

SWS - Forms in the Report Menu - System Reports - Master File Reports - Regions

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The Regions Report displays a list of all the Regions and abbreviations currently in Manitou.

Generating a Regions Report

Perform the following steps to generate a Regions Report:

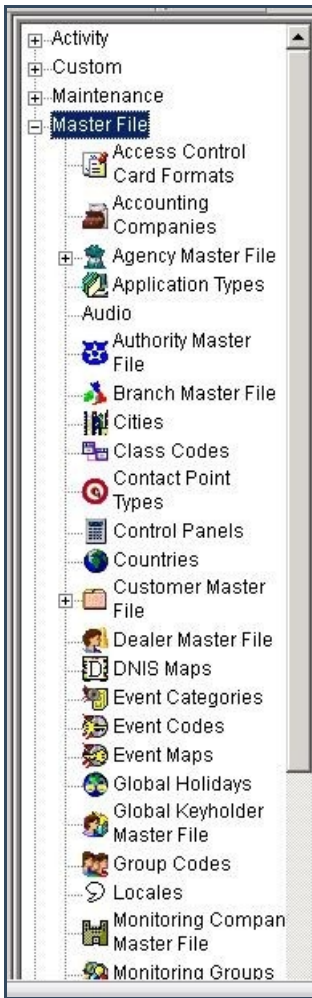
1. Navigate to the Reports menu, and select "System Reports".

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 "Regions".

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

A screenshot of the 'Regions' form. At the top left is a globe icon. The form has a 'Report Description' field containing the text 'Regions' and a 'Priority' field containing the number '6'. Below these are two empty input fields labeled 'From:' and 'To:'. Underneath is a 'Country' section with a list of countries: United States of America, Canada, United Kingdom, England, and Mexico. Each country name is preceded by a checked checkbox.

4. To run a Regions Report, enter a beginning value in the "Region" "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.

5. Items in the "Country" area of the form display as preselected. If you want, deselect any Country you want to exclude from your Report.
6. Click "Next".

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

The screenshot displays a software interface for report distribution. At the top, there is a section for "Override or unlisted destination:" containing three input fields: "Override recipient's name:", "Override destination type:", and "Override destination address (Fax/Email):". Below these fields is an "Add to list" button. The next section is "Contact list destination:", which includes a "Default printer:" dropdown menu set to "PRINTSERVER01", a "Contact list type:" dropdown menu set to "Customer", and a "Customer:" input field with "259" and a search icon. Below these are two checkboxes: "Show suppressed contacts" and "Hold for preview". The main area is a list of contacts, each with a small icon and a name. The list is organized into several categories: "Contacts" (including Anytime Bill, Mary Beth, Pete - Non Operating user, Same Spade, John Doe, Jg, Jeff Herd, Non Rotating user 1, Non Rotating user #2, Jane Doe, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21), "Dealer" (including Dealer GH 202 for testing), "Branch", "Agency", "Authority", "Customer" (including George's testing account), and "Company (printer only)". To the right of the contact list are four navigation buttons: a right arrow (>), a left arrow (<), a double right arrow (>>), and a double left arrow (<<). At the bottom of the interface, there are two tabs: "Reports" and "Distribution", with "Distribution" being the active tab.

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