SWS - Forms in the Report Menu - System Reports - System Reports - Customer Status Change

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Perform the following steps to generate a Customer Status Change Report:

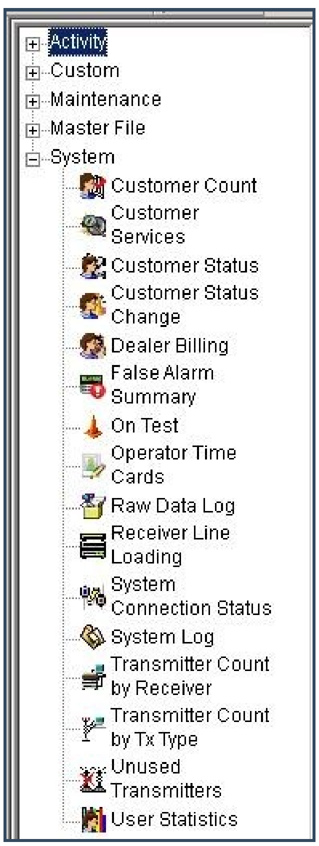
1. Navigate to the Reports menu, and select "System Reports".

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

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

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

3. Double-click "Customer Status Change".

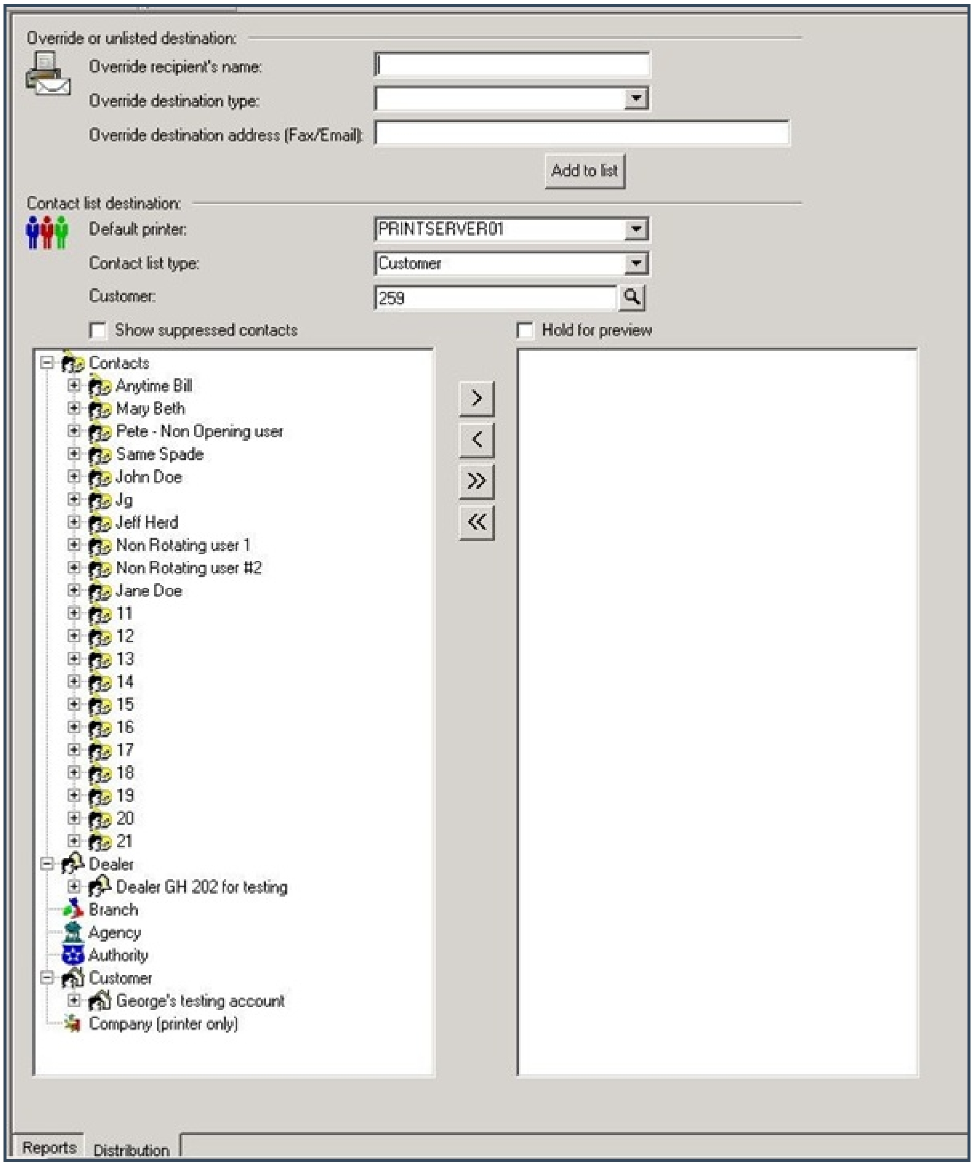
Result: The "Customer Status Change" form displays as shown in the following screenshot:

4. If you want, apply any of the following parameters to your Customer Status Change Report:

- Dealer ID
- Branch ID
- Class

5. To run a Customer Status Change 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 run your Report by date, select the "Date" checkbox and enter a date and time range.
7. Items in the "Operator" area of the form display as preselected. If you want, deselect the Operators you want to exclude from your Report.
8. Items in the "Include:" area of the form display as preselected. If you want to limit the types of Customer accounts that display in your Report to "Activated", "Inactivated", or "Deactivated, select that option.
9. The "Status" option in the "Group by:" area of the form displays as preselected. If you want to group your Report by "Dealer" or "Branch" select that item instead.
10. Click "Next".

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



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