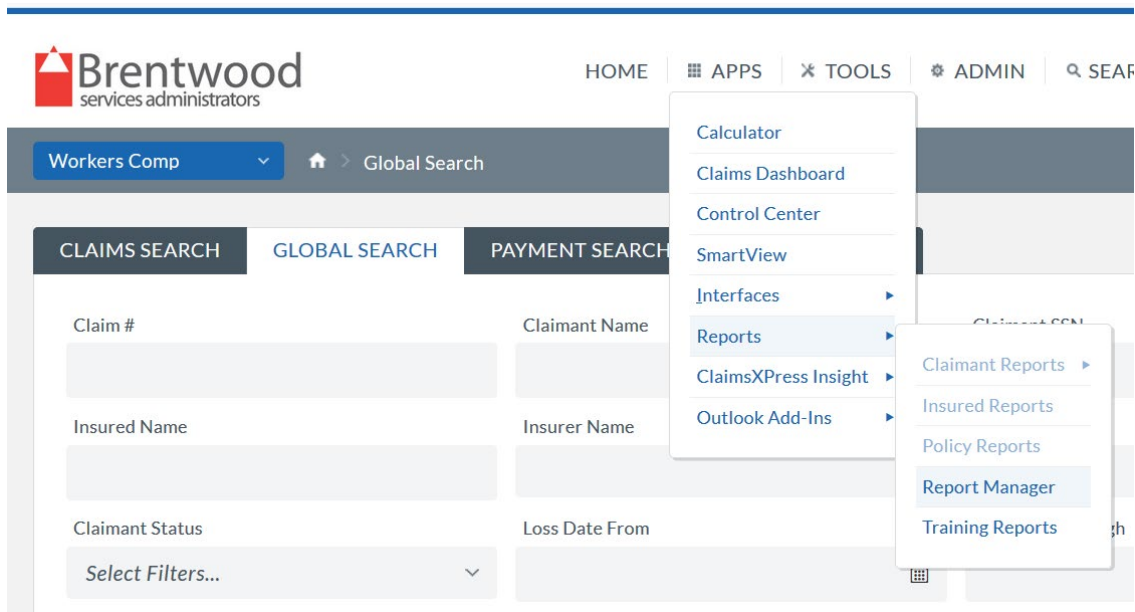


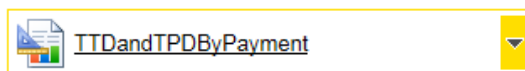
- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new window or tab in your web browser.



- 2) Select the folder for “BSA Reports”



- 3) For this procedure we are going to focus on the TTD and TPD by Payment Report. This report shows all payments made on claims that are temporary total and temporary partial disability claim types for a specified date range. Results are sorted by claim number and include claim information (claim number, claimant name, injury date, claim type) and payment information (check number, payee, date of payment, payment amount, and service dates).



- 4) The fields that must include data for the report to run against are: Organization and date range for payments.

Home > BSA Reports > TTDandTPDByPayment


Levels: 1 Organization: Demo Level 2b

From Date: 1/1/2016 Through Date: 1/7/2016

- 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 > TTDandTPDByPayment

Levels

From Date 

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 > TTDandTPDByPayment

Levels Organization

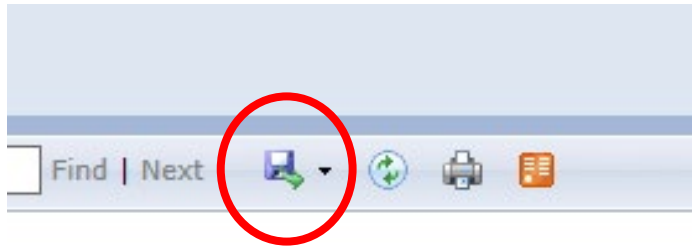
From Date Through Date

1 of 1 100% Find | Next

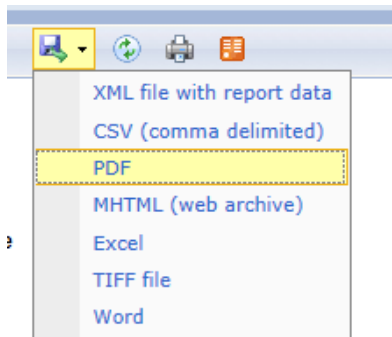
Demo Level 2b
Temporary Total and Temporary Partial Payments
 Payment Dates 1/1/1990 through 1/7/2016

Claim Number	Claimant	Injury Date	Chk Nbr	Pymt Date	Pymt Amt	Payee	Description	Srvc From	Srvc To
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- 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.

