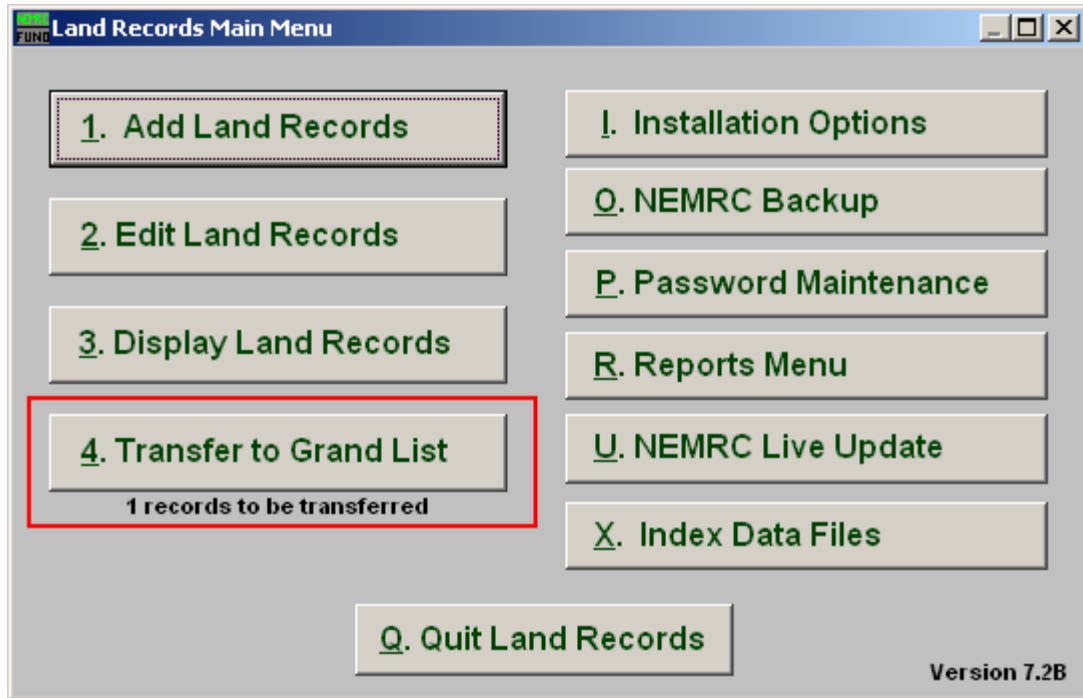


Land Records

4. Transfer to Grand List



Click on “4. Transfer to Grand List” from the Main Menu and the following window will appear:

Transfer to Grand List

1. **Selector:** This displays the details of items to be transferred to the Grand List. The first two columns are used to tag items to be transferred and if the sale was a valid sale. The valid sale is also modifiable when received on the Grand List side. The entire record can also be removed on the Grand List side.
2. **Mismatched Parcels Report:** This report will show Parcel numbers that do not appear in the linked Grand List and therefore can not be transferred.
3. **Flag all for transfer:** Click this button to flag all lines to transfer.
4. **Unflag all for transfer:** Click this button to clear all transfer flags.
5. **Invert transfer selection:** Click this button to change all transfer flags to the opposite of their settings as shown.
6. **Flag all sales as valid:** Click this button to flag all sales as valid.
7. **Flag all sales as invalid:** Click this button to clear all valid sales flags.
8. **Invert valid selection:** Click this button to change all valid sales flags to the opposite of their settings as shown.
9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.