

Each report in VIP consists of the following sections:

The Report Control Line

This is the first screen that is displayed when you select to add or change a report. It contains basic information about the report as well as the option for Print-time Selections. The Report Control Line is discussed [here](#).

The Global Selection Line

When you click on the Report Control Line, you will move to the Global Selection Line of the report. The Global Selection Line is used to specify who should be included in the report. This screen is discussed [here](#).

The Heading Lines

When you click on the Global Selection Line, you will move to the first Heading Line of the report. A maximum of six Heading Lines are available. These are used to specify what the Report Heading, which prints on each page of the report, should be. Click [here](#) for more information.

The Detail Lines

When you click on the last Heading Line, you will move to the first Detail Line of the Report. The Detail Lines are used to specify what information should be printed in the report. Detail Lines are discussed [here](#).

Note: Selecting the required report number followed by  on the Reports screen will access the Report Control Line of the Report.

When you click on Continue on the Report Control Line of a Standard Report, you will return to the Report Screen. The Global Selection Line, Heading Lines and Detail Lines can only be accessed in reports that are copies of Standard Report Writer Reports or are reports that you have created. You cannot alter the contents of hard-coded reports (which have “99 detail lines” per employee). Hardcoded reports cannot be copied to another line, but they can be moved with the “Change” button.