



## Louisiana eCrash Function Quick Reference Guide

### ***How to Access the Crash Report Manual***

Louisiana eCrash contains a built-in crash manual AND software user assistance! Within the manual, you will find a definition of the selected field, information that will assist users in determining the appropriate code, *and* assistance with how to enter that code into the software.

For guidance on completing a specific field, click on the field in the software and press F1 to navigate directly to that section of the Louisiana eCrash Report Manual. *Note: some users may need to press both Function and F1.*

Law enforcement and other data users can also access the crash report manual on the [documentation page](#) of the CARTS website.

### ***Reset Password***

No need to call for support! Louisiana eCrash allows users to reset their own passwords! Visit [the CARTS website](#) to reset your password.

### ***Training Videos***

Visit the [training page](#) on the CARTS website for instructional videos on how to perform the following functions:

- Administrators
  - Add a New User
  - Set Up Shifts
  - Modify a User Profile
  - View a User's Assigned Roles
  - Upload Diagram Templates
- Clerks
  - Print a Report
- Supervisors
  - Review a Submitted Report
  - Reassign and Void Reports
  - Assign Users to Supervisors
  - Revise Another User's Report
- Officers
  - How to Use Louisiana eCrash
  - Revise Your Previously Submitted Report

### ***Contact Tech Support***

Call or email CARTS at 225-578-0366 or [carts@lsu.edu](mailto:carts@lsu.edu). For help on when to contact the CARTS HelpDesk versus the State's OTS Service Desk and more contact information, visit [the CARTS website](#).