

6 VALUABLE REPORT DEFINITIONS

A. Print out your "task list"

1. From the Custom Report Writer, select "List of All Research Tasks-sample" and copy it
2. Select the copy, and change the configuration name
3. On the "General" page, choose the output result, if you are going to file be sure to use the correct word processor and file name
4. "Focus" Page determines if it is ALL of your research tasks, or (more likely) a filtered group.
5. "Options" page assists in sorting, includes/ excludes certain groups to the filter process

B. Finding all instances of the citation of a source [i.e.--a list of all references to Source Number # 15, for example].

1. From the Custom Report Writer, OR drop-down menu, select "list. of Citations"
2. "General" page, choose the output result, and give the new report a name
3. "Focus" gives you a chance to filter for the source you wish to isolate. In the first field specify "source number", the second field "equals" and the third field is where the source number will go. [?] for now
5. "Options" provides for details. The resulting report will give the number of times a source number has been cited, and give each occasion and person to which it is attached. This could be very useful if you have made an error in a citation, and have to correct the CDs one by one---for example

C. Finding all the people who live in a particular area, or have events there

1. Use the "List of People", copy & use the sample
2. On the "General Page" give the report a name
3. "Secondary Output" page is unchanged
4. "Focus" pageselect filtered group. In the first field, "any residence State", second field "contains", third field [?] for now, connector AND. Second row of fields, the first field "any event group(s)" "county", second field "contains", third field [?], END

D. AUDIT

1. use the "audit all people" option OR
2. use a selected dataset OR
3. use a filter to only examine a portion of your dataset

E. ARE RELATIVES OF (KINSHIP REPORT)

--make a copy of the sample, use & rename the copy

F. Special ReportsCensus, for example