Guide to Configuring
the Traffic Collision Database System

The Crossroads Software Traffic Collision Database System uses ArcView shapefiles for the GIS map of your city or county and street names for street information. Before using the Collision Database System, you need to configure the settings for the shapefile location and for the street table fields that contain the street names. The configuration for this is an easy process, and this guide will take you through it step-by-step.

Step One: Open the Traffic Collision Database System and Select Configuration

When you open the Collision Database System, you should see the Launch Menu, which provides several options, including configuration.
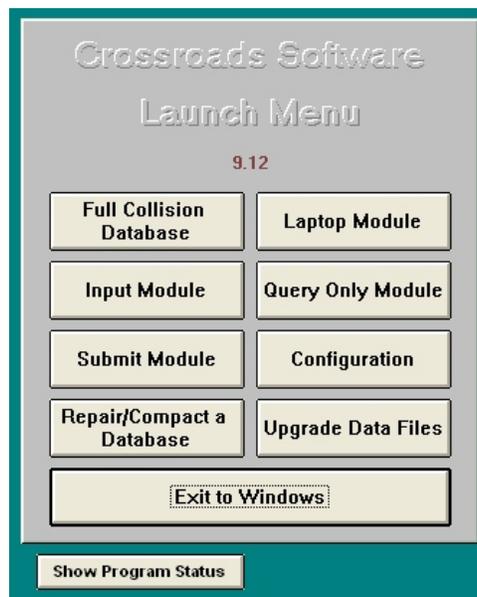

Fig. 1

Locate the **Configuration** button on the right and click on it to open the Configuration screen (Fig. 2 below).
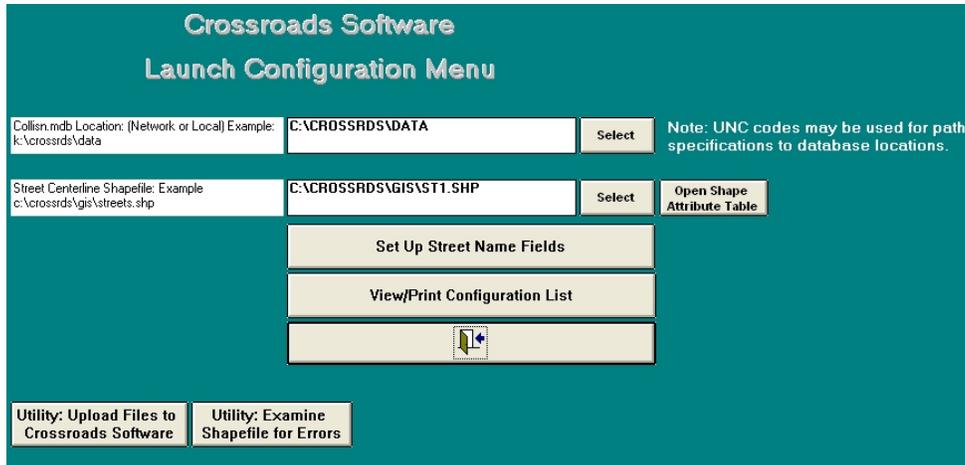
Fig. 2

Step Two: Setting the Data Paths

The Configuration Menu shows two location paths, one for the Data folder (which contains the main Collision Database data) and one for the Street Centerline ShapeFile. These need to be correct in order for the Collision Database System to function and for it to display and use the correct street information.

The **Data** folder will be located either locally on your computer or on a central server/computer on your agency's network. It will be under the **Crossrds** folder. Make sure the path here is correct; if it is not, click in the data path field box and write in the correct path. The form will look like this:

C:\CROSSRDS\DATA

"C" represents the name of the drive on which the folder exists. Your actual drive letter might be different, so be sure that the drive letter in the data path field corresponds with yours.

If you're not sure where the Data folder is, you can use the Select button to browse your computer or network, but you'll still have to write in the path.

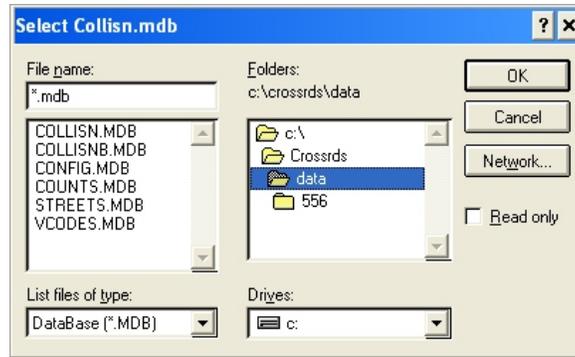When you hit the **Select** button, a dialog box will open (Fig. 3):

Fig. 3

For the Street Centerline ShapeFile, you need to configure the path of the actual shape file (as opposed to just configuring the folder) and set the name of the shape file. The file should be located locally in your GIS folder (the shapefile can be hosted on a network, but Crossroads Software recommends that it is placed locally).

Click in the **Street Centerline ShapeFile** box and write in the correct data path for the file, including the file's name and extension.

The path will look like this:

C:\CROSSRDS\GIS\ST1.SHP

"C" represents the name of the drive on which the folder exists. Your actual drive letter might be different, so be sure that the drive letter in the data path field corresponds with yours.

In addition, "ST1.SHP" represents the name of the shape file and the extension (.SHP). Your agency's shape file will likely have a different name.

If you're not sure where the file is, you can use the Select button to browse your computer or network, but you'll still have to write in the path.

Once you've set the name of the shape file, you can open the Shape Attribute Table to see the GIS data and make sure that you've connected the right shape file. Click on the **Open Shape Attribute Table** button.

When the table opens (Fig. 4 below), you can scroll to locate the fields that contain street names, types, and suffixes.

L_F_ADD	L_T_ADD	R_F_ADD	R_T_ADD	PREFIX	NAME	TYPE	SUFFIX	CFCC	ZIPL	ZIPR
11062	11098	11063	11099	S	PRAIRIE	AVE		A31	90303	90303
3800	3998	3801	3999	W	111TH	ST		A40	90303	90303
11100	11110	11101	11111	S	PRAIRIE	AVE		A31	90303	90303
4000	4014	4001	4015	W	111TH	ST		A40	90304	90304
4016	4030	4017	4029	W	111TH	ST		A40	90304	90304
4032	4098	4031	4099	W	111TH	ST		A40	90304	90304
10916	11098	10917	11099	S	OSAGE	AVE		A40	90304	90304
4100	4132	4101	4133	W	111TH	ST		A40	90304	90304
10800	11098	10801	11099		EASTWOOD	AVE		A40	90304	90304
4134	4198	4135	4199	W	111TH	ST		A40	90304	90304
10800	11098	10801	11099	S	FREEMAN	AVE		A40	90304	90304
4200	4254	4201	4255	W	111TH	ST		A40	90304	90304
4256	4298	4257	4299	W	111TH	ST		A40	90304	90304
10800	11098	10801	11099		LARCH	AVE		A40	90304	90304
4300	4332	4301	4331	W	111TH	ST		A40	90304	90304
10800	11114	10801	11115		ACACIA	AVE		A40	90304	90304
4334	4398	4333	4399	W	111TH	ST		A40	90304	90304
10800	11098	10801	11099		HAWTHORNE	BLVD		A31	90304	90304
4400	4450	4401	4449	W	111TH	ST		A40	90304	90304
10800	11098	10801	11099		BURIN	AVE		A40	90304	90304
4452	4498	4451	4499	W	111TH	ST		A40	90304	90304

Fig. 4

You need to find the field names for the streets. The field names are the bold headings at the top of each column. In Fig. 4, just right of center, are the fields Name, Type, and Suffix; these fields contain the street names, the types, and the suffixes. There's also a Prefix field, but the Collision Database System doesn't use directional prefixes, so you don't need that field name.

Note that the names of the street fields in Fig 4 are just an example; your agency might have different names for these fields, so you need to check the Shape Attribute Table to find out what your particular street field names are.

Also, because each shape file is different, some don't have separate fields for street names and types (or even suffixes). In some cases, there might be only one field for the street name, type, and suffix; in other cases, there might be two fields. This is why it's helpful to look at the Shape Attribute Table, so you can know exactly which field(s) and which field name(s) contain the necessary street information.

Once you know the field names, you are ready to continue to the next step.

Step Three: Set Up Street Name Fields

The Set Up Street Name Fields option allows you to configure the street name fields that you found in the Shape Attribute Table. Without the proper fields, you won't be able to access the Full Collision Database System, nor will the System be able to pull proper street information.

In the Configuration Menu, select **Set Up Street Name Fields**. This will open the Street Field Set-Up Screen (Fig. 5 below).

Fig. 5

The Street Name Fields at the top are labeled Field 1, Field 2, Field 3, and Field 4. If your Shape Attribute Table uses only one field for the street, name, and suffix, you will only need to enter the field name in one of these; but if your Table uses several fields, you will need to use one for each field name.

Enter the field name(s) by clicking in Field 1, 2, 3, or 4 and then typing in the name. You can also use the arrow button on the right side of the field to open a drop-down list. This list displays all the field names in the Shape Attribute Table. Scroll till you find the street field name you need.

Fig. 6

Remember that "Name" is just an example of a street name field. Your agency might call it "STNAME" or "STNM" or "RDNM" or something entirely different (provided it's ten characters or less). The important thing is to make sure that you're selecting the field name(s) of the field(s) in the Attribute Table that contain the street name, type, and suffix.

Also, the number of Street Name Fields you fill out in the Street Field Set-Up screen will depend on the number of fields that are used for street names in the Shape Attribute Table. For example, if the street name (e.g. Euclid, First, Main) is in one field named "Name", the type (e.g. Boulevard, Avenue, Road) is in another field called "Type", and the suffix (e.g., SE, SW, NW, provided your agency uses suffixes), you would have to fill out three Street Name Fields in the Set-Up screen, one for each Attribute Table field.

On the other hand, if there's only one field with all the street information, you only need to fill out one Street Name Field.

The maximum you will fill out is four because the elements that make up a street name won't exceed four fields in any Shape Attribute Table.

In Fig. 5 above, we've put in three Street Name Fields because our Shape Attribute Table in Fig. 4 has separate fields for the street name, type, and suffix.

Step Five: Opening the Shape Attribute Table and Using Help

At the bottom of the Street Field Set-Up screen are three buttons and a question mark. The **Open Shape Attribute Table** button, like the one on the Configuration Menu, allows you to view the fields in the Attribute Table. This way, if you need to refer to the Table to check the street field names, you can open it from the Street Field Set-Up screen, instead of having to go back to the Configuration Menu and opening the Attribute Table from there.

In addition, the question mark button opens a small help box that explains how to set up the street name fields. It's a handy explanation for users who aren't sure how to set the field names.
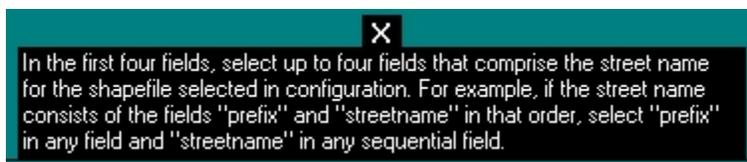

In the first four fields, select up to four fields that comprise the street name for the shapefile selected in configuration. For example, if the street name consists of the fields "prefix" and "streetname" in that order, select "prefix" in any field and "streetname" in any sequential field.

Fig. 7

Step Four: Additional Options

Below the street name fields are a check-box labeled **Use Full Last Names** and another labeled **Use Directional Prefixes**. If your GIS map already uses full last names (Road instead of RD, Avenue instead of Ave), check this box. If your GIS map uses short last names (RD instead of Road, Ave instead of Avenue), leave the box unchecked. This setting basically tells the Database which types of names to look for.

Check Use Directional Prefixes if you input a directional prefix field in the Street Name Field list. This will tell the Database to display and use directional prefixes.

Step Five: Saving Your Settings

Once you've configured the street name fields, you'll want to save your changes before returning to the Configuration Menu. Use the **Save Changes and Return** button at the bottom of the screen to do this (Fig. 8). If you decide you don't want to save your settings, you use the **Cancel Changes and Close** button.
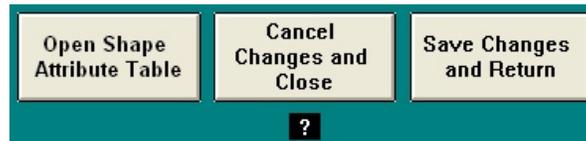

Fig. 8

Step Six: Viewing and Printing the Configuration List

In the Configuration Menu, there's a button labeled **View/Print Configuration List**. This will open a printable list of the setting you made in the Street Name Set-Up screen. If you have other computers to configure, you can print the list out and take it to those other computers, so that you'll have a handy guide of the settings.

When the Configuration List opens, just click the Printer icon at the top to print the list (you can also select File, and then select Print). To return to the Configuration Menu, hit the Door icon at the top left to exit.

Step Seven: After Configuration

Setting the directory path for the Data folder, the path and the file name for the shapefile, and the street name fields is necessary for using the Collision Database System and for having the correct GIS information available. If these settings are not configured properly, you will see error messages when accessing the Collision Database, or you will not be able to open the Full Collision Database System. If you receive an error message about missing data files or about needed a shape file name, or if you cannot get into the Full Collision Database, make sure to go back to Configuration and re-check your settings.

Once the correct configuration is complete, use the Exit button (which has the image of a door on it) to return to the Launch Menu. From there, select Full Collision Database to begin entering and editing records and to run queries and reports.