

Viewing Reports

When you receive your payroll reports via email, you will use “isRWPreview.exe” to view them. Below are instructions on operating the Report Viewer application.

Displaying a Report


To open a report, do the following:


1. Save the payroll reports that are emailed to you in a location of your choosing.
2. Open the Report Viewer by double-clicking the “isRWPreview.exe” file.
3. The Report Viewer will ask you which file to open. Locate the report saved from your email and click the **Open** button. Your report will be displayed.

Adjusting Display Size

You can adjust the display size of the report preview:

To display a page of the report at its true size, click the **True Size** button .

To display the report preview so that you won't need to scroll from side to side or from top to bottom to view an entire page of a report, click the **Fit to Window** button .

To display the report preview so that you won't need to scroll from side to side to view the entire width of a report page, click the **Fit to Width** button .

Navigating the Report Preview

To navigate the report, use the following buttons:



Click this button to display the first page of the report preview



Click this button to display the previous page of the report preview.




Click this button to display the next page of the report preview.



Click this button to display the last page of the report preview.


Printing Report Previews

You can print the reports with either one click, or by first setting the printer properties and then printing the report.

To print a report with one click, click the Quick Print button .

Report Viewer prints the report using the current settings for printer properties.

To set the printer properties and then print the report, click the **Printer**

Properties button . Once you have set printer properties, print the report by clicking the Print button (this may be an OK, or other button on your PC).


Marking Up Report Previews

You can mark up a report to aid review by another party. For example, the Company Totals amount has been marked up in the report shown below.

D06	401k	
<hr/>		
Totals for D06		25.00
D10	Union Dues	
<hr/>		
Totals for D10		65.00
E01	Salary	
<hr/>		
Totals for E01		6000.00
E02	Regular	
<hr/>		
Totals for E02		3746.35
M06	Pension Match	
<hr/>		
Totals for M06		3.13
<hr/>		
Company Totals		71888.24

If there were an issue with the report data, you could mark up the line, save the report to file, and then file the electronic copy of the report or email it to someone for review.

To add a marking to a report, do the following:


1. Click the **Marking On/Off** button .
2. Report Viewer is now in Marking mode. On the report, click and drag the cursor where you want the marking.
3. Report Viewer asks if you want to include a note for the marking. To add a note, type the note in the Text for the mark box and click OK. To view the note, double-click the marking. The note does not appear when you print the report.
4. Evolution draws the oval.

To delete the marking, click the **Delete Last Marking** button.

To add another marking, repeat steps 2 and 3.

Saving a Report

To save a report, do the following:

1. With the report open, click the **Save to File** button .
2. Type a File name, select a location and click the save button.*
You can save the report as a .pdf by selecting "PDF File (.pdf)" in the "Save As type" drop down box.