## Forms

# Conversion to Covenant

The “Conversion to Covenant” option under the Reports menu provides the requestor with a list of all conversion certificates that were issued between two user specified dates (I think).  The clerk shall enter beginning and ending date parameters and shall then click either “Show Report” to preview the Report or “Reset” to enter a different number.   The criteria fields are accessed by moving the pointer/cursor over the desired field and clicking once with the left mouse button.  The “Show Report” and “Reset” buttons are used in the same manner. The Report, once verified as correct in the preview, may be printed by clicking on the printer button in the preview screen.