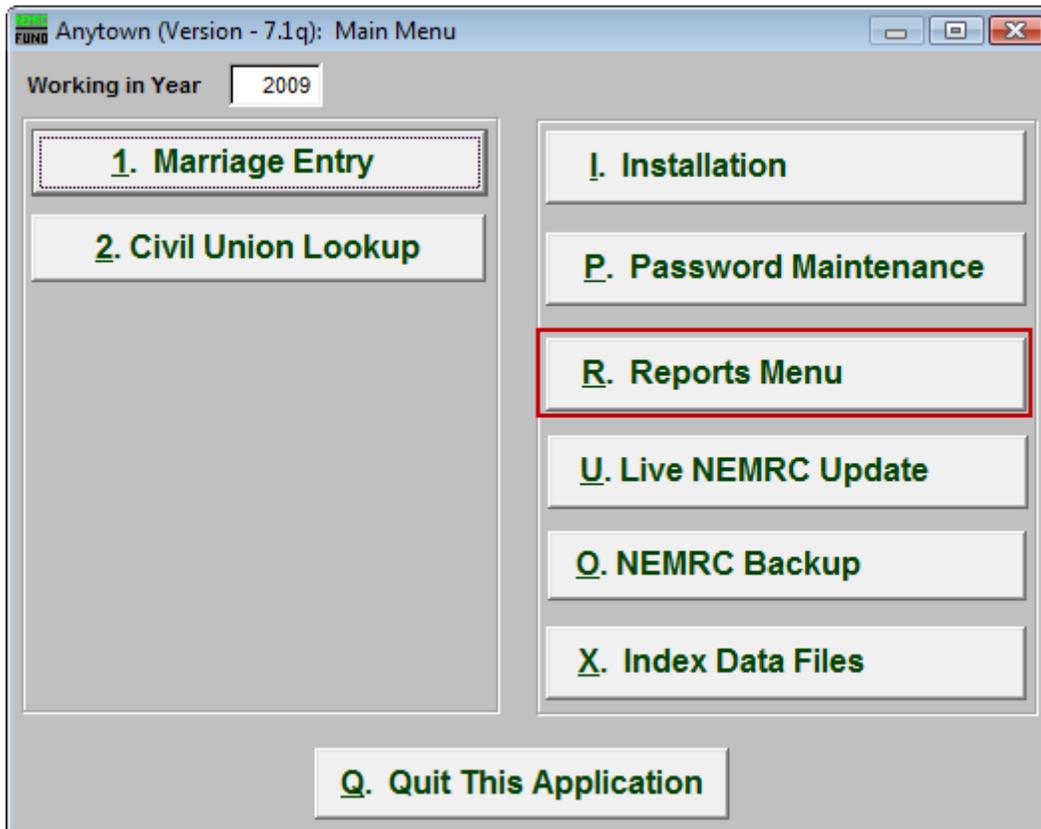


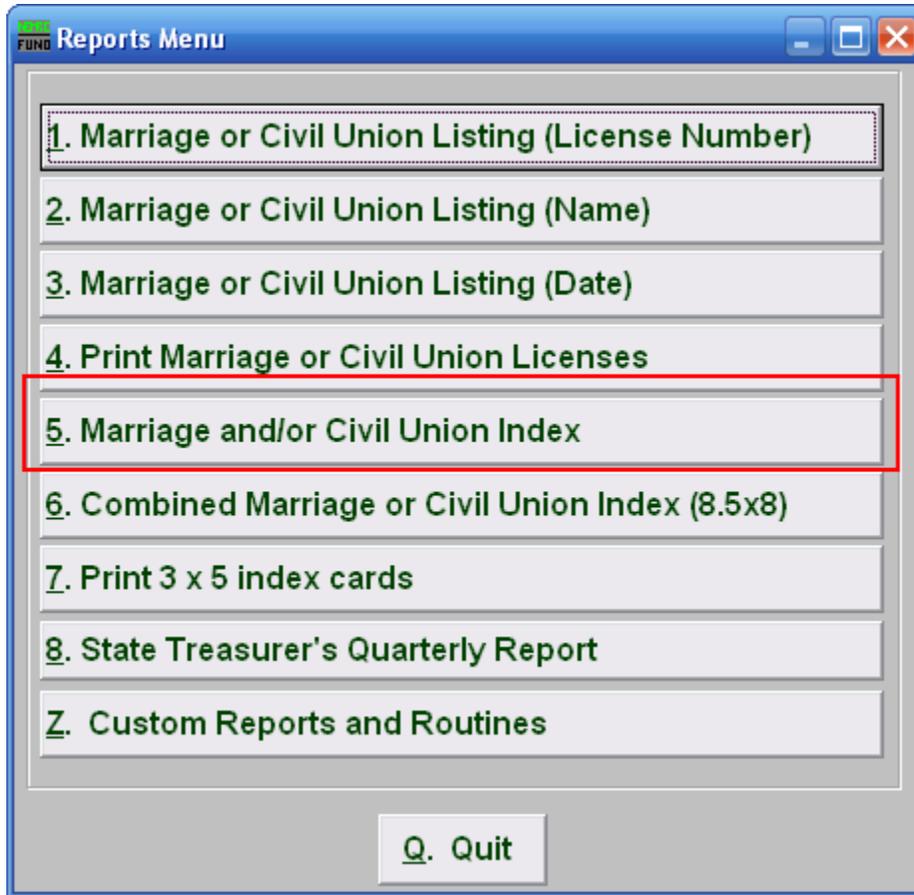
# Marriage Administration

## R. Reports Menu: 5. Marriage and/or Civil Union Index



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

# Marriage Administration



Click on “5. Marriage and/or Civil Union Index” from the Reports Menu and the following window will appear:

# Marriage Administration

## Marriage and/or Civil Union Index

**Index Report**

**Type** 1  Civil Unions  
 Marriages  
 Both

**Book (Blank for All)** 2

**Page Range (Blank for All)** 3  to

**Date Range (Blank for All)** 4  to

**Name Range (Blank for All)** 5 6  **Find**  
to  
6  **Find**

Select by Groom (Party A)  
 Select by Bride (Party B)

**Order** 7  Groom (Party A)  
 Bride (Party B)  
 Date  
 Book / Page

8 **Preview** 9 **Print** 10 **File** 11 **Cancel**

1. **Civil Unions OR Marriages OR Both:** 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. **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).
6. **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.
7. **Order:** Click on the circle next to the order you want the report to print in.

## Marriage Administration

- 8. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 9. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 10. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.