

# SAFETYNET Data Quality Tool v2024-1

## Instructions Guide

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## 1. Introduction

Federal Motor Carrier Safety Administration (FMCSA) MCSAP partners upload crash and inspection records to the Motor Carrier Management Information System (MCMIS) through SAFETYNET, providing vital support to FMCSA's safety programs. Because accurate crash and inspection data are critical to the safety programs, FMCSA encourages MCSAP partners to regularly check the quality of the data before uploading it to MCMIS.

To help MCSAP partners improve data quality and achieve good State Safety Data Quality (SSDQ) ratings, FMCSA provides crash and inspection data quality reports at the SAFETYNET level. The reports help identify issues or compromised data in SAFETYNET before it is uploaded to MCMIS. This approach means that complete, accurate data is accessible by FMCSA when and where it's needed. This document provides instructions to install and run the SAFETYNET Data Quality Tool. At the end of the document, you will find sample reports and a description of how each section supports improvement of FMCSA SSDQ ratings.

## 2. Downloading the SAFETYNET Data Quality Tool

Follow these steps to download the SAFETYNET Data Quality Tool.

1. Log in to the FMCSA Portal: <https://portal.fmcsa.dot.gov>.
2. In the Available FMCSA Systems Section, click on the Download Center option.
3. Once in the Download Center, click on "Software Downloads". Scroll down to "SAFETYNET Data Quality Tool – Install Executable" and click "Download Now".

**NOTE: Depending on the security settings in your system, you might require Administrator rights to perform the download and/or the installation.**

## 3. Removing previous version of the SAFETYNET Data Quality Tool

Follow these steps to remove an older version of the tool.

1. Locate the tool's folder (example C:\DQ\_Tool), review the reports in the Reports folder, and save any reports to a different location if need be.
2. Delete the tool's folder.
3. Delete the shortcut from the Desktop, a new one will be created during the installation of the new tool's version.

## 4. Installing the SAFETYNET Data Quality Tool

States must perform this installation on the computer system that serves as the SAFETYNET Client. The SAFETYNET Client provides the necessary files and connectivity to the SAFETYNET database that are needed to run the SAFETYNET Data Quality Tool.

1. Once downloaded, locate and double click on the SNET\_DQ\_TOOL\_v2024-1\_SETUP.exe file. If a Windows security or control prompt windows appears, click "Yes." The installation wizard will begin the installation process.

2. On the **License Agreement** window, select the “*I accept the agreement*” option, and click “Next.”
3. By default, the installation folder is *C:\DQ\_Tool*, click “Browse” to select a different location (the *DQ\_Tool* folder will be created in the selected location), or click “Next.”
  - a. Make sure that the selected folder is not set to “Read-Only.” To check, right-click the folder, then select “Properties.” If the “Read-Only” checkbox is checked, uncheck it.
4. In the **Select Additional Tasks** window, check the “*Create a desktop shortcut*” checkbox. This will create a shortcut on the Desktop for easy access to the tool. Click “Next.”
5. On the **Ready to Install** window, click “Install.”
6. After a quick progress bar, the **Completing the SAFETYNET Data Quality Tool Setup Wizard** window appears. Click “Finish” to end the process. If the “*Launch SAFETYNET Data Quality Tool*” checkbox is checked, the SAFETYNET Data Quality Tool will run at this point.  
Continue to section 5, *Running the SAFETYNET Data Quality Tool/Creating Reports, Step 2.*

## 5. Running the SAFETYNET Data Quality Tool/Creating Reports

1. To run the tool, double-click on the Desktop’s shortcut to SAFETYNET Data Quality Tool, or locate the installation folder, by default: *C:\DQ\_Tool*, and double-click on the actual file, *RUN\_DQ\_TOOL.bat*.

**Note: The output reports will be in HTML format, and they will be placed in the Reports folder.**

2. A command prompt window will open and provide an introduction. Press any key to continue.
3. The reports menu appears. This menu has three sections, INSPECTION Reports, CRASH Reports, and EXIT.
  - a. **INSPECTION Reports**  
These reports present findings from analysis performed on your State’s SAFETYNET Inspection data. It is meant to be used as tool to identify records that might have compromised data. You can correct the data before uploading it to MCMIS.

To create a **New Inspection records** report, type 1 and press Enter.

This reports targets only inspection records that HAVE NOT been uploaded to MCMIS yet. Ideally, this report should be created before records are uploaded to MCMIS to ensure optimal data quality.

On the screen you will see:

- i. A connection to the SAFETYNET database is made.
- ii. The report’s creation process runs for a few minutes.
- iii. The location of the report created.
- iv. The format of the report’s name.

Press any key to continue and return to the Reports menu.

To create an **All Inspection records** report, type 2 and press Enter.

This report targets inspection records that HAVE been uploaded to MCMIS as well as new records. The user will set the inspection date range for this report. This report should be created when all records need to be reviewed to ensure data quality is at its best.

On the screen you will see:

- i. A connection to the SAFETYNET database is made.
- ii. You will be prompted for two dates to specify the inspection date range.
- iii. The report's creation process runs for a few minutes.
- iv. The location of the report created.
- v. The format of the report's name

Press any key to return to the Reports menu.

b. CRASH Reports

These reports present findings from analysis performed on your State's SAFETYNET Crash data. It is meant to be used as tool to identify records that might have compromised data. You can correct the data before uploading to MCMIS.

To create a New Crash records report, type 3 and press Enter.

This reports targets only crash records that HAVE NOT been uploaded to MCMIS yet. Ideally, this report should be created before records are uploaded to MCMIS to ensure optimal data quality.

On the screen you will see:

- i. A connection to the SAFETYNET database is made.
- ii. The report's creation process runs for a few minutes.
- iii. The location of the report created.
- iv. The format of the report's name.

Press any key to continue and return to the Reports menu.

To create an **All Crash records** report, type 4 and press Enter.

This report targets crash records that HAVE been uploaded to MCMIS as well as new records. The user will set the crash date range for this report. This report should be created when older records need to be reviewed to ensure data quality is at its best.

On the screen you will see:

- i. A connection to the SAFETYNET database is made.
- ii. You will be prompted for two dates to specify the inspection date range.
- iii. The report's creation process runs for a few minutes.
- iv. The location of the report created.
- v. The format of the report's name.

Press any key to continue and return to the Reports menu.

c. EXIT

- i. Type "x" and press Enter to exit the tool.