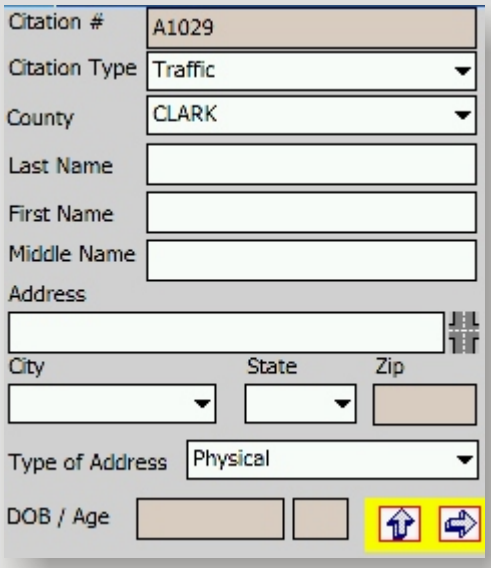
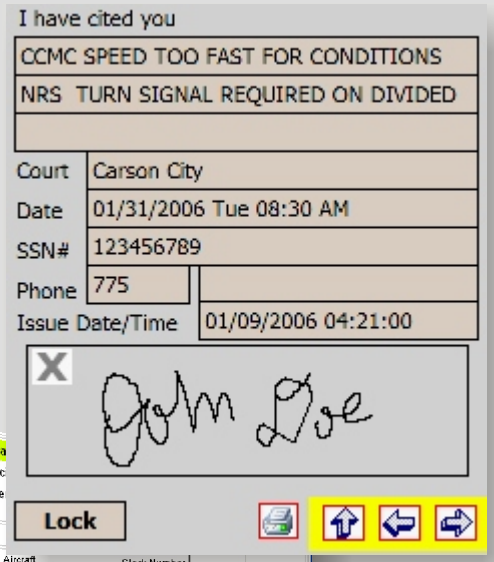
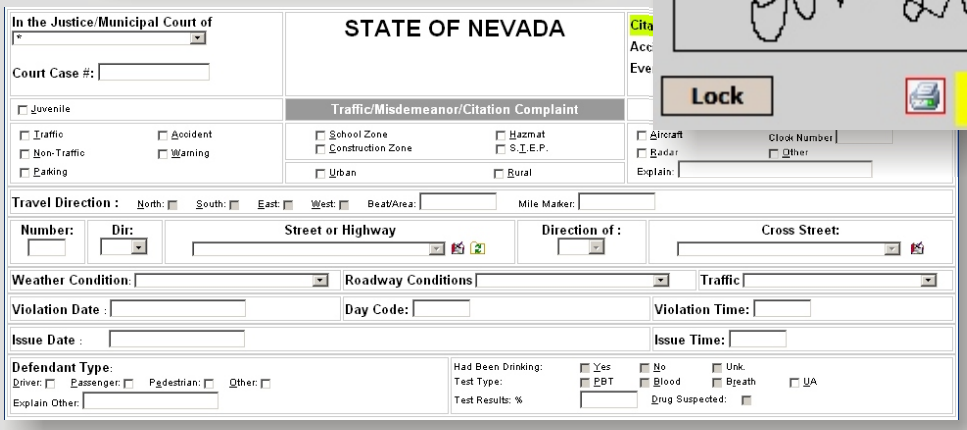
HANDHELD REPORT WRITING & TRAFFIC MANAGEMENT SYSTEM







USER'S MANUAL

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CONTENTS

PART ONE

THE HANDHELD REPORT WRITING SYSTEM

CHAPTER ONE

INTRODUCTION

The Crossroads Software, Inc. Handheld Report Writing & Traffic Management System is a full-featured software package that provides citation writing and collision reporting on handheld computers running Microsoft Windows Pocket PC. The System also provides a complete, user-friendly Traffic Management program that runs on desktop computers. In this portion of the System, users can input citation and collision reports, run queries and reports to analyze citation and collision data, manage records, view and edit existing citations and collisions, among other features.

This user's manual explains how to use both the handheld components of the System, as well as inputting, editing, querying, and managing records in the desktop components. The manual is divided into chapters, and each chapter itself is divided into number sections. So, for example, Chapter Two has sections numbered 2.1, 2.2, 2.3, and so on. From time to time, you might have to refer to specific sections of the manual for an explanation of a specific feature.

Before you begin using the Handheld Report Writing & Traffic Management System, there are some aspects of the handheld and desktop programs with which you should be familiar. These are programmed features that make inputting records as easy and as efficient as possible. Take some time to learn them before you move on to the main features of the System.

1.1 Basic Features of the Handheld Report Writing Program

The Handheld Report Writing Program has a graphical, user-friendly design that expedites citation writing, with features that include navigation buttons, menus, drop-down lists, keyboards and number pads, check-boxes, free-form text fields, and other features.

Take a look at the Fig. 1.1 on the next page. This is a screen from the Citation Module, and in its layout and functions it resembles most of the other screens in the entire System.

We'll take a look at the common features of the Handheld Report Writing Program, using the Citation Module as our model. Other features, such as the navigation system for collision reports, will be covered in the chapters that specifically deal with each module of the System.

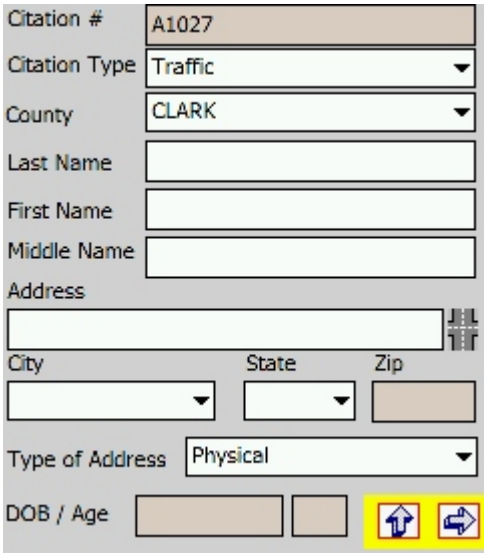

Fig. 1.1

Navigating
Moving from one screen to the next is fairly easy; at the bottom of each screen are navigation arrows. Arrows that point either left, right, or both directions are used for moving back to the previous page and forward to the next (if the current screen doesn't have a left arrow, it is the first page of the section; if it doesn't have a right arrow, it is the last page of a section). Tap on an arrow once with the stylus to move in either direction.

The up arrow is actually a convenient menu button. When you click on it, a navigation menu opens.

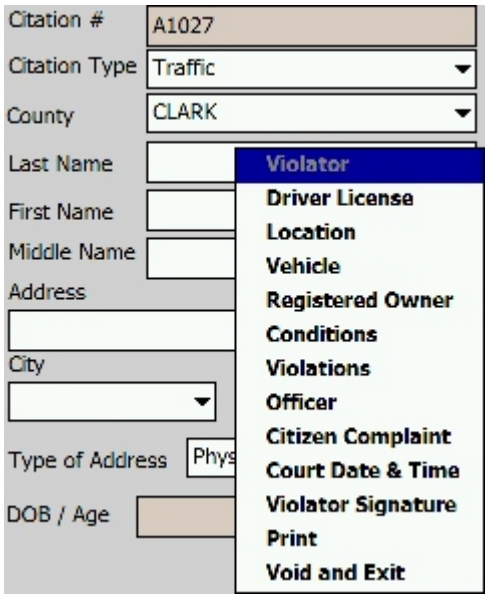

Fig. 1.2

The navigation menu displays all of the sections of the module you are in; in Fig. 1.2 above, it shows all of the sections of the Handheld Citation. To go to any of the sections, simply locate it in the menu and click on it once with the stylus.

The navigation menu is a handy way to move within a citation or a collision report without having to go back to a separate menu screen. It also allows you to go to a specific portion of a citation or a collision report without having to proceed through each and every screen.

Using Drop-Down Lists

There are several convenient ways to input data in a citation or a collision report; one of these is the drop-down list, and you will find drop-down lists throughout the Handheld Report Writing Program.

Drop-down lists contain pre-configured data such as city, state, race, sex, hair, court names, vehicle makes and models, road conditions, and so on. These lists expedite data entry because users don't have to write in the data by hand. All you need to do is tap on the arrow on the side of the list (you can tell a drop-down list from other fields because each list has a small, black arrow on the right). Once the list is open, locate the information you need from what's in the list, and select it by tapping on it with the stylus. The list will close and input your selection in the entry field.

Take a look at this example:

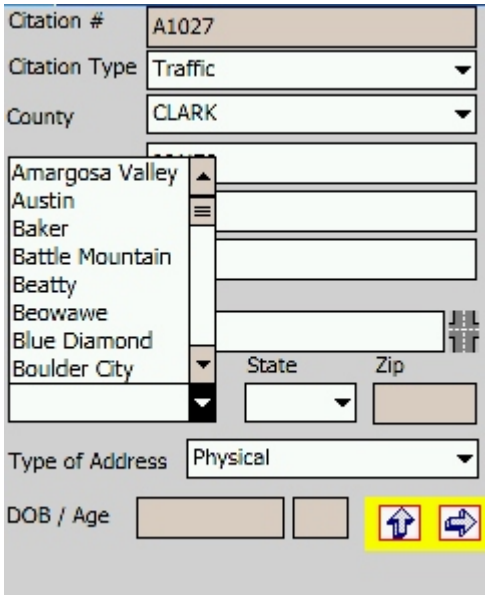

Fig. 1.3

The City drop-down list is open, displaying all available cities. On the right of the drop-down list is a scroll-bar, allowing you to move through the entire list of cities. Tapping on a specific city will enter it in the City field, as shown in Fig. 1.4

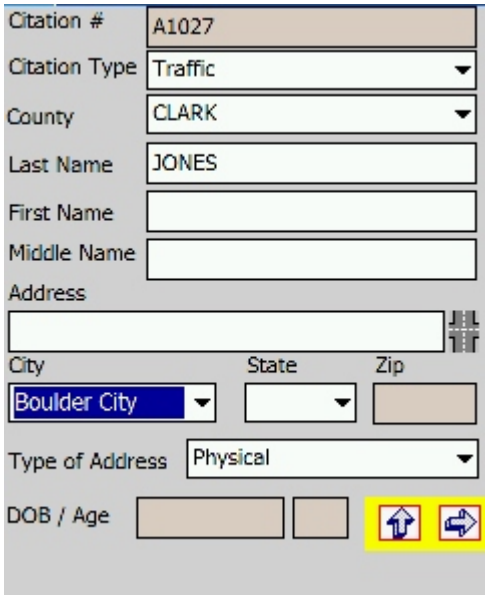

Fig. 1.4

The drop-down list closes, and the entry appears.

If a drop-down list does not contain the entry you need, scroll to the bottom of the list and select the **Add New** option. A keyboard will open (called the "Soft Keyboard"), allowing you to write in the new entry (for details on how to use the Soft Keyboard, see section 1.2 below). Type in the entry and then hit Enter to accept it; the System will close the keyboard and return you to the screen in which you were working, with the new entry in place.

Using Check-Boxes

Some fields contain check-boxes, another convenient data-input method. To mark a check-box, simply tap in the box once, and a check will appear. If you tap the box again, the check will be removed.

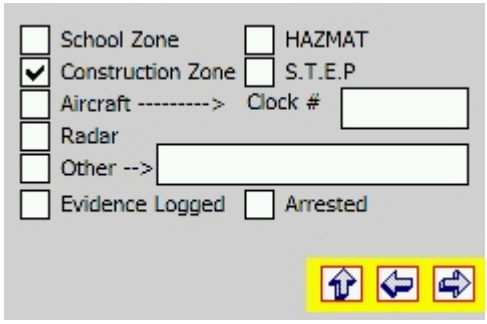

Fig. 1.5

1.2 Other Data-Input Methods: The Soft Keyboard, the Number Pad, and Date and Time

The drop-down lists and check-boxes are fine for those fields that have them, but there are many fields that are like blank text boxes. Many of these fields allow you to write data in a free-form manner. Examples of these blank fields include Name, Address, Date of Birth, Street, License Number, VIN, and more. Depending on the type of data, the method for input in these fields will vary. One option is the Soft Keyboard.

Soft Keyboard

One of the most commonly used features in the Handheld Report Writing Program, the Soft Keyboard allows you to input text directly into any blank field. To see how this works, let's take a look at the Last Name field.

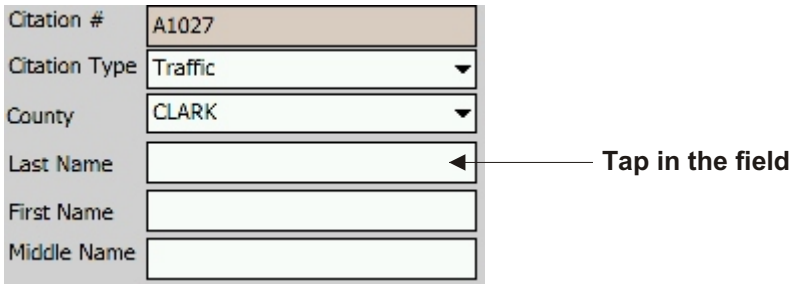

Fig. 1.6

The Soft Keyboard will automatically open.

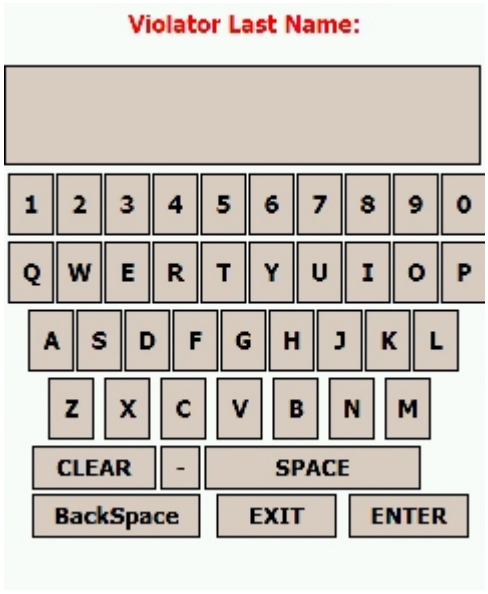

Fig. 1.7

As you can see in Fig. 1.7 above, the Soft Keyboard is a standard, “QWERTY” keyboard (without the extra keys for punctuation, which you won’t need). Using the stylus, tap on the letters you need to spell a name or word.

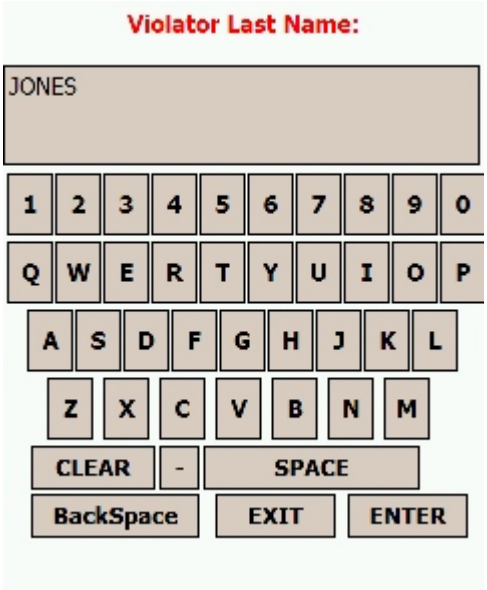

Fig. 1.8

The **Clear** button will erase the entire entry, while the **Back Space** key will eliminate the previous character. The **Exit** button will close the Soft Keyboard and will ignore anything you have entered (it sort of works like a “cancel” button; use it if you decide not to input anything in the field you are currently in).

In the example above, we’ve typed in the name “Jones.” You would hit **Enter** to accept the entry, and the System will place the entry in the field:

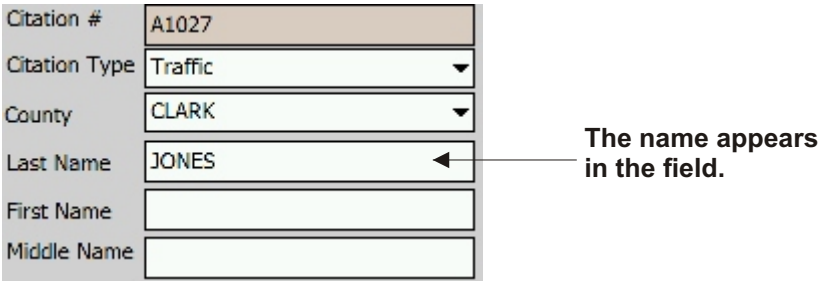

Fig. 1.9

Number Pad
Some fields require numbers instead of text -- Date of Birth, Year, Zip Code, and more -- and these fields employ the Number Pad, an automated tool that makes number entry easy and quick.

Fields that require numbers are grey, as opposed to text fields, which are white.

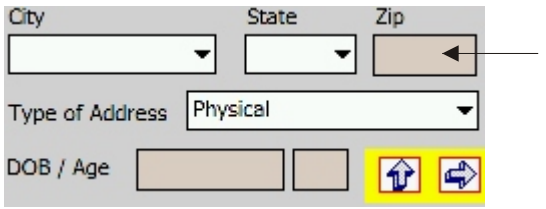

Fig. 1.10

Tapping in a number-based field (in this example, Zip) will open the Number Pad.

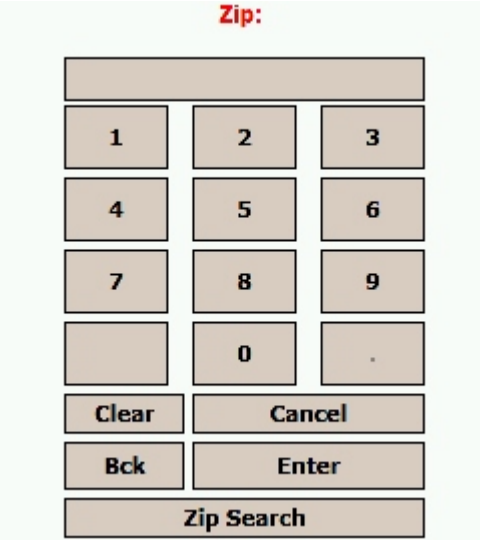

Fig. 1.11

As you tap on the numbers, they will appear at the top of the Number Pad. You can use the **Back** button to erase one character at a time, or you can use the **Clear** button to clear out all the numbers you have entered. When you have entered the number you want, hit **Enter** to accept it. The Number Pad will close and return you to the screen you were in, placing the number in the proper field (as shown in Fig. 1.12 below).

If you're inputting a zip, you have the option of using the **Zip Search**, a button that will appear at the bottom of the Number Pad. The Zip search helps locate cities and states for a given zip code. Write in the code, hit the **Zip Search** button, and the program will input the corresponding city and state, if available.

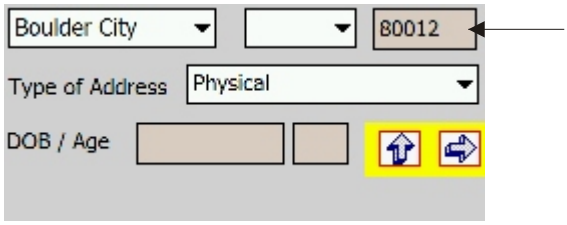

Fig. 1.12

Entering Date and Time

All date and time fields in the Handheld Report Writing Program are grey as well, although there are some minor differences between these fields and other number fields. When you click on a date field, such as Date of Birth, a date-entry pad will open.

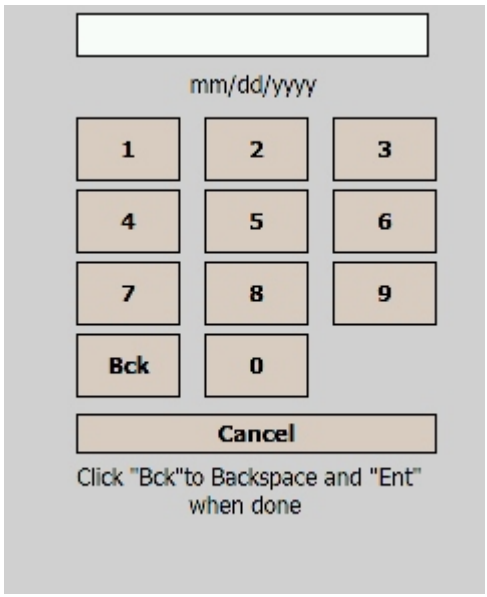

Fig. 1.13

Tap on the numbers to enter the date, using two digits for the month, two for the day, and four for the years (as the label “mm/dd/yyyy” shows; entering four digits for the year is especially important because birth dates prior to 1950 won’t format properly if you enter only the last two digits of the year). Don’t worry about the slashes; the program will input these automatically.

The numbers appear at the top, with the actual format (mm/dd/yyyy) shows just below.

Fig. 1.14

You might notice that the Date Entry Pad doesn't have an Enter button when it first opens. The Enter button actually appears only after you have entered all the digits for the date; this prevents users from accidentally entering the wrong number of digits.

When the Enter button appears, tap it, and the date will show up in its field.

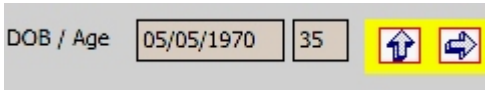

Fig. 1.15

Inputting a time is as easy as inputting a date. When you tap in a field that requires a time, the Time Input Pad opens.

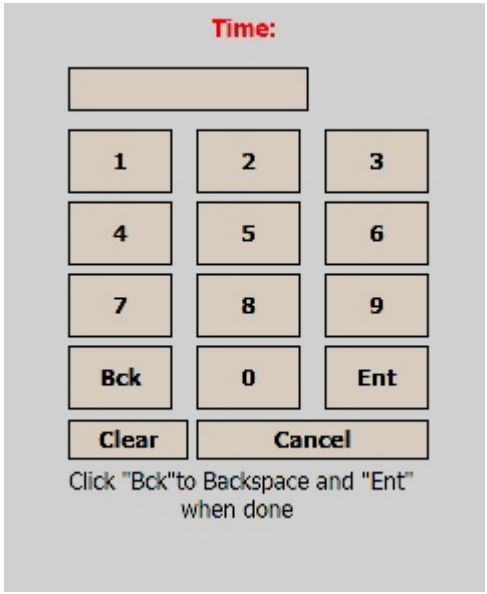

Fig. 1.16

Input a time by tapping on the numbers, but don't worry about the colon (:) because the program will enter it automatically.

Fig. 1.17

The time as shown above will appear (after hitting the Enter button) as:

Fig. 1.18

The time field, like the date field, is something you will see throughout the Handheld Report Writing Program.

Let's now look at the Handheld Citation Setup..

1.3 Setting Up the Handheld Report-Writing Program

The Handheld Program has a basic setup feature that allows you to configure user information, printers, and various default settings for citations and collision reports.

To access Setup, open the **Start** menu in your Windows-based handheld unit. Open the **Crossroads** folder, and then tap the **Setup** icon. The Setup menu will open.

Fig. 1.19

Your options include: User & Device setup, and Citation and Collision setup. We'll look at them in order.

User & Device
Within the User & Device Setup, you can easily establish a single officer name and ID for the handheld, register an agency name, and specify which mag-stripe reader and printer the handheld unit will connect to. You can also set how the handheld unit syncs with the desktop Traffic Management System.

You'll definitely want to setup an officer name and ID number because the citations and collision reports need to be affiliated with a specific officer. By setting up a name and ID, you avoid having to write them in manually every time you write a citation or a collision report.

You also need to enter your agency's name, and the Handheld Report-Writing Program will maintain this as the default setting. In addition, you must select the counties serviced by your agency so that the data, city, and county, and location information will function properly within the Citation and Collision Modules.

The User & Device setup begins with the User page:

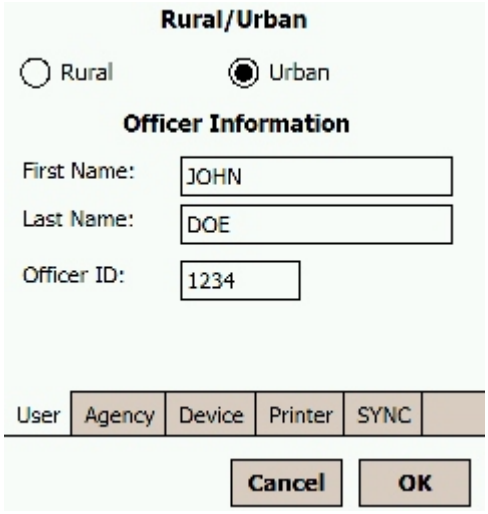

Fig. 1.20

Rural/Urban. By default, this is set to Urban. Change it to Rural if necessary.

First Name, Last Name, Officer ID. Tap in each field and input the officer name and ID number. This will be the default officer for the handheld unit and will appear in citations and collision reports.

Tap the **Agency** tab to open the Agency screen. It contains the following setup fields:

Agency Code and **Agency Name.** Tap in each field and input the abbreviated agency code and the agency name. As with the officer name and ID, these will be the default agency name and code for the handheld and will be associated with all citations and collision reports.

Phone Area. Set the area code for your jurisdiction here. This default code will appear in any phone fields in the citations and collision reports.

Counties Serviced. This is a check-list containing all of the state's counties. Select the counties your agency services by tapping in the check-box next to each county name.

Hit the **Device** tab to configure peripheral devices.

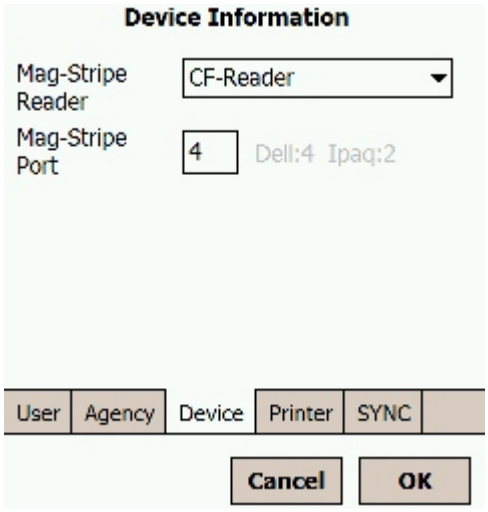

Fig. 1.21

The Device page allows you to set-up the mag-stripe reader. In the **Mag-Stripe Reader** field, open the drop-down list and select which type of reader you will be using, either a CompactFlash-based reader or a serial-based reader.

In the **Mag-Stripe Port** field, make sure that the port number is correct; it should be 4 if you are using a Dell handheld and 2 if you are using a Hewlett-Packard (HP) handheld.

Continue to the **Printer** tab.

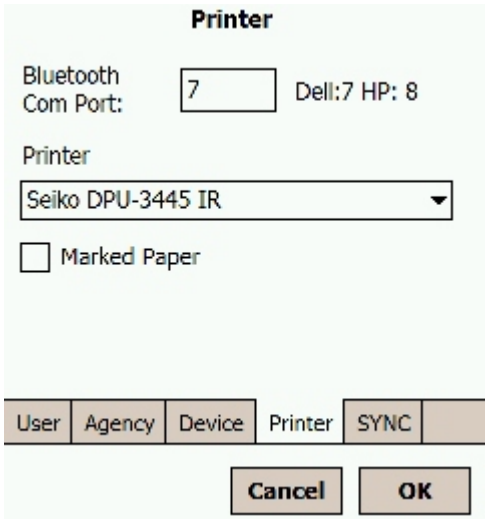

Fig. 1.22

First, ensure that the **Bluetooth Com Port** is properly set (a 7 for a Dell handheld, and 8 for an HP device).

Next, open the **Printer** drop-down list and select the model and type of printer you will be using with this handheld unit.

Finally, select **Marked Paper** if your agency is using paper that has marked start and stop points.

Continue to the final tab for **Sync** setup.

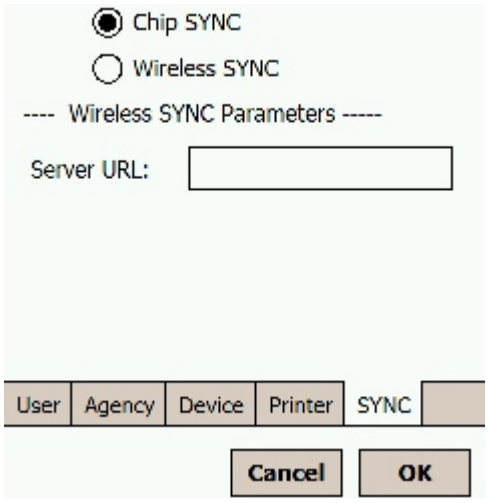

Fig. 1.23

By default, your handheld unit should be set to **Chip SYNC**, which means that it syncs with the Traffic Management System through the memory card, or chip, in the handheld. You want to leave it set at Chip SYNC (unless your agency has specifically been setup to do wireless syncing).

When you have finished with the User & Device setup make sure you select OK at the bottom of the screen. If you select Cancel, your settings will be lost.

Go back to the Setup Menu and select **Citation** to open the Citation Setup screen.

Citation Setup
The Citation Setup (Fig. 1.24 below) contains a number of options for the Citation Module. These options set basic agency, radar, and court configurations, and also let you set the type of ticket format you'll be using. You can even enter an officer signature that will automatically appear on all citations.

Agency Letter. Set the default agency letter here.

Radar/Clock #. If you are using a radar or clock, and if it is assigned a number, input that number here; it will be the default for all citations.

Default Court. From the drop-down list, select the default court for your citations. You can select other courts within the citation itself if necessary.

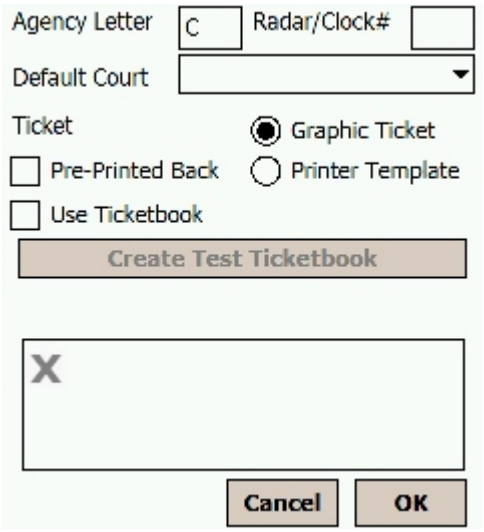

Fig. 1.24

Graphic Ticket or **Printer Template.** This basically designates how the handheld unit prints citations, and whether the format for the citation is contained within the electronic handheld citation, or if the format is contained within the portable printer. If your agency is using Graphic Tickets, select this option (the data and the formatting will be done by the handheld). If your agency uses a Printer Template (the formatting is done by the printer, which is loaded with a template, and the handheld just prints the citation data), select this option.

Pre-Printed Ticket. Check this option if your agency uses ticket paper with pre-printed backs.

Use Ticketbook. If your agency uses a Ticketbook (which assigns a set number of electronic tickets to each handheld device), select this option. For more information on Ticketbooks, see Section 2.1 of Chapter Two. When you select Use Ticketbook, the handheld device will allow you to create a test ticketbook by pressing the **Create Test Ticketbook** button (this button will be inactive if you do not select Use Ticketbook).

Officer Signature. At the bottom of the Citation Setup screen is a blank field for the officer signature. If signed, the signature will automatically appear in each citation, thereby saving you from having to individually sign every single citation (provided only one officer is assigned to each handheld unit).

When finished, hit **OK** to save all of the settings. The **Cancel** button will ignore the settings.

Return to the Setup Menu and select **Collision** to open the Collision Setup.

Collision Setup
The Collision Setup screen has a few configuration options for the Collision Module.

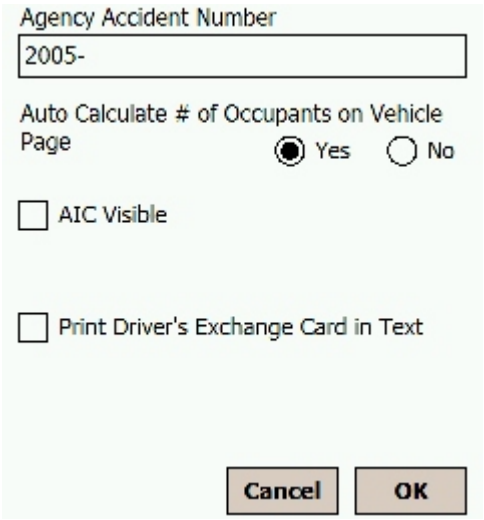

Fig. 1.25

Agency Accident Number. Each collision report displays an accident number, and you can set a default number in this field for all collision reports.

Auto Calculate # of Occupants on Vehicle Page. When you create a collision report, you "build" it section by section, creating each vehicle and all of the occupants in that vehicle. If you want the program to calculate the number of occupants for the Vehicle Page of the collision report, set this option to **Yes** (this refers to the first page of the Vehicle Section of a collision report). The Vehicle Page will display the number of occupants based on how many you created in the Collision Main Page (for more on the Collision Main Page and building collision reports, see Section 3.1 of Chapter Three).

AIC Visible. By default the AIC field in the Scene Information section of the collision report is not available. If you want to make it available, check this option.

Print Driver's Exchange Card in Text. This option is only relevant if you are printing a driver's exchange card using a specifc text-based Bluetooth printer. If so, check this option and make sure you have the correct printer selected in the Printer page of the User & Device setup.

When finished, select **OK** to save your settings (selecting Cancel will tell the program to ignore your settings).

Now that we've seen how the basic features of the Handheld System, as well as how to use setup, let's take a look at some of the common features of the desktop Traffic Management System.

1.4 Navigating in the Traffic Management System Input Forms

All of the input forms in the Traffic Management System (on your desktop PC) have similar features, including an easy-to-use navigation system. A series of navigation tabs helps you move from one section of an input form to another section.

For example, in the Citation Input Form there are navigation tabs at the top left of the form. Each tab is labeled, and the active one has a yellow border.

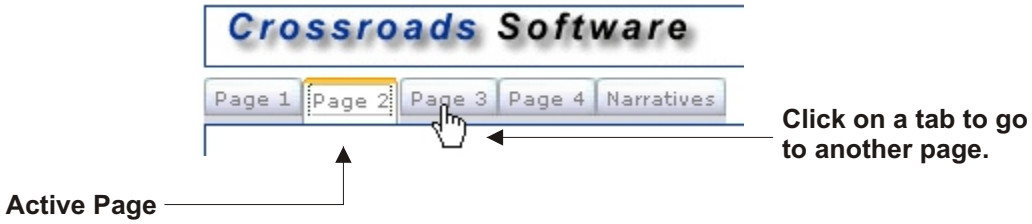

Fig. 1.26

In some cases, sections (or pages) of an input form might have sub-sections (or sub-pages). For example, each section of Collision Input Form has several sub-sections, which are labeled “Part 1,” “Part 2,” and so on.

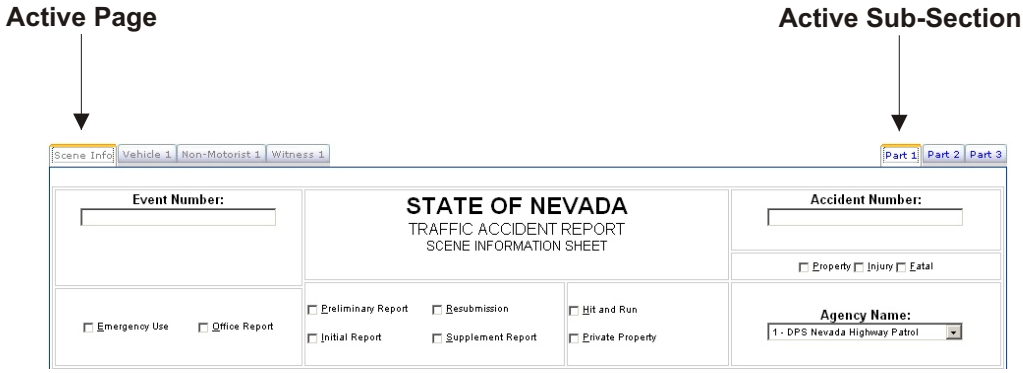

Fig. 1.27

Once you’ve navigated to the page and sub-section you want to work on, you can use specific techniques and functions for moving from one data field to another. Let’s take a look at how to move across entry fields.

1.5 Moving Across Entry Fields

When inputting data in one of the sections (or pages) of an input form, you can easily move from one data-entry field to the next by using the Tab key on your keyboard. This helps to expedite data entry, minimizing the time it takes to go from one field to the next and not forcing you to reach for the mouse.

In lieu of the Tab key, you can also use the Enter key.

See Fig. 1.28 through 1.30 for illustrated examples.

The active data-entry field has a green background:

Fig. 1.28

Once data has been entered into the field, hit the Tab (or Enter) key to advance to the next field:

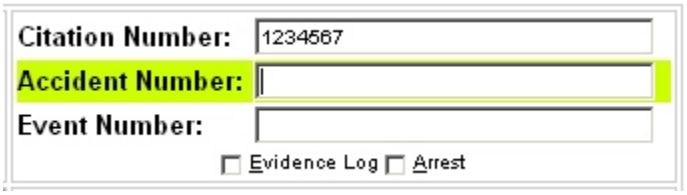

Fig. 1.29

1.6 Using Check-Boxes

Check-boxes are common entry fields, and they too are designed to be user-friendly. In keeping with the keyboard-centered approach to data entry, you don't have to reach for the mouse to mark a check-box. Each box has a label, and each label has an underlined letter. When the field in which the check-box is active, just type the letter that corresponds to the particular box you want to check.

Take a look at Fig. 1.30. The active section (green background) has five check-boxes. Notice that each label has an underlined letter. So, if you wanted to check "Traffic," you would hit the "T" key on your keyboard. If you wanted to check "Accident," you would hit the "A" key. Pretty easy, isn't it?

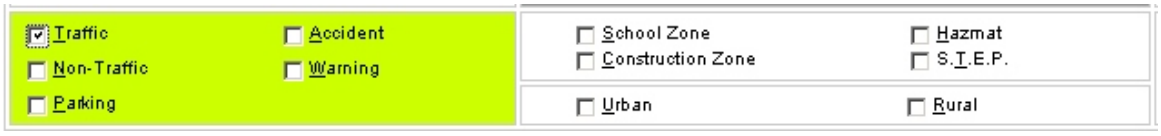

Fig. 1.30

NOTE: When using check-boxes, make sure to pay attention to the underlined letters that are used to check or un-check a box. In many cases, the first letter of the word is underlined, but in other cases it is another letter (because some labels in a section begin with the same letter, we had to use other letters). Don't always assume that the first letter of a label is the one that will check the box; otherwise, you could end up checking the wrong one.

You can advance from any check-box section to another section by using the standard Tab/Enter feature. After checking a particular box, just hit the Tab key or the Enter key to advance to the next field.

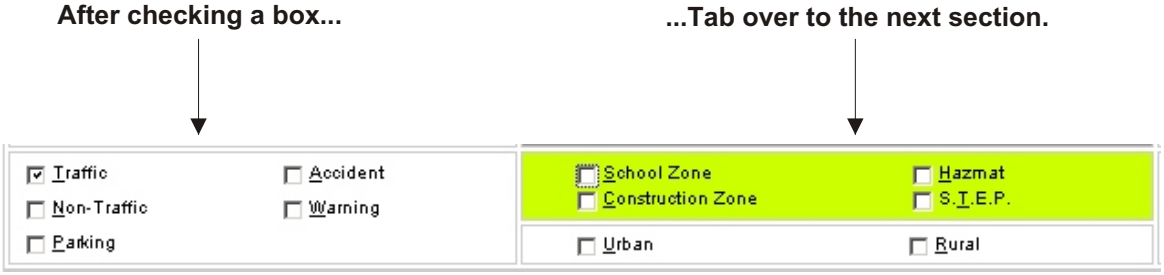

Fig. 1.31

1.7 Drop-Down Lists in the Traffic Management System

The Traffic Management System includes features to make data entry as easy and as efficient as possible. One major feature is the drop-down list, which contains pre-configured data. Opening a drop-down list and selecting an entry not only saves time (because you don't have to type in the entry), but it also reduces errors.

Not all data fields have drop-down lists -- many are open text fields -- but it's easy to tell which fields have drop-down lists because you'll see a clickable arrow on the right edge of the field.

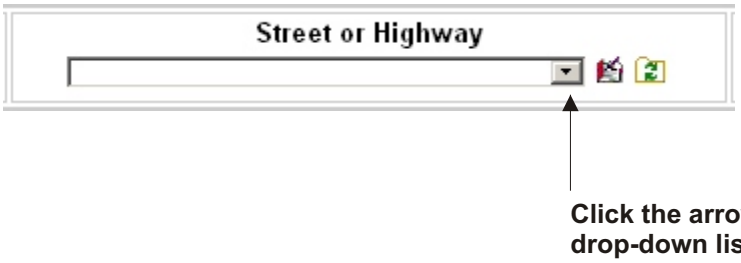

Fig. 1.32

When the drop-down list opens, simply look down the list until you see the data you want to enter. In this example, we're selecting a street name. Let's say we need to enter "5th Street." Just find it in the list and select it with the mouse. The drop-down list will close, and "5th Street" will appear in the entry field.

If a drop-down list contains more data than the list can display, a scroll bar will appear on the right side of the list. Simply scroll through the list until you find the data you need.

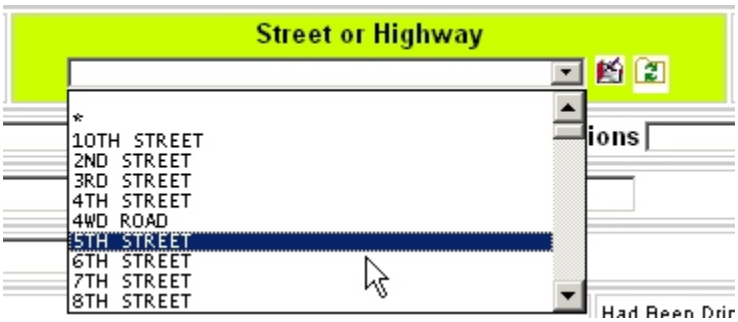

Fig. 1.33

Auto-Matching

When using drop-down lists, you don't have to use the mouse necessarily. The lists have an "auto-match" feature that finds matching entries as you type. Let's say you want to enter a street named "Maple Creek Lane." Typing the letter "M" will take you to the first street that begins with "M." Following that with "A," you will get the first street that begins with "MA." Then by typing the "P," you will get the first street that begins with "MAP." Keep typing until "Maple Creek Lane" appears.

This technique applies to all drop-down list fields.

Instead of having to type the entirety of the street name, you simply hit the **Enter** key when the system fills in the street name you desire. If it doesn't, keep typing; your street name will eventually appear (if it exists in the street data table).

1.8 Free-Form Entry in the Traffic Management System

In some cases, you may need to enter collision or citation information that is not contained in the drop-down lists of the Traffic Management System. The Traffic Management System has a convenient way to do this, known as free-form entry. All of the regular text entry fields are free-form, meaning that you can type in any data you want. Applying this feature to drop-down lists means that you are not necessarily limited to the data contained within the list. The free-form feature has a dedicated button.

Fig. 1.34

When you click the free-form button, the system places a cursor in the drop-down field (the cursor is an underline):

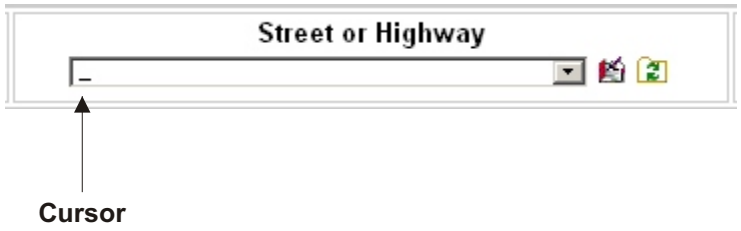

Fig. 1.35

Once the cursor appears, you can begin typing, just as if you were typing in a regular text entry field. Below is an example of a street name that has been typed in using this free-form method.

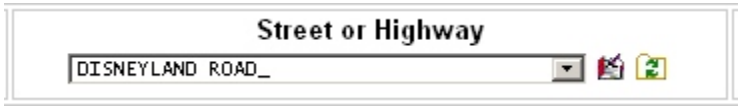

Fig. 1.36

When finished typing in the data, just hit the Tab or Enter key to advance to the next field.

1.9 Refreshing the Street Drop-Down List in the Traffic Management System

The Traffic Management System is optimized for efficiency, and that includes moving across pages as much as moving across fields. If, for example, you have completed Page 1 of the Citation Input Form and have moved on to another page, the street name drop-down list maintains only the street that you entered. If you return to Page 1 to change the street name, you will have to refresh the list if you want to see all available street names. (If the System refreshed the list, it would take much longer to move across the pages.)

In order to refresh the street name list, just click the Refresh button, which is next to the Free-Form button.

Fig. 1.37

These are the basic features of the Handheld Report Writing and Traffic Management System. Go to Chapter Two to learn how to write citations.

CHAPTER TWO

WRITING HANDHELD CITATIONS

The Crossroads Software, Inc. Handheld Report Writing System provides a full-featured traffic citation module that allows users to write complete, printable traffic citations on a handheld computer running Microsoft Windows Pocket PC. Citations can easily be printed on a compatible, portable printer. At the end of a shift, officers can off-load their citations to a desktop PC.

This chapter details how to write and print a citation with the Handheld Report Writing System. The System has a user-friendly design and has been optimized to be as efficient as possible. What is more, all features of the citation module can be accessed through a single, main menu.

2.1 Creating a Ticketbook

The Handheld Citation Program has an optional ticketbook feature that allows your agency to assign a "block" of citations to each handheld unit before an officer goes out into the field and writes citations. This ticketbook contains a set number of blank citations (say, 50 or 75 or 100), and they are all sequentially numbered. The advantage of a ticketbook is that it automatically generates tickets and prevents errors in citation numbering.

A ticketbook is automatically assigned to each handheld unit when the unit is synced with the desktop Traffic Management System (for more on syncing, see Chapter Five). Let's say an officer has been given a ticketbook of 100 citations, and during his shift he writes 20 cites. When he syncs the handheld, those 20 cites with be transferred into the Traffic Management System, and an additional 20 blank cites will be placed back in the ticketbook.

This ticketbook feature is optional. To enable it, go into the Traffic Management System, select **Setup**, and then select **Ticketbook Setup**. A screen will open, and you can enter a **Start No** (the number at which the ticketbooks will start), a **Prefix** and **Suffix** (for citation numbers), and a **Total** number of citations for the ticketbook. Once you've set these numbers, hit the **Generate** button. After that, all handhelds that sync with the Traffic Management System will be assigned ticketbooks.

2.2 Opening the Citation Module

In the handheld unit, open the **Start Menu** (tap on the Windows icon at the top left of the screen) and select the **Crossroads** folder. Locate the **Citation** icon and tap on it once with the stylus.

The **Citation Main Menu** (Fig. 2.1) will open. If a ticketbook has been assigned, the number of used citations and free citations will display at the bottom of the screen.

The Main Menu offers several options.

Import from Collision. Allows you to import a citation created from a collision report; for more on importing, see Chapter Four. Only appears if there is an existing citation available for import.

New. Create a new citation.

Open. Shows a list of existing citations and allows you open and view each one.

Notes. Allows the officer to write notes about the stop.

Dupe. Provides a list of existing citations and gives you the ability to duplicate them.

Print. Select an existing citation and print it.

Delete. With this option, you can delete specific citations from the handheld.

SYNC. Prepares the citation for syncing with the Traffic Management System.

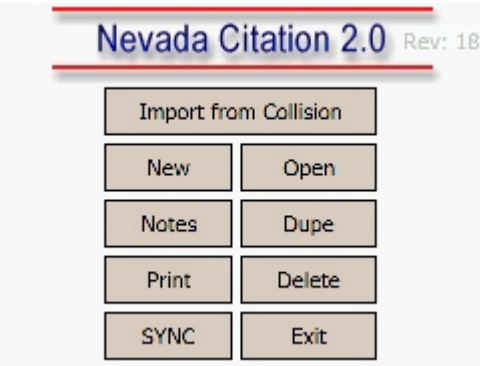

Fig. 2.1

We'll look at all the Main Menu options in detail, but let's begin with writing a new citation.

2.3 Writing a Citation

Writing citations is one of the core functions of the Handheld Report Writing program. Before you begin writing a citation, make sure that you have familiarized yourself with the basics of navigation and data entry that are discussed in Chapter One, sections 1.1 - 1.2. Being familiar with these basics are vital to writing new citations, as well as to continuing through the rest of this chapter.

Violator
The first page of the Handheld Citation Program is the Violator section.

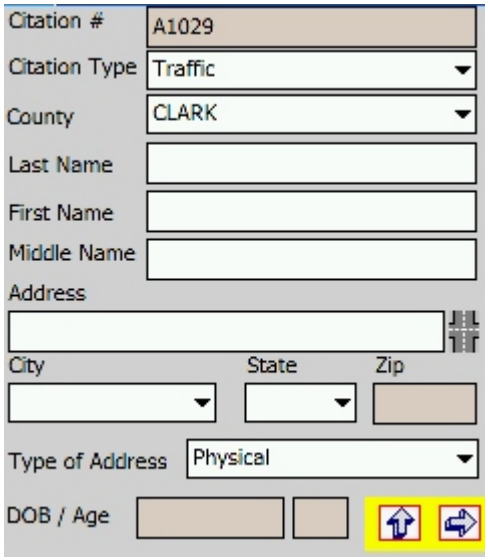

Fig. 2.2

Citation #. The citation number, which is automated, will display here.

Citation Type. Using the drop-down list, select either Traffic (the default setting), Accident, Parking, Non-Traffic, or Misdemeanor.

County. Use the drop-down list and select the proper county.

Last Name, First Name, and Middle Name. When you tap in each of these fields, the Soft Keyboard will open. Use it to write the names.

Address. Enter the violator's street address here. The Address field uses a convenient Street Function that matches street names for you and saves you time. The Street Function also helps reduce spelling errors. Essentially, the Street Function is a separate screen that displays street names; you locate the street name you want, tap on it with the stylus, and the Program will input it in the Address field.

In order for the Street Function to work properly, you must enter at least part of the street name, even if it is the first letter. Otherwise, the Street Function has too many street names to list (basically, all streets). If you don't enter at least one character, you will receive a warning message.

Here's how the Street Function works. First, input part of the street name. In this example, we've input the street number and the first letter.

Fig. 2.3

Tap the street icon at the right of the Address field. The Street Function List will open. In this example, the streets beginning with "M" appear. We scroll until we find the street name we need -- here, we're looking for Main Street.

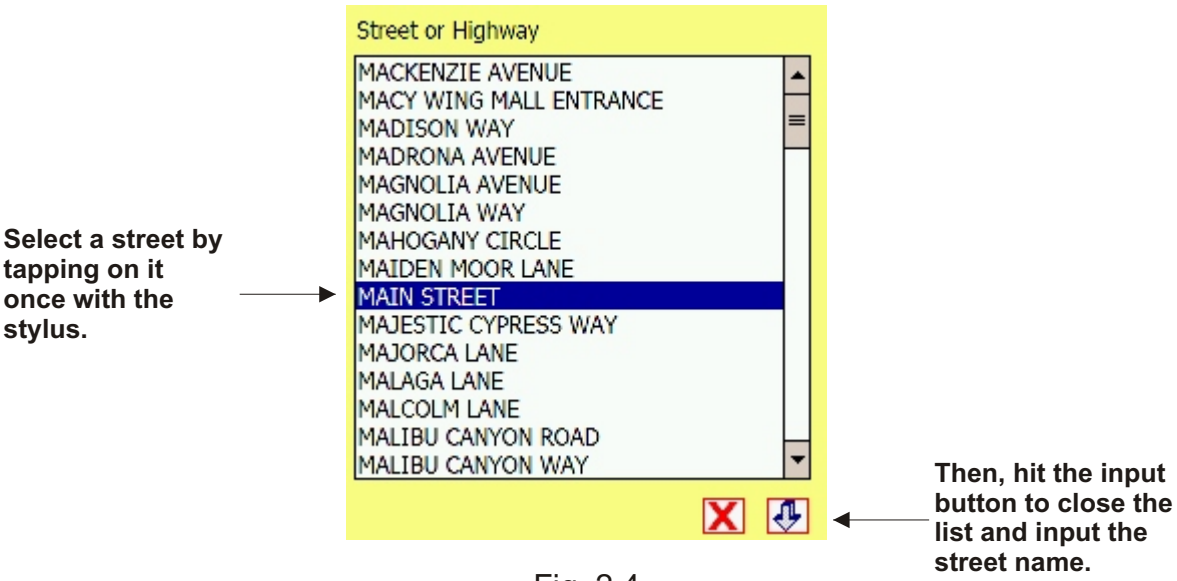

Fig. 2.4

Once you have the street you want, tap on the input button (the down arrow) at the bottom right of the screen. This will close the list and input the street name in the Address field (the X button will cancel the entry).

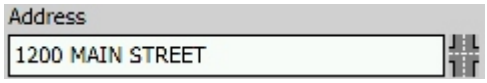

Fig. 2.5

With the street address in its field, continue with the rest of the form.

City. Using the drop-down list, select the violator's city.

Fig. 2.6

State. Open the drop-down list and select an abbreviation for the violator's state.

Zip/Zip Search. The Number Pad will automatically open; use it to input the zip code, or use the **Zip Search** at the bottom of the Number Pad. Simply write in the zip code and hit the **Zip Search** button. The program will find the corresponding city and state and input these, along with the zip code.

Type of Address. Select the proper address from the list.

DOB/Age (Date of Birth). When you tap in this field, the Date Pad will open. When you enter a date and hit Enter on the Pad, the Program will place the date in its field and automatically calculate the age (make sure to use four digits for the year).

To move to the next page of the citation, tap on the Next button (right arrow at the bottom of the screen). The following page continues with additional violator information.

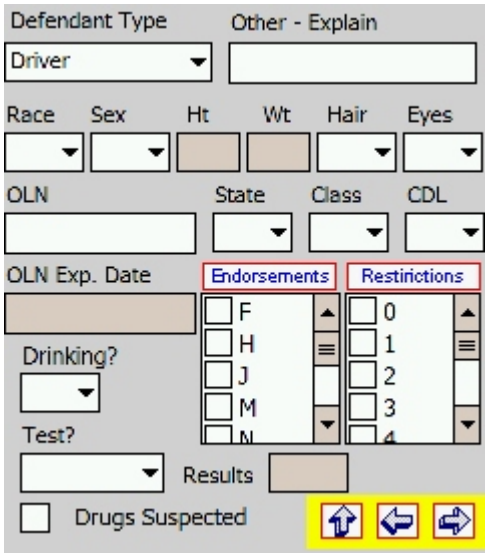

Fig. 2.7

Defendant Type. Using the drop-down list, select a defendant type (driver, passenger, pedestrian, or other). If you select other, you can use the **Other - Explain** field to the right to input a type (the Soft Keyboard will open).

Race and Sex. The drop-down lists for these fields contain abbreviations. Open the list and select the abbreviation that corresponds best with the violator's race.

Height (**HT**), **Weight** (**WT**), **Hair** and **Eyes**. The first two of these descriptors are number-based fields and use the Number Pad. Hair and Eyes are drop-down lists, with abbreviated entries.

OLN and **OLN Exp. Date**. When you tap in the OLN field, the Soft Keyboard will open. Use it to input the driver license number. You can enter the expiration date in the OLN Exp. Date field, using the Number Pad.

State, **Class**, and **CDL**. These driver-license related fields are all drop-down lists. Open the lists and select the appropriate state (uses abbreviations), class, and commercial driver license.

Drinking, **Test**, **Results**, and **Drugs Suspected**. These four fields deal with violator inebriation. Indicate drinking by selecting yes, no, or unknown from the Drinking list and the type of test (Blood, Breath, PBT, or UA) from the Test list. When you tap in the Results box, a test number pad will open, allowing you to input any numerical results. Finally, check the box next to Drugs Suspected if applicable.

Endorsements and **Restrictions**. The Endorsements and Restrictions fields contain a series of check-boxes, each with its own abbreviation, such as F, H, J, M, and O, 1, 2, 3. Each abbreviation, of course, corresponds with a type of endorsement or restriction. If you know which endorsement or restriction you need to check, simply locate it in either field and tap on it once with the stylus. If you are not sure what each letter or number signifies, you can use the built-in legends. Just click on the word "Endorsements" or "Restrictions" to open each legend.

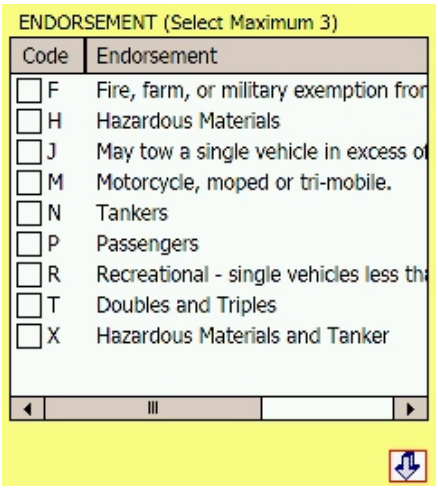

Fig. 2.8

You can input a restriction or endorsement through the legend. Just tap in the box to check it, as shown in Fig. 2.9.

Fig. 2.9

To close the legend and input your selection, use the Enter (down) arrow at the bottom right. The program will save the checked endorsement or restriction.

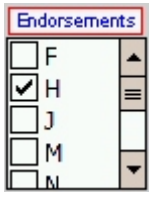

Fig. 2.10

Location
In the Location screen, you can input information about the location of the violation, as well as violation date and time information.

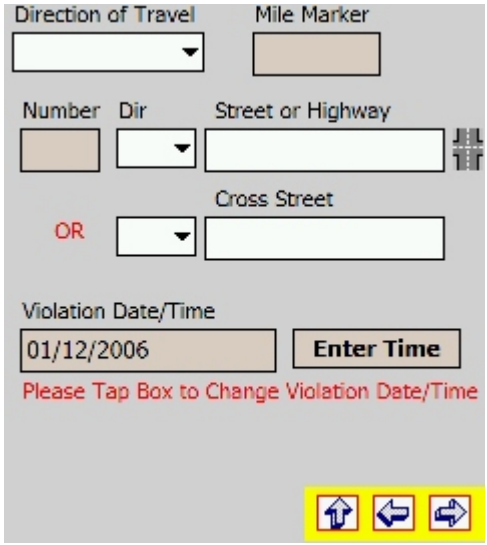

Fig. 2.11

Direction of Travel. Open the drop-dpwn list to select the violator's direction of travel.

Mile Marker. If a mile marker exists, you can input it here using the Number Pad.

Number, **Direction**, **Street or Highway**, and **Cross Street**. These fields specify the actual street location of the violation, but they work a little differently than the street address field in the Violator section; this is because, in Location, there are occasions when you might have to input a cross street.

Once you put in the Number and Direction (if applicable),you can input the street(s) by using the built-in Street Function. To access this function, tap on the intersection symbol at the right of the **Street or Highway** field. A Street Function screen will open.

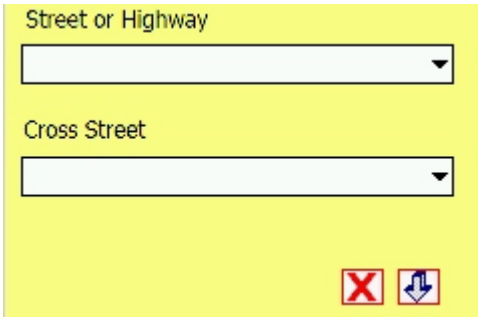

Fig. 2.12

As with the Violator section, in order for the Street Function to work properly, you must enter at least part of the street name, even if it is the first letter. Otherwise, the Street Function has too many street names to list (basically, all streets).

So, let's say we want to enter Main Street. There are two ways to do this. The first is to tap in the Street or Highway field and input the full street name using the Soft Keyboard. Or, we can input one or more letters and then use the Street Function to match and locate the street name.

So we can input "M", open the Street Function, and then open the Street or Highway drop-down list to see all street names that begin with "M."

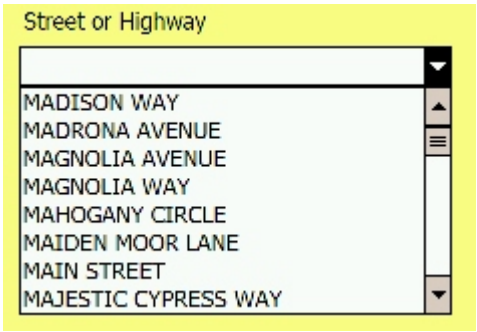

Fig. 2.13

Keep in mind that the more letters you initially enter in the Street or Highway field, the more precise the drop-down list will be -- you will have fewer possible entries.

Once you select the street name, the Street Function will automatically provide a list of only those streets that cross with the main one. Open the Cross Street drop-down list to see the available cross streets.

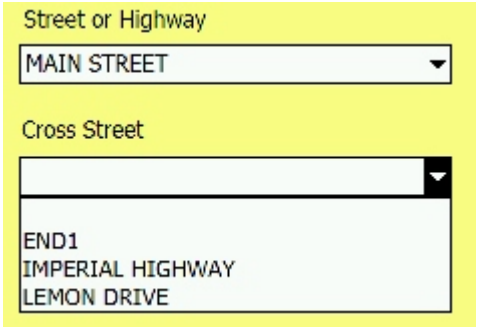

Fig. 2.14

Select a cross street. Then, to input both streets and return to the Location screen, just tap the Enter (down) arrow. The streets will appear in their fields.

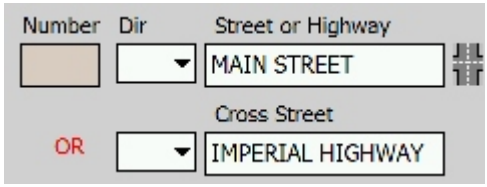

Fig. 2.15

Violation Date/Time. At the bottom of the Location page, you'll see a field for inputting the violation date and time. By default, the date appears. If you want to add the time to the Violation Date/Time field, simply tap on the **Enter Time** button; the Time Input Pad will open, allowing you to write in the time.

If you want to change the date and time, just tap once in the field itself, and a convenient date/time screen will open (Fig. 2.16 below).

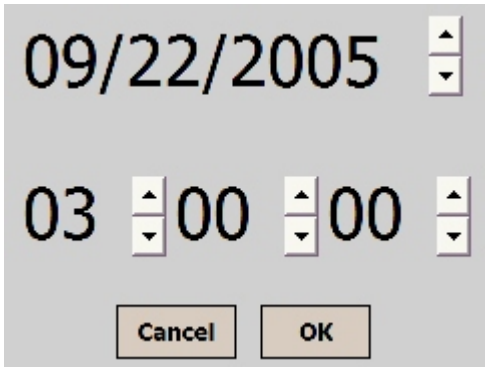

Fig. 2.16

Use the up and down arrows to adjust the date and time. When you are finished, hit the **OK** button to close the screen and input the date and time in the violation or issue field.

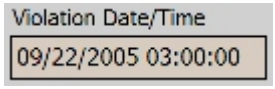

Fig. 2.17

Use the navigation menu or the next button to continue to the Vehicle section.

Vehicle
The Vehicle section consists of a single page that covers all vehicle information, from make and model, to the vehicle identification number.

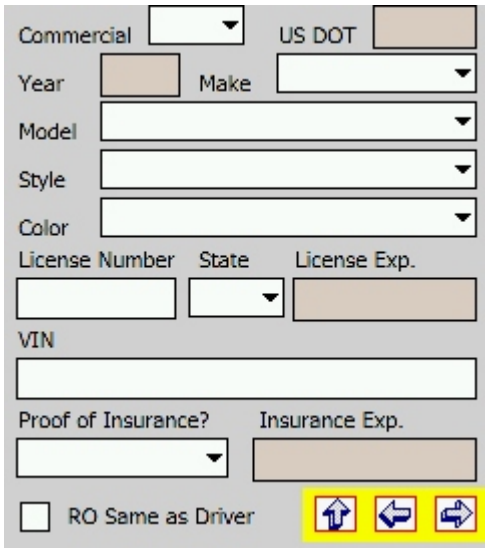

Fig. 2.18

Commercial. Use Yes or No in the drop-down list to mark if the vehicle is a commercial vehicle.

US DOT. If the vehicle has a US DOT number, input it here.

Year. When you tap in this field, the Number Pad will open. Input the vehicle year.

Make and **Model.** The Make and Model fields are drop-down lists and they work together. When you select a Make, the Model field will contain all the models that pertain to that make, and that make only. First, open the Make field, locate the vehicle make you need, and select it from the list.

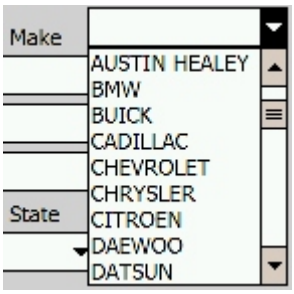

Fig. 2.19

Let's say you select Cadillac from the list. The Model field will reflect this by offering only Cadillac models.

Fig. 2.20

Locate the model you need and select it from the list.

Style and **Color**. Like Make and Model, Style and Color are drop-down lists. Find the data you need in the lists and use the stylus to select the data.

License Number, **State**, and **License Exp**. Input the vehicle license (using the Soft Keyboard), the State of registration (using the drop-down list), and the expiration date of the license (using the Number Pad).

VIN. When you tap in the VIN field, the Soft Keyboard will open -- use it to input the vehicle identification number.

Proof of Insurance and **Insurance Exp**. Select “yes” or “no” for the proof of insurance; for the expiration, the Date Pad will open.

Registered Owner
RO Same as Driver. Do you see this checkbox at the bottom of the screen? You might be wondering why it’s there. Well, it’s a convenient feature. Here’s how it works: if the registered owner is the same as the driver and you check this box, the Citation Module will skip the Registered Owner page (you’ve already entered the driver information, and if it’s the same as the RO, there’s no need to enter it again). When you hit the Next (right arrow) button, the program will proceed to the Conditions section.

If, however, the registered owner is not the same as the driver, then you will have to input the RO information in the RO page, shown in Fig. 2.21.

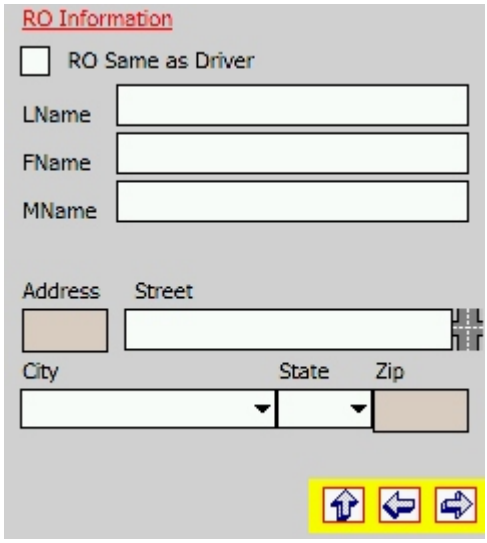

Fig. 2.21

RO Same as Driver. This check-box also appears on the Registered Owner Info page; if you use the Navigation Menu to jump straight to the Registered Owner page, you will skip over the Vehicle page and miss the RO Same as Driver field. Here, the field works the same way: if you check it, the program will automatically fill in the registered owner information based on the driver information you entered earlier, thereby saving you time.

If the registered owner is not the same, continue with inputting the registered owner’s information.

LName, **FName**, **MName**. Use the Soft Keyboard to input the last name, middle name, and first name of the owner.

Address and **Street**. The Number Pad will assist you in entering the address, while the Street Function can assist in entering a street name. For details on using the Street Function, refer to the Violator section earlier in this chapter.

City, **State**, and **Zip**. Using the convenient drop-down lists, enter the registered owner's city and state. Use the Number Pad to input the Zip.

Use the Next (right arrow) button to continue to the Conditions page.

Conditions
In this portion of the Citation Program, you can input weather and road condition information, as well as additional conditions, location, and traffic information.

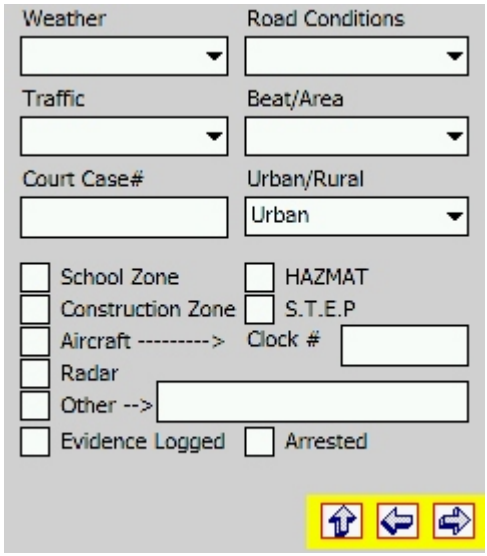

Fig. 2.22

Weather. Using the drop-down list, select one of the weather condition options (cloudy, snow, rain, and so on).

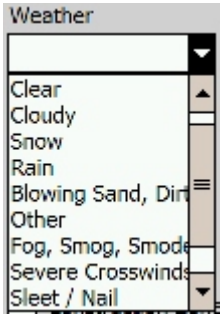

Fig. 2.23

Road Conditions. Select the appropriate road condition from the list (dry, icy, wet, snow, and so on).

Traffic. This field is for the level of traffic volume, whether light, medium, heavy, or very heavy.

Beat Area. Select the appropriate beat area from the list.

Court Case #. Using the Number Pad, input the court case number here.

Urban/Rural. You only have two choices in this drop-down list. Can you guess what they are?

School Zone, **Construction Zone**, **Aircraft**, **Radar**, **Other**, **HAZMAT**, **S.T.E.P.**, **Evidence Logged**, and **Arrested**. These check-boxes at the bottom of the screen apply to zone type, radar type, hazardous materials, and evidence and arrest. Using the stylus, check whichever are applicable. If you check Aircraft, use the Clock # field to input the number. If you check Other, you can use the text box to the right of the field to input a description (the Soft Keyboard will open).

Hit the Next (right arrow) when you are ready. The Violations page is next.

Violations
The Violations page has a number of easy, convenient features that allow you to input one or more violations. You can select violation **type** and **category**, as well as the violation itself. After violations have been entered, they can be edited and deleted. The program also automatically calculates bail, state, administrative, and court fees.

The Violations page is shown is Fig. 2.24

Fig. 2.24

There are essentially two ways to input violations: by using a series of drop-down lists or by entering violations “free form”. Let’s look at how to use the automated drop-down lists.

First, you would select one of the violation Types. By default, this field is set to “Normal Citation.”

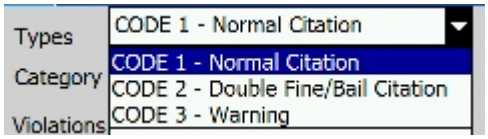

Fig. 2.25

Next, select the citation **Category**, whether it’s Driver License Violations, Motorcycle Violations, No Proof of Insurance, Speed Violations, or something else.

Fig. 2.26

Once you have a category, you can select a violation. The **Violations** field will show any and all violations that pertain to the category. In this example, we’ve selected Driver License Violations as the category.

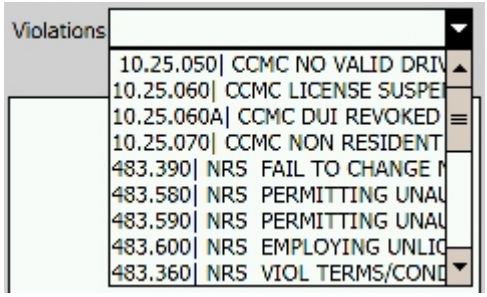

Fig. 2.27

Scroll through the violations until you find the correct one; tap on it once with the stylus to select it.

With a violation selected, hit the **Add** button just below the Violations field (don't hit the Add Free Form button -- that's a different function that we'll look at shortly). The violation will appear in the violation list box at the center of the screen, with the various bail, court, administrative, and other amounts appearing.

Click the +/- button to expand or close the violation information tree.

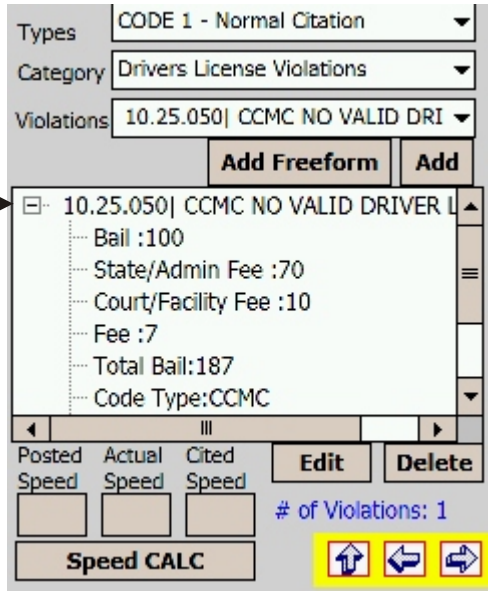

Fig. 2.28

Repeat this process to add additional violations. As you add violations, you can use the scroll bars to scroll through them and view the code, description, and all of the bail amounts and fees. If you want to just see the code and description of each violation, simply click the +/- button next to each violation to expand or collapse the information "tree" (the tree is the violation and all of its linked, or branched-out, corresponding information, such as the bail amounts and fees).

Edit.
The Edit function allows you to change the bail, state, court, and other fees, as well as input To Wit information. When you tap on the Edit button, the Edit screen will open (Fig. 2.29), with each fee listed. To change a fee amount, simply tap in that fee's box; the Number Pad will open. Write in the new amount, close the Number Pad, and the Edit screen will display the change.

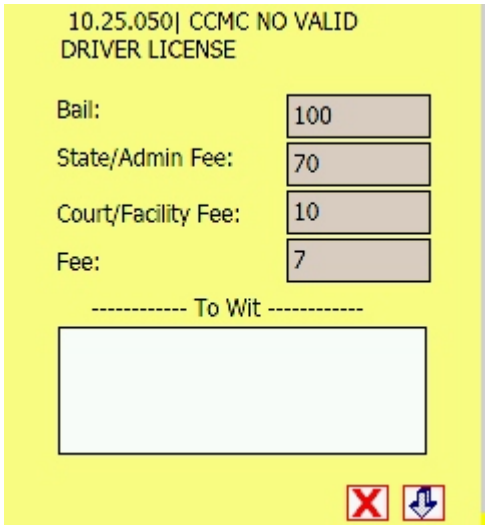

Fig. 2.29

In the example below, we've changed the Bail amount from $100 to $85.

Fig. 2.30

With the amount changed, just hit the Enter (down arrow) button to input the amount, close the Edit screen, and return to the Violations page.

The new amount appears.

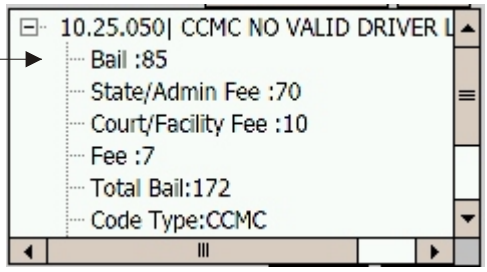

Fig. 2.31

If you have multiple violations and need to change the fee amounts, repeat this same process for each violation.

Delete
The Delete function allows you to remove a violation easily. First, select the violation you want to delete from the list on the Violations page.

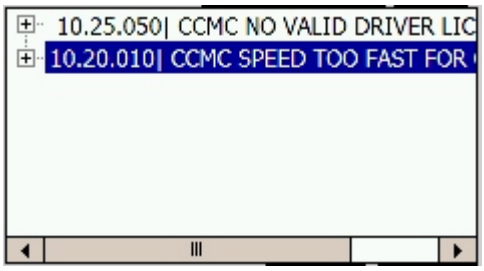

Fig. 2.32

Next, hit the Delete button just below the Violations list. The selected violation will be removed.

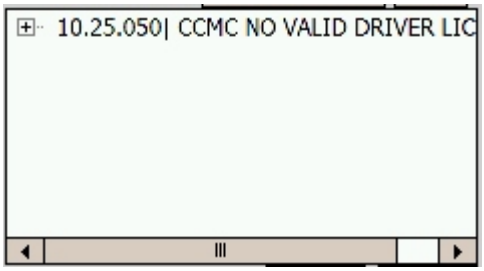

Fig. 2.33

Speed Calc. At the bottom of the Violations page is the Speed Calculation function, which will calculate fines and fees for a specific violation. First, select the violation in the Violation list by tapping on it once. Next, tap in the Posted Speed field; the Number Pad will open, and you can input a speed. Also input speeds for Actual Speed and Cited Speed. When ready, hit the Speed Calc button. The program will automatically calculate and update the bail and fee amounts for the violation.

Note that the Speed Calculation function only appears if your agency has decided to use this function and has had the Citation Module set up to provide it.

Proceed to the next page of the Citation.

Officer Information
This page records several basic pieces of information relating to the officer, as well as the officer's signature.

Fig. 2.34

Badge. The officer's badge number will appear automatically.

Accident. Input the accident number using the Soft Keyboard.

Event. Input the event number.

Interpreter. If an interpreter was needed and used, check this box, and then use the drop-down list at the right to select the language.

Court Mandatory. If a court appearance has been mandated, check the box.

Violator Age. The age will appear automatically (it's taken from the Date of Birth field from the Violator page).

First, input a **Last Name** and a **First Name** (the Soft Keyboard will open). Input a street **Address** (for details on using the Street Function, consult the previous section on Violator information). Select a **City** and a **State** from the drop-down lists and input a Zip.

Next, input a **Phone Number** (the Number Pad will open for the area code and the number).

Signature. The Signature box at the bottom of the screen is for both Officer Info and Citizen Complaint work the same way. The officer can sign his name on the Officer Info page, while the citizen can sign the complaint form. Using the stylus, simply handwrite your signature as you would if you were writing with a pen. The program will automatically follow your movements and display the signature in the box.

Fig. 2.35

If you need to sign the box again, you can clear the existing signature by tapping on the delete (X) button at the top left of the box.

If you configured the signature in Setup, it will automatically appear here, and you won't need to sign the box (for setting up the Citation Module, see Section 1.3 of Chapter One)

Citizen Complaint
The **Citizen Complaint** button in the Officer page allows you to input contact information for a citizen, as well as capture the citizen's signature. A Citizen Complaint form will open. Input the individual's **Last Name** and **First Name**, followed by his or her **Address** (you can use the Street Function here to select a street name after inputting one or more characters for the program to search with).

The **Zip** field in the Citizen Complaint form also has the **Zip Search** function, making it easier to input the city, state and zip. Tap in the Zip field, and when the Number Pad opens, write in the zip code. Then, tap the Zip Search button. The program will locate the city and state for that zip code, and then input both the city and state, as well as the zip code.

After finishing the Citizen Complaint form, return to the Officer Info page by hitting the left arrow button.

When ready, continue to the Court Date & Time page.

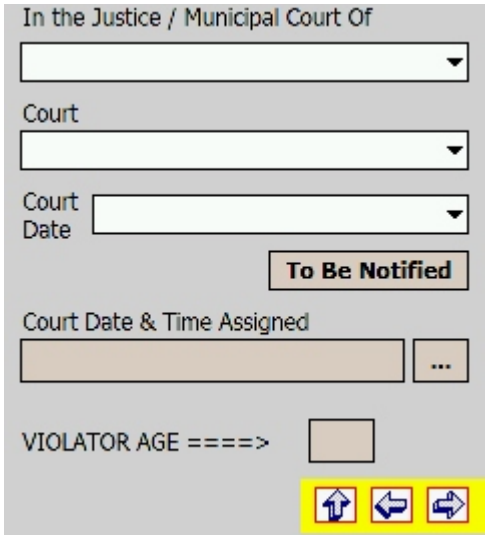

Fig. 2.36

In the Court Date and Time screen, you can select a court and set a date and time for an appearance.

In the Justice/Municipal Court Of. Using the drop-down list here, select a court.

Court
Court. Select a court name from the drop-down list.

Court Date. You can select a pre-configured court date from this drop-down list. Open the list, find the appropriate court date, and then tap on it once to select it. Then, hit the Set Date button.

To Be Notified. If the violator's date and time is to be determined later, and the violator will be notified of this, tap this button. "To Be Notified" will appear in the Date & Time field.

Court Date & Time Assigned. You can manually set a court date and time in this field. Tap on this button, and the Date Pad will open. Input the proper date and hit **Enter** (the Enter button will appear once you write in a date). The Time Pad will then appear automatically. Input the court time and hit **Enter**; the Time Pad will automatically close, and both the date and the time will appear in the field.

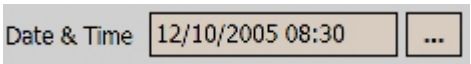

Fig. 2.37

Hit Next (right arrow) to move to the Violator Signature Page.

Violator Signature
Here, the Citation Program displays each and every violation for which the violator has been cited, as well as court date and time information. At the bottom, there is a field for the violator's signature.

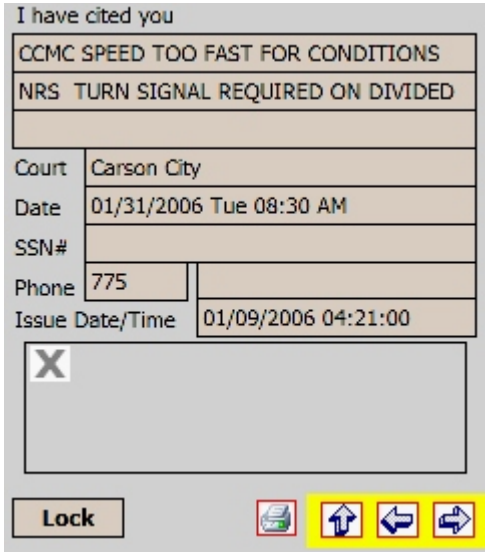

Fig. 2.38

The information in the Violator Signature page will appear automatically, thereby giving the violator a summary of the violations and the date and time of his or her court appearance. Have the violator sign the signature box. If you need to have the violator sign again, you can delete the signature by tapping on the Delete (X) button at the top left of the signature box.

Fig. 2.39

With the violator's signature in place, you are now ready to print the citation and then give a copy of it to the violator. Go to the next section to learn about printing.

2.4 Printing a Citation

Printing a citation is a fairly easy process. Citations print to a portable printer via a wireless (Bluetooth) connection. With the printer nearby and turned on, make sure that the handheld device and the printer are close enough to each other.

Now, look at the bottom of the Violator Signature page. Next to the navigation arrows is a printer icon.

Fig. 2.40

The printer icon is the Print button. Tap on the button. The program will automatically begin printing the citation and then display a message about the status of the printing (there is a cancel button available if you need to abort printing for any reason). Once the citation has printed, you can hand the copy to the violator.

And that's it. Printing a citation is one of the easiest things to do in the Citation Module.

2.5 Completing a Citation

Even though you've printed the citation, the citation-writing process is not quite complete. In order to complete the process, you must continue to the Print/Export page, which is the last page of the Citation Module. Using the navigation menu or the Next button (the right arrow), go to the Print/Export screen.

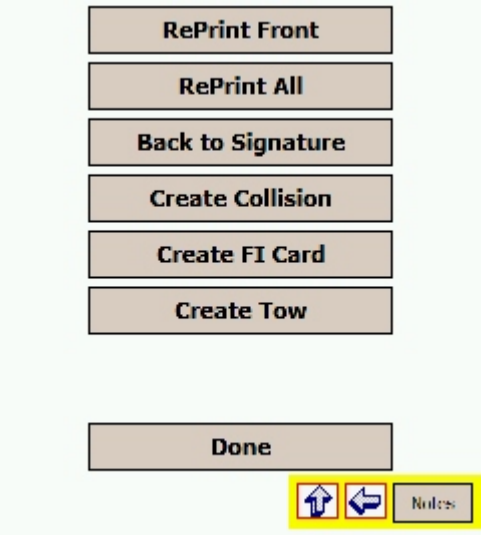

Fig. 2.41

The Print/Export screen has a number of functions, but the most important one is **Done**. Now that you have written the citation and printed it out, you must hit the **Done** button to save the entire citation in the handheld unit. In addition, hitting Done prepares the citation for syncing. This is important. **If you do not hit the Done button, the citation will remain in the Citation Module but will not sync when you go to sync your citations and collision reports and then off-load them to the Traffic Management System**.

The other functions in the Print/Export screen are all optional, but they provide a number of important, convenient features that you might need to use from time to time. They are:

Reprint Front and **Reprint All.** If you need to reprint the citation (particularly for your own records), you can select one of these options. **Reprint Front** will print only the front portion of the citation, while **Reprint All** will print out the entire cite (front and back).

Back to Signature. This will take you back to the signature page if you need to review the citation or have the violator sign the citation again.

Create Collision. This will export the citation data for use in a collision report. You will use this if you are at a scene that requires both a collision report and a citation and you have written the citation first. For more on exporting and importing, see Chapter Four.

Create FI Card. If you need to create an FI card based on the citation, press this button. For more information, see Section 2.6 below.

Create Tow. If you need to create a Tow form at the stop, select this option. For more information, see Section 2.7 below.

Done. Remember that you must hit this button to save the citation completely and to prepare it for syncing.

Let's take a quick look at how to create an FI Card.

2.6 Creating an FI Card

To create a Field Information (FI) Card from a citation, just tap **Create FI Card** in the Print/Export screen. The program will automatically export essential data and create an FI card; you will see a pop-message saying displaying the FI Card number.

To access the FI Card, and to input additional data, hit **Done** in the Print/Export screen to close out of the Citation Module. Next, hit **Exit** in the Citation Main Menu. This should take you back to the Crossroads folder (if it doesn't, just open the Start menu and select **Crossroads**).

Locate the **NevFICard** icon and tap on it to open the FI Card Module. The FI Card Main Menu will appear.

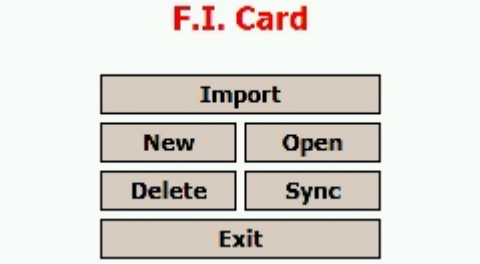

Fig. 2.42

Next, select **Import**. A list of available FI cards will appear. Tap on the FI card that you created with the Create FI Card function in the Citation Module. Then, hit **Import**.

Fig. 2.43

When you hit the Import button, the program will create an FI Card based on the data from the citation you wrote. That data will be automatically placed in all of the proper fields. The FI Card contains many more fields and records much more data than that in the import file, so importing won't create a complete FI Card. However, it will save you time and effort because you will have a lot of data entered already.

The FI Card will open to the Personal Information page (Fig. 2.44). You'll notice that some of the data field are already completed.

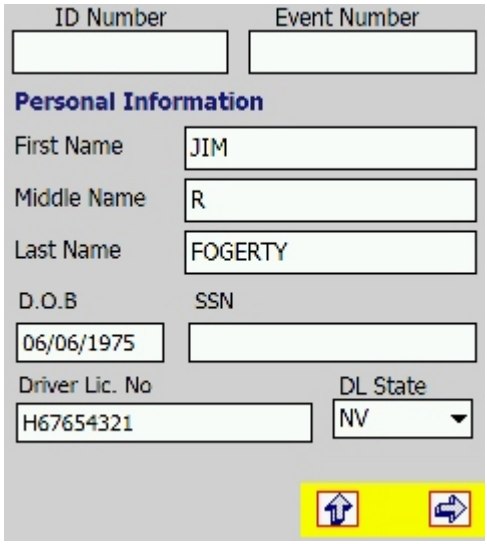

Fig. 2.44

The **Create FI Card/Import** process transfers all relevant data from the citation to the FI Card. You can now input the rest of the FI Card data by hand.

Field Information cards are typically used to keep track of certain violators, to record gang affiliation, and to take individual interviews. The card records personal information, address, physical appearance, gang information, vehicle information, and more.

We'll take a look at the various sections of the FI card.

NOTE: We won't look at the every data field in the FI card, but will instead give a basic overview of how to use this module. The reason is because the FI card works just like the citations. You navigate using the same methods, and you input data the same way: by using drop-down lists, check-boxes, the Soft Keyboard, the Number Pad, the Date and Time Pads, the Street Function, and others. As with the citations, each data field is properly labeled, so that you'll know exactly what it's for. If you've already learned how to write a citation, writing an FI card should be easy and straight-forward.

After completing the Personal Information page, hit Next (right arrow) to continue to the Address Information page.

Personal Information
If you've imported the FI card, some of the address data will already be entered.

Fig. 2.45

The Street field employs the Street Function, which will let you search for streets after inputting specific characters; in addition, the Zip field offers the Zip Search. You can input the city, state, and zip code individually, or, in the Number Pad that opens when you tap in **Zip**, you can write in the zip code and then use the search to find and input the correct city and state.

The bottom half records basic business location information for the individual.

Physical Appearance
The next **two** pages (Fig. 2.46 below) cover the individual's physical characteristics.

In the first Physical Appearance page, you can input data for the person's race, sex, height, weight, hair, and eyes, as well as for the person's build (thin, medium, heavy), hair style (curly, straight, braided, etc.), complexion (fair, dark, suntanned, etc.), and additional descriptors.

All of the fields in the first page are drop-down lists, which will aid greatly in data entry.

Some of the imported citation data will appear here.

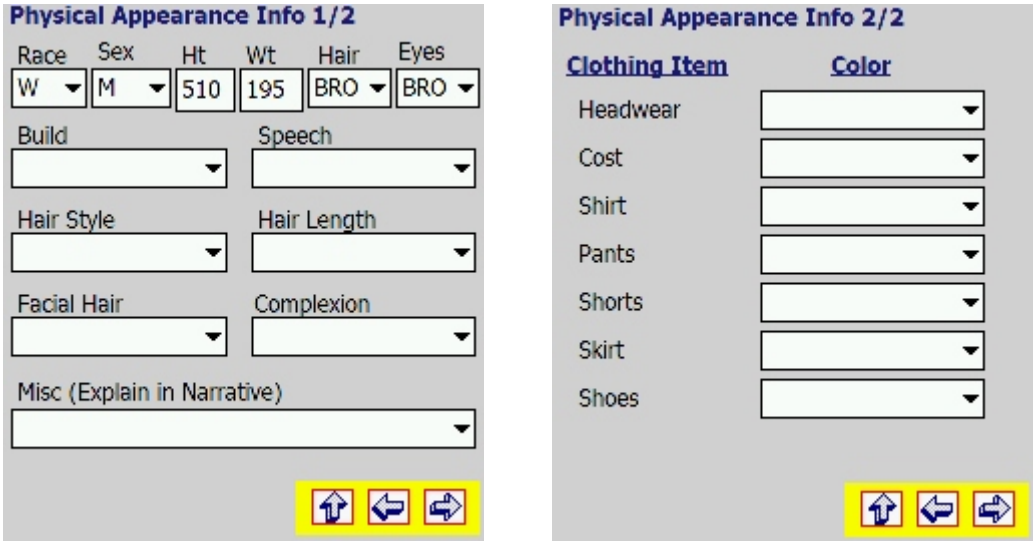

Fig. 2.46

The second page also contains drop-down lists and focuses exclusively on the individual's clothing. Use the lists to describe the color for each article of clothing.

When finished, continue to the Gang Information page.

Gang Information
This page records basic gang information. For **Gang Involvement**, select Yes or Number; for **Type of Involvement**, you can select Member or Association. The **How Determined** field indicates what source of information was used to determine that the individual is involved in a gang. In some cases, the person's tattoos or clothing might be evidence of involvement, while other times the individual might admit to gang affiliation. Finally, in the Gang Name field, you can write in the name, using the Soft Keyboard, which will automatically open.

Interview Information
The next page in the FI card is for basic interview data. At the top of the screen, there's a field for **Interview Date and Time**. The current date and time (that is, the time at which the FI card is created) will appear here. If you want to change these, simply tap in the field to open the Date/Time edit screen:

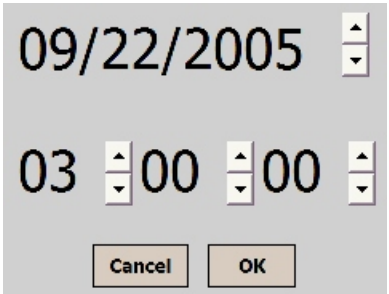

Fig. 2.47

Adjust the date and time and then hit OK. Next, in the **Interview Location**, write in a brief description or name for where the interview is taking place. Then use the drop-down list to select the proper **Beat or Sector**.

Finally, there are fields for **Badge** and **Officer Name**. This will display the ID and name that are configured in the Handheld Setup (for more about Setup, see section 1.3 of Chapter One).

Hitting Next will take you to the Vehicle Information page of the FI card.

Vehicle Information
The Vehicle Information section records all important vehicle information, from make and model, to style and color, and to license number and state.

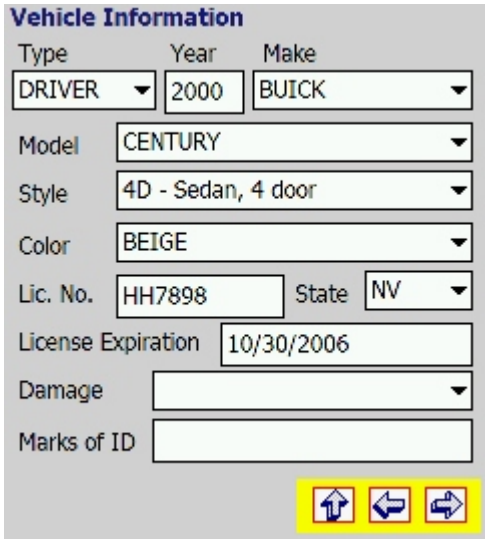

Fig. 2.48

When importing an FI card from a citation, much of the vehicle data will already be filled out. If it's not, use the drop-down lists to select the **Type**, **Make**, and **Model**; selecting the Make first will automatically populate the Model field with only those models that are related to the Make. So, for example, if you select Cadillac as the make, the Model field will display only Cadillac vehicles.

Continue inputting the **Style**, **Color**, vehicle **License Number**, the **State** of the vehicle's registration, and the date for **License Expiration** (the Date Pad will open here). If the vehicle has any **Damage**, use the list to select where the damage is located, whether it's on the front, back, right, left.

When finished, continue to the Narrative page.

Narrative
The final page in the FI card is the Narrative. You can use the narrative to write additional information about the individual, to write a narrative of an event involving the individual, to maintain a series of notes, or to write in information about the interview with the person.

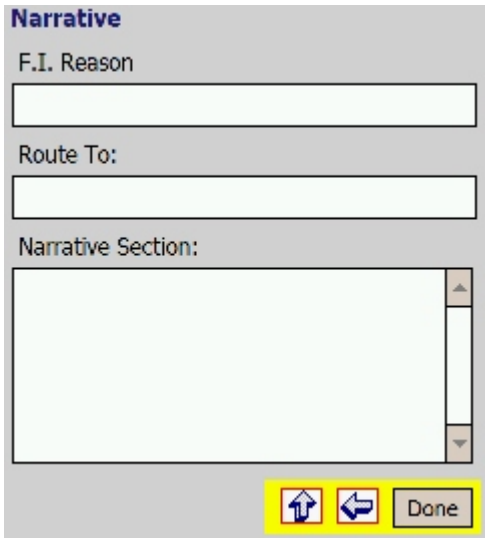

Fig. 2.49

Using the Soft Keyboard, fill out the Reason for the field information card and any Route To information. In the Narrative Section, you can write your descriptions, interview information, and any other related information. If the text you write exceeds the size of the box, the scroll bar on the right will become active, and you will be able to scroll through the text when reviewing the narrative.

When you are finished, hit **Done**. This will save the FI card and prepare it for syncing.

You will be returned to the FI Card Main Menu.

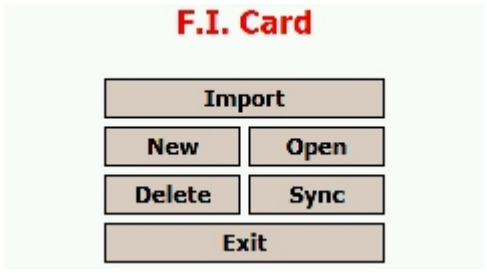

Fig. 2.50

We've looked at how to import an FI card from a citation, but there are other options in the Main Menu. Let's go through these so that you'll be familiar with all of the FI Card features.

New
This, as you can probably expect, creates a new, blank FI card. Navigate through the FI card, inputting data in the pages and fields we've described above. When finished with the new card, select Done to save it and make it available for syncing.

Open
The Open function allows you to open, view, and edit existing FI cards. The Open screen will show a list of available cards.

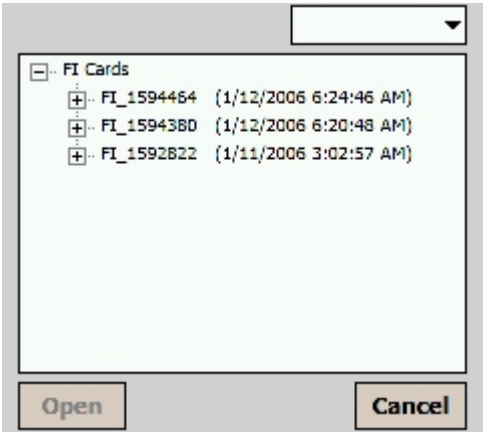

Fig. 2.51

Locate the card you want to open. Tap on it to select it, and then hit the Open button. The program will open the card, with all the of data in place.

If the Open list is long and contains many cards, use the drop-down list at the top right to narrow the cards down by day, week, and month.

Delete
With this function, you can delete any and all FI cards in the FI Card Module. Deletion is done whenever you have a card that you no longer need or after you have gone through the sync process and have sent all of the FI cards to the Traffic Management System.

When you select Delete, the Delete screen will open (see Fig. 2.52 below). All of the existing FI cards will be displayed in this screen. If the list contains a large number of cards, you can minimize that number by opening the drop-down list at the top right and narrowing the cards down by day, week, and month.

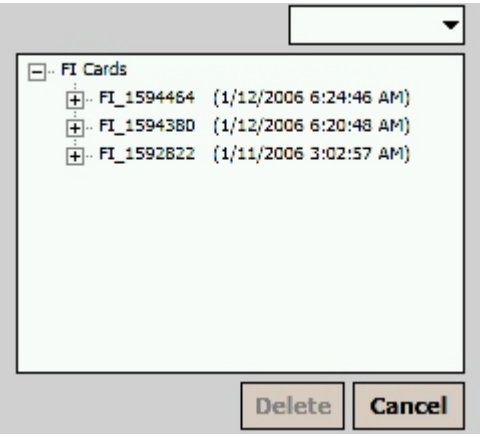

Fig. 2.52

From the list, select the card you want to delete by tapping on it once. Then, hit the Delete button. A message will open asking you to confirm your decision; when that happens, select OK to continue and to delete the card entirely from the handheld unit.

Sync
The last option in the FI Card Main Menu is Sync. You will use this when syncing the FI cards with the Traffic Management System; in other words, when you transfer the cards from the handheld unit to the desktop system. When you select Sync, the syncing process begins immediately, and a progress meter will appear. When it reaches 100%, the sync process (for the card data) is complete, and a new window will appear to show you how many cards were copied.

However, syncing also requires several steps with the Traffic Management System. To learn about syncing, please consult Chapter Five.

That covers the creation of an FI card. Let's now take a look at how to create a Tow form from a citation.

2.7 Creating a Tow Form

To create a Tow form from a citation, just tap the **Create Tow** button in the Print/Export screen of the Citation Module. The program will automatically export essential data and create a tow form. You will see a message stating that an "import tow has been created," along with a tow form number that corresponds with the citation number.

Next, hit **Done** to save and close the citation. Exit the Citation Module and then access the Crossroads folder (if you need to re-open it, go the Start menu in the handheld and select **Crossroads**).

Locate the **NevTow** icon and top on it to open the Tow Module. The Tow Main Menu will appear.

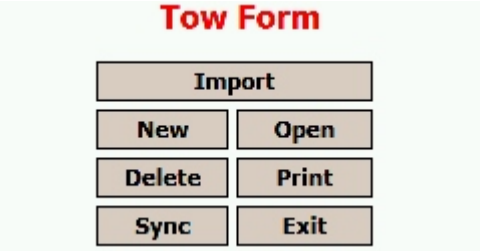

Fig. 2.53

Next, select **Import**. A list of imported Tow forms will appear. Locate the tow form you created in the Citation Module and select it. Then, hit **Import**.

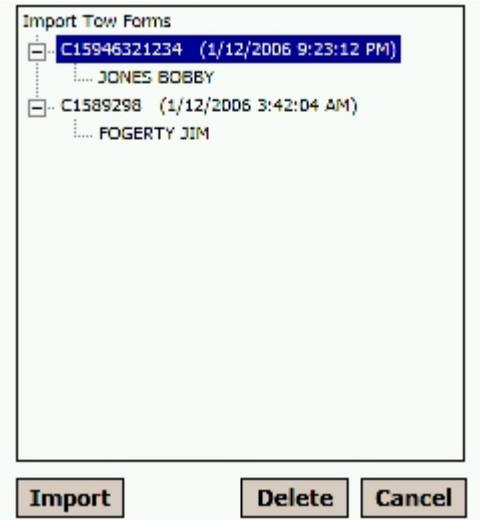

Fig. 2.54

When you tap that Import button, the program will create a Tow form based on the data from the citation. That data will automatically be placed in all of the proper fields. But, of course, the Tow form isn't complete; you'll need to fill out the rest of the data by hand. The advantage of importing a tow form is that some of its portions are already completed, and that will save you time. In addition, it's automatically linked to a citation.

Info/Date and Vehicle

The tow form begins with an **Info/Date** page, which is then followed by a **Vehicle** page (Fig. 2.55 below). Much of the vehicle data will already exist, as it's the same vehicle that you previously cited.

In the Info/Date page, you can enter (or edit) the **Event Number**, the **Citation Number**, and the **Accident Number**. You can also change the date, if necessary (though it's unlikely you will, as it is linked to the citation). The **Agency Name** is displayed but cannot be altered.

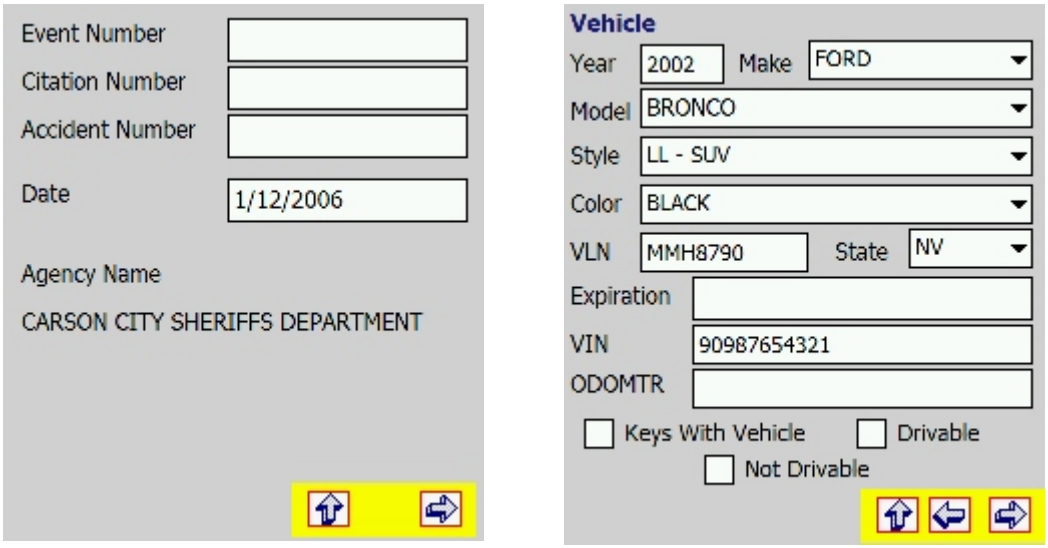

Fig. 2.55

In the Vehicle page, you'll see that most of the information is already filled out. For those fields that still require data, just input the data the same way you did when writing the citation or filling out an FI card. Also, make sure to check the boxes at the bottom to indicate if the vehicle is still drivable, and if the keys were left with the vehicle.

NOTE: As we did with the FI Card Module, we'll just give an overview of the Tow Module here, and won't examine each field in great detail. Writing a Tow form works the same way as writing a citation. You navigate using the same methods, and you enter data the same way: by using drop-down lists, check-boxes, the Soft Keyboard, the Number Pad, the Date and Time Pads, the Street Function, and others. As with the citations, each data field is properly labeled, so that you'll know exactly what it's for. If you've already learned how to write a citation, writing a tow form should be easy and straight-forward.

When you've finished with the Info/Date and Vehicle pages, continue with the form by heading to the Driver page (Fig. 2.56 below).

Driver

The Driver page, as the name implies, covers driver information, mainly the individual's address. In addition, it also includes owner's information, in the event that the driver and the owner are different.

You'll notice that the form will be entirely field out if the citation it was based on was complete. Any of the data can be edited, however.

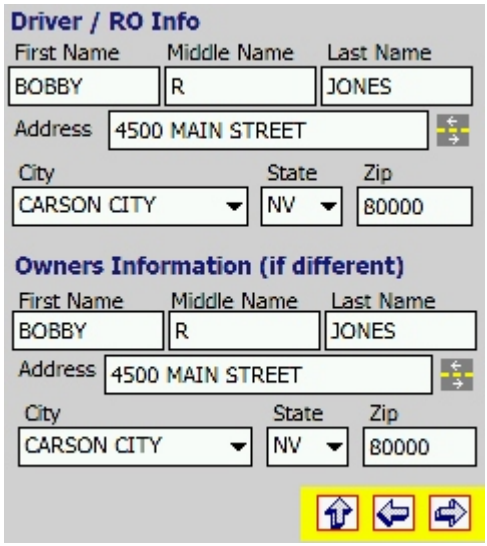

Fig. 2.56

If you change the data, or if you are creating a tow form from scratch, you can use the Street Function in the Address fields to help expedite street name entry. This Street Function works the same way it does in the Citation Module.

Towed from Location
The next page deals with the location from where the vehicle was towed.

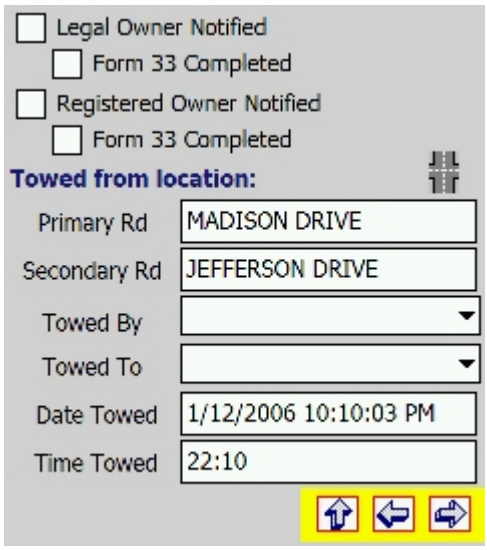

Fig. 2.57

The location is based on the location where the citation was issued. If you need to change the location (or input one if you're working with a brand new tow form), tap the Street icon just above the location fields to open the Street Function menu, which will allow you to select more streets. Make sure to select data for **Towed By** and **Towed To**.

When you have completed the Location page (including indicating if the legal owner and registered owner were notified, and if a Form 33 was created), continue to the Tow Reason/Condition Page.

Tow Reason/Condition

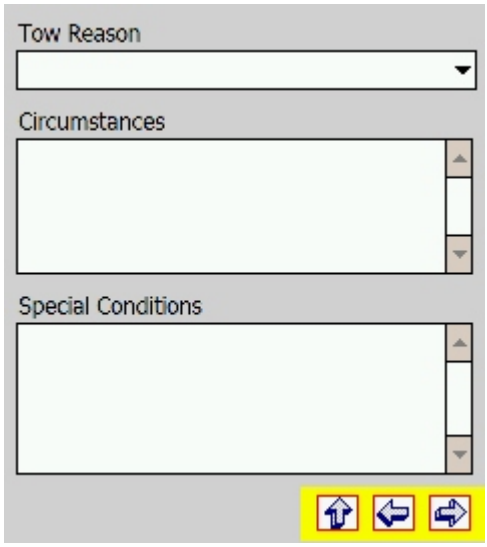

Fig. 2.58

Here, you select the **Reason** for the tow, whether it's storage, impound, or seizure. Then, write in the **Circumstance** of the tow and include a description of any **Special Conditions**. These two fields are free-form text boxes, and when you tap in them, the Soft Keyboard will open. If the text you write is longer than the size of the fields, the scroll bars on the right will activate and allow you to view any text that extends beyond the bottom of the field.

Equipment

The next three pages of the tow form cover equipment.

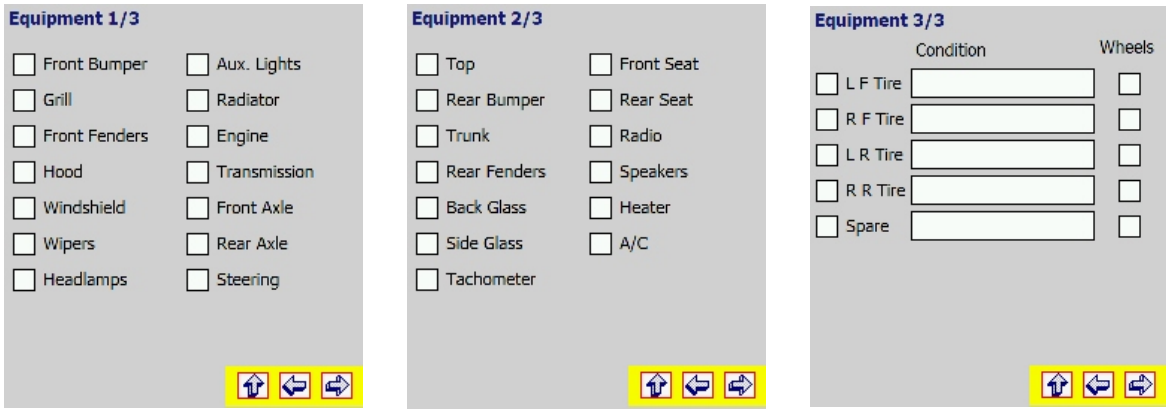

Fig. 2.59

Using the check-boxes in the first two Equipment pages, indicate the equipment on the towed vehicle. On the third page, mark the box for each existing tire, and then write in the tire's condition. In an addition, if the tire has a wheel, indicate that as well.

Damage/Inventory
The Damage/Inventory page lets you write descriptions for the damage done to the vehicle (if any) and the inventory of the items in the vehicle. Both fields are free-form text boxes that employ the Soft Keyboard for creating text.

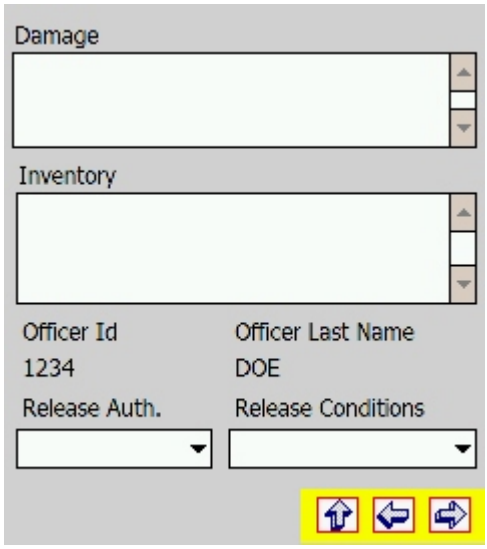

Fig. 2.60

Make sure to indicate the **Authority** and **Conditions** for **Release**, and then continue to the final page.

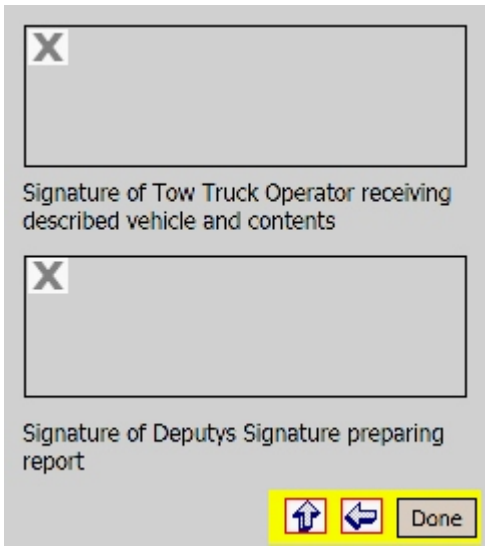

Fig. 2.61

Signature
As you can see, there's a field for the tow operator's signature and the officer's. If you need to remove either signature and rewrite it, just tap the X at the top left of either field to clear out the existing signature.

Done
When finished, hit the Done button at the bottom of the Signature page to save theTtow form, close it, and make it available for syncing.

Printing a Tow Form
You can easily print the tow form to your wireless portable printer. From the Tow Form Main Menu, select **Print.** A list of available tow forms will appear.

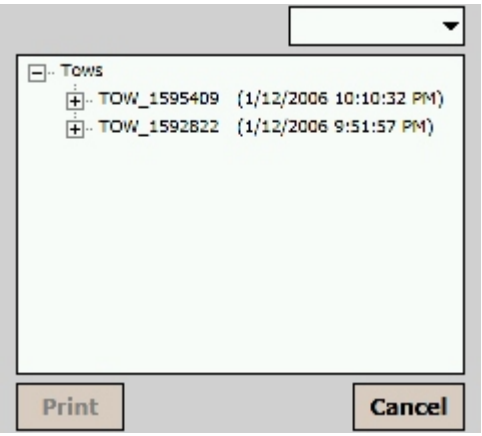

Fig. 2.62

Locate the Tow form you wish to print, and tap on it to select it. Then, hit the **Print** button at the bottom. A new screen will open, displaying a Print button at the center. With the handheld unit within proper range of the printer, hit that **Print** button. The program will automatically print the Tow form and display the status of the printing process. When finished, hit **Done**.

We've now looked at how to create a Tow form from a citation, but there are other options in the Main Menu. Let's look at those briefly.

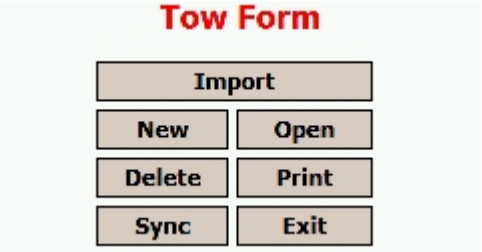

Fig. 2.63

New
This will create a new, blank Tow form. Navigate through the Tow form, inputting data in the sections and fields we've looked at above. When finished with the form, hit Done to save it, and then print it.

Open
This function allows you to open, view, and edit existing Tow forms. The Open screen will display a list of all available Tow forms.

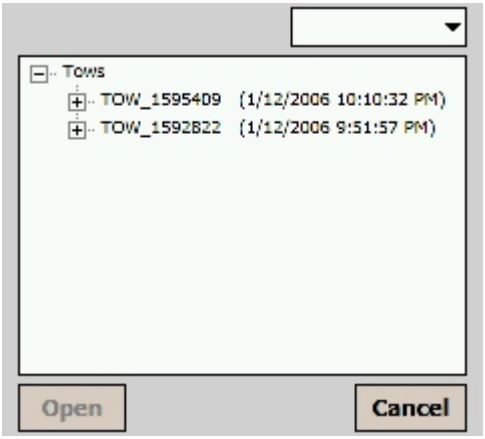

Fig. 2.64

Locate the Tow form you want to open. You can also expand each item by clicking on the **+** button; this will display the driver's name. Tap the select the form, and then hit **Open**.

If the Open list is long and contains many forms, use the drop-down menu at the top right to narrow the forms by day, week, and month.

Delete
Use this function to remove any and all existing Tow forms from the handheld unit. Deletion is typically done when you have a form you no longer need, and after the form(s) has been synced with the Traffic Management System.

When you select Delete, a list of available forms will appear (similar to the list in Fig. 2.64). All of the existing Tow forms will be displayed. Locate the one you want to delete, tap it to select it, and then hit the **Delete** button at the bottom of the screen.

You will be asked to confirm your decision, as the Delete button will remove the form from the program for good.

Syncing
The last option in the Tow Form Main Menu is Sync. You will use this when syncing the forms with the Traffic Management System; that is, when you transfer all of the forms from the handheld unit to the desktop system.

When you hit Sync, the process will begin immediately and a progress meter will appear. Keep in mind that this sync option works for all of the handheld modules, so that it will also sync citations, collision reports, and any existing FI cards.

When the sync process reaches 100%, it's complete, and a new window will appear to show you how many tow forms, and other records, were copied.

Syncing also requires several steps in the Traffic Management System. To learn about syncing, please consult Chapter Five.

Now that we've looked at how to create FI cards and tow forms from a citation, let's return to the Citation Module and look at tow other features: writing notes and opening, printing, and deleting citations.

2.8 Notes

The Citation Module has a separate Notes section that allows officers to write additional notes for a stop. The Notes section can be used to write a brief narrative of the stop, to write notes about the violator or vehicle, to keep additional memos about the violations, and so on. The notes will come in handy if the violator contests the citation in court; the officer can then refer to the notes to provide a thorough account of the stop.

To access the Notes section, go to the Citation Main Menu. From there, select Notes. The program will open a list of existing citations.

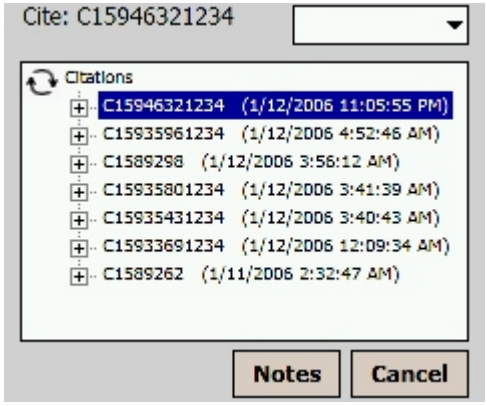

Fig. 2.65

Look for the citation that you want to write notes for. Each citation is listed by number, date, and time, and if you tap on the + icon, you can expand the list to see the violator's name.

If the list contains many cites, you can use the menu at the top right to narrow the citations by day, week, and month.

Tap on the citation you want to open, and then hit the **Notes** button at the bottom.

The Notes screen will open.

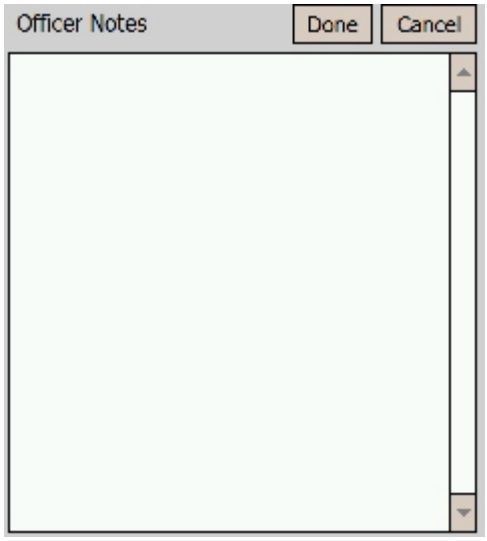

Fig. 2.66

Tap in the blank Notes field. The Soft Keyboard will open, and you can use that to write the notes. If the text of your notes exceeds the length of the field, you can use the scroll bar on the right to view the rest.

When you are finished, hit the **Done** button at the top to save the notes with that citation and to return to the Open citation list. You can select another citation, or you can hit **Cancel** to exit the screen and return to the Main Menu.

2.9 Opening, Printing, and Deleting Existing Citations

If there are existing citations on your handheld unit, you can open and view them. You can also delete and print them as well, although do not delete them until after you have synced them with the Traffic Management System.

To open and view a citation, select **Open** from the Citation Main Menu screen. The Open Citation screen will open, displaying a list of all existing citations.

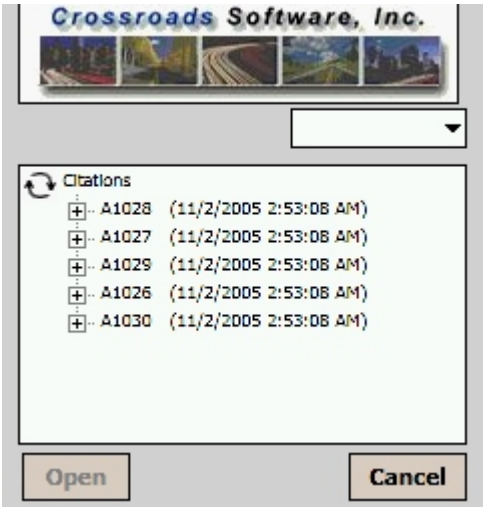

Fig. 2.67

Each citation is listed by number, and the date and time of the cite is displayed next to that number. Tapping on the plus (+) sign will expand each listing to display the violator's last name or other relevant information (such as "void" status).

To open a specific citation, locate it in the list and tap on it once to select it.

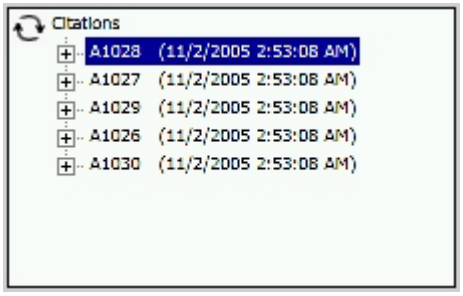

Fig. 2.68

With the citation selected, hit the **Open** button. The citation will open, beginning with the violator page.

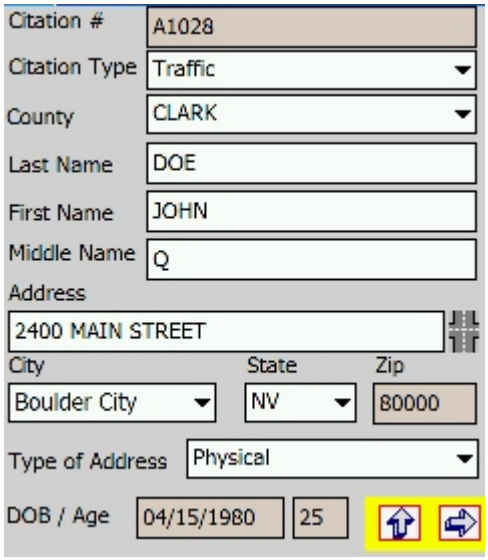

Fig. 2.69

When you open a citation, the following message will appear:

“This citation is read only! The changes you are going to make will not be saved or printed.”

Essentially, the Open function allows you to view a citation, check information, or review what you’ve written before syncing the data.

Printing a Citation
The Citation Program allows you to print any existing citation. To do this, select **Print** from the Citation Main Menu. A list of available existing citations will appear, similar to the list in the Open Citation screen. Find the citation you want to print and select it by tapping on it once with the stylus. Then hit the Print button.

A special Print window will appear with three choices:

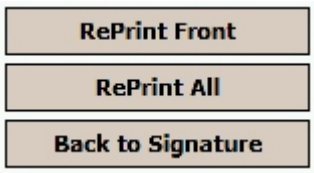

Fig. 2.70

You can select **Reprint Front** or **Reprint All**; the first just prints the front portion of the citation, the second prints both the front and the back of the citation.

The program will display a progress window while the citation is printing. When finished, hit **Back to Signature** if you want to return to the Signature page. If not, there's an **Exit** button at the bottom of the Print screen. When you hit that, you will be returned to the Open Citation list.

Deleting a Citation
Existing citations can, if necessary, be deleted from the handheld unit. To do this, select **Delete** from the Citation Main Menu. The Delete screen will open, displaying a list of available existing citations.

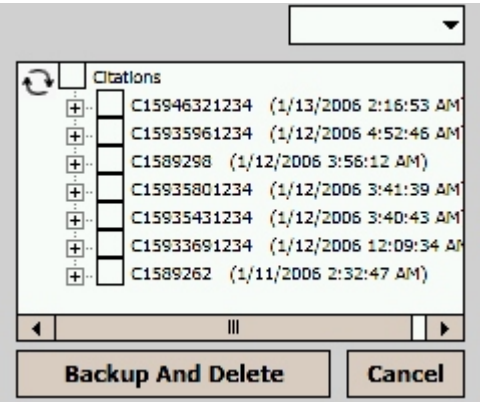

Fig. 2.71

Each citation is listed by number, date, and time. You can expand each citation to reveal the violator's name just by tapping the + button. Now, notice that next to each citation is a check-box. To delete a citation, check the box next to it and then hit the **Backup and Delete** button at the bottom. You can check more than one box at a time if you want to delete multiple citations.

In addition, you can delete **all** the citations at once if you want. Just check the box next to the Citations label at the top of the list.

When you hit Backup and Delete, a message box will appear and ask you to confirm your decision. Confirm the deletion by hitting Yes in that box. The program will delete the selected citation and return you to the Delete screen. Select additional citations to remove, or hit Cancel to return to the Main Menu.

We've now looked at writing citations (as well as creating FI cards and tow forms) in the Handheld Traffic Report Writing System. Continue to Chapter Three to learn about writing collision reports.

CHAPTER THREE

WRITING HANDHELD COLLISION REPORTS

The Crossroads Software, Inc. Handheld Report Writing System is just that -- a system. Not only does it offer a full-featured citation writing program, it also has a complete program for collision reports. The Collision Module is much like the citation program: it has easily navigable screens, user-friendly input fields, and drop-down lists, with the forms divided into specific sections. There are office suites for word processing, spreadsheets, and databases; think of the Handheld Report Writing System as an office suite for traffic and public safety.

Like the citation program, the Collision Report Program is designed to be as efficient as possible, and all of its features can be accessed through a single, main menu.

After accessing the **Form5** icon from the Crossroads folder (which you can find in the Start Menu of the Pocket PC handheld), the Collision Main Menu will open.

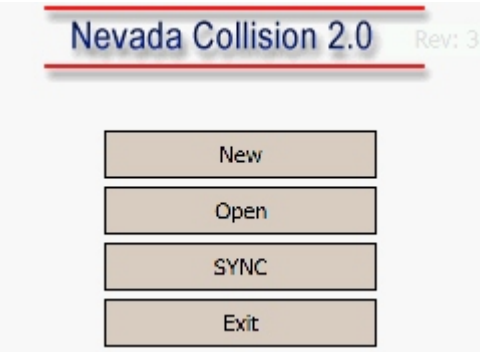

Fig. 3.1

The options include:

New. Create a new collision report.

Open. Open and view an existing collision.

SYNC. Off-load collision reports to the Traffic Management System.

Exit. Takes you out of the Collision Report Program.

We'll take a look at all of these options, but let's begin with creating a new collision report.

3.1 Building a New Collision Report

When you begin a new collision report, the Program opens the Collision Main Page, in which you will "build" the collision report. This Main Page provides a convenient, efficient, user-friendly visual device for creating your report. Basically, you start with a scene, and then you simply add vehicles, occupants, witnesses, and non-motorists. Each "section" appears in the Main Page, and you can easily access each one to input data, review data, or make changes. The Collision Main Page also works as a convenient navigation screen for your collision report.

Let's see how the Main Page works.

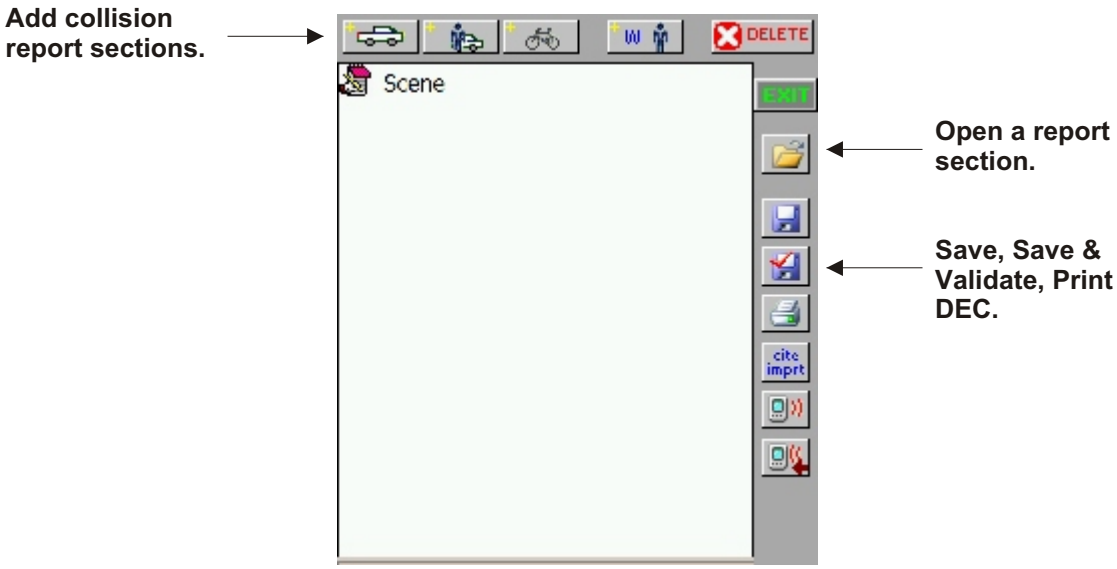

Fig. 3.2

By default, the collision report begins with a "Scene" (which it has, since all collisions occur at specific scenes, or locations). From here, you simply add the sections you need using the buttons at the top: vehicle (the button with a car), occupant (person next to a car), non-motorist (bicycle), and/or witness (person, with a "w").

All of these sections relate to one another; for example, you can't have an occupant without a vehicle. In order to create an occupant, you first need to create and select a vehicle.

(Note that, while these screenshots display the Cite Import button, the actual button will not appear if there are no citations waiting to be imported; in order for the button to appear and be active, there must be at least one existing citation saved in the handheld unit.)

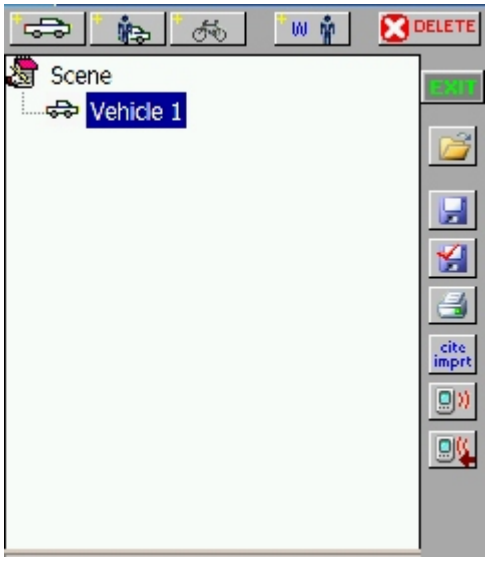

Fig. 3.3

With a vehicle selected, tap on the Occupant button to add an occupant.

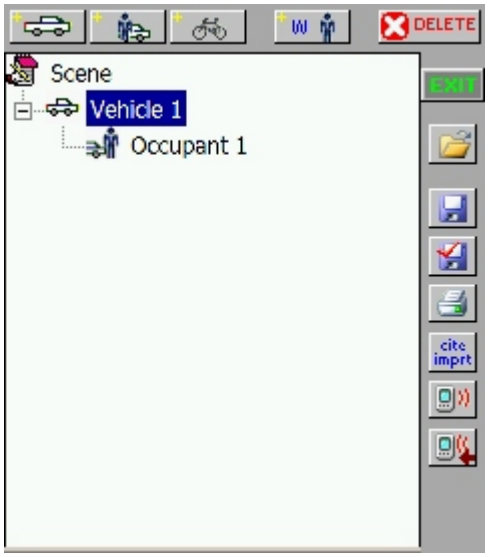

Fig. 3.4

Continue adding as many occupants as you need. To add another vehicle, simply tap on the Vehicle button; then select that vehicle and add occupants. If you want to add a non-motorist or a witness, just tap on those buttons at any time (you don't need to select anything first because non-motorists and witnesses aren't related to specific vehicles the way occupants are).

If you input an occupant before you have any vehicles in the Main Page, the occupant will be listed with an exclamation point, signaling that there's something wrong. You can delete the occupant, add a vehicle, and then add the occupant, but there's a better way to do this: create a vehicle and then move the occupant to it.

Here, we have an unassigned occupant:

Fig. 3.5

Tap on the Occupant and hold the stylus down; a menu will appear.

Fig. 3.6

In the menu, select **Move to Other**. A message will then appear: **Please select a vehicle or nonmotorist to move this occupant to**. Close the message by clicking OK and then select the appropriate vehicle by tapping on it once. Another message will appear: **Do you want to move this occupant to Vehicle 1?** (The actual vehicle number will depend on which vehicle you select.) Tap OK. The system will move the occupant to that vehicle.

Fig. 3.7

Continue adding sections (vehicles, occupants, non-motorists, witnesses, etc.) until you have all those that you need for your particular collision report. A full report might look something like this:

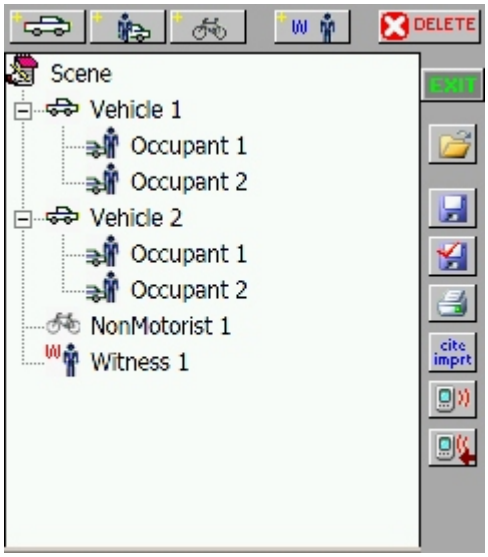

Fig. 3.8

Creating Collision Report Sections: All at Once or One at a Time?
The Collision Report Program allows you to create a report in any order. In the Collision Main Page, you can create all the sections, and then fill them out with collision data. Or you can create one section, fill it with data, create another, fill that one with data, and so on. For example, you might create sections for Vehicle 1 and its occupants, and fill out those sections. Then, you could go back to the Main Page, create Vehicle 2 and its occupants, and then fill out those sections.

How you proceed depends on which method works best for you.

You are now ready to begin writing the collision report, but before we look at how to do that, let's look at a few more features in the Collision Main Page.

Opening Sections
When you input collision data, you do it one section at a time: vehicle information, occupant information, and so on. Opening a section is very easy. Let's say you want to input vehicle data. In the Main Page, select a vehicle by tapping on it once with the stylus. Next, hit the **Open** button on the right of the screen (the button has an icon of an open folder).

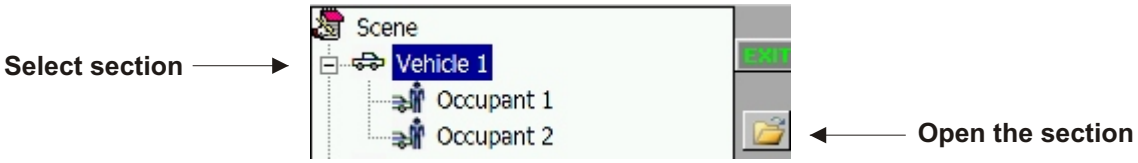

Fig. 3.9

There's another way to open a section: select the section with the stylus and hold the stylus down until a pop-up menu appears. From that menu, select **Open**.

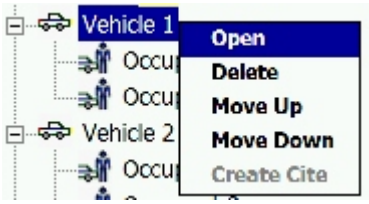

Fig. 3.10

The first page of the section will appear.

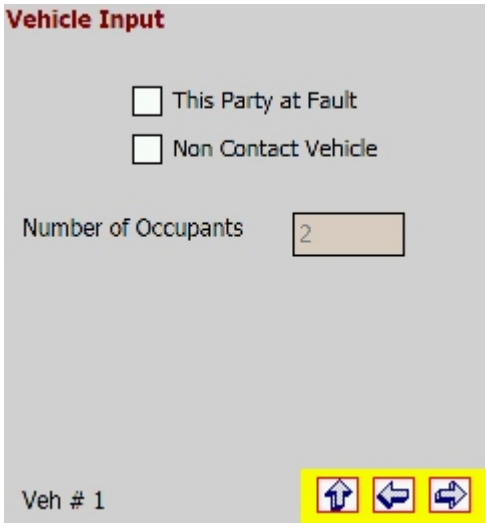

Fig. 3.11

You can now begin entering data. When you complete the Vehicle section (or any other section), the System will automatically return you to the Collision Main Page, where you can select another section to complete.

However, you can return to the Collision Main Page at any time by opening the Navigation Menu at the bottom of the screen (the "up" arrow). When you open the Navigation Menu, you'll see the **Exit to Coll. Menu** option at the bottom of the Menu (see Fig. 3.12 below). Selecting that option with the stylus will return you to the Main Page.

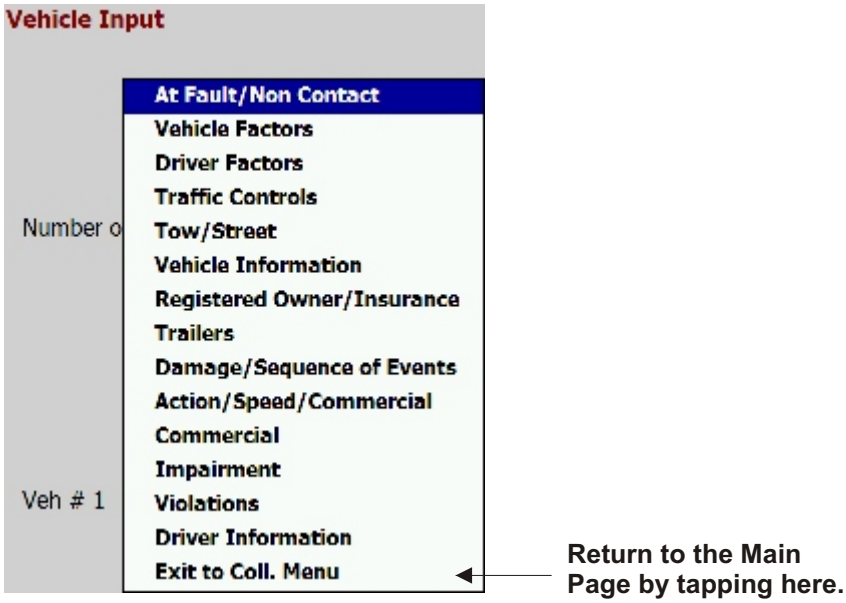

Fig. 3.12

Once you're back at the Main Page, you can continue with other sections of the collision report.

Moving Sections

Every section you create is numbered, and so all sections have an order. For example, there might be Vehicle 1 and Vehicle 2, and Vehicle 1 might have Occupant 1 and Occupant 2. In the Collision Main Page, you can move the sections and change their order if necessary.

Note that moving sections works best (and sometimes only works) when the sections have data in them. You should complete the sections before moving them; to learn more about inputting data in a collision report, consult section 3.2

To see how to move a section, let's look at an example using witnesses. In the example below, we have Witness 1 (Smith, Bobby) and Witness 2 (Jones, Jimmy).

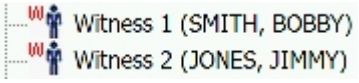

Fig. 3.13

Now let's say we want to make Witness 2 (Jones, Jimmy) the first witness. Essentially, we'll be moving Witness 2 up to Witness 1.

If we tap on Witness 2 and hold down the stylus, a pop-up menu appears, offering several options, including **Move Up** and **Move Down**.

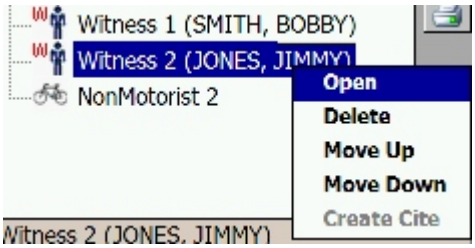

Fig. 3.14

Selecting **Move Up** will replace Witness 1 with Witness 2.

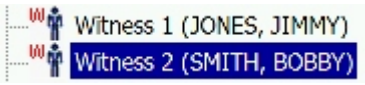

Fig. 3.15

Witness 1 is now Jimmy Jones, and Witness 2 is Bobby Smith.

Keep in mind that you can only move sections with other corresponding sections (witnesses with other witnesses, non-motorists with other non-motorists). You can, however, move occupants from one vehicle to another, from a vehicle to a non-motorist, or from a non-motorist to a non-motorist. You might need to do this if you have entered occupant information at a scene but then realize that the occupant actually belonged with another vehicle or non-motorist.

Moving an occupant from one vehicle to another is fairly easy. Just follow these steps:

1. Select the occupant you wish to move.
2. Tap and hold down the stylus while selecting the occupant.
3. From the pop-up menu that appears, select **Move to Other**.
4. A message will appear, asking you to select a vehicle or non-motorist to move the occupant to.
5. Close the message by tapping **Ok**.
6. Select the vehicle or non-motorist.
7. Another menu will appear, asking you to confirm your decision.
8. Hit **Yes** to confirm.

Now that we've examined how to move sections, let's take a look at deleting.

Deleting Sections

Occasionally, you may have the need to delete a section of your collision report; for example, you might have accidentally added a section, or you have a section that you no longer need or is erroneous. The Program provides two convenient ways for deleting section. But remember: if you delete a section, all the data that is contained in it will be gone for good. So make sure that you really want to delete the section.

You can delete a section one of two ways. First, you can select the section in the Collision Main Page by tapping on it once with the stylus, and then hitting the **Delete** button at the top right of the screen.

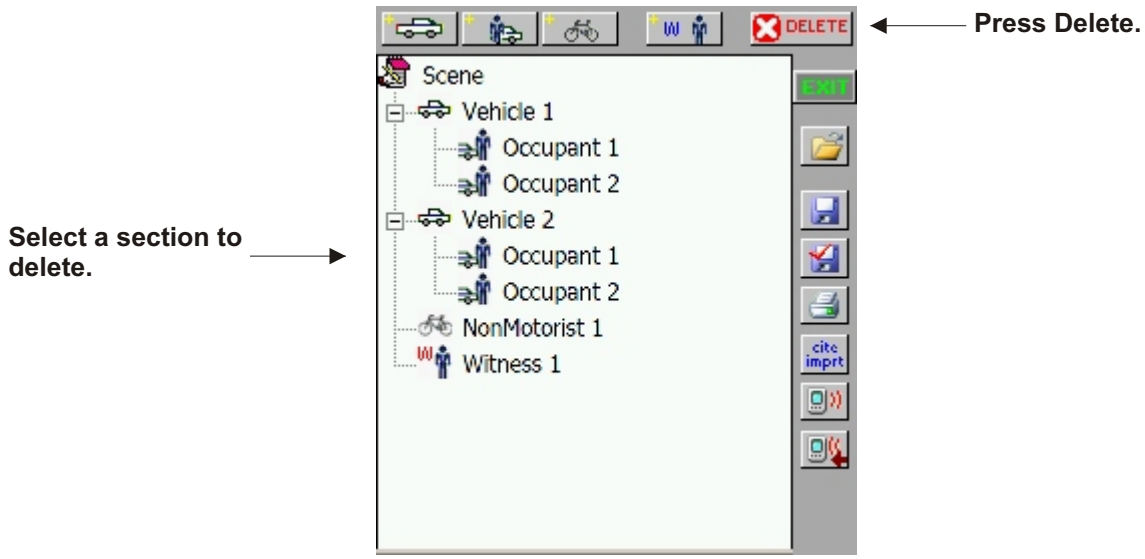

Fig. 3.16

The other way to delete a section is to select it and hold down the stylus until a pop-up menu appears.

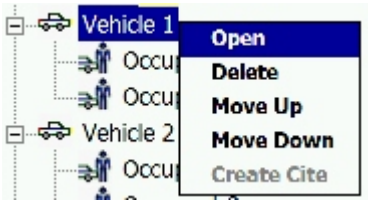

Fig. 3.17

From the menu, tap Delete.

Whether you use the Delete button or the Delete command from the pop-up menu, you will get a screen asking you to confirm your decision.

Fig. 3.18

If you are sure, go ahead and hit **Delete**, and the section will be removed, along with all of its data.

Saving and Validating Collision Reports
The collision report and its data need to be saved, not only to protect the data but also to **prepare the report for syncing** with the Desktop Management System. There are two types of saving: regular save and "save and validate." The buttons for each are on the right side of the Collision Main Page.

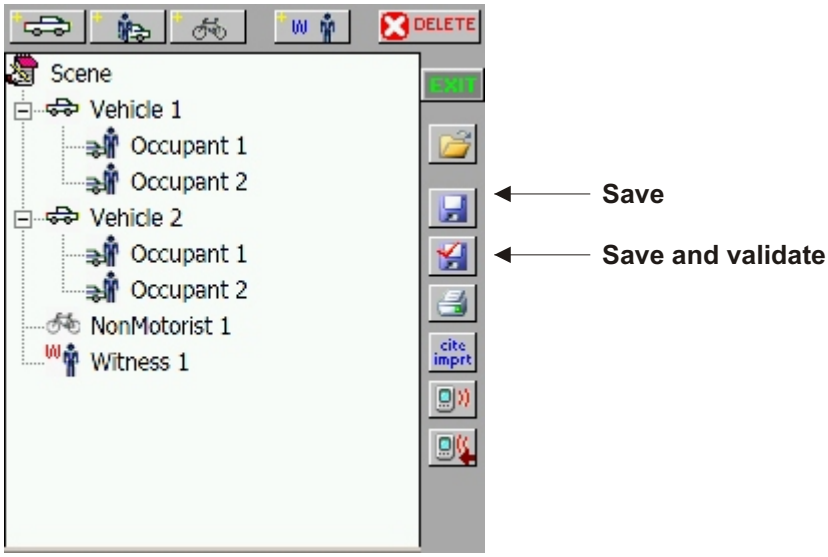

Fig. 3.19

Use the regular Save option to save your collision report data before exiting the program; you can do this even if you have not completed the collision report. Use the Save and Validate option for a completed report; this option will let you examine all possible data errors, and then save the report for syncing to the Traffic Management System.

Save and Validate is a more extensive process. Before the program actually saves the report, it requires you to fix any errors, such as missing data that is required. This is a handy feature that helps minimize errors, inaccuracies, and other problems in collision reports.

When you tap the Save and Validate button, the Validate screen will open.

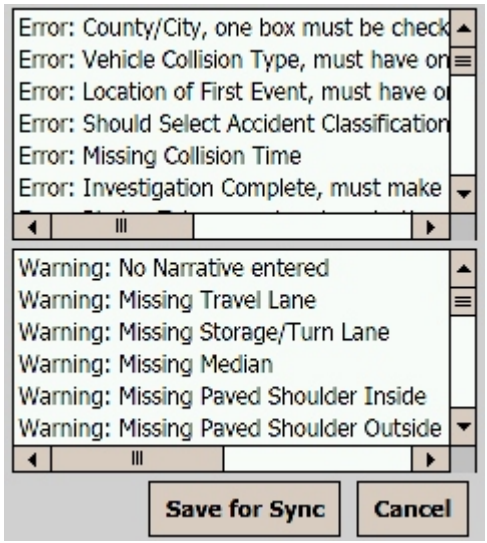

Fig. 3.20

There are two lists here; the one at the top is for errors, while the one at the bottom is for warnings. Errors must be fixed in order for the collision report to be valid. Warnings do not need to be fixed for the report to be valid, but they do alert you to possible issues in the report.

You can scroll through each list by using the arrow buttons and scroll bars on the right and the bottom.

One nice feature is that you can fix all of the errors right from this screen, without having to go back into the Collision Main Page, open a section, locate the error, and then fix it. Simply take the stylus and tap on an error. The program will take you to the page/screen that contains the error. For example, let's say you have the error Vehicle Collision Type: Must Have One. Tap on the error, and the appropriate screen will open (in this case, the Light/Collision Type).

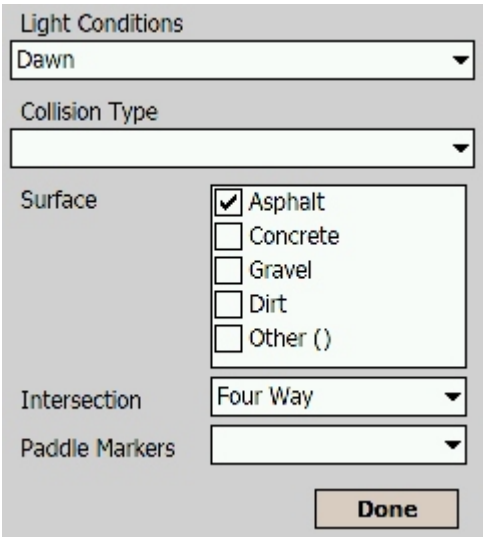

Fig. 3.21

Select a collision type and then hit Done. The program will return to the Validate page, and the error will be gone. You can then continue fixing other errors using the same procedure. In addition, you can fix warnings the same way: tap on a warning, the appropriate screen will open, fix the warning, and then hit Done.

Printing a Driver Exchange Card
Do you see the printer icon on the right side of the Collision Main Page? That's for printing a driver exchange card that the driver(s) in a collision can use for insurance purposes.

Printing a Driver Exchange Card is a very easy process. Simply do the following:

1) From the Collision Main Page, select the vehicle for which you want to print a card.

2) Make sure that your handheld unit and printer are ready to print and that the handheld unit is within the proper wireless range.

3) Tap the **Print** button (the printer icon).

A message will appear, stating that the program is connecting to the printer. Within a few seconds, the driver exchange card will print out.

Import Cite and Beam
The three buttons below the Print DEC button are used for importing a collision report from a citation and for beaming sections of a citation from one handheld to another. To learn more about these functions, please consult Chapter Four.

Now that we've looked at how to build a collision report, as well as other the other features in the Collision Main Page, let's take a look at writing a collision report.

3.2 Writing a Collision Report

With a collision report form built in the Collision Main Page, you are ready to begin writing a collision. All of the sections in the collision report use the same data-entry and navigation features that the Citation Module does. Free-form data fields employ the Soft Keyboard; number-based fields employ the Number Pad; drop-down lists allow you to select data easily; and check-boxes can be checked and unchecked by simply tapping the stylus in the box.

Also, you can navigate from screen to screen using the Back and Next keys (left arrow and right arrow, respectively) that appear at the bottom of each screen. You can also use the Navigation Menu (up arrow) to jump to any section in the collision report.

When you get to the last page of a section and hit the Next button, the program will return you to the Collision Main Page.

Let's take a look at the Scene Information section.

3.3 Inputting Scene Information

Scene information is standard for any collision report; in order to have a collision, you must first have a scene.

Accident and Event
This is the first page in the Scene Information section.

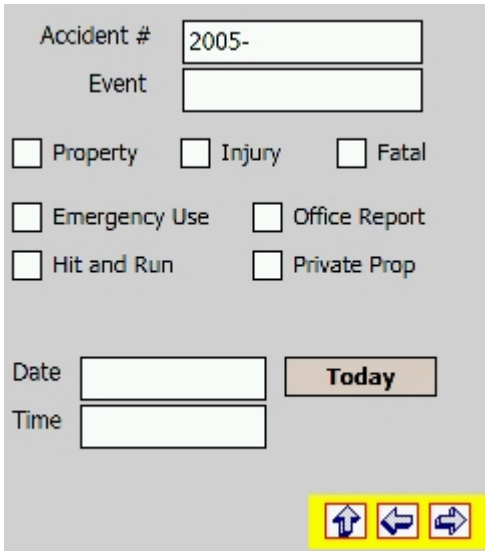

Fig. 3.22

Accident # and **Event**. The Accident # will have a pre-configured prefix. Tap in the field, and the Soft Keyboard will open. Do the same in the Event field.

Property, **Injury**, and **Fatal**. Check the box(es) to specify the type of damage.

Emergency Use, **Office Report**, **Hit and Run**, and **Private Prop**. Using the stylus, check all boxes that apply.

Date and **Time**. When you tap in the Date field, the Date Pad will open; use it to input a date with the standard eight-digit format (MM/DD/YYYY). When you tap in the Time field, the Time Pad will open; input the time using the standard four-digit format (00:00; if the time is between 1 AM and 9AM, place use a zero as the first digit).

Today. The Today button conveniently places the current day's date in the Date field.

Hit Next to continue.

County/City
The County/City screen provides fields for city, county, and beat information, as well as additional scene information.

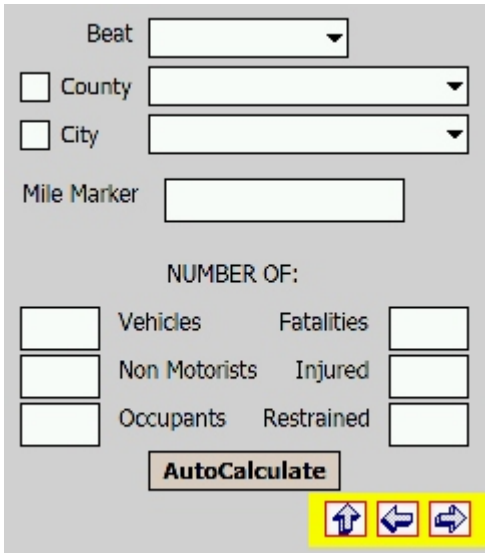

Fig. 3.23

Beat. Using the drop-down list, select the beat.

County and **City**. First, check the box for either county or city. Then, using the drop-down list, select the correct county or city name.

Number Of. These fields for the number of vehicles, non-motorists, occupants, fatalities, injured, and restrained will automatically be filled in if the Collision Module is setup to use the “auto calculate” feature (to turn it on, go in to the Setup Module, select Collisions, and select “yes” for auto calculate). Whether or not these fields automatically fill in will depend on how much of the collision report you have completed; in other words, if you have created vehicles, occupants, and non-motorists in the Collision Main Page and if you have completed the vehicle, occupant, and non-motorist sections. As you complete them, the numbers will update when you go to this page (provided auto calculate is turned on).

If the Collision Module is not set to auto calculate, you can input the numbers manually. Just tap in each box; the Number Pad will open, and you can use it to enter the correct numbers. You can also hit the Auto Calculate button and have the Module calculate the correct numbers and input them in the proper boxes.

Occurred On
After hitting Next on the County/City screen, the Occurred On screen appears:

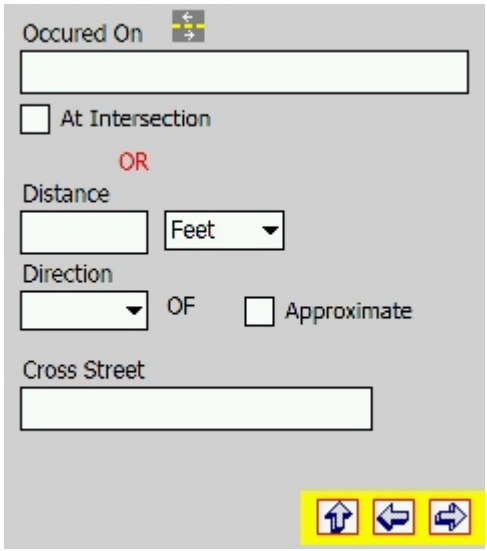

Fig. 3.24

Occurred On. There are two ways to input a street name in the Occurred On field. You can tap directly in the field to open the Soft Keyboard and manually write in a street name. Or you can tap on the two-way street icon at the top. The **Search Characters for Street** screen will open (Fig. 3.25). Here, you can input the first several characters of the street name, and then hit Enter. The program will search for streets that begin with those characters.

The Search Characters for Street function adds convenience to the program and makes it more efficient; without it, you’d have to scroll through a massive list of all the streets in your city or county, and it could end up taking you a long while to find the street you need.

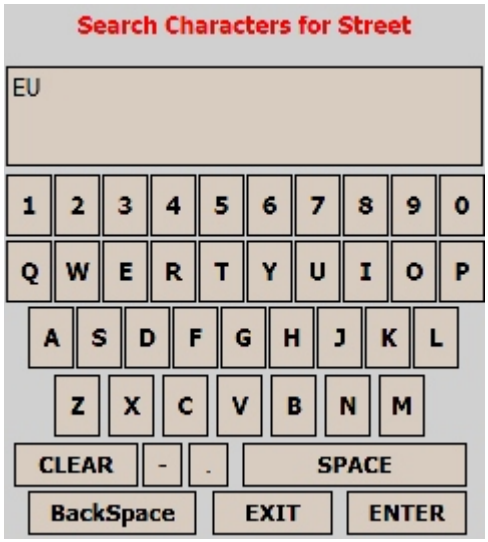

Fig. 3.25

In the Search Characters for Street example above, we're looking for streets that begin with the letters "EU". **Note that the more letters you enter, the fewer streets you'll get in your search**. Hitting Enter opens the Street Selection screen.

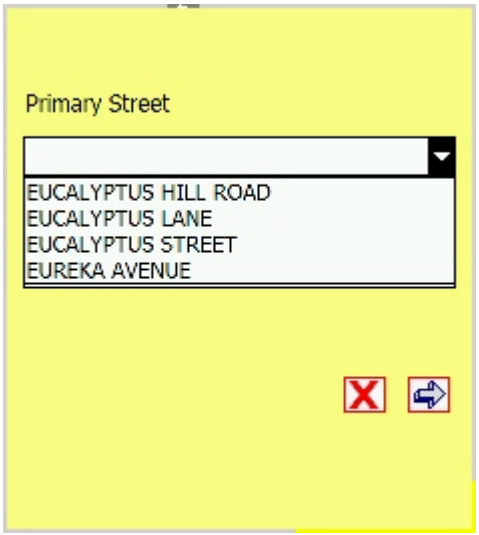

Fig. 3.26

Opening the Primary Street drop-down list reveals streets that match our search. If we had entered "EUC" instead of "EU", Eureka Avenue would not have appeared. Once a primary street is selected, the program automatically populates the Cross Street field with only those streets that cross the primary road.

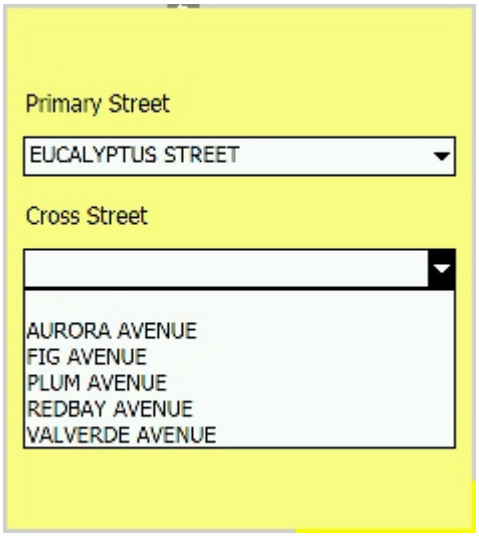

Fig. 3.27

Open the Cross Street drop-down list and select a street. Then, to input both streets, tap the arrow button (the "X" button will close the screen and ignore your selections). The primary and cross streets appear in their respective fields:

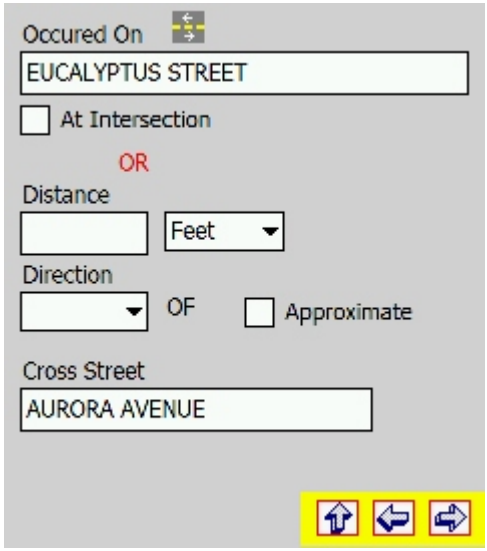

Fig. 3.28

Continue with the rest of the Occurred On page.

At Intersection. Check this box if the collision occurred at the intersection.

Distance, **Feet**, **Direction**. If the collision did not occur at the intersection itself, input the distance (feet or miles) in the Distance field and then select Feet or Miles. Use the Direction drop-down list to select North, South, East, or West. If the distance is not exact, check the **Approximate** box.

Cross Street. Input the name of the cross street at the intersection, or the closest cross street to the collision location. You can use the Search Characters for Street function in the Occurred On field to simplify the process, or you can manually write a street name in.

Hit Next (right arrow) to continue.

Investigator

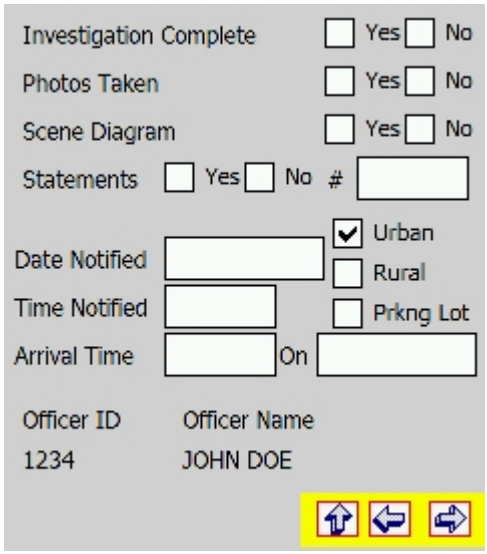

Fig. 3.29

Investigation Complete, Photos Taken, Scene Diagram, Statements. Affirm or deny each of these by checking Yes or No. If statements were taken, indicate the number in the **#** field.

Urban, Rural, Parking Lot. At the right of the screen are three check-boxes indicating the type of location. Check the one that applies.

Date Notified, **Time Notified**, and **Arrival Time**. For the Date Notified field, the Date Pad will open, while the Time Pad will open for both Time Notified and Arrival Time. You'll use the Date Pad again in the On field next to Arrival Time.

Officer ID and **Officer Name**. These fields will display the pre-configured ID and name.

Roadway and Roadway Widths
In the next two pages of the collision report, you can input roadway character and conditions, as well as roadway widths.

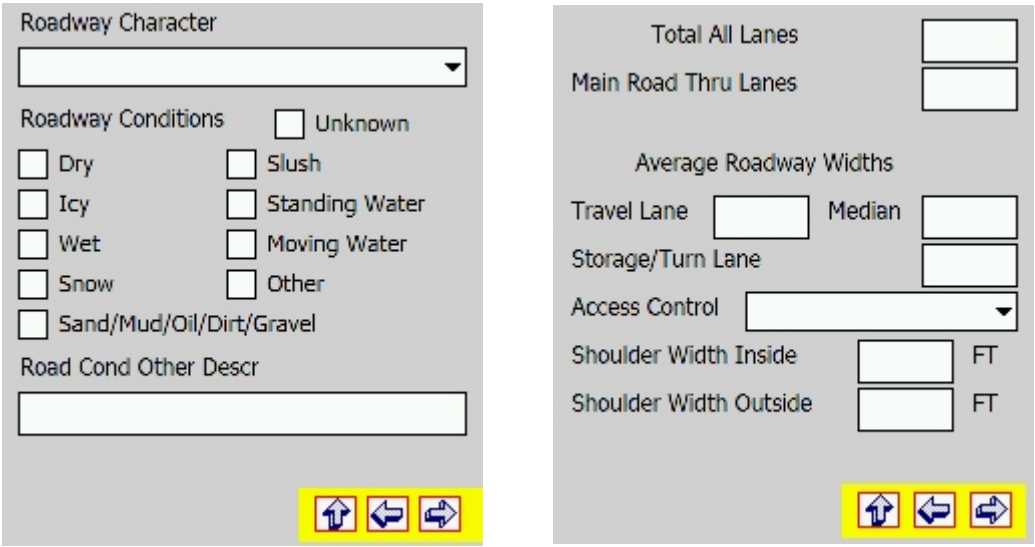

Fig. 3.30

Roadway Character. Using the drop-down list, make a selection (Curve & Grade, Curve & Hillcrest, Curve & Level, Straight & Grade, and so on).

Roadway Conditions. A number of various conditions are listed here, each with its own check-box. Check any (and all) that apply.

Road Cond Other Descr. If you selected Other for a roadway condition, describe that other condition in this text field. The Soft Keyboard will open to assist you.

Hit Next to continue.

Total All Lanes and **Main Road Thru Lanes**. Using the Number Pad (which will open automatically), input the number of lanes for each field.

Average Roadway Widths. The rest of the fields here cover roadway widths, and all employ the Number Pad, except for the **Access Control**, which is a drop-down list. Input widths (or any that are available) for **Travel Lane**, **Median**, and **Storage/Turn Lane**. Select the proper access control (full, none, or partial). Finally, input shoulder widths.

Next, continue to the **Weather/Highway Description** page.

3.4 Weather/Highway Description and Light/Collision Type

The next two pages in the collision report deal with various conditions, including weather, the type of highway, light conditions, and the type of collision that occurred. Let's briefly look at their data requirements.

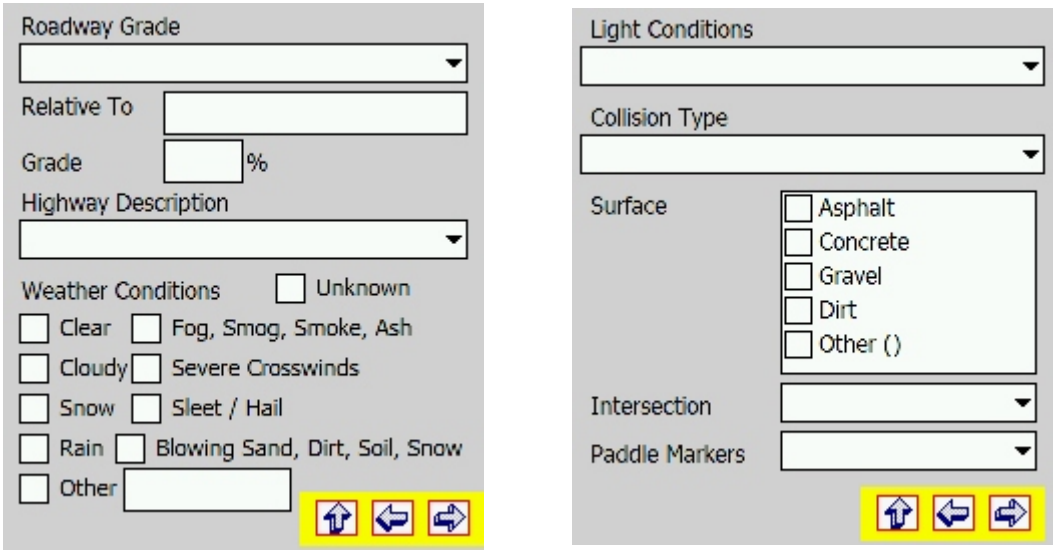

Fig. 3.31

Roadway Grade, **Relative To**, and **Grade**. Using the drop-down list, select the proper roadway grade (Not Determined, Relatively Level, Up Slope, or Down Slope). Input both Relative To and Grade (the Soft Keyboard and Number Pad will open, respectively).

Highway Description. This field basically classifies how the highway is divided, and whether or not it's a two-way or one-way road. Use the drop-down list to select from: Two-Way Non Divided, Two-Way Divided Unpro. Median, Two-Way Divided Med. Barrier, One-Way Not Divided, Unknown, and Off-Road.

Weather Conditions. All of the weather conditions have easily accessible check-boxes. Check any, and all, that apply. If you select **Other**, there is a text box where you can write in a description.

Hit Next to go on to the Light/Collision Type page.

Light Conditions. Using the drop-down list (see Fig. 3.32 below), select the appropriate light condition.

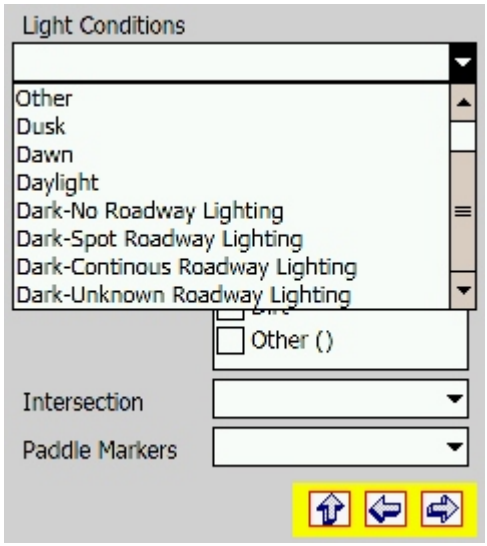

Fig. 3.32

Collision Type. Select the appropriate collision type; choices include rear end, angle, sideswipe (meeting or overtaking), head on, and more.

Surface. Using the check-boxes, select the proper road surface type (asphalt, concrete, gravel, dirt, or other).

Intersection. This field specifies the type of intersection, whether four way, more than four way, T, Y, or roundabout.

Paddle Markers. If there are paddle markers, you can specify their location here.

When finished, continue to the Pavement Markings screen by tapping the Next button.

3.5 Pavement Markings

The Pavement Markings screen (Fig. 3.33) is essentially a list of various pavement markings such as “Centerline, Broken Yellow”, “Centerline, Solid Yellow,” and “Lane Line, Broken White.” Next to each marking is a drop-down list that lets you select the type of marking, whether it’s paint, material, thermoplastic, raised markings, and so on. Select types for each existing pavement marking.

At the bottom, you can check **None** if no markings exist or **Unknown** if that applies. If a different type exists, you can enter it in the **Other** box.

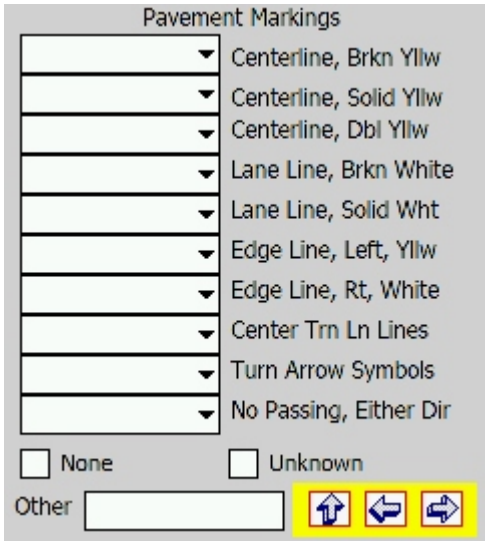

Fig. 3.33

When you are finished with Pavement Markings, continue to the Location of First Event screen.

3.6 Location of First Event

The Location of First Event page records where on the road the collision occurred (travel lane, turn lane, median, and so on), the "first harmful event" that occurred (or the first object that made contact with the vehicle), the number of the travel lane and turn lane, as well as the AIC.

Location of First Event. Using the drop-down list, select where the first event occurred.

First Harmful Event. Specify this by making a selection from the drop-down list.

Travel Lane and **Turn Lane**. Each lane on a roadway has a number; select the number of the appropriate lane for each field here.

AIC. Input the AIC, using the Soft Keyboard (this will only be available if configured in Setup; for more on Setup, see Section 1.3 of Chapter One).

When ready, continue in the collision report by hitting Next.

We'll now take a look at Highway/Environment Factors and Property Damage.

3.7 Highway/Environment Factors and Property Damage

The next two portions of the collision report cover highway and environment factors and property damage. The Highway/Environment page is a simple series of check-boxes.

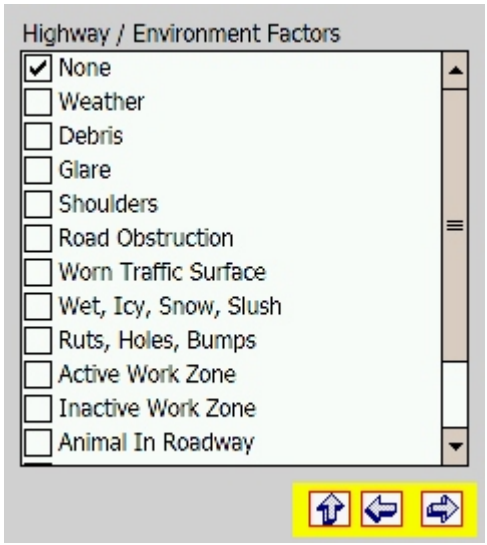

Fig. 3.34

Using the stylus, check all of the highway and environment factors that apply. When ready, move on to the Property Damage page.

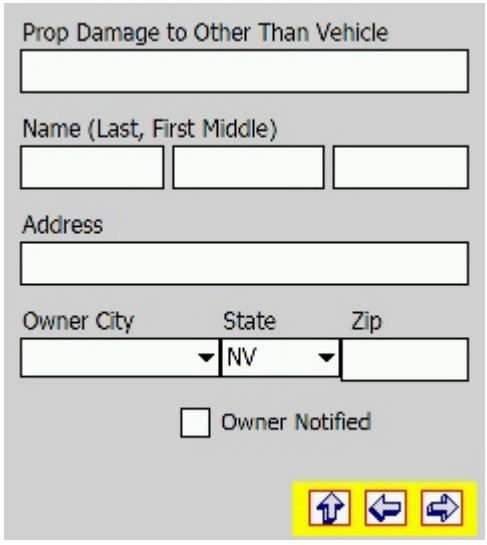

Fig. 3.35

Prop Damage to Other than Vehicle. The name of this field essentially summarizes what this entire page is for: inputting data for any property besides a vehicle that was damaged in the collision. Using the Soft Keyboard, input a description of the property in this field.

Name (Last, First, Middle). Write in the name of the property owner.

Address, Owner City, State, Zip. Input the owner's address using these fields.

Owner Notified. Check here if the property owner has been notified of the damage.

Tap Next to continue to the final page of the Scene Information section.

3.8 Notes/Narrative

At the end of the Scene Information section, there is a page for writing notes or a collision report narrative.

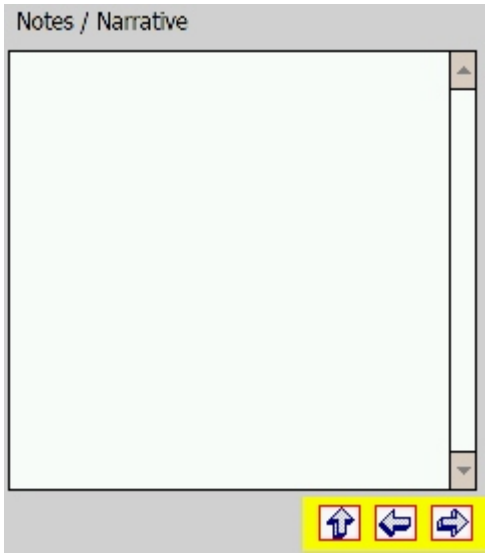

Fig. 3.36

The Notes/Narrative page is like a large, blank pad. When you tap on the white text area, the Soft Keyboard will open, allowing you to "type" in your notes or a narrative. If the notes or narrative exceed the length of the text area, the text will automatically scroll, and provide you with more writing space. In addition, a scroll bar will appear on the right; you can use that to move through the text as you read it.

While writing in Notes/Narrative with the keyboard, you can use the Backspace key (top right of keyboard) to delete characters or words. You can also delete several words or sentences by dragging the stylus across them to highlight them, and then hitting the Backspace key.

3.9 Completing the Section

The Notes/Narrative page is the last page in the Scene Information section, so after you hit the Next button, the program will take you back to the Collision Main Page (where you build the collision report). Hit the Save button to save the data, and then continue with the collision report by selecting and opening another section.

Let's now take a look at creating a vehicle in a collision report.

3.10 Inputting a Vehicle

Once you've created a vehicle in the Collision Main Page, selected it, and then opened it, you can begin inputting vehicle data. The first page asks you to identify if the vehicle is at fault (if it is) and to specify if it is a non-contact vehicle. Check either, or both, if they apply.

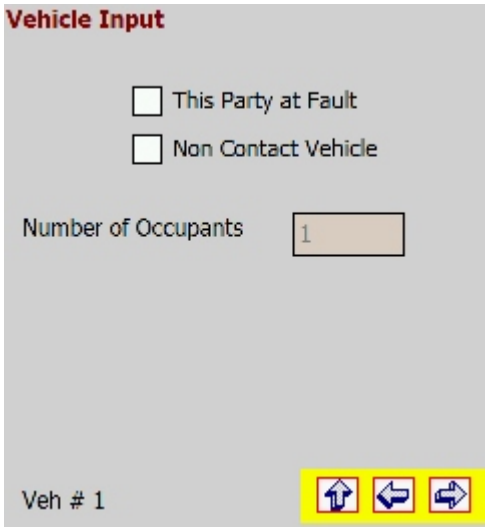

Fig. 3.37

This Party at Fault and Non-Contact Vehicle. Check either or both if they apply.

Number of Occupants. The number of occupants that you set up in the Collision Main Page will appear here. The number can only be changed by adding or deleting occupants for the vehicle in the Collision Main Page.

Hit Next when you are finished.

The next page covers vehicle factors.

3.11 Vehicle Factors and Driver Factors

These two pages contain lists of factors, with each factor having a box that can be checked if it applies to the collision. These lists scroll horizontally, so to see additional factors, just tap on the right scroll arrow below the list, or tap and drag the scroll bar.

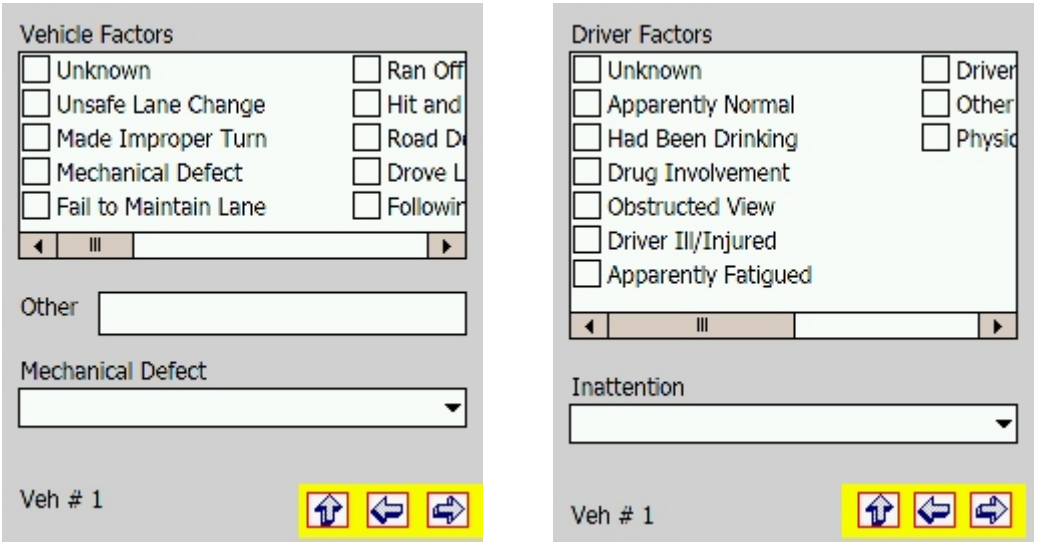

Fig. 3.38

When you find the appropriate vehicle factor(s), check the box beside it.

Other. If the list does not contain the vehicle factor for the collision, you can write in one using this field.

Mechanical Defect. If the vehicle harbored a mechanical defect, select it from the drop down list.

Moving on to **Driver Factors**, select the appropriate factor that affected the driver's performance (such as Had Been Drinking, Drug Involvement, Apparently Fatigued, or other factor).

Inattention. If inattention was a factor, you can specify the cause of inattention, such as a cell phone, electronic equipment, eating, or personal hygiene (you know, when someone is putting on makeup, shaving, combing hair, or doing something else to spruce up their looks).

Tap the Next (right arrow) button to continue to the Traffic Controls page.

3.12 Traffic Controls

The Traffic Controls page allows you to specify which traffic control devices were functional, which were not functional, and which were obscured. The traffic controls range from regular signals and signs to railroad signals and school signs. You can also specify “No Controls” if none are present at the collision location.

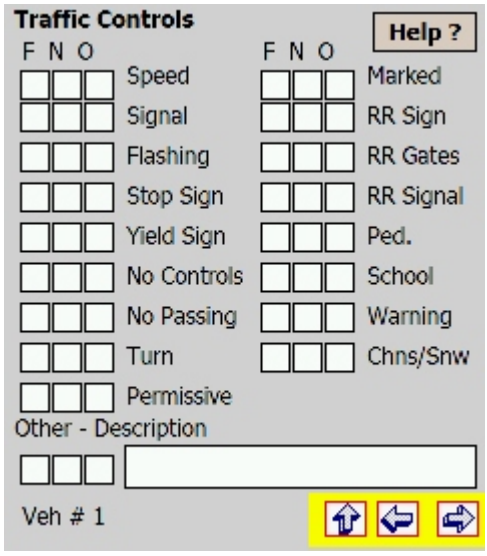

Fig. 3.39

At the top are three abbreviations (F, N, and O), which correspond to the three check-boxes next to each traffic control. To see what these abbreviations signify, tap on the **Help?** button at the top right; this will open a small help screen that explains that “F” stands for “Functional,” “N” stands for “Non-Functional,” and “O” stands for “Obscured.” For each traffic control that is present, tap the correct corresponding description.

If the traffic control at the location is not listed here, you can use the Other field at the bottom. First, check Functional, Non-Functional, or Obscured, and then write in a brief description of that traffic control.

Next, continue to the Tow/Street page.

3.13 Tow/Street

The next page in the collision report records two main types of information: tow information, if the vehicle was moved from the scene by a tow company, and street information, including direction of travel and the street name on which the vehicle was traveling.

The Tow/Street page appears as follows:

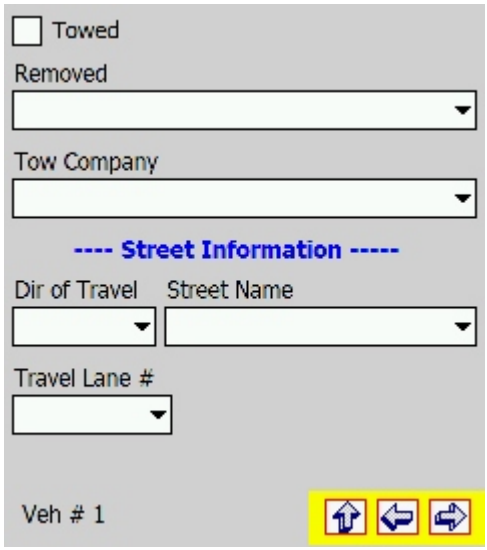

Fig. 3.40

Towed. Check if the vehicle was moved by a tow company.

Removed. This field (a drop-down list) allows you to specify where the vehicle was towed to, including a tow yard, the owner's residence, impound, and other places. You can also select **Add New** from the list to add a new location (the Soft Keyboard will open and let you input a place).

Tow Company. This field contains a list of local tow companies; select the appropriate one. If the tow company is not in the list, use the Add New feature (located at the bottom of the drop-down list).

Direction of Travel and **Street Name.** Here, you specify the direction in which the vehicle was traveling and the street on which it was traveling. For the direction, simply select "North," "South," "East," or "West" from the drop-down list.

For the street name, you have two options. You can input a street name directly by tapping in the field, which will open the Soft Keyboard. Or you can use the **Search Characters for Street** function, which asks you to enter a few characters first and then finds possible matches.

The Search Characters for Street function adds convenience to the program and makes it more efficient; without it, you'd have to scroll through a massive list of all the streets in your city or county, and it could end up taking you a long while to find the street you need.

In the Search Characters for Street example below, we're looking for streets that begin with the letters "EU". **Note that the more letters you enter, the fewer streets you'll get in your search**.

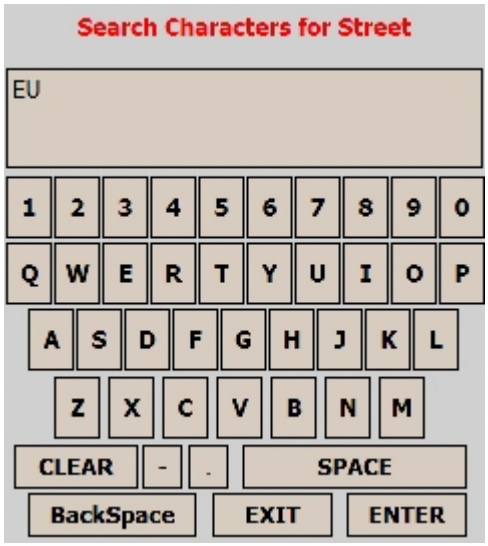

Fig. 3.41

Hitting Enter opens the Street Selection screen.

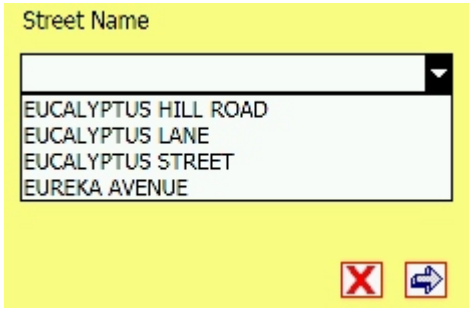

Fig. 3.42

Opening the Street Name drop-down list reveals streets that match our search (if we had entered “EUC” instead of “EU”, Eureka Avenue would not have appeared; so, the more search characters, the fewer results). Tap on the street name you need, and then hit the right arrow/enter button at the bottom. The program will place the street in the Street Name field.

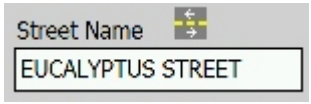

Fig. 3.43

Travel Lane #. In this last field, select the proper travel lane number from the drop-down list.

Continue by hitting the Next (right arrow) button.

3.14 Vehicle Information and Registered Owner/Insurance

The next two pages of the collision report cover essential vehicle-related information, from the actual vehicle itself (such as make and model) to the identity of the owner. The Vehicle Information page comes first, followed by a page covering the registered owner and vehicle insurance.

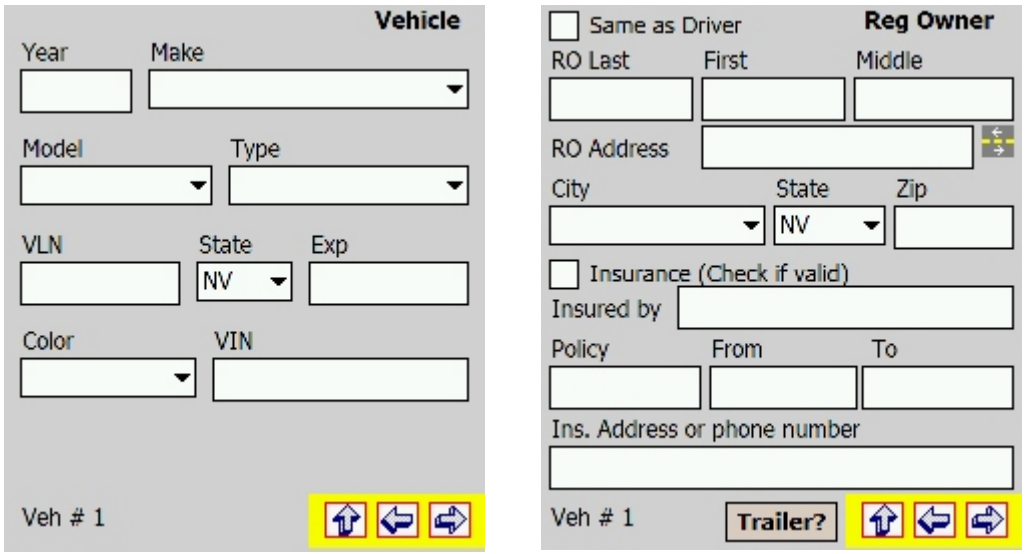

Fig. 3.44

Year, Make, Model, and **Type.** In these fields, you input the vehicle's manufacturing year, the make (as in Buick, Cadillac, Nissan, Honda, etc.), the model (which refers to the name given by the manufacturer, as in Honda "Civic"), and the type. The Type refers to the actual build type of the vehicle, indicating if it's a bus, an SUV, a passenger car, a flatbed, a tanker, and so on.

VLN, State, and **Expiration (Exp).** The VLN, or Vehicle License Number, field records the license plate number, while the State field records the state of registration. When you tap in the Expiration field, the Date Pad opens so you can input the date when the vehicle registration expires.

Color and **VIN.** Select the vehicle color from the drop-down list. In the VIN field, you write in the vehicle's identification number using the Soft Keyboard, which will automatically open.

Hit Next to continue to the Registered Owner/Insurance page.

Same as Driver. This is a very convenient check-box. If the vehicle's registered owner is the same as the driver, you can simply check this box and then skip the Insurance section of this page. When you sync the collision report to the Desktop Management System, the program will remember that the registered owner and driver are the same and transfer the data appropriately.

However, if the registered owner is different, you must complete the following fields:

RO Last, First, Middle. Input the owner's name across these three fields.

RO Address, City, State, and **Zip.** Complete the registered owner's information by inputting his or her address.

Insurance and **Insured By.** If the vehicle is insured, check the insurance box, and then input the carrier's name.

Policy, From, and **To.** The policy box is for the insurance policy number, while the From and To boxes are for the date range when the policy is active (don't worry -- the Date Pad will open to assist you in creating the dates).

Ins. Address. Finally, input the carrier's address here.

3.15 Trailers

At the bottom of the RO/Insurance page is a **Trailers** button. Select it if you need to put in trailer information. A new page will open, and it contains data fields for up to three trailers. These fields are the same for each trailer. They are:

Trailer VIN. Obviously, this is the trailer's vehicle identification number. Use the Soft Keyboard to input the number.

Plate and **State.** For the trailer's registration information, write in the plate number and then select the state in which the trailer is registered.

Type. Type essentially refers to the purpose (or, well, the type) of the trailer. For example, you can select from boat, auto carrier, auxiliary, camper, horse, grain, and a number of others. Find the correct one and tap on it to select it.

When finished, just hit the Next arrow to proceed to the Damage page.

3.16 Damage/Sequence of Events

The Damage/Sequence of Events page essentially covers related information: where the first contact of the collision was made, the extent and location of damage, the sequence in which events occurred, the event that was the most harmful, and how much distance was traveled after the impact. All of these events are integral to reporting, and then understanding, a collision.

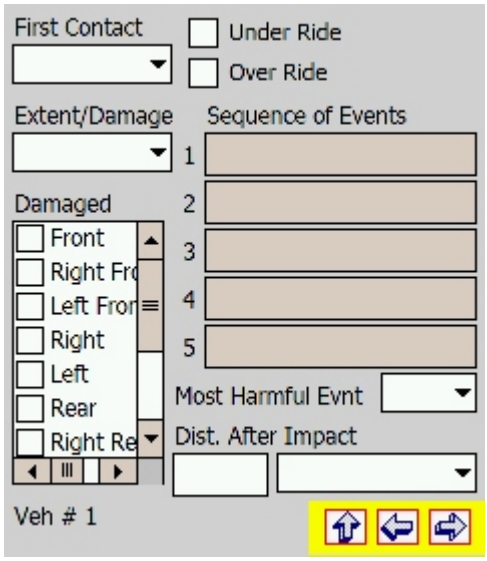

Fig. 3.45

First Contact. This signifies the area of the vehicle that made first contact with the other vehicle, non-motorist, pedestrian, or other object during the collision. Even if other areas of the vehicle came in contact with another vehicle or object, the very first point of contact needs to be stated. Open the drop-down list to select from Front, Left, Left Front, Left Rear, Rear, Right, and so on.

Underride and **Override.** If the vehicle has collided with another vehicle, indicate whether or not it is an underrride or an override collision for this particular vehicle (in an underride, the vehicle's bumper is below the other vehicle, while in an override, the vehicle's bumper is above the other vehicle).

Extent/Damage and **Damaged.** From the drop-down list, select the extent of damage done to the vehicle (choices range from Major and Minor to None and Total). The Damaged field is a check-box list with selections that indicate which portions of the vehicle were damaged (including Front, Right Front, Left Front, Right, and more). Check all that apply (in some cases, depending on the amount of damage, there will be several areas of the vehicle that have been damaged).

Use the scroll bars on the bottom and the right of the Damaged field to see more selections.

Sequence of Events. When a collision occurs, events always occur in a specific sequence. The Damage/Sequence of Events page allows you to input up to five events, and to order them according to how they occurred. Each field is numbered, and you input an event by tapping in the field to open the Sequence of Events screen (Fig. 3.46 below).

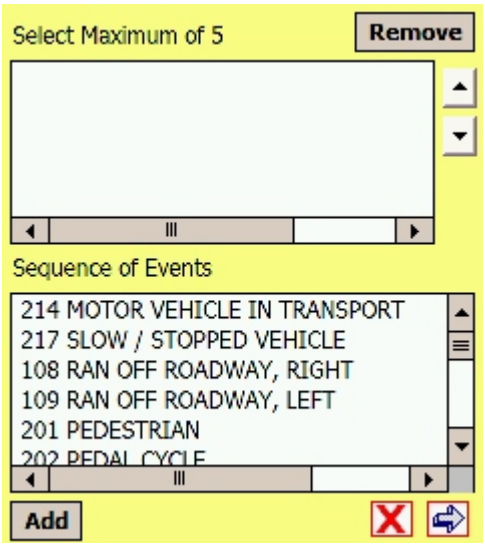

Fig. 3.46

To input an event, scroll through the list of events at the bottom. Tap the correct event and hit Add. This will move it to the list box above. Select another one and hit Add again. The order in which the events appear in the list box is the order in which they will be placed in the collision report (so the first event will be event #1, the second will be #2, and so on).

If you want to remove an event from the list box, select it with the stylus and then use the Remove option at the top. You might need to use this if you input the wrong event, or if you place the events in the wrong order and need to remove them so that you can input them again.

When ready, hit the Enter (right arrow) button to accept the events (hitting the red X will cancel the whole procedure).

With the Sequence of Events complete, continue with the rest of the input page.

Most Harmful Event. Once you have selected the sequence of events, specify which of them was the most harmful. The drop-down list here contains a list of numbers, each of which corresponds with the numbers in the Sequence of Events field.

Distance after Impact. These last two fields measure the distance the vehicle traveled after impact. In the open text box, input the measurement as a number (such as “5” as in “5 feet”), and then, in the drop-down list, select the unit of measurement (such as “feet,” “miles,” “inches,” and so on). You can also select “Other” or “Unknown” if either is applicable.

Hit the Next arrow to continue.

3.17 Action/Speed/Commercial

The following two pages of the collision report largely cover commercial vehicle information, with some additional fields for capturing speed data and vehicle action. The speed and vehicle action fields need to be filled out for any type of vehicle, but if the vehicle is not commercial, you can skip those fields and move on to the Impairment page.

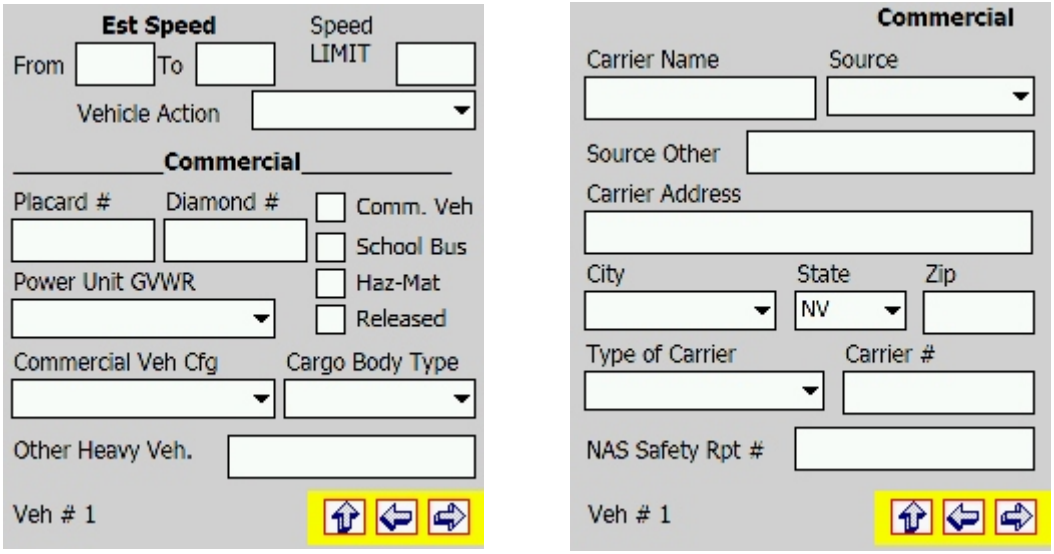

Fig. 3.47

Est (Estimated Speed) From, To. These fields record the range of the vehicle's estimated speed; tapping in either with open the Number Pad.

Speed Limit. Record the actual speed limit here.

Vehicle Action. The vehicle action field refers to the action the vehicle was taking at the time of the collision. The possible actions include backing, entering lane, lane change, leaving lane, left turn, straight, stopped, and so on. Open the drop-down list, scroll until you find the proper action, and then tap on it to select it.

Now that you've completed the top portion, you can begin inputting commercial vehicle data.

NOTE: The second commercial page (the one on the right in Fig. 3.47) will only appear if you check one of the commercial vehicle types on the first page (Comm. Veh., School Bus, Haz-Mat, or Released). Otherwise, the program will skip straight to Impairment. It does this to save you from navigating through an extra page if you don't have a commercial vehicle to enter.

We are now at the commercial vehicle section, which covers the remainder of the Action/Speed/Commercial page and then continues to the next page of the collision report. If the vehicle is commercial, you can input all of the relevant data using the following fields:

Placard # and **Diamond #.** Place the placard and diamond numbers (if applicable) here.

Comm. (Commercial) Vehicle, School Bus, Haz-Mat, Released. Using the check-boxes for these fields, check the one that applies best to the vehicle's type.

Power Unit GVWR. This drop-down list allows you to record the gross vehicle weight rating, using standard ranges. If the rating is 10,000 or less, select "< 10,001." If the rating is 26,000 or more, select "> 26,001." And if the rating is between those two, select "10,001 - 26,000."

Commercial Veh Cof (Vehicle Configuration). The vehicle's configuration essentially has to do with the vehicle's structural purpose, whether it's a four-tire vehicle, a bus for more than fifteen passengers, a light truck, a tractor, or other type. Open the list and select the proper configuration.

Cargo Body Type. If the vehicle can carry cargo, whether it's passengers (as with a bus) or something like concrete, you can select the body type from this list.

Other Heavy Vehicle. If the Vehicle Configuration and Body Type fields don't contain the type of vehicle, use this field to write in a brief description of the vehicle.

Hit Next to continue.

Carrier Name, Source, Source Other. This page covers information about the commercial carrier. Using the Soft Keyboard, write in the commercial carrier's name, and then use the Source drop-down list to specify where you found the name, whether it's from the driver, a log book, the side of the vehicle, or other source.

If the source is "other," write in that source in the Source Other field.

Carrier Address, City, State, and **Zip.** Use these fields to input the commercial carrier's postal address.

Type of Carrier. From this list, you can select the carrier's type; options include ICC MC, US DOT, Single State, and more.

Carrier #. In many cases, the carrier will have a "carrier number." Once you have identified it, input it in this open text field.

NAS Safety Report #. Finally, include the safety report number by writing it here.

3.18 Impairment

In the Impairment page, you can record the driver's impairment, whether it was drugs, alcohol, suspected impairment, or no impairment at all.

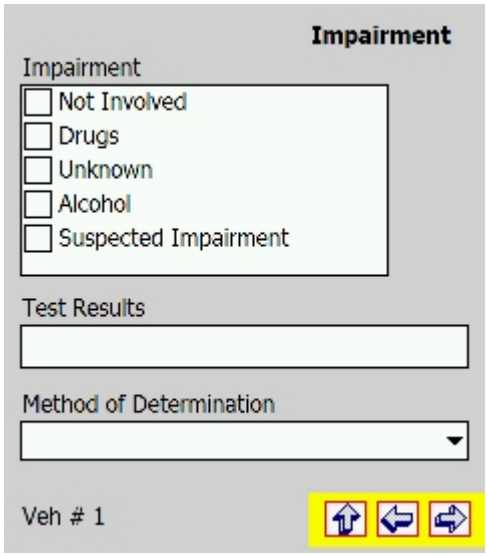

Fig. 3.48

Impairment. The check-box list at the top contains the varieties of impairment. Check the type that best applies.

Test Results. If a test for impairment was taken (such as a field sobriety test), input the results here.

Method of Determination. In this field, you specify the type of test (or other method) used to determine whether or not the driver was impaired, and how much he or she was impaired. Select the proper method from the drop-down list.

Hit Next (right arrow) to continue to the Violations page.

3.19 Violations

The Violations page is, as you might expect, for inputting any traffic violations relating to the vehicle. You can input up to two violations, and the process for inputting them is very convenient. You can begin by selecting the category of violation to narrow down the number of violations to choose from; then you can select the violation from a list.

In addition, the Violations page allows you to search by code number. Once the search results appear, you simply find the violation you need and tap on it to input it in the violation field.

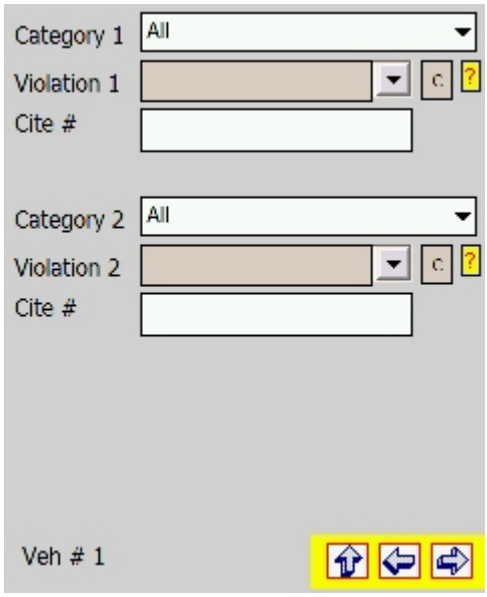

Fig. 3.49

Category. To simplify the violation-input process, you can select a violation category from the Category list. You might, for example, only need speed violations.

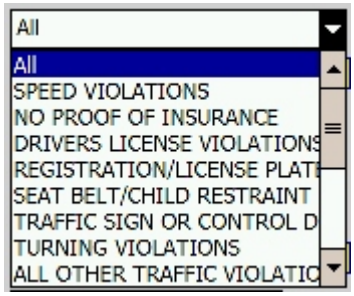

Fig. 3.50

Selecting “Speed Violations” (or another category) will fill the Violation list with only those violations that relate to that category.

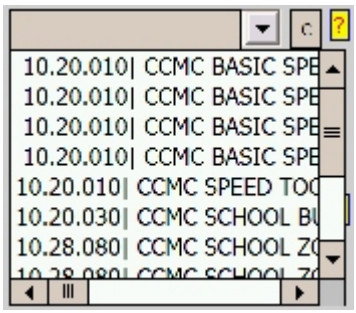

Fig. 3.51

Because the Violation field contains the code numbers and the violations descriptions, you may need to scroll horizontally to see the entire descriptions. Use the scroll button on the right to see the rest of the violations. When you find the violation you need, tap on it, and the program will close the list and input the violation:

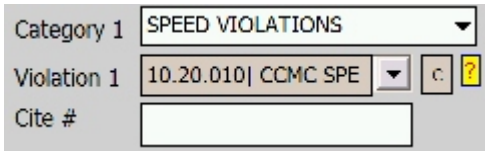

Fig. 3.52

If you make a mistake, you can clear the violation by tapping the **C** button at the right. The program will delete the violation and allow you to input a different one.

Cite #. In this field, write in the number of the citation that corresponds with this collision. If you import citation data from an existing citation, the program will automatically place the citation number here (for more on importing, see Chapter Four).

Search. The **?** button at the right of the screen opens the Search screen. This feature lets you search the violations by code. If you enter a partial code number, the program will take you to the first code in the Violation list that matches that number (although how effective this match works depends on how your agency has set up the code numbers; if there are spaces or other characters such as asterisks, the search results will vary).

The most effective way to search is to input an entire code number. The program will locate and input that matching violation, thereby saving you from scrolling through the entire list until you find the violation code you need.

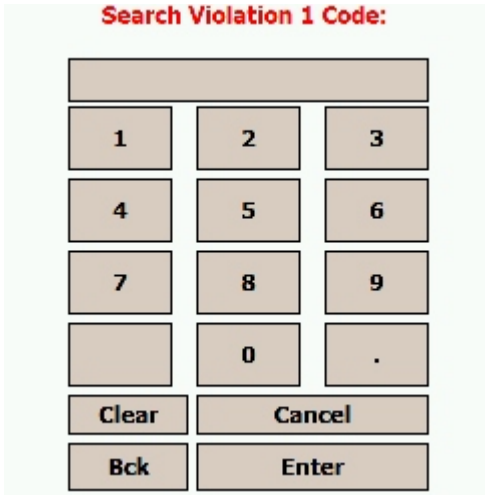

Fig. 3.53

Using the Number Pad, enter a violation code and hit Enter.

If you have multiple search results, just open the Violation list and select the violation you need. You can also open the list and scroll through it to locate a violation if you don't use the Search function.

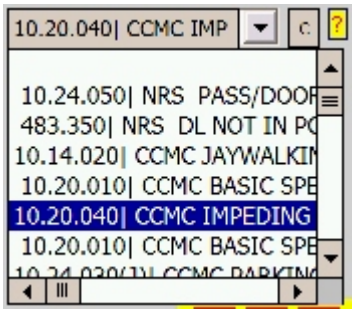

Fig. 3.54

Locate the violation you need, and tap on it to input it.

Repeat the violation-input process for Violation 2, if necessary. When finished, hit Next.

3.20 Driver Information

The final page of the collision report is for driver information.

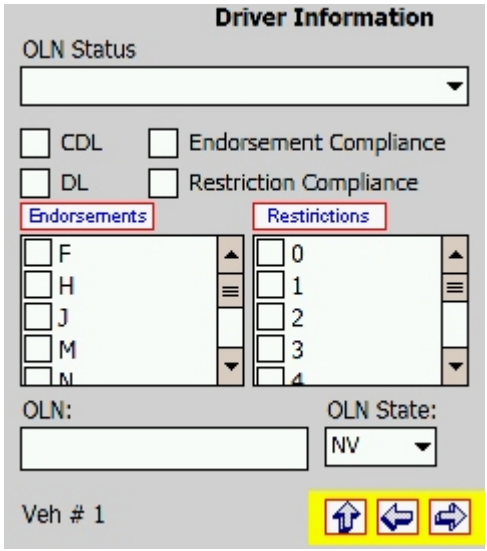

Fig. 3.55

OLN. Here, you specify the current status of the driver's license. Options include Valid, Normal with Restrictions, Suspended, Revoked, and more. Use the drop-down list to select the proper status.

CDL and **DL.** Check whether the license is a commercial driver's license, or a standard driver's license.

Endorsements and **Restrictions.** If there are endorsements or restrictions (or just one or the other) specify the type of endorsement or restriction by checking one, or several, of the options in the Endorsements and Restrictions check-box list.

If you are not immediately familiar with these numbers, take the stylus and tap on either the Endorsements label or the Restrictions label just above the check-box list. This will open a special help menu that displays the endorsements and restrictions codes, along with a description for each one (for example, in the Endorsements, "H" stands for "Hazardous Materials").

While in the help screen, you can select endorsements and restrictions, and then hit the Enter button (the down arrow) so that the program will accept your selections and input them in the proper fields.

By default, when you select an endorsement, the Endorsement Compliance box will be checked. Likewise, when you select a restriction, the Restriction Compliance box will be checked. In many cases, there will be compliance with endorsements and restrictions; however, if there is no compliance, simply uncheck Endorsement Compliance or Restriction Compliance (the actual endorsements and restrictions you selected will remain checked).

OLN and **OLN State.** In the OLN field, write in the driver's license number. In the OLN State field, select the license state (by default, this is set to "NV").

When finished, hit the Next button. You will now be returned to the Collision Main Page.

That concludes the instructions on how to input a vehicle. Let's now look at inputting an occupant.

3.21 Inputting an Occupant

Now that we've created a vehicle and entered all of the available data for it, we can input occupants. Of course, a vehicle can have one or more occupants, but the process is exactly the same for each. From the Collision Main Page, select the occupant you want to input. The first page of the Occupant section, for name and contact information, will appear (Fig. 3.56 below).

An occupant can be either a driver or a passenger. The first thing to do is determine which each occupant is. If the occupant is the driver, simply check the **Driver** box at the top of the page next to the **Sex** field.

The Sex field itself contains three abbreviated options: "F" for female, "M" for male, and "U" for unknown, for those rare cases when it's not possible to determine the occupant's sex.

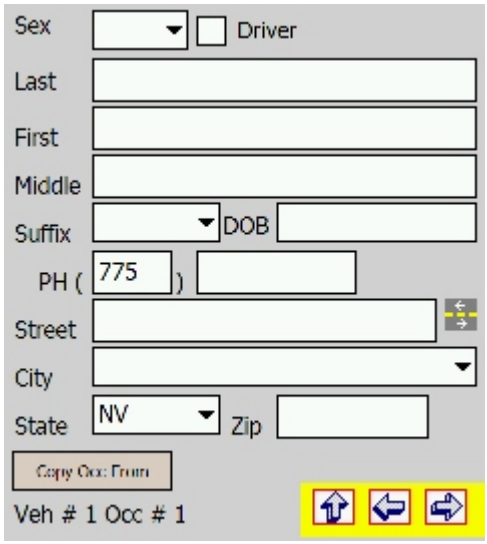

Fig. 3.56

Last, First, Middle, Suffix. Use these fields to write in the occupant's name. The Soft Keyboard will open for each field. The Suffix denotes such indicators as "Jr.," "Sr.," and "I," "II", "III", and so on.

DOB (Date of Birth). When you tap here, the Date Pad will open. Enter the occupant's date of birth.

PH (Phone). Write in the occupant's phone number (using the Number Pad).

Street, City, State, Zip. Use these four fields to write in the occupant's address. The Street field has two methods for input. You can write in the entire name directly, using the Soft Keyboard, which will open when you tap in the field. Or, you can input a portion of the street name and then tap the small street icon at the right of the Street field, and let the program do a search for all the streets that match the letters you enter (the street icon is also at the bottom of the Soft Keyboard when it opens).

Let's say we want to search for all streets that begin with "MA". By inputting MA and then tapping the street icon, the program will provide a list of matching results (Fig. 3.56 below).

Keep in mind that the more letters you enter in the search field, the fewer results you will get, while the fewer letters you enter, the more results you will get. "MA" will bring up all the streets that begin with "MA", obviously, while extending the name to "MAP" or "MAPL" will bring back fewer matches.

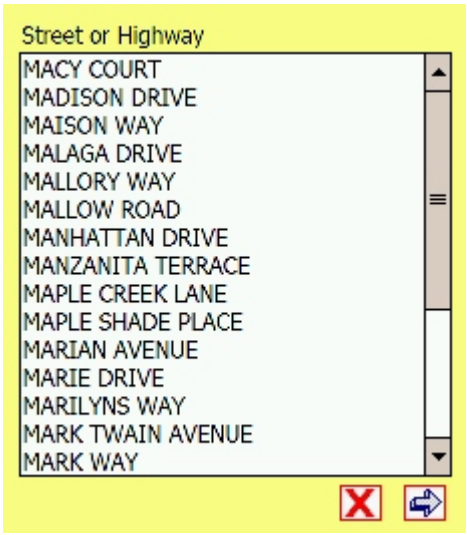

Fig. 3.57

The search results appear in a scrollable list. Locate the street name you need, tap on it to select it, and then tap the Enter (right arrow) button to close the list and input the street name in its proper field.

Copy Occ. From. At the bottom of the Occupant page, you sometimes might see a button labeled Copy Occ. From, which means “Copy Occupant From.” This button will only appear if you have created two or more occupants in the Collision Main page. In some cases, you might have occupants who share the same last name, address, or phone number (if they happen to be family members or residents in the same house). This feature allows you to copy information from one occupant to another, thereby saving you time.

When you tap the button, the Copy Occupant From screen will open.

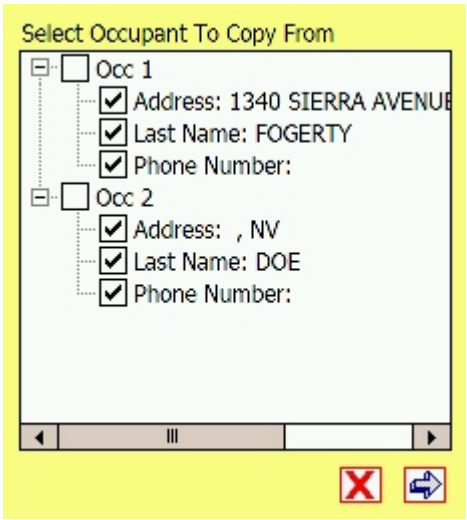

Fig. 3.58

The screen will display any existing occupants. First, select which occupant you want to copy by checking the box next to “Occupant 1” or “Occupant 2” or any other occupant in the list.

Then, select the information you want to copy, whether it’s the address, the last name, or the phone number. By default, all three are checked, but you can uncheck (and therefore deselect) any of them.

When you tap the Next arrow button, the program will input the copied information into the new occupant.

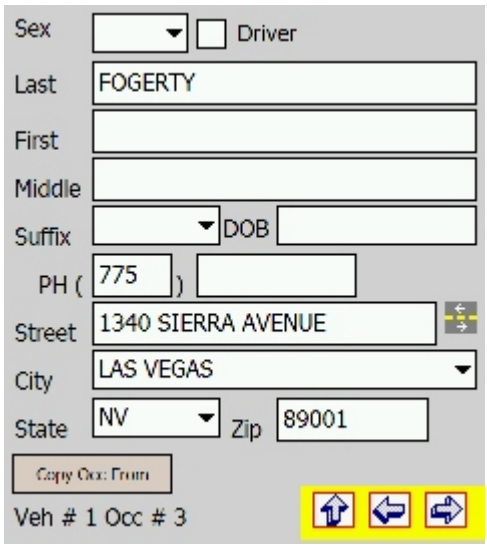

Fig. 3.59

With the copied information in place, continue inputting the remaining occupant information.

Once you have finished with the Occupant page, hit the Next arrow to move on the next part of the collision report.

3.22 Transport/Restraints and Injury/Seating/Airbags

In many cases, occupants will be injured and will have to be transported for medical attention. In addition, collision reports need to record if the occupant was wearing restraints and whether or not airbags deployed. The next two pages in the Occupant section cover all this (Fig. 3.60 below).

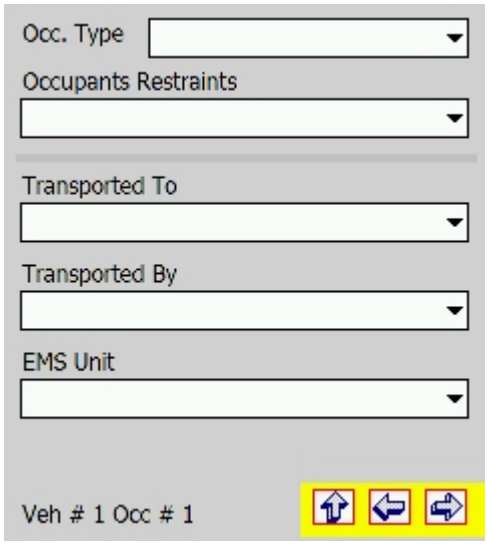

Fig. 3.60

Occupant Type. Occupants are classified according to where they sit, and their "function". The occupant might be a driver, a passenger, a witness, or perhaps something else. Use the list to select the correct type.

Occupant Restraints. Restraints typically refer to seat belts, and there are various kinds and various ways in which they are used. Sometimes, an occupant might just be wearing a lap belt or just a shoulder belt. Sometimes the belt might be used improperly. Othertimes, there might not be a restraint at all. Use the list to choose the proper restraint type.

Transported To, Transported By, and **EMS Unit.** If the particular occupant was transported for medical attention after the collision, you can input all of the transportation information in these three fields, all of which are drop-down lists. The first, Transported To, lists specific medical centers and hospitals. If the one you need is not in the list, select **Add New**. The Soft Keyboard screen will open, allowing you to write in the name of the medical center.

Next, select how the occupant was transported. The options include EMS, police, not transported, and other choices.

Finally, you can select the EMS unit which transported the occupant (if you selected EMS in the Transported By field). If the unit is not listed, you can select **Add New** and write in a new one.

Let's now continue with the Injury/Seating/and Airbags fields.

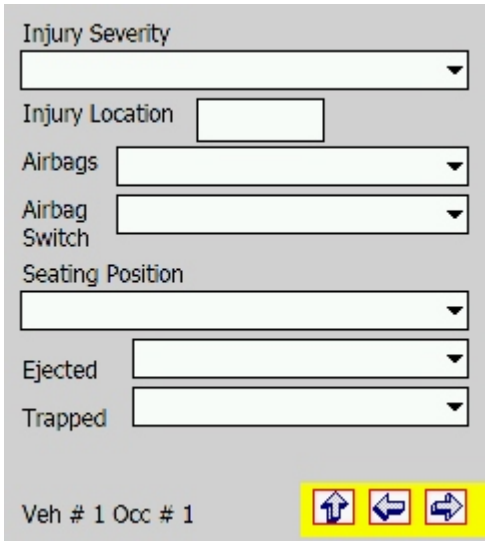

Fig. 3.61

Injury Severity. This, as the name implies, denotes the general severity of the occupant's injury. Open the list and select from Incapacitating, Non-Incapacitating, Claimed, Fatal Injury, and more.

Injury Location. When you tap in this field, a new screen will appear, providing all of the location options, which are numbered. They includes: 0-No Injury, 1-Head, 2-Face, 3-Neck, 4-Thorax (Chest), 5-Abdomen and Pelvis, 6-Spine, 7-Upper Extremity, 8-Lower Extremity, and 9-Unspecified. Check the box next to the appropriate one, and then tap the Done button at the bottom. The screen will close, and your choice will be inputted in the field.

Airbags. This field is for specifying how the airbags deployed, whether they deployed up from, on the side, or both; you can also specify if they did not deploy or if they were not installed.

Airbag Switch. Specify the position of the airbag switch (whether "on" or "off"). If the position is unknown, you can select that from the list.

Seating Position. Each occupant has a seating position. Within any vehicle, the position is specific, referring to the front or second seat, and then to the place on that seat. There are also options for additional positions for vehicles that have additional rows, for cabs on truck, and for other possible places.

Ejected and **Trapped.** In the event that the occupant was either ejected from the vehicle or trapped in it, you can use one of these two drop-down lists to input exactly what occurred. Ejected options range from "Not Ejected" to "Totally Ejected" and "Not Applicable" or "Unknown." Trapped options range from "Not Trapped" to "Extricated by Mechanical Means" and "Not Reported".

The Injury/Seating/Airbags page is the last portion of the Occupant section. When you are finished, hit Next; the program will return you to the Collision Main Page, where you can select another occupant to input or select another section of the collision report to work with.

3.23 Inputting a Non-Motorist

Some collisions involve a non-motorist. What is a non-motorist? It's anyone traveling without a motored vehicle, such as a bicyclist or a pedestrian. To input a non-motorist into your collision report, first create the non-motorist in the Collision Main Page (Section 3.1 of this chapter). Then, open the non-motorist section. The first page covers the type of non-motorist and that person's direction of travel.

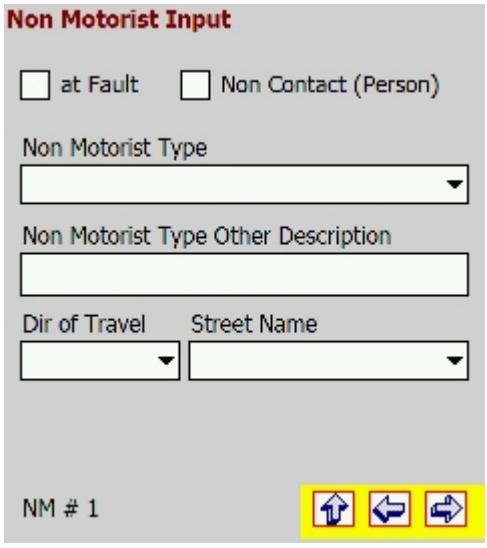

Fig. 3.62

At Fault and **Non-Contact.** Check At Fault if the non-motorist caused the collision; check Non-Contact if no physical contact was made.

Non-Motorist Type. This drop-down list contains all of the standard non-motorists types, including bicyclist, pedestrian, wheel chair, skater, among other choices.

Non-Motorist Type Other Description. If you selected "other" in the Non-Motorist Type field, write in a description of the non-motorist type here.

Direction of Travel and **Street Name.** For direction of travel, select either "North," "South," "East," or "West." The Street Name field is a drop-down list that will contain the names of the primary and cross streets as they were entered in the Scene Information section of the collision report. If the street names in the list are somehow incorrect, or if they do no exist (because the Scene Information section has yet to be filled out), select **Add New**. When the Soft Keyboard opens, write in the street name. If you want, you can type in a few characters and then tap the street icon at the bottom of the Soft Keyboard screen. This will open a list of streets that match those characters. This is the same type of street-search function that appears in the Occupants section.

When finished, hit Next (right arrow) to continue.

3.24 Name, Contact, and Date of Birth

In this page you input all of the personal contact information for the non-motorist.

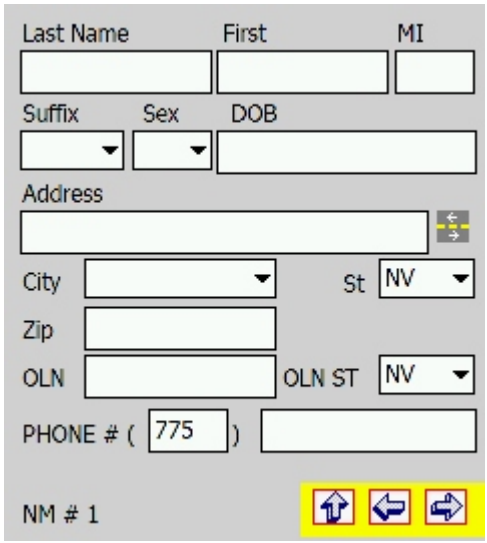

Fig. 3.63

Last Name, First, MI (Middle Initial), Suffix. Use these fields to input the non-motorist's name.

DOB (Date of Birth). Using the Date Pad, enter the birth date.

Address. This address field works the same as it does in the Occupant section: you can write in a street name or search for one. See section 3.21 for more information.

City, State, Zip. Continue with the rest of the non-motorist's address by inputting the city, state, and zip code.

OLN and **OLN State.** If the non-motorist is carrying a license, you can write in the number in the OLN field, followed by selecting the license state (by default, it's "NV").

Phone Number. Finally, input the non-motorist's phone number, if available.

3.25 Non-Motor Information

If the non-motorist is a pedestrian, this page won't apply because people don't have makes, models, or serial numbers. But, often, bicycles do, as do skateboards and similar non-motor vehicles. Use this page to input that information if it is both applicable and available (otherwise, skip to the next page). Using the Soft Keyboard, which will open will you tap in the fields, write in the **Make** and **Model** of the non-motor vehicle. Next, using the **Color** drop-down list, select the proper color. Then, write in the **Type** (bicycle, skateboard, etc.) and, if it is known, write in the **Serial #**.

Hit Next when finished.

3.26 Registered Owner/Tow

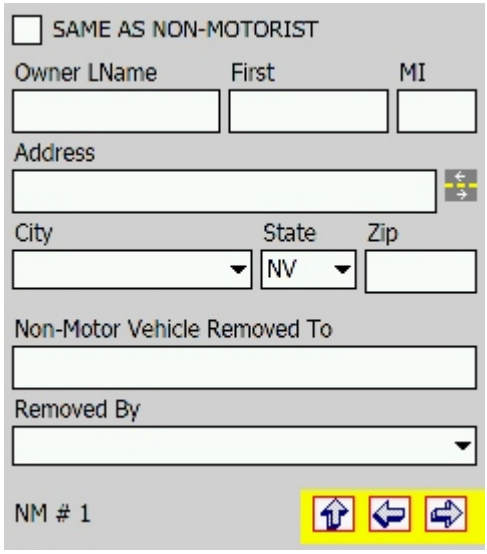

Fig. 3.64

You've already entered the personal information of the non-motorist. If the registered owner is the same person as the non-motorist, just check the **Same as Non-Motorist** Box, and then continue to the next page.

However, if there is a registered owner for the non-motor vehicle (if indeed there is a non-motor vehicle; in the case of a pedestrian, this won't apply), input the data for the following fields:

Owner LName, First, and **MI.** Write in the registered owner's name.

Address. You can write in the street address here, or use the street search function. To learn more about the street search function, refer to section 3.21.

City, State, Zip. Continue with the rest of the non-motorist's address. By default, the State field is set to "NV."

Non-Motor Vehicle Removed To and **Removed By.** In some case, the non-motor vehicle will have to be removed to another location. Write in the name and description of that location. Then, select the tow (or other) company that removed the vehicle from the Removed By drop-down list. If the company is not contained in the list, use the Add New function (at the bottom of the list) to write in a new one.

3.27 Non-Motorist Condition and Non-Motorist Factors

The next two pages in the Non-motorist section cover a variety of elements, all related to the non-motorist's condition, action, and location.

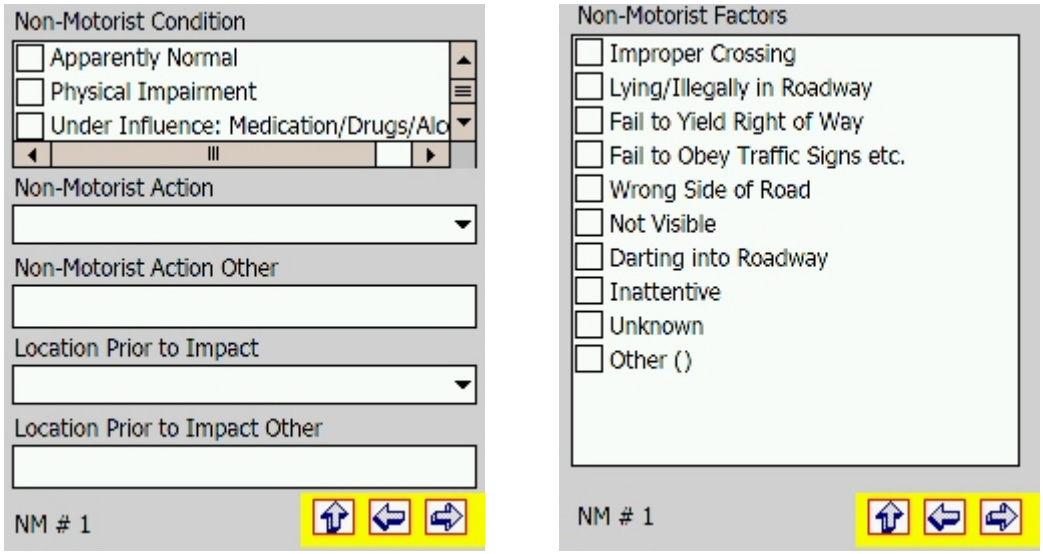

Fig. 3.65

Non-Motorist Condition. The main condition field, which contains a series of check-boxes, specifies the non-motorist's physical and emotional state and level of impairment. If none apply, check "Apparently Normal". If the non-motorist was impaired, ill, emotional, or under the influence, check those that apply.

Non-Motorist Action. This is what the non-motorist was doing before the collision occurred. Using the drop-down list, select the appropriate action (examples include "Approaching or Leaving Vehicle," "Entering/Crossing at Location", "Pushing Vehicle," and "Standing").

Non-Motorist Action Other. If you selected "Other" in the Action field above, write in a description of the action here.

Location Prior to Impact and **Location Prior to Impact Other.** Use these fields to input where the non-motorist was before the collision occurred. The drop-down list includes the standard locations such as “In Roadway,” “Median,” “At Intersection,” “Outside Highway,” and so on. If you select “Other,” use the additional field to write in a description of the location.

Hit Next (right arrow) to continue to the Non-Motorist Factors page.

The factors have to do with actions by the non-motorist that relate to the collision. Use the check-list to mark the appropriate factors for the collision you are entering. When finished, hit the Next (right arrow) button to continue.

3.28 Damage/Injury/Transported To and Safety/Speed/Bike Lane

The next two pages in the Non-Motorist section of the collision report include a variety of data. Let’s first look at the Damage/Injury/Transported To page, where you can record any type of damage done to the non-motor vehicle, any injury sustained by the non-motorist, and where the individual was transported to.

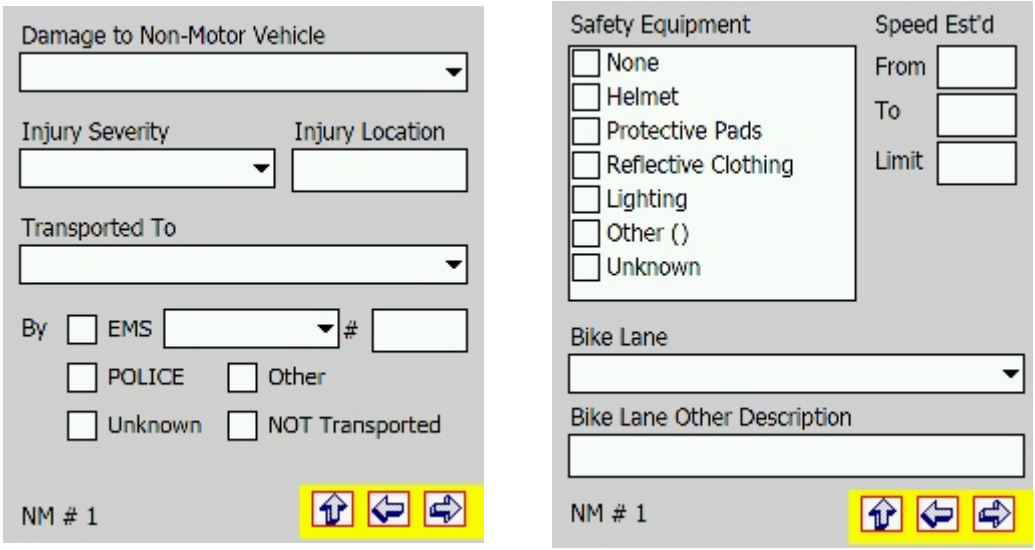

Fig. 3.66

Damage to Non-Motor Vehicle. This applies only if there was a non-motor vehicle (i.e., skip this if the non-motorist is a pedestrian). Select the extent of damage, whether major, moderate, minor, total, none, or unknown.

Injury Severity and **Injury Location.** If the non-motorist was injured, select the type of injury (whether incapacitating, non-incapacitating, fatal, or another type) and then write in where the injury was located (head, neck, arms, legs, etc.)

Transported To. If the non-motorist had to be transported for medical attention, select the name of the medical center or hospital from the list, or use Add New to input one that’s not contained in the list.

By. With these check-boxes and fields, input how the non-motorist was transported. First, select the method (EMS, Police, etc.); and, then, if you selected EMS, use the drop-down list to select the type (you can use Add New if necessary) and the # field to write-in the EMS unit number if it's available.

Now let's look at the fields in the Safety/Speed/Bike page.

Safety Equipment. Use this check-list to describe the non-motorist's safety equipment, whether any was worn or not (you can select "none" if that is the case). Standard types of equipment include a helmet, reflective clothing, and protective pads.

Speed Estimated. The Number Pad will open in these fields; input a range of estimated speed in the **From** and **To** boxes, and then write in the posted speed in the **Limit** box.

Bike Lane and **Bike Lane Other Description.** Finally, use the Bike Lane drop-down list to describe how the bike lane is laid out on the road: if it is a signed bike route, if it is striped (and, if so, if it's striped on the right, the left, or both), if it is separate, or if there is no lane at all. In the Description field, you can write in a brief note about the bike lane if the selections in the list don't cover it.

3.29 Drug Alcohol/Method of Determination

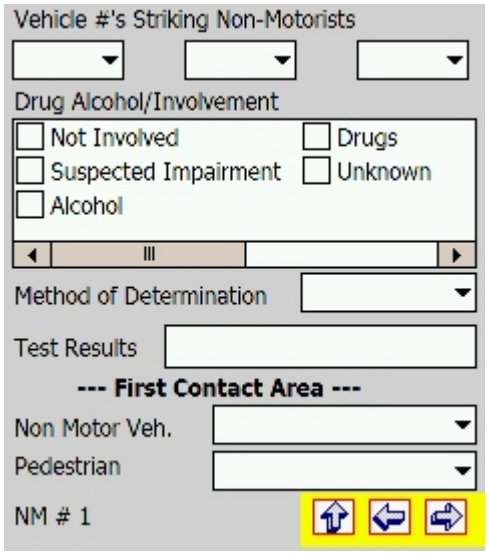

Fig. 3.67

The Drug Alcohol/Method of Determination page definitely contains fields for drug and alcohol involvement and testing, and it also contains other important collision-related fields as well: namely, fields for specifying which vehicle struck the non-motorist and for the first contact area.

Vehicle #'s Striking Non-Motorists. Each vehicle is assigned a number in a collision report. Using the drop-down lists at the top, indicate which vehicles struck the non-motorist(s) in this collision.

Drug Alcohol/Involvement. This, as you can see, is an extended check-list; to see all of the available choices, use the scroll bar to move through the field horizontally. Check any of the options that apply, and if there was no drug or alcohol involvement, just check "Not Involved."

Method of Determination. This field list the tests that are used for determining a subject's alcohol or drug involvement. Select the method used for this collision.

Test Results. Write in the test results in this free-form entry box.

First Contact Area: Non-Motor Vehicle and Pedestrian. At the bottom of the screen in a clearly demarcated area for first contact. First contact denotes the area that was hit first, even if other areas were also hit during the collision. Use the drop-down list for either the non-motor vehicle or the pedestrian to select the proper area (for a non-motor vehicle, options include "Front," "Left," "Left Front," and so on, while for a pedestrian, options include "Back," "Front," "Head/Feet," and so on).

Hit Next to continue to the following page.

3.30 Sequence of Events and Damaged Area/Action

In any collision, events occur in a specific sequence, and the collision report must replicate that sequence as accurately as possible. All of the fields on this page are drop-down lists, and each sequence is numbered, beginning with 1 and ending with 5. Using the list, select the events in the order in which they occurred, until all events are covered.

The list themselves contain all of the standard sequences, such as "Ran Off Roadway, Right," "Cross Median/Centerline," "Fence/Wall," "Other Fixed Object," and many more.

Finally, at the bottom of the screen you'll find the **Most Harmful Event #** field. Of the five (or less) events you selected in the Sequence of Events area, determine which was the most harmful, and input that event's number (1, 2, 3, 4, or 5) in the Most Harmful Event # field, using the drop-down list.

Hit Next to continue to the Damaged Area/Action page.

The **Damaged Area/Action** page has two check-box lists: one for the damage that was sustained by the non-motorist vehicle (if there was one) and the action that vehicle was taking when the collision occurred. Using the stylus, first check the area(s) of the non-motor vehicle that was damaged (such as "Front," "Right Front," "Left" and so on). The Action options specify movement, including "Straight," "Stopped," "Left Turn," "Right Turn," and more.

When finished with the Damaged Area/Action page, hit Next to move on to Violations.

3.31 Violations

To learn how to select and input violations, please consult **Section 3.19** of this chapter.

The Violations page is the last page of the Non-Motorist section. When you have finished inputting the violation(s), hit the Next (right arrow) button; the program will return you to the Collision Main Page, where you can select another section, create and input another non-motorist, or continue with any other portion of the collision report.

We'll now take a look at inputting a witness.

3.32 Creating a Witness

We've already looked at how to create a scene, a vehicle, an occupant, and a non-motorist. The final piece of the collision report that we must look at is the Witness section. Witness, as the name implies, allows you to input essential data for any and all witnesses to a collision.

If there is more than one witness, you will need to create one Witness section for each in the Collision Main Page. When you are ready to begin inputting information, select a Witness section from the Main Page and then open it.

The Witness section consists of a single page, which records personal contact information.

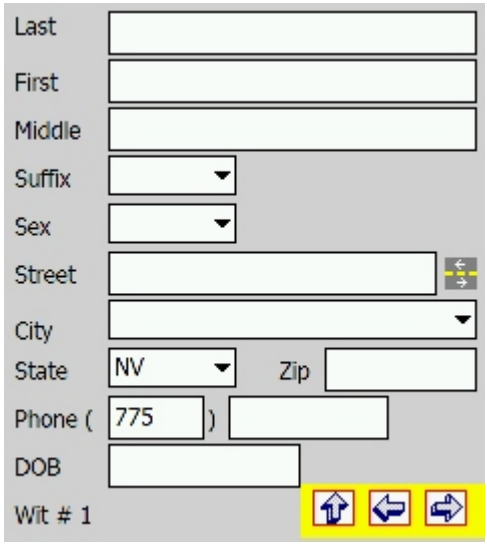

Fig. 3.68

Last, First, Middle, Suffix. In these fields, input both the name of the witness, as well as any suffix (”Jr.,” “Sr.,” etc.).

Sex. Select M, F, or U (Unknown) from the drop-down list.

Street. Here, you can write in the street name directly, or search streets by characters and let the program provide potential street-name matches. For more details on how this function works, please consult the instructions for “Street Name” in Section 3.13 of this chapter.

City, State, Zip. Continue inputting the address by completing these fields. The State is set to “NV” by default.

Phone and DOB (Date of Birth). In the phone field, the Number Pad will assist you in inputting the witness’s phone number. In the DOB field, the Date Pad will open. Input the witness’s date of birth.

That’s all there is to the Witness section. When you’re finished, hit Next, and that will return you to the Collision Main Page.

We’ve now looked at all of the essential elements for creating a new collision report. The Collision Module allows you to do more than create new collisions (although creating new ones is its main function). You can also open collision reports, make changes to them, and then save them. Let’s see how this is done.

3.33 Creating FI Cards and Tow Forms from a Collision Report

While at the scene of a collision, you can create an FI card (or several cards) for an occupant and also a tow form (or several tow forms) for a vehicle right from the collision report. Creating either one requires only a few steps and is similar to the process for creating FI cards and tow forms in the Citation Module, except for the steps at the very beginning. We’ll look at how to create an FI card and a tow form from a report; for details on how to open an import card or an import tow form, please consult Sections 2.6 and 2.7 in Chapter Two.

To create an FI card, go to the Collision Main Page and select the occupant for whom you want to create a card. Tap and hold down the stylus to open the sub-menu:

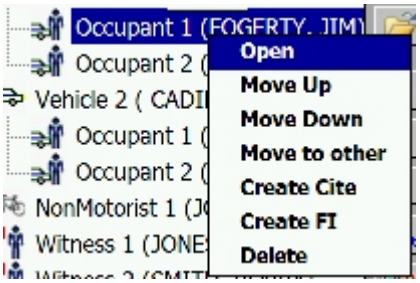

Fig. 3.69

From the sub-menu, select **Create FI**.

The program will automatically export all relevant occupant data to the FI card and display a message with the FI card number.

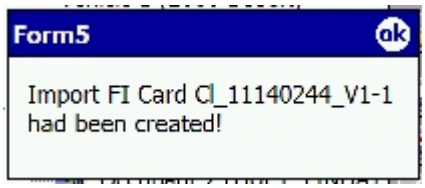

Fig. 3.70

To access and complete the FI card, you must go to the FI Card Module (you might finish the collision report before you do this). From the Crossroads folder, select the **NevFICard** icon. When the Main Menu opens, select **Import**. Locate the FI card with the same number as the one you created in the collision report and open it. All of the transferable data that pertains to the FI card will appear; you can then input all remaining information for the card.

Again, for more details on opening, creating, and completing FI cards, see Section 2.6 of Chapter Two.

Creating a tow form is similar. First, in the Collision Main page of the collision report, select which vehicle needs a tow form. Tap and hold down the stylus to open the sub-menu.

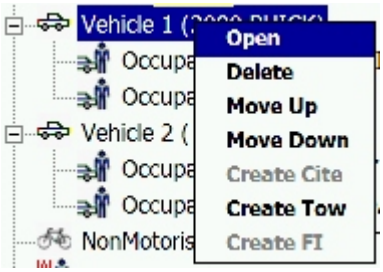

Fig. 3.71

From the sub-menu, select **Create Tow**. The program will automatically transfer all relevant vehicle data and create a tow form for that vehicle. A message will display showing the record number.

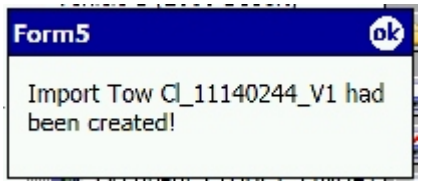

Fig. 3.72

To access and complete the tow form, you must go to the Tow Module (you might finish the collision report before you do this). From the Crossroads folder, select the **NevTow** icon. When the Main Menu opens, select **Import**. Locate the tow form with the same number as the one you created in the collision report and open it. All of the transferable data that pertains to the tow form will appear; you can then input all remaining information for the card.

Again, for more details on opening, creating, and completing tow forms, see Section 2.7 of Chapter Two.

Now that we have looked at how to create a collision report, let's briefly examine how to open existing collision reports on the handheld unit.

3.34 Opening Existing Collisions

Collision reports that are still on the handheld unit (and have yet to by synced with the Traffic Management System) can be opened, viewed, and edited.

To open a collision report, first go to the Main Menu of the Collision Module.

Fig. 3.73

From the Main Menu, select **Open**. This will bring up a list of available collisions.

Fig. 3.74

To open a collision report, select the one you want from the list by tapping on it once. Then, hit the **Open** button at the bottom. If you want, you can also expand the view of the report in the Collision List screen by tapping the + symbol next to the report. This will display the report's basic structure.

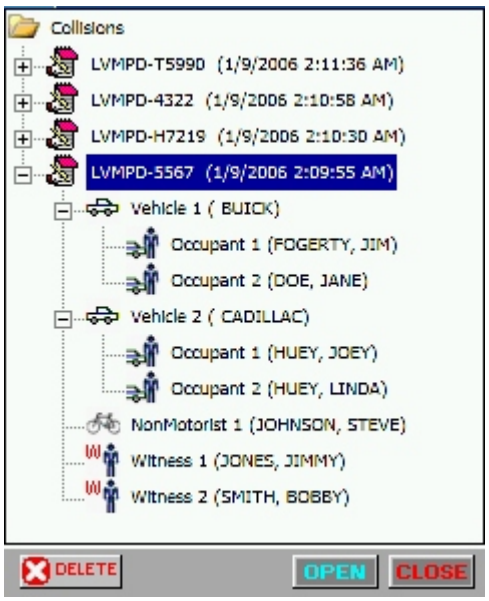

Fig. 3.75

With a collision report selected, you can use the **Delete** button at the bottom right of the screen, if your intention is to remove the collision instead of to open and view it. If you use the Delete option, the program will ask you to confirm your decision before allowing you to delete the collision report (because once it is gone, it is gone forever).

With a collision selected, tap the **Open** button. The program will display the Collision Main Page, with all of the existing collision report sections:

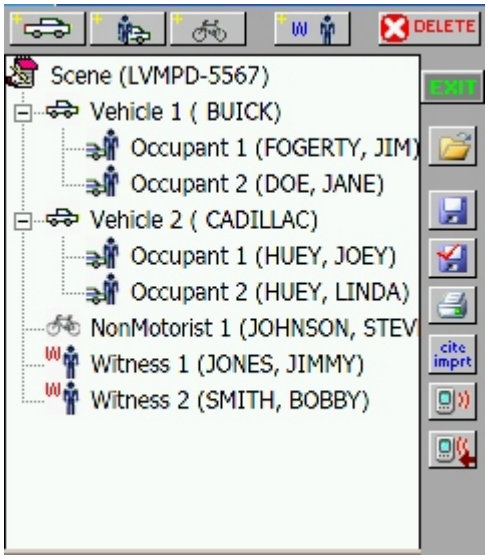

Fig. 3.76

You can view the various sections of the collision report by tapping each section and then using one of the two open methods: using the open button on the right (the “open folder” icon) or tapping and holding down the stylus to bring up a sub-menu and then selecting **Open**.

When opening and viewing an existing collision report, all of the data will appear in their proper fields, just as they did when the data was first entered. To edit any of the data, simply use the stylus as if you were inputting data: open drop-down lists and select different choices, check or uncheck boxes, and tap in write-in fields to open the Soft Keyboard, the Number Pad, or the Date Pad.

When you are finished making any changes, navigate to the end of the section you are editing and then return to the Collision Main Page, or simply open the navigation menu and select **Exit to Coll. Menu** to return to the Main Page. When you are at the Collision Main Page, use the **Save** button on the right to save your changes. Finally, tap the **Exit** button to exit out of the collision report.

If you neglected to use the save button before you exit, you will see the following message: **“Stop. You are about to exit!”** You will then have three choices: **Cancel** (which will take you back to the Main Page), **Save & Exit** (which will save your changes and then close the module), or **Exit** (which will close the module without saving).

3.35 Saving a Collision Report for Syncing

The last, and one of the most important, steps in writing a collision report is preparing it for syncing with the Traffic Management System. This is important because, without preparing a report for syncing, the report won't transfer over when you sync your handheld data and then send it to your desktop PC.

Preparing a collision report for syncing first requires saving it on the handheld. In the collision main page, you'll remember that there are two save options: **Save** and **Save and Validate**. The first one saves the collision report while you are working on it section by section, so that you can retain your data and re-open any section and view or edit existing data. Save and Validate, on the other hand, analyzes the report for any missing or erroneous data, and then asks you to make corrections. Once you have made corrections, you can properly prepare the report for syncing.

So, you must save and validate first. To learn more about the Save and Validate process, refer to Section 3.1 of this chapter.

Then, at the bottom of the Save and Validate screen, you must hit the **Save for Sync** button. If you do not hit this button, the collision report will not be saved for syncing, and the sync process will not transfer your report.

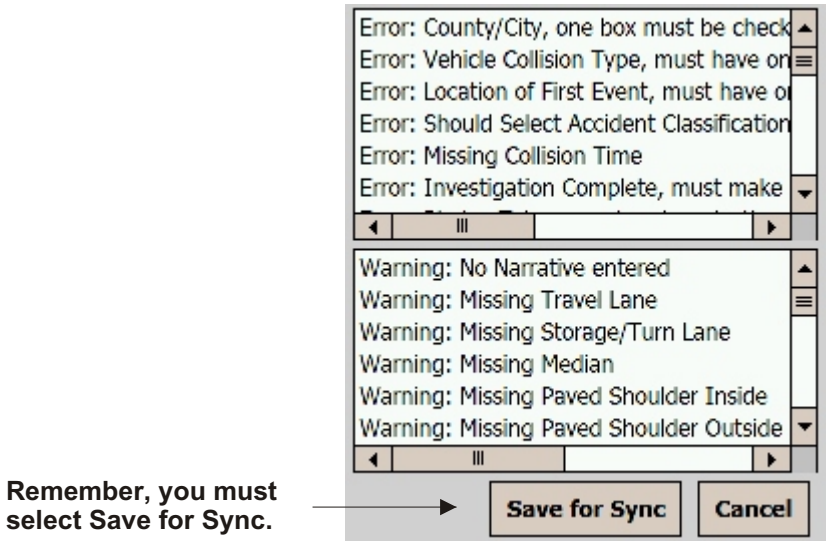

Fig. 3.77

The collision report is now ready for syncing. To learn more about the sync process, please consult Chapter Five.

We've now covered the process of creating a collision report in the Handheld Report Writing System. Use the instructions in this chapter as you build new reports, create new sections, input data, and open and view collisions. The collision report module constitutes a separate part of the Handheld Report Writing System, but it is not entirely isolated; in some ways, it is integrated with the citation module. You can import and export data back and forth from the two modules, thereby saving you time on data entry, by allowing you to create a citation from a collision and to create some collision data from an existing citation. We'll see how this is done in Chapter Four.

CHAPTER FOUR

IMPORT, EXPORT, BEAM, AND DUPE

The Crossroads Software, Inc. Handheld Report Writing System has several convenient features that make data input and data transfer easy and efficient. When writing collision reports and citations, you have the ability to transfer some information from one form to the other: you can export a citation, and then import basic vehicle, driver, and occupant information into a new collision report; if you have just created a collision report, you can export the occupant and vehicle information to a new citation. In addition, you can beam various sections of a collision report to another collision report on a different handheld unit. This is particularly handy when you have several officers working on a single collision.

We'll examine these features one-by-one. Let's begin with exporting a citation to a collision.

4.1 Exporting a Citation to a Collision Report

If you're at a collision scene that also requires a citation and you've written the citation first, you can export some of the data from the citation, and then import that data into the collision report. This will save you time. For example, you won't have to re-enter basic vehicle information or occupant information in the collision report (for the individual who is receiving the citation). When you go to write a collision report, you can easily import this data as you build the report.

After inputting the citation data and arriving at the Print screen, you'll see a button labeled **Create Collision**.

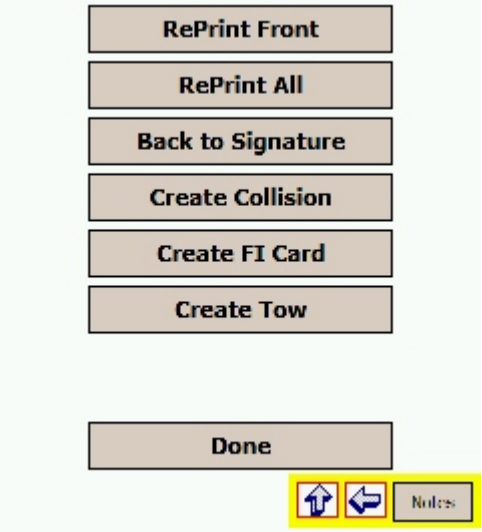

Fig. 4.1

When you push the Create Collision button, the program automatically exports the data, assigns a report number, and alerts you when the process is done:

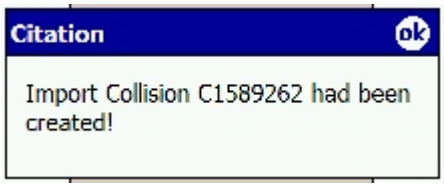

Fig. 4.2

Next, you have to open the Collision Report Module and import the citation data (you can do this after you've finished working with the citation, printing it, etc.). To do this, you can do one of two things: 1) select **New** from the Collision Main Menu if you haven't already started a collision report; 2) select Open from the Collision Main Menu and select a collision report.

In the Collision Main Page, look for the **Cite Import** button on the right.

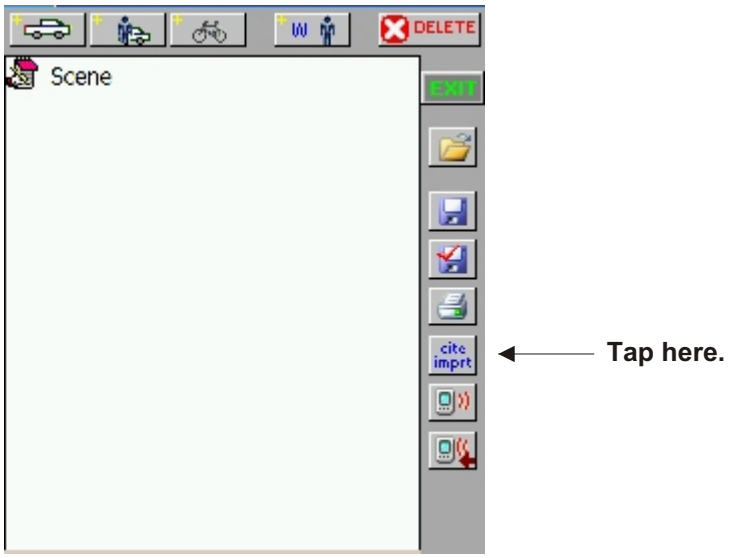

Fig. 4.3

The Cite Import function will open a separate screen (see Fig. 4.4 below) that displays all of the available exported citations. In some cases, you might have more than one citation in this list because you might have written several citations at the scene. If so, make sure that you select the proper citation; you can do this by looking at the assigned report number for each exported citation, as well as the violator's name, both of which are displayed in the Cite Import screen.

Note that the Cite Import button will not appear if there are no citations waiting to be imported; in order for the button to appear and be active, there must be at least one existing citation.

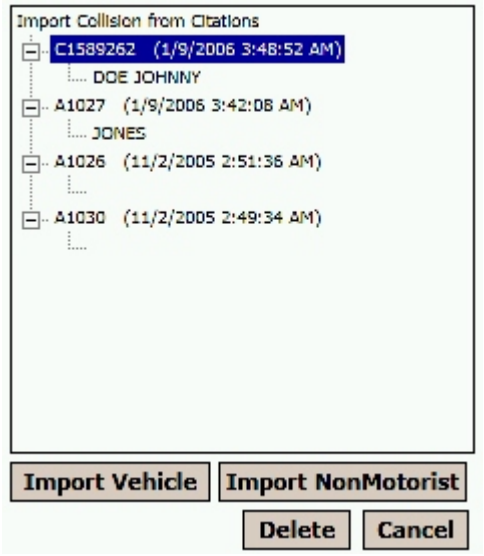

Fig. 4.4

Locate the report you wish to import and tap on it to select it. Once it is selected, you have several options: **Import Vehicle**, which will import vehicle and driver information; **Import Non-Motorist**, which will import non-motorist information (if you've written a citation to a non-motorist); and **Delete**, which will remove the data (if you select this, you will be asked to confirm your decision).

For this example, we'll select **Import Vehicle**. The program will read in the data and create a vehicle and occupant in the Collision Main Page.

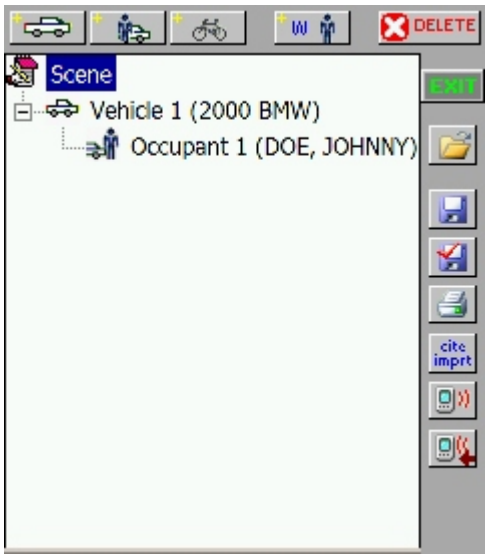

Fig. 4.5

NOTE: An imported vehicle, occupant, or non-motorists might not necessarily import as “Vehicle 1,” “Occupant 1,” or “Non-Motorist 1.” The number of each will depend on how many vehicles, occupants, and non-motorists you’ve already created in the collision report. For example, if you have already created two vehicles, the imported vehicle will be labeled “Vehicle 3.”

The export/import function only sends data that is transferable. So, for example, when you import vehicle data, only portions of the Vehicle section in the collision report will be complete. You will still have to input Vehicle Factors, Driver Factors, Traffic Controls, Damage, Sequence of Events, and more; this is because the citation module does not record this type of data -- it is only for writing citations for violations.

The Import Cite function will, however, import vehicle information, registered owner information, violations, and driver information. The process will also create an occupant based on the driver to whom the citation was issued, although not all of the Occupant section of the collision report will be complete. Data related to the collision -- such as restraints, where the occupant was transported to, and so on -- must still be filled in.

So, you’d open the Vehicle section just as you would when creating a collision report from scratch. Fill out the section as you normally would. The imported data will appear where it should, as in this Vehicle Information page for example:

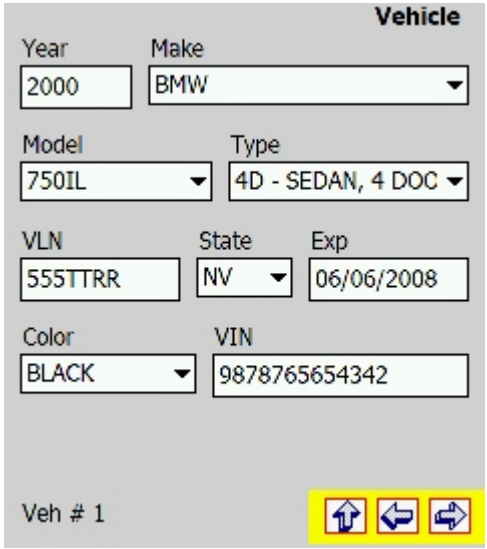

Fig. 4.6

With these fields completed, you can simply continue to other pages of the Vehicle section. As you do so, you’ll see other pages and fields that have been filled out during the import process, including Violations:

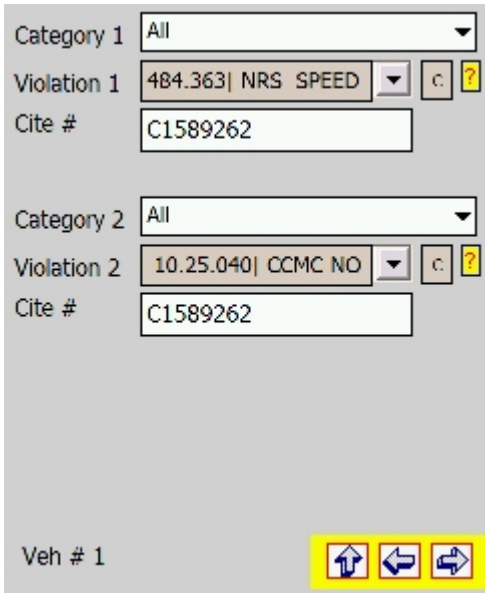

Fig. 4.7

The import process transfers both the violation itself and the corresponding citation number.

When you open the Occupant section, you will also see the imported data in their proper fields:

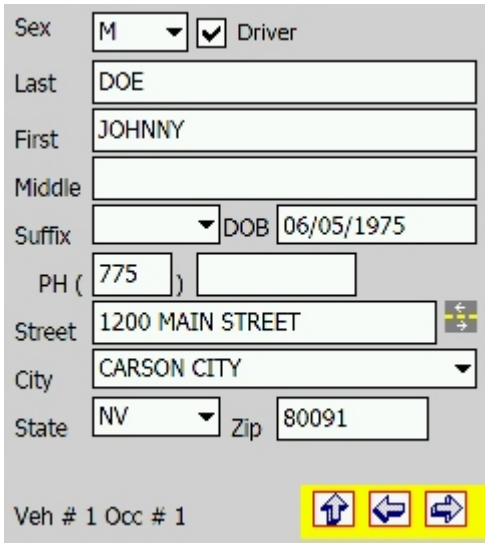

Fig. 4.8

Continue through the other pages of the Occupant section, inputting any data that is related to the collision and that did not transfer over from citation (because it was not recorded in the citation module).

NOTE: Remember that the imported data is only as complete as the citation from which the data came. If the citation is not complete, there will be fewer fields in the collision report that are as well.

That's essentially how you export data from a citation, and then import it into a collision. The Handheld Report writing system also allows you to work the other way: to import some collision data into a citation. Let's now take a look at how this is done.

4.2 Creating a Citation from a Collision Report

The Create Citation function in the Collision Report Module has a similar purpose to the Import Cite function: it allows you to transfer common data from a collision report to a citation, thereby making data input more efficient.

In order to use the Create Citation function, you will have to have already built Vehicle and Occupant sections in the collision report and have already completed them. This is because you are creating a citation from a collision report, and you can't create a citation if the collision report is empty.

Once you have completed the Vehicle and Occupant sections of the collision report, you are ready to create a citation. It's a fairly simple process.

First, you must select an occupant in the Collision Main Page (the Create Citation function will only work with occupants). Then, hold down the stylus to open the sub-menu.

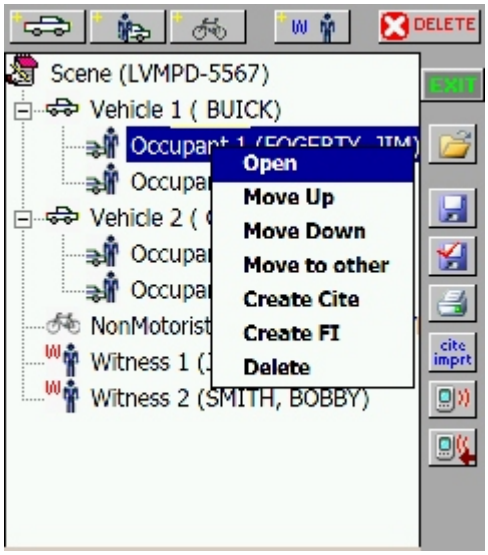

Fig. 4.9

From the sub-menu, select **Create Cite**. The program will automatically export all the data that can be transferred to a citation and then display a message when the process is complete.

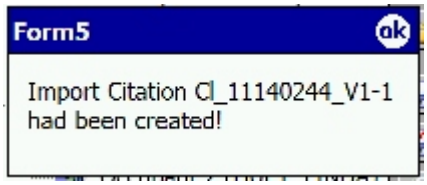

Fig. 4.10

Pay attention to the reference number in the message because it will appear when you import the data in the Citation module.

When you are ready to exit the Collision module, go to the Citation module. From the **Citation Main Menu**, select **Import from Collision** (the button at the top of the menu). This will open the Import Citations from Collision screen:

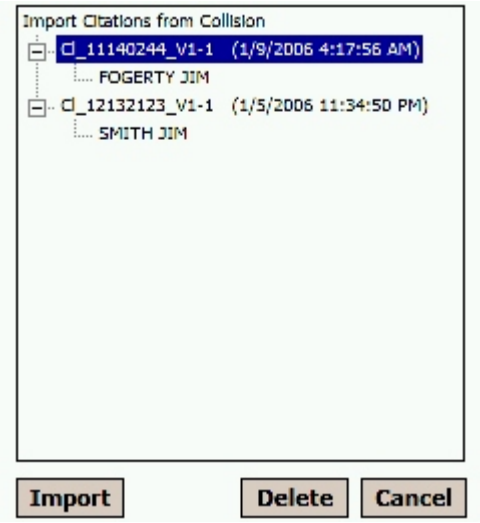

Fig. 4.11

Locate the citation you want to import; you can locate it by the reference number or by the occupant/violator name. Tap on the citation to select it and then hit **Import**.

If you would rather delete the citation, select the citation first and then hit the **Delete** button. The program will ask you to confirm your decision.

When the import process is complete, the program will automatically open the citation.

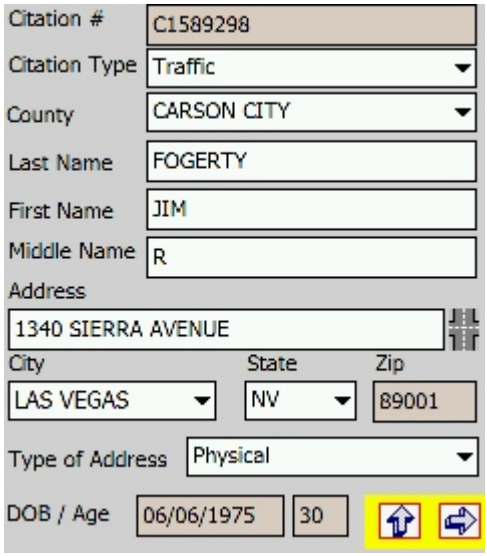

Fig. 4.12

On the very first page of the citation -- the Violator page -- you will see all of the imported data in their proper fields. The import process automatically creates a citation number and places it in its field.

Keep in mind that the Create Cite/Import Citation from Collision functions only sends data that is transferable. So, for example, when you import a citation, only some portions of the citation form will be complete. You will still have to input the location of the violation, the weather and road conditions, officer information, court information, and other data; this is because the Collision Report module does not record this type of data (as you know, it's for collisions and not for moving violations).

The Import Citation function will, however, import a significant amount of data, thereby saving you time and making the entire process much more efficient. The process will create a citation for the occupant you exported, include violator information (although you will have to input such things as race, height, weight, hair, and eyes), import vehicle information, and fill out violations (if they have been included in the collision report).

Continue filling out the rest of the citation. The imported data will appear where it should. When you get to the Vehicle section of the citation, you will see additional imported data, such as year, make, model, style, and license number, as shown in Fig. 4.13 below.

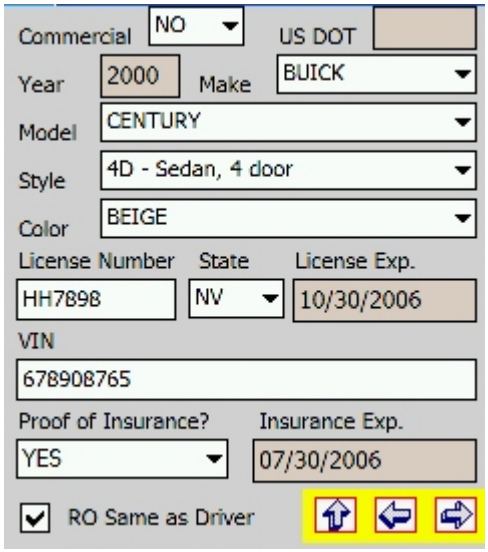

Fig. 4.13

Look over the Vehicle section to make sure all the data has been imported. If anything is missing, fill it in. If the section is already complete, just hit Next to continue.

NOTE: Again, remember that the imported data is only as complete as the collision report from which it came. If the Vehicle and Occupant sections of the collision report are not complete, there will be fewer fields in the citation that are as well.

Simply complete the rest of the citation, print it out, and hand it to the violator.

That's essentially how you import a citation from an existing collision report. Let's now take a look at another convenient feature: beaming.

4.3. Beaming

Beaming is a function that allows you to send data for collision reports from one handheld device to another. This feature, which greatly enhances the efficiency of report writing, can be used when multiple officers are filling out various sections of a collision report. For example, let's say that a collision has occurred and several officers arrive on the scene, each carrying a handheld computer. One officer might fill out the Occupant and Vehicle sections, another officer might fill out the Scene section, while another might complete the section on non-motorists and witnesses. Each section of the collision report can be beamed to a single handheld unit that will store the entire collision report.

NOTE: Multiple officers can fill out various sections of a collision report, but the report itself must be managed by only one officer. This one officer will receive the report sections from the officers to combine them into a single collision report. At the end of the day, this officer will also sync the report with the Traffic Management System on the agency's network. This entire process will ensure that there is only one report for each collision.

There are basically two parts to the beaming process: beaming data and receiving data. One person has to send the data, while the other person has to receive it. Let's say that one officer has entered data for a vehicle and two occupants and wants to send that data to another handheld unit.

First, make sure that both units have opened the Collision module and are at the Collision Main Page (where you build collision reports).

Select the vehicle you want to beam. If you select a vehicle, the occupants in the vehicle will be beamed as well. If you just select an occupant, only the occupant will be beamed.

Next, align the infrared ports of the handheld units, with both units very close to each other.

When ready, hit the **Beam** button.

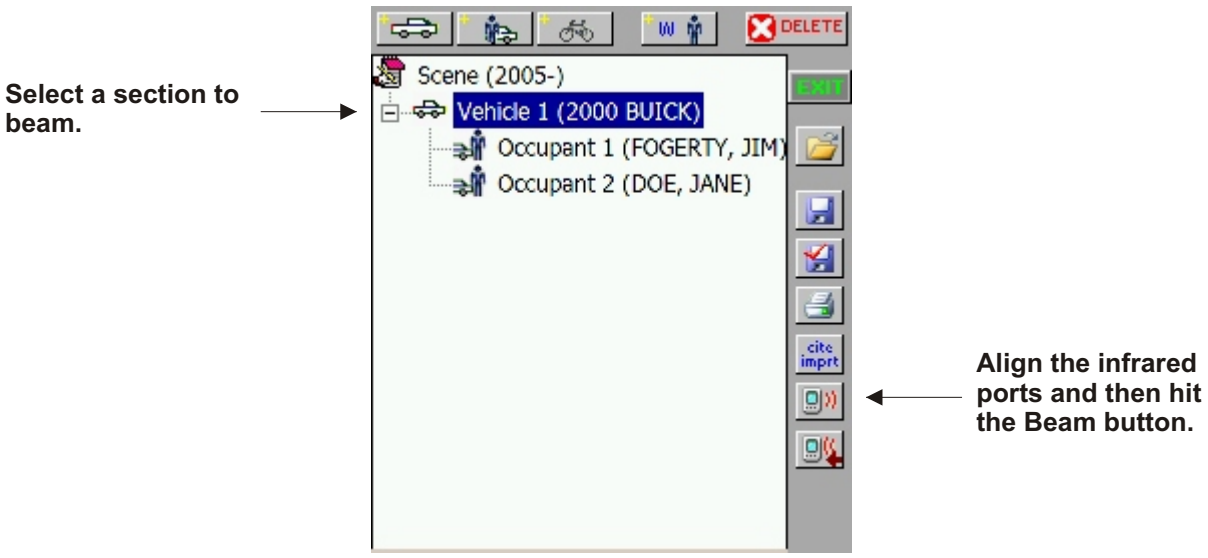

Fig. 4.14

When you hit the Beam button, the Beaming screen will appear, and it will display the progress of the data transfer. Typically, at the center of the screen you will see the words “Align ports.” Then, as the data is being sent, you will see “Pending.” Finally, when the data has been sent, you will see “Done.”

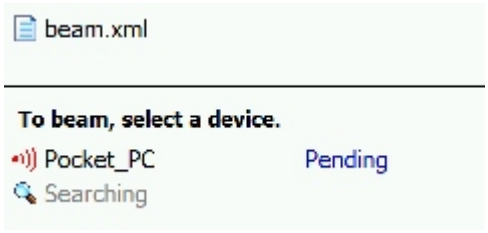

Fig. 4.15

On the **receiving** handheld unit, you will see the following message:

Fig. 4.16

The beam.xml is simply the file that contains the collision data. Tap **Yes** to accept it.

Then, there’s one more step.

The Collision Main Page of the receiving unit won’t immediately show the beamed sections. In order to have them appear, you need to tap the **Receive** button, which is just below the Beam button on the right side of the Main Page:

Fig. 4.17

When the process is complete, a brief message will appear.

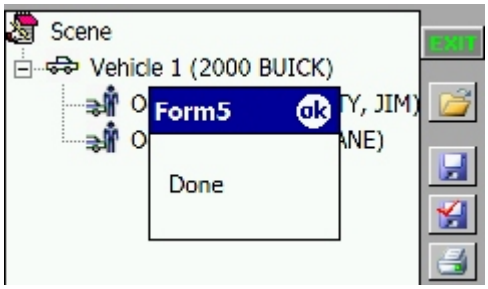

Fig. 4.18

Tap **OK**. You will now see the beamed sections.

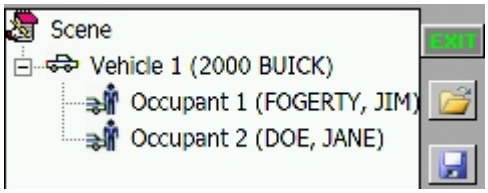

Fig. 4.19

You can open, view, and edit any of these sections using all the methods for writing collision reports (for full details, see Chapter Three). When you open one of these sections, the beamed data will appear in all of their proper fields. For example, let's say we open the Vehicle section and navigate to the Vehicle Information page:

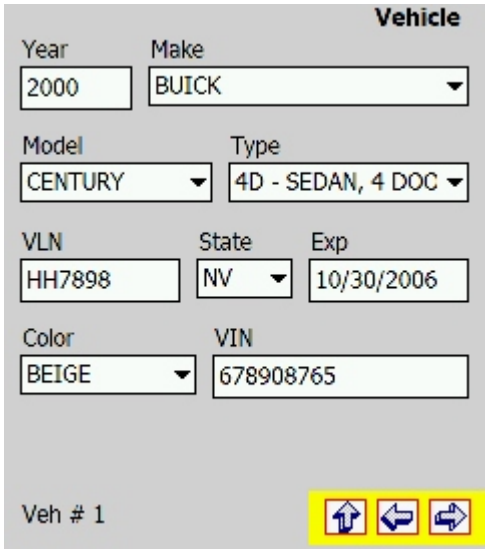

Fig. 4.20

Repeat this beaming and receiving process for all of the collision report sections that you want to transfer from one handheld unit to another. Always remember to align the infrared ports, and always remember to hit the Receive button after you have accepted the beam.xml file.

When you beam and receive vehicles, non-motorists, and witnesses, they will appear in the Collision Main Page after you have hit that Receive button. However, if you are receiving only an occupant and do not have a vehicle for it in the Main Page, you will have to create one before you can receive the occupant. This is because occupants have to be assigned to specific vehicles before they can be created or received.

Once you have received all the sections, you can add more new sections if necessary, just as you can move the sections up and down the Main Page to change their order. For more details on moving sections, please consult Section 3.1 of Chapter Three.

We'll now take a look at a convenient data-replicating feature for the Citation module.

4.4 Duping Citations

The Dupe function is part of the Citation module, and it essentially allows you to duplicate sections of a citation (or an entire citation) with just a few button clicks. The Dupe feature is usually used when you have to write multiple citations at a single location; it saves you from having to rewrite the same data over and over. For example, you might want to dupe the location section for the multiple cites. Or you might have a single violator who has committed more violations than a single citation can hold; simply dupe the violator, vehicle, and location information for a new citation, and then input the addition violations.

The nice thing is that you can select which sections of the citation you will duplicate. You can even select portions of a citation. Let's see how this works.

First, you (obviously!) have to have an existing citation to duplicate.

Next, from the Citation Main Menu, select the option labeled **Dupe**.

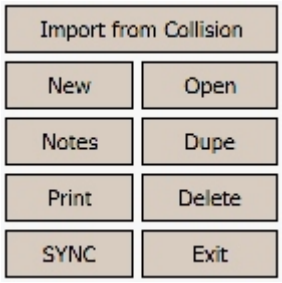

Fig. 4.21

When you select dupe, the Citation List screen will open. It displays all existing citations on the handheld unit.

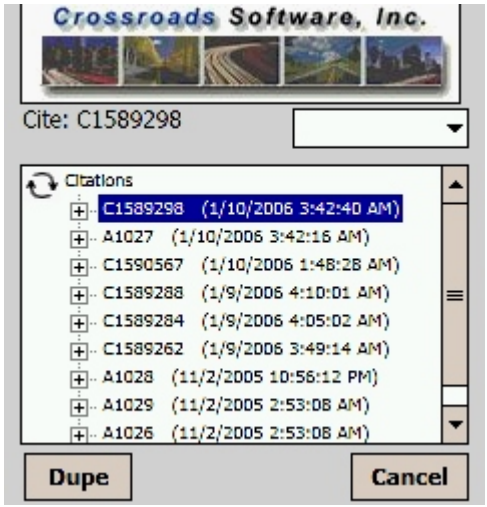

Fig. 4.22

Locate the citation you want to duplicate. If the list is too long, use the drop-down menu at the top right; it will allow you to find citations for the past day, the past two days, the past three days, the past week, the past month, and so on.

When you find the citation, tap on it to select it. In the example above, we've decided to select and duplicate the first citation. Then, hit the **Dupe** button.

The Duplicate screen appears. It lists all of the sections of the citation.

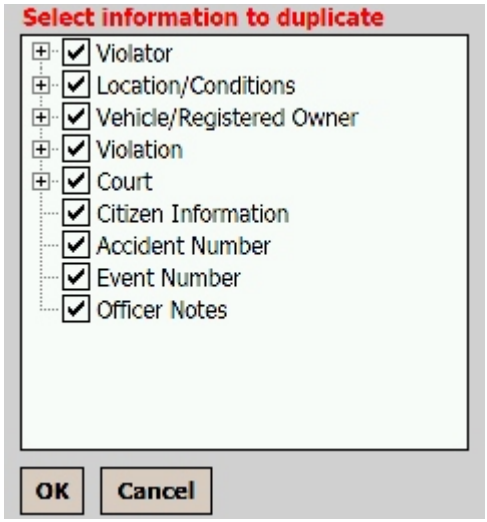

Fig. 4.23

You'll notice that each selection is checked. The checkmark means that those selections **will be duplicated**. So if you want to duplicate only one section or portion of the citation, or just a few, check those and un-check the remaining sections.

Also, notice that some of the selections have a + sign. Tapping on the + will expand the navigation tree, revealing the portions of a section that can be duped individually. For example, let's say you want to duplicate only specific portions of the Violator section. Expand Violator and select the elements you want to dupe.

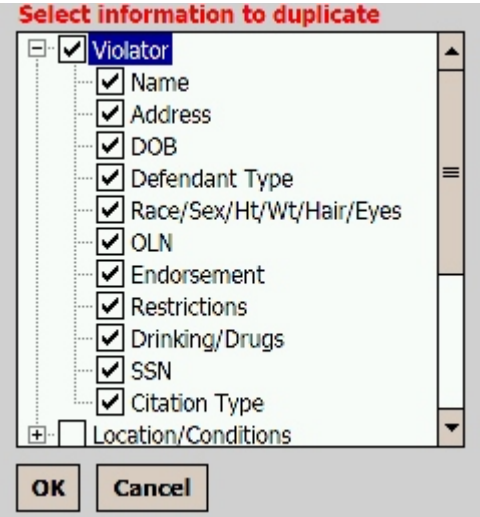

Fig. 4.24

Keep all the elements that you want to dupe checked; uncheck those that you do not want to re-create. When you have selected what you want, hit OK. The program will create a duplicate citation with its own citation number. From there, you can fill out the rest of the new citation.

To use an example, let's say we're writing multiple violations at the same location, and all we want to do is to create a citation with the same location information. The idea here is that duplicating the location information will save time, and will make the data input process more convenient (after all, why rewrite all the location information by hand if it's exactly the same?)

We can duplicate the location section. First, in the Duplicate screen, we would check Location and make sure that all other options are unchecked (see fig. 4.25 below).

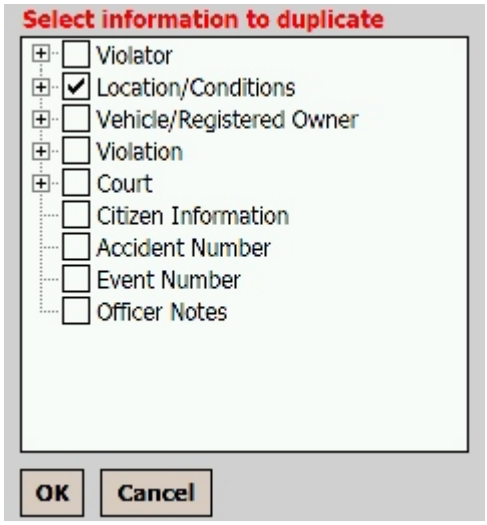

Fig. 4.25

Then, with Location checked, we would hit OK. The program will automatically generate a new citation and a citation number. You can then begin writing the citation, filling in all of the violator, vehicle, registered owner, and other information. When you get to the Location section, you will see that the data has been duplicated and that it appears in all of the input fields:

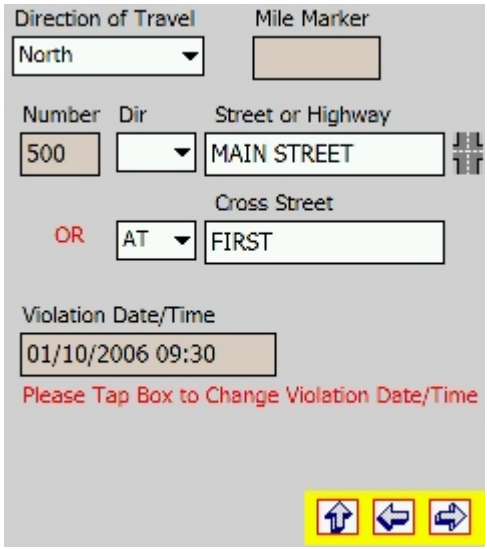

Fig. 4.26

Once you've looked over the page, simply continue completing the rest of the citation, print it out, and then (later) sync it with the Traffic Management System.

Now that we've looked at the dupe function -- as well as import, export, and beam -- we've covered the important functions of the Collision Report and Citation modules. Let's now look at syncing. Head to Chapter Five.