



NJ CRASH TRAINER GUIDE

Version 1.1

Last Modified: 11/19/2020

Contents

NJ CRASH TRAINER GUIDE	1
NJ Crash Application Overview	4
Environment.....	4
Logging In.....	4
NJ Crash Workspace.....	5
Program Settings.....	5
Dashboard.....	6
Quick Stats Dashboard.....	6
Working Reports.....	6
Creating/Opening a New Crash Report.....	7
Crash Report Wizard.....	8
Reviewing a Crash Report	8
Find a Report.....	10
Advanced Search	11
Building Search Conditions.....	11
Displaying Summary Information.....	12
Displaying Results Information.....	13
Displaying a Map View	13
Reports and Extracts	15
Steps to Run a Report or Extract	16
Administration.....	19
Agency Administration.....	19
MyNJ Authentication Setup.....	24
Pending Reports.....	26
User Administration.....	26
Incomplete Reports	27
NJ Crash Mobile Phone Application Overview	30
Logging In.....	31
NJ Mobile Workspace.....	32
Dashboard	32
Navigation Menu.....	33
Profile.....	34

Dark Mode.....	34
Creating a New Crash Report	34

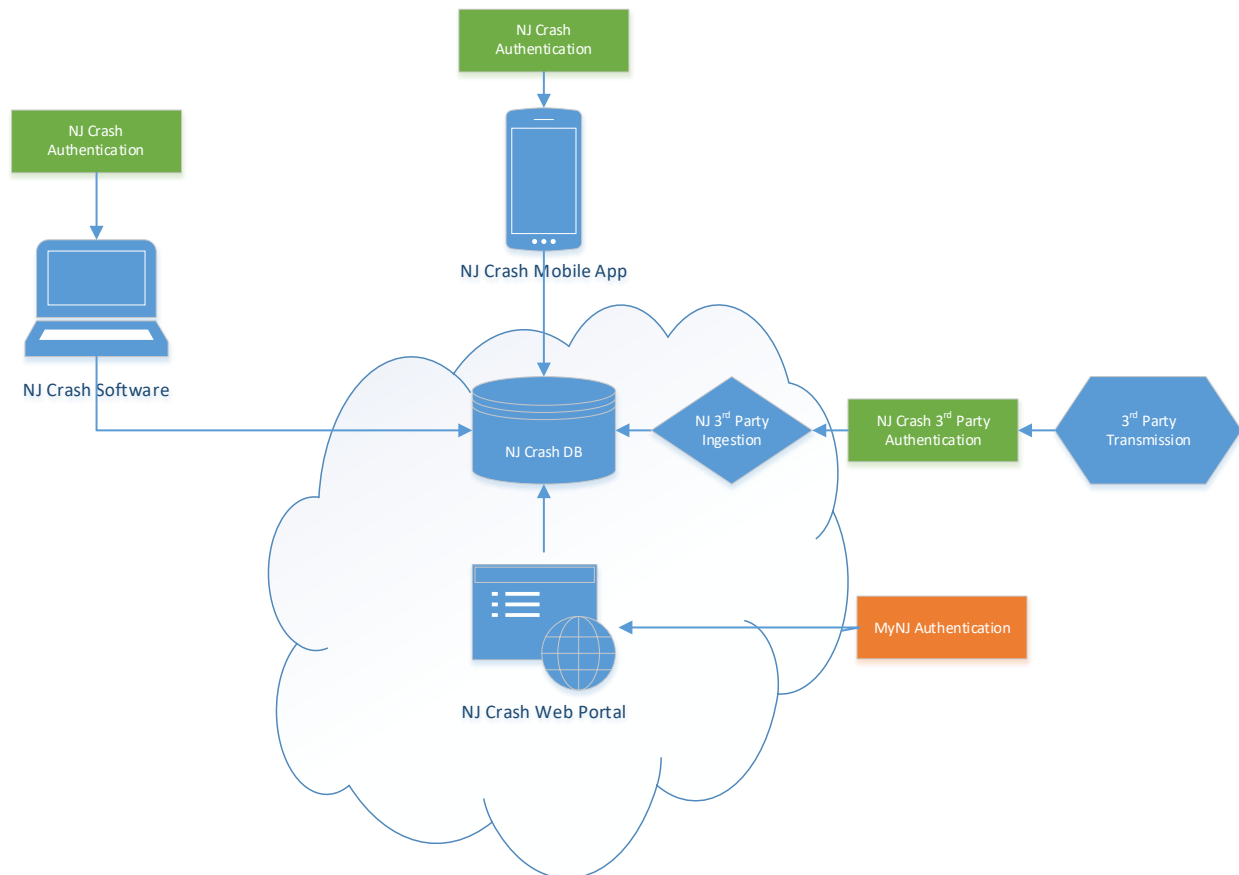
NJ Crash Application Overview

The NJ Crash application is a tool that allows Law Enforcement individuals to create, review and supplement New Jersey crash records as well as provides a robust set of administrative and research tools for agency administrators and public safety personnel to access, configure site usage, and to analyze crash data submitted by third parties and law enforcement agencies (LEA).

The NJ Crash application provides areas for permissible users to:

- Create, review, supplement and view crash reports
- View live statistics with modifiable parameters generating charts and tabular summaries
- To view generated reports against the crash data received
- To build complex conditions against the crash data and view results as charts, tabular summaries, detailed records and plots on a map
- To allow site and agency administrators to manage all aspects of what people can see and do in the system
- To access and find resolution to issues with crash reports received
- To manage the replication of crash data to the NJ state's crash data warehouse

Environment



Logging In

Users can access the NJ Crash application through either of the following methods. Internet connectivity is required to complete any administrative function within the NJ Crash Application.

- **Webportal:** Login to the New Jersey Crash Reporting Portal by going to the website www.njcrashrecords.org on a web browser. The application is compatible with the two most recent

version of Edge, Safari, Firefox and Google Chrome. ****Important Note:** To login with the webportal, you will use your MyNJ account. *If your account has not been set up yet with MyNJ Authentication, reach out to your account Administrator for assistance.*



Welcome to NJ Crash

Warning! Membership is required and unauthorized access to this site is strictly prohibited. Unauthorized users or attempts to gain unauthorized access may be subject to criminal prosecution.

Need Help?

This application is developed and maintained by LexisNexis on behalf of the New Jersey Department of Transportation to serve as a portal into the State of New Jersey's repository for traffic accident reports completed by New Jersey law enforcement agencies.

- **Desktop Client Application:** Login to the New Jersey Crash Reporting Desktop Client by selecting the New Jersey Crash Reporting shortcut from the computer desktop or from the installed programs. If the client is not already installed on your machine, refer to the Client Installation guide for installing the NJ Crash Desktop Application. ****Important Note:** *To login with the Desktop Client, you will use your NJ Crash Login Credentials. These may not be the same as your MyNJ account credentials.*



Sign In

Username

Please enter username

Password

Enter your password

Forgot password? [Link](#)

Welcome to NJ Crash

Warning! Membership is required and unauthorized access to this site is strictly prohibited subject to criminal prosecution.

Need Help?

This application is developed and maintained by LexisNexis on behalf of the New Jersey Department of Transportation to serve as a portal into the State of New Jersey's repository for traffic accident reports completed by New Jersey law enforcement agencies.

Site credentials are administered by designated agency administrators. If you are unsure who your administrator is, please reach out to the NJCrash support team and they will be happy to help you.

****Note:** User credentials are case sensitive and must be entered in the exact case.

NJ Crash Workspace

Program Settings

Program settings can be quickly access by using the button in the header of the NJ Crash dashboard.



Indicates if Internet Connectivity is established



Displays any NCIC related information



Allows you to view/update user settings



Allows you to switch between Day and Night Mode



Allows you to log out of the application

Dashboard

Quick Stats Dashboard

The quick stats dashboard is available to provide a high level summary of crash related statistics for the state of New Jersey.

Category	Count
Total Crashes:	36
Injury Crashes:	9
Total Injured:	9
Fatal Crashes:	2
Total Fatalities:	2
Commercial Vehicle Crashes:	0
Property Damage Crashes:	4

Month	Count
Jan	0
Feb	13
Mar	0
Apr	1
May	3
Jun	4
Jul	4
Aug	9
Sep	2
Oct	0
Nov	0
Dec	0

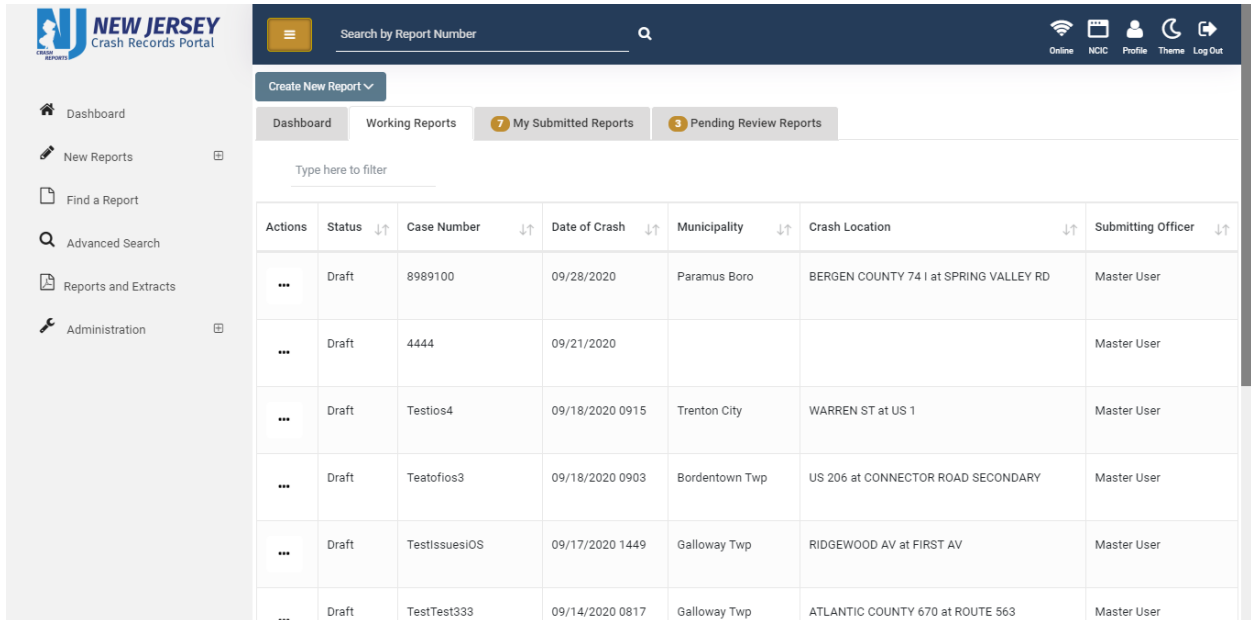
Features:

- Display of real time data (see Quick Stats below) that will allow the user to filter on the following:
 - Year of Crash, defaulting to the current year
 - Crash Type
 - Location – Statewide, Agency, or County, defaulting to the user’s preference
 - Chart Type – Reports by Month, Time of Day, Days of Week, Reports by Injury Type, Age of Driver, Weather Condition, Road Surface Condition, Light Condition, Reports by Crash Type, and Reports by Most Severe Injury

Working Reports

The NJ Crash working reports dashboard provides officers with a list of the reports they have in progress. Key information and their status will be displayed for each report. Click on the individual column header

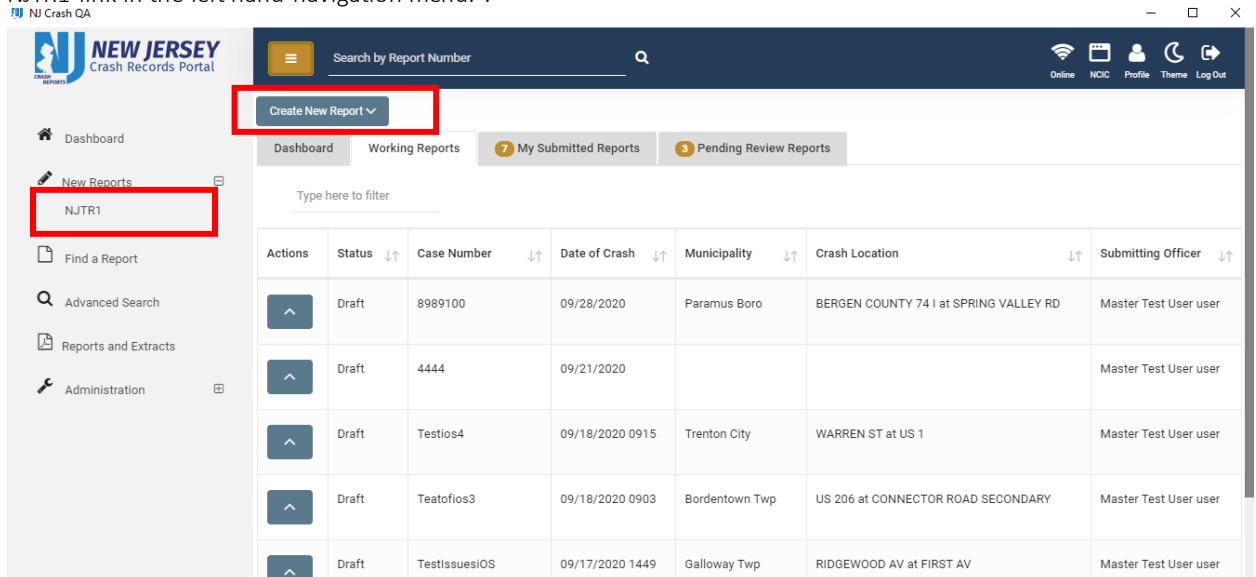
for sorting preference (ex: Report Status, Case Number, Collision Date/Time, etc.). To reverse the order, click the same header a second time.



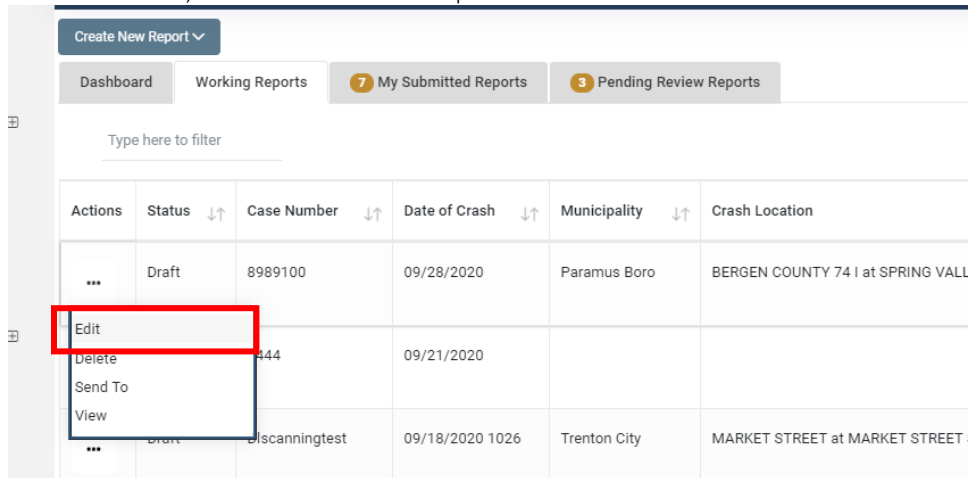
Creating/Opening a New Crash Report

When creating or editing a report, the user will navigate through a wizard to gather the information required for completing a report. Fields highlighted in red are required fields and must be completed to successfully complete and submit a report.

- New Report:** To create a new original report, the officer will click on the “Create New Report” button or the NJTR1 link in the left hand navigation menu.



- **Open Existing Report:** To open an existing report select the dropdown icon from the list of reports in the dashboard inbox, and click on the “Edit” option.



Crash Report Wizard

See the following documentation for a step by step guide for creating a crash report through the NJ Crash application.



NJ CRASH CLIENT
MANUAL 1.0.docx

Reviewing a Crash Report

If your agency is utilizing the supervisory review process, once an officer hits “Submit” on the report, it will route the report to the appropriate Reviewing Officer for review. The report will appear in the “Pending Review Reports” inbox for the reviewing officer to review. The record will remain in that status until the report is either Approved or Rejected by the reviewer.

Search by Report Number

Create New Report

Dashboard Working Reports **7 My Submitted Reports** **5 Pending Review Reports**

Type here for search

Actions	Status <input type="button" value="v"/>	Case Number <input type="button" value="v"/>	Date of Crash <input type="button" value="v"/>	Municipality <input type="button" value="v"/>	Crash Location
...	InProgress	hs072920a	07/29/2020 1300	Atlantic City	US 30 at PENNSYLVANIA AVE
...	InProgress	seeger01072820b	07/28/2020 0909	Absecon City	CO 601 WB at AMBASSADOR A
...	InProgress	seeger01072820a	07/28/2020 0909	Atlantic City	ATLANTIC CITY-BRIGANTINE CONNECTOR SECONDARY at ATLANTIC CITY-

Showing 1 to 3 of 3 entries

The reviewer will select “Review” to begin reviewing the report. The reviewer can either *Accept* or *Reject* the report at any time during the review of the report.



To reject a report, click on the red reject button. This will bring up a window to type in the reason why the report is rejected. This action will send the record back to the original submitting officer to make the necessary corrections/updates based on the feedback of the reviewing officer



To Accept the report, click on the Accept button. When accepted, the report will be submitted to the state of New Jersey repository.

NJTRI

Print History Online NCR Theme Log Out

General Information

Crash Details Location Unit Summary Diagram & Attachments Narrative Validation Summary

General Information

Case Number Agency Post Agency Type Station/Precinct

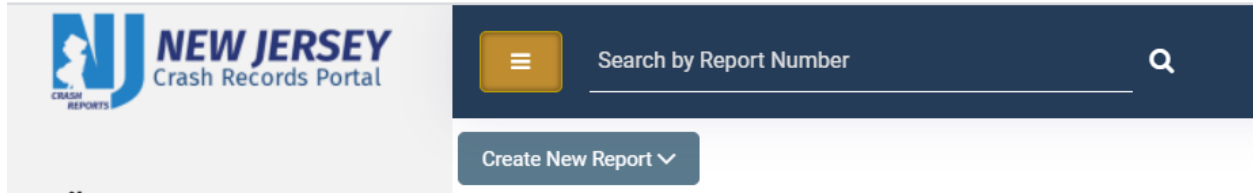
Date of Crash Time of Crash Did the crash result in damage worth more than \$500? Yes No

Investigating Officer

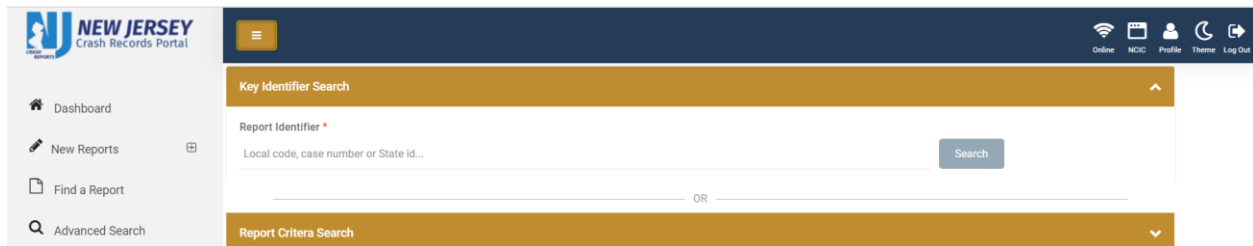
Officer ID First Name Last Name

Find a Report

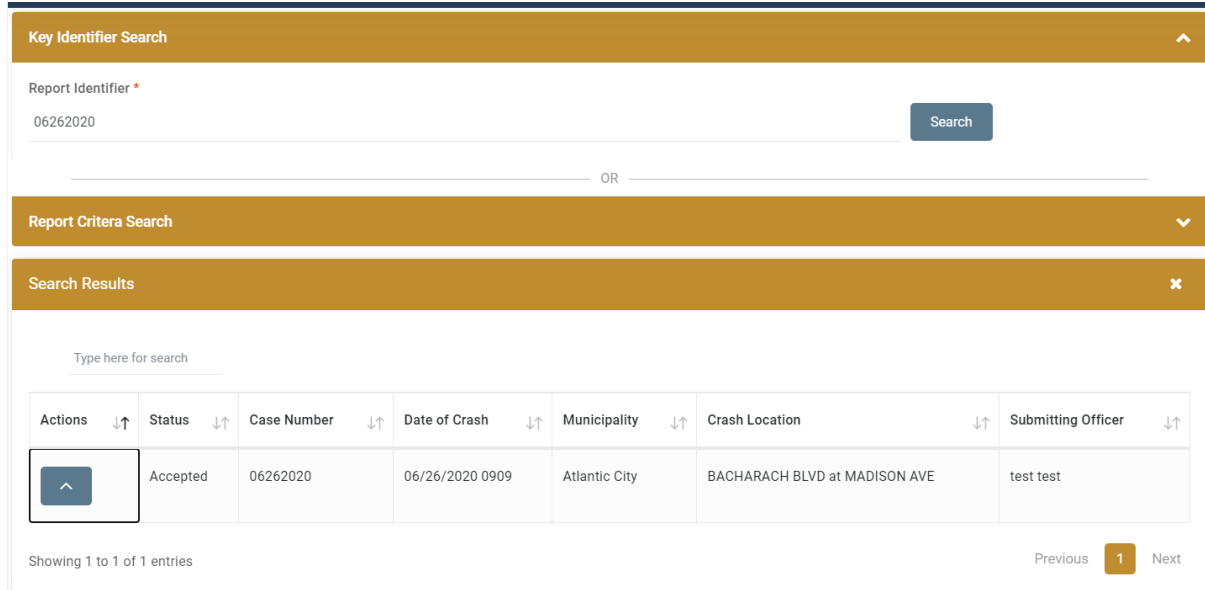
The Find a Document tool is designed to provide you with a way to quickly and easily find a specific report. A **Search by Report Number** field is located at the top of the screen to type in the accepted crash report number.



Alternatively, you can use the **Find a Report** feature in the left hand menu.



If a match is found, the crash report will display with the Status, Case Number, Date of Crash, Municipality, Crash Location, and the Submitting Officer. Click on the **Actions** button to launch the list of actions the user can take, based on the permissions set for that user. This is where you can **View** the report and print it.



Select the Report Criteria Search to expand the criteria area for additional options for fields to search with

The screenshot displays a search interface with two main sections. The top section, 'Key Identifier Search', is currently collapsed. Below it is the 'Report Criteria Search' section, which is expanded. This section contains several input fields: 'Incident Date Range (Max 90 days)' with a date range of 09/09/2020 to 10/09/2020; 'Location Info' with a dropdown menu for 'Select County'; 'Vehicle Info' with a text input for 'Plate or VIN...'; 'Person Info' with a text input for 'Drivers license number or last name...'; and 'Submitting Officer Info' with a text input for 'Last name, username or badge number...'. A 'Search' button is positioned at the bottom right of the form.

Advanced Search

The Advanced Search tool is designed to provide you with a way to easily search for completed records in real time by building complex conditions using combinations of fields from the crash reports. Once conditions are created, real-time statistics are produced with access to detailed crash data as permissible.

Building Search Conditions

The system will guide you through building complex conditions for targeting specific results. Once a set of conditions are created, you can save for future use to eliminate the need and time to recreate.

Rules for filtering crash data:

- All non-personal identifying information (PII) fields in the crash database can be available for selection
 - To configure all fields, types of fields, appropriate operands, and associated lookup lists for selection
- User will select a field and set the operand and values to complete the condition
- Multiple conditions can be combined for a single search

Advanced Search

Search 1 Search 2

This is the first search and is attached to a role

Saved Criteria:

[Select Saved Criteria to Load] Save

Criteria

Select records where **all** of the following apply

Crash Report Date of Crash within this year

and Alcohol Test Alcohol Test Results is greater than or equal to 0.08

[Add new condition]

Submit Reset

Map Filter ⊕

- The system will provide available values for selection associated to the field selected for fields with associated lookup lists, allow free form entry where lookup lists are not applied, and provide date and numeric masks as appropriate
- Users can specify the following inclusion rules for the conditions entered:
 - All – all conditions must match (default)
 - Any – any one condition must match
 - None – any one condition must not match
 - Not All – all conditions must not match
- The date of Crash is required and will default to the current day
- The user can change date conditions by selecting a custom period; the current year, the current week, the current or previous month, or the current day
- Once a search is executed, summary information is displayed as illustrated in the **Summary** section of this document
- Detailed results are accessible for results matching less than or equal to 2,500 records as detailed in the **Results** section of this document
- Users can save the criteria list for future use, including any spatial boundaries, and remove and rename entries in the list

Once conditions are created and executed, the system will provide a summary of matching crash records with available charts, access to detailed records or displaying on a map, and the ability to export to a file.

Displaying Summary Information

The following summary statistics will display once a search is executed:

- Total Crash Count
- Property Damage Crashes
- Fatality Crashes
- Injury Crashes
- Commercial Vehicle Crashes
- Work Zone Crashes
- Total Fatalities
- Total Injuries

Charts are provided to target specific meta-data of the crash data from the search expression. Charts can be saved and printed. The following charts are available

- Reports by Weather Condition
- Reports by Day of Week
- Reports by Time of Day
- Reports by Month

Displaying Results Information

If the resulting count of the search returns less than 2,501 matches, a view will be provided showing all matching records. If permissions allow, a full copy of the NJTR-1 form can be viewed per matching/displayed entry along with the display of any validation failures from third party submittals.

The following information will display per crash report: State ID, Case Number (local agency id), Date of Crash, Agency, Crash Type, Crash Location, Fatalities Count, and Injured Count.

The upper left hand corner has a filter field that can be used to type in any information that might be found in any of the eight columns of the results display. The table results can be exported to CSV or PDF format.

Summary Results

Type here for search

CSV PDF

Actions	NJ DLN Number	Case Number	Date of Crash	Agency	Crash Type	Crash Location	Fatalities Count	Injured Count
...		Test108182020a	08/19/2020 1200	NJ0010100 - Absecon City Police Department	Backing	MEADOWVIEW AV at SPARTAN LN	0	0
...		seeger10811b	08/11/2020 0300	NJ0010100 - Absecon City Police Department	Backing	ATLANTIC COUNTY 685 at BELAIRE DR	0	0
...		seeger10811a	08/11/2020 1200	NJ0010100 - Absecon City Police Department	Backing	GARDEN STATE PARKWAY	0	0
...		seeger1	08/11/2020 1200	NJ0010000 - Atlantic County Sheriff's Office	Backing	US 30 WB at MICHIGAN A	0	0
...		Seeger072220a	07/22/2020 0500	NJ0010000 - Atlantic County Sheriff's Office	Backing	MADISON AVE at TAYLOR AV	0	0
...		Seeg2112020a	02/11/2020 0101	Aberdeen Township Police Department	Animal	ATLANTIC COUNTY 651 at NNP	0	0

Displaying a Map View

The map view provides you with a way to view the results on an ESRI map. The points on the map are identified based on the latitude and longitude assigned to the record. Only records with a valid latitude and longitude will be displayed on the map.

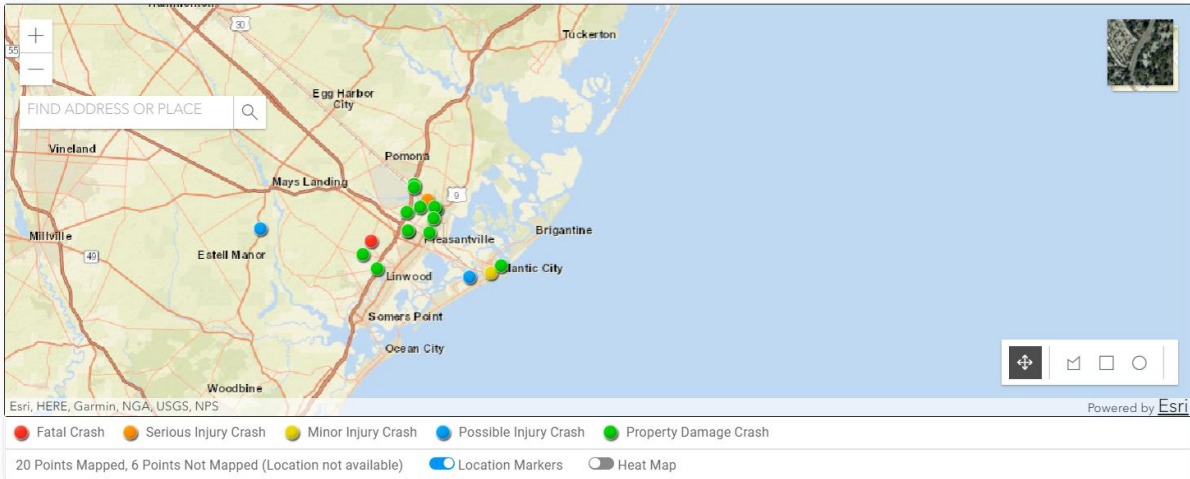


Click on the **Map Filter** icon to expand the Map View.

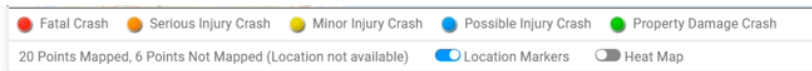
The following details the features for the display of crashes on a map:

Color coordinated pins allow for a quick view of the crash severity. The Crash severity is based on the greatest injury type involved in the crash as illustrated below:

Map Filter



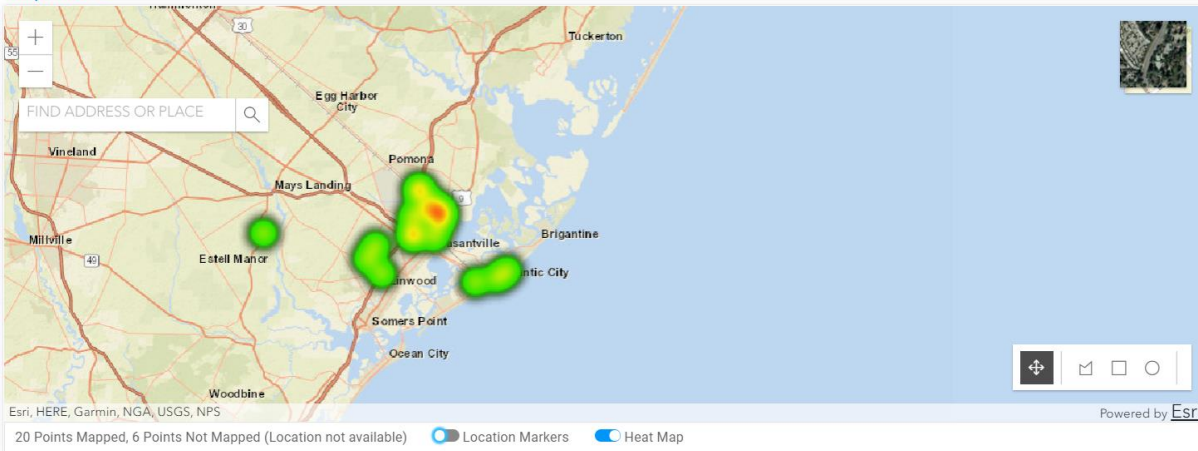
- The following legend will detail the color codes of injury severity, including matching counts, as illustrated below:



- A label will appear indicating the total crashes displayed on the map
- A label will appear of total crashes displayed that match the search expression but not mapped due to lack of coordinate data
- Users can select from a Map (default) or Satellite view

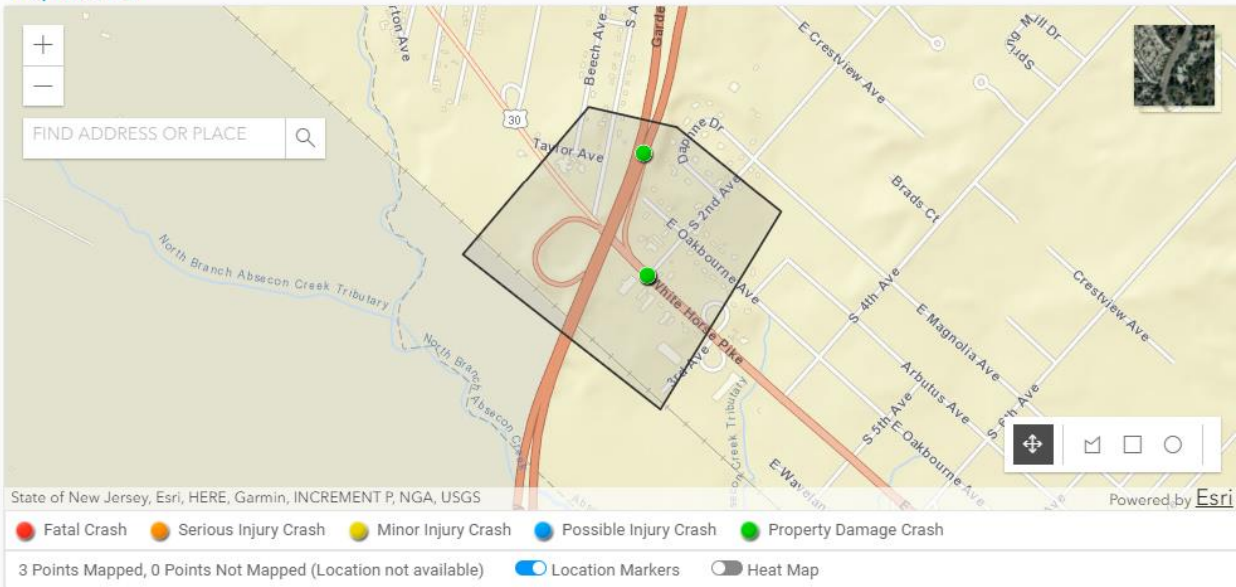
You can view the results as a Heat Map to assist with identifying crash hot spots as illustrated below:

Map Filter

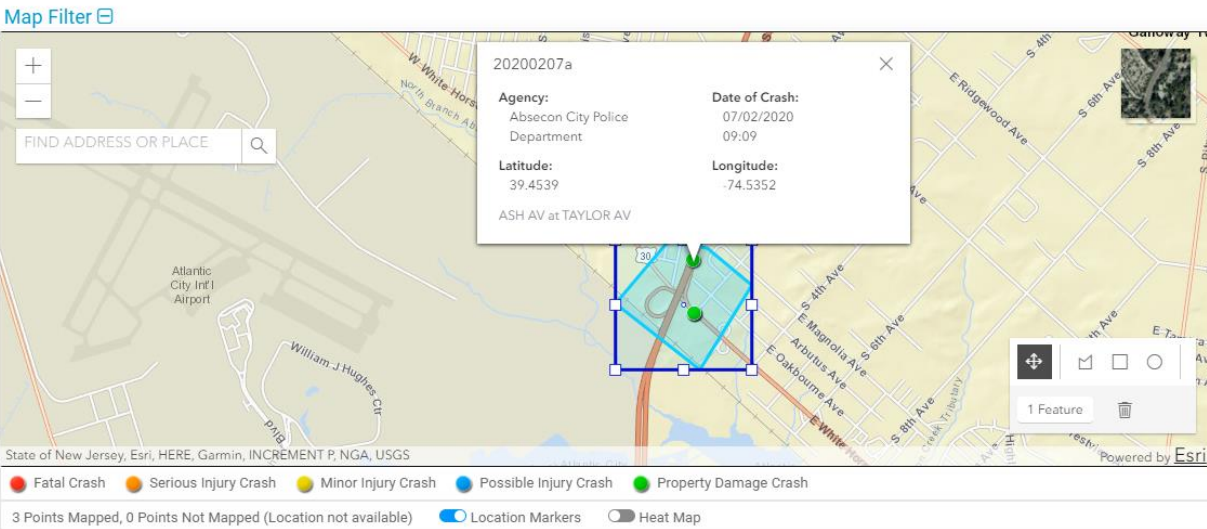


You can draw a polygon, circle, or rectangle filter to drill down results to a specific area, such as an intersection of interest, as illustrated below:

Map Filter



Select a pin to view further details of the crash record



Reports and Extracts

Premade reports are available for users to generate statistics, summaries and details related to jurisdictions. The NJ Crash Reporting Web Portal provides Reports and Analytics in relation to the quality of crash data being submitted. Through this tool, system users can analyze the timeliness, accuracy, completeness and reporting consistency of the submitted crash data.

The following reports are available for users on the NJ Crash Reporting Web Portal for real-time execution:

Reports And Extracts

[Run New Report](#) [My Scheduled Reports](#) [My Report Results](#)

Report ▲	Description
Run Report Crash Performance Report	This report provides performance measurements for all agencies for a selected year
Run Report Crashes - High Accident Location	This report provides the user with a count of the number of crashes grouped by roadway name and intersecting roadway name for the county/agency and timeframe specified.
Run Report Crashes by Agency	Crashes by Agency
Run Report Crashes by County	Crashes by County
Run Report Crashes by Day of Week	Provides quick view of the number of completed/accepted reports submitted by day of week for the agency and timeframe specified
Run Report Crashes by Officer ID	This report provides the user with a quick view of the number of completed/accepted reports submitted per agency and officer for the specified timeframe.
Run Report Get Reports By Date	Description
Run Report Reports Pending Supervisory Review	This report allows users to view a list of all reports currently submitted pending supervisory review.

- **Crash Performance Report:** This report provides the user with a detailed list of every agency and the number of reports transmitted per month and the current percent timely for the Year specified. This report will allow the user the ability to verify consistent reporting per agency as well as the timeliness of agencies transmitting reports.
- **Crashes by Agency:** This report provides a quick view of the number of completed/accepted reports submitted per agency for the specified timeframe.
- **Crashes by County:** This report provides a quick view of the number of completed/accepted reports submitted per county for the specified timeframe.
- **Crashes by Day of Week:** This report provides a quick view of the number of completed/accepted reports submitted by day of week for the agency and timeframe specified.
- **Crashes by Officer ID:** This report provides a quick view of the number of completed/accepted reports submitted per agency and officer for the specified timeframe.
- **Critical Error Summary:** This report provides a summary of every Critical validation error received and tallies for the county/agency and timeframe specified.
- **Get Reports by Date:** This report provides a summary of every crash report for the county/agency and timeframe specified.
- **Crashes - High Crash Location:** This report provides a count of the number of reports grouped by Roadway name and intersecting roadway name for the county/agency and timeframe specified.
- **Reports Pending Supervisory Review:** This report provides a list of all reports currently submitted pending supervisory review.

Steps to Run a Report or Extract

To run a report, begin under the **Run New Report** tab and select the [Run Report](#) for the report desired.

Report ▲	Description
Run Report Crash Performance Report	This report provides performance measurements for all agencies for a selected year
Run Report Crashes - High Accident Location	This report provides the user with a count of the number of crashes grouped by roadway name and intersecting roadway name for
Run Report Crashes by Agency	Crashes by Agency
Run Report Crashes by County	Crashes by County
Run Report Crashes by Day of Week	Provides quick view of the number of completed/accepted reports submitted by day of week for the agency and timeframe specific
Run Report Crashes by Officer ID	This report provides the user with a quick view of the number of completed/accepted reports submitted per agency and officer for

The variables for the report will appear and fields will be highlighted that require information.

Crashes by Agency

Date of Crash

Select Date Range Run on a Repeating Interval

Date of Crash is between _____ and _____

Valid Date Range/Interval is Required

Agency

All Agencies ▼

County

All Counties ▼

Reportable?

Any Yes No

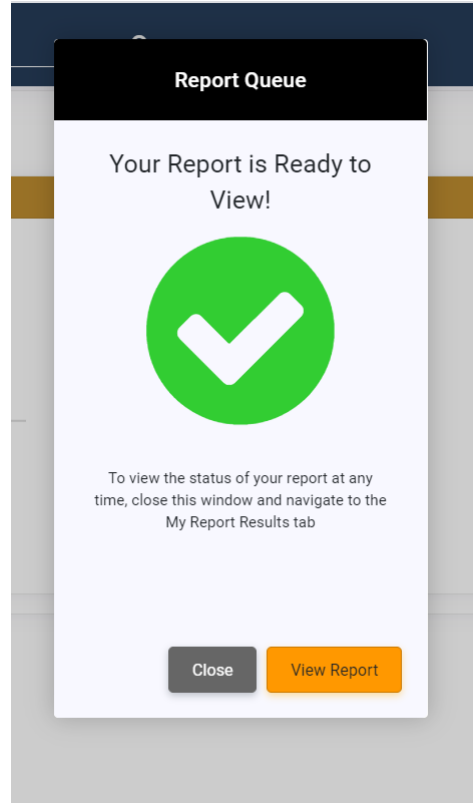
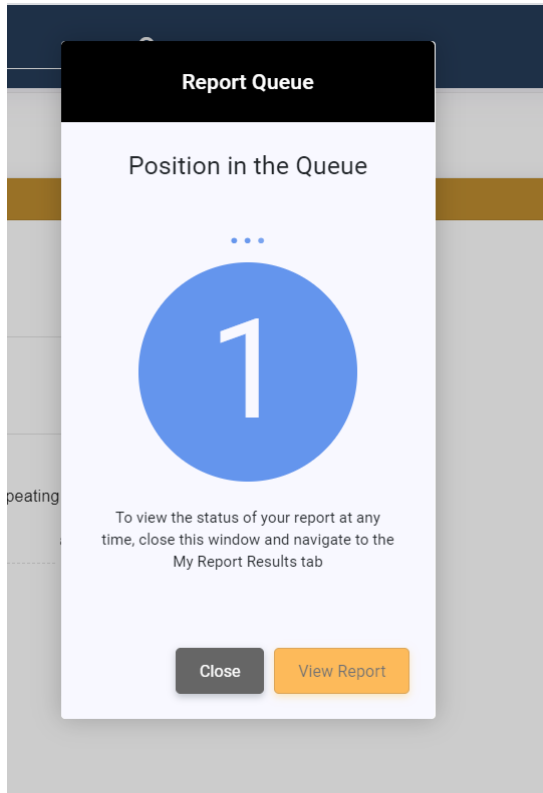
To schedule the report as a reoccurring report, check the ***Run on a Repeating Interval*** along with the ***Scheduled Interval***.

Date of Crash

Select Date Range Run on a Repeating Interval

Scheduled Interval: Daily Weekly Monthly Yearly

After completing in the information, select the ***Submit*** button. The request will be placed in a queue and once completed confirmation will display to view the generated report.



Selecting “View Report” will navigate you to the **My Report Results** tab with the most recent report run displaying at the top of the list. Click on the blue [Download](#) hyperlink to view the report requested.

Report	Report Criteria	Created Date	Run Date
Download Crashes by Day of Week	Dates: 01/01/2020 - 09/03/2020 Agency: All Agencies County: All Counties	09/03/2020	09/03/2020
Download Crash Performance Report	Year: 2020	09/03/2020	09/03/2020
Download Crash Performance Report	Year: 2020	09/03/2020	09/03/2020
Download Crashes by Officer ID	Dates: 09/02/2020 - 09/02/2020 County: All Counties	09/02/2020	09/02/2020
Download Crashes by County	Dates: 08/01/2020 - 09/02/2020 Agency: All Agencies County: All Counties Reportable: Any	09/02/2020	09/02/2020
Download Crashes by County	Dates: 08/01/2020 - 09/02/2020 Agency: All Agencies County: Atlantic Reportable: Any	09/02/2020	09/02/2020

CRASHES BY DAY OF WEEK

FROM 01/01/2020 TO: 09/03/2020

COUNTY: All Counties

AGENCY: All Agencies

	Total Crashes	Fatality Crashes	Injury Crashes	Property Damage Crashes	Total Fatalities	Total Injuries
Friday	1	0	1	0	0	1
Monday	1	0	0	1	0	0
Saturday	2	0	1	1	0	1
Sunday	2	0	0	2	0	0
Tuesday	5	1	0	4	1	0
Wednesday	8	0	3	5	0	3
Total:	19	1	5	13	1	5

Administration

Various Administrative tools are available on the NJ Crash Client for Agency and System administrators to manage their users as well as the NJ Crash workspace. Note that the Administrative features requires internet connectivity. If connection is not established, the administrative features will be hidden from view.

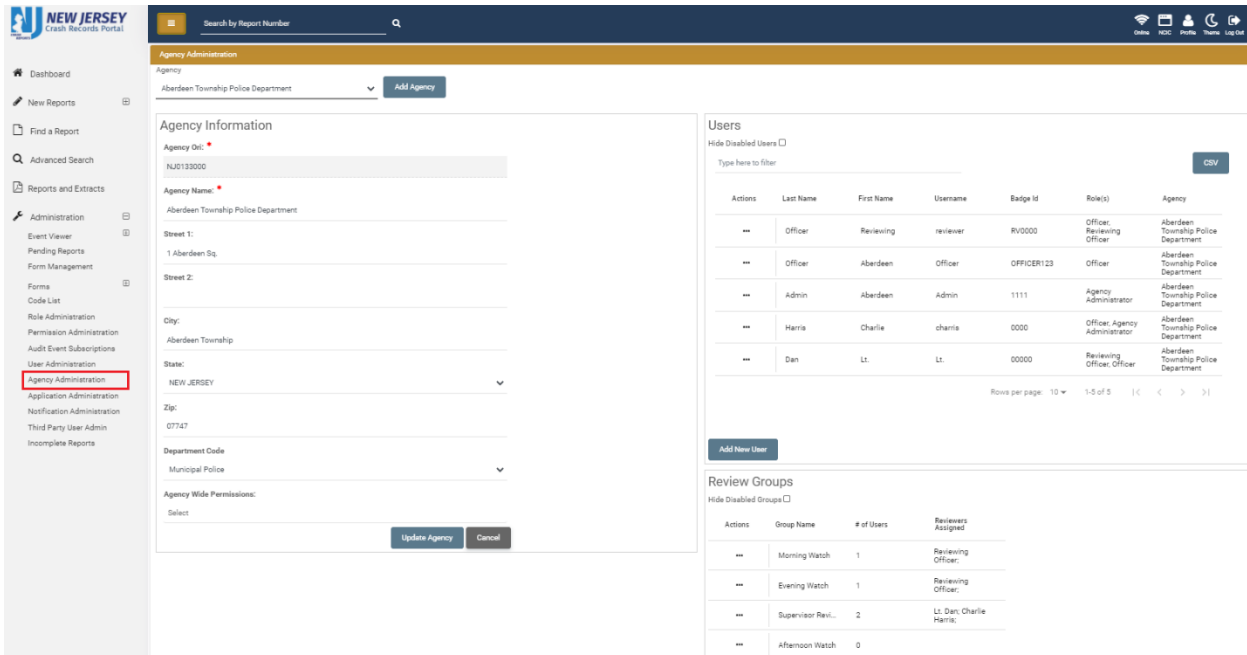
Agency Administration

The agency administration module of the NJ Crash application provides system administrators with the ability to view and manage aspects of an agency's account.

Administering agency users

Agency administrators can access all users within their respected agency and manage the access and permissions within their agency. Specifically, agency administrators can:

- Create new users
- Reset passwords
- Disable or enable users
- Set permissions of users
 - Ability to submit crash reports (most officers)
 - Flag as an agency administrator (to allow user to manage agency specific users and configurations)
 - Indicate if user can supplement any agency report (usually set as a default for an agency, otherwise officer will only be able to supplement reports he/she submitted)
 - Indicate if user can view all agency crash reports (common for clerks and agency leads)
- Reassign reports due to turnover or leave of absence
- Export the list of users to a csv file in Excel
- Modify agency configurations
 - To implement and configure review steps
 - Location and contact information

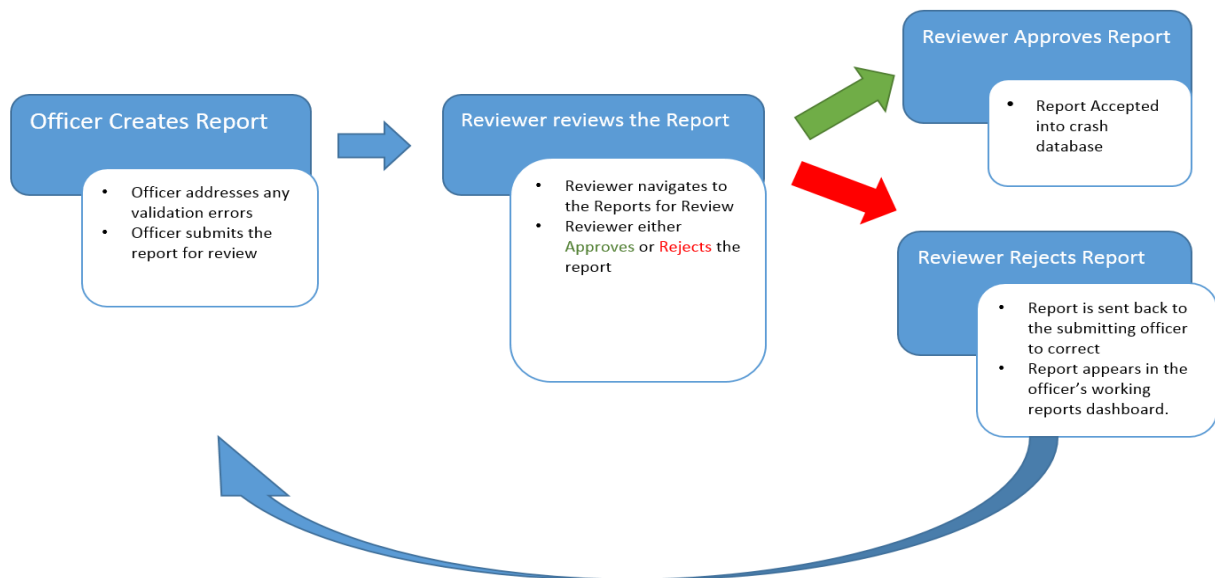


Setting review steps for report approval

Within the NJ Crash Client applications, the agency has the option to utilize the supervisory review process. This process allows the agency to designate users to accept or reject reports upon review.

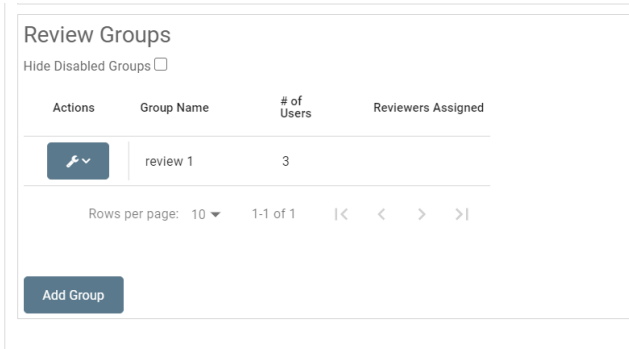
Users that are reviewers can access reports pending review on the user's dashboard. There, the user can review the full report to either accept or reject the report.

- If rejected, the user must detail the reason for the rejection and the report is sent back to the officer for review
- If accepted, the report will be committed to the NJ Crash Reporting repository



Agency administrators will determine if their agency requires a review. If so, the agency administrators will determine, setup and manage the review steps, partition officers into appropriate groups (i.e. day shift, night shift), and define the officers that can execute a review for each group.

In the Review Groups section, select the **Add Group** button to create a new group for your agency.



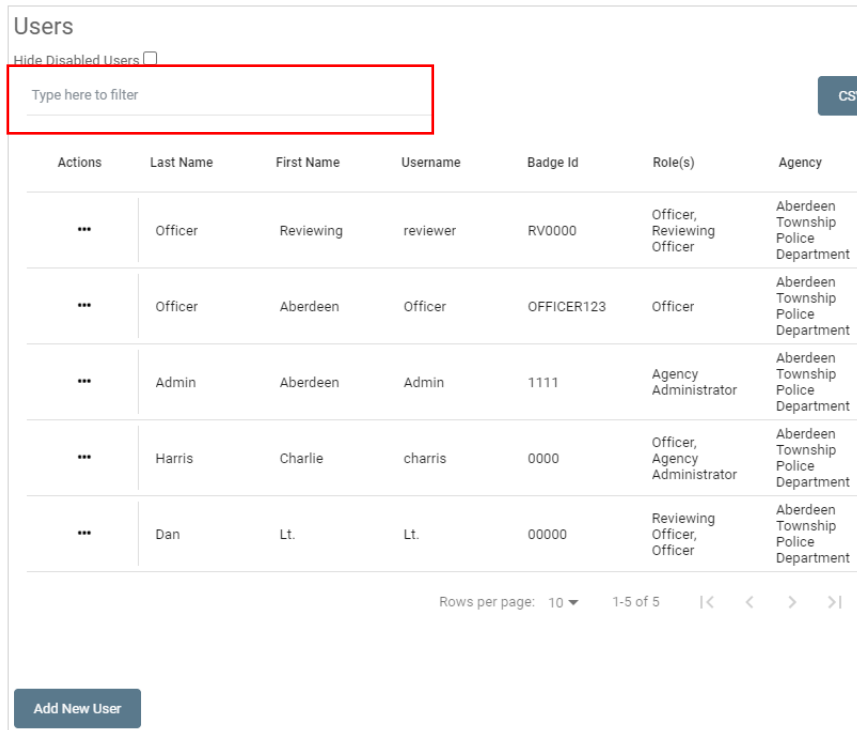
As users are assigned to submit to a group or review a group, the Review Group grid will update accordingly.

[Agency User Administration](#)

The agency user administration module of the NJ Crash application provides system administrators with the ability to view, modify, and delete all aspects of authorized user accounts for a specified agency. Administrators can control user access to NJ Crash via the module and provide real time metrics of user activity.

User Search

Quickly search for a user by entering information into the User search filter.



The screenshot shows a web interface for managing users. At the top, there is a search filter labeled "Users" with a "Hide Disabled Users" checkbox and a "Type here to filter" input field. A "CSV" button is located to the right of the search filter. Below the search filter is a table with the following columns: Actions, Last Name, First Name, Username, Badge Id, Role(s), and Agency. The table contains five rows of user data. At the bottom of the table, there is a pagination control showing "Rows per page: 10" and "1-5 of 5". An "Add New User" button is located at the bottom left of the interface.

Actions	Last Name	First Name	Username	Badge Id	Role(s)	Agency
...	Officer	Reviewing	reviewer	RV0000	Officer, Reviewing Officer	Aberdeen Township Police Department
...	Officer	Aberdeen	Officer	OFFICER123	Officer	Aberdeen Township Police Department
...	Admin	Aberdeen	Admin	1111	Agency Administrator	Aberdeen Township Police Department
...	Harris	Charlie	charris	0000	Officer, Agency Administrator	Aberdeen Township Police Department
...	Dan	Lt.	Lt.	00000	Reviewing Officer, Officer	Aberdeen Township Police Department

Quick action tools are available to quickly edit a user, disable a user, reset a user's password, or copy a user for creation of a new user.

- **Edit User:** This action will allow you to change/update Contact Info, Agency Info, Group Info, Reviewing Workflow, Roles and Permissions
- **Disable User:** This action will set the user to a disabled status preventing the user from accessing the NJ Crash system
- **Reset Password:** This action will quickly reset the password for the desired user. Upon successful password reset, the user will receive an email with their temporary password.
- **Copy User:** This action provides the ability to copy an existing user as a template for creating a new user for the agency. Validation rules are in place to ensure that duplicate users are not created.

Creating a User

The **Add New User** button is in the lower left of the screen to create a user.

The following fields are collected upon user creation.

Add User

General Information

Agencies - Groups

Roles - Permissions

Enabled

Send Password on Save

User Info

Username:

Please enter a Username

First Name: Middle Name:

Please enter a First Name

Last Name: Suffix:

Please enter a Last Name

Contact Info

Phone Number:

Email:

We need your email address to contact you

Save Cancel

General Fields:

- Enabled: Indicates if the user's account is active
- Send Password on Save: Allows the agency administrator to automatically send an email with the user accounts password upon successful creation of the user account.
- First Name (Required)
- Middle Initial
- Last Name (Required)
- Username (Required) - must be unique and at least 8 characters in length. ****This is the username the user will use to login to the mobile phone application as well as the desktop client.**
- Phone Number
- Email Address (Required) – required for password recovery and notifications

Add User

General Information

Agencies - Groups

Roles - Permissions

Agency Info

Officer ID:

Agency: Station/Precinct:

Aberdeen Township Police Dep. ▾

Groups

Submit to: ▾

Reviewer of: Select

Save Cancel

Agency Info

- Officer ID: Indicates the Badge number for the officer. This id will appear in the footer of the NJTR1 report form
- Agency (Required): implied agency if created from an agency administrator
- Station/Precinct: is the Station/Precinct associated with the officer

Groups

- Submits to: Indicates the group that the user will submit records to
- Reviewer of: If the user will be responsible for reviewing submitted reports for acceptance, the corresponding groups will be listed here.

Note: if a user submits reports to the same group he/she is assigned to also review, the user's reports will automatically be accepted and will not require review.

Add User

General Information

Agencies - Groups

Roles - Permissions

Roles and Permissions

Roles

Select

Save Cancel

Roles and Permissions

- Roles: This setting determines what permissions the user will have access to within the NJ Crash system. It is important to set the role for each user. The following roles are predefined as basic roles in the NJ Crash system. If additional permissions are required, work with your NJ DOT Administrative team for additional assistance.

MyNJ Authentication Setup

Once the User has been created in NJ Crash, it is important that they are also set up with their corresponding MyNJ account. This will allow the user to access the NJ Crash Web application to complete reports and access administrative functions. *Note: if the MyNJ Authentication is not successfully set up, the user will not be able to access the NJ Crash Web Portal Application*

Once the desired users are added to NJ Crash, navigate to the “CSV” button within the user module to export a list of the NJ Crash users. The results will export to CSV which then can be opened using Excel.

Users

Hide Disabled Users

Type here to filter

CSV


Actions	Last Name	First Name	Username	Badge Id	Role(s)	Agency
***	TEST	TESTbyhds	TestUser	BADG1	Test Role	Test Agency 0000
***	Doe	John	TESTUSER1	1234		Test Agency 0000
***	Seeger	Jonathan	jseeger	JSEE1		Test Agency 0000

You will now need to navigate to your Administrative MyNJ dashboard to set up the user configuration.

Once logged in, select the button *Invite a User*

The screenshot shows the MyNJ Administrative Dashboard. At the top left is the 'my New Jersey' logo. At the top right, it says 'Welcome jeff: logout | m'. Below the logo is a navigation bar with 'NJDOT' and 'New Jersey Events' sections. The 'NJDOT' section includes 'Client Applications', 'DOT Crash Reports UAT', and 'Role Manager'. The 'Role Manager' section has a search bar and three buttons: 'Search / Update', 'Invite a Client' (highlighted with a red box), and 'Send Mail to Clients'. The 'New Jersey Events' section includes a 'Travel Guide' and links for 'Locate Events', 'Travel & Tourism Home', and 'Add an Event'. At the bottom, there is a 'Statewide' section with a list of links including 'Governor Phil Murphy', 'Lt. Governor Sheila Oliver', 'NJ Home', 'Services A to Z', 'Departments/Agencies', 'FAQs', 'Contact Us', 'Privacy Notice', 'Legal Statement & Disclaimers', and 'Accessibility Statement'.

You will be directed to a page where you can enter all of the corresponding information related to the user. You will need to select the role of “DOT Crash Reports EDT” and enter the Application Key here.

powered by 

myNJ **Invite** Search/Update/Revoke Group Message

myNJ -> Role Manager: Invite

Role Manager: Invite a Client

Your client and their organization:

Client's first and last name

Client's business name

Client's email Optional if invitation is given by phone.

Client's phone Optional if invitation is sent by email. Format is 123.45

How to send the invitation:

We'll send by email

You'll call by phone

Role / group:

Role

Application key

Privileges:

Role Manager Allows the client to invite and revoke other clients.

Optional address information:

Address 1

Address 2

City

State

Zip

Country

The application key can be found by using the export to CSV function within the user admin module. The ID represented in the export is the ID you will enter into the application Key

NJ Crash User Export Results Example

Id	Last Name	First Name	Username	Badge Id	Role(s)	Agency	
32	Officer	Reviewing	reviewer	RV0000	Officer	Reviewing Officer	Aberd
33	Officer	Aberdeen	Officer	OFFICER123	Officer	Aberdeen Township Police Department	
34	Admin	Aberdeen	Admin	1111	Agency Administrator	Aberdeen Township Police Department	
35	Harris	Charlie	charris	0	Officer	Agency Administrator	Aberd
37	Dan	Lt.	Lt.	0	Reviewing Officer	Officer	Aberd

If the user is also an administrator of users, select the "Role Manager" checkbox here as well.

Once the corresponding information is saved, the user will be emailed a link to complete the MyNJ authentication setup. The title of the email will read "Authorization for DOT Crash Reports EDT". Advise the user to follow the steps outlined within the email to complete their setup within MyNJ. The user will not be able to login to their account on the NJ Crash Records Portal until the MyNJ Account configuration is completed.

Once the configuration is completed, the user will be able to access the webportal through the MyNJ Authentication login.



Welcome to NJ Crash

Warning! Membership is required and unauthorized access to this site is strictly prohibited. Unauthorized users or attempts to gain unauthorized access may be subject to criminal prosecution.

Need Help?

This application is developed and maintained by LexisNexis on behalf of the New Jersey Department of Transportation to serve as a portal into the State of New Jersey's repository for traffic accident reports completed by New Jersey law enforcement agencies.

Pending Reports

This tool provides the ability to view a list of all reports currently submitted pending supervisory review.

Under **Actions** the user can choose to **Release** the report or **Reassign** the report to a different reviewer.

Actions	Status	Case Number	Report Type	Date of Crash	Municipality	Crash Location	Inbox Name	Submitting Officer	Reviewer	Last Activity Date
...	In Review	asdf	Crash Report	10/09/2020 0100	Mount Laurel Twp	BROOKWOOD RD at BURLINGTON COUNTY 616	LEA Review Step	Master User	Mary Davis	10/13/2020 10:23
...	In Progress	20-Testy3	Crash Report	10/07/2020 0716	Mansfield Twp	WARREN COUNTY 629	LEA Review Step	Master User		10/09/2020 14:32
...	In Progress	20-Testy2	Crash Report	10/06/2020 1011	Pleasantville City	ATLANTIC COUNTY 608 at SECOND ST	LEA Review Step	Master User		10/13/2020 10:07
...	In Progress	06262020-2	Crash Report	06/26/2020 0909	Atlantic City	BACHARACH BLVD at MADISON AVE	LEA Review Step	Master User		10/02/2020 12:24

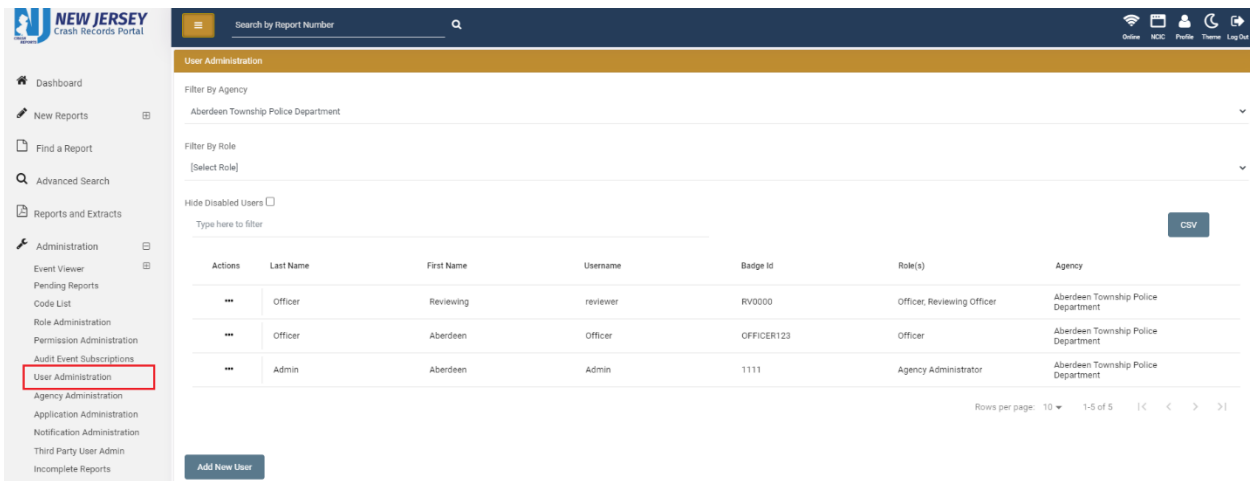
User Administration

The user administration module of the NJ Crash application provides system administrators with the ability to view, modify, and delete all aspects of authorized user accounts. Administrators can control user access to NJ Crash via the module and provide real time metrics of user activity.

User Search

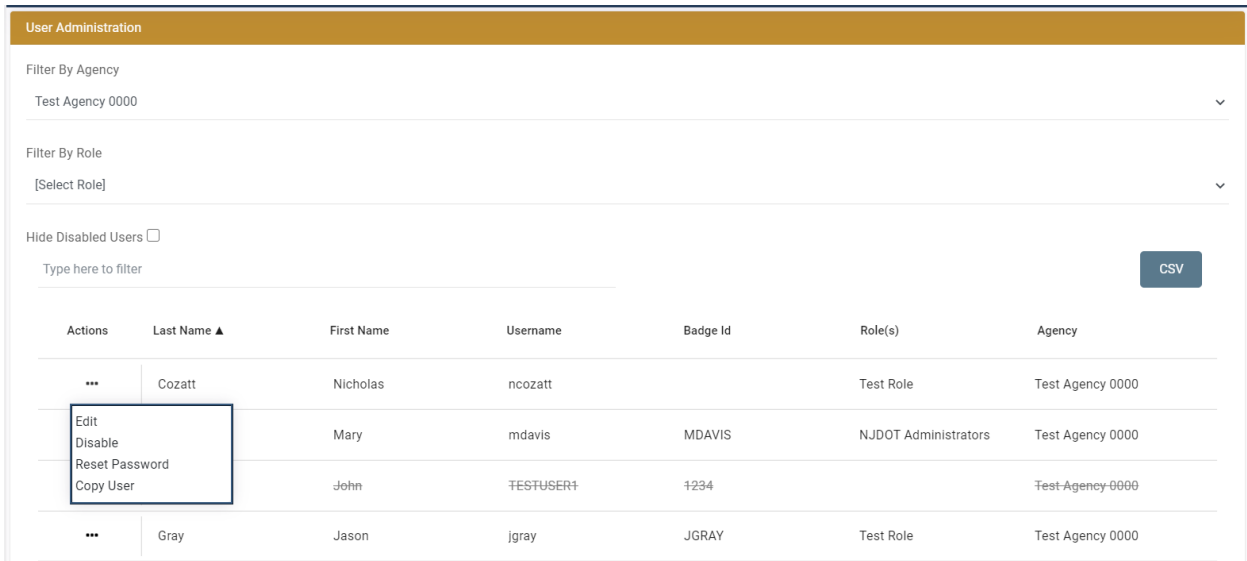
Site and agency administrators can search for users within the User Administrative tool of NJ Crash. Here the administrator can view and filter users with the following criteria:

- Last and first name
- Username
- Enabled status
- Badge Id
- Agency (for site administrators)
- Role



Quick action tools are available for administrators to quickly edit a user, disable a user, reset a user's password, or copy a user for creation of a new user.

- **Edit User:** This action will allow the user to change/update Contact Info, Agency Info, Group Info, Roles and Permissions
- **Disable User:** This action will set the user to a disabled status preventing the user from accessing the NJ Crash system
- **Reset Password:** Agency Administrators, system administrators, and help desk users, can easily reset passwords on the user search dashboard. Here the user can select the "Reset Password" action and upon successful password reset, the user will receive an email with their temporary password.
- **Copy User:** This action will allow the administrator the ability to copy an existing user as a template for creating a new user for the agency. Validation rules are in place to ensure that duplicate users are not created.



Incomplete Reports

When a report is transmitted to the NJ Crash application, a series of validation checks is performed to ensure the data is entered correctly and accurately. A record must have the following information to be successfully entered into the system, otherwise it is immediately rejected:

- Date of Crash
- Agency Local Case Number
- At least one vehicle specified

If the record has all the minimal information listed above, it is then ran through a series of secondary validation checks to ensure the records completeness and accuracy. Any failure on a validation check will be recorded into the NJ Crash Reporting database, allowing designated NJDOT users the ability to further review records with potential errors for corrective action with the reporting agency.

Appropriate users can inspect data issues and quality by:

- Include as criteria in the Incomplete Reports tool. Reports with a count or range of validation issues for retrieval and review
- Clicking a link on the display of any crash data record to allow for the display of validation failures
- Executing reports to detail and summarize validation issues/tallies (see [Viewing Validation Issues](#) below)

The screenshot shows the 'NEW JERSEY Crash Records Portal' interface. The main content area is titled 'Administration > Incomplete Reports'. It features a search bar at the top with the text 'Search by Report Number'. Below the search bar, there are filters for 'Crash Start Date' (09/29/2019) and 'Crash End Date' (10/13/2020). There are also dropdown menus for 'Agency' and 'County', both currently set to '[Select]'. Below these filters are 'Search' and 'Reset' buttons. A 'Print' button is located on the left side of the table. The table has columns for 'Case Number', 'Agency', 'Date Of Crash', 'Warnings', 'Critical', and 'Information'. Each row has a 'View' hyperlink. The 'Incomplete Reports' menu item in the left sidebar is highlighted with a red box.

	Case Number	Agency	Date Of Crash	Warnings	Critical	Information
View	20200207a	OPEN PORTAL SOLUTIONS	02/07/2020	1	0	0
View	jseeger1	Test Agency 0000	02/19/2020	0	1	0
View	20-0475	Aberdeen Township Police Department	02/24/2020	5	17	0
View	20-22810	Test Agency 0000	05/03/2020	4	18	0
View	20-22812	Test Agency 0000	05/03/2020	4	18	0
View	20-22814	Hamilton Twp Police Dept (Atlantic Co.)	07/25/2020	4	18	0
View	20-24328	Aberdeen Township Police Department	06/13/2020	4	17	0

To view further detail on a report, simply select the “View” hyperlink to view additional details.

Search by Report Number

Administration > Incomplete R

Crash Start Date
08/02/2020

Agency
[Select]

Search Reset

Print

Case Numt

View jmhdemo

View Reviewrte

Print

Filter

Clear

Crash Report jmhdemo Validation Errors

Severity	Description
Critical	Provided Lat/Long not within state of New Jersey
Critical	If Ramp Indicator is false, Cross Street/Route No. must be provided
Critical	Age is Required
Critical	Officer Badge Number is Required
Warning	DL Expire Date is Required.
Warning	License Number is Required.
Warning	Plate No. is Missing
Warning	Crash Diagram is Required
Warning	Speed Limit is missing

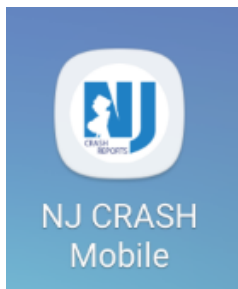
Filter

Critical	Inform
4	0
1	0

Rows per page: 10 1-2 of 2

NJ Crash Mobile Phone Application Overview

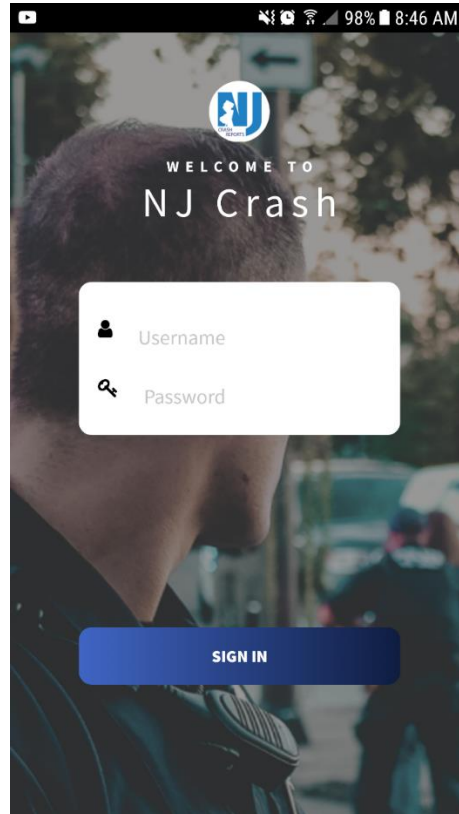
The NJ Crash Mobile application is a cell phone application exclusively for NJ law enforcement that helps the officer quickly capture the basic information at a crash scene to help speed the process of safely clearing the crash scene. The application has scanning abilities for the driver's license barcode and the vehicle registration barcode to speed up entering a report and cut down on errors. When the phone has online connectivity, the crash report information will sync to the server, and allow the officer to finish completing the full crash report on a laptop at a later time. The NJ Mobile app can be downloaded from the Google Play store for Android users or the Apple iTunes store for iPhone users.



Important: To access a report created through the NJCrash mobile phone application on the full form application, you must have internet connectivity on both the mobile phone application as well as on the computer you will be using to complete the full form. You cannot continue editing a report created through the mobile phone application until the record is synced from your mobile device. To do this, ensure the connectivity is established on your mobile phone as well as the computer you will be continuing the report on.

Logging In

Login to the New Jersey Crash application by selecting the New Jersey Crash app shortcut from the cell phone installed applications. You will have a Username and Password to enter.



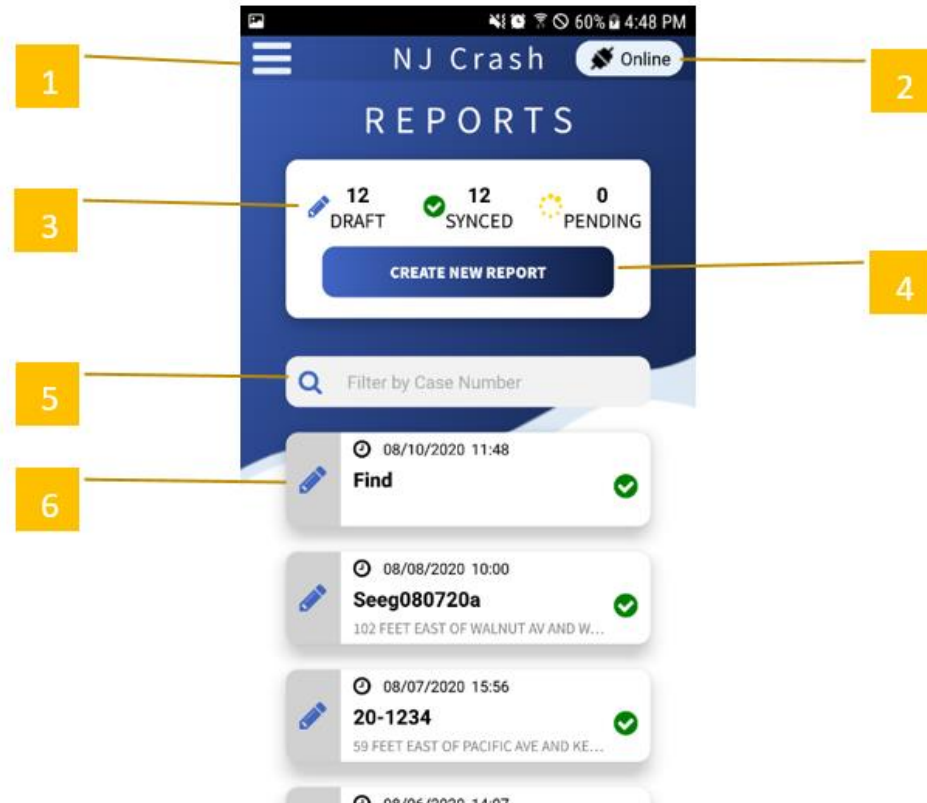
Important notes when logging into the NJCrash Application:

- The credentials used on the mobile phone application are specific to NJCrash only. They may not be the same as your MyNJ credentials used on the NJCrash web portal application.
- User credentials are case sensitive and must be entered in the exact case.
- Internet connectivity is required upon initial logon. Following an initial successful logon, network connectivity will no longer be required to use the app. However note, various functionality including syncing a report or using the CMV Lookup tool, will require that you have internet access when connecting.
- Site credentials are administered by designated agency administrators. If you are unsure who your administrator is, please reach out to the NJCrash support team and they will be happy to help you.

NJ Mobile Workspace

Dashboard

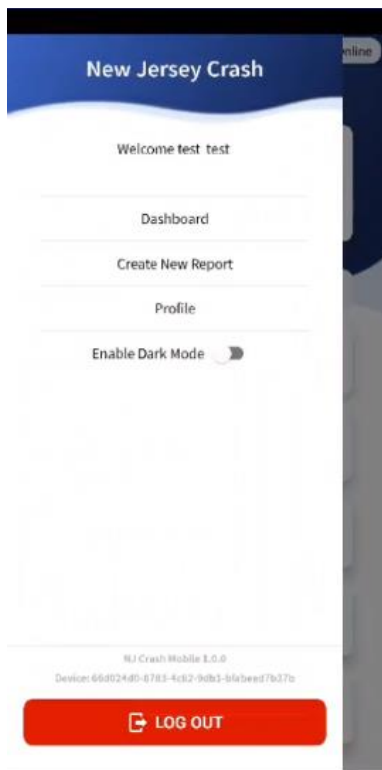
The NJ Mobile workspace dashboard provides you with a list of the reports you have in progress. Key information and their status will be displayed for each report.



1	The menu navigation icon will allow you to quickly navigate to the primary application functions.
2	A network connectivity icon will display in the top right header of the dashboard indicating if the app has internet connectivity for transmitting reports.
3	The dashboard will display the number of reports you have in a draft status. Of the records in a draft status, the dashboard will also display the number of those records that have synced to the client and the number that are pending synchronization. Note: If you have records in a Pending status, they will only be synced to your client, when internet connectivity is established.
4	Select the “Create New Report” button to start a new report.
5	The Filter tool allows you to filter down your records to quickly locate a specific draft report by searching by the case number.
6	You can view or edit a record by selecting the blue pencil icon to the left of the record.

Navigation Menu

The navigation menu allows you to quickly navigate to the various features of the application.



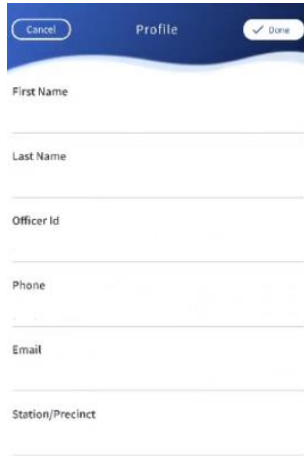
Navigation Menu Options:

- [Dashboard](#) - will return you back to the Dashboard screen.
- [Create New Report](#) - will begin the process of entering a new crash report.
- [Profile](#) – allows you to edit/view your profile information.
- [Enable Dark Mode](#) - will allow you to change the theme of the application to Dark Mode.
- [Log Out](#) - will log you out of the application.

Profile

Profile settings can be viewed/updated on the mobile phone application.

The fields will be pre-populated based on your account configuration.



Profile Information Fields:

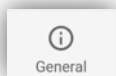
- **First Name** is the Officer's first name.
- **Last Name** is the Officer's last name.
- **Officer Id** is the Officer's badge number.
- **Phone** is the Officer's phone number.
- **Email** is the Officer's email address.
- **Station/Precinct** is used for a station or precinct number if the Officer's agency uses one.

Dark Mode

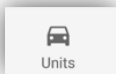
Dark Mode is a feature of the application that can be turned on to increase readability in dark or low light conditions. All screens in the application will update to dark mode theme when this feature is enabled.

Creating a New Crash Report

When creating or editing a report, you will navigate through four tabs to gather the basic information for starting a crash report. A green checkmark will appear over a tab once information is completed for that corresponding page. The form is broken up into the following four areas:



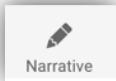
The [General](#) tab allows you to capture the basic information for the date, time and location of the crash.



The [Units](#) tab allows you to capture the basic information for Units and individuals involved in the crash.



The [Attachments](#) tab allows you to add any pictures or other related images to the crash report.



The [Narrative](#) tab allows you to add a quick description of the crash.

General

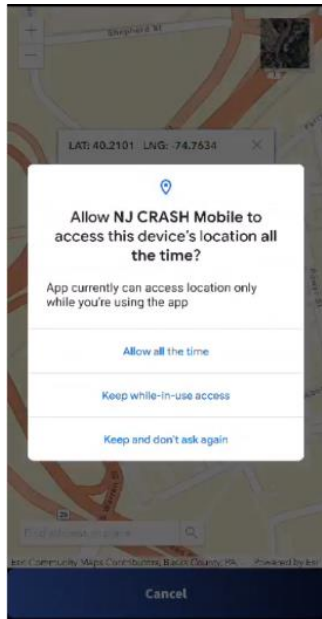
The General information tab allows you to capture the basic information related to when and where the crash took place.

General Information Fields

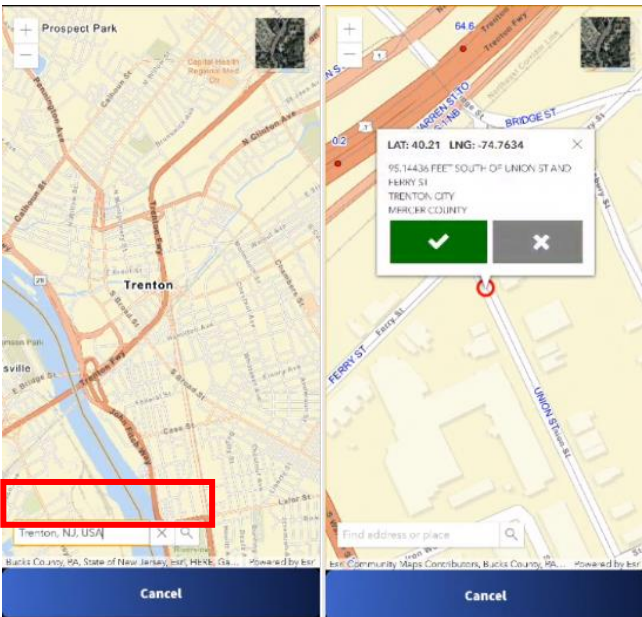
- **Case Number** is the report number for the crash report. This number is commonly given to you by your CAD or dispatch.
- **Date of Crash** will default to the current date. However, you can select the Date of Crash field to modify the date.
- **Time of Crash** will default to the current time in Military time (e.g., 0001 hours to 2400 hours). Simply select the field to modify the Date of Crash.
- **Agency** is your agency name. This will pre populate based on your profile settings.
- **Station/Precinct** is the station or precinct number for your agency. This will pre-populate based on your profile information.

Crash Location

Online Crash Location Identification: When internet connectivity is available, simply identify the location of the crash by using the Set Location on Map feature. This feature will allow you to identify the location of the crash by using its integrated maps to pinpoint the location of the crash.



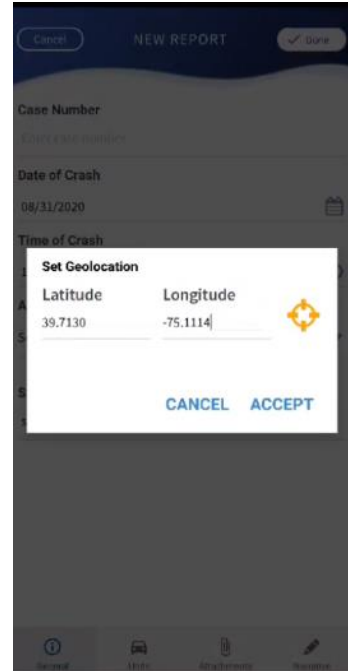
The system will use the phone's GPS to help you more easily find the location of the crash. The application will ask for permission to access the phone's location. To allow it to default to your location, you will need to select "Allow". If you do not wish for it to use your location, select "deny".



Search for the location of the crash by using the "search for Location" feature.

Select the point of the crash on the map. Once a location is selected, you will be presented with a confirmation box to confirm the location selected. This action will then save all of the corresponding crash location information into your report.

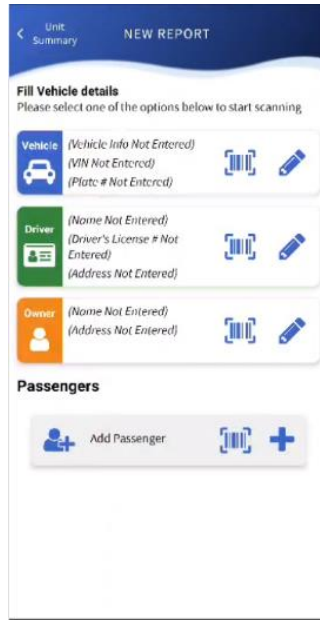
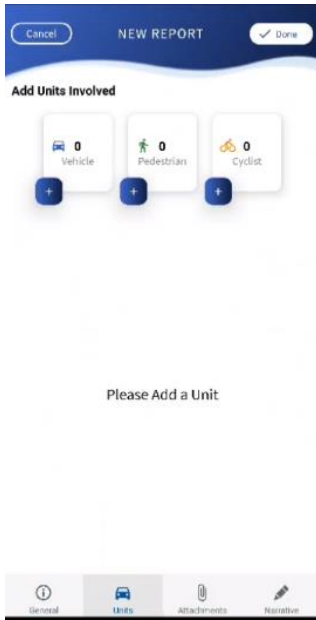
Offline Crash Location Identification: When internet connectivity is unavailable, simply capture the geolocation of the crash, to further define on the full report. As long as your location services is enabled, this feature will utilize your geo location to identify the point of the crash. Once internet connectivity is established, the geo coordinates will be authenticated with the New Jersey mapping layers to attempt to locate the corresponding location information. The location of the crash can be confirmed and further defined within the full application on your computer.



Units

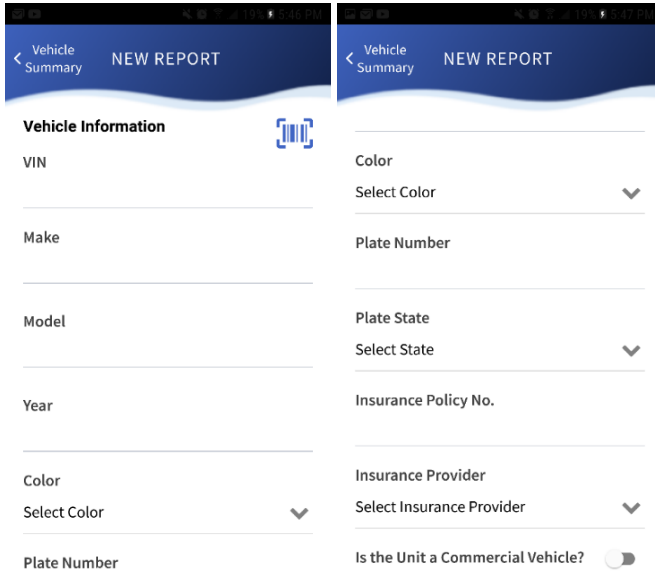
The Units tab allows you to capture information related to the units and individuals involved in the crash. To begin, select the type of unit you want to add to the report.

Bar Code Scanning: For ease of usability, the application has an integrated bar code scanner to allow you to quickly capture the information for vehicles and persons involved in the crash. To use this feature, the application will need access to your camera to read the corresponding barcode. If enabled, you can scan each individual's driver's license and registrations to automatically fill the corresponding information into the report. A barcode icon will appear when this feature can be used.



Vehicle Information

The Vehicle Information tab allows you to capture information related to each vehicle listed in the report. The registration can be scanned to populate some of the fields. Select the barcode icon to use the barcode scanner. Fields can be manually entered by selecting the corresponding field.



Unit Vehicle Fields:

- Once the 17-digit **VIN** is entered, if internet connectivity is active, NJ Crash will automatically lookup the VIN indicated. If any information is found, the corresponding information will be populated into the Vehicle Year, Make, and Model fields.
- **Make** is the vehicle’s manufacturer’s name as it appears on the vehicle registration
- **Model** is the vehicle’s model as it appears on the registration e.g., Civic, Corvette, 525i, etc.
- **Year** is the vehicle’s year as it appears on the registration.
- **Color** is a dropdown to select the vehicle’s primary color.
- **Plate Number** is the vehicle’s license plate number to be entered in exactly as it appears on the registration, including a temporary registration.
- **Plate State** is a dropdown to select the standard abbreviation for the state as it appears on the registration.
- **Insurance Policy No.** is the field to enter the motor vehicle’s insurance policy number as it appears on the State of New Jersey Insurance Identification Card. For out-of-state registered vehicles, enter the policy number, from the Insurance Identification Card.
- **Insurance Provider** is a dropdown to select the motor vehicle’s insurance code as it appears on the State of New Jersey Insurance Identification Card.
- If the **Is the Unit a Commercial Vehicle?** Toggle switch moved to “Yes” an additional section will be added to the screen to capture the corresponding CMV information. If the toggle switch is left to “No”, the user will not be presented with the CMV page.

Commercial Vehicle

The Commercial Motor Vehicle screen will only be displayed if the *Is the Unit a Commercial Vehicle?* Is indicated as “Yes” on the [Vehicle Information](#) screen. The information on this screen is specific to Commercial Vehicles. With online connectivity, the user can perform a lookup on the USDOT# and if a match is found, any related information on the CMV will populate into the form. Otherwise, manual data entry for the fields is available.

The screenshot shows a mobile application interface for a 'NEW REPORT' under 'Vehicle Summary'. A toggle switch for 'Is the Unit a Commercial Vehicle?' is turned on. Below this, there are input fields for 'USDOT Number', 'MC/MX Number', 'Motor Carrier or Government Entity', 'Street', and 'City'. To the right, a search bar contains the name 'Jones'. Below the search bar, four search results are displayed, each with a truck icon and the following information: USDOT #, DBA Name, Legal Name, Address, City, State, and Zip. A 'Cancel' button is located at the bottom of the search results.

USDOT #	DBA Name	Legal Name	Address	City	State	Zip
00015391	JONES-SCOTT COMPANY INC	JONES-SCOTT COMPANY INC	N ELM ST	HERMISTON	OR	97836
00019982	GLENN J JONES	GLENN J JONES	ROUTE 1 BOX 81	GOULD	OK	73544
00019984	J D JONES JR	J D JONES JR	GENERAL DELIVERY	FREDERICK	OK	73542
00006737	BUTLER-JONES AIR FREIGHT INC	BUTLER-JONES AIR FREIGHT INC	P O BOX 1964			

CMV Information Fields:

- **USDOT Number** is the field to enter in the US DOT number of the **MOTOR CARRIER THAT IS RESPONSIBLE FOR THE CARGO**.
- **MC/MX Number** is the field to enter in the Motor Carrier or Mexico number of the **MOTOR CARRIER THAT IS RESPONSIBLE FOR THE CARGO**.
- **Motor Carrier or Government Entity** is the field to enter the Commercial Vehicle Motor Carrier Name or Government entity of the responsible party.
- **Street, City, State, Zip** are the fields to enter the address for the Commercial Vehicle Motor Carrier Name or Government entity of the responsible party.

Driver Information

The information collected on this page is related to the driver of the unit. If the *Driver is Owner* button is set to yes, then the [Vehicle Owner](#) section will disappear on this particular unit and will not need to be filled out. The user can select the barcode icon to use the barcode scanner to scan the Driver's License to populate many of the fields. Otherwise, manual data entry is available for all corresponding fields.

Driver Information Fields:

- **First Name, Last Name, Middle Initial** should be entered for the driver of the vehicle as it appears on the driver’s license.
- **Date of Birth** should be entered for the driver of the vehicle as it appears on the driver’s license.
- **Gender** allows the user to select the sex of the individual as it appears on the driver’s license. The user will select either “Male”, “Female”, or “Unknown.”
- **License Number** allows the user to enter the number exactly as it appears on the driver’s license. If the driver is unlicensed, enter NONE. If needed, explain in the Narrative/Crash Description.
- **License Class** is a dropdown to select the code for the driver’s license class as it appears on the driver’s license.
- **License State** is a dropdown to select the state as it appears on the driver’s license.
- **Address, City, State, Zip** should be entered for the driver of the vehicle as it appears on the driver’s license. If change of address is identified as the result of interview only without Motor Vehicle documentation, the number and street entered will be the number and street shown on the driver’s license, and the number and street identified through the interview process will be explained in Narrative.
- **Physical Condition** is a dropdown to select the code to identify the level of severity of an injury.

Owner Information

The information collected on this screen is general information for the Vehicle Owner if it is someone different than the driver. Note: If the answer to the field **Driver is Owner** on Driver section is set to “Yes”, then the section for Owner will disappear. Select the barcode icon to use the barcode scanner to scan the Driver’s License to populate many of the fields. Otherwise, manual data entry is available for all corresponding fields.

Owner Information Fields:

- **Type of Owner?** Indicates if the owner is an “Individual” or a “Business”. The application defaults to “Individual”, however can be changed by selecting the “Business” button.
- **Last Name, First Name, Middle Initial/Name** should be entered for the name of the vehicle owner as it appears on the registration.
- **Address, City, State, and Zip** should be entered for the address as it appears on the registration. If there is an address change identified by NJ Motor Vehicle Commission documentation it will be entered in place of the address shown on the vehicle registration. For changes of address identified through interview only without Motor Vehicle documentation, the address entered will be the address shown on the registration, and the address identified through the interview process will be explained in the Narrative.

Passengers

The information collected on this screen is related to the passengers associated with a unit. The passenger screen allows you to add or remove each passenger associated with the specified unit. Select the barcode icon to use the barcode scanner to scan the Driver's License to populate many of the fields. Otherwise, manual data entry is available for all corresponding fields.

The screenshot shows a mobile application interface for entering passenger information. The top navigation bar includes a back arrow, 'Vehicle Summary', and 'NEW REPORT'. The main section is titled 'Passenger Information' with a barcode scanner icon. The form fields are: First Name, Last Name, Middle Initial, Date of Birth (with a calendar icon), Gender (with radio buttons for Male, Female, and Unknown), Address, City, State (with a dropdown arrow), Zip Code, Physical Condition (with a dropdown arrow), and Location In Vehicle (with a dropdown arrow).

Passenger Information Fields:

- **First Name, Last Name, Middle Initial** should be entered for the name of the passenger.
- **Date of Birth** should be entered for the birthdate of the passenger.
- **Gender** allows the user to select the sex of the passenger. The user will click on either "Male", "Female", or "Unknown."
- **Address, City, State, and Zip** should be entered for the address of the passenger.
- **Physical Condition** is a dropdown to select the code to identify the level of severity of an injury.
- **Position In/On Vehicle** is a dropdown to select the code for Position In the vehicle.

Pedestrian

The information captured on this screen is related to the Pedestrian involved in the crash. If available, the pedestrian's driver's license can be scanned to populate some of the fields. Select the barcode icon to use the barcode scanner to scan the driver's license to populate many of the fields. Otherwise, manual data entry is available for all corresponding fields.

The image displays two screenshots of a mobile application interface for entering pedestrian information. The top screenshot shows the 'Pedestrian Information' section with the following fields: First Name, Last Name, Middle Initial, Date of Birth (with a 'Select Date' label and a calendar icon), and Gender (with radio buttons for Male, Female, and Unknown). A barcode icon is visible next to the 'Pedestrian Information' title. The bottom screenshot shows the 'Address' section with the following fields: Address, City, State (with a 'Select State' label and a dropdown arrow), Zip Code, and Physical Condition (with a 'Select Physical Condition' label and a dropdown arrow). Both screenshots have a blue header with 'Unit Summary' and 'NEW REPORT' text.

Pedestrian Information Fields:

- **First Name, Last Name, Middle Initial** should be entered for the name of the Pedestrian.
- **Date of Birth** should be entered for the birthdate of the Pedestrian.
- **Gender** allows the user to select the sex of the Pedestrian. The user will select either “Male”, “Female”, or “Unknown.”
- **Address, City, State, and Zip** should be entered for the address of the Pedestrian.
- **Physical Condition** is a dropdown to select the code to identify the level of severity of an injury.

Cyclist

The information captured on this screen is related to the cyclist involved in the crash. If available, the cyclist’s driver’s license can be scanned to populate some of the fields. Select the barcode icon to use the barcode scanner to scan the driver’s license to populate many of the fields. Otherwise, manual data entry is available for all corresponding fields.

Unit Summary NEW REPORT

Cyclist Information

First Name

Last Name

Middle Initial

Date of Birth
Select Date

Gender
Male Female Unknown

Unit Summary NEW REPORT

Gender
Male Female Unknown

Address

City

State
Select State

Zip Code

Physical Condition
Select Physical Condition

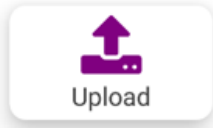
Cyclist Information Fields:

- **First Name, Last Name, Middle Initial** should be entered for the name of the Cyclist.
- **Date of Birth** should be entered for the birthdate of the Cyclist.
- **Gender** allows the user to select the sex of the Cyclist. The user will select either "Male", "Female", or "Unknown."
- **Address, City, State, and Zip** should be entered for the address of the Cyclist.
- **Physical Condition** is a dropdown to select the code to identify the level of severity of an injury.

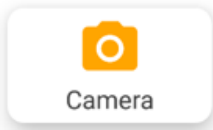
Attachments

Additional attachments can be added to the report such as pictures and witness statements.

Important: Any file, photo, or video created or taken outside of the NJCrash application and uploaded to the report will remain on the device. They are not removed automatically when the report is saved or deleted. You are responsible to remove all such files, photos and videos from the device.



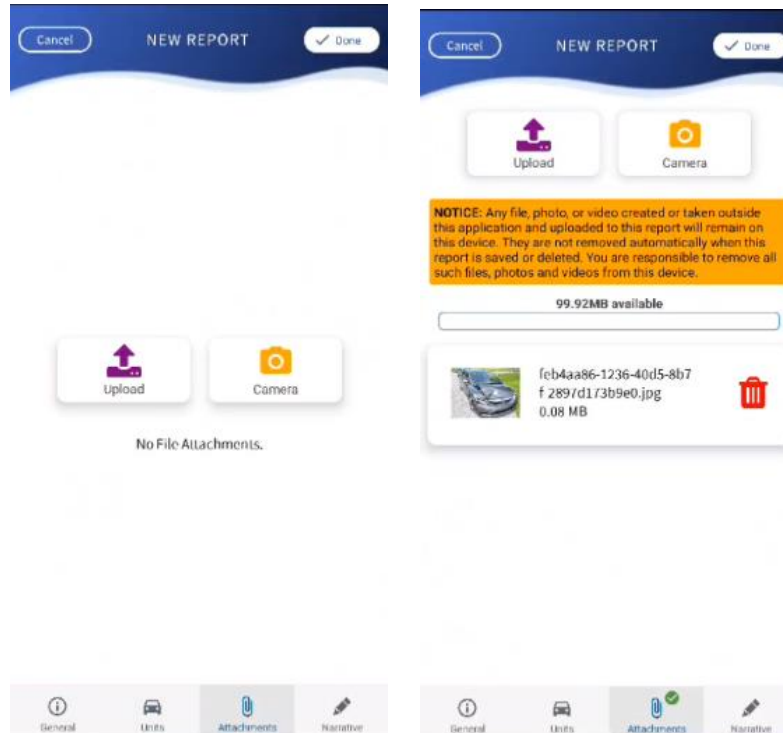
The application allows you to use the Upload button to find documents or photos located on the cell phone that can be uploaded to the report.



The Camera button allows the user to take photos or video within the app that will attach to the report.



A status bar will indicate the amount of space remaining for attachments to be added to the report. You can delete attachments by selecting the red trash can on the item to be removed.



Narrative

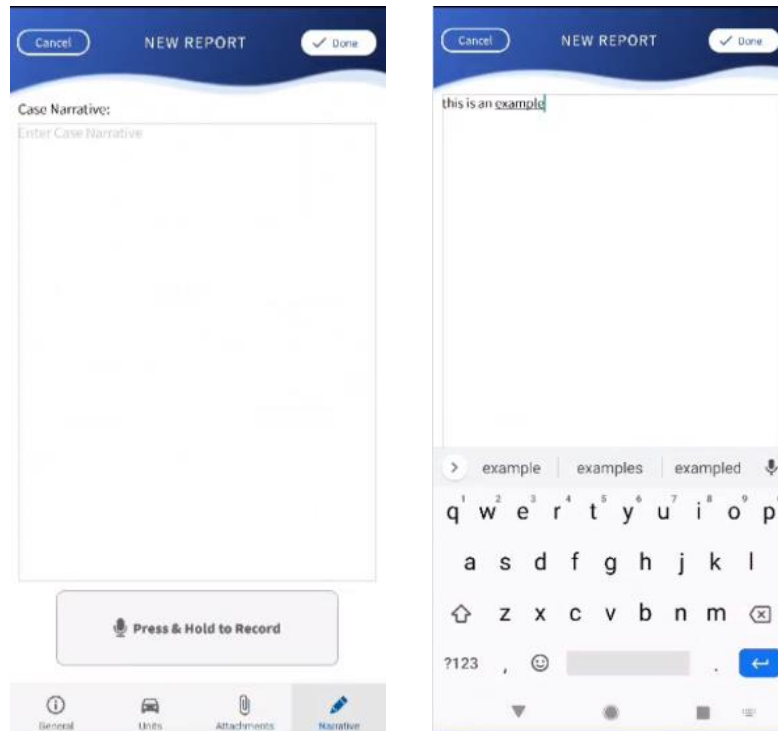
The Narrative screen provides the ability to give a detailed description about what happened in the crash. The Narrative can be manually typed in or by using the Talk to Text feature.

The following three basic elements should be described within the narrative.

1. An outline of the physical facts involved in the crash
2. A summary of the accounts from all operators, pedestrians, and witnesses
3. An objective evaluation statement by the investigator concerning his/her conclusions

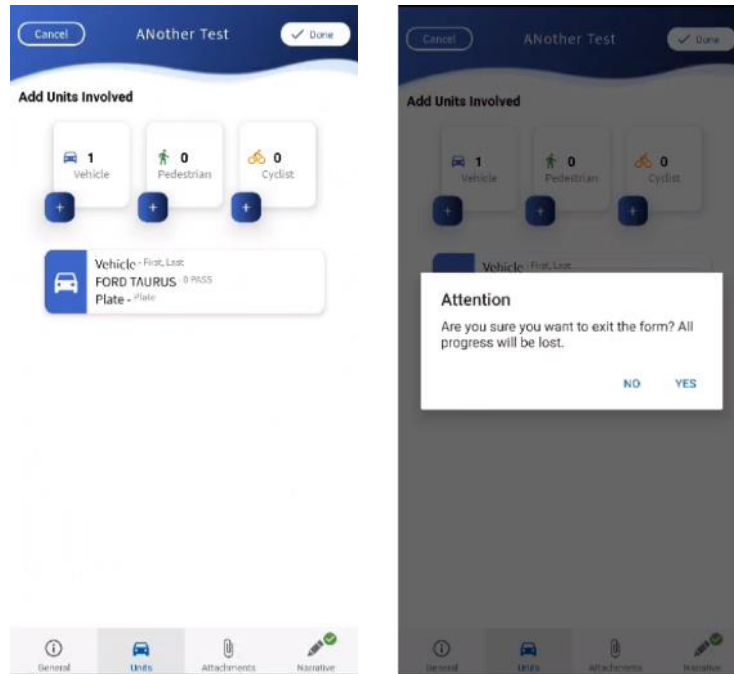
Additionally, further explanation for any entries that need further detail may be listed here. Include pedestrian or Pedalcyclist clothing worn at the time of the crash. Note any photos taken.

Talk to Text: Select the *Press & Hold to Record* button to use the cell phone's built in microphone to do talk to text to enter the narrative.



Saving the Report

At any point during the information collection process, you can select the save or cancel function located at the top of the record. If saved, as long as internet connectivity is established, the record will be synced to the NJ Crash client and will be available to continue on the full form application.



Important: To access the report on the full form application, you must have internet connectivity on both the mobile phone's application as well as on the computer you will be using to complete the full form. You cannot continue editing a report created through the mobile phone application until the record is synced from your mobile device. To do this, ensure the connectivity is established on your mobile phone as well as the computer you will be continuing the report on. Once the sync has been completed, the report will be available under your [Working Reports](#) dashboard