THE HARTFORD'S ABILITY ADVANTAGE: REPORTING USER GUIDE

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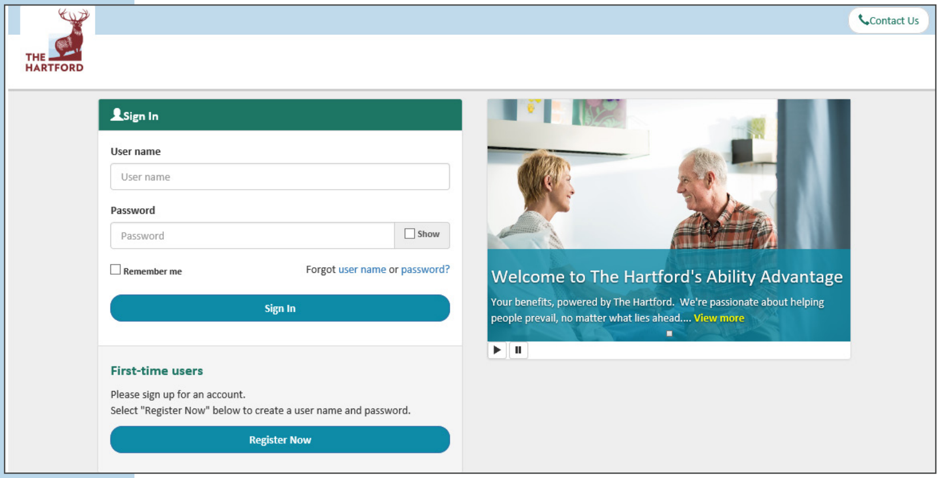
This guide will walk you through the following tasks using The Hartford's Ability Advantage:

GETTING STARTED

SETTING UP WIDGETS

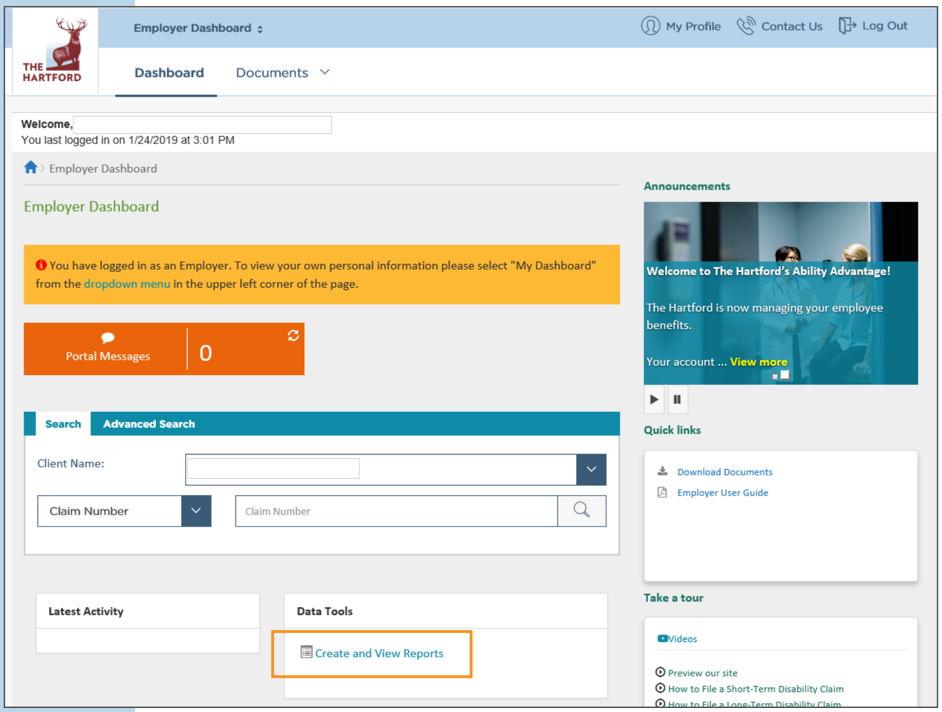
RUNNING REPORTS

GETTING STARTED



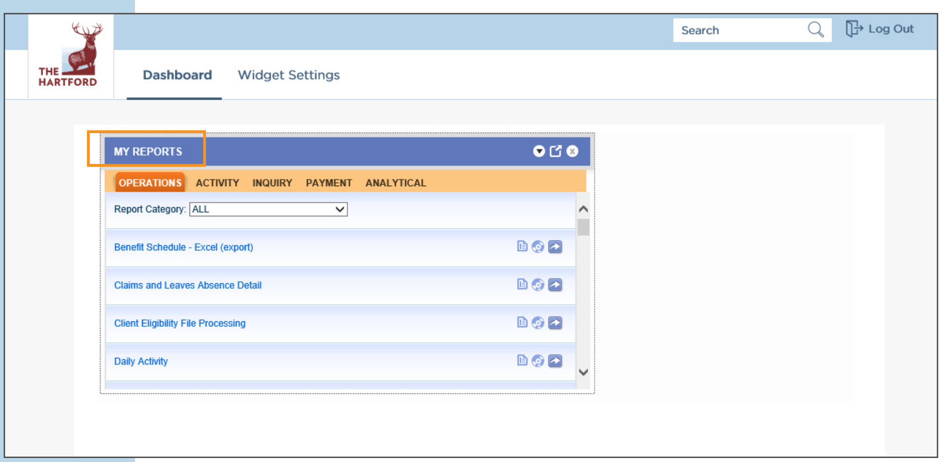
ABILITY ADVANTAGE LOGIN PAGE

- Log in to the Employer Portal: **abilityadvantage.thehartford.com**



ACCESSING ABILITY ADVANTAGE REPORTS

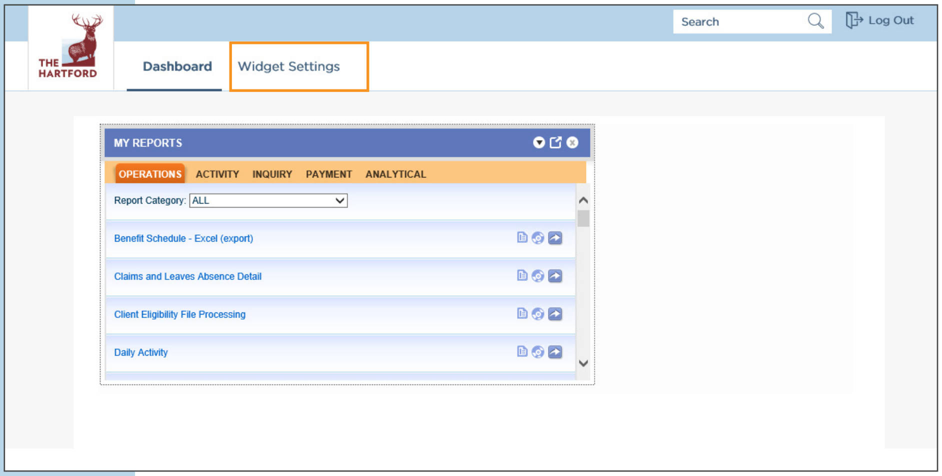
- Once you're logged in, select Create and View Reports.



THE REPORTS DASHBOARD

- The Reports Dashboard can be tailored to your specific needs by adding reporting widgets.
- My Reports is the default reporting widget on the Dashboard.
- Note: To navigate back to the main dashboard, click the Dashboard button or The Hartford logo. Do not use the back button in your internet browser.

SETTING UP WIDGETS

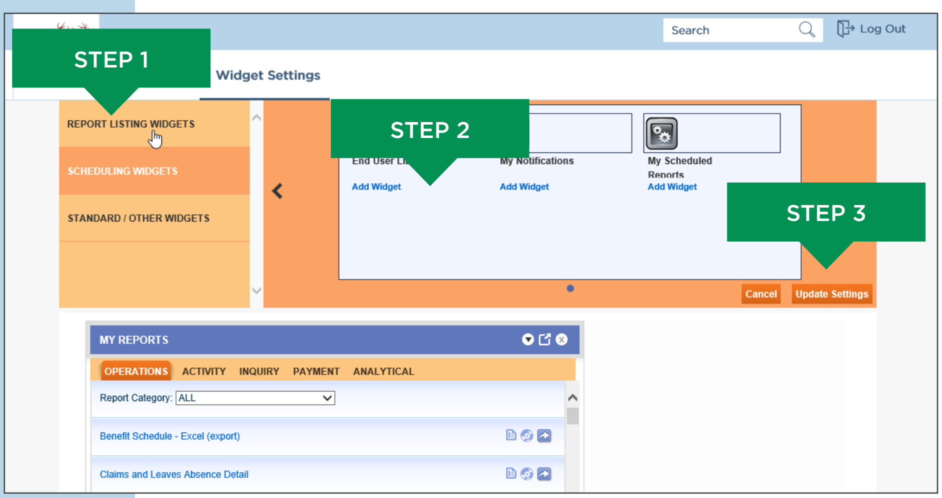


ADDING WIDGETS

- Widgets are used to organize information on the Reporting Dashboard.
- To add a widget, click Widget Settings.

ADDING REPORT LISTING WIDGETS

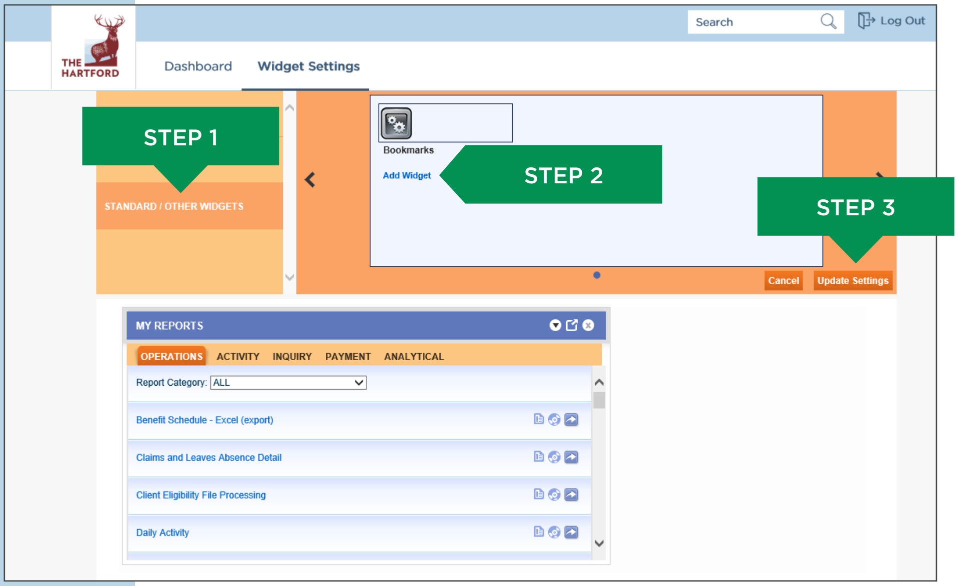
- Within the Widget Settings, the **Report Listing Widget** section allows you to access frequently used reporting categories, which are as follows:
  - **Activity:** Summarized claim and leave activity data.
  - **Analytical:** Quarterly Performance Reports (QPRs) by product line.
  - **Inquiry:** Employee absence summary for one claimant by product line.
  - **Operational:** Claim level detail reports by product line.
  - **Payment:** Financial Reports by line of business.
- Each widget in this category is helpful when a report is run frequently from the same tab.
- To add a widget: 1. Click Report Listing Widgets 2. Add Widget(s) 3. Update Settings.



ADDING SCHEDULING WIDGETS

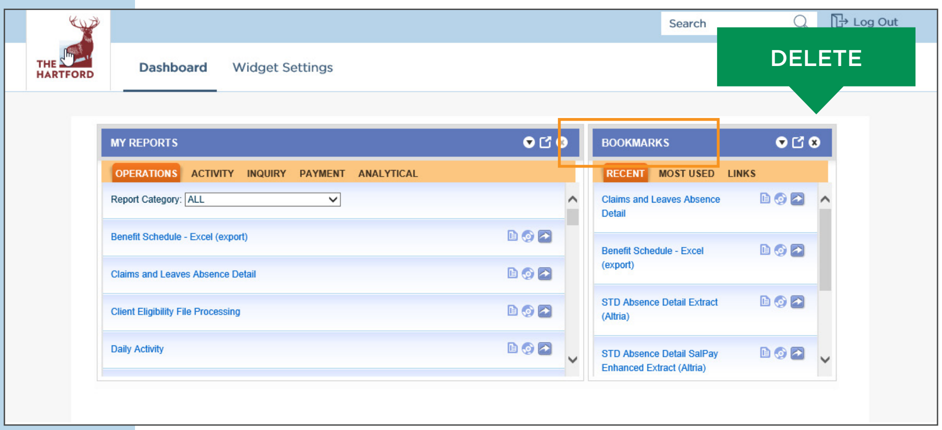
- Within the Widget Settings, the **Scheduling Widgets** tab allows you to customize your dashboard view of the frequently used widgets for scheduling reports.
  - **My Scheduled Reports:** contains a list of reports that you have scheduled.
  - **My Notifications:** informs a user of the successful completion of a report once it finishes running.
  - **End User Library:** is where your scheduled reports will be posted and can be viewed after they complete running.
- To add a widget: 1. Click Scheduling Widgets 2. Add Widget(s) 3. Update Settings.

SETTING UP WIDGETS (CONTINUED)



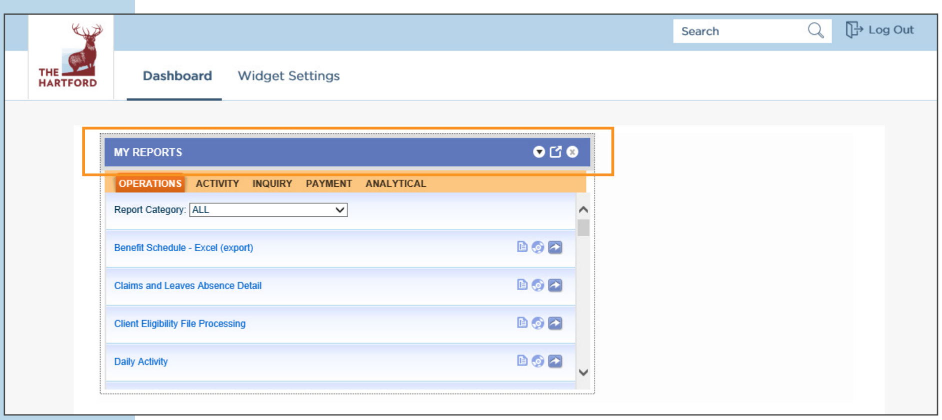
ADDING STANDARD/ OTHER WIDGETS

- **Standard/Other Widgets** contains a Bookmarks widget. This widget allows users to run the most recent or most used reports. We highly recommend that all users add the Bookmarks widget to their Dashboard.
- To add the widget: 1. Click Standard/Other Widgets 2. Add Widget(s) 3. Update Settings.



DELETING WIDGETS

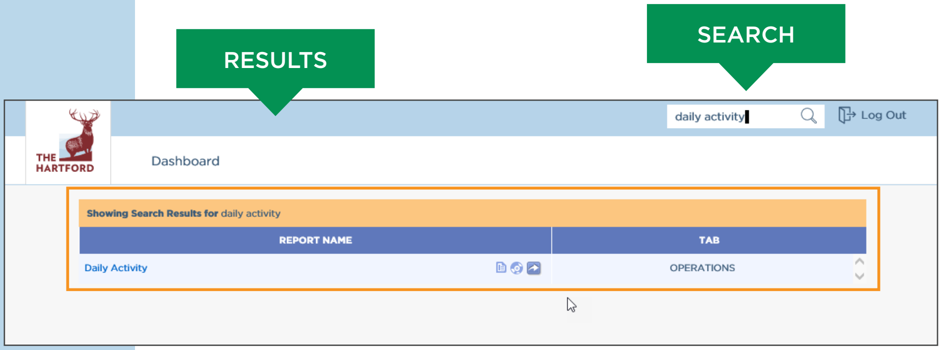
- To delete a widget, click the 'x' in the upper right corner of the widget to be deleted.
- This will remove the widget from your Dashboard.



MOVING WIDGETS

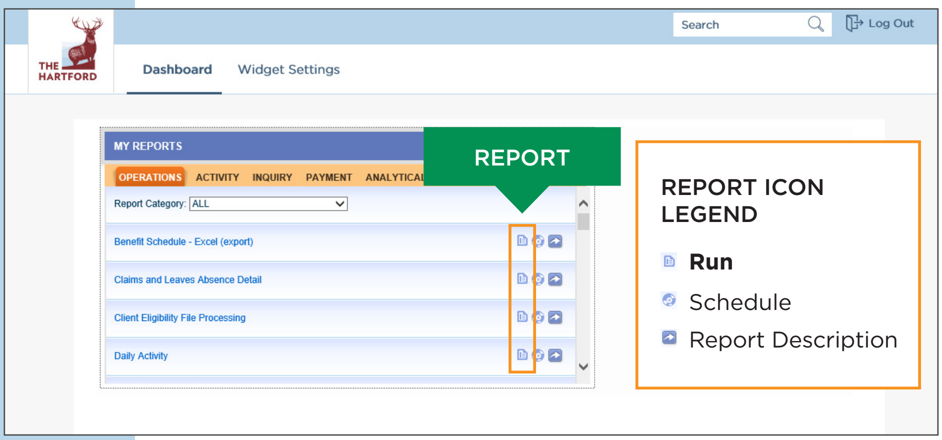
- Click and hold on the blue bar at the top of the widget and drag the widget anywhere on your screen to place it in a new location.

RUNNING REPORTS



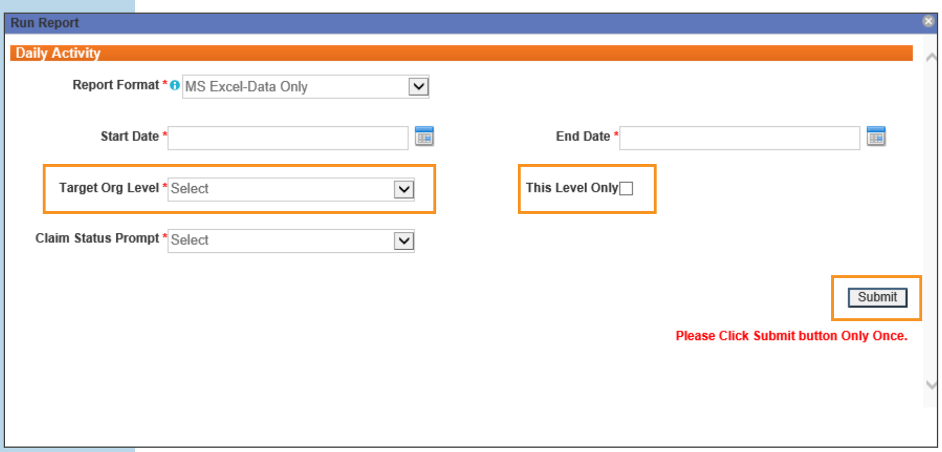
SEARCH FOR A SPECIFIC REPORT

- Type in any part or all of the report name (keyword) into the search field and click Enter.
- The results are displayed.



RUN A SPECIFIC REPORT

- Locate the report that you want to run by using the search function or locating the report under the desired tab. The report tabs are: Operations, Activity, Inquiry, Payment and Analytical.
- For further reporting search options, click on the Reports Category drop down menu.
- Click the first icon to the right of the report name to run the report.
- Legend of icons is listed for your reference.



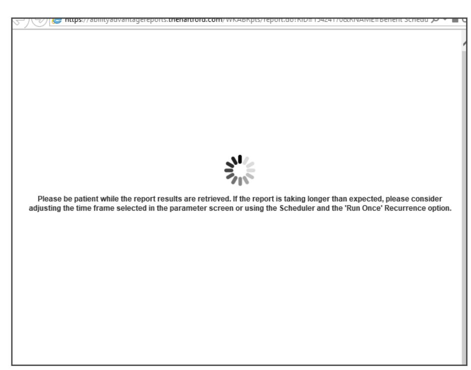
* Target Org Level – Reporting levels are client specific and relate to an organization within the company (e.g. Division, Location, Business Unit, etc.). Levels are set up during implementation and come in on the eligibility file. Companies that don't send an eligibility file will only have one Level, however the drop down list will show Level 0 and Level 1. Although the results will be the same regardless of which level is selected, it is recommended that you pick the lowest level that appears in the list.

* This Level Only – This allows you to check off the box if you only want to see a specific level in your report.

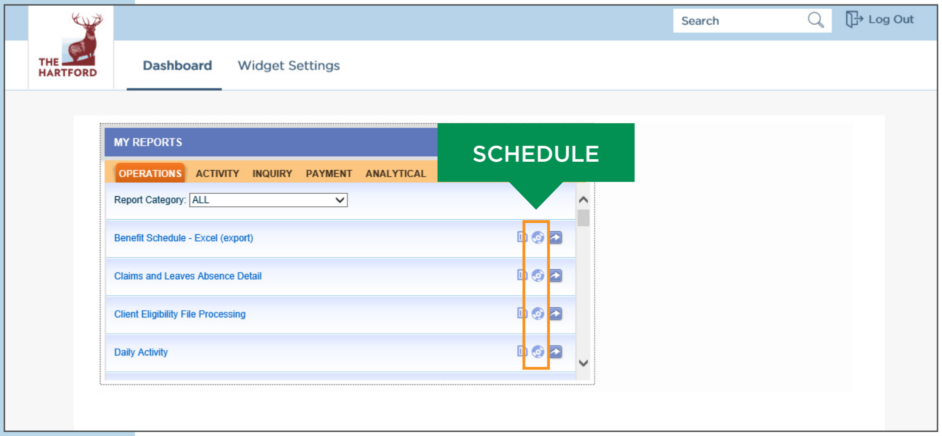
SELECTING PARAMETERS IN A SPECIFIC REPORT

- You will then be brought to the Daily Activity screen to input the parameters of the report.
- Enter the date range, Report Format, Claim Status Prompt and Organization Level.*
- Click Submit to run a report. The report is opened in a new window.

This message is displayed while your report is running:



RUNNING REPORTS (CONTINUED)

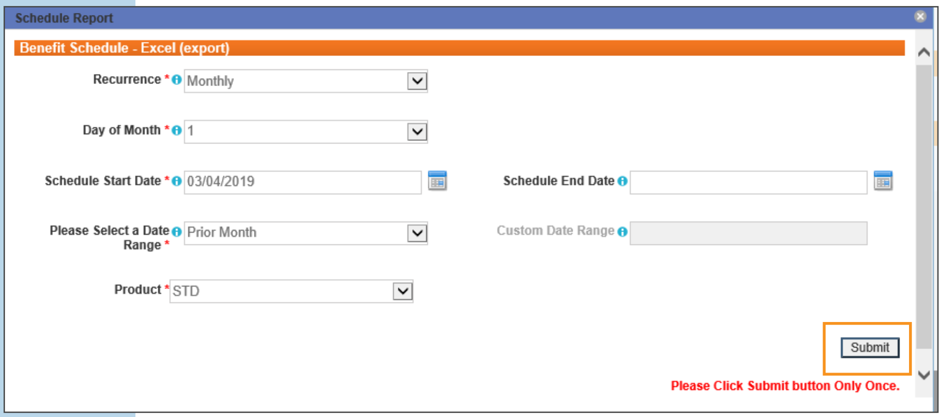


SCHEDULE A SPECIFIC REPORT

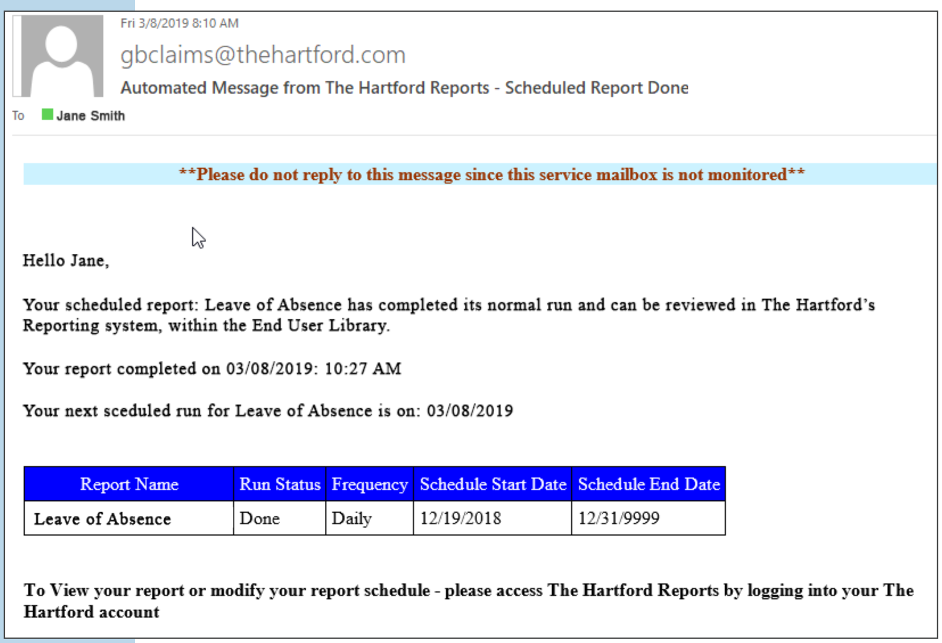
- To schedule a report, select the second icon next to the report name.

REPORT ICON LEGEND

- Run
- **Schedule**
- Report Description



- Enter the information into the parameters as shown on the screen.
- Click Submit to complete the scheduling of your report.
- Go to the End User Library to view your posted report.



Fri 3/8/2019 8:10 AM

gbclaims@thehartford.com

Automated Message from The Hartford Reports - Scheduled Report Done

To Jane Smith

Please do not reply to this message since this service mailbox is not monitored

Hello Jane,

Your scheduled report: Leave of Absence has completed its normal run and can be reviewed in The Hartford's Reporting system, within the End User Library.

Your report completed on 03/08/2019: 10:27 AM

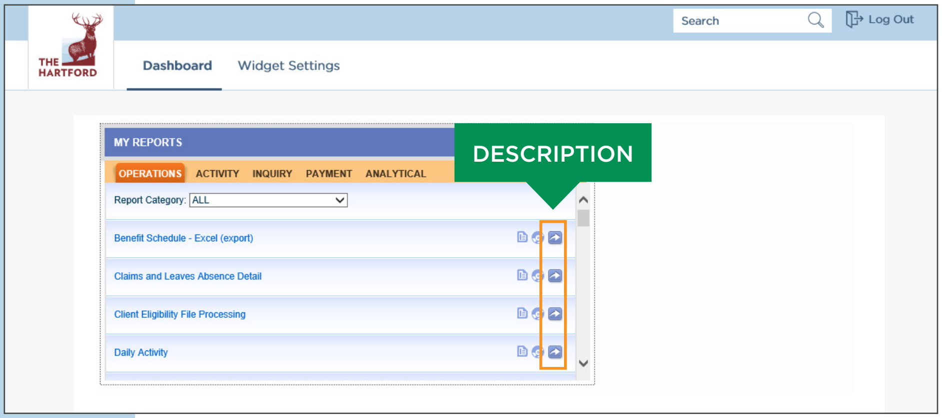
Your next sceduled run for Leave of Absence is on: 03/08/2019

Report Name	Run Status	Frequency	Schedule Start Date	Schedule End Date
Leave of Absence	Done	Daily	12/19/2018	12/31/9999

To View your report or modify your report schedule - please access The Hartford Reports by logging into your The Hartford account

- Email notifications are automatically sent to the user who scheduled the report.
- The notification will be sent once the report has finished running.
- Notifications do NOT include the report or a link to the report itself; rather, just a notification that the report has completed and is available with a link to The Hartford's Ability Advantage portal login page.

RUNNING REPORTS (CONTINUED)

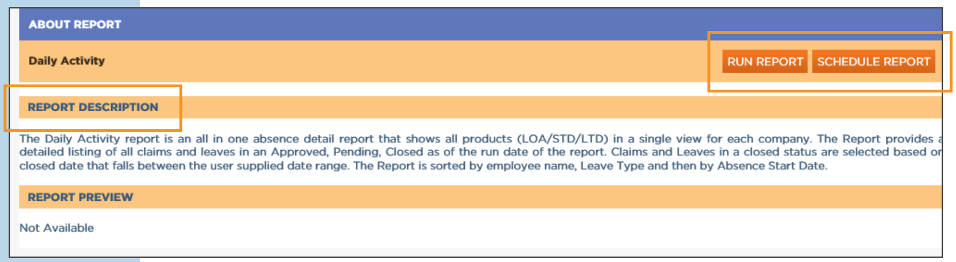


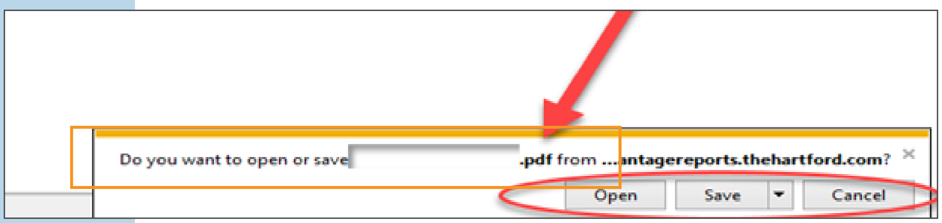
FIND A REPORT DESCRIPTION

- To view a report description, click the third icon next to the report name.
- You'll be presented with the report description, as shown in the second screen below.
- From this screen, you can also run or schedule the report.

REPORT ICON LEGEND

- Run
- Schedule
- **Report Description**





SAVING A FILE

- Once your report is completed, you'll be prompted to open or save your file.
- The report format is based on what was chosen (Excel or PDF) in the initial parameter screen.
- After you've saved the file to your computer or opened the report, you can close the window.

For more information, please contact us at **888-301-5615**.

THE HARTFORD

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