Printing Animal Licenses

This feature is used –

> * Print the actual License form that the animal owner signs when they pay the fee for registering their animal.
>> Licenses can be printed two different ways.
>>> **A**. Individually
>>>
>>> **B**. All together in on batch. (*Most Clerks print their licenses in one batch so animal owner only has to sign the licenses when they come into the office*). Printing in bulk like this the Clerk only has to assign a tag number, write the issue date on the license, and update rabies information if applicable. Then at some point the tag number, issue date and rabies information needs to be recorded in the NEMRC Animal Licensing program.

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1. From the '**Main Menu'** select '**I – installation**' Make sure you have the correct license form number selected.

    Form 18 is the most popular for laser and inkjet printers. The program will print the entire animal license form on plain paper. This means there are never any alignment issues. You may purchase perforated paper if desired.

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2. Printing
    A. Individual Licenses select '**1 – Animal Maintenance**' from the '**Main Menu**'
    B. All Animal Licenses skip to page 2
3. Either select an existing animal or add a new animal that needs a license. Then press the '**Print License**' button at the bottom of the screen seen below.
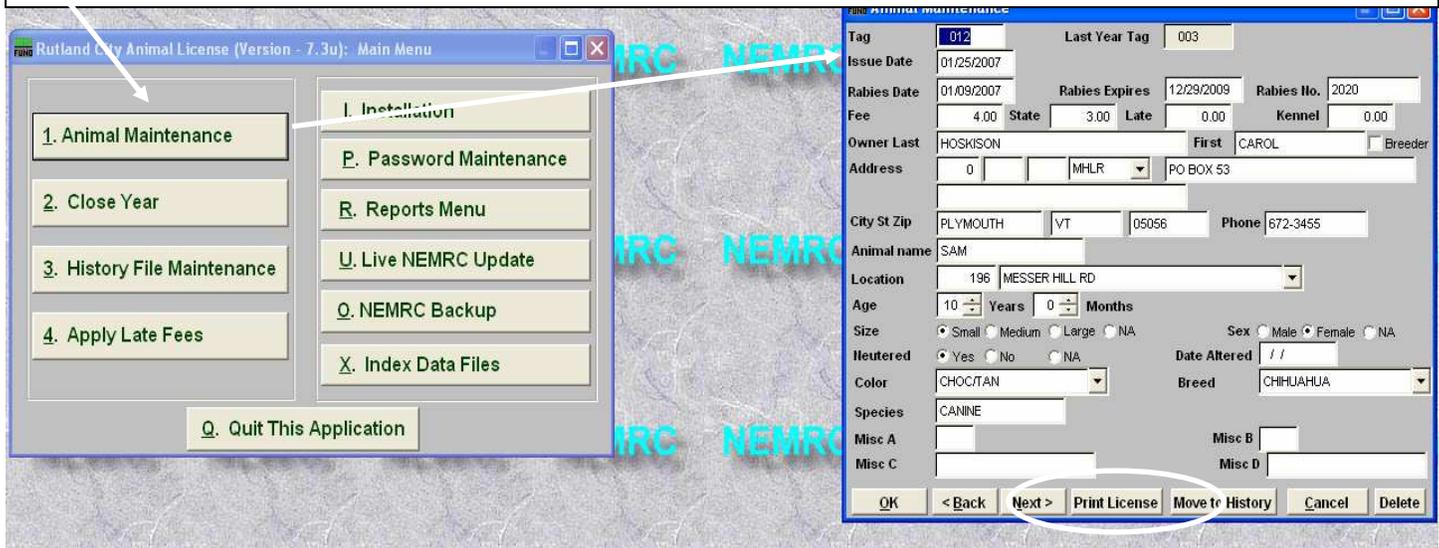
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This routine is usually run after you have 'Closed the Animal Year'

2. Click on '**R – Reports Menu**' then select '**1 – Print License Form**'
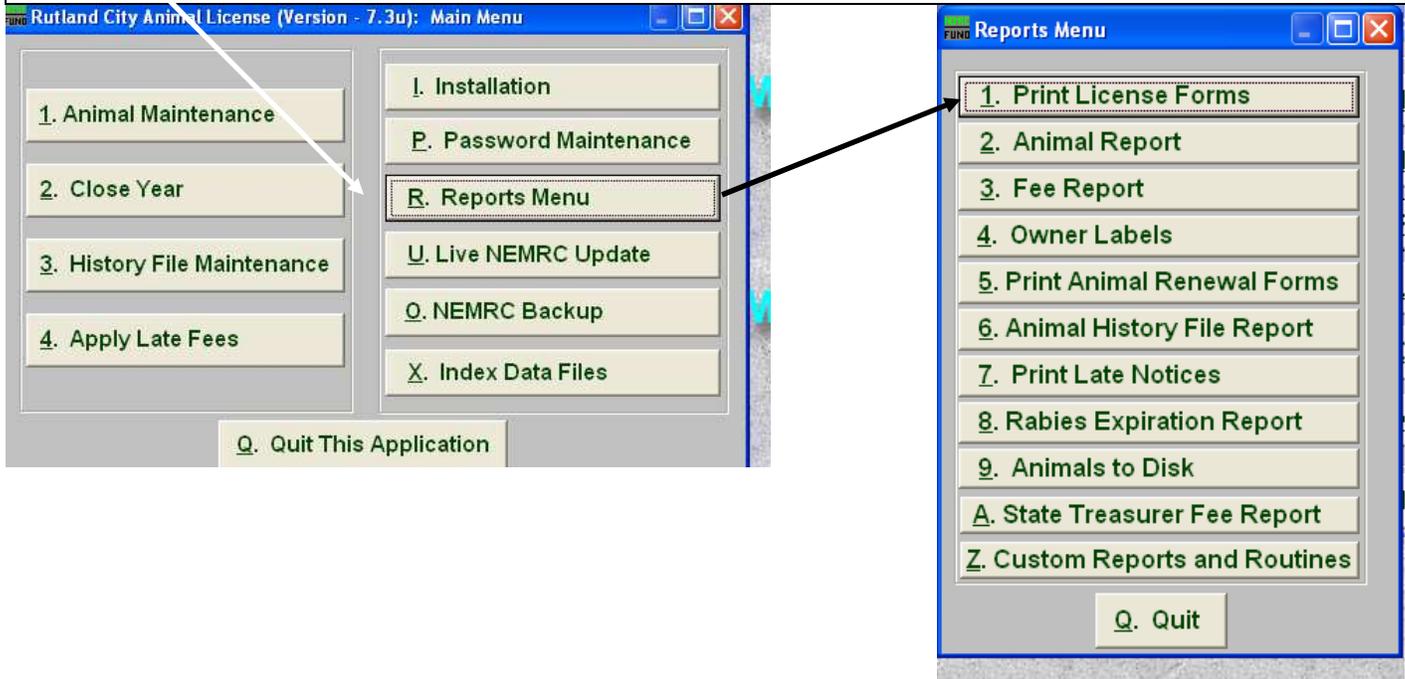
3. Enter the License issue date and expiration date.
   Note the Issue date will not print on the license because you probably will not issue the license the same day you printed the license.
4. Make the appropriate selections on this screen to fit your printing needs. In this example we want to print All of our licenses. Once you have made your selections press '**Print**' to begin printing your license forms.