

SWS - Forms in the Report Menu - System Reports - Master File Reports - Class Codes

Last Modified on 08/02/2024 5:31 pm EDT

The Class Codes Report lists the Class Codes currently available within the Manitou Database. Class Codes are used to categorize Manitou accounts. Class Codes are similar to Group Codes, with the exception that Dealer billing is specific to Class Codes.

Generating a Class Codes Report

Perform the following steps to generate a Class Codes Report:

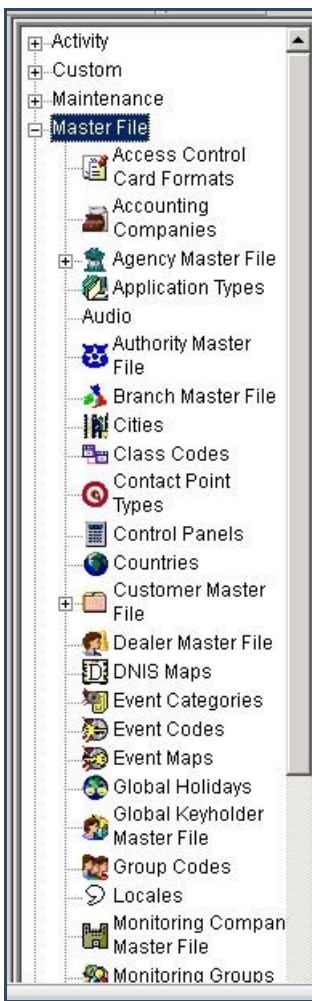
1. Navigate to the Reports menu, and select "System Reports".

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 "Class Codes".

Result: The "Class Codes" form displays as shown in the following screenshot:

A screenshot of the 'Class Codes' form. The title bar reads 'Class Codes'. Below the title bar, there are two input fields: 'Report Description:' with the text 'Class Codes' and 'Priority:' with the value '6'. Below these are two more input fields: 'From:' and 'To:', both of which are empty. At the bottom, there is a 'Class' label followed by two dropdown menus, both of which are currently empty.

4. To run a Class Codes 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.

5. 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

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