

Introduction to Reports

When you begin running any type of report within the RSSS System, you will see some commonality between certain things. You will always be prompted to enter a printer or file pathname first followed by the Separate Locations prompt.

Each report has its own field prompts with the prompting information (what the options are that you have to fill in for the field) displaying at the bottom of the screen. As you cursor through the fields on the report screen, you can select the options you want to tailor the report to your liking.

When you are done filling in the parameters to run the report, press F9 (the DONE 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 1 is a screen you will see with most reports you want to run and in several other instances throughout the system.

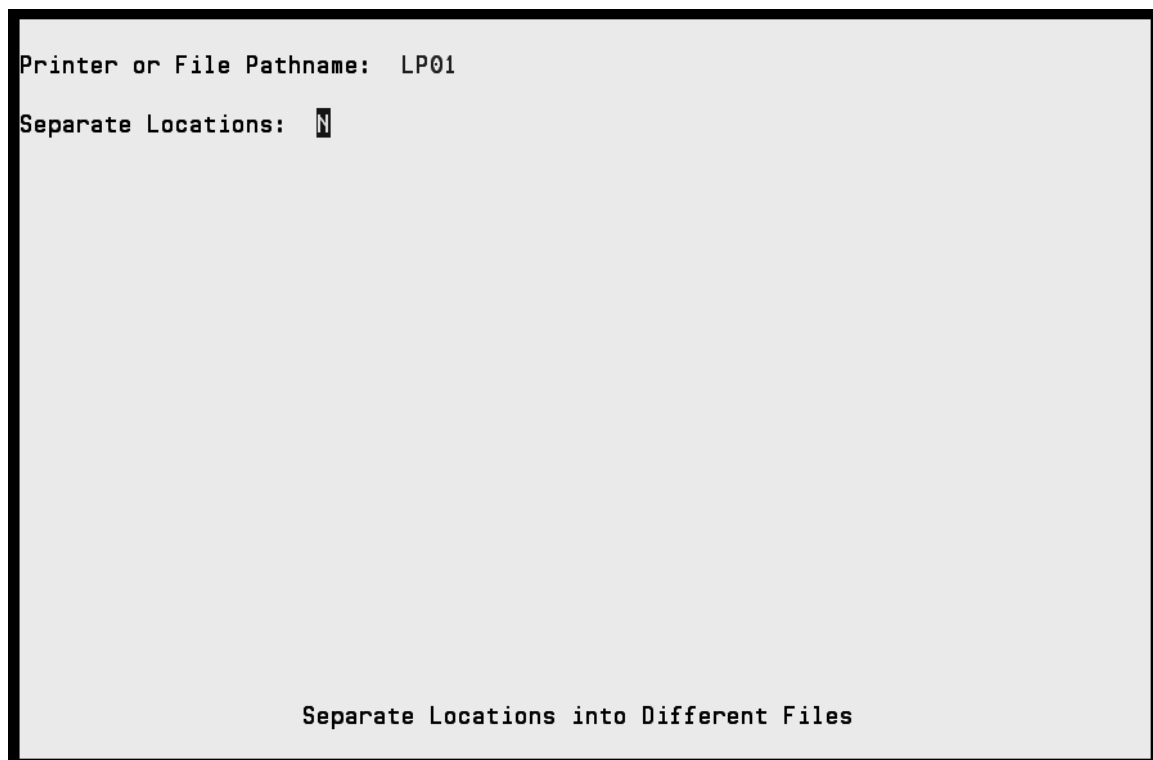


Figure 1 Printer or File Pathname and Separate Locations prompts

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. You will now be prompted for "Separate Locations". As an independent or stand alone system, you will normally answer this prompt with an N for no. Answering with a Y for yes will only be called for when your printer or file pathname prompt has been

answered with a file name followed by 3 X's and not a printer. This option can only be used if you are set up to be able to run reports on more than just your location. See Figure 2 and Figure 3 respectively.

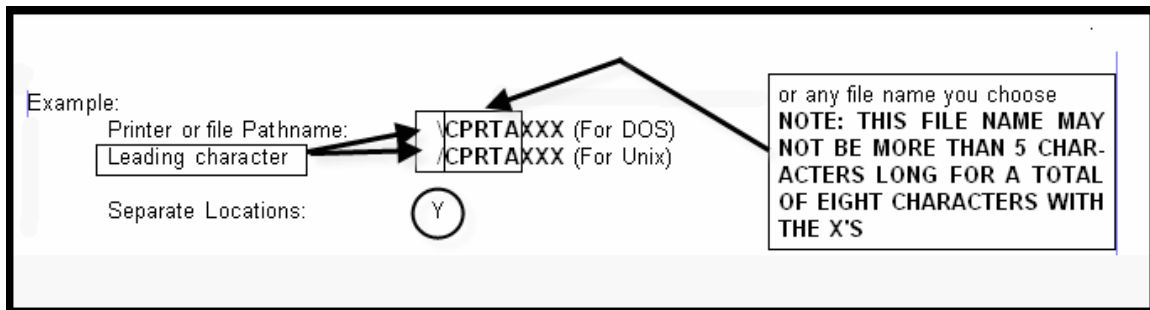


Figure 2 Examples of File Pathnames

The above example will run reports to files on disk that can be printed at a later time. This is useful for mainframe systems. The above example will place the following reports on your root directory on disk with the appropriate leading character.

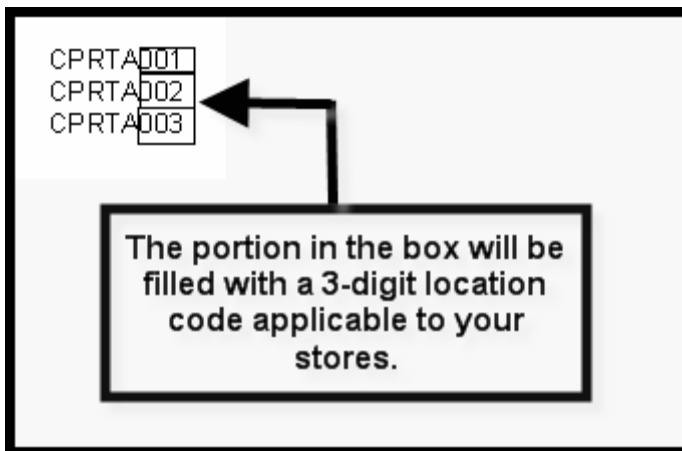


Figure 3 Examples of File Names

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). See Figure 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: 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

      RE-OPENED TICKET INDR: I

      WANT BIRTHDAY REPORT: N

```

Figure 4 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). See Figure 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
  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 5 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.

- 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 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: 0200 1000  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 6 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 7.

```
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 7 Print Customer Report Screen with Locs Groups Between

NOTE: Location Groups are assigned in location maintenance (LOCMNT).
See Figure 8.

Location Maintenance							06/03/05	
Location Nbr: 0		Primary Loc:		Loc Type: 0				
Loc Description	PLoc	BS	Group	Group Desc	Mach#	StrpType		
0 Maestro Music	N		0	report header	1	N	0	
1 Maestro Store 1	1	Y	1	Store Locations	100	Y	1	
2 Maestro Store 2	2	Y	2	Maestro Store L	100	Y	1	
3 Maestro Store 3	3	Y	3	Maestro Store L	100	Y	1	
100 Maestro Home Office	100	N	0		100	Y	1	
203 HOWARDS MUSIC	1	N	200	OFF SITE LOCS	100	N	2	
204 JR'S MUSIC	1	N	200	OFF SITE LOCS	100	N	2	
205 KATY'S MUSIC	1	N	200	OFF SITE LOCS	100	N	2	
206 HARDDRIVE MUSIC	1	N	200	OFF SITE LOCS	100	N	2	
207 SHOREDRIVE CONSERVATORY	1	N	200	OFF SITE LOCS	100	N	2	
209 ROBSON MUSIC	1	N	200	OFF SITE LOCS	100	N	2	
210 HIGHWAY 66 MUSIC	1	N	200	OFF SITE LOCS	100	N	2	
211 WARNER MUSIC	1		0		100		2	
212 GYPSY JEWELRY	1	N	200	OFF SITE LOCS	100	N	2	
213 MUSIC BOX	1	N	200	OFF SITE LOCS	100	N	2	

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

Figure 8 Location Maintenance Screen