

Mobile Capture Reporting



THIS APPLICATION WAS DEVELOPED BY IDOT IN CONJUNCTION WITH ISP TO AUTOMATE THE “ELECTRONIC” CAPTURE OF CRASH REPORTS THAT ARE CURRENTLY “PAPER-BASED”.

MOBILE CAPTURE & REPORTING SYSTEM INITIAL TRAINING MANUAL

Updated June 2006



Illinois Department of Transportation

MCR Training Manual

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Introduction

This document is an initial training manual for the Mobile Capture & Reporting (MCR) software, an electronic version of IDOT's SR1050, developed by Traffic Safety in conjunction with Illinois State Police.

Feature/Function Overview

General User Interface

The MCR Client interface is designed to be easy for use in a mobile and office environment and allow access to major functionality using "touch screen" capability when available. It has a mailbox interface used to send, receive and review crash reports. The Inbox portion is used to view messages and comments from one law enforcement officer to other officers. i.e. A crash report submitted for approval by a creating officer appears in the Inbox of the supervisor responsible for review and approval of the crash report. The supervisor can reject the report and the report will be sent to the Inbox of the creating officer for correction with comments.

The crash report interface of the MCR Client is made to, as closely possible, resemble the current paper crash report. However, it has been built to differ from the paper crash report to simplify data entry and group related information. The MCR crash report utilizes lists of values for fields wherever possible to simplify and reduce data entry efforts while also improving data quality. In the drop down lists, the MCR crash report provides a description for each code and not just the code itself. To allow for easier navigation of the interface, an icon list located on the left edge of the report (the Report Bar), gives quick access to major portions of the crash report. As far as major functionality concerns of the system, sliding Toolbars located at the top of the interface are provided.

Mobile Communications

The mobile MCR Client allows the officer to complete a crash report whether they are within cellular coverage or not. Only when there is cellular coverage, can communication functions of the MCR client be done. (Such as submitting a report). The MCR Client also handles any drops in communications without loss of data or requiring retransmission of data already transmitted.

The cellular communications related to the crash report is done in the background so the officer can perform other communication operations while crash report communications are in progress.

Workflow

MCR has a built-in and customizable workflow component. Mobile and office users can submit crash reports for approval and MCR will deliver the crash report to the user's supervisor. If the supervisor rejects the crash report and requests for it to be corrected or changed - a comment and the rejected crash report will be automatically sent to the

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originator's Inbox. Each law enforcement agency can setup their workflow based on their organization and users. There can be any number of levels of review and approval defined.

Once a crash report is approved at the highest level within the law enforcement agency, the crash report will be automatically provided to IDOT's Division of Traffic Safety (DTS).

Location Tool

MCR provides a GIS (mapping) tool to help identify the location of a crash and automatically populate the location section of the crash report. This location tool is available in the mobile and office environment. Recent updates to the GIS mapping have come from the inclusion of NAVTEQ 2005 road data. This data will be updated and automatically sent out to officers in the field as required.

Crash Diagram Tool

MCR includes a custom crash diagramming tool. It can be used to easily create the crash diagram portion of the crash report. It has drag/drop capability of roadway, roadway features, vehicles, traffic symbols and other symbols. The law enforcement agency can use the diagramming tool to create a template of any number of intersections or roadway sections and make them available for use by the officer. The templates can be developed in the office and automatically deployed to the mobile users for their use in creating crash diagrams. The Custom Diagrams help simplify and streamline the creation of crash diagrams for users and agencies.

LEADS Integration

If the computer being used to complete a crash report (mobile or office) has LEADS access through the Motorola Premier client, the MCR Client can populate the crash report with LEADS data from the Motorola client.

If the computer being used does not have the Motorola client (i.e. in the office), MCR can submit a SOS inquiry and provide vehicle and person data for inclusion on the crash report.

Dynamic Edits

MCR will validate the data entered on a crash report using the edits provided by DTS. These edits can be changed by DTS and made automatically available to both mobile and office law enforcement users. This dynamic edit capability will allow edit problems and issues to be resolved by DTS on a timely basis and positively impact user satisfaction.

Dynamic Codes

MCR includes statewide codes and local codes. These codes are available as valid values for fields on the crash report. For example, the valid values for Traffic Control Device would be a statewide code. An example of a local code would be the valid entries for Hospital names. IDOT defines the valid statewide codes. The law enforcement agency can define their local code entries that will be available on a crash report.

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When IDOT makes changes to statewide codes and the law enforcement agency makes changes to local codes the changes are dynamically deployed to mobile and office users. The law enforcement agency uses the administrative client to maintain their local codes.

MCR keeps track of the effective date for new codes, code changes and inactive codes. As a result code changes won't be available on crash reports until desired and code changes do not affect the codes appearing on past crash reports.

IDOT Control Number

The current paper crash reports have a unique bar-coded IDOT Control Number. In MCR, crash reports will not be assigned an IDOT Control Number when they are created by the law enforcement agency. This could impact existing systems and processes at the law enforcement agency that use the IDOT Control Number for identifying a crash report. With MCR a crash report does not get the IDOT Control Number until final approval by a supervisor.

Change Control

MCR allows the law enforcement agency to control whether users are authorized to change a crash report as a configuration option. MCR can be configured to only allow the originating officer to change the content of a crash report. MCR has an Administration login feature which allows specific users to change a crash report. See the Administrator Login section on page 55.

Since MCR makes it easy for a supervisor to review and reject a crash report for correction by the officer, only allowing the originating officer to change a crash report would be recommended. There could be legal implications of allowing anyone other than the originating officer to change a crash report but this decision can be made by the individual law enforcement agency.

Administration

MCR includes a web-based Agency Administrative client. It is used by the MCR administrator to define security, set up users and user groups, export crash data from MCR, maintain local data, print crash reports and attachments, define workflow and request available reports. When a law enforcement agency becomes an MCR user, IDOT will create an MCR administrator user account for setup and management of their MCR accounts.

Validation

MCR will validate the crash data entered for a crash report and provide a list of warnings and errors in the crash report interface. It will allow the user to click on an error and automatically position to the appropriate field for ease in locating and correcting the problem.

A crash report can still be submitted containing errors since the validations may not be correct for unusual crash situations. When there is an error on a crash report to be submitted, MCR will ask the user to enter a description of why it is being submitted with

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the error. This information can be used by IDOT to improve the validation edits based on actual crash circumstances and reduce potential frustration with validations appearing to be too restrictive. It will also help reduce the need for users to enter inaccurate data on the crash report just to get it through the validation edits and submitted for approval.

Electronic and Paper Attachments

Additional files and documents related to a crash can be attached to the crash report and submitted as part of the crash report. There is a limitation on the size and number of attachments that can be submitted from the mobile environment due to wireless communication limitations. An example of using this feature would be to attach a word processing witness statement document.

There can be circumstances where supporting documents are too large for attaching them to the crash report and they will be provided to the law enforcement office on paper. In this event, the law enforcement office can scan and attach the scanned documents to the crash report. MCR's size limitation is 20K in the mobile environment and 2MB from office environments.

Local Data

Each law enforcement agency can have their own local parameter tables that can be populated with data to make completing a crash report easier. Refer to the Dynamic Codes subject above for information on how these tables are used in MCR.

Supplemental Crash Report

Once a crash report has been approved at the highest level within the law enforcement agency, it is available to IDOT. After this occurs any changes or additions to the crash report information requires a Supplemental crash report. MCR will allow the user to retrieve the original crash report and create a Supplemental crash report to meet this need. The Supplemental crash report goes through the same workflow process as an original crash report.

Shared Computer

MCR allows an individual computer to be used by multiple users or officers. Each user or officer can have their own defaults and only have access to their crash reports.

Narrative Spell Checking

The narratives provided on a crash report can be spell-checked by MCR. The spell checking will be similar to that available in current desktop word processing software.

Citation Sections

MCR will contain Chapter 3, Chapter 6, Chapter 11 and Chapter 12 citation sections and their respective descriptions. This data can be used when completing the crash report to reduce entry effort.

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Zip Codes

Zip code data is included in MCR to reduce entry effort and improve data quality. For example, if zip code is entered for a driver, MCR is able to automatically provide city, state and county.

Carrier Information

The federal government has provided a database of commercial carriers. If the user's computer has this database loaded on it, it will be used to populate demographic information about a commercial carrier involved in a crash. If the user's computer does not have this database loaded, then MCR can provide the carrier data from its servers.

Workflow History

MCR maintains the workflow history associated with each crash report. This workflow history can be viewed.

Driver/Owner Copy

To reduce entry effort, driver data can be automatically copied to the owner data fields or vice versa on the crash report since often the driver and owner is the same person.

Unlimited Report Sections

The current paper crash report is limited to two units, five passengers and other artificial limitations due to paper size. MCR allows for an unlimited number of these report sections. For example, the officer can complete a crash report with any number of units and can easily add report sections as needed.

When the crash report is printed it will appear on paper just as it would look as if the crash report were completed using the current paper crash report (i.e. multiple pages). This capability eliminates the need for the current additional unit crash report.

Additional Officers Crash Import

MCR provides the option for more than one officer to assist in completing a crash report when there are a number of vehicles involved in a crash. Officers can use the Transfer functionality to team up on a report.

Crash Report Versions

MCR supports multiple crash report versions. Therefore, if a change is made to the format or fields on the standard crash report, crash reports completed using the previous crash report format can still be viewed, printed, reviewed, corrected and approved while the new version can be used on new crash reports. Each crash report version will have an effective date to control when it is to be used.

One advantage of a law enforcement agency using MCR versus their own or other crash report solutions is that changes to the crash report made by IDOT will be provided by MCR and not require involvement of other technical personnel or vendors.

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VIN Data & Edits

MCR includes the use of VINAssist (copyrighted by National Insurance Crime Bureau) for editing vehicle identification numbers and providing vehicle information such as make, model and year for automatic population on the crash report. Users simply enter the VIN data and TAB out of the field and the vehicle information will auto populate the remaining vehicle fields.

Search Capability

MCR provides flexible search capability to locate crash reports created using MCR. The MCR security information is used to determine the crash reports available to the user doing the search based on their security information. Personnel completing a desk report can use this feature to determine if another driver involved in a crash has already completed a crash report.

Encryption & Compression

MCR utilizes 128-bit encryption on data being transmitted to provide a high level of data security. It also uses an efficient and effective compression algorithm to reduce the size of the data being transmitted.

Wizard

There is a wizard available to assist in creating all the necessary crash report sections for a new crash report. This wizard can also be used after a crash report has been created to add additional sections. Report sections can also be added or deleted after the crash report is created without use of the wizard. The wizard simplifies the initial creation and modification of the crash report.

Day/Night Mode

The MCR interface can be operated in day mode or night mode. The night mode is meant to reduce the ambient light generated by the user interface during nighttime use. This operating mode can be toggled back and forth.

User Preferences

To reduce entry effort MCR allows a user to define default values for crash report data fields. For example, a county law enforcement officer could setup the default for the county name (part of the crash location data) to be the name of their county. By default this would appear in the county name field when a new report was initially created. Any defaults setup can be overridden when entering data for the crash.

The user can also define defaults such as whether to operate in day or night mode, location of the toolbars and other operational options.

Motorist Reports

Illinois law requires motorists involved in a crash to submit a motorist report to IDOT. In the current paper environment a carbon of the motorist report is partially completed by the officer when the crash report is completed. This motorist report is given to the motorists for them to complete and file with IDOT.

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Due to printer and paper limitations for mobile MCR users the way motorist reports are done is different within MCR. MCR will print a Driver Information Exchange sheet for each motorist involved in a crash. The Driver Information Exchange sheet contains information on all drivers involved in a crash.

DTS will provide law enforcement with pads of blank motorist reports. Each of the motorist reports will have a unique bar-coded number on it. This number will be manually entered into the crash report on MCR. This will relate the motorist report to the appropriate crash. The motorist will manually complete the motorist report and submit it to IDOT.

Exporting Crash Data

All crash report data can be exported from MCR for use in other record management systems or other applications. The law enforcement office will use the administrative client to select the data to be exported. Currently IDOT uploads agency data on a weekly basis to an FTP site for individual agencies – the data is secured by a unique user name and password.

Printing Crash Reports

The law enforcement agency can use MCR to print crash reports and all attachments. This can be used to produce crash reports for sell to the public, State's Attorneys offices and insurance companies.

Transfer Ability

Crash reports can be transferred from one user to another for completion. An example of using this would be in the event someone is completing a desk report and the crash circumstances justify having an officer complete the crash report. It could be transferred to an officer for completion.

Forwarding Ability

A user involved in the review and approval of crash reports within the law enforcement agency has the ability to forward a crash report to another user for them to review and approve a crash report.

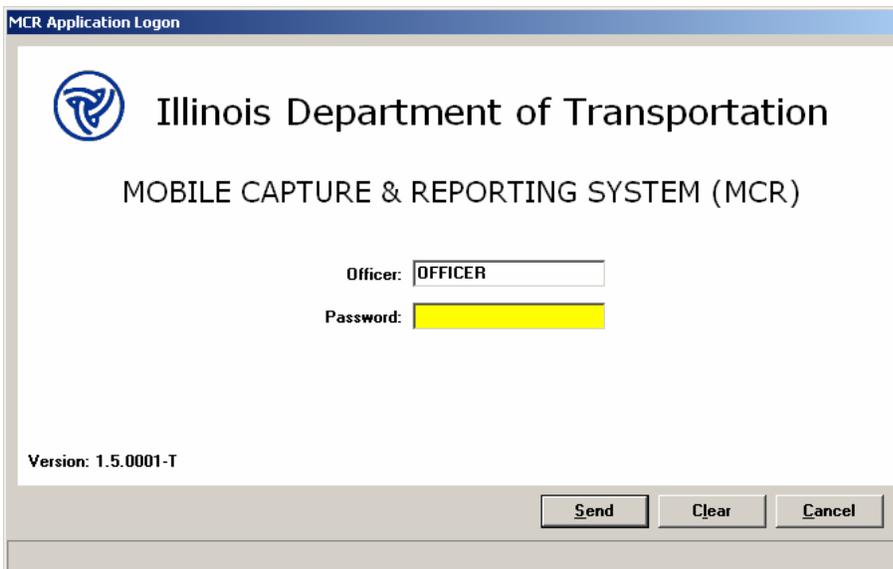
Officer Training – Creating New Crash Report

Starting MCR

MCR can be started in one of two different ways. One way is to launch it from the Motorola Premier MDC client using the F9 function key and selecting the MCR application. This is only available with version 5.4 or newer of the Premier MDC client. You may also start MCR by selecting the MCRClient icon on your desktop.

If there is not an adequate cellular signal available to logon to the MCR application, you will be prompted whether you would like to work in off-line mode. By selecting this option you will be able to complete the entire crash report. Completed crash reports will not be submitted until there is adequate cellular coverage.

1. The logon screen shown in Figure 1 is displayed.
2. Enter your user id and password.
3. Click the Send button.
4. The MCR Mailbox shown in Figure 2 will be displayed.



MCR Application Logon

 Illinois Department of Transportation

MOBILE CAPTURE & REPORTING SYSTEM (MCR)

Officer: OFFICER

Password:

Version: 1.5.0001-T

Send Clear Cancel

Figure 1

Note: The version of MCR being used will be in the bottom left hand corner and the connection IP address may exist in red in the bottom right hand corner.

Officer Training – Creating New Crash Report

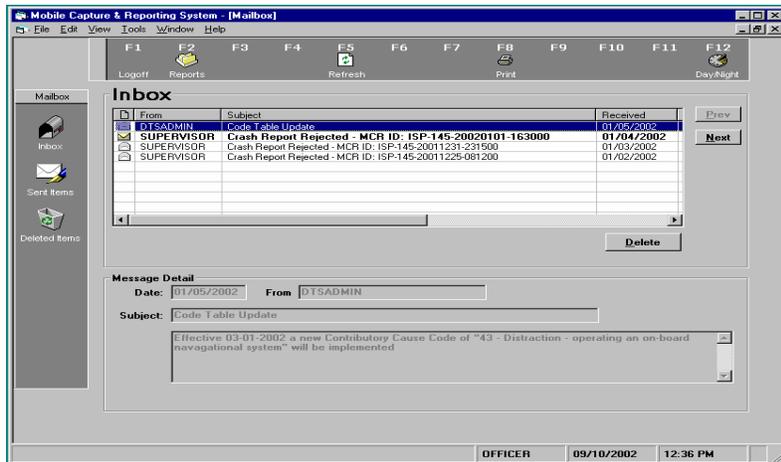


Figure 2

Note: If you are a supervisor this inbox is where reports for your review will exist. An officer may have a rejected or a transferred report in this inbox.

Setting Up User Preferences

Each user can define default values for some fields. This is done through the User Preferences option on the Tools menu item as shown in Figure 3.0 thru Figure 3.3. Under the General Tab, you can set up MCR to load in the day or night mode. This feature can also be altered by clicking on the Day/Night (F12) button on the Toolbar.

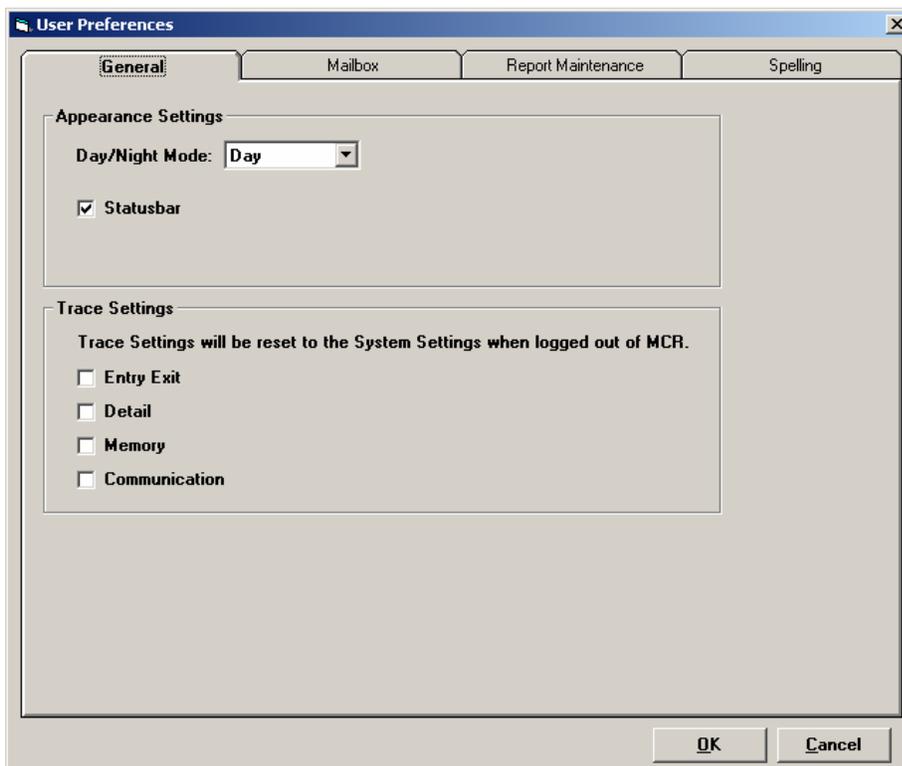


Figure 3.0

Officer Training – Creating New Crash Report

The General Tab also allows you to turn on the trace logs, a feature that is utilized upon instruction by MCR Support staff when the user is receiving program errors.

Under the Mailbox tab shown in Figure 3.1, the program can be set to go out onto the server to look for new messages in 5-30 minute intervals. Upon receipt of new messages, the program can be set to play a sound or display a notification message. Once action has been taken on items in the mailbox, the program can be set to automatically delete the item. The program can also be set to display a warning notification whenever an item is chosen to be permanently deleted. Sent messages and items that are either manually deleted or deleted as default once action is taken, are emptied from the mailbox either upon exiting or after a certain number of days as set by the user.

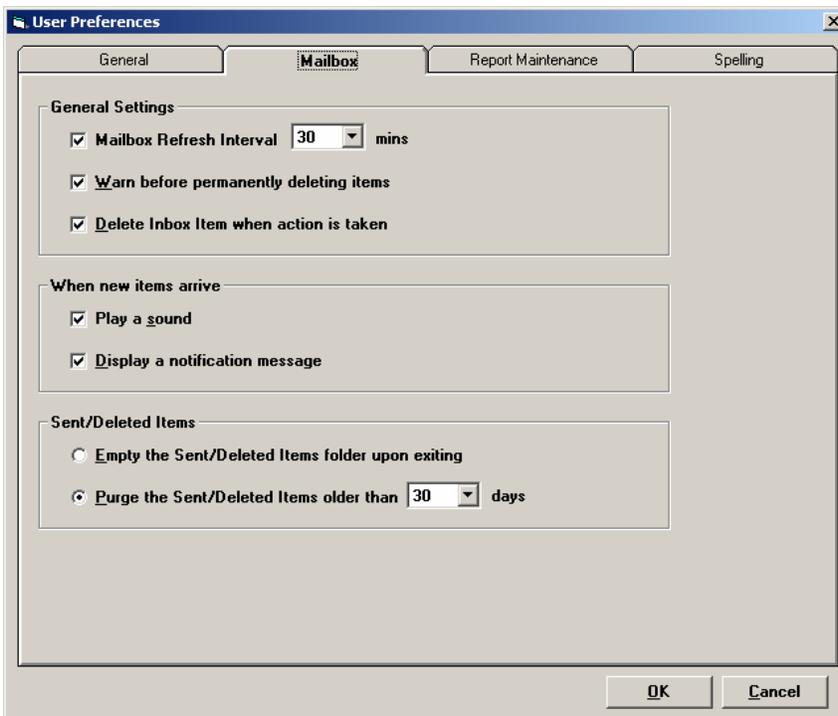


Figure 3.1

Under the Report Maintenance tab shown in Figure 3.2, you can set up defaults that will apply to every report upon creation. The report can be retained as a local copy, i.e. saved on the C:\ drive of that machine, between 30 and 120 days. It is recommended to set this default to 120 days so the local copy is maintained for as long as possible. The program can also be defaulted to auto save the report every 5-30 minutes to prevent loss of data. Defaults can also be set for location, unit, witness, & property damage. The location default is by far the most important and should be set upon your first login on a new machine. The state and county are simply chosen through the drop down boxes. The city/township button can be defaulted for either a city or a township. Based on the selection in this box, the next box, displayed as township in Figure 3.2, will change to either city or township and the contents of its drop down box will be reflective of this selection.

Officer Training – Creating New Crash Report

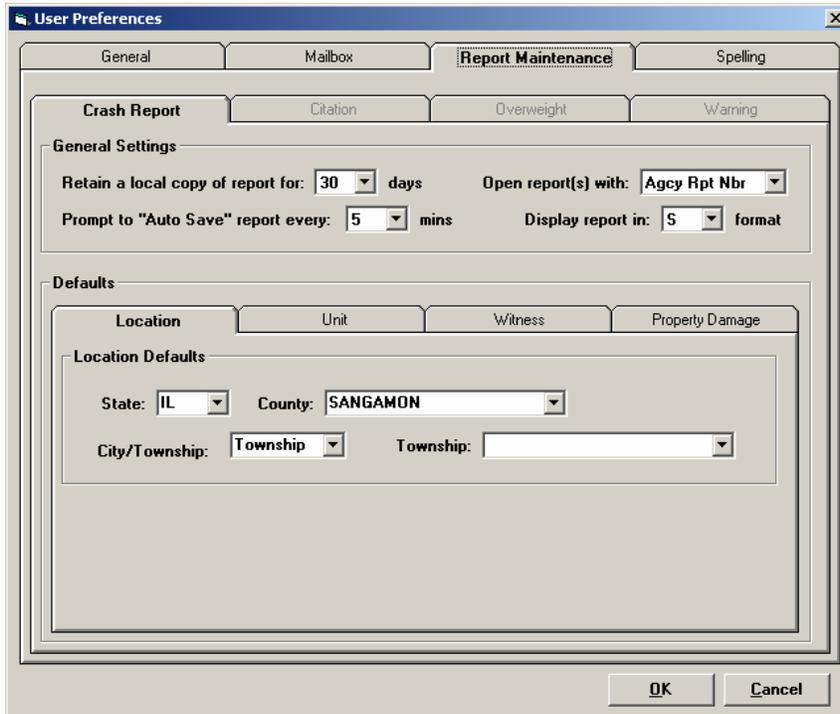


Figure 3.2

The Spelling tab in Figure 3.3 allows a user to select specific spell check functions.

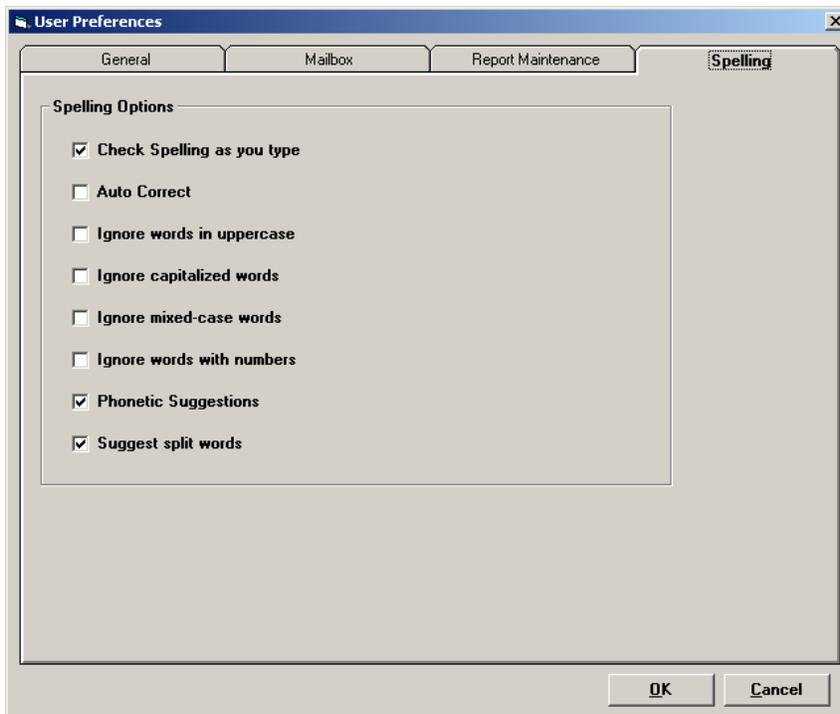


Figure 3.3

Officer Training – Creating New Crash Report

Creating New Crash Report

When there is a new incident, a new crash report should be created. This is done using the Report Maintenance window of MCR. If the Mailbox window is open, click the Reports (F2) button at the top of the window to display the Report Maintenance window as shown in Figures 4.1 & 4.2.

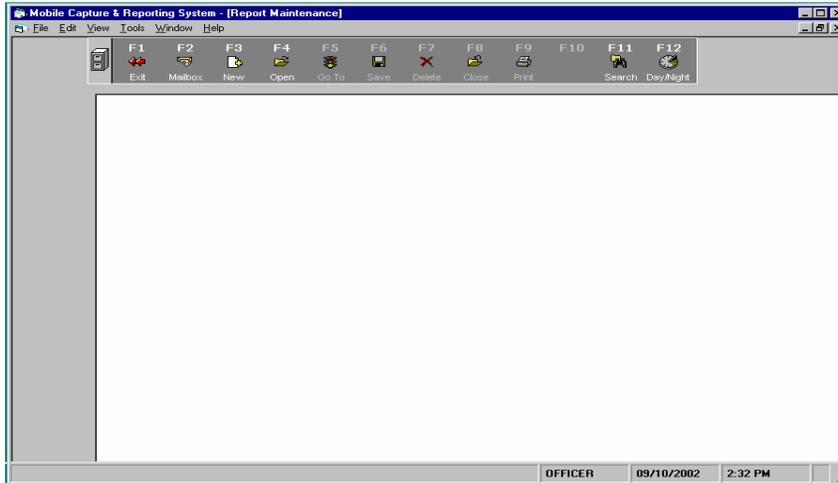


Figure 4.1

Toolbars are located at the top of the MCR window which provides easy access to major MCR functionality. There are two different toolbars. The functions available for each toolbar are accessed by clicking its toolbar icon.

If the Report Maintenance window is displayed click the New (F3) button on the File toolbar as shown in Figure 4.2



Figure 4.2

This will display the Incident/Report Wizard Step 1 dialog as shown in Figure 5.

Officer Training – Creating New Crash Report

The dialog box is titled "Incident / Report Wizard - Step 1". It contains two radio buttons: "Create a New Incident" (selected) and "Amend an Existing Incident". Below the "Amend an Existing Incident" option is a list box containing the following incident dates and times:

| Incident |
|------------------------|
| 2006-06-05 08:38:51 AM |
| 2006-05-30 09:06:23 AM |
| 2006-04-18 11:36:30 AM |
| 2006-04-18 01:31:33 PM |
| 2005-12-06 02:20:38 PM |
| 2005-12-06 01:11:41 PM |

At the bottom of the dialog are three buttons: "Prev", "Next", and "Cancel".

Figure 5

In phase 1 of MCR, the Crash Report will be the only available electronic report. In the future, there are plans to also add citations, overweights and warnings. MCR has allowed for the future possibility of adding these additional reports by allowing for multiple reports to be created under the umbrella of an incident. An incident will be able to include a crash report, citations, warnings. To create a new crash report make sure the Create a New Incident radio button is checked and then click the Next button. This will display the Incident/Report Wizard Step 2 dialog as shown in Figure 6.

The dialog box is titled "Incident / Report Wizard - Step 2". It has a section titled "Report Type(s)" with the following options:

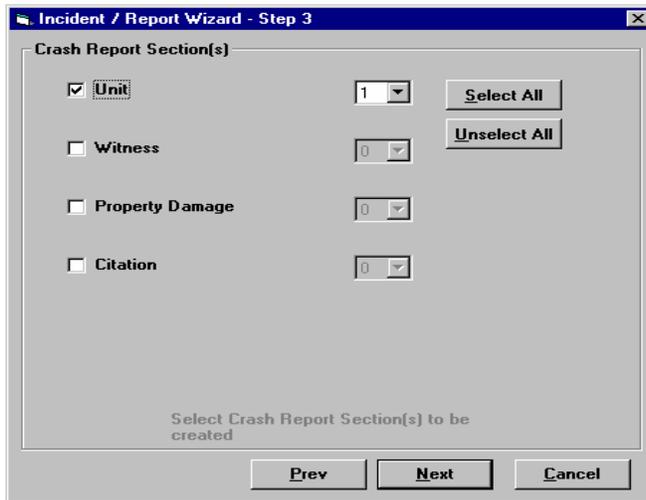
- Crash Report
- Citation (with a dropdown menu showing "0")
- Warning (with a dropdown menu showing "0")
- Overweight (with a dropdown menu showing "0")

At the bottom of the dialog is the text "Select Report Type to be created" and three buttons: "Prev", "Next", and "Cancel".

Figure 6

Officer Training – Creating New Crash Report

Make sure the Crash Report checkbox contains a checkmark (click it if it does not) and then click the Next button to display the wizard's Step 3 dialog as shown in Figure 7.



The screenshot shows a dialog box titled "Incident / Report Wizard - Step 3". The main area is labeled "Crash Report Section(s)". It contains four rows of options, each with a checkbox, a label, a dropdown menu, and a button:

- Unit: 1 (dropdown), Select All (button)
- Witness: 0 (dropdown), Unselect All (button)
- Property Damage: 0 (dropdown)
- Citation: 0 (dropdown)

At the bottom of the main area, it says "Select Crash Report Section(s) to be created". At the bottom of the dialog box are three buttons: "Prev", "Next", and "Cancel".

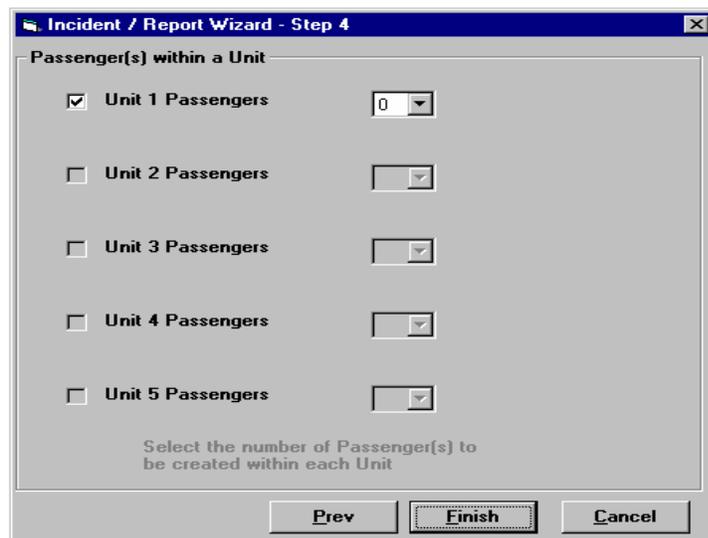
Figure 7

MCR does not impose any limit on the number of units, witnesses, property damage items or citations that may be entered for a crash report.

This dialog is used to define the sections and the number of them to include on the new crash report. Click the checkmark for any section to be included on the crash report and then enter the number of the sections of the corresponding type to be included.

If the type of sections or their corresponding number is not known yet, sections can be added or deleted after the crash report is created using the wizard.

Click on the Next button to display the Step 4 dialog as shown in Figure 8.



The screenshot shows a dialog box titled "Incident / Report Wizard - Step 4". The main area is labeled "Passenger(s) within a Unit". It contains five rows of options, each with a checkbox, a label, and a dropdown menu:

- Unit 1 Passengers: 0 (dropdown)
- Unit 2 Passengers: (dropdown)
- Unit 3 Passengers: (dropdown)
- Unit 4 Passengers: (dropdown)
- Unit 5 Passengers: (dropdown)

At the bottom of the main area, it says "Select the number of Passenger(s) to be created within each Unit". At the bottom of the dialog box are three buttons: "Prev", "Finish", and "Cancel".

Figure 8

Officer Training – Creating New Crash Report

The Step 4 dialog box is used to stipulate the number of additional passengers (other than the driver) that were in each unit involved in the crash. The units are enabled based on the number of units selected previously on the Step 3 dialog (Figure 7).

Select the number of additional passengers for each unit. Click the Finish button and MCR will create the crash report based on the information provided and display it as shown in Figure 9. The crash report is now ready to be completed.

The screenshot displays the 'Mobile Capture & Reporting System - [Report Maintenance]' software interface. The window title bar shows the application name and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Tools', 'Window', and 'Help'. A toolbar contains function keys F1 through F12 with corresponding icons: Exit, Mailbox, Locate, Import, Validate, Save, Dry Exch, Print, Transmit, and Day/Night. The main area is a form titled 'Crash Report' with 'MCR ID : ISP-145-20060613-151946' at the top. The form is divided into several sections: 'SUMMARY' (Investigated by: ILLINOIS STATE POLICE, Type of Report, Crash Type, Agency Crash Report No., Date: 06/13/2006, Time, AM/PM, Estimated, Police Notified), 'LOCATION' (County: SANGAMON, City/Township: Township, Township, Address No., Highway or Str, LARS Code 1, LARS Code 2, GPS Latitude, GPS Longitude, Distance, Unit, Direction, Name of Interest), 'UNITS' (DRAC, DRVA, VIS, VEHD, VEHT, VEHU, BAC, BAC%, NO. O, DIRP, PEDV, PPA, PPL, Motor), and 'DRIVER' (Type, Left Scene: No, Copy Owner, Last Name, First Name, Middle Name, Street Address, State: IL, City, ZIP, Telephone, Date of Birth, Age, Sex). The 'VEHICLE' section includes PLT ST, Plate No, Year, VIN, Year, Make, Model, Type, Color, and a 'DAMAGED AF' section with radio buttons for 00 None, 10 Underc, and 11 Total(A). The status bar at the bottom right shows 'OFFICER', '6/13/2006', and '3:17 PM'.

Figure 9

The Toolbar at the top of the screen gives you the tools you need to complete the crash report. The Report Bar at the side of the screen helps you move within sections of the report.

Officer Training – Creating New Crash Report

MCR Toolbars

Toolbar



Report Bar



The icons on the top tool bar are used to exit the report, return to the mailbox, locate the crash, import driver, person, witness, passenger, vehicle and commercial vehicle information; validate the report to check for errors and warnings; save the report, preview the driver's exchange section, print the report or transmit it electronically.

These icons allow the officer to jump to and from each section of the report. The Summary button jumps the officer back to the beginning of the report. The other icons jump the officer to their corresponding section of the report. These sections of the report are explained in further detail below.

The attachment icon allows additional files and documents related to the crash to be attached and submitted as part of the report. Wireless communication limitations restrict the size and number of attachments that can be submitted to 20K, but this size is usually sufficient to attach word processing documents.

MCR allows the user to attach personal notes to a crash report. These notes are not submitted as part of the crash report but are kept on the officer's local machine.

This function allows the supervisor to view comments made by the creating officer upon submittal. If the report is rejected by the supervisor, the creating officer can view their suggestions to correct the errors. Upon resubmittal, the supervisor can use this function to audit the report to see what changes were made since its last submittal.

Officer Training – Creating New Crash Report

Moving Around the Crash Report

In addition to using the normal scroll bars to move around a crash report, MCR offers an alternative method of navigating the crash report by using the Report Bar and buttons found on the far left of the MCR Report Maintenance window as shown in Figure 10.

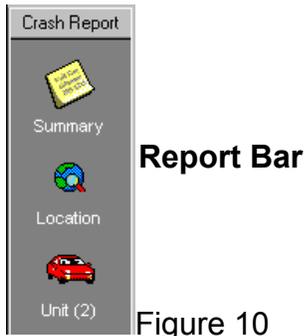


Figure 10

Some of the crash report section buttons will have a number following the button description. This number indicates the number of sections of that type in the crash report. Clicking on buttons that do not have a number following their description (i.e. Location) will automatically place the crash report focus to the section related to the button clicked.

When one of the buttons with a number next to the description (i.e. Unit) is clicked a window similar to the one for Units as shown in Figure 11 is displayed.

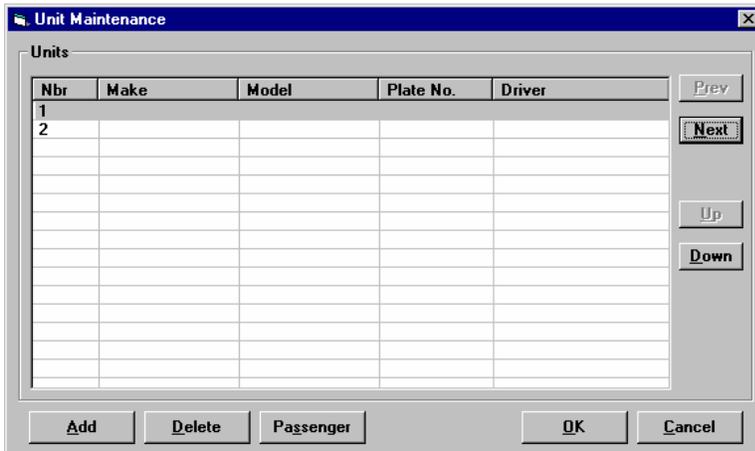


Figure 11

Clicking on the desired unit (i.e. 2) and then clicking the OK button will place the focus on that unit in the crash report. The other buttons used for navigation work in a similar fashion.

Officer Training – Creating New Crash Report

Units (Vehicles), Witnesses, Property Damage, Citations

The navigation buttons in the Report Bar for Units, Witnesses, Property Damage and Citations operate in a similar fashion and provide the ability to add a section to a crash report, delete a section from a crash report or changing the sequence of the sections of the crash report.

The Unit dialog will be shown in this example but the others operate in the same fashion. Clicking the navigation button in the Report Bar will display the appropriate window as shown in Figure 12. The Unit dialog provides the ability to add, delete or change the sequence of units and/or the passengers of the unit where the other dialogs do not have any similar needs.

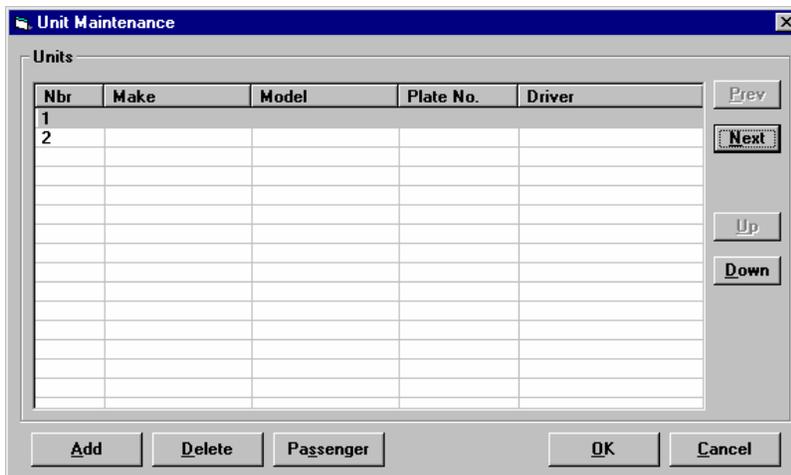


Figure 12

Adding

To add a new section of the type selected, click the Add button. When a unit section is being added an additional dialog is display to indicate the number of additional passengers (excluding the driver) in the unit. This dialog is shown in Figure 13.

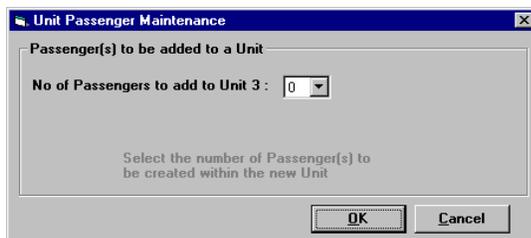


Figure 13

Deleting

To delete a section of the type selected, select the desired section by clicking on it and then clicking the Delete button.

Officer Training – Creating New Crash Report

Changing Sequence

To change the sequence of a section, select the desired section by clicking on it and then use the Up and Down arrow buttons to move the selected section.

Passengers

Passengers are maintained by using the Unit navigation button. After the Unit Maintenance dialog is displayed as shown in Figure 39, select the desired unit by clicking on it and then click the Passenger button to display the Passenger Maintenance dialog as shown in Figure 14.

| Nbr | Seat | Name | Sex | DOB |
|-----|------|------|-----|-----|
| 1 | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Figure 14

The Passenger Maintenance dialog provides the same capabilities and operates the same as the Unit Maintenance window. Passengers can be added, deleted or moved to a unit in the same way units for a crash report can be maintained.

Entering Crash Report Data

MCR does not dictate the sequence of entry of crash report information. The user can enter the information in any desired order.

The following information for each unit is provided to the drivers for their motorist report and should be entered first in the interest of clearing the crash scene as soon as possible.

- Date of Crash and Agency Crash Report Number
- Location: City or Township, County of Occurrence
- Driver's: Name, Street, City, State, Zip Code, Driver's License Number
- Owner's: Name, Street, City, State, Zip Code, Insurance Co and Policy
- Vehicle: Make, Model, Year, Plate State and Number
- Motorist Report Number

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These fields are summarized into a form called the Driver's Information Exchange (D.I.E.) which are highlighted in grey on the crash report screen. They can also be accessed by clicking on the Drvr Exch (F7) button on the tool bar. Once you have completed this form, click on the Drvr Exch (F7) button again to return to the main crash report screen. Any information you've entered into the Driver's Information Exchange form is populated into the main crash report form.

- Note: Most of this data can be automatically imported into the crash report by first running a 10-27 / 10-28 from the LEADS system and then importing the data into the report. See Importing Vehicle Data section.

After completing the D.I.E. form and returning to the main crash report, the user can begin completing the remaining sections of the report. The user can easily move through the fields of the report by using the TAB and arrow keys located on the computer. As the user moves through the fields a yellow or dark blue background appears on the active field that is ready for the next entry.

Values in combo boxes (Figure 15) can be selected by entering the code value desired (i.e. a 1 for No Control), by using the up and down arrows or by clicking the combo box's down arrow and using the scroll bar and clicking the desired entry. A combo box can also be opened by holding the ALT key and pressing the up or down arrow.

The screenshot displays the 'Mobile Capture & Reporting System - [Report Maintenance]' application window. The interface includes a menu bar (File, Edit, View, Tools, Window, Help) and a toolbar with function keys F1 through F12. The main window is titled 'Crash Report' and shows a form for MCR ID: MCR-1100-20060614-092117. The form is divided into several sections: 'SUMMARY' (with fields for Investigated By, Type of Report, Crash Type, Agency Crash Report No., and various yes/no questions), 'LOCATION' (with fields for County, City/Township, Township, Address No., Highway or Street, LARS Code 1 & 2, GPS Latitude/Longitude, Distance, Unit, Direction, and Name of Intersect), 'INITIAL' (with fields for Driver Type, Left Scene, Copy Owner, and Vehicle details like PLT, ST, Plate No., Year, VIN, Year, Make, Model, Type, Color, and Damaged Affected), and 'TRAFFIC CONTROL DEVICE COND' at the bottom. The status bar at the bottom shows 'MCRSUPER', '6/14/2006', and '9:17 AM'.

Figure 15

Some combo boxes only allow for selecting an available value while others allow for selecting an available value or entering any desired information instead.

Officer Training – Creating New Crash Report

Dates and times can be entered with or without punctuation symbols. When entered without punctuation MCR will automatically add the needed punctuation. All dates should be entered using the four digit year (ex. 2006).

MCR has a number of ways to provide electronic data for populating data on the crash report to reduce entry time and effort. Each of these is discussed later in this document.

The Commercial Vehicle section of the crash report is only displayed and available for entry when the value of Yes is selected for the Com Veh or HazMat Spill combo box.

The Towing information section of the crash report is only displayed and available for entry when the value of Yes is selected for the Towed combo box.

To avoid loss of data and time, an Auto Save function has been added to the User Preferences section under the Tools Menu. The user can also click on the Save button on the File toolbar at the top of the window as shown in Figure 4.2.

The crash report can be closed by using the Close (F8) button on the File toolbar and reopened later using the Open (F4) button on the File toolbar for later completion. See Open Existing Crash Report section of this document for more information on this.

The crash report data can be validated at any time during the entry and can be done any number of times. This is covered in the Validating Crash Report section of this manual.

Retrieving LEADS Data

Vehicle or driver data from LEADS inquiries can be imported and placed on the crash report. The LEADS inquiry can be done using the Motorola Premier MDC client or it can be done directly by MCR. **Note: An inquiry made through MCR will not return TIPS, CHF or Criminal History information. Only Secretary of State data is returned.**

Once a LEADS inquiry has been done the person data can be imported into the driver, owner, witness or passenger portion of the crash report and the vehicle data can be imported into the vehicle portion of the crash report. Refer to the following sections in this document for more information on importing the data.

Vehicle Inquiry using MCR

To retrieve vehicle data from MCR instead of using the Motorola Premier client click the Import button found on the Tool toolbar to display the Import Vehicle/Person dialog shown in Figure 16.

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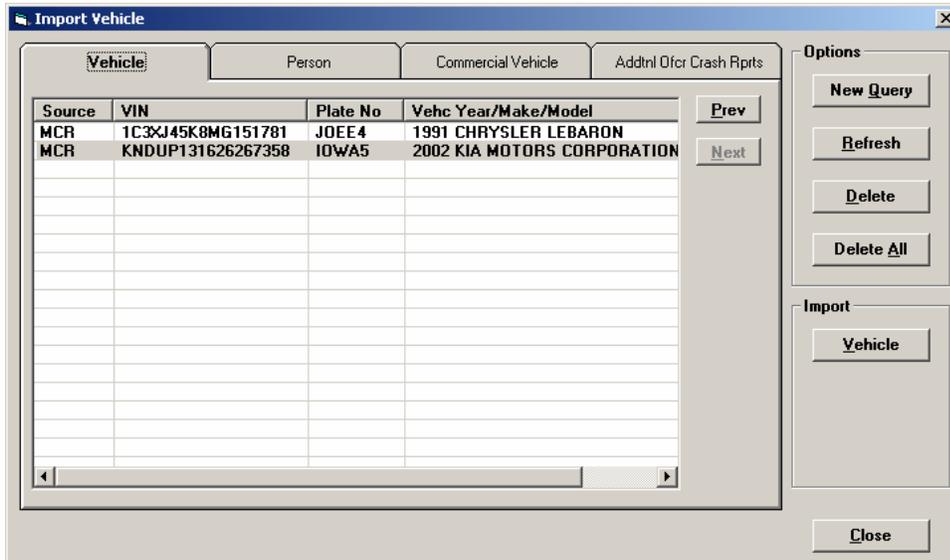


Figure 18

Select the Person tab and click the New Query button to display the New Query dialog as shown in Figure 19.

Query Person by DLN

DLN:

Query Person by Name

Last Name: First Name: MI:

Sex: Date of Birth: MMDDYY

OK Cancel

Figure 19

The person data can be retrieved using the person's driver license number or the person's name and date of birth. Enter the desired data and click OK to retrieve any available person data. The person data retrieved will be made available as an entry on the Person tab.

Commercial Vehicle Inquiry using MCR

To retrieve Commercial Vehicle data from MCR instead click the Import button found on the Tool toolbar to display the Import Vehicle/Person/Commercial Vehicle dialog shown in Figure 20.

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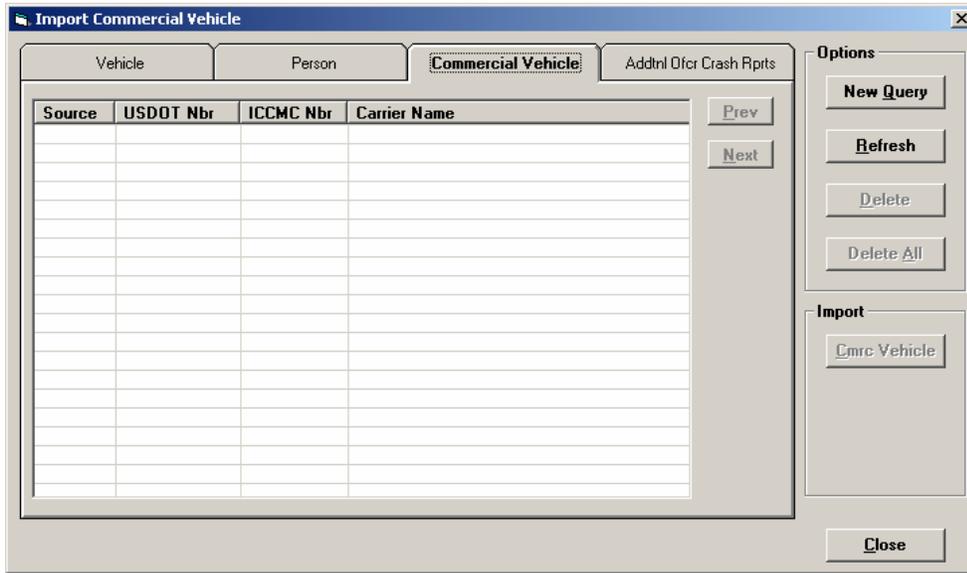


Figure 20

Select the Commercial Vehicle tab and click the New Query button to display the New Query dialog as shown in Figure 21.

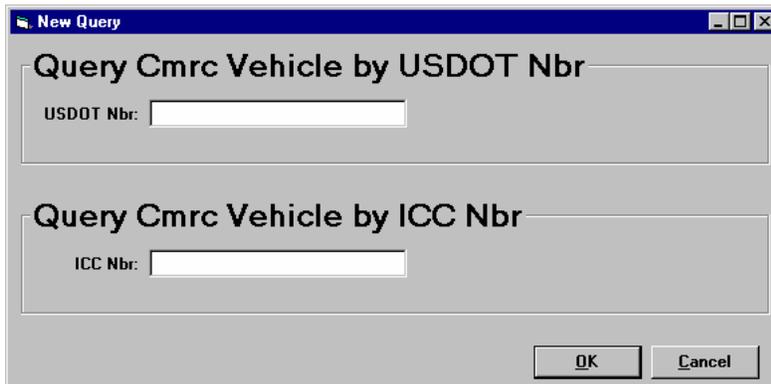


Figure 21

Enter the carrier's USDOT Number or ICC Number and click the OK button to retrieve any available commercial vehicle data. The retrieved data will be made available as an entry on the Commercial Vehicle tab.

Importing Vehicle Data

To import vehicle data from MCR or LEADS click the Import (F4) button found on the Toolbar to display the Import Vehicle/Person dialog shown in Figure 22. Then select the vehicle tab, select the desired vehicle entry, click the Vehicle button and the Import Vehicle dialog as shown in Figure 18 will be displayed.

Officer Training – Creating New Crash Report

Importing Commercial Vehicle Data

To import commercial vehicle data from MCR click the Import (F4) button found on the Toolbar to display the Import Vehicle/Person dialog shown in Figure 28.

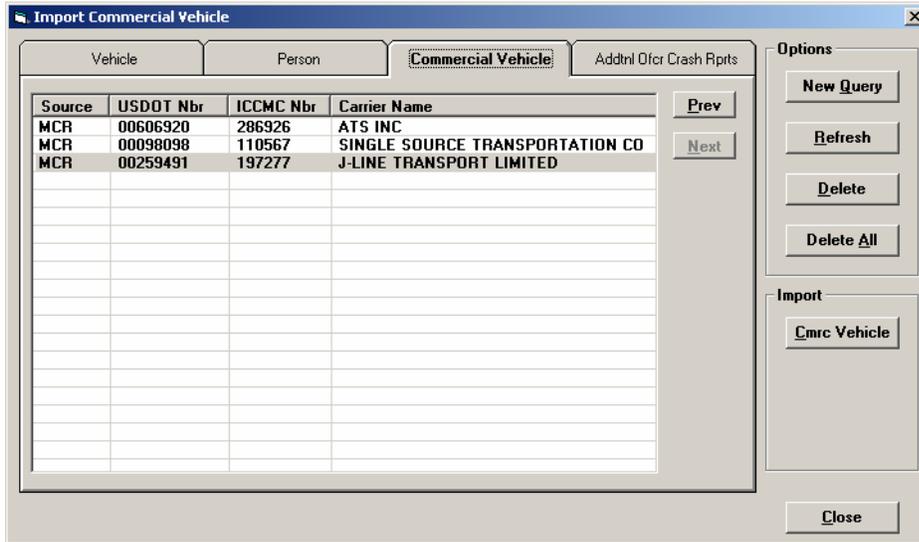


Figure 28

Select the Commercial Vehicle tab and highlight the desired commercial carrier by clicking on it. Then click the Comc Vehicle button to display the Import Commercial Vehicle dialog as shown in Figure 29.

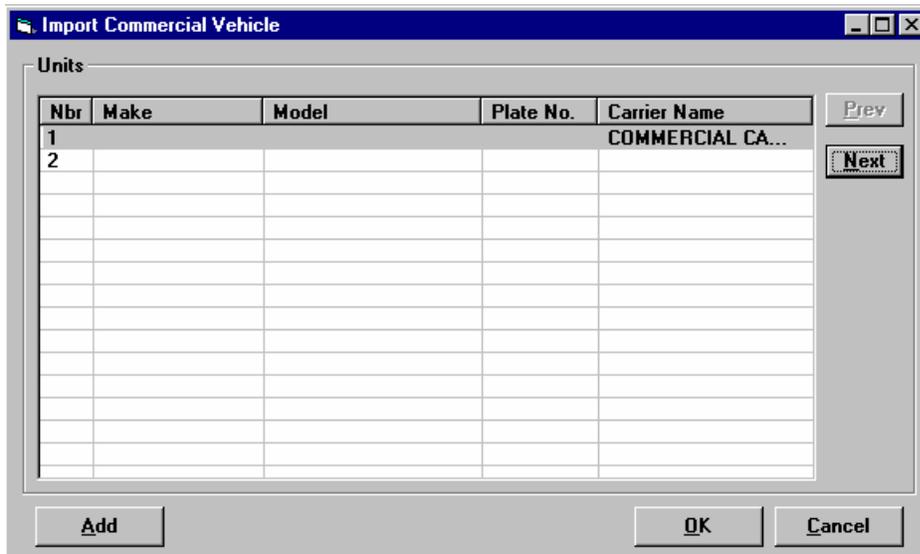


Figure 29

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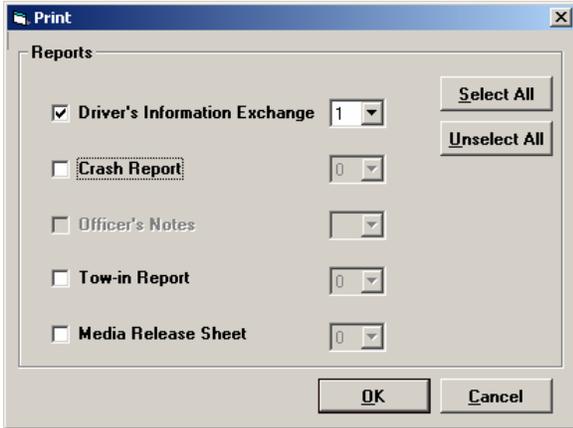


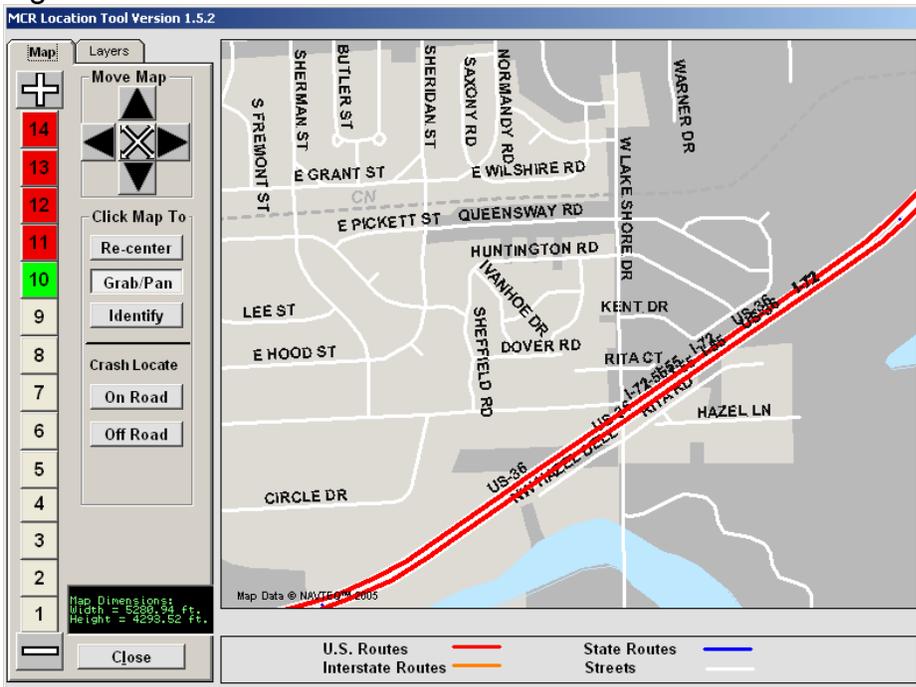
Figure 31

If not already selected, select the Driver's Information Exchange checkbox and the number of copies desired. Click the OK button to print the reports.

Locating a Crash

The physical location of a crash can be manually entered in the location section of the crash report. Note: The GPS coordinates cannot be typed in—the fields are locked. You must use the Location Tool to acquire these coordinates. The Location Tool is used by clicking on Locate (F3) in the Tool Bar. Utilizing the Location Tool will allow the user to locate the crash with 2005 NAVTEQ data for more accuracy.

Figure 32. Location Tool without GPS



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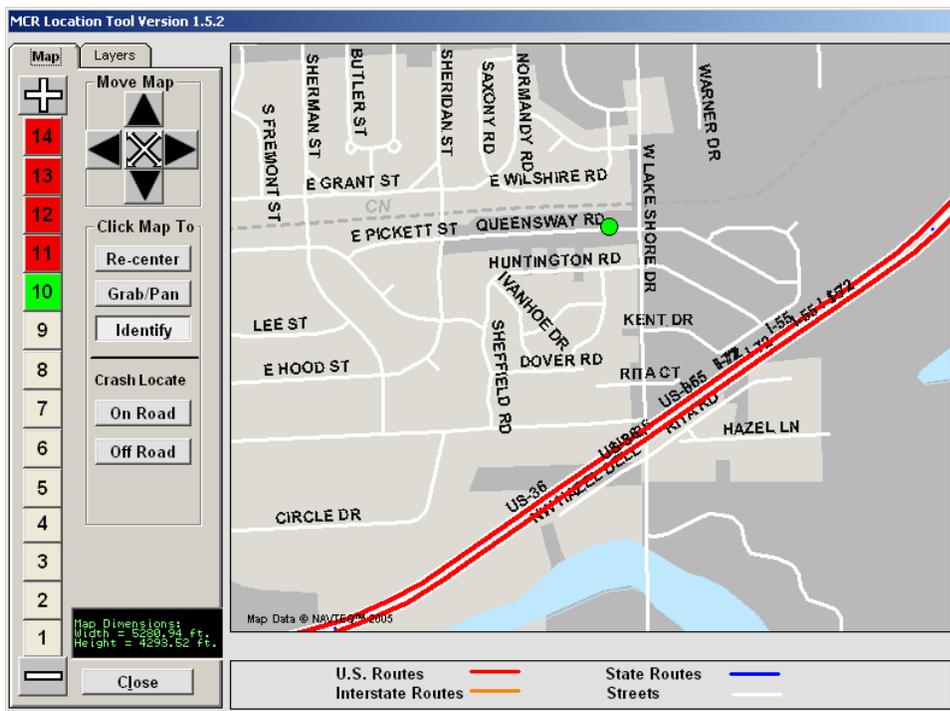


Figure 32(a). Location Tool with GPS.

If a squad car has a functioning GPS unit, the MCR Location Tool can use the information from the GPS unit to initially place the focus of the location tool's map at or near the physical location of the squad car.

To use the MCR Location Tool:

Step 1 – In the location section of the crash report, use the drop down menus to verify and/or select the appropriate county and city/township where the crash occurred.

Step 2 - Click the Locate (F3) Button on the Toolbar to display the MCR Location Tool shown in figure 32 and 32(a). Use the plus (+) sign to zoom into the crash location.

Step 3 – If necessary use the **Identify** button to identify a road by clicking on it. Roadway identification for all counties is now available with the new 2005 NAVTEQ data.

Step 4 – Use the Locate Crash Button. Click on the plus (+) sign until the **On Roadway** or **Off Roadway** button is activated. Select either the **On Roadway** or **Off Roadway** button.

Step 5 - Place your mouse pointer or stylus pen (touch screen) on the crash location and left click to select the appropriate roadway or area off the roadway. After the crash location is selected a pop up identifies the location as shown in Figure 33.

Officer Training – Creating New Crash Report



The dialog box titled "Confirm Crash Location" contains the following fields and controls:

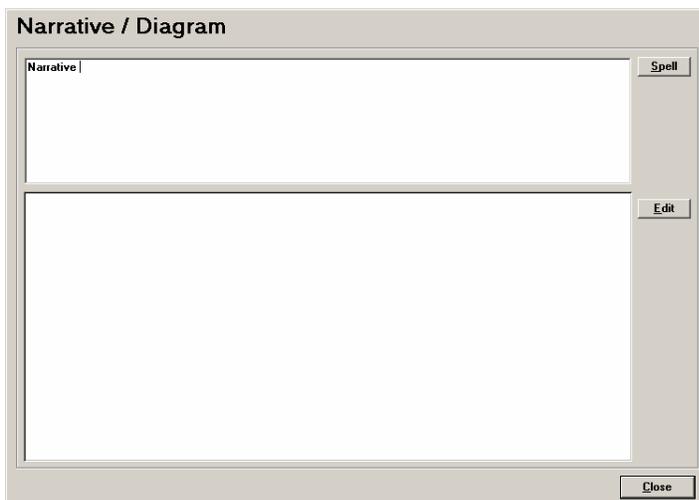
- County: SANGAMON
- City / Township: SPRINGFIELD
- Roads section:
 - Interstate(s)
 - U.S. Route(s)
 - State Route(s)
 - Local Road(s): QUEENSWAY RD
- Direction of Travel: [Dropdown menu]
- Lanes: 2
- Reference Location section:
 - 220 feet EAST of
 - E PICKETT ST
- Buttons: OK, Cancel

Figure 33

Step 6 – Select OK if everything is correct or edit the information for your agency and then click ok. Once OK is selected you will return to the crash report and the location information will be completed for you. In addition, the MCR software will have figured the GPS coordinates automatically based on the location of the crash.

Diagramming Crash

MCR provides a custom crash diagram drawing tool. To use this diagramming tool click on the Narr/Diag Report Bar Button to display the Narrative and Diagram portion of the crash report as shown in Figure 34.



The dialog box titled "Narrative / Diagram" contains the following elements:

- Narrative text area
- Spell button
- Edit button
- Close button

Figure 34

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Crash Narrative

To provide a textual narrative for the crash click on the Narr/Diag navigational button in the Report Bar to display the Narrative and Diagram portion of the crash report as shown in Figure 34.

Enter free-form text in the narrative portion. MCR includes spell checking for the narrative. Clicking the Spell button will provide a Check Spelling dialog as shown in Figure 35 if there are spelling errors to be corrected.

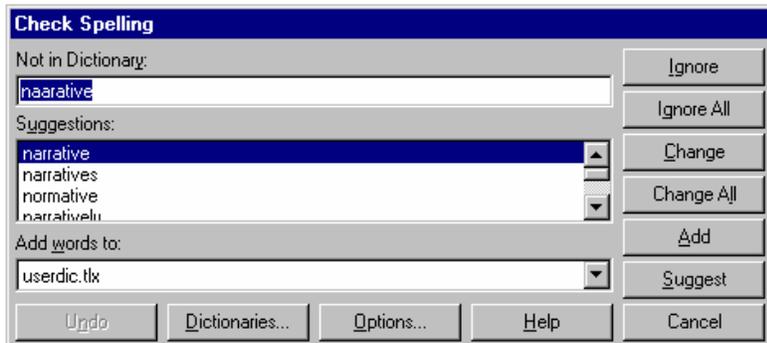


Figure 35

The options controlling the spell checking can be changed using the Options button on the Check Spelling dialog and in the User Preferences.

Crash Diagram

Clicking the Edit button will display the crash diagram tool as shown in Figure 36.

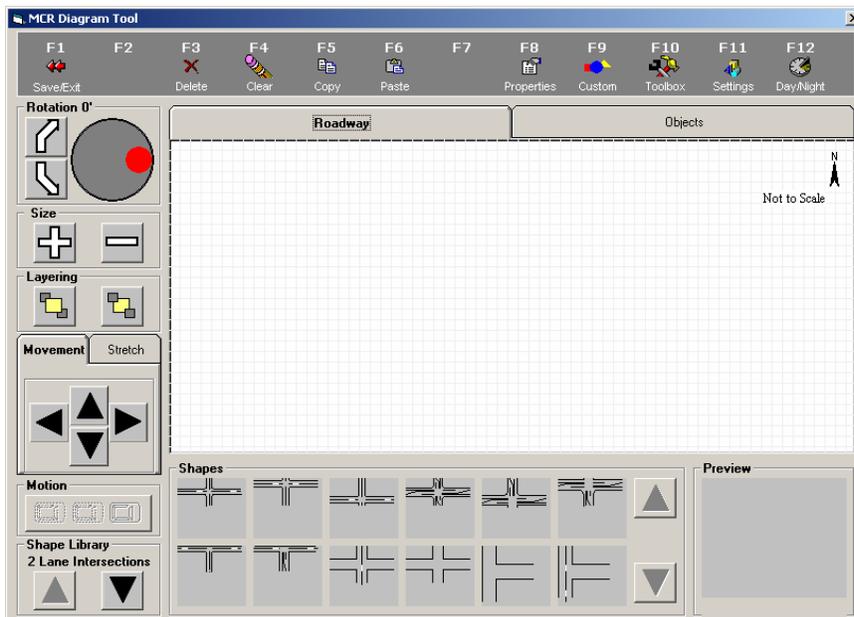


Figure 36

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Drawing Areas

The diagramming tool has two major drawing layers. One is the roadway layer and the other is the objects layer. The roadway layer is used to draw the roadway features such as lanes, shoulders, intersections, etc.

The objects layer is where all other symbols involved in the crash are drawn. This would include vehicles, signs, buildings and any other object. A drawing layer is selected by clicking on the desired drawing layer tab.

Shape Library

The diagramming tool has a number of available objects for drawing in its shape library shown at the bottom left of the window. The drawing layer selected controls the shapes available for drawing. Selecting the roadway layer makes roadway objects (i.e. roadways, intersections, etc.) available. Selecting the objects layer makes other symbols available (i.e. vehicles, signs, etc.).

The shapes in the shape library are divided into groups for easier locating. The shape library "up and down" arrows are used to select the different groups. The available objects of the selected group are displayed.

Using a Shape (Object)

To place a shape in the drawing area, click on it and then click on the spot in the drawing area where the shape should be placed. Drag and drop is not currently supported.

Moving, Sizing and Rotating Objects

An object can be selected by clicking on it in the selected drawing area. The selected object will have a dashed outline around it. The buttons to the left of the drawing can be used to rotate, size and move the selected object(s).

Drawing Tools

If an object desired can't be found in a shape library, drawing tools (i.e. circle, line square, etc.) can be used to draw the crash scene. The drawing tools are selected by clicking on the Toolbox button on the toolbar. The available drawing tools are displayed in the same area where shapes are displayed.

To use a drawing tool, click on it and then click in the drawing area and drag and release the mouse when the object reaches the desired length or size.

To change the properties (size, location, fill color) of a drawing object, double-click on it in the drawing area. For example, this would be used to change the text displayed for a text object.

Motion

When a vehicle is the selected object, the motion button can be used to create a dashed version of the vehicle showing vehicle motion before or after the crash. Click the motion button and the dashed version is automatically placed on the crash diagram. The other buttons can be used on the dashed version to size, rotate or move it.

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Layering

The layering buttons can be used to layer objects in front of or behind the selected object. Select the desired object and then click the desired layering button. The left layering button is used to move objects behind the selected object. The right layering button will move objects in front of the selected object.

Clear

The clear button will completely clear any diagram you have created that has not been saved.

Delete

The delete button will only delete those items in your diagram that are currently selected.

Adding Attachments

Other electronic documents can be attached to a crash report and be submitted as part of the crash report. Only documents that should be a part of the official crash report and available for sell to the public should be attached.

Click the Attachment navigation button in the Report Bar to display the Attachment portion of the crash report as shown in Figure 37.

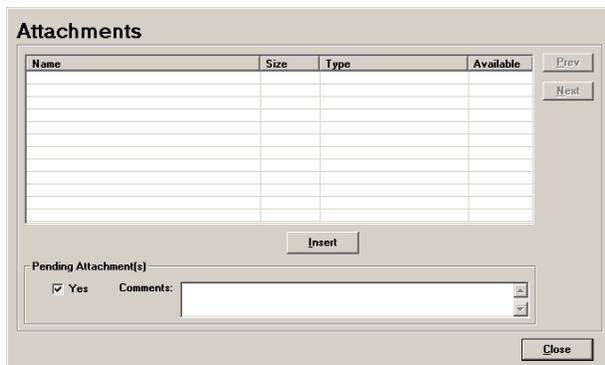


Figure 37

This window can be used to insert, remove and open attachments using available buttons.

Inserting Attachments

Clicking the **insert** button displays the Insert Object dialog as shown in Figure 38.

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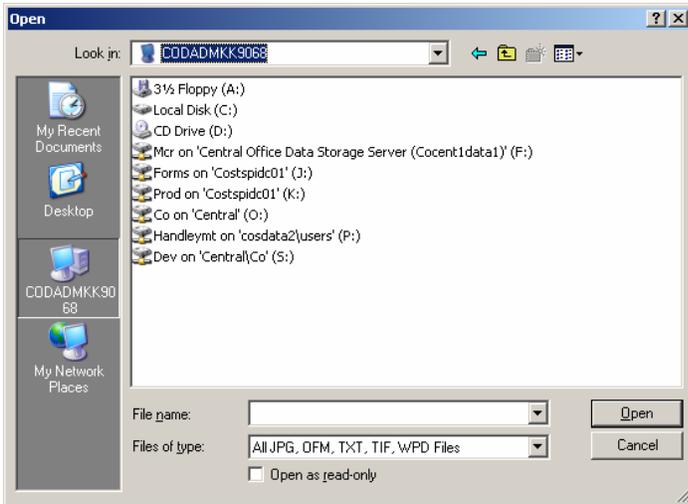


Figure 38

Open Attachment

An attachment can be opened by double clicking on the attachment's icon or selecting the attachment by clicking its icon and then clicking the Open button.

Additional Paper Attachments

There is a limit to the size of the individual attachments and the size of all combined attachments. There may be the need to submit paper documents that cannot be attached to the crash report either due to size or that it is not electronic. These paper documents should be submitted manually following operating procedures and policies. The Additional Attachment(s) Exist radio button should be checked so the office staff knows there are paper documents for the crash report.

Printing Crash Report

A copy of the crash report can be printed following the same procedure used to print the Driver Information Exchange report. Clicking the Print (F9) Button on the Toolbar will display the Print dialog window as shown in Figure 39.

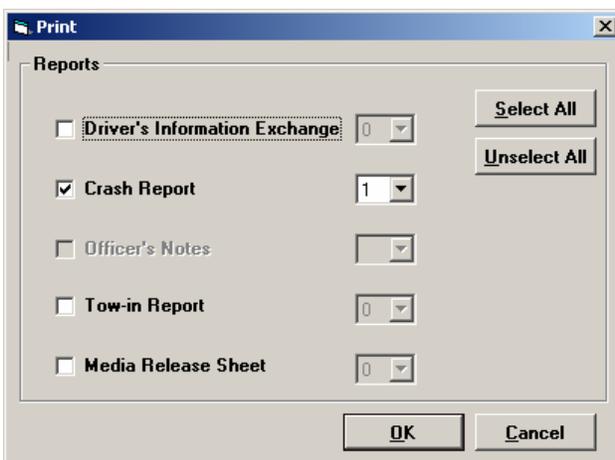


Figure 39

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Click the Crash Report radio button to select it and click on the Driver Information Exchange radio button to deselect it. Select the number of copies desired and click the OK button to print the crash report. Any crash report printed prior to supervisor approval will result in the printed crash report having the words “UNOFFICIAL” printed in the upper right hand corner of the crash report.

Saving Crash Report

The crash report can be saved on the local computer by clicking the Save button found on the File toolbar. The Save (F6) Button is only enabled when something has changed on the crash report.

Validating Crash Report

A crash report can be validated for valid content at any time during completing a crash report by clicking the Validate (F5) Button on the Toolbar. Validation will automatically be done prior to submitting a crash report for review/approval.

Validation performs pre-defined edits on the crash report data and reports any errors and warnings as shown at the bottom of the window in Figure 40.

The edits are defined by IDOT's Division of Traffic Safety and can be changed and dynamically downloaded to all MCR users. Any errors on a crash report when submitted must be explained so IDOT can review and improve edits.

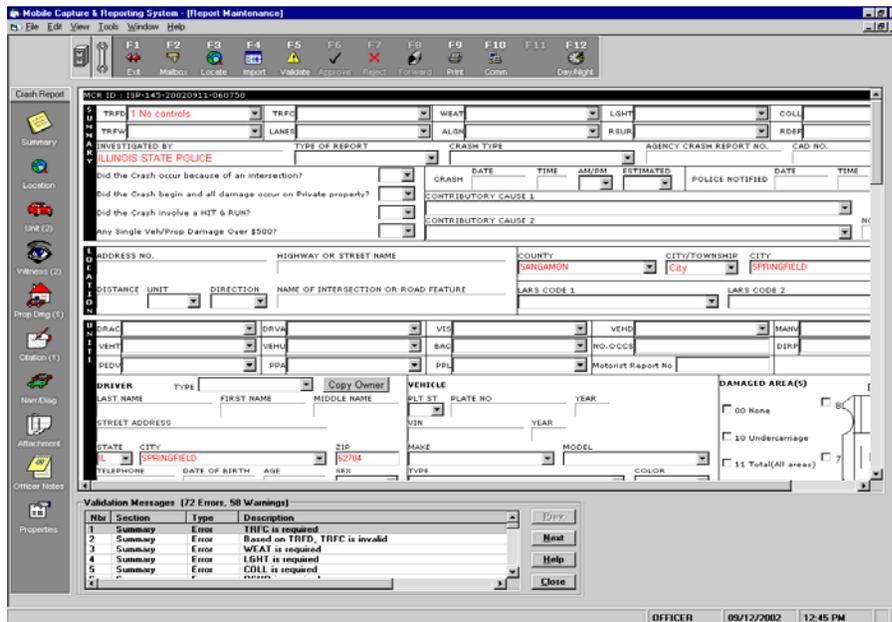


Figure 40

Officer Training – Creating New Crash Report

Clicking on an error or warning message at the bottom of the window will position the cursor at the field likely to need correction. The Next and Prev buttons can be used to move through the errors and warnings. After errors are corrected the crash report can be revalidated using the Validate button.

Note: If at any time an error doesn't make sense. Click on the Help button for a further definition of the error.

Submitting Crash Report

When a crash report has been completed, it can be submitted for review and approval. When a crash report is submitted it will be automatically validated. If there are any errors still remaining on the crash report a comment must be provided in order for the report to be submitted with the error.

Once a crash report is submitted, it will be automatically sent to the supervisor's inbox when the laptop is within adequate cellular coverage. Crash reports submitted from an office workstation (i.e. desk reports) will be sent to the supervisor's inbox immediately. Once a crash report is submitted, the crash report on the originating computer will be marked as read-only. It cannot be changed. An updateable copy can be retrieved from the server if the crash report has not yet been reviewed and approved. See the Retrieving Crash Reports section of this document for more information.

Submitted crash reports will remain on the original workstation for a period of time controlled by the User Preferences. (Typically 120 days)

To submit a crash report, click on the Transmit button on the Toolbar to display the Crash Report Transmit Request dialog box as shown in Figure 41.



Figure 41

Officer Training – Creating New Crash Report

Click on the Submit for Approval or Submit for Approval with Comments radio button and then click the OK button. If there are errors remaining on the crash report the Report Maintenance - Validation Comments window as shown in Figure 42 will be displayed.

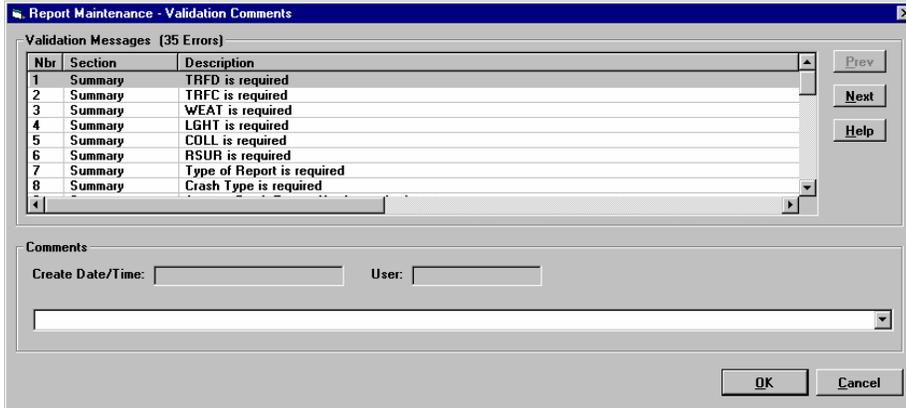


Figure 42

A comment must be entered for each error as to why the crash report is being submitted with the error. This is to provide IDOT Traffic Safety with information they can use to improve the edits and/or alert the approving supervisor that the creating officer has a problem with the report. After a comment is made for each error click the OK button to complete the submission of the crash report. Do not log off or open another item in the inbox until you get the confirmation box as shown in Figure 43.

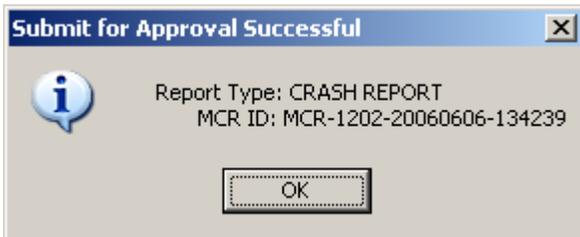


Figure 43

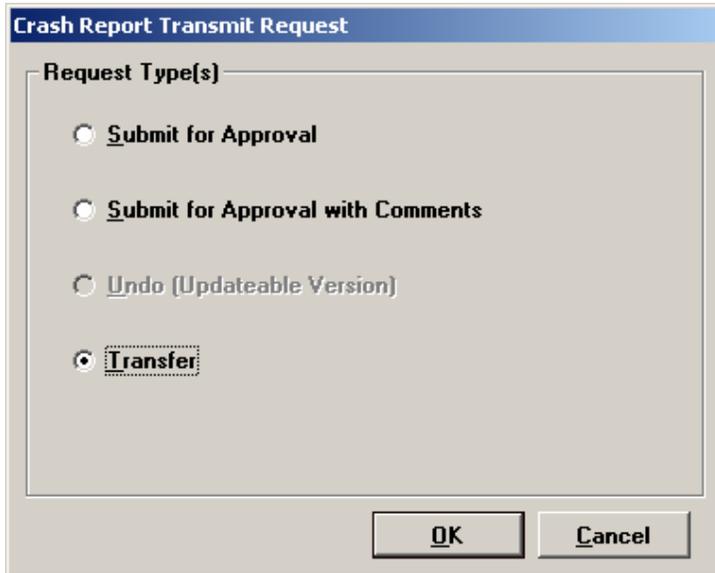
Click the OK button to complete the submission.

Transferring Crash Report

A crash report that has not been yet submitted for review and approval can be transferred from one MCR user within a law enforcement agency to another user within the same agency. For example a crash report could be transferred when someone doing a desk report decides that based on the nature of the crash it should be completed by a sworn officer.

To transfer a crash report, click on the Transmit button (F10) on the Toolbar to display the Crash Report Transmit Request dialog as shown in Figure 44.

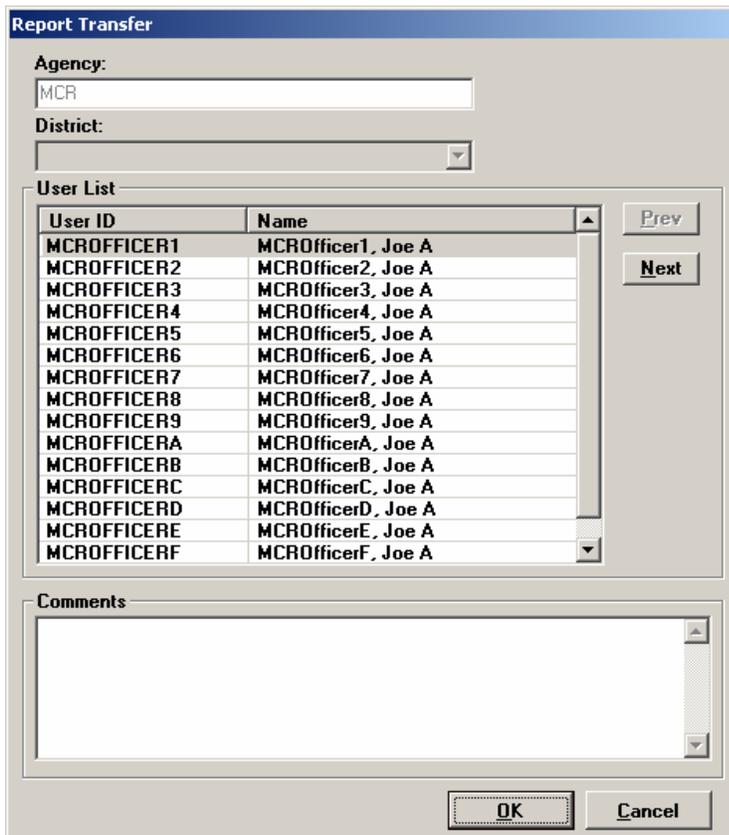
Officer Training – Creating New Crash Report



The dialog box titled "Crash Report Transmit Request" contains a section labeled "Request Type(s)" with four radio button options: "Submit for Approval", "Submit for Approval with Comments", "Undo (Updateable Version)", and "Transfer". The "Transfer" option is selected. At the bottom are "OK" and "Cancel" buttons.

Figure 44

Click the Transfer radio button on and click the OK button to display the Report Transfer window as shown in Figure 45.



The "Report Transfer" dialog box includes fields for "Agency" (containing "MCR") and "District" (a dropdown menu). Below is a "User List" table with columns "User ID" and "Name". To the right of the table are "Prev" and "Next" buttons. At the bottom is a "Comments" text area and "OK" and "Cancel" buttons.

| User ID | Name |
|-------------|--------------------|
| MCROFFICER1 | MCROfficer1, Joe A |
| MCROFFICER2 | MCROfficer2, Joe A |
| MCROFFICER3 | MCROfficer3, Joe A |
| MCROFFICER4 | MCROfficer4, Joe A |
| MCROFFICER5 | MCROfficer5, Joe A |
| MCROFFICER6 | MCROfficer6, Joe A |
| MCROFFICER7 | MCROfficer7, Joe A |
| MCROFFICER8 | MCROfficer8, Joe A |
| MCROFFICER9 | MCROfficer9, Joe A |
| MCROFFICERA | MCROfficerA, Joe A |
| MCROFFICERB | MCROfficerB, Joe A |
| MCROFFICERC | MCROfficerC, Joe A |
| MCROFFICERD | MCROfficerD, Joe A |
| MCROFFICERE | MCROfficerE, Joe A |
| MCROFFICERF | MCROfficerF, Joe A |

Figure 45

Officer Training – Creating New Crash Report

To transfer the crash report, select the desired organizational unit, click on the desired individual and then click the OK button. Do not exit the program or open another item in the inbox until you receive a confirmation box as shown in Figure 46.

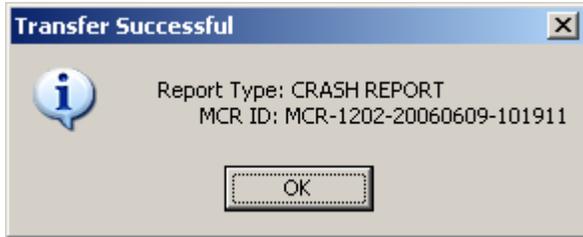


Figure 46

Click the OK button to complete the submission

Open Existing Crash Report

Open Reports Saved on the Local Workstation

The originating officer can open an existing crash report that has been saved on the local workstation **and** has never been submitted or transferred. After clicking on Reports (F2) and Open (F4) on the File Toolbar, the Open Report window appears. See Figure 47.

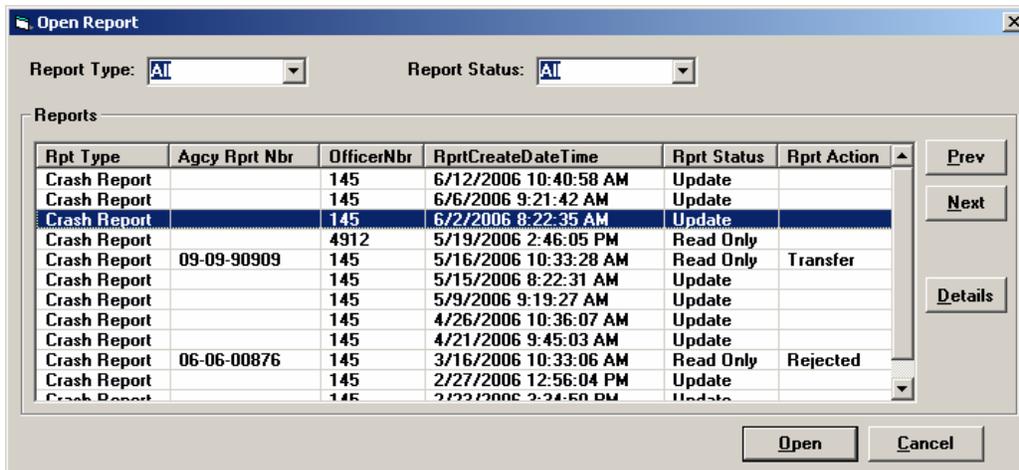


Figure 47

Clicking on its Incident Number and then clicking the Open button will open the desired crash report. The Rpt Status indicates whether a crash report can be updated or is read only. *Note: Updatable crash reports have never been submitted.*

Open Reports Saved on the Server

An officer can open a report that has been submitted, rejected or transferred from the Open (F4) Toolbar. If a crash report has been rejected or transferred the Open button within the pop up box changes to a Retrieve button. The Retrieve button can be used to request the retrieval of the crash report for correction purposes. See Figure 45. This will

Officer Training – Creating New Crash Report

change the Rpt Status of the crash report to Pending until it is successfully downloaded to the workstation.

A rejected or transferred crash report can be retrieved or opened from the MCR Inbox as shown in Figure 48.

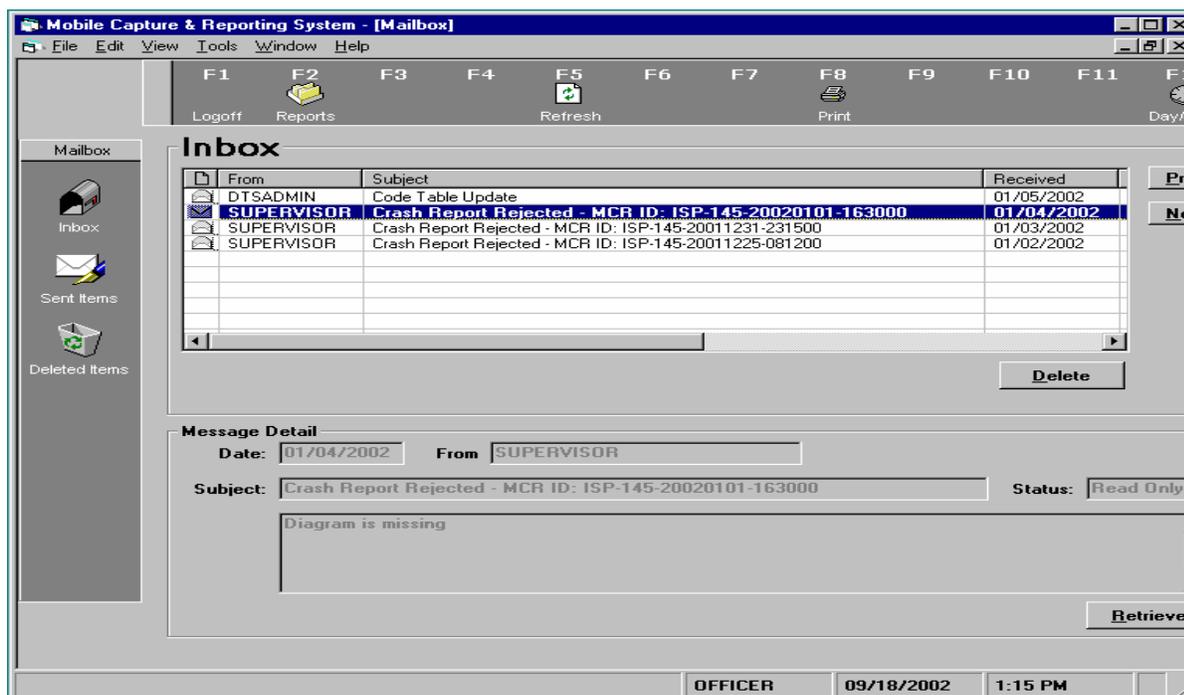


Figure 48

Select the Inbox by clicking the Inbox navigation button. Then select the desired crash report by clicking on its entry in the Inbox. The Open button or Retrieve button will appear if the crash report can be opened or retrieved.

Note: Reports that are no longer available in the Open box can be retrieved by utilizing the Search (F11) button on the File Toolbar. See **Retrieving Crash Reports**.

Retrieving Crash Reports

After a crash report is submitted, the local copy of the crash report on the originating computer is marked as read-only. It can be viewed but it cannot be changed. A submitted crash report will be automatically deleted from the original computer based on the User Preference settings. By using the Search Tool (F11) a crash report no longer available in the users Open File can be retrieved. Once retrieved the user can use the Retrieve button (F10) to retrieve an Updateable Version. This will allow the originating officer to make changes, updates, deletions, etc. to the submitted crash report. After retrieving an updateable copy of a crash report, the crash report must be submitted for approval again.

Officer Training – Creating New Crash Report

If a crash report is transferred to another user, the user that the crash report is transferred to must retrieve the crash report to complete and submit it. This will also be done from the user's Mailbox Inbox.

Searching for a Crash Report

If a crash report is on the local computer, it can be found by using the Open (F4) button on the File toolbar or it can be found using the Search (F11) button on the Tool toolbar of the Report Maintenance window.

Clicking on the Search (F11) button will display the Report Search window as shown in Figure 49.

The screenshot shows the 'Report Search' window. It has a title bar 'Report Search' and a 'Search Criteria' section. Under 'Search Criteria', there is a 'Report Type' dropdown menu set to 'All'. Below this are several tabs: 'Person', 'Vehicle', 'Date Created', 'Created By', 'Locations', and 'Miscellaneous'. The 'Person' tab is selected, showing a 'Person Information' section with fields for 'Last', 'First', 'Middle', 'DOB', 'Sex', 'DL St', and 'DLN'. A note indicates '* - Wild Card Search Character'. To the right of the search criteria are buttons for 'Find Now', 'Stop', 'New Search', and 'Close'. Below the search criteria is a 'Search Results' section with a table. The table has columns for 'Rpt Type', 'Agcy Rpt Num', 'Location', 'Rpt Status', 'Rpt Action', and 'MCR ID'. There are also 'Prev', 'Next', and 'Details' buttons to the right of the table.

| Rpt Type | Agcy Rpt Num | Location | Rpt Status | Rpt Action | MCR ID |
|----------|--------------|----------|------------|------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Figure 49

Entering as much data as possible will limit the number of crash reports returned from a search. Data should be entered using the tabs and data fields found in the middle of this window. Once all data is entered click the Find Now button to conduct the search. The crash reports meeting the search criteria entered will be returned in the Search Results area. The details button will give limited information regarding the selected crash report. If the crash report can be opened or retrieved the appropriate button will appear for use as shown in Figure 50.

Officer Training – Creating New Crash Report

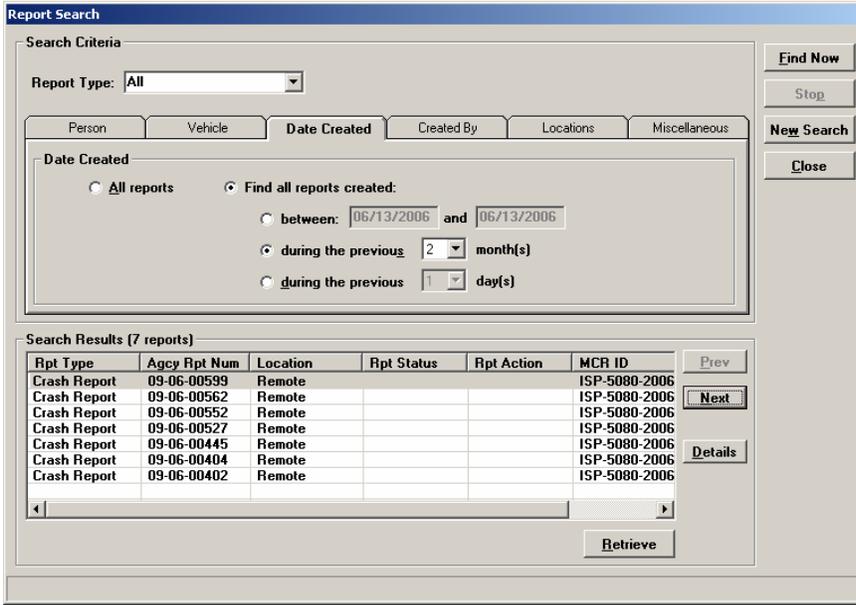


Figure 50

Fixing Rejected Crash Report

When a crash report is rejected an entry to that effect will appear in the user's Mailbox Inbox. An updateable version of the rejected crash report must be retrieved to correct and resubmit it. This can be done from the Mailbox by selecting the crash report and then using the Retrieve button to request its retrieval as shown in Figure 51. The crash report status will be changed to Pending after the request to retrieve it is made.

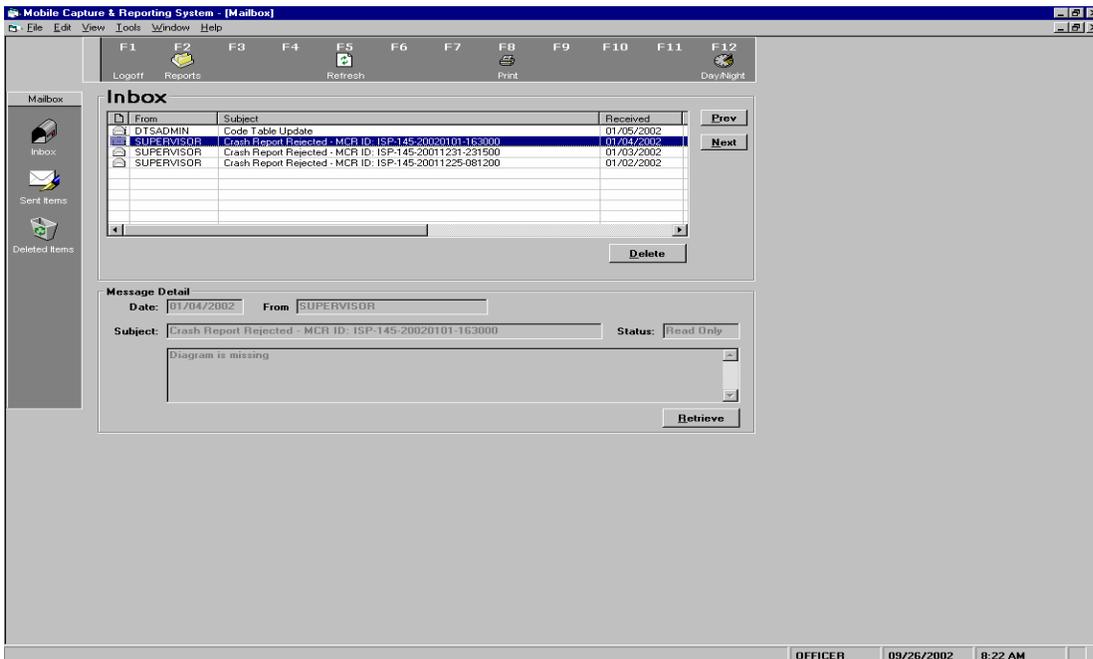


Figure 51

Officer Training – Creating New Crash Report

Deleting Crash Report

A crash report on the local machine can be deleted using the Delete (F7) button on the File toolbar of the Report Maintenance window. This will delete the crash report showing in the Report Maintenance window. The report must be opened before it can be deleted.

This will only delete the crash report on the local machine. It will not delete a crash report previously submitted to the office from the office server.

Saving Crash Report

When initially entering or changing a crash report it can be saved by using the Save (F6) button on the File toolbar on the Report Maintenance window. The Save button is only enabled when something has changed on the crash report and there is a need for it to be saved.

When closing the crash report or exiting MCR, if the crash report data has changed there is an opportunity to save the crash report at that time.

Returning To Mailbox

Clicking the Mailbox button or the Exit button on the File toolbar on the Report Maintenance window will return the user to their Mailbox.

Creating Supplemental Reports

To add additional information to a MCR created crash report which has been approved, you will need to complete the following steps:

1. From the MCR Mailbox select the Reports Button (F2).
2. Select the Search button (F11) from the Toolbar.
3. Click on the Miscellaneous tab and type in the appropriate crash report number.
Example: 09-04-00123
4. Highlight and click on the retrieve button located in the lower right hand corner of the response box. Always retrieve from **Remote not local**. Once the crash report is retrieved, you will have a **Read Only** copy of the crash report.
5. Select the Retrieve Button (F10) located on the Toolbar.
6. Click the radio button **Retrieve (Updateable Version)**.
7. Respond yes to the question asking if you wish to create a supplemental report.

Officer Training – Creating New Crash Report

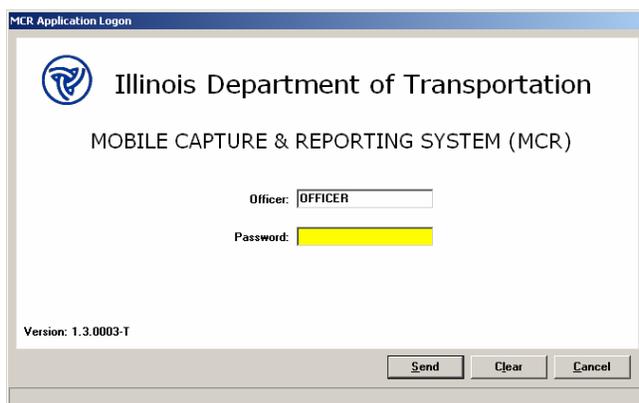
8. Once the updateable copy is retrieved, you will notice a red bar moving back and forth across the top of the crash report with the word supplemental.
9. Make necessary corrections, additions, etc. to the crash report.
10. Save the report.
11. Submit the report for approval. You can either **Submit for Approval** or **Submit for Approval with Comments**.

Supervisor Training

Starting MCR

MCR can be started in one of two different ways. One way is to launch it from the Motorola Premier MDC client using the F9 function key and selecting the MCR application. This is only available with version 5.4 or new of the Premier MDC client. You may also start MCR by selecting the MCRClient icon on your IWIN desktop.

1. The logon screen show in Figure 1 will be displayed.
2. Enter your user id and password.
3. Click the Send button.
4. The MCR Mailbox shown in Figure 2 will be displayed.



The image shows the 'MCR Application Logon' window. At the top left is the Illinois Department of Transportation logo. The text reads 'Illinois Department of Transportation' and 'MOBILE CAPTURE & REPORTING SYSTEM (MCR)'. Below this are two input fields: 'Officer:' with the text 'OFFICER' and 'Password:' with a yellowed-out field. At the bottom left, it says 'Version: 1.3.0003-T'. At the bottom right are three buttons: 'Send', 'Clear', and 'Cancel'.

Figure 1

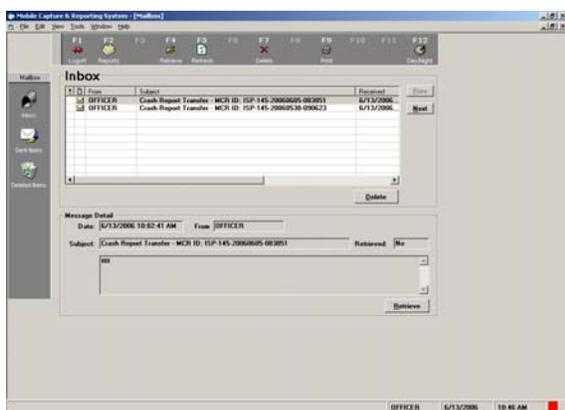


Figure 2

Reviewing Submitted Crash Reports

Upon opening MCR any submitted crash reports will be in your Inbox. Clicking on the Open button will open a read-only copy of the highlighted traffic crash report. After opening a crash report, you can visually review the crash report for completeness and accuracy or you may select the validation button and have all the errors and warnings displayed. See the following Agency Administration Crash Report Review & Approval section for suggested review guidelines.

Supervisor Training

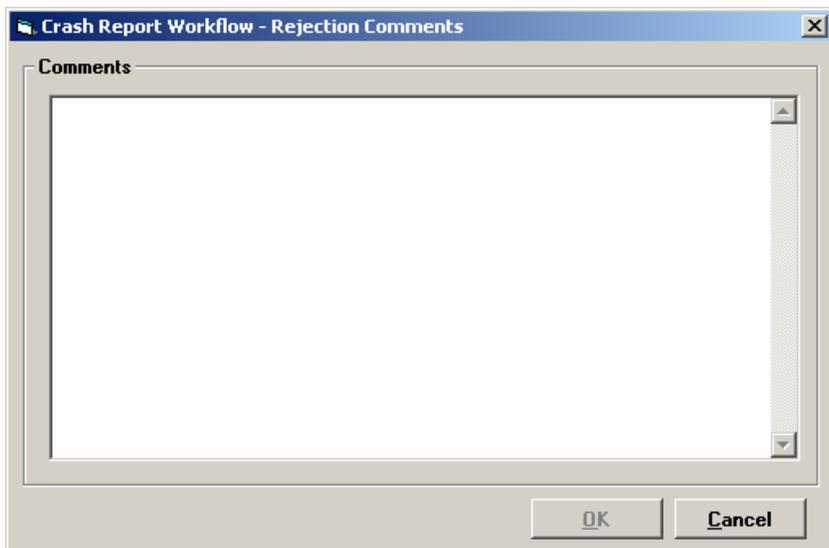


Figure 5

After the supervisor types comments, the OK button in Figure 5 is selected. The supervisor must wait for the confirmation box shown in Figure 6 before opening another item in the inbox or exiting the program. The supervisor clicks on the OK button which successfully rejects the report back to the creating officer's inbox for that officer to access the report for revisions.

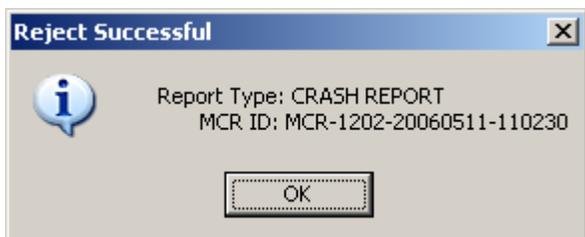


Figure 6

Forwarding Crash Reports

This function allows a supervisor to forward a crash report to the next level of approval without approving the crash report.

Changing Crash Report

Currently, it is the policy of ISP to allow only the reporting officer the ability to make changes to a crash report. Supervisors can be given update capabilities to make prior changes to reports if they also have create authority.

Setting User Preferences

To reduce entry effort MCR allows a user to define default values for crash report data fields. For example, a county law enforcement officer could setup the default for the county name (part of the crash location data) to be the name of their county. By default

Supervisor Training

this would appear in the county name field when a new report was initially created. Any defaults setup can be overridden when entering data for the crash.

The user can also define defaults such as whether to operate in day or night mode, location of the toolbars and other operational options.

Agency Administration Training

Crash Report Review/Approval

During the review and approval of MCR crash reports, the following items should be reviewed:

1. Agency Report Number - please ensure the number is in the correct format. This number should have the two digit district, two digit year, and five digit report number. Example: 10-04-00123.
2. Crash Date - verify the date is accurate, especially the year.
3. Private Property - check the property damage question in the summary section. A Private Property crash includes crashes occurring on private roads, driveways, parking lots and shopping centers. A main roadway through a shopping center is considered a public roadway not private.
4. COLL box - this box is the collision code box. This should be compared against the Event box. This is where a lot of your errors will occur. Please refer to the SR-1050 Instruction Manual, page 28 for definitions of collision codes. In addition, pages 24 - 27 give examples of collision and event codes. **Don't always reject crash reports when the collision code is 6 - fixed object and the first event box is 24 - concrete barrier. District 15 feels the concrete barrier is on the roadway. In most cases you should always use 1 - ran off the roadway in the first event box when your COLL code is 6 - fixed object.**
5. Motorists Report Number - every unit involved should have a motorists report number listed except in those instances where the driver left the scene.
6. No of Occs - each unit involved should have a number in this field. Compare this against the number of passengers listed.
7. Narrative - read the narrative to make sure the DIRP (direction of travel prior) is correct in the Unit section.
8. Validate - use the validate button to see all errors and warnings.
9. Review - select the review button and either Approve or Reject the report. Once you select on of these buttons you cannot change your mind so please be very careful. If by chance you accidentally select the wrong button, IDOT can rollback a MCR report but it is not a practice they like to do.

Agency Administration Training

Examples of when to reject MCR crash reports:

1. Incorrect agency crash report number. All crash report numbers should be two digit district - two digit year - five digit crash report number. i.e. 10-04-00123
2. The crash date is invalid.
3. Long/Lat codes were not provided on reports created **On-Scene**. These codes are required by policy except in those instances where the officers states his location tool was not working properly.
4. Motorists report number not provided. This only applies if the driver was on scene.
5. Number of occupants does not match the total number of occupants in the vehicle. This includes the driver and passengers.
6. The narrative and the DIRP code box indicates two different directions of travel.
7. The sequence of events do not correspond correctly with the COLL code. Be careful with this one, it can be tricky and not an easy call to make. If in doubt, please check with your supervisor or discuss with another co-worker involved in the review/approval process.
8. No narrative. All crash reports should have some type of narrative.

MCR Data Entry Feature

The goal of the data entry feature is to enable an agency to submit all crash reports electronically.

Paper crash reports can not always be avoided. When a report must be completed on paper, MCR provides agencies with the option of entering the report into the program so that the paper report is stored and submitted electronically, eliminating the need to store the paper report or to mail it to IDOT. This feature will only be available to MCR users who are given data entry rights as requested by your agency.

The electronic entry of a paper crash report can be executed before or after the report has been approved by the supervisors. Records personnel would login as themselves and begin a new report. A prompt (see below) will appear to ask records the name of the officer for whom they are entering the report. Then records will choose the correct officer from the drop down list, choose next then follow the remaining prompts to set up the report.

Agency Administration Training

Incident / Report Wizard - Step 3

Crash Report Information

Agency: JOLIET PD

Officer: [Drop-down menu]

Create Date: 05/02/2006 mm/dd/yyyy

Create Time: 08:49:22 hh:mm:ss AM/PM: AM

Enter information related to the Crash Report to be created

Prev Next Cancel

The names of all officers at your agency will be available in the drop down box for selection.

Records will enter the report as normal with one exception: The bar code at the top of the paper report would serve as the motorist report number for all the vehicles involved. Everything else is completed the same as if records were an officer doing the report on-scene. Once the report is complete, records will submit it for approval. Then the supervisor will open the report and review the report as usual. Once the supervisor approves the report, that report will be sent to Springfield and the paper version can be thrown away—no need to mail it in.

Records personnel also have the option to transfer the report to another person at the agency. Records personnel may have the responsibility of taking information from motorists who go to headquarters to submit a crash report. For a standard report, the records personnel will enter their name as “Officer” from the drop down list, take the information from the motorists, and then submit the report to their supervisors. In hit and run accidents, the records personnel will take the motorist’s information, enter the information as the investigating officer who will follow up on the hit & runs, then transfer the report to that investigating officer so any additional information could be added directly to the report by that officer.

Once the report hits the server after the transmission, the only person who can pull back

Agency Administration Training

an updatable version is the officer for whom the report was created, thus records will not be able to make any changes to the report.

When you pull up the report and check properties, a pop up will display the following information:

Properties

General Workflow History

Created By

Agency: JOLIET PD

Officer: GORON, DENNIS NMI (27) Beat/Dist:

Entered By: MAYFIELD, NANCY NMI (826)

Local Copy

Retrieve Date/Time: 5/2/2006 8:35:09 AM Status: Read Only Action:

Do NOT Purge Local Copy

This pop up states that Goron is the officer on the report. This means that he has ownership of the report and he is the only person able to update it. It also displays the name of the record personnel who entered the report into MCR for Goron. Any information entered by records personnel or by the officer will be tracked in the audit trail.

Administrator Login

An administrator/back-door login is now available for all agencies that utilize MCR v1.5.1. This feature allows agencies to access crash reports to update the report for the original creator. Any changes made while using this administration login are tracked in the audit trail. This feature will only be available to the users who are given administrator login rights as requested by your agency.

Example: If an error is found in a report completed by an officer that is on vacation and that error needs to be changed before the officer returns – an administrator can login as that officer and make the change for that officer.

Agency Administration Training

MCR Application Logon

 Illinois Department of Transportation

MOBILE CAPTURE & REPORTING SYSTEM (MCR)

Administrator Login

Officer:

Password:

Attempting to impersonate 'OFFICER' please enter your own UserID and password to continue

Version: 1.5.0000-T

Send Clear Cancel

To use the administrator login, the administrator will enter the officer's user id then hold down the CTRL and Shift keys while they click on send. When using this administrator login, a secondary login screen will appear. This login screen will be used to gather the administrator's login information. Once the administrator's login information is completed, permissions to be an administrator will be validated against rights assigned to the user in the database. If invalid administrator credentials are found, the user will be shown a message and directed back to the User Login screen. If valid administrator credentials are found, then the application will continue to login to the application as the officer originally entered on the User Login screen.

MCR Student Accounts

Officers can are able to login to MCR and create practice crash reports in student accounts. This allows newly trained officers to explore the program, practice imports, narratives, & diagrams without creating a "live" or "real" report that will be sent to a supervisor's inbox. The officer will open MCR as usual, but enter the following information to access the student accounts:

User id: MCROFFICER1 – 9 (example: MCROFFICER4)
or
MCROFFICERA – F (example: MCROFFICERC)

Password: MCR

Agency Administration Training

MCR Support/Troubleshooting

MCR is available to answer any support questions Monday thru Friday, 8:00am to 4:30pm. MCR can be contacted via the following methods:

Phone: 217-558-2899

Email: MCRSUPPORT@DOT.IL.GOV

Fax: 217-558-0141

IWIN messaging: IDOT; Michael Handley

If a critical application error occurs, please send MCR a screen shot of the error or copy down all of the lines in the error message and send them to MCR for analysis.

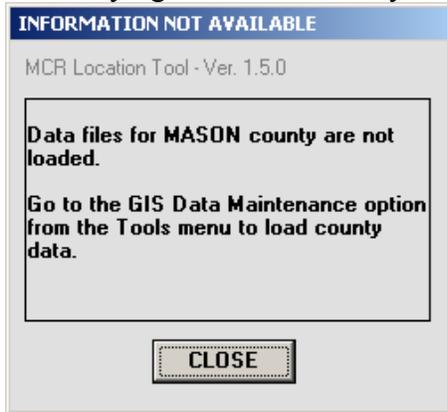


If the MCR Support staff needs more information to analyze what is causing your machine to receive critical application errors, they may instruct you to turn on your trace settings that are found under the Tools menu User Preferences as shown below.

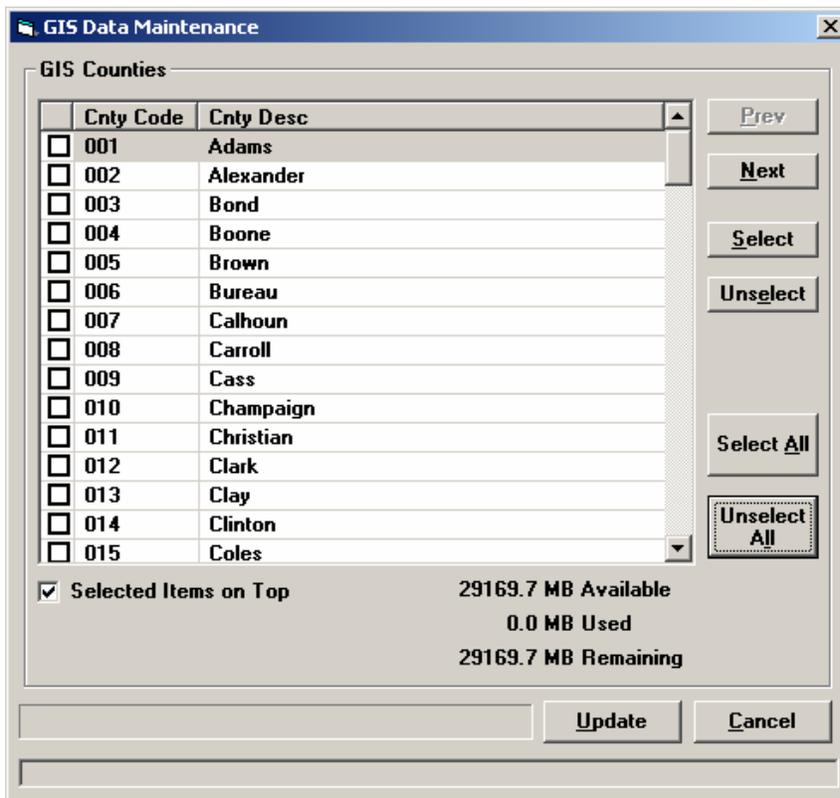
Agency Administration Training

Adding Additional County Maps

While trying to locate a crash you might get a screen similar to the following:



This screen means that the county map you have selected in the Location section of the report has not been loaded to the GIS Database. To add a new county - Click on Tools at the top of the screen. A drop down box will appear. Select GIS Data Maintenance. The following screen will appear:



Put a check box next to any county that you want to load in the database. Then click on the Update button on the lower right of the screen. The county or counties that you selected will be loaded into the database and you will now be able to locate crashes in the county.