



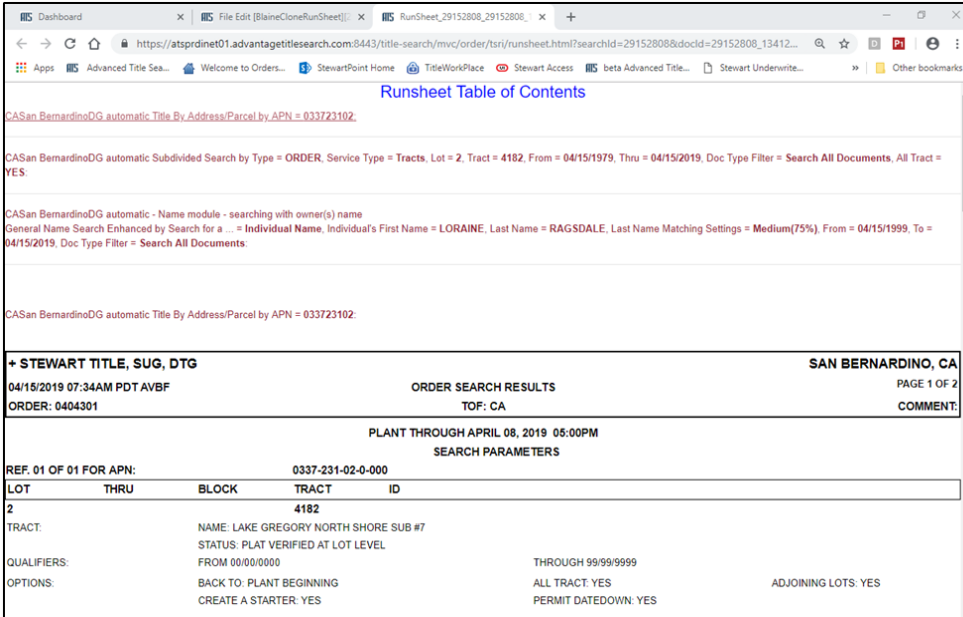
## ATS Interactive Run Sheet

## Quick Reference Card

To open, click **Description**.



The **Run Sheet** will open in a new tab:



Below are three examples of the Run Sheet:

- Items checked and in green are included and checked on the TSRI.

<input type="checkbox"/>	QD	9610/1546	01/29/1979	SWEENEY S G	SWEENEY D B
<input type="checkbox"/>	QD	9829/1755	12/07/1979	SWEENEY D B	BISS T C
<input checked="" type="checkbox"/>	QD	08/03/1984	184540	BISS THOMAS C	ELDER SALLY G S
<input type="checkbox"/>	SR		11/25/1987		FA SU 0910534
<input type="checkbox"/>	SR		12/09/1987		FN 0117512

- Items in green with a strike through and not checked are items that are on the TSRI, but not checked.

<input type="checkbox"/>	TD	<del>42/16/1987</del>	440469	ELDER SALLY G S	RBG ENTERPRISES	25800
<input type="checkbox"/>	RO	<del>11/06/1992</del>	459636			
<input type="checkbox"/>	TD	<del>12/27/1988</del>	449692	ELDER SALLY G S	RBG ENTERPRISES	11000
<input type="checkbox"/>	RO	<del>11/06/1992</del>	459635			

- Items in white with no checks are documents that were found during the Search and are not saved to the Index.

<input type="checkbox"/>	RC	8840/295	01/12/1976	212	LARSON LEONARD H	6682 53
<input type="checkbox"/>	AD	9037/364	10/21/1976	204	AVANTS LEWIS E	AVANTS EVELYN 04-26-75
<input type="checkbox"/>	QD	9610/1546	01/29/1979		SWEENEY S G	SWEENEY D B
<input type="checkbox"/>	QD	9829/1755	12/07/1979		SWEENEY D B	BISS T C



## ATS Interactive Run Sheet

## Quick Reference Card

From the Run Sheet, you may check and uncheck documents as needed. You can also **Add a Note** if needed or **View in TSRI**.

SR	05/19/1992			
<input checked="" type="checkbox"/> DD	08/06/1992	327764	ELDER SALLY G S	
<input type="checkbox"/> DD	08/06/1992	327765	RAGSDALE LARRY J	
<input type="checkbox"/> DD	10/23/1992	441531	RAGSDALE LARRY J	
<input type="checkbox"/> AS	07/15/1996	249011		

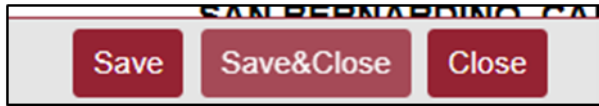
*Note: A tooltip is shown over the first 'DD' row with options: 'Add Note' and 'View in TSRI'. An orange arrow points to the 'View in TSRI' option.*

Clicking **View in TSRI** will take you to that document or the Index.

<input checked="" type="checkbox"/>	DG	08/06/1992	DD (LT:2 TR:4182 PLATDESC:TRACT) (RMKS: 14300)	Sally G. S. Elder	Larry J. Ragsdale	*-*	92-327764	TRANSFER Grant Deed	AddCode VD1 CANT31B AddRef Amount: \$ TTax: \$ 143 Note:
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Once you have checked and unchecked documents as needed, in the lower right of the screen you can either:

- Click **Save & Close** to save your changes and close the Run Sheet, or
- Click **Save** to save the changes to the TSRI and keep the Run Sheet open.



You will see a pop-up message letting you know what changes have been made.

If you check a document that is in the white color, ATS will search for the document and save to the index. Once the process is complete, the Run Sheet will update to show that document in green.