

IDOT Safety Portal Knowledge Guide

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1 Introduction

This guide provides information on the functions found in the Knowledge area 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 Knowledge icon in the middle of the Safety Portal window.

Knowledge contains two functional areas:

- Collaboration
- Reports



2 Collaboration Forum

The Collaboration Forum is a place for Law Enforcement Agency users and County Highway Engineer users to post discussion topics and post and read comments associated with those topics.

The Collaboration Forum is also a place for Safety Portal Administrators from within the IDOT, Division of Transportation Safety (DTS) to monitor topics and comments; reply to questions posed in a topic by posting a comment; and to delete topics and comments that may no longer be of interest.

2.1 Law Enforcement and County Use of the Forum

When the Collaboration menu item is selected, the Collaboration Forum page is displayed (see below).

Law Enforcement Agency users will see only those topics created by other Law Enforcement Agency users. These topics are identified by a shield icon.

A Safety Portal		Abingdon Police Dept YTD + 2013 Est. Outstanding	7 Submitted Count 51 Data Entered T	Thru 4/16/2014 ALLE 14 Located Thru 11/5/2013	♠ Announcements	Help - AISTEMP1
🥌 Data	📁 Collabora	ation Forum				
Tools	New Topic	Search				
Training		and number of posts displayed Started by AISTEMP1, 8/29/2014	3 posts	Last Post By AISTEMP1 on 8/29/2014		Î
Fnowledge		I'm an LE topic. Started by AISTEMP2, 8/18/2014	2 posts	Last Post By Martin, Ken W on 8/20/2014		
Collaboration Reports	۲	Here is another LE topic. Started by AISTEMP2, 8/14/2014	2 posts	Last Post By AISTEMP2 on 8/18/2014		
		This is a law enforcement collaboration topic. Stanted by AISTEMP2, 8/14/2014	1 posts	Last Post By AISTEMP2 on 8/14/2014		_

County Highway Engineer users will see only those topics created by other County Highway Engineer users. These topics are identified by a hard hat icon.

Safety Portal	- Cook	County YTD + 2013 Est_Outstanding 60,000 Submit	ted Count 295,096 Data En	tered Thru 3/20/2014 ALLE 87,081 Located Thru 10/1/2013 📃 🍋 A	nnouncements
🍎 Data	Collaborat	ion Forum			
Tools	New Topic	Search			
	۵.	new topic Started by AISTEMP3, 8/15/2014	1 posts	Last Post By AISTEMP3 on 8/15/2014	
Training		8/15 Topic to QA test CE user Started by AISTEMP3, 8/15/2014	1 posts	Last Post By AISTEMP3 on 8/15/2014	
Collaboration		8/15 county topic	2	Last Post Rv AIRTEMP3	
Reports	│ ┻	Started by AISTEMP3, 8/15/2014	posts	on 8/15/2014	
		another topic for counties Started by AISTEMP3, 8/12/2014	1 posts	Last Post By AISTEMP3 on 8/12/2014	

The Collaboration Forum home page for Law Enforcement Agency users and for County Highway Engineer users contains the following:

- The list of current collaboration topics; for each topic, the following information is provided:
 - An icon indicating whether the topic was posted by a Law Enforcement Agency user (icon is a shield) or was posted by a County Highway Engineer (icon is a hard hat)
 - The title of the topic
 - Who created the topic and the date
 - The number of comments posted to the topic
 - \circ $\;$ The date and creator of the most recent comment posted
- A New Topic button to use to create a new topic

• A Search button and associated field for finding topics whose title contains a word or specific string of characters

The following subsections describe the user functions available in the Collaboration Forum to both Law Enforcement Agency and County Highway Engineer users.

2.1.1 View Topics and Comments

The title of each topic in the list is displayed in color. Click the title of the topic to view the comments posted to that topic.

As shown below, the topic title will be displayed under the Collaboration Forum heading; the comments will be listed below with the first posted topic on top and the most recent post on the bottom. The icon before each post indicates the type of user who posted the comment: shield is law enforcement, hard hat is county engineer, and key set is Safety Portal administrators.

If there are more than 10 comments, use the circled page numbers or arrows at the bottom left of the screen to navigate between the pages of comments.

When done viewing the comments on the topic, click the Return to List link at the top left or bottom left of the page to be returned to the Collaboration Forum home page and the list of topics.

	_
Return to List	1
Collaboration Forum	
Collaboration Topic: county topic - this should go to page 2	
Post a reply	
comment posted 8/12/2014 11:21:54 AM by AISTEMP3	
Here's a second comment for this topic. posted 8/12/2014 11:30:56 AM by AISTEMP3	
This is another reply. posted 8/12/2014 11:35:10 AM by England, Thomas J	

2.1.2 Search Topics

To search the list of topics for a specific subject, enter a word or string of characters into the text box beside the Search button (as shown below) and click the Search button. The screen will refresh to show only those topics whose title contains that word or string of characters.

To redisplay the list of all topics, delete the contents of the search text box and click the Search button or click the Collaboration menu item in the left navigation area.



2.1.3 Create a New Topic

To create a new topic, click the New Topic button. The page for adding a new topic will be displayed as shown below.

c 🔔 c	ollaborati	on Forur	n	
Topic:				
Your Comment:				
}				
		Save		

Enter the title of your topic in the Topic box and enter your views on the topic in the Your Comment box. A new topic must have both a Topic and Your Comment to be saved. Click the Save button; the Safety Portal will display the list of all topics and the new topic will be listed at the top.

Clicking the Cancel button at any time before clicking Save will return you to the Collaboration Forum home page without saving the new topic.

The Topic can be a maximum of 150 characters. Your Comment can be a maximum of 300 characters.

2.1.4 Add a Comment to an Existing Topic

To add a comment to an existing topic, click the topic in the list of topics to display the list of comments for that topic. Then click the Post a reply button located between the topic title and the first topic comment.

Return to List	
Collaboration Forum	
Collaboration Topic: new topic	
Post a reply	
posted 8/15/2014 4:06:59 PM by AISTEMP3	
m	

The reply entry page (shown below) will be displayed. Enter your comment in the Reply text box and click the Reply button under the reply text box.

Clicking the Cancel button at any time before clicking Reply will return you to the topic's list of comments without saving the new topic.

Your reply can be a maximum of 300 characters.

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Collaboration Forum	
new topic	4
Reply:	Į
2	
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Reply Cancel	

2.2 Safety Portal Administrator Use of the Forum

As stated in the Introduction, Safety Portal Administrators can perform the following functions in the Collaboration Forum:

- monitor topics and comments
- reply to questions posed in a topic by posting a comment
- delete topics and comments that may no longer be of interest or that may be unsuitable for the Safety Portal purpose

When a Safety Portal Administrator selects the Collaboration menu item, the Collaboration Forum home page is displayed (as shown below). Safety Portal Administrators can see all topics and all their associated comments.

ど Data	💦 Collat	poration Forum		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~		~~~~~
Tools		Topic to test delete button					
Training		and number of posts displayed Started by AISTEMP1, 8/29/2014	3 posts		Last Post By AISTEMP1 on 8/29/2014	Delete	
Knowledge	۲	I'm an LE topic. Started by AISTEMP2, 8/18/2014	2 posts		Last Post By Martin, Ken W on 8/20/2014	Delete	
Collaboration Reports		new topic Started by AISTEMP3, 8/15/2014	1 posts		Last Post By AISTEMP3 on 8/15/2014	Delete	
Administration		8/15 Topic to QA test CE user Started by AISTEMP3, 8/15/2014	1 posts		Last Post By AISTEMP3 on 8/15/2014	Dekte	
		8/15 county topic Started by AISTEMP3, 8/15/2014	2 posts		Last Post By AISTEMP3 on 8/15/2014	Delete	

The Collaboration Forum home page for Safety Portal Administrators contains the following:

- The list of current collaboration topics; for each topic, the following information is provided:
 - An icon indicating whether the topic was posted by a Law Enforcement Agency user (icon is a shield) or was posted by a County Highway Engineer (icon is a hard hat)
 - The title of the topic
 - Who created the topic and the date
 - The number of comments posted to the topic
 - o The date and creator of the most recent comment posted
- A Search button and associated text field and filter menu for finding topics on a specific subject or for filtering the display of topics by type created (law enforcement or county highway engineer)

The following subsections describe the user functions available in the Collaboration Forum to Safety Portal Administrators.

2.2.1 View Topics and Comments

The title of each topic in the list is displayed in color. Click the title of the topic to view the comments posted to that topic.

As shown below, the topic title will be displayed under the Collaboration Forum heading; the comments will be listed below with the first posted topic on top and the most recent post on the bottom. The icon before each post indicates the type of user who posted the comment: shield is law enforcement, hard hat is county engineer, and key set is Safety Portal administrators.

If there are more than 10 comments, use the circled page numbers or arrows at the bottom left of the screen to navigate between the pages of comments.

When done viewing the comments on the topic, click the Return to List link at the top left or bottom left of the page to be returned to the Collaboration Forum home page and the list of topics.

Return to List	
Collaboration Forum	
Collaboration Topic: county topic - this should go to page 2	
Post a reply	
posted 8/12/2014 11:21:54 AM by AISTEMP3	
Here's a second comment for this topic. posted 8/12/2014 11:30:56 AM by AISTEMP3	
This is another reply. posted 8/12/2014 11:35:10 AM by England, Thomas J	
have and an and a second and as second and a	manna and and and and and and and and and

2.2.2 Search or Filter Topics

To search the list of topics for a specific subject, enter a word or string of characters into the text box associated with the Search button (as shown below) and click the Search button. The screen will refresh to show only those topics whose title contains that word or string of characters.



To filter topics to show only those created by law enforcement or those created by county engineers, use the filter menu shown below. Select All, Agency, or County to control which topics are to be displayed and click the Search button. Note: When the filter menu is set to blank and the Search button is clicked, all topics are displayed.



You can combine the text box and filter menu to search for a word or string within only law enforcement or only county highway engineer created topics.

To redisplay the list of all topics, delete the contents of the search text box, set the filter menu to All, and click the Search button; alternatively, click the Collaboration menu item in the left navigation area.

2.2.3 Add a Comment to an Existing Topic

To add a comment to an existing topic, click the topic in the list of topics to display the list of comments for that topic. Then click the Post a reply button located between the topic title and the first topic comment.

have a second and the
Return to List
Collaboration Forum
Collaboration Topic: new topic
Post a reply
posted 8/15/2014 4:06:59 PM by AISTEMP3
have a second and the

The reply entry page (shown below) will be displayed. Enter your comment in the Reply text box and click the Reply button under the reply text box.

Clicking the Cancel button at any time before clicking Reply will return you to the topic's list of comments without saving the new topic.

Your reply can be a maximum of 300 characters.

👫 Collaboration Forum	Ì
8/15 county topic	
Reply:	ŝ
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}	Ş
	}
	}
	{
Deale Council	}
Reply Cancel	}

2.2.4 Deleting Topics

Safety Portal Administrators have the ability to delete topics. To delete a topic, click the Delete button associated with the topic. When a topic is deleted, all comments associated with that topic are also deleted.

Data	휹 Colla	boration Forum	****		
Y Tools	۲	Topic to test delete button and number of posts displayed Started by AISTEMP1, 8/29/2014	3 posts	Last Post By AISTEMP1 on 8/29/2014	Delete
Knowledge	۲	I'm an LE topic. Started by AISTEMP2, 8/18/2014	2 posts	Last Post By Martin, Ken W on 8/20/2014	Delete
Collaboration Reports		new topic Started by AISTEMP3, 8/15/2014	1 posts	Last Post By AISTEMP3 on 8/15/2014	Delete
Administration		8/15 Topic to QA test CE User Started by AISTEMP3, 8/15/2014	1 posts	Last Post By AISTEMP3 on 8/15/2014	Delete

2.2.5 Delete a Comment

Safety Portal Administrators have the ability to delete comments associated with a topic. To delete a comment, click the Delete button associated with the comment.

The first comment that was created when the topic was created cannot be deleted; it does not have a Delete button associated with it. To delete this comment, the entire topic will need to be deleted.

Return to List		
Col	llaboration Forum	
Collaboratio	on Topic: 8/15 county topic	
Post a reply		
	MORE posted 8/15/2014 3:07:03 PM by AISTEMP3	
	This is a reply for QA testing on 8/15 posted 8/15/2014 4:04:36 PM by AISTEMP3	Delete
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	man and a second a second a second a second a

## 2.3 Reports

The Safety Portal includes over 20 pre-designed reports that provide tabulations of crash data around a variety of criteria. Each report includes user defined parameters that allow for narrowing the report results by date, location, type of crash, etc.

Reports are located within the Knowledge area of the Safety Portal. To view the list of reports, click the Reports menu item. The reports are listed in a dropdown menu.

A Safety Portal	illimois VID + 2013 Ext. Quissanding 109.893 Submitted Court 627.962 Data Entered Thru 3/19/2014 ALLE 198.531 Located Thru 10/1/2013 🗎 🔶 Announcements
🥭 Data	Safety Portal Reports
🛠 Tools	Select Report Select Report
Training	City Summary Report Collision Diagram Report Coordinate Collision Diagram Report County Summary Report
Frowledge	Crashes by County by Contributory Causes
Collaboration           Reports	
Administration	

## 2.3.1 Running a Report

When you select a report from the dropdown menu, the user defined parameters for those reports are displayed as shown below. The parameters will be unique for each report.

rety Po	ortal Reports		
asnes by Cou	unty		•
Begin Date :		EndDate View Re	port
	<select a="" value=""> ∨</select>	County	

Some parameters are dependent on others. For example, in the image above, you must choose a Selection Type value for the County parameter to be enabled.

Once you have filled in all required parameters, click the View Report button.

Each report, when run, includes the following output, as shown below:

- A header section that provides the parameter values that were chosen to run the report
- A set of "buckets" that provide information about the status of the data used to build the report results
- The report results
- A set of disclaimers that provide further information on how the status of the data may affect the report results

rted by : Coun	ty		P	Illinois Depar Division of Tra	tmen	t of Transport ation Safety	ation	R	teport Produced : 9/9/	2014 11:14 AM
				Safety Portal Cr	ashes	By County				Page : 1 of 1
				1/1/2012 T	o <b>12/</b> 31	/2012				
				Count	y : Bond					
	Reportable Crashes:	302	Non Reportable	Crashes:	54	Estimated Out	ted Outstanding:		Report Total:	302
County			Total Crashes	Fatal Crashes		Injury Crashes	Property Damage Crashes		Total Killed	Tota Injure
Bond			302	2		64	236		4	8
Total:			302	2		64	236		4	8

If the amount of data returned in the report results requires more than one page, you can page through the data using the paging tools located on the left just above the report results. You can also change the viewing size of the report results.



#### 2.3.2 Data Status Buckets

The results for each report include a set of "buckets" that provide information on the status of the data within the date range chosen when the report was run. The following table describes these buckets.

from the second	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	unty : Bond	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
Reportable Crashes: 302	Non Reportable Crashes:	54	Estimated Outstanding:	62	Report Total:	302
hawan	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		mloinan - Praes	tu-m-	Joseffin	∽Iotal.
Reportable Crashes	These are the cr injury threshold t made after the c reportable crash section of the Sa	ashes o be c rash re es will fety P	that meet the IDC lassified as repor eports have been be presented in t ortal.	DT mir table. fully p he Kne	nimum dan This desig rocessed. owledge R	nage or nation is Only eports
Non-Reportable Crashes	This number incl threshold or item high count in this processed.	udes i s that buck	tems that are belo have yet to be pr et means that the	ow the ocesse data i	reporting ed. A relati s still being	ively g
Estimated Outstanding	IDOT maintains each agency on calculates an ex county) for the s figure is the expe received. A high enforcement age IDOT or have re	statisti a mon bectec elected ected r count count encies alized	cs of the number thly basis. Using I number of crash d time period. Th number of crashe in this bucket me have not yet repo a significant redu	of cra this h es for e Estir s that ans th orted th ction in	shes subm istory, IDC an agency nated Outs have yet to at the vario neir crashes.	nitted by T (or standing be ous law as to
Report Total	This is the numb results. When th this number will	er of c le repo match	rash reports inclu ort run includes a the Report Total.	ided in colum	the searc n of total c	h ;rashes,

#### 2.3.3 Printing or Saving the Report Results

To print a copy of the report results directly from the Safety Portal, click the print icon to the right of Find-Next.

To save a copy of the results in one of several formats, click the save image to the right of "Next" and then select the format desired from the drop down.

egin Date : election Type:	1/1/2012 County	•	EndDate County	12/31/2012 Bond	▼		[	View Report
∢ 1	of 1 🕨 🕅 💠	100% 🗸		Find   Next 属	• 💿 🖨			
orted by : Cour	ty		V	Illinois Der Division of T	XML file with report dat CSV (comma delimited) PDF	on	Report Produced : 9/	9/2014 <b>1</b> 1:14 AM
				Safety Portal 1/1/2012 Co	MHTML (wppF)ive) Excel TIFF file Word			Page : 1 of 1
	Reportable Crashes:	302	Non Reportable	Crashes:	54 Estimated Outs	anding:	62 Report Total:	302
County		c	Total rashes	Fatal Crashes	Injury Crashes	Property Damage Crashes	Total Killed	Total Injured
Bond			302	2	64	236	4	81
Total:			302	2	64	236	4	81