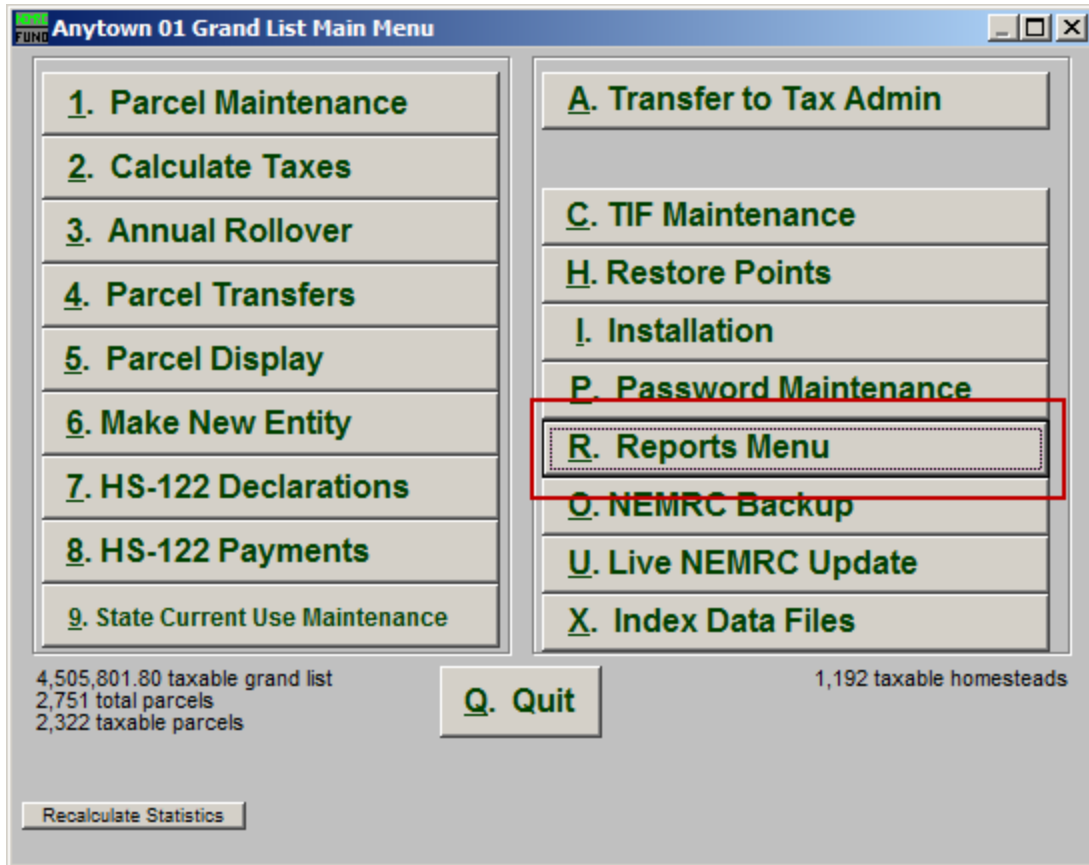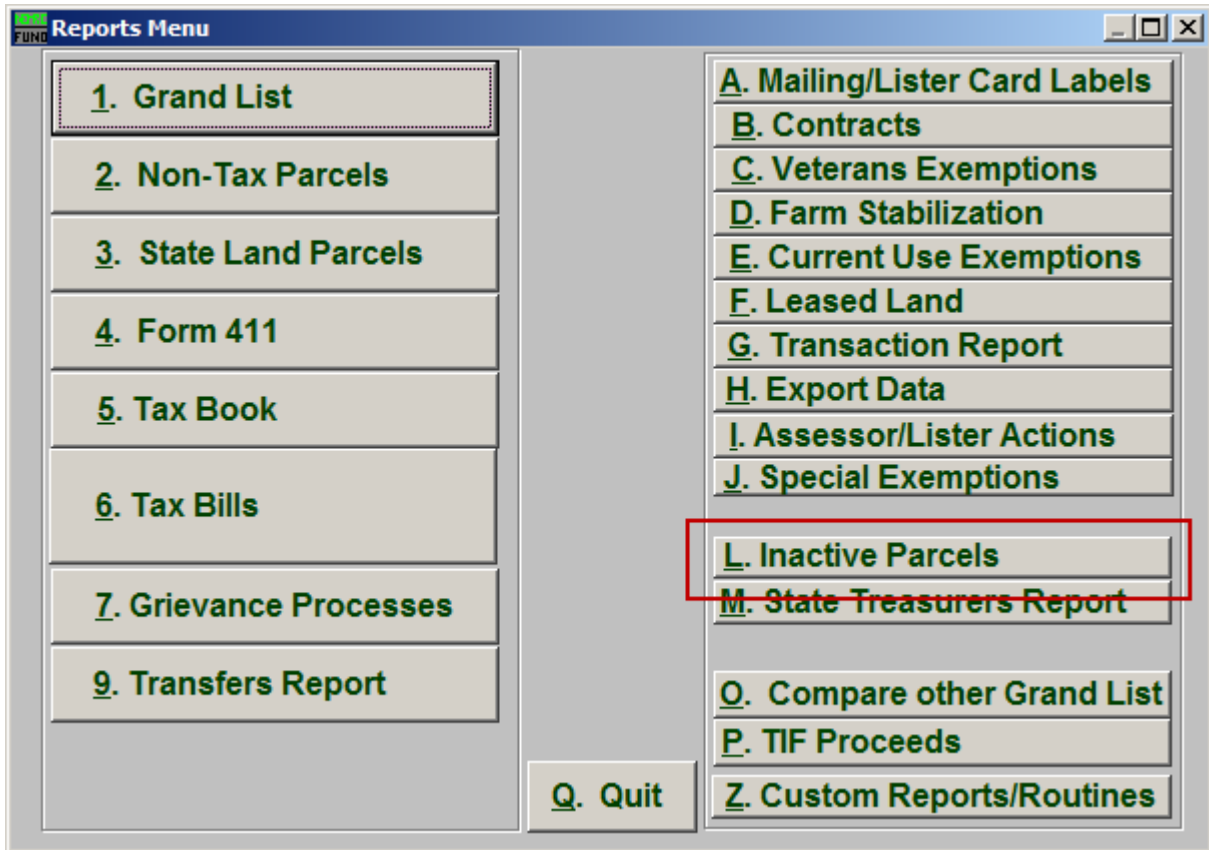# R. Reports Menu: L. Inactive Parcels

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

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

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.

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.