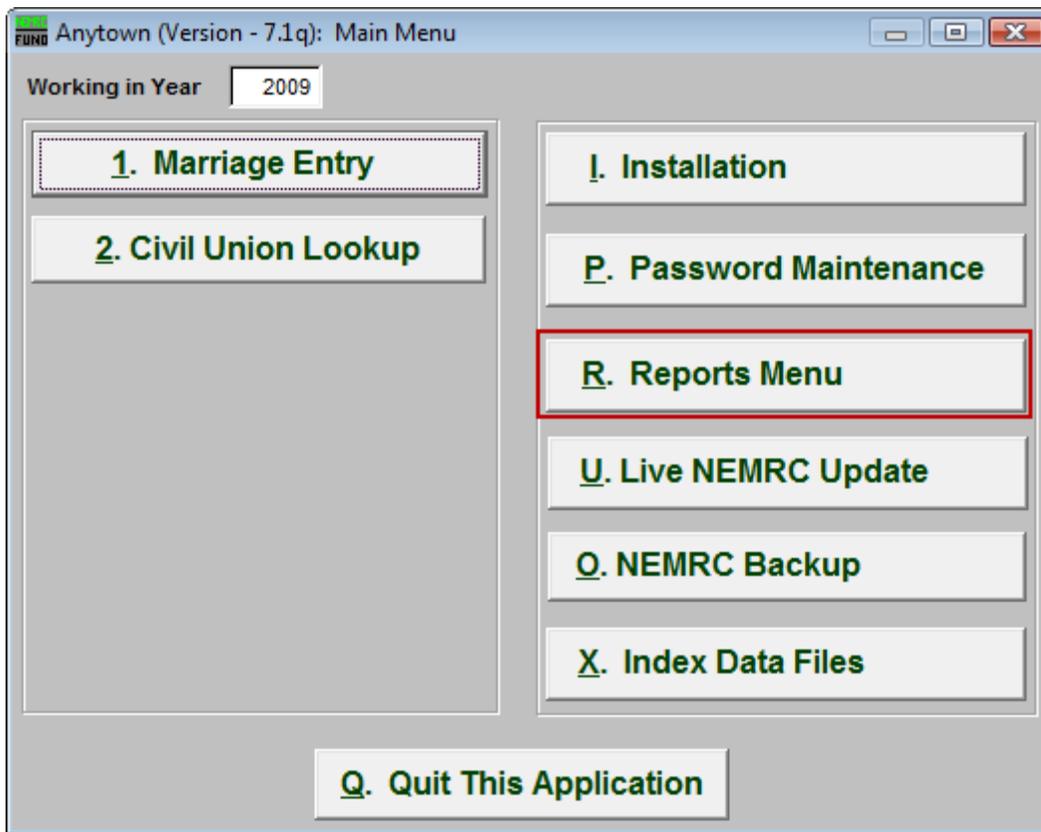


Marriage Administration

R. Reports Menu: 4. Print Marriage or Civil Union Licenses

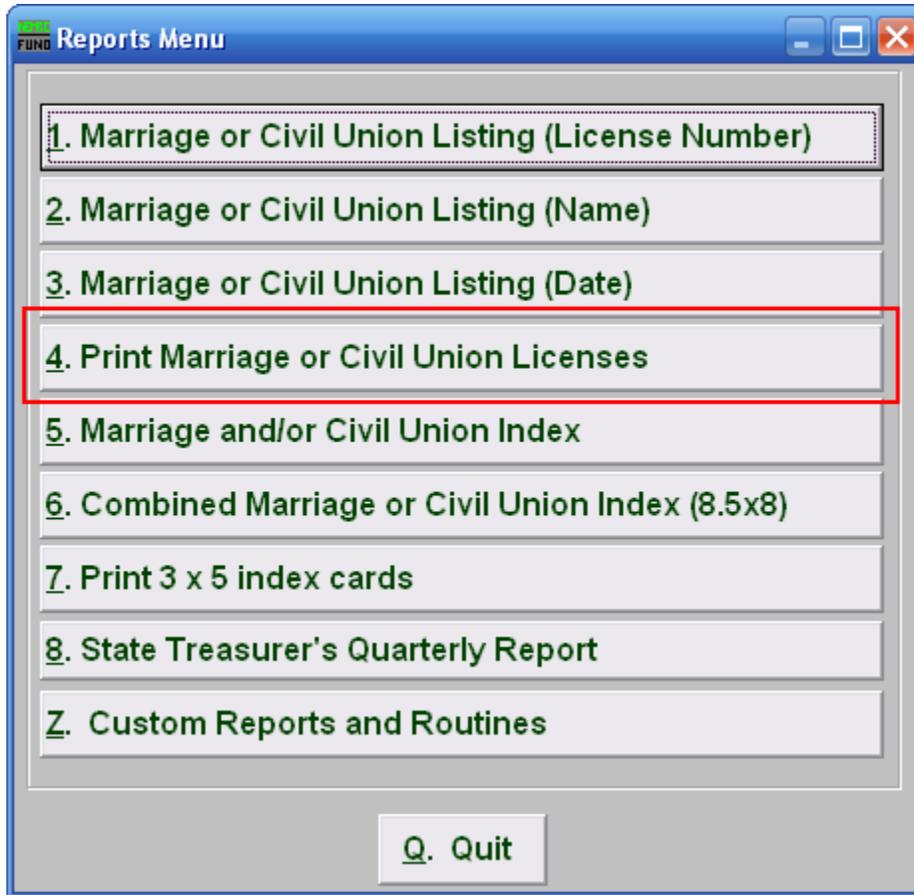
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

Marriage Administration



Click on “4. Print Marriage or Civil Union Licenses” from the Reports Menu and the following window will appear:

Marriage Administration

Print Marriage or Civil Union Licenses

Print Individual License

The screenshot shows a software window titled "Licenses" with a blue header bar. The window contains the following elements:

- A checkbox labeled "Print Individual License" with a red "1" to its left.
- A "Find" button with a red "2" to its left.
- A "License Dates" section with two date input fields (each containing " / /") and a "to" label between them, with a red "3" to the left of the first field.
- At the bottom, four buttons: "Preview" (with a red "3" above it), "Print" (with a red "4" above it), "File" (with a red "5" above it), and "Cancel" (with a red "6" above it).
- The word "Order" is visible on the left side of the window.

- 1. Print Individual License:** This screen will default to print an Individual license. Un-check this box to print more than one license. The screen below will appear when you un-check the box.
- 2. Find:** Click "Find" to select from a list.
- 3. License Dates:** Enter the actual date that the licenses you want to report on start and end with.
- 4. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 5. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

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- 6. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Print Multiple Licenses

The screenshot shows a software window titled 'Licenses' with a blue header bar. The window contains several sections for filtering and printing licenses:

- Print Individual License:** A checkbox that is currently unchecked.
- Type:** Two radio button options: 'Civil Unions' (unselected) and 'Marriages' (selected).
- Book (Blank for All):** A text input field containing the number '0'.
- Page Range (Blank for All):** Two text input fields, both containing '0', separated by the word 'to'.
- Date Range (Blank for All):** Two text input fields, both containing ' / /', separated by the word 'to'.
- License Dates:** Two text input fields, both containing ' / /', separated by the word 'to'.
- Name Range (Blank for All):** Two empty text input fields, separated by the word 'to'. Each field has a 'Find' button to its right.
- Select by:** Two radio button options: 'Select by Groom (Party A)' (selected) and 'Select by Bride (Party B)' (unselected).
- Order:** Four radio button options: 'Groom (Party A)' (selected), 'Bride (Party B)' (unselected), 'Date' (unselected), and 'Book / Page' (unselected).
- Buttons:** At the bottom, there are four buttons: 'Preview' (labeled with a red '9'), 'Print' (labeled with a red '10'), 'File' (labeled with a red '11'), and 'Cancel' (labeled with a red '12').

- 1. Civil Unions OR Marriages:** Click on the circle next to the Type you want the report to be on.
- 2. Book (Blank for All):** Type in the Book number the License is in. Leave Blank for All.
- 3. Page Range (Blank for All):** Enter the range of pages that you wish to print.
- 4. 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
- 5. License Dates:** Enter the actual date that the licenses you want to report on start and end with.

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- 6. Select by Groom (Party A) OR Select by Bride (Party B):** Click to choose whether the range of Names will be based on the Groom (Party A) or based on the Bride (Party B).
- 7. 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.
- 8. Order:** Click on the circle next to the order you want the report to print in.
- 9. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 10. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 11. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 12. Cancel:** Click “Cancel” to cancel and return to the previous screen.