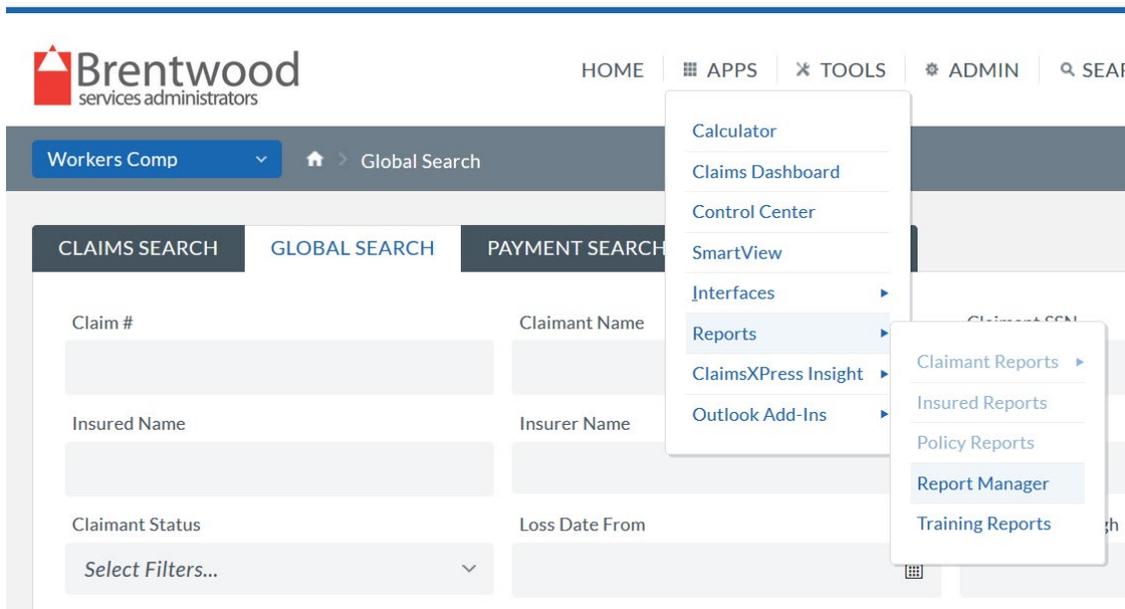


- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.



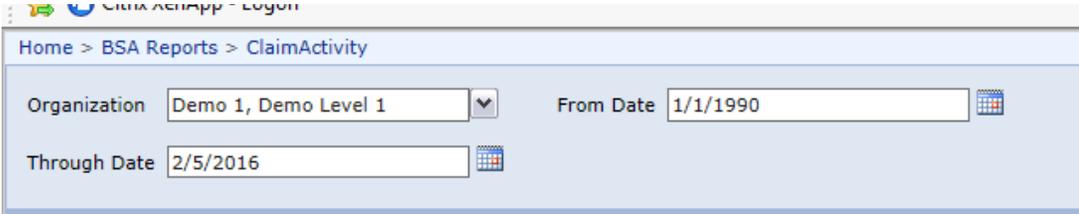
- 2) Select the folder for “BSA Reports”



- 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
New Claims	How many new claims were opened during the specified time period
Reopen	How many claims were reopened during the specified time period
Closed	How many claims were closed during the 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 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



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



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 > ClaimActivity

Organization: Demo 1, Demo Level 1 | From Date: 1/1/1990 | Through Date: 2/5/2016

1 of 1 | 100% | Find | Next

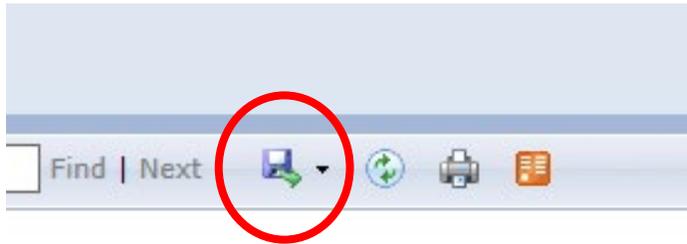
Claim Activity
For the Period 1/1/1990 Through 2/5/2016

Account Name	Beginning Open	New Claims	Reopen	Closed	Ending Open	Open and Closed
Demo 1	0	0	0	0	0	0
Demo Level 1	0	11	0	4	7	4
Total	0	11	0	4	7	4

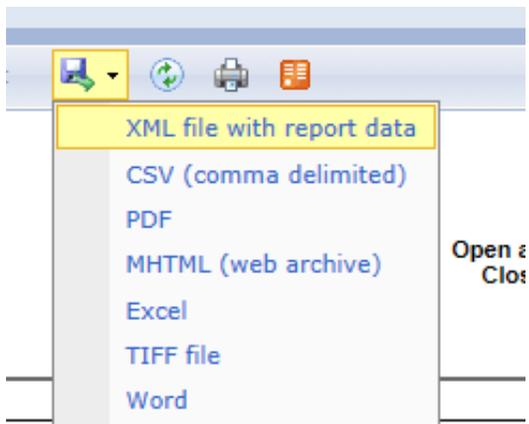
Report Date: 2/5/2016

Page 1 of 1

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.