SWS - Forms in the Report Menu - System Reports - Master File Reports - Control Panels

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The Control Panels Report displays details for Manitou Control Panels.

Generating a Control Panels Report

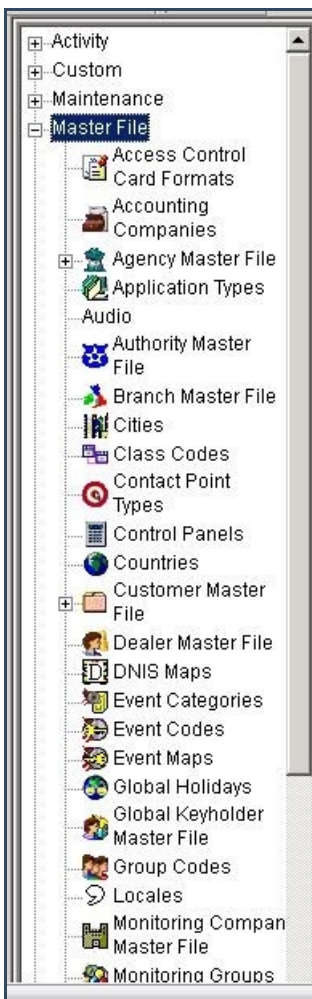Perform the following steps to generate a Control Panels Report:

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 "Control Panels".

   Result: The "Control Panels" form displays as shown in the following screenshot:

4. To run a Control Panel 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. The "Detail view" checkbox displays as preselected. If you want to limit the amount of information that displays in your Report, deselect the checkbox.
6. Click "Next".

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

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