



## **eForms User Manual**

Version 3

### **Partners/Sponsors:**

Alabama Law Enforcement Agency  
Alabama Department of Economic and Community Affairs

### **Center for Advanced Public Safety**

Computer Science Department  
The University of Alabama  
<http://caps.ua.edu>

THE UNIVERSITY OF  
**ALABAMA**  
ENGINEERING

**CAPS**  
CENTER for ADVANCED  
PUBLIC SAFETY

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## Disclaimer

The instructions provided in this manual are for training, simulation, and usage of the eForms software application and are not intended to be used as a complete reference for completing the various forms included. Please follow agency and departmental standard operating procedures for completing each of these forms.

# Getting Started

## AlaCOP Accounts

In order to use the eForms and LETS-Go you will need a valid AlaCOP account with the appropriate privileges assigned. To setup an AlaCOP account please contact your agency's Agency Information Security Officer (AISO) or the Alabama Criminal Justice Information Center (ACJIC) at 800-392-8025.

## Opening MOVE

Mobile Officer Virtual Environment (MOVE) is a powerful program which helps to automate your data entry needs and integrates the various searches and entries that you may wish to make.



To open MOVE, click on the MOVE icon on your desktop and then enter your AlaCOP credentials in the fields displayed.

**Mobile Officer Virtual Environment™**

Powered by **ACJIC**

**Sponsored By:**  
Alabama Department of Public Safety  
Alabama Administrative Office of Courts  
Federal Motor Carrier Safety Administration  
Alabama Criminal Justice Information Center

STATE OF ALABAMA

User Name:

Password:

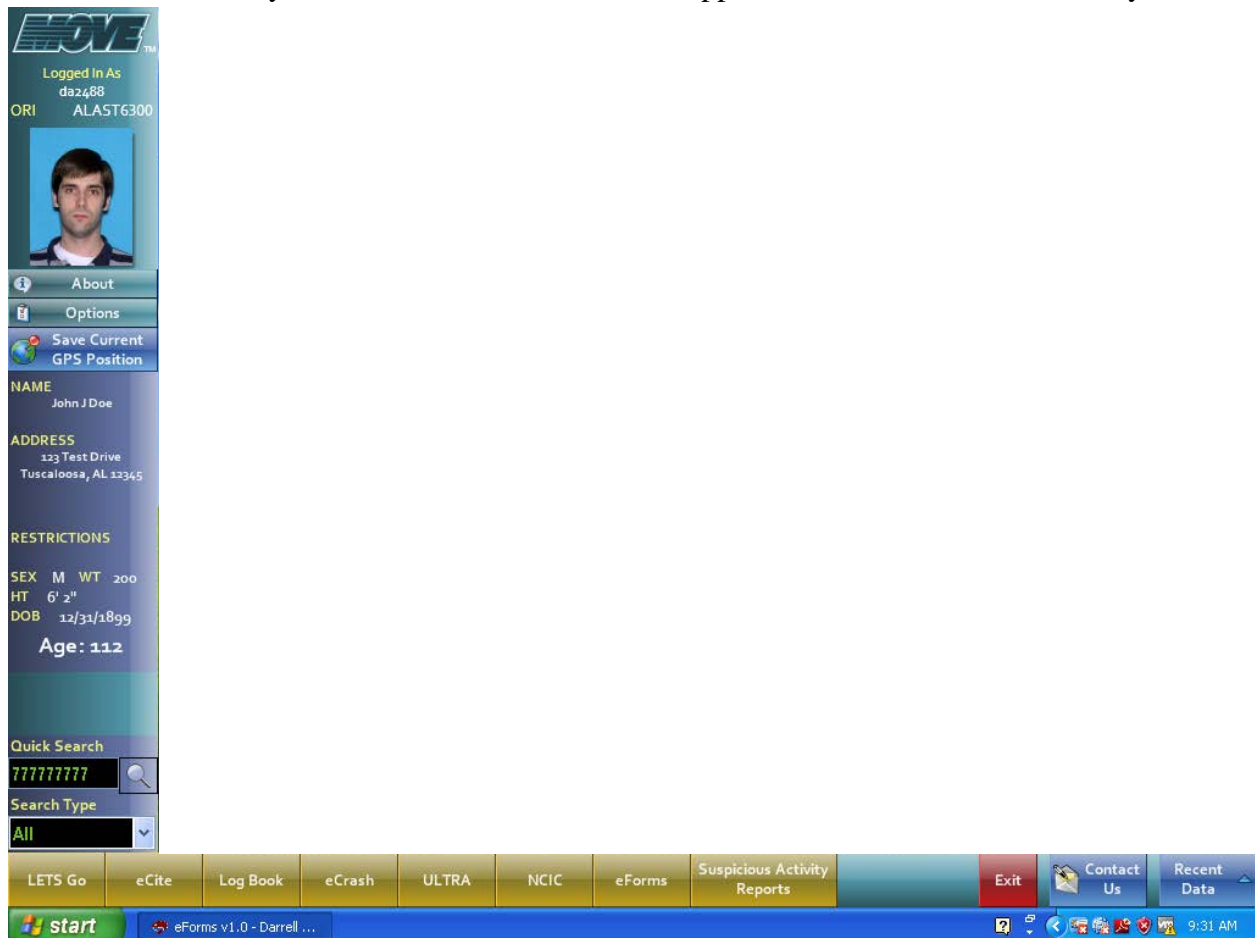
[Change your password.](#)

AlaCOP Passwords are case sensitive. You must have an internet connection during your initial sign-on, after changing your password, or any time after you are granted new privileges such as eForms, SAR, and LETS-Go.

**NOTE:** Passwords are stored locally so you do not have to have an internet connection to log into MOVE after the initial login to your computer. *However, AlaCOP requires you to change your password every 90 days.*

Therefore, if you are signing on to MOVE using a computer with a constant internet connection (e.g., workstation, laptop with air card, etc.) then you must use your current AlaCOP password to sign on. If in doubt, visit [www.alacop.gov](http://www.alacop.gov) and enter your username and password combination for verification. If you cannot login to the AlaCOP site, neither will you be able to login to MOVE.

In addition, after **three failed attempts, your account will become locked**. If this happens, you will need to contact your AISO or ACJIC technical support center for assistance. Once your



account is unlocked, MOVE will open. You should see a screen that looks like this and MOVE will open. You should see a screen that looks like the one above.

This screen will allow you to begin the process of entering a new eForms document. By using MOVE you will have easy access to eForms, SAR, LETS Go, Quick Search, and Recent Data.

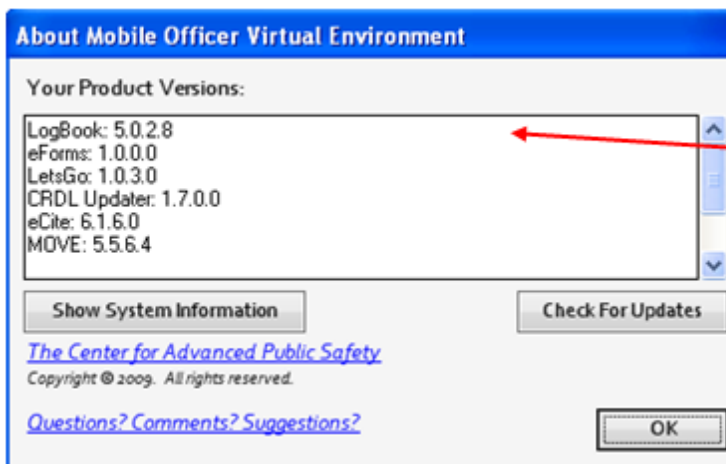
**NOTE:** If any of these programs do not appear, contact your administrator. If the LETS Go or other program buttons do not appear, it means that either these programs were not installed on your computer or you have not been granted sufficient use privileges by your AISO. However, you can still use eForms without any problems.

## MOVE Application Information and Updates



Use the “About” button (seen just above the “Options” button within the MOVE dashboard) to check for and receive the latest updates to the eForms and MOVE software.

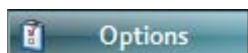
When you click on the “About” button, you will see a screen that looks like the one below. From this screen you have several options available to you, including the ability to find out what version of the program you are using, check for new updates, and to send CAPS your computer information in the event that you need technical support.



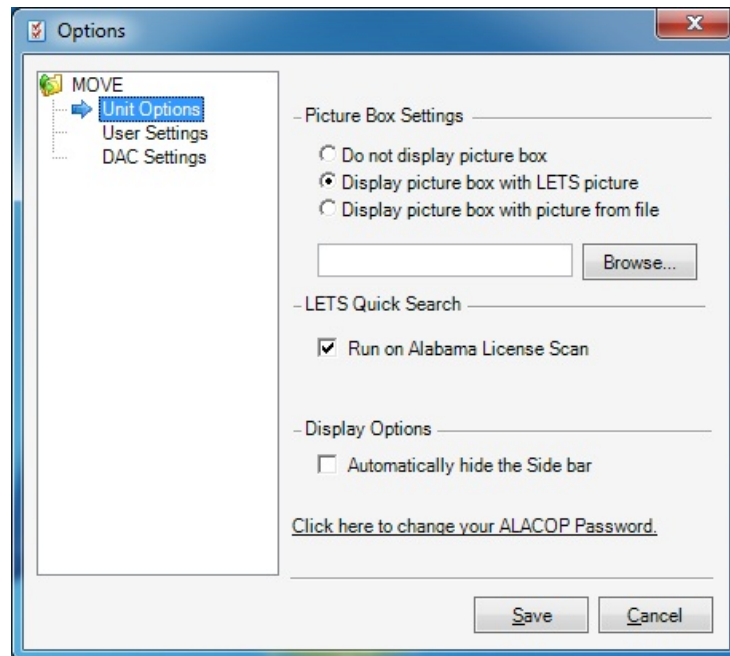
The version numbers you have will be different than the ones shown here. As updates are released through the auto-update service, new version numbers will be reflected in this window.

The button that you will most commonly use on this screen (seen to the left) is the “Check for Updates” button on the right-hand side of the screen. Any time that you have an internet connection, you can click on this button and your computer will check for and download any program updates that are available. This will ensure that you are always using the latest version of the eForms and MOVE programs.

## MOVE Options



When you click on the Options button (located on the left side of MOVE) you will see a screen that looks similar to the one shown on the next page.



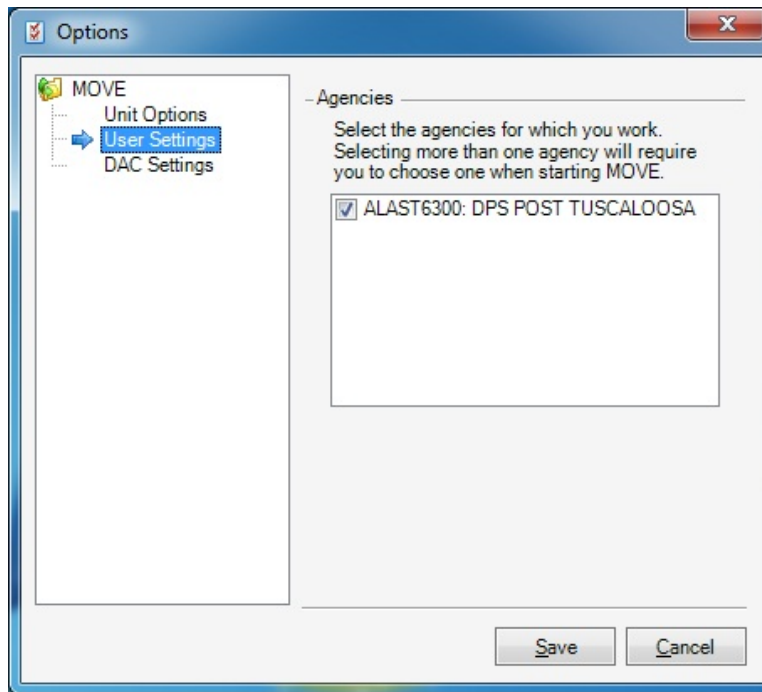
There are three categories of MOVE Options: Unit Options, User Settings and DAC Settings.

- The first option (Unit Options) refers to displaying (or not displaying) the picture box seen at the very top left of your MOVE Dashboard. Displaying the picture is simply a matter of personal preference.
- The next area on this screen refers to LETS Go Quick Search. If the radio box is checked, LETS Go will automatically open and run whenever you perform an Alabama license scan. Unchecking the box will enter the LETS Go result into your recent data **but will not open the full LETS Go search results screen**. Click the “Display Full LETS Web Page” radio box to display the full LETS GO search screen.
- The final Unit Option on this screen allows you to automatically hide or display the MOVE sidebar. By checking the radio box, the MOVE side bar will automatically slide out of view when not in use. This allows you to run video or camera software that generally uses your entire desktop. It is unchecked by default, making the MOVE sidebar static.

**NOTE:** Some of the changes made in the Options window will not take effect until you restart the MOVE program.

The “**User Settings**” screen within MOVE Options allows you to choose which agencies you normally work with. (See the illustration on the next page.)





**\*\*\*You will only see agencies in which your primary AISO has added to your AlaCOP account in ADAPT\*\*\***

## DAC Settings/Automatic Updates

Your MOVE applications are set to automatically receive and apply updates through a “silent” update process. This type of automatic update process requires no input from the user. Basically, the MOVE application is set to check for updates periodically while connected to an Internet connection. If CAPS has released an update to eForms your computer will automatically download the update and apply it the next time you login to the MOVE application.

## Data Collection

Within the MOVE environment, there exists (depending on your hardware configuration, software installed, and privileges) several methods for accessing and storing data on people, vehicles and locations.

## Scanning Licenses

One of the most efficient methods for accessing data on people is to scan their state-issued driver's license or ID card. This is achieved by simply inserting the driver's license into the closed slot on the scanner (for a barcode read), or by sliding it through the open (slot for a magnetic stripe reading).

The method of scanning will vary from state to state as some states use a bar code, while others use a magnetic stripe and some use both. When a state's driver's license has both a magnetic 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) it is typically best to use the bar code.

NOTE: Bar Code is inserted first on the side of the scanner with the LED lights.



After you scan the license, you will hear a beep. This lets you know that the license has been scanned correctly and the data retrieval process is beginning. Once the scan is completed, the individual will be added to your list of Recent People searches under the Recent Data button located in the lower right-hand corner of your MOVE dashboard. Accessing information in the Recent Data list will be discussed in more detail later in this document.

If your search returns a message that says "**The page cannot be displayed**", then you probably do not have a connection to the LETS Go program. First, check to see if you have a wireless signal. If LETS Go returns results with the DL#, DL STATE and all other fields blank, then the license is not in the LETS Go system. Next, 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 in correctly, then you should suspect a forgery or other problem with the license.

**If you have any problem 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 miniature driver's license. If the icon has a small white "x" in a red box over it, your scanner is not ready for use and needs to be configured or reconfigured.



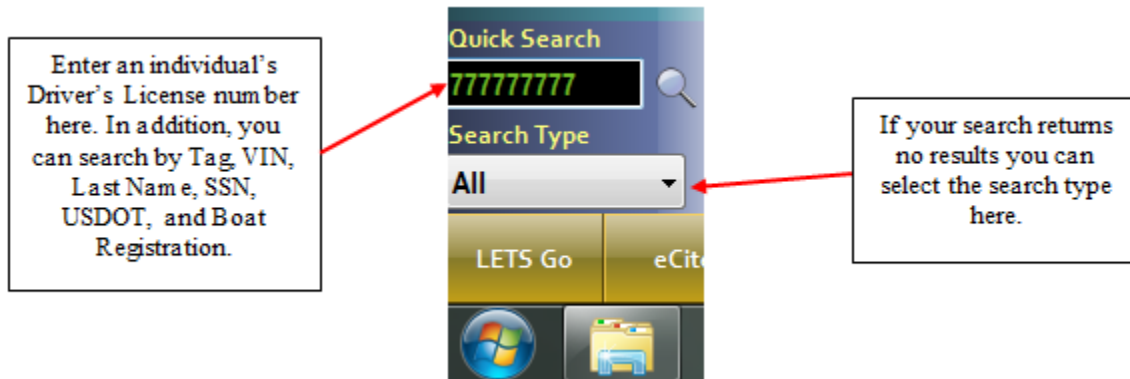
In order to reconfigure the scanner, right click on the license scanner indicator icon and click on the "Find Card Scanner" option. MOVE will attempt to automatically configure the card scanner for you. If this fails to work try unplugging the scanner from the computer and then plugging it back in or try rebooting the machine.

**NOTE:** You will need to have the correct software drivers installed for your respective hardware scanner to work with MOVE. For more information and a list of compatible scanners please contact your technical support team.

## Quick Search (LETS Go)

If you have an internet connection, you can easily enter information through the Quick Search field in MOVE. You can enter any Alabama issued Driver's License/I.D. Number, Last Name, SSN, Tag, VIN, USDOT, and Boat Registration Number in the Quick Search box on the left side of your screen. Press enter or click on the magnifying glass icon to run a LETS Go search and add the information to your list of recent data.

**NOTE:** In order for the Quick Search feature to work *you must be connected to the internet.*



## LETS Go Search

**NOTE:** As with the Quick Search feature, the LETS-Go application searches for Alabama information only and you must have some type of internet connection for this feature to work. In addition, your AISO will have to grant you the LETS-Go privilege in ADAPT before you can access the program from within MOVE. Once granted the appropriate privileges, the LETS GO button will appear at the bottom of your dashboard.

1. Depending upon your Internet connection and MOVE settings, once you scan the license, LETS Go will automatically open and search for the individual identified by the license scan. If you do not have an Internet connection, or if LETS Go is not set to automatically open, the data entered in the Recent Data section will be limited to the information read by the scanner off of the person's Driver's License.
2. The option to open LETS Go is automatically included under the **Options** button in MOVE. If you choose to enter an individual's license number or tag number through Quick Search, a LETS Go search will be attempted regardless of the settings under the MOVE Option. If no Internet connection is found, the search will fail.
3. When LETS-Go 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 summary of the license information and will look similar to the one shown on the next page:

### Scanned Card Data

Here is the data from the card you scanned:

#### Alabama Driver License

**TERRY BEAU ELLIOTT**  
ISS:                      ID#: XXXXXX  
EXP: 3/31/2012

**NO PHOTO AVAILABLE**

CLASS	RESTRICTIONS	ENDORSEMENTS		
D				
DOB	AGE	SSN		
SEX	HT	WT	EYES	HAIR
M	6' 3"	185	BRO	BRO

There were no problems with the card data.  
Click here to keep this window open.

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

### PERSON DETAIL

CLOSE

Unavailable

Name: **TERRY BEAU ELLIOTT**      Date of Birth:      License Number: **XXXXXX**      License Status: **VALID**

License Address:      Class: **D**      Race: **W**      Sex: **M**  
Endorsements:      Height: **6'3"**      Weight: **185**  
Issue Date: **3/18/2008**      CDL Status: **Unlicensed**      Hair: **BRO**      Eyes: **BRO**  
Expire Date: **3/5/2012 - CURRENT**      Restrictions:      Social Security Number:      [Map It](#)

**Driver History (3)**    Name Master (1)    Tag History (2)    Title History (3)

Citation Number	Charge	Court Name	Court State
Offense Date	Court Action	Disposition Date	
Citation Number	Charge	Courtname	AL
Offense Date	Court Action	Disposition Date	
Citation Number	Charge	Courtname	AL
Offense Date	Court Action	Disposition Date	
Citation Number	Charge	Courtname	AL
Offense Date	Court Action	Disposition Date	

Click on any of these tabs to view the corresponding part of the LETS-GO record.

General information from the person's driver's license

5. LETS Go searches are only for individuals who have an Alabama driver's license. When you perform a license scan for an out of state license, the only information stored to your Recent Data will be the information from the front of the card. LETS Go will not attempt to run or update this information for you.
6. This screen contains all of the basic information about the person in the LETS GO system. This page provides access to the person's driving, criminal record, car tag, car title history, and other important Law Enforcement (LE) related information.
7. Below the picture are tabs containing additional databases that are available for searching. Clicking on any of the database tabs will bring up a typical LETS Go page as seen below. Results are indicated by the presence of a **non-zero** number on the tab header.

**LETS Go PERSON DETAIL** [CLOSE]

Name: TERRY BEAU ELLIOTT  
 Date of Birth:   
 License Number:   
 License Status: VALID

License Address:   
 Class: D  
 Race: W  
 Sex: M  
 Height: 6'3"  
 Weight: 185  
 Hair: BRO  
 Eyes: BRO

Issue Date: 3/18/2008  
 Expire Date: 3/5/2012 - CURRENT  
 Social Security Number:

Endorsements:   
 CDL Status: Unlicensed  
 Restrictions:

Driver History (3) | Name Master (1) | **Tag History (2)** | Title History (3)

Tag Number	Issue Date	Vehicle	Vin Number
Registrant	Expiration Date		
Tag Number	05/23/2008	Vehicle	VIN
Registrant	12/03/2008		
Tag Number	03/25/2008	Vehicle	VIN
Registrant	12/03/2008		

TagHistory

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

8. LETS Go also provides important Vehicle information. To view the list of vehicles owned, click the Tag History tab. Then click the VIN number of the vehicle you're interested in.
9. Once a particular VIN number is selected from the list of vehicles owned, a screen called the Vehicle Detail page will be generated as seen on the next page.

VEHICLE DETAIL

CLOSE

Registration Information

Tag Number

Year

Make

Model

Primary Color

Secondary Color

2005

/

Suspension Status

Registration Year

Expiration Date

Name on Registration

2008

3/31/2009

Tag County

Tag Description

Driver License

God Bless America

This image is not guaranteed to be like the actual plate. It should be used only as a reference.

USDOT

HVUT

False

Display Person

Title Information

Year

Make

Model

Name on Title

2005

TOYT

4 RUNNER

Body

Color

Cylinders

Unavailable

081SIL

Unavailable

Unavailable

Decoded VIN Information

VIN

Year

Make

Model

Style

Country

2005

TOYOTA

4RUNNER SR5

CARRY-ALL(SU

Japan

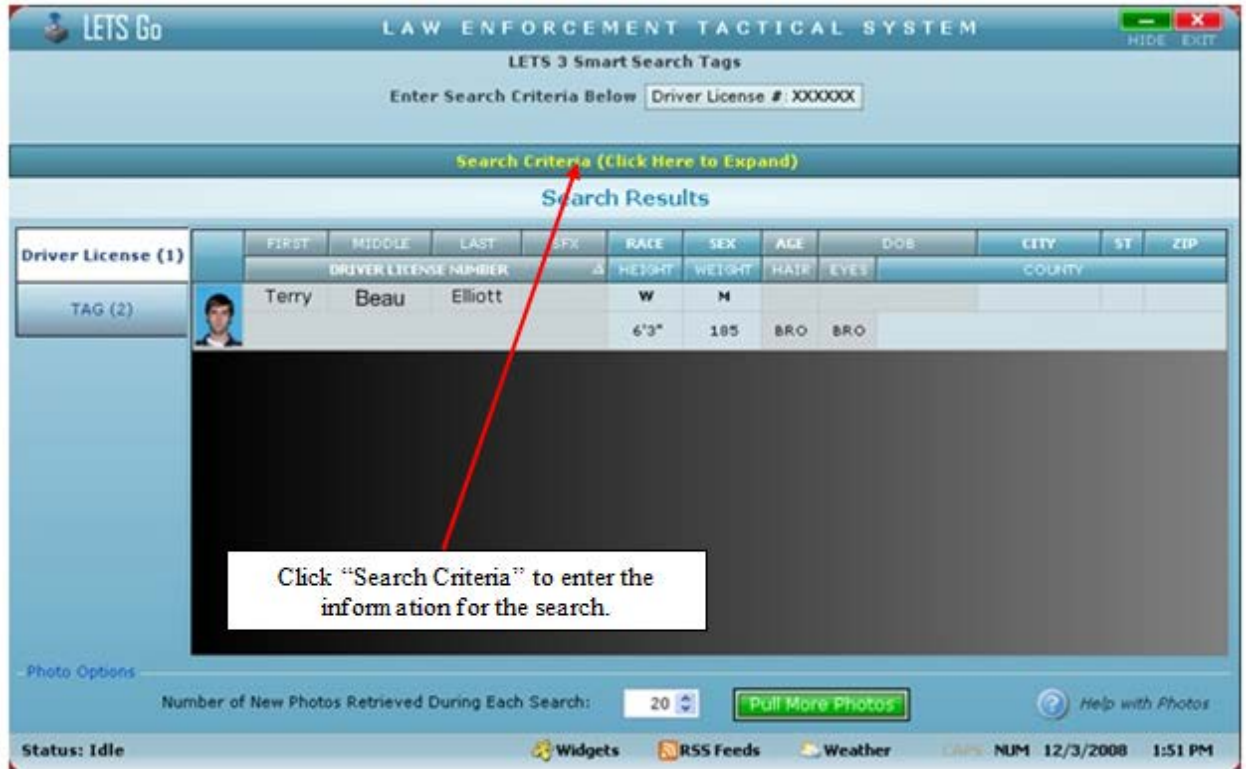
Tag History (2)

Title History (3)

Tag Number	Issue Date	Vehicle	VIN
Registrant	Expiration Date		
	05/23/2008	2005 TOYT 4RUNNER	
	03/31/2009		
	03/25/2008	1998 GMC SONOMA	
	03/31/2009		

10. The LETS Go vehicle search data must be saved to your list of Recent Data in MOVE. This will allow you to easily move information concerning the vehicle directly onto the eForm you are completing.
11. The third page that shows up after a license scan is a search page, (shown on the next page). This screen allows you to search for data on an individual if you do not have a license or tag number to run.





- To enter your search criteria, click the yellow text link labeled "Search Criteria (Click Here to Expand)." (See illustration above). Enter one piece of information in the Quick Smart Search box or click the plus sign next to Advanced Search Options to perform an advanced search. (See the illustration on the next page.)





## GPS Coordinates / Location Capture

Once you have scanned the driver's information via the license scanner or used the Quick Search and located the Person/Vehicle in question, you will be ready to save your current location.

In order to save the location, you need to click on the button within your MOVE dashboard that reads "Save Current GPS Position."



When you click on this button you will see a message that lets you know that your current position has been saved. In addition, you will see the coordinates appear on the left side of the screen in MOVE as seen below.



Click the "Save Current GPS Position" button to capture your current GPS position.

Additionally, your GPS coordinates will be recorded in your Recent Places list and can easily be added to your citation. This will be discussed in the Recent Data section of the manual.

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 white "x" in a red circle over it, your GPS unit is not hooked up properly or is not receiving a good signal. If this is the case, your GPS unit needs to be reconfigured.

In order to reconfigure the GPS unit, right click on the GPS indicator icon in the system tray and select the "Find GPS Device" option.

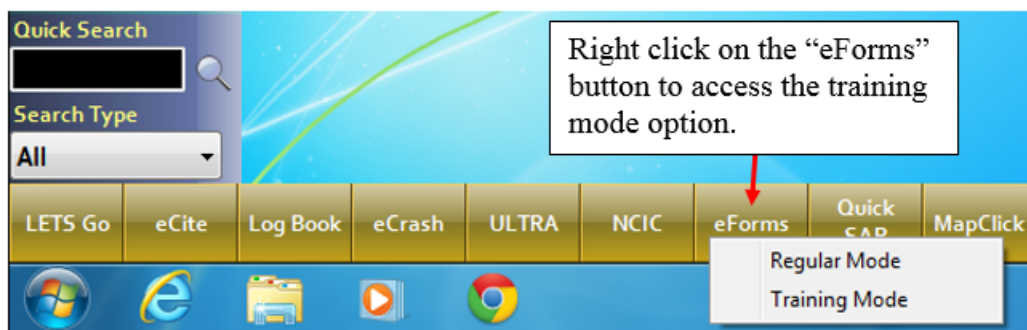


## Training Mode

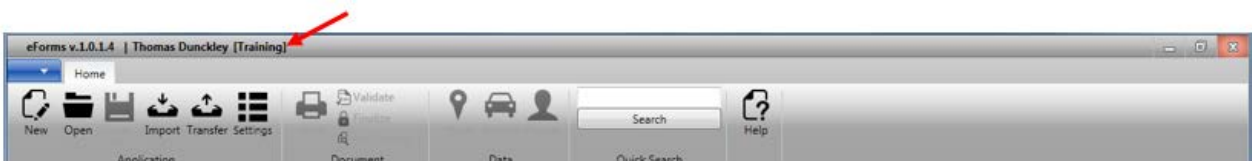
When learning to use eForms, we recommend using the Training Mode which is specifically designed for this purpose.

The Training Mode allows users to practice creating forms in a training environment without actually submitting real reports. The Training Mode operates exactly like the Regular Mode.

To access the training mode, **right-click** on the eForms button at the bottom of the MOVE dashboard prior to opening the program. When you right-click on this button you will see two options: Regular Mode or Training Mode. To open eForms in the Training Mode, **left-click** on the second option (Training Mode).



Once you are in Training Mode, you can practice using eForms as much as you like. You will know that you are in Training Mode by the notation at the top of the eForms title bar. (See the illustration below).



When you are finished using Training Mode, it is important to remember to close the program and reopen in Regular Mode before beginning to create real forms. The easiest way to do this is to close the eForms program by clicking on the “X” at the top right-hand side of the computer screen. You do not need to close MOVE, just the eForms program. After you have closed eForms, just reopen it by left-clicking on the eForms button at the bottom of MOVE and selecting Regular Mode. eForms will now be opened in Regular Mode.

## Recent Data Features

The MOVE dashboard allows you to easily access Recent People, Recent Vehicle, and Recent Location search records. To access these recent searches, click on the Recent Data button at the bottom-right of the MOVE dashboard.

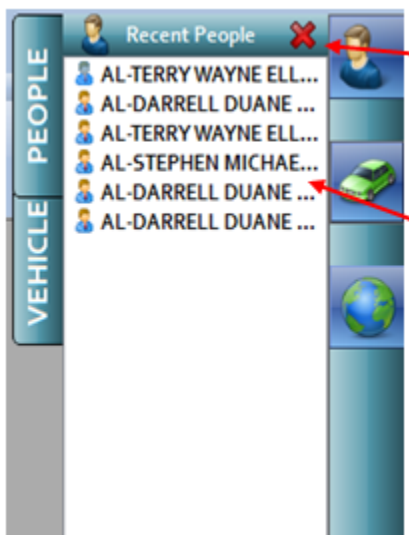


By clicking on the Recent Data button, a sidebar will slide into view (or if already opened, will disappear) along the right-hand side of the screen.

Once the Recent Data sidebar has appeared along the far right side of the page, you will see a minimum of three options. Each of these options is discussed below.

### Recent People

The first of the Recent Data search options is "Recent People." By clicking on the icon (showing a man in a blue shirt), a list of your 250 most recent people searches (similar to the one below) will appear. These searches can come from a license scan or from a LETS Go Quick Search entered directly in MOVE.

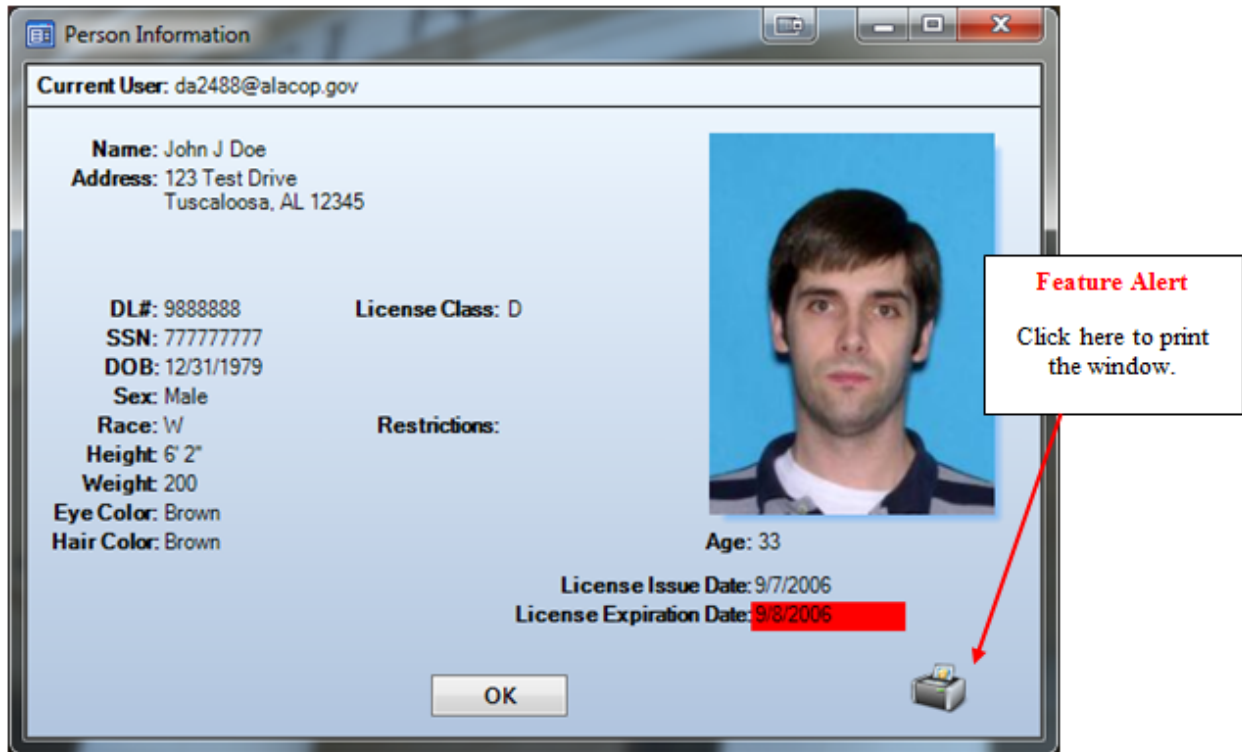
A vertical sidebar titled "Recent People" with a red "X" icon in the top right corner. The sidebar has a "PEOPLE" tab selected, with "VEHICLE" and "LOCATION" tabs below it. The list of recent searches includes: AL-TERRY WAYNE ELL..., AL-DARRELL DUANE ..., AL-TERRY WAYNE ELL..., AL-STEPHEN MICHAEL..., AL-DARRELL DUANE ..., and AL-DARRELL DUANE ... Each entry has a small icon to its left: a person for the first three, a car for the fourth, and a globe for the last two. Red arrows point from the "X" icon and the car icon to callout boxes. A third callout box is also present.

Clicking on the red "X" will clear the list. This cannot be reversed.


List of the 250 most recent People Searched.

**Feature Alert**  
You can drag and drop any name from this list onto the corresponding auto-populate button on the eForms form.

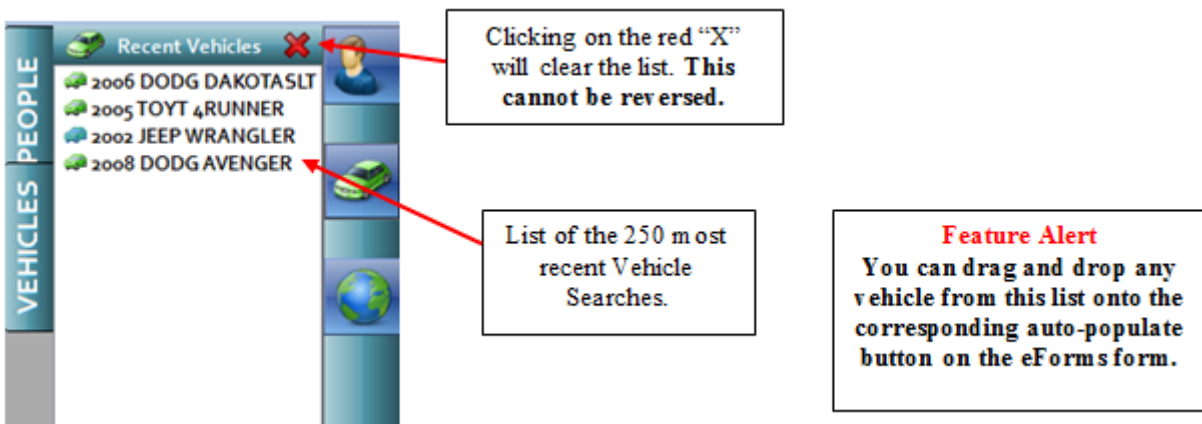
By double-clicking on one of these names, a screen similar to the one on the next page will appear.



## Recent Vehicles

The second type of Recent Data search is Recent Vehicles. By clicking on the green car icon  from the sidebar on the far right, a list of the 250 most recent vehicle searches (similar to the one below) will appear. These searches can come from a Vehicle search in LETS Go or a Quick Search in MOVE.

**NOTE:** If you do not have internet capabilities and have not been able to search for a vehicle in LETS Go, you **will not** be able to add vehicles to this list.

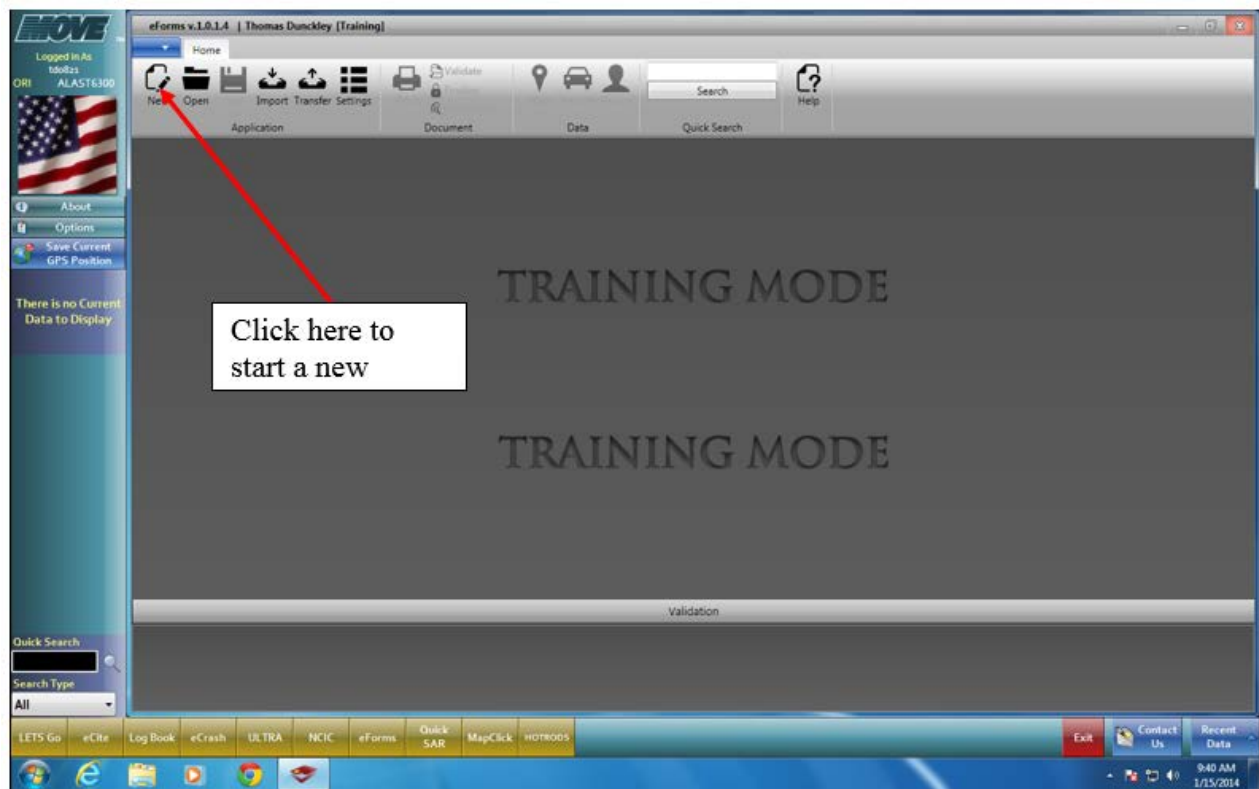


By double-clicking on one of these vehicles, a screen similar to the one on the next page will appear. This screen gives basic information about the vehicle from your LETS Go search.



## Opening eForms

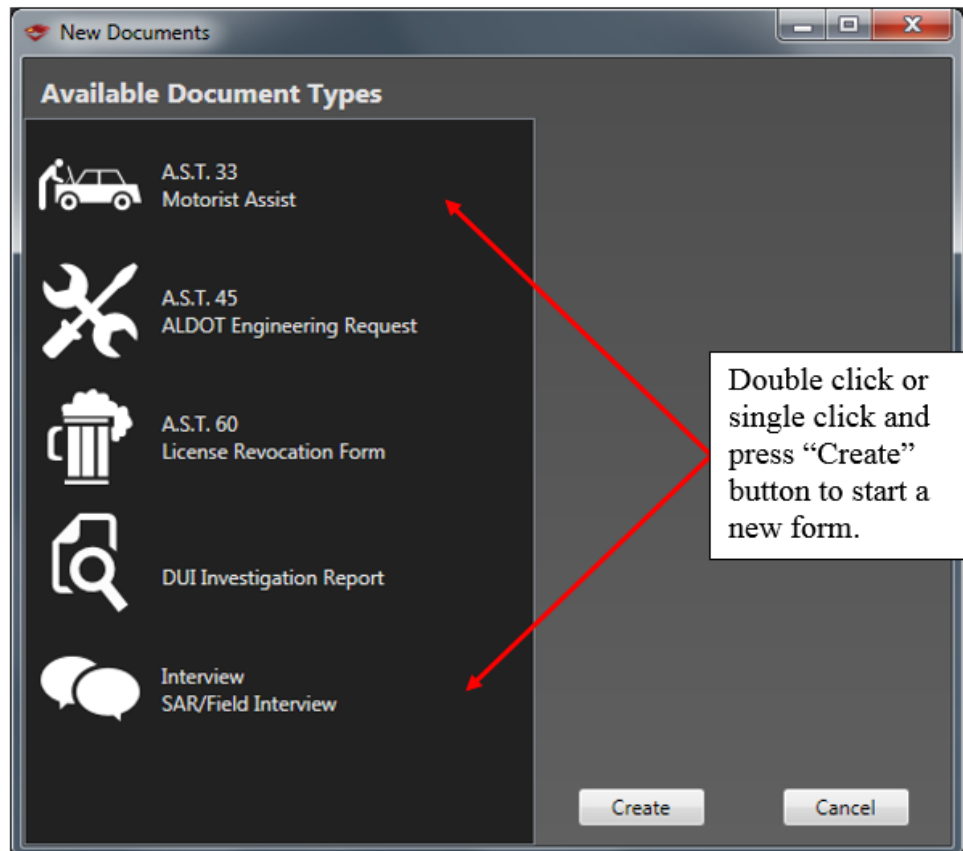
After opening your MOVE dashboard, left-click on the eForms button found on the bottom row of the dashboard. The Regular/Training version of the eForms application will open in the center portion of the screen. (See illustration below.)



## Starting a New Form

To start a new form, click on the “New” button at the top of the window (see illustration above). The “New Documents” window will open (shown below) displaying the currently available eForms types.


**Note:** More forms will be added to this list as they become available.



Select the new form from the list shown by either double-clicking on the form name or selecting it and clicking the “Create” button at the bottom of the window. For information about the reports currently available go to the appendices at the end of this manual.

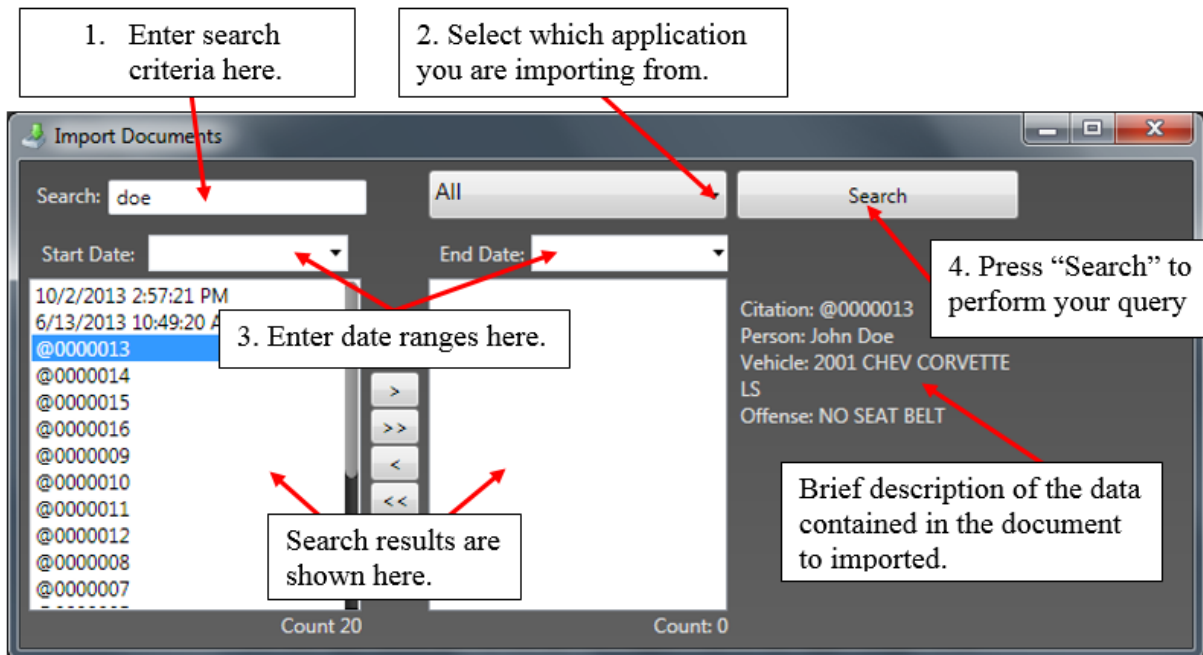
## Importing Existing Data into a New Form

Data from an existing eCite citation or eCrash crash report can be directly imported into many of the forms in the eForms application. Information on drivers, vehicles, and locations can be

quickly imported into the various forms by clicking on the “Import” icon  (near the “New” icon) at the top of the eForms application window.

After clicking the Import button, the “Import Documents” window will appear allowing you to search for completed citations and crash reports. See the illustration on the next page.





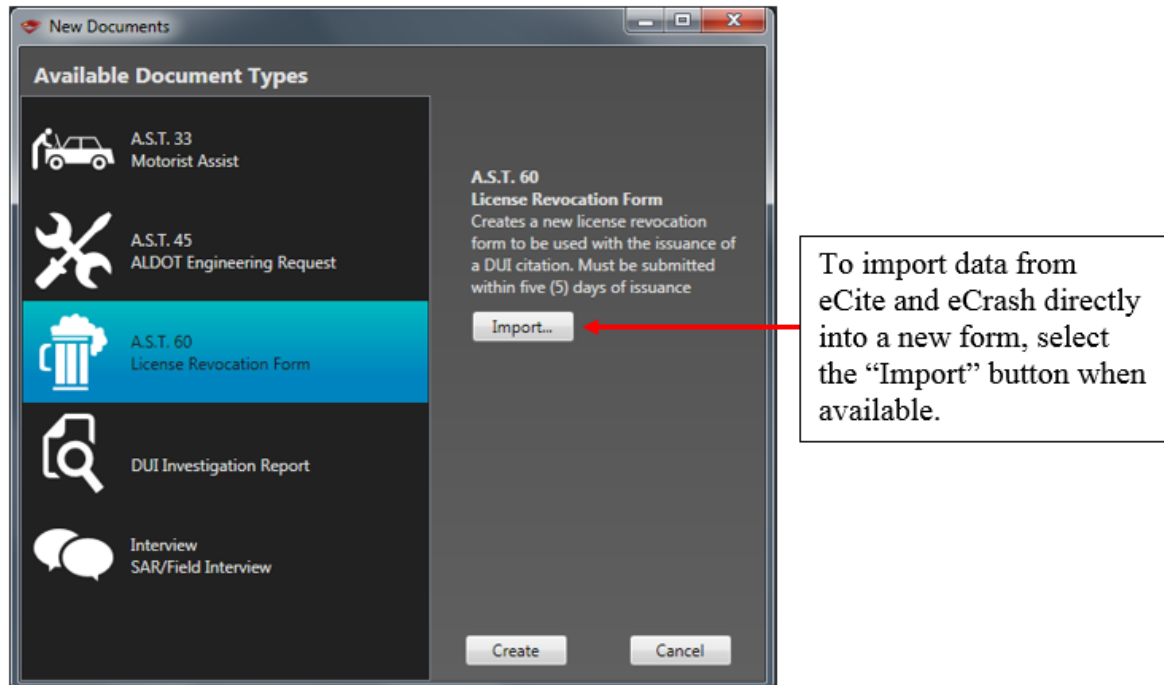
To search for and import data into a new form:

1. Enter your search parameters into the Import Documents window as shown in the above Search field. You may enter any relevant information into the "Search" field (i.e., name, address, vehicle tag #, Driver's license number, etc.)
2. Select the application you want to search within (step 2 in the illustration above)
3. And/or set a date range (step 3 in the illustration above).
4. Press the "Search" button.
5. In addition, you can press the "Search" button leaving all fields blank (i.e., default settings with no search text, application name, or date range). This type of search will look for all citations and crashes on your system.

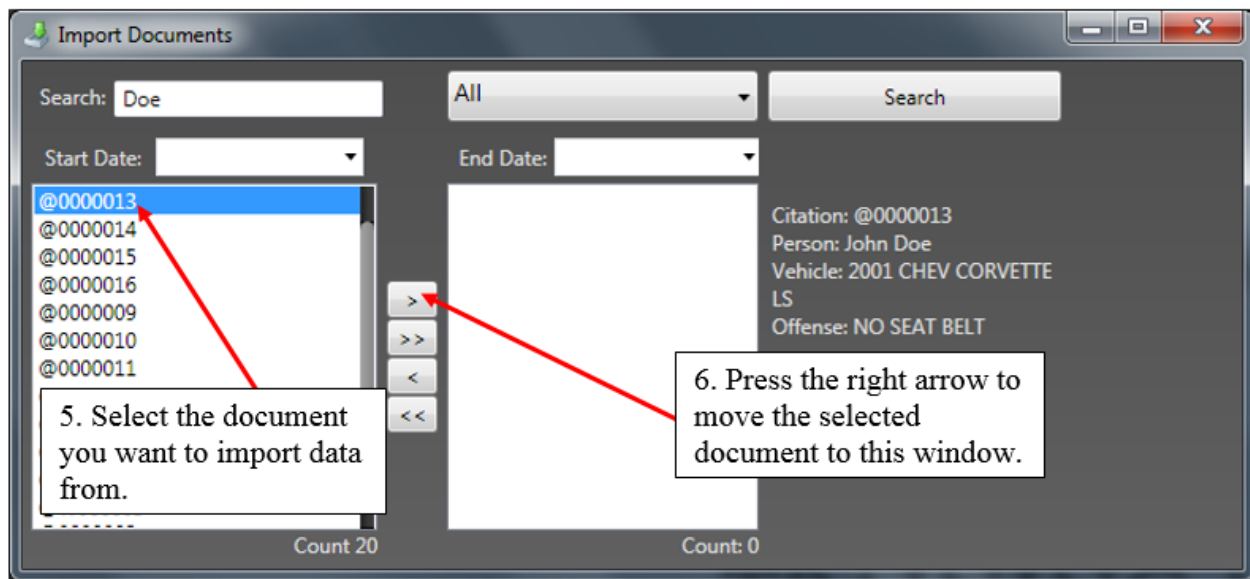
Your search results will appear in the left-hand side of this window. A brief description of the information contained in the document will appear to the right just under the "Search" button as shown in the illustration above.

**When creating certain types of forms (currently, AST-60 & DUI Investigation Report) you are given the opportunity to import data from eCite or eCrash. If this feature is available, you will see an "Import" button on the right-hand side of the "New Documents" window when starting a new form. (See the illustration on the next page.)**

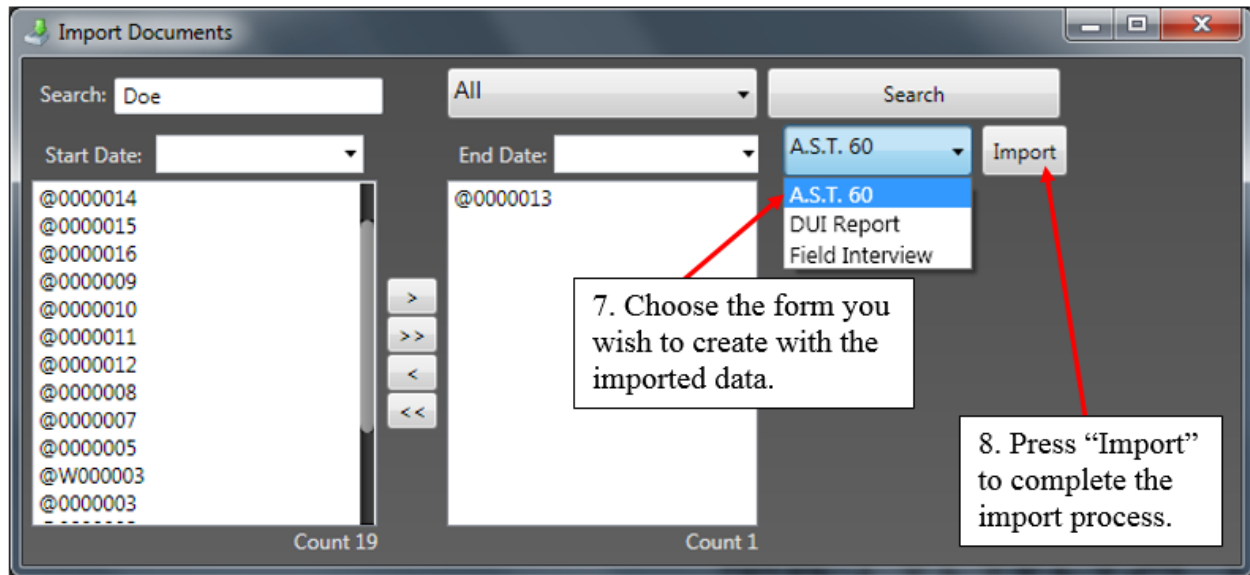




In order to complete the import process, click in the left window to highlight the report you want to import (illustration below) and select the "right" arrow to move it to the other window.



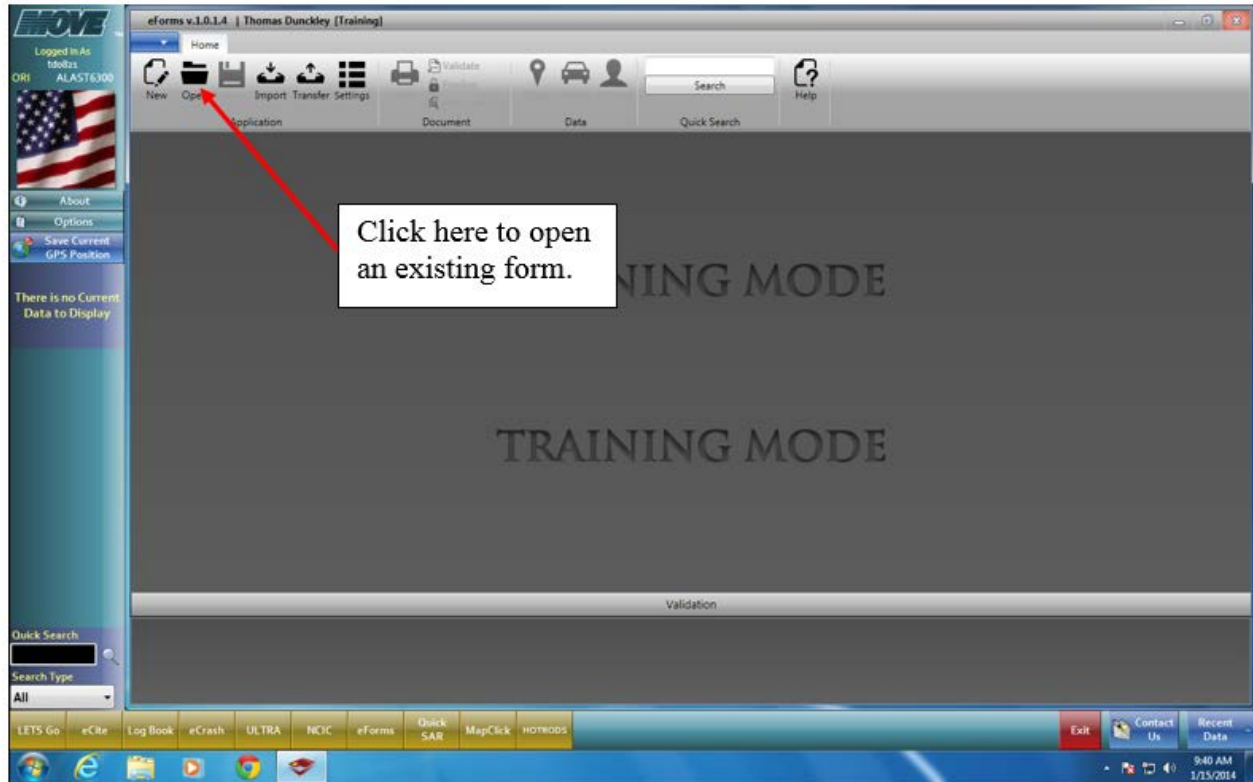
After moving the selected document to the screen on the right, you must then choose the type of form you wish to create from the dropdown list. (See step 7 shown in the illustration on the next page.) Click the "Import" button (step 8 in the same illustration) to complete the import process.



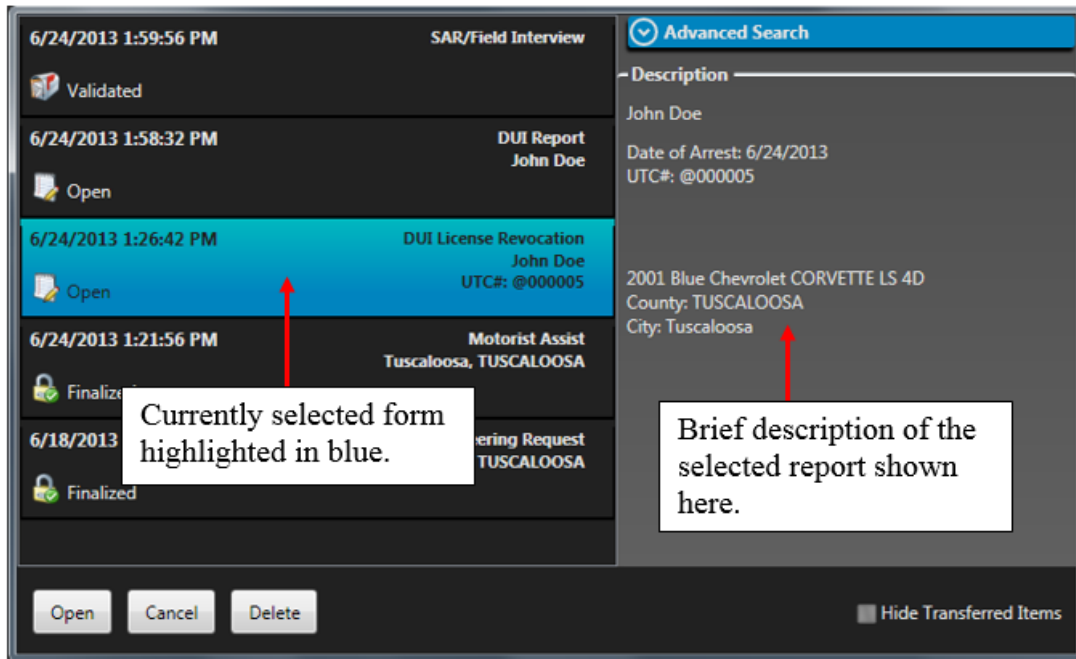
The data from the citation or crash report is automatically inserted into the newly created form.

### Opening an Existing Form

Any new form that was manually saved on this workstation will be available for further review. To open an existing document for viewing, editing, or completion, simply click on the "Open" button at the top of the screen (shown in the illustration on the next page).



After clicking on the “Open” button, a window appears like the one on the next page showing a chronological listing of all your saved forms.



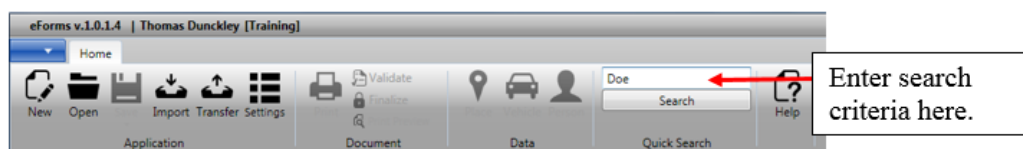
From the “Open Documents” window, you can:

- View a brief description of the saved form
- Open the currently selected form
- Delete forms not finalized
- Temporarily hide transferred items
- Perform an advanced search
- Or, close the window by selecting the “Cancel” button.

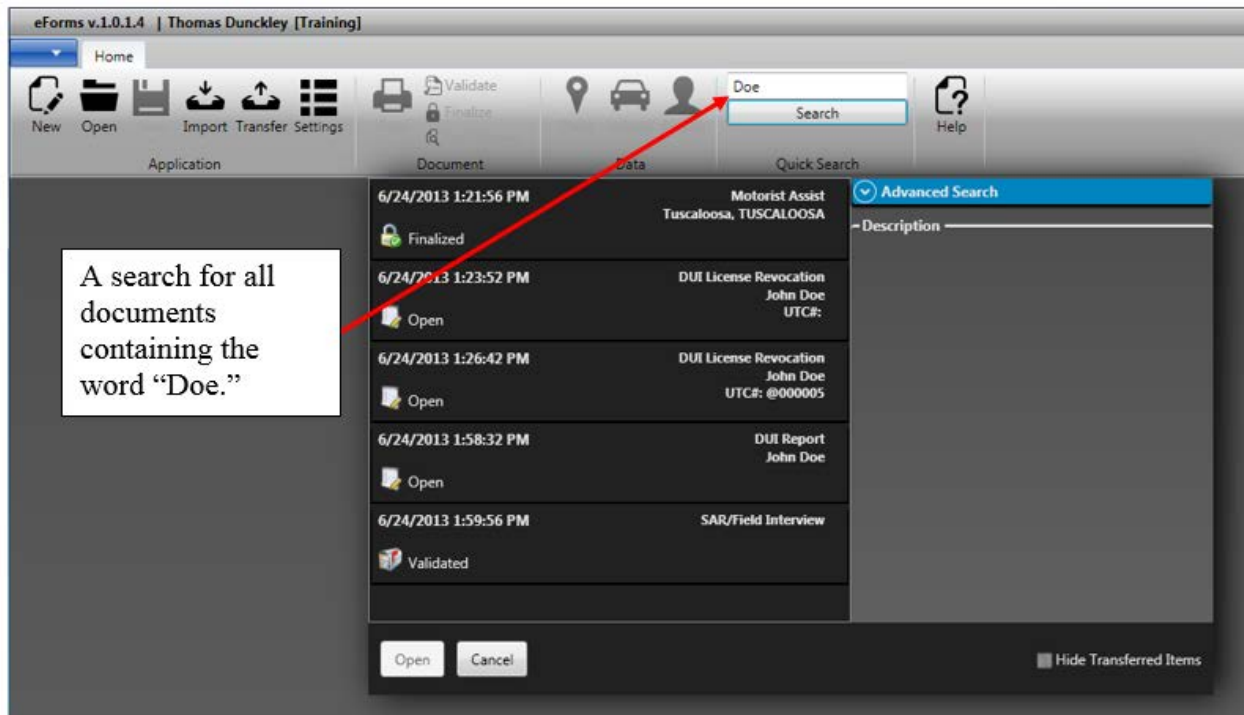
To open an existing form, double-click the form name from the list on the left or select the form and click on the “Open” button.

## Searching for an Existing Form

To search for information inside a previously completed form, enter your search criteria in the “Search” field located in the top right-hand corner of the eForms application (see illustration below). Here, we’re searching for files containing the word “arnold.”



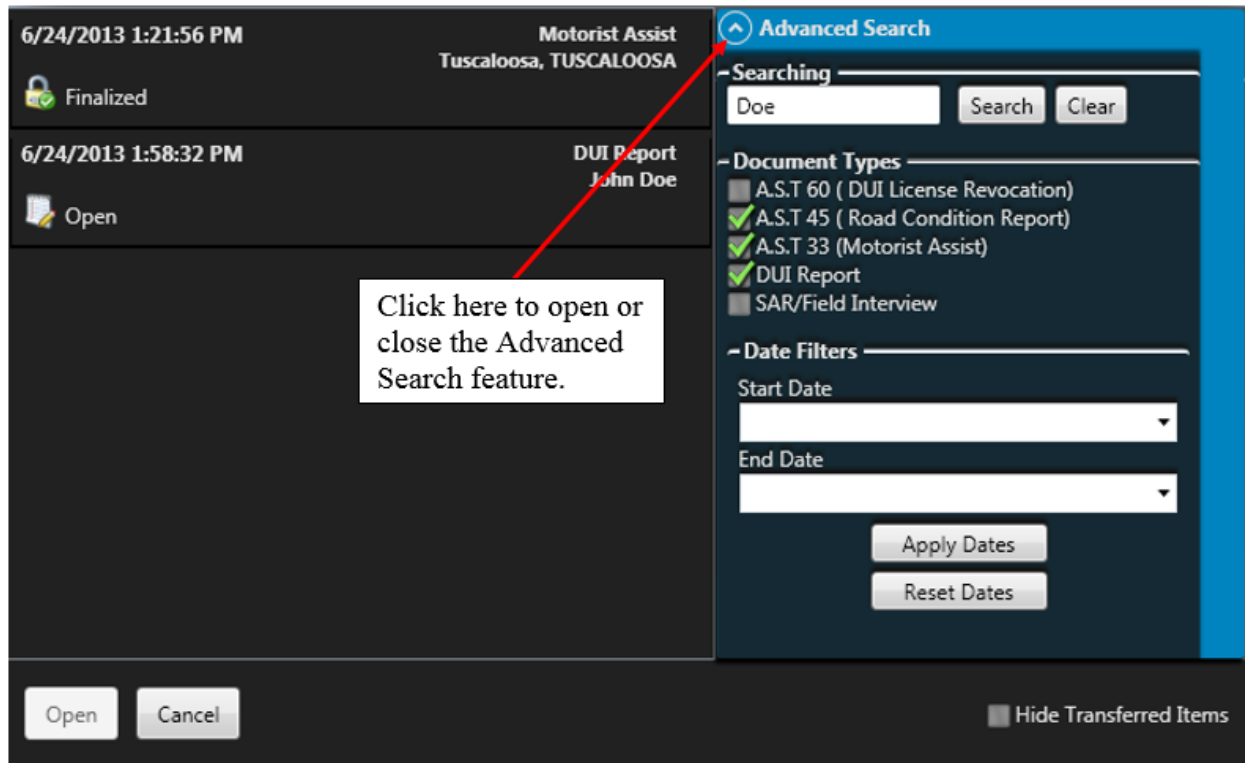
After pressing the “Search” button located below the entry field, a window is displayed showing all of the existing documents meeting the search parameters. The illustration on the next page shows the data that was returned from our search for the word “arnold.”)



Once the resulting search data is displayed in the left pane, double-click on the desired item to open the form.

## Advanced Search Feature

When you have a significant number of files containing the same search parameter or search word, it may be best to perform an Advanced Search. The Advanced Search feature will aid in fine-tuning your search and displaying only the forms/reports that you are interested in. To perform an advanced search on data contained in a previously completed form, click on the "Open" folder at the top of your eForms window then select the **Advanced Search** ("Advanced Search") icon in the top right-hand side of the Open Document window. The resulting panel displays a window that will allow you to fine tune your search. (See the illustration on the next page).



After opening the Advanced Search panel, enter any search criteria into the textbox at the top of the window. Once you have entered your search criteria click on the “Search” button to the right of the field to perform your search. Leaving the Search box blank will return file data/ reports based upon the selected Document Type and or the Date Filter as shown in the previous illustration.

If you know the document type you’re searching for, click the respective checkbox next to the report type (shown in the **Document Types** section). If you are not sure of the exact document/report type, more than one report type may be selected as shown in the illustration on the next page.

The screenshot shows the 'Advanced Search' interface. It includes a 'Searching' section with a text input field containing 'Doe' and 'Search' and 'Clear' buttons. Below this is the 'Document Types' section with a list of checkboxes: 'A.S.T 60 (DUI License Revocation)', 'A.S.T 45 (Road Condition Report)', 'A.S.T 33 (Motorist Assist)', 'DUI Report', and 'SAR/Field Interview'. The first three are checked. The 'Date Filters' section has 'Start Date' and 'End Date' dropdown menus, 'Apply Dates', and 'Reset Dates' buttons. Two callout boxes with red arrows point to the 'Document Types' and 'Date Filters' sections.

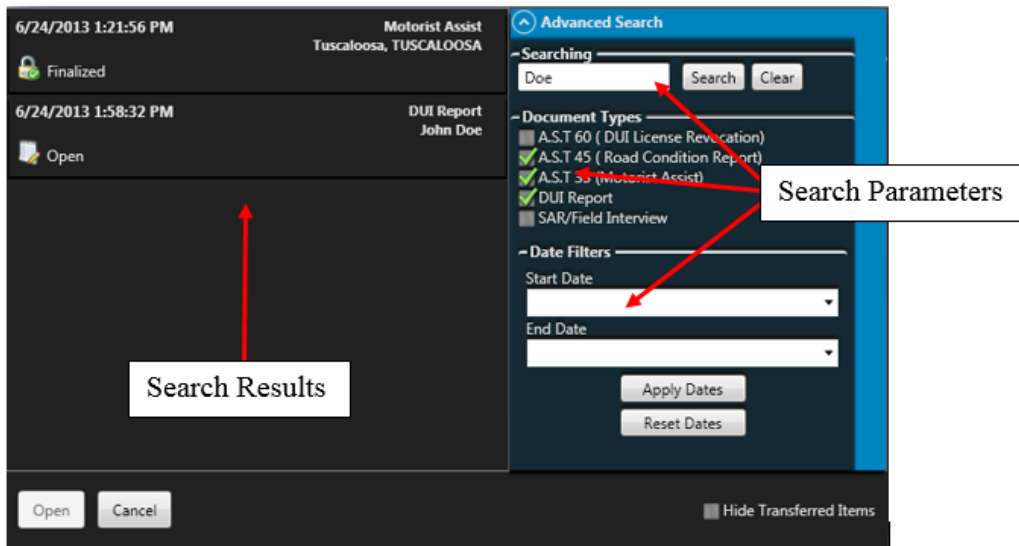
Click to place checkmarks in the appropriate box to narrow your search.

You can also filter by the date range.

You can further fine tune your search by selecting a general date or time period in which you may have generated the report. Under the “Date Filters” section, click the down arrow in the Start Date field. A calendar drop down feature (initially showing the current month, day and year) appears. The “Start Date” field represents the earliest date upon which you wish to start your search. You can either use the slider bar on either side of the month dropdown to access the appropriate month and year. Or, you can **manually** type in the date in the Start Date field.

The End Date field represents the latest date (or can be the most recent date) in which you want the system to search for the respective form/ report. After entering the respective dates, click the “Apply Dates” button and the system will search for the reports based upon the date range you have input.




If you know the **exact date** upon which you created the report it can be entered in the Start Date field. Click the “Apply Dates” button located underneath the entry fields and the system will search for the reports based upon the exact date you input. Your search results will appear in the window to the left (see illustration below).



If you do not see the report you are looking for, reset or redefine your search parameters and re-try your search. Click the **Reset Dates** button to reenter your report dates.

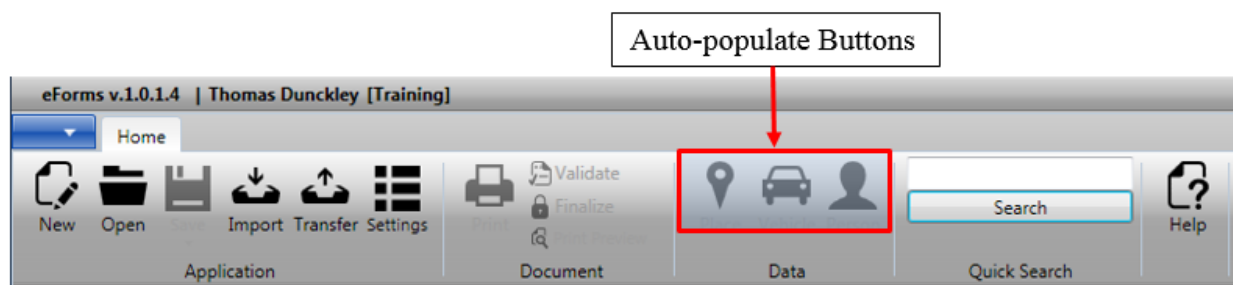
## Auto-Populating Data

By utilizing the powerful data collection tools available in the MOVE application (e.g., LETS-Go, card scanner, and GPS receiver) you can easily populate your recent search results data directly into the eForms application. Most forms require you to input information regarding people, vehicles, and places and in many cases you have already captured this data through one of the previously suggested methods and probably have it saved in your Recent Data lists. Not only can you reference this data at any time, you can also **transfer** it quickly to the corresponding sections of the various forms. This is accomplished by either clicking on the Auto-Populate buttons

   at the top of the eForms window, or you can drag data from the Recent Data list directly onto the corresponding Auto-Populate button.

## Using the Auto-Populate Buttons

You can easily auto-populate your most recent person, vehicle, and GPS location data directly into the current form by clicking on the corresponding Auto-Populate button located at the top of the eForms application window (see below).





For example, to populate your most recent person saved in the Recent People list directly into an AST-33 (Motorists Assist) form's "Person" section, click on the Person Auto-Populate button as shown below.

**Identity Information**

First Name: John	Race: White / Caucasian
Middle Name: J	Height: 6 ft. 2 in.
Last Name: Doe	Weight: 200
Suffix:	Date of Birth: 12/31/1979
Hair: Brown	Eyes: Brown
Sex: Male	SSN: 777777777

**License Address Information**

Address: 123 Test Drive

City: Tuscaloosa State: Alabama Zip Code: 12345

**License Information**

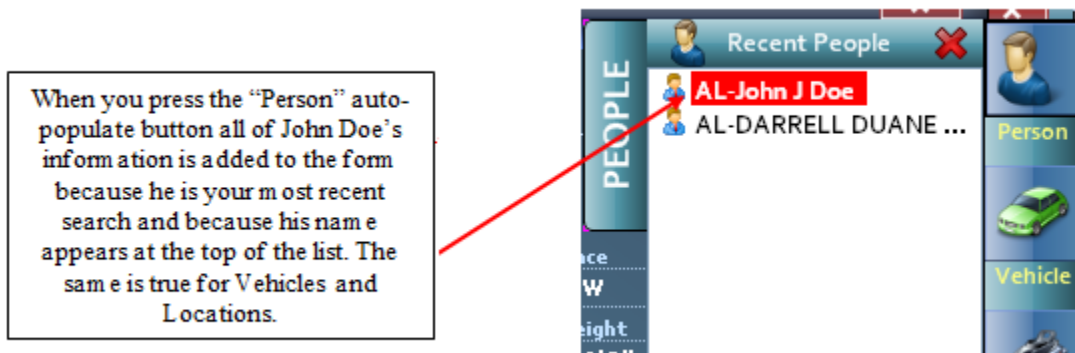
☐ Commercial License ☐ License Not Present

DL#: 9888888 State: Alabama

License Class: D DL Issue: 09/07/2006

F-Number: DL Expiration: 09/08/2006

**NOTE:** Remember, your most recent search result from the Recent Data list will be the one populated. Your most recent search result is the one appearing at the top of each list in Recent Data (see illustration below).



It is not necessary to have the Recent Data window open in order to complete this action. However, you will need this window open when performing the click-and-drag function explained in the next section.

## Auto-Populating Recent Data (Click-and-Drag Method)

Another way to automatically populate your captured data is to use the click-and-drag method. If you would like to auto-populate data from the Recent Data list that is not your most **recent** search result (i.e., not at the top of the Recent Data list):

1. Open the form you wish to populate.
2. Click on the Recent Data button at the bottom right-hand corner of your MOVE dashboard to open your Recent Data list.
3. Select the type of Recent Data you wish to import into the form you are currently working on. (For example, from the sidebar, click on the People, Vehicle, Places, etc., buttons.)
4. Click the search result you wish to auto-populate in the form.
5. “Drag it” onto the corresponding Auto-Populate button located at the top of the eForms application. (See the following illustration).

The screenshot shows the MOVE dashboard interface. At the top, there are icons for 'Place', 'Vehicle', and 'Person'. Below these is a 'Search' button. On the right side, there is a 'Recent People' list with a red arrow pointing to it from the 'Person' button in the sidebar. The main form area is titled 'Identity Information' and contains fields for First Name, Middle Name, Last Name, Suffix, Race, Height, Weight, Date of Birth, Hair, Eyes, Sex, and SSN. Below this is the 'License Address Information' section with fields for Address, City, State, and Zip Code. At the bottom is the 'License Information' section with checkboxes for 'Commercial License' and 'License Not Present', and fields for DL#, License Class, F-Number, State, DL Issue, and DL Expiration. A callout box with a white background and a black border is overlaid on the right side of the form, containing the following text:

1. Click and drag the person info you want to have automatically populated to the form you are working on.

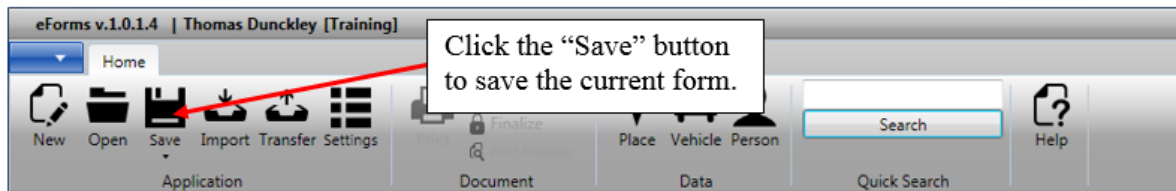
2. Release the mouse pointer while hovering over the Person Auto-Populate button. This may take some practice to get used to but will prove to be beneficial when completing forms.

You can do this for other data (e.g., Vehicles and Locations) that are required on the various forms. If you accidentally drag the wrong information over to the form just retry the procedure using the appropriate data. All of the current data will be cleared and the new data automatically populated to the form.

## Saving Forms

At any time after starting a new form or forms you can save one or all of them by pressing the appropriate “Save” button (see illustration below). Saving allows you to complete forms at a later

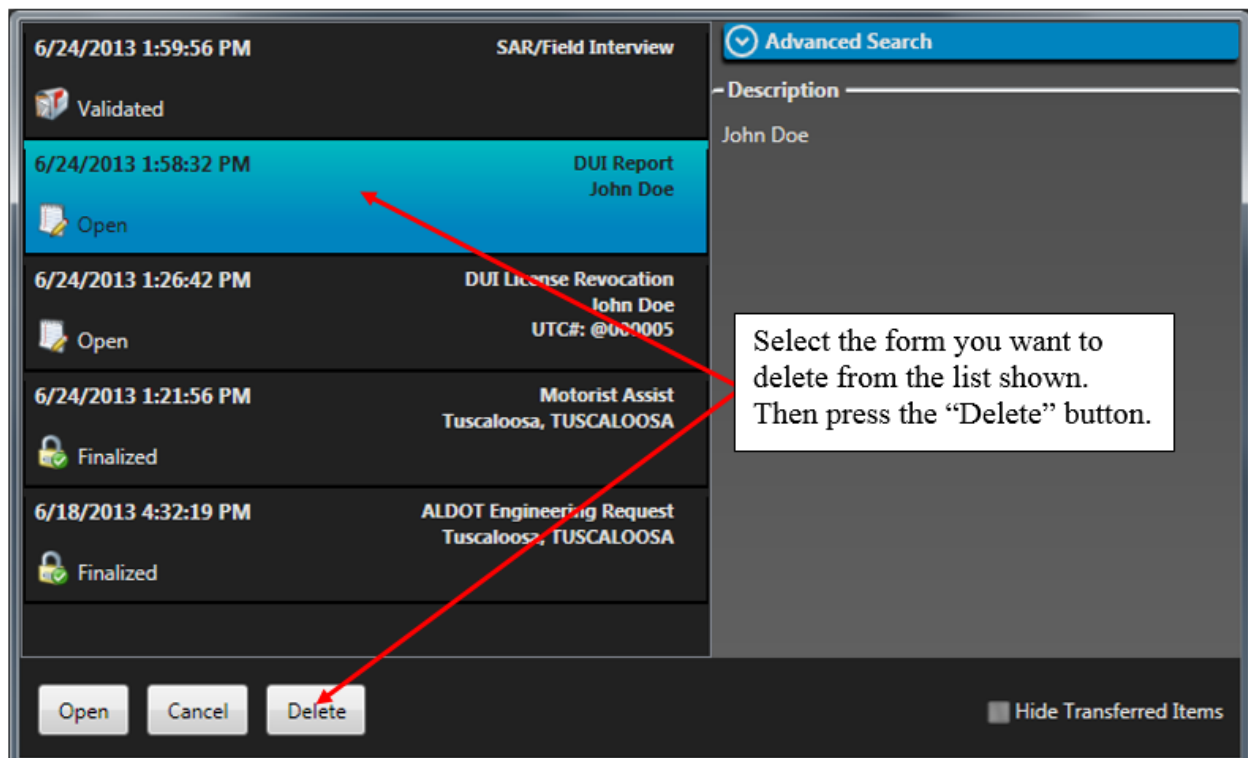
time in the event you need to gather additional information or tasked to perform another duty. Some forms are saved automatically as you work on them or through other processes such as validating, finalizing, printing, and transferring. In addition, if you prematurely close eForms or press the form's close button before saving you will be given an opportunity to do so at that time.



**NOTE:** Saved forms will now appear as “Open” forms when you access the Open Documents window. (See the illustration in the next section.)

## Deleting Forms

You may delete any form up until it has been finalized. **Finalized and transferred reports cannot be deleted.** To delete a form press the “Open” button located at the top of the eForms application and then locate the form you wish to delete from the list. (See the illustration on the next page.)

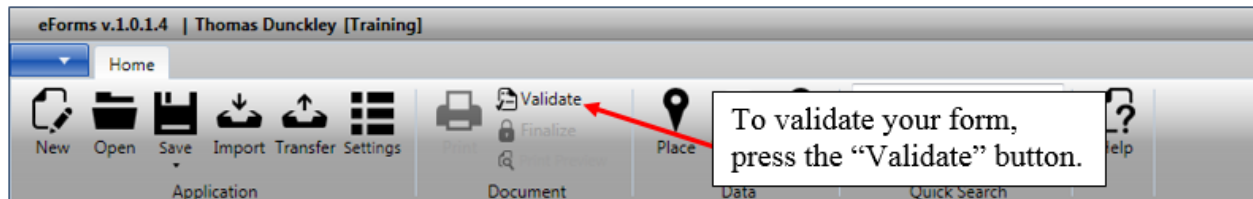


Select the form you want to delete (shown highlighted above) and press the “Delete” button. A confirmation window will appear asking you to confirm this action.

**Note:** This action cannot be undone!

## Validating Forms

Many forms require data to be entered in a specific manner or to be completely accurate before finalizing and/or transferring. (Refer to the sections on Finalizing, Printing and Transferring Forms). Once you have completed your form the very first step is to “Validate” the form and check for errors. To perform a validation check, press the “Validation” button at the top of eForms (as shown in the following illustration).



After pressing the “Validate” button look at the bottom of the eForms window to review your validation errors. (See the illustration on the next page).

To quickly locate and correct validation errors, double-click on the error message and you will be taken to the section of the respective form containing the error. If the error is in a form field, the cursor will appear in the field. (See the illustration on the next page.)

License Revocation

Person

Vehicle

Location

CBA

Probable Cause

Driving Privileges

Location of Test: Tuscaloosa

Lowest Completed Result: .091

Permit No. [Red Arrow]

Testing Operator: DArnold

Test Date: 06/24/2013

County: TUSCALOOSA

City: Tuscaloosa

(a) Was the above named driver advised of the requirement to submit to this chemical test of his/her breath for the purpose of determining the alcoholic content of his/her blood and that failure to do so would result in a 90 day suspension of all his/her driving privileges (or longer if this is a second or subsequent alcohol-related driving contact)? **No**

(b) If the above-named driver is the holder of a Commercial Driver License (whether or not he/she was operating a Commercial Vehicle) or was operating a vehicle described as a Commercial Vehicle (whether or not he/she is the holder of a Commercial Driver License), was he/she advised that refusal to submit to this chemical test of his/her breath would result in a one (1) year disqualification of any commercial driver license (or longer if this is a second or subsequent alcohol-related driving contact)?

Validation: 1 Errors, 2 Warnings

✖ Permit number required for chemical breath analysis test

⚠ UTC Number does not appear to be the correct format

⚠ Subject not advised of the requirement to submit to chemical test

Double click on the validation error and you will be quickly taken to the section of the form containing the error and the cursor will be placed in the respective field.

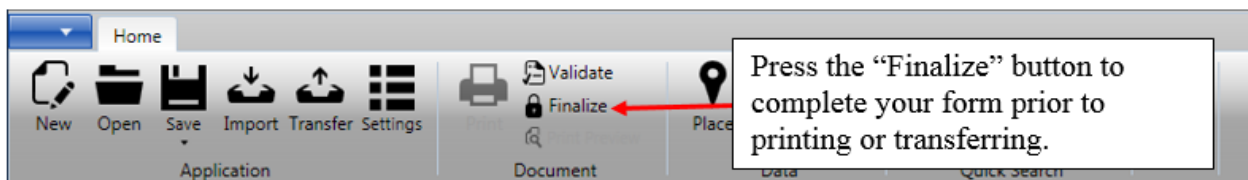
Make the necessary corrections to the form. Next, re-validate your form to determine if there are additional errors. Once you have validated your form you are ready to finalize, print (if available), and transfer.

## Finalizing Forms

To complete the form creation process you must finalize each form after checking for validation errors and correcting any mistakes identified. (See “Validating Forms” in the previous section.)

**Note:** Forms are considered to be incomplete and **cannot be printed or transferred until finalized!**

To finalize a form, click the “Finalize” button when available. (See below.)



**Note:** The “Finalize” button will not be accessible until the form is **validated and all errors are corrected**. (See the previous illustration.)

Once you have finalized your form, it is automatically saved and ready for printing and/or transferring.

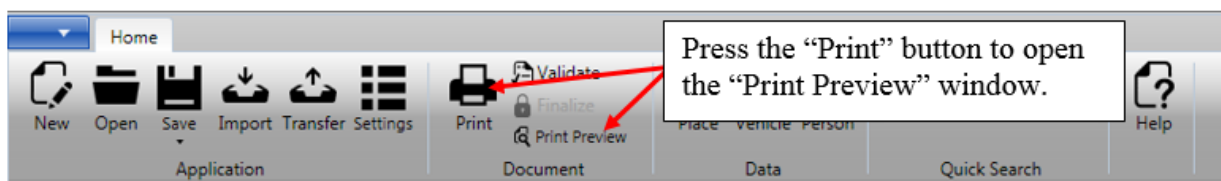
**Note:** **You cannot delete or void finalized and transferred forms!** (See the “Transferring Forms” section later in this manual).

## Previewing & Printing Forms

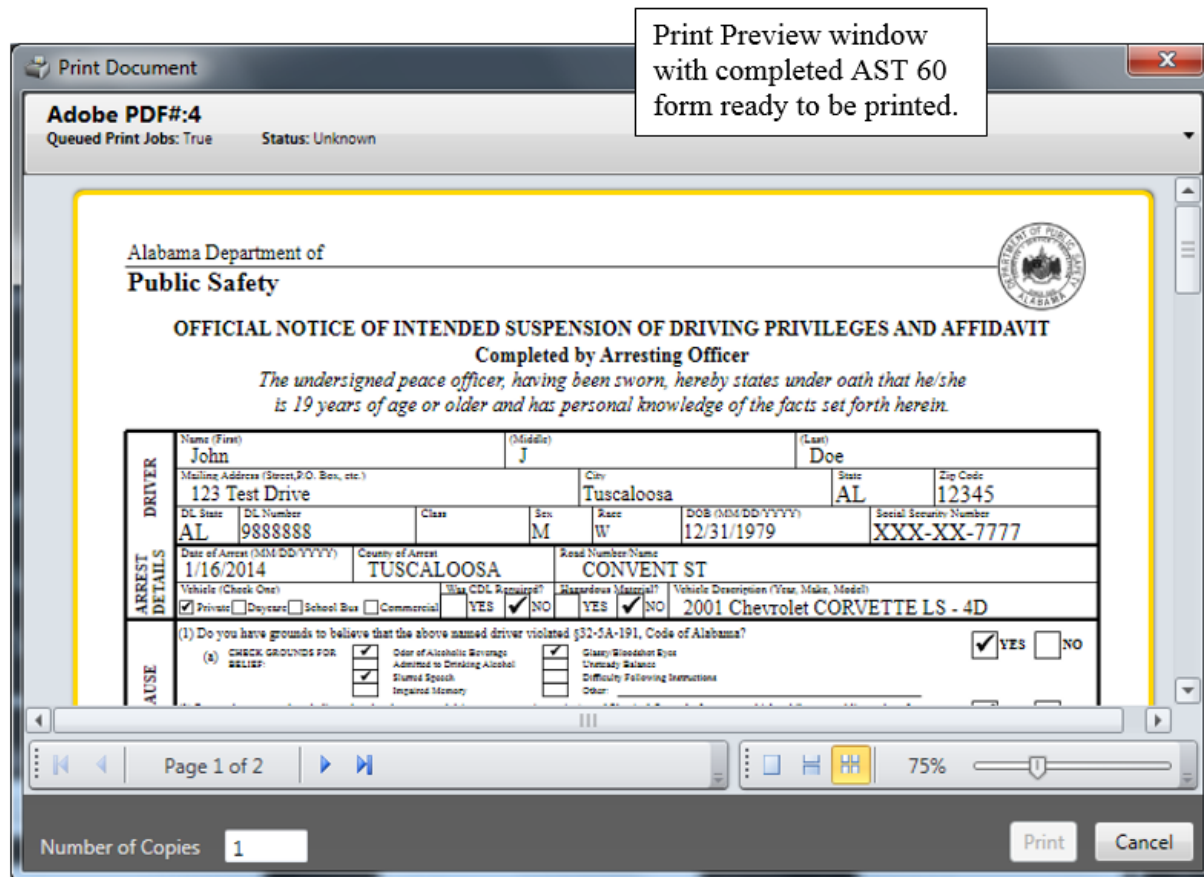
Some forms can be previewed and printed after they are finalized. This will be indicated by the “Print” button becoming accessible after you have validated and finalized your form. To preview a form, click on the “Print Preview” button located at the top of the eForms window. (See the illustration in the next section.) To print a finalized form, click on the “Print” button as shown in the illustration in the next section.

## Printing Forms

Some forms can be printed after they are finalized. This will be indicated by the “Print” button becoming accessible after you have validated and finalized your form. To print a form, click on the “Print” button located at the top of the eForms window. (See the following illustration.)

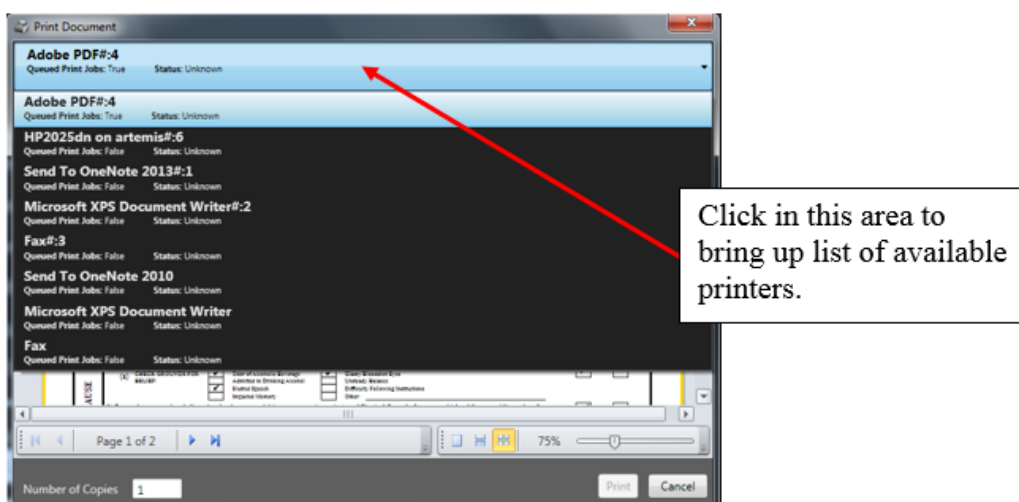


After pressing the “Print” button, the Print Preview window will open showing you the form to be printed. (See the illustration on the following page.)



From the Print Preview window you can scale (zoom in or out) the preview size. This will enable you to check your form for accuracy as well as select the number of copies to be printed. You can also cancel the print operation altogether.

To **change the default printer**, click anywhere in the box at the top of the “Print Preview” window (see illustration below).



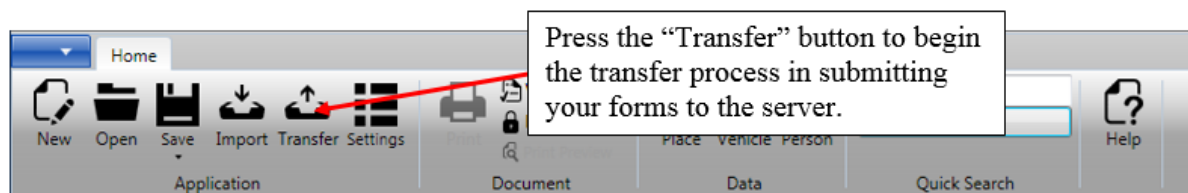


## Transferring Forms

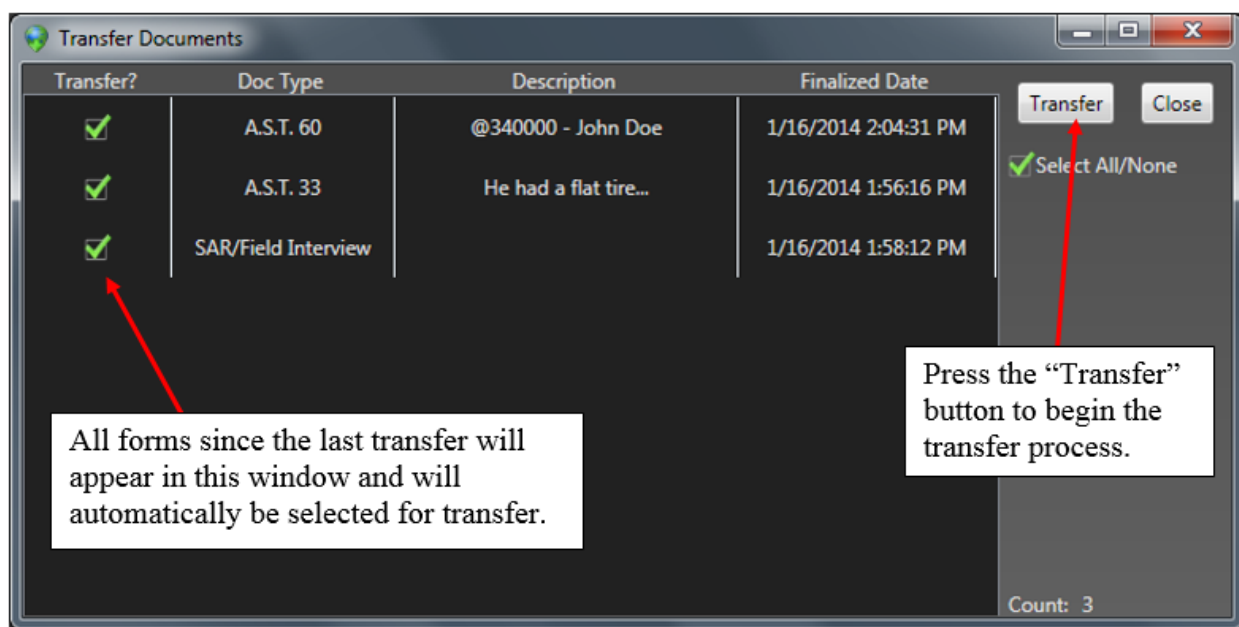
Once you have validated and finalized your form (see the previous sections), you should transfer form(s) to the server for processing by the appropriate agencies. Ideally, transferring forms electronically should alleviate the necessity to manually hand-deliver them for processing. However, some forms must be printed in order to comply with current law and/or departmental rules and regulations.

**Note:** Some forms may require you to print a hardcopy for submission in addition to electronically transferring them. Some forms cannot be transferred at all! Check with your departmental administrators for standard operating procedures governing the handling of various forms appearing in the eForms application.

To initiate the transfer process, click on the “Transfer” button located at the top of the eForms application window (see illustration below).



After pressing the “Transfer” icon, the **Transfer Documents** window will open (see the illustration below) showing you all of the forms which have been finalized and are ready to be electronically submitted (when available) to the server.



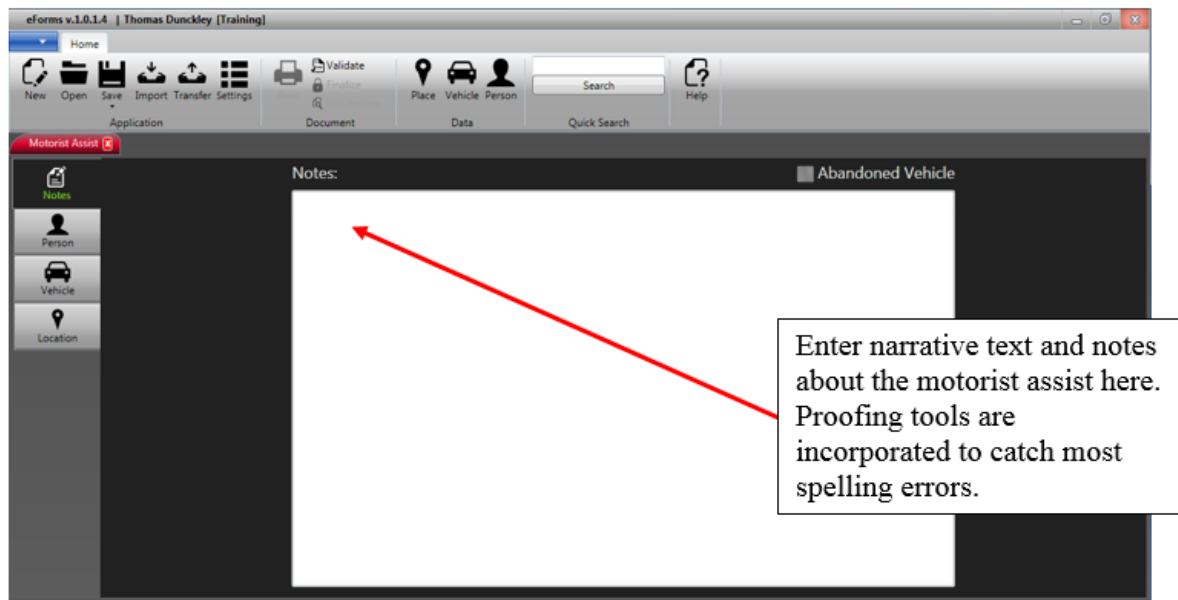


By default, all forms completed since the last transfer process will appear in the Transfer Document window and will be selected for transfer. You may deselect any of the forms you do not wish to transfer at this time. Press the “Transfer” button to begin the transfer process or deselect the Transfer checkbox to cancel transferring a specific document. Or, click the “Close” button to cancel the operation altogether and return to the eForms application.

## Appendix 1: AST-33 (Motorists Assist Form)

### Notes Section

When you start a new Motorists Assist Form, you are given the opportunity to enter narrative information regarding the motorist assist. A convenient proofing tool is automatically included in the background to catch any spelling errors you may make (see illustration below). This window allows for a significant amount of text to be entered and will continue to scroll down (or expand) as you reach the bottom of the window.



If this is an abandoned vehicle, check the corresponding box in the top right-hand corner of this window.

## Person Section

The next section of the form pertains to the person you are assisting (see below).

The second section of the form pertains to the person you are assisting.

Press the "Person" auto-populate button to quickly import data from your most recent search.

**NOTE:** After auto-populating be sure to verify that all the information is accurate and current before proceeding to the next section of the form.

Motorist Assist

Place Vehicle **Person** Search

Application Document Data Quick Search

Notes  
**Person**  
Vehicle  
Location

**Identity Information**

First Name:  Race:

Middle Name:  Height:  ft.  in.

Last Name:  Weight:

Suffix:  Date of Birth:

Hair:  Eyes:

Sex:  SSN:

**License Address Information**

Address:

City:  State:  Zip Code:

**License Information**

☐ Commercial License ☐ License Not Present

DL#:  State:

License Class:  DL Issue:

F-Number:  DL Expiration:

Collect information using one of the methods described earlier in the manual (e.g., license scan and/or LETSGo search) then press the "Person" auto-populate button (shown above) to quickly import the data into the form. In addition, you can click-and-drag any "Person" data saved in your Recent People list to the "Person" auto-populate button as described earlier in this manual.

Sometimes, it may be necessary to manually enter data directly into the form (e.g., no driver's license available and person cannot be searched in LETSGo). In this case, a tabbed process has been established to allow for easier data input as you work through the various form fields.

**Note:** Be sure to check your work for accuracy and to confirm that you have auto-populated the correct person data into the form. Sometimes, the person's address and other identifying data from their driver's license and I.D cards will not be current. **Validation checks will not catch this kind of user mistakes.**

## Vehicle Section

The next section to complete pertains to the vehicle (see illustration below).

Press "Vehicle" button to access this section.

Press "Vehicle" auto-populate button to import data from your most recent search.

NOTE: After auto-populating be sure to verify all information is accurate and current before proceeding to the next section of the form.

Select the vehicle type here.

Vehicle Type

- ☐ Private
- ☐ Commercial
- ☐ CDL Required
- ☐ School Bus
- ☐ Daycare
- ☐ Haz. Mat.

If the vehicle is registered in the state of Alabama you may be able to use LETSGo (as described earlier in the manual) to quickly search and save data for importing directly into this section of the form.

After collecting information on the vehicle press the "Vehicle" auto-populate button (shown in the illustration above) to quickly import the data into the form. In addition, don't forget you may click-and-drag any vehicle data saved in your Recent Vehicle list directly to the "Vehicle" auto-populate button as described earlier in this manual.

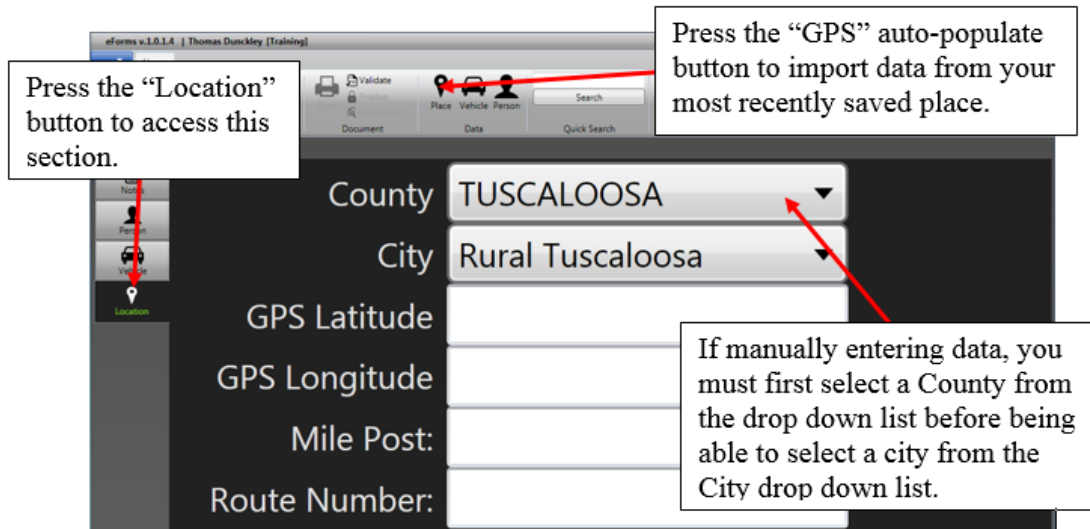
Sometimes, it may be necessary to manually enter data directly into the form (e.g., no tag available or out of state tag). In this case, a tabbed order has been established to allow for easier data input as you work through the various form fields.

Check the appropriate vehicle type in the "Vehicle Type" section at the bottom of the vehicle window (shown in the illustration above). Check all that apply.

**Note:** Be sure to check your form for accuracy and to confirm you have auto-populated the correct vehicle data into the form before proceeding to the next section.

## Location Section

The next section to complete pertains to the location (see illustration below). It is important to collect as much location data as possible. GPS coordinates are of particular importance as these can be used by your agency for geographical statistical analysis and comparison.



Capture your GPS coordinates as describe earlier in the manual and then press the "Location" (the globe icon) button to quickly auto-populate the data into the location section. You're most recent saved location data will be populated into the location section including the County, City, Latitude, and Longitude coordinates.

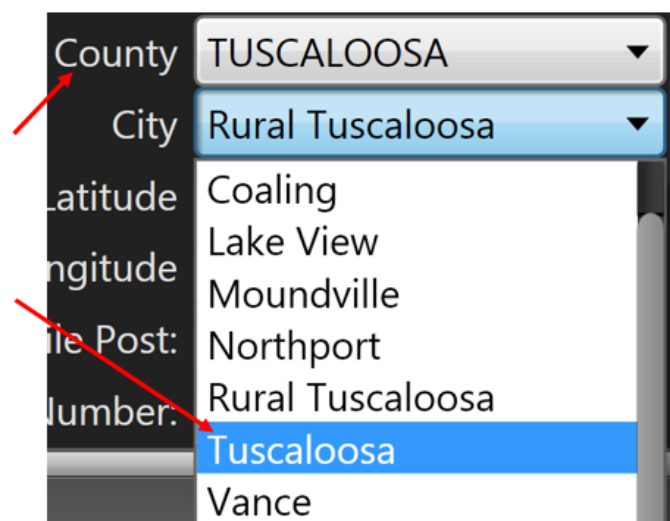
*Reminder:* You can also click-and-drag any location data directly from the Recent "Places" list in MOVE (described earlier in this manual) to the "GPS" auto-populate button.

You can manually enter GPS Latitude and Longitude coordinates directly into the corresponding fields if this data is available to you from other applications or resources.

If the Mile Post information is available please enter it in the corresponding field. In addition, Route Number indicates the road name for the motorist assist. Both of these fields are free-form entry, so be sure to double check your data after input.

Occasionally, it may be necessary to enter location data manually. To do this, you must first select a County before the City list will populate. (See illustration to the right.)

By selecting the County first from the dropdown list, the cities within in that county will then be available for selection.



**Note:** If a particular city is not included as part of a specific county, check to see if it was included under a different or adjoining county name. Some cities are located in multiple counties. If you find a city that needs to be included under a particular county, please contact technical support for potential inclusion in a future update of eForms.

After completing the AST-33 Motorist Assist form, follow the instructions provided earlier in this manual to Validate, Finalize, and Transfer.

## Appendix 2: AST-45 (Road Condition Report)

### ALDOT Service Request

The screenshot shows the 'eforms v.1.0.1.4' application window for 'Thomas Duncley (Training)'. The 'ALDOT Engineering Request' form is displayed. A red arrow points from a text box to the 'Date' dropdown menu, which is set to '01/17/2014'. The 'Hazard' dropdown is empty. Other fields include 'Other Explanation', 'Notes', 'County', 'City', 'GPS Latitude', 'Mile Post', 'Route Number', 'GPS Longitude', and a checkbox for 'Email To Local Crew on Transfer'.

Today's date is automatically populated in every new AST-45 form.

The AST-45 form is relatively easy to complete. First, select one of the preset road hazards from the Hazard dropdown list (see illustration below).

This screenshot shows the same form with the 'Hazard' dropdown menu open. A red arrow points from a text box to the 'Holes in Surface' option in the list. The list includes: Defective Road, Defective Striping, Defective Elevation, Water Standing on Roadway - Uneven Surface, Water Standing on Roadway - Poor Drainage, Slick Surface, Holes in Surface, Rock Slide, Damaged Guard Rail, Post, etc., Vision Obscured, Debris on Right of Way, Defective Shoulder, and Other.

Select one of the predefined road hazards from the Hazard drop down list.

**You can select “Other” from the Hazard dropdown list to enter a custom explanation of the road hazard and can enter an explanation of the “Other” road hazard (See illustration on the next page.)**

Selecting "Other" from the Hazard drop down list allows you to enter a detailed description in the "Other Explanation" field.

If selecting on the predefined hazards, you may enter additional notes here.

Next, enter the location data by either clicking on the GPS auto-populate button (Globe icon) or manually entering the data as previously described (see illustration below).

Press the "GPS" auto-populate button to import data from your most recently saved "place."

Select this check box if you need to send a copy of the service request to your local road repair crew.

It may be necessary to enter location data manually. In this case, you must first select a County before the City list will be available. By first selecting the County from the drop down list, the Cities within that county will be available for selection.

By default, all AST-45 service requests are sent directly to ALDOT when transferred. However, if you need to send a copy to your jurisdiction's road department, select the "Email To Local Crew on Transfer" checkbox at the bottom of the form. After completing the AST-45 Road Hazard Report form, follow the instructions provided earlier in this manual to Validate, Finalize, and Transfer.



## Appendix 3: AST-60 (License Revocation Form)

### Person Selection

Start a new AST-60 License Revocation form using one of the methods described earlier in this manual. The first part of the form pertains to the person arrested for “Driving Under the Influence” (DUI).

The screenshot displays the eforms v.1.0.1.4 interface for Thomas Dunkley (Training). The top menu bar includes options like New, Open, Save, Import, Transfer, Settings, Validate, Print Preview, Place, Vehicle, Person, Search, and Help. The left sidebar shows a navigation menu with icons for Person, Vehicle, Location, CBA, Probable Cause, and Driving Privileges. The main form area is titled "License Revocation" and contains several sections:

- Identity Information:** Fields for First Name, Middle Name, Last Name, Suffix, Hair, Sex, Race, Height (ft. and in.), Weight, Date of Birth, Eyes, and SSN.
- License Address Information:** Fields for Address, City, State, and Zip Code.

Annotations with red arrows point to specific elements:

- A callout box states: "UTC number is required on all AST-60 forms", pointing to the "UTC Number:" field.
- A callout box states: "Press the 'Person' auto-populate button to import data from your most recent search.", pointing to the "Person" button in the top menu bar.
- A callout box states: "Note: Today's date is automatically set as the default arrest date on all new AST-60 forms.", pointing to the "Date of Arrest:" field which is pre-filled with "01/17/2014".

Collect information using one of the methods described earlier in the manual (e.g., import from the citation, license scan and/or LETS Go search). Next, press the “Person” auto-populate button (shown in the illustration above) to quickly import the data into the form.

In addition, don't forget you may click-and-drag any Person data saved in your Recent People list as described earlier in this manual.

The screenshot shows the eForms v.1.0.1.4 application window. The title bar indicates the user is Thomas Dunkley in Training. The interface includes a menu bar with options like New, Open, Save, Import, Transfer, Settings, Validate, Print Preview, and Help. Below the menu bar is a toolbar with icons for Application, Document, Data, and Quick Search. The main form area is titled 'License Revocation' and contains three sections:

- License Address Information:** Fields for Address, City, State (dropdown), and Zip Code.
- Current Address Information:** Fields for Address, City, State (dropdown), and Zip Code. A 'Copy from License' button is located above the Address field.
- License Information:** Radio buttons for 'Commercial License' and 'License Not Present'. Fields for DL#, License Class, F-Number, State, DL Issue (dropdown), and DL Expiration (dropdown).

A red arrow points from a text box to the 'Copy from License' button. The text box contains the following text:

If the current address is the same as the license address, press this button to have it copied to this section.

**Much of this data can be automatically populated when starting a new AST-60 form by utilizing the import feature described earlier in this manual. This feature allows you to copy data from an eCite/eCrash report directly into the form.**

Sometimes, it may be necessary to manually enter data directly to the form (e.g., data not available from eCite, no driver's license available, or the person cannot be searched in LETS Go). In these cases, a tab order has been established to allow for easier data input as you work through the various form fields.

**Note:** Be sure to check your work for accuracy and to confirm you have auto-populated the correct "person data" into the form. Sometimes, the person's address and other identifying data from their driver's license and I.D cards will not be current. Validation checks will not catch these kinds of user mistakes.

## Vehicle Section

The next portion of the form pertains to the vehicle. (See the illustration below). To access this portion of the form, click on the “Vehicle” button located immediately below the “Person” button on the left-hand side of the form window. (See the illustration below.)

The screenshot shows the eForms v.1.0.1.4 interface. The top navigation bar includes buttons for Home, New, Open, Save, Import, Transfer, Settings, Validate, Print, Print Preview, Place, Vehicle, Person, Search, and Help. A red arrow points to the 'Vehicle' button. A callout box states: "Press the 'Vehicle' auto-populate button to import data from your most recent search." The left sidebar contains buttons for Person, Vehicle, Location, CBA, Probable Cause, and Driving Privileges. The main form area contains the following fields: Tag Number, Tag Year, Tag State, Color, Vehicle Year, Make, Model, Owner, and Address. At the bottom, there is a 'Vehicle Type' section with checkboxes for Private, Commercial, CDL Required, School Bus, Daycare, and Haz. Mat.

**Note:** If the vehicle is registered in the state of Alabama you may be able to use LETSGo (as described earlier in the manual) to quickly search and save data for importing directly into this section of the form.

After collecting information on the vehicle, press the “Vehicle” auto-populate button (shown in the illustration above) to quickly import the data into the form. In addition, don’t forget you may click-and-drag any Vehicle data saved in your Recent Vehicle list as described earlier in this manual.

**Much of this data can be automatically populated when starting a new AST-60 form by utilizing the import feature described earlier in this manual. This feature allows you to copy data from an eCite/eCrash report directly into the form.**

Sometimes, it may be necessary to manually enter data directly into the form (e.g., no tag available or out of state tag). In this case, a tabbed process has been established to allow for easier data input as you work through the various form fields.

eForms v.1.0.1.4 | Thomas Duncley [Training]

Home

New Open Save Import Transfer Settings Application Document Data Quick Search Help

License Revocation

Person Tag Number TESTTAG Vehicle Year 2001

Vehicle Tag Year 2013 Make Chevrolet

Location Tag State Alabama Model CORVETTE LS

CBA Color: Blue Owner Doe John

Probable Cause Address 123 TEST DRIVE Room 123 TUSCALOOSA AL 12345

Driving Privileges

Vehicle Type

☒ Private ☐ School Bus

☐ Commercial ☐ Daycare

☐ CDL Required ☐ Haz. Mat.

Note: After auto-populating be sure to verify that all the information is accurate and current before proceeding to the next section of the form.

Select the vehicle type here.

Check the appropriate vehicle type in the “Vehicle Type” section at the bottom of the vehicle window (shown in the illustration above). Check all that apply.

## Location Section

The next section to complete pertains to the location (see illustration below). Click on the “Location” button located just below the “Vehicle” button on the left-hand side of the form window (see illustration below) to access this section.

Capture your GPS coordinates (as described earlier in the manual) and then press the “Location” (the globe) icon to quickly auto-populate the data into the location fields. The most recent saved location data will be populated in the location section including the County, City, Latitude and Longitude coordinates. If entering the data manually, you must first select the County name from the County dropdown list, which will in turn populate the City dropdown list. The City dropdown list will show all cities within the selected County. Occasionally a City that borders two different Counties may be listed in the adjacent County.

*Reminder:* You can also click-and-drag any location data directly from the “Recent Places” list in MOVE (described earlier in this manual) to the “GPS” auto-populate button.

**Much of the data can be automatically populated when starting a new AST-60 form by utilizing the import feature described earlier in this manual. This feature allows you to copy data from an eCite/eCrash report directly into the form.**

You may manually enter GPS Latitude and Longitude coordinates directly into the corresponding fields if this data is available from other applications or resources.

## Chemical Breath Analysis (CBA) Section

This section of the form pertains to the location, results, and implied consent information of the chemical breath testing operation. Click on the “CBA” button located just below the “Location” button on the left-hand side of the form window to access this section (see illustration below).

eforms v.1.0.1.4 | Thomas Dunckley [Training]

Press the "CBA" button to access this section.

Be sure to include all information requested or you will receive validation errors.

License Revocator

Person  
Vehicle  
Location  
**CBA**  
Probable Cause  
Driving Privileges

Validate  
Print Preview  
Document

Place  
Vehicle  
Person

Search  
Quick Search

Help

Location of Test:

Lowest Completed Result:

Permit No.

Testing Operator

Test Date: 01/21/2014

County:

City:

(a) Was the above named driver advised of the requirement to submit to this chemical test of his/her breath for the purpose of determining the alcoholic content of his/her blood and that failure to do so would result in a 90 day suspension of all his/her driving privileges (or longer if this is a second or subsequent alcohol-related driving contact)? ☐ No ☒ Yes

(b) If the above-named driver is the holder of a Commercial Driver License (whether or not he/she was operating a Commercial Vehicle) or was operating a vehicle described as a Commercial Vehicle (whether or not he/she is the holder of a Commercial Driver License), was he/she advised that refusal to submit to this chemical test of his/her breath would result in a one (1) year disqualification of any commercial driving privileges (or longer if this is a second or subsequent alcohol-related driving contact)? ☐ No ☒ Yes

Answer questions regarding Implied Consent by pressing the slider buttons to select either "Yes" or "No."

**Much of this data can be automatically populated when starting a new AST-60 form by utilizing the import feature described earlier in this manual. This feature allows you to copy data from an eCite/eCrash report directly into the form. If importing from a DUI citation in eCite, normally the BAC will be included.**

## Probable Cause Section

This section of the form pertains to the probable cause information for the DUI arrest. Click on the “Probable Cause” button located just below the “CBA” button on the left-hand side of the form window to access this section (see illustration below).

**eForms v.1.0.1.4 | Thomas Dunckley [Training]**

Home | New | Open | Save | Import | Transfer | Settings | Validate | Print | Search

Application | License Revocation | Person | Vehicle | CBA | Probable Cause | Driving Privileges

**Check all that apply.**

(1) Do you have grounds to believe that the above-named driver violated §32-5A-191, Code of Alabama? **Yes**

(a) Check Grounds for Belief:

- ☐ Odor of Alcoholic Beverage
- ☐ Admitted to Drinking Alcohol
- ☐ Slurred Speech
- ☐ Impaired Memory
- ☐ Glassy/Bloodshot Eyes
- ☐ Unsteady Balance
- ☐ Difficulty Following Instructions
- ☐ Other: \_\_\_\_\_

(2) Do you have grounds to believe that the driver named above was operating or in actual physical control of a motor vehicle while on a public roadway? **No**

(a) Reason for initial contact: **Lane Usage**

(3) Did he/she do this while there was 0.08% or more weight of alcohol in his/her blood? **N/A**

(4) Did he/she refuse to submit to the chemical breath analysis? **No**

Nature of refusal: ☐ Verbal ☐ Physical Describe: \_\_\_\_\_

**You must select “Yes” on the slider button acknowledging the arrestee violated Alabama 32-5A-191.**

**Press the “Probable Cause” button to access this section.**

**Be sure to indicate the reason for initial contact here.**

**Check “Yes” if subject “refused” to submit to the chemical breath test.**

**Note:** You must select “Yes” to the first question: “Do you have grounds to believe that the above-named driver violated 32-5A-191, Code of Alabama?” Much like the written AST-60 form, the arresting officer completing the form must electronically check “Yes” to this question. (See illustration above.)

Complete the rest of the information in the “Probable Cause” section before moving on to the “Driving Privileges” section.

## Driving Privileges Section

The very last section of the AST-60 form pertains to driving privileges. To access this portion of the form, click on the “Driving Privileges” button located on the left-hand side of the form window (directly below the “Probable Cause” button). (See illustration below).

Press the “Driving Privileges” button to access this section.

Select “Yes” if subject’s DL was surrendered with this form.

**Yes** The suspension/disqualification is effective forty-five (45) days from the arrest date reflected above for a period of not less than ninety (90) days, depending on your driving record.

**No** Subject’s valid Alabama license WAS surrendered with this form; therefore this form MAY BE used as a temporary license for forty-five (45) days from the arrest date listed above.

**No** Subject’s valid Alabama license was not surrendered with this form.

**No** Subject’s driving privileges ARE NOT currently valid OR subject is a resident of a state other than Alabama and therefore this form MAY NOT be used as a temporary license for any period.

After answering all questions accordingly, you are now ready to Validate, Finalize, and Print your completed AST-60 form using the instructions provided earlier in this manual.



## Appendix 4: DUI Investigation Form

### Person Section

This form contains information needed to start a new DUI Investigation. The first section of form will pertain to the person arrested for the DUI. (See illustration below).

The first section of the form pertains to the person arrested for DUI.

Press the person auto-populate button to import data from your most recent search.

**NOTE:** After auto-populating be sure to verify all information is accurate and current before proceeding to the next section of the form.

Collect information using one of the methods described earlier in the manual (e.g., import from citation, license scan and/or LETS Go search) then press the “Person” auto-populate button (shown in the illustration above) to quickly import the data into the form.

*Reminder:* Don’t forget you can click-and-drag any “Person” data saved in your Recent People list to the “Person” auto-populate button as described earlier in this manual.

**Much of this data can be automatically populated when starting a new DUI Report form using the import feature described earlier in this manual, which allows you to copy certain data from eCite/eCrash directly into the form.**

Sometimes, it may be necessary to manually enter data directly into the form (e.g., data not available from eCite, no driver’s license available or the person cannot be found in LETSGo).

In this case, a tabbed order has been established to allow for easier data input as you work through the various form fields.

**Note:** Be sure to check your work for accuracy and to confirm that you have auto-populated the correct person data into the form. Sometimes, the person’s address and other identifying data (from their driver’s license and/or I.D card) will not be current. Validation checks will not catch this kind of user mistakes.

## Investigation Section

This section of the form asks specific questions about the officer's observations of the subject prior to arrest. To access this portion of the form, click on the "Investigation" button located immediately below the "Person" button on the left-hand side of the form window. (See illustration below).

Press the "Investigation" button to access this section.

Indicate if subject was involved in a crash, if injuries were involved, or minors present.

Enter the "Incident Date" here.

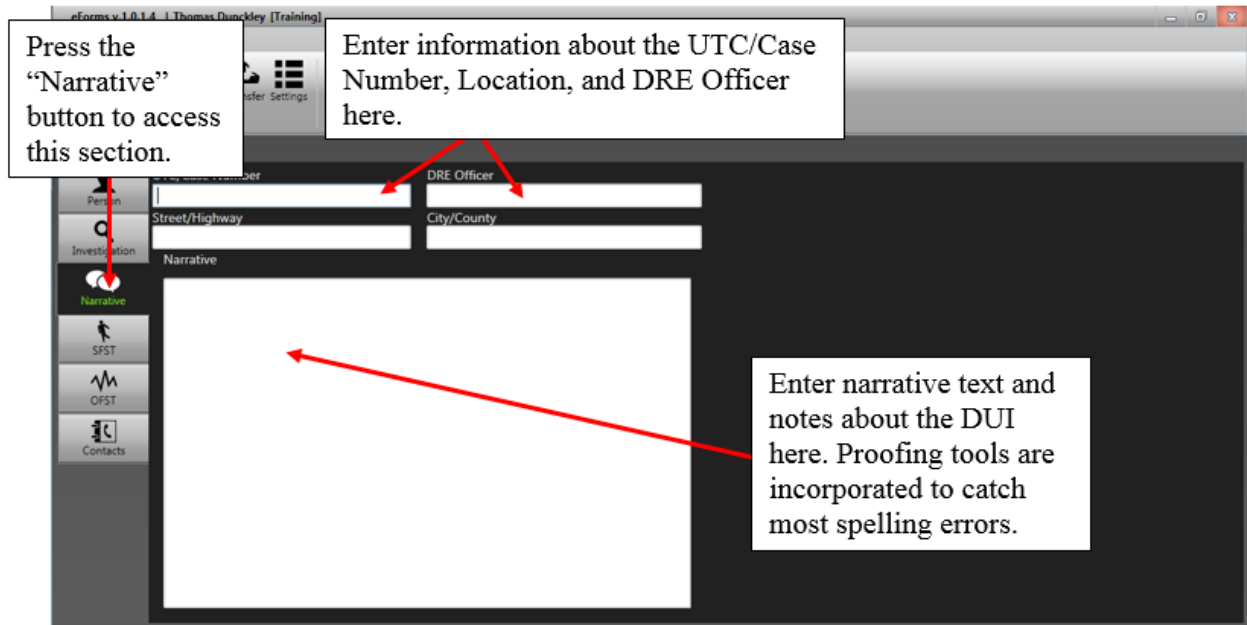
Type the responses to Phase 1 & 2 questions in the fields provided.

Initially, you must indicate if the subject was involved in a crash, whether injuries were involved, or if minors were present. In addition, the "Incident Date" must be entered in the field provided.

After answering all of the Phase 1 & 2 questions it is time to move on to the "Narrative" section of the form.

## Narrative Section

The Narrative section allows you to enter narrative information regarding the DUI. Click on the "Narrative" button located immediately below the "Investigation" button on the left-hand side of the form window to access this section. (See illustration below).



Enter the UTC/Case Number, Street/Highway, DRE Officer, and City/County information in the fields provided. After entering this information you can start the narrative portion.

The Narrative field allows a significant amount of text to be entered. The field will continue to scroll downward and expand as you reach the bottom of the window.

A convenient proofing tool is included in the background to catch most spelling errors. (See illustration above).

## Standard Field Sobriety Test (SFST) Section

This section of the form asks specific questions about the Standard Field Sobriety tests administered. To access this section of the form, click on the “SFST” button located immediately below the “Narrative” button on the left-hand side of the form window. (See the illustration below).

Press the “SFST” button to access this section.

Enter Location and Time information here.

Location Performed: \_\_\_\_\_ Time Performed: \_\_\_\_\_

**Horizontal Gaze Nystagmus (HGN)**

☐ Glasses? ☐ Contact Lenses?

Equal Pupil Size ☒ No ☐ Yes

Resting Nystagmus ☒ No ☐ Yes

Equal Tracking ☒ No ☐ Yes

Left Eye Right Eye

Lack of Smooth Pursuit ☒ No ☐ Yes ☒ No ☐ Yes

Maximum Deviation ☒ No ☐ Yes ☒ No ☐ Yes

Onset prior to 45 deg ☒ No ☐ Yes ☒ No ☐ Yes

Vertical Nystagmus ☒ No ☐ Yes

Explain \_\_\_\_\_

**Walk and Turn Test**

Cannot Do Test (Explain): \_\_\_\_\_

**Instruction Stage**

☐ Cannot Keep Balance ☐ Starts Too Soon

**Walking Stage**

Stops Walking ☒ No ☐ Yes ☒ No ☐ Yes

Misses Heel to Toe ☒ No ☐ Yes ☒ No ☐ Yes

Steps Off Line ☒ No ☐ Yes ☒ No ☐ Yes

Uses Arms to Balance ☒ No ☐ Yes ☒ No ☐ Yes

Actual Steps Taken \_\_\_\_\_

Improper Turn ☒ No ☐ Yes

Describe Turn: \_\_\_\_\_

**One Leg Stand Test**

Leg Raised: ☒ Left ☐ Right

☐ Starts too soon:

☐ Sways

☐ Raises Arms:

☐ Foot Down

☐ Hopping

☐ Cannot Do Test (foot down thrice)

Other Observations \_\_\_\_\_

Enter data where appropriate based on the type of standard tests administered (e.g., HGN, Walk & Turn, and/or One Leg Stand) at the time of arrest.

Be sure to include the “Location Performed” and “Time Performed” in the fields provided.

In addition to the Yes/No sliders and checkboxes, “Note” fields are included so you can enter additional information concerning your observations during the standard sobriety tests.

**Note:** All of the **sliders default to “No”** to make it easier on the user in the event a certain test wasn’t administered.

## Optional Field Sobriety Test (OFST) Section

This section of the form asks specific questions about the Optional Field Sobriety Tests administered. To access this section of the test, click on the “OFST” button (located immediately below the “SFST” button) on the left-hand side of the form window. (See the illustration below).

Press the “OFST” button to access this section.

Enter information relating to the “Alcohol Screening Device” used here.

Alcohol Screening Test Device (Make/Model: Alco, Serial Number: 1234567)

Test 1 Time: [ ] Result: [ ] Test 2 Time: [ ] Result: [ ]

Romberg Recitation: Alphabet (selected) Numbers

Keeps eyes closed: [ ] Raises arms 2 in.: [ ] Recites Correctly: [ ] Cannot Do Test: [ ]

Romberg Balance: Internal Clock Estimated 0 as 30 seconds

Finger to Nose Test: RIGHT (1, 2, 3, 4, 5) LEFT (1, 2, 3, 4, 5)

Observations: [ ]

Reset Placement

Sways Front/Back: No Sways Left/Right: No

Be sure to enter the “Make/Model” and “Serial Number” (if available) of the alcohol screening device you used in the fields provided.

In the second part of the screen, enter data (where appropriate) based on the type of optional tests administered at the time of the arrest (e.g., Romberg Recitation test, Finger to Nose Test, and/or Romberg Balance Test). In addition, be sure to indicate the time and results for each test administered.

For the “Finger to Nose Test,” click-and-drag **each** of the “right” and “left” markers to the observed position on the image. (See the illustration on the next page).

For each “Finger to Nose” action attempted, click and drag the corresponding marker to location of the head/face observed.

Click here to reset the placement of all markers.

Reset Placement

You can rearrange the markers on the image at any time. In addition, you can reset all of the markers at once by pressing the “Reset Placement” button at the bottom of the window. (See illustration above).

## Contacts Section

This portion of the form allows you to enter witness and passenger information. To access this portion of the form, click the “Contacts” button located immediately below the “OFST” button (on the left-hand side of the form window). (See the illustration on the next page.)

Press the “Contacts” button to access this section.

Select the proper tab based on whose information you are entering.

Enter the Witness or Passenger information here and press the “Add” button.

Enter information about any witnesses or vehicle passengers in the fields provided. Once you have entered data into one of the fields, the “Add” button becomes accessible allowing you to add that person to the list at the bottom of the screen. (See the illustration below.)

**Feature Alert**  
Click and drag any person from your Recent Data Peoples list directly to the “Add” button.

You may enter multiple witnesses and passengers.

To delete an entry, right-click on the name and select Delete.

You are now ready to Validate, Finalize, and Print your completed DUI Report form using the instructions provided earlier in this manual.

## Appendix 5: Field Interview (FI) / Suspicious Activity (SAR)

The Field Interview form allows users to quickly enter data regarding contacts with the public and suspicious activity.

### Notes Section

This section allows you to enter the category and narrative information regarding the FI/SAR. A convenient proofing tool runs in the background to catch any spelling errors that are made. (See illustration below).

The screenshot shows the 'Field Interview (SAR)' form in the eForms v.1.0.1.4 application. The form has a top menu bar with 'Home', 'New', 'Open', 'Save', 'Print', 'Application', 'Document', 'Data', 'Search', 'Quick Search', and 'Help'. Below the menu bar, there is a 'Category' dropdown menu set to 'Suspicious Person' and a 'Send to Fusion Center' checkbox. A large text area for 'Notes' is visible. Three red arrows point to specific elements: one to the 'Category' dropdown, one to the 'Send to Fusion Center' checkbox, and one to the 'Notes' text area. Three white callout boxes provide instructions: 'Select a category from the drop down list.' (pointing to the dropdown), 'Check this box to send this data to the fusion.' (pointing to the checkbox), and 'Enter narrative text and notes about the FI/SAR here. Proofing tools are incorporated to catch most spelling errors.' (pointing to the text area).

This field allows for a significant amount of text to be entered. The field will continue to scroll down and expand as you reach the bottom of the window.



## Person Section

The next section to complete pertains to the person or persons. Click on the “Person” button located just below the “Notes” button on the left-hand side of the form window. (See the following illustration.)

Press the “Person” button to access this section.

Press the “Person” auto-populate button to import data from your most recent search.

To add a new person, click the “Add” button.

The “Person” section of the FI/SAR form is a little different from the other forms in that it allows you to enter multiple people. However, the same auto-populating tools are available as with the other forms.

To enter a new “Person of Interest,” click the “Add” button (Step 1 in the illustration above). Collect information using one of the methods described earlier in the manual (e.g., import from citation, license scan and/or LETSGo search) then press the “Person” auto-populate button (Step 2 in the illustration above) to quickly import the data into the form. In addition, don’t forget you can click-and-drag any Person data saved in your Recent People list as described earlier in this manual.

**Much of this data can be automatically populated when starting a new FI/SAR form using the import feature described earlier in this manual. This feature allows you to copy certain data from an eCite/eCrash directly into the form.**

Sometimes, it may be necessary to manually enter data directly into the form (e.g., data not available from eCite, no driver’s license available or the person cannot be searched in LETSGo). In this case, a tabbed process has been established to allow for easier data input as you work through the various form fields.

To remove a person from the list select name and press the “Remove” button.

You can quickly remove a person by selecting (highlighting) their name from the “Person of Interest” list and then pressing the “Remove” button (see illustration to the right).

**Warning: This action cannot be undone!**

After you have entered the first person and checked for errors, you may continue adding other people as necessary.

**Note:** Be sure to check your form for accuracy and to confirm you have auto-populated the correct person data into the form. Sometimes, the person’s address and other identifying data from their driver’s license and I.D cards will not be current. Validation checks will not catch these kinds of user mistakes.

## Vehicle Section

The next portion of the form pertains to the vehicle. To access this portion of the form click the “Vehicle” button located immediately below the “Person” button on the left-hand side of the form window. (See the illustration on the next page.)

Press the “Vehicle” button to access this section.

Press the “Vehicle” auto-populate button to import data from your most recent search.

To add a new vehicle, click the “Add” button.

Vehicles of Interest

Tag Number

Vehicle Year

Tag Year

Make

Tag State

Model

Color

Owner

Address

Vehicle Type

Private Commercial

The “Vehicle” section of the FI/SAR form is similar to the Person section of the form in that it allows you to enter **multiple** vehicles instead of multiple “Persons.” The same auto-populating tools are available as with the other forms.

To enter a new “Vehicle of Interest,” click the “Add” button (Step 1 in the illustration above). Collect information using one of the methods described earlier in the manual (e.g., import from

citation and/or LETSGo search) then press the “Vehicle” auto-populate button (Step 2 in the illustration above) to quickly import the data into the form.

*Reminder:* Don’t forget you can click-and-drag any Vehicle data saved in your Recent Vehicles list as described earlier in this manual.

**Much of this data can be automatically populated when starting a new FI/SAR form using the import feature described earlier in this manual. This feature allows you to copy certain data from an eCite/eCrash directly into the form.**

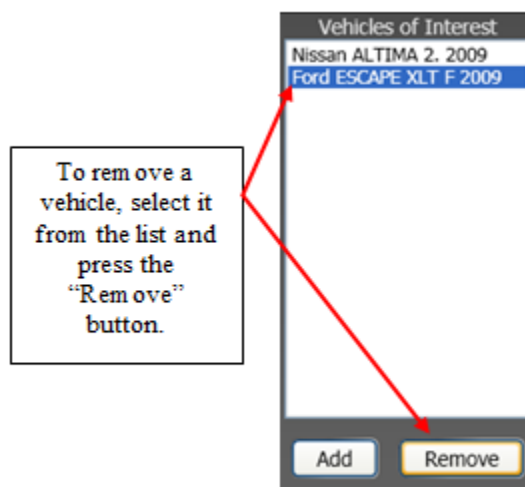
Sometimes it may be necessary to manually enter data directly into the form (e.g., data not available from eCite or the vehicle cannot be searched in LETSGo). In this case, a tabbed order process has been established to allow for easier data input as you work through the various form fields.

You can quickly remove a vehicle by selecting (or highlighting) the vehicle name from the “Vehicles of Interest” list and then pressing the “Remove” button (see illustration to the right).

**Warning: This action cannot be undone!**

After you have entered the first vehicle and checked for errors, you may continue adding other vehicles as necessary.

**Note:** Be sure to check your form for accuracy and to confirm you have auto-populated the correct vehicle data into the form before proceeding to the next section.



## Location Section

This section of the form allows you to enter location information. To access this portion of the form, click on the “Event Location” button located immediately below the “Vehicle” button on the left-hand side of the form window. (See the illustration below).

The screenshot shows the "eForms v.1.0.1.4" interface. On the left sidebar, the "Event Location" button is highlighted. A callout box points to it: "Press the 'Event Location' button to access this section." The main form area shows the "Event Date" as "01/22/2014". Below it are dropdown menus for "County" (TUSCALOOSA) and "City" (Rural Tuscaloosa). Below these are input fields for "GPS Latitude", "GPS Longitude", "Mile Post", and "Route Number". A callout box points to the "County" dropdown: "Today's date is automatically added to every new FI/SAR form." Another callout box points to the "Route Number" field: "Enter road name here." A third callout box points to the "GPS" button in the top toolbar: "Press the 'GPS' auto-populate button to import data from your most recently saved places." A fourth callout box points to the "City" dropdown: "If manually entering location data, you must first select a County from the drop down list in order to have access to any of the cities in the City drop down list."

Capture your GPS coordinates as describe earlier in the manual and then press the “Location” (the globe icon) button to quickly auto-populate the data into the location fields. Your most recent saved “location data” will be populated in the location section including the County, City, Latitude, and Longitude coordinates.

*Reminder:* You can also click-and-drag any location data directly from the “Recent Places” list in MOVE (described earlier in this manual).

**Much of this data can be automatically populated when starting a new FI/SAR form using the import feature described earlier in this manual. This feature allows you to copy certain data from an eCite/eCrash directly into the form.**

You can manually enter GPS Latitude and Longitude coordinates directly into the corresponding fields if this data is available to you from other applications or resources.

## Links Section

This section of the form allows you to associate an eCite citation or eCrash report to the FI/SAR form. To access this portion of the form, click on the “Links” button located immediately below the “Event Location” button on the left-hand side of the form window. (See the illustration).

Press the “Links” button to access this section.

Search:  All  Add Document link  
Start Date:  End Date:  Import Details  
Import & Link

Count: 0 Count: 0

Application	Description	Details
-------------	-------------	---------

In addition to linking data you can also import the details from an existing citation or crash report directly into the FI/SAR form. Or, you can “Import & Link” at the same time. (For both examples, see the illustration on the following page.)

Enter search criteria in the field provided and press the “Search” button to search for all citations and crash reports on your system. You can also search by the specific type of report or date range. (See illustration below.)

Enter search criteria and select the type of report.

Field Interview (SAR)

Notes

Person

Vehicle

Event Location

Links

Search: Doe

Start Date:

End Date:

Search

Add Document link

Import Details

Import & Link

10/2/2013 2:57:21 PM  
6/13/2013 10:49:20 AM  
@0000014  
@0000015  
@0000016  
@0000009  
@0000010  
@0000011  
@0000012  
@0000008  
@0000007  
@0000005

Count 19

@0000013

Count 1

Citation: @0000013  
Person: John Doe  
Vehicle: 2001 CHEV CORVETTE LS  
Offense: NO SEAT BELT

To import and link the document to this FI/SAR, click “Import and Link” button.

Application	Description	Details
eCite	@0000013	Citation: @0000013 Person: John Doe Vehicle: 2001 CHEV CORVETTE LS Offense: NO SEAT BELT

Use the methods described earlier in this manual to search for existing citations and crash reports and then press the appropriate “Link” or “Import” button to complete the process.

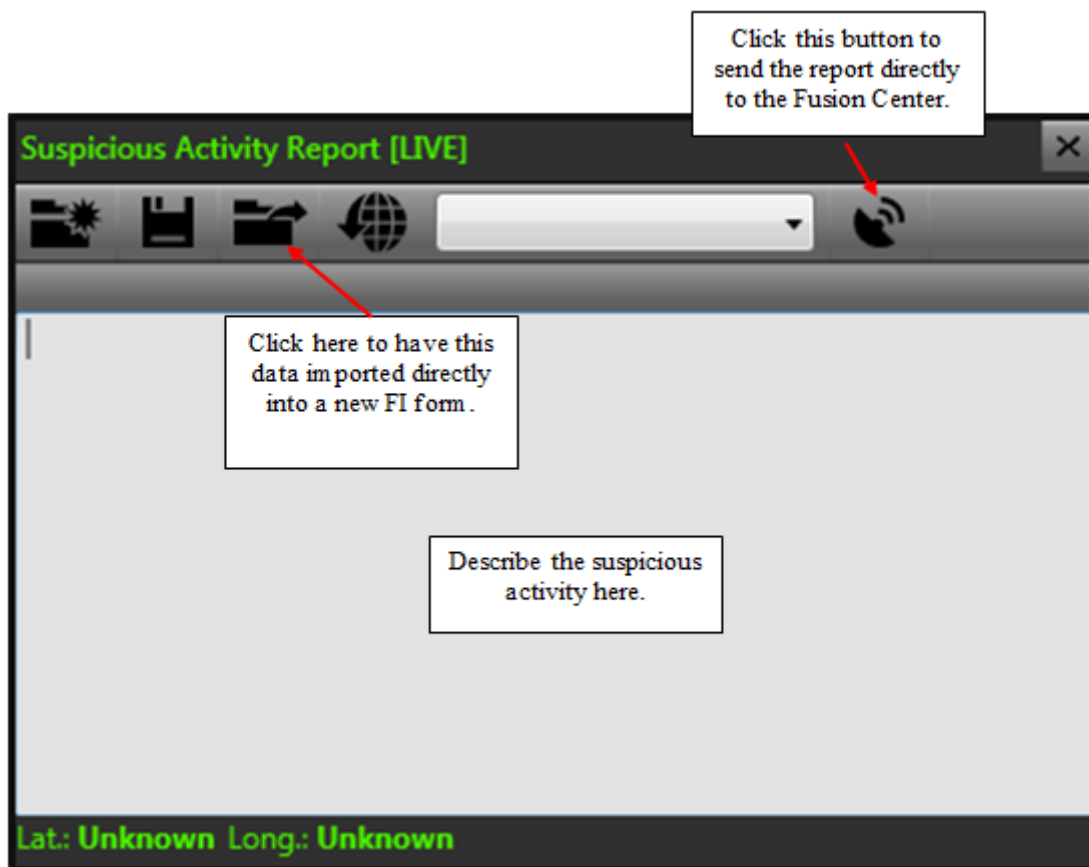
You are now ready to Validate, Finalize, and Transfer your completed FI/SAR form using the instructions provided earlier in this manual.

## Appendix 6: Suspicious Activity Report (SAR) Quick Entry

With MOVE, you can quickly add a Suspicious Activity Report (SAR) by clicking on the “Suspicious Activity Reports” button located in the bottom portion of your MOVE dashboard. (See the following illustration.)

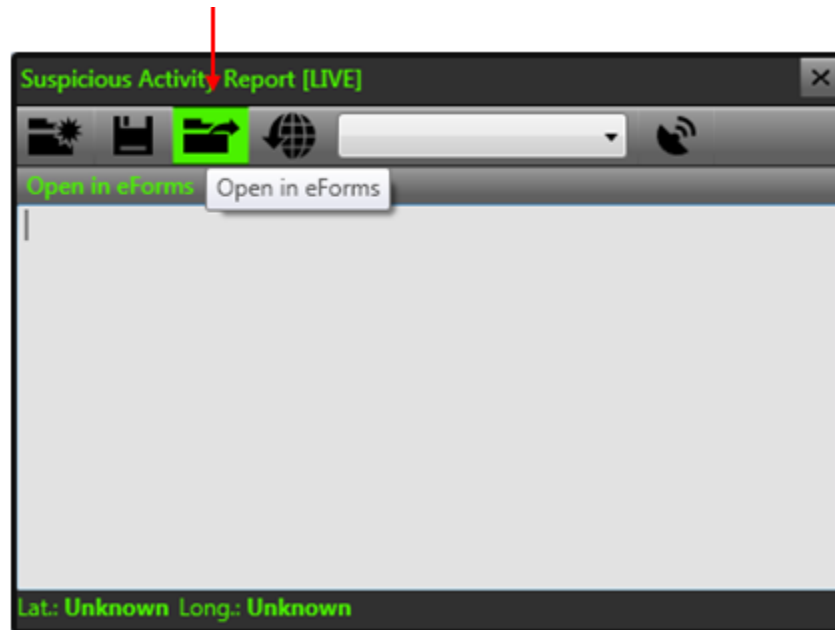


This will bring up a small window allowing you to input text about the SAR. (See the following illustration.)



To complete the SAR quick entry, select the type of suspicious activity from the category list and then enter a description of the suspicious activity observed. This will save your narrative data into a new Field Interview form.

You have a couple options available to you from the quick entry window. First, you can choose to have the notes sent directly to the Fusion Center the next time you transfer forms by pressing the “Send to Fusion Center on Next Transfer” button. Second, you can click on the “Open in eForms” button to start a new FI form with these notes. (See the illustration below).



**Note:** When using the SAR quick entry form, the GPS coordinates are automatically captured and placed into the FI form (assuming you have a functioning GPS receiver connected).

## Technical Support

For technical support with the eForms or Move product, call 800-392-8025. Or, you can email questions, comments, and /or suggestions to: [move-support@alacop.gov](mailto:move-support@alacop.gov).