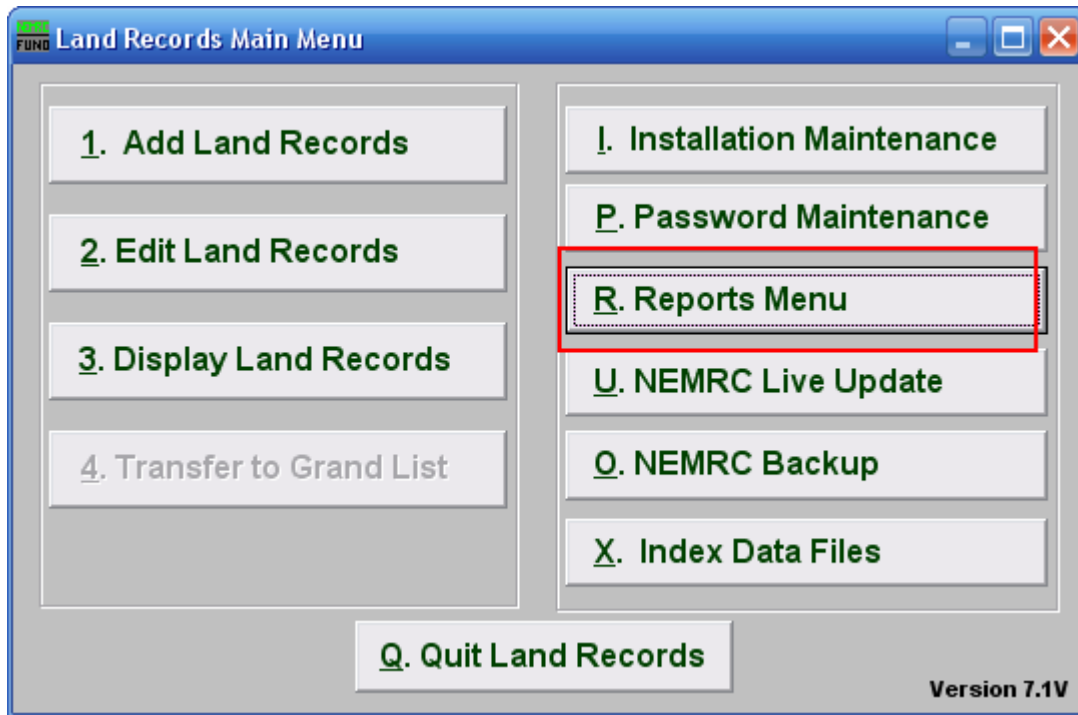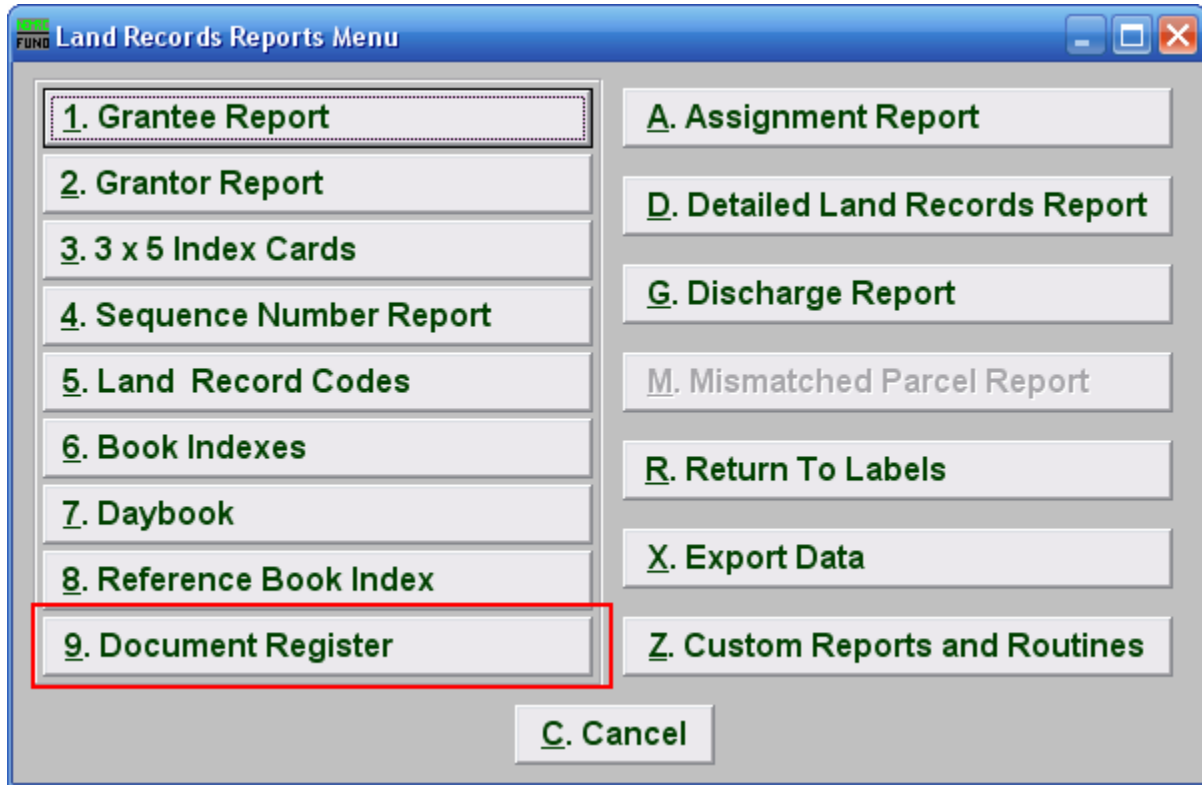# R. Reports Menu: 9. Document Register

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

Land Records

Click on "9. Document Register" from the Reports Menu and the following window will appear:

Land Records

Document Register

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 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.

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 PRINTING 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 previous screen.