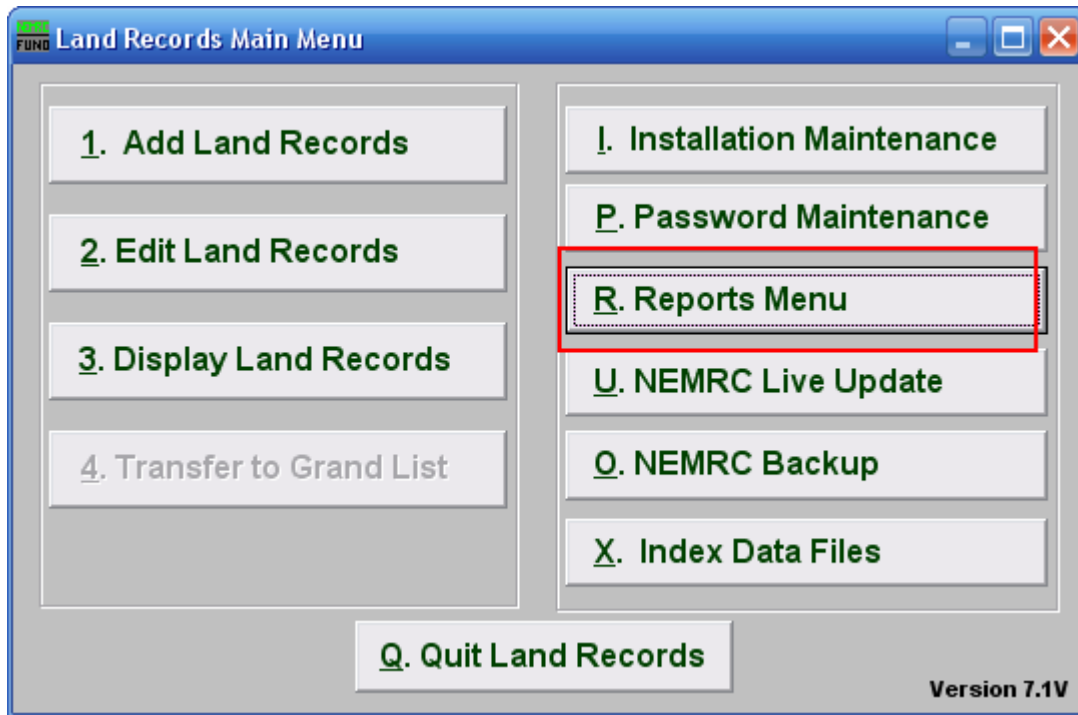


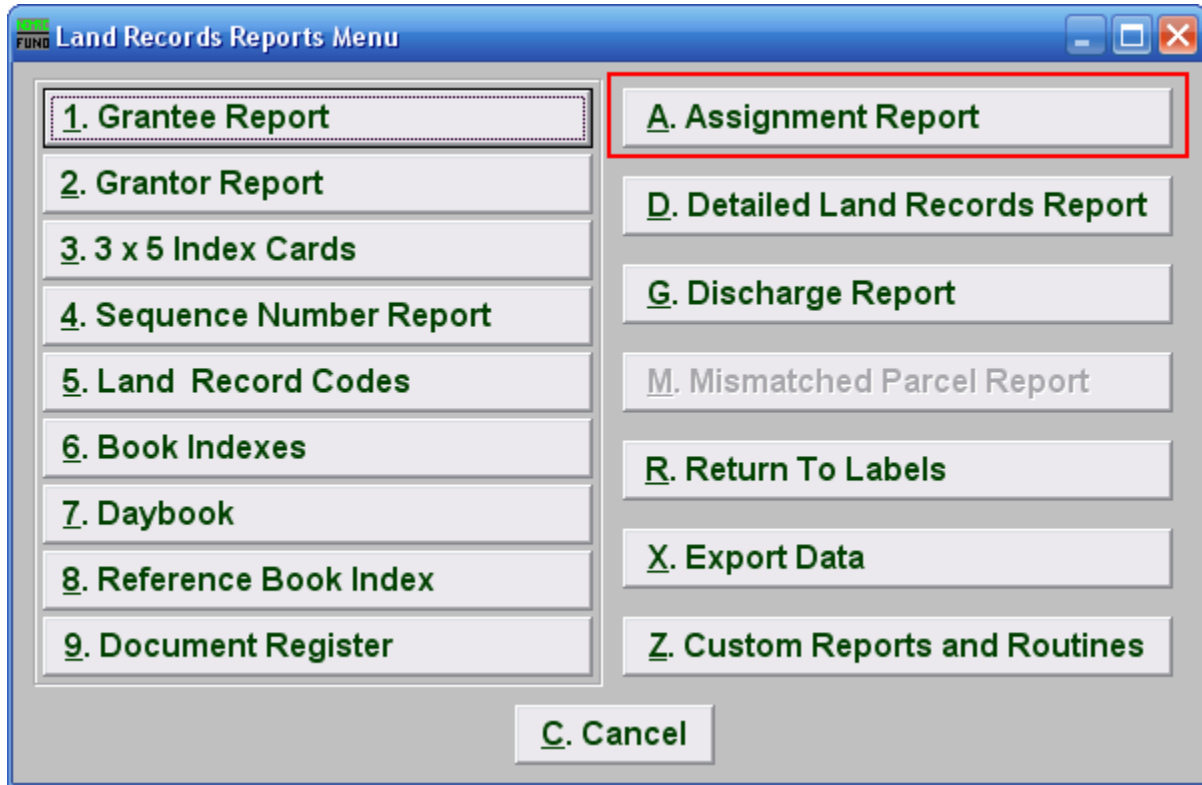
Land Records

R. Reports Menu: A. Assignment Report



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

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

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Assignment Report

The screenshot shows a software window titled "Assignment Report" with a blue title bar. The window contains several sections of controls:

- Reporting order:** A section with two columns of radio button options. The first column is labeled "1 Assigned from fields" and includes "Grantor" (selected), "Grantee", and "Sequence number". The second column is labeled "2 Assigned into fields" and includes "Grantor", "Assignment date", "Grantee", "Assignment chain groups", and "Sequence number".
- Assignment dates:** A section with radio buttons for "3 All assignment dates" and "4 Range of assignment dates". To the right is a date range field with "Assignment date range" and "to" labels, and two input boxes containing "11 4".
- Book selection:** A section with a label "5 Assignments for which book?" and a dropdown menu showing "ALL BOOKS".
- Grantor/Grantee ranges:** A section with radio buttons for "6 All grantors/grantees", "7 Range of grantors", and "8 Range of grantees". To the right are two input boxes with "7" and "Find" buttons, labeled "Grantor range:" and "to".
- Margin:** A section with a checkbox "8 3/4" left hand margin".
- Buttons:** A row of buttons at the bottom: "9 File", "10 PreView", "11 Print", and "12 Cancel".

- 1. Assigned from fields:** Select the primary sort order from the originating documents.
- 2. Assigned into fields:** Select the secondary sort order from the assignment document.
- 3. All OR Range of assignment dates:** Select if you want to report on all assignments or on a specific assignment date range.
- 4. Assignment date range:** Enter a beginning and ending date range to report.
- 5. Assignments for which book?:** Select an item from the drop down list for reporting.
- 6. All OR Range of grantors/grantees:** Select the option to further restrict the report to a range of your primary sort grantor or grantee if desired.
- 7. Grantor range:** Enter the starting and ending grantor/grantee (as selected) or pick from a list by clicking on the find button.
- 8. 3/4" left hand margin:** Check this box to have the system create a three quarter inch left margin for binding of the report.

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