

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

Last Modified on 08/05/2024 11:52 am EDT

The Receivers Report displays a list of configuration criteria for each Receiver Type and FEP. The Report includes the Receiver Number, Code, Receiver Description, Type, Port, Settings, Default Line Prefix, Default Monitoring Group, Line Prefix, and Transmitter ID.

Generating a Receivers Report

Perform the following steps to generate a Receivers Report:

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

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



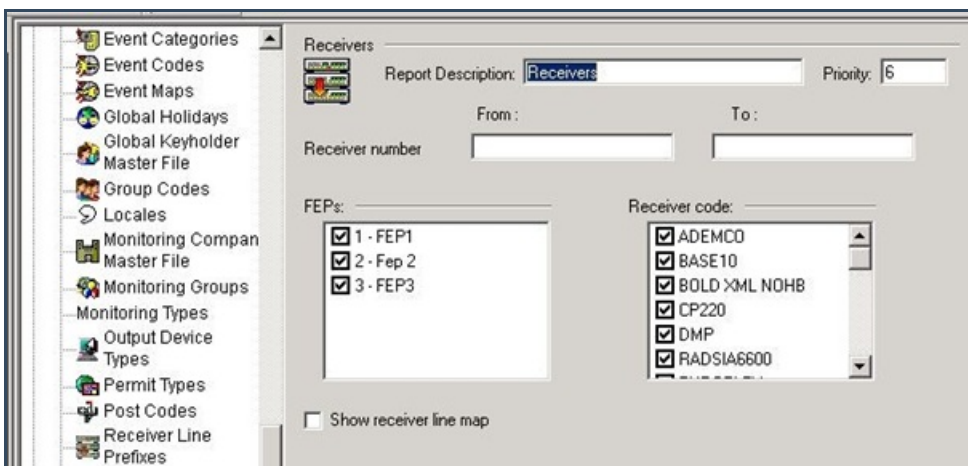
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Receivers".

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



4. To run a Receivers 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.
5. Items in the "FEPs:" area of the form display as preselected. If you want, deselect any items you want to exclude

from your Report.

6. Items in the "Receiver code:" area of the form display as preselected. If you want, deselect any items you want to exclude from your Report.
7. If you want your Report to display a Receiver Line Map, select the "Show receiver line map" checkbox.
8. Click "Next".

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

The screenshot displays the 'Distribution' tab of a software interface. At the top, there is a section for 'Override or unlisted destination:' with fields for 'Override recipient's name:', 'Override destination type:', and 'Override destination address (Fax/Email):', along with an 'Add to list' button. Below this is the 'Contact list destination:' section, featuring a 'Default printer:' dropdown set to 'PRINTSERVER01', a 'Contact list type:' dropdown set to 'Customer', and a 'Customer:' search field containing '259'. There are also checkboxes for 'Show suppressed contacts' and 'Hold for preview'. The main area is divided into two panes: a left pane with a tree view of 'Contacts' including items like 'Anytime Bill', 'May Beth', 'Pete - Non Opening user', 'Same Spade', 'John Doe', 'Jg', 'Jeff Herd', 'Non Rotating user 1', 'Non Rotating user #2', 'Jane Doe', and a 'Dealer' section with 'Dealer GH 202 for testing', and a 'Customer' section with 'George's testing account' and 'Company (printer only)'. A right pane is currently empty. Navigation arrows (>, <, >>, <<) are positioned between the panes. At the bottom, there are tabs for 'Reports' and 'Distribution'.

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