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

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

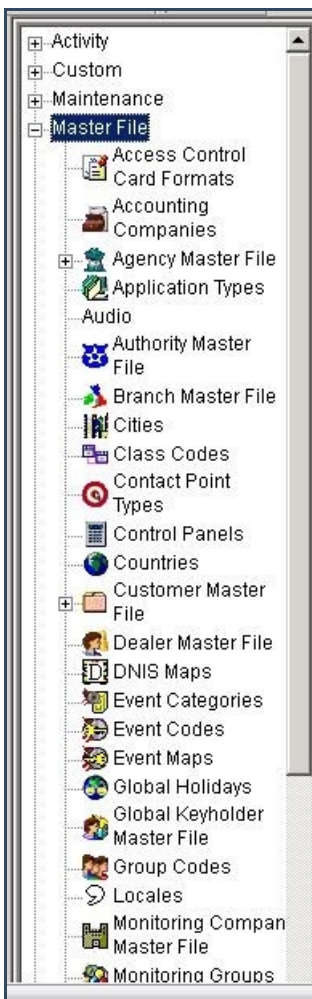Perform the following steps to generate a Workstations Report:

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

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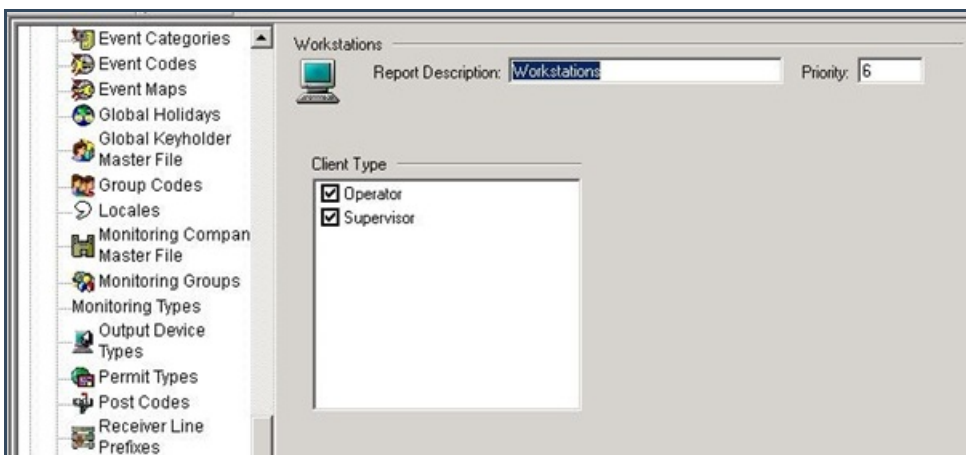

2. Click the "Master File" Navigation Tree Node.

    Result: The Master File section of the Navigation Tree expands as displayed in the following screenshot:
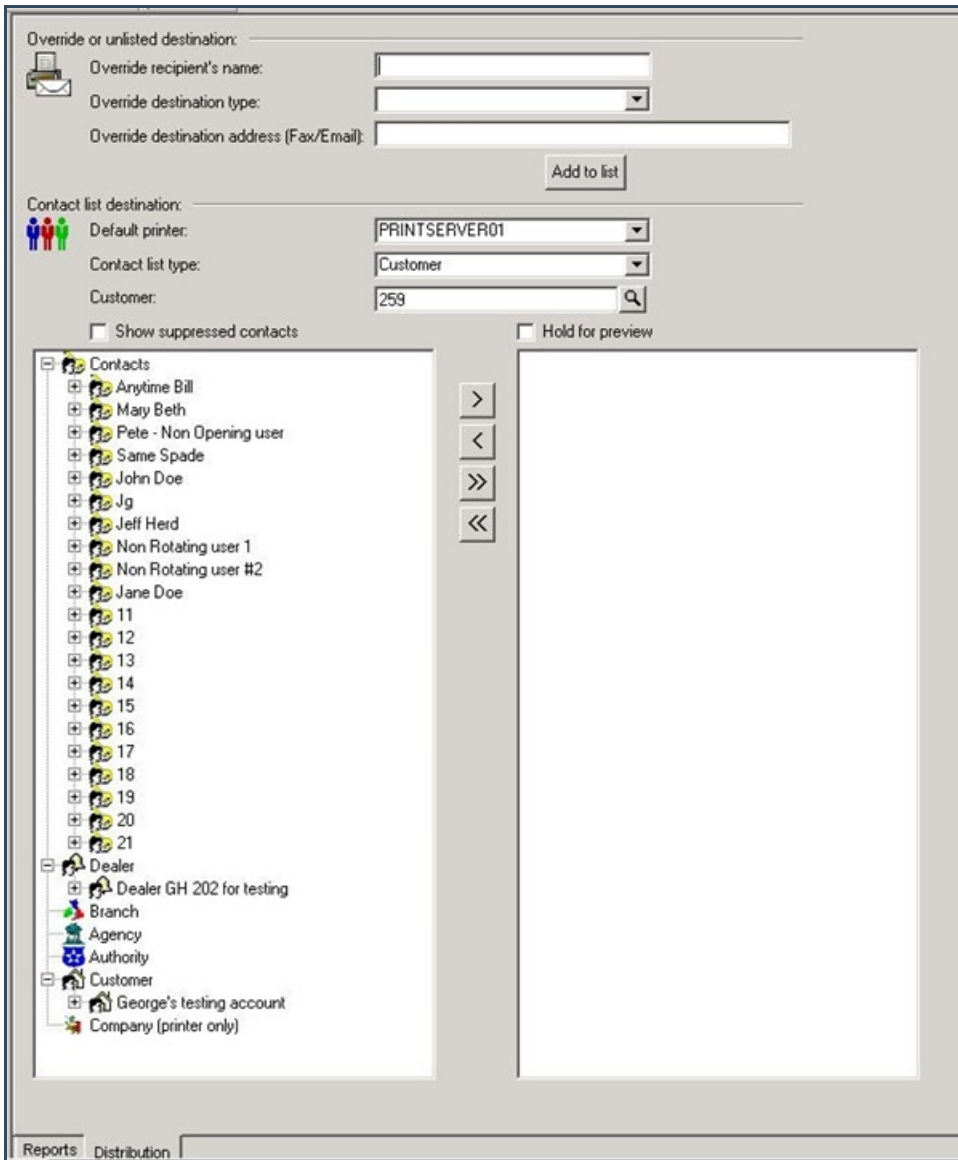
3. Double-click "Workstations".

   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:

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