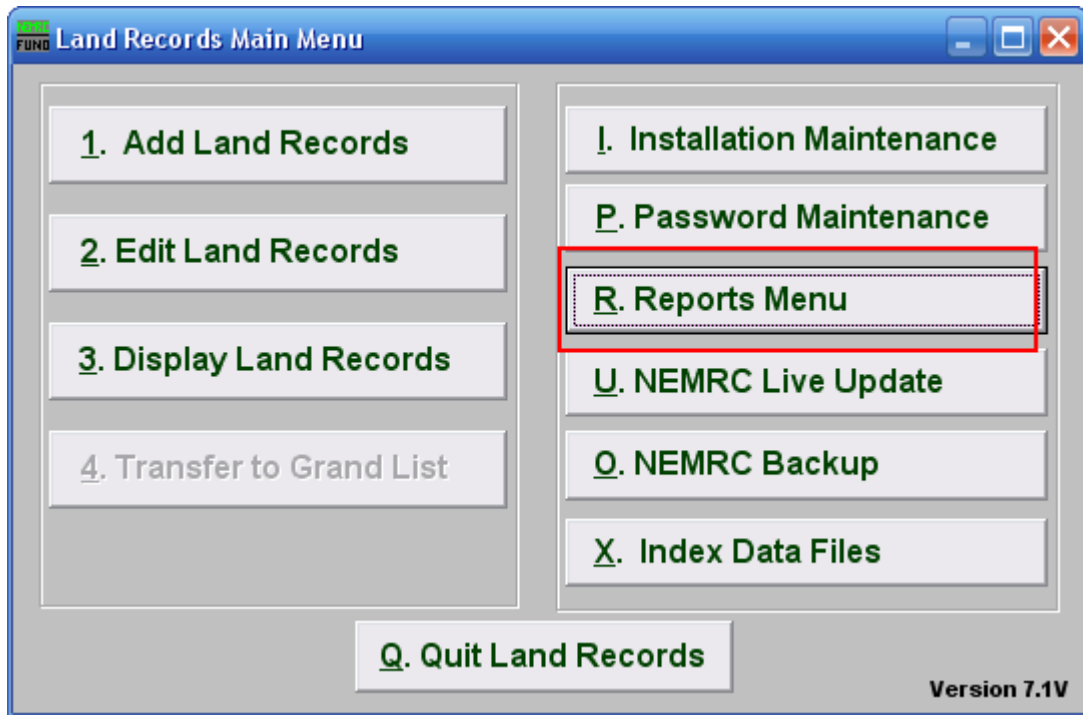


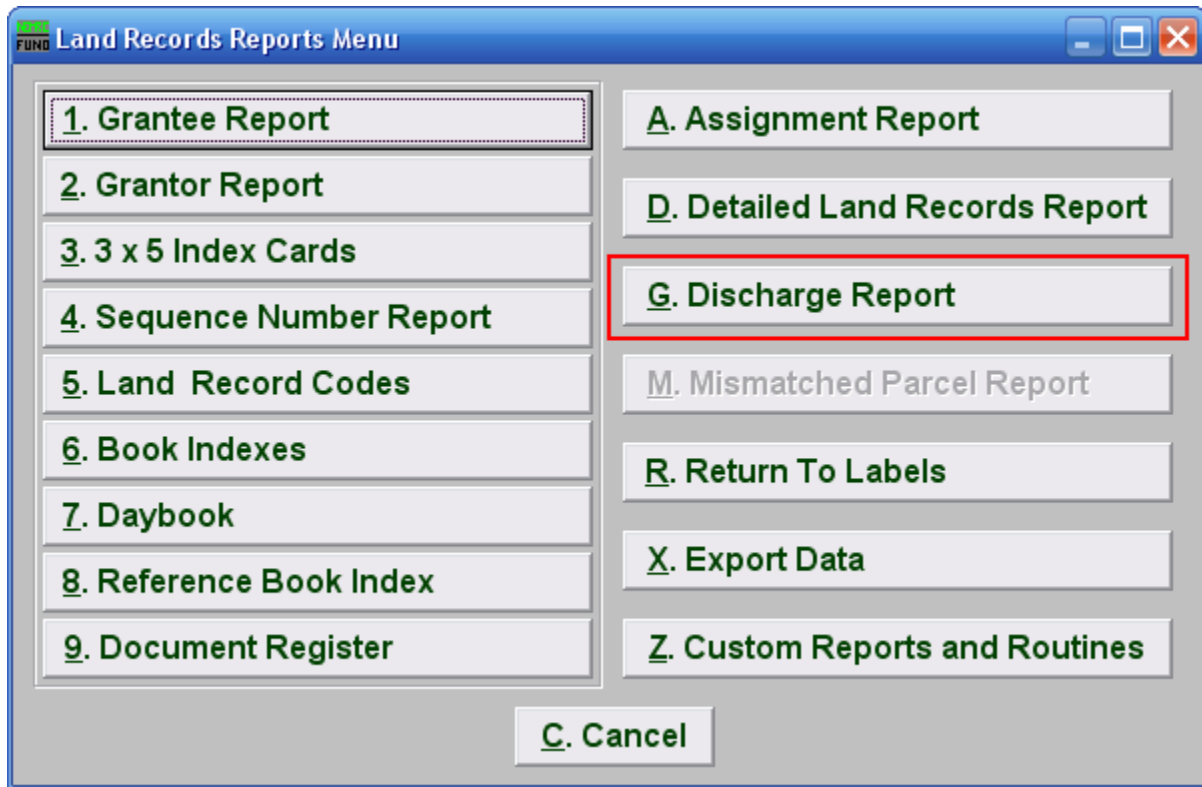
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R. Reports Menu: G. Discharge Report



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

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Click on “G. Discharge Report” from the Reports Menu and the following window will appear:

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Discharge Report

The screenshot shows a software window titled "Discharge Report" with a blue title bar. The window contains several sections for configuring a report. Red numbers 1 through 15 are placed over specific UI elements to indicate key features. A red box highlights the "Reporting order:" section, which includes two columns of radio button options. Other sections include date range selection, book selection, instrument code ranges, grantor/grantee ranges, and a margin checkbox. At the bottom are buttons for File, PreView, Print, and Cancel.

Reporting order:

1 Original instrument fields

- ☒ Grantor
- ☐ Grantee
- ☐ Sequence number

2 Discharge instrument fields

- ☐ Grantor
- ☐ Grantee
- ☐ Sequence number
- ☐ Discharge date
- ☐ Discharge groups

3 ☐ All discharge dates

☒ Range of discharge dates

Discharge date range (blanks for all)

// **4** to // **4**

5 Discharges for which book? BOOK 9

☐ Show only discharges where the original instrument was in the selected book

6 ☐ Show only discharges where the discharge instrument was in the selected book

☒ Show both original and discharge instruments from the selected book

☐ All codes

7 ☒ Range of original instrument codes

☐ Range of discharge instrument codes

Code range: **8** to **8** (blanks for all)

Find Find

☐ All grantors/grantees

9 ☒ Range of grantors

☐ Range of grantees

Grantor range: **10** to **10** (blanks for all)

Find Find

11 ☐ 3/4" left hand margin

12 File **13** PreView **14** Print **15** Cancel

- 1. Original instrument fields:** Select the primary sort order from the originating documents.
- 2. Discharge instrument fields:** Select the secondary sort order from the discharge document.
- 3. All discharge dates or Range of discharge dates:** Select if you want to report on all discharges or on a specific discharge date range.
- 4. Discharge date range:** Enter a beginning and ending date range to report.
- 5. Discharges for which book?:** Select an item from the drop down list for reporting.

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6. **Show only...:** Select the appropriate group of activity you want to report on from the items presented.
7. **All codes OR Range of original/discharge instrument codes:** Select the choice of reporting on all codes or a specific range of codes.
8. **Code range:** Enter a specific range of codes to report or leave these fields empty to report on all codes. You may pick your start and ending ranges from a list by using the find button
9. **All grantors/grantees OR Range of grantors OR Range of grantees:** Select the option to further restrict the report to a range of your primary sort grantor or grantee, if desired.
10. **Grantor range:** Enter the starting and ending grantor/grantee (as selected) or pick from a table by clicking on the “Find” button.
11. **¾” left hand margin:** Check this box to have the system create a three quarter inch left margin for binding of the report.
12. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
13. **PreView:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
14. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
15. **Cancel:** Click “Cancel” to cancel and return to the Report Menu.