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

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The Post Codes Report lists all Post Codes in Manitou for a Country, Region, or City.

## **Generating a Post Codes Report**

Perform the following steps to generate a Post Codes Report:

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

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

| Activity Custom |  |  |
|-----------------|--|--|
| 🛓 Maintenance   |  |  |
| 🗄 Master File   |  |  |
| ⊕ 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 "Post Codes".

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

| Application Types                     | Post Codes        | Description Rest Codes |     | Drinsbur 6 |
|---------------------------------------|-------------------|------------------------|-----|------------|
| Authority Master                      | In the point      | From :                 | To: | Phony. 10  |
| Branch Master File                    | Region            |                        |     |            |
| Class Codes<br>Contact Point<br>Types | City<br>Post code |                        |     |            |
| - Tontrol Panels                      |                   |                        |     |            |
| Countries                             | Country           |                        |     |            |
| Customer Master                       | United Sta        | tes of America         |     |            |
| - 🛃 Dealer Master File                | Philippines       |                        |     |            |
| - Win Event Categories                |                   |                        |     |            |
| - The Event Codes                     |                   |                        |     |            |
| - 🖉 Event Maps                        |                   |                        |     |            |
| Global Holidays                       |                   |                        |     |            |
| Global Keyholder<br>Master File       |                   |                        |     |            |
| Group Codes                           |                   |                        |     |            |

4. If you want, apply any of the following parameters to your Post Codes Report:

- Region
- City
- Post Code
- 5. To run a Post Codes Report, enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items that fit between the beginning and ending values.
- 6. Items in the "Country" area of the form display as preselected. If you want, deselect the Country you want to exclude from your Report.
- 7. Click "Next".

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

| Quarrie                               | a or unlisted destination:                |               |                  |  |
|---------------------------------------|---|---------------|------------------|--|
|                                       | Override recipient's name:                | 1             |                  |  |
|                                       | Override destination type:                | ,<br>         | <b></b>          |  |
|                                       | Uvernide destination type:                |               |                  |  |
|                                       | Override destination address (Fax/Email): | 1             |                  |  |
|                                       |   |               | Add to list      |  |
| Contact                               | t list destination:                       |               |                  |  |
| ŶŶŶ                                   | Default printer:                          | PRINTSERVER01 | ▼                |  |
| 10000                                 | Contact list type:                        | Customer      | •                |  |
|                                       | Customer:                                 | 259           | ٩                |  |
|                                       | Show suppressed contacts                  |               | Hold for preview |  |
|                                       | Contacts                                  |               |                  |  |
| E                                     | 🕂 🔧 Anytime Bill                          | 1             |                  |  |
| E                                     | Mary Beth                                 |               |                  |  |
|                                       | Pete - Non Opening user                   | <             |                  |  |
|                                       | Same Spade                                |               |                  |  |
|                                       |   | <u>»</u>      |                  |  |
|                                       | Ta Jeff Herd                              | ~             |                  |  |
| e                                     | 💀 Non Rotating user 1                     |               |                  |  |
| e                                     | non Rotating user #2                      |               |                  |  |
| Œ                                     | ane Doe                                   |               |                  |  |
| E                                     | 11  |               |                  |  |
|                                       | 12  |               |                  |  |
|                                       | 14  |               |                  |  |
| i i i i i i i i i i i i i i i i i i i | 15  |               |                  |  |
|                                       | 16  |               |                  |  |
|                                       | 17  |               |                  |  |
| Œ                                     | 18  |               |                  |  |
| Œ                                     | 19  |               |                  |  |
|                                       | 20  |               |                  |  |
|                                       | Contra                                    |               |                  |  |
| - 13                                  | Dealer GH 202 for testing                 |               |                  |  |
|                                       | Branch                                    |               |                  |  |
|                                       | Agency                                    |               |                  |  |
| 8                                     | Authority                                 |               |                  |  |
| 0.0                                   | Customer                                  |               |                  |  |
| E                                     | George's testing account                  |               |                  |  |
|                                       | Company (printer only)                    |               |                  |  |
|                                       |   |               |                  |  |
|                                       |   |               |                  |  |
|                                       |   |               |                  |  |
| Reports                               | Distribution                              |               |                  |  |

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