

# DRAFT COPY – 10/6/2011

## Accessing the ALCOTEST Instrument Upload Data -

NJSP Public Website page - [www.njsp.org](http://www.njsp.org)

The screenshot shows the New Jersey State Police website as it appeared in late 2011. The browser window is titled "New Jersey State Police - Windows Internet Explorer" and the address bar shows "http://www.njsp.org/". The website header includes the state seal, the text "THE STATE OF NEW JERSEY DEPARTMENT OF LAW & PUBLIC SAFETY OFFICE OF THE ATTORNEY GENERAL", and navigation links like "NJHome", "Services A to Z", "Departments/Agencies", and "FAQs". A search bar is located in the top right. Below the header, there's a banner for "HONOR DUTY FIDELITY" celebrating 90 years (1921-2011). The main content area is divided into several sections: "Celebrating 90 Years" with a large graphic, "News, Events & Updates" with a list of recent events, "Crime & Technology" with links to "Missing Persons", "Unidentified Persons/Bodies", and "NJ Sex Offender Registry", "New Jersey's AMBER Alert" with a "No Current Activations" message, "Highlights" featuring a reward increase for Joanne Chesimard, "Hurricane Irene Information" with a link to "Visit ready.nj.gov", "Be A HERO. Be A Designated Driver." campaign, "HERO WALK" for "SUNDAY OCTOBER 23, 2011", and "Gangs in New Jersey Municipal Law Enforcement". The footer shows "Done" and "Trusted sites" status.

New Jersey State Police - Windows Internet Explorer  
http://www.njsp.org/  
File Edit View Favorites Tools Help  
New Jersey State Police

THE STATE OF NEW JERSEY  
DEPARTMENT OF LAW & PUBLIC SAFETY  
OFFICE OF THE ATTORNEY GENERAL  
NJHome | Services A to Z | Departments/Agencies | FAQs  
Search  
OAG Home OAG Services from A - Z  
STATE POLICE NJ  
Colonel Rick Fuentes, Superintendent  
NJSP Home  
Colonel Rick Fuentes, Superintendent  
Contact NJSP | FAQ's | Sitemap  
About Us | Division Organization | Public Information | Services  
Celebrating 90 Years  
HONOR DUTY FIDELITY  
1921 - 2011  
News, Events & Updates More | Archives  
September 02, 2011: State Police Wants Motorists to be "O.K." on Labor Day  
August 24, 2011: NJOEM Monitors Earthquake  
July 27, 2011: Fire Chief, Deputy, Fireman and Township Official Arrested in Arson Invest  
June 23, 2011: Operation Fourth Down Tackles Violent Bloods Set in Paterson  
June 07, 2011: Troopers Arrest Man Who Left Children Home Alone While He Robs Store with Hairbrush  
May 26, 2011: "New Jersey can, and must do better" - Fatal Crashes Spike as Memorial Day Approaches  
May 20, 2011: Media Advisory: Law Enforcement and Traffic Safety Officials Kick-off the 101 Days of Summer Traffic Safety Campaign (Inf)l  
Crime & Technology More  
NJ's 12 most wanted  
Missing Persons  
Unidentified Persons/Bodies  
NJ Sex Offender Registry  
New Jersey's AMBER Alert  
No Current Activations  
View NJ's AMBER Alert Plan  
Highlights More  
Reward Increased to \$1 Million on Escaped, Convicted Killer, Joanne Chesimard  
Hurricane Irene Information  
Visit ready.nj.gov  
Image Credit: NASA/NOAA GOES Project  
Be A HERO. Be A Designated Driver.  
HERO WALK  
SUNDAY OCTOBER 23, 2011  
Gangs in New Jersey  
Municipal Law Enforcement

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## Public Information Access –

The screenshot shows the New Jersey State Police website in a Windows Internet Explorer browser window. The address bar displays <http://www.njsp.org/>. The website header includes the New Jersey State Police logo, the text "THE STATE OF NEW JERSEY DEPARTMENT OF LAW & PUBLIC SAFETY OFFICE OF THE ATTORNEY GENERAL", and navigation links such as "NJHome", "Services A to Z", "Departments/Agencies", and "FAQs". A search bar is located in the top right corner. Below the header, there is a section for "Colonel Rick Fuentes, Superintendent" with links to "Contact NJSP", "FAQ's", and "Sitemap". A "Public Information" dropdown menu is open, showing a list of options including "Public Information Page", "Traffic Records Unit Discovery", "Complaints/Complaints", "Emergency Guidelines", "News Releases", "Proposed Rules", "Consent Decree Info", "Crime Reports & Stats", "Forms To Download", "Firearms Information", "MV Racetrack Regulations", "Marine Services Info", "Boating Safety Manual", "Child Safety Seat Prog", "Community Services Unit", "Drug Enforcement", "Weather Information", and "Road Construction". A box on the left side of the page, labeled "Public Information Page Selection", has an arrow pointing to the "Public Information Page" option in the dropdown menu. The main content area features a large image of police officers in uniform, with the text "Make Protecting New Jersey Your Career" and "Currently, initial applications are not being accepted". Below this, there is a "News, Events & Updates" section with a list of recent news items, including "September 02, 2011: State Police Wants Motorists to be 'O.K.' on Labor Day" and "August 24, 2011: NJOEM Monitors Earthquake". On the right side, there are several smaller sections, including "Technology", "Unidentified Persons/Bodies", "NJ Sex Offender Registry", "New Jersey's AMBER Alert", "Current Activations", "New NJ's AMBER Alert Plan", "Hazard Increased to \$1 Million", "on Escaped, Convicted Killer, Joanne Chesimard", "Hurricane Irene Information", "Visit ready.nj.gov", "Be A HERO. Be A Designated Driver", "HERO WALK", "SUNDAY OCTOBER 23, 2011", "OCEAN CITY, NJ", "BORDENTOWN, NJ", "BRANFORD, CT", "October 10th", "2011 Put the Brakes on Fatalities Day", and "www.brakesonfatalities.org/". The browser's taskbar at the bottom shows the Windows Start button and several open applications, including Oracle JDeveloper, Outlook, and Internet Explorer.

- Within the Public Information “Drop Down” list, select “Public Information Page” to navigate to the Public Information web page.

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## Public Information Page –

New Jersey State Police - Public Information - Windows Internet Explorer

http://www.njsp.org/info/info.html

File Edit View Favorites Tools Help

New Jersey State Police - Public Information

THE STATE OF NEW JERSEY  
DEPARTMENT OF LAW & PUBLIC SAFETY  
OFFICE OF THE ATTORNEY GENERAL

Search

NJHome | Services A to Z | Departments/Agencies | FAQs

OAG Home OAG Services from A - Z

STATE POLICE NJ

Honor • Duty • Fidelity

Colonel Rick Fuentes  
Superintendent

NJSP Home

> NJSP Home | > Public Information

NJSP Quick Links

### Public Information

Information provided by the New Jersey State Police & other sources.

#### Traffic Records Unit Discovery

- [Alcotest, Breathalyzer Certifications, Gas Chromatographs for Simulator Solutions \(GC Data\) & Assays](#)

#### Compliments / Complaints

- [How to file a complaint or a complaint](#)
- [Office of Professional Standards](#)

#### New Jersey State Police Consent Decree Information

- [Available on the NJ Department of Law & Public Safety Web Site](#)

#### New Jersey State Police News Releases

- [Current News Releases](#)
- [Archived News Releases](#)

#### Crime Reports & Statistics

- [Uniform Crime Reports](#)
- [Crime Index Trends - 6 Month Update](#)
- [Fatal Accident Statistics](#)

#### Proposed Rules

Navigate to the Alcotest Link Page

- Click on the Alcotest link to continue.

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**Launching the Alcotest Instrument Data FTP site –**

**Insert Web Page Image and instructions here**

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## FTP Instrument Folder page -

Name	Last modified	Size	Description
<a href="#">Parent Directory</a>			
<a href="#">ARAJ-0072/</a>	03-Oct-2011 16:47	1K	
<a href="#">ARAJ-0074/</a>	03-Oct-2011 16:47	1K	
<a href="#">ARAJ-0075/</a>	03-Oct-2011 16:47	1K	
<a href="#">ARBF-0017/</a>	03-Oct-2011 16:47	1K	
<a href="#">ARBF-0018/</a>	03-Oct-2011 16:47	1K	
<a href="#">ARBF-0019/</a>	03-Oct-2011 16:47	1K	
<a href="#">ARLD-0012/</a>	03-Oct-2011 16:47	1K	
<a href="#">ARLM-0198/</a>	03-Oct-2011 16:47	1K	
<a href="#">ARNK-0016/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0017/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0018/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0020/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0021/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0022/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0023/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0024/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0025/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0026/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0027/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0028/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0029/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0030/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0031/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0032/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0033/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0036/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0037/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0038/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0039/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0040/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0041/</a>	03-Oct-2011 16:46	1K	
<a href="#">ARNK-0042/</a>	03-Oct-2011 16:46	1K	

- This page when opened will display a folder entry for each ALCOTEST Instrument (Serial Number) that has had 1 or more successful uploads and subsequent publishing of ALCOTEST data from the corresponding instrument(s).

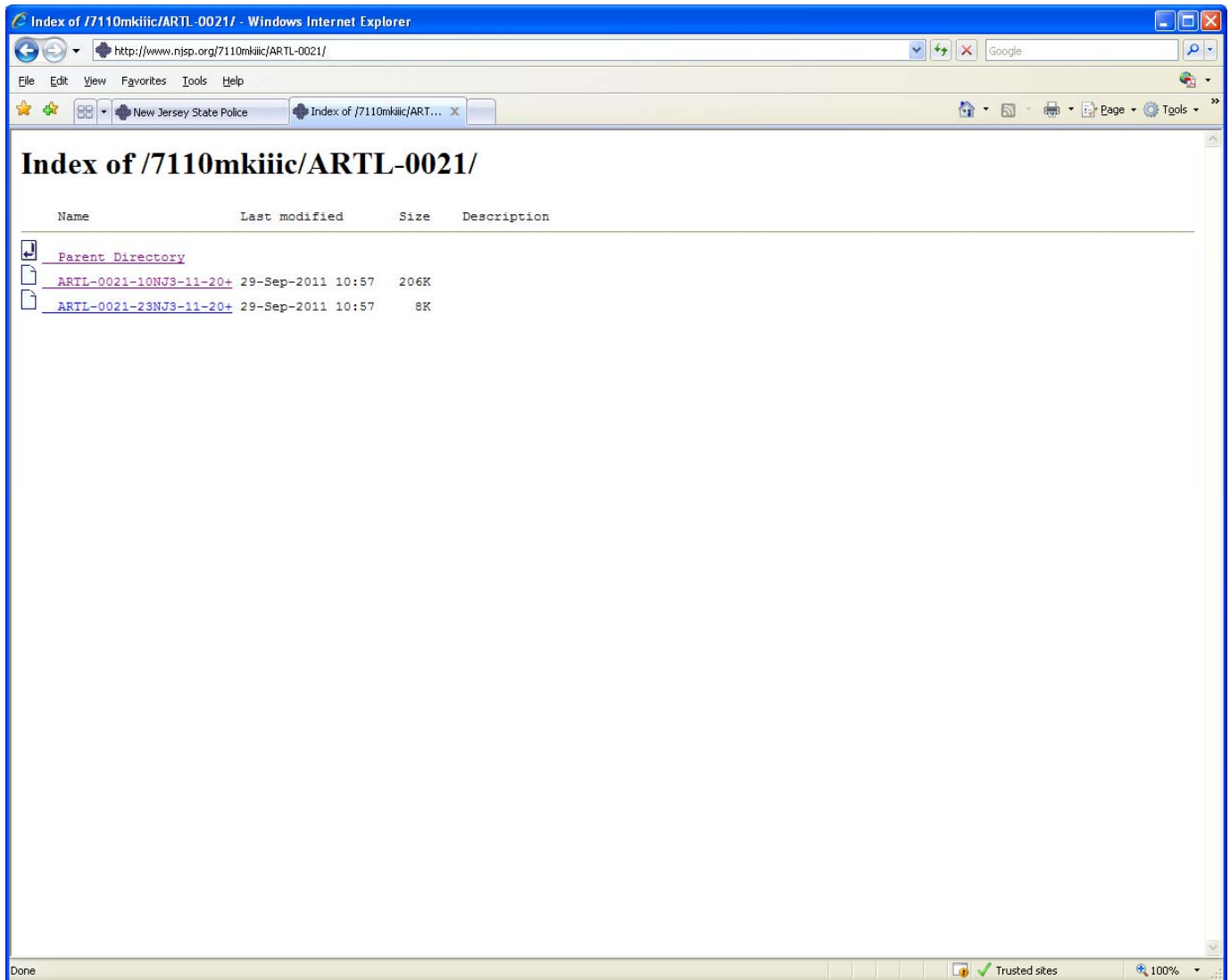
**Note:** Instruments, at the time of accessing this FTP website, that are not present in the displayed folder list have not had a successful upload and publishing of its specific ALCOTEST data.

If an Instrument Serial Number folder is not presented on this page, the OFS Program Manager should be contacted for further determination.

- In order to access the file(s) that are stored in a displayed Instrument folder, simply double-click on the folder.
- The Parent Directory link (located at the top of the list on any page), when clicked, will return you to the prior displayed page.

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## Instrument Folder Contents page –



- After double-clicking the desired Instrument folder the “file” contents are displayed.

In this example there are 2 files contained in the ARTL-0021 Instrument folder.

Upload data from the September 29, 2011 File Publishing for ARTL-0021 -

1. **Subject Tests data file** – ARTL-0021-10NJ3-11-20+ (“+” represents the balance of the file name, not displayed - “1105111615.asc)
2. **Certification Tests data file (Solution Change data)** - ARTL-0021-23NJ3-11-20+ (“+” represents the balance of the file name, not displayed - “1105111615.asc)

See next page.

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**Note:**

1. As the planned weekly data publishings continue, the Instrument folders will increase in upload file number, where there will likely be a set of files present for each publishing date.

When a specific Instrument folder appears to be missing the most recent or a prior dated upload set of files, this would indicate that no data was uploaded for the specific date in question.

If this raises a question, please contact the OFS Program Manager with your specific inquiry.

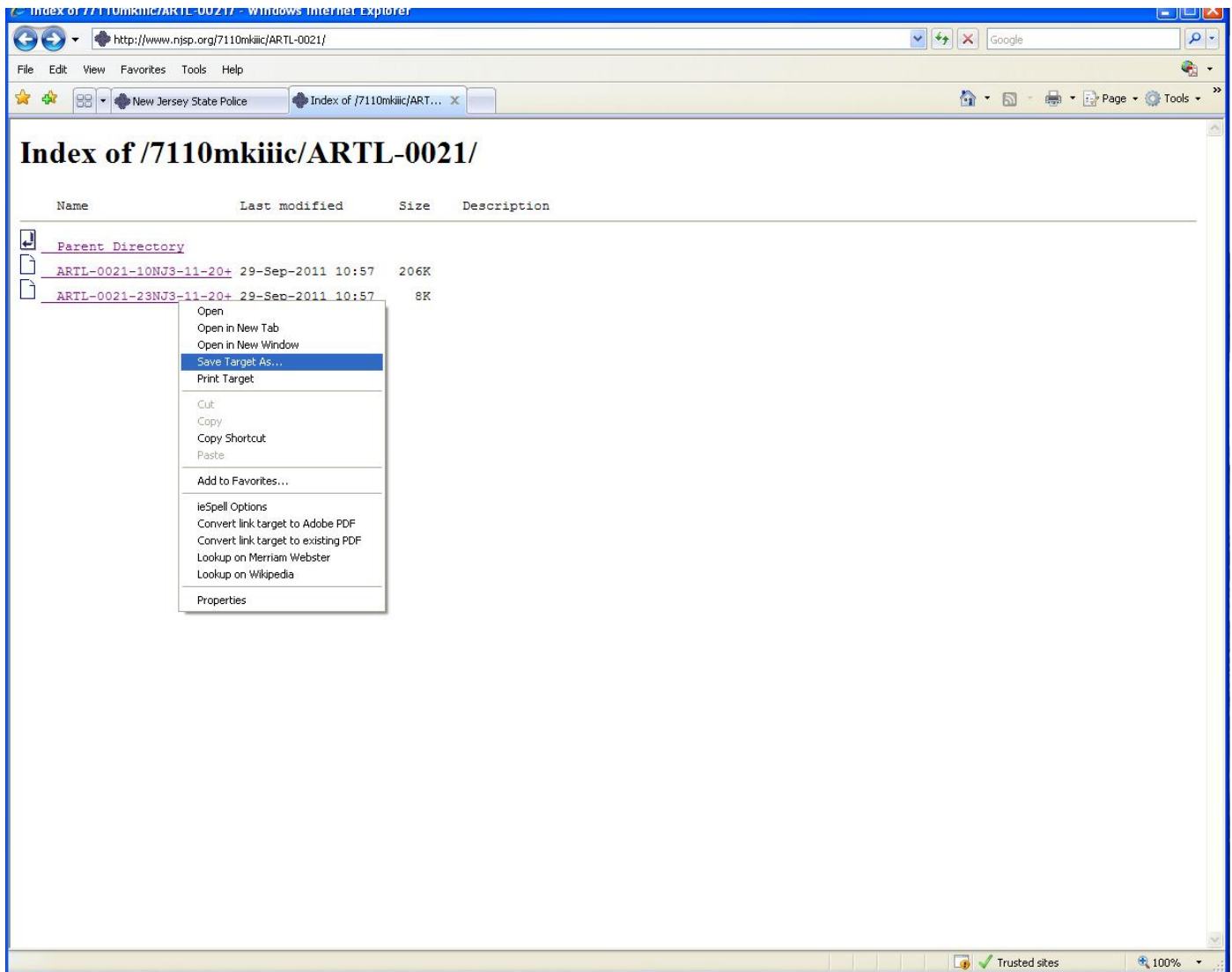
2. A typical publishing file publishing will include 2 files in the published file set. The 10 and 23 files that are detailed on the prior page.

There may on occasion be a 3<sup>rd</sup> file which is the Instrument Header file identified with a "00" reference in the name following the serial number designation in the file name. The 00 file is an operational file, only, and has no significance to the instrument data found in the 10 and 23 files.



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## Downloading – SAVING the Desired File(s) –



- **Right-click** on the desired file and with your cursor highlight the “Save Target As ...” menu entry.

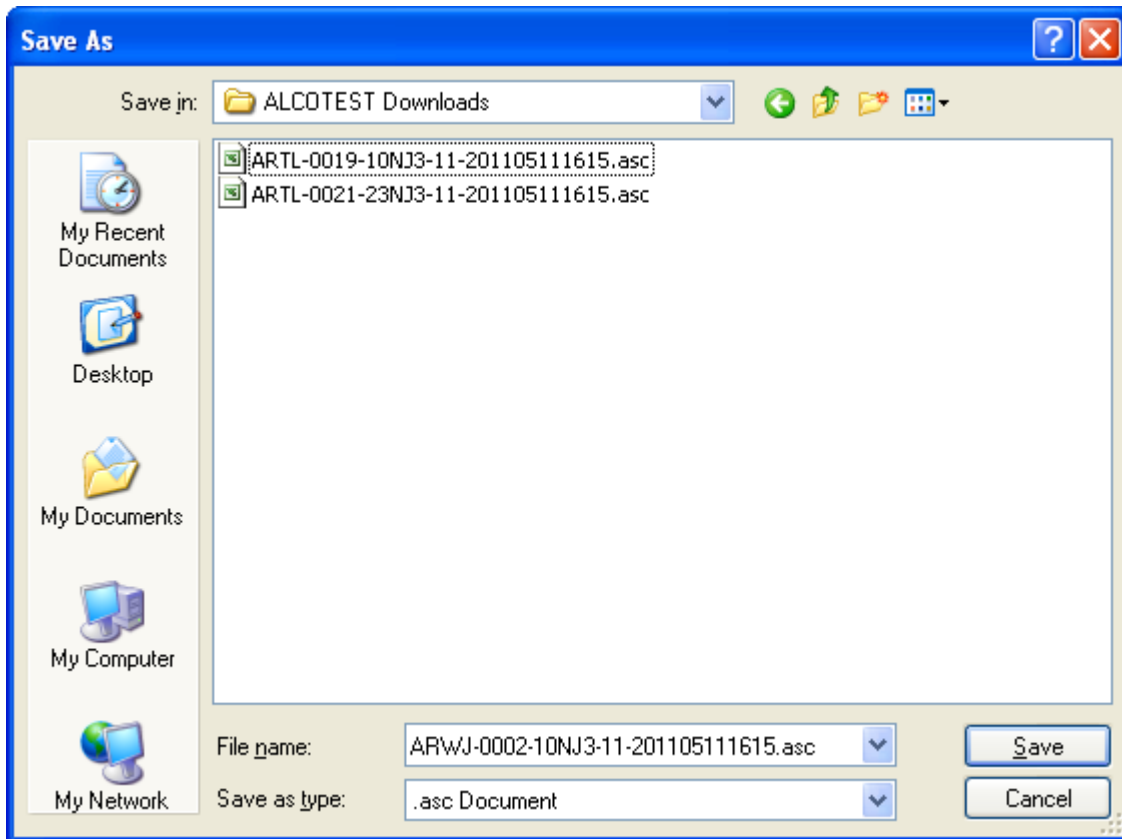
**Note:** If you left- click the file entry, the file will open in a native text format in a new browser page, rendering the data in an unusable display format.

See next page.



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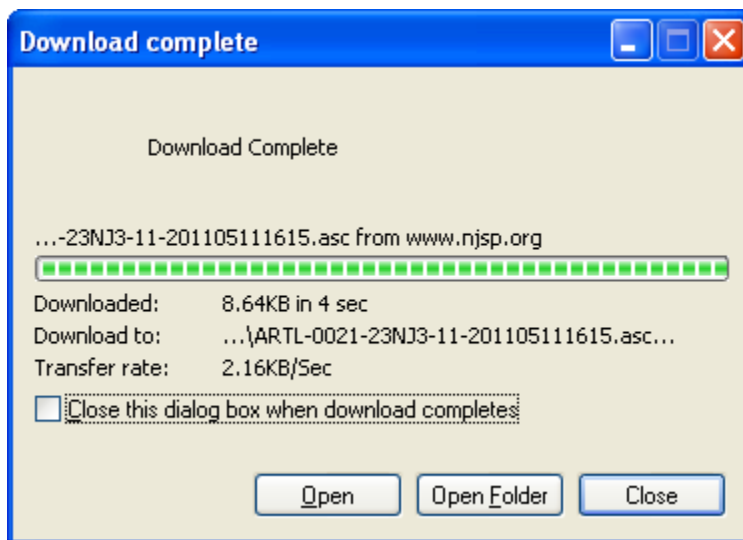
- You will be presented with a Download execution window and a Windows “Save As” window, which you will use to designate where the selected file is to be stored.



- Select the desired Drive/Folder location to store the downloaded (Save Target As selection) file and then click the Save button.
- Windows will respond with the Download Complete acknowledgement window.

See next page.

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- Following these instructions will guarantee that the downloaded file is stored locally in the ".asc" file format, as it was physically uploaded from the instrument. This is necessary in order for the data to be viewed directly in a spreadsheet (QuattroPro) format or Text Editor, such as Notepad++ (Freeware) or TextPad.
- At this point, Close the window and return to download other files, if desired, or use Windows Explorer to locate your download(s) and open the file using QuattroPro or similar spreadsheet software or Text Editor Software, which is compatible with opening ".asc" files in spreadsheet display.

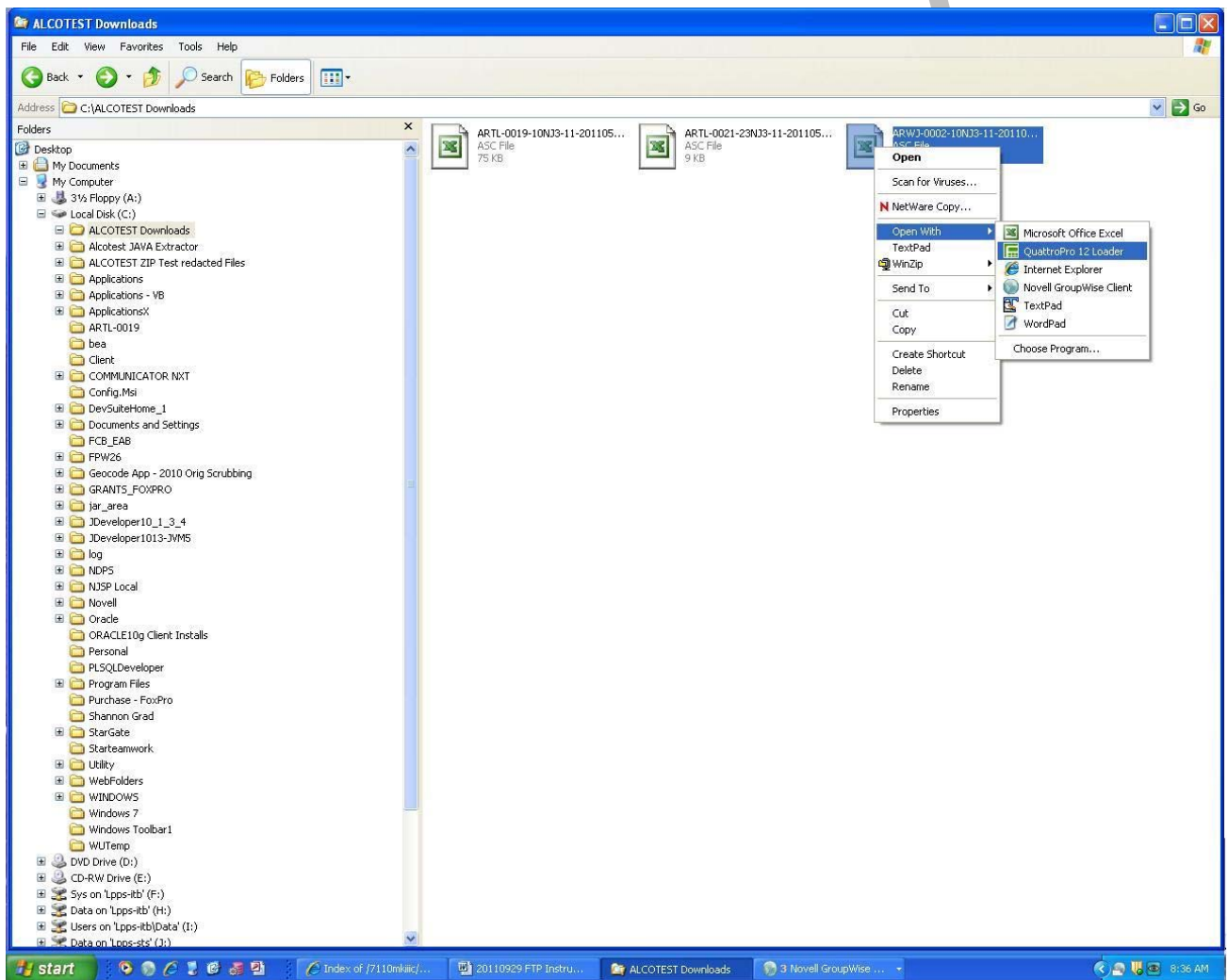
**Note:** Older versions of Microsoft EXCEL have a file size limitation of 32K. Files that are larger than 32K will open in EXCEL, however, the data that is beyond the 32K threshold will be truncated and not appear in the opened spreadsheet. The source ".asc" file however will remain intact.

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## Opening a Downloaded File –

Using a spreadsheet tool such as QuattroPro, the downloaded “.asc” file(s) will be presented in the typical columns/rows display as displayed below.

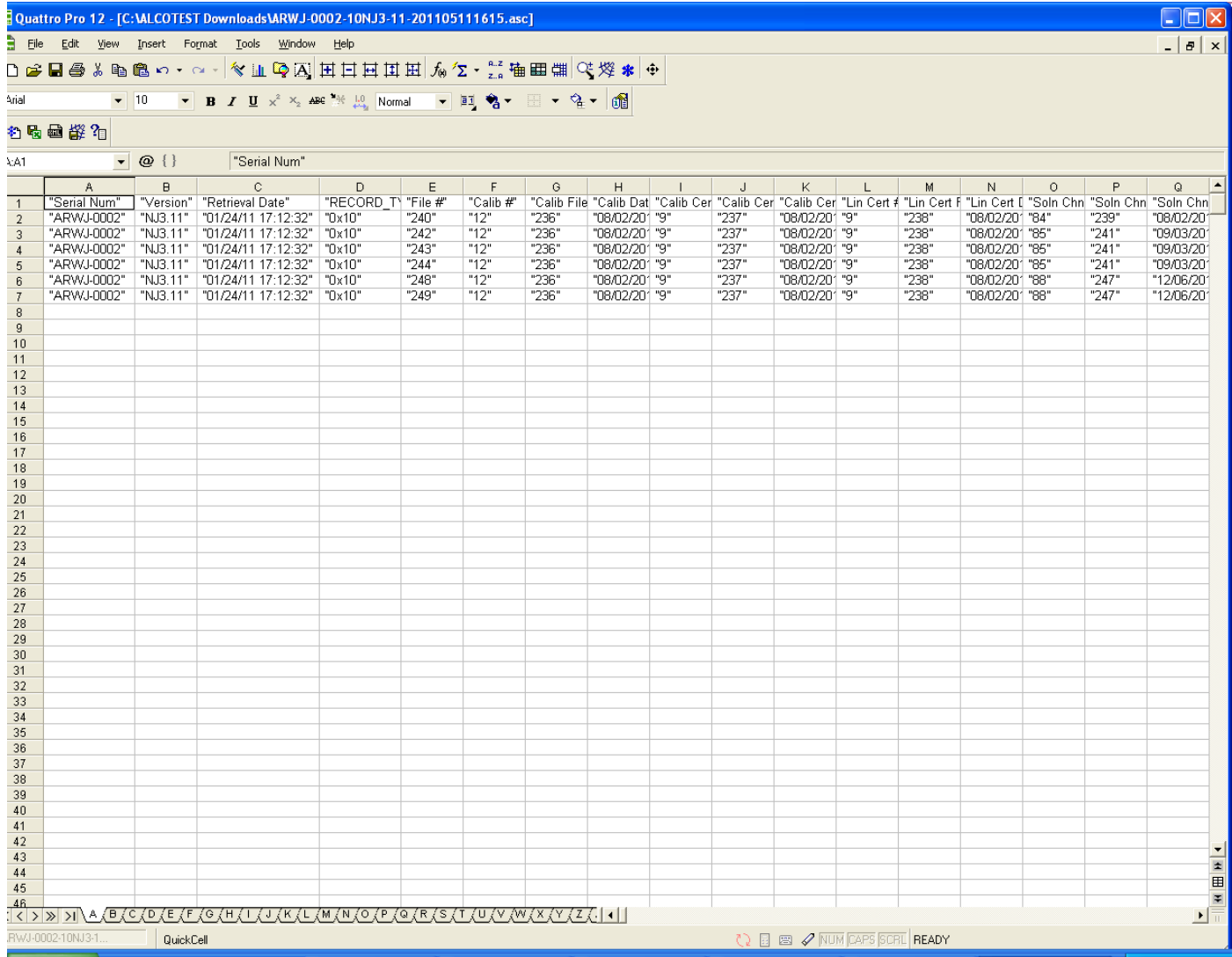
If your spreadsheet software does not properly display the file in the column/row you may need to save the downloaded file in a different file format that your spreadsheet software is compatible, such as “.csv”.



See next page.

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## Downloaded File Opened in a QuattroPro spreadsheet -



Quattro Pro 12 - [C:\ALCOTEST Downloads\ARWJ-0002-10NJ3-11-201105111615.asc]

File Edit View Insert Format Tools Window Help

Font: Arial, Size: 10, Bold, Italic, Underline, Text Color: Black, Background Color: White, Font Style: Normal

Serial Num

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	"Serial Num"	"Version"	"Retrieval Date"	"RECORD_T"	"File #"	"Calib #"	"Calib File"	"Calib Dat"	"Calib Cer"	"Calib Cer"	"Calib Cer"	"Lin Cert #"	"Lin Cert F"	"Lin Cert t"	"Soln Chn"	"Soln Chn"	"Soln Chn"
2	"ARWJ-0002"	"NJ3.11"	"01/24/11 17:12:32"	"0x10"	"240"	"12"	"236"	"08/02/20"	"9"	"237"	"08/02/20"	"9"	"238"	"08/02/20"	"84"	"239"	"08/02/20"
3	"ARWJ-0002"	"NJ3.11"	"01/24/11 17:12:32"	"0x10"	"242"	"12"	"236"	"08/02/20"	"9"	"237"	"08/02/20"	"9"	"238"	"08/02/20"	"85"	"241"	"09/03/20"
4	"ARWJ-0002"	"NJ3.11"	"01/24/11 17:12:32"	"0x10"	"243"	"12"	"236"	"08/02/20"	"9"	"237"	"08/02/20"	"9"	"238"	"08/02/20"	"85"	"241"	"09/03/20"
5	"ARWJ-0002"	"NJ3.11"	"01/24/11 17:12:32"	"0x10"	"244"	"12"	"236"	"08/02/20"	"9"	"237"	"08/02/20"	"9"	"238"	"08/02/20"	"85"	"241"	"09/03/20"
6	"ARWJ-0002"	"NJ3.11"	"01/24/11 17:12:32"	"0x10"	"248"	"12"	"236"	"08/02/20"	"9"	"237"	"08/02/20"	"9"	"238"	"08/02/20"	"88"	"247"	"12/06/20"
7	"ARWJ-0002"	"NJ3.11"	"01/24/11 17:12:32"	"0x10"	"249"	"12"	"236"	"08/02/20"	"9"	"237"	"08/02/20"	"9"	"238"	"08/02/20"	"88"	"247"	"12/06/20"
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QuickCell

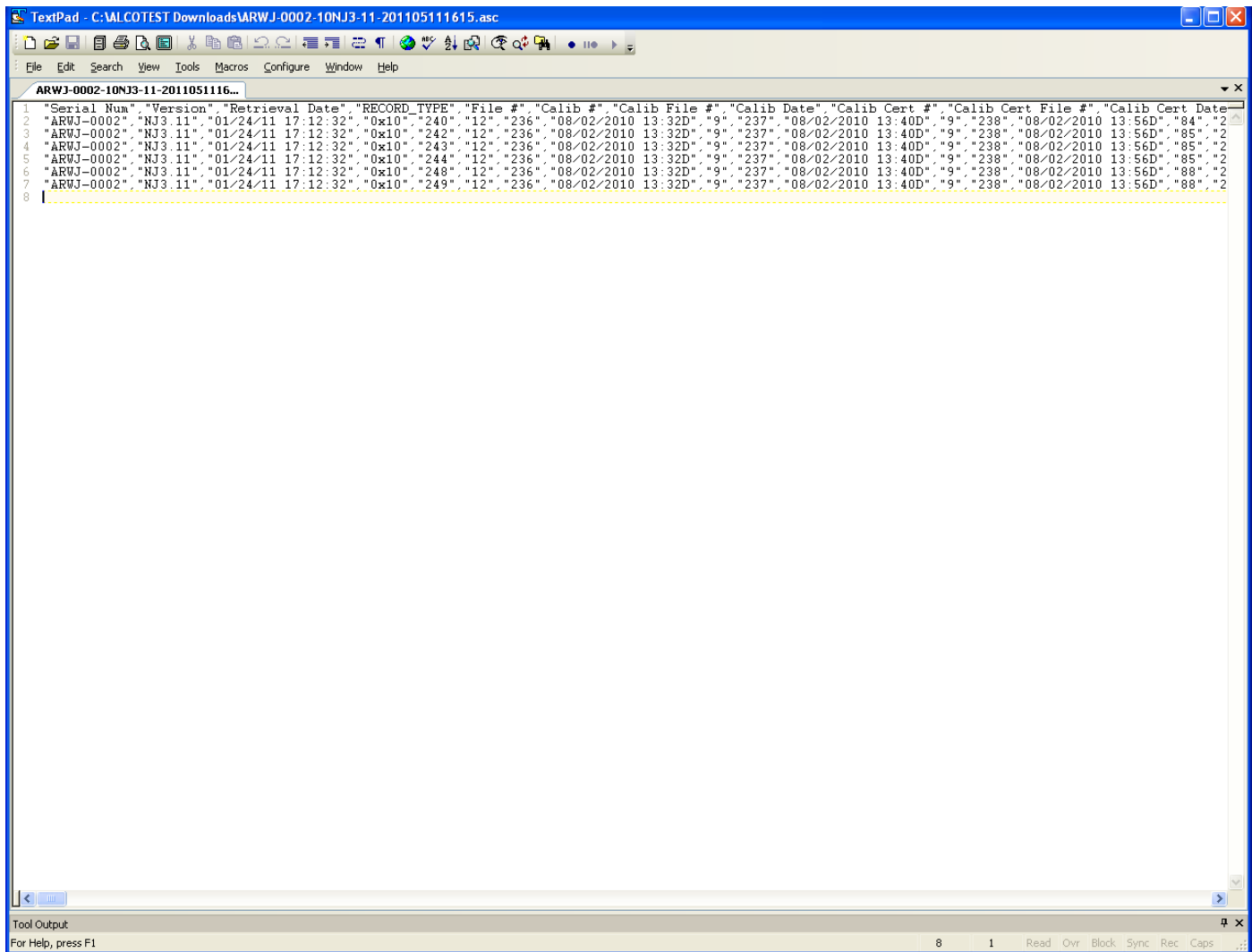
NUM CAPS SCRL READY

- Displaying the FTP'd file in compatible Spreadsheet software, such as QuattroPro, maintains the proper row and column spacing under each column heading.

**Note:** Older versions of Microsoft EXCEL have a file size limitation of 32K. Files that are larger than 32K will open in EXCEL, however, the data that is beyond the 32K threshold will be truncated and not appear in the opened spreadsheet.

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## Downloaded File Opened in a Text Editor - TextPad



The screenshot shows a TextPad window titled "TextPad - C:\ALCOTEST Downloads\ARWJ-0002-10NJ3-11-201105111615.asc". The file content is a table with 11 columns: "Serial Num", "Version", "Retrieval Date", "RECORD\_TYPE", "File #", "Calib #", "Calib File #", "Calib Date", "Calib Cert #", "Calib Cert File #", and "Calib Cert Date". The table contains 8 rows of data, with the first row being a header and the subsequent 7 rows being data entries. The data is displayed in a single line, with the table structure preserved by commas as field separators.

Serial Num	Version	Retrieval Date	RECORD_TYPE	File #	Calib #	Calib File #	Calib Date	Calib Cert #	Calib Cert File #	Calib Cert Date
ARWJ-0002	NJ3.11	01/24/11 17:12:32	0x10	240	12	236	08/02/2010 13:32D	9	237	08/02/2010 13:40D
ARWJ-0002	NJ3.11	01/24/11 17:12:32	0x10	242	12	236	08/02/2010 13:32D	9	237	08/02/2010 13:40D
ARWJ-0002	NJ3.11	01/24/11 17:12:32	0x10	243	12	236	08/02/2010 13:32D	9	237	08/02/2010 13:40D
ARWJ-0002	NJ3.11	01/24/11 17:12:32	0x10	244	12	236	08/02/2010 13:32D	9	237	08/02/2010 13:40D
ARWJ-0002	NJ3.11	01/24/11 17:12:32	0x10	248	12	236	08/02/2010 13:32D	9	237	08/02/2010 13:40D
ARWJ-0002	NJ3.11	01/24/11 17:12:32	0x10	249	12	236	08/02/2010 13:32D	9	237	08/02/2010 13:40D
ARWJ-0002	NJ3.11	01/24/11 17:12:32	0x10	249	12	236	08/02/2010 13:32D	9	237	08/02/2010 13:40D

- Displaying the FTP'd file in compatible Text Editor Software, such as TextPad, maintains the proper row spacing, however the vertical column spacing, as seen in a spreadsheet, is not managed visually in the data display.
- Column Heading and Data Field display reference is managed by the "comma" field separators found between each field, header or data, in the display.