1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.

Brentwo	od	HOME	III APPS	S	¢ ADMIN ♀ SEA
Workers Comp Global Search			Calculator Claims Dashboard		
CLAIMS SEARCH	GLOBAL SEARCH	PAYMENT SEARCH	Control Center SmartView		
Claim #		Claimant Name	<u>I</u> nterfaces Reports	•	Claimant CCN
			ClaimsXPress Insight	Þ	Claimant Reports
Insured Name		Insurer Name	Outlook Add-Ins	•	Policy Reports
Claimant Status		Loss Date From			Report Manager Training Reports ;h
Select Filters		~		-	

2) Select the folder for "BSA Reports"



These are internal reports

3) For this procedure we are going to focus on the Claim Activity report. This report will provide claim counts for a specified period of time. This report does NOT show any details about individual claims. The data in this report includes:

Beginning Open	How many claims were open on the given start date		
	How many new claims were opened during		
New Claims	the specified time period		
Poopon	How many claims were reopened during the		
кеореп	specified time period		
Closed	How many claims were closed during the		
Closed	specified time period		
Ending Open	How many claims were open on the given		
	end date		
Open and Closed	How many claims were both opened and		
open and closed	closed during the specified time period		

4) The fields that must include data for the report to run against are: Organization(s), the start date, and the end date

Home > BSA Reports > ClaimActivity Organization Demo 1, Demo Level 1 Image: Through Date 2/5/2016	🔀 🕒 Citrix AcitApp - Logon		
Organization Demo 1, Demo Level 1 From Date 1/1/1990 Through Date 2/5/2016 III	Home > BSA Reports > ClaimActivity		
	Organization Demo 1, Demo Level 1 Through Date 2/5/2016	From Date 1/1/1990	

5) Once you are satisfied with these parameters, hit the View Reports button in the upper right hand corner of your screen.

Home My Subscriptions	Site Settings Help
	View Report

6) Depending on the size of the data, it may take a few seconds to generate the report. Once it is finished it will appear at the bottom of your screen.

Home > BSA Reports > ClaimAct	ivity					
Organization Demo 1, Demo L	evel 1	From Date [1/1/1990			
Through Date 2/5/2016						
I	100% 🗸		Find Next	⊾ • ② (.	
Claim Activity						
For the Period 1/1/1990 Through 2/5	/2016					
A	Beginning	New Claims	Reopen	Closed	Ending Open	Open and Closed
Account Name	opon					
Demo 1	0	0	0	0	0	0
Demo 1 Demo Level 1	0	0	0 0	0 4	0	0 4
Demo 1 Demo Level 1 Total	0	0 11 11	0 0 0	0 4 4	0 7 7	0 4 4

7) To save the report, click the icon that looks like a tiny floppy disk with a green arrow:



8) You can save it as an XML file (to view in internet browser), CSV, PDF, MHTML, Excel, TIFF, or Word.



9) You can also print the report, but note that your browser will need an Active X plugin installed to do so, this can be handled by your local IT administrator.