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Welcome to the Runnir Audience: Employers & Brokers Module Length: 7 minutes Last Updated: 07/11/2007	ng Ad Hoc Reports Tutorial
I. Demonstration 2. Try It! Highlight Box (346 x 100) (X:0; Y:480)	Welcome to the Running Ad Hoc Reports tutorial. You will learn how to select variables unique in creating Ad Hoc reports and then view the report results.

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1. Demonstration 2. Try It! Highlight Box (346 × 100) (X:0; Y:480) (X:0; Y:480)	Also, please note that your screens may be a bit different from the ones you'll see in this tutorial. The difference depends on your contractual agreement.

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To demonstrate Ad Hoc reports, we have selected the Medical Utilization Ad Hoc report found under the Custom Reports section. Please refer to the Custom Reports tutorial to learn how to select a report.



Any custom report first requires you to select a Policy Number or Group Segment Filter.

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To select a Policy Number, either search for a specific number or select a number within the Available menu list.

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Click the right arrow button to add the number to the Selected menu list.



To select a Group Segment Filter, you first had to create a customized filter in a separate process. Please refer to the Creating Group Segment Filter's tutorial for more information.



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Note that you can only select a Policy Number or a Group Segment Filter, not both.

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When creating any custom report, you can select Advanced Options that will add more detail or narrow down your report. Click the Show Advanced Options button.

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STEP 4: ADD MORE DETAILS TO THIS REPORT	
Adding details lets you view results for topics beyond the original scope of this report. For example, selecting "Gender" lets you see how results are distributed amongst "males" and "females". This option cannot accept more than 6 selections.	
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STEP 5: LIMIT THE REPORT'S RESULTS
Limiting your report's results lets you target selected data values. For example, if you select "Employment Status" 🔺 from the list below, you can limit results to active or retired employees. You'll select the actual values after you click CONTINUE. No answer is required for this option.
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The Add More Details to This Report option appears. In this example we choose to add the Account detail.

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Advanced options also allow you to limit your report's results. In this example we choose not to limit our results and skip this step.

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You have the choice to Rename Your Report. Please refer to the Custom Reports tutorial for more information.

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If you would like to rename this report, type a new name into the text field below, and then click the Rename Report button.					
Medical Utilization Ad hoc Rename Report					
1. Demonstration 2. Try It! Highlight Box (346 × 100) (X:0; Y:480) In this example, we select all the available Process Dates in 2006. Note, you must select each date you want to include in the report.					

In this example, we select all the available Process Dates in 2006. Note, you must select each date you want to include in the report.

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1. Demonstration 2. Try It! Highlight Box (346 × 100) (X:0; Y:480) Scroll down to continue.						

Scroll down to continue.



Click continue to process your report.

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You can start another report request while the first report is processing by clicking the link above.

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I. Demonstration 2. Try It! Highlight Box (346 × 100) (X:0; Y:480) When viewing your Ad Hoc Report results, notice that the "Add More Details To This Report" category appears in the first column and the metric values are listed in the columns that follow the divider column labeled Metrics.					that the ears in the trics.	

When viewing your Ad Hoc Report results, notice that the "Add More Details To This Report" category appears in the first column and the metric values are listed in the columns that follow the divider column labeled Metrics.

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I. Demonstration 2. Try It! Highlight Box (346 × 100) (X:0; Y:480) For more information on moving table rows and columns, refer to the Manipulating Report Data tutorial.					

For more information on moving table rows and columns, refer to the Manipulating Report Data tutorial.

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Employer eServices® Customer Reporting Tutorial Select Peace selectyour user profile. Employer • Standar • Standar	Back to Informal Merey Gensary Ext # you are uncertain aboutyour access level, cick beer for more mater. etables comments and feedback are important to us as we continue to the more material aboutyour access level, cick beer for more material and feedback are important to us as we continue to the more material about your access level, and the terminate tool fails, please take a morment and take our we are doing. Instanting feedback are important to us as we continue to the second material access take a morment and take our we are doing.
1. Demonstration 2. Try It!	Please take a moment to provide feedback on this tutorial.

Please take a moment to provide feedback on this tutorial.