

SWS - Forms in the Report Menu - System Reports - Master File Reports - User Groups

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The User Groups Report displays details about all Manitou User Groups.

Generating a User Groups Report

Perform the following steps to generate a User Groups Report:

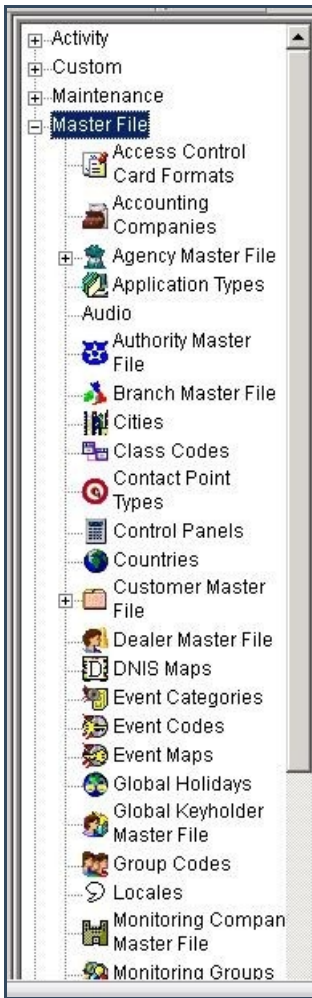
1. Navigate to the Reports menu, and select "System Reports".

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 "User Groups".

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

User Groups

Report Description: Priority:

From : To :

Dealer ID

Branch ID

User Group

- System
- Administrator
- Supervisor
- Operator
- Data Entry
- Trainee
- Dealer
- test

Group By

- None
- Dealer
- Branch

4. If you want, apply either of the following parameters to your User Groups Report:
 - Dealer ID
 - Branch ID
5. To run a User Groups Report, enter a beginning value in the "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.
6. Items in the "User Group" area of the form display as preselected. If you want, deselect any items you want to exclude from your Report.
7. If you want to group items in your Report by "Dealer" or "Branch", select the item in the "Group By" area of the form.
8. 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

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