SWS - Forms in the Report Menu - System Reports - Master File Reports - Global Holidays

Last Modified on 08/05/2024 9:52 am EDT
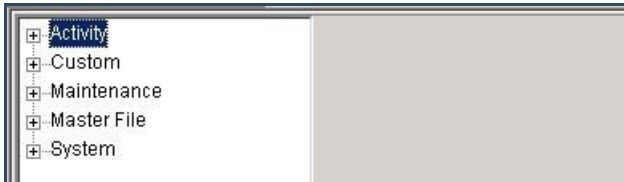
The Global Holidays Report displays the Global Holidays currently in Manitou and orders them by Country.

Generating a Global Holidays Report

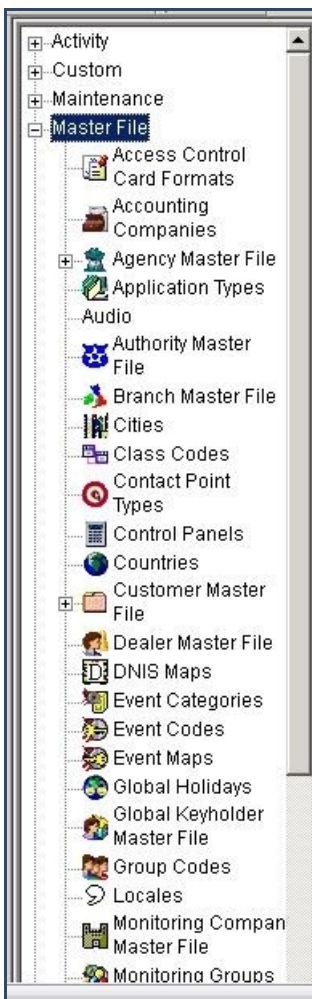Perform the following steps to generate a Global Holidays Report:

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

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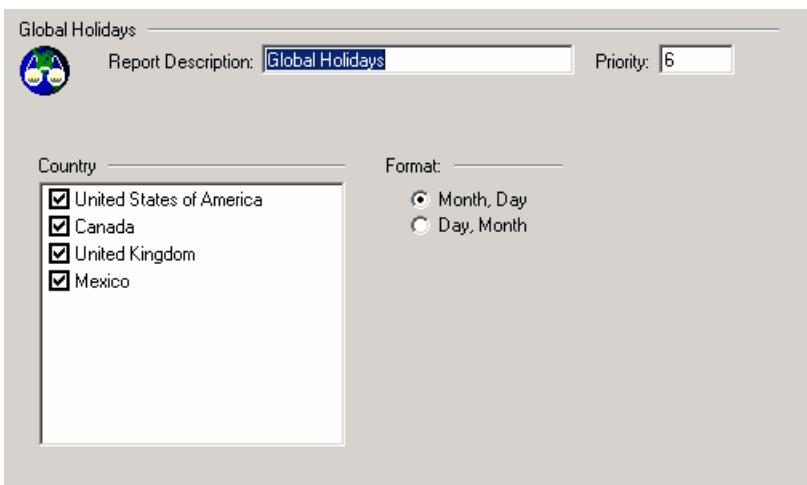

2. Click the "Master File" Navigation Tree Node.

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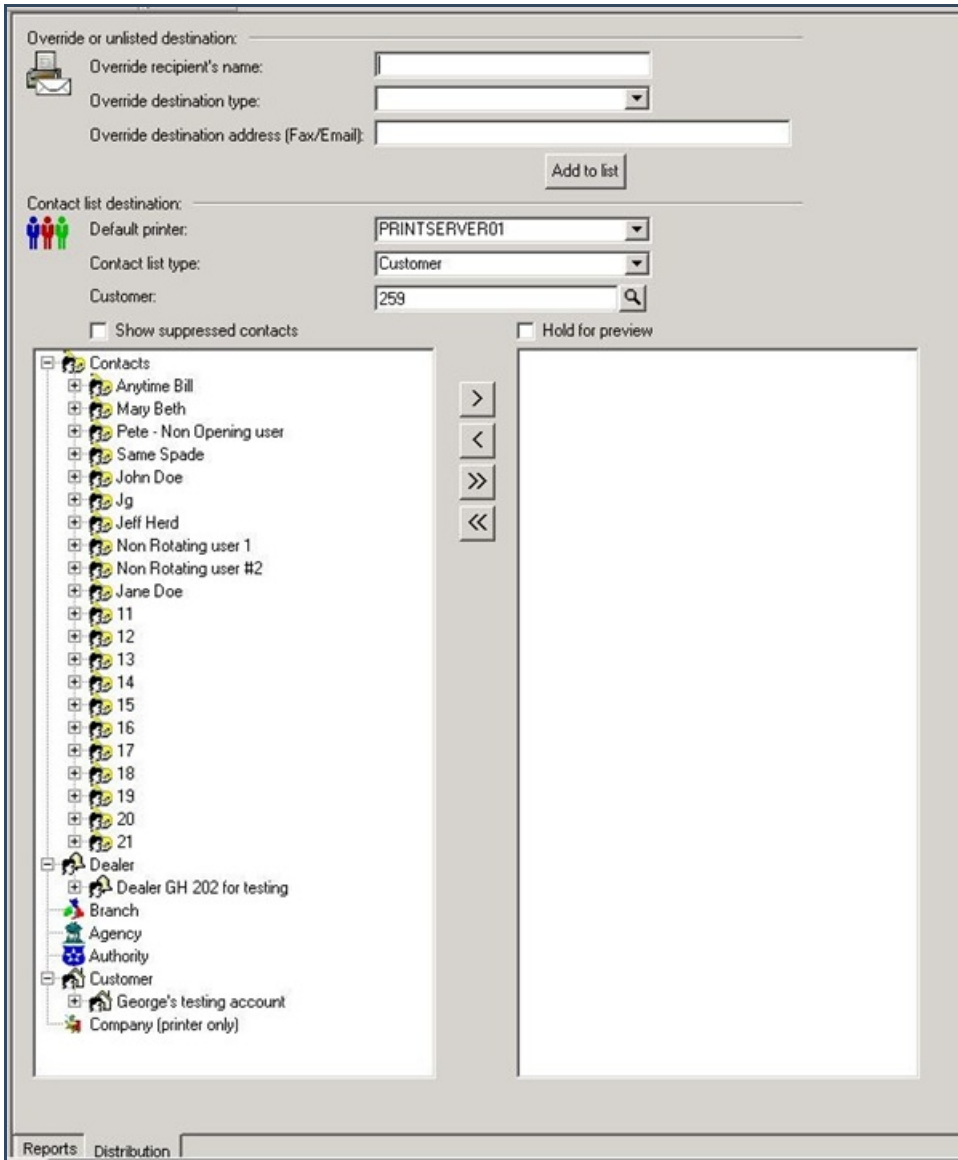
3. Double-click "Global Holidays".

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

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

5. The "Month, Day" option in the "Format:" area of the form displays as preselected. If you want holidays to display in "Day, Month" format, select that option instead.
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.