

SWS - Forms in the Report Menu - System Reports - System Reports - Receiver Line Loading

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The Receiver Line Loading Report displays all Receiver Lines and the Customers assigned to each.

Generating a Receiver Line Loading Report

Perform the following steps to generate a Receiver Line Loading Report:

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

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



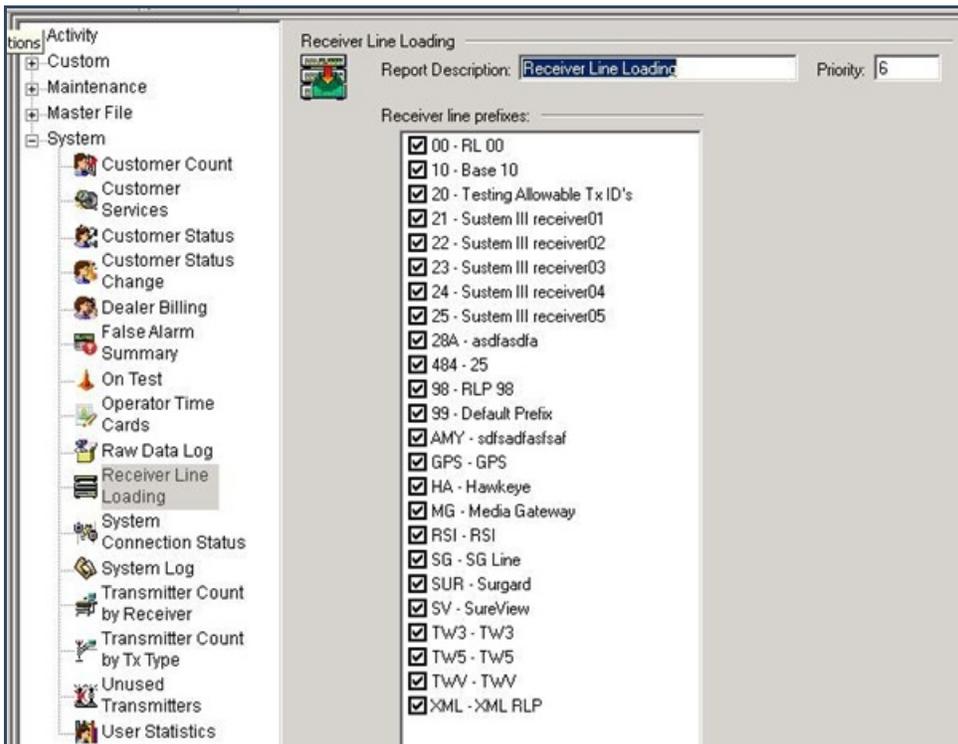
2. Click the "System File" Navigation Tree Node.

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



3. Double-click "Receiver Line Loading".

Result: The "Receiver Line Loading" form displays as shown in the following screenshot:



- Items in the "Receiver line prefixes:" area of the form display as preselected. Deselect any items you want to exclude from your Report.
- Click "Next".

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

The screenshot displays a software interface for configuring report distribution. It is divided into two main sections: "Override or unlisted destination:" and "Contact list destination:".

Override or unlisted destination:

- Override recipient's name: [Text input field]
- Override destination type: [Dropdown menu]
- Override destination address (Fax/Email): [Text input field]
- [Add to list] button

Contact list destination:

- Default printer: [PRINTSERVER01] [Dropdown menu]
- Contact list type: [Customer] [Dropdown menu]
- Customer: [259] [Text input field] [Search icon]
- Show suppressed contacts
- Hold for preview

Contact List:

- 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)

Navigation buttons: >, <, >>, <<

Bottom tabs: Reports, Distribution

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