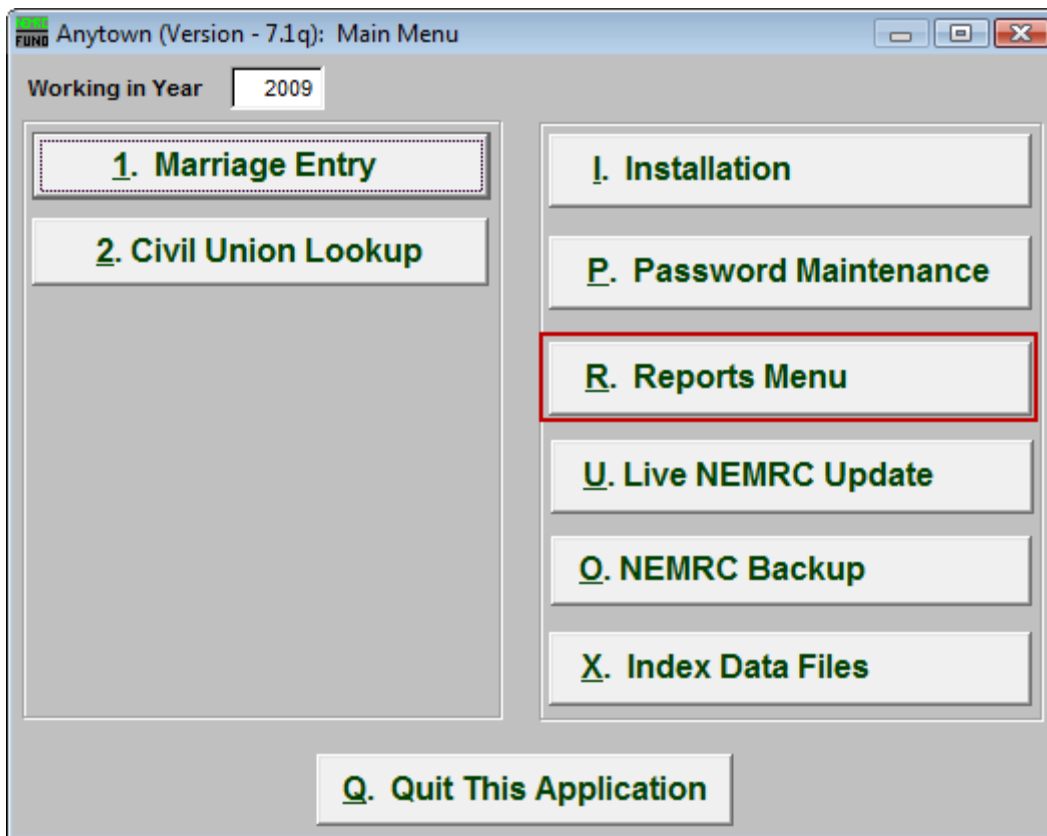


Marriage Administration

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

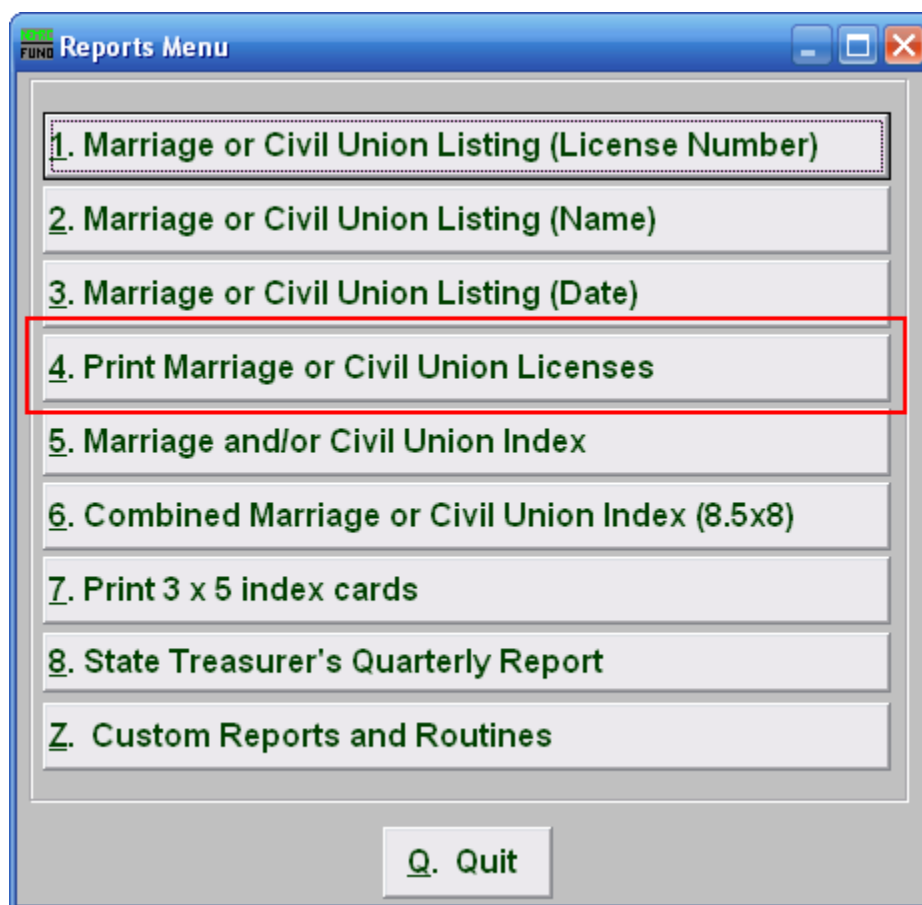
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Click on “R. Reports Menu” from the Main Menu and the following window will appear:

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

Licenses

1 ☒ Print Individual License 2 Find

License Dates 3 to

Order

3 Preview 4 Print 5 File 6 Cancel

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.

Marriage Administration

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

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.

Marriage Administration

- 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.