

SWS - Forms in the Report Menu - System Reports - Master File Reports - Permit Types

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The Permit Types Report provides a list all Authority permits.

Generating a Permit Types Report

Perform the following steps to generate a Permit Types Report:

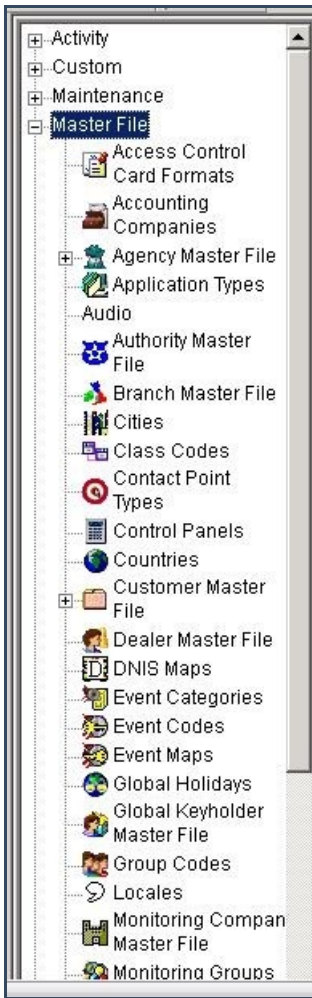
1. Navigate to the Reports menu, and select "System Reports".

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 "Permit Types".

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

Permit Types

Report Description: Priority:

Country

- United States of America
- Canada
- United Kingdom
- England
- Mexico

Authority Type

- Police
- Fire
- Medical

Permit Type

- General
- (Police) Intruder
- (Police) PA
- (Police) Line Fault
- Other

Group by:

- Country
- Authority Type
- Permit Type

4. Items in the "Country" area of the form display as preselected. If you want, deselect any items you want to exclude from your Report.
5. Items in the "Permit Type" area of the form display as preselected. If you want, deselect any items you want to exclude from your Report.
6. Items in the "Authority Type" area of the form display as preselected. If you want, deselect any items you want to exclude from your Report.
7. The "Country" option in the "Group by:" area of the form displays as preselected. If you want to group your Report by "Authority Type" or "Permit Type", select that option instead.
8. 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

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