



# CRASH Training Checklist

DATE: \_\_\_\_\_

AGENCY: \_\_\_\_\_

IT: \_\_\_\_\_

IT Email: \_\_\_\_\_ IT Ph #: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

## CRASH is Free, Simple, and Secure

CRASH was deployed to production in October 2011. It is a web based application TxDOT provides for electronic submission of an agency's crash reports. The CRASH application was created to make it easier and faster for an officer to enter crash report data. On average, officers can now complete and submit crash reports in 10-15 minutes.

**TxDOT offers an Internal IdP for managing the officers from a user management standpoint.**

The following highlights the features and benefits of using CRASH:

1. Your agency and officers will no longer receive crash report returns.
2. CRASH includes an integrated diagramming tool and recommends templates.
3. TxDOT provides a free diagramming tool license and a free business intelligence tool license.
4. CRASH includes automatic workflow for approvals and the capability to supplement crash reports for processing.
5. Officers have the ability to reassign, edit, and delete crash records.
6. Officers and records personnel have the ability to search, print, and sell crash reports.
7. CRASH includes time saving features such as auto-population, valid drop down values, and embedded help.
8. CRASH is touchscreen, keyboard, and mouse enabled.
9. CRASH returns crash data to the agency on a timeframe established by the agency.
10. Ability to participate in the CRASH User Group (CUG), which allows all agencies the opportunity to contribute to future developments of the CRASH Application.

# CRASH Training Checklist

## CRASH Application Users

**CRASH User Group (CUG):** The CRASH User Group consists of at least one representative from his or her agency who has transitioned to using CRASH, which entails the group to review and discuss, including vote on future enhancements pertaining to the CRASH Production Environment. All Notifications will be sent via email to the Agency Authorization Manager for the agency.

\*\*\***Enhancement Definition:** A change or modification within the CRASH Application (nice to have) requested by users/agencies.

## Business Processes and Workflow

How many Officers will use CRASH? \_\_\_\_\_

**Do you intend to have supervisors approve the officer's reports?**

Please select an option below that best describes your CRASH approval workflow, if your agency Supervisors will approve their officer's crash report.

**No Level:** Officer --> TxDOT

**One Level:** Officer --> Supervisor --> TxDOT

**Two Level:** Officer --> Supervisor --> Records Management --> TxDOT

Other: \_\_\_\_\_

## Client Hardware I Software

**Which Client Operating System is used at your Agency?**

Windows 7

Windows 8

Windows 10

Other: \_\_\_\_\_

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## Which version of Internet Explorer does your Agency use?

For help determining your version of IE see:

<https://support.microsoft.com/en-us/help/17295/windows-internet-explorer-which-version>

**Note: Microsoft EDGE is not supported**

Internet Explorer 11

Chrome

Firefox

Other: \_\_\_\_\_

## Mobile Unit Details

### Will your officers use Mobile Units in their patrol cars?

No

Yes

### Are the Mobile Units allowed Internet access?

No

Yes

## Trusted Sites

For the best possible end-user experience and application performance, it is highly recommended (not required) that <https://cris.dot.state.tx.us> be added to the Trusted Sites for Internet Explorer and any Antivirus software. Does your Agency have any policies in place that would prevent the CRASH application from being added to your Trusted Sites?

No

Yes, please explain:

# CRASH Training Checklist

## Training Contact Information

Training Facility Address:

Training Contact Person:

Training Contact Number:

Training Contact E-Mail:

TCOLE Training Coordinator Contact Person:

TCOLE Training Coordinator Contact Number:

TCOLE Training Coordinator Contact E-Mail:

Will TxDOT train all officers?:

Will TxDOT train the trainers?:

Will each officer have access to a Laptop or Desktop during the training class?:

Does each officer have a work E-Mail?:

Once received and approved, TxDOT will provide:

- Date(s) for Configure Training - administer users and configure agency-related information, typically lasts 1 ½ hours.
- Date(s) for CRASH Training - instruct agency personnel on how to electronically submit crash reports, typically lasts 4 hours.

Additional Options:

- Waive Training - requires signed agency letterhead from TCOLE representative using the template provided by TxDOT
- Quick Training - combination of Full Configure Training, followed with high level CRASH Training review

**Reminder:** There must be a certified TCOLE Officer present during training. TxDOT training is TCOLE certified. Any officer attending CRASH Training will receive TCOLE Credit. Your agency TCOLE Training Coordinator will submit the necessary documents once training is complete.