

# CRIME ANALYSIS™

## **Installation Instructions**

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## **User's Manual**



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## ***INSTALLATION INSTRUCTIONS***

CrimeAnalysis™ version 5.0 uses the Microsoft.NET Framework (version 2.0) and must be installed on your computer prior to installing CrimeAnalysis™. If .NET Framework (version 2.0) is not installed, the CrimeAnalysis™ installer will install it before installing CrimeAnalysis™

*To install the CrimeAnalysis™ software:*

- Click Start, then click Run
- Select the CD-Rom drive and double click **setup.exe**
- Follow the on-screen directions

### Hardware Requirements

It is recommended that a computer which runs CrimeAnalysis™ be not less than P4 1.6GHz with 128MB RAM. 100 megabytes of memory is required for the installation files. CrimeAnalysis™ should only be installed on computers with Windows 2000, XP, or Vista.

Should you have any questions about this software application including installation problems, please call us at (281) 494-1515.

## ***USING THE SOFTWARE***

Once setup is complete, double click the CrimeAnalysis™ icon on your desktop. You will need to type "administrator" as the User ID and "password" as the password.

### **Primary Functions**

#### INCIDENTS

To view a listing of crimes at a site or group of sites: Use the Screen Navigation Tool (the down arrow) to select the INCIDENTS screen, select the variables (site, crime, day of week, date range, time range) for the query, then click INCIDENTS. Once the results are displayed, click CHART to view the information graphically in 4-hour blocks. Click SUMMARY to view a temporal report with a breakdown of crime by day of week and time of day.

#### STATISTICS

To learn the minimum, maximum, mean, and total crimes for the selected sites: Use the Screen Navigation Tool (the down arrow) to select the STATISTICS screen, select the variables (site, crime, day of week, date

range, time range) for the query, then click STATISTICS. Once the results are displayed, click CHART to view the information graphically.

#### CRIME TOTALS

To learn the total violent crime, total property crime, and total index crime: Use the Screen Navigation Tool (the down arrow) to select the CRIME TOTALS screen, select the variables (site, day of week, date range, time range) for the query, then click CRIME TOTALS. Once the results are displayed, click CHART to view the information graphically.

#### CRIME RATE

To learn the violent crime rate (per 1,000 persons) of individual or groups of sites: Use the Screen Navigation Tool (the down arrow) to select the CRIME RATE screen, select the variables (site, day of week, date range, time range) for the query, then click CRIME RATE. If population data is not available for certain years, you may receive a warning. Once the results are displayed, select "Totals Only," "Include Totals," or "No Totals" to change the data displayed. Click CHART to view the information graphically.

#### COMPARATOR

The comparator is a function which allows aggregate crime totals and aggregate crime rates to be analyzed for selected sites. Since the data for selected sites is aggregated, the comparator is typically used to compare groups of sites to other groups of sites.

To use the Comparator function: Use the Screen Navigation Tool (the down arrow) to select the COMPARATOR screen. Select the variables (crime, day of week, date range, time range – do not select sites or regions yet) for the query, then click COMPARATOR to start the Comparator wizard.

In Step 1 of the wizard, select crime totals or crime rates, then click Next.

In Step 2 of the wizard, you will select the sites you want to aggregate. Sites are selected by clicking on them individually or selecting them in groups by using the Region selection. Once all sites are selected for the first comparison, click Next. You will then be asked to name this comparison. Once you enter a name, click Next.

To add another comparison, click Add. Repeat Step 2 to add another comparison. Continue to click Add to add more comparisons. Click OK once all comparisons are added.

Once the results are displayed, click CHART to view the information graphically. The Comparator chart uses an advanced graphing program which may be chart and color customized using the drop down menus at the

bottom of the chart. 3-D graphs can be rotated by pressing and holding ALT on the keyboard while moving the mouse.

## THRESHOLD

Thresholds identify mathematical "normal" levels of crime. A high threshold is the upper limit of "normal" crime for selected sites. High threshold equals the mean of selected sites plus the standard deviation of selected sites.

To use the Threshold function: Use the Screen Navigation Tool (the down arrow) to select the THRESHOLD screen. Select the variables (crime, day of week, date range, time range – do not select sites or regions yet) for the query, then click THRESHOLD to start the Threshold wizard.

In Step 1 of the wizard, you will select the sites you want to compare. Sites are selected by clicking on them individually or selecting them in groups by using the Region selection. Once all sites are selected, click Next.

Step 2 of the wizard is used to select the comparison sites from which Mean and High Threshold will be calculated. Typically, this will be the same sites selected in Step 1 or some other larger group of sites. Once the comparison sites are selected, click Next. Then click OK.

Once the results are displayed, click CHART to view the information graphically. The green line represents the Mean of the sites selected in Step 2, while the red line represents the High Threshold. The Threshold chart uses an advanced graphing program which may be color customized using the drop down menu at the bottom of the chart.

## **Other Functions**

### VIEW SITE INFORMATION

To view site information, right click on a site and click VIEW SITE.

### DEFINE CRIME

To view the Federal Bureau of Investigation (FBI) definition of a crime, right click on a crime and click DEFINITION.

### EXPORT

Reports may be exported to a number of file types including Adobe Acrobat (.pdf), Microsoft Word (\*.doc), Microsoft Excel (\*.xls), Rich Text Format (\*.rtf), and Text (\*.txt). It is recommended that you use the Acrobat format when disseminating reports as this format is the most secure. If you use

Excel and a handheld computer to view the information, it is recommended that you export to Text and then open the file with Excel or other spreadsheet software.

#### SHORTCUTS

There are a number of built-in shortcuts available:

- Right click on the Site ID/Region area to select or clear all sites/regions.
- Right click on the Crime Type area to select or clear all crimes.
- Right click on the Day area to select or clear all days.
- Right click on the Date Information area to select individual or all years.

#### ***DEFINITIONS***

Total Violent Crime - Murder & Non-negligent Manslaughter, Forcible Rape, Robbery, and Aggravated Assault.

Total Property Crime - Burglary, Theft, Auto Theft, and Arson.

Total Index Crime - Total Violent Crime + Total Property Crime

Total Crime Index - All Crimes

Mean - arithmetic average.

Minimum - the lowest number of crimes at a site among those selected.

Maximum - the highest number of crimes at a site among those selected.