

## Creating User Defined Reports

This is no use without a program and a report form to run, it is most often used when the publishers create a special report for a higher level VIPCare client,

In Administration – Support Command press the Build Report Definition Button and you will see the screen below:

Enter the position in list order as to where you would like to see it appear in the reports list

Enter the description as you would like to see it appear on the report and in the reports list (capitals is a good idea to make it stand out)

Enter the program name (up to 10 characters)

Enter the report form name (up to 10 characters)

Select which section of the list you would like the report to appear

Click the User Defined checkbox to make it stay during updates

Save the definition

**Build Report Definition**

Order (Position In List)

Description

Program (No Extension)

Form (No Extension)

Sales / Customers

Purchases / Suppliers

Products / Stock  User Defined

Jobs

Quotations

General Ledger

Cashbook