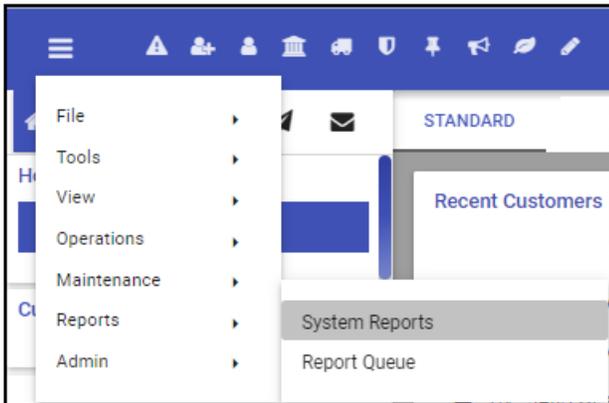# Generate and Publish a System Report

The Manitou System Reports contains many reports that help you provide operational, dealer, and customer reporting. The System Reports allows the creation of one-off (ad-hoc) reports for production within the company or sending to end-customers (dealers, customers, agencies, branches, and the like).

Locating System Reports

The System Reports are found under the main menu within the Manitou main menu or you may customize a shortcut to take you directly to the System Reports. Click the Hamburger Icon (≡), Reports, then System Reports.

One-off Report Creation

1. **Click the desired report**.
2. **Set the report Title**, if desired.
3. Enter the **Report Parameters**.
4. If necessary, select the **Advanced** or **Options** details for the report.
5. If emailing, click **Next**.

Customer Activity

This report lists signal/alarm details, open and closing activity and any exception activity. Exception activity would include unexpected openings/closings, unexpected restores and the like.

MAIN ———————————————————————————●—— DISTRIBUTION

Advanced ▸

| Printer ▼ | Contact List Type
Company ▼ | Owner
1 | Q | Central Station | 1 | ✖ |

☐ Show Suppressed

Q   Q   Q
Contacts   **Boldtech**   **Email**

Name	Type			Contact Points			Name	Type	Address	
Boldtech	Technician	＋	Printer	Printer	＋		Email	support@boldgroup.com	✖
		＋	E-Mail	support@boldgroup.com	⊞				Rows: 10 ✔ 1-1 of 1
		＋		Rows: 10 ✔ 1-2 of 2					
		＋							
		＋							
		＋							
	Rows: 10 ✔ 1-6 of 6								

PREVIOUS   NEXT   DISPLAY NOW   DOWNLOAD (PDF)   DOWNLOAD (RTF)   SEND EMAIL

1. If needed, click **Advanced** and choose the appropriate values.
   - Add the Advanced email address(es)
2. **Select the Contact Persons** who should receive this report and add them to the report.
3. Click **Send Email**.
6. If running for information, or printing, click one of the options to display or download the report.
   1. **Display Now** - loads the completed report to the screen.
   2. **Download (PDF) -** downloads the completed report as a PDF (Document Image)
   3. **Download (RTF)** - downloads the completed report as a Rich Text Format (Word Document)

OPTIONS   ADVANCED   PREVIOUS   NEXT   DISPLAY NOW   DOWNLOAD (PDF)   DOWNLOAD (RTF)   SEND EMAIL