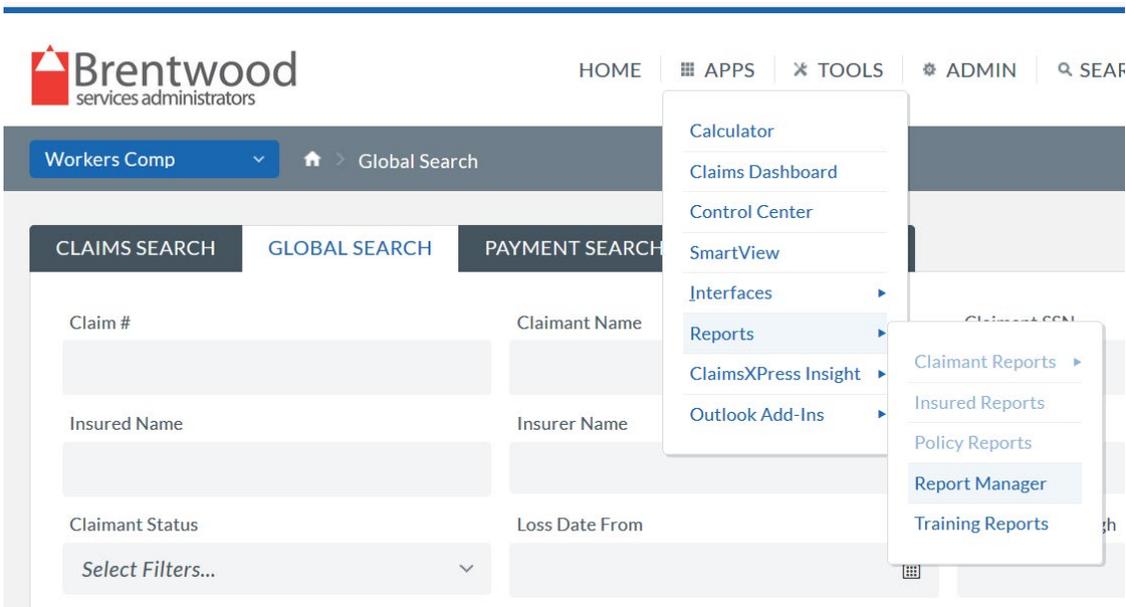


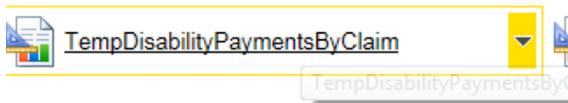
- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new window or tab in your web browser.



- 2) Select the folder for “BSA Reports”



- 3) For this procedure we are going to focus on the Temp disability payments by Claim. This report shows the claims that had either temporary total disability or temporary partial disability payments for a specified date range. The report shows basic claim data (claim number, claimant, injury date, and adjuster name) and payment information (total payment for date range, service dates, date of first payment, and total paid as of the end date you specify).



- 4) The fields that must include data for the report to run against are: Organization and The Payment date range. You will have to modify these for your specific queries.

- 5) You can also select sublocations by changing the Organization Level to 2 or 3 then going back to the Organization Field and selecting the sublocation.

Home > BSA Reports > TempDisabilityPaymentsByClaim

Organization Level

Payment Date From

Citrix XenApp - Logon

Organization ID

- Demo 1
 - Plant 1
 - Plant 2
- Demo Level 2
 - Demo Level 2b**
 - asdf

6) 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](#)

7) 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.

☛ Note: since I am using the demo account there won't be any results to show for an example.

Home > BSA Reports > TempDisabilityPaymentsByClaim

Organization Level Organization

Payment Date From Payment Date Through

1 of 1 | 100% | Find | Next |

Demo Level 2b
 Claims with TTD or TPD Payments During the Pay Period 1/1/1990 through 12/31/2015

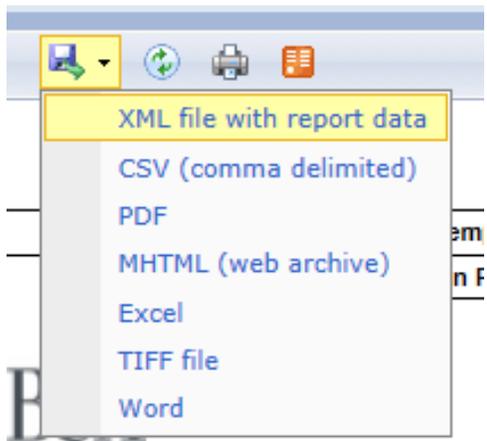
Claim Number	Claimant	Injury Date	State	Adjuster	Temp Total & Temp Partial Disability Payments			
					Paid in Period	Payments in Period		Date of 1st Payment
					Srvc From	Srvc To		
Report Date: 1/7/2016								

Page 1 of 1

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



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



10) 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.