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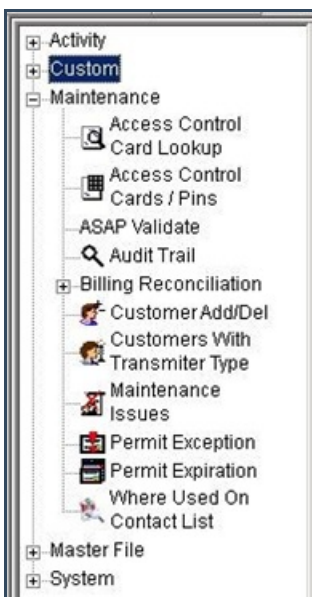
1. Navigate to the Reports menu, and select "System Reports".

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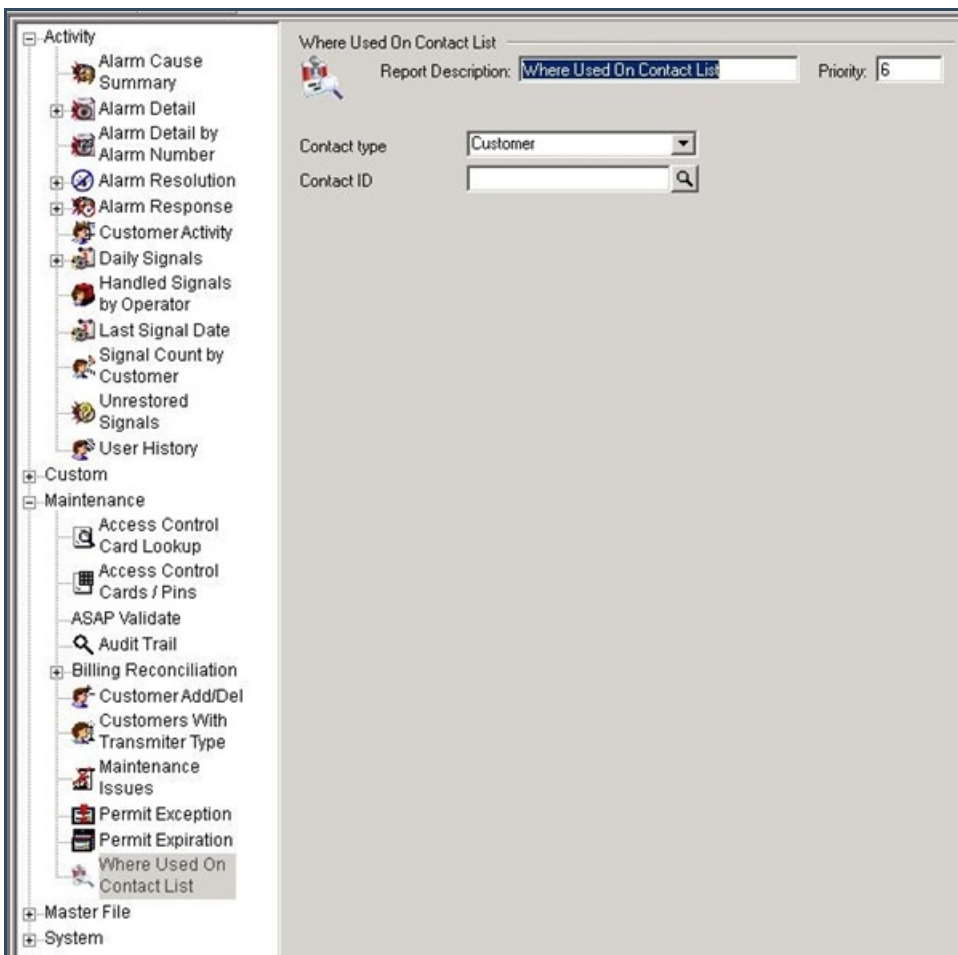

2. Click the "Maintenance" Navigation Tree Node.

    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:

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