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

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

Generating a Subtypes Report

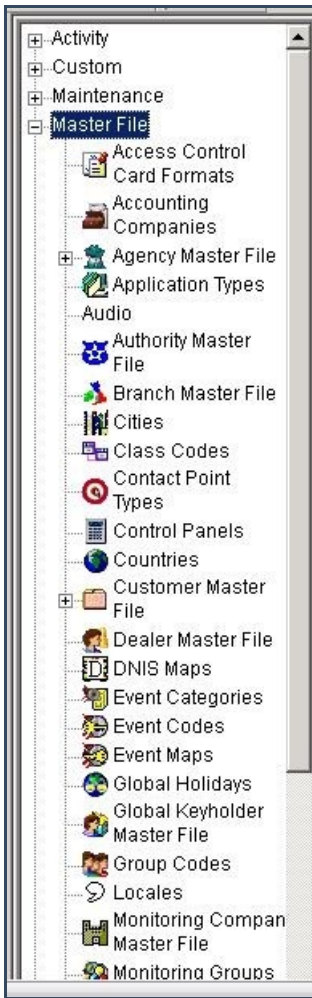Perform the following steps to generate a Subtypes Report:

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

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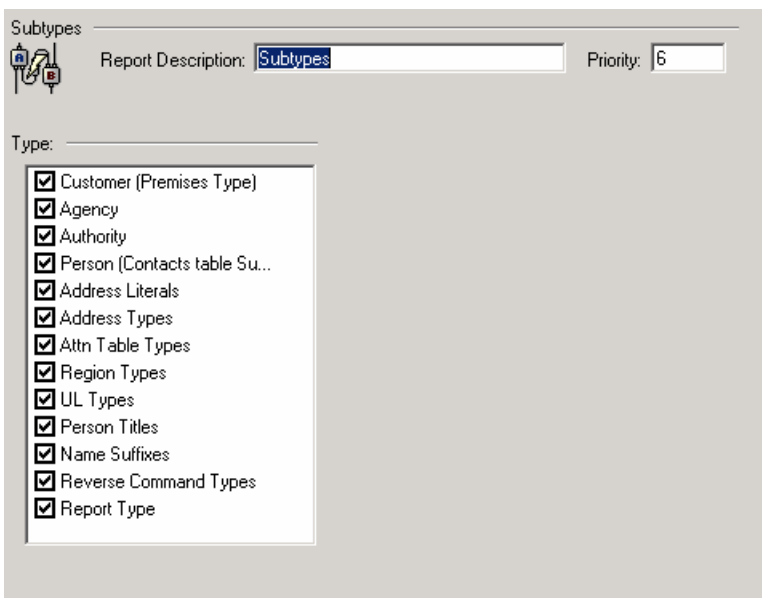

2. Click the "Master File" Navigation Tree Node.

    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:

4. Items in the "Type:" area of the form display as preselected. Deselect the items you want to exclude from your Report.
5. Click "Next".

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

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