

SWS - Forms in the Report Menu - System Reports - Master File Reports - Authority Master File

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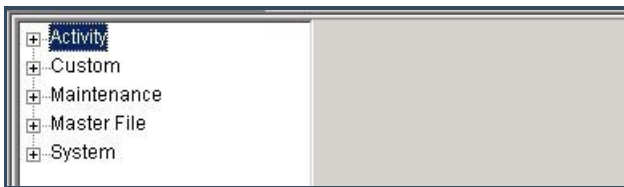
The Authority Master File Report displays details for Manitou Authorities. Users can select specific Authorities and customize the level of detail that is displayed in the Report.

Generating an Authority Master File Report

Perform the following steps to generate an Authority Master File Report:

1. Navigate to the Reports menu, and select "System Reports".

Result: The "System Reports" Navigation Tree displays as shown in the following screenshot:



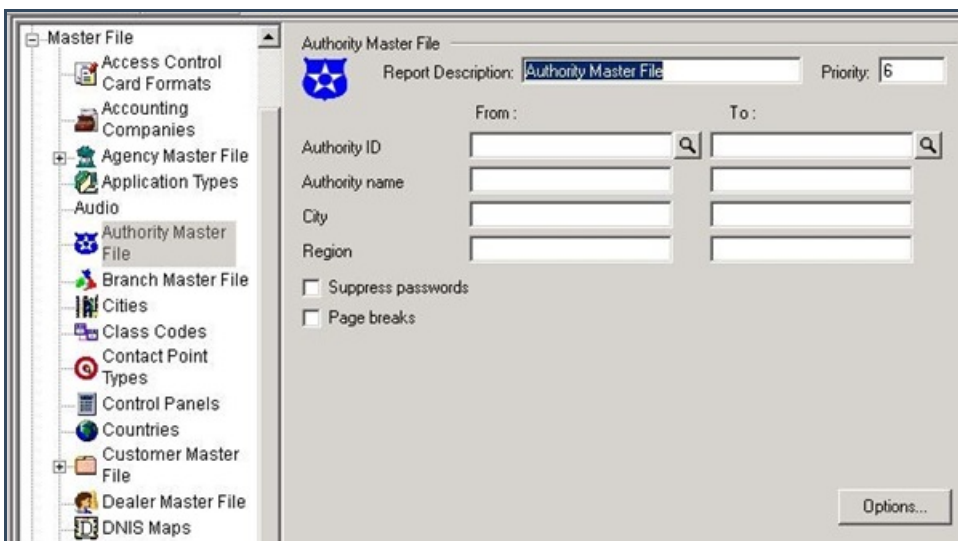
2. Click the "Master File" Navigation Tree Node.

Result: The Master File section of the Navigation Tree expands as displayed in the following screenshot:



3. Double-click "Authority Master File".

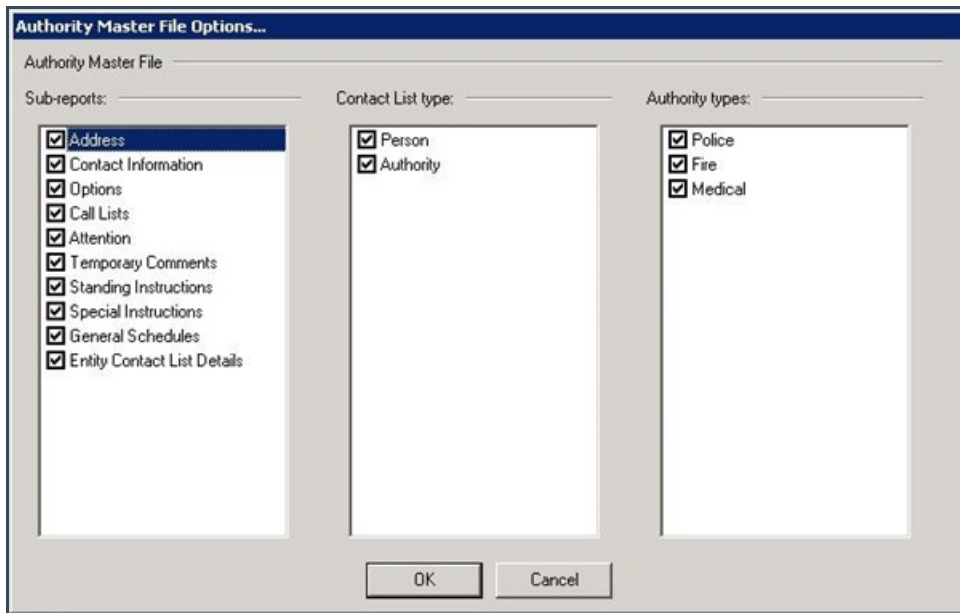
Result: The "Authority Master File" form displays as shown in the following screenshot:



4. If you want, apply any of the following parameters to your Authority Master File Report:

- Authority ID
 - Authority Name
 - City
 - Region
5. To run an Authority Master File Report, enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items that fit between the beginning and ending values.
 6. If you want to prevent passwords from displaying in your Report, select the "Suppress passwords" checkbox.
 7. If you want your Report to display page breaks between Authority listings, select the "Page breaks" checkbox.
 8. Click "Options".

Result: The "Authority Master File Options" window displays as shown in the following screenshot:



9. Items in the "Sub-reports:" area of the window display as preselected. If you want, deselect the items you want to exclude from your Report.
10. Items in the "Contact List type:" area of the window display as preselected. If you want, deselect the items you want to exclude from your Report.
11. Items in the "Authority types:" area of the window display as preselected. If you want, deselect the items you want to exclude from your Report.
12. Click "OK".

Result: The "Authority Master File Options" window closes and the system returns the user to the "Authority Master File" form.

13. Click "Next".

Result: The Distribution Tab displays as shown in the following screenshot:

Override or unlisted destination:

Override recipient's name:

Override destination type:

Override destination address (Fax/Email):

Contact list destination:

Default printer:

Contact list type:

Customer:

Show suppressed contacts Hold for preview

Contacts

- Anytime Bill
- Mary Beth
- Pete - Non Opening user
- Same Spade
- John Doe
- Jg
- Jeff Herd
- Non Rotating user 1
- Non Rotating user #2
- Jane Doe
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21

Dealer

- Dealer GH 202 for testing

Branch

Agency

Authority

Customer

- George's testing account
- Company (printer only)

Reports Distribution

14. For instructions on distributing your Report, refer to the "System Reports" document.