**New Evaluation State Reports**



**To Update the Report**

1. Take the option Special Report Selections



1. Modify the report you normally run for the evaluation – for example acreage amounts 10 and above
2. Click File Type



1. Select Evaluation Property List



1. Press enter
2. Key in a File Name ( Must start with a letter, not have spaces

 or special characters)

1. Uncheck List
2. Make sure owner number and property # are checked



1. Press update

**To Run the Report**

1. Select your report and press Print



1. Press Update to Run
2. When the file is done Processed will show up next to the

report name

1. Open markh and you will see a spreadsheet created with your report name. It will only contain owner and property codes. Upload this for your evaluation.