R. Reports Menu: 6. Animal History File Report
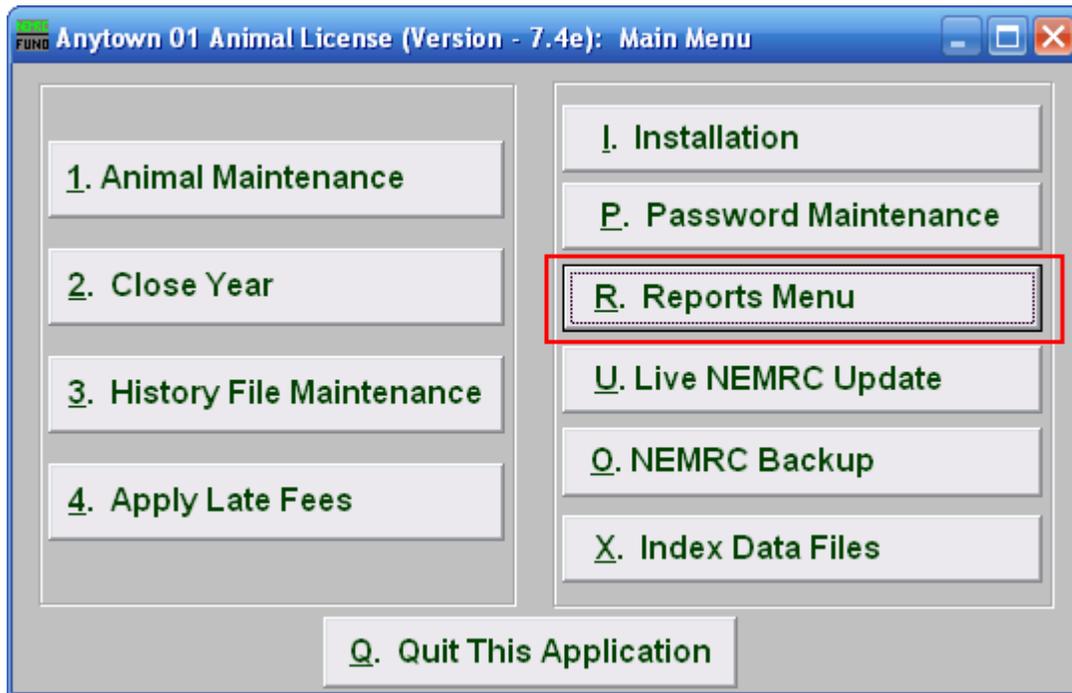
Click on "R. Reports Menu" from the Main Menu and the following window will appear:
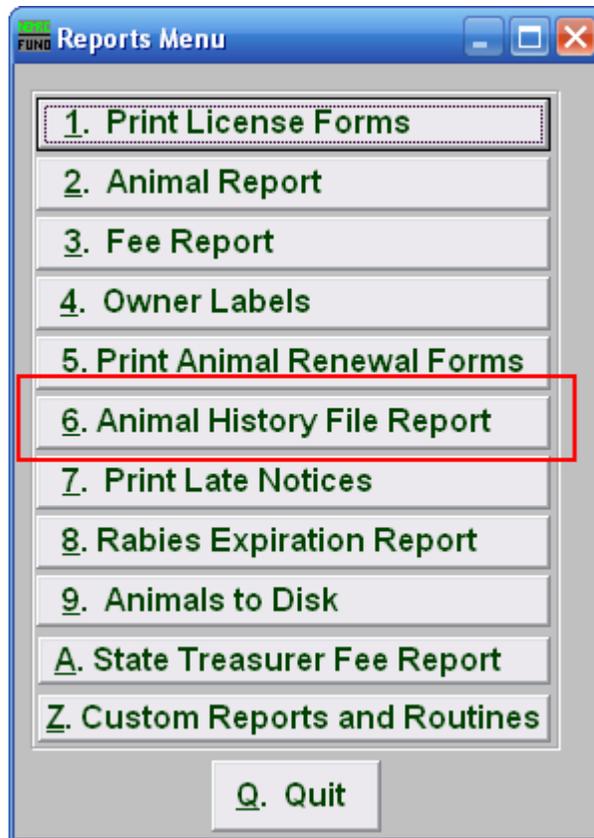
Animal License

Click on "6. Animal History File Report" from the Reports Menu and the following window will appear:

Animal License

Animal History File Report

1. **Detail OR Summary:** Choose whether this report will show all details or be a summary.

2. **Removal Date:** Enter the date range that you wish this report to show Animals removed.

3. **Order by:** Select whether this report will print in order of Owner Name, Tag Number, or Species/Breed.

4. **Page Break on Species?:** Select if this report will start a new page for each species.

5. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

6. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

7. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

8. **Cancel:** Click "Cancel" to cancel and return to the previous screen.