

Create Grand List Copy

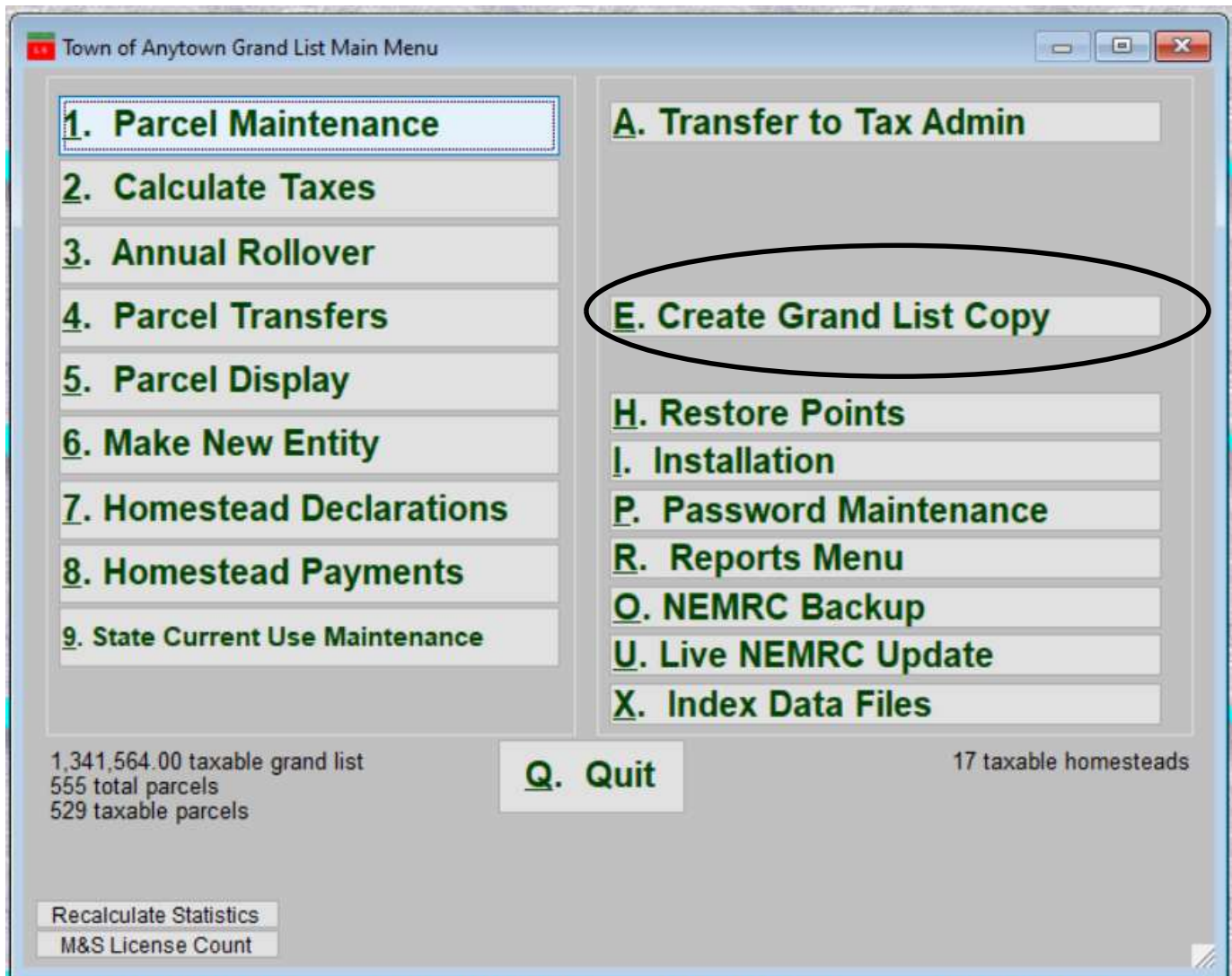
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Creating a copy of your grand list data to mark important times of the year. You may want to create a copy of your grand list on April 1st, before grievance hearings, After grievance hearings, when sending 411 files to the state. This is not a backup of your data. You still need to use 'H Restore Points' and 'O NEMRC Backup' to back up your data.

This feature allows you to do the following:

- Create up to 10 per year
- Label each copy with appropriate description
- Re run all reports on Reports menu for each copy made
- Compare copies against each other to identify changes between the two

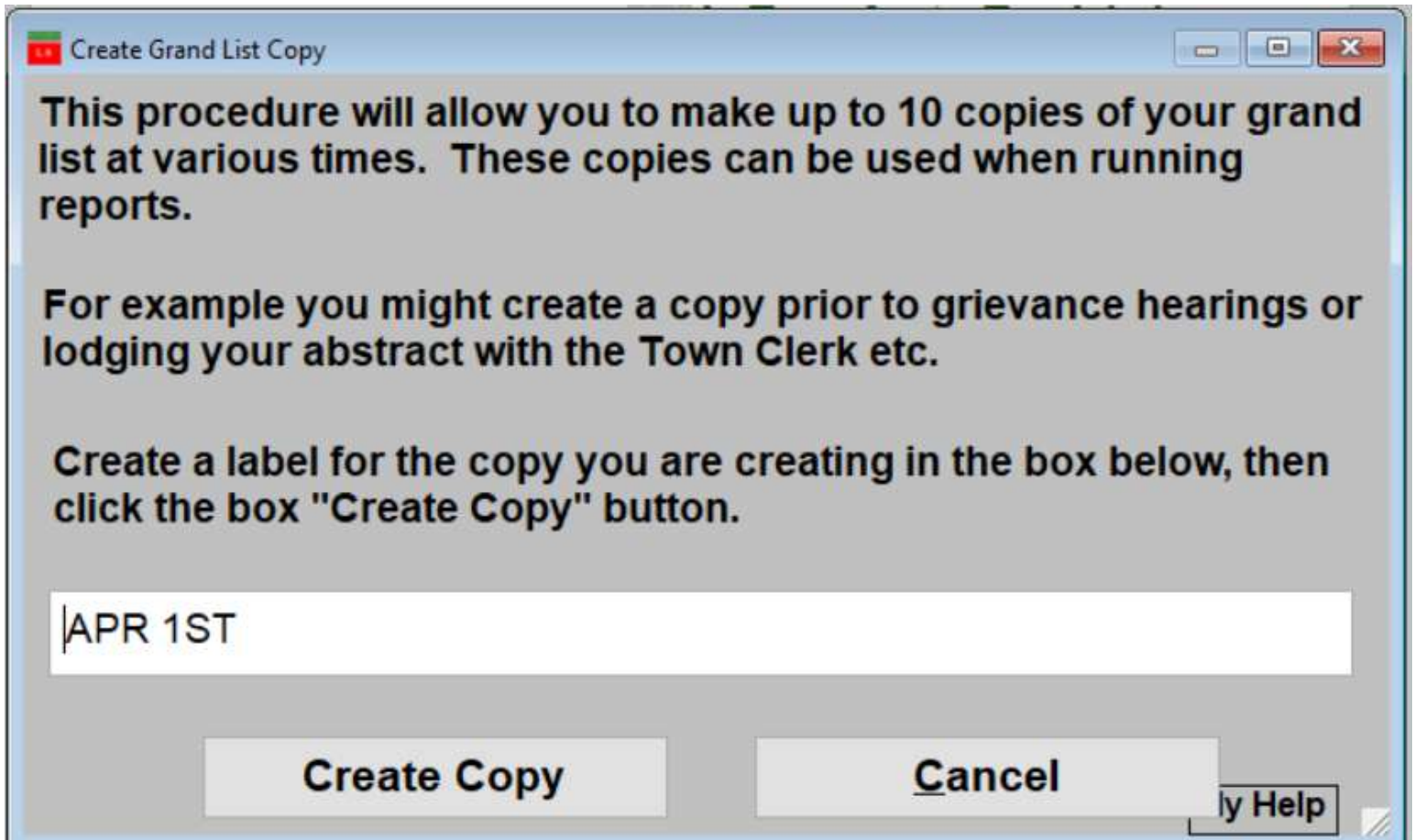
1. On the Main Menu select 'E Create Grand List Copy'



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2. Enter a brief description in the space provided. In this example we labeled it 'APR 1ST' Then click the 'Create Copy' button to continue.



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This procedure will allow you to make up to 10 copies of your grand list at various times. These copies can be used when running reports.

For example you might create a copy prior to grievance hearings or lodging your abstract with the Town Clerk etc.

Create a label for the copy you are creating in the box below, then click the box "Create Copy" button.

Create Copy **Cancel** **Help**

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3. Running reports using your copy you made in the last step. Go to the 'Reports' Menu. Check the box labeled 'Print from' and select the Grand list copy you want to use when you print the report. This will reproduce the report based on the copy of the grand list you selected. In this example we will be reproducing the 'Grand List' report the way it looked on April 1st of this year.

The screenshot shows the 'Grand List Report Options' dialog box with the following settings:

- General** tab selected.
- Real estate**: Real estate, Personal, Both
- Parcel Detail**: Parcel Detail, Summary Only
- Report Detail**: Report Detail, Signature Page Only, Compressed format
- Print (Choose 3)**: Location A, TaxMap, Location B, PropDesc, Location C, 911 Data
- Individual/Range/All parcels**: Individual, Range, All parcels
- Order**: Parcel #, Owner
- Page Break**: Page Break on First Letter of Last Name
- Print from**: Print from (dropdown menu showing 'APR 1ST')
- FoxPro Filter Expression**: [New] [Edit] [Delete] (dropdown menu)
- Property Types**: R: Residential, MH: Mobile Home, S: Seasonal

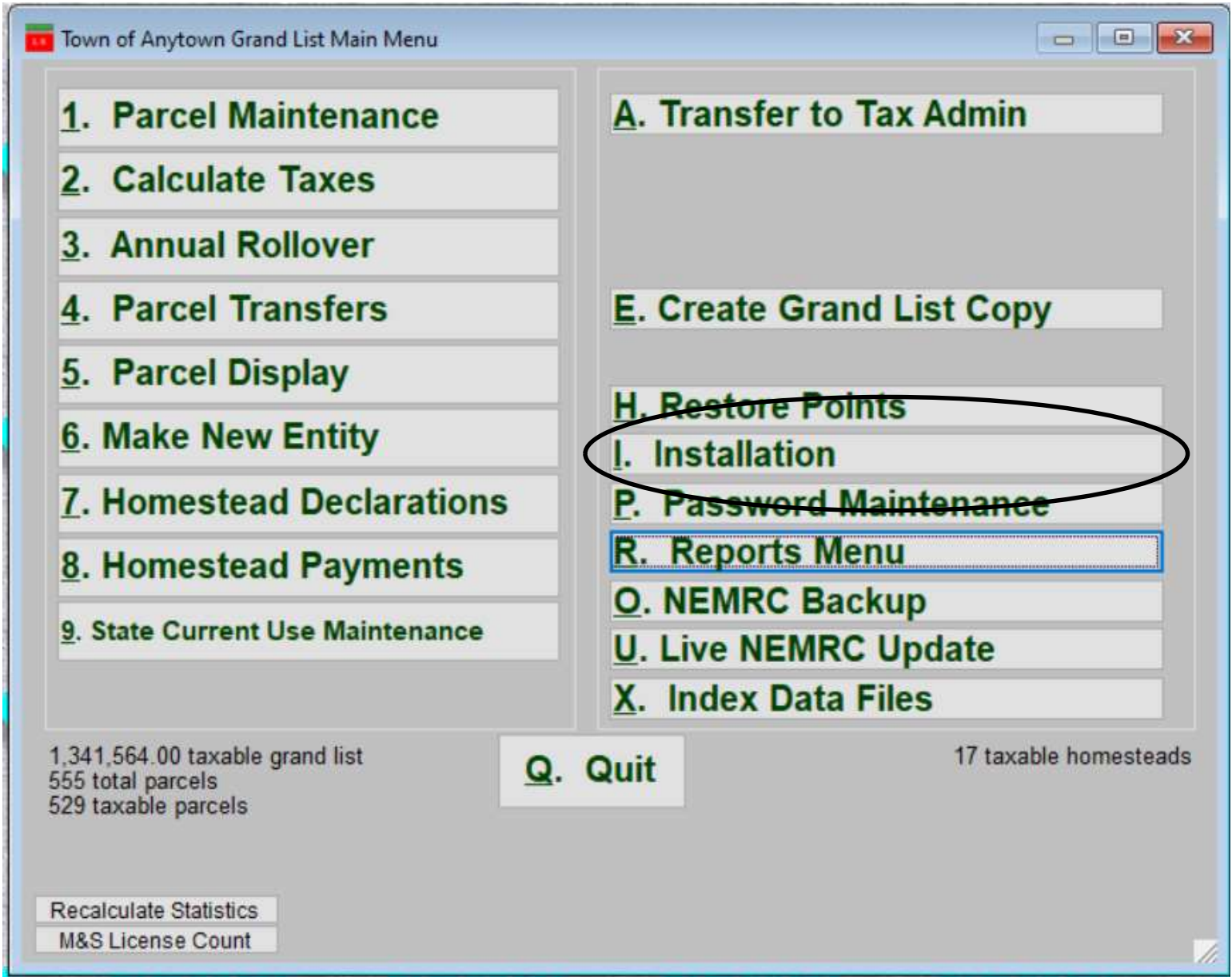
Buttons at the bottom: **Preview**, **Print**, **Print Condensed**, **File**, **Cancel**, **My Help**

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What to do if you created a copy of a grand list by mistake.

A. Go to 'I Installation' on the Main Menu



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- B. Click on the 'Copy Maintenance' Tab and then click the button 'Click to open Copy of Grand List Maintenance' button to see a list of your grand list copies.

