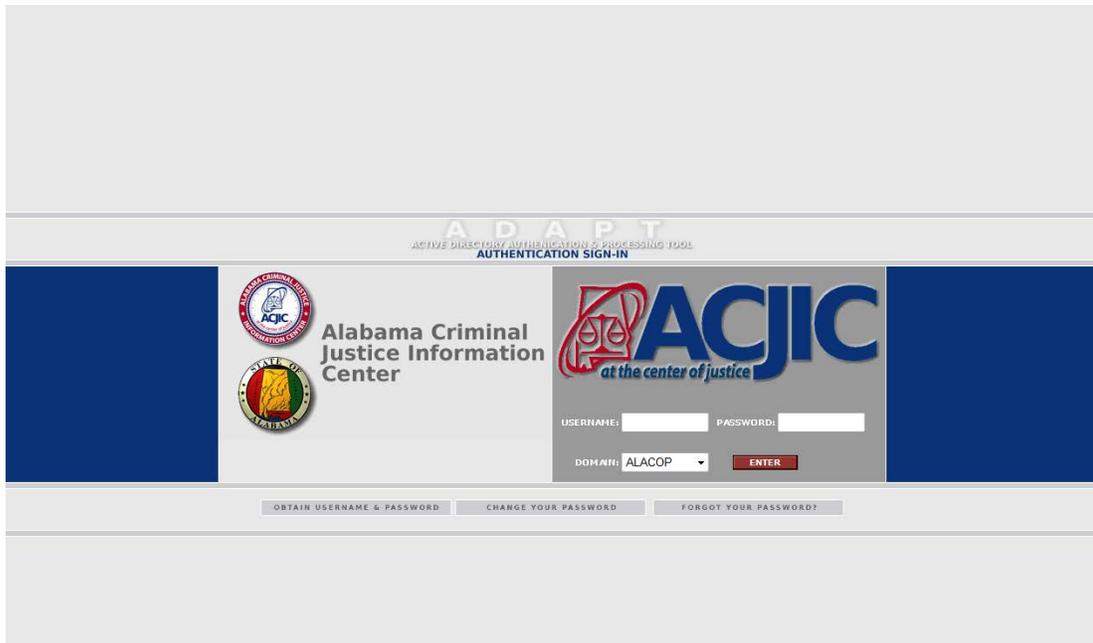
Once you click 'ENTER' a screen with a menu bar will appear as shown below. Agency administrators have an additional tab on their menu bar for Administration purposes.

- 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.

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.

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.

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.

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.

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.

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."

A.6.3. HOW TO REMOVE SUPERVISORS

Just click the 'X' to the right of their name.
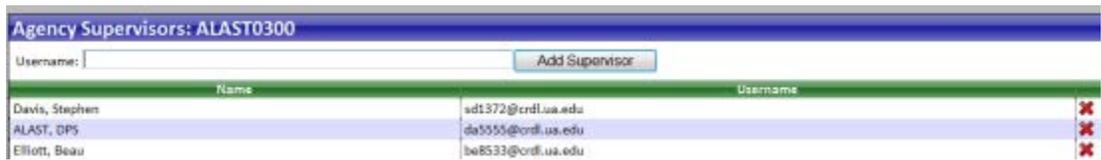
A.7. SUPPORT PAGE

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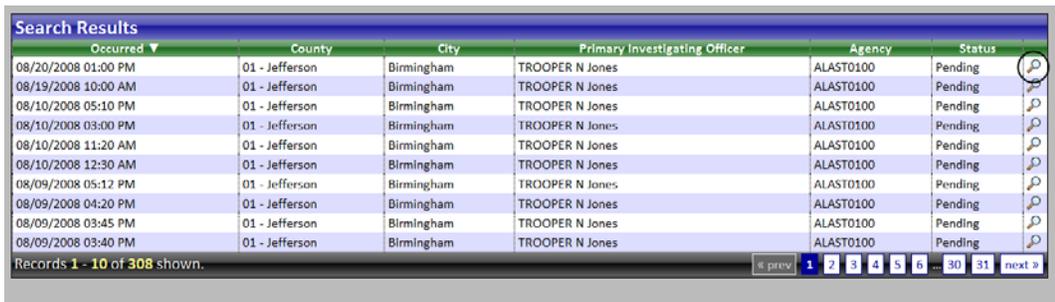
Once you select the crash report, you will be taken to the "view page" of the crash report. Here you will have the ability to:

- 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.

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.
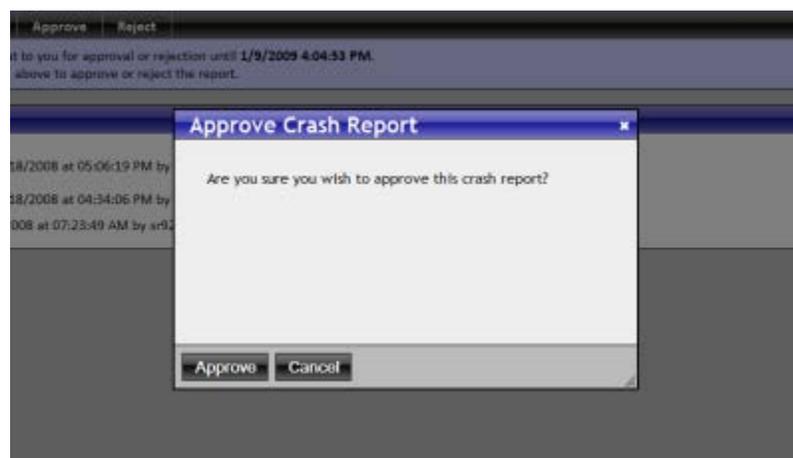
A.8.4. HOW TO REJECT A CRASH REPORT

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*
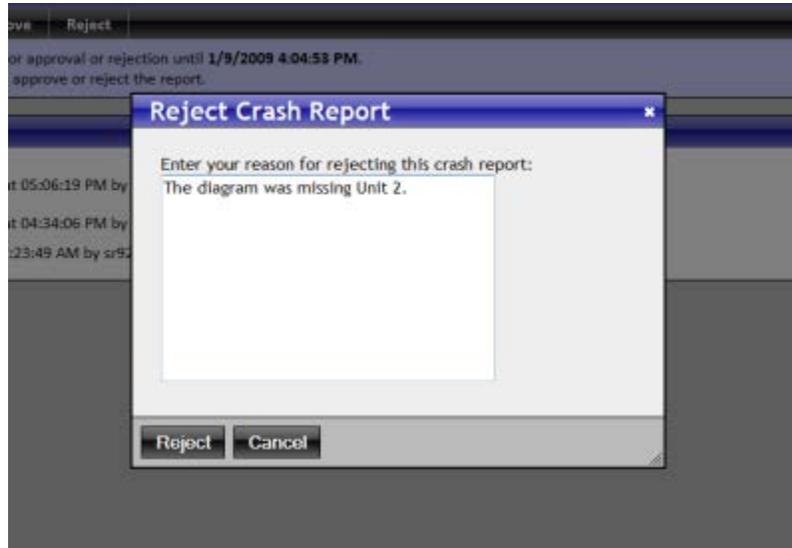
A.8.5. HOW TO REASSIGN A CRASH REPORT

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.

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 Appendix A.

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:
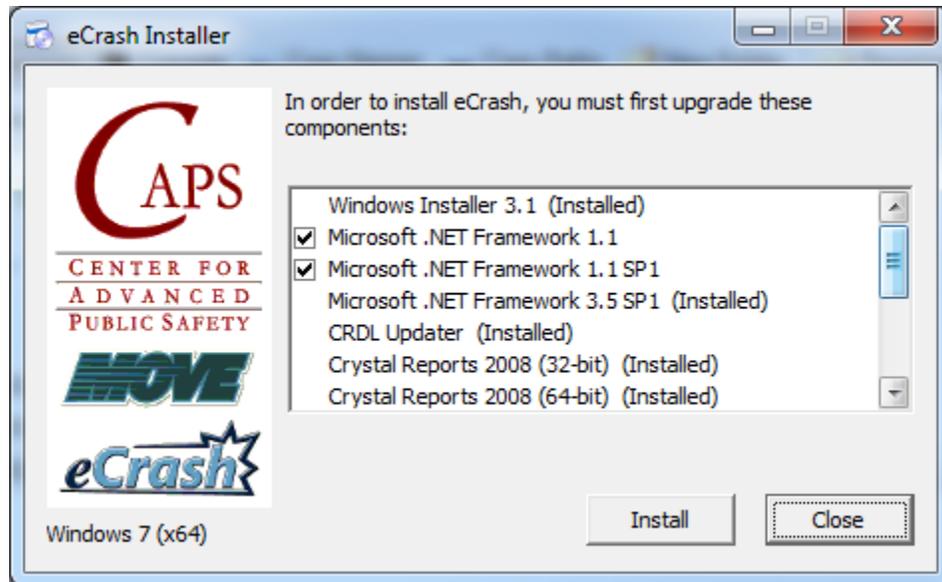
Please note that you might not see all the items above. The items you will see will depend on your computer. For example, if you already have "Microsoft .NET Framework 3.5 SP1" installed on your computer, then this item will not be listed. This goes for all the possible items. The eCrash installer will 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 Section 2.1

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 Appendix A.

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.

Get the eCrash Software

You can get eCrash by either of two methods:

- Click here to go to the Download page to download the eCrash installer.
- Click here to go to the CD Request page to request a CD containing eCrash be mailed to you.

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

Request an eCrash CD

Enter your contact information below to request shipment of an eCrash CD.

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:	

Send Request

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:

Information

Your request for an eCrash CD has been received.

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