Changing Passwords:

You can change your password whenever needed (but see the note below). Depending on options set by a Vista Plus Administrator, you may be required to change it from time to time.

To change your password:

1. Select **Options** from the top bar.

2. Type a new password in the **New Password** field. This must be different than the old password.

3. Click **Change Password**.

4. Type your current password in the **Old Password** field.

5. Type your new password again in the **Confirm New Password** field.

6. Click **Save**. The new password is saved on the Vista Plus server. Use this password the next time you log in.
Login in to Vista Web View

The first step is to log into Vista Web View using your username and password.

The server should always be VistaPlus Reports.
Main Screen

This is the default screen that opens up after you have successfully logged into VistaPlus.

Once you have successfully logged in you can chose which menu you would like to view.

To open a report click on Browse. If the report that you want to open has been previously saved in you’re my Vista, click on My Vista. NOTE: Only the most recent generation of the specific report will show in My Vista. If you need to open an older one click on Browse.
Click for the report that you want to open

In Browse view you will see all of the reports available in your home folder.

This procedure had been written using NWPAY016, but it is the same with any report. To open up NWPAY016 click on the report name. To open an older generation, click between the parenthesis were it displays the number of generations available.
Once the report is open. The first step is to make sure that the information needed exists in this report.

Then click the **Print** button.
Selecting the pages to print

After you hit the print icon on the top, a pane will open up on the left of the screen. In that pane you should fill information about the printout.

You can select “All” pages to print, or the specific pages that you want.

Select whether to have the browser create a link to the file rather than open it and whether to include online notes and what format to include them in. Click OK.

If you requested a link, click the link to open the file or right-click the link and select Print Target to print it.

If you did not request a link, what happens next depends on your browser and operating system settings. In most cases, the file will open in a browser window. You can then print it.
The next step is to print.

Your browser will have opened up the report in Adobe Reader so that you can print out the report.

Once the page is loaded in Adobe Reader, all you have to do is hit the print button.

NOTE.

If your browser says Could Not Start Print job, then your Adobe Reader might be obsolete and will require an update to fix the problem.
Alternate Method of printing.

If your Adobe Reader did not allow you to print, there is an alternative method of printing a report.

Instead of hitting print on the vista report toolbar this time we are going to click the Download Report as a PDF icon.
Saving report as a PDF

Save the file as a PDF.

Select the Page range that you want to print.

Make sure that Provide Link is checked.

The last step is to hit OK when you are done.
Saving the PDF file

Now you must save the PDF file.

Right click on the NWPAY016.PDF link.

Select Save Target As...

Choose a location where you want the file to be saved and hit Ok.
Locating the Saved PDF

Find the saved NWPAY016.PDF file that we just saved.
Final step for printing

Open the PDF. You will notice that it will look a little different from the previous screen, but you will still see a Print icon on the top toolbar.

Click the print icon at the top.

Select which pages or all pages that you want to print.

The print process is finished, and you now have your printed Vista report.
Vista Startup Screen Views

Welcome screen:

By default, when you log in to a Vista Plus server, you see a Welcome screen which lets you select from the Browse or My Vista views, set options, or log out.

Click Options to go to the Browser Preferences screen.

Here you can change your option settings so that either the Browse or My Vista view is shown immediately when you log in.

You can still switch views, change options, or log out using the top menu bar.
Browse View:

Browse view lists all the reports in your home folder.

You can open a report to see its generations, and open any generation to view its contents. You can also view information about any folder or report, and access folder and report management functions.

A sample Browse view display is shown.

My Vista View:

The My Vista view window is split into two major parts:

- The left side is customizable by your administrator. It may contain text, images, or links to information. The image below shows a sample of what this might be.

- The right side lists the reports and folders you’ve designated as My Vista favorites.