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.

	III APPS X TOOLS		
Workers Comp 🔹 🏚 👌 Global Sea	Calculator Claims Dashboard		
		Control Center	
CLAIMS SEARCH GLOBAL SEARCH	PAYMENT SEARCH	SmartView	
	Claiment Name	Interfaces	Claiment CCN
Claim #	Claimant Name	Reports	
		ClaimsXPress Insight	Claimant Reports
Insured Name	Insurer Name	Outlook Add-Ins	Insured Reports
	insurer nume		Policy Reports
			Report Manager
Claimant Status	Loss Date From		Training Reports ;h
Select Filters	~		

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 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 Report	ts > OneLineClaimDetail					Hom
Organization Level	1 ~	Organization	<select a="" value=""></select>			
Injury Date From		Injury Date Through			] 🇰	
As Of Date		Insurance Line	Workers Comp	~		

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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 >	OneLineClaimDetail
Organization Level 1 2 Injury Date From 4	
As Of Date	
Utrix XenApp - Logor	Demo 1   Plant 1   Plant 2
Organizatio	Demo Level 2 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.

Home > BSA Reports > OneLineClaimDetail								
Organization Level	1 🗸		Orga	nization	Demo Level 2b	~	]	
Injury Date From	1/1/2000		Injur	y Date Through	1/6/2016			
As Of Date	1/6/2016		Insu	rance Line	Workers Comp			
				_				
1 of	1 00%	✓		Find Next	💐 - 🐵 🌐 📕			
Demo Level 2b								
One Line Claim Detail	Workers Comp	As of 1	6/2016					
One Line Glain Detail -	workers comp	AS OF 1	0/2010					
Injury dates 1/1/2000 th	rough 1/6/2016							
Member Name								
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	0	Sprain 49	Back (Lower) 42	0.00	10,000.00	10,000.00
WC2015401997	E, E	3/1/2015	0	Fainting, Syncope	53 Facial Bones 19	0.00	0.00	0.00
WC2015404929	Blow, Joe	5/4/2015	0	Strain 52	Abdomen Incl Groin 61	0.00	0.00	0.00
					Total for Unknown (3 claims):	0.00	10,000.00	10,000.00
					Total (3 claims):	0.00	10,000.00	10,000.00
Report Date: 1/6/2016 Page 1 of 1								

3

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.