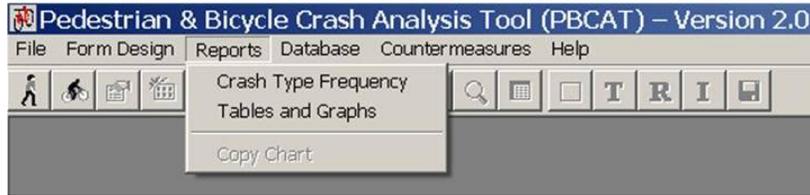# CHAPTER 3. GETTING STARTED: THE BASICS

LAYOUT AND NAVIGATION

PBCAT 2.0 has adopted a Windows environment with pull-down menus and toolbars that allow the user to navigate quickly and easily among the various software functions from any screen in the application. (See figure 2.) The basic menu functions include:

Figure 2. Image. Use pull-down menus and toolbars for navigation.

- *File* (where application preferences are set).

- *Form Design* (where data entry forms can be designed).

- *Reports* (includes the ability to produce single- and multivariable tables).

- *Database* (includes import/export capabilities).

- *Countermeasures* (links to external Web applications PEDSAFE and BIKESAFE).

- *Help* (includes all the information from this manual).

TOOLBAR

The toolbar located below the menu headings has two distinct functions. First, it is used to access the default database and enter or edit pedestrian and bicyclist data. Second, it is used in the design of data entry forms. The actions initiated by the various buttons are described below.

Data Entry and Crash Typing Buttons

Access the pedestrian data entry form.

Access the bicyclist data entry form.

Create a new record.

Access crash typing.

Save a record.

Go to the first record in the file.

Go to the last record in the file.

Go to the previous record in the file.

▶	Go to the next record in the file.
🗑	Delete a record.
🔍	Search the database.
▥	Browse (view the database in a tabular format).

Form Design Buttons

☐	Insert group box.
T	Insert text box.
R	Rename form.
I	Index tabs.
💾	Save form.

QUICK START STEPS

The steps below allow the user to start data entry and crash typing. Subsequently, the user will be able to generate reports and export the data to Excel for more sophisticated analyses. The countermeasures included in the software may be accessed at any time and do not require data in the system (See chapter 9.). To fully understand all the features of the software, the user is advised to read the entire manual before creating a robust data system.

Step 1—Create New Database

Click on *Preferences* within the *File* menu to access the application preferences for PBCAT. On the *Data Sources* tab, click *Create New*, which will open the window shown in figure 3. The new database can be modeled after the default database (PBCAT.MDB) or other existing database that has been developed for Version 2.0 of the application. Select the appropriate option in Step 1 on the screen.
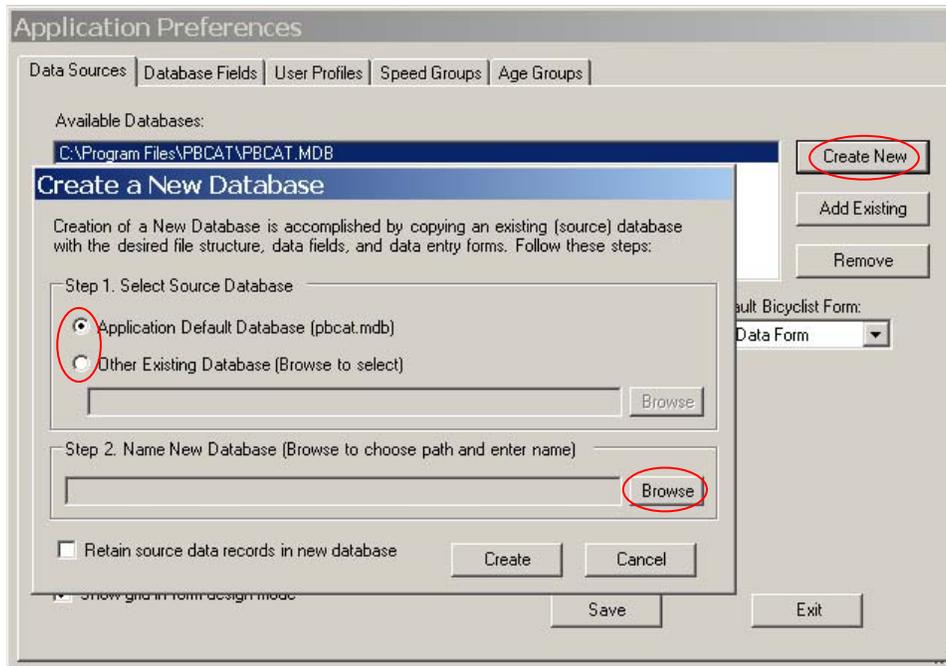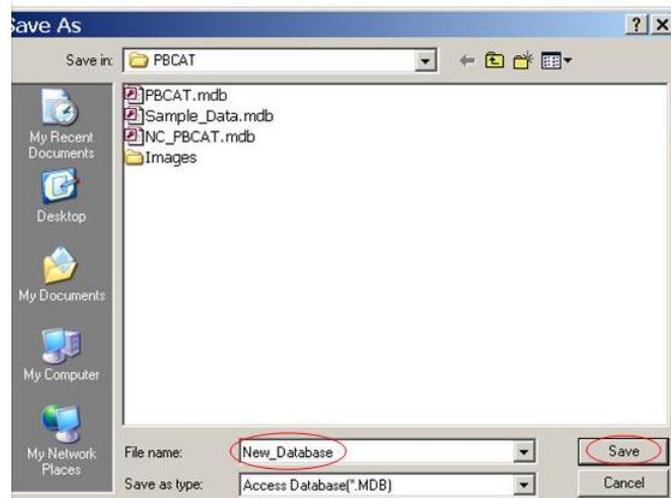
Figure 3. Image. Step 1.

Click *Browse* in Step 2 to name the new database and choose the location where it will reside, as shown in figure 4. . Enter the file name and click *Save*. The window shown in figure 4 will close. Click *Create* in the previous window, and the database will be saved as an Access database with the extension .MDB.

Step 2—Select Database and Forms

The newly created database will appear in the list of available

Figure 4. Image. Step 2.

databases under the *Data Sources* tab (See figure 5.). Highlight the new database within that window and click *Set Default Database*. Next, select the forms to be used for pedestrian crash entry and bicyclist crash entry from the dropdown list of available forms. Some databases may contain a single form, while others may include multiple forms. The application default database (PBCAT.MDB) contains multiple forms. Refer to chapter 5 to learn how to create new forms. Click *Save* to save these changes and *Exit* to return to the main screen. The other options available on this tab and the other tabs are described in more detail in chapter 4.