

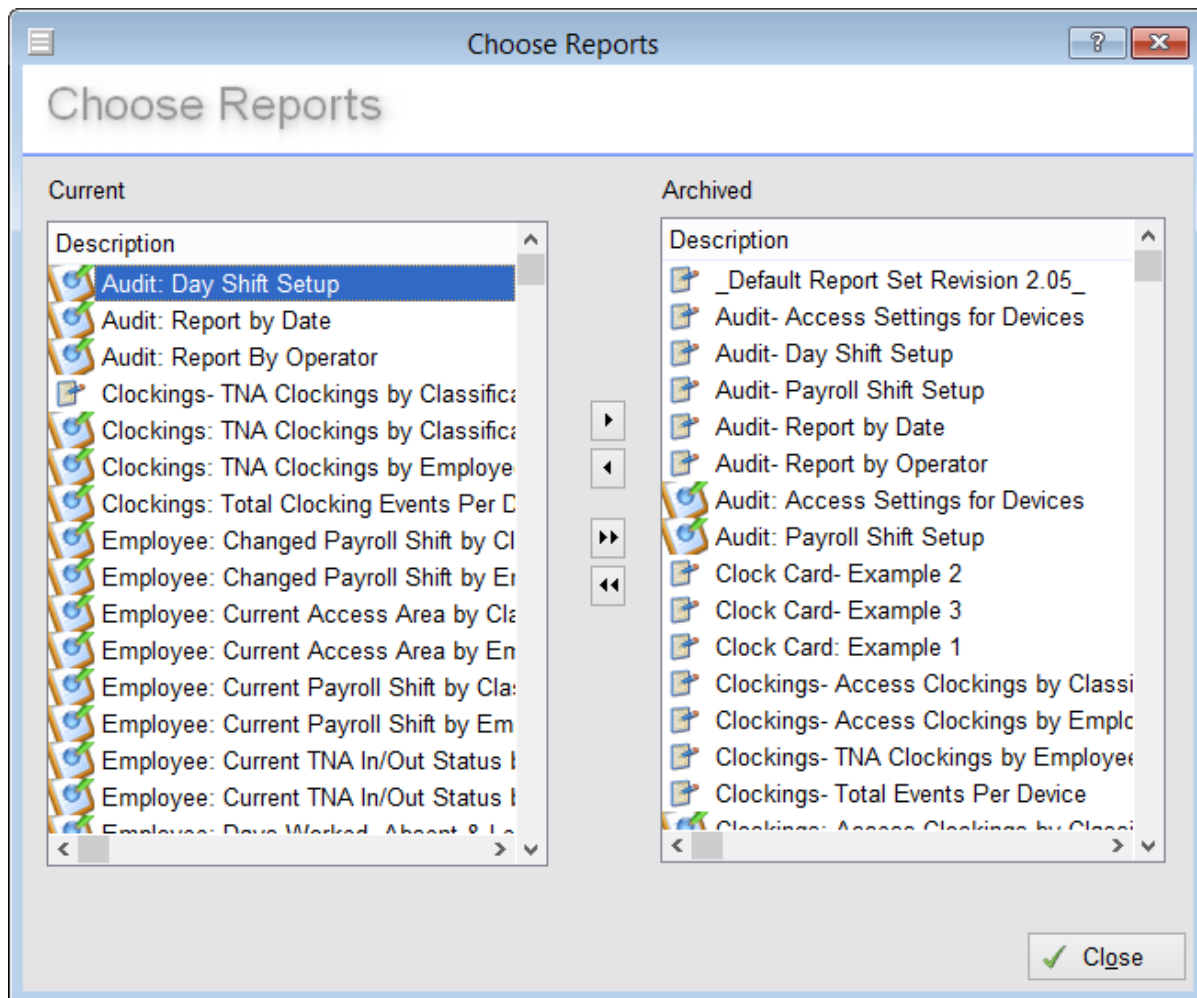
The Report Archive Settings Manager is used to set a large number of reports to be current or to archive them.

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Managing Reports



To set a large number of reports to be current or to archive them, proceed as follows:

In the **Configuration Module**, select the **Choose Reports** option from the toolbar **Reports** drop-down menu. The *Choose Reports* window will be displayed.



This window provides the following:

- Current panel.** This is a list of all the reports that are available for printing.
- Archived panel.** This is a list of all the archived reports.
- Control buttons.** These buttons are used to manage the report archive/current status.

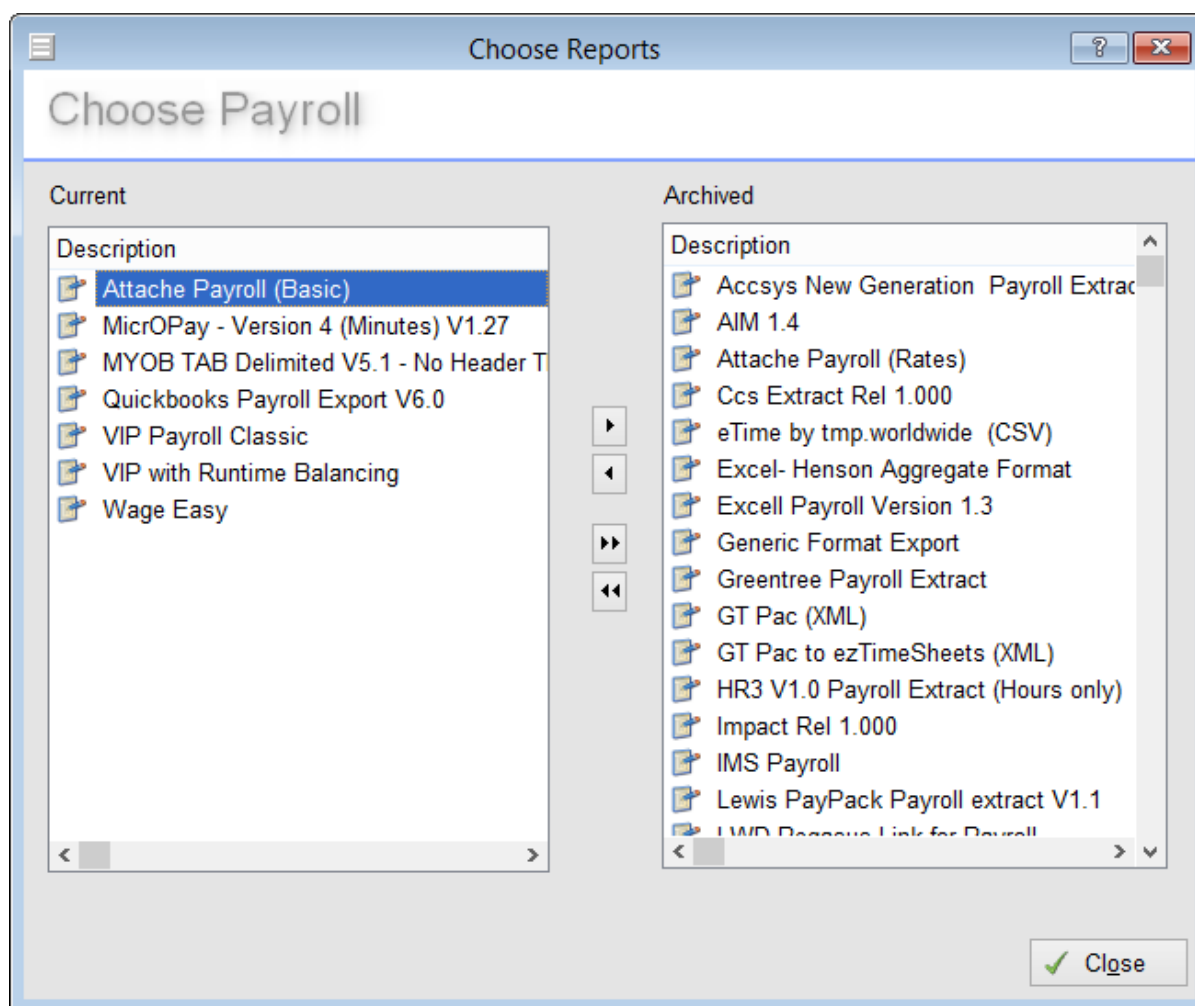
	Used to move a selected report from the Current list to the Archived list.
	Used to move a selected report from the Archived list to the Current list

▶▶	Used to move all Current reports to the Archived list.
◀◀	Used to move all Archived reports to the Current list.

Managing Payroll Extracts

To set a large number of payroll extracts to be current or to archive them, proceed as follows:





In the **Configuration Module** select the **Choose Payroll** option from the toolbar **Reports** drop-down menu. The *Choose Payroll* window will be displayed.



This window provides the following:

- Current panel.** This is a list of all the payroll extracts that are available for printing.

- b. **Archived panel.** This is a list of all the archived payroll extracts.
- c. **Control buttons.** These buttons are used to manage the payroll extracts archive/current status.

	Used to move a selected payroll extract from the Current list to the Archived list.
	Used to move a selected payroll extract from the Archived list to the Current list
	Used to move all Current payroll extracts to the Archived list.
	Used to move all Archived payroll extracts to the Current list.

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