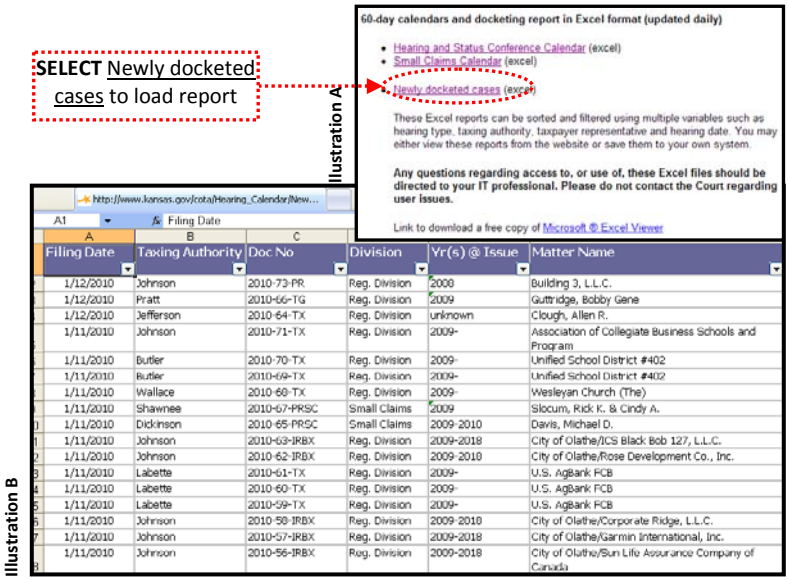
Docketing Report Documentation – Using Excel AutoFilter

Online Docketing Report

An online docketing report is available in spreadsheet format (Excel). This report includes each matter docketed by the Court within the preceding 60 days. The columns identified along the masthead include Filing Date, Taxing Authority, Docket Number, Division, Year(s) at Issue, Matter Name, Property ID, and Land Use Code. Each row contains information pertaining to a docket, or case. This report is updated each evening before close of business.



Navigating and Zooming

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

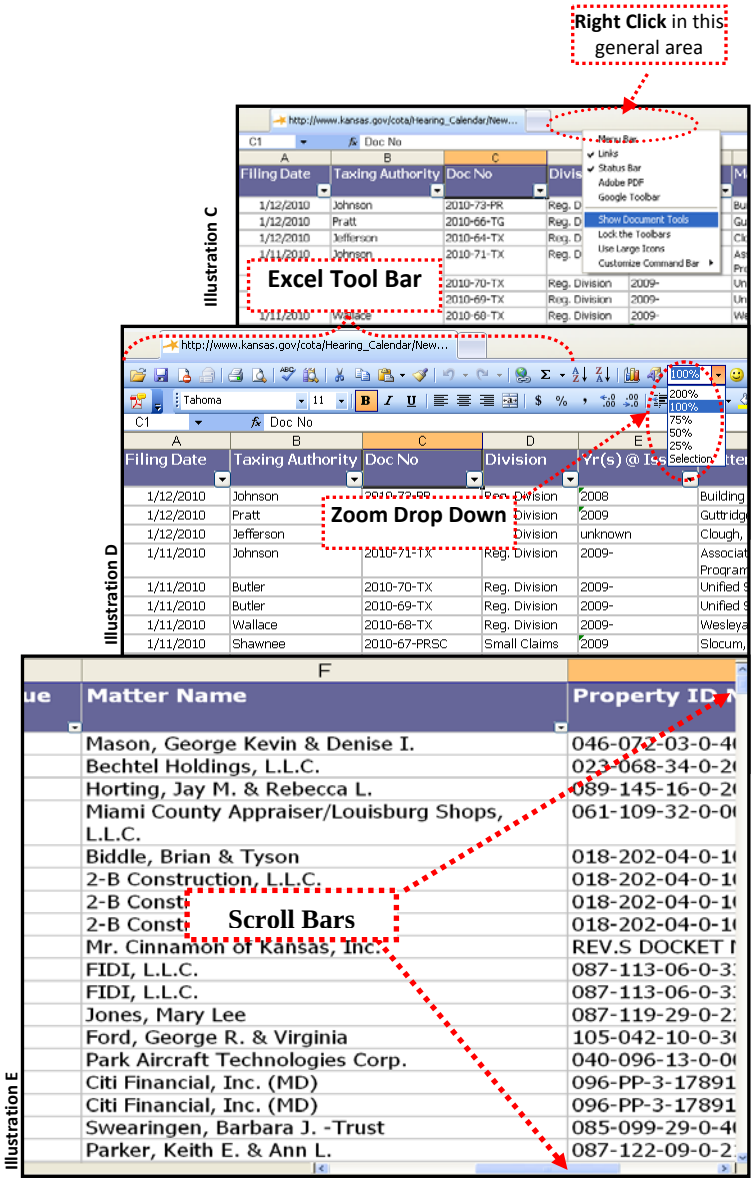
Changing the Zoom (Internet Explorer):

1. 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.

2. 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):

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



Docketing Report Documentation – Using Excel AutoFilter

Printing and Filtering the Hearing Calendar(s)

The docketing report 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 report 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:

1. Each column in the report can be filtered. For example, to show only Sedgwick County filings, a user would **SELECT** the dropdown on the **Taxing Authority** column, and then **SELECT** "Sedgwick." *(See Illustration F)*

2. The filtering feature is cumulative, meaning the report can be filtered using the filter feature for multiple columns at the same time. For example, suppose a user wants to see all Sedgwick County land use 1101 filings. The user would first filter by **Taxing Authority**, then **SELECT** the dropdown in the **LandUse** column and **SELECT** "1101."

3. You also can create a custom filter based on a date range. The custom filter uses Boolean logic. For example, suppose a user wants to see filings between November 16, 2009 and November 24, 2009. To create a **Custom Filter**:
   - **a.** **SELECT** the dropdown on the **FilingDate** column and **SELECT** (**Custom**…). A Custom AutoFilter window will appear.
   - **b.** 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, 11/16/09).
   - **c.** **SELECT** the **AND** oval.
   - **d.** 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, 11/24/09).
   - **e.** **SELECT** the **OK** button.

4. A filter can be removed or cleared**.** How this is done depends on the specific version of Excel you are using. Generally, **SELECT** the **DATA** pull-down menu, **SELECT** filter, and then **SELECT** **SHOW ALL**.
   - **f.** ***Alternatively,*** each filter can be removed individually by **SELECTING (All)**.

Technical Note: The docketing report is in a spreadsheet (.xls) format and requires 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.

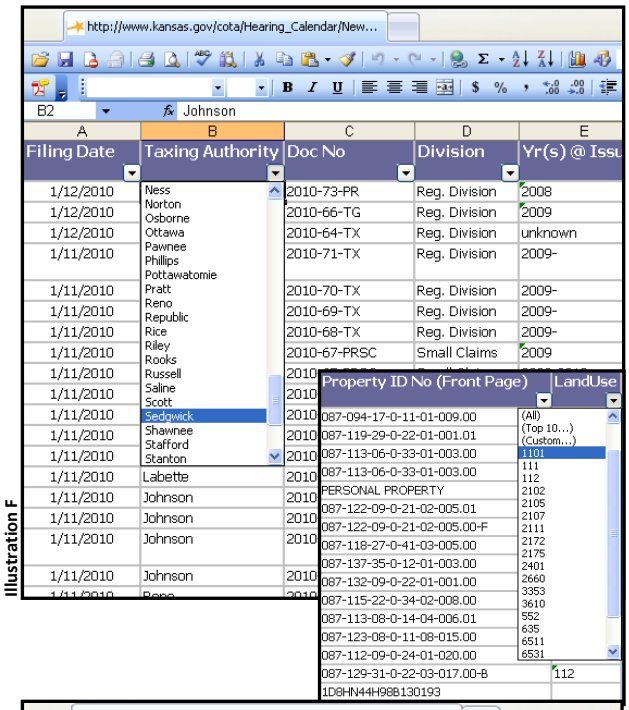


Illustration F

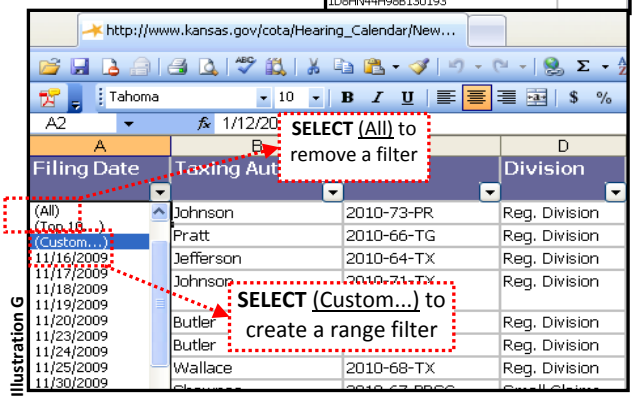


Illustration G

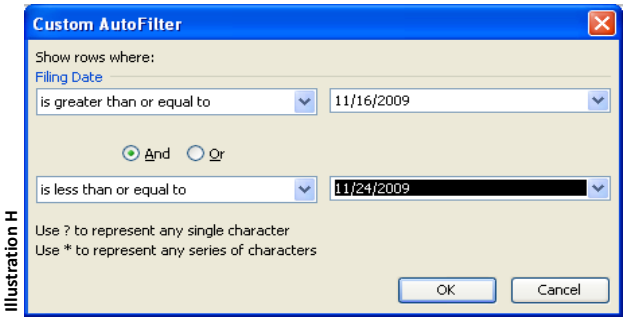


Illustration H