



# MSHP Accidents Reports

## MSHP Accidents Reports



**State of Missouri**  
Stars Reporting System

### Accident Reports Menu

**Please click on one of the links below to select a set of reports to run:**

**Report Types**

[Accident Characteristics Summary Reports:](#) A set of thirty-one statistical analyses describing various crash and driver characteristics.

[Accident Involvement Reports:](#) A set of six statistical analyses describing involvement by specific crash circumstances.

[Police Traffic Safety Grant Reports:](#) A set of three analyses designed to satisfy Highway Safety grant application data requirements.

**Disclaimer**

These reports are dynamic in nature and run against production data that are continually updated or modified.

For this reason, statistics provided in these reports may change with time and care is warranted when comparing statistics on reports run at different dates and times.

These reports are based on data maintained in the Missouri Statewide Traffic Accident Records System (STARS) maintained by the Missouri State Highway Patrol. All Missouri law enforcement agencies are required by law (RSMO 43.250) to submit a uniform traffic accident report to STARS if the traffic accident involved a death or personal injury, or total property damage to an apparent extent of five hundred dollars or more to one person, or who otherwise prepares a written report as a result of an investigation. It should be noted that although reports that did not occur on public roadways are maintained in STARS, these accidents are not included in the reports provided here. Accidents involving less than five hundred dollars to one person may be included here if they were reported to STARS.

**Performance**

Several reports may take up to 5 minutes to run due to the complexity of analyses. The user can minimize the active report screen and continue work on other applications while the reports are running.

Any reports that time out after 5 minutes should be reported to the MSHP / ISD Helpdesk at [isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov).

## **MSHP Accident Reports**

### Table of Contents

|   |    |
|---|----|
| New User Registration.....                            | 3  |
| Request a Forgotten Password.....                     | 7  |
| System Access .....                                   | 8  |
| Running Police Traffic Safety Grant Reports.....      | 10 |
| Running Accident Characteristics Summary Reports..... | 13 |
| Running Accident Involvement Reports.....             | 16 |
| PDF Reports.....                                      | 19 |
| EXCEL Reports .....                                   | 21 |

---

## NEW USER REGISTRATION

All first time users of the STARS Reporting System will use this to register their profile and submit a request for becoming an authorized user to access the system.



### Step-by-Step

1. From the MSHP homepage, select the **Law Enforcement Home** link.
2. Single click the **STARS Reporting System** link.

Your screen will look similar to this:

The screenshot shows the login interface for the Missouri State Highway Patrol STARS Reporting System. At the top left is the Missouri State Highway Patrol logo. To its right, the text "Missouri State Highway Patrol" and "STARS Reporting System" is displayed. Below this, the heading "STARS Reporting Login" is centered. The interface is divided into two main sections: "Existing User" and "New User". Under "Existing User", there are input fields for "User Id:" and "Password:", followed by "Login" and "Reset" buttons. Under "New User", there is a "Click here to Register" button and a "Forgot Password?" button.

3. Single click the  button.

Your screen will look similar to this:

The screenshot shows the 'New User Registration' page of the 'State of Missouri Stars Reporting System'. At the top, there is a header with the Missouri State Seal, a cityscape image, and the system name. Below the header, a warning message states: 'You are about to request access to a secure site. Information that you enter in this page will be investigated for authenticity and accuracy. If you are not an employee of an ORI number-defined agency, please do not complete this request form.' The main title 'New User Registration' is centered. A note indicates that fields marked with an asterisk (\*) are required. The form includes input fields for: \*Agency ORI, \*First Name, \*Middle Name, \*Last Name, Title, Address, \*City, \*State (a dropdown menu currently showing 'Missouri'), Zip Code, \*Phone, E-Mail, Fax, \*Enter Password, and \*Re-enter Password. A detailed password note specifies: 'Note: Passwords must be between 6 and 15 characters in length, cannot contain spaces, and must contain at least one upper case character, lower case character, number, and at least one of the following special characters !@#%\*&\*()+='. Another note states: 'The first character must be an upper case character, lower case character or number.' Below these fields, a section for ORI contact information requires: \*ORI Contact Name, \*ORI Contact Phone, and ORI Contact E-mail. At the bottom are 'Register' and 'Cancel' buttons.

State of Missouri  
Stars Reporting System

You are about to request access to a secure site. Information that you enter in this page will be investigated for authenticity and accuracy. If you are not an employee of an ORI number-defined agency, please do not complete this request form.

### New User Registration

NOTE: The fields indicated with an asterisk (\*) below are required to complete this form

\*Agency ORI:

\*First Name:

\*Middle Name:

\*Last Name:

Title:

Address:

\*City:

\*State:

Zip Code:

\*Phone:

E-Mail:

Fax:

\*Enter Password:

\*Re-enter Password:

Note: Passwords must be between 6 and 15 characters in length, cannot contain spaces, and must contain at least one upper case character, lower case character, number, and at least one of the following special characters !@#%\*&\*()+=

The first character must be an upper case character, lower case character or number.

To ensure Missouri State Highway Patrol has enough information necessary to verify your identity, please provide contact information below for the person that is responsible for your ORI:

\*ORI Contact Name:

\*ORI Contact Phone:

ORI Contact E-mail:

4. Enter your **ORI**.  
Your ORI must be 9 alpha and numeric characters and always begin with MO.  
Be sure to enter this correctly.
5. Enter your **First Name**.  
First Name must be between 1 and 30 characters in length.
6. Enter your **Middle Name**.

Middle name must be between 1 and 30 characters in length.

**7. Enter your **Last** Name.**

Last name must be between 1 and 30 characters in length.

This is the name of the person requesting a User Id and password for access to the STARS Reporting System. You are not creating a user id here.

**8. Enter your **Title** if applicable (*optional*).**

**9. Enter your mailing **Address**.**

**10. Enter the **City** of your mailing address.**

City must be between 1 and 30 characters in length.

**11. Select a **State** for your mailing address.**

This field will default to Missouri for you. You may Tab past it.

**12. Enter the **Zip Code** for your mailing address.**

**13. Enter your **Phone** number.**

Phone must be between 10 and 15 characters in length.

This number will be used to contact you if we have a question about your registration.

**14. Enter your **E-Mail** address.**

Email address must be between 7 and 50 characters in length.

This address will be used to contact you with your User ID and Password once you have been registered.

**15. Enter your **Fax** number.**

\*Enter Password:

\*Re-enter Password:

Note: Passwords must be between 6 and 15 characters in length, cannot contain spaces, and must contain at least one upper case character, lower case character, number, and at least one of the following special characters !@#%&\*()+=

The first character must be an upper case character, lower case character or number.

**16. Enter the **Password** you wish to have set with your new User ID.**

Passwords must be between 6 and 15 characters in length, cannot contain spaces and must contain at least one upper case character, one lower case character, one number and at least one of the following special characters, !@#%&\*()+=.

The first character must be an upper case character, lower case character or number.

Your password will be case sensitive!

**17. **Re-enter** your Password.**

This will verify that you have typed the password the exactly the same twice.

To ensure Missouri State Highway Patrol has enough information necessary to verify your identity, please provide contact information below for the person that is responsible for your ORI. :

\*ORI Contact Name:

\*ORI Contact Phone:


ORI Contact E-mail:

18. Enter the **Contact Name** for a responsible person at your ORI.  
This person will be contacted, phone or email, to verify your identify, before you are given a User Id and password to the STARS Reporting System.
19. Enter a **Phone** number for a contact person at your ORI.
20. Enter an **E-mail** address for a contact person at your ORI.

21. Single click the  button to submit your new user registration request.  
 will return you the to STARS Reporting System Login homepage

**NOTE:** If you do not complete a required field or have input information erroneously, you will be presented with the New User Registration input screen again.

*your screen will look similar to this:*

 **New User Registration**

NOTE: The fields indicated with an asterisk (\*) below are required to complete this form

Please correct the following errors and try again:

\* The passwords entered in the two password fields did not match.

\*Agency ORI:

\*First Name:

\*Middle Name:

\*Last Name:

You will be given a list (in red) of each error that needs to be corrected.  
You will need to re-enter both password fields if you encounter *any* errors.  
Correct each error noted in red and single click the Register button again.

---

## REQUEST A FORGOTTEN PASSWORD

Your User Id and Password will allow you to access the STARS Reporting System. If you forget your password you may call technical support and request your password.



### Step-by Step

1. From the MSHP homepage, select the **Law Enforcement Home** link.
2. Single click the **STARS Reporting System** link.

Your screen will look similar to this:

The screenshot shows the login interface for the Missouri State Highway Patrol STARS Reporting System. At the top left is the Missouri State Highway Patrol logo. The title 'Missouri State Highway Patrol STARS Reporting System' is centered at the top. Below this is the heading 'STARS Reporting Login'. The interface is divided into two columns: 'Existing User' and 'New User'. Under 'Existing User', there are input fields for 'User Id:' and 'Password:', followed by 'Login' and 'Reset' buttons. Under 'New User', there is a 'Click here to Register' button and a 'Forgot Password?' button.

3. Single click the **Forgot Password?** button.

your screen will look similar to this:

The screenshot shows the 'Forgotten Password?' screen. The title 'Forgotten Password?' is in red. Below it, a message states: 'Unfortunately, due to security reasons, we cannot reset your password for you via the internet without first verifying your true identity. In order for us to reset your password, you will need to call our technical support number at 1-800-877-2897.' Below the message is the text 'Thank You For Your Understanding.' in red. At the bottom, there is a purple link that says 'Return to Login Screen'.

4. Note the 800 number and single click the **Return to Login Screen** link.

---

## SYSTEM ACCESS



### Step-by-Step

1. From the MSHP homepage, select the **Law Enforcement Home** link.
2. Single click the **STARS Reporting System** link.



*Your screen will look similar to this:*

The screenshot shows the login interface for the Missouri State Highway Patrol STARS Reporting System. At the top left is the Missouri State Highway Patrol logo. To its right, the text "Missouri State Highway Patrol" and "STARS Reporting System" is displayed. Below this, the heading "STARS Reporting Login" is centered. The interface is divided into two main sections: "Existing User" and "New User". Under "Existing User", there are input fields for "User Id:" and "Password:", followed by "Login" and "Reset" buttons. Under "New User", there is a "Click here to Register" button and a "Forgot Password?" button.

3. Enter ***Your* User Id.**  
This will be the User Id that was sent to you from MSHP.
4. Enter the **Password** that you requested be set for you when you submitted *Your* New User Registration information.
5. Single click the **Login** button.  
**Reset** Empties all fields of their current data, allowing you to start again.



Your screen will look similar to this:



**State of Missouri**  
Stars Reporting System

**Accident Reports Menu**

**Please click on one of the links below to select a set of reports to run:**

[Accident Characteristics Summary Reports:](#)

A set of thirty-one statistical analyses describing various crash and driver characteristics.

[Accident Involvement Reports:](#)

A set of six statistical analyses describing involvement by specific crash circumstances.

[Police Traffic Safety Grant Reports:](#)

A set of three analyses designed to satisfy Highway Safety grant application data requirements.

**Disclaimer**

These reports are dynamic in nature and run against production data that are continually updated or modified.

For this reason, statistics provided in these reports may change with time and care is warranted when comparing statistics on reports run at different dates and times.

These reports are based on data maintained in the Missouri Statewide Traffic Accident Records System (STARS) maintained by the Missouri State Highway Patrol. All Missouri law enforcement agencies are required by law (RSMO 43.250) to submit a uniform traffic accident report to STARS if the traffic accident involved a death or personal injury, or total property damage to an apparent extent of five hundred dollars or more to one person, or who otherwise prepares a written report as a result of an investigation. It should be noted that although reports that did not occur on public roadways are maintained in STARS, these accidents are not included in the reports provided here. Accidents involving less than five hundred dollars to one person may be included here if they were reported to STARS

**Performance**

Several reports may take up to 5 minutes to run due to the complexity of analyses. The user can minimize the active report screen and continue work on other applications while the reports are running.

Any reports that time out after 5 minutes should be reported to the MSHP / ISD Helpdesk at [isdhelp@mshp.dps.mo.gov](mailto:isdhelp@mshp.dps.mo.gov).

---

## RUNNING POLICE TRAFFIC SAFETY GRANT REPORTS

[Police Traffic Safety Grant Reports:](#)



### Step-by-Step

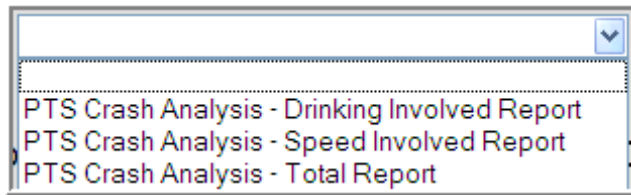
1. From the Accident Reports Menu, single click the **Police Traffic Safety Grant Reports** link.

*Your screen will look similar to this:*

The screenshot shows the 'Police Traffic Safety Grant Reports' page within the 'State of Missouri Stars Reporting System'. The header features the Missouri state seal and a banner with the text 'State of Missouri Stars Reporting System'. Below the header, the page title 'Police Traffic Safety Grant Reports' is displayed. A link 'Return to Main Menu' is on the left. The main content area prompts the user to 'Please select a report to run:' and includes a 'Report:' dropdown menu. Below this, it states 'You may run a report for your Agency by selecting your ORI from the following drop down:' and includes an 'Agency:' dropdown menu. It then says 'You may create your report by making a selection from these cities:' and includes a 'City:' dropdown menu. A note states 'If you make no selections above, your report will display statistics for the following:' and includes a 'County:' dropdown menu. Below this, it prompts 'Please select a format and destination for the report:' and includes a 'Report Format:' dropdown menu with 'PDF' selected. At the bottom, a note states 'Data for these reports is subject to change:'. Two buttons are at the bottom: 'Submit This Report' and 'Reset Page Values'.

2. Single click the **Report** drop down list to select a report to run.

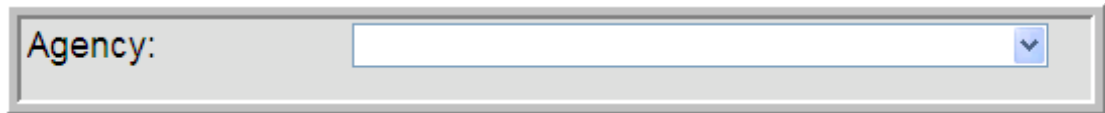
Your screen will look similar to this:



PTS Crash Analysis - Drinking Involved Report  
PTS Crash Analysis - Speed Involved Report  
PTS Crash Analysis - Total Report

3. To run this report for *Your Agency*, select *Your ORI* from the drop down list.

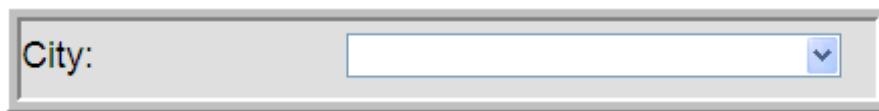
Your screen will look similar to this:



Agency:

4. To run this report for a **City**, select a City from the drop down list.

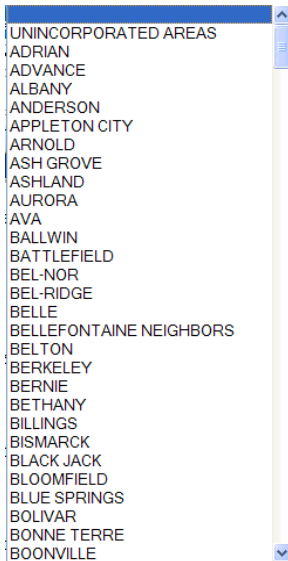
Your screen will look similar to this:



City:

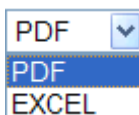
5. To run this report for a **County**, select a County from the drop down list.

Your screen will look similar to this:



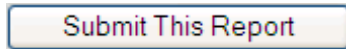
UNINCORPORATED AREAS  
ADRIAN  
ADVANCE  
ALBANY  
ANDERSON  
APPLETON CITY  
ARNOLD  
ASH GROVE  
ASHLAND  
AURORA  
AVA  
BALLWIN  
BATTLEFIELD  
BEL-NOR  
BEL-RIDGE  
BELLE  
BELLEFONTAINE NEIGHBORS  
BELTON  
BERKELEY  
BERNIE  
BETHANY  
BILLINGS  
BISMARCK  
BLACK JACK  
BLOOMFIELD  
BLUE SPRINGS  
BOLIVAR  
BONNE TERRE  
BOONVILLE

6. Select the format for this report by single clicking **Report Format** drop down list.



PDF  
PDF  
EXCEL

7. After selecting the *Report*, by *ORI* or *City* or *County* and the *Report Format*, single click the **Submit this report** button.



**Note:** To run a different report or with new settings, single click the Reset Values button.

---

## RUNNING ACCIDENT CHARACTERISTICS SUMMARY REPORTS

[Accident Characteristics Summary Reports:](#)



### Step-by-Step

1. From the Accident Reports Menu, single click the **Accident Characteristics Summary Reports** link.

Your screen will look similar to this:

The screenshot shows the 'Accident Characteristics Summary Reports' page in the Stars Reporting System. At the top is a banner with the Missouri state seal and the text 'State of Missouri Stars Reporting System'. Below the banner is the title 'Accident Characteristics Summary Reports'. A link 'Return to Main Menu' is on the left. The 'Report:' dropdown is set to '880 - Accidents By Location'. The 'Date Range for the Report' section includes a note that reports may take 4-8 weeks to be entered, and two date pickers for 'Report Begin Date' and 'Report End Date', both set to 'July 2007'. The 'Report Type' section has a dropdown set to 'All Accidents - Statewide'. A summary box at the bottom states: 'Report: 880 - Accidents By Location. You have chosen both Patrol and non-Patrol investigated accidents in Missouri from 07/2007 through 07/2007'. At the bottom are 'Submit' and 'Reset Values' buttons.

2. Single click the **Report** drop down list to select a report to run.

Your screen will look similar to this:

This is a close-up of the 'Report:' dropdown menu. The dropdown is open, showing a list of report options. The current selection is '880 - Accidents By Location'.

3. Select a **Report Begin Date Month** and **Year** for the report.
4. Select a **Report End Date Month** and **Year** for the report.

Your screen will look similar to this:

|   |      |   |      |
|---|------|---|------|
| <b>Date Range for the Report:</b> Keep in mind accident reports may take 4-8 weeks to be entered. |      |   |      |
| Report Begin Date:  | July | ▼ | 2007 |
| Report End Date:  | July | ▼ | 2007 |

5. Select a **Report Type** from the drop down list.

Your screen will look similar to this:

|  |                             |
|--|-----------------------------|
| <b>Report Type:</b> Select the Report type you want to run. If you select a "By Area" type, you will be given more options to narrow down the area for the report. |                             |
| Report Type:   | All Accidents - Statewide ▼ |

**NOTE: If you select a "By Area" report type, complete the following fields to run your report.**

Your screen will look similar to this:

|  |  |
|--|--|
| <b>Location/Agency Selection:</b> Enter only one of the following options to further narrow the report search. |  |
| Troop, County, and City is by geographical area.<br>ORI is by the agency that investigated that accident       |  |
| Troop/Zone:  | <div> <div>▼</div> <div>Zone: <input type="text"/></div> </div> You may enter a specific zone for a given troop if you only want accidents in that location. |
| County:  | ▼  |
| City   | ▼  |
| ORI:   | <input type="text"/> Enter the agency's ORI as MO#####.  |

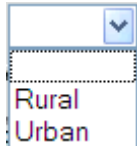
**NOTE: Enter only one Location detail:**

6. Select **Troop** from the drop down list  
**OR**
7. Enter the **Zone** code for the Troop selected to run this summary report against.  
**OR**
8. Select a **County** from the drop down list.  
**OR**
9. Select a **City** from the drop down list.  
**OR**
10. Enter the **ORI** for the Agency you want to run the report for.

|   |   |
|---|---|
| <b>Highway Selection (optional):</b> You may enter a highway in conjunction with an Location/Agency Option.                     |   |
| Highway   | <input type="text"/> Enter a 4-digit code for numbered roadways and capital letters for lettered roadways (ie, 0070 for IS-70 , A for RT. A). |
| <b>Area Classification Selection (optional):</b> You may enter a population type in conjunction with an Location/Agency Option. |   |
| Area Classification:  | <input type="button" value="v"/>  |

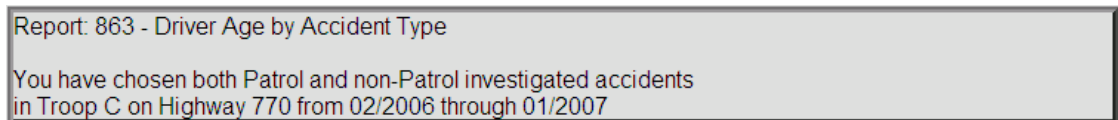
- 11.** Enter a 4 digit **Highway** code, *if applicable*.
- 12.** Select a **Area Classification** from the drop down list, *if applicable*.

Your screen will look similar to this:



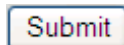
A screenshot of a web application dropdown menu. The menu is open, showing two options: 'Rural' and 'Urban'. The 'Rural' option is highlighted in blue. The dropdown is triggered by a button with a downward arrow.

Your screen will look similar to this:



A screenshot of a report header in a web application. The header is a grey box with black text. It reads: 'Report: 863 - Driver Age by Accident Type'. Below this, it says: 'You have chosen both Patrol and non-Patrol investigated accidents in Troop C on Highway 770 from 02/2006 through 01/2007'.

- 13.** Single click the **Submit** button to run the summary report.



A screenshot of a 'Submit' button in a web application. The button is rectangular with a blue border and the word 'Submit' in blue text.

**Note:** Single click the **Reset Values** button to enter settings for another summary report.

---

## RUNNING ACCIDENT INVOLVEMENT REPORTS

### [Accident Involvement Reports:](#)



#### Step-by-Step

1. From the Accident Reports Menu, single click the **Accident Involvement Reports** link.

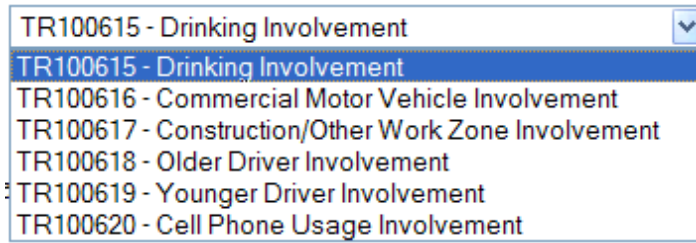
Your screen will look similar to this:

The screenshot shows the 'Accident Involvement Reports' page of the State of Missouri Stars Reporting System. The header features the state seal and the text 'State of Missouri Stars Reporting System'. Below the header, there is a link 'Return to Main Menu' and the title 'Accident Involvement Reports'. The main content area is titled 'Please select a report to run:' and contains several dropdown menus: 'Report:', 'Report Year:' (set to 2007), 'Agency:', 'City:', and 'County:'. Below these, there is a note: 'You may run a report for your Agency by selecting your ORI from the following drop down:'. Another note states: 'Or you may create your report by making a selection from these cities:'. A third note states: 'Or you may create your report by making a selection from these counties:'. At the bottom, there is a section titled 'Please select a format for the report:' with a 'Report Format:' dropdown set to 'PDF'. A 'NOTE' at the bottom states: 'Data from the most recent two months is subject to change:'. At the very bottom, there are two buttons: 'Submit This Report' and 'Reset Values'.

2. Single click the **Report** drop down list to select a report to run.



Your screen will look similar to this:



A screenshot of a dropdown menu with the following items: TR100615 - Drinking Involvement (highlighted), TR100616 - Commercial Motor Vehicle Involvement, TR100617 - Construction/Other Work Zone Involvement, TR100618 - Older Driver Involvement, TR100619 - Younger Driver Involvement, and TR100620 - Cell Phone Usage Involvement.

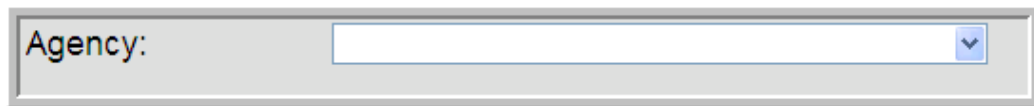
3. For *Accident Reports*, single click the **Report Year** a timeframe for the report to run against.



A screenshot of a year selection dropdown menu with the following items: 2007 (highlighted), 2006, 2005, 2004, 2003, and 2002.

4. To run this report for *Your Agency*, select *Your ORI* from the drop down list.

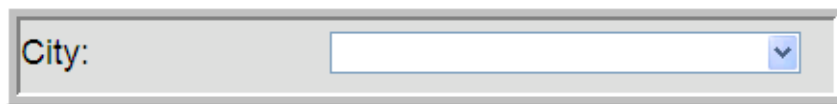
Your screen will look similar to this:



A screenshot of an Agency selection dropdown menu with the label "Agency:" and a dropdown arrow.

5. To run this report for a **City**, select a City from the drop down list.


Your screen will look similar to this:



A screenshot of a City selection dropdown menu with the label "City:" and a dropdown arrow.

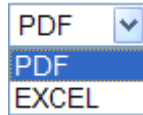
6. To run this report for a **County**, select a County from the drop down list.

Your screen will look similar to this:

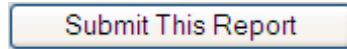


A screenshot of a County selection dropdown menu with the following items: UNINCORPORATED AREAS, ADRIAN, ADVANCE, ALBANY, ANDERSON, APPLETON CITY, ARNOLD, ASH GROVE, ASHLAND, AURORA, AWA, BALLWIN, BATTLEFIELD, BEL-NOR, BEL-RIDGE, BELLE, BELLEFONTAINE NEIGHBORS, BELTON, BERKELEY, BERNIE, BETHANY, BILLINGS, BISMARCK, BLACK JACK, BLOOMFIELD, BLUE SPRINGS, BOLIVAR, BONNE TERRE, and BOONVILLE.

7. Select the format for this report by single clicking **Report Format** drop down list.



8. After selecting the *Report*, *Report Year*, by *ORI* or *City* or *County* and the *Report Format*, single click the **Submit this Report** button.



**Note:** To run a different report or with new settings, single click the Reset Values button.

## PDF REPORTS



### Step-by-Step

After running an **Accident Involvement** or **Police Traffic Safety Grant Report** in a PDF format:

*Your screen will look similar to this:*

Run Date: 05/23/2007  
Run Time: 11:43:23

Missouri State Highway Patrol  
Statewide Traffic Accident Records System  
2007 Missouri Traffic Crashes  
Older Driver Involvement  
CITY OF SALEM

TR100618  
Page 1

|                          | Fatal | % | Personal Injury | %     | Property Damage | %     | Total | %     | Total Killed | Total Injured | Killed | Injured |
|--------------------------|-------|---|-----------------|-------|-----------------|-------|-------|-------|--------------|---------------|--------|---------|
| Older Driver Involved    | 0     |   | 1               | 20.0  | 8               | 44.4  | 9     | 39.1  | 0            | 1             |        |         |
| No Older Driver Involved | 0     |   | 4               | 80.0  | 10              | 55.6  | 14    | 60.9  | 0            | 6             |        |         |
| Unknown                  | 0     |   | 0               |       | 2               |       | 2     |       | 0            | 0             |        |         |
| Total                    | 0     |   | 5               | 100.0 | 20              | 100.0 | 25    | 100.0 | 0            | 7             |        |         |

Older Driver Involvement:  
Any traffic crash in which one or more drivers of motorized vehicles directly involved in the crash were 55 years or older.

Note:  
The number of persons killed and injured in a traffic crash may not necessarily equal the number of fatal and personal injury crashes.  
In any given crash, multiple people may be involved.  
For example: There may be one person killed and two injured in a crash, but only one crash occurred.

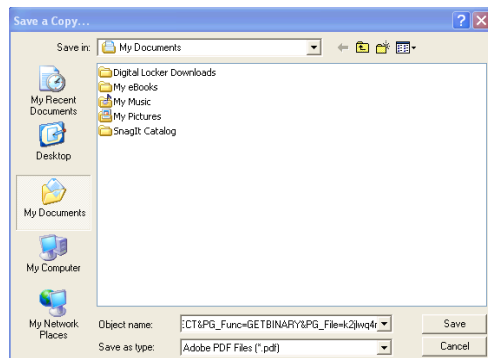
1. To **PRINT** the Report, single click the printer icon on the toolbar or select File, Print from the menu.



2. To **SAVE** the Report, single click the Save icon on the toolbar.

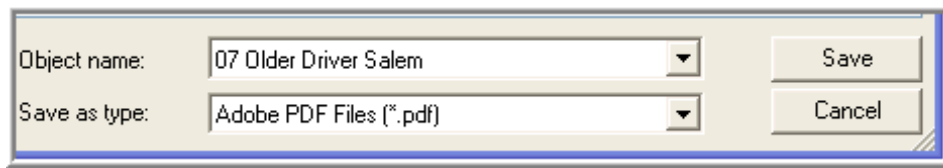


*Your screen will look similar to this:*



3. Enter a **New Name** for this report in the Object Name field.

*Your screen will look similar to this:*



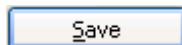
Object name: 07 Older Driver Salem

Save as type: Adobe PDF Files (\*.pdf)

Save Cancel

**Note:** By default this report will be saved to the My Documents folder on *Your* PC. To save this report to another folder, select the folder to Save In, before completing step 4.

4. After naming the report, single click the **SAVE** button.



5. Single click the window **X** to close the window that is displaying *Your* PDF Report.



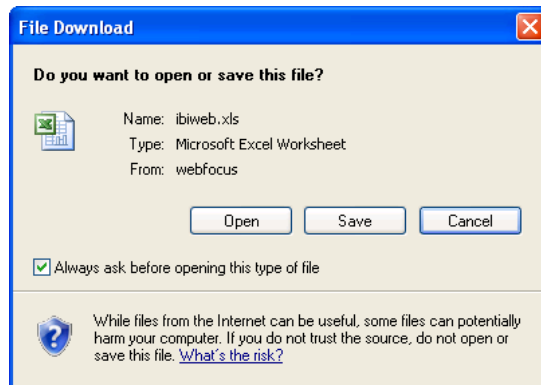
## EXCEL REPORTS



### Step-by-Step

After running an **Accident Involvement Report** or **Police Traffic Safety Grant Report** in an Excel format:

*Your screen will look similar to this:*



1. Single click the **Open** button to open the Report as a spreadsheet.

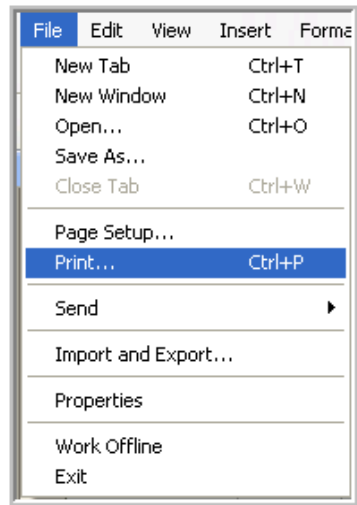
*Your screen will look similar to this:*

|       | Fatal | Personal Injury | Property Damage | Total | Total Killed | Number Injured |
|-------|-------|-----------------|-----------------|-------|--------------|----------------|
| 2004  | 17    | 183             | 177             | 377   | 20           | 275            |
| 2005  | 8     | 149             | 172             | 329   | 8            | 200            |
| 2006  | 10    | 153             | 182             | 345   | 10           | 231            |
| Total | 35    | 485             | 531             | 1,051 | 38           | 706            |

**Note:** Some reports may have multiple reports in one file. This example shows 9 sheets for this report.

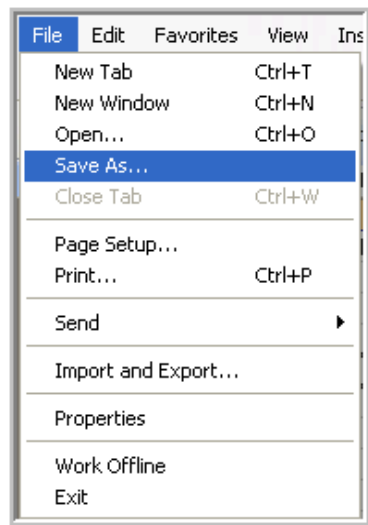
2. To **PRINT** the Report, select Print from the File menu.

Your screen will look similar to this:

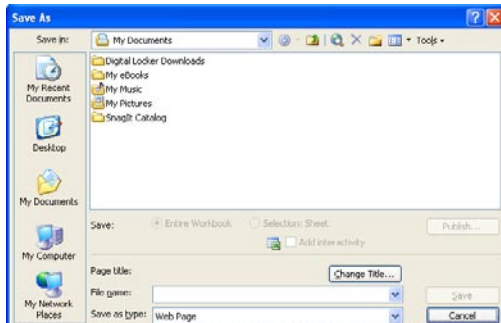


3. To **SAVE** the report as an Excel file, select **Save As** from the File menu.

Your screen will look similar to this:

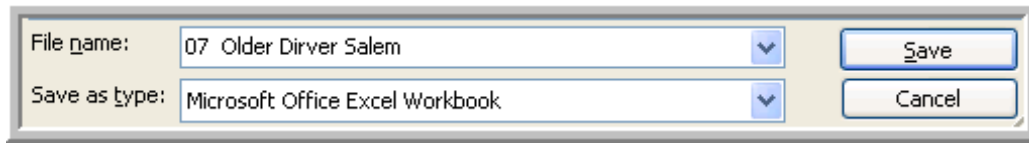


Your screen will look similar to this:



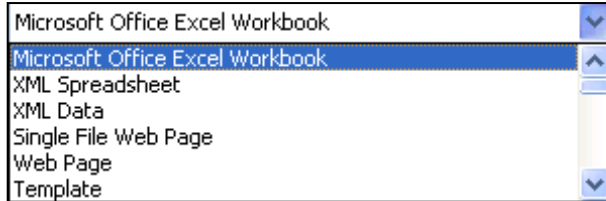
6. Enter a **File Name** for this report in the File Name field.

*Your screen will look similar to this:*



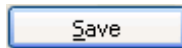
7. Select **Microsoft Office Excel Workbook** as the Save as Type.

*Your screen will look similar to this:*



**Note:** By default this report will be saved to the My Documents folder on *Your* PC. To save this report to another folder, select the folder to Save In, before completing step 4.

8. After naming the report, single click the **SAVE** button.



9. Single click the window **X** to close the window that is displaying *Your* PDF Report.

