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.
# MSHP Accident Reports

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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:*

![STARS Reporting System Login](image)

3. Single click the **Click here to Register** button.
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 is address will be used to contact you with your User ID and Password once you have been registered.

15. Enter your **Fax** 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, 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.
    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.
18. Enter the **Contact Name** for a responsible person at your ORI.

   This person will be contacted, phone or email, to verify your identity, 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 **Register** button to submit your new user registration request.

   The **Cancel** button 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:

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:

![STARS Reporting System Login](image)


Your screen will look similar to this:

![Forgotten Password?](image)

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:

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.

   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

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RUNNING 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:

2. Single click the Report drop down list to select a report to run.
3. To run this report for Your Agency, select Your ORI from the drop down list.

Your screen will look similar to this:

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

Your screen will look similar to this:

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

Your screen will look similar to this:

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

   ![Image of Accident Characteristics Summary Reports](image)

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

   Your screen will look similar to this:

   ![Image of Report drop down list](image)
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:

```
Date Range for the Report: 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:

```
Report Type: 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:

```
Location/Agency Selection: Enter only one of the following options to further narrow the report search.
Troop, County, and City is by geographical area.
ORI is by the agency that investigated that accident
Troop/Zone: You may enter a specific zone for a given troop if you only want to see accidents in that location.
Zone: Zone: Enter only one Location detail:
County: County:
City: City:
ORI: ORI: 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.
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:

![Dropdown list](image)

Your screen will look similar to this:

![Summary report](image)

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

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

2. Single click the Report drop down list to select a report to run.
Your screen will look similar to this:

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

Your screen will look similar to this:

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

Your screen will look similar to this:

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

Your screen will look similar to this:

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

Your screen will look similar to this:
7. Select the format for this report by single clicking **Report Format** drop down list.

   PDF
   PDF
   EXCEL

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:

![Image of PDF report]

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:

![Image of save icon]
3. Enter a **New Name** for this report in the Object Name field.

*Your screen will look similar to this:*

![Image of interface with Object name and Save button]

**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:*
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:

   ![File menu](image)

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

   Your screen will look similar to this:

   ![File menu](image)
6. Enter a **File Name** for this report in the File Name field.

   *Your screen will look similar to this:*

   ![Image of file name input](image)

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

   *Your screen will look similar to this:*

   ![Image of file save options](image)

   **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.

   ![Image of save button](image)

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

   ![Image of window close button](image)