

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

Last Modified on 08/02/2024 5:50 pm EDT

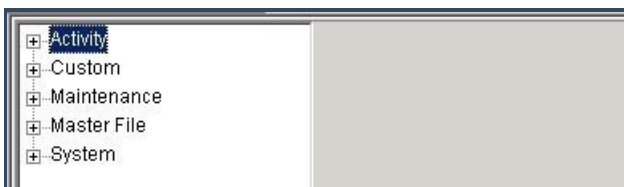
The Countries Report displays details for Countries available in the Supervisor Workstation. The Countries Report displays Country-specific telephone, time, and mailing address formatting information.

Generating a Countries Report

Perform the following steps to generate a Countries Report:

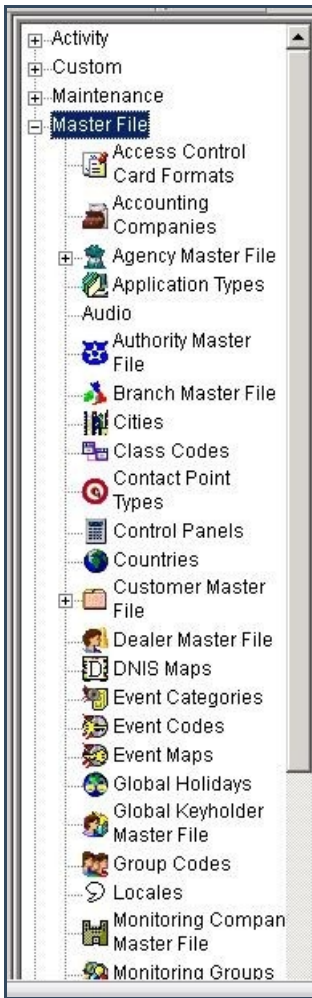
1. Navigate to the Reports menu, and select "System Reports".

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



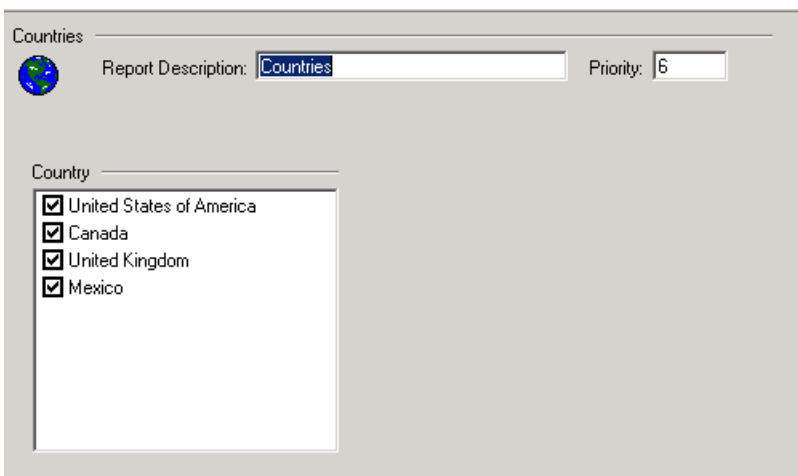
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Countries".

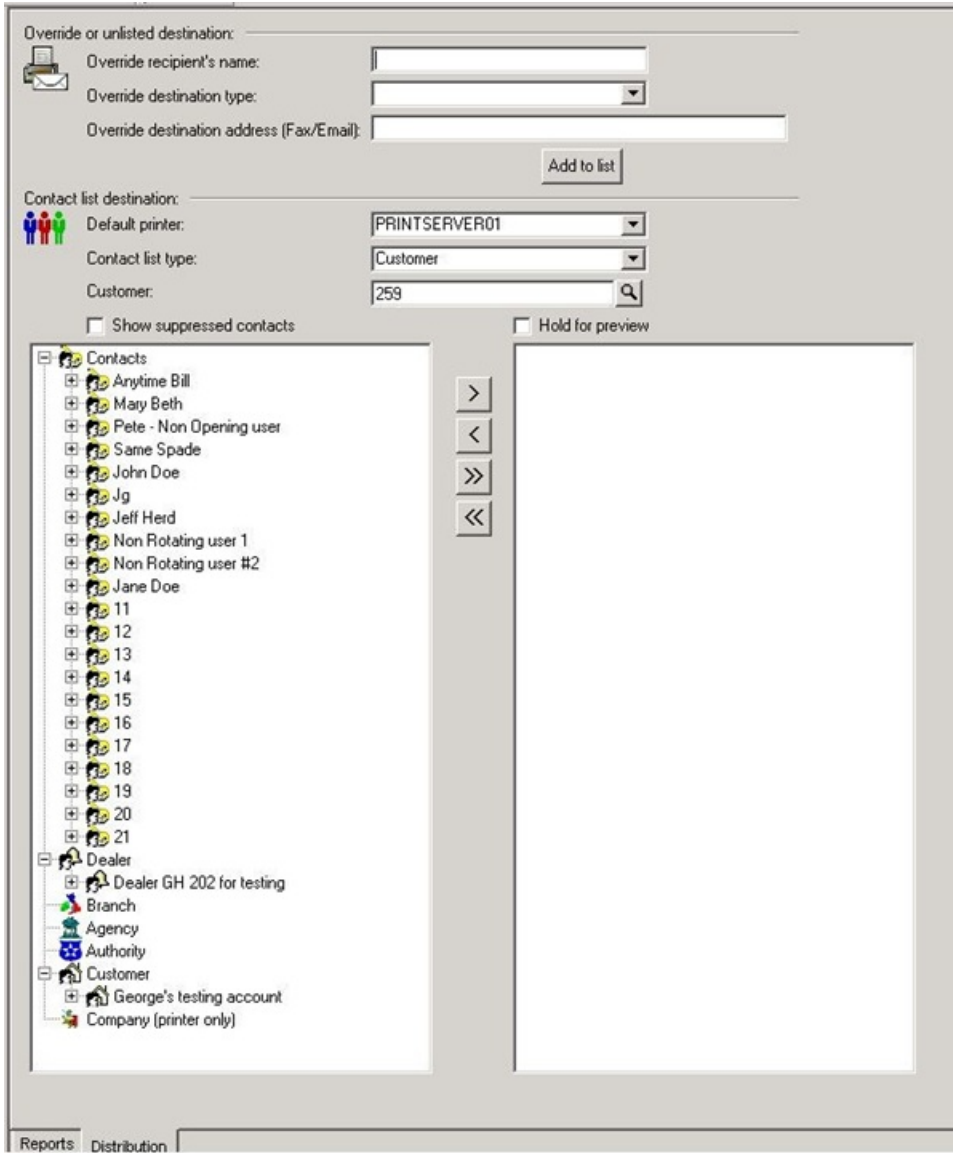
Result: The "Countries" form displays as shown in the following screenshot:



4. Items in the "Country" area of the form display as preselected. If you want to exclude information from your Report for any of the listed Countries , deselect the item.

5. Click "Next".

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



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