

# Show all Reporting Years -Temporary Solution Steps & Screenshots

#### Step 1: Click the filter button -

Earhart Properties (test) 23 Test St Cleveland OH 43215-6906 Show All Owner Certificates Properties Assigned to you:	6'	14-466-4385				
Property Name V	Eff Date	Status 🗸	Award Number	Num Buildings	Num Units	-
Forest G. Run (TEST)	2014	Active	199999, 199999	2	5	
Forest G. Run (TEST)	2015	Active	199999, 199999	2	5	
Lindbergh Estates (Test)	2014	Active	070050	3	13	

## Step 2: Type all or part of the name -

	0	Eff Date	Status 🗸	Award Number	Num Buildings	Num Units	
Forest G. Run (TEST)		2014	Active	199999, 199999	2	5	
Forest G. Run (TEST)		2015	Active	199999, 199999	2	5	
Lindbergh Estates (Test)		2014	Active	070050	3	13	
Lindbergh Estates (Test)		2015	Active	070050	3	13	
Salmon Chase Acres (Test)		2014	Active	N-B-111-1, 079999	5	50	

## Step 3: Now click "Show All Owner Certificates" -

Earhart Properties (test)	6	14-466-4385				
23 Test St						
Cleveland OH 43215-6906						
Show All Owner Certificates						
Properties Assigned to you:						
Properties Assigned to you: Property Name V	Eff Date	Status 🗸	Award Number	Num Buildings	Num Units	*
Properties Assigned to you:           Property Name         ✓           Salmon Chase Acres (Test)	Eff Date 2014	Status マ Active	Award Number N-B-111-1, 079999	Num Buildings 5	Num Units 50	*
Properties Assigned to you:       Property Name     Image: Salmon Chase Acres (Test)       Salmon Chase Acres (Test)	Eff Date 2014 2015	Status ⊽ Active Active	Award Number N-B-111-1, 079999 N-B-111-1, 079999	Num Buildings 5 5	Num Units 50 50	*

#### **Step 4**: All the years should appear – (*Click Eff Date to sort list by year*)

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Show All Owner Certificates						
Properties Assigned to you:						
Property Name V	Eff Date	Status 🔽	Award Number	Num Buildings	Num Units	-
Salmon Chase Acres (Test)	2001	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	2000	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	2002	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	2004	Active	N-B-111-1, 079999	5	50	Ξ
Salmon Chase Acres (Test)	2003	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	1996	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	1995	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	1997	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	1999	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	1998	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	2005	Active	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	2012	Finalized	N-B-111-1, 079999	5	50	
Salmon Chase Acres (Test)	2011	Active	N-B-111-1, 079999	5	50	