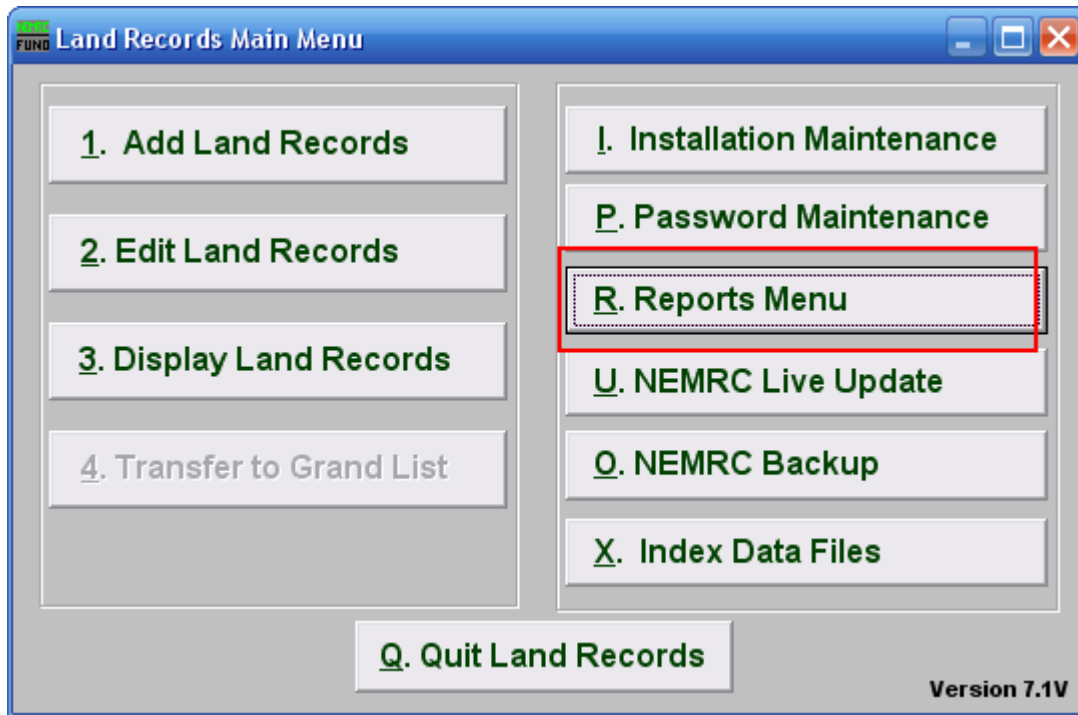


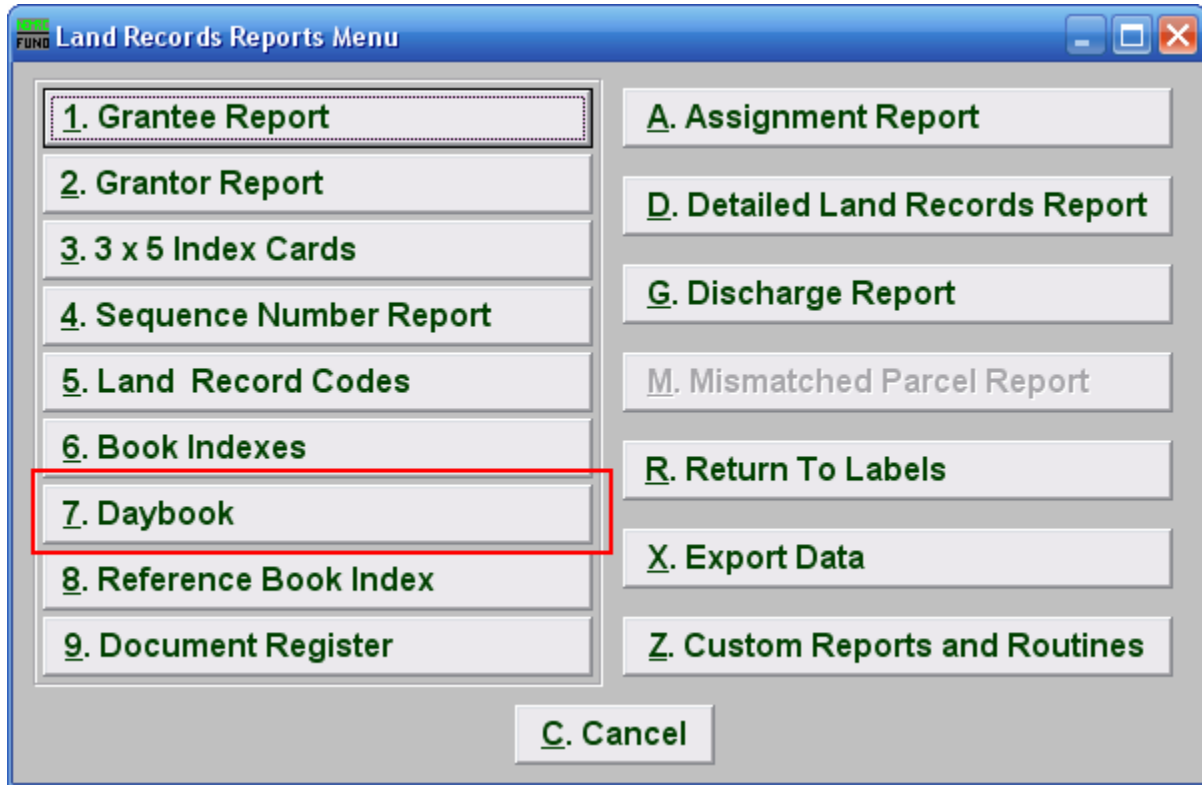
# Land Records

## R. Reports Menu: 7. Daybook



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

# Land Records



Click on “7. Daybook” from the Reports Menu and the following window will appear:

# Land Records

## Daybook

The screenshot shows the 'Daybook' window with the following configuration options:

- 1 Report order:** Radio buttons for Grantor (selected), Grantee, and Sequence number.
- 2**  Double space report
- 3**  3/4" left hand margin
- 4** Radio buttons for All dates and Range of dates (selected).
- Land record date range is for date recorded: (blanks for all). Input fields: // 5 to // 5.
- 6** Radio buttons for All codes and Range of codes (selected).
- Code range: (blanks for all). Input fields: 7 to 7. Find buttons.
- 8** Radio buttons for All sequence numbers and Range of sequence numbers (selected).
- Sequence range: (blanks for all). Input fields: 9 to 9. Find buttons.
- Buttons at the bottom: **10** File, **11** PreView, **12** Print, **13** Cancel.

- 1. Report order:** Select the order to print the cards in: Sequence Number is an assigned entry number order by the system, Grantor/Grantee is based upon the name as entered on those lines, Book and page use the references made on the record.
- 2. 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.
- 3. 3/4" left hand margin:** Check this box to have the system create a three quarter inch left margin for binding of the report.
- 4. All OR Range of dates:** Select to print for all dates or a range of recorded dates.
- 5. 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.
- 6. All OR Range of codes:** Select the choice of reporting on all codes or a specific range of codes.

## Land Records

- 7. 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
- 8. All OR Range of sequence numbers:** Select to print for all system assigned sequence numbers or a specific range of sequence numbers.
- 9. Sequence range:** Enter the range of sequence numbers to report or pick the starting and ending range from a list by using the find button.
- 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 this button to cancel and return to the previous screen.