

SWS - Forms in the Report Menu - System Reports - Master File Reports - Script Messages

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The Script Messages Report displays all Script Messages currently in Manitou.

Generating a Script Messages Report

Perform the following steps to generate a Script Messages Report:

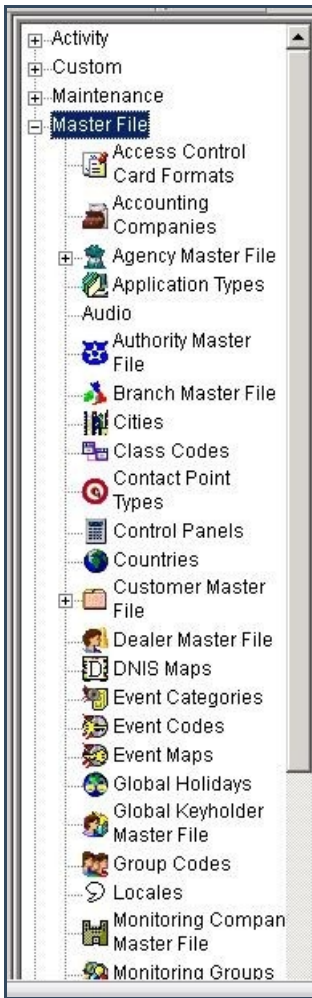
1. Navigate to the Reports menu, and select "System Reports".

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 "Script Messages".

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

A screenshot of the 'Script Messages' form. The form has a title bar 'Script Messages' and a report description field containing 'Script Messages' and a priority field set to '6'. Below the title bar are two columns of checkboxes. The 'Locale' column contains: Canada, UK, Mexico, Canadian English, and English (United States). The 'Script Message Type' column contains: Generic, Pager, Fax, and E-Mail. All checkboxes in both columns are checked.

4. Items in the "Locale" area of the form display as preselected. Deselect the items you want to exclude from your Report.

- Items in the "Script Message Type" area of the form display as preselected. Deselect the items you want to exclude from your Report.
- Click "Next".

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

Override or unlisted destination:

Override recipient's name:

Override destination type:

Override destination address (Fax/Email):

Add to list

Contact list destination:

Default printer: PRINTSERVER01

Contact list type: Customer

Customer: 259

Show suppressed contacts Hold for preview

Contacts

- Anytime Bill
- Mary Beth
- Pete - Non Opening 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
 - Dealer GH 202 for testing
- Branch
- Agency
- Authority
- Customer
 - George's testing account
- Company (printer only)

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Reports Distribution

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