SWS - Forms in the Report Menu - System Reports - System Reports - System Connection Status

Last Modified on 08/05/2024 3:51 pm EDT

Perform the following steps to generate a Connection Status Report:

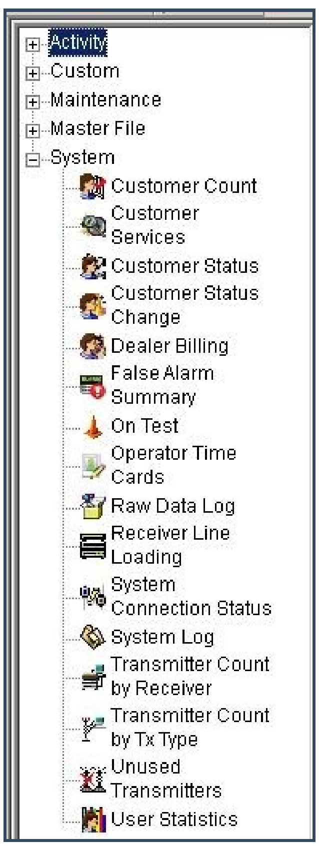
1. Navigate to the Reports menu, and select "System Reports".

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

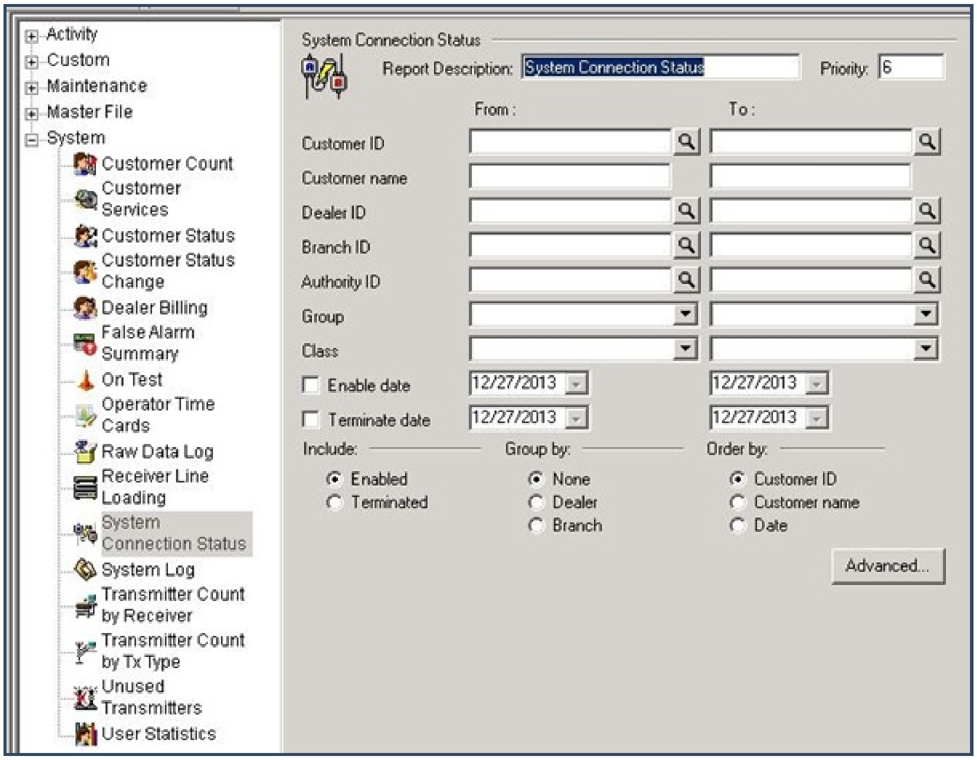
2. Click the "System File" Navigation Tree Node.

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

3. Double-click "System Connection Status".

Result: The "System Connection Status" form displays as shown in the following screenshot:

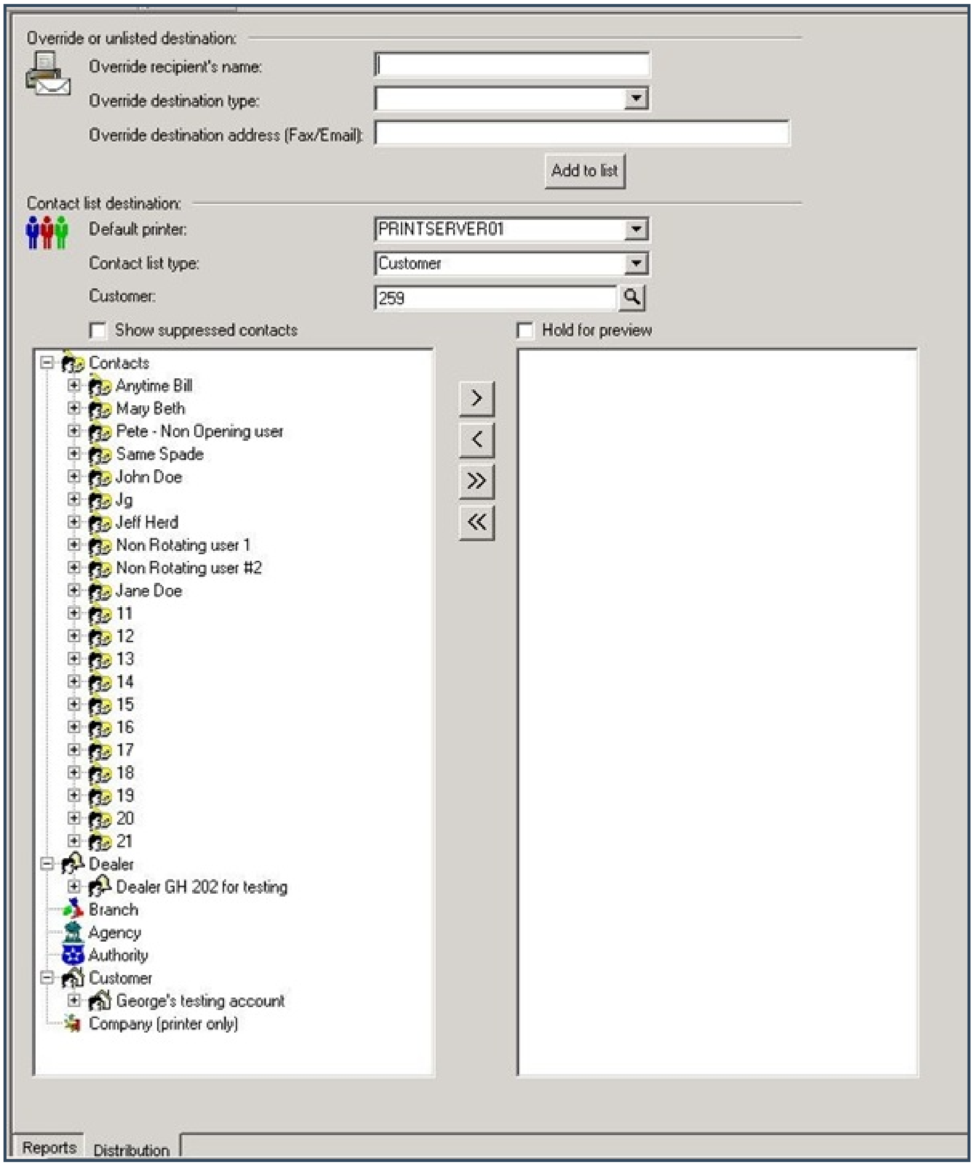


4. If you want, apply any of the following parameters to your System Connection Status Report:

- Customer ID
- Customer Name
- Dealer ID
- Branch ID
- Authority ID
- Group
- Class

5. To run a System Connection Status 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 a Report by the "Enable date", select the checkbox and enter a date and time range.
7. If you want to run a Report by the "Terminate date", select the checkbox and enter a date and time range.
8. The "Enabled" option in the "Include:" field displays as preselected. If you want your Report to include only "Terminated" accounts, select that option instead.
9. 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" or "Date", select that option instead.
10. If you want to group your Report by "Dealer" or "Branch", select that item in the "Group by:" area of the form.
11. Click "Next".

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



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