

State Statistical Template- Directions for access, running, and checking the template

Navigate to the BARD test site, <https://bard.staging.knightpoint.systems/bard/>, and use your regular logon information for the “live site”.



Welcome to BARD v3.4.8.0 !

Please take a minute to review the Release Notes which can be found under the **Help** menu after you login.

NOTE: Due to increased security, passwords are **case sensitive**.
If you have any questions please contact bardeveloper@knightpoint.com

OMB Control Number: 1625-0003
OMB Expiration Date: 03/31/2019

Jurisdiction:

Username:

Password:

[Forgot Password?](#)

Don't have an account? Click [here](#)

Privacy Act Notice

- **Authority:** 46 U.S.C 6102 and 33 CFR 173 & 174 authorize the collection of information on boating accidents.
- **Purpose:** The Coast Guard uses this information for statistical purposes, chiefly to inform the public, to measure the Program's efforts, and to regulate issues relating to boating safety.
- **Routine Uses:** The Coast Guard shares this information within the agency, and if state and federal law permit it, to the public.
- **Disclosure:** Some information may not be required to be reported under federal regulation. Questions relating to the collection of this data should be sent to the Coast Guard.

The Coast Guard estimates that the average burden for each report is about 30 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-BSX-2), U.S. Coast Guard, 2703 Martin Luther King Jr Ave SE Stop 7501, Washington, DC 20593 or Office of Management and Budget, Paperwork Reduction Project (1625-0003), Washington, DC 20503.

State Statistical Template- Directions for access, running, and checking the template

Once logged in, hover over “Reports” and select “Statistical Report”.



User: ADMINISTRATOR HELPDESK
 Jurisdiction: Oregon
 Environment: Staging
 Version: 3.4.8.0

Welcome to

Options				
Accident Management				
Query				
Reports	Click here to view the records that are Overdue			
Charts				
Review Accident Data				
Administration				
My Profile				
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Download				

Records due to Coast Guard (7)			
ID	Accident Date-Time	County	Body of Water
OR-2018-0015	May 28 2018 13:30	Washington	Hagg Lake (Henry Hagg Lake)
OR-2018-0016	Jun 20 2018 00:00	Lane	Mosby Creek
OR-2018-0017	Jun 18 2018 11:57	Wasco	Deschutes River
OR-2018-0018	Jun 16 2018 13:00	Multnomah	Willamette River
OR-2018-0019	Jun 15 2018 09:40	Jackson	Rogue River
OR-2018-0016	Jun 3 2018 00:00	Wallowa	Grande Ronde River
OR-2018-0027	Jun 2 2018 00:00	Wasco	Columbia River

Pending Approvals			
ID	Accident Date-Time	County	Body of Water

Rejected Records			
ID	Accident Date-Time	County	Body of Water

State Statistical Template- Directions for access, running, and checking the template

You can set some filters. 1) You can change your date ranges (please note that not all 2018 data has been loaded onto the test site). 2) Under the "Reportable" dropdown, you can select whether you'd like all cases submitted (ALL), only cases that were tagged in the system as meeting federal reporting requirements (FEDERAL), or only cases that were tagged by the user as meeting state reporting requirements (STATE).



User: ADMINISTRATOR HELPDESK
Jurisdiction: Oregon
Environment: Staging
Version: 3.4.8.0

BARD

Boating Accident
Report Database

- Options
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Recreational Boating Accidents Report

This page may be used to produce a standard statistical report of State data through the selection of a few filters below. The standard report includes, but is not limited to, information on accident types, causes, vessel types, operator experience, and causes of death. Please use the date ranges to select the beginning and end period of your report. Use the "Reportable" drop down to select which set of records you would like: "ALL" represents all records that your State entered; "State" represents records that met State reporting requirements; and "Federal" represents records that may have met federal reporting requirements. Please note that the "Federal" determination is based on system logic and is automatically assigned based on State-entered case data; it does not reflect whether the Coast Guard used (or will use) the record for their annual Statistics publication.

Once you select filters and click the "Generate" button, a Word template will be automatically generated with text and tables. Once generated, click the "Download" button and the Word template "Save" dialog will display. If desired, after download, click "Reset" to select filters and generate another report.

Please note that you can save this template and adjust it as you desire. Certain sections such as "Introduction", "Highlights", and "Issues and Trends" are intended to be personalized by you after saving the report. Further note that certain text and table data automatically populates with State data based on your filters.

State:	<input type="text" value="Oregon"/>	From:	<input type="text" value="01/01/2018"/>
Reportable:	<input type="text" value="State"/>	To:	<input type="text" value="12/31/2018"/>
<input type="button" value="Generate"/> <input type="button" value="Reset"/>			

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For this example, I select ALL cases for Oregon for CY17. Hit the “Generate” button. A “loading” message will display to indicate the system is generating the report. Please note it may take 1-2 minutes to generate the report (or more depending on the amount of data being returned).

User: ADMINISTRATOR HELPDESK
Jurisdiction: Oregon
Environment: Staging
Version: 3.4.8.0

BARD
Boating Accident Report Database

Recreational Boating Accidents Report

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State: Oregon From: 01/01/

Reportable: All To: 12/31/

Generate Reset

Please wait.

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Once the "loading" message no longer displays, hit the "Save as" button, and save the file.

User: ADMINISTRATOR HELPDESK
Jurisdiction: Oregon
Environment: Staging
Version: 3.4.8.0

Recreational Boating Accidents Report

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State: Oregon From: 01/01/2017
Reportable: All To: 12/31/2017

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What do you want to do with DownloadReport.docx?
From: bard.staging.knightpoint.systems

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Once the file is saved, you may get a prompt at the bottom of your screen that asks whether you'd like to open the file. I select Open.

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Jurisdiction: Oregon
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BARD
Boating Accident Report Database

Recreational Boating Accidents Report

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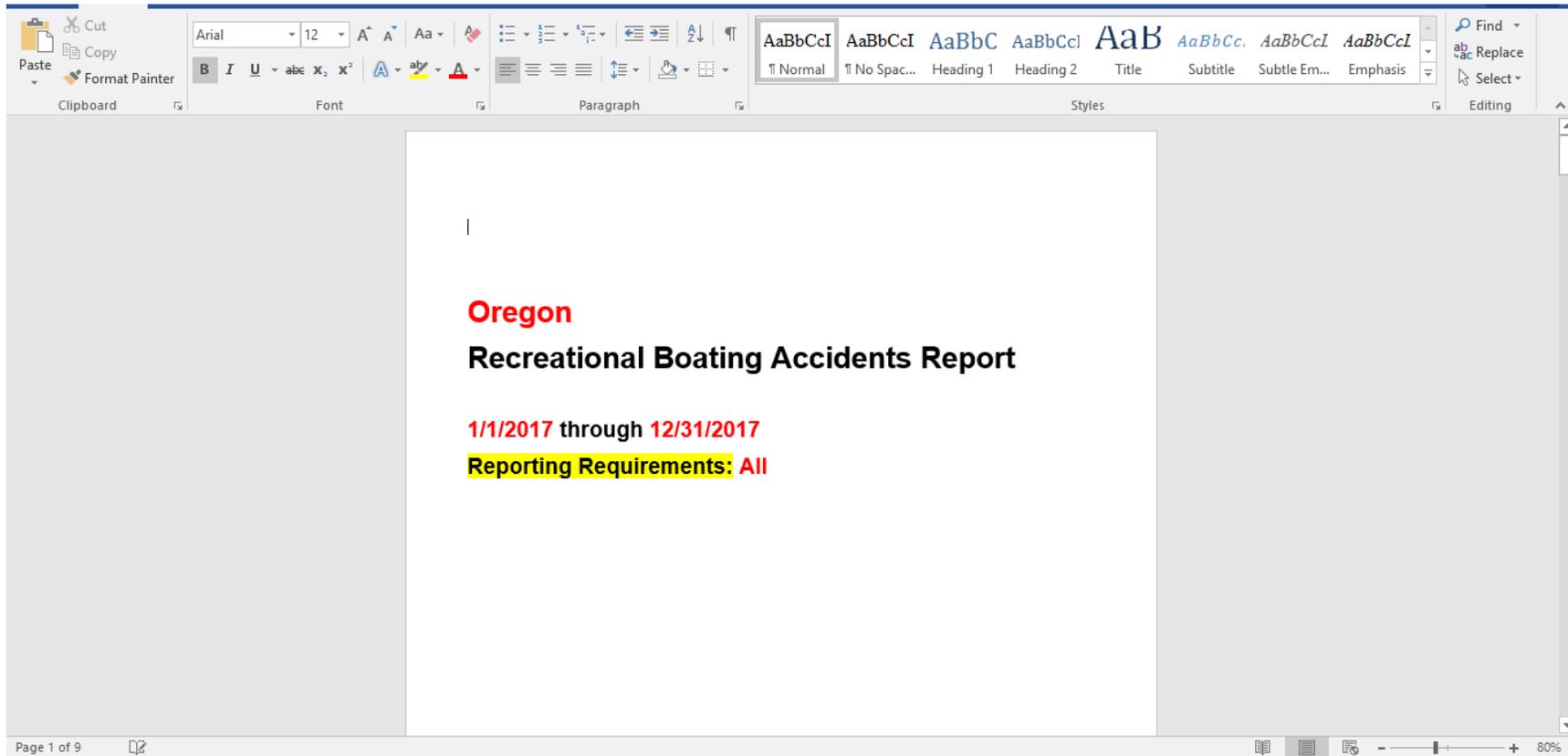
State: Oregon From: 01/01/2017
Reportable: All To: 12/31/2017

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OR test run ALL CY17.docx finished downloading. Open Open folder View downloads X

State Statistical Template- Directions for access, running, and checking the template

A Word document then opens with the template.



State Statistical Template- Directions for access, running, and checking the template

If you'd like to run a different report, hit the "Reset" button, and the settings will reset the default.



User: ADMINISTRATOR HELPDESK
Jurisdiction: Oregon
Environment: Staging
Version: 3.4.8.0

BARD



Boating Accident Report Database

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Recreational Boating Accidents Report

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State: From:

Reportable: To:

State Statistical Template- Directions for access, running, and checking the template

The following is a sample test to validate information in Oregon's template. The parameters I used for the template were "ALL" records for calendar year 2017 (01/01/2017 to 12/31/2017). I pulled the template and supporting query from the test site on 31 July 2018.

For this sample test, I'm going to validate the first group of statistics in the highlights section, which focuses on the number of accidents in CY17 and the percent change from CY16.

To validate the information, I am going to set up a query in BARD's test site.

Oregon Recreational Boating Accidents Report - 1/1/2017 through 12/31/2017

HIGHLIGHTS

The intent of **HIGHLIGHTS** is to **summarize** important, interesting accident statistics and other boating safety issues and trends, many of which are detailed in data tables later in the report. The **ACCIDENT STATISTICS and OTHER STATISTICS** generated as part of this template report present total numbers and key rates for the report period, and, as available and pertinent, the percentage and rate changes from the previous report period. **The summary can be constructed from these statistics.**

The "report period" refers to the beginning and end date that you indicated when you set the parameters for your report. The "previous report period" looks back a year or same portion of a year to calculate the percentage and rate changes.

See "Recreational Boating Accidents Report Template: User Manual" (p. 6) for information you should include to ensure readers understand and correctly interpret the statistics, and for more tips on customizing this section for your final copy.

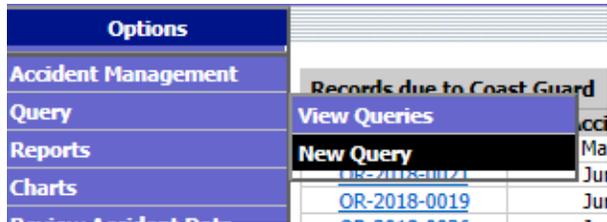
ACCIDENT STATISTICS 1/1/2017 through 12/31/2017

Accidents

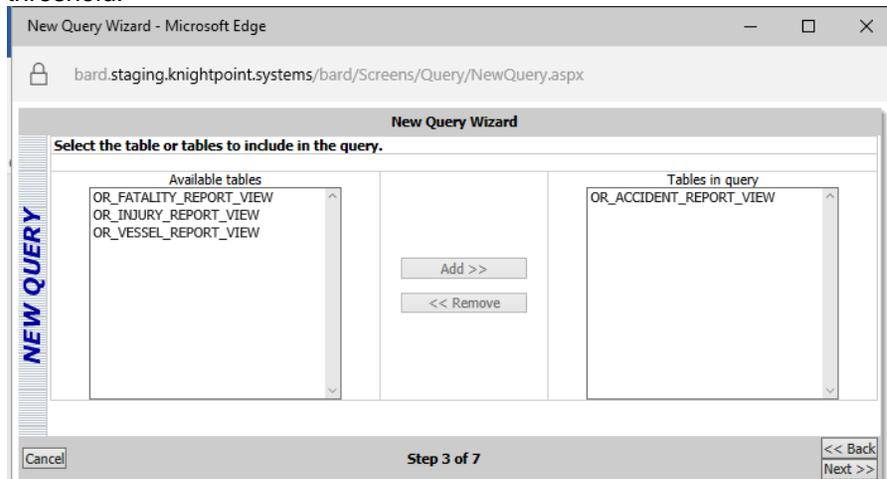
Total number of accidents for report period: **64**
Percentage change from previous report period: **-28.1%**

To do so, I navigate to Query -> New Query.

State Statistical Template- Directions for access, running, and checking the template

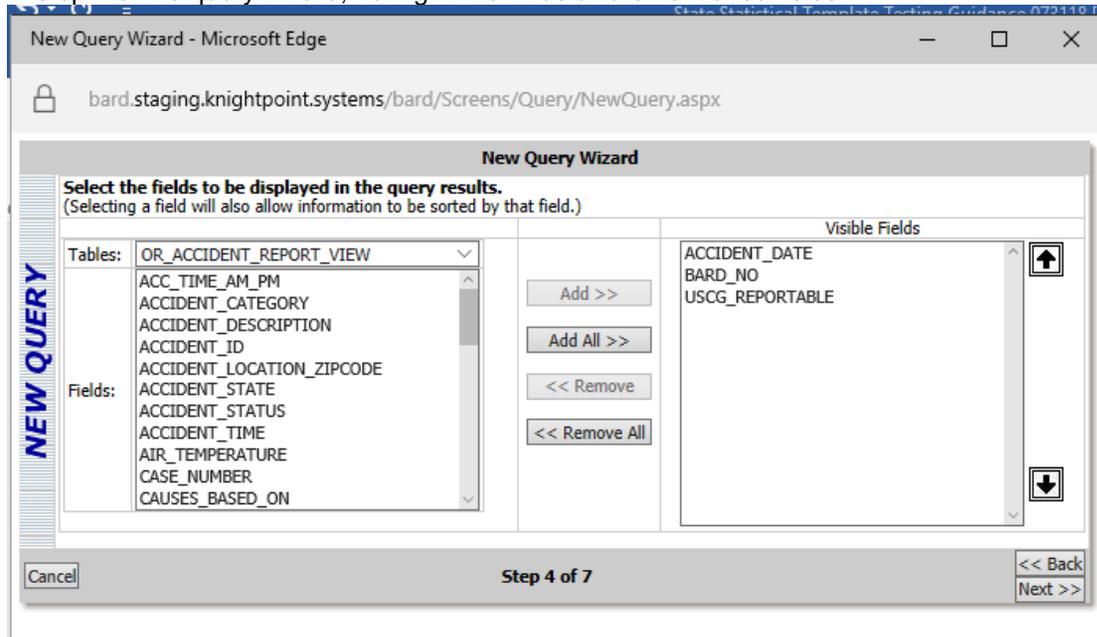


I page through the query wizard without alterations until I reach Step 3. I bring in the table for Accidents because it will allow me to pull in the case ID and accident date, two items I need to validate the number of accidents in the time periods specified in the highlights section. I bring in the “USCG Reportable” field as well, just for demonstration purposes. I would use it if I wanted to filter for accidents that met the federal reporting threshold.



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In step 4 of the query wizard, I bring in the three aforementioned fields.



In step 5 of the query wizard, I select a date range for accidents. Since I know the template provides information that pertains to both CY17 and 16 data, I'm going to pull in records for those two years, 01/01/2016 to 12/31/2017.

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New Query Wizard - Microsoft Edge

bard.staging.knightpoint.systems/bard/Screens/Query/NewQuery.aspx

New Query Wizard

Add criteria to search by

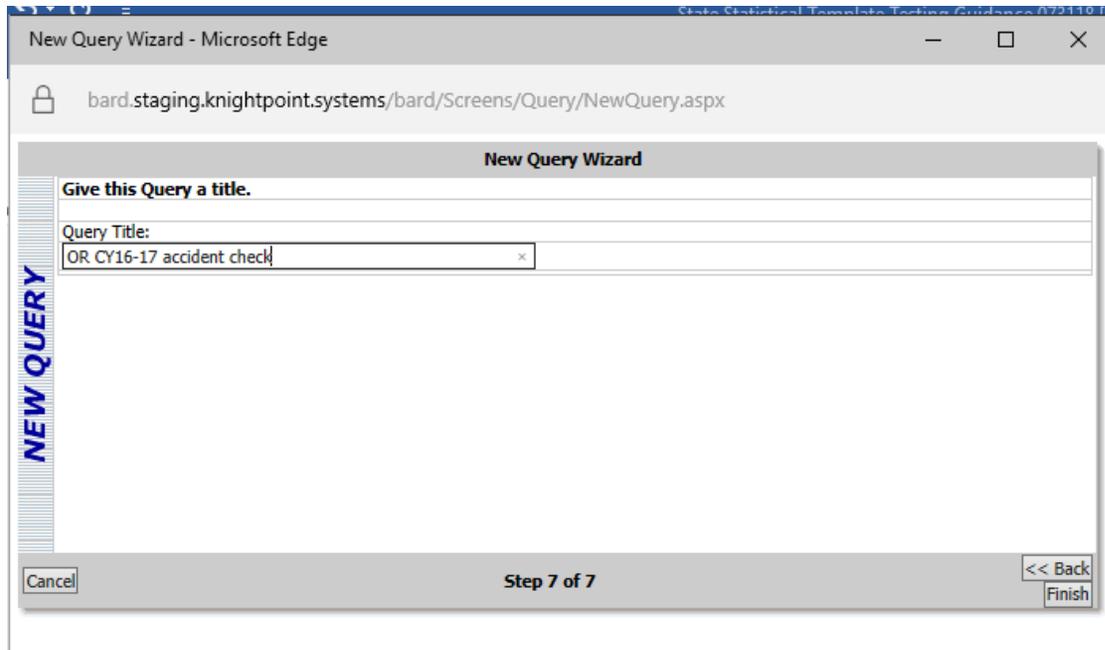
Date Range: 01/01/2016 to 12/31/2017 x

Remove Edit New

Cancel **Step 5 of 7** << Back Next >>

I skip to Step 7 of the query wizard, name my query, and hit the “Finish” button.

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Once saved, I run the query by hitting the arrow button on the right side of the query list.

Accident Management	Displaying Records 1-15 of 69					
Query	<input type="checkbox"/>	ID ▼	Query Title	Last Run	Records Returned	Options
Reports	<input type="checkbox"/>	23128	OR CY16-17 accident check			  

My query results are returned and I hit the “Download” button to obtain them in Microsoft Excel.

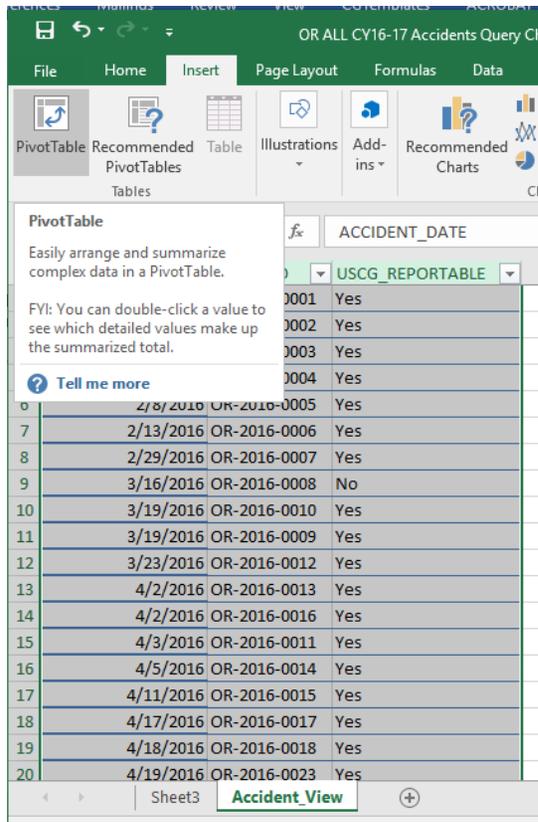
State Statistical Template- Directions for access, running, and checking the template

Options	Query Results		
Accident Management	Excel Download Cancel		
Query	1 2 3 4 5 6 7 8		
Reports	ACCIDENT DATE BARD NO USCG REPORTABLE		
Charts	01/17/2016	OR-2016-0001	Yes
Review Accident Data	01/19/2016	OR-2016-0002	Yes
Administration	01/24/2016	OR-2016-0003	Yes
My Profile	01/26/2016	OR-2016-0004	Yes
Help	02/08/2016	OR-2016-0005	Yes
Logout	02/13/2016	OR-2016-0006	Yes
Download	02/29/2016	OR-2016-0007	Yes
	03/16/2016	OR-2016-0008	No
	03/19/2016	OR-2016-0010	Yes
	03/19/2016	OR-2016-0009	Yes
	03/23/2016	OR-2016-0012	Yes
	04/02/2016	OR-2016-0013	Yes
	04/02/2016	OR-2016-0016	Yes
	04/03/2016	OR-2016-0011	Yes
	04/05/2016	OR-2016-0014	Yes
	04/11/2016	OR-2016-0015	Yes
	04/17/2016	OR-2016-0017	Yes
	04/18/2016	OR-2016-0018	Yes
	04/19/2016	OR-2016-0023	Yes
	04/23/2016	OR-2016-0019	Yes
	1 2 3 4 5 6 7 8		

When I pull the data into Excel, the date field isn't recognized as a "date/time" field type. I copy and paste the date column into Word then copy and paste back into Excel to have it register as a "date".

I then use a Pivot table to present data.

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I bring the date field into the “row” area of the pivot table, and the case number into the “values” area of the pivot table. By doing so, the Pivot table provides a count of the number of accidents by year. I then use these counts to check data in the template.

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The screenshot shows an Excel spreadsheet with a PivotTable. The PivotTable is located in cells A3:B5. The data is as follows:

Row Labels	Count of BARD_NO
2016	89
2017	64
Grand Total	153

The PivotTable Fields task pane on the right shows the following configuration:

- Choose fields to add to report: ACCIDENT_DATE, BARD_NO, USCG_REPORTABLE, Quarters, Years
- Drag fields between areas below:
 - FILTERS: USCG_REPO...
 - ROWS: Years
 - COLUMNS: (empty)
 - VALUES: Count of BAR...

My query returns 64 accidents in CY17, which matches the template. I perform a calculation of percent change to see if the template calculation is correct. Percent change = (CY17 value - CY16 value) / (CY16 value). In this example, percent change = (64 - 89) / 89, or -28.1% when rounded. I confirm that this calculation matches the one in the template.

3		
3	Percent change	-28.08988764
n		

I then update the testing document to record my findings.

State Statistical Template- Directions for access, running, and checking the template

report, and check the content.

Please note: You can use instructions in the "State Statistical Template Testing Guidance" file for further guidance on how to access, run, and test the template.

For each test, fill out a testing document. The testing document is fairly thorough. If you have time to complete it all, super. If not, just document what you have tested; every test will help us!

Name: **Susan Weber**
Date(s) of test: **07/31/2018**
State tested: **Oregon**
Time period of data pulled: **01/01/2017 to 12/31/2017**
Reportable filter used (All records, State, or Federal): **ALL**

1. Did the report generate on the first attempt (yes/no): **yes**
 - a. Approximately how long did it take to generate? **2 minutes**
 - b. If report did not generate on the first attempt, how many times did you need to run the report? **NA**
2. Based on your records, your query of BARD, or another verification method, were all of the statistics in the Highlights section correct (yes/no)? **NA**
 - a. If "no," please explain here or makes notes/comments in your generated report, as needed.
Only checked the first highlight. It was correct.
 - b. What was your method of checking the statistics in the Highlights section?
Ran a query on the test site on 7/31/18 using the OR_ACCIDENT_REPORT_VIEW table and the following fields: ACCIDENT_DATE and BARD_NO.
 - c. Were there any statistics in the Highlights section that you did not verify? **Yes**
The remainder of the highlights

State Statistical Template Testing Documentation

The following is a template for recording testing results. To test the template, please visit <https://bard.staging.knightpoint.systems/bard/> and login using your “live site” username and password (please contact Susan Weber if your login information is not accepted). Once you log into BARD’s staging site, navigate to Reports-> Statistical Report. Define and document your report parameters, generate your report, and check the content.

Please note: You can use instructions in the “State Statistical Template Testing Guidance” file for further guidance on how to access, run, and test the template.

For each test, fill out a testing document. The testing document is fairly thorough. If you have time to complete it all, super. If not, just document what you have tested; every test will help us!

Name:

Date(s) of test:

State tested:

Time period of data pulled:

Reportable filter used (All records, State, or Federal):

1. Did the report generate on the first attempt (yes/no):
 - a. Approximately how long did it take to generate?
 - b. If report did not generate on the first attempt, how many times did you need to run the report?
2. Based on your records, your query of BARD, or another verification method, were all of the statistics in the Highlights section correct (yes/no)?
 - a. If “no,” please explain here or makes notes/comments in your generated report, as needed.
 - b. What was your method of checking the statistics in the Highlights section?
 - c. Were there any statistics in the Highlights section that you did not verify?
3. Were the statistics in the **Accident Types** table correct (yes/no)?
 - a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
4. Were the statistics in the **Accident Causes** table correct (yes/no)?
 - a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
5. Were the statistics in the **Accidents by Month** table correct (yes/no)?
 - a. Explanation if previous response was “no”
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
6. Were the statistics in the **Accidents by Day of Week** table correct (yes/no)?
 - a. Explanation if previous response was “no”:

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- b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
7. Were the statistics in the **Accidents by Time of Day** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
8. Were the statistics in the **Accidents by County** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
9. Were the statistics in the **Accidents by Vessel Type** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
10. Were the statistics in the **Accidents by Vessel Length** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
11. Were the statistics in the **Vessel Operation at Time of Accident** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
12. Were the statistics in the **Vessel Activity at Time of Accident** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
13. Were the statistics in the **Operator Boating Safety Education** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
14. Were the statistics in the **Operator’s Overall Boating Experience** table correct (yes/no)?
- a. Explanation if previous response was “no”:

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- b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
15. Were the statistics in the **Operator Gender** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
16. Were the statistics in the **Operator Age** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
17. Were the statistics in the **Fatalities- Cause of death** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
18. Were the statistics in the **Fatalities- Life Jacket Use** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
19. Were the statistics in the **Fatalities- Cause of Death and Life Jacket Use** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?
20. Were the statistics in the **Fatalities- Cause of Death and Vessel Type** table correct (yes/no)?
- a. Explanation if previous response was “no”:
 - b. What was your method of checking the statistics in the table?
 - c. Were there any statistics in the table that you did not verify?

Comments: