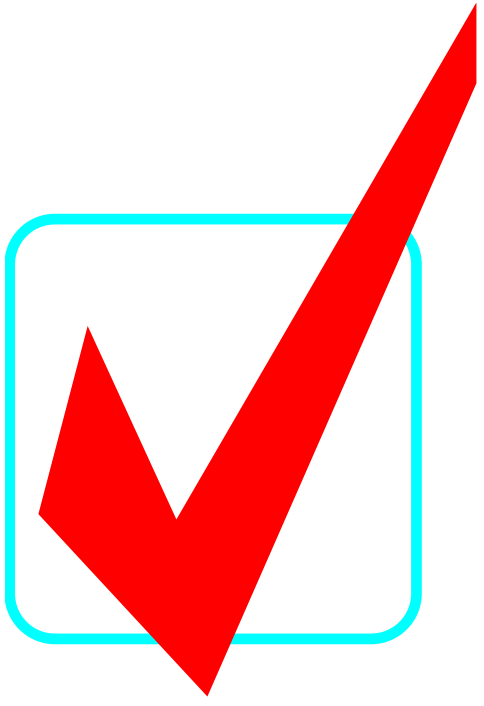
Chapter 9

Fiche Report



Revised: September 30, 2010

Fiche Report

- A report which pulls **all** crashes on a given route and its coinciding routes within the specified county, dates, and Y-line

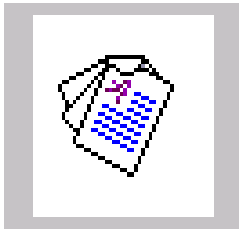
- All coinciding routes must be entered

- Identifies all crashes on the specified routes whether or not the routes or the crashes are mileposted

- Used as **quality control** (it is the most effective tool in identifying all possible crashes for a study location)

- Can be used independently of any study

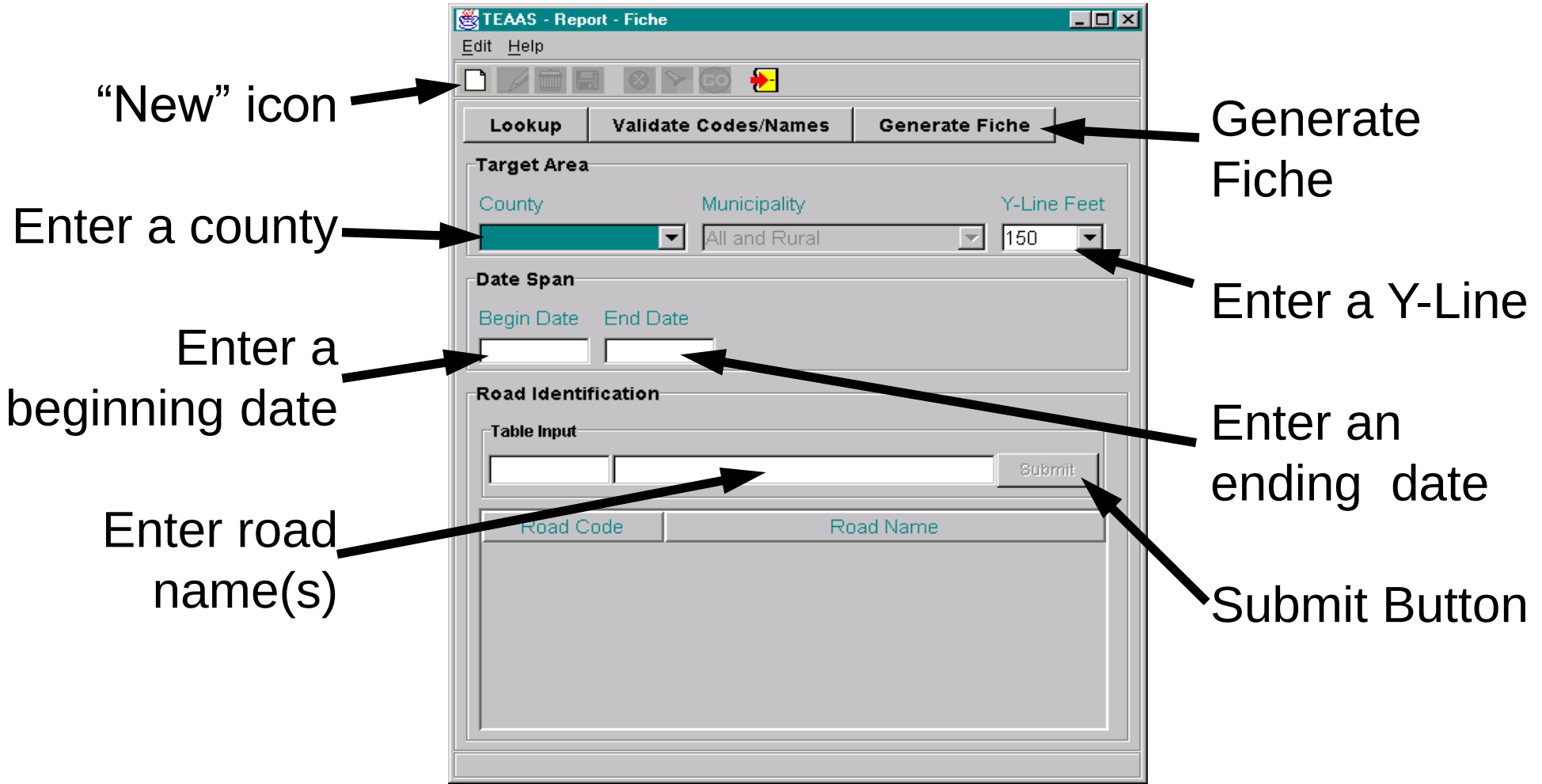
- Access the Fiche Report screen by selecting the following:



⇒ **Fiche Report**

Fiche Report - Create New

- Click the **“New”** icon
- Enter the county, Y-Line, beginning date, and ending date
- Enter road name(s) and click the **“Submit”** button for each road entered
- Click on **“Validate Codes/Names”** button to populate the 8-digit road codes
- Click the **“Generate Fiche”** button



Fiche Report - Create New (Cont.)

CAUTION!

It is not recommended that the “Municipality” field be changed because some crashes that occurred in municipalities are miscoded and do not get a municipal code. If this happens, those crashes will not be identified on the fiche report even though they actually occurred within a municipality.

Also, if crashes occur outside of a municipality but are within the extra-territorial jurisdiction (ETJ) of, or responded to by, the municipality then these crashes will not be identified on the fiche report.

Road Identification Table

- To add a road:
  - Enter either a road name or an 8-digit road code (Note - Entering a road name is preferred as the system will look up the code for you. Also, if you enter the 8-digit code then the road name will ***not*** be displayed on the fiche report.)
  - Click the **"Submit"** button

    (Repeat this process to add additional coinciding routes)

- To delete a road:
  - Highlight the row (click on it)
  - Click the **"Delete"** key on the keyboard

- To modify an already added road:
  - Highlight the row (click on it)
  - Click the **"Enter"** key on the keyboard
  - Modify the selected road in the "Table Input" fields
  - Click **"Submit"** button

Road Identification Table (Cont.)

- To retrieve local names for secondary roads:
  - Click the **“Lookup”** button
    (The “Secondary Route Names Lookup” screen will open)
  - Highlight the roads that are to be added
  - Highlight multiple roads by pressing the “Ctrl” or “Shift” keys
  - Click the **“Include”** button

- After all roads have been added, validate entries by clicking the **“Validate Codes/Names”** button

Road Identification Table (Cont.)

CAUTION!

It is not recommended to enter 8-digit road codes in the “Road Identification” table because the road name(s) will not be displayed on the fiche report.

When entering state road names (i.e. - I, US, NC, and SR routes), be sure to place a space between the letter(s) and the number(s). For example, I 40 should be entered instead of I40 or I-40.

Remember that the secondary road lookup table is incomplete and using the “Lookup” function to find local names of secondary roads may yield incomplete or incorrect information. Always use a reliable source (such as maps or local knowledge) to determine the local names of secondary roads.

Fiche Report Example

Suppose you wanted to create a fiche report for SR 1335 in Washington County, from 1/1/1990 thru 12/31/1999, with a Y-Line of 150 feet:

Step A: Click on the **"New"** icon

Step B: Enter County (WASHINGTON)

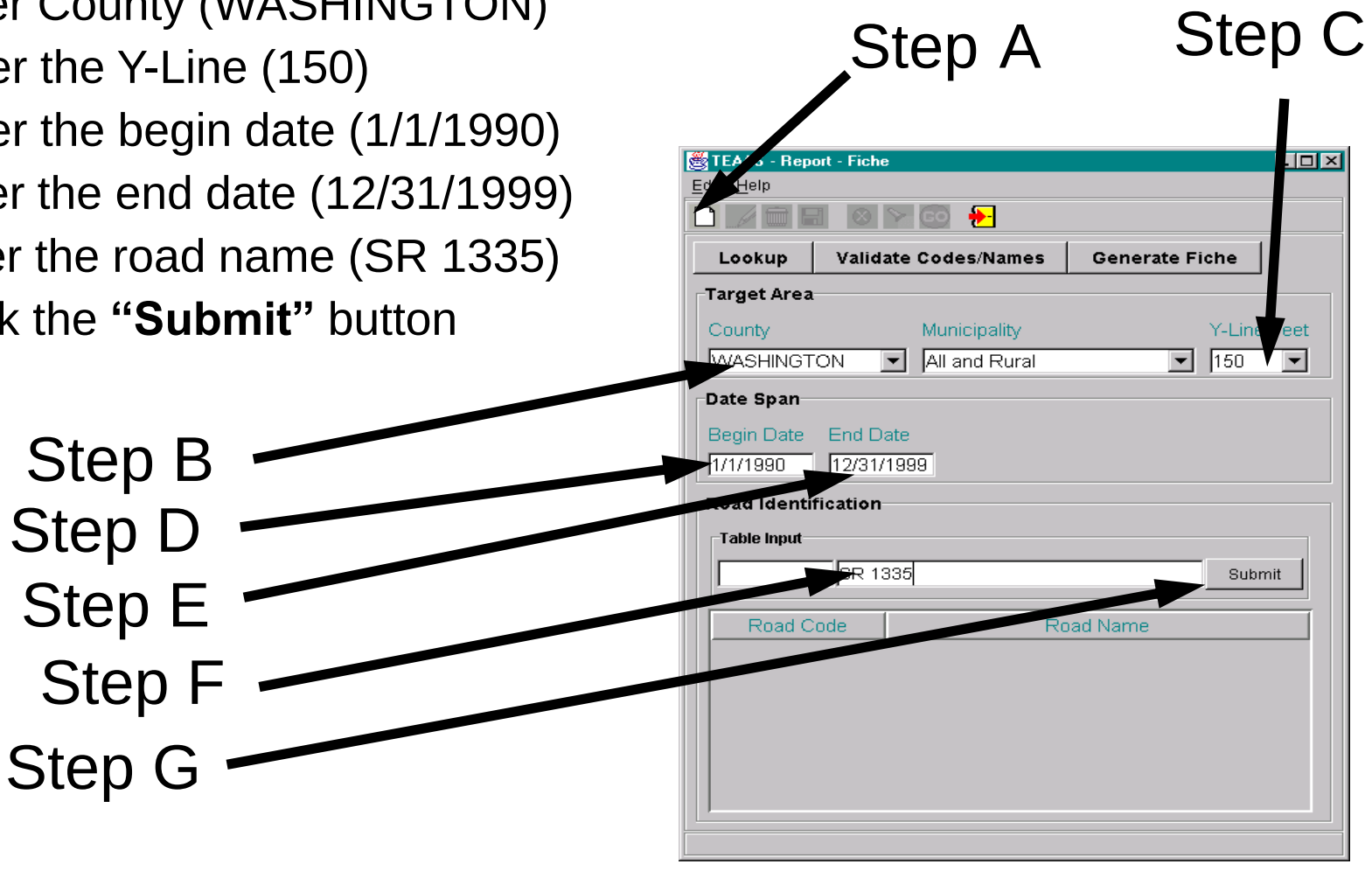
Step C: Enter the Y-Line (150)

Step D: Enter the begin date (1/1/1990)

Step E: Enter the end date (12/31/1999)

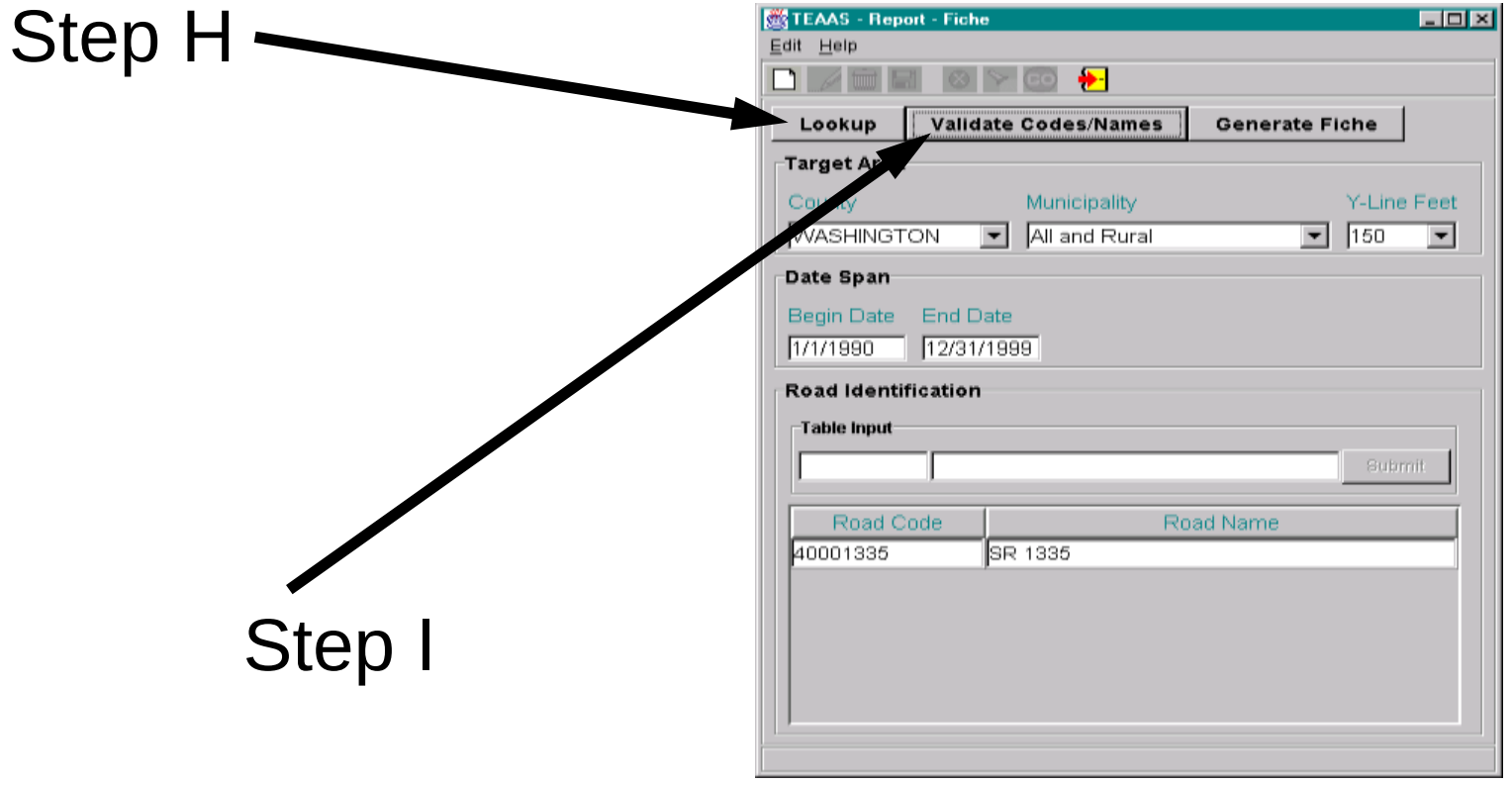
Step F: Enter the road name (SR 1335)

Step G: Click the **"Submit"** button



Fiche Report Example (Cont.)

Step H - Click **“Validate Code/Names”** button
Step I - Click the **“Lookup”** button (to look for local names attached to SR 1335 in Washington County)

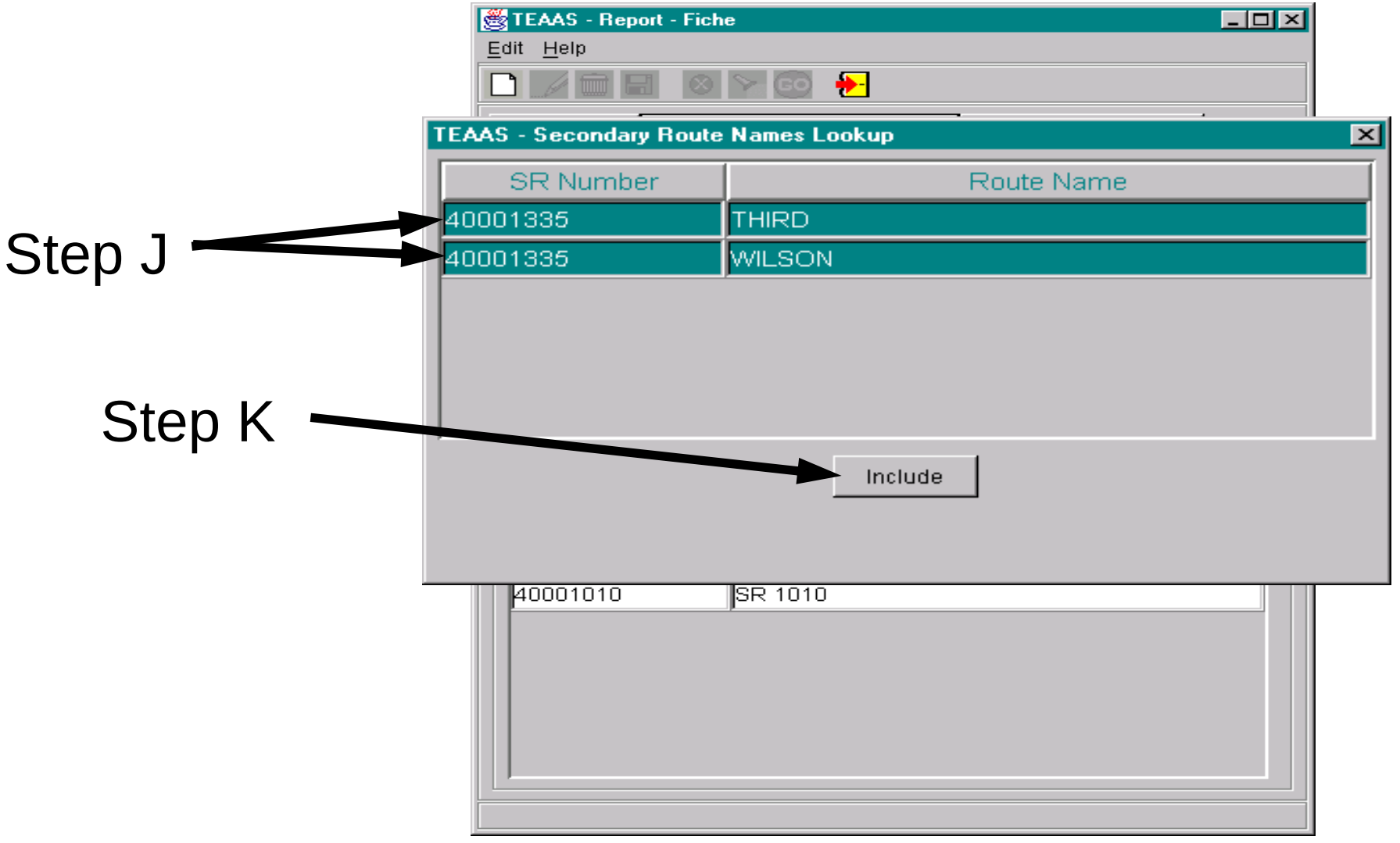


Remember! There may be local names attached to SR 1335 in Washington County, but they may not be stored in TEAAS.

Fiche Report Example (Cont.)

Step J - Highlight the local name(s) to be added (remember that multiple roads may be highlighted by pressing the “Ctrl” or “Shift” keys)

Step K - Click the **“Include”** button

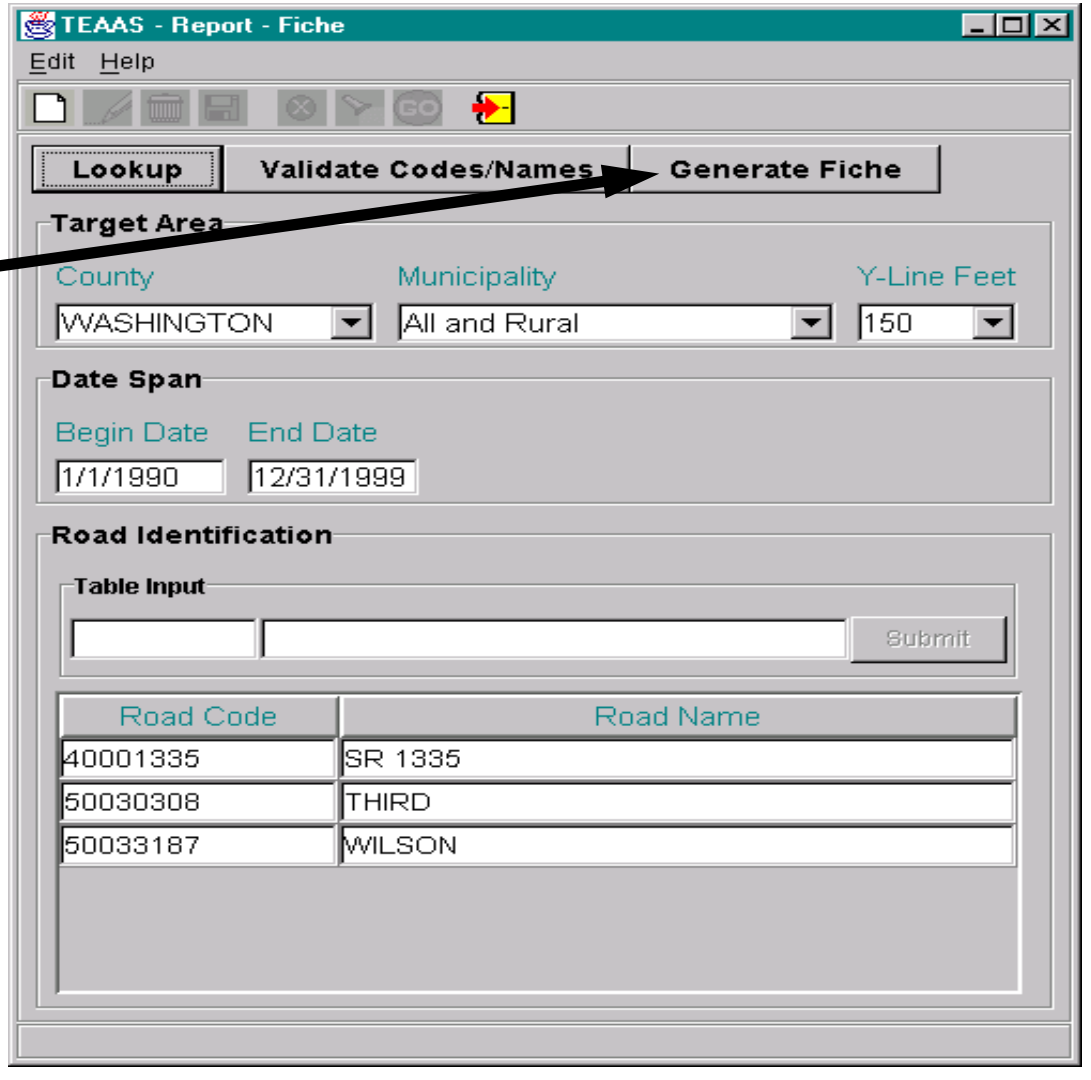


Fiche Report Example (Cont.)

Step L - Click the **“Generate Fiche”** button

The fiche will then be created and a separate Report Viewer window will open

Step L



Fiche Report Example (Cont.)

Report can be:

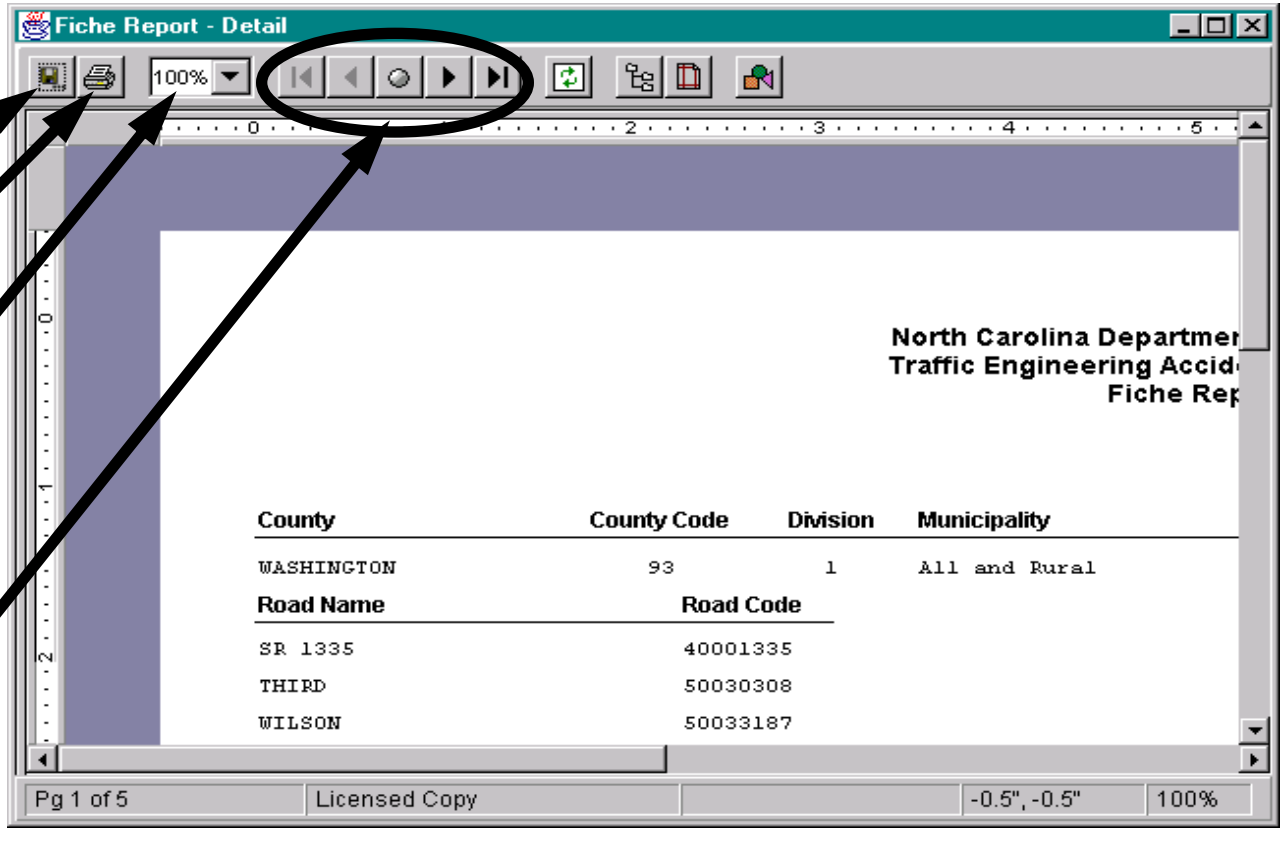
- viewed on screen
- printed directly to a printer
- saved into various formats

“Save” icon

“Print” icon

Zoom Control

Page navigator buttons



Fiche Report Example (Cont.)

The first page of the fiche report indicates the search criteria (this should be confirmed to ensure everything was entered correctly).

North Carolina Department of Transportation
Traffic Engineering Accident Analysis System
Fiche Report

County	County Code	Division	Municipality	Municipality Code	Begin Date	End Date	Years	Y-Line Feet
WASHINGTON	93	1	All and Rural		1/1/1990	12/31/1990	1.00	150

Road Name	Road Code
SR 1335	40001335
THIRD	50030308
WILSON	50033187

Fiche Report Example (Cont.)

The rest of the pages show identified crashes ….

Muni. Code	On Road	Miles From	/ Dir	From Road	Toward Road	Milepost Road	MP	MA	Crash ID	Date	T	C	F	L	S
428	ADAMS	0.000		THIRD	WASHINGTON		999.999		90021552	1990-02-14	32	1	7	1	C
428	THIRD	0.000		JEFFERSON	FOURTH		999.999		90055325	1990-04-19	30	1	7	1	B
428	THIRD	0.000		MADISON	RANKIN		999.999		90076585	1990-05-26	15	1	7	1	B
428	THIRD	0.000		MADISON	ADAMS		999.999		90065782	1990-05-08	21	1	0	1	O
428	THIRD	0.000	N	MONROE	MAIN		999.999		90124075	1990-08-24	30	1	7	1	A
428	THIRD	0.050	W	WASHINGTON	JEFFERSON		999.999		90128610	1990-09-02	1	1	0	4	O
428	THOMAS	0.009	S	THIRD	MADISON		999.999		90049036	1990-04-07	26	1	7	3	O
428	WILSON	0.019	N	BATEMAN	GOLF		999.999		90182378	1990-12-08	15	2	0	1	C
428	WILSON	0.014	E	CAROLINA			999.999		90126446	1990-08-29	30	1	0	1	O
0	SR 1335	0.023	NE	US 64	PLYMOUTH	SR 1335	0.023		90148698	1990-10-10	1	1	5	5	A
0	SR 1335	0.200	E	NC 149	SR 1107	SR 1335	999.999		90133044	1990-09-11	1	2	0	3	C
428	WASHINGTON	0.000		THIRD		SR 1357	0.530		90195091	1990-12-09	14	1	7	4	K
428	WASHINGTON	0.000		THIRD	MAIN	SR 1357	0.530		90179496	1990-12-03	30	1	7	1	C
428	WASHINGTON	0.000		THIRD	JEFFERSON	SR 1357	0.530		90093527	1990-06-27	30	1	7	1	B
0	US 64	0.000		SR 1335	PLYMOUTH	US 64	1.370		90142995	1990-10-02	17	1	7	1	O

Legend:
Muni. Code - Municipality Code
Dir - Direction
MP - Milepost
MA - Milepost Assumption
T - Accident Type
C - Road Condition
F - Roadway Feature
L - Light Condition
S - Accident Severity

Fiche Report Example (Cont.)

Muni. Code: Town code where the crash occurred

On Road: Road the crash occurred on

Miles / Dir From: Distance in miles, and the direction, from the "From Road" (Note – *Always* review crashes that have a distance but no direction!)

Muni. Code	On Road	Miles / Dir From		From Road	Toward Road	Milepost Road	MP	MA	Crash ID	Date	T	C	F	L	S
428	ADAMS	0.000		THIRD	WASHINGTON		999.999		90021552	1990-02-14	32	1	7	1	C
428	THIRD	0.000		JEFFERSON	FOURTH		999.999		90055325	1990-04-19	30	1	7	1	B
428	THIRD	0.000		MADISON	RANKIN		999.999		90076585	1990-05-26	15	1	7	1	B
428	THIRD	0.000		MADISON	ADAMS		999.999		90065782	1990-05-08	21	1	0	1	O
428	THIRD	0.000	N	MONROE	MAIN		999.999		90124075	1990-08-24	30	1	7	1	A
428	THIRD	0.050	W	WASHINGTON	JEFFERSON		999.999		90128610	1990-09-02	1	1	0	4	O
428	THOMAS	0.009	S	THIRD	MADISON		999.999		90049036	1990-04-07	26	1	7	3	O
428	WILSON	0.019	N	BATEMAN	GOLF		999.999		90182378	1990-12-08	15	2	0	1	C
428	WILSON	0.014	E	CAROLINA			999.999		90126446	1990-08-29	30	1	0	1	O
0	SR 1335	0.023	NE	US 64	PLYMOUTH	SR 1335	0.023		90148698	1990-10-10	1	1	5	5	A
0	SR 1335	0.200	E	NC 149	SR 1107	SR 1335	999.999		90133044	1990-09-11	1	2	0	3	C
428	WASHINGTON	0.000		THIRD		SR 1357	0.530		90195091	1990-12-09	14	1	7	4	K
428	WASHINGTON	0.000		THIRD	MAIN	SR 1357	0.530		90179496	1990-12-03	30	1	7	1	C
428	WASHINGTON	0.000		THIRD	JEFFERSON	SR 1357	0.530		90093527	1990-06-27	30	1	7	1	B
0	US 64	0.000		SR 1335	PLYMOUTH	US 64	1.370		90142995	1990-10-02	17	1	7	1	O

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Fiche Report Example (Cont.)

From Road: The road or boundary the distance and direction was measured from (or the intersecting road if an intersection)

Toward Road: A nearby intersecting road, but not the road the distance was measured from

Muni. Code	On Road	Miles From	/ Dir	From Road	Toward Road	Milepost Road	MP	MA	Crash ID	Date	T	C	F	L	S
428	ADAMS	0.000		THIRD	WASHINGTON		999.999		90021552	1990-02-14	32	1	7	1	C
428	THIRD	0.000		JEFFERSON	FOURTH		999.999		90055325	1990-04-19	30	1	7	1	B
428	THIRD	0.000		MADISON	RANKIN		999.999		90076585	1990-05-26	15	1	7	1	B
428	THIRD	0.000		MADISON	ADAMS		999.999		90065782	1990-05-08	21	1	0	1	O
428	THIRD	0.000	N	MONROE	MAIN		999.999		90124075	1990-08-24	30	1	7	1	A
428	THIRD	0.050	W	WASHINGTON	JEFFERSON		999.999		90128610	1990-09-02	1	1	0	4	O
428	THOMAS	0.009	S	THIRD	MADISON		999.999		90049036	1990-04-07	26	1	7	3	O
428	WILSON	0.019	N	BATEMAN	GOLF		999.999		90182378	1990-12-08	15	2	0	1	C
428	WILSON	0.014	E	CAROLINA			999.999		90126446	1990-08-29	30	1	0	1	O
0	SR 1335	0.023	NE	US 64	PLYMOUTH	SR 1335	0.023		90148698	1990-10-10	1	1	5	5	A
0	SR 1335	0.200	E	NC 149	SR 1107	SR 1335	999.999		90133044	1990-09-11	1	2	0	3	C
428	WASHINGTON	0.000		THIRD		SR 1357	0.530		90195091	1990-12-09	14	1	7	4	K
428	WASHINGTON	0.000		THIRD	MAIN	SR 1357	0.530		90179496	1990-12-03	30	1	7	1	C
428	WASHINGTON	0.000		THIRD	JEFFERSON	SR 1357	0.530		90093527	1990-06-27	30	1	7	1	B
0	US 64	0.000		SR 1335	PLYMOUTH	US 64	1.370		90142995	1990-10-02	17	1	7	1	O

Legend:
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Fiche Report Example (Cont.)

MP: Milepost on the high order (HO) route where the crash occurred (999.999 means the crash did not milepost)

Milepost Road: The high order (HO) route the crash is mileposted on (if the crash occurred on a mileposted route)

Muni. Code	On Road	Miles From	/ Dir	From Road	Toward Road	Milepost Road	MP	MA	Crash ID	Date	T	C	F	L	S
428	ADAMS	0.000		THIRD	WASHINGTON		999.999		90021552	1990-02-14	32	1	7	1	C
428	THIRD	0.000		JEFFERSON	FOURTH		999.999		90055325	1990-04-19	30	1	7	1	B
428	THIRD	0.000		MADISON	RANKIN		999.999		90076585	1990-05-26	15	1	7	1	B
428	THIRD	0.000		MADISON	ADAMS		999.999		90065782	1990-05-08	21	1	0	1	O
428	THIRD	0.000	N	MONROE	MAIN		999.999		90124075	1990-08-24	30	1	7	1	A
428	THIRD	0.050	W	WASHINGTON	JEFFERSON		999.999		90128610	1990-09-02	1	1	0	4	O
428	THOMAS	0.009	S	THIRD	MADISON		999.999		90049036	1990-04-07	26	1	7	3	O
428	WILSON	0.019	N	BATEMAN	GOLF		999.999		90182378	1990-12-08	15	2	0	1	C
428	WILSON	0.014	E	CAROLINA			999.999		90126446	1990-08-29	30	1	0	1	O
0	SR 1335	0.023	NE	US 64	PLYMOUTH	SR 1335	0.023		90148698	1990-10-10	1	1	5	5	A
0	SR 1335	0.200	E	NC 149	SR 1107	SR 1335	999.999		90133044	1990-09-11	1	2	0	3	C
428	WASHINGTON	0.000		THIRD		SR 1357	0.530		90195091	1990-12-09	14	1	7	4	K
428	WASHINGTON	0.000		THIRD	MAIN	SR 1357	0.530		90179496	1990-12-03	30	1	7	1	C
428	WASHINGTON	0.000		THIRD	JEFFERSON	SR 1357	0.530		90093527	1990-06-27	30	1	7	1	B
0	US 64	0.000		SR 1335	PLYMOUTH	US 64	1.370		90142995	1990-10-02	17	1	7	1	O

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Fiche Report Example (Cont.)

Date: Date of the crash

Crash ID: Unique ID number assigned by the DMV to each crash

MA: Milepost "assumption" made by TEAAS to assign a milepost to an unmileposted crash

Muni. Code	On Road	Miles From	Dir	From Road	Toward Road	Milepost Road	MP	MA	Crash ID	Date	T	C	F	L	S
428	ADAMS	0.000		THIRD	WASHINGTON		999.999		90021552	1990-02-14	32	1	7	1	C
428	THIRD	0.000		JEFFERSON	FOURTH		999.999		90055325	1990-04-19	30	1	7	1	B
428	THIRD	0.000		MADISON	RANKIN		999.999		90076585	1990-05-26	15	1	7	1	B
428	THIRD	0.000		MADISON	ADAMS		999.999		90065782	1990-05-08	21	1	0	1	O
428	THIRD	0.000	N	MONROE	MAIN		999.999		90124075	1990-08-24	30	1	7	1	A
428	THIRD	0.050	W	WASHINGTON	JEFFERSON		999.999		90128610	1990-09-02	1	1	0	4	O
428	THOMAS	0.009	S	THIRD	MADISON		999.999		90049036	1990-04-07	26	1	7	3	O
428	WILSON	0.019	N	BATEMAN	GOLF		999.999		90182378	1990-12-08	15	2	0	1	C
428	WILSON	0.014	E	CAROLINA			999.999		90126446	1990-08-29	30	1	0	1	O
0	SR 1335	0.023	NE	US 64	PLYMOUTH	SR 1335	0.023		90148698	1990-10-10	1	1	5	5	A
0	SR 1335	0.200	E	NC 149	SR 1107	SR 1335	999.999		90133044	1990-09-11	1	2	0	3	C
428	WASHINGTON	0.000		THIRD		SR 1357	0.530		90195091	1990-12-09	14	1	7	4	K
428	WASHINGTON	0.000		THIRD	MAIN	SR 1357	0.530		90179496	1990-12-03	30	1	7	1	C
428	WASHINGTON	0.000		THIRD	JEFFERSON	SR 1357	0.530		90093527	1990-06-27	30	1	7	1	B
0	US 64	0.000		SR 1335	PLYMOUTH	US 64	1.370		90142995	1990-10-02	17	1	7	1	O

Legend:
Muni. Code - Municipality Code
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MA - Milepost Assumption
T - Accident Type
C - Road Condition
F - Roadway Feature
L - Light Condition
S - Accident Severity

Fiche Report Example (Cont.)

S: DMV crash severity code

L: DMV light condition code

F: DMV feature code

C: DMV road condition code

T: DMV crash type code

Muni. Code	On Road	Miles From	Dir	From Road	Toward Road	Milepost Road	MP	MA	Crash ID	Date	T	C	F	L	S
428	ADAMS	0.000		THIRD	WASHINGTON		999.999		90021552	1990-02-14	32	1	7	1	C
428	THIRD	0.000		JEFFERSON	FOURTH		999.999		90055325	1990-04-19	30	1	7	1	B
428	THIRD	0.000		MADISON	RANKIN		999.999		90076585	1990-05-26	15	1	7	1	B
428	THIRD	0.000		MADISON	ADAMS		999.999		90065782	1990-05-08	21	1	0	1	O
428	THIRD	0.000	N	MONROE	MAIN		999.999		90124075	1990-08-24	30	1	7	1	A
428	THIRD	0.050	W	WASHINGTON	JEFFERSON		999.999		90128610	1990-09-02	1	1	0	4	O
428	THOMAS	0.009	S	THIRD	MADISON		999.999		90049036	1990-04-07	26	1	7	3	O
428	WILSON	0.019	N	BATEMAN	GOLF		999.999		90182378	1990-12-08	15	2	0	1	C
428	WILSON	0.014	E	CAROLINA			999.999		90126446	1990-08-29	30	1	0	1	O
0	SR 1335	0.023	NE	US 64	PLYMOUTH	SR 1335	0.023		90148698	1990-10-10	1	1	5	5	A
0	SR 1335	0.200	E	NC 149	SR 1107	SR 1335	999.999		90133044	1990-09-11	1	2	0	3	C
428	WASHINGTON	0.000		THIRD		SR 1357	0.530		90195091	1990-12-09	14	1	7	4	K
428	WASHINGTON	0.000		THIRD	MAIN	SR 1357	0.530		90179496	1990-12-03	30	1	7	1	C
428	WASHINGTON	0.000		THIRD	JEFFERSON	SR 1357	0.530		90093527	1990-06-27	30	1	7	1	B
0	US 64	0.000		SR 1335	PLYMOUTH	US 64	1.370		90142995	1990-10-02	17	1	7	1	O

Legend:

Muni. Code - Municipality Code
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Fiche Report Example (Cont.)

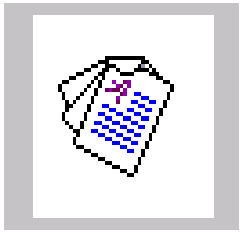
- Although crash information is limited on the fiche report, it does show all crashes reported on the selected road(s) meeting the criteria specified (date range and Y-line).
- An asterisk (*) preceding any road name in the “On”, “From”, or “Toward” road fields indicates that an 8-digit code could not be found for the text keyed into the system.
- Fewer crash reports need to be reviewed since road names can be helpful in determining crash locations.
- Most non-mileposted crashes (999.999) can now be mileposted from the fiche report.
- Knowing the location can assist in eliminating crashes from the fiche.

Fiche Codes Index

- Codes for crash type, road condition, features, light condition, and crash severity are the same as those used by the DMV on the crash report form (DMV-349)

- These codes are also located in TEAAS for convenience

- Access the codes index report by selecting the following:



⇒ **Fiche, Intersection, and Strip Reports Codes Index**

Fiche Codes Index (Cont.)

North Carolina Department of Transportation
Traffic Engineering Accident Analysis System
Fiche, Intersection, and Strip Reports Code Index

T - Type of Accident Codes
0 = UNKNOWN
1 = RAN OFF ROAD - RIGHT
2 = RAN OFF ROAD - LEFT
3 = RAN OFF ROAD - STRAIGHT
4 = JACKKNIFE
5 = OVERTURN/ROLLOVER
13 = OTHER NON-COLLISION
14 = PEDESTRIAN
15 = PEDALCYCLIST
16 = RR TRAIN, ENGINE
17 = ANIMAL
18 = MOVABLE OBJECT
19 = FIXED OBJECT
20 = PARKED MOTOR VEHICLE
21 = REAR END, SLOW OR STOP
22 = REAR END, TURN
23 = LEFT TURN, SAME ROADWAY
24 = LEFT TURN, DIFFERENT ROADWAYS
25 = RIGHT TURN, SAME ROADWAY
26 = RIGHT TURN, DIFFERENT ROADWAYS
27 = HEAD ON
28 = SIDESWIPE, SAME DIRECTION
29 = SIDESWIPE, OPPOSITE DIRECTION
30 = ANGLE
31 = BACKING UP
32 = OTHER COLLISION WITH VEHICLE

F - Road Feature Codes
0 = NO SPECIAL FEATURE
1 = BRIDGE
2 = BRIDGE APPROACH
3 = UNDERPASS
4 = DRIVEWAY, PUBLIC
5 = DRIVEWAY, PRIVATE
6 = ALLEY INTERSECTION
7 = FOUR-WAY INTERSECTION
8 = T-INTERSECTION
9 = Y-INTERSECTION
10 = TRAFFIC CIRCLE/ROUNDABOUT
11 = FIVE-POINT, OR MORE
12 = RELATED TO INTERSECTION
13 = NON-INTERSECTION MEDIAN CROSSING
14 = END OR BEGINNING - DIVIDED HIGHWAY
15 = OFF RAMP ENTRY
16 = OFF RAMP PROPER
17 = OFF RAMP TERMINAL ON CROSSROAD
18 = MERGE LANE BETWEEN ON AND OFF RAMP
19 = ON RAMP ENTRY
20 = ON RAMP PROPER
21 = ON RAMP TERMINAL ON CROSSROAD
22 = RAILROAD CROSSING
23 = TUNNEL
24 = SHARED-USE PATHS OR TRAILS
25 = OTHER

R - Road Condition Codes
1 = DRY
2 = WET
3 = WATER (STANDING, MOVING)
4 = ICE
5 = SNOW
6 = SLUSH
7 = SAND, MUD, DIRT, GRAVEL
8 = FUEL, OIL
9 = OTHER
10 = UNKNOWN

L - Light Condition Codes
1 = DAYLIGHT
2 = DUSK
3 = DAWN
4 = DARK - LIGHTED ROADWAY
5 = DARK - ROADWAY NOT LIGHTED
6 = DARK - UNKNOWN LIGHTING
7 = OTHER
8 = UNKNOWN

W - Weather Condition Codes
1 = CLEAR
2 = CLOUDY
3 = RAIN
4 = SNOW
5 = FOG, SMOG, SMOKE
6 = SLEET, HAIL, FREEZING RAIN/DRIZZLE
7 = SEVERE CROSSWINDS
8 = BLOWING SAND, DIRT, SNOW
9 = OTHER

S - Accident Severity Codes
K = FATAL
A = A-LEVEL INJURY
B = B-LEVEL INJURY
C = C-LEVEL INJURY
O = PROPERTY DAMAGE ONLY

Ch - Road Character
1 = STRAIGHT, LEVEL
2 = STRAIGHT, HILLCREST
3 = STRAIGHT, GRADE
4 = STRAIGHT, BOTTOM (SAG)
5 = CURVE, LEVEL
6 = CURVE, HILLCREST
7 = CURVE, GRADE
8 = CURVE, BOTTOM (SAG)
9 = OTHER

Op - Traffic Control Operating
1 = YES
2 = NO
3 = UNKNOWN

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Dv - Traffic Control Device
0 = NO CONTROL PRESENT
1 = STOP SIGN
2 = YIELD SIGN
3 = STOP AND GO SIGNAL
4 = FLASHING SIGNAL WITH STOP SIGN
5 = FLASHING SIGNAL WITHOUT STOP SIGN
6 = RR GATE AND FLASHER
7 = RR FLASHER
8 = RR CROSSBUCKS ONLY
9 = HUMAN CONTROL
10 = WARNING SIGN
11 = SCHOOL ZONE SIGNS
12 = FLASHING STOP AND GO SIGNAL
13 = DOUBLE YELLOW LINE, NO PASSING ZONE
14 = OTHER

us Codes

TED
CTED
MENT SUSPECTED
AIRMENT DETECTED

ION
TRAFFIC
NST TRAFFIC

Cl - Roadway Contributing Circumstances
0 = NONE (NO UNUSUAL CONDITIONS)
1 = ROAD SURFACE CONDITION
2 = DEBRIS
3 = RUT, HOLES, BUMPS
4 = WORK ZONE (CONSTRUCTION, MAINTENANCE, UTILITY)
5 = WORN TRAVEL-POLISHED SURFACE
6 = OBSTRUCTION IN ROADWAY
7 = TRAFFIC CONTROL DEVICE INOPERATIVE, NOT VISIBLE OR MISSING
8 = SHOULDERS LOW, SOFT OR HIGH
9 = NO SHOULDERS
10 = NON-HIGHWAY WORK
11 = OTHER
12 = UNKNOWN

North Carolina Department of Transportation
ering Accident Analysis System
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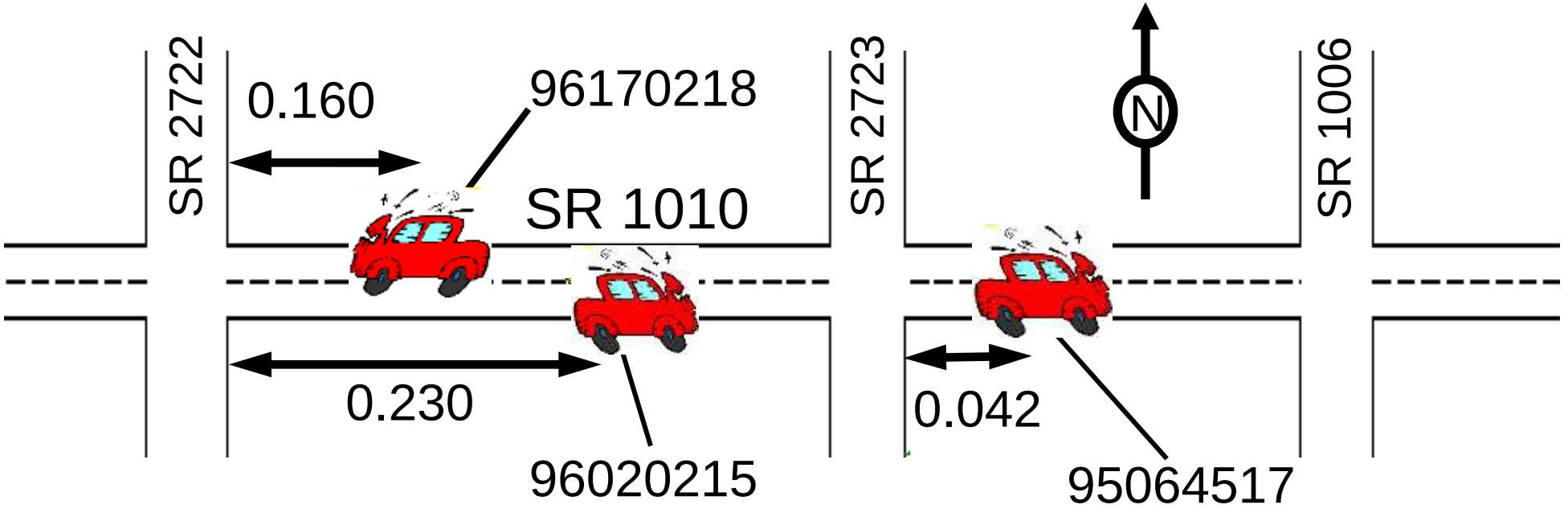
Unit # - Vehicle Style Codes
1 = PASSENGER CAR
2 = PICKUP
3 = LIGHT TRUCK (MINI-VAN, PANEL)
4 = SPORT UTILITY
5 = VAN
6 = COMMERCIAL BUS
7 = SCHOOL BUS
8 = ACTIVITY BUS
9 = OTHER BUS
10 = SINGLE UNIT TRUCK (2-AXLE, 6-TIRE)
11 = SINGLE UNIT TRUCK (3 OR MORE AXLES)
12 = TRUCK/TRAILER
13 = TRUCK/TRACTOR
14 = TRACTOR/SEMI-TRAILER
15 = TRACTOR/DOULBES
16 = UNKNOWN HEAVY TRUCK
17 = TAXICAB
18 = FARM EQUIPMENT
19 = FARM TRACTOR
20 = MOTORCYCLE
21 = MOPED
22 = MOTOR SCOOTER OR MOTOR BIKE
23 = PEDALCYCLE
24 = PEDESTRIAN
25 = MOTOR HOME/RECREATIONAL VEHICLE
26 = OTHER
27 = ALL TERRAIN VEHICLE (ATV)
28 = FIRETRUCK
29 = EMS VEHICLE, AMBULANCE, RESCUE SQUAD
30 = MILITARY
31 = POLICE
32 = UNKNOWN

Fiche Report (Visual Representation)

Muni. Code	On Road	Miles / Dir From	From Road	Toward Road	Milepost Road	Milepost	Crash ID	Date	T	C	F	S
0	SR 1010	0.160 E	SR 2722	SR 2723		999.999	96170218	1996-09-08	2	2	0	B
0	SR 1010	0.230 E	SR 2722	SR 2723		999.999	96020215	1996-01-27	2	2	5	0
0	SR 1010	0.042 E	SR 2723	SR 1006		999.999	95064517	1995-04-10	1	1	0	C



Note that none of these crashes mileposted. If you just ran a Strip Report (milepost dependant) for this section you would get no crashes, which is obviously not the case.

Fiche Report Exercise

A) Run a fiche with the following criteria:

- Jefferson Street in Washington County
- 150 foot Y-line
- From 1/1/1998 thru 12/31/2000

B) Save report as **C:\Fiche_Jefferson.csv**

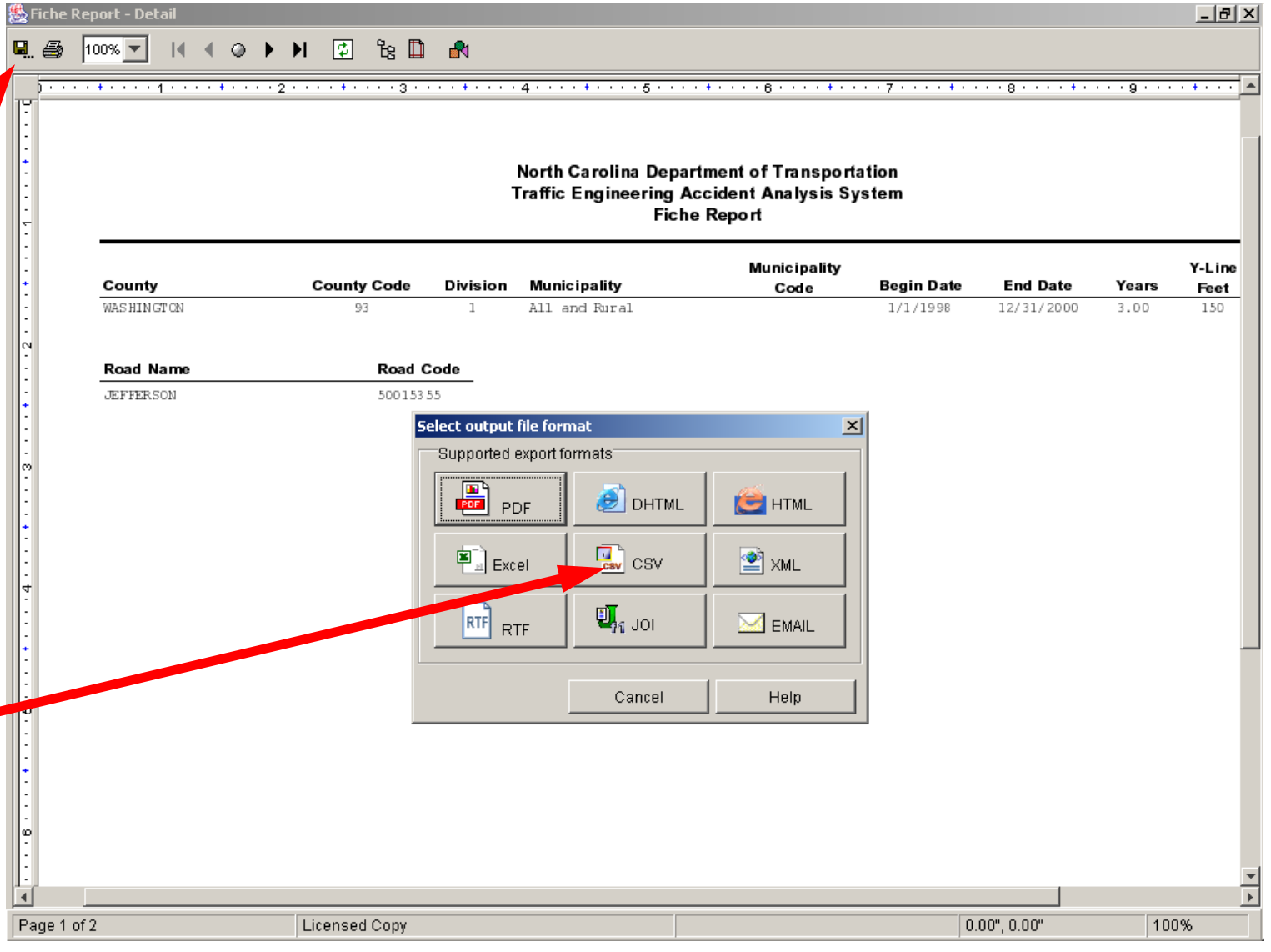
C) Open file in Excel and milepost all crashes with respect to Jefferson

Fiche Report Exercise (Cont.)

After running the fiche report, save the file as a comma separated text (CSV) document.

"Save" button

"CSV" button



Fiche Report Exercise (Cont.)

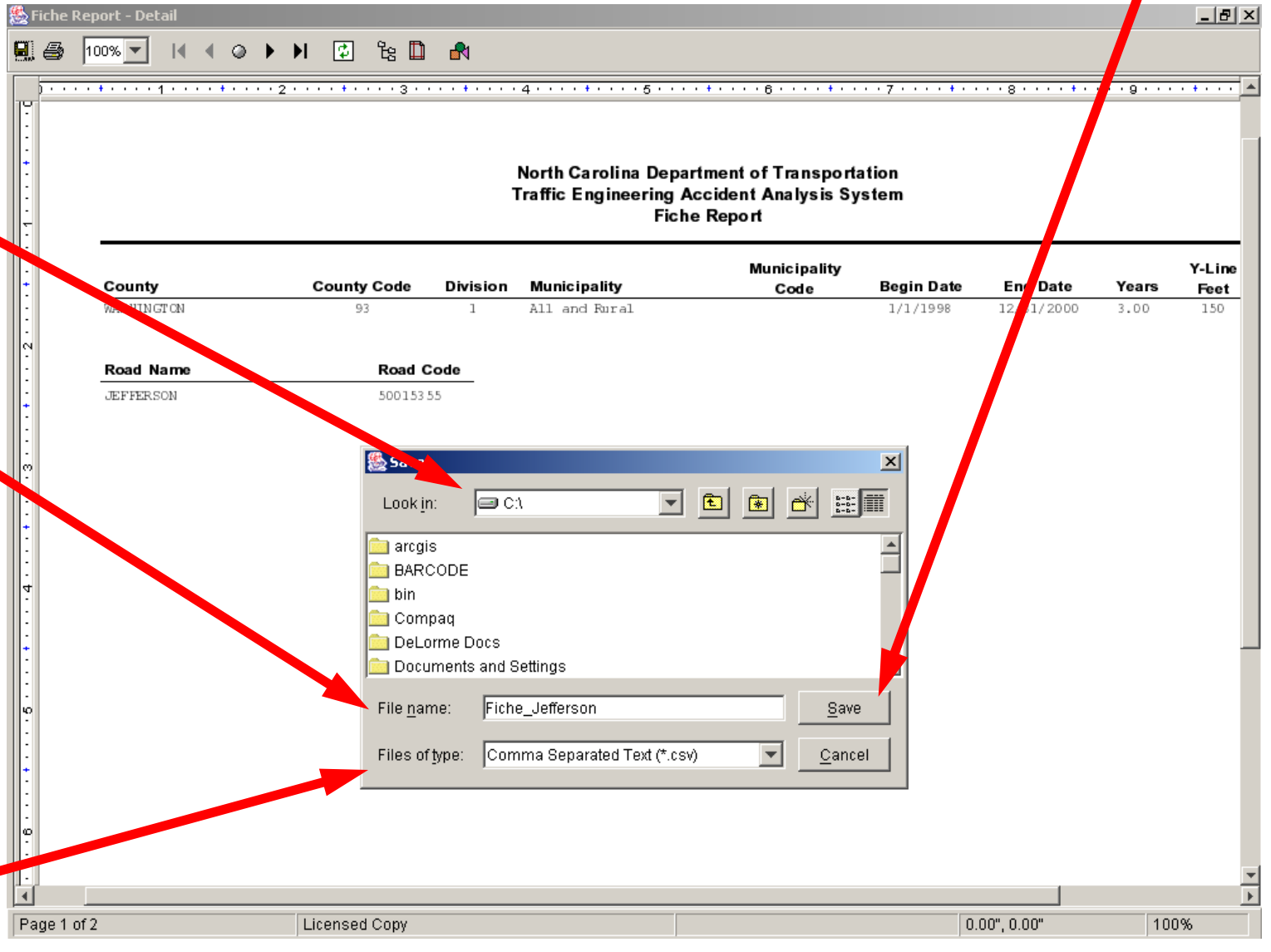
Save the file as C:\Fiche_Jefferson.csv

Save

C:\ drive

File name

File type



Fiche Report Exercise (Cont.)

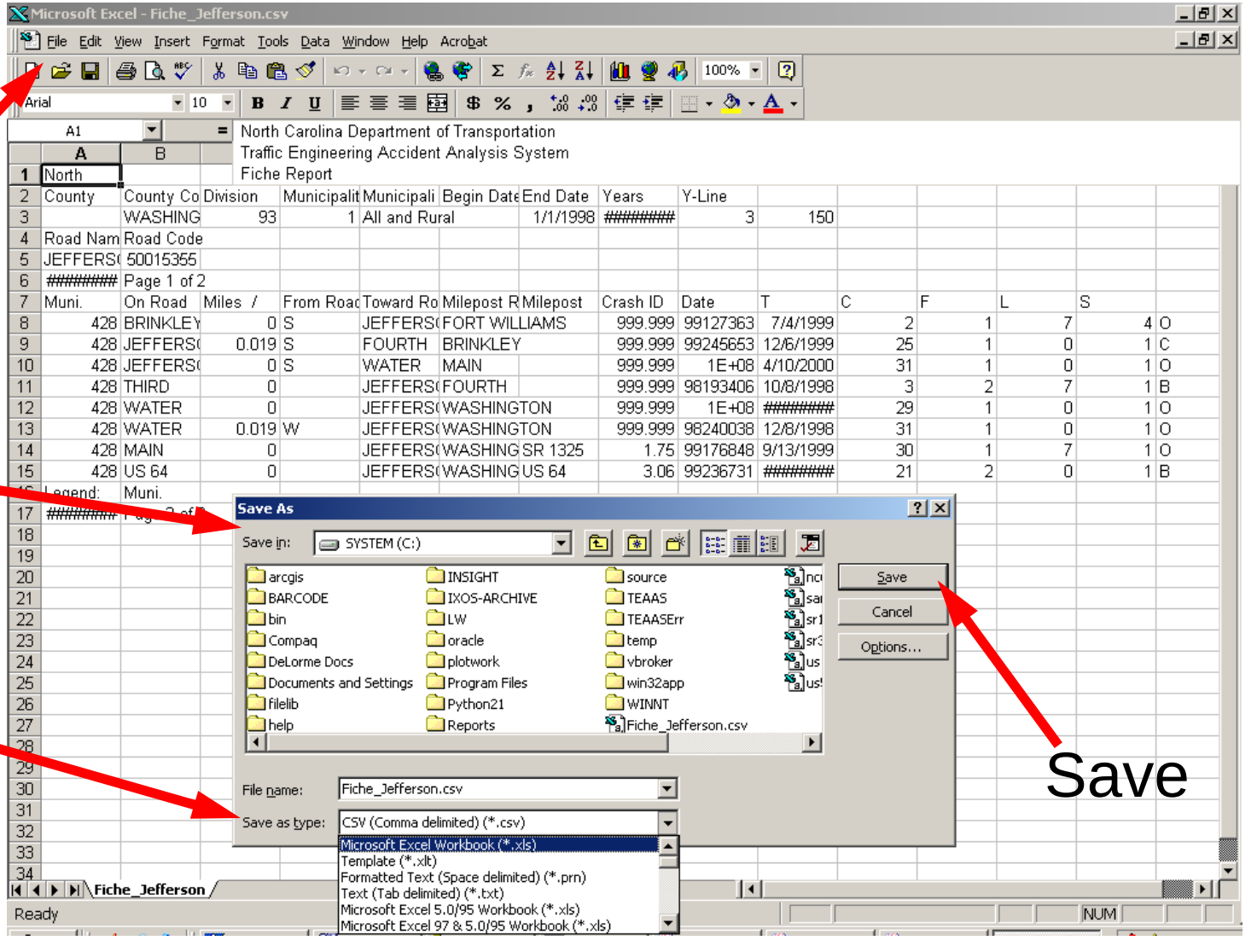
Open the C:\Fiche_Jefferson.csv file and save it as an Excel spreadsheet (C:\Fiche_Jefferson.xls) on the C:\ drive using the “File” and “Save As...” functions:

“File” and “Save As…” functions

C:\ drive

File type

Save



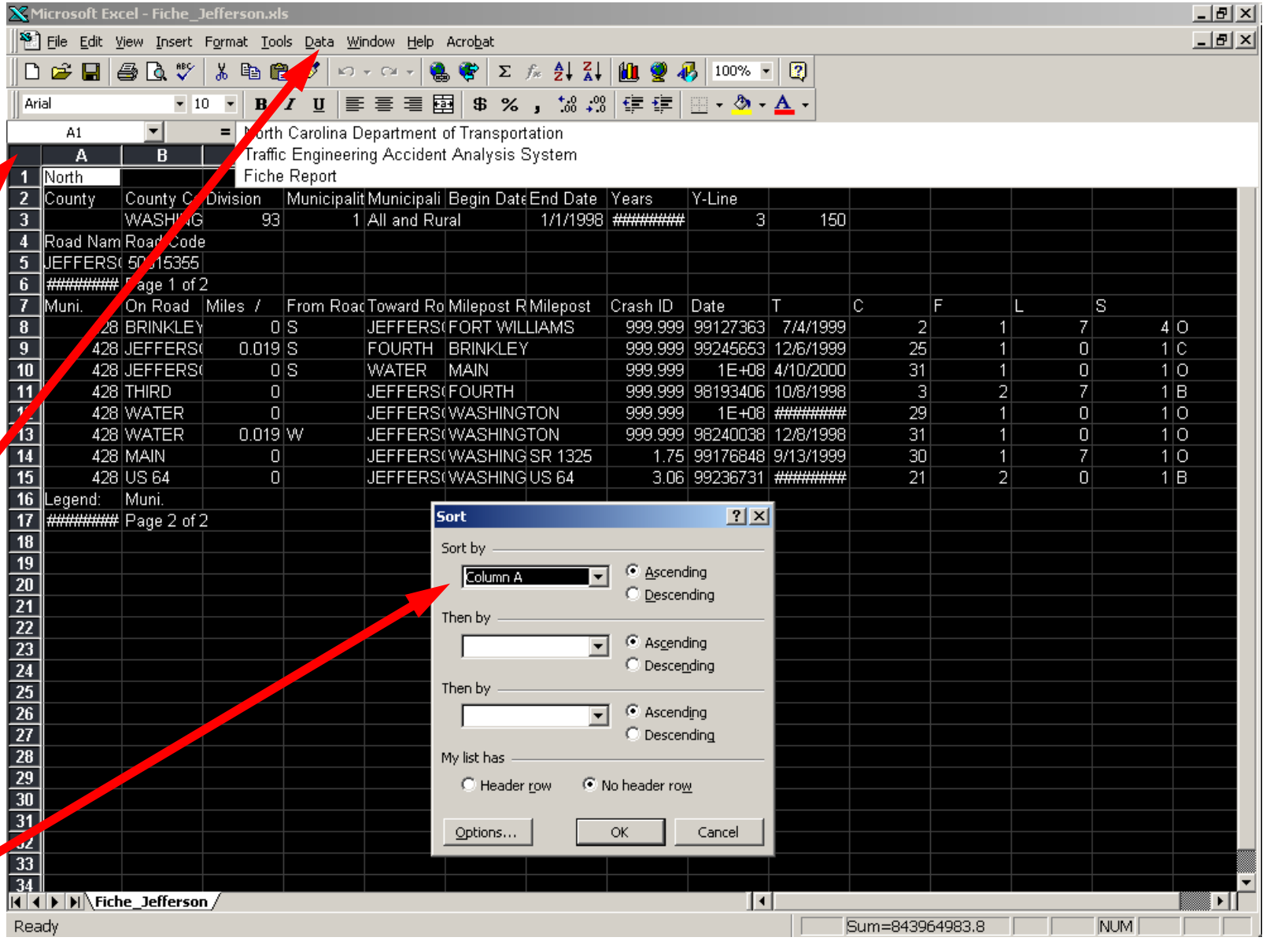
Fiche Report Exercise (Cont.)

Sort the Excel spreadsheet in ascending order by column A:

Select all records

"Data" and "Sort" functions

Column A, ascending

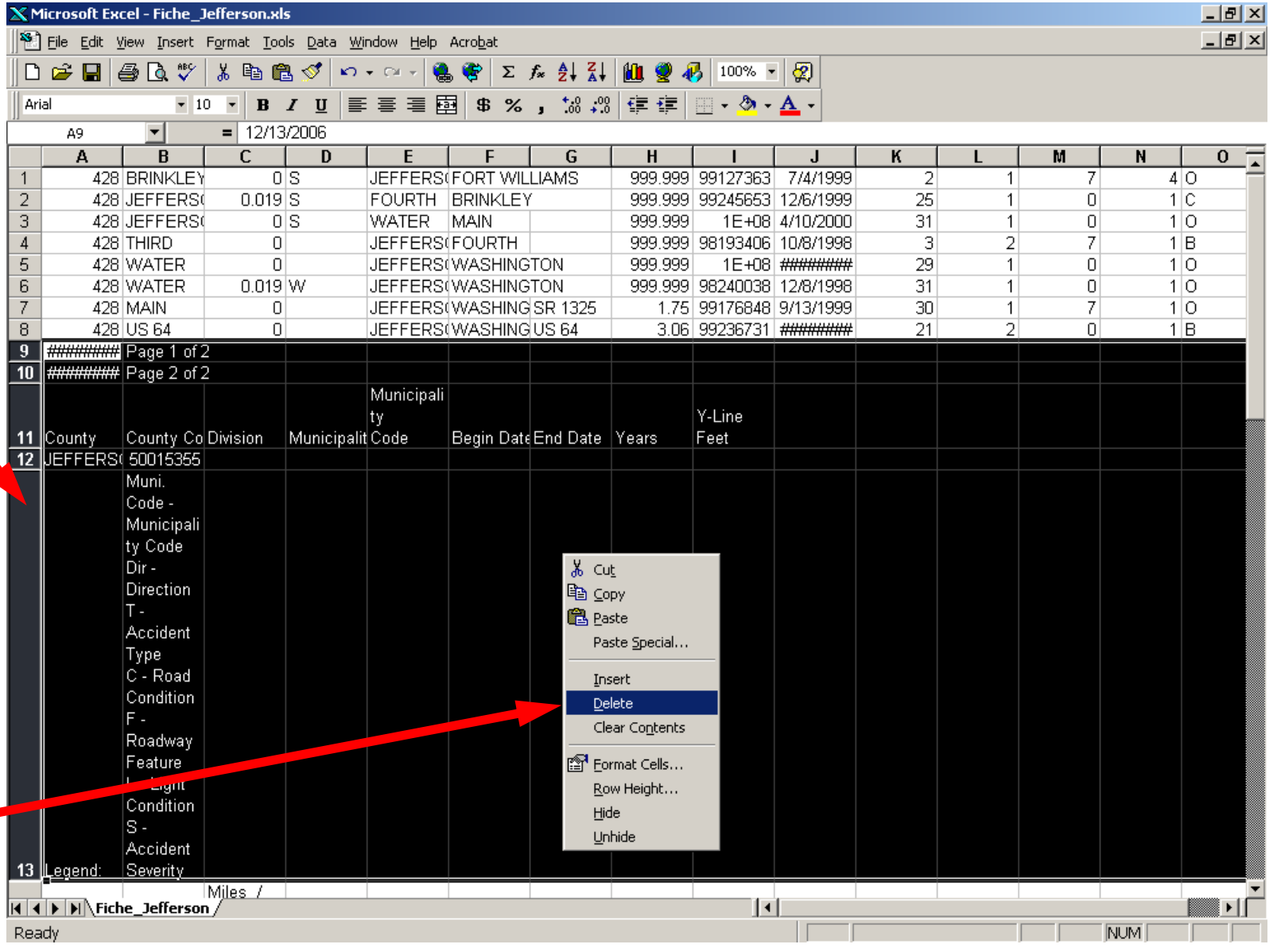


Fiche Report Exercise (Cont.)

Only the data and a header row are needed. Therefore, highlight and delete all unnecessary rows:

Select extra rows

Right click and select “Delete”

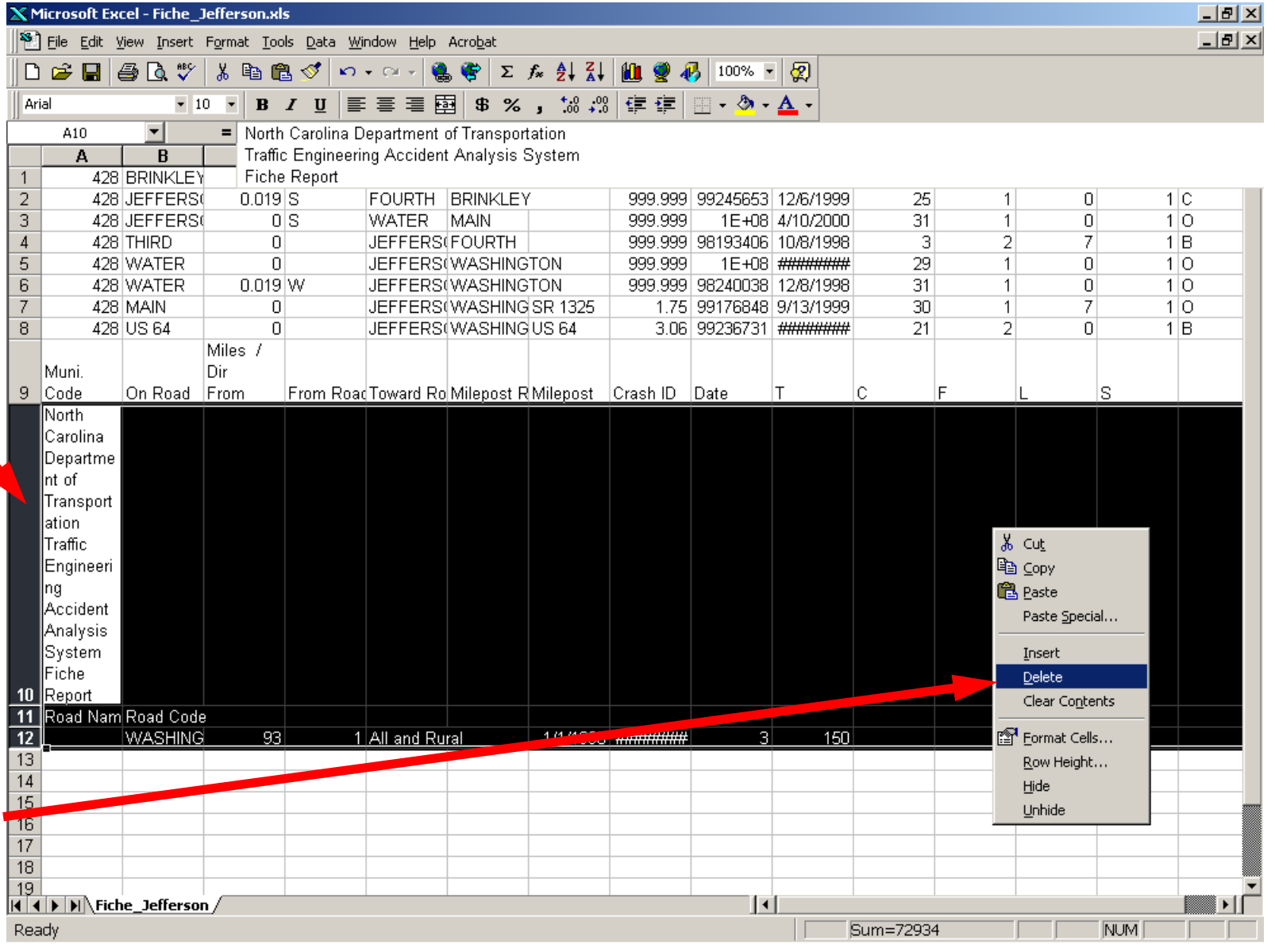


Fiche Report Exercise (Cont.)

Only the data and a header row are needed. Therefore, highlight and delete additional unnecessary rows:

Select extra rows

Right click and select "Delete"

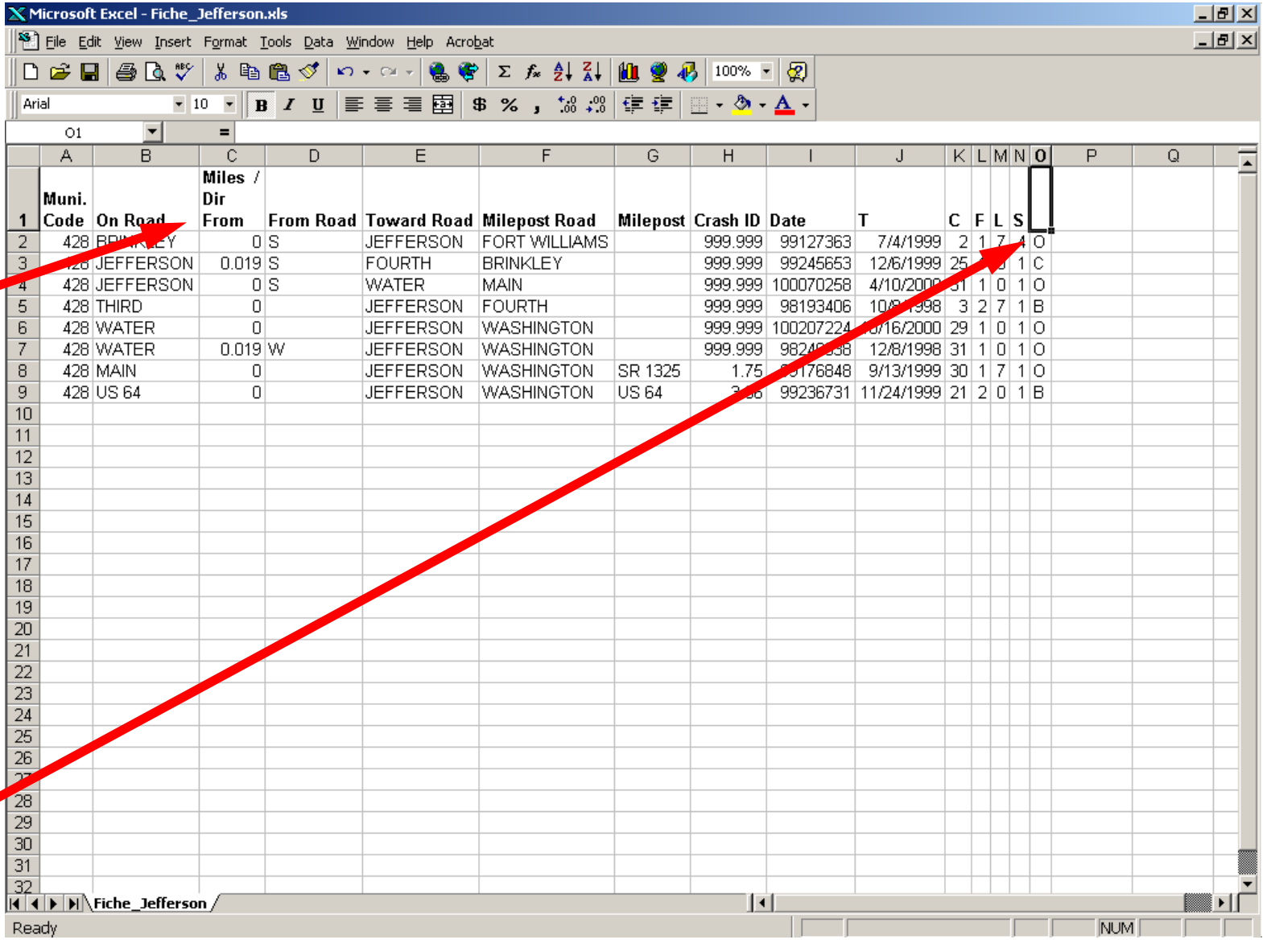


Fiche Report Exercise (Cont.)

Because the “Miles/Dir From” header is combined, the remaining headers are off by one cell.

“Miles/Dir From” header

No header



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Muni. Code	On Road	Miles / Dir From	From Road	Toward Road	Milepost Road	Milepost	Crash ID	Date	T	C	F	L	S			
2	428	BRINKLEY	0	S	JEFFERSON	FORT WILLIAMS		999.999	99127363	7/4/1999	2	1	7	4	O		
3	428	JEFFERSON	0.019	S	FOURTH	BRINKLEY		999.999	99245653	12/6/1999	25	[illegible]	[illegible]	1	C		
4	428	JEFFERSON	0	S	WATER	MAIN		999.999	100070258	4/10/2000	31	1	0	1	O		
5	428	THIRD	0		JEFFERSON	FOURTH		999.999	98193406	10/8/1998	3	2	7	1	B		
6	428	WATER	0		JEFFERSON	WASHINGTON		999.999	100207224	10/16/2000	29	1	0	1	O		
7	428	WATER	0.019	W	JEFFERSON	WASHINGTON		999.999	98248338	12/8/1998	31	1	0	1	O		
8	428	MAIN	0		JEFFERSON	WASHINGTON	SR 1325	1.75	99176848	9/13/1999	30	1	7	1	O		
9	428	US 64	0		JEFFERSON	WASHINGTON	US 64	[illegible]	99236731	11/24/1999	21	2	0	1	B		
10																	
11																	
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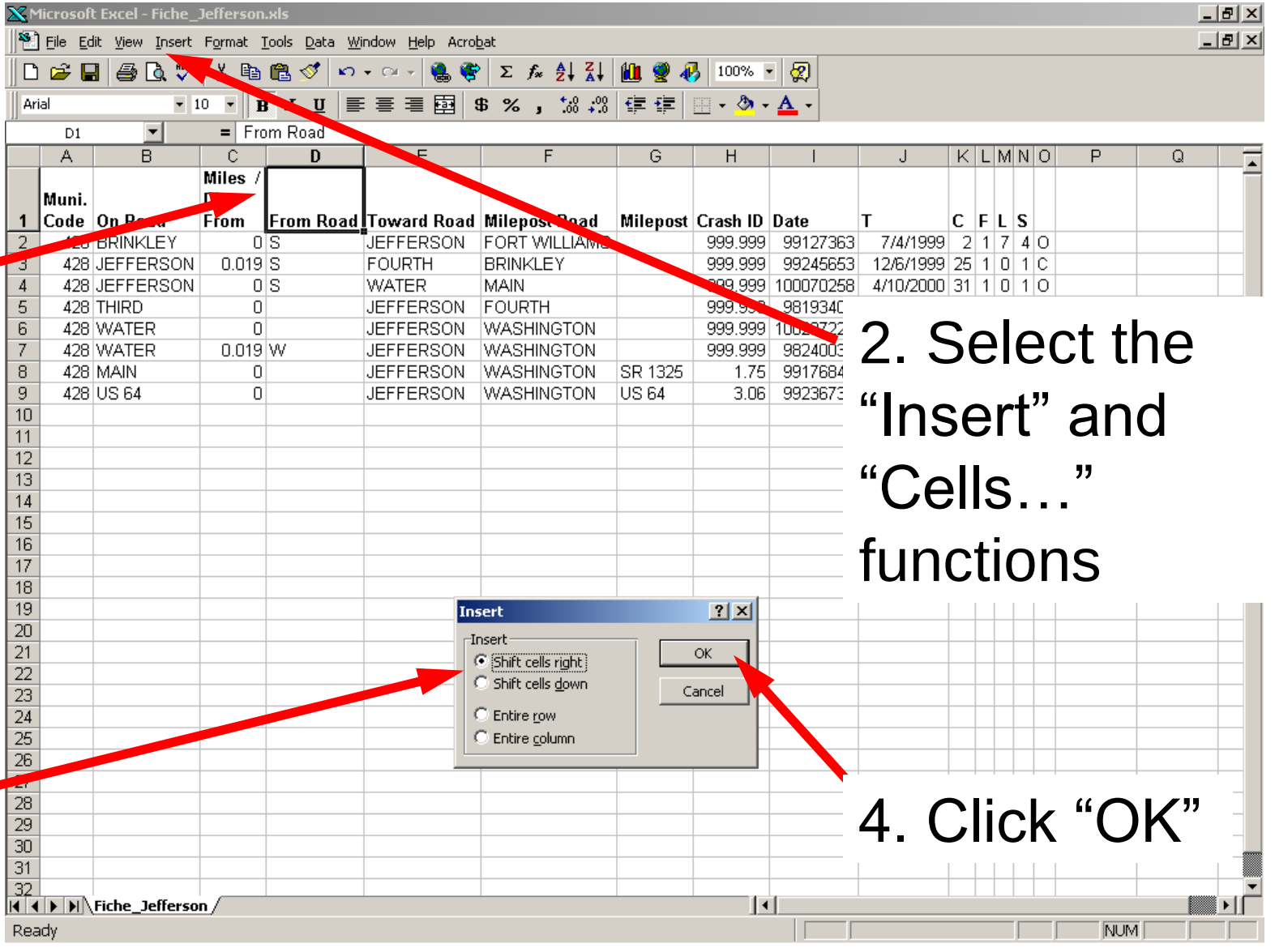
Fiche Report Exercise (Cont.)

Insert an additional cell where the “From Road” header is located and move the headers to the right.

1. Click on the cell that needs to be shifted



2. Select the “Insert” and “Cells…” functions

3. Shift cells right

4. Click “OK”

Fiche Report Exercise (Cont.)

Adjust the headers for the “Miles” and “Dir” columns.

The location of the crashes can now be reviewed.

However, because Jefferson Street in Washington County is not mileposted, it must first be mileposted in order to determine the mileposts of the individual crashes (and, therefore, their locations).

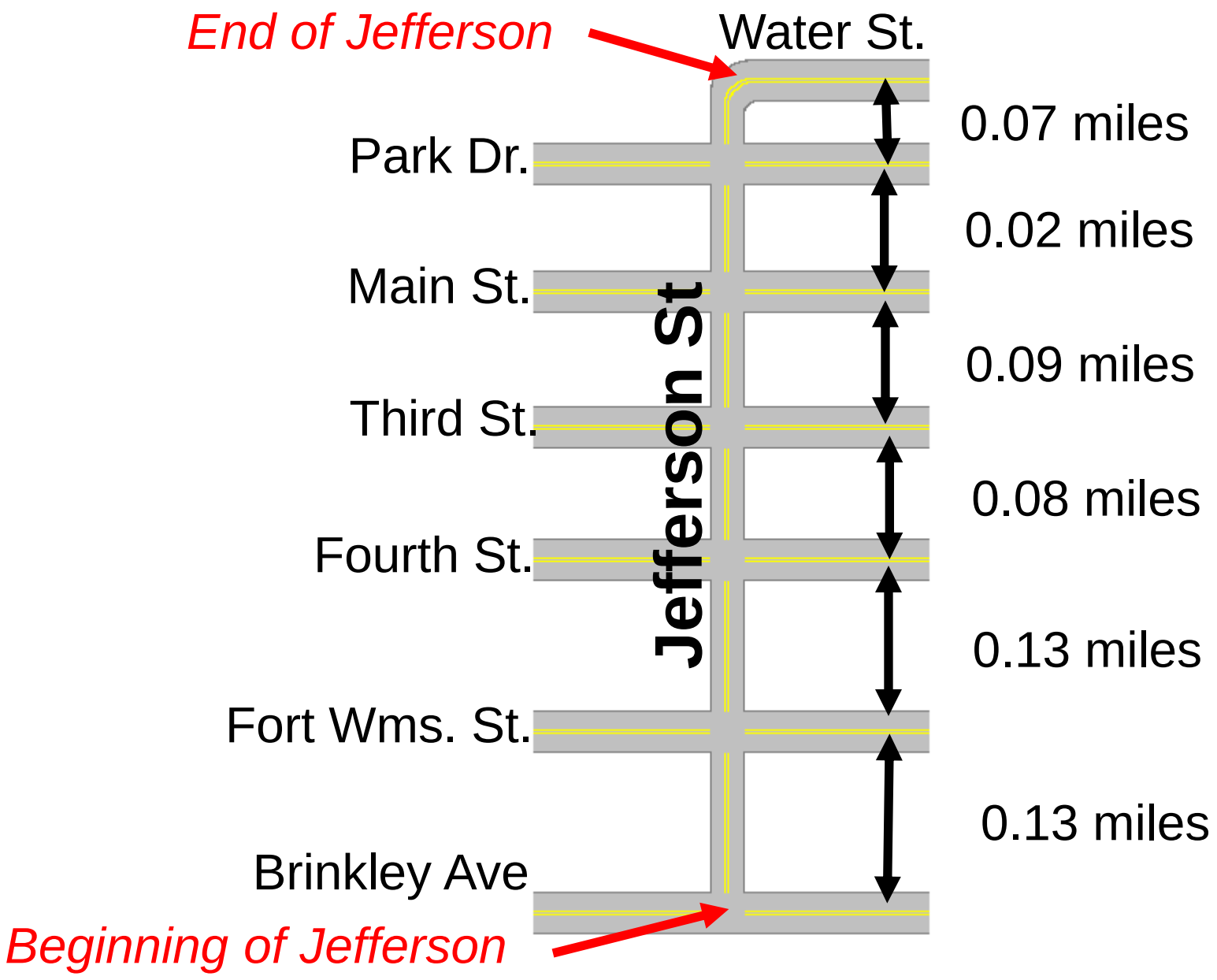
jeffersonFiche.csv

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Muni.	On Road	Miles	Dir	From Road	Toward Road	Milepost Road	Milepost	Crash ID	Date	T	C	F	S
2	428	BRINKLEY	0	S	JEFFERSON	FORT WILLIAMS		999.999	99127363	7/4/99	2	1	7	O
3	428	JEFFERSON	0.019	S	FOURTH	BRINKLEY		999.999	99245653	12/6/99	25	1	0	C
4	428	JEFFERSON	0	S	WATER	MAIN		999.999	100070258	4/10/00	31	1	0	O
5	428	THIRD	0		JEFFERSON	FOURTH		999.999	98193406	10/8/98	3	2	7	B
6	428	WATER	0.019	W	JEFFERSON	WASHINGTON		999.999	98240038	12/8/98	31	1	0	O
7	428	MAIN	0		JEFFERSON	WASHINGTON	SR 1325	1.75	99176848	9/13/99	30	1	7	O
8	428	US 64	0		JEFFERSON	WASHINGTON	US 64	3.06	99236731	11/24/99	21	2	0	B

jeffersonFiche

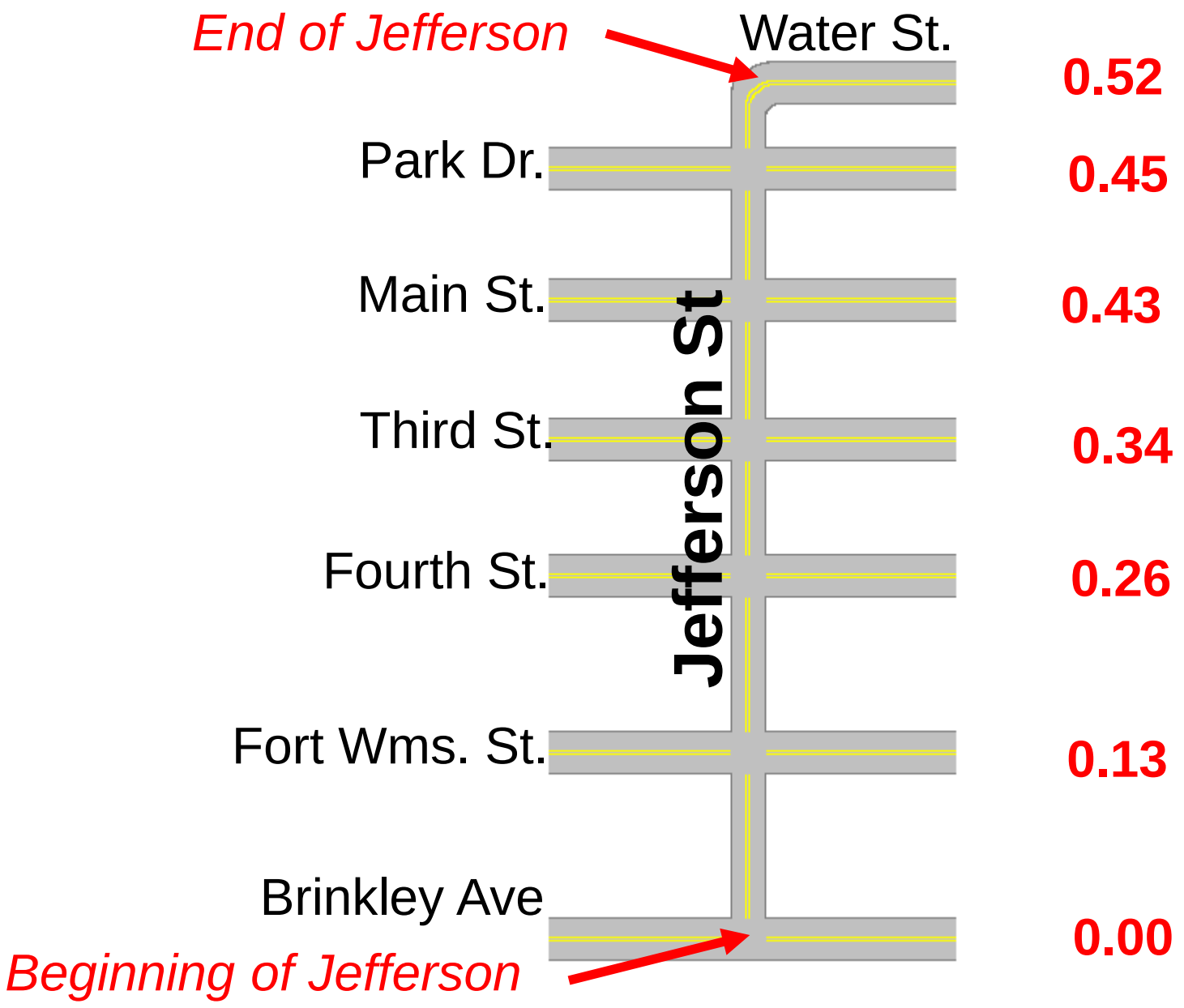
Fiche Report Exercise (Cont.)

Milepost Jefferson Street:



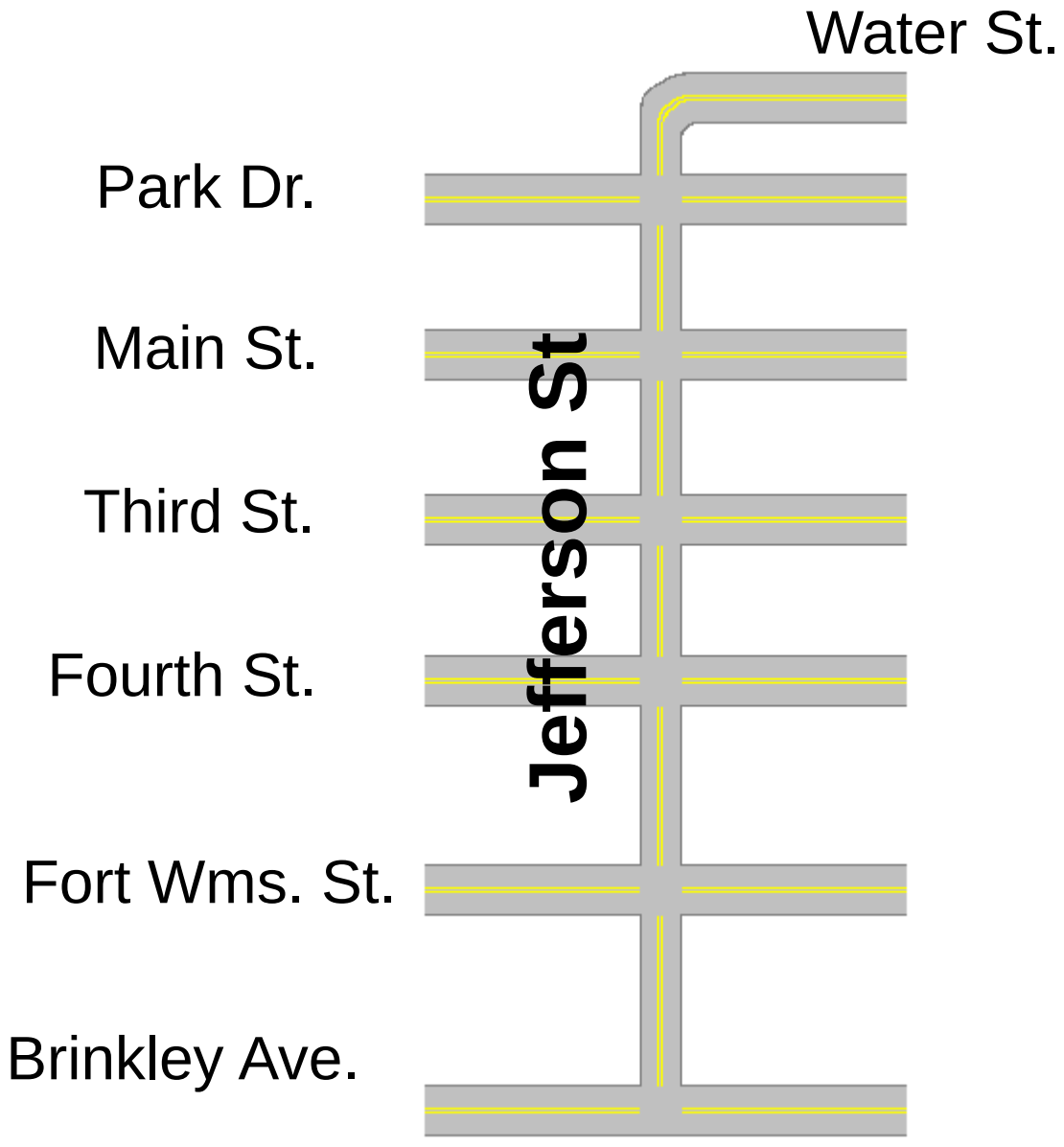
Fiche Report Exercise (Cont.)

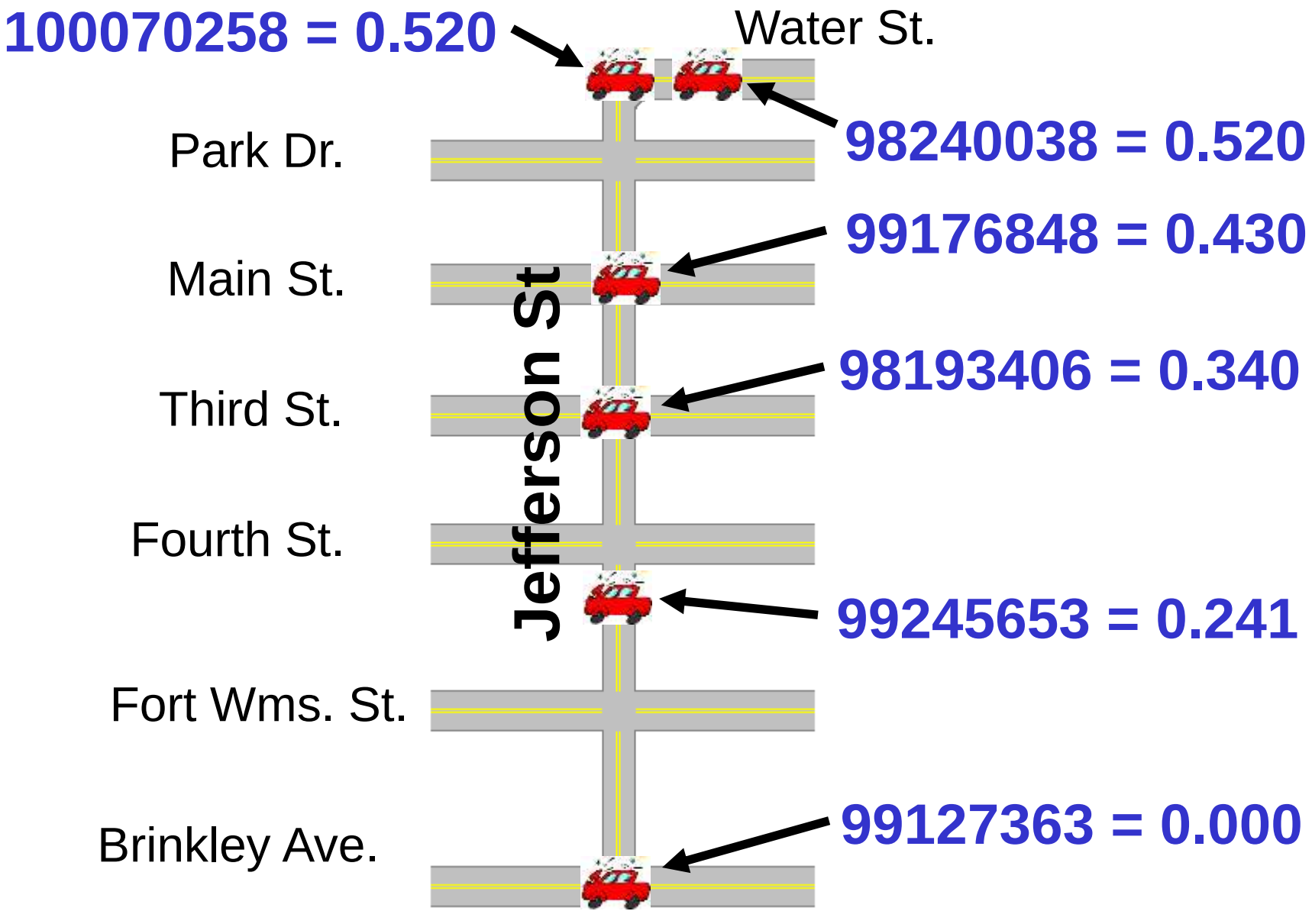
Milepost Jefferson Street:



Fiche Report Exercise (Cont.)

Now locate and milepost crashes Jefferson St.



Fiche Report Exercise (Cont.)

Now locate and milepost crashes Jefferson St.