

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:

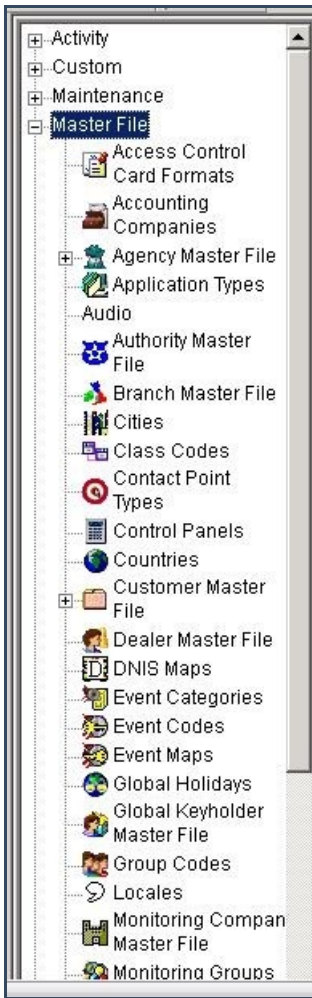
1. Navigate to the Reports menu, and select "System Reports".

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



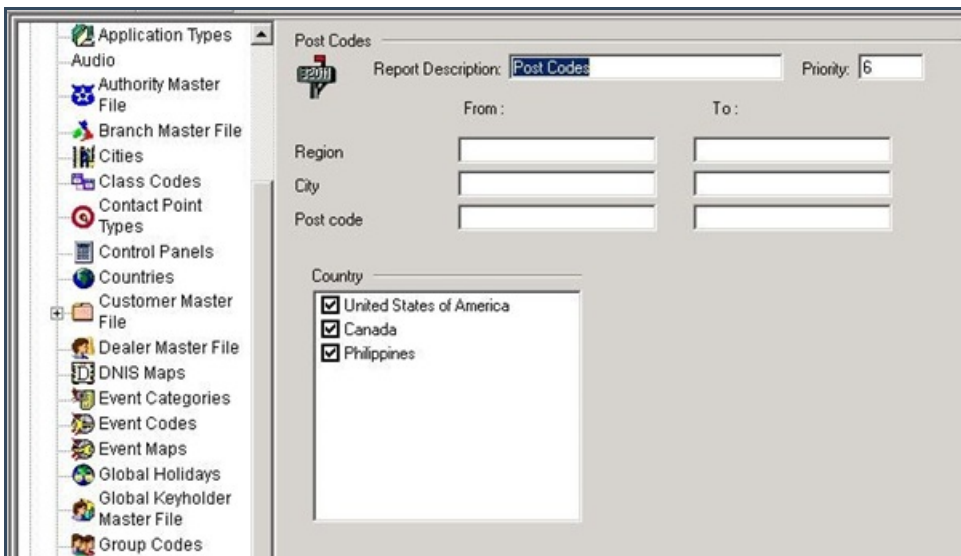
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Post Codes".

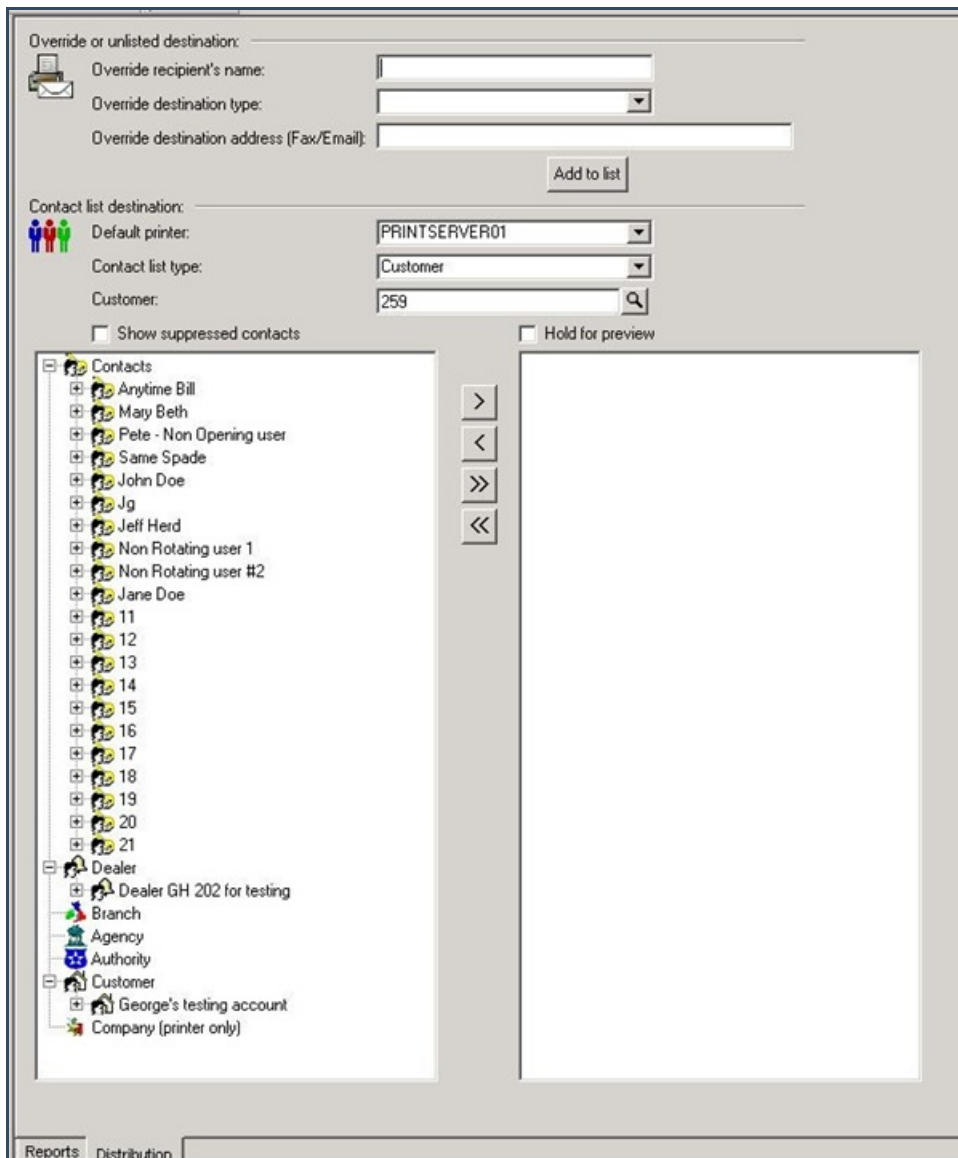
Result: The "Post Codes" form displays as shown in the following screenshot:



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:



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