# CONTENT MANAGER Crash Report Images

This application is used to print out or save a copy of crash reports that are written by police departments or local sheriff offices statewide both on/off state maintained highways.



DB2. Content Manager eClient

M. Connors LA DOTD Highway Safety 3/1/2012



# 1) INITIAL SCREEN:

| Contract Section         District Section         Contract Section           Administration         DOID's Massin         Concellate consult of provide Section Survey<br>Concellate consult of provide Section Survey<br>Concellate Control Horizons         DOID's Massin         Concellate Consult of provide Section Survey<br>Concellate Control Horizons         Concellate Consult of provide Section Survey<br>Concellate Consult of provide Section Survey<br>Concellate Control Horizons         Concellate Consult of provide Section Se  | LOUISIANA DEPARTMENT OF TRANSPO   | ORTATION AND DEVELOPMENT  | DOTD A-Z   | INTRANET INTERNET  |  |  |  |
|---|---|---|--|--|--|--|--|
| Intranet         Conclusions Programs         DDTD's Mission         Conclusions Programs           Compliance Programs         To deliver transportation and public works systems that enhance quality of life<br>and facilitate concounting rowth.         Create a "Sortice Request."         Create a "Sortice Request."           Compliance Programs         To deliver transportation and public works systems that enhance quality of life<br>and facilitate concounting rowth.         Create a "Sortice Request."         Create a "Sortice Request."           Conclusion Survey<br>Conclusion Manager         DDTD's LaGov Information Site<br>LaGov Profit (Join)         ELGov Profit (Join)         Create a "Sortice Request."           Content Manager         DDTD's LaGov Information Site<br>LaGov Profit (Join)         Else Information Site<br>2012 (Joint Profit (Join)         Else Information Site<br>2012 (Joint Profit (Joint   |   | ET  | Search   | DOTD Search  |  |  |  |
| Administration         DOTD's Illission         Fit Halp         C225 378-152           Compliance Programs         To deliver transportation and public works systems that enhance quality of life<br>and facilitate economic growth.         Consultate economic growth.         Consul   | Intranet  |   |  | 66   |  |  |  |
| <ul> <li>Compliance Programs</li> <li>Compliance Programs</li> <li>Employlance Programs</li> <li>Create a "Service Request".</li> <li>Create a "Service Request".</li> <li>Cultox Information</li> <li>Contrast Association Survey Report</li> <li>Contrast Association Survey Report</li> <li>DotTD's LaGov Information Site</li> <li>LaGov Prol (Ogin)</li> <li>DotTD's Eusiness Processes</li> <li>Content Manager</li> <li>Dath News Articles</li> <li>Dept Polices Natures Information</li> <li>Content Manager</li> <li>Dept Polices Information</li> <li>Contrast Aspecifications</li> <li>Project Development</li> <li>Subsiness Cards</li> <li>DOTD Integre Cards</li> <li>Project Control</li> <li>Project Control</li> <li>Construction</li> <li>Construction Funger</li> <li>Project Control</li> <li>Project Contro</li></ul> | Administration  | DOTD's Mission  |  | I.T. Help (225) 379-1690   |  |  |  |
| Contract Services               | Compliance Programs     Empl Satisfaction Survey  | To deliver transportation and public and facilitate economic growth.  | works systems that enhance quality of life   | <ul> <li>Create a "Service Request".</li> <li>Outlook General Help</li> </ul>  |  |  |  |
| <ul> <li>Statistich Stury Report <ul> <li>DDTD's Ladov Information Site</li> <li>Ladov Portal (login)</li> </ul> </li> <li>DDTD's Business Processes</li> <li>Dept Policies Manuals</li> <li>Dept Policies Manuals</li> <li>DPTP Proceed Advec Construction</li> <li>Project Management</li> <li>Project Management</li> <li>Project Management Section</li> <li>Project Management</li> <li>Project Management</li> <li>Project Management</li> <li>Project Management</li> <li>Project Management</li> <li>Project Management Section</li> <li>Project Management</li> <li>Project Management</li> <li>Project Management</li> <li>Project Management</li> <li>Project Management</li> <li>Project Management Section</li> <li>Project</li></ul> | <ul> <li>Grievance/Complaint Process</li> <li>QCIP</li> </ul>   | LaGov Information   |  | <ul> <li>Single Sign-On QuickStart Guide</li> <li>Client Services</li> </ul>   |  |  |  |
| Department Wide         Buildin Board Announcements         I ardware/Software Procureme           Content Manager         Dialy News Articles         I ardware/Software Procureme           Dept PoliceManuals         I ardware/Software Procureme         I ardware/Software Procureme           Dept PoliceManuals         0 217/2012 - Central Warehouse Closure for 2012 Inventory         0 217/2012 - Central Warehouse Closure for 2012 Inventory           0 217/2012 - Central Warehouse Closure for 2012 Inventory         0 217/2012 - Central Warehouse Closure for 2012 Inventory         0 Addita Software Procureme           0 217/2012 - Central Warehouse Closure for 2012 Inventory         0 217/2012 - Central Warehouse Closure for 2012 Inventory         0 Addita Software Procureme           0 217/2012 - Central Warehouse Closure for 2012 Inventory         0 217/2012 - Central Warehouse Closure for 2012 Inventory         0 Addita Control           0 217/2012 - Central Warehouse Closure for 2012 Inventory         0 217/2014 - Central Warehouse Closure for 2012 Inventory         0 Addita Control           0 217/2012 - Central Warehouse Closure for 2012 Inventory         0 217/2014 - Central Warehouse Closure for 2012 Inventory         0 Addita Control           0 Construction         0 Environmental Section         0 Project Management Sector         0 Addita Control           0 DTD Indept Partmental         0 Construct S ervices         0 Construct S ervices         0 Addita Control           0 Project Dil   | <ul> <li>Satisfaction Survey Report</li> <li>➡ Fall 2011 State of DOTD</li> <li>■ 2010 Survey Results</li> </ul>  | <ul> <li>DOTD's LaGov Information Site</li> <li>LaGov Portal (login)</li> </ul>   | <ul> <li>LaGov Help / How To Documents</li> <li>DOTD's Business Processes</li> </ul>                                       | (225) 379-1690 or 3-1690<br>Workdays 7:45 am - 4:15 pm<br>Change a Password  |  |  |  |
| Content Manager       Last 5 Carposis       Cases       Notes       Pennet.       Retrict.       Supplie         Ontent Manager       Daily News Articles       Depth Policies/Manuals       Pennet.       Retrict.       Retrit.  | Department Wide   | Bulletin Board Announcements  |  | Hardware/Software Procurement  |  |  |  |
| Construction       Last 5 Amouncements Added <ul> <li>Last 5 Amouncements Added</li> <li>Dept Policies/Manuals</li> <li>EDSMs</li> <li>EDSMs</li> <li>EDS - Position Information</li> <li>List 5 Amouncements Added</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2012 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2014 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2014 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2014 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2014 - Central Warehouse Closure for 2012 Inventory</li> <li>2 /17/2014 - Central States</li>         &lt;</ul>  | Content Managar   | Last 5 Carpools Causes Notices Promot Reti  | re Events Surplus  | Management & Finance   |  |  |  |
| GIS       Office of Engineering <ul> <li>Financial Services</li> <li>Environmental Section</li> <li>Trasport Pre-Construction</li> <li>Trasport Pre-Construction</li> <li>Trasport Pre-Construction</li> <li>Trasport Pre-Construction</li> <li>Construction Home Page</li> <li>Construction Home Page</li> <li>Construct Services</li> <li>Construct Contract Services</li> <li>Consultant Contracts Services</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Management Section System</li> <li>Prolect Management Section System</li> <li>Prolect Transportation &amp; Real</li> <li>Prolect Transportation &amp; Real</li> <li>Prolect Management Section System</li> <li>Proplect Neateres Secton System</li> <li>Prolect Manageme</li></ul>  | <ul> <li>Daily News Articles</li> <li>Dept Policies/Manuals</li> <li>EDSMs</li> <li>EIS - Position Information</li> <li>LEO (now LaGov)</li> <li>Org. Chart</li> <li>Project/Highway Information</li> </ul> | <ul> <li>Last 5 Announcements Added</li> <li>2/17/2012 - Central Warehouse Clost</li> <li>2/17/2012 - Holden Family Donations</li> <li>2/14/2012 - Design the T-Shirt contes</li> <li>2/9/2012 - 2011 Visidata District File I</li> <li>2/9/2012 - Transportation Safety Sum</li> </ul> | ure for 2012 Inventory<br>t winner - order yo<br>ocations<br>mit   | <ul> <li>NEW! - Business Conference<br/>2012</li> <li>Administrative Manual</li> <li>Asset Management</li> <li>Audit &amp; Quality Control</li> <li>NEW! - Budget Request Form</li> <li>Business Services</li> </ul> |  |  |  |
| <ul> <li>Benchmarks</li> <li>LADOTD GIS</li> <li>Environmental Section</li> <li>Trasport Pre-Construction<br/>Projects</li> <li>NEW- Training</li> <li>Construction Home Page</li> <li>Construct Services</li> <li>Constructs Services</li> <li>Consultant Contracts Services</li> <li>Constradts A Specifications</li> <li>Project Management</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Control Deliver Manual</li> <li>Project Number Request Forms</li> <li>Project Number Request Forms</li> <li>Project Number Request Forms</li> <li>Project Number Request Forms</li> <li>Statewide Flood Control Program</li> <li>Systems Preservation</li> <li>Utilities Relocation</li> </ul>   | GIS   | Office of Engineering   |  | <ul> <li>Financial Services</li> <li>Human Resources</li> </ul>  |  |  |  |
| Projects       Construction       Design Programs & Documents       Multimodal Planning <ul> <li>Construction Home Page</li> <li>Construction Home Page</li> <li>Construction Home Page</li> <li>Construct Services</li> <li>Construct Services</li> <li>Construct Services</li> <li>Construct Services</li> <li>Construction Home Page</li> <li>Construct Services</li> <li>Construct Control</li> <li>Project Management Section</li> <li>Project Management System</li> <li>Project Management System</li> <li>Project Management System</li> <li>Project Management System</li> <li>Physicital Testing System Queries</li> <li>Project Introl</li> <li>Example Title Selecation System</li> <li>Physicital Testing System Queries</li> <li>Material Testing System Queries</li> <li>Material Testing System Queries</li> <li>Material Testing System Queries</li> <li>Statewide Flood Control Program</li> <li>Systems Engineering</li> <li>Systems Prese</li></ul>   | <ul> <li>Benchmarks</li> <li>LA DOTD GIS</li> <li>Proposed / Active Construction</li> </ul>   | Environmental Section     Trns•port Pre-Construction  | Project Development     Bridge Design Section     CADD   | <ul> <li>Human Resources</li> <li>Information Technology</li> <li>Procurement</li> <li>Project Finance</li> </ul>  |  |  |  |
| Resource Center <ul> <li>Construction Home Page</li> <li>Project Mise Request Forms</li> <li>Example Title Sheets with H Numbers</li> <li>Consultant Contracts Services</li> <li>Project Management</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>PPMS/PRS - Program &amp; Project Management System</li> <li>PPMS/PRS - Program &amp; Project Management Management</li> <li>Pontice Control</li> <li>LTRC (internet page)</li> <li>LTRC (internet page)</li> <li>LTRC (internet page)</li> <li>Material Lab</li> <li>Material Lab</li> <li>Material Testing System Queries</li> </ul> <li>Public Works</li> <li>Dam Safety Program</li> <li>Statewide Flood Control Program</li> <li>Public Works &amp; Water Resources</li> <li>Water Well Registration Data File</li> <li>Systems Preservation</li> <li>Ho Maintenance Work Order</li> <li>Ho Maintenance Work Order</li> <li>Ho Maintenance Work Order</li> <li>Ho Maintenance Work Order</li>  | Projects     NFW! - Training  | Construction  | Design Programs & Documents  | Multimodal Planning  |  |  |  |
| <ul> <li>Business Cards</li> <li>Business Cards</li> <li>DOTD Letterhead</li> <li>DOTD Interdepartmental</li> <li>DOTD Interdepartmental</li> <li>DOTD Interdepartmental</li> <li>DOTD Interdepartmental</li> <li>DOTD Interdepartmental</li> <li>Project Control</li> <li>Federal Authorization Funding<br/>Request</li> <li>Federal Funding Grandfather<br/>List</li> <li>Project Delivery Manual</li> <li>Project Delivery Manual</li> <li>Project Delivery Manual</li> <li>Project Delivery Manual</li> <li>Sunrise/Sunset</li> <li>Calendars</li> <li>Lunch Menu</li> <li>Traffic Downloads</li> <li>Main-</li> <li>Read Design Section</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Management System</li> <li>Project Delivery Manual</li> <li>Sunrise/Sunset</li> <li>Calendars</li> <li>Unch Menu</li> <li>Traffic Downloads</li> <li>Main-</li> <li>Main-</li> <li>Main-</li> <li>Main-</li> <li>Consultant Contracts Services</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Management System</li> <li>Project Delivery Manual</li> <li>Employee Training Records (ETRN)</li> <li>LTRC Training Opportunities</li> <li>Material Lab</li> <li>Public Works</li> <li>Dam Safety Program</li> <li>Statewide Flood Control Program</li> <li>Systems Engineering</li> <li>Systems Preservation</li> <li>Water Well Registration Data File</li> <li>Systems Preservation</li> <li>Water Well Registration Data File</li> <li>Systems Preservation</li> <li>Highway Safety</li> <li>Bain-</li> </ul>   | Resource Center   | <ul> <li>Construction Home Page</li> <li>Contract Services</li> </ul>   | <ul> <li>ProjectWise Request Forms</li> <li>Example Title Sheets with H Numbers</li> <li>Real Estate Section</li> </ul>    | Aviation     Demo Fact Sheets  |  |  |  |
| <ul> <li>© DOTD Lettermead</li> <li>© Contracts &amp; Specifications</li> <li>© Plans and Proposals</li> <li>© Project Control</li> <li>© Project Management Section</li> <li>© PPMS - Program &amp; Project Management System</li> <li>© PPMS/LRTS - Utilities Relocation Tracking System</li> <li>© Point Craining Opportunities</li> <li>© Material Testing System Queries</li> <li>© Sunrise/Sunset</li> <li>© Calendars</li> <li>© Lunch Menu</li> <li>Traffic Downloads</li> <li>Main-</li> <li>Main-</li> <li>Main-</li> <li>Main-</li> <li>Main-</li> <li>Contracts &amp; Specifications</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Management Section</li> <li>Project Management Section Tracking System</li> <li>PPMS/LRTS - Utilities Relocation Tracking System</li> <li>PPMS/LARS - Appraisal, Acquisition, &amp; Relocation System</li> <li>Phyblic Works</li> <li>© Dam Safety Program</li> <li>Statewide Flood Control Program</li> <li>Public Works &amp; Water Resources</li> <li>Water Well Registration Data File</li> <li>Ownloads</li> </ul>  | Business Cards     DOTD Laterback   | Consultant Contracts Services   | Road Design Section  | <ul> <li>Highway Functional<br/>Classification</li> </ul>  |  |  |  |
| Request       LTRC       © Prederal Funding Grandfather<br>List       © Employee Training Records (ETRN)       © PPMS/ETS - Environmental Tracking System       © PomS/ETS - Environmental Tracking System       © PomS/ETS - Environmental Tracking System         © Project Delivery Manual       © Employee Training Records (ETRN)       © LTRC (internet page)       © LTRC Training Opportunities       © PPMS/ARS - Appraisal, Acquisition, &<br>Relocation System       © Pot Priority Program         © Sunrise/Sunset       © LIRC Training System Queries       Traffic Engineering       © 511 Entry (CARS3)         © Lunch Menu       © Dam Safety Program       © Statewide Flood Control Program       © Systems Preservation         © Hublic Works & Water Resources       © Water Well Registration Data File       © Systems Preservation       © Systems Preservation         © Hublic Work & Water Resources       © Water Well Registration Data File       © Systems Preservation       © Hublic Work order   | DOID Letterhead     DOTD Interdepartmental     DOTD Interdepartmental     DOTD Image Gallery     Federal Authorization Funding  | <ul> <li>Contracts &amp; Specifications</li> <li>Plans and Proposals</li> <li>Project Control</li> </ul>  | Project Management Project Management Section PRMS_Program & Project Management System                                     | <ul> <li>Highway Safety</li> <li>Intermodal Transportation</li> <li>Marine &amp; Rail</li> </ul>   |  |  |  |
| <ul> <li>Project Delivery Manual</li> <li>Project Number Request Forms</li> <li>LTRC Training Opportunities</li> <li>Materials Lab</li> <li>Material Testing System Queries</li> <li>Sunrise/Sunset</li> <li>Credit Unions</li> <li>Calendars</li> <li>Lunch Menu</li> <li>Traffic Downloads</li> <li>Main-</li> <li>Main-</li> <li>Main-</li> <li>Main-</li> <li>LTRC funtmet page)</li> <li>PPMS/AARS - Appraisal, Acquisition, &amp; Relocation System</li> <li>PPMS/AARS - Appraisal, Acquisition, &amp; Relocation System</li> <li>PPMS/AARS - Appraisal, Acquisition, &amp; Relocation System</li> <li>Traffic Engineering</li> <li>Statewide Flood Control Program</li> <li>Statewide Flood Control Program</li> <li>Water Well Registration Data File</li> <li>Systems Preservation</li> <li>Utilities Relocation</li> <li>HQ Rental Car</li> </ul>   | Request<br>© Federal Funding Grandfather<br>List  | Employee Training Records (ETRN)  | <ul> <li>PPMS/ETS - Environmental Tracking System</li> <li>PPMS/URTS - Utilities Relocation Tracking<br/>System</li> </ul> | Ozone Action Program     Pavement Management     Port Priority Program     Stage 0 Studies   |  |  |  |
| Miscellaneous <ul> <li>Material Testing System Queries</li> <li>Sunrise/Sunset</li> <li>Credit Unions</li> <li>Dam Safety Program</li> <li>Statewide Flood Control Program</li> <li>Statewide Flood Control Program</li> <li>Public Works &amp; Water Resources</li> <li>Water Well Registration Data File</li> </ul> <ul> <li>Systems Preservation</li> <li>HQ Maintenance Work Order</li> <li>HQ Rental Car</li> </ul>  | <ul> <li>Project Delivery Manual</li> <li>Project Number Request Forms</li> </ul>   | <ul> <li>LTRC (internet page)</li> <li>LTRC Training Opportunities</li> <li>Materials Lab</li> </ul>  | <ul> <li>PPMS/AARS - Appraisal, Acquisition, &amp;<br/>Relocation System</li> </ul>  | Operations   |  |  |  |
| • Sunrise/Sunset         • Credit Unions         • Calendars         • Lunch Menu         • Lunch Menu         • Traffic Downloads         • Main-  | Miscellaneous   | Material Testing System Queries   | Traffic Engineering  | 511 Entry (CARS3)  |  |  |  |
| Image: Statewide Flood Control Program   | <ul> <li>Sunrise/Sunset</li> <li>Credit Unions</li> <li>Calendars</li> </ul>  | Public Works     Dam Safety Program   | <ul> <li>Traffic Control Device Database</li> <li>Traffic Engineering</li> </ul>   | <ul> <li>511 Entry (CARS4)</li> <li>District DA/ADA Phone List</li> <li>Emergency Operations</li> </ul>  |  |  |  |
|   | Calendars     Euroh Menu     Traffic DownloadsMain  | <ul> <li>Statewide Flood Control Program</li> <li>Public Works &amp; Water Resources</li> <li>Water Well Registration Data File</li> </ul>  | Systems Engineering     Systems Preservation     Utilities Relocation  | <ul> <li>Equipment Information</li> <li>Ferry or Moveable Bridge Statu</li> <li>HQ Maintenance Work Order</li> <li>HQ Rental Car</li> </ul>  |  |  |  |

- Go to our **INTRANET** page.
- Click on the **Content Manager Button** on the left, under the Department Wide section.

# 2) LOG IN SCREEN:



- This is the log on screen where you will enter your User ID (D #) and Password (Mainframe).
- Everyone has access to Content Manager but you will have to contact our office to be granted access to our file, **Crash Reports**, which is in the database.

## 3) CHANGE PASSWORD SCREEN:

Error - Windows Internet Explorer

#### **Error Report**

Back..

An Error Has Occurred!

An error occurred while processing your request.

Can not connect to the database. The server might not be available or the connection to database can not be authenticated.

Done

📢 Local intranet | Protected Mode: Off 🛛 🍕 👻 🍕 100% 🔻

- Like most programs that we use at the DOTD this one also has, **roughly 30 days**, a password that expires and you must change it before logging in.
- You can reset your **Mainframe Password** by four different ways: through the change password in Content Manager, through Mainframe, through the change password button on our Intranet page or by creating a "Service Request" ticket.
- After your password has been changed go back to the original log on screen, in Content Manager, and re-enter your User ID and new Password.

#### 4) CRASH REPORT LOOK UP SCREEN:

• Click **Search** button from list.

| CONTENT Manager eClient |                            | IBM.             | -   |
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• Click Crash Reports from list.

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| t: Off | ants                      | <u>it Use Agreements</u><br><u>C DCP</u> |

- You will get the following screen to start your search for crash reports that are written by Police Departments, Investigating Agency Code "B", or local Sheriff Offices, Investigating Agency Code "C".
- You need to remember that State Police, Investigating Agency Code "A", reports are found in the Thinkstream database.

| 🔗 Basic Search - Windows Internet Exp   | plorer            | THE R OWNER WHEN                   |                    |   |              | 1111 | 1914      | - 0 X |
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| Year :                                  | (?,*)             |                                    | Reset              |   |              |      |           |       |
| Crash Date :                            | (YYYY-MM-DD)      |                                    | Basic              |   |              |      |           |       |
| Parish Number :                         | (?,*)             |                                    | Advanced           |   |              |      |           |       |
| City Code :                             | (?,*)             |                                    | Open in new window |   |              |      |           |       |
| Highway Type Code :                     | (?,*)             |                                    |                    |   |              |      |           |       |
| Primary Route Number :                  | (?,*)             |                                    |                    |   |              |      |           |       |
| Bypass Code :                           | (?,*)             |                                    |                    |   |              |      |           |       |
| Milepost :                              |                   |                                    |                    |   |              |      |           |       |
| Scan Id :                               | (?,*)             |                                    |                    |   |              |      |           |       |
| User ID :                               | (?,*)             |                                    |                    |   |              |      |           |       |
| ALL of these words                      |                   | $\ensuremath{}$ ANY of these words |                    |   |              |      |           |       |
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You can search the database by one of the following criteria or create a query for a specific location by entering several of the options given. If you don't know all of the particular field(s) you are looking for you can enter what you have or know followed by an "\*" symbol, except for the **"Crash Date"** and **"Milepost"** fields. For example, 123\* will return everything that begins with 123.

- Crash Number:
- Year:
- Crash Date (must be entered in the form of YYYY-MM-DD):
- Parish Number:
- City Code (we have a list of city codes that we can give you upon request to our office):
- Highway Type Code(A = Interstate, B = US Highways, C = Louisiana Routes):
- Primary Route Number:
- Bypass Code (B, X, Y or Z = Business, S = Spurs, LA 611-9):
- Milepost:
- Scan Id (Internal Use):
- User ID (Internal Use):

| Content Manage             | or eClient      | A D             |                    | - 78W    |       |
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| 9 Down Content Manage      | SI CONCIL       | - U 💿           |                    | Addate o |       |
| lome : Item Type List : Se | arch Crash Repo | orts            |                    |          | Log o |
| Crash Number :             | (7.*)           | 110308142239380 | Search             |          |       |
| Year :                     | (?,*)           |                 | Reset              | -        |       |
| Crash Date :               | (YYYY-MM-DD)    |                 | Basic              |          |       |
| arish Number :             | (7,*)           |                 | Advanced           |          |       |
| City Code :                | (7,*)           |                 | Open in new window |          |       |
| lighway Type Code :        | (?,*)           |                 |                    |          |       |
| rimary Route Number :      | (7,*)           |                 |                    |          |       |
| Bypass Code :              | (?,*)           |                 |                    |          |       |
| Milepost :                 |                 |                 |                    |          |       |
| Scan Id :                  | (?,*)           |                 |                    |          |       |
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- Select the crash report number that you are searching for. ٠
- Enter the crash report number into the **Crash Number** field. ٠
- Hit the Search Button to start search engine. ٠
- This screen shows the results of your search. •
- Click on the **Folded Piece of Paper** in the upper left corner to review your selection. ٠

| Search results - Windows | Internet Explorer      | A DESCRIPTION OF TAXABLE | -            |               | States of the local division in which the | and the second second |                                  | -        |                 |
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| Kentesii Open            |                        | Select                   |              |               |   |                       |                                  |          |                 |
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|                          | 110308142239380        | 2011                     | 2011-03-08   | 28            | 04  | c                     | 176                              | 2.99     | engrusr         |
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|  | http://eip/eclient/DMObjectServlet/vType=view&document=98+3+LCM8+LDTMDB2C18+DOTD_Crash_Reports - Windows Internet Explorer  |   |  |  |  |  |  |
|--|---|---|--|--|--|--|--|
|  | Original Locked Report<br>TOTH NUMBER OF 1<br>UNFORM MOTOR VEHICLE TRAFFIC CRASH REPORT   | - |  |  |  |  |  |
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- If you float your mouse over the bottom middle of the screen, then a **Message Box** will appear.
- This message box will allow you to either **Print** or **Save** your crash report.
- Then you can **"X"** out from viewing the report.

| 🙆 http://eije/celient/IDMObjectServlet/vType=wiew&document=98+3+ICM8+LDTMD82C18+DOTD_Crash_Reports - Windows Internet Explorer  |                                   |
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## 5) TO SEARCH FOR ANOTHER CRASH REPORT:

• Click on Search Crash Reports to return to main search window.

| Search results - Window | ws Internet Explorer      |                     |               |               |           |   |  |             |               |
|-------------------------|---------------------------|---------------------|---------------|---------------|-----------|---|--|-------------|---------------|
| Home : Item Type        | e List : Search Crash Rej | ports : Search resu | ults          |               |           |   |  | Log out     | 0             |
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| Refresh Open            |                           | Select              | •             |               |           |   |  |             |               |
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| tems found: 1           |                           |                     |               |               |           | and the second se |  |             |               |
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• Thus starting the process over.



## 6) LOGOUT PROCESS:

- After completing your search for a crash report, you must logout of the system.
- Click the **Logout** button in the top right corner, thus receiving the following pop up window.

| Basic Search - Windows Internet Explorer | the second s | and the local division in the local division |      |   | and the second                         |              |
|--|--|--|------|---|--|--------------|
| Content Manager eC                       | lient  |  | IBM. | • |  | *            |
| Home : Item Type List : Search           | Crash Reports  |  |      |   | Log out 🔞                              |              |
| Crash Number :                           | (7,*)  | Search   |      |   |  |              |
| Year :                                   | (7,*)  | Reset  |      |   |  |              |
| Crash Date : (YYY                        | Y-MM-DD)   | Basic  |      |   | _                                      |              |
| Parish Number :                          | (?,*)  | Advanced   |      |   |  |              |
| City Code :                              | (7,*)  | Open in new window   |      |   |  |              |
| Highway Type Code :                      | (7,*)  |  |      |   |  |              |
| Primary Route Number :                   | (7,*)  |  |      |   | _                                      |              |
| Bypass Code :                            | (7.*)  |  |      |   | _                                      |              |
| Milepost :                               |  |  |      |   | _                                      |              |
| Scan Id :                                | (2.*)  |  |      |   | -                                      |              |
| User ID :                                | (2.*)  |  |      |   |  |              |
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| Done                                     |  |  |      |   | 🔍 Local intranet   Protected Mode: Off | fg - €100% - |

• Just click **OK** and it will return you to the home screen thus you can exit out of the program.



If at any time during the process you have a question or need assistance, please don't hesitate to contact my office.

**Contact Information:** 

Michael Connors

Michael.Connors@LA.GOV

Work #: (225) 379-1451