

## Modifying Reports

- To modify a report enter "Y" to Override Levels and/or Criteria and press enter). The following screen will appear. Highlight **Accept** and press enter.

REPORT # : 001 USER DEFINED REPORT LEVEL MAINTENANCE Page 1 of 1									
ELEMENT	SIZE	SKIP BEFORE	SKIP AFTER	DICT LEVEL	TOTAL LEVEL	TOTAL BEFORE	TOTAL AFTER	DICT VALUE	LEVEL NAME
02	03	TP	00	Y	Y	01	01	Y	FACILITY
01	01	01	00	Y	Y	01	01	Y	FOLIO
01	06	01	00	Y	Y	01	01	Y	FOLIO
03	03	01	00	Y	N	01	01	N	PROGRAM
<END>									
<span style="border: 1px solid black; padding: 2px;">Accept</span> <span style="padding: 2px;">Cancel</span> <span style="padding: 2px;">Insert</span> <span style="padding: 2px;">Modify</span> <span style="padding: 2px;">Delete</span> <span style="padding: 2px;">Replace</span>									

- Highlight **MODIFY**.

REPORT # : 001 USER DEFINED REPORT CRITERIA MAINTENANCE Page 1 of 1				
SET #	E#	NAME	START CODE	END CODE
01	01	FOLIO	500000	699999
01	02	FACILITY	105	364
01	03	PROGRAM	000	980
<END>				
<span style="padding: 2px;">Accept</span> <span style="padding: 2px;">Cancel</span> <span style="padding: 2px;">Insert</span> <span style="border: 1px solid black; padding: 2px;">Modify</span> <span style="padding: 2px;">Delete</span> <span style="padding: 2px;">Replace</span>				

- Highlight the beginning of the line that has Program (in the NAME column), and press enter. Continue to press enter until the cursor appears on the **Start Code** column
- Change the number to the project number you wish to print and press enter
- Your cursor will now appear on the **End Code** column, change to the project number you wish to print and press enter. (You may print a range of projects or if printing only one project the Start and End codes will be the same.)
- Your cursor will now appear at the beginning of the line. Highlight **ACCEPT** at the bottom of the screen, press enter and you will be returned to the report set up screen (Section 7 - 8).