

SWS - Forms in the Report Menu - System Reports - Master File Reports - Contact Point Types

Last Modified on 08/02/2024 5:37 pm EDT

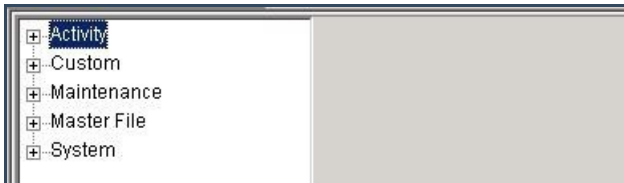
The Contact Point Types Report lists the different Contact Point Types available within the Manitou system. Contact Points include telephone numbers, emails addresses, SMS numbers, pager and fax numbers, and web addresses. The Contact Point Types Report does not require any user-entered criteria.

Generating a Contact Point Types Report

Perform the following steps to generate a Contact Point Types Report:

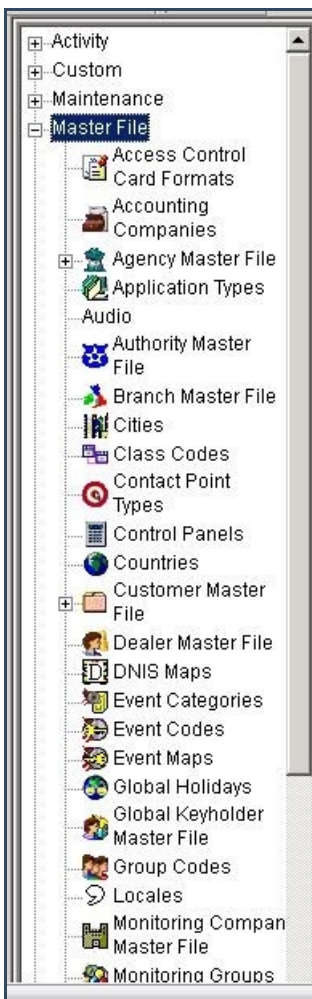
1. Navigate to the Reports menu, and select "System Reports".

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



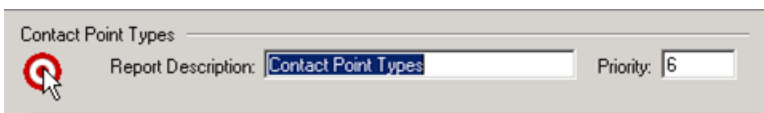
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Contact Point Types".

Result: The "Contact Point Types" form displays as shown in the following screenshot:



4. 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

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