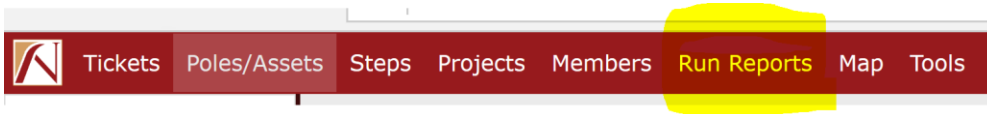# Running a PT+ Next to Go Report

There are two PT+ Next to Go Reports.

1. PT+ Next to Go Report – Step Member
2. PT+ Next to Go Report – Pole Owner

- The Step Member version will return all tickets where the member code(s) provided are next to go.
- The Pole Owner version will return tickets where the member code(s) provided are listed as the pole owner on tickets and will display who is next to go on those tickets.

To run the report select it from **Run Reports**

Double click to open one of these reports

Click the Select icon to select member codes.

From the Member code box, you can search for codes by different ways: Code, Company Name, State, etc.

For example, if you want to run the report for several codes, searching them by company might be easier than typing each individual code.

Example below is showing the company of NJUNS being searched and several member codes selected.

The codes are now showing in the report parameters. (State and Job Type are not required) Click Run Report.

If only one code is needed, typing the code into the Member code contains box is quicker. Click Search to find it and double click to select or highlight the row and click the select icon in the bottom left.

The codes that are in the user profile can also be easily selected by running the **My Members** filter.

Click on Members at the top.
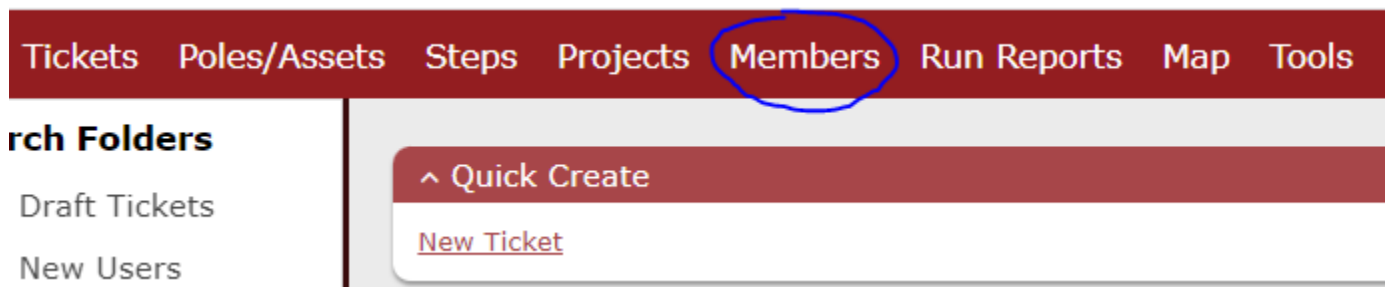
Select the drop-down arrow next to the search icon and choose My Members. Then click the Search icon to run this filter.

This will return the codes that are in the user profile.

Highlight the codes needed and click the Select icon.

Select Run Report (unless other parameters are needed and if so, complete those first)