

Creating the Simplifile First Page Report

Simplifile provides two options when creating a report that includes the first page of each recorded document in the recorded package.

- › Printing from the Simplifile Package Queue – allows you to print the first page of all recorded documents in the package at once
- › Printing from the Simplifile Package Detail – allows you to print the first page of all or selected recorded documents in the package

Printing from the Simplifile Package Queue

1. Locate the recorded package in the queue
2. Click the **Print**  icon to the right of the package you wish to print

The screenshot shows the 'Packages' interface with a search bar and a table of packages. The table has columns for Package, Recipient, Docs, Status, Status Date, and Actions. Two packages are listed, both with 'Recorded' status and 'Print' icons circled in red.

Package	Recipient	Docs	Status 1	Status Date 2	Actions
LT-212168 E 1870521	Kenosha County, WI	2	Recorded	Tue 6/23/2020 3:25 PM	
WA-16615 E 1011938	Walworth County, WI	2	Recorded	Tue 6/23/2020 2:06 PM	

From the **Print Package** window,

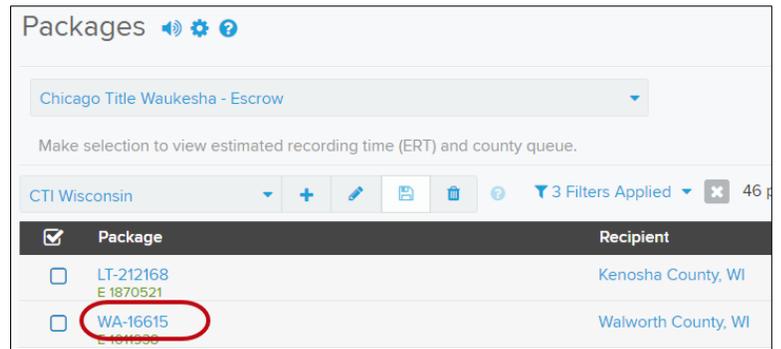
3. Select the **Page Range** radio button
4. Enter *first*
5. Click the **Print** button

The screenshot shows the 'Print Package' dialog box. The 'Documents' radio button is selected, and the 'Page Range' radio button is also selected with the text 'first' entered in the adjacent field. The 'Print' button at the bottom is circled in red.

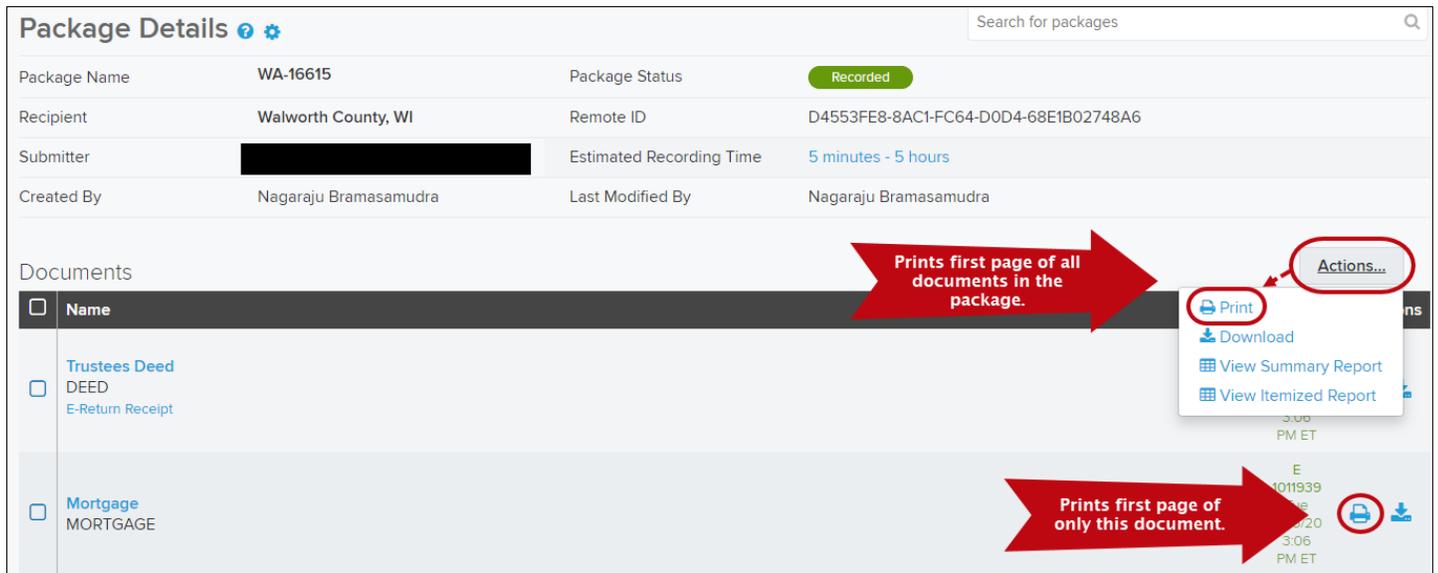
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Printing from the Simplifile Package Detail

1. Locate the recorded package in the queue
2. Click the **Package** name link to open to the detail

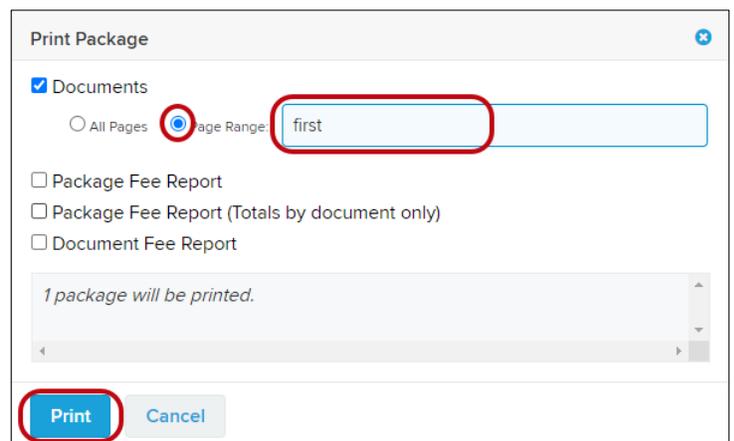


3. If you wish to print the first page of,
 - > All recorded documents – click the **Actions** button and select **Print**
 - > Specific recorded document – click the **Print** icon next to the document you wish to print



From the **Print Package** window,

4. Select the **Page Range** radio button
5. Enter *first*
6. Click the **Print** button



Creating the Simplifile First Page Report

The report contains the first page of each recorded document. Use the toolbar icons to download or print the report.



The screenshot shows a report viewer interface. At the top, there is a dark grey toolbar with the text "PrintDownload_print.action" on the left, "1 / 2" in the center, and three icons on the right: a refresh icon, a download icon, and a print icon. A red circle highlights the download and print icons, with a red arrow pointing from the text above to the download icon. Below the toolbar is a white document preview area with a dark grey border. The document content is as follows:

	State Bar of Wisconsin Form 7-2003 TRUSTEE'S DEED	DOCUMENT#: 1011938 06-23-2020 at 2:06 PM REGISTER OF DEEDS
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