

# SWS - Forms in the Report Menu - System Reports - Master File Reports - Access Control Card Formats

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Perform the following steps to generate an Access Control Card Formats Report:

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

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



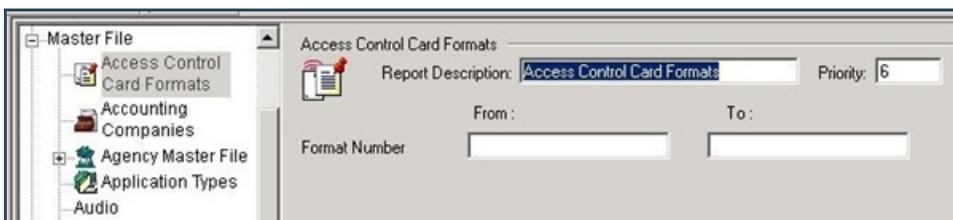
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Access Control Card Formats".

**Result:** The "Access Control Card Formats" form displays as shown in the following screenshot:



4. Enter format numbers in the "Format Number" fields. To run an Access Control Card Formats Report, enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items that fit between the beginning and ending values.

**Note:** If no format number is entered, the Report lists all Access Control Card formats.

5. 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

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