Employer eServices Customer Reporting
Run A Custom Report

Custom reports are run interactively via the eServices Customer Reporting application. This interactive process lets you set the conditions you want to investigate. These conditions are established via the answers you supply to a series of questions.

Options vary from one report to the next, but there are at least two conditions that must be set for all reports—the **population** and **time period** you want to investigate.

Task	Step	Action
Select a Report	1	Locate the **Run Custom Reports** section of the "Reports Home" screen.
	2	Click the **Report Category** folder containing the report you want to run.
	3	Click the **link to the report** you want to run.
Select a Population		The first option in any report sets the population you want to investigate. Your population is the pool of individuals associated with your **Policy Number**. You can investigate the **population in full** or a **predefined segment of it**.
Investigate the Full Population	1	From the options screen, select **Policy Number.**
	2	Follow the onscreen instructions for any remaining options.
	3	Click the **Next** button.
	4	On the next screen, select **your Policy Number** from the "Available" field.
	5	Follow the onscreen instructions for any remaining options.
	6	Click the **Next** button.
Investigate a predefined segment of your population	1	From the options screen, select a **Group Segment Filter** from the "Available" box.
	2	Select the time period you want to base your analysis on.
	3	Follow the onscreen instructions for any remaining options.
	4	Click the **Next** button.

Task	Step	Action
Select a Time Period	1	From the options screen, select a population (see above).
	2	Click the **radio button** for the type of activity you want to investigate.
	3	Follow the onscreen instructions for any remaining options.
	4	Click the **Next** button.
	5	On the next screen, select the **dates** you want to investigate.
	6	Follow the onscreen instructions for any remaining prompts.
	7	Click the **Next** button.