

## Chapter 16 - 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.

### ***Printer or File Pathname Prompt***

Figure 16-1 is a screen you will see with most reports you want to run and in several other instances throughout the system.



***Figure 16- 1 Printer or File Pathname and Separate Locations prompts***

You will be prompted for "Printer or File Pathname". This is where you can assign the printer name or a file name where you want the report to print to. If you want to print directly to your default printer, press the enter key. If you want this information to print to a different printer, type that printer's LP number in place of the default and press the enter key. If you want to view this report on the screen enter a file name. For example type in "CUSTRPT1" in place of LP01 (the default printer shown in Figure 16-1). Once the report is finished processing, press the F10 key and type in SF (show file) and press enter, then type in CUSTRPT1 at the pathname prompt and press enter. You will then be asked to enter a "Pathname:". Type in CUSTRPT1 at the pathname prompt and press enter, see Figure 16-2. The report will appear on the screen as shown in Figure 16-3.

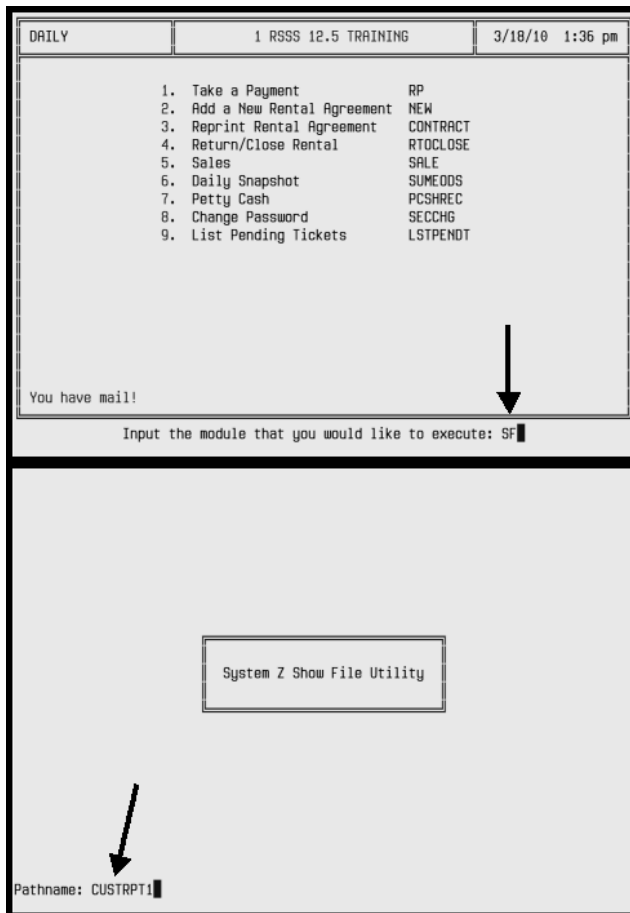


Figure 16- 2 Show File statement Example

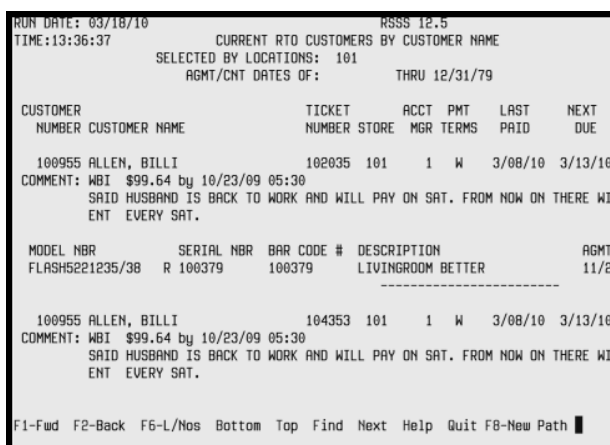


Figure 16- 3 Show File Report Example

### Separate Locations Prompt

The next prompt is "Separate Locations" **In most cases you need to accept the default of (N)o.** The only time you will answer the prompt with a "Y" is if you are

running reports to separated pathnames. If you answer "Y" to this prompt the report will print to a file.

## Within the setting up of the Report Criteria

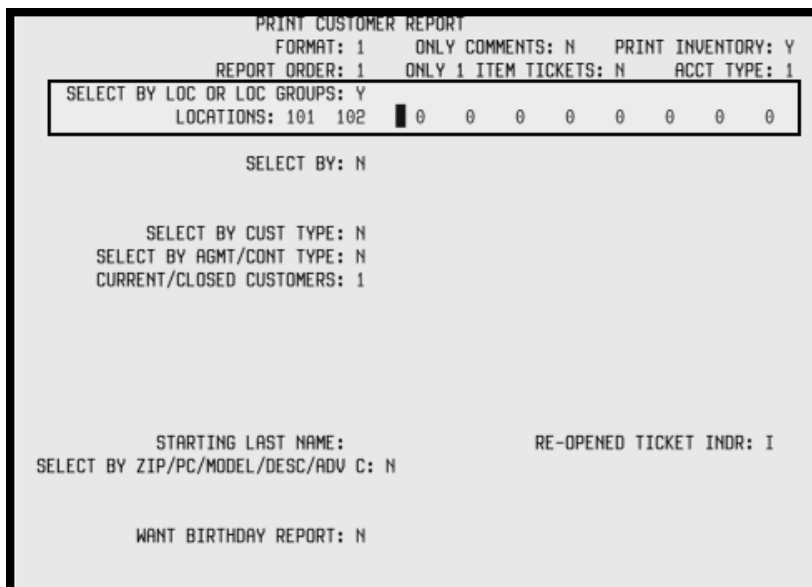
### **Select by Loc or Loc Groups Prompts you may encounter...**

This is a prompt you will see frequently when setting up the criteria for reports to run. The default of a N for no will run the report including the information for 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". Enter your Store location number here to print the report with your store's information. 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 16-4.



```

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: 101 102 0 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

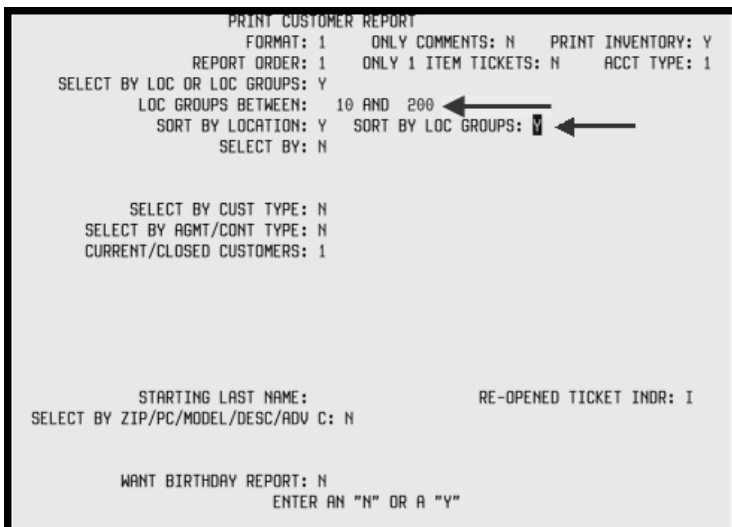
  STARTING LAST NAME:                RE-OPENED TICKET INDR: I
  SELECT BY ZIP/PC/MODEL/DESC/ADV C: N

  WANT BIRTHDAY REPORT: N
  
```

**Figure 16- 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, then the location you want as the highest number. Your report will generate with information for all locations beginning with the lowest number location through the highest number location you entered. 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 16-5.



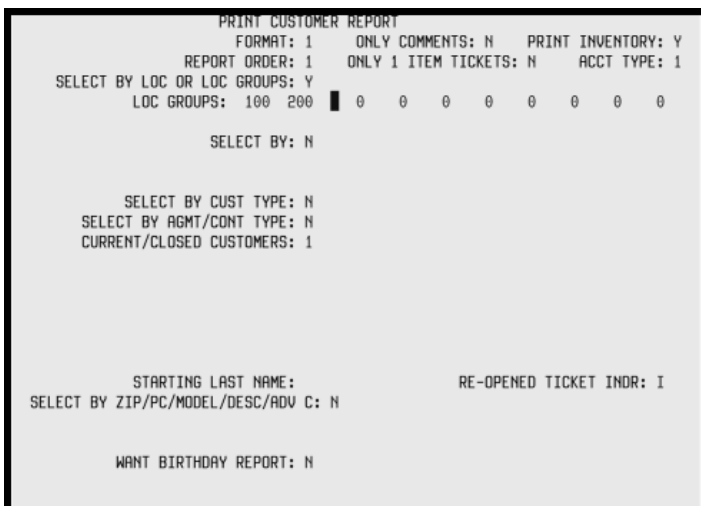
**Figure 16- 5 Print Customer Report Screen with Select Range of Locs/Groups**

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 group number. See Figure 16-6.



**Figure 16- 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 then Location Group you want as the highest number. See Figure 16-7.

```

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: 0 AND 1000 ←
SORT BY LOCATION: N
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/PC/MODEL/DESC/ADV C: N

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

**Figure 16- 7 Print Customer Report Screen with Locs Groups Between**

**NOTE: Location Groups are assigned in Location Maintenance (LOCMNT).** See Figure 16-8 for location numbers; then see Figure 16-9 for examples of location group numbers within a location.

Location Maintenance 03/18/10

Location Nbr: 0 Primary Loc: Loc Type: 0

Loc Description	PLoc	BS	Group	Group Desc	Mach#	StrpType
0 RSSS 12.5	N		0	REPORT HEADER	1	N 1
1 RSSS 12.5 HOME OFFICE	1	N	1		1	N 1
101 RSSS LOC 101	101	Y	101		1	N 1
102 RSSS LOC 102	102	Y	102		1	N 1
103 RSSS LOC 103	103	Y	103		1	N 1
104 RSSS LOC 104	104	Y	104		1	N 1
105 RSSS LOC 105	105	Y	105		1	N 1
106 RSSS LOC 106	106	Y	806		1	N 1
107 RSSS LOC 107	107	Y	107		1	N 1
108 RSSS LOC 108	108	Y	108		1	N 1
109 RSSS LOC 109	109	Y	109		1	N 1
110 RSSS LOC 110	110	Y	110		1	N 1
111 RSSS LOC 111	111	Y	111		1	N 1
112 RSSS LOC 112	112	N	112		1	N 1
113 RSSS LOC 113	113	Y	113		1	N 1

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

**Figure 16- 8 Location Maintenance Screen with Locations listed**

```

Location Change                                03/18/10

Location: 101      Primary Location: 101      Location Type: 1
Description: RSSS LOC 101                          Country: USA
Address: 711 N CARANCAHUA STE1500 CORPUS CHRISTI TX 78475-
SUMMARY CONTROL PARAMETERS
Summary Company#: 1      Summary Company Desc:
Summary Region #: 9      Summary Region Desc:
Summary Division#: 100  Summary Division Desc: TM
Subtract Petty Cash: 2  Add Sales to Movie Amts: N  Bld Sum This Loc: Y
Remote Pmt Loc Indr:      Active Store Indr:      Open Date: 6/16/07
STRIP/MERGE CONTROL PARAMETERS
Loc Machine Nbr: 1  Separate System: N  Stripped Loc: N
Strip Directory:      Send Directory:
Lowest Copy Nbr: 3

OTHER DATA
Data Phone #:      Voice Phone #: (361)101-2222
Trans Group #: 101  Trans Group Desc:
Other Loc Grps: 100  0  0  0  0  0  0  0  0
Inv Price Grp:      Trans to Rental: N  Currency Rate:
Max Inv Count:      198
Normally The Store/Warehouse/Service Loc This Loc Belongs To

Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm

```

**Figure 16- 9 Location Maintenance Screen**

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.