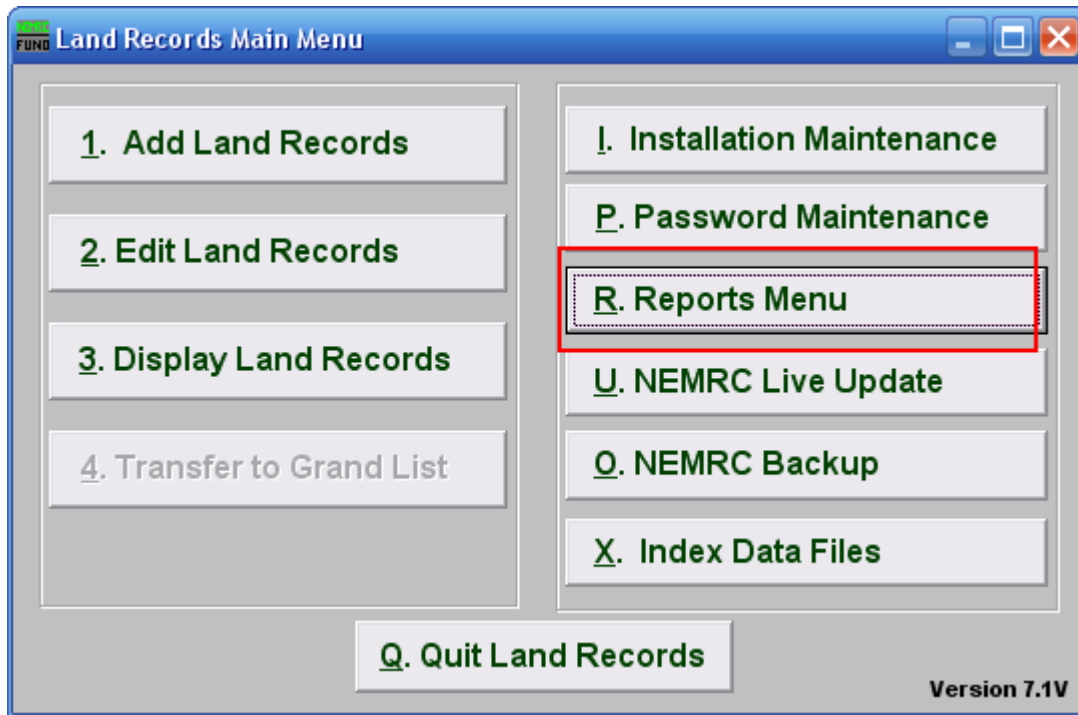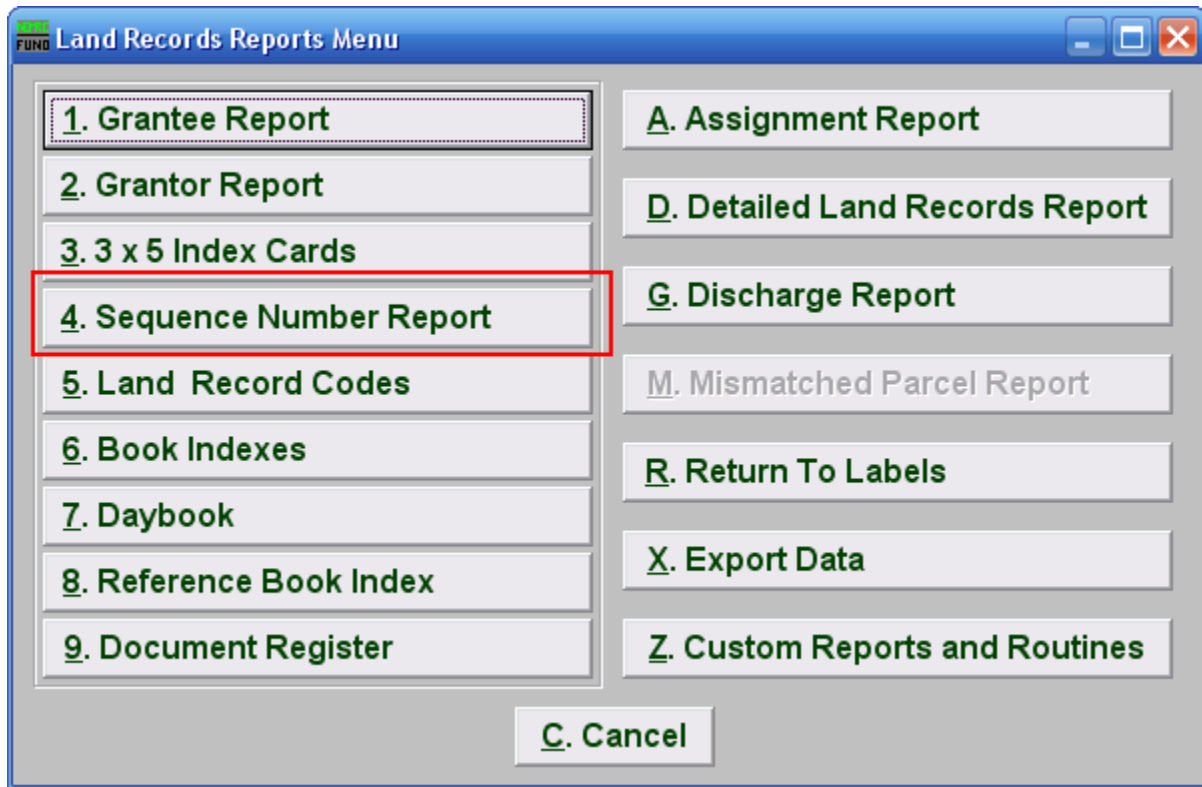# Land Records

R. Reports Menu: 4. Sequence Number Report

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

Land Records

Click on "4. Sequence Number Report" from the Reports Menu and the following window will appear:

Land Records

Sequence Number 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. **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.

6. **3/4" left hand margin:** Check this box to have the system create a three quarter inch left margin for binding of the report.

7. **File:** Click this button to save this report on this computer. Refer to GENERAL FILE for more information.

8. **PreView:** Click this button to preview this report. Refer to GENERAL PREVIEW for more information.

9. **Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.

10. **Cancel:** Click this button to cancel and return to the previous screen.