SWS - Forms in the Report Menu - System Reports - Master File Reports - Monitoring Company Master File

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The Monitoring Company Master File Report displays details of the Monitoring Company record.

Generating a Monitoring Company Master File Report

Perform the following steps to generate a Monitoring Company Master File Report:

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

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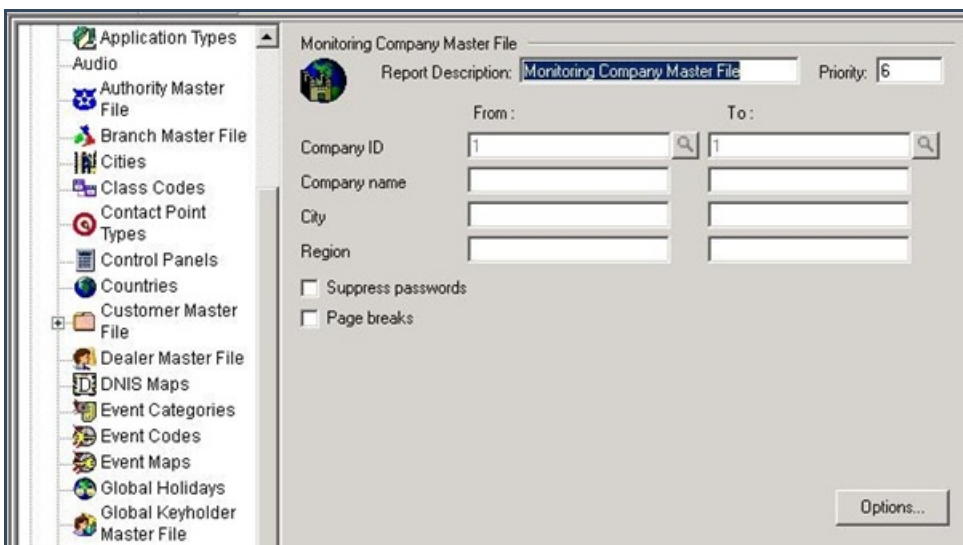

2. Click the "Master File" Navigation Tree Node.

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

3. Double-click "Monitoring Company Master File".

   Result: The "Monitoring Company Master File" form displays as shown in the following screenshot:


4. If you want, apply any of the following parameters to your Monitoring Company Master File Report:

- Company ID
- Company Name
- City
- Region

5. To run a Monitoring Company Master File 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. If you want to prevent passwords from displaying in your Report, select the "Suppress passwords" checkbox.
7. If you want your Report to display page breaks between Monitoring Company listings, select the "Page breaks" checkbox.
8. Click "Options".

   Result: The "Company Master File Advanced Options" window displays as shown in the following screenshot:
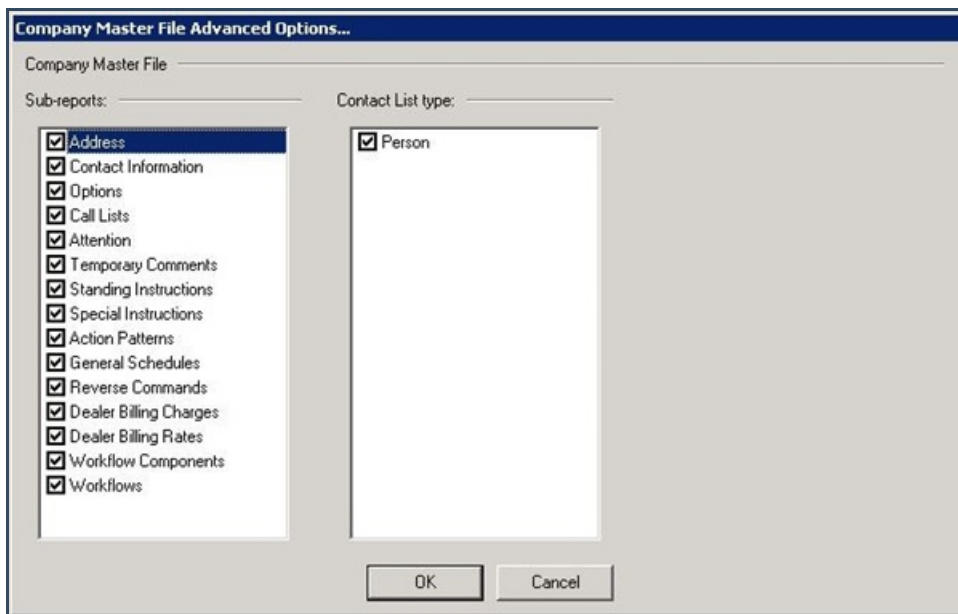
9. Items in the "Sub-reports:" area of the window display as preselected. If you want, deselect the items you want to exclude from your Report.
10. The "Person" checkbox in the "Contact List type:" area of the window displays as preselected. If you want, deselect the item to exclude it from your Report.
11. Click "OK".

    Result: The "Company Master File Advanced Options" window closes and the system returns the user to the "Monitoring Company Master File" form.

12. Click "Next".

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

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