

# **Overview of AF Reports**

June 2018

## **Overview of AF Reports**

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# **Table of Contents**

Introduction	4
Current Reporting Platform – E-Subro Hub and OLF	6
New Reporting Platform – Total Recovery Solution <sup>®</sup> (TRS <sup>®</sup> )	8

### Introduction

Arbitration Forums, Inc. (AF) is in the process of transitioning to a new reporting platform that provides new features and functionality.

To begin, go to <u>www.arbfile.org</u>. Log in by clicking Go to My Arbfile.



Enter your user ID and password, and click Login.

USER LOGIN	
ccalhoun	
•••••	
Forgot Password	
LOGIN	
Cancel to Home	

To access reports, select the **Reports** tab.

ARBITRATIO Industry creat	ON FORUMS, INC. ted. Membership driven.	My Arb	FILE				Welco	ome JACK DEMA	nder   <u>Loc</u> earch	<u>1 Out</u>
			Home	My Arbfile	Member Directory	Member A	ccess	E-SUDIO	Reports	-
Helpful Links			,						-0	
Member Directory     How to Join	Becoming an Arbitrator     Arbitrator Certification			900		N.	E	C-Subr	oHui	b

Under **Reports**, there are two options:

Welcome JACK DEMANDER   Log Out				
S	earch 🔍			
Administration	Reports			
	Reporting			
E-Subre	TRS			
Subrogation a long way.				

- **Reporting**: Takes users to the reports for E-Subro Hub and Online Filing (OLF) applications.
- **TRS**: Takes users to the new reporting platform, where TRS reports are located.

### **Current Reporting Platform – E-Subro Hub and OLF**

The **Reporting** option takes users to AF's current reporting menu for E-Subro Hub and OLF.



Choose a report from My Reports Listing.

My Reports Listing	^
a Report Menu	
🗄 🧰 Case Workflow Reports	
E Cases Closed Summary by Program	
🕀 🧰 Cases Closed Summary by State	
<u>Company Comparison Reports by Program</u>	
E Company Comparison Reports by State	
🗉 🧰 Company Detail Reports	
🗉 🧰 Company Summary Reports	
🗉 🧰 Company TPA Detail Reports	
Data Integration Reports	
🗉 🧰 E-Subro Hub: All Demands	
🗉 🧰 E-Subro Hub: Member Only Demands	
🗉 📋 E-Subro Hub: Member's TPA Demands	
🗉 🧰 E-Subro Hub: SES Demands	
E-Subro Hub: TPA Handled Demands	

Access a specific report by clicking the plus symbol next to the folder  $\square$ . The open folder will display the individual reports that can be accessed. Simply select the desired report.



Start by choosing the **Output Type**: PDF, EXCEL, EXCEL 12, or CSV.

Report Name: Applicant Cases Closed Detail Report					
Output Type: E-Mail Address: Request Description:	EXCEL EXCEL 12 (xlsx)	g sed Detail Report			

Next, enter search criteria such as beginning and end dates, states, and program filters.

Report Name: Applica	ant ases Closed D	etail Report
Output Type	Output Type:	PDF •
	E-Mail Address:	tester@arbfile.org
	Request Description:	Applicant Cases Closed Detail Report
Date Range Company	Report Criteria	
	Beginning Date:	. <b>1</b>
Report Date Range	Ending Date:	
(Begin/End)	mpany Selection:	04513 - ALPHA INSURANCE CO 🔻
	States Filter:	: Select All
State	es Selection	Alabama Alaska Arizona Arkansas California Colorado 🔹
	Programs Filter:	Select All
Pro	gram Filters	Automobile
Submit Report Request Cance	I Report Request	

Once the report is ready, an email will be sent to the user to access and review the requested report(s).

Message Class: Message (1 item, 1 unread)

Arbitration Forums, Inc.	2 KB		
The following report: "Ap	plicant Cases Closed Summary by State	" has completed printing.	You can retrieve the report at:
https://www.arbfile.org/v	vebapp/execute/retrieveReport/139960	44.pdf?reportRequestId=1	3996044
 If you usually access Arbit	ration		

## New Reporting Platform – Total Recovery Solution® (TRS®)

The **TRS** option takes users to AF's new reporting platform.



Clicking on the **TRS** option takes users to a report search screen. From this screen, choose a TRS report from the **TRS Reports** drop-down menu (see Option 1 below) or enter a report name in **Report Search** (see Option 2 below).

ARBITRATION FOR Industry created. Member	UMS, INC. ship driven.				ign
TRS Reports	* 2 Repo	ort Search: Recove	ring Party Feat	ture Detail	
1	2				
Company Code:	04513				
ALPHA INSURANCE CO		]			
Feature Submitted from:	05/01/2018 📴				
Feature Submitted to:	05/29/2018				
State Select:	ALL	Page Browser		Excel	View
-					

For option 1, select a report from the TRS Reports drop-down menu list.



For Option 2, enter a report name into the **Report Search** box. The report search allows you to enter a specific report name; the report search selections might be different than the report drop-down menu.

ARBITRATION FORUMS, INC. Industry created Membership driven.		
Reports		
Reports ×	Report Search: Recovering Party Feature Detail	

Report Search uses incremental search to progressively find and filter through text.

Report Search:	A
	Arbitrator Scorecard
	Company Visible Report - TRS
	Percentage Counter Claim Features by State
	Daily Arbitrator Productivity
	Damage Disputes Heard vs Responded
	Extensions Requested Detail
	Recovering Party Feature Detail
	Responding Party Feature Detail
	Features Heard vs Filed
	Recovering Party Features Published
	Responding Party Features Published
	Recovering Party Features Withdrawn
	Responding Party Features Withdrawn
	No Response - Features Pending
	No Response - Features Published

To find report names, view the TRS Reports Change Guide.

ARBITRATION FORUMS, IN Industry created. Membership driven.	<u>c.</u>	
TRS Reports	1 Report Search: Feature Detail	x
3 Company Code:         04513           4         ALPHA INSURANCE CO		2 Recovering Party View Responding Party View
5       Feature Submitted from:       05/01/2011         6       State Select:       ALL		Excel DF

The new reporting platform provides enhancements to the report criteria options.

- 1. Report Search: Enter a name of the report in the **Report Search** field. View the TRS <u>Reports Change Guide</u> for a chart of report names.
- 2. Recovering/Responding Party View allows users to select specific report information based on role. This feature is only available when selecting Feature Detail, Features Published Detail, or Features Withdrawn.

ARBITRATION FORUM Industry created. Membership TRS Reports
TRS Reports
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Feature Detail
Features Heard vs Filed
Features Published Detail
Features Withdrawn
No Response - Features Pending

- 3. Based on login credentials, the Company Code will automatically populate.
- 4. Based on login credentials, the Company Name will automatically populate. *Note:* For users who are new to AF and don't know or remember their Company Code, use the **Company Name** search field by entering letters of the name until recognized; then select the desired company name as seen below:

Company Code:	04513	Alph	Q >>1 +> >>
ALPHA INSURANCE	со	-	

- 5. Include **From** and **To** date ranges for the report. Each report will identify the specific date field that is being used to display records in the report.
- 6. Select the **State**. Each report will identify the state being used to display records in the report.

TRS reports can be viewed in the web browser or by using the PDF option. This eliminates email notifications. Report data will be provided in real time.

*Note:* For the latest information on supported browsers, please visit the <u>System Requirements</u> page on the AF website.

The PDF option also provides the ability to print the **Report Output**. TRS reports can be downloaded (exported) using the **CSV** or **Excel** outputs. Additional output enhancements include:

- 1. The elimination of reentering report criteria from report to report. Users can simply change the output format without reentering the criteria. Simply select a different output type and select **View**.
- 2. Users can select different reports simultaneously without needing to change the original search criteria. Criteria from the first report that is applicable for the new report will be displayed users may change the criteria if needed.
- 3. Date logic is built into the new reporting platform. The **From** date is the first day of the current month and the **To** date is the current date the report is run. This enhancement reduces the amount of time it takes the user to enter the data.

Print View:

PDF	Arbitration Forums, Inc. Recovering Party Feature Detail Repor For Features Filed Between 05/01/2018 - 05/30 ALPHA INSURANCE CO
	Loss State:Alabama Subsidiary:04513-ALPHA INSURANCE OF FLORIDA Coverage:Collision Case ID: 1800000597-C1 Insured Name: FRED FLINSTONE Rep: JACK DEMANDER
	Filing Number:1800000597-C1-LD1 City of Loss: AF Feature ID:1800000597-C1-P1-P1 Feature Status:Submitted Claim Number:HE20180523ALAEAMA1 Feature Submit Date:05/23/2018 Responding Parties:04514-BETA INSURANCE CO Compa
	Cases File ALPHA INSURANCE OF FLORIDA Total: 1 Alabama Total: 1

#### Export Views:

CSV									
(Commo	Sanaratad	Voluo)		1	WFServlet.ibf	s [Read-Onl	y]		
(Comma Separated Value)					А	В	С	D	E
				1	OCCURRE	AF_CASE	AF_FILING	AF_FEATU	COUNTER
				2		180000059	180000059	180000059	N
				3		180000056	180000056	180000056	N
L CSV	CSV Excel PDF View					180000057	180000057	180000057	N
				5		180000058	180000058	180000058	N
				6		180000058	180000058	180000058	N
				7		18000005E	18000005E	18000005E	N
Excel				TF	Report_Cntrl	_20180530_0354	406.xlsx [Protec	ted View]	
					A		В		С
				1 (	DCCURRENCE	STATUS	AF_CASE_ID	AF_FILI	IG_ID
				2			1800000597-0	C1 180000	0597-C1-LD1
				3			180000056F-	C1 180000	056F-C1-LD1
CSV	Excel	<b>PDF</b>	<u>View</u>	4			1800000579-0	C1 180000	0579-C1-LD1
				5			1800000583-0	C1 180000	0583-C1-LD1

**Page navigation** is a new enhancement to AF's reports and is located at the bottom of each report.

Arbitration Forums, Inc Recovering Party Feature Detail Report For Features Filed Between 05/01/2018 and 05/30/2018 ALPHA INSURANCE CO													
Loss State: Subsidiary: Coverage: 0	04513-ALPHA IN	SURANCE OF FLO	RIDA										
Case ID:	Filing #	Feature ID:	Feature Submit Date	Feature Status:	Date of Loss:	Loss City:	Insured Name:	Claim #:	Representative:	Company Paid Damages:	Payments	Deductible:	Damages Sought:
1800000597-C1	1800000597-C1-LD1	1800000597-C1-P1-F1	05/23/2018	Submitted	2018/05/01 00:00:00		FRED FLINSTONE	BB20180523ALABAMA1	JACK DEMANDER	\$4,999.99	\$.00	\$.00	\$4,999.99
Total for Collis										\$4,999.99	\$.00	\$.00	\$4,999.99
Total for ALPH	A INSURANCE OF F	LORIDA								\$4,999.99	\$.00	\$.00	\$4,999.99
Total for Alaba	ama									\$4,999.99	\$.00	\$.00	\$4,999.99
MEMBER CONFIL	DENTIAL: May not be sha	red outside Arbitration For	ums, Inc. or intended Me	mber Company with	hout Senior Managemen	t AND Member	r Company approval.						
	Page 1	of 10			1-1			Search			Aza	1	

Functionality for page navigation is described in the following chart:

Page 1	of 10 🔤	Search	المسا المغ
Lage		Startn	848 14-4 1

	,
Page 1 of 10	Shows users the page currently being viewed within the report. It also allows users to go directly to a desired page
	within a report by entering a page number into the box.
	Transitions to the next page within the report.
	Allows all pages of the report to be viewable at one time.
	Select to go to the next page.
	Select to go to the last page.
Search	Allows users to search for specific data within a report, such as claim numbers. Users will be taken directly to the page in
	the report where the data is located.
ê÷ê	When searching for a value that appears in the report multiple
	times, use this icon to navigate to each value in the report.
A=a	Search for data can be either case sensitive or insensitive.
>	Search for data is in a forward direction. Select to make
	search direction backward.