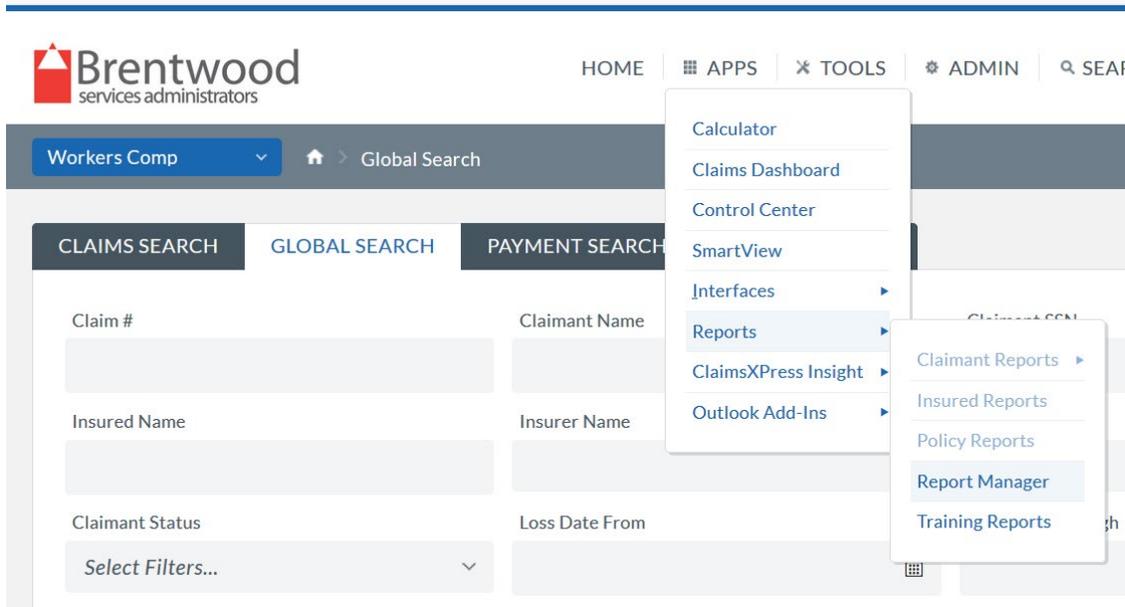
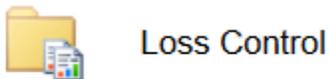


- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new Internet Explorer window.



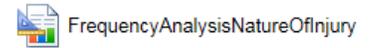
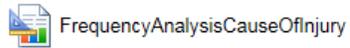
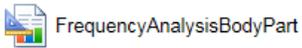
- 2) Select the folder for “BSA Reports” Then select the “Loss Control” folder



- 3) For the purposes of this Procedure we are going to focus on the Frequency Analysis Reports. There are multiple versions of this report that sort the data in different manners. Here is a brief breakdown of each report:

Report Name	Report Summary
Frequency Analysis Body Part	Displays injury data based on the amount of times an injury to a specific part of the body occurred
Frequency Analysis Cause of Injury	Displays injury data by the nature of how the injury occurred.
Frequency Analysis Nature of Injury	Displays injury data based on how often a particular type of injury occurred.

4) For this example I am going to run the “Frequency Analysis Cause of Injury” report.



- 5) The report will auto-fill the fields, you will want to make sure you select the right Organization ID, modify the Injury dates to get the data you need, and select the Insurance Line ID.
- You can use the small calendar icon to the side to select the date, or you can type it in using the MM/DD/YYYY format.

Home > BSA Reports > FrequencyAnalysisCauseOfInjury

Level: 1  
 Organization: Demo Level 2b  
 Injury Date From: 1/1/1990  
 Injury Date Through: 7/16/2015  
 Insurance Line ID: WC, GL, PR, AUTO

me > BSA Reports > FrequencyAnalysisCauseOfInjury

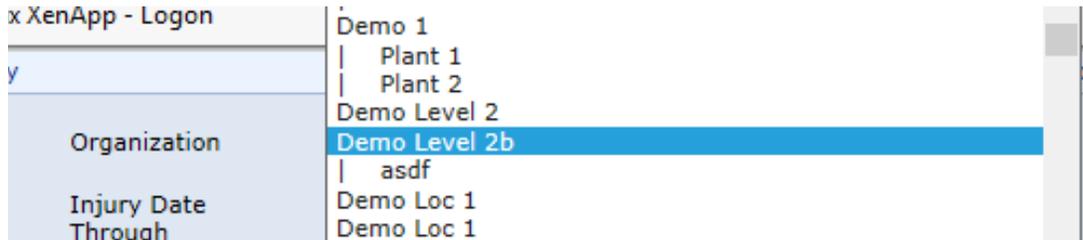
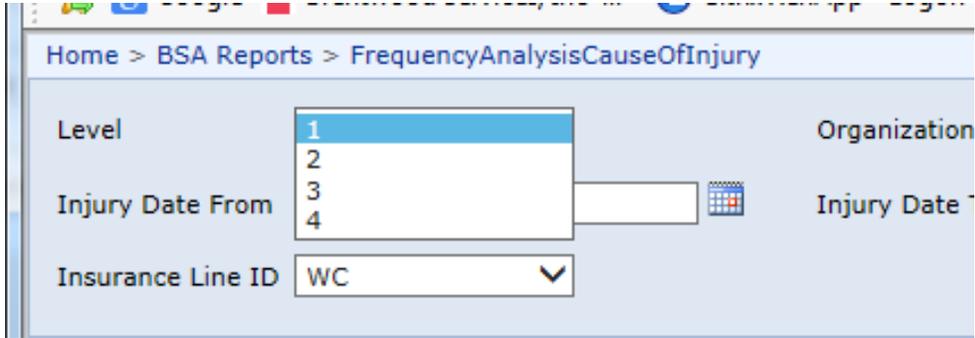
Level: 1  
 Injury Date From: 1/1/1990  
 Insurance Line ID: WC, GL, PR, AUTO

Calendar for January, 1990:

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

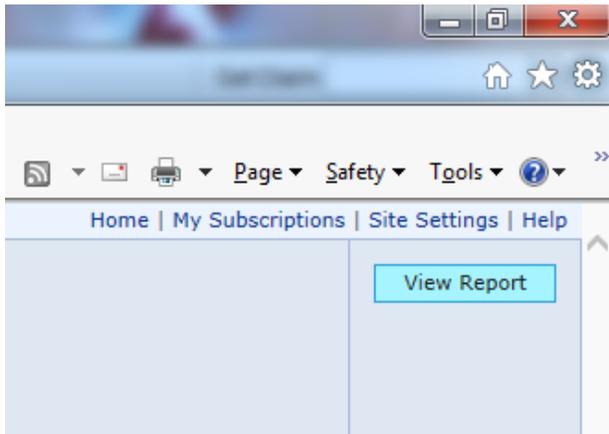
Today is Thursday, July 16, 2015

6) If you want to run the report for a specific location, you must first select the Company from the “Organization” drop down list. Then Change the “Organization Level” to Level 2. Then you can hit the drop down list under “Organization” to find the Sub location you are looking for:



7) If you need an even more specific location you can choose Level 3.

8) Once you are totally satisfied with these parameters, hit the View Report button in the upper Right hand corner of the screen.



9) The report results will appear in the bottom portion of the screen.

Home > BSA Reports > FrequencyAnalysisCauseOfInjury

Level: 2 Organization: Demo Level 2b

Injury Date From: 1/1/1990 Injury Date Through: 7/16/2015

Insurance Line ID: WC

Demo Level 2b  
 Workers Compensation Claim Frequency by Cause of Loss  
 Injury Dates 1/1/1990 through 7/16/2015

Code	Cause of Injury	#Open Claims	Total# Claims	Lost Days	Avg	Total Paid	Total Incurred	Average Incurred	Largest Incurred	Open Reserve	Total Recovery
56	LIFTING	1	1	0		62	10,000	10,000	10,000	9,938	0
28-	Fall / Slip involving WC-FLOOR Stripper	1	1	0		0	0	0	0	0	0
55	STRAIN OR INJ BY HOLDING OR CARRYING	1	1	0		0	0	0	0	0	0
<b>Report Total</b>		<b>3</b>	<b>3</b>	<b>0</b>		<b>62</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>9,938</b>	<b>0</b>

Report Date: 7/16/2015 Page 1 of 1

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



11) There are multiple file types to save the document as, you can use XML, CSV, PDF, MHTML, Excel, TIFF, or Word.

XML file with report data  
 CSV (comma delimited)  
 PDF  
 MHTML (web archive)  
 Excel  
 TIFF file  
 Word



12) 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.

The screenshot shows a browser window with a report table. The table has four columns: Average Incurred, Largest Incurred, Open Reserve, and Total Recovery. The data is as follows:

Average Incurred	Largest Incurred	Open Reserve	Total Recovery
10,000	10,000	9,938	0
0	0	0	0
0	0	0	0
10,000	10,000	9,938	0

Below the table, it says "Page 1 of 1".

A "Message from webpage" dialog box is displayed with a warning icon and the text "Unable to load client print control." with an "OK" button.

At the bottom of the browser window, a yellow bar contains the text: "This website wants to install the following add-on: 'SQL Server Reporting Services 2008 R2' from 'Microsoft Corporation'. [What's the risk?](#) [Install] [X]".

Blue arrows point from the print icon in the browser toolbar to the "Unable to load client print control" message, and from the "OK" button to the "Install" button in the ActiveX prompt.