

Validation Report

Steps to Install



How to print the Validation Report

Steps to follow

- Ensure that all operators are out of the system.
- Ensure that you are on the latest VIP release.

Step 1:

- >Main Menu >Reports >Reports and Maintenance >IRP5/IT3's

Step 2:

- Please make the following selections on the below screen.

Select IRP5 Action Required: Validation Only

Type of Run: Test Run

Current / Multiple Companies: Current Company

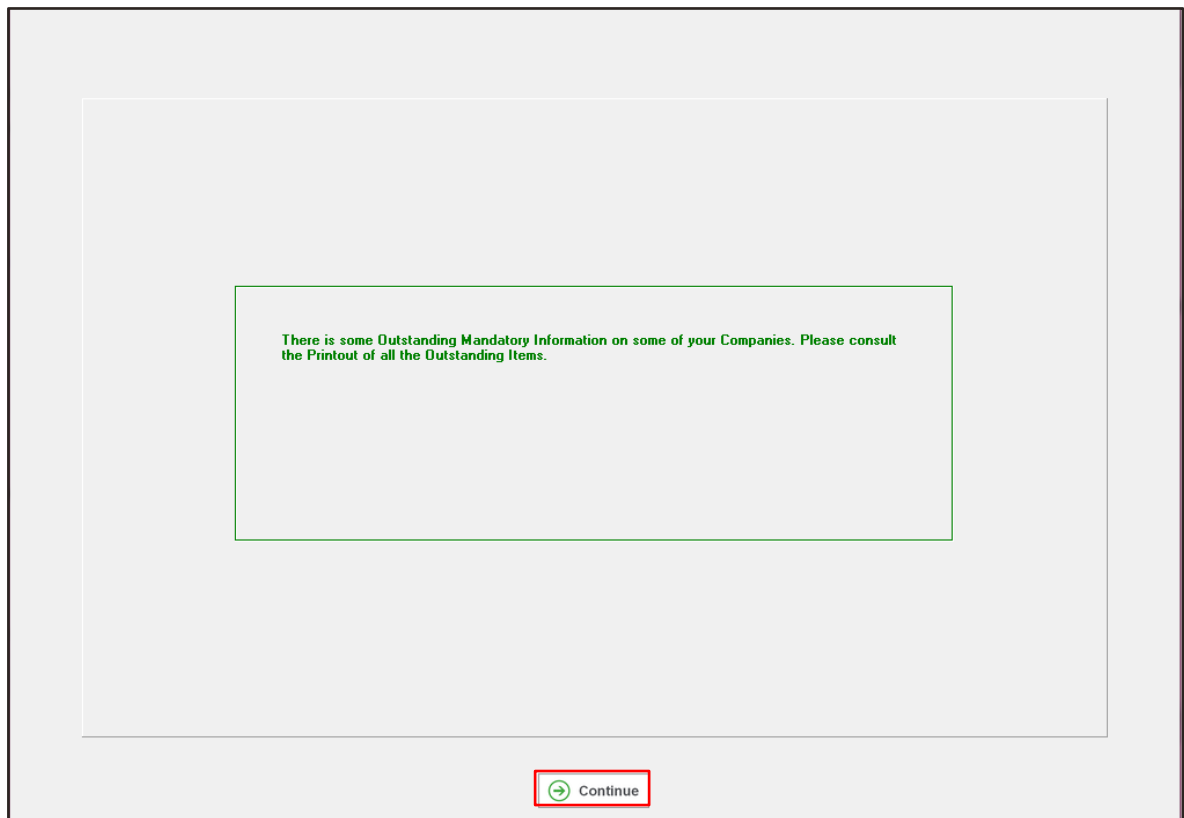
You may select individual companies or all companies. Please ensure that the operator information is correct?

Continue Cancel

- Select the Printer where you want the report to print to.

Step 3:

- A screen may come up with the following message. This means that there is outstanding information that needs to be corrected.



- Click on Continue.

Step 4:

- The report will now print.
- Once you receive the report, you will need to correct the errors in VIP.

Step 5:

- Once all errors have been fixed, you can print the Validation Report again to see if there are any further errors.