



## ViewChoice

### Payroll Document Viewer

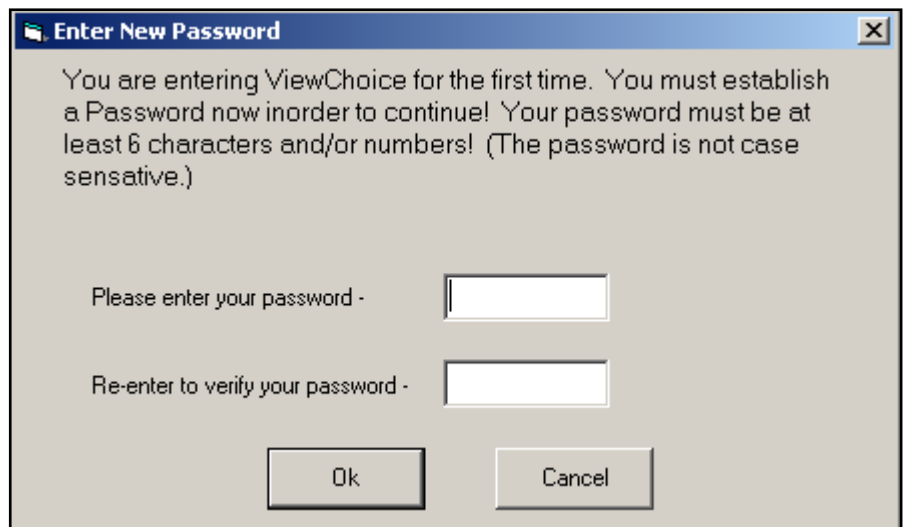
Operating Instructions (via E-mail)

1. Download the ViewChoice Viewer from <http://www.bigfishpayroll.com/forms.php> . Under the list of forms, click on **ViewChoice viewer software: ViewChoice Install 2.5.2.** (You can save this viewer to any location on your PC, preferably the desktop so you can easily find it). This will create an icon named ViewChoice.exe.
2. Double-click the icon and install the program. It will most likely save to **C:\Program Files\ViewChoice\** and automatically create a shortcut on your desktop.

3. When you double click on the Viewer icon for the first



time it will then prompt you to create a password. Be sure to write down the password and store it in a secure place.



4. After creating the password for the first time, each subsequent log in will look like this:





5. Once your payroll is processed, you will automatically get the reports emailed to you with an extension of .#VC.

**ATTENTION:**

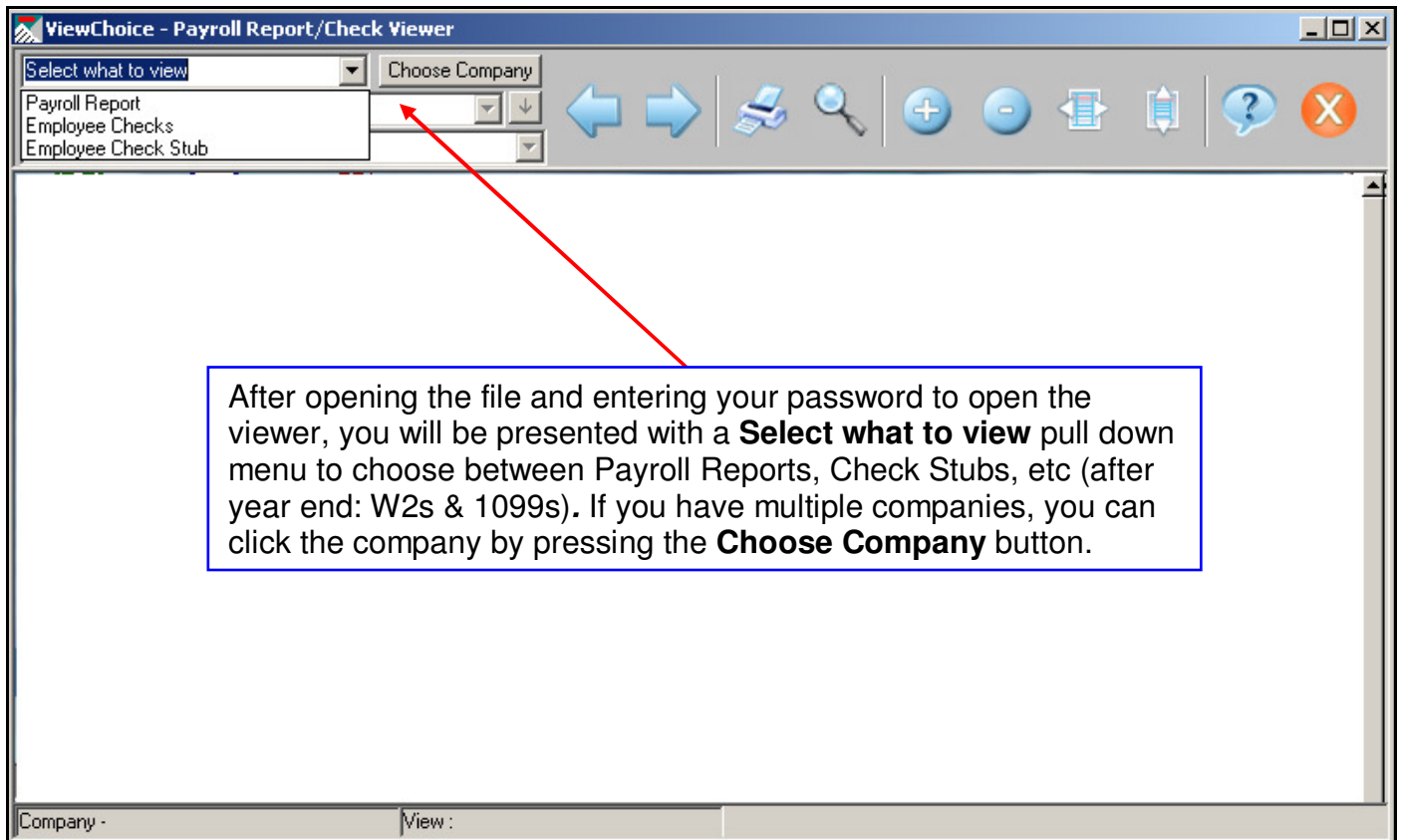
***Pay special attention to the name and extension of the file. You may need to rename the file to its correct name, which is the service bureau id (3447), then your 4 letter client code (i.e. BFPR), and the extension of .#VC. Example: 3447BFPR.#VC (not case sensitive)***

6. After receiving the email, instead of clicking download, click on "OPEN." It will save files to: **C:\Program Files\ViewChoice**
7. If your computer does not give you the option to "OPEN" and it only allows you to "SAVE" or "DOWNLOAD", hit **SAVE**. The file should be saved to: **C:\Program Files\ViewChoice**, not in any subfolders, just the main folders. If this does not apply to you, move on to step 7.

As you download ViewChoice files from Big Fish, it will not overwrite the existing files in your ViewChoice folder. Be sure that if you are downloading more than one set of payroll reports at a time, go through the steps:

- (1) Click retrieve
- (2) Click save
- (3) Name the file correctly (because it will probably default with a "**.\_VC**" extension)
- (4) Save it to the **ViewChoice** folder
- (5) Then be sure to open the file *at least once* (by double clicking the file) before going to retrieve another set of payroll reports online (because it will have to be saved with the same name)
- (6) Exit the viewer

Then you can start back at step 1. The first time you open a set of payroll reports, it will unzip the files in the .#VC then you can proceed to download another set of payroll reports. You will be able to view all files that reside in that folder.



- Looking at the three pull down lists in the upper left corner of the window, you will see that the top list reflects the report group for each payroll.
- Clicking on the first pull down in the top list will pop up the selection window to choose another report group.
- The second pull down list displays the client id#, process #, and check date.
- The third pull down list displays each report or employee check/voucher detail that was printed with that payroll process and in the order it was printed. Dragging down and clicking on any report/check/etc. will display that item in the viewer.

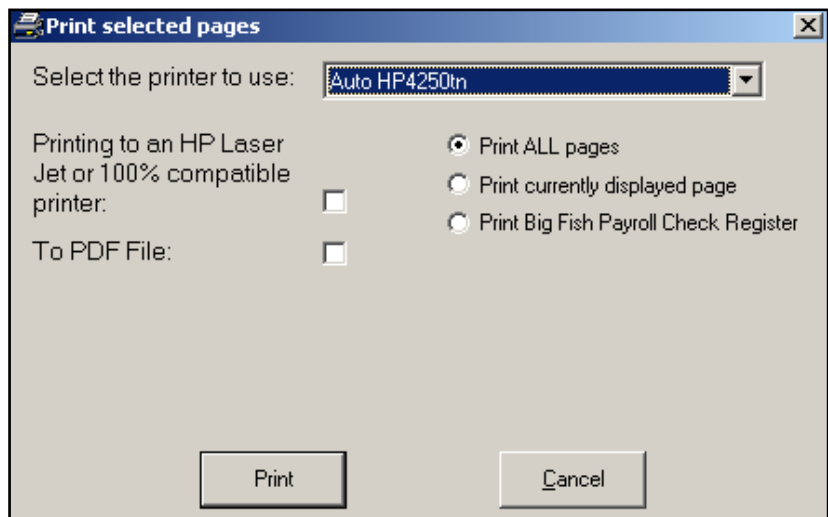


To familiarize yourself with the functions of this program, place your cursor over each icon at the screen top and read the 'tool tips' notes.

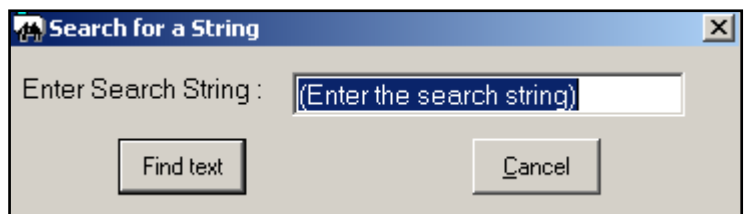
The large blue arrows will move you forward and backwards through the currently displayed report.



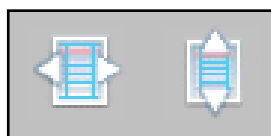
The printer button allows you to print all payroll reports, only the page displayed, or all pages of the specific report displayed. It also allows you to select one of the three choices and create a PDF file instead of having it come out of your printer.



The magnifying glass button allows you to search for any employee, report name or text string.



The +/- buttons allow you to enlarge or reduce the print image.



The vertical and horizontal arrows allow you're to toggle between a max width view and max height.

And lastly, the X button exits you from the program.