

Domestic Violence Quarterly Report Instructions

1. Open File: Open PERSONAL (UCR Totals)

Enable Content

2. Run DVUpdateAllAgencies

Click Developer

Click Macros

Select "DVUpdateAllAgencies"

Click Run

3. RunDVUpdateAllCounties

Click Developer

Click Macros

Select "DVUpdateAllCounties"

Click Run

4. Open File: STATE Totals DV Report 2018

File Location: K:\groups\GSD\UCR\2018\Domestic Violence\~SUMMARY FILES\~STATE Totals DV Report 2018.xls

Go to "Q# Summary – all sheets Tab" and save as PDF

Save as "20xx DV Report Q# (as of (date))"

5. Open File: 2018 Tracking Sheet

File Location: K:\groups\GSD\UCR\2018\2018 Tracking Sheet.xlsx

Go to "Agency Status Q#" tab and save as PDF

Save as "20xx Agency Status (as of (date))"

Deadlines Dates for Quarterly Reports:

	Q1	Q2	Q3	Q4
Due from Agencies	15-Apr	15-Jul	15-Oct	15-Jan
Due to Attorney General	1-May	1-Aug	1-Nov	1-Feb

Mail to Nicole O'Banion at NOBanion@ag.nv.gov and include Jason Mouannes @ JMousannes@ag.nv.gov

I also post to the website on the Quarterly Statistic Reports page. May need to ask Carla Fair-Wright at cfair-wright@dps.state.nv.us for assistance or to provide website edit permissions.