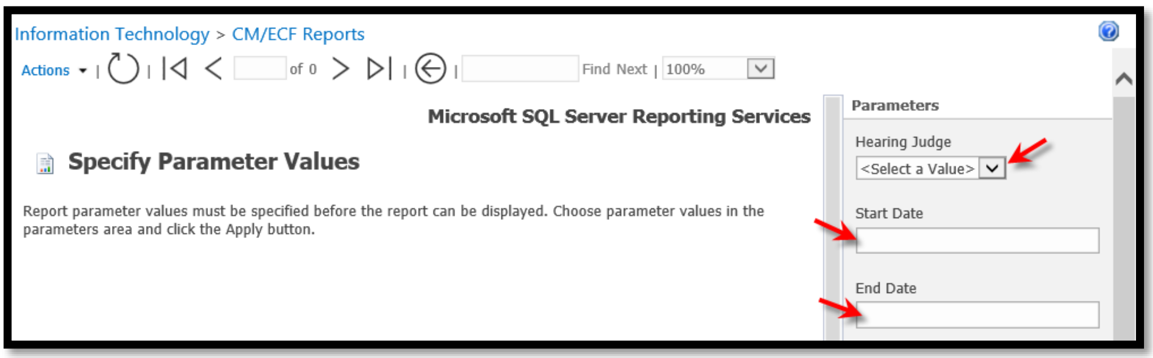
SQL Server Reporting Services (SSRS) is a server-based report generating software system from Microsoft. SSRS allows the user to pull data from the CM/ECF database for **CR cases awaiting trial (count 1 = P2)** where a future hearing date is set before a specific judge. The exported Excel list can then be merged (via Microsoft Mail Merge) in with the CR Order (Word template) created for each District Judge.

Step 1: Run the SSRS Report and Export to Excel Format

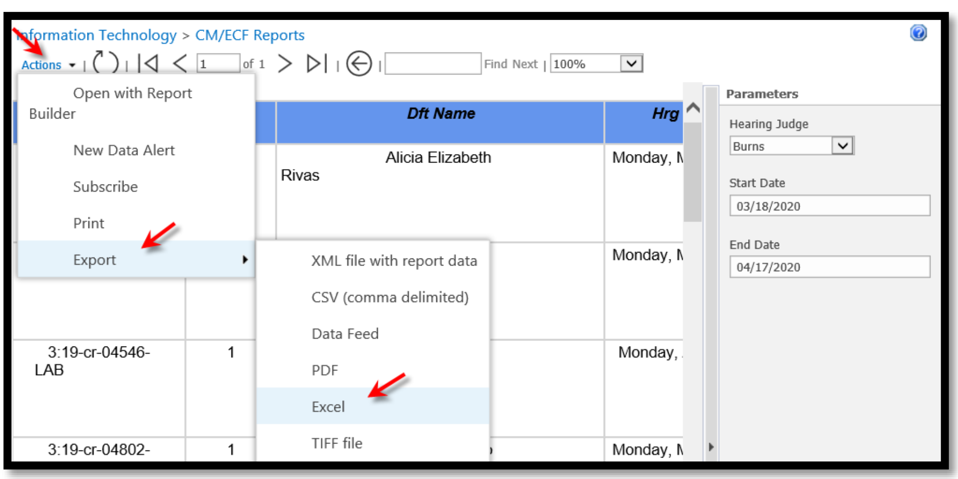
Access the SSRS Report (titled: Report for CR Order Merge) via SharePoint under: http://sp.casd.circ9.dcn/sites/IT/CMECF%20Reports/Report%20for%20CR%20Order%20Merge.rdl?d=wdd9f5c70a68948d596f124efe83d58d9.
IT - CM/ECF Reports - Report for Criminal Order Merge

Click on the Report to receive the parameter prompts
(**Hearing Judge** and **Start Date - Hearing Set** and **End Date - Hearing Set**).

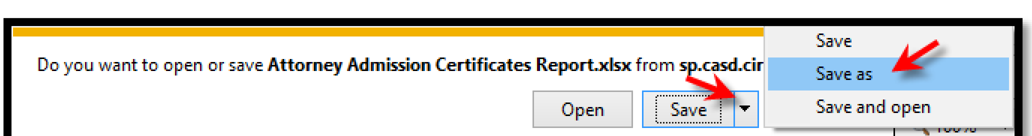


Click ***Apply*** to run the report.

Select ***Actions - Export - Excel*** to output an Excel spreadsheet.



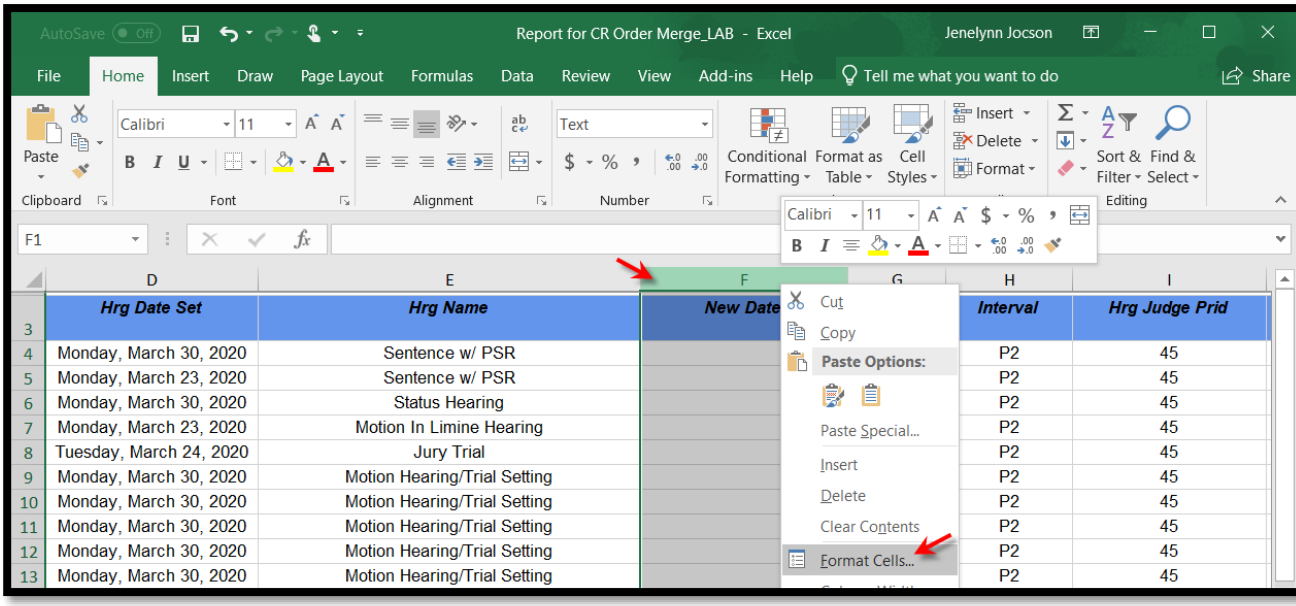
You'll receive a dialog box to Open/Save the file. From the Save drop-down options, Select ***Save As.***



__**Step 2: Add the New Hearing Dates to the Data File (Excel Spreadsheet)**__

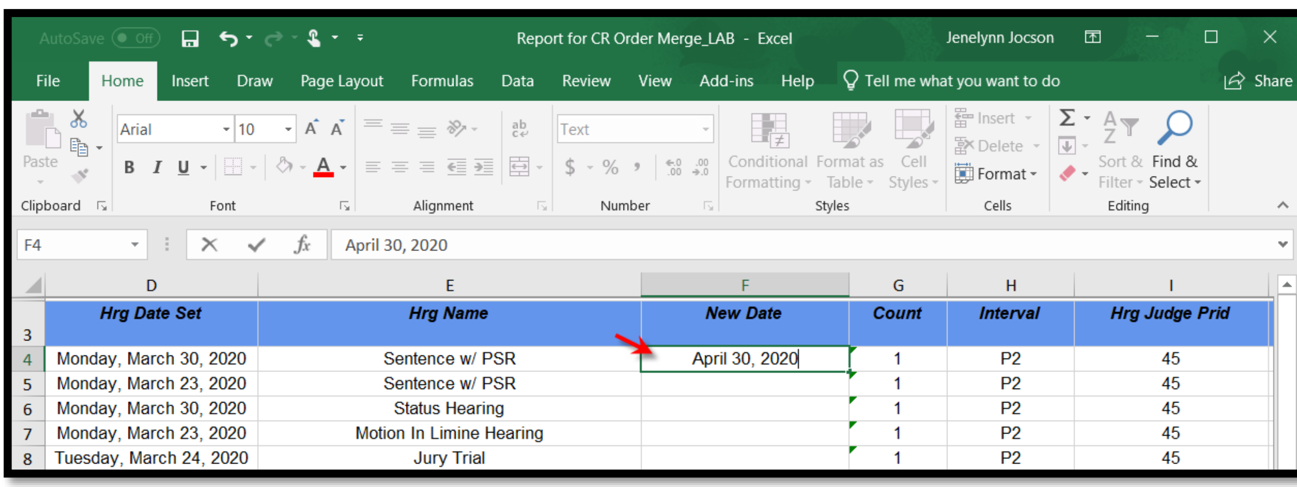
Open the previously saved Excel Spreadsheet.

Select and highlight ***Column F (New Date)***, then Right Click and Select ***Format Cells***.



Select ***Text*** as the cell format and ***OK*** to confirm and close the dialog box.

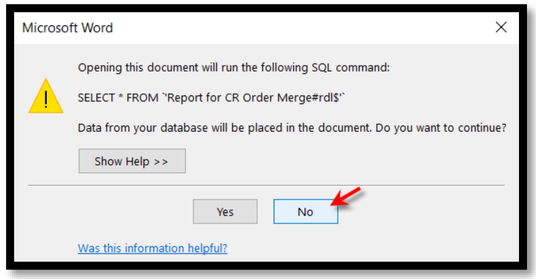
Enter your new ***Hearing Dates*** and ***Save*** the file.



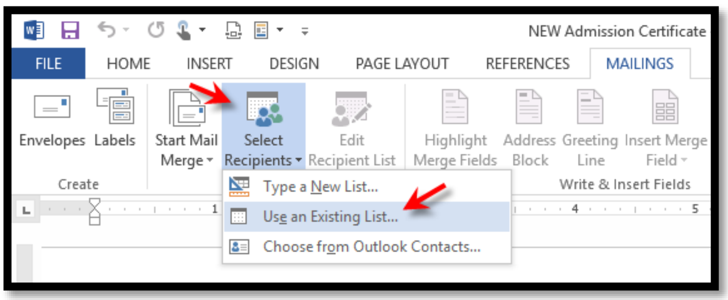
Step 3: Merge Data into CR Order Template

Open your *Merge Ready* Word template (example: LAB_CR Order Continuing)
I: Drive - Courtroom Deputies - District - CR Orders_Merge Ready

Click ***No*** when prompted to populate your template with the last list of data used.

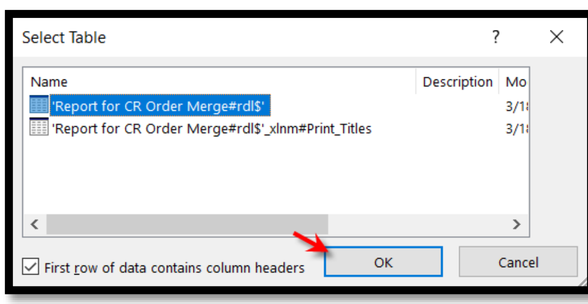


Begin your new data merge by selecting
Mailings - Select Recipients - Use an Existing List



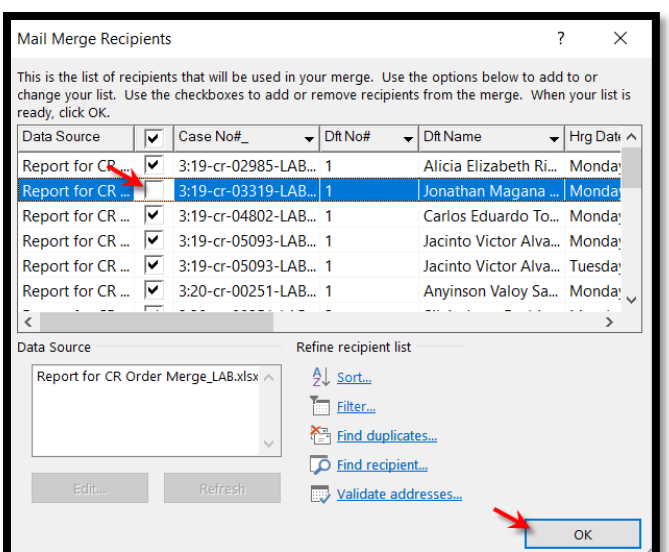
Select the **Excel data (Report for CR Order Merge)** you previously saved.

Click ***OK*** to verify the selected table.



From the Mailings Ribbon, click on ***Edit Recipient List*** to **Deselect** any rows of data you do not want to merge into your template.

Click ***OK*** to continue.



From the Mailings Ribbon, click on ***Finish & Merge - Edit Individual Documents***, then ***OK*** to obtain a file of all populated orders.