

CRASH and Serious Casualties

1. Open MAST
 - a. Navigate to <http://roadsafetyanalysis.org/>
 - b. Click **Sign in Now**
The MAST Login page appears
 - c. Log in to the MAST Portal
The MAST Portal opens
 - d. Click the MAST Online Launch arrow on the **MASTs** tab of the Portal
The MAST Select Report page appears
2. Create a report based on a MAST Template
 - a. Click the **Casualties** tab on the Select Report page
 - b. Click the thumbnail picture to the left of **MAST Template - Serious Injury Casualties in England, by police force and introduction of CRASH** in the **Casualties** report list
The template opens on the Edit Report page
 - c. Click the **Save Report As** action link
The Report Name box appears
 - d. Type a name in the **Report Name** box
Report names may include any combination of alphanumeric characters, hyphens and spaces, and can be up to 254 characters in length
 - e. Click the **Save Report As** button
A Report Successfully Saved message appears
 - f. Click **Ok**
 - g. Click the **Select Report** tab
The Select Report page appears, with new report at the bottom of the report list
3. Customise a saved MAST report
 - a. Click the thumbnail picture to the left of the new report in the **Casualties** report list
The report opens on the Edit Report page
 - b. Scroll down the list of police forces to West Mercia Police, then click the Expand **[+]** button next to Q4 of 2015
The Q4 data expands to show that this force adopted CRASH in November 2015
 - c. Click the Collapse **[-]** buttons next to 2015, 2016 and 2012
The detailed breakdown of casualties in those years are hidden
 - d. On the **Rows (Category)** tab, click the Filter **[v]** button at the left end of the Crash Location dimension
The Edit Categorical Axis List will appear, showing the police forces currently included
 - e. Click the **Unselect all members** button at the top of the list
All the check boxes will clear
 - f. Scroll down, select the West Mercia Police check box then click **OK**
The report is filtered to show West Mercia Police only
 - g. Click the **Save Report** action link
A Report Saved message appears
4. Export a MAST report to Excel
 - a. Click the **Show Grid Total** toolbar button
The row and column totals are hidden
 - b. Click the **Download Excel** action link to download a worksheet containing the current grid
The exact procedure for this will depend on which browser you are using

MAST Bite Size video walkthroughs #1

- c. If an Excel warning message appears saying the file could be unsafe and asking if you want to open it anyway, click **Yes**; If Excel displays a message bar about Protected View, click **Enable Editing**
All MAST downloads are safe: these messages are only Excel precautions for opening non-Windows files
 - d. In Excel, change the sheet name to Serious Injuries
This helps to avoid confusion between different downloads
 - e. In MAST, click the **Filter (Slicer)** tab
This tab contains the Casualty Severity dimension, currently filtered to show Serious injuries only
 - f. Right click the **Casualty Severity** dimension, then select **Remove Dimension** from the context menu
The filter is removed from the report, which recalculates to show injuries of all severities
 - g. Repeat steps b to d above, renaming the downloaded Excel sheet to All Injuries
5. Use Excel to analyse downloaded MAST data
- a. Copy the All Injuries sheet to the workbook containing the Serious Injuries sheet:
 - i. right click the **All Injuries** tab
 - ii. select **Move or Copy ...** from the context menu
 - iii. choose the workbook name of the first file from the **To book:** dropdown list
 - iv. Select the **Create a copy** check box
 - v. Click **OK**
 - b. Enter a formula to calculate total casualties for 2015:
 - i. Activate the cell below the number of NotCRASH casualties for 2015
 - ii. Click **AutoSum** on the Home ribbon
 - iii. Select the two cells containing casualty numbers for 2015
 - iv. Press the Enter key
 - c. Copy the formula for all years and both severities:
 - i. Right click the cell containing total casualties for 2015, and select **Copy** from the context menu
 - ii. Select the five cells below NotCRASH casualties for 2012 to 2016, then click **Paste** on the Home ribbon
 - iii. Right click the five cells containing total casualties for 2012 to 2016, and select **Copy** from the context menu
 - iv. On the Serious Injuries sheet, select the five cells below the NotCRASH serious casualties for 2012 to 2016 then click **Paste** on the Home ribbon
 - d. Calculate the percentage of serious injuries reported in one year:
 - i. Activate the cell below total serious casualties for 2012
 - ii. Type = to start entering a formula, then click the cell containing total serious casualties for 2012
 - iii. Type / (the Excel division operator), then click the cell containing all casualties for 2012
 - iv. Press the Enter key
 - v. Activate the cell containing the percentage of serious casualties for 2012, then click the **Percent Style** button on the **Home** ribbon
 - e. Copy the formulas to calculate percentage of serious injuries for all years:
 - i. Right click the cell containing the percentage of serious casualties for 2012, and select **Copy** from the context menu
 - ii. Select the five cells below total serious casualties for 2012 to 2016, then click **Paste** on the Home ribbon