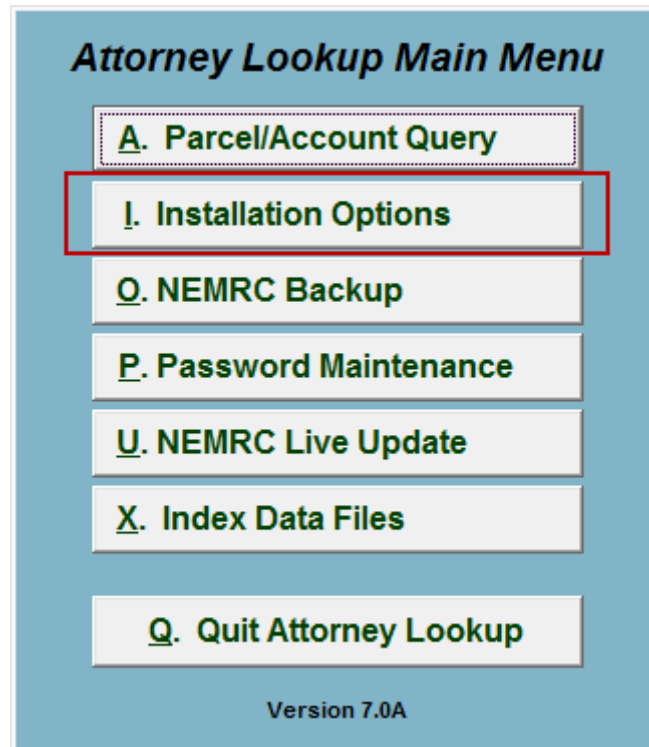


Attorney Lookup

I. Installation Options

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Click on “I. Installation Options” from the Main Menu and the following window will appear:

Attorney Lookup

Installation Options

The “General” tab

The screenshot shows a window titled "Attorney Lookup Installation options" with a blue title bar and standard Windows window controls. The window has three tabs: "General" (selected), "Grand List links", and "Other data links". The "General" tab contains a section titled "1 Function key assignments" with a red "1" to its left. This section lists function keys F5 through F12, each followed by a text input field. At the bottom of the window, there are two buttons: "2 Save" with a red "2" above it, and "3 Cancel" with a red "3" above it.

- 1. F-Keys:** These are used to set shortcuts for common phrases for easy use, and to save you from having to retype something multiple times. When a value is assigned from the point of the cursor placement the function key with the assignment can be used to populate fields.

Each of these fields are linked to the “Function key” that is to its left. This means that when you hit the “F_” key on the keyboard, the text you entered for that “Function key” will appear.

- 2. Save:** Click “Save” to save changes and return to the Main Menu.
- 3. Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Attorney Lookup

The “Grand List links” tab

The screenshot shows a window titled "Attorney Lookup Installation options" with three tabs: "General", "Grand List links", and "Other data links". The "Grand List links" tab is selected. It contains a section labeled "1 Grand List data" with a list of entities and their corresponding billing descriptions. Each item has a checkbox to its left. At the bottom of the window, there are two buttons: "2 Save" and "3 Cancel".

Entity	Description
<input type="checkbox"/> Entity 01	Anytown
<input checked="" type="checkbox"/> Entity 91	Anytown 2009 As Billed
<input checked="" type="checkbox"/> Entity 92	Anytown 2008 As Billed
<input type="checkbox"/> Entity 93	Anytown 08 w/TIF
<input type="checkbox"/> Entity 94	Anytown 2008 Abstract
<input type="checkbox"/> Entity 95	Anytown 2007 w/TIF
<input type="checkbox"/> Entity 96	Anytown 2007 As Billed
<input type="checkbox"/> Entity 97	Anytown 2006 As Billed
<input type="checkbox"/> Entity 98	Anytown 2006 ABSTRACT
<input type="checkbox"/> Entity 99	Anytown 2005 As Billed

1. **Grand List data:** Select which Grand List Entities to include in the Parcel/Account Lookup and reporting. The screen's contents are dependant on your sites historical use of the Grand List module. Typically the last two Grand List years of billing are used. The working Grand List values are often not completed until lodging sometime in May of a given year.
2. **Save:** Click “Save” to save changes and return to the Main Menu.
3. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.

Attorney Lookup

The “Other data links” tab

Your screen will vary according to modules installed and utilized from NEMRC.

The screenshot shows a window titled "Attorney Lookup Installation options" with three tabs: "General", "Grand List links", and "Other data links". The "Other data links" tab is active. It contains four sections, each with a red number and a title: 1. Tax Administration data, 2. Accounts Receivable data, 3. Utility Billing data, and 4. Land Record data. Each section has a checkbox labeled "Entity 01" and the text "Anytown". In the "Tax Administration data" and "Utility Billing data" sections, the checkboxes are checked. In the "Accounts Receivable data" and "Land Record data" sections, the checkboxes are unchecked. At the bottom, there are two buttons: "Save" (labeled with a red 5) and "Cancel" (labeled with a red 6).

1. **Tax Administration data:** Select which Tax Administration Entities to include in the Parcel/Account Lookup.
2. **Accounts Receivable data:** Select which Accounts Receivable Entities to include in the Parcel/Account Lookup.
3. **Utility Billing data:** Select which Utility Billing Entities to include in the Parcel/Account Lookup.
4. **Land Record data:** Select which Land Record Entities to include in the Parcel/Account Lookup.
5. **Save:** Click “Save” to save changes and return to the Main Menu.
6. **Cancel:** Click “Cancel” to cancel and return to the Main Menu.