

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

Last Modified on 08/05/2024 10:21 am EDT

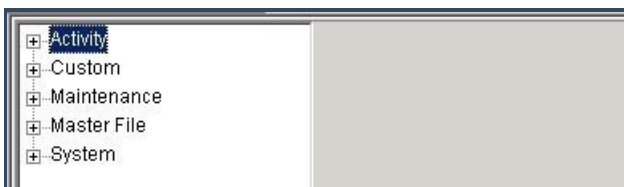
The Locales Report lists the languages currently in use in Manitou. This Report does not require you to enter any Report parameters.

## Generating a Locales Report

Perform the following steps to generate a Locales Report:

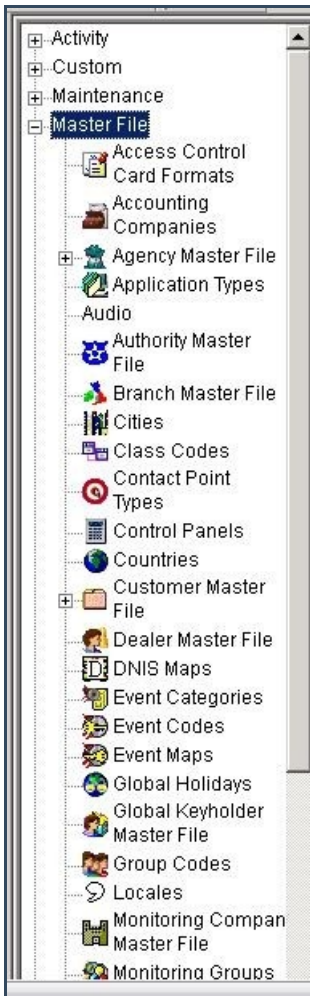
1. Navigate to the Reports menu, and select "System Reports".

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



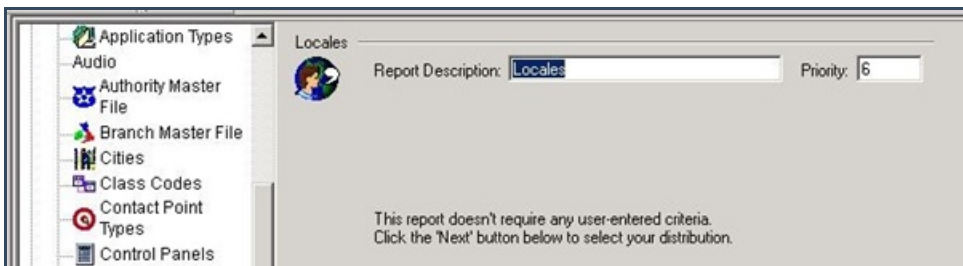
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Locales".


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



4. Click "Next".

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


Override or unlisted destination:

 Override recipient's name:

Override destination type:

Override destination address (Fax/Email):

Contact list destination:

 Default printer:

Contact list type:

Customer:

Show suppressed contacts  Hold for preview

<ul style="list-style-type: none"><li>[-] Contacts<ul style="list-style-type: none"><li>[+] Anytime Bill</li><li>[+] Mary Beth</li><li>[+] Pete - Non Opening user</li><li>[+] Same Spade</li><li>[+] John Doe</li><li>[+] Jg</li><li>[+] Jeff Herd</li><li>[+] Non Rotating user 1</li><li>[+] Non Rotating user #2</li><li>[+] Jane Doe</li><li>[+] 11</li><li>[+] 12</li><li>[+] 13</li><li>[+] 14</li><li>[+] 15</li><li>[+] 16</li><li>[+] 17</li><li>[+] 18</li><li>[+] 19</li><li>[+] 20</li><li>[+] 21</li></ul></li><li>[-] Dealer<ul style="list-style-type: none"><li>[+] Dealer GH 202 for testing</li></ul></li><li>[-] Branch</li><li>[-] Agency</li><li>[-] Authority</li><li>[-] Customer<ul style="list-style-type: none"><li>[+] George's testing account</li><li>[+] Company (printer only)</li></ul></li></ul>	<p>&gt;</p> <p>&lt;</p> <p>&gt;&gt;</p> <p>&lt;&lt;</p>	
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Reports Distribution

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