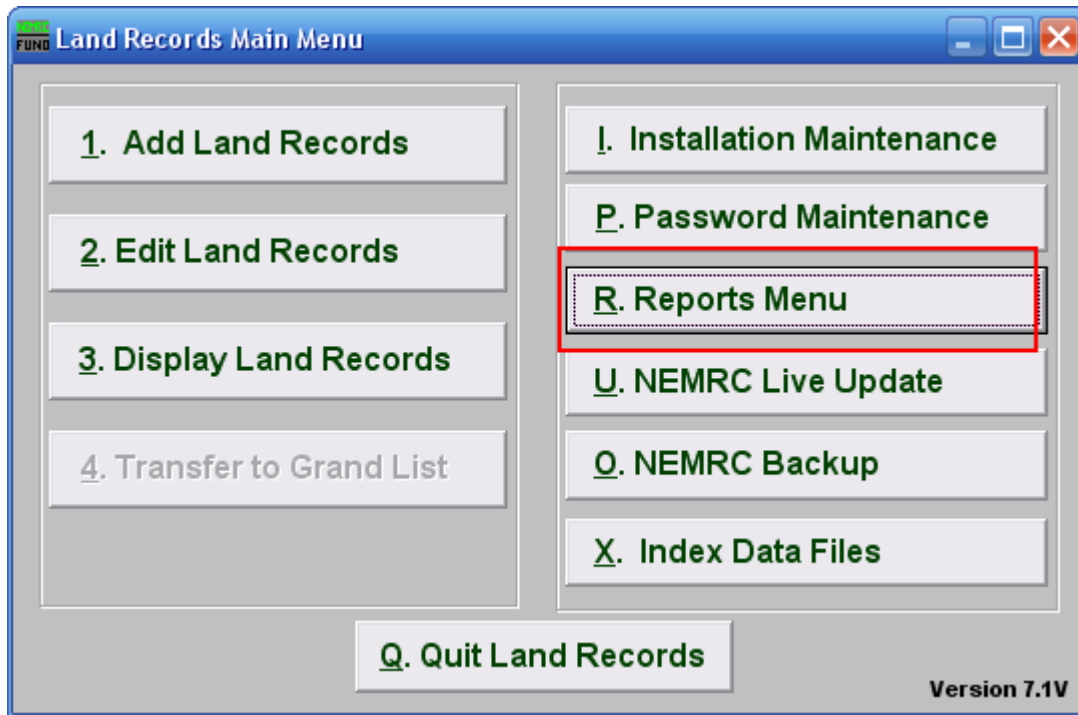


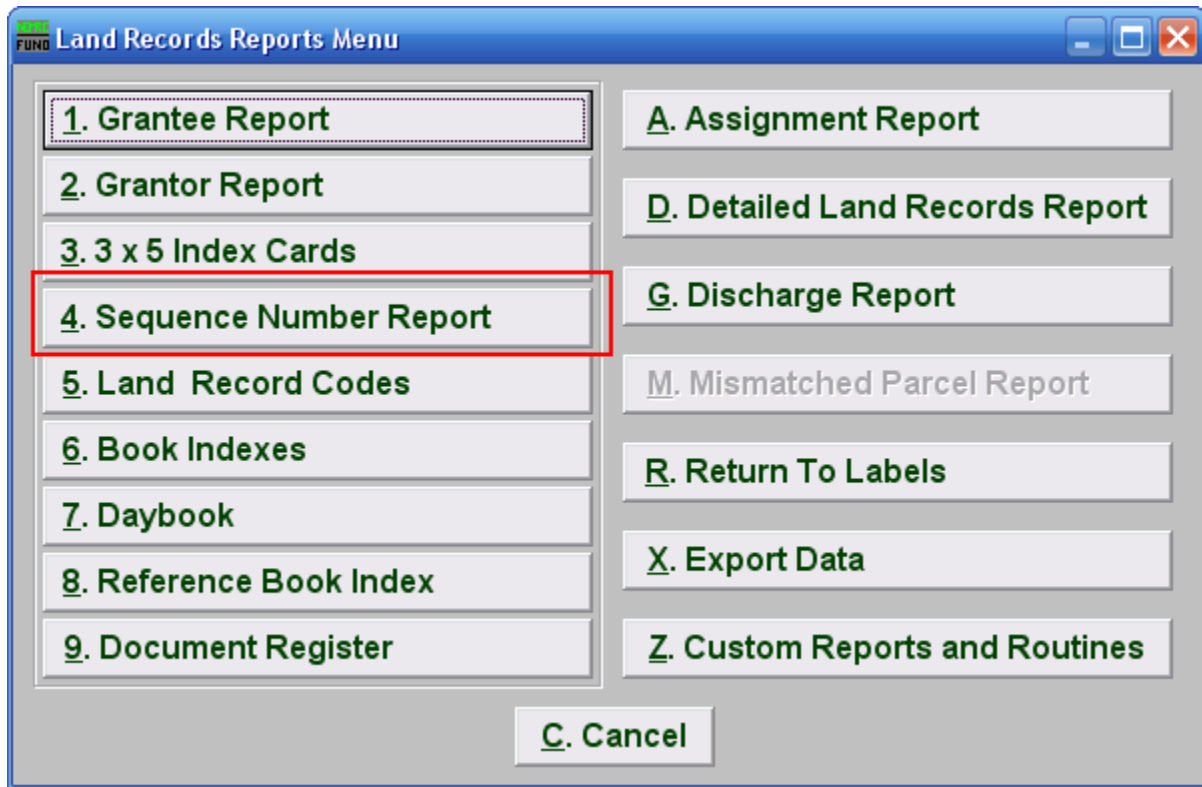
## Land Records

### 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

The screenshot shows a Windows-style dialog box titled "Land records sequence report". It has a standard title bar with minimize, maximize, and close buttons. The dialog is divided into several sections by horizontal lines. The first section has three radio buttons: "All", "Printed", and "Unprinted". The second section is for date ranges, with labels "Land record date range:" and "is for date recorded: (blanks for all)", and two date input fields. The third section has two radio buttons: "All codes" and "Range of codes", followed by a label "Code range: (blanks for all)" and two input fields, each with a "Find" button. The fourth section has two checkboxes: "Double space report" and "3/4" left hand margin". The bottom of the dialog features four buttons: "File", "PreView", "Print", and "Cancel".

- 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.

## Land Records

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