

Crash Redesign Working With Citations

Working with citations?

There are two options to fill out a crash form which has citations.

1st Option: Crash Form then Citations

For this option fill out the crash form adding all the citations into the form as they go. When they are finished with the crash form they will then replicate the ELCI's needed. Here are the steps:

The form should be filled out top to bottom.

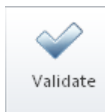
1. The first required field for this option is → Unit: Total # Citations Issued

Total # Citations Issued
5

- a. 5
 - b. Continue filling out the form
2. Individuals are required. Unknown individuals will not result in a valid ELCI
 3. The next three required fields are in the Violation Group. For every violation the form needs the following
 - a. UTC Number → **Empty**, Will be brought in with the Replicate
 - b. Issue To? → **Required**, Individual number for the individual getting the ELCI
 - c. Statute Number → **Required**, Statute the individual violated
 - d. Seq Num → **Required**, Needed for selecting statute sequence.

Violation					
01	UTC Number	Issue To? 001	Statute Number 346.31(3)(b)	Seq Num 001	Description IMPROPER LEFT TURN/INTERSECTION
02	UTC Number	Issue To? 001	Statute Number 346.63(1)(b)	Seq Num 020	Description OPERATING W/PAC (3RD)
03	UTC Number	Issue To? 001	Statute Number 347.48(2m)(c)	Seq Num 001	Description OPERATOR FAIL/HAVE PASSENGER/SEATBEL
04	UTC Number	Issue To? 001	Statute Number 347.48(2m)(b)	Seq Num 001	Description VEHICLE OPERATOR FAIL/WEAR SEAT BELT
05	UTC Number	Issue To? 002	Statute Number 347.48(2m)(d)	Seq Num 001	Description RIDE IN VEHICLE W/O WEARING SEAT BELT

4. Continue filling out form. Complete the same fields for every unit.



5. Validate the form



6. Click

<input checked="" type="checkbox"/>	Multiple ELCIs	Replicate from crashV3 to elci
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7. Choose

The officer will get multiple ELCIs that only need the Plaintiff information entered.

Looking at the crash form you will see the citation numbers have been populated in the violation group.

Violation					
01	UTC Number A100001	Issue To? 001	Statute Number 346.31(3)(b)	Seq Num 001	Description IMPROPER LEFT TURN/INTERSECTION
02	UTC Number A100002	Issue To? 001	Statute Number 346.63(1)(b)	Seq Num 020	Description OPERATING W/PAC (3RD)
03	UTC Number A100003	Issue To? 001	Statute Number 347.48(2m)(c)	Seq Num 001	Description OPERATOR FAIL/HAVE PASSENGER/SEATBEL
04	UTC Number A100004	Issue To? 001	Statute Number 347.48(2m)(b)	Seq Num 001	Description VEHICLE OPERATOR FAIL/WEAR SEAT BELT
05	UTC Number A100005	Issue To? 002	Statute Number 347.48(2m)(d)	Seq Num 001	Description RIDE IN VEHICLE W/O WEARING SEAT BELT

Crash Redesign Working With Citations

2nd Option: Citations then Crash Form

For this option fill out the ELCI forms first and then import the information into the crash form.

The form should be filled out top to bottom.

1. Fill out the ELCIs and validate them.
2. Using the Quick Add feature add a Crash form
3. Enter all the information for the Unit and Individual groups using common information to insure the ELCIs link properly. The User Guide details common information.
4. Starting at the top of the crash form fill out the form taking note not to fill out the following two fields.

- a. Unit group: "Total # Citations Issued" field. This field needs to remain blank.

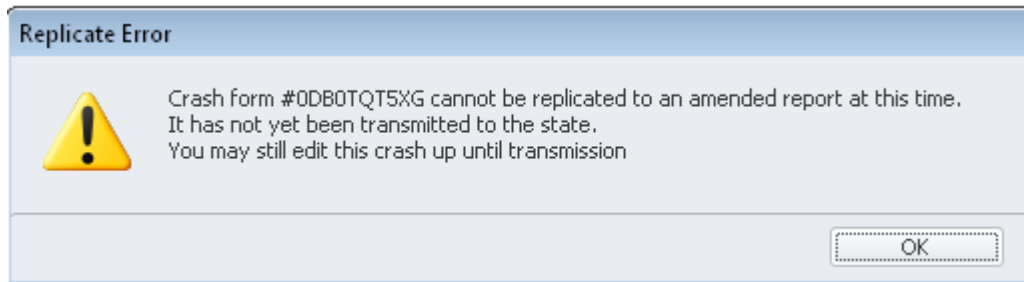
- b. Individual group: "Count of Citations Issued" field. This field needs to be blank.



5. Once the officer has entered the last individual in the last unit into the crash form Click the button located on the Crash tab.
 - a. For all the ELCIs in the case with matching Individuals the violation information will be updated and the count of the citations will be added up.
 - b. This feature is only intended to be used once per form and will add duplicate information if pressed more than once. Also if violations were added into the violation section beforehand this feature will not delete those entries it will add to them.
 - c. Instead of clicking on the Import Citations button the other option would be to have a button on the databar of the Individual: Count of Citations Issued field. The officer filling out the form would then click the button on the databar in that field for the last individual.

Working with a 2017 Amended Crash Form

Once a Crash form has been sent successfully to the DOT, it is changed to Transmitted status. The form can't be deleted or edited. If the form needs updating/editing, then an Amended Crash form needs to be created. The Amended crash form is created by using the replicate function in TraCS. Unlike most replicate functions which need a status of Validated, Amended crashes will only be created/replicated if the Original Crash form is in Transmitted status. If an officer does try they will receive the following message.



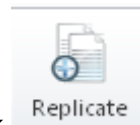
1st Amended Crash Form

If an officer is amending the crash form for the first time. Hint: The Amended History Group is missing from the original crash Then the individual completing the amend will be doing a replicate from the original Crash form.

1. Go to an Office Workstation
Note: Can use a mobile computer if using Web Services.



2. Find Original Crash Form. If the Original form is archived then Unarchive it.
3. To Replicate from Original.



- a. Either →Highlight form and click Replicate from the Forms Manager



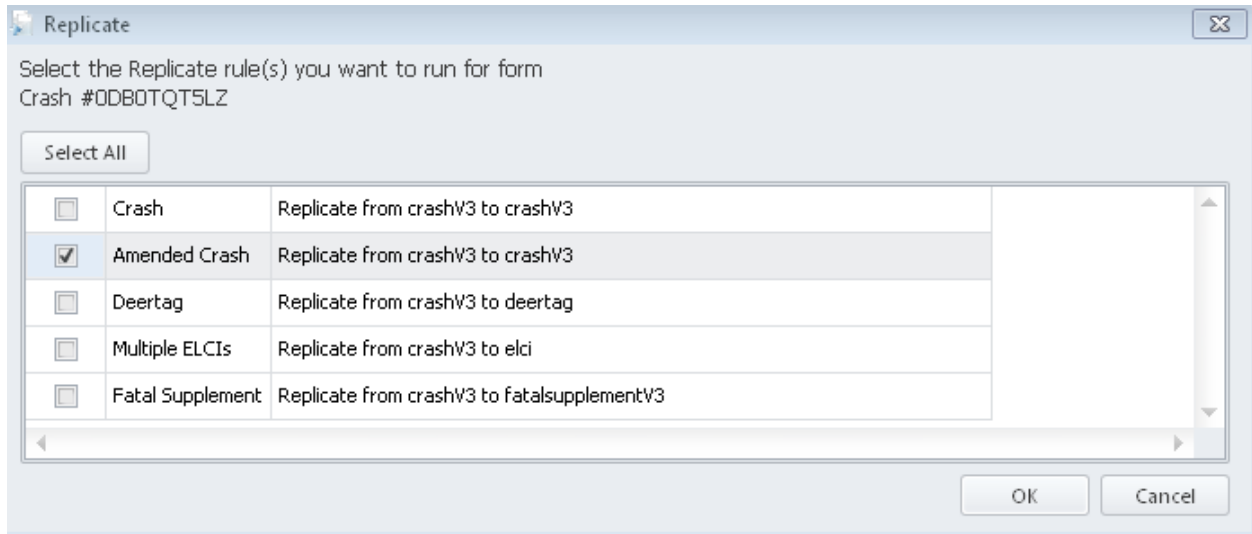
- b. Or →Highlight form, right click choose Open Form, then



click Replicate from the Forms Viewer. Note: this option is better for Web Services Clients.

- c. Choose Amended Crash

Working with a 2017 Amended Crash Form



- d. Enter the reason for the Amend.



- e. A new Crash form will be opened and marked as an Amended report. The Amended form opens in Edit mode.

Working with a 2017 Amended Crash Form

2nd and subsequent Amended forms

If one or more amended reports have already been completed for a specific crash, to get the most up to date information for the Crash form, a replicate needs to be performed from the **last** amended report transmitted to the state. There are a few ways to find the last report. The suggested way is as follows:

1. Find the Original Crash which could be archived. Unarchive if needed.
2. Open the Original Crash
3. On the Original Crash there is an Amended History Group(s),
 - a) In the last Amended History group (largest number) on the form.
 - b) Look at the Amended Document Number field.

Amended History

01	Amended Document Number ODBOTQT5V8	Date Of Amend 04/18/2016
	Reason For Amend THIS IS THE 1ST AMENDED REPORT	

Amended History

02	Amended Document Number ODBOTQT5V9	Date Of Amend 04/18/2016
	Reason For Amend THIS IS THE 2ND AMENDED REPORT	

Amended History

03	Amended Document Number ODBOTQT5VC	Date Of Amend 04/18/2016
	Reason For Amend THIS IS THE LAST AMENDED REPORT AND THE ONE NEEDED	

Working with a 2017 Amended Crash Form

4. Find the Amended Crash report that is needed

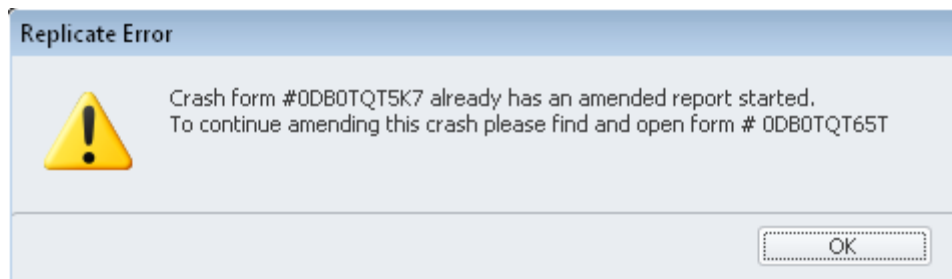
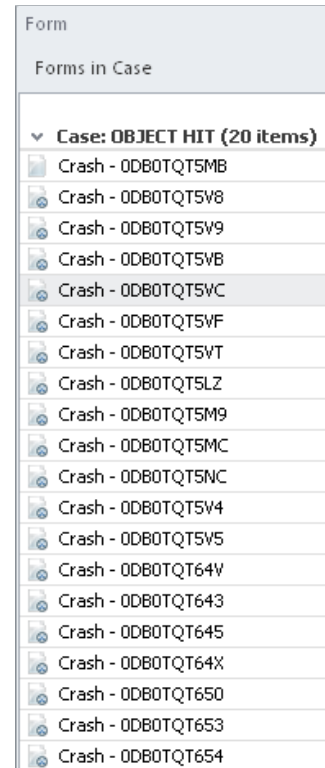


- by clicking in the Left Navigation Bar
- In this example ODB0TQT5VC or the 5th item in the list.
- Click that report to open



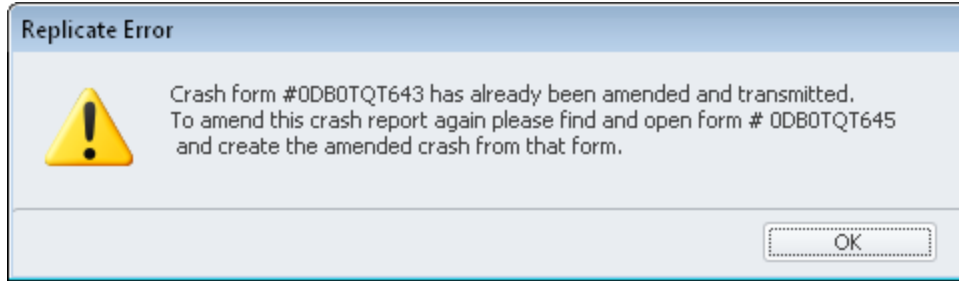
5. Click from the Forms Viewer.

- Choose Amended Crash
 - Enter the reason for the Amend
 - A new Crash form will be opened and marked as an Amended report. The Amended form opens in Edit mode.
 - A record of amend will be placed on the original report in the Amended History Group
6. Make the Changes.
7. Validate Report
8. Go through Agency checks if necessary
9. Transmit Report
10. If an officer does not follow the suggested way, they could receive the following messages. Note: odd things might happen for Web Services Client if not all forms are loaded on the machine.
- From the Original



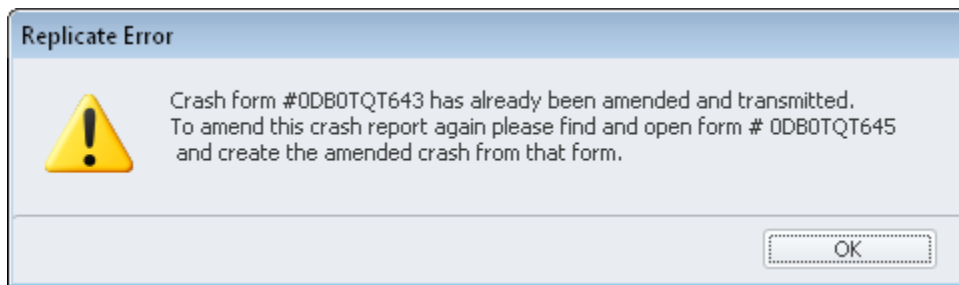
- This message means that the last Amended Report found in the list has been started but not finished. It is not in Transmitted status so it has not been sent to the State. The Officer should open the report on the list, look at it, finish/transmit it or maybe delete if necessary.

Working with a 2017 Amended Crash Form

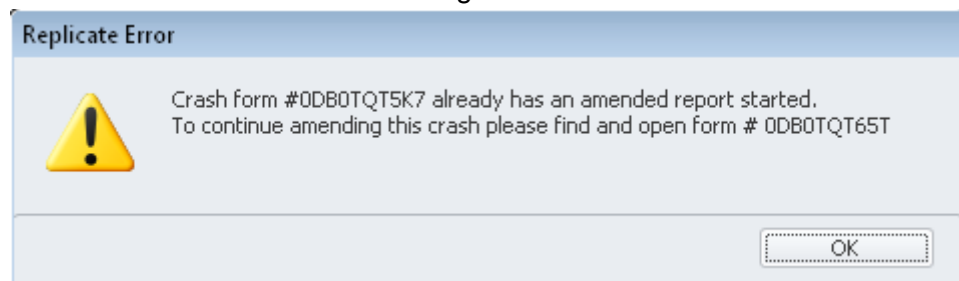


- This message means that there are amended crash report(s) found that have been finished and transmitted to the state. Basically, now they have to do an amend of the amend. Locate the last amended crash report sent to the state to get the most up to date data from the form. Note: Make sure the changes needed have not already been completed. The last amended crash report document number is in the message.

b) From an Amended Form.



- This message means that there is another amended crash report(s) found on the Original Crash Report and this Amended Crash Report is not the most recent. The most recent Amended Crash Report has been finished and transmitted to the state. Locate the last amended crash report sent to the state to get the most up to date data from the form and perform a replicate from that form. Note: Make sure the changes needed have not already been completed. The last amended crash report document number is in the message.



- This message means that the last Amended Report found on the Original Crash Report of this Amend is not the most recent. The most recent amended crash report has been started but not finished. It is not in Transmitted status meaning it has not been to the State. The Officer

Working with a 2017 Amended Crash Form

should open the report from the error message, look at it, finish/transmit it or maybe delete if necessary.

Deleting the Amended form

Amended forms can only be deleted if they have not been transmitted.

1. Form Status: of Transmitted
 - a. Once an amended form has been transmitted it can no longer be deleted. The only option to modify the form is to complete another amended form.
2. Form Status: anything but Transmitted
 - a. TraCS will look up the original crash form
 - b. TraCS will then remove Amended History Record from the original crash

Amended History					
01	<table border="1"><tr><td>Amended Document Number ODBOTQTE2J</td><td>Date Of Amend 04/18/2016</td></tr><tr><td colspan="2">Reason For Amend THIS IS A TEST TO DELETE AN AMENDED REPORT</td></tr></table>	Amended Document Number ODBOTQTE2J	Date Of Amend 04/18/2016	Reason For Amend THIS IS A TEST TO DELETE AN AMENDED REPORT	
Amended Document Number ODBOTQTE2J	Date Of Amend 04/18/2016				
Reason For Amend THIS IS A TEST TO DELETE AN AMENDED REPORT					

- c. TraCS will delete the amended form


Working with Non-Reportable Crashes

This field indicates whether or not this is a reportable crash. It always defaults to “Reportable” which is indicated by the check in the field. If your agency keeps data on non-reportable crashes, you can change this field to non-reportable by clicking the Non Reportable button on the menu bar. Once clicked the Reportable field will be unchecked. You can change it back to reportable by clicking the Non Reportable button again. There are some non-reportable fatal crashes that need to be filled out that the State DOT doesn’t collect. Check with FARS to see if the Fatal Crash is reportable to the Federal Government. DOTDMVBDSFARS@dot.wi.gov

Marking a form as Non-Reportable

1. Open the form



2. Click  in the crash ribbon.
3. The crash report is now non-reportable.

Changing Transmitted Non-Reportable Crashes To Reportable


If your RMS is set up to import crash data from TraCS, you will be able to import your non-reportable crashes simply by transmitting them. Non-reportable crashes will not be processed by DMV, however they may still be transmitted to DMV. Once transmitted the form status will change from Non Reportable to Transmitted.

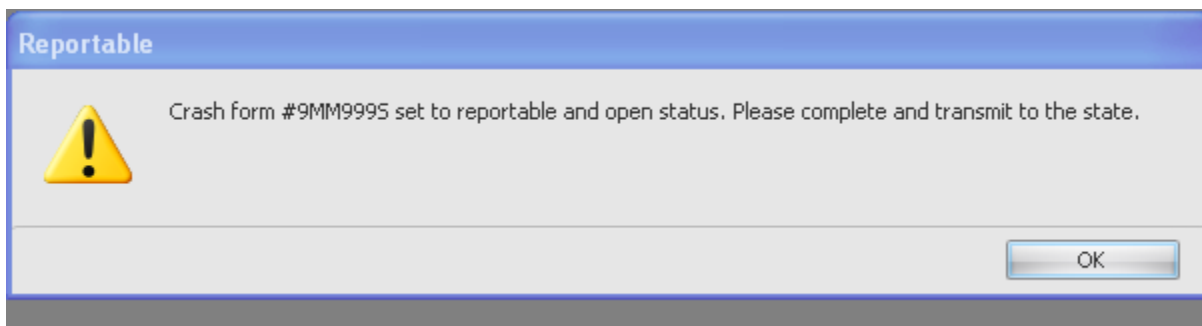
Sometimes, a non-reportable crash will become reportable after it has been transmitted when additional information becomes available. Under these circumstances it is possible to change the form’s status to reportable, re-edit the transmitted non-reportable crash, and transmit to WisDOT.

How to:

1. In Forms Manager double click the non-reportable crash with a status of Transmitted.



2. Click the  button while on the Home ribbon to change the form status to Open. The message below will display. Click **OK**



Working with Non-Reportable Crashes

- The Reportable field box will be checked.

Wisconsin Motor Vehicle Crash Form DT4000					
0DB0TQT671		Machine Number 626	Pack 000000	Baseline 16.08	
Processor 3333		Start Date 05/03/2016	Start Time 08:01 AM	Initial Validation Date 05/03/2016	
Crash Type DT4000 (STANDARD CRASH)					
<input checked="" type="checkbox"/> Reportable	<input type="checkbox"/> Amend	Document # Override	<input type="checkbox"/> Amend User Override	<input type="checkbox"/> Secondary Crash	Primary Document #
Police Number FATAL TESTING			Agency Crash Number		
Tags					

- Fill out the crash form and validate it.
- Transmit the crash to the state.

How to tell the reportability status of the Crash Form

There are two ways to tell if the crash is non reportable:

- Look at the description column in the Forms Manager. The words NON REPORTABLE will be in the description.
- The Grid column **Reportability Status** will either have
 - DOT Non Reportable
 - DOT Reportable

Working with the Fatal Crashes

A Fatal Supplement Form is required whenever there is a traffic crash resulting in a fatality. The death must occur within 30 days of the crash to be considered a traffic fatality. A fetus must be 28 weeks developed to be counted as a traffic fatality. This form replaces the paper and electronic MV3480 Fatal Supplement Form when submitted as part of a TraCS electronic crash report and is necessary to comply with the requirements of the federal Fatality Analysis Reporting System (FARS). This form is transmitted when validated.

If an electronic DT4000 (Crash report) has been completed for the crash but has not yet been end shifted, open the Crash report and click the “Replicate” button on the menu bar, then select “Fatal Supplement”. Using the Replicate button sets up the Fatal Supplement correctly. The following must be added and entered on the Fatal Supplement.


- Every unit
- Every unit has at least one individual (usually the driver)
- Every individual that died as a result of the crash
- Every individual that was transported to the hospital

If the Fatal Supplement Form is submitted after the electronic crash is sent (e.g., a critically injured person dies two weeks after the crash), the original crash needs to be amended to reflect this information.

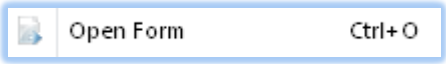
Creating the Fatal Supplement Form


To create a fatal supplement.

1. Go to an Office Workstation
 - a. Note: Can use a mobile computer if using Web Services.
2. Find Original Crash Form
 - a. Note: The original might be in the Archive

- b. If the Original form is in Archive then  it.
3. Replicate from Original. To Replicate

- h. Either → Highlight Crash form and click  from the Forms Manager

- i. Or → Highlight Crash form, right click choose  ,

then click  from the Forms Viewer. Note: this option is better for Web Services Clients.

Working with the Fatal Crashes

j. Choose

Replicate

Select the Replicate rule(s) you want to run for form
Crash #0DB0TQT5NC

Select All

<input type="checkbox"/>	Crash	Replicate from crashV3 to crashV3
<input type="checkbox"/>	Amended Crash	Replicate from crashV3 to crashV3
<input type="checkbox"/>	Multiple ELCIs	Replicate from crashV3 to elci
<input checked="" type="checkbox"/>	Fatal Supplement	Replicate from crashV3 to fatalsupplementV3
<input type="checkbox"/>	Deertag	Replicate from crashV3 to deertag

OK Cancel

- k. A new Fatal Supplement form will be opened and placed in Edit mode. Quite a few fields have been disabled, these fields match the Crash form. Note: if you need to change them, see updating date of death.
- l. Fill out the empty fields
- m. Validate
- n. Review your data
- o. Transmit to the DOT

Working with the Fatal Crashes

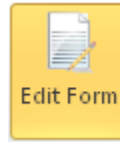
Updating Crash Fields

If one of the following instances happen:

- One or more of the grayed out fields needs updating
- An individual died within the 30 day crash window
- It was found that someone was transported to the hospital

To update these items on the fatal supplement do the following:

1. Create an amended crash report (See working with 2017 amended crash form)
2. Transmit the crash form
3. Open the Fatal supplement you are working on.



4. Place the fatal supplement form in Edit mode.



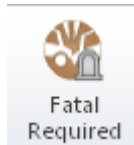
5. Click the Fatal Supplement button in the Crash ribbon.
6. The grayed out fields will update to the latest amended form.
7. Finish the report
8. Validate
9. Transmit.

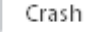
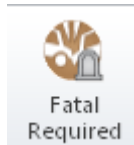
Working with the Fatal Crashes

How to Send a Fatal Email to the DOT

All fatal accidents need to be reported to the FARS group in the DOT. The DOT needs to get notification of a fatal accident as soon as possible. Most agencies have dispatch send a teletype to the DOT, but now if wanted the officer who fills out the crash report can send an email to the FARS group.

To send an email from TraCS, use the Crash form. Once in the Crash Form

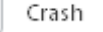



1. In the  ribbon click  to disable all the fields not needed for a Fatal Notification to be completed.
2. When entering the number killed, some fields will turn Yellow. These are the required fields for the notification to be sent. Note: some fields that drive the form are still enabled because otherwise you would not be able to fill out the crash form correctly.

Summary

Crash Date 05/10/2016		Crash Time 03:50 PM		Date Notified 05/10/2016		Time Notified 03:50 PM		
Date Arrived 05/10/2016		Time Arrived 03:50 PM		Total Units 02		Total Injured 01		Total Killed 02
<input type="checkbox"/> On Emergency		<input type="checkbox"/> Hit and Run		<input type="checkbox"/> Lane Closure Due to Crash		<input type="checkbox"/> Work Zone		<input type="checkbox"/> Trailer or Towed
<input type="checkbox"/> Government Property			<input type="checkbox"/> Active School Zone			School Bus Related		

3. Fill out the fields.
 - a. Crash Date, Crash Time and Total Units are required
 - b. The Location of the crash
 - c. In the Unit Summary Group fill out
 - i. Unit Status, Vehicle Operating as Classification, Unit Type, Vehicle Type→some are necessary for form design others are needed for the notification.
 - ii. Total Occs needs to be filled out otherwise your individuals in the unit will not appear.
 - d. In the Individual Groups with a Fatal Injury fill out the following fields.
 - i. Role is needed for the form design
 - ii. Last Name, First Name, Middle Initial and Suffix along with the Date of Birth and Sex are required.
 - iii. Seating Position, Safety Equipment, and Date of Death are required.
 - iv. Injury Severity is needed for the form design
 - v. Time of Death is added if entered but not required.

4. After all the necessary fields have been entered in the  ribbon click the  button.

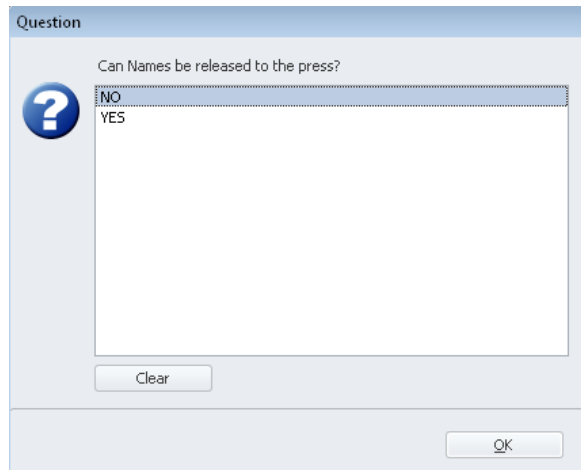


Working with the Fatal Crashes

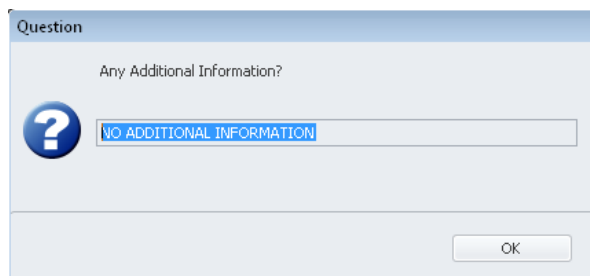
5. First it will look at your fields to make sure everything required is filled out. If not an error message will appear, detailing what fields need to be entered.



6. Enter the fields on the list.
7. Repeat item 4 above until you get a question prompt and not an OK box.
8. Choose Yes or No



9. Enter additional information if needed.



Working with the Fatal Crashes

10. An email will be generated.

Send	From ▾	Microsoft Exchange
	To...	DOT DMV BDS FARS
	Cc...	
	Subject	Fatal notification

DATE AND TIME OF CRASH:
01/27/16 03:44 PM

NAME/SEX/DATE OF BIRTH/DATE/TIME OF DEATH:
SMITH ,LEE F 10/11/88 - 05/11/16 AT 03:44 PM

CAN NAMES BE RELEASED TO THE PRESS?
NO

LOCATION OF ACCIDENT
ON 13TH ST
371 FT N
OF LINCOLN AVE
IN THE VILLAGE OF PRAIRIE DU SAC
IN SAUK COUNTY

TOTAL NUMBER AND TYPE OF UNIS INVOLVED:
1 UNITS
Straight Truck (Insert Truck)

SEATING POSITION OF THE DECEASED:
3--Front Seat-Right Side (Train Engineers/Right Drive Vehicles) UNIT #1

SAFETY EQUIPMENT USED BY DECEASED:
Shoulder & Lap Belt - Non Deployed

ADDITIONAL INFORMATION
NO ADDITIONAL INFORMATION

INVESTIGATING AGENCY
TEST POLICE DEPARTMENT

AUTHORITY
ASSISTANT CHIEF FRANCES WILLIAMS B333
TEST POLICE DEPARTMENT
(608) 267-1847

OPERATOR
3333

11. Add your email in the CC field along with other emails as necessary.

12. Click Send.

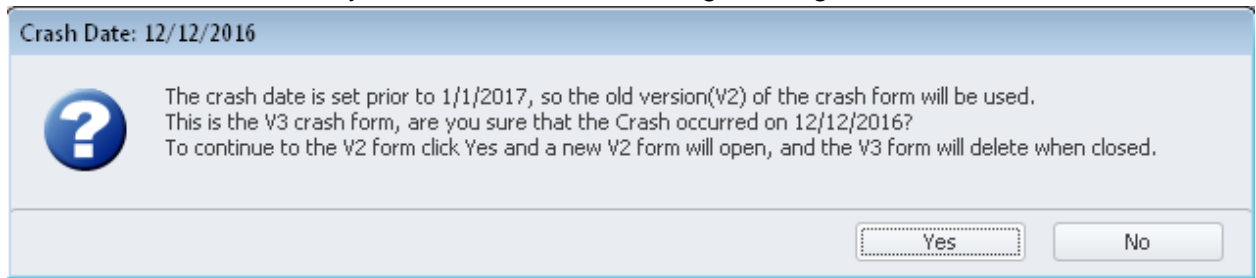
It is 2017, Working with a 2016 Crash?

It is 2017, Working with a 2016 Crash?

Adding a 2016 Crash

Once 2017 rolls over TraCS 10 will only show the 2017 V3 Crash form. But you can still start a 2016 crash. Follow the steps to enter your 2016 crash.

1. In TraCS 10
2. Open a new Crash. Note: this is the incorrect form for 2016 but that will be corrected.
3. Enter either of the following into the Crash Type field: Note: this is important for picking the correct 2016 form.
 - a. DT4000(Standard Crash)→opens full V2 Crash form
 - b. Non-Domesticated Animal w/ No Injury→open V2 Deer Crash Form
4. Drop down to the Crash Date field
5. Enter the Crash Date and you will receive the following message:



6. Click
7. A new crash form using the old version(V2) will open copying any fields that were entered into the first form from the following groups:
 - a. Document
 - b. Summary
 - c. Location
8. When the V3 form is closed it will automatically delete itself.
9. Continue filling out the form. Validate it and transmit it.
 - a. Except for not validating if a 2017 date is entered nothing has changed on this form.
 - b. Transmission will still be setup for the old form and go to the correct location.

Amending a 2016 Crash.

Once 2017 rolls over TraCS 10 will only show the 2017 V3 Crash form. But you can still complete an amendment for a 2016 crash. Follow these steps to create your 2016 amended crash report.

1. Open TraCS 10 on a workstation or TraCS web client
2. Go to the Search Screen
3. In the Form Number field enter the crash document number.


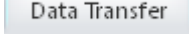
It is 2017, Working with a 2016 Crash?

4. Change the Data Source field to "All" via the dropdown list. (good chance the crash is archived).

The screenshot shows a 'Search' window with several tabs: 'Form', 'Case', 'Custom', 'Favorites', and 'Advanced'. The 'Form' tab is active. On the left, there are input fields for 'User ID...', 'Location...', 'Form...', 'Status...', 'Confidential', and 'Form Number:'. The 'Form Number' field contains '9MD2862' and is circled in red. On the right, there are dropdown menus for 'Description:', 'Secondary User ID:', and 'Data Source:'. The 'Data Source' dropdown is set to 'All' and is also circled in red. Below these are 'Form Date' options: 'Range' (selected) and 'Rolling', with 'From:' and 'To:' dropdowns and a 'Clear Dates' button. On the far right, there are 'Favorites' (Save), 'Clear', and 'Search' buttons.

5. Click 



6. Highlight the form and click  in the  ribbon.

7. Open the crash form.




8. Click the  button

9. You will get the following dialog box.

The screenshot shows a 'Replicate' dialog box with the title 'Replicate'. The text inside says 'Select the Replicate rule(s) you want to run for form Crash #9MD2862'. There is a 'Select All' button. Below is a table with four rows, each with a checkbox and a description. The first row, 'Amended Crash', is selected. At the bottom are 'OK' and 'Cancel' buttons.

Rule Name	Description
<input checked="" type="checkbox"/> Amended Crash	Replicate from crash to amendedcrash
<input type="checkbox"/> Crash	Replicate from crash to crash
<input type="checkbox"/> Deertag	Replicate from crash to deertag
<input type="checkbox"/> Fatal Supplement	Replicate from crash to fatalsupplement

10. Check 

11. Click 

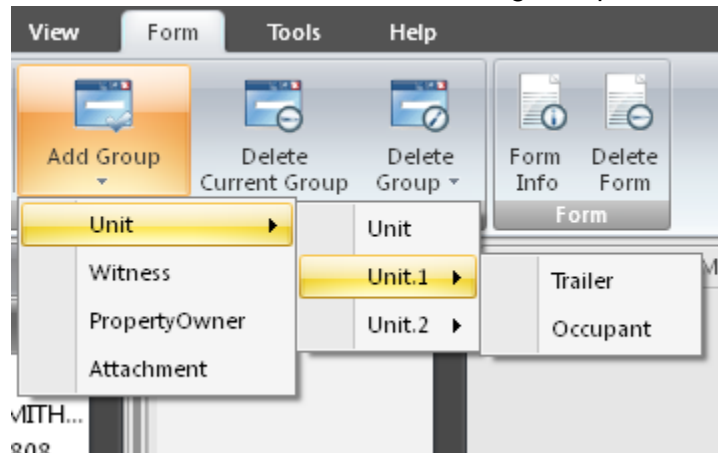
12. The Amended crash will open
 - a. Filling out all the yellow fields.

It is 2017, Working with a 2016 Crash?

- b. It does not fill out occupant group as it is not needed unless the changes are in the occupant group.

13. If needed open an occupant group

- a. From the Form ribbon click the following occupant for the correct unit.



- b. Fill out the corrected information

14. Fill out the Narrative with your changes.

15. Validate

16. Transmit

Adding or Deleting Groups

Adding or Deleting Groups

You can add or delete a group in a variety of ways.

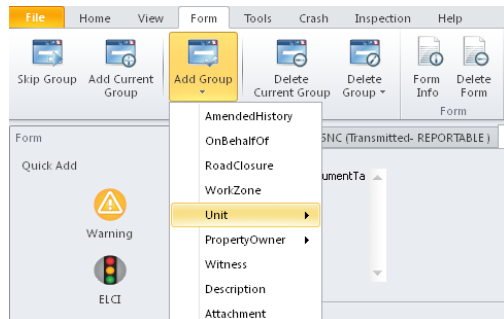
To add a group:

- While you are in a data field in a group, you can add another group of the same type by keying [CTRL and “+”] or
- Via the Forms tab, Add Current Group or.....
- From anywhere on the form via the Forms tab, Add Group and then select from the list the type of group you want to add.
- You can also right click on any of the groups on the Navigation Tree then select Add and then the group you want to add.

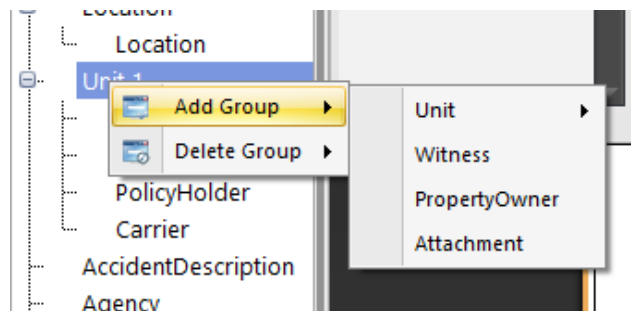
To delete a group:

- While you are in a data field of the group you want to delete, you can delete it by keying [CTRL and “-”] or.....
- Via the Forms tab, Delete Current Group. (Note: It’s very important to make sure that you’re in the group you want to delete or else you will delete a group that you may not want to delete).
- From anywhere on the form via the Forms tab, Delete and then select from the list the group that you want to delete.
- You can also right click on any of the groups on the Navigation Tree then select Delete and then the group you want to delete.

From the ribbon menu:



From the navigation tree:



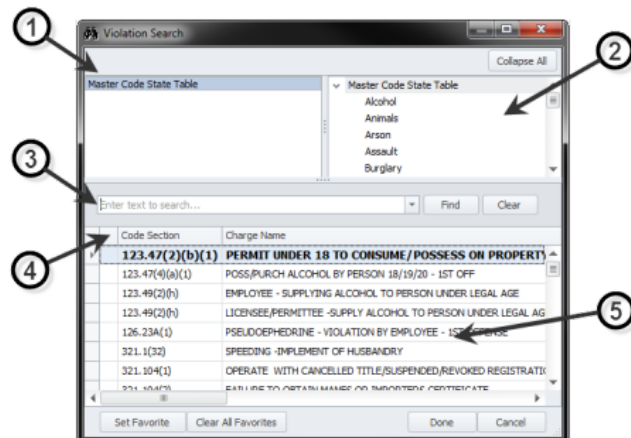
How to Search Using Violation Search Boxes

Some fields on TraCS forms may require the entry of a violation. The databar for such a field allows the user to search for specific items in the Violation Search window. Wisconsin's version of TraCS uses the Violation Search Data bar for the following tables.

- Traffic Statutes
- Local Ordinances
- DNR Statutes
- Non-Traffic Statutes
- Law Enforcement Agencies
- Property Owners in the Crash form
- Law Enforcement Officers in your Agency
- School Districts in the Inspection form
- Ambulance Services
- Carriers
- Inspection Defects
- Crash Events in the Crash form
 - Most Harmful Event
 - First Harmful Event
 - Sequence of Events
 - Objects Struck
- Hospitals in the Crash form

The Violation Search window in TraCS is depicted below.

1. **Type Selection** - Changing this selection re-populates the filter tree (2), the grid column headers (4), and the grid (5). Most violation search databars only contain one selection except for the Statutes on the Warning form.
2. **Filter Tree** - Highlighting an entry here will filter out all non-matching violations in the grid, leaving only those fitting under the tree's definition.
3. **Text Search** - Search for text entered here within the grid. When putting in two words, putting quotes around both words will concatenate the words instead of looking for both words separately.



How to Search Using Violation Search Boxes

4. **Grid Column Headers** - The column that can be filtered and removed just like the grid in the Forms Manager.
5. **Grid** - Displays all information contained in the violations table defined by the selected type and the columns defined for that type.

All Violation Search databars can have the User/Agency favorites set. Just highlight the row and click, Set Favorite. All favorites will be pushed to the top of the list. Favorites can be filtered out based on criteria. If a User cannot save their favorites from session to session then Agency Defaults have been set.

Best Practice: for setting favorites is on the office machines as periodically Mobile machine user files are updated unless the agency is using Web Services.

Note: if Agency Defaults have been set accidentally, have the TraCS administrator follow this link to the FAQ to enable users to add favorite selections in the Violation Search databars.

<https://trust.dot.state.wi.us/tracs/FAQs10/User-preferences-not-saving.pdf>

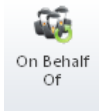
How to Fill Out a Crash Form for Another Agency

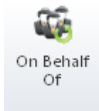
How to Fill Out a Crash Form for Another Agency

The new DT4000 crash form is only available electronically. If an agency doesn't have TraCS, they can contract with another agency to fill out a crash form for them. To do this the contracted agencies need to set up additional access rights to enable this feature. See Installation Guide for Instructions.

Once the agency and specific individuals are enabled then do the following.

1. Open a new Crash form
2. Enter the Crash Type



3. Click  in the Crash Ribbon.
4. An On Behalf of group will open.
 - a. This group looks like the agency group but all the fields are enabled and need to be entered manually.
 - b. It will be located on the top of the form after the document group

On Behalf Of				
Officer Rank CAPT	Officer Last Name ZZZSMITH	Officer First Name JOHN	Officer Middle Name P	Suffix
DOT Officer ID 12345		DNR Officer ID 123456789	Officer Badge Number B123456789	
Officer Email BADGERTRACS@DOT.WI.GOV				
Local Agency Number	Law Enforcement Agency Jurisdiction CITY OF TEST		Law Enforcement Agency type	
Law Enforcement Agency Name			TAS Agency Name TEST POLICE DEPARTMENT	
Law Enforcement Agency Street Address 555 MAIN STREET			Law Enforcement Agency Street Address2	
Law Enforcement Agency City MADISON	LEA State WI	Law Enforcement Agency Zip Code 53704		
Law Enforcement Agency Phone Number (605) 555-5555 EXT.	ORI Number	BFUNC Agency	TraCS Agency Number	

5. Fill out all known fields
6. Continue with the crash.

How to Fill Out a Driver Exchange

How to Fill Out a Driver Exchange

You can choose to complete a Driver Exchange of Crash Information form before completing the full crash report form. This form gives basic information about the operators and vehicles involved in the crash, the time and location of the crash, and the officer completing the crash report. You can complete this form by

1. Open a Crash form


2. If the form is not new click the  to put the form in Edit Mode.

3. Click the  on the **Crash** ribbon.

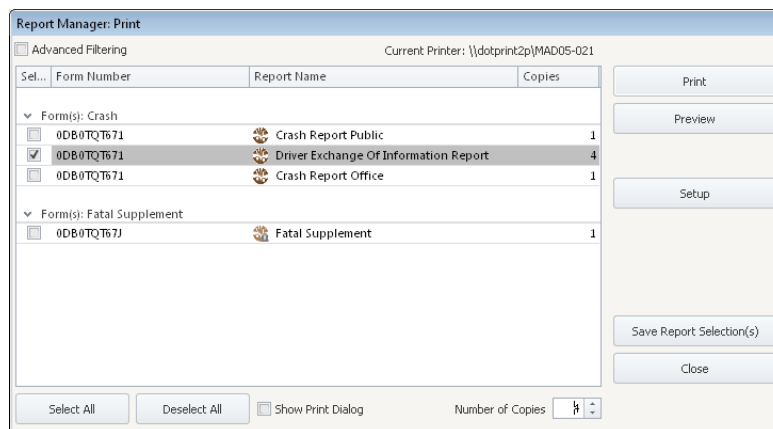
4. All data fields other than those used for the Driver Exchange form are grayed out.
 - a. Note: there are three field mode buttons in the Crash ribbon, turning on one will turn off the others.

5. Fill out all the needed fields


6. If you have printing capabilities, you can print the report and give a copy to each

operator/participant when the data fields are completed. Click 


7. Choose the Driver Exchange of Information Report from the following dialog box



- a. Change the number of copies to the number needed

- b. Click 

- c. Note(You can also email this report if the Individuals in the crash have email)

8. To finish completing the full Crash form; click  again to enable the fields again.

9. Continue with the crash form.


How to Modify Individual Fields that Were Auto Defaulted

How to Modify Individual Fields that Were Auto Defaulted

The individual group has many fields. Based on what is chosen for the unit level some of the fields disable and/or default. 95% of the time these defaults will be correct, but some of the time you might want to change the value. To change default do the following.

1. Open a Crash form



2. If the form is not new click  to put the form in Edit Mode.



3. Click  on the  ribbon.

4. All fields in the Individual Group will enable.

- a. Note: there are three Toggle Field Mode buttons in the Crash ribbon, turning on one will turn off the others.

5. Fill out all the needed fields



6. Click  on the  ribbon, to disable the fields again.

How to Send an Emergency Vehicle Involvement Email

How to Send an Emergency Vehicle Involvement Email

When an officer is involved in a crash while on duty, they crash does not go on their driver record. To get it removed. After filling out the crash form, the on duty officer's supervisor or department head can send in an Emergency Involvement email notifying the DOT. See Installation Guide for instruction on adding the special access right for this Feature to the supervisor. Then the supervisor should do the following:

To send an email from TraCS, use the Crash form. Once in the Crash Form

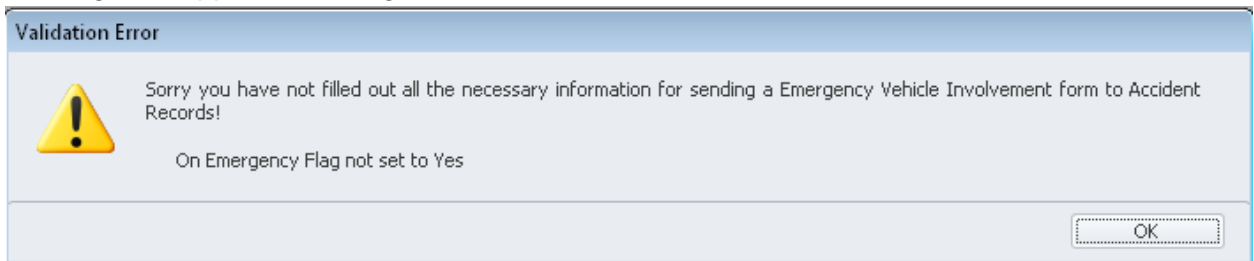
1. Fill out the fields.
 - a. Check On Emergency
 - b. Date, time and total units are required
 - c. The Location of the crash
 - d. In the Unit Summary Group fill out
 - i. Unit status, vehicle operating as classification, Unit type, vehicle type→some are necessary for form design others are needed for the notification.
 - ii. Total Occs needs to be filled out otherwise your individuals in the unit will not appear.
 - e. In the Individual Groups with an On Duty fill out the following fields.
 - i. Role is needed for the form design
 - ii. Last Name, First Name, Middle Initial and suffix along with the Date of Birth and Sex are required.

2. After all the necessary fields have been entered. In the  ribbon click the



button.

3. First it will look at your fields to make sure everything required if filled out. If not an error message will appear, detailing what fields need to be entered.




4. Enter the fields on the list.
5. Repeat 4 until you get a question and not an OK box.
6. Choose one option

How to Send an Emergency Vehicle Involvement Email

Question

I REQUEST THAT THIS OCCURRENCE NOT BE LISTED ON THE ABOVE DRIVER'S RECORD BECAUSE:

 The Vehicle s/he was operating was legally parked under the exemptions in s. 346.03, Wis. Stats., with
The driver of the emergency vehicle intentionally collided with the other vehicle.
The driver of the other vehicle intentionally collided with the emergency vehicle.


Clear

OK

7. Enter additional information if needed, the narrative has been defaulted

Question

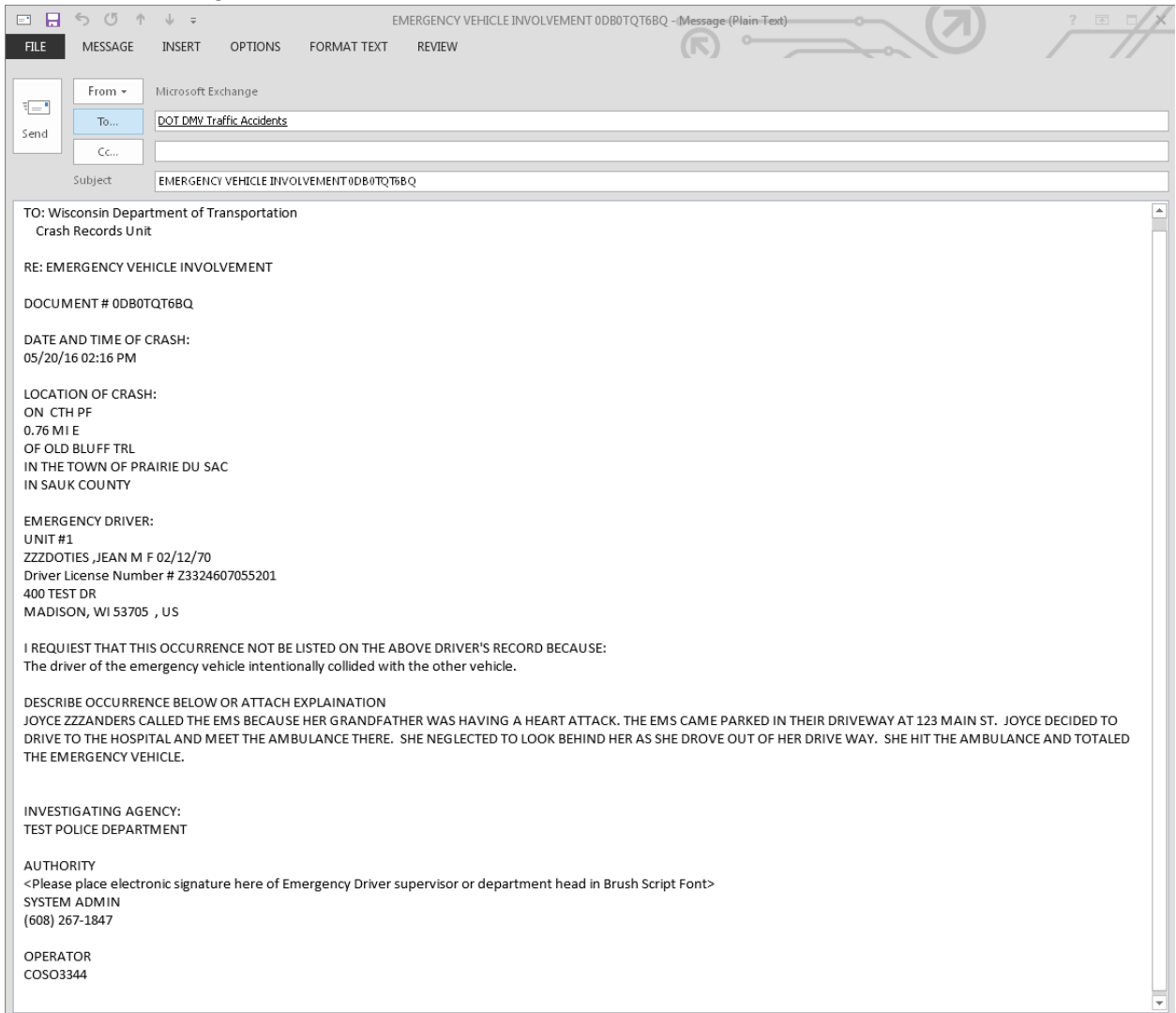
DESCRIBE OCCURRENCE BELOW OR ATTACH EXPLANATION

 JOYCE ZZZANDERS CALLED THE EMS BECAUSE HER GRANDFATHER WAS HAVING A HEART ATTACK. THE EMS CAME PARKED IN THEIR DRIVEWAY AT 123 MAIN ST. JOYCE DECIDED TO DRIVE TO THE HOSPITAL AND MEET THE AMBULANCE THERE. SHE NEGLECTED TO LOOK BEHIND HER AS SHE DROVE OUT OF HER DRIVE WAY. SHE HIT THE AMBULANCE AND TOTALED THE EMERGENCY VEHICLE.

OK

How to Send an Emergency Vehicle Involvement Email

8. An email will be generated.



The screenshot shows a Microsoft Exchange email composition window titled "EMERGENCY VEHICLE INVOLVEMENT 0DB0TQT6BQ - (Message (Plain Text))". The window has a menu bar with "FILE", "MESSAGE", "INSERT", "OPTIONS", "FORMAT TEXT", and "REVIEW". Below the menu bar, there are fields for "From" (Microsoft Exchange), "To" (DOT DMV Traffic Accidents), "Cc" (empty), and "Subject" (EMERGENCY VEHICLE INVOLVEMENT 0DB0TQT6BQ). The main body of the email contains the following text:

TO: Wisconsin Department of Transportation
Crash Records Unit

RE: EMERGENCY VEHICLE INVOLVEMENT

DOCUMENT # 0DB0TQT6BQ

DATE AND TIME OF CRASH:
05/20/16 02:16 PM

LOCATION OF CRASH:
ON CTH PF
0.76 MI E
OF OLD BLUFF TRL
IN THE TOWN OF PRAIRIE DU SAC
IN SAUK COUNTY

EMERGENCY DRIVER:
UNIT #1
ZZZDOTIES ,JEAN M F 02/12/70
Driver License Number # Z3324607055201
400 TEST DR
MADISON, WI 53705 , US

I REQUEST THAT THIS OCCURRENCE NOT BE LISTED ON THE ABOVE DRIVER'S RECORD BECAUSE:
The driver of the emergency vehicle intentionally collided with the other vehicle.

DESCRIBE OCCURRENCE BELOW OR ATTACH EXPLANATION
JOYCE ZZZANDERS CALLED THE EMS BECAUSE HER GRANDFATHER WAS HAVING A HEART ATTACK. THE EMS CAME PARKED IN THEIR DRIVEWAY AT 123 MAIN ST. JOYCE DECIDED TO DRIVE TO THE HOSPITAL AND MEET THE AMBULANCE THERE. SHE NEGLECTED TO LOOK BEHIND HER AS SHE DROVE OUT OF HER DRIVE WAY. SHE HIT THE AMBULANCE AND TOTALED THE EMERGENCY VEHICLE.

INVESTIGATING AGENCY:
TEST POLICE DEPARTMENT

AUTHORITY
<Please place electronic signature here of Emergency Driver supervisor or department head in Brush Script Font>
SYSTEM ADMIN
(608) 267-1847

OPERATOR
COSO3344

9. Add your email in the CC field along with other emails as necessary. Place an electronic Signature in the space provided.

10. Click Send.

How to Use a Group Lookup Button

How to Use a Group Lookup Button

Some fields on TraCS forms may require the lookup of another group so that that group sequence number can be entered. The databar for such a field allows the user to see a list of choices based on field values in a group. Wisconsin's version of TraCS uses the Lookup button on the databar for the following searches.

- Crash Form Individual Group for a Non Motorist will ask for the Striking Unit #
- Crash Form Violation Group for the Individual that committed the violation in that unit.
- Crash Form Property Group the Striking Unit of the Object struck.

The button will be titled with the name of the object needed.

For the Crash Form –Vehicle Lookup

1. Looking for a Unit Vehicle click the Vehicle Button on the databar

Crash - 0DB0TQT671 (Open- REPORTABLE)

Field Help Striking Unit

E

01

Next

Previous

Clear

Vehicle

More...

Fixed Objects Struck	
01	Struck Object TREE
Add Object	

Crash - 0DB0TQT671 (Open- REPORTABLE)

Field Help Unit # of Motor Vehicle Striking Pedestrian

01

Next

Previous

Clear

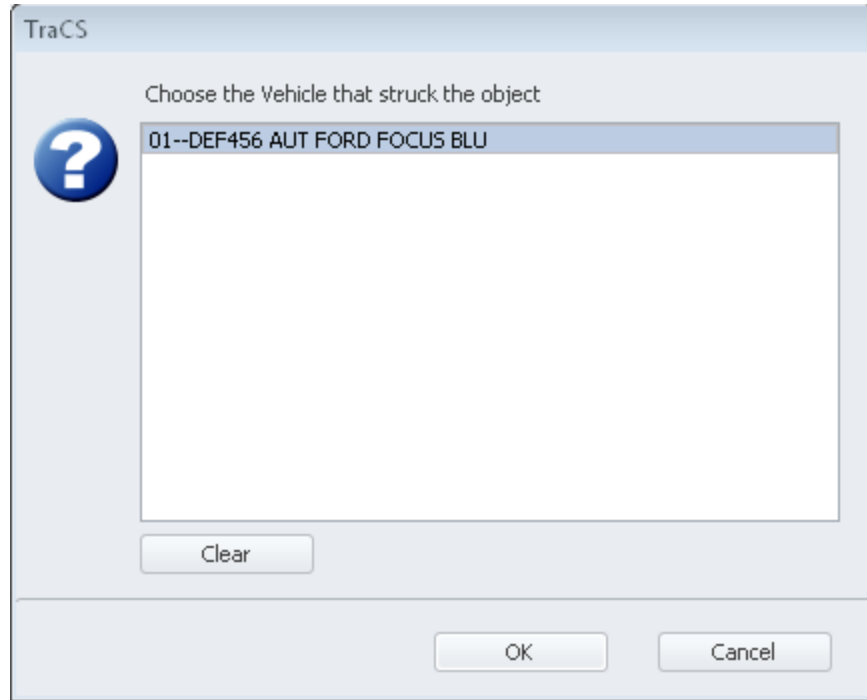
Vehicle

More...

UNIT	INDIVIDUAL	Hospital	Date of Death	Time of Death
		MADISON: ST. MARY'S HOSPITAL		
	Non Motorist	Striking Unit # 01	Location AT INTERSECTION-IN MARK	To/From School NO
	Prior Actions	Action WALKING NOT FACING TRAFFIC		
	CROSSING ROADWAY	Action Other		

How to Use a Group Lookup Button

2. All the vehicles will show up in a message box. If the unit is a pedestrian then the unit will not show up in the list.



3. Choose the unit and click OK and the correct unit number will be filled.

For the Crash Form –Individual Lookup

1. Looking for a Unit Individual click the Individual Button on the databar

Crash - 0DB0TQT671 (Open- REPORTABLE)

Field Help
Select the appropriate individual number.

individual Citation Issued To?

Next →

← Previous

Clear

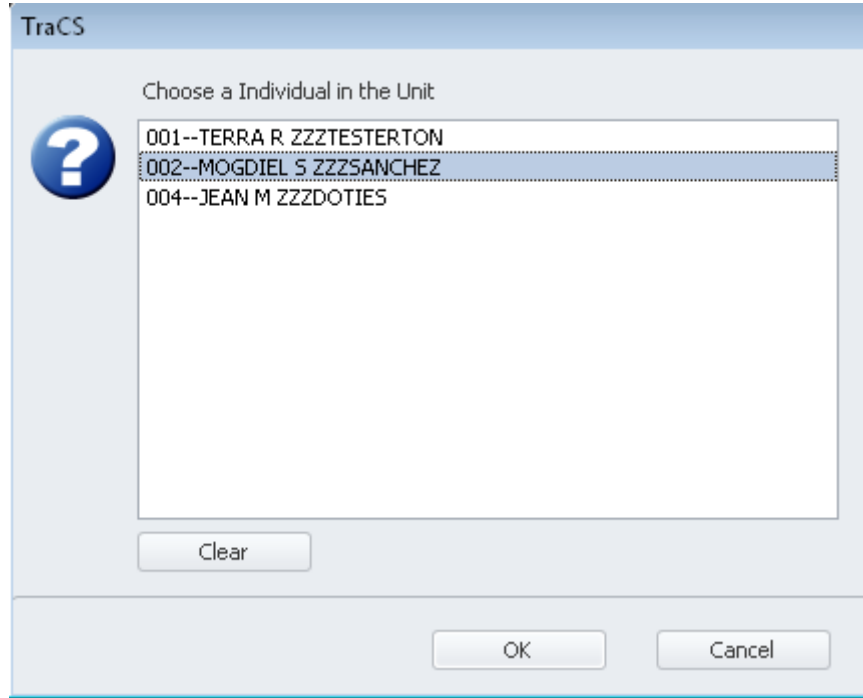
Individual

More...

Violation					
	UTC Number	Issue To?	Statute Number	Seq Num	Description
01	UTC Number	Issue To?	Statute Number	Seq Num	Description
02	UTC Number	Issue To?	Statute Number	Seq Num	Description

How to Use a Group Lookup Button

2. All the individuals in the unit will show up in a message box.



3. Choose the unit and click OK and the correct individual number will be entered.