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

organize www.forder	A		
🔺 🚖 Favorites	Name	Date modified	Type S
E Desktop	📙 Agg Files	10/3/2017 4:35 PM	File folder
🔰 Downloads	🐌 Submissions	9/26/2017 10:24 A	File folder
s Recent Places	📙 Summary Files	10/3/2017 4:34 PM	File folder
	I 2017 Data Entered UCR Boulder City PD.xls	3/17/2017 1:18 PM	Microsoft Excel 97
Libraries	02 2017 Data Entered UCR Boulder City PD.xls	6/22/2017 3:04 PM	Microsoft Excel 97
	O3 2017 Data Entered UCR Boulder City PD.xls	7/7/2017 8:10 AM	Microsoft Excel 97
🖉 🌬 Computer	04 2017 Data Entered UCR Boulder City PD.xls	8/2/2017 10:22 AM	Microsoft Excel 97
🛛 🧶 Local Disk (C:)	05 2017 Data Entered UCR Boulder City PD.xls	8/9/2017 9:32 AM	Microsoft Excel 97
▷ 🛫 Ibrock\$ (\\ccfs1.nvdps.state.nv.us) (H:)	O6 2017 Data Entered UCR Boulder City PD.xls	8/10/2017 11:17 A	Microsoft Excel 97
KShare\$ (\\ccfs1.nvdps.state.nv.us) (K:)	O7 2017 Data Entered UCR Boulder City PD.xls	8/31/2017 2:27 PM	Microsoft Excel 97
🛛 🛫 NetLogon (\\nvdps.state.nv.us) (L:)	08 2017 Data Entered UCR Boulder City PD.xls	7/11/2017 7:37 AM	Microsoft Excel 97
	O9 2017 Data Entered UCR Boulder City PD.xls	7/11/2017 7:37 AM	Microsoft Excel 97
🛛 🔹 Network	10 2017 Data Entered UCR Boulder City PD.xls	7/11/2017 7:38 AM	Microsoft Excel 97
	11 2017 Data Entered UCR Boulder City PD.xls	7/11/2017 7:38 AM	Microsoft Excel 97
	12 2017 Data Entered UCR Boulder City PD.xls	7/11/2017 7:38 AM	Microsoft Excel 97
	Boulder City PD Summary File 2017.xlsx	7/27/2017 11:47 A	Microsoft Excel W
	MASTER Data Entered UCR Boulder City PD.xls	7/10/2017 9:45 AM	Microsoft Excel 97

- 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"

Deganize • 📧 Open Print New folde	n ()				811 ·	. 0
Favorites	Name	<u></u>		Date modified	Type	Size
E Desktop	Agg Files			10/3/2017 4:35 PM	File folder	
A Downloads	Submissions			9/26/2017 10.24 A.	File folder	
3 Recent Places	Summary Files			10/3/2017 4:34 PM	File folder	
	(1) 01 2017 Data Er	tered UCR Bouider City PD	xls	3/17/2017 3:18 PM	Microsoft Excel 97	5,894 1
Libraries	3 02 2017 Data Er	tered UCR Bouider City PD	xls	6/22/2017 3:04 PM	Microsoft Excel 97_	5.8871
	(H) 03 2017 Data Er	tered UCR Boulder City PD	xis	7/7/2017 8:10 AM	Microsoft Excel 97_	5,8693
Computer	14 1 04 2017 Data Er	tered UCR Boulder City PD	xls	8/2/2017 10:22 AM	Microsoft Excel 97.	5.863 8
Epi Local Disk (C.)	11 05 2017 Data Er	tered UCR Bouider City PD	xds	8/9/2017 9:32 AM	Microsoft Excel 97	5,8451
Ibrock\$ (\\ccfs1.nvdps.state.nv.us) (H)	(a) 06 2017 Data Er	tered UCR Boulder City PD	xls	B/10/2017 11:17 A.	Microsoft Excel 97_	5,863 (
KShare\$ (\\ccfs1.mvdps.state.nv.us) (K)	1 07 2017 Data Er	tered UCR Bouider City PD	xis	8/31/2017 2:27 PM	Microsoft Excel 97	5.884 1
WetLogon (\\nvdps.state.nv.us) (L)	1 08 2017 Data Er	tered UCR Bouider City PD	ids	7/11/2017 7:37 AM	Microsoft Excel 97	5,828 1
	1 09 2017 Data Er	tered UCR Boulder City PD	xis	7/11/2017 7:37 AM	Microsoft Excel 97	5,828)
Network	10 2017 Data Er	tered UCR Bouider City PD	xds	7/11/2017 7:38 AM	Microsoft Excel 97	5,828 1
	(4) 11 2017 Data Er	tered UCR Bouider City PD	xds	7/11/2017 7:38 AM	Microsoft Excel 97	3.828 1
	12 2017 Data (0	-	7/11/2017 7:38 AM	Microsoft Excel 97_	5,828 1
	Boulder City P	New		7/27/2017 11:47 A_	Microsoft Excel W	352 1
	MASTER Data	Print		7/10/2017 9:45 AM	Microsoft Excel 97	5.8251
		Convert to Adobe PDE				
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12 items selected to a sector a to	10017448.004 805 7-	Properties	urne.	and the second		-
12 Rems selected Date modified: 3/1	L//2017 1:18 PM - 8/3 Taj.,		JUCK SU	mmary Excel Categ	ones: Add a category	

• Right Click "Agg Files"; Select "Paste"

Favorites	Name	^		Date modified	Type	Size
Desktop	Ann Film			10/2/2017 4/25 584	Ella foldar	
Downloads	Submissi	Open		1/26/2017 10:24 A	File folder	
Recent Places	Summar	Open in new window		10/3/2017 4:34 PM	File folder	
	1 01 2017	Add to VLC media player's Playlist		3/17/2017 1:18 PM	Microsoft Excel 97	5.8
Libraries	02 2017	Play with VLC media player		5/22/2017 3:04 PM	Microsoft Excel 97	5,8
	03 2017	Always available offline		7/7/2017 8:10 AM	Microsoft Excel 97	5.8
Computer	04 2017	Restore previous versions		1/2/2017 10:22 AM	Microsoft Excel 97	5,8
Local Disk (C)	· 05 2017	Combine files in Acrobat.		8/9/2017 9:32 AM	Microsoft Excel 97	5,8
ibrock\$ (\\ccfs1.nvdps.state.nv.us) (H:)	06 2017	Scan for Viruses		8/10/2017 11:17 A	Microsoft Excel 97	5,8
KShare\$ (\\ccfs1.nvdps.state.nv.us) (K)	107 2017	Send to *		8/31/2017 2:27 PM	Microsoft Excel 97	5,8
NetLogon (\/wdps.state.mus) (L)	······································	Crt.	· ·	7/11/2017 7:37 AM	Microsoft Excel 97	5,8
	09 2017	Copy		7/11/2017 7:37 AM	Microsoft Excel 97	5,8
Network	10 2017	Paste		7/11/2017 7:38 AM	Microsoft Excel 97	5,8
	11 2017	Create shortcut		7/11/2017 7:38 AM	Microsoft Excel 97	5,8
	12 2017	Delete	· ·	7/11/2017 7:38 AM	Microsoft Excel 97	5,8
	Boulder	Rename		7/27/2017 11:47 A	Microsoft Excel W	3
	MASTER	Properties		7/10/2017 9:45 AM	Microsoft Excel 97	5,8
		Properus	1			
Agg Files Date modified: 10/3/201	7 435 PM Offine	tatus: Online	80			

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

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)

RDBMerge Add-in (Version 1.40, for Excel 2007-2010)	
Folder location: Prowse Indige sub folders	Browse for Agency "Agg Files" Folder
K:\groups\GSD\UCR\2016\UCR\Carson City SO\Agg Files 2016 (Brock)\YTD 2016\	
Which Files: XL? •	
$\rm C$ Select the files you want to Merge in any folder you want	
Merge All files from the folder in the Files location section	Select "Merge All files from the
C Merge all files with a name that Contains Tips	folder in the Files location section"
Which worksheet(s):	
C Use the sheet index 1 4	
Use a worksheet name Return A	Select "Use a worksheet name";
C Merge All worksheets	Type in name of the Tab <i>(exactly as</i>
C Merge every worksheet with a name that Contains Tips	named in excel file – pay attention to
Which range:	spacing and caps)
Fixed Range Tips	
C First cell A1 till last cell on Worksheet	Select "Fixed Range"; Type in
✓ ≜dd file name ✓ Paste as values □ Lindatelinks □ Paste data next to each other ✓	determined range
Password: Open / Modify	
Cancel For help visit: www.rondebruin.nl/merge.htm Merge	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

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.xlsb File

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





How to Run a Macro after Editing

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all Arrest19243	Print Printer				
all Arrest18244	Replace With: Carson Oly 50	Cencel			
all Arrest18245	Search				
all Arrest18246	C Current Procedure	Replace			
all Arrest1824Title	@ Currett Module Find W	hole Word Only			
Tall Arrest1824fix	C Current Protect	Case Replace A8			
	C Televisit Test	Bern Matching Help			
End Sub Rub Arrest1824Copy() Arrest1824Copy Macro					
End Sub Arrest1824Copy () * Arrest1824Copy Macro * Morkbooks.Open Filem * Morkbooks.Open Filem * Morkbook.Supen File * Nityeeurbook.Buyeas Fi * Nityeeurbook.Buyeas Fi * Nityeeurbook.Buyeas Fi * Nityeeurbook.Buyeas * Supensoits Beet? Beets1*Combine Sheet? Mindows (Carsoo City 30 ActiveWindows.Close	amerie 1011/000/1024/00/1024/00/1024/00/1024/00/000 1011/000/1024/00/1024/00/1024/00/000 1011/000/0000/00/000/00/00/00/00/00/00/0	les/Carson City SO ASR - 1 les/Carson City SO Summar).Sheets(10)	dult.x1sx* Pile 2017 (ASR 18 -	24).xlsx" _	
Dad Bub Artnet1824Copy Haczo Artest1824Copy Haczo Hartbooks.Open File Thirdows (Manuer File 2 Kindows (Manuer File 2 Kin	ammin DTUGNCArron City BOlburnary FT JARB 11-24).Xist ²).Activate DTUGNCArron City BOlburnary FT BENORNORO, Createnaloujeralas Mar Andri Xist ²).Activate Soy Mentersenderholox(1 ary File 2017 (AB: 18 - 34).Xist ² AB - Adult.Xist ²).Activate	les/Carson City SO ASR les/Carson City SO Summar).Sheets(10)	Sult.kisx* File 2017 (ASR 18 -	24).xlsx" _	

Step 4: Summary Files

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



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

