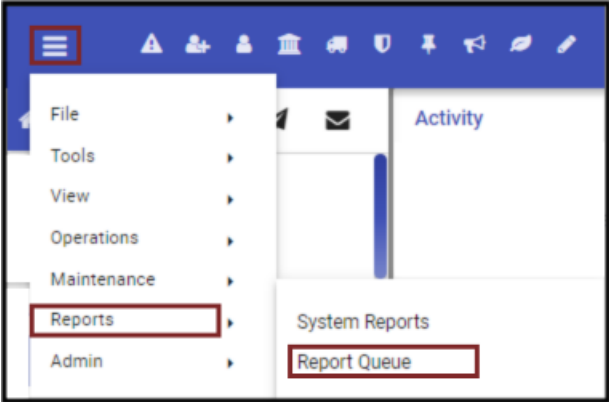# Report Queue

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

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
Name	**Type**	**Address**		**Status**	**Message**	PUBLISH SELECTED
☐	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.