

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

Last Modified on 08/05/2024 12:50 pm EDT

The Subtypes Report displays all the Subtypes currently configured in Manitou.

Generating a Subtypes Report

Perform the following steps to generate a Subtypes Report:

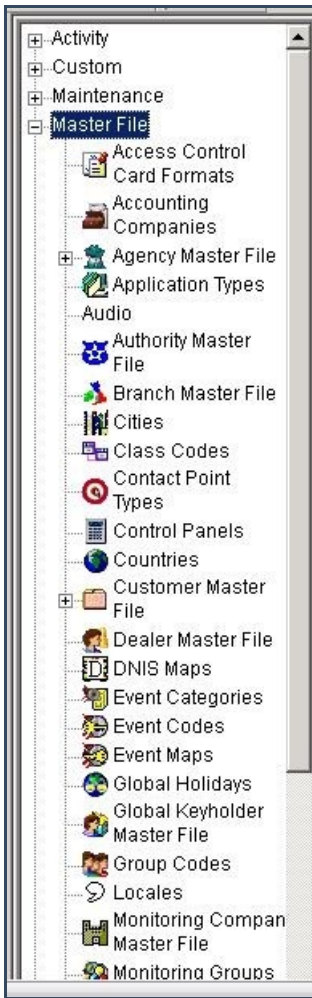
1. Navigate to the Reports menu, and select "System Reports".

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



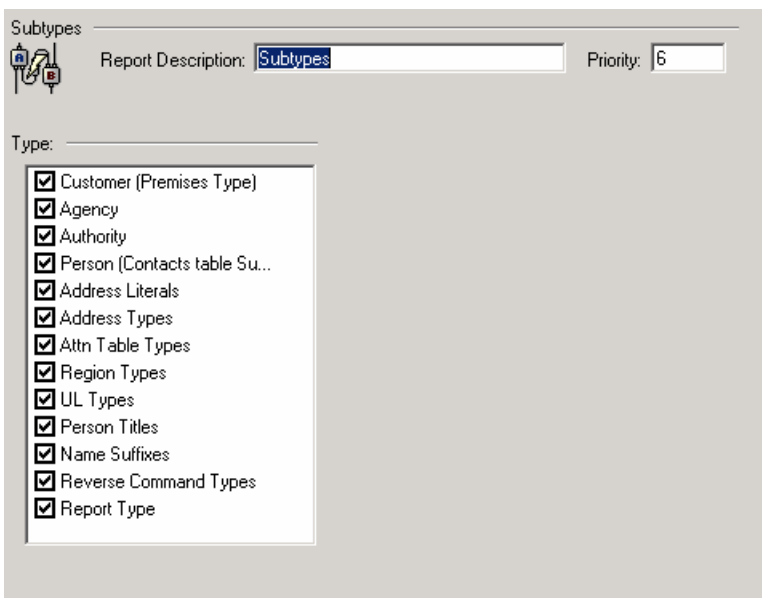
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Subtypes".

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



- Items in the "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:

The screenshot displays a software interface for report distribution. At the top, there is a section for "Override or unlisted destination:" with fields for "Override recipient's name:", "Override destination type:", and "Override destination address (Fax/Email):", followed by an "Add to list" button. Below this is the "Contact list destination:" section, which includes a "Default printer:" dropdown set to "PRINTSERVER01", a "Contact list type:" dropdown set to "Customer", and a "Customer:" field with "259" and a search icon. There are two checkboxes: "Show suppressed contacts" (unchecked) and "Hold for preview" (unchecked). The main area is a list of contacts, including "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", and a series of numbered items (11-21). Below these are "Dealer", "Branch", "Agency", "Authority", "Customer", "George's testing account", and "Company (printer only)". Navigation arrows (>, <, >>, <<) are positioned between the list and a large empty preview area on the right. At the bottom, there are tabs for "Reports" and "Distribution".

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