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

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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:

in Maintenance in Master File in System		

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:

Global Holidays	lidays	Priority: 6
Country United States of America Canada United Kingdom Mexico	Format: Month, Day Day, Month	

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:

verride	e or unlisted destination:					
	Override recipient's name:	1				
$\sim$	Override destination type:			1	-	
		<u> </u>				-
	Override destination address (Fax/Email):	1				
				Add to list		
ontact	list destination:				8 	
ŶŶ	Default printer:	PRINTS	ERVER01		-	
	Contact list type:	Custome	ſ	1	-	
	Customer:	259				
	Show suppressed contacts	1200		Hold for previ		
					1011	
	Contacts					
E I	Mary Beth		>			
	Pete - Non Opening user		> < > > «			
	Same Spade		<			
	John Doe					
	Jg Jg		<i>»</i>			
	Jeff Herd		11			
	Non Rotating user 1					
	Non Rotating user #2					
	Jane Doe					
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	12 139 13					
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	19					
	20 1 1 20 21					
	Dealer					
1 53	Bealer GH 202 for testing					
	Branch					
	Agency					
	Authority					
	Customer					
	George's testing account					
	Company (printer only)					
-14	Combany (burner only)					

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