

# SWS - Forms in the Report Menu - System Reports - Unused Transmitters

Last Modified on 08/05/2024 5:33 pm EDT

Perform the following steps to generate an Unused Transmitters Report:

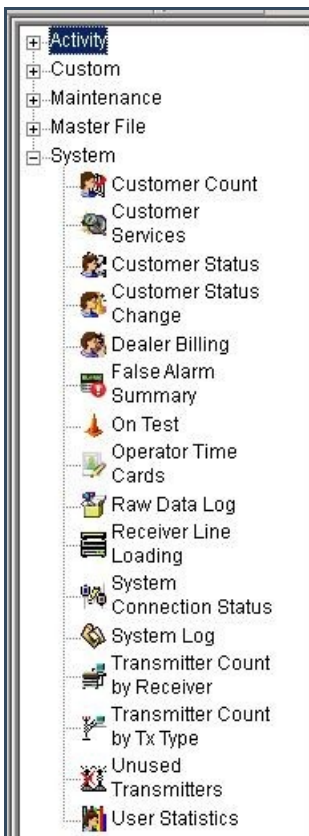
1. Navigate to the Reports menu, and select "System Reports".

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



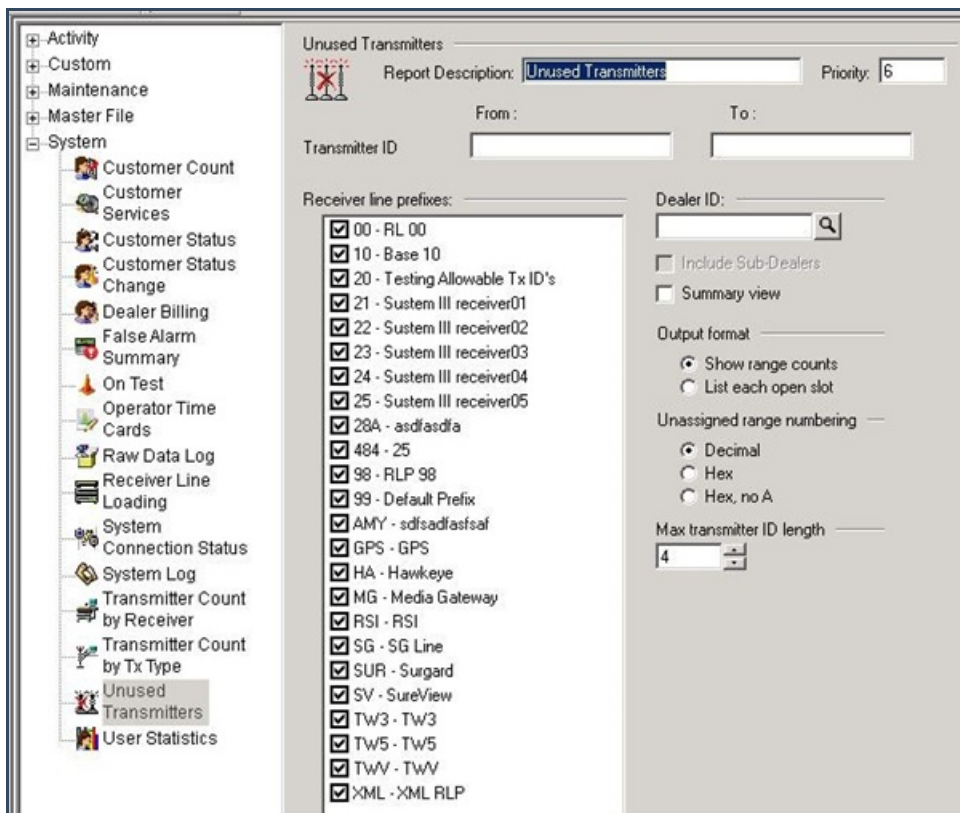
2. Click the "System File" Navigation Tree Node.

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



3. Double-click "Unused Transmitters".

**Result:** The "Unused Transmitters" form displays as shown in the following screenshot:



4. To run an Unused Transmitter Report, enter a beginning value in the "Transmitter ID" "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.
5. Items in the "Receiver line prefixes:" area of the form display as preselected. Deselect the items you want to exclude from your Report.
6. If you want to run your Report by "Dealer ID", enter a Dealer ID into the appropriate field.
7. If you want to include a summary view in your Report, select the "Summary view" checkbox.

**Note:** You cannot select both the "Summary view" and the "List each open slot" options. These two items are mutually exclusive.

8. The "Show range counts" option displays as preselected in the "Output format" area of the form. If you want, select the "List each open slot" option instead.

**Note:** You cannot select both the "Summary view" and the "List each open slot" options. These two items are mutually exclusive.

9. The "Decimal" option displays as preselected in the "Unassigned range numbering" area of the form. If you want the "Hex" or the "Hex, no A" option, select that item instead.
10. If you want to group your Report by "Dealer" or "Branch", select that item from the "Group by" area of the form.
11. The default option of "4" displays as preselected in the "Max transmitter ID length" area of the form. If you want another maximum transmitter ID length for your Report, select that value.
12. 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

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