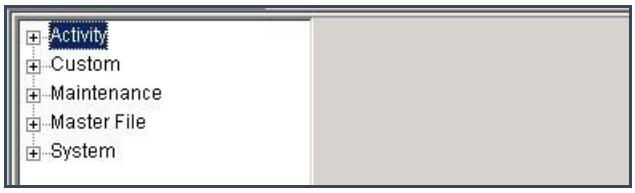
SWS - Forms in the Report Menu - System Reports - Master File Reports - Cities

Last Modified on 08/02/2024 5:23 pm EDT

Perform the following steps to generate a Cities Report:

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

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

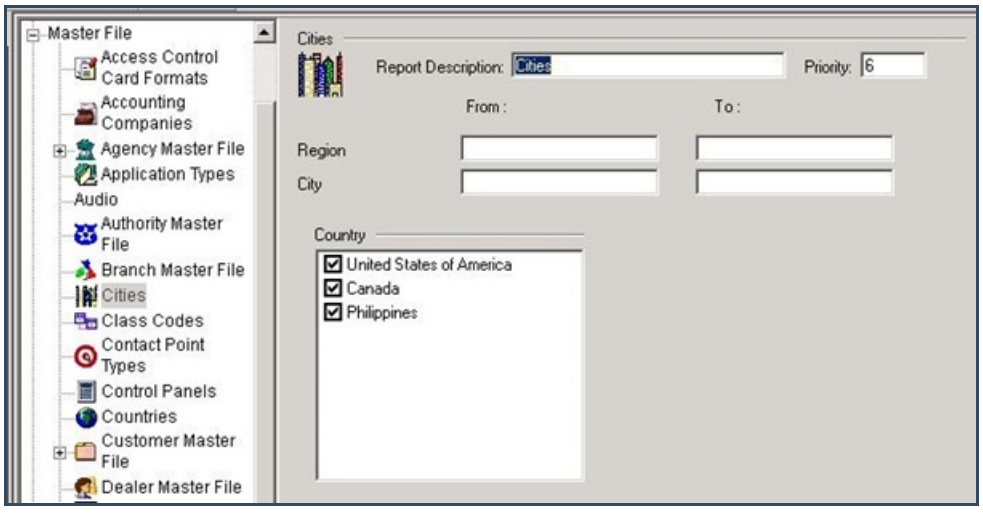


2. Click the "Master File" Navigation Tree Node.

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

3. Double-click "Cities".

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



4. If you want, apply either of the following parameters to your Cities Report:

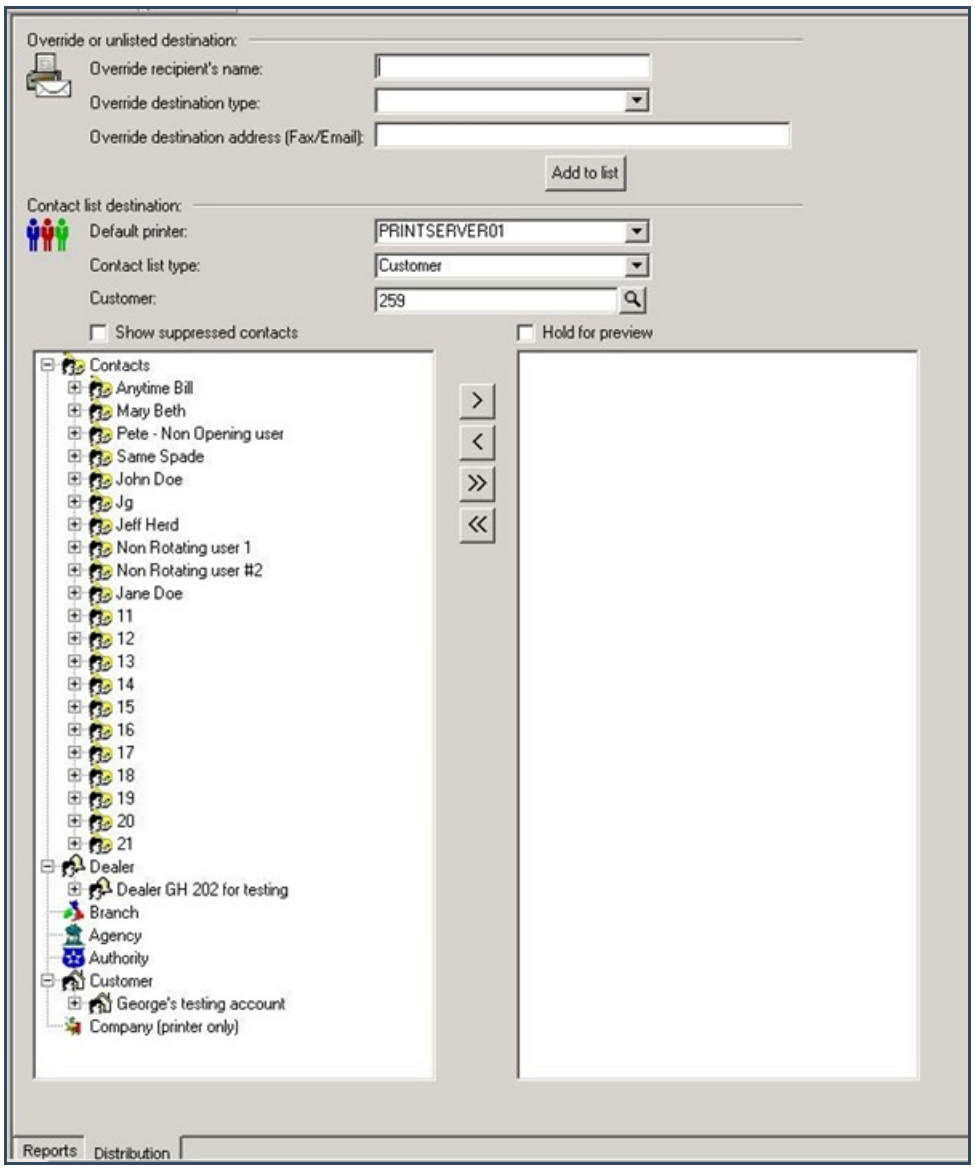
- Region

- City

  Note: We suggest that you narrow the amount of information in your Report by entering a Region into your Report parameters. For databases with cities for every region, running the Report with the default options could impact the Report Server's ability to run other Reports.

5. To run a City 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.
6. Items in the "Country" area of the form display as preselected. If you want, deselect the items you want to exclude from your Report.
7. Click "Next".

   Result: The Distribution Tab displays as shown in the following screenshot:



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