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.

	HOME	III APPS	🌣 ADMIN 🔍 SEAF
Workers Comp 🗸 🏚 Global Sea	arch	Calculator Claims Dashboard	
CLAIMS SEARCH GLOBAL SEARCH	PAYMENT SEARCH	Control Center SmartView	
Claim#	Claimant Name	Interfaces	Claimant CCN
Cidilli#		Reports ClaimsXPress Insight	Claimant Reports 🕨
Insured Name	Insurer Name	Outlook Add-Ins	Insured Reports Policy Reports
			Report Manager
Select Filters	Loss Date From		iraining Reports ;h

2) Select the folder for "BSA Reports"



BSA Reports

These are for clients and internal staff

3) For this procedure we are going to focus on the Temp disability paymens 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.

Home > BSA Reports > TempDisabilityPa	ymentsByClaim			
Organization Level 1	~	Organization	Demo Level 2b	~
Payment Date From 1/1/1990		Payment Date Through	12/31/2015	

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

:	-	
Home > BSA Reports > Ter	mpDisabilityPaymentsByClain	m
Organization Level 1 2		
Payment Date From 4	±	
CITRIX XENAPP - LOGON	Demo 1	
	Plant 1	
	Plant 2	
	Demo Level 2	
Organizatio	on ID Demo Level 2b	
	l 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 1 V Payment Date From 1/1/1990	Organization Payment Date Thro	Demo Level	2b		~	
I 4 1 of 1 ▷ I 100% ∨	Find Next	- 🛃 • 🗇 🎼	þ 🔝			
Demo Level 2b						
Claims with TTD or TPD Payments During the Pay Period 1/1/1990 th	hrough 12/31/2015					
	Γ	Temp Total & Temp Partial Disability Payments				
	Γ	Paid in	Payments	in Period	Date of 1st	Total Paid as
Claim Number Claimant Injury Date Sta	ate Adjuster	Period	Srvc From	Srvc To	Payment	of 12/31/2015
Report Date: 1/7/2016		BSA				Page 1 of 1

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

3



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.