

# SWS - Forms in the Report Menu - System Reports - Master File Reports - Time Zones

Last Modified on 08/05/2024 1:00 pm EDT

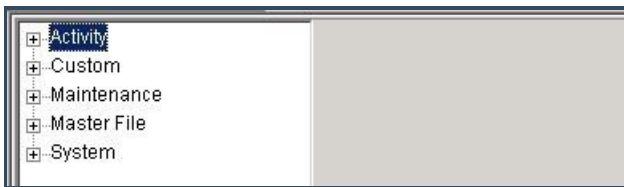
The Time Zones Report displays all the Time Zones currently in Manitou. This Report does not require you to enter any Report parameters.

## Generating a Time Zones Report

Perform the following steps to generate a Time Zones Report:

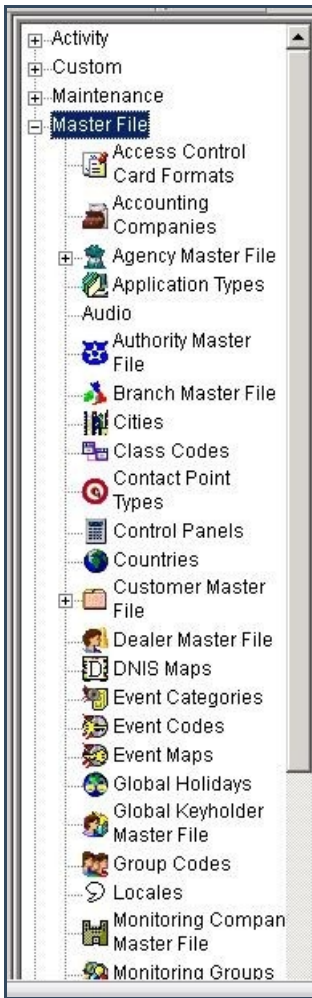
1. Navigate to the Reports menu, and select "System Reports".

**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 "Time Zones".

**Result:** The "Time Zones" form displays as shown in the following screenshot:



4. 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):

Contact list destination:

Default printer:

Contact list type:

Customer:

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)

Reports Distribution

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