SWS - Forms in the Report Menu - System Reports - Master File Reports - Event Categories
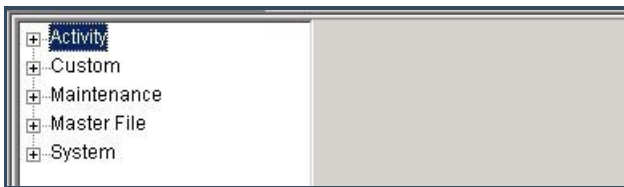
Last Modified on 08/02/2024 6:24 pm EDT

The Events Categories Report displays details about the Event Categories currently in use in Manitou. You can exclude Monitoring Groups to narrow the results that display in your Report.

Generating an Event Categories Report

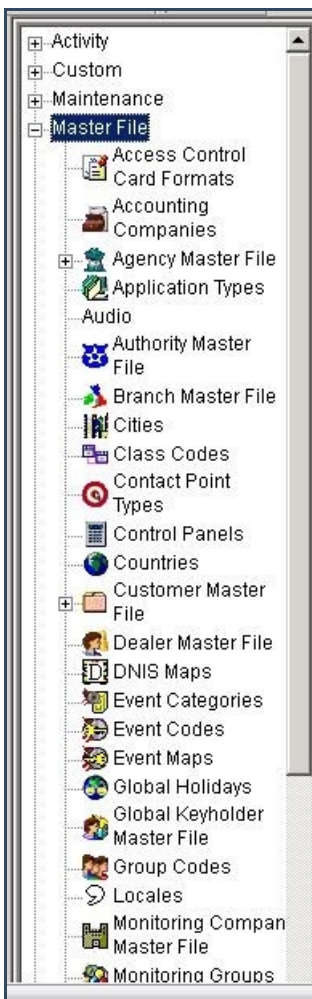Perform the following steps to generate an Event Categories Report:

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

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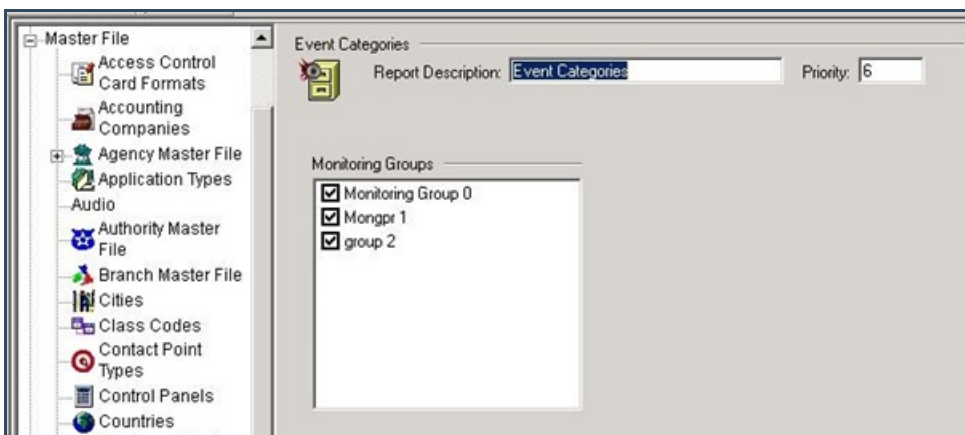

2. Click the "Master File" Navigation Tree Node.

   Result: The Master File section of the Navigation Tree expands as displayed in the following screenshot:
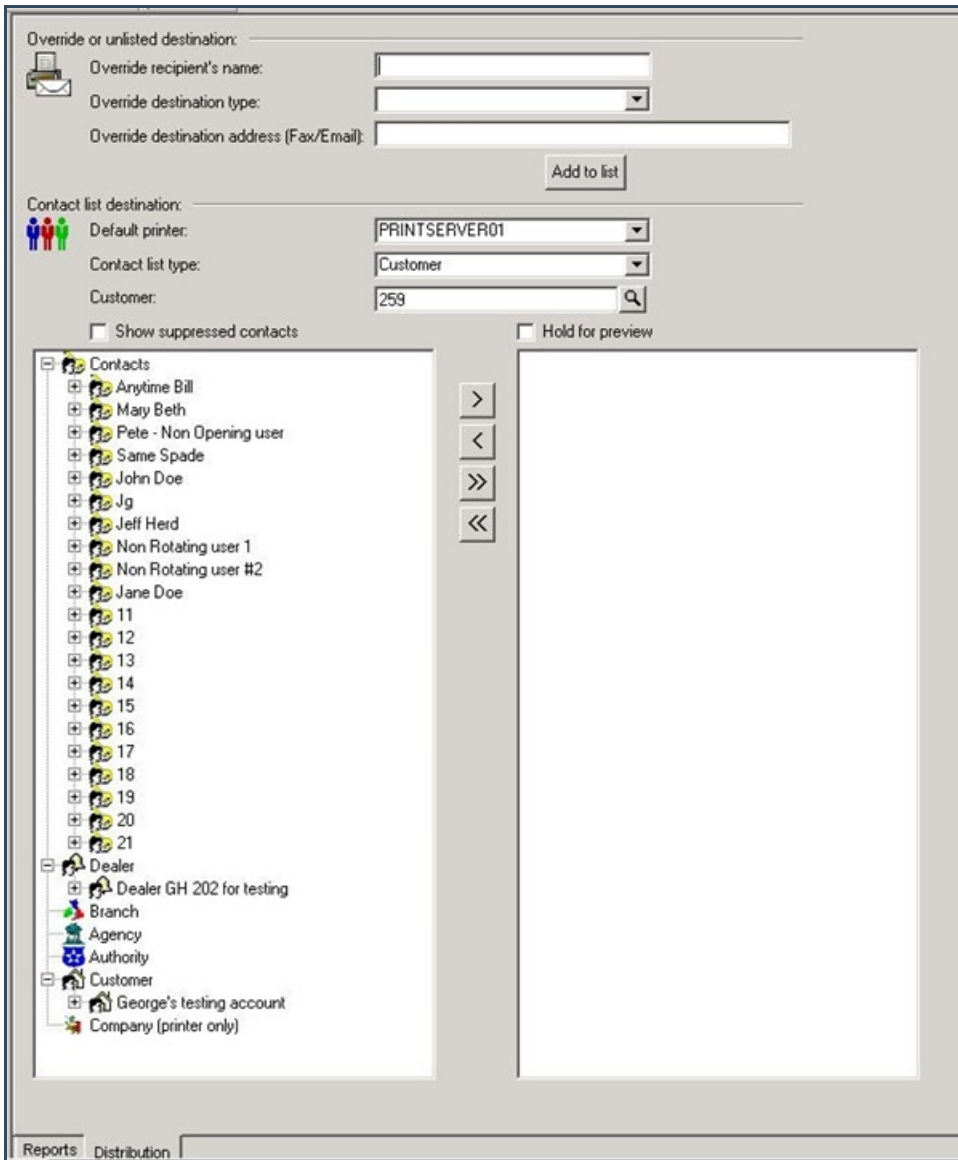
3. Double-click "Event Categories".

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

4. Items in the "Monitoring Groups" area of the form display as preselected. Deselect any Monitoring Groups you want to exclude from your Report.
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.