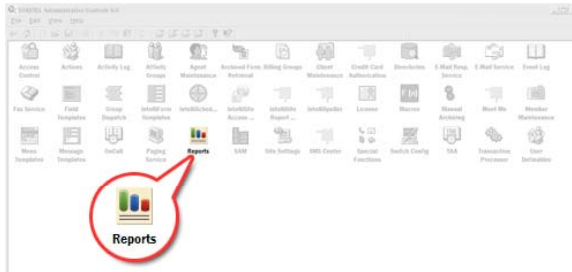


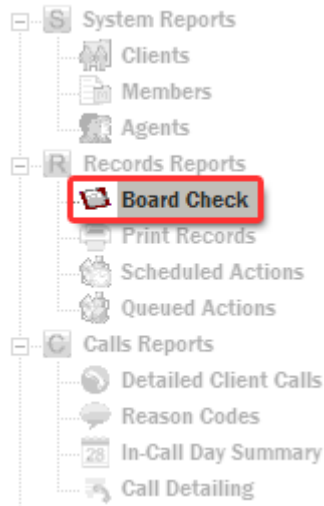
Printing Reports

Instructions for printing locates and messages on the CMC:

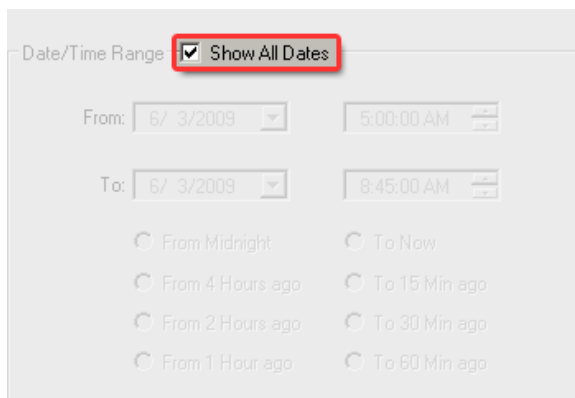
Go to STARTEL Administrative Controls



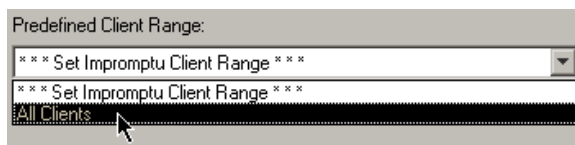
Double-click the "Reports" icon



"Board Check" should be selected in the list on the left hand side



For Date/Time Range, make sure "Show All Dates" is checked.



Under "Predefined Client Range", select "All Clients"

Show Records (Affects rows shown, not columns)

<input type="checkbox"/> Messages	<input type="checkbox"/> Ifs
<input checked="" type="checkbox"/> Locates	<input type="checkbox"/> Intelliforms

For Data Type, select what you want to run reports for; "Locates" to run Locates, "Messages" to run Messages

Priority

From: To:

The Priority range should be from "0" to "9".

Record Status

Filed records

Unfiled Records

Record status should be set to "Unfiled Records"



Click the "Run Report" button in the upper left hand corner



After the report generates, click the "Print" button in the toolbar.

Click the "OK" button. The report will now print.