



eForms User Manual

Version 3

Partners/Sponsors:

Alabama Law Enforcement Agency
Alabama Department of Economic and Community Affairs

Center for Advanced Public Safety

Computer Science Department
The University of Alabama
<http://caps.ua.edu>

THE UNIVERSITY OF
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Disclaimer

The instructions provided in this manual are for training, simulation, and usage of the eForms software application and are not intended to be used as a complete reference for completing the various forms included. Please follow agency and departmental standard operating procedures for completing each of these forms.

Getting Started

AlaCOP Accounts

In order to use the eForms and LETS-Go you will need a valid AlaCOP account with the appropriate privileges assigned. To setup an AlaCOP account please contact your agency's Agency Information Security Officer (AISO) or the Alabama Criminal Justice Information Center (ACJIC) at 800-392-8025.

Opening MOVE

Mobile Officer Virtual Environment (MOVE) is a powerful program which helps to automate your data entry needs and integrates the various searches and entries that you may wish to make.



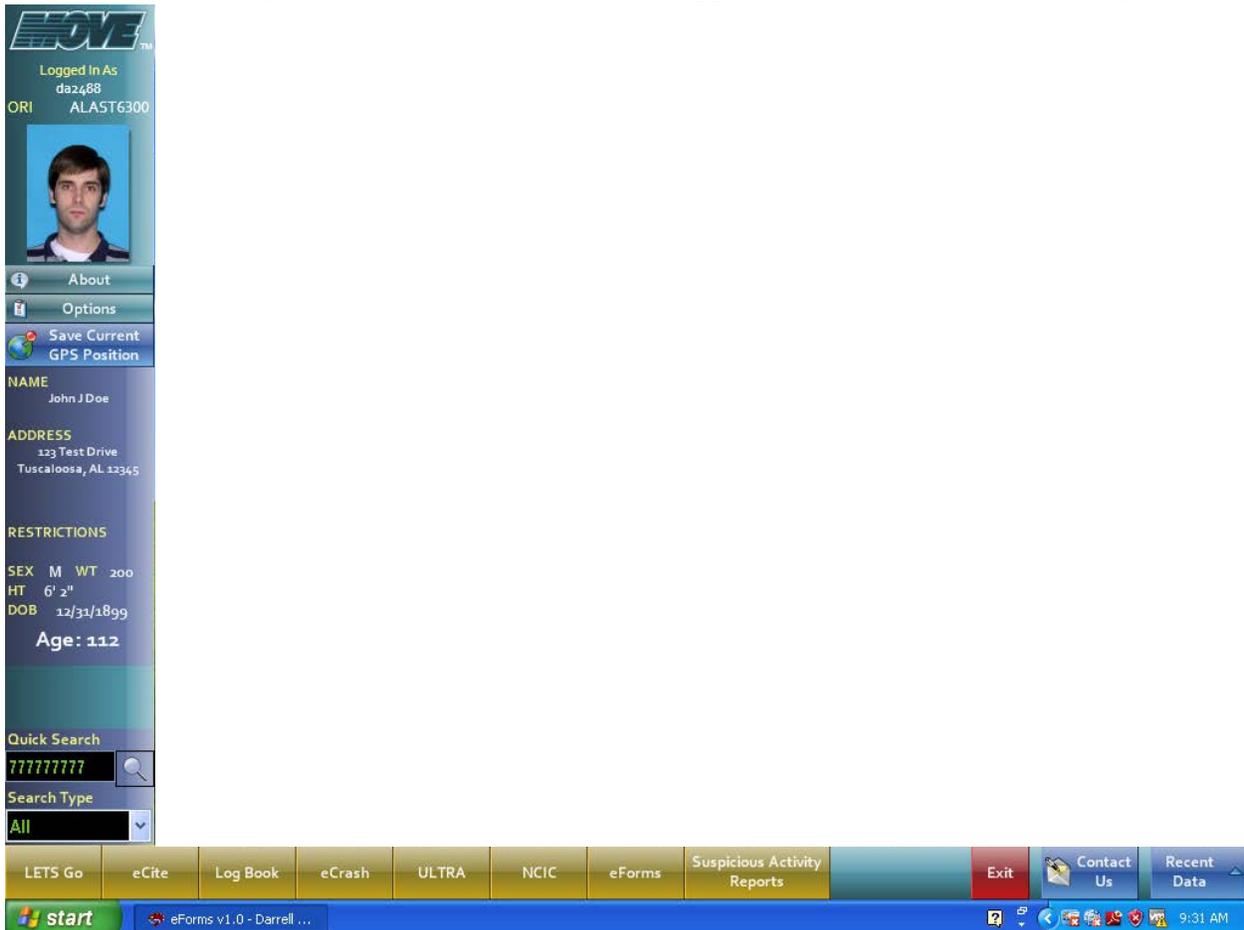
To open MOVE, click on the MOVE icon on your desktop and then enter your AlaCOP credentials in the fields displayed.

AlaCOP Passwords are case sensitive. You must have an internet connection during your initial sign-on, after changing your password, or any time after you are granted new privileges such as eForms, SAR, and LETS-Go.

NOTE: Passwords are stored locally so you do not have to have an internet connection to log into MOVE after the initial login to your computer. *However, AlaCOP requires you to change your password every 90 days.*

Therefore, if you are signing on to MOVE using a computer with a constant internet connection (e.g., workstation, laptop with air card, etc.) then you must use your current AlaCOP password to sign on. If in doubt, visit www.alacop.gov and enter your username and password combination for verification. If you cannot login to the AlaCOP site, neither will you be able to login to MOVE.

In addition, after **three failed attempts, your account will become locked**. If this happens, you will need to contact your AISO or ACJIC technical support center for assistance. Once your



account is unlocked, MOVE will open. You should see a screen that looks like this and MOVE will open. You should see a screen that looks like the one above.

This screen will allow you to begin the process of entering a new eForms document. By using MOVE you will have easy access to eForms, SAR, LETS Go, Quick Search, and Recent Data.

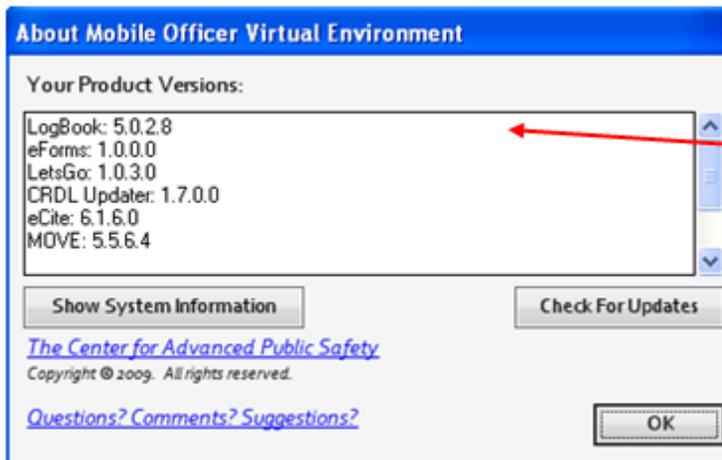
NOTE: If any of these programs do not appear, contact your administrator. If the LETS Go or other program buttons do not appear, it means that either these programs were not installed on your computer or you have not been granted sufficient use privileges by your AISO. However, you can still use eForms without any problems.

MOVE Application Information and Updates



Use the “About” button (seen just above the “Options” button within the MOVE dashboard) to check for and receive the latest updates to the eForms and MOVE software.

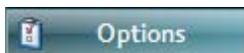
When you click on the “About” button, you will see a screen that looks like the one below. From this screen you have several options available to you, including the ability to find out what version of the program you are using, check for new updates, and to send CAPS your computer information in the event that you need technical support.



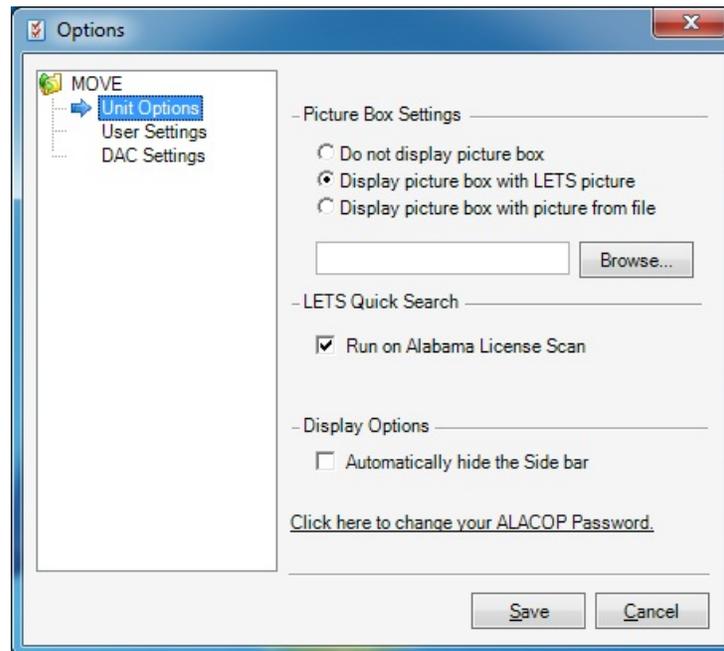
The version numbers you have will be different than the ones shown here. As updates are released through the auto-update service, new version numbers will be reflected in this window.

The button that you will most commonly use on this screen (seen to the left) is the “Check for Updates” button on the right-hand side of the screen. Any time that you have an internet connection, you can click on this button and your computer will check for and download any program updates that are available. This will ensure that you are always using the latest version of the eForms and MOVE programs.

MOVE Options



When you click on the Options button (located on the left side of MOVE) you will see a screen that looks similar to the one shown on the next page.

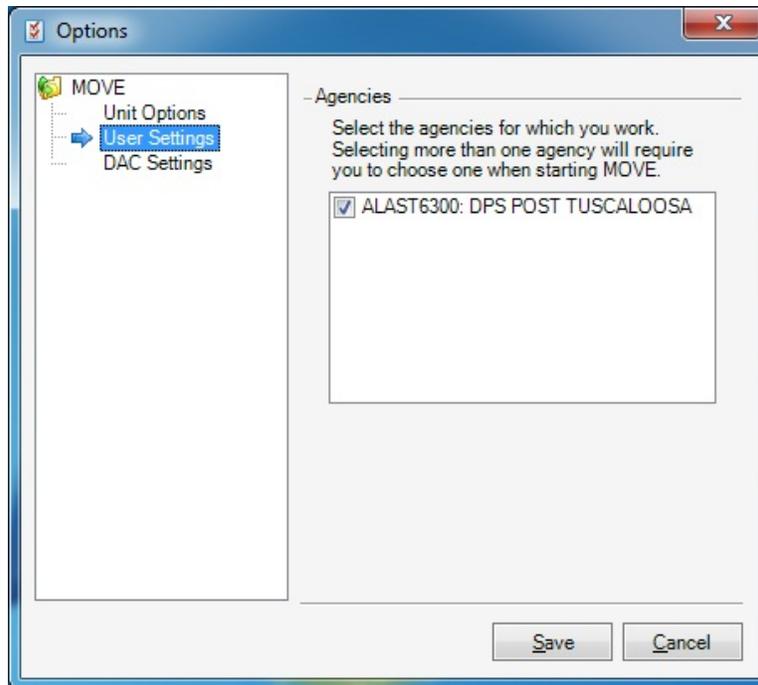


There are three categories of MOVE Options: Unit Options, User Settings and DAC Settings.

- The first option (Unit Options) refers to displaying (or not displaying) the picture box seen at the very top left of your MOVE Dashboard. Displaying the picture is simply a matter of personal preference.
- The next area on this screen refers to LETS Go Quick Search. If the radio box is checked, LETS Go will automatically open and run whenever you perform an Alabama license scan. Unchecking the box will enter the LETS Go result into your recent data **but will not open the full LETS Go search results screen**. Click the “Display Full LETS Web Page” radio box to display the full LETS GO search screen.
- The final Unit Option on this screen allows you to automatically hide or display the MOVE sidebar. By checking the radio box, the MOVE side bar will automatically slide out of view when not in use. This allows you to run video or camera software that generally uses your entire desktop. It is unchecked by default, making the MOVE sidebar static.

NOTE: Some of the changes made in the Options window will not take effect until you restart the MOVE program.

The “**User Settings**” screen within MOVE Options allows you to choose which agencies you normally work with. (See the illustration on the next page.)



*****You will only see agencies in which your primary AISO has added to your AlaCOP account in ADAPT*****

DAC Settings/Automatic Updates

Your MOVE applications are set to automatically receive and apply updates through a “silent” update process. This type of automatic update process requires no input from the user. Basically, the MOVE application is set to check for updates periodically while connected to an Internet connection. If CAPS has released an update to eForms your computer will automatically download the update and apply it the next time you login to the MOVE application.

Data Collection

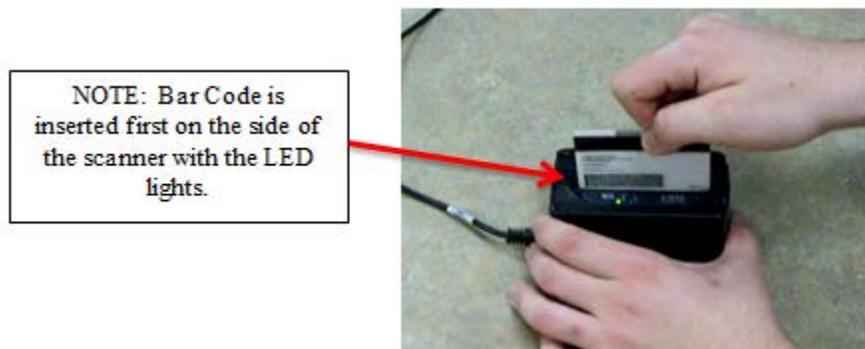
Within the MOVE environment, there exists (depending on your hardware configuration, software installed, and privileges) several methods for accessing and storing data on people, vehicles and locations.

Scanning Licenses

One of the most efficient methods for accessing data on people is to scan their state-issued driver's license or ID card. This is achieved by simply inserting the driver's license into the closed slot on the scanner (for a barcode read), or by sliding it through the open (slot for a magnetic stripe reading).

The method of scanning will vary from state to state as some states use a bar code, while others use a magnetic stripe and some use both. When a state's driver's license has both a magnetic stripe and a bar code; use the bar code because it typically contains more information.

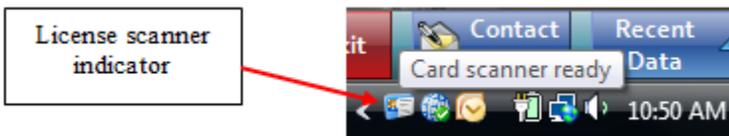
NOTE: For the new Alabama Driver's License (issued beginning in 2005) it is typically best to use the bar code.



After you scan the license, you will hear a beep. This lets you know that the license has been scanned correctly and the data retrieval process is beginning. Once the scan is completed, the individual will be added to your list of Recent People searches under the Recent Data button located in the lower right-hand corner of your MOVE dashboard. Accessing information in the Recent Data list will be discussed in more detail later in this document.

If your search returns a message that says "**The page cannot be displayed**", then you probably do not have a connection to the LETS Go program. First, check to see if you have a wireless signal. If LETS Go returns results with the DL#, DL STATE and all other fields blank, then the license is not in the LETS Go system. Next, check to see if it is an Alabama license and that you typed or scanned it correctly. If it is an Alabama license and you typed it in correctly, then you should suspect a forgery or other problem with the license.

If you have any problem getting your license scanner to work properly, first look at the bottom right of your desktop (near the system clock) for an icon that looks like a miniature driver's license. If the icon has a small white "x" in a red box over it, your scanner is not ready for use and needs to be configured or reconfigured.



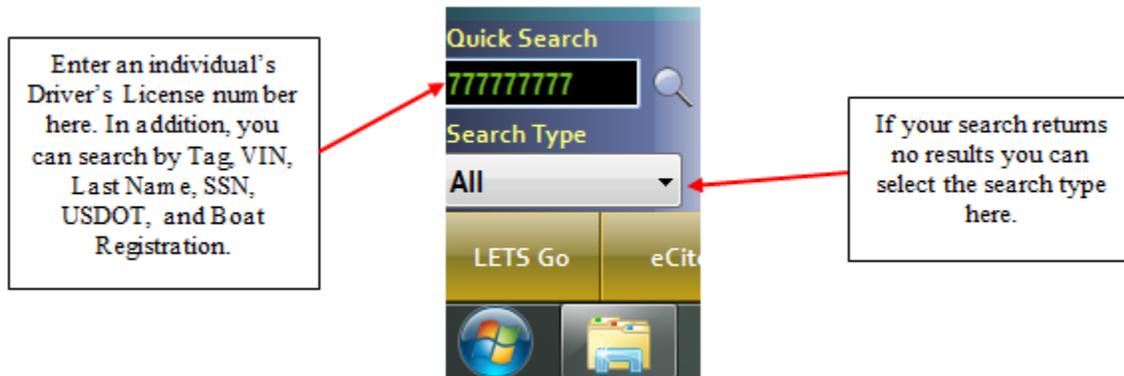
In order to reconfigure the scanner, right click on the license scanner indicator icon and click on the "Find Card Scanner" option. MOVE will attempt to automatically configure the card scanner for you. If this fails to work try unplugging the scanner from the computer and then plugging it back in or try rebooting the machine.

NOTE: You will need to have the correct software drivers installed for your respective hardware scanner to work with MOVE. For more information and a list of compatible scanners please contact your technical support team.

Quick Search (LETS Go)

If you have an internet connection, you can easily enter information through the Quick Search field in MOVE. You can enter any Alabama issued Driver's License/I.D. Number, Last Name, SSN, Tag, VIN, USDOT, and Boat Registration Number in the Quick Search box on the left side of your screen. Press enter or click on the magnifying glass icon to run a LETS Go search and add the information to your list of recent data.

NOTE: In order for the Quick Search feature to work *you must be connected to the internet.*



LETS Go Search

NOTE: As with the Quick Search feature, the LETS-Go application searches for Alabama information only and you must have some type of internet connection for this feature to work. In addition, your AISO will have to grant you the LETS-Go privilege in ADAPT before you can access the program from within MOVE. Once granted the appropriate privileges, the LETS GO button will appear at the bottom of your dashboard.

1. Depending upon your Internet connection and MOVE settings, once you scan the license, LETS Go will automatically open and search for the individual identified by the license scan. If you do not have an Internet connection, or if LETS Go is not set to automatically open, the data entered in the Recent Data section will be limited to the information read by the scanner off of the person's Driver's License.
2. The option to open LETS Go is automatically included under the **Options** button in MOVE. If you choose to enter an individual's license number or tag number through Quick Search, a LETS Go search will be attempted regardless of the settings under the MOVE Option. If no Internet connection is found, the search will fail.
3. When LETS-Go opens following a license scan, three different screens appear. The first is a small screen that will pop up momentarily in the bottom right corner of the screen. This is a summary of the license information and will look similar to the one shown on the next page:

5. LETS Go searches are only for individuals who have an Alabama driver's license. When you perform a license scan for an out of state license, the only information stored to your Recent Data will be the information from the front of the card. LETS Go will not attempt to run or update this information for you.
6. This screen contains all of the basic information about the person in the LETS GO system. This page provides access to the person's driving, criminal record, car tag, car title history, and other important Law Enforcement (LE) related information.
7. Below the picture are tabs containing additional databases that are available for searching. Clicking on any of the database tabs will bring up a typical LETS Go page as seen below. Results are indicated by the presence of a **non-zero** number on the tab header.

LETs Go PERSON DETAIL

Name: TERRY BEAU ELLIOTT Date of Birth: License Number: License Status: VALID

License Address: Class: D Race: W Sex: M

Endorsements: Height: 6'3" Weight: 185

Issue Date: 3/18/2008 CDL Status: Unlicensed Hair: BRO Eyes: BRO

Expire Date: 3/5/2012 - CURRENT Restrictions:

Social Security Number:

Map It

Driver History (3) Name Master (1) **Tag History (2)** Title History (3)

Tag Number	Issue Date	Vehicle	Vin Number
Registrant	Expiration Date		
Tag Number	05/23/2008	Vehicle	VIN
Registrant	12/03/2008		
Tag Number	03/25/2008	Vehicle	VIN
Registrant	12/03/2008		

TagHistory

When you find the vehicle of interest, click on the VIN number. This will generate a separate page of information for this vehicle.

8. LETS Go also provides important Vehicle information. To view the list of vehicles owned, click the Tag History tab. Then click the VIN number of the vehicle you're interested in.
9. Once a particular VIN number is selected from the list of vehicles owned, a screen called the Vehicle Detail page will be generated as seen on the next page.

LETS Go VEHICLE DETAIL X
CLOSE

Registration Information

Tag Number: [] Year: **2005** Make: [] Model: [] Primary Color: [] Secondary Color: []

Suspension Status: [] Registration Year: **2008** Expiration Date: **3/31/2009** Name on Registration: []

Tag County: [] Tag Description: **God Bless America** Driver License: []

Tag Image:  This image is not guaranteed to be like the actual plate. It should be used only as a reference.

USDOT: [] HVUT: **False** **Display Person**



Title Information

Year: **2005** Make: **TOYT** Model: **4 RUNNER** Name on Title: []

Body: **Unavailable** Color: **081SIL** Cylinders: **Unavailable**

Decoded VIN Information

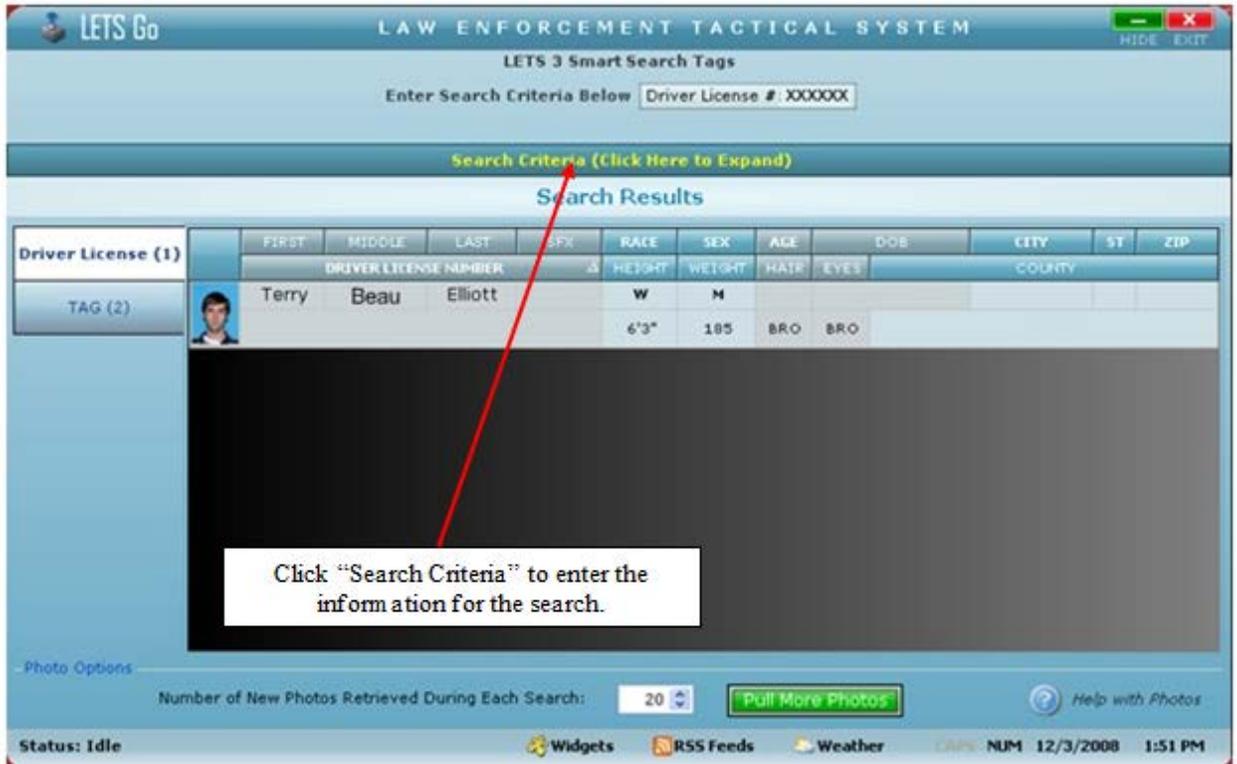
VIN: [] Year: **2005** Make: **TOYOTA** Model: **4RUNNER SRS** Style: **CARRY-ALL(SU)** Country: **Japan**

Tag History (2) **Title History (3)**

Tag Number	Issue Date	Vehicle	VIN
Registrant	Expiration Date		
	05/23/2008	2005 TOYT 4RUNNER	
	03/31/2009		
	03/25/2008	1998 GMC SONOMA	
	03/31/2009		

10. The LETS Go vehicle search data must be saved to your list of Recent Data in MOVE. This will allow you to easily move information concerning the vehicle directly onto the eForm you are completing.

11. The third page that shows up after a license scan is a search page, (shown on the next page). This screen allows you to search for data on an individual if you do not have a license or tag number to run.



- To enter your search criteria, click the yellow text link labeled "Search Criteria (Click Here to Expand)." (See illustration above). Enter one piece of information in the Quick Smart Search box or click the plus sign next to Advanced Search Options to perform an advanced search. (See the illustration on the next page.)

Click this plus sign to reveal the form to enter multiple search items.

Use the Quick Smart Search box if one piece of information is sufficient for the search.

Click the green LETS Search button to produce the results of your search.

13. When you have entered the search criteria, click the green “LETS Search” button in the top right area of the screen to produce the results. This will produce a Person Detail page, just like the one you automatically receive when you perform a license scan.

Once you have obtained all of the information needed from LETS Go, you are ready to begin entering data onto the eForm. You can come back at any point during the data entry process to make another search in LETS Go or perform a Quick Search to add information to your Recent Data list.

GPS Coordinates / Location Capture

Once you have scanned the driver's information via the license scanner or used the Quick Search and located the Person/Vehicle in question, you will be ready to save your current location.

In order to save the location, you need to click on the button within your MOVE dashboard that reads "Save Current GPS Position."



When you click on this button you will see a message that lets you know that your current position has been saved. In addition, you will see the coordinates appear on the left side of the screen in MOVE as seen below.



Click the "Save Current GPS Position" button to capture your current GPS position.

Additionally, your GPS coordinates will be recorded in your Recent Places list and can easily be added to your citation. This will be discussed in the Recent Data section of the manual.

If you have any problems getting your GPS unit to work properly, first look at the bottom right of your desktop (near the system clock) for an icon that looks like a globe. If the icon has a small white "x" in a red circle over it, your GPS unit is not hooked up properly or is not receiving a good signal. If this is the case, your GPS unit needs to be reconfigured.

In order to reconfigure the GPS unit, right click on the GPS indicator icon in the system tray and select the "Find GPS Device" option.

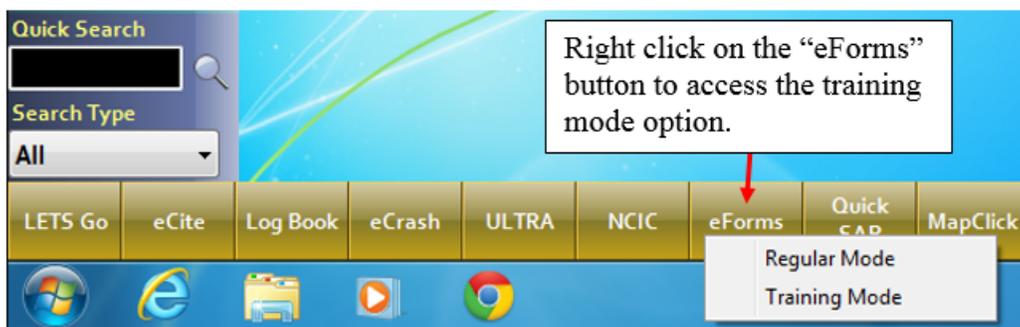


Training Mode

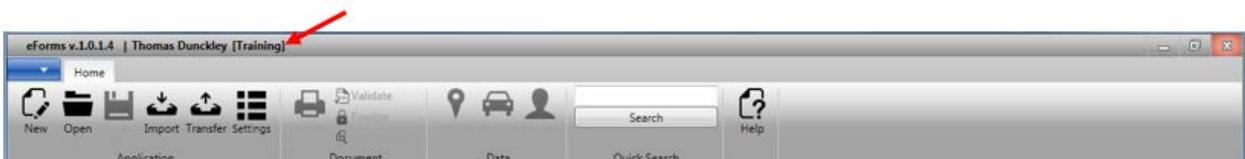
When learning to use eForms, we recommend using the Training Mode which is specifically designed for this purpose.

The Training Mode allows users to practice creating forms in a training environment without actually submitting real reports. The Training Mode operates exactly like the Regular Mode.

To access the training mode, **right-click** on the eForms button at the bottom of the MOVE dashboard prior to opening the program. When you right-click on this button you will see two options: Regular Mode or Training Mode. To open eForms in the Training Mode, **left-click** on the second option (Training Mode).



Once you are in Training Mode, you can practice using eForms as much as you like. You will know that you are in Training Mode by the notation at the top of the eForms title bar. (See the illustration below).



When you are finished using Training Mode, it is important to remember to close the program and reopen in Regular Mode before beginning to create real forms. The easiest way to do this is to close the eForms program by clicking on the "X" at the top right-hand side of the computer screen. You do not need to close MOVE, just the eForms program. After you have closed eForms, just reopen it by left-clicking on the eForms button at the bottom of MOVE and selecting Regular Mode. eForms will now be opened in Regular Mode.

Recent Data Features

The MOVE dashboard allows you to easily access Recent People, Recent Vehicle, and Recent Location search records. To access these recent searches, click on the Recent Data button at the bottom-right of the MOVE dashboard.

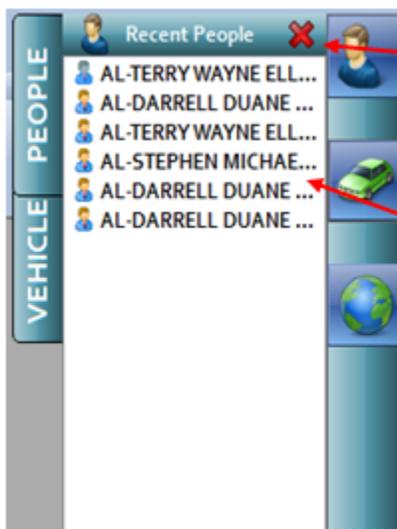


By clicking on the Recent Data button, a sidebar will slide into view (or if already opened, will disappear) along the right-hand side of the screen.

Once the Recent Data sidebar has appeared along the far right side of the page, you will see a minimum of three options. Each of these options is discussed below.

Recent People

The first of the Recent Data search options is “Recent People.” By clicking on the icon (showing a man in a blue shirt), a list of your 250 most recent people searches (similar to the one below) will appear. These searches can come from a license scan or from a LETS Go Quick Search entered directly in MOVE.



Clicking on the red “X” will clear the list. This cannot be reversed.

List of the 250 most recent People Searched.

Feature Alert
You can drag and drop any name from this list onto the corresponding auto-populate button on the eForms form.

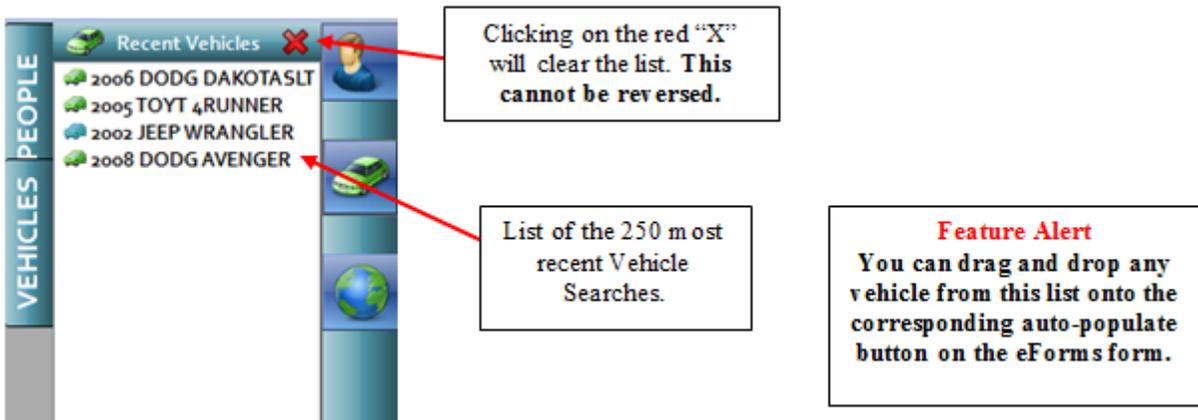
By double-clicking on one of these names, a screen similar to the one on the next page will appear.



Recent Vehicles

The second type of Recent Data search is Recent Vehicles. By clicking on the green car icon  from the sidebar on the far right, a list of the 250 most recent vehicle searches (similar to the one below) will appear. These searches can come from a Vehicle search in LETS Go or a Quick Search in MOVE.

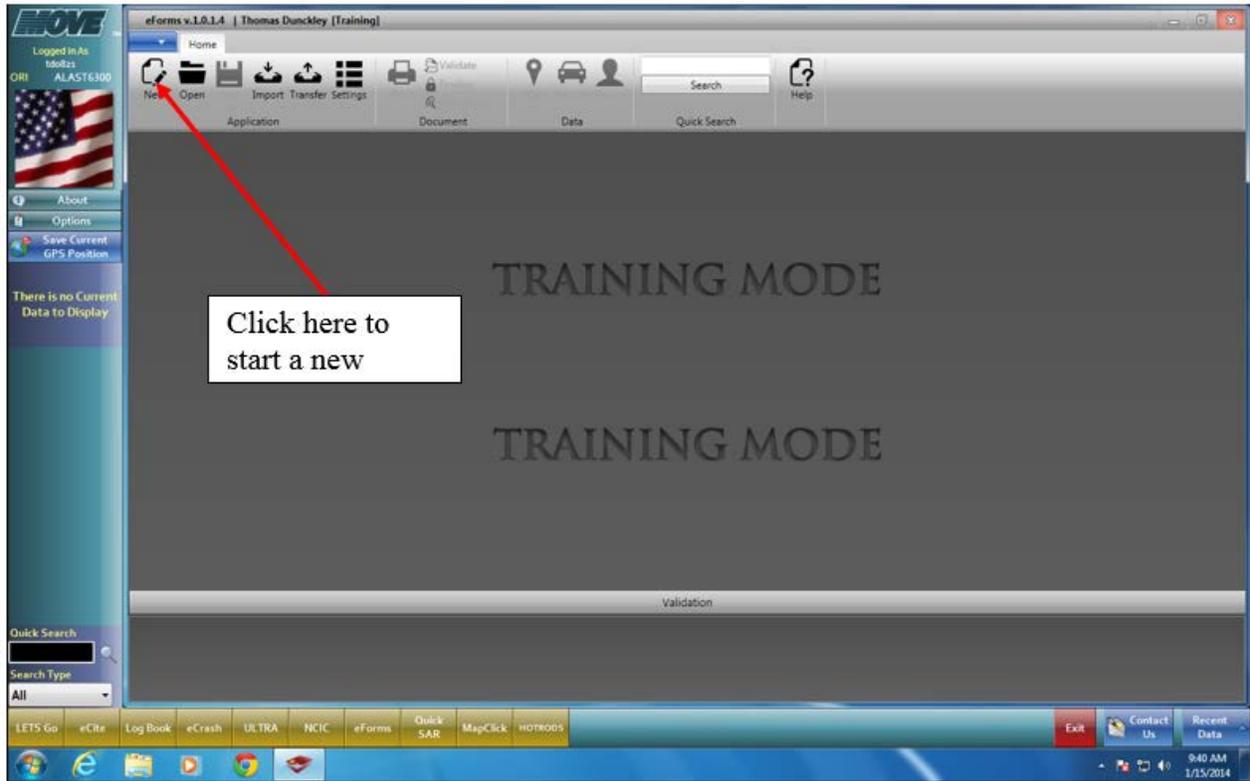
NOTE: If you do not have internet capabilities and have not been able to search for a vehicle in LETS Go, you **will not** be able to add vehicles to this list.



By double-clicking on one of these vehicles, a screen similar to the one on the next page will appear. This screen gives basic information about the vehicle from your LETS Go search.

Opening eForms

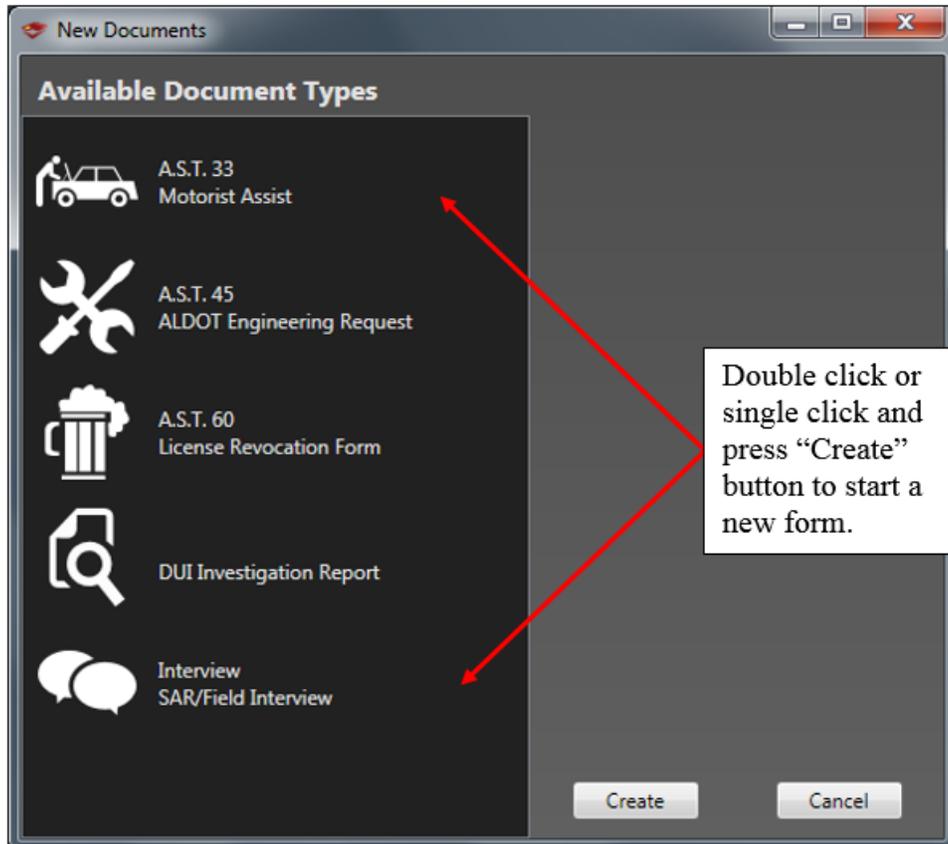
After opening your MOVE dashboard, left-click on the eForms button found on the bottom row of the dashboard. The Regular/Training version of the eForms application will open in the center portion of the screen. (See illustration below.)



Starting a New Form

To start a new form, click on the “New” button at the top of the window (see illustration above). The “New Documents” window will open (shown below) displaying the currently available eForms types.

Note: More forms will be added to this list as they become available.

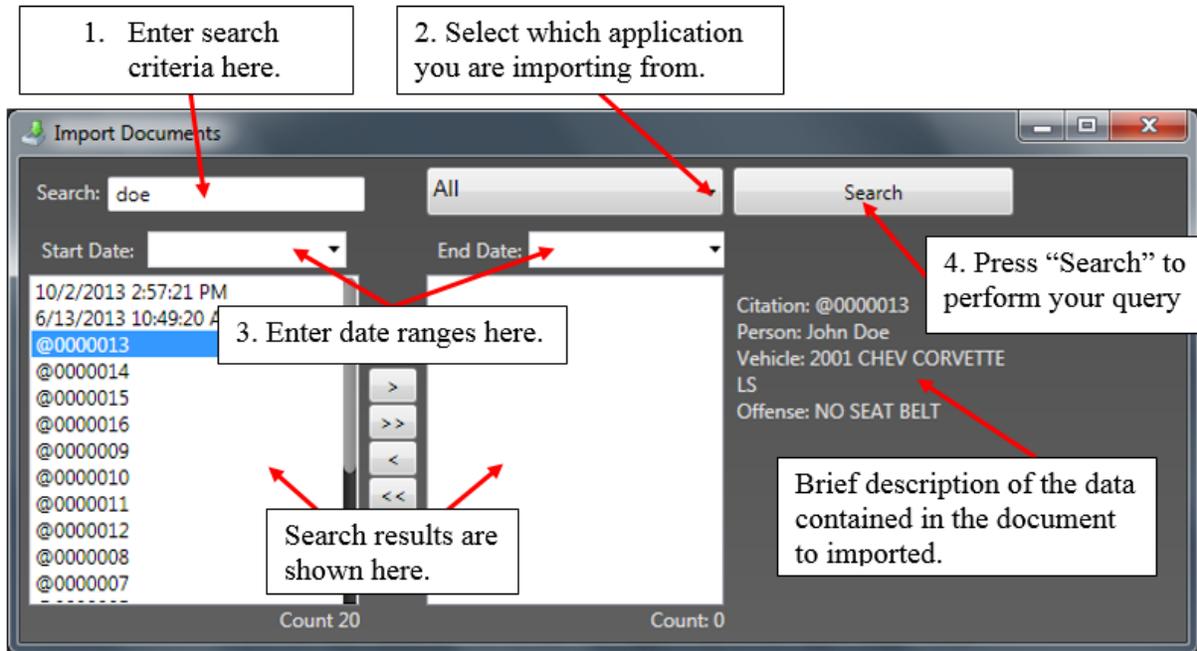


Select the new form from the list shown by either double-clicking on the form name or selecting it and clicking the “Create” button at the bottom of the window. For information about the reports currently available go to the appendices at the end of this manual.

Importing Existing Data into a New Form

Data from an existing eCite citation or eCrash crash report can be directly imported into many of the forms in the eForms application. Information on drivers, vehicles, and locations can be quickly imported into the various forms by clicking on the “Import” icon  (near the “New” icon) at the top of the eForms application window.

After clicking the Import button, the “Import Documents” window will appear allowing you to search for completed citations and crash reports. See the illustration on the next page.

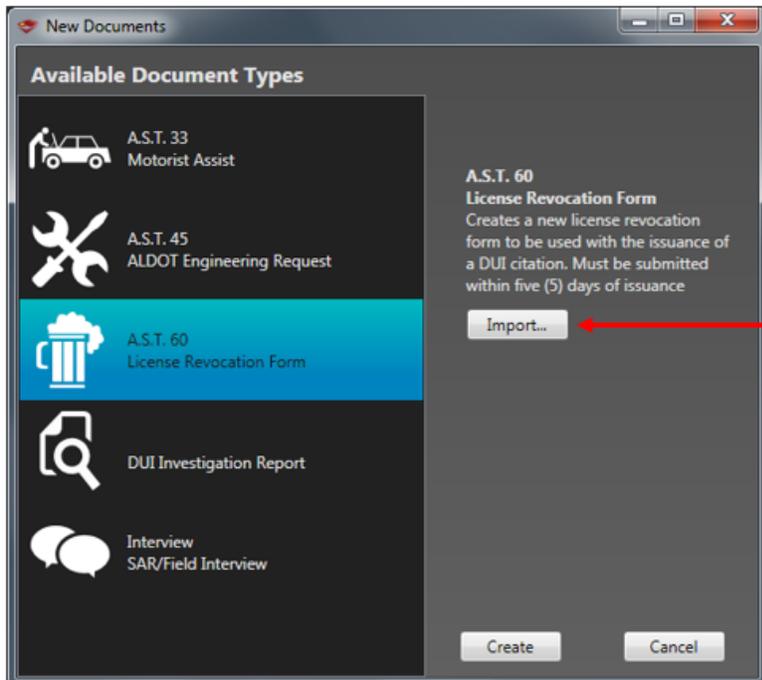


To search for and import data into a new form:

1. Enter your search parameters into the Import Documents window as shown in the above Search field. You may enter any relevant information into the "Search" field (i.e., name, address, vehicle tag #, Driver's license number, etc.)
2. Select the application you want to search within (step 2 in the illustration above)
3. And/or set a date range (step 3 in the illustration above).
4. Press the "Search" button.
5. In addition, you can press the "Search" button leaving all fields blank (i.e., default settings with no search text, application name, or date range). This type of search will look for all citations and crashes on your system.

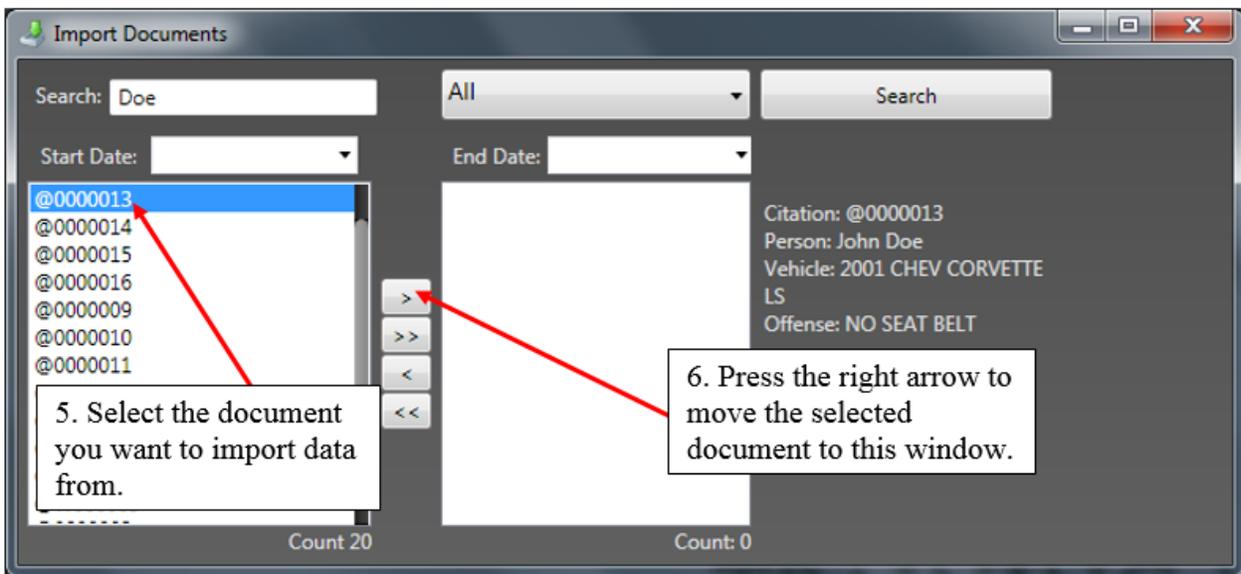
Your search results will appear in the left-hand side of this window. A brief description of the information contained in the document will appear to the right just under the "Search" button as shown in the illustration above.

When creating certain types of forms (currently, AST-60 & DUI Investigation Report) you are given the opportunity to import data from eCite or eCrash. If this feature is available, you will see an "Import" button on the right-hand side of the "New Documents" window when starting a new form. (See the illustration on the next page.)



To import data from eCite and eCrash directly into a new form, select the “Import” button when available.

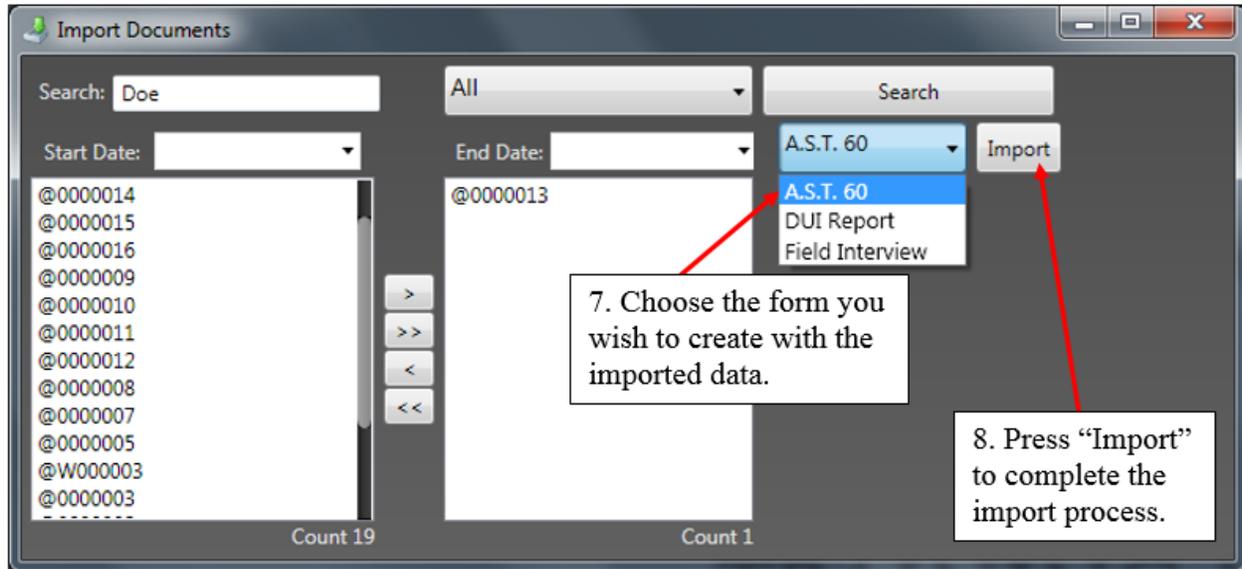
In order to complete the import process, click in the left window to highlight the report you want to import (illustration below) and select the “right” arrow to move it to the other window.



5. Select the document you want to import data from.

6. Press the right arrow to move the selected document to this window.

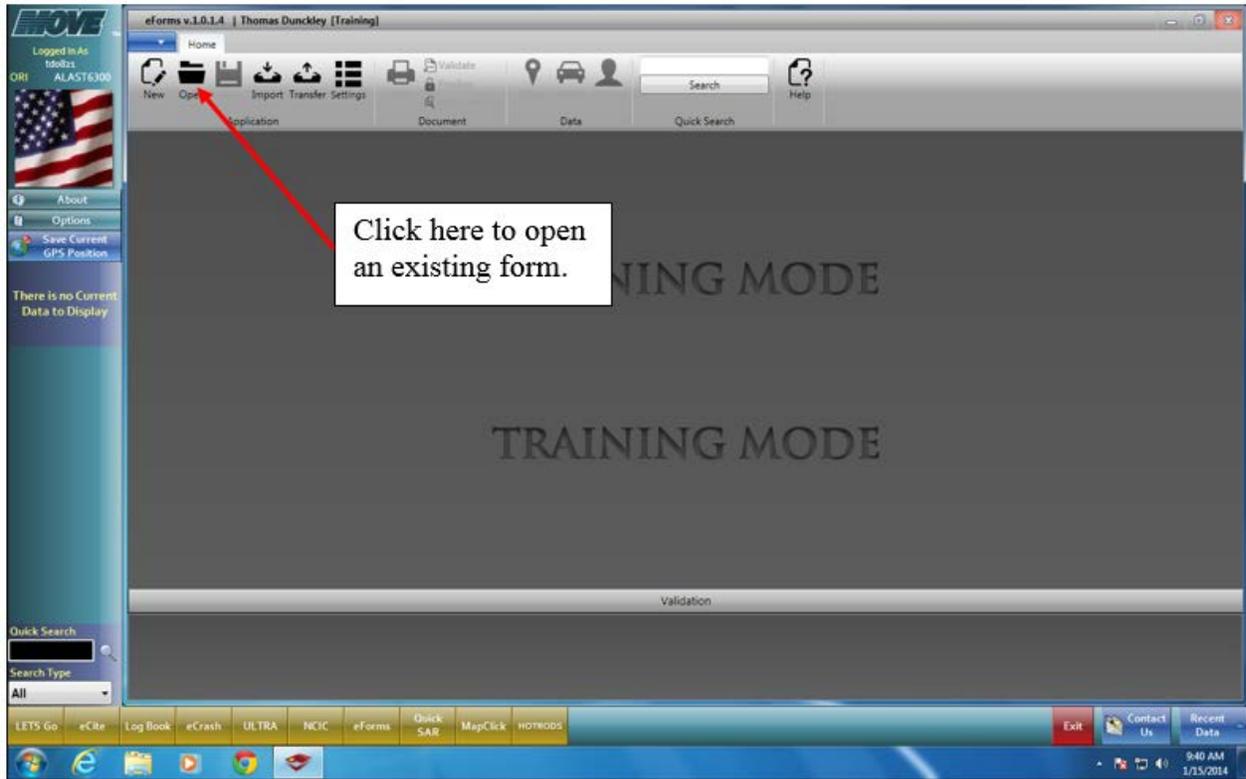
After moving the selected document to the screen on the right, you must then choose the type of form you wish to create from the dropdown list. (See step 7 shown in the illustration on the next page.) Click the “Import” button (step 8 in the same illustration) to complete the import process.



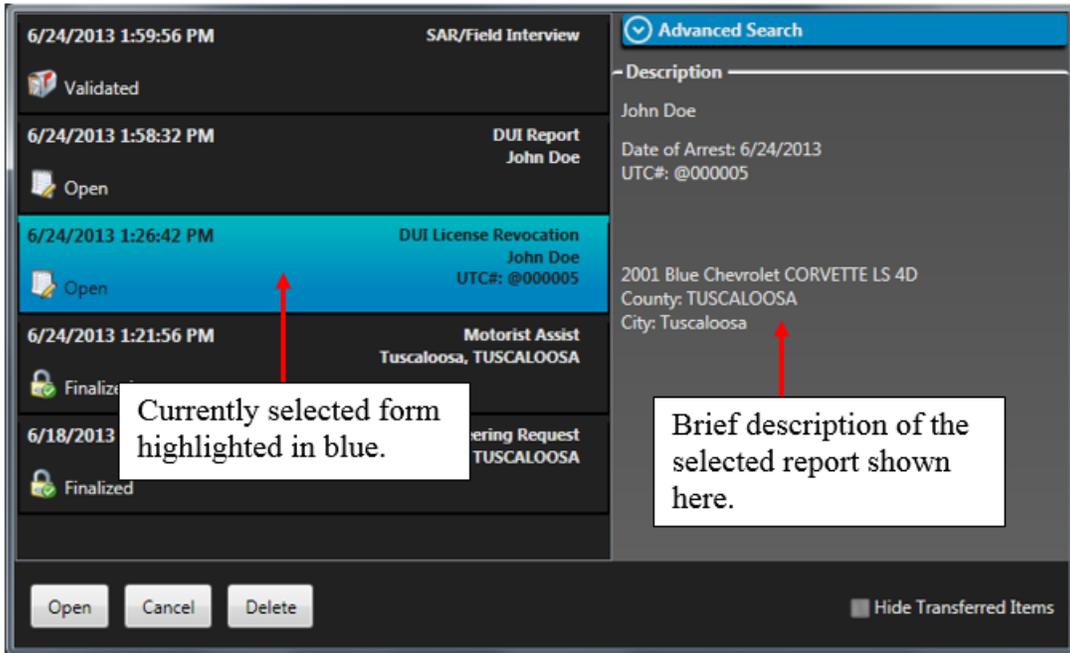
The data from the citation or crash report is automatically inserted into the newly created form.

Opening an Existing Form

Any new form that was manually saved on this workstation will be available for further review. To open an existing document for viewing, editing, or completion, simply click on the "Open" button at the top of the screen (shown in the illustration on the next page).



After clicking on the “Open” button, a window appears like the one on the next page showing a chronological listing of all your saved forms.



From the “Open Documents” window, you can:

- View a brief description of the saved form
- Open the currently selected form
- Delete forms not finalized
- Temporarily hide transferred items
- Perform an advanced search
- Or, close the window by selecting the “Cancel” button.

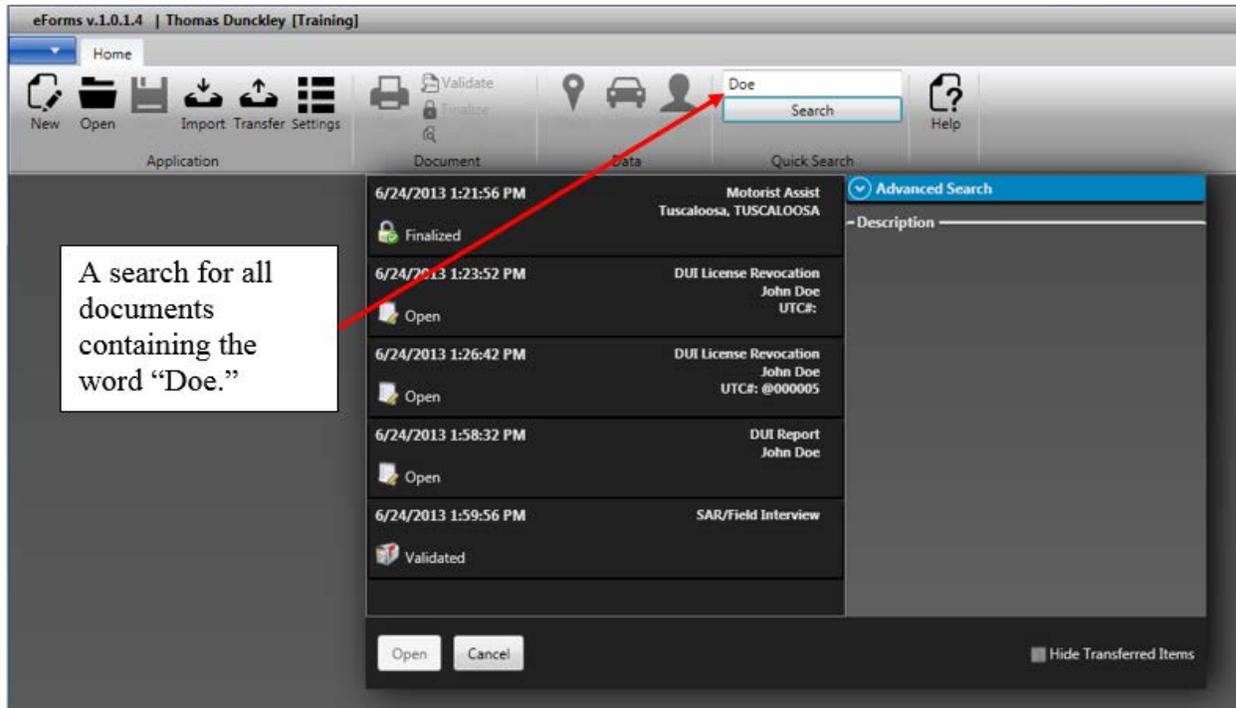
To open an existing form, double-click the form name from the list on the left or select the form and click on the “Open” button.

Searching for an Existing Form

To search for information inside a previously completed form, enter your search criteria in the “Search” field located in the top right-hand corner of the eForms application (see illustration below). Here, we’re searching for files containing the word “arnold.”



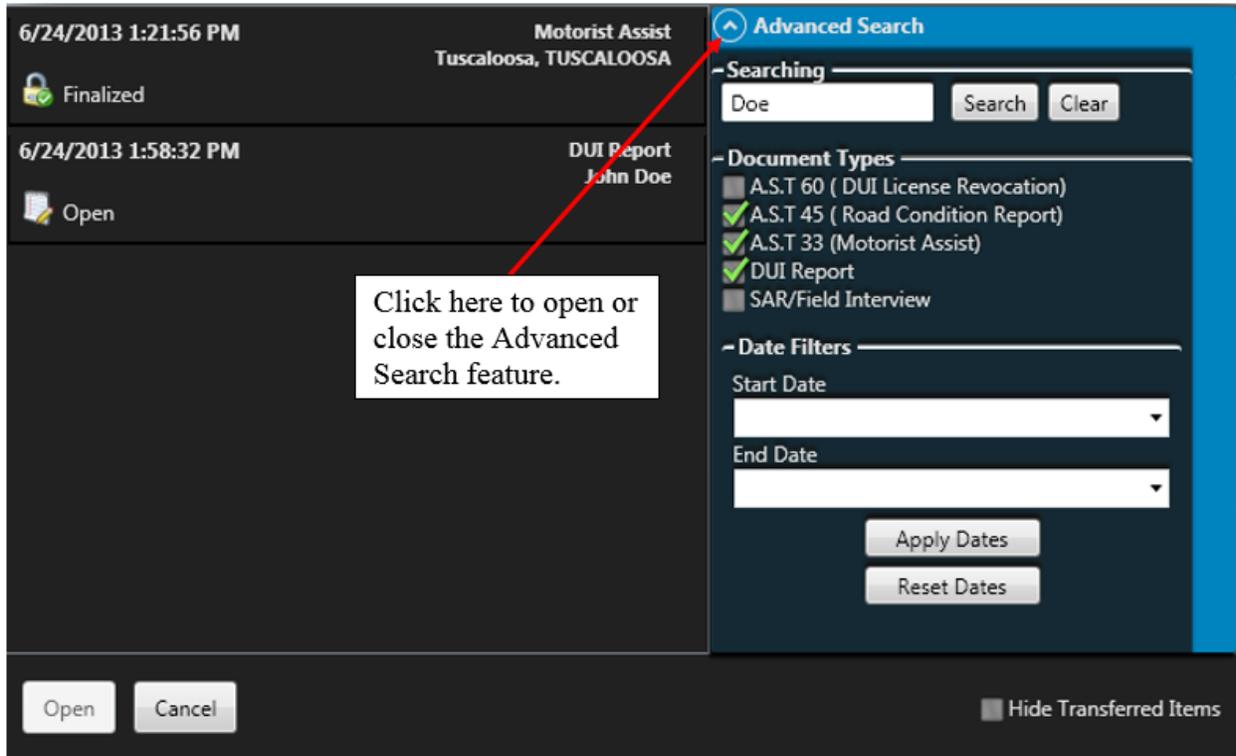
After pressing the “Search” button located below the entry field, a window is displayed showing all of the existing documents meeting the search parameters. The illustration on the next page shows the data that was returned from our search for the word “arnold.”)



Once the resulting search data is displayed in the left pane, double-click on the desired item to open the form.

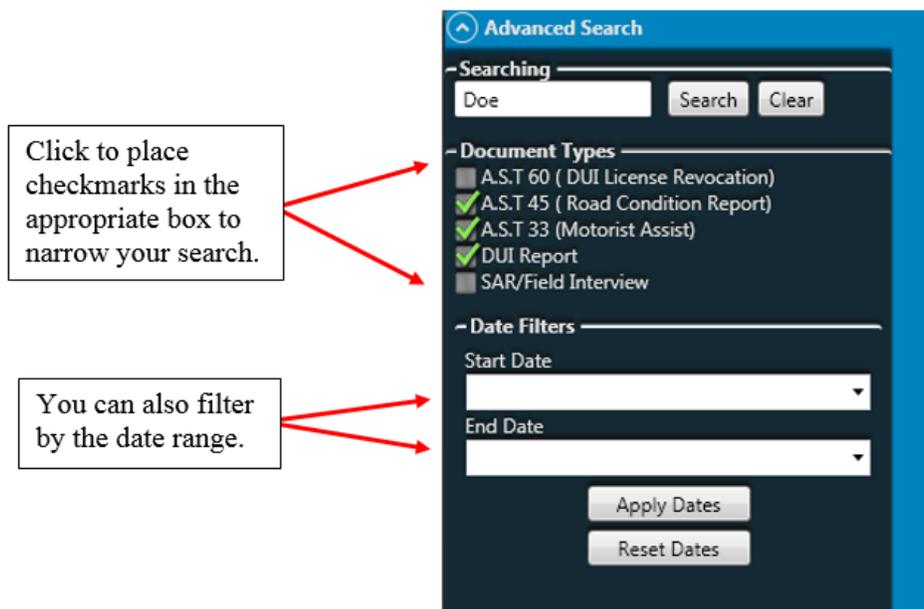
Advanced Search Feature

When you have a significant number of files containing the same search parameter or search word, it may be best to perform an Advanced Search. The Advanced Search feature will aid in fine-tuning your search and displaying only the forms/reports that you are interested in. To perform an advanced search on data contained in a previously completed form, click on the "Open" folder at the top of your eForms window then select the **Advanced Search** ("Advanced Search") icon in the top right-hand side of the Open Document window. The resulting panel displays a window that will allow you to fine tune your search. (See the illustration on the next page).



After opening the Advanced Search panel, enter any search criteria into the textbox at the top of the window. Once you have entered your search criteria click on the “Search” button to the right of the field to perform your search. Leaving the Search box blank will return file data/ reports based upon the selected Document Type and or the Date Filter as shown in the previous illustration.

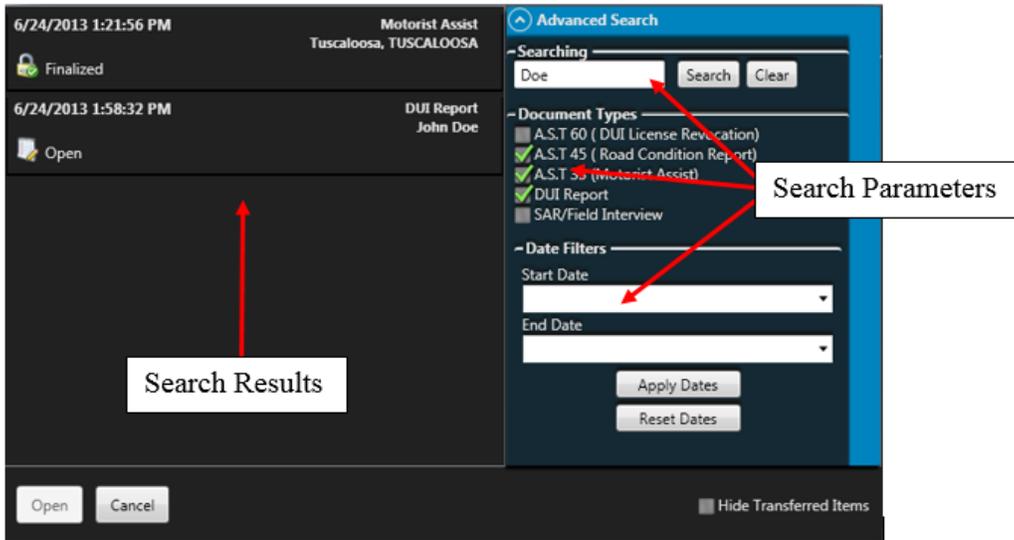
If you know the document type you’re searching for, click the respective checkbox next to the report type (shown in the **Document Types** section). If you are not sure of the exact document/report type, more than one report type may be selected as shown in the illustration on the next page.



You can further fine tune your search by selecting a general date or time period in which you may have generated the report. Under the “Date Filters” section, click the down arrow in the Start Date field. A calendar drop down feature (initially showing the current month, day and year) appears. The “Start Date” field represents the earliest date upon which you wish to start your search. You can either use the slider bar on either side of the month dropdown to access the appropriate month and year. Or, you can **manually** type in the date in the Start Date field.

The End Date field represents the latest date (or can be the most recent date) in which you want the system to search for the respective form/ report. After entering the respective dates, click the “Apply Dates” button and the system will search for the reports based upon the date range you have input.

If you know the **exact date** upon which you created the report it can be entered in the Start Date field. Click the “Apply Dates” button located underneath the entry fields and the system will search for the reports based upon the exact date you input. Your search results will appear in the window to the left (see illustration below).



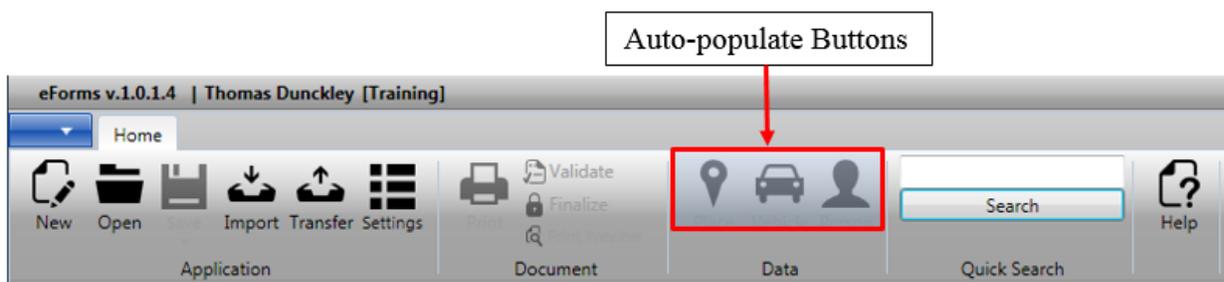
If you do not see the report you are looking for, reset or redefine your search parameters and re-try your search. Click the **Reset Dates** button to reenter your report dates.

Auto-Populating Data

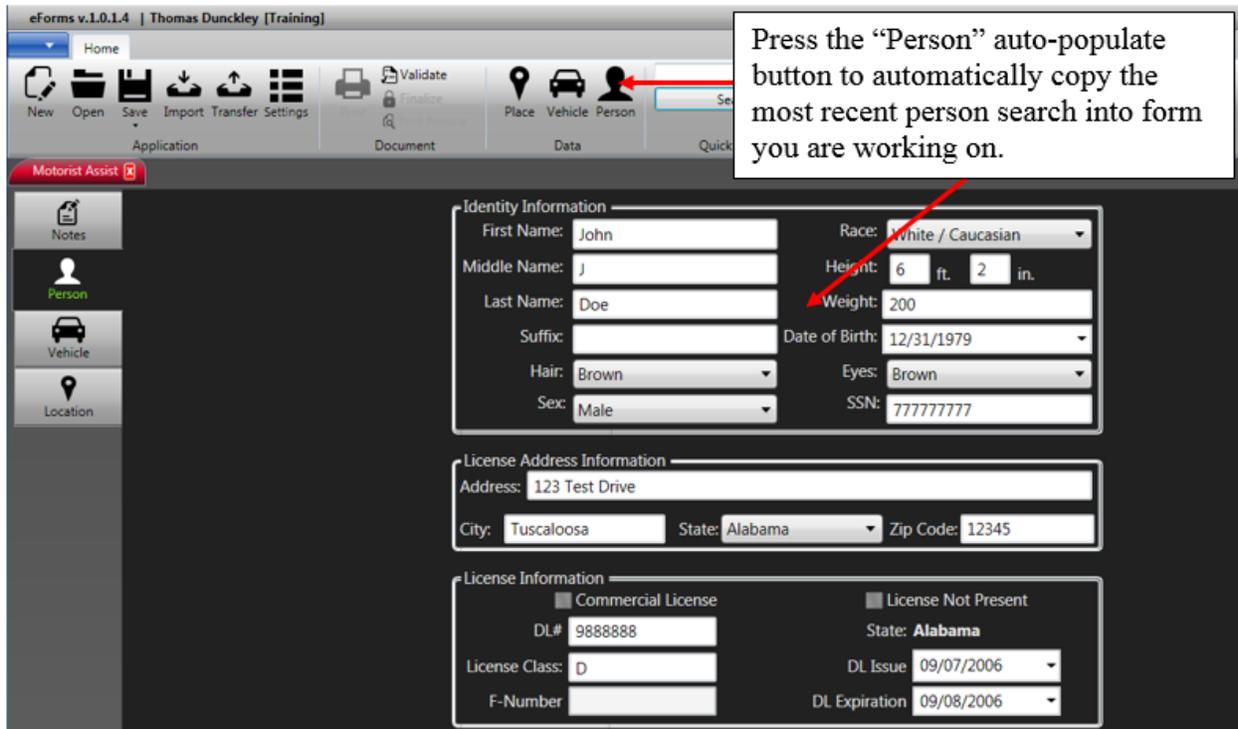
By utilizing the powerful data collection tools available in the MOVE application (e.g., LETS-Go, card scanner, and GPS receiver) you can easily populate your recent search results data directly into the eForms application. Most forms require you to input information regarding people, vehicles, and places and in many cases you have already captured this data through one of the previously suggested methods and probably have it saved in your Recent Data lists. Not only can you reference this data at any time, you can also **transfer** it quickly to the corresponding sections of the various forms. This is accomplished by either clicking on the Auto-Populate buttons  at the top of the eForms window, or you can drag data from the Recent Data list directly onto the corresponding Auto-Populate button.

Using the Auto-Populate Buttons

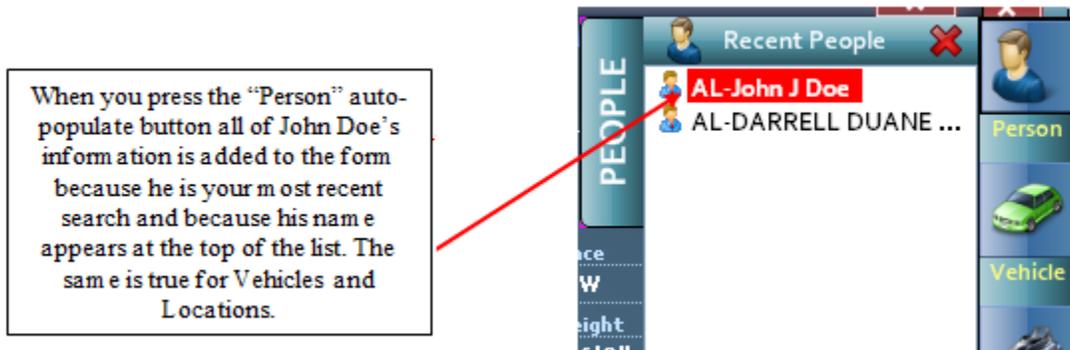
You can easily auto-populate your most recent person, vehicle, and GPS location data directly into the current form by clicking on the corresponding Auto-Populate button located at the top of the eForms application window (see below).



For example, to populate your most recent person saved in the Recent People list directly into an AST-33 (Motorists Assist) form's "Person" section, click on the Person Auto-Populate button as shown below.



NOTE: Remember, your most recent search result from the Recent Data list will be the one populated. Your most recent search result is the one appearing at the top of each list in Recent Data (see illustration below).



It is not necessary to have the Recent Data window open in order to complete this action. However, you will need this window open when performing the click-and-drag function explained in the next section.

Auto-Populating Recent Data (Click-and-Drag Method)

Another way to automatically populate your captured data is to use the click-and-drag method. If you would like to auto-populate data from the Recent Data list that is not your most **recent** search result (i.e., not at the top of the Recent Data list):

1. Open the form you wish to populate.
2. Click on the Recent Data button at the bottom right-hand corner of your MOVE dashboard to open your Recent Data list.
3. Select the type of Recent Data you wish to import into the form you are currently working on. (For example, from the sidebar, click on the People, Vehicle, Places, etc., buttons.)
4. Click the search result you wish to auto-populate in the form.
5. “Drag it” onto the corresponding Auto-Populate button located at the top of the eForms application. (See the following illustration).

The screenshot shows the MOVE dashboard interface. At the top, there are navigation icons for Place, Vehicle, and Person. A search bar is visible. On the right, a 'Recent People' list shows 'AL John J Doe'. A red arrow points from the 'Person' button in the sidebar to the 'Recent People' list. A callout box contains the following instructions:

1. Click and drag the person info you want to have automatically populated to the form you are working on.
2. Release the mouse pointer while hovering over the Person Auto-Populate button. This may take some practice to get used to but will prove to be beneficial when completing forms.

The form fields are filled with data for John J. Doe:

Identity Information	
First Name:	John
Middle Name:	J
Last Name:	Doe
Suffix:	
Hair:	Brown
Sex:	Male
Race:	White / Caucasian
Height:	6 ft. 2 in.
Weight:	200
Date of Birth:	12/31/1979
Eyes:	Brown
SSN:	77777777

License Address Information	
Address:	123 Test Drive
City:	Tuscaloosa
State:	Alabama
Zip Code:	12345

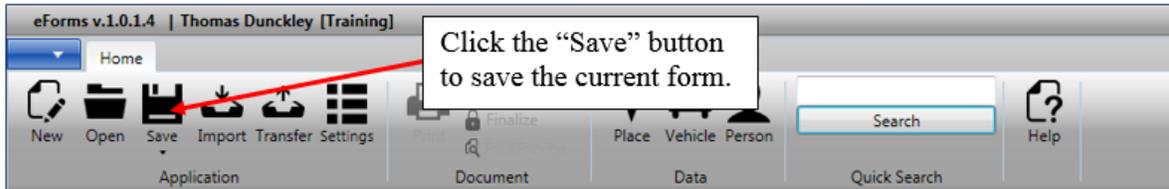
License Information	
<input type="checkbox"/> Commercial License	<input type="checkbox"/> License Not Present
DL#	9888888
License Class:	D
F-Number	
State:	Alabama
DL Issue	09/07/2006
DL Expiration	09/08/2006

You can do this for other data (e.g., Vehicles and Locations) that are required on the various forms. If you accidentally drag the wrong information over to the form just retry the procedure using the appropriate data. All of the current data will be cleared and the new data automatically populated to the form.

Saving Forms

At any time after starting a new form or forms you can save one or all of them by pressing the appropriate “Save” button (see illustration below). Saving allows you to complete forms at a later

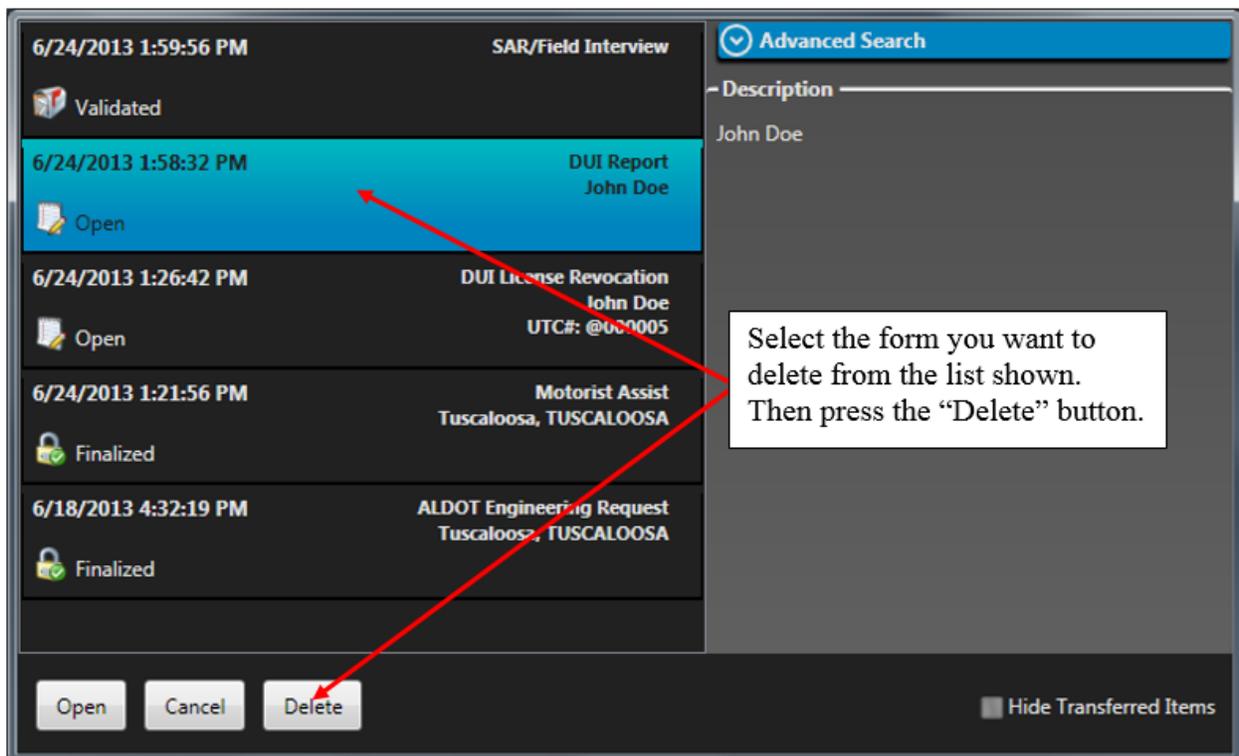
time in the event you need to gather additional information or tasked to perform another duty. Some forms are saved automatically as you work on them or through other processes such as validating, finalizing, printing, and transferring. In addition, if you prematurely close eForms or press the form's close button before saving you will be given an opportunity to do so at that time.



NOTE: Saved forms will now appear as “Open” forms when you access the Open Documents window. (See the illustration in the next section.)

Deleting Forms

You may delete any form up until it has been finalized. **Finalized and transferred reports cannot be deleted.** To delete a form press the “Open” button located at the top of the eForms application and then locate the form you wish to delete from the list. (See the illustration on the next page.)

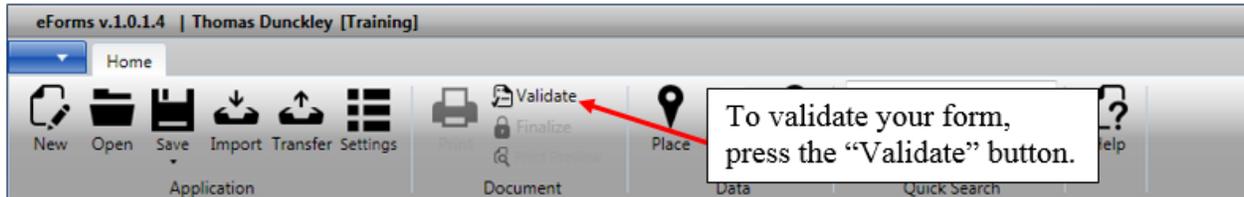


Select the form you want to delete (shown highlighted above) and press the “Delete” button. A confirmation window will appear asking you to confirm this action.

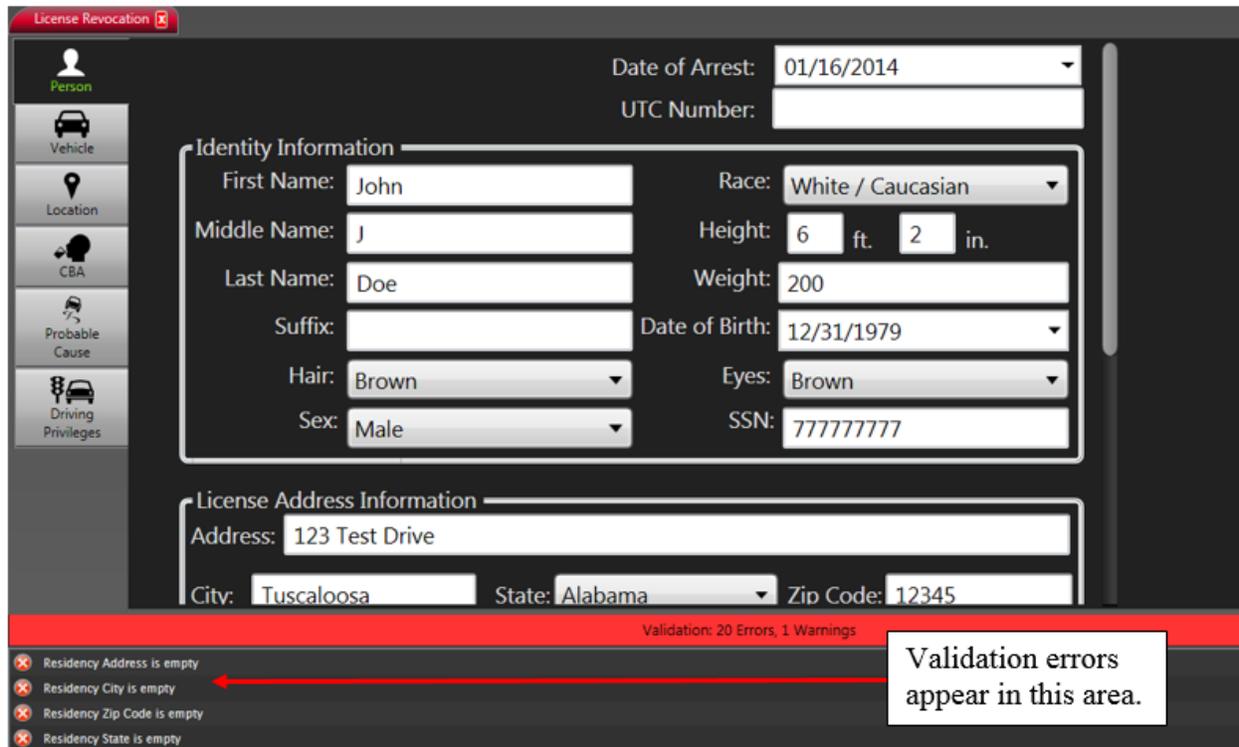
Note: This action cannot be undone!

Validating Forms

Many forms require data to be entered in a specific manner or to be completely accurate before finalizing and/or transferring. (Refer to the sections on Finalizing, Printing and Transferring Forms). Once you have completed your form the very first step is to “Validate” the form and check for errors. To perform a validation check, press the “Validation” button at the top of eForms (as shown in the following illustration).



After pressing the “Validate” button look at the bottom of the eForms window to review your validation errors. (See the illustration on the next page).



Validation: 20 Errors, 1 Warnings

- Residency Address is empty
- Residency City is empty
- Residency Zip Code is empty
- Residency State is empty

Validation errors appear in this area.

To quickly locate and correct validation errors, double-click on the error message and you will be taken to the section of the respective form containing the error. If the error is in a form field, the cursor will appear in the field. (See the illustration on the next page.)

License Revocation

Person

Vehicle

Location

CBA

Probable Cause

Driving Privileges

Location of Test: Tuscaloosa

Lowest Completed Result: .091

Permit No. []

Testing Operator: DArnold

Test Date: 06/24/2013

County: TUSCALOOSA

City: Tuscaloosa

(a) Was the above named driver advised of the requirement to submit to this chemical test of his/her breath for the purpose of determining the alcoholic content of his/her blood and that failure to do so would result in a 90 day suspension of all his/her driving privileges (or longer if this is a second or subsequent alcohol-related driving contact)? No

(b) If the above-named driver is the holder of a Commercial Driver License (whether or not he/she was operating a Commercial Vehicle) or was operating a vehicle described as a Commercial Vehicle (whether or not he/she is the holder of a Commercial Driver License), was he/she advised that refusal to submit to this chemical test of his/her breath would result in a one (1) year disqualification of any comm... second or subsequent alcohol-related driving contact?

Validation: 1 Errors, 2 Warnings

✖ Permit number required for chemical breath analysis test

⚠ UTC Number does not appear to be the correct format

⚠ Subject not advised of the requirement to submit to chemical test

Double click on the validation error and you will be quickly taken to the section of the form containing the error and the cursor will be placed in the respective field.

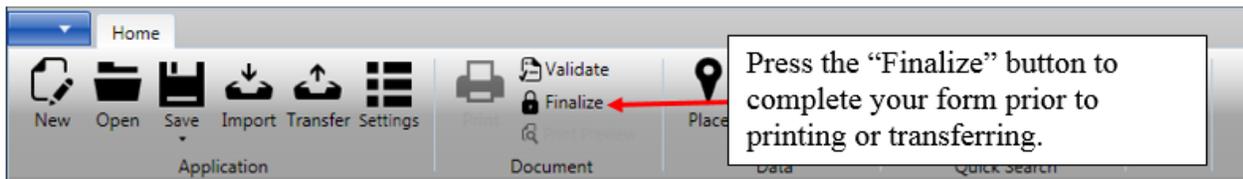
Make the necessary corrections to the form. Next, re-validate your form to determine if there are additional errors. Once you have validated your form you are ready to finalize, print (if available), and transfer.

Finalizing Forms

To complete the form creation process you must finalize each form after checking for validation errors and correcting any mistakes identified. (See “Validating Forms” in the previous section.)

Note: Forms are considered to be incomplete and **cannot be printed or transferred until finalized!**

To finalize a form, click the “Finalize” button when available. (See below.)



Note: The “Finalize” button will not be accessible until the form is **validated and all errors are corrected.** (See the previous illustration.)

Once you have finalized your form, it is automatically saved and ready for printing and/or transferring.

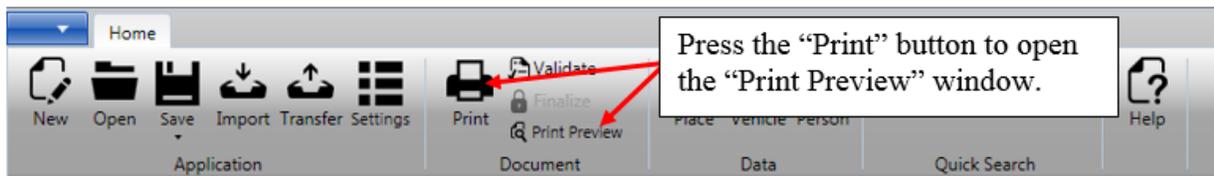
Note: **You cannot delete or void finalized and transferred forms!** (See the “Transferring Forms” section later in this manual).

Previewing & Printing Forms

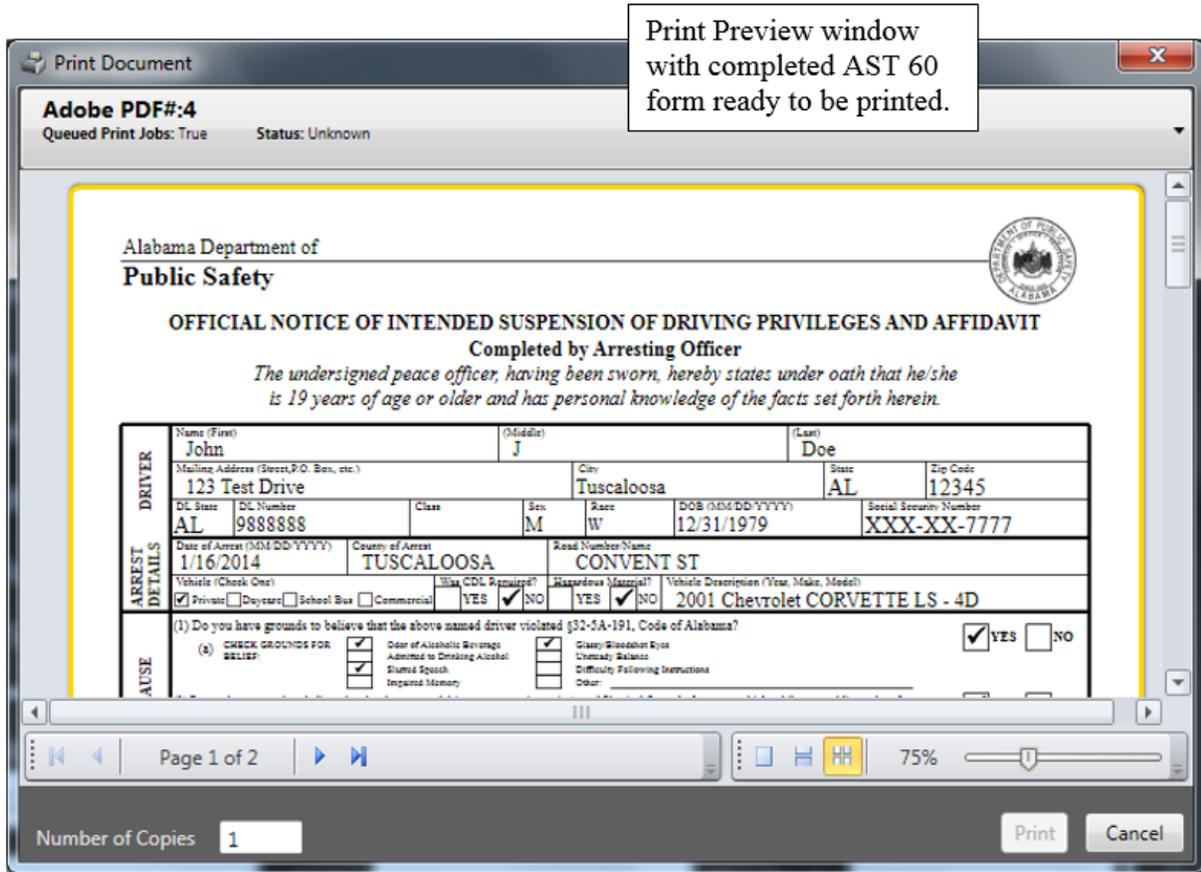
Some forms can be previewed and printed after they are finalized. This will be indicated by the “Print” button becoming accessible after you have validated and finalized your form. To preview a form, click on the “Print Preview” button located at the top of the eForms window. (See the illustration in the next section.) To print a finalized form, click on the “Print” button as shown in the illustration in the next section.

Printing Forms

Some forms can be printed after they are finalized. This will be indicated by the “Print” button becoming accessible after you have validated and finalized your form. To print a form, click on the “Print” button located at the top of the eForms window. (See the following illustration.)

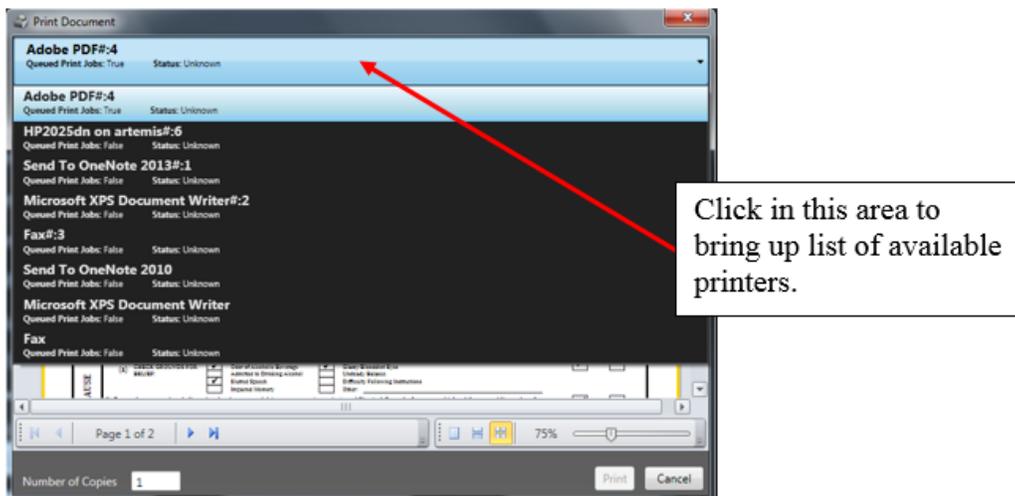


After pressing the “Print” button, the Print Preview window will open showing you the form to be printed. (See the illustration on the following page.)



From the Print Preview window you can scale (zoom in or out) the preview size. This will enable you to check your form for accuracy as well as select the number of copies to be printed. You can also cancel the print operation altogether.

To **change the default printer**, click anywhere in the box at the top of the “Print Preview” window (see illustration below).

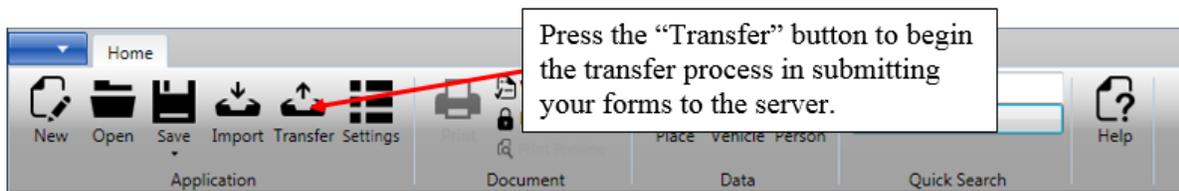


Transferring Forms

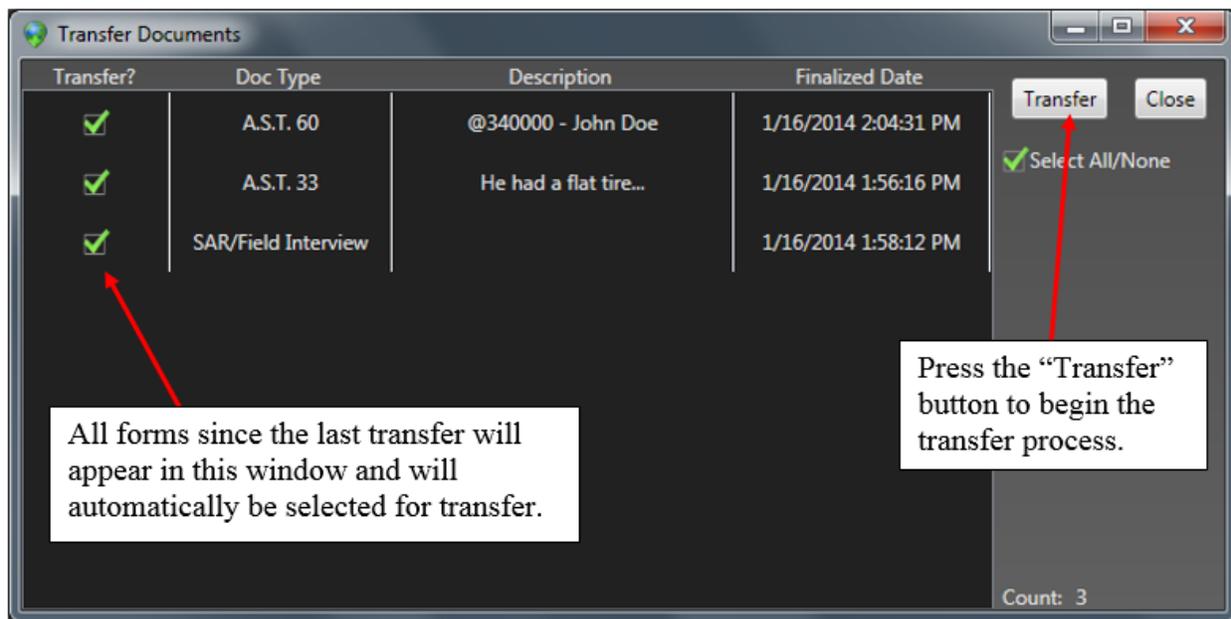
Once you have validated and finalized your form (see the previous sections), you should transfer form(s) to the server for processing by the appropriate agencies. Ideally, transferring forms electronically should alleviate the necessity to manually hand-deliver them for processing. However, some forms must be printed in order to comply with current law and/or departmental rules and regulations.

Note: Some forms may require you to print a hardcopy for submission in addition to electronically transferring them. Some forms cannot be transferred at all! Check with your departmental administrators for standard operating procedures governing the handling of various forms appearing in the eForms application.

To initiate the transfer process, click on the “Transfer” button located at the top of the eForms application window (see illustration below).



After pressing the “Transfer” icon, the **Transfer Documents** window will open (see the illustration below) showing you all of the forms which have been finalized and are ready to be electronically submitted (when available) to the server.

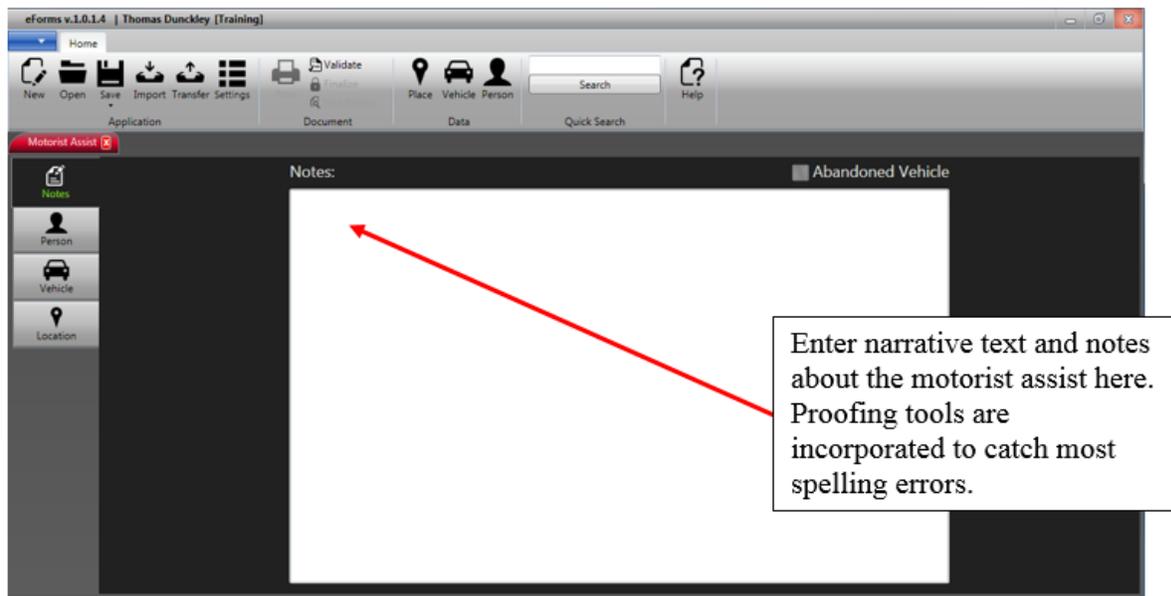


By default, all forms completed since the last transfer process will appear in the Transfer Document window and will be selected for transfer. You may deselect any of the forms you do not wish to transfer at this time. Press the “Transfer” button to begin the transfer process or deselect the Transfer checkbox to cancel transferring a specific document. Or, click the “Close” button to cancel the operation altogether and return to the eForms application.

Appendix 1: AST-33 (Motorists Assist Form)

Notes Section

When you start a new Motorists Assist Form, you are given the opportunity to enter narrative information regarding the motorist assist. A convenient proofing tool is automatically included in the background to catch any spelling errors you may make (see illustration below). This window allows for a significant amount of text to be entered and will continue to scroll down (or expand) as you reach the bottom of the window.



If this is an abandoned vehicle, check the corresponding box in the top right-hand corner of this window.

Person Section

The next section of the form pertains to the person you are assisting (see below).

The screenshot shows the 'Motorist Assist' application interface. At the top, there are tabs for 'Place', 'Vehicle', and 'Person', with 'Person' selected. A 'Search' button is next to it. A callout box points to the 'Person' tab with the text: 'The second section of the form pertains to the person you are assisting.' Another callout box points to the 'Search' button with the text: 'Press the "Person" auto-populate button to quickly import data from your most recent search.' The form itself is divided into several sections: 'Identity Information' (First Name, Middle Name, Last Name, Suffix, Hair, Sex, Race, Height, Weight, Date of Birth, Eyes, SSN), 'License Address Information' (Address, City, State, Zip Code), and 'License Information' (Commercial License, License Not Present, DL#, License Class, F-Number, State, DL Issue, DL Expiration). A callout box points to the 'Person' tab with the text: 'NOTE: After auto-populating be sure to verify that all the information is accurate and current before proceeding to the next section of the form.'

Collect information using one of the methods described earlier in the manual (e.g., license scan and/or LETSGo search) then press the “Person” auto-populate button (shown above) to quickly import the data into the form. In addition, you can click-and-drag any “Person” data saved in your Recent People list to the “Person” auto-populate button as described earlier in this manual.

Sometimes, it may be necessary to manually enter data directly into the form (e.g., no driver’s license available and person cannot be searched in LETSGo). In this case, a tabbed process has been established to allow for easier data input as you work through the various form fields.

Note: Be sure to check your work for accuracy and to confirm that you have auto-populated the correct person data into the form. Sometimes, the person’s address and other identifying data from their driver’s license and I.D cards will not be current. **Validation checks will not catch this kind of user mistakes.**

Vehicle Section

The next section to complete pertains to the vehicle (see illustration below).

Press "Vehicle" button to access this section.

Press "Vehicle" auto-populate button to import data from your most recent search.

NOTE: After auto-populating be sure to verify all information is accurate and current before proceeding to the next section of the form.

Select the vehicle type here.

If the vehicle is registered in the state of Alabama you may be able to use LETSGo (as described earlier in the manual) to quickly search and save data for importing directly into this section of the form.

After collecting information on the vehicle press the "Vehicle" auto-populate button (shown in the illustration above) to quickly import the data into the form. In addition, don't forget you may click-and-drag any vehicle data saved in your Recent Vehicle list directly to the "Vehicle" auto-populate button as described earlier in this manual.

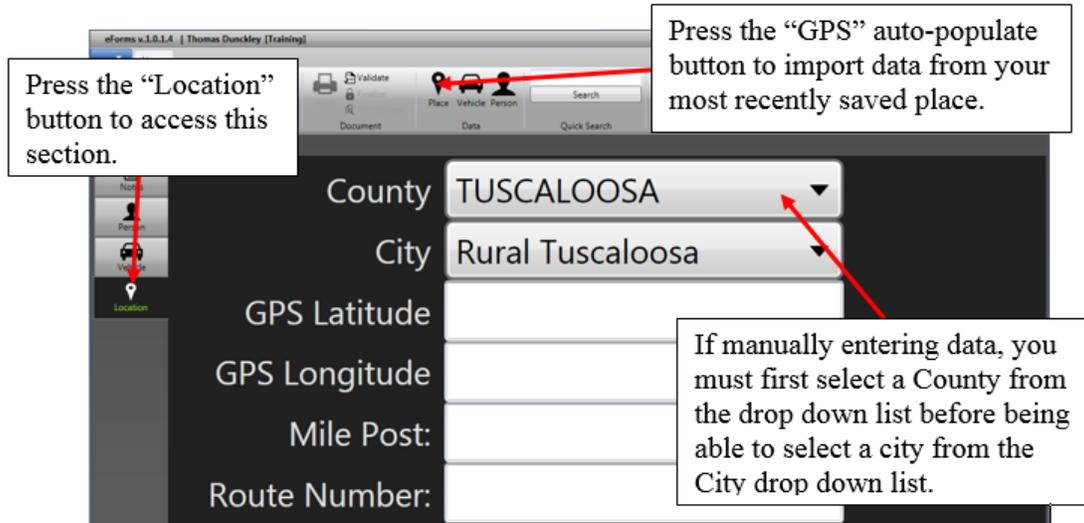
Sometimes, it may be necessary to manually enter data directly into the form (e.g., no tag available or out of state tag). In this case, a tabbed order has been established to allow for easier data input as you work through the various form fields.

Check the appropriate vehicle type in the "Vehicle Type" section at the bottom of the vehicle window (shown in the illustration above). Check all that apply.

Note: Be sure to check your form for accuracy and to confirm you have auto-populated the correct vehicle data into the form before proceeding to the next section.

Location Section

The next section to complete pertains to the location (see illustration below). It is important to collect as much location data as possible. GPS coordinates are of particular importance as these can be used by your agency for geographical statistical analysis and comparison.



Capture your GPS coordinates as describe earlier in the manual and then press the “Location” (the globe icon) button to quickly auto-populate the data into the location fields. You’re most recent saved location data will be populated into the location section including the County, City, Latitude, and Longitude coordinates.

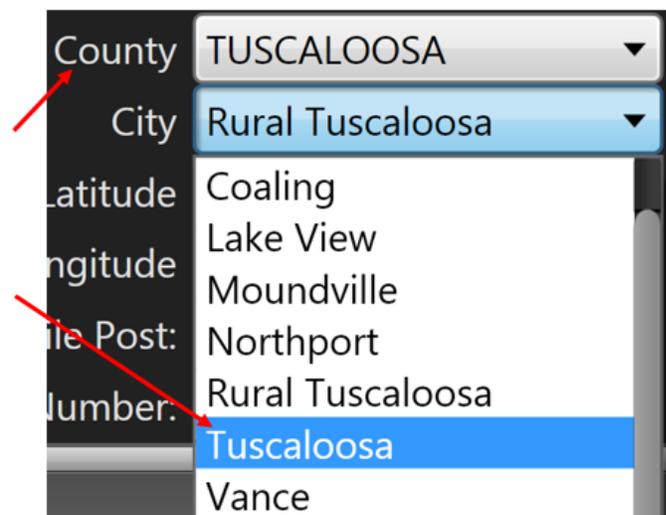
Reminder: You can also click-and-drag any location data directly from the Recent “Places” list in MOVE (described earlier in this manual) to the “GPS” auto-populate button.

You can manually enter GPS Latitude and Longitude coordinates directly into the corresponding fields if this data is available to you from other applications or resources.

If the Mile Post information is available please enter it in the corresponding field. In addition, Route Number indicates the road name for the motorist assist. Both of these fields are free-form entry, so be sure to double check your data after input.

Occasionally, it may be necessary to enter location data manually. To do this, you must first select a County before the City list will populate. (See illustration to the right.)

By selecting the County first from the dropdown list, the cities within in that county will then be available for selection.

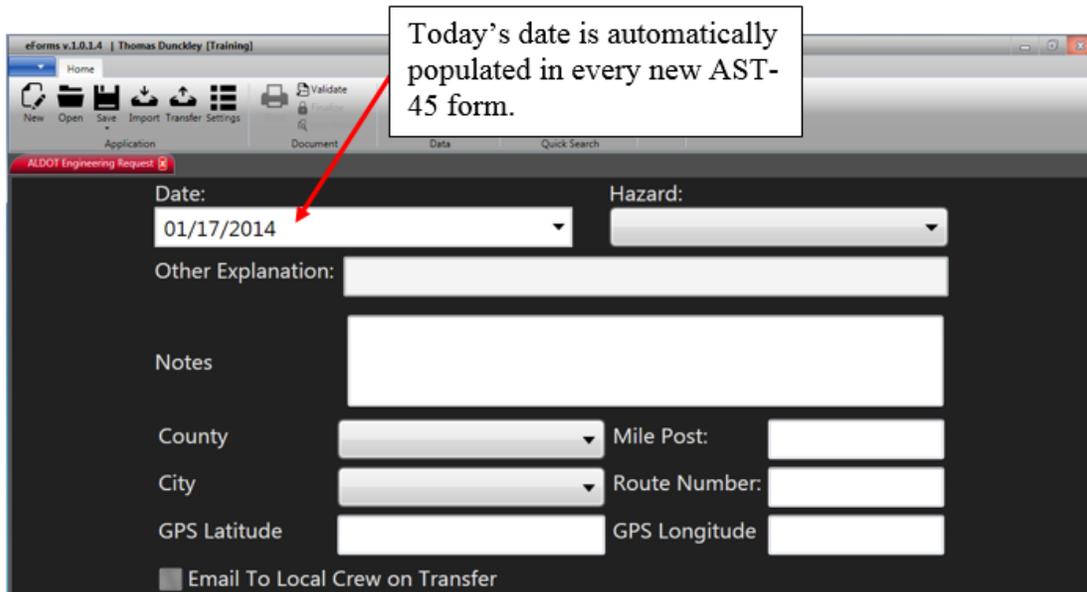


Note: If a particular city is not included as part of a specific county, check to see if it was included under a different or adjoining county name. Some cities are located in multiple counties. If you find a city that needs to be included under a particular county, please contact technical support for potential inclusion in a future update of eForms.

After completing the AST-33 Motorist Assist form, follow the instructions provided earlier in this manual to Validate, Finalize, and Transfer.

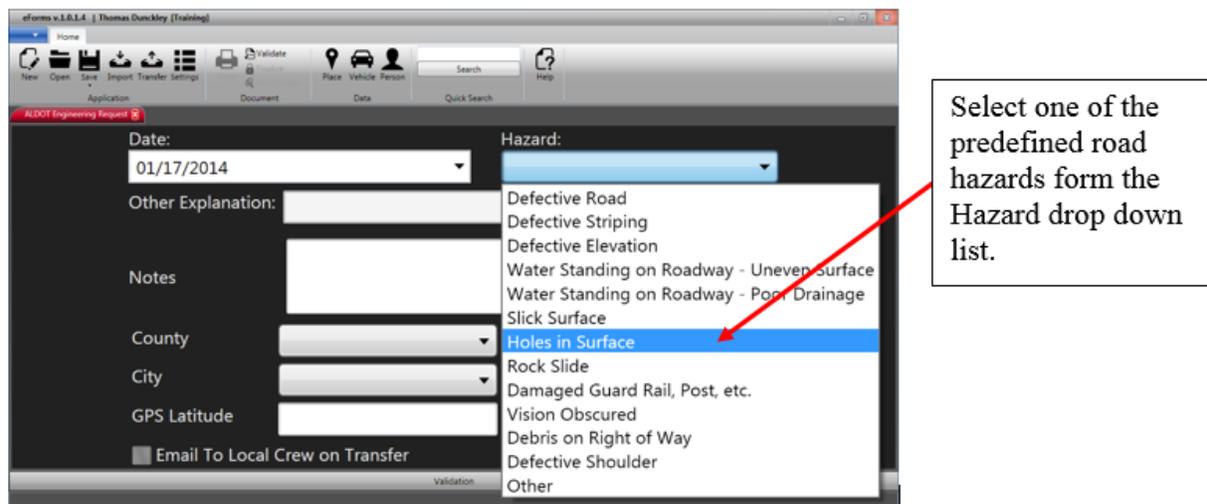
Appendix 2: AST-45 (Road Condition Report)

ALDOT Service Request



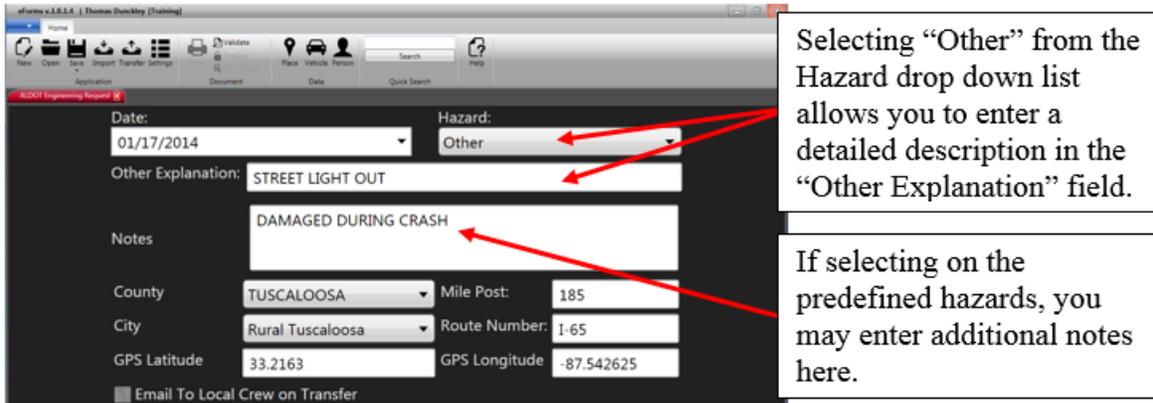
The screenshot shows the 'eforms v.1.0.1.4' application window. The 'Date' dropdown menu is open, showing '01/17/2014'. A callout box with a red arrow points to the date field, containing the text: 'Today's date is automatically populated in every new AST-45 form.' The form includes fields for 'Hazard:', 'Other Explanation:', 'Notes', 'County', 'City', 'GPS Latitude', 'Mile Post', 'Route Number', 'GPS Longitude', and a checkbox for 'Email To Local Crew on Transfer'.

The AST-45 form is relatively easy to complete. First, select one of the preset road hazards from the Hazard dropdown list (see illustration below).

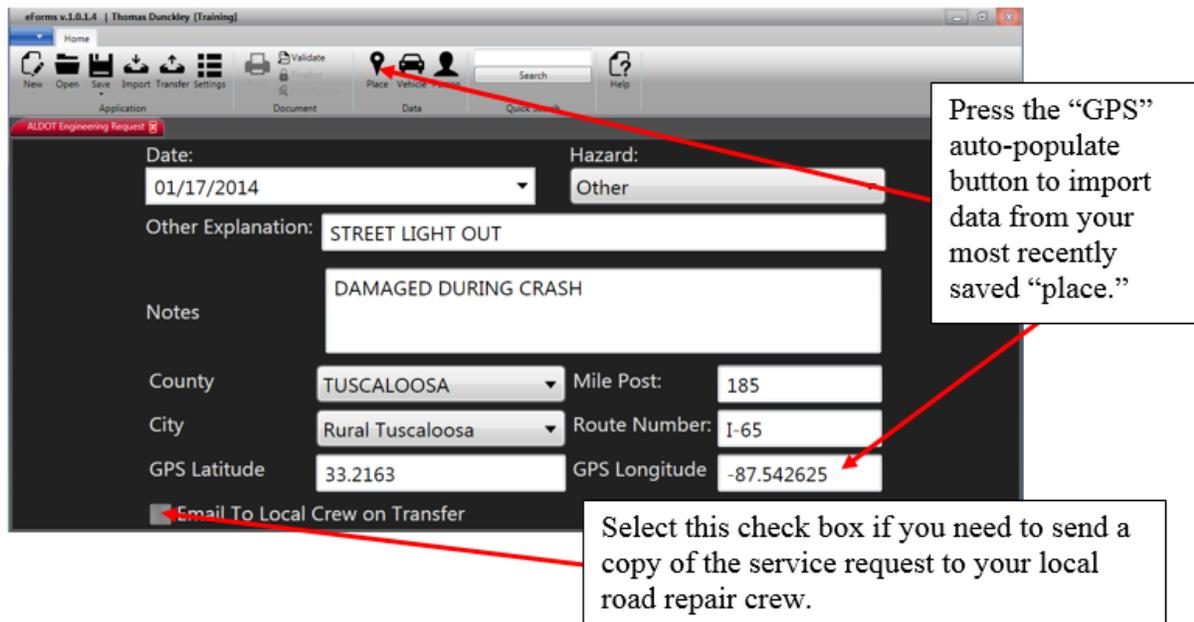


The screenshot shows the 'eforms v.1.0.1.4' application window with the 'Hazard:' dropdown menu open. The menu lists various road hazards, and 'Holes in Surface' is highlighted. A callout box with a red arrow points to the 'Holes in Surface' option, containing the text: 'Select one of the predefined road hazards from the Hazard drop down list.' The form includes fields for 'Date:', 'Other Explanation:', 'Notes', 'County', 'City', 'GPS Latitude', 'Mile Post', 'Route Number', 'GPS Longitude', and a checkbox for 'Email To Local Crew on Transfer'.

You can select “Other” from the Hazard dropdown list to enter a custom explanation of the road hazard and can enter an explanation of the “Other” road hazard (See illustration on the next page.)



Next, enter the location data by either clicking on the GPS auto-populate button (Globe icon) or manually entering the data as previously described (see illustration below).



It may be necessary to enter location data manually. In this case, you must first select a County before the City list will be available. By first selecting the County from the drop down list, the Cities within that county will be available for selection.

By default, all AST-45 service requests are sent directly to ALDOT when transferred. However, if you need to send a copy to your jurisdiction's road department, select the "Email To Local Crew on Transfer" checkbox at the bottom of the form. After completing the AST-45 Road Hazard Report form, follow the instructions provided earlier in this manual to Validate, Finalize, and Transfer.

Appendix 3: AST-60 (License Revocation Form)

Person Selection

Start a new AST-60 License Revocation form using one of the methods described earlier in this manual. The first part of the form pertains to the person arrested for “Driving Under the Influence” (DUI).

UTC number is required on all AST-60 forms

Press the “Person” auto-populate button to import data from your most recent search.

Note: Today’s date is automatically set as the default arrest date on all new AST-60 forms.

Collect information using one of the methods described earlier in the manual (e.g., import from the citation, license scan and/or LETS Go search). Next, press the “Person” auto-populate button (shown in the illustration above) to quickly import the data into the form.

In addition, don’t forget you may click-and-drag any Person data saved in your Recent People list as described earlier in this manual.

The screenshot shows the eForms v.1.0.1.4 interface for License Revocation. The form is titled 'License Revocation' and is divided into three main sections:

- License Address Information:** Contains fields for Address, City, State, and Zip Code.
- Current Address Information:** Contains fields for Address, City, State, and Zip Code. A 'Copy from License' button is located above the Address field.
- License Information:** Contains checkboxes for 'Commercial License' and 'License Not Present', and fields for DL#, License Class, F-Number, State, DL Issue, and DL Expiration.

A red arrow points from the 'Copy from License' button to the Address field in the License Address Information section. A callout box states: "If the current address is the same as the license address, press this button to have it copied to this section."

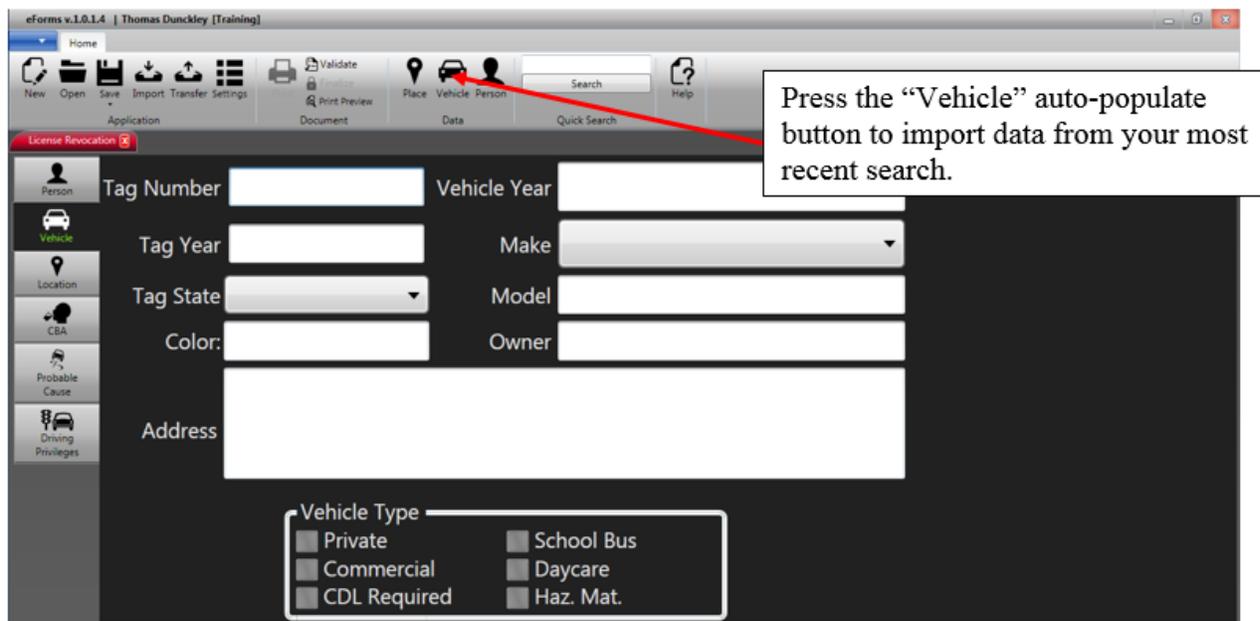
Much of this data can be automatically populated when starting a new AST-60 form by utilizing the import feature described earlier in this manual. This feature allows you to copy data from an eCite/eCrash report directly into the form.

Sometimes, it may be necessary to manually enter data directly to the form (e.g., data not available from eCite, no driver's license available, or the person cannot be searched in LETS Go). In these cases, a tab order has been established to allow for easier data input as you work through the various form fields.

Note: Be sure to check your work for accuracy and to confirm you have auto-populated the correct "person data" into the form. Sometimes, the person's address and other identifying data from their driver's license and I.D cards will not be current. Validation checks will not catch these kinds of user mistakes.

Vehicle Section

The next portion of the form pertains to the vehicle. (See the illustration below). To access this portion of the form, click on the “Vehicle” button located immediately below the “Person” button on the left-hand side of the form window. (See the illustration below.)



Press the “Vehicle” auto-populate button to import data from your most recent search.

Note: If the vehicle is registered in the state of Alabama you may be able to use LETSGo (as described earlier in the manual) to quickly search and save data for importing directly into this section of the form.

After collecting information on the vehicle, press the “Vehicle” auto-populate button (shown in the illustration above) to quickly import the data into the form. In addition, don’t forget you may click-and-drag any Vehicle data saved in your Recent Vehicle list as described earlier in this manual.

Much of this data can be automatically populated when starting a new AST-60 form by utilizing the import feature described earlier in this manual. This feature allows you to copy data from an eCite/eCrash report directly into the form.

Sometimes, it may be necessary to manually enter data directly into the form (e.g., no tag available or out of state tag). In this case, a tabbed process has been established to allow for easier data input as you work through the various form fields.

eForms v.1.0.1.4 | Thomas Duncley [Training]

Home

New Open Save Import Transfer Settings Application Validate Document Print Preview Place Vehicle Person Data Quick Search Search Help

License Revocation

Person Tag Number TESTTAG Vehicle Year 2001

Vehicle Tag Year 2013 Make Chevrolet

Location Tag State Alabama Model CORVETTE LS

CBA Color: Blue Owner Doe John

Probable Cause Address 123 TEST DRIVE Room 123 TUSCALOOSA AL 12345

Driving Privileges

Vehicle Type

Private School Bus

Commercial Daycare

CDL Required Haz. Mat.

Note: After auto-populating be sure to verify that all the information is accurate and current before proceeding to the next section of the form.

Select the vehicle type here.

Check the appropriate vehicle type in the “Vehicle Type” section at the bottom of the vehicle window (shown in the illustration above). Check all that apply.

Location Section

The next section to complete pertains to the location (see illustration below). Click on the “Location” button located just below the “Vehicle” button on the left-hand side of the form window (see illustration below) to access this section.

Press the “GPS” button to import the data from your most recently saved place.

Press the “Location” button to access this section.

County TUSCALOOSA

City Rural Tuscaloosa

GPS Latitude

GPS Longitude

Road Number/Name:

If manually entering location data, you must first select a County from the drop down list in order to have access to any of the cities in the City drop down list.

Be sure to enter the road number or name in this field.

Capture your GPS coordinates (as described earlier in the manual) and then press the “Location” (the globe) icon to quickly auto-populate the data into the location fields. The most recent saved location data will be populated in the location section including the County, City, Latitude and Longitude coordinates. If entering the data manually, you must first select the County name from the County dropdown list, which will in turn populate the City dropdown list. The City dropdown list will show all cities within the selected County. Occasionally a City that borders two different Counties may be listed in the adjacent County.

Reminder: You can also click-and-drag any location data directly from the “Recent Places” list in MOVE (described earlier in this manual) to the “GPS” auto-populate button.

Much of the data can be automatically populated when starting a new AST-60 form by utilizing the import feature described earlier in this manual. This feature allows you to copy data from an eCite/eCrash report directly into the form.

You may manually enter GPS Latitude and Longitude coordinates directly into the corresponding fields if this data is available from other applications or resources.

Chemical Breath Analysis (CBA) Section

This section of the form pertains to the location, results, and implied consent information of the chemical breath testing operation. Click on the “CBA” button located just below the “Location” button on the left-hand side of the form window to access this section (see illustration below).

Press the “CBA” button to access this section.

Be sure to include all information requested or you will receive validation errors.

Answer questions regarding Implied Consent by pressing the slider buttons to select either “Yes” or “No.”

Much of this data can be automatically populated when starting a new AST-60 form by utilizing the import feature described earlier in this manual. This feature allows you to copy data from an eCite/eCrash report directly into the form. If importing from a DUI citation in eCite, normally the BAC will be included.

Probable Cause Section

This section of the form pertains to the probable cause information for the DUI arrest. Click on the “Probable Cause” button located just below the “CBA” button on the left-hand side of the form window to access this section (see illustration below).

eForms v.L0.1.4 | Thomas Dunckley [Training]

Home

New Open Save Import Transfer Settings Validate Print Preview Place Vehicle Person Search

Application

License Revocation

Check all that apply.

Person

Vehicle

CBA

Probable Cause

Driving Privileges

(1) Do you have grounds to believe that the above-named driver violated §32-5A-191, Code of Alabama? Yes

(a) Check Grounds for Belief:

Odor of Alcoholic Beverage Glassy/Bloodshot Eyes

Admitted to Drinking Alcohol Unsteady Balance

Slurred Speech Difficulty Following Instructions

Impaired Memory Other: _____

(2) Do you have grounds to believe that the driver named above was operating or in actual physical control of a motor vehicle while on a public roadway? No

(a) Reason for initial contact: Lane Usage

(3) Did he/she do this while there was 0.08% or more weight of alcohol in his/her blood? N/A

(4) Did he/she refuse to submit to the chemical breath analysis? No

Nature of refusal: Verbal Physical Describe _____

You must select “Yes” on the slider button acknowledging the arrestee violated Alabama 32-5A-191.

Press the “Probable Cause” button to access this section.

Check “Yes” if subject “refused” to submit to the chemical breath test.

Be sure to indicate the reason for initial contact here.

Note: You must select “Yes” to the first question: “Do you have grounds to believe that the above-named driver violated 32-5A-191, Code of Alabama?” Much like the written AST-60 form, the arresting officer completing the form must electronically check “Yes” to this question. (See illustration above.)

Complete the rest of the information in the “Probable Cause” section before moving on to the “Driving Privileges” section.

Driving Privileges Section

The very last section of the AST-60 form pertains to driving privileges. To access this portion of the form, click on the “Driving Privileges” button located on the left-hand side of the form window (directly below the “Probable Cause” button). (See illustration below).

Press the “Driving Privileges” button to access this section.

Select “Yes” if subject’s DL was surrendered with this form.

Yes The suspension/disqualification is effective forty-five (45) days from the arrest date reflected above for a period of not less than ninety (90) days, depending on your driving record.

No Subject’s valid Alabama license WAS surrendered with this form; therefore this form MAY BE used as a temporary license for forty-five (45) days from the arrest date listed above.

No Subject’s valid Alabama license was not surrendered with this form.

No Subject’s driving privileges ARE NOT currently valid OR subject is a resident of a state other than Alabama and therefore this form MAY NOT be used as a temporary license for any period.

After answering all questions accordingly, you are now ready to Validate, Finalize, and Print your completed AST-60 form using the instructions provided earlier in this manual.

Appendix 4: DUI Investigation Form

Person Section

This form contains information needed to start a new DUI Investigation. The first section of form will pertain to the person arrested for the DUI. (See illustration below).

The screenshot shows the 'Person' section of the DUI Investigation Form. At the top, there are three tabs: 'Place', 'Vehicle', and 'Person', with 'Person' selected. A search bar and a 'Help' button are also visible. A red arrow points from the 'Person' tab to the 'Person' icon in the search bar. A callout box on the left states: 'The first section of the form pertains to the person arrested for DUI.' A callout box on the right states: 'Press the person auto-populate button to import data from your most recent search.' The form fields are organized into sections: 'Identity Information' (First Name, Middle Name, Last Name, Suffix, Hair, Sex, Race, Height, Weight, Date of Birth, Eyes, SSN), 'License Address Information' (Address, City, State, Zip Code), and 'License Information' (Commercial License, License Not Present, DL#, License Class, F-Number, State, DL Issue, DL Expiration). A callout box on the right states: 'NOTE: After auto-populating be sure to verify all information is accurate and current before proceeding to the next section of the form.'

Collect information using one of the methods described earlier in the manual (e.g., import from citation, license scan and/or LETS Go search) then press the “Person” auto-populate button (shown in the illustration above) to quickly import the data into the form.

Reminder: Don’t forget you can click-and-drag any “Person” data saved in your Recent People list to the “Person” auto-populate button as described earlier in this manual.

Much of this data can be automatically populated when starting a new DUI Report form using the import feature described earlier in this manual, which allows you to copy certain data from eCite/eCrash directly into the form.

Sometimes, it may be necessary to manually enter data directly into the form (e.g., data not available from eCite, no driver’s license available or the person cannot be found in LETSGo).

In this case, a tabbed order has been established to allow for easier data input as you work through the various form fields.

Note: Be sure to check your work for accuracy and to confirm that you have auto-populated the correct person data into the form. Sometimes, the person’s address and other identifying data (from their driver’s license and/or I.D card) will not be current. Validation checks will not catch this kind of user mistakes.

Investigation Section

This section of the form asks specific questions about the officer's observations of the subject prior to arrest. To access this portion of the form, click on the "Investigation" button located immediately below the "Person" button on the left-hand side of the form window. (See illustration below).

Press the "Investigation" button to access this section.

Indicate if subject was involved in a crash, if injuries were involved, or minors present.

Enter the "Incident Date" here.

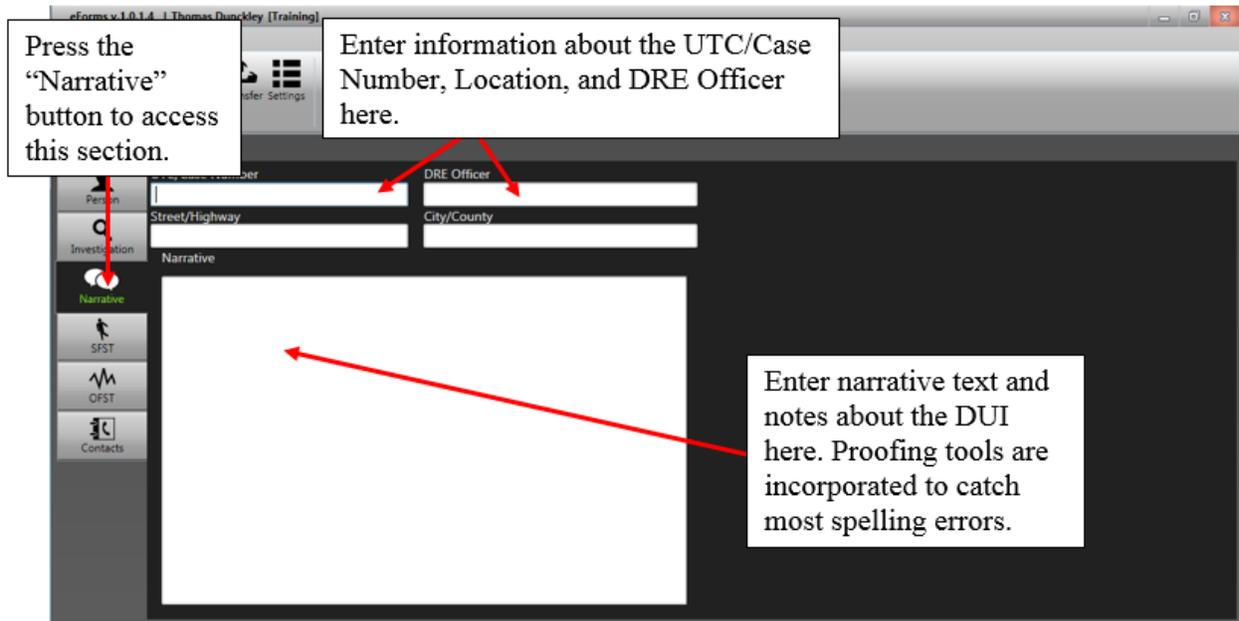
Type the responses to Phase 1 & 2 questions in the fields provided.

Initially, you must indicate if the subject was involved in a crash, whether injuries were involved, or if minors were present. In addition, the "Incident Date" must be entered in the field provided.

After answering all of the Phase 1 & 2 questions it is time to move on to the "Narrative" section of the form.

Narrative Section

The Narrative section allows you to enter narrative information regarding the DUI. Click on the "Narrative" button located immediately below the "Investigation" button on the left-hand side of the form window to access this section. (See illustration below).



Enter the UTC/Case Number, Street/Highway, DRE Officer, and City/County information in the fields provided. After entering this information you can start the narrative portion.

The Narrative field allows a significant amount of text to be entered. The field will continue to scroll downward and expand as you reach the bottom of the window.

A convenient proofing tool is included in the background to catch most spelling errors. (See illustration above).

Standard Field Sobriety Test (SFST) Section

This section of the form asks specific questions about the Standard Field Sobriety tests administered. To access this section of the form, click on the “SFST” button located immediately below the “Narrative” button on the left-hand side of the form window. (See the illustration below).

Press the “SFST” button to access this section.

Enter Location and Time information here.

Location Performed: _____ Time Performed: _____

Horizontal Gaze Nystagmus (HGN)

Glasses? Contact Lenses?

Equal Pupil Size No Yes

Resting Nystagmus No Yes

Equal Tracking No Yes

Left Eye Right Eye

Lack of Smooth Pursuit No Yes

Maximum Deviation No Yes

Onset prior to 45 deg No Yes

Vertical Nystagmus No Yes

Explain _____

Walk and Turn Test

Cannot Do Test (Explain): _____

Instruction Stage

Cannot Keep Balance Starts Too Soon

Walking Stage

Stops Walking No Yes

Misses Heel to Toe No Yes

Steps Off Line No Yes

Uses Arms to Balance No Yes

Actual Steps Taken _____

Improper Turn No Yes

Describe Turn: _____

One Leg Stand Test

Leg Raised: Left Right

Starts too soon:

Sways

Raises Arms:

Foot Down

Hopping

Cannot Do Test (foot down thrice)

Other Observations _____

Enter data where appropriate based on the type of standard tests administered (e.g., HGN, Walk & Turn, and/or One Leg Stand) at the time of arrest.

Be sure to include the “Location Performed” and “Time Performed” in the fields provided.

In addition to the Yes/No sliders and checkboxes, “Note” fields are included so you can enter additional information concerning your observations during the standard sobriety tests.

Note: All of the sliders default to “No” to make it easier on the user in the event a certain test wasn’t administered.

Optional Field Sobriety Test (OFST) Section

This section of the form asks specific questions about the Optional Field Sobriety Tests administered. To access this section of the test, click on the “OFST” button (located immediately below the “SFST” button) on the left-hand side of the form window. (See the illustration below).

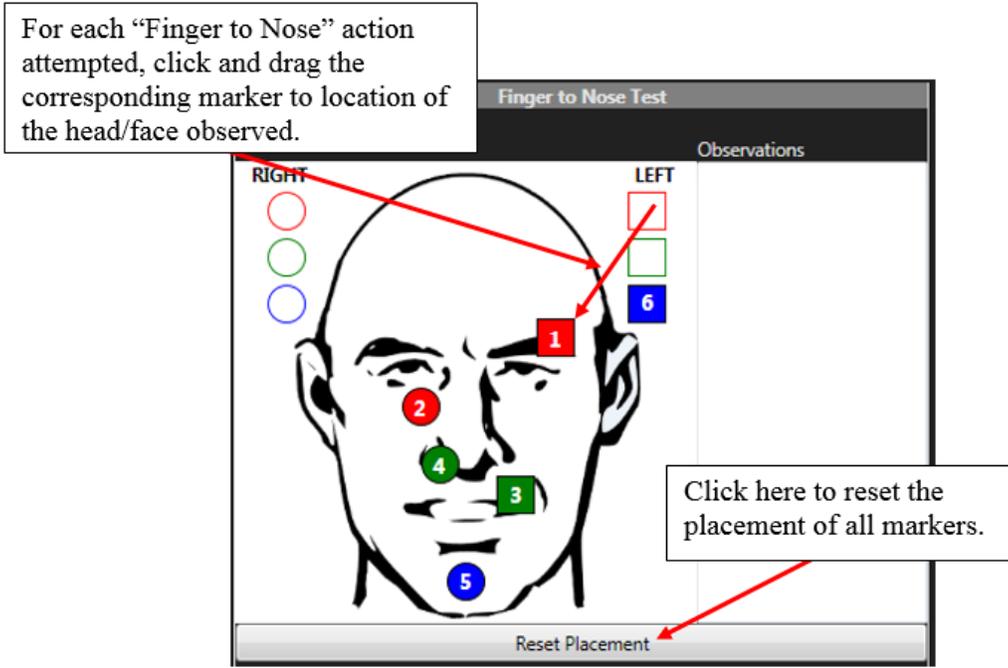
Press the “OFST” button to access this section.

Enter information relating to the “Alcohol Screening Device” used here.

Be sure to enter the “Make/Model” and “Serial Number” (if available) of the alcohol screening device you used in the fields provided.

In the second part of the screen, enter data (where appropriate) based on the type of optional tests administered at the time of the arrest (e.g., Romberg Recitation test, Finger to Nose Test, and/or Romberg Balance Test). In addition, be sure to indicate the time and results for each test administered.

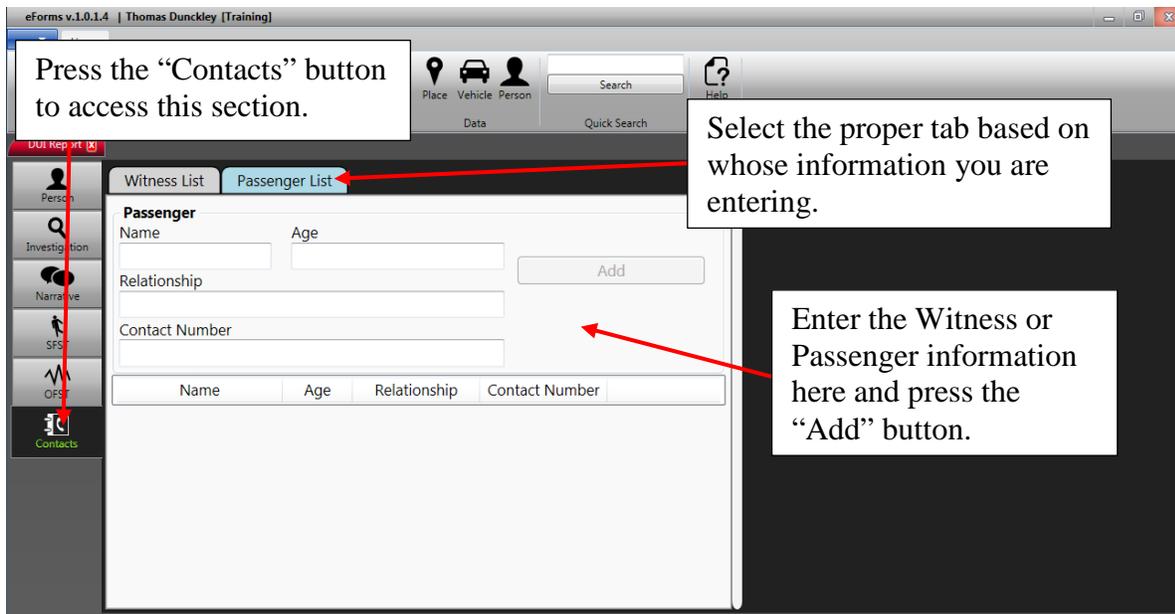
For the “Finger to Nose Test,” click-and-drag **each** of the “right” and “left” markers to the observed position on the image. (See the illustration on the next page).



You can rearrange the markers on the image at any time. In addition, you can reset all of the markers at once by pressing the "Reset Placement" button at the bottom of the window. (See illustration above).

Contacts Section

This portion of the form allows you to enter witness and passenger information. To access this portion of the form, click the "Contacts" button located immediately below the "OFST" button (on the left-hand side of the form window). (See the illustration on the next page.)



Enter information about any witnesses or vehicle passengers in the fields provided. Once you have entered data into one of the fields, the “Add” button becomes accessible allowing you to add that person to the list at the bottom of the screen. (See the illustration below.)



To delete an entry, right-click on the name and select Delete.

You are now ready to Validate, Finalize, and Print your completed DUI Report form using the instructions provided earlier in this manual.

Appendix 5: Field Interview (FI) / Suspicious Activity (SAR)

The Field Interview form allows users to quickly enter data regarding contacts with the public and suspicious activity.

Notes Section

This section allows you to enter the category and narrative information regarding the FI/SAR. A convenient proofing tool runs in the background to catch any spelling errors that are made. (See illustration below).

Select a category from the drop down list.

Check this box to send this data to the fusion.

Enter narrative text and notes about the FI/SAR here. Proofing tools are incorporated to catch most spelling errors.

This field allows for a significant amount of text to be entered. The field will continue to scroll down and expand as you reach the bottom of the window.

Person Section

The next section to complete pertains to the person or persons. Click on the “Person” button located just below the “Notes” button on the left-hand side of the form window. (See the following illustration.)

Press the “Person” button to access this section.

Press the “Person” auto-populate button to import data from your most recent search.

To add a new person, click the “Add” button.

The “Person” section of the FI/SAR form is a little different from the other forms in that it allows you to enter multiple people. However, the same auto-populating tools are available as with the other forms.

To enter a new “Person of Interest,” click the “Add” button (Step 1 in the illustration above). Collect information using one of the methods described earlier in the manual (e.g., import from citation, license scan and/or LETSGo search) then press the “Person” auto-populate button (Step 2 in the illustration above) to quickly import the data into the form. In addition, don’t forget you can click-and-drag any Person data saved in your Recent People list as described earlier in this manual.

Much of this data can be automatically populated when starting a new FI/SAR form using the import feature described earlier in this manual. This feature allows you to copy certain data from an eCite/eCrash directly into the form.

Sometimes, it may be necessary to manually enter data directly into the form (e.g., data not available from eCite, no driver’s license available or the person cannot be searched in LETSGo). In this case, a tabbed process has been established to allow for easier data input as you work through the various form fields.

To remove a person from the list select name and press the “Remove” button.

You can quickly remove a person by selecting (highlighting) their name from the “Person of Interest” list and then pressing the “Remove” button (see illustration to the right).

Warning: This action cannot be undone!

After you have entered the first person and checked for errors, you may continue adding other people as necessary.

Note: Be sure to check your form for accuracy and to confirm you have auto-populated the correct person data into the form. Sometimes, the person’s address and other identifying data from their driver’s license and I.D cards will not be current. Validation checks will not catch these kinds of user mistakes.

Vehicle Section

The next portion of the form pertains to the vehicle. To access this portion of the form click the “Vehicle” button located immediately below the “Person” button on the left-hand side of the form window. (See the illustration on the next page.)

Press the “Vehicle” button to access this section.

Press the “Vehicle” auto-populate button to import data from your most recent search.

To add a new vehicle, click the “Add” button.

Notes

Person

Vehicle

Event Location

Links

Vehicles of Interest

Tag Number

Tag Year

Tag State

Color:

Address

Vehicle Year

Make

Model

Owner

Vehicle Type

Private

Commercial

Add

Remove

The “Vehicle” section of the FI/SAR form is similar to the Person section of the form in that it allows you to enter **multiple** vehicles instead of multiple “Persons.” The same auto-populating tools are available as with the other forms.

To enter a new “Vehicle of Interest,” click the “Add” button (Step 1 in the illustration above). Collect information using one of the methods described earlier in the manual (e.g., import from

citation and/or LETSGo search) then press the “Vehicle” auto-populate button (Step 2 in the illustration above) to quickly import the data into the form.

Reminder: Don’t forget you can click-and-drag any Vehicle data saved in your Recent Vehicles list as described earlier in this manual.

Much of this data can be automatically populated when starting a new FI/SAR form using the import feature described earlier in this manual. This feature allows you to copy certain data from an eCite/eCrash directly into the form.

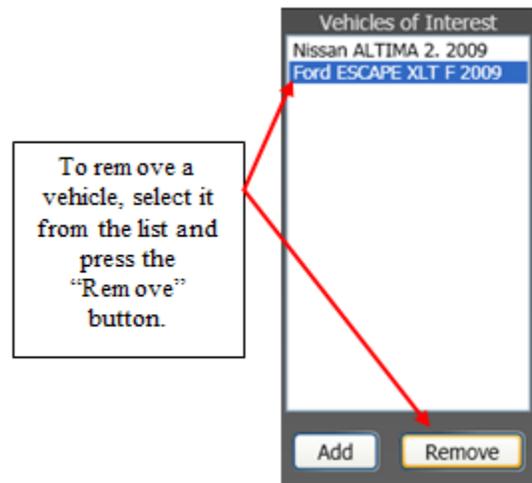
Sometimes it may be necessary to manually enter data directly into the form (e.g., data not available from eCite or the vehicle cannot be searched in LETSGo). In this case, a tabbed order process has been established to allow for easier data input as you work through the various form fields.

You can quickly remove a vehicle by selecting (or highlighting) the vehicle name from the “Vehicles of Interest” list and then pressing the “Remove” button (see illustration to the right).

Warning: This action cannot be undone!

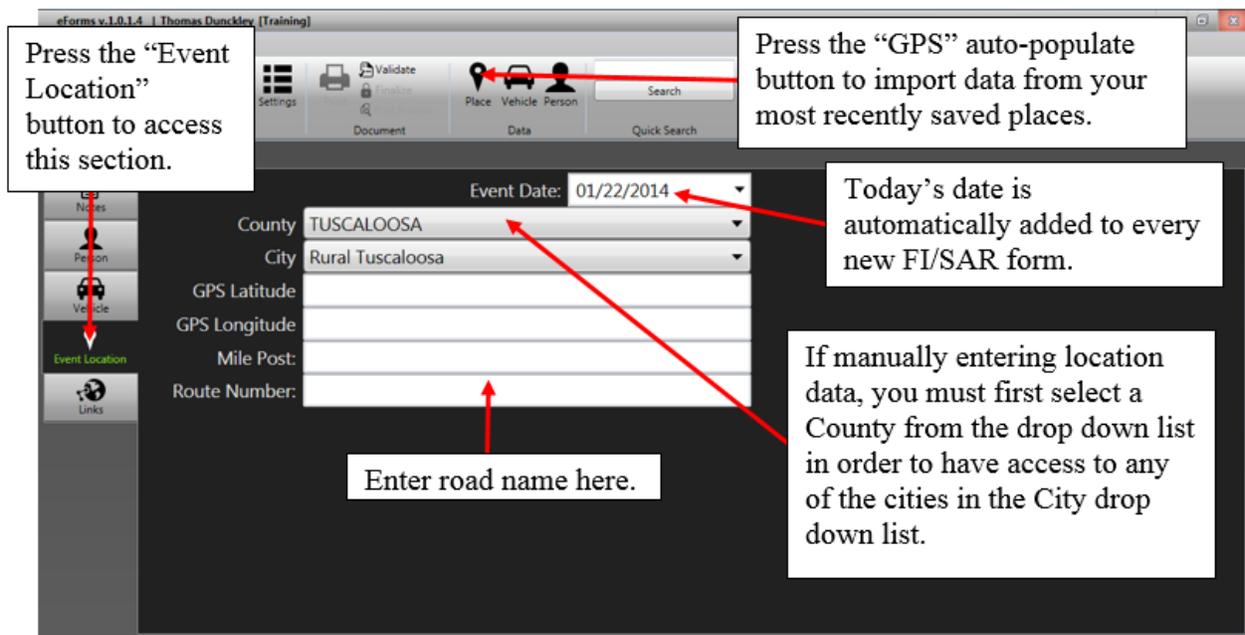
After you have entered the first vehicle and checked for errors, you may continue adding other vehicles as necessary.

Note: Be sure to check your form for accuracy and to confirm you have auto-populated the correct vehicle data into the form before proceeding to the next section.



Location Section

This section of the form allows you to enter location information. To access this portion of the form, click on the “Event Location” button located immediately below the “Vehicle” button on the left-hand side of the form window. (See the illustration below).



Capture your GPS coordinates as describe earlier in the manual and then press the “Location” (the globe icon) button to quickly auto-populate the data into the location fields. Your most recent saved “location data” will be populated in the location section including the County, City, Latitude, and Longitude coordinates.

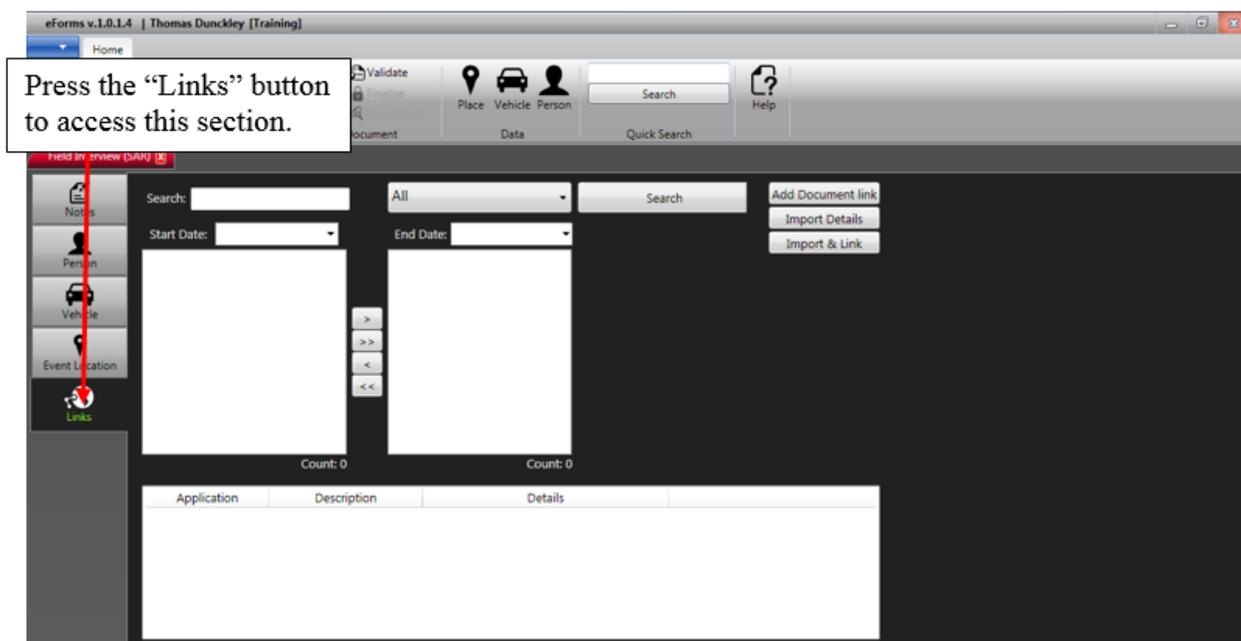
Reminder: You can also click-and-drag any location data directly from the “Recent Places” list in MOVE (described earlier in this manual).

Much of this data can be automatically populated when starting a new FI/SAR form using the import feature described earlier in this manual. This feature allows you to copy certain data from an eCite/eCrash directly into the form.

You can manually enter GPS Latitude and Longitude coordinates directly into the corresponding fields if this data is available to you from other applications or resources.

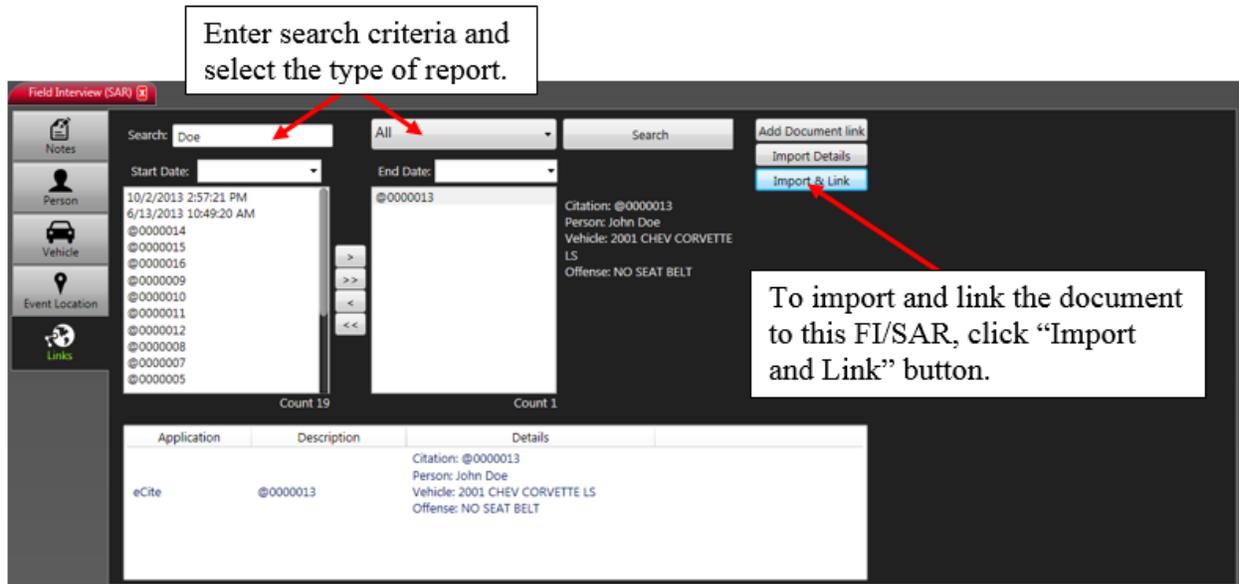
Links Section

This section of the form allows you to associate an eCite citation or eCrash report to the FI/SAR form. To access this portion of the form, click on the “Links” button located immediately below the “Event Location” button on the left-hand side of the form window. (See the illustration).



In addition to linking data you can also import the details from an existing citation or crash report directly into the FI/SAR form. Or, you can “Import & Link” at the same time. (For both examples, see the illustration on the following page.)

Enter search criteria in the field provided and press the “Search” button to search for all citations and crash reports on your system. You can also search by the specific type of report or date range. (See illustration below.)



Use the methods described earlier in this manual to search for existing citations and crash reports and then press the appropriate “Link” or “Import” button to complete the process.

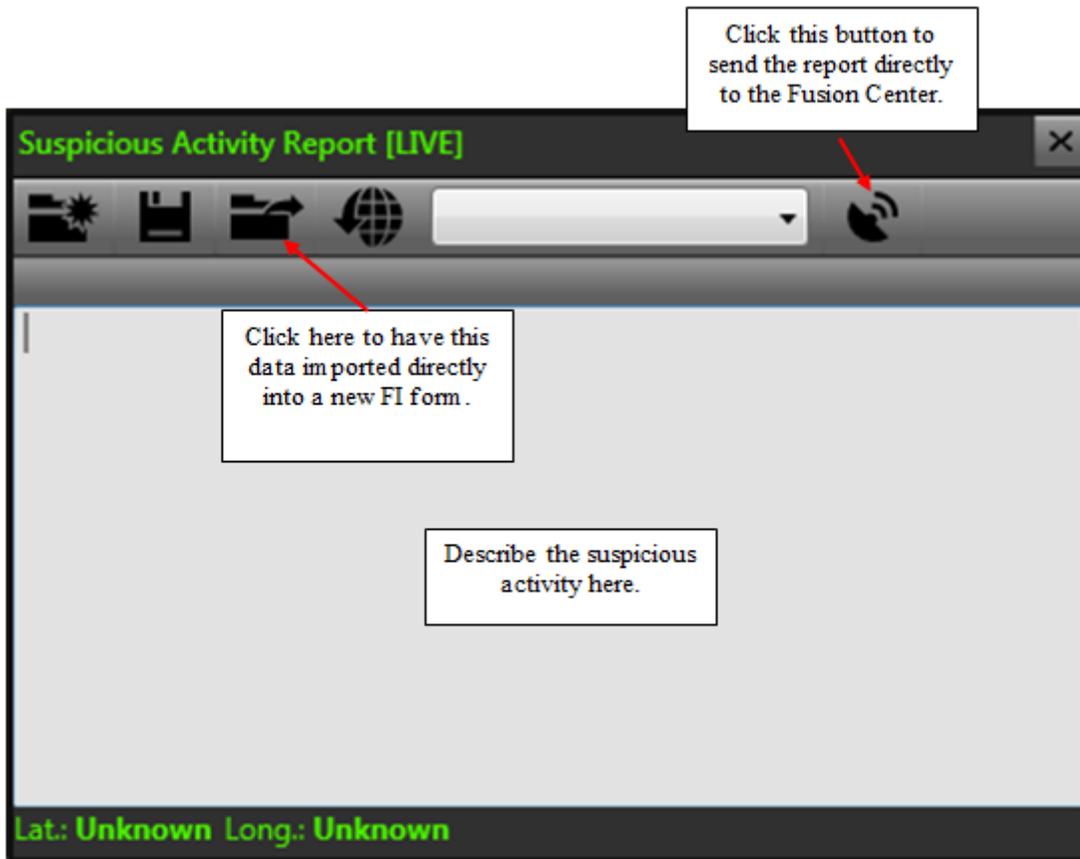
You are now ready to Validate, Finalize, and Transfer your completed FI/SAR form using the instructions provided earlier in this manual.

Appendix 6: Suspicious Activity Report (SAR) Quick Entry

With MOVE, you can quickly add a Suspicious Activity Report (SAR) by clicking on the “Suspicious Activity Reports” button located in the bottom portion of your MOVE dashboard. (See the following illustration.)

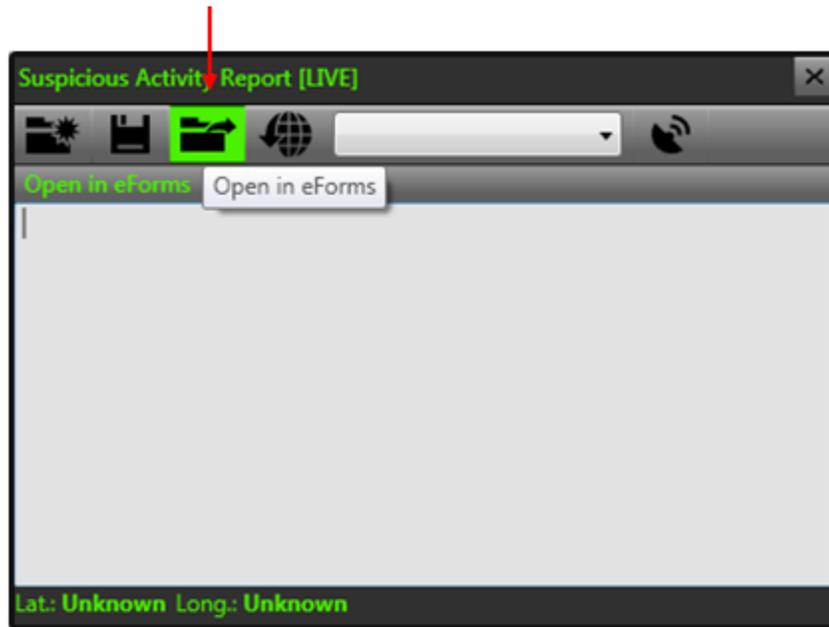


This will bring up a small window allowing you to input text about the SAR. (See the following illustration.)



To complete the SAR quick entry, select the type of suspicious activity from the category list and then enter a description of the suspicious activity observed. This will save your narrative data into a new Field Interview form.

You have a couple options available to you from the quick entry window. First, you can choose to have the notes sent directly to the Fusion Center the next time you transfer forms by pressing the “Send to Fusion Center on Next Transfer” button. Second, you can click on the “Open in eForms” button to start a new FI form with these notes. (See the illustration below).



Note: When using the SAR quick entry form, the GPS coordinates are automatically captured and placed into the FI form (assuming you have a functioning GPS receiver connected).

Technical Support

For technical support with the eForms or Move product, call 800-392-8025. Or, you can email questions, comments, and /or suggestions to: move-support@alacop.gov.