

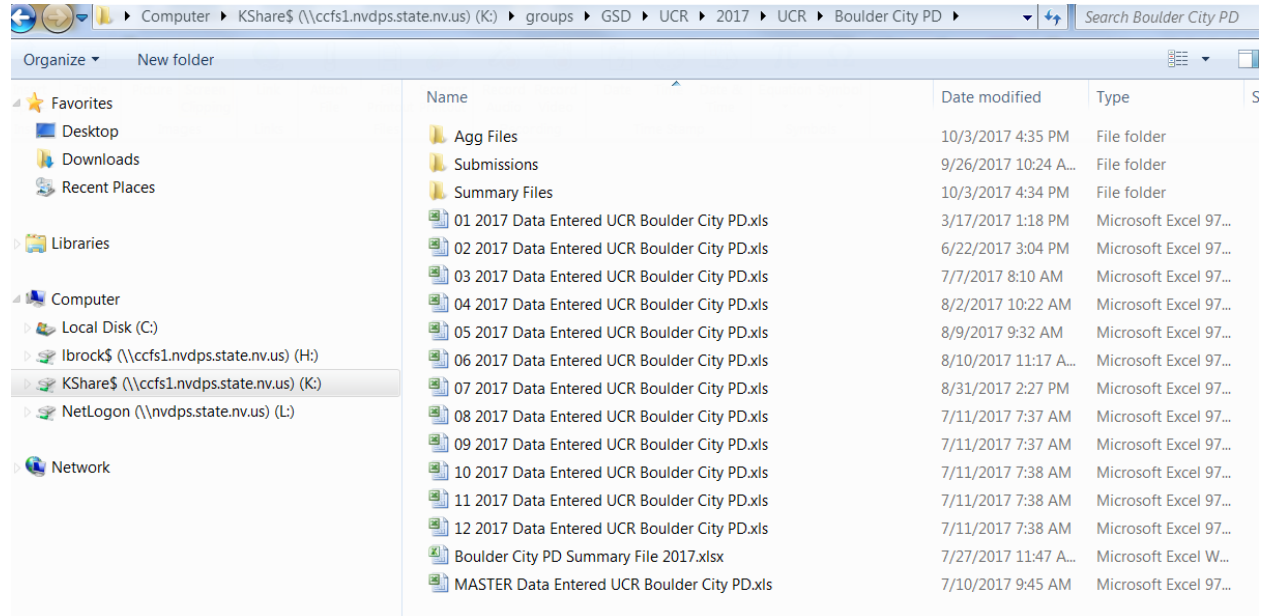
Steps to Aggregating UCR Data

Step 1: Copy Data

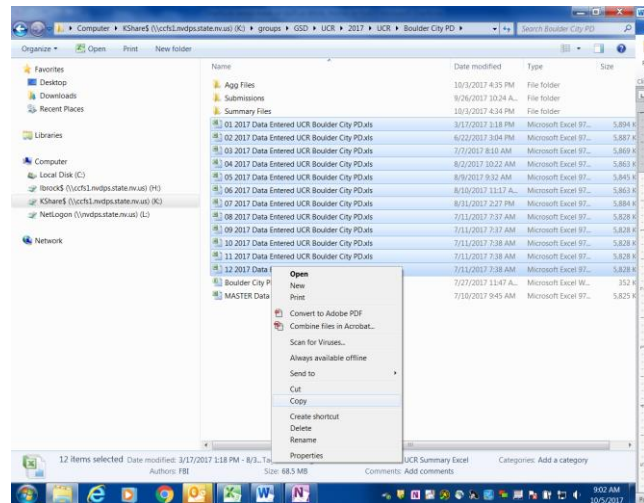
Go to Agency Folder

(UCR, DV, and Elderly is done the same)

- ➔ Copy and Paste Data files into “Agg Files” Folder (complete for each Agency in UCR Folder, Domestic Violence Folder, and Elderly Folder)

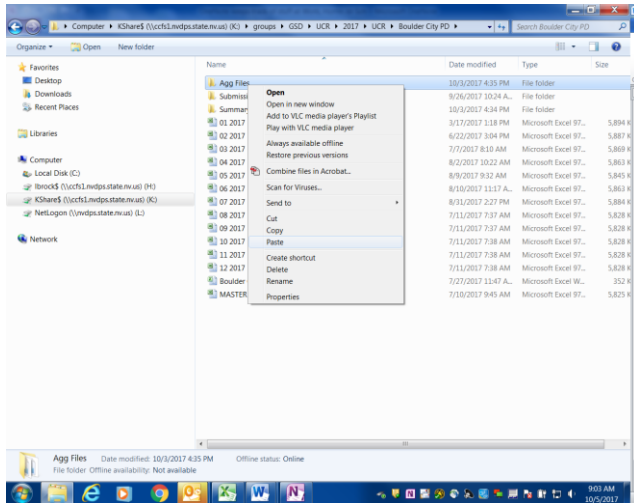


- Select Files to Copy (for full year copy 01 – 12)
- Select First File, click “Shift” and Select Last File (all files in between will be highlighted);
- Right-Click “Copy”



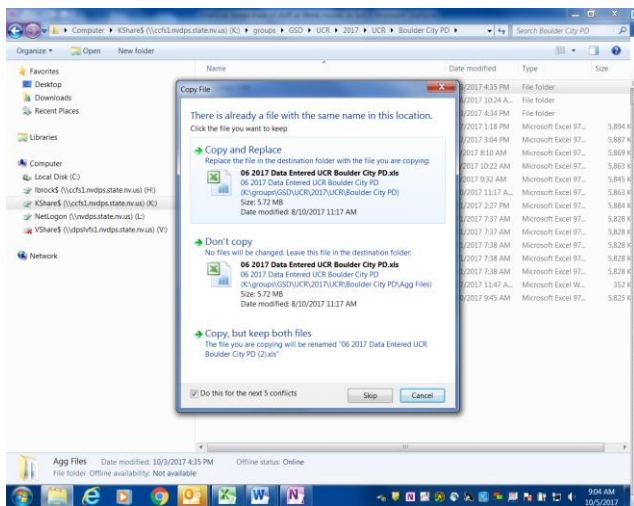
- Right Click “Agg Files”; Select “Paste”

Steps to Aggregating UCR Data



If there are old files in the "Agg Files" Folder than you will be asked whether to copy the file since there is another with the same name already in the folder.

Click "Do this for the Next _ Conflicts" and Click "Copy and Replace"

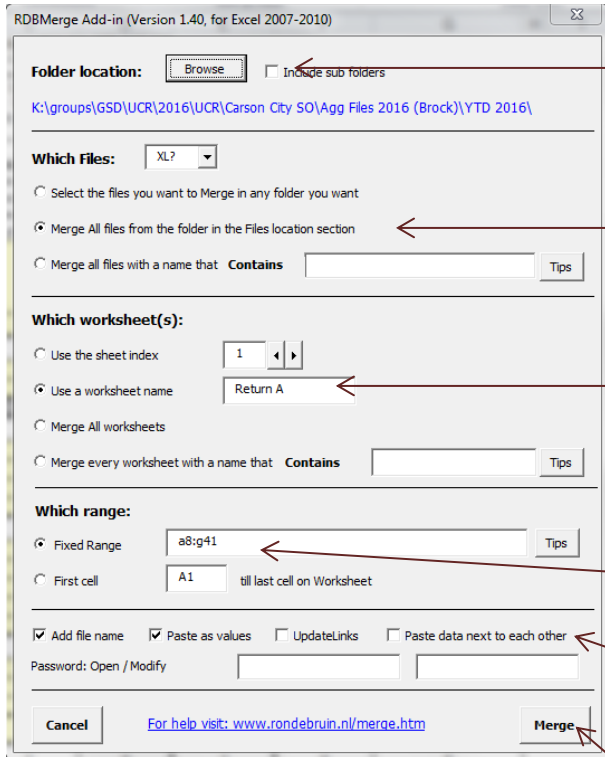


➔ Complete for each agency under UCR, DV, and Elderly

Steps to Aggregating UCR Data

Step 2: RBD Merge

- ➔ **MERGE:** Run merge for Each Tab and Each Agency
(see Merge Parameters below)
- ➔ **SAVE:** Save in Folder: “Agency Folders (Date Range, Year)\(Agency Name)\Summary Files”
(see Tab Names below)



Browse for Agency “Agg Files” Folder

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

Worksheet Name	Range	Save File As
Return A	A8:G41	(Agency Name) Return A
Return A Supplement	A20:J113	(Agency Name) Return A Sup
ASR – Juvenile	B53:W151	(Agency Name) ASR – Juvenile
ASR – Adult	A39:AE132	(Agency Name) ASR – Adult
Police Employees	I14:K17	(Agency Name) Police
Human Trafficking	A56:Z64	(Agency Name) Human
LEOKA	B14:W40	(Agency Name) LEOKA
Arson	B9:J30	(Agency Name) Arson
GENERAL	A8:C57	(Agency Name) DV General
OFFENDER	A8:C86	(Agency Name) DV Offender
VICTIM	A8:C86	(Agency Name) DV Victim
ARRESTEE	A8:D47	(Agency Name) DV Arrestee
Date Report	A11:D44	(Agency Name) DV Date Report
Crimes Against Older Persons	A8:B15	(Agency Name) Elderly

Steps to Aggregating UCR Data

Step 3: Run Macros

FIRST:

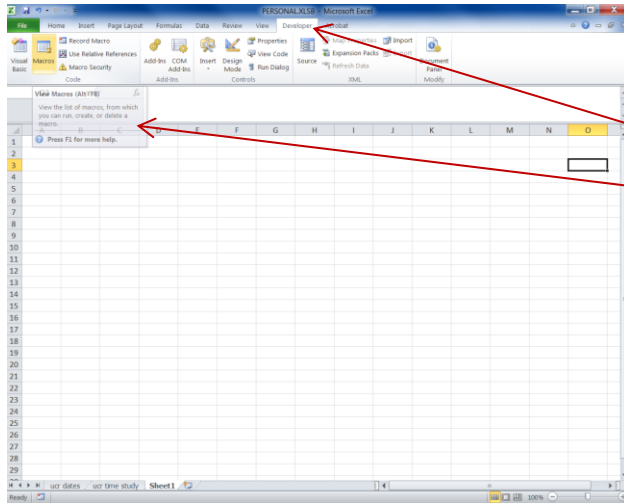
Copy Merged Files from Computer Drive to USB Drive

Copy to the specific agency folder in the folder named "Agency Folders (Jan – end month 2017)"

NEXT:

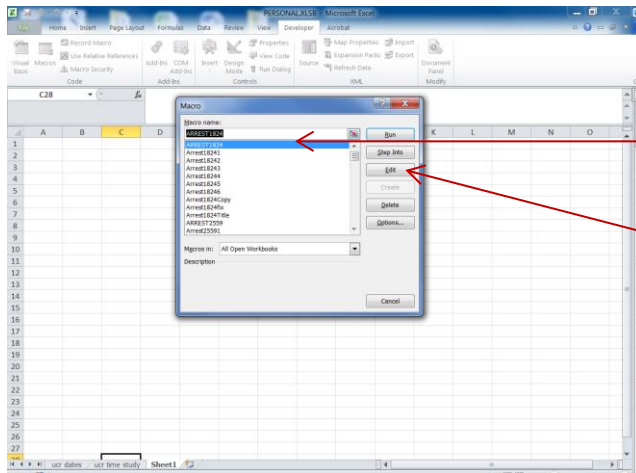
Open PERSONAL.xlsx File

Open BLANK (Tab) Summary File (located in "Summary Files" folder)



Select "Developer" Tab

Click "Macros"

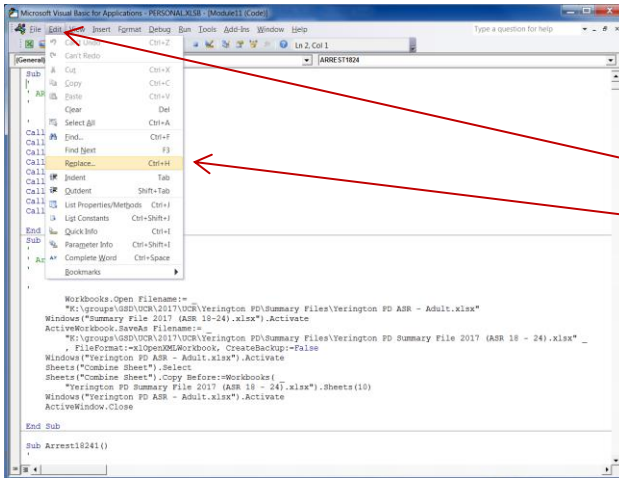


Select Macro

(Note: Master Commands are in ALL CAPS)

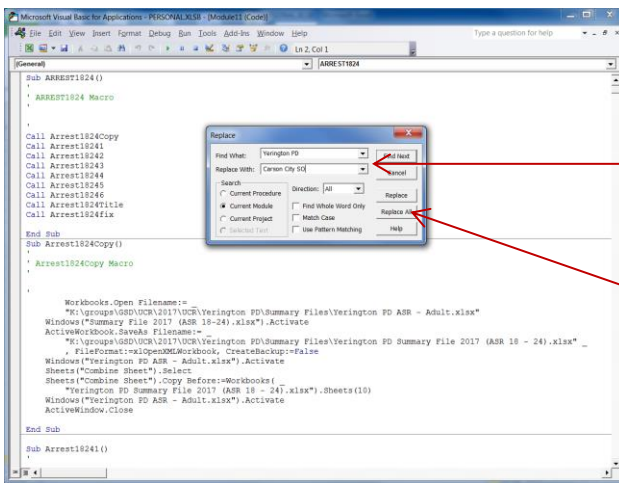
Click "Edit"

Steps to Aggregating UCR Data



Click "Edit"

Click "Replace"

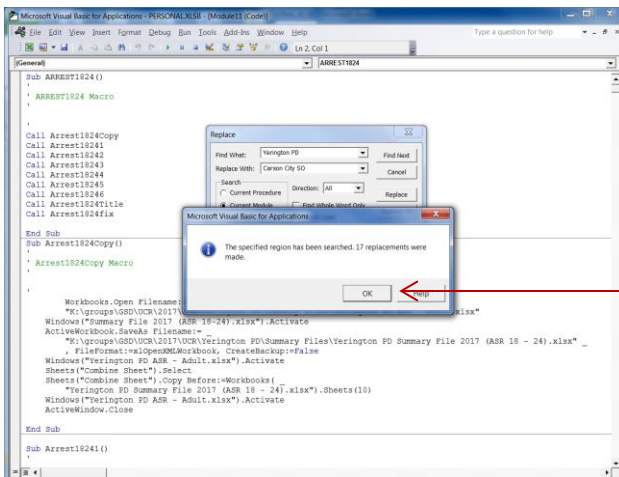


Enter "Find What:" Agency Name

Click "Replace With:" Agency Name

Note: Agency Name must appear identical to the way it is spelled, capitalized, and spaced in the folder name

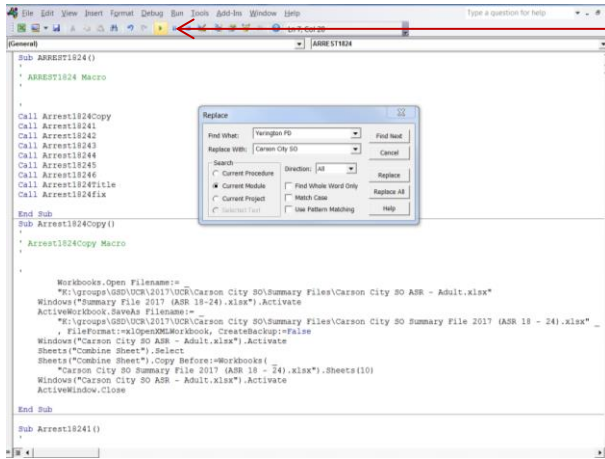
Click "Replace All"



Click "OK"

Steps to Aggregating UCR Data

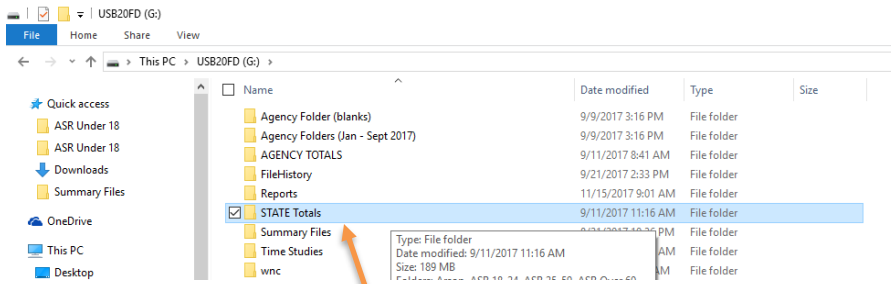
How to Run a Macro after Editing



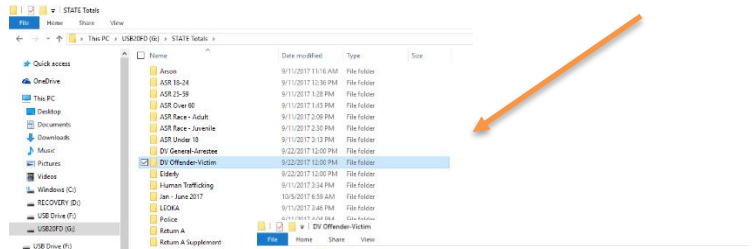
Click 
(Run command)

Step 4: Summary Files

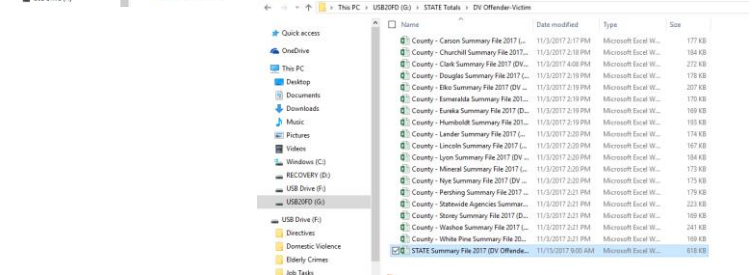
1. Go to File Explorer
2. Click "STATE Totals"
3. Select Offense Type
4. Open "STATE Summary File 20xx"



Select "STATE Totals"



Select Offense



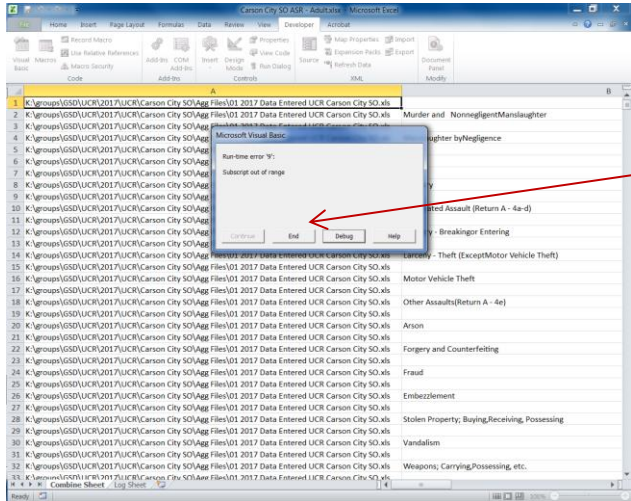
Select "STATE Summary File 20xx"

Steps to Aggregating UCR Data

Errors:

If you forget to open the Summary File, you will receive an error.

1. Click "End" and close any files that opened during the process
2. Open the Summary File and Run the Macro again



Click "End"