

Hearing Calendar Documentation – Using Excel AutoFilter

Online Calendars in General

Online calendars are available in spreadsheet format (Excel). The columns identified along the masthead include County, Docket #, Property ID#, Land Use Code, Matter Name, Year at Issue, Location, Type, Date, Time, and Representative. Each row contains information pertaining to a docket, or case. The only dockets listed in the calendars are those scheduled for hearing or status conference. Cases that have been dismissed or continued (and not rescheduled) do not appear in the calendar reports. Calendars are updated each evening before close of business.

In Illustration A, the selected row is a hearing from Douglas County, Docket # 2009-4506-EQSC, scheduled for 9/25/2009 at 11:00AM.

County	Docket #	Property ID #	Land Use Code	Matter Name	Year	Location	Type	Date	Time	Representative
Douglas	2009-4506-EQSC	021-483-084-40-86-00120-0	890	Plye of Dnt, L.L.C.	2009	Praine Village	SIC Hearing	9/25/2009	11:00AM	James Hudson, Tar Prep
Douglas	2009-4506-EQSC	021-483-084-40-86-00121-0	890	Plye of Dnt, L.L.C.	2009	Praine Village	SIC Hearing	9/25/2009	11:00AM	James Hudson, Tar Prep
Douglas	2009-4507-EQSC	021-483-084-40-86-00124-0	890	Plye of Dnt, L.L.C.	2009	Praine Village	SIC Hearing	9/25/2009	11:00AM	James Hudson, Tar Prep
Douglas	2009-4508-EQSC	021-483-084-40-86-00125-0	890	Plye of Dnt, L.L.C.	2009	Praine Village	SIC Hearing	9/25/2009	11:00AM	James Hudson, Tar Prep
Douglas	2009-4509-EQSC	021-483-084-40-86-00126-0	890	Plye of Dnt, L.L.C.	2009	Praine Village	SIC Hearing	9/25/2009	11:00AM	James Hudson, Tar Prep
Douglas	2009-4510-EQSC	021-483-084-40-86-00100-0	890	Plye of Dnt, L.L.C.	2009	Praine Village	SIC Hearing	9/25/2009	11:00AM	James Hudson, Tar Prep
Sedgewick	2009-8236-EQSC	087-025-240-43-04-008-01	380	Papa, Inc.	2009	Wichita (SCEEB)	SIC Hearing	9/29/2009	03:00PM	James Hudson, Tar Prep
Sedgewick	2009-8246-EQSC	087-025-240-43-04-000-00	2401	PFS Group, Ltd	2009	Wichita (SCEEB)	SIC Hearing	9/29/2009	03:00PM	James Hudson, Tar Prep
Sedgewick	2009-8295-EQSC	087-025-240-43-04-000-00	2401	PFS Publi - Trust Agreement	2009	Wichita (SCEEB)	SIC Hearing	9/29/2009	03:00PM	James Hudson, Tar Prep
Sedgewick	2009-8270-EQSC	087-025-240-43-04-000-00	25	Prime Rental Properties, LLC	2009	Wichita (SCEEB)	SIC Hearing	9/29/2009	03:00PM	James Hudson, Tar Prep
Sedgewick	2009-8314-EQSC	087-025-240-43-04-000-00	202	Pitohard, P. Jeff	2009	Wichita (SCEEB)	SIC Hearing	9/29/2009	03:00PM	James Hudson, Tar Prep
Sedgewick	2009-8378-EQSC	087-025-240-43-04-000-00	2404	Muller, Karsten	2009	Wichita (SCEEB)	SIC Hearing	9/29/2009	11:00AM	James Hudson, Tar Prep
Sedgewick	2009-8380-EQSC	087-025-240-43-04-000-00	2404	Muller, Karsten	2009	Wichita (SCEEB)	SIC Hearing	9/29/2009	11:00AM	James Hudson, Tar Prep
Wag Dodge	2009-5871-PRSC	105-062-284-02-00-000-00-0	532	Lake Kushi Corporation	2009	Leavenworth (Justice Center)	SIC Hearing	10/02/2009	09:00PM	James Hudson, Tar Prep
Wag Dodge	2009-5890-PRSC	105-062-284-02-00-000-00-0	537	GE Commercial Finance Bus Prop Corp.	2009	Leavenworth (Justice Center)	SIC Hearing	10/02/2009	09:00PM	James Hudson, Tar Prep
Wag Dodge	2009-5894-PRSC	105-062-284-02-00-000-00-0	532	Dean Realty Company	2009	Leavenworth (Justice Center)	SIC Hearing	10/02/2009	09:00PM	James Hudson, Tar Prep
Wag Dodge	2009-5898-PRSC	105-062-284-02-00-000-00-0	550	Heart of America Surgery Center, L.L.C.	2009	Leavenworth (Justice Center)	SIC Hearing	10/02/2009	09:00PM	James Hudson, Tar Prep

Illustration A

Navigating and Zooming

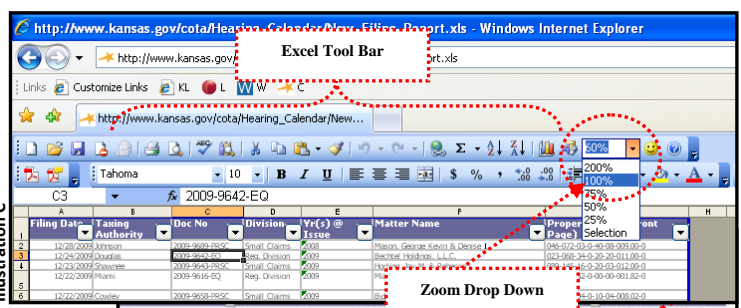
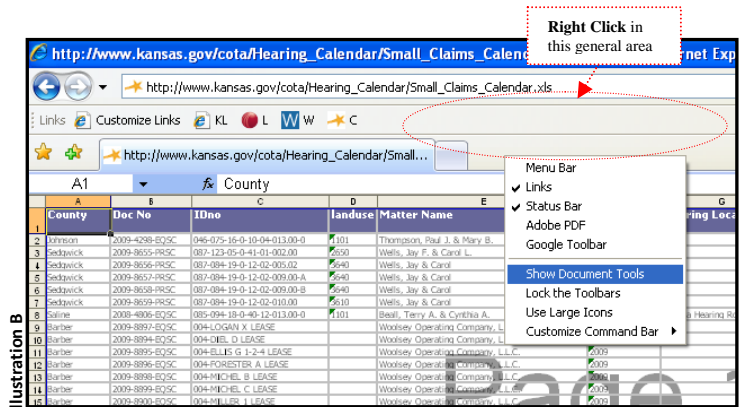
The appearance of the calendars is unique to each user's Excel settings; nevertheless, basic navigation and zooming techniques are applicable in general.

Changing the Zoom (Internet Explorer):

- After you click on the calendar link, the report should be visible. **Right Click** on the gray space near the top tool bars and **SELECT Show Document Tools**. An Excel Tool Bar will appear.
- The **Excel Tool Bar** provides additional options for customization, including: highlighting, zooming, and navigation. **SELECT** the zoom DROPDOWN. Then **SELECT** the desired zoom.

Navigating (Internet Explorer):

- Navigate the calendars using scroll bars, which are typically located at the bottom and right side of each view window on the masthead.



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Printing and Filtering the Hearing Calendar(s)

The calendar can be **printed**, **e-mailed**, or **copied**. Most of these self-explanatory options are located under the **File Menu**. The specific locations of **PRINT**, **SEND TO** or **SAVE AS**, however, depend on the version of Excel you are using.

The calendars can be filtered using Excel's **AutoFilter** feature. Microsoft® provides comprehensive support for Excel's **AutoFilter** feature. You can view a short tutorial at Microsoft's website: <http://office.microsoft.com/en-us/excel>. The following steps provide a few essential highlights:

- Each column in the calendar reports can be filtered. For example, to show only Sedgwick County hearings, a user would **SELECT** the dropdown on the **County** column, and then **SELECT** "Sedgwick." (See *Illustration E*)
- The filtering feature is cumulative, meaning the calendar can be filtered using multiple columns. For example, suppose a user wants to see all Sedgwick County hearings scheduled for 10/27/2009. The user would first filter by **County**, then **SELECT** the dropdown in the **Date** column and **SELECT** "10/27/2009." (See *Illustration F*)
- You also can create a custom filter based on a date range. For example, suppose a user wants to show only Johnson County hearings scheduled between the dates October 15, 2009 and December 2, 2009. The user would first filter for Johnson County (see *above*) and then create a **Custom Filter** using the **Date** column. To create a **Custom Filter**:
 - SELECT** the dropdown on the **Date** column and **SELECT** (Custom...) (See *Illustration I*). A Custom AutoFilter window will appear.
 - In the first Date box **SELECT** the dropdown arrow and **SELECT** "is greater than." In the box to the right type or select the **starting date** (here, 10/15/2009).
 - SELECT** the **AND** oval. (See *Illustration G*)
 - In the second date box, **SELECT** the dropdown arrow and **SELECT** "is less than." In the box to the right enter the **ending date** (here, 12/2/2009).
 - SELECT** the **OK** button.

Illustration E

Illustration F

Illustration I

Illustration G

Technical Note: The hearing calendars are in a spreadsheet (.xls) format and require Microsoft Excel (or equivalent) to view. If Microsoft Excel is not installed, a *free* Excel viewer can be downloaded from Microsoft's Website, located at <http://www.microsoft.com/downloads>.