

Property List Reports

In order to get the best results on Property List reports, the best option is first make sure Search History is selected on the Property Search screen. Then the filter and search screen can be adjusted until the search list shows exactly what needs to be shown on the resulting report.

For example, if a report is needed showing all 2007 current real estate parcels, the following steps should be used:

- Click on the “Search History” checkbox
- Select “Real Estate” in the Property Type box
- Select “Current” in the Tax Book box
- Enter “2007” in the Tax Year edit box
- Click on the “Search” button

The resulting list of parcels will show only 2007 current real estate parcels. When a Property List report is run, only those parcels will be reflected on the report.

Another example would be if a report is needed showing current parcels in school district 01. The steps to follow would be:

- Click on the “Search History” checkbox
- Select “All” in the Property Type box
- Select “Current” in the Tax Book box
- Enter “2007” in the Tax Year edit box
- Click on Record Filter, then:
 1. Click on the “Create New” button
 2. Select “SchoolDist” in the list of fields
 3. Select “= Equals” in the Comparison box
 4. Enter “01” in the edit box
 5. Click on “OK”
 6. Click on “OK”
- Click on the “Search” button

The resulting list of parcels will show only 2007 current parcels in District 01. Again, when a Property List report is run, only those parcels will be shown on the report.