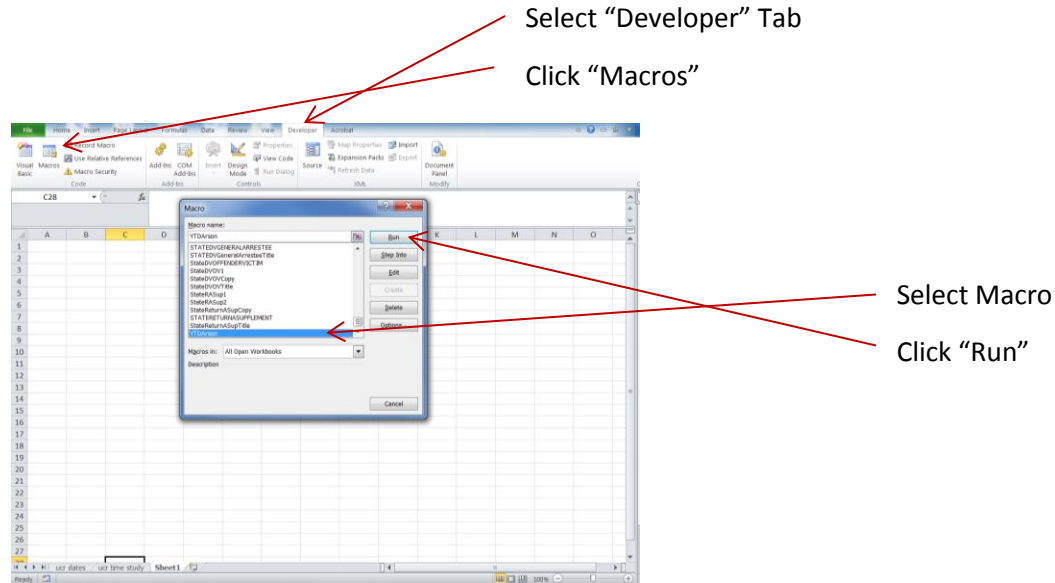


## How to Run Summary Files in Excel

**Description:** Create a File that holds YTD totals for each tab. Each File will contain the YTD State Total and each of the county's YTD Totals.

**Summary File Location:** "STATE Totals\((Date Range)"



Arson	YTDArson
ASR 18 – 24	YTDASR1824
ASR 25 – 59	YTDASR2559
ASR Over 60	YTDASR60
ASR Race – Adult	YTDASRRaceAdult
ASR Race – Juvenile	YTDASRRaceJuvenile
ASR Under 18	YTDASRUnder18
DV General – Arrestee	YTDDVGA
DV Offender – Victim	YTDDVOV
Elderly	YTDElderly
Human Trafficking	YTDHuman
LEOKA	YTDLEOKA
Police Employees	YTDPolice
Return A	YTDReturnA
Return A Supplement	YTDReturnASup

Summary File will be created and closed.