

# Commonwealth of Pennsylvania Crash Reporting System Website User's Manual



REVISED FEBRUARY 2015



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## 1. INTRODUCTION

The Pennsylvania Department of Transportation developed the Crash Reporting System (CRS) Web Site in 2001. It was designed to allow for Police Agencies to have a means to electronically file, store and retrieve crash investigation data as well as a means for PennDOT to verify, validate, and process the data to be used by the Bureau of Maintenance and Operations for a variety of highway safety needs. The current software release was designed to function the same way as the paper forms. This was done to facilitate data entry on the web site using data captured on paper crash report forms.

PennDOT has been collecting crash statistics for decades. The Bureau of Maintenance and Operations is currently responsible for collection of crash report data in accordance with both State and Federal Law. The collection of crash data is currently handled by one of three input methods:

- Computer software that utilizes PennDOT's recognized data standard will send the data electronically through File Transfer Protocol (FTP).
- Crash reports are entered directly into the system by police using the Crash Reporting System (CRS) web site
- Driver reports are submitted using form AA 600 for crashes not investigated by the appropriate police agency. If the data from the report is determined to meet the criteria for reportability, then the data is entered by hand by a PennDOT analyst.

Regardless of input method, the crash report is reviewed by PennDOT before the crash data is placed in a completed status for use by the Bureau. Driver, and vehicle information is verified before it is provided to the Bureau of Driver Licensing.

## 2. SYSTEM REQUIREMENTS

### I. Browser Requirements and Settings

PennDOT actively tests and supports Internet Explorer 11.x. for use with Crash Reporting System (CRS). Other common browsers, such as Chrome and Firefox can also be used to access CRS. However, PennDOT will not provide technical support for any browser other than Internet Explorer at this time.

- CRS is best viewed in 1024x768 screen solution using medium sized text.
- I.E. must run in 32 bit mode for the EasySteet Draw software to work

### II. Cookies

When visiting the CRS site, PennDOT may place a small text file, known as a 'cookie' on your computer. PennDOT uses session cookies that last only as long as your web browser is open. The cookie collects information about your visit to site. PennDOT does not collect personal information about you through cookies.

### III. Plug-ins

The diagramming tool and Image History Viewer are two CRS plug-ins that require a Microsoft Windows operating system. Users must have Administrator rights to get CRS plug-ins.

### IV. JavaScript™

JavaScript must be enabled for your browser.

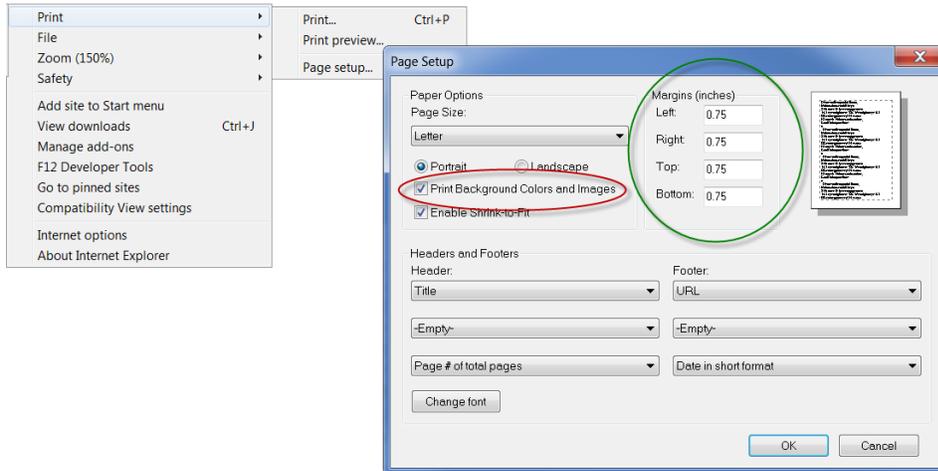
## V. Printing Requirements

All forms are in PDF file format and requires Adobe Acrobat Reader for viewing and printing. Download the latest version of Acrobat Reader

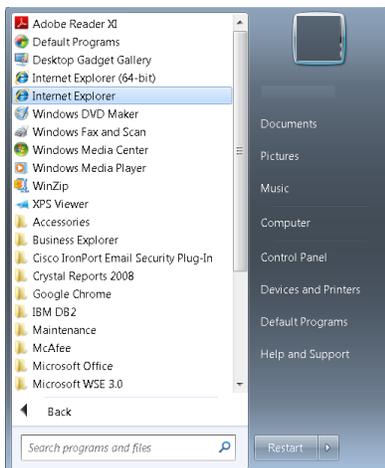


Forms are printed best with the following options set:

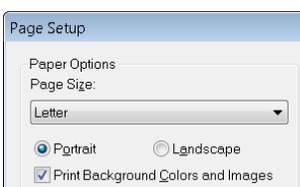
Select  IE settings -> Print -> Page Set up



**Trusted Sites** – Certain features might be blocked on some browsers if the CRS website is not on the trusted sites list. Under the Tools drop down menu, select Internet Options, then select the Security tab. Click on the Sites button and add \*.state.pa.us to the trusted sites list.



**32-Bit Browser requirement** – The EasyStreet Draw software will not run using a 64-bit browser which is the default in Windows 7. In your start menu, under all programs, you will usually see 2 different internet explorer icons. One is the 64-bit version. You can drag and drop the other version to run in 32-bit mode.



**Print Background Colors and Images** – This option must be checked in order for the check boxes to appear on printouts. Click **File** then **Page Setup** in your browser or click the **Page Setup** option from your printer drop down menu.

**Use of Mozilla Firefox and Google Chrome** – as of this

printing it has been discovered that the crash reporting system will work with these browsers with the following provisions:

- Firefox will not print properly or be able to use the diagramming software without installing the “I.E. tab” Add On.
- Chrome will not print properly or be able to use the diagramming software without installing the “I.E. Tab” extension.
  - o Click the Tools drop down, then select “More Tools” and then select “Extensions”

## **Access to the Crash Reporting System**

- Access to the Crash Reporting System will be provided by a designated CRS Security Administrator. Each reporting police agency will designate at least one Security Administrator to be approved by the Chief of Police, Officer in Charge, or ranking municipal official
- The Security Administrator will be responsible for creating, and maintaining CRS User accounts, ensuring that the users follow accepted procedures for use of the PennDOT Crash Reporting System, and determining the appropriate security level(s) for each user.
- Security Levels:
  - System Administrator – allows this user to setup, and administer CRS user accounts
  - View Records -- allows a user to lookup crashes within the agency, view the case, view the image archive of the case (if applicable) and print reports.
  - Add and Update Records – allows a user to create a new case, make changes to existing cases, and validate the data on the report
  - Approve Records – allows a user to approve a record, setting the case status to “Approved” for PennDOT review, or in the case of PennDOT approvers, setting the case status to “Complete” for addition to the PennDOT production database.

## User Consent Worksheet

All users must read and sign a “User ID Worksheet and Agreement”. This is provided to the new user from the agency’s system administrator. A signed copy must be kept on file by the agency’s crash system administrator. By signing this agreement, each User agrees to abide by the terms specified for using the Crash System.

As a User of the Commonwealth’s Crash Reporting System, users must agree to only use the Crash System for those official business activities for which it is intended. All other uses are strictly prohibited. Users are bound by appropriate sections of Pennsylvania Consolidated Statutes Title 75 (Vehicles), including §3751(b) “Furnishing copies of report.”

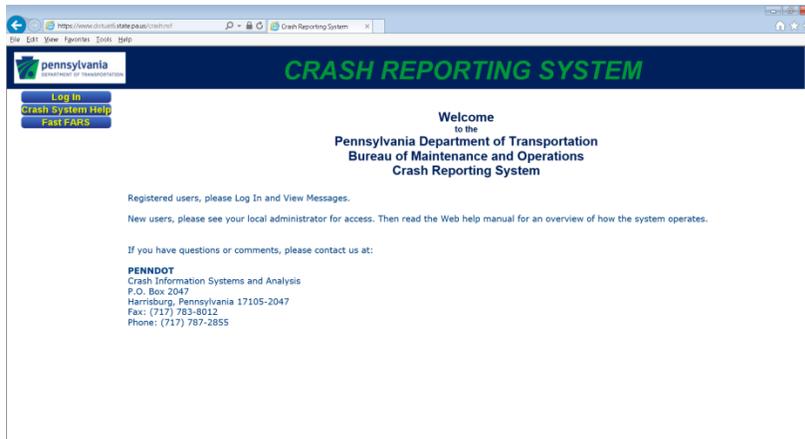
By signing this User Agreement, each User agrees to not engage in any of the following:

- Use of the Crash System to conduct non-official business activities.
- Use of the Crash System for the purpose of personal financial gain.
- Use of the Crash System to isolate or infringe upon the rights of any person.
- Use of the Crash System for disseminating unauthorized or confidential information.
- Use of the Crash System for any illegal activities.
- Use of the Crash System via another person’s User ID/password.
- Use of the Crash System for any other inappropriate activity not covered above.

### 3. LOGGING ON TO THE CRASH REPORTING SYSTEM

Web Address (URL) <https://www.dot6.state.pa.us/crash.nsf>

#### Crash System Welcome Screen



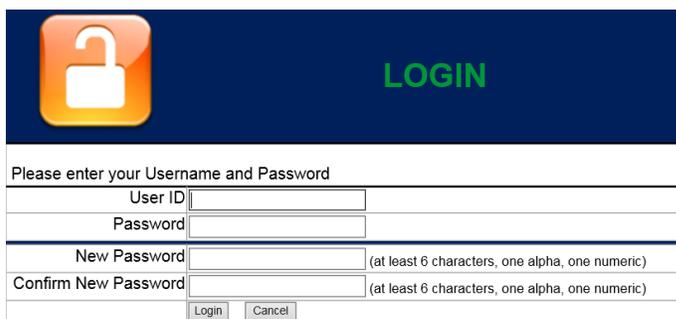
Once the user has entered the Web Site, to Log In to the Crash Reporting System click **Log In** in the Navigation Bar section of the screen.

If you are logging on for the first time, refer to the Log in First Time System User section.

#### Logging in as a First Time User

**Important** – The first time you sign in with a new account or after you have been assigned a temporary password by your administrator you must supply all 4 fields on the log in screen in order to sign in:

- User ID – the User ID assigned by your local administrator
- Password – the temporary password you were provided
- New Password – make up a new password that is at least 6 characters and contains at least one letter and one number
- Confirm Password – carefully type in the new password once again keeping in mind that the password is CaSe SeNsItiVe.



Once your new password has been chosen and you have successfully logged into the system, the new password is permanent. You will only need to enter your User ID and current password. You must log in to your account at least once a year to remain active.

#### Changing your password

If you receive a message stating that your password has expired or if you wish to change your password at any time enter your User ID, old Password, a New Password, and Confirm Password on the sign in screen. Failure to enter all 4 items properly could cause your account to become locked.

## 4. BASIC CRS WEB SITE LAYOUT

Each Web Page is comprised of 3 sections:

1. **Banner** which runs horizontally across the top.
2. **Navigation Bar** which runs Vertically along the left side.
3. **Report Page** and the main part of the web page displaying the data being reviewed or entered.

The screenshot shows the Pennsylvania Crash Reporting System interface. At the top, a banner displays 'GENERAL CRASH DATA' with the following information: Record Type: Police, Crash Number: W0425766, Agency: 01601, Incident Number: TESTCASE1, Status: Work in progress. Below the banner is a navigation bar with buttons for Undo, Save, Validate Page, Validate Case, Print, Done, Approve, and Continue. The main report page is titled 'AA 500 1' and contains sections for Police Agency Data and Crash Data. The Police Agency Data section includes fields for Incident Number, Patrol Zone, Police Agency, Precinct, Investigation Date, Dispatch Time, Arrival Time, Investigator, Badge, Reviewer, and Approval Date. The Crash Data section includes fields for County Code, County Name, Mun Code, Municipality Name, Crash Date, Crash Time, No. of Units, People, Injured, Killed, Day of Week, Work Zone, School Bus Related, School Zone Related, and Notify PENNDOT Maintenance.

### The Banner

The Banner runs horizontally across the top of the page. In the Banner, the user will find the Record Type, Crash Number, Agency, Incident Number, and Status for the case being reviewed or worked on and any other key information that is appropriate to the Web Data page being displayed. This information is for display only. When a new case is being added, initially you will see n/a in the fields that make up the Banner section. As the data is entered and saved, the Banner will display the available information.

The Status field may contain one of four values:

- Work In Progress (case in progress, not pending approval or approved)
- Pending Approval (case is waiting for review and approval)
- Approved (case has been reviewed and approved)
- Complete (case has been reviewed by PennDOT; Note: police users will not be able to view PennDOT work in progress or complete cases)

## The Navigation Bar



- Log Out
- Add A New Case
- Find A Case
- Crash System Help

The Navigation Bar runs vertically along the left side of the panel. The Navigation Bar is always displayed when running the Crash Application.

When a user initially logs into the system, what they see in the Navigation Bar depends on their account profile. For instance if a user does not have “Add/Edit” privileges, then the “Add a New Case” option will not be visible.

## Navigation Bar Functions

- **Log Out** -- When you are finished working with crash data click **Log Out** in the Navigation Bar. This will exit the system and return you to the Crash System Log in screen. Logging-Out is important because it ends the user’s session and the use of his ID.
- **Add a New Case** -- To enter a new crash case into the system, click **Add A New Case**. The system will display a new Crash Data page for recording the new case.
- **Find a Case** -- If crash data about a case has already been entered but the user wants to review, add, or change information, the **Find a Case** function will allow him/her to find the appropriate case.
- **Crash System Help** -- Brings up a window with links to the following documentation:
  - Web Manual – A copy of this manual in PDF form
  - Publication 153 – The Police Officers Crash Report Manual
  - AA500 Online Reference – An expanded version of the pub 153
  - Errors and Warnings – A list of Error and Warning Messages and their description
  - Training Manual – A page by page training outline based on the Publication 153
  - Browser Settings – a list of recommended browser specifications

## Using the Navigation Bar Page Titles

AA 500 1 - General Crash Data  
AA 500 2 - Unit 1  
AA 500 2 - Unit 2  
AA 500 U - Unit 3  
AA 500 U - Unit 4  
AA 500 3 - Unit(s) 1  
AA 500 4 - Harmful Unit(s) 1, 2  
AA 500 H - Harmful Unit(s) 3, 4  
AA 500 5 - Diagram/Narrative  
AA 500 C - Unit(s) 1, 2  
AA 500 C - Unit(s) 3, 4  
AA 500 F - Unit(s) 1, 2  
AA 500 F - Unit(s) 3, 4  
Synopsis  
Image History

By clicking on a page title in the Navigation Bar a user may navigate between the pages within a crash case.

You can see an example case with 4 Units with 2 commercial units (3,6) a motorcycle (unit 1), and a pedalcycle (unit 2), taking place in a work zone. The person information for units 1,2,3 and part of unit 5 are on page AA 500 3. The person information for unit 6 and the remaining people in unit 5 are on page AA 500 P (additional person info).

The web site was designed to navigate through pages the same way it as would be done if using the paper AA 500 forms.

This was done to make entering data from the paper forms using the web site easier. It also makes following the written instructions in the PENNDOT Publication 153 much easier to follow when using the web site to enter data.

## The Report Pages

Undo Save Validate Page Validate Case Print Done Approve Continue

AA 500 1 ←

\* Case Closed Yes  \* Reportable Crash Yes  Crash Number W0425766 \* Driver Report No

[1] Police Agency Data

\*Incident Number TESTCASE1 Patrol Zone

\*Police Agency 01601 Adams County Sheriffs Dept Precinct 11

Report Page Title

In general you can tell which page of the report is currently displayed on the Report Screen by looking in the upper left corner. The AA 500 page title will appear in **RED** just below the blue buttons on the report page. The pages of the report can include the following:

- **AA 500 1** – General Crash Data
- **AA 500 2** or **AA 500 U** – Unit Data
- **AA 500 3** or **AA 500 P** – Person Data
- **AA 500 4** or **AA 500 H** – Harmful Event and Crash Factor Data
- **AA 500 5** or **AA 500 N** – Diagram and Narrative Data
- **AA 500 F** – Fatal Crash Data
- **AA 500 C** – Commercial Vehicle Data
- **AA 500 M** – Additional Information (Motorcycle, Bicycle, Pedestrian, or Work Zone)

For information on how to fill out the items on the Report pages, please refer to the PennDOT Publication 153. The manual is available on the Crash Website under “Crash System Help”. Paper copies of the manual can be obtained by contacting PennDOT at (717) 787-2855.

## NEW FEATURES (as of February 2015)

New features have been added to CRS to allow users to navigate around and between the screens.

### ➤ TOGGLING THE NAVIGATION BAR

Make more room on the screen by closing the left menu. A new icon is located beside the PennDOT logo that allows you to open and close the left menu column. Here is the closed position.

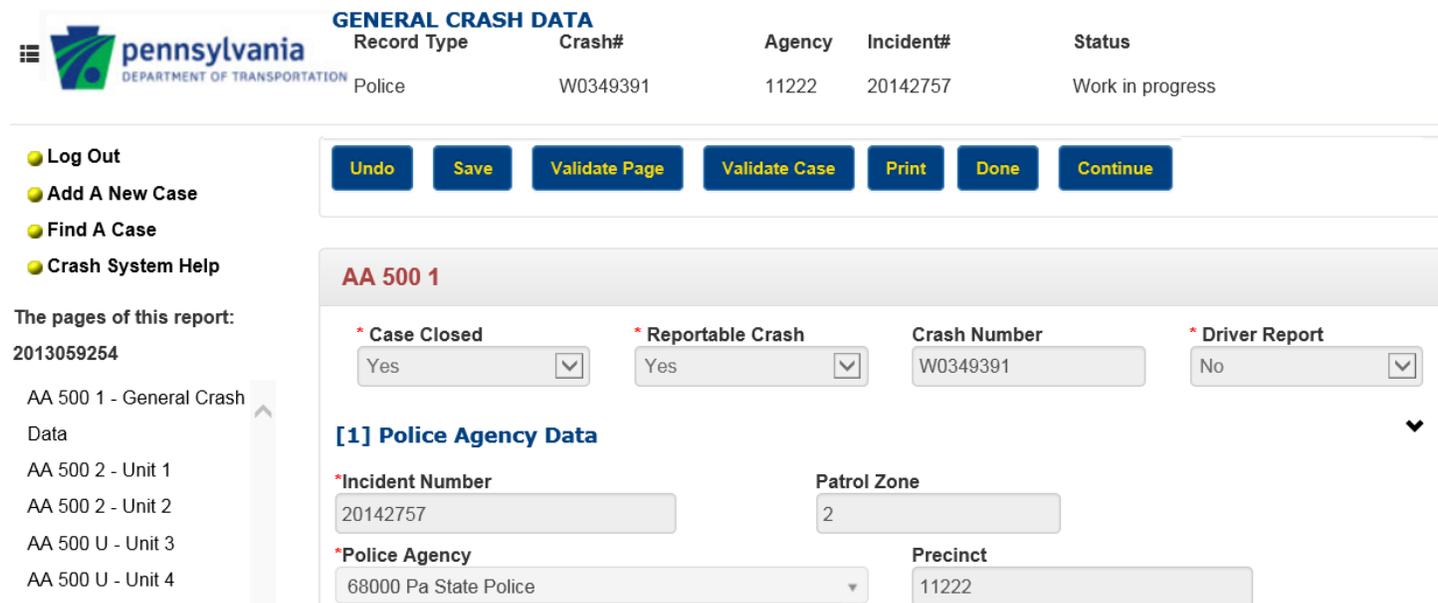


Record Type	Crash Number	Agency	Incident Number	Status
Police	X1111111	22101	DELETEME	Work in progress

AA 500 1

\* Case Closed: No  
 \* Reportable Crash: Yes  
 Crash Number: X1111111  
 \* Driver Report: No

Reopen the left menu by toggling the  button.



Log Out  
 Add A New Case  
 Find A Case  
 Crash System Help

The pages of this report:  
 2013059254  
 AA 500 1 - General Crash Data  
 AA 500 2 - Unit 1  
 AA 500 2 - Unit 2  
 AA 500 U - Unit 3  
 AA 500 U - Unit 4

Record Type	Crash#	Agency	Incident#	Status
Police	W0349391	11222	20142757	Work in progress

AA 500 1

\* Case Closed: Yes  
 \* Reportable Crash: Yes  
 Crash Number: W0349391  
 \* Driver Report: No

**[1] Police Agency Data**

\*Incident Number: 20142757  
 Patrol Zone: 2  
 \*Police Agency: 68000 Pa State Police  
 Precinct: 11222

➤ **OPENING AND CLOSING REPORT BLOCKS**

The diagram below shows Block 1 in the CLOSED position and Block 2 in the OPEN Position. These can be toggled using the ▼ symbol to the right of the Block Title.

**AA 500 1**

* Case Closed	* Reportable Crash	Crash Number	* Driver Report
Yes ▼	Yes ▼	W0393284	No ▼

**[1] Police Agency Data** ← Closed Position ▼

**[2] Crash Data** Open Position ▼

County Code	* County Name	Mun Code	* Municipality Name
66	York 66 ▼	102	York Township 66102 ▼

* Crash Date (mm/dd/yyyy)	Crash Time mil	Day of Week
01/29/2014	0752	Wednesday

* No. of Units	People	Injured	Killed
02	02	00	00

* Work Zone	School Bus Related	School Zone Related	Notify PENNDOT Maintenance
No ▼	Yes ▼	No ▼	No ▼

Now the reverse - Police Agency is in the open position and Crash Data is in the close position.

**AA 500 1**

* Case Closed	* Reportable Crash	Crash Number	* Driver Report
Yes ▼	Yes ▼	W0393284	No ▼

**[1] Police Agency Data** Open Position ▼

* Incident Number	Patrol Zone
20140129M0002	3

* Police Agency	Precinct
66505 York Area Regional ▼	

* Investigation Date (mm/dd/yyyy)	Dispatch Time mil	* Arrival Time mil
01/29/2014	0752	0756

Investigator	Badge
GEORGE M MCGEE	57

Reviewer	Badge Number	Approval Date
GWENDOLYN SHILEY		03/10/2014

**[2] Crash Data** ← Closed position ▼

**[3] Loc Type** ▼



➤ **TOGGLING THE CASE VALIDATION FORMAT**

If you use a narrow Crash screen, revisions have been made to allow more screen to display. The Validation Page/Case window displays to the right of the main screen when validating.

**AA 500 1**

\* Case Closed: Yes   \* Reportable Crash: Yes   Crash Number: W0393284 \* Driver Report: No

**[1] Police Agency Data** ▼

\*Incident Number: 20140129M0002 Patrol Zone: 3

\*Police Agency: 66505 York Area Regional Precinct:

\*Investigation Date (mm/dd/yyyy): 01/29/2014 Dispatch Time mil: 0752 \*Arrival Time mil: 0756

**Validate Page** Double click "Validate Page" button to refresh errors.

Crash Number: W0393284

Incident Number: 20140129M0002

012260W:~(BLK-2) Crash Date indicates this crash took place more than a year ago

Decreasing your window size will move the Validate Page/Case display to the bottom of the screen

**[6] \*Distance from Landmark** Please enter information for BOTH Landmarks ▼

**[7] GPS** ▼

**[8] TCD** ▼

**[9] Lane closure** ▼

Lane Closed: Not applicable  Lane Closure Direction:

Traffic Detoured:  Est. Time Closed:

**Validate Page** Double click "Validate Page" button to refresh errors.

Crash Number: W0393284

20140129M0002 Incident Number:

012260W:~(BLK-2) Crash Date indicates this crash took place more than a year ago

## 5. WEB SITE FUNCTIONALITY

### Required and Key Fields

On the General Crash Data page, and some other data input pages, the fields that have a **red asterisk (\*)** next to them are required to have data entered before saving or continuing to the next page.

The screenshot shows the 'GENERAL CRASH DATA' form in a web browser. The browser address bar shows the URL: <https://www.dotua6.state.pa.us/crsapp/openCase.do?meth>. The form header includes the Pennsylvania Department of Transportation logo and the title 'GENERAL CRASH DATA'. Below the header, there is a table with columns: Record Type, Crash Number, Agency, Incident Number, and Status. The current record is: Police, W0425766, 01601, TESTCASE1, Work in progress. A toolbar contains buttons: Undo, Save, Validate Page, Validate Case, Print, Done, Approve, and Continue. The main form area is titled 'AA 500 1' and contains several sections. The first section is '[1] Police Agency Data' and includes fields for: \*Case Closed (Yes/No), \*Reportable Crash (Yes/No), Crash Number (W0425766), \*Driver Report (No), \*Incident Number (TESTCASE1), Patrol Zone, \*Police Agency (01601 Adams County Sheriffs Dept), Precinct (11), \*Investigation Date (11/11/1999), Dispatch Time (1111), \*Arrival Time (1111), Investigator (PATROLMAN COLEMAN), Badge (31), Reviewer, Badge Number, and Approval Date. The second section is '[2] Crash Data' and includes fields for: County Code (01), \*County Name (Adams 01), Mun Code (401), \*Municipality Name (Abottstown Borough 01401), \*Crash Date (11/11/1999), Crash Time (1111), \*No. of Units (02), People Injured (03), Killed (01), Day of Week (Thursday), \*Work Zone (No), School Bus Related (No), School Zone Related (No), and Notify PENNDOT Maintenance (No).

The “Key” fields on the General Crash Data page must always be present including:

- Crash Number
- Incident Number
- Police Agency

The combination of these 3 fields must be unique in the police database. As a result, if any of the fields are changed the system must first check to see if the new combination is the same as an already existing case. If so an error message will be displayed on the error list and the changes to the 3 fields will NOT be made.

## Record Locking

The Crash Reporting System (CRS) has record locking built in to prevent more than one user from editing the same crash case at the same time. When you create a new crash case, or select a record from the search screen, you have exclusive access to that case until you do one of two things:

1. Upon completing the case, it is approved using the **APPROVE** button; or
2. While working on the case, it is released for anyone to work on using the **DONE** button.

If someone tries to select a locked record, CRS will notify them that the record is locked and by whom. A locked case can still be viewed, but can not be accessed by anyone else until the case is approved, or released, or the system unlocks the record after it has been inactive for a sufficient amount of time (at least 30 minutes).

## Finding a Case

Undo Search

Search Criteria - Any ONE of these

Crash Number  Crash Record Number  Incident Number  License Plate  Driver License

OR any combination of these

Police Agency  Patrol Zone  County Name  Reportable

Investigations From  Through  Closed Cases  Case Status

10 records per page

Police Agency	Crash Number	Incident Number	Investigation Date	County Code	Case Closed	Case Status	Record Type	CRN
48108	Y0000001	DELETEDME	19991111	45	N	WIP	Police	2004004870
25601	X9999999	DELETEDME	20020101	39	Y	WIP	Police	2005057234
25302	X0101010	DELETEDME	19990101	25	N	WIP	Police	2005065648
01212	X2121212	DELETEDME	19771111	25	N	WIP	Police	2005085679
22101	X1111111	DELETEDME	20050101	22	N	WIP	Police	2005113890

From the Navigation Bar a user can click “Find a Case” and the system will display the Search screen which will allow the user to filter the search using one of the following:

- Crash Number
- CRN (Crash Record Number)
- Incident Number
- License Plate
- Drivers License

This screen also allows the user to use multiple search criteria. You may search for a crash case by using a combination of the follow data elements.

- Police Agency (PennDOT only)
- Patrol Zone
- County
- Investigation From/Through
- Reportable/Non-Reportable
- Closed Cases
- Case Status

Using one or any combination of these items will narrow the search results and help the user identify the case they want to review, add to, or change information on.

**Note:** The system will default the dates on the search to the period 1 year prior to the current date. When you first enter this screen the “Through” date will be today’s date. The “Investigations From” from will be one year prior to the “Through” date.

## Tab to New Field

To move from one field to the next the user will be required to either mouse click on the desired field or use the **tab** key to advance to the next field, or button. If a field is divided into parts, for example telephone number, the tab key will move from the first part of the field to the second part, and so on. Filling a field in completely with data will not automatically move you to the next field for entry.

**Note:** some fields are skipped because they are read only.

## Types of Fields

### a. Drop Down Boxes

\*County Name

Drop down Boxes allow for two types of selection – drop down list or text selection.

\*County Name  
  
Adams 01  
Allegheny 02  
Armstrong 03  
Beaver 04  
Bedford 05  
Berks 06

Clicking the grey box on the right edge of the drop down will display the entire list of selectable values.

Typing a value in the text box will display only those selectable values that contain the value in the text box. For example: typing “be” will show a drop down that includes Beaver, Bedford, Berks, Cumberland and Northumberland

### b. Text Entry Fields

First Name: JOE  
MI:   
Date of Birth: 99/99/9999  
Last Name: SCHMEDLEY  
Telephone Number:

Certain fields allow the user to type in the required information (i.e. no drop-down windows or radio buttons to enter data). They are free text fields that are typically just a single box. The example above shows the Driver section of the Unit Page, where the First Name, Middle Initial, Last Name, Date of Birth and Telephone Number are Text Entry Fields.

\*Investigation Date (mm/dd/yyyy)  
Dispatch Time mil  
\*Arrival Time mil  
Reviewer  
[2] Crash Data  
County Code  
\*Crash Date (mm/dd/yyyy)  
\*Work Zone  
December 2014  
Mo Tu We Th Fr Sa Su  
24 25 26 27 28 29 30  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31 1 2 3 4

Note that **date fields** allow for both direct text entry or select from a calendar function. This calendar allows you to select a Day, Month or Year. To switch between these functions, click on the title at the top of the page.

### C. Radio Buttons

Radio buttons allow you to make a choice between options within the crash system. The example below shows how in the Drugs Suspected section, you can choose between the different test results (Test Refused, Unknown Results, or Test Given with Contaminated Results). To make a selection, click on the appropriate circle. Only one option can be selected.

The screenshot shows a form titled "Drugs Suspected" with a help icon. It contains three dropdown menus: "Alcohol/Drugs Suspected", "Alcohol Test Type", and "Driver/Ped Physical Condition". To the right, there is a field for "Alcohol Test Results" with a "0." and a checkbox. Further right, a box labeled "EXAMPLE OF RADIO BUTTONS" points to three radio button options: "Test Refused", "Unknown Results", and "Test Given with Contaminated Results".

### d. Selection Boxes

A few fields use selection boxes. Click on the box symbol (or tab to it and press the space bar) to select any options that apply. For example, Work Zone fields, "select all that apply".

The screenshot shows a section titled "Work Zone (Please check ALL that apply)". It contains a list of six checkboxes: "Lane Closure", "Road Closed with Detour", "Work on Shoulder or Median", "Intermittant or Moving Work", "Flagger Control", and "Other".

### Crash Page Buttons



- **Undo** – Reverts all items on the page back to the previous save
- **Save** – Saves the contents of the page to the web site database
- **Validate Page** – Validates all the data items on the current page
- **Validate Case** – Runs a complete validation on every item on every page
- **Print** – Prints a copy of the crash report as it currently exists
- **Done** – Exits the report currently being worked on and removes the record lock
- **Delete** – Delete a selected Unit or Person from the crash report. This option will only appear on the Unit page (AA 500 2 ) and on the Person Page (AA 500 3)
- **Approve/Submit** – Changes a “work in progress” case to either “**PENDING APPROVAL**” status (Submit button), or to an “**APPROVED**” status (Approve button). Cases in approved status will then be reviewed by PennDOT. Only accounts with approve authority will see the “Approve” button. Others will see the “Submit” button.
- **Continue** - When you are entering a crash, after completing the information on any page, clicking the “Continue” button will save the information and automatically move you to the next page.

## Approve / Submit

After all of the information has been entered by the investigating officer, the case should be validated. If there are no errors, the investigating officer should then **Submit** the case for review. The case status will change from “**Work in Progress**” to “**Pending Approval**”

The reviewing officer should then review each case that is pending approval. Once the reviewing officer is satisfied with the report, he/she can **Approve** the case for review by PennDOT. This will change the status of the case from “**Pending Approval**” to “**Approved.**” (If the investigating officer has Approve authority, then the case will go directly from Work in Progress to Approved)

If you have made every reasonable effort to get rid of all validation errors, and errors still exist, the reviewing officer can still approve the case with errors.

**Case Approval**

Check the reviewer data and press Approve to signify that the current case data is, to the best of your knowledge, a complete, correct and official Police Report of this Crash.

Reviewer Name  
John Q Approver

Badge Number

Approval Date mm/dd/yyyy  
12/30/2014

Approve Cancel

Clicking the **Approve** button, will open a window that requests the badge number of the approving officer.

Click the **Approve** button in this pop up window to finalize the approval.

**Note:** the Badge Number entered should match the Badge Number of the user in their account profile.

A dialog box will then be displayed showing any errors or warnings generated by the validate process (if any). This dialog box will ask for **Final Approval**. If there are errors, you will be given a chance to Abort the Approval Process. This will allow further changes to be made. If there are no errors and you do not wish to make any further changes, (scroll to the bottom of the screen if necessary) and then click on the “**Approve with Errors**” button.

Record Type	Crash Number	Agency	Incident Number	Status
Crash Number:	Y0000001			
Incident Number:	DELETEME			
012260W:~(BLK-2)	Crash Date indicates this crash took place more than a year ago			
191505E:~(BLK-4)	Orientation (Roadway 01) value not found in reference table.			

## 6. ENTERING CRASH REPORT DATA

This section addresses how to enter crash data using the CRS web site for items that are specific to using the web site versus completing reports on the paper form. For instructions of completing specific fields on the report, please refer to the PennDOT Publication 153, available in PDF format in the “Crash System Help” section on the web site.

### Crash Investigation and Location Data page (AA 500 1)

The **Case Closed** field is a required field that an agency can use to indicate that its investigation is complete.

The **Reportable Crash** field indicates the police officer’s assessment of the reportable status of the crash.

The **Crash Number** should be left blank. CRS will automatically generate a crash number. If the agency is entering this number, the crash number must begin with a “W” followed by 7 digits, and should not be repeated within that agency. **Note:** This number should not be your “incident number”.

### Unit Information page (AA 500 2 & AA 500 U)

#### Block 10 – Unit Info

##### [10] Unit Info

\* Type Unit

\* Commercial vehicle

The **Type Unit** field indicates the classification of the unit such as motor vehicle in transport, pedestrian etc. This field will determine which information will be displayed on the Web Page.

Pedestrian – If the Type Unit Selected is a Pedestrian or Pedestrian Conveyance, then additional information will need to be completed on report page **AA 500 M**.

Bicycle - If the Type Unit Selected is a Pedalcycle (Bicycle, Unicycle etc), then additional information will need to be completed on report page **AA 500 M**.

The **Commercial vehicle** field indicates if the motor vehicle is designed or used to transport passengers or property (i.e. a bus, or truck in excess of 10,000 pounds). If “Yes” then additional information will need to be completed on report page **AA 500 C** for all commercial vehicles involved in a reportable crash.

## Block 11 – Vehicle Driver / Pedestrian Information

The **Number of Persons in Unit** field indicates the number of persons riding in a unit. It is not required for pedestrians. This field is required for Web entry but does not appear on the paper AA 500.

If the user enters data including the Driver License Number and State, Name, Address and City, and clicks the  button that information will be copied to the “Vehicle Driver Lookup Page” and automatically used to do a lookup. The “Vehicle Driver Lookup Page” has spaces that can be used to modify the search criteria fields and re-execute the search. (See Vehicle Driver Lookup section).

## Block 12 – Vehicle Information

**Vehicle** section – identifies the vehicle information. This part of the unit panel can be used to lookup vehicle information including Owner.

If the user completes the VIN or the PA License Plate and Registration State on the Unit Information page and clicks the  button the VIN and/or PA License Plate and Registration State information will be copied to the “Vehicle Retrieval Page” and automatically used to do a lookup. The “Vehicle Retrieval Page” has spaces that can be used to modify the VIN and Plate information and re-execute the search.

**Note:** the plate lookup only works if the user enters Pennsylvania in the Registration State field of the Unit information Page.

## Person Information (AA 500 3 & AA 500 P)

**Please note** that there will ALWAYS be exactly as many entries for person information as there are number of people listed on page 1 in block 2.

**Person No** – Be sure to start numbering each unit with person number 01. i.e. Unit 01 Person 01, Unit 01 Person 02, Unit 02 Person 01, Unit 03 Person 01, etc.

**Delete?** – This option allows the selected person(s) to be deleted from the crash. You must use the **DELETE** button (at the top of the page) to actually delete the selected persons from the crash. You will be prompted to verify each person that is deleted from a crash. (See section 4.10.2)

**Same as Operator** – This allows information entered in for the operator to be filled into the applicable fields. Note: you should select this box before entering the name so that you can use the address of the operator for all persons with the same address.

## Harmful Events and Factors (AA 500 4 & AA 500 H)

The General Information (Block 15) at the top of this page which includes Crash Description, Relation to Roadway, Illumination, Weather Conditions and Road Surface Conditions, is specific to the crash and needs only be entered once. If there are more than 2 units in the crash, a page **AA 500 H** will be added for every 2 additional vehicles. The Block 15 data will be repeated on these **AA 500 H** pages but will not be able to be modified. Block 15 data can only be changed on the **AA 500 4** page.

## Diagram / Narrative (AA 500 5)

### Block 20 - Diagram

To create or edit the Diagram of the Crash, click the  button.

See **Create or Edit Diagram** for instructions on how to use the *Easy Street Draw* software

### Block 22 – Narrative

Anything not covered in is the report pages that are needed by local agencies, such as Property damage and other facts related to the accident investigation, should be included in the narrative. There is no PENNDOT requirement to repeat anything here that had been covered in the codes.

Unlike the paper forms, no **AA 500 N** page will exist for cases entered using the web site. All changes to the diagram and the entire narrative can be entered on a single page. Additional narrative can simply be appended to the existing narrative. You might want to add the date and investigator for any additional narrative that is appended after the initial investigation

## Fatal Information (AA 500 F)

### Block 24 – Fatal Page Roadway Information

The **Road Surface Type** and **Special Jurisdiction** fields are required and will appear only once per crash case.

### Block 25 – Fatal Page Unit Information

There must be a Fatal Page Unit Information entry for every unit involved in the crash with the exception of Trains, Parked Vehicles, and Phantom Vehicles. The fields that need to be completed in this section will be determined by the unit type.

For example, if the unit type is Motor Vehicle in Transport then all of the questions are applicable. If the unit type is a Pedestrian then only the Drug Test Type and Result are required.

Drug Test Results must be provided if a Drug Test Type is provided. This result could be Unknown.

The following fields on the Fatal Crash Information page are view only: Restrictions, Restriction Compliance, Endorsements, License Class, License Expiration Date, and Suspension Indicator.

The view only fields are populated with information that is returned from DL&C. This will only happen if the user executes a Driver Lookup (that brings back DL&C information) and accepts what was returned from the search. This is done on the Vehicle Driver / Pedestrian page.

### **M-Page Information (AA 500 M)**

This Page is used to collect additional information for certain unit types, or information on work zone crashes where applicable. Please refer to PENNDOT pub 153 for details.

**NOTE:** An M-Page will appear only if M-Page information is required for the case. All sections that need to be filled out will appear and all information must be completed.

## 7. TOOLS

Deleting a Unit -- To delete a Unit and all records associated with it click the **Delete** button. This will delete all information on the Unit page and items for this unit including:

1. Driver information
2. All people associated with that unit
3. Commercial vehicle information
4. Fatal page information
5. Harmful events and Crash Factors
6. The Navigation Bar will be modified to show only the remaining units.

After clicking the **Delete** button the system will ask “Are you sure you want to DELETE this Unit Information completely and permanently?”

Click **OK** to delete the record and return to the next page higher up in the Navigation Bar.

**Deleting a Person** -- To delete a person from a crash report, check the “Delete?” check box for the person or persons you wish to delete. Then click the **Delete** button at the top of the screen to delete those people from the report.

**[14] People Information**

*Unit No	*Person No	Delete?	
01	01	<input type="checkbox"/> Delete	
Date of Birth (MM-DD-YYYY)		A. Person Type	
08	08	1968	1=Driver

The system will then ask “Are you sure you want to DELETE this Person Information completely and Permanently?”

Click **OK** to delete the record and refresh the Navigation Bar.

### Owner / Vehicle Lookup

**NOTE: Only Vehicle Types 01 through 19** will allow a VIN to be entered for the vehicle. A blank, other or unknown vehicle type will not accept a VIN.

When the system completes its search of VINA and CARATS the user at that point must compare the returned information to the data entered and decide one of the following:

1. Continue with the Save process, replacing what was entered into the Unit Information page with the data returned from VINA and CARATS by clicking

**Continue save WITH VINA/CARATS Info**

2. Continue with the Save process, without replacing what was entered into the Unit Information page by clicking

**Continue Save WITHOUT VINA/CARATS Info**

3. Correct the VIN or Plate information in the top of the “Owner Automatic Lookup Page” and click one of the  buttons

4. Abort the Save process by clicking the “X” in the upper right hand corner of the “Owner Automatic Lookup” window. This will return the user to the Unit Information page.

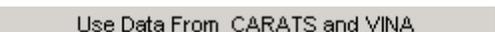
**Note:** Plate lookups can only be done if the user enters Pennsylvania in the Registration State or leaves the Registration State field blank. If the user enters a non-Pa state in the Registration field, the lookup will ignore the plate value.

**Note:** When looking for a non-Pennsylvania vehicle, be sure to use the VIN. When looking for a Pennsylvania vehicle the License Plate number or VIN can be used.

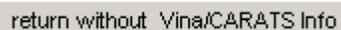
When the search is done, if both VIN and Plate are entered, only the VIN will be used to conduct the search. If the VINA value is invalid the search will stop. In that case, clear the VIN field and press the **Vehicle Lookup** to allow the search to proceed using the plate value.

When the Vehicle Retrieval Page is used and either of the buttons at the bottom of the page are used, the system will not prompt you with the “Owner Automatic Lookup Page” when you eventually save the page.

When the system completes its search of VINA and CARATS the user at that point must compare the returned information to the data entered and decide one of the following:

1. Return to the Unit Information page with the data returned from VINA and CARATS by clicking  .

2. Return to the Unit Information page without replacing what was entered by clicking



3. Correct the VIN or Plate information in the top of the “Vehicle Retrieval Page” and click one of the two lookup buttons:  

4. Abort the lookup process by clicking the “X” in the upper right hand corner of the “Vehicle retrieval Page”. This will return the user to the Unit Information page. While this option is similar to option 2, it differs in that the system will prompt you with the “Owner Automatic Lookup Page” when you eventually save the page.

## Vehicle Driver Lookup

The Vehicle Driver Lookup page provides the user with a method for searching for driver information. To search for driver information click the **Driver Search Page** button. The system will display the Vehicle Driver Lookup page.

The Vehicle Driver Lookup Page will only work with a licensed Pennsylvania Driver. The system will check information for a valid Pennsylvania operator's license and then at the users option populate the corresponding crash system fields on the Vehicle Driver/ Pedestrian page.

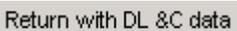
The user can enter either the Driver License Number, Driver License State, Last name, First Name or FI initial, Middle Initial (MI), Date of Birth, and/or City.

After entering information the user will click the **Driver License Lookup** button. The system will use the provided information to search for the appropriate record.

Once the system returns a record, if the user decides the information is correct and wants to accept the information returned from the system click the **Return with DL&C Data** button. This will take the returned information and populate the fields in the Vehicle Driver / Pedestrian page.

If the user does not want to use the data returned from the search, click the **Return without DL&C Data** button. This will return the user to the Vehicle Driver / Pedestrian page to enter the driver information.

When the system completes its search of DL&C the user at that point must compare the returned information to the data entered and decide one of the following:

1. Return to the Vehicle Driver / Pedestrian page with the data returned from DL&C by clicking 
2. Return to the Vehicle Driver / Pedestrian page without replacing what was entered by clicking 
3. Modify the Driver information in the top of the Vehicle Driver Lookup Page and click the  button.
  1. Abort the lookup process by clicking the "X" in the upper right hand corner of the Vehicle Driver Lookup Page. This will return the user to the Vehicle Driver / Pedestrian Page.

**Note:** When entering search information including the Driver License Number, Driver License State, Last name, First Name or FI initial, Middle Initial (MI), Date of Birth, or City, there are certain restrictions. First, only the first seven characters of the last name are used. Only the first three characters of the first name are used. Only the first 14 characters of the city name are used in the search. If you provide the driver license number, the system will only use that to perform the search. The system will ignore anything else entered.

http://devcrashdomnt01/crash.nsf/dl\_lookup?OpenForm&Seq=1 - Microsoft Internet Explorer provided by PENNDOT

Driver Number	Full Name	Address	City	State	Height Ft	Height In	Date of Birth
<a href="#">70099186</a>	SMILEY,ALLAM	ROC	HARRISBURG	PA	6	0	1962-11-03
<a href="#">25808933</a>	SMILEY,CHRISTOPHER,S	1085 ALEXANDER DR	HATFIELD	PA	5	7	1981-09-27
<a href="#">70099230</a>	SMITH,A	1	MARS	PA	6	0	1976-01-01
<a href="#">01218996</a>	SMITH,A,W	520 BURKE ST	JERSEY SHORE	PA	5	6	1905-01-10
<a href="#">24536315</a>	SMITH,AARON	5421 LENA ST	PHILADELPHIA	PA	0	0	1975-03-31
<a href="#">26772430</a>	SMITH,ADA MARIE	405 VIRGINIA AVE	BUTLER	PA	5	3	1957-02-27
<a href="#">23551629</a>	SMITH,AGNES,J	5129 E ROOSEVELT AVE	PHILADELPHIA	PA	5	7	1941-06-26
<a href="#">60194851</a>	SMITH,JR,MRS,ALFRED	1530 LIMEKILN PIKE	GLENSIDE	PA	5	6	1978-11-10
<a href="#">70193941</a>	SMITH,JR,MRS,ALFRED	1530 LIMEKILN PIKE	GLENSIDE	PA	5	6	1978-11-10
<a href="#">50196821</a>	SMITH,ALFRED,B B	1530 LIMEKILN PIKE	GLENSIDE	PA	5	6	1978-11-10
<a href="#">45500110</a>	SMITH,ALFRED,PAUL	245 SOUTH CEDAR ST	SPRING CITY	PA	6	1	1972-03-25

If you only enter part of the information (i.e., “smi” for “smith” in the name field) the system will still try to find records that match the information you do provide.

If the system cannot uniquely identify a single record, then a list of records will be displayed on a separate screen allowing the user to pick the correct record (example of “smi” search to the left).

After reviewing the records returned from the search on “smi”, simply click on the appropriate record to select it or close the window and type the driver information into the Vehicle / Driver Pedestrian page.

The data returned through this search can be used to verify what was entered on the Vehicle Driver / Pedestrian page.

When the system completes its search of DL&C the user at that point must compare the returned information to the data entered and decide one of the following:

1. Continue with the Save process, replacing what was entered into the Vehicle Driver / Pedestrian page with the data returned from DL&C by clicking **Return with DL &C data** . If the user had entered name, address, city, state, zip, and phone on the Vehicle Driver / Pedestrian page that information will not be over written by the information from DL&C.
2. Continue with the Save process, without replacing what was entered into the Vehicle Driver / Pedestrian page by clicking **Return without DL&C data** .
3. Correct the Driver information in the top of the Vehicle Driver Automatic Lookup page and click one of the **Driver License Lookup** buttons.
4. Abort the Save process by clicking the “X” in the upper right hand corner of the “Vehicle Driver Automatic Lookup page. This will return the user to the Vehicle Driver / Pedestrian page.

## Crash Location (GIS Lookup)

PennDOT must determine an exact or very close approximation of every crash entered in to the system. Each and every reportable crash **MUST** take place on a roadway open to the public.

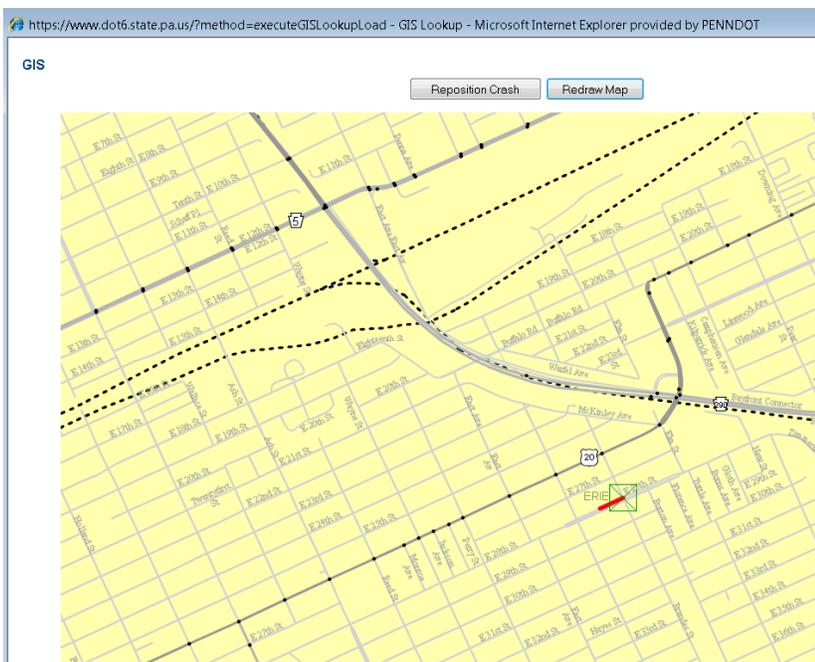
The GIS Module requires certain minimum location data in order to perform a lookup on the crash location.

The screenshot shows a web-based form for entering crash data. At the top, there are navigation buttons: Undo, Save, Validate Page, Validate Case, Print, Done, PrintPatch, Delete, Approve, and Continue. Below these are fields for Dispatch Time, Arrival Time (9999), Investigator (NOBODY), and Badge (9999). A Reviewer field is also present with a Badge Number and Approval Date. The status is 'INCOMPLETE, AWAITING APPROVAL'. The form is divided into sections: [2] Crash Data, [3] Loc Type, and [4] Principal Road. In the [2] section, County Name is 'Brie 25' and Municipality Name is 'Brie City 25302'. In the [3] section, Intersection Type is 'Mid-block'. In the [4] section, Street Name is 'BRANDES'. A 'GISLookup' button is visible at the bottom right of the form.

1. Municipality – Make sure the County and Municipality are selected.
2. Intersection Type – GIS will need to know if the crash took place where 2 or more streets meet, or if it took place on a roadway between intersections or landmarks
3. Principal Road – All reportable crashes take place on a roadway open to the public
  - a. For named roadways, please provide either the route number (for state roads if known) or the Street Name, Street Ending AND Route Signing
  - b. For unnamed travelways traversing a piece of property, supply the property name, and not the street address of the property
    - For example if the crash took place at the Washington Middle School on the school’s main travelway and the school in on Main Street you would use “WASHINGTON MIDDLE SCHOOL” “LT” as the street name/ending. You would not use “MAIN” “ST” with the address of the school.
4. Intersecting Road or Landmarks (or GPS coordinates)
  - a. For intersections, provide:
    - An intersecting roadway such as in 3a above; or
    - The GPS coordinates of the intersection
  - b. For midblocks, provide:
    - The postal address (house number) where the crash took place.
    - An intersecting roadway on either side of the crash; or
    - The GPS coordinates where the crash took place
  - c. Alternately you can locate the crash directly on the map by selecting the “COUNTY/MUNICIPALITY” option to the right of the “GIS lookup” button then pressing that button. (Please only use this option for midblock crashes)

Once you have provided sufficient location data, you can then perform a GIS lookup by clicking the  button.

As long as sufficient location data has been supplied, you should see a municipal map with an “X” on the location of the crash. If the X is not on the exact location, you can use the “Reposition Crash” button to relocate and redraw the map.



After right clicking on the municipal map, the following options become available:

- Cancel Command
- Zoom In +
- Zoom Out -
- Zoom Rectangle
- Pan
- Original View

**Cancel Command** – simply closes the command box

**Zoom In** – selecting the zoom in option will move the view of the map closer in each time the function is selected. This can be repeated until the desired results are achieved. It will zoom into the center of the map.

**Zoom Out** – selecting the zoom out option will move the view of the map further out each time the function is selected.

**Zoom Rectangle** – This will allow you to click on a starting point then drag the rectangle to the ending point to have the map redrawn to best fit that rectangle. The smaller the rectangle, the more detail will appear on the map.

**Pan** – Allows you to grab the screen and move the whole map side to side or up and down

**Original View** – Shows the original view of the map prior to using any of the commands above.

Once you have the X at the exact location of the crash, you should click the “Save” button at the bottom of the map, to tag that location and save it to the database.

**Note:** You can order a County type 10 map that will show the state route numbers for your county by contacting PennDOT’s Geographic Information Division at: [ra-penndotsalesstore@pa.gov](mailto:ra-penndotsalesstore@pa.gov) or (717) 787-6746.

All 67 County maps as well as many municipality maps are available on the PennDOT web site in PDF format.

Type 10 County Maps:

<http://www.dot.state.pa.us/Internet/Bureaus/pdPlanRes.nsf/infoBPRCartoCountyType10>

Municipality Maps:

<http://www.dot.state.pa.us/Internet/Bureaus/pdPlanRes.nsf/PlanningAndResearchHomePage>  
(Geographic Information division)

## Using Global Positioning System (GPS) Coordinates

Entering GPS Latitude and Longitude can provide PennDOT with an accurate location, **only** if the data is entered properly. To get GPS coordinates, you can use a hand held GPS device or an internet based mapping program.

Make sure the coordinates entered are in the format **Degrees, Minutes, Seconds** and **Hundredths**.

For example, the State Capitol Dome in Harrisburg is at:

**40 deg 15 min 51.90 sec North and -76 deg 53 min 00.20 sec West**

If your coordinates are listed as **Degrees** and some decimal portion, then the coordinates must be converted. To convert the decimal portion of degrees into minutes or minutes into seconds, multiply the decimal portion by 60 then enter the resulting digits into the next part of the coordinate.

Example: if your GPS coordinates show **40 deg 15.865** minutes latitude, multiply the **.865** by **60** giving **51.90** resulting in a latitude of **40 degrees 15 minutes 51.90 seconds**.

2<sup>nd</sup> example: if your GPS coordinates show **40.2644** degrees latitude, multiply the **.2644** by **60** giving **15.865** resulting in a latitude of **40 degrees 15.865 minutes**. Then follow the example above to convert the minutes into minutes and seconds.

## Create or Edit Diagram

AA 500 5

Diagram

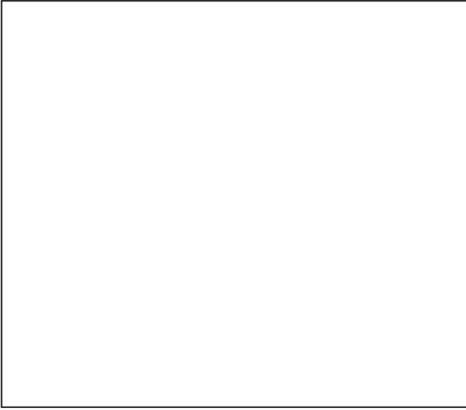
Create or Edit Diagram

As an alternative to creating your diagram with the tool on this page, you may send a freehand diagram along with the first page of form AA 500 1 to PENNDOT:

**PENNDOT**  
**Crash Info. Sys. Analysis Division**  
**PO Box 2047**  
**Harrisburg, PA 17105-2047**  
**Fax: (717) 783-8012**

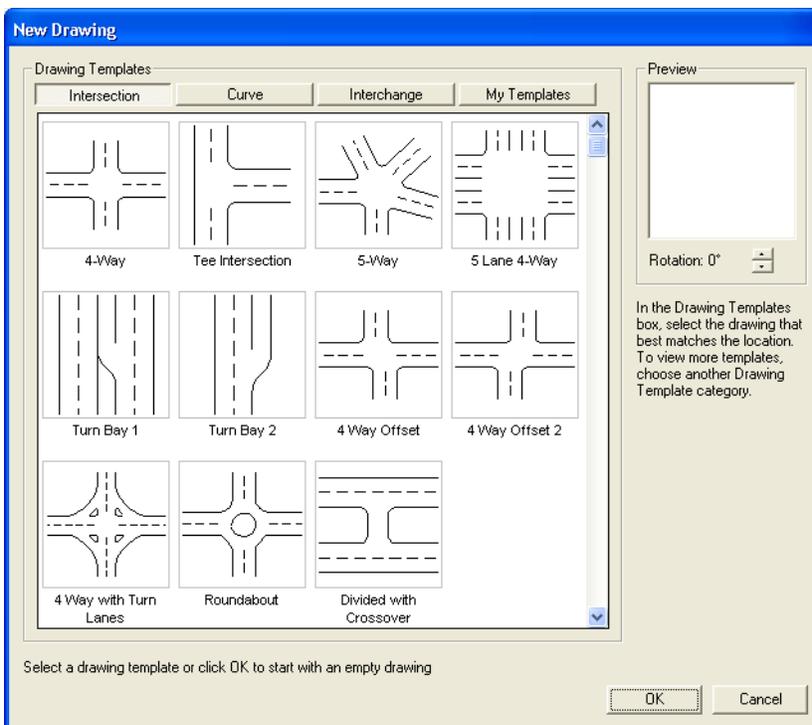
This screen shows diagrams created with the web drawing tool. To access diagrams that were sent in, go to the Image History screen.

Note: A plug-in is required for the operation of this page. It will download and install automatically. If your connection is slow, you may order the plug-in on CDROM.



To create or edit the Diagram of the Crash, click the  button.

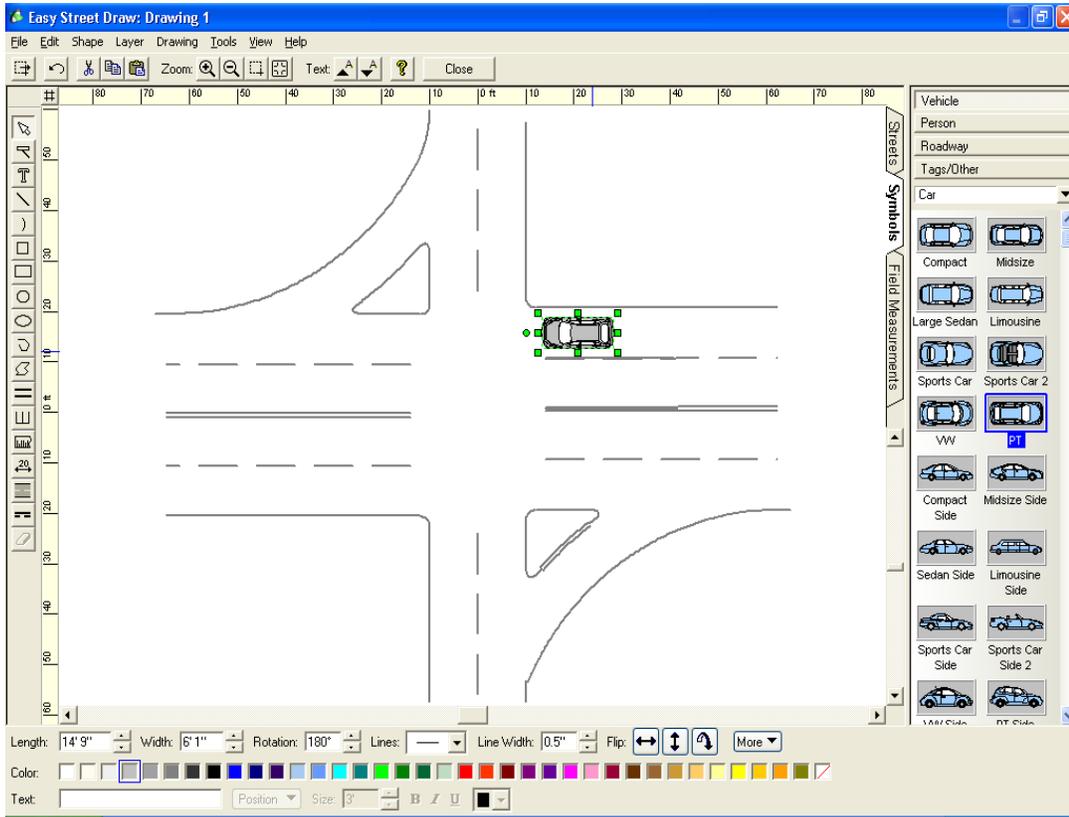
When entering a new case, the first screen you will encounter is the New Drawing window.



From the New Drawing window the user can select from Intersection, Curve, or Interchange by using the buttons across the top. This will display various intersections, curves, and interchange.

Select the appropriate template and click the  button.

The system will display your template in the drawing tool.



Once in the diagramming tool, crash diagrams can be drawn by simply clicking on the item you wish to use and dragging it into the diagram.

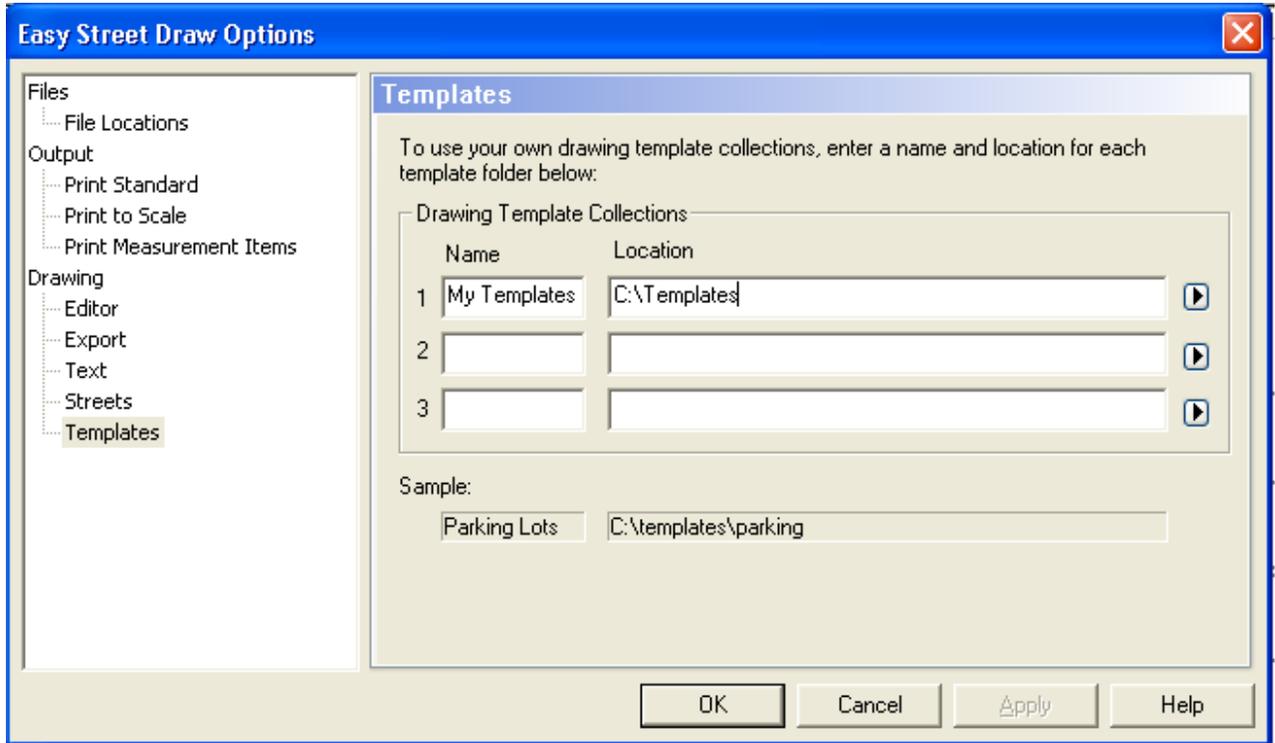
After completing the diagram, click **Close** to return to the Diagram page. The diagram the user created should now be displayed on the page.

**Note:** the diagramming software runs outside of the web site. Even if you are working on a diagram and the software is running, you can still get timed out of the web site. If you are going to be working on a diagram for a long period of time OR if you need to leave the computer while you are still working on a diagram, **CLOSE** the diagram and **SAVE** the crash report.

If you do not do this, and you time out, then you cannot save your current diagram. If this happens, save your current diagram as a template so that it can be brought back up when you log back into the web site.

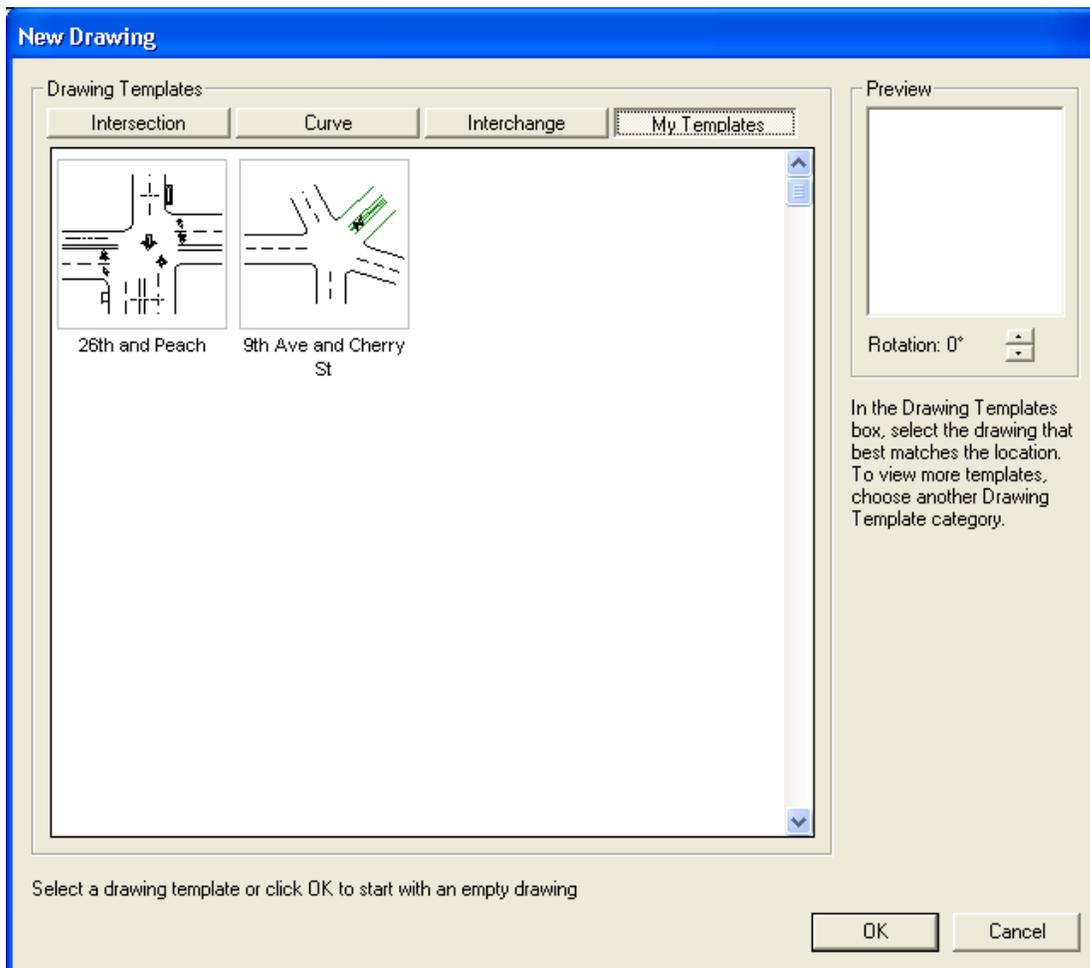
## Saving diagrams as templates

The first thing that must be done before saving a template is making sure your software knows where your drawing templates should be stored. If you have not already done so, click on “Tools” then “Options” then select Templates”



This will bring up a screen that allows you to name the template group and where you want that template group to be stored. If your agency is on a network, you may wish to set up the templates in a shared folder on the network. Each computer and/or network user must then go into this Templates setup screen to specify the name of the group and location of the shared network folder.

When a new drawing is started, you will see the default template groups (Intersection, Curve and Interchange) as well as any template groups you have created. The template group created above appears here as “My Templates”



You can save your diagram at any point by clicking **File** then **Save As** then **Drawing Template**. This can be very useful for keeping busy intersections for later use in future crash reports.

If you ever lose connection to the web site therefore preventing you from saving the diagram to your crash report, save your diagram as a template, then go back into your crash report, go to the diagram page and select your diagram from the template menu. Templates can be deleted if they are no longer useful.

If you know that a specific crash location has been diagrammed in the past, you can go back to that crash report, save just the street data as a template, then use that template in your current crash report.

## Synopsis page

The Synopsis Page gives the user information on the crash. The information is displayed in story format. The system uses the coded crash and converts it to a story. To execute this function, retrieve the desired crash and click on “Synopsis” in the Navigation Bar to display the Synopsis screen. There are two choices within the Synopsis. **Quality Assurance** which will include what was not entered and **Report** which shows only what was entered into the crash record.

To print the information on the synopsis page, right click in the body of the synopsis then select “Print”. This will bring up the windows print dialog box.

## Image History page

Computerized images of all the forms and other types of documents related to crashes, are permanently stored as digital images. PENNDOT staff, Pennsylvania State Police and Police Agencies can now view documents associated with crashes.

Once the appropriate case is retrieved for reviewing (using the Find a Case option), click on “Image History” in the Navigation Bar section. The system will display the Image History Viewer window.

The Image Viewer window presents the case you selected.

Click “Show All” to scroll through all pages of a case.

[CRS]: 1 Documents Found ...  
Crash Number: P0360169  
Incident Number: F4-0775586  
Police Agency: 68F4

Crash Case you selected!

Investigation Date: 02/02/2003  
Arrival Time: 1904

Page: 1 of 1

[Show Selected Documents](#) [Show All](#)

Document Type	Form	Page	New/Change	Entry Date
<input type="checkbox"/> AA45				8/26/03

There is no need to select anything other than “**Show All**” in the upper right part of the screen. This action will automatically take you to the document viewer and display all the document(s) associated with the crash record one at a time.

10056394

COMMONWEALTH OF PENNSYLVANIA  
POLICE CRASH REPORTING FORM

Page

Crash Number  
W0179012

AA 500 1  Case Closed  No  Reportable Crash  No

**Police Agency Data**

Incident Number: LOCAL1  
 Police Agency: 25601  
 Patrol Zone:

Agency Name: Erie County Sheriffs Dept  
 Precinct:   
 Investigation Date (MM-DD-YYYY): 11 - 11 - 1999

Dispatch Time (mil): 1111  
 Arrival Time (mil): 1111  
 Investigator: DAVE K  
 Badge Number: 1

Reviewer: DAVID R KELLY  
 Badge Number:   
 Approval Date (MM-DD-YYYY): 10 - 08 - 2010

**Crash Data**

County: 25 Erie  
 Municipality: 302 Erie City  
 Day of Week:  Sun  Thu  
 Mon  Fri  
 Tue  Sat  
 Wed  Unk

Crash Date (MM-DD-YYYY): 11 - 11 - 1999  
 Crash Time (mil): 1111  
 No of Units: 01  
 People: 01  
 Injured: 000  
 Killed\*: 000  
 \*If > 00 complete Form F

Workzone (If Yes, Complete Form M, Section 29)  Yes  No  
 School Bus Related  Yes  No  
 School Zone Related  Yes  No  
 Notify PENNDOT Maintenance  Yes  No

**Loc Type**

Intersection Type:  4 Way Intersection  \*Y\* Intersection  Multi-Leg Intersection  Off Ramp  Railroad Crossing  
 Midblock  \*T\* Intersection  Traffic Circle/Round About  On Ramp  Crossover  Other

\*Special Location: 00  
 \* See Overlay

**Principal Road**

Route Number:   
 Segment (Optional):   
 Travel Lanes: 02  
 Speed Limit: 25

Street Name: BRANDES  
 Street Ending: ST  
 Orientation:  North  
 South  
 East  
 West  
 Unknown

House Number (if applicable):

Route Signing:  Interstate (Not Turnpike)  Turnpike (East/West)  Turnpike Spur  State Highway  County Road  Local Road or Street  Private Road  Other/Unknown

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You can scroll between pages within the document by using the page scroll buttons shown here.

If there are multiple documents (such as when supplemental data was submitted after the initial report), you can scroll to the next or previous document using the green arrow buttons.



Any or all documents can be printed by clicking  button within the Image History option.

The remaining buttons on the left allow you to **zoom** in or out, **rotate** the document image, or adjust the position of the document in the viewer window.

## 8. CASE VALIDATION

Validate Case	
Crash Number:	W0425795
Incident Number:	ERIE TEST CASE 1
010805E:~(BLK-2) Crash Time must be a valid time from 0000 through 2359 or 9999.	
015015C:~(BLK-1) Investigator Badge Number must be non-blank.	
143215E:~(BLK-11) For the driver/pedestrian in unit 01: for this Type of Unit an Alcohol Test Type must be supplied.	
143005E:~(BLK-11) For unit 01: Alcohol Drugs Suspected value not found in reference table.	
140305E:~(BLK-11) For unit 01: Driver/Pedestrian Condition value not found in reference table.	
060520E:~(BLK-11) For unit 01: Type	

### Errors and Warnings

Users will encounter two types of system messages:

1. Errors – messages ending with “E” are considered errors. These are issues found by the system to be wrong. These should be corrected before approving the case.
2. Warnings – messages ending in “W” are warnings. These are items that may or may not be errors. The system is prompting the user to confirm the data entered.

For a complete listing of Error and Warning messages, refer to the on-line help for Errors and warnings. If you encounter an error that can't be explained using the errors and warnings table, feel free to give us a call at (717) 787-2855.

Please note that there are a few unusual circumstances where crash reports cannot be completed without errors. If you have made every reasonable effort to eliminate every validation error from your crash report and errors still exist, then have the approving officer approve the case regardless.

### Case Validation window

After entering data on any panel in the Crash system, when the user Saves the page, Continues, Validates, or Approves the case, the system will check for any errors or warnings. If errors or warnings exist a list will appear on the right side of the page listing the errors and/or warnings.

In the above example, the Crash Time was entered incorrectly. The system displays the Error / Warning window. Error numbers listed in the window can be looked up on-line in the Crash System Help section.

## COMMON VALIDATION ERRORS:

ERROR MESSAGE	RESOLUTION
If the error messages ends with ...not found in reference table or ...must not be blank	This simply means that the field is empty and a value was expected to be filled in
For unit 01: Invalid VIN entered....failed check digit validation	All VINs have a check digit that is calculated using all the remaining characters. If the check digit does not match the calculated check digit, then the VIN is not a valid VIN.
For unit 01: Harmful event 1 and Left/Right 1 are not compatible.	The Left/Right indicator should only be completed if the harmful event is a "hit fixed object" type of event. All "hit fixed object" events require that this field be completed.
For the driver/pedestrian in unit 01: Alcohol Test Type and Alcohol Test Result are not compatible. Or For the driver/pedestrian in unit 01: for this Type of Unit an Alcohol Test Type must be supplied.	Alcohol test type and results are required, even if it is "no test given". These types of errors are the result of either the test type, or results, either missing or incompatible.
For unit 01: Registration State and Vehicle Type are not compatible.	Most of these errors involve a vehicle type (block 12) of "Other" or "Unknown" or some vehicle that doesn't require registration.
For unit 01: Travel Speed and Movement are not compatible.	Any movement that indicates that the vehicle is stopped requires a speed of "000". Any movement that indicates that the vehicle is in motion requires either an unknown speed ("999") or a speed greater than "000".
For unit 01: the unit First Harmful Event and Travel Speed of 000 are not compatible.	Any harmful event that involves striking requires movement. If that event was the first harmful event for the unit then it must have been in motion for that event.
The crash Most Harmful Event is not the Most Harmful Event for any Unit or the Unit # is invalid.	The First and Most harmful event for the crash must be selected from one of the first and most harmful events listed for the unit(s). Double check the unit number and harmful event code.
For Unit 01: Commercial Vehicle Indicator must not be blank for this Type of Unit.	If the unit type (block 10) is not a pedestrian, train, non-motorized, phantom, hit and run, disabled from previous crash or legally parked vehicle, then the commercial vehicle indicator must be present.
Indicated Prime Factor Source value not found in reference table. or The Unit Number for the prime factor must match a Unit Number in the crash or = '99' or be blank.	The prime factor must be selected from one of the Contributing Information factors in block 18. If the driver factor is known, but the unit cannot be determined, enter "99" for the unit number for both the driver action and the prime factor.
For unit 01: Movement and vehicle Alignment are not compatible.	If the roadway alignment is curved, then the movement should NOT be "going straight", but should instead be "negotiating curve left/right" (or vice versa)
The Crash Number of People must match the persons specified for the crash: or The number injured does not match the count of injured persons. Or The Crash Number of Units must match the units specified for the crash: there are 2 units specified.	The number of Units, People, Injured and Killed listed in Block 2, must match the number of units entered on the Unit Page and their "number of people", as well as the number of people entered on the person page and their tally of injuries and fatalities.
For unit 01: Restrictions Compliance and Driver License State are not compatible. OR For unit 01: Type of Unit and Endorsement Compliance are not compatible. OR For unit 01: Type of Unit and License Compliance are not compatible	These errors have to do with the restrictions and endorsements on the Fatal Page. Make sure that the driver information in block 11 and the Licensure compliance data in block 25 are complete and correct.
For Unit 01: the Unit Harmful Events and Initial Impact Point are not compatible.	This usually indicates a non-collision with an impact point given or a collision with no impact point.

First Harmful Event for the crash is not compatible with the Crash Description.	- "Hit deer" and the like are "Other/Unknown" - Motorcycle spills are "non-collision" - Striking any fixed object should NOT be described as Head On, Sideswipe, etc., always list those as "Hit Fixed Object"
For non-interstate/non-turnpike (road number 01) the route must be 0000 or T followed by a number	If the roadway is not a state route, interstate or turnpike, leave it blank, or put in the Township Road number. This field is not for street address, or "...block of" information.
For unit 01: the Type of Unit and Owner Driver Code are not compatible.	A registered motor vehicle should have an Owner/Driver code other than blank or "not applicable". Double check the Type Unit (block 10) and the Owner Driver Code (Block 11)
Landmark 2 has not been recorded properly.	A midblock crash must have sufficient landmark data. If you are providing landmarks, it is not sufficient to say the crash took place 200 feet from MAPLE ST. PennDOT needs to know if it is 200 feet heading towards ELM ST or heading towards JUNIPER ST.
For person <# PERSON> in unit <# UNIT>: Vehicle Type and Extrication Indicator are not compatible. (also Ejection Indicator and Ejection Path)	Ejection and Extrication are only applicable for vehicles with a passenger compartment. For motorcycles, fill in "G", "H", and "I" on the person page as "not applicable"

## 9. TROUBLESHOOTING

PROBLEM	RESOLUTION
LOG IN – Cannot get past the log in screen.	This usually indicates that the user does not have any privileges set for their account. Have the administrator give the user at least "View" privileges.
LOG IN – I get a message telling me the User ID is not registered.	Your account is either not active, or the User ID is not being typed in properly
PRINTING – None of the ovals are filled in on the report.	Your browser is not set up to "print background colors and images." Please refer to the browser settings in the "Getting Started" section of this manual
PRINTING – The data is not lining up properly on the report.	On the browser, make sure all your margins are set to 0.75" (Print, Page setup), if that does not work, remove all items in the header and footer sections.
LOCKED CASE – I get the message that the case is locked by another user	Unless you complete the case or get out of the case using the "UNDO" button, the case will be locked for a period of no less than 30 minutes. This prevents 2 people from trying to modify the crash data simultaneously.
Nothing appears to be saving. It shows the old data on the screen or the previous search criteria. OR It keeps going back to the log-in screen. PENDING APPROVAL – I cannot get a case to validate so it never appears as "pending approval".	This is usually a browser caching issue. If you select "tools" then "Internet options", then go to the advanced tab, you should see a section for browsing history or temporary internet files. If you click on "Settings" you should set the "Check for newer versions of stored pages" parameter to "Every Visit to the Page."