



Welcome to BWCTrax, the automated data tracking tool for Body Worn Camera grantees. With BWCTrax, you can easily track your required PMT data as needed throughout the reporting period. This document will help you get started.

#### **DATA NOTICE**

The BWCTrax workbook only includes **quantitative measures** that are typically tracked daily or weekly. Grantees should refer to the full measures to ensure other relevant data points are tracked.

#### **COMPATABILITY NOTICE**

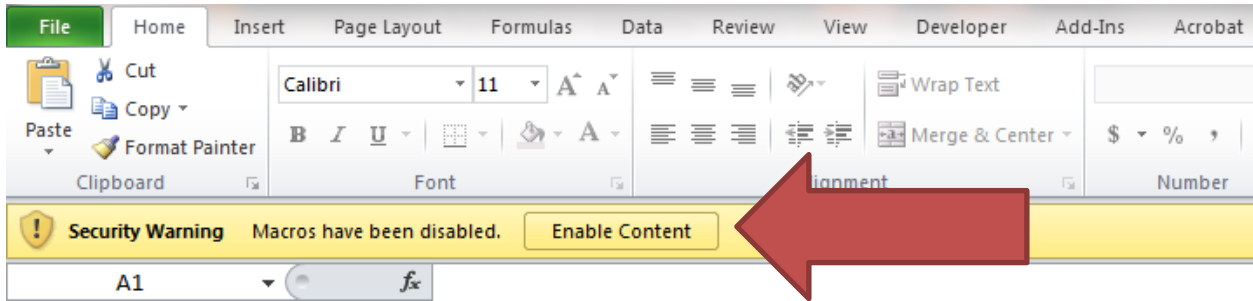
BWCTrax is designed to run on computers with Microsoft Excel version 2007 or newer. The functionality of BWCTrax cannot be guaranteed on computers running older versions of Microsoft Office or other spreadsheet software such as OpenOffice.

The BWCTrax workbook uses macros to help automate the data aggregation and analysis. To use it, you will need to enable macros in Microsoft Excel. When you open the file, simply click **Enable Content** to allow the macros to run. Contact your system administrator if you have any questions about allowing macros.

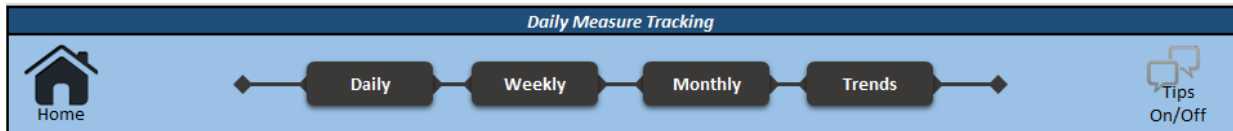
The following sections provide step-by-step instructions for how to use the BWCTrax workbook. The screenshots used are just for demonstration purposes and may differ slightly from the workbook you are using.

## Using BWCTrax

1. Open the BWCTrax workbook.
2. If prompted, enable macros by clicking **Enable Content** on the yellow **Security Warning** bar.



3. Read through the introduction on the home page, and click **Accept and Continue** at the bottom of the page.
4. You can easily navigate through the BWCTrax workbook using the navigation bar at the top of each page. You can also turn on and off the pop-up tips on each page via the **Tips On/Off** button to the right of the navigation bar and return to the home page via the **Home** button on the left of each page.



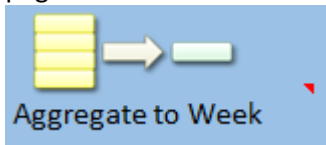
5. The first sheet displayed is the Daily sheet, where you can fill in data tracked on a daily basis. You could also start with the Weekly sheet if you'd rather track data this way. Just be consistent with how you track data to avoid errors when data transfer between sheets.

**Q22. Event Tracking**

Please enter the number of each event type that occurred

Measure	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
A Community member complaints against officers	1	0	0	1	2	1	0	5
B Community member complaints against officers wearing body cameras	0	0	0	1	1	0	0	2
C Use-of-force reports filed by officers	0	1	2	1	4	7	2	17
D Use-of-force reports filed by officers wearing body cameras	0	0	1	0	1	3	1	6

6. When you've completed data entry for the week, click the **Aggregate to Week** button at the bottom of the page. This will move the data in to the Weekly sheet and clear the Daily page so it can be reused.



- Keep filling out the Daily page each week until the month is complete.

**Q22. Event Tracking**

Please enter the number of each event type that occurred

Measure	Week 1	Week 2	Week 3	Week 4	Week 5			Total
A Community member complaints against officers	5	5	4	4				18
B Community member complaints against officers wearing body cameras	2	3	1	2				8
C Use-of-force reports filed by officers	17	15	14	14				60
D Use-of-force reports filed by officers wearing body cameras	6	6	5	4				21

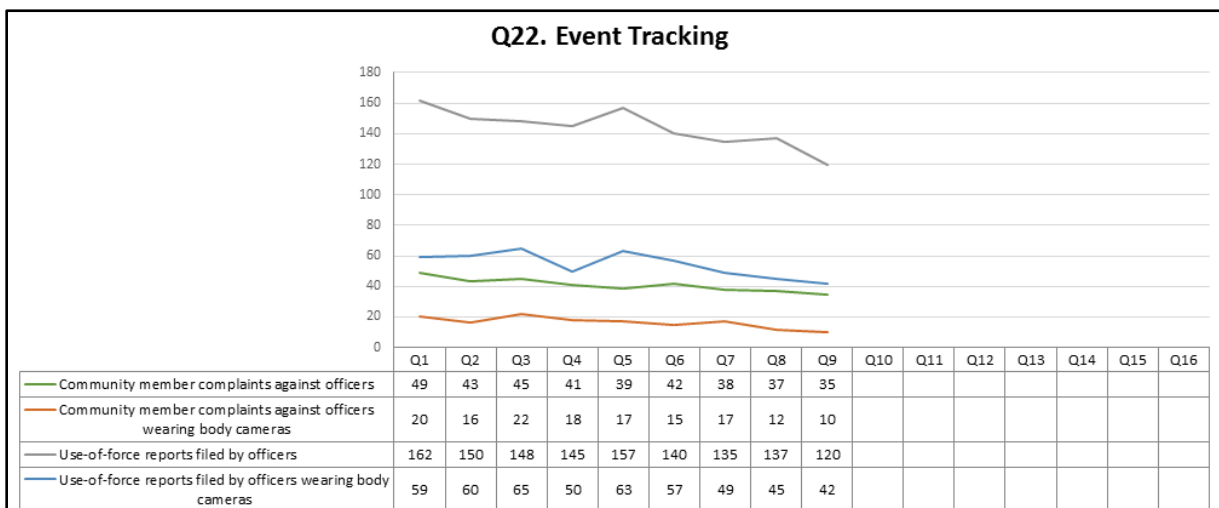
- When you've completed data entry for the month, click the **Aggregate to Month** button at the bottom of the page. This will move the data in to the Monthly sheet.
- Keep filling out the various sheets until the quarter is complete.
- Once the quarter is complete, enter the data from the **Quarter Total** or **Change** column into the BJA PMT online at <https://www.bjaperformancetools.com>.

**Q22. Event Tracking**

Please enter the number of each event type that occurred

Measure	Month 1	Month 2	Month 3		Quarter Total	Last Quarter	Quarter Change
A Community member complaints against officers	15	12	16		43	49	-12.24%
B Community member complaints against officers wearing body cameras	5	4	7		16	20	-20.00%
C Use-of-force reports filed by officers	50	58	42		150	162	-7.41%
D Use-of-force reports filed by officers wearing body cameras	20	18	22		60	59	1.69%

- Click the **Close Out Quarter** button at the bottom of the sheet. This will clear the data and display it in the **Last Quarter** column so you can compare it with the next quarter.
- You can view long-term trends on the Trends sheet by clicking the **Trends** button on the navigation bar.



## Advanced Users: BWCTrax Modification

BWCTrax workbooks are protected to prevent users from accidentally disabling the workbook features. Advanced users may wish to modify the BWCTrax workbooks to include other variables or conduct additional analyses. Please note that technical support will not be provided to users who unprotect the sheets and make changes to the workbooks.

The macros that run in the BWCTrax workbooks include simple commands that copy and paste data from one sheet to another. Adding or removing rows or columns to the sheets will result in the macros improperly copying and pasting data. If you add or remove rows or columns, you should update any macros associated with the sheet.

The BWCTrax macros are written in Microsoft's Visual Basic for Applications (VBA) programming language. Those with a basic knowledge of VBA should be able to decipher and edit the macros.

## Glossary

**BJA PMT:** The Bureau of Justice Assistance's Performance Measurement Tool, found online at <https://www.bjaperformancetools.org>.

**BWCTrax:** The tracking tool provided to grantees to assist them in tracking data for BJA PMT entry on a quarterly basis.

**Macro:** A set of instructions that Microsoft Excel runs to complete a desired command.

**Sheet:** A page in the BWCTrax workbook where users enter data. For example, the Data Entry page.

**Workbook:** The collective set of sheets used to track data.