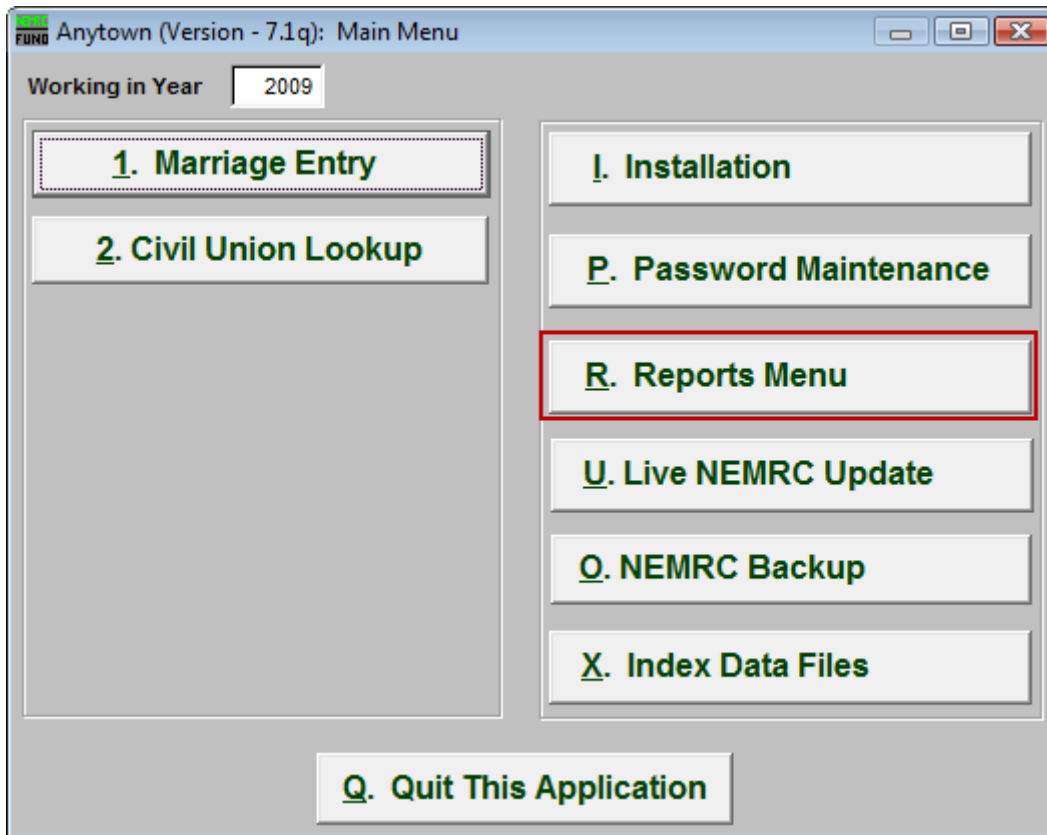


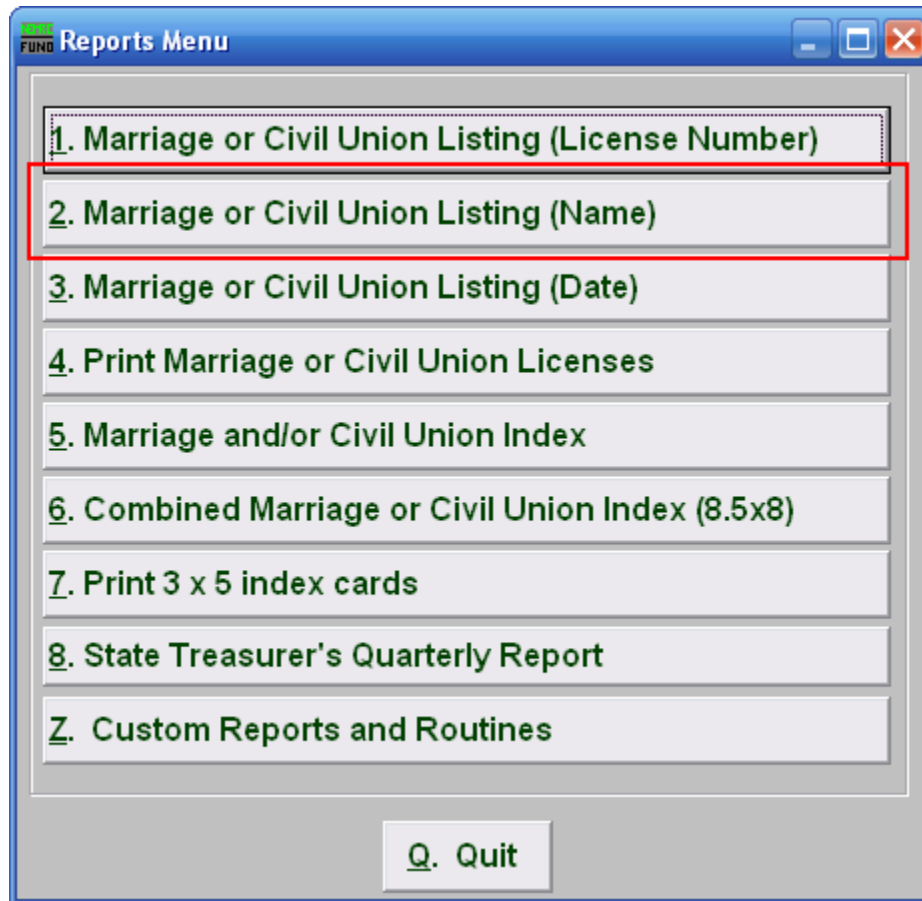
## Marriage Administration

### R. Reports Menu: 2. Marriage or Civil Union Listing (Name)



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

# Marriage Administration



Click on “2. Marriage or Civil Union Listing (Name)” from the Reports Menu and the following window will appear:

# Marriage Administration

## Marriage or Civil Union Listing (Name)

The screenshot shows a software window titled "Listing Report" with a blue header bar. The window contains several sections for filtering and generating a report. Red numbers 1 through 9 are placed next to specific UI elements to indicate where to click or enter data. The sections are: Type (with radio buttons for Civil Unions and Marriages), Order (with radio buttons for Groom and Bride), Date Range (with two date input fields), Name Range (with two text input fields and Find buttons), and Data (with radio buttons for Summary and Detail). At the bottom are four buttons: Preview, Print, File, and Cancel.

Section	Field/Option	Numbered Callout
Type	Civil Unions	1
	Marriages	
Order	Groom (Party A Order)	2
	Bride (Party B Order)	
Date Range (Blank for All)	Start Date (//)	3
	End Date (//)	
Name Range (Blank for All)	Start Name	4
	to	
	End Name	4
	Find button	
Data	Summary	5
	Detail	
Buttons	Preview	6
	Print	7
	File	8
	Cancel	9

1. **Civil Unions OR Marriages:** Click on the circle next to the Type you want the report to be on.
2. **Order:** Click on the circle next to the order you want the report to print in.
3. **Date Range (Blank for All):** Enter the date you wish to start with and the date you wish to end with. Leave blank for all.
4. **Name Range (Blank for All):** Enter the Name you wish to start with, and end with, OR you may click “Find” and select from there. Leave blank for all.
5. **Data:** Click on the circle next to Summary OR Detail, depending on how much information you want on the report.
6. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
7. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
8. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.