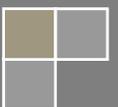


2015

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.



1) INITIAL SCREEN:

Administration

- Compliance Programs
- Empl Satisfaction Survey
- Grievance/Complaint Process
- QCIP
- Satisfaction Survey Report
- Fall 2011 State of DOTD
- 2010 Survey Results

Department Wide

- Content Manager**
- Daily News Articles
- Dept Policies/Manuals
- EDSMs
- EIS - Position Information
- LEO (now LaGov)
- Org. Chart
- Project/Highway Information

GIS

- Benchmarks
- LA DOTD GIS
- Proposed / Active Construction Projects
- NEW! - Training**

Resource Center

- Business Cards
- DOTD Letterhead
- DOTD Interdepartmental
- DOTD Image Gallery
- Federal Authorization Funding Request
- Federal Funding Grandfather List
- Project Delivery Manual
- Project Number Request Forms

Miscellaneous

- Sunrise/Sunset
- Credit Unions
- Calendars
- Lunch Menu

DOTD's Mission

To deliver transportation and public works systems that enhance quality of life and facilitate economic growth.

LaGov Information

- DOTD's LaGov Information Site
- LaGov Portal (login)
- LaGov Help / How To Documents
- DOTD's Business Processes

Bulletin Board Announcements

Last 5 | Carpools | Causes | Notices | Promot... | Retire... | Events | Surplus

Last 5 Announcements Added

- 2/17/2012 - Central Warehouse Closure for 2012 Inventory
- 2/17/2012 - Holden Family Donations
- 2/14/2012 - Design the T-Shirt contest winner - order yo...
- 2/9/2012 - 2011 Visidata District File locations
- 2/9/2012 - Transportation Safety Summit

Office of Engineering

- Environmental Section
- Trns-Port Pre-Construction

Construction

- Construction Home Page

Contract Services

- Consultant Contracts Services
- Contracts & Specifications
- Plans and Proposals
- Project Control

LTRC

- Employee Training Records (ETRN)
- LTRC (internet page)
- LTRC Training Opportunities
- Materials Lab
- Material Testing System Queries

Public Works

- Dam Safety Program
- Statewide Flood Control Program
- Public Works & Water Resources
- Water Well Registration Data File

Project Development

- Bridge Design Section
- CADD
- Design Programs & Documents
- ProjectWise Request Forms
- Example Title Sheets with H Numbers**
- Real Estate Section
- Road Design Section

Project Management

- Project Management Section
- PPMS - Program & Project Management System
- PPMS/ETS - Environmental Tracking System
- PPMS/URTS - Utilities Relocation Tracking System
- PPMS/AARS - Appraisal, Acquisition, & Relocation System

Traffic Engineering

- Traffic Control Device Database
- Traffic Engineering

Systems Engineering

- Systems Preservation
- Utilities Relocation

I.T. Help (225) 379-1690

- Create a "Service Request".
- Outlook General Help
- Single Sign-On QuickStart Guide
- Client Services
- (225) 379-1690 or 3-1690
- Workdays 7:45 am - 4:15 pm
- Change a Password
- Hardware/Software Procurement

Management & Finance

- NEW!** - Business Conference 2012
- Administrative Manual
- Asset Management
- Audit & Quality Control
- NEW!** - Budget Request Form
- Business Services
- Financial Services
- Human Resources
- Information Technology
- Procurement
- Project Finance

Multimodal Planning

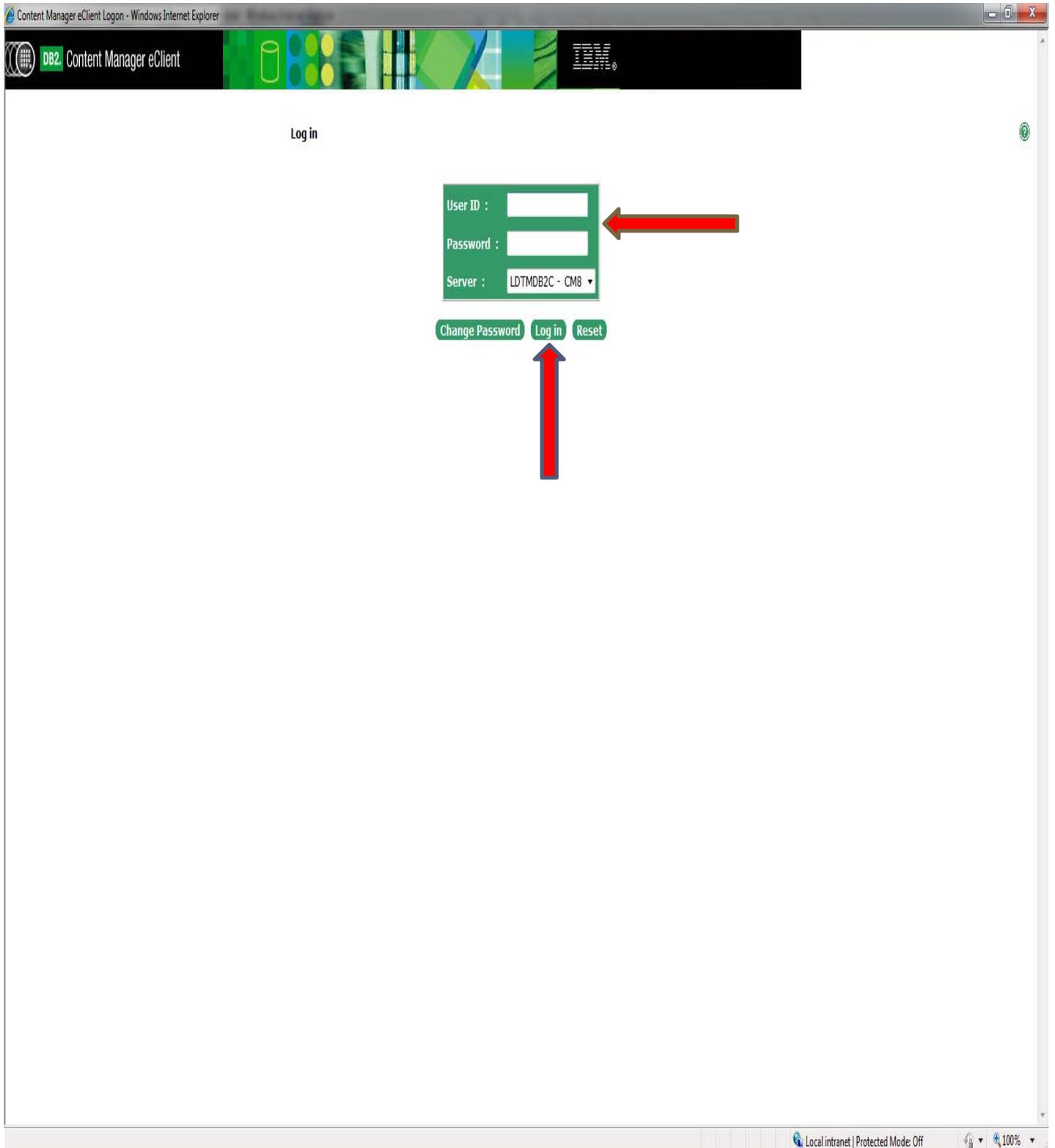
- Aviation
- Demo Fact Sheets
- Highway Functional Classification
- Highway Safety
- Intermodal Transportation
- Marine & Rail
- Ozone Action Program
- Pavement Management
- Port Priority Program
- Stage 0 Studies

Operations

- 511 Entry (CARS3)
- 511 Entry (CARS4)
- District DA/ADA Phone List
- Emergency Operations
- Equipment Information
- Ferry or Moveable Bridge Status
- HQ Maintenance Work Order
- HQ Rental Car

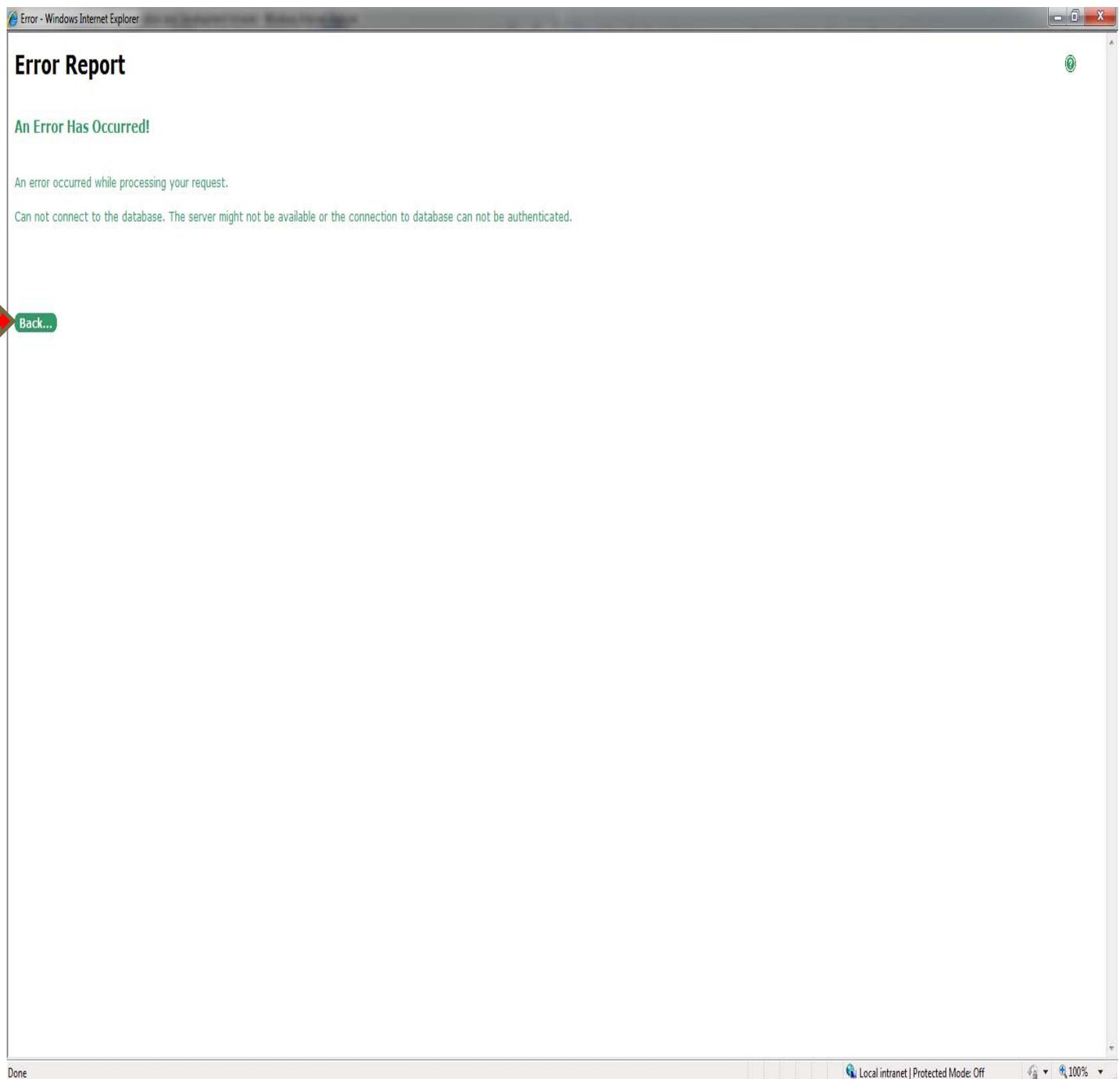
- Go to our **INTRANET** page.
- Click on the **Content Manager Button** on the left, under the Department Wide section.

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(s), **State Highway Crash Reports & Crash Reports**, which is in the database.

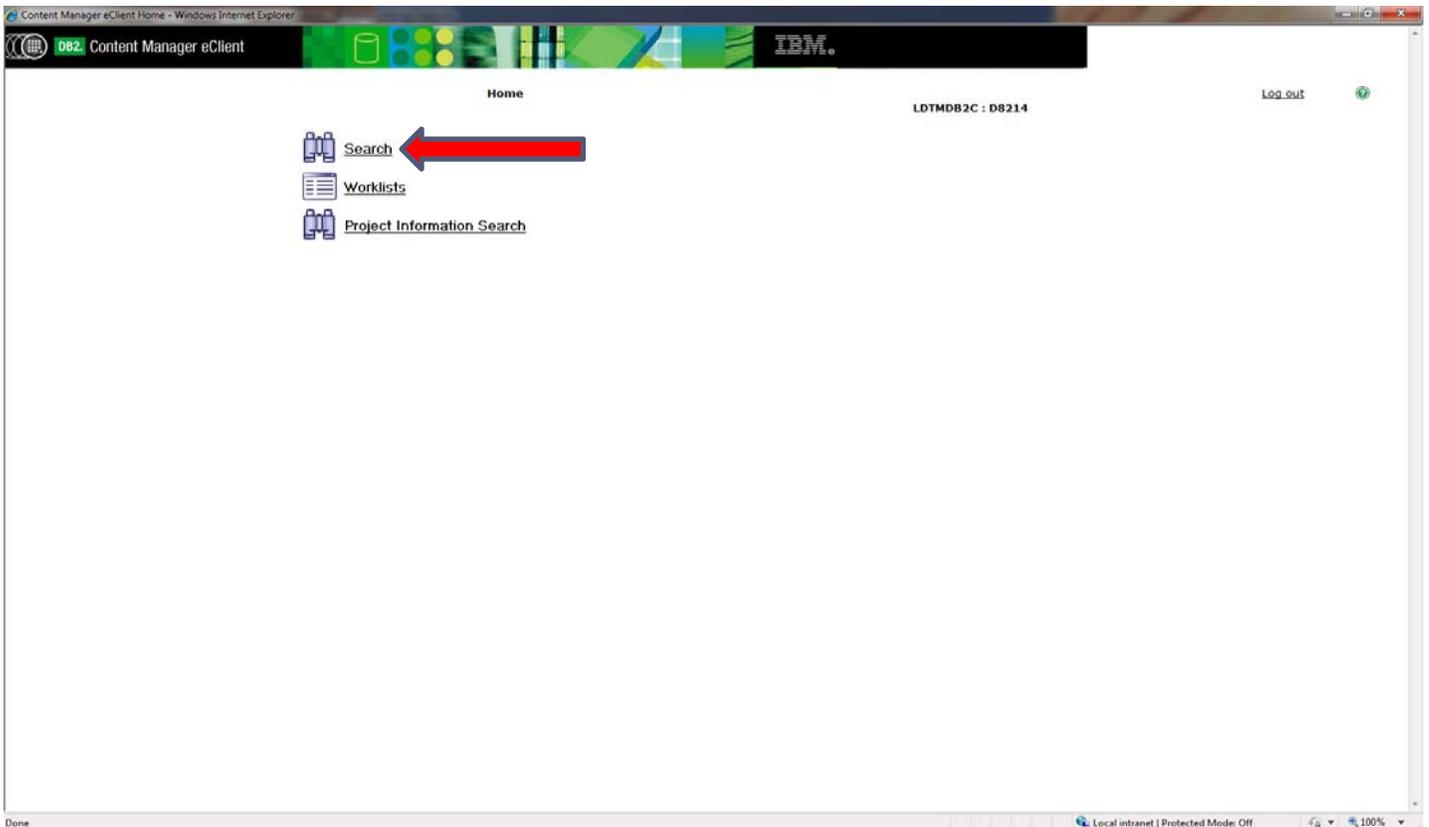
3) CHANGE PASSWORD SCREEN:



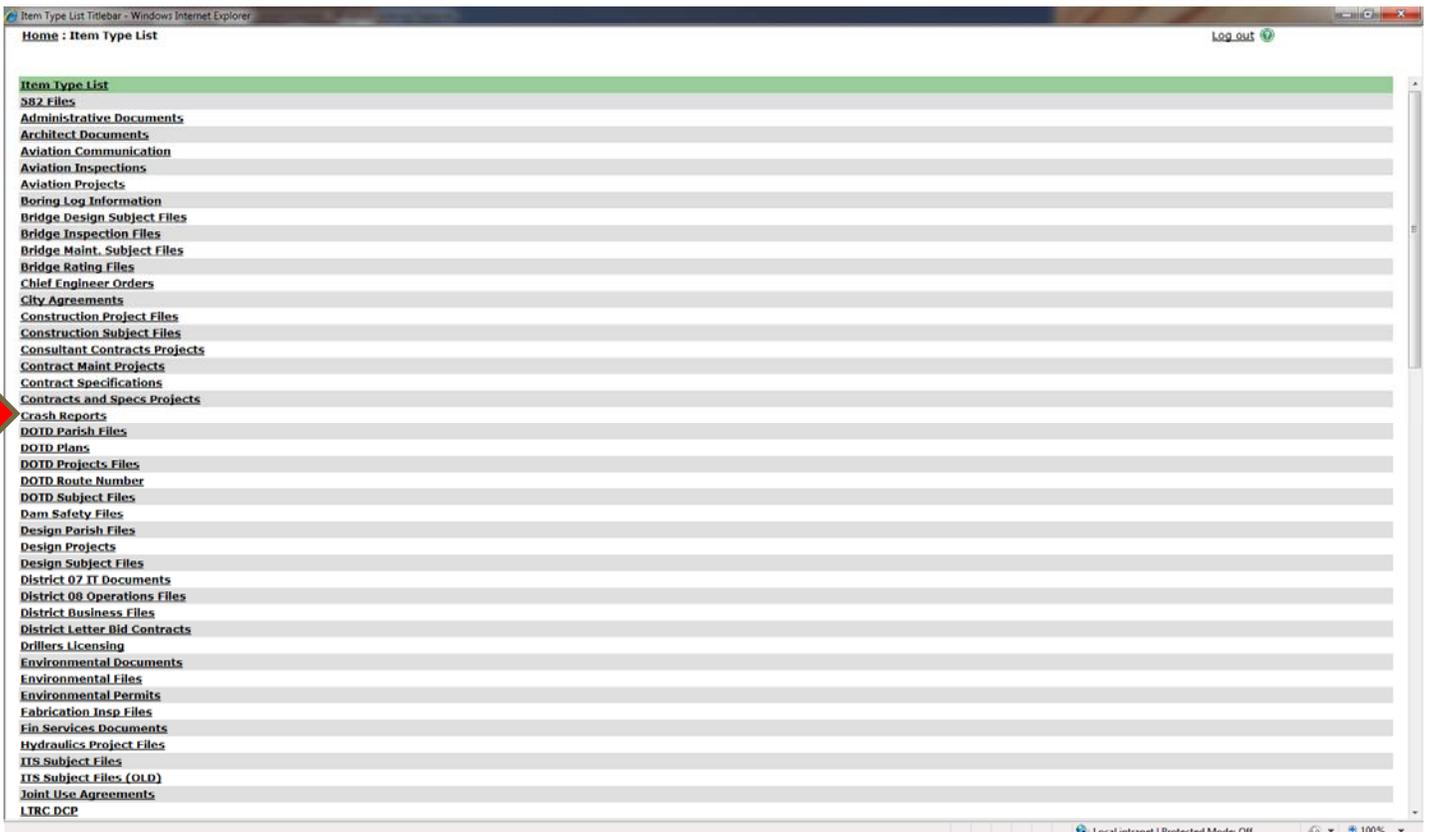
- Like most programs that we use at the DOTD this one also has, **roughly 30 days**, a password that expires and you must change it before logging in.
- You can reset your **Mainframe Password** by four different ways: through the change password in Content Manager, through Mainframe, through the change 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.



- Click **State Highway Crash Reports (2003-2011) Crash Reports (2010-2015)** from list.



- 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.

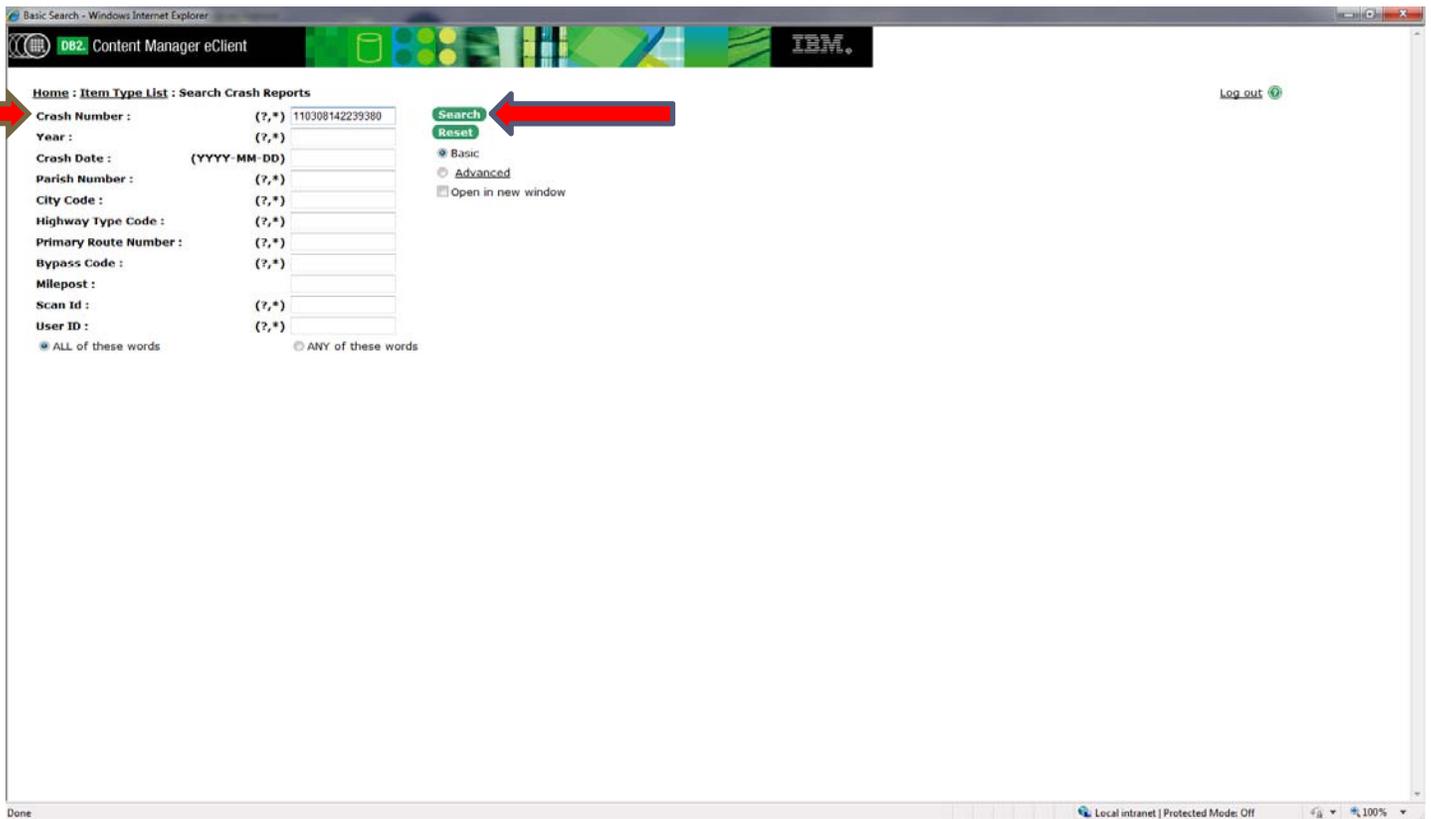
The screenshot shows a web browser window titled "Basic Search - Windows Internet Explorer" displaying the "DB2 Content Manager eClient" interface. The page has a header with the DB2 logo and a navigation bar. The main content area is titled "Home : [Item Type List](#) : Search Crash Reports" and includes a "Log out" link. The search form contains the following fields and controls:

- Crash Number : (?, *) [input field]
- Year : (?, *) [input field]
- Crash Date : (YYYY-MM-DD) [input field]
- Parish Number : (?, *) [input field]
- City Code : (?, *) [input field]
- Highway Type Code : (?, *) [input field]
- Primary Route Number : (?, *) [input field]
- Bypass Code : (?, *) [input field]
- Milepost : [input field]
- Scan Id : (?, *) [input field]
- User ID : (?, *) [input field]

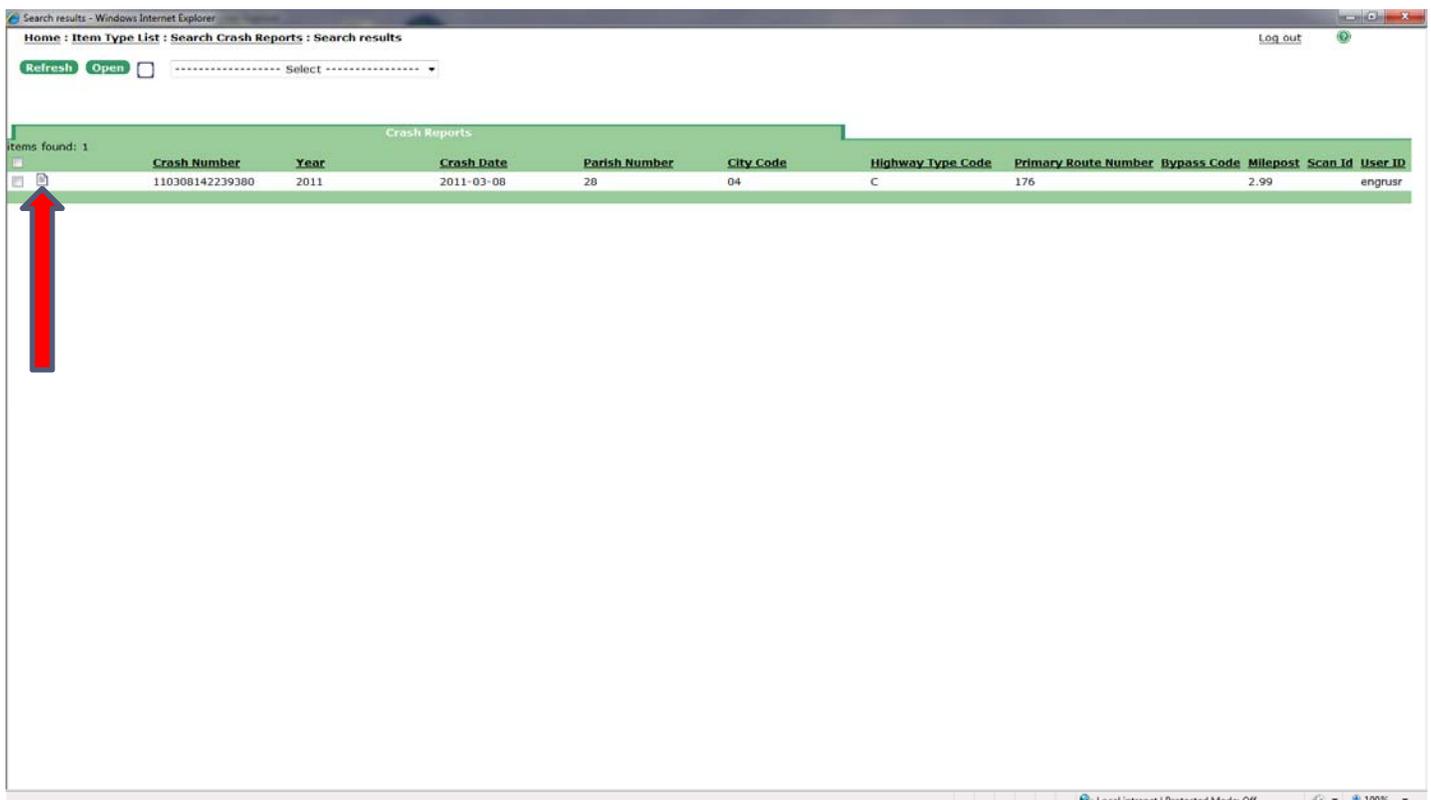
Search controls include "Search" and "Reset" buttons, radio buttons for "Basic" (selected) and "Advanced", and a checkbox for "Open in new window". At the bottom, there are radio buttons for "ALL of these words" (selected) and "ANY of these words".

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):



- Select the crash report number that you are searching for.
- Enter the crash report number into the **Crash Number** field.
- Hit the **Search Button** to start search engine.
- This screen shows the results of your search.
- Click on the **Folded Piece of Paper** in the upper left corner to review your selection.



Original Locked Report

STATE OF LOUISIANA
UNIFORM MOTOR VEHICLE TRAFFIC CRASH REPORT

110308142339380

TOTAL NUMBER OF VEHICLES INVOLVED: 1

DATE OF CRASH: 03082011 TIME (HHMM): 1408 DISTRICT CODE: 004 TROOP: 004 PAGE #: 01

FRESH: LAFYT PARISH CODE: 28 LA#: 30.27263

CITY OR TOWN: LAFAYETTE CITY CODE: 04 QUAD: 92.00822

ROADWAY NAME: 728-13 MILLEPOT ROADWAY NAME: 3751 MOSS ST

COAST OCCURRED ON: 728-13 DISTANCE: 100 FEET FROM INTERSECTION: 500 FEET FROM INTERSECTION: 0.4 MILES FROM INTERSECTION: NI-49

ROAD SURFACE: B TYPE OF ROADWAY: A ALIGNMENT: A PRIMARY FACTOR: F

ROADWAY CONDITIONS: A WEATHER: B KIND OF LOCATION: B RELATION TO ROADWAY: A ACCESS CONTROL: A LIGHTING: A

VEHICLE CONFIGURATION: A CARBO BODY TYPE: A

EMERGENCY SERVICES: AMBULANCE: FEES: INVESTIGATION: LAFAYETTE CITY POLICE 1408 1408 1457

INVESTIGATOR: FRANCIS, JARED 13216

- 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.



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INVESTIGATOR: FRANCIS, JARED 13216

At the bottom of the form, a red arrow points to a toolbar containing icons for Print, Save, and Close (X).

5) TO SEARCH FOR ANOTHER CRASH REPORT:

- Click on **Search Crash Reports** to return to main search window.

Search results - Windows Internet Explorer

Home : Item Type List : Search Crash Reports : Search results

Refresh Open Select

Items found: 1

Crash Number	Year	Crash Date	Parish Number	City Code	Highway Type Code	Primary Route Number	Bypass Code	Milepost	Scan Id	User ID
110308142239380	2011	2011-03-08	28	04	C	176		2.99		engusr

Local intranet | Protected Mode: Off

- Thus starting the process over.

Basic Search - Windows Internet Explorer

Home : Item Type List : Search Crash Reports

Search Reset

Basic Advanced

Open in new window

ALL of these words ANY of these words

Crash Number : (?,*)

Year : (?,*)

Crash Date : (YYYY-MM-DD)

Parish Number : (?,*)

City Code : (?,*)

Highway Type Code : (?,*)

Primary Route Number : (?,*)

Bypass Code : (?,*)

Milepost :

Scan Id : (?,*)

User ID : (?,*)

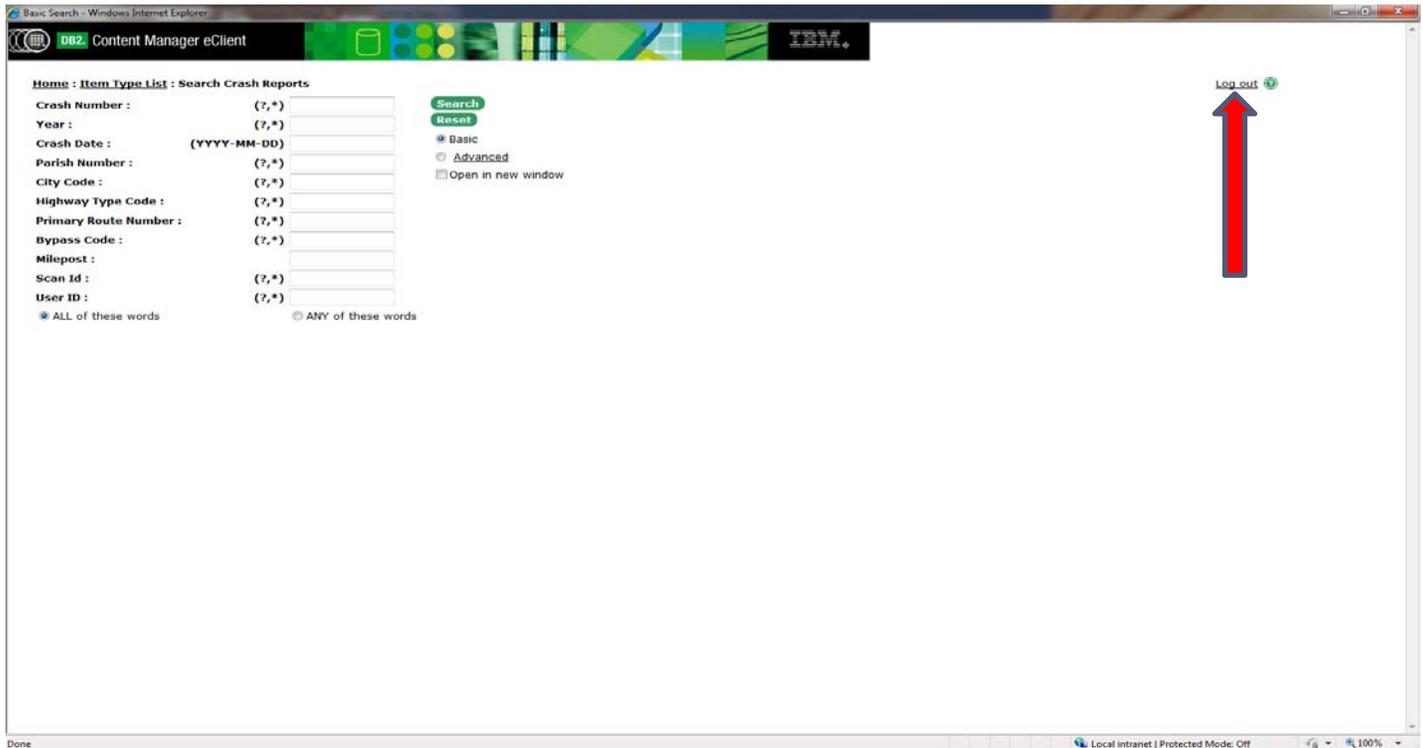
Log out

Done

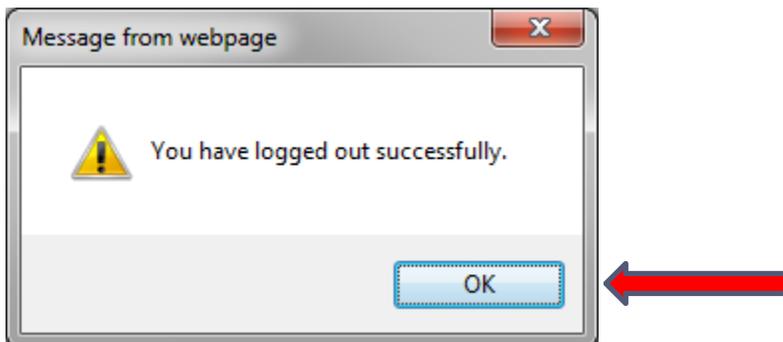
Local intranet | Protected Mode: Off

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.



- 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