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# 1 INTRODUCTION

The TITAN Client provides officers an electronic means to complete the Tennessee Crash Report form. It is designed to be faster and more efficient than handwriting reports. The program uses business edits to provide the user with only the areas of the report that are needed to complete the crash, as described by the user, and additional edits are built-in to further reduce errors.

The TITAN Client is designed to be a hands-on computer program. Meaning, the entire report can be completed by the user without having to remove his/her hands from the keyboard. Users can also utilize their "mouse" to move through the TITAN Client and its individual screens. Although good typing skills are beneficial they are not necessary in order to successfully use the TITAN Client.

All questions regarding the TITAN Client should be directed to your local TITAN administrator, if un-resolved or unavailable, contact the TITAN Support Help Desk at.

TITAN Agency Administrator:

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Contact email: \_\_\_\_\_

## 2 CRASH REPORTING

NEVER use the TITAN Client to complete a report and then attempt to send a paper copy to Crash Records. TITAN Client reports must be sent electronically to Crash Records or it will be rejected and returned.

### 2.1 *Crash Report Documents*

#### 2.1.1 **Original:**

Defined as a new report submitted to crash records for the first time whether the investigation has been completed or not.

#### 2.1.2 **Amended Reports:**

Defined as a report that adds to a previously submitted original report. Please review the Amended Reports Section below for more information on the Supplemental process.

***Example:** Results received from a pending blood test or a hit and run driver is identified, etc.*

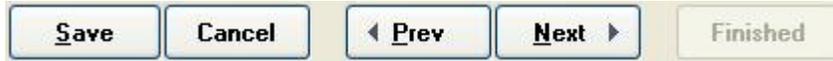
#### 2.1.3 **Supporting Documents:**

Defined as documents that are submitted with an original or a amended report that “supports” the investigation (examples: witness statements, diagrams and toxicology reports, etc.). Use only a white 8 ½ x 11 sheet of paper to submit a supporting document. Please review the Supporting Documentation Section below for more information on Supporting documents.

## 3 TITAN CLIENT User Interface

### 3.1 Navigation Buttons

The buttons below are navigation buttons allowing the user to move through the program.



Ways to activate the navigation buttons:

- Tabbing to each button and then hitting “enter”;
- Utilizing the mouse to activate the button; or
- Depressing the “Alt” key and the corresponding underlined letter for the button.

Navigation Button functions:

- Save: Allows the user to stop while working in the TITAN Client and save the entered information to return later and complete it.
- Cancel: Closes the report and all previously unsaved information will be lost.
- <Back: Allows the user to move backwards through the report.
- Next>: Allows the user to move forward to the point where the last data was entered.
- Finished: Enabled when the report has been successfully completed and allows the reports to be logged as new.

### 3.2 Keyboard Information

- Tab Button: Depressing the “tab” button will move the user forward through the fields and boxes.
- Depressing the “shift and tab” buttons will move the user backwards through the fields.
- Space Bar: Depressing the space bar will activate certain drop boxes and will place check marks in fields such as “AM” and “PM”.
- Down Arrow: Depressing the ‘down arrow’ on a drop down box will scroll through the list one at a time.
- Alt + Down Arrow: Depressing the ‘Alt’ key and the ‘down arrow’ key simultaneously on a drop down box will open up the drop down list and let you see the option to select.
- Enter: Depressing the “enter” button will activate certain navigation buttons.

### 3.3 Data Information Boxes

A large amount of information within the TITAN Client is selected from predetermined lists or manually typed into boxes that also contain optional lists. There are two types of information boxes contained in the TITAN Client Drop Down and Combination (Combo) boxes. Each type of box has different characteristics and input options.

#### 3.3.1 Drop Down Boxes:

- Are restricted to the information contained in the list.
- Populate as information is typed into them.

- Depressing the 'Alt' key and the 'down arrow' simultaneously will activate the drop down box list. The list is then visible in the window only and can be scrolled using the arrow keys.
- Continued depressing of one letter scrolls through the options in the list using that letter.
- Select the drop arrow to view the entire or larger portion of the list which can be scrolled by using the arrow keys.
- A highlighted entry can be activated by clicking on it with the mouse or hit enter.
- May automatically filter the choices of other drop down boxes:

### 3.3.2 Combo Boxes:

- Do not automatically populate as information is typed.
- Information may be typed into the box that is not an option from the list provided.
- To scroll through the list, select the drop down arrow and use the arrow keys to move within the list.
- Hit “Enter” to enter a highlighted name or select a name from the list with the mouse.
- The “space bar” will not activate a combo box.
- May also populate lists within other combo boxes:  
***Example:** Selecting the “make” of vehicle from the list will automatically populate a list of choices within the vehicle model type.*
- To access the populated list select the drop arrow for the box.
- If information is typed directly into the box and not chosen from the list, the second list will not be automatically populated and information must be typed into this box.

### 3.4 Error messages

The red error bar at the top of the screen appears whenever the TITAN Client detects an error for a required field. When the error bar appears it will contain a statement of what the error is and it will highlight or place the cursor in the field so the correction can be made quickly.

**Crash Interview - Preliminary**

Number of Motor Vehicles must be greater than 0.

**1) Standard Collision**

No. Motor Vehicles:  

No. Occupants:

No. Non-Occupants:

No. Property Owners:

No. Witnesses:

**2) Special Circumstances**

Hit and Run?  Yes  No

Hit and Run Solved?  Yes  No

Roll Over?  Yes  No

Police Pursuit?  Yes  No

School Bus Involved?

**3) FMCSA Reportable Crash**

Commercial/Government/Rented or Leased Vehicle Involved?  Yes  No

Part A:

Any vehicle having a gross weight rating of more than 10,000 pounds or a gross combination weight rating over 10,000 pounds used on public highways?  Yes  No

Any motor vehicle with seating to transport 9 or more, including driver?  Yes  No

Any vehicle displaying a hazardous materials placard (regardless of weight). (GVWR value 1 indicates a vehicle 10,000 pounds or less displaying hazmat placard)?  Yes  No

Part B:

A fatality: Any person(s) killed in or outside of any vehicle (truck, bus, car, etc.) involved in the crash or who dies within 30 days of the crash as a result of an injury sustained in the crash?  Yes  No

An injury: Any person(s) injured as a result of the crash who immediately receives medical treatment away from the crash scene?  Yes  No

A tow-away: Any motor vehicle (truck, bus, car, etc.) disabled as a result of the crash and transported away from the scene by a tow truck or other vehicle?  Yes  No

**Save** **Cancel** **Prev** **Next** **Finished**

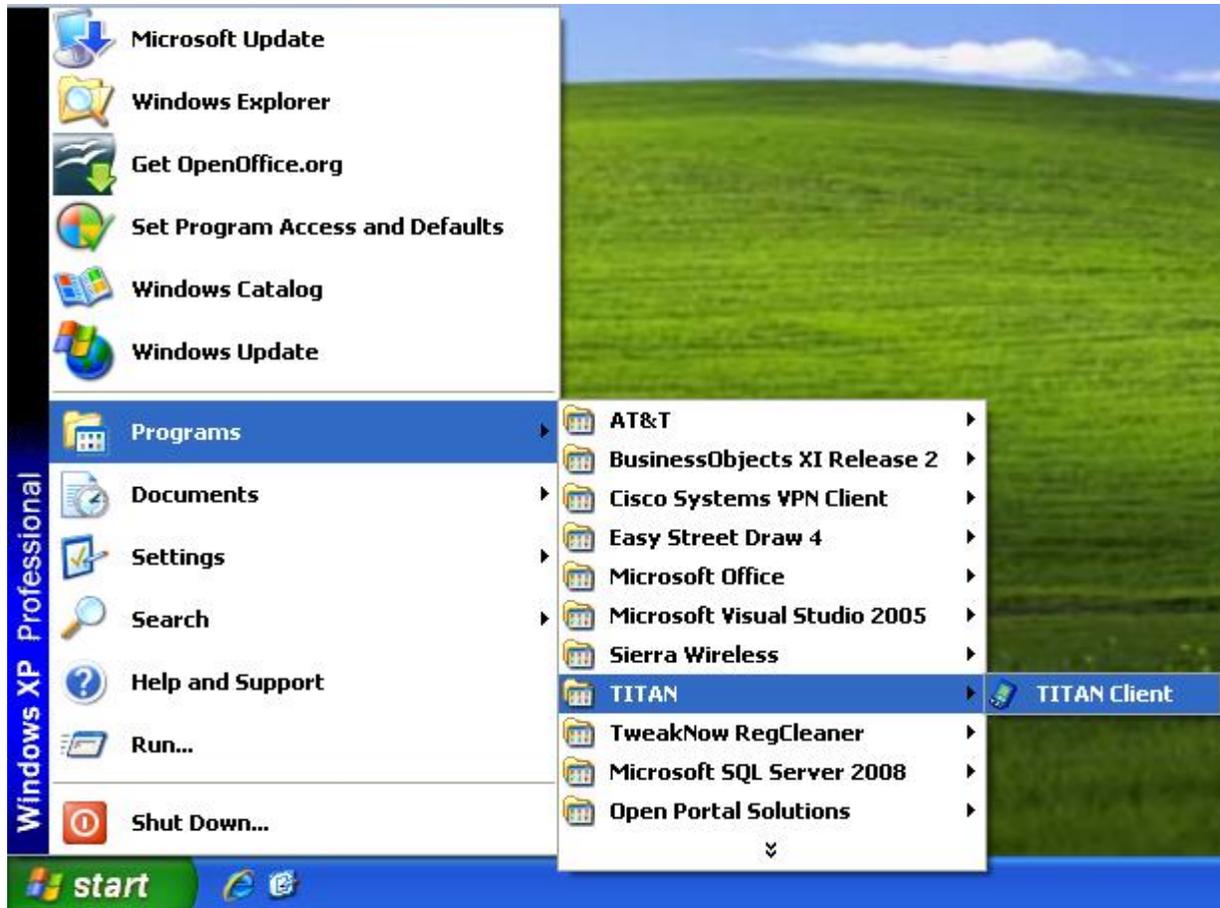
Each error ball (  ) represents a field error. Each  should be addressed before proceeding with the crash report. The error ball will detect errors in formatting and omitted fields; however, it will not detect spelling errors, inaccurate data entry, etc.

## 4 STARTING THE TITAN CLIENT

Click the TITAN Client logo (located on the desktop) or



or



Find the program in the Windows start menu:

## 4.1 LOGGING ON

Once you have started the TITAN software on your workstation, to utilize any of the options available in the software you must first provide a valid set of logon credentials. These logon credentials should be provided to you by your local TITAN agency administrator and will consist of a unique userid and password. Please keep these credentials confidential as they are your personal digital signature and will provide you with the ability to create and submit electronic reports.

**NOTE: all activity performed in the TITAN client is logged and associated with the currently logged on user for tracking, authentication, and validation of the reports submitted.**

The first time you logon to the TITAN client software, your workstation must have a connection to the Internet. Select the **Remote Login** option to enable the option to connect to the appropriate TITAN back-office. The screen below will allow you to use the logon information to connect to your back-office server.



The screenshot shows a login window titled "Login - TITAN eCitation Client". On the left side of the window is the TITAN logo, which features a circular emblem with the text "TENNESSEE INTEGRATED TRAFFIC" at the top, "TITAN" in large letters in the center, and "ANALYSIS NETWORK" at the bottom. On the right side of the window is a login form with three input fields: "User name:", "Password:", and "BackOffice URL:". The "BackOffice URL:" field contains the text "http://localhost:1471". To the right of the "User name:" field is a blue link labeled "Local Login".

The initial logon will connect your workstation with your TITAN back-office to validate your credentials and setup the profile information on your workstation for you to being processing reports. Your TITAN administrator should provide you with the appropriate information to set the "BackOffice URL:" to allow your client to connect to your agency back office server.

**BackOffice URL:** This field is set by the individual agency's TITAN Client administrator and should not be changed.

**NOTE: For problems with new or existing set-ups contact TITAN administrator.**

Select the Local Login option to be presented with the screen below.

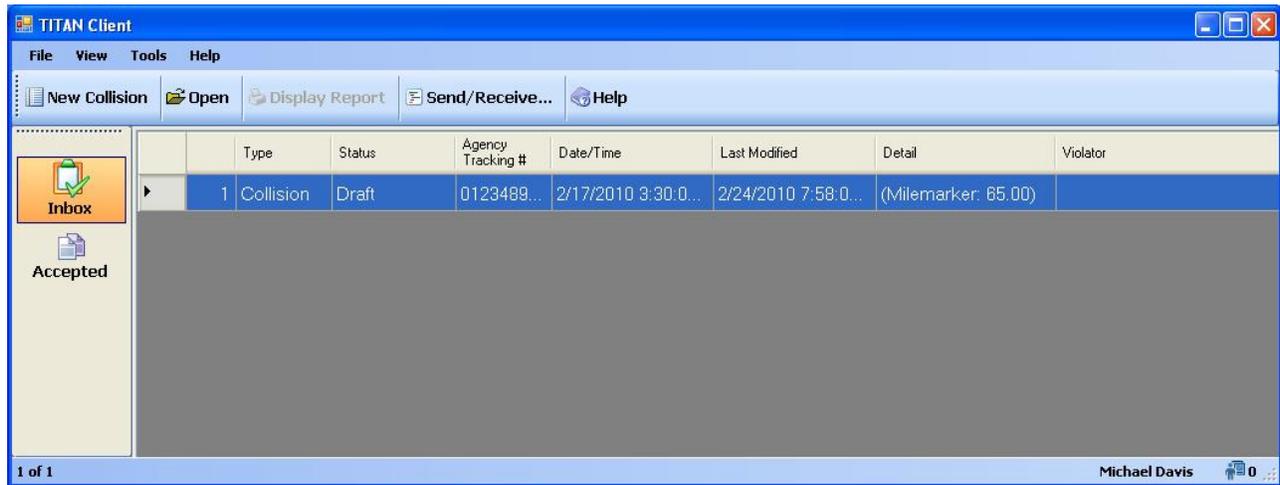


Following your initial successful logon, network connectivity will no longer be required to use the software on your workstation. You will always however be required to provide your valid userid and password when starting the TITAN application on your workstation each time the software is started.

**NOTE: Remember your userid and password are case sensitive and must be entered in the exact case (upper and/or lower) provided to you by your TITAN administrator.**

## 4.2 TITAN WORKSPACE

The TITAN workspace provides the user a list of reports with key information and their status. Click on the individual column header for sorting preference (ex: Local ID, Collision Date/Time, etc.). To reverse the order, click the same header a second time.



### 4.2.1 COLLISION REPORT BUTTONS



1. **New Collision:** Begins a new original report.
2. **Open:** Opens a selected saved report.

3. **Display Report:** Opens the highlighted report (including attachments) so it may be viewed and/or printed.
4. **Send/Receive:** Sends New or Supplement reports to the TITAN repository. See Supplement Reports for more information on processing supplements.
5. **Help:** Provide the user assistance with TITAN client.

#### 4.2.2 Work Queues:

1. **New:** The New bucket allows review of reports that have not been sent. The New bucket also holds reports that are rejected and sent back by the reviewing officer.
2. **Accepted:** Allows review or supplement of previously accepted reports from previous versions of the TITAN client. Once an agency upgrades to the new TITAN client, only one of the agency members will see the historic Accepted reports. With the new TITAN Client system, no accepted reports are sent back to the agency after being committed to the state repository.

#### 4.2.3 TITAN User Configuration (Profile)

The TITAN Profile allows an individual to setup default values and application settings that will be used when new reports are created and processed for the currently logged on user. The Profile is accessed through the TITAN Menu:

Select **View -->Profile**. The profile is comprised of the following screens.

The screenshot shows a 'Profile' configuration window with the following fields and sections:

- General Tab:**
  - First Name:
  - Last Name:
  - Middle Name:
  - Badge Id:
  - Agency:
  - Car #:
  - District Zone:
  - Rank/Title:
- Default County/City and Court Section:**
  - County:
  - City:
  - Court:
- Buttons:** OK, Cancel

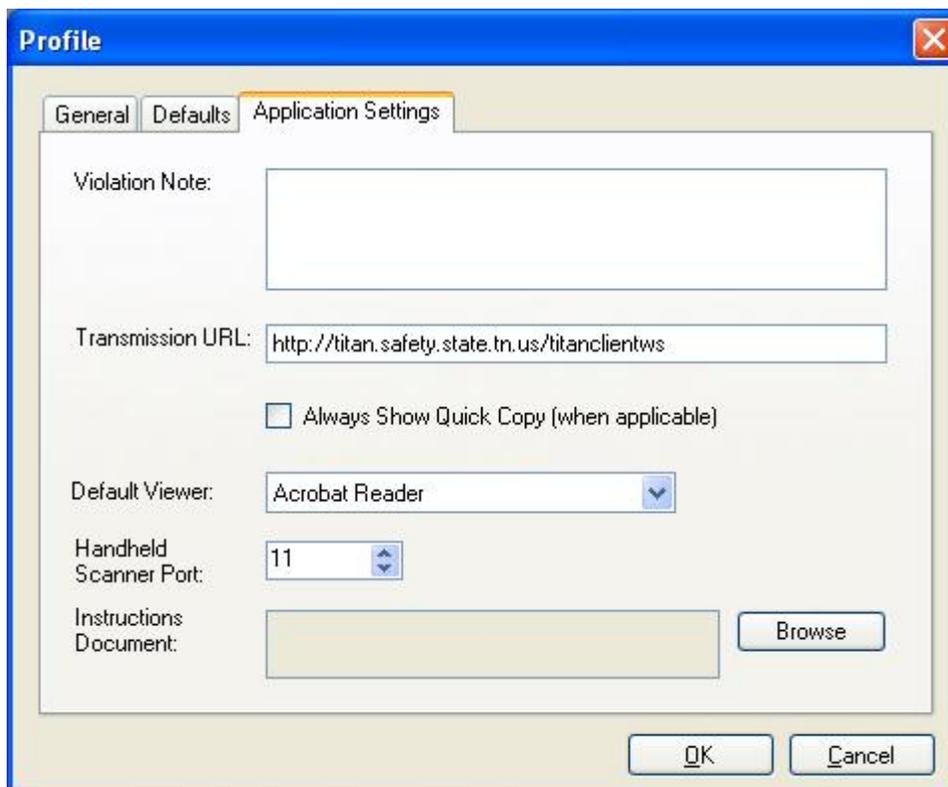
Fields that cannot be changed by the local user which are setup and maintained by the TITAN administrator for the agency include: First Name, Last Name, Middle Name, Badge Id, and Agency.

**Note:** *If any of these values are incorrect/need to be changed, the TITAN administrator must be notified and these changes will take effect during the next send/receive from the local client.*

The County, City and Court fields are initially set by the TITAN administrator but may be changed by the user. These fields will be auto-populated when completing reports.

The fields on the “General” and “Application” tabs are directly linked to fields on the report forms. Values selected as defaults for these fields will set the corresponding fields automatically when a new form is created.

**Note:** *The fields on the Defaults tab is reserved for the eCitation (ticketing) application and does not apply to the TITAN Crash.*



The screenshot shows a Windows-style dialog box titled "Profile" with a close button (X) in the top right corner. It has three tabs: "General", "Defaults", and "Application Settings", with "Application Settings" currently selected. The dialog contains the following fields and controls:

- Violation Note:** A large empty text area.
- Transmission URL:** A text box containing the URL "http://titan.safety.state.tn.us/titanclienttws".
- Always Show Quick Copy (when applicable):** An unchecked checkbox.
- Default Viewer:** A dropdown menu currently set to "Acrobat Reader".
- Handheld Scanner Port:** A spinner box currently set to "11".
- Instructions Document:** A text box with a "Browse" button to its right.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

The fields on the “Application Settings” tab include the following special handling information:

- **Violation Note:** Reserved for the E-Citation (ticketing) application.
- **Transmission URL** – The information in this field is required to send and receive reports from the local client machine. The value in this field should be obtained from the TITAN administrator and only modified when instructed to do so by the administrator.
- **Always Show Quick Copy (when Applicable)** - Selecting this checkbox in your defaults profile will display the Quick Copy Window whenever the location, unit or person wizard screens are in process.

- **Default Viewer** – This field will usually be set to the application used to open the finished report. Typically, Adobe Acrobat Reader.
- **Handheld Scanner Port** – When attaching the handheld scanner for reading drivers' license and vehicle registration barcodes and capturing images of the violators' signature, the barcode manufacturer's installation process will assign the scanner to an available "port" on the local user's machine. The port number assigned to the scanner during the scanner installation must match for the TITAN client software to access the information captured by the scanner.
- **Instructions Document:** - This field is used to attach specific instructions documents for the CRASH application.

### 4.3 Creating or Opening a Collision Report



To create a new original report **Select**  **New Collision**

To open an existing report then select a report from the list of reports in the window and **Select**  **Open** .

## 5 TITAN Client Wizard Screens

### 5.1 Preliminary Screen:

This screen is used to setup the TITAN client wizard screens to collect only the information required for the crash. The user is not prompted to complete unnecessary information. Information obtained from this screen is used to validate the crash record for accuracy and completeness. *Each field on this screen must be completed. Enter a zero (0), if for example, the number of injured is none.*

**Crash Interview - Preliminary**

Please answer the following preliminary questions:

**1) Standard Collision**

No. Motor Vehicles:

No. Occupants:

No. Non-Occupants:

No. Property Owners:

No. Witnesses:

**3) FMCSA Reportable Crash**

Commercial Vehicle Involved?  Yes  No

**Part A**

Any vehicle having a gross weight rating of more than 10,000 pounds or a gross combination weight rating over 10,000 pounds used on public highways?  Yes  No

Any motor vehicle with seating to transport 9 or more, including driver?  Yes  No

Any vehicle displaying a hazardous materials placard (regardless of weight). (GVWR value 1 indicates a vehicle 10,000 pounds or less displaying hazmat placard)?  Yes  No

**Part B**

A fatality: Any person(s) killed in or outside of any vehicle (truck, bus, car, etc.) involved in the crash or who dies within 30 days of the crash as a result of an injury sustained in the crash?  Yes  No

Any injured persons transported for immediate medical attention?  Yes  No

Any vehicle towed due to disabling damage?  Yes  No

**2) Special Circumstances**

Hit and Run?  Yes  No

Hit and Run Solved?  Yes  No

Roll Over?  Yes  No

Police Pursuit?  Yes  No

School Bus Involved?






Standard Collision

1. **No. Motor Vehicles:** - Identify the total number of vehicle units involved in the crash. This field is used by the application to determine the number of vehicle information data sets that need to be collected. One data set for each vehicle involved in the crash. . Non-contact vehicles are included in this total count. Hit and Run vehicles are included in this total count even if descriptive information is not available. *Railway (RR) vehicles, animal drawn vehicles, and bicycles are not motor vehicles and should be omitted from this box. **Note:** Snowmobiles, farm implements and other non-conventional vehicles are only counted in this box when they are involved in a crash while on the roadway.*
2. **No. Occupants:** - Enter the total number of people in all units (all drivers, passengers).
3. **No. Non-Occupants:** - Enter the total number of people involved that were not in a motor vehicle (pedestrians, pedal cyclist, etc.)
4. **No. Property Owners:** - Enter the total number of property owners involved in the crash.
5. **No. Witnesses:** - Enter the total number of witness associated with the crash.

Special Circumstances

6. **Hit and Run?** - Select "Yes" if one of the drivers illegally left the scene. **Hit and Run Solved?** - *Selecting "No" will allow the officer to bypass information for the driver and vehicle if applicable. Selecting "Yes" will require all information for the drivers and vehicles.*
7. **Roll Over?** - Select "Yes" if a unit rolled over in the crash.
8. **Police Pursuit?** - Select "Yes" if Police Pursuit involved in the crash.

9. **School Bus Involved?** - Select the appropriate choice.

FMCSA Reportable Crash

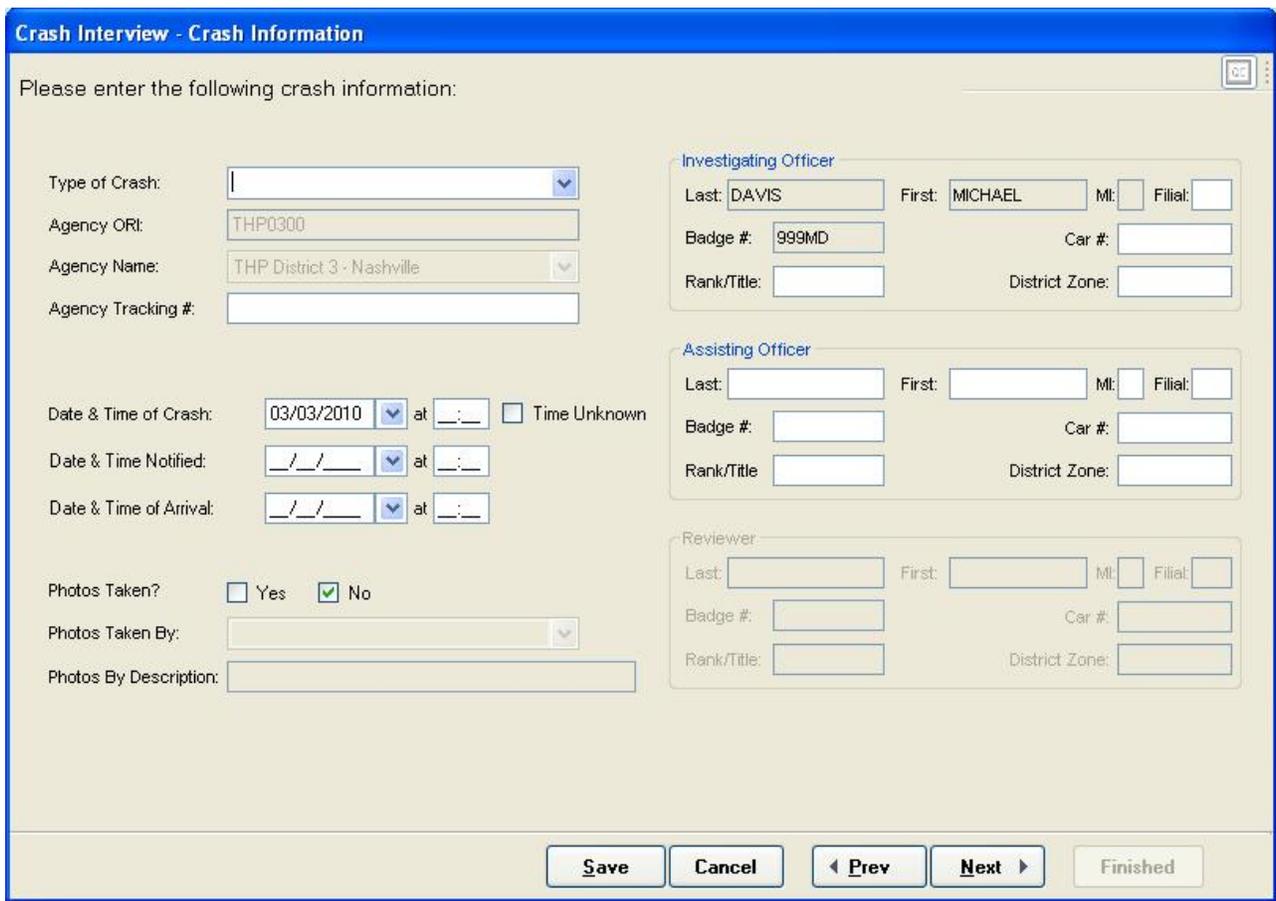
10. **Commercial/Government/Rented or Leased Vehicle Involved?** - Select Yes if the crash involved a commercial, government or rented/leased vehicle.

11. **Part A and Part B** - If any question in Part A is selected as "YES" and any question in Part B is selected as "Yes" then the FMCSA Reportable indicator is set for reporting FMCSA Reportable crashes.

Select 

### 5.2 Crash Information Screen:

This information collected on this screen is general information for the crash report. Specific information to the officer completing the crash report may be automatically populated based on the user profile.



**Crash Interview - Crash Information**

Please enter the following crash information:

Type of Crash:

Agency ORI: THP0300

Agency Name: THP District 3 - Nashville

Agency Tracking #:

Date & Time of Crash: 03/03/2010 at ::  Time Unknown

Date & Time Notified: / / at :

Date & Time of Arrival: / / at :

Photos Taken?  Yes  No

Photos Taken By:

Photos By Description:

**Investigating Officer**

Last: DAVIS First: MICHAEL MI:  Filial:

Badge #: 999MD Car #:

Rank/Title:  District Zone:

**Assisting Officer**

Last:  First:  MI:  Filial:

Badge #:  Car #:

Rank/Title:  District Zone:

**Reviewer**

Last:  First:  MI:  Filial:

Badge #:  Car #:

Rank/Title:  District Zone:

- a. **Type of Crash:** Select the appropriate choice that identifies the type of crash.
- b. **Agency ORI:** May be auto populated by the user profile.
- c. **Agency Name:** May be auto populated by the user profile

**Note:** If the user's Agency ORI or Agency Name is not contained in the list **STOP** and contact the TITAN Client Help Desk at 866-468-4587.

- d. **Agency Tracking ID:** Enter the investigating agency's assigned incident tracking number.
- e. **Date/Time of Collision:** Enter the date the collision occurred. If unable to determine the time of the collision, check the Unknown Box
- f. **Date/Time of Notified:** Enter the date and time dispatched to collision
- g. **Date/Time of Arrival:** Enter the date and time the investigating officer arrived.  
**Note** Enter the times using military time. (Midnight =00:00 and 11:59 pm= 23:59)
- h. **Photos Taken?:** Select Yes if photos were taken.
- i. **Photos Taken By:** Select the appropriate choice.
- j. **Photos By Description:** Identify the photographer.

Investigating Officer

- k. **First:** May be auto populated from the user profile. Enter the first name of the investigating officer.
- l. **Last:** May be auto populated from the user profile. Enter the last name of the investigating officer.
- m. **Badge #:** May be auto populated from the user profile.
- n. **Car #:** May be auto populated from the user profile.
- o. **Rank/Title:** May be auto populated from the user profile.
- p. **District Zone:** May be auto populated from the user profile.

Assisting Officer (if applicable)

Complete the assisting officer information if applicable.

Reviewer (if applicable)

This information will be auto populated during the review process.

Select



### 5.3 Location Information Screen:

Crash Interview - Location Information

Please enter the following location information:

Trafficway Type:  At Intersection?  Yes  No

Roadway Prefix:

Roadway #:

Roadway Name:

Roadway Suffix:

Roadway Local ID:

Block:

County:

City:

Area Designation:

Latitude:

Longitude:

Intersection

Intersection Type:

Intersection Prefix:

Intersection Road #:

Intersection Road Name:

Intersection Road Suffix:

Intersection Road Local ID:

Reference or Cross Street

Dir From Ref.:

Estimated Dist.:

Miles/Feet:

Mile Marker:

Roadway Prefix:

Roadway #:

Roadway Name:

Roadway Suffix:

Roadway Local ID:

Save Cancel Prev Next Finished

- a. **Trafficway Type:** Select the appropriate choice for the crash.
- b. **Roadway Prefix:** Select the appropriate choice for the crash. *Note: Leave this field blank if the choices don't apply.*
- c. **Roadway #:** Enter the appropriate number choice only for the crash. *Note: Leave this field blank if it doesn't apply.*
- d. **Roadway Name:** Enter the appropriate choice for the crash.
- e. **Roadway Suffix:** Select the appropriate choice for the crash.
- f. **Roadway Local ID:** Select the appropriate choice for the crash. This is the local name or identifier for the roadway. *Note: Leave this field blank if it doesn't apply*
- g. **Block:** Enter the appropriate choice for the crash.
- h. **County:** Select the appropriate choice for the crash.
- i. **City:** Select the appropriate choice for the crash.
- j. **Area Designation:** Select the appropriate choice for the crash.
- k. **Latitude:** Input the Latitude for the crash.
- l. **Longitude:** Input the Longitude for the crash.

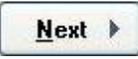
- m. **At Intersection?** Selecting Yes will enable the Intersection group. Selecting No (default) will enable the Reference or Cross Street group.

Intersection

Complete the Intersection descriptions.

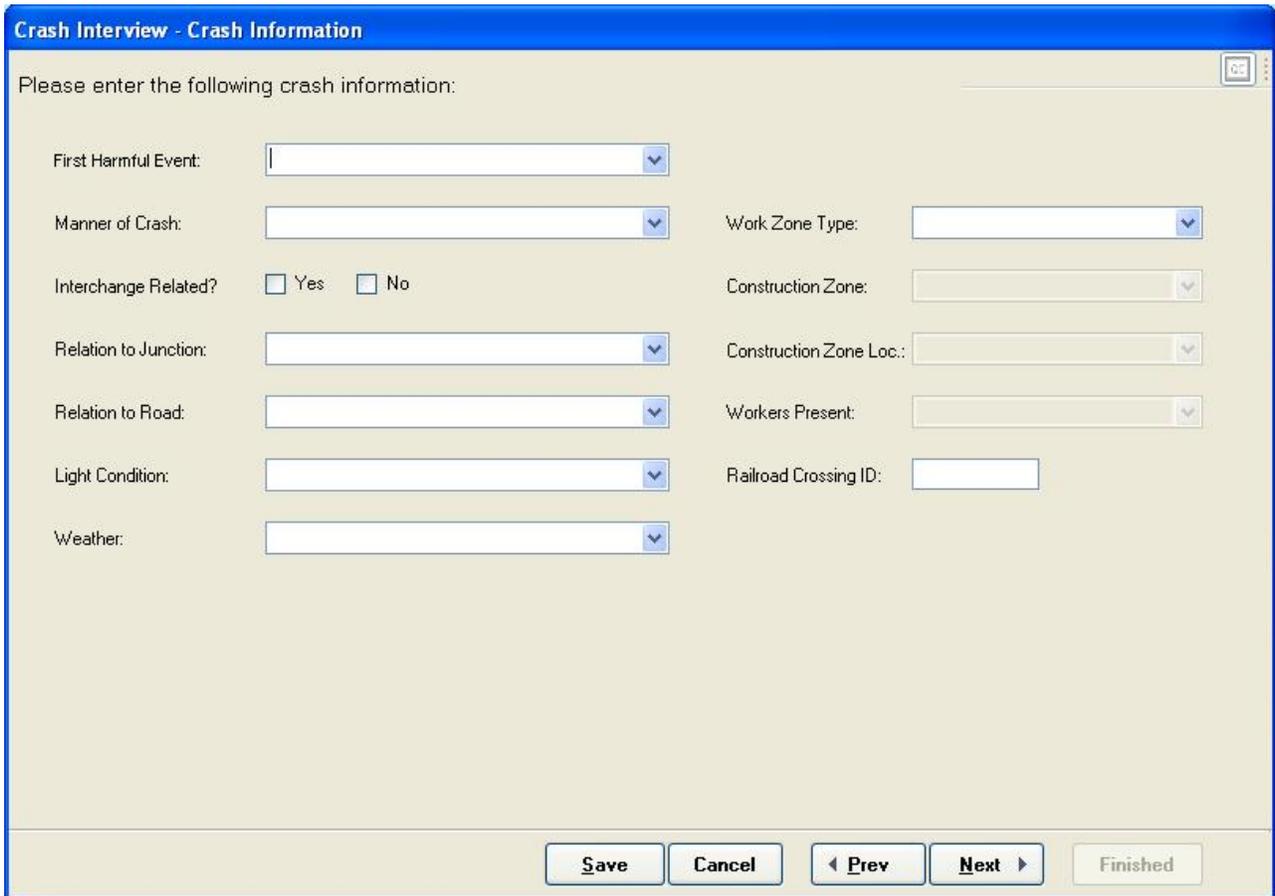
Reference or Cross Street

Complete the reference and distance descriptions

Select 

**5.4 Crash Screen:**

This screen provides general information for the crash.



**Crash Interview - Crash Information**

Please enter the following crash information:

First Harmful Event:

Manner of Crash:

Interchange Related?  Yes  No

Relation to Junction:

Relation to Road:

Light Condition:

Weather:

Work Zone Type:

Construction Zone:

Construction Zone Loc.:

Workers Present:

Railroad Crossing ID:

- First Harmful Event:** Select the first harmful event. This information provides major clues as to how the accident occurred. First harmful event applies to the first injury or damage-producing event.
- Manner of Crash:** Select the option that explains how the vehicles initially made contact.
- Interchange Related?** Select Yes if the crash occurred at an interchange.
- Traffic-way Flow:** Select the Traffic-way flow. Traffic-way flow applies to the accident at the point of impact.
  - Two-way traffic - Physical Separation** means separated by grass median, and so on.
  - Two-way traffic - Physical Barrier** means separated by wall, concrete median and so on.

- e. **Light Condition:** Select the option that best describes the light conditions at the time and place of the crash.
- f. **Weather:** Select the option that best describes the primary atmospheric condition at the time and place of the crash.
- g. **Work Zone Type:** Select an option from the drop list to indicate the Type of Zone and whether or not the crash occurred within a work zone.
- h. **Construction Zone:** Select the option describing the construction zone characteristics.
- i. **Construction Zone Loc:** Select the option describing where the crash occurred within the construction zone.
- j. **Workers Present:** Identify if workers and/or if Law Enforcement were present.
- k. **Railroad Crossing ID:** Identify the railroad crossing.

Select Next ▶

### 5.5 Vehicle Information Screen:

The vehicle information screen is used to collect characteristics associated with each unit. The unit number is identified in the upper right corner of the screen.

**Crash Interview - Vehicle Information**

Motor Vehicle Unit 1 1

Please enter the following Motor Vehicle information for unit 1:

**Unit Description**

Make:  Model:

Body:

Year:

VIN:  Color:

Plate #:  State:  Exp.:

Driver Presence:

Hit and Run:

Unit Type:

Bus Use:

Special Use:

Operation Type:

GVWR/GCWR:

HAZMAT Involved?  Yes  No

Trailers?  Yes  No

FMCSA Reportable Commercial Vehicle?  Yes  No

Most Harmful Event:

**Sequence of Events**

Event 1:

Event 2:

Event 3:

Event 4:

Event 5:

Event 6:

Under Over Ride:

Removal (Tow):

Removal Loc.:

Emergency Use?  Yes  No

Fire?  Yes  No

Save
Cancel
◀ Prev
Next ▶
Finished

#### Unit Description

- a. **Make:** Select the unit manufacturer.

- b. **Model-** Select the model that corresponds with the Make selected. *Note: If the Model does not appear in the list, you may type in the Model. Only the first four characters will appear on the report.*
- c. **Body:** Select the body style for the make and model selected.
- d. **Year:** Enter the 4-digit manufacturer year.
- e. **VIN :** Enter the Vehicle Identification number.
- f. **Plate #:** Enter the vehicle license plate number. *Note: NONE is acceptable.*
- g. **State:** Select the state of plate registration.
- h. **Exp:** Enter the plate expiration using month and year (MMYYYY) *Note: PERM is acceptable.*
- i. **Driver Presence:** Select the Driver Presence code.
- j. **Hit and Run:** Select the appropriate Hit and Run code.
- k. **Unit Type:** Select the Unit Type code.
- l. **Bus Use:** Select the Bus Use code.
- m. **Special Use:** Select the Special Use code.
- n. **Operation Type:** Select the Operation Type code.
- o. **GVWR/GCWR:** Select the Gross Vehicle Weight or Combined Weight ( power unit +trailing units)
- p. **HAZMAT Involved?** - Select Yes if the unit was carrying hazardous materials.
- q. **Most Harmful Event:** Select the Most Harmful event. *Note: This is the event that caused the most injury or damage per unit.*

**Sequence of Events** Enter the series of events of the crash. These events are validated against most harmful event and first harmful event.

- r. **Event 1 through Event 6:** Enter the chronological sequence of events.
- s. **Under Over Ride:** Select the appropriate Under Ride / Over Ride code.
- t. **Removal (Tow):** Select whether the vehicle was removed, driven from the crash or remained.
- u. **Removal Loc:** Identify the removal location or company.
- v. **Trailers?** Select Yes if the unit has a trailer. If yes is selected then the user will be provided with the screen to input trailer information.
- w. **FMCSA Reportable Commercial Vehicle?** Select Yes if the unit is a reportable commercial vehicle. If yes is selected then the user will be provided with the screen to input commercial vehicle information.
- x. **Emergency Use?** Select Yes ONLY if the unit was actively on an Emergency Response.
- y. **Fire?** Select Yes ONLY if Fire occurred in the vehicle during the crash.

Select

## 5.6 Vehicle Information (cont.) Screen:

This screen is used to add additional detail for the involved unit.

Crash Interview - Vehicle Information (cont.)

Motor Vehicle Unit 1

Please enter the following Motor Vehicle information for unit 1:

Maneuver:

First Impact:  >>

**Damage Area**

Damage Area 1:

Damage Area 2:

Damage Area 3:

Damage Extent:

Damage Estimate:

**Vehicle Factors**

Vehicle Factor 1:

Vehicle Factor 2:

Vehicle Factor 3:

Vehicle Direction:

Vehicle Traveling on:

Route Signing:

Trafficway Flow:

Travel Lanes:

Access Control:

Posted Speed: 0\_

Traffic Control Device:

Traffic Control Function:

**Trafficway Hazards**

Hazard 1:

Hazard 2:

Hazard 3:

Road Profile:

Road Alignment:

Surface Condition:

Road Surface Type:

Save Cancel < Prev Next > Finished

- Maneuver:** Select the maneuver that indicates the action or intended action prior to the First Harmful Event occurring.
- First Impact:** Select the Point of First Impact that produced Property Damage or Personal Injury. Select the  for HELP.
- Damage Area 1 through Damage Area 3** - Select the areas of damage on the unit.
- Damage Extent** - Select the level of damage of the unit.
- Damage Estimate** - Select the estimated damage.
- Vehicle Factor 1 through Vehicle Factor 3** - Select the Defective Vehicle factor(s) for the collision.
- Vehicle Direction** - Select the general travel direction the unit was traveling prior to the crash.
- Vehicle Traveling on:** -Enter the Route Number or Highway Name on which the vehicle was traveling..
- Route Signing:** Select the Roadway Route Signing Classification.
- Trafficway Flow:** Select the appropriate Trafficway flow for the unit.
- Travel Lanes** - Select the number of travel lanes for the roadway.
- Access Control** - Select the appropriate level of Roadway Access Control.

- m. **Posted Speed**- Enter the posted Speed Limit for this unit on this roadway.
- n. **Traffic Control Device** - Select the type of control device affecting the vehicle and most related to the crash.
- o. **Traffic Control Function** - Select the traffic control device functional capacity
- p. **Trafficway Hazards (Hazard 1 through Hazard 3):** - Select the appropriate trafficway hazard(s) related to the crash.
- q. **Road Profile:** Select the Road Profile at the First Harmful Event for the unit.
- r. **Road Alignment:** Select the Road Alignment at the First Harmful Event for the unit.
- s. **Surface Condition:** Select the Roadway surface condition at the location of the crash.
- t. **Road Surface Type:** Select the Road Surface Type at the location of the crash.

Select 

### 5.7 Commercial Vehicle Information Screen:

This screen is only presented if the FMCSA Reportable indicator is selected on the Vehicle Information screen.

Crash Interview - Commercial Vehicle Information

Motor Vehicle Unit 1

Please enter the following commercial vehicle information for unit 1:

Carrier Type:

Vehicle Configuration:

Cargo Body Type:

**Commercial Motor Carrier**

Carrier Name:

Carrier Address:

City:  State:

Zipcode:  Phone:

ICC No.:

USDOT No.:

**Carrier Insurance Detail**

Type:

Policy #:  Start Date:

Company:  End Date:

**HAZMAT Details**

HAZMAT Placard?  Yes  No

HAZMAT Class 1:  HAZMAT ID 1:  Released?  Yes  No

HAZMAT Class 2:  HAZMAT ID 2:  Released?  Yes  No

HAZMAT Class 3:  HAZMAT ID 3:  Released?  Yes  No

HAZMAT Name:

HAZMAT Released:

CMV Inspection?  Yes  No

CMV Inspection No.:

- a. **Carrier Type:** Select the Carrier Type
- b. **Vehicle Configuration:** Select the Vehicle Configuration.
- c. **Cargo Body Type:** Select the Cargo Body Type.

Authority / Agent -Responsible party for the safe transport of persons or property (CARRIER)

- d. **Carrier Name:** Enter the name of an individual, entity, or carrier corporation.
- e. **Carrier Address (City, State, ZipCode) :** Enter the responsible party complete physical address.
- f. **Phone:** Enter the carrier contact number.
- g. **ICC No:** Record the ICC/MC number if available.
- h. **US DOT No:** Enter the U.S.D.O.T. number of the responsible party. “ Required if Interstate Carrier”

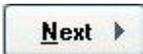
Responsible party Insurance Detail

- i. **Type:** Select the carrier insurance type.
- j. **Policy # :** Enter the carrier insurance policy number.
- k. **Company:** Enter the carrier insurance company name.
- l. **Start Date:** Enter the carrier insurance policy start date.
- m. **End Date:** Enter the carrier insurance policy end date.

HAZMAT Details

- n. **HAZMAT Placard?** Select Yes if a HAZMAT Placard is displayed.
- o. **HAZMAT Class 1 through HAZMAT Class 3. FOR EACH:**  
Enter the 2 digit HAZMAT Class number and the 4 digit **Hazmat ID** number.  
\* The 2 digit ID Class Number from the bottom of the Placard Diamond.  
\*The 4 digit ID Number from the middle of the Placard Diamond or Rectangle Box.  
Select Yes if the associated HAZMAT was released into the environment.
- p. **HAZMAT Name:** Enter the HAZMAT Common name.
- q. **HAZMAT Released:** Enter the name of the HAZMAT released. Fuel / Oil carried by the vehicle for its own use is NOT considered cargo and should not be reported in this section.
- r. **CMV Inspection:** Select Yes if a valid CMV Inspection.
- s. **CMV Inspection No:** Enter the CMV Inspection number; (if unknown) enter the inspector name.

Select



## 5.8 Trailer Information Screen:

This screen is only presented if the Trailers indicator is selected on the Vehicle Information screen.

Crash Interview - Trailer

Motor Vehicle Unit 1

Please enter the following trailer information for Unit 1:

Trailer 1 Details

Trailer Type: [dropdown]  
Plate #: [text]  
Plate State: [dropdown]  
Plate Expiration: [text]

Trailer 2 Details

Trailer Type: [dropdown]  
Plate #: [text]  
Plate State: [dropdown]  
Plate Expiration: [text]

Save Cancel < Prev Next > Finished

For each trailer

- Trailer Type:** Select the appropriate trailer type.
- Plate #:** Enter the Trailer license plate #
- Plate State** - Select the state in which the plate is registered.
- Plate Expiration** -Enter the month and year (MMYYYY) the license plate registration expires.

Select

## 5.9 Occupant Information Screen:

**Insert Motor Vehicle Person (Occupants)** - Add each person associated with a Unit. A vehicle owner must be specified and all passengers. The fields to be completed are applied to the individual person type select/highlighted.

- To add a driver or passenger to the unit. Click **Insert** and select the appropriate person type.
  - To remove a person from the unit. Select (highlight in blue) the person from the list and click **Remove**.
  - To select an individual, click in the list of names. Field input is associated with the individual highlighted in blue.
  - An **✖** indicates that the required information for the individual is incomplete or contains errors.
  - An **✔** indicates that the required information has been completed for the individual.
- a. **Name:** Record the last name, first name, middle initial and filial (if applicable) for the highlighted individual.
  - b. **Address:** - Record the complete address for the highlighted individual.
  - c. **New Address?** - Select Yes if the address entered is not the current address.
  - d. **City:** - Select the city of residence for the highlighted individual
  - e. **State:** - Select the state of residence for the highlighted individual

- f. **Zip:** - Record the zip code of residence for the highlighted individual
- g. **Birth date:** - Record the birth date for the highlighted individual
- h. **Gender:** Select the occupant gender.
- i. **Race:** Select the occupant race.
- j. **Ethnicity:** Select the occupant ethnicity.
- k. **Day Phone, Cell Phone, Night Phone:** - Record at least one phone number for the highlighted individual
- l. **Vehicle Owner:** - Select this checkbox if the highlighted individual is the unit owner.
- m. **Seat Position:** - Select the seat position for the highlighted individual.
- n. **DL Class:** - If **Driver**, then record the driver license class.
- o. **DL Number** - If **Driver**, then record the driver license number
- p. **DL State:** - If **Driver**, then record the driver license state.
- q. **DL Status:** - If **Driver**, then record the driver license status.
- r. **DL Exp:** - If **Driver**, then record the driver license expiration.
- s. **Restrictions and Endorsements:** - If **Driver**, then select the appropriate restrictions and endorsements and indicate compliance.

Insurance Detail -

- t. **Type:** - select the appropriate insurance type.
- u. **Policy #:** - record the insurance policy number.
- v. **Company:** - record the insurance company name.
- w. **Start Date:** - record the insurance policy start date.
- x. **End Date:** - record the insurance policy end date.
- y. **Violations?** - Select Yes if the highlighted person has a violation.

Select



## 5.10 Occupant Detail Information Screen:

Crash Interview - Occupant Detail

Motor Vehicle Unit 1

Please enter the following individual detail for unit 1:

Person Type	Name
Driver	JOHN DOE

Injury: [Dropdown]  
 Transported: [Dropdown]  
 Transport To: [Dropdown] EMS Run No. [Dropdown]  
 Safety Equipment: [Dropdown]  
 Air Bag: [Dropdown]

**Driver Details**  
 Distraction: [Dropdown]  
 Person Condition: [Dropdown]  
 Person Condition: [Dropdown]  
 Person Condition: [Dropdown]  
 Person Action: [Dropdown]

Trapped/Extricated: [Dropdown] Ejected: [Dropdown]  
 Ejection Path: [Dropdown]

**Alcohol Analysis**  
 Alcohol Presence: [Dropdown]  
 Alcohol Method: [Dropdown]  
 Alcohol Test Status: [Dropdown]  
 Alcohol Test Type: [Dropdown]  
 Alcohol Test Result: [Dropdown]

**Drug Analysis**  
 Drug Presence: [Dropdown]  
 Drug Method: [Dropdown]  
 Drug Test Status: [Dropdown]  
 Drug Test Type 1: [Dropdown]  
 Drug Test Result 1: [Dropdown]  
 Drug Test Type 2: [Dropdown]  
 Drug Test Result 2: [Dropdown]  
 Drug Test Type 3: [Dropdown]  
 Drug Test Result 3: [Dropdown]

Save Cancel Prev Next Finished

The fields to be completed are applied to the individual person type select/highlighted.

- Injury** - Select the Injury severity level type code.
- Transported** - Select the appropriate transport code.
- Transported To** - Record the location where injured was transported.
- EMS Run No** - Record the EMS Run number associated with the Transport.
- Safety Equipment** - Select the use of restraint / safety equipment in use at the time of the crash.
- Airbag** - Select the availability and deployment of an AirBag for this person.

### Driver / Person Details

- Distraction** - Select the appropriate distraction for the driver.
- Person Condition** - Select the condition(s) of the person that is related to the crash.
- Person Action** - Select the action(s) of the person that is related to the crash.

### Alcohol Analysis

- Alcohol Presence** - Select appropriate alcohol presence code. An Officer's assessment of whether an Alcoholic beverage was used by the person.
- Alcohol Method** - Select the appropriate Alcohol testing method.
- Alcohol Test Status** - Select the appropriate alcohol test status code.

- m. **Alcohol Test Type** - Select the appropriate test type
- n. **Alcohol Test Result** - Select the appropriate test result.

Drug Analysis

- o. **Drug Presence:** - Select appropriate alcohol presence code. An Officer's assessment of whether Drugs was used by the person.
- p. **Drug Method:** - Select the appropriate Drug testing method.
- q. **Drug Test Status:** - Select the appropriate Drug test status code.
- r. **Drug Test Type** - Select the appropriate test type for each test.
- s. **Drug Test Result** - Select the appropriate test result for each test type.

Select Next ▶

**5.11 Violation Information Screen:**

The fields to be completed are applied to the individual person type select/highlighted. A maximum of five violations may be identified for each person.

Violation Information

- a. **Category:** - Select the violation category.
- b. **Citation #** - Record the violation number (Ticket number)
- c. **Statute** - Record the statute violated.
- d. **Description** - Record the violation description.

Select **Next** ▶

### 5.12 Witness and Property Owner Screen:

Crash Interview - Witness/Property Owner Information

Please answer the following individual information:

**Insert** ▶ **Remove** ✕

	Person Type	Name
▶	Property Owner	PROPWON PROPOWN
	Witness	WITNESS WITNESS

Violations?  Yes  No  Pending

**Detail Information**

Name: Last Name: PROPWON, First Name: PROPWON, MI: [ ], Filial: [ ]

Address: [ ] [ ] [ ] [ ] [ ] [ ]

City: [ ], State: [ ], Zip: [ ]

Day Phone: [ ] [ ] [ ] [ ] [ ] [ ]

Cell Phone: [ ] [ ] [ ] [ ] [ ] [ ]

Night Phone: [ ] [ ] [ ] [ ] [ ] [ ]

**Property Owner Detail**

Property Damage: [ ]

Property Description: [ ]

Save Cancel ◀ Prev Next ▶ Finished

**Insert Witness and/or Property Owner** - Complete for each witness and/or property owner.

- To add a Witness or Property Owner; Click **Insert** ▶ and select the appropriate person type.
  - To remove a Witness or Property Owner; Select (highlight in blue) the person from the list and click **Remove** ✕ .
  - To select an individual, click in the list of names. Field input is associated with the individual highlighted in blue.
  - An ✕ indicates that the required information for the individual is incomplete or contains errors.
  - An ✓ indicates that the required information has been completed for the individual.
- a. **Name:** - Record the last name, first name, middle initial and filial (if applicable) for the highlighted individual.
  - b. **Address:** - Record the complete address for the highlighted individual.
  - c. **City:** - Select the city of residence for the highlighted individual
  - d. **State:** - Select the state of residence for the highlighted individual
  - e. **Zip:** - Record the zip code of residence for the highlighted individual
  - f. **New Address-** Indicate if the address entered is new. (less than 30 days).

- g. **Day Phone, Cell Phone, Night Phone:** - Record at least one phone number for the highlighted individual

Property Details

- h. **Property Damage-** Select the appropriate damage code.  
i. **Property Description** - Record the description of the property damage.

Violations- Select YES if the person has a violation.

Select

### 5.13 Narrative, Diagram and Attachments Screen:

Crash Interview - Attachments

Enter the Crash Narrative in the box below. Click the NEW DIAGRAM button below to create a Crash Diagram.

Spell Checker Options

New Diagram Add Local File Open Remove

Name	Type
------	------

Display not available!

Save Cancel < Prev Next > Finished

#### 5.13.1 NARRATIVE

The combination of the diagram and the narrative together should represent the crash; however, a reader should be able to read the narrative and tell what occurred in the crash without looking at the diagram. The structure of the narrative section should be:

- Any additional information (i.e. additional assisting officers, etc).
- An explanation of all items marked on the report as “explain in narrative”. (This is not done automatically by the TITAN Client.

**Example:** If “other” was selected for Traffic Control Device, the narrative should read:

Traffic Control Device – Other: Free standing sign indicating utility work ahead.

- An introductory statement relating the position and direction of each of the vehicles involved prior to the crash.
- The remainder of the narrative is in the officer’s own words describing as completely as possible, what occurred during the course of the crash. If an investigator has evidence to support or substantiate an opinion, one may be given, but it is not required.

**Spell Checker:** Checks the spelling and grammar within the narrative only.

**Options:** Allows the user to set up the spell checker.

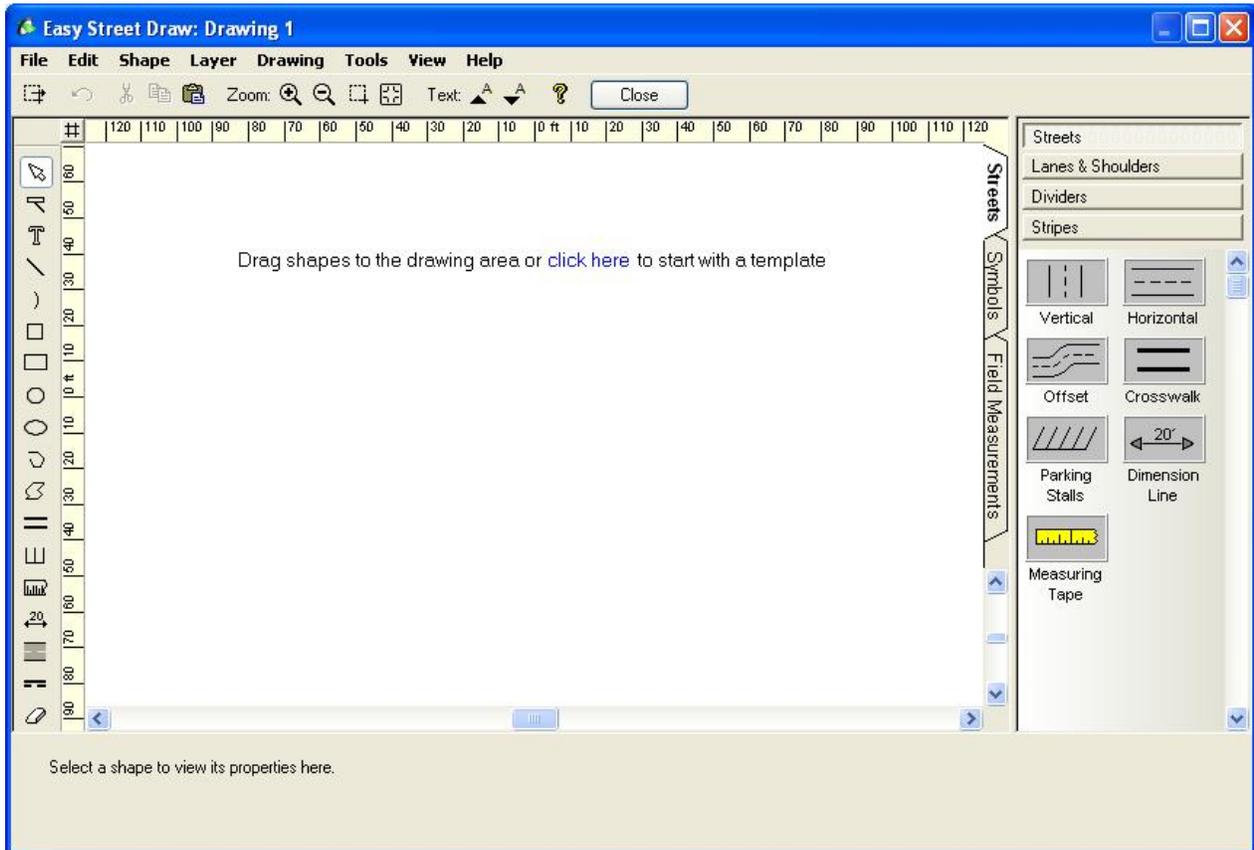
### 5.13.2 DIAGRAM

The combination of the diagram and the narrative together should represent the crash; however, a reader should be able to look at the diagram and tell what occurred in the crash without reading the narrative. The diagram is to show probable paths of the vehicle(s) involved before, during and after impact. There are eight minimum requirements for a diagram:

1. An arrow indicating “North” must be present in the upper right hand corner. Every effort should be made to avoid having the arrow pointing towards the bottom of the page.
2. Scale vs. Not to Scale:
  - Scale diagram: The scale used must be indicated.
  - Not to scale: Write “Not to Scale” and when applicable, Positions of all dead and injured driver(s), passenger(s), and non-motorists., with accurate measurements should be taken. Measurements include, but are not limited to, distance from nearest intersection, distances between vehicles, distances between vehicles and fixed objects, skid marks, yaw marks, scuffmarks, gouges, debris, etc. Do not print “Measurements in field notes”.
3. All Roadways must be labeled by name or number.
4. Vehicles must be labeled as Vehicle 1, 2 or 3, etc. Trailers are to be labeled with the number corresponding to the power unit. Example: Vehicle #1 is pulling two trailers. The power unit is labeled V-1, the first trailer is 1a, and the second trailer is 1b.
5. The vehicle’s position at final rest must be shown. An inverted vehicle should be shown with an “X” across the vehicle when at final rest.
6. All relevant traffic control devices that are necessary to describe the crash must be shown i.e. stop signs, no passing zones, lane controls, etc.
7. Show all pre-crash paths with a solid arrow and post-crash paths with a dotted arrow.
8. Other items to include in the diagram would be the location of all objects, on or off the roadway, trees, fences, utility poles, etc. even if they had no direct bearing on the crash, this may help later in locating the scene or clarifying the positions of vehicles.

9. In occasions where THP Critical Incident Response Team assists and completes a diagram, it is recommended only the CIRT drawing be utilized. The investigating officer should include the text “Diagram by THP CIRT” in the diagram field.

**New Diagram:** Opens the drawing package “Easy Street Draw”. When the diagram is completed it may be saved as a separate file or is automatically saved as a part of the report.



If saved automatically the diagram will be named “Collision Diagram 1”. To save the diagram under another name reopen the file; **select “file”, “save as”, and “external file”**; then save the file under an applicable name for this report.

To add the saved file **select “local file” or right click** the storage window and select **“local file”**, in file type **select Easy Street Draw (.esd), open**, the file will be saved in the storage window.

The “Collision Diagram 1” file can be removed by **highlighting the file** and then a **right click** and **selecting remove**.

**Local File:** Allows access to files contained on the computer being used. These files can be TIFF (tif), JPEG (jpg), PDF (pdf), MS Word (.doc), or Easy Street Draw (.esd) files. This allows other officers to gather information independently (electronically) and then allows the reporting officer to attach it to the crash report.

This could include additional diagrams, witness statements, supplemental reports on the other officer's activities, or additional scanned documents. **Note:** *Be sure to select the proper file storage type when attempting to save files.*

**NOTE:** *If the vehicles have been moved or were driven away prior to the officer's arrival, and the officer has no evidence to determine where the collision occurred, no diagram is required. Indicate in the narrative the reason no diagram was made (i.e. the crash was reported several hours after it occurred and all vehicles had been moved. Paths of vehicles and position of final rest are unknown.). If the vehicles were simply moved out of the road to prevent traffic problems and were not removed from the scene, every effort should be made to complete a diagram.*

### 5.13.3 ATTACHMENTS

Once a file is saved in the storage window additional headers will appear:

**Open:** Highlight a stored file and click open and the file will open in the stored format. **Note:** *Double clicking on a stored file will also open the file.*

**Print:** Highlight a stored file and click print to print the file only.

**Remove:** Highlight a stored file and click remove to delete the file.

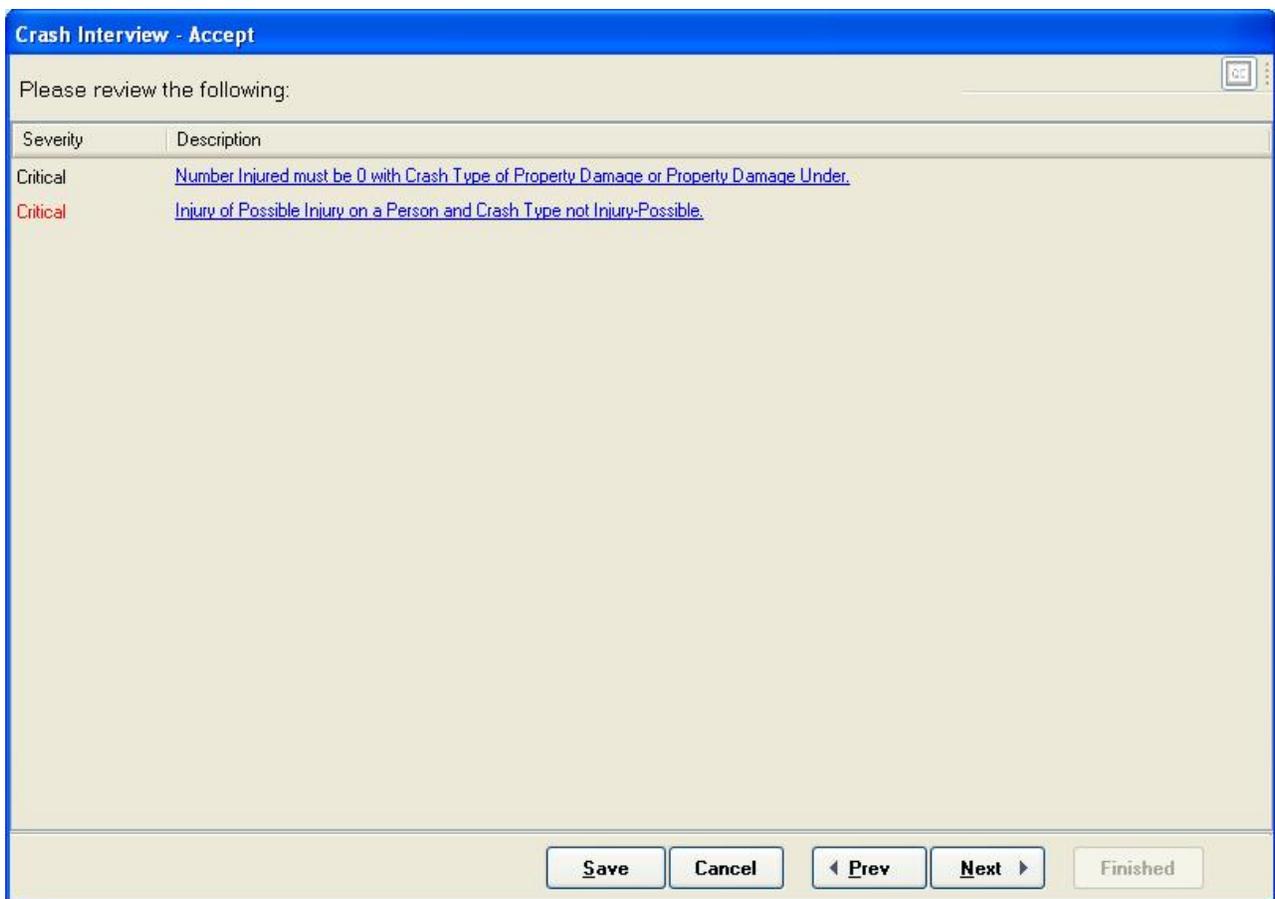
Note: An individual attachment cannot exceed 200k. Multiple files may exceed 200k; however, no single file may be larger than 200k.

Select 

## 5.14 Accept Screen:

The Accept Screen provides the officer feedback on potential issues with the crash report. Issues are categorized into three categories.

1. **Informational** - These types of notices identify areas where potential inconsistencies exist in the collision report. These notices are not necessarily errors in the report. The officer is allowed to complete a report that contains informational notifications.
2. **Warning** - These are errors in the report that should be addressed before the report is completed and submitted for review. However, the officer may submit the report with Warnings.
3. **Critical** - These are high priority errors in the report. These errors must be resolved prior to report submittal and completion.



The screenshot shows a software window titled "Crash Interview - Accept". Inside the window, there is a text prompt "Please review the following:" followed by a table. The table has two columns: "Severity" and "Description". There are two rows of data, both with "Critical" in the severity column. The descriptions are hyperlinks. At the bottom of the window, there are five buttons: "Save", "Cancel", "Prev", "Next", and "Finished".

Severity	Description
Critical	<a href="#">Number Injured must be 0 with Crash Type of Property Damage or Property Damage Under.</a>
Critical	<a href="#">Injury of Possible Injury on a Person and Crash Type not Injury-Possible.</a>

Select  to complete an error free Accept Screen.

## 5.15 Viewing a Completed Report

Upon completion of drafting a report for review the submitter may view an **unofficial** crash report form at the completion of the wizard. An official report is created after the report has been reviewed and accepted.

The following screen provides a form representation of the unofficial printable crash report form.

Crash Interview - Collision Report

Loading report, please wait...

1 / 3 78.7% Find

Master Record Number		
Type of Crash: Injury-Possible		

### Unofficial Traffic Crash Report

**Incident Information**

Date Of Crash 02/17/2010	Day of Crash Wednesday	Local Agency Number THP0300	Reporting Agency Name Thp District 3 - Nashville	Agency Tracking Number 012348957
Time of Crash 15:30	Time Notified 15:31	Time Arrived 15:36	County Davidson	City Nashville
Total Crash 1	Total Occupants 1	Total Non-Occupants 0	Total Killed 0	Total Injured 1
Hit and Run N	Solved? N	Police Pursuit N	School Bus Involved? No	Photos Taken? N
Area Not Applicable		Interchange Related? N	Intersect Type Not at Intersection	
Block Number	Roadway Number 175	Roadway Name		Suffix
Est Distance 100.00	Distance Type Feet	Direction North	From Highway Number/Intersection	Suffix
Roadway Local ID			Intersect Number	Mile Marker 65.00
Relation to Junction Non-Junction		Relation to Roadway On Roadway		Route Signing
Work Zone None		Construction Zone		
Construction Location		Workers Present		

Select  to complete the report. The user is returned to the TITAN workspace and the report is assigned a status of "Ready to Send".

## 6 Send/Receive Reports:

The function may be accessed from Menu or Toolbar.

Select  **Send/Receive...** on the toolbar OR using the File Menu

The user will be provided a TITAN Login screen. The officer user name will appear in **<username>** and the officer will be prompted to enter their password.



**Send/Receive - Login**

Please reenter your password and click Next to begin the Send/Receive process.

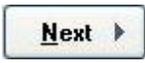
 You must be connected to the Internet to proceed!

User Id: **<username>**

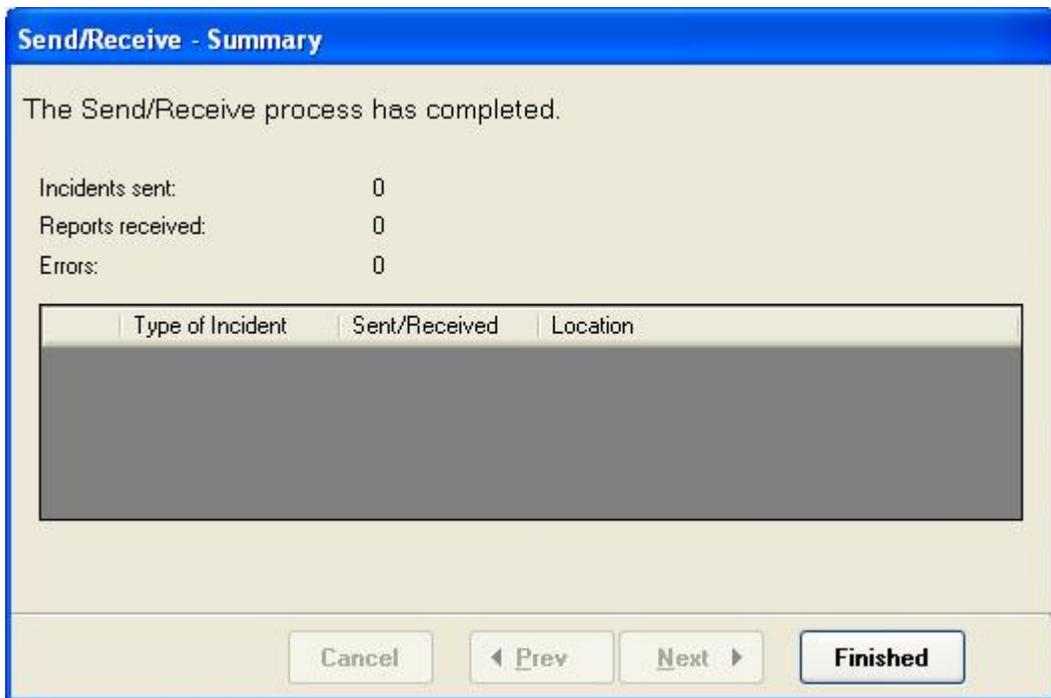
Password:

**Cancel**   **< Prev**   **Next >**   **Finished**

The user will be provided with a Summary screen confirming the specific reports and total number of reports transmitted.

Select 

The client will send all reports that have a status of "Ready to Send". The user will be provided a status summary of all reports transmitted.



Select **Finished**

The reports will no longer be visible in the workspace. The reports will be submitted to the reviewing officer for review and acceptance. Upon review and acceptance, the completed reports will be returned to the officer workspace in the Accepted queue.

## 7 Reviewing a Collision:

If an agency is utilizing the web-base review process, the report will remain on the server in a “Needs Reviewed” status until the submitting officer’s Review Officer performs a Send/Receive. It will then reside on the Review Officer’s PC until the report is either Rejected or Accepted. If rejected, it will be sent to the server by the Review Officer by performing a Send/Receive and will remain there until the original submitting officer performs a Send/Receive. If accepted by the Review Officer, the report will be committed to the TITAN repository upon that Review Officer performing a Send/Receive. The reviewer will login to the client and select the reports to be reviewed from the reviewer’s inbox. The reviewer will double-click the report to be reviewed and progress through the wizard screens. The reviewer will have the option to correct, reject or accept the report.

### 7.1 Correcting a Report

The reviewer may elect to correct erroneous data and submit the report to the repository.

### 7.2 Rejecting a Report

The reviewer may elect to reject the report. This option would return the report to original submitter where it would be corrected.

### 7.3 Accepting a Report

The reviewer may elect to accept the report as complete. Upon a send/receive the report would be transmitted as a completed report and stored in the state TITAN repository.

The screenshot shows the GEARS Client software interface. The main window displays a table of collision reports with columns for Type, Status, Local Code, Date/Time, Last Modified, and Location. The table contains four rows of data:

Type	Status	Local Code	Date/Time	Last Modified	Location
1 Collision	Rejected - Ready to S...	CHARLIEH...			
2 Collision	Accepted - Ready to S...	CMH1209			
3 Collision	Accept Pending	CHARLIEH...			
4 Collision	Accept Pending	CHARLIEH...			

Overlaid on the main window is a dialog box titled "Collision Interview - Preliminary". The dialog box contains the following sections:

- 1) Standard Collision**
  - No. Motor Vehicles:
  - No. Fatalities:
  - No. Injuries:
  - No. Pedestrians:
- 2) Special Circumstances**
  - Hit and Run?  Yes  No
  - Witnesses?  Yes  No
  - Property Damage?  Yes  No
- 3) Reportable Commercial Vehicle**
  - Commercial Vehicle Involved?  Yes  No
  - Part A**
    - Any vehicle having a gross weight rating of more than 10,000 pounds or a gross combination weight rating over 10,000 pounds used on public highways?  Yes  No
    - Any motor vehicle with seating to transport 9 or more including the driver?  Yes  No
    - Any vehicle displaying a hazardous materials placard, regardless of weight (GVWR value 1 indicates a vehicle 10,000 pounds or less displaying hazmat placard)?  Yes  No
  - Part B**
    - A fatality: Any person killed in or outside of any vehicle (truck, bus, car, etc) involved in the crash or who dies within 30 days of the crash as a result of an injury sustained in the crash?  Yes  No
    - An injury: Any person injured as a result of the crash who immediately receives medical treatment away from the crash scene?  Yes  No
    - A tow-away: Any motor vehicle (truck, bus, car, etc) disabled as a result of the crash and transported away from the scene by a tow truck or other vehicle?  Yes  No

At the bottom of the dialog box are buttons for "Accept", "Reject", "Cancel", "Prev", and "Next".

Select **Next** to progress through and review the crash report. Once the report has been reviewed the reviewer will have the option to select accept or reject the report. If the report is rejected then the reviewer will be provided a narrative screen to provide feedback to the original submitter for corrections.

## 8 Amending Reports

If an original report completed on the TITAN Client needs to be amended, it must be done using the TITAN Client program; likewise, an original paper report would have to be amended using the paper form. Likewise, if a report was originally completed in TraCS, the report will need to be amended in TraCS. The formats cannot be mixed. The only allowable paper submissions with a TITAN Client report are covered in the [Supporting Documents](#) section. A report amendment is to add or correct information to a previously submitted report. Only when an original TITAN Client report has been submitted to the state repository and committed is it available to be amended. Examples of amended reports: Results received from a pending blood test, or a hit and run driver is identified, etc.

**Example:** Updating the final Department of Toxicology results on a blood test.

1. Navigate through the report making ONLY the required changes to the necessary fields.
  - a. Investigation Complete (if applicable);
  - b. Certified Test Results;
  - c. Narrative entry explaining the update; and
  - d. IC Codes and Citation types (if applicable).
2. Entering all new information into the narrative and then selecting "Investigation Complete" (if applicable). This allows for all new information to be captured in one location for easier reading in the future.

With TITAN Client, amending reports can be done by opening the accepted report and attaching supplemental documents on the narrative/diagram screen by attaching an image of the supplemental document.

## 9 Move and Retrieve Reports in the TITAN Client

If a report needs to be transferred to or from another computer it will require the use of other media, i.e. a floppy disc, "CD", flash drive or mapped network drive. This function can be performed using the Tools menu;



### 9.1.1 Move Reports to Floppy or Other Media...

This function allows the user to move reports from the TITAN client to an external media device. This is useful if the report was created on a computer that does not have the ability to transmit the report. The Tools menu is used to access this function.

**Select Tools-->Move Reports to Floppy or Other Media.**

Move Reports - Report Selection

Please toggle the appropriate reports to move:

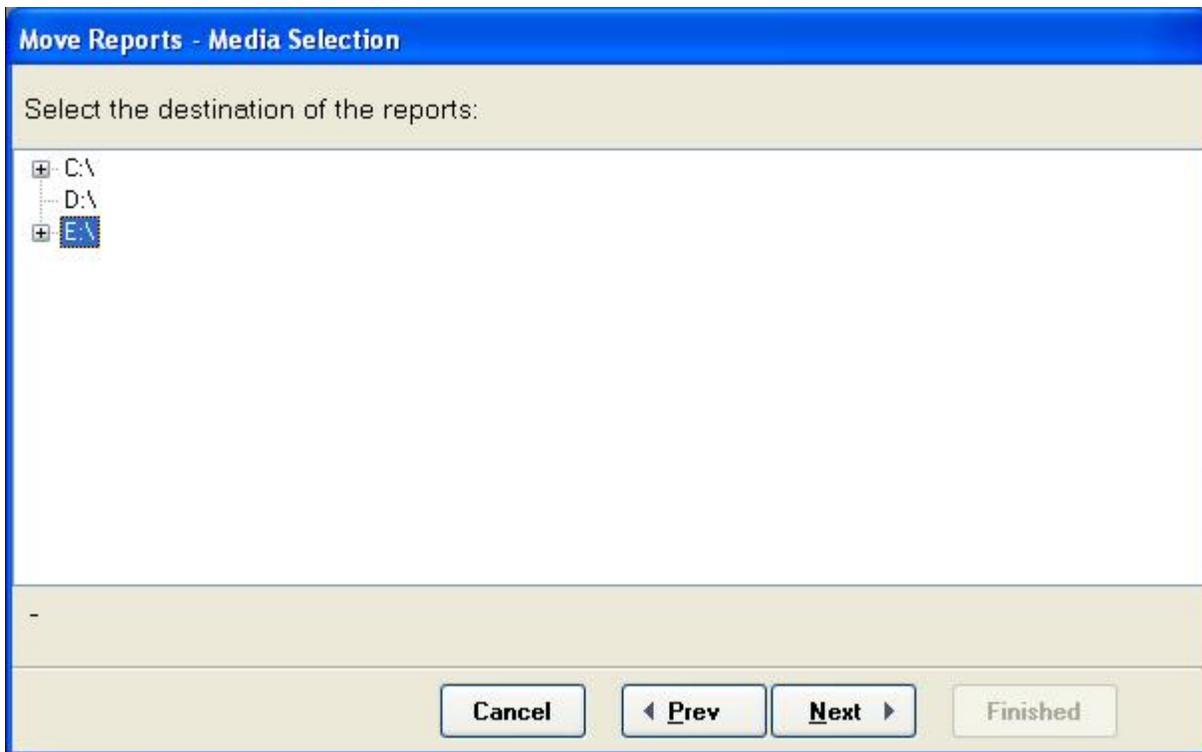
	Type	Status	Last Modified	Detail
<input checked="" type="checkbox"/>	Collision	Draft	3/6/2010 8:48:49 AM	(Milemarker: 65.00)
<input checked="" type="checkbox"/>	Collision	Draft	3/6/2010 8:48:49 AM	(Milemarker: 65.00)

Buttons: Cancel, < Prev, Next >, Finished

**Select** the reports to be moved using the associated checkbox.

**Select** 

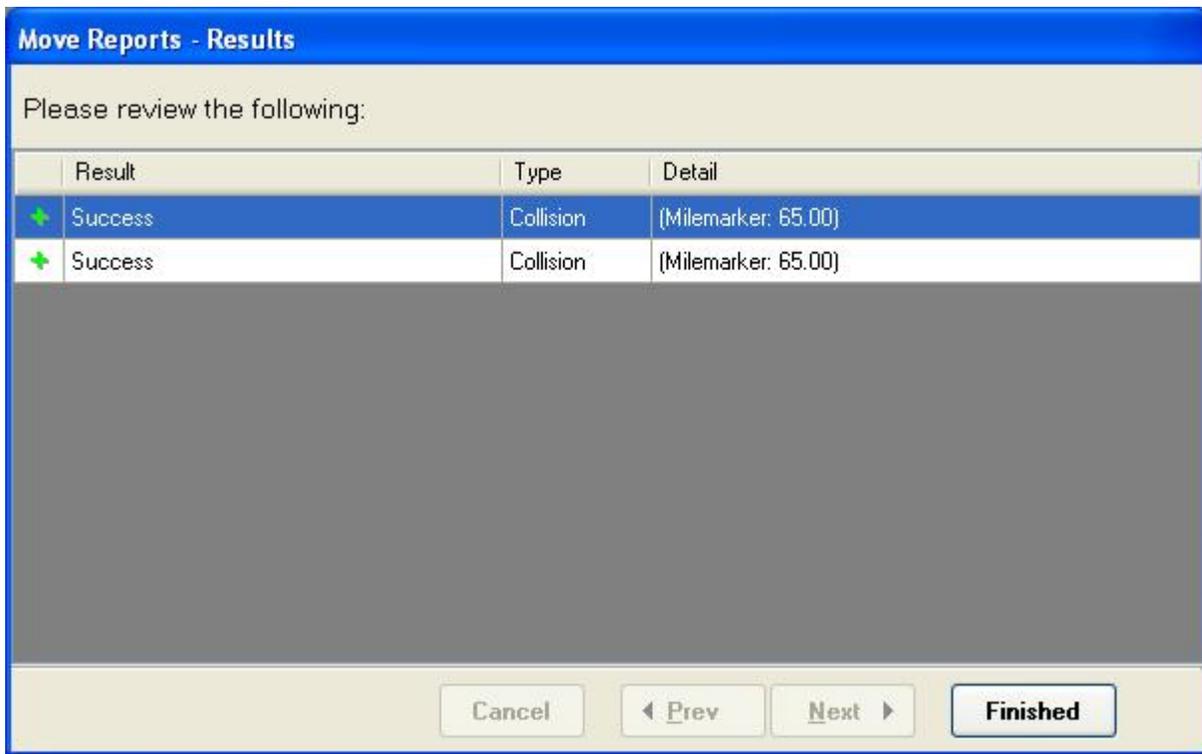
The user is prompted with the list of devices available. This media must be connected to the TITAN client computer prior to execution.



Select the location to move the files by navigating to the device and directory.

Select **Next >**

The user will be provided with a Results screen confirming the reports and total number of reports moved.



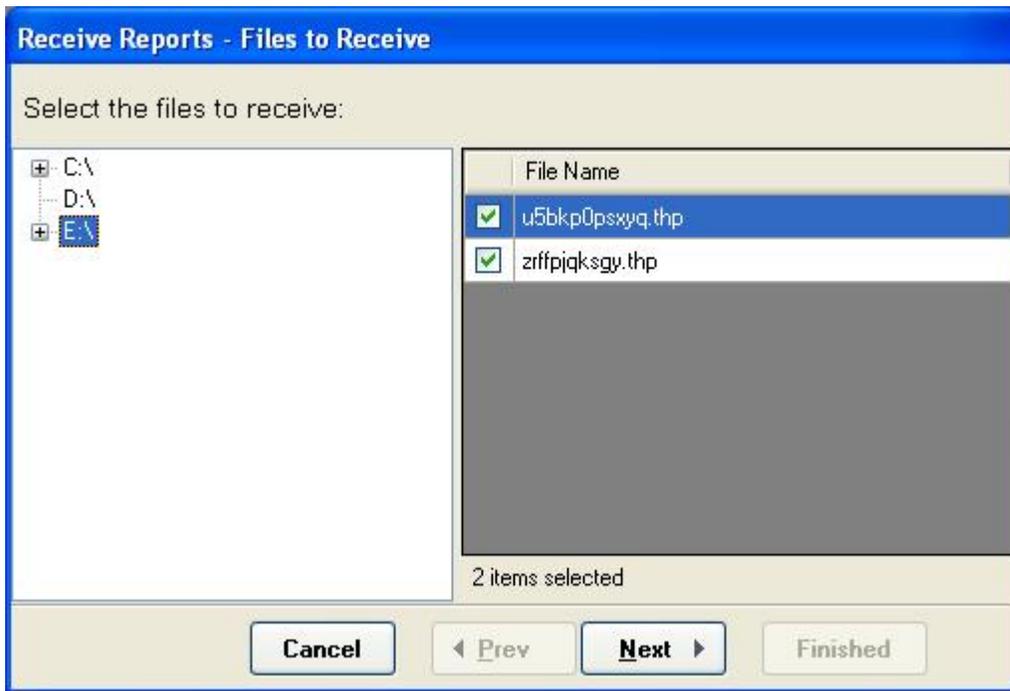
Select **Finished**.

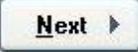
### 9.1.2 Retrieve Reports to Floppy or Other Media...

This function allows the user to move reports from the TITAN client to an external media device. This is useful if the report was created on a computer that does not have the ability to transmit the report. The Tools menu is used to access this function.

**Select Tools-->Move Reports to Floppy or Other Media.**

Navigate to the device containing the reports and select the report to be moved from the external media to the host computer.



Select 

The user will be provided with a Results screen confirming the reports and total number of reports moved.

**Receive Reports - Results**

Please review the following results:

File Name	Error Description
E:\u5bkp0psxyq.thp	Success
E:\zrffpiqksgy.thp	Success

Collisions: 2      Failures: 0  
 Tickets/W 0

Cancel    < Prev    Next >    **Finished**

Select **Finished**.

## 10 Supporting Documentation (Attachments)

Supporting documents are defined as documents that are submitted with an original or an amended report that “supports” the investigation (examples: witness statements, diagrams and toxicology reports, etc.). In conjunction with the TITAN Client it is preferable that all supporting documents be scanned into a file and saved within the report itself; however, when that is not possible, these documents may be completed on paper; sent to Crash Records where they will be scanned into the report file to be stored there and available on-line. When submitting separate supporting documents the following format must be used and the document must include the information below.

1. Use only a white 8 ½ x 11 sheet of paper to submit a supporting document.
2. Pages should be numbered in numerical order in relationship to the document being supported.  
**Example:** If the original TITAN Client report contains three (3) pages the first supporting document would be numbered page 4, and the second supporting document would be page 5, etc.
3. Local ID number
4. Crash date
5. Crash time
6. Crash location
7. Driver(s) name
8. Investigating officer’s printed name
9. Investigating agency name

# 11 APPENDIX

## 11.1 United States Abbreviations:

Alabama	AL	Idaho	ID	Missouri	MO	Pennsylvania	PA
Alaska	AK	Illinois	IL	Montana	MT	Rhode Island	RI
Arizona	AZ	Georgia	IN	Nebraska	NB	South Carolina	SC
Arkansas	AR	Iowa	IA	Nevada	NV	South Dakota	SD
California	CA	Kansas	KS	New Hampshire	NH	Tennessee	TN
Colorado	CO	Kentucky	KY	New Jersey	NJ	Texas	TX
Connecticut	CT	Louisiana	LA	New Mexico	NM	Utah	UT
Delaware	DE	Maine	ME	New York	NY	Vermont	VT
District of Columbia	DC	Maryland	MD	North Carolina	NC	Virginia	VA
Florida	FL	Massachusetts	MA	North Dakota	ND	Washington	WA
Georgia	GA	Michigan	MI	Ohio	OH	West Virginia	WV
Hawaii	HI	Minnesota	MN	Oklahoma	OK	Wisconsin	WI
		Mississippi	MS	Oregon	OR	Wyoming	WY

## 11.2 U.S. Territories:

American Samoa Islands	AM	Guam	GM	Puerto Rico	PR
Canal Zone	CZ	Marianas Islands	MK	Virgin Islands	VI
Caroline Islands	CG	Marshall Islands	MH	Wake Island	WK
		Midway Islands	MW		

## 11.3 Canada and other Foreign Countries

Canada:					
Alberta	AB	Newfoundland	NF	Prince Edward Island	PE
British Columbia	BC	Nova Scotia	NS	Quebec	PQ
Manitoba	MB	Northwest Territory	NT	Saskatchewan	SN
New Brunswick	NK	Ontario	ON	Yukon Territory	YT
Other Foreign Countries:					
Australia	AU	Ireland	IE	Scotland	SS
China	CN	Italy	IT	South Africa	ZA
Egypt	EG	Japan	JP	Soviet Union	SU
England	EN	Korea-N	KP	Spain	ES
France	FN	Korea-S	KR	Turkey	TR
Germany	DE	Libya	LY	Vietnam	VN
Greece	GR	Mexico	MX	All Others and	YY
Hong Kong	HK	Saudia Arbia	SA	International D.L.	