



ARBITRATION FORUMS, INC.
Membership driven. Innovation focused.

Overview of AF Reports

June 2018

Overview of AF Reports

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Published: June 2018

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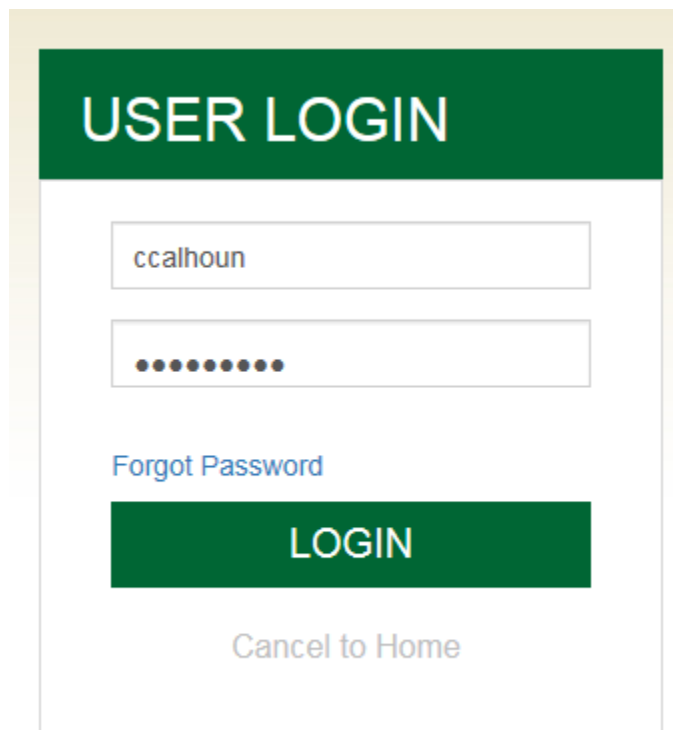
Introduction

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

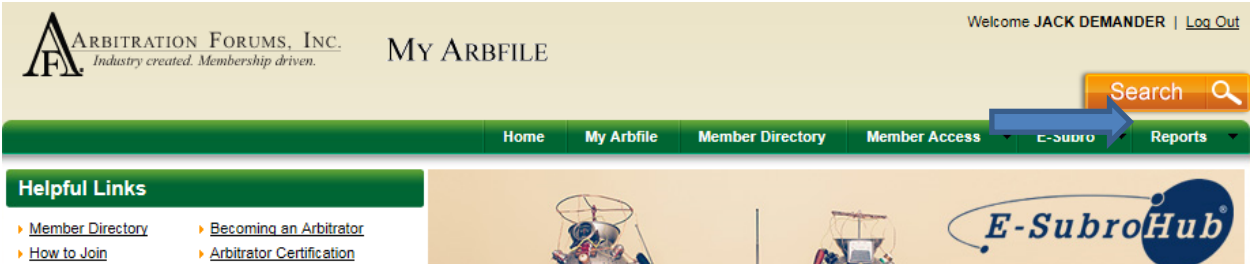
To begin, go to www.arbfile.org. Log in by clicking **Go to My Arbfile**.



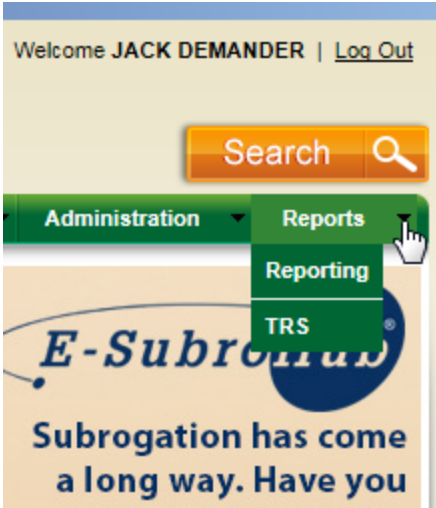
Enter your user ID and password, and click **Login**.



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



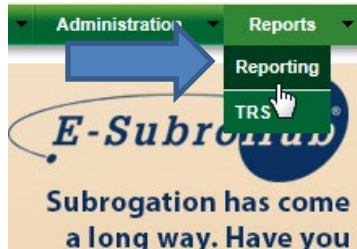
Under **Reports**, there are two options:



- **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

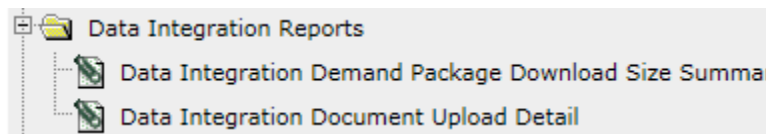
The **Reporting** option takes users to AF’s current reporting menu for E-Subro Hub and OLF.



Choose a report from **My Reports Listing**.



Access a specific report by clicking the plus symbol next to the folder  . 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: PDF
 EXCEL
 E-Mail Address: EXCEL 12 (xlsx)
 Request Description: CSV

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

Report Name: Applicant Cases Closed Detail Report

Output Type: PDF

E-Mail Address: tester@arbfile.org

Request Description: Applicant Cases Closed Detail Report

Date Range Company Report Criteria

Beginning Date: [] [15]

Ending Date: [] [15]

Company Selection: 04513 - ALPHA INSURANCE CO

States Filter: Select All

- Alabama
- Alaska
- Arizona
- Arkansas
- California
- Colorado

Programs Filter: Select All

- Automobile
- Medpay
- PIP
- Property
- Special
- Uninsured Motorist

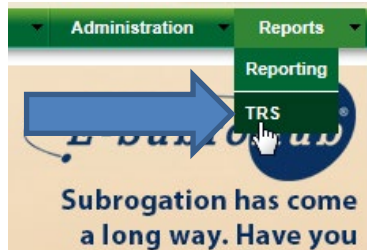
Submit Report Request Cancel Report Request

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

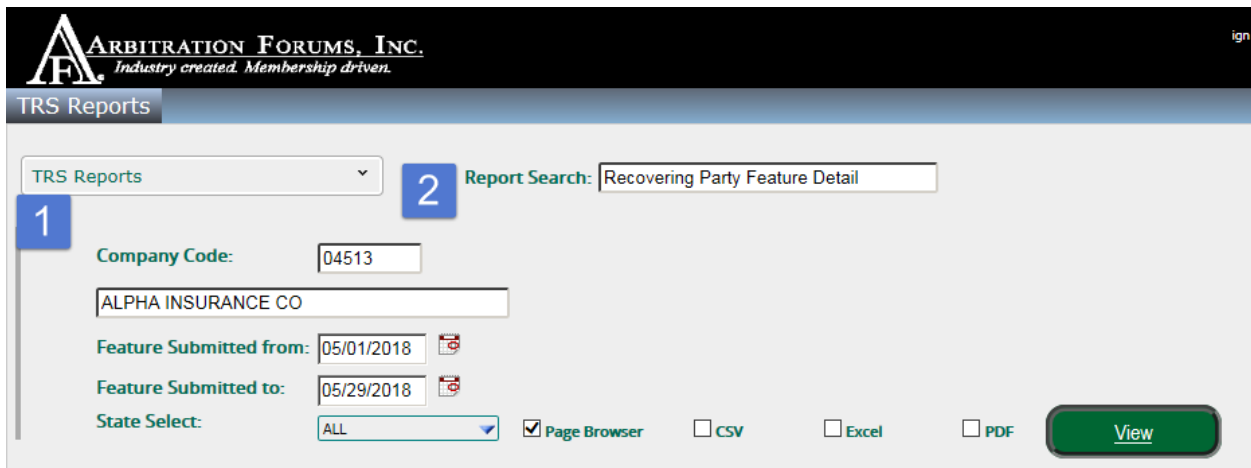


New Reporting Platform – Total Recovery Solution® (TRS®)

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



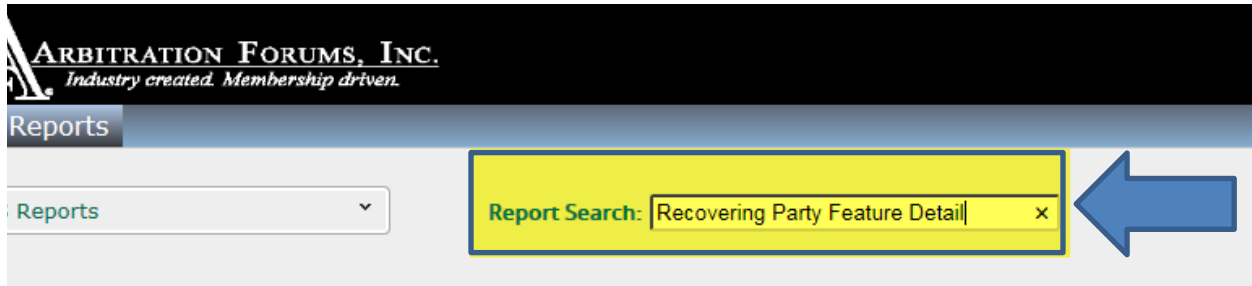
Clicking on the TRS option takes users to a report search screen. From this screen, choose a TRS report from the TRS Reports drop-down menu (see Option 1 below) or enter a report name in Report Search (see Option 2 below).



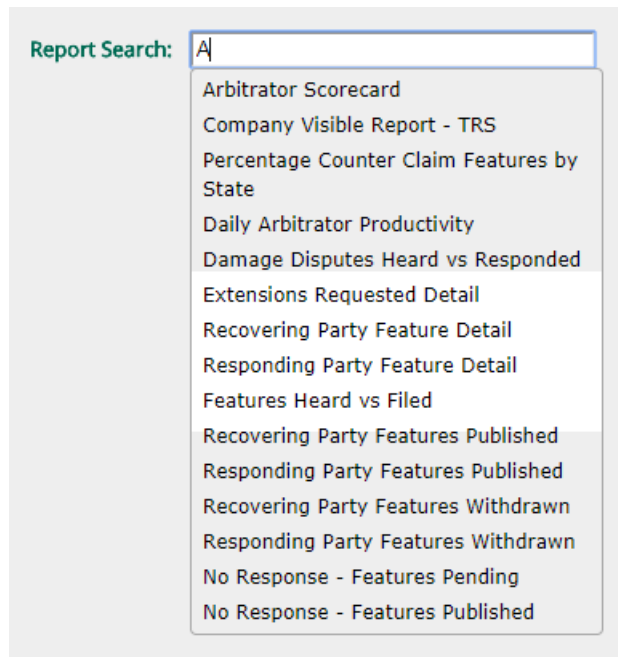
For option 1, select a report from the TRS Reports drop-down menu list.



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.



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.

Note: 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 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:

<p>PDF</p> <p> <input type="checkbox"/> CSV <input type="checkbox"/> Excel <input checked="" type="checkbox"/> PDF <input type="button" value="View"/> </p>	<p style="text-align: right;">Arbitration Forums, Inc. Recovering Party Feature Detail Report For Features Filed Between 05/01/2018 - 05/30/2018 ALPHA INSURANCE CO</p> <p>Loss State:Alabama Subsidiary:04513-ALPHA INSURANCE OF FLORIDA Coverage:Collision</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #008000; color: white;">Case ID:1800000597-CI</td> <td style="background-color: #008000; color: white;">Insured Name: FRED FLINSTONE</td> <td style="background-color: #008000; color: white;">Rep: JACK DEMANDER</td> </tr> <tr> <td style="background-color: #008000; color: white;">Filing Number:1800000597-CI-LD1</td> <td colspan="2" style="background-color: #008000; color: white;">City of Loss:</td> </tr> <tr> <td style="background-color: #008000; color: white;">AF Feature ID:1800000597-CI-P1-P1</td> <td colspan="2" style="background-color: #008000; color: white;">Feature Status:Submitted</td> </tr> <tr> <td style="background-color: #008000; color: white;">Claim Number:BR20180523ALABAMA1</td> <td colspan="2" style="background-color: #008000; color: white;">Feature Submit Date:05/23/2018</td> </tr> <tr> <td colspan="3" style="background-color: #008000; color: white;">Responding Parties:04514-BRYA INSURANCE CO</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #008000; color: white;">ALPHA INSURANCE OF FLORIDA Total:</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="background-color: #008000; color: white;">Alabama Total:</td> <td style="text-align: center;">1</td> </tr> </table>	Case ID:1800000597-CI	Insured Name: FRED FLINSTONE	Rep: JACK DEMANDER	Filing Number:1800000597-CI-LD1	City of Loss:		AF Feature ID:1800000597-CI-P1-P1	Feature Status:Submitted		Claim Number:BR20180523ALABAMA1	Feature Submit Date:05/23/2018		Responding Parties:04514-BRYA INSURANCE CO			ALPHA INSURANCE OF FLORIDA Total:	1	Alabama Total:	1
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Alabama Total:	1																			

Export Views:

<p>CSV (Comma Separated Value)</p> <p><input checked="" type="checkbox"/> CSV <input type="checkbox"/> Excel <input type="checkbox"/> PDF View</p>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>OCCURREN</td> <td>AF_CASE_</td> <td>AF_FILING</td> <td>AF_FEATU</td> <td>COUNTER</td> </tr> <tr> <td>2</td> <td></td> <td>180000055</td> <td>180000055</td> <td>180000055</td> <td>N</td> </tr> <tr> <td>3</td> <td></td> <td>180000056</td> <td>180000056</td> <td>180000056</td> <td>N</td> </tr> <tr> <td>4</td> <td></td> <td>180000057</td> <td>180000057</td> <td>180000057</td> <td>N</td> </tr> <tr> <td>5</td> <td></td> <td>180000058</td> <td>180000058</td> <td>180000058</td> <td>N</td> </tr> <tr> <td>6</td> <td></td> <td>180000058</td> <td>180000058</td> <td>180000058</td> <td>N</td> </tr> <tr> <td>7</td> <td></td> <td>18000005E</td> <td>18000005E</td> <td>18000005E</td> <td>N</td> </tr> </tbody> </table>		A	B	C	D	E	1	OCCURREN	AF_CASE_	AF_FILING	AF_FEATU	COUNTER	2		180000055	180000055	180000055	N	3		180000056	180000056	180000056	N	4		180000057	180000057	180000057	N	5		180000058	180000058	180000058	N	6		180000058	180000058	180000058	N	7		18000005E	18000005E	18000005E	N
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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

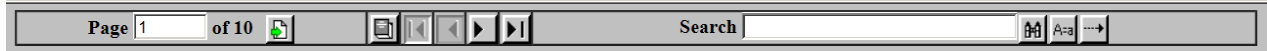
Loss State: Alabama
 Subsidiary: 04513-ALPHA INSURANCE OF FLORIDA
 Coverage: Collision










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	\$ 0.00	\$ 0.00	\$4,999.99
Total for Collision										\$4,999.99	\$ 0.00	\$ 0.00	\$4,999.99
Total for ALPHA INSURANCE OF FLORIDA										\$4,999.99	\$ 0.00	\$ 0.00	\$4,999.99
Total for Alabama										\$4,999.99	\$ 0.00	\$ 0.00	\$4,999.99

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Page 1 of 10 Search

Functionality for page navigation is described in the following chart:



	<p>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.</p>
	<p>Transitions to the next page within the report.</p>
	<p>Allows all pages of the report to be viewable at one time.</p>
	<p>Select to go to the next page.</p>
	<p>Select to go to the last page.</p>
	<p>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.</p>
	<p>When searching for a value that appears in the report multiple times, use this icon to navigate to each value in the report.</p>
	<p>Search for data can be either case sensitive or insensitive.</p>
	<p>Search for data is in a forward direction. Select to make search direction backward.</p>