

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

Last Modified on 08/05/2024 2:00 pm EDT

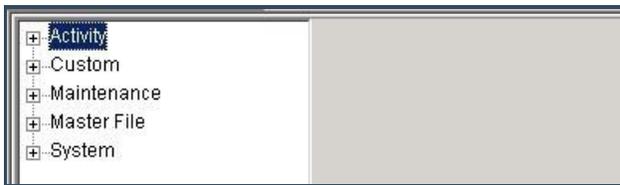
The Workstation Groups Report displays all Workstation Groups currently in Manitou. This Report does not require you to enter any Report parameters.

Generating a Workstation Groups Report

Perform the following steps to generate a Workstation 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:



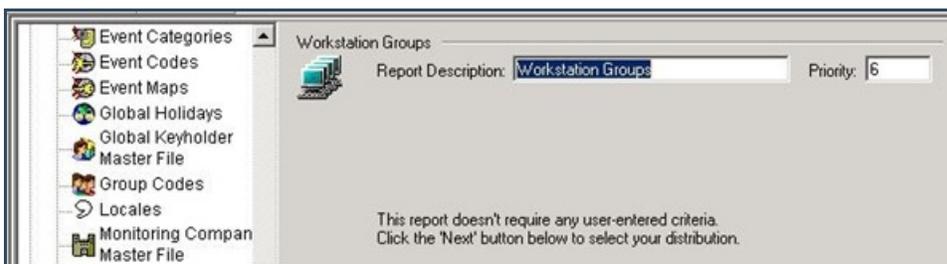
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Workstation Groups".

Result: The "Workstation Groups" 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.