

# SWS - Forms in the Report Menu - System Reports - Maintenance Reports - Where Used on Contact List

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The Where Used on Contact List Report produces a list of the Customer, Dealer, Branch, Authority, and Agency, records where the selected Entity displays on the Contact List.

## Generating a Where Used on Contact List Report

Perform the following steps to generate a Where Used on Contact List Report:

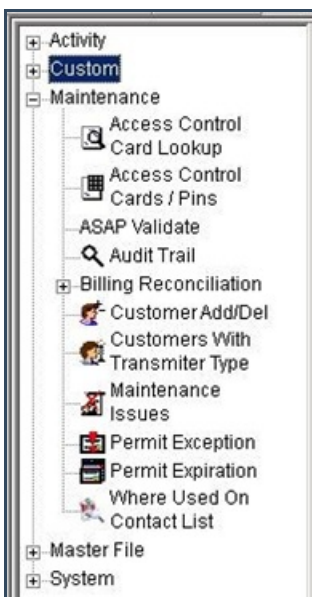
1. Navigate to the Reports menu, and select "System Reports".

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



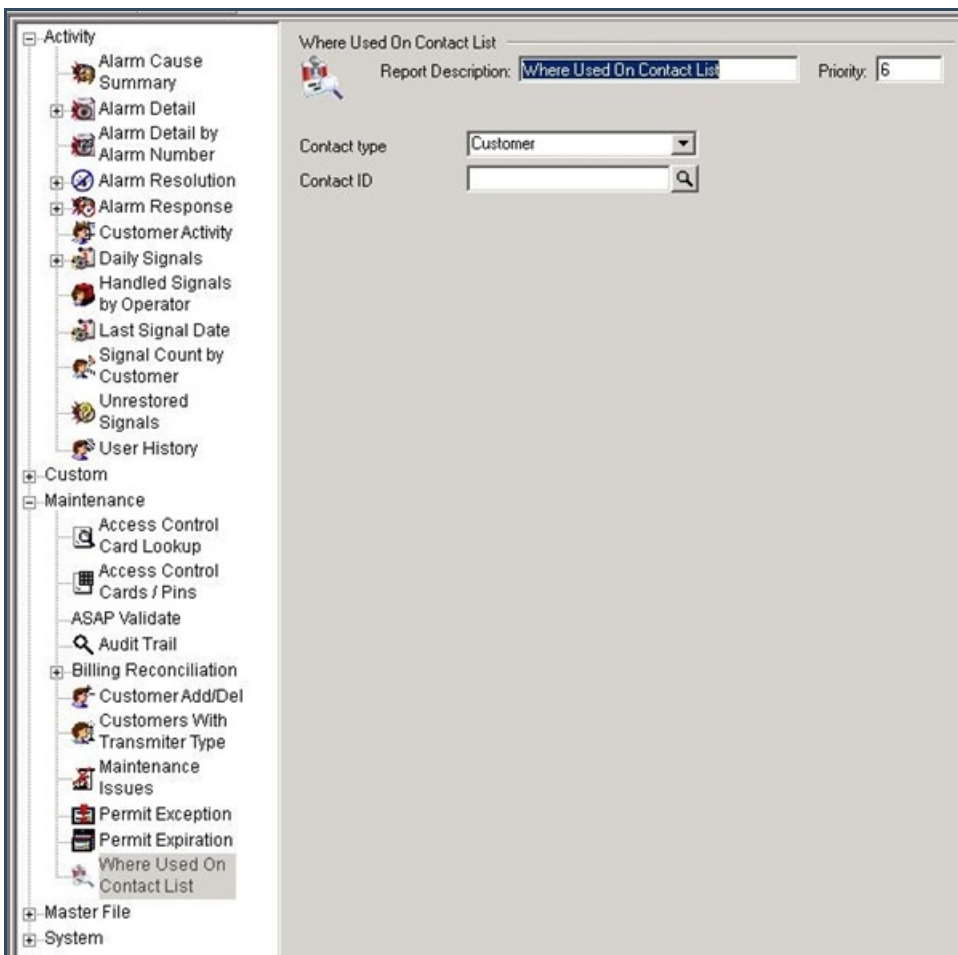
2. Click the "Maintenance" Navigation Tree Node.

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



3. Double-click "Where Used on Contact List".

**Result:** The "Where Used on Contact List" form displays as shown in the following screenshot:



4. Select a contact type from the "Contact type" dropdown menu.
5. Enter a contact ID in the "Contact ID" field, and 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)

Reports Distribution

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