



Report/Form Messages

The Report/Form Message is free-form text that is created for later use when generating asset reports and forms.

1. Navigate to the **Master Data > Report/Form Message** menu path.
2. Enter a **Msg Id**.
3. Select where the message will be used (Reports or Forms).
4. Enter the text of the message (up to 120 alphanumeric characters with \$, -, _ , /, #, &, comma, period, and space being the only valid special characters). You can enter the message here or on the **Add** page.
5. Select the **Add** button (or **Search** when updating or deleting).

Search Criteria

Msg Id	REPORTS
Msg Use	Report
Msg Text	

Add

Search

Reset

Add

* Msg Id	REPORTS	* Msg Use	Report
* Msg Text	I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT. I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT. I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT. I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT. I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT. I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT. I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT. I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT. I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT. I HAVE VERIFIED ALL THE UPDATES TO THIS REPORT.		

Add

Cancel

6. Select the **Add** button to complete the process.