Running Reports as a CSV File

This document details how to produce reports as a CSV file.

Steps:

1. Load the Report you wish to run.
2. Set you report parameters.
3. Click Next.
4. Expand the Advanced section at the top of the page.
5. Select CSV for the Email Attachment Type.
6. Enter the Name and Email address for the report.
7. Click Add (The destination then shows in the lower portion of the page.)
8. Click Send Email

Result: the report emails to the destination in a CSV format and can be opened in EXCEL, or other Spreadsheet programs.

Important Information

- Reports, when successfully passed from Mantitou, are complete. If they do not make it to their destination, there is no further tracking from within Manitou.

- Errors sending or completing reports show in the Report Queue.

	Email Attachment Type		Override	
Customers	○ PDF		Name: New Name	Type: Email ▼
Branches	○ RTF		Address: Person@companyname.com	ADD
Authorities	◉ CSV			

Contact List Type: ▼ Company   Owner: 1   🔍 Central Station   1

Type		BoldNet	Contact Points		Email	Name	Type	Address	
Keyholder	+	Printer	Printer	+		New Name	Email	Person@companyname.com (CSV)	✖
Keyholder	+	Rows: 10 ▼ 1-1 of 1				Rows: 10 ▼ 1-1 of 1			
Rows: 10 ▼ 1-2 of 2									