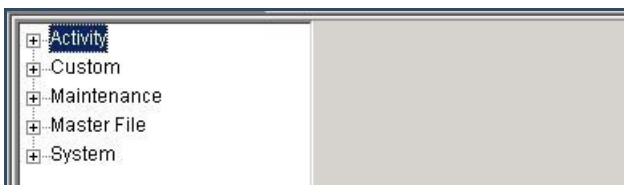# SWS - Forms in the Report Menu - System Reports - System Reports - False Alarm Summary

Last Modified on 08/05/2024 3:09 pm EDT

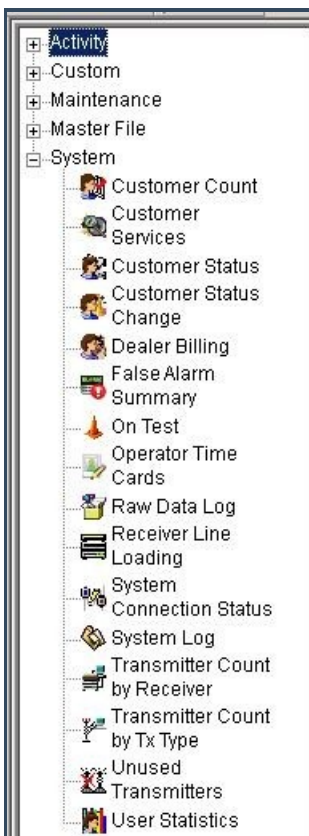Perform the following steps to generate a False Alarm Summary Report:

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 "False Alarm Summary".

Result: The "False Alarm Summary" form displays as shown in the following screenshot:

4. If you want, apply any of the following parameters to your False Alarm Report:
   - Dealer ID
   - Branch ID
   - Authority ID
5. To run a False Alarm 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. The "Date" checkbox displays as preselected. If you want to run your Report by date, enter the date and time parameters.
7. If you want to group your Report by "Dealer" or "Branch", select that option in the "Group By:" area of the form.
8. Click "Next".

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

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