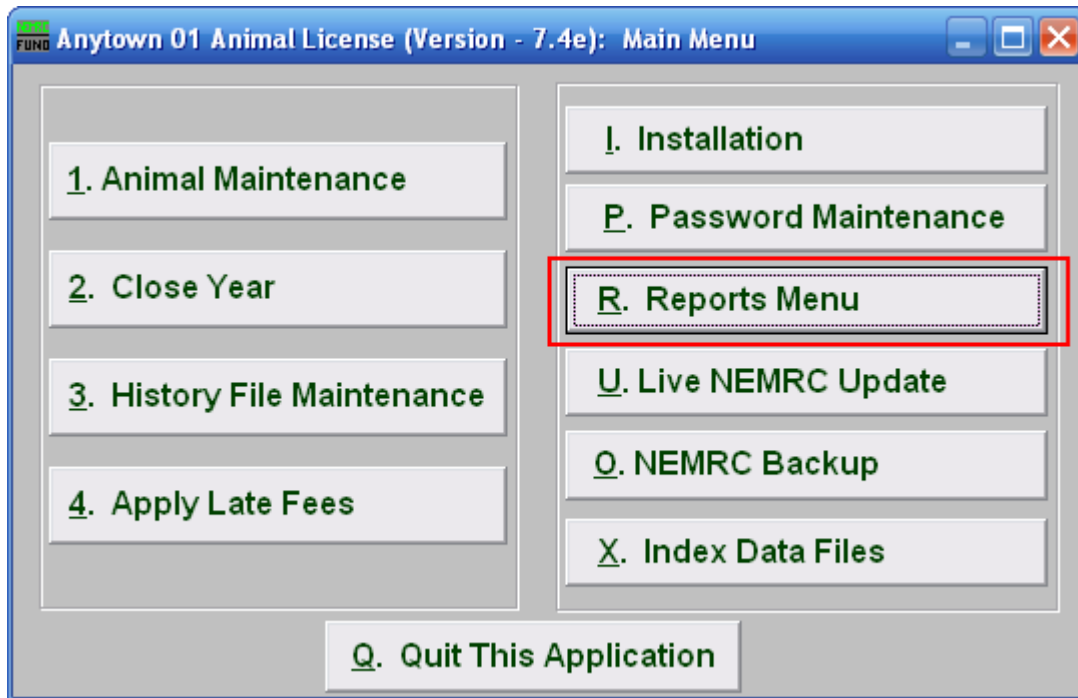


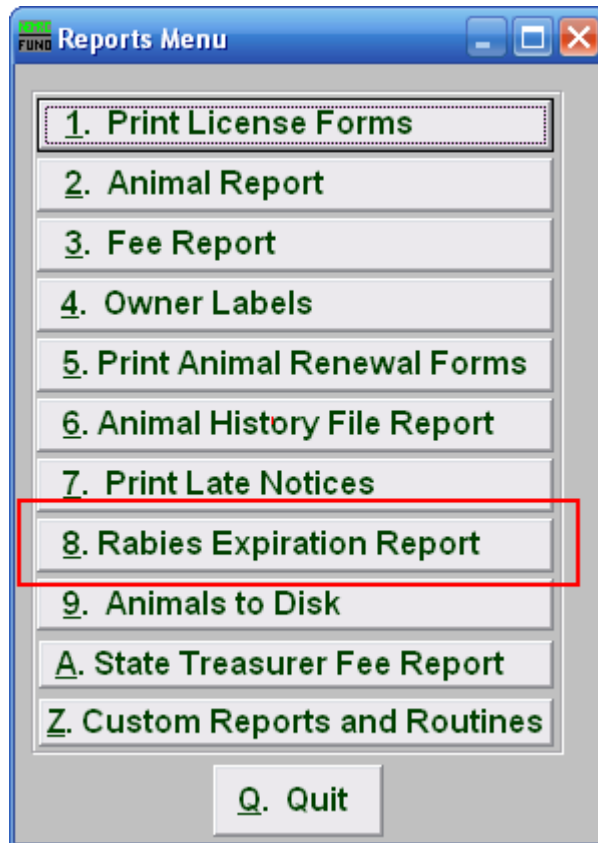
Animal License

R. Reports Menu: 8. Rabies Expiration Report



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

Animal License



Click on “8. Rabies Expiration Report” from the Reports Menu and the following window will appear:

Animal License

Rabies Expiration Report

1 Detail Summary

2 Date Range All Untagged Animals

3 Rabies exp date to

4 Range All

5 **START** Tag Last Year Tag
Name

6 **END** Tag Last Year Tag
Name

7 **Order by:** Name Tag Number Species/Breed Date

8 **Page Break on Species?** Yes No

9 **10** **11** **12**

- 1. Detail OR Summary:** Choose whether this report will show all details or be a summary.
- 2. Based on:** Choose whether this report will be based on expiration Date Range, or if it will be for All Untagged Animals.
- 3. Rabies exp date:** This is only available if you chose “Date Range.” Enter the Rabies expiration date range that you want this report to be for.
- 4. Range OR All:** Choose whether this report will be on a Range of, or All animals.
- 5. Start:** This is only available if you chose “Range.” Enter the tag number, or last year tag number, of the animal you wish to start with, or click “Find” and select from the Lookup table.
- 6. End:** This is only available if you chose “Range.” Enter the tag number, or last year tag number, of the animal you wish to end with, or click “Find” and select from the Lookup table.
- 7. Order by:** Select whether this report will print in order of Owner Name, Tag Number, Species/Breed, or Date.
- 8. Page Break on Species?:** Select if this report will start a new page for each species.

Animal License

- 9. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 10. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 11. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 12. Cancel:** Click “Cancel” to cancel and return to the previous screen.