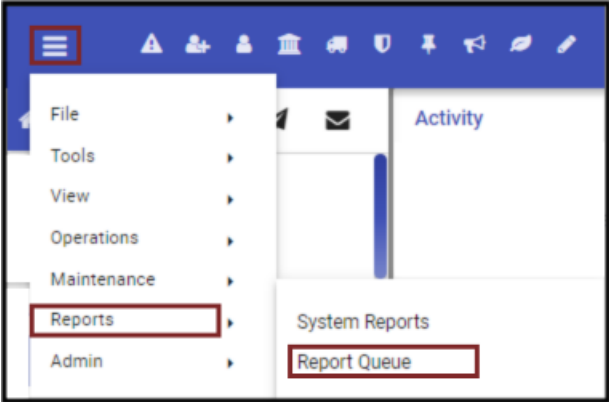


# Report Queue

The Manitou Report Queue contains the recently completed reports in Manitou.

## Load the Report Queue

- Click the Hamburger Icon (≡)
- Click Reports
- Click Report Queue



## Report Queue

Report Queue							
Description	User	Status	Report Submitted	Report Started	Report Finished	Priority	Error Message
Daily Operator Handled Signals (AM)		Publisher Completed				10	
Daily Audit Trail (AM)		Publisher Completed				10	
Customer Status		Report Completed				6	

Publishing Destinations				
Name	Type	Address	Status	Message
	Email		● Complete	

The Report Queue contains all recently completed reports. Reports remain in this queue based on the settings in the Manitou Options within the Purge selection.

# Report Destinations

Often reports go to publishing destinations. Upon selecting a report to view, the publishing destinations and the status of the report publishing.

Publishing Destinations				
				PUBLISH FAILED
				PUBLISH SELECTED
Name	Type	Address	Status	Message
	Email		● Complete	

- If the report **publishing fails**, the **Message** column provides additional details.
  - If a report **publishing fails**, and the issue is resolved, select the report and select **publish failed**.
- If desired, selecting the publishing destination, to re-publish the report to the destination.

## Publishing Destinations

- **Printer** - Sends the completed report to the configured Printer.
- **Email** - Sends the completed report via SMTP to the email destination.
- **Fax** - Sends the completed report through the configured Fax details.