



**Illinois Department
of Transportation**

IDOT Safety Portal

Tools & Training Guide

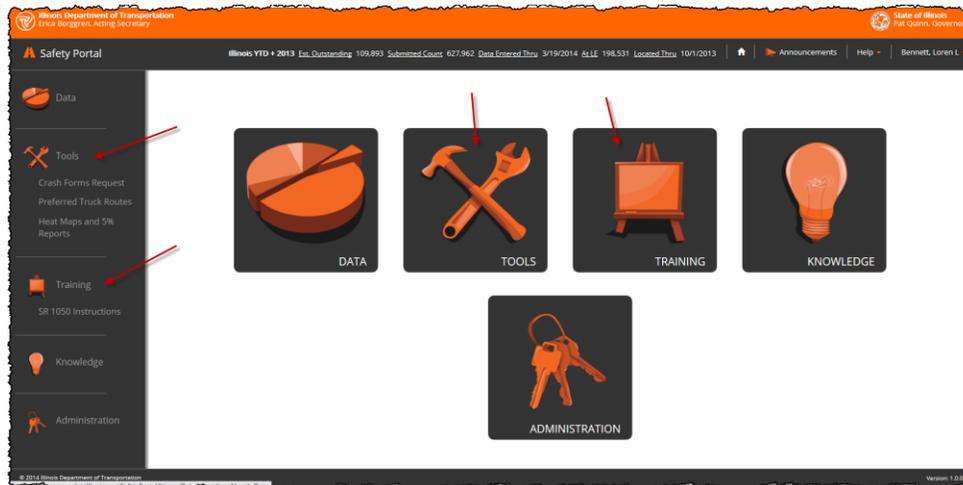
Document Last Saved:

8/29/2014

Version: 1.0

1 Introduction

This guide provides information on the functions found in the Tools and Training areas of the Safety Portal. These functions can be accessed either by selecting them from the menu on the left side of the Safety Portal window or by clicking the Tools or Training icon in the middle of the Safety Portal window.



2 Tools Area

The tools area provides access to a number of helpful utilities for the safety partner community. At this time, this section includes:

- Crash Forms Request
- Preferred Truck Routes
- Heat Maps and 5% Reports

2.1 Crash Forms Request

The Crash Forms Request page provides law enforcement agencies with an online form for ordering the paper SR 1050, Illinois Traffic Crash Report forms and related materials.

To use the form:

1. Enter the quantity of each item desired in the Quantity Desired field ;
2. Complete the address fields. All but the "Attention" field must have something entered to complete your request;
3. Enter the colored characters in the field provided below the characters;
4. Click the Submit Order button.

When you click the Submit Order button, a confirmation message is displayed on the screen: "Your request for forms has been received and is being processed. Thank you."

You should receive the forms you ordered in 3-5 business days.

Safety Portal Illinois YTD + 2013 Est. Outstanding 109,893 Submitted Count

For Shipping and Delivery questions, please call (217) 782-2575.
Indicate the desired amount below. Note that the quantities shipped may be based on available supply.

QUANTITY DESIRED	ITEM
<input type="text"/>	Booklets <input type="text"/> SR 1050 Illinois Traffic Crash Report Form (3-part sets), 10 forms per bkt
<input type="text"/>	SR 1050A Additional Units/Amended Report Form (3-part sets), singles
<input type="text"/>	SR 1 Motorist Report Form, singles
<input type="text"/>	SR 1MCR Electronic Motorist Report Form, tablets of 50
<input type="text"/>	Motorist Envelope (for use by motorists only)
<input type="text"/>	Police Fatal Envelope (for immediate submittal of fatal reports)
<input type="text"/>	Mailing Label (for submitting Police Crash Report copies to IDOT)
<input type="text"/>	Instruction Manual - for SR 1050/1050A Illinois Traffic Crash Report Form
<input type="text"/>	Diagram Template - Clear Plastic (medium)
<input type="text"/>	Diagram Template - Blue Plastic (small)
<input type="text"/>	CMV Visor Cards
<input type="text"/>	Police Report Batch Control Sheet
<input type="text"/>	TS 2580 ITSS, tablets of 75

STREET ADDRESS REQUIRED - CARRIER WILL NOT DELIVER TO P.O. BOX

Agency
Chief/Sheriff
Attention
Address
City Zip
Telephone Email

Enter the characters below:

2.2 Preferred Truck Routes

The Preferred Truck Routes page of the Safety Portal provides County Engineers with access to the IDOT tool for identifying designated and preferred truck routes within their county. While also accessible on the IDOT Internet site, this tool is also provided in the Safety Portal for your convenience.

You must have an account for this tool to access the tabs shown (Home, Admin, etc.). If you have an account, enter your Username and Password and click the Log In button. If you don't have an account, click the Register link and follow the instructions on the screen.

Safety Portal Illinois YTD + 2013 Est. Outstanding 109,893 Submitted Count 627,962 Data Entered Thru 3/19/2014 ALE 198,531 Logged Thru 10/1/2013

DESIGNATED AND PREFERRED TRUCK ROUTES [Log In]

Home Admin Approvals Account Contact Us About

LOG IN

Please enter your username and password. Please [Register](#) if you don't have an account.

Account Information

Username:
Password:
 Keep me logged in

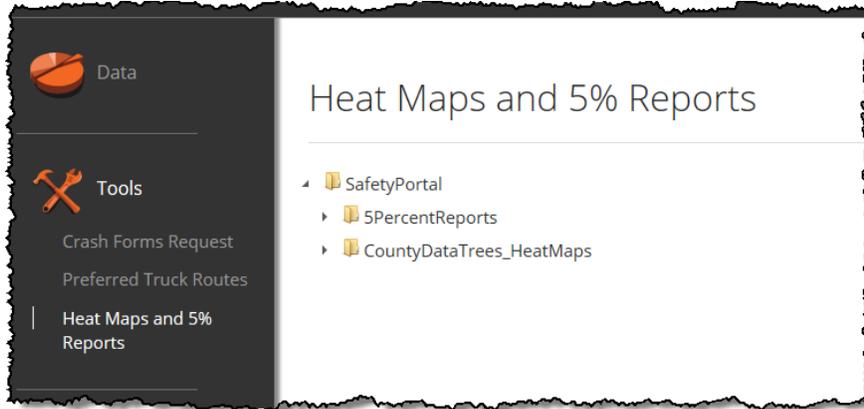
[Forgot my password](#)

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2.3 Heat Maps and 5% Reports

The Heat Maps page of the Safety Portal provides access to two types of information about crashes:

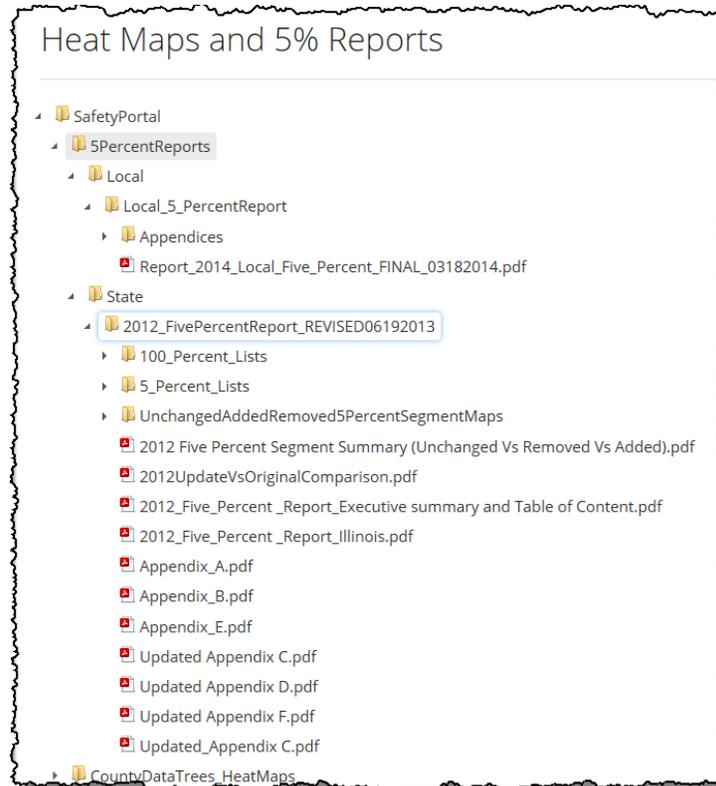
- Five Percent Reports
- Heat Maps



2.3.1 Five Percent Reports

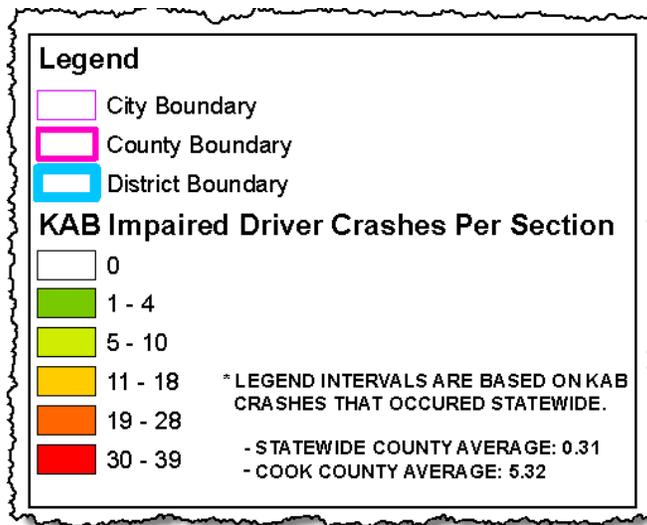
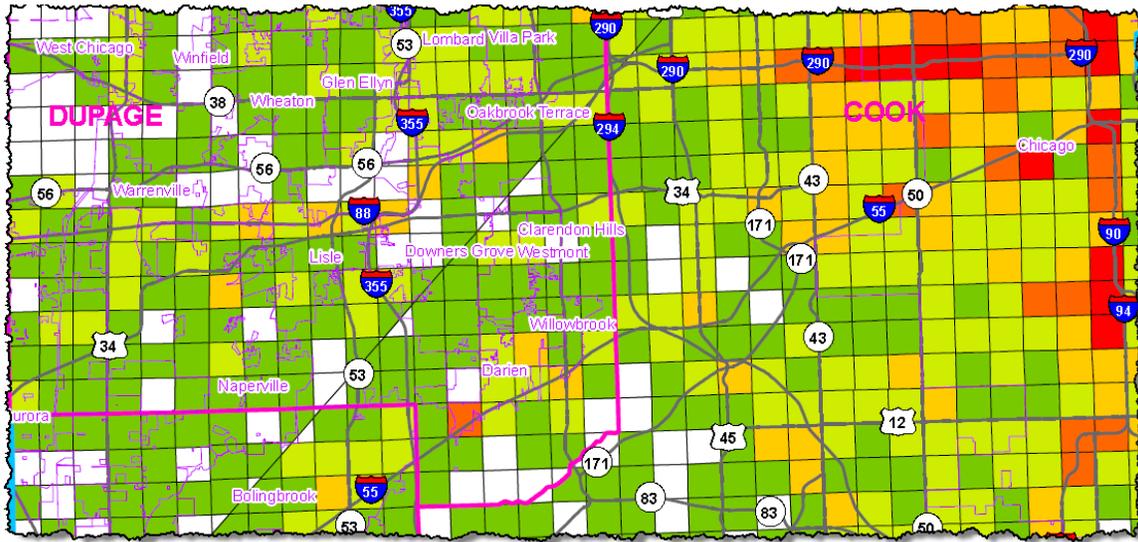
The static reports included in this section are the output of safety analyses done for crash years 2007 thru 2012 on both state and local roadways and intersections. Studies were performed and the reports developed to assist IDOT in determining the nature and extent of safety problems, to provide guidance on where safety investments may be needed, and to assist in tracking the progress towards improving traffic safety in the state.

For information on the use of these reports contact the IDOT, Division of Highways, Bureau of Safety Engineering. To view the available reports, expand the lists by clicking on the arrows (as shown below).



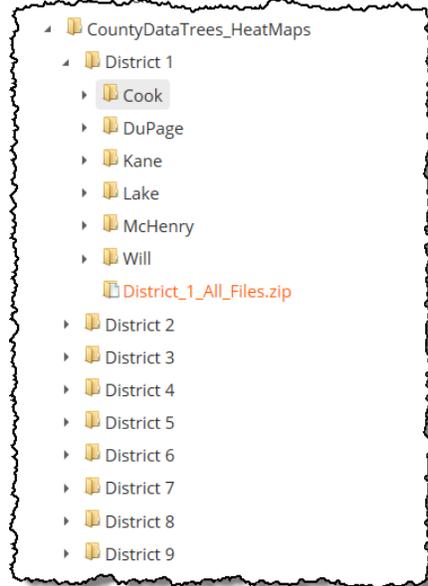
2.3.2 Heat Maps

A **heat map** is a graphical representation of data where the individual values contained in a [matrix](#) are represented as colors. Specific to the Safety Portal, the heat maps provide a map of an Illinois county divided into 1 mile squares with each square color-coded to represent the number of crashes in 2007 thru 2011 within that square. An example is shown below. The Legend included with each heat map indicates the meaning of each color and the type of crashes being represented in the heat map.

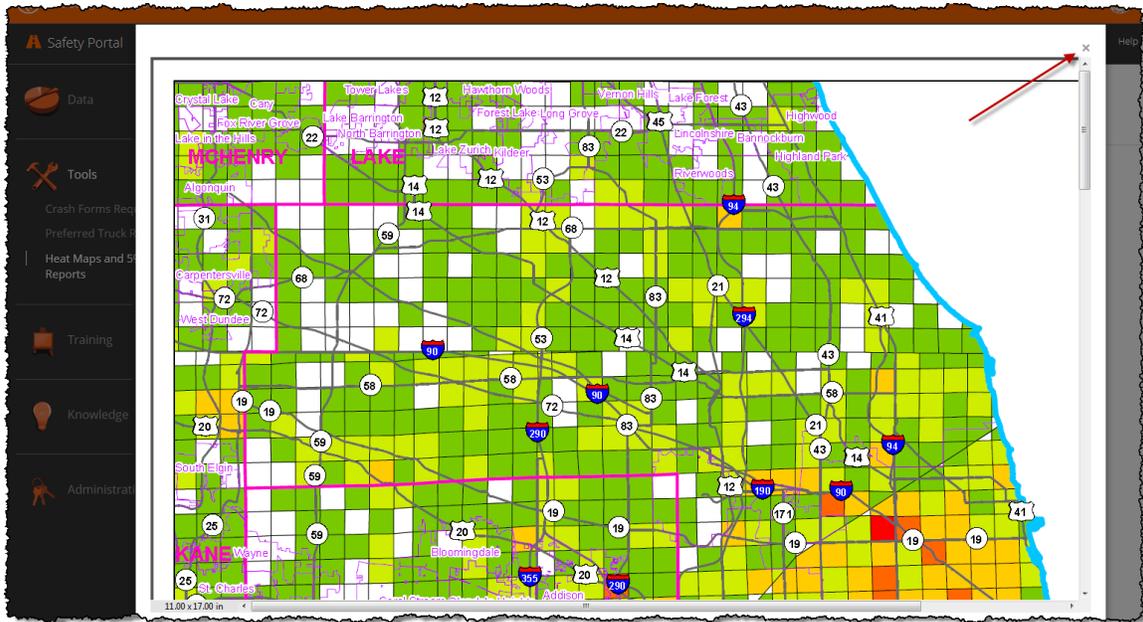


These heat maps are useful for visually comparing the number of crashes between geographic areas and for identifying those geographic areas with a higher incidence of crashes.

As shown in the image below, heat maps are organized by IDOT District and then by the counties within each district. For each county there are a set of heat maps covering different types of crashes.

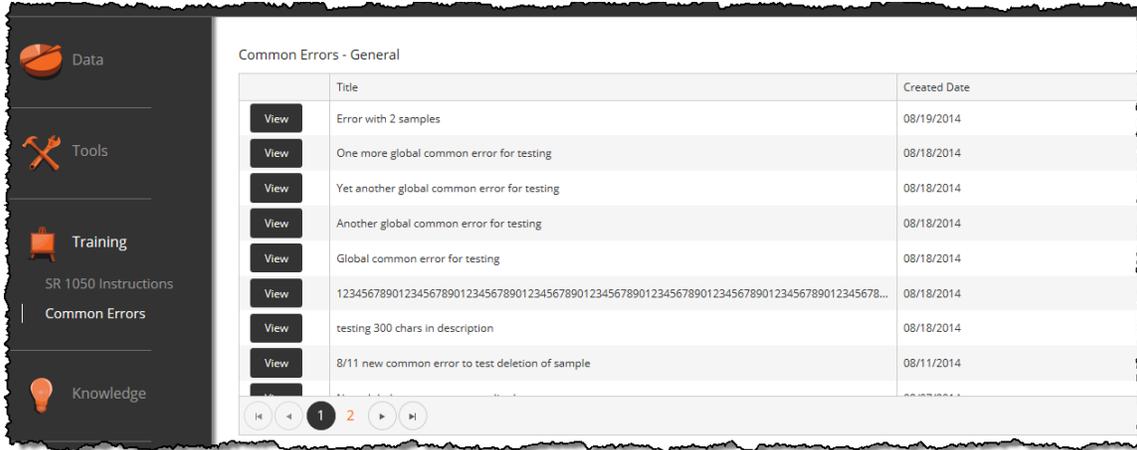


To view a heat map, click the arrow for a district, then for a county, and then click the heat map desired. The heat map will open in a temporary window as shown below. Use the scrollbar to move around in the window and when you are finished viewing, click the “x” in the upper right corner of the heat map to close the temporary window.



3.2 County Engineer View of Common Errors

County Engineers will only be able to see the General Common Errors view, at the top of the screen.



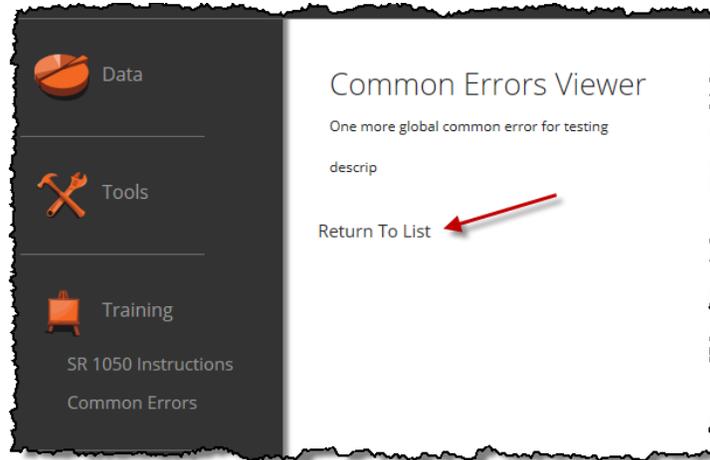
	Title	Created Date
View	Error with 2 samples	08/19/2014
View	One more global common error for testing	08/18/2014
View	Yet another global common error for testing	08/18/2014
View	Another global common error for testing	08/18/2014
View	Global common error for testing	08/18/2014
View	12345678901234567890123456789012345678901234567890123456789012345678...	08/18/2014
View	testing 300 chars in description	08/18/2014
View	8/11 new common error to test deletion of sample	08/11/2014

3.3 Viewing Common Errors

As shown in the previous two images, selecting the Common Errors menu item displays a list of common errors that shows:

- The Title of the Common Error
- The date the Common Error was created

To view the detailed description of the error, click the View button for the error. The Common Errors Viewer will open (see below) and the title and description of the error will be displayed. Click the Return to List link to return to the list of Common Errors.



If one or more examples have been attached to the Common Error, the image of the first example will be displayed below the Common Error description text as shown below. A Thumbnail image will be present on the right for each example image attached to the Common Error. To change which example image is displayed under the Description, click the thumbnail image of the example to be displayed.

Common Errors Viewer

Error with 2 samples

Description

When you move your mouse cursor over the example image, the cursor changes to a cross and the image becomes magnified. Click the left mouse button and the magnified image freezes. Click again to unfreeze the magnified image again to allow the cursor to move.

When finished viewing example images, scroll to the bottom of the page and click the Return To List link.

UNIT	(EVNO)	(MOST)	(EVNT)	(OBJ)	DAMAGED PROPERTY OWNER NAME	DAMAGED PROPERTY	CITY	STATE	ZIP	CONTRIBUTORY CAUSE(S)
1	1		1	3						PRIMARY
	2		41	3						SECONDARY
	3									DATE POLICE NOTIFIED
2	1									mo / day / yr
	2									COURT DATE
	3									mo / day / yr

REMEMBER TO USE BLACK INK, PRESS HARD, PRINT LEGIBLY AND COMPLETE ALL

Click on the image to freeze/unfreeze zoomed image.

Return To List