## **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 ( $\equiv$ ), 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.

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