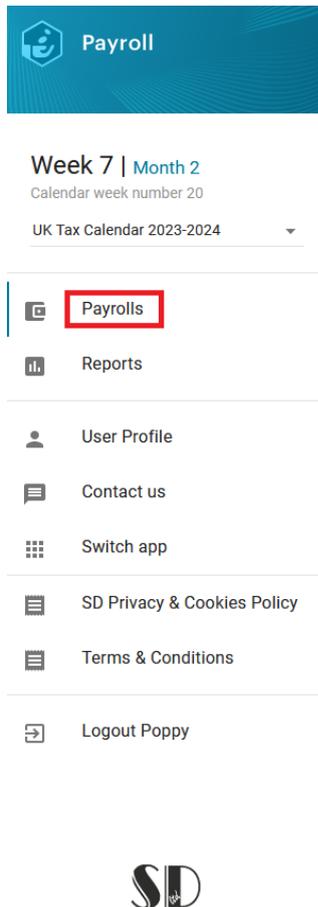


Sending a message

To send a message, log into <https://payroll.digitalproductionoffice.com>

Once logged in, select the Payroll you wish to send a message on, if you are not seeing the Payrolls displayed on screen then select the 'Payrolls' tab located on the left-hand side

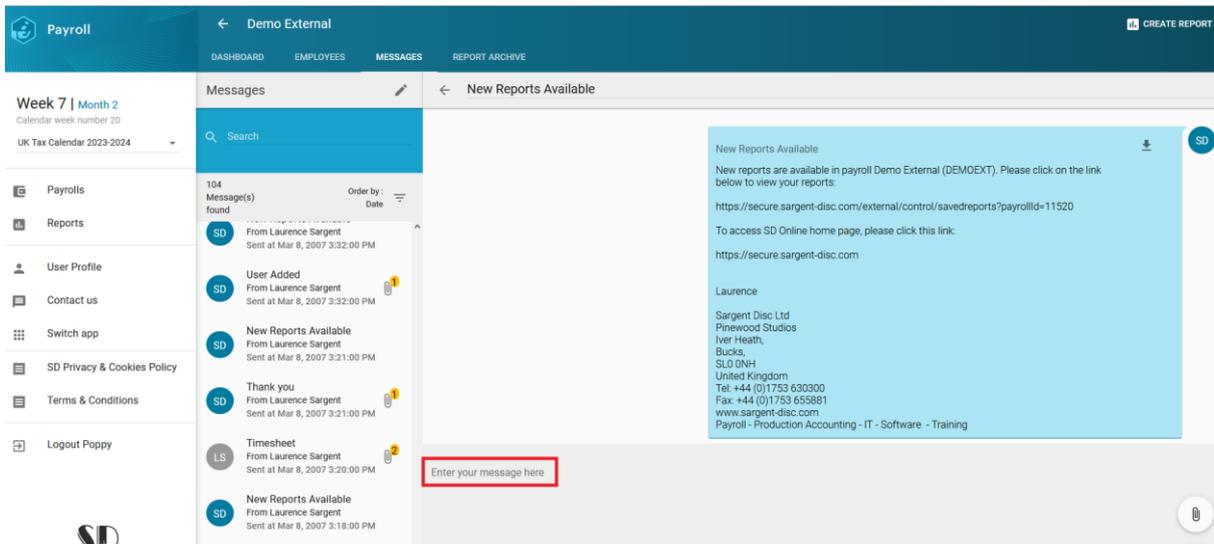


Payroll	Company	Production	Currency	Accounting Period	Frequency
 Demo External DEMOEXT 367/A367	Demo & Co	SD Online	British Pound	2014-2015	Weekly
 Demo Payroll DEMO 367/A367	Demo & Co	ABC Production	British Pound	2021-2022	Monthly
 Payroll Demo IDT 367/A367	Demo & Co	Demo	British Pound	2020-2021	Weekly

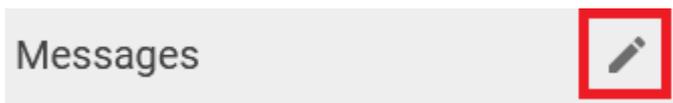
Once you have selected the Payroll, navigate to the 'Messages' tab displayed at the top of the screen

On this screen, you will see any messages that have been sent/received, as well as the option to compose a new message.

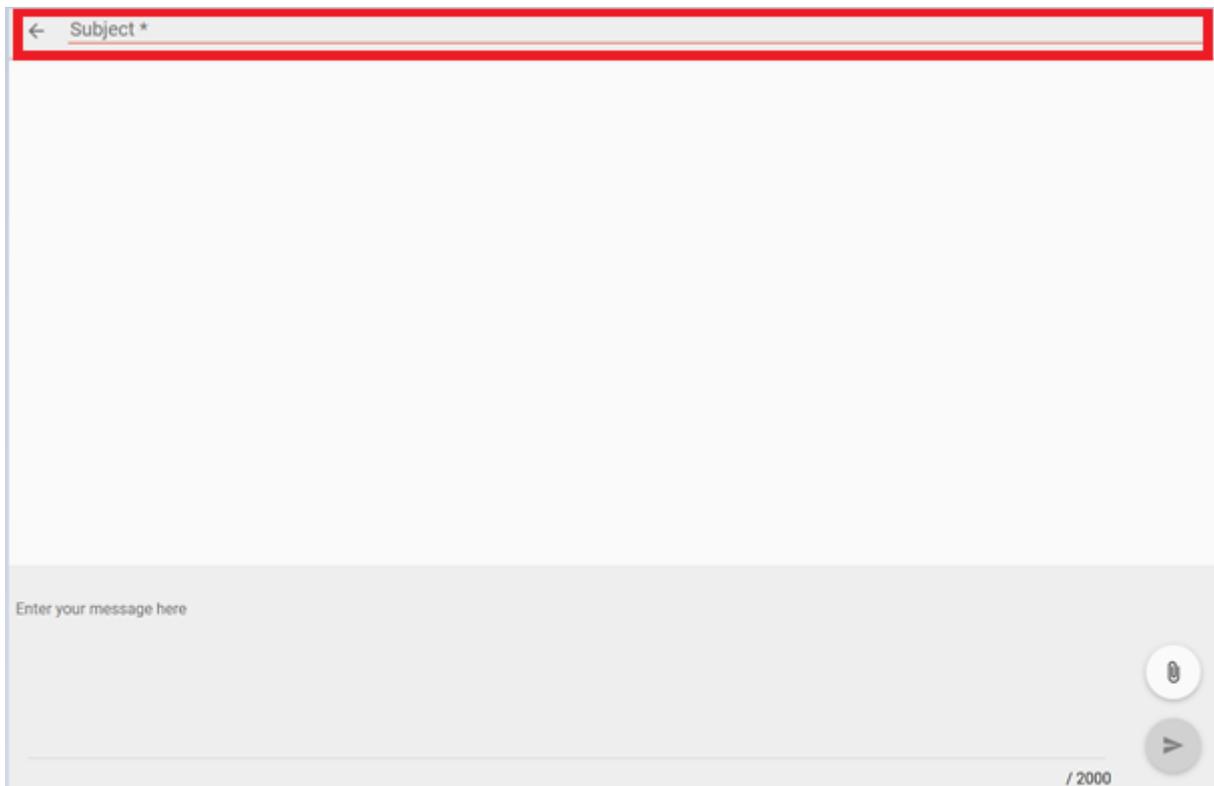
If you wish to respond to an existing message, select the message and then enter your response at the bottom of the page.



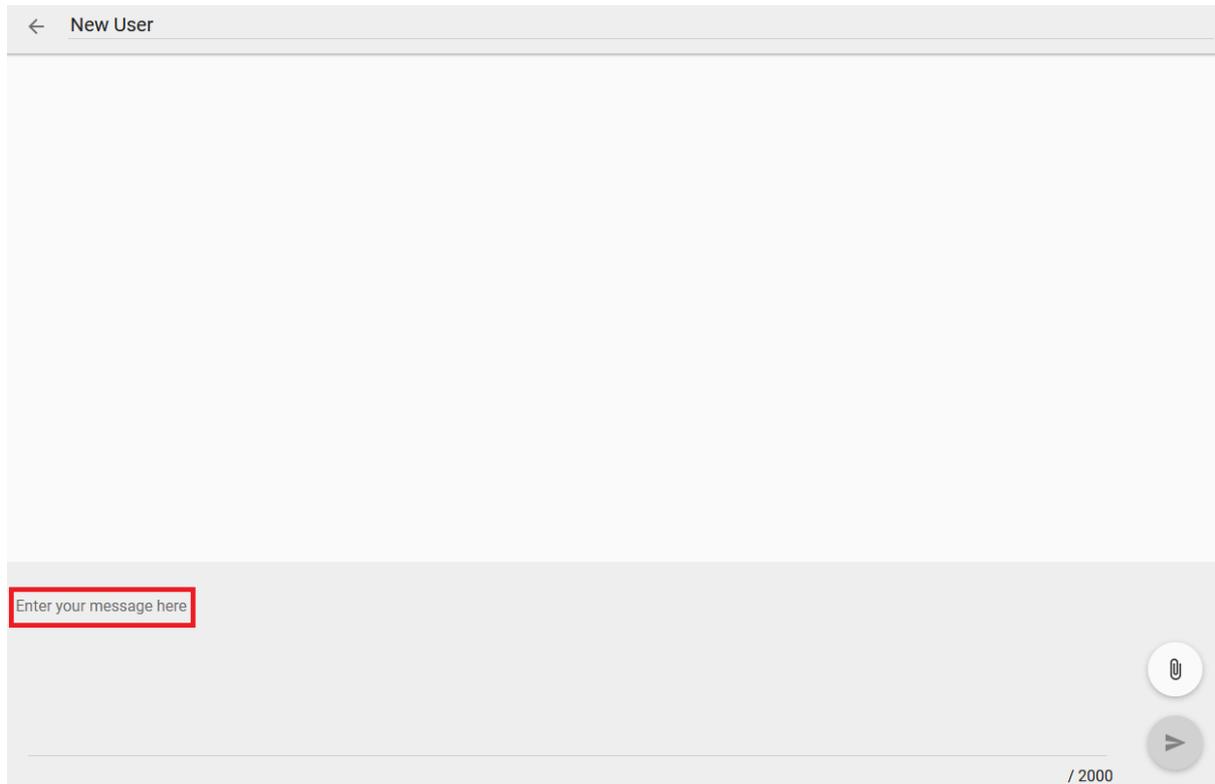
To compose a new message, select the pencil icon located at the top of the screen



When a new message is composed, a subject is required. Enter a subject which is located at the top of the page.



Once your subject has been entered, enter your message in the box that shows 'Enter your message here'



If you wish to add any attachments, select the paperclip icon and attached the files you wish to send.



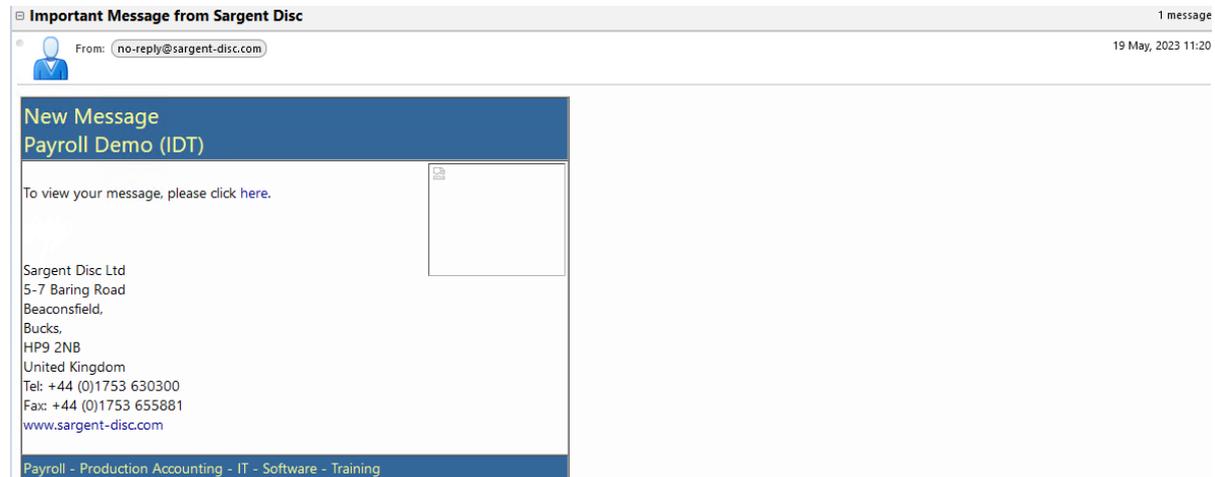
When you are ready to send your message, select the icon below. *Note, if the icon is greyed out, this means you are missing either a subject or you have not entered any text as a message. In this case, enter the missing information and you will then see the icon to send the message highlighted in blue.



Once the message has been sent, you will then see this appear under the messages tab.

Viewing a message

When a message has been sent to you, you will be notified via email. The email will come from no-reply@sargent-disc.com



To view the message, either click on the link in the email sent to you or go to <https://payroll.digitalproductionoffice.com>

If you click on the link from your email, it will take you directly to the message once you enter your credentials. If you log in via the above link, you will need to navigate to the payroll the message was sent on. If you have multiple payrolls when you log in and are unsure what payroll the message was sent from, navigate to the email notification you received and here you will see the name of the payroll as well as the 3-digit code.

Payroll Payrolls

Week 7 | Month 2
Calendar week number: 20
UK Tax Calendar: 2023-2024

3 Payroll(s) found Search Order by: Payroll

Payroll	Company	Production	Currency	Accounting Period	Frequency
Demo External DEMOEXT 367/A367	Demo & Co	SD Online	British Pound	2014-2015	Weekly
Demo Payroll DEMO 367/A367	Demo & Co	ABC Production	British Pound	2021-2022	Monthly
Payroll Demo IDT 367/A367	Demo & Co	Demo	British Pound	2020-2021	Weekly

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Once you have selected the payroll, you will see the message under 'Latest Messages' in the 'Dashboard' tab, an alternative way to view the message is by clicking the 'Messages' tab and then locating the message sent.

Viewing reports

When a new report is available, you will be notified via email.

New Reports Available 1 message

 From: no-reply@sargent-disc.com 19 May, 2023 12:15

New reports are available in payroll Payroll Demo (IDT). Please click on the link below to view your reports:
<https://payroll.digitalproductionoffice.com/#/payrolls/56481/dashboard>

To access the Digital Production Office ® Payroll app, please click this link:
<https://payroll.digitalproductionoffice.com/>

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Payroll - Production Accounting - IT - Software - Training

To view the report, click on the link in the email sent to you or log into <https://payroll.digitalproductionoffice.com>

Navigate to the payroll the message was sent on and under the 'Dashboard' tab, you will see the latest reports available on the right-hand side. To note, this screen will only display the last 40 reports.

Latest Reports		39 / 40
	DEMOEXT-WEEK5 /DEMOEXT/20140502/DEMOEXT-WEEK5.xls Last modified Aug 23, 2021	
	DEMOEXT-WEEK5 /DEMOEXT/20140502/DEMOEXT-WEEK5.sd Last modified Aug 23, 2021	
	0000EP /DEMOEXT/20140502/0000EP.OUT Last modified Aug 23, 2021	
	PaymentsListing /DEMOEXT/20140502/PaymentsListing.pdf Last modified Aug 23, 2021	
	ChequeListing /DEMOEXT/20140502/ChequeListing.pdf Last modified Aug 23, 2021	
	BacsListing /DEMOEXT/20140502/BacsListing.pdf Last modified Aug 23, 2021	
	Payslips /DEMOEXT/20140502/Payslips.pdf Last modified Aug 23, 2021	
	EmployeeChanges /DEMOEXT/20140502/EmployeeChanges.pdf Last modified Aug 23, 2021	
	Starters /DEMOEXT/20140502/Starters.pdf	

If you wish to see older reports for the payroll you are viewing, navigate to the 'Report Archive' tab.

Demo External		CREATE REPORT	
DASHBOARD	EMPLOYEES	MESSAGES	REPORT ARCHIVE
DEMOEXT >			
	02 May 2014 /DEMOEXT/20140502 Last modified Aug 22, 2021		
	30 Mar 2007 /DEMOEXT/20070330 Last modified Jul 8, 2011		
	23 Mar 2007 /DEMOEXT/20070323 Last modified Jul 8, 2011		
	16 Mar 2007 /DEMOEXT/20070316 Last modified Jul 8, 2011		
	09 Mar 2007 /DEMOEXT/20070309 Last modified Jul 8, 2011		