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	1 000 00000	t Description: Post Codes		Priority: 6
Authority Master	Repo	From :	To:	Phony. 10
	Region			
Class Codes Contact Point Types	City Post code			
- Tontrol Panels				
Countries	Country			
Countries Customer Master File	United Sta	tes of America		
- 🛃 Dealer Master File	Philippines	P		
19 Event Categories				
- Devent Codes				
- 🐼 Event Maps				
- 🚱 Global Holidays				
Global Keyholder 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:

Querride	or unlisted destination:			
_	Override recipient's name:	1		
	Override destination type:	, 	-	
				_
	Override destination address (Fax/Email):	1		
			Add to list	
Contact li	ist destination:			
ŶŶŶ	Default printer:	PRINTSERVER01	T	
	Contact list type:	Customer		
	Customer:	259	٩	
	Show suppressed contacts		Hold for preview	
8	Contacts			
	🔂 Anytime Bill			
	🔂 Mary Beth	> < > *		
	Pete - Non Opening user	<		
	Same Spade			
	🗊 John Doe 🚱 Jg	<u>»</u>		
	Deff Herd	~		
	Non Rotating user 1			
	non Rotating user #2			
	🔂 Jane Doe			
	11			
	12 12			
	13			
	14			
	15 19 16			
	17			
	18			
	19			
	73 20			
	ng 21			
8.0				
	Dealer GH 202 for testing			
	Branch Agency			
	Authority			
	Customer			
•	🔂 George's testing account			
	Company (printer only)			
1				
Danasta	Distribution			

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