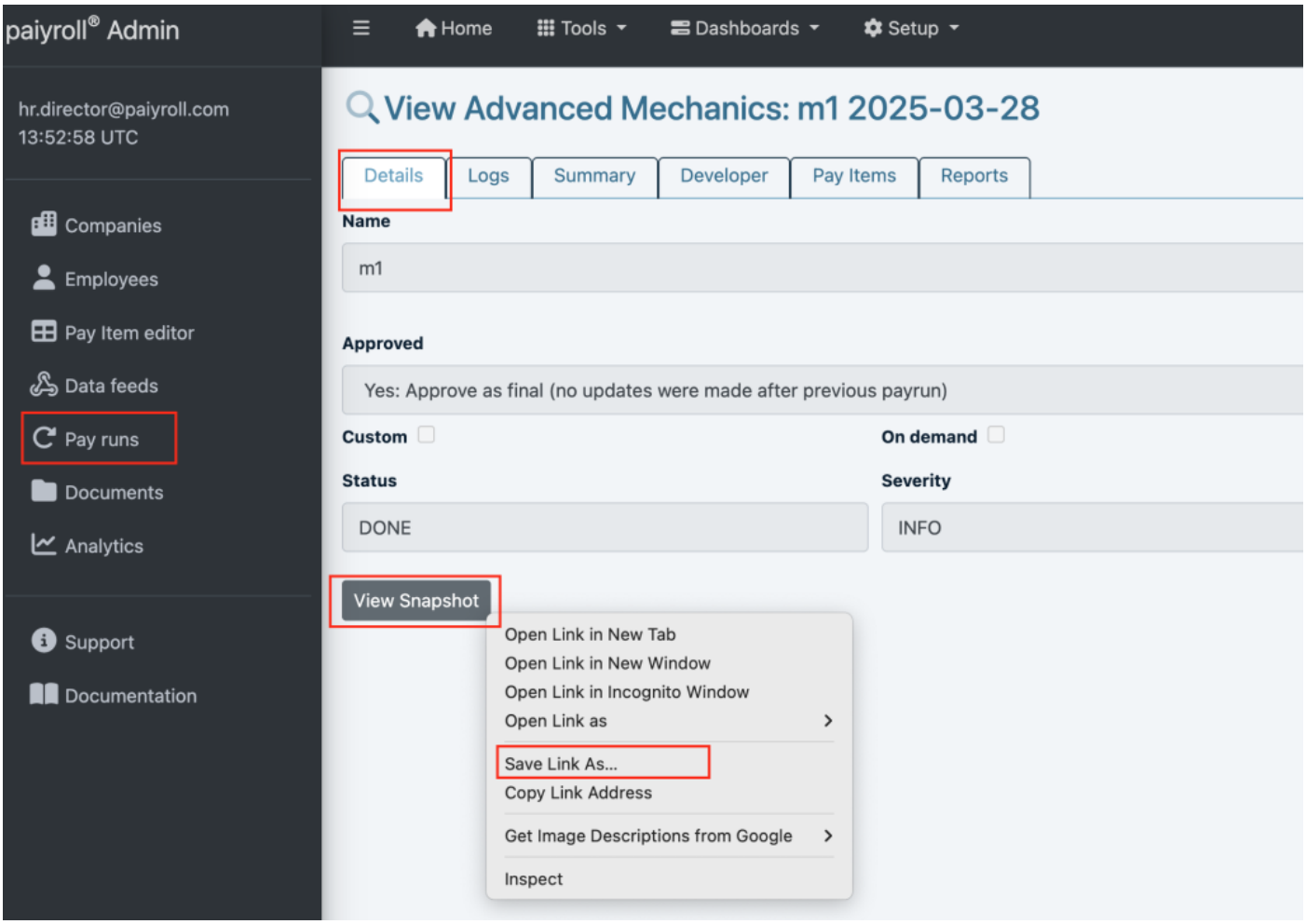
View Snapshot

Advanced · https://paiyroll.com/kb/view-snapshot/

Follow this advanced article for detailed information about a historic pay in a snapshot. A snapshot is a complete record of the entire contents of a pay run, which the software uses. Beware, the contents are *technical*!

Pay runs > **View** the pay run of interest.

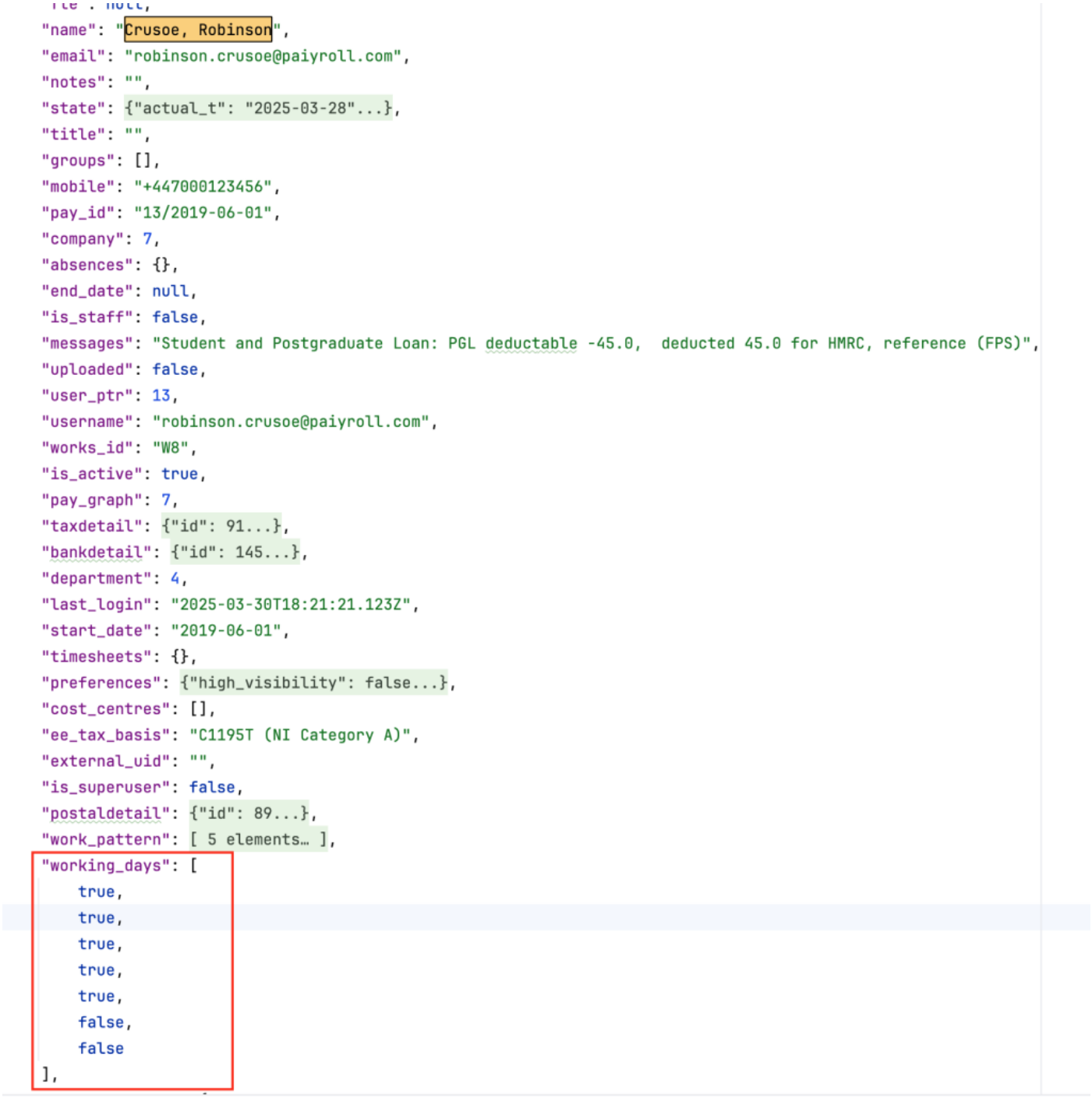
On the **Details** tab, right-click **View Snapshot** button and select **Save Link As...**



Save the file, which will usually be in your downloads folder. The name will be something like **download.json**

Using your file explorer, locate the file and right-click to open it using any text editor (e.g. **WordPad or TextEdit**).

Search in the file for an employee's name to find the start of the employee block (you may need to search a few times until you get to the right location). Then scroll down to see the information recorded in the snapshot for that employee. In the example below, we have searched for *Robinson Crusoe, and we can see that in that particular pay run, he had Monday to Friday working days whereas* Saturday/ Sunday are not working days:



After viewing, delete the file as it will contain all the Pay run information.