



Welcome to JAGTrax, the automated data tracking tool for JAG grantees. With JAGTrax, you can easily track your required PMT data daily or weekly, depending on your needs. This document will help you get started.

#### **COMPATABILITY NOTICE**

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

Each JAGTrax workbook has two versions: the automated version and the manual version. The automated version uses macros to help automate the data aggregation and analysis. To use this version, you will need to have macros enabled. 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. If you do not wish to use the automated version or cannot enable macros, please use the manual version.

#### **DATA NOTICE**

The JAGTrax workbooks only include quantitative measures that are typically tracked daily or weekly. For most modules, this is only two or three questions. Grantees should refer to the full measures to ensure other relevant data are tracked.

The following sections provide step-by-step instructions for how to use the various JAGTrax workbooks. When you are ready to begin, decide which JAGTrax workbooks you will be using by determining your program area using the definitions on page 2 of the JAG General Information Questionnaire.

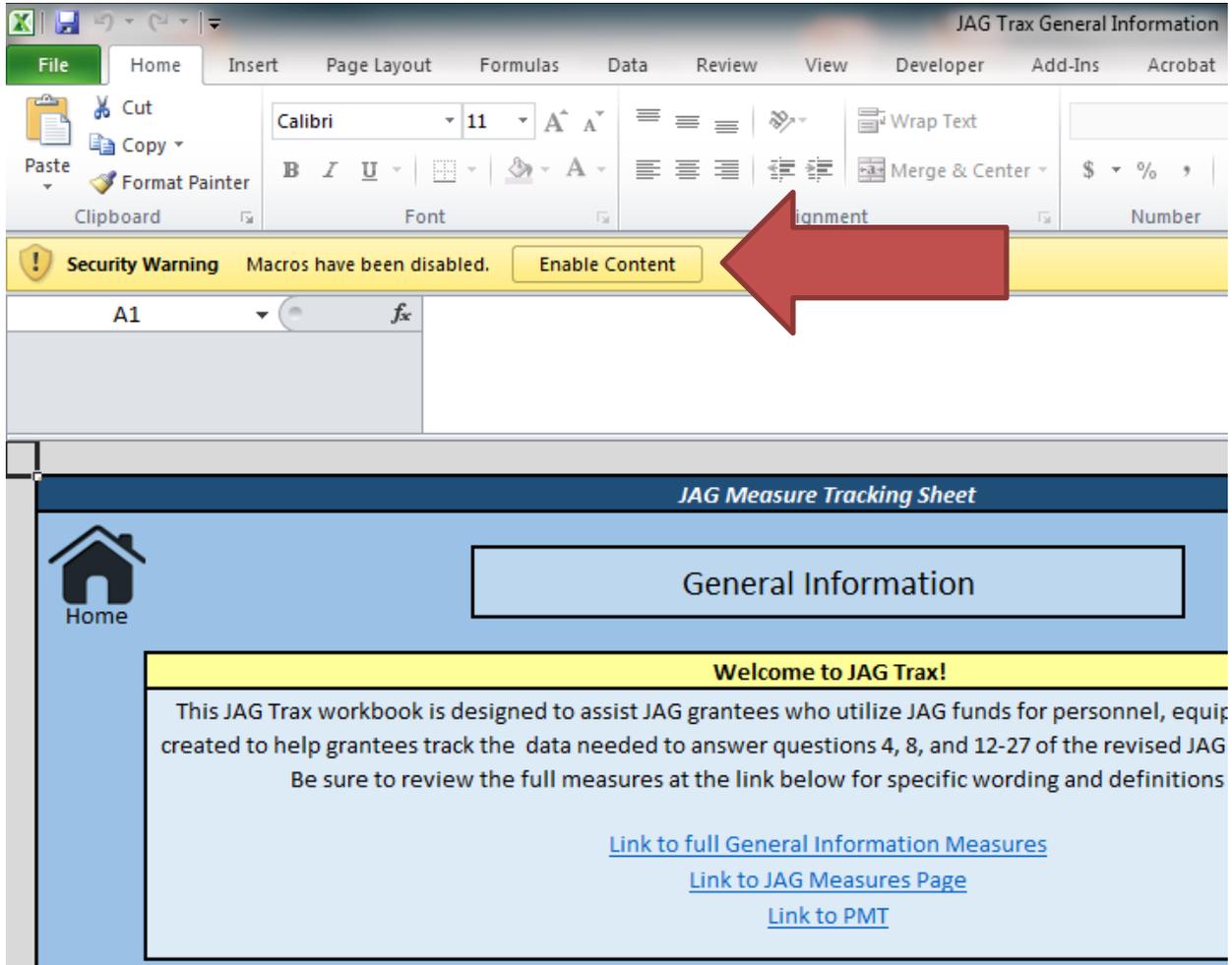
## Sections in This Document

This user's guide contains five sections, each focusing on a different aspect of the JAGTrax workbooks.

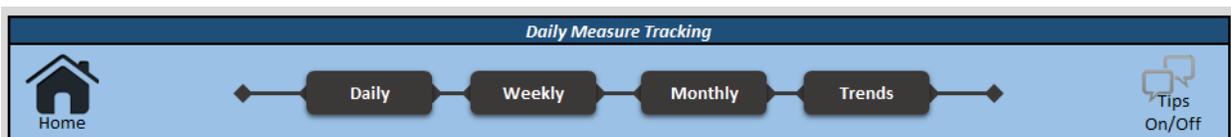
- I. **Using Automated JAGTrax**  
This section provides detailed instructions for how to use the automated version of JAGTrax to track data for each of the JAG program areas. This section does not cover JAGTrax for the General Information Module, which functions differently from other JAGTrax workbooks.
- II. **Using Automated JAGTrax–General Information**  
This section provides detailed instructions for how to use the automated version of JAGTrax to track data for the General Information Module.
- III. **Using Manual JAGTrax**  
This section provides detailed instructions for how to use the manual version of JAGTrax to track data for each of the JAG program areas. This section does not cover JAGTrax for the General Information Module, which functions differently from other JAGTrax workbooks.
- IV. **Using Manual JAGTrax–General Information**  
This section provides detailed instructions for how to use the manual version of JAGTrax to track data for the General Information Module.
- V. **Advanced Users–JAGTrax Modification**  
This section provides a brief overview for advanced users who wish to modify the JAGTrax workbooks.

## I. Using Automated JAGTrax

1. Open the JAGTrax workbook you wish to use.
2. If prompted, enable macros by clicking on **Enable Content** on the yellow **Security Warning** bar.



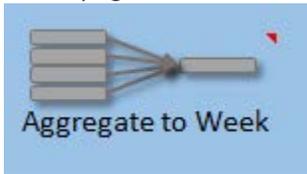
3. Read through the introduction on the home page, and click on **Accept and Continue** at the bottom of the page.
4. You can easily navigate through the JAGTrax workbooks using the navigation bar at the top of each page. You can also turn the pop-up tips found on each page on and off using the **Tips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



- 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.

Q12. Total Items Processed								
Please enter the number of items processed as part of this program.								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Number of Items	10	5	7	12	3			37

- 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.



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

Q12. Total Items Processed							
Please enter the number of items processed as part of this program.							
	Week 1	Week 2	Week 3	Week 4	Week 5		Total
Number of Items	37	42	35	22			136

- 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.

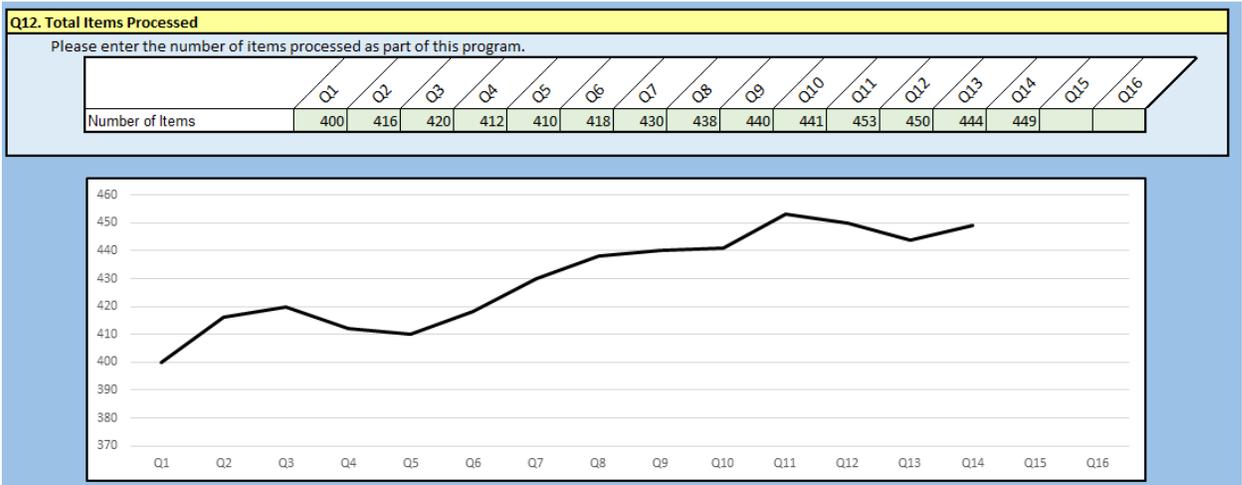
Q12. Total Items Processed							
Please enter the number of items processed as part of this program.							
	Month 1	Month 2	Month 3		Quarter Total	Last Quarter	Change
Number of Items	136	120	144		400		

- 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>.

- Click on 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.

Q12. Total Items Processed							
Please enter the number of items processed as part of this program.							
	Month 1	Month 2	Month 3	Quarter Total	Last Quarter	Change	
Number of Items	124	155	137	416	400	4.00%	

- You can view long-term trends on the “Trends” sheet by clicking the **Trends** button on the navigation bar.



## II. Using Automated JAGTrax – General Information

1. JAGTrax General Information is slightly different than the JAGTrax workbooks for all other program areas. The navigation bar is split up into three areas: **Personnel**, **Equipment**, and **Training**.



2. The Personnel sheet works just like the other JAGTrax workbooks, except that it aggregates downward to different tables on the same screen, from Daily to Weekly to Monthly, instead of to different pages.

**Q4. Overtime hours (Daily)**  
Please enter the number of overtime hours funded by JAG in each of the following activity areas

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Law enforcement								0
Criminal/Forensic								0
Crime prevention								0
Prosecution								0
Indigent defense								0
Courts								0
Corrections								0
Community Corrections								0
Reentry services								0
Behavioral Health								0
Assessment and evaluation								0
Crime victim/ witness services								0
Other								0

Aggregate to Week

**Q4. Overtime hours (Weekly)**  
Please enter the number of overtime hours funded by JAG in each of the following activity areas

	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Law enforcement						0
Criminal/Forensic						0
Crime prevention						0
Prosecution						0
Indigent defense						0
Courts						0
Corrections						0
Community Corrections						0
Reentry services						0
Behavioral Health						0
Assessment and evaluation						0
Crime victim/ witness services						0
Other						0

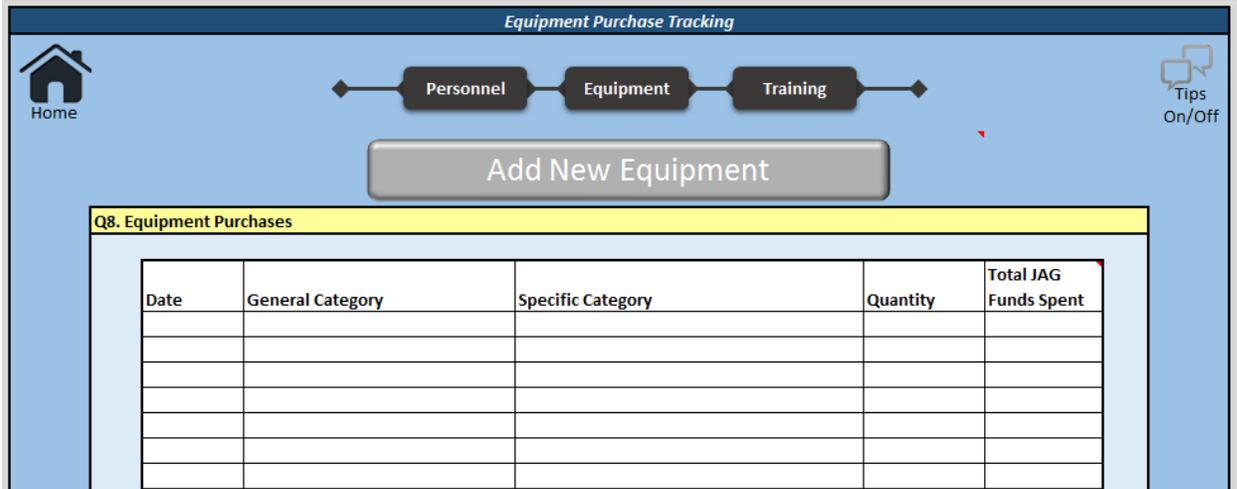
Aggregate to Month

**Q4. Overtime hours (Monthly)**  
Please enter the number of overtime hours funded by JAG in each of the following activity areas

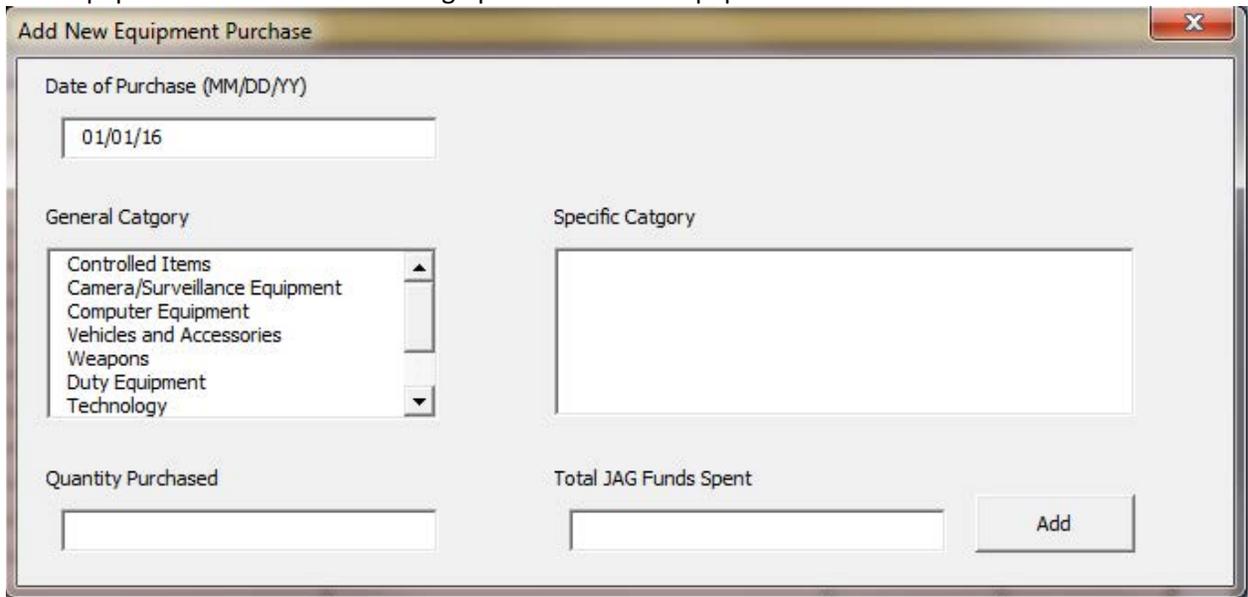
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Law enforcement								0
Criminal/Forensic								0
Crime prevention								0
Prosecution								0
Indigent defense								0
Courts								0
Corrections								0
Community Corrections								0
Reentry services								0
Behavioral Health								0
Assessment and evaluation								0
Crime victim/ witness services								0
Other								0

Print Page      End Quarter

- The “Equipment” and “Training” sheets do not aggregate. You can use them to keep track of individual purchases or training events to aid in BJA PMT Entry.



- To add a new equipment purchase to the tracking sheet, click on the **Add New Equipment** button on the “Equipment” sheet. This will bring up the “Add New Equipment Purchase” box.



- Once you select an item in the General Category box, the Specific Category box will automatically populate with the options from that category. Fill in the rest of the boxes to indicate number of items and and JAG funds spent, and click **Add**.

**Add New Equipment Purchase**

Date of Purchase (MM/DD/YY)  
01/01/16

General Category  
 Controlled Items  
 Camera/Surveillance Equipment  
 Computer Equipment  
**Vehicles and Accessories**  
 Weapons  
 Duty Equipment  
 Technology

Specific Category  
**Patrol cars**  
 Personal transport vehicles  
 Nonpatrol vehicles  
 License-plate readers  
 Automatic vehicle locator  
 Bicycles and related equipment

Quantity Purchased  
1

Total JAG Funds Spent  
30,000

Add

- The new equipment will be added to the list on the “Equipment” sheet.

**Equipment Purchase Tracking**

Home | Personnel | **Equipment** | Training | Tips On/Off

Add New Equipment

**Q8. Equipment Purchases**

Date	General Category	Specific Category	Quantity	Total JAG Funds Spent
1/1/2016	Vehicles and Accessories	Patrol cars	1	\$30,000.00

- 7. The “Training” sheet works the same as the “Equipment” sheet. Once on the “Training” sheet, click on **Add New Training** to activate the **Add New Training** data entry box.

The screenshot displays the 'Training Tracking' application interface. At the top, there is a navigation bar with a 'Home' icon on the left and 'Personnel', 'Equipment', and 'Training' tabs in the center. A 'Tips On/Off' icon is on the right. Below the navigation bar is a large 'Add New Training' button. The main area contains a table with the following columns: Date, Description, Type, Hours, Internal Attendees, External Attendees, and Std. Eval. Inst?. A dialog box titled 'Add New Training' is open in the foreground, containing the following fields:

- 1. What category of training do you wish to add? (Dropdown menu)
- 2. What was the date of the training? (MM/DD/YY) (Text input)
- 3. Please provide a short description of the training. (Text area)
- 4. What is the type of training? (Dropdown menu)
- 5. How many hours did the training last? (Text input)
- 6. How many employees attended? (Text input)
- 7. How many external individuals attended? (Text input)
- 8. Was a standardized evaluation instrument used? (Dropdown menu)

An 'Add Training' button is located at the bottom right of the dialog box.

### III. Using Manual JAGTrax

1. Manual JAGTrax workbooks are identical to the automated versions except that they don't have the ability to aggregate data for you. If you use the manual workbooks, you'll have to copy and paste the values to each page yourself. Before reading these instructions, read through the instructions for the Automated JAGTrax workbooks to familiarize yourself with the layout and functionality.
2. As with the Automated JAGTrax workbooks, once you fill in the data for the week, the total will automatically calculate. Select the values in the **Total** column, and copy and paste them into the correct spot on the **Weekly** sheet.

**Q12. Total Items Processed**  
Please enter the number of items processed as part of this program.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Number of Items	10	5	7	12	3			37

**Q12. Total Items Processed**  
Please enter the number of items processed as part of this program.

	Week 1	Week 2	Week 3	Week 4	Week 5	Total
Number of Items	37					37

3. Next, go back to the "Daily" sheet and clear out the data so you can use the sheet again. Repeat this process as needed to complete data collection for the quarter.
4. After the end of the quarter, copy and paste the values into the **Last Quarter** column and the "Trends" sheet.

## IV. Using Manual JAGTrax – General Information

1. The manual JAGTrax workbook for the General Information Module is identical to the automated version except that it doesn't have the ability to aggregate data or to provide forms to fill in the equipment and training sections. If you use the manual workbook, you'll have to copy and paste the values for overtime hours yourself. Before reading these instructions, read through the instructions for section II. Automated JAGTrax–General Information to familiarize yourself with the layout and functionality.
2. As with the Automated JAGTrax, you can enter data for overtime hours either daily or weekly in the boxes provided. At the end of each time period, you'll have to manually copy and paste the values as described in step 2 of section III.
3. You can enter Equipment and Training data via drop-down menus found in the data tables. To activate the drop-down menus, simply select the cell you wish to edit and click on the  button to scroll through the list of items. Click on the item you want enter in that cell.

Q8. Equipment Purchases				
Date	General Category	Specific Category	Quantity	Total JAG Funds Spent
1/1/2015				
	Controlled Items			
	Camera/Surveillance Equipment			
	Computer Equipment			
	Vehicles and Accessories			
	Weapons			
	Duty Equipment			
	Technology			
	Forensics/Evidence			

## V. Advanced Users–JAGTrax Modification

JAGTrax workbooks are protected to prevent users from accidentally disabling the workbook features. Advanced users may wish to modify the JAGTrax 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 automated JAGTrax 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 JAGTrax macros are written in the simplest format to allow for easy modification. Basic users of VBA should be able to decipher and edit the macros. Comments have been added in many cases to explain what each section of the macro does.

## Appendix A: Glossary

**Automated JAGTrax:** A JAGTrax workbook that uses macros to aggregate data for the user.

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

**JAGTrax :** 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.

**Manual JAGTrax:** A JAGTrax workbook that does not automatically aggregate data for the user. Users must copy and paste data themselves for aggregation.

**Module:** A set of JAG accountability measures on a specific topic or program area. For example, the General Information Module or the Corrections Module.

**Sheet:** A page contained in a JAGTrax workbook where users enter data. For example, the “Daily” page in a program area JAGTrax Workbook.

**Workbook:** The collective set of sheets used to track data for a specific JAG program area. For example, the Law Enforcement Workbook.