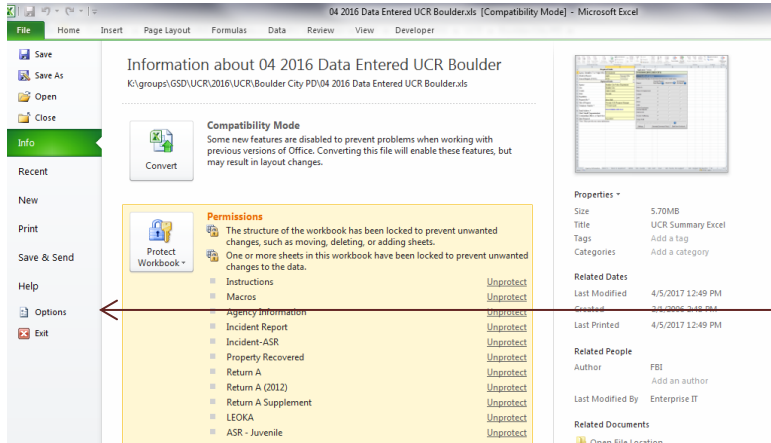


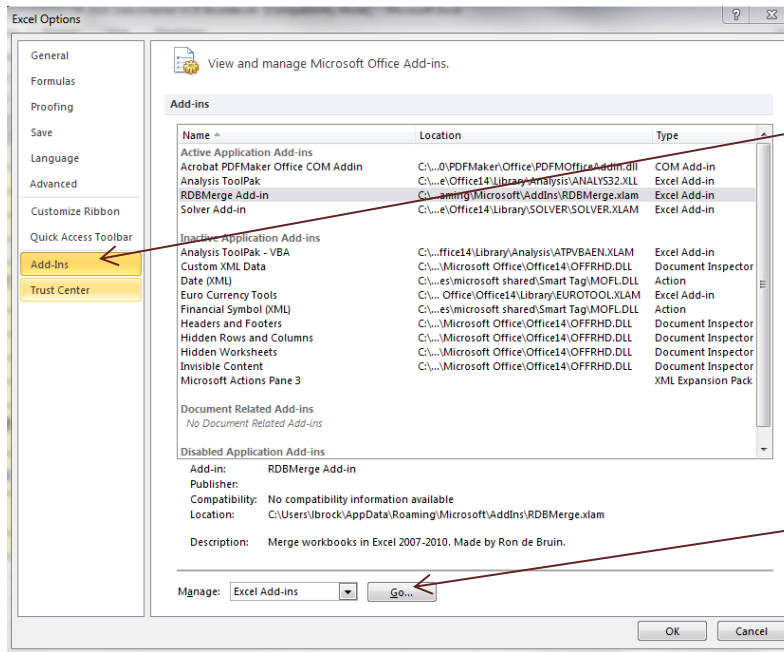
# How to Use the RDB Merge Add-in Function in Excel to Aggregate Data

## Install RDB Merge Add-in Tool

### Open Excel

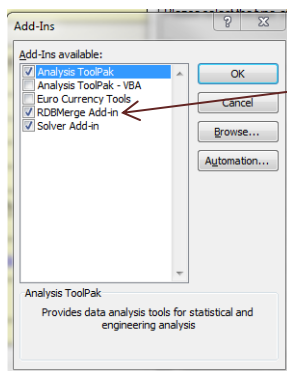


Click "File", "Options"



Click "Add-Ins",

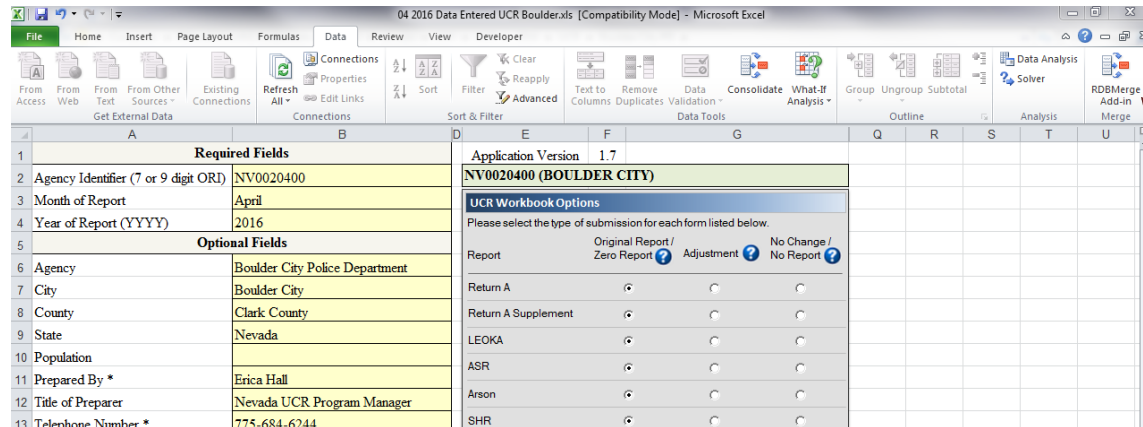
Select "Excel Add-ins", Click "Go..."



Check "RDBMerge Add-in", OK

# How to Use the RDB Merge Add-in Function in Excel to Aggregate Data

Tool will show up on Data Page of Excel Sheet on far right of navigation bar



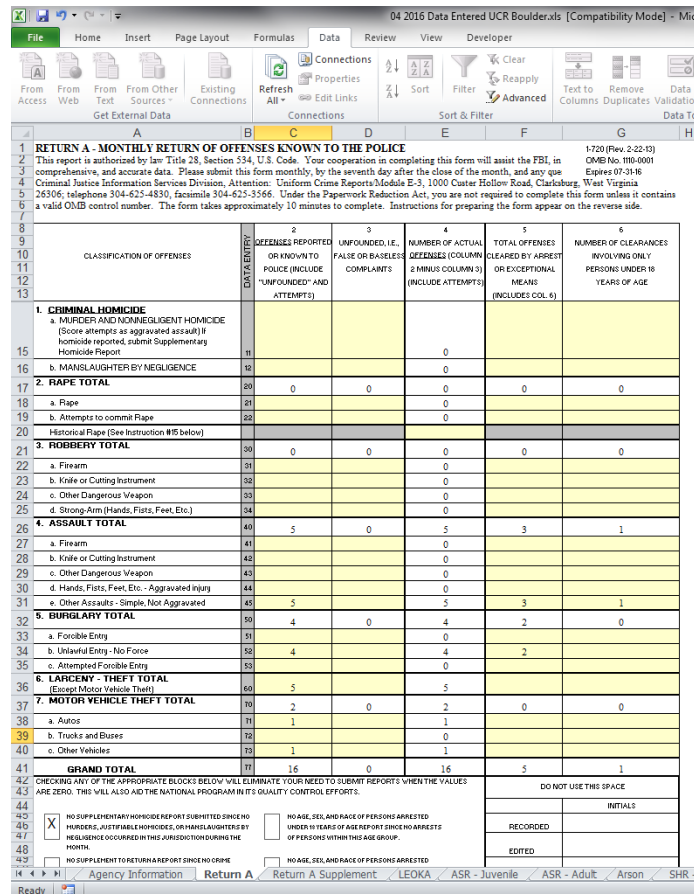
RDBMerge Add-in Tool

## Use RDB Merge Add-in Tool

Scenario for this example: Aggregate all 12 months of UCR Return A for Carson City SO

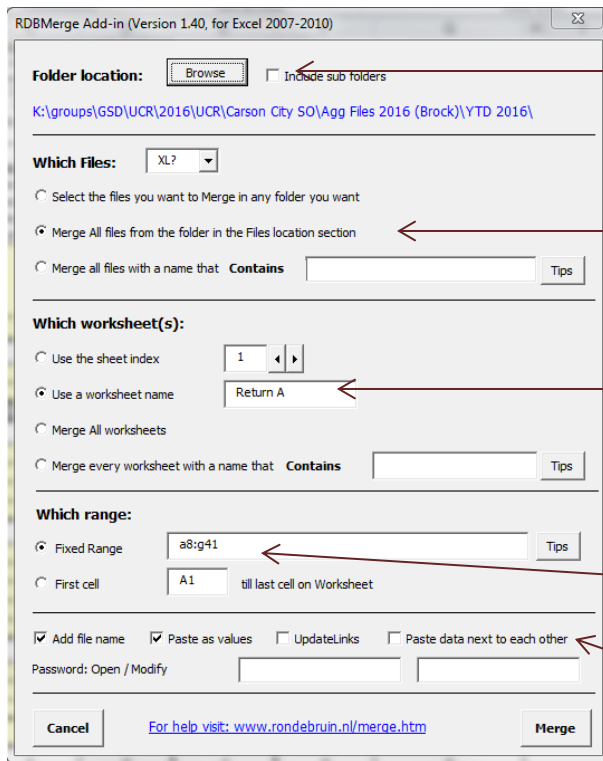
Create a Folder with all 12 Excel Files, named by month in order (ie. 01, 02, 03, ...)

Determine Range of Cells you want to combine



In this case, I would choose A8:G41 so that all titles and data are included with limited additional data

# How to Use the RDB Merge Add-in Function in Excel to Aggregate Data



Browse for Folder with 12 Agency Files

Select "Merge All files from the folder in the Files location section"

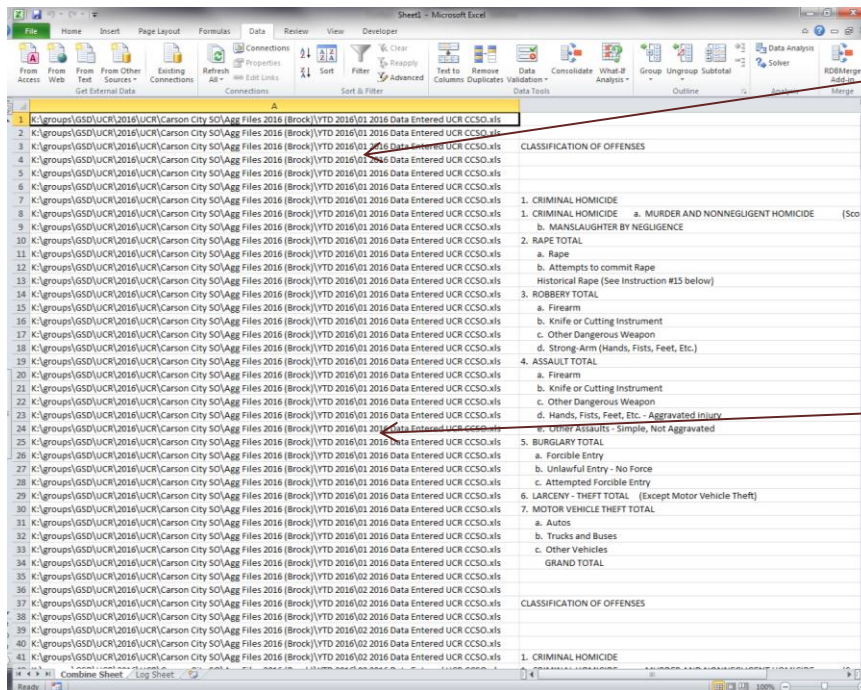
Select "Use a worksheet name"; Type in name of the Tab (*exactly as named in excel file – pay attention to spacing and caps*)

Select "Fixed Range"; Type in determined range

Select "Add file name" and "Paste as Values"

Click MERGE

The Screen will look as follows:



Data taken from "01 file" ... thus January

Data taken from "02 file" ... thus February

# How to Use the RDB Merge Add-in Function in Excel to Aggregate Data

As you scroll to the right, you will see the aggregated data listed by month.

Column A of the "Combine Sheet" tab lists where the data came from. You can see in the file name "01" ... "02" ... corresponding to the data on it's right. *Cut and Move Columns or change Column widths for better viewing.*

The "Log Sheet" tab lists the workbooks included in the "Combine Sheet" tab

Column H of the "Log Sheet" will tell you whether each file was copied successfully.

Date/Time of workbook	Sheet name	Range Copied	Range Pasted	Time/Date of copy	Copy/Paste successful
7/1/2016 12:51	Return A	AB:G41	B1	7/12/2017 9:06	YES
7/6/2016 15:09	Return A	AB:G41	B35	7/12/2017 9:06	YES
8/19/2016 10:29	Return A	AB:G41	B69	7/12/2017 9:06	YES
8/22/2016 15:36	Return A	AB:G41	B103	7/12/2017 9:06	YES
8/24/2016 12:47	Return A	AB:G41	B137	7/12/2017 9:07	YES
8/25/2016 11:01	Return A	AB:G41	B171	7/12/2017 9:07	YES
10/13/2016 16:15	Return A	AB:G41	B205	7/12/2017 9:07	YES
11/4/2016 16:47	Return A	AB:G41	B239	7/12/2017 9:07	YES
12/20/2016 17:21	Return A	AB:G41	B273	7/12/2017 9:07	YES
12/28/2016 12:56	Return A	AB:G41	B307	7/12/2017 9:07	YES
2/8/2017 18:16	Return A	AB:G41	B341	7/12/2017 9:08	YES
2/16/2017 12:43	Return A	AB:G41	B375	7/12/2017 9:08	YES

"YES" indicates the file copied successfully

## To Combine the Data into One Sheet

I chose to create a summary page and macros to copy the data from the Combine Sheet.

Create a summary page without data (*copy and paste first months data and clear out numbers*)

	OFFENSES REPORTED OR KNOWN TO POLICE (INCLUDE "UNFOUNDED" AND ATTEMPTS)	UNFOUNDED, I.E., FALSE OR BASELESS COMPLAINTS	NUMBER OF ACTUAL OFFENSES (COLUMN 2 MINUS COLUMN 3) (INCLUDE ATTEMPTS)	TOTAL OFFENSES CLEARED BY ARREST OR EXCEPTIONAL MEANS (INCLUDES COL. 6)	NUMBER OF CLEARANCES INVOLVING ONLY PERSONS UNDER 18 YEARS OF AGE
<b>1. CRIMINAL HOMICIDE</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>
1. CRIMINAL HOMICIDE					
a. MURDER AND NONNEGLIGENT HOMICIDE (Score attempts as aggravated assault) If homicide reported, submit Supplementary Homicide Report	1	0	1	1	0
b. MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0
<b>2. RAPE TOTAL</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>
a. Rape	3	0	3	3	0
b. Attempts to commit Rape	0	0	0	0	0
Historical Rape (See Instruction #15 below)	0	0	0	0	0
<b>3. ROBBERY TOTAL</b>	<b>22</b>	<b>1</b>	<b>21</b>	<b>9</b>	<b>0</b>
a. Firearm	4	0	4	3	0
b. Knife or Cutting Instrument	3	0	3	1	0
c. Other Dangerous Weapon	6	0	6	1	0
d. Strong-Arm (Hands, Fists, Feet, Etc.)	9	1	8	4	0
<b>4. ASSAULT TOTAL</b>	<b>687</b>	<b>0</b>	<b>687</b>	<b>456</b>	<b>50</b>
a. Firearm	6	0	6	6	0
b. Knife or Cutting Instrument	24	0	24	20	2
c. Other Dangerous Weapon	49	0	49	30	6
d. Hands, Fists, Feet, Etc. - Aggravated injury	53	0	53	39	1
e. Other Assaults - Simple, Not Aggravated	555	0	555	361	41
<b>5. BURGLARY TOTAL</b>	<b>202</b>	<b>0</b>	<b>202</b>	<b>50</b>	<b>2</b>
a. Forcible Entry	92	0	92	16	1
b. Unlawful Entry - No Force	104	0	104	31	1
c. Attempted Forcible Entry	6	0	6	3	0
<b>6. LARCENY - THEFT TOTAL (Except Motor Vehicle Theft)</b>	<b>668</b>	<b>5</b>	<b>663</b>	<b>285</b>	<b>55</b>
<b>7. MOTOR VEHICLE THEFT TOTAL</b>	<b>79</b>	<b>0</b>	<b>79</b>	<b>21</b>	<b>1</b>
a. Autos	57	0	57	18	1
b. Trucks and Buses	13	0	13	3	0
c. Other Vehicles	9	0	9	0	0
<b>GRAND TOTAL</b>	<b>1662</b>	<b>6</b>	<b>1656</b>	<b>825</b>	<b>108</b>

## How to Use the RDB Merge Add-in Function in Excel to Aggregate Data

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Click on the indicated cell and create Calculation Formula.

Click Cell

Type “=”

Click Cell on Combine Sheet for January data

Click “+”

Click on Cell on Combine Sheet for February data

Click “+”

Continue until all 12 months are added together.

Check Formula (*click View, Select “Formula Bar”*) for all months

**\*\*Make sure the cell numbers do NOT have \$\$ signs. If they do, click near each \$\$ sign and click F4 three times to get rid of or delete manually. (Do NOT copy before \$\$ signs are gone)**

Copy the cell you created the formula in.

Select all other cells; PASTE formula

### **To Create a Macro**

Here is a short video for beginners: <https://www.youtube.com/watch?v=ABXa6X18nyo>

Before you start the calculations, Click “Developer”, “Record Macro”

Name the Macro (*numbers and letters only, no spacing*)

Complete the task above

Click “Stop Recording”

### **To Use Macro**

Combine Files, when ready to create Summary File and Formula, Click “Developer”, “Macros”, Find Macro, Click “Run”