2012

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.

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LA DOTD Highway Safety
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1) **INITIAL SCREEN:**

- 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:
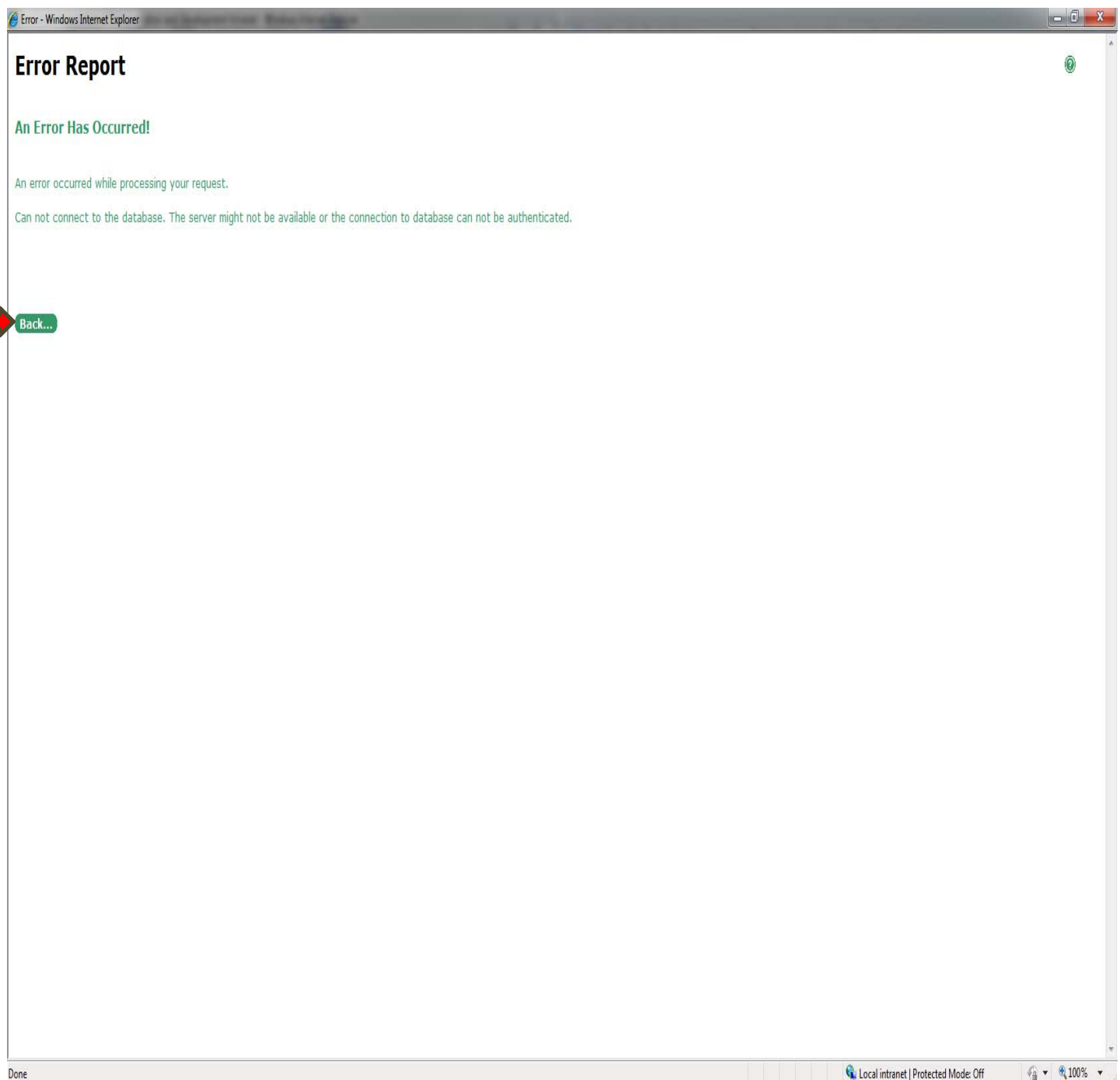
- Like most programs that we use at the DOTD this one also has, **roughly 30 days**, a password that expires and you must change it before logging in.
- You can reset your **Mainframe Password** by four different ways: through the change password in Content Manager, through Mainframe, through the change 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.
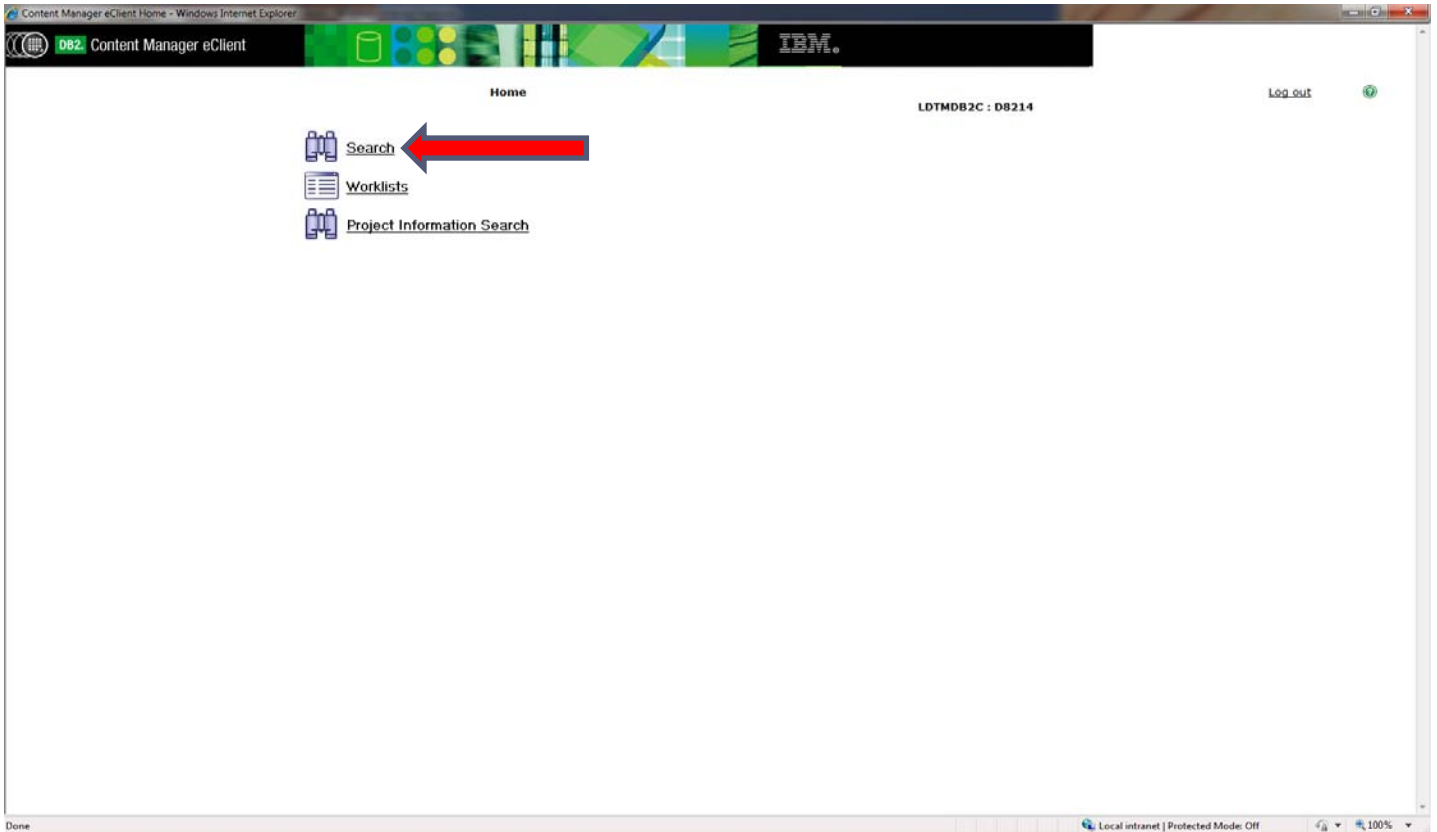
- Click **Crash Reports** from list.
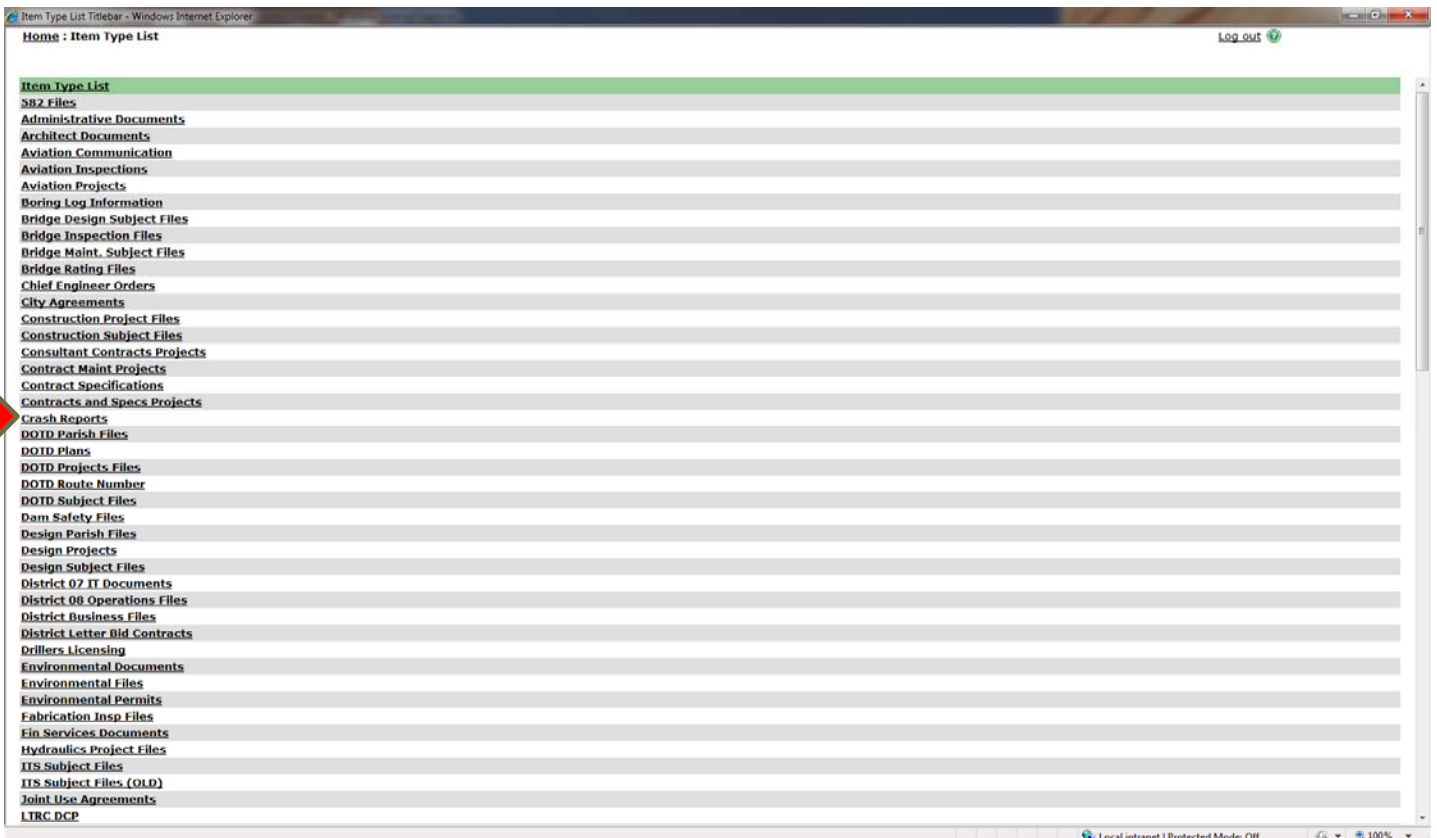
- You will get the following screen to start your search for crash reports that are written by Police Departments, Investigating Agency Code "B", or local Sheriff Offices, Investigating Agency Code "C".
- You need to remember that State Police, Investigating Agency Code "A", reports are found in the Thinkstream database.


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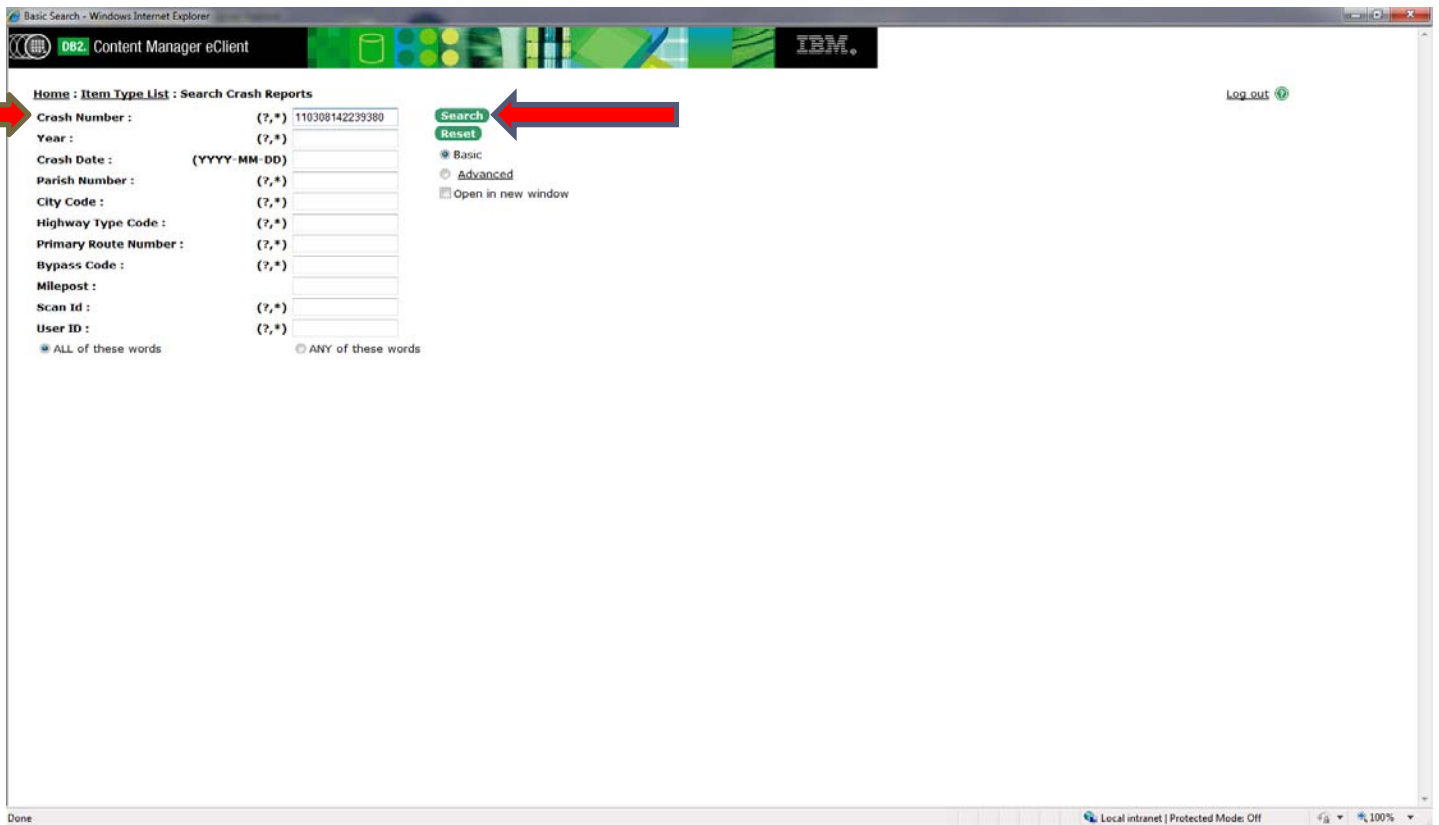
- Select the crash report number that you are searching for.
- Enter the crash report number into the **Crash Number** field.
- Hit the **Search Button** to start search engine.
- This screen shows the results of your search.
- Click on the **Folded Piece of Paper** in the upper left corner to review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

- 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.

5) TO SEARCH FOR ANOTHER CRASH REPORT:

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

- 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.
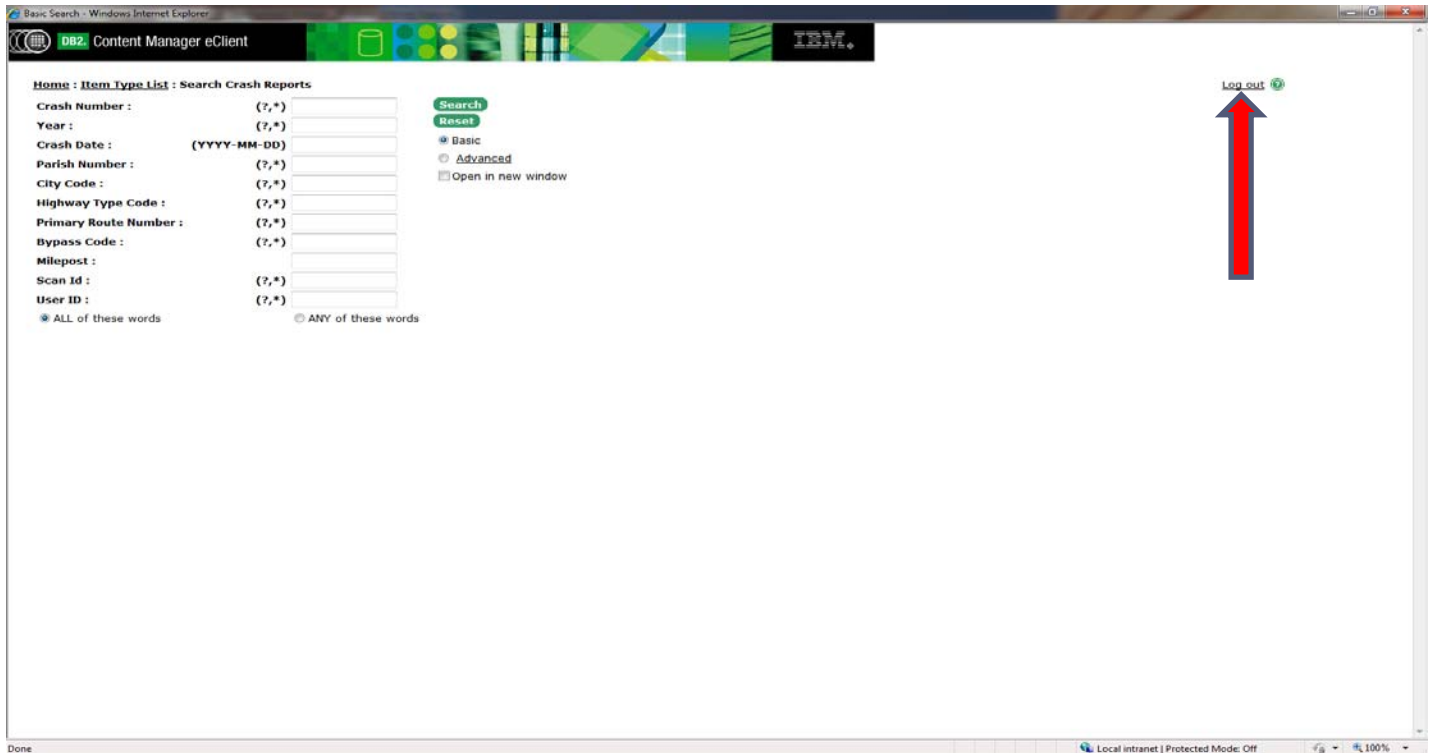
- Just click **OK** and it will return you to the home screen thus you can exit out of the program.
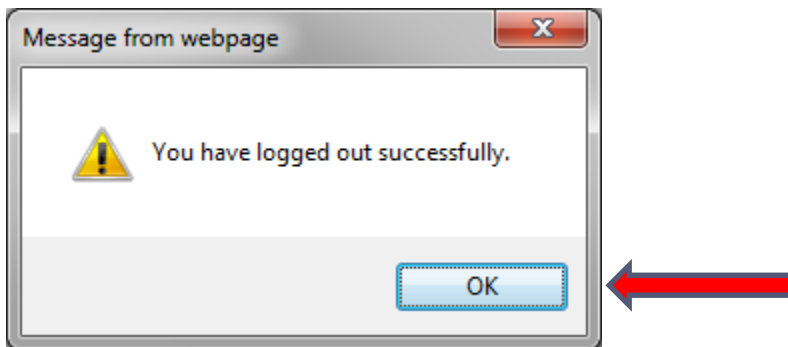
If at any time during the process you have a question or need assistance, please don't hesitate to contact my office.

Contact Information:

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