

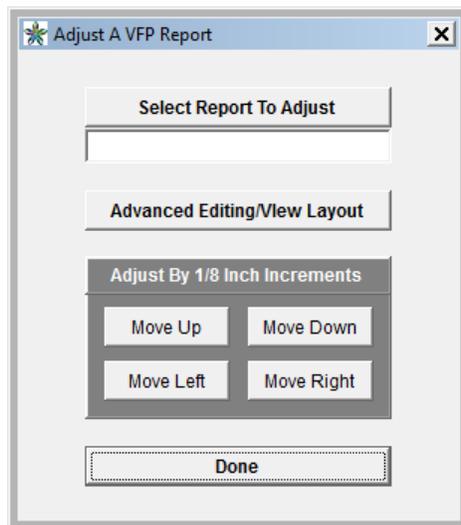
COATS

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Adjust VFP Report COATSSql

Adjust VFP Report

SITUATION: The user needs to adjust the alignment of the W2 report. System administrator is the security required to access this feature.



STEPS:

1. Ensure the W2 form is not being used.
2. Click **Maintenance** in the main menu or click the **ALT+M**.
3. Click **Adjust VFP Report**.
4. Click **Select Report to Adjust**.
5. Navigate to COATS application directory for the year printing W2's.
Example: C:\Program Files\COATS\COATS2000\W2_2023\.
6. Select **formw22023.frx**. This will update based on the year for the W2.
7. Clicking **Advanced Editing/View Layout** will allow the user to move specific sections on the W2.
8. Clicking **Move Up**, **Move Down**, **Move Left**, or **Move Right** will move the entire W2 one eighth of an inch in that direction every time they clicked.
9. Click **Done** with finished adjusting form.