Overview of AF Reports

©2018 Arbitration Forums, Inc.

All rights reserved. No part of this work may be reproduced in any form or by any means – graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems – without the written permission of Arbitration Forums, Inc.

While every precaution has been taken in the preparation of this document, Arbitration Forums, Inc. assumes no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall Arbitration Forums, Inc. be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Published: June 2018
Table of Contents

Introduction ..................................................................................................................................... 4
Current Reporting Platform – E-Subro Hub and OLF ................................................................. 6
New Reporting Platform – Total Recovery Solution® (TRS®) .................................................. 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 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.
Next, enter search criteria such as beginning and end dates, states, and program filters. 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.


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.
Export Views:

CSV
(Comma Separated Value)

Excel

Page navigation is a new enhancement to AF’s reports and is located at the bottom of each report.
Functionality for page navigation is described in the following chart:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Page Icon" /></td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Next Page Icon" /></td>
<td>Transitions to the next page within the report.</td>
</tr>
<tr>
<td><img src="image" alt="All Pages Icon" /></td>
<td>Allows all pages of the report to be viewable at one time.</td>
</tr>
<tr>
<td><img src="image" alt="Next Page Icon" /></td>
<td>Select to go to the next page.</td>
</tr>
<tr>
<td><img src="image" alt="Last Page Icon" /></td>
<td>Select to go to the last page.</td>
</tr>
<tr>
<td><img src="image" alt="Search Icon" /></td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Search Multiple Icon" /></td>
<td>When searching for a value that appears in the report multiple times, use this icon to navigate to each value in the report.</td>
</tr>
<tr>
<td><img src="image" alt="Case Sensitivity Icon" /></td>
<td>Search for data can be either case sensitive or insensitive.</td>
</tr>
<tr>
<td><img src="image" alt="Search Direction Icon" /></td>
<td>Search for data is in a forward direction. Select to make search direction backward.</td>
</tr>
</tbody>
</table>