Inspection Listing

The Inspection Listing Report is designed to print a listing of all Inspection due within the Accounting Period range or a specific Date range selected.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Date - This option will default to the Current Accounting Period. If a different Accounting Period range or specific date range is desired, select either the *Accounting Period* option or *Dates* option.   The User must select an Accounting Period range or Date range.

Branches - The report default is to print data for all active Branches. If it is desired to print the data associated with one or multiple Branches, you may select the checkbox to the left of each branch desired.

· *Hide Inactive Branches* - If data is not to be listed for inactive Branches, select this option.

Routes - This option is only used if your company is using the Route scheduling method. The default is to display data for all active Routes. If it is desired to print the data associated with one or multiple Routes, you may select the checkbox to the left of each Route desired.

· 	*Hide Inactive Routes* - This option is not selected by default. If inactive routes are not to be included in the report, select this option.

Group By - The report default is to group by None.   Selecting a Group By option will print a Group Header and the Inspections due within each Group. Grouping options available are Branch, Route, Problem (code) and Frequency.

Sort By - The report default is to sort by Customer Number.   Other Sorting options available are Site Name, System (type), Problem (code), Frequency, Next Inspection Date and Route.