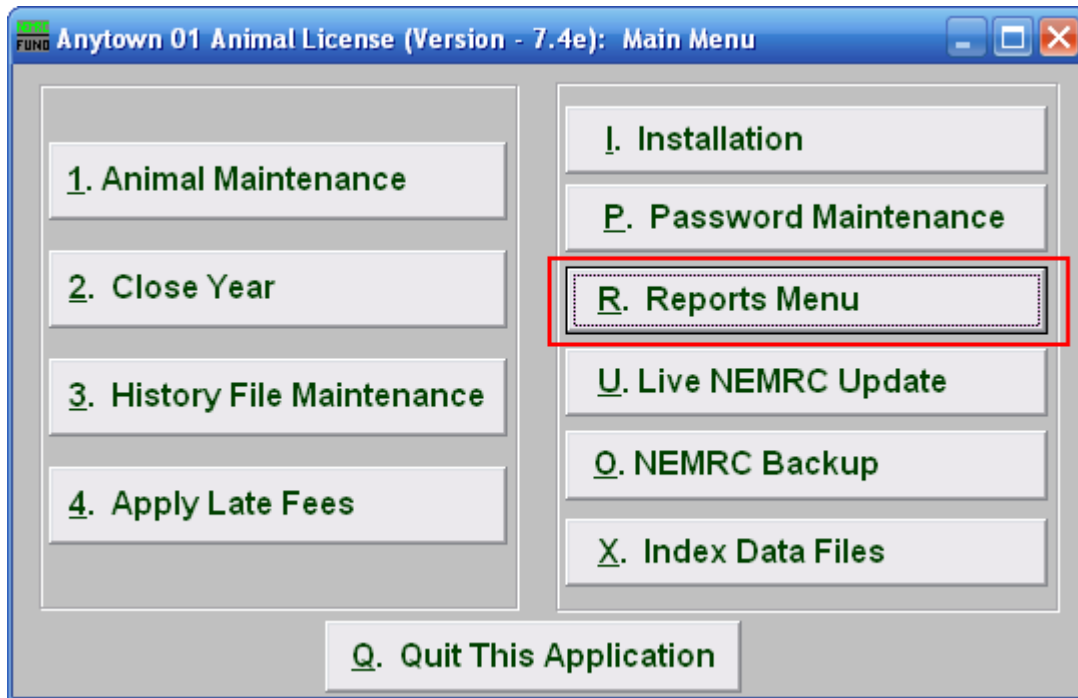


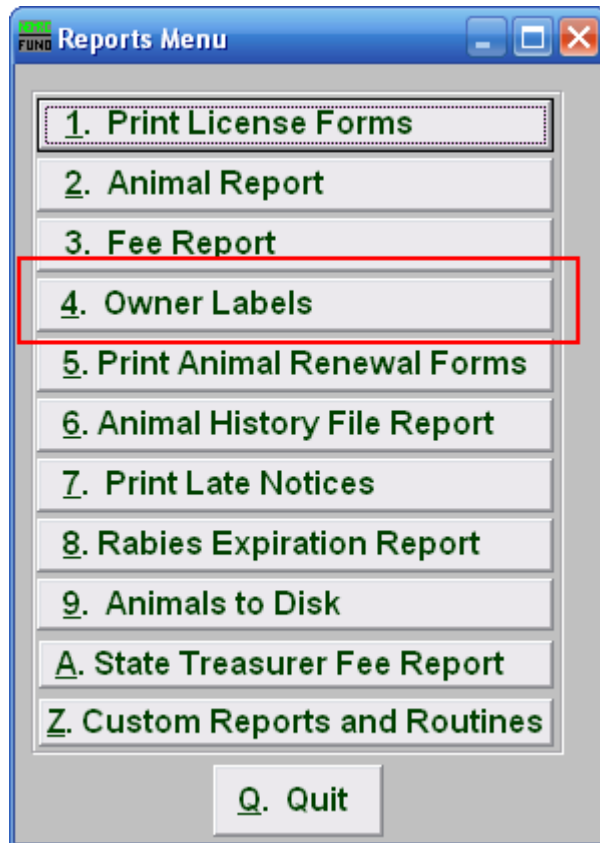
Animal License

R. Reports Menu: 4. Owner Labels



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

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Click on “4. Owner Labels” from the Reports Menu and the following window will appear:

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Owner Labels

The screenshot shows the 'Owner Labels' dialog box with the following elements and callouts:

- 1** Select By: Radio buttons for Name, Tag Number, and Last Year Tag.
- 2** Range, All Animals, All untagged animals, All Unique Owners (radio buttons).
- 3** START Name (text field) Find (button).
- 4** END Name (text field) Find (button).
- 5** FoxPro Filter Expression (text field) New Edit Delete (buttons).
- 6** Style (dropdown menu).
- 7** Type: Alignment, Standard, Standard first name first, Custom (radio buttons).
- 8** Copies (spin box).
- 9** Include Tag Number (checkbox) Above name, Below address (radio buttons).
- 10** Custom Label Definition (text area) Fox Expr? (checkbox).
- 11** Preview (button).
- 12** Print (button).
- 13** Cancel (button).

- 1. Select By:** Click to choose what the animals are listed by.
- 2. Range OR All Animals OR All untagged animals OR All unique Owners:** Click to choose a method of selecting animals to print labels for.
- 3. Start:** This is only available if you chose “Range.” Enter the tag number, or last year tag number, or Name, (depending on your choice in item **2**) of the animal you wish to start with, or click “Find” and select from the Lookup table.
- 4. End:** This is only available if you chose “Range.” Enter the tag number, or last year tag number, or Name, (depending on your choice in item **2**) of the animal you wish to end with, or click “Find” and select from the Lookup table.
- 5. FoxPro Filter Expression:** An optional conditional reporting expression developed with NEMRC support. This evaluates animal information to determine if the animal should be included. Contact NEMRC support to learn more about this option.
- 6. Style:** Click on the drop down arrow and choose the style of label that you want.

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- 7. Type:** Select what type of label you want.
- 8. Copies:** Determine how many of each label you would like generated. This can be used for a mailing label, return address label and notice label in a three piece mailing.
- 9. Include Tag Number:** Click here to include each animal's tag number in this report. You may choose to have it appear Above the name, or Below the address.
- 10. Custom Label Definition:** Call NEMRC for details on how to achieve what you are looking for on the labels.
- 11. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 12. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 13. Cancel:** Click "Cancel" to cancel and return to the previous screen.