

SWS - Forms in the Report Menu - System Reports - System Reports - On Test

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Perform the following steps to generate an On Test 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 "On Test".

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

4. If you want, apply any of the following parameters to your On Test Report:

- Customer ID
- Customer Name
- Dealer ID
- Branch ID
- Group
- Class
- Time Zone

5. To run an On Test 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. Items in the "Monitoring status" area of the form display as preselected. Deselect any items that you want to exclude from your Report.

7. The "Customer" 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 option instead.

8. The "Customer ID" option in the "Order by" area of the form displays as preselected. If you want to order your Report by "Customer Name", select that option instead.

9. 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

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