FARS Manifest

User Manual for FARS Analysts

Review a fatal crash, code the FARS-only elements, and send it to NHTSA - all in one place, with the full case file in front of you.

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Bad Marine LLC

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1. Welcome to FARS Manifest

1.1 What FARS Manifest does

FARS Manifest is where a state's FARS analyst works every fatal crash. It brings together, on one screen, everything needed to finish a FARS case:

- the **officer's report** and every other document in the fatal case (supplements, driver reports, amendments and, when they arrive, lab reports);
- the **state's own crash record**, shown in plain language with every code spelled out;
- the **FARS-only elements** NHTSA needs that a state crash report never captures, as ready-made forms with NHTSA's official code lists;
- the **Alcohol Test** and **drug toxicology** NHTSA wants for each person, which you can update whenever a lab result arrives - or at any time;
- the **FARS manual's own checks**, run on your coding as you go, so a case NHTSA would reject is caught before you send it;
- a **Send to NHTSA** button that packages the state record together with your FARS coding.

You make each coding decision once, here, with the case in front of you, instead of researching it again inside NHTSA's systems.

1.2 How it fits with your state's crash system

FARS Manifest works alongside your state's crash intake system (the Refinery). The state system is the system of record: it receives the officer reports, builds the case, and keeps the documents. FARS Manifest reads fatal cases from it, and records there what you do - that a case was sent, and your NHTSA coding, which is kept beside the case.

Your NHTSA coding never changes the state's record. What you code for NHTSA and what the state recorded are two separate things and may differ. The one part of the state's record you can change from FARS Manifest is a person's **alcohol and drug test fields** - on the state side of the case page, in the state's own terms (section 6.13). Anything else on the state's record is a request to Management (section 10).

When your state turns FARS Manifest on, the FARS tile and menu item in the state system open FARS Manifest directly, so there is only one FARS screen to work from.

> **Note:** **Send to NHTSA** turns each finished case into the XML file NHTSA receives, so most or all of the federal case arrives already done; you finish anything left in NHTSA's own system. NHTSA has no single schema for every state: during your state's onboarding NHTSA produces a schema (XSD) for your state, FARS Manifest's XML is matched to it, and after testing NHTSA turns the feed on. FARS Manifest is also where you decide each answer and keep the record of what you decided.

1.3 Who can do what

Role	What they can do
FARS Analyst	Everything on the FARS screen: log pre-reports, match fatals, mark cases not a fatal, code and send cases, handle notices, search and send cases to management.
System Admin	Everything a FARS Analyst can do, plus the **NHTSA** tab: maintain the NHTSA system

Role	What they can do
	fields (FARS elements and their code lists).

1.4 A fatal case, start to finish

1. You hear about a fatal (a trooper's call, a coroner, the news) and **log a pre-report** with its FARS code and whatever else you know.
2. The officer's report arrives in the state system and is finished there. The crash shows up in your **Work queue**.
3. You open it, compare it with your pre-report, and **confirm the match** - or mark it **not a fatal**.
4. On the **case page** you review the state's record, **code the FARS-only elements**, clear anything under **FARS manual checks**, and **Save**.
5. You **Send to NHTSA**, then finish anything left in NHTSA's own system.
6. Weeks or months later a lab **BAC report** (or any new document) is filed with the case. A **notice** tells you; you review it, update the **Alcohol Test** for NHTSA if federal guidelines call for it (and the state record's own alcohol fields if they should change), **Retransmit**, and record the outcome.

2. Getting around

2.1 Signing in and the top bar

FARS Manifest uses the same sign-in as your state's crash system - on a live system, your own state account; you never enter a separate password. Your administrator gives you the **FARS Analyst** role (or **System Admin**, which adds the NHTSA fields). Without it you'll see "No FARS access" instead of the FARS screen.

The state's crash system checks too. Every request FARS Manifest makes carries your name, and the state system only answers for people it has given FARS access. If your account is missing there, you'll see "The state's crash system refused this for your account" - ask your administrator to add you.

The top bar is on every screen:



The top bar for a FARS Analyst

- **FARS MANIFEST** (with the logo) and **FARS** - both take you to the FARS screen, your home page.
- **FARS search** - search the FARS queue, or every case in the state system (see section 9).
- **NHTSA** - only appears for System Admins (see section 11).
- On the right: who you are signed in as.



The top bar for a System Admin - the NHTSA tab appears

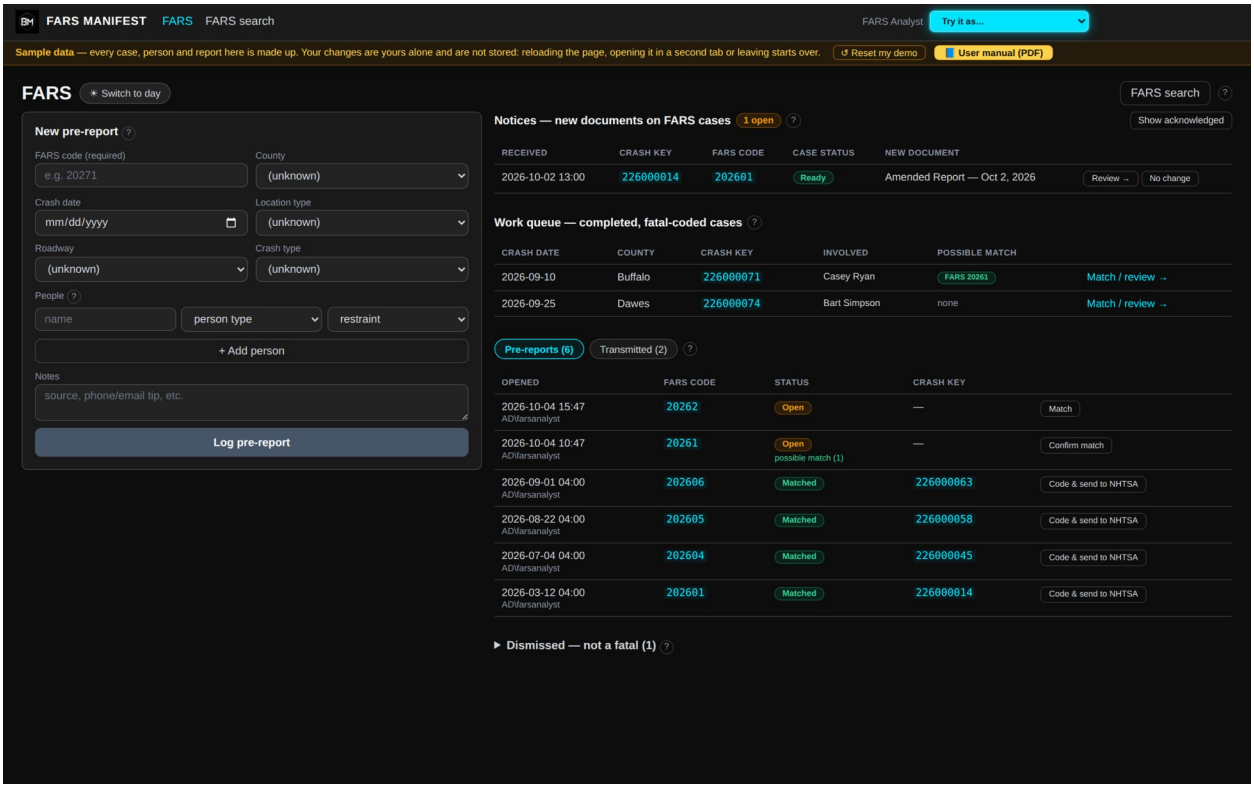
> **Test systems:** On a test system you'll see a small DEV tag and a Switch user list next to your name. It stands in for the state's sign-in so testers can try each role. The online demo has a Try it as list instead (section 13). A live system signs you in with your state account and has neither.

2.2 Conventions used everywhere

- **[?] help tips** - instructions live behind the small ? buttons. Hover over or click one to read it; Escape closes it. On the case page the Tab key skips them, so Tab moves from field to field.
- **Codes are always shown with their meaning**, like 01 - Blood. You never have to remember what a bare number means.
- **← Back to FARS** - every inner page has it, top left. The top bar's FARS link also always takes you home.
- **Long lists page at 50** rows, with Prev / Next below the list.
- **Status labels** are colored: amber **Open**, green **Matched**, blue **Transmitted**. The full list is in section 12.
- **Day / Night** - the ☾ Night mode button beside the FARS heading switches the screens between dark and light (section 3.6).

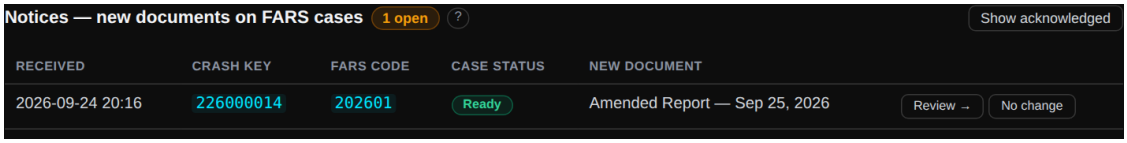
3. The FARS screen

The FARS screen is your home page. The left side is for logging new pre-reports; the right side holds everything waiting for you.



The FARS screen

3.1 Notices - new documents on FARS cases

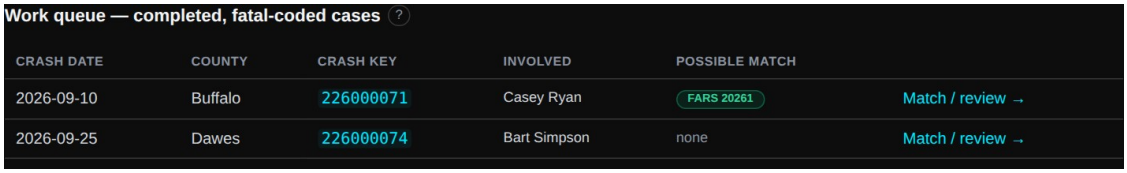


A notice means a document was added to one of your matched FARS cases after you opened it - a late amendment, a supplement, or a lab BAC report that arrived weeks or months later. Notices appear for cases in any status, including cases already sent to NHTSA.

- **Received** - when the new document arrived. **Case status** - Ready (not yet sent) or Sent.
- **Review →** opens the case with the new document already open in the case file.
- **No change** records that you reviewed it and nothing needs to change, without opening the case.
- **Show acknowledged** switches to the history of handled notices, with who handled each and the outcome.

Acting on a notice is not mandatory, but recording the outcome keeps both systems in agreement. See section 8.

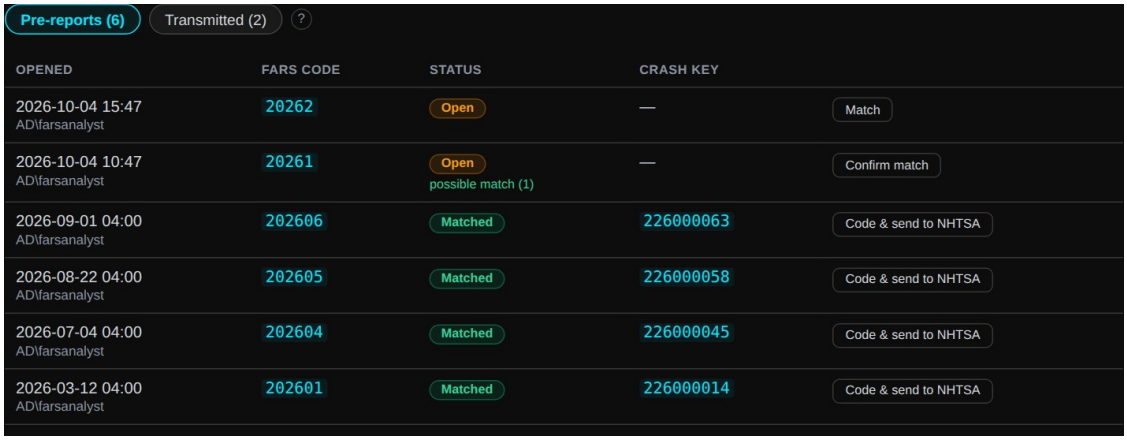
3.2 Work queue - completed, fatal-coded cases



These are crashes the state system finished and coded as fatal that no pre-report is matched to yet. A fatal that arrives before anyone called it in lands here, so nothing slips through.

- **Involved** - the people named on the report.
- **Possible match** - a green label with a FARS code means one of your open pre-reports lines up on county, crash date and a shared name.
- **Match / review →** (or the crash key) opens the Match this fatal page (section 5.1).

3.3 Pre-reports and Transmitted tabs

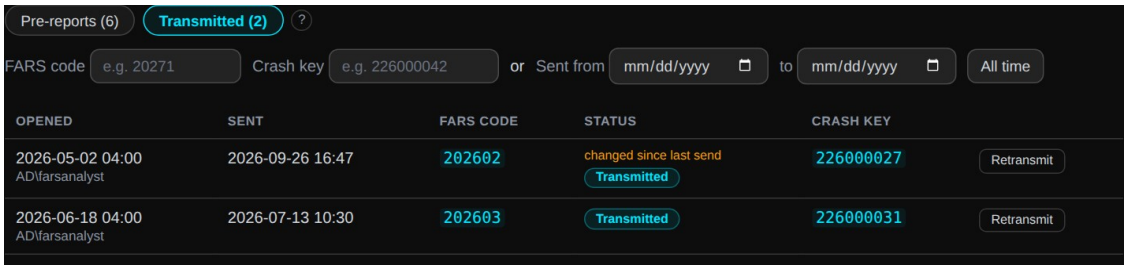


The **Pre-reports** tab lists every pre-report still in progress:

Status	Meaning	Action button
Open	Logged, not yet matched to a crash. "possible match (n)" means a finished crash lines up with it.	**Match** or **Confirm match** - opens the pre-report (section 5.2).
Matched	Bound to a crash case and ready for FARS coding.	**Code & send to NHTSA** - opens the case page.

Once a case is sent it moves to the **Transmitted** tab. Find one again by FARS code or crash key, or by the date it was sent (**Sent from** / **to** - the **Sent** column shows it). Typing a code or key disables the dates; **All time** clears the dates. **Retransmit** opens the case so you can send it again.

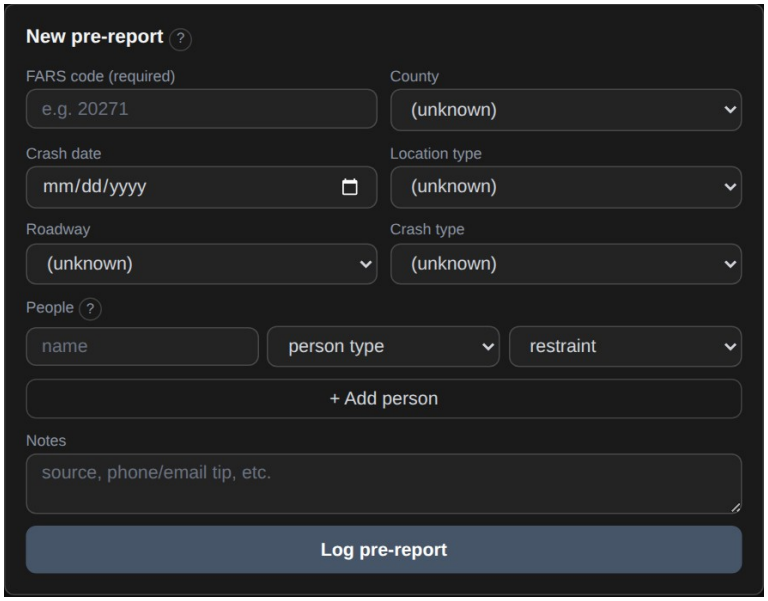
A sent case whose coding was saved again afterwards shows **changed since last send** above its status: NHTSA still has the earlier coding until you open the case and Retransmit.



3.4 Dismissed - not a fatal

If you ever mark a crash "not a fatal", a collapsed **Dismissed - not a fatal** section appears at the bottom of the right side. It lists each dismissed crash with the reason, who dismissed it and when. **Undo dismissal** puts it straight back in the Work queue.

3.5 The New pre-report form

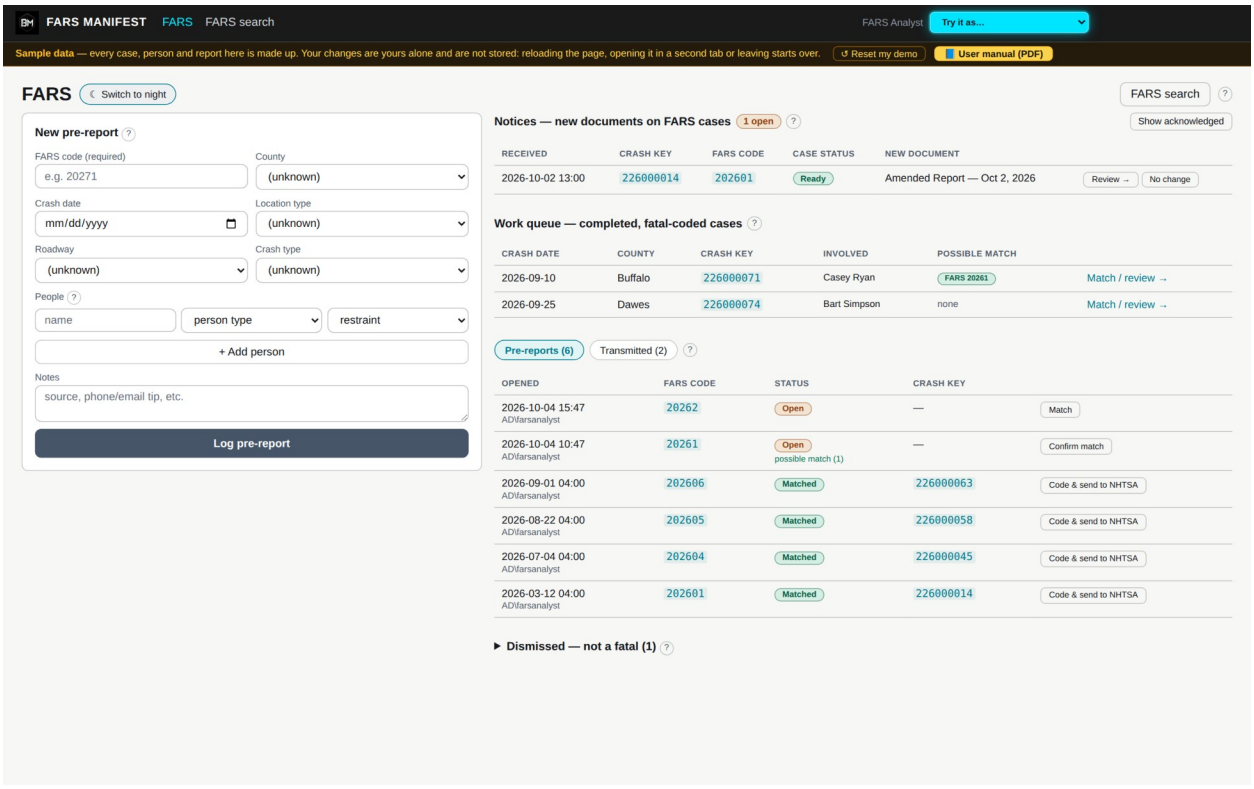


Covered step by step in section 4.

3.6 Day / Night



The button beside the FARS heading switches the screen between **Night mode** (dark, the default) and **Day mode** (light) - the same choice the state system's review screens offer. The top bar stays dark either way.



The FARS screen in Day mode

- It's **one setting for the whole app**: the case page's ☾ Night / ☀ Day button (section 6.3) is the same switch, so changing either changes both.
- It's remembered on your computer, so it's still set the next time you open FARS Manifest.

4. Logging a pre-report

Log a fatal as soon as you hear about it - before any crash report exists. Only the FARS code is required, but the more you enter, the better FARS Manifest can suggest the matching crash later.

1. On the FARS screen, fill in what you know on the **New pre-report** card:
    - **FARS code** - your FARS case number (required, up to 20 characters). It can't already be on another pre-report or case.
    - **County** and **Crash date**.
    - **Location type** (urban / rural), **Roadway**, **Crash type** - from your state's own lists.
    - **People** - name, person type (driver, passenger, pedestrian, bicyclist) and restraint use. **+ Add person** adds another row; × removes one.
    - **Notes** - the source and anything else: who called, what they said.
2. Click **Log pre-report**. It appears at the top of the Pre-reports tab as **Open**.

> **Required:** every new pre-report needs its **FARS code**. Without one it isn't logged, and the box says **Enter the FARS code**. Everything else can be filled in as you learn it.

Mistyped the code? It isn't locked in. Open the pre-report (or, after matching, the case) and click ✎ **Edit** beside the FARS code. Type the right one and press Enter (Escape cancels). The same rules apply: it can't be blank and can't be a code another pre-report or case already has. On some systems the state's crash system doesn't offer this yet; the code is then shown with "can't be corrected from here yet".

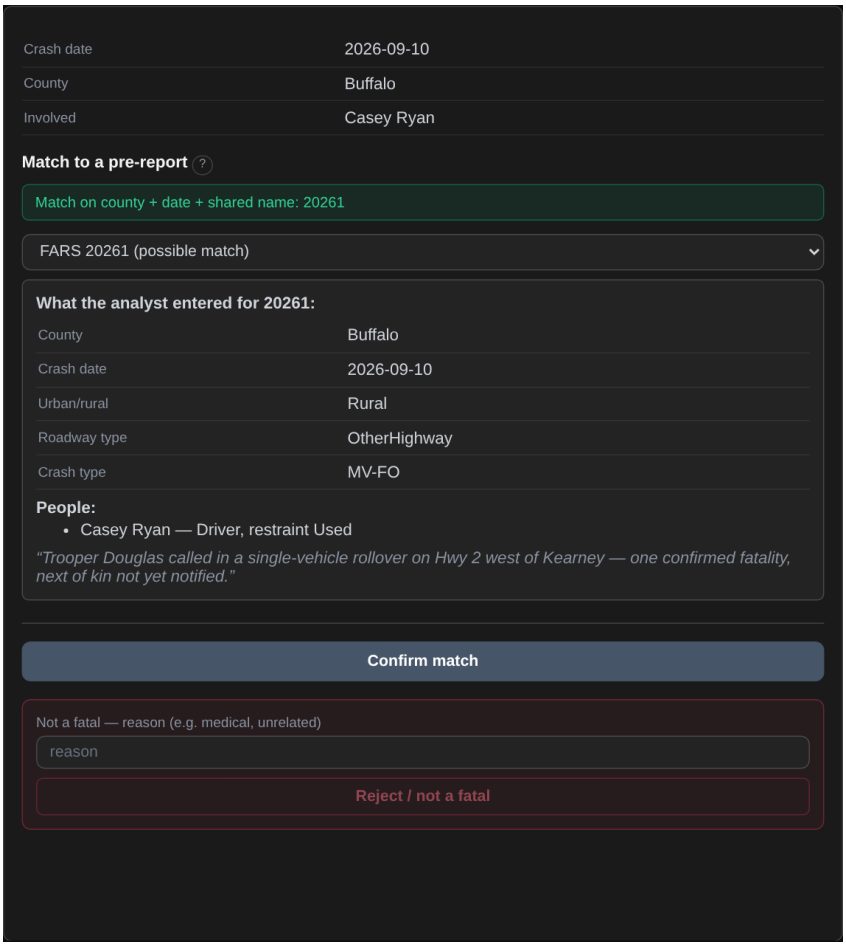
A possible match is found by comparing county, crash date and names, so a name spelled the way the officer will write it helps most.

5. Matching a fatal to its pre-report

There are two ways in. Both end in the same place: the crash is bound to the pre-report, and the case opens for FARS coding.

5.1 From the Work queue - Match this fatal

Click **Match / review →** on a Work queue row. The officer's report fills the left half of the screen; the right half is where you decide.



The decision panel on the Match this fatal page

- **Crash facts** at the top - crash date, county, the people involved.
- A **green banner** means a pre-report already lines up on county, date and a shared name. Still check it against the report before confirming.
- **Choose a pre-report** - possible matches are listed first. When exactly one matches, it's already selected.
- The **detail card** shows everything that was entered on the selected pre-report - county, date, location type, roadway, crash type, people and the notes - so you can read it side by side with the report.
- **Confirm match** binds them and takes you straight into the case page for that case.

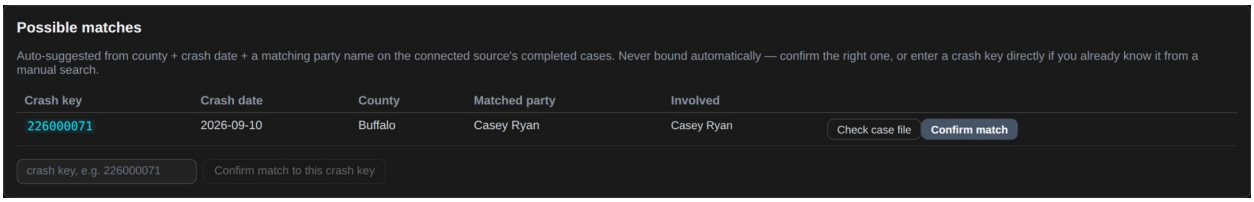
Not a fatal

The red area at the bottom is for a crash that isn't a traffic fatality after all (for example a medical death or an unrelated cause). Type the reason, then click **Reject / not a fatal**. The crash leaves the Work queue and moves to the Dismissed section. On this page you'll then see a **Marked not a fatal** banner with who, when and why, and an **Undo dismissal** button.

> **If there is no pre-report:** the picker says so. Log a pre-report first (section 4), then come back and match it.

5.2 From a pre-report - Possible matches

Click **Match** or **Confirm match** on an Open pre-report. The page shows what you logged, then the finished crashes that might be it:

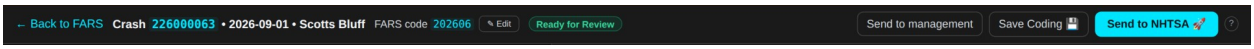


- **Matched party** - which of your listed people matched a name on the crash. **Involved** - everyone on that crash.
- **Check case file** opens that crash's full case file right on the page - read the report before you confirm. Click again (Hide case file) to close it.
- **Confirm match** binds it and opens the case page.
- Already know the crash key? Type it in the box below the list and press Enter (or click **Confirm match to this crash key**). Only a case that is in the **FARS queue** can be matched: if the state's crash system refuses the key, its reason is shown and nothing is matched. A crash that should be a fatal but isn't in the queue is a request to Management from FARS search (section 9).

6. Coding a case - the case page

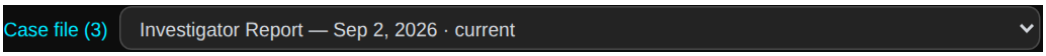
The case page is where you do the work. It fills the whole window and never scrolls as a page: the document pane on the left and the coding pane on the right each scroll on their own, so the report and the form stay side by side.

6.1 The top bar



- **← Back to FARS**, then the crash key, crash date and county.
- **FARS code** with ✎ **Edit** - correct a mistyped code here at any time, even after the case was sent (section 4).
- The status label: **Ready for Review**, or **Sent to NHTSA** once transmitted (hover it to see when). **Changed since last send - retransmit** appears beside it when the coding was saved after the case was last sent.
- **Send to management** - ask Management to correct the state's record (section 10). Once a request is open it reads **Already with management** until Management has dealt with it.
- **Save Coding** 💾 - saves your coding. You can save partial work and come back.
- **Send to NHTSA** 🚀 - sends the case (section 7). Once sent, the same button reads **Retransmit** 🚀.
- Messages such as **Saved 14:32:05** or a red warning appear in the bar right after you act.
- The **[?]** explains what Send does on your system.

6.2 The case file



The picker above the report lists **every document in the fatal case** - not just the officer's report. Documents are grouped:

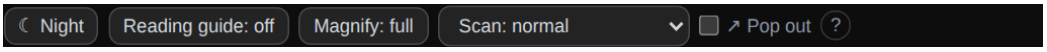
Group	What's in it
Reports	Investigator reports, amendments, supplements, driver reports - named by your state system's own form types.
BAC / toxicology	Lab BAC and toxicology reports filed with the case.
Other documents	Any other kind of document your state files with a case.
Diagrams / Photos	Crash diagrams and scene photos, where your state keeps them.

Tags after a document's name tell you more:

- **current** - the case's primary report. It opens first, in the magnify viewer.
- **not primary** - an earlier report replaced by an amendment, or a driver report filed alongside the investigator's report (the investigator report is always primary).
- **withdrawn** - withdrawn by the state.
- **restricted** - on file, but your state hasn't allowed FARS Manifest to open it. You still see that it exists.

The case file is read-only. Documents are added by your state's data-entry staff; to have one removed, see section 10.

6.3 Reading tools



The toolbar above the case file holds the same reading tools as the state system's review screens. Your choices are remembered on your computer from case to case, and a popped-out report follows them.

Tool	What it does
☾ **Night / ☀ Day**	Switches the screen and the report between a dark and a light theme. It's the same setting as the FARS screen's Day / Night button (section 3.6).
Reading guide	When on, every row dims except the one under your mouse (or the one you just jumped to), so your eye stays on one line.
Magnify	Cycles through four levels - see the table below. "Off" is one of them. The button appears once your state system has located a field's box on this case's report; with nothing to point at, it isn't shown.
Scan	How the report image is shown: normal, inverted (white on black), boosted contrast, or grayscale. It changes only the picture of the report, never the report itself.
↗ Pop out	Opens the report in its own window, e.g. on a second monitor (section 6.4).

Magnify level	When you click a field's 🔍
Magnify: full	The report jumps to the field's page, draws a box around it, and shows it enlarged in a loupe panel.
Magnify: highlight	Jumps and draws the box; no loupe.
Magnify: scroll	Jumps to the page only; no box.
Magnify: off	Nothing moves by itself - you scroll the report yourself.

6.4 The report viewer and pop-out

The case's current report opens in the magnify viewer, which shows every page and can point at a field's box. Other documents in the case file open in your browser's own viewer, with its usual page, zoom, rotate, download and print controls.

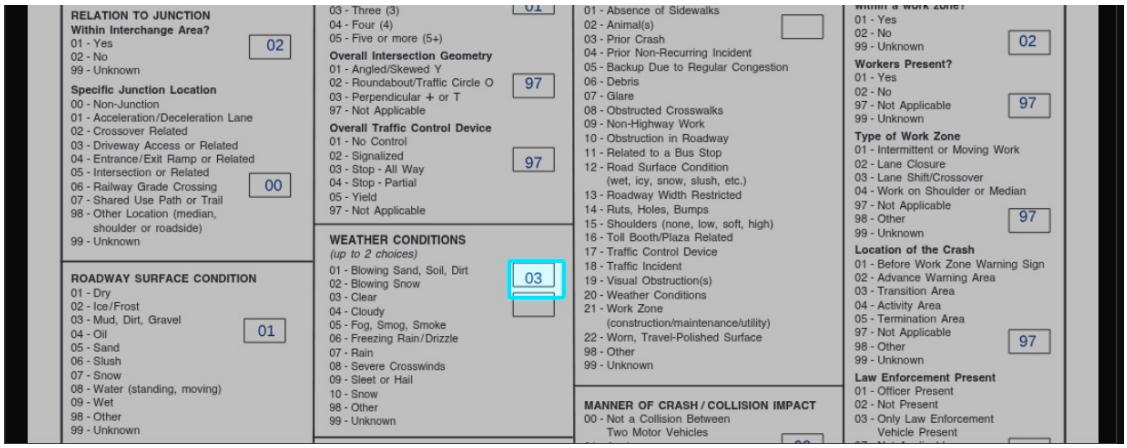
Tick **↗ Pop out** to open the report in its own window:

- Move and size it anywhere - it opens in the same place next time.
- It reopens by itself on the next case while Pop out is ticked, and closes when you leave a case.
- It follows your Day / Night and Scan choices as you change them, and jumps when you click a 🔍.
- If your browser blocks pop-ups, a **Browser blocked the pop-out - open it** button appears; click it once.
- Untick Pop out to close it and stop it reopening. Closing the window yourself unticks it too.

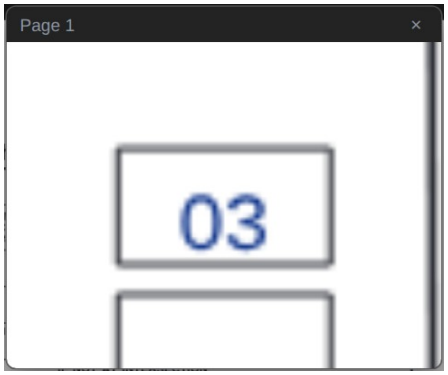
6.5 Highlight and magnify - the 🔍 buttons

A 🔍 appears beside a field when your state system can show exactly where that value sits on the officer's report. Click it and the report jumps there (how far it goes depends on the Magnify level). The row you jumped from stays marked so you don't lose your place.

- **State-reported fields** (the Crash, Vehicles and Persons & Drivers tabs) get a 🔍 wherever the report has a box for them.
- The **Alcohol Test** card shows 🔍 **Officer's entry** for a driver, pointing at the officer's alcohol boxes.
- **NHTSA gap elements never get one** - the officer's report doesn't capture them, so there is nothing to point at. That is by design, not a fault.



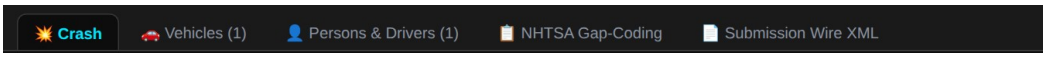
Magnify: full - the officer's Weather Conditions entry, highlighted on the report



The loupe panel, top right of the report

The box is lined up with each page automatically, even on a scanned page that sits a little crooked; the line above the report says how (for example "Page 1: lined up by text (173 labels)"). If a page can't be lined up reliably, no box is drawn rather than a wrong one.

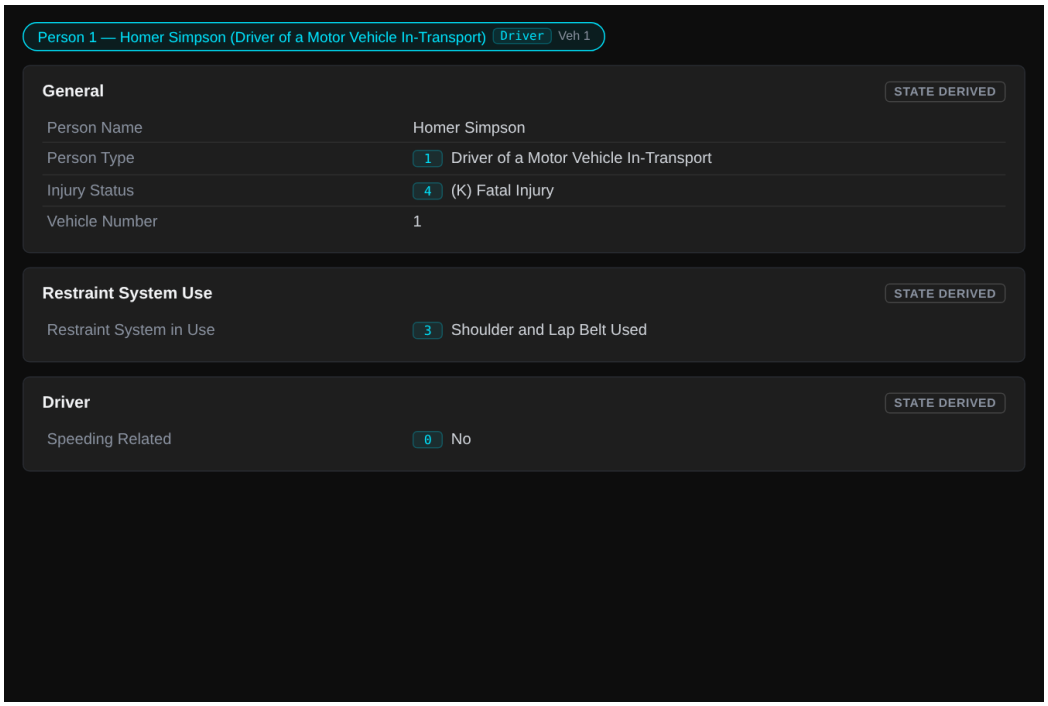
6.6 The coding tabs



Tab	What it holds
💥 **Crash**	The state record's crash-level fields.
🚙 **Vehicles (n)**	Each vehicle's fields - pick a vehicle with the buttons at the top.

Tab	What it holds
Persons & Drivers (n)	Each person's fields; drivers are tagged Driver and show which vehicle they were in.
NHTSA Gap-Coding (highlighted)	The FARS-only elements you code, plus the Alcohol Test and drug toxicology.
Submission Wire XML	Exactly what Send to NHTSA will send.

6.7 The state's record (Crash, Vehicles, Persons & Drivers)



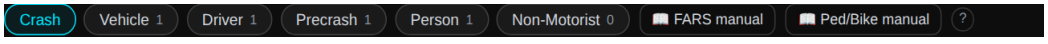
A person on the Persons & Drivers tab

These three tabs show what the state reported, grouped into cards (General, Restraint System Use, Alcohol Test, Driver, and so on). Each card is tagged **STATE DERIVED** - it's read-only here, exactly as the state sent it.

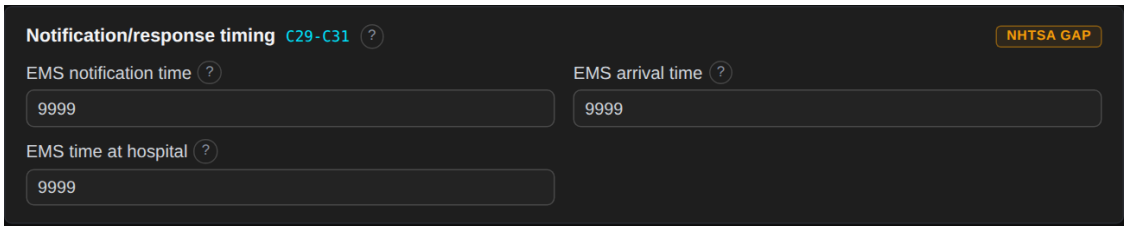
- Labels are written out in plain words (Manner of Collision, Location of the Crash).
- Every coded value is a badge plus its official description, e.g. **01** Clear, **3** Shoulder and Lap Belt Used.
- Plain values (dates, times, VINs, plate numbers) show as they are.
- "not in the MMUCC6 code list" means the state sent a code the national code list doesn't have - worth a closer look.

6.8 NHTSA Gap-Coding

These are the elements NHTSA requires for FARS that a state crash report never captures. They are laid out in the same sections as NHTSA's FARS/CRSS Coding and Validation Manual.



- **Section buttons** - Crash, Vehicle, Driver, Precrash, Person, Non-Motorist. The number shows how many vehicles or people that section repeats for.
- **Vehicle / occupant buttons** - Vehicle, Driver and Precrash repeat for each vehicle; Person repeats for each occupant; Non-Motorist for each pedestrian or cyclist. The vehicles and people are the ones in the state record.
- Vehicles and people can't be added or removed here. If the state record is missing one, click **Send to management** at the top of the case and say what should change (section 10).
- 📖 **FARS manual** and 📖 **Ped/Bike manual** open NHTSA's two manuals in a new tab. Your System Admin keeps the links current (section 11); a greyed-out button means no link is set.
- The **[?]** beside the section buttons holds the FARS Coding Rules summary.

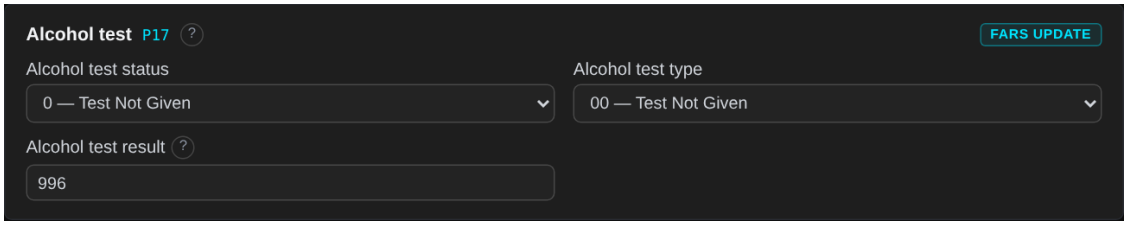


A gap-coding card

Each card is one group of related FARS elements:

- The element numbers (for example C29-C31) match the FARS manual. The card's **[?]** carries the manual's guidance.
- **NHTSA GAP** - an element the state report doesn't capture. **FARS UPDATE** - an element the state report has, which you can update (the Alcohol Test).
- **Dropdowns** list NHTSA's official codes with their descriptions. "- not coded -" means you haven't chosen yet.
- **Checkbox lists** are for "select all that apply" elements. A code that has to stand alone (None, Not Reported, Unknown) unticks the others when you tick it, and is unticked when you tick another.
- **Specify** - when you pick a code the manual marks "Specify" (for example Other), a text box opens under it for what the report says.
- **Text boxes** are for numbers, dates, times and identifiers. Hover the field's **[?]** for the exact format and special codes (for example HHMM military time, 8888 Not Applicable, 9999 Unknown). A value that doesn't fit the format is marked in red: Save still keeps it, but Send is refused until it is fixed or cleared. Stray spaces are dropped, and elements the manual wants in capitals (trafficway identifiers, the rail crossing id) are shown and sent in capitals.
- **County and City** are two boxes: the county's three-digit and the city's four-digit GSA codes. Code both or neither.
- **Non-motorists** have the crash-typing elements from NHTSA's Pedestrian and Bicyclist Crash Typing manual: a shared card, then one for a pedestrian or one for a bicyclist. The crash group is filled in from the crash type you pick.
- A code your administrator has since retired stays on a case that already has it, marked **(retired code)**, until you pick another.
- ● **Unsaved changes** in the bar means the form differs from what was last saved. Leaving the case asks first - also when a value is still being typed or a note to Management hasn't been sent - and the Submission Wire XML tab shows the last saved coding until you save.

6.9 The Alcohol Test



The Alcohol Test (FARS element P17 for occupants, NM19 for non-motorists) is under the **Person** and **Non-Motorist** sections. It is what **NHTSA** receives: update it **whenever a lab BAC report arrives - or at any time**, even without one. The state report has an alcohol test too, and what you code here never changes it - to change the state's own alcohol fields, see section 6.13.

Part	How to code it
Alcohol test status	0 Test Not Given - 2 Test Given - 8 Not Reported - 9 Reported as Unknown if Tested.
Alcohol test type	Breath (evidential, PBT, unknown type), Blood, Urine, Vitreous, Blood Plasma/Serum, Blood Clot, Liver, Other, Unknown, Not Reported, Reported as Unknown if Tested.
Alcohol test result	Three digits, the result in thousandths: 080 = .080, 000 = .000. Special codes: 940 .94 or Greater, 995 Not Reported, 996 Test Not Given, 997 Test Performed, Results Unknown, 998 Positive Reading with No Actual Value, 999 Reported as Unknown if Tested.

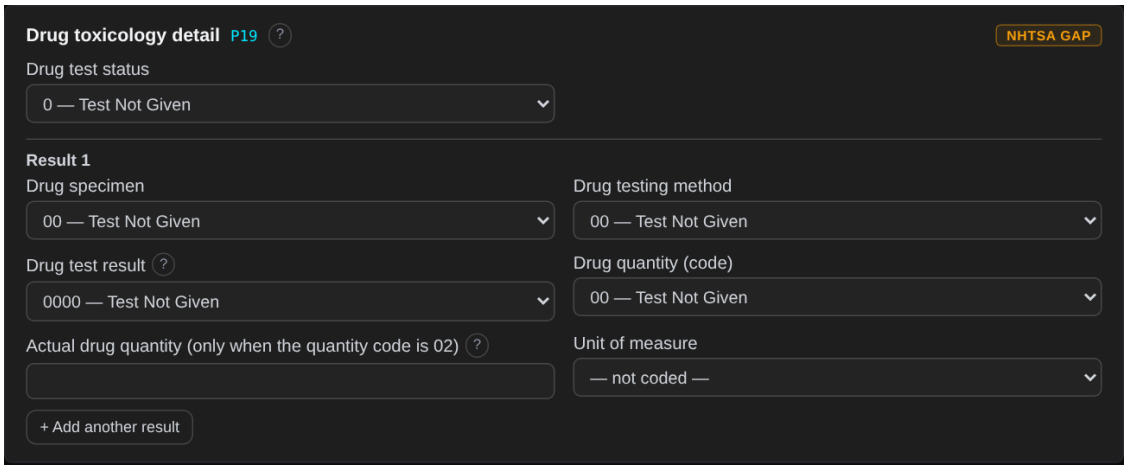
> **All three or none:** code all three parts, or leave all three blank until you have everything. Save warns you about a half-coded test; Send to NHTSA won't send until it's complete or blank.

The card's **[?]** summarizes the manual's rules:

- A living person's result is preferred over a post-mortem result.
- Living: breath (evidential, then PBT) before blood. Deceased: vitreous, then blood by collection site (femoral, subclavian, heart), then urine, liver, other.
- A test started but not completed (spoiled or insufficient sample): Status 2, the Type, Result 997.
- A refused test: all three Not Reported (8 / 95 / 995), plus the Test Refused related factor.
- On a toxicology report, alcohol is listed as ethanol or ethyl alcohol.

For a driver, 🔍 **Officer's entry** shows what the officer wrote on the report, for comparison.

6.10 Drug toxicology

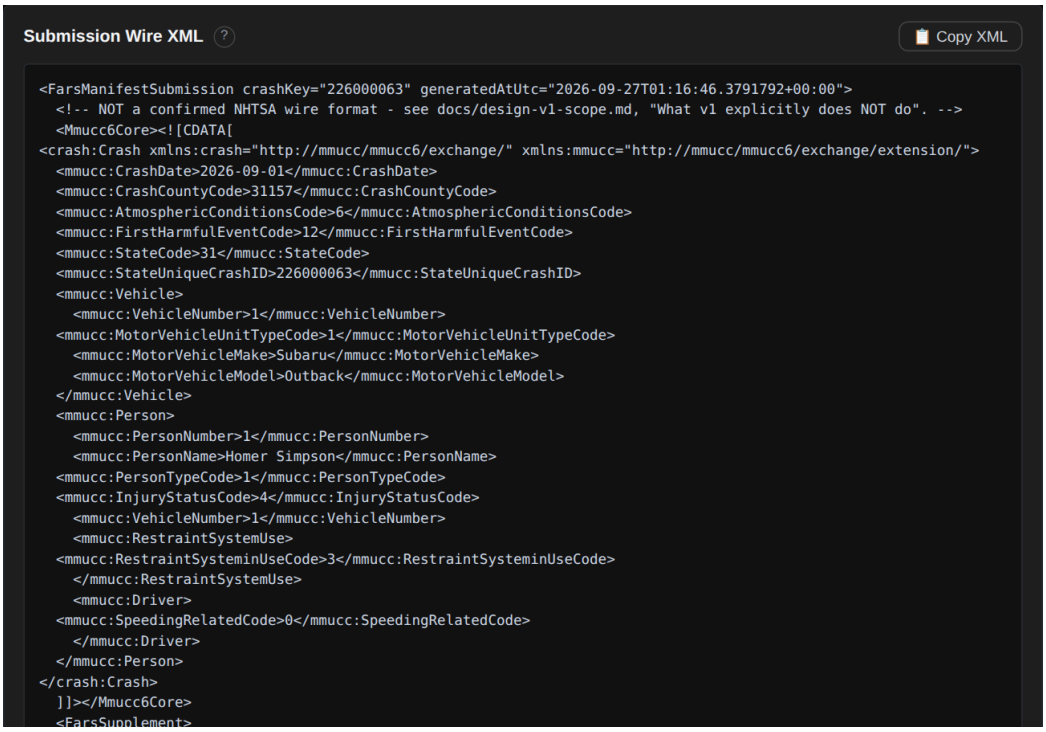


Drug toxicology (FARS element P19 for occupants, NM21 for non-motorists) is under the **Person** and **Non-Motorist** sections, next to the Alcohol Test. It starts with one **test status** for the person, then a **result row** for every specimen, method and drug the toxicology report gives. **+ Add another result** adds a row; **Remove this result** takes one out. The parts follow the manual's order:

Part	How to code it
Drug test status	0 Test Not Given - 2 Test Given - 8 Not Reported - 9 Reported as Unknown if Tested.
Drug specimen	Whole Blood, Urine, Blood Plasma/Serum, Blood Clot, Oral Fluids, Vitreous, Liver, Other, Unknown, Not Reported, Reported as Unknown if Tested.
Drug testing method	The screening or confirmatory method.
Drug test result	The **specific drug**, from NHTSA's full "Drugs by Category Type" list - every code from 1001 to 9999 with its name, plus 0000 Test Not Given and 0001 None Detected/Below Threshold. Hover the [?] for the category ranges (1001-2000 Narcotic Analgesics, 5001-6000 Cannabinoids, and so on).
Quantity and unit	The drug quantity code, the actual amount when the code calls for one, and its unit.

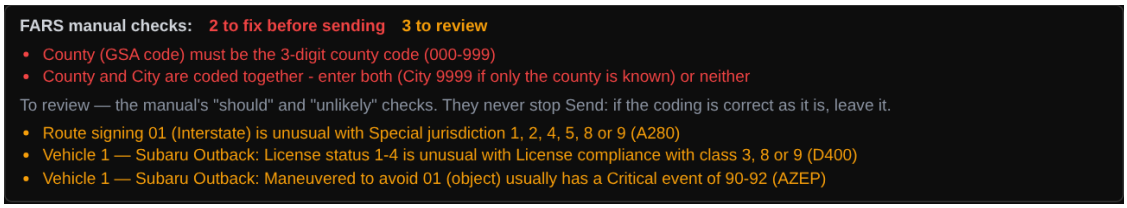
Code every part of a result row, or leave the row blank until the report is in - the FARS manual checks (section 6.12) say which part is missing. Like the Alcohol Test, this goes to NHTSA only and never changes the state's record.

6.11 Submission Wire XML



This tab shows exactly what **Send to NHTSA** will send: the state's record plus every FARS element you've coded, as last saved. 📋 **Copy XML** copies it to your clipboard. It is useful for checking your work, and while your state's NHTSA feed is being set up and tested.

6.12 FARS manual checks



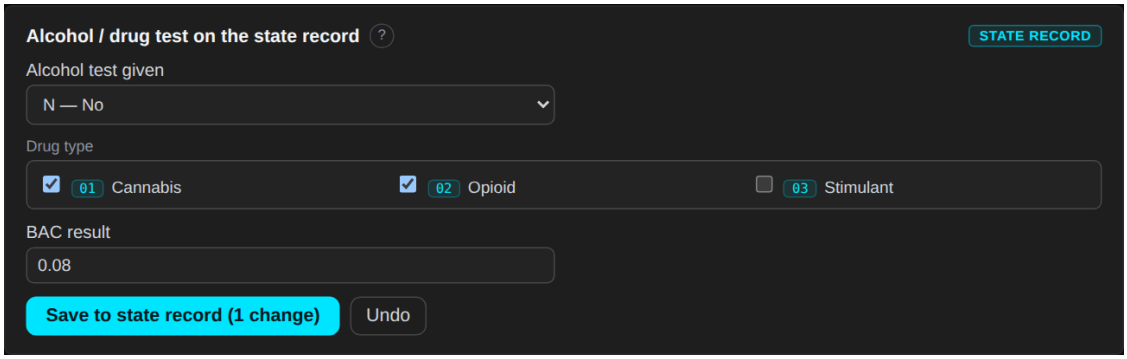
FARS manual checks on the NHTSA Gap-Coding tab

As you code, FARS Manifest runs the checks NHTSA's FARS/CRSS Coding and Validation Manual lists for these elements. Whatever they find appears in the **FARS manual checks** line at the top of the NHTSA Gap-Coding tab - click it to open the list. Every item names the element and the manual's check number, for example (340P), so you can look it up.

Kind	What it means	Does it stop Send?
To fix before sending	The manual says the coding **must** be this way: a value in the wrong format, two elements that can't go together, a half-coded test.	**Yes.** Save keeps your work and warns you; Send is refused until it is fixed or the fields are cleared.
To review	The manual's "should" and "unlikely" checks: unusual, but possibly right.	**No.** If the coding is correct as it is, leave it.

Blank always means "not coded yet" and is never an error by itself. The checks apply only to the NHTSA coding - never to the state's record.

6.13 The state record's alcohol and drug test fields



The state record's alcohol and drug test fields on the Persons & Drivers tab (the fields are your state's own)

On the **Persons & Drivers** tab, above each person's read-only cards, is **Alcohol / drug test on the state record**, tagged **STATE RECORD**. These are the only fields of the state's record you can change from FARS Manifest - for example when a BAC report shows the state's record is out of date.

- The fields, their names and their code lists are **your state's own**, not FARS codes.
- Change what needs changing, then click **Save to state record**. It is separate from Save Coding: nothing here goes to NHTSA, and nothing you code for NHTSA changes these.
- **The state's own rules apply.** If the state's crash system refuses a change, its reason is shown, nothing is saved, and your edit stays on the form to correct. You will often need to change several fields together (status, type and result) so they agree.
- After a save the bar says **State record updated** and, if the case had already been finished in the state system, that it was re-published.
- A person the state's form has no such fields for shows "The state record has no alcohol or drug test fields for this person". If the state's crash system doesn't offer this to FARS Manifest yet, the card says so and the values stay read-only.

7. Saving, sending and retransmitting

7.1 Save Coding

- Saves everything on the coding form. Partial work is fine - save and come back later.
- The bar shows **Saved** and the time. If an Alcohol Test is half-coded, the message says so in red - it's saved, but it will need finishing before you send.
- If the FARS manual checks found anything, the message says what to check before sending, and how many items are only "to review".
- Your coding is kept with the case in the state system's FARS tables, so it's there the next time anyone opens the case. It is stored beside the state's record and never changes it.

7.2 Send to NHTSA

1. Finish your coding.
2. Click **Send to NHTSA** 🚀. There is no "are you sure" - a case can always be sent again. It **saves your coding first**, so what is stored and what NHTSA gets are the same, and then sends.
3. The bar shows **Saved and sent to NHTSA**, and the case moves to the Transmitted tab.
4. Finish anything left in NHTSA's own system.

Send is refused (with a red message saying why) while anything is listed under **To fix before sending** in the FARS manual checks (section 6.12) - a partly coded Alcohol Test, a typed value that doesn't fit its format, elements that can't go together. Items "to review" never stop it.

An open request to Management. If the case has a request to Management that hasn't been dealt with, Send first says so - the state's record may still change. **Confirm** sends anyway; **Cancel** doesn't.

If the save fails (for example the state system can't be reached), nothing is sent, so the two never disagree. If the transmission itself fails, the case is **not** marked sent - you'll see the reason in the bar. If NHTSA accepts the case but the state system can't record it as sent, a banner says so and the button becomes **Retry** ↻: Retry only records it on the state system - nothing is sent to NHTSA again.

7.3 Retransmit

Open a sent case (from the Transmitted tab or a notice), make your changes, then click **Retransmit** 🚀. Like Send, it saves first, and the send date is updated. This is normal - for example after a lab BAC report arrives months later, or after NHTSA's edit checks.

8. When a new document arrives later

Documents keep arriving after a case is worked. The most common is the lab's **BAC report**: a one-page document the state lab sends when it finishes, often weeks or months after the crash. Your state's data-entry staff file it with the case, and FARS Manifest tells you with a **notice** - even if the case has already been sent to NHTSA.

1. On the FARS screen, the **Notices** list shows the case and the new document.
2. Click **Review →**. The case opens with the new document selected in the case file, and a notice bar across the top:



3. Read the document (**View** brings it back up if you've switched away).
4. Decide, following federal guidelines, whether the FARS record needs to change - for a BAC report, usually the **Alcohol Test** (section 6.9). If the state's own alcohol fields should change too, do that on the Persons & Drivers tab (section 6.13).
5. If it does: update the coding, **Save Coding**, **Retransmit**, then click **Updated & retransmitted** on the notice bar.
6. If it doesn't: click **No change** (you can also do this straight from the Notices list).

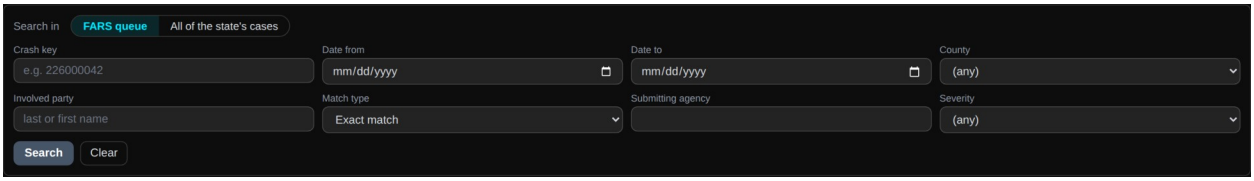
The outcome, your name and the time are recorded on the case in the state system, so everyone sees the same history. Acting on a notice isn't mandatory - but recording the outcome is how the notice leaves your list.

9. FARS search

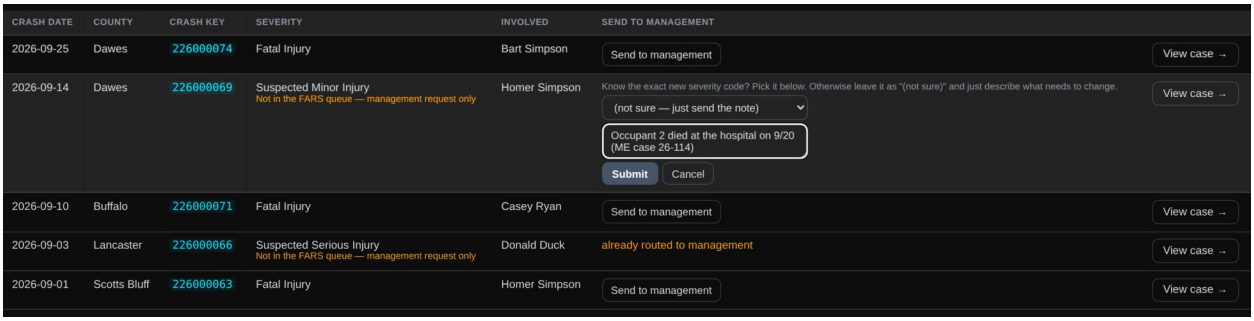
FARS search is two searches on one screen. The **Search in** toggle at the top picks which:

Search in	What it searches	What you can do with a result
FARS queue (where it opens)	The cases your state's crash system has released to FARS - the ones on your FARS screen.	Open it, match it, code it, or send it to Management.
All of the state's cases	Every crash in the state system, fatal or not.	A case that isn't in the FARS queue is marked **Not in the FARS queue - management request only**: you can read it and send it to Management, nothing else.

The wide search is for the 30-day rule: when someone injured in a crash dies within 30 days, you often know before anyone else. Find the crash, add a note, and send it to Management to have its severity changed. Once it is coded fatal and your state's system releases it, it arrives in the FARS queue like any other fatal. When a case reaches the FARS queue is set by your state system's administrator.



- Search by **crash key**, **date range**, **county**, **involved party** (exact, or sounds like), **submitting agency**, or **severity**. Enter at least one, then **Search** (or press Enter); **Clear** resets, and puts the toggle back on FARS queue.
- **Date from** and **Date to** are separate - setting one never changes the other.
- The line above the results says which search was used, for example "3 matching case(s) in the FARS queue".
- Driver reports are found too - including a crash that so far has only a driver's report - unless your state has kept driver reports from FARS Manifest; then they don't appear.

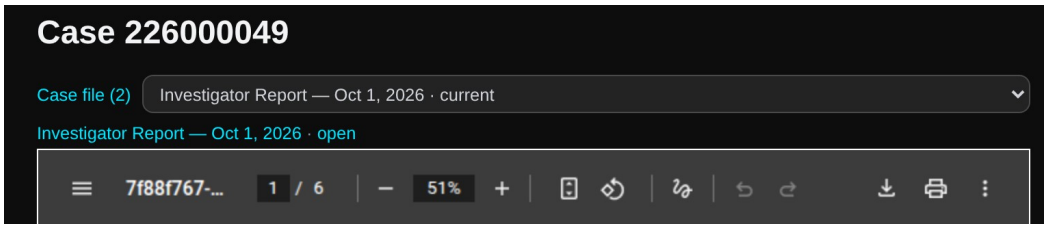


Results - one row with the Send to management form open

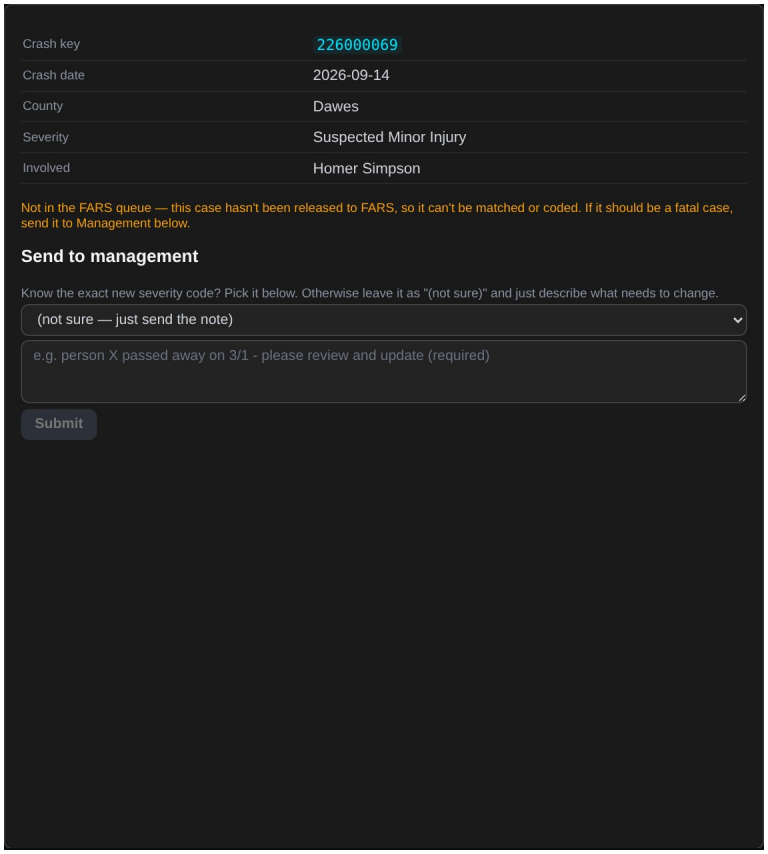
9.1 Reviewing a case from the results

Click a crash key, or **View case →** at the end of its row, to open the case read-only:

- **Left:** the case's full case file - every report and document, with the same picker as the case page (section 6.2).
- **Right:** the crash key, date, county, severity and the people involved.
- **Open in FARS coding →** - shown when the crash is already one of your FARS cases; it opens the case page. A case that isn't in the FARS queue shows **Not in the FARS queue** instead.
- **Send to management** - the same form as on the results row, so you can read the report first and then decide.
- **← Back to search results** returns to your search with the same filters and results; a crash you sent shows **already routed to management**.



A search result opened as a case - the case file, its two reports in the picker



The details panel on the right

> **Driver reports:** they're in the case file like any other report. If your state hasn't allowed FARS Manifest to open them, they're tagged **restricted** (section 6.2). Each driver report you open is recorded on the case under your name.

9.2 Send to management

1. Click **Send to management** on the crash's row, or open the case (section 9.1).
2. If you know the exact new severity code, pick it. If you don't, leave it as **(not sure - just send the note)** - the reviewer makes the actual change.
3. Describe what needs to change in the note, for example "Occupant 2 died at the hospital on 9/20 (ME case 26-114)". The note is required.
4. Click **Submit**. The crash shows **already routed to management**.

- **One open request per case.** While a request is open, the form isn't offered again - on the search row, the case opened from search, or the case page (**Already with management**).
- **A note you started isn't lost.** Open another row, view the case or go back to the FARS screen, and the row shows **unsent note kept**; open its form again and the note is there.
- If the request is refused, the reason appears right under the form.

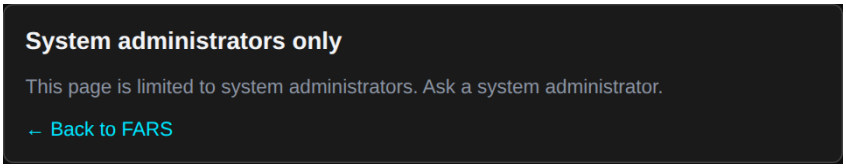
10. Corrections and removals

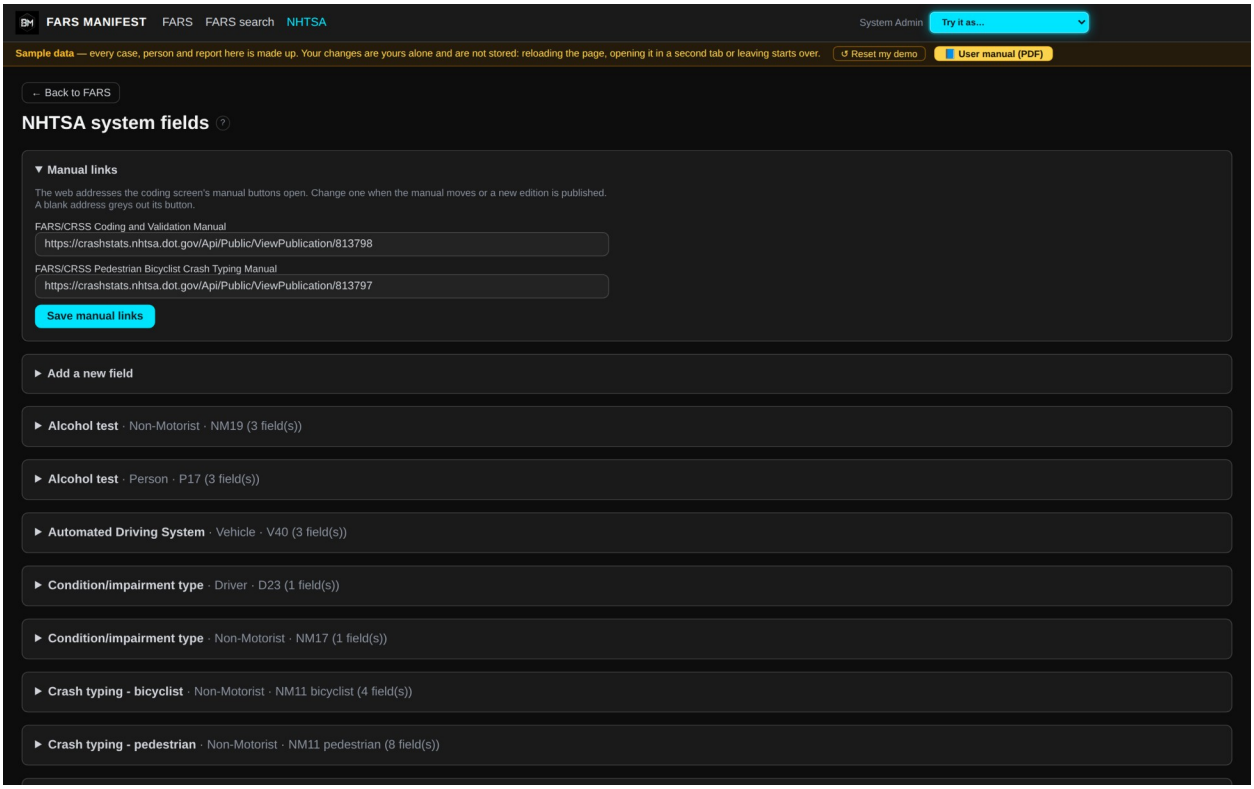
FARS Manifest never deletes anything. Deleting records and documents is kept to System Admin and the Management queue in the state system. To have something removed or corrected:

- **A document filed with the wrong case** (for example a BAC report) - find the crash in FARS search, **Send to management**, and write in the note what should be removed and why.
- **A vehicle or person missing from, or wrong on, the state record** - open the case, click **Send to management** in the bar, and write what should change; the coding form follows the state record.
- **A crash you marked not a fatal by mistake** - use **Undo dismissal** (section 3.4); no note needed.
- **A mistyped FARS code** - click ✎ **Edit** beside it on the pre-report or the case page (section 4); no note needed.
- **A person's alcohol or drug test on the state record** - change it yourself on the Persons & Drivers tab (section 6.13). Every other state field is a request to Management.
- **A crash that should be a fatal but isn't in the FARS queue** - find it with FARS search set to **All of the state's cases** and send it to Management (section 9).

11. NHTSA system fields (System Admins)

The **NHTSA** tab in the top bar - visible to System Admins only - opens the list of FARS elements the coding form offers and their code lists. Anyone else who reaches the page sees:





NHTSA system fields

Changes here are **saved permanently in FARS Manifest's own database** and are shared: every analyst's form uses them, and they survive restarts and updates. (The online demo is the exception - each visitor's changes are their own and reset.)

- Elements are grouped by card and section, with the FARS element numbers - for example **Alcohol test · Person · P17** and **Alcohol test · Non-Motorist · NM19** - so the occupant and non-motorist versions of a card are never mixed up. Groups start closed; click one to open it.
- **Manual links** - the web addresses the case page's 📖 **FARS manual** and 📖 **Ped/Bike manual** buttons open. Change one when NHTSA moves a manual or publishes a new edition. Only ordinary web addresses (http or https) are accepted; a blank address greys out its button.
- **Edit label** - correct a code's description. The new wording shows on every case; the earlier wording is kept and listed under the code as **earlier wording**. Enter saves, Escape cancels.
- **Retire** - stop offering a code for new coding. Cases already coded with it keep it. **Reactivate** brings it back.

- **Add a code** - add a new code to a coded element. A code that is really one the list already has (03 beside 3), a letter on an all-digit list, or a code of a different length than the rest of the list is refused, with the reason beside the row.
- **Edit hint** - change the format guidance shown in a text field's [?].
- **Add a new field** - add an element NHTSA introduces, with no software change.

> **Why admin-only:** these lists are the rules every analyst codes against. A change here changes the form for everyone.

12. Quick reference

12.1 Labels you'll see

Label	Where	Meaning
Open (amber)	Pre-reports	Logged, not matched to a crash yet.
Matched (green)	Pre-reports	Bound to a crash; ready to code.
Transmitted (blue)	Transmitted tab	Sent to NHTSA.
Ready for Review / Sent to NHTSA	Case page top bar	Not yet sent / sent (hover for when).
Changed since last send	Case page top bar, Transmitted tab	The coding was saved after the case was last sent - Retransmit to send the current coding.
Already with management	Case page top bar	A request to Management is open on this case.
Not in the FARS queue	FARS search	Not released to FARS - it can only be sent to Management.
Ready / Sent	Notices	The case's status when the new document arrived.
possible match (n)	Pre-reports	n finished crashes line up with this pre-report.
Marked not a fatal	Match page	Dismissed - with who, when, why and Undo.
STATE DERIVED	State record cards	What the state reported; read-only.
NHTSA GAP	Gap-coding cards	A FARS element the state report doesn't capture.
FARS UPDATE	Alcohol Test card	An element the state report also has; what you code goes to NHTSA.
STATE RECORD	Persons & Drivers tab	The state's own alcohol and drug test fields, which you can change (section 6.13).
current / not primary / withdrawn / restricted	Case file	See section 6.2.

12.2 Messages

Message	What to do
Saved 14:32:05	Nothing - your coding is saved.
Saved ... - alcohol test partly coded for ...	Finish all three Alcohol Test parts for that person, or clear all three, before sending.
Saved ... - check before sending: ...	A FARS manual check that must be fixed (section 6.12). Open FARS manual checks on the NHTSA Gap-Coding tab for the full list.
... n to review under FARS manual checks ...	Only a reminder - these never stop Send. Look them over; leave them if the coding is right.

Message	What to do
Not sent - ... Fix these (or clear the fields) first.	Fix what is listed under To fix before sending, then Send again.
Not sent - alcohol test partly coded for ...	Same as above, then Send again.
Saved and sent to NHTSA / Saved and retransmitted (time)	Done. Finish anything left in NHTSA's own system.
This case has an open request to management.	The state's record may still change. Confirm sends anyway (you can send again later); Cancel doesn't.
State record updated (time)	Your change to the state's alcohol / drug test fields is saved in the state's crash system.
State record not changed - the state's rules don't allow it: ...	The state's own rules refused the change, and say why. Correct the fields (often several must agree) and save again.
Enter the FARS code / A FARS code is required	Every new pre-report needs its FARS code.
FARS code ... is already on another pre-report or case	Each FARS code belongs to one case. Check the number.
Case ... isn't in the FARS queue, so it can't be matched	Only cases released to FARS can be matched. If it should be a fatal, send it to Management from FARS search.
The report couldn't be loaded (with Retry)	The report didn't arrive. Click Retry; if it persists, tell your administrator.
Notice recorded: ...	The notice is handled and leaves your list.
... is on file for this case, but the connected source hasn't cleared FARS Manifest to open it	The document is restricted by your state. Ask your administrator if you need it.
The officer report couldn't be loaded	The state system didn't return it. Try again; if it persists, tell your administrator.
Browser blocked the pop-out - open it	Click the button once, or allow pop-ups for FARS Manifest.
System administrators only	The page needs the System Admin role.
No FARS access	Your account doesn't have the FARS Analyst role in FARS Manifest. Ask your administrator to grant it.
The state's crash system refused this for your account (...)	The state system doesn't list you as having FARS access. Ask your administrator to add you there.
The connected source is unavailable	The state's crash system didn't answer (it may be restarting or have FARS switched off). Try again shortly; if it persists, tell your administrator.

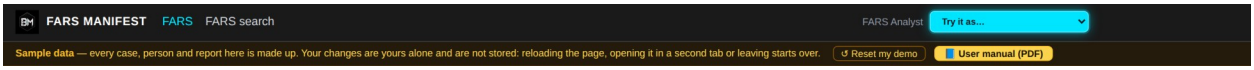
12.3 Glossary

Term	Meaning
FARS	NHTSA's Fatality Analysis Reporting System - the national census of fatal crashes.
NHTSA	National Highway Traffic Safety Administration.

Term	Meaning
RBIS	NHTSA's web system for FARS cases - where you finish anything the XML didn't complete.
MMUCC6	The national standard for crash data (6th edition). The state's record is shown in MMUCC6 terms.
Crash key	The state system's number for a crash case.
FARS code	Your own FARS case number.
Pre-report	What you log about a fatal before the crash report arrives.
Work queue	Finished fatal crashes with no pre-report matched yet.
FARS queue	The cases your state's crash system has released to FARS. When a case is released is set by that system's administrator.
Gap element	A FARS element NHTSA requires that the state report doesn't capture.
Case file	Every document filed with the crash case.
Notice	A message that a new document was added to a FARS case after it was opened.
BAC	Blood alcohol concentration - the lab's alcohol test result.

13. Trying the online demo

The online demo is FARS Manifest with made-up cases, so anyone can try it without an account. It works exactly like a live system, with a few differences:



The demo's top bar and Sample data banner

- **Sample data** - every case, person and report is made up. Nothing is ever sent to NHTSA or to a state system; Send to NHTSA says "Demo: nothing was sent".
- **Your copy is yours alone** - other visitors don't see your changes. Nothing is stored: reloading the page, opening it in a second tab, switching role or leaving starts over.
- **Try it as...** - switch between FARS Analyst and System Admin to see each role (the NHTSA tab appears for System Admin).
- ↺ **Reset my demo** - puts every case back the way it started.
- 📘 **User manual (PDF)** - opens this manual.
- The sample cases have no state crash system behind them, so the state record's alcohol and drug test fields (section 6.13) and the 🔍 magnify buttons don't appear in the demo.

The demo starts with something in every area: a notice to review and one already handled, crashes waiting in the Work queue, open and matched pre-reports, cases already sent, a dismissed crash, and search results going back to 2021.