U.S. Department of Transportation
Federal Motor Carrier Safety Administration

a&I DATA QUALITY

SAFETYNET: Configuration Settings

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.

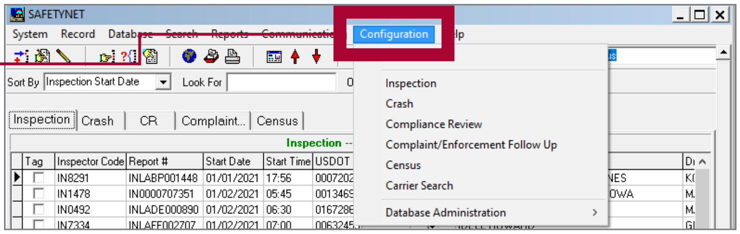
When should the default configuration be changed?

- Right after SAFETYNET is installed or updated.
- Before performing data entry or importing records for the first time.
- 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	File Locations	Log Retention
Group Setup	Counties	Password
User Setup	Safety Investigators	Violations

What are some helpful hints to remember about General Configuration?

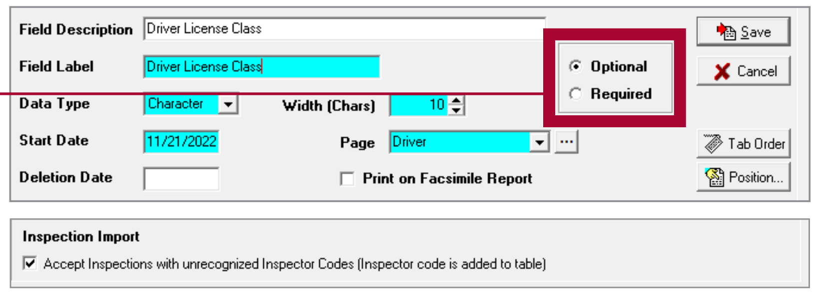
- **Office Setup:** This is configured right after the SAFETYNET installation. There is typically one office listed in the Office Setup grid. Verify that the default office (UNKNOWN) has been deleted. If not, ensure that no users are linked to the UNKNOWN office then delete it.
- **Group Setup:** There 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 file locations 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 Makes
- State Violations
- Holidays
- Cargo
- Certification Statements
- Miscellaneous
- Driver OOS Until Text/ Delinquent Letter Text
- 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 or your inspection system 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.
4. After the file in 3 is created, it needs to be located, distributed/shared with the laptops, and imported at the laptops.

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 SAFETYNET data to be imported. Click OK to complete the import.
   Aspen is now in sync with SAFETYNET.