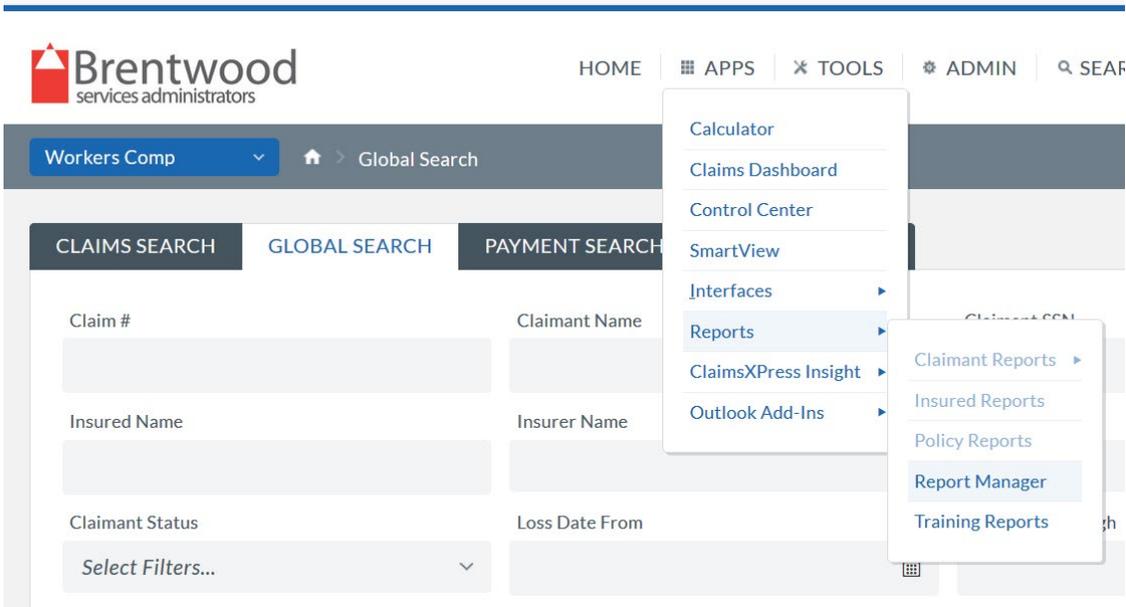


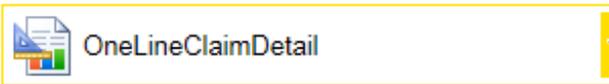
- 1) To get to the Reports section: Navigate to the Apps Menu Option, select Reports > then select Report Manager. This will open a new window or tab in your browser.



- 2) Select the folder for “BSA Reports”



- 3) For this procedure we are going to focus on the One Line Claim Detail Report. This report provides a brief overview of all claims report for a specified time period that includes claim number, claimant name, injury date, claim status, nature of injury, injured body part, total payments, total reserves, and total incurred amounts. The report sorts the data by sub location.

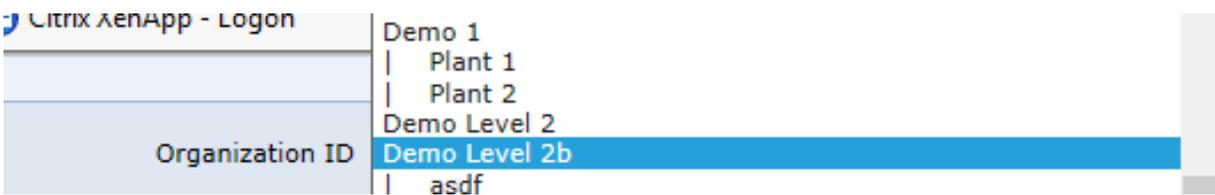
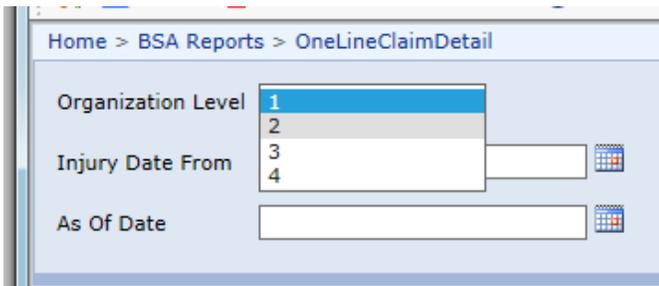


- 4) The fields that must include data for the report to run against are: Organization, Injury dates, and the “As of” Date (I.E. as of today, or as of the end of last month, etc.)

Home > BSA Reports > OneLineClaimDetail

Organization Level	1	Organization	<Select a Value>
Injury Date From		Injury Date Through	
As Of Date		Insurance Line	Workers Comp

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.



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



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.

Home > BSA Reports > OneLineClaimDetail

Organization Level: 1 | Organization: Demo Level 2b

Injury Date From: 1/1/2000 | Injury Date Through: 1/6/2016

As Of Date: 1/6/2016 | Insurance Line: Workers Comp

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Demo Level 2b

One Line Claim Detail - Workers Comp As of 1/6/2016

Injury dates 1/1/2000 through 1/6/2016

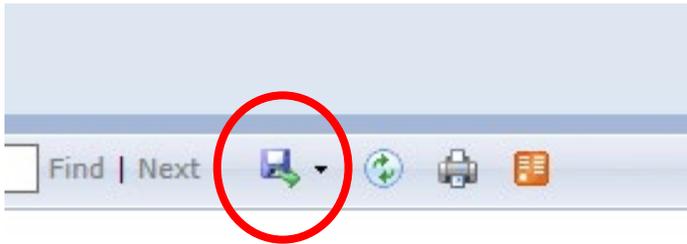
Member Name	Claim Number	Claimant Name	Injury Date	Status	Nature Of Injury	Body Part	Total Paid	Total Reserve	Total Incurred
Unknown	WC2015401884	Young, Faron	2/2/2015	O	Sprain 49	Back (Lower) 42	0.00	10,000.00	10,000.00
	WC2015401997	E, E	3/1/2015	O	Fainting, Syncope 53	Facial Bones 19	0.00	0.00	0.00
	WC2015404929	Blow, Joe	5/4/2015	O	Strain 52	Abdomen Incl Groin 61	0.00	0.00	0.00
	<b>Total for Unknown (3 claims):</b>						<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>
	<b>Total (3 claims):</b>						<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>

Report Date: 1/6/2016

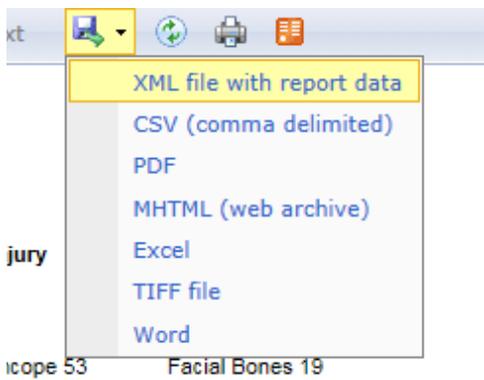
BSA

Page 1 of 1

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



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.