

# Pickup Reports

To access the pickup page, either click the **Pickup Area** tab or **Pickup Area** link from the **Report Request Queued** page. The system displays the **Pickup Area** page:

lvqapeweb03.qa.mpay.com:443      Derek Comic Books (NH0001)      Your Service Bureau Name

Main Menu ▶      **Reports**      Help | Preferences | Logout

**Derek Comic Books (NH0001)**

Request Area   Report Writer   **Pickup Area**

Reports requested within the last 24 hours

**NOTE:** Adobe Reader or some other PDF viewing software is required to read or print the individual documents. If you do not have (or are not sure you have) PDF viewing software installed, you can [download the Acrobat Reader](#) for your computer.

Report	Status	Format	Download	Time	
 <b>3rd Party Sick Pay</b>	done	PDF	<a href="#">Download (66K)</a>	11/10/2016 2:54:41 PM	<a href="#">Details ▶</a>

Refresh

◀ [Return to Main Menu](#)

To retrieve the successful report with the blue check and *Status* of **done**, you can do one of two actions:

Click the **Download** link. The system displays the file in your browser, if you have the appropriate settings:

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**Employee Listing**      **JC Publishing**      Check Date: 09/26/2013      Page 1

Company (JCTest01)

Employee	Emp Id	SSN	Location	Hire Date	Status	Type	FED	Tax Status	SUI	Pay Freq	Pay Rate
Anderson, Karen P	1	123-00-4567	100-0110-113	08/01/2013	A	RFT	S-0	MA/S-0	MA	S	3,500.00 Salary
Catlin, John C	5	014-00-7253	100-0110-101	08/01/2013	A	S-0	S-0	MA/S-0	MA	S	5,000.00 Salary
Deane, Bryan C	3	456-00-3216	100-0110-104	09/24/2013	A	RFT	S-0	MA/S-0	MA	S	2,500.00 Salary
Maris, Heather N	2	321-00-4567	100-0110-104	08/05/2013	A	RFT	S-0	MA/S-0	MA	S	3,000.00 Salary
Moss, Destiny J	4	741-00-9632	100-0170-105	08/05/2013	A	S-0	S-0	MA/S-0	MA	S	2,000.00 Salary

**Total Employees 5**

Right-click the **Download** link and select **Save Target As** or **Save Link As** (or something similar, according to the pop-up menu of your browser). Then save the file to the location of your choice.