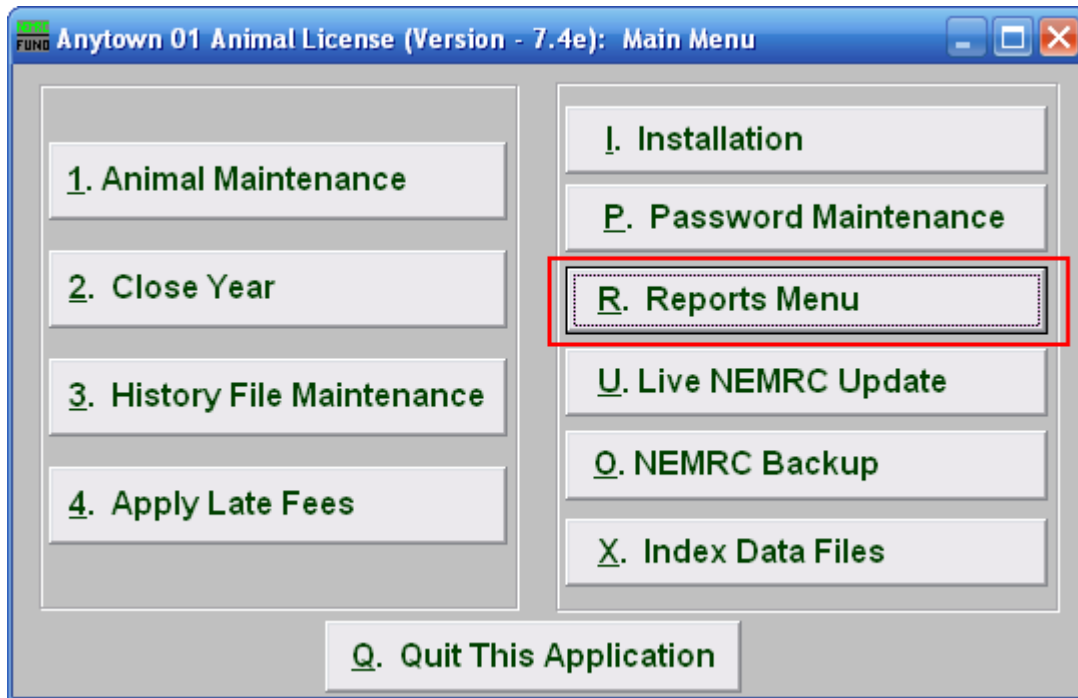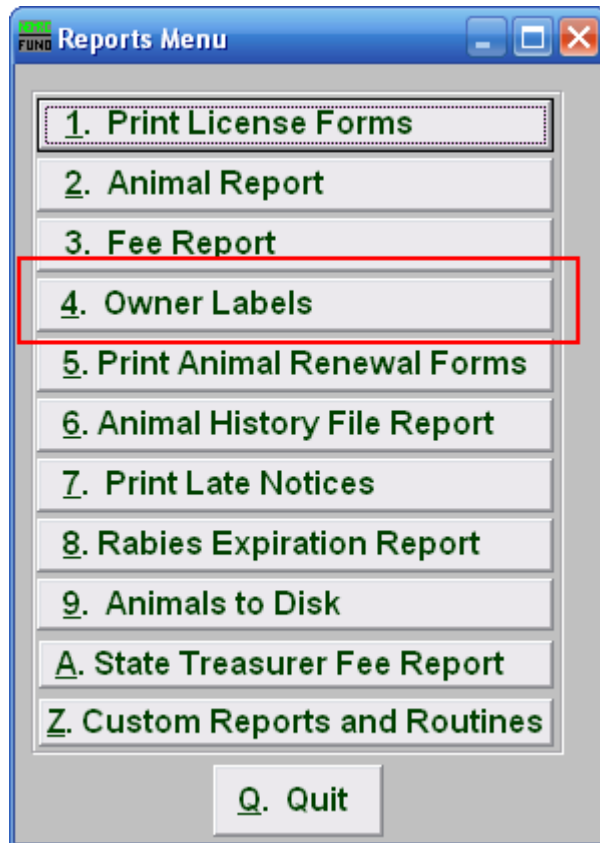# Animal License

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:

Animal License

Owner Labels

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.