

Data Quality 101

SAFETYNET: Configuration

Correctly configuring SAFETYNET facilitates daily processes and promotes quality crash and inspection data. SAFETYNET must be correctly configured to help FMCSA prioritize carriers for interventions.

The SAFETYNET System is an automated information management system designed to support FMCSA motor carrier safety programs by monitoring the safety performance of interstate and intrastate commercial and some noncommercial motor carriers. The effectiveness of FMCSA's safety compliance and enforcement programs depend on the quality of the data you report.

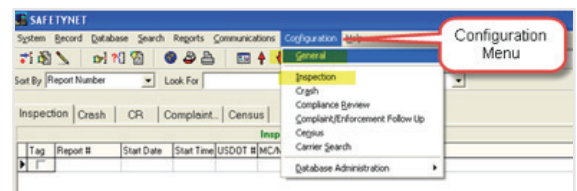
When should the default configuration be changed?

- Right after SAFETYNET is installed or updated and before data entry or import.
- You may modify settings at any time.

Note: General settings affect all users.

What SAFETYNET settings can be configured?

The Configuration menu lists eight types of settings. This handout focuses on the General Configuration and the Inspection Module Configuration.



What general settings can be configured?

The General Configuration settings are organized into nine sections:

- Office Setup
- Group Setup
- User Setup
- File Locations
- Counties
- Safety Investigators
- Log Retention
- Password
- Violations

What are some helpful hints to remember about General Configuration?

- **Office Setup:** This is configured at installation. There is typically one office listed in the Office Setup grid. Verify that the default office (UNKNOWN) has been deleted. If not, ensure that no users are linked to UNKNOWN then delete it.
- **Group Setup:** There are three default groups: Administrator, Data Entry, and Report Generation. Administrator cannot be modified, but the other two can be. You can add new groups and enable or disable access to Menu options.
- **User Setup:** You can add and deactivate user accounts, assign users to a group, create and reset user passwords, and set preferences.
- **File Locations:** File locations can be changed at any time, but it is recommended to keep the default folder names. All client configuration settings must match the server configuration settings so that records can be shared.
- **Safety Investigators:** You can add Safety Investigators (SIs) at any time. Always maintain a single entry for each SI.
- **Log Retention, Password, and Violations:** It is recommended to keep the default settings.

What Inspection Module settings can be configured?

The Inspection Module settings are organized into ten sections:

- Locally Defined Fields
- Inspection Locations
- Vehicle Make
- State Violations
- Holidays
- Cargo
- Certification Statements
- Driver OOS Until Text/Delinquent Letter Text
- Miscellaneous
- Import/Export

What are some helpful hints to remember about Inspection Configuration?

- **Locally Defined Fields:** If a Required field is not completed, the record will be rejected by or not saved in SAFETYNET.
- **State Violations:** When adding State Violation codes, map carefully to Federal codes. Misaligned codes could result in the wrong violation assigned to a driver, shipper, or carrier.
- **Miscellaneous:** The Inspection Import within the Miscellaneous section allows SAFETYNET to add new SIs from inspection records as they are imported. If the Inspection Import checkbox is unchecked, inspection records will be rejected if the SI Code is not recognized.
- **Import/Export:** When you update any settings related to data collection, you must export them to ASPEN to keep data collection and reporting in sync. To perform this update:
 1. Click the Continue button in the Export tab.
 2. Select the types of changes you want to export.
 3. Click the Export button, and make a note of the location and file name created.

Field Description: Driver License Class
Field Label: Driver Lic Class
Data Type: Character
Width (Chars): 1
Start Date: 07/28/2015
Page: DRIVER
Deletion Date:
Print on Facsimile Report:

Once assigned, status cannot be changed.

Optional
 Required

Inspection Import
 Accept Inspections with unrecognized Inspector Codes (Inspector code is added to table)

How do I import configuration changes in Aspen?

Because Aspen must be in sync with SAFETYNET to ensure consistent data collection and reporting, you must update Aspen when you make SAFETYNET configuration changes related to data collection. Perform the following steps to import configuration changes:

1. Open Aspen and click on Tools-Manager Configuration.
2. Enter the Manager password and click OK.
3. In the Aspen Configuration window, select the Import tab and click on the Import button.
4. Navigate to the folder containing the exported configuration file, select it, and click Open.
5. The Aspen Configuration window will display the imported SAFETYNET data. Click OK to complete the import. Aspen is now in sync with SAFETYNET.

For more detailed information about SAFETYNET, refer to the SAFETYNET Manual. You can find the SAFETYNET Manual within SAFETYNET. Go to the SAFETYNET help menu and choose the appropriate module.

The SAFETYNET Manual is designed to help States optimize their use of SAFETYNET and thus improve the quality of their safety data. The manual offers guidance to help you enter complete and accurate data.



Contact Information

As part of our commitment to continually improving our programs, FMCSA welcomes any comments, questions, or suggestions you have. Please contact Scott Valentine at Scott.Valentine@dot.gov or call 202-366-4869.

For questions regarding FMCSA Technical Support, you can contact the Technical Support team at FMCTechSup@dot.gov or call 617-494-3003. For additional technical support, you may also contact Nelson Canas at Nelson.Canas.CTR@dot.gov or call 617-494-6019.