

Chapter 17 - Introduction to Reports

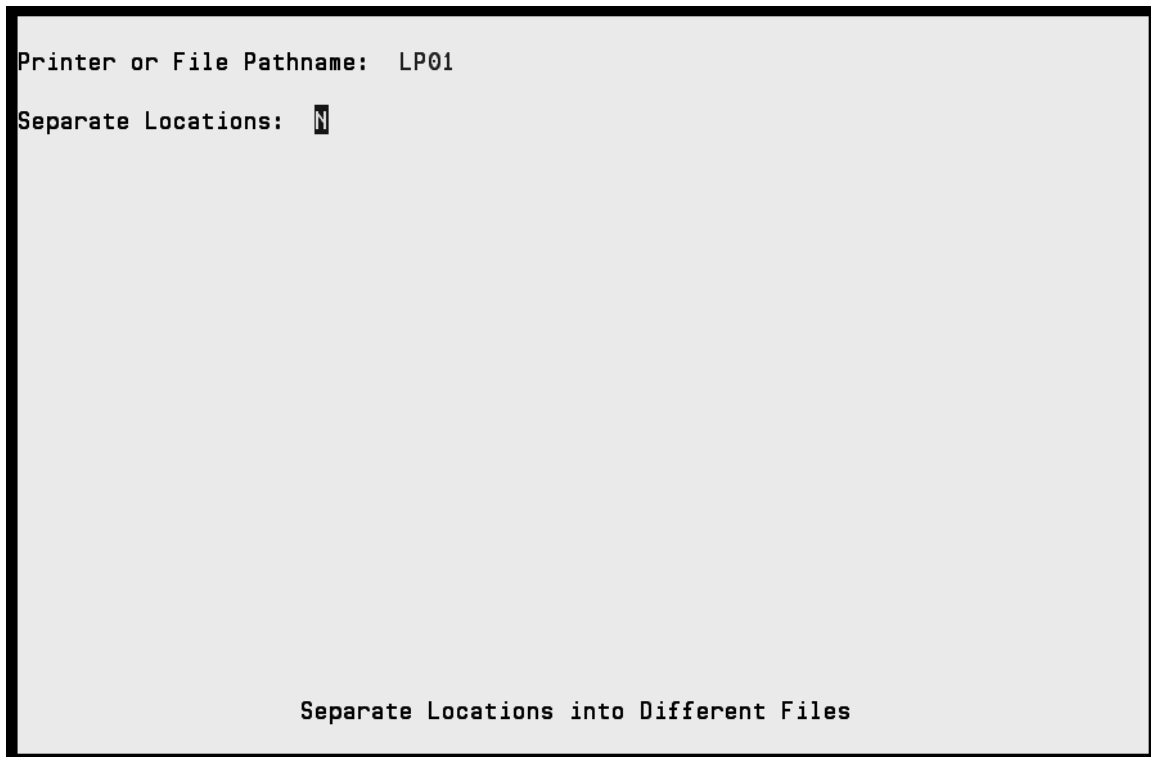
When you run any type of report within the RSSS System, you will always be prompted to enter a printer or file pathname followed by the Separate Locations prompt.

Each report has its own criteria fields (options) with help prompts displaying at the bottom of the screen. As you cursor through the fields on the report screen, you will be prompted to select the information you want to see on a report.

When you are done filling in the parameters to run the report, press the F9 key (the save and accept key) and the report will print. At times you may see record counts flashing across the screen and in some cases the report may run so fast you won't see the counts.

Printer or File Pathname and Separate Locations Prompts

Figure 17-1 is a screen you will see with most reports you want to run and in several other instances throughout the system.



```
Printer or File Pathname: LP01
Separate Locations: N
Separate Locations into Different Files
```

Figure 17- 1 Printer or File Pathname and Separate Locations prompts

You will be prompted for printer or file pathname. If you want to print directly to the default printer, press the ENTER key. If you want this information to print to another printer, type that printer number over the default and press the ENTER key. If you want to view this report on the screen enter a file pathname. For example type in "APPL" in place of LP01. Once the report is finished press the F10 key and type in SF (show file) and press ENTER, then type in APPL at the pathname prompt and press ENTER and the report will appear on the screen as shown in Figure 17-2.

```

*** Page Eject ***
RUN DATE: 01/18/07
TIME:08:47:52

```

RSSS APPLIANCES					
SERIALIZED RENTAL INV COST RPT BY MODEL #-DETAIL					
LOC: (1) RSSS APPLIANCES #1					
RECEIVED DATES OF: THRU 12/31/79					
RENTED DATES OF: THRU 12/31/79					
SELECTED BY STATUSES: R N					

MODEL NUMBER	SERIAL NBR	DESCRIPTION	COST	RECEIVED	RENTED
ACAMA14010C1D	213	AIR CONDITIONER	536.98	12/21/06	
ACAMA14M13TA	ACAMA0001	AIR CONDITIONER	431.00	11/27/06	11/27/06
ACWPLACQ082XP	QR0403411	AIR CONDITIONER	137.00	6/01/04	6/01/04
ACWPLACQ102XP	QR0919922	AIR CONDITIONER	171.00	6/05/04	7/02/04
AKFRIFRS26H5DSB	LA44810849	REFRIDGERATOR	850.00	12/13/04	12/13/04
AKFRIFRT15B3AW	BA30922461	REFRIDGERATOR	250.00	8/16/03	8/31/04
AKFRIGLRT183TDW	BA42932973	REFRIDGERATOR	295.41	8/03/04	10/05/04
AKFRIPLHS267ZCB	267005	REFRIGERATOR	1,200.00	1/05/06	
AKWPLED2VHGXMQ	SR0953674	REFRIGERATOR	620.00	3/27/04	3/27/04
AKWPLED5GHEXNA	SR3954618	REFRIGERATOR	700.00	12/20/04	12/20/04
ALFRIFEX831CS	R061NM	LAUNDRY CENTER	500.00	12/11/04	12/11/04

F1-Fwd F2-Back F6-L/Nos Bottom Top Find Next Help F8-New Pathname █

Figure 17- 2 Show File Report Example

The next prompt is "Separate Locations" In most cases you need to accept the default of (N)o. If you answer Y to this prompt the report will print to a file.

Select by Loc or Loc Groups Prompts you may encounter...

This is a prompt you will see frequently when setting up reports to run. This defaults to an N for no to run all locations. If answered with a Y for yes, you will be prompted "Select by Locs or Loc Groups". On the bottom of the screen Option 1 Select by Locations and Option 2 Select by Location Groups will be displayed. Enter the number beside the option you want.

If Option 1 Select by Locations is selected, you will be prompted "Location Selection". On the bottom of the screen you will see displayed

- 1) Select by 10 Locs/Groups
- 2) Select Range of Locs/Groups.

If you select 1) Select by 10 Locs/Groups, the prompt will change to "Locations". You may enter up to ten different locations. Use 4 digits when entering the locations (example: location 1 would be entered 0001) or enter a 1 and press the END key to wipe out the 0 in the field. See Figure 17-3.

```

PRINT CUSTOMER REPORT
  FORMAT: 1      ONLY COMMENTS: N      PRINT INVENTORY: Y
  REPORT ORDER: 1  ONLY 1 ITEM TICKETS: N  ACCT TYPE: 1
SELECT BY LOC OR LOC GROUPS: Y
  LOCATIONS: 2005 3005 0 0 0 0 0 0 0 0
SELECT BY: N

SELECT BY CUST TYPE: N
SELECT BY AGMT/CONT TYPE: N
CURRENT/CLOSED CUSTOMERS: 1

STARTING LAST NAME:
SELECT BY ZIP/MODEL/DESC/ADV C: N

WANT BIRTHDAY REPORT: N
RE-OPENED TICKET INDR: I

```

Figure 17- 3 Print Customer Report Screen with Select by Locations

If you select 2) Select Range of Locs/Groups, you will be prompted "Locations between". Type in the Location you want as the lowest number and the location you want as the highest number. Use 4 digits when entering the locations (example: location 1 would be entered 0001) or enter a 1 and press the END key to wipe out the 0 in the field. See Figure 17-4.

```

PRINT CUSTOMER REPORT
  FORMAT: 1      ONLY COMMENTS: N      PRINT INVENTORY: Y
  REPORT ORDER: 1  ONLY 1 ITEM TICKETS: N  ACCT TYPE: 1
SELECT BY LOC OR LOC GROUPS: Y
  LOCATIONS BETWEEN: 1005 AND 3001 ←
  SORT BY LOCATION: ☒
  SELECT BY: N

  SELECT BY CUST TYPE: N
  SELECT BY AGMT/CONT TYPE: N
  CURRENT/CLOSED CUSTOMERS: 1

  STARTING LAST NAME:                RE-OPENED TICKET INDR: I
  SELECT BY ZIP/MODEL/DESC/ADV C: N

  WANT BIRTHDAY REPORT: N
                                ENTER AN "N" OR A "Y"
  
```

Figure 17- 4 Print Customer Report Screen with Select Range of Locs/Groups

If Option 2 Select by Location Groups is selected, you will be prompted "Group Selection". On the bottom of the screen you will see displayed

- 1) Select by 10 Locs/Groups
- 2) Select Range of Locs/Groups.

Selecting by location groups allows you to print selected groups of stores that have been set up for certain Regional or District Managers. This is useful when a Regional or Market Manager runs more than 10 stores. The entering of one location group number eliminates the need for entering all the store numbers.

Note: Location Groups must be set up on each location in Location Maintenance (LOCMNT) to use this feature. See Figure 17-7.

- 1) You will now see the prompt "Loc Groups". Type in the Location Group number(s). You may enter up to ten different location groups. You may enter up to a 4 digit location number. See Figure 17-5.

PRINT CUSTOMER REPORT									
FORMAT: 1		ONLY COMMENTS: N				PRINT INVENTORY: Y			
REPORT ORDER: 1		ONLY 1 ITEM TICKETS: N				ACCT TYPE: 1			
SELECT BY LOC OR LOC GROUPS: Y									
LOC GROUPS: 0200		1000	0	0	0	0	0	0	0
SELECT BY: N									
SELECT BY CUST TYPE: N									
SELECT BY AGMT/CONT TYPE: N									
CURRENT/CLOSED CUSTOMERS: 1									
STARTING LAST NAME:					RE-OPENED TICKET INDR: I				
SELECT BY ZIP/MODEL/DESC/ADV C: N									
WANT BIRTHDAY REPORT: N									

Figure 17- 5 Print Customer Report Screen with Select by Location Groups

- 2) You will now see the prompt "Loc Groups Between". Type in the Location Group you want as the lowest number and the Location Group you want as the highest number. See Figure 17-6.

```

PRINT CUSTOMER REPORT
  FORMAT: 1      ONLY COMMENTS: N    PRINT INVENTORY: Y
  REPORT ORDER: 1  ONLY 1 ITEM TICKETS: N  ACCT TYPE: 1
SELECT BY LOC OR LOC GROUPS: Y
  LOC GROUPS BETWEEN: 0800 AND 1000 ←
  SORT BY LOCATION: ☒
  SELECT BY: N

SELECT BY CUST TYPE: N
SELECT BY AGMT/CONT TYPE: N
CURRENT/CLOSED CUSTOMERS: 1

STARTING LAST NAME:                RE-OPENED TICKET INDR: I
SELECT BY ZIP/MODEL/DESC/ADV C: N

WANT BIRTHDAY REPORT: N
ENTER AN "N" OR A "Y"

```

Figure 17- 6 Print Customer Report Screen with Locs Groups Between

NOTE: Location Groups are assigned in Location Maintenance (LOCMNT). See Figure 17-7 for location numbers; then see Figure 17-8 for examples of location group numbers within a location.

Location Maintenance							12/04/06
Location Nbr:	0	Primary Loc:		Loc Type:	0		
Loc Description	PLoc	BS	Group	Group Desc	Mach#	StrpType	
0 RSSS APPLIANCES	1	N	0	REPORT HEADER	1	N	1
1 RSSS APPLIANCES #1	1	Y	0		1	N	1
2 RSSS APPLIANCES #2	2	Y	2		1	N	1
3 RSSS APPLIANCES #3	3	Y	3		1	N	1
4 RSSS APPLIANCES #4	4	Y	4		1	N	1
5 RSSS APPLIANCES #5	5	Y	5		1	N	1
6 RSSS APP WAREHOUSE	6	N	0		1	N	2
7 RSSS APP SERVICE CENTER	7	N	0		1	N	6
99 OTHER LOCS			0				0
501 DEMO/LOANER LOC	1	N	0		1	N	5
502 DEMO/LOANER LOC	2	N	2		1	N	5
503 DEMO/LOANER LOC	3	N	3		1	N	5
504 DEMO/LOANER LOC	4	N	4		1	N	5
505 DEMO/LOANER LOC	5	N	5		1	N	5
506 DEMO/LOANER LOC	6	N	6		6	N	5

F1-Next Page F2-Prev Page F5-Delete F6-Add ENTER-Update F8-Prev Menu CMD-Exit

Figure 17- 7 Location Maintenance Screen with Locations listed

Location Change		12/20/06
Location:	1	Primary Location: 1 Location Type: 1
Transfer Desc: RSSS APPLIANCES #1		
123 ABC LANE ANYTOWN TX 55555-5555		
SUMMARY CONTROL PARAMETERS		
Summary Company#:	1	Summary Company Desc:
Summary Region #:	1	Summary Region Desc:
Summary Division#:	1	Summary Division Desc:
Subtract Petty Cash:	2	Add Sales to Movie Amts: N Bld Sum This Loc: Y
STRIP/MERGE CONTROL PARAMETERS		
Loc Machine Nbr:	1	Separate System: N Stripped Loc: N
Strip Directory:		Send Directory:
Lowest Copy Nbr:	0	
OTHER DATA		
Data Phone Nbr:		Voice Phone Nbr:
Trans Group Nbr:	0	Trans Group Desc:
Other Loc Groups:	100 0 0 0 0 0 0 0	
Trans to Rental:		Currency Rate:
Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm		

Figure 17- 8 Location Maintenance Screen