

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



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Authority: 1949 PA 300, Sec. 257.622  
 Compliance: Required MTP UD-10E  
 Penalty: \$100 and/or 60 days (Rev. 01/2016)

Do Not Use

Page \_\_\_\_\_ of \_\_\_\_\_  
 Incident # \_\_\_\_\_  
 File Class \_\_\_\_\_  
 Reviewer \_\_\_\_\_

### STATE OF MICHIGAN TRAFFIC CRASH REPORT

ORI: MI-39999998 Department Name \_\_\_\_\_

Crash Date: 09/13/2018 Crash Time: 11:11 AM No. of Units: \_\_\_\_\_ Crash Type: \_\_\_\_\_

Special Circumstances:  None  Hit & Run  School Bus  Fleeting Police  Unknown  Animal

Special Checks:  Fetal  Connected Copy  Replace  Delete  Non-Traffic Area  CRV/Snowmobile

Weather: \_\_\_\_\_ Lights: \_\_\_\_\_ Road Surface Condition: \_\_\_\_\_ Total Lanes: \_\_\_\_\_ Photos: \_\_\_\_\_ Contributing Circumstance: 1st \_\_\_\_\_ 2nd \_\_\_\_\_

County: 56 City/Twp: \_\_\_\_\_ Area: \_\_\_\_\_ Traffic Control: \_\_\_\_\_ Relation to Roadway: \_\_\_\_\_ Work Zone-Type: \_\_\_\_\_ Work Zone - Workers Present: \_\_\_\_\_ Work Zone-Activity: \_\_\_\_\_ Work Zone-Location: \_\_\_\_\_

Prefix: \_\_\_\_\_ Road Name: \_\_\_\_\_ Divided Roadway:  Road Type: \_\_\_\_\_ Suffix: \_\_\_\_\_

Distance: \_\_\_\_\_ FT \_\_\_\_\_ North \_\_\_\_\_ East \_\_\_\_\_ Beginning of Ramp \_\_\_\_\_ Trafficway: 1 2 3 4 5 6 \_\_\_\_\_ Speed Limit: \_\_\_\_\_ Posted:  Yes  No

Prefix: \_\_\_\_\_ Intersecting Road: \_\_\_\_\_ Divided Roadway:  Road Type: \_\_\_\_\_ Suffix: \_\_\_\_\_

Unit Number: \_\_\_\_\_ State: \_\_\_\_\_ Driver License Number: \_\_\_\_\_ Date of Birth: MMDDYYYY \_\_\_\_\_ License Type/Endorsements: \_\_\_\_\_ Sex: \_\_\_\_\_ Total Occup: \_\_\_\_\_

Unit Type:  M/V  B  P  E/Bike

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Driver's Position: \_\_\_\_\_ Restraint: \_\_\_\_\_ Ejected:  Yes  No

Driver's Name: \_\_\_\_\_ Driver's Address: \_\_\_\_\_ Driver's City: \_\_\_\_\_ Driver's State: \_\_\_\_\_ Driver's Zip: \_\_\_\_\_ Driver's Phone Number: \_\_\_\_\_

Alcohol Suspected:  Yes  No Test Type:  Field  PBT  Breath  Blood  Urine  Test Results: \_\_\_\_\_

Drug Suspected:  Yes  No Test Type:  Urine  Blood  Test Results: \_\_\_\_\_

Insurance: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Towed By: \_\_\_\_\_ Towed To: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_ State: \_\_\_\_\_ Citation Issued:  Hazardous  Other

VIN: \_\_\_\_\_ Vehicle Description: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle Type: \_\_\_\_\_ Location of Greatest Damage: \_\_\_\_\_ First Impact: \_\_\_\_\_ Extent of Damage: \_\_\_\_\_ Vehicle Direction: \_\_\_\_\_ Private Trailer Type: \_\_\_\_\_ Vehicle Defect: \_\_\_\_\_ Special Vehicles: \_\_\_\_\_ Vehicle Use: \_\_\_\_\_

Automation System(s) in Vehicle: \_\_\_\_\_ Automation System Level in Vehicle: \_\_\_\_\_ Automation System Level Engaged at Time of Crash: \_\_\_\_\_

First Name: \_\_\_\_\_ Date of Birth: MMDDYYYY \_\_\_\_\_ Sex: \_\_\_\_\_ Position Restraint: \_\_\_\_\_ Hospital: \_\_\_\_\_ Ambulance: \_\_\_\_\_

Middle: \_\_\_\_\_ Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ejected: \_\_\_\_\_ Trapped: \_\_\_\_\_

Last: \_\_\_\_\_ Injury:  K  A  B  C  D

First Name: \_\_\_\_\_ Date of Birth: MMDDYYYY \_\_\_\_\_ Sex: \_\_\_\_\_ Position Restraint: \_\_\_\_\_ Hospital: \_\_\_\_\_ Ambulance: \_\_\_\_\_

Middle: \_\_\_\_\_ Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Ejected: \_\_\_\_\_ Trapped: \_\_\_\_\_

Last: \_\_\_\_\_ Injury:  K  A  B  C  D

Owner:  Owner  Uninjured  Passenger  Witness Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Age: \_\_\_\_\_ Pos: \_\_\_\_\_ Rest: \_\_\_\_\_

Damaged Property: \_\_\_\_\_ Public:  Y  N Owner & Phone: \_\_\_\_\_ Name: \_\_\_\_\_ Phone: \_\_\_\_\_

UD-10 SERIAL NUMBER: 131861 Serial Override Number: \_\_\_\_\_ Do Not Write or Mark in This Area

Do Not Write or Mark Below This Line

Please make copies of this manual and distribute as needed.

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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.



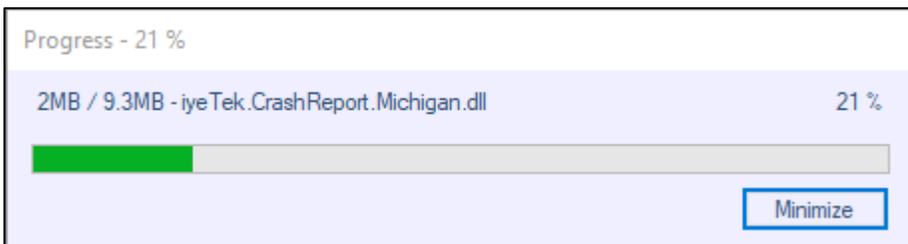
## LexisNexis Log In

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.



[Return to login](#)

### iyeTek Administration Portal

User Name:

Agency:

Input Code:  

### **Your password must match the following criteria:**

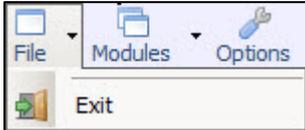
- Must be at least 8 characters long.
- Must not be your previous password.
- Must not be the same as your first or last name.

### **Your password must also contain 3 of the following:**

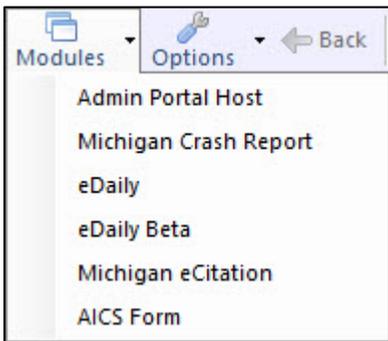
- Uppercase characters
- Lowercase characters
- Numbers
- Special characters

## Navigation Bar

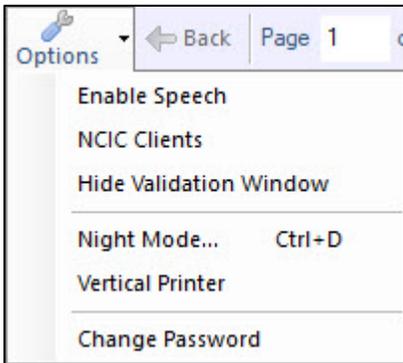
The main navigation bar will be displayed at the top of the screen. Several functions can be performed from the navigation bar, as shown below.



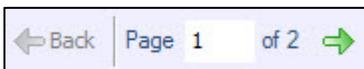
**File** allows you to exit the program.



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

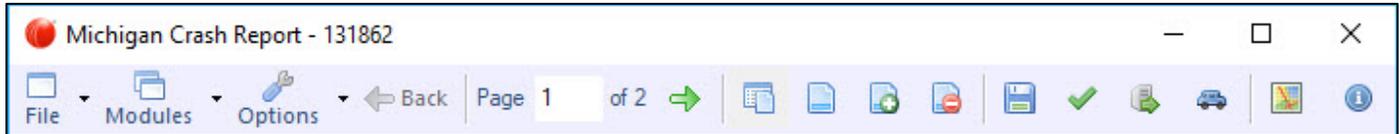


**Options** allow you to enable the speech application, search for different NCIC clients, hide the validation window, toggle between day time and night time modes, set up a vertical printer or change your password.



**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.



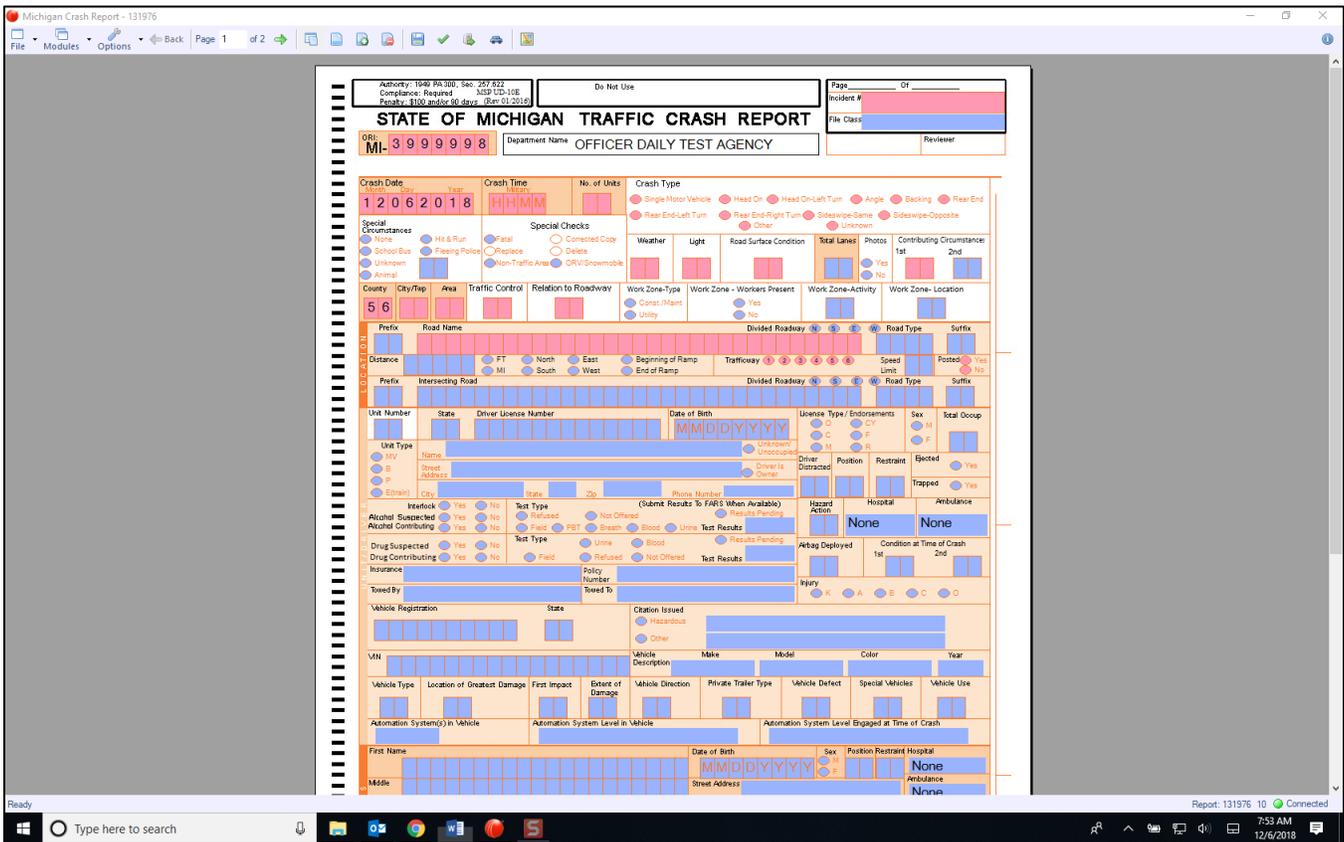
**Info** icon relays certain information about the program, including the version number of the latest update.

# CHAPTER 2

## Entering the Crash

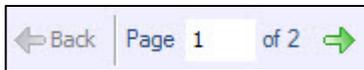
The crash information should be entered into the appropriate fields, following the guidelines in the UD-10 Traffic Crash Report Instruction Manual and the UD-10 User Guide (Cheat Sheet).

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](http://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.

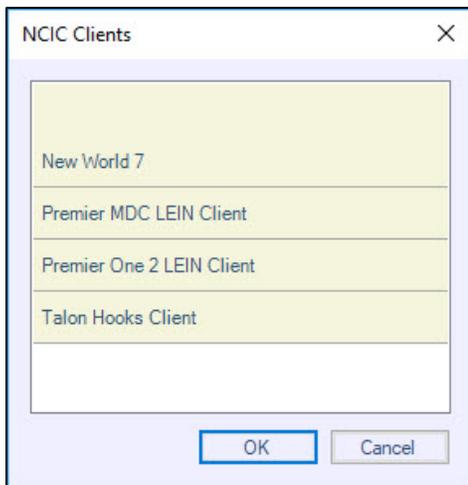
For the Narrative section, click in the Narrative field and enter a brief description of how the crash occurred. See Chapter 7.

## CHAPTER 3

### LEIN/NCIC

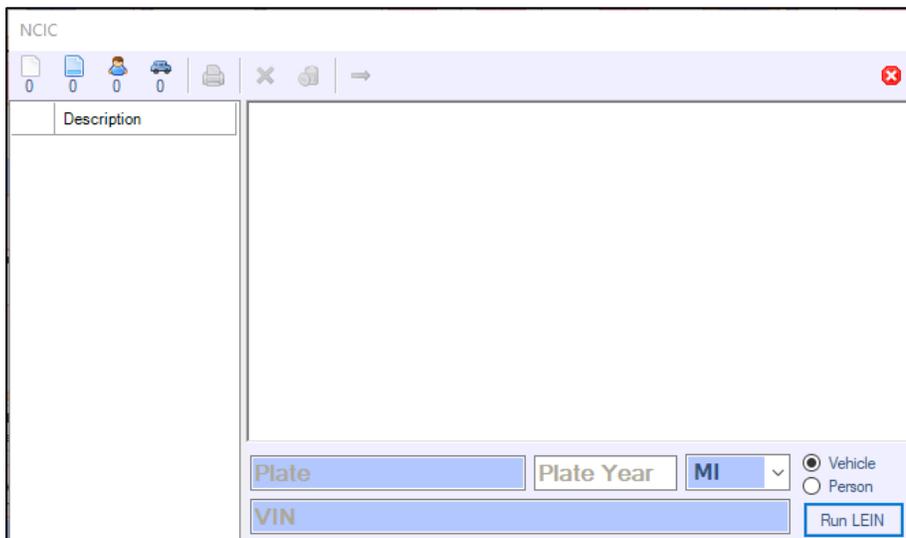
This chapter applies to departments that have access to LEIN/NCIC on their computers, or those that have barcode/magnetic swipe readers attached to their computers.

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 screenshot shows a search interface with a 'Plate Year' dropdown menu set to 'MI'. Below it is a 'VIN' input field. To the right, there are radio buttons for 'Vehicle' (selected) and 'Person'. A 'Run LEIN' button is located at the bottom right.

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.

The screenshot shows the NCIC search results for license plate 999YZZ. The left pane shows a list of results with 'ANNE CARR DRIVER' and '999YZZ' selected. The right pane displays the following information:

- 81770
- A SOS 01023 4441 10/25/07 1623 WMUPCOMP.
- MI3988190
- 11:999YZZ
- FOR:ANWARS/WMUPD
- OPR:ANWARS
- TITLE INFORMATION:
- 1986 OLDSMOBILE [AAAAA11111SPC](#) 12 FOUR DOOR M CORR
- 03/30/2007 299V0860087
- [ANNE CARR DRIVER](#)
- 7064 CROWNER DR
- LANSING 48918-0001
- NO SECURED INTEREST ON RECORD
- REGISTRATION INFORMATION:
- 999YZZ PC-CORRECTION

At the bottom, there is a search bar with '999YZZ' entered, a 'Plate Year' dropdown set to 'MI', radio buttons for 'Vehicle' (selected) and 'Person', and a 'Run LEIN' button.

**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.

The screenshot shows the NCIC search results for license plate 999YZZ. The left pane shows a list of results with a red X on the vehicle icon next to 'THOMAS RAY SPANGLER'. The right pane displays the following information:

- &M05QQV3900365//MI8018000
- 35:2:THOMAS RAY SPANGLER;032666.
- FOR:SCUILETTIP/VANBURENCO
- OPR:SCUILETTI
- S-152-792-730-242 **EXPIRED LIC**
- THOMAS RAY SPANGLER 03/26/1966 M 6-00 200 HAZ IMAGE
- 53180 COUNTY ROAD 687 R-OPER 03/11/1999 03/26/2003
- HARTFORD MI 49057-8810 \*\*\*-\*\*\*\*\*
- HOM 001 PRIOR ALCOHOL VIOLATIONS [625] OR MURDER, MANSLAUGHTER, NEG
- WITH A VEHICLE
- 001 PRIOR ADDITIONAL SUSPENSIONS/REVOCATIONS [904 (10), (11) OR (12)];
- ANY IF **ARREST**ING FOR 2nd OR MORE ALCOHOL [625] OR DWLS (DURING

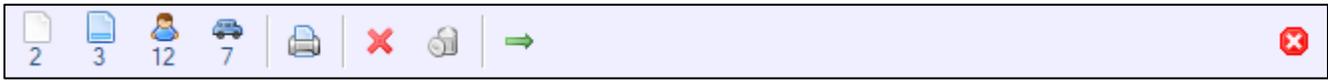
At the bottom, there is a search bar with 'Plate' entered, a 'Plate Year' dropdown set to 'MI', radio buttons for 'Vehicle' (selected) and 'Person', and a 'Run LEIN' button.

## 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 be queried by changing the State in the drop down menu.

Operator's License Number	MI	<input type="radio"/> Vehicle
Name	/ /	<input checked="" type="radio"/> Person
	M	Run LEIN

## 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.



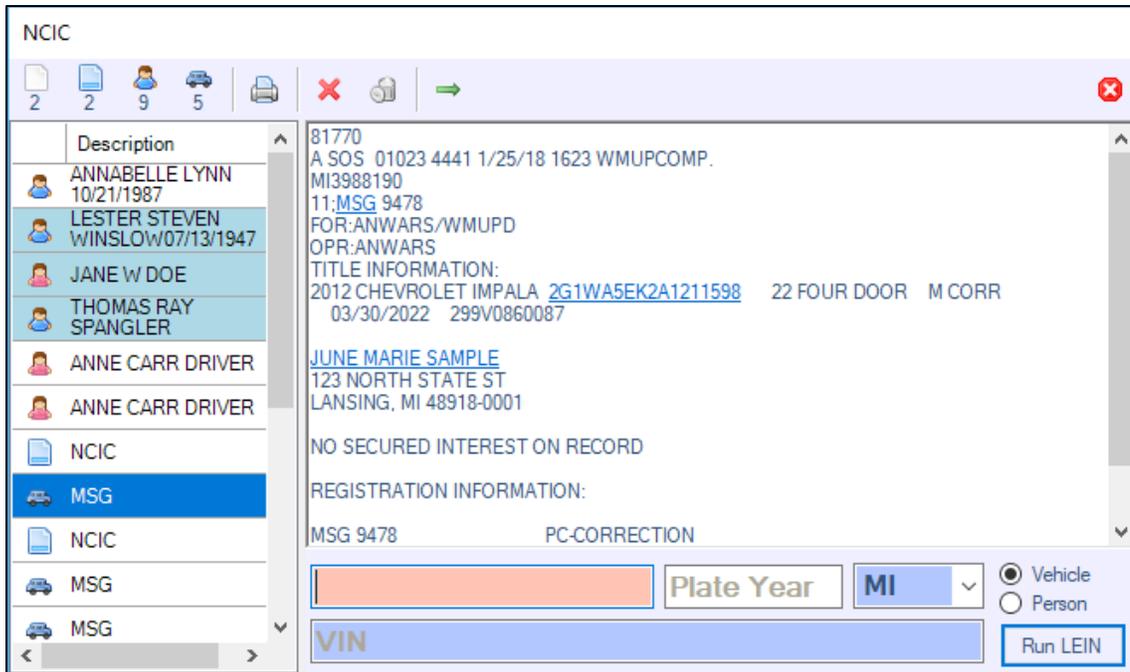
Exports data to the current screen.



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.

Vehicle Registration		State	Citation Issued	
MSG9478		MI	<input type="radio"/> Hazardous <input type="radio"/> Other	
VIN	2G1WA5EK2A1211598		Vehicle Description	Make
			CHEVROLE	Model
				Color
				Year
				2012

**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.

Unit Number	State	Driver License Number	Date of Birth	License Type / Endorsements	Sex	Total Occup
	MI	D 6 1 6 0 6 7 1 0 8 8 8 8	1 1 2 0 1 9 6 2	<input type="radio"/> O <input type="radio"/> CY <input type="radio"/> C <input type="radio"/> F <input type="radio"/> M <input type="radio"/> R	<input type="radio"/> M <input checked="" type="radio"/> F	
Unit Type	Name			Unknown/Unoccupied	Driver Is Owner	
<input checked="" type="radio"/> MV <input type="radio"/> B <input type="radio"/> P <input type="radio"/> E(train)	ANNE CARR DRIVER			<input type="radio"/>	<input type="radio"/>	
	Street Address			Driver Distracted	Position	Restraint
	7064 CROWNER DR			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	City	State	Zip	Phone Number	Ejected	Trapped
	LANSING	MI	48912		<input type="radio"/> Yes	<input type="radio"/> Yes

**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

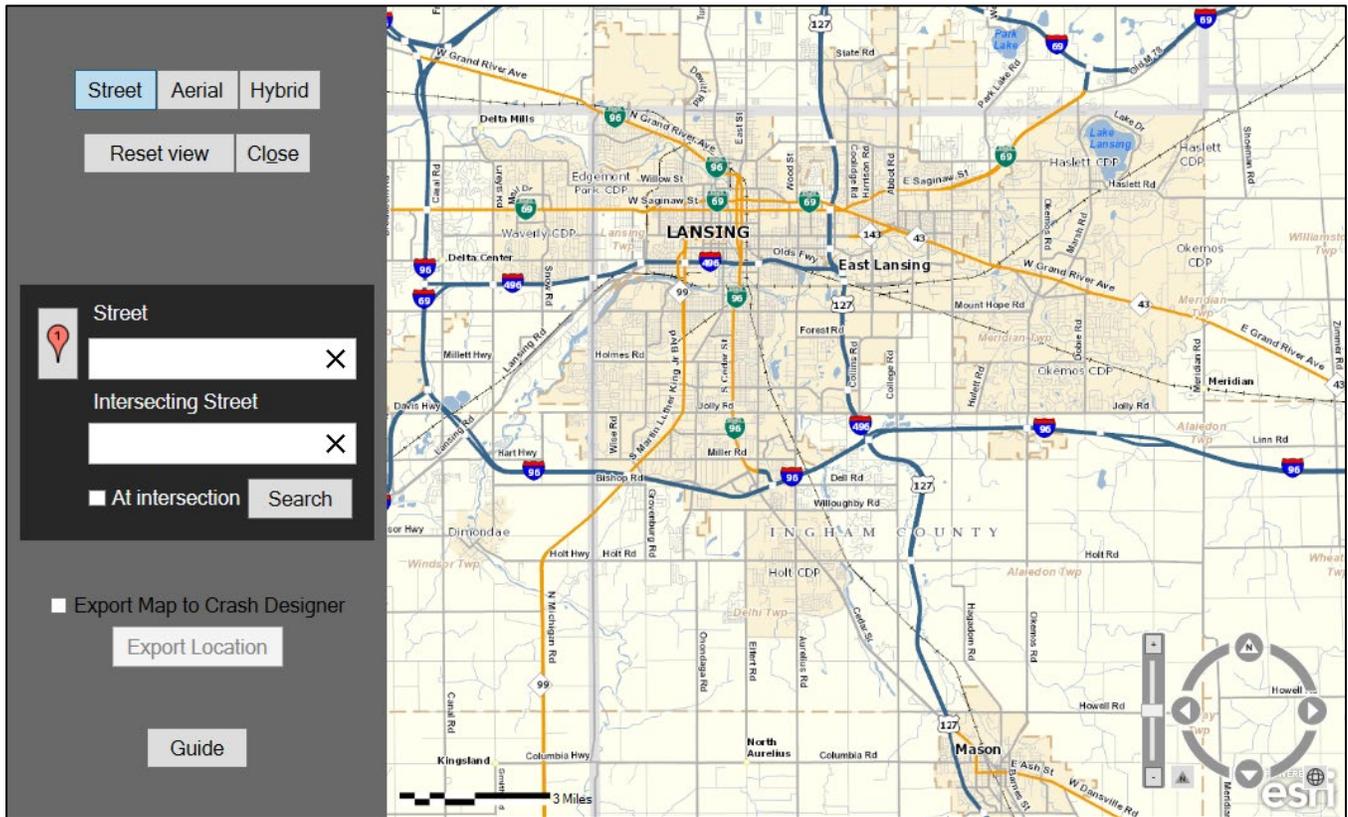
## Crash Locating Tool



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

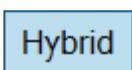
Three choices are available to view the map.



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



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



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

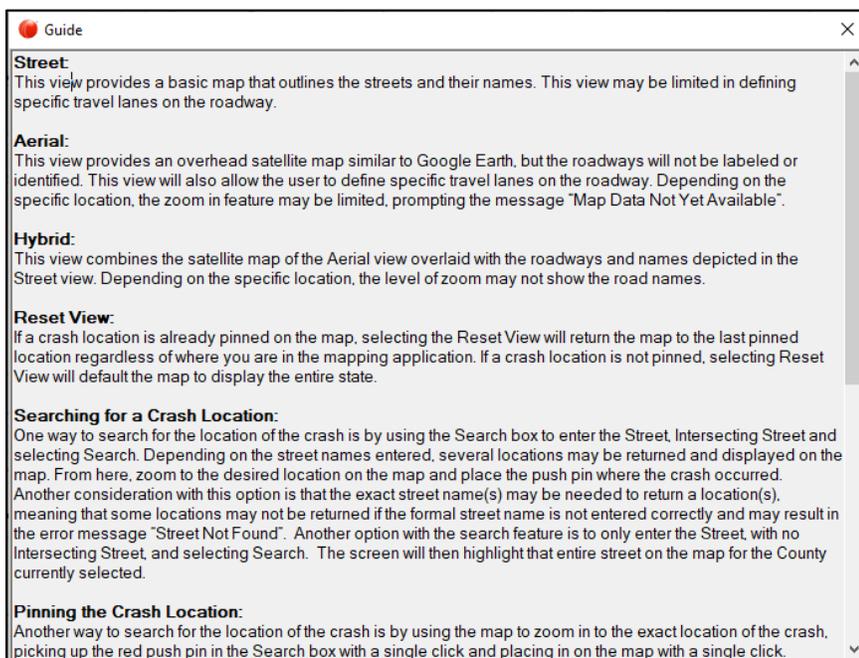
The below tool allows you to navigate around the map by panning left, right, up and down. The slider bar on the left will zoom the map in/out. On a desktop computer you can use the left clicker on the mouse to navigate around the map and use the clicker wheel to zoom in/out. Double tapping on the map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



## Guide

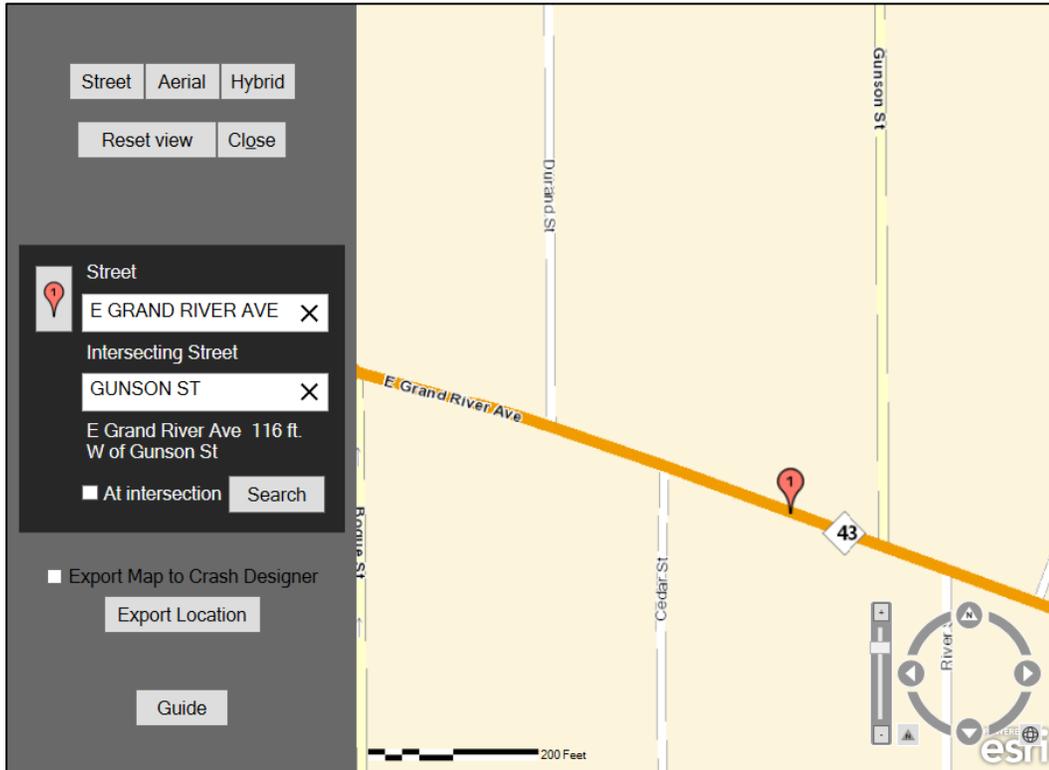
Guide

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 crash 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.



LOCATION	Prefix	Road Name										Divided Roadway						Road Type		Suffix
		E	GRAND RIVER										N S E W						AVE	
	Distance	116	● FT	● North	● East	● Beginning of Ramp	Trafficway 1 2 3 4 5 6						Speed Limit	Posted	Yes	No				
			● MI	● South	● West	● End of Ramp	N S E W						ST							
LOCATION	Prefix	Intersecting Road										Divided Roadway						Road Type		Suffix
			GUNSON										N S E W						ST	

## Export Location

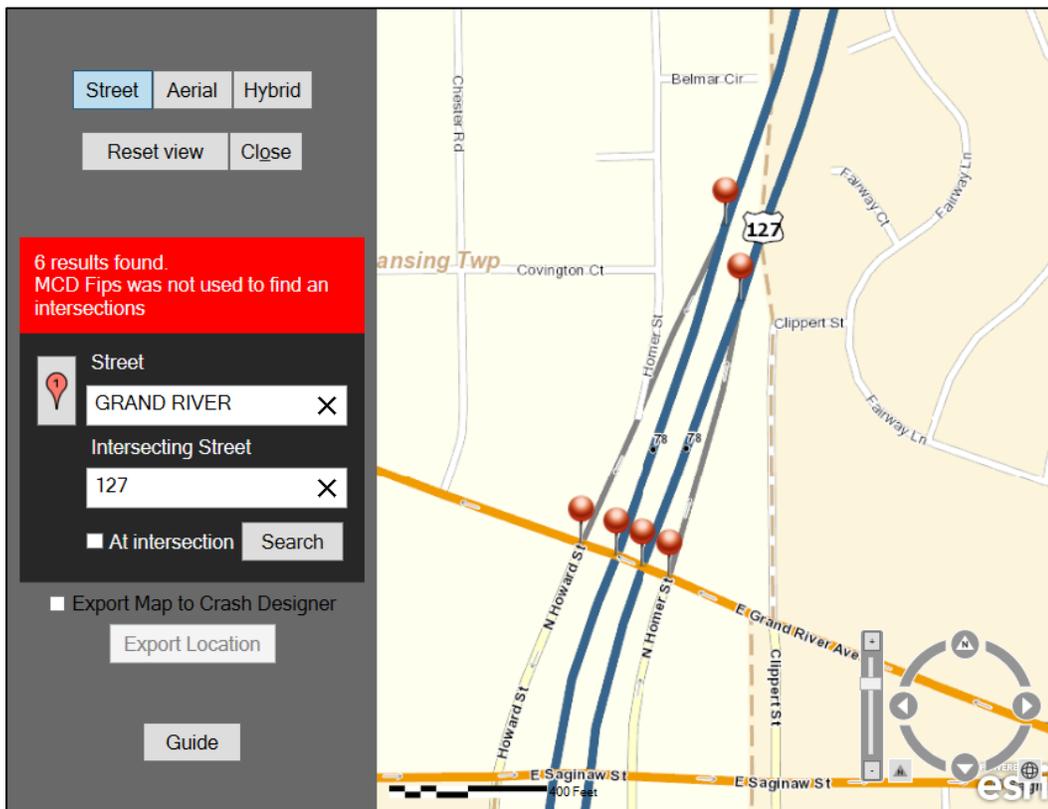
Once the crash is pinned on the map and the desired location is returned, select Export Location to have that information populate the related fields on the UD-10, as shown above.

## 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.

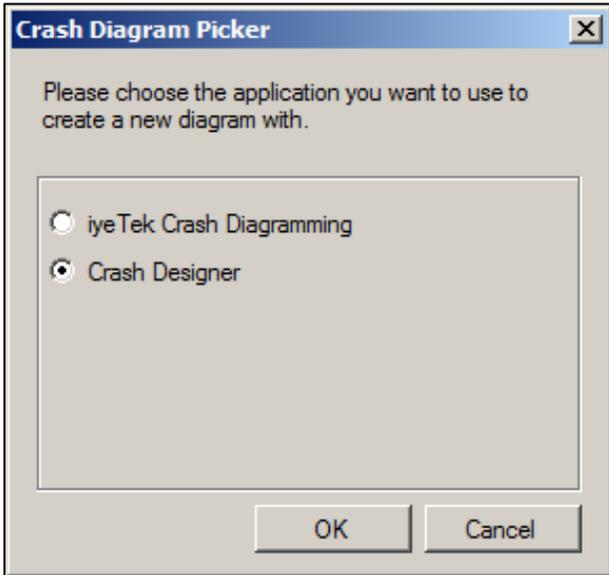
## Map Scale

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.

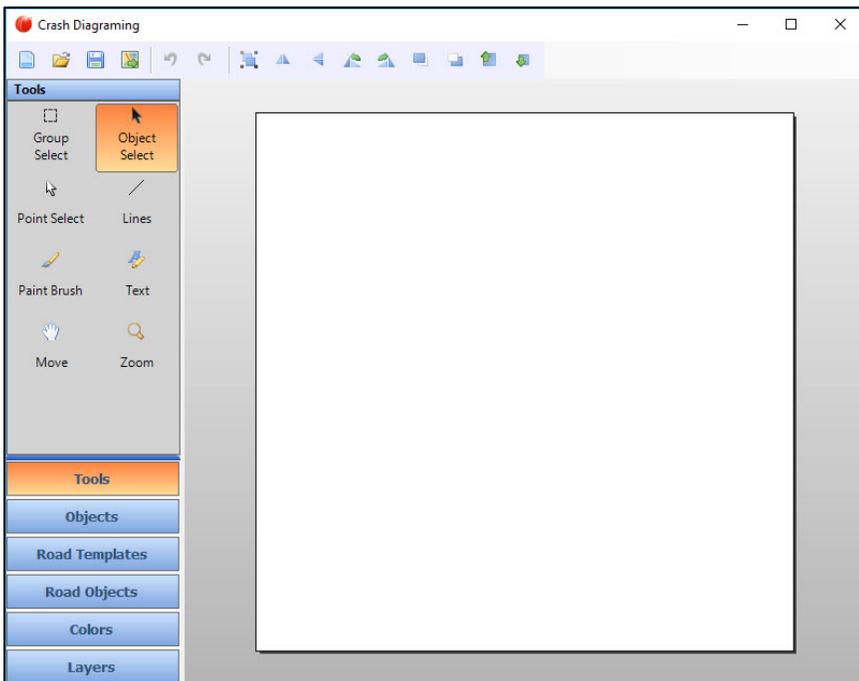
## CHAPTER 5

### Crash Diagramming

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.

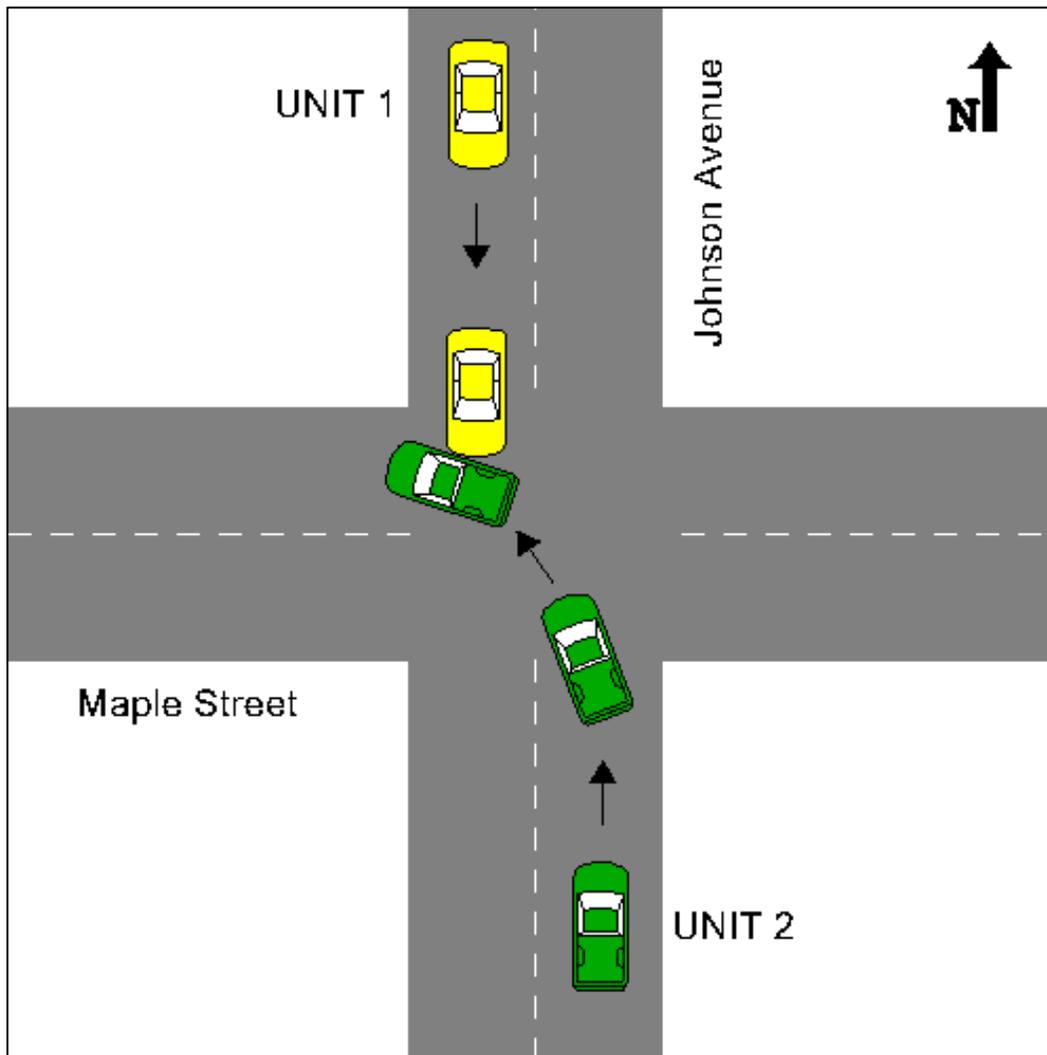


## Work Area

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.



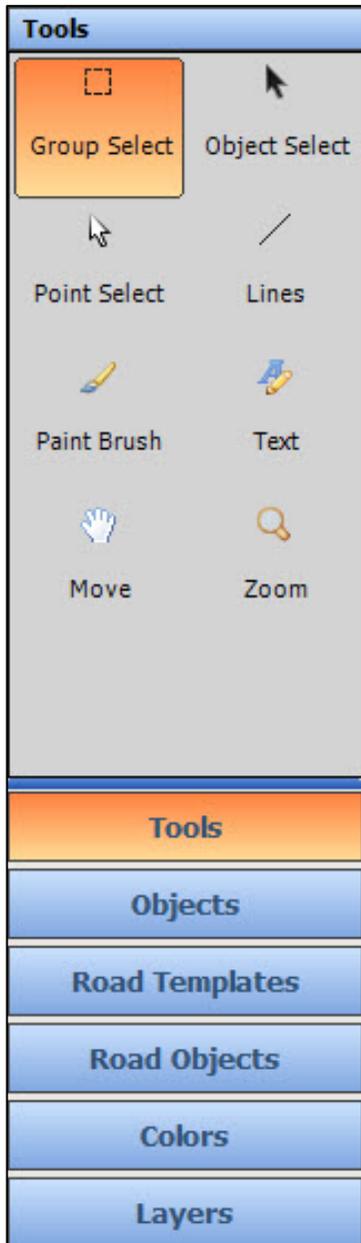
**Increase Object Size** – Increases the size of the selected object.



**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

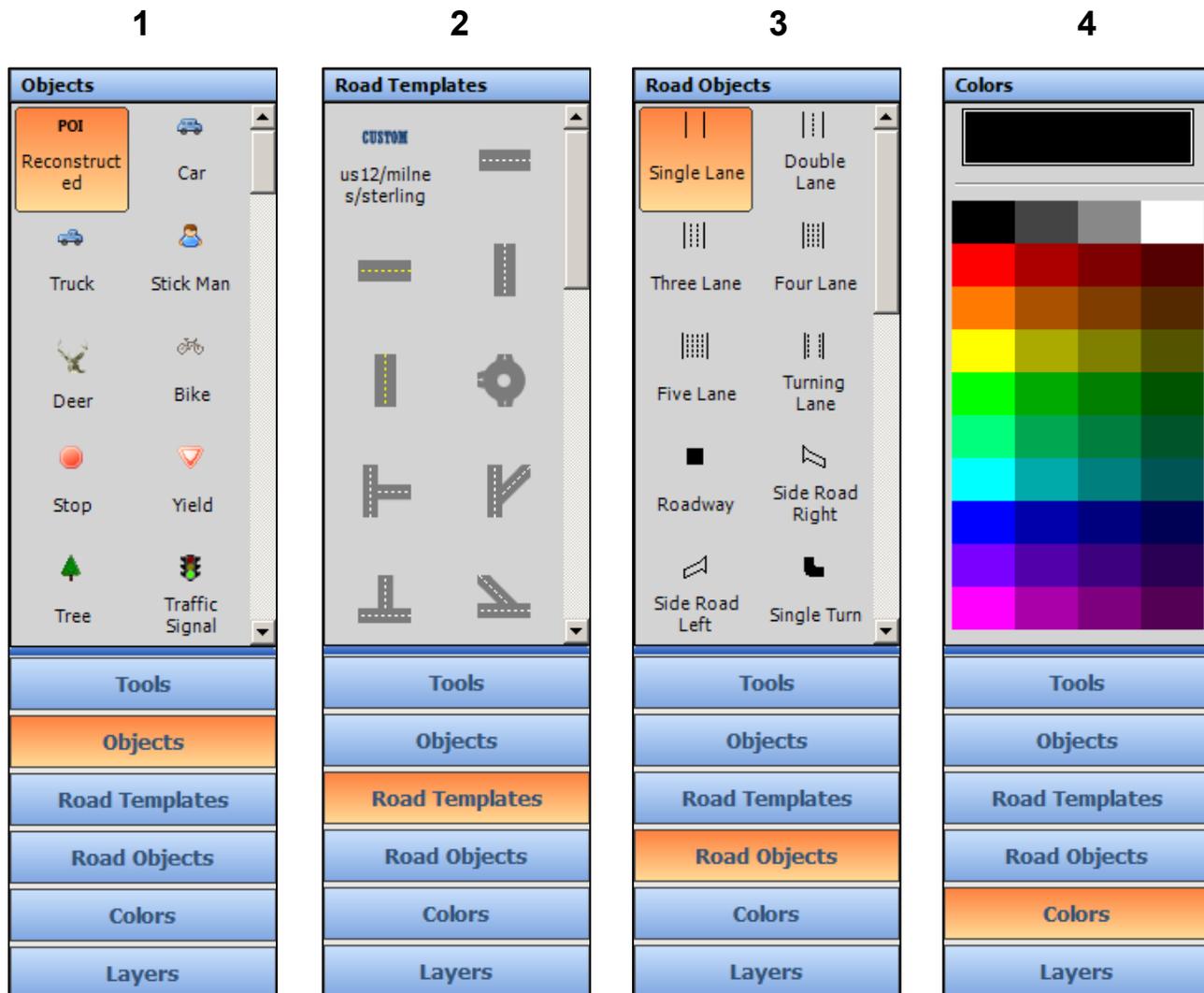
This tab contains common roads, intersections, ramps and roundabouts to choose from. (Image 2)

## 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)



## 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



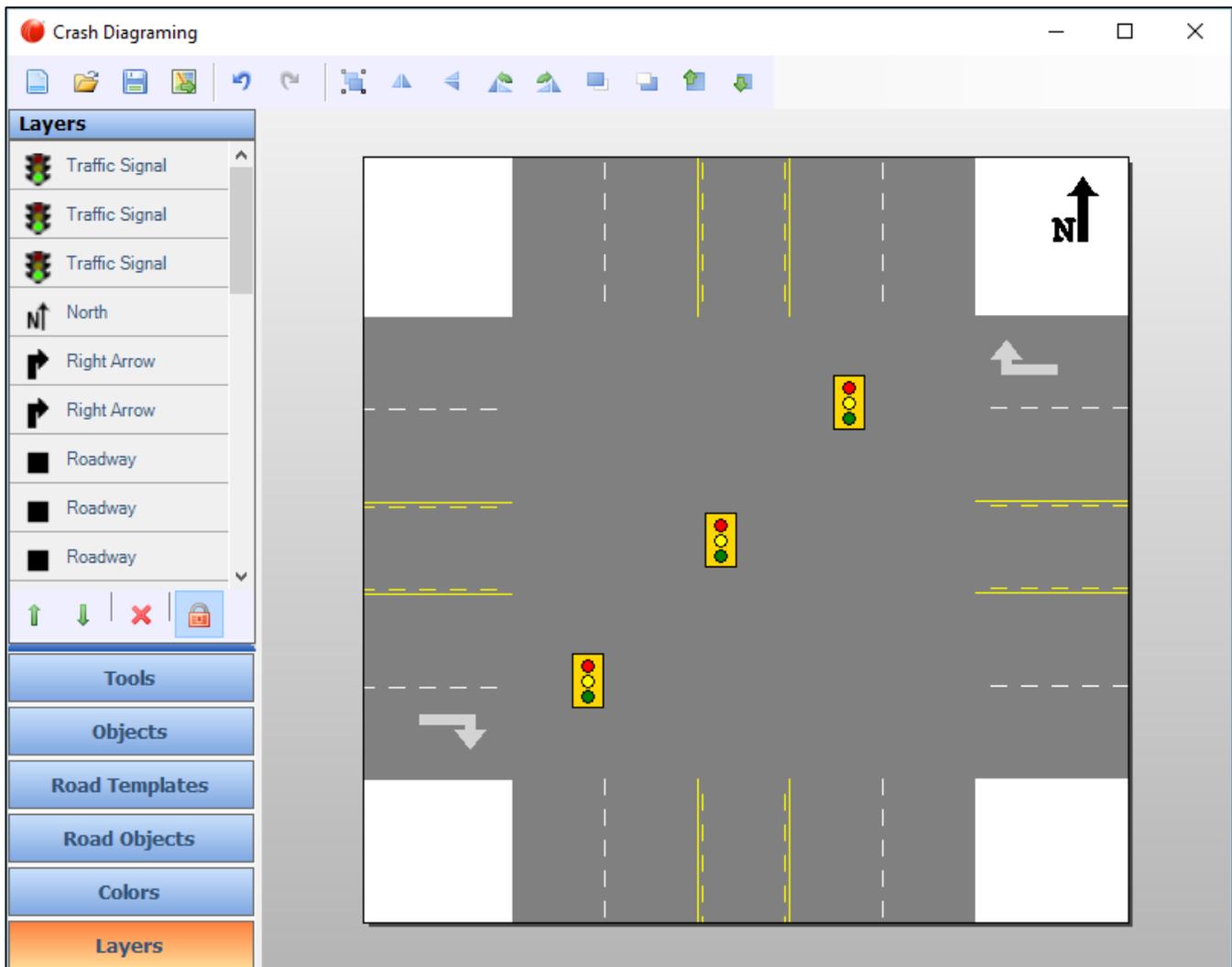
Moves the Selected Layer Down



Deletes All the Selected Layers



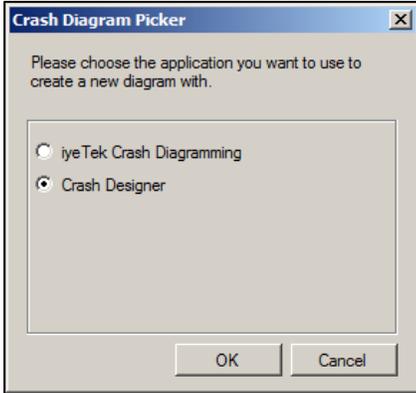
Locks/Unlocks the Layers



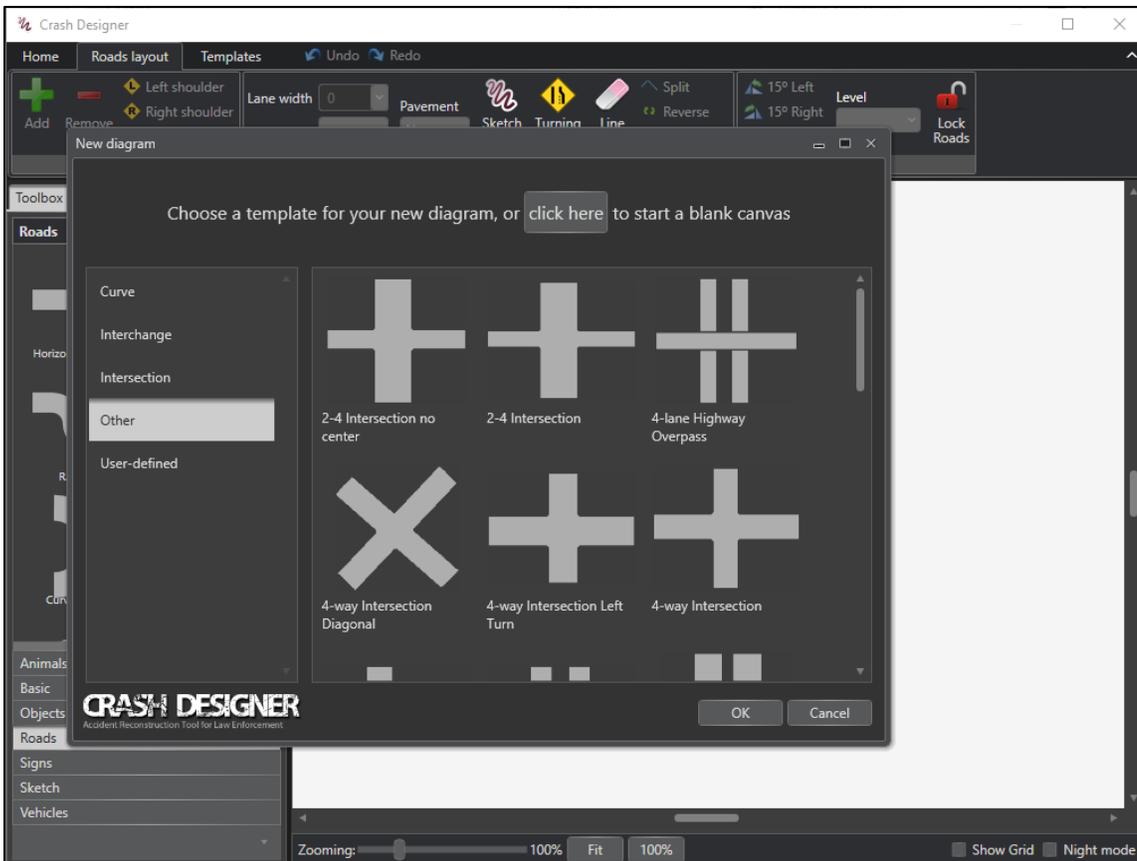
# CHAPTER 6

## 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.

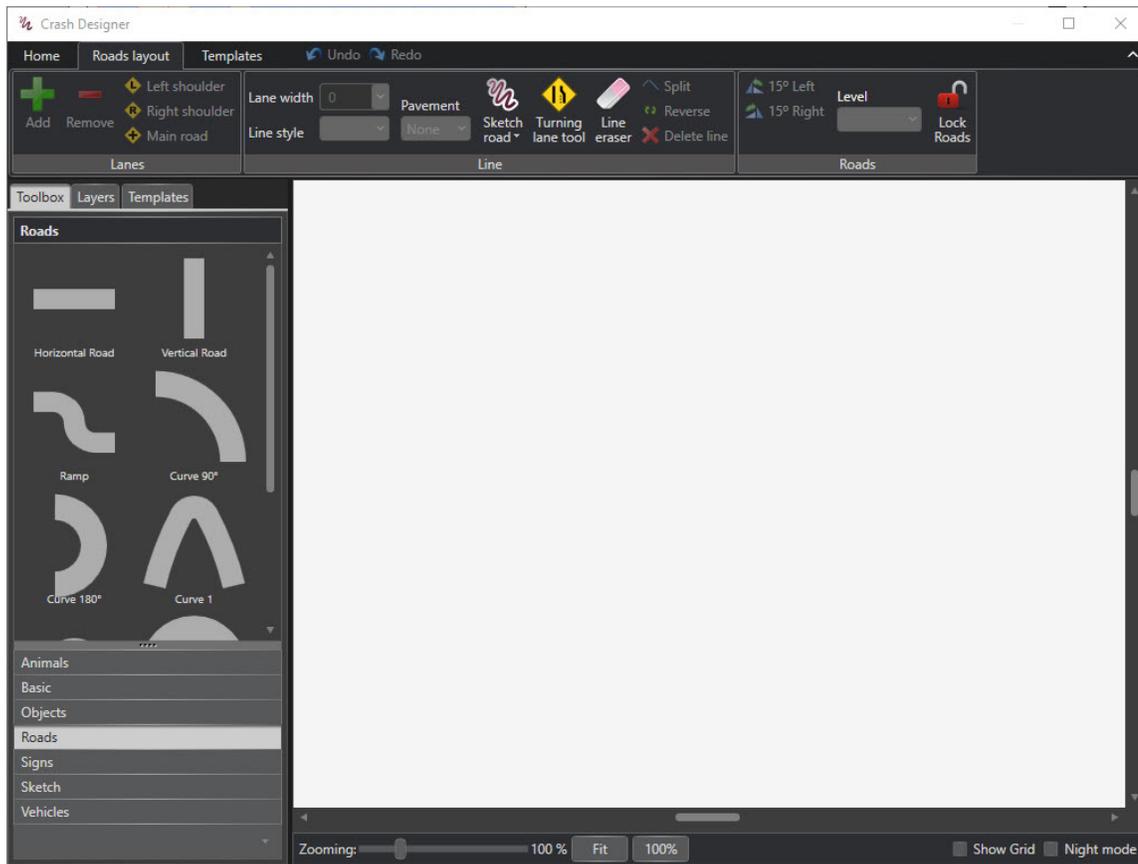


Select OK and the below windows appear on the screen. A pop-up screen called New Diagram (shown Below) will appear in front of the Crash Designer Program. This allows you to select from a pre-made road or intersection template. Selecting a template will then populate your diagram with that road template 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.

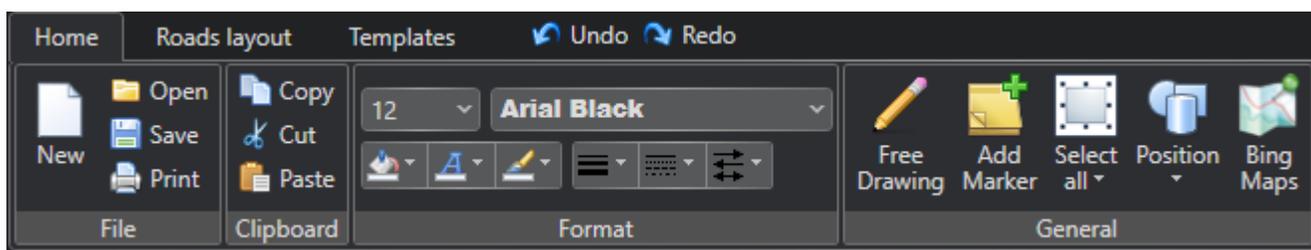


## Creating a Diagram From a Blank Canvas

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.

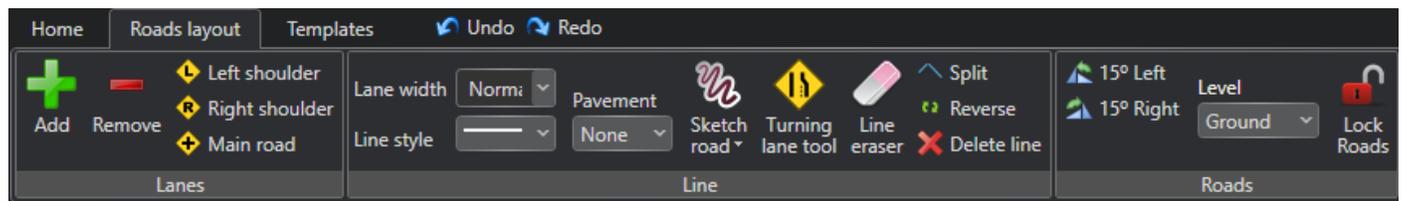
**Add Marker** – Allows you to add a sequentially numbered marker on the diagram.

**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.

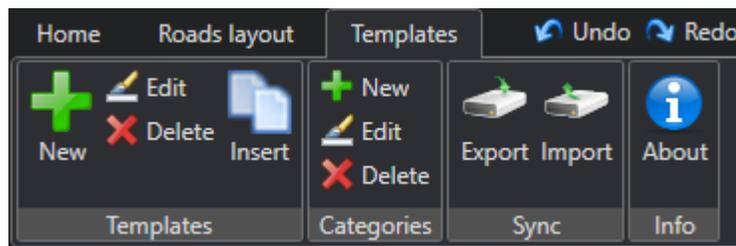
**15 Degrees Left** – Rotates the shape 15 degrees to the left.

**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.

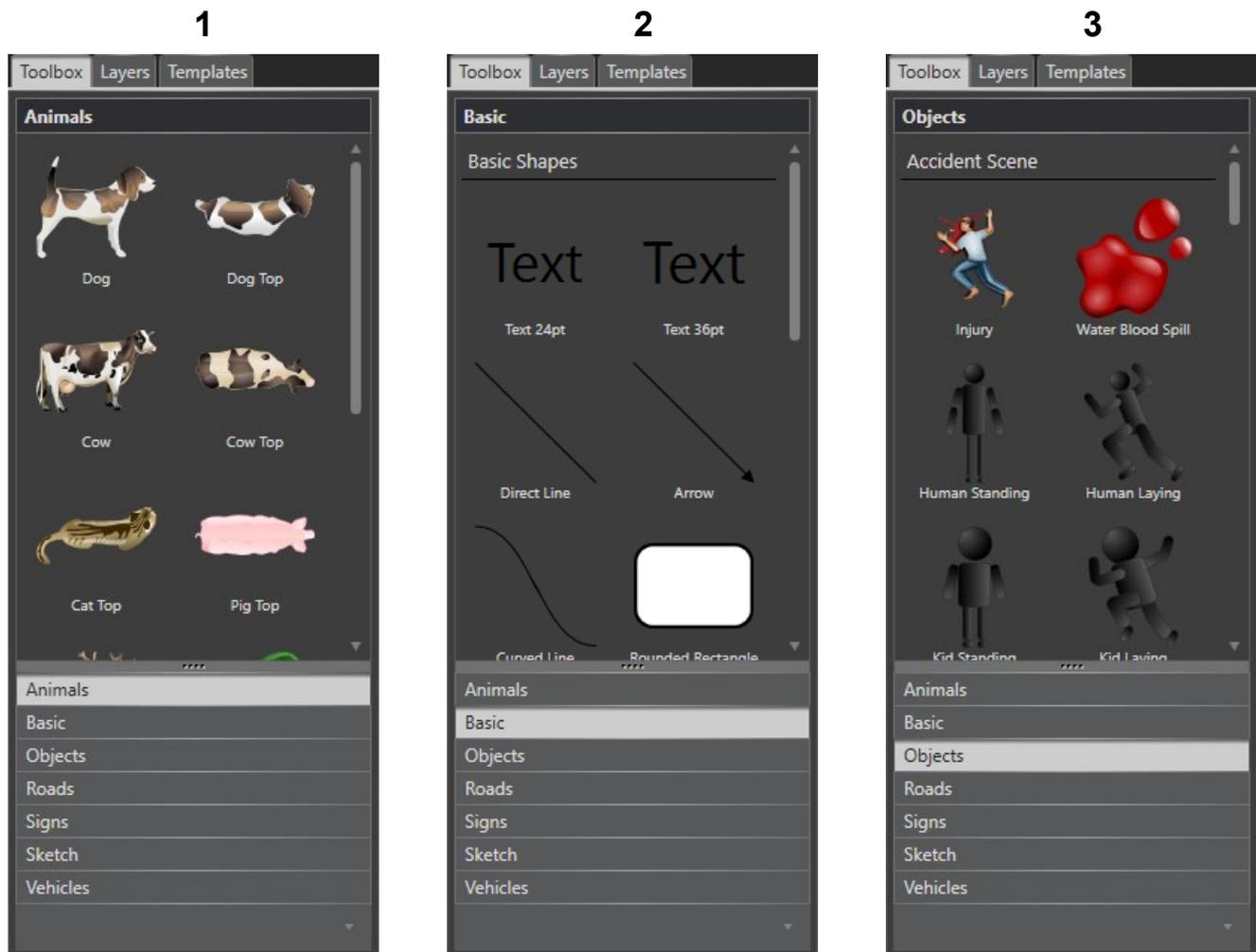
**About Info** – General information on the application, including version number.

## 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)



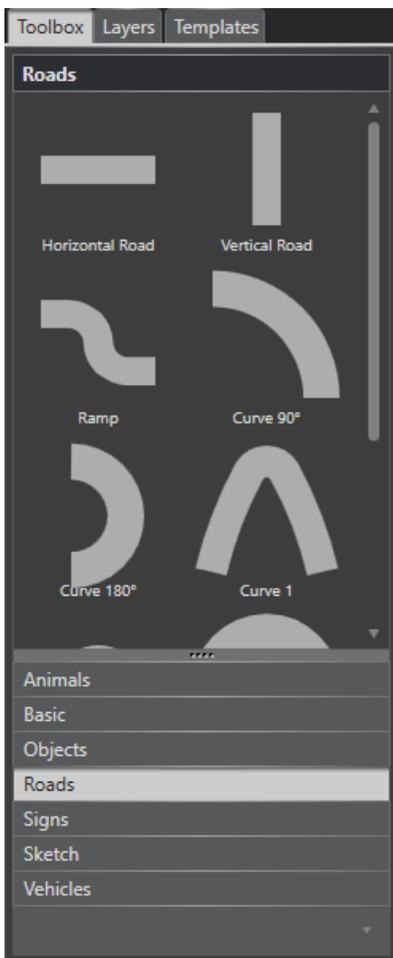
## Toolbox Tab (Cont.)

**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



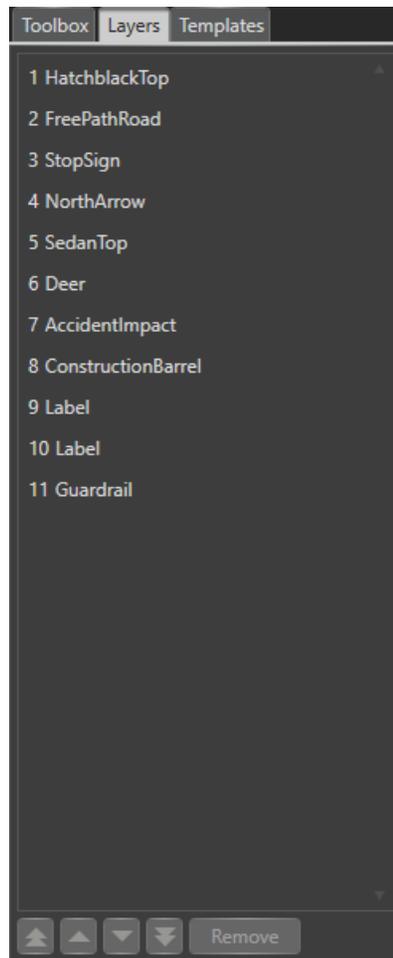
## Toolbox Tab (Cont.)

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

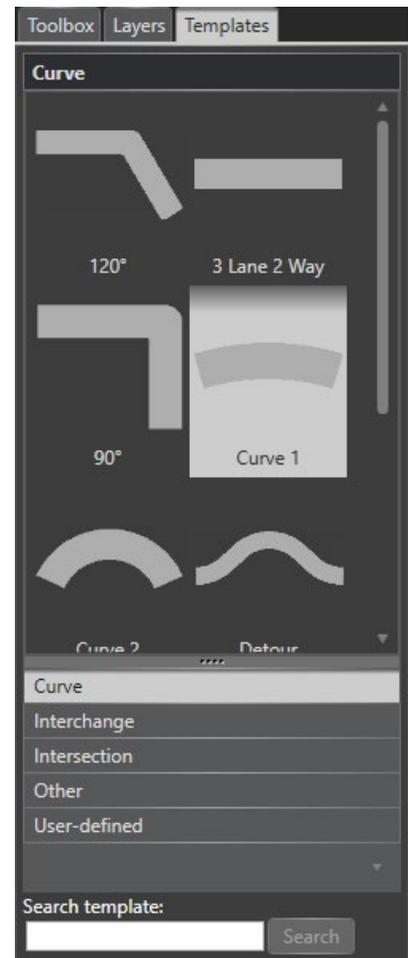
1



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.

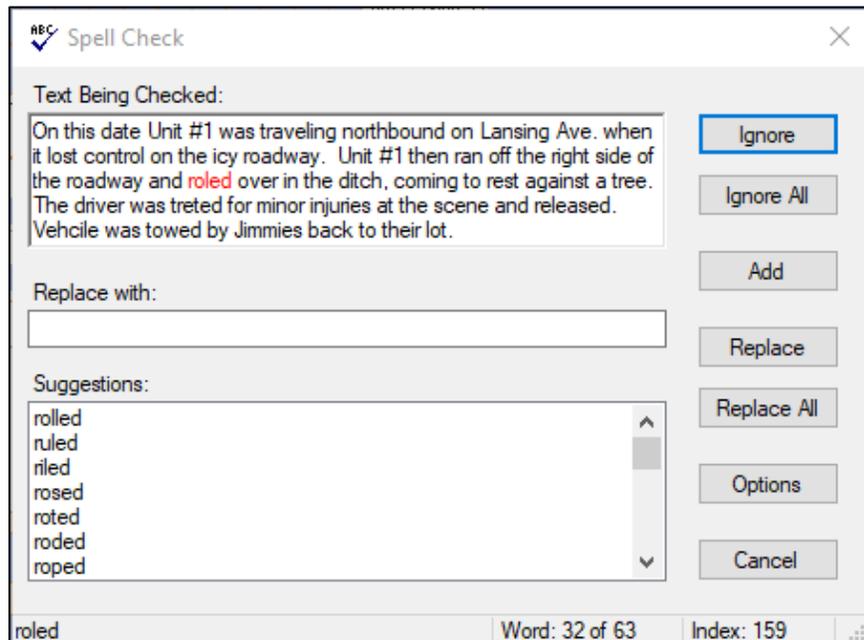


Other information that can be included in the Narrative/Remarks:

- 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>

**iyetek Administration Portal**

User Name:

Password:  [Forgot Password?](#)

Agency:

Thank you for visiting the iyeTek Administration Portal. We are in the process of migrating users to our single sign-on portal: LexisNexis® Command Center.

Users are being advised of the migration plan by email. If you do not see your agency listed in the drop down menu, please click the link below and use your current user ID and password. <https://coplogicsolutions.lexisnexis.com/commandcenter>

All Rights Reserved. Privacy Policy | Terms

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.

[Return to login](#)

**iyetek Administration Portal**

User Name:

Agency:

Input Code:

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.

Use this page to view reports waiting for approval.

[Export to Word](#) | 
 [Export to Excel](#) | 
 [Export to PDF](#) | 
 [Refresh Viewed Reports](#)

Check here to open item in a new window

Case Number	Report Number	Officer	Crash Date	Location	City	First Names	Last Names	Reject
11-4444-18	181404	Trooper Marilyn Schneider	11/21/2018 11:30:00 AM	SAGINAW, CANAL	DELTA TWP	KAY, DAN	WREN, YELLE	
11-222-18	181403	Trooper Marilyn Schneider	11/21/2018 8:30:00 AM	GRAND LEDGE, BENTON	ONEIDA TWP	JOAN	JONES	
8789	211535	Analyst MIRANDA JANZER	11/9/2018 8:00:00 AM	WHITING, NAEGELE	MIDLAND	ERFERF	ERFESRFE	
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, ...	
1234567894	192358	Analyst MIRANDA JANZER	1/16/2018 8:00:00 AM	SDGFDSG, YTFYV	EDEVILLE TWP	DFGD	UYB	
1234567	231917	Recruit Michelle Cini	12/17/2017 8:45:00 AM	DRIVE, SKID PAD	COLEMAN	AARON	BALAKAY	

Page: 1 of 1 Go Page size: 6 Change

**Legend:**

- Highlighted rows involve a hit and run.
- Highlighted rows require follow up.
- Highlighted rows are driver exchange reports.
- Highlighted rows have not been sent to state.
- Highlighted rows experienced a connection error while sending to state.

Search by Date Range (Required)

Find Reports Created Between: 2/13/2019 1:18 PM and 2/27/2019 1:18 PM

Search

- Search Crash Reports for Officer
- Search Crash Reports for Case Number/Report ID
- Search Crash Reports for Involved Person
- Search Crash Reports for Vehicle Make and/or Model
- Search Crash Reports for District/Precinct

## Navigation Bar

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



**Home** Takes you to the opening screen as shown above.

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

- Reports Waiting
- Reports In Progress
- Reports Rejected
- Reports Completed
- Reports With Follow Up
- Reports Canceled
- Search

### 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.

The screenshot shows a search interface with two radio buttons at the top: "Basic Search" (selected) and "Advanced Search". Below are two sections: "Person" and "Officer". The "Person" section has "First Name:" and "Last Name:" text boxes. The "Officer" section has "Officer First Name:" and "Officer Last Name:" text boxes. At the bottom right are "Search" and "Clear" buttons.

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

The screenshot shows a search interface with two radio buttons at the top: "Basic Search" and "Advanced Search" (selected). Below are several sections: "Person" with "First Name:" and "Last Name:" text boxes; "Drivers License:" and "Address:" text boxes; "Date of Birth Range" with "From:" and "To:" text boxes, each with a calendar icon, and a "Clear Range" button; "Officer" with "Officer First Name:" and "Officer Last Name:" text boxes; "Vehicle" with "Make:", "Model:", "VIN:", "Plate Number:", and "Plate State:" (dropdown menu) text boxes; and "Other" with "Citation Number:" and "Crash Number:" text boxes. At the bottom right are "Search" and "Clear" buttons.

**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.

Name	Description
Accident Details	
Common Accident Intersections	
Crash Report Batch Printing	
Date Range	
Enforcement	
Hit & Run	
Property Damage	
Activity by Districts	

1 to 8 of 8 Reports

<< first < prev 1 next > last >>

Use this page to generate crash reports by date.

Start Date:

End Date:

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

Page: 1 of 27  Page size: 12

Item 1 to 12 of 322

### 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 #.

Quick Search:

# :

## Legend

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

**Legend:**

- Highlighted rows involve a hit and run.
- Highlighted rows require follow up.
- Highlighted rows are driver exchange reports.
- Highlighted rows have not been sent to state.
- Highlighted rows experienced a connection error while sending to state.

## 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.

The screenshot shows a search interface with the following elements:

- Search by Date Range (Required):** A header for the date range selection.
- Find Reports Created Between:** Two date input fields with calendar icons. The first field contains "2/13/2019 1:21 PM" and the second contains "2/27/2019 1:21 PM".
- Search:** A button to execute the search.
- Search Crash Reports for Officer:** A dropdown menu.
- Search Crash Reports for Case Number\Report ID:** A dropdown menu.
- Search Crash Reports for Involved Person:** A dropdown menu.
- Search Crash Reports for Vehicle Make and/or Model:** A dropdown menu.
- Search Crash Reports for District/Precinct:** A dropdown menu.

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	WHITTING, NAEGELE	MIDLANC		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	COLEMAI		BALAKAY		Waiting

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:  ▼

Secondary Investigator:  ▼ not required

## 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.

Report Number: 181403  
Primary Investigator: Trooper Marilyn Schneider  
Accident Date: 11/21/2018 8:30:00 AM  
Report Status: Waiting  
Action: **Approve** ▼

---

You are about to approve this report and make it available for online access.

Send to State  
 Send to eCommerce  
 Require Follow Up

Please do not uncheck the Send To boxes above unless you are certain you do not want the report(s) to be delivered to these destinations.

Primary Investigator:  ▼  
Secondary Investigator:  ▼ not required

Please do not uncheck the Send To boxes above unless you are certain you do not want the report(s) to be delivered to these destinations.

**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.



Report Number: 181403  
Primary Investigator: Trooper Marilyn Schneider  
Accident Date: 11/21/2018 8:30:00 AM  
Report Status: Waiting  
Action: **Reject** ▼

---

Enter a reason:

Crash Type is incorrect for the number and types of units involved in the crash.

Primary Investigator:  ▼  
Secondary Investigator:  ▼ not required

Please do not uncheck the Send To boxes above unless you are certain you do not want the report(s) to be delivered to these destinations.

**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**.

Report Number: 181403  
 Primary Investigator: Trooper Marilyn Schneider  
 Accident Date: 11/21/2018 8:30:00 AM  
 Report Status: Waiting  
 Action: Cancel ▼

---

**Warning!**  
 You are about to cancel this report and take it out of the approval queue. It will be rendered VOID and not go anywhere else. This action should only be taken if this report has been cancelled and you want to prevent it from further processing.  
 If cancelled this report will not go to State.

Primary Investigator: CARLSON, SCOTT (1028) ▼  
 Secondary Investigator:  ▼ not required

Please do not uncheck the Send To boxes above unless you are certain you do not want the report(s) to be delivered to these destinations.

Cancel
Back

**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.

**View / Edit Follow Up Notes (181403)**

**Note:**

Contact driver of Unit #2 and obtain insurance information.

Save
Close
Cancel

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.

Use this page to view reports in progress.

Check here to open item in a new window.  
 Your search returned too many results. Please refine your search criteria.

Case Number	Report Number	Officer	Crash Date	Location	City	First Names	Last Names	Rejected Reason	Status
0010001234	223008	Trooper Zachary Morrison	9/26/2016 3:00:00 PM	196, EVERGREEN	COLEMAN	JOSEPH	JONES		In Progress
	223812	Trooper WILLIAM GARBUTT	10/20/2016 12:00:00 AM		COLEMAN				In Progress
	223811	Trooper WILLIAM GARBUTT	10/16/2016 12:00:00 AM		COLEMAN				In Progress
	223808	Trooper WILLIAM GARBUTT	9/26/2016 12:00:00 AM		COLEMAN				In Progress
	220610	Trooper TYLER VARNEY	10/26/2016 12:00:00 AM		COLEMAN				In Progress
001296816	220608	Trooper TYLER VARNEY	9/26/2016 4:23:00 PM	1 96, EVERGREEN	DETROIT	JOESPH	JONES		In Progress
1234567899	234608	Trooper TYLER SPOELMA	12/27/2016 6:00:00 AM	518 MAIN, STATE	WINDSOR TWP	KURT	MAXWELL		In Progress
35374416	198213	Trooper TYLER SPOELMA	12/2/2016 12:00:00 AM	FLUSHING, CORUNNA	COLEMAN	MICHAEL, MARY, JANE, TOM, ...	KAHN, RIGHT, NILES, CLARK...		In Progress
01123416	199211	Trooper TYLER RUTKOWSKI	11/23/2016 9:45:00 AM	2ND, PRECISION	COLEMAN	APRIL	JOHNSON		In Progress
	224011	Trooper TYLER BARTHELEMY	11/3/2016 12:00:00 AM		COLEMAN				In Progress
0010002972	224007	Trooper TYLER BARTHELEMY	9/26/2016 3:00:00 PM	1 496, CEDAR	LANSING	JEFFEREY	HEENEY		In Progress
	224008	Trooper TYLER BARTHELEMY	9/26/2016 12:00:00 AM		COLEMAN				In Progress
0010368616	226211	Trooper TREVOR BAESCH	11/3/2016 7:30:00 AM	1-69, LANSING	COLEMAN	MICHAEL	MORRISON		In Progress
	226208	Trooper TREVOR BAESCH	10/3/2016 12:00:00 AM		COLEMAN				In Progress
	218213	Trooper TRAVIS FLETCHER	12/9/2016 12:00:00 AM		COLEMAN				In Progress
	221814	Trooper THOMAS DIHLE	12/14/2016 10:05:00 PM	LANSING, CANAL	COLEMAN	JOHN	PUBLIC		In Progress
	221813	Trooper THOMAS DIHLE	11/3/2016 12:00:00 AM		COLEMAN				In Progress
	221811	Trooper THOMAS DIHLE	10/18/2016 12:00:00 AM		COLEMAN				In Progress
	221810	Trooper THOMAS DIHLE	10/13/2016 12:00:00 AM		COLEMAN				In Progress
	221808	Trooper THOMAS DIHLE	9/26/2016 12:00:00 AM		COLEMAN				In Progress

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Legend:

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.

Case Number	Report Number	Officer	Crash Date	Location	City	First Names	Last Names	Rejected Reason
01224016	212409	Trooper STEPHEN ODELL	8/31/2016 10:45:00 AM	MAIN, SUPERIOR	WINDSOR TWP	ANDREW	MICHAELS	Please spell out chevrolet
1000064816	195610	Trooper JOHN ONSTWEDDER IV	6/15/2016 1:45:00 PM	MAIN, SUPERIOR	DELTA TWP	LESTER, JOHN	WINSLOW, PUBLIC	If the driver did not make contact with the deer, then it should not be listed in the actions.
0167516	199009	Trooper JASON ACKETT	6/22/2016 1:15:00 PM	SUPERIOR, MAIN	DELTA TWP	LESTER, JOHN	WINSLOW, PUBLIC	need special circumstances (animal)and speed limit. Narrative needs work...driver stated ...
0150015	157418	Trooper Issac Mills	5/20/2015 9:40:00 AM	CANAL, LANSING	DELTA TWP	JOHN	PUBLIC	uncheck the deer box - he did not strike the deer.
01124315	178213	Trooper Daniel Heatherly	5/20/2015 10:30:00 AM	CANAL, LANSING	LANSING	JUNE	SAMPLE	Sequence of Events: Loss Control, Ran Off Roadway Right, Struck Tree. Canal Rd. is single l
00166216	191210	Trooper BENJAMIN BRESLIN	6/15/2016 3:00:00 PM	MAIN, SUPERIOR	COLEMAN	LESTER, JOHN	WINSLOW, DOE	hospital/ambulance should be OTHER. Sequence of events needs to include struck tree.
001122315	174408	Trooper Adam Eastlake	5/20/2015 11:00:00 AM	CANAL, LANSING	DELTA TWP	CHARLES	JONES	Action prior should be 37-Avoiding animal. Sequence of events should be 1-Loss of control,
000750717	234119	Recruit COLTON PILA	9/7/2017 3:00:00 PM	OSBORN, CANAL	LANSING	ANNE	DRIVER	Make corrections to AICS per report writing evaluation and re-submit. Make corrections as d
01270816	215012	ERIC ABBEY	9/20/2016 7:30:00 AM	I-69, LANSING	COLEMAN	MICHAEL	MORRISON	Needs work.

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## 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 BLENNAN	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 narrative	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 BLENNAN	3/24/2011 1:40:00 AM	DYKE, ANCHOR BAY	PORTAGE	SOMETMES, WILD	DRIVER, CRAZY	Narrative is bad....	Canceled	
11-777777	107615	Reserve DOUG BLENNAN	3/23/2011 9:00:00 AM	DYKE, ANCHOR BAY	CLAY TWP	REALLY, WIFE	DRIVER, DRIVER		Canceled	
111111	107614	Reserve DOUG BLENNAN	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.

Select an action to perform on this report and/or change the owner below.

Report Number: 181459  
Primary Investigator: Trooper TRAVIS POTTER  
Accident Date: 9/8/2017 3:00:00 PM  
Report Status: Approved  
Action:  ▼

---

Enter a reason:

Report restored to add the blood results for the deceased driver.

Primary Investigator:  ▼

Secondary Investigator:  ▼ not required

**Please do not uncheck the Send To boxes above unless you are certain you do not want the report(s) to be delivered to these destinations.**

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](mailto:iyeTek.support@lexisnexis.com)

For MSP personnel, contact:

E-Applications Unit  
517-241-1888  
Email: [Ecrash@michigan.gov](mailto:Ecrash@michigan.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](mailto:CrashTCRS@michigan.gov)  
Website: [www.michigan.gov/crash](http://www.michigan.gov/crash)

### **Resources:**

[UD-10 Traffic Crash Report Instruction Manual \(Revised 2018\)](#)

[UD-10 Traffic Crash Report User Guide \(Cheat Sheet\) \(Revised 2018\)](#)

*This material was developed through a project funded by the Michigan Office of Highway Safety Planning and the U.S. Department of Transportation.*