ARBITRATION FORUMS, INC.

Membership driven. Innovation focused.

Overview of TRS Reports

February 2019

Overview of TRS Reports

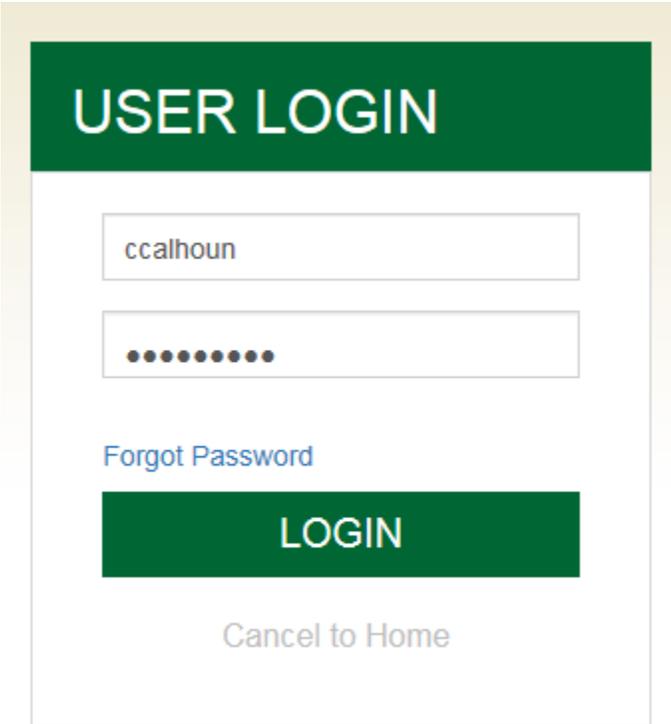Published: Updated February 2019

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Introduction

Arbitration Forums, Inc. (AF) is in the process of transitioning to a new reporting platform that provides new features and functionality.
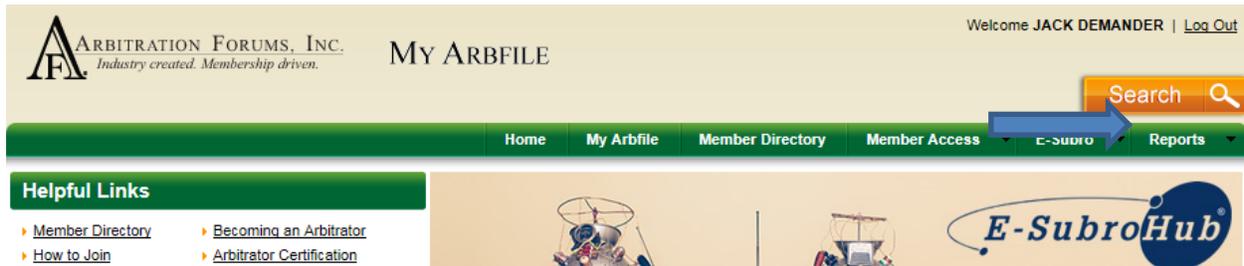
To begin, go to www.arbfile.org. Log in by clicking **Go to My Arbfile**.

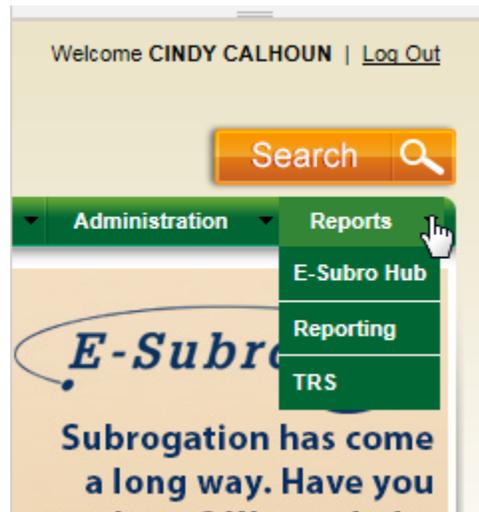Enter your user ID and password, and click **Login**.

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

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

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

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

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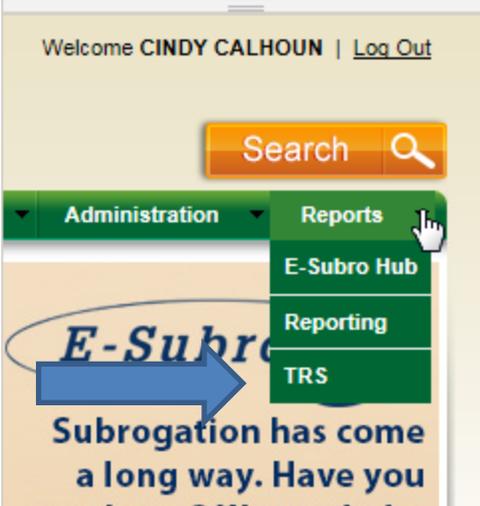
Clicking on the **TRS** option or the **TPA-TRS Reports** takes users to a report search screen. From this screen, choose from the drop-down menu (see Option 1 below) or enter a report name in **Report Search** (see Option 2 below).

NOTE: When logging in, your user ID determines what option appears.
(TRS Reports or TPA-TRS Reports)
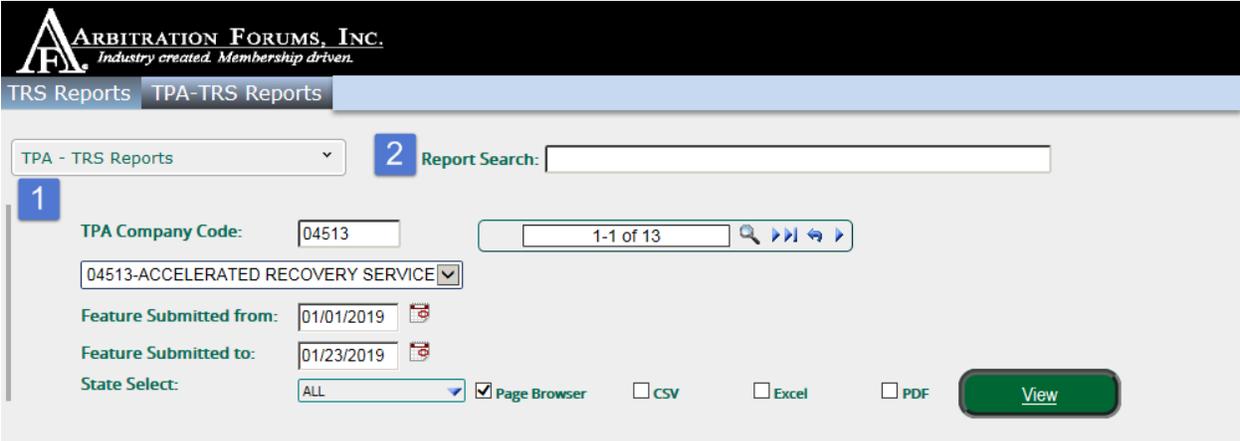
For Option 1, select a report from the **TRS Reports** or **TPA-TRS Reports** drop-down menu list.
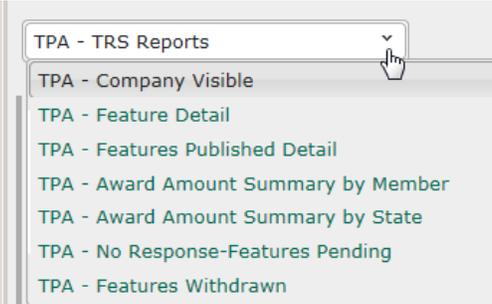
For Option 2, enter a report name into the **Report Search** box. The report search allows you to enter a specific report name; the report search selections might be different than the report drop-down menu.
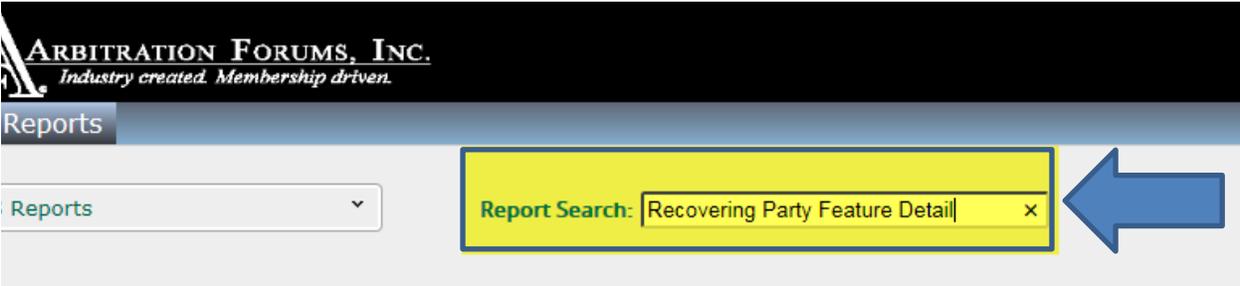
Report Search uses incremental search to progressively find and filter through text.

To find report names, view the TRS Reports Change Guide.
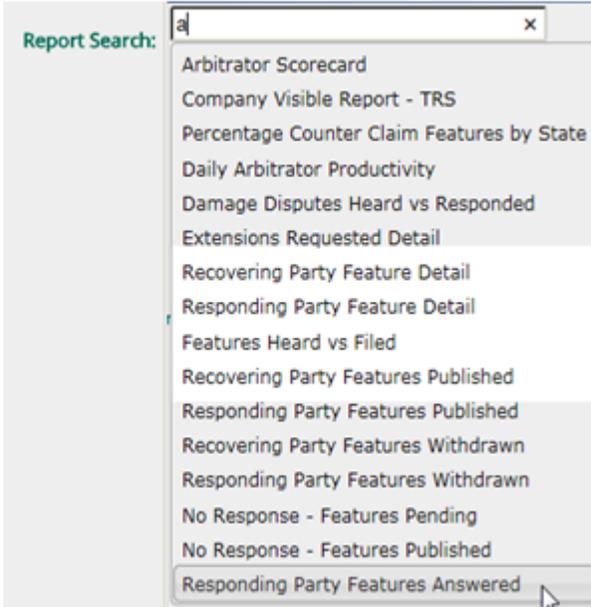
The new reporting platform provides enhancements to the report criteria options.

1. Report Search: Enter a name of the report in the **Report Search** field. View the TRS Reports Change Guide 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.**

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:*

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.

For the latest information on supported browsers, please visit the System Requirements 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 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:

Export Views:

CSV	
(Comma Separated Value)	
☑ CSV ☐ Excel ☐ PDF [View]	

Excel	
☐ CSV ☑ Excel ☐ PDF [View]	

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

Arbitration Forums, Inc.
Responding Party Features Answered
For Features Answered Between 12/01/2018 and 02/07/2019
ALPHA INSURANCE CO

Loss State: AL
Subsidiary: 0002-ALPHA INSURANCE OF FLORIDA
Coverage: Collision

Case ID:	Filing #	Feature ID:	Feature Submit Date	Feature Status:	Date of Loss:	Insured Name:	Claim #:	Representative:	Damages Sought:	Company Award:
19000008F3-C1	19000008F3-C1-D1	19000008F3-C1-P2-F1	01/08/2019	Ready to Hear	01/05/2019	MOLLY JOLLY	TESTWDFEATUREAFTERRESPONSEALPHA	JACK DEMANDER	$1,220.00	$0.00
Total for Collision									$1,220.00	$0.00
Total for ALPHA INSURANCE OF FLORIDA									$1,220.00	$0.00
Total for AL									$1,220.00	$0.00

MEMBER CONFIDENTIAL: May not be shared outside Arbitration Forums, Inc. or intended Member Company without Senior Management AND Member Company approval.
Report Generated: 02/07/2019

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Page 1 of 2   Search

Functionality for page navigation is described in the following chart:

| Page 1 | of 2 | ◄◄ ◄ ► ►► | Search | ⚏ A=a ⇢ |

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.
►	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.
⚏	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.