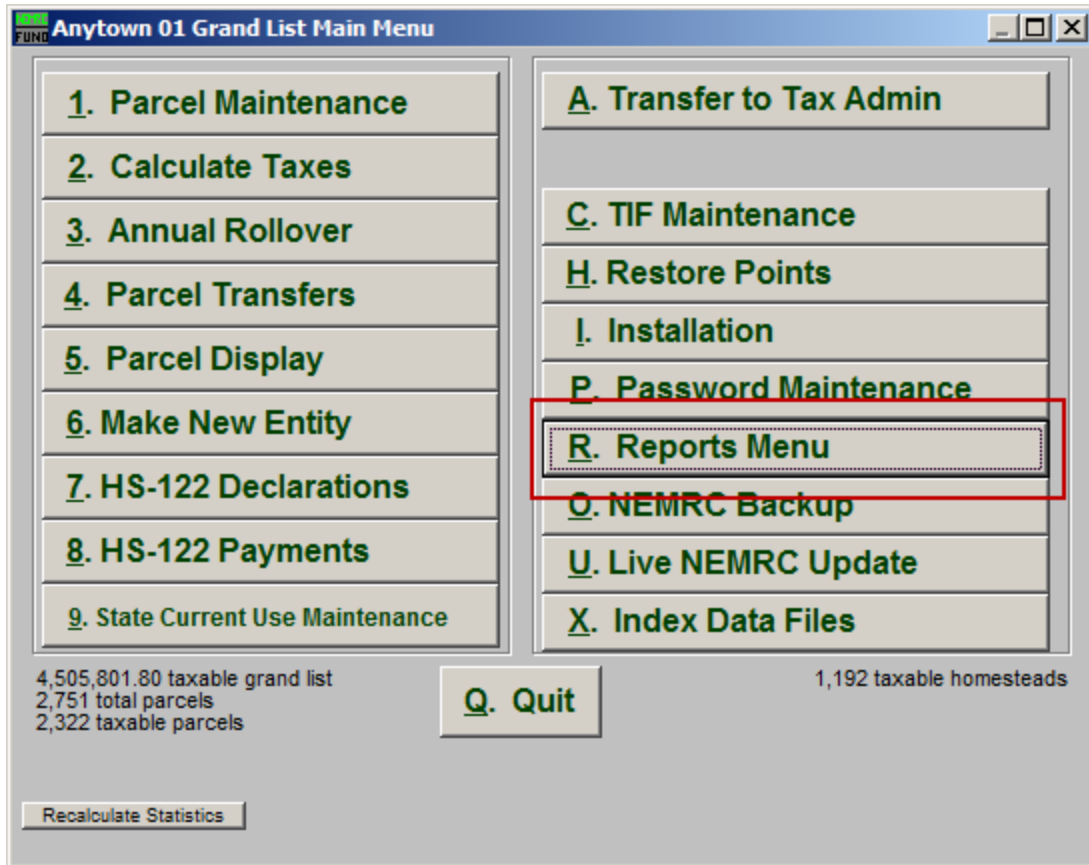


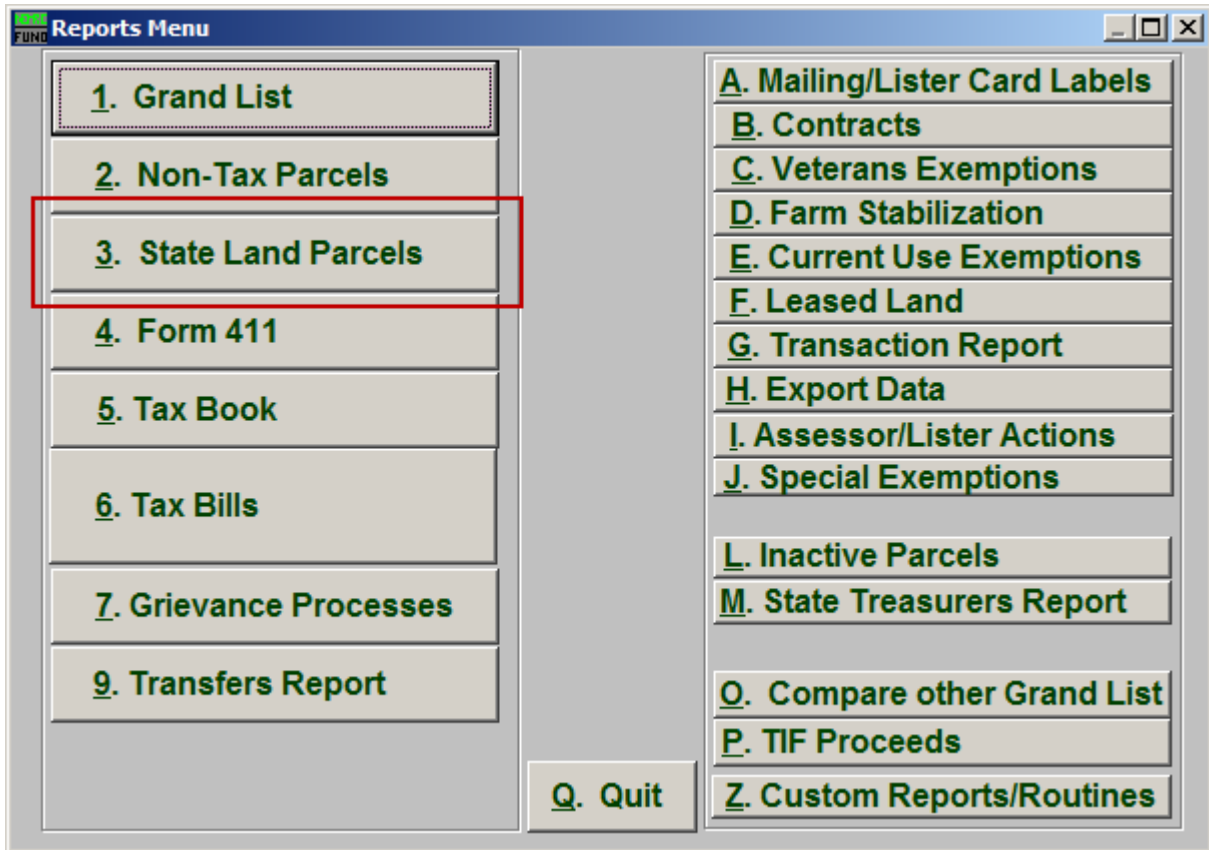
Grand List

R. Reports Menu: 3. State Land Parcels



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

Grand List



Click on “3. State Land Parcels” from the Reports Menu and the following window will appear:

Grand List

State Land Parcels

State Land Parcels Report Options

General

1 ☐ Real estate **2** ☐ Equipment **3** ☒ Parcel Detail **4** ☒ Report Detail **5** **Print (Choose 3)** **6** ☐ Individual
☒ Personal ☐ Inventory ☐ Summary Only ☐ Signature Page Only ☒ Location A ☐ TaxMap ☒ Range
☐ Both ☒ Both ☐ Compressed format ☒ Location B ☒ PropDesc ☐ All parcels
☐ Location C ☒ 911 Data

Order: ☐ Parcel # **7** ☒ Owner Single Tax Rate: **8** ☐ Page Break **9** on First Letter of Last Name District Start **10** End **10**

☐ R: Residential **11** ☐ MH: Mobile Home **12** ☐ V: Vacation **13** Print On FoxPro Filter Expression New Edit Delete **14**

Parcel Selection

15 Start with : - Find Find

16 End with : - Find Find

17 **19** **18** **20** **21**

Preview Print Print Condensed File Cancel

- 1. Real Estate OR Personal OR Both:** Select whether this report will be for Real Estate, Personal, or Both.
- 2. Equipment OR Inventory OR Both:** Select whether this report will be for Equipment, Inventory, or Both.
- 3. Parcel Detail OR No Parcel Detail:** Select whether this report will include Parcel Details or no Parcel Details.
- 4. Report Detail OR Signature Page Only OR Compressed Format:** Select whether this will be a Detailed report, a report of Signature Pages only, or a Compressed report.
- 5. Print (Choose 3):** Select which three details you want to appear on this report.
- 6. Individual OR Range OR All Parcels:** Select whether this report will be for an Individual Parcel, Range of Parcels, or All Parcels.
- 7. Order: Parcel # OR Owner:** Select which order this report will print in.

Grand List

- 8. Single Tax Rate:** Select a single tax rate from the drop down menu. Only Parcels with this tax rate will appear on the report. This option is available only when a variable tax rate has been set up in “I. Installation Maintenance.”
- 9. Page Break on First Letter of Last Name:** Check this box to start a new page for the First letter of each Last Name.
- 10. District Select:** Select the District range to include in this report.
- 11. R: Residential:** Check this box to restrict the report to all R1 and R2 type listings.
- 12. MH: Mobile Home:** Check this box to restrict the report to all MHU and MHL type listings.
- 13. V: Vacation:** Check this box to restrict the report to all V1 and V2 type listings.
- 14. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates Parcel information to determine if the Parcel should be included. Contact NEMRC support to learn more about this option.
- 15. Start with:** This will appear if you chose “Individual” or “Range” in item **6**. Choose the Parcel you wish to start with.
- 16. End with:** This will appear if you chose “Range” in item **6**. Choose the Parcel you wish to end with.
- 17. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 18. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 19. Print Condensed:** Click this button to print the report. This is different from the “Print” option in that it will use less paper for the same report.
- 20. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 21. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.