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

Last Modified on 08/02/2024 5:50 pm EDT

The Countries Report displays details for Countries available in the Supervisor Workstation. The Countries Report displays Country-specific telephone, time, and mailing address formatting information.

Generating a Countries Report

Perform the following steps to generate a Countries Report:

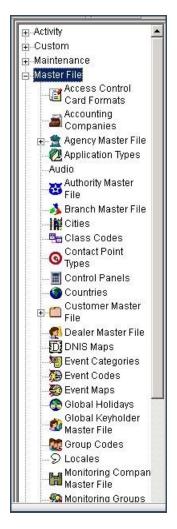
1. Navigate to the Reports menu, and select "System Reports".

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

● Activity ● Custom ● Maintenance ● Master File ● System	
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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 "Countries".

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

Countries	Report Description: Countries	 Priority: 6
🛛 🗹 Ca	ited States of America nada ited Kingdom	

- 4. Items in the "Country" area of the form display as preselected. If you want to exclude information from your Report for any of the listed Countries, deselect the item.
- 5. Click "Next".

Override recipient's name:					
Override destination type:			*		
Override destination address (Fax/Email)					
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		Add	to list		
t list destination:	Incurrence int			8.00	
Default printer:	PRINTSERVER	R01	-		
Contact list type:	Customer		-		
Customer:	259		٩		
Show suppressed contacts		Hold f	or preview		
B Contacts					
🗄 🔧 Anytime Bill	2				
🗄 👧 Mary Beth					
Pete - Non Opening user	<				
Same Spade					
E John Doe	×	>			
el 😰 Jg					
Jeff Herd					
Non Rotating user 1					
Non Rotating user #2					
Jane Doe					
E 🔂 11 E 🔂 12					
13					
1 10 14					
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16					
17					
18					
19					
1 👔 20					
1 12 21					
Dealer					
Dealer GH 202 for testing					
Branch					
Agency					
Authority					
Customer					
George's testing account					
Company (printer only)					

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

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