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

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The Workstations Report displays all Workstations currently in Manitou. The Report includes details on specific Workstations, such as which Workstations are associated with a Manitou client, the Security Level, when the Workstation was last active, the Monitoring Group, Attributes, Locale, and Time Zone.

## **Generating a Workstations Report**

Perform the following steps to generate a Workstations Report:

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

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

. ⊕-Activity ⊕Custom		
🗄 Maintenance		
🗄 Master File		

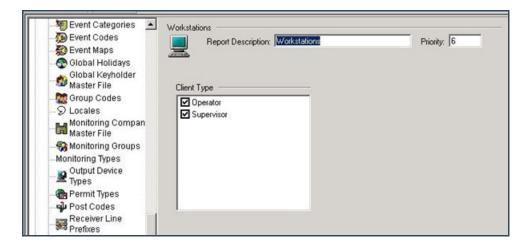
2. Click the "Master File" Navigation Tree Node.

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



3. Double-click "Workstations".

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



- 4. Items in the "Client Type" area of the form display as preselected. If you want, deselect any items you want to exclude from your Report.
- 5. Click "Next".

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

	e or unlisted destination:	
	Override recipient's name:	I
	Override destination type:	
	Override destination address (Fax/Email):	
		Add to list
ontact	t list destination:	
ŶŶ	Default printer:	PRINTSERVER01
	Contact list type:	Customer
	Customer:	259 9
-	Show suppressed contacts     Contacts	Hold for preview
	Arytime Bill Aryt	

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