

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

Last Modified on 08/05/2024 11:08 am EDT

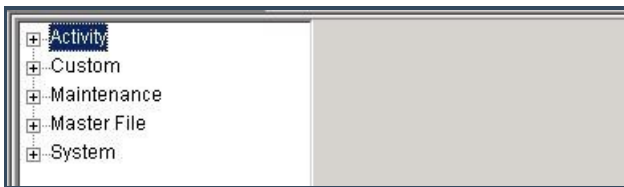
The Monitoring Groups Report displays a list of all current Monitoring Groups. This Report does not require you to enter any Report parameters.

Generating a Monitoring Groups Report

Perform the following steps to generate a Monitoring Groups 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 Groups".

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



4. 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)

Reports Distribution

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