**Combining multiple reports into a single document**

You can combine individual reports into a single continuous PDF to download or print.

1. On the Reporting menu, select Continuous Reports Archive.

A screenshot of a computer

Description automatically generated

1. Click the magnifying glass icon in the **Actions** column for the desired payroll run.

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1. All the reports for that pay run will be listed. Select individual reports or **Select All** as desired.

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1. Click **View Reports**. A PDF report with all the selected payrolls will be generated. Depending on your browser settings, the report might open in a new window or tab.

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**Video**

https://learning.myisolved.com/library/quick-help-videos/utilizing-continuous-reports-archive