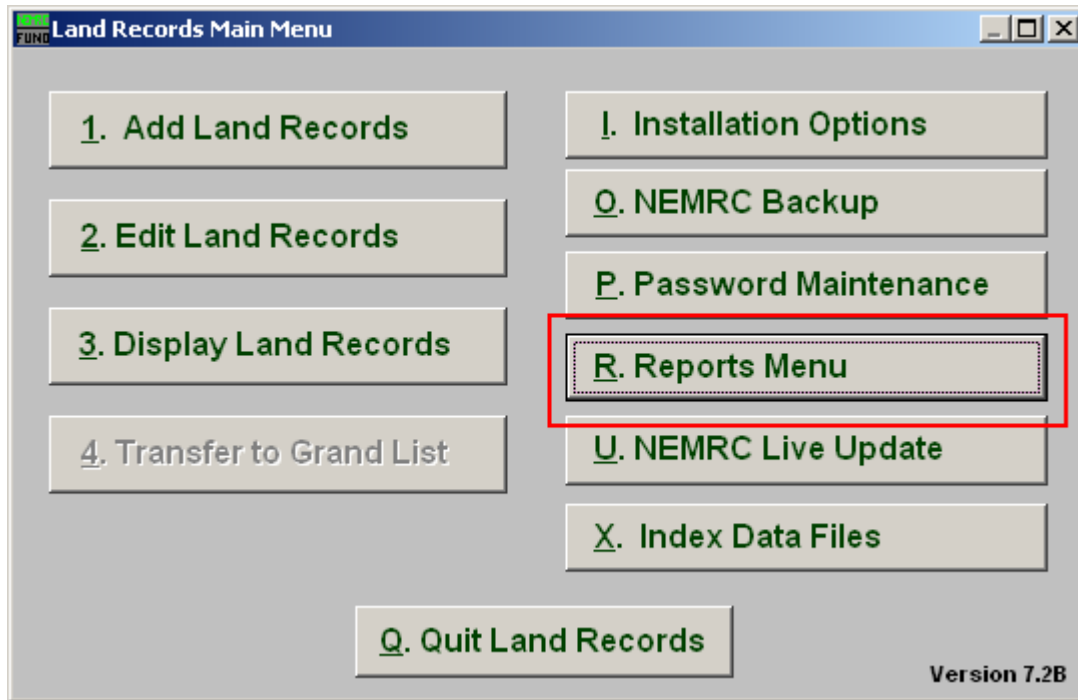


Land Records

R. Reports Menu: X. Export Data

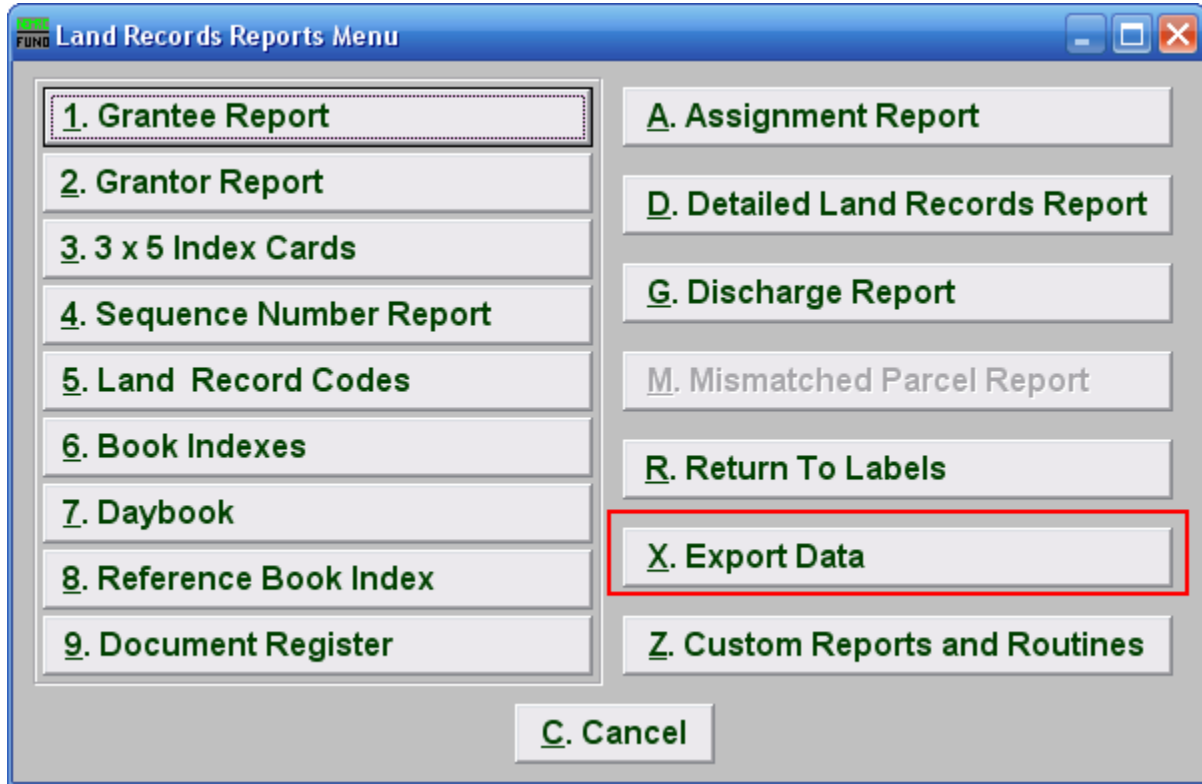
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Land Records



Click on “X. Export Data” from the Reports Menu and the following window will appear:

Land Records

Export Data

The “General” tab

Land Records data export

General

Field selection

Order by 1 ☒ Grantor ☐ Grantee ☐ Sequence number

2 ☐ All sequence numbers ☒ Range of sequence numbers Sequence range: 3 Find to 3 Find

4 ☐ All grantors ☒ Range of grantors Grantor range: 5 Find to 5 Find

6 ☐ All grantees ☒ Range of grantees Grantee range: 7 Find to 7 Find

8 ☐ All recording dates ☒ Range of recording dates Recording date range: / / 9 Find to / / 9 Find

10 ☐ All codes ☒ Range of codes Code range: 11 Find to 11 Find

12 ☐ All books ☒ Book and page selection Book selection: ALL BOOKS Page range: 14 Find to 14 Find

15 Export 16 Cancel

Note: This data export does NOT serve as a backup for your data

1. **Order by:** Select what order you want this report to print in.
2. **All sequence numbers OR Range of sequence numbers:** Select whether this report is for All sequence numbers or a Range of sequence numbers.
3. **Sequence range:** If you chose “Range of sequence numbers,” enter the starting and ending sequence numbers you wish to include.
4. **All grantors OR Range of grantors:** Select whether this report is for All Grantors or a Range of Grantors.
5. **Grantor range:** If you chose “Range of grantor,” enter the starting and ending Grantors you wish to include.

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- 6. All grantees OR Range of grantees:** Select whether this report is for All Grantees or a Range of Grantees.
- 7. Grantee range:** If you chose “Range of grantees,” enter the starting and ending Grantees you wish to include.
- 8. All recording dates Or Range of recording dates:** Select whether this report is for All recording dates or a Range of recording dates.
- 9. Recording date range:** If you chose “Recording date range,” enter the starting and ending dates you wish to include.
- 10. All codes OR Range of codes:** Select whether this report is for All codes or a Range of codes.
- 11. Code range:** If you chose “Range of codes,” enter the starting and ending codes you wish to include.
- 12. All books OR Book and page selection:** Select whether this report is for All books or a Range of books/pages.
- 13. Book selection:** If you chose “Book and page selection” select the “Book” from the drop down arrow.
- 14. Page range:** If you chose “Book and page selection,” enter the starting and ending page numbers you wish to include.
- 15. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 16. Cancel:** Click “Cancel” to cancel and return to the previous screen.

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The “Field Selection” tab

The screenshot shows the 'Land Records data export' dialog box with the 'Field selection' tab selected. The dialog contains a grid of 32 fields, each with a checked checkbox. A red box labeled '1' encompasses the entire grid. To the right of the grid are three buttons: 'Select all' (labeled '2'), 'Clear all' (labeled '3'), and 'Invert selection' (labeled '4'). At the bottom of the dialog are two buttons: 'Export' (labeled '5') and 'Cancel' (labeled '6').

Field	Field	Field	Field
<input checked="" type="checkbox"/> Seqno	<input checked="" type="checkbox"/> Rlopage	<input checked="" type="checkbox"/> Rstate	<input checked="" type="checkbox"/> Misc
<input checked="" type="checkbox"/> Prop	<input checked="" type="checkbox"/> Rhpage	<input checked="" type="checkbox"/> Rzip	<input checked="" type="checkbox"/> Misc1
<input checked="" type="checkbox"/> Sub	<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Rdate	<input checked="" type="checkbox"/> Misc2
<input checked="" type="checkbox"/> Span	<input checked="" type="checkbox"/> Time	<input checked="" type="checkbox"/> Rhow	<input checked="" type="checkbox"/> Misc3
<input checked="" type="checkbox"/> Grantor	<input checked="" type="checkbox"/> Fee	<input checked="" type="checkbox"/> Needtran	<input checked="" type="checkbox"/> Misc4
<input checked="" type="checkbox"/> Grantee	<input checked="" type="checkbox"/> Feedate	<input checked="" type="checkbox"/> Didtran	<input checked="" type="checkbox"/> Misc5
<input checked="" type="checkbox"/> Code	<input checked="" type="checkbox"/> Dissing	<input checked="" type="checkbox"/> Trandate	<input checked="" type="checkbox"/> Misc6
<input checked="" type="checkbox"/> Type	<input checked="" type="checkbox"/> Asfrom	<input checked="" type="checkbox"/> Tprice	<input checked="" type="checkbox"/> Misc7
<input checked="" type="checkbox"/> Location	<input checked="" type="checkbox"/> Asinto	<input checked="" type="checkbox"/> Tdate	<input checked="" type="checkbox"/> Misc8
<input checked="" type="checkbox"/> Loca_b	<input checked="" type="checkbox"/> Assign	<input checked="" type="checkbox"/> Towner	<input checked="" type="checkbox"/> Misc9
<input checked="" type="checkbox"/> Book	<input checked="" type="checkbox"/> Receive	<input checked="" type="checkbox"/> Taddr1	<input checked="" type="checkbox"/> Tag
<input checked="" type="checkbox"/> Lopage	<input checked="" type="checkbox"/> Return2	<input checked="" type="checkbox"/> Taddr2	
<input checked="" type="checkbox"/> Hipage	<input checked="" type="checkbox"/> Radd1	<input checked="" type="checkbox"/> Tcity	
<input checked="" type="checkbox"/> Deed	<input checked="" type="checkbox"/> Radd2	<input checked="" type="checkbox"/> Tstate	
<input checked="" type="checkbox"/> Rbook	<input checked="" type="checkbox"/> Rcity	<input checked="" type="checkbox"/> Tzip	

- 1. Fields to include:** Check off all the fields to include in the export from the conditions provided on the general tab. Buttons **2**, **3** and **4** work in the traditional windows style of selection processing.
- 2. Select all:** Click this button to check all of the fields and include them in this report.
- 3. Clear all:** Click this button to uncheck all of the fields and not include them in this report.
- 4. Invert Selection:** Click this button to reverse the option of all fields. Checked items become uncheck while unchecked items become checked when using this option.
- 5. Export:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 6. Cancel:** Click “Cancel” to cancel and return to the previous screen.