



Law Enforcement Traffic System

LETS

Administrator Guide

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Revised

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Disclaimer

This training guide has been written and published by the Regional Justice Information Service (REJIS). The illustrations found within this document are only samples and not necessarily the entirety of the record. This guide has been created for training purposes only.

Introduction

The Law Enforcement Traffic System (LETS) was developed in conjunction with the Highway Safety Division of the Missouri Department of Transportation (MoDOT) to support Missouri law enforcement agencies management of crash reports. Available over a secure internet connection, LETS is a powerful field and administrative tool with customized functions that address local requirements, crash diagramming, and GPS mapping of crash coordinates. The application also is interfaced with the Missouri Department of Revenue for seamless retrieval of driver and vehicle registration information. An optional interface supports creation and transmission of electronic crash reports to STARS, and a LETS data export portal supports an agency's RMS or public access to crash reports.

Access to LETS

The following instructions will assist you in accessing LETS via the Internet. Internet access is required for use of the application. LETS4 allows the user to create, save, modify, and submit crash reports to STARS. The LETS URL is <https://lets.rejis.org>

Browsers



Google Chrome – preferred for the use of LETS. Works cohesively with the mapping and diagramming features.

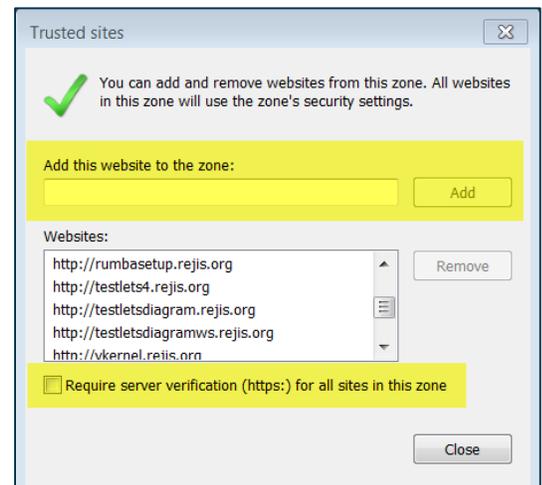


Internet Explorer – Certain security features will inhibit use of the application. Save these integral URL addresses to “Trusted Sites” in your Internet Explorer options, using the instructions below.

Internet Explorer Users

Updating trusted sites with required URL’s for access:

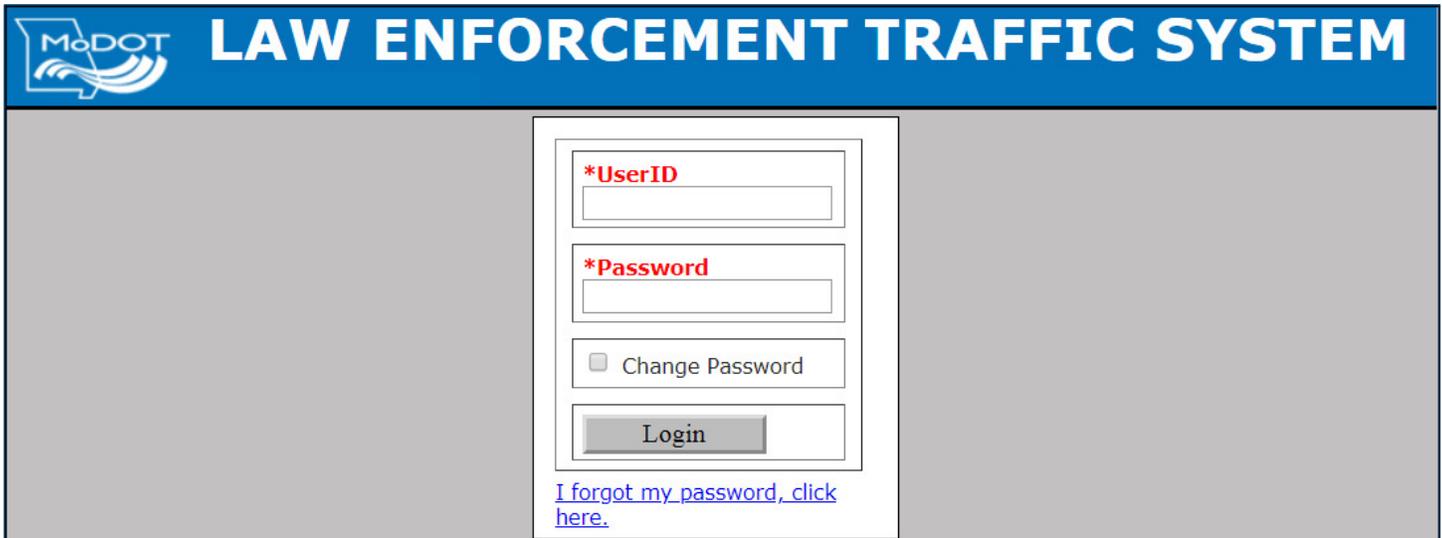
1. Open an Internet Explorer (IE) session on your PC.
2. Click on the gear icon in the upper right corner of the IE screen.
3. Click Internet Options; Security; Trusted Sites and then the button Sites.
4. Make sure the “Require server verification (https) for all sites in this zone” box is un-checked.
5. In the “Add this website to the zone:” box, type:
<http://lets4.rejis.org>
6. Click Add.
7. Repeat steps 5 & 6 for these URL’s:
8. <http://lets.rejis.org>
<http://letsdiagram.rejis.org>
<http://letsdiagramws.rejis.org>
<https://lets.rejis.org>
<https://letsdiagram.rejis.org>
<https://letsdiagramws.rejis.org>
9. Make sure all of these URL’s appear in the Websites box.
10. Click Close.
11. Click OK.



Whichever browser you choose, be sure to bookmark or save to a location easily accessible for use in creating a crash report.

Mapping Contact Information

The Missouri Department of Transportation (MoDOT) owns the mapping tool used in LETS. When mapping a crash, the operator leaves the LETS application to complete the crash location mapping in a MoDOT mapping tool. If your streets are incorrect, contact Myrna Tucker, at MoDOT, for correction. Myrna.Tucker@modot.mo.gov

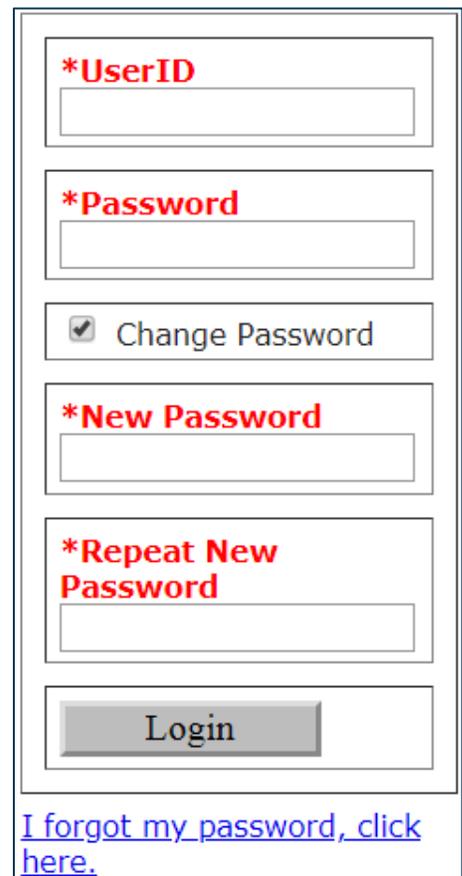


- **UserID**
Enter the LETS User ID, this may or may not be a REJIS assigned User ID. For the agency LETS Administrator, the User ID will be assigned by the REJIS Help Desk.
- **Password**
Enter the LETS Password. For the agency LETS Administrator, a temporary password will be assigned by the REJIS Help Desk.
- **Change Password**
Click the Change Password option to open the new password entry fields and password rules.
- **New Password**
Use this field to enter the New Password.
- **Repeat New Password**
Use this field to Repeat New Password.
- **I forgot my password, click here.**
Use this feature to engage a 3 step process to gain access to LETS.

Password Rules

Passwords must meet complexity requirements. A minimum of 8 characters and a maximum of twenty characters. Also, please make sure your password has 3 of the 4 characteristics listed below:

- Uppercase Letters
- Lower Case Letters
- Special Characters (!@\$^&*()_)
- Numbers



Dashboard

Crash Status	My Crash Reports	All Crash Reports
Draft	0	0
Officer Signed	0	0
Approved 1	0	0
MTD STARS Accepted	0	0
YTD STARS Accepted	0	0
Reports with Supplements Not Ready for Review		0
Reports with Supplements Ready For Review		0

Supplement Help Dashboard only looks back 1 year. Precinct: All Refresh

- **Home**
Click the Home button to return to the dashboard page.
- **Crash**
Hover over the Crash button to see additional search options. See page __ for further instructions.
- **MyInfo**
Click the MyInfo button to navigate to the My Info page. Every new user must complete this feature.
- **Statistical Reports**
Click the Statistical Reports button to navigate to the reports page. This option is only visible to users that have reports permissions.
- **Administration**
Hover over the Administration button to see additional options. This button will only be visible to users with Admin permissions.
- **LETS Notify**
Click the LETS Notify button to send an email from LETS to the REJIS Help Desk.
- **Help**
Click the Help button to navigate to the LETS Help Page. This page contains several PDF options to select from offering varied assistance.
- **Exit LETS**
Click the Exit LETS button to sign out of LETS and return to the login page.
- **Add New Crash Report**
Click the Add New Crash Report link to begin a new crash report.
- **Messages**
REJIS will use this field to share important LETS announcements, such as outages, updates, or LETS User Group meeting dates and locations. This field will automatically collapse when there are no messages to display.
- **Dashboard**
The user Dashboard will show crash reports for the user and all agency crash reports.

Dashboard

Crash Status	My Crash Reports	All Crash Reports
Draft	0	0
Officer Signed	0	0
Approved 1	0	0
MTD STARS Accepted	0	0
YTD STARS Accepted	0	0
Reports with Supplements Not Ready for Review		0
Reports with Supplements Ready For Review		0

[Supplement Help](#)
Dashboard only looks back 1 year.
Precinct: All ▼ [Refresh](#)

▪ **Crash Status**

- **Draft**
This will display the number of crash reports that are not yet completed for the logged in user and the agency as a whole.
- **Officer Signed**
This will display the number of crash reports that have been completed by the user and the agency as a whole, but not yet reviewed by an approving/reviewing user.
- **Approved 1**
This will display the number of crash reports that have been marked as approved for the logged in user and the agency as a whole, but not yet submitted to STARS. If the agency requires more than one approving/reviewing user, this will show reports that are awaiting the second reviewing user.
- **Approved 2 (Only when the agency requires two reviewing officers)**
This will display the number of crash report that have been marked as approved for the logged in user and the agency as a whole, but not yet submitted to STARS.
- **MTD STARS Accepted**
This will display the number of crash reports that have been submitted to STARS for the Month to Date for the agency as a whole.
- **YTD STARS Accepted**
This will display the number of crash reports that have been submitted to STARS for the Year to Date for the agency as a whole.
- **Reports with Supplements Not Ready for Review**
This field will display the number of Supplements created by the logged in user and the agency as a whole that are not yet ready for review.
- **Reports with Supplements Ready for Review**
This field will display the number of Supplements created by the logged in user and the agency as a whole that have been marked as ready for review.

Dashboard

Crash Status	My Crash Reports	All Crash Reports
Draft	0	0
Officer Signed	0	0
Approved 1	0	0
MTD STARS Accepted	0	0
YTD STARS Accepted	0	0
Reports with Supplements Not Ready for Review		0
Reports with Supplements Ready For Review		0

[Supplement Help](#)

Dashboard only looks back 1 year.

Precinct:

All ▼

[Refresh](#)

- **My Crash Reports**
This column will display the crash report numbers for the logged in user.
- **All Crash Reports**
This column will display the crash report numbers for the agency as a whole.
- **Supplement Help**
Click the Supplement Help link to retrieve some help information about supplements.
- **Precinct**
Use the drop down to change the user dashboard to only reflect a specific Precinct/District. The default option is "All", which will display crash report information for the entire agency regardless of the precinct or district the crash report was written for.
- **Refresh**
Click the Refresh link to refresh the user dashboard.

Note: The Dashboard only looks back 1 year. This is a year to date feature. If the crash report is not reflected here, then a crash search should be performed.

Crash Search

LAW ENFORCEMENT TRAFFIC SYSTEM USER:RTRAINER / ADMIN1
REJIS TRAINING DIVISION

Home **Crash** MyInfo Statistical Reports Administration LETS Notify Help Exit LETS

Messages [ADD NEW CRASH REPORT](#)

Dashboard

- Crash
 - Crash Search
Select to navigate to the Crash Search page.
 - Name Search
Select to navigate to the Name Search page.

Crash Search

Report # Reporting Officer Street Year Crash Begin Date Crash End Date Status

Person Search
 None Driver Witness Occupant Pedestrian Other Damage Owner

Last Name First Name

Precinct Only crashes entered by me
 Left the scene

STARS Status Overdue.
 Show STARS accepted with newer supplements.

Search Clear [ADD NEW CRASH REPORT](#)

- **Report #**
Enter the Report Number of a saved crash report.
- **Reporting Officer**
Use the drop down option to select the Reporting Officer. LETS will return crash reports written by the selected officer.
- **Street**
Use the drop down option to select a Street location. LETS will return crash reports written with the selected street as the “On Route” location.
- **Year**
Enter the Year the crash report was written in to retrieve all crash reports for the selected the year.
- **Crash Begin Date**
Enter the Crash Begin Date to search for crash reports that begin with this date.
- **Crash End Date**
Enter the Crash End Date. A crash begin date is required when using the crash end date. Only crashes created during the Crash Begin/End dates entered will be returned.
- **Status**
Use the drop down option to select the agency Status. Only crash reports with the select status will return.
- **Person Search**
Use the radio button options to select the desired Person Search. LETS will return any matching crash reports based on the person search selection.
- **Precinct**
Use the drop down option to select the Precinct. LETS will return crash reports written for the selected precinct/district.
- **STARS Status**
Use the drop down option to select the STARS Status. Only crash reports with the select status will be returned.

Name Search

This search screen will search drivers and reporting officers.

(At least 2 starting letters for both lastname and firstname are required.)

Last Name

First Name

Only search back two years.

All dates.

Search

Clear

- **Last Name**
Enter the Last Name or at least the first two starting characters of the last name.
- **First Name**
Enter the First Name or at least the first two starting characters of the first name.
- **Only search back two years**
Default option. If selected, will only search by name for the past two years. This search is limited to the last two years only if used.
- **All dates**
If selected, will search by name for all crash reports entered by the agency since the agency started using the LETS Crash Report system.

My Info



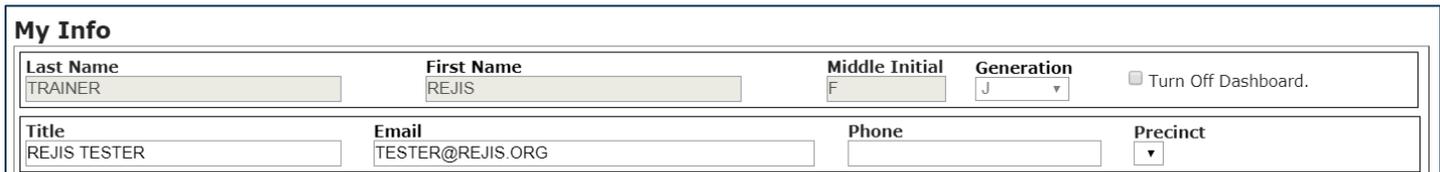
LAW ENFORCEMENT TRAFFIC SYSTEM USER:RTRAINER / ADMIN1
REJIS TRAINING DIVISION

Home | Crash | **MyInfo** | Statistical Reports | Administration | LETS Notify | Help | Exit LETS

[Messages](#) [ADD NEW CRASH REPORT](#)

Dashboard

Click the My Info button to proceed.



My Info

Last Name TRAINER	First Name REJIS	Middle Initial F	Generation J	<input type="checkbox"/> Turn Off Dashboard.
Title REJIS TESTER	Email TESTER@REJIS.ORG	Phone	Precinct	

The My Info page is **ONLY** visible to the logged in user. An agency administrator does **NOT** have access to see this for the agency users.

- **Last Name – Locked**
This field will display the user’s Last Name. This can only be edited by the Admin on the User screen in the administration tab.
- **First Name – Locked**
This field will display the user’s First Name. This can only be edited by the Admin on the User screen in the administration tab.
- **Middle Initial – Locked**
This field will display the user’s Middle Initial. This can only be edited by the Admin on the User screen in the administration tab.
- **Generation – Locked**
This field will display the user’s Generation. This can only be edited by the Admin on the User screen in the administration tab.
- **Turn Off Dashboard**
Select the Turn Off Dashboard option to turn off the dashboard on the LETS Home Page. This is for the user only and not an agency setting.
- **Title**
The user can enter their Title.
- **Email**
The user can enter their Email address.
- **Phone**
The user can enter their Phone number.
- **Precinct**
The user can select their assigned Precinct.

Starting Map Coordinates (Imported from MoDOT Maps) [Help](#)

Longitude Latitude Aerial Maps On [Help](#)

My Secure Contact Information

In the event of a password reset, this information will be used to send confirmation codes through text messages or emails.

Secure Mobile Phone Number
(example 314-555-1212) **NOTE- Texting is currently disabled, please be sure to enter a secure email.**

Secure Email

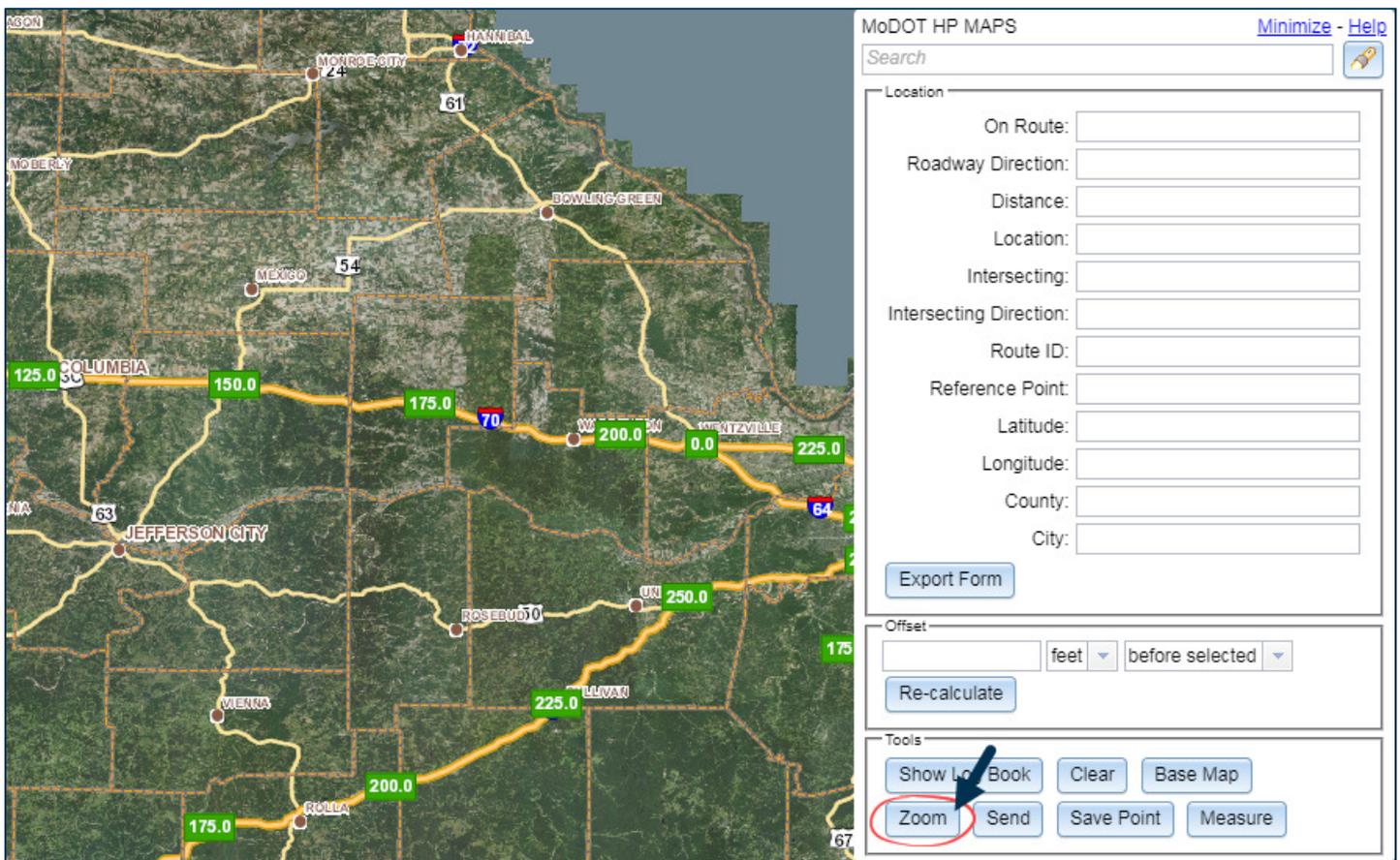
Any change made to Secure Information requires you to enter your LETS Password.

The information in this box, is only visible to you.

Starting Map Coordinates

By setting a user's Starting Map Coordinates, everytime the user clicks Map Location from the Location Tab of the crash report, the mapping tool will automatically start the user to the coordinate set here.

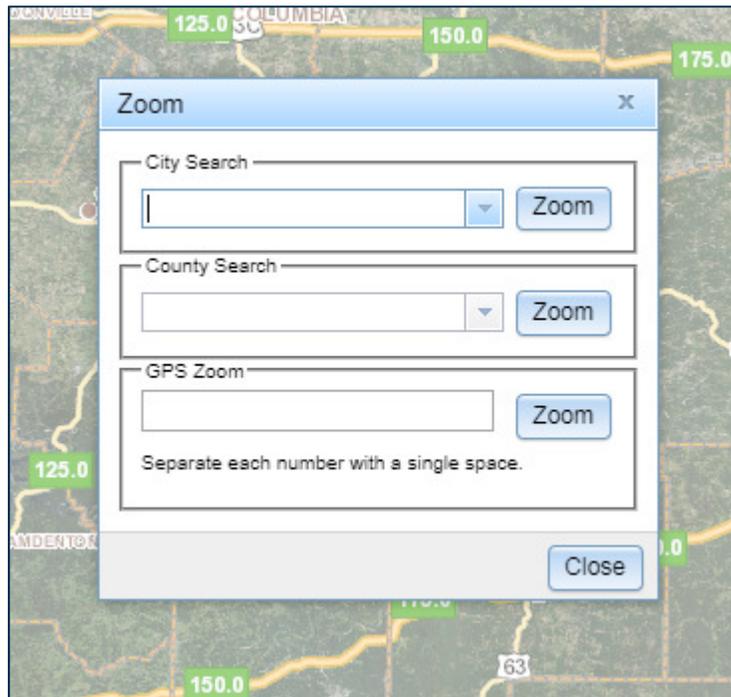
- **Map**
Click the Map button to access the MoDOT Mapping tool.



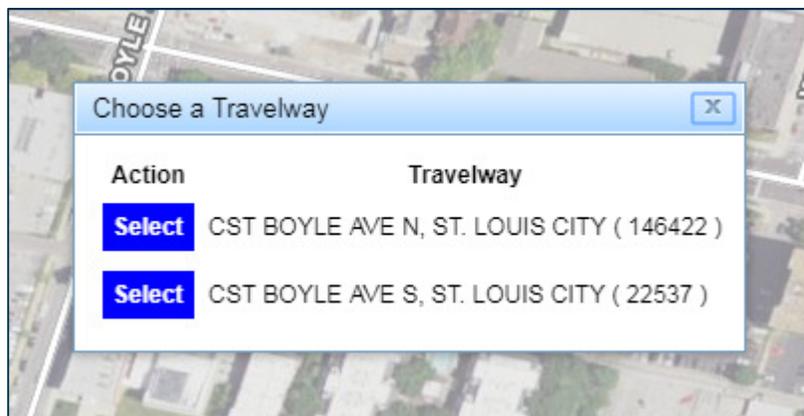
The MoDOT Mapping tool will open in a new window.

Click the Zoom button to proceed.

A Zoom tool will open allowing the user to enter City, County or GPS information.



- **City Search**
Enter the city name in the City Search field or use the drop down option to select a city name.
- **County Search**
Enter the county name in the County Search field or use the drop down option to select a county name.
- **GPS Zoom**
Enter the longitude and latitude coordinates in the GPS Zoom field. Separate each number with a single space.
- **Zoom**
After each search/zoom option there is a Zoom button. Click the zoom button to submit the search criteria. The map will begin zooming in on the area submitted.
- **Close**
Click the Close button to close the zoom tool.



Move the map to locate the police station. Click on the police station street;

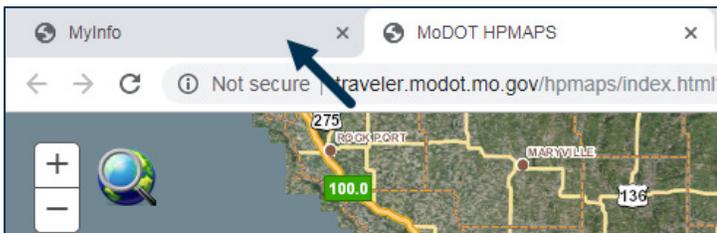
- **Choose a Travelway**
Click on the desired roadway. Once the user selects in roadway, the Choose a Travelway box will appear. Use this feature to Select a travelway.



The roadway will appear red and the MoDOT HP Maps fields found on the right side of the screen will populate with mapping data.

- On Route
- Roadway Direction
- Distance
- Location
- Intersecting
- Intersecting Direction
- Route ID
- Reference Point
- Latitude
- Longitude
- County
- City

Click the Send button to send the mapping data to LETS.



Travel back to the LETS system by going back to that browser.

[Minimize](#) - [Help](#)

Search

Location

On Route:

Roadway Direction:

Distance:

Location:

Intersecting:

Intersecting Direction:

Route ID:

Reference Point:

Latitude:

Longitude:

County:

City:

Offset

Tools

Starting Map Coordinates (Imported from MoDOT Maps) [Help](#)

Longitude **Latitude** Aerial Maps On [Help](#)

- **Results**
Click the Results button to retrieve the coordinates set on the mapping tool. This will auto populate the Longitude and Latitude fields.

Starting Map Coordinates (Imported from MoDOT Maps) [Help](#)

Longitude **Latitude** Aerial Maps On [Help](#)

- **Aerial Maps On**
When selected, the will show actual topography.
Ex. Green trees, buildings, parking lots, and streets are clearly and colorfully displayed on the screen. If the box is unchecked, the streets will appear in map form, without trees, buildings, and real items in color.
- **Save**
Click the Save Button to save the My Info data.
- **Cancel**
Click the Cancel Button to leave the My Info entry screen without saving any data.

My Secure Contact Information

In the event of a password reset, this information will be used to send confirmation codes. If the user does NOT complete this section, then a LETS Administrator will need to reset the password or the user will need to contact the REJIS Help Desk.

- **Secure Mobile Phone Number**
This feature is currently unavailable.
- **Secure Email**
Enter the Secure Email address.
- **Password**
The user MUST enter their LETS Password in this field to save the secure information entered.
- **Save secure phone/email**
Click the Save secure phone/email button to save the data. If the password has not been entered, then the user will receive an error message at the top of the screen.

“Missing or invalid password for Save secure phone/email.”

Statistical Reports



LAW ENFORCEMENT TRAFFIC SYSTEM USER:RTRAINER / ADMIN1
REJIS TRAINING DIVISION

Home | Crash ▶ | MyInfo | **Statistical Reports** | Administration ▶ | LETS Notify | Help | Exit LETS

[Messages](#)

[ADD NEW CRASH REPORT](#)

Dashboard

Click Statistical Reports to proceed.



LAW ENFORCEMENT TRAFFIC SYSTEM USER:RTRAINER / ADMIN1
REJIS TRAINING DIVISION

Logout | Return to LETS | Reports ▶

Welcome to Missouri Division of Highway Safety's Law Enforcement Traffic System (LETS).

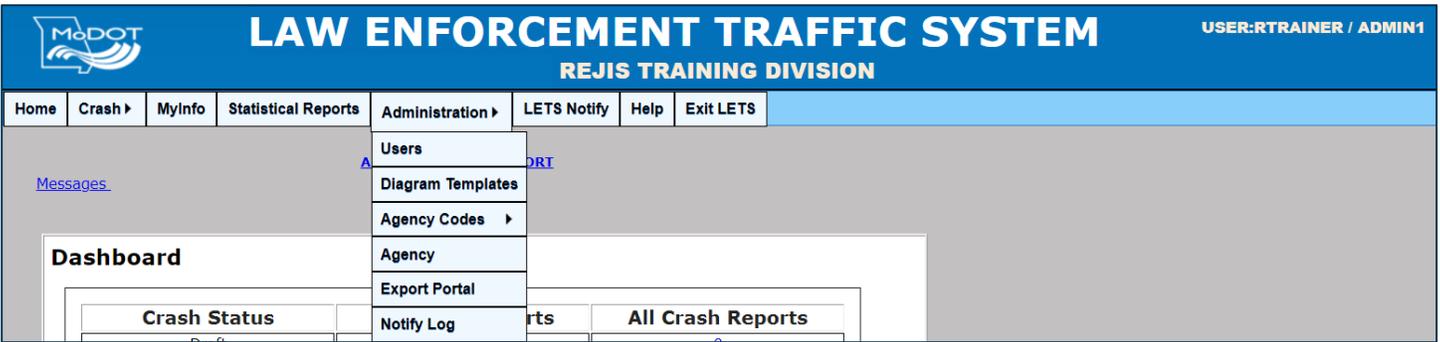
 The Adobe Reader is required to view LETS reports. If you do not have the Adobe Reader installed on your PC, you can download it by clicking on the image to the left. Note - you may have to be an administrator on your PC to install software.

[2019 STARS MUCR Manual](#)

- **Reports**
 - Hover to see the Reports options to choose from.
 - Crashes
 - High Crash Location
 - Crash Statistics
 - STARS Status Report
 - Injury Counts Report
 - General
 - Audit
 - Officer List

See the Addendum – Reports for further information about the LETS Statistical Reports.

- **2019 STARS MUCR Manual**
 - Click the link to open the 2019 STARS Missouri Uniform Crash Report (MUCR) Manual.



Hover over Administration to see the available options to proceed.

Administration options include:

- **Users**
All officers, court officials, record clerks, and police administrators who use and/or approve crash reports for the agency will need access to LETS. The agency administrator is responsible for adding, modifying, and removing users as needed. See pages 17 thru 19 for information on Users.
- **Diagram Templates**
The LETS diagram tool has pre-built templates already available for use. An administrator can create and save unique templates for agency use. Additionally, administrators can delete templates created by other users. See pages 20 thru 23 for information on Diagram Templates.
- **Agency Codes**
The agency has several code options to select from which include:
 - **Codes**
This will take the user to the Agency Code entry screen. See pages 24 thru 31 for information on agency codes.
 - **Insurance Companies**
This will take the user to the Insurance Companies entry screen. See page 32 for information on insurance companies.
 - **Tow Companies**
This will take the user to the Tow Companies entry screen. See page 33 for information on tow companies.
 - **Private Property**
This will take the user to the Private Property entry screen. See page 34 for information on private property.
- **Agency**
This feature is where the agency administrator will make certain selections for LETS that determine access authorities and contact information. See pages 35 thru 38 for information on Agency Info.
- **Export Portal**
This feature allows the agency administrator to set up crash report Export jobs. See page 39 for information on Export Portal.
- **Notify Log**
This feature allows the agency administrator to retrieve previously submitted LETS Notify submission for the agency. See page 42 for information on Notify Log.

Administration – Users



From the Administrator tab, select Users to proceed.

Users

<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="checkbox"/> Show inactive users
<input type="text" value="User ID"/>	<input type="button" value="Search"/>	

[ADD NEW USER](#) [ADD USER FROM OTHER AGENCY](#)

A search of all active and inactive users can be done from this page.

- **Last Name**
Enter the user’s Last Name
- **First Name**
Enter the user’s First Name
- **Show inactive users**
Click to show inactive users listed for the agency.
- **User ID**
Enter the user’s LETS User ID, this may or may not be the user’s REJIS User ID.
- **Search**
Click the Search button to submit the search criteria.
- **Add New User**
Click Add New User to add a user to the LETS system for the agency.
- **Add User From Other Agency**
Click Add User From Other Agency to search and select a user that may have credentials at another agency. If the user is still employed with the other agency, then the user will have the ability to switch between agencies.

Home	Crash ▶	MyInfo	Statistical Reports	Administration ▶	LETS Notify	Help	Exit LETS			
	Last Name	First Name	Agency Name	Email	Permission	Officer DSN	Status			
Select	BURGE	AMY	REJIS TRAINING DIVISION	ABURGE@REJIS.ORG	SYSADMIN	00000	ACTIVE			
Select	HERRERA	LINDA	REJIS TRAINING DIVISION	LHERRERA@REJIS.ORG	SYSADMIN	00000	ACTIVE			
Select	JENNINGS	CINDY	REJIS TRAINING DIVISION	CJENNINGS@REJIS.ORG	SYSADMIN	00000	ACTIVE			
Select	TRAINER	REJIS	REJIS TRAINING DIVISION	TESTER@REJIS.ORG	ADMIN	00000	ACTIVE			
Select	WILLMAN	BRYAN	REJIS TRAINING DIVISION	BWILLMAN@REJIS.ORG	SYSADMIN	00000	ACTIVE			

- **Select**
Click the Select link to open an existing users profile to modify or inactive the users account.

Click Add New User to enter a new user.

Add New User

REJIS TRAINING DIVISION				
*User Name	Set Temporary Password			
*Last Name	*First Name	Middle Name	Generation	
Title	Email		Permission	Status
			NONE	ACTIVE

The agency administrator will add all new users to the LETS system for the agency. For all new users added, the administrator will get a pop up message indicating the following:

Please allow up to two business days for the DOR connection to be established.

- **User Name – Required**
Enter the User Name for the new user. This can be the REJIS User ID or an agency designed user name. The user name can contain letters, numbers, and special characters. Upper and/or lower case text can be used. Once a user name has been created, it can **NOT** be modified.
- **Set Temporary Password**
Password must have at least 3 of these 4 characters:
 - Upper Case Letter(s)
 - Lower Case Letter(s)
 - Special Character(s) !@\$%^&*()_
 - Number(s)

The minimum password length is 8 characters and the maximum length is 20 characters.

The maximum number of attempts to sign in successfully is 3.

The operator must wait **10 minutes**, before attempting to sign in again, if locked out.

The administrator can set an initial password for the operator, and the operator must change their password during the next sign on to LETS.

- **Last Name – Required**
Enter the new user's Last Name.
- **First Name – Required**
Enter the new user's First Name.
- **Middle Name**
Enter the new user's Middle Name or Initial.
- **Generation**
Use the drop down option to select the new user's Generation.
- **Title**
Enter the new user's Title with the agency.
- **Email**
Enter the new user's Email address.
- **Permission**
Use the drop down option to select the new user's Permission level for the agency. See the Addendum – User Permission for further information on permission levels and access.
- **Status**
Use the drop down option to select the new user's status. Note: If modifying an existing user account that should no longer have access to LETS, this field must be set to "Inactive". Users are never deleted in LETS, they are only inactivated.

Phone <input type="text"/>	Precinct ▼	Officer DSN <input type="text"/>	Assignment ▼
Starting Map Coordinates Help (Imported from MoDOT Maps)			
Longitude <input type="text"/>	Latitude <input type="text"/>	<input type="checkbox"/> Aerial Maps On	<input type="button" value="Map"/> <input type="button" value="Results"/>
Point of Contact Help <input type="checkbox"/> This person is a 'Point of Contact' for this agency.	Print a PDF Help <input checked="" type="checkbox"/> This person can print Crash Report PDFs.		
Crash Diagram Templates Help <input type="checkbox"/> This person can save Crash Diagram Templates.	LETS Notify Help <input type="checkbox"/> This person will receive LETS Notify emails.		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	Added: <input type="text"/> <input type="text"/>	Updated: <input type="text"/> <input type="text"/>	Added From Other Agency: <input type="text"/> <input type="text"/>

- **Phone**
Enter the new user's Phone number.
- **Precinct**
Use the drop down option to select the new user's Precinct or District.
- **Officer DSN**
Enter the new user's Department Serial Number (DSN) or badge number.
- **Assignment**
Use the drop down option to select the new user's Assignment with the agency.

Starting Map Coordinates

See pages 11 thru 14 for Starting Map Coordinates instructions.

- **Point of Contact**
Check this option if the new user will be the Point of Contact for the agency.
- **Print a PDF**
Check this option if the new user will have the ability to Print a PDF from LETS.
- **Crash Diagram Template**
Check this option if the new user will have the ability to create and save new Crash Diagram Templates for the agency.
- **LETS Notify**
Check this option if the new user will receive LETS Notify Emails. Note: If the agency elects to use this option, anytime a user clicks LETS Notify, the designated person will receive the LETS Notify Email and NOT the REJIS Help Desk.

Administration – Diagram Templates

LAW ENFORCEMENT TRAFFIC SYSTEM
 REJIS TRAINING DIVISION
 USER:RTRAINER / ADMIN1

Home | Crash ▶ | MyInfo | Statistical Reports | **Administration ▶** | LETS Notify | Help | Exit LETS

Administration ▶
 Users
 Diagram Templates
 Agency Codes ▶
 Agency
 Export Portal
 Notify Log

Dashboard
 Crash Status
 All Crash Reports

From the Administration tab, select Diagram Templates to proceed.

Crash Diagram Templates

Template Title

 Search or Refresh List

Add a New Template

Intersection Title (Example: Manchester Rd - Kirkwood Rd)

 Add Template

Select	Delete	Title	UserAdded	DateAdded	UserUpdated	DateUpdated
Select	Delete	REJIS Training Diagram	RTRAINER	5/20/2019		5/20/2019

- **Crash Diagram Templates**
 Searches the current list of agency created templates by entering a partial template name or full template name.
- **Search or Refreah List**
 Click the Search or Refresh List button to search by the partial or full template name entered, or refresh the template list.
- **Add a New Template**
 Enter the template name, then click the Add Template button to proceed.
- **Add Template**
 Click the Add Template button to proceed. **Note:** A template name must be entered before the user can proceed.
- **Template Index**
 This will only display once the agency has a template(s) created.
- **Select**
 Click the Select link to view or modify an agency template.
- **Delete**
 Click the Delete link to delete an agency template.

Add a New Template

In this example, the title of the new template is Chesterfield – Baxter & Clayton. The user typed in the title and clicked the Add Template

Add a New Template

Intersection Title (Example: Manchester Rd - Kirkwood Rd)
Chesterfield - Baxter & Clayton

Add Template

Template name: Chesterfield - Baxter & Clayton

File | Tools: | Properties | Zoom: | Grid:

Notice title of the template is at the top of the screen.

Start with a template
or drag shapes to the drawing area

Drag the first road onto the screen. In this example we are using Paved 1.

Streets

Symbols

Measurements

- Streets
- Lanes/Shoulders
- Stripes
- Lane Markers
- Indicators/Arrows
- Labels

Paved 1

Paved 2

Paved Unstripped 1

Paved Unstripped 2

Offset

Crosswalk

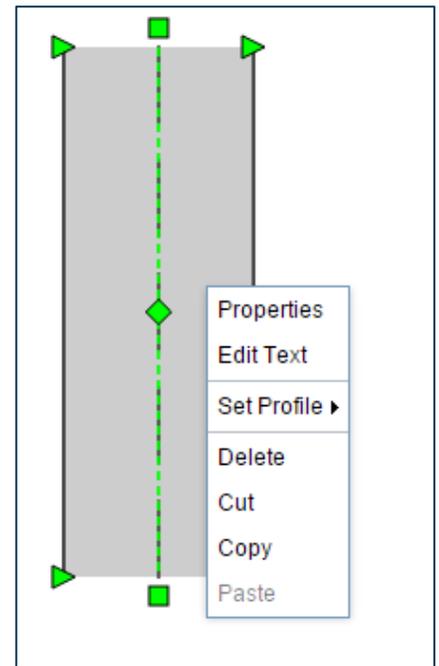
Each object can be manipulated by dragging a box or arrow.

Drag to move street end left and right.

Drag to curve the road left or right, up or down, depending on the direction of the road.

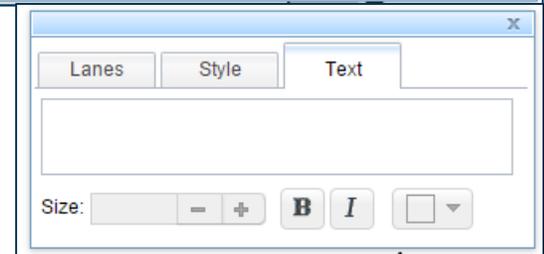
Drag to the side, to create a turn lane.

Right click on a selected object for an object menu to manipulate the object.

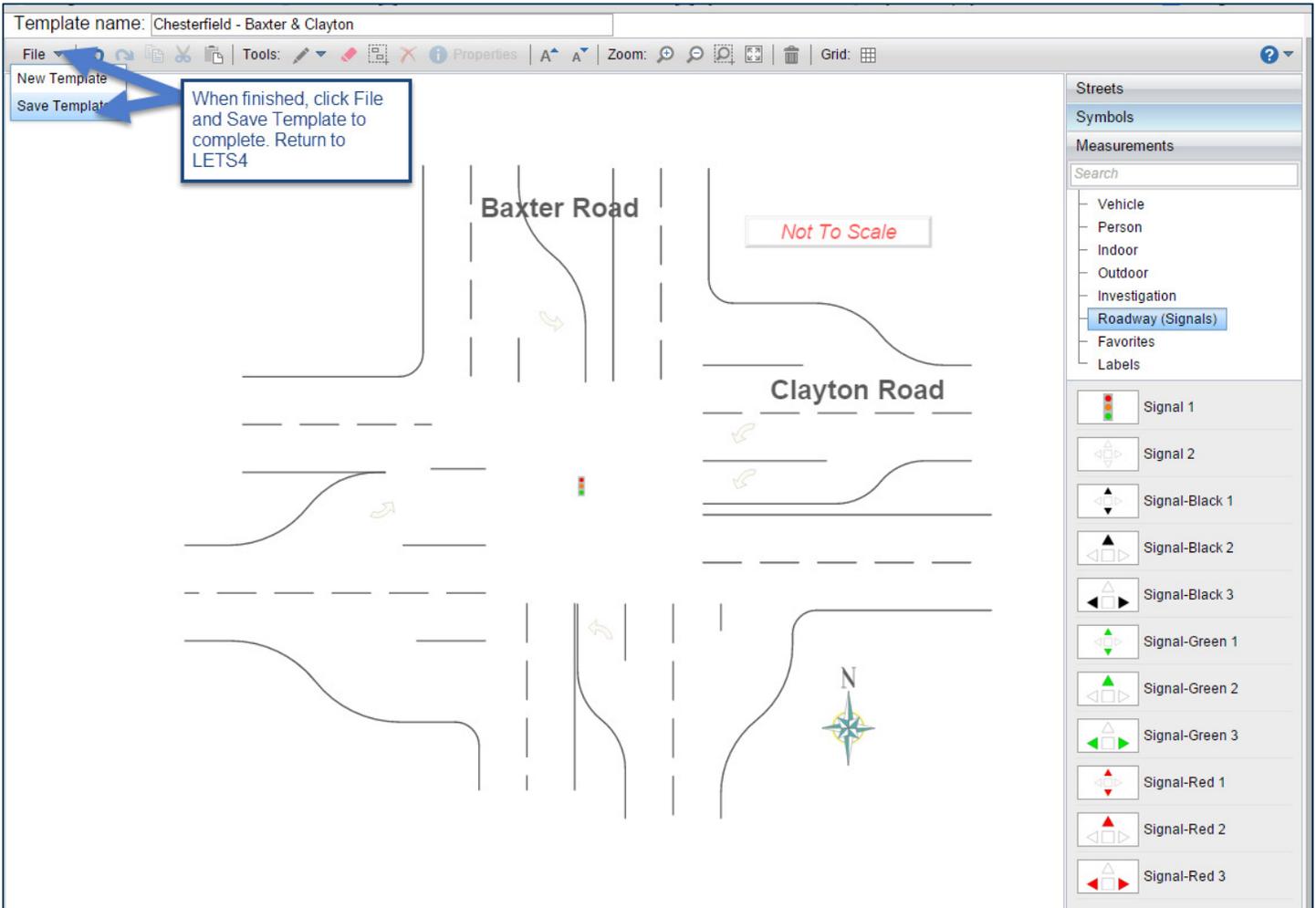


Object Menu

- **Properties**
Click to see an informational box that contains controls for lanes, style and text.
- **Edit Text**
Either use Properties, or click on the Text tab, or click on Edit Text to label an object. Type in the text box to create the label. Increase font, bold, or italicize for effect.
- **Set Profile**
Add points where object can be adjusted. Arcs, lines, double arcs, triple arcs, and other points of change that enhance road shape.
- **Delete**
Remove object.
- **Cut**
Remove object.
- **Copy**
Duplicate object.
- **Paste**
Add duplicated object to the screen.



Use Streets, Symbols, and Measurement menus on the right, by clicking on the button, to reach objects necessary to create a diagram. Continue to drag objects onto the center map, adjust, and label as needed. Once finished, click File at the top left portion of the screen. Save template.



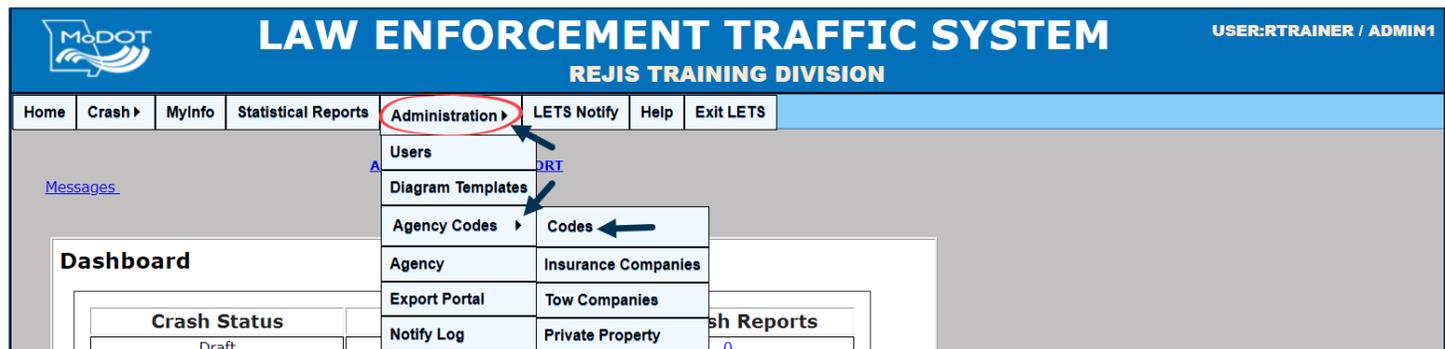
Close the diagramming tab and return to the agency template page.

Administration – Agency Codes



Agency Codes **MUST** be completed prior to an agency using LETS.

From the Administration tab, hover over Agency Codes and select Codes to proceed.



Agency Codes

▼

Show InActive Codes

Agency Codes

- Accident Category
- Beat/Zone
- Citation Category – **Not Available**
- County
- Municipality
- Neighborhood
- Officer Assignment (Assign)
- Troop/District/Precinct (TrpDistPrecinct)
- Type Complaint – **Not Available**
- Vehicle Style

Select an agency code from the drop down option and click the Search Button, this will return any existing agency codes.

Accident Category

Found on the Crash Basics page of the crash report. This field points to all agency defined data collection categories. Unique to the agency alone, this can be used to gather statistics, for agency identified situations.

Click Add New Code to proceed.

- **CodeValue** – **Required**
Enter the CodeValue or title for the accident category.
- **Active**
This is the default status code. If marked “Inactive”, then the code will no longer be available to select.
- **This is the default code**
Check this option to mark the code as the default option.
- **Save**
Click the Save button to save the code.
- **Close**
Click the Close button to close the code screen.
- **Added**
This will reflect the date and time of when the code was Added, along with the User ID of the individual that created the code.
- **Updated**
This will reflect the date and time of when the code was Updated, along with the User ID of the individual that last updated the code.

Agency Codes

BeatZone ▼
Search
 Show InActive Codes

REJIS TRAINING DIVISION BeatZone

***CodeValue**

This is the default code.

Added:

ACTIVE ▼

Save
Close

Updated:

- **BeatZone** – **Required field for crash entry**
Agency identified divisions of patrol areas. If the agency does NOT use beats or zones, it is necessary to create a non-applicable (NA) option for the use.
- **CodeValue** – **Required**
Enter the CodeValue for the BeatZone.
- **Active**
This is the default status code. If marked “Inactive”, then the code will no longer be available to select.
- **This is the default code**
Check this option to mark the code as the default option.
- **Save**
Click the Save button to save the code.
- **Close**
Click the Close button to close the code screen.
- **Added**
This will reflect the date and time of when the code was Added, along with the User ID of the individual that created the code.
- **Updated**
This will reflect the date and time of when the code was Updated, along with the User ID of the individual that last updated the code.

Agency Codes

County ▼

Search

Show InActive Codes

REJIS TRAINING DIVISION County

ACTIVE ▼

This is the default code.

Save

Close

ID Number

(This field holds the corresponding county number from STARS)

Added:

Updated:

- **County** – **Required for crash entry**
List the County or counties that the agency is located in and/or responsible for patrolling.
- **CodeValue** – **Required**
Use the drop down option to select the county CodeValue.
- **Active**
This is the default status code. If marked “Inactive”, then the code will no longer be available to select.
- **This is the default code**
Check this option to mark the code as the default option.
- **Save**
Click the Save button to save the code.
- **Close**
Click the Close button to close the code screen.
- **ID Number**
This field will display the MoDOT assigned ID Number for the county.
- **Added**
This will reflect the date and time of when the code was Added, along with the User ID of the individual that created the code.
- **Updated**
This will reflect the date and time of when the code was Updated, along with the User ID of the individual that last updated the code.

Agency Codes

Show InActive Codes

REJIS TRAINING DIVISION Municipality

▼

ACTIVE ▼

This is the default code.

ID Number

(This field holds the corresponding muni number from STARS)

Added:

Updated:

- **Municipality** – **Required for crash entry**
List the Municipality or municipalities that the agency is located in or responsible for patrolling.
- **CodeValue** – **Required**
Use the drop down option to select the municipality CodeValue.
- **Active**
This is the default status code. If marked “Inactive”, then the code will no longer be available to select.
- **This is the default code**
Check this option to mark the code as the default option.
- **Save**
Click the Save button to save the code.
- **Close**
Click the Close button to close the code screen.
- **ID Number**
This field will display the MoDOT assigned ID Number for the municipality.
- **Added**
This will reflect the date and time of when the code was Added, along with the User ID of the individual that created the code.
- **Updated**
This will reflect the date and time of when the code was Updated, along with the User ID of the individual that last updated the code.

Agency Codes

Neighborhood ▾ Search Show InActive Codes

REJIS TRAINING DIVISION Neighborhood

***CodeValue**

ACTIVE ▾

This is the default code.

Added:

Updated:

Save Close

- **Neighborhood**
List any Neighborhood options that the agency is responsible for patrolling.
- **CodeValue – Required**
Use the drop down option to select the municipality CodeValue.
- **Active**
This is the default status code. If marked “Inactive”, then the code will no longer be available to select.
- **This is the default code**
Check this option to mark the code as the default option.
- **Save**
Click the Save button to save the code.
- **Close**
Click the Close button to close the code screen.
- **Added**
This will reflect the date and time of when the code was Added, along with the User ID of the individual that created the code.
- **Updated**
This will reflect the date and time of when the code was Updated, along with the User ID of the individual that last updated the code.

Note: While the Neighborhood Code Value is available to populate with data, before the agency can begin using this option, they must first contact the REJIS Help Desk to request the feature be turned on.

- **St. Louis Area: 314-535-9497**
- **Outside St. Louis Area: 888-923-7255**

Agency Codes

OfficerAssign ▼ Search Show InActive Codes

REJIS TRAINING DIVISION OfficerAssign

***CodeValue**

ACTIVE ▼

This is the default code.

Added:

Updated:

Save Close

- **Officer Assignment (Assign)**
List agency assigned job roles or ranks for employees. These codes should be entered before entering system users, as this is an available option on the user entry screen.
- **CodeValue – Required**
Use the drop down option to select the officer assignment CodeValue.
- **Active**
This is the default status code. If marked “Inactive”, then the code will no longer be available to select.
- **This is the default code**
Check this option to mark the code as the default option.
- **Save**
Click the Save button to save the code.
- **Close**
Click the Close button to close the code screen.
- **Added**
This will reflect the date and time of when the code was Added, along with the User ID of the individual that created the code.
- **Updated**
This will reflect the date and time of when the code was Updated, along with the User ID of the individual that last updated the code.

Agency Codes

TrpDistPrecinct ▼
Search
 Show InActive Codes

REJIS TRAINING DIVISION TrpDistPrecinct

***CodeValue**

ACTIVE ▼

This is the default code.

Precinct/Unit Phone Number

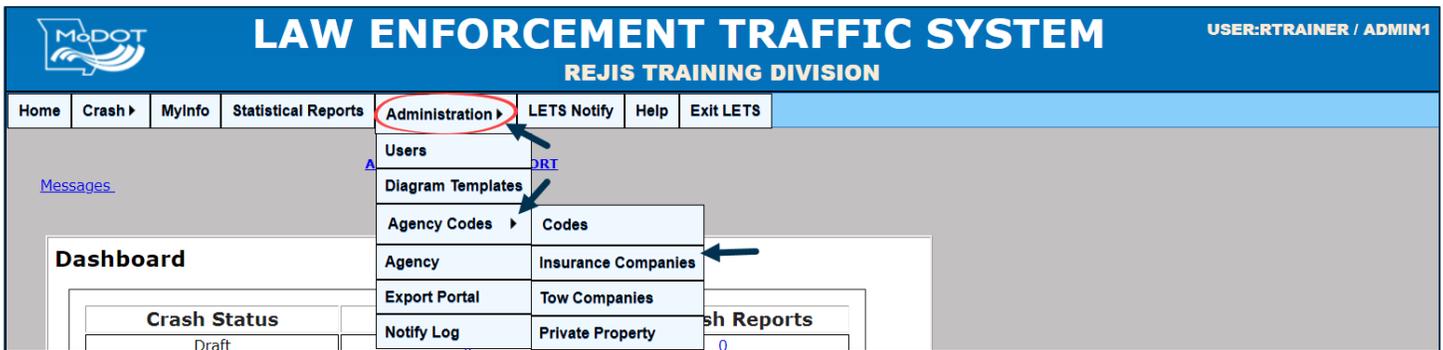
Save **Close**

Added:

Updated:

- **Troop/District/Precinct (TrpDistPrecinct) – Required for crash entry**
Agency assigned Troop, Districts or Precincts. If the agency does not use this option, enter a non-applicable (N/A) option for use.
- **CodeValue – Required**
Use the drop down option to select the troop, district, precinct CodeValue.
- **Active**
This is the default status code. If marked “Inactive”, then the code will no longer be available to select.
- **This is the default code**
Check this option to mark the code as the default option.
- **Precinct / Unit Phone Number**
Enter the Unit Phone Number for the troop, district, precinct.
- **Save**
Click the Save button to save the code.
- **Close**
Click the Close button to close the code screen.
- **Added**
This will reflect the date and time of when the code was Added, along with the User ID of the individual that created the code.
- **Updated**
This will reflect the date and time of when the code was Updated, along with the User ID of the individual that last updated the code.

Insurance Companies



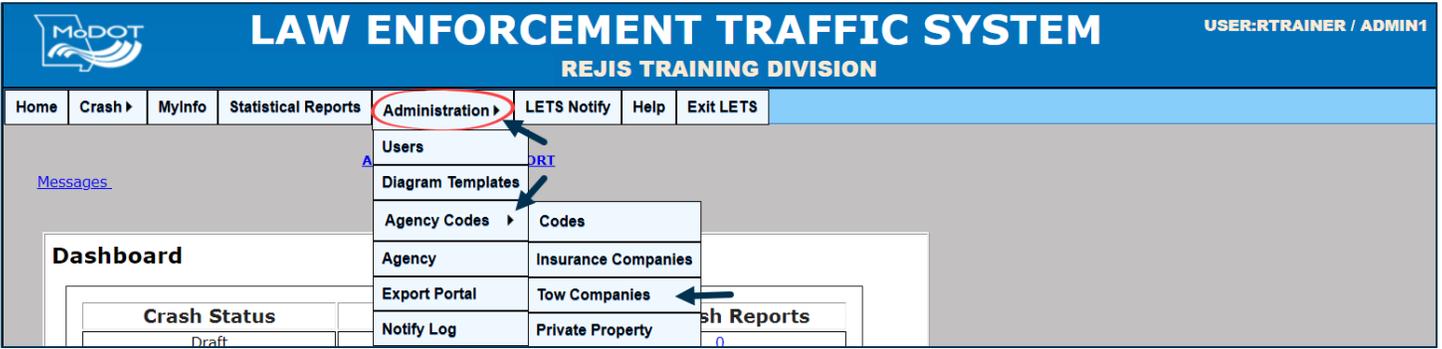
Select the Insurance Companies option.

INSURANCE COMPANIES			
*CompanyName <input type="text"/>		Status ACTIVE ▾	
Street <input type="text"/>	City <input type="text"/>	State MO ▾	Zip <input type="text"/>
Phone Number <input type="text"/>	Fax Number <input type="text"/>	Email Address <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		Added: <input type="text"/> <input type="text"/> Updated: <input type="text"/> <input type="text"/>	

Used as an address index for insurance companies, includes the insurance company name, address, phone number, fax number and email address. All insurance companies entered will be available to the users for the entry of crash reports.

- CompanyName – **Required**
- Status
- Street
- City
- State
- Zip
- Phone Number
- Fax Number
- Email Address

Tow Companies



Select the Tow Companies option.

TOWING COMPANIES			
*CompanyName <input type="text"/>		Status ACTIVE ▾	
Street <input type="text"/>	City <input type="text"/>	State MO ▾	Zip <input type="text"/>
Phone Number <input type="text"/>	Fax Number <input type="text"/>	Email Address <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		Added: <input type="text"/>	Updated: <input type="text"/>

Used as an address index for tow companies, includes the tow company name, address, phone number, fax number and email address. All tow companies entered will be available to the users for the entry of crash reports.

- CompanyName – **Required**
- Status
- Street
- City
- State
- Zip
- Phone Number
- Fax Number
- Email Address

Private Property



Select Private Property option.

PRIVATE PROPERTY

Private Property <input type="text"/>	Private Property Type PP ▼
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	Status ACTIVE ▼
Added: <input type="text"/> <input type="text"/>	Updated: <input type="text"/> <input type="text"/>

This feature allows for the entry of private property locations within the venue that will then be available to the users for selection.

- Private Property
- Private Property Type
- Status

Agency Information

Select the Agency option.

Agency Information		
*Agency Name REJIS TRAINING DIVISION	Street 4255 WEST PINE BLVD	City ST. LOUIS
State MO	Zip 63108	Phone Number 314-535-1950
Email Address BWILLMAN@REJIS.ORG	Website WWW.REJIS.ORG	Fax Number 314-535-1729
*Number of Line Officers 1	*ORI MO9999999	Status ACTIVE

This portion of the Agency Information page is generally set up by the REJIS Help Desk. The agency administrator will have access to make changes to most of the information.

- **Agency Name – Required**
Enter the Agency Name as it should appear on the Crash Report printouts and submissions to STARS.
- **Street**
Enter the physical or mailing address for the agency in the Street field.
- **City**
Enter the name of the City the agency is located in.
- **State**
Use the drop down option to select the appropriate State code.
- **Zip**
Enter the agency Zip code.
- **Phone Number**
Enter the agency Phone Number.
- **Email Address**
Enter the Email Address for the agency’s primary contact. Note: This email account will occasionally receive emails from REJIS regarding LETS enhancements or announcements.
- **Website**
Enter the agency Website information.
- **Fax Number**
Enter the agency Fax Number.
- **Number of Line Officers – Required**
Enter the Number of Line Officers. This is the number of officers that will be using LETS to enter crash reports.
- **ORI – Required**
Enter the agency’s Originating Agency Identifier (ORI).
- **Status**
This field is unavailable to the agency.

Automatic Crash Report Numbering <input type="radio"/> On <input checked="" type="radio"/> Off	Manual Report Number Mask <input checked="" type="radio"/> Off <input type="radio"/> YY-000000 <input type="radio"/> YYYY-000000
General Help <input type="checkbox"/> Do not automatically lock crash reports accepted by STARS. <input type="checkbox"/> Require two reviewing officers.(otherwise one) <input type="checkbox"/> Supplements are not available to the public.	Managers Help <input type="checkbox"/> Allow managers to unlock crash reports. <input type="checkbox"/> Allow managers to delete crash reports. <input type="checkbox"/> Allow managers to submit crash reports to STARS.

Crash Report Number Prefix <input type="radio"/> None <input type="radio"/> Current Year <input checked="" type="radio"/> Other	Number of digits after prefix <input type="text" value="0"/>	Enter the other prefix. <input type="text"/>
---	---	--

Automatic Crash Report Numbering

When off, the user can enter the crash report number. When on, LETS will automatically assign a number. If set to on, additional fields will open. The automated report number is defined, by selecting a prefix, number of digits, and/or free text.

Manual Report Number Mask

When off, the user can enter the crash report number in any format which can include both alpha and numeric characters. When an option is selected, the user will be forced to enter the crash report number in the format selected by the agency.

General

- Do not automatically lock crash reports accepted by STARS.**
 Once a crash report has been completed and submitted to STARS, the agency will receive a report from STARS the next day of which reports were accepted and which reports were rejected. All reports that have been accepted will be locked from editing and will require an agency defined user to “unlock” the crash report. To turn this feature off, the agency must check this option. By turning this feature off, users will have the ability to make changes to a crash report already accepted by STARS.
- Require two reviewing officers.**
 If the agency has a standard of requiring two separate reviewing officer for all crash reports, then the agency would select the option. If selected, any crash report created will require two reviewing officers before it can be submitted to STARS. If left unchecked, then the report can be submitted to STARS after only one reviewing officer has approved the crash report by affixing their name to the report. This process is completed on the Narrative page of the crash report. See the LETS Crash Entry Guide for further instructions.
- Supplements are not available to the public.**
 If selected by the agency, then no supplemental records created for crash reports will be available to the general public and will be redacted from the PDF print process.

Managers

- Allow managers to unlock crash reports.**
 If checked, the agency is allowing any user with manager permissions to unlock a crash report that has been accepted by STARS.
- Allow managers to delete crash reports.**
 If checked, the agency is allowing any user with manager permission to delete a crash report that has been accepted by STARS and/or crash reports that have not yet been submitted to STARS. If left unchecked, then only agency Administrators can delete a crash report.
- Allow managers to submit crash reports to STARS.**
 If checked, the agency is allowing any user with manager permissions to submit crash reports to STARS on the agency’s behalf.

LETS Notify Help <input type="checkbox"/> LETS Notify email messages sent to Agency designated personnel. (Otherwise LETS Notify email will go to REJIS Helpdesk.)	Edit Checks Help <input type="checkbox"/> Show LETS and STARS edit checks simultaneously. <input type="checkbox"/> Remove Edit Checks for Leave The Scene.
Report Permission Help ADMIN ▾ Select min. permission level to run reports.	Require MODOT Mapping Help <input type="checkbox"/> Require MODOT Mapping for all crash reports.

LETS Notify

When checked, anytime a user clicks the Report a Problem link on the crash report, the agency designated person or persons will receive an email about the problem. If left unchecked, the email will only go to the REJIS Help Desk.

Edit Checks

- **Show LETS and STARS edit checks simultaneously.**
When checked, LETS will show both the LETS and STARS edits checks simultaneously. If left unchecked, LETS will show the LETS edit checks first and once all of the LETS edit checks have been addressed, then the user will see the STARS edit checks. All edit checks must be addressed before a report can be submitted to STARS.
- **Remove Edit Checks for Leave The Scene.**
When checked, LETS will bypass any edit checked related to a Leaving the Scene crash.

Report Permissions

Use the drop down option to select the minimum user permission allowed to run LETS statistical reports.

Ex. If Admin is selected, then no one with a permission level lower than admin will have the ability to run a report.

Require MoDOT Mapping

When checked, the system will require the use of the MoDOT mapping tool to designate the location that the crash occurred. The MoDOT mapping tool will import the longitude and latitude coordinates into the crash report. If the agency elects not to use this feature, the officer will be able to free text enter the crash location.

Note: This is a very helpful tool to ensure that a standard is maintained on how locations are entered.

Edit Report Number Permission Help ADMIN ▾ Select min. permission level to Edit Report Number.	Require Criminal Incident Help <input type="checkbox"/> Require Criminal Incident indication for all crash reports.
---	---

Edit Report Number Permission

Use the drop down option to select the minimum user permission allowed to edit a report number. Ex. If Admin is selected, then no one with a permission level lower than admin will have the ability to edit a report number once entered into the crash report.

Require Criminal Incident

When checked, LETS will require the user to indicate on the crash basics page if the crash report is part of a criminal incident. If left unchecked, the indicator option will remain on the crash basics page, but will not be required as part of the crash report.

Template Permission (Applies to: Adding a new user.) [Help](#)
 When new user added with this permission or above they will default to be able to save templates.

Text for Driver Info Exchange Sheet [Help](#)

INFORMATION ON HOW TO OBTAIN A COPY OF THE POLICE REPORT AND THE COST, MAY BE OBTAINED BY CONTACTING THE AGENCY THAT ISSUED THIS REPORT.

Added:
Updated:

Template Permission

Use the drop down option to select the minimum user permission allowed to create a crash diagram template. Ex. If Admin is selected, then no one with a permission level lower than admin will have the ability to create a crash diagram template for the agency.

Text for Driver Info Exchange Sheet

Use this field to enter agency language on how to obtain a crash report. Ex. Crash reports will be available in 5 to 7 business days and can be purchased online at www.clickheretobuyacrashreport.example

- **Save**
Click the Save button to save any changes made to the agency profile.
- **Cancel**
Click the Cancel button to cancel any changes made to the agency profile.
- **Added**
This will show the date, time and User ID of when and who initially created the agency profile.
- **Updated**
This will show the date, time and User ID of when and who last updated the agency profile.

Help

Throughout the Agency Info screen and LETS, the Help link will provide the user will some help information about that section of LETS.

Export Portal

The screenshot shows the top navigation bar of the LAW ENFORCEMENT TRAFFIC SYSTEM. The header includes the MoDOT logo, the system name, and the user information 'USER:RTRAINER / ADMIN1'. Below the header is a navigation menu with items: Home, Crash, MyInfo, Statistical Reports, Administration, LETS Notify, Help, and Exit LETS. The Administration menu is expanded, showing options: Users, Diagram Templates, Agency Codes, Agency, Export Portal (highlighted with a blue arrow), and Notify Log. The main content area shows a 'Dashboard' section with a 'Crash Status' widget and a 'Messages' link. Other visible widgets include 'All Crash Reports'.

Select the Export Portal option.

The screenshot shows the 'Agency Portal Extract' page. The navigation menu at the top is the same as in the previous screenshot. The main content area features the heading 'Agency Portal Extract' and a blue link labeled 'ADD NEW JOB'.

Click Add New Job to proceed.

Export Job	
Red settings are REJIS maintained.	
Description <input type="text"/>	
Export Type <input checked="" type="radio"/> Crash Reports	<input type="checkbox"/> REJIS Ready
<input type="checkbox"/> Enabled <input type="checkbox"/> Redact Fields(DOB, OLN) <input type="checkbox"/> Full Redaction <input type="checkbox"/> Include PDF	What to send <input type="radio"/> Accepted by STARS <input type="radio"/> Second Reviewing Officer <input type="radio"/> First Reviewing Officer
Last Export Date <input type="text"/>	Last Export Count <input type="text"/>

- **Description**
Enter the agency assigned name of the export report.
- **Export Type**
The only option available at this time is Crash Reports.
- **REJIS Ready**
REJIS will check this field once the work has been completed.
- **Enabled**
When checked the export job is enabled. To disable the report, uncheck the enable option. When enabled, the exporting of reports will occur on a nightly basis.
- **Redact Fields (DOB, OLN)**
When this option is checked, the exported report will be redacted of all DOB and OLN fields throughout the crash report.
- **Full Redaction**
When this option is checked, the exported report will be redacted of numeric and personal identifier from the crash report that should not be released to the general public.
- **Include PDF**
When this option is checked, the exported report will also include a copy of the PDF version of the crash report.
- **What to Send**
The agency will have a choice to send crash reports in one of three statuses of completion.
 - **Accepted by STARS**
This option will only send crash reports that have been accepted by STARS.
 - **Second Reviewing Officer**
This option will send crash reports that have a second reviewing officer, but not necessarily been accepted by STARS yet.
 - **First Reviewing Officer**
This option will send crash reports that have a first reviewing officer, but not necessarily been accepted by STARS yet.
- **Last Export Date**
This field will display the Last Export Date of when the LETS system exported crash reports to the assigned entity.
- **Last Export Count**
This field will display the Last Export Count of the number of crash reports that where exported to the assigned entity.

Export Job

Red settings are REJIS maintained.

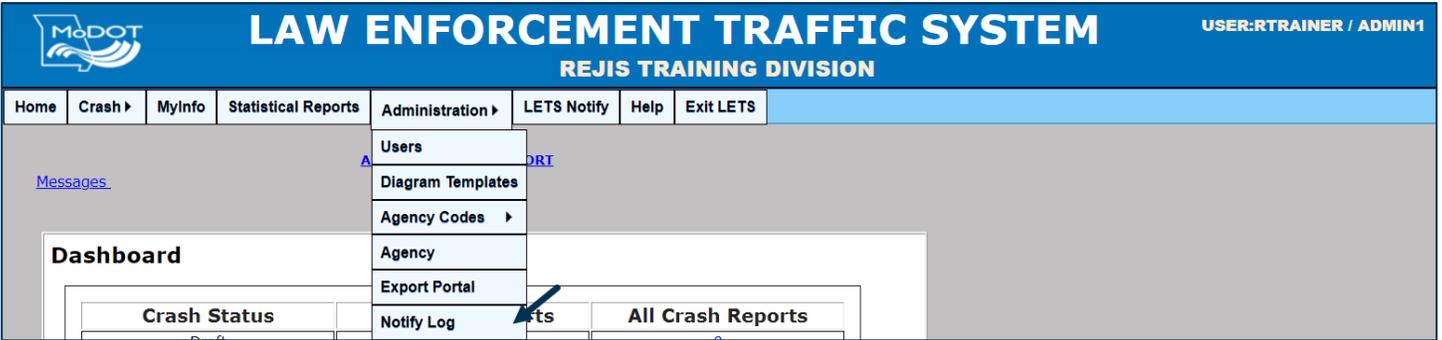
Description <input type="text"/>	
Export Type <input checked="" type="radio"/> Crash Reports	<input type="checkbox"/> REJIS Ready
<input type="checkbox"/> Enabled <input type="checkbox"/> Redact Fields(DOB, OLN) <input type="checkbox"/> Full Redaction <input type="checkbox"/> Include PDF	What to send <input type="radio"/> Accepted by STARS <input type="radio"/> Second Reviewing Officer <input type="radio"/> First Reviewing Officer
Last Export Date <input type="text"/>	Last Export Count <input type="text"/>
(SFTP) Host Name <input type="text"/>	
(SFTP) Folder for files <input type="text"/>	
Recipient Name <input type="text"/>	
Recipient Phone <input type="text"/>	
Recipient Email <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- **SFTP Host Name**
Secure File Transfer Protocol. This field is maintained by REJIS.
- **SFTP Folder for files**
This field is maintained by REJIS.
- **Recipient Name**
Enter the Recipient Name of who will receive the exported crash report. This information should be provided by the contracted company that will be receiving the crash reports.
- **Recipient Phone**
Enter the Recipient Phone number.
- **Recipient Email**
Enter the Recipient Email address.
- **Save**
Click the Save Button to save the export data.
- **Cancel**
Click the Cancel Button to leave the agency export entry screen without saving any data.
- **Delete**
Click the Delete Button to remove any export entry. This button will only appear once an export entry has been saved.

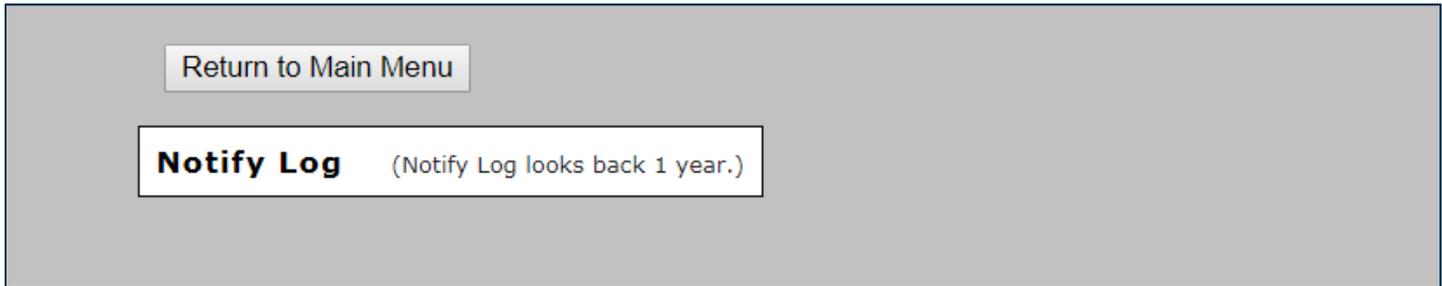
The agency administrator will set the following fields and then contact the REJIS Help Desk to request the export portal job be completed.

- Description
- Recipient Name
- Recipient Phone
- Recipient Email

Notify Log



Select the Notify Log option.



The LETS Notify Log will show all messages that have been submitted by a user to the either the agency administrator or the REJIS Help Desk for the past 1 year.

LETS Notify

Lets Notify	
Please select the type of this message:	<input type="text"/>
Contact Phone Number:	Contact Email:
<input type="text"/>	<input type="text"/>
Agency Phone:	Crash Report:
<input type="text"/>	<input type="text"/>
Problem Description or Comment	
<input type="text"/>	
<input type="button" value="Send"/>	<input type="button" value="Close"/>

- **Please select the type of this message**
Use the drop down to select the appropriate option.
- **Contact Phone Number**
Enter the Contact Phone Number. If the user has their contact phone number entered on their MyInfo page, this field will automatically populate with that number.
- **Contact Email**
Enter the Contact Email. If the user has their email address entered on their MyInfo page, this field will automatically populate with the email address.
- **Agency Phone**
Enter the Agency Phone. If the agency has a phone number listed on the Agency Info page, this field will automatically populate with that phone number.
- **Crash Report**
Enter the Crash Report number. If Notify LETS is selected from within a crash report, this field will automatically populate with the report number.
- **Problem Description or Comment**
Enter the Problem Description or Comment.
- **Send**
Click the Send button to submit the LETS Notify message to the REJIS Help Desk and/or the agency designated person(s).
- **Close**
Click the Close button to cancel the LETS Notify message and close the screen.

 **LAW ENFORCEMENT TRAFFIC SYSTEM** USER:RTRAINER / ADMIN1
REJIS TRAINING DIVISION

Home | Crash ▶ | Myinfo | Statistical Reports | Administration ▶ | LETS Notify | **Help** | Exit LETS

[ADD NEW CRASH REPORT](#)

[Messages](#)

Dashboard

Crash Status | My Crash Reports | All Crash Reports

Click the Help button to proceed.

Help

Many of the LETS fields require certain criteria. While problems can be caught on the STARS edit check screen, there may be times where additional explanation is wanted. The MUCR guide explains what is needed for each field.	 2019 MUCR Guide
Click the link to see the latest LETS4 reports enhancements.	 LETS4 - Reports
LETS Draw allows for diagramming of crashes in the LETS system. Here you can find documentation videos that will help while using the system.	 LETS Draw help videos
Click here to see a list of License Plate Types.	 License Plate Types
Click here to see the most recent release notes of changes that have been applied to the LETS system.	 LETS4 - Enhancements
If you will using Internet Explorer as your browser click here for some setup instructions.	 Internet Explorer Setup
Here are many commonly asked questions for LETS4.	 LETS4 - FAQ's.
Here is the LETS4 Crash Entry User Guide. This guide is intended for officers that enter crashes in the LETS system.	 LETS4 - Crash Entry Guide
Here is the LETS4 Administrative User Guide. This guide is intended for Agency Administrators that will support officers entering crashes within their precinct or agency.	 LETS4 - Admin Guide
Here is the LETS4 Release 6 Specifications.	 LETS4 - Release 6

[Back to Crash Search](#)

The LETS Help page will provide the user with several PDFs with helpful tips and LETS release messages.

[Back to Supplements](#)

STARS Edit Checks

[Submit to STARS](#) 

Crash: 19-002153

[MUCR Error Messages Explained \(pdf\)](#)

No errors found.

- **Submit to STARS**

When a crash report has been completed, there are no errors, and the record has been through the agency approval process a Submit to STARS button will become available.

Only agency administrators are allowed to submit a crash report, unless the agency has set up managers with this capability (this is done on the Agency Info page).

Reports

There are several reports available in LETS. Below are steps to get some of those reports.

Mapped and Crash Statistics Reports

1. Click Statistical reports in the top tab area of LETS.
2. Hover mouse over Reports; Crashes; then click on Crash Statistics.
3. Private Property - Select if you wanted included or excluded.
4. Location Type - click Mapping.
5. Time Period - Date Range - Enter the date range you desire.
6. Look above Time Period, next to Location Type and click on the Map button.
7. The MoDOT mapping tab will open. Use the mouse to drag to the map to the section that holds your interest. The roller ball on your mouse or the + and - buttons on the screen can pull the map closer or farther.
8. Notice the MoDOT HP MAPS box in the top right portion of the screen. Click the Draw Rectangle button.
9. Drag you mouse over the area to make a box around the area you want reported.
10. Click Submit; Click OK; close the maps tab.
11. Click Retrieve Results. Notice the number of crashes tallied for the box will appear below the latitude/longitude numbers.
12. Scroll down to the Report Selection box; Click the All box to place a check mark.
13. Click Get Report.
14. Notice Map Crashes at the bottom of the screen. Click Map Crashes. A MoDOT map tab will open and all the crashes will appear as red boxes. Click a red box to get crash details.

There are several other good reports in that list that you can search after checking your map for details.

Spread Sheet Report

Make sure you are at machine that has Microsoft Excel.

1. Click Statistical reports in the top tab area of LETS.
2. Hover mouse over Reports; Crashes; then click on High Crash Statistics.
3. Enter the date range you desire.
4. Click the Generate Spreadsheet box.
5. Severity - select either or all of the choices.
6. Click All Locations box.
7. Click on the Map button.
8. The MoDOT mapping tab will open. Use the mouse to drag to the map to the section that holds your interest. The roller ball on your mouse or the + and - buttons on the screen can pull the map closer or farther.
9. Notice the MoDOT HP MAPS box in the top right portion of the screen. Click the Draw Rectangle button.
10. Drag you mouse over the area to make a box around the area you want reported.
11. Click Submit; Click OK; close the maps tab.
12. Click Retrieve Results.
13. Click Generate Spreadsheet.
14. **RIGHT CLICK** on Click here for spreadsheet and pick save link on the menu that pops up. Now you will save this to a spot on your computer where you can open it with Excel.
15. Open Excel. Open the document through Excel to the saved location. The streets will be there in the Excel doc.

Addendum – LETS User Permissions

The following LETS User Permissions are based on what the agency can assign each user with access to the LETS Crash Reporting System.

- **None**
The user has a LETS account, but access to LETS has not yet been determined by the agency administrator.
- **Read Only**
This user can read and print crash reports for the agency. This user can **NOT** enter, update, delete, or submit a crash report.
- **Trainee**
This user can enter, update, and print crash reports for practice/training purposes only. Any report created by this user type will automatically be deleted 24 hours after entry. This permission does **NOT** allow the user to submit crash reports to STARS.
- **User**
This user can enter, update and print crash reports. If the agency settings allows, this user could create diagram templates for the agency. This permission does **NOT** allow the user to submit crash reports to STARS.
- **Manager**
This user can enter, update and print crash reports. Additionally, this user will review all crash reports entered by Users for the agency. If the agency settings allow, this user could delete and/or submit crash reports to STARS. There are several additional options that can be set for this role in the agency settings, should the agency choose to allow this user that level of access.
- **Admin**
This user can perform all LETS functions available to the agency. Additionally, this user can review, delete and/or submit all crash reports to STARS. This user will be responsible for the entry of all new users and maintaining all agency settings.