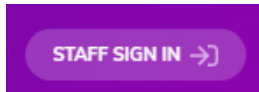
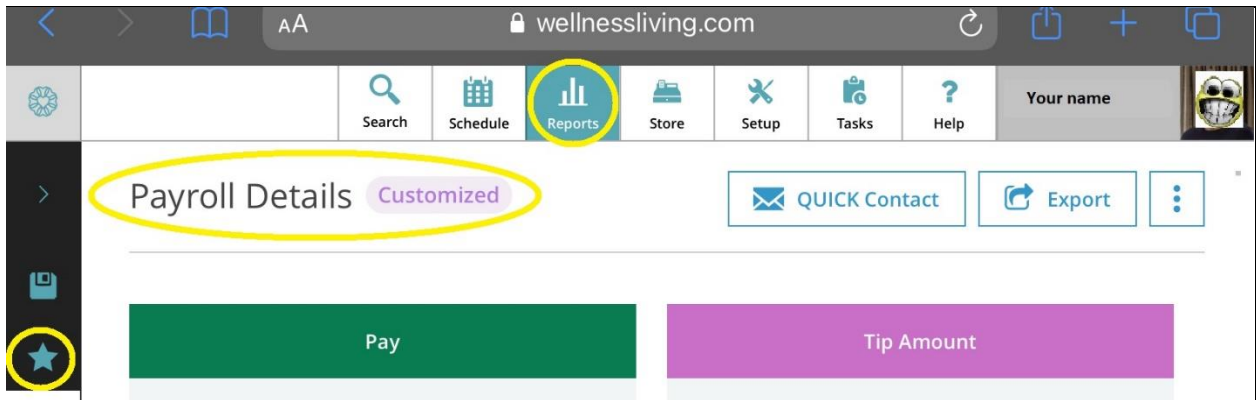


Getting your Yoga Seven payroll report—iPad version

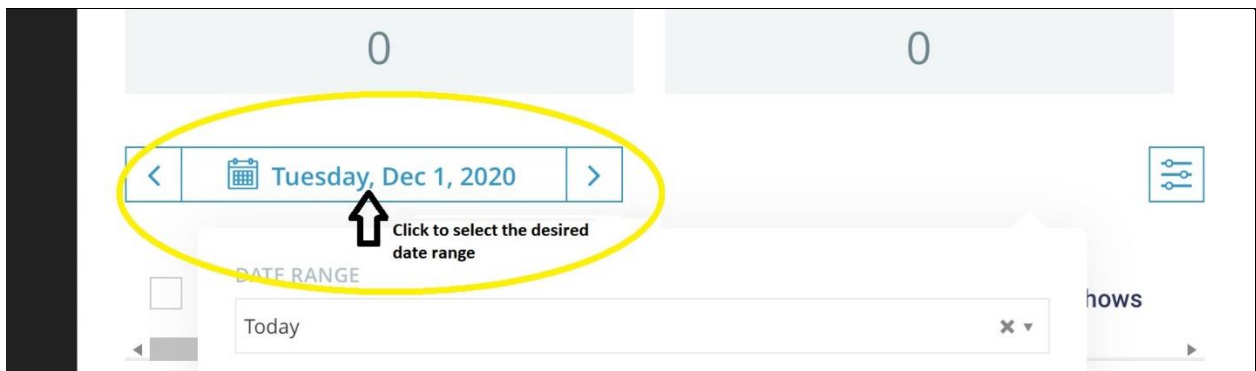
1. Go to a browser and log in through WellnessLiving.com's Staff Sign-in button.



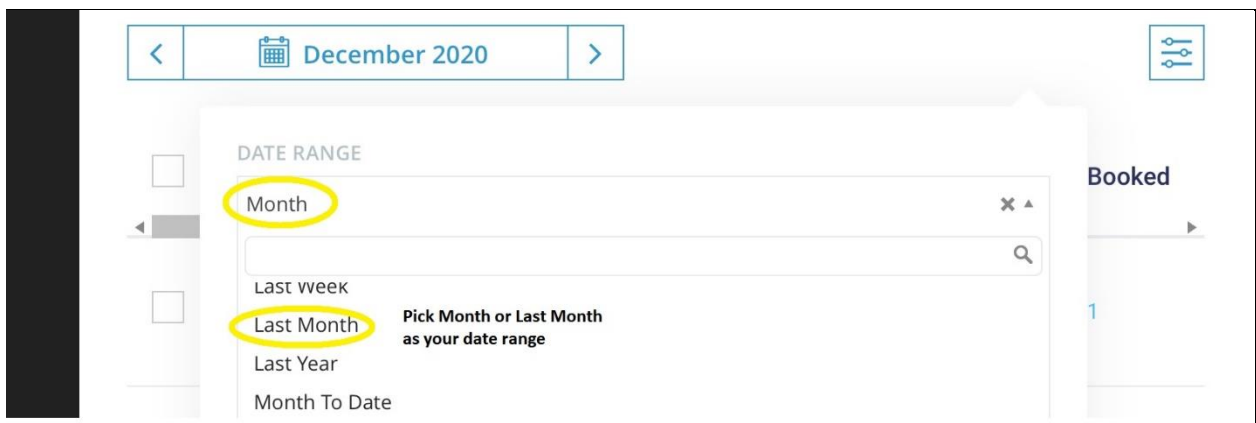
2. Choose Reports from the menu bar. Your customized Payroll Details report should be available for you. If it's not, check the star icon (Favourite reports) on the left. If still not, contact Ginty.



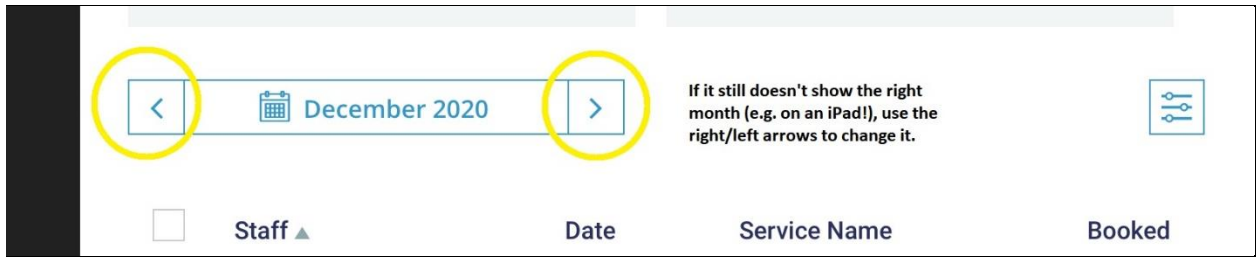
3. Scroll down below the brightly coloured and not-useful buttons, until you see the date, which will probably be today's date. You'll need to change it, so click on it.



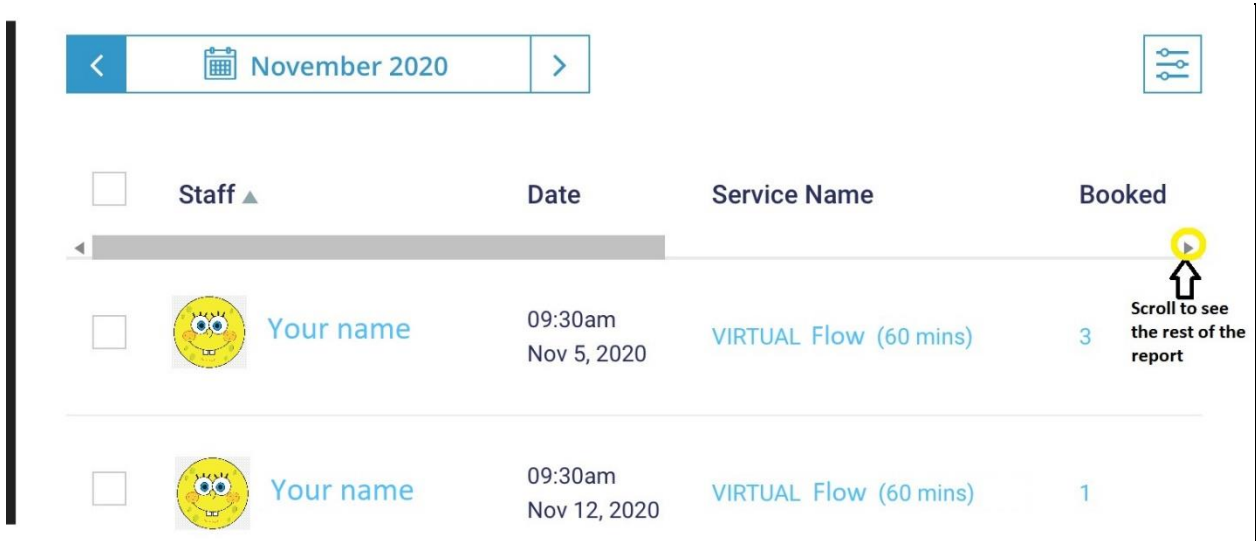
4. From the drop-down list, make a choice of either Last Month or Month, depending on the timing of when you're running your report. As an interesting note, on an iPad Last Month does not seem to work, so you can choose either.



5. If it's still not showing the right month, use the left or right arrows to change it.



6. Once you've set the correct month, your payroll report will be displayed below. If the screen is small, scroll over to the right to see the rest of the information.



After scrolling:

	Booked	Attended	No Shows	Late Cancels	Pay	Pay
<input type="checkbox"/> mins) 3	3	3	0		\$32.00	Virtu: Class WL
<input type="checkbox"/> mins) 1	1	1	0		\$24.00	Virtu: Class WL
<input type="checkbox"/> mins) 1	1	1	0		\$24.00	Virtu: Class WL