


# Reports

## How to create a report



To create a new report, in most cases, it is not necessary to use the Add Report option  on the Reports Screen. Rather copy an existing report, which you can edit to suit your requirements. The Recording List is a simple report that can easily be changed.

The first step when creating a new report is to carefully plan all the aspects of the report. The following points are important:

- Decide on the number of [Heading and Detail Lines](#) you need. Remember that this information must be entered on the [Report Control Line](#) of the Report.
- Decide on the column number for each Heading.
- Decide on which employees should be included in the report which you will define in your [Global Selection Line](#).

Once you have planned your report you can click on the relevant sections below for more information on selecting the data you require in your report:

- [VIP Data Dictionary](#)
- [Using Sort Controls](#)
- [Using Values from the VIP System](#)
- [How to setup Screen Questions](#)
- [How to use Calculations in Reports](#)
- [How to use Values in Calculations](#)
- [How to use a counter in a report](#)
- [How to use Selections in Reports](#)
- [How to use IF and SEL in a report](#)
- [Detail vs Summary Report](#)
- [How to use a combined Detail and Summary Report](#)
- [How to use Print Time selections](#)
- [Buttons on the Detail Lines](#)