

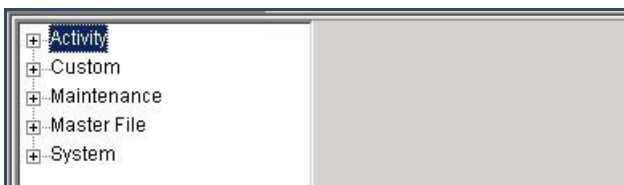
# SWS - Forms in the Report Menu - System Reports - Master File Reports - Audio

Last Modified on 08/02/2024 4:41 pm EDT

Perform the following steps to generate an Audio Report:

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

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



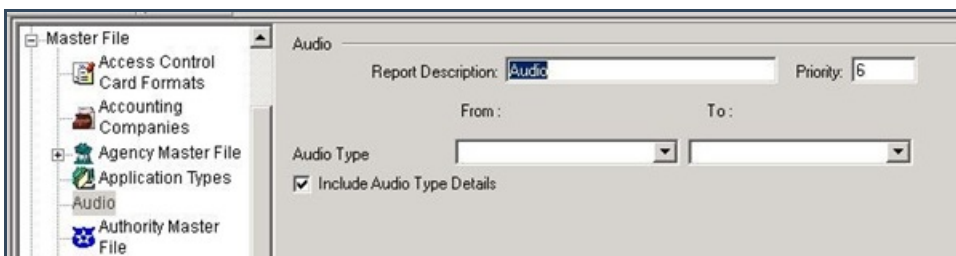
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Audio".

**Result:** The "Audio" form displays as shown in the following screenshot:



4. To run an Audio 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.
5. The "Include Audio Type Details" checkbox displays as preselected. If you want to restrict the amount of information that displays in your Report, deselect the checkbox.
6. 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

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