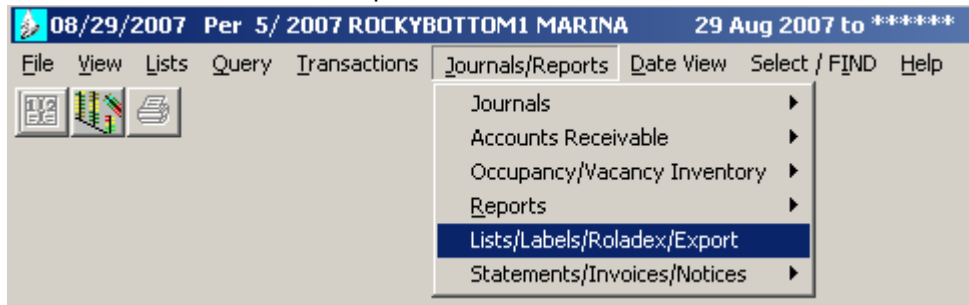
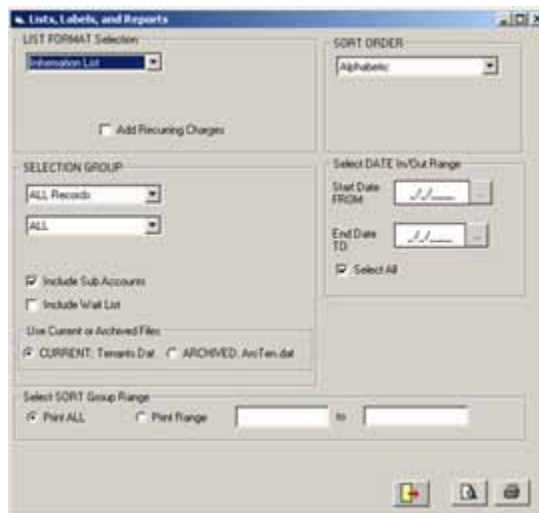


## Lists, Labels, and Reports

Accessed under the Journals/Reports menu item,

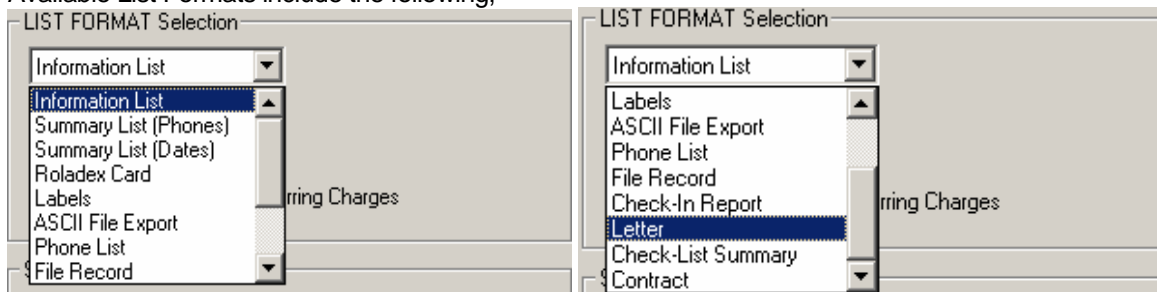


The Lists/Labels/Roladex/Export option provides the ability to create reports/lists of various types for selected types of data. The criteria selection dialog allows the selection of wide range of options to produce various reports, lists or ascii exports,



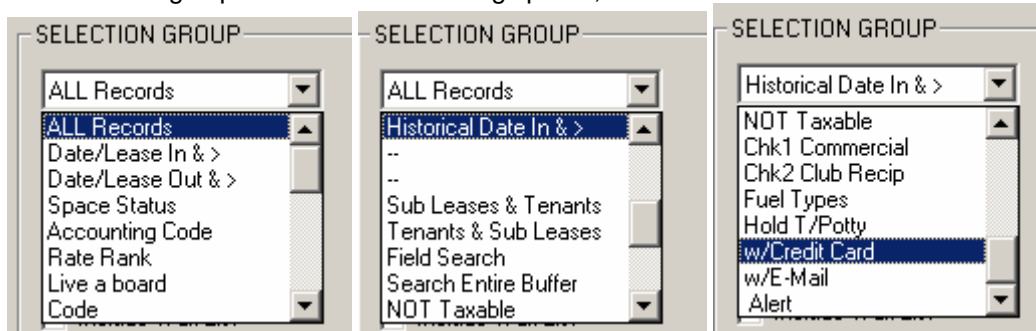
### List Formats

Available List Formats include the following,

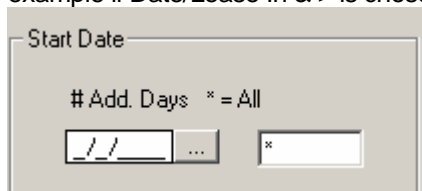


**Selection Groups**

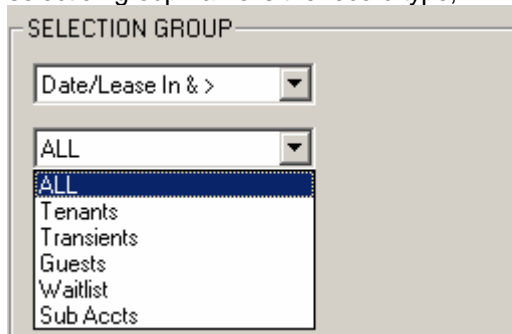
The Selection group consists of the following options,



For selection groups phrased as a question will display an entry frame when the selection group is chosen, for example if Date/Lease In > is chosen the following frame will appear,



In addition as part of the selection group you can further limit the report by record type, located within the selection group frame is the record type,

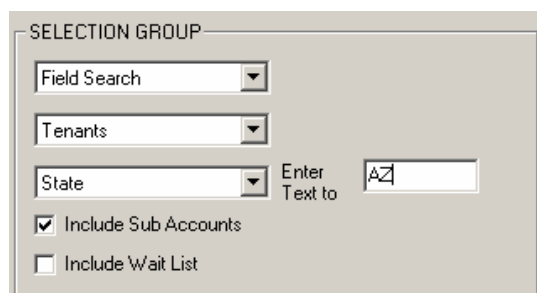


You can also choose to base the report on your current tenant data or your archived data.

**Sample Useages**

Can I create a report showing all Tenants who reside in Arizona?

Choose any one of the list formats, for this example the Information List was chosen. Under the Selection group choose the following,





You can uncheck "Include Sub Accounts" if you don't want sub-accounts included, you can also include those tenants who are defined on a wait list.

The following Information List is displayed,

10:45

ROCKYBOTTOMI MARINA

8/25

Field Search State-AZ Alphabetic Tenants

Field/Buffer:	State AZ Information List	Reporting for ALL DATES	Range: All
8 - T			
C67	Hoover, Herbert	AZ 746543	STARSHIP
L: 0	1000 Park Place	L: 26 B: 6 D: 7	Fbrgl
	Phoenix, AZ 91224		H:1.35631603043492E-
	H: (912) 123-3333	Year:	TANK: ? FUEL: D
	W: 212-999-3648	O:	POWER
CD:1	RANK: 4	DATE IN: 12/21/1986	DATE OUT: 00-00-0000
49 - T			
C87	Seay, Mark	AZ42333	InD4Life
L: 0	7244 6th Street	L: 30 B: 0 D: 0	TANK: N FUEL:
	Tucson, AZ 94222	Year:	
	H: 622-555-1212	O:	
	W:	DATE IN: 08/29/2007	DATE OUT: 00-00-0000