

SWS - Forms in the Report Menu - Report Templates

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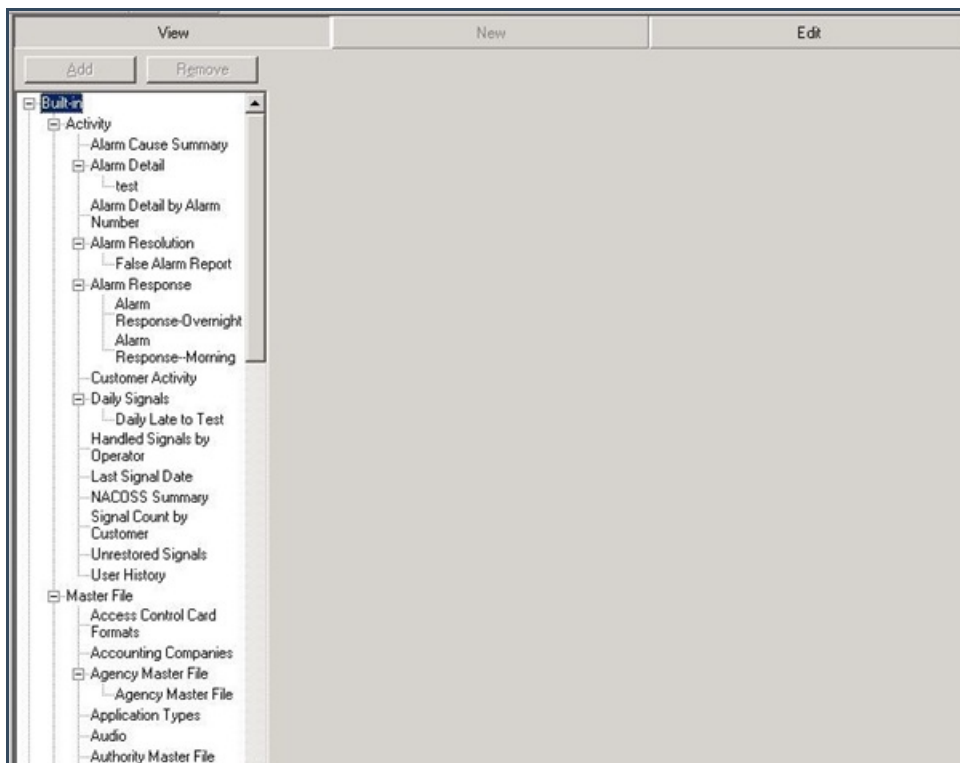
The Report Templates form allows you to change the default settings for subsequent Manitou Reports. Any changes you make to a Report Template will display the next time you access the Report to define the specific data you want included.

Accessing the Report Templates Form

Perform the following steps to access Report Templates:

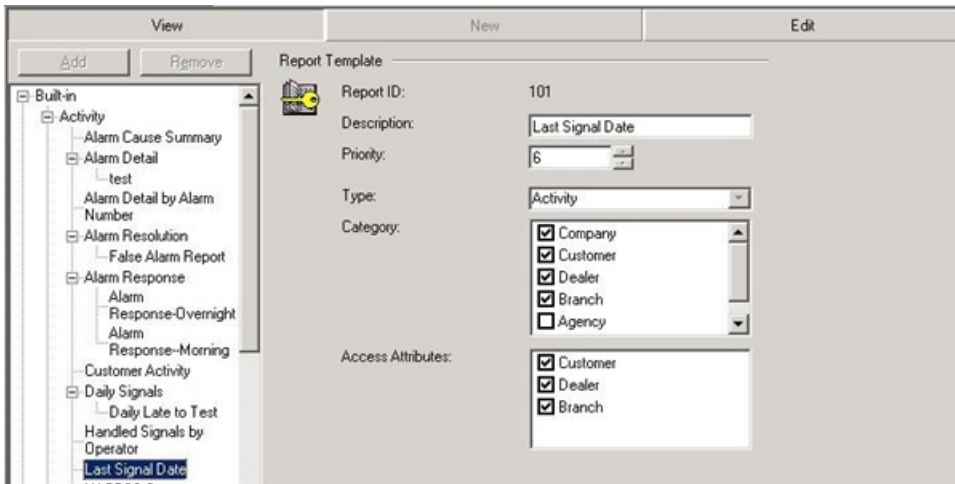
1. Navigate to the Reports menu, and select "Report Template".

Result: The Report Template form displays as shown in the following screenshot:



2. Select the Report for which you want to change the default settings.

Result: The Report Template for the specific Report you selected displays as shown in the following screenshot:



3. Make any changes you want to the Report default settings, and click "Save". Result: the next time you open the Report, the default settings will conform to your changes.