

SWS - Forms in the Report Menu - System Reports - Maintenance Reports - Permit Exception

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The Permit Expiration Report lists all expired Police, Fire, and Medical permits. Once a permit expires, Authorities may not respond if the permit is not properly renewed.

Because each Central Station has different policies regarding permit usage, your Central Station must decide if this Report is necessary for you.

Generating a Permit Expiration Report

Perform the following steps to generate a Permit Expiration Report:

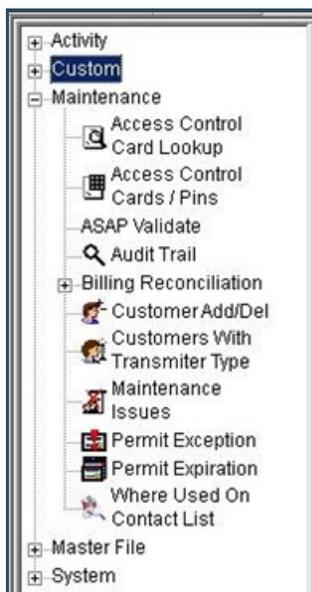
1. Navigate to the Reports menu, and select "System Reports".

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



2. Click the "Maintenance" Navigation Tree Node.

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



3. Double-click "Permit Expiration".

Result: The "Permit Expiration" form displays as shown in the following screenshot:

The screenshot shows the 'Permit Expiration' form with the following details:

- Title:** Permit Expiration
- Report Description:** Permit Expiration
- Priority:** 6
- From:** [Empty]
- To:** [Empty]
- Customer ID:** [Empty]
- Customer name:** [Empty]
- Dealer ID:** [Empty]
- Branch ID:** [Empty]
- Group:** [Empty]
- Class:** [Empty]
- Authority ID:** [Empty]
- Expiration date:** [Checked]
- Authority types to include:**
 - Police
 - Fire
 - Medical
- Customer types to include:**
 - Commercial
 - Dealer GH
 - Dealer GH 009
 - Medical
 - Prueba G4S
 - Residential
 - Video
- Buttons:** Options..., Advanced...

4. If you want, apply any of the following parameters to your Permit Expiration Report:

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

5. To run a Permit Expiration 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. If you want to run your Report by expiration date, select the "Expiration date" checkbox and enter a date and time range.

7. Items in the "Authority types to include:" area of the form display as preselected. If you want, deselect the items you want to exclude from your Report.

8. Items in the "Customer types to include:" area of the form display as preselected. If you want, deselect the items you want to exclude from your Report.

9. Click "Options".

Result: The "Permit Expiration Options" window displays as shown in the following screenshot:

Permit Expiration Options

Permit Expiration

Group by: Order by: Monitoring status:

None Expiration date Pending

Dealer Customer ID Inactive

Branch Customer name Active

Authority type Deactivated

OK Cancel

10. If you want to group your Report by "Dealer", "Branch", or "Authority type", select that option in the "Group by" area of the form.
11. The "Expiration date" option in the "Order by:" area of the form displays as preselected. If you want to order your Report by "Customer ID" or "Customer name", select that option instead.
12. All the options in the "Monitoring status" area of the form display as preselected. If you want, deselect the items you want to exclude from your Report.
13. Click "OK".

Result: The "Permit Expiration Options" window closes and the system returns you to the "Permit Expiration" form.

14. Once you have entered all the parameters for your Report, click "Next".

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

Override or unlisted destination:

Override recipient's name:

Override destination type:

Override destination address (Fax/Email):

Contact list destination:

Default printer:

Contact list type:

Customer:

Show suppressed contacts Hold for preview

Contacts

- Anytime Bill
- Mary Beth
- Pete - Non Opening user
- Same Spade
- John Doe
- Jg
- Jeff Herd
- Non Rotating user 1
- Non Rotating user #2
- Jane Doe
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- Dealer
 - Dealer GH 202 for testing
- Branch
- Agency
- Authority
- Customer
 - George's testing account
 - Company (printer only)

Navigation buttons: > < >> <<

Reports Distribution

15. 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.