SWS - Forms in the Report Menu - System Reports - Master File Reports - Monitoring Types

The Monitoring Types Report displays a list of current Monitoring Types in Manitou.

Generating a Monitoring Types Report

Perform the following steps to generate a Monitoring Types 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 "Monitoring Types".

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

4. Items in the "Customer Types" area of the form display as preselected. If you want, deselect any items you want to exclude from your Report.

5. Items in the "Monitoring Level and Attributes" area of the form display as preselected. If you want, deselect any items you want to exclude from your Report.

6. If you want to include billing detail in your Report, select the "Include Billing Detail" checkbox.

7. If you want to include limit quantities in your Report, select the "Include Limit Quantities" checkbox.

8. Click "Next".

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

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