

TREDS Training Manual

Electronic submission and advanced TREDS features

Virginia Highway Safety Office

Contents

Contents	3
REQUESTING TREDS LOGINS	5
TREDS HOME PAGE	7
TRAINING FOR LAW ENFORCEMENT OFFICERS AND SUPERVISORS	9
Logging into TRENDS	9
Incorrect username	9
Incorrect password	10
Account locked	10
Forgot Password	11
Managing the TRENDS Account	12
Submitting a new crash report	15
Revising a crash report	21
SUPERVISORS RESPONSIBILITIES	28
Check Department/Personal Queue for Crash Reports	28
Approving a Crash Report	30
Rejecting a Crash Report	30
TRAINING FOR TRENDS DEPARTMENT ADMINISTRATOR	32
Managing TRENDS Account	32
Forgot Password	34
Department Admin Privileges	35
Requesting Department Admin access	35
Adding new users:	36
Search user accounts	36
Modifying user information	37
Posting a message on 'News from My Department'	37
ADVANCE TRENDS FUNCTIONS	39
Crash Report Status Description	39
Search functions in TRENDS	39
Primary Login Role/Switching Roles	42
TRENDS and Report Beam Training	44

Requesting TREDS Logins

All users must have a valid TREDS user account to utilize the electronic system. Users who require access to TREDS and do not have a TREDS Department Admin in their department should contact the TREDS team by email at trede.saveslives@dmv.virginia.gov to request TREDS logins.

Note: The TREDS username and password are the same username and password you use to log into Report Beam.

User Roles in TREDS

TREDS has five basic roles for law enforcement. Users are allowed to have multiple roles if needed. (i.e. Officer & Department Admin, Supervisor & Department Admin)

Officer Role:

- The user will be able to submit new crash reports and resubmit rejected crash reports.
- The user will be able to search all crash reports electronically submitted by their agency.
- The user will be able to view all available TREDS reports.

Supervisor Role:

- The user will be able to submit new crash reports and resubmit rejected crash reports.
- The user will be able to approve/reject crash reports in the department queue and in their personal queue.
- The user will be able to search all crash reports electronically submitted by their agency.
- The user will be able to view all available TREDS reports.

Department Admin:

- The user will be able to create new officer and supervisor accounts in TREDS for their department.
- The user will be able to search all crash reports in their agency.
- The user will be able to view all available TREDS reports.
- The user will be able to reset passwords and unlock user accounts.
- The user will be able to post messages on the 'News from My Department' section.

Note: All departments must have at least one Department Admin.

Law Enforcement Clerk

- The user will be able to approve/reject crash reports in the department queue and in their personal queue.
- The user will be able to search all crash reports electronically submitted by their agency.
- The user will be able to view all available TREDS reports.

Reporting Analyst

- The user will be able to create custom reports in TREDIS.

Search and Print Crash Reports

- The user will be able to search and print all crash reports in their agency.
- The user will be able to view all available TREDIS reports.

TREDS Home Page

The TREDS homepage is the first page users will see after logging into www.treds.virginia.gov.

The screenshot shows the TREDS Home Page interface. At the top, there is a navigation bar with the text "Logged in as Department Administrator (Switch Role) | Admin, Local (Augusta County Sheriff's Office) | My Account | Help | Contact Us | Logout". Below this is the TREDS logo with the tagline "Saving Lives". A search bar labeled "Enter Document Number" is located in the top right. Below the search bar are three buttons: "Home", "Search", and "Reports". The main content area is divided into several sections: "Operations" (1) with links for "Manage Users", "Post Message", and "Search for Crash Report"; "Quick Links" (2) with links for "Virginia Highway Safety Office", "NHTSA TRAFFIC SAFETY FACTS 2009", "Join the National Fight Against Impaired Driving", "Department Admin Request Form", and "Report Beam Installation Guide"; "News from TREDS Team" (3) with a link "Click here to see new features..." and a message "Please Submit all your reports before Sep 1 2011"; "News from My Department" (4) with the message "No message available at this time."; "VA Highway Safety Programs" (5) featuring a "CHECKPOINT STRIKEFORCE" advertisement, a "Motorcycle 411" advertisement, and a "CLICK IT OR TICKET VIRGINIA" logo; and a "511 Virginia" logo (6). The page is annotated with red circles containing numbers 1 through 9, pointing to various elements: 1 (Operations section), 2 (Quick Links section), 3 (News from TREDS Team link), 4 (News from My Department message), 5 (VA Highway Safety Programs section), 6 (511 Virginia logo), 7 (Search bar), 8 (Search button), and 9 (Reports button).

Operations Section

Under this section users will see the operations they are allowed to perform as per their role.

Quick Links

Under the quick links section users will have access to useful links, department admin request form and the instructions to download and install the latest version of Report Beam.

Department Admin Request Form

To setup a department admin click on the link '[Department Admin Request Form](#)' fill out all the details and follow the instructions to submit the form.

Downloading Report Beam

To download the most current version of Report Beam and all supporting packages, click on the link '[Report Beam Installation Guide](#)' to download a PDF document with links to download the software and the instructions on how to install the software.

New Features

3

Users can select the link labeled ‘Click here to see new features’ to get a list of the latest features available in TREDs.

News from TREDs Team

4

In this section of the website users will get the latest information from the TREDs team concerning the TREDs project and upcoming changes.

News from My Department

5

In this section of the website users will see messages posted by their department admin. This message will only be visible to the users within the department.

VA Highway Safety Programs

6

This section will showcase the latest programs and news from Virginia Highway Safety Office.

Help Section

7

Users can find training manuals on TREDs, Report Beam, Revised Reports, and Crash Status Explanation etc in this section.

Search Function

8

Users can search crash reports within the department by various criterions.

TREDs Reports

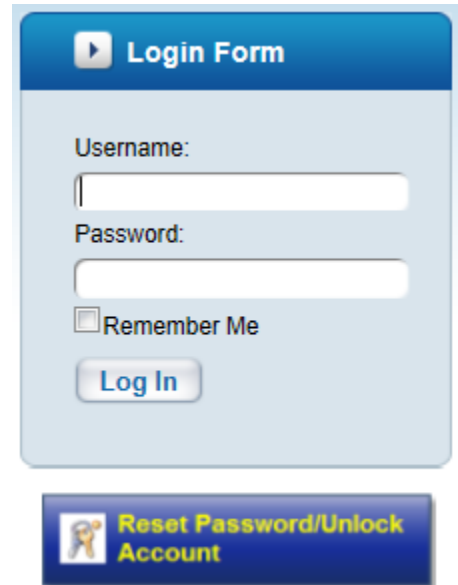
9

TREDs provides users with valuable reports based on location, date range, type of crashes etc.

Training for Law Enforcement Officers and Supervisors

Logging into TREDs

Users can log into www.treds.virginia.gov by entering their username and password in the login form panel.

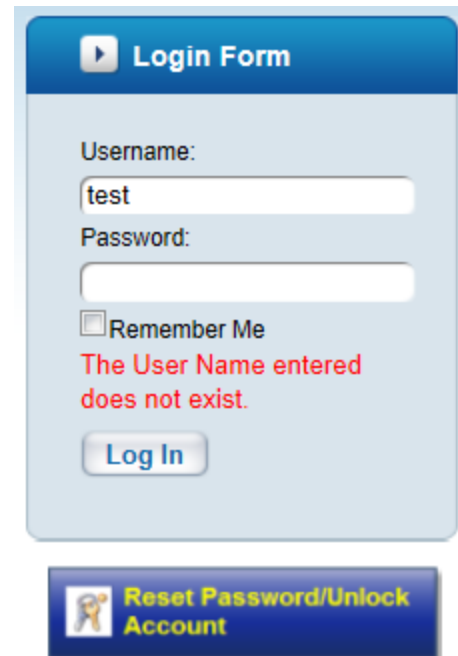


The screenshot shows the TREDs Login Form. It has a blue header with a play button icon and the text "Login Form". Below the header are two input fields: "Username:" and "Password:". There is a checkbox labeled "Remember Me" and a "Log In" button. Below the login form is a blue button with a key icon and the text "Reset Password/Unlock Account".

Note: The username is always an email address. When the user has successfully entered the username and password, they will be directed to the TREDs homepage¹

Incorrect username

If a user enters an incorrect username, TREDs will display an error message that notifies the user that the username does not exist.

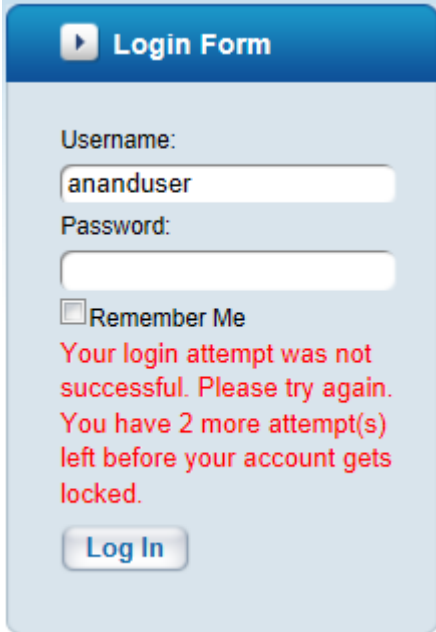


The screenshot shows the TREDs Login Form with an error message. The "Username:" field contains the text "test". Below the "Remember Me" checkbox, there is a red error message: "The User Name entered does not exist." The "Log In" button is still visible. Below the login form is a blue button with a key icon and the text "Reset Password/Unlock Account".

¹ Refer to page 6

Incorrect password

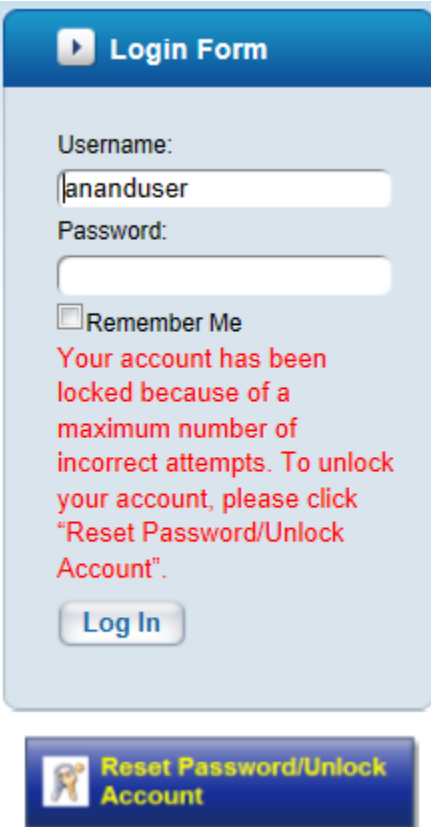
TREDS allows users up to 4 attempts to enter the correct password. If a user enters an incorrect password, TREDS will display an error message and will inform the user of how many attempts they have left. Refer diagram.



The screenshot shows a 'Login Form' with a blue header. Below the header, there are two input fields: 'Username:' with the value 'ananduser' and 'Password:' which is empty. Below the password field is a checkbox labeled 'Remember Me'. A red error message is displayed: 'Your login attempt was not successful. Please try again. You have 2 more attempt(s) left before your account gets locked.' At the bottom of the form is a 'Log In' button.

Account locked

If a user could not enter the correct password in 4 attempts, TREDS will lock the user account and display an error message. User can unlock account by click 'Reset Password/Unlock Account'.

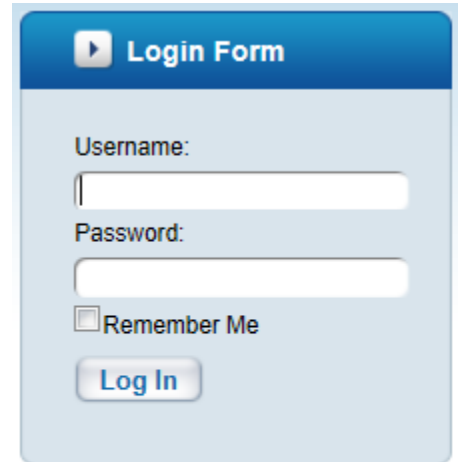


The screenshot shows the same 'Login Form' as above. The 'Username:' field contains 'ananduser' and the 'Password:' field is empty. The 'Remember Me' checkbox is checked. A red error message is displayed: 'Your account has been locked because of a maximum number of incorrect attempts. To unlock your account, please click "Reset Password/Unlock Account".' Below the form is a 'Log In' button. At the bottom of the page is a blue button with a key icon and the text 'Reset Password/Unlock Account'.

Forgot Password

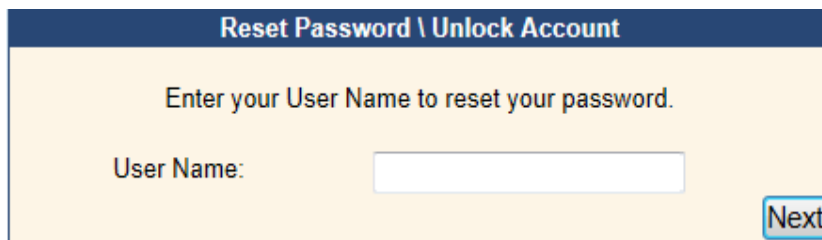
If a user forgets their password, click on the 'Reset Password/Unlock Account' button at the bottom of the login form and follow the steps.

If the user has not setup a 'Security Question' TREDs will display a message **“Your security question/answer is not yet set up. Please contact your Department Administrator to have your password reset. If you are unable to contact your Department Administrator, call the TREDs Help Desk at 804-239-6931”**



The screenshot shows a 'Login Form' with a blue header. Below the header, there are two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox labeled 'Remember Me'. At the bottom of the form is a blue button labeled 'Log In'.

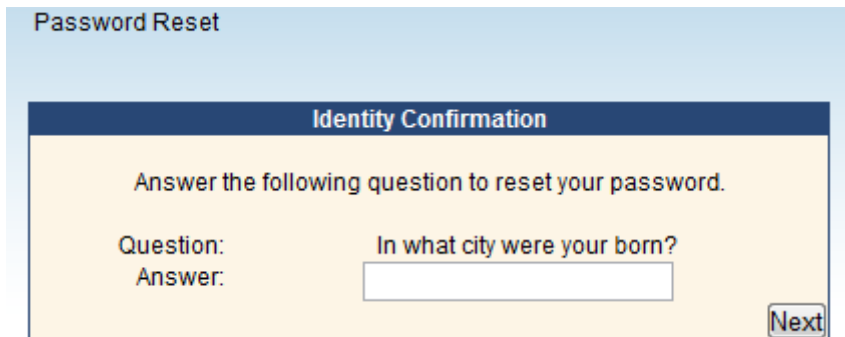
Screen 1: Enter Username (email address)



The screenshot shows a screen titled 'Reset Password \ Unlock Account'. The main text says 'Enter your User Name to reset your password.' Below this is a label 'User Name:' followed by a text input field. A blue button labeled 'Next' is located at the bottom right of the screen.



Screen 2: The security question selected will be provided and the user will be prompted to answer the security question. **The answer is not case sensitive.**



The screenshot shows a screen titled 'Password Reset'. Below the title is a sub-header 'Identity Confirmation'. The main text says 'Answer the following question to reset your password.' Below this is a label 'Question:' followed by the text 'In what city were your born?'. Below the question is a label 'Answer:' followed by a text input field. A blue button labeled 'Next' is located at the bottom right of the screen.

Note: If the user enters an incorrect answer, TREDs will display a message **“The answer supplied is incorrect. If you don’t know your security answer, please contact your Department Administrator or TREDs Help Desk at 804-239-6931.”**

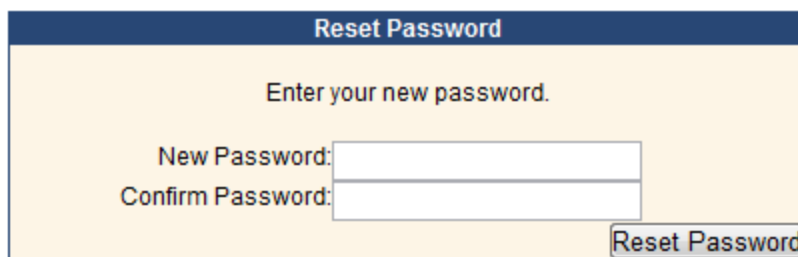
Screen 3: After entering the correct answer to the question, the user will be taken to the final screen where they will be prompted to enter a new password. The old password will no longer be valid.

Password Reset

Password Policy:

- ▶ Do not use a previously used password
- ▶ Password must be 9 or more characters and contain the following:
 - ▶ 1 or more uppercase letters
 - ▶ 1 or more lowercase letters
 - ▶ 1 or more numbers
 - ▶ 1 or more symbols

Password Hint: Select a password that will be easy to remember. Make the first letter of the password uppercase, all other letters lowercase, followed by one number and one symbol (Ex. **Example1\$**). Each time you update your password, simply increment the number or change the symbol (Ex. **Example2\$**).



Reset Password

Enter your new password.

New Password:

Confirm Password:

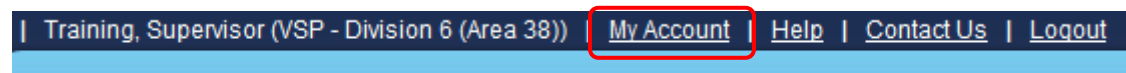
Reset Password

Managing the TREDS Account

Users have the ability to change their basic information and change the password of their TREDS account.

Access 'My Account':

All users can access the '[My Account](#)' link available at the top of the page after logging into TREDS.



Under the '[My Account](#)' section, the users have the option to change their basic information (except their email address and department), select a security question and change their password.

[Home](#) > [My Account](#)

My Account

[My Profile](#)

[Security Question](#)

[Change Password](#)

Account Information

User Name:	<input type="text" value="TrainingSupervisor@DMV.Virginia.Gov"/>
Email Address:	<input type="text" value="TrainingSupervisor@DMV.Virginia.Gov"/>
First Name:	<input type="text" value="Supervisor"/>
Last Name:	<input type="text" value="Training"/>
Telephone Number:	<input type="text" value="999-999-9999"/>
Department:	<input type="text" value="VSP - Division 6 (Area 38)"/>

My Profile:

Under '[My Profile](#)' the user can change their First Name, Last Name and Telephone Number. After making the changes, click on the 'Update' button to save the changes.

Note: If a users email address or department has changed, please contact TREDS support at 804-239-6931 for assistance.

Security Question:

TREDS allows users to select a security question and generate an answer. By answering the security question, users can reset their own password.

To select a security question, click on '[Security Question](#)' and follow the steps.

My Account

[My Profile](#)

[Security Question](#)

[Change Password](#)

Security Information


Password:	<input type="text"/>
Security Question:	<input type="text" value="Please select a security question..."/>
Security Answer:	<input type="text"/>

Steps to select a security question and answer:

1. Enter your current password
2. Choose one of the security questions
3. Enter an answer to the selected question (not case sensitive)
4. Click 'Update' to save your security question and answer

Change Password:

Users can change their password at any time using the '[Change Password](#)' link.

 **My Account**

[My Profile](#)
[Security Question](#)
[Change Password](#)

Password Policy:

- ▶ Do not use a previously used password
- ▶ Password must be 9 or more characters and contain the following:
 - ▶ 1 or more uppercase letters
 - ▶ 1 or more lowercase letters
 - ▶ 1 or more numbers
 - ▶ 1 or more symbols

Password Hint: Select a password that will be easy to remember. Make the first letter of the password uppercase, all other letters lowercase, followed by one number and one symbol (Ex. **Example1\$**). Each time you update your password, simply increment the number or change the symbol (Ex. **Example2\$**).

Change Your Password


Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

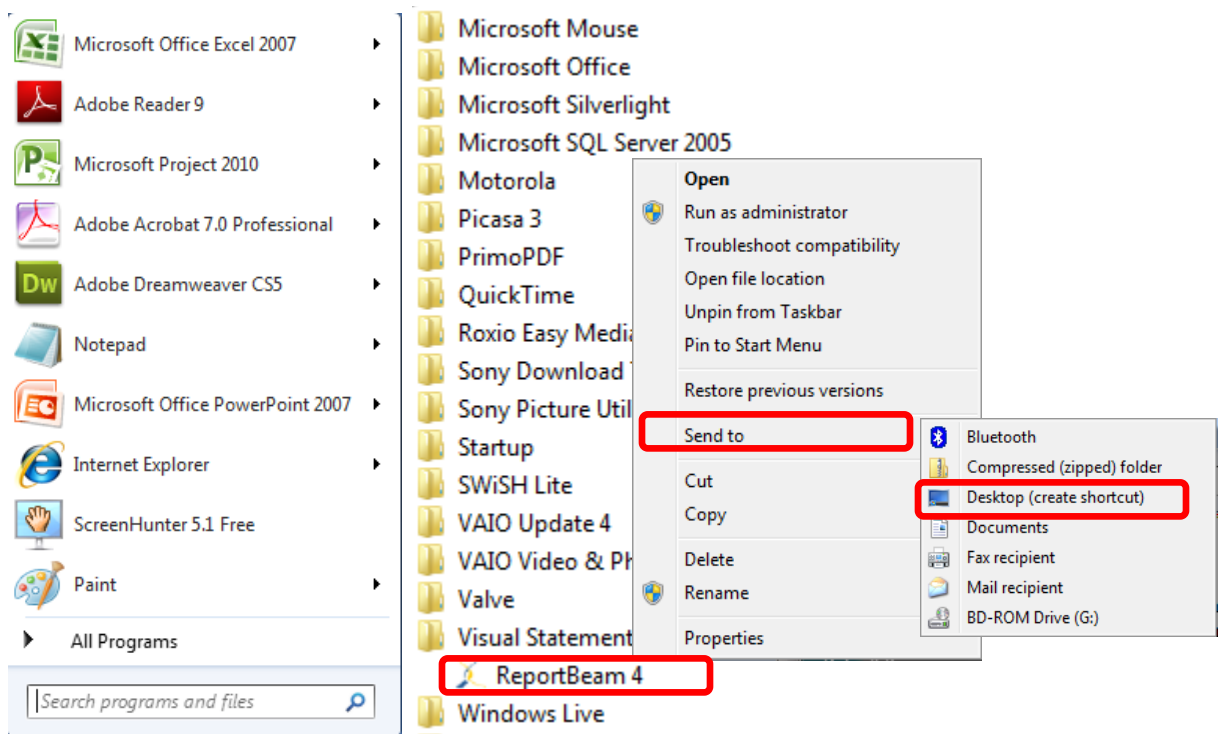
The users will be prompted to enter their current password and to enter and confirm their new password. The user then selects the 'Change Password' button to make the change permanent.

Submitting a new crash report

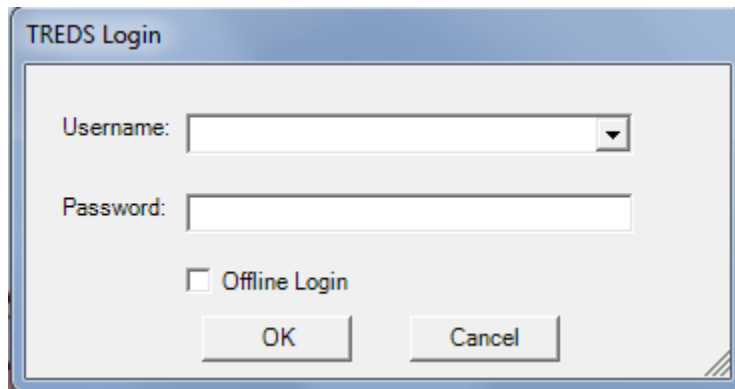
Before you go through the manual, please follow this link for a video tutorial titled [Introduction to Report Beam](#). In this video tutorial, you will learn how to use Report Beam to fill out a crash report and how to use the built-in mobile mapping client to locate the GPS Lat/Long data for a given location. The tutorial will also show you how to draw a crash scene using the built-in diagramming client, SmartRoads.

- a. **Starting Report Beam:** Click on 'Report Beam 4' Shortcut on the desktop. If you do not

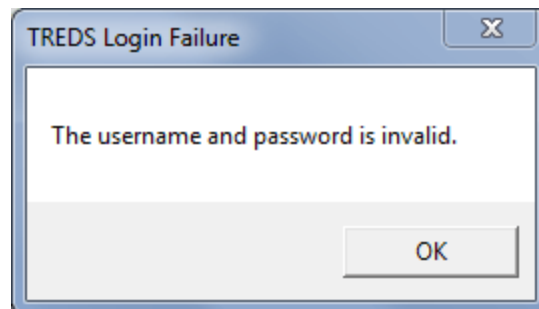
have the shortcut, go to the start menu , and then click 'Programs' and under 'Visual Statement' right click 'Report Beam 4', select 'Send To' and then 'Desktop (create shortcut)' (create shortcut)



- b. **Logging into Report Beam:** Double Click on the Report Beam 4 shortcut on your desktop, then Report Beam will start up with a 'Login Screen'. Please enter your TREDs username and most recent password and select 'OK'. Users can choose to click the 'Offline Login' check box which allows users to create the crash report in Report Beam; however, the user has to exit Report Beam and login to 'Submit' the crash report.

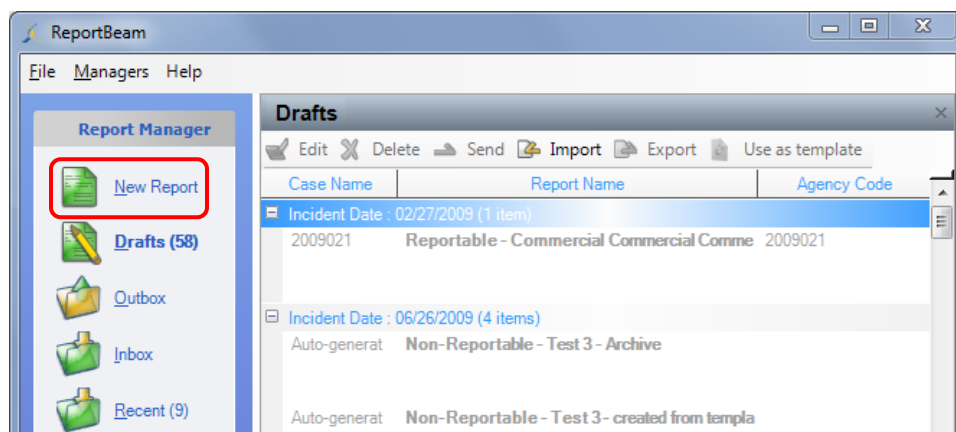


When the username and or password are incorrect you will receive an error message, 'The username and password is invalid'. If you receive this message, please check your username and password.



Note: If you continue to have issues with your username and password, your account may be locked or your password may have expired. Please log onto www.treds.virginia.gov and unlock your account or reset your password.

- c. **Creating a new report:** After logging into Report Beam, users will see the Report Manager to the left and all the crash reports not yet submitted in their 'Drafts' folder' on the right. To create a new report click on the icon labeled 'New Report'.



Complete all the fields in the two wizard screens and click 'Finish'. Report Beam will take the information from the wizard screen and create the correct number of pages for the report and will check for the selected criteria (i.e. Fatality, Person injured who immediately received medical treatment away from the scene etc) at the completion of the report. Continue and complete all the fields in the crash report.

Create new report

This wizard will allow you to choose the type of document you wish to submit as well as any default properties required by your agency.

Report Name (Optional)
New Collision

Accident Date : July 05, 2011

Report No. :

Number of Drivers : 1

Number of Vehicles : 1

< Back Next > Cancel

Create new report

This wizard will allow you to choose the type of document you wish to submit as well as any default properties required by your agency.

Report Name (Optional)
New Collision

Any Fatalities

Any person injured who immediately receives medical treatment away from the crash scene

Any Vehicles Towed due to Disabling Damage

Any Passengers

Any Injured Passengers

Fatal/Injured Pedestrians

Number of Pedestrians : 1

< Back Finish Cancel

- d. **Submitting the crash report to the department:** Users can submit the report electronically to the ‘Department Queue’ in TRENDS allowing any available supervisor to review and approve/reject the report.

To submit the crash report to the department, leave the ‘Supervising Officer Email Address’ field on the bottom of Page A blank.

Supervising Officer Email Address: [Redacted]
 Supervisor Approved

Note(1): If the user is a supervisor they can check the ‘Supervisor Approved’ button and send the crash report directly to TRENDS without needing a sign off. If the user is an officer and the ‘Supervisor Approved’ button is checked, the report goes to the ‘Department Queue’

Note (2): An email notification **will not be** sent to the supervisor informing him/her that a report is waiting for review when a report is submitted to the department queue.

- e. **Submitting the report to a specific supervisor:** Users can submit the report to a particular supervisor to review and approve/reject the report.

To submit the crash report to a specific supervisor, complete the field ‘Supervising Officer Email Address.’ with the supervisor’s TRENDS username (which is always an email address)

Supervising Officer Email Address: TRAININGSUPERVISOR@DMV.VIRGINIA.GOV
 Supervisor Approved

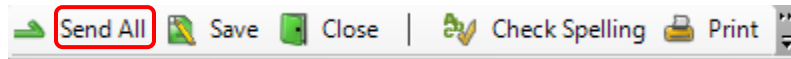
Note (1): When a report is submitted to a specific supervisor in TRENDS, a notification email will be sent to the supervisor informing him/her that a report is waiting for review. Only the specified supervisor can approve or reject that report. The report will not be visible in the ‘Department Queue’

Attention Officer Police Supervisor3,

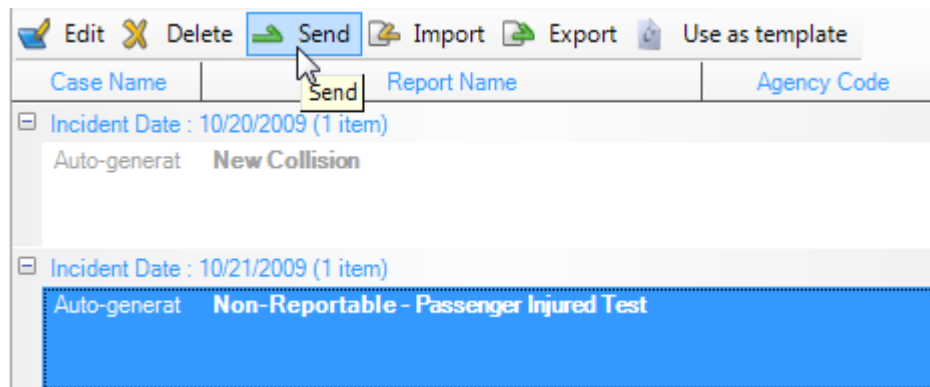
Officer Police Officer3 submitted a crash report with document #999999990 for review at 6/2/2011 11:13:51 AM. Please log into [TRENDS](#) to review the crash report.

TRENDS Team
Virginia Department of Motor Vehicles
804-239-6931

- f. **Electronic submission of crash report:** To send a crash report electronically to TRENDS, the user must first be logged into Report Beam as per Step b. To submit a report, users can click on the ‘Send All’ button from within the crash report.

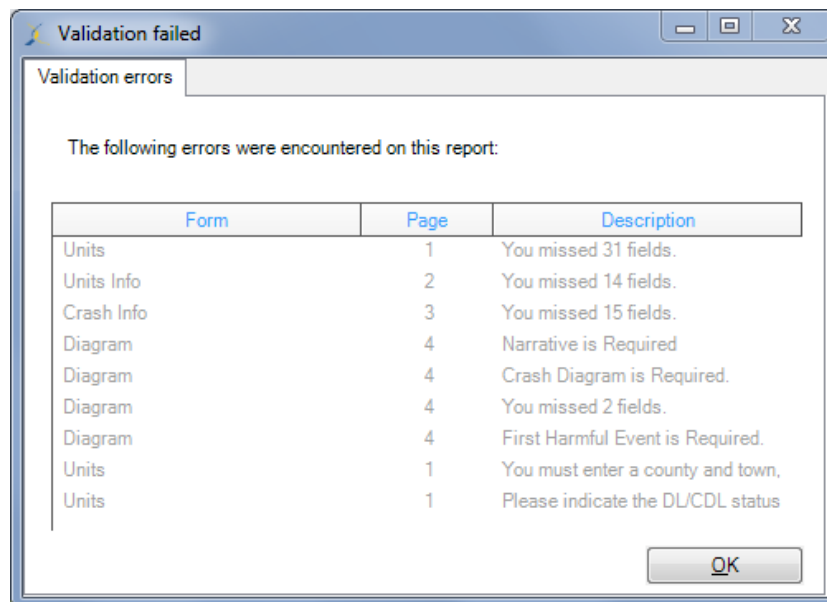


The user can also highlight the report in the ‘Drafts’ Folder and click the ‘Send’ button.

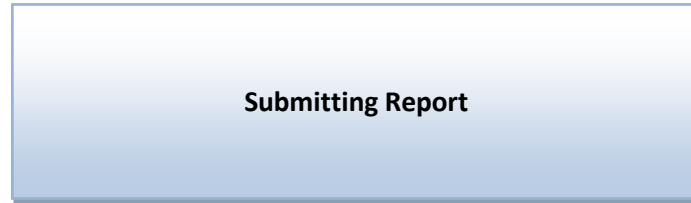


Note: ‘Send All’ within the crash report does not send all reports in the ‘Drafts’ folder to TRENDS. Also, once a report has been successfully submitted, it will be moved from the ‘Drafts’ folder to the ‘Recent’ folder.

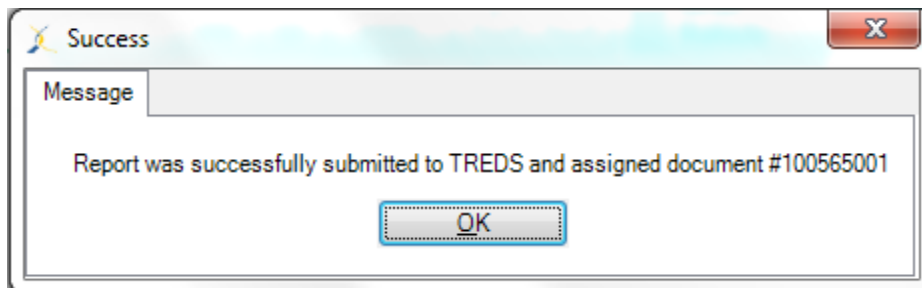
If there are errors in the report, Report Beam will show a pop-up window with the page location and details of the errors. Place the mouse over the line item to see the error details. Double click the line item and Report Beam will take you to the corresponding page and highlight the error field.



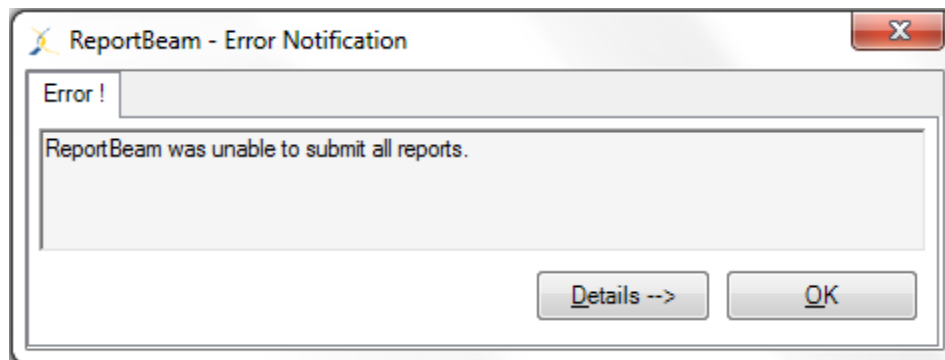
When Report Beam is sending the report to TREDs, the submitting officer will see a blue message, “Submitting Report”.



If the report is submitted successfully, Report Beam will display a confirmation message with a crash document number.



If the report is not submitted successfully, Report Beam will display an error message with details of the error. Click on ‘Details’ button on the message to see the details of the error. Please contact TREDs support at 804-239-6931 if you need assistance with the electronic submission.



Revising a crash report

There are two reasons for revising a crash report: (1) A supervisor has rejected the original report and wants certain changes made to the report before it will be approved or (2) New information has become available and the original report needs to be updated.

Revising a crash report due to supervisor rejection:

Supervisors have the ability to approve or reject a report in TREDs. When a report is approved, the submitting officer **will not** receive notification from TREDs; however, when a report is rejected, the submitting officer will receive an email notification stating that the report submitted has been rejected. The email will also document the reason for rejection, the rejecting supervisor's name, document number, and the date and time of the rejection.

Note: Please submit the revised crash report only after the original report has been rejected or approved by the supervisor.

- a. **Email Notification from TREDs:** The submitting officer will receive an email from 'TREDSupport@dmv.virginia.gov' with the subject line 'TREDs: Submitted crash report needs to be reviewed'

The email will contain the reason for rejection, rejecting supervisor's name, document number, date and time the report was rejected.

Attention Officer Regression Policesupervisor,

Officer Regression Policesupervisor rejected crash report with document #999995001 at 8/17/2011 9:57:56 AM.

Reason the crash was Rejected: Change crash diagram to include parking lot

Please log into [TREDs](#) to review the crash report.

TREDs Team
Virginia Department of Motor Vehicles
804-239-6931

- b. **Making changes to the rejected report:**

Submitting officers can make the necessary changes to a rejected crash report either on the TREDs website or using Report Beam. The submitting officer has the reason for the rejection in the notification email.

Here are the limitations of making changes to the rejected report on the TREDs website,

- i. Participants (Drivers, Passengers and Pedestrians) cannot be added or deleted from the crash report. **For example:** A driver who was initially thought to be involved cannot be removed from the crash report. A passenger who initially did not notice injuries cannot be added as an injured passenger.
- ii. Vehicles cannot be added or deleted from the crash report.
- iii. Crash diagram cannot be changed in the crash report.

Users can make changes to the rejected crash report in **only one** of the two following methods.

Option 1: Making changes to the crash report on the TREDs website:

Note: Changes made to a report on the TREDs website will not change the report in the local computer used to submit the original report.

Login to TREDs at www.treds.virginia.gov using your TREDs username and password

TREDs
Saving Lives

Sponsor Links

- [VAHSO](#)
- [Virginia State Police](#)
- [Virginia DOT](#)

Vendor Integration

- Crash Details
- Motorcycle Safety Details
- RMS Integration Details
- EMS Integration Details
- VATech Integration Details

Main Goal:

The main goal of TREDs (Traffic Records Electronic Data System) is to provide accurate, timely and detailed highway safety information for analysis and reporting. The data from TREDs is used to support Virginia's efforts to reduce crashes, injuries, fatalities and associated costs. Through TREDs, Virginia now has one of the most effective and innovative information technology tools in the nation to identify and address its highway safety concerns.

This state-of-the-art, automated data system centralizes all of Virginia's crash data and related information. It allows for the electronic submission of police crash reports, scanning of crash data submitted on paper reports at DMV, electronic mapping for locating the crash while completing the crash report, electronic crash diagramming, and integration with other data systems for enhanced data mining, analysis and reporting at various levels.

Login Form

Username:

Password:

Remember Me

Go to 'My Report Queue' and select the rejected report from the 'Rejected Crash Report to Revise' queue by clicking on the document number.

Home

Operations

[My Report Queue](#)

[Search for Crash Report](#)

[View Reports](#)

[Department Admin Request Form](#)



Rejected Crash Reports to Revise

Document Number	Crash Date	Jurisdiction	Rejected Date	Rejected By	Reason
110675090	03/08/2011	Waynesboro	03/08/2011	Supervisor Training	▶ Training
110695050	03/08/2011	Waynesboro	03/22/2011	Supervisor Training	▶ Change crash desp.

TREDS will open the crash report and show the user the reason for the rejection and the details of the report. The first page displayed will show the crash summary and general details of the crash. This page is labeled 'General' and can be accessed by clicking on the link labeled 'General' in the tree structure on the right side of the screen. All other information in the report is arranged by vehicle, driver, passenger and pedestrian involved in the crash. To access a specific vehicle, driver, etc., click on the associated link on the tree structure. **For example**, to access the information for Driver #2, click on 'Driver' under Vehicle #2 and all information for Driver #2 will be displayed. All the information on the crash report can be accessed on the TREDS website.

Only existing fields can be changed in TREDS. To change a text field, click on the 'Edit' button and type in the new data. To save the changes click on the 'Update' button. To cancel the changes, click on the 'Cancel' button.

Reject Reason

▶ Change crash desp.

Review Notes

General Crash Details

Revised Report	<input type="checkbox"/>
Revision Number	0
GPS Lat.	38.072695
GPS Long.	-78.901404
Crash Date	03/08/2011
Day of Week	Tuesday
Military Time	10:55
County of Crash	
City or Town of	City
City or Town Name	WAYNESBORO CITY
Landmarks at Scene	INTERSECTION

Edit

...110695050: Under Correction

- General
- ...Vehicles
 - Vehicle: 1
 - Driver
 - Owner
 - Vehicle: 2
 - Driver
 - Owner
 - Vehicle: 3
 - Driver
 - Owner
 - Vehicle: 4
 - Driver
 - Owner
- ...Pedestrians
 - Pedestrian: 1
- Crash Diagram
- Change History

Note (1): All changes made to the report are recorded under the ‘Change History’ section.

Crash Details

Download pdf Resubmit for Approval

Reject Reason

Change crash desp.

Review Notes

General Crash Details

Edit

Revised Report	<input type="checkbox"/>
Revision Number	0
GPS Lat.	38.072695
GPS Long.	-78.901404
Crash Date	03/08/2011
Day of Week	Tuesday

To

resubmit the crash report after making all the necessary changes, click on ‘Resubmit for Approval’ button. The report will move to the supervisor or department queue and will no longer be visible under the ‘Rejected Crash Report to Revise’ queue.

Note (2): An email notification will be sent to a specific Supervisor if one was specified on the original report.

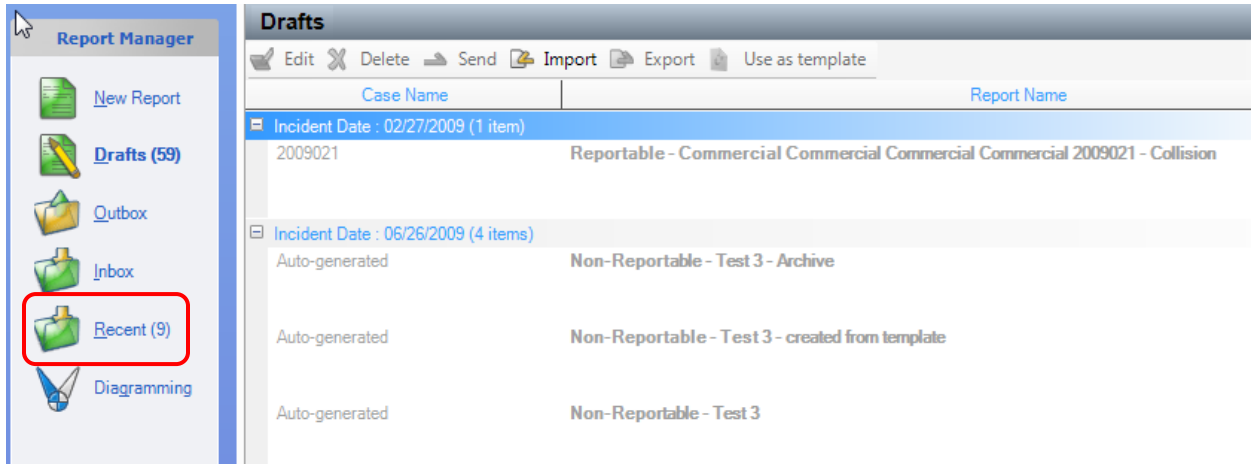
Attention Officer Police Supervisor3,

Officer Police Officer3 resubmitted a crash report with document #082505023 for review at 6/3/2011 11:42:49 AM. Please log into [TREDS](#) to review the crash report.

TREDS Team
Virginia Department of Motor Vehicles
804-239-6931

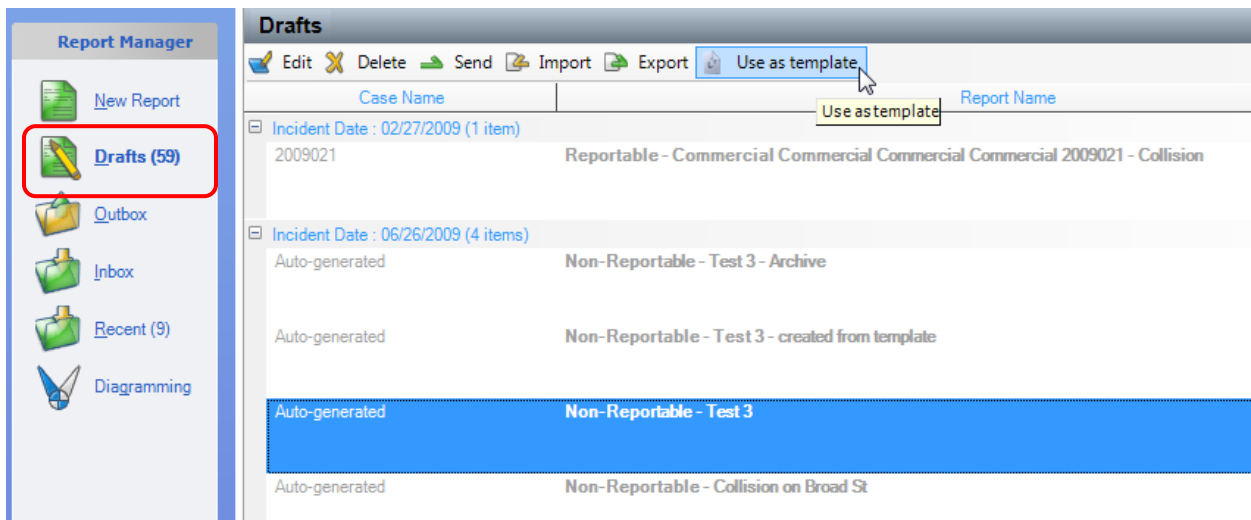
Option 2: Making changes in Report Beam:

Open Report Beam and login. Click on the 'Recent' folder icon in the dashboard.



Report Beam will display a list of all the electronically submitted crash reports. Select the report that requires corrections by clicking on it once. (Do not open the report)

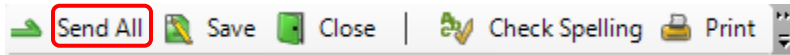
Once the report is selected (highlighted in blue), click the 'Use as template' button to create a revised report. The revised report will be placed in the 'Drafts' folder.



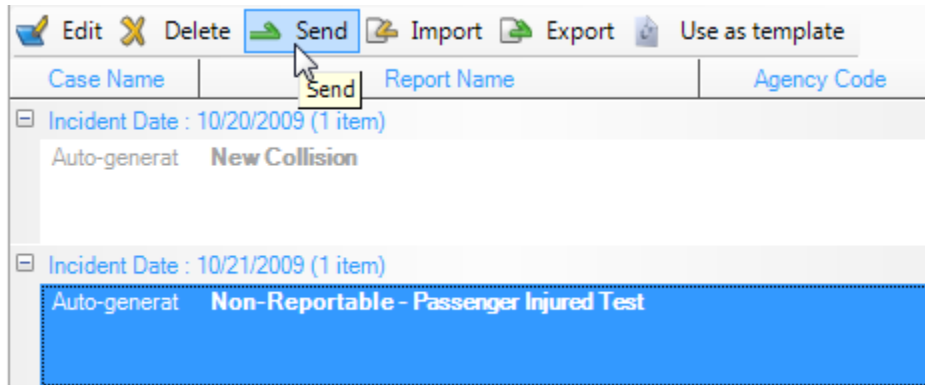
The copied report will have the 'Revised' bubble marked to indicate that it is a revised report.



Make the necessary changes to the report as per the 'Reject Reason' and submit the crash report electronically. To submit a report, users can click on the 'Send All' button from within the crash report.



The user can also highlight the report in the 'Drafts' folder and click the 'Send' button. The report submission process is the same for original and revised reports.



Note: An email notification with revision # will be sent to the Supervisor who rejected the report if the report was initially sent to a specific Supervisor.

Attention Officer Police Supervisor3,

Officer Police Officer3 submitted a revised crash report with document #082505023 (revision #1) for review at 6/3/2011 11:33:28 AM. Please log into [TREDS](#) to review the crash report.

TREDS Team
Virginia Department of Motor Vehicles
804-239-6931

Supervisors Responsibilities

Check Department/Personal Queue for Crash Reports

When officers submit crash reports to the 'Department Queue' TREDs does not send an email notification that a crash report is waiting for review. Supervisors should log into TREDs periodically to check for crash reports pending for approval.

- a. **Log into TREDs:** Go to www.treds.virginia.gov and login using your TREDs username

and password.

- b. **Checking for Submitted Crash Reports:** After logging into TREDs, click on the 'My Report Queue' button to view the personal and department queues. Supervisors can see all crash reports sent to the department under 'Submitted Crash Report by Department'. TREDs displays all details of the crash report such as Crash Date, Jurisdiction, Submitted Date, Submitting Officer and Last Reviewed By.

My Crash Reports to Review				
Document Number	Crash Date	Jurisdiction	Submitted Date	Submitted By
110745040	03/08/2011	Waynesboro	03/29/2011	Officer Training
100565001	02/25/2010	Scottsville	07/10/2011	Supervisor Training

Submitted Crash Reports by Department						
	Document Number	Crash Date	Jurisdiction	Submitted Date	Submitted By	Last Reviewed By
View Process	111905036	07/08/2011	Highland	07/09/2011	Duane Hylton	

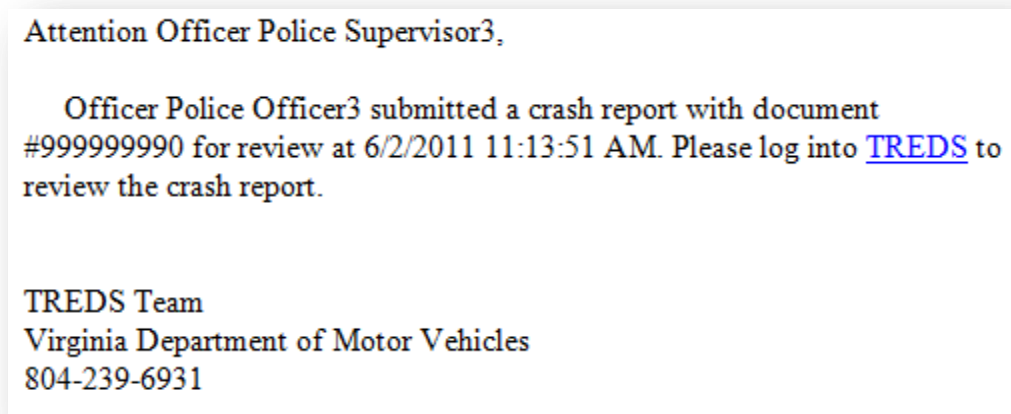
Rejected Crash Reports to Revise					
Document Number	Crash Date	Jurisdiction	Rejected Date	Rejected By	Reason
110675090	03/08/2011	Waynesboro	03/08/2011	Supervisor Training	▶ Training
110695050	03/08/2011	Waynesboro	07/05/2011	Supervisor Training	▶ Change crash desp.

TREDS allows supervisors to perform two functions (1) view and (2) process the crash report. By selecting 'View' button, the supervisor can view the report but cannot make any changes to the report. To approve or reject a crash report users must click on the 'Process' button. This will move the crash report from the department queue to the supervisor's personal queue labeled 'My Crash Reports to Review' and will no longer be visible in the 'Department Queue'.

Note: Once a supervisor chooses to process a report, only that supervisor can approve or reject that report.

All reports under 'My Crash Reports to Review' are either sent directly to the supervisor or are reports that were selected to be processed by the supervisor.

Email Notification: When a crash report is sent directly to a supervisor, TREDS sends an email notification to the supervisor. The email contains details of the submitting



officer, document number, date and time.

c. **Processing a crash report:**

Supervisors have the option to 'Approve' or 'Reject' a crash report.

Reviewing the crash report: Supervisors can review the information in the crash report by either selecting the specific section of the crash report (Vehicle #1, Pedestrian #1, Crash Diagram, etc) or by choosing the 'Download PDF' button to get a copy of the crash report in the FR300P format.

[Home](#) > [My Work Queue](#) > Crash Details

[Download pdf](#) [Approve](#) [Reject](#)

Review Notes	
General Crash Details	
	Edit
Revised Report	<input checked="" type="checkbox"/>
Revision Number	1
GPS Lat.	38.072695
GPS Long.	-78.901404

Approving a Crash Report

After selecting the crash report, supervisors can approve the crash report by clicking on the 'Approve' button.

[Home](#) > [My Work Queue](#) > Crash Details

[Download pdf](#) [Approve](#) [Reject](#)

Note: Crash reports should be printed for the customers only after the supervisor approval.

Rejecting a Crash Report

After selecting the crash report, supervisors can reject the crash report by clicking on the 'Reject' button. Every rejected report must have a reason for the rejection. TREDs will show a pop-up window with a 1000 character limit to fill in the reason for the rejection. This reason will be included in the email notification sent to the submitting officer and in TREDs when the officer logs in to review the rejected crash report.

Reason for rejecting this crash:

Note: When a crash report has been rejected, TREDs will send an email notification to the submitting officer with the reason for the rejection.

Attention Officer Regression Policesupervisor,

Officer Regression Policesupervisor rejected crash report with document #999995001 at 8/17/2011 9:57:56 AM.

Reason the crash was Rejected: Change crash diagram to include parking lot

Please log into [TREDs](#) to review the crash report.

TREDs Team
Virginia Department of Motor Vehicles
804-239-6931

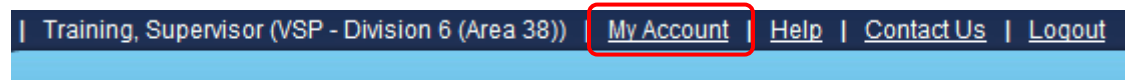
Training for TREDS Department Administrator

Managing TREDS Account

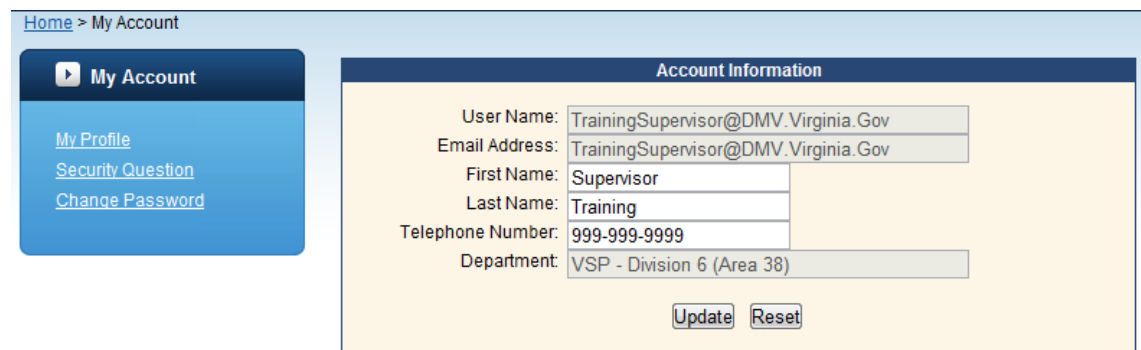
All users can manage their own account information. Users have the ability to change their basic information, select a security question and change their password at any time.

Access 'My Account':

All users can access the 'My Account' link which is available at the top of the page after logging into TREDS.



Under the 'My Account' section, the users have the option to change their basic information (except their email address and department), select a security question and change password.



A screenshot of the 'My Account' section. The page title is 'Home > My Account'. On the left, there is a blue sidebar with a 'My Account' header and three links: 'My Profile', 'Security Question', and 'Change Password'. The main content area is titled 'Account Information' and contains a form with the following fields:

User Name:	TrainingSupervisor@DMV.Virginia.Gov
Email Address:	TrainingSupervisor@DMV.Virginia.Gov
First Name:	Supervisor
Last Name:	Training
Telephone Number:	999-999-9999
Department:	VSP - Division 6 (Area 38)

At the bottom of the form are two buttons: 'Update' and 'Reset'.

My Profile:

Under 'My Profile' the user can change their First Name, Last Name and Telephone Number. After making the changes click on the 'Update' button to save the changes.

Note: If any user's email address or department is changed, please contact TREDS support at 804-239-6931 for assistance.

Security Question:

TREDS allows users to select a security question and generate an answer. By answering the security question, users can reset their password.

To select a security question, click on 'Security Question'.

[Home](#) > [My Account](#)

My Account

[My Profile](#)

[Security Question](#)

[Change Password](#)

Account Information

User Name:	TrainingSupervisor@DMV.Virginia.Gov
Email Address:	TrainingSupervisor@DMV.Virginia.Gov
First Name:	Supervisor
Last Name:	Training
Telephone Number:	999-999-9999
Department:	VSP - Division 6 (Area 38)

Steps to select a security question and answer:

1. Enter your current password
2. Choose one of the security questions
3. Enter an answer to the selected question (not case sensitive)
4. Click 'Update' to save your security question and answer

My Account

[My Profile](#)

[Security Question](#)

[Change Password](#)

Security Information

Password:
 Security Question: Please select a security question...
 Security Answer:

Change Password:

Users can change their password at any time using the 'Change Password' link.

My Account

[My Profile](#)

[Security Question](#)

[Change Password](#)

[Home](#) > [My Account](#)

Password Policy:

- ▶ Do not use a previously used password
- ▶ Password must be 9 or more characters and contain the following:
 - ▶ 1 or more uppercase letters
 - ▶ 1 or more lowercase letters
 - ▶ 1 or more numbers
 - ▶ 1 or more symbols

Password Hint: Select a password that will be easy to remember. Make the first letter of the password uppercase, all other letters lowercase, followed by one number and one symbol (Ex. **Example1\$**). Each time you update your password, simply increment the number or change the symbol (Ex. **Example2\$**).

Change Your Password

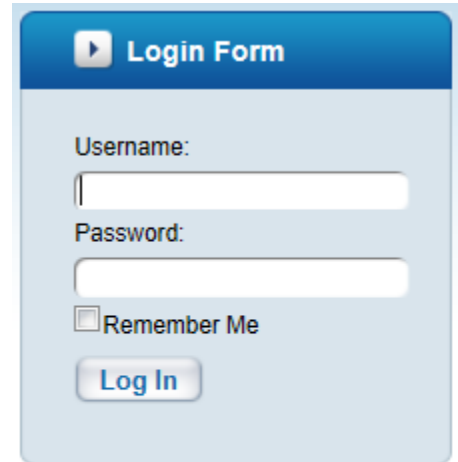
Current Password:
 New Password:
 Confirm Password:

The users will be prompted to enter their current password and to enter and confirm their new password. The user then selects the 'Change Password' button to make the change permanent.

Forgot Password

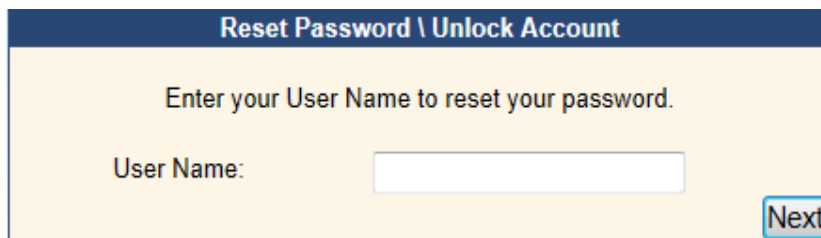
If a user forgets their password, click on the 'Reset Password/Unlock Account' button at the bottom of the login form and follow the steps.

If the user has not setup a 'Security Question' TREDs will display a message **“Your security question/answer is not yet set up. Please contact your Department Administrator to have your password reset. If you are unable to contact your Department Administrator, call the TREDs Help Desk at 804-239-6931”**



The screenshot shows a 'Login Form' with a blue header. Below the header, there are two input fields: 'Username:' and 'Password:'. Below the password field is a checkbox labeled 'Remember Me'. At the bottom of the form is a blue button labeled 'Log In'.

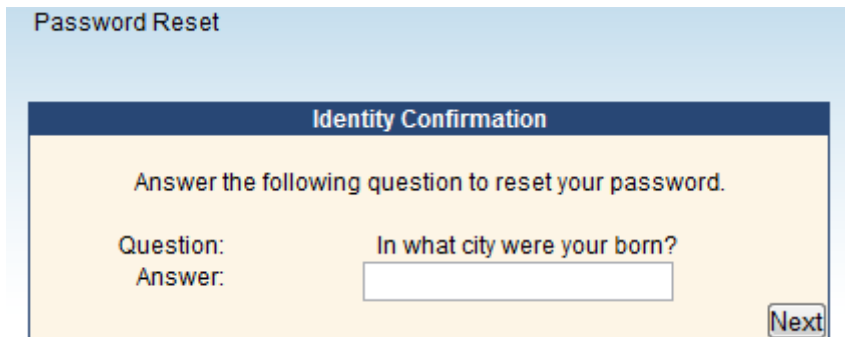
Screen 1: Enter Username (email address)



The screenshot shows a screen titled 'Reset Password \ Unlock Account'. The main text says 'Enter your User Name to reset your password.' Below this is a label 'User Name:' followed by a text input field. A blue button labeled 'Next' is located at the bottom right of the screen.



Screen 2: The security question selected will be provided and the user will be prompted to answer the security question. **The answer is not case sensitive.**



The screenshot shows a screen titled 'Password Reset'. The main heading is 'Identity Confirmation'. The text says 'Answer the following question to reset your password.' Below this is a label 'Question:' followed by the text 'In what city were your born?'. Below the question is a label 'Answer:' followed by a text input field. A blue button labeled 'Next' is located at the bottom right of the screen.

Note: If the user enters an incorrect answer, TREDs will display a message **“The answer supplied is incorrect. If you don’t know your security answer, please contact your Department Administrator or TREDs Help Desk at 804-239-6931.”**


Screen 3: After entering the correct answer to the question, the user will be taken to the final screen where they will be prompted to enter a new password. The old password will no longer be valid.

Password Reset

Password Policy:

- ▶ Do not use a previously used password
- ▶ Password must be 9 or more characters and contain the following:
 - ▶ 1 or more uppercase letters
 - ▶ 1 or more lowercase letters
 - ▶ 1 or more numbers
 - ▶ 1 or more symbols

Password Hint: Select a password that will be easy to remember. Make the first letter of the password uppercase, all other letters lowercase, followed by one number and one symbol (Ex. **Example1\$**). Each time you update your password, simply increment the number or change the symbol (Ex. **Example2\$**).



Department Admin Privileges

Department Admin's have the following privileges in TREDS:

1. Add new users to the department
2. Search users in the department
3. Modify user account information
4. Disable user accounts
5. Reset passwords and unlock user accounts
6. Add/Edit the message in the 'News from my Department' section of the home page

Requesting Department Admin access

To request Department Admin access: Login to TREDS use the 'Department Admin Request Form' available on the TREDS homepage under 'Quick Links' to download a PDF copy of the form. Follow the instructions on the form to request Department Admin access.



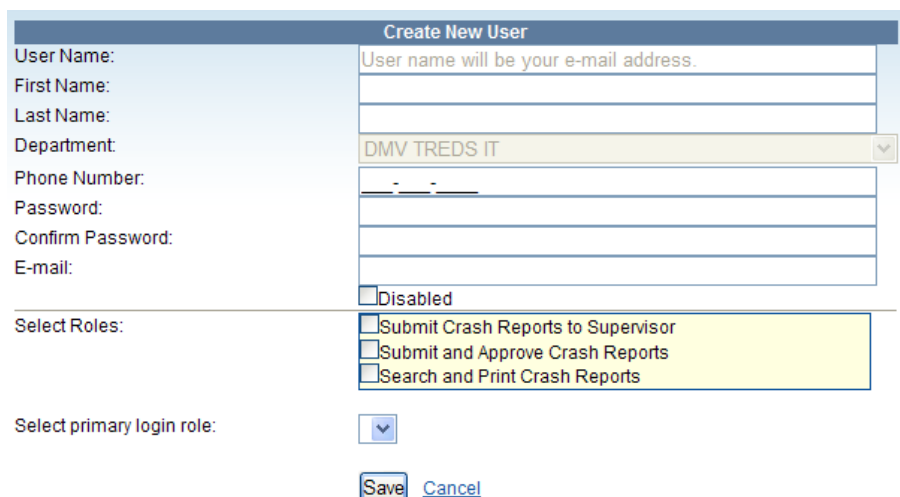
Adding new users:

Department Admin's can add new users by clicking on the 'Manage Users' link on the left hand side of the screen and then on the next page selecting 'Create User'



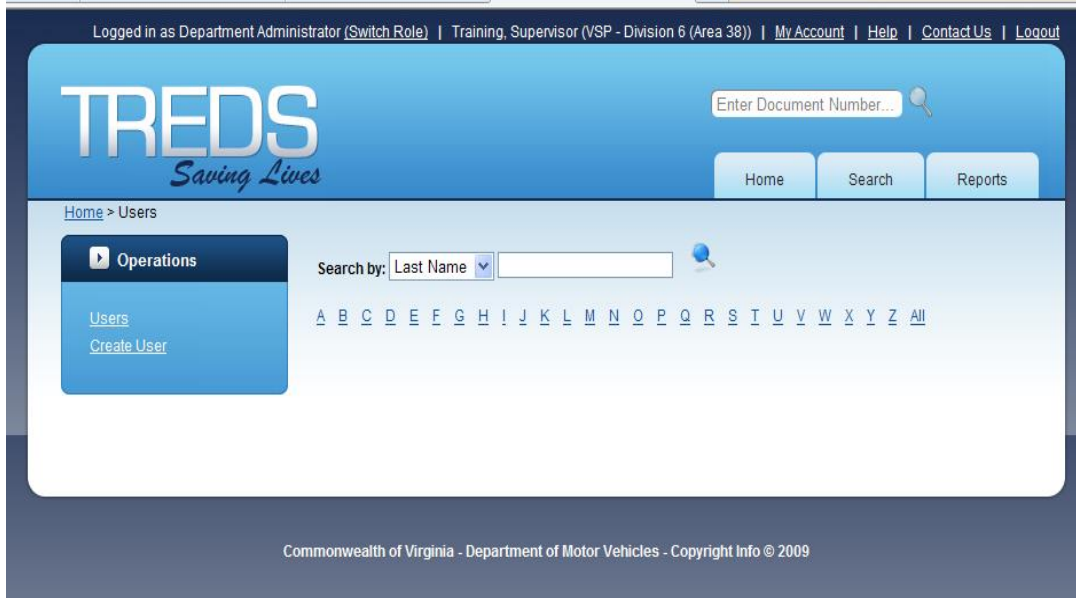
The Department Admin can then create a new user by filling out all the details required and assign the user the role of 'Submit Crash Reports to Supervisor' **or** 'Submit and Approve Crash Reports'.

The Department Admin must select the primary login role for all new users in the department. The primary login role will determine the operations the users will see each time they login.

The image shows a 'Create New User' form. The form has a title bar that says 'Create New User'. Below the title bar are several input fields: 'User Name:' with a placeholder 'User name will be your e-mail address.', 'First Name:', 'Last Name:', 'Department:' with a dropdown menu showing 'DMV TREDS IT', 'Phone Number:', 'Password:', 'Confirm Password:', and 'E-mail:'. There is a 'Disabled' checkbox. Below these fields is a 'Select Roles:' section with three checkboxes: 'Submit Crash Reports to Supervisor', 'Submit and Approve Crash Reports', and 'Search and Print Crash Reports'. The first checkbox is checked. Below the roles is a 'Select primary login role:' dropdown menu. At the bottom of the form are 'Save' and 'Cancel' buttons.

Search user accounts

TREDS allows Department Admin's to search for users in their department by Last Name, First Name, and Username.



Modifying user information

The TREDs Department Admin can edit certain information for an existing user. Fields that cannot be changed are grayed out.

Edit User

User Name:	<input type="text" value="TrainingUser@DMV.Virginia.Gov"/>
First Name:	<input type="text" value="Training"/>
Last Name:	<input type="text" value="User"/>
Department:	<input type="text" value="DMV TREDs IT"/>
Phone Number:	<input type="text" value="999-999-9999"/>
E-mail:	<input type="text" value="TrainingUser@DMV.Virginia.Gov"/>
	<input type="checkbox"/> Disabled <input type="checkbox"/> Locked
Select roles to assign:	<input checked="" type="checkbox"/> Submit Crash Reports to Supervisor <input type="checkbox"/> Submit and Approve Crash Reports <input type="checkbox"/> Search and Print Crash Reports
Select primary login role:	<input type="text" value="Submit Crash Reports to Supervisor"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

Posting a message on 'News from My Department'

Department Admin's can post messages in the 'News from My Department' section. Messages posted in this section will be visible to everyone in the department. This feature can be used to communicate department wide alerts and FAQ's.

To post a message, click on the 'Post Message' link in the 'Operations' section. Add/edit the message you want to post and click on the 'Update' button to save the changes.

Operations

- Manage Users
- Post Message**
- Search for Crash Report

Please enter News from My Department below:

This is your department message.

[Clear](#)

Update Cancel

Advance TREDIS Functions

Crash Report Status Description

Crash Report Status		
Clarification of Crash Report Status definition. Note that crash reports are ready for distribution once they have been submitted to DMV. Law enforcement will be notified if questions or changes are needed		
Status Message	Crash Report Owner	Meaning
PO Supervisor Review	Law Enforcement Agency	Crash report is Waiting or Open for Supervisor Review
PO Under Correction	Law Enforcement Agency	Crash report has been returned to reporting officer for correction
PO Final Review	Law Enforcement Agency	Crash report is under Final Review by Law Enforcement Agency
Official Copy Complete – Any Crash in a status above this line is not finalized and should not be distributed to the public. Any crash in a status below this line is complete and ready for distribution. If DMV determines that changes are required during DMV processing, Law Enforcement will be notified to send a revision which will replace the original copy.		
PO Approved	DMV Processing	Crash Report is waiting for DMV review – Law Enforcement agencies may distribute reports since changes will not be made without notification
DMV Review	DMV Processing	Crash Report is being reviewed by DMV
DMV On Hold	DMV Processing	Crash Report was put on hold by DMV
DMV Manager Review	DMV Processing	Crash Report is waiting for DMV Manager review
DMV Approved	DMV Processing	Crash Report review has been completed by DMV and data is available in summary data reports available on TREDIS.Virginia.Gov
DMV Completed	DMV Processing	Crash report review is complete by VDOT and GPS location information confirmed

Search functions in TREDS

TREDS allows user to search crash reports based on a variety of criterions such as crash date, driver last name etc. The users can also do a quick search available on the upper right corner of the screen if they have the crash document number assigned by TREDS.

When a user needs to perform a new search, click on ‘Reset Criteria’ link on the top or bottom of the search screen to clear out the existing search. Users can search crash reports based on Document Number, Status, Report Type, Crash Date, Military Time, Jurisdiction, Local Case Number, Officer Last Name and Officer Badge Number in addition to Report Type and Report Status. Report statuses includes PO Supervisor Review, PO Under Correction, PO Final Review. TREDs will return a maximum of 2000 search records.

Search criteria: Local Case Number = 'div2011*'

Total records returned: 3

Document Number	Status	Report Type	Crash Date	Military Time	Jurisdiction	Local Case Number	Officer Last Name	Officer Badge Number
110295034	DMV Approved	General	01/29/2011	19:20	Fauquier	DIV2011007534	TC WILLARD	7177
110555031	DMV Approved	General	02/22/2011	05:50	Rockingham	DIV201110222	WOUTERS	7179
111845041	DMV Approved	General	07/02/2011	10:52	Stafford	DIV201148231	LONG	5906

Reporting in TREDs

Pre-Packaged Report

TREDs provides many valuable pre-packaged reports by county/city and by crash date range to all the users. To access these reports, login to TREDs and click on 'Reports' tab on the top right corner of the screen or 'View Reports' link in the operation list on the left side of the screen.



Here is an example of the report categories available. The TREDs team adds new categories and new reports under these categories periodically and hence this is not a final list.

For example here are the reports available under the Law Enforcement category

The image displays a list of report categories on the left and a list of sub-categories for the "Law Enforcement" category on the right. The categories are listed in dark blue boxes with white text. The sub-categories are listed in a light blue box with blue text and a right-pointing arrow icon.

- [DMV Alcohol Related](#)
- [DMV Reports](#)
- [DMV Speed Related](#)
- [DMV Unbelted](#)
- [FR300](#)
- [Law Enforcement](#)

- ▶ [All Crashes](#)
- ▶ [Crash Aging Report](#)
- ▶ [Crashes By Alcohol Involvement](#)
- ▶ [Crashes By Collision Type](#)
- ▶ [Crashes By Crash Type](#)
- ▶ [Crashes By Light Condition](#)
- ▶ [Crashes By Month](#)
- ▶ [Crashes By Number Of Vehicles](#)
- ▶ [Crashes By Surface Condition](#)
- ▶ [Crashes By Traffic Control](#)
- ▶ [Crashes By Vehicle Speed Involvement](#)
- ▶ [Crashes By Vehicle Type](#)
- ▶ [Crashes By Weather](#)

Primary Login Role/Switching Roles

For users who perform multiple functions in TREDS (multi-role users), a primary login role is required. When created, all users will be assigned a primary login role; however, when a user needs to perform functions other than those associated with that role, they will need to change their role. For example, if you submit and approve crash reports (Police Supervisor) and manage users (Department Administrator), your primary login role may be the Police Supervisor role. When you login to TREDS, you will see only the operations associated with the Police Supervisor role (My Report Queue, Search for Crash Report, View Reports). When you need to create/update a user in your department, you will need to switch roles to see the operations (Manage Users) associated with the Department Administrator role. Follow the steps below to change your role:

You can change your role for current login ONLY or for current and future logins:

1. Current Login ONLY – will allow you to perform different operations during the current login, but will not change your Home Page or operations for future logins
2. Current and Future Logins – will change your Home Page and operations for the current login and all future logins until you change your primary login role

How to Change your Role?

For current login only:

1. At the top of the page on the left, you will see the role that has been set as your primary login role: (i.e. “Logged in as Police Officer Supervisor”)

Logged in as Police Officer Supervisor ([Switch Role](#)) | User, Test (Richmond City Police Dept.)

2. Click on the link, ([Switch Role](#)), to the right of the primary login role, and you will see a

Select your login role ✕

My available roles:

Role Name	Role Description
<input type="radio"/> Law Enforcement Clerk	Approve crash reports, View reports, Search crash reports
<input checked="" type="radio"/> Police Officer Supervisor	Submit/Correct/Review/Approve crash reports, View reports, Search crash reports

Make this my primary login role

** If you are temporarily changing your role, you do not need to check this box.*

Ok Cancel

pop-up window which will include all roles that are available to you.

3. To change the operations for this login only, select the role name for login role required and hit SAVE

For current and future logins:

1. Follow steps 1 & 2 above

2. To change the operations for current login and future logins, select the role name for the login role required and check the box 'Make this my primary login role' and hit SAVE

TREDS and Report Beam Training

Training for TREDS and Report Beam is provided by the Virginia Highway Safety Office. Classroom training sessions are conducted around the state at different training academies. Please contact TREDS.SavesLives@DMV.Virginia.Gov to request training or to be included in email notifications about upcoming training classes.