# SWS - Forms in the Report Menu - System Reports - Activity Reports - Last Signal Date

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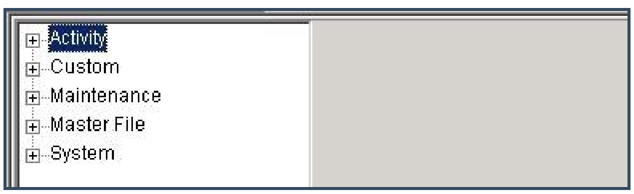
The Last Signal Date Report allows a user to run a Report that displays the last date Manitou received a signal from a Customer.

### Generating a Last Signal Date Report

Perform the following steps to generate a Last Signal Date Report:

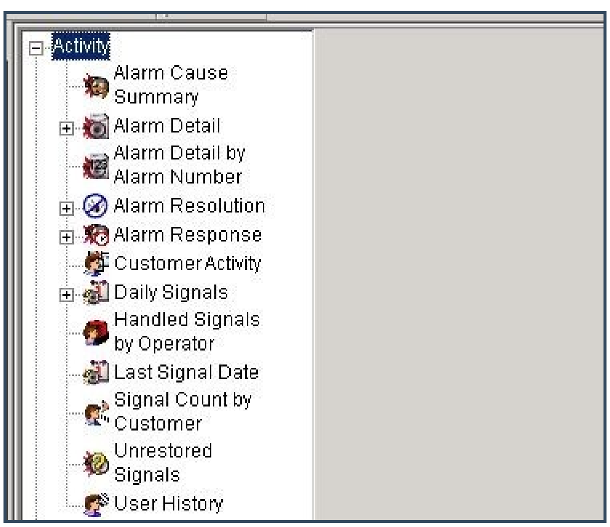
1. Navigate to the Reports menu, and select "System Reports".

   **Result:** The "System Reports" Navigation Tree displays as shown in the following screenshot:

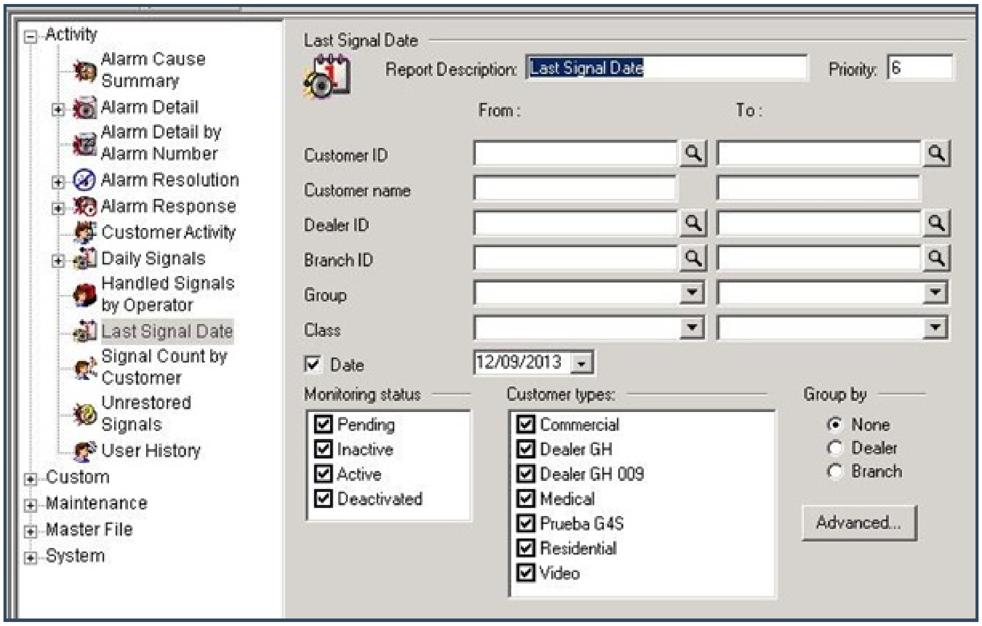
2. Click the "Activity" Navigation Tree Node.

   **Result:** The Activity section of the Navigation Tree expands as displayed in the following screenshot:

3. Double-click the "Last Signal Date" Navigation Tree Node.

   **Result:** The "Last Signal Date" form displays as shown in the following screenshot:

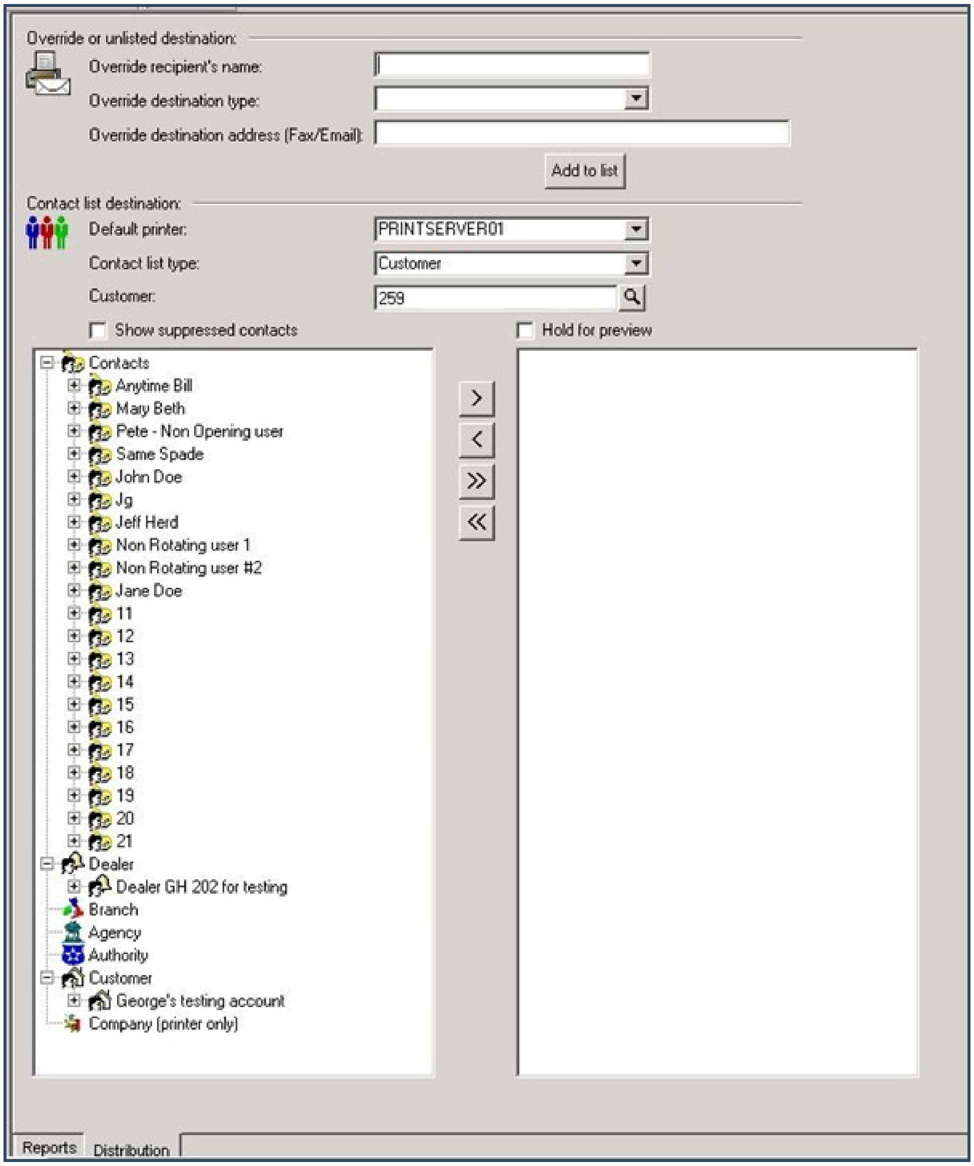



4. If you want, apply any of the following parameters to your Last Signal Date Report:

- Customer ID
- Customer Name
- Dealer ID
- Branch ID
- Group
- Class

5. To run a Last Signal Date Report, enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items in the selected category that fit between the beginning and ending values.
6. The Date field displays as preselected. If you do not want to designate a specific date for your Report, deselect the "Date" checkbox. Otherwise, enter the date for which you want to run the Report.
7. Items in the "Monitoring status" area of the form display as preselected. If you want to exclude signals with any of the listed statuses from your Report, deselect the checkboxes for the status types you want to exclude.
8. Items in the "Customer types:" area of the form display as preselected. If you want to exclude any of the listed Customer types from your Report, deselect the checkboxes for the Customer types you want to exclude.
9. If you want to group the signals in your Report by "Dealer" or "Branch", select the grouping you want from the "Group by" area of the form.
10. Once you have entered all the parameters for your Report, click "Next".

    **Result:** The Distribution Tab displays as shown in the following screenshot:




11. For instructions on distributing your Report, refer to the "System Reports" document.

### The Advanced Button

Some Report forms include an Advanced Settings button. Clicking this button results in the display of an Advanced Settings window. Use the "Customer user defined fields" form in the Tools menu, under Options, and Account Creation/Maintenance to customize Report fields on Advanced Settings windows.

For instructions on how to access and use the form, refer to the "System Reports" document.