

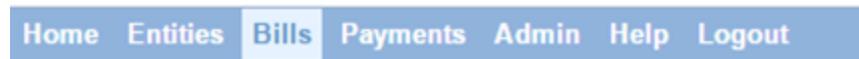
Username: public@senecacounty

Password: public

Running Reports from the Bills List

To run a report from the Bills List, use the following instructions.

1. Select Bills from the blue control bar at the top of your screen.
2. Run a search for the desired bill.
3. Place a checkmark in the box next to the desired bill(s).
4. Select the Reports tab.
5. Click on the report you want to run.
6. This will open the report in a pdf window. Click on the printer icon in the upper left-hand corner to send the report to your printer.



Bills List



Running a Parcel Status Report

To run a report from the Entities List, use the following instructions.

1. Select Entities from the blue control bar at the top of your screen.
2. Run a search on the parcel(s) you want to run the report on.
3. Place a checkmark in the box next to the desired parcel(s).

Home **Entities** Bills Payments Admin Help Logout

Entities List

Information **Reports**

	SWIS	Parcel ID	Prior Print Key	Installment ID	Owner 1	Loc Num	Loc Name	Stat
<input type="checkbox"/>					demo user			-- All --
<input type="checkbox"/>	535289	86.-1-5.2			Demo User	1	Demonstration	Inactive
<input type="checkbox"/>	535289	86.-1-5			Demo User	1	Demonstration	Inactive
<input checked="" type="checkbox"/>	535289	86.-1-5.13	86.-1-5		Demo User	1	Demonstration	Active
<input type="checkbox"/>	535289	86.-1-5.12	86.-1-5		Demo User	1	Demonstration	Active
<input type="checkbox"/>	535289	86.-1-5.1	86.-1-5		Demo User	1	Demonstration	Inactive

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Show Update Create Deactivate Tax Search

4. Select the Reports tab.
5. Click on the report you want to run.

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Entities List

Information **Reports**

[Parcel Status](#)
[Parcel Status](#)
[Single Delinquency Letter Primary Addresses](#)
[Tax Bill From Entity](#)

6. This will open the report in a pdf window. Click on the printer icon in the upper left-hand corner to send the report to your printer.