
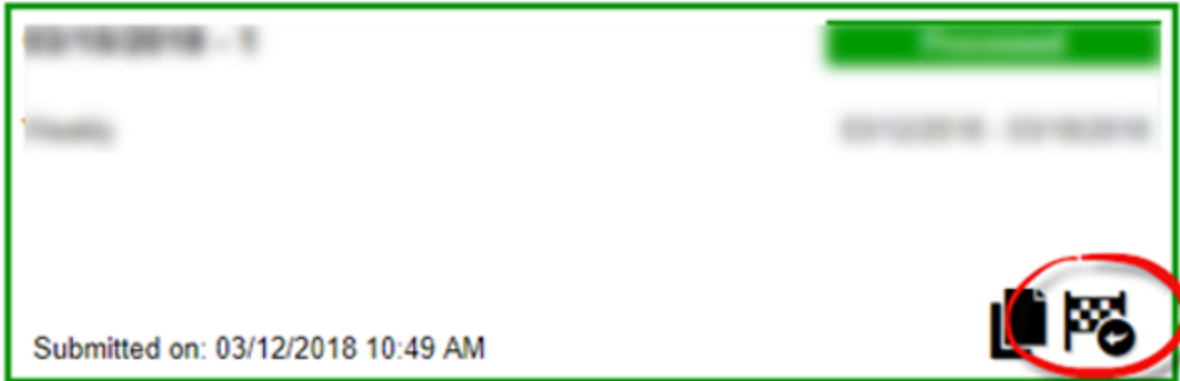


How To Guide:
Remote Print Back

Document Purpose	<i>Provides instructions on how a client prints checks from their location in EvoOnline.</i>
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Step 1: Payrolls

1. If you are on the **Card View**, find the payroll you processed then click on the **“Results”** icon at the bottom of the box. If you are on the **Table View**, select the payroll from the list then the **“Results”** icon  at the top.



2. From the next screen you will want to uncheck everything under the **Items** except for **Payroll Checks**.
3. Now you will want to click **Selected: All**
4. Next select the Serial Number header, click on the filter icon. You will want to see what check number range from your check reconciliation report and enter that in the filter options, so you only print the live checks that are needed. In my example below, you will see that I used **greater than 9999 and less than 100021**.

****If the client wants to print out direct deposit vouchers, they can use the check stock or print them from the Reports section and use regular paper.**

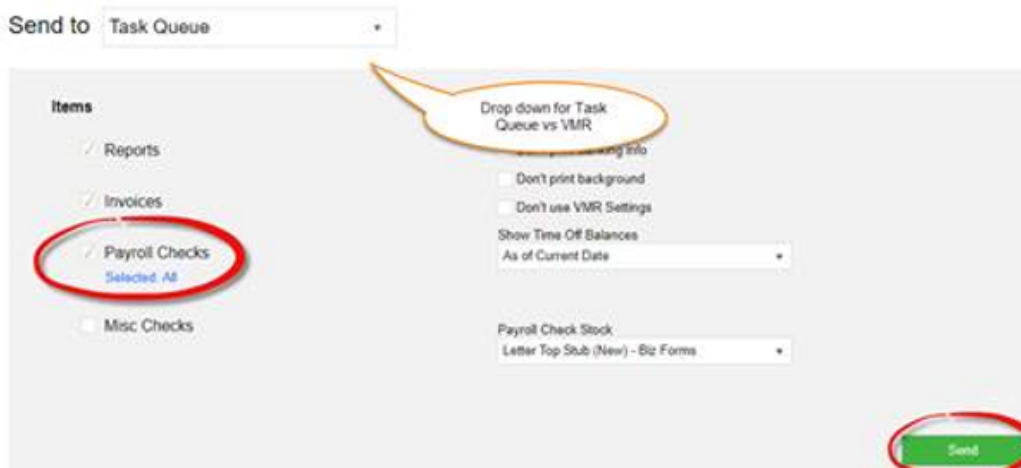
Payroll Checks

<input checked="" type="checkbox"/>	Serial Number	Net Wages	EE Code	Employee Name
<input checked="" type="checkbox"/>	10003			Caamal, Marbella
<input checked="" type="checkbox"/>	10004			Diaz, Alex
<input checked="" type="checkbox"/>	10006			Interian-Jimenez, George
<input checked="" type="checkbox"/>	10007			Flores, Gilberto
<input checked="" type="checkbox"/>	10008			Ortiz, Yolanda M.
<input checked="" type="checkbox"/>	10009			Cauich, Josfer
<input checked="" type="checkbox"/>	10001			Bautista-Gongora, Juan
<input checked="" type="checkbox"/>	10010			Tuyu, Mario

20 items

20 Selected

5. Click Select
6. Make sure the **Send to** option is set to **Task Queue**
7. Select Send



Step 2 : Task Queue

The checks will then be sent to the **Task Queue** which is located at the bottom of the screen where they can then be downloaded and printed.

