Michigan State Police

Traffic Crash Reporting Unit

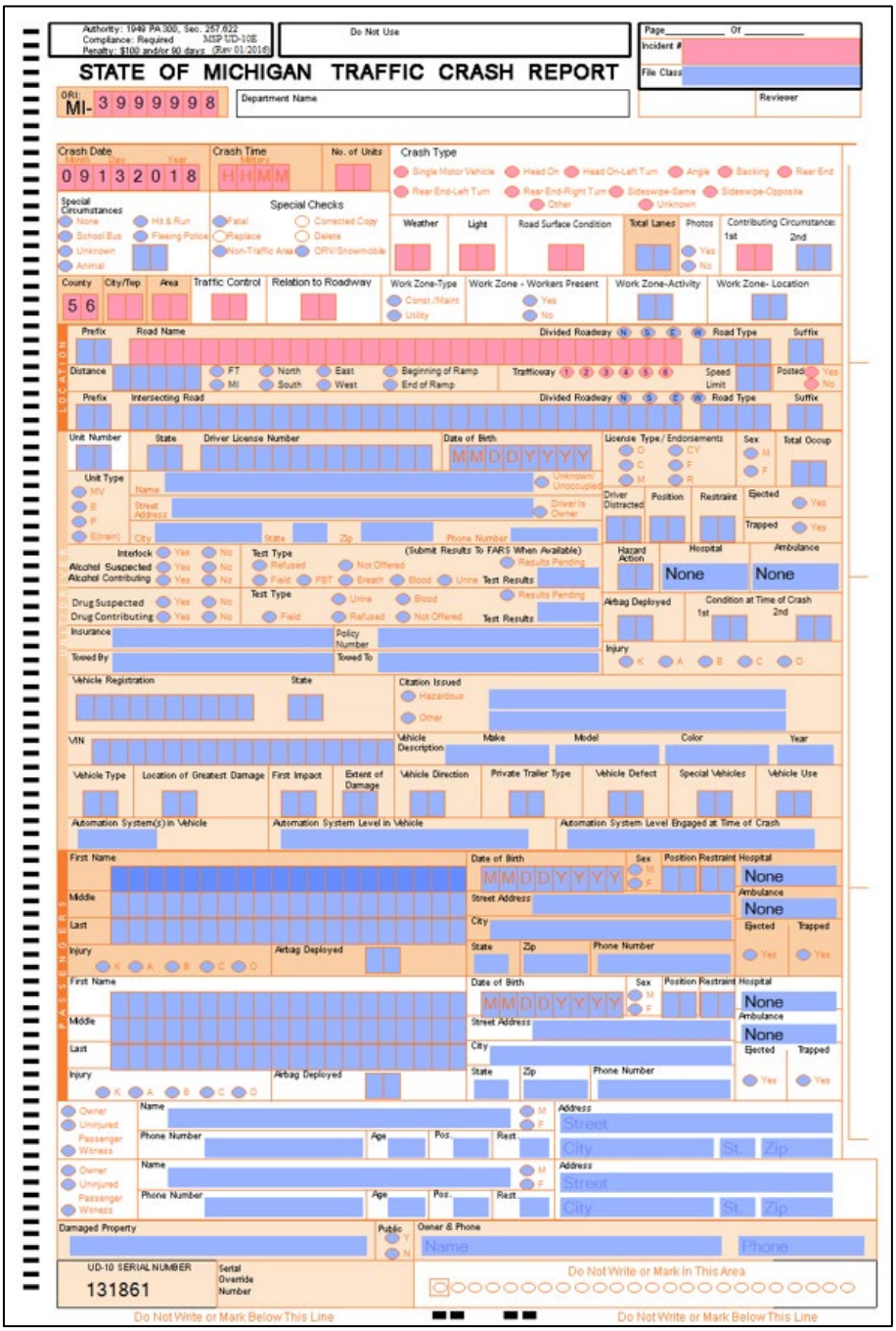
eCrash Instruction Manual

10-2019

Guidelines for completing the UD-10 Traffic Crash Report through iyeTek, by LexisNexis.

Instructions included for the:

- ***Administration Portal***
- ***Crash Diagramming tool***
- ***Crash Locating tool***



Please make copies of this manual and distribute as needed.

Created by:

Michigan State Police
Traffic Crash Reporting Unit
7150 Harris Drive
P.O. Box 30634
Lansing, MI 48909
Phone: 517-241-1699
Fax: 517-241-1644
E-mail:
CrashTCRS@michigan.gov
Website:
www.michigan.gov/crash

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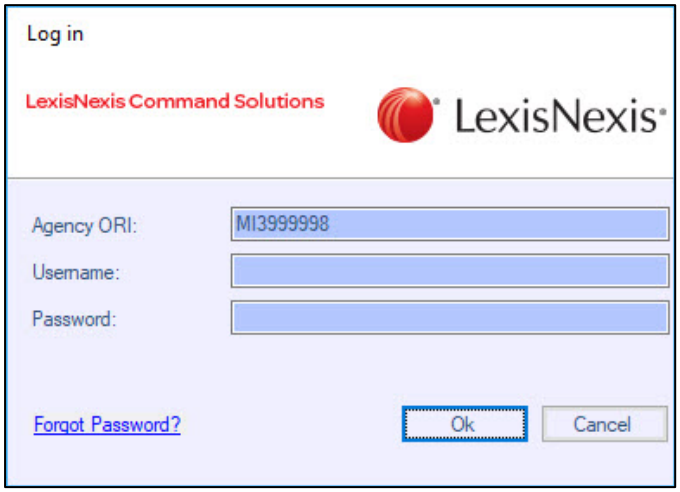
CHAPTER 1

eCrash Startup

eCrash reporting through iyeTek allows an officer to complete an electronic UD-10 Traffic Crash Report. To begin entering the crash information, open the iyeTek application by selecting the below icon on your desktop.

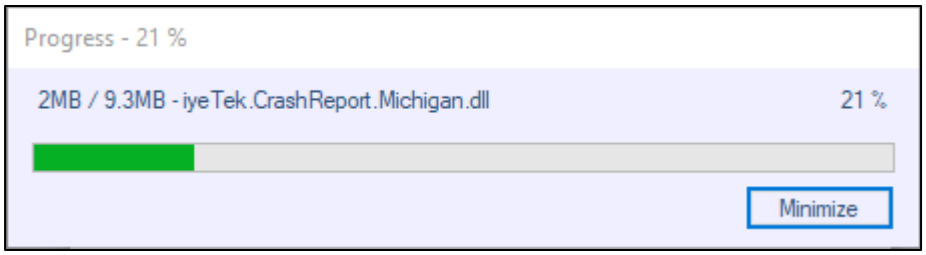
LexisNexis Log In

Begin by entering your Agency ORI, Username and Password and select Ok. Once verified, the eCrash module will begin to load (below right). New users will be given a temporary password to use for the first time log in, and then will be forced to create a new password. See page 4 for password details.



Software Updates

Periodically, LexisNexis will push updates for the application. These will be done automatically and will require you to close out and re-start the application once completed.



Forgot Your Password?

Selecting the Forgot Password link on the Log In page will take you to the iyeTek Administration Portal. From here enter your User Name, Agency from the drop down list, and the Input Code displayed and select Get Password. This will generate an email with a temporary password. Once logged into the system, you will have the chance to re-set your password, while following the criteria below.

Your password must match the following criteria:

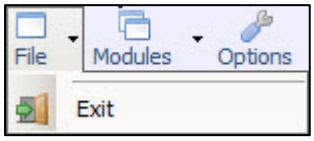
- Must be at least 8 characters long.
- Must not be your previous password.
- Must not be the same as your first or last name.

Your password must also contain 3 of the following:

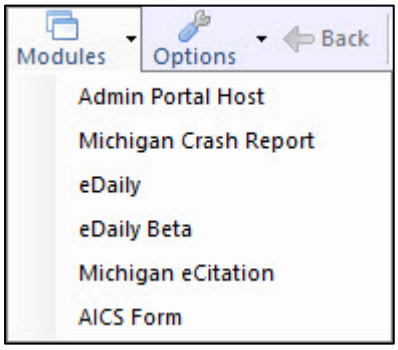
- Uppercase characters
- Lowercase characters
- Numbers
- Special characters

Navigation Bar

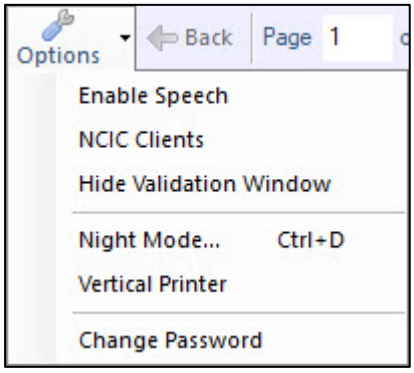
The main navigation bar will be displayed at the top of the screen. Several functions can be performed from the navigation bar, as shown below.



File allows you to exit the program.



Modules allow you to select which program to open within the LexisNexis suite. Depending on your agency, you may see limited choices.



Options allow you to enable the speech application, search for different NCIC clients, hide the validation window, toggle between day time and night time modes, set up a vertical printer or change your password.

Page allows you to toggle between the front and back of the UD-10, or through several pages.

Navigation Bar (Cont.)

View Reports allows you to see a list of all your previously saved or denied crash reports.

View Reports will blink red if a crash has been rejected back to the officer for corrections or if the officer has previously saved reports that have not been submitted for review.

Start New Report allows you to begin a new crash report.

Add New Page allows you to add an additional page to the UD-10 to capture such things as adding another Unit or to add additional passengers to a vehicle.

Remove Last Page allows you to delete the last page of the crash report in the event it's not needed.

Save Report allows you to save your current crash report which can be recalled later for completion.

Validate Current Report allows you to check your report at any time for validation errors the crash report may contain.

Validate and Submit the Current Report will (in one step) check the crash report for any errors, and if none, submit the report for review.

NCIC allows you to run LEIN/NCIC right from the crash report program without having to toggle between LEIN and the UD-10 report.

Mapping allows you to geo-locate the traffic crash on a map. This application will populate certain fields on the UD-10 and produce a road template for the crash Diagram.

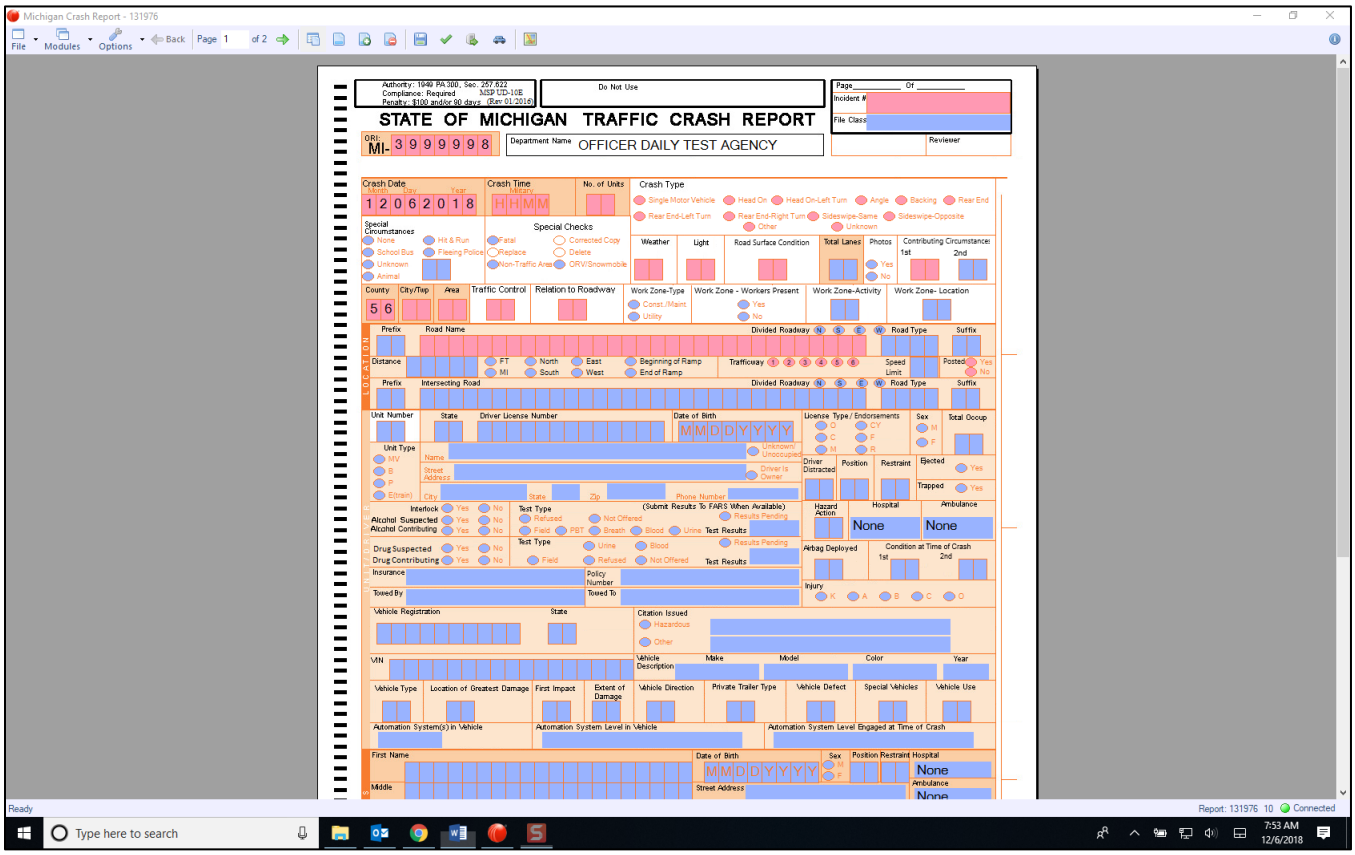
Info icon relays certain information about the program, including the version number of the latest update.

CHAPTER 2

Entering the Crash

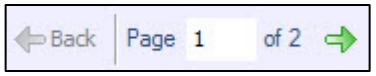
The crash information should be entered into the appropriate fields, following the guidelines in the UD-10 Traffic Crash Report Instruction Manual and the UD-10 User Guide (Cheat Sheet).

The latest editions of the UD-10 Traffic Crash Report Instruction Manual and UD-10 User Guide can be found at www.michigan.gov/crash.



You can use the keyboard Tab key, mouse or touch screen functionality on your computer to navigate through the fields on the UD-10.

Check boxes (bubbles) can be selected by using the Space Bar on the keyboard or by clicking them with your mouse.

Use the green directional arrows 

on the Navigation Bar to toggle between the front and back of the UD-10, or through several pages as you complete the crash report.

Refer to Chapters 5 and 6 for directions on how to complete the crash Diagram.

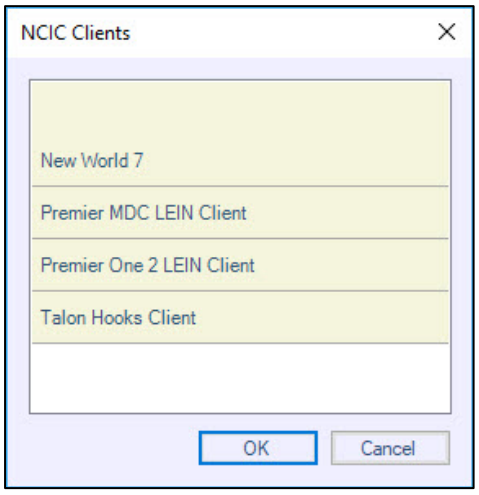
For the Narrative section, click in the Narrative field and enter a brief description of how the crash occurred. See Chapter 7.

CHAPTER 3

LEIN/NCIC

This chapter applies to departments that have access to LEIN/NCIC on their computers, or those that have barcode/magnetic swipe readers attached to their computers.

This will enable the user to access LEIN/NCIC within the eCrash module. This interface will speed up data entry on the UD-10, making the process easy and accurate. When you first select Michigan Crash Report from the Modules drop down, you will be prompted by this screen to select which NCIC Client you are currently using.



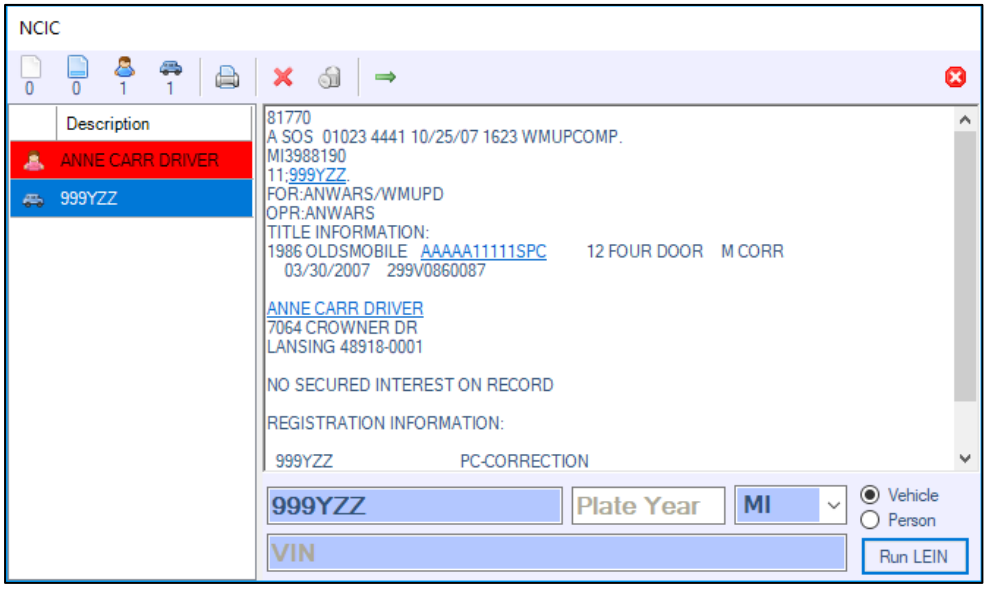
From the navigation bar on the main input screen, select the NCIC icon to launch the screen below. Note, you must first already be logged into LEIN. This icon just creates a patch to use within the eCrash module. As responses are returned, they will be displayed in the window shown below.

From here you can run vehicles and people in LEIN / NCIC right from the eCrash application without having to toggle between the two, or close out of eCrash. You can also copy/cut/paste the information right into the UD-10 from here (explained on pages 11 and 12).

Running a Vehicle

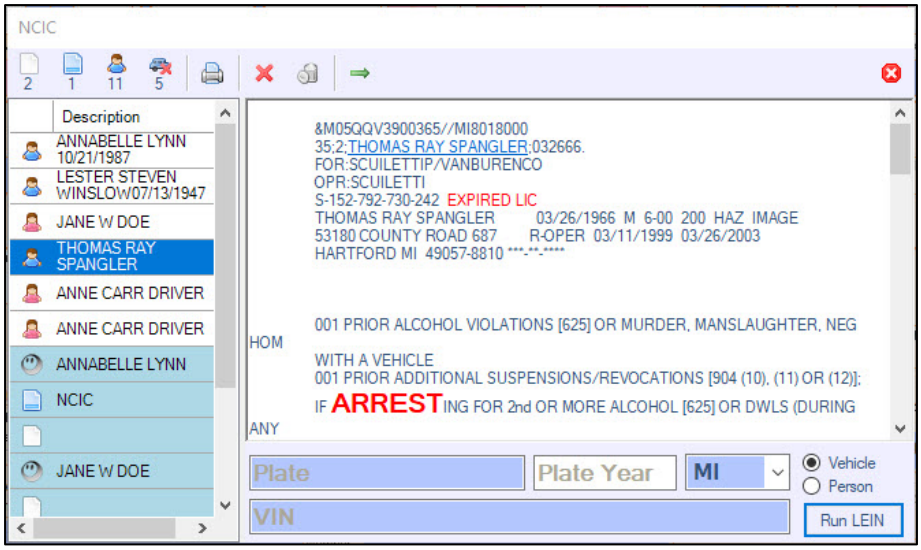
Enter the license plate number or VIN and select Run LEIN for MI registrations. For out of state registrations, select the State from the drop down and enter the year of the plate as indicated.

The screen below shows license plate 999YZZ being run and returning with the vehicle information from SOS. Note that running the license plate in LEIN automatically runs the vehicle's registered owner, Anne Carr Driver in this case.



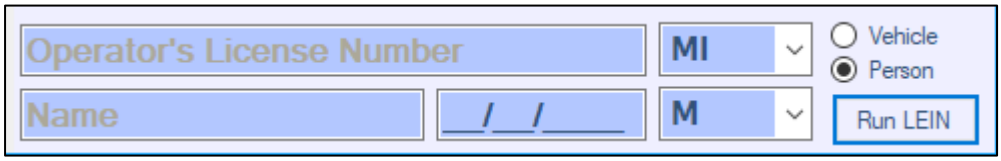
Note: You can also select the LEIN pages, people and vehicles from not showing. This icon

for example, as seen below, shows a red X on the vehicle, indicating no Vehicles will be shown under the Description window on the left side of the LEIN/NCIC screen.

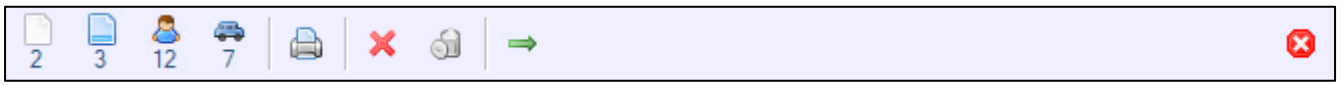


Running a Person

Running a person can be done two ways. First by entering the driver's Drivers' License Number (DLN/Ops Code) and selecting Run LEIN. The second is to enter the driver's Name (First, Middle, Last), DOB, Sex and Run LEIN. Both queries will produce a 35-Driving Status and a 42-Driving History from SOS. Out of state drivers can by queried by changing the State in the drop down menu.



LEIN/NCIC Taskbar



Check to display the messages.

Check to display LEIN messages.

Check to display Persons.

Check to display Vehicles.

Prints the currently selected LEIN message.

Removes the selected LEIN message(s).

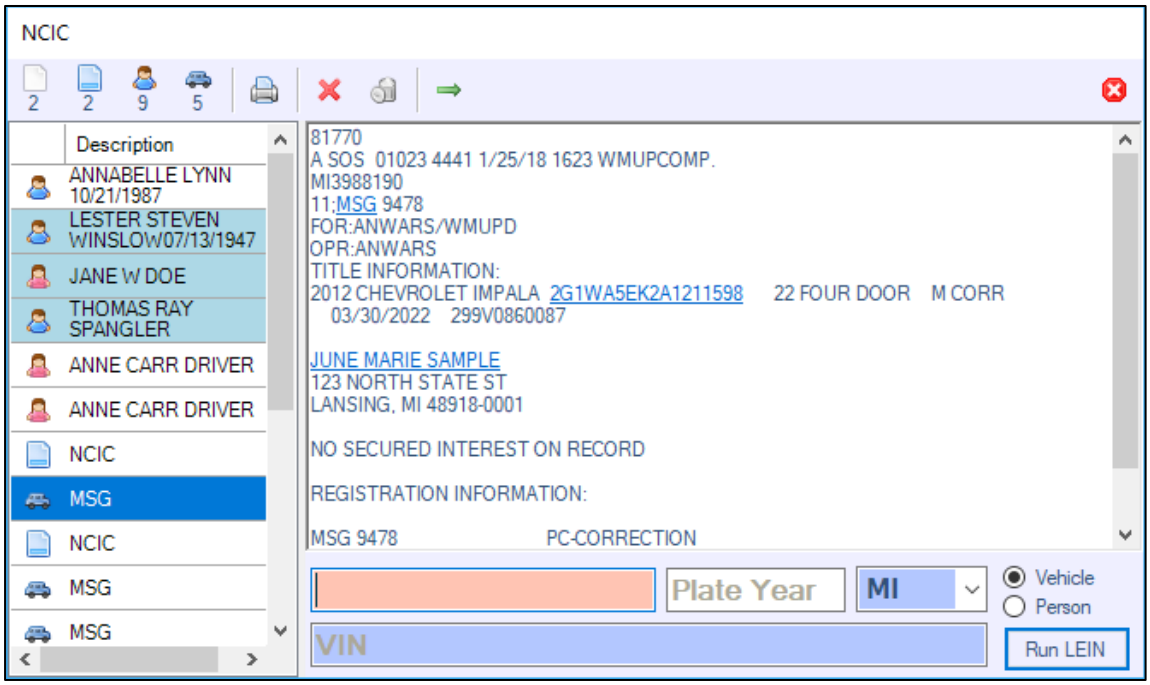
Clears all the LEIN messages.

Exports data to the current screen.

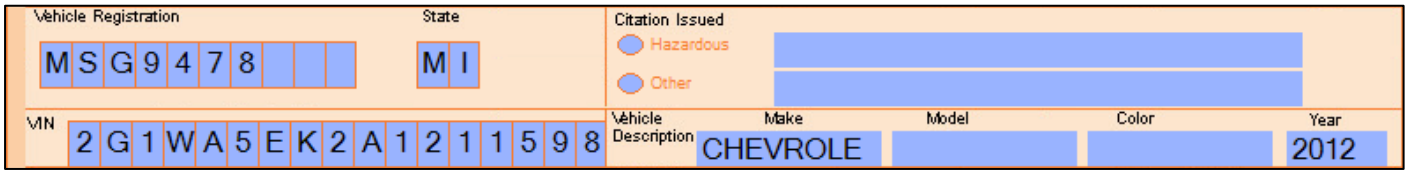
Closes the LEIN window but does not remove the information you previously ran.

Populate the UD-10 with Vehicle Information

From the LEIN/NCIC screen, highlight the vehicle you want to populate on the UD-10, as shown below.



Select the Export Data to Current Screen icon to import the displayed vehicle information into the UD-10 as shown below.

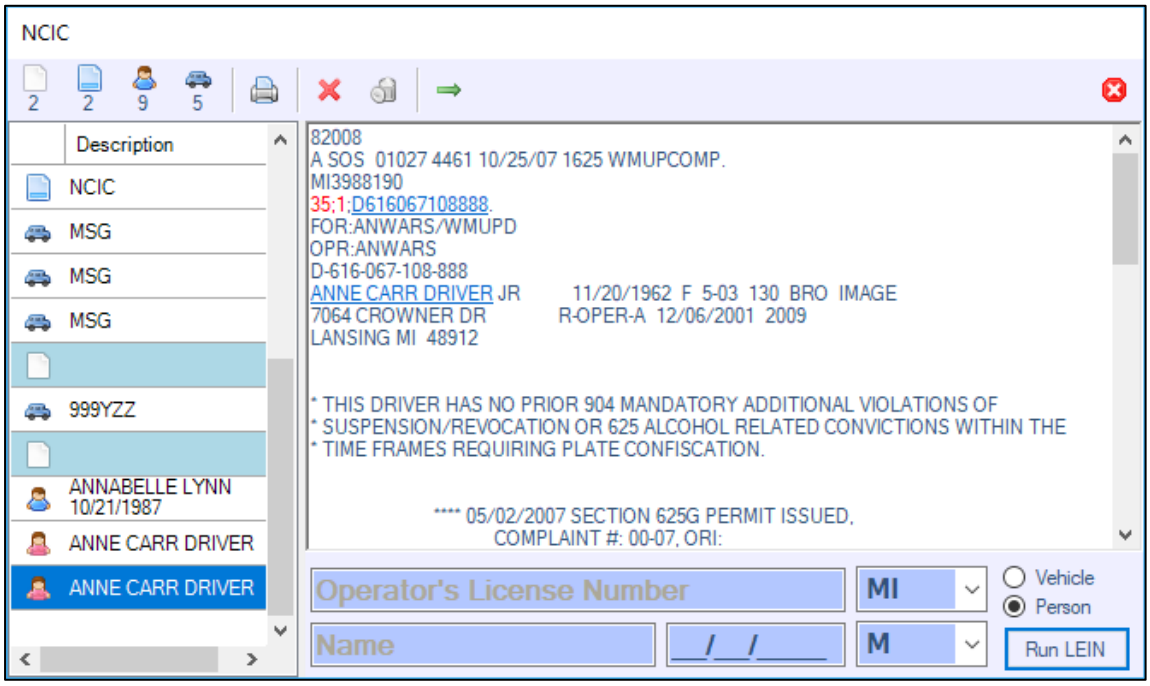


Note: The vehicle Model and Color will need to be entered. LEIN sometimes records the vehicle Model, but never the vehicle Color.

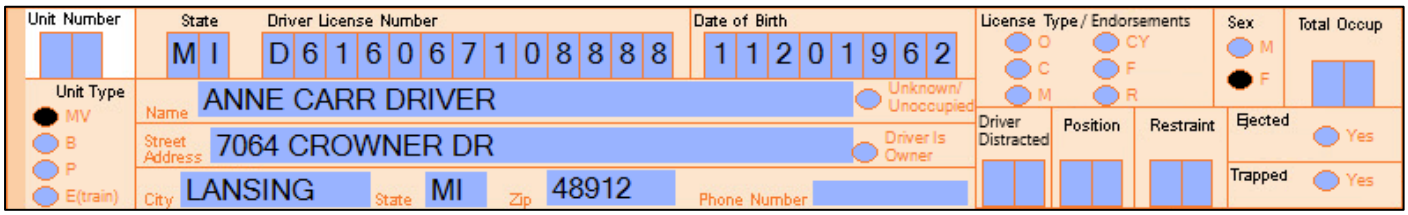
Note: Also, review the vehicle you are selecting for that particular Unit on the UD-10. Many times, the LEIN/NCIC screen contains several vehicles and it's important to select the proper one.

Populate the UD-10 with Driver Information

From the LEIN/NCIC screen, highlight the person you want to populate on the UD-10, as shown below.



Select the Export Data to Current Screen icon to import the displayed vehicle information into the UD-10 as shown below.



Note: The License Type and Endorsements will need to be entered, as LEIN does not forward this information to the crash report.

Note: Also, review the person you are selecting for that particular Unit on the UD-10. Many times, the LEIN/NCIC screen contains several people and it's important to select the proper one.

Note: This function only works for drivers of motor vehicles, pedestrians, bicyclists and train engineers and does not work for passengers.

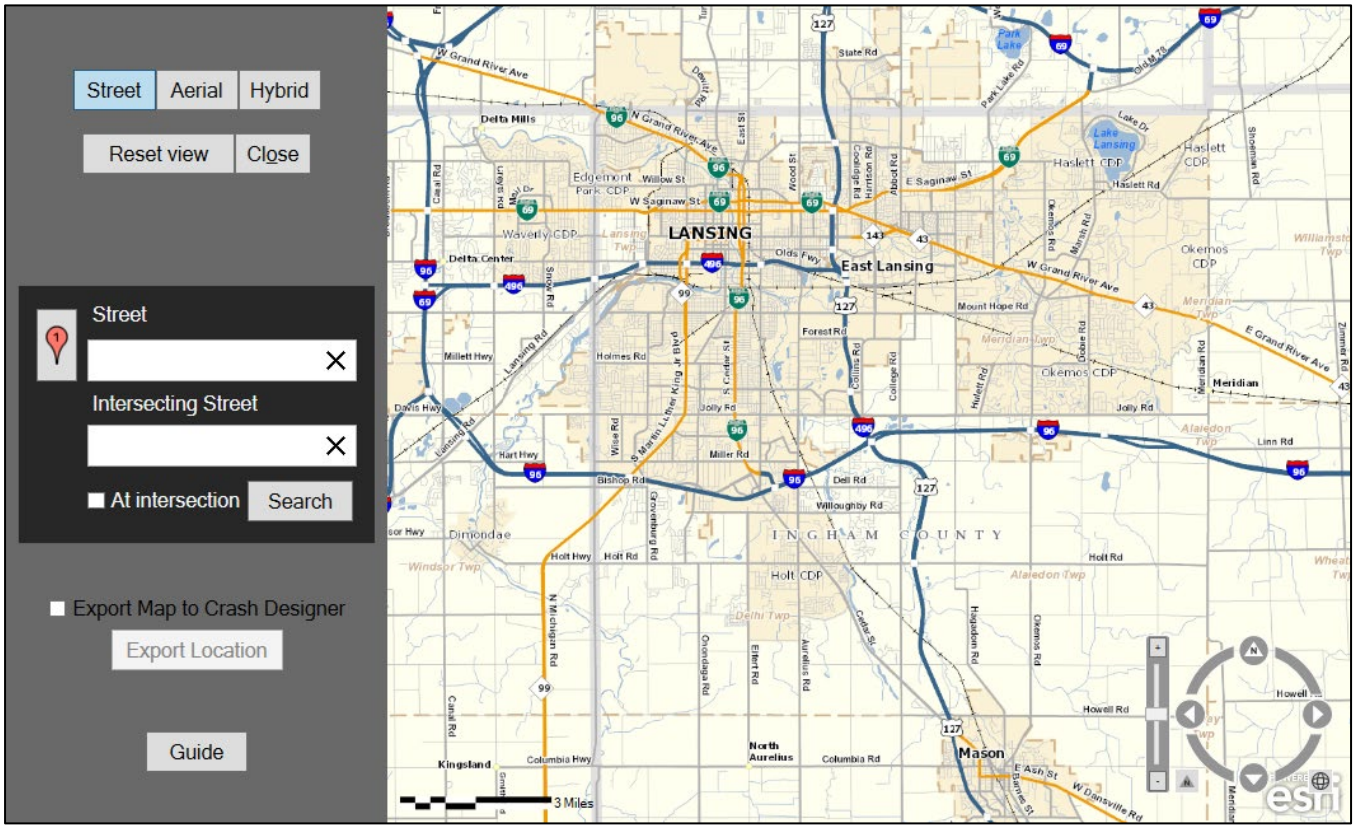
CHAPTER 4

Crash Locating Tool

Utilizing the Mapping icon , located on the main navigation bar, will allow you to geo-locate the traffic crash on a map. This application will populate certain fields on the UD-10 and produce a road template for the crash Diagram.

First, select a County from the drop down menu on the UD-10 where the crash occurred

then select the Mapping icon from the navigation bar. A new screen will open, and a map of that County will be displayed. The mapping functionality can also be accessed by clicking on the Road Name field on the UD-10. See the below example for County 33 (Ingham).



Map Views

Three choices are available to view the map.

Street — The Street view is shown above and resembles a printed paper map.

Aerial — The Aerial view is an overhead satellite view, similar to Google Earth.

Hybrid — The Hybrid view is a combination of the Aerial View and Street view.

Map Views (Cont.)

Reset view Reset view will center the map back to the last crash location that was pinned.

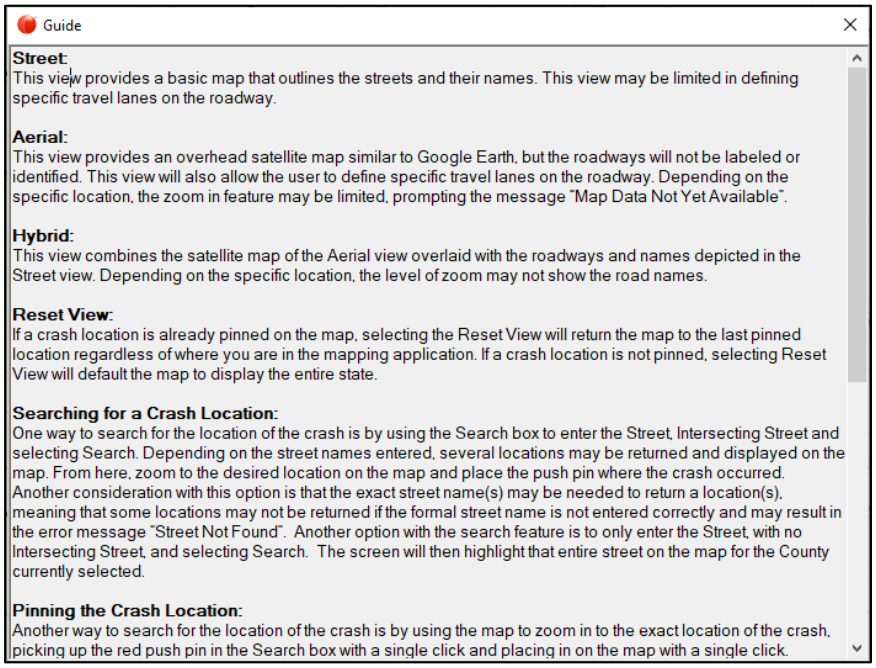
Close Close will exit the locating tool and return to the UD-10.

Map Navigation

The below tool allows you to navigate around the map by panning left, right, up and down. The slider bar on the left will zoom the map in/out. On a desktop computer you can use the left clicker on the mouse to navigate around the map and use the clicker wheel to zoom in/out. Double tapping on the map will also increase the zoom level by one each time.

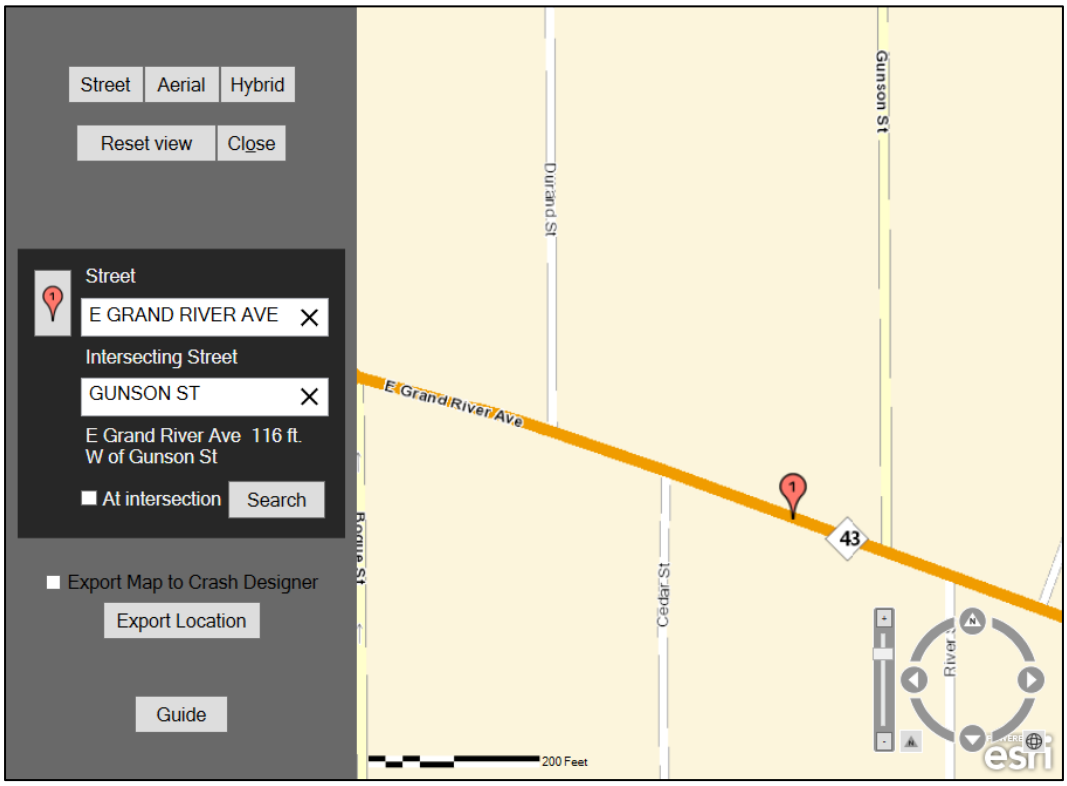
Guide

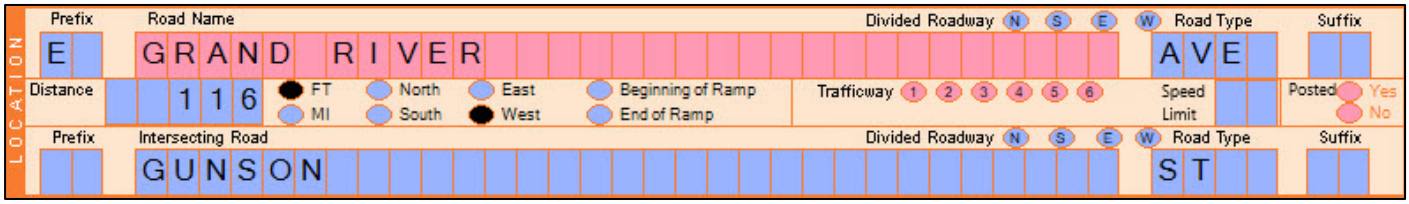
Guide The Guide button in the lower left corner will open a user manual that explains all the buttons functions and provides some details on how to use the crash locating tool.



Pinning a Crash Location

One way to search for and locate the crash is by zooming into the exact location of the crash, picking up the red push pin in the Search box with a single click and placing it on the map with a single click. Each successfully pinned cash will return with a location displayed in the Search box (as seen below). The returned location will display the main road with the distance and direction to the closest intersecting road. At any time, you can pick up the push pin and relocate it to any location on the map. The returned location information will be updated.





Export Location

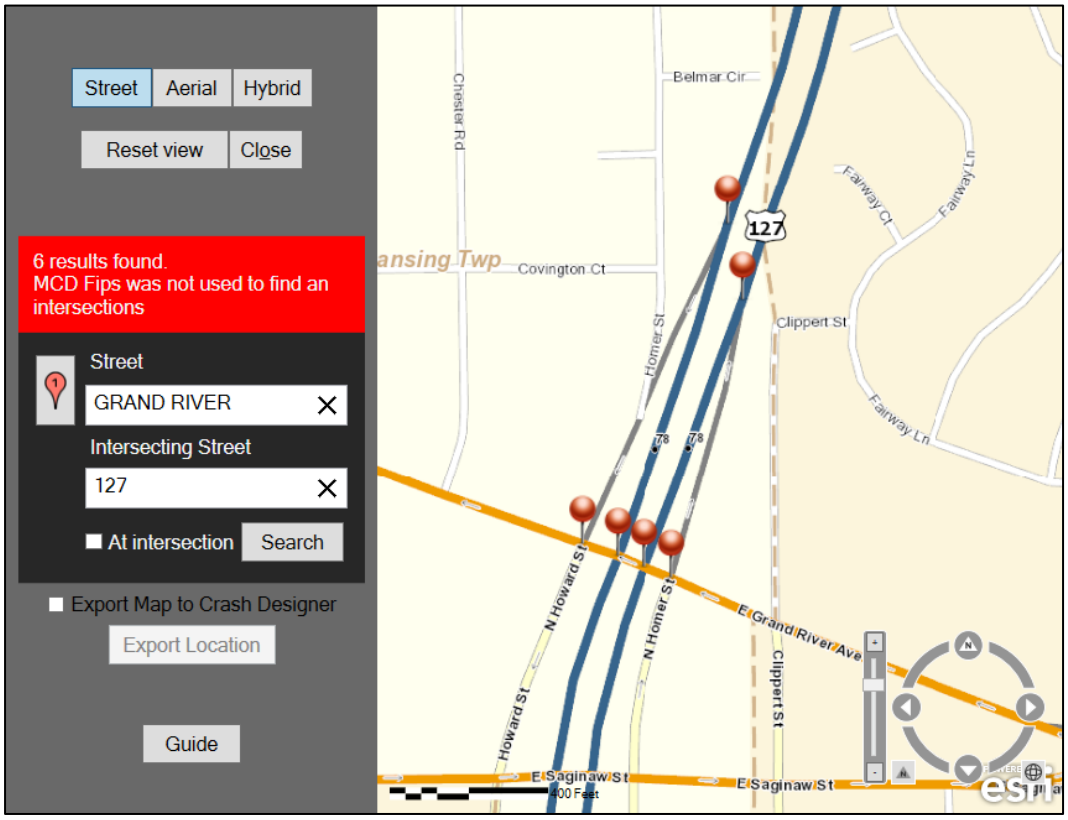
Once the crash is pinned on the map and the desired location is returned, select Export Location to have that information populate the related fields on the UD-10, as shown above.

At Intersection Box

The At Intersection function within the Search box will locate the crash in the center of the intersection.

Searching for a Crash Location

Another way to search for the location of the crash is by using the Search box to enter the Street, Intersecting Street and selecting Search. Depending on the street names you entered, several locations may be returned and displayed on the map with several red push pins (as seen below). From here, zoom to the desired location on the map and place the push pin from the Search box where the crash occurred. Another consideration with this option is that the exact street names may be needed to return a location, meaning that some locations may not be returned if the formal street name is not entered correctly and may result in the error message “Street Not Found”. Another option with the search feature is to only enter the Street, with no Intersecting Street and selecting Search. The screen will then highlight the entire length of that street on the map for the County selected.



Export Map to Crash Designer

Once the crash location is pinned on the map, selecting Export Map to Crash Designer will save the map image and will appear as a base layer (road template) once the Diagram is opened on the UD-10. Only the Aerial View of the pinned location will be exported to the UD-10 crash Diagram. The functions of the Crash Designer are further explained in Chapter 6.

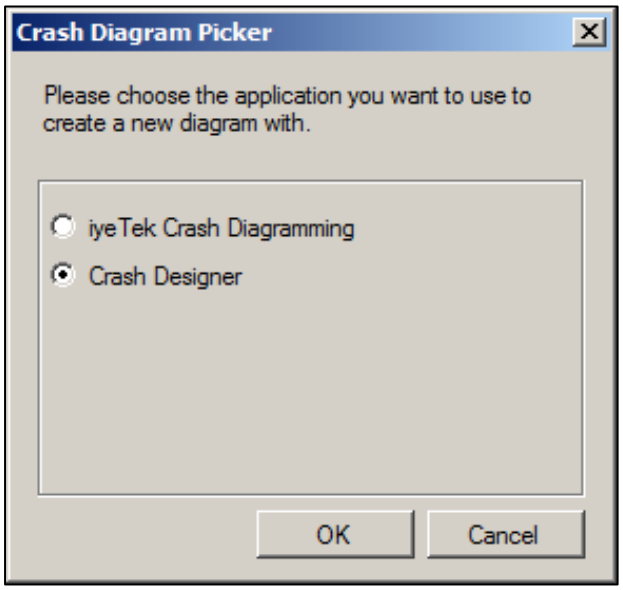
Map Scale

The scale on the bottom left corner of the map will show the approximate distance in feet and will automatically adjust depending on the level of zoom selected.

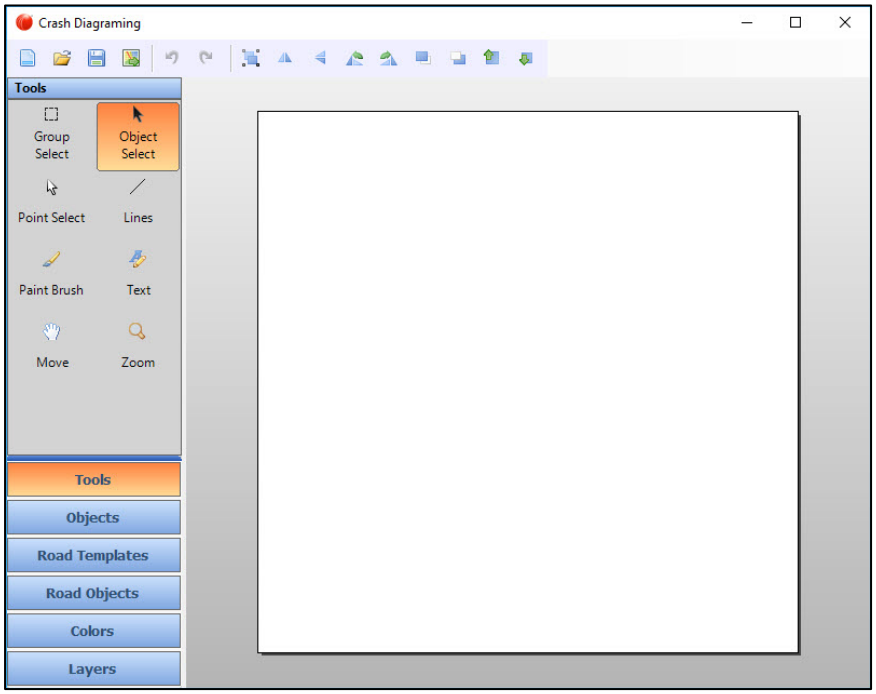
CHAPTER 5

Crash Diagraming

The eCrash program is equipped with two diagramming design applications. The Crash Diagram Picker box, shown below, will appear when the Diagram field is opened on the UD-10. The application will default to Crash Designer, which will be explained in Chapter 6.



The iyeTek Crash Diagramming application is the most common drawing tool and will be explained first. Shown below is the opening screen for iyeTek Crash Diagramming.

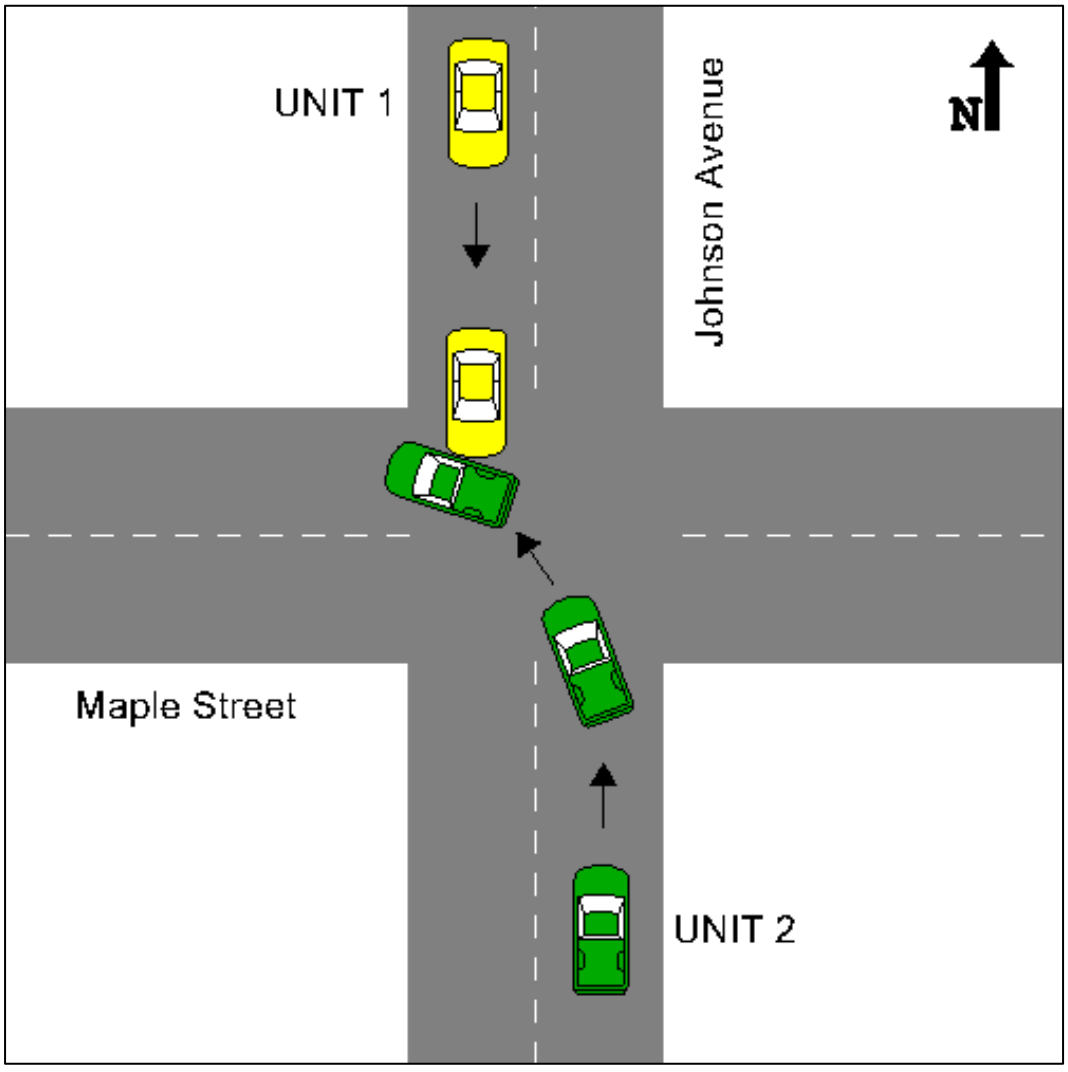


Work Area

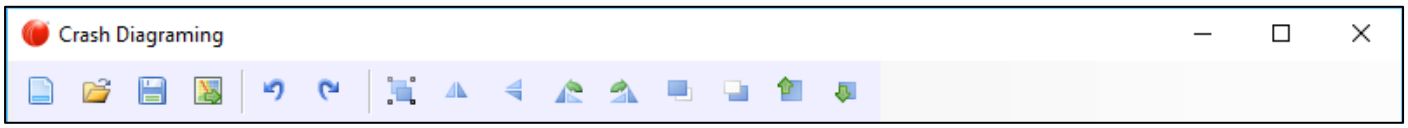
Using the Navigation Bar and Tools, create the Crash Diagram. The Work Area is where the crash Diagram is created, modified and displayed. A complete diagram will illustrate a picture of the actual events leading up to the crash and through the time period when the events have stabilized. This diagram should match the Action Prior and Sequence of Events for each unit involved in the crash.

The crash scene Diagram should be labeled to include the roadway(s), unit(s) involved and any other objects or pertinent information. A crash diagram is strongly suggested on all traffic crashes but is required for all fatal and injury crashes.

The crash Diagram will be scaled to the UD-10 and will appear on page 2 when the UD-10E is printed.



Navigation Bar



New – Start with a new blank diagram.

Open – Open images to place in the diagram.

Save – Saves your current diagram.

Export – Exports your current intersection or road as a template.

Undo – Allows you to undo your actions.

Redo – Allows you to redo your actions.

Select Unlocked Objects – Selects all the unlocked objects in the diagram.

Flip Horizontal – Flips the selected object top to bottom.

Flip Vertical – Flips the selected object left to right.

Rotate CCW – Rotates the selected object counter clockwise.

Rotate CW – Rotates the selected object clockwise.

Move Object Forward – Moves the selected object forward in the display.

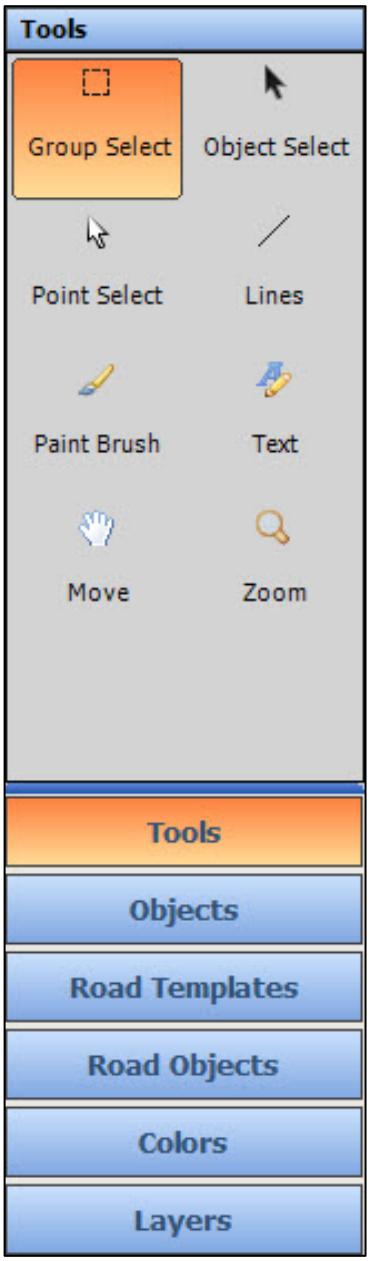
Move Object Backward – Moves the selected object backward in the display
.

Increase Object Size – Increases the size of the selected object.

Decrease Object Size – Decreases the size of the selected object.

Tools Tab

The left side of the Crash Diagramming screen contains a list of several tabs, which defaults and opens to the Tools tab.

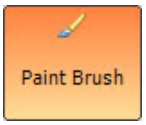


Select multiple objects in the work area.

Select objects in the work area.

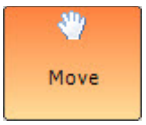
Select a single point on a line.

Draw solid or dashed lines.

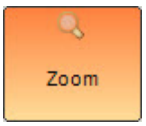


Freehand draw in the work area.

Insert text into the work area.



Move all the objects in the work area.



Zoom in or out in the work area.

Objects Tab

The Objects tab allows you to choose from 70+ objects to place on the roadway including vehicles, pedestrians, bicycles, animals, signs, etc. (Image 1)

Road Templates Tab

This tab contains common roads, intersections, ramps and roundabouts to choose from. (Image 2)

Road Objects Tab

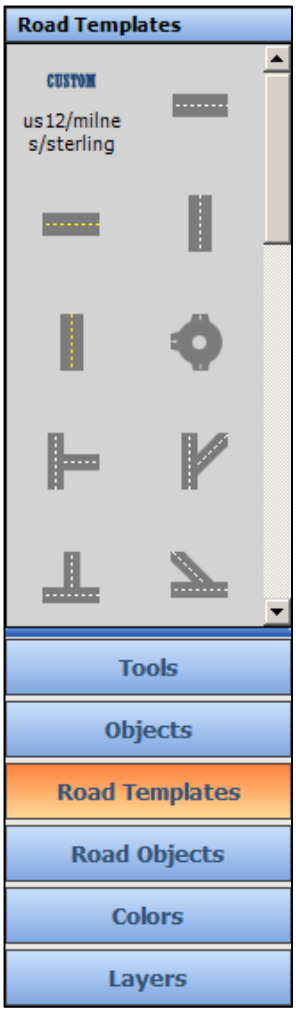
In this tab you will find tools to help you create your own intersection, such as single lane or two-lane roadways, etc. This tab also contains several other objects such as pavement markings, turn lanes and directional arrows. (Image 3)

Colors Tab

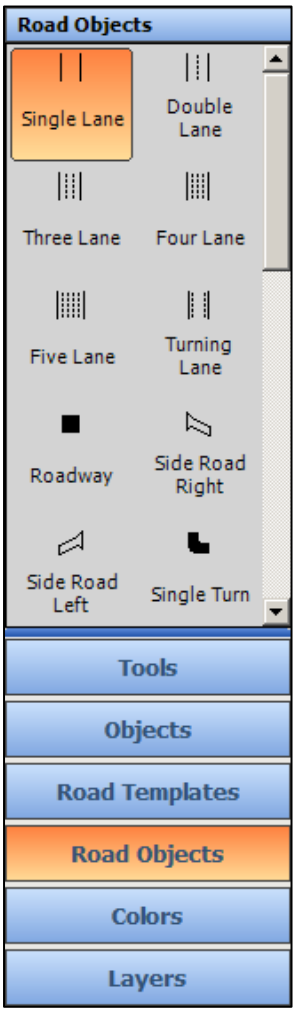
In this tab you can select various colors. Simply click on an object to select it and then click on the desired color. Be aware that everything selected after that will also be the same color, until you change it back to black, the default color. (Image 4)

1

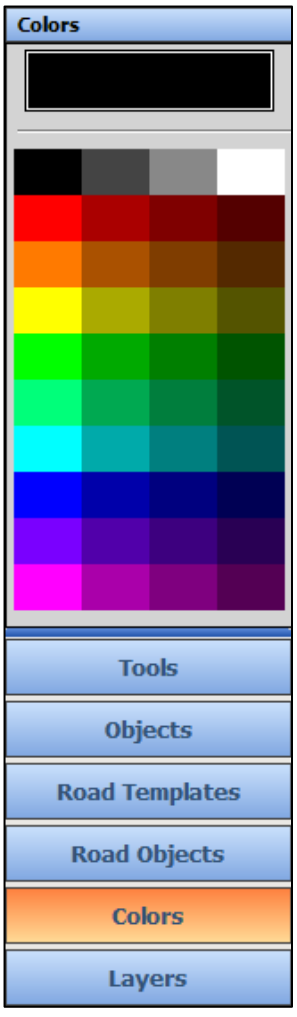
2



3



4



Layers Tab

The Layers tab is the last tab on the bottom left of the Crash Diagramming screen. A layer allows you to work with road sections, objects and texts without affecting the rest of the work area. You may also select individual objects within the layers of the crash diagram.

Example:

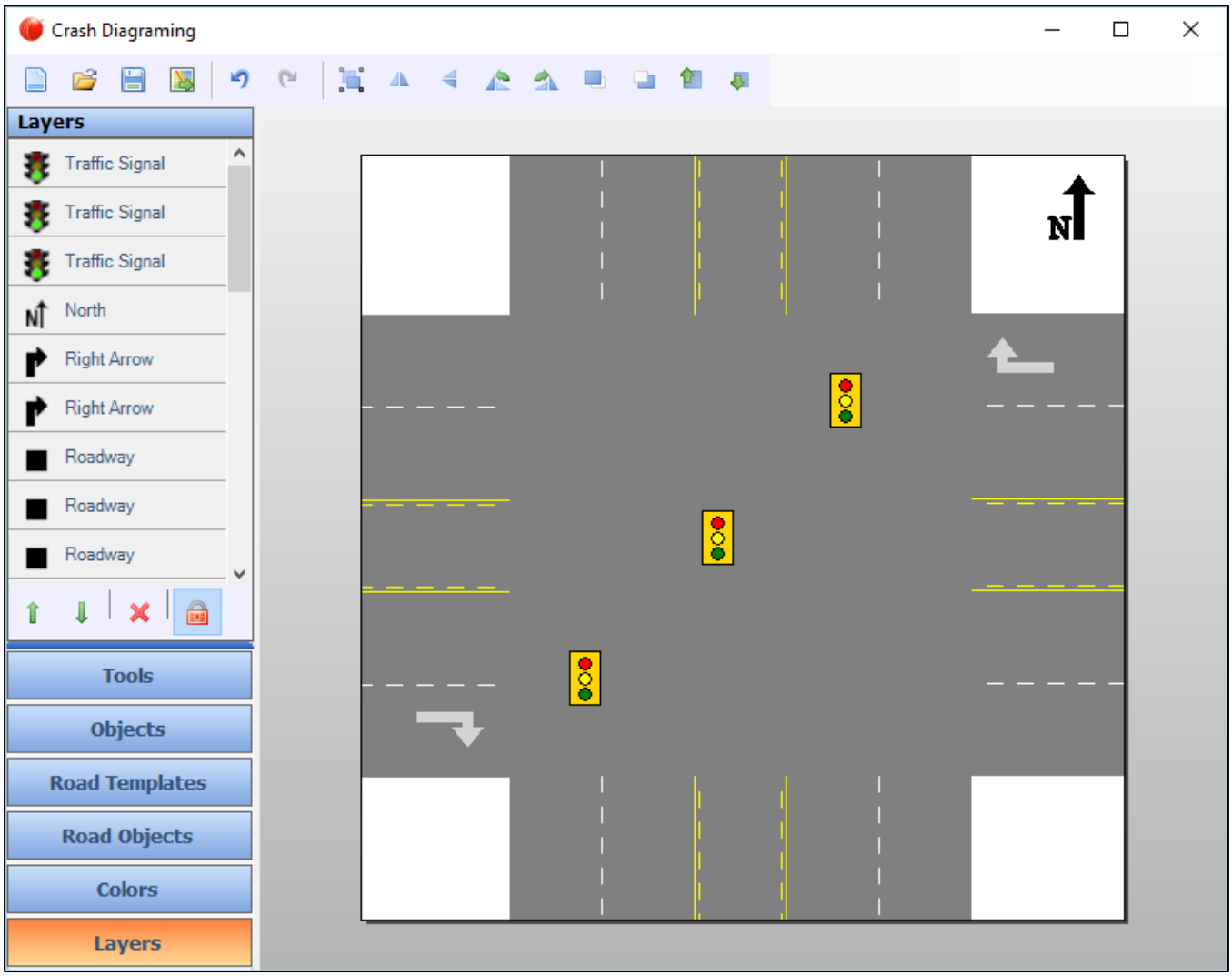
If the Right Arrows, seen below, were under the Roadway layers, the Right Arrows would not be seen because they would be underneath the Roadway in the work area. Using the following icons, you can select Move, Delete and Lock/Unlock Layers within the crash diagram. Think of the drawing as actual layers, and only the most recent objects selected will be seen on top of the previously selected objects.

Moves the Selected Layer Up

Moves the Selected Layer Down

Deletes All the Selected Layers

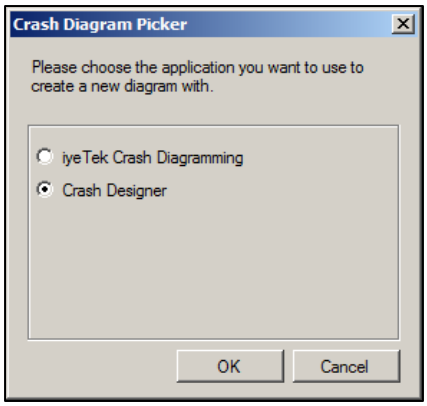
Locks/Unlocks the Layers



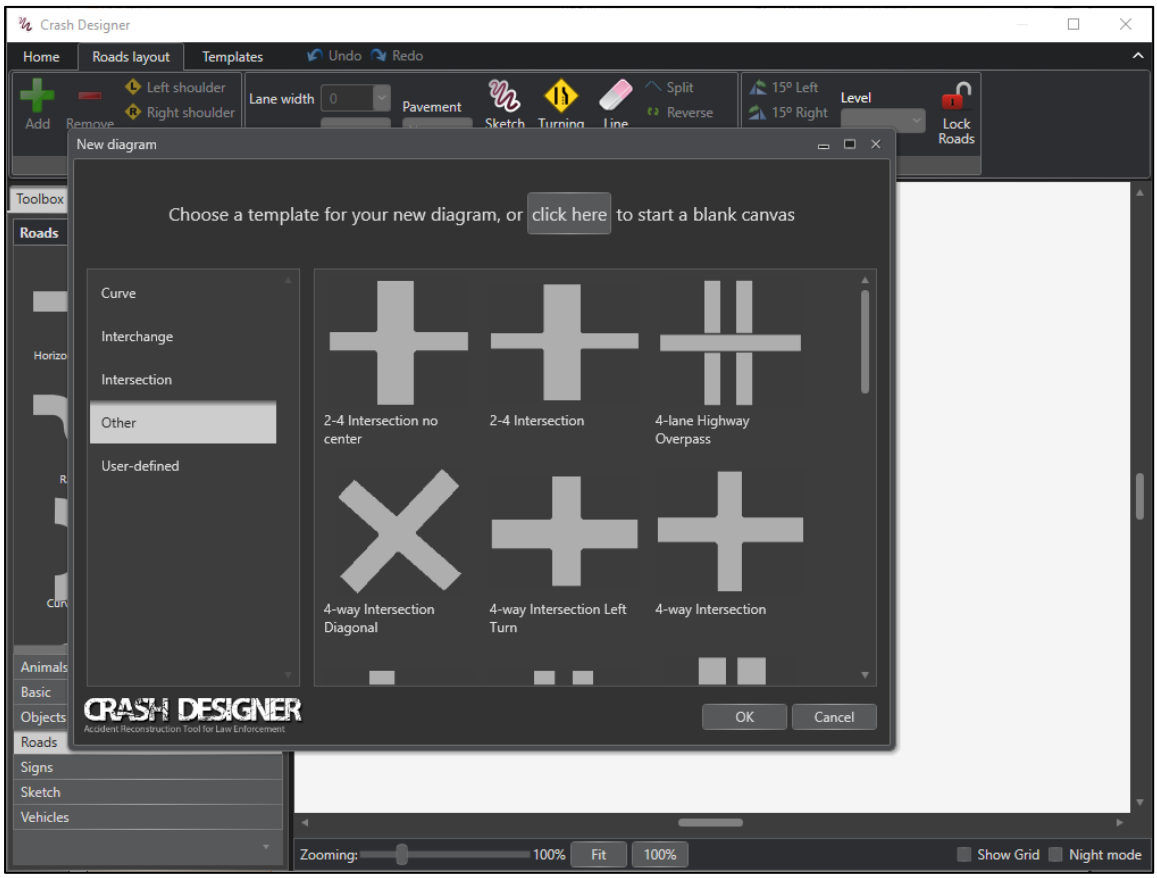
CHAPTER 6

Crash Designer

The Crash Designer is the second option to create a diagram of the traffic crash. The Crash Diagram Picker box, shown below, will default to Crash Designer.

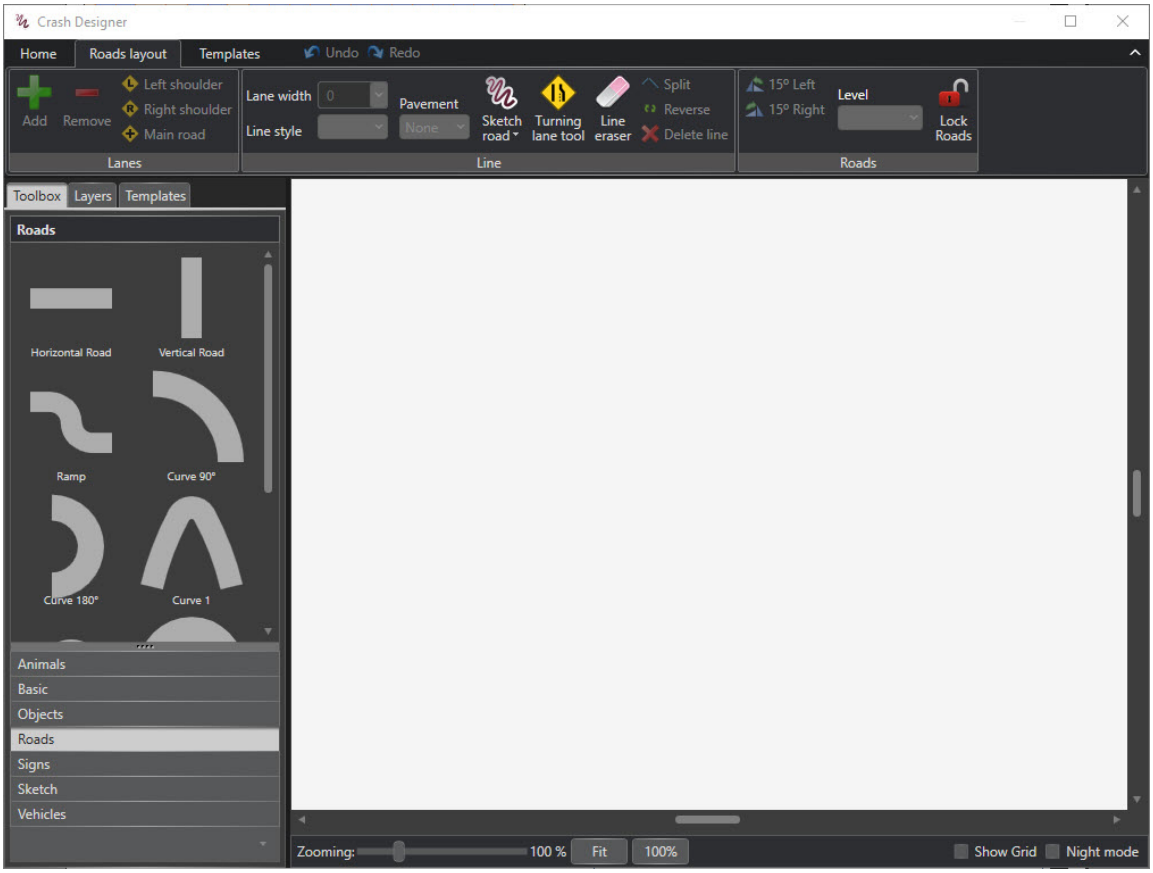


Select OK and the below windows appear on the screen. A pop-up screen called New Diagram (shown Below) will appear in front of the Crash Designer Program. This allows you to select from a pre-made road or intersection template. Selecting a template will then populate your diagram with that road template as a base layer from which to build your crash upon. You can also select the Click Here box or Cancel to create your own template from a blank canvas.

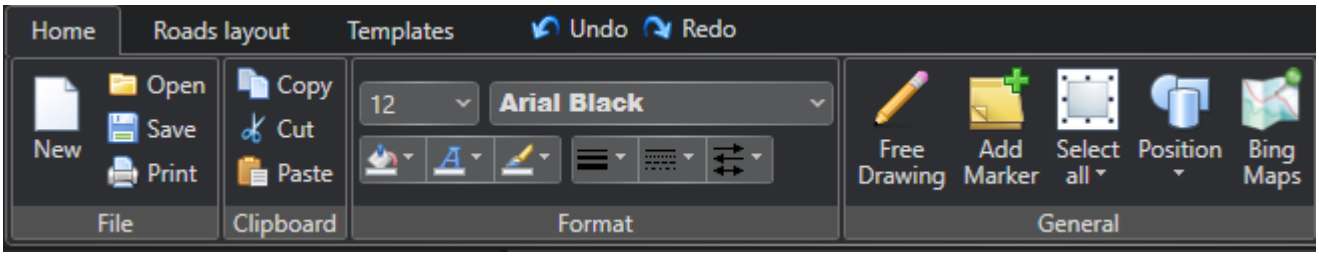


Creating a Diagram From a Blank Canvas

The Crash Designer has tabs along the top and tools on the left panel that will be used when creating a diagram from a blank canvas. This chapter will cover those tabs and tools.



Home Tab



New – Create a new diagram with a blank work area.

Open – Opens images to place into the diagram.

Save – Saves the current diagram to a file or export it as an image.

Print – Prints the current diagram.

Copy – Copies the selected shapes to a clipboard.

Home Tab (Cont.)

Cut – Cuts the selected shapes and removes them from the diagram.

Paste – Adds copied or cut shapes to the diagram.

Change Font Size – Select a font size between 6 and 60.

Change Font Family – Select from 21 different fonts.

Change Background Color – Select from color themes or standard colors. Black is default.

Change Font Color – Select from color themes or standard colors. Black is default.

Change Border Color – Select from color themes or standard colors. Black is default.

Free Drawing Mode – Allows you to draw freehand lines with your mouse.

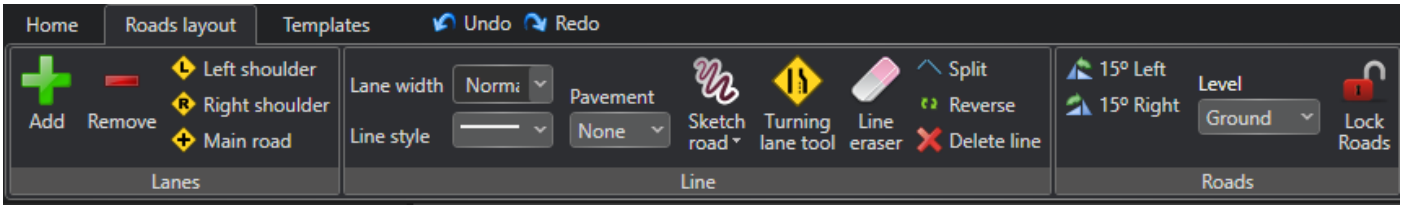
Add Marker – Allows you to add a sequentially numbered marker on the diagram.

Select All – Allows you to select all the shapes and roads. Use the drop down to select Animals, Basic, Objects, Roads, Signs, Sketch or Vehicles.

Position – Allows you to transform your shapes or groups and re-group them. Use the drop down to order objects or groups to bring them forward or backward in the diagram. Use the drop down to orient objects or groups by flipping or rotating them in the diagram.

Bing Maps – Allows you to launch Bing Maps, zoom into the crash location and import that image into the crash diagram, as a road template.

Roads Layout Tab



This tab allows you to modify and customize the road templates.

Add – Adds a new lane to the selected road, before the selected line (in case).

Remove – Removes the selected lane from the road, or the last lane if no line is selected.

Left Shoulder – Add or remove a left shoulder on the selected road.

Right Shoulder – Add or remove a right shoulder on the selected road.

Roads Layout Tab (Cont.)

Main Road – Ignore lane intersections with other roads.

Lane Width – Change the width of the selected lane, or the offset of the overlapped line.

Line Style – Change the style of the selected lane line.

Pavement – Change the pavement color of the lane or median (None, Concrete, Grass).

Sketch Road – Create roads by drawing a path with the mouse.

Turning Lane Tool – Activates the tool for drawing a turning lane with the mouse.

Line Eraser – Remove parts of a road line with the mouse.

Split Lane Line – Divides the selected line in two parts, so the size of each one can be adjusted individually.

Reverse – Transforms the lines of the lane to the opposite direction of the road.

Delete Line – Deletes the selected line without removing the lane.

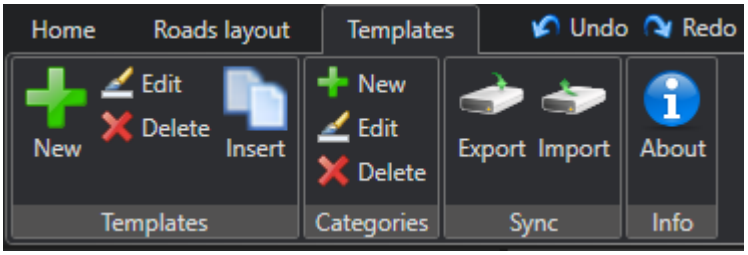
15 Degrees Left – Rotates the shape 15 degrees to the left.

15 Degrees Right – Rotates the shape 15 degrees to the right.

Level – Changes the level of the road (Overpass, Underpass or Ground).

Lock Roads – Locks and unlocks the road from any changes being made.

Templates Tab



New Template – Adds the selected shapes as a new template.

Edit Template – Changes the name of the template.

Delete Template – Deletes the template (has no undo).

Insert Template – Inserts the selected template into the diagram (current viewpoint).

Templates Tab (Cont.)

New Category – Creates a new category of templates.

Edit Category – Changes the name of the category.

Delete Category – Deletes the selected category and all its templates (has no undo).

Export Sync – Exports the template to a file for sharing/backup.

Import Sync – Imports templates from a file.

About Info – General information on the application, including version number.

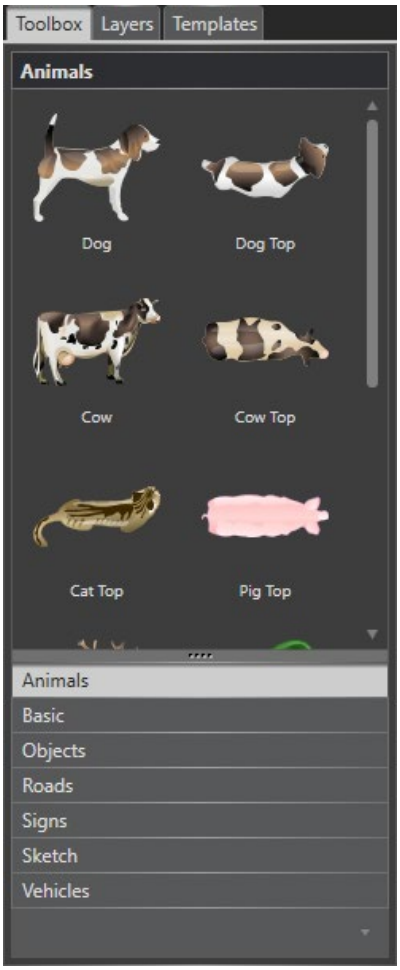
Toolbox Tab

Animals – Allows you to select from a variety of animals, both domestic and wild. (Image 1)

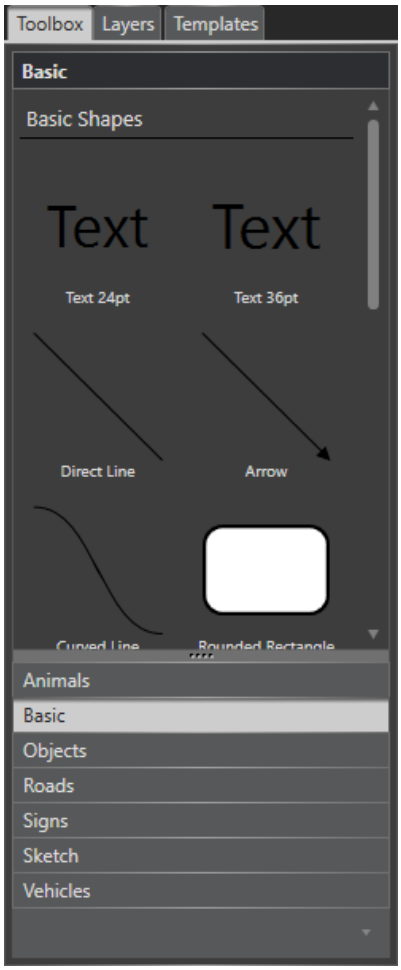
Basic – Allows you to add Text to the diagram, lines and basic shapes. (Image 2)

Objects – Contains such things as pedestrians, trees, guardrails and Unit numbers. (Image 3)

1



2



3

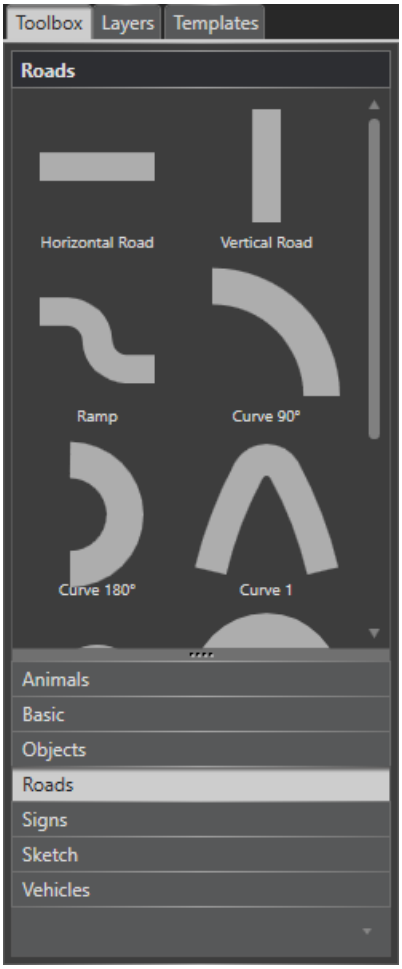
Toolbox Tab (Cont.)

Roads – Allows you to select a basic roadway, then design your own custom elements for that roadway. (Image 1)

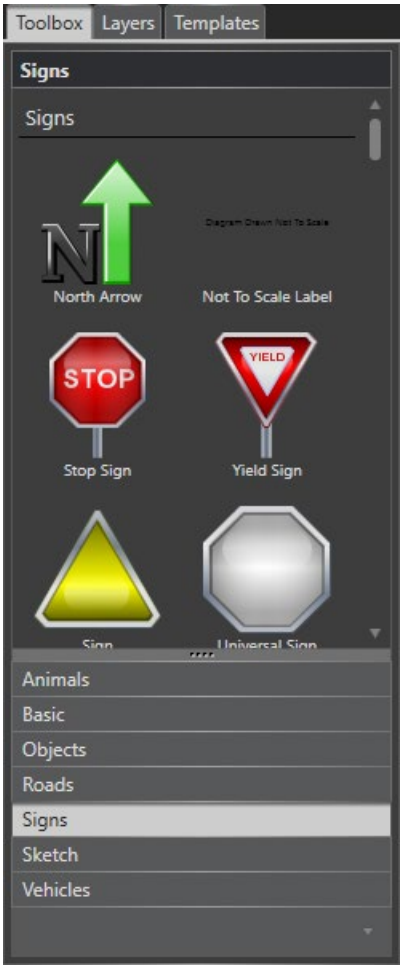
Signs – Allows you to choose from a variety of road signs, lane markers, collision symbols and traffic signals. (Image 2)

Sketch – Allows you to pick from several roadway sketchings. (Image 3)

1



2



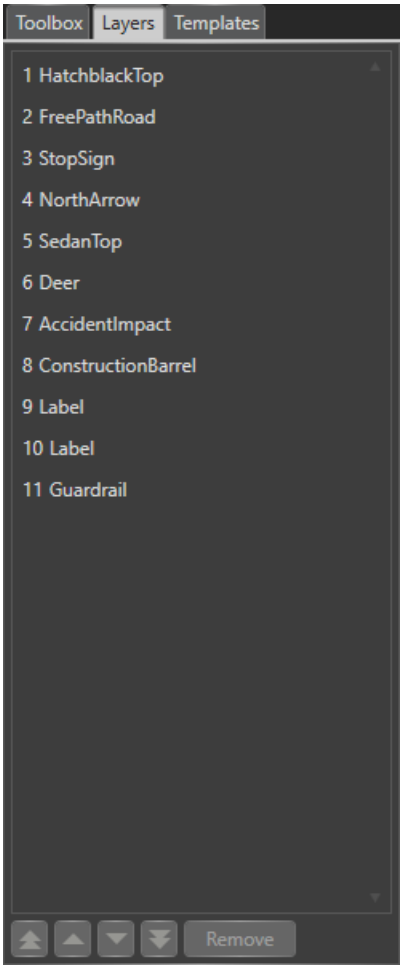
3

Toolbox Tab (Cont.)

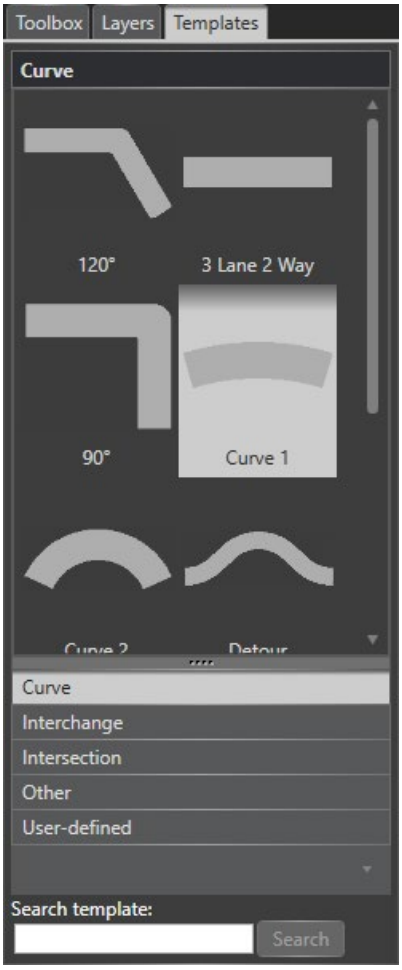
Vehicles – Contains several vehicle types including passenger cars, pickup trucks, commercial vehicles, trains, motorcycles and trailers with various views for each. (Image 1)

1

2



3



Layers and Templates Tabs

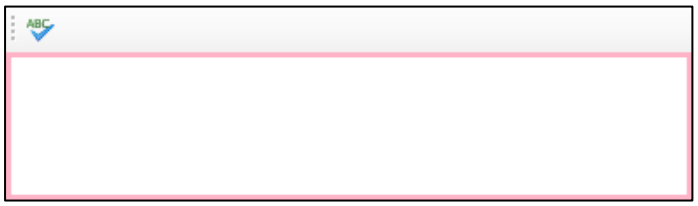
Layers – Allows you to see and re-order the layers in which the crash diagram was built. (Image 2)

Templates – Allows you to choose from a specific set of pre-built road templates to better represent the actual area of the crash. (Image 3)

CHAPTER 7

Crash Narrative / Remarks

Use this area to write a brief narrative of how the crash occurred. Never include any personal information in the Narrative/Remarks section. The Narrative/Remarks section can be used to record a witness statement, a non-contact unit that was involved or may have contributed to the crash, or any other information that will help you recall the details of the crash. The Narrative/Remarks section is limited to 2048 characters, so be as clear and concise as possible.

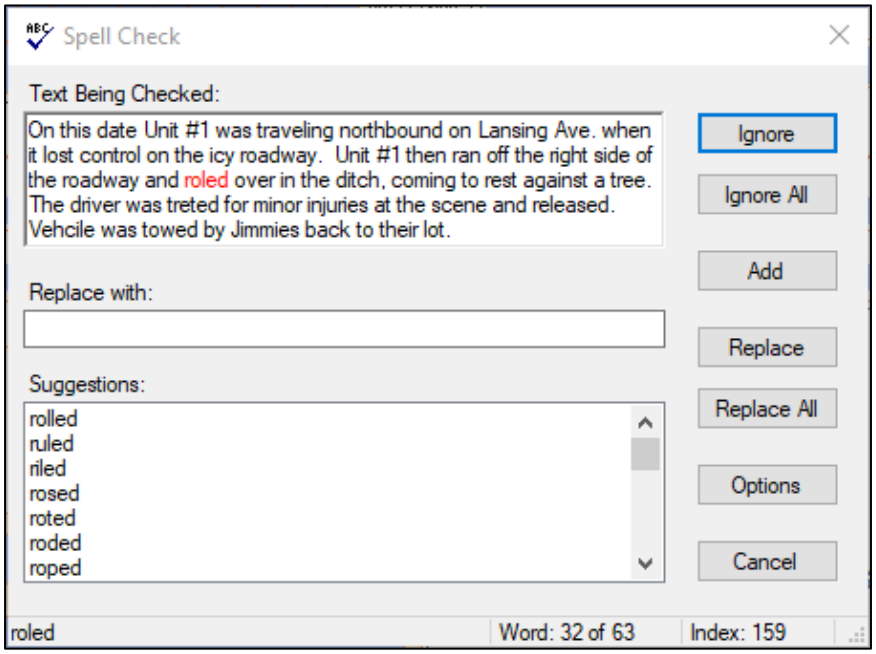


Other information that can be included in the Narrative/Remarks:

- If drugs or alcohol were involved but were not a Contributing Factor.
- List anything that might help to remind you what happened if you need to appear in court.
- List advisory speed limits.
- List any trailer or towed vehicle that was damaged during the crash.

The more detailed the diagram and narrative, the more it assists engineers and road commissions to make better decisions in their efforts to reduce crashes and/or their severity.

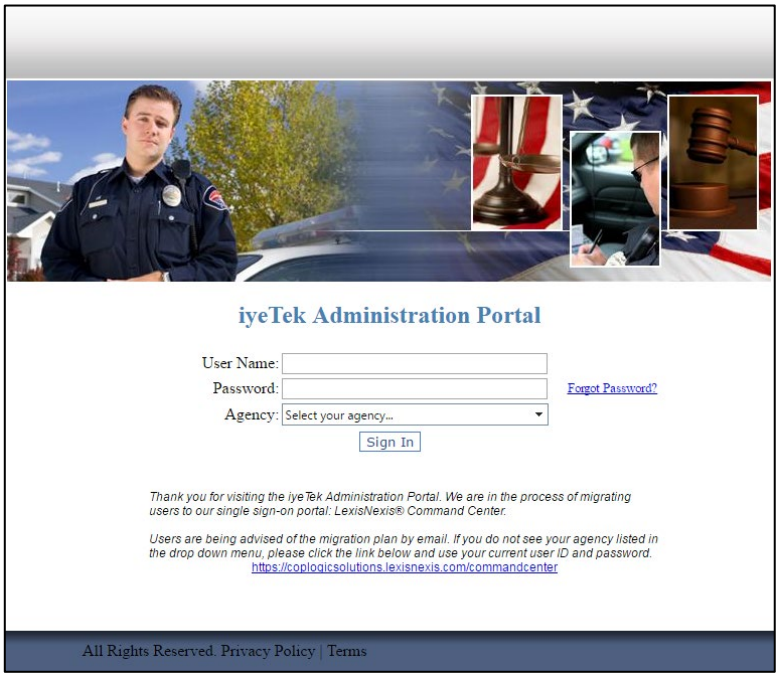
When completed, select the Spell Check icon above the Narrative box to check for any spelling errors. Spell Check will highlight each misspelled word one by one, as shown below.



CHAPTER 8

Administration Portal

This web-based portal is separate from the eCrash input screen previously explained and allows the supervisor to review crash reports submitted by their officers. The Administration Portal is accessed through the website: https://msp.lexisnexis.com/LegacyAdminPortal/login.aspx



Enter your User Name, Password and select your Agency from the drop down menu to Sign In.

Select the Forgot Password? option to reset your password. The screen below will appear to enter your User Name, Agency and Input Code, and select Get Password.

Your password must match the following criteria:

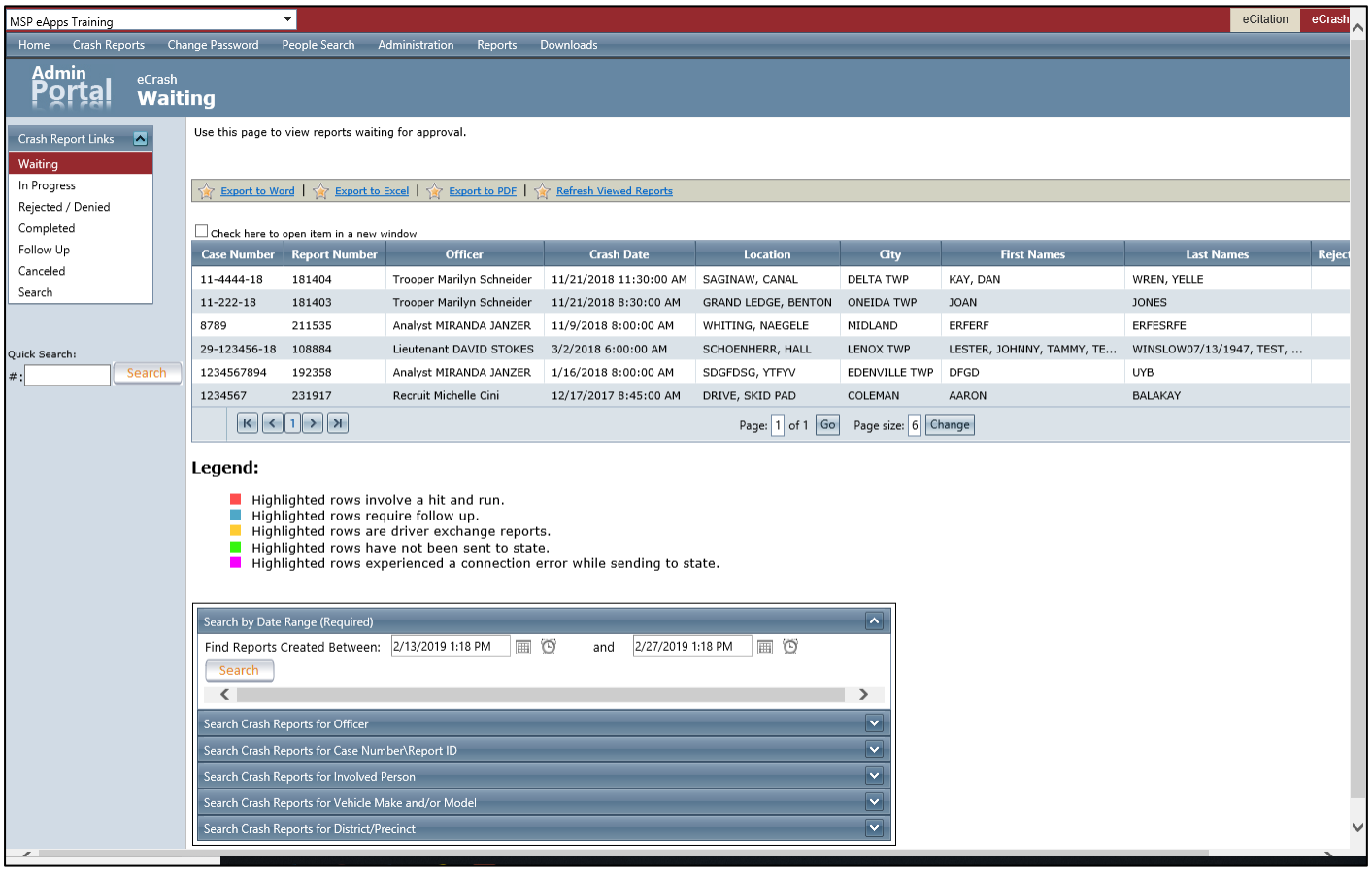
- Must be at least 8 characters long.
- Must not be your previous password.
- Must not be the same as your first or last name.

Your password must contain 3 of the following:

- Uppercase characters
- Lowercase characters
- Numbers
- Special characters

Opening Screen

The opening screen will default to the eCrash tab and will display crashes in the Waiting folder.

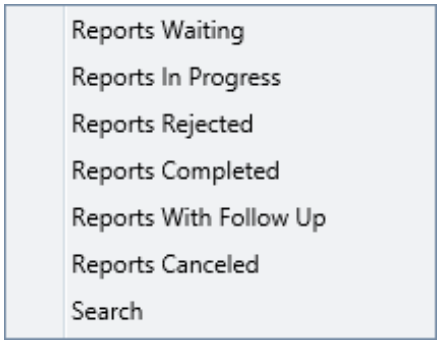


Navigation Bar

The navigation bar allows the user to select from several options within the eCrash module.

Takes you to the opening screen as shown above.

Displays the same 7 options as shown on the left side of the opening screen.



Crash Report Options include:

Reports Waiting to be reviewed by the supervisor.
Reports started and In Progress, but not completed by the officer.
Reports supervisors have reviewed and Rejected.
Reports that have been Completed and reviewed.
Reports that have had or require Follow Up by the officer.
Reports that have been Canceled by the supervisor.
Search for any field across the entire system.

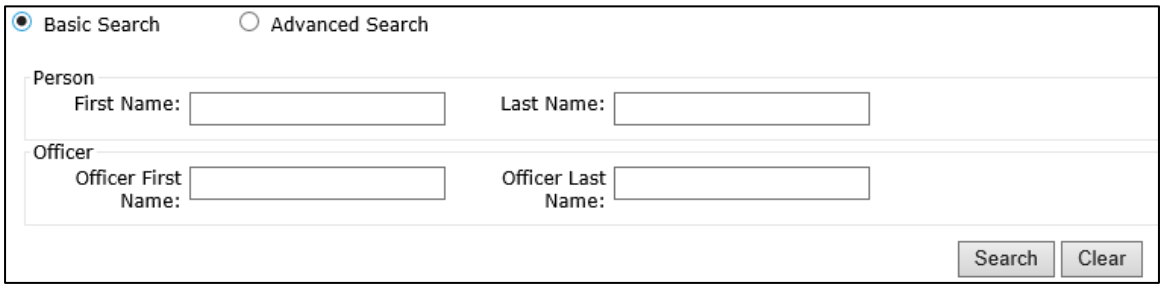
Navigation Bar (Cont.)

Change Password

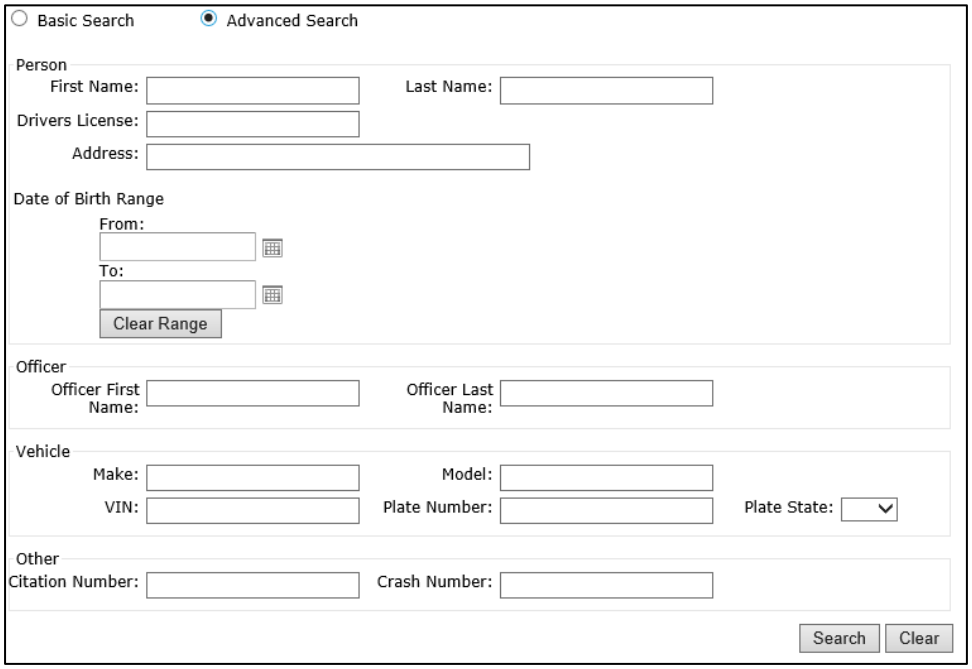
Allows you to change your password within the Administration Portal, and has the same requirements as previously listed on pages 4 and 31.

People Search

Opens a window that allows you to conduct a Basic Search for a Person's name or Officer's name within the system.



An Advanced Search option allows such variables as DLN, DOB, Vehicle Make/Model/Plate/Vin, Citation or Crash number.

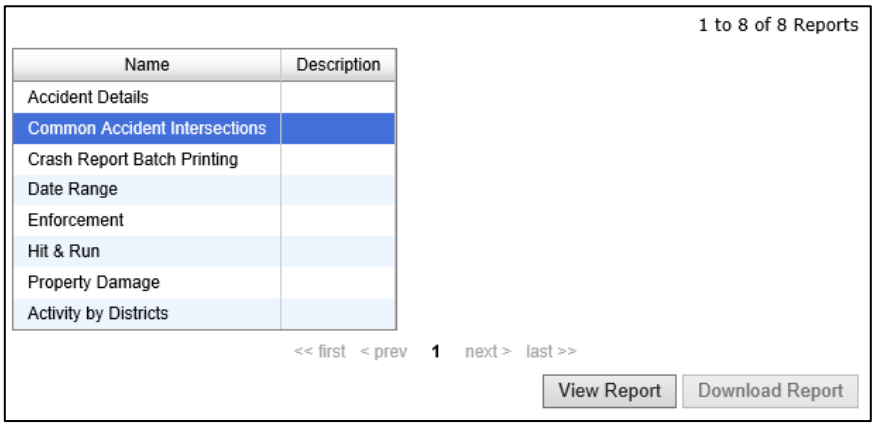


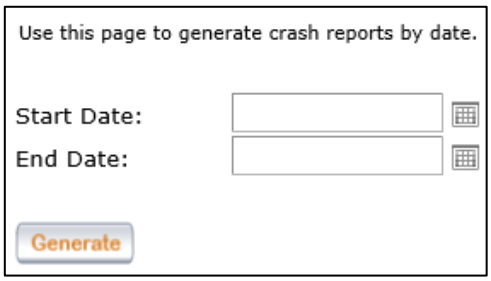
Administration

Lists the associated users for this portal and their access level. This may also let certain individuals add, modify and delete users within the system, depending on their access level set up by your department.

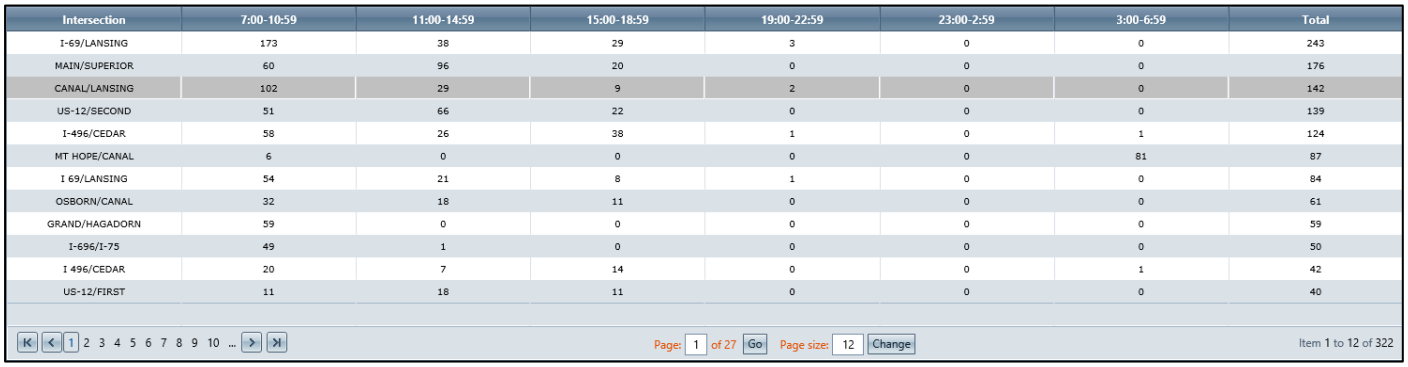
Navigation Bar (Cont.)

Reports Displays a list of possible reports the system can run for crash statistics. Highlight the report you wish to run, select View Report, select a date range, then select Generate.





The report in this example breaks down all crashes by Common Accident Intersections, lists the number of crashes that occurred there and separates them in columns by time frames. The option to export these reports to Word, Excel or PDF is also available. This screen also gives you the ability to sort the crashes by clicking on each column.

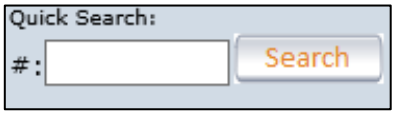


Intersection	7:00-10:59	11:00-14:59	15:00-18:59	19:00-22:59	23:00-2:59	3:00-6:59	Total
I-69/LANSING	173	38	29	3	0	0	243
MAIN/SUPERIOR	60	96	20	0	0	0	176
CANAL/LANSING	102	29	9	2	0	0	142
US-12/SECOND	51	66	22	0	0	0	139
I-496/CEDAR	58	26	38	1	0	1	124
MT HOPE/CANAL	6	0	0	0	0	81	87
I 69/LANSING	54	21	8	1	0	0	84
OSBORN/CANAL	32	18	11	0	0	0	61
GRAND/HAGADORN	59	0	0	0	0	0	59
I-696/I-75	49	1	0	0	0	0	50
I 496/CEDAR	20	7	14	0	0	1	42
US-12/FIRST	11	18	11	0	0	0	40

Downloads Allows you to download different applications and guides from LexisNexis.

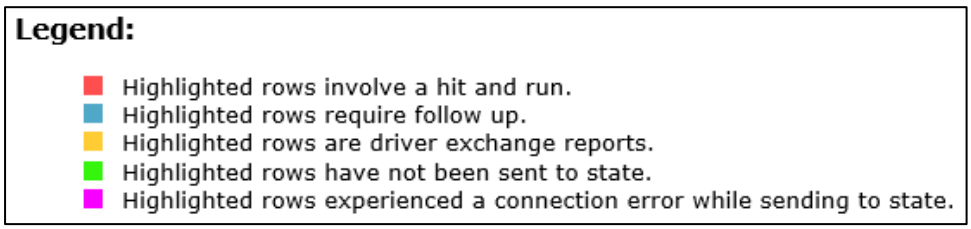
Quick Searches

Use the Quick Search option to locate crash reports by either their External # or their Incident #.



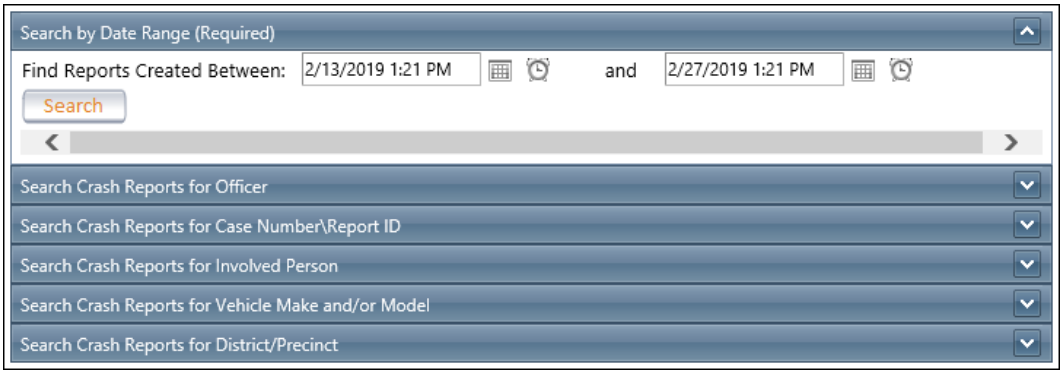
Legend

Certain rows in the Administration Portal will be highlighted, and the legend shows what those highlights represent.



Advanced Search for Crash Reports

This advanced search functionality in the Administration Portal allows the supervisor to search reports by: Officer Name, Case Number, Report ID, Involved Person, Vehicle Make/Model and District or Precinct number, by selecting a date range.



To search for all crash reports within a particular folder (i.e. Waiting, In Progress, etc.), go to that folder and then use this advanced search function.

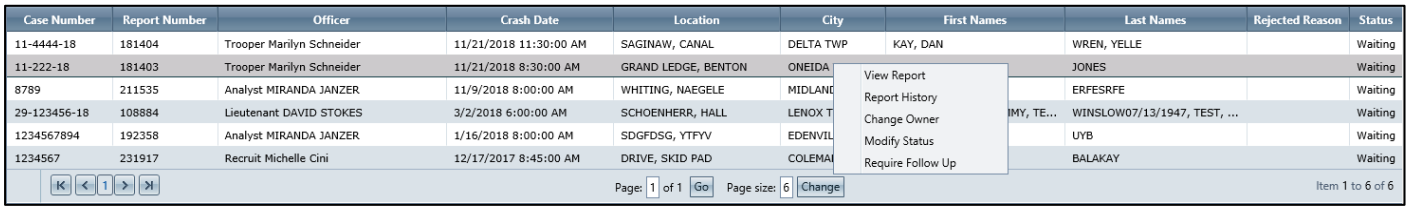
To search through all crash reports, go to the Search folder and then use this advanced search function.

Other eApplications

The number of eApplications visible in the upper right hand corner on the opening page will depend on your agency and what LexisNexis product(s) you use. Other eApplications may include: eCitation and Daily.

Waiting Folder

Select the Waiting folder on the left side of the opening screen to view all reports submitted by the officers and waiting to be reviewed by the supervisor. You can double click on a row to view the UD-10. Right click on the individual row to select from: View Report, Report History, Change Owner, Modify Status and Require Follow-Up, as shown below.



Case Number	Report Number	Officer	Crash Date	Location	City	First Names	Last Names	Rejected Reason	Status
11-4444-18	181404	Trooper Marilyn Schneider	11/21/2018 11:30:00 AM	SAGINAW, CANAL	DELTA TWP	KAY, DAN	WREN, YELLE		Waiting
11-222-18	181403	Trooper Marilyn Schneider	11/21/2018 8:30:00 AM	GRAND LEDGE, BENTON	ONEIDA		JONES		Waiting
8789	211535	Analyst MIRANDA JANZER	11/9/2018 8:00:00 AM	WHITING, NAEGELE	MIDLAND		ERFESRFE		Waiting
29-123456-18	108884	Lieutenant DAVID STOKES	3/2/2018 6:00:00 AM	SCHOENHERR, HALL	LENOX T	IMY, TE...	WINSLOW07/13/1947, TEST, ...		Waiting
1234567894	192358	Analyst MIRANDA JANZER	1/16/2018 8:00:00 AM	SDGFDSG, YTFYV	EDENVIL		UYB		Waiting
1234567	231917	Recruit Michelle Cini	12/17/2017 8:45:00 AM	DRIVE, SKID PAD	COLEMA		BALAKAY		Waiting

View Report
Report History
Change Owner
Modify Status
Require Follow Up

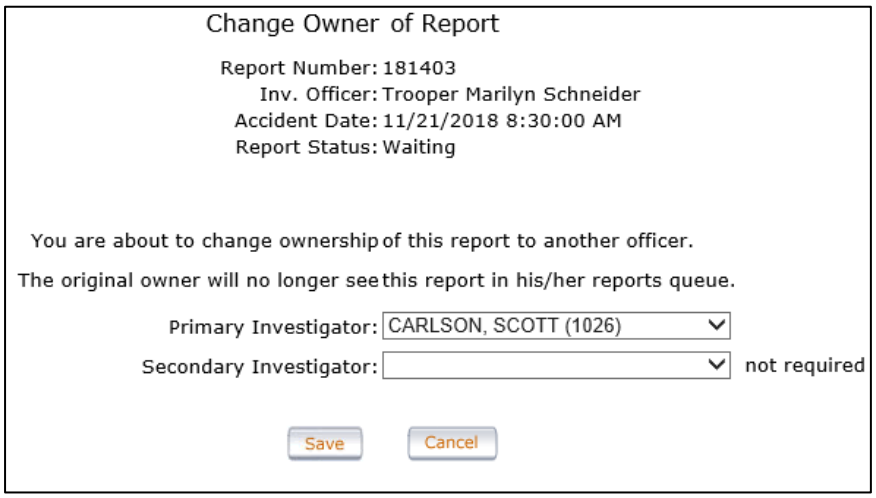
Page: 1 of 1 Go Page size: 6 Change Item 1 to 6 of 6

View Report will open and display the UD-10 in a new window. From here the supervisor can change the owner of the report, modify the status, print or save the UD-10. At this point the report is still not approved and the UD-10 will display a watermark that reads Unapproved Report.

Report History shows every person that accessed that report and tracks the changes that were made by each person with a time and date stamp.

Event	Date	Message
Submitted / Awaiting Approval	11/21/2018 3:14:13 PM	Case Number: 11-222-18 Force Reason:
In Progress	11/21/2018 3:13:55 PM	Case Number: 11-222-18 Force Reason:
In Progress	11/21/2018 3:12:51 PM	Case Number: 11-222-18 Force Reason:
In Progress	11/21/2018 3:10:15 PM	Crash report restored by Trooper Marilyn Schneider:
	11/21/2018 3:10:15 PM	Report investigator(s) changed.
Canceled	11/21/2018 3:08:09 PM	Crash report canceled by Trooper Marilyn Schneider.
	11/21/2018 3:08:09 PM	Report investigator(s) changed.
In Progress	11/21/2018 2:15:55 PM	Case Number: 11-222-18 Force Reason:
In Progress	11/21/2018 2:15:35 PM	Case Number: 11-222-18 Force Reason:
In Progress	11/21/2018 2:08:02 PM	Case Number: 11-222-18 Force Reason:
In Progress	11/21/2018 2:01:11 PM	Case Number: 11-222-18 Force Reason:
In Progress	11/21/2018 1:58:04 PM	Case Number: Force Reason:

Change Owner allows the supervisor to change the Primary Investigator on a crash report and allows them the option to add a Secondary Investigator to the report. This is helpful when an officer changes departments or assignments and the crash needs to be assigned to another officer.



Change Owner of Report

Report Number: 181403
Inv. Officer: Trooper Marilyn Schneider
Accident Date: 11/21/2018 8:30:00 AM
Report Status: Waiting

You are about to change ownership of this report to another officer.
The original owner will no longer see this report in his/her reports queue.

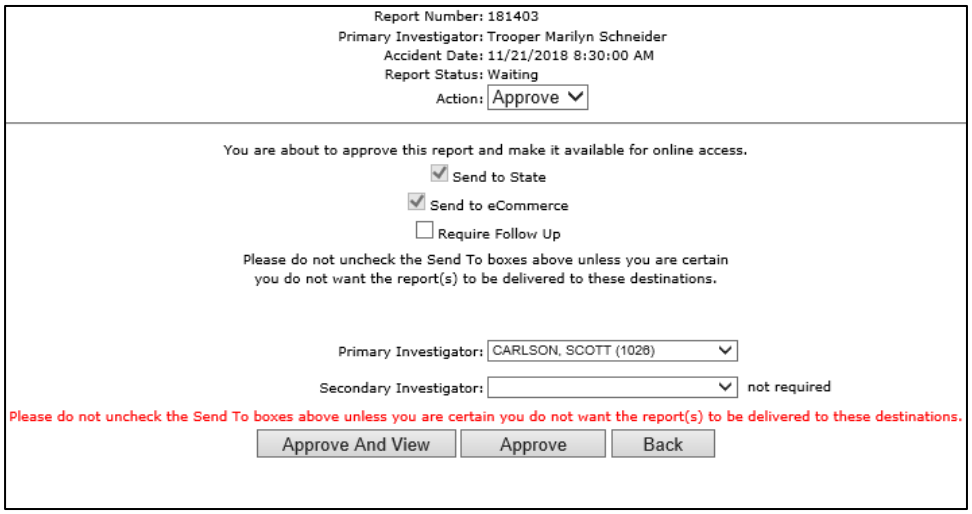
Primary Investigator: CARLSON, SCOTT (1026)
Secondary Investigator: not required

Save Cancel

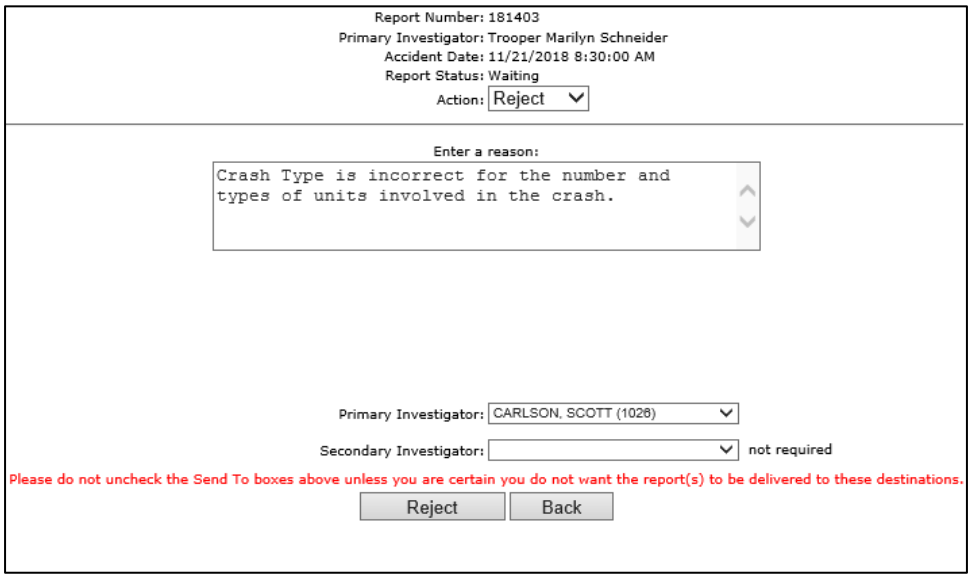
Waiting Folder (Cont.)

Modify Status is where the supervisor will either Approve, Reject or Cancel the crash report. The following three choices are found in the drop down menu next to Action:

Action: Approve will send the report to the LexisNexis database, which in turn sends the report to the State. Send to State and Send to eCommerce are default checked on the Approve screen. Unchecking these defaults will result in the report not being sent to the appropriate databases.

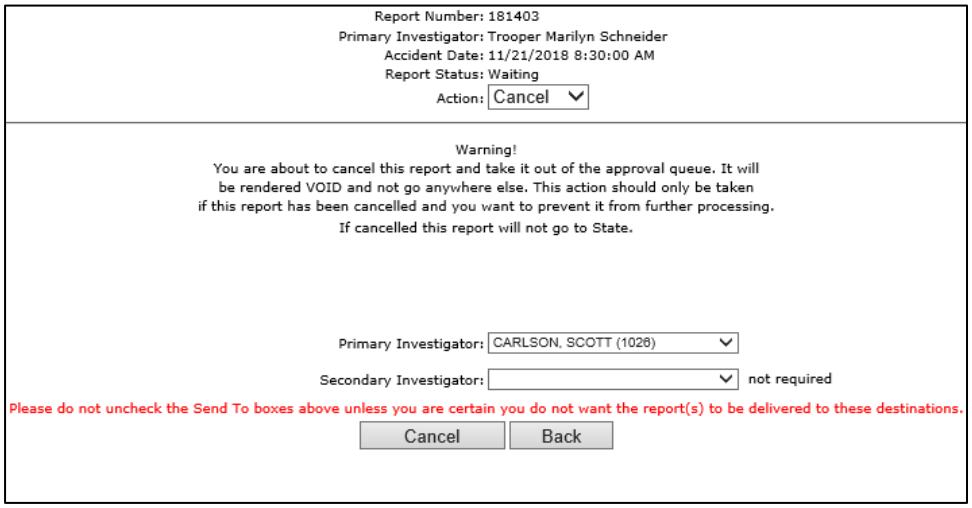


Action: Reject will open a new screen to allow the supervisor to enter a reason the report is being rejected back to the investigating officer. By selecting Reject at the bottom of this screen, the report will be sent back to the officer. The next time the officer opens E-Crash, the Rejected Crash icon on the main navigation bar will blink red.

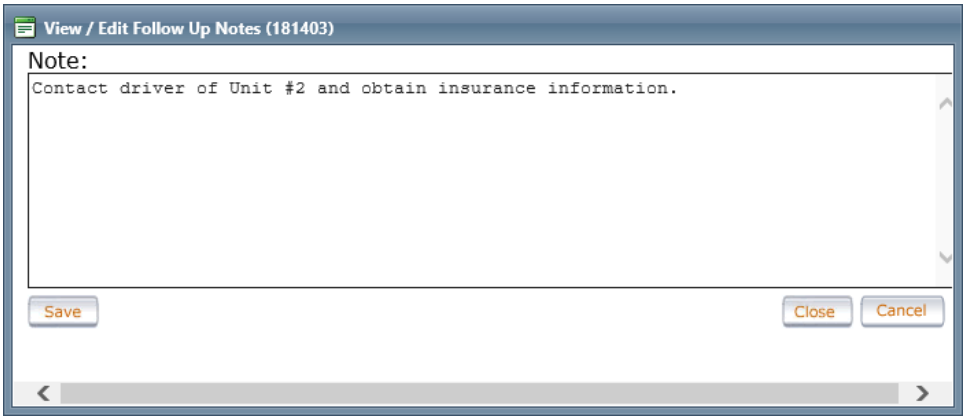


Waiting Folder (Cont.)

Action: Cancel will take the report out of the approval queue and will be removed from the Waiting folder. The report will be rendered VOID and will not go anywhere else. This action should only be taken if the crash report has been canceled and you wish to prevent it from further processing. If the report is canceled it will not go to the State.



Require Follow Up is the last option when right clicking on a row within the Waiting folder. This option allows the supervisor to type in a Follow Up note for the officer.



Once saved, this report will be highlighted in Blue in the Waiting folder, as shown below, and will also be listed in the Follow Up folder, (See page 40 for Follow Up folder).

Case Number	Report Number	Officer	Crash Date	Location	City	First Names	Last Names	Rejected Reason	Status
111111	198930	Sergeant JAY SWEETLAND	4/8/2019 7:55:00 AM	I 96, RAMP 013C	DELTA TWP	ANNE	DRIVER		Waiting
12345	236609	Analyst MIRANDA JANZER	4/2/2019 9:00:00 AM	MARSH, GRAND RIVER	MERIDIAN TWP	SFSF	DSFSG		Waiting
11-4444-18	181404	Trooper Marilyn Schneider	11/21/2018 11:30:00 AM	SAGINAW, CANAL	DELTA TWP	KAY, DAN	WREN, YELLE		Waiting
11-222-18	181403	Trooper Marilyn Schneider	11/21/2018 8:30:00 AM	GRAND LEDGE, BENTON	ONEIDA TWP	JOAN	JONES		Waiting
8789	211535	Analyst MIRANDA JANZER	11/9/2018 8:00:00 AM	WHITING, NAEGELE	MIDLAND	ERFERF	ERFESRFE		Waiting
29-123456-18	108884	Lieutenant DAVID STOKES	3/2/2018 6:00:00 AM	SCHOENHERR, HALL	LENOX TWP	LESTER, JOHNNY, TAMMY, TE...	WINSLOW07/13/1947, TEST, ...		Waiting
1234567894	192358	Analyst MIRANDA JANZER	1/16/2018 8:00:00 AM	SDGFDSG, YTFYV	EDENVILLE TWP	DFGD	UYB		Waiting
1234567	231917	Recruit Michelle Cini	12/17/2017 8:45:00 AM	DRIVE, SKID PAD	COLEMAN	AARON	BALAKAY		Waiting

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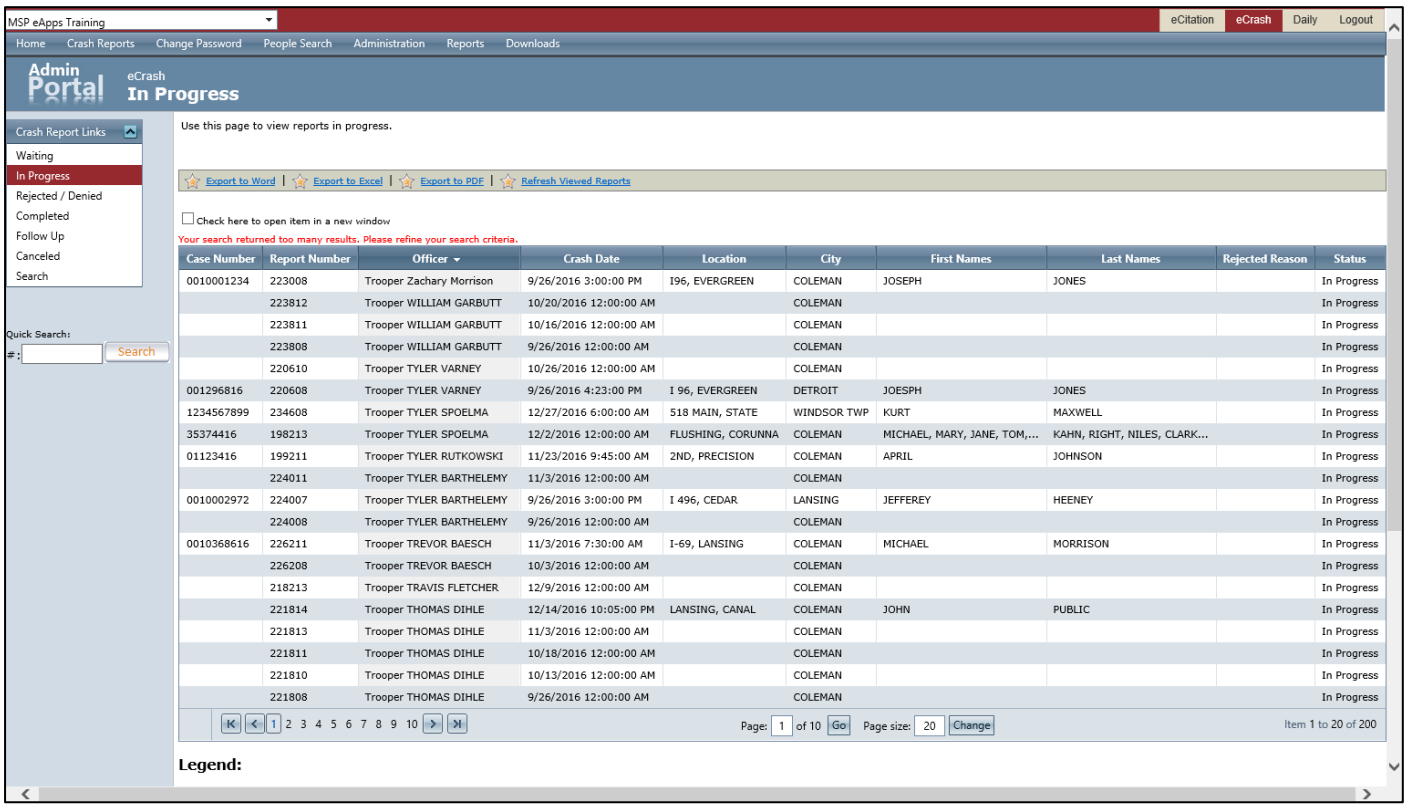
In Progress Folder

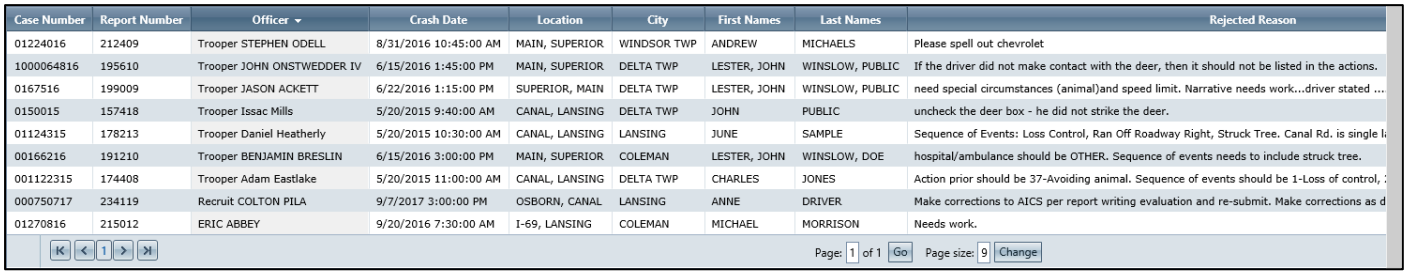
This folder will list all the reports that have been started by officers but have not yet been completed and submitted for review.



This folder works much the same way as the Waiting folder. By right clicking on a row, the supervisor has the options: View Report, Report History, Change Owner, Modify Status and Require Follow Up. Exporting the crash to Word, Excel and PDF is also an option from this folder. You can double click on a row to view the UD-10, but it will be watermarked with Incomplete Report because it has not been completed by the officer.

Rejected / Denied Folder

This folder will list all the reports that have been Denied by the supervisor and Rejected back to the investigating officer for corrections. A Rejected Reason column will appear, indicating the Supervisors notes back to the officer. Again, this folder has all the functionality as the previous folders.



Completed Folder

This folder will list all the reports that have been submitted by the officers and reviewed by the supervisors. This folder will display the last 200 crashes submitted by this department, with the latest being listed first. Each column on this list can also be sorted and grouped by clicking on the name of each individual column. Examples would be to group all the crash reports completed by a single officer or to group all the traffic crashes at a certain location.

Follow Up Folder

This folder will list all the reports (highlighted in blue) that require follow up by the investigating officer and can include notes made by the supervisor. A common example is a crash report involving a drunk driver. The UD-10 has been completed, submitted and reviewed, but is still pending BAC results from the lab. This report can be flagged as requiring follow up with the note, "Pending BAC results from lab". Once the lab results are obtained, the officer can update the report and re-submit the UD-10.

Case Number	Report Number	Officer	Crash Date	Location	City	First Names	Last Names	Status	Follow Up Notes	Rejected Reason
7411	111212	Civilian JUDY AMBROSELLI	3/3/2011 5:00:00 PM	COLLEGE, PROSPECT	PORTAGE	ANNE, ANNE, ANNE, ANNE	DRIVER, DRIVER, DRIVER, D...	In Progress		7411
4807411	111213	DEMO POLICE	4/7/2011 10:00:00 AM	COLLEGE, PROSPECT	HOUGHTON	JENNIFER, JAMES, CHRISTOP...	O'NEILL, O'NEILL, BELL, A...	Approved	Confirm Case#	
123456	192439	Inspector Sonia Sharma	4/11/2017 9:00:00 AM	185, 547567TR	ORANGE TWP	NAMELIKHA	HAI	Approved	Test purpose	
2015000234	184882	LexisNexis_Abida Anwar	9/4/2015 12:19:00 AM	SAGINAW, CANAL	PORTAGE	JANE	DOE	In Progress	test me	fix the diagram
8965-12	151442	Off. TEST TEST7	8/28/2012 4:21:00 AM	US 223, HORTON	PORTAGE	ANNE, HELLO	DRIVER, SAME	Approved		
2965	130825	Off. TEST TEST7	12/5/2011 7:17:00 PM	NADEAU, WAR	FRENCHTOWN TWP	MICHAEL	MARTIN	Canceled	fix it	BAC Results added
11-888888	107613	Reserve DOUG BLENMAN	3/4/2011 4:00:00 PM	DYKE, ANCHOR BAY	CLAY TWP	BILL, BAD, REALY, SHEBAD	DRIVER, MOM, DRIVER, DAD	Approved	Verify Driver's Name	
1209250056	148451	TEST TEST1	9/26/2012 8:00:00 AM	US 31, PORT SHELDON	PORT SHELDON TWP	ANNE, ANNE, ANNE	DRIVER, DRIVER, DRIVER	Approved		

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By right clicking on a row, the supervisor has the options: View Report, Report History, Change Owner, Modify Status, View/Edit Follow Up Notes and Remove Follow Up. Change Owner will only be an option if the report status is In Progress. Note that Remove Follow Up will take that crash out of the Follow Up folder and return it to the Waiting folder. This must be manually done in order to remove the report from the Follow Up folder.

Canceled Folder

This folder will list all the reports Canceled by a supervisor. Right clicking on the row will allow you to: View Report, Report History, Change Owner and Modify Status. Remember that canceled reports are rendered VOID and will not go anywhere else. A crash report that was previously Canceled can be re-opened by selecting the Modify Status option and changing the Action to Restore. See page 41 for how to Restore a crash.

Case Number	Report Number	Officer	Crash Date	Location	City	First Names	Last Names	Rejected Reason	Status	Follow Up Notes
UAT678	193024	Inspector Sonia Sharma	10/23/2017 9:00:00 AM	ERTETUIER, YRTYRTYRT	FREEMAN TWP	GAOLI	ORPRAH		Canceled	
14678913	166080	TEST TEST1	7/3/2013 11:00:00 PM	M-50, MAIN	PORTAGE	GRANNY, SAME	BONES, ABOVE	fix the diagram	Canceled	
146987012	152451	Civilian JUDY AMBROSELLI	9/10/2012 1:10:00 PM	TIPTON, M 50	PORTAGE	ANNE	DRIVER	not good enough	Canceled	
14612312	152045	Off. TEST TEST2	9/10/2012 9:00:00 AM	US 223, DIVISION	PORTAGE	ANNE, ANNE	DRIVER, DRIVER	Unacceptable naritive	Canceled	
1000	130826	Off. TEST TEST8	4/26/2012 1:20:00 PM	ELM, DETROIT	MONROE	DONALD, ARNOLD, ANNE	DRIVER, DRIVER, DAVIS		Canceled	
1234	132826	Off. TEST TEST7	4/26/2012 1:05:00 PM	MONROE, STEADMAN	PORTAGE	ANNE, JOHN, PAUL, JUAN	DRIVER, DRIVER, MCCARTNEY...		Canceled	
2012	129826	TEST TEST1	4/26/2012 1:00:00 PM	NORTH, MORE	PORTAGE	ANNE, ARNOLD	DRIVER, DRIVER		Canceled	
12345	129825	JIM DONAHUE	12/8/2011 9:00:00 AM	MONROE, COURTLAND	FRENCHTOWN TWP	ANNE, ANNE, ANNE, ANNE	DRIVER, DRIVER, DRIVER, D...		Canceled	
	132425	JIM DONAHUE	12/8/2011 12:00:00 AM	ELM, N	PORTAGE				Canceled	
2965	130825	Off. TEST TEST7	12/5/2011 7:17:00 PM	NADEAU, WAR	FRENCHTOWN TWP	MICHAEL	MARTIN	BAC Results added	Canceled	fix it
201199999	113223	DEMO POLICE	10/19/2011 12:00:00 AM		PORTAGE				Canceled	
11-666666	107618	Reserve DOUG BLENMAN	3/24/2011 1:40:00 AM	DYKE, ANCHOR BAY	PORTAGE	SOMETMES, WILD	DRIVER, CRAZY	Narrative is bad....	Canceled	
11-7777777	107615	Reserve DOUG BLENMAN	3/23/2011 9:00:00 AM	DYKE, ANCHOR BAY	CLAY TWP	REALLY, WIFE	DRIVER, DRIVER		Canceled	
111111	107614	Reserve DOUG BLENMAN	3/19/2011 3:00:00 PM	DYKE, ANCHOR BAY	CLAY TWP	REALLY, PASSENGER, BAD	DRIVER, DRIVER, WIFE	Fix the diagram...	Canceled	
64-1-11	137260	Off. TEST TEST3	3/3/2011 5:00:00 AM	WHITEHALL, RIVER	ALAMO TWP	JOE	DIRT		Canceled	
14-6860-09	98612	Off. TEST TEST6	1/24/2011 10:30:00 AM	MERIDIAN, 12 TH	PORTAGE	ANNE	DRIVER		Canceled	

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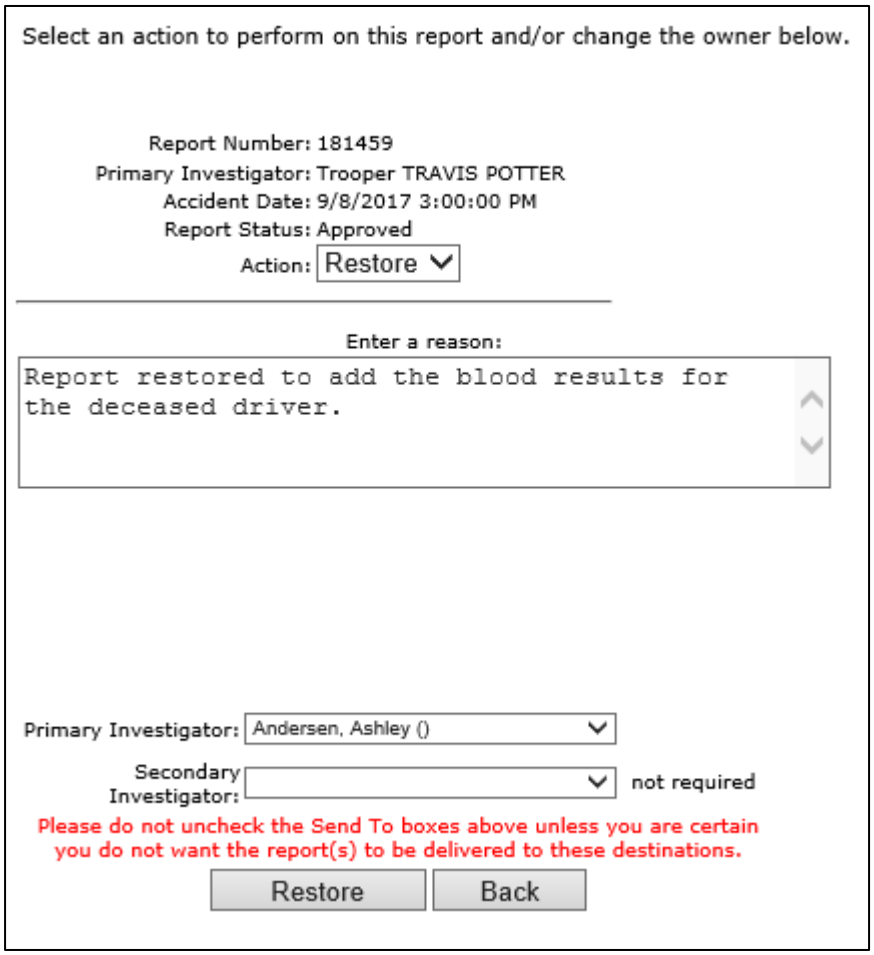
How to Modify (Restore) a Crash Report Already Submitted to the State

The MSP, TCRU allows an agency/officer up to three (3) years to modify a crash report. This can be helpful when recalling a UD-10 to update the blood alcohol results that have come back from the lab, or to fix any errors the officer may have made to their original UD-10 report. Recalling a report to make changes must be initiated by the supervisor within the Administration Portal.

First, the supervisor must locate the specific traffic crash report in the Completed folder and right click on that row. From here the supervisor has the option to: View Report, Report History, Modify Status and Require Follow Up. By selecting Modify Status, the following screen opens.



The only option from here is to select Action: Restore from the drop down menu. Enter the reason(s) the crash is being modified in the text box and select Restore at the bottom of the screen. This crash will now show up in the In Progress folder for the officer to make the changes and re-submit.

Updating Driver Records with SOS

When a traffic crash report is restored and modified, a new record will be sent to the Secretary of State to amend a person's driving record with any information that was modified on the UD-10. The TCRU will always store the last updated copy of the UD-10 in the database.

APPENDIX

Notes:

Contact Information:

For technical issues or questions about the LexisNexis eApplications, contact:

LexisNexis Customer Service
1-888-949-3535
Email: iyeTek.support@lexisnexis.com

For MSP personnel, contact:

E-Applications Unit
517-241-1888
Email: Ecrash@michhigan.gov

For UD-10 questions, officer training or traffic crash statistics, contact:

Michigan State Police
Traffic Crash Reporting Unit
517-241-1699
Email: CrashTCRS@michigan.gov
Website: www.michigan.gov/crash

Resources:

UD-10 Traffic Crash Report Instruction Manual (Revised 2018)

UD-10 Traffic Crash Report User Guide (Cheat Sheet) (Revised 2018)

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