

# Technical Bulletin

August 30, 2023

Users needing to create or modify crash templates in LRMS

Intended Audience: Crash Template Creators

## How to create a New Easy Street Draw (ESD) in the Law Records Management System (LRMS)

### 1. In Law Records Management System:

#### A. From within the crash report:

1. OH-1 diagram
2. Draw Diagram

TC Crash OH-1 (1) DRAFT 08/30/20... TC Crash OH-1 (1)

Case Number  Report Num

Event

Unit

Motorist/Non-Motorist

Vehicle Owner (if Different than Motorist)

Vehicle Owner (if Business)

Occupant

Witness

Narrative

OH-1 Diagram **1**

**DRAW DIAGRAM** **2**

Officer

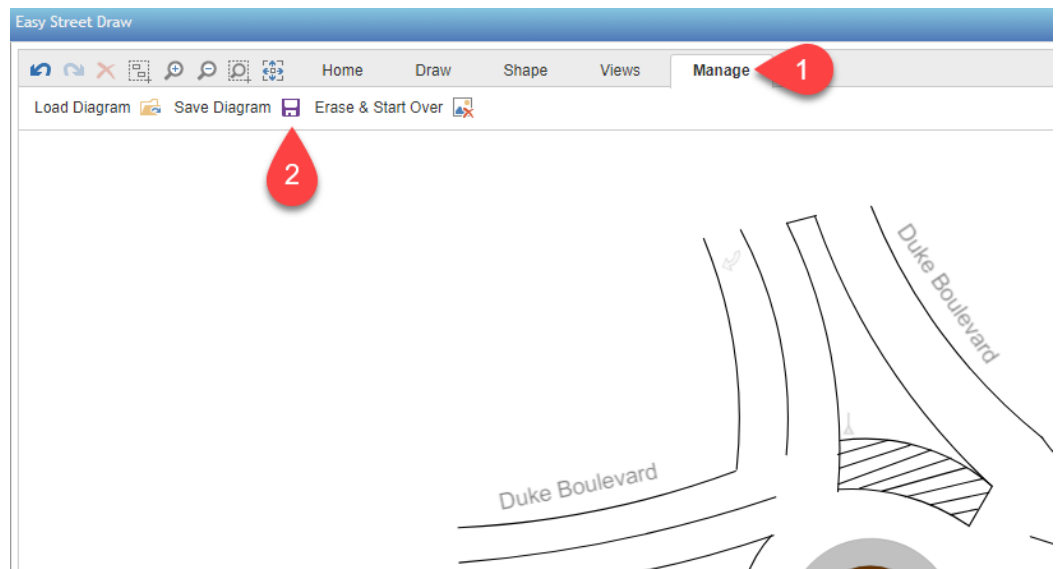
Deputy / Clerk

Deputy

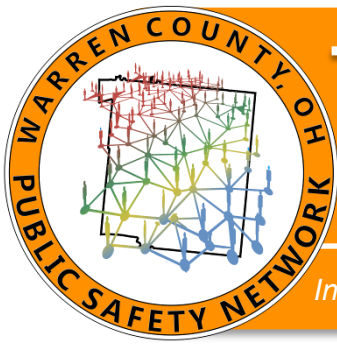
### 2. Once the creator has finished the draw/template:

#### A. Click the Manage tab

#### B. Click the save button



Contact David Shiverdecker at 695-HELP regarding this technical bulletin.



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3. "Save as" will pop up. Save to your desired location.

A. IMPORTANT—Save in this file format: street name-street name.svg

1. Example: Duke-Innovation.svg

4. Login to Citrix Sharefile:

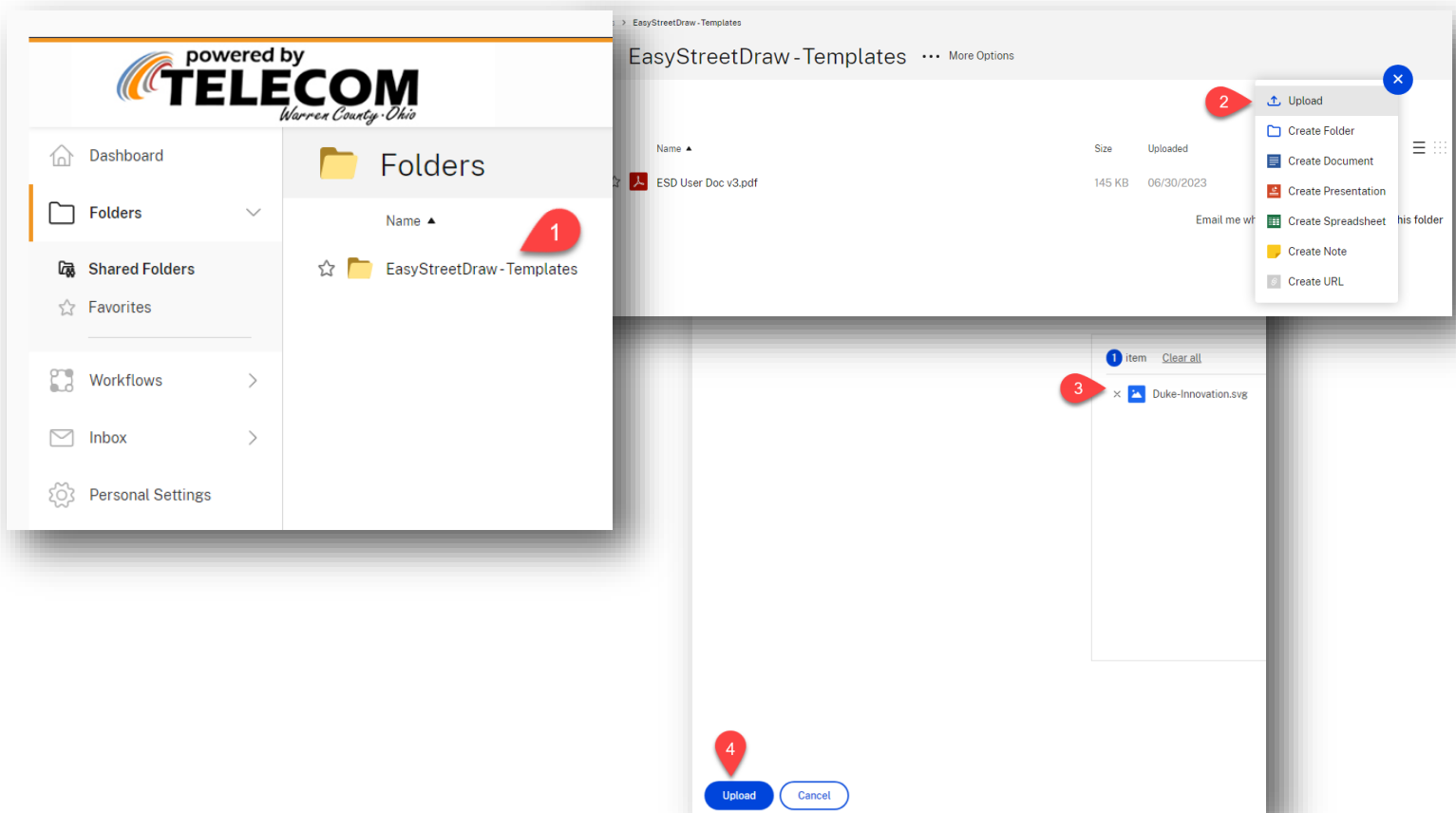
A. <https://warrencountytelecommunications.sharefile.com/> or click this [link](#) to login

*Note: if you don't have a login for Sharefile, please submit a ticket to [help@wcoh.net](mailto:help@wcoh.net) for "need login for Sharefile"*

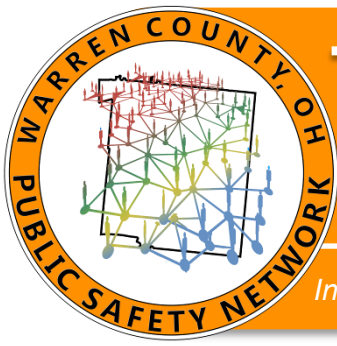
1. Click on the EasyStreetDraw-Templates folder

2. Browse Files and choose file (or drag/drop)

3 & 4. Choose file & Upload



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5. Submit a **help ticket** to [help@wcoh.net](mailto:help@wcoh.net) with the following information:

**A. In subject line:** New Easy Street Draw Template (ESD) *Example below*

1. **Street name:**
2. **Template group:**
3. **Any Alternate names:** (this is Optional)

A screenshot of an email client interface. The top bar is dark grey and contains a 'Send' button with a right-pointing arrow, a 'To' field with a radio button selected next to 'Help:', and a 'Cc' field. Below this is a 'Subject' field containing the text 'New Easy Street Draw Template (ESD)'. The main body of the email is white and contains the following text:

New Easy Street Draw Template (ESD)

1. **Street name:** Duke-Innovation
2. **Template group:** Mason
3. **Any Alternate names:** (this is Optional)

*Contact David Shiverdecker at 695-HELP regarding this technical bulletin.*