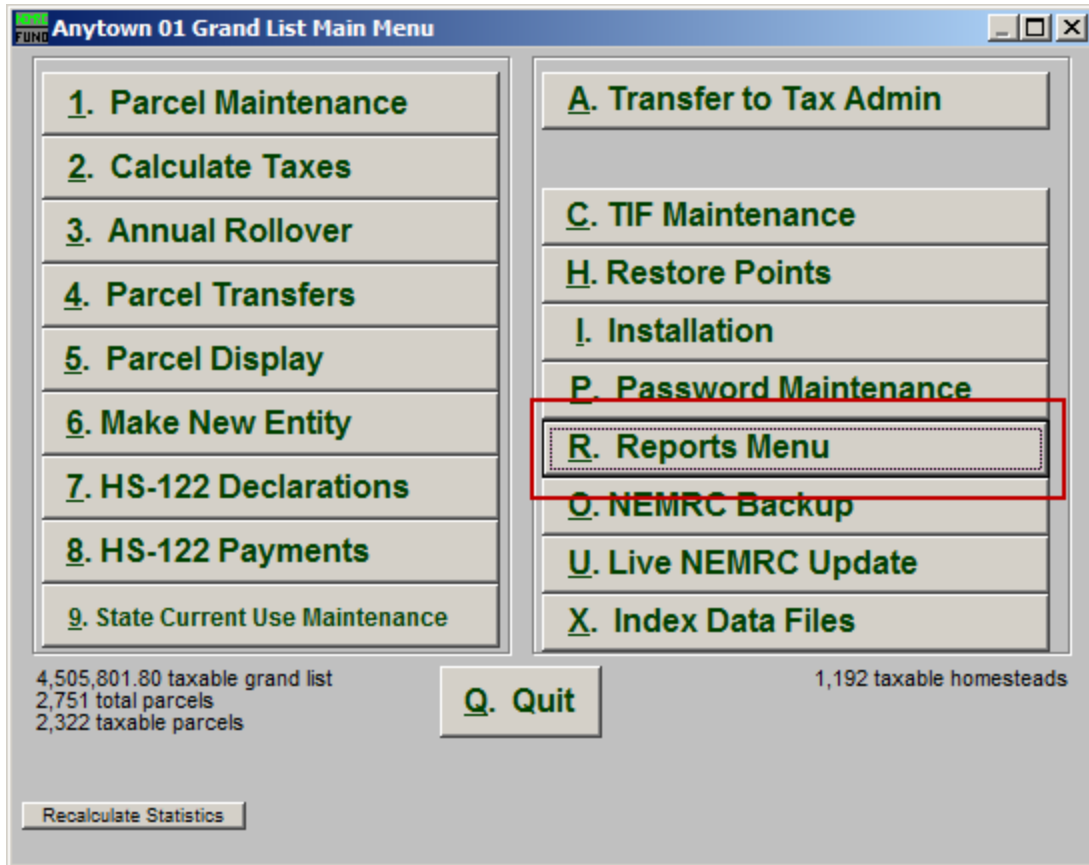


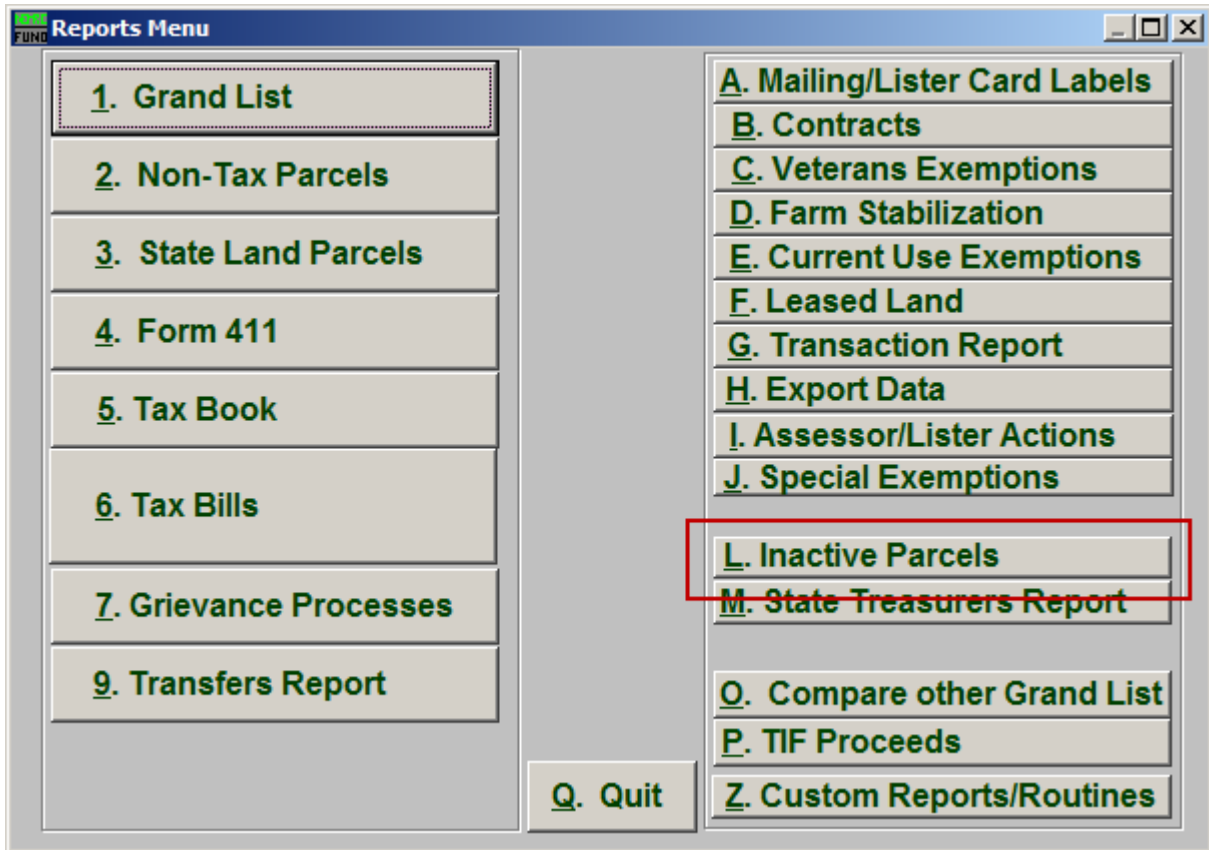
Grand List

R. Reports Menu: L. Inactive Parcels



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

Grand List



Click on "L. Inactive Parcels" from the Reports Menu and the following window will appear:

Grand List

Inactive Parcels

The screenshot shows the 'Inactive Parcels Report Options' dialog box. The 'General' tab is active. The dialog is divided into several sections:

- 1**: Radio buttons for 'Real estate', 'Personal', and 'Both'.
- 2**: Radio buttons for 'Equipment', 'Inventory', and 'Both'.
- 3**: Radio buttons for 'Parcel Detail' and 'Summary Only'.
- 4**: Radio buttons for 'Report Detail', 'Report Summary', and 'Compressed format'.
- 5**: Radio buttons for 'Individual', 'Range', and 'All parcels'.
- 6**: 'Order:' radio buttons for 'Parcel #' and 'Owner'.
- 7**: 'Single Tax Rate:' dropdown menu.
- 8**: 'District Start' and 'End' dropdown menus.
- 9**: 'Print On' checkboxes for 'R: Residential', 'MH: Mobile Home', and 'V: Vacation'.
- 10**: 'FoxPro Filter Expression' input field with 'New', 'Edit', and 'Delete' buttons.
- 11**: 'Parcel Selection' section with 'Start with' and 'End with' input fields and 'Find' buttons.
- 12**: 'FoxPro Filter Expression' input field containing '12'.
- 13**: 'Start with' input field.
- 14**: 'End with' input field.
- 15**: 'Preview' button.
- 16**: 'Print' button.
- 17**: 'Print Condensed' button.
- 18**: 'File' button.
- 19**: 'Cancel' button.

- 1. Real Estate OR Personal OR Both:** Select whether this report will be for Real Estate, Personal, or Both.
- 2. Equipment OR Inventory OR Both:** Select whether this report will be for Equipment, Inventory, or Both.
- 3. Parcel Detail OR No Parcel Detail:** Select whether this report will include Parcel Details or no Parcel Details.
- 4. Report Detail OR Signature Page Only OR Compressed Format:** Select whether this will be a Detailed report, a report of Signature Pages only, or a Compressed report.
- 5. Individual OR Range OR All Parcels:** Select whether this report will be for an Individual Parcel, Range of Parcels, or All Parcels.
- 6. Order: Parcel # OR Owner:** Select which order this report will print in.

Grand List

- 7. Single Tax Rate:** Select a single tax rate from the drop down menu. Only Parcels with this tax rate will appear on the report. This option is available only when a variable tax rate has been set up in “I. Installation Maintenance.”
- 8. District Select:** Select the District range to include in this report.
- 9. R: Residential:** Check this box to restrict the report to all R1 and R2 type listings.
- 10. MH: Mobile Home:** Check this box to restrict the report to all MHU and MHL type listings.
- 11. V: Vacation:** Check this box to restrict the report to all V1 and V2 type listings
- 12. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates Parcel information to determine if the Parcel should be included. Contact NEMRC support to learn more about this option.
- 13. Start with:** This will appear if you chose “Individual” or “Range” in item **5**. Choose the Parcel you wish to start with.
- 14. End with:** This will appear if you chose “Range” in item **5**. Choose the Parcel you wish to end with.
- 15. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 16. Print Condensed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 17. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 18. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 19. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.