SECTOR User Manual

System Instruction for SECTOR Users

Software Version 2.0.2.1

9/8/2014

WSP 24/7 Customer Service: 360-705-5999

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The user manual provides instruction for the SECTOR Client Application, and a synopsis of the SECTOR website. If additional assistance is required, or there are questions and concerns please contact SECTOR Support via SECTOR@wsp.wa.gov.

Contents

Revision History

Revision	Date	Modified By	Description
1.0	09/08/2014	Debbie Peterman	Updated all images to match the current Client version. Updated the Move/Retrieve instructions
0.9	10/03/2013	Debbie Peterman	Updated Quick Capture screenshots Updated Tow/Impound screenshots Added new Preview Screen screenshot
0.8	06/20/2013	Debbie Peterman	Major Revision to include Tow/Impound Form section and updates to all screenshots.
0.7	01/30/2013	Debbie Peterman	Updated Title page to include new version

			number and date updated. Updated images of Attachment screens to show new Spelling Check and Dictionary options.
0.6	12/05/2012	Debbie Peterman	Updated Title page to differentiated between WSP 24/7 Customer service and Direct SECTOR Support Updated Figure 1 – eTRIP System Workflow diagram Updated images of the Ticket Interview screens (including two for prosecutors) Under Section 9 Ticket Interview Process: a. Added 1.6.1.1.1 (red font) regarding how to write a ticket if identification is NOT available (page 34) b. Added 12 (red font) regarding new SECTOR validity checks for Court Date Appearance Options (page 41) c. Added 3.2 (red font) regarding having collisions reflagged by LASA if unable to locate (page 61) Updated Section 16 Back Office Website Portal Access – updated screenshots of Back Office.
0.5	05/09/2012	Debbie Peterman	Updated Section 17.5 Barcode Scanner Configuration to include clarification of barcode scanners Updated Section 17.5.2 to specify PJ3 printer Added Section 17.5.3 to include PJ6 printer
0.4	10/13/2011	Crystal Henson	Updated Section 16.2, 16.3 to include new images.
0.3	05/11/2011	Mike Marcott	Added Collision Supplemental Process section 11.1

0.2	03/30/2011	Crystal Henson	**Revision to sections 7.1, 7.2, 7.3, 13.2.1, 15.3.8, 16.6.1.4, & 16.6.1.5**
0.1	02/16/2011	Crystal Henson	**Updates to format, increased image size, added contact information.**
Original	07/14/2010	Crystal Henson	**Original formal release**

SECTOR Requirements

There is a basic skill set prerequisite to determine if a user is ready and able to use the SECTOR system. In order to shorten the length of this instruction manual the following guidelines have been prescribed, to ensure that if the measurements are not learned prior to use of SECTOR, another source of training is required to meet the basic skill set prerequisites before SECTOR use.

Prerequisites

All SECTOR users require a basic knowledge and understanding of computer skills.

Basic skill requirements include but are not limited to:

1. Log on, restart, or shut down a computer's operating system
2. Navigate a Windows desktop environment
3. Use the Windows Start Menu and Taskbar
4. Use of Windows, Menus and Dialog boxes
5. Create, open, name, save, and delete files or folders
6. Search, move, copy or delete files
7. Use various disk drives
8. Use of Flash drive technology

Acronyms

Relevant acronyms are explained in this section.

SECTOR	Statewide Electronic Collision and Ticket Online Records
eTRIP	Electronic Traffic Information Processing
WSDOT	Washington State Department of Transportation
AOC	Administrative Office of the Courts
DOL	Department of Licensing
WSP	Washington State Patrol
WSTSC	Washington State Traffic Safety Commission
WASPC	Washington Association of Sheriffs and Police Chiefs
LASA	Local Agency SECTOR Administrator

SECTOR Application Instruction

SECTOR System Overview

In 2003, the Washington State Traffic Records Committee established The Electronic Traffic Information Processing (eTRIP) Initiative. This initiative is a collaborative effort among state and local agencies to create a seamless and integrated system through which traffic-related information can travel from its point of origin to end use and analysis. The heart of this undertaking is to eliminate the excessive inefficiencies characteristic of our state's current paper based process of collecting and exchanging ticket and collision information. This information is redundantly hand entered in no less than 3 separate agencies databases.

As a result of this initiative, a Statewide Electronic Collision and Tickets Online Records (SECTOR) system was implemented. SECTOR has been designed to provide law enforcement personnel across the State of Washington with an electronic tool to quickly and accurately capture collision and ticket report information in the field. This tool provides the business requirements supported by the Administrative Office of the Courts (AOC) and Washington State Department of Transportation (WSDOT) to meet the demands of the state traffic rules supplied by those agencies.

Once completed, these electronic tickets and collision reports are electronically transmitted via the internet to the SECTOR Back Office. Data is then routed electronically by a message routing system, hosted by the Department of Information Services (DIS), to the appropriate agencies. Collision reports are routed to WSDOT systems, and citations are routed to the court system hosted by the Administrative Office of the Courts (AOC). DOL also receives data electronically from the various agency systems to update driver records.

SECTOR Visibility

SECTOR Client Application software

An application that is installed on laptop or desktop computers allowing the user to create ticket and collision reports and role based review and approval for both ticket and collision reports. General user types include the SECTOR Officer, Collision writer, Report Reviewer, Prosecutor.

SECTOR Back Office website portal

A web based application, which provides data reporting, system and user maintenance capabilities, along with administrative functionality.

SECTOR System

*The SECTOR System is currently only used for Criminal Traffic (**CT**), Criminal Non Traffic (**CN**), Infraction Traffic (**IT**), Infraction Non Traffic (**IN**) Citation Ticket Collision Reports and Tow/Impound Forms. It does not accommodate any other traffic violation types, nor does it allow for vehicle related violation citations at this time (e.g., parking tickets).*

System Workflow

Upcoming projects for enhancements to SECTOR will allow more user ability from the application and eTRIP in its entirety. The workflow describes existing and new elements that will soon be available.

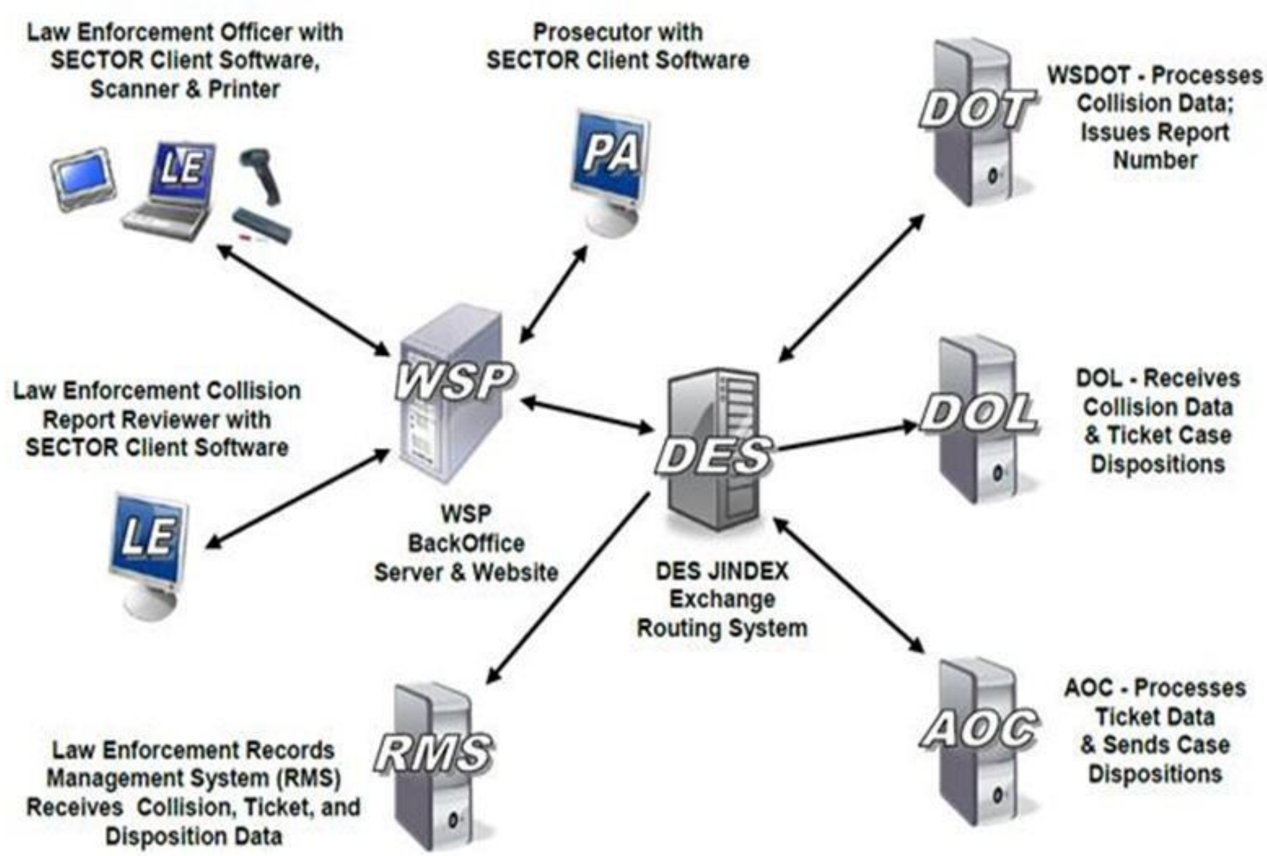


Figure 1

Log In Process

There are two ways to open and login into the SECTOR client software application. This instruction manual will provide directions for using both.

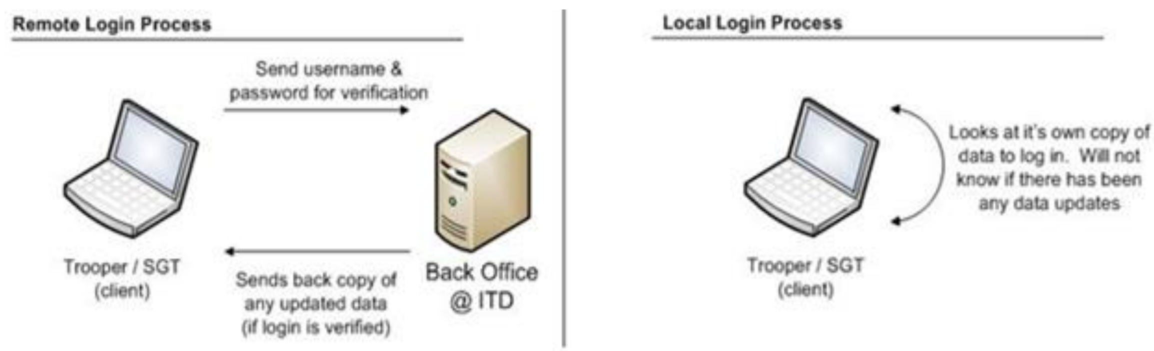


Figure 2

Initial Login Process

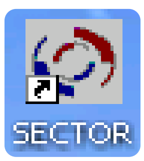
The first time a SECTOR user logs into the SECTOR Client installed on any device, internet connectivity is required to pull down their SECTOR user profile information from the SECTOR Back Office. For first time users, this requires a User ID and password from the Local Agency SECTOR Administrator (LASA).

Once the application is installed on the device, a Send/Receive must be completed to sync the SECTOR Client to the SECTOR Back Office before first time use. This is to ensure that the application is updated to latest version after the installation version. It also ensures that the new users profile is enabled in the SECTOR Back Office before they can begin issuing citations and writing collisions reports electronically

Login Process

Provides access to the local SECTOR Client.

1. Launch SECTOR Client by double-clicking on desktop icon



2. Enter User Name and Password

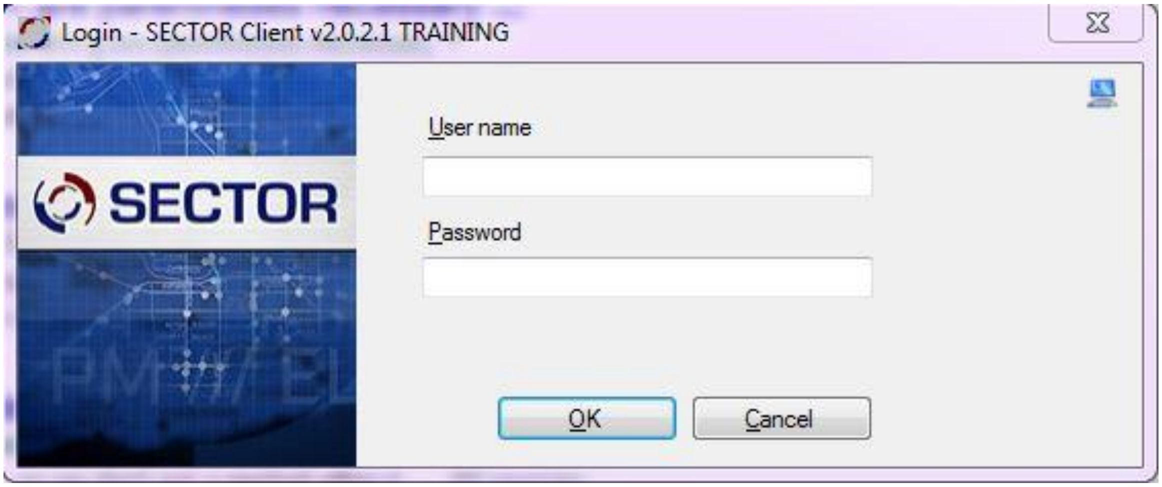


Figure 3

3. Click Ok Button

Figure 4

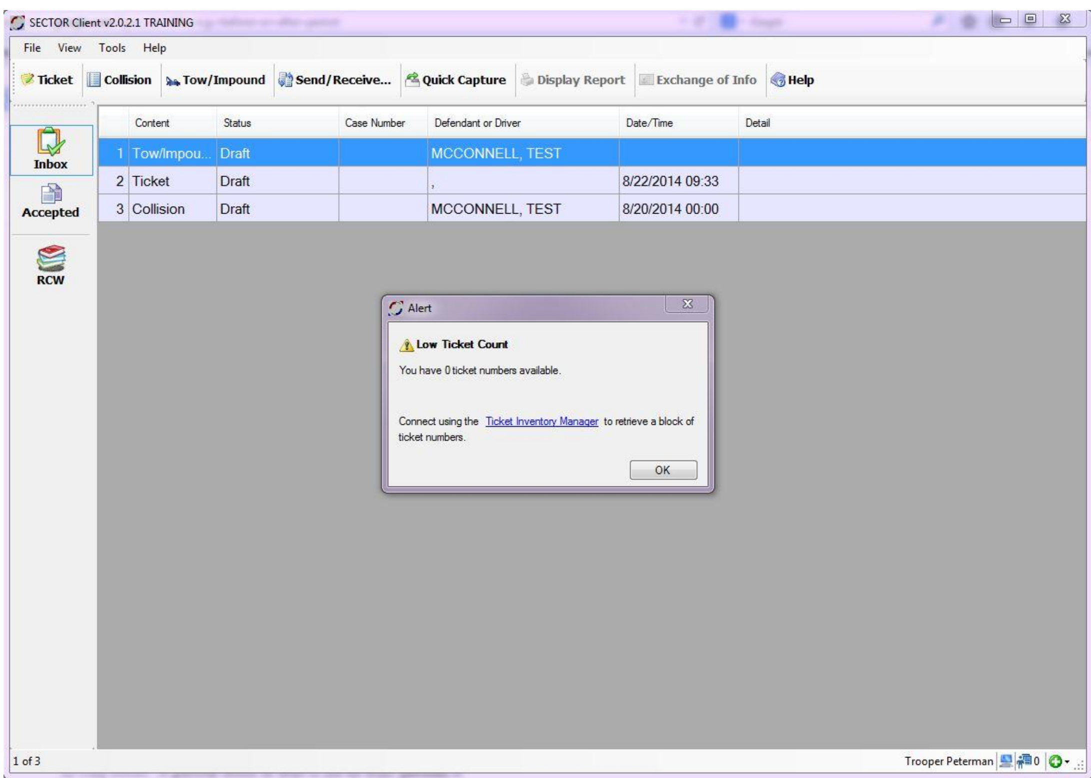


Figure 5

The Low Ticket Count Alert displays for a first time user, and also for any user with less than 10 tickets in their Ticket Inventory.

SECTOR Client Workspace

The SECTOR Client Workspace is where Tickets, Collisions reports and Tow/Impound forms are created. With an internet connection, they are submitted electronically to their destination. The delivery options set in the Interview Process determine where the reports are routed. This section will cover the basic concepts and operations that can be performed inside the workspace. All activities performed within the SECTOR Client Workspace are associated with the current user logged into SECTOR. All tracking, authentication and validation of reports submitted electronically are maintained through this process.

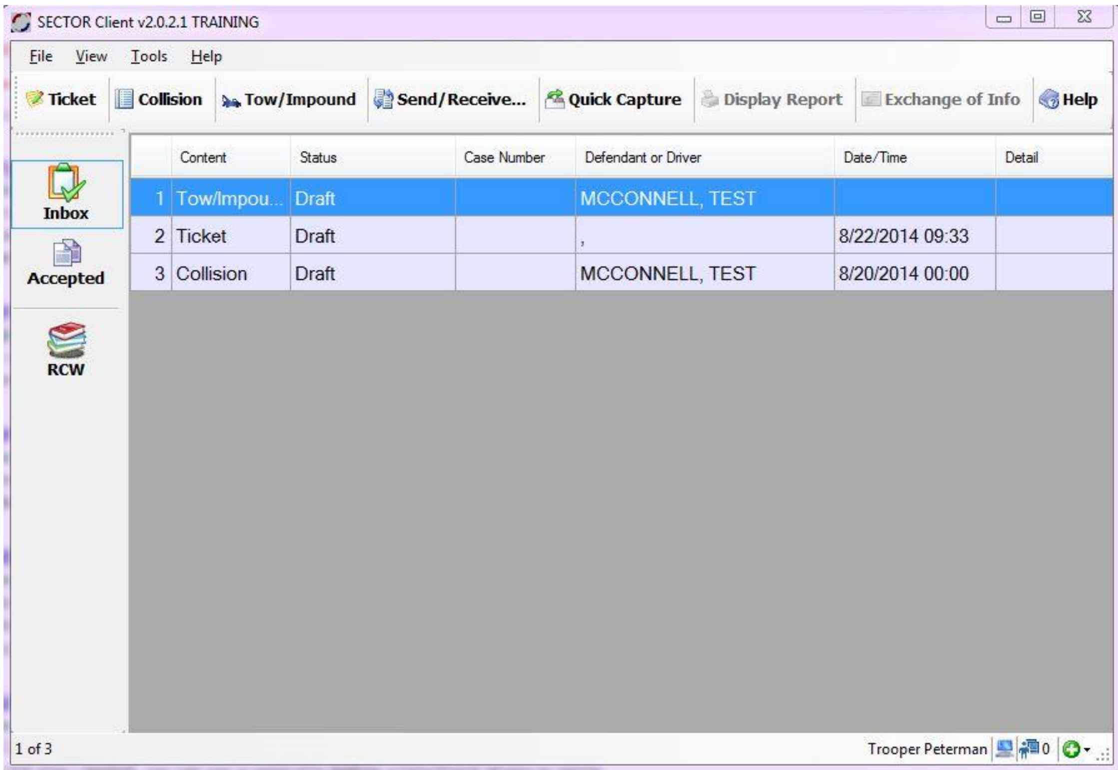


Figure 6

Workspace Layout Defined

The workspace is the area of the software that allows user to manage the reports that are created. Please note that each section is explained further for ease of use and reference in other areas of this User Manual. A short description of the layout is provided below. Full description for processes of all items described will be available throughout the manual.

Menu Bar

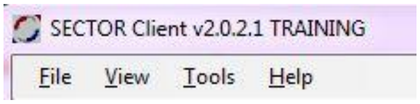


Figure 7

The menu bar is located at the top of the SECTOR Client Workspace and offers access to all of the tools available through the client workspace. Menu option definitions can be found in Appendix 1.

Toolbar

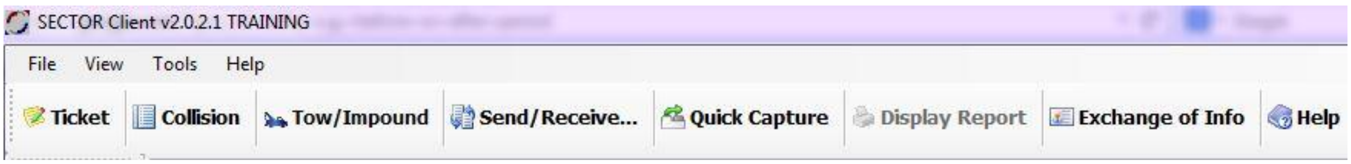


Figure 8

The toolbar allows for quick access to tools available from the menu bar.

- **New Ticket** – opens a *New Ticket Interview Process*
- **Tow/Impound –** opens the *Tow/Impound Interview Process*
- **Send/Receive** – opens the *Send/Receive Function*
- **Quick Capture** – opens the *Quick Capture process;* which in turn *Creates a Draft Collision*
- **Display Report –** opens the Ticket or Collision report highlighted
- **Exchange of Info –** opens the Exchange of Information form
- **Help –** opens the SECTOR User Manual

Left Bar Folder Options

The left bar folder options offers a way to work between drafts, completed and accepted reports.

Figure 9

Inbox – When selected displays drafts and completed reports in the Main workspace area.

Accepted – When selected, displays accepted collision reports in the Main workspace area.

RCW – When selected displays a dialog box for searching through RCW's.

Main Workspace Area

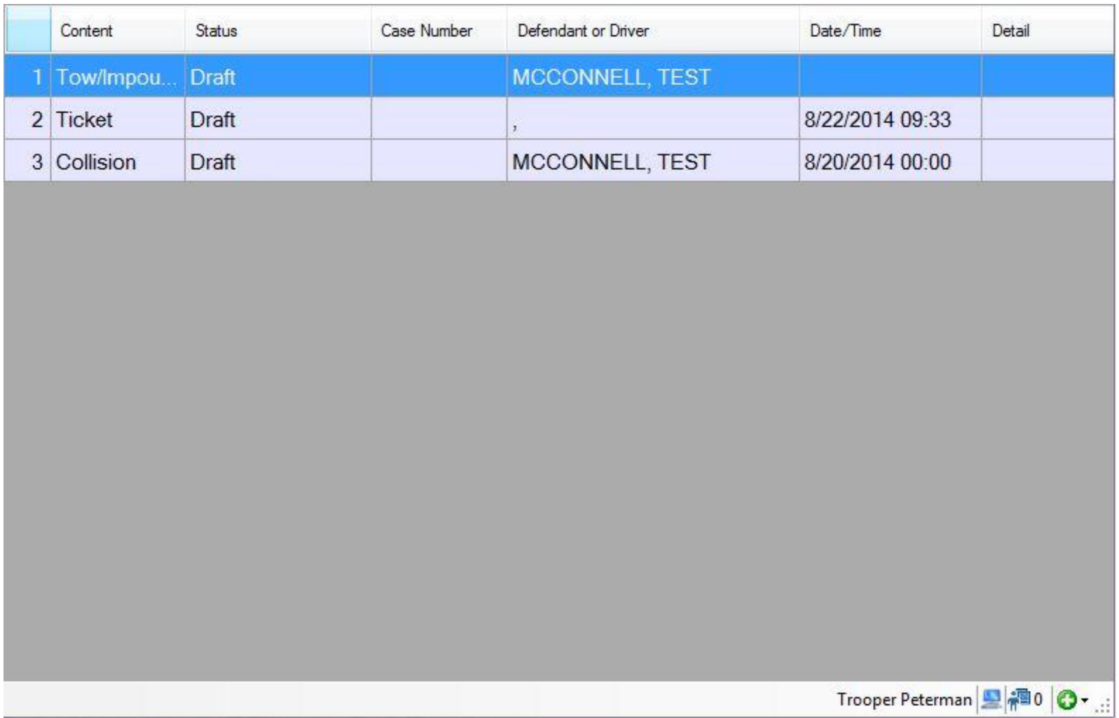


Figure 10

The main workspace area is where the reports will be displayed once a folder is selected from the left bar folder options. The column headers, listed are data that is collected from the Ticket or Collision Interview Processes and then displayed in row format.

Content – Displays the Ticket or Collision identifying information such as a Ticket Number.

Status – Displays the status of each report such as Draft, Ready to Send, Rejected, etc.

Case Number – Displays the Agency Case Number (if entered on the Ticket or Collision by the user).

Defendant or Driver – Displays the name of defendant on a ticket, or the driver of Unit 1 in a collision.

Date/Time – Displays date and time the Ticket or Collision report was initiated by user.

Detail – Displays incident location

Status Bar

Figure 11

The status bar at the bottom of the workspace area displays status information to user.

Items – Displays number of report items in the main workspace area

User Name – Displays the current user logged into the SECTOR Client Workspace

Connection icon – Displays the current internet connection status. If no connectivity it will show a red X.

Ticket Inventory icon – Displays the number of tickets a user has download in the Ticket Inventory Manager.

Quick Menu – Allows user to switch between user accounts.

System Tray Icon

The system tray icon allows the user to restore the client to its original size and location.

1. Right-click on SECTOR Icon in system tray.

Figure 12

2. Select Restore client location and size.
3. This sets the client back to its original size and location.

Ticket Inventory Manager

When a user first enters the SECTOR Client Workspace they will see the screen shown in Figure 5. The Alert dialog box will also appear if an existing user has less than 10 tickets remaining in their Ticket Inventory Manager. There are three ways to access the Ticket Inventory Manager; the Alert Dialog box, double-clicking on the Ticket Inventory icon in the status bar, or from the menu bar selection Tools > Ticket Inventory.

To move beyond the Alert Dialog box just click the OK button and proceed. The processes below explain how to access the Ticket Inventory Manager.

How to locate the Ticket Inventory Manager

1. From Menu bar click on Tools
2. Select Ticket Inventory

Or;

3. When the Low Ticket Count message pops up, click on the Ticket Inventory Manager link

Or;

4. In the lower right-hand corner of the screen, double-click on the Ticket Inventory icon

Figure 13

How to Download Ticket Numbers

THIS PROCESS REQUIRES AN INTERNET CONNECTION.

1. After you've located and opened the Ticket Inventory Manager, click Next

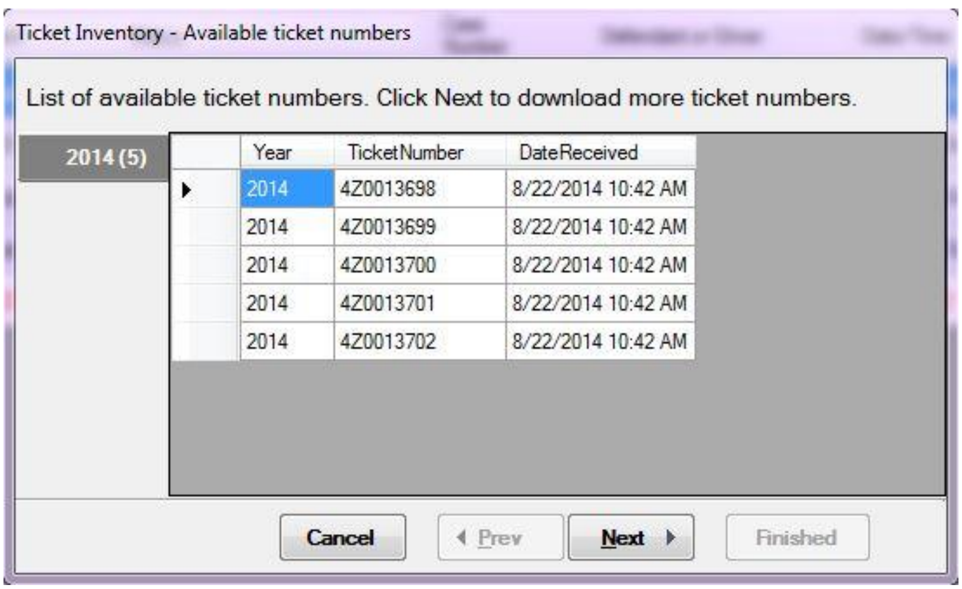


Figure 14

2. Enter the Number of Tickets to retrieve (between 1 and 100)
    - *3.1.1. Note:* It is recommended to only select 25-30 at a time, if the user will use more than one computer in a one day period. *The tickets downloaded to each computer are not transferable to other computers accessed by user.*
    - 3.1.2. *Note*: Ticket numbers are retrieved from a number pool; therefore, more than one person can download ticket numbers simultaneously. This can cause the ticket

numbers to be out of sequence. If this is noticed during the download process, do not be alarmed it is normal and acceptable in this format.

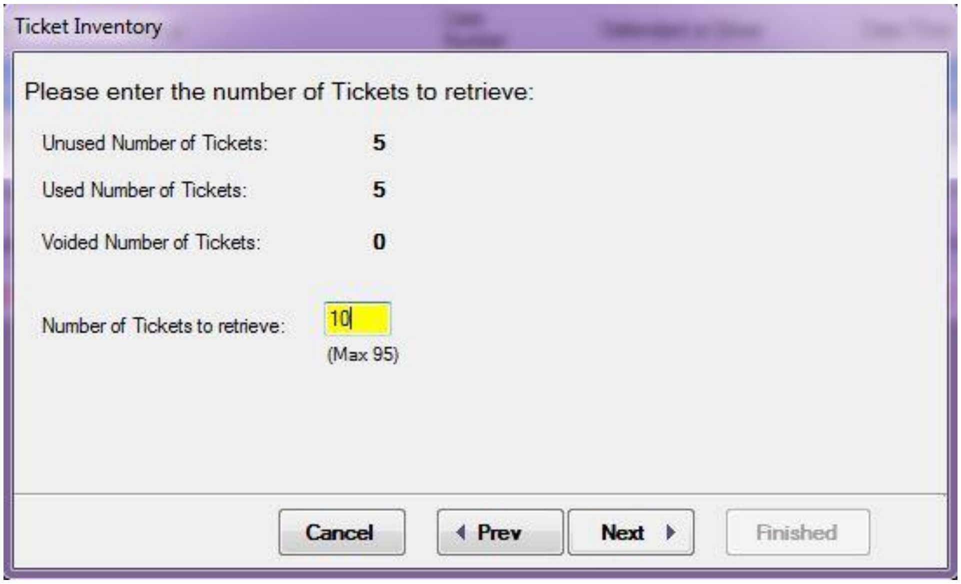


Figure 15

4. Click the Next
5. Enter the SECTOR User Password

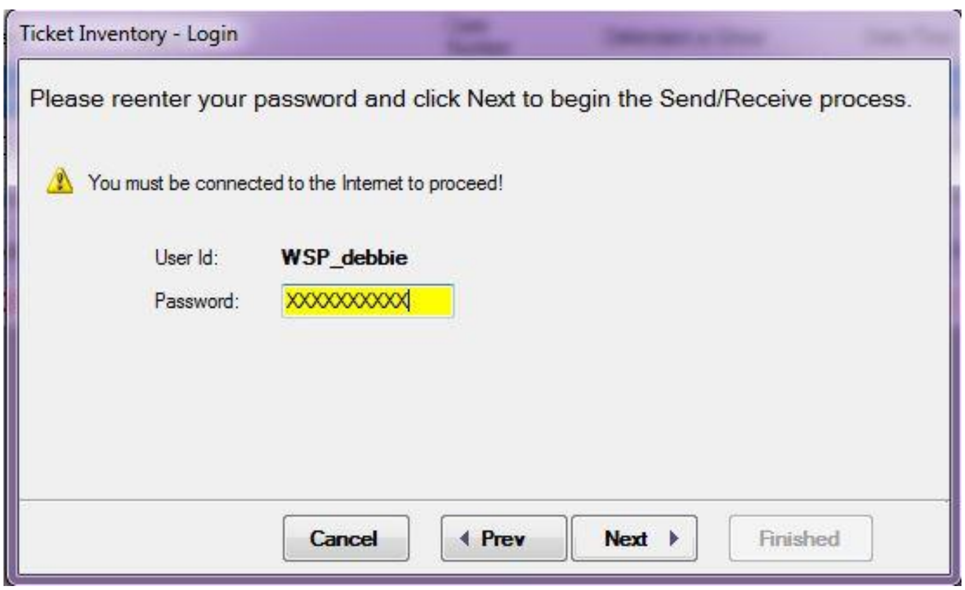


Figure 16

6. Click Next

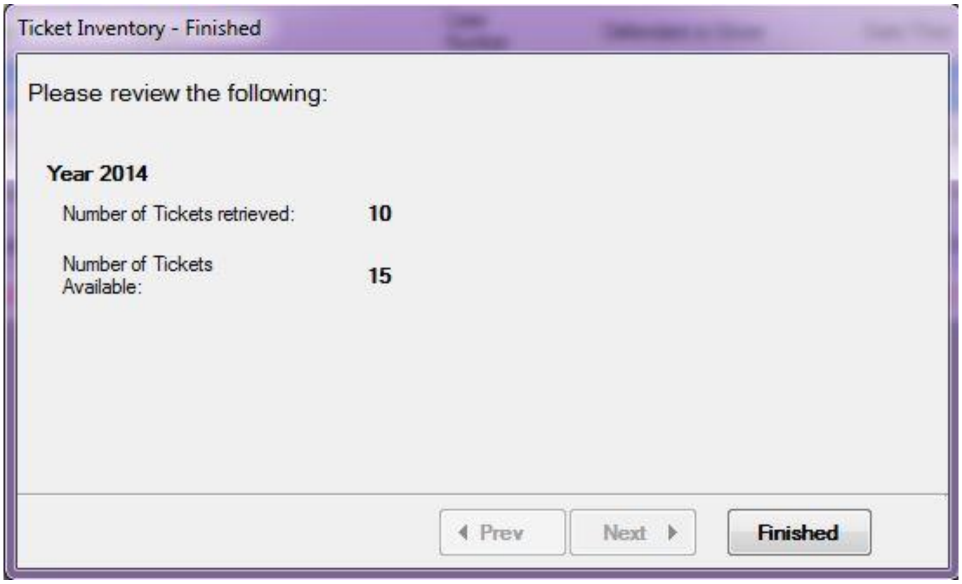


Figure 17

7. Click Finished

Ticket Inventory may have tickets from previous years displayed. Figure 18 demonstrates what Ticket Inventory Manager may display if the user has leftover tickets from previous years.

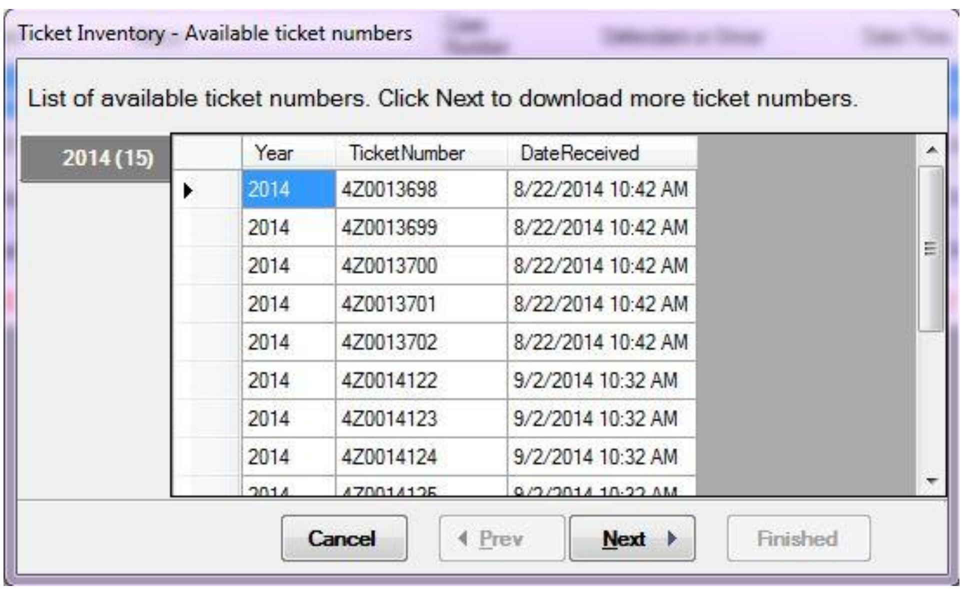


Figure 18

Profile Manager

The SECTOR Profile Manager allows a user to set up default values and application settings that will be used throughout the Ticket and Collision Interview Processes and the Tow/Impound forms. The values set in the profile manager populate certain data fields by default; however, while entering data on the Ticket or Collision Report the default data can be changed in most cases. Additionally, the Profile Manager provides basic setup for peripheral devices that are used with SECTOR.

The profile manager can only be accessed from the menu bar using the View > Profile selection.

Location of the Profile Manager

1. Launch SECTOR
2. Click on View
3. Select Profile

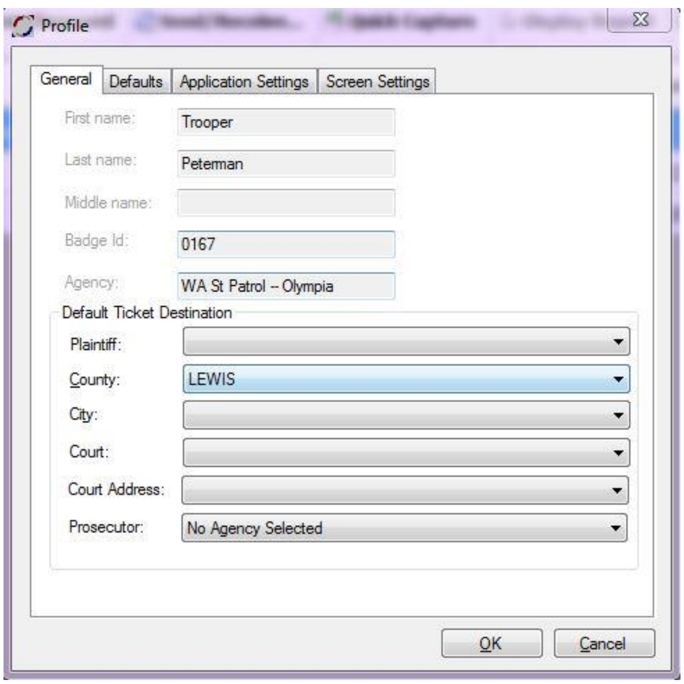


Figure 19

4. Update data for each Tab as necessary.
5. Click OK Button to save changes.

General Tab

The person information is non-editable from the SECTOR Client. It must be changed by the LEA LASA from the SECTOR Back Office.

First Name – Displays person first name.

Last Name – Displays person last name.

Middle Name – Displays person middle name.

Badge Id – Displays person Badge #, or for Prosecutors the Bar #.

Agency – Displays the person's agency.

Default Ticket Destination

This is for the Ticket Destination, this does not identify where the incident occurred.

Plaintiff – Select City, County, or State

County – Displays a chosen County from list (set by default in the Back Office profile).

City – Select City from list.

Court – Select Court from list.

Court Address – If the court you choose has multiple address (e.g. King County District Court) choose the correct court address from the list.

Prosecutor – If your Prosecuting Attorney uses the SECTOR Client Prosecutor module, select a Prosecutor from the list (not all Prosecutors are available in SECTOR).

Defaults Tab

The checkboxes on the default tab populate various fields with information, or they set certain screens to be filled out completely, or at the very least make them available to be filled in. For example, if an Officer is part of a Speeding Emphasis patrol, that officer can come here and check the Speeding checkbox and select their default measuring device, and the fields that correlate to them will default on the each ticket or collision screen for the user.

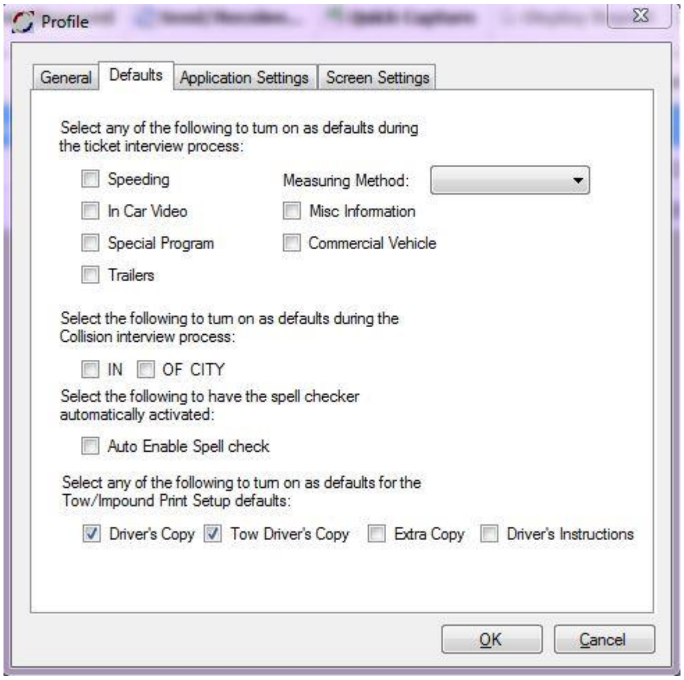


Figure 20

Check Box Options

- **Speeding** – Pre-selects or requires data entry in applicable boxes.
- **In Car Video** – If checked, the data is stored but is not displayed on the citation.
- **Misc Information** – If checked opens the fields for conditional information on the *Miscellaneous* screen.
- **Special Program** – If checked, the data is stored but is not displayed on the citation.
- **Commercial Vehicle** – If checked will check the Commercial Vehicle checkbox on the Violator Screen as default.
- **Trailers** – If checked adds the trailer screen for data entry.
- **IN** – If checked defaults the location as IN the city.
- **OF CITY** – If checked defaults the location as Of the city.
- **Auto Enable Spell Check** – If checked the spell checker will automatically be activated.
- **Driver's Copy** – If checked the Tow/Impound form will automatically print the Driver's copy each time
- **Tow Driver's Copy** – If checked the Tow/Impound form will automatically print the Tow Driver's copy each time
- **Extra Copy** – If checked an extra copy of the Tow/Impound form will automatically print each time.
- **Driver's Instructions** – If checked the Driver's Instruction will automatically print each time an Tow/Impound form is printed

Measuring Method Drop down List Options

- **AIRCRAFT** – If selected defaults the Measuring method as Aircraft.
- **PACE** – If selected defaults the Measuring method as PACE.
- **SMD** – If selected defaults the Measuring method as a speed measuring device (SMD).

Application Settings Tab

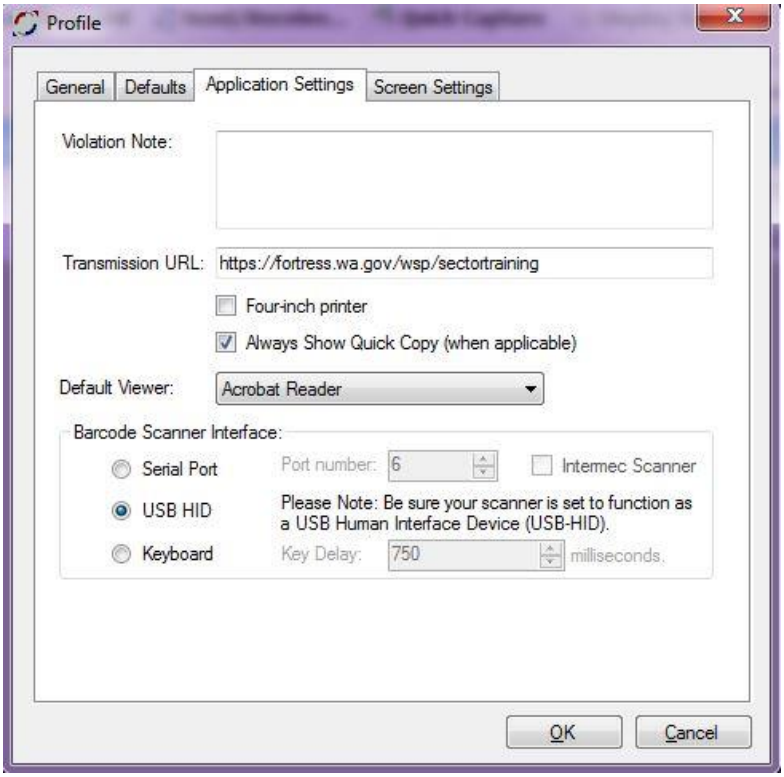


Figure 21

Violation Note – Information entered into this field will be automatically displayed below each violation code on the printed ticket.

Transmission URL – The information in this field is required and pre-populated to complete the *Send/Receive process*. This field shall be managed by the LASA and should not be touched unless expressed written permission has been given.

Check Box Options

1. **Four-inch printer** – If checked settings for four-inch printer are created. Use only if device being used has a strip printer attached and configured for use.
2. **Always Show Quick Copy (when applicable)** – If checked vehicle and violator information is made available to user without rescanning or typing for use in the ticket or collision interview process and Tow/Impound forms.

Default Viewer

1. **Acrobat Reader** – If selected Ticket and Collision reports and Tow/Impound forms will display using this default.
2. **SECTOR** – If selected Ticket and Collision reports and Tow/Impound forms will display using this default.

Barcode Scanner Interface

1. **Serial Port** – If selected the barcode scanner is configured using a specified port.
   1.1. **Port number** – Selects the port number configured for Serial Port barcode scanning.
2. **USB** – If selected the barcode scanner is configured using a USB configuration.
3. **Keyboard** – If selected the barcode scanner is configured using a keyboard wedge configuration.

Screen Settings Tab

The screen settings made available allow the user to restore the screens listed after minimizing or sizing down so small they cannot be resized through normal means. Additionally, the background color for the input fields within the Ticket and Collision Interview process and Tow/Impound forms can be changed here.

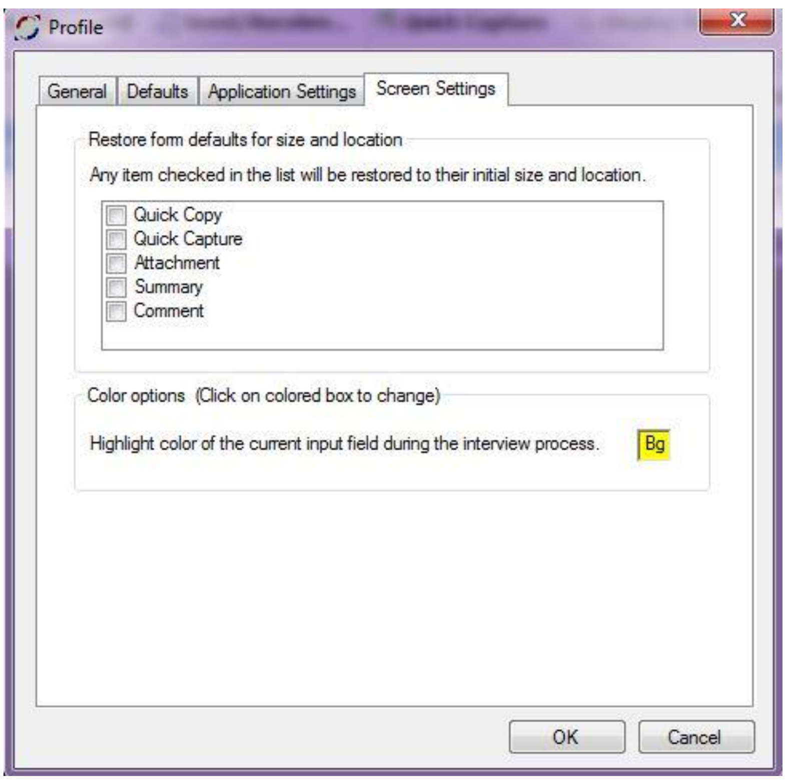


Figure 22

Restore form defaults for size and location:

1. To Restore Defaults
2. Select Screen Settings Tab.
3. Check the applicable screens.
4. Click OK Button

Color options (Click on colored box to change):

1. To set the color click on the  box.

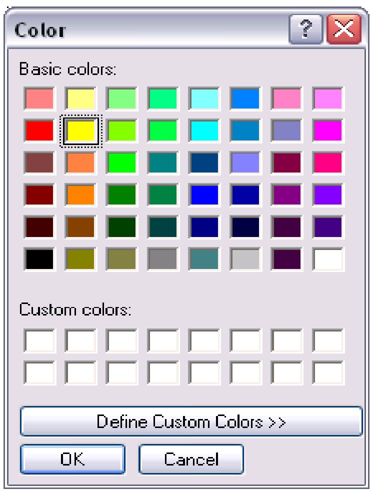


Figure 23

2. Select a color.
3. Click OK Button

Ticket Interview

The ticket interview process will walk you step-by-step through creating a new ticket.

NOTE: While completing Ticket Interview Process, some areas on the screens will be populated based on the information supplied in the Profile Manager. Additionally, if quick capture has been used previous to any initial ticket, quick copy will be available with that information. It however, may not be pertinent to the actual ticket being written.

How to Create a New Ticket

1. From Menu bar click on File
2. Select Create Incident
3. Choose Ticket

Or;

4. From the SECTOR Client Workspace toolbar click on the Ticket button

Or;

5. From the keyboard press CTRL + F1

Entering Ticket Information

1. Ticket Interview – Preliminary screen

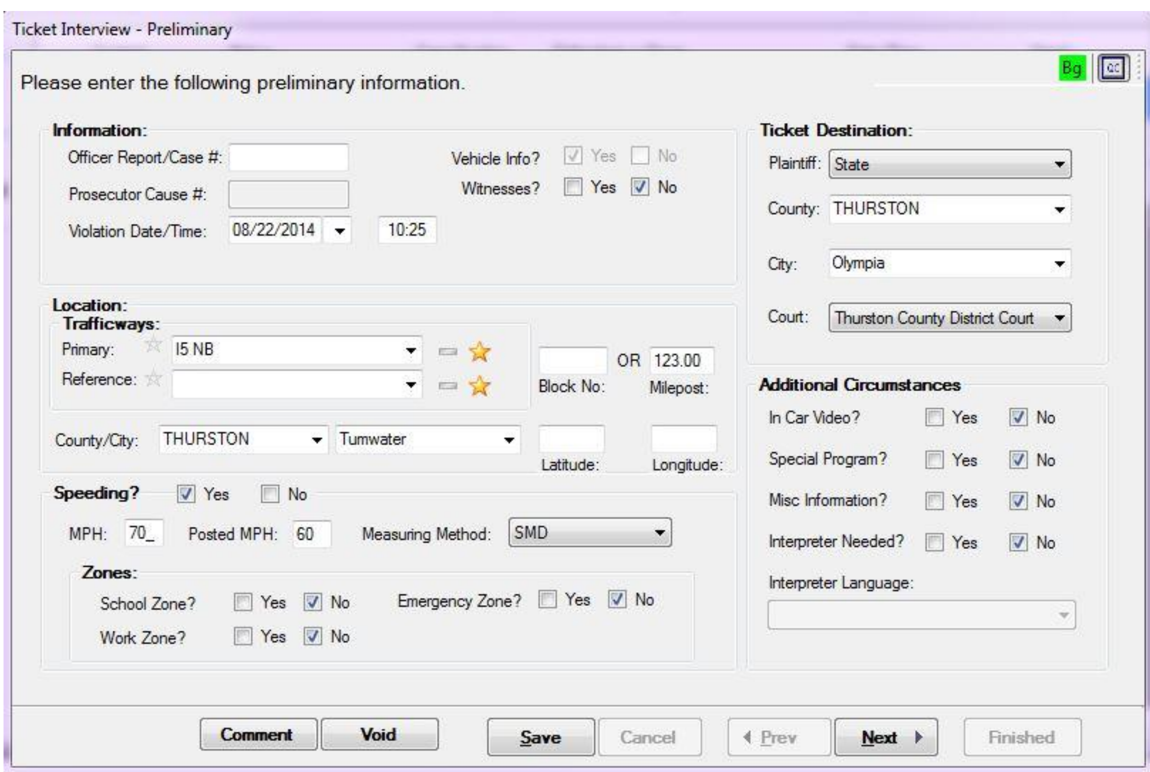


Figure 24

2. Enter all mandatory information

  1.1 Information

  1.2 Location

  1.3 Speeding?

    1.3.1 MPH, Posted MPH and Measuring Method – only available if Speeding is checked Yes

    1.3.2 Zones – only available if Speeding is checked Yes.

  1.4 Ticket Destination – Set by default (from View > Profile) in most cases.

  1.5 Additional Circumstances

3. Click Next

4. Ticket Interview – Violator screen

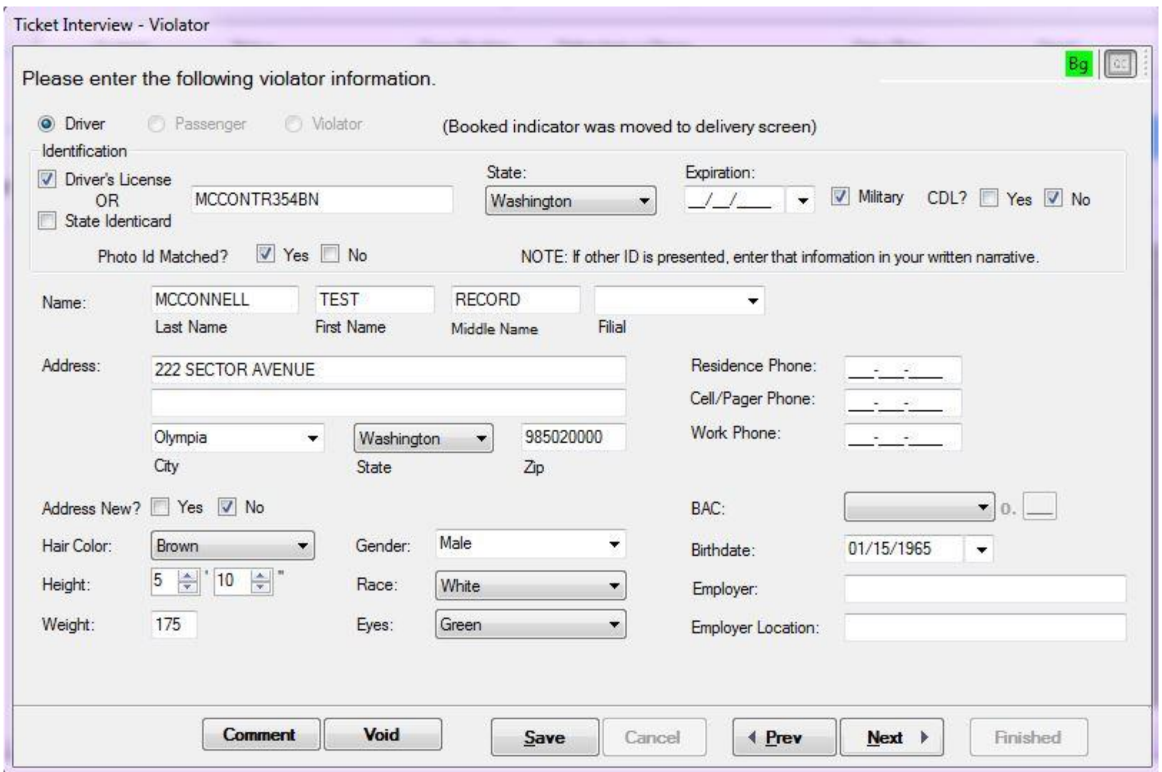


Figure 25

5. Use the Barcode Scanner or Quick Copy to automatically fill most of the form.

  5.1 Use Manual entry if Barcode Scanner or Quick Copy are unavailable

NOTE: If identification is not available, or foreign identification is provided, both the Driver's License and the State Identicard checkboxes can be unchecked. This will allow the officer to complete the Name, Address, and other descriptive fields manually.

6. Click Next

7. Ticket Interview – Vehicle screen

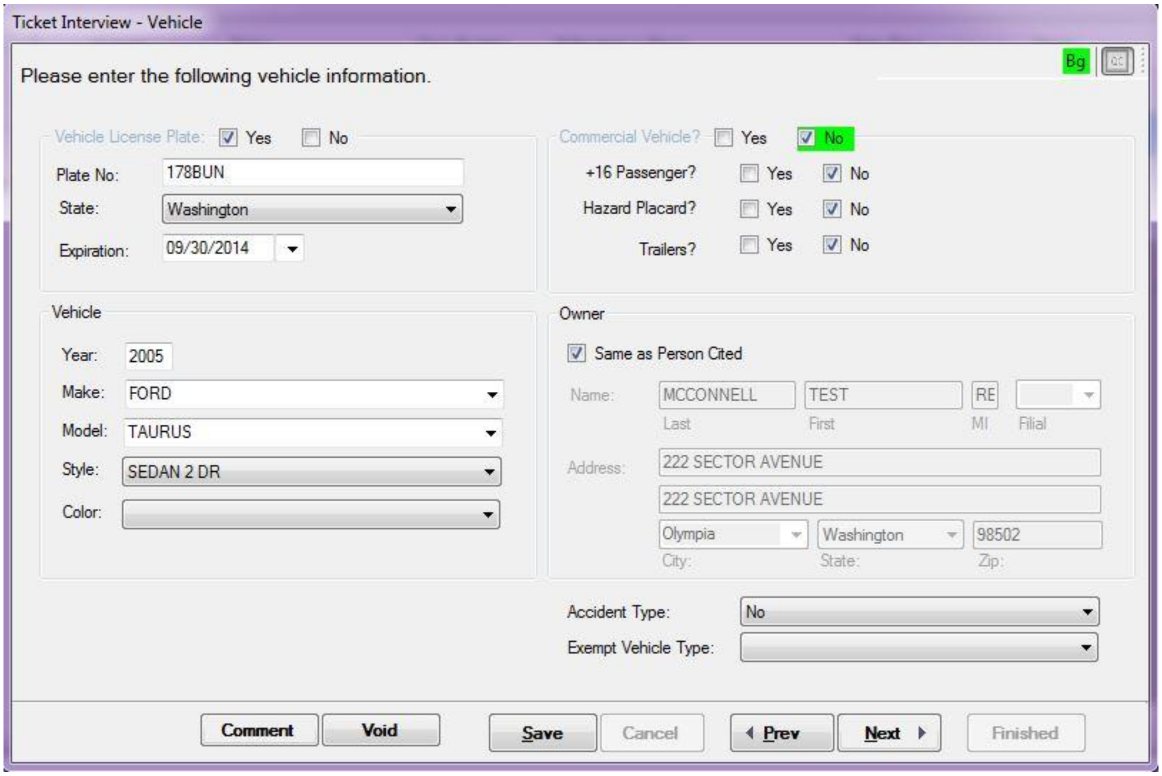


Figure 26

8. Use the Barcode Scanner or Quick Copy to automatically fill in most of the form.
   8.1 Use Manual entry if Barcode Scanner or Quick Copy is unavailable.
9. Click Next
10. Ticket Interview – Violations screen

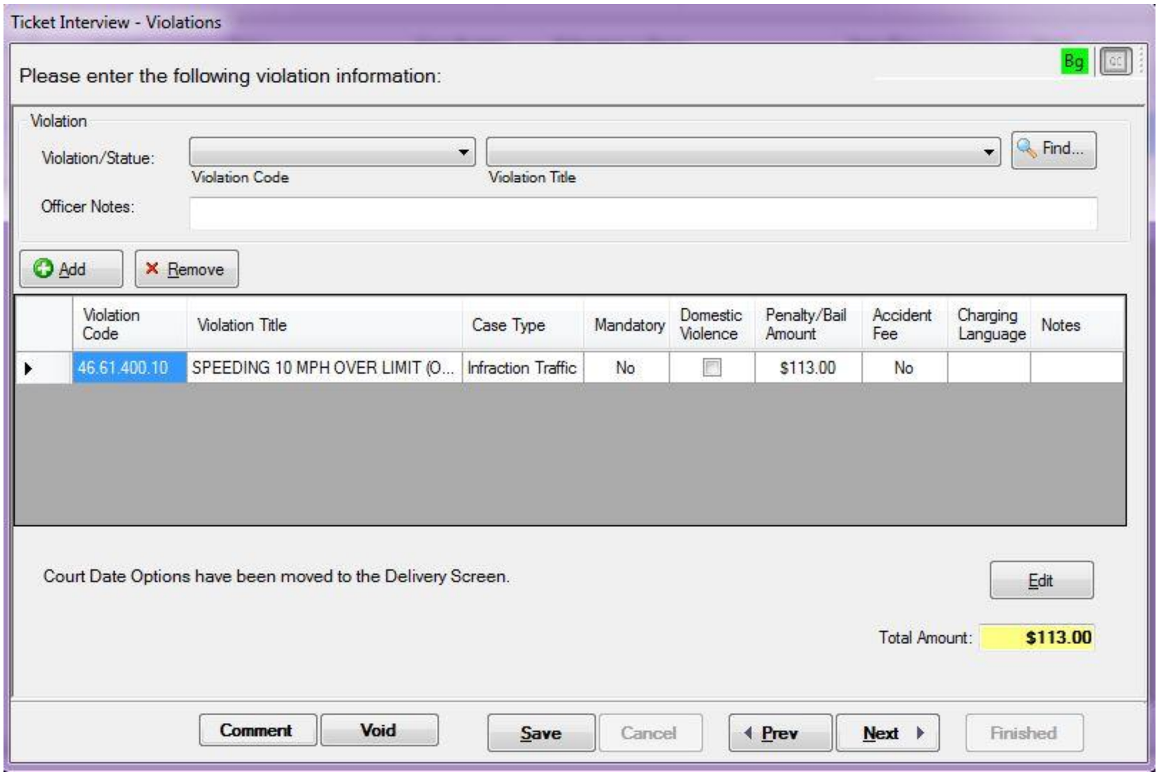


Figure 27

NOTE: If speeding was checked Yes on the Ticket Interview – Preliminary screen, the appropriate violation will be added automatically. With the exception of Seattle Police Department and Tribal police departments who do not use the statewide violations codes.

11. To Add additional violations, click on Find
    - 11.3. Search for the Violation you would like to add by using the Violation Code or the Violation Title
    - 11.4. Highlight it in the Search results window
    - 11.5. Click OK
12. Click the Add button
13. To Remove a violation, highlight the violation from the list you wish to remove
    - 13.3. Click the Remove button.
14. Click Next
15. Ticket Interview – Miscellaneous screen

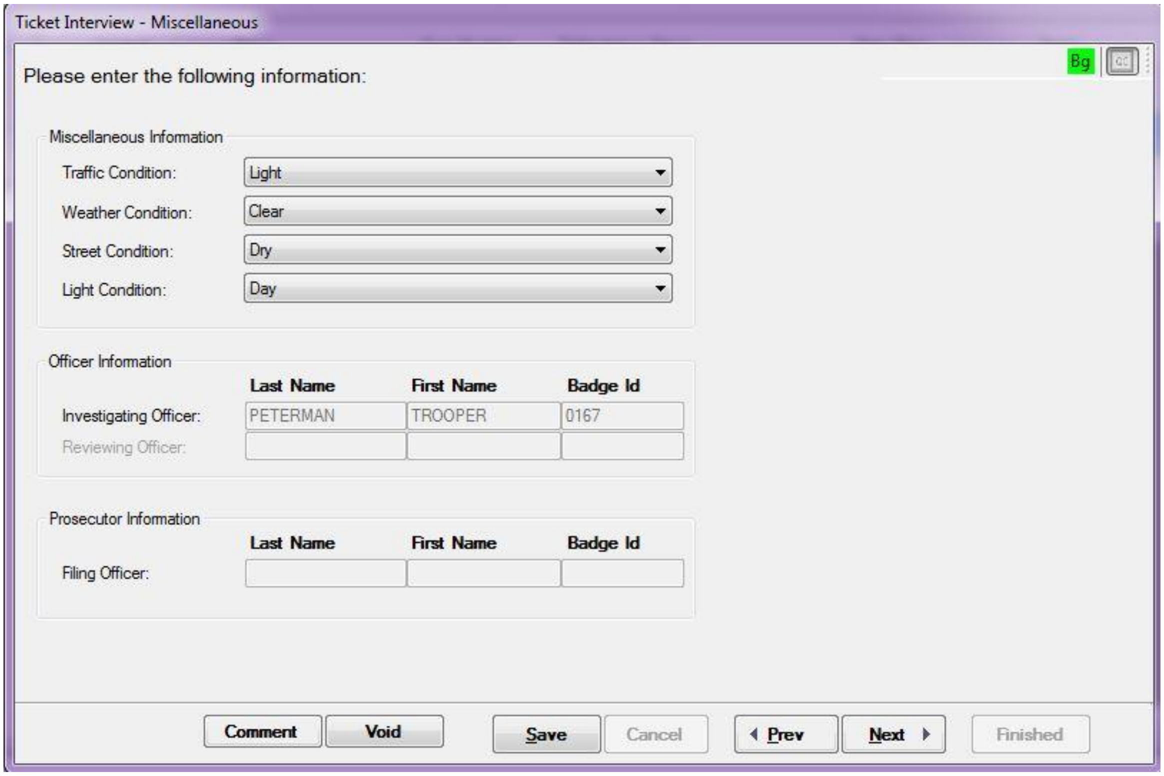


Figure 28

NOTE: If you selected Yes to Misc Info on the Ticket Interview – Preliminary screen, the Miscellaneous Information section will be available to fill out. You can also set this screen to show by default under View > Profile > Defaults.

16. Click Next
17. Ticket Interview – Witness screen

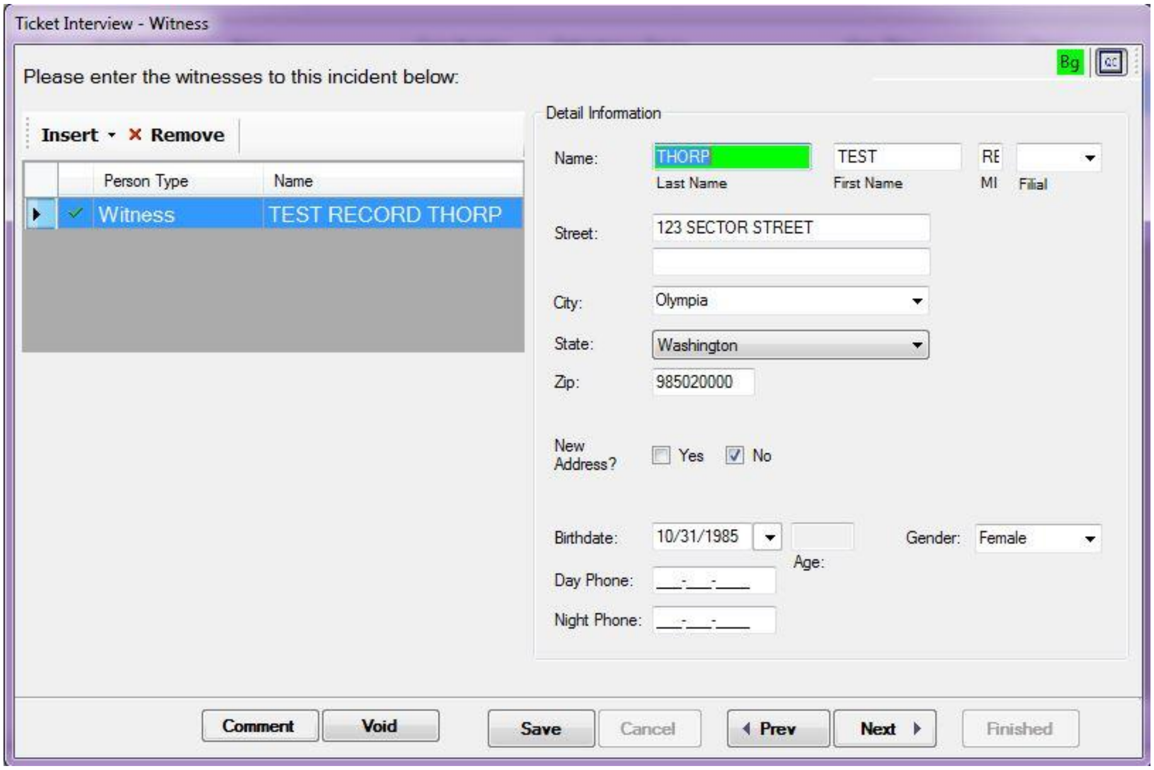


Figure 29

NOTE: If you selected Yes to Witnesses on the Ticket Interview – Preliminary screen, the Witness screen will be available to fill out.

18. To Add another Witness
    18.3. Click Insert button
19. To Remove a Witness
    19.3. Select the person from the list you wish to remove
    19.4. Click Remote button
    19.5. Click Next
20. Ticket Interview – Attachments screen

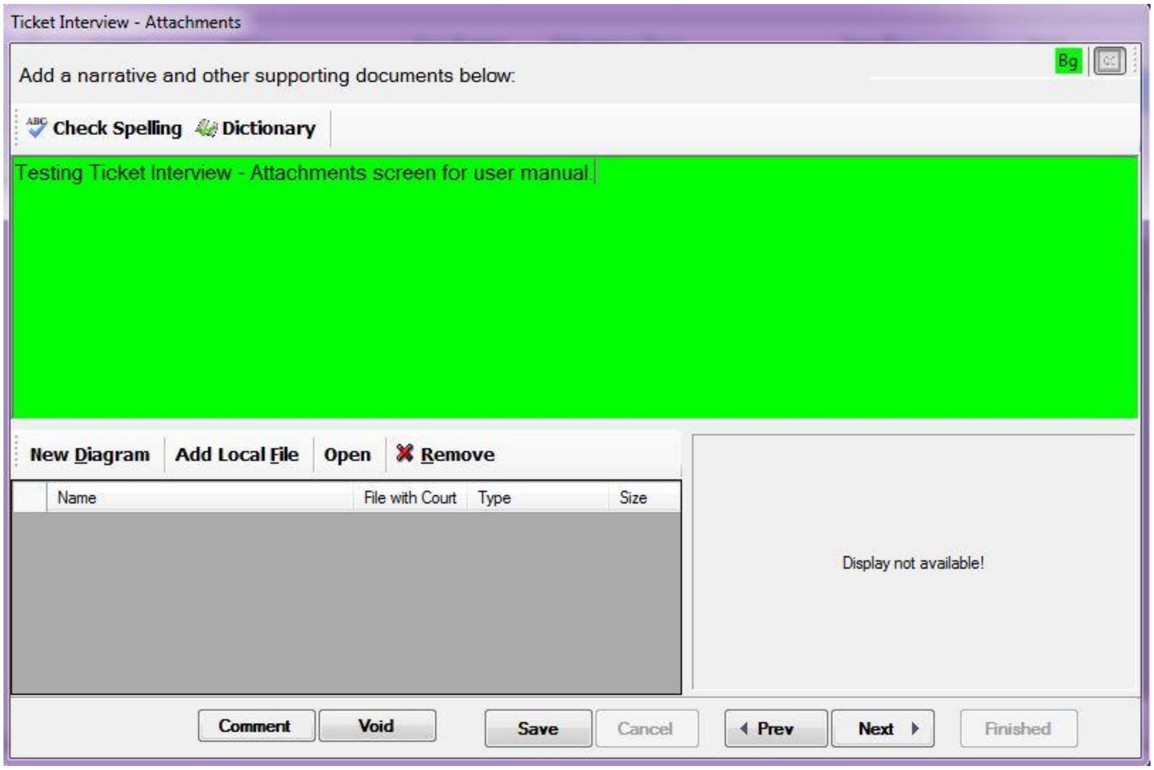


Figure 30

20.3. Enter your Narrative and attach any required documents.

21. Click Next
22. Ticket Interview – Officer's Certification screen

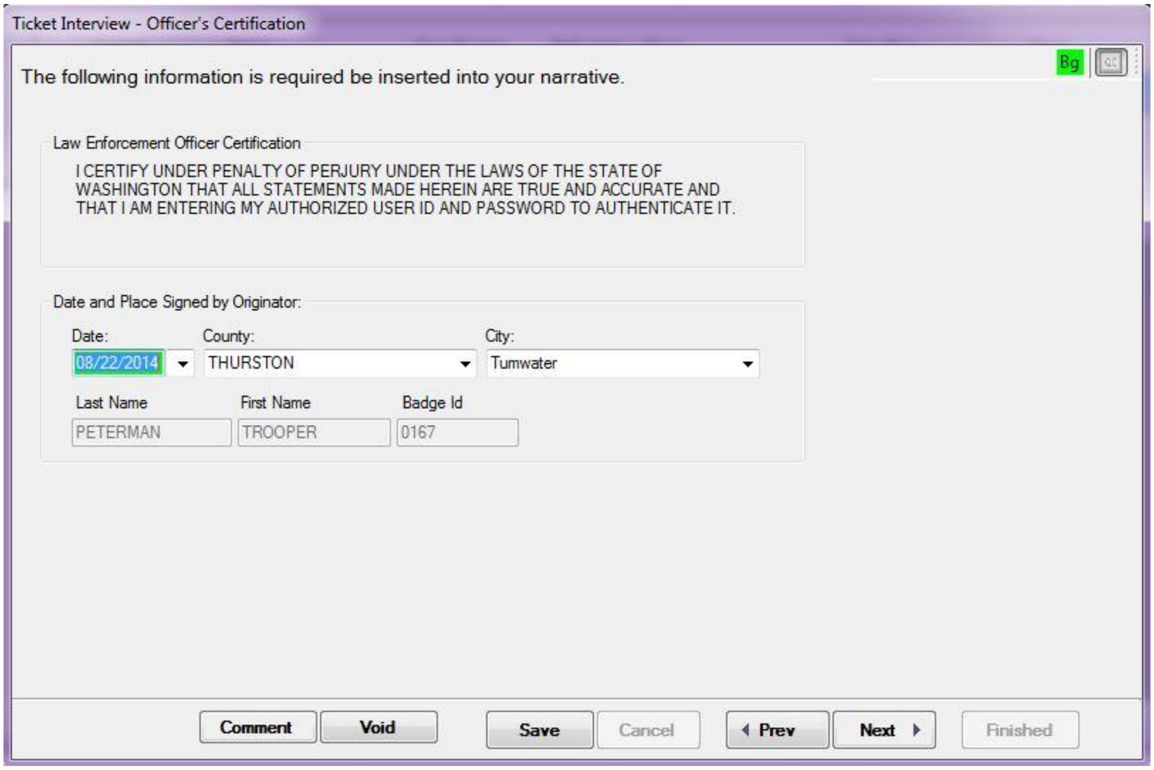


Figure 31

23. Review and verify information in the Date and Place Signed by Originator section is complete and correct.
24. Click Next
25. Ticket Interview – Delivery Screen

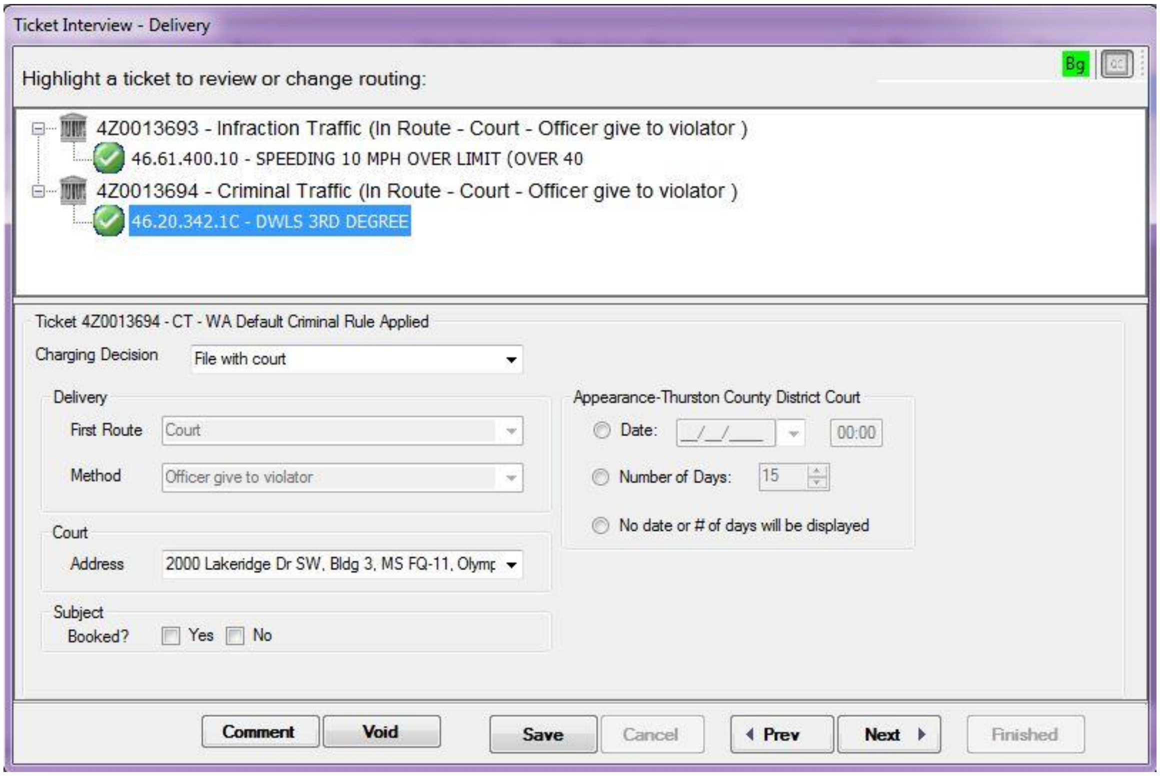


Figure 32

26. Fill in all Mandatory sections.
    - 26.3. Select each Ticket Number from the results window
    - 26.4. Select Charging Decision
    - 26.5. Select Delivery method
    - 26.6. Select Court Address
        - 26.6.1. Court Address can be set as a default in the Profile Manager

NOTE: All mandatory sections will need to be completed for each ticket number highlighted, as they can be different.

27. For Criminal citations requiring a Court Appearance, SECTOR will perform the following validity checks when proceeding to the next screen:
    - 27.3. The officer must select one of the Appearance options.
        - 27.3.1. Date:
            1. It must be a valid future date. In addition, warnings will be provided if the date is a holiday, non-business (weekend) date, or if the date is more than 15 days in the future.
            2. If a date is entered, a time between 00:01 and 23:59 must also be entered.
        - 27.3.2. Number of Days:
            1. Must be from 1 to 90 days.
        - 27.3.3. No date or # of days will be displayed

1. This option can be selected if the court has requested that the officer not set an appearance date.

NOTE: The court that the ticket is being filed with controls which Appearance options are enabled for selection and the default values for each. Please contact your Court Administrator if you want changes made to the defaults.

28. For Criminal citations Routed to Prosecutor Queue, SECTOR will display the Subject Booked? checkbox. This is a required field.
    28.3. Check Yes, if the Subject was booked.
    28.4. Check No, if the Subject was not booked.

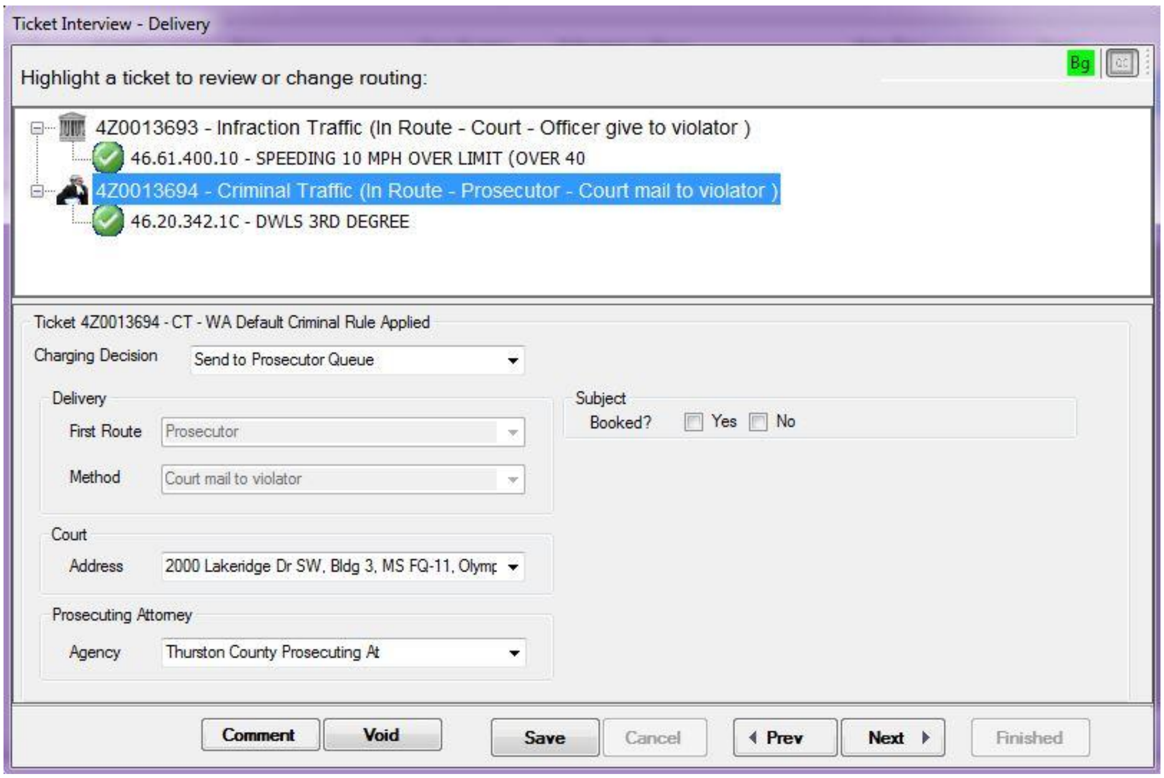


Figure 33

27. Click Next Button.
28. Ticket Interview – Validation Summary screen

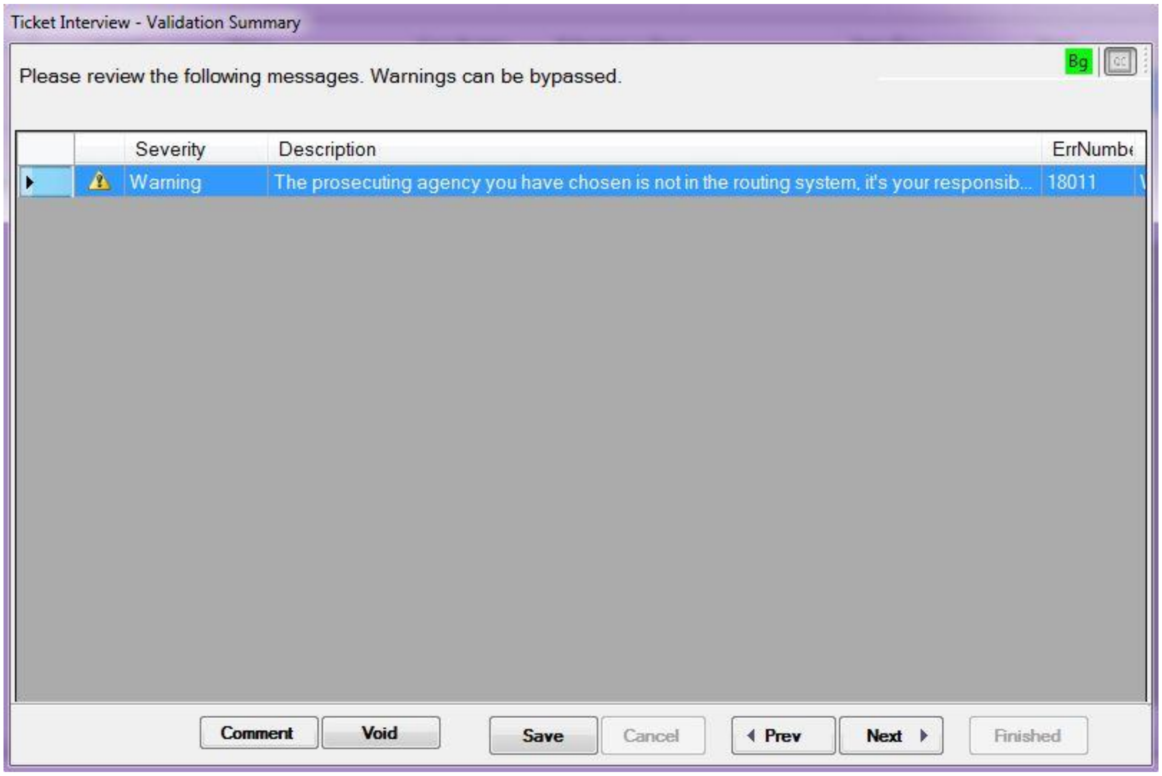


Figure 34

29. Double-click on the warning message to be taken back to the field(s) that needs to be corrected.
30. Click Next to bypass warning message and continue.
31. Ticket Interview – Preview Screen

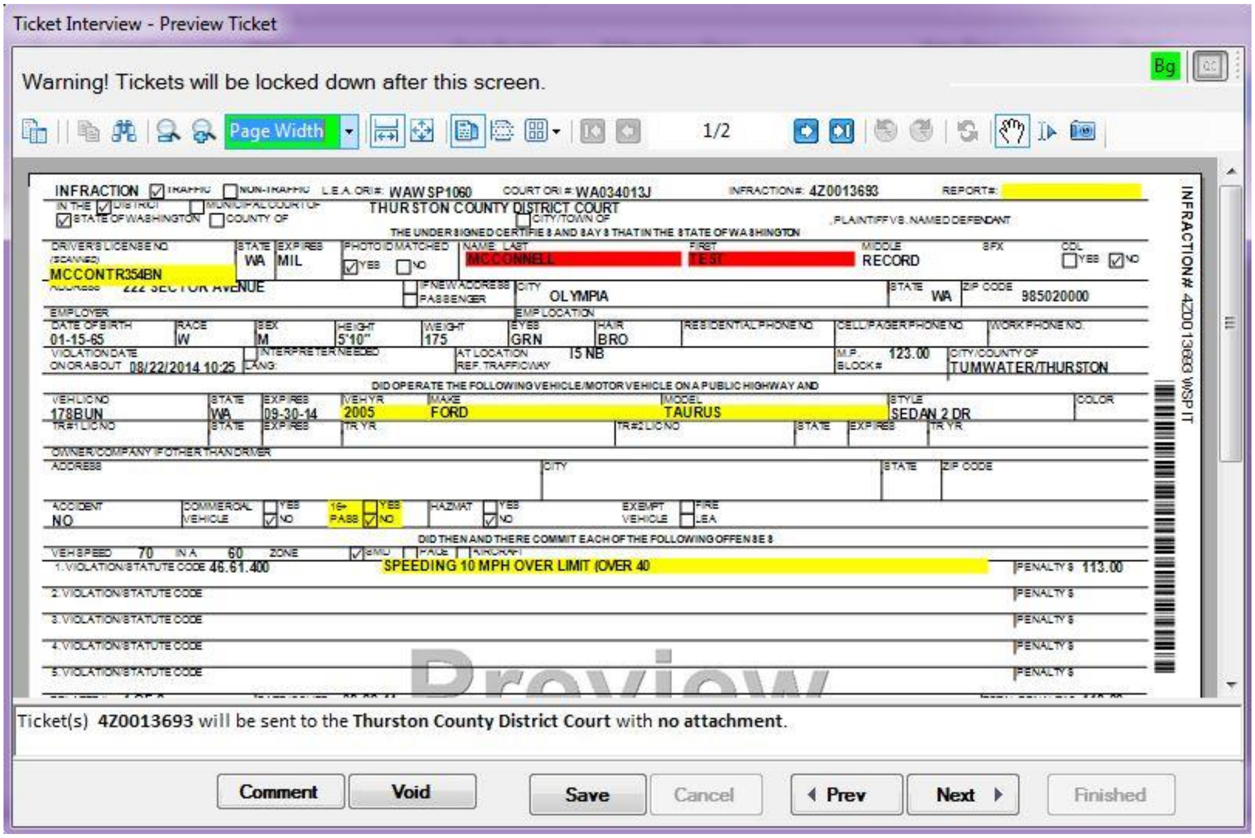


Figure 35

32. Review Ticket Information

    Highlighted fields are those where the most errors commonly occur.

    32.3. Click Prev button to go back and make any necessary changes to ticket.

    32.4. Click Next button to continue

IMPORTANT NOTE - If user clicks Next Button at this point, and the Charging Decision is File with Court the user will no longer have edit rights with the exception of adding Attachments. The user will only be able to print or void the ticket after proceeding passed the Ticket Interview - Delivery Screen.

33. Ticket Interview – Display Ticket screen

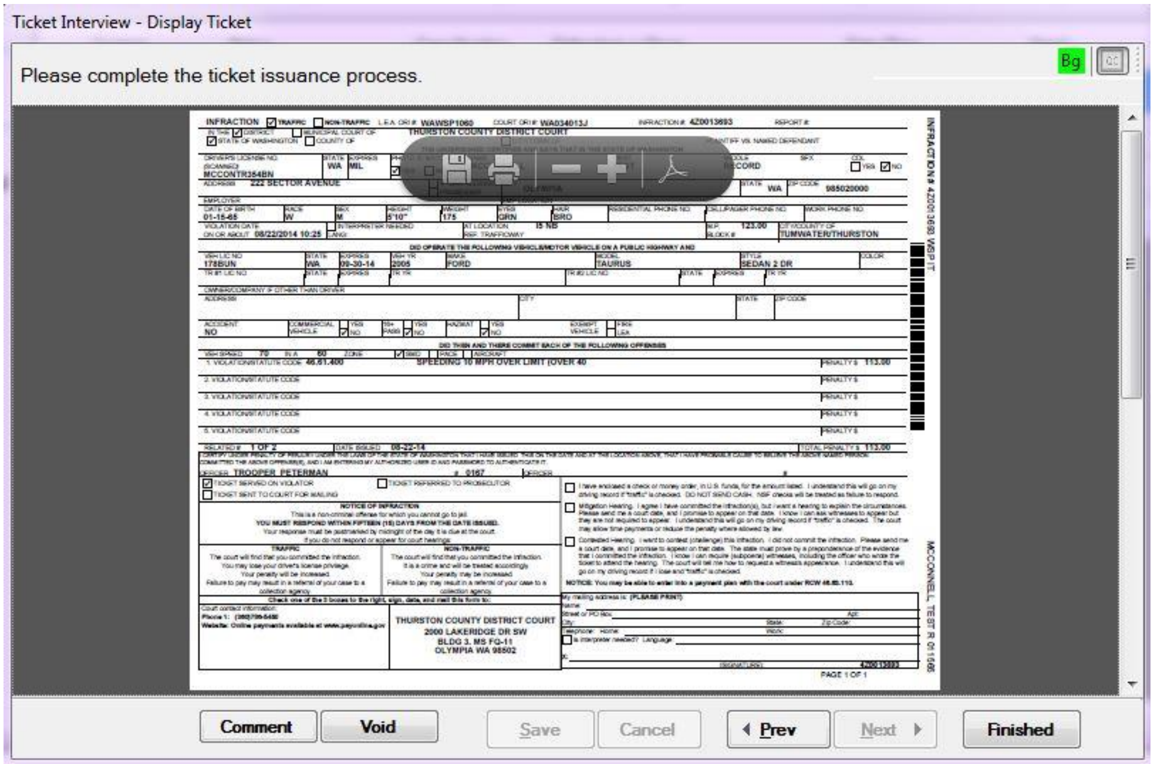


Figure 36

34. Print copy of ticket for violator
35. Click Finish
36. Perform a Send/Receive to complete the process and send ticket content to the SECTOR Back Office and onto its final destination.

How to Void a Ticket

This will void all tickets involved for the incident in question, not specific ticket violations. This option is made available to users for circumstances which keep the ticket from being issued properly and requires a void. Voided tickets are required for tracking and auditing purposes.

The Void button is available on all Ticket Interview screens.

WARNING: Once a ticket has been VOIDED it cannot be un-VOIDED.

1. Click Void

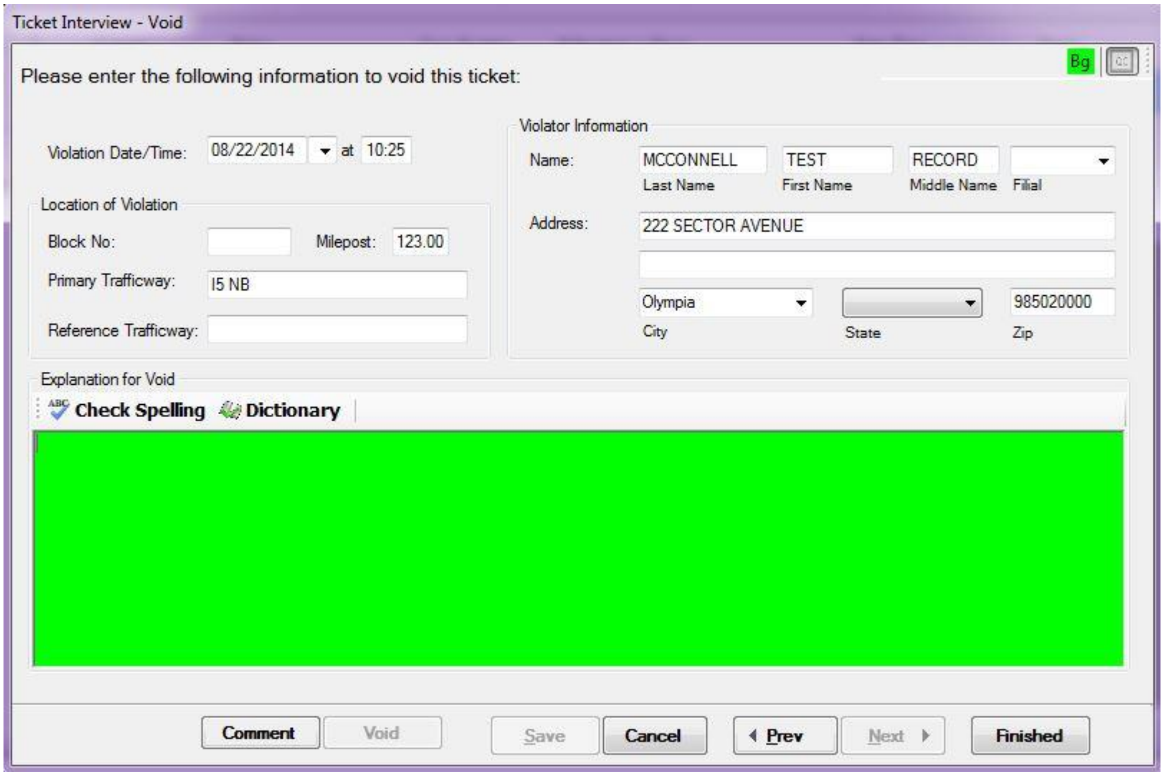


Figure 37

2. Explanation for Void Section
    2.1. Enter reason for void of entire Ticket Incident; this is not for a specific violation but all violations.
3. Click Finished Button
    3.1. Displays Ticket Status as Void by Creator in SECTOR Client Workspace Area

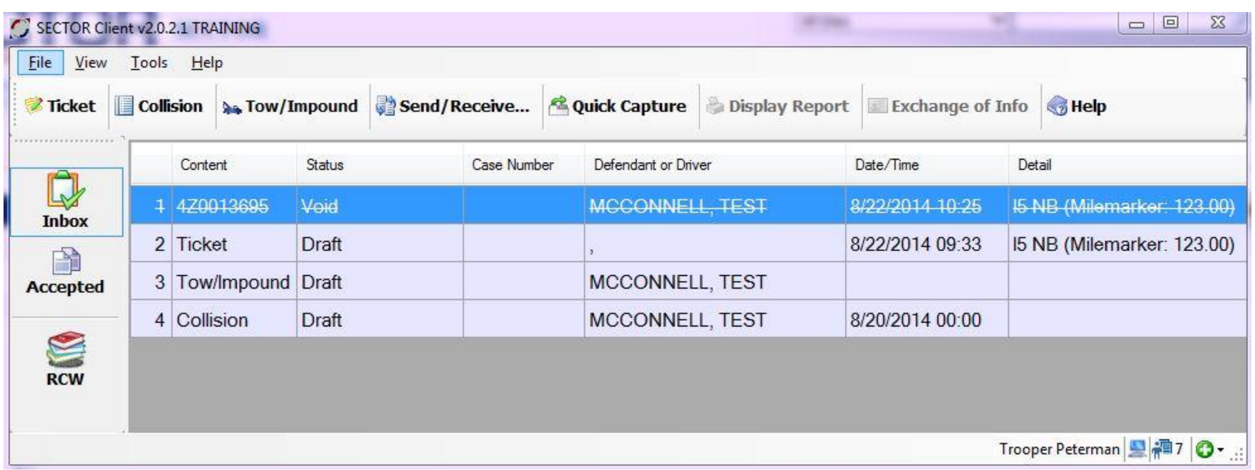


Figure 38

4. Perform Send/Receive

NOTE: If you click Cancel during the VOID process the VOID reason will be removed and the Ticket Interview continues as normal.

Prosecutor Review Process

This section explains the review Prosecutor Review process for prosecutors reviewing criminal citations submitted by a Law Enforcement Officer (LEO). As a reviewer, access to the SECTOR Client is required as it is the application for which the ticket is created, and therefore reviewed prior to submitting to the SECTOR Back Office to complete its processing to its final destination.

Prosecutor Ticket Interview Review

This section explains in detail the screens in the Ticket Interview Process for which a prosecutor has the ability to add information, and all other screens will be view only and non-manipulative able. All other processes can be referred to the section that fully explains them in this document. They are recognized by the hyperlink option respectively. All field descriptions for each screen accessible in the SECTOR Client are available in the Appendix.

1. Login to the SECTOR Client
2. Perform a Send/Receive
    1.1. Select the number of reports prosecutor is ready to review. The number can range for the selection from 1 to many.
2. Follow the guidelines provided in Ticket Interview Process for accessing a report for review.

Edit Options

This section discusses and provides display of all screens for prosecuting agency in which can be edited by a prosecutor in review.

1. Prosecutor Review Interview – Preliminary Screen

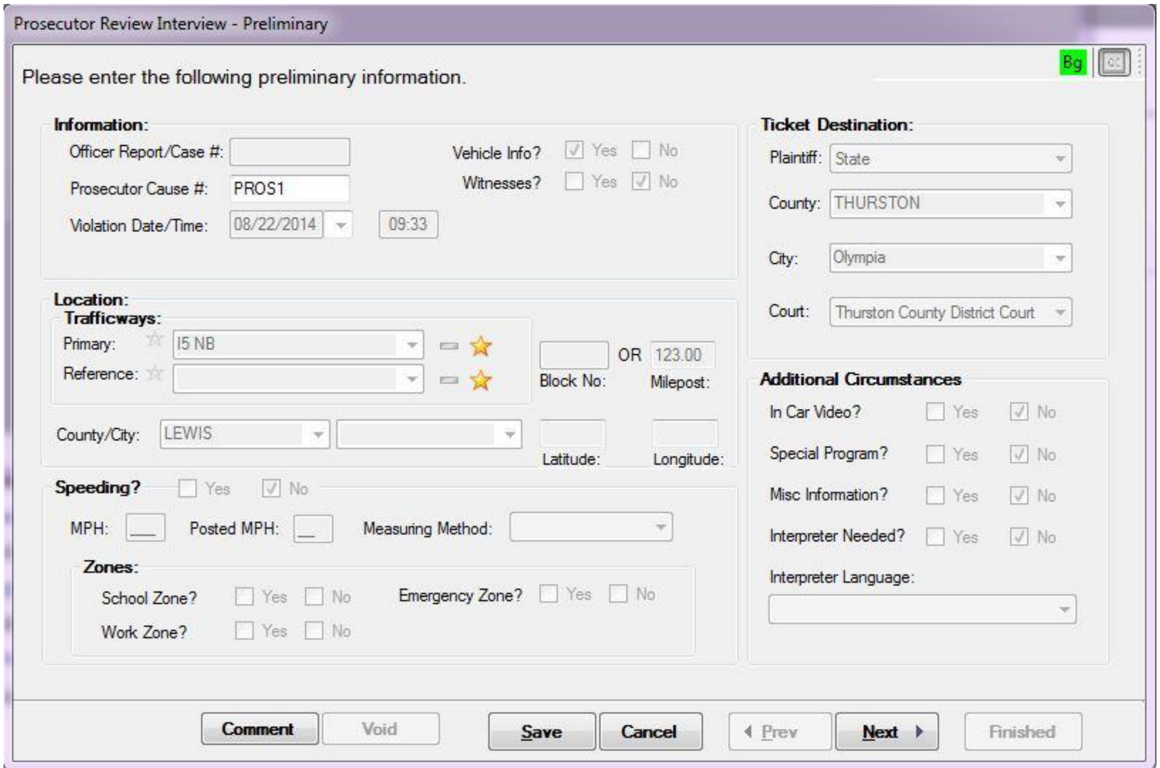


Figure 39

2. Fill in Prosecutor Cause # field.
3. Review information captured by Officer.
4. To add note/comment click Comment Button.
5. Click Next.
6. Prosecutor Review Interview – Violator screen

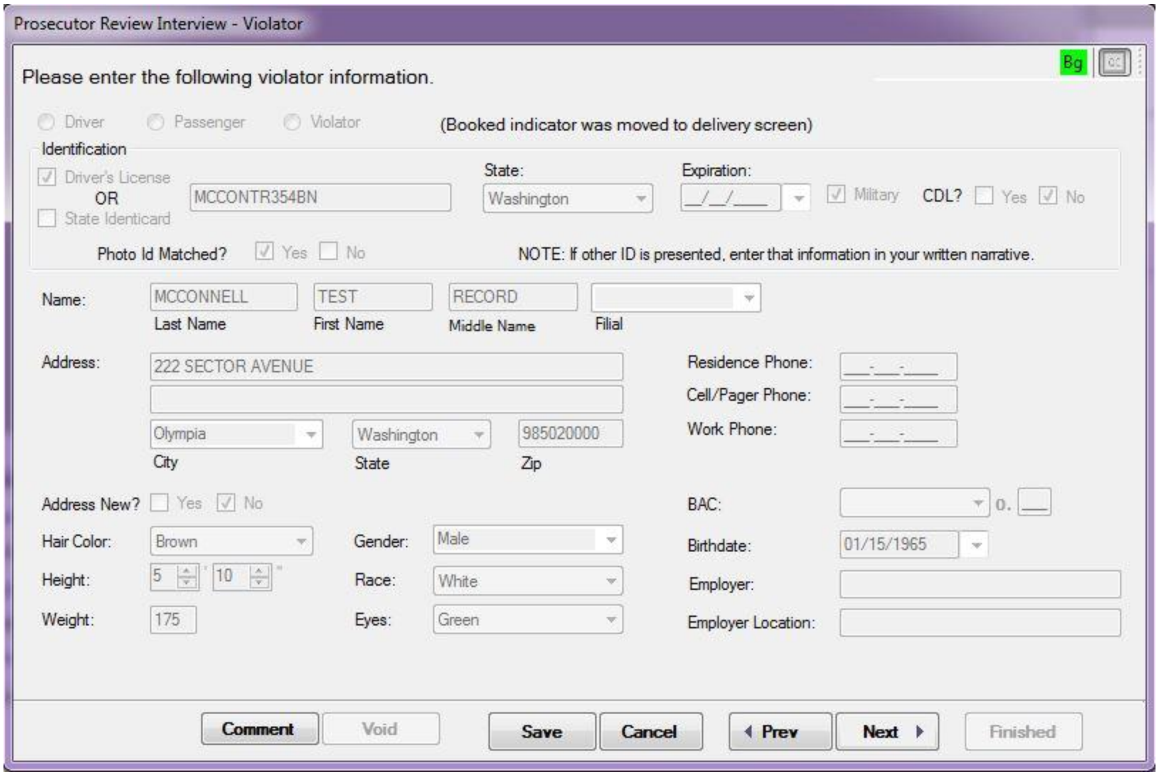


Figure 40

   6.1. Review.
7. Click Next.
8. Prosecutor Review Interview – Vehicle screen

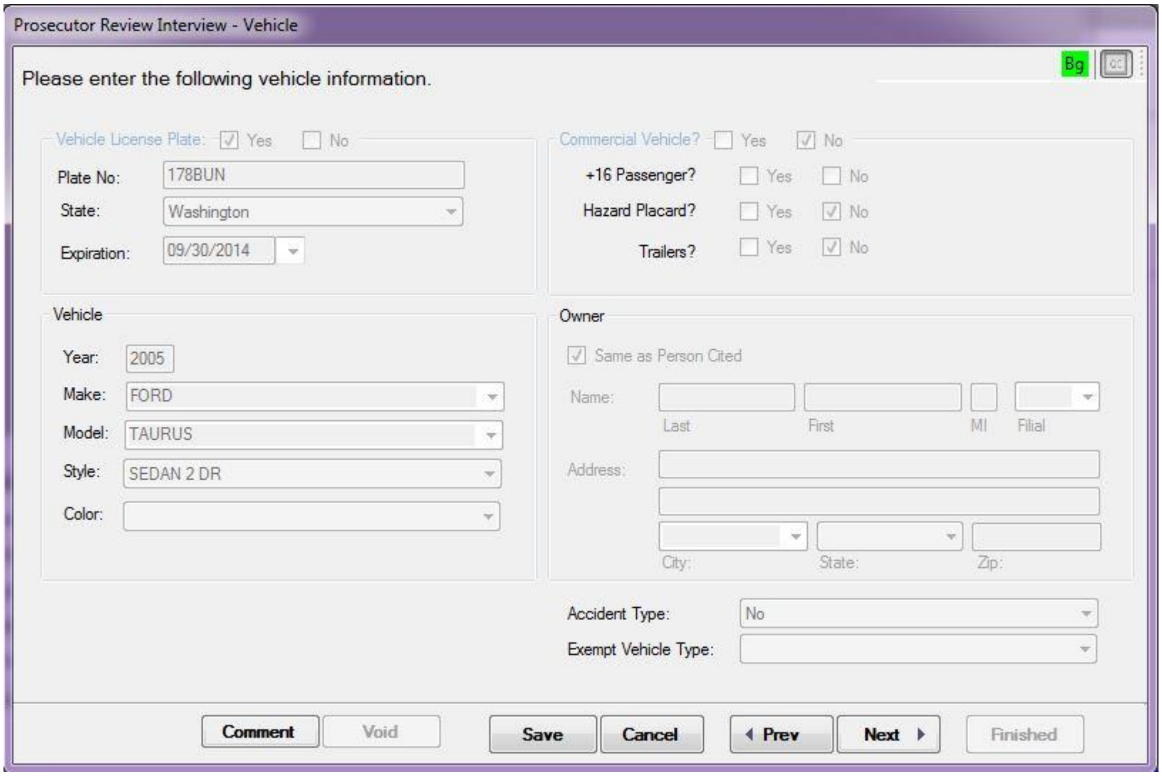


Figure 41

8.1. Review.

9. Click Next.
10. Prosecutor Review Interview – Trailer Screen.

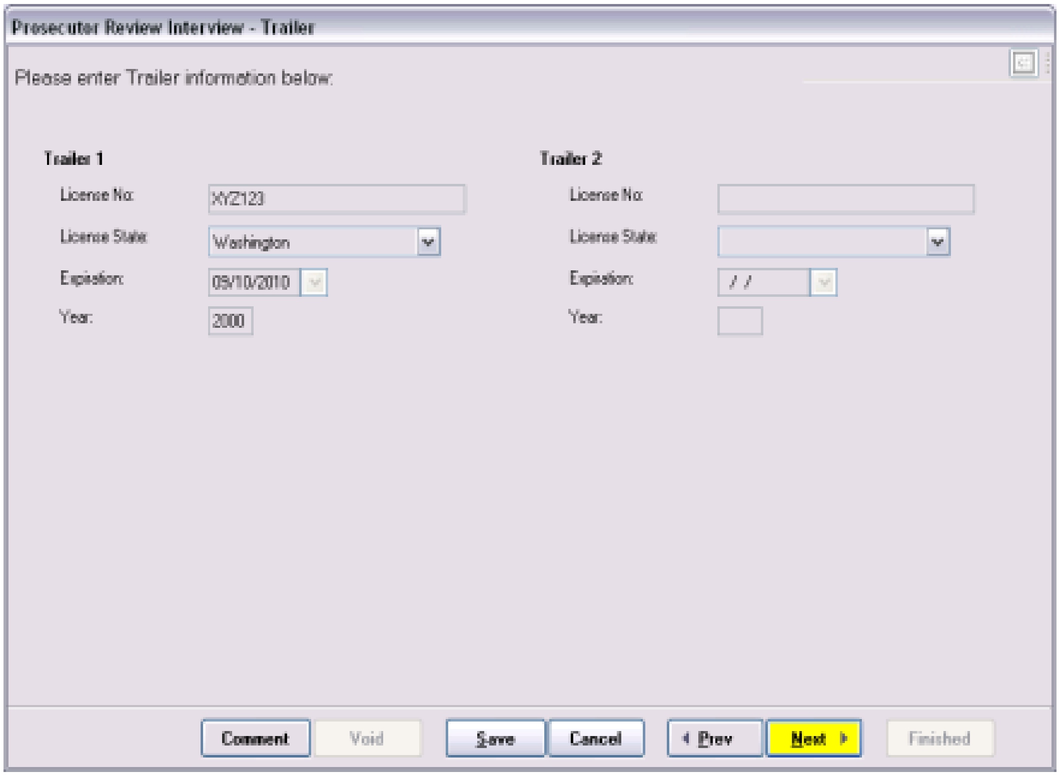


Figure 42

10.1. Review.

11. Click Next
12. Prosecutor Review Interview – Violations screen

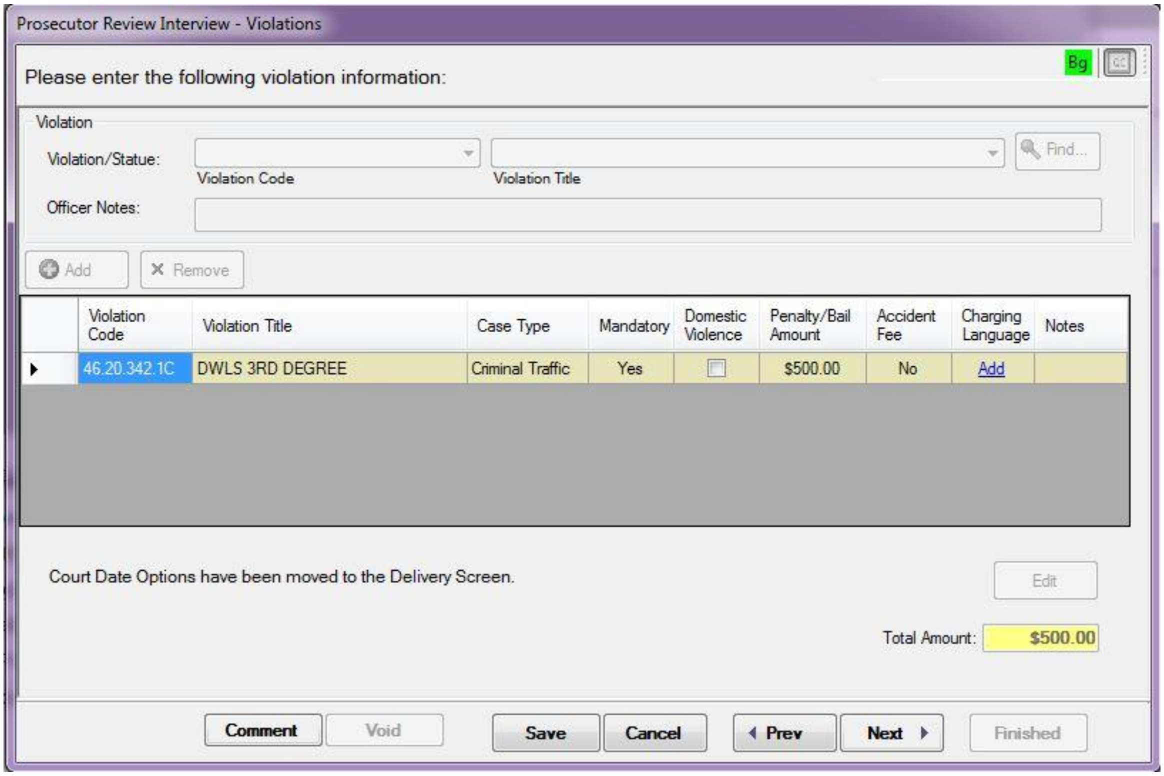


Figure 43

12.1. Charging Language column for the Criminal Traffic and Criminal Non-traffic will have an *Add* hyperlink to display a Charging Language Dialog Box. Click on the *Add* link.

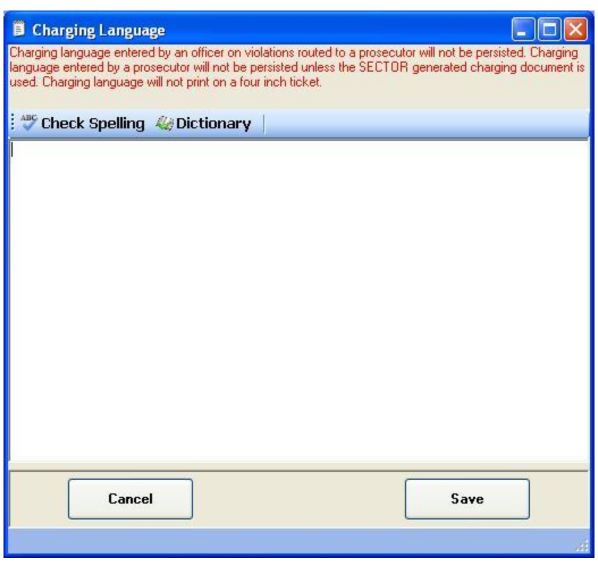


Figure 44

12.2. Add the elements of the crime for criminal violations in the dialog box. If the prosecutor will be serving the defendant with a copy of the citation. The information added in this dialog box will be presented as a ***Sector Generated Complaint*** document that will be attached to the Ticket when sent to the Court for final disposition.

12.2.1. Attaching a complaint occurs on the Prosecutor Review Interview – Attachments Screen

12.3. Click Save Button to create document.

12.4. Displays the Ticket Interview – Violations Screen again.

12.4.1. Repeat this process for each Violation with the ADD link in the Charging Language column.

13. Click Next
14. Prosecutor Review Interview – Miscellaneous screen

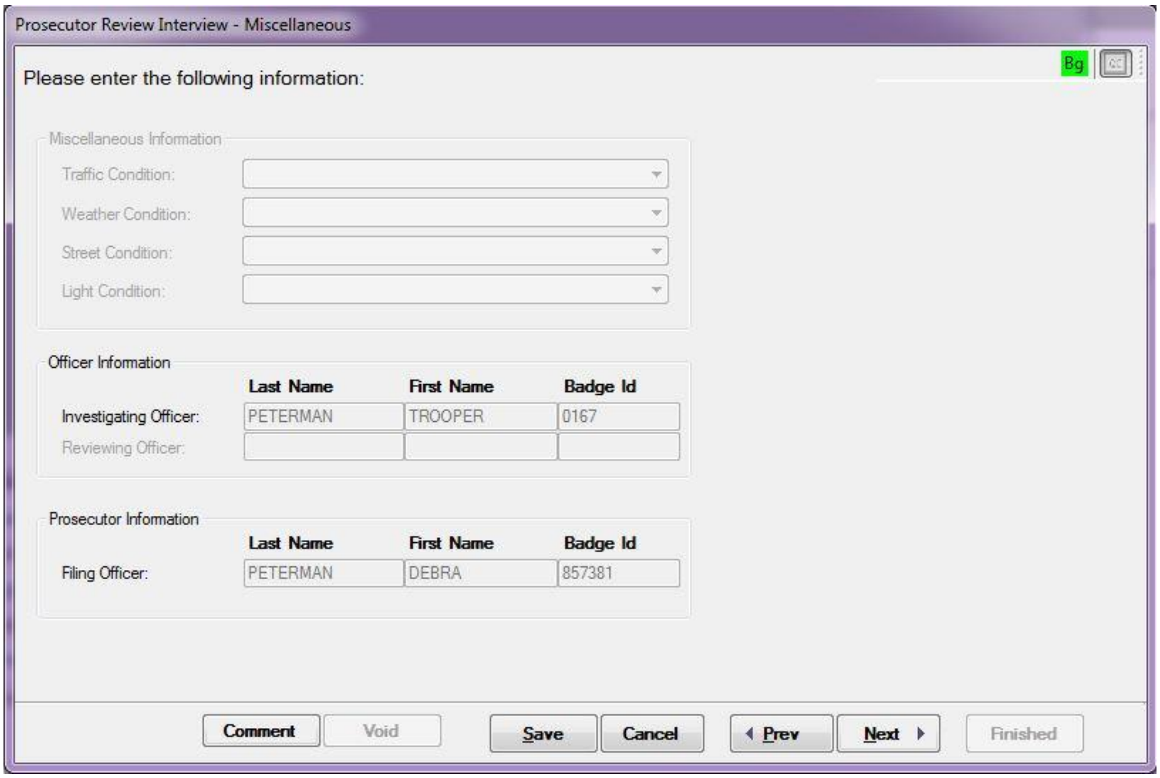


Figure 45

14.1. Prosecutor Information Section is auto filled showing the filing officer information.

14.2. Click Next

15. Prosecutor Review Interview – Attachments screen

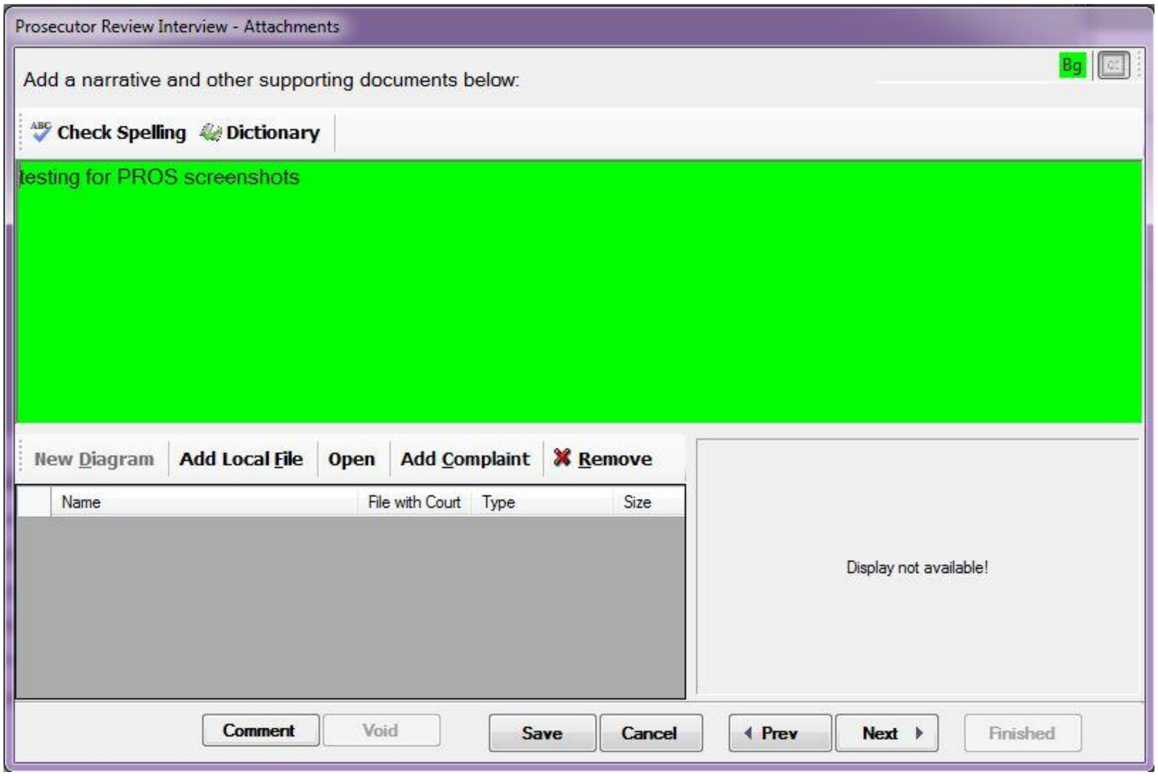


Figure 46

15.1. Add Complaint Attachments and other attachments on this screen.

15.1.1. Click *Add Complaint* to add complaint attachment(s).

15.1.2. Click *Add Local File* to add other documents as necessary.

15.2. Click Next Button

16. Prosecutor Review Interview – Officer's Certification screen.

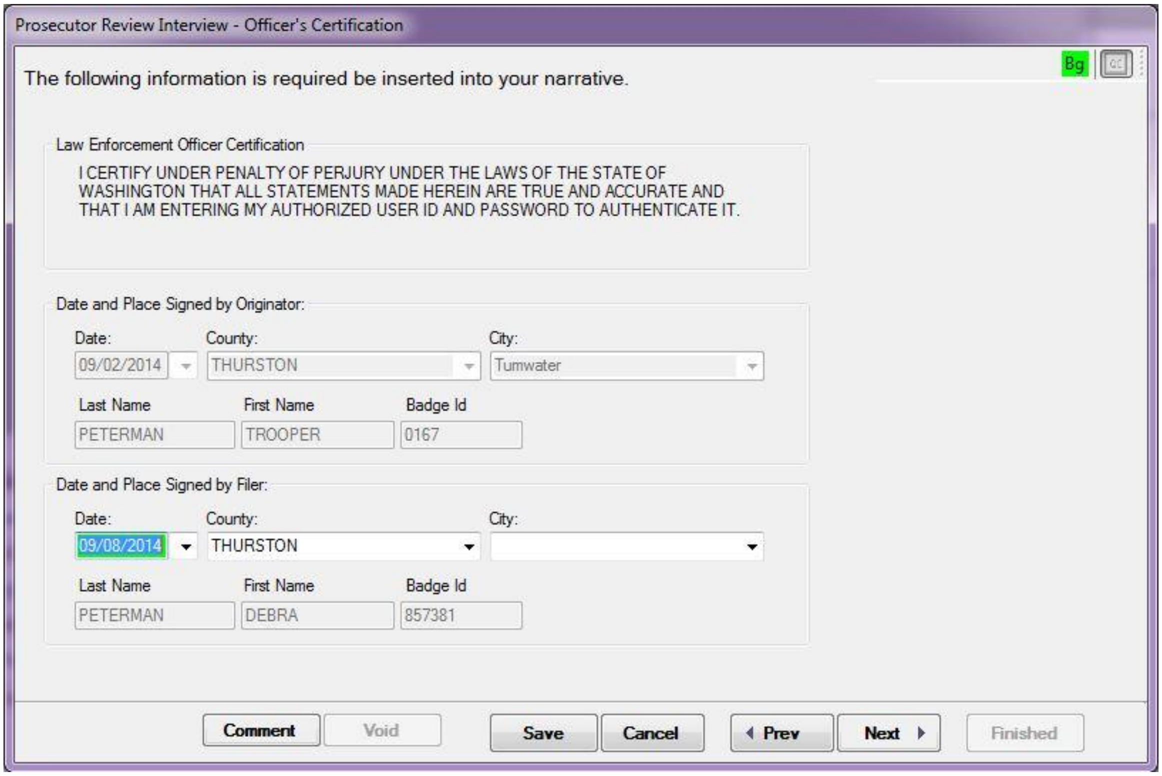


Figure 47

16.1. Verify the information.

16.2. If using a SECTOR Generated Complaint and not an attached complaint user will see an additional Date and Place Signed section.

16.2.1. User will enter in Date (pre-populated)

16.2.2. User will enter in County (defaults to profile manager information).

16.2.3. User will enter in City (no default set).

16.3. Click Next

17. Prosecutor Review Interview – Delivery screen.

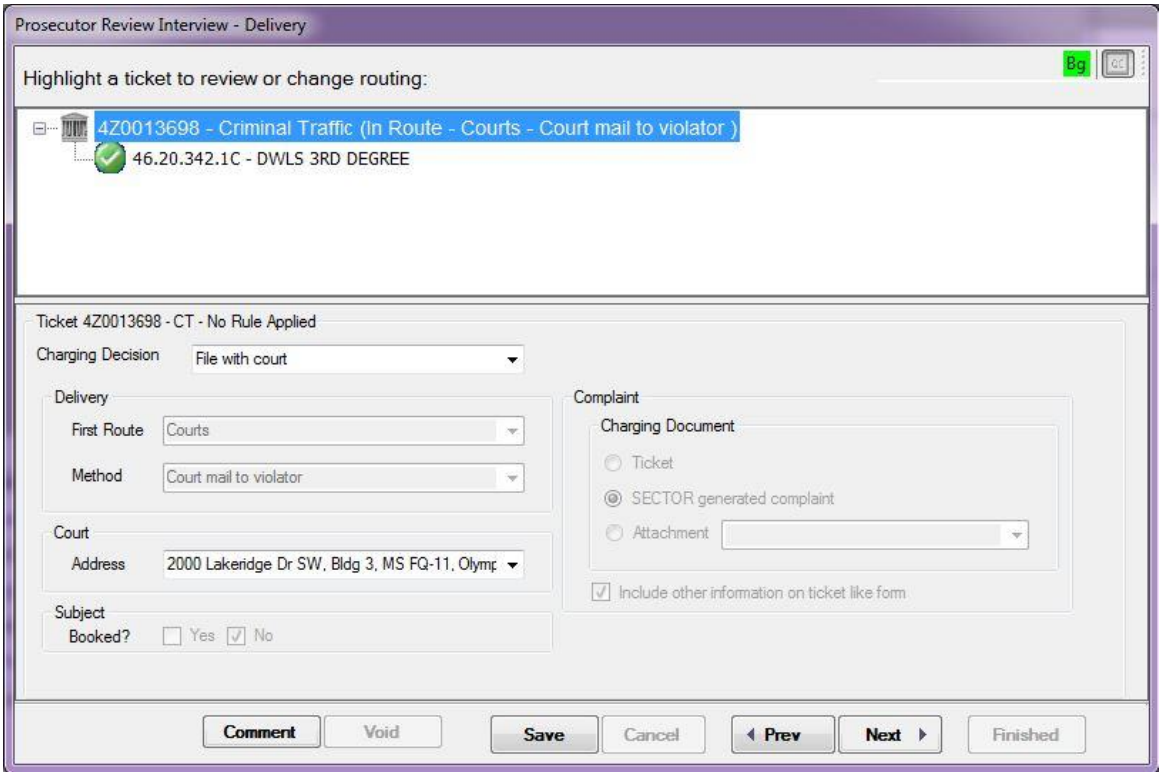


Figure 48

17.1. Fill all mandatory sections
- 17.1.1. Charging Decision
- 17.1.2. Delivery
- 17.1.3. Court
- 17.1.4. Complaint
  - 17.1.4.1. If ticket is using SGC, the Complaint section will be unavailable to change.
  - 17.1.4.2. If ticket is using an attached complaint it will display the Complaint section:

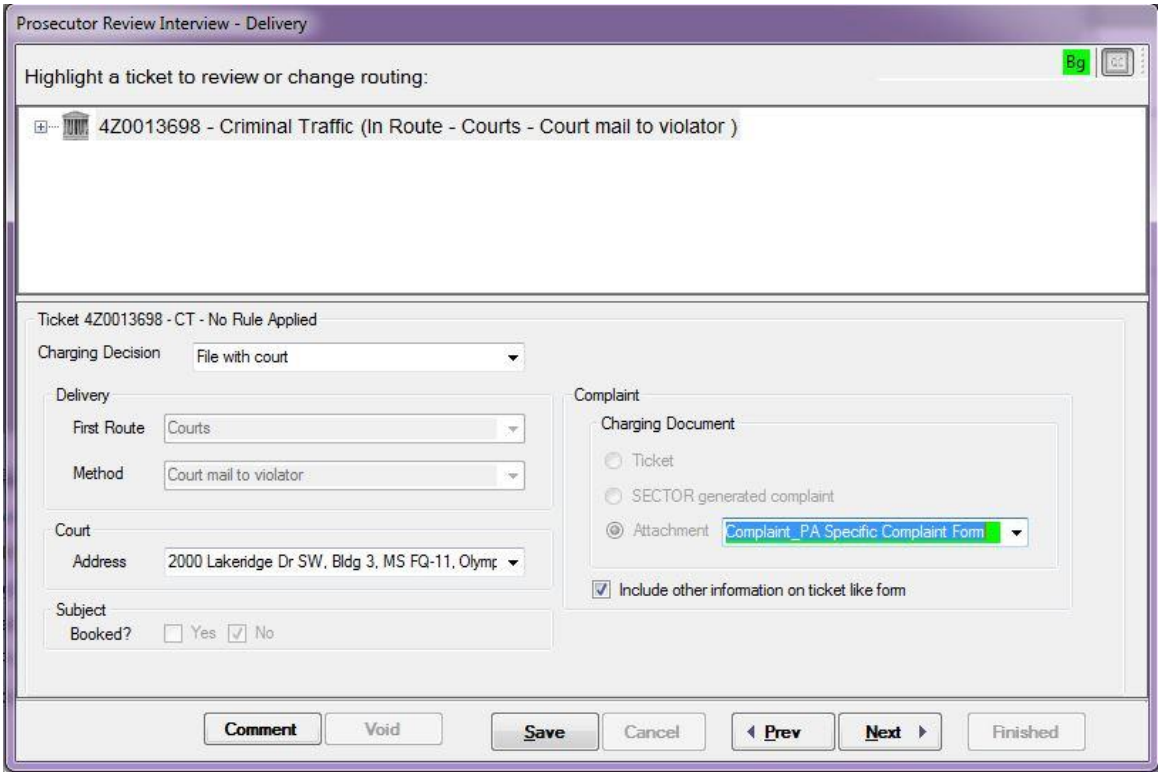


Figure 49

17.1.4.3. Select Attachment from drop down list.

17.1.4.4. Only complaint attachment types will be available if additional attachments were added on Attachments screen.

17.1.4.5. User will determine if the Ticket like form will be included, or just the complaint will be sent to the courts for final disposition.

17.2. Click Next

18. Prosecutor Review Interview – Preview Ticket screen

18.1. Display with Ticket like form checked and attached complaint. Provides a last chance to ensure all data is correct before the report is locked down for further editing.

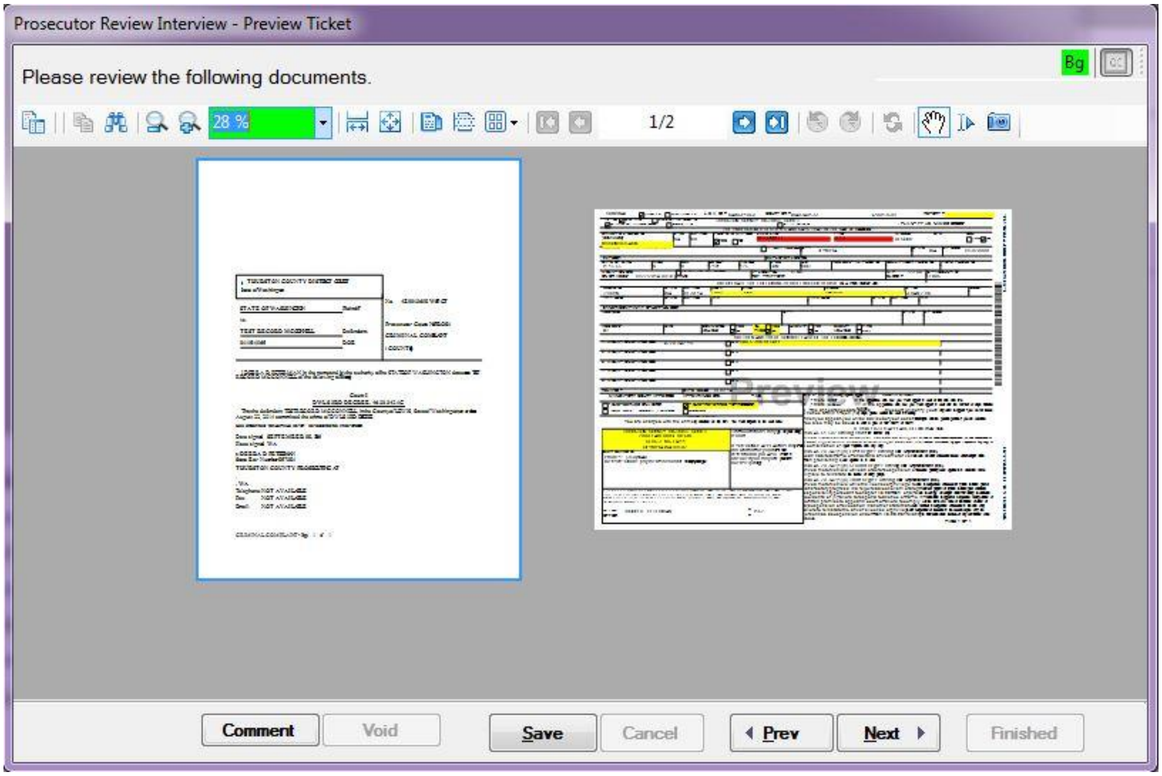


Figure 50

19. Prosecutor Review Interview – Display Ticket screen.
    19.1. Display with Ticket like form checked and attached complaint.

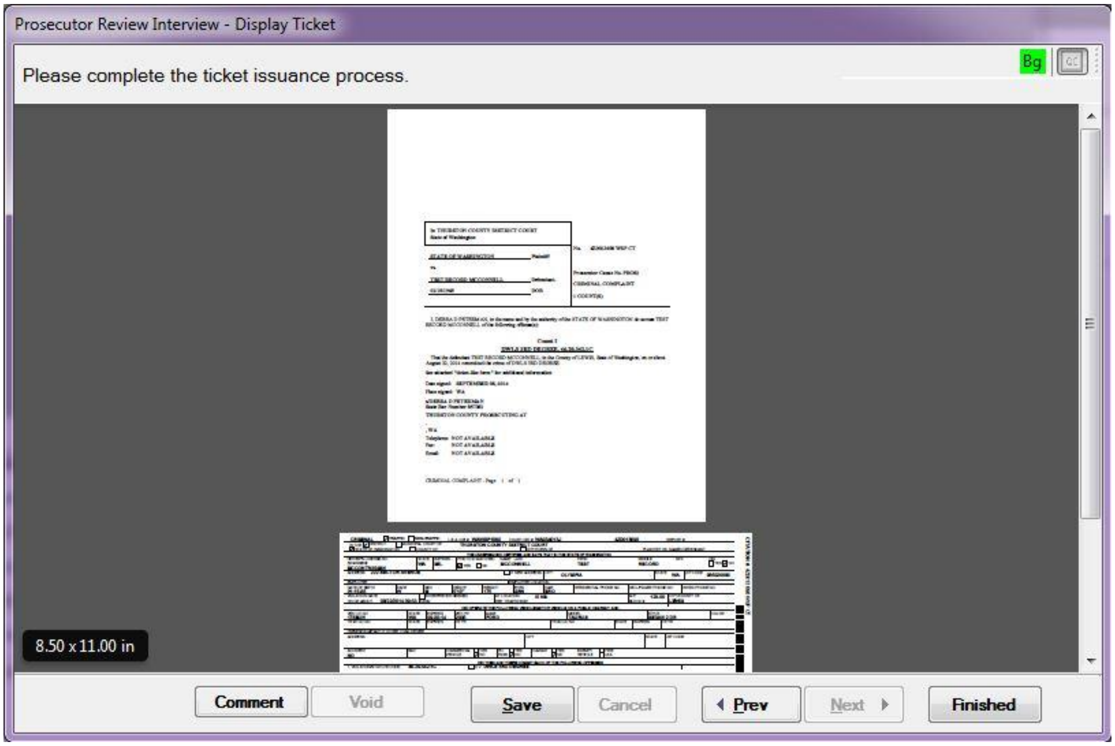


Figure 51

   19.2. Display with Ticket like form unchecked and attached complaint.
      19.2.1. Images shrunk for user manual.

20. Click Finished
21. Displays the SECTOR Client Workspace with ticket status showing Prosecutor Reviewed.

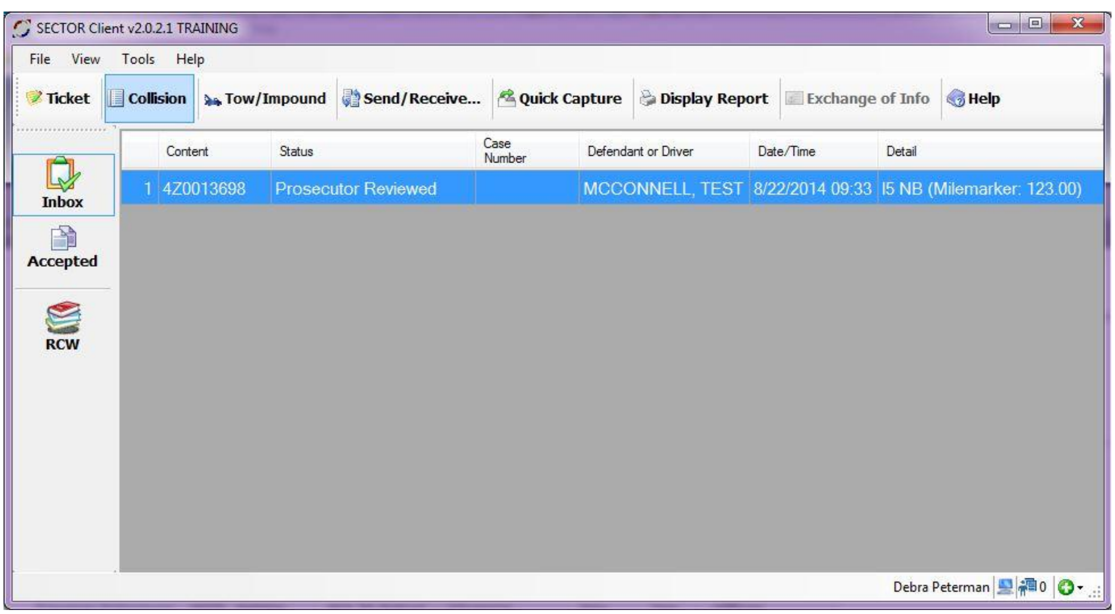


Figure 52

22. Perform a Send/Receive to complete the transaction.

Quick Capture

Quick capture allows for collision exchange of information report to be created as well as, begin a draft collision report. It allows the user to capture the essential information for the parties involved by scanning in the driver's license and motor vehicle registration.

How to launch Quick Capture

1. From Menu bar
2. Select Tools
3. Choose Quick Capture

Or:

4. From the SECTOR Client Workspace toolbar
5. Click Quick Capture button

Quick Capture Tabs

Three tabs are shown on dialog box; General, Narrative; Exchange of Information

1. **General**

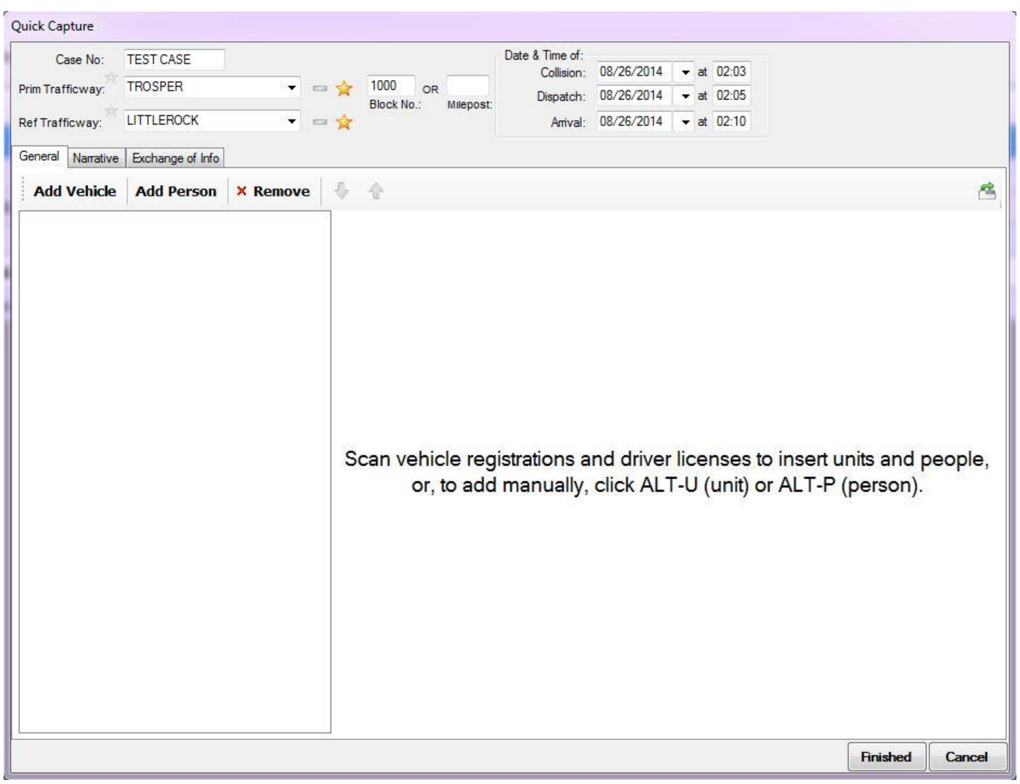


Figure 53

1.1. This is where the vehicle and driver information will display.

1.2. General Tab Toolbar

1.2.1. Add Vehicle – Allows for manual data entry of vehicle registration

1.2.2. Add Person – Allows for manual data entry of person types

1.2.3. Remove – Allows removal of vehicle or person information

1.2.4. Restore – Allows for restoration of Quick Capture if accidentally closed, or computer shutdown

2. Narrative

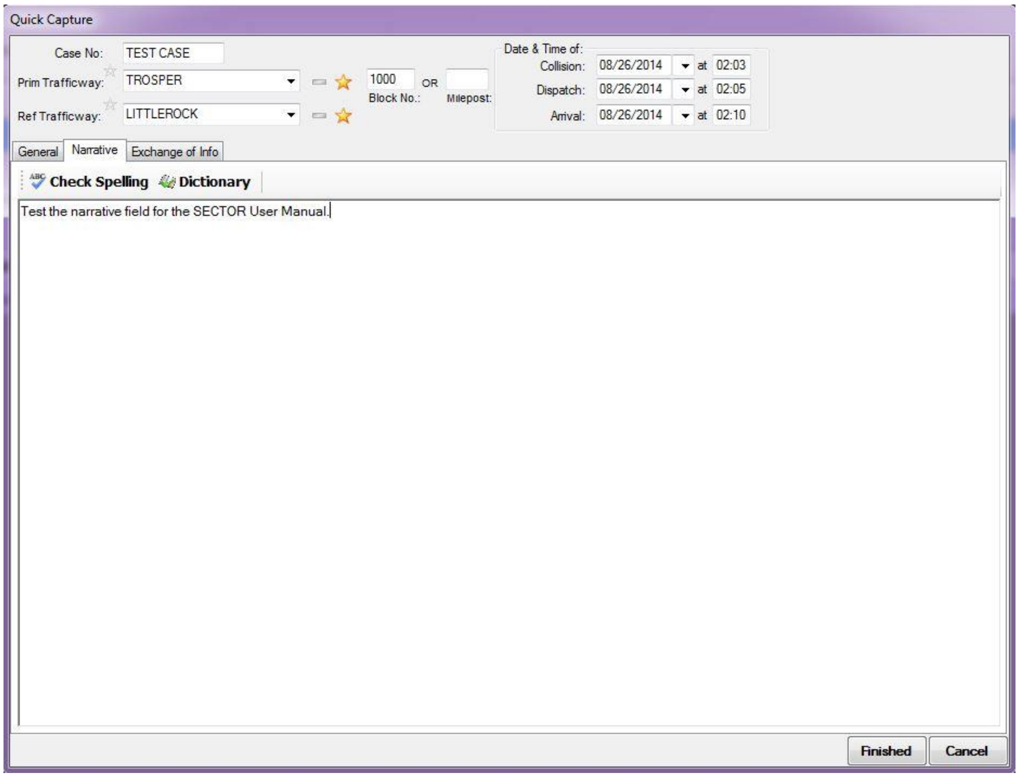


Figure 54

2.1. The Narrative tab offers a place for the officer to enter information as to what happened at the incident. It is available so that the officer can quickly capture information to help aid in completing the collision report. The information entered here will also appear in the Collision Report narrative.

3. Exchange of Info

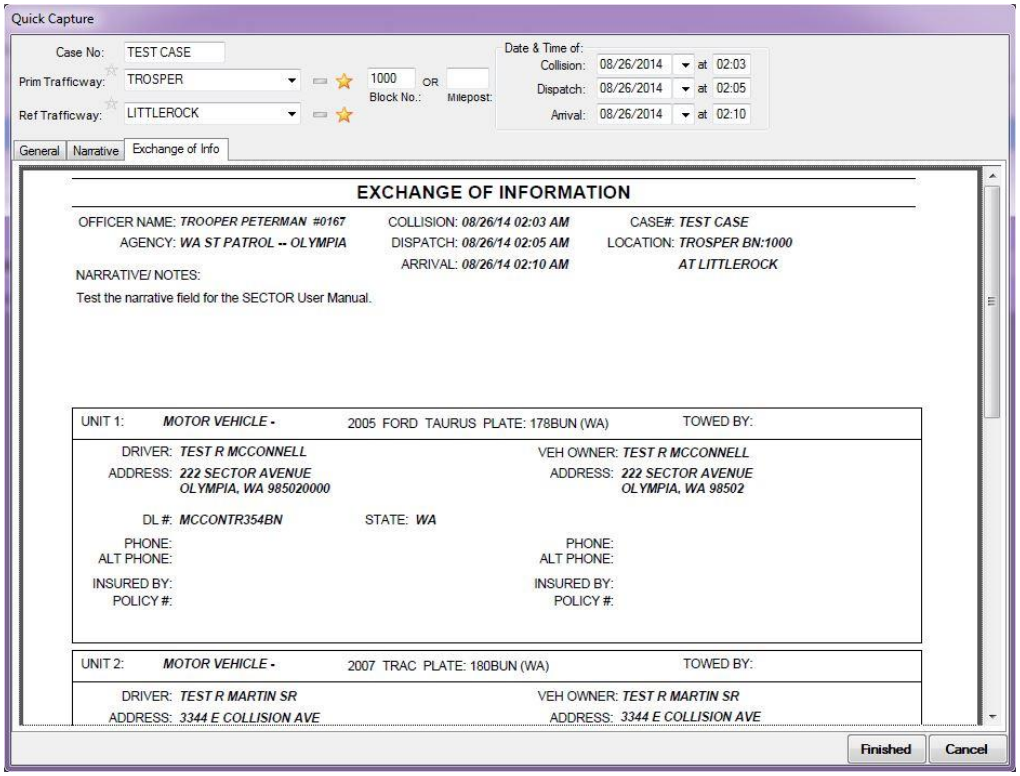


Figure 55

3.1. After the General tab is completed this screen will display all information entered that the officer can then print to give to all involved parties.

3.2. The Exchange of Information report can also be viewed and printed from the SECTOR Client Workspace

3.2.1. Select the Collision Report

3.2.2. Click on the Exchange of Info button on the toolbar

Data Entry Process

This section describes the sections and the data entry procedures for using Quick Capture.

1. After you have launched Quick Capture
2. Enter the Primary Trafficway, Reference Trafficway (optional), adjust the Date & Time of Collision, Dispatch and Incident and enter a Case No. (if you have one).

Figure 56

3. Using the Barcode Scanner, begin scanning in the vehicle registration and driver information. By scanning the vehicle registration first and then the driver, it will place the driver in the appropriate unit.
4. Scan the Registration first (if available).
   4.1. This will create a unit
   4.2. This will also add the Owner as a Person

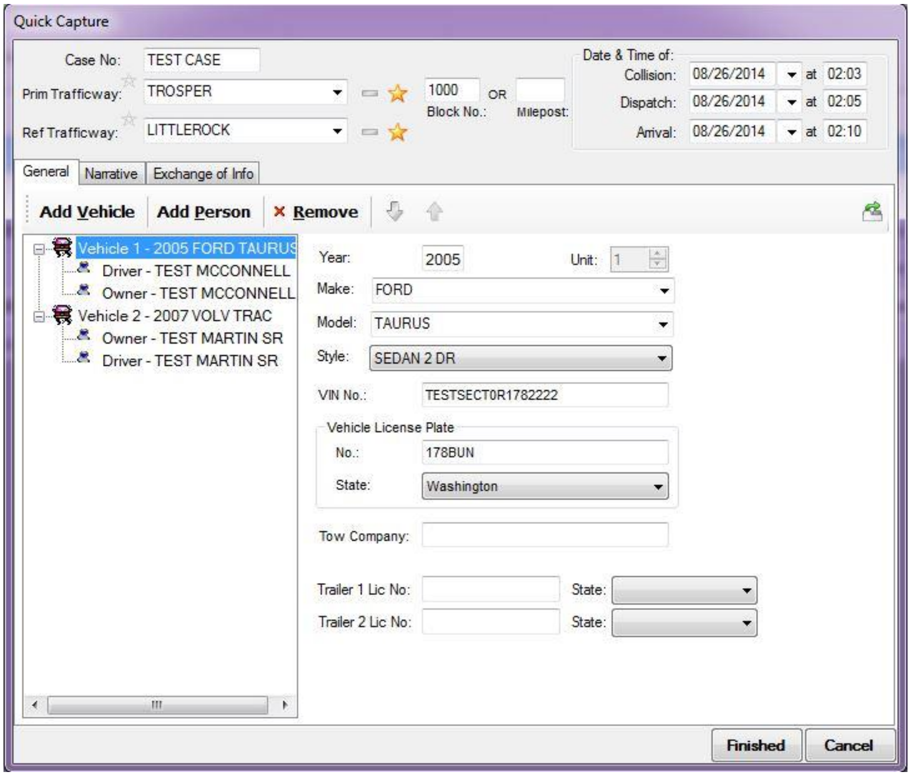


Figure 57

5. Scan the Driver's License
   5.1. This will place the Driver in the vehicle you just scanned.

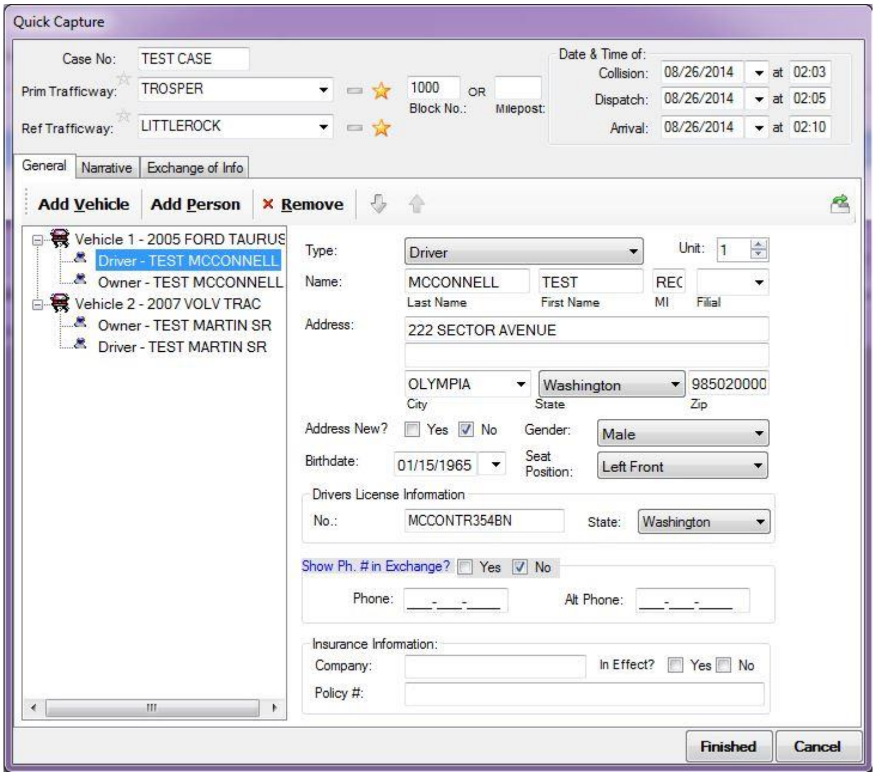


Figure 58

6. Click on Exchange of Info tab to print EOI form for all parties. See Figure 26.
7. Click Finish
8. Creates a new Draft Collision in the SECTOR Client Workspace

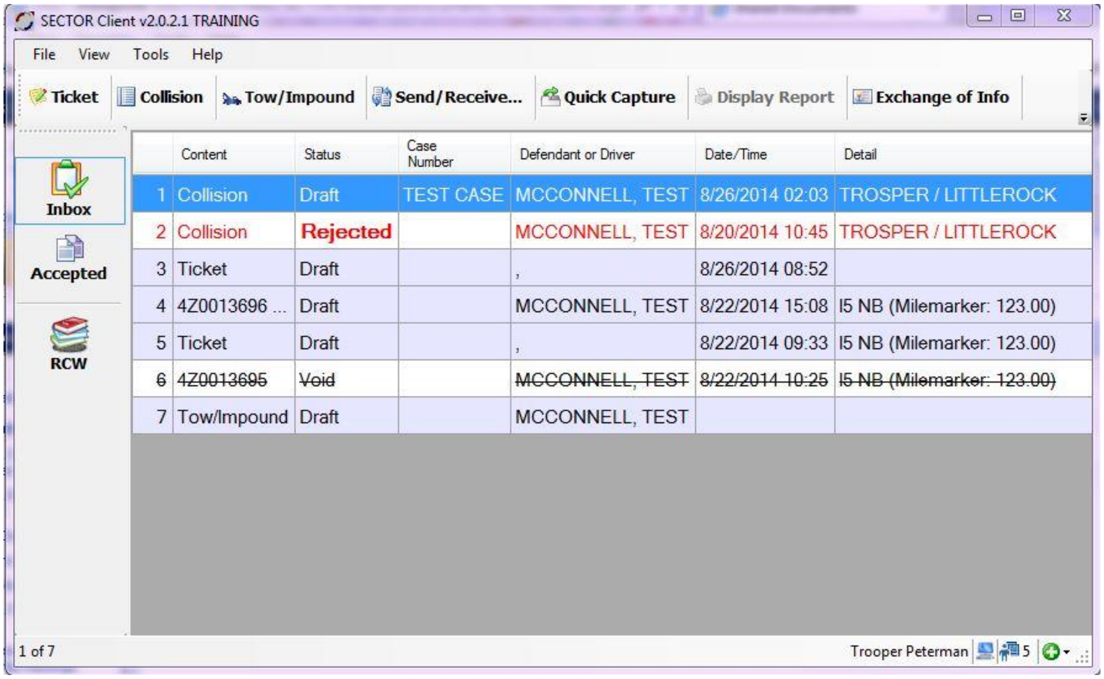


Figure 59

WARNING: If you Cancel the Quick Capture screen, a warning will display asking if you are sure you want to cancel and lose any changes? If you select Yes, a Draft collision will not be created and all information will be lost.

Quick Capture Restore

This section describes the process to restore Quick Capture data if accidentally cancelled, or lost during a computer shutdown.

1. Launch Quick Capture
2. Click on the Restore icon

Figure 60

3. From the Open dialog window, select the Quick Capture .xml document you wish to restore
4. Click Open

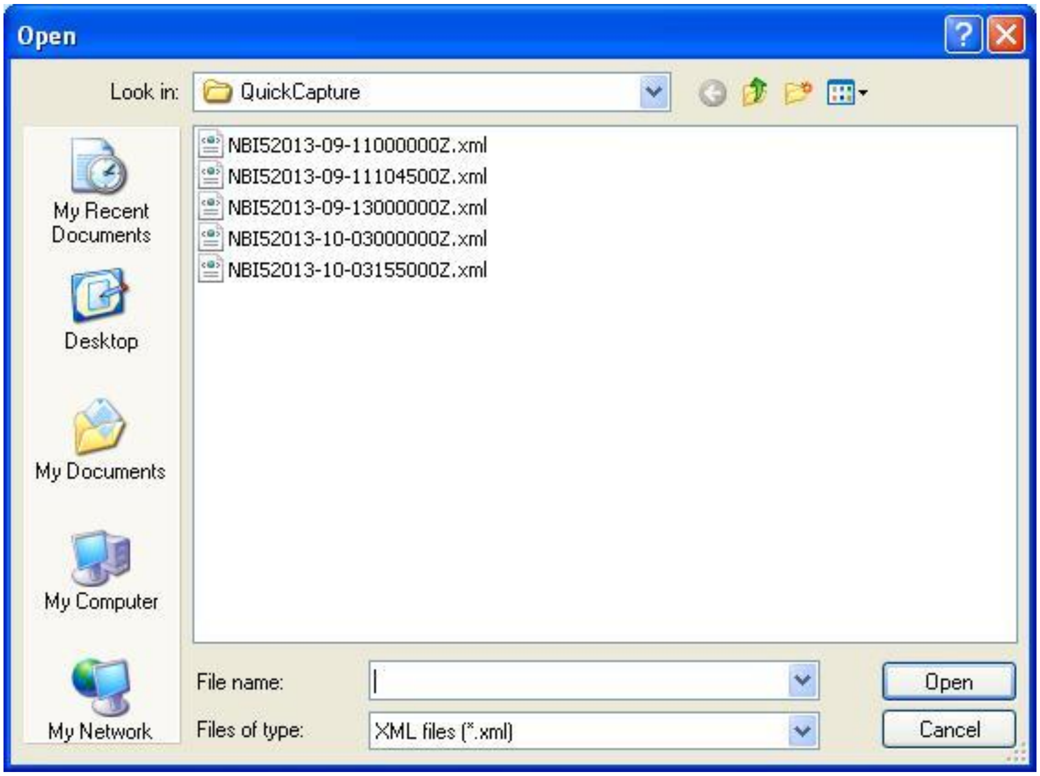

Open
Look in:
QuickCapture
NBI52013-09-11000000Z.xml
NBI52013-09-11104500Z.xml
NBI52013-09-13000000Z.xml
NBI52013-10-03000000Z.xml
NBI52013-10-03155000Z.xml
My Recent Documents
Desktop
My Documents
My Computer
My Network
File name:
Files of type:
XML files (*.xml)
Open
Cancel

Figure 61

Collision Interview

The Collision Interview process allows a user to create an electronic collision report that can be reviewed and submitted to the Department of Transportation to be processed and finalized. There are 3 main ways to create a collision. The Quick Capture Process is the most highly recognized because it captures all of the vehicle and person information, as well as, the narrative or scenario of the incident without creating a new Collision report from the SECTOR Client Workspace Area. Quick Capture is also more convenient because it saves the information as a draft version of a collision report, saving time from having to enter important information through the New Collision methods.

Due to the varying collision records that can occur, the first screen displayed in Collision Interview sets the ground work for providing the essential data entries in screens thereafter. This is important to note because if a screen does not display that should be part of the collision report in question, the Collision Interview – Preliminary Screen more than likely does not have the correct specification to allow for that information.

NOTE: While completing the Collision Interview, some areas on the screens will be populated based on the information supplied in the Profile Manager. Additionally, if quick capture is used previous to any initial collision, the draft copy will incorporate that information into the proper fields of entry.

How to Create a New Collision

1. From Menu bar click on File
2. Select Create Incident
3. Choose Collision

Or;

4. From the SECTOR Client Workspace toolbar click on the Collision button

Or;

5. From the keyboard press CTRL + F2

Or;

6. From the SECTOR Client Workspace toolbar click on the Quick Capture button.
   6.1. This will create the Exchange of Information report for all involved parties, as well as, create a Draft Collision.
7. Click Finish, after you've completed all data entry in the Quick Capture screen
8. Double-click on Draft Collision in the SECTOR Client Workspace

Entering Collision Information

The following instructions presume the user has initiated a Draft Collision using the Quick Capture function.

1. In the Main Area highlight the Draft Collision in question.

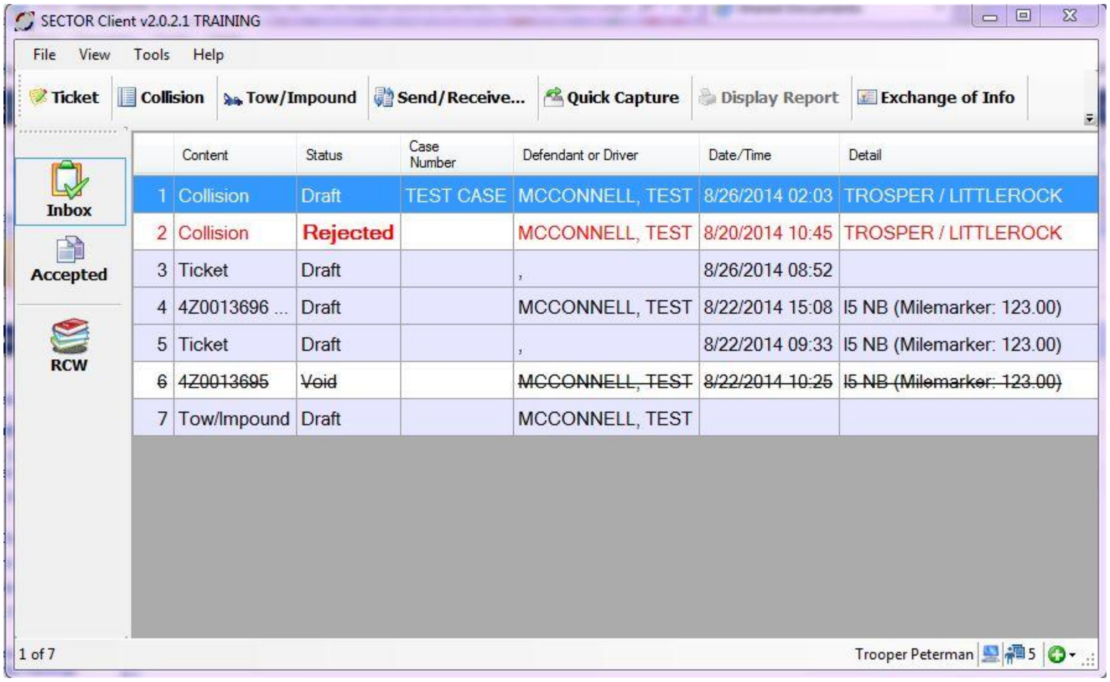


Figure 62

2. Collision report Open options:
   - 2.1. Double Click to open
   - 2.2. Right Click on highlighted Collision record
     - 2.2.1. Select Open

3. Collision Interview – Preliminary

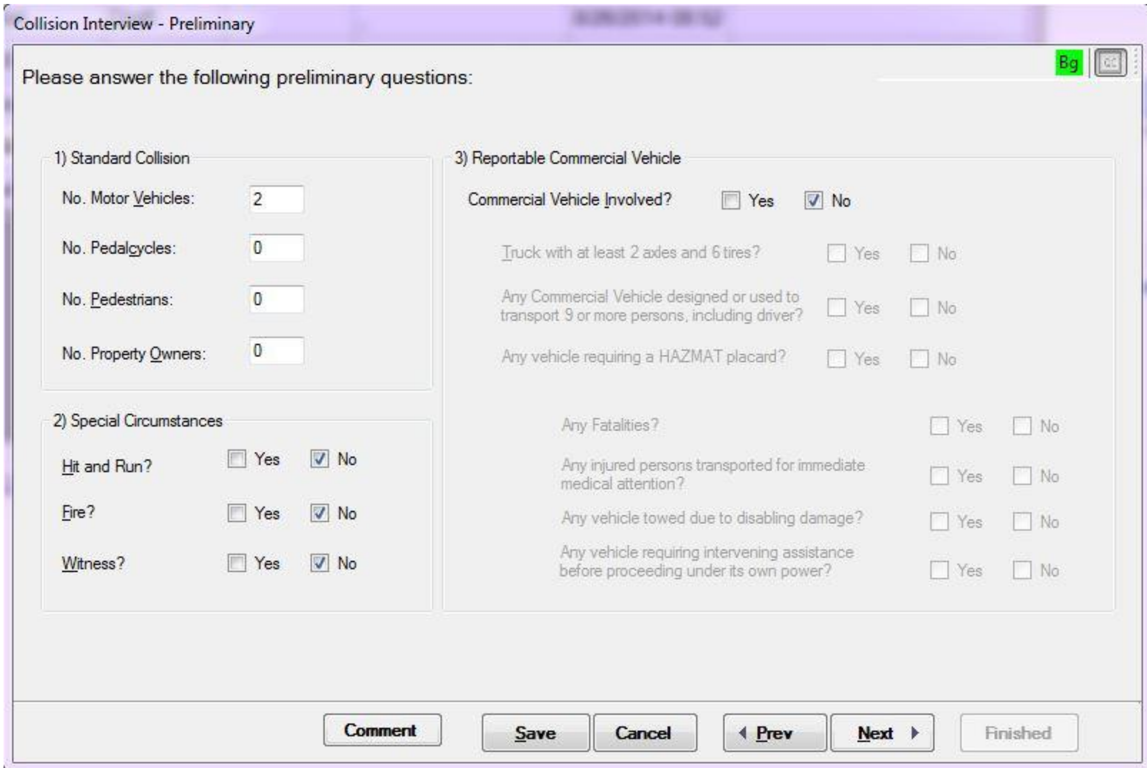


Figure 63

4. Fill in all mandatory sections
   4.1. Standard Collision
   4.2. Special Circumstances
   4.3. Reportable Commercial Vehicle
5. Click Next Button
6. Collision Interview – Location Information

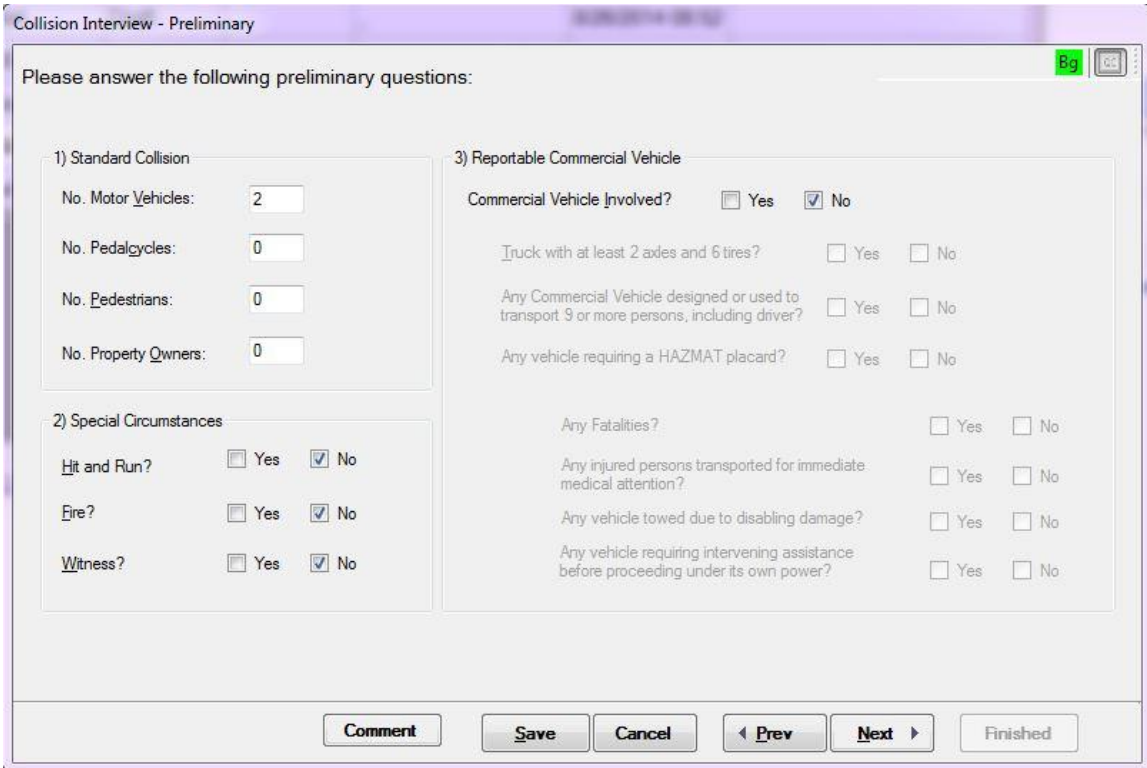


Figure 64

7. Fill in all mandatory sections
    7.1. Collision Jurisdiction
    7.2. County
    7.3. Tribal Reservation
    7.4. Intersection Information
    7.5. City
    7.6. Reference or Cross Street
    7.7. Click Next Button
8. Collision Interview – Motor Vehicle Persons

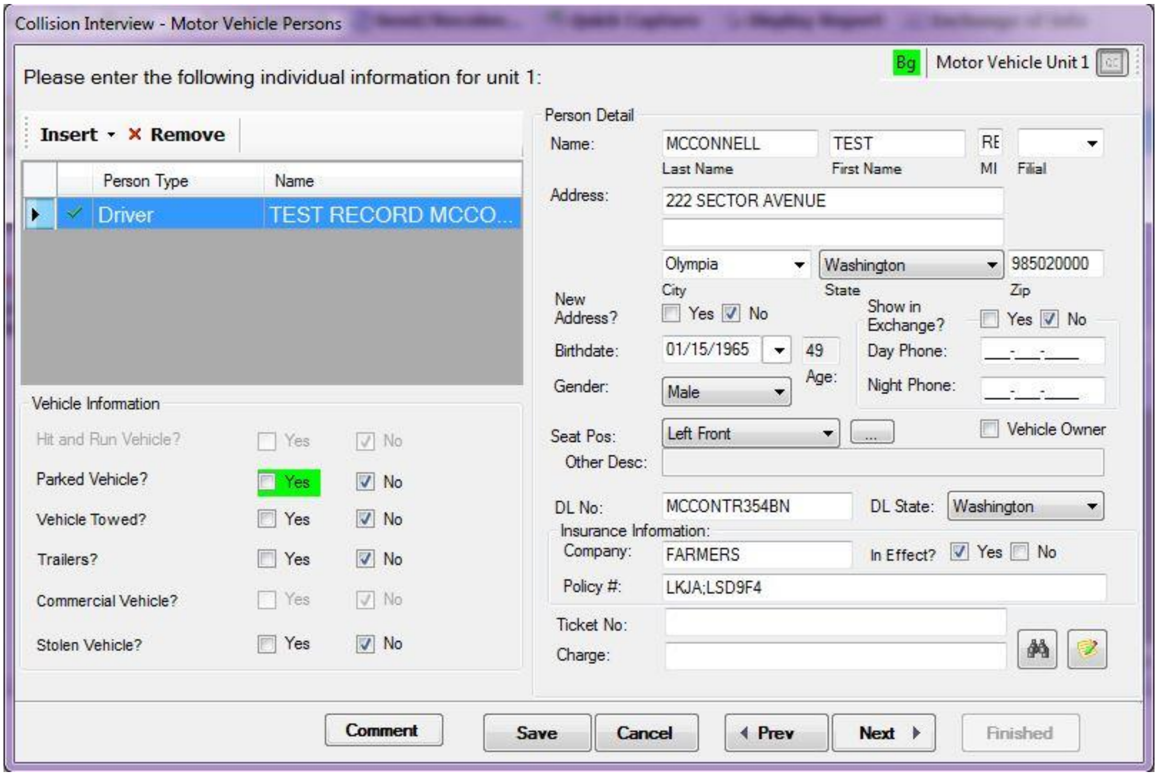


Figure 65

9. Fill in all mandatory sections
    9.1. Quick Copy may be available from previously scanned items
        9.1.1. Vehicle Information
        9.1.2. Person Detail
        9.1.3. Insurance Information
10. Click Next Button
11. Collision Interview – Motor Vehicle Person Detail

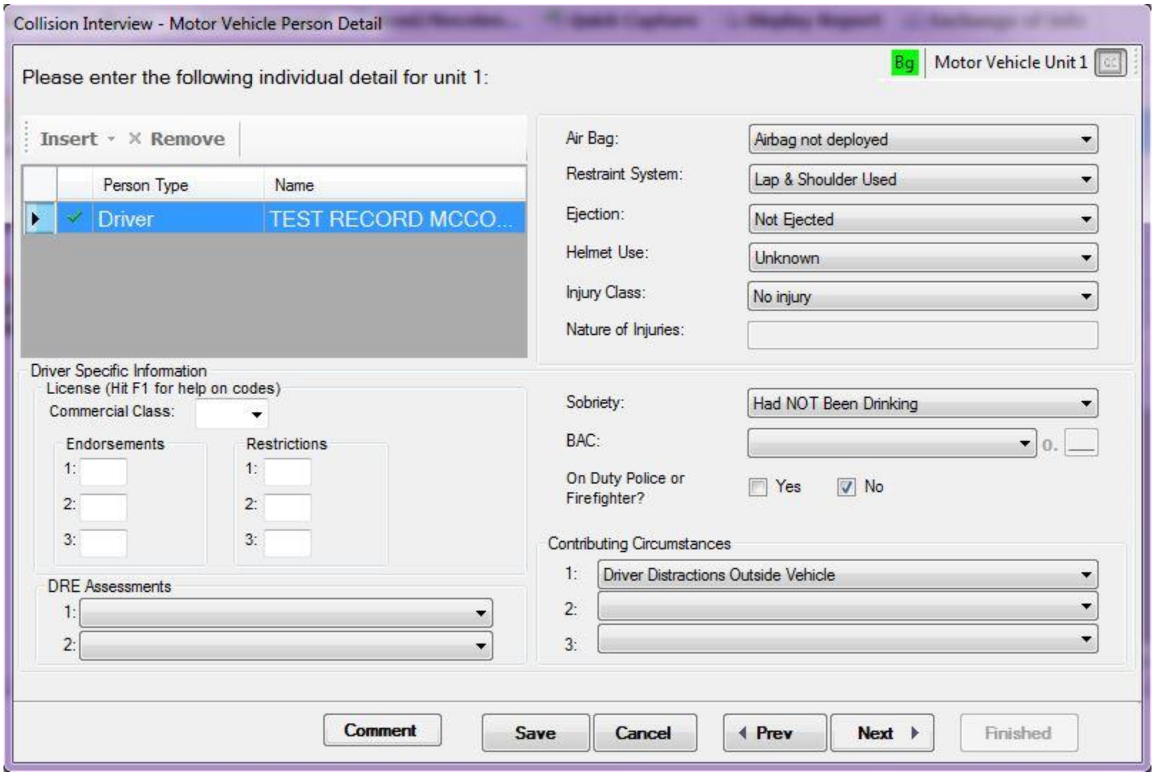


Figure 66

12. Fill in all mandatory sections.
    12.1. Quick Copy may be available from previously scanned items
        12.1.1. Driver Specific Information
        12.1.2. DRE Assessments
        12.1.3. Personal Injury Information
        12.1.4. Sobriety
        12.1.5. On Duty Police or Fire Fighter
        12.1.6. Contributing Circumstances
13. Click Next Button
14. Collision Interview – Motor Vehicle Information

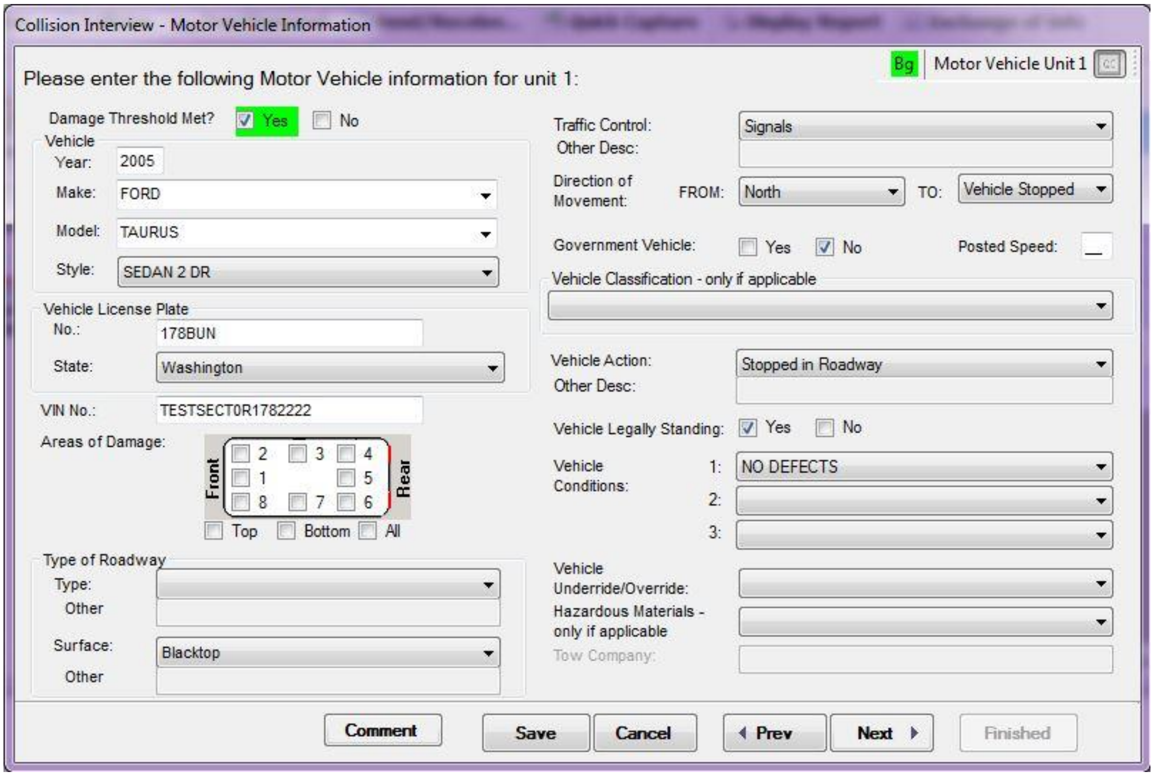


Figure 67

15. Fill in all mandatory sections
    15.1. Damage Threshold
    15.2. Vehicle
    15.3. Vehicle License Plate
    15.4. Direction of Movement
    15.5. Vehicle Conditions
16. Click Next Button
17. Collision Interview – Collision Information

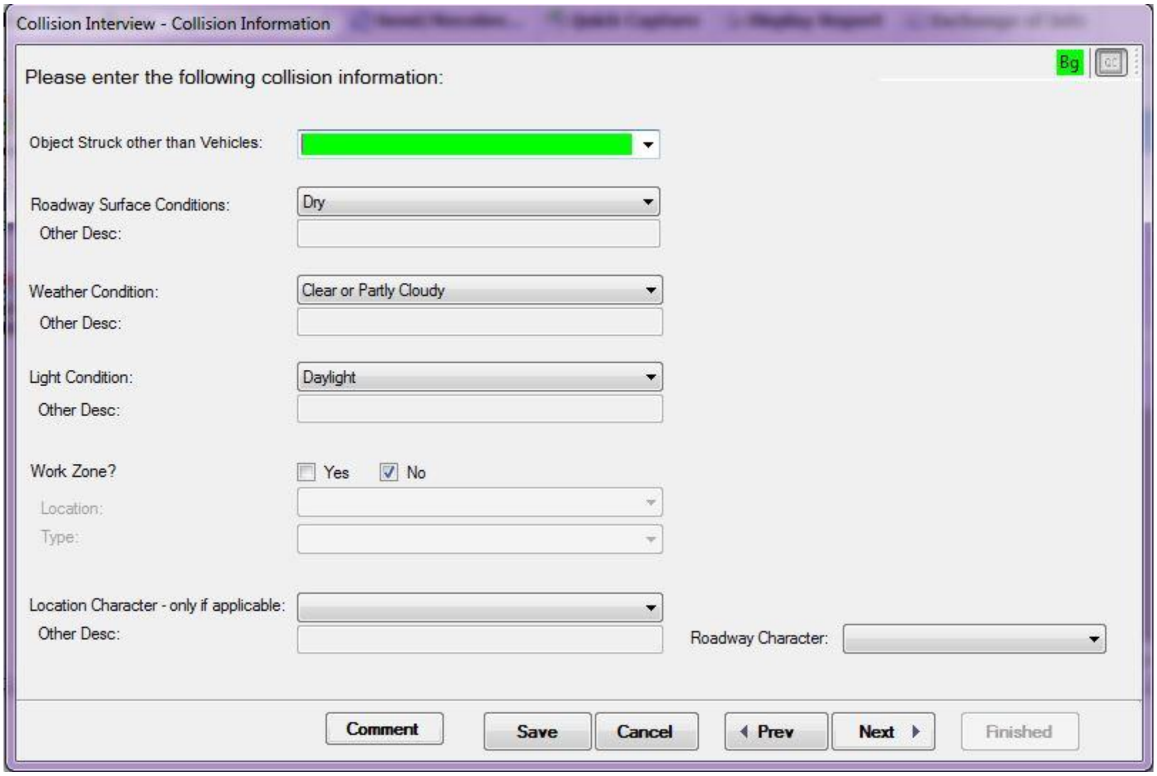


Figure 68

18. Fill in all mandatory sections
    18.1. Roadway Surface Conditions
    18.2. Weather Condition
    18.3. Light Condition
    18.4. Work Zone
19. Click Next Button
20. Collision Interview – Collision Information (Officer’s Certification)

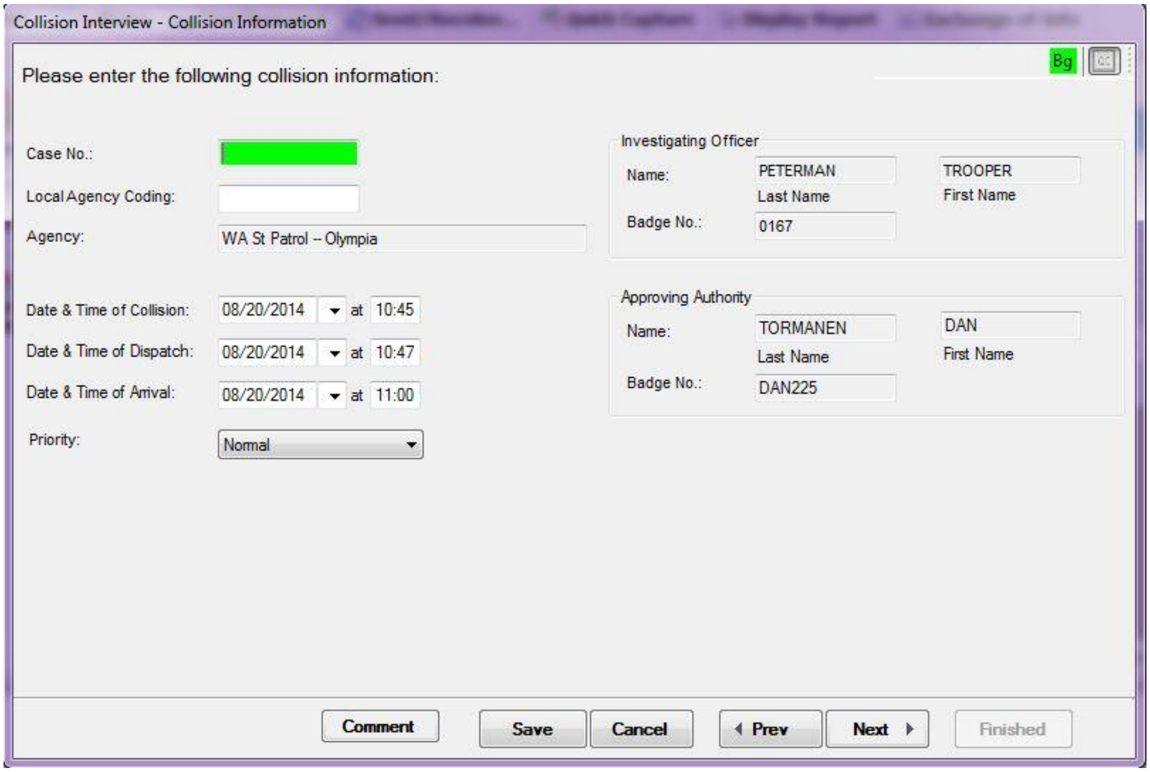


Figure 69

21. Fill in all mandatory sections
    21.1. Date & Time of Collision
    21.2. Date & Time of Dispatch
    21.3. Date & Time of Arrival
22. Click Next Button
23. Collision Interview – Attachments

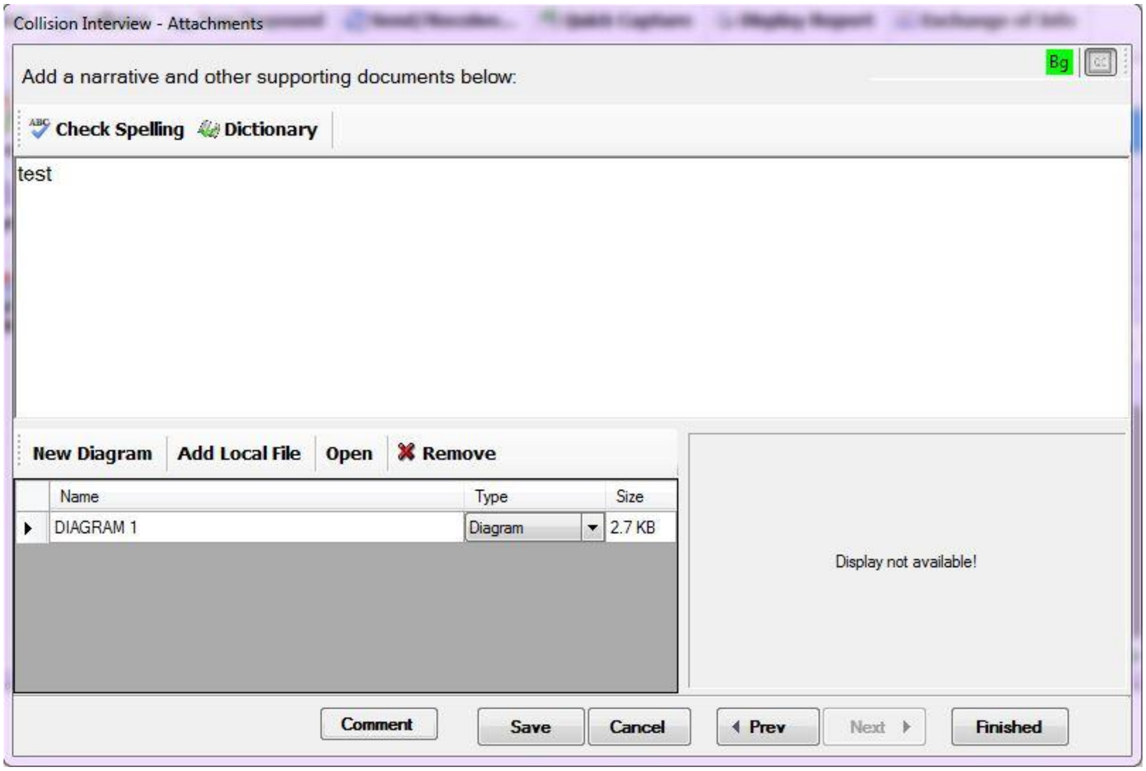


Figure 70

24. Fill in all mandatory sections
    24.1. New Diagram

Collision Diagram Software Tool

SmartRoads is the program that allows user to create collision diagrams within SECTOR. This program gives the user the option of using a stored template or creating a diagram and saving it as a template. There is a size limit of 2 MB in SECTOR for all diagrams and Attached files, large or long collision scenes may exceed this limit. Use the diagram tool wisely.

NOTE: Compress all images before adding to diagram or attaching.

25. Click Finished Button
26. Displays a Ready to Send status in the SECTOR Client Workspace Area

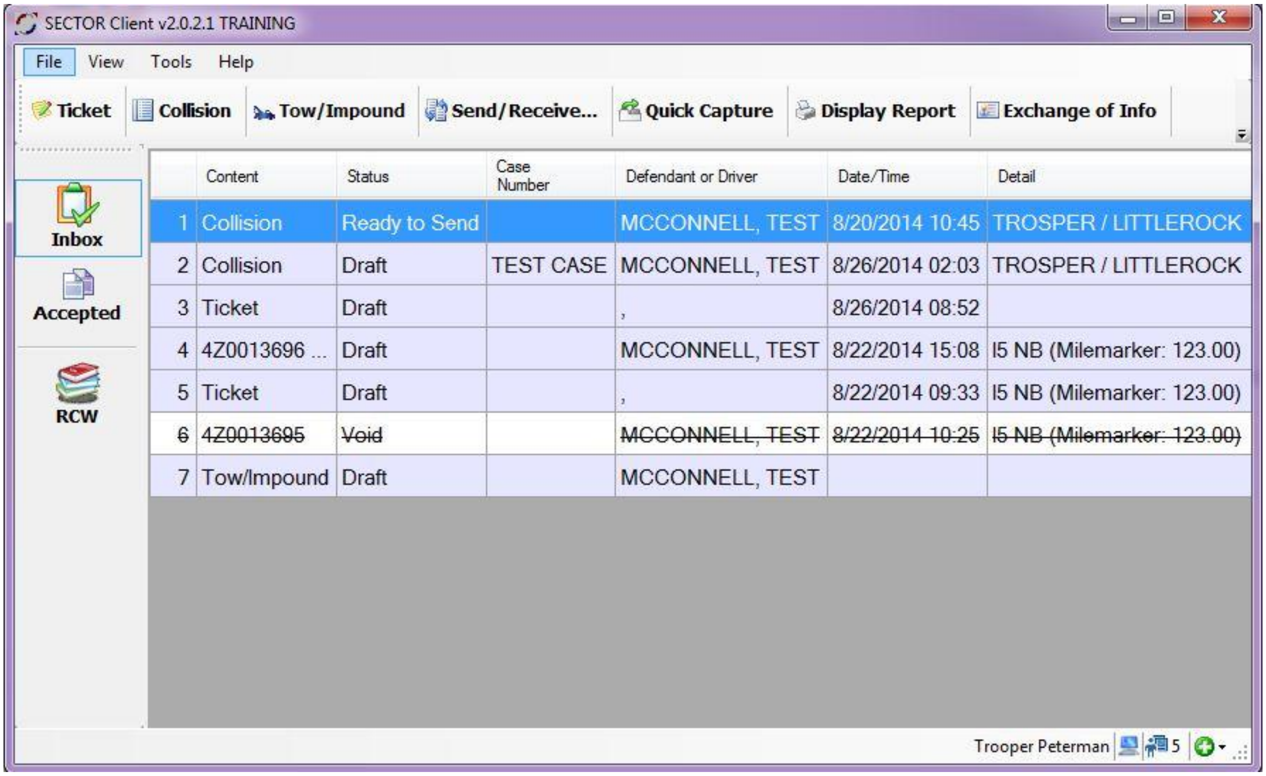


Figure 71

27. Highlight the Collision.
    27.1. Click on Display Report on the SECTOR Client Workspace Toolbar.

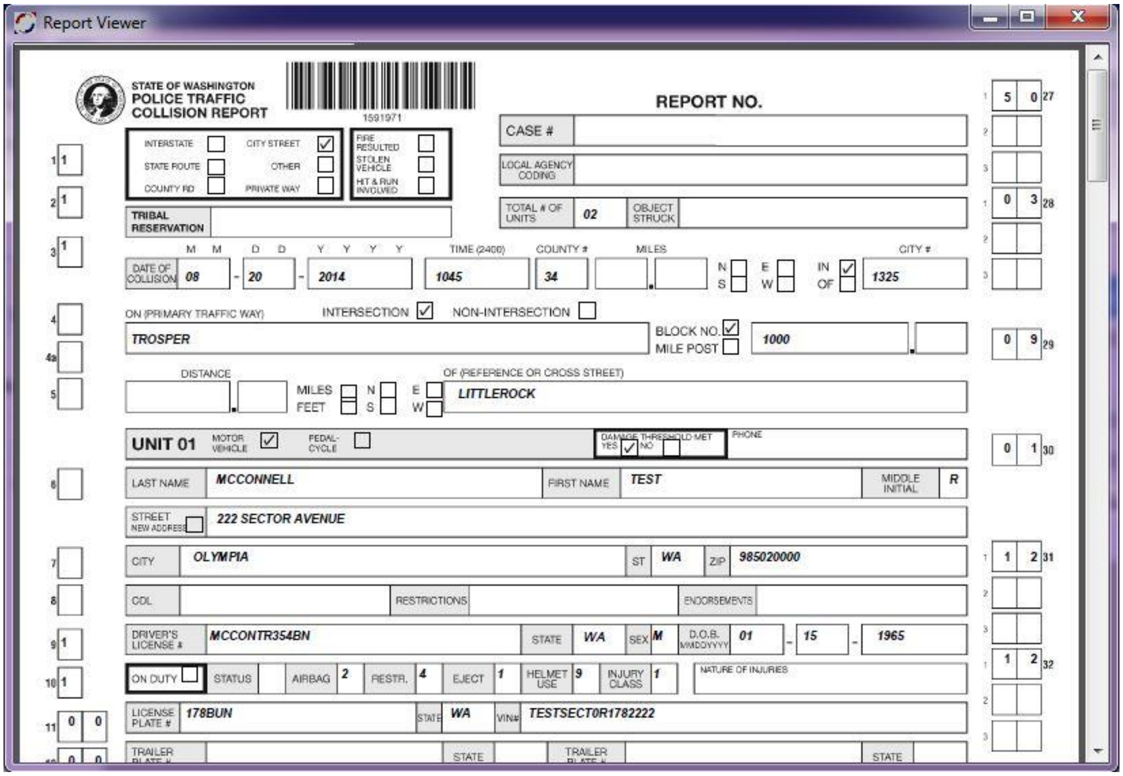


Figure 72

28. Review the report. This is the finished report created from the screens in the Collision Interview Process.
    28.1. The report viewer offers options for printing and saving.
    28.2. After Review is complete close Report Viewer
29. Perform a Send/Receive to send collision data from Local Computer to the SECTOR Back Office and onto Report Reviewer Process.

Collision Report Reviewer Process

This section reviews the actions of a Collision Report Reviewer after the Send/Receive process has been completed. The report reviewer is responsible for quality assuring a collision report before it is submitted to WSDOT for final disposition or acceptance.

1. Login to the SECTOR Client
2. Perform Send/Receive
    2.1. Displays reports submitted by originator to Report Reviewer
        2.1.1. Select reports to review during Send/Receive process

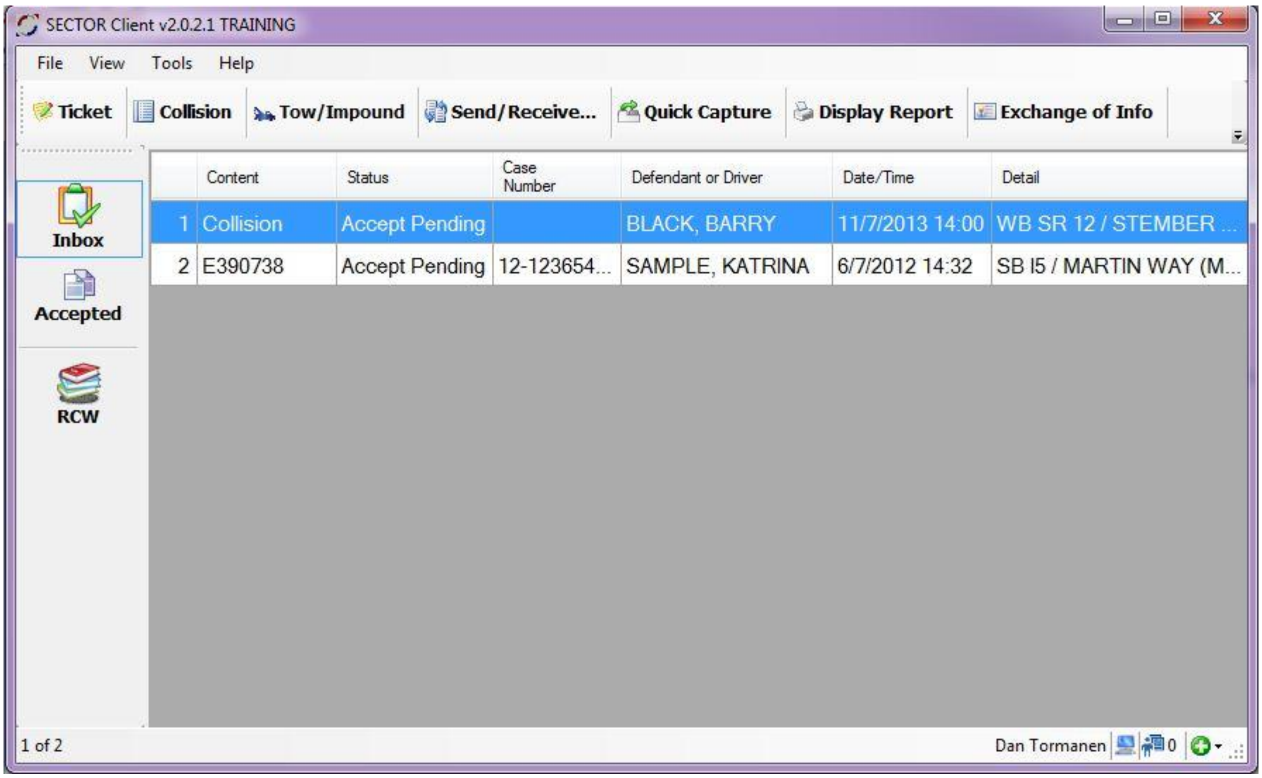


Figure 73

3. To view the collision in report format:
    3.1. Highlight the report you wish to view
    3.2. Click the Display Report button on SECTOR Client Toolbar
    3.3. Opens report in report viewer.
        3.3.1. Review the report using the report viewer. This view is printable by user.

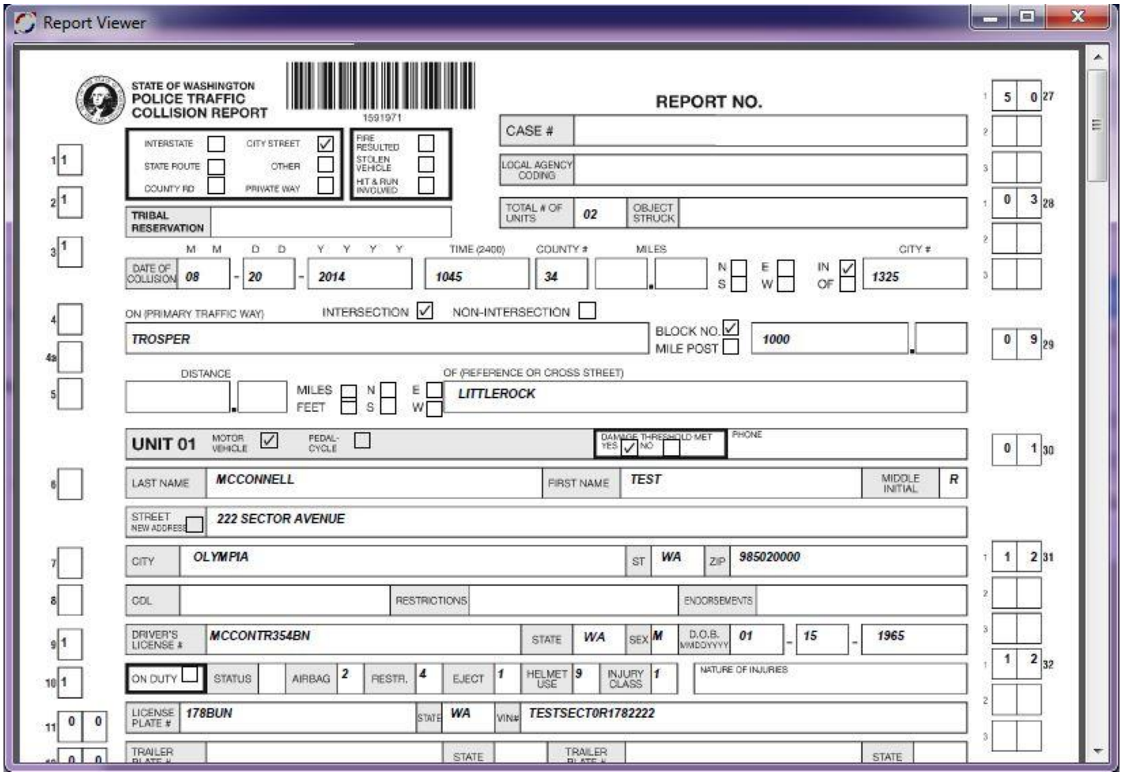


Figure 74

4. To view each section of the report from the SECTOR Client:
   4.1. Double-click on the report you wish to review
      4.1.1. This opens the collision report in Review Only mode.
   4.2. Click Next through each screen

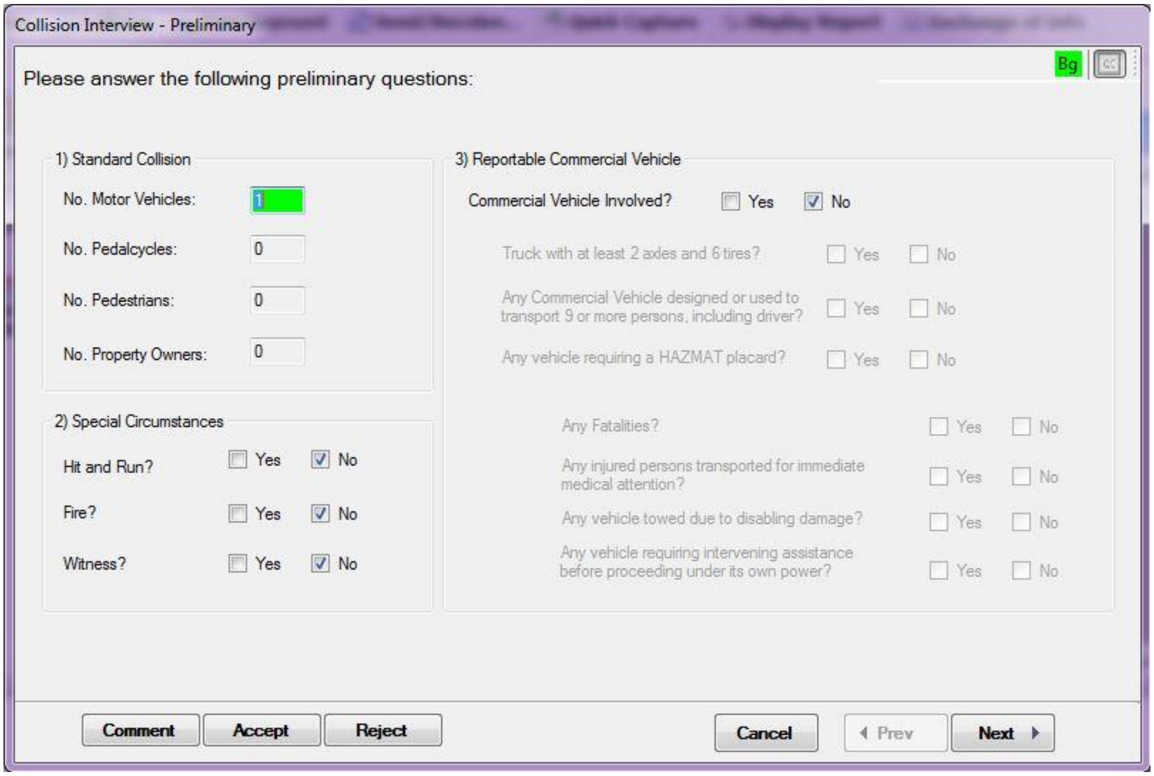


Figure 75

5. Click Accept button if report is approved.
   5.1. Displays report as Approved – Ready to Send in the SECTOR Client Workspace

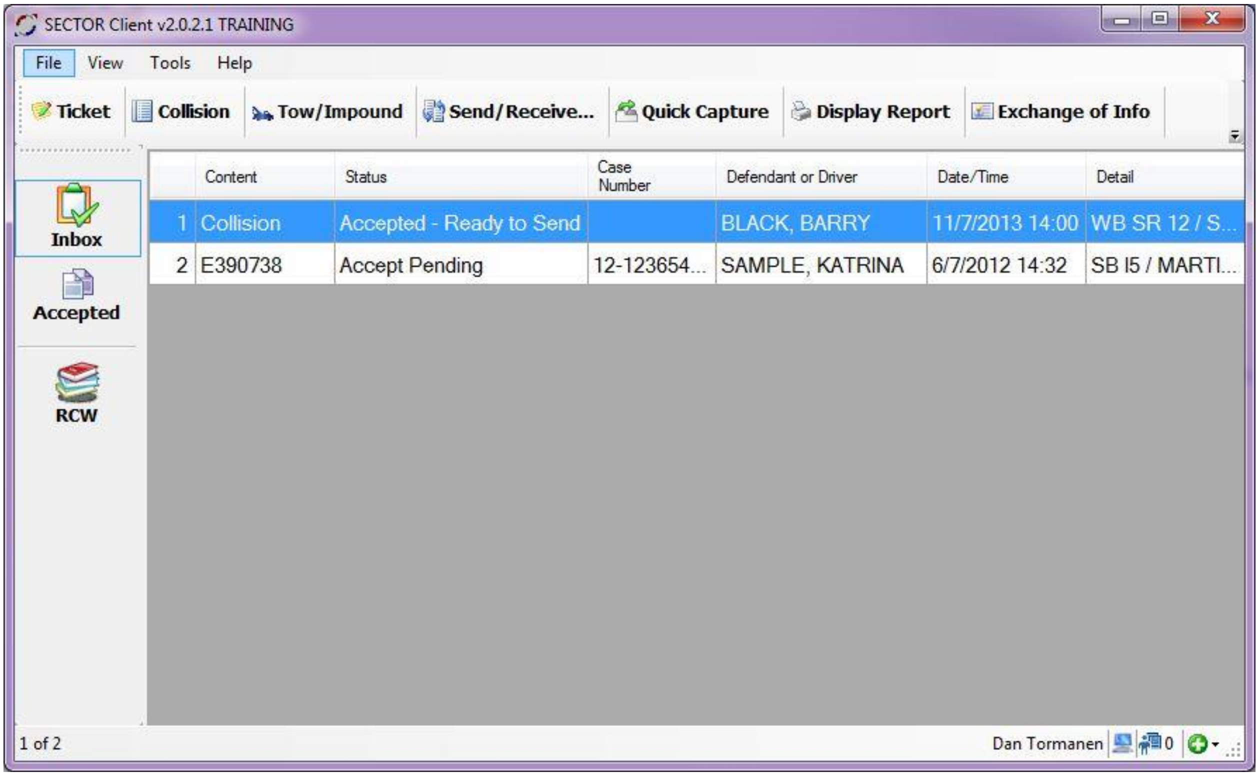


Figure 76

6. Click Reject button if report is NOT approved.
    6.1. Provide Reason to let Originator know what needs to be corrected.

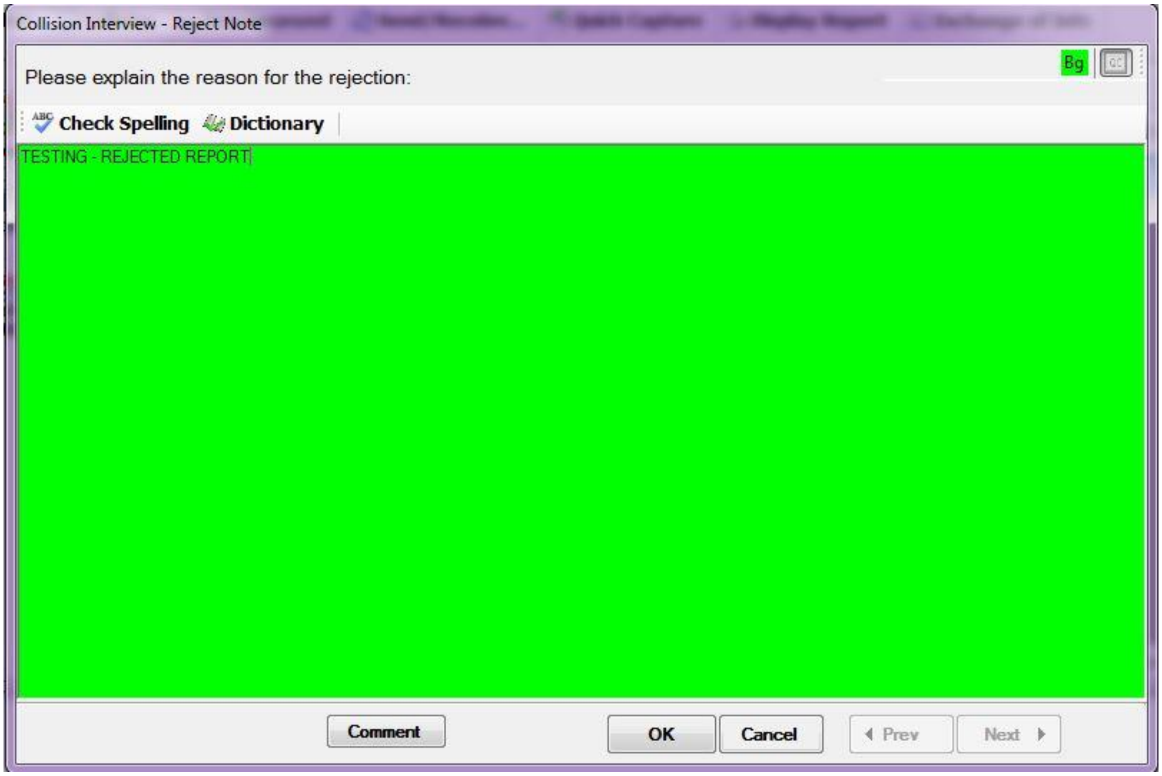


Figure 77

7. Displays report as Rejected in the SECTOR Client Workspace

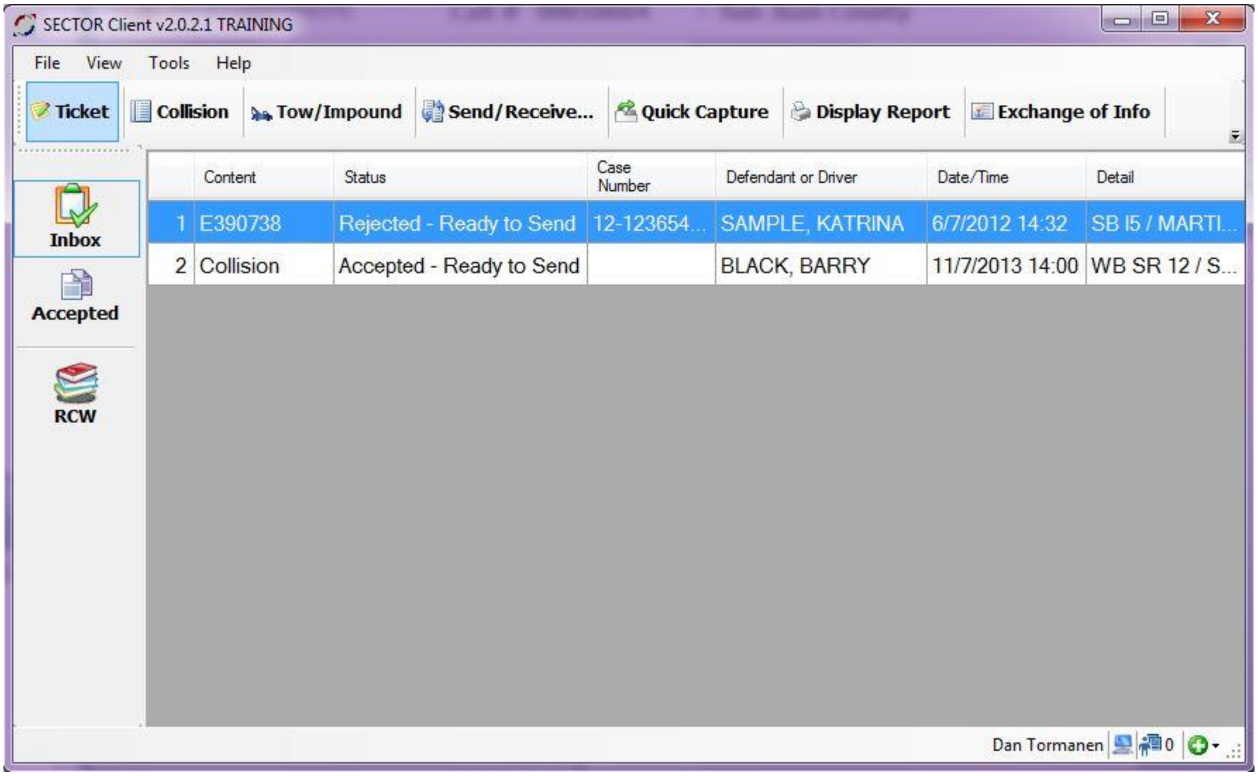


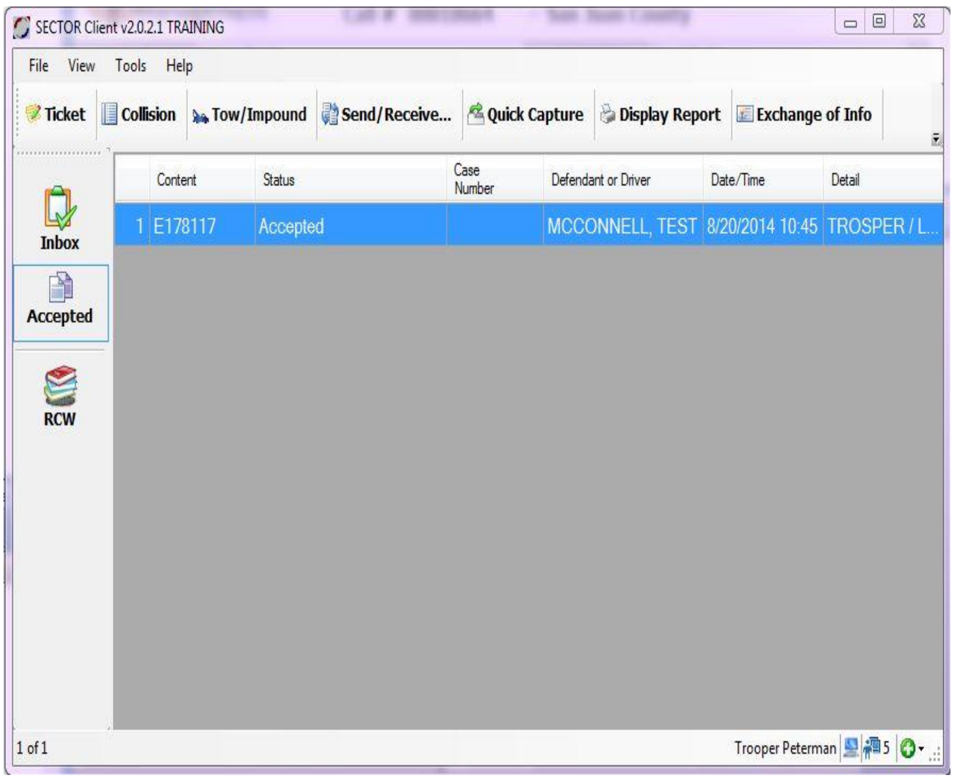
Figure 78

8. Perform Send/Receive to send back to Originator for correction, or WSDOT for approval.

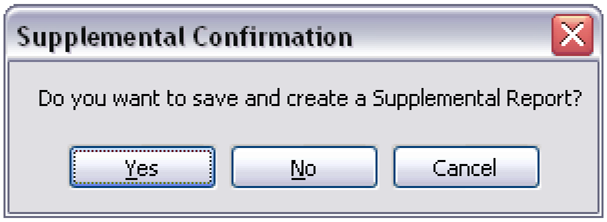
Collision Report Supplemental Process

This sub-section explains the supplemental process for collision reports that need correcting or more information added. This process takes place after the review process and DOT's acceptance of the report. It repeats the reviewer process described in this section upon completion of the supplemental process.

1. Login to the SECTOR Client
2. Perform Send/Receive
3. Click Accepted tab on the left side of the SECTOR Client Workspace
   3.1. Accepted reports are stored in this location.



4. Open the report that needs to be supplemented
   4.1. Any field in the report can be modified. Simply navigate through the report like it was a new collision report.
   4.2. If you are unable to locate your Accepted collision, please contact your Local Agency SECTOR Administrator (LASA) to have it reflagged for download.
5. Click Finished
6. Click 'Yes' on the Supplemental Confirmation screen



7. Perform Send/Receive

Tow/Impound Form

How to Create a New Tow/Impound Form

1. From Menu bar click on File
2. Select Create Incident
3. Choose Tow/Impound

Or;

4. From the SECTOR Client Workspace toolbar click on the Tow/Impound button.

Or;

5. From the keyboard press CTRL + F3

Or;

6. From the SECTOR Client Workspace, right-click on a Collision or Ticket
7. Select Create Incident
8. Choose Tow/Impound

Entering Tow/Impound Information

1. Tow/Impound Interview – Create or Modify screen
2. Choose your template
3. New Forms
   3.1. [New] – Vehicle doesn't currently exist in your workspace

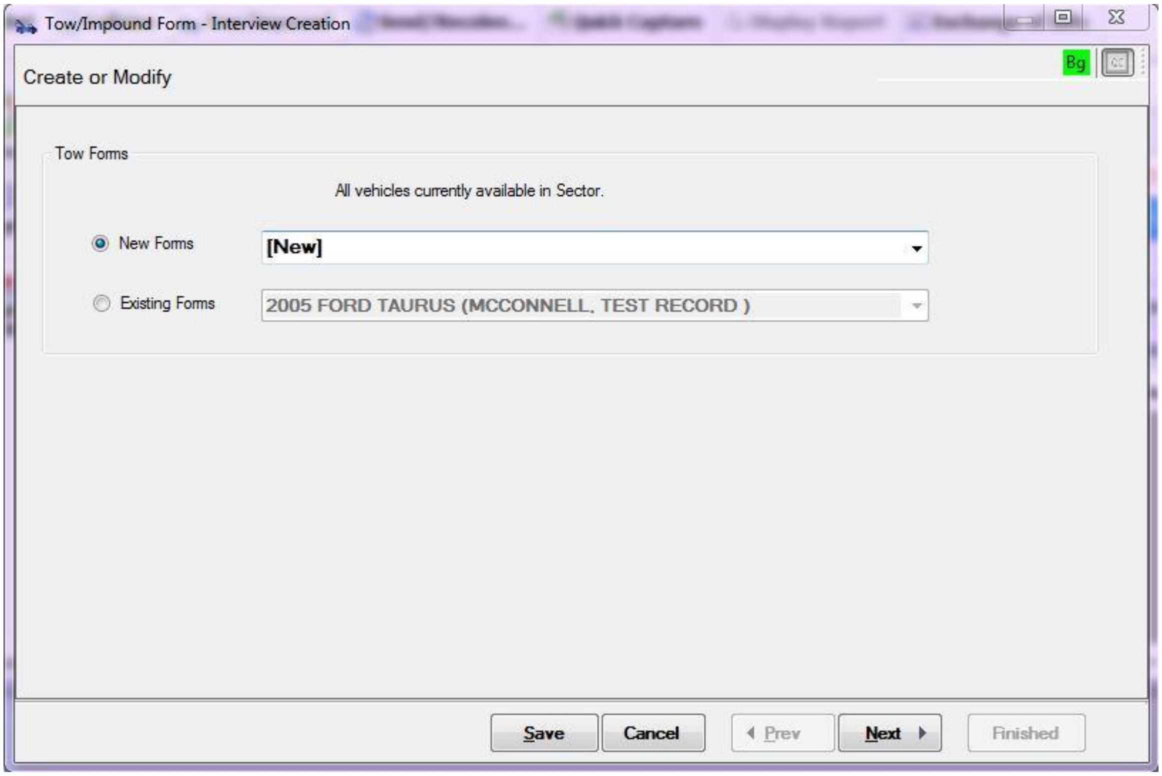


Figure 79

3.2. Select an existing vehicle from your workspace from the New Forms drop-down list

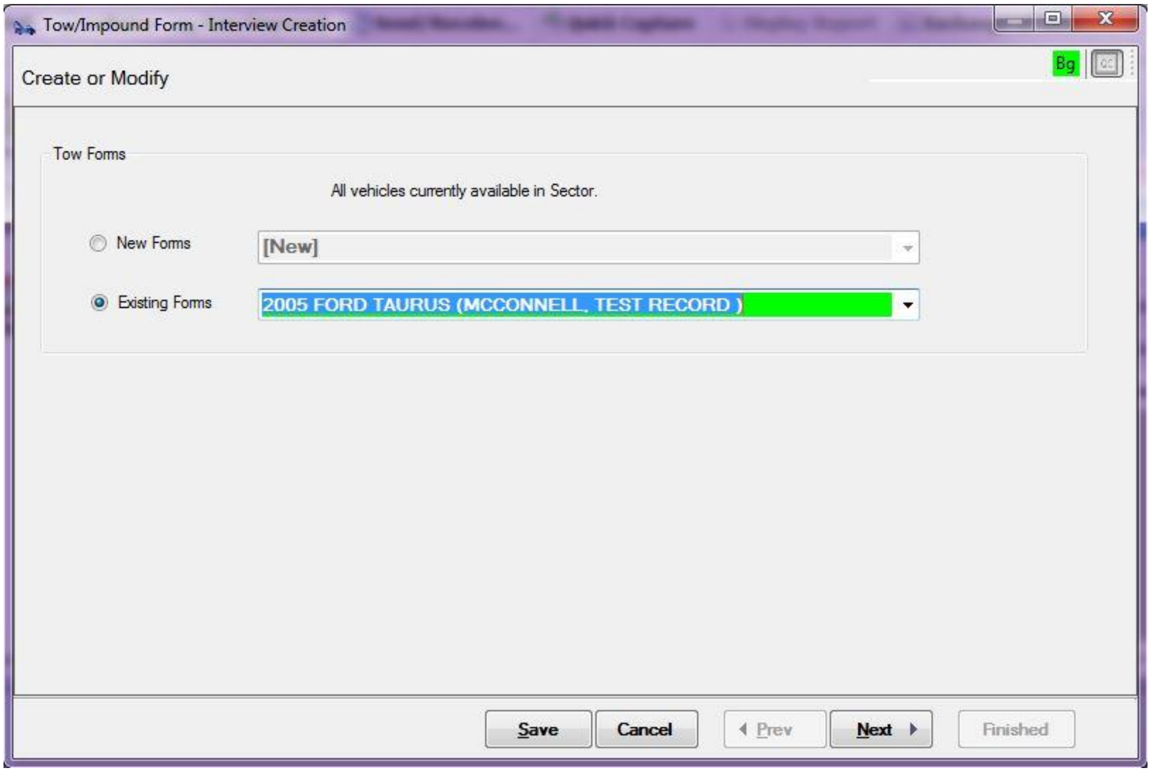


Figure 80

4. Existing Forms
    4.1. List contains all Tow/Impound forms in your workspace – use this option if you need to modify an existing form.
5. Tow/Impound Form Interview – Vehicle and Persons screen

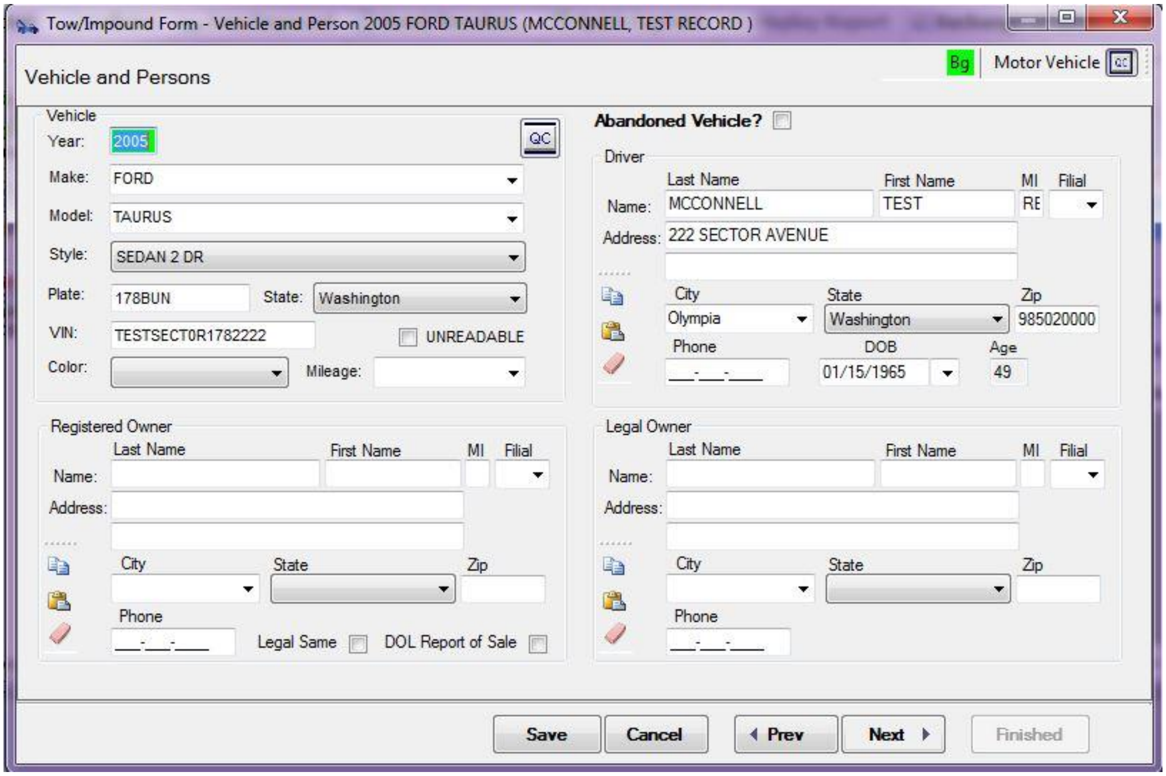


Figure 81

6. Fill in all mandatory sections
   6.1. Vehicle
   6.2. Style
   6.3. Color
   6.4. Mileage
      6.4.1. Select Unreadable
      6.4.2. Select Digital Unreadable
      6.4.3. Select Enter Mileage and type in mileage indicated on odometer
   6.5. Registered Owner
   6.6. Driver
      6.6.1. Check Abandoned Vehicle checkbox if there is no driver; this will disable the Driver section
   6.7. Legal Owner
      6.7.1. Check Legal Same checkbox if the Legal Owner is the same as Registered Owner; this will disable the Legal Owner Section.
7. You have four ways to populate all required fields
   7.1. Hand Enter using keyboard
      7.1.1. To copy the Driver's information to the Registered Owners fields, and vice versa, click on the Copy button in the Driver's section and click on the Paste button in the Registered Owner section.

7.1.2. To clear an entire section at one time, click on the Erase button.

Figure 82

7.2. Quick Copy

7.2.1. This menu will give you a list of all active incidents in your workspace

7.3. Scanner

7.3.1. Registration scans populate Vehicle and Registered Owner

7.3.2. Legal Owner is not in barcode data

7.3.3. Driver's License scans populate Driver or Legal Owner

7.4. Auto populate from existing vehicle in workspace

7.4.1. Using a vehicle from the creation screens New Form option

8. Legal Same checkbox
    8.1. Disables the Legal Owner section
    8.2. Prints "LEGAL SAME" in Registered Owner section
9. DOL Report of Sale checkbox
    9.1. Checks the "Report of Sale" in Vehicle Information section
10. Click Next
11. Tow/Impound Form Interview – Content screen

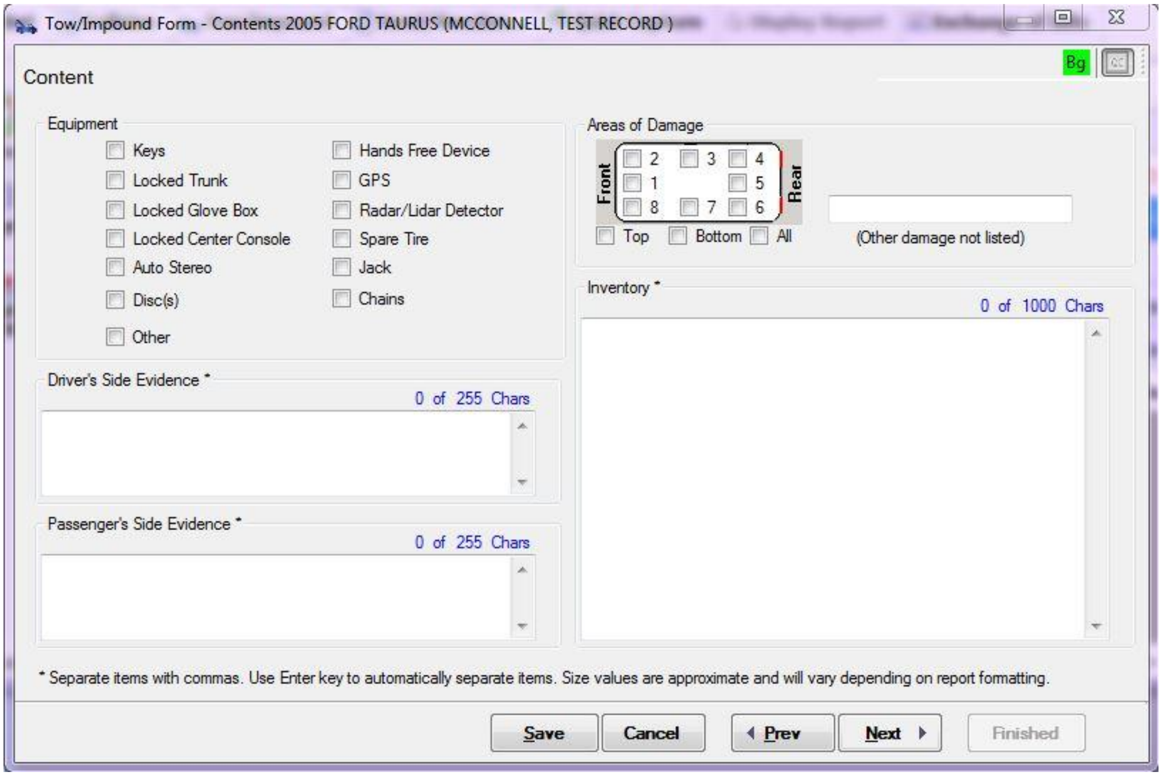


Figure 83

12. Fill in all applicable sections
    12.1. Equipment
    12.2. Driver's Side Evidence
        12.2.1. Separate items with commas
        12.2.2. Use Enter key to automatically separate items
    12.3. Passenger's Side Evidence
        12.3.1. Separate items with commas
        12.3.2. Use Enter key to automatically separate items.
13. Click Next
14. Tow/Impound Form Interview – Attachments screen

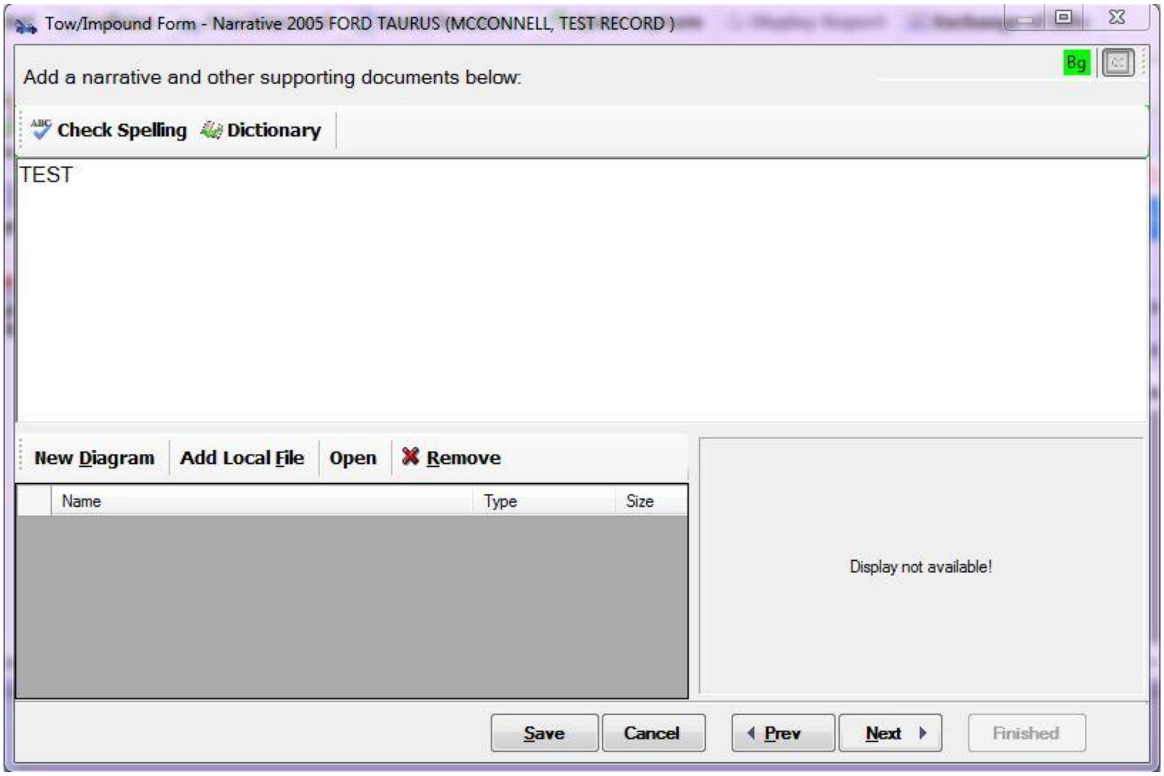


Figure 84

15. Fill in all required sections.
    15.1. A narrative is required for all Tow/Impound forms.
    15.2. Documents and/or images can be attached, but cannot be larger than 2MB combined.
16. Click Next
17. Tow/Impound Form Interview – Tow Info

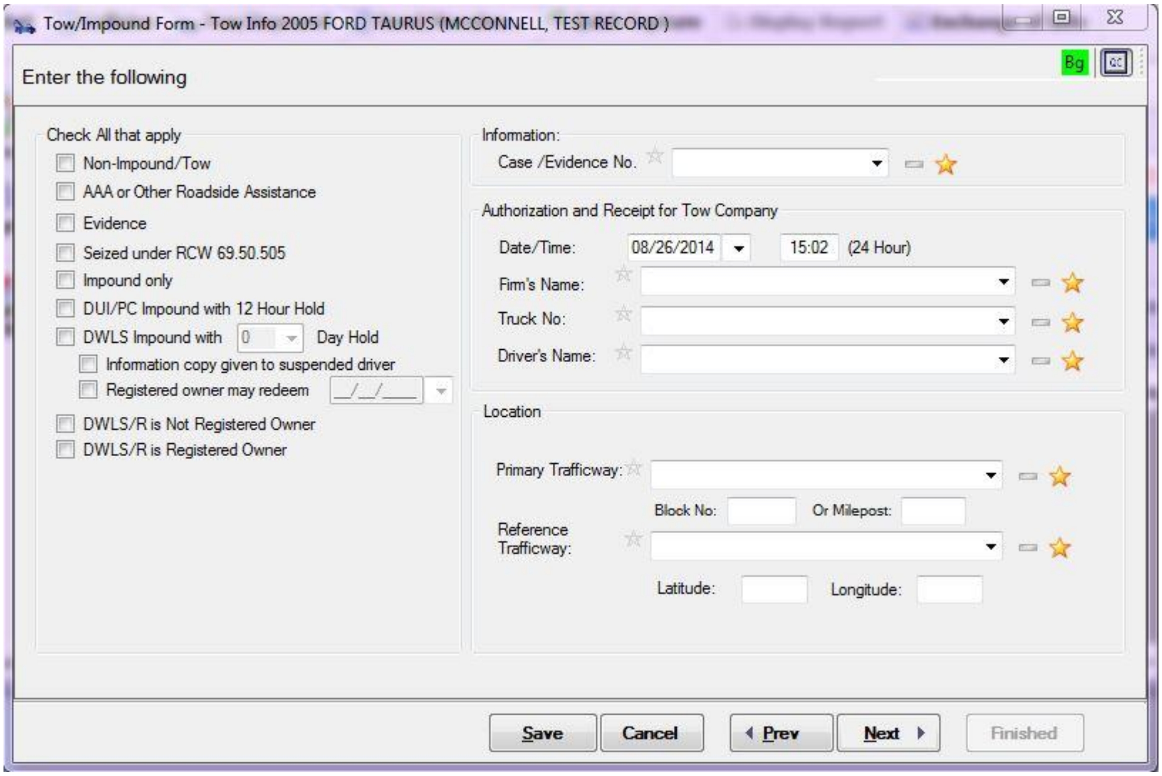


Figure 85

18. Fill in mandatory sections
    - 18.1. Check All that apply
    - 18.2. Information
    - 18.3. Authorization and Receipt for Tow Company
        - 18.3.1. You can scan the Tow Truck Driver's License, the only information that will be saved is the driver's first and last name
        - 18.3.2. The Yellow stars can be used to Add to your Favorites list
            - 18.3.2.1. After you have entered data in a field click on the Yellow star and confirm that you want to add the information as a favorite.
    - 18.4. Location
19. Tow/Impound Form Interview – Certification screen

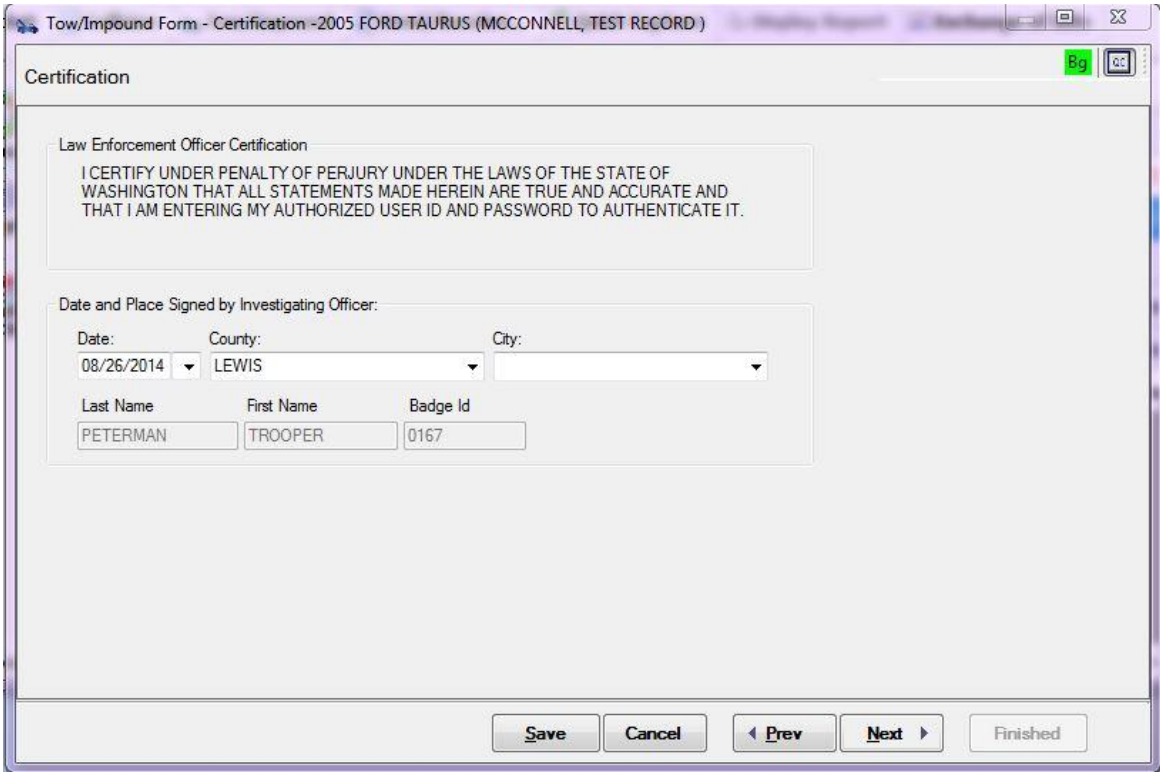


Figure 86

20. Verify information on this page is True and Accurate
21. Click Next
22. Tow/Impound Form Interview – Print Setup

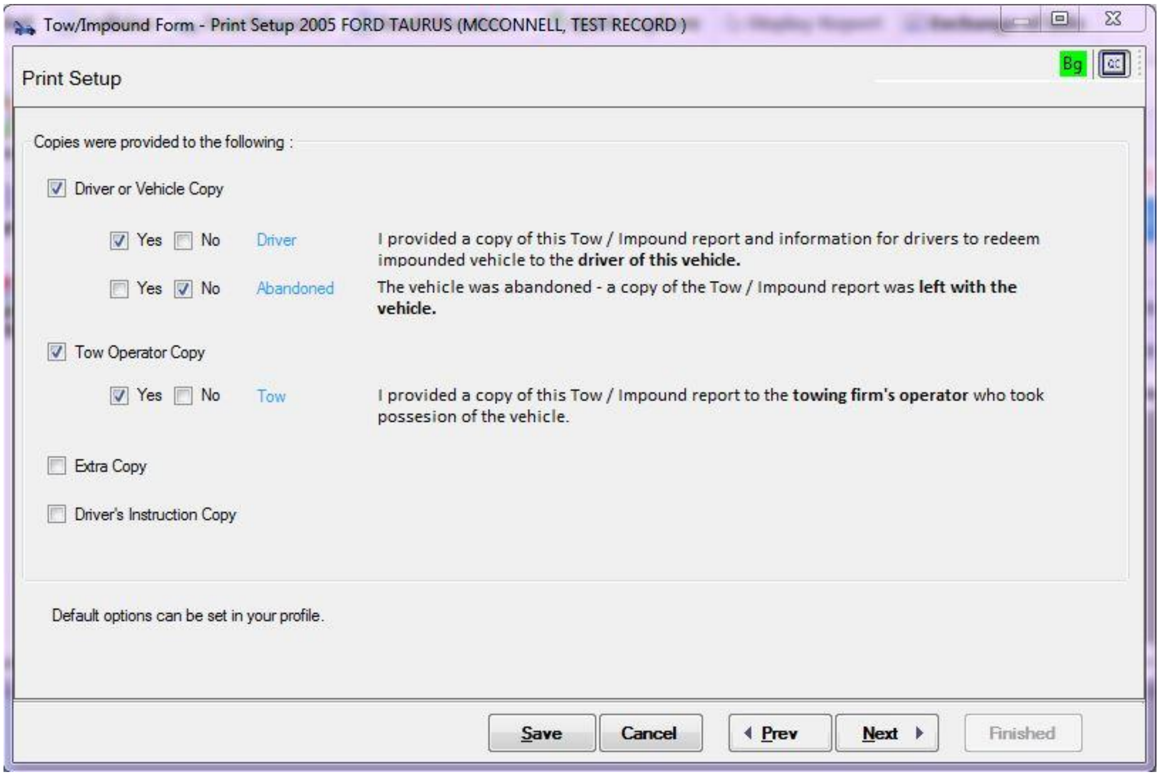


Figure 87

23. Check all appropriate boxes
    23.1. Driver or Vehicle Copy
        23.1.1. You must provide a copy to the driver or place a copy in the vehicle
    23.2. Tow Operator Copy
        23.2.1. You must provide a copy to the Tow Operator
    23.3. Extra Copy
        23.3.1. Check this box if you wish to print an extra copy
    23.4. Driver's Instruction Copy
        23.4.1. Check this box, if you wish to print instructions for the driver on how to retrieve their vehicle.
        23.4.2. You can also choose to print the Driver's Instruction after you've completed the form, by right-clicking on the Tow Impound form from the SECTOR Client Workspace and selecting Driver's Instructions
    23.5. Print settings can be preset in the Profile Manager (see Defaults tab in Profile)

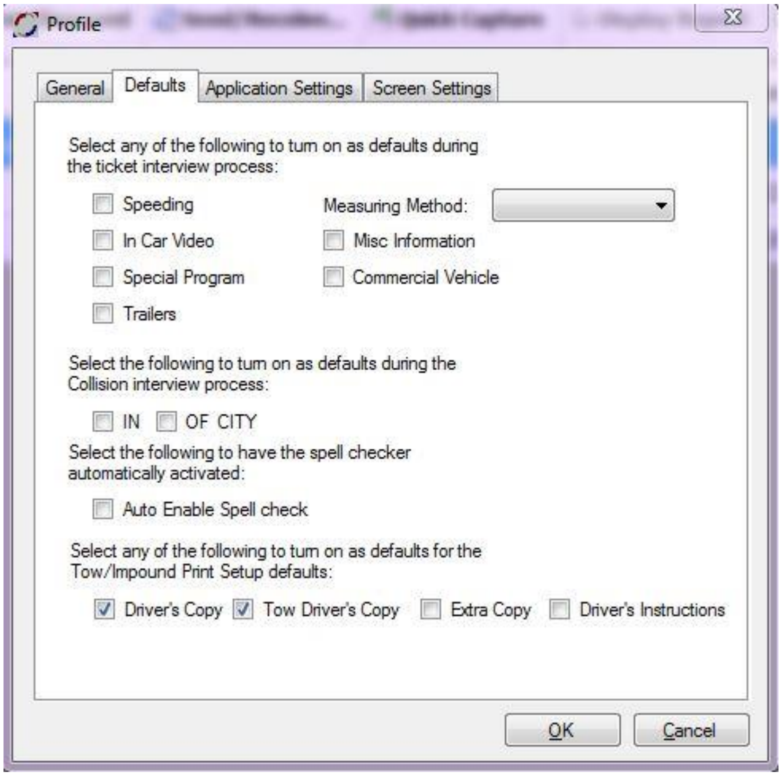


Figure 88

24. Click Next
25. Tow/Impound Form Interview – Warning screen

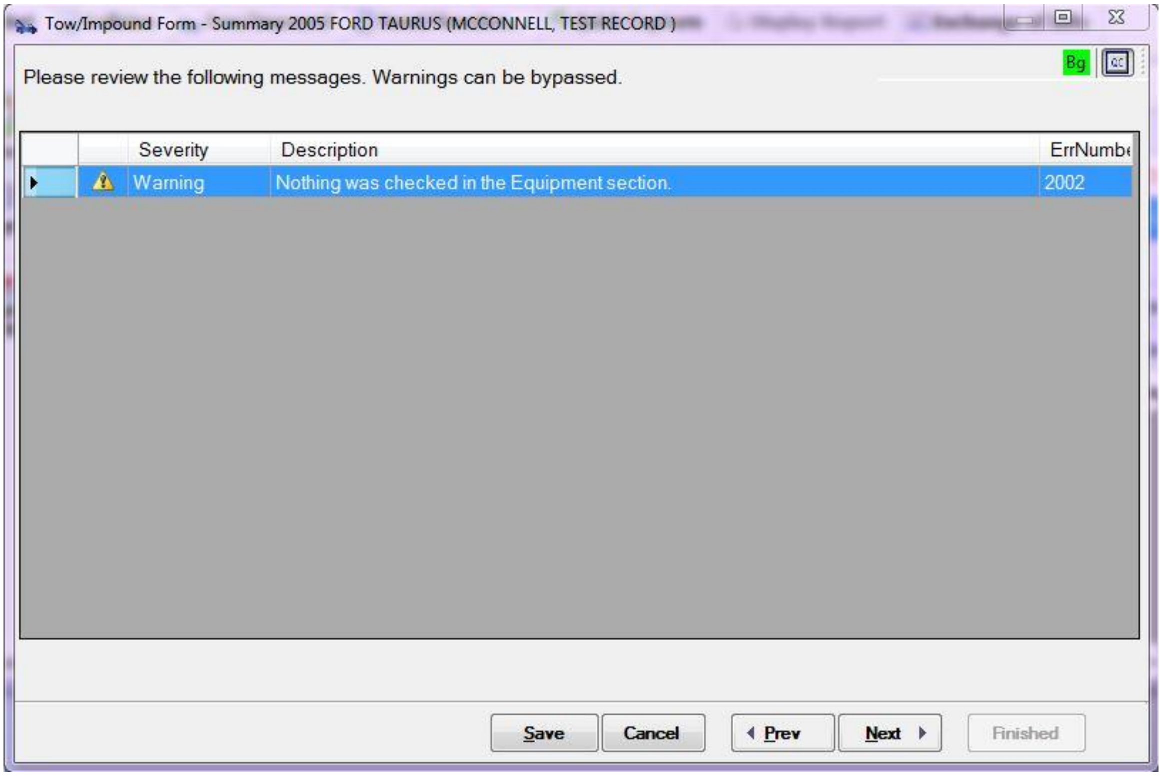


Figure 89

26. The Warning screen notifies the user that they have left something blank
    26.1. Severity
        26.1.1. Describes the type of message
            26.1.1.1. Warning
    26.2. Description
        26.2.1. Describes what needs to be corrected
    26.3. ErrNumber
    26.4. ControlName
        26.4.1. Name of the field(s) that need to be corrected
    26.5. StepKey
        26.5.1. Name of the screen that needs a correction
27. To reconcile the warning message, double-click on the warning and it will take you back to the screen that needs attention.
    27.1. If you intentionally left something blank, Warnings can be bypassed.
28. Click Next
29. Tow/Impound Form Interview – Print screen

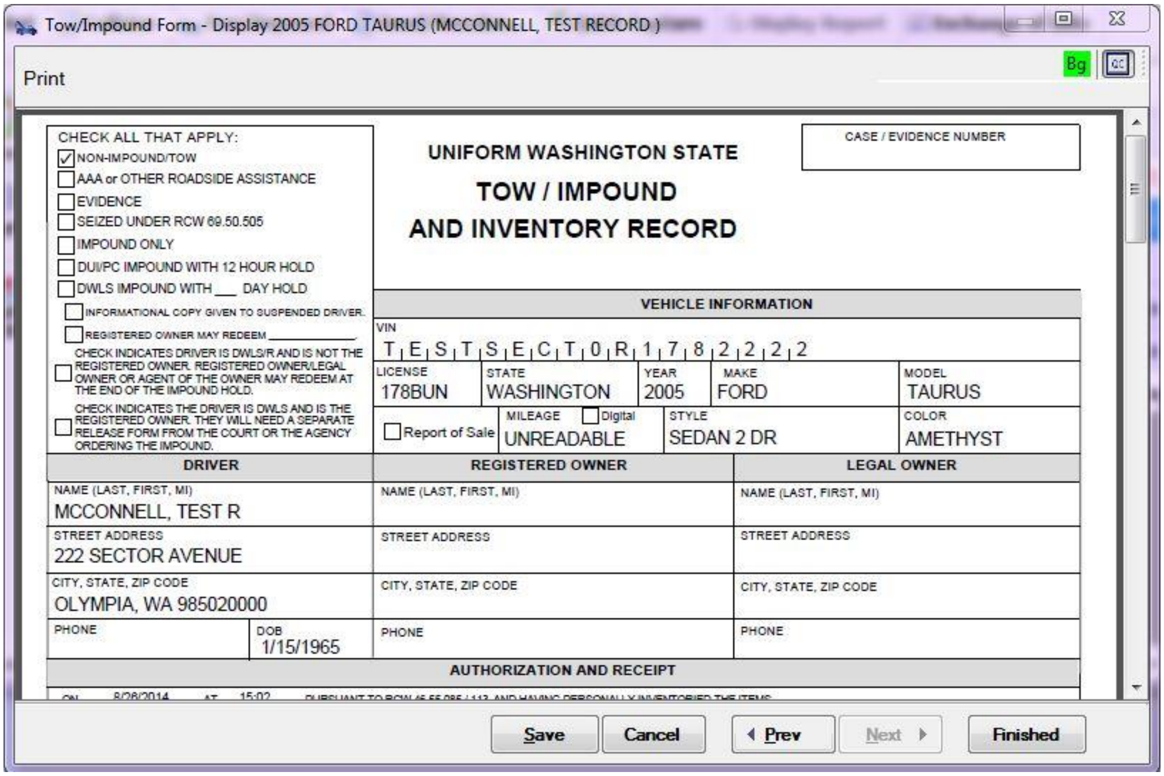


Figure 90

30. Scroll through and verify that all information on the Tow/Impound and Inventory Record is correct. If changes need to be made, click the Prev button to go back and make changes.
    30.1. The number of pages that will be printed depends on the boxes you checked on the Print Setup screen
    30.2. To print the form, hover over the bottom portion of the screen and select the Print icon
31. Click Finish
32. Displays an Tow/Impound Form in the SECTOR Client Workspace with a Status of Ready to Send
33. Perform Send/Receive to send Tow/Impound form to the SECTOR Back Office

Send/Receive Process

The Send/Receive process allows a user to complete the process of submitting ticket or collision reports, or Tow/Impound forms, to the SECTOR Back Office Portal for transmission to their further destination. Additionally ALL Application Version Updates are processed via the Send/Receive functionality.

This section will demonstrate the necessary steps to complete the above tasks.

THIS PROCESS REQUIRES AN INTERNET CONNECTION.

IT IS HIGHLY RECOMMENDED THAT OFFICER'S PLUG THEIR MACHINES INTO A WIRED NETWORK CONNECTION TO RECEIVE VERSION UPDATES, AS THEY ARE NORMALLY VERY LARGE AND THE WIRELESS CONNECTION CAN TIMEOUT OR LOSE CONNECTION DURING THE DOWNLOAD.

In the SECTOR Client Workspace Area there will be reports with the Status of **Ready to Send** or Send to Prosecutor.

1. On the SECTOR Client Workspace Toolbar
   1.1. Click on Send/Receive
2. Displays Send/Receive – Reports to Send Selection Dialog Box

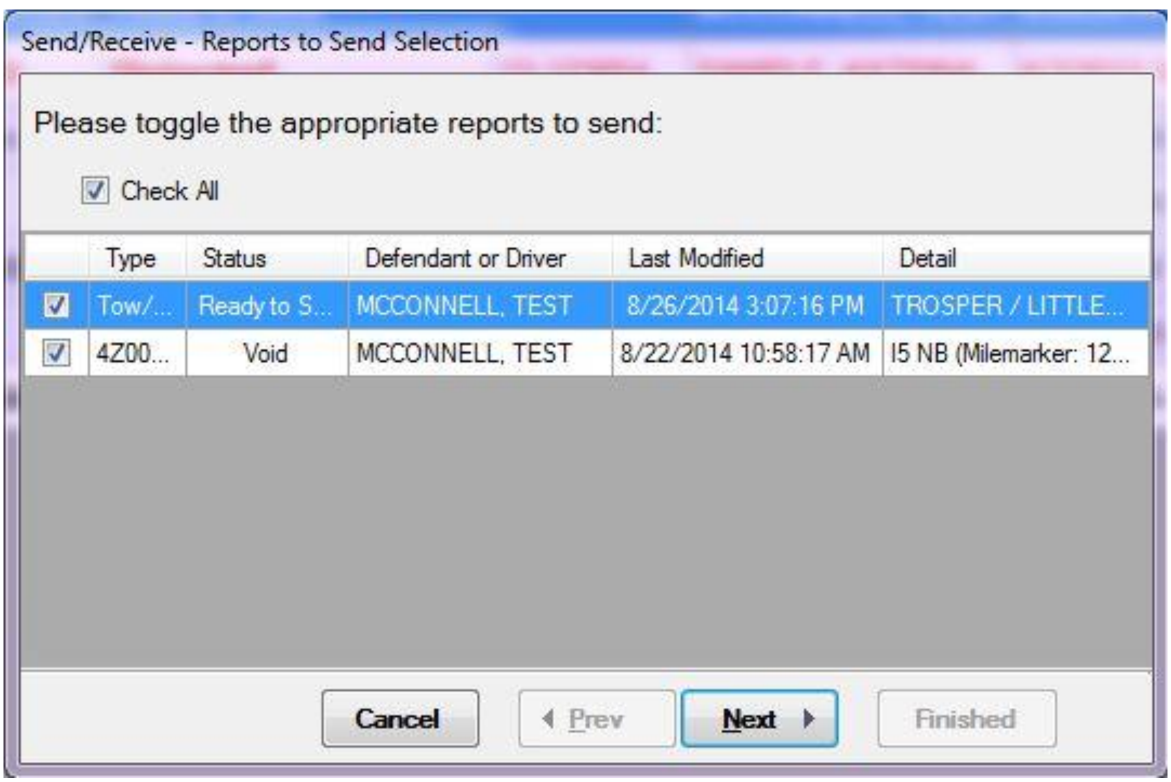


Figure 91

2.1. Items listed are checked by Default

2.1.1. Prosecutors list items are unchecked by Default.

2.2. Select all items to be sent.

3. Click Next
4. Displays Send/Receive – Login Dialog Box

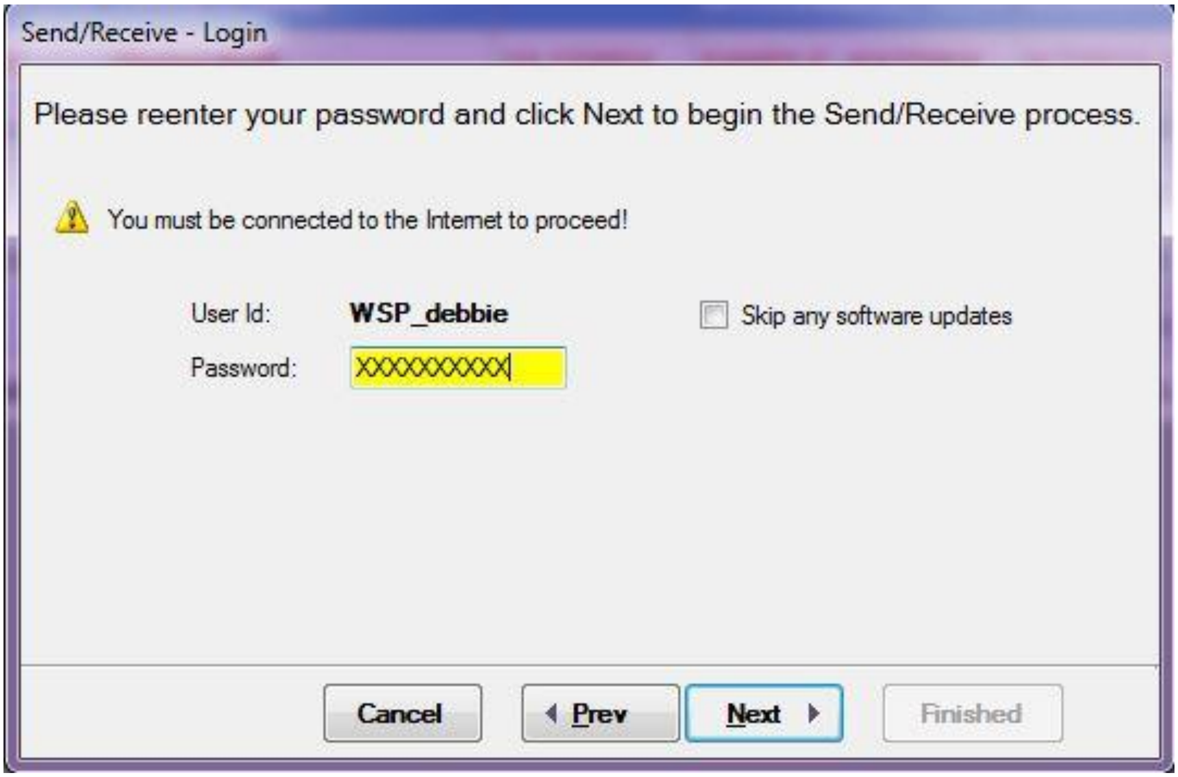


Figure 92

4.1. Enter User Password

4.2. Do not change other options

5. Click Next
6. Display is grayed out as it processes.

6.1. During the Send/Receive a Report Reviewer or Prosecutor may see an additional message asking to review reports.

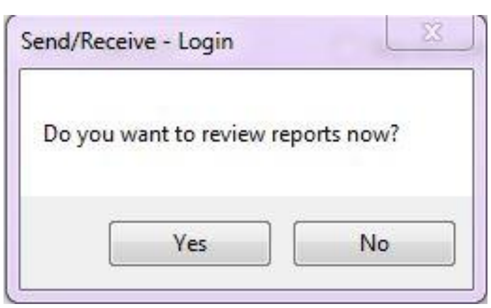


Figure 93

6.2. Click Yes Button to review collision reports or citations

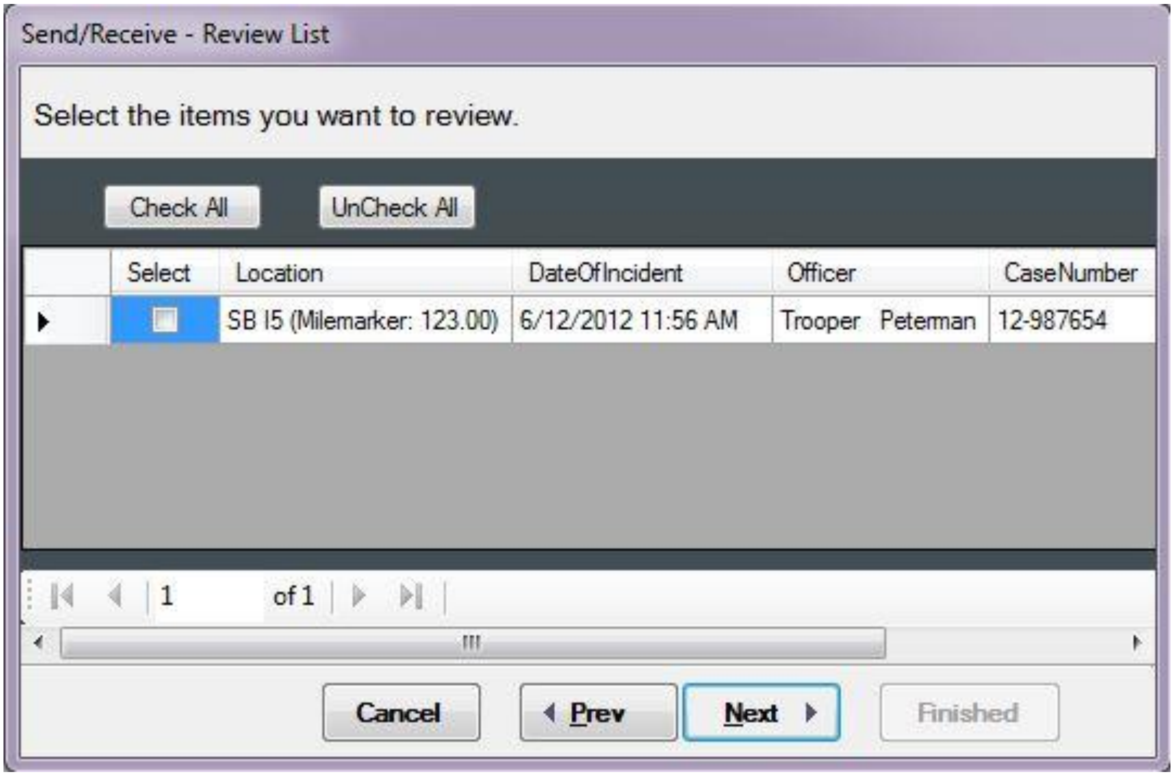


Figure 94

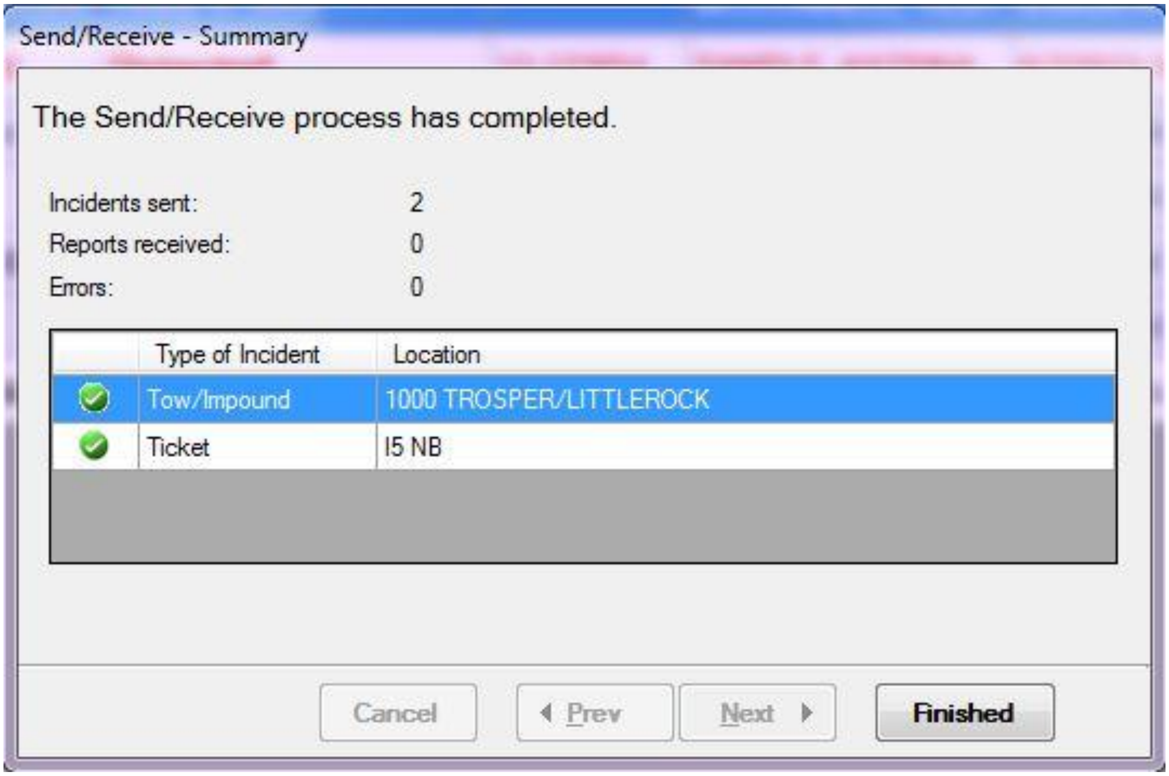
6.3. Select the Reports you wish to download for review.

6.3.1. If not ready to review leave unselected and click Next

6.4. Click Next

7. Once all items are retrieved to be sent and retrieved to be downloaded it will provide a summary.

7.1. Displays Send/Receive – Summary Dialog Box



8. Click Finished

NOTE: If the Summary indicates a version update has been downloaded, SECTOR will automatically close when you click Finished.

Move to/Retrieve from Floppy or Other Media… Process

This section explains the process for moving Tickets and Collision reports from the local SECTOR Client to an external hard drive, or network location, so the officer can complete the reports on another SECTOR Client.

CAUTION – When moving Tickets or Collision reports to a thumb drive data can be lost if the thumb drive is pulled before the files are done writing to the external drive. It is imperative that the thumb drive is properly ejected from the device before it is removed from the USB slot. Essentially, the data is being removed from the machine.

Unfortunately, data CANNOT be recovered when this happens.

Move Reports to Floppy or other Media…

1. From the Menu bar, click on Tools
2. Select Move Reports to Floppy or other Media…

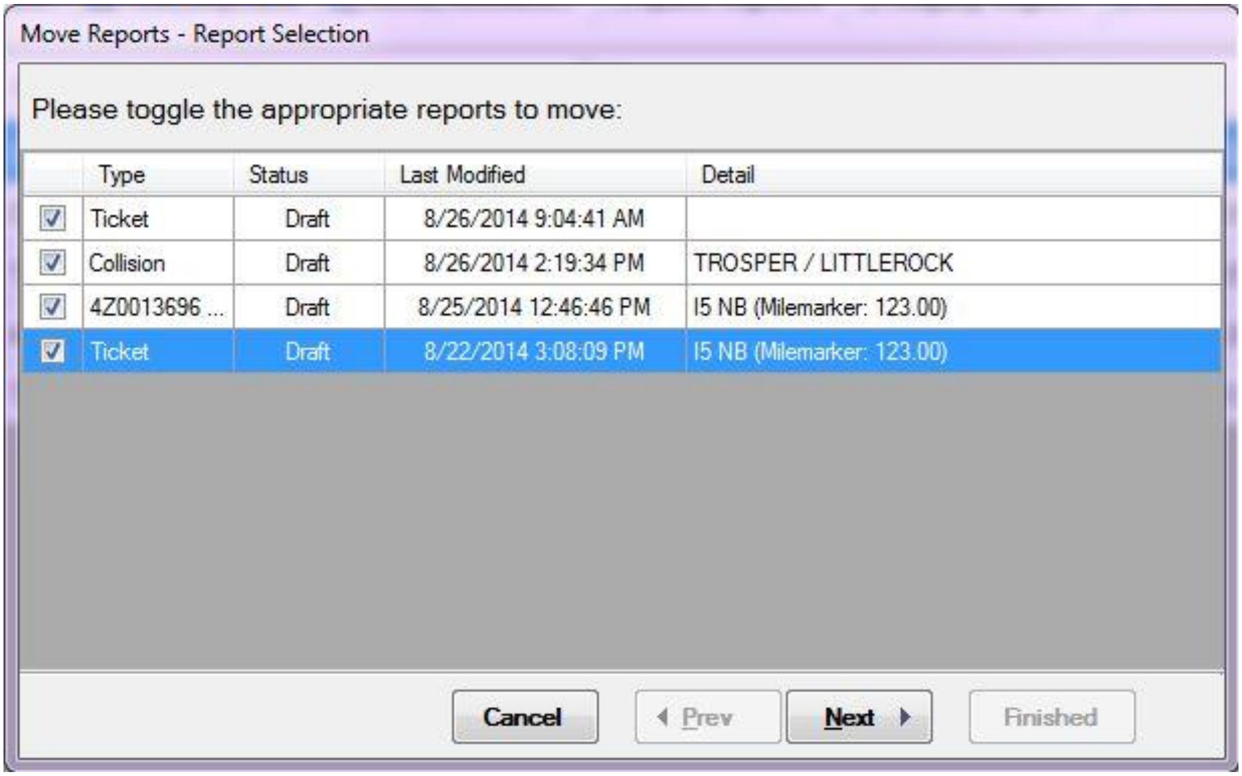


Figure 95

2.1. In the Report Selection screen, select the reports to be moved.

3. Click Next

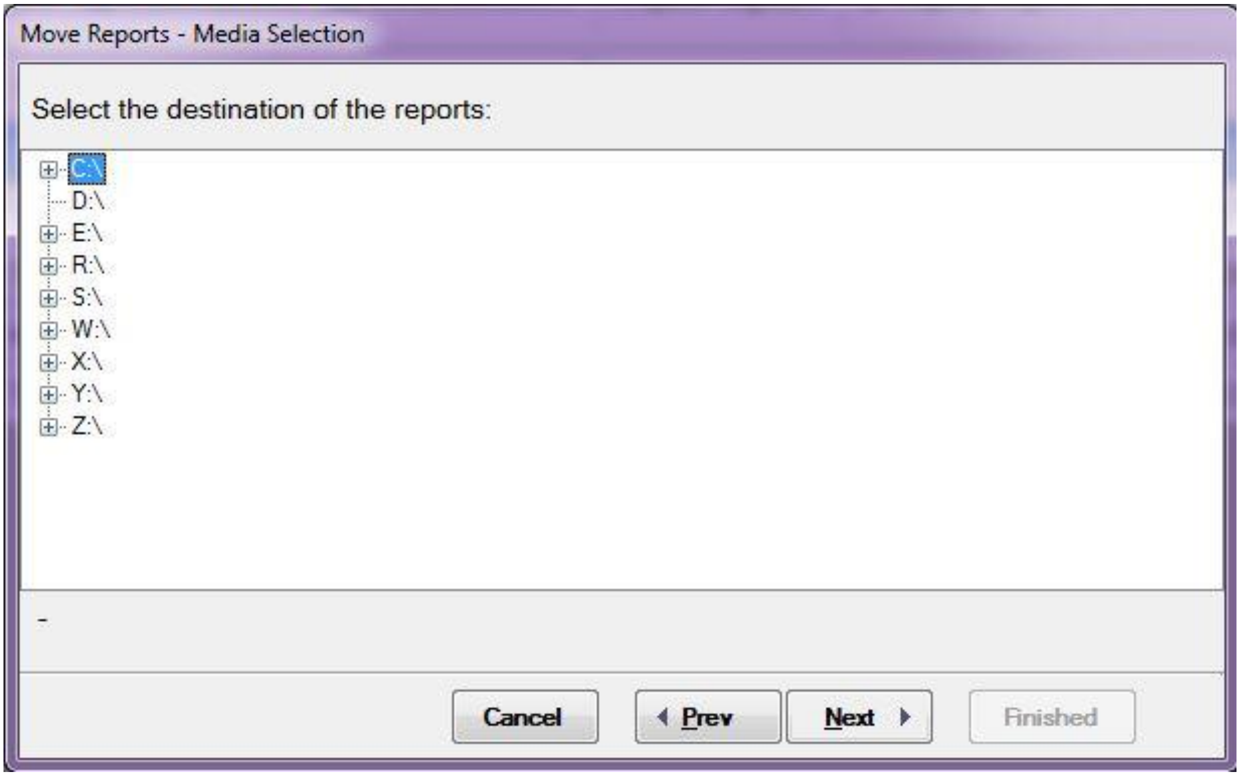


Figure 96

4. Select Drive or Location
   4.1. Verify the destination to make sure it is correct.
5. Click Next

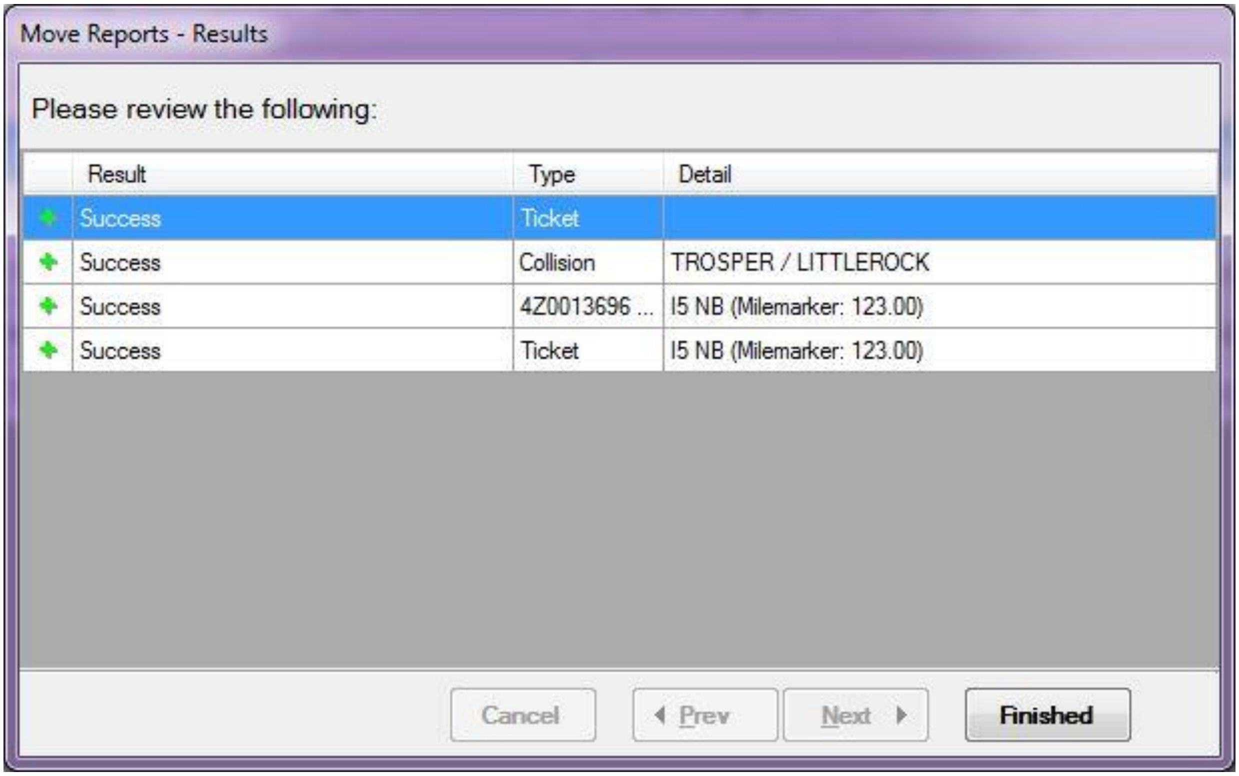


Figure 97

6. Click Finished
   6.1. If a flash drive is the destination source, make sure to properly remove it from the computer.

NOTE: If an error message occurs, please make sure the correct file was selected and try moving the report again.

Retrieve Reports from Floppy or other Media…

1. From the Menu bar, click on Tools
2. Select Retrieve Reports from Floppy or other Media…

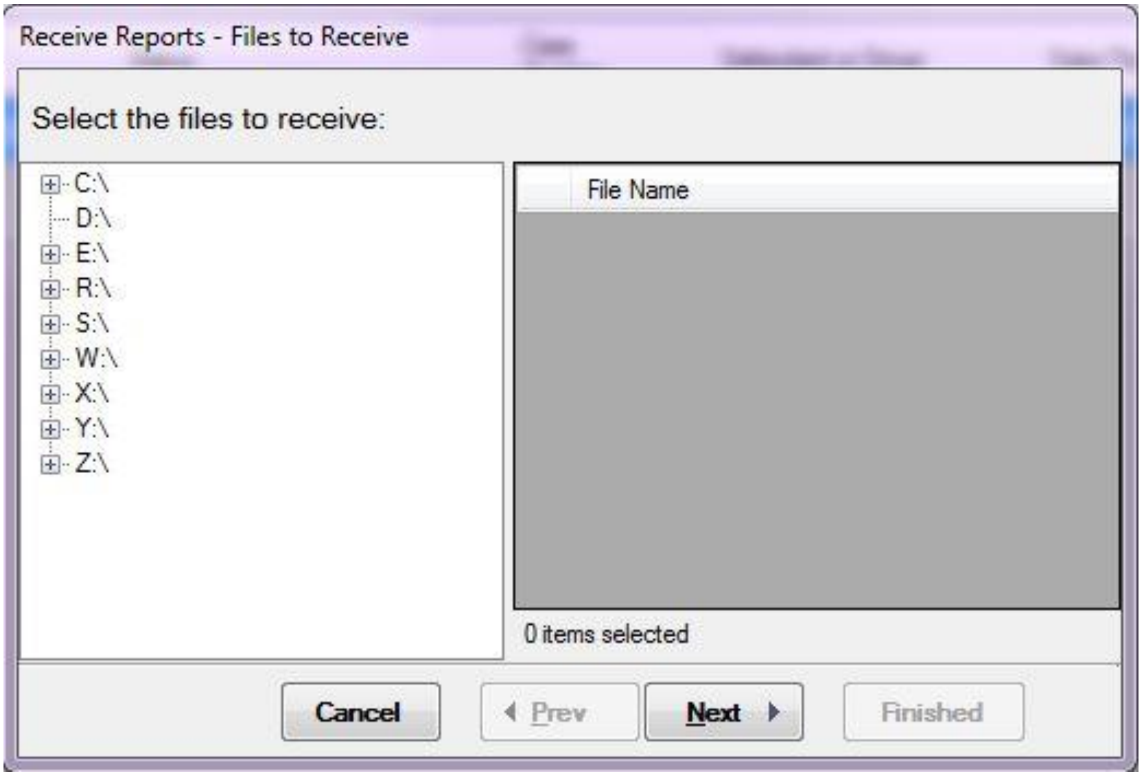


Figure 98

3. Select Drive or Location of file to be retrieved

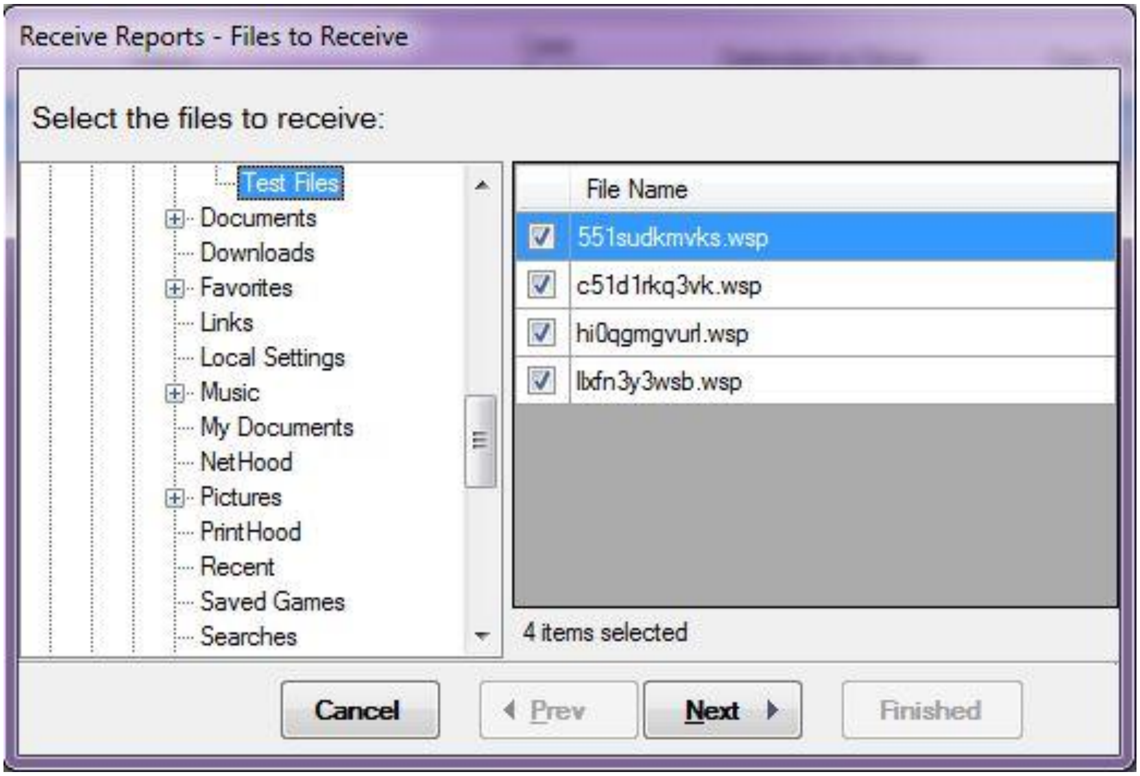


Figure 99

4. Select Reports to Retrieve
5. Click Next
6. Click Finished

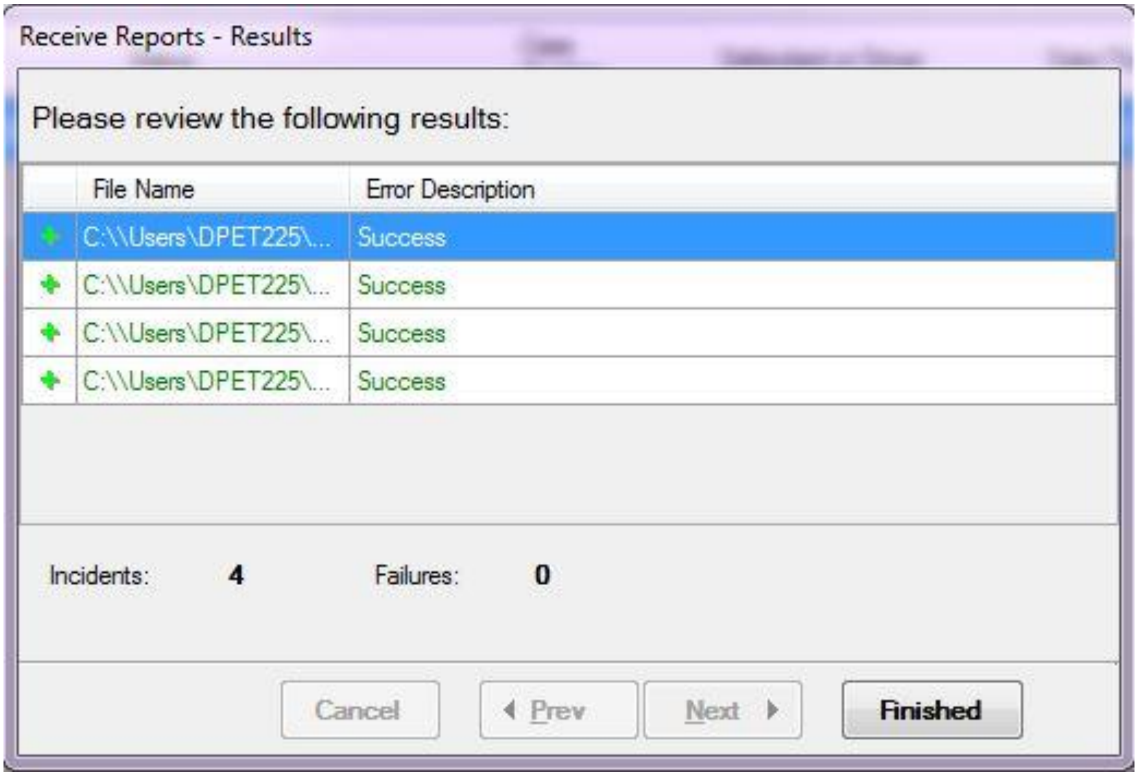


Figure 100

NOTE: If an error message occurs, please make sure the correct file was selected and try retrieving the report again.

SECTOR Back Office Website Access

The Back Office Website provides the reporting structure for all tickets, collisions and Tow/Impound forms processed by the SECTOR Client. It may not be compatible with all browsers.

Back Office URLs

Production

1. https://fortress.wa.gov/wsp/SECTOR

Training

2. https://test-fortress.wa.gov/wsp/SECTORtraining

QA

3. https://test-fortress.wa.gov/wsp/sectorqa

JTest

4. https://test-fortress.wa.gov/wsp/sectortest

Login Process

This section discusses the general procedures for logging into the SECTOR Back Office

1. Click on a link from the Back Office URLs section (above).

Figure 101

2. Enter User Name and Password
3. Click Login Button

Figure 102

SECTOR Downloads

This section explains how to download material from the Back Office.

1. Login to the SECTOR Back Office
2. Hover over the Download tab and select appropriate category (Drivers, Manuals, or Software, etc.)
3. Click the Download link next to the item you wish to download.
4. Click *Save* and navigate to the designated directory location.

Barcode Scanner Settings

1. Connect Barcode Scanner to computer.
2. Scan the appropriate barcode below for your device.

USB Barcode Setup

These settings are for USB HID capable devices.

HandHeld Products

USB HID Barcode Imager

Figure 103

Honeywell Xenon 1900

PAP131.

USB HID Bar Code Scanner

Figure 104

Symbol Products

IBM Hand-Held USB

Figure 105

Serial/Com Port Barcode Setup

Honeywell 4600

USB COM Port Emulation

Figure 106

Honeywell Xenon 1900

TRMUSB130.
USB Serial

Figure 107

Keyboard Wedge Barcode Setup

Honeywell 4600

Please be sure to scan both barcodes in order.

Step 1:

USB Keyboard (PC)

Figure 108

Step 2:

Windows Mode Control + ASCII
Mode On

Figure 109

Honeywell Xenon 1900

Please be sure to scan both barcodes in order.

Step 1:

PAP124.

USB Keyboard (PC)

Figure 110

Step 2:

KBDCAS2.

Windows Mode Control + ASCII Mode On

Figure 111

Testing Barcode Settings

1. Launch SECTOR
2. Verify that the Barcode Scanner Interface is set correctly under View > Profile > Application Settings > Barcode Scanner Interface
3. Open Quick Capture
4. Scan a driver's license or vehicle registration to verify that screen populates correctly.

Pentax Printer Settings (Pentax PocketJet 3)

Use the following to verify the Printer

1. Preferences/Advanced Options:
2. These are found in the Print Dialog Window before printing.

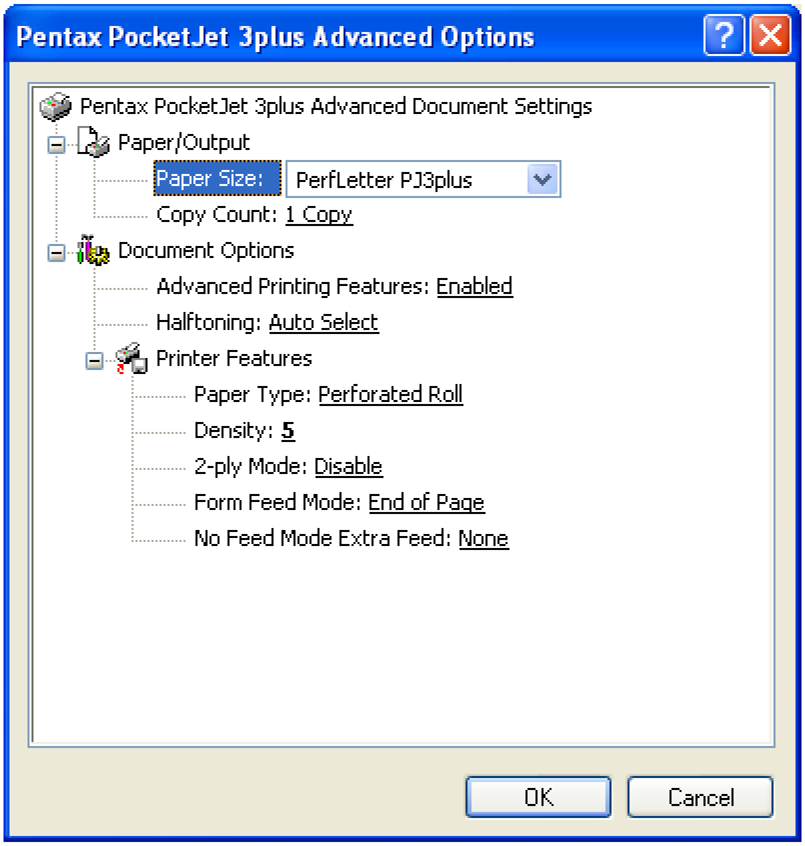


Figure 112

3. Click OK twice.

Note: On the Brother PocketJet 3 Printers, the Paper Size: will be Letter as PerfLetter PJ3 is no longer an option.

Pentax Printer Settings (Pentax PocketJet 6)

Use the following to verify the Printer

1. Preferences/Advanced Options:
2. These are found in the Print Dialog Window before printing.

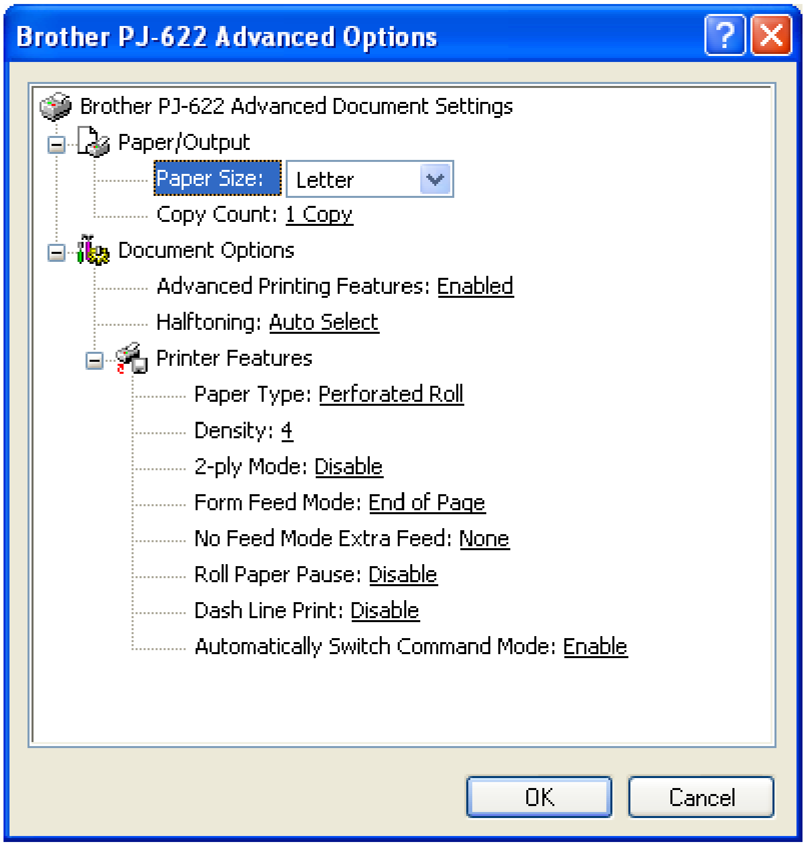


Figure 113

3. Click OK twice.

APPENDIX

Menu Bar Option Definitions

On the menu bar there are four menu dropdown lists. Their contents are defined below.

File

1. Create Incident – the management of a single or group of ticket or collision data.
2. Ticket – opens the Ticket Interview Process.
3. Collision – opens the Collision Interview Process.
4. Tow/Impound – opens the Tow/Impound Interview Process
5. Open - Opens the report highlighted in workspace area.
6. View Attachments – opens the highlighted report in workspace area and provides the attachment screen from the Ticket or Collision Interview Process.
7. View History – opens a historical view of information for a highlighted report in workspace area.
8. Delete – allows for the deletion of a highlighted Collision report in the workspace area.
9. Exit – closes the application by completing the logout process.

View

1. Inbox – Displays the list of reports in workspace area.
2. Accepted – Displays the list of reports in workspace area.
3. Display Report – opens a print preview of the highlighted report in workspace area.
4. Exchange of Info – opens the Exchange of Information form from a highlighted collision report in workspace area.
5. Display Blank Tow/Impound Driver's Instructions – opens a blank copy of the Tow/Impound Driver's Instruction sheet
6. Toolbar – allows user the ability to hide or view the toolbar and also allows customization of the Toolbar
   - 6.1. Ticket – displays or hides the Ticket button on the toolbar
   - 6.2. Collision – displays or hides the Collision button on the toolbar
   - 6.3. Tow/Impound – displays or hides the Tow/Impound button on the toolbar
   - 6.4. Quick Capture – displays or hides the Quick Capture button on the toolbar
   - 6.5. Display Report – displays or hides the Display Report button on the toolbar
   - 6.6. Exchange of Info – displays or hides the Exchange of Info button on the toolbar
   - 6.7. Help – displays or hides the Help button on the toolbar
7. Status Bar – allows user the ability to hide or view the status bar.
8. Profile – opens the Profile Manager.

Tools

1. Quick Capture – opens the Quick Capture tool.

2. Move Reports to Floppy or other Media – Move highlighted ticket and or collision reports from the workstation to a removable (floppy or thumb drive) or network attached storage location.
3. Retrieve Reports from Floppy or other Media - Retrieve highlighted ticket and or collision reports to the workstation from a removable (floppy or thumb drive) or network attached storage location.
4. Send/Receive – Opens the Send/Receive Process.
5. Ticket Inventory – opens the Ticket Inventory Manager.
6. Backup – opens the SECTOR Database Backup Utility
7. Restore – opens the SECTOR Database Restore Utility
8. Options – opens the Data Extract window

Help

1. About – Displays the current version number and application information about the SECTOR Client.
2. Manual – opens the SECTOR User Manual
3. Get Latest Updates – forces an automatic update of the SECTOR Client

Shortcut and Navigation Screen Options

Utilize the following tips to navigate through the interview process:

1. **Tab** – When on an interview screen, utilize the Tab key on the keyboard to move from field to field. Tab will move the cursor forward, Shift + Tab will move the cursor backwards.
2. **Space Bar** – On any of the check box fields, if the cursor is on the field, pressing the space bar on the keyboard will check the box. Pressing the space bar again will uncheck the box.
3. **Arrow Keys** – On any of the list boxes, the Down Arrow can be used to scroll through the list items that can be selected. Alt + Down Arrow will display the entire list of items that can be selected. Additionally, typing a letter on the keyboard will take the cursor directly to the first item starting with the letter key pressed. Example: typing the letter D will display the first item in the list which starts with the letter D. Use the Down Arrow to see the next item in the list or press the letter D again to see the next item in the list starting with the letter D.
4. **Next** – When an interview screen has been completed, the Next button at the bottom of each interview screen will move to the next set of information to collect in the interview process. The Next button can be accessed by: Tabbing to the button and pressing the enter key on the keyboard, pressing the Alt + N keys on the keyboard, or clicking the Next button with the mouse.
5. **Prev** – If you wish to go back to a previous interview screen, the Prev button at the bottom of each interview screen will move to the previous set of information in the interview process. The Prev button can be accessed by: Tabbing to the button and pressing the enter key on the keyboard, pressing the Alt + P keys on the keyboard, or clicking the Prev button with the mouse.
6. **Save** – The Save button can be used at any time during the interview process to save the work progress so far. The user is required to indicate whether to close the interview or not.

If the interview process is closed, a "Draft" copy of the information will be saved in the workspace for later completion. If the interview process is not closed, the user is returned to the interview screen.

7. **Cancel** – The Cancel option can be used at any time during the interview process to exit without saving any changes that may have been made. The user is prompted to verify that they wish to cancel without saving changes before the cancel request is completed. This option is disabled in the Ticket interview once any information has been keyed.
8. **Finish** – The Finish option is activated at the completion of the interview process and when selected will save all the information, verify its completeness and accuracy and set the status of the report for transmission to the Back Office for completion of processing.
9. **Void** – The Void option is applicable during the interview process for issuance of a ticket, if the officer does not wish to complete the ticket for any reason the Void option should be used. The officer will be prompted to complete information related to the time, location, intended violator, and a narrative describing the reason for voiding the ticket.
10. **Accept** – The Accept option is only visible for collisions which have been completed, submitted and are being viewed by a supervisor for quality control. When a collision report has been opened by a supervisor, the Accept button will be displayed at the bottom of each interview screen. If the supervisor believes the report is acceptable, the Accept button should be selected and the report will be ready for submission to the Back Office for the completion of processing.
11. **Reject** – The Reject option is only visible for collisions which have been completed, submitted and are being viewed by a supervisor for completion. When a collision report has been opened by a supervisor, the Reject button will be displayed at the bottom of each interview screen. If the supervisor believes the report is NOT acceptable, the Reject button should be selected, the supervisor will be prompted to supply a narrative of the changes that should be made to the report and the report will be returned to the officer for correction.
12. **Comment** – The Comment option gives the officer or prosecutor an area to make comments that will not be sent to the court. When there are comments available for reading, there will be an envelope icon on the Comment Button.

Ticket Interview Screen Field Descriptions

Ticket Interview – Preliminary Screen

1. Information Section
   - 1.1. Officer Report/Case #: An Identifier which an Officer supplies.
   - 1.2. Prosecutor Cause #: An Identifier which a Prosecutor supplies.
   - 1.3. Violation Date/Time: A date and time field for indicating time of incident.
     - 1.3.1. Field: is pre-populated with time Ticket Interview was opened in the SECTOR Client Workspace Area.
   - 1.4. Witnesses: Indicates whether a witness is involved with incident.

1.4.1. If Yes Checkbox is checked indicates a Witness is involved.
1.4.2. If No Checkbox is checked indicates a Witness is not involved.
1.5. Vehicle Info - If yes checked indicates vehicle information is available and will be included for the incident in question.
1.5.1. If yes checked and grayed out indicates Speeding Section is checked yes and vehicle information is required to be available.
1.5.2. Else No and Not applicable.

2. Ticket Destination Section
2.1. Plaintiff: - Indicates City, County or State precedence for destination of ticket(s).
2.2. County: - Indicates which county of origin the violation occurred.
2.3. City: - Indicates a city of origin the violation occurred.
2.3.1. City availability – only displays cities relevant to the county selected.
2.4. Court: - Indicates only courts in selected county that accept electronic tickets.
2.4.1. Court availability – Some municipal courts and Violation Bureaus may not be available at this time. If a court should be present please contact that court to confirm before contacting SECTOR Support.

3. Location Section
3.1. Primary Traffic Way – Indicates main location closest to incident (Required).
3.2. Reference Traffic Way – Indicates nearest referential location to location closes to incident.
3.3. Block OR Milepost: Indicates referential street number or milepost number nearest to location closest to incident (One is required).
3.4. Latitude - The location coordinates from North to South.
3.5. Longitude -The location coordinates from East to West.

4. Speeding Section
4.1. Speeding? - Indicates if there was a speeding violation for that incident.
4.1.1. Option YES - If yes is checked it indicates speeding took place. Complete Section.
4.1.1.1. MPH – Indicates Miles per Hour of Actual Speed for vehicle in question.
4.1.1.2. Posted MPH – Indicates Miles per Hour of Posted Speed Limits for Location of violation.
4.1.1.2.1. Actual Speed shall be greater than Posted Speed to continue Speeding Section.
4.1.1.3. Measuring Method – Indicates method for measuring speed of vehicle in question.
4.1.2. Option NO - If no is checked it indicates speeding did not take place and all options are grayed out for Speeding Section.
4.2. ZONE Section
4.2.1. Work Zone? – If yes checked indicates RCW #, Violation Title and Bail amount will be populated on Ticket Interview – Violations Screen.
4.2.1.1. Else no and Not applicable.

4.2.2. School Zone? – If yes checked indicates RCW #, Violation Title and Bail amount will be populated on Ticket Interview – Violations Screen.

4.2.2.1. Else No and Not applicable.

4.2.3. Emergency Zone? – If yes checked indicates RCW #, Violation Title and Bail amount will be populated on Ticket Interview – Violations Screen.

4.2.3.1. Else No and Not applicable.

5. Additional Circumstances Section

5.1. In Car Video - If yes checked indicates car video applicable.

5.1.1. Else No and Not applicable.

5.2. Special Program - .If yes checked indicates incident is part of a special program.

5.2.1. Else No and Not applicable.

5.3. Misc. Information? – If yes checked enables Miscellaneous section on Ticket Interview – Miscellaneous Screen.

5.3.1. Else No and Miscellaneous section is unavailable on Ticket Interview – Miscellaneous Screen.

5.4. Interpreter Needed? If Yes checked enables list of choices for Language choice

5.4.1. Else No and Not applicable.

Ticket Interview – Violator Screen

1. Violator Choice Section

1.1. Driver – Default choice designates violator is a driver. Pre-selected if speeding or vehicle indicate a YES on the Ticket Interview – Preliminary Screen.

1.2. Passenger – choice designates violator is a passenger in vehicle.

1.3. Violator – choice designates violator is not a passenger or driver of vehicle and is unrelated to traffic violation from within a vehicle.

1.4. Booked? – If checked violator has been charged and sent to the jail system.

2. Identification Section

2.1. Driver's License – The violator's Driver's license number.

2.2. State Identicard – The violator's identification number in lieu of a Driver's license number.

2.3. State – 2-digit state code used to identify which state the Driver's License or Identicard was issued for.

2.4. Expiration – The date for which the Driver's License or Identicard is no longer valid.

2.5. Military – If military is checked, expiration is not required. Prints *MIL* in expiration block on ticket.

2.6. CDL? – designates if violator does or does not have a commercial driver's license.

2.6.1. Yes – If checked indicates violator has a commercial license.

2.6.2. No – If checked indicates violator does not have a commercial license.

2.7. Photo Id Match? – Verifies that officer has checked ID photo against actual person for facial recognition.

2.7.1. Yes – Verifies facial recognition has been met by violator.

2.7.2. No – Verifies facial recognition has not, been met by violator.

2.8. NOTE – If other ID (for example a Foreign ID) is presented, enter the information in the written narrative on the Ticket Interview – Attachments Screen.

3. Name & Address Information Section
   3.1. Name - If scanned, make sure it fills in correctly to match ID presented.
      3.1.1. Not Scanned – Enter in manually using keyboard. Verify matches ID information or errors will be presented.
   3.2. Filial – Enter person's title. Select from dropdown list or Scan information if available.
   3.3. Address –
      3.3.1. Scanned – Violator's physical address either scanned in or manually entered.
      3.3.2. Not Scanned – Enter in manually using keyboard.
   3.4. City – The city defined for violator on ID, or verbally given.
   3.5. State – The State for which the city and address are defined.
   3.6. Zip – The postal code for the city and state of the address defined.
   3.7. Phone Numbers – Enter in phone numbers if applicable.
   3.8. Address New? – Verify if new address entered. Defaults to No.
   3.9. Hair – Enter violator's hair color. Select from drop down list.
   3.10. Gender – Enter whether violator is male or female. This information is pre-selected if DL is scanned.
   3.11. Height – Enter the violator's height in feet and inches.
      3.11.1. If Foreign – Convert values from metric to units.
   3.12. Race – Enter the violator's race category. Select from the drop down list.
   3.13. Weight –Enter the violator's weight. Pre-selected if DL is scanned.
      3.13.1. If Foreign – Convert values from metric to units.
   3.14. Eyes –Enter the color of the violator's iris. This color may or may not match the color given on the DL, and therefore may not be pre-selected by DL.
   3.15. Employer – Enter name of employer if applicable.
   3.16. Employer Location – Enter if applicable or known information.
4. Phone Section
   4.1. Enter all phone numbers available.
5. BAC – Select option and follow prompts if additional information is required.
   5.1. Options:
      5.1.1. Reading – If selected, enter a value in value box to right of Option drop down list.
      5.1.2. Pending – if selected means results have been sent off to crime lab before a positive answer can be provided to drug or level of intoxication.
      5.1.3. Refused – violator refuses to be administered a drug or alcohol screening.
6. Birth Date – Enter in the violator's date of birth. This is provided by scanning procedures otherwise must be entered in manually.

Ticket Interview – Vehicle Screen

1. Vehicle License Plate Section

1.1. Plate No. – Enter the license plate number of vehicle in question. Scan information from registration if available
1.2. State – Enter the state code of vehicle registration. Scan information from registration if available.
1.3. Expiration – Enter the expiration date of the vehicle's registration. Scan information from registration if available.

2. Commercial Vehicle Section
   2.1. +16 Passenger? – Indicator for where a vehicle is capable of carrying 16 or more passengers in a vehicle.
   2.2. Hazard Placard?-Indicator of applicable HAZARD warning on vehicle.
   2.3. Trailers? – Indicator if trailer is attached to vehicle in question.
3. Vehicle Section
   3.1. Model Year – Enter year of vehicle available to purchase. Found on vehicle registration. Scan from registration if available.
   3.2. Make – Enter the Make of the vehicle found on vehicle registration. Scan from registration if available.
   3.3. Model – Enter the Model of the vehicle found on vehicle registration. Scan from registration if available.
   3.4. Style – Enter the Style of the vehicle. This is determined by looking at vehicle and making a determination. It is not always available on the vehicle registration. This does not scan from registration if available or known.
   3.5. Color – Enter the color of the vehicle found on the vehicle registration. This does not scan from registration if available or known.
4. Owner Section
   4.1. Same as Cited Person – designates whether vehicle is or is not registered to violator.
      4.1.1. Yes – designates Same as Cited Person is checked and all remaining fields are unavailable.
      4.1.2. No – designates Same as Cited Person is unchecked.
         4.1.2.1. Name – Enter full name found on registration.
         4.1.2.2. Address – Enter street address found on registration.
         4.1.2.3. City – Enter city found on registration.
         4.1.2.4. State – Enter State found on registration.
         4.1.2.5. Zip – Enter postal code found on registration.
5. Ungrouped Data Section
   5.1. Accident Type – designates from a select list of accident types. Defaults to No.
   5.2. Exempt Vehicle Type – designates from a select list of exempt vehicle types.

Ticket Interview – Trailer Screen

1. Trailer 1 – If this screen is available the user must enter information for at least 1 trailer.
   1.1. License No –Enter the trailer's license number found on the registration.
   1.2. License ST – Enter the State code found on the registration.

1.3. Expiration – Enter the Expiration date found on the registration.
  1.3.1. If Expiration is Not-Expired or expiration exempt, then enter today's date with 9999 for the year.
1.4. Year - Enter the year trailer was available for purchase found on the registration.
  1.4.1. If year is unknown then leave blank.
2. Trailer 2 – Repeat field information for Step 1.

Ticket Interview – Violations Screen

1. Violation Section
  1.1. Violation/Statue – Label displays Violation Section information once items are selected from drop down lists.
  1.2. Violation Code – Drop down will display violation codes used or searched for from the Find Button.
    1.2.1. Select a valid RCW code.
    1.2.2. Click the Add Button
    1.2.3. Violation appears in the Violation Summary Section of the Violations Screen.
  1.3. Violation Title - Drop down will display violations used or searched for from the Find Button.
    1.3.1.. Select a valid RCW title if applicable.
    1.3.2. Click the Add Button
    1.3.3. Violation appears in the Violation Summary Section of the Violations Screen.
  1.4. Find Button – Provides a Select Violation dialog box for finding RCW and WAC codes from the Law table.
    1.4.1. Click the Find Button
    1.4.2. Search by –
      1.4.2.1. Violation Code – Enter in RCW or WAC Code to select from.
      1.4.2.2. Violation Title – Enter key words to get a list of RCW and WAC codes & titles to select from.
      1.4.2.3. Violation Case Type – Enter in violation case type to get a list of RCW and WAC codes & titles for that case type.
    1.4.3. Click Okay Button.
    1.4.4. Violation appears in the Violation Summary Section of the Violations Screen.
  1.5. Officer Notes - Notes written here appear under the law title on the face of the ticket.
  1.6. *Add* Button –Use to add in a violation to the Violation Summary Section of the Violations Screen.
  1.7. Remove Button –Use to remove a violation from the Violation Summary Section of the Violations Screen.
2. Violations Summary Section
  2.1. Violation Code – Designates the code for the violation. RCW or WAC code.
  2.2. Violation Title – Designates the title of the RCW or WAC code.
  2.3. Case Type – Designates the type of violation.

2.3.1. IT – Infraction Traffic
2.3.2. IN – Infraction Non-Traffic
2.3.3. CT – Criminal Infraction
2.3.4. CN – Criminal Non-Infraction
2.4. Mandatory – Designates whether court appearance is required for the selected violation.
2.5. Domestic Violence – Designates whether domestic violence dispute is involved with the selected violation.
2.6. Penalty/Bail Amount – Displays a default bail amount specified by AOC and other affiliated courts.
2.6.1. Bail amounts only appear on CT/CN violations where court appearance is not mandatory.
2.7. Accident Fee – Designates whether an Accident fee is associated with the selected violation.
2.8. Charging Language – Is a link to display a Charging Language dialog box.
2.8.1. The user can enter appropriate data into the dialog box and click save.
2.8.1.1. If Originator - Charging language is added to a violation and the ticket is served on the violator by the officer, the language will appear on a second page of the violators copy. Note: This is intended to be used for "elements of the crime", not an officer's report.
2.8.1.1.1. If the incident is routed to a prosecutor for review, the charging language will not be persisted.
2.8.1.2. If Prosecutor Review - Charging Language or "Elements of the crime" may be added to criminal violations by selecting the "add" or "edit" link.
2.8.1.2.1. The charging language will display as the SECTOR generated complaint.
2.8.1.2.2. If a "complaint" type document is attached in lieu of the SECTOR generated complaint, the charging Language will not be retained nor included in the message sent to the court.
2.9. Notes – Information from the Officer Note's in Violations Section will appear in this column.
3. Appearance Section
3.1. Date – Designates the date of a court appearance.
3.2. Time – Designates the time to append to the date for a court appearance. Time is entered via 24 hour clock cycle or Military time (1300 *not* 1:00PM)
3.3. Number of Days – Designates the number of days a violator has to appear in court as per the citation given.
4. Ungrouped Section
4.1. Edit Button – The edit button displays a Notes Dialog box to enter information into the Notes column found in the Violations Summary Section of the Violations Screen.
4.1.1. It displays the Penalty/Bail amount box in edit mode.

4.1.1.1. This is to be used in conjunction with Commercial Vehicle Weighing Operations Citations.
4.1.1.2. If for any reason the Penalty/Bail amount is incorrect, enter in correct amount, and annotate the change in the Narrative for the selected violation in question.
4.1.1.3. IMPORTANT NOTE - SECTOR Support is not responsible for maintaining Penalty/Bail amounts or RCW and WAC code compliance. This information is supported and maintained by the Courts System. Please direct questions or concerns to the local court or AOC for further correction.

4.2. Amount – Displays the total amount for all Penalty, Bail and Accident Fee amounts for the violations listed in the Violation Summary Section.

Charging Language Dialog Box

1. Displays a Narrative dialog box to annotate Officer Charging Language for Criminal Citations.
   1.1. Enter information.
   1.2. Click Save Button

Select Violation Dialog Box

This dialog box can be used to search for a violation to add to the violation screen.

1. Enter search criteria in one or more of available fields -
   1.1. Violation Title Containing – use key words found in titles.
   1.2. Case Type – select valid case type to narrow search criteria.
   1.3. Violation Code – enter in applicable codes, or partial codes if known.
2. Click Search Now
3. Displays a list of violations that best match the criteria.
   3.1.1. Select the RCW and WAC codes & titles
   3.2. Click OK button
   3.3. Dialog box window closes.
   3.3.1. Violation appears in the Violation Summary Section of the Violations Screen.

Note - The returned result set can be sorted by clicking on any of the header columns.

The far right column displays whether the law is a statewide or local law. Local law violations for the court already pre-selected and displaying in the Violation Summary Section may also be included in the search result set.

Ticket Interview – Miscellaneous Screen

1. Miscellaneous Section
   1.1. Select from the dropdowns to complete these fields.
2. Officer Information Section
   2.1. Verifies user creating the Ticket incident.

2.2. Officer name is pre-filled and not editable.

3. Filing Officer Information Section
   3.1. Verifies user reviewing the Ticket incident and is using a SECTOR Generated Complaint document added on the Violations Screen.
   3.2. Filing officer is the Prosecutor's name and is not editable.
   3.3. This section does not display if a SECTOR Generated Complain document is not added on the Violations Screen.

Ticket Interview – Witness Screen

1. Detail Information Section
   1.1. Name – Enter in First, Last, Middle name fields if known.
   1.2. Filial – Enter person's title. Select from dropdown list or Scan information if available.
   1.3. Street – Enter in physical street address for witness if known.
   1.4. City – Enter in City for Street address of witness if known.
   1.5. State – Enter in State for City of Street address for witness if known.
   1.6. Zip – Enter in Postal code for City and State of witness if known.
   1.7. New Address? – Designates whether address is a new address and different from identification provided or if known.
   1.8. BirthDate – Enter in birthday in (mm/DD/YYYY) format
      1.8.1. Age – If BirthDate is entered this field will auto populate age of witness.
   1.9. Gender – Enter in Male or Female for witness if known.
   1.10. Phone Numbers – designates telephone numbers to reach the witness by.
      1.10.1. Day Phone – Enter in a phone number for witness to be reached during daylight hours if known.
      1.10.2. Night Phone – Enter in a phone number for witness to be reached after business hours if known.

Ticket Interview – Attachments Screen

1. Narrative Section
   1.1. Narrative Toolbar – Designates buttons to manage specific functions to be performed.
      1.1.1. Check Spelling Button - Checks the spelling on text and offers suggestions for correction.
      1.1.2. Dictionary Button – Displays a Dictionary Editor window.
         1.1.2.1. User can set spelling options, and add custom dictionaries.
   1.2. Narrative Area – Is a free form area to type in information.
      1.2.1. Use enters information to narrate any specific pertinent information.
      1.2.2. User can Copy from another document and paste into Narrative Area.
      1.2.3. NOTE - Some special characters will not display correctly on the court's copy of the ticket. Use of apostrophes in Narrative Area can cause delay in ticket transmission after Send/Receive Process to its final destination.
2. Attachments Section

2.1. Attachments Toolbar – Designates buttons to manage specific functions to be performed when adding attachments or diagrams.

2.1.1. New Diagram Button - Opens the diagramming tools.

2.1.2. *Add* Local File Button – Opens file Browse dialog box to find a file on the computer to attach.

2.1.3. Open Button – Opens the selected file from the Attachment Summary Section

2.1.3.1. Attachment can be reviewed or edited in this mode.

2.1.4. Remove Button – Removes the selected file from the Attachment Summary Section.

2.1.5. Add Complaint Button – Only available in Prosecutor Review Interview – Attachment Screen for specific complaint attachments by a Prosecuting user.

3. Attachment Summary Section

3.1. Name - Title of file attached to ticket. Will appear in the court application.

3.2. File with Court - Defaults checked for files to be delivered to the court.

3.2.1. If Unchecked – Attached files will not be filed to court as supporting documents with ticket. *They will display in the SECTOR Back Office Website Portal only*.

3.3. Type – Designates the type of attachment.

3.3.1. Select – options available from a list.

3.4. Display area - Displays information for selected file in Attachment Summary Section.

4. ***NOTE - Size limitations for attachments have been set. Individual attachments will not be added if they go over the size limit. Accumulated attachments if over the size limit, will not allow user to exit the screen until it is under the size limit.***

4.1. Individual Attachments = 2MB per attachment.

4.2. Accumulated Attachments = 2MB total.

Ticket Interview – Officer's Certification Screen

1. Law Enforcement Officer Certification Section

1.1. Disclaimer – Designates perjury statement and verifies user authentication.

2. Date and Place Signed by Originator Section

2.1. Date - Defaults to current date.

2.2. County - Defaults to county from Profile Manager or Ticket Interview – Preliminary Screen.

2.3. City - Defaults to City from Profile Manager or Ticket Interview – Preliminary Screen.

2.4. Last Name – pre-filled and not editable.

2.5. First Name – pre-filled and not editable.

2.6. Badge ID – pre-filled and not editable.

Ticket Interview – Delivery Screen

1. Ticket Summary Section

1.1. Select Ticket Box – Displays the Ticket Number, case type, and default routing options.

1.1.1. Each ticket can have a separate Ticket Number, case type and default routing.

2. Selected Ticket Routing Information Section

2.1. Charging Decision – User will select the charging decision from available options in drop down list.
   2.1.1. Default – The default selection is *File with Court*.
2.2. Delivery – User will select the routing of the selected ticket.
   2.2.1. First Route –determines the first route for delivery of the ticket after Send/Receive process has been completed. The first route option is determined by the Charging Decision selected.
   2.2.2. Second Route –determines whether officer gives the violator a copy of the selected ticket or if the court mails the violator's copy to them.
2.3. Court – Displays the address of the court that is established in the Profile Manager or Ticket Interview – Preliminary Screen.
2.4. Prosecuting Attorney – Displays a list of available Prosecuting Agencies to select from.
   2.4.1. Availability – Is only available when Charging Decision is *Send to Prosecutor Queue*.

3. Complaint Section
   3.1. Charging Document Section
      3.1.1. Ticket –
      3.1.2. SECTOR generated complaint –
      3.1.3. Attachment -
4. Charging Decision Options
   4.1. Charging Decision = File with court.
      4.1.1. If Criminal Ticket-Must Route to Court and give to violator.
      4.1.2. If Infraction Ticket-Must Route to Court and give to violator or court mail to violator.
   4.2. Charging Decision = Send to Prosecutor Queue.
      4.2.1. If Criminal Ticket -Must Route to Prosecutor (Must be printed from Back Office and manually delivered).
      4.2.2. If Infraction Ticket -Must Route to Prosecutor. (Must be printed from the Back Office and manually delivered.)
   4.3. Charging Decision = Void by ticket creator
      4.3.1. Voids the selected violation instead of citation.
      4.3.2. A reason must be entered in the Void Reason dialog box.

Ticket Interview – Display Ticket Screen

1. Adobe Viewer Section
   1.1. The screen displays with an Adobe PDF document viewer.
      1.1.1. Save File Icon - Saves the file in PDF format to designated directory location.
      1.1.2. Violator Copy –Only Violator copy is displayed to be printed.
         1.1.2.1. Print file – click Print Icon to send report to Print dialog box.
            1.1.2.1.1. Complete printing process to specified printer.

Note - To print the court copy of the ticket complete the Send/Receive process and follow the Back Office User Guide available for download in the SECTOR Back Office website to complete the process.

Collision Interview Screen Field Descriptions

Collision Interview – Preliminary Screen

1. Standard Collision Section
   1.1. No. of Motor Vehicles - Enter number of motor vehicles involved.
   1.2. No. of Pedalcycles - Enter number of pedalcyclists involved.
   1.3. No. of Pedestrians - Enter number of pedestrians involved.
   1.4. No. of Property Owners - Enter number of property owners.
2. Special Circumstances Section
   2.1. Hit and Run? -Indicator Select "Yes" if hit and run occurred.
   2.2. Fire? - Indicator Select "Yes" if fire occurred.
   2.3. Witness? - Indicator Select "Yes" if anyone witnessed collision.
3. Reportable Commercial Vehicle Section
   3.1. Commercial Vehicle Involved? –Answer determines outcome of this section.
      3.1.1. If No – remaining fields are not editable.
      3.1.2. If Yes – User will answer a series of questions about commercial vehicle involvement.
         3.1.2.1. All available fields are yes or no indicators.

Collision Interview – Location Information Screen

1. Collision Jurisdiction - Select jurisdiction of collision from dropdown list.
2. County - select County of where the collision occurred.
3. City Section
   3.1. IN - Select this indicator if collision occurred within the city limits.
   3.2. OF -Select this indicator if collision occurred outside city limits.
   3.3. City Drop down – Defaults to City in Profile Manager. Select appropriate City where collision occurred.
   3.4. Miles From City - If the collision occurred outside city limits enter distance from city limits.
   3.5. Compass Direction From City - Select compass direction from city from dropdown list.
4. Intersection? – Indicates whether an intersection was involved where the collision occurred.
5. Primary Trafficway - Enter the Street, Road, Highway or Interstate name where collision occurred.
6. Block Number - If Primary Trafficway is of a street type enter closest block number reference.
7. Milepost - If Primary Trafficway is Highway or Interstate, enter closest milepost number reference.
8. Reference or Cross Street Section
   8.1. Trafficway - Enter name of cross street or reference point.
9. Distance From - Enter distance from cross street of reference point.
   9.1. Miles - If distance from cross street and reference point is in miles check this indicator.
   9.2. Feet - If distance from cross street and reference point is in feet, check this indicator.

9.3. Compass Direction From - Enter compass direction from cross street or reference point.
10. Tribal Reservation - Select from drop down list if appropriate.
11. Latitude - The location coordinates from North to South.
12. Longitude - The location coordinates from East to West.

Collision Interview – Motor Vehicle Persons Screen

1. Vehicle Information Section
    1.1. Parked Vehicle - Check YES if motor vehicle is parked.
    1.2. Vehicle Towed - Check YES if motor vehicle was towed.
    1.3. Trailers - Check YES if motor vehicle was pulling trailers.
    1.4. Commercial Vehicle - Check YES if motor vehicle was a commercial vehicle.
    1.5. Stolen Vehicle - Check YES if motor vehicle was stolen.
2. Person Detail Section
    2.1. Last Name - Enter person's last name. Scan information if available.
    2.2. First Name - Enter person's first name. Scan information if available.
    2.3. MI - Enter person's middle initial. Scan information if available.
    2.4. Filial – Enter person's title. Select from dropdown list or Scan information if available.
    2.5. Address - Enter driver address. Scan information if available.
    2.6. City - Enter city name from dropdown list. Scan information if available.
    2.7. State - Enter state from dropdown list. Scan information if available.
    2.8. Zip - Enter postal code. Scan information if available.
    2.9. New Address - Indicator: If person has a new address check YES.
    2.10. BirthDate - Enter person's date of birth. Scan information if available.
    2.11. Gender - Select the person's gender from dropdown list. Scan information if available.
    2.12. Age - System will automatically figure drivers age.
    2.13. Show in Exchange - Check Yes or No to show Phone Number in Exchange of Info.
        2.13.1. Day Phone - Enter person's daytime phone number.
        2.13.2. Night Phone - Enter person's nighttime phone number.
    2.14. Seat Pos – Designates seat position of person.
        2.14.1. Default - defaults to the front driver seat is an editable field.
            2.14.1.1. If Other –An explanation will be required.
    2.15. Vehicle Owner - Check if person is also the vehicle owner.
    2.16. DL No - Enter person's driver's license number. Scan information if available.
    2.17. DL State - Enter State from dropdown list that DL was issued in. Scan information if available.
3. Insurance Section
    3.1. Company - Enter the name of insurance company.
    3.2. In Effect? - Check YES if insurance policy is in effect.
    3.3. Policy # - Enter insurance policy number. Field is required if *In Effect* is checked yes.

4. Ticket No. - Ticket number of any citation created will populate in this field if collision is created from a ticket incident. Editable field for manual entry is available.
5. Charge - The charge of any ticket written will populate here if collision is created from a ticket incident. Editable field for manual entry is available.

Collision Interview – Motor Vehicle Person Detail Screen

1. Individual Selection Summary Section
   - 1.1. Used to complete the rest of the sections for each selected individual.
2. Driver Specific Information Section
   - 2.1. License Section
   - 2.2. Commercial Class – Designates appropriate class displayed on DL.
     - 2.2.1. Endorsements Section –Designates all Endorsements person has displayed on DL.
     - 2.2.2. Restrictions Section –Designates all Restrictions person has displayed on DL.
   - 2.3. DRE Assessments Section
     - 2.3.1. Designates assessment of any Drug related analysis performed on selected individual.
   - 2.4. Sobriety –Designates assessment of the selected individual's sober state.
   - 2.5. BAC –If Sobriety state is Reading, a value is entered for the reading.
   - 2.6. On Duty Police or Firefighter? –Indicates whether individual is an on duty police or firefighter.
   - 2.7. Contributing Circumstances Section
     - 2.7.1. User will provide reasons for collision occurrence by selected individual.
3. Injury Detail Section
   - 3.1. Air Bag –User will select from a list of options to determine air bag assessment.
   - 3.2. Restraint System –User will specify from a list of options the type of restraints used.
   - 3.3. Ejection –User will specify if individual was ejected from vehicle.
   - 3.4. Helmet Use –User will specify from a list of options the type of helmet use.
   - 3.5. Injury Class –User will specify from a list of options the type of injury assessed.
   - 3.6. Nature of Injuries –User will describe the injuries from assessment.

Collision Interview – Motor Vehicle Information Screen

1. Damage Threshold Met? - Check YES if damage threshold is met for this vehicle.
2. Vehicle Section
   - 2.1. Year - Enter vehicle year.
   - 2.2. Style - Select appropriate vehicle style from dropdown list.
   - 2.3. Make - Free form textbox allows choice from drop down or provide new.
   - 2.4. Model - Free form textbox allows choice from drop down or provide new.
3. Vehicle License Plate Section
   - 3.1. No. - Enter the license plate number of the vehicle.
   - 3.2. State - Select the State the vehicle is registered in from the list.
4. VIN No. - Enter the vehicle identification number.
5. Areas of Damage - Check the areas on the vehicle diagram that sustained damage.

6. Type of Roadway Section
    6.1. Type - Select the appropriate roadway type from the dropdown list.
    6.2. Other - Enter the description of the roadway if OTHER is chosen in Roadway Type.
    6.3. Surface - Select the appropriate roadway surface from the dropdown list.
    6.4. Other - Enter the description of the roadway surface if OTHER is chosen from Roadway Surface.
7. Traffic Control - Select the appropriate traffic control type from the dropdown list.
8. Other Desc. - Enter the description of the traffic control if OTHER is chosen in Traffic Control.
9. Direction of Movement
    9.1. FROM - Select the compass direction the vehicle was moving FROM
        9.1.1. i.e. if the vehicle is driving South it was coming from the North
    9.2. TO - Select the compass direction the vehicle was moving TO.
10. Government Vehicle –Designates whether vehicle is government issued.
11. Posted Speed –Enter posted speed value.
12. Vehicle Classification only if applicable - select appropriate vehicle classification from dropdown list.
13. Vehicle Action - Select the appropriate vehicle action from the dropdown list
14. Other Desc - Enter description of vehicle action if OTHER is chosen in Vehicle Action.
15. Vehicle Legally Standing - Field enabled if Vehicle Action is set to either „Stopped for Traffic, Stopped at Signal or Stop Sign, or Stopped in Roadway.
16. Vehicle Conditions - Select appropriate vehicle condition from dropdown list (up to 3).
17. Vehicle Override/Underride - Select the appropriate code from the dropdown list.
18. Hazardous Materials only if applicable - select appropriate code from dropdown list.
19. Tow Company - Enter name of Tow Company if available for edit.

Collision Interview – Pedalcyclists Screen

1. Pedalcyclists Selection Summary Section
    1.1. Used to complete the rest of the sections for each selected pedacyclist.
2. Status - Select appropriate status from dropdown list.
3. Action - Select appropriate action from dropdown list.
4. Was Using - Select appropriate code from dropdown list.
5. Clothing - Select appropriate code from dropdown list.
6. DRE Assessments Section
        6.1.1. Designates assessment of any Drug related analysis performed on selected individual.
7. Sobriety - Select appropriate sobriety code from dropdown list.
8. BAC - Select appropriate BAC code from dropdown list.
9. Detail Information Section
    9.1. Name –Designates the name of the person.
        9.1.1. Last Name - Enter person's last name. Scan information if available.

9.1.2. First Name - Enter person's first name. Scan information if available.
9.1.3. MI - Enter person's middle initial. Scan information if available.
9.2. Filial – Enter person's title. Select from dropdown list or Scan information if available.
9.3. Address - Enter driver address. Scan information if available.
9.4. City - Enter city name from dropdown list. Scan information if available.
9.5. State - Enter state from dropdown list. Scan information if available.
9.6. Zip - Enter postal code. Scan information if available.
9.7. New Address - Indicator: If person has a new address check YES.
9.8. BirthDate - Enter person's date of birth. Scan information if available.
9.9. Gender - Select the person's gender from dropdown list. Scan information if available.
9.10. Age - System will automatically figure drivers age.
9.10.1. Day Phone - Enter person's daytime phone number.
9.10.2. Night Phone - Enter person's nighttime phone number.

10. Injury Information Section
10.1. Ejection –User will specify if individual was ejected from vehicle.
10.2. Helmet Use –User will specify from a list of options the type of helmet use.
10.3. Injury Class –User will specify from a list of options the type of injury assessed.
10.4. Nature of Injuries –User will describe the injuries from assessment.

11. Contributing Circumstances Section
11.1. User will provide reasons for collision occurrence from selected individual.

Collision Interview – Pedalcycle Information Screen

1. Damage Threshold Met? - Check YES if damage threshold is met for this vehicle.
2. Traffic Control - Select the appropriate traffic control type from the dropdown list.
3. Other Desc. - Enter the description of the traffic control if OTHER is chosen in Traffic Control.
4. Type of Roadway Section
4.1. Type - Select the appropriate roadway type from the dropdown list.
4.2. Other - Enter the description of the roadway if OTHER is chosen in Roadway Type.
4.3. Surface - Select the appropriate roadway surface from the dropdown list.
4.4. Other - Enter the description of the roadway surface if OTHER is chosen from Roadway Surface.
5. Direction of Movement
5.1.1. FROM - Select the compass direction the vehicle was moving FROM.
5.2. TO - Select the compass direction the vehicle was moving TO.

Collision Interview – Pedestrian Information Part 1 Screen

1. General Information Section
1.1. Name –Designates the name of the person.
1.1.1. Last Name - Enter person's last name. Scan information if available.
1.1.2. First Name - Enter person's first name. Scan information if available.
1.1.3. MI - Enter person's middle initial. Scan information if available.

1.2. Filial – Enter person's title. Select from dropdown list or Scan information if available.
1.3. Address - Enter driver address. Scan information if available.
1.4. City - Enter city name from dropdown list. Scan information if available.
1.5. State - Enter state from dropdown list. Scan information if available.
1.6. Zip - Enter postal code. Scan information if available.
1.7. New Address - Indicator: If person has a new address check YES.
1.8. BirthDate - Enter person's date of birth. Scan information if available.
1.9. Gender - Select the person's gender from dropdown list. Scan information if available.
1.10. Age - System will automatically figure drivers age.
1.11. Day Phone - Enter person's daytime phone number.
1.12. Night Phone - Enter person's nighttime phone number.

2. Injury Information Section
   2.1. Injury Class –User will specify from a list of options the type of injury assessed.
   2.2. Nature of Injuries –User will describe the injuries from assessment.
3. DRE Assessments Section
   3.1.1. Designates assessment of any Drug related analysis performed on selected individual.
4. Status - Select appropriate status from dropdown list.
5. Action - Select appropriate action from dropdown list.
6. Was Using - Select appropriate code from dropdown list.
7. Clothing - Select appropriate code from dropdown list.
8. Sobriety - Select appropriate sobriety code from dropdown list.
9. BAC - Select appropriate BAC code from dropdown list.
10. Contributing Circumstances Section
    10.1. User will provide reasons for collision occurrence from selected individual.
11. Helmet Use –User will specify from a list of options the type of helmet use.

Collision Interview – Pedestrian Information Part 2 Screen

1. Traffic Control - Select the appropriate traffic control type from the dropdown list.
2. Other Desc. - Enter the description of the traffic control if OTHER is chosen in Traffic Control.
3. Type of Roadway Section
   3.1. Type - Select the appropriate roadway type from the dropdown list.
   3.2. Other - Enter the description of the roadway if OTHER is chosen in Roadway Type.
   3.3. Surface - Select the appropriate roadway surface from the dropdown list.
   3.4. Other - Enter the description of the roadway surface if OTHER is chosen from Roadway Surface.
4. Direction of Movement
   4.1. FROM - Select the compass direction the vehicle was moving FROM.
      4.1.1. i.e. If the vehicle is driving South it was coming from the North
   4.2. TO - Select the compass direction the vehicle was moving TO.

Collision Interview – Property Owner Information Screen

1. Name –Designates the name of the person.
   1.1. Last Name - Enter person's last name. Scan information if available.
   1.2. First Name - Enter person's first name. Scan information if available.
   1.3. MI - Enter person's middle initial. Scan information if available.
2. Filial – Enter person's title. Select from dropdown list or Scan information if available.
3. Address - Enter driver address. Scan information if available.
4. City - Enter city name from dropdown list. Scan information if available.
5. State - Enter state from dropdown list. Scan information if available.
6. Zip - Enter postal code. Scan information if available.
7. New Address - Indicator: If person has a new address check YES.
8. BirthDate - Enter person's date of birth. Scan information if available.
9. Gender - Select the person's gender from dropdown list. Scan information if available.
10. Age - System will automatically figure drivers age.
11. Day Phone - Enter person's daytime phone number.
12. Night Phone - Enter person's nighttime phone number.
13. Damage Threshold Met? - Check YES if property damage is $750 or more.

Collision Interview – Collision Information Screen

1. Object Struck other than vehicle - Enter any object struck other than vehicles from the dropdown list or hand enter if choice is not on the list.
2. Roadway Surface Conditions - Select appropriate choice from dropdown list.
3. Other Desc. - Enter description of roadway surface condition if OTHER was chosen in Roadway Surface Conditions field.
4. Weather Condition - Select appropriate choice from dropdown list.
5. Other Desc. - Enter actual weather condition if OTHER is chosen for Weather Condition field.
6. Light Condition -Select appropriate lighting condition from dropdown list.
7. Other Desc. - Enter actual lighting condition if OTHER is chosen for Lighting Condition.
8. Work Zone? - If collision occurred in a work zone check YES.
   8.1. No –Options will not be available for edit.
   8.2. Yes –User will complete the options available for edit.
      8.2.1. Location - Select appropriate work zone location from dropdown list.
      8.2.2. Type - Select appropriate work zone type from dropdown list.
9. Location Character only if applicable - select appropriate location character from dropdown list.
10. Other Desc. - Enter actual location character if OTHER is chosen in Location Character field.
11. Roadway Character - Select appropriate roadway character from dropdown list.

Collision Interview – Collision information (Officer's Certification) Screen

1. Case No - Enter a case number.
2. Local Agency Coding - Enter local agency coding.

3. Agency - This will be populated from your profile however; it can be changed to another choice from the dropdown list if needed.
4. Date & Time of Collision - Enter the date and time of the collision occurred.
5. Date & Time of Dispatch - Enter the date and time user dispatched to collision location.
6. Date & Time of Arrival - Enter the date and time user arrived at collision scene.
7. Priority – Assessment of criticality of collision incident
8. Investigating Officer Section.
   - 8.1. Name – Pre-populated with user Last and First name. Not an editable field.
   - 8.2. Badge No. – Pre-populated with user badge number. Not an editable field.
9. Approving Authority Section
   - 9.1. Name – Pre-populated with Report Approver's user Last and First name. Not an editable field. Not prefilled upon Collision creation.
   - 9.2. Badge No. – Pre-populated with Report Approver's user badge number. Not an editable field. Not prefilled upon Collision creation.

Collision Interview – Witness Screen

1. Witness Selection Summary Section
   - 1.1. Used to complete the rest of the sections for each selected witness
2. . Detail Information Section
   - 2.1. Name –Designates the name of the person.
     - 2.1.1. Last Name - Enter person's last name. Scan information if available.
     - 2.1.2. First Name - Enter person's first name. Scan information if available.
     - 2.1.3. MI - Enter person's middle initial. Scan information if available.
   - 2.2. Filial – Enter person's title. Select from dropdown list or Scan information if available.
   - 2.3. Street - Enter driver address. Scan information if available.
   - 2.4. City - Enter city name from dropdown list. Scan information if available.
   - 2.5. State - Enter state from dropdown list. Scan information if available.
   - 2.6. Zip - Enter postal code. Scan information if available.
   - 2.7. New Address - Indicator: If person has a new address check YES.
   - 2.8. BirthDate - Enter person's date of birth. Scan information if available.
     - 2.8.1. Age - System will automatically figure drivers age.
   - 2.9. Gender - Select the person's gender from dropdown list. Scan information if available.
   - 2.10. Day Phone - Enter person's daytime phone number.
   - 2.11. Night Phone - Enter person's nighttime phone number.

Collision interview – Attachments Screen

1. Narrative Section
   - 1.1. Narrative Toolbar – Designates buttons to manage specific functions to be performed.
     - 1.1.1. Check Spelling Button - Checks the spelling on text and offers suggestions for correction.
     - 1.1.2. Dictionary Button– Displays a Dictionary Editor window.
       - 1.1.2.1. User can set spelling options, and add custom dictionaries.

1.2. Narrative Area – Is a free form area to type in information.
    1.2.1. Use enters information to narrate any specific pertinent information.
    1.2.2. User can Copy from another document and paste into Narrative Area.
    1.2.3. NOTE - Some special characters will not display correctly on the court's copy of the ticket. Use of apostrophes in Narrative Area can cause delay in ticket transmission after Send/Receive Process to its final destination.

2. Attachments Section
    2.1. Attachments Toolbar – Designates buttons to manage specific functions to be performed when adding attachments or diagrams.
        2.1.1. New Diagram Button - Opens the diagramming tools.
        2.1.2. Add Local File Button – Opens file Browse dialog box to find a file on the computer to attach.
        2.1.3. Open Button – Opens the selected file from the Attachment Summary Section
            2.1.3.1. Attachment can be reviewed or edited in this mode.
        2.1.4. Remove Button – Removes the selected file from the Attachment Summary Section.
3. Attachment Summary Section
    3.1. Name - Title of file attached to Collision Report. Will appear in the court application.
    3.2. Type – Designates the type of attachment.
        3.2.1. Select – options available from a list.
    3.3. Display area - Displays information for selected file in Attachment Summary Section.
4. ***NOTE - Size limitations for attachments have been set. Individual attachments will not be added if they go over the size limit. Accumulated attachments if over the size limit, will not allow user to exit the screen until it is under the size limit.***
    4.1. Individual Attachments = 2MB per attachment.
    4.2. Accumulated Attachments = 2MB total.

Back Up Procedures

Back up procedures are not currently defined.

Questionnaire

SECTOR Training Questionnaire

Date

Instructor

Instructor

This survey will be used to improve training so your feedback is vital. Please take notes as we proceed through the course. Please circle the appropriate number that describes your overall evaluation of this course.

1. **The overall quality of the course/instruction:**
(1 = Poor; 2 = Fair; 3 = Adequate; 4 = Good; 5 = Excellent)

1 2 3 4 5

Comments:

2. **To what degree do you feel confident that you can successfully use SECTOR?**
(1 = Poor; 2 = Fair; 3 = Adequate; 4 = Good; 5 = Excellent)

1 2 3 4 5

Comments:

3. **The degree which course objectives, of the following subjects matter were met:**

A. Profile Development

1 2 3 4 5

Comments:

B. **<u>Tickets</u>**

1 2 3 4 5

Comments:

C. **<u>Collisions</u>**

1 2 3 4 5

Comments:

D. **<u>Back Office</u>**

1 2 3 4 5

Comments:

E. **<u>Collision Reviewer (if applicable)</u>**

n/a 1 2 3 4 5

Comments:

4. The degree to which the practical's aided in your understanding of SECTOR:

1 2 3 4 5

Comments:

5. **The instructor presented the material clearly:**

1 2 3 4 5

Comments:

____

____

____

Name (optional)

____

Agency (optional)

☐ **Check if you would like to be contacted**.

Contact Information: ______________________