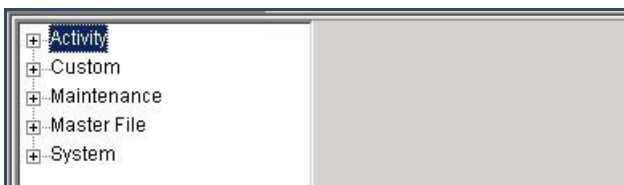# SWS - Forms in the Report Menu - System Reports - Master File Reports - Audio

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:
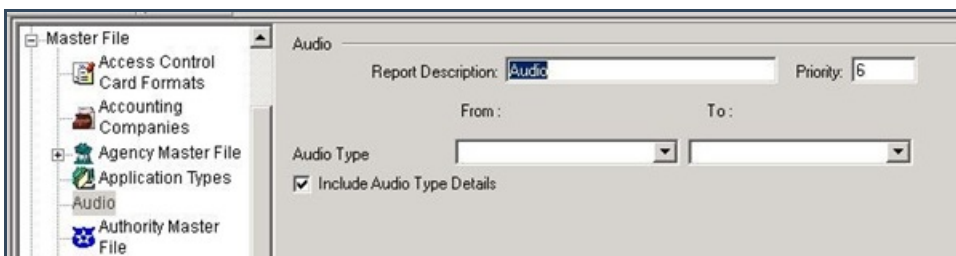

2. Click the "Master File" Navigation Tree Node.

   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:

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