R. Reports Menu: X. Export Data

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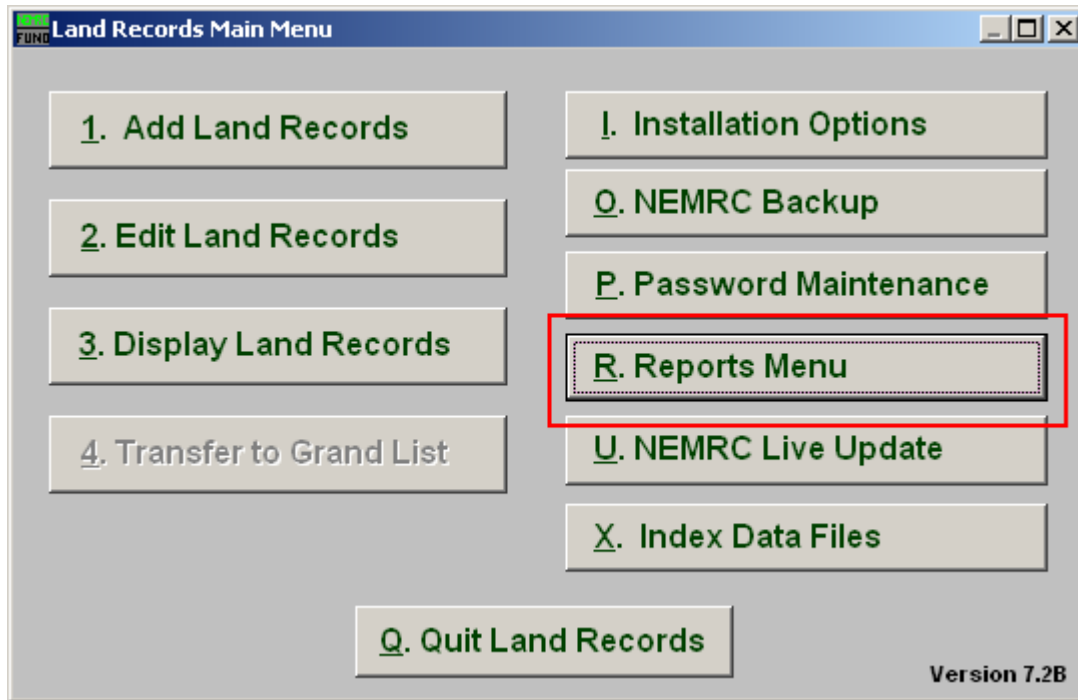
Click on "R. Reports Menu" from the Main Menu and the following window will appear:

Land Records
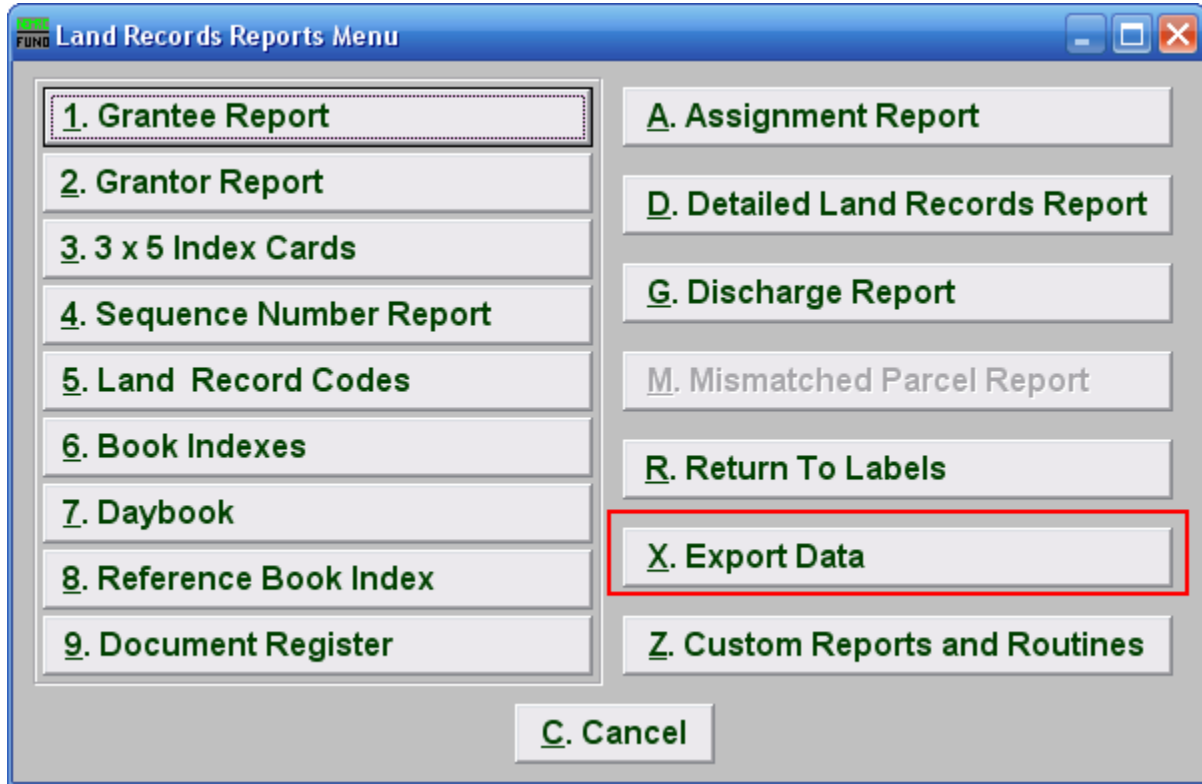
Click on "X. Export Data" from the Reports Menu and the following window will appear:

Export Data

The "General" tab

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.

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.

Land Records

The "Field Selection" tab

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.