Law Enforcement Public Data Report – Data Sort by City Instructions

Click on the link to open the csv file.

Choose whether you want to Open, Save, or Save as.

- Choosing 'Save' will save the file to your computer's Downloads folder
- Choosing 'Save as' allows you to save the file anywhere and name the file

Expand the report columns to view all the information in the report.

Highlight all information in the report by clicking on the arrow in the upper left corner of the document, above Row 1 and to the left of Column A.

On the menu ribbon, click the DATA tab and select the Sort option.

In the Sort window, click the drop-down arrow to Sort by 'Address_City_Description1' and click OK.
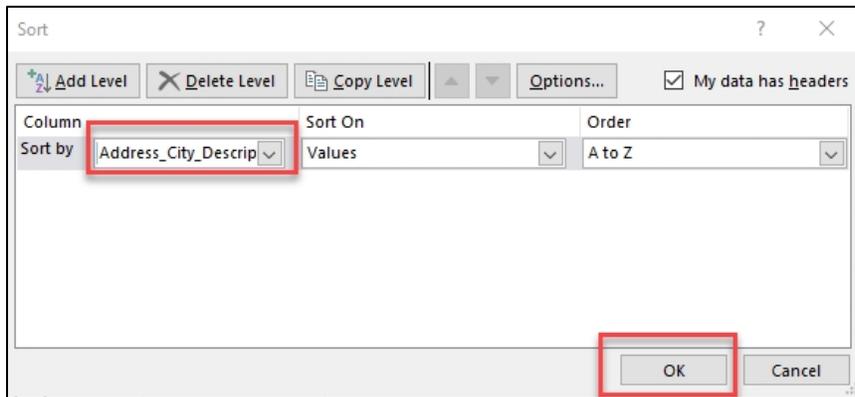
The report will now be sorted by the City where the Incident took place.

To extract just one city, such as Denmark Township, scroll through the list until those incidents are displayed.

Select the incidents for the city by clicking on the row number, holding down the left mouse button and dragging down until you have all the information highlighted that you wish to extract.

Right-click and select Copy.

432	WASHINGTON COUNTY SHERIFFS OF	DELLWOOD		8/25/2019 2:47	WC19036899		XX Dellwood Ave, DELLW
433	WASHINGTON COUNTY SHERIFFS OF	DELLWOOD		8/26/2019 8:12	WC19037006		XX Dellwood Rd N, DELL
434	WASHINGTON COUNTY SHERIFFS OF	DELLWOOD		8/30/2019 13:02	WC19037707		XX Shady Woods Rd, DEL
435	WASHINGTON COUNTY SHERIFFS OF	DELLWOOD		8/31/2019 19:22	WC19037960		XX Dellwood Rd N, DELL
436	COTTAGE GROVE POLICE DEPARTME	DENMARK			)17393		12XXX -12199 Highway 6
437	WASHINGTON COUNTY SHERIFFS OF	DENMARK			036931		SAINT CROIX RIVER MILE
438	WASHINGTON COUNTY SHERIFFS OF	DENMARK			037142		Hwy 10 Jwo Prescott Bri
439	WASHINGTON COUNTY SHERIFFS OF	DENMARK TOWNSHIP		8/28/2019 12:15	WC19037356		12XXX Point Douglas Dr
440	WASHINGTON COUNTY SHERIFFS OF	DENMARK		28/2019 19:58	WC19037429		13XXX 122nd St S, DENN
441	WASHINGTON COUNTY SHERIFFS OF	DENMARK		28/2019 22:49	WC19037447		6XXX Saint Croix Trl S, D
442	WASHINGTON COUNTY SHERIFFS OF	DENMARK		31/2019 13:41	WC19037900		10XXX Saint Croix Trl S,
443	WASHINGTON COUNTY SHERIFFS OF	DENMARK		31/2019 14:51	WC19037907		10XXX SAINT CROIX TRL
444	WASHINGTON COUNTY SHERIFFS OF	DENMARK		31/2019 16:19	WC19037928		6XXX Saint Croix Trl S, D
445	WASHINGTON COUNTY SHERIFFS OF	DENMARK		31/2019 20:41	WC19037974		10XXX Cedar Heights Tr
446	FOREST LAKE POLICE DEPARTMENT	FOREST LA		/25/2019 0:45	FL19010910		XXX Broadway Ave W, F
447	FOREST LAKE POLICE DEPARTMENT	FOREST LA		/25/2019 1:24	FL19010911		1XXX Broadway Ave W,
448	FOREST LAKE POLICE DEPARTMENT	FOREST LA		/25/2019 2:12	FL19010912		1XXX Lake St S, FOREST
449	FOREST LAKE POLICE DEPARTMENT	FOREST LA		/25/2019 2:29	FL19010914		XXX 11th Ave Sw, FORES

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The data extract can be copied into another Excel file or to another tab in the currently opened document by right-clicking and selecting Paste.