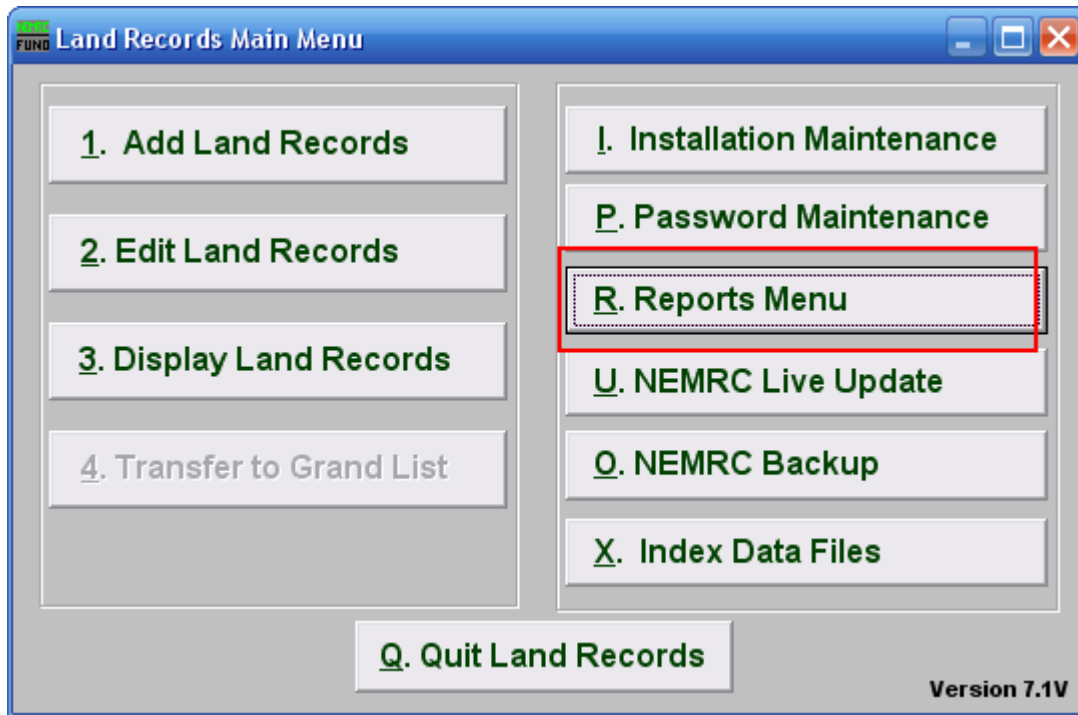


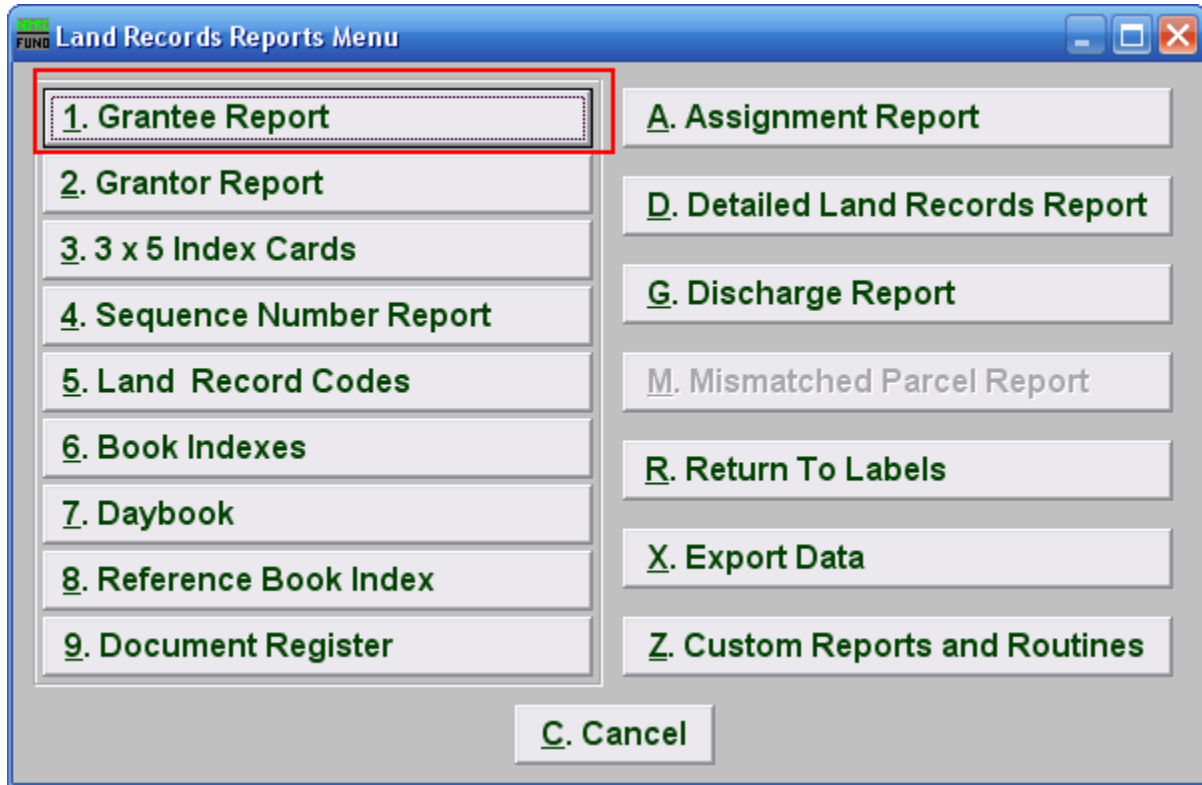
# Land Records

## R. Reports Menu: 1. Grantee Report



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

# Land Records



Click on “1. Grantee Report” from the Reports Menu and the following window will appear:

# Land Records

## Grantee Report

- 1. All OR Printed OR Unprinted:** Select the print status of records you wish to report.
- 2. Land record date range is for date recorded:** Enter the beginning and ending date range for data to report. Leaving these fields empty will result in all available data being selected.
- 3. All OR Range of codes:** Select the choice of reporting on all codes or a specific range of codes.
- 4. Code range:** Enter a specific range of codes to report or leave these fields empty to report on all codes. You may pick your start and ending ranges from a list by using the find button.
- 5. All OR Range of grantees:** Select the choice of reporting on all grantees or a specific range of grantees.
- 6. Grantee range:** Enter the specific range of grantee names to report. You may pick your start and ending ranges from the list by using the find button.
- 7. Double space report:** Click this box to have this report be double-spaced instead of single-spaced. This is for marking up or visual appearance.

## Land Records

- 8. Alpha separators between letters:** Check this box to have the system create a break in the listings between changes in the first letter of the name.
- 9. 3/4" left hand margin:** Check this box to have the system create a three quarter inch left margin for binding of the report.
- 10. File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.
- 11. PreView:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.
- 12. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 13. Cancel:** Click "Cancel" to cancel and return to the Reports Menu.