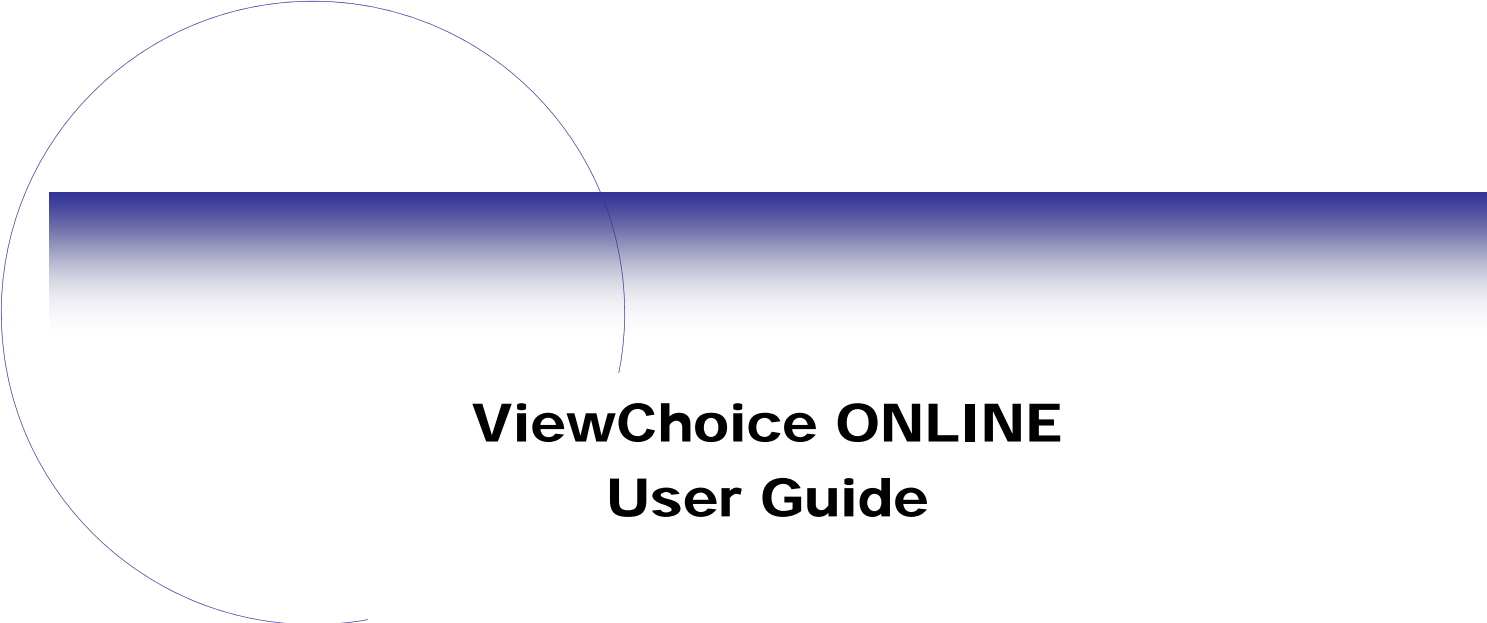


Online Employer



ViewChoice ONLINE
User Guide

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Last Updated on October 17, 2006

VIEWCHOICE REPORTS ONLINE

Product Overview

ViewChoice Reports Online allows validated users the ability to download ViewChoice reports created by you Payroll Provider.

In addition, ViewChoice Reports

- Tracks user name who last downloaded a report group
- Timestamps the record with the time of the last download

ViewChoice Reports Online Prerequisites

For a company to use ViewChoice Reports Online, they must:

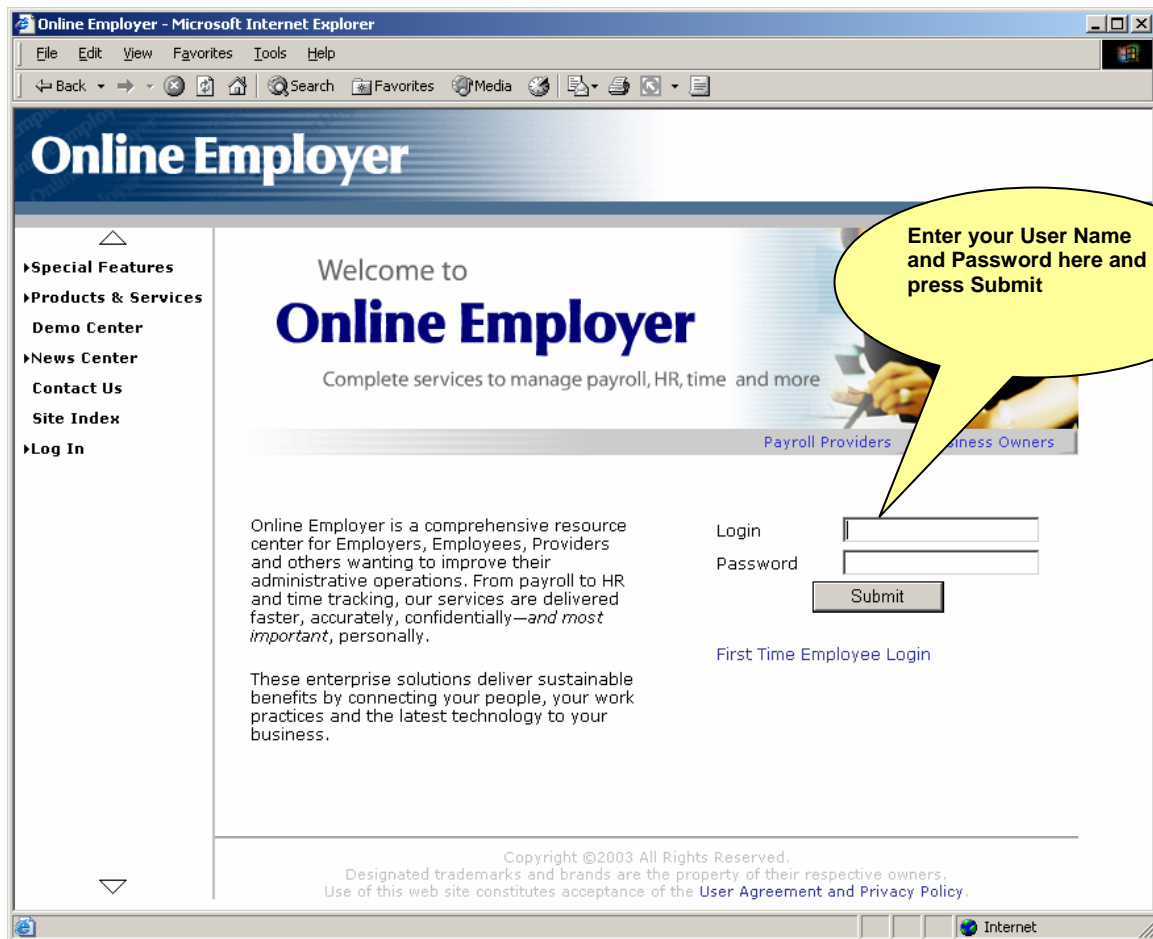
1. Have access to ViewChoice Reports through Online Employer
2. Have Version 2.2.4 (or higher) of ViewChoice loaded on your workstation.

Report Download

To download reports from the Online Employer website do the following:

Login to Online Employer

1. Navigate to the Online Employer Login page
2. Enter the supplied User Name and Password.
3. Press Submit



Launch ViewChoice Reports

Once you are at the **Online Employer Home** page:

1. Select ViewChoice Reports from the Products tab on the left. Your security access profile determines what products are available to each user.
2. Select the Company whose reports you want to download from the Company List.

The screenshot shows the 'Online Employer' home page. The browser title is 'Online Employer - Microsoft Internet Explorer'. The page has a blue header with the 'Online Employer' logo. Below the header is a navigation bar with links: Home, My Profile, Service Bureau, Companies, Messages, and Log Out. A user ID '9999 : (test site)' is visible in the top right. The main content area is titled 'Information Center' and includes a 'No New Messages' notification. The 'Product Options' section contains a table with columns for 'Code' and 'Name'. The 'ViewChoice Reports' section is highlighted, and a callout points to the 'Company List' table.

Code	Name
5495	Test Company 5495
5500	BJ'S BOUTIQUE
VCDM	Company Code VCDM
WCWC	Company Code wcwc

ViewChoice Reports 1

* To launch a product, select the appropriate product tab and click on the company name hyperlink. A new browser session will be launched.

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Select ViewChoice Reports

Selection of the company will display the **ViewChoice Reports** page for that company.

To download the reports for a specific period press the **Retrieve** button on the appropriate line.

The ViewChoice Reports Page displays:

- A Report Description (of the following report types)
 - Payroll Reports
 - Quarterly Reports
 - W2 Statements
 - 1099 Statements
 - Check History Reports
 -
- A Report or Period Date
- The name of the person who last downloaded the report
- The date the report was last downloaded

The screenshot shows the 'ViewChoice Reports' page in a Microsoft Internet Explorer browser window. The page title is 'Online Employer' and the main heading is 'ViewChoice Reports'. A table lists various reports with columns for 'Description', 'Date', 'Downloaded By', and 'Downloaded'. Callouts point to specific features: 'Report Description' points to the 'Description' column; 'Report or Period Date' points to the 'Date' column; 'Person who last downloaded report' points to the 'Downloaded By' column; 'Date report was last downloaded' points to the 'Downloaded' column; 'Close PayChoice Reports' points to a 'Close' button; and 'Retrieve button on each line' points to the 'Retrieve' link at the start of each row.

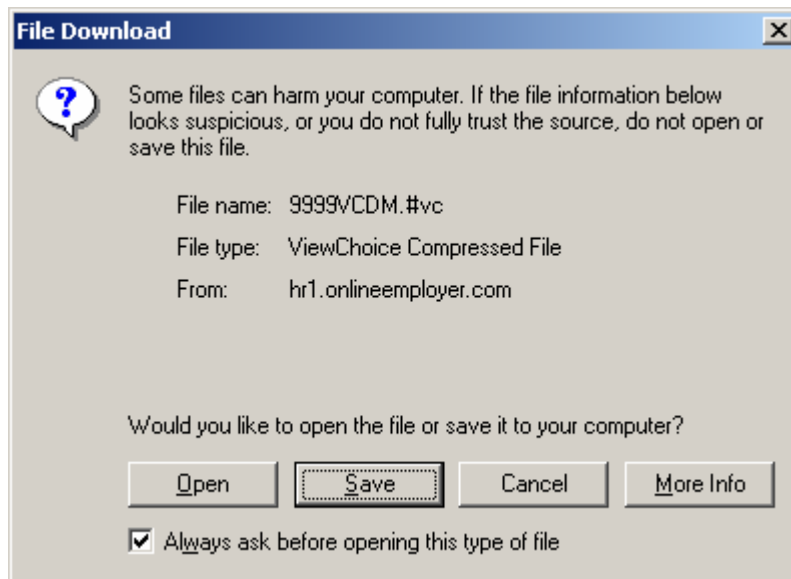
	Description	Date	Downloaded By	Downloaded
Retrieve	Payroll Reports for Check Date	1/02/2004	Bill Hicks	11/16/2004
Retrieve	Payroll Reports for Check Date	2/01/2004	Ken Bozarth	11/18/2004
Retrieve	Payroll Reports for Check Date	3/01/2004		Never
Retrieve	Payroll Reports for Check Date	4/01/2004		Never
Retrieve	Payroll Reports for Check Date	5/01/2004		Never
Retrieve	Payroll Reports for Check Date	5/01/2004		Never
Retrieve	Payroll Reports for Check Date	6/01/2004		Never
Retrieve	Payroll Reports for Check Date	6/30/2004		Never
Retrieve	Payroll Reports for Check Date	7/30/2004		Never
Retrieve	Payroll Reports for Check Date	8/30/2004		Never
Retrieve	Payroll Reports for Check Date	9/30/2004		Never
Retrieve	Payroll Reports for Check Date	11/01/2004		Never
Retrieve	Payroll Reports for Check Date	12/02/2004		Never
Retrieve	Quarterly Reports for Quarter	4 of 2004		Never
Retrieve	Quarterly Reports for Quarter	4 of 2004		Never
Retrieve	Quarterly Reports for Quarter	4 of 2004		Never
Retrieve	Quarterly Reports for Quarter	4 of 2004		Never
Retrieve	W2 Statements for Year	2004		Never

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Loading Reports on the Workstation

Pressing **Retrieve** downloads all reports that are available for that report description.

Once pressed a dialog box will appear.



Selecting **Open** will initiate the download and launch ViewChoice.exe

Selecting **Save** will allow the user to save the file on the workstation for viewing at a later date.

Closing ViewChoice Reports

Once the desired reports are downloaded the application can be closed by pressing the **Close** option.