

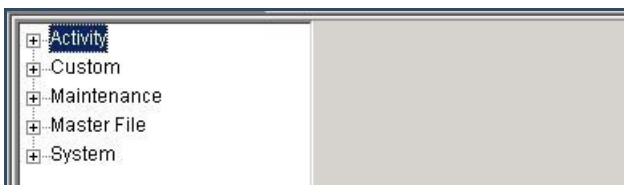
# SWS - Forms in the Report Menu - System Reports - Transmitter Count by Receiver

Last Modified on 08/05/2024 3:57 pm EDT

Perform the following steps to generate a Transmitter Count by Receiver Report:

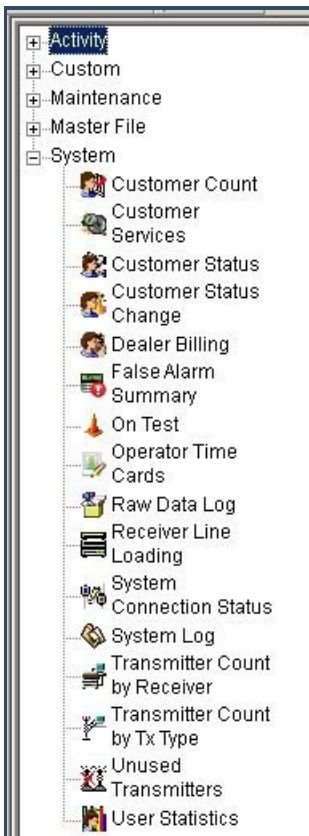
1. Navigate to the Reports menu, and select "System Reports".

**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 "Transmitter Count by Receiver".

**Result:** The "Transmitter Count by Receiver" form displays as shown in the following screenshot:

4. If you want, apply either of the following parameters to your Transmitter Count by Receiver Report:

- FEP
- Receiver

5. To run a Transmitter Count by Receiver 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. Select items in the "Receiver Types" area of the form you want to include in your Report.

7. Select items in the "Receiver Line Prefix" area of the form you want to include in your Report.

8. If you want your Report to include a "Summary", select either the "By Line" or "By Receiver Line Prefix" option.

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.