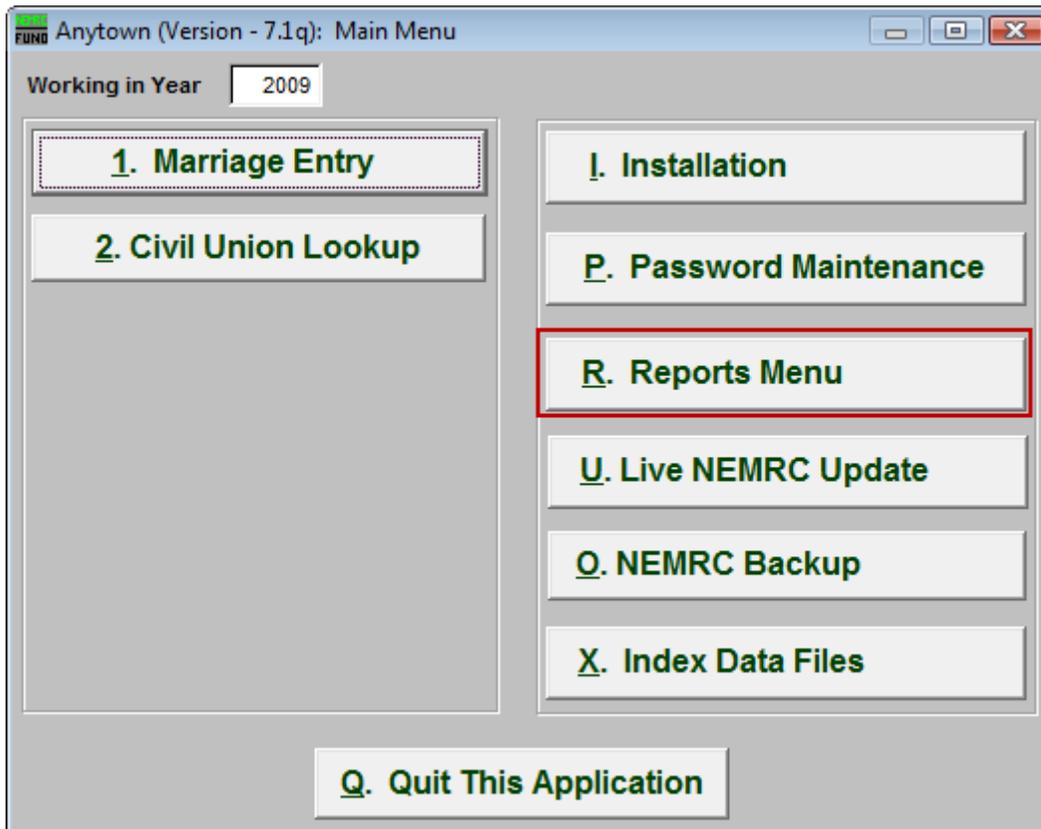


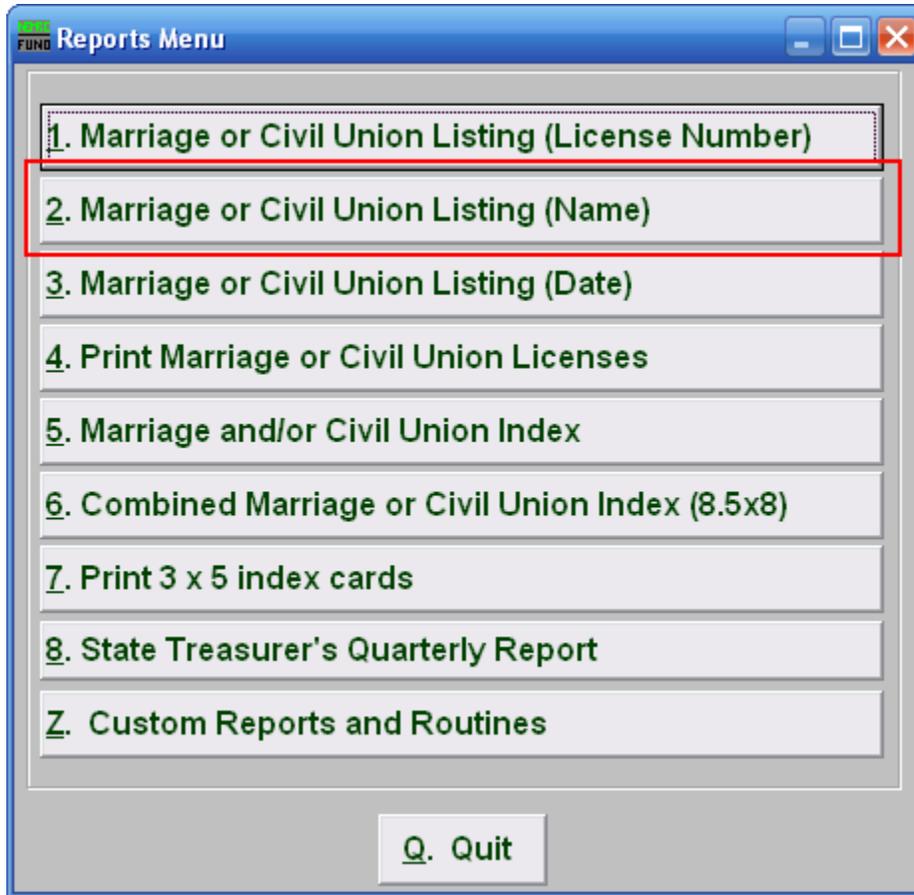
Marriage Administration

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)

Listing Report

Type 1 Civil Unions
 Marriages

Order 2 Groom (Party A Order)
 Bride (Party B Order)

Date Range (Blank for All) 3 // to //

Name Range (Blank for All) 4 **Find**
to
4 **Find**

Data 5 Summary
 Detail

6 **Preview** 7 **Print** 8 **File** 9 **Cancel**

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.