Right click on an employee in the Search results grid to bring up the Right Click menu. The Right click menu contains your favorite data forms and already set up Quik Peeks.

Your Favorites tree menu determines your Right click content.

To add to your Favorites, right-click on the data form and choose "Add to Favorites".
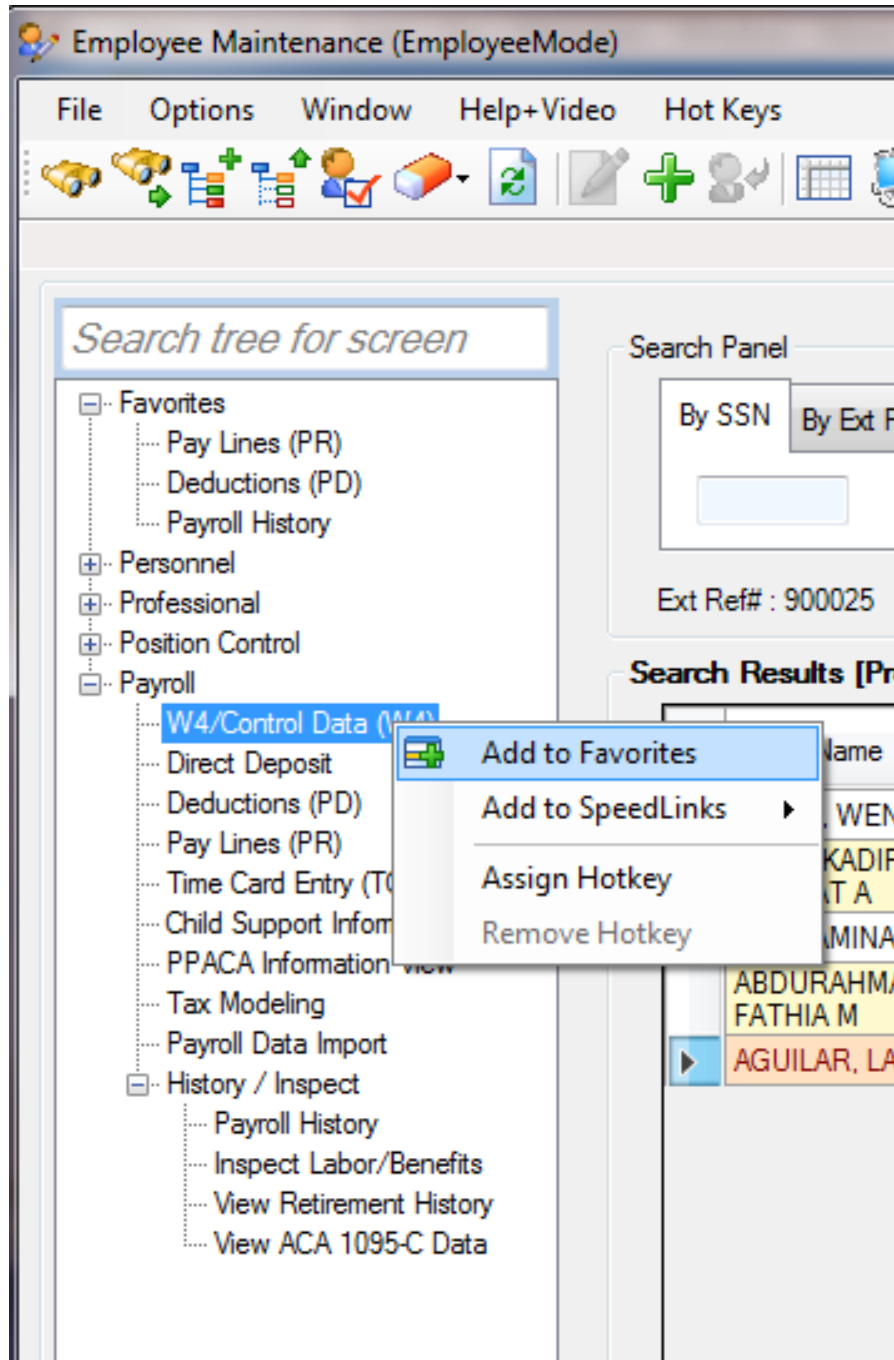
The new favorite item will now be available on your Right Click content menu.

Clicking on the W4 favorite menu item will bring up the W4 data screen for the selected employee.

Any Quik Peeks that have been set up will be displayed on the bottom portion of the Right Click menu.

To set up Quik Peeks, go to File/Settings/QuikPeek on the Employee Maintenance screen.

In the Available DataForms selection area, highlight "Right-click content menu", then put a check mark on the QuikPeeks you would like available under that menu. Click on OK to save your selection.
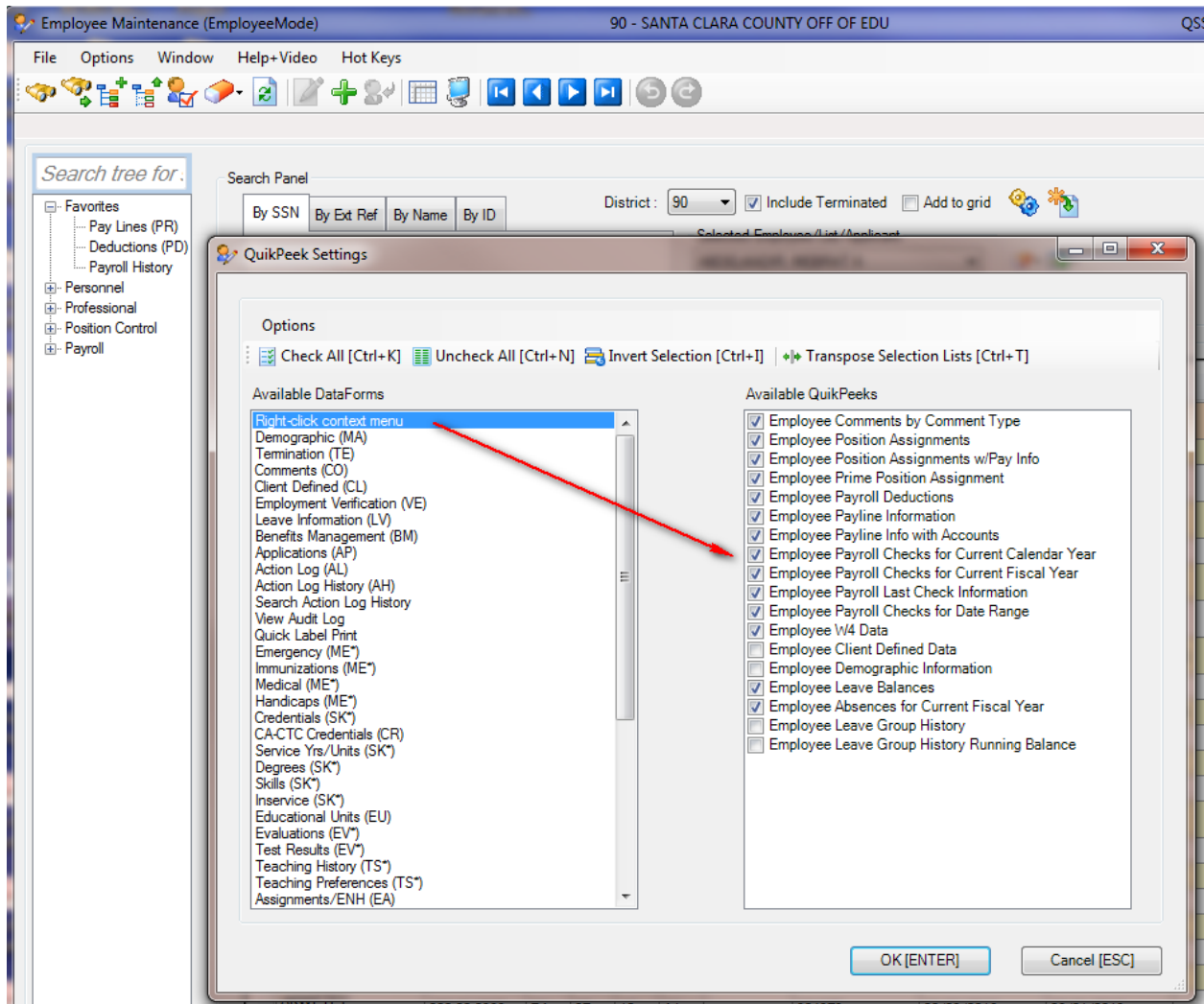
Clicking on the W4 Quik Peek menu choice will bring up a display only window with the selected employees W4 information.

Employee W4 Data for

File   Options

Close | Grid Output | Print Screen

Field	Value
Federal Status	S/00-00/N
Federal Additional Amount	0.00
Federal Deduction Schedule	
State Status	S/00-00/N
State Additional Amount	0.00
State Deduction Schedule	
Check Sort	5000 - HEAD START ADMINISTRATION
Alternate Check Sort	5331 - LAIRON
Pay Code	01 - CERTIFICATED SALARIED
Primary RS	01 - STRS CERTIFICATED RETIREMENT
Secondary RS	00 - NO CODE
Ret Code	57-3-1
Pay Schedule	E10B06 - EOM 10MOS OFF-JUN,JUL DS-REG
Statutory Ded Profile	TMNS - FIT SIT MEDI STRS
DPO	
SUI	1 - Regular Funding
Def Pay Bal	0.00
Control Group	HS - HEAD START
Ret Rate	0.000000
User def (1)	DD=Y
User def (2)	DENTAL
User def (3)	
User def (4)	
User def (5)	