

On-Demand Reporting

ABA-RF User Guide

September 1, 2014

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Document Information

This document is for Plan Sponsor user only and is maintained by Retirement Services Division of Voya Financial™.

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Overview

What is On Demand Reporting?

On Demand Reporting (ODR) provides a user-friendly reporting tool that quickly and efficiently gathers data from the record keeping system. Reports have been developed to meet common Plan Administration and Plan Sponsor needs. You may run existing reports, modify existing reports, or develop reports of your own.

What's New with On Demand Reporting?

The user interface has been revamped so that it is easier to use and more intuitive. New features including right-click functions, input controls, drill mode, and fold/unfold are available and reviewed in this guide.

What Can On Demand Reporting Do?

- Provide trending data.
- Offer familiar icons and navigation tools via a user-friendly front-end interface.
- Allow report access and development directly to Plan Sponsors.
- Schedule reports to run automatically on a user-determined basis.
- Provide charts, tables, and other easy to use graphics for data organization and presentation.


Overview of On Demand Reporting Features

- Easy-to-use application for running pre-built reports that capture common plan administration and plan sponsor needs.
- Create your own custom reports with ease.
- Extensive amount of data to build reports from.
- Intuitive, simple to use report formatting tools.
- Multiple chart and report options available.
- Ability to schedule reports to run automatically.
- Client and plan-level trending data.
- Custom reports can be stored in folders which can be organized in an easy and clear fashion.
- Reports can be viewed and shared by multiple users within the same access level.
- Online Tutorials available.

Logging In

Log in to Sponsor Web

Plan Access is a function of Sponsor Web and requires that you log into this application first. To access Sponsor Web, open an Internet Browser such as Internet Explorer or Chrome.

 **Note:** If this is your first time logging on or if you have any other log on issues, please refer to [Appendix 1: Initial Login](#).

1. Access the ABA-RF Retirement Funds site: www.abaretirement.com.



ABA Retirement Funds®

The ABA Retirement Funds Program (the "Program") was created in 1963 and is designed to provide unique, full service 401(k) plans to the legal community.

By leveraging its size, the ABA Retirement Funds Program brings together nearly 3,800 firms to offer a fund lineup and service package typically available to only large corporate retirement plans. This leverage allows the Program to provide:

- FIDUCIARY BENEFITS
- COST BENEFITS
- SERVICE BENEFITS
- PARTNERSHIP PROGRAM

News Room

**HURRICANE SANDY RELIEF
IRS ANNOUNCEMENT**

On Friday, November 16, 2012, the IRS made an announcement allowing Plan Sponsors flexibility to permit affected participants access to loans and hardship withdrawals prior to formally amending the Plan, if not previously done.

Come See Us

February 5-7
**National Association of Bar Executives
2013 Midyear Meeting**
Hilton Anatole Dallas, Dallas, TX
www.nabenet.org

February 7-9
**National Conference of Bar Presidents
2013 Midyear Meeting**
Hilton Anatole Dallas, Dallas, TX

- Click the **Administrator Login** link on the top right corner.

ABA Retirement Funds®

Does your firm's 401(k) feature no out of pocket expenses?

Participant Login | Administrator Login | Site Map

Home About the Program Program Investments Fund Performance Fees Services Plan Design Literature Contact Us

Do you have questions?
800.752.6313
Representatives are available
8:00 a.m. - 8:00 p.m. E.S.T.

Welcome Administrators

Visit Sponsor Web

Sponsor Web (formerly known as Sponsor Connect) is a suite of powerful Web-based applications for plan administrators to manage plan activity and share data with the ABA Retirement Funds Program.

Please [click here](#) for a virtual tour describing the features and services available through Sponsor Connect.

[Sponsor Web Login](#)

Visit ePAG

[The electronic Plan Administrator Guide \(ePAG\)](#) gives you instant, online access to the essential information, tools and forms you need as a Plan Administrator. Go to [ePAG](#).

First Time Users: Access to Sponsor Web is password protected and requires authorization. Please complete the Sponsor Web Activation Request Form (see the link below - the form is interactive, so you can complete it right on your desktop before printing it out for signature), scan it and e-mail it to the Program at contactus@abaretirement.com.

Sponsor Web Password Reset Option: If you are a Sponsor Web user, you are required to establish security questions in your online profile that allows you to reset your password yourself should you need to.

[Sponsor Web Activation Request Form](#)

- Click on Sponsor Web Login.

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Welcome to Sponsor Web

User ID

[Forgot your User ID?](#)

Password

[Forgot your Password?](#)

[Go](#)

New to the Sponsor Site?
[Help](#) | [Contact Us](#)

Please contact the plan administrator at your organization to begin the registration process. If you are the plan administrator, or if there is no designated plan administrator at your organization, please contact your Voya Plan Manager.


For password resets, please call the Voya Financial Application Support Team at (877) 214-1516.

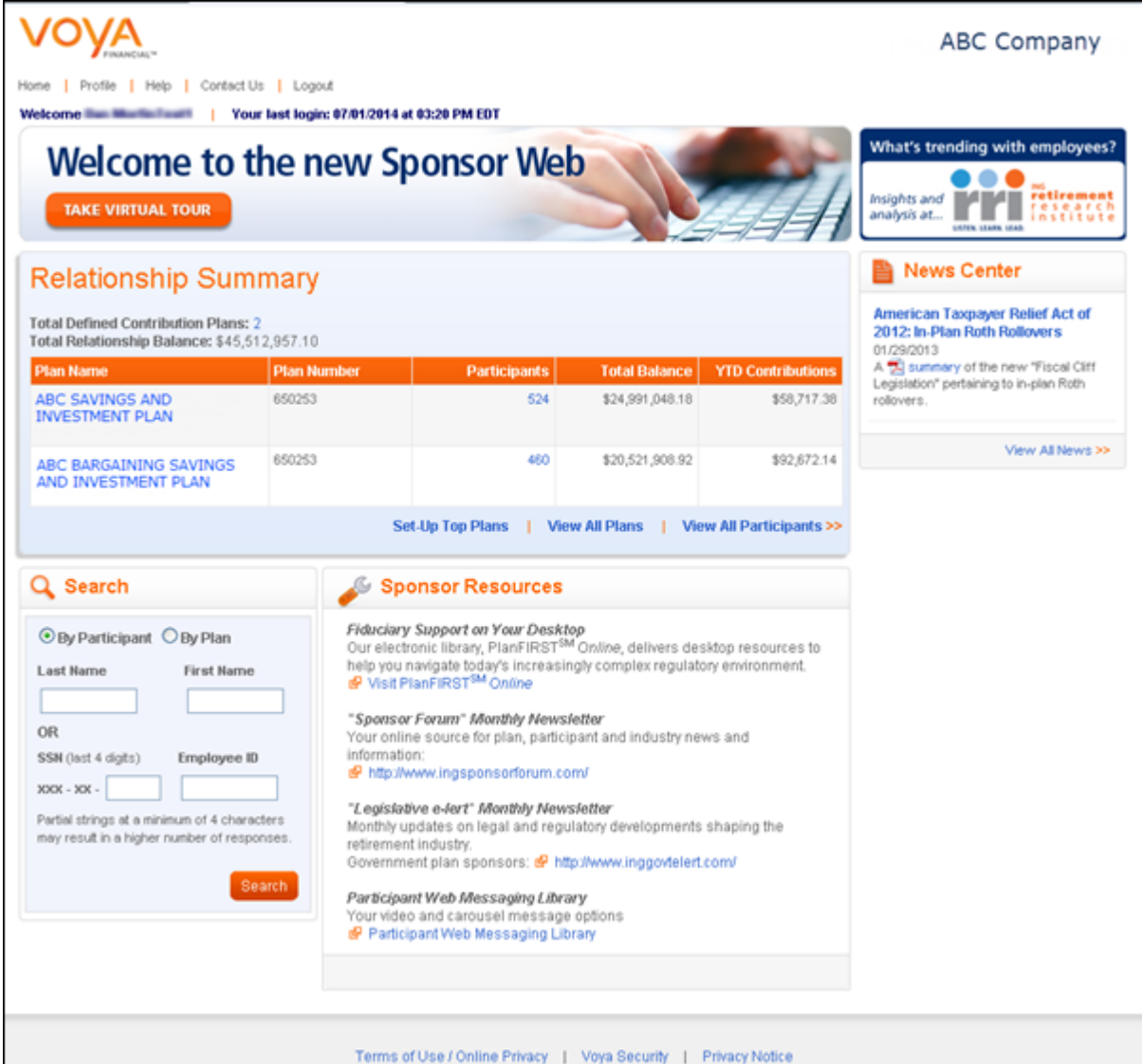
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- Enter your user ID and password and then click **Go** to continue. If you are logging in from a non-registered device you will also be prompted to answer three of your five security questions before entering the site.

 **Note:** Sponsor Web user IDs cannot be shared between users. Each user needs their own unique user ID and password. If you have any questions about logging in, contact your Sponsor Web support staff.




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Home | Profile | Help | Contact Us | Logout

Welcome [Steve Miller \(First Name\)](#) | Your last login: 07/01/2014 at 03:20 PM EDT

Welcome to the new Sponsor Web

[TAKE VIRTUAL TOUR](#)

What's trending with employees?
Insights and analysis at... 

Relationship Summary

Total Defined Contribution Plans: 2
Total Relationship Balance: \$45,512,957.10

Plan Name	Plan Number	Participants	Total Balance	YTD Contributions
ABC SAVINGS AND INVESTMENT PLAN	650253	524	\$24,991,048.18	\$58,717.38
ABC BARGAINING SAVINGS AND INVESTMENT PLAN	650253	460	\$20,521,908.92	\$92,672.14

[Set-Up Top Plans](#) | [View All Plans](#) | [View All Participants >>](#)

News Center

American Taxpayer Relief Act of 2012: In-Plan Roth Rollovers
01/29/2013
A summary of the new "Fiscal Cliff Legislation" pertaining to in-plan Roth rollovers.

[View All News >>](#)

Search

☒ By Participant ☐ By Plan

Last Name: First Name:

OR

SSN (last 4 digits): Employee ID:

Partial strings at a minimum of 4 characters may result in a higher number of responses.

[Search](#)

Sponsor Resources

Fiduciary Support on Your Desktop
Our electronic library, PlanFIRSTSM Online, delivers desktop resources to help you navigate today's increasingly complex regulatory environment.
[Visit PlanFIRSTSM Online](#)

"Sponsor Forum" Monthly Newsletter
Your online source for plan, participant and industry news and information:
<http://www.ingsponsorforum.com/>

"Legislative e-Alert" Monthly Newsletter
Monthly updates on legal and regulatory developments shaping the retirement industry.
Government plan sponsors: <http://www.inggovtelert.com/>

Participant Web Messaging Library
Your video and carousel message options
[Participant Web Messaging Library](#)

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Log in to the Reporting Tool


1. Access a specific plan from the Home page by **clicking on the plan name** in the Relationship Summary (or My Top Plans) section or performing a quick search using the plan name or number.

★ My Top Plans

DC Plans

Plan Name	Plan Number	Total Balance
ABC SAVINGS AND INVESTMENT PLAN	627001	\$119,036,295.61
ABC BARGAINING SAVINGS & INVESTMENT PLAN	627002	\$118,194,500.86
DC Plan Total Relationship	2 Plans	\$237,230,796.47

[Edit Top Plans](#) | [View All Plans](#) | [View All Participants >>](#)

 Search

☐ By Participant ☒ By Plan

Plan Name

OR

Plan Number

Partial strings at a minimum of 4 characters are accepted, but may result in a higher number of responses.

Search

2. You will see the Plan Summary dashboard.

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Home | Profile | Help | Contact Us | Logout

ABC Company
ABC SAVINGS AND RETIREMENT PLAN

Relationship Summary | Plan Info | Participant Info | **Reports** | Processing Center | Resources & Forms

ABC SAVINGS AND RETIREMENT PLAN: 627001 [Print](#)

Plan Summary

Information as of 07/03/2014

Address: 60 EMPIRE DRIVE, SUITE 300
SAINT, PAUL, MN

Total Participants: 524
Plan Type: Other

[View Plan Details](#) | [View All Participants >>](#)

Balance Information

Balance	\$24,991,048.18
Total Balance	\$24,991,048.18

Balance By Source of Money

- Employer Pre-tax Cont: \$14,812,657.04
- Employee Pre-Tax Cont: \$10,030,536.03
- Post-Tax Contributions: \$147,855.11

Show Results By: ☒ \$ ☐ %

[View Balance Details By: Source | Investment | Asset Class](#)

Search

☒ By Participant ☐ By Plan

Last Name: First Name:

OR

SSN (last 4 digits): Employee ID:

XXXX - XXX -

Partial strings at a minimum of 4 characters may result in a higher number of responses.

[Search](#)

Quick Links

Reports

- > Plan Access
- > On Demand Reporting
- > Activity History
- > Activity Summary
- > Activity Balance Summary

Plan links

- > Payroll Administration

3. Select **Reports** from the orange navigation bar, then **On Demand Reporting**.

Relationship Summary | Plan Info | Participant Info | **Reports** | Processing Center | Resources & Forms

ABC Savings and Investment Plan | [Change Plan](#)

On Demand Reporting

4. You will see the Launch screen. Click **Launch On-Demand Reporting**.

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ABC Company

Home | Profile | Help | Contact Us | Logout

ABC Savings & Investment Plan

Relationship Summary | Plan Info | Participant Info | **Reports** | Processing Center | Resources & Forms

On-Demand Reporting

The On-Demand Reporting tool is an easy-to-use, state-of-the-art reporting tool to help you better monitor and manage your plan. With online report-generation capabilities, you may view or download specific information about your plan with just a few clicks of the mouse, and it allows you to build robust custom reports with ease through "drag and drop" capabilities. On-Demand Reporting is your single source for summaries of operational metrics and historical trend analysis to help you analyze your plan's data. Click the button below to launch the application in a new browser window.

Launch On-Demand Reporting

Before you get started, or just for additional tips and guidance, click on the links below to direct you to helpful reference materials that can help you get acquainted with the reporting tool and its capabilities.

Tutorial- [Click here](#) for an electronic tutorial that will briefly guide you, step-by-step, through the basic functions that you may use regularly to better monitor and manage your plan.
(To view the tutorial, you must have Adobe Flash player version 7 or higher installed on your computer. You may download it free of charge from Adobe's Web site: <http://www.adobe.com/products/flashplayer/>)

Questions & Answers Guide- [Click here](#) for the most up-to-date, easy-to-understand written instructions to guide you through the reporting tool's main features and commonly asked questions.

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5. You will see the report designated as your landing page.

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New

Folders

- My Folders
- Public Folders
- ABRA Custom Reports
- Standard Reports
- Daily - Balances
- Daily - Counts
- Daily - Data
- Daily - Loans
- Dashboards
- Monthly - Balances
- Monthly - Counts
- Monthly - Data
- Monthly - Loans

Daily - Balances

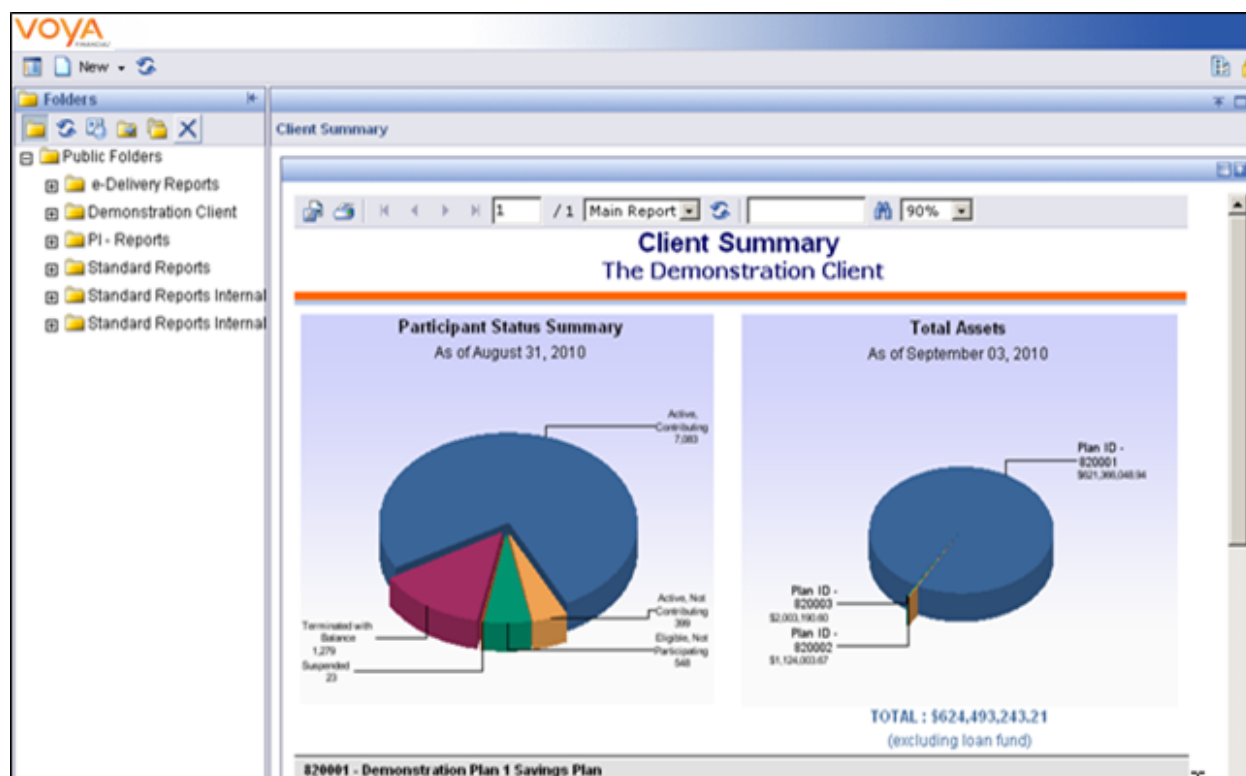
Organize | Filter: All Types


Checkbox	Title	Type
<input type="checkbox"/>	Balance Between X and Y - Daily View Latest Instance History Schedule Modify Properties List of participants with balances (excluding Loan amount) between a minimum and maximum amount	Web Intelligence Document
<input type="checkbox"/>	Balance Greater than or Equal to X - Daily View Latest Instance History Schedule Modify Properties List of participants with balances (excluding Loan amount) Greater than or Equal to an amount	Web Intelligence Document
<input type="checkbox"/>	Balance Less than or Equal to X - Daily History Schedule Modify Properties List of participants with balances (excluding Loan amount) Less than or Equal to an amount	Web Intelligence Document
<input type="checkbox"/>	Balances and Counts of Parts 70 1/2 & Older - Daily View Latest Instance History Schedule Modify Properties List of Participants who are 70 1/2 and older.	Web Intelligence Document
<input type="checkbox"/>	Participant Balance - Daily View Latest Instance History Schedule Modify Properties List of participants and balances (excluding Loan amount)	Web Intelligence Document
<input type="checkbox"/>	Participant Fund Balance - Daily History Schedule Modify Properties List of participants and balances in fund(s) to be specified by the user	Web Intelligence Document
<input type="checkbox"/>	Participant Source Balance - Daily View Latest Instance History Schedule Modify Properties List of participants and balances in fund(s) to be specified by the user	Web Intelligence Document






Navigation

General Application Navigation

Navigating within the application is simple. You'll recognize icons, drop-down lists, and other navigation tools that are similar to other commonly used software. The intuitive folder structure makes reports easy to locate, store, and share. Familiar icons such as save, print, refresh, find, and more are available. Hovering over icons will display a description of the action.




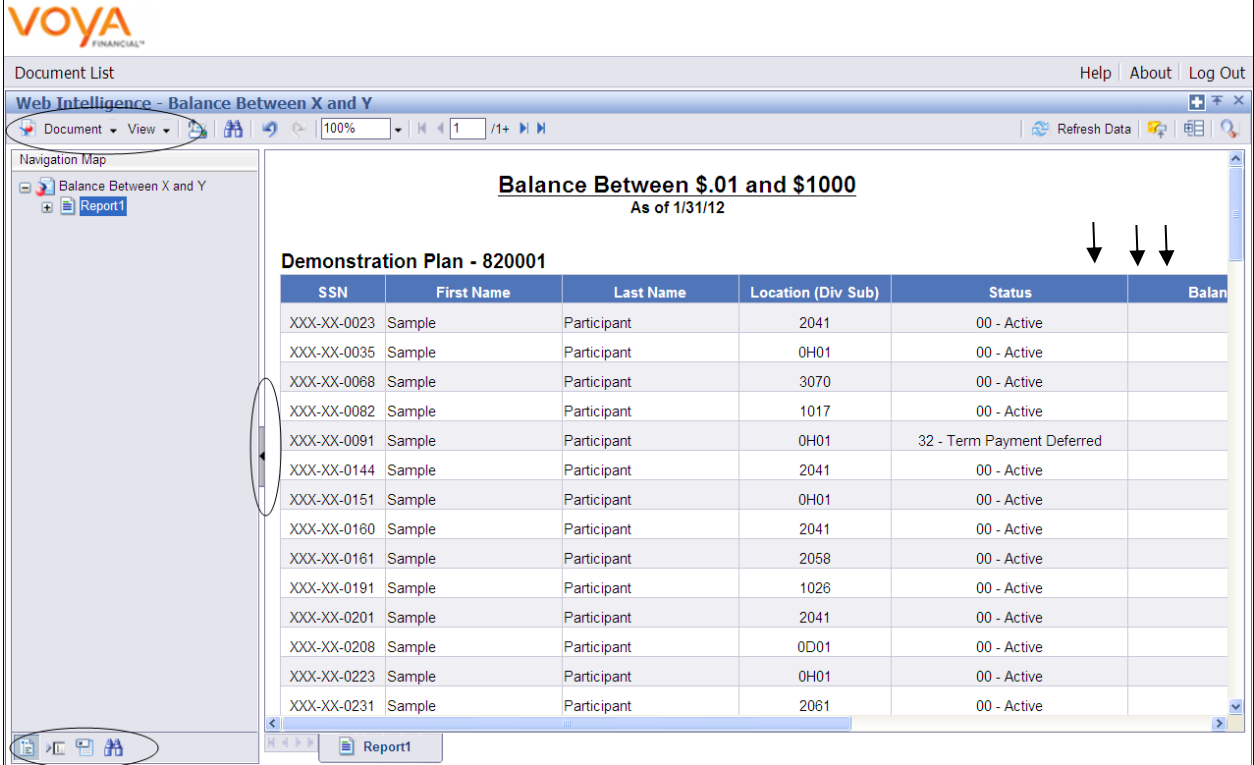
 **Note:** The report displayed as a “landing page” will vary depending on your line of business. Common On Demand Reporting icons include the following:

- The  icon will allow you to export the data to Excel and Adobe.
- The  icon will allow you to print the report.
- The  icon will allow you to show/hide the report parameters.
- The arrow icons allow you to move within the report.
- The  allows you to refresh the page.
- The  icon will open the Find text box, which allows you to type and find text within the report.

Report Navigation

The report page contains additional navigation drop downs and icons described below.

 **Note:** The report may need to be in Modify mode for some icons to be enabled.



VOYA FINANCIAL™

Document List Help About Log Out

Web Intelligence - Balance Between X and Y

Document View 100% 1 /1+

Navigation Map

Balance Between X and Y

Report1









Balance Between \$.01 and \$1000
As of 1/31/12







Demonstration Plan - 820001

SSN	First Name	Last Name	Location (Div Sub)	Status	Balan
XXX-XX-0023	Sample	Participant	2041	00 - Active	
XXX-XX-0035	Sample	Participant	0H01	00 - Active	
XXX-XX-0068	Sample	Participant	3070	00 - Active	
XXX-XX-0082	Sample	Participant	1017	00 - Active	
XXX-XX-0091	Sample	Participant	0H01	32 - Term Payment Deferred	
XXX-XX-0144	Sample	Participant	2041	00 - Active	
XXX-XX-0151	Sample	Participant	0H01	00 - Active	
XXX-XX-0160	Sample	Participant	2041	00 - Active	
XXX-XX-0161	Sample	Participant	2058	00 - Active	
XXX-XX-0191	Sample	Participant	1026	00 - Active	
XXX-XX-0201	Sample	Participant	2041	00 - Active	
XXX-XX-0208	Sample	Participant	0D01	00 - Active	
XXX-XX-0223	Sample	Participant	0H01	00 - Active	
XXX-XX-0231	Sample	Participant	2061	00 - Active	





Report1

Toolbar Icons

- The  **Document** button will allow you to Close, Save As, Save to My Computer As, and Save Report to my Computer As.
 - The  **View** icon will allow you to utilize Quick Display mode, Page mode, Draft mode, PDF mode, Left Panel, Status Bar, and Fold/Unfold.
 - The **Export** icon  will allow you to export report results as a pdf.
 - The **Find** icon  will open the Find text box, which allows you to type and find text within the report.
 - The **Zoom** icon  allows you to control the size of the displayed report image.
 - The **Page** icon  allows you to page through report results.
-  **Note:** The total number of pages will always display as '1' until you select the go to last index arrow.
- The  icon will allow you to show/hide the Document Properties pane.


- The **Purge Data** icon  (not shown above) will allow you to delete all data from your report results. If you SAVE the report after purging data, the data will be gone permanently. After selecting Purge Data you may retrieve the report results by selecting the Refresh Data icon  **Refresh Data**, or the Undo icon  (as long as you did not save the purge).
- The **Filter** icon  will allow you to show/hide the report filter toolbar.
- The **Fold/Unfold** icon  will allow you to show/hide the fold/unfold toolbar. This feature allows you to expand or collapse report sections, when applicable, to easily view or skip to data.
- The **Drill Mode** icon  will allow you to start/stop drill mode. This feature allows you to filter to different levels of data, when applicable. For example, a participant may drill from the participant level to the plan level and vice versa.

Left Panel Icons

- The  icon will allow you to access the Navigation Map **Navigation Map** which contains a tree structure breakdown of the report based on its various sections. Use the Navigation map to view sections or to move within the report.
- The  icon will allow you to access User Prompt Input **User Prompt Input**. This section will only be enabled for reports that require you to input information before running the report.
- The  icon will allow you to access Input Controls **Input Controls - Report1** if any are defined on the report. Input controls provide another level of report navigation and filter functionality.
- The **Find** icon  will open the Find text box, which allows you to type and find text within the report.

Standard Reports (Record-Keeping System Data)

Standard Reports – Recordkeeping System Data

 **Note:** The report content provided in this manual is for illustrative purposes only. Report availability and content may vary depending on your line of business.

Standard Reports are pre-existing reports designed to capture common Plan Administration and Plan Sponsor needs. Both Plan Administration and Clients have access to Standard Reports. Only Plan Administration has access to Standard Reports Internal.

Standard Reports

The standard reports are categorized into folders. Within each folder there are multiple reports:

BALANCES (Daily/Monthly)

- Balances and Counts of Parts 70 ½ & Older
- Balances between X and Y
- Balances Greater than X
- Balances Less Than X
- Deceased with a Balance
- Participant Balances
- Participant Fund Balances
- Participant Fund Source Balances
- Participant Source Balances
- Terminated Participants with a Balance
- Zero Balances

COUNTS (Daily/Monthly)

- 16B Participants
- After-Tax Current Deferral %
- After-Tax Elected Deferral %
- Before-Tax Current Deferral %
- Before-Tax Elected Deferral %
- Dividend Pass-Thru for >= Age X
- Participant Actual Roth % Count between age X and Y
- Participant Balance Count between X and Y
- Participant Count by Fund if Balance is > 0
- Participant Current After-Tax % count between age X and Y
- Participant Current Before-Tax % Count between X and Y
- Participant Locations
- Participation by Status Code

- QDRO Participants
- SMA Accounts

DATA (Daily/Monthly)

- 415 Contribution Amounts Greater Than X
- Contribution % > 0 for any Status
- Foreign Participants
- HCE Participants
- Missing Addresses
- Missing Date of Birth
- Missing Div Subs
- Missing Eligibility Date
- Missing Plan Entry Date
- Missing Term Status
- Participants with a Client Status (PH662)
- YTD Contribution Totals

LOANS (Daily/Monthly)

- Active loans
- Balance < Payment Amount
- Defaulted Loans
- Deferred with Outstanding Loan Balance
- Inactive Loans
- Late Loans
- Loan Balances by Location
- Participants with More than 1 Loan Balance

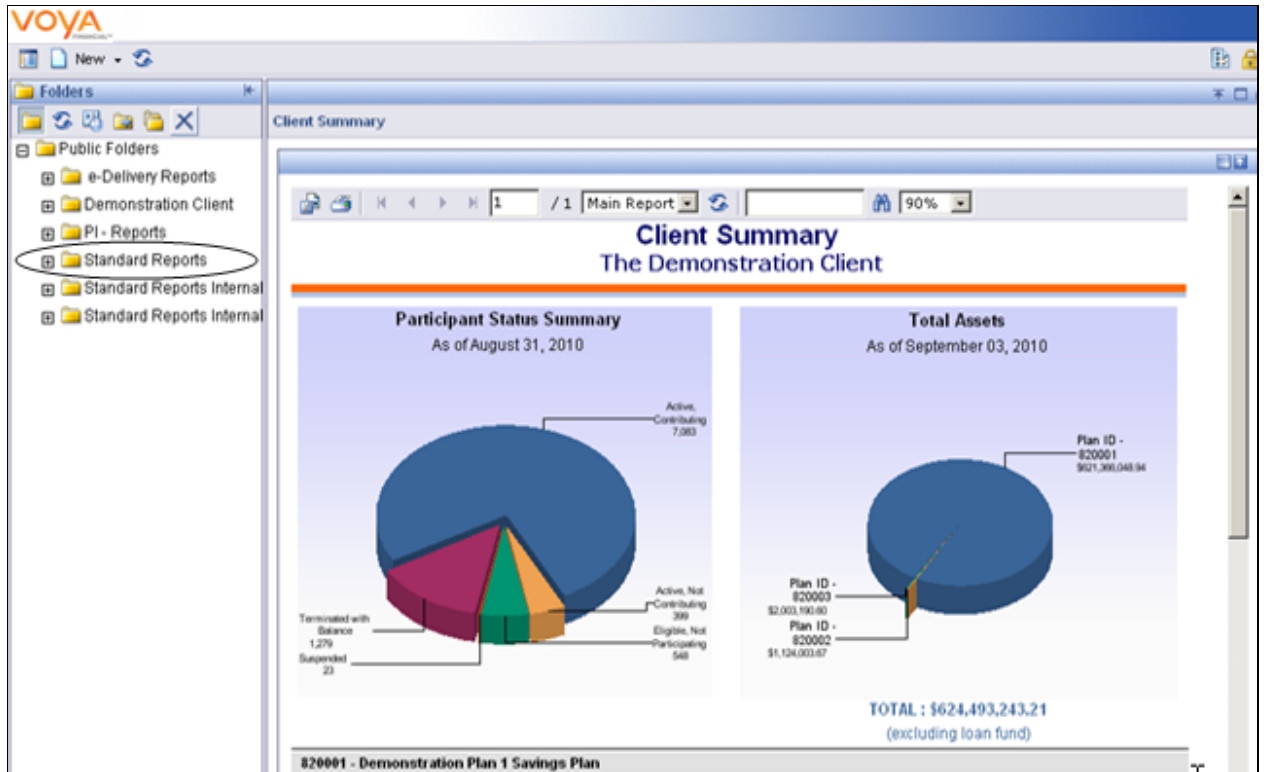
STATS (Monthly)

- IVR/PSR/WEB Stats (English Only)
- IVR/PSR/WEB Stats (English, Spanish, Advice)
- IVR/PSR/WEB Transaction Stats – Client Level
- IVR/PSR/WEB Transaction Stats – Plan Level

Accessing Standard Reports

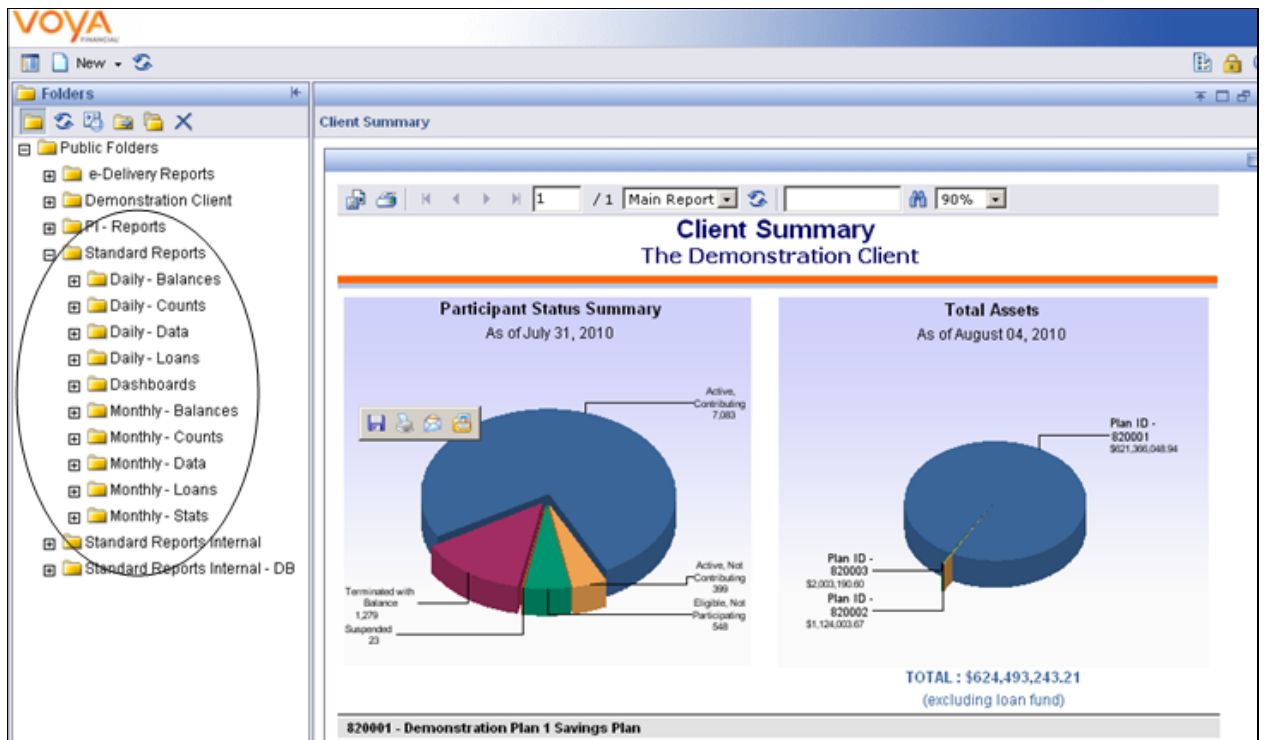
Navigate to the Standard Reports folder.

1. Click on + to expand **Public Folders**.



 **Note:** When you first open Reporting, the Client Summary report automatically opens.

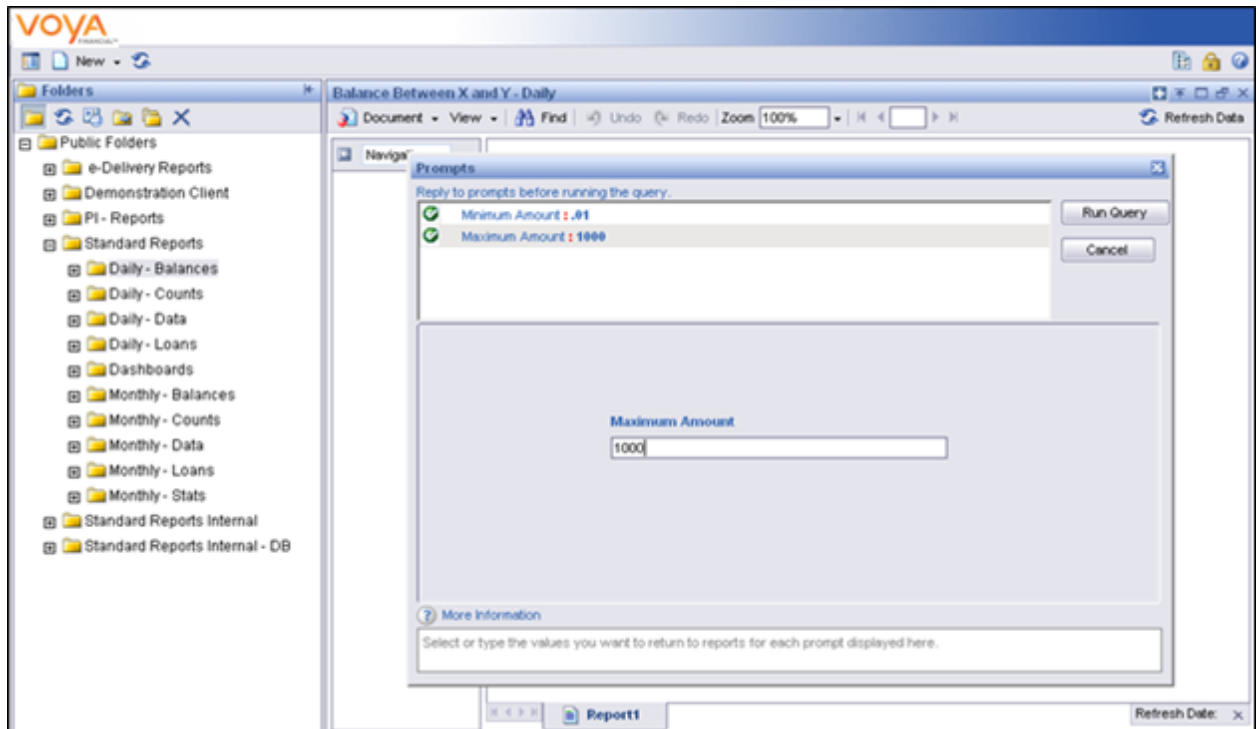
- Click on + to expand **Standard Reports** folder.



- Open the **Daily Balances** folder.
- Click on the report title to run the report.

Organize	Title	Type
<input type="checkbox"/>	Balance Between X and Y - Daily	Web Intelligence Document
<input type="checkbox"/>	Balance Greater than or Equal to X - Daily	Web Intelligence Document
<input type="checkbox"/>	Balance Less than or Equal to X - Daily	Web Intelligence Document
<input type="checkbox"/>	Balances and Counts of Parts 70 1/2 & Older - Daily	Web Intelligence Document
<input type="checkbox"/>	Participant Balance - Daily	Web Intelligence Document
<input type="checkbox"/>	Participant Fund Balance - Daily	Web Intelligence Document
<input type="checkbox"/>	Participant Source Balance - Daily	Web Intelligence Document
<input type="checkbox"/>	Participant Source Balance by Source - Daily	Web Intelligence Document
<input type="checkbox"/>	Participants with a Zero Balance - Daily	Web Intelligence Document
<input type="checkbox"/>	Terminated Participants with a Balance - Daily	Web Intelligence Document

5. Enter prompts as needed and click **Run Query**.



6. The query will run and the report will open. It's that easy.

The screenshot shows the VOYA Financials application window with the report 'Daily Balance Between \$.01 and \$1000' open. The report title is 'Daily Balance Between \$.01 and \$1000' and the date is 'As of 12/14/09'. The report is for the 'Demonstration Client' and 'Demonstration Plan - 820001'. The table below shows the balance for each participant.

SSN	First Name	Last Name	Location	Status	Balance
005464205	Sample	Participant	0000	Term Payment Deferred	\$29.86
007989892	Sample	Participant	0D01	Active	\$875.88
008665274	Sample	Participant	2041	Active	\$802.75
017521922	Sample	Participant	0M01	Suspended	\$49.67
028882582	Sample	Participant	0H01	Active	\$313.74
044686276	Sample	Participant	1023	Active	\$378.32
048606600	Sample	Participant	0000	Term Payment Deferred	\$0.46
086544995	Sample	Participant	0000	Term Payment Deferred	\$160.13
139780910	Sample	Participant	2061	Active	\$37.21
142153670	Sample	Participant	0H01	Active	\$201.20
154022438	Sample	Participant	0H01	Active	\$882.26
158381235	Sample	Participant	2061	Active	\$151.10
168389621	Sample	Participant	0H01	Active	\$480.03
180561939	Sample	Participant	2043	Active	\$216.97
189541744	Sample	Participant	1017	Active	\$526.58

Note: You can click any folder to run the reports within that folder.

Left Panel “Read Only” Icons

The left margin of the report will contain a panel with various sections of information. You can click into the icons on the bottom of this panel to display the different sections.

Document List

Web Intelligence - Balance Between X and Y

Document View
100%
1 / 1

Navigation Map

Balance Be

Report

Left Panel

Status Bar

Fold / Unfold

Quick Display mode

Page mode

Draft mode


PDF mode

Balance Between \$.01 and \$5000

As of 1/31/12

Demonstration Plan - 820001

SSN	First Name	Last Name	Location (Div Sub)	Status	Balance
XXX-0023	Sample	Participant	2041	00 - Active	\$544.17
XXX-0026	Sample	Participant	1031	00 - Active	\$1,049.60
XXX-0034	Sample	Participant	0D01	00 - Active	\$3,846.36
XXX-0035	Sample	Participant	0H01	00 - Active	\$509.07
XXX-0041	Sample	Participant	2041	00 - Active	\$1,043.52
XXX-0042	Sample	Participant	2061	00 - Active	\$4,685.68
XXX-0048	Sample	Participant	2041	00 - Active	\$1,629.18
XXX-0052	Sample	Participant	0H01	00 - Active	\$1,431.34
XXX-0063	Sample	Participant	1017	00 - Active	\$2,061.51
XXX-0068	Sample	Participant	3070	00 - Active	\$236.12
XXX-0081	Sample	Participant	1017	00 - Active	\$1,375.23
XXX-0082	Sample	Participant	1017	00 - Active	\$980.31
XXX-0089	Sample	Participant	1031	00 - Active	\$1,384.92
XXX-0091	Sample	Participant	0H01	32 - Term Payment Deferred	\$305.88
XXX-0112	Sample	Participant	1023	00 - Active	\$2,845.48
XXX-0113	Sample	Participant	2043	00 - Active	\$4,091.71
XXX-0121	Sample	Participant	0H01	00 - Active	\$2,580.24

 **Note:** If the Left Panel does not automatically open, click the arrow located to the left of the report output. To set your default display so that the Left Panel will always open, from the toolbar select **View, Left Panel**.

- The first option in the drop-down list will display the “Navigation Map” which contains a tree structure breakdown of the report based on its various sections. You can click into a item within the tree structure to move directly to that section of the report.

Document List

Web Intelligence - Participant Account Balance

Document View 100% 1 /1+

Navigation Map

- Participant Account Balance
 - Report1
 - 820001

Participant Balance
As of 1/31/12

Demonstration Plan - 820001

SSN	First Name	Last Name
XXX-XX-0001	Sample	Participant
XXX-XX-0001	Sample	Participant
XXX-XX-0002	Sample	Participant
XXX-XX-0002	Sample	Participant
XXX-XX-0003	Sample	Participant
XXX-XX-0004	Sample	Participant
XXX-XX-0006	Sample	Participant
XXX-XX-0007	Sample	Participant
XXX-XX-0012	Sample	Participant

Report1

- The second option in the drop-down list will access the “User Prompt Input” section. This section will only be enabled for reports that require you to make a selection before running the report. For example, the “Balances Greater Than X” template requires you to select the value for “X” before the report can be run. For those types of reports, you can alter your input selection in this section without having to exit and rerun the report.

Web Intelligence - Participant Account Balance

Document View 100% 1 /1+

User Prompt Input

Advanced Run

There are no prompts defined on the queries in this document.

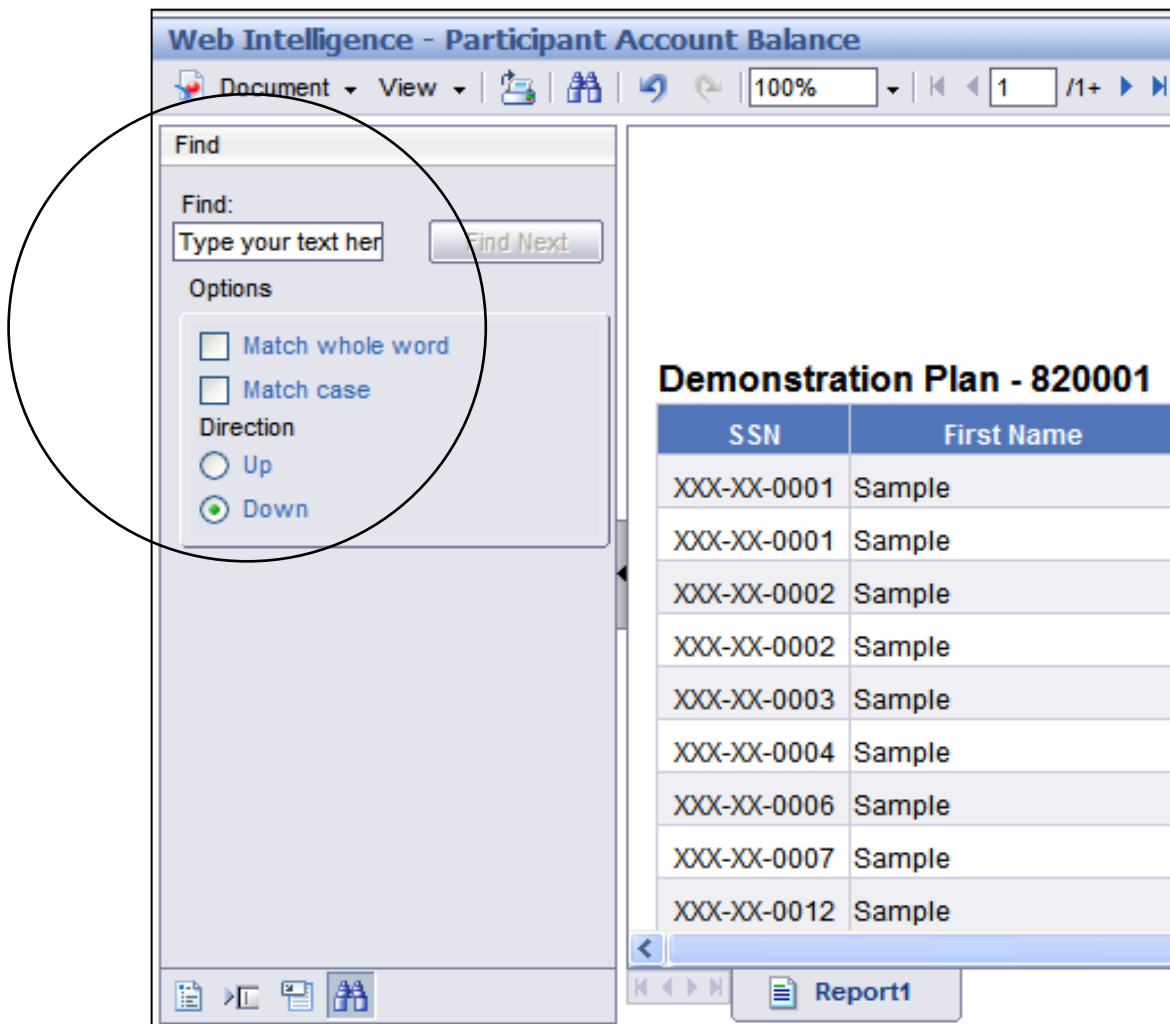
Participant Balance
As of 1/31/12

Demonstration Plan - 820001

SSN	First Name	Last Name
XXX-XX-0001	Sample	Participant
XXX-XX-0001	Sample	Participant
XXX-XX-0002	Sample	Participant
XXX-XX-0002	Sample	Participant
XXX-XX-0003	Sample	Participant
XXX-XX-0004	Sample	Participant
XXX-XX-0006	Sample	Participant
XXX-XX-0007	Sample	Participant
XXX-XX-0012	Sample	Participant

Report1

- The third option will display the **Find** tool. This tool enables you to type in specific text and finds it within the report. There is also a **Find** icon in the toolbar that can be used to access this section.



Printing Reports

Once a standard report has run, you may choose to print the output. Standard reports typically display a print icon that you may click.

Document Summary

Print

General

Document name: Participant Fund Balances

Description: A daily breakdown of assets by fund at a participant level

Keywords:

Document locale: English (United States)

Creation date: March 23, 2009 3:58:20 PM GMT-04:00

Last refresh date: March 5, 2012 10:57:06 AM GMT-05:00

Participant Fund Balances

As of 1/31/12

Demonstration Plan - 820001

SSN	Participant Name	Date of Birth	Location	Status	- ALL CAP CORE EQUITY FUND
XXX-XX-0001	Participant, Sample	04/03/1965	2041	00 - Active	\$2,900.8
XXX-XX-0001	Participant, Sample	02/22/1971	2056	00 - Active	\$43,329.0
XXX-XX-0002	Participant, Sample	01/14/1956	0H01	30 - Term Awaiting Payment	\$43,444.7
XXX-XX-0002	Participant, Sample	02/04/1959		32 - Term Payment Deferred	\$21,151.3
XXX-XX-0003	Participant, Sample	07/24/1951	1008	00 - Active	
XXX-XX-0004	Participant, Sample	05/04/1970	3066	00 - Active	

For printing other reports, take the following steps:

1. Click on **View, PDF Mode**.

Document List

Web Intelligence - Participant Fund Balances

Document View 100% 1 /1+

Participant Fund Balances

As of 1/31/12

Demonstration Plan - 820001

Quick Display mode

Page mode

Draft mode

PDF mode

Left Panel

Status Bar

Fold / Unfold

SSN	Participant Name	Date of Birth	Location	Status
XXX-XX-0001	Participant, Sample	04/03/1965	2041	00 - Active
XXX-XX-0001	Participant, Sample	02/22/1971	2056	00 - Active
XXX-XX-0002	Participant, Sample	01/14/1956	0H01	30 - Term Awaiting Payment
XXX-XX-0002	Participant, Sample	02/04/1959		32 - Term Payment Deferred
XXX-XX-0003	Participant, Sample	07/24/1951	1008	00 - Active
XXX-XX-0004	Participant, Sample	05/04/1970	3066	00 - Active
XXX-XX-0006	Participant, Sample	05/25/1948	0D01	00 - Active

2. Click on the **Print** icon.

Document List

Web Intelligence - Participant Fund Balances

View in HTML format | Status Bar

1 / 1095

45.8%

Collaborate | Sign

Bookmarks

Report1

Participant Fund Balances
As of 1/31/12
Demonstration Plan - 620001

SSN	Participant Name	Date of Birth	Location	Status	- ALL CAP CORE EQUITY FUND	- BOND FUND	- INTERNATIONAL EQUITY FUND
XXX-XX-0001	Participant, Sample	04/03/1965	2041	00 - Active	\$2,900.81	\$1,206.02	\$557
XXX-XX-0001	Participant, Sample	02/22/1971	2056	00 - Active	\$43,329.39	\$16,662.40	\$1,334
XXX-XX-0002	Participant, Sample	01/14/1959	0H01	30 - Term Awarding Payment	\$43,444.70		\$11,436
XXX-XX-0002	Participant, Sample	02/04/1959		30 - Term Payment Deferred	\$21,151.36		
XXX-XX-0003	Participant, Sample	07/04/1951	1008	00 - Active		\$2,968.71	
XXX-XX-0004	Participant, Sample	05/04/1970	3096	00 - Active			
XXX-XX-0006	Participant, Sample	05/25/1948	0001	00 - Active	\$24,605.03		\$6,532
XXX-XX-0007	Participant, Sample	08/02/1968	3084	00 - Active	\$911.40	\$1,759.73	
XXX-XX-0012	Participant, Sample	02/22/1944	1031	00 - Active	\$27,981.25	\$11,588.52	
XXX-XX-0015	Participant, Sample	10/09/1974	0H01	00 - Active	\$3,259.82	\$9,614.44	
XXX-XX-0015	Participant, Sample	08/23/1948	0001	00 - Active	\$12,063.77	\$12,079.57	
XXX-XX-0016	Participant, Sample	04/19/1956	2061	00 - Active	\$23,061.35	\$11,487.94	\$2,042
XXX-XX-0019	Participant, Sample	04/04/1948	3081	00 - Active	\$83,356.83		
XXX-XX-0023	Participant, Sample	10/27/1983	2041	00 - Active	\$112.53		\$108
XXX-XX-0024	Participant, Sample	09/15/1964	0H01	00 - Active			\$37,936
XXX-XX-0024	Participant, Sample	11/12/1964	2061	00 - Active	\$21,095.25		
XXX-XX-0026	Participant, Sample	07/31/1972	1031	00 - Active	\$224.01	\$164.46	
XXX-XX-0027	Participant, Sample	10/08/1979	0001	00 - Active	\$13,833.25		\$330
XXX-XX-0028	Participant, Sample	03/22/1957	3096	00 - Active	\$183,440.75		
XXX-XX-0029	Participant, Sample	08/16/1972	2045	00 - Active	\$13,486.33		\$1,210
XXX-XX-0031	Participant, Sample	08/11/1957	0H01	00 - Active	\$1,045.58	\$41,400.37	
XXX-XX-0032	Participant, Sample	07/06/1977	0H01	00 - Active		\$8,360.47	\$7,696

3. To return to the application view, click on **View in HTML format**.

Document List

Web Intelligence - Participant Fund Balances

View in HTML format | Status Bar

1 / 1095

45.

Bookmarks

Report1

Participant Fund Balances
As of 1/31/12
Demonstration Plan - 620001

SSN	Participant Name	Date of
XXX-XX-0001	Participant, Sample	04/03
XXX-XX-0001	Participant, Sample	02/22
XXX-XX-0002	Participant, Sample	01/14
XXX-XX-0002	Participant, Sample	02/04
XXX-XX-0003	Participant, Sample	07/04

Exporting Standard Reports

Exporting Results

Another great feature of On Demand Reporting is the export function. You may choose to export report output to an Excel, PDF, CSV (comma separated values in EXCEL), or CSV with Options file. Once exported, you can manipulate, find, print, and save data from within other applications.

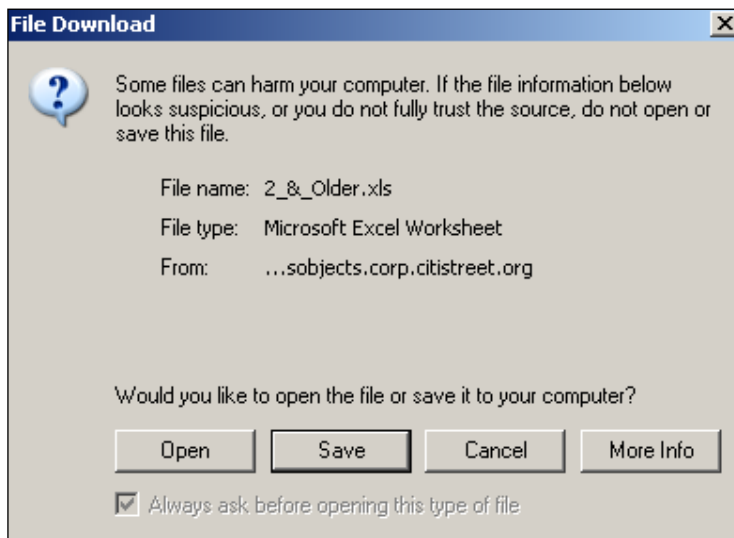
To export report data, follow these simple steps:

1. Run the report.
2. Click on the **Document** drop-down list.
3. Select “**Save to my computer as**”, Excel, PDF, CSV, or CSV (with options).

You may also select “Save report to my computer as”... This selection gives you the option of saving as an Excel, PDF, or text file.

SSN	Participant Name	Birth Date	Status
XXX-XX-0001	Participant, Sample	04/03/1965	2041
XXX-XX-0001	Participant, Sample	02/22/1971	2056
XXX-XX-0002	Participant, Sample	01/14/1956	0H01
XXX-XX-0002	Participant, Sample	02/04/1959	
XXX-XX-0003	Participant, Sample	07/24/1951	1008
XXX-XX-0004	Participant, Sample	05/04/1970	3066

4. Open the file by clicking on the **Open** button to export a file. Or, click the **Save** button to automatically save the report to the location of your choice.



Examples:

Microsoft Excel - Balances_and_Counts_of_Parts_70_1%2F2_%26_Older[1].xls

Participant Id	Participant Status	Date Of Birth	Attained Age	Current Value
001222053	30	1/7/1929	76	\$6,121.25
001281628	04	8/8/1929	76	\$0.00
002123766	31	12/24/1925	80	\$0.00

Excel

Adobe Reader - [Balances_and_Counts_of_Parts_70_1%2F2_%26_Older[1].pdf]

Balances of Parts who are 70 1/2 or older

300601

Participant Id	Participant Status	Date Of Birth	Attained Age	Current Value
001222053	30	1/7/1929	76	\$6,121.25
001281628	04	8/8/1929	76	\$0.00

PDF

	A	B	C	D	E	F	G	H	I	J	K
1	Plan Id	Participant	Participant	Participant	Date Of Birth	Attained A	Current Value				
2	300601	1222053	30	BLAU	1/7/1929 0:00	76	6121.25				
3	300601	12	4	Francoeur	8/8/1929 0:00	76	0				

CSV



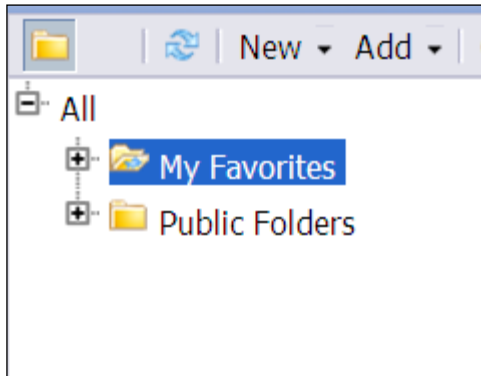
Note: “Save As” is used to save a copy of a report within the application. The copy is saved in modify mode which allows you to edit the report (discussed in the following section).

Creating Personal Folders and Saving Reports

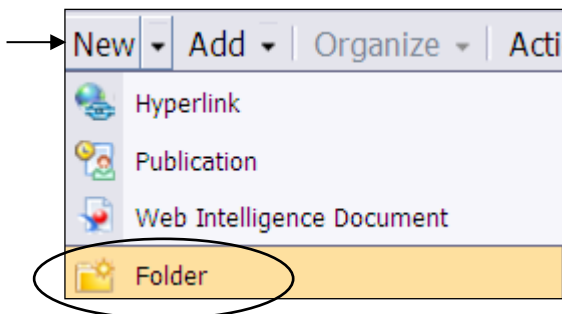
Creating a Personal Folder

In order to modify an existing report, you first have to save the report to a folder to which you have “update rights,” such as “my favorites.” You also have the option of creating your own personal folder within my favorites. To do so, follow these steps:

1. Click on **My Favorites** to highlight the folder.

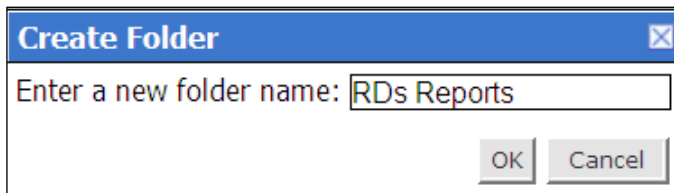


2. Click **New, Folder**.



The create folder dialogue box will open.

3. Enter a name for your new folder and click **OK**.



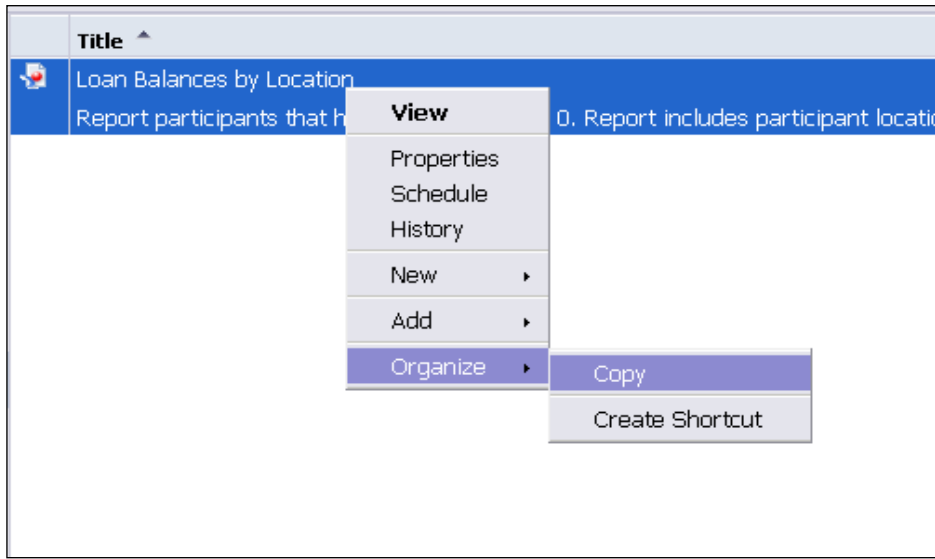
The new sub-folder now exists in **My Favorites**.

Copying and Saving a Standard Report

Once you've created your own personal folder, you can save or copy a standard report by following these steps.

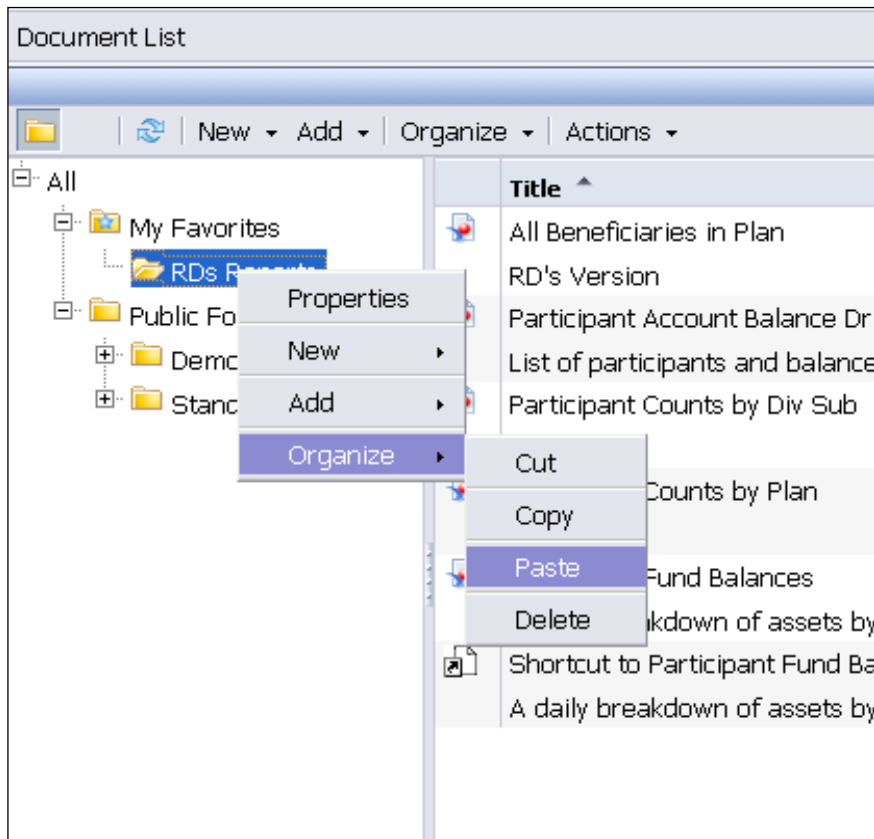
Copy Report

1. Right-click on the standard report title, select **Organize**, then **Copy** (if you prefer, **Organize/Copy** may also be accessed from the toolbar).



2. Navigate to your personal folder to which you will save the standard report.

3. Right-click on your personal folder, select **Organize**, then **Paste**.

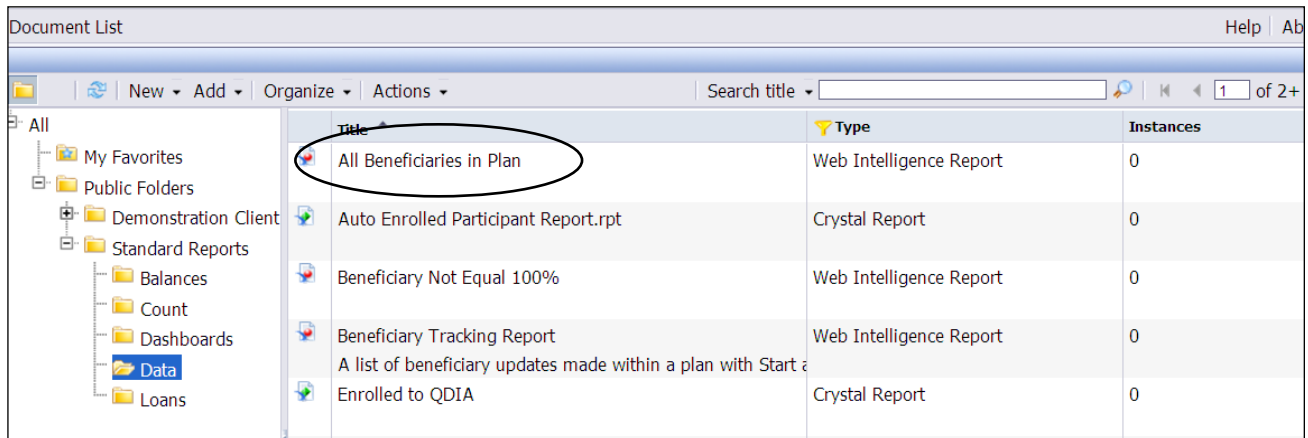


You now have a version of the report that is able to be modified.

Another way of doing the same thing is to save the standard report.

Save As Report

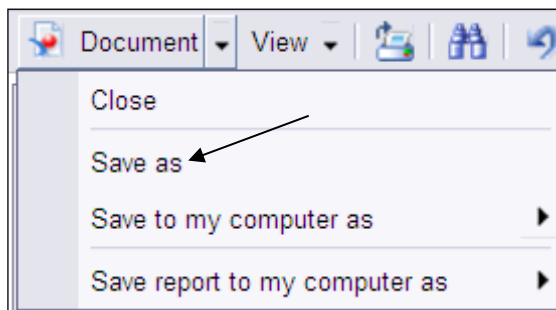
1. Click on the title of the standard report.



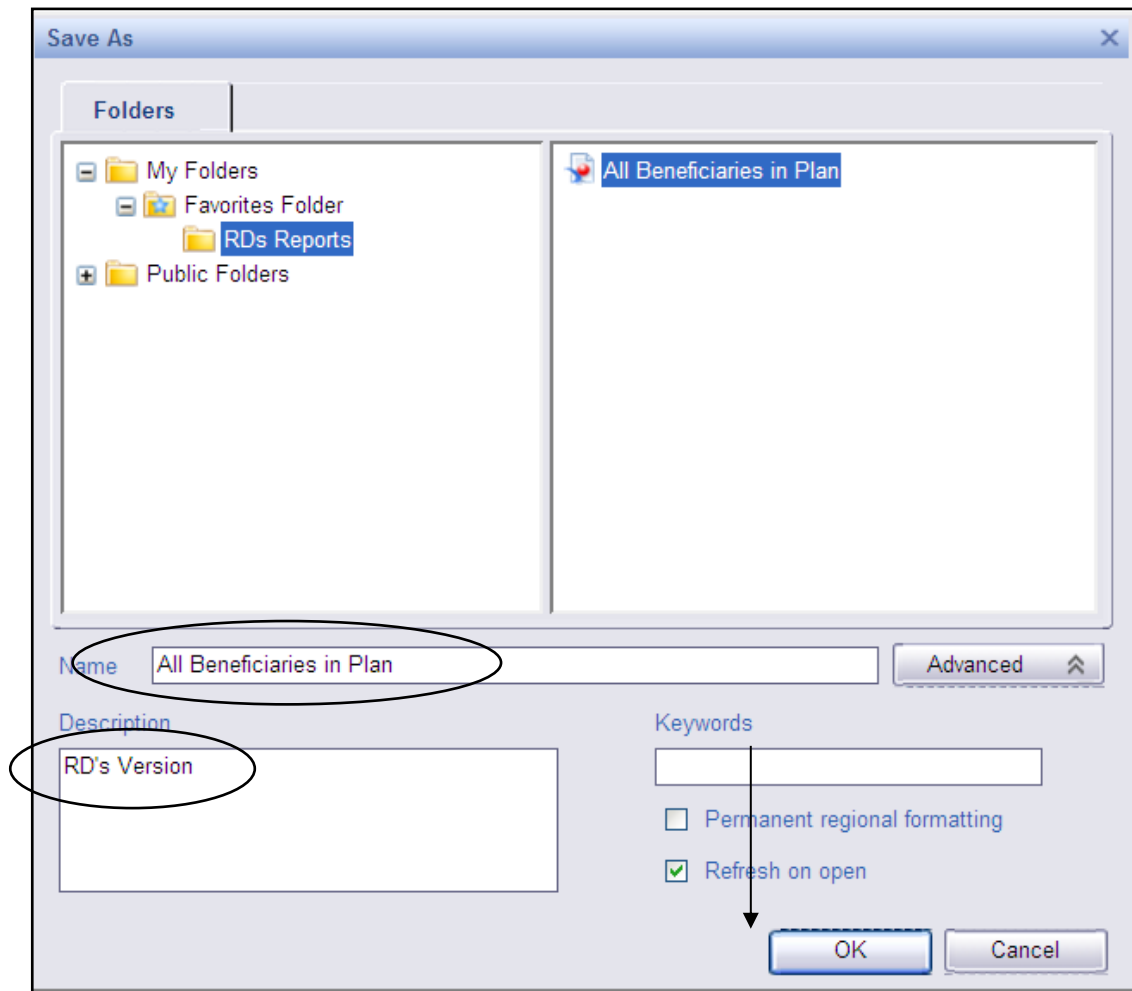
The report will run.

Document List							Help About
Web Intelligence - All Beneficiaries in Plan							
Document	View				100%	1 / 1+	Refresh Data
All Beneficiaries On Plan							
820001 - Demonstration Plan							
Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %	Beneficiary Relationship	Beneficiary DoB
XXX-XX-0001	0000	Sample Beneficiary	XXX-XX-2307	Primary	0	Spouse	
XXX-XX-0001	2041	Sample Beneficiary	XXX-XX-8437	Primary	100	Spouse	12/04/1964
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-2581	Contingent	0	Son	12/05/2002
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-4123	Primary	100	Spouse	05/13/1972
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-6366	Contingent	0	Daughter	03/30/1998
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-6424	Contingent	0	Son	04/28/1995
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-7969	Contingent	0	Son	02/27/2001
XXX-XX-0002	0401	Sample Beneficiary	XXX-XX-0000	Contingent	0	Daughter	02/26/1985

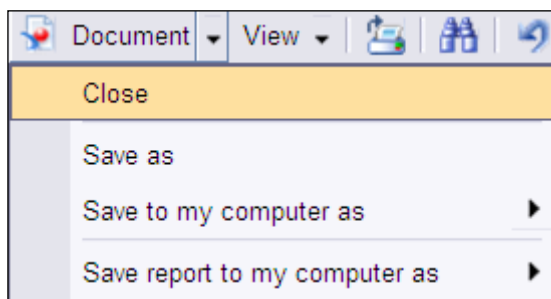
- Click **Document**, **Save As**.




3. Create a Title for the report, add a Description, and click **OK**



4. Click **Document, Close** to close the document



 **Note:** Saving a report to the “Favorites Folder” will make it viewable to anyone using that particular login ID. Saving it to a plan folder within “Public Folders” will make it viewable to all users (internal and external) with access to that plan. Reports cannot be saved into the Standard Reports folders.

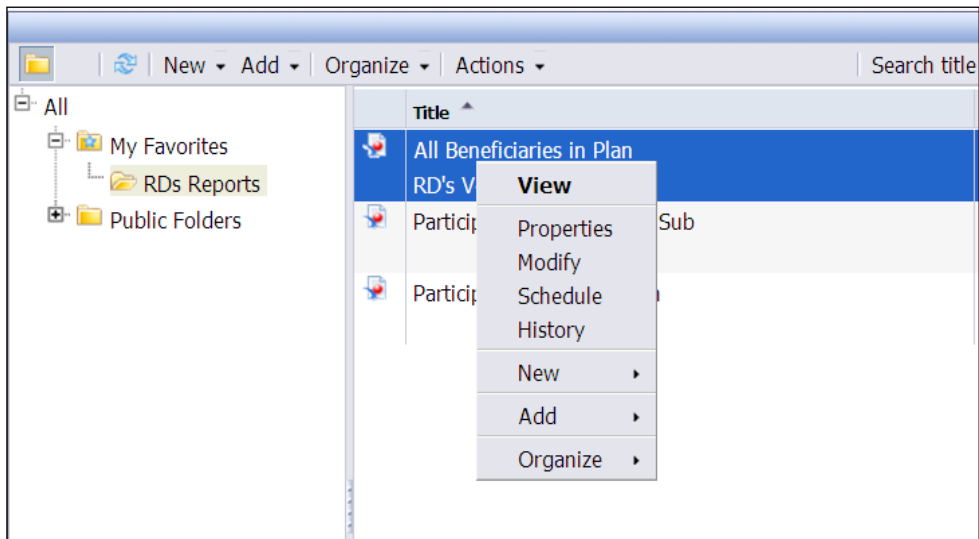
Modifying Existing Reports

Modifying a Report

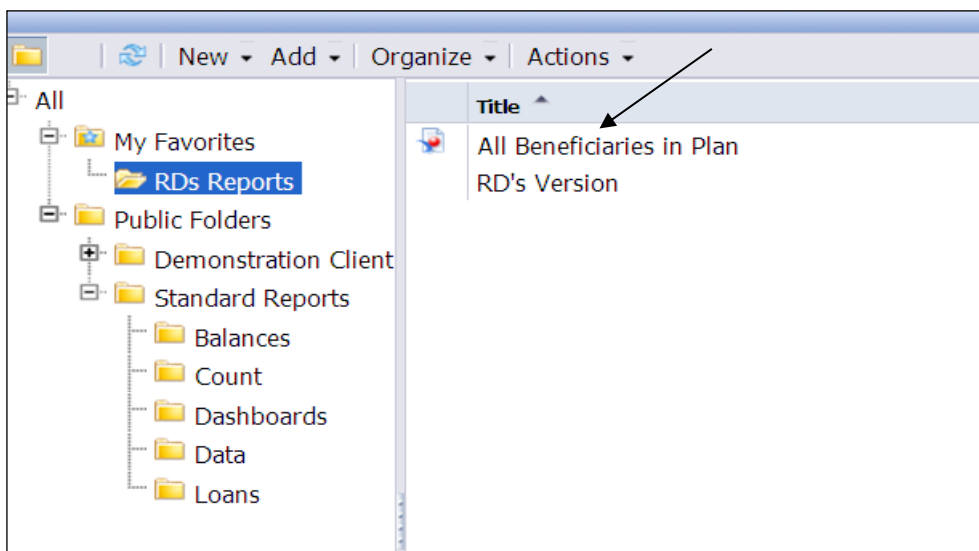
In Modify mode, the report's look and feel and can be adjusted by changing font, color, titles, highlights and other features. The data can be resorted, filtered, sectioned or converted to various graphs and charts.

Modify Mode

Once you've saved the standard report to your personal folder, you can either a) right-click on the report title and select **Modify**,



or, b) open the new report and modify it according to your needs.



1. Run the report you want to modify by clicking on the report title. Once the report runs, click **Edit**.

Document List Help | About

Web Intelligence - All Beneficiaries in Plan

Document View 100% 1 /1+ Edit Refresh Data


All Beneficiaries On Plan

820001 - Demonstration Plan

Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %	Beneficiary Relationship	Beneficiary DoB
XXX-XX-0001	0000	Sample Beneficiary	XXX-XX-2307	Primary	0	Spouse	
XXX-XX-0001	2041	Sample Beneficiary	XXX-XX-8437	Primary	100	Spouse	12/04/1964
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-2581	Contingent	0	Son	12/05/2002
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-4123	Primary	100	Spouse	05/13/1972
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-6366	Contingent	0	Daughter	03/30/1998
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-6424	Contingent	0	Son	04/28/1995
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-7969	Contingent	0	Son	02/27/2001
XXX-XX-0002	0H01	Sample Beneficiary	XXX-XX-0000	Contingent	0	Daughter	02/26/1985
XXX-XX-0002	0H01	Sample Beneficiary	XXX-XX-0000	Contingent	0	Son	03/25/1987
XXX-XX-0002	0H01	Sample Beneficiary	XXX-XX-0000	Primary	100	Spouse	10/24/1955
XXX-XX-0003	0000	Sample Beneficiary	XXX-XX-3450	Primary	50	Daughter	12/10/1985

The report will open in Modify mode.

The report will have additional toolbar options that were not available on the standard “read only” report. These options allow you to change the look of the data on the report. To enable the toolbars, you will first need to click on the column of the report to be modified.

 **Note:** Individual data cells within the report cannot be modified, only entire columns of data or separate text boxes.

Web Intelligence - Participant Fund Balances

Document View 100% 1 /1+ Edit Query Refresh Data

Arial 9 B I U A [SSN (Masked)]

Document Summary

Print

Participant Fund Balances
As of 1/31/12

Demonstration Plan - 820001

SSN	Participant Name	Date of Birth	Location	Status	- ALL CAP CORE EQUITY FUND
XXX-XX-0001	Participant, Sample	04/03/1965	2041	00 - Active	\$2,900.8
XXX-XX-0001	Participant, Sample	02/22/1971	2056	00 - Active	\$43,329.0
XXX-XX-0002	Participant, Sample	01/14/1956	0H01	30 - Term Awaiting Payment	\$43,444.7
XXX-XX-0002	Participant, Sample	02/04/1959		32 - Term Payment Deferred	\$21,151.3

Left Panel Report Options

In Modify mode, the left panel of the report in “modify” mode will now contain additional options that were not available in “read only” mode.

The screenshot displays the Web Intelligence interface for a report titled "Participant Fund Balances". The left panel, titled "Document Summary", contains a "General" section with the following details:

- Document name: Participant Fund Balances
- Description: A daily breakdown of assets by fund at a participant level
- Keywords:
- Document locale: English (United States)
- Creation date: March 23, 2009 3:58:20 PM GMT-04:00
- Last refresh date: March 5, 2012 10:57:06 AM GMT-05:00

Below the "General" section is the "Document Properties" section, which is currently collapsed. The right panel displays a table titled "Demonstration Plan - 820001" with two columns: "SSN" and "Participant Name". The table contains the following data:

SSN	Participant Name
XXX-XX-0001	Participant, Sample
XXX-XX-0001	Participant, Sample
XXX-XX-0002	Participant, Sample
XXX-XX-0002	Participant, Sample
XXX-XX-0003	Participant, Sample
XXX-XX-0004	Participant, Sample
XXX-XX-0006	Participant, Sample
XXX-XX-0007	Participant, Sample
XXX-XX-0012	Participant, Sample

The bottom toolbar, which includes icons for various report actions, is circled in orange.

- Selecting the first icon will display the **Document Summary** section. General information about the document is presented in this section including its name, description, creation date and the last date it was refreshed.

Web Intelligence - Participant Fund Balances

Document View 100% 1 /1+

Arial 12 B I U A

[Plan Name] + "-" + [Plan Number]

Document Summary

Print

General

Document name: **Participant Fund Balances**

Description: A daily breakdown of assets by fund at a participant level

Keywords:

Document locale: English (United States)

Creation date: March 23, 2009 3:58:20 PM GMT-04:00

Last refresh date: March 5, 2012 10:57:06 AM GMT-05:00

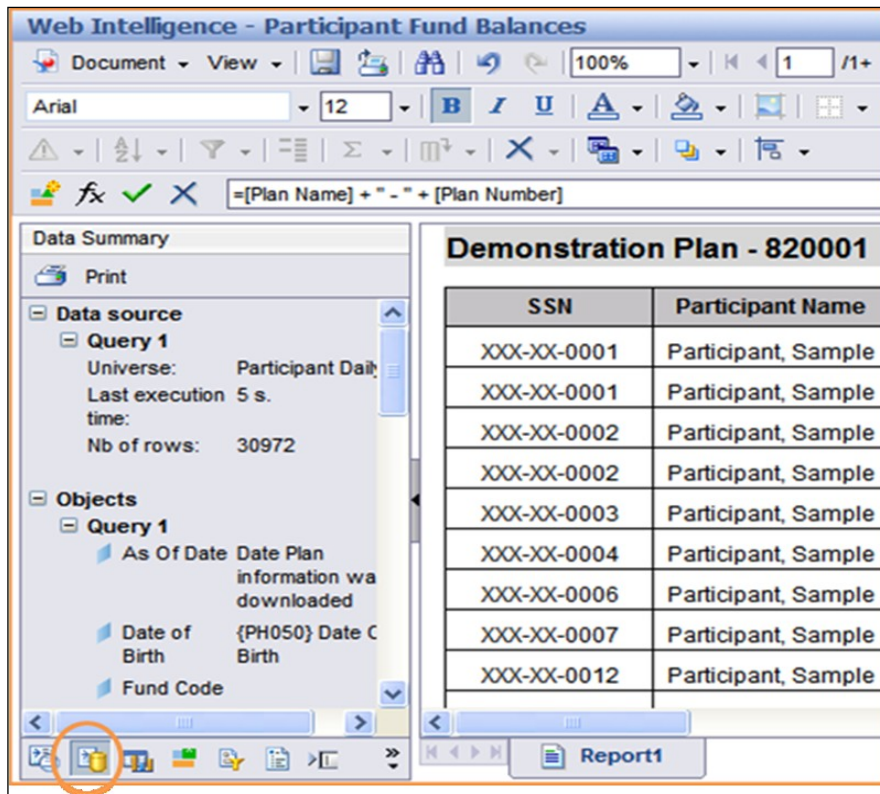
Document Properties

Demonstration Plan - 820001

SSN	Participant Name
XXX-XX-0001	Participant, Sample
XXX-XX-0001	Participant, Sample
XXX-XX-0002	Participant, Sample
XXX-XX-0002	Participant, Sample
XXX-XX-0003	Participant, Sample
XXX-XX-0004	Participant, Sample
XXX-XX-0006	Participant, Sample
XXX-XX-0007	Participant, Sample
XXX-XX-0012	Participant, Sample

Report1

- The second icon will bring up the “**Data Summary**” section. This section includes the sources of the data and objects used in the template. Data element names and numbers will be displayed for objects that are pulled directly from data elements in the re. This section will also contain any formulas that were built into the template design.



Web Intelligence - Participant Fund Balances

Document View 100% 1 / 1+

Arial 12 B I U A

=[Plan Name] + " - " + [Plan Number]

Data Summary

Print

Data source

Query 1

Universe: Participant Daily

Last execution time: 5 s.

Nb of rows: 30972

Objects

Query 1

As Of Date Date Plan information was downloaded

Date of Birth {PH050} Date of Birth

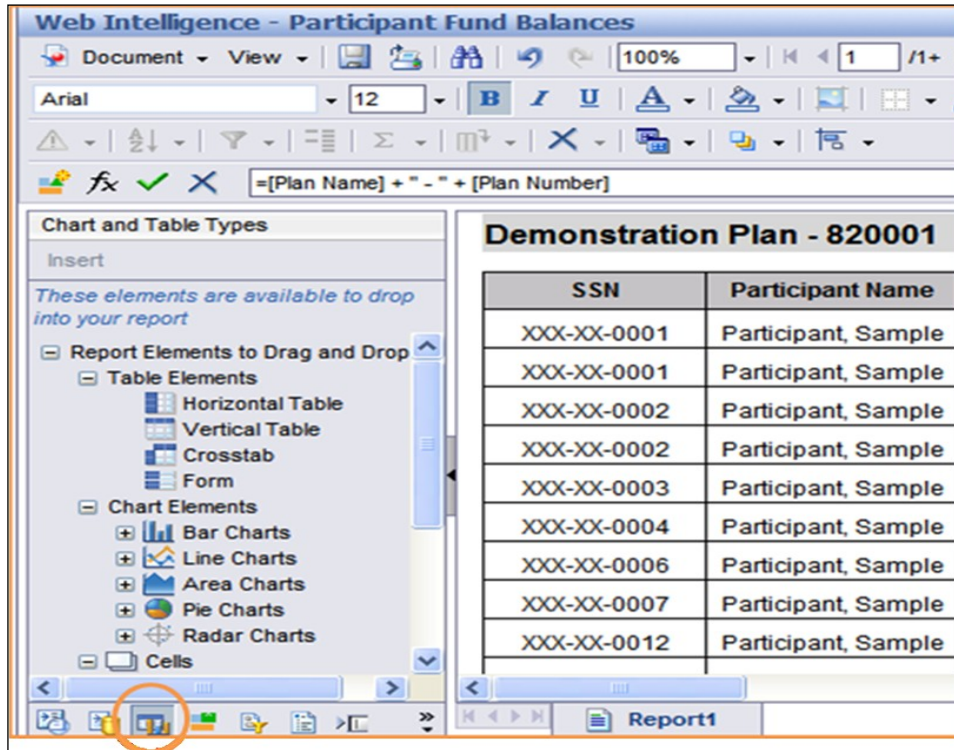
Fund Code

Demonstration Plan - 820001

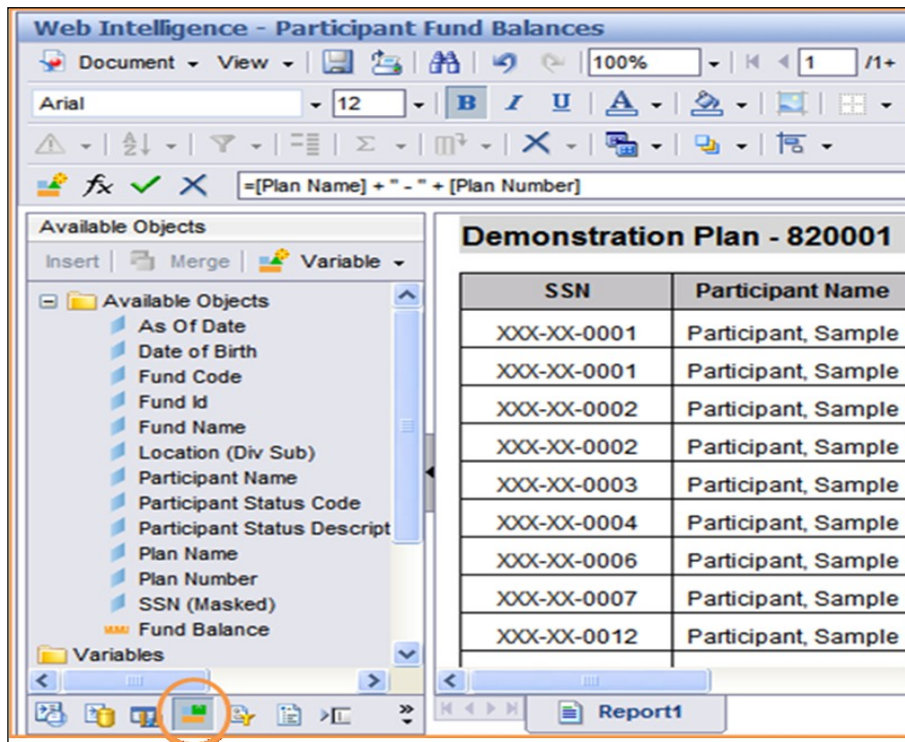
SSN	Participant Name
XXX-XX-0001	Participant, Sample
XXX-XX-0001	Participant, Sample
XXX-XX-0002	Participant, Sample
XXX-XX-0002	Participant, Sample
XXX-XX-0003	Participant, Sample
XXX-XX-0004	Participant, Sample
XXX-XX-0006	Participant, Sample
XXX-XX-0007	Participant, Sample
XXX-XX-0012	Participant, Sample

Report1

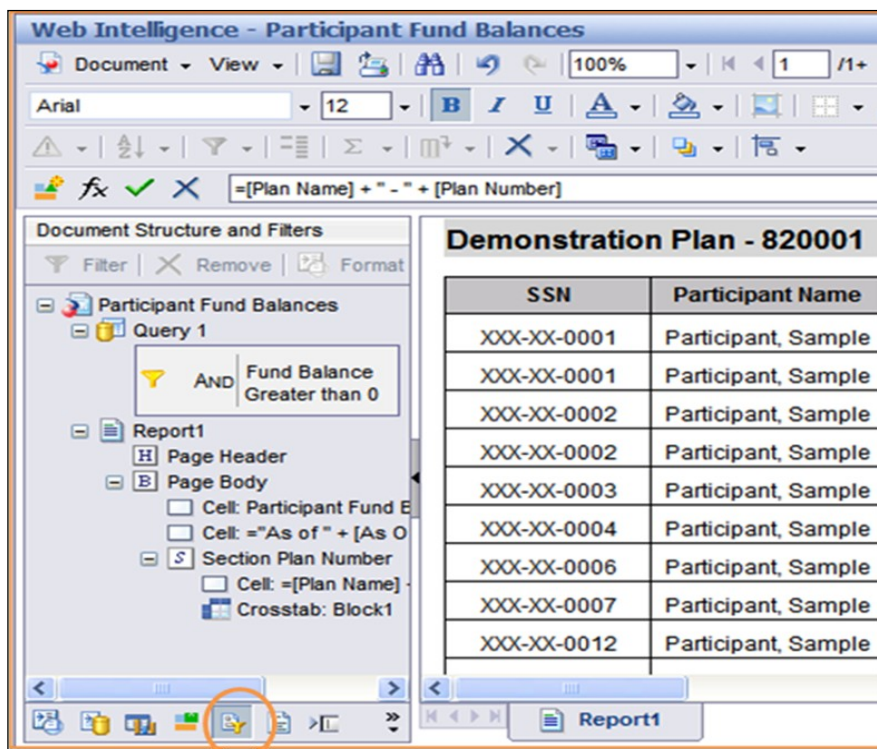
- The third icon will access the “**Chart and Table Types**” tool. This tool contains options to convert the report into various table and chart formats. You can left-click a table or chart selection and drag and drop it the report to transform it into that format. Please refer to the [Creating Charts](#) section of this manual. The option to add formula and blank text cells into the report is also included in this section.



- The fourth icon will present the “**Available Objects**” section. This section will contain all of the data objects that are currently available for the report. For information on how to add objects to a report, please refer to the [Modifying Existing Reports](#) section of this manual.



- The fifth icon will access the “**Document Structure and Filters**” section. This section will display the structure design of the template and will include any filters that have been added.




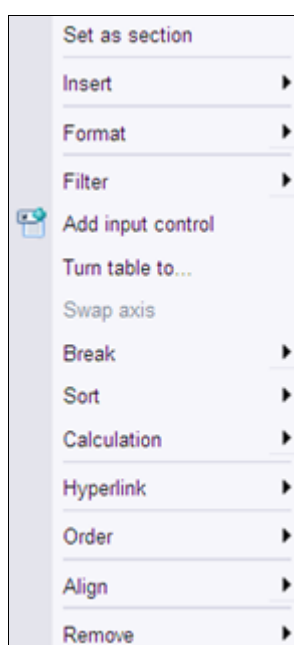
 **Note:** Input Controls functionality will be covered in the following section, *Right-Click Functions*.

The remaining icons Navigation Map, User Prompt Input, and Find were reviewed in the “read only” standard reports section of this manual.

Right-Click Functions


The right-click mouse action offers many report modification features including formatting, sorting, calculating, and setting objects as report sections when the output is in Modify mode (when you click **Edit**). You have the option to highlight a specific column in the report and right-click to access a pop up box that contains additional options. The pop-up box allows you to perform various functions with the selected column.

 **Note:** To highlight an entire column, click into the cell below the title of the column (not into the title cell).



Option	Description
Set as Section	Allows you to define a column as a report section.
Insert	Allows you to insert rows or columns within the report results, (right-click to remove insert)
Format	Provides standard formatting options.
Filter	Allows you to quickly filter report results based on criteria you've entered, (right-click to remove the filter).
Add Input Control	Allows you to easily navigate and filter report results.
Turn Table To	Allows you to determine table view of report data (horizontal, vertical, crosstab, or form) or to display the data output as a chart.
Break	Allows you to make breaks on or at chosen data within the report.
Sort	Allows you to sort data.
Calculation	Allows you to perform calculations on report output such as count, sum, min, max.

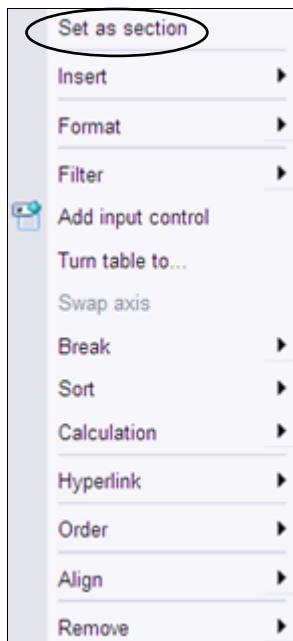
Option	Description
Hyperlink	Allows you to format output as a hyperlink which will open the application in a new window and run the report.
Order	Allows you to bring specific report output to front, back, forward or backward, for example when both a table and chart are displayed.
Align	Allows you to set page orientation such as layout, borders, and appearance.
Remove	Allows you to remove rows, columns, or tables.

 **Note:** Some of the options in the right-click pop-up box are also available in the toolbars.

Any right-click function may be undone by clicking the “undo” icon provided the change has not been saved.

The following are illustrations of some more complex right-click functions.

Set As Section



To set a report result as a section in your report, simply right-click on the column and select **Set as Section**.

Notice the Plan Name in the before and after examples below.

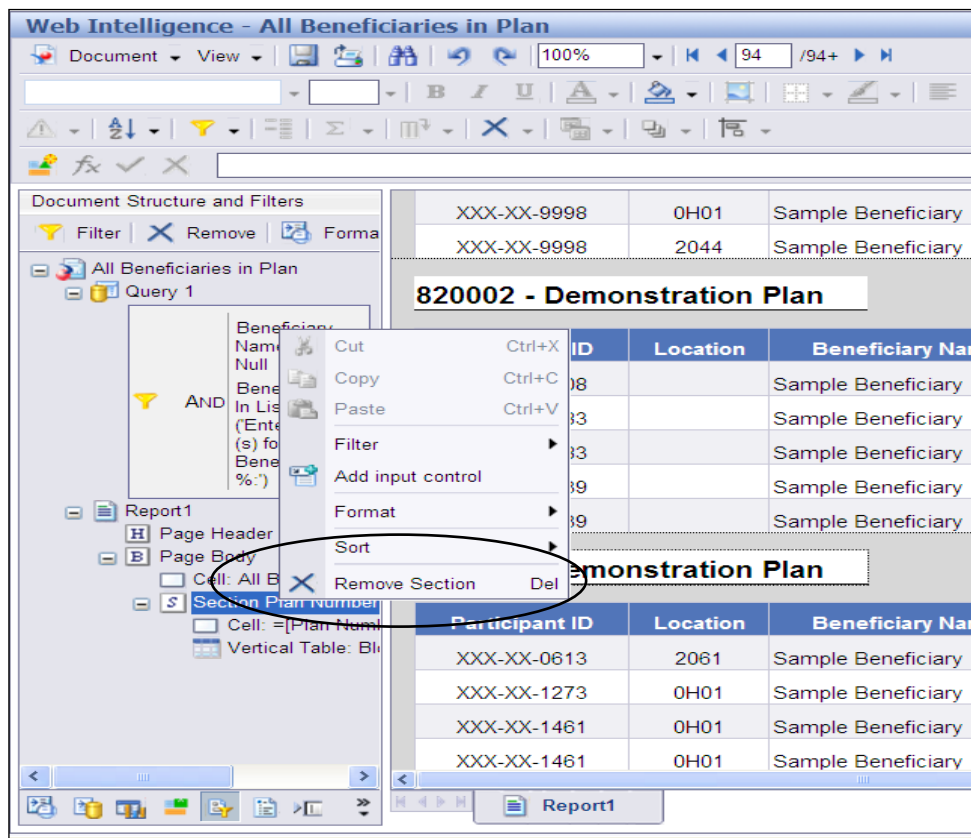
Before (not set as section)

Report Title			
Client Name	Plan Name	Plan Number	Participant Count
The Demonstration Client	Demonstration Plan 1 Savings Plan	820001	19,925
The Demonstration Client	Demonstration Plan 2 Non Qualified	820002	19
The Demonstration Client	Demonstration Plan 3 Non Qualified Plan 820003		48

After (set as section)

Report Title		
Demonstration Plan 1 Savings Plan		
Client Name	Plan Number	Participant Count
The Demonstration Client	820001	19,925
Demonstration Plan 2 Non Qualified		
Client Name	Plan Number	Participant Count
The Demonstration Client	820002	19
Demonstration Plan 3 Non Qualified Plan		
Client Name	Plan Number	Participant Count
The Demonstration Client	820003	48

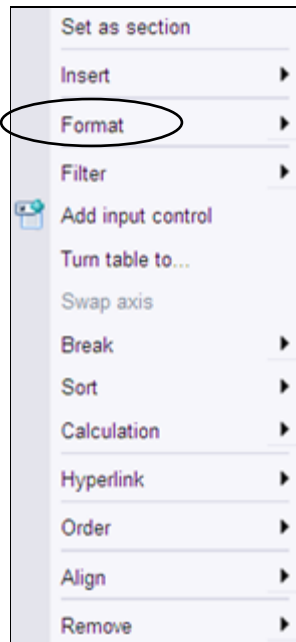
To remove the report section, click on the **Document Structure and Filters**  icon in the right panel report property pane. Then right-click on the section and select **Remove Section**.



The screenshot shows the 'Web Intelligence - All Beneficiaries in Plan' report. The 'Document Structure and Filters' pane on the left shows a tree view with 'All Beneficiaries in Plan' and 'Query 1'. The main report area displays a table of beneficiaries. A right-click context menu is open over the '820002 - Demonstration Plan' section, with the 'Remove Section' option highlighted. The menu also includes options like Cut, Copy, Paste, Filter, Add input control, Format, Sort, and Remove Section.

Participant ID	Location	Beneficiary Name
XXX-XX-0613	2061	Sample Beneficiary
XXX-XX-1273	0H01	Sample Beneficiary
XXX-XX-1461	0H01	Sample Beneficiary
XXX-XX-1461	0H01	Sample Beneficiary

Format



Enable the formatting and function toolbars by clicking on the text/data you wish to edit.

Document List

Web Intelligence - All Beneficiaries in Plan

Document View 100% 1 /1+ Edit Query Refre

Arial 14 B I U A [Icons]

All Beneficiaries On Plan

All Beneficiaries On Plan

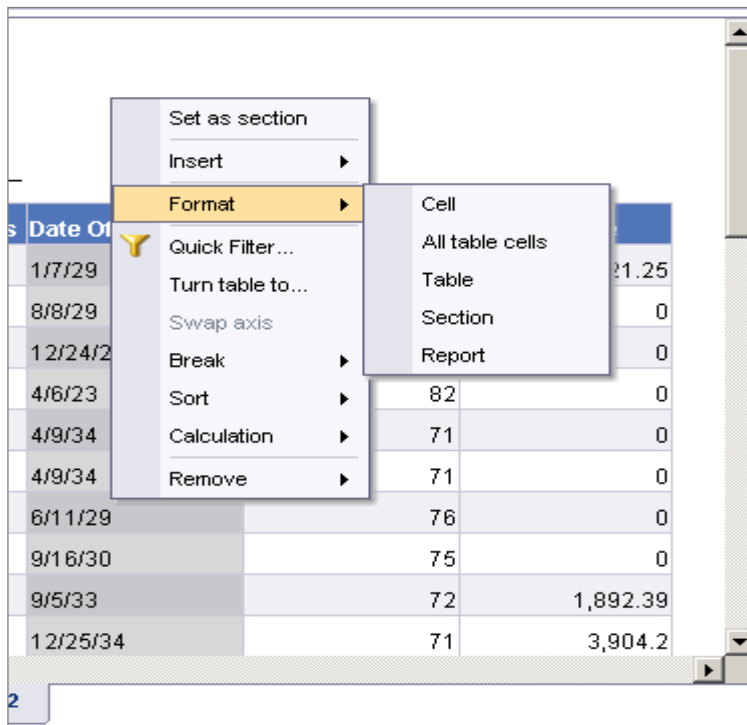
820001 - Demonstration P 1. User selected text

2. Formatting & Function toolbars are now

Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %	Beneficiary Relationship	
XXX-XX-0001	0000	Sample Beneficiary	XXX-XX-2307	Primary	0	Spouse	
XXX-XX-0001	2041	Sample Beneficiary	XXX-XX-8437	Primary	100	Spouse	12/
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-2581	Contingent	0	Son	12/

1. To format a column, click on any cell within the column (not the column title) to be modified. The cells will become gray.

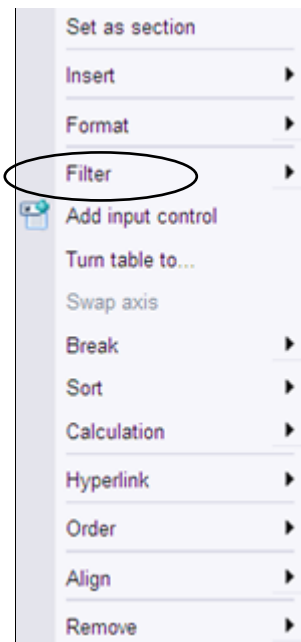
2. Right-click on any gray cell. Select **Format**, then **Cell**.



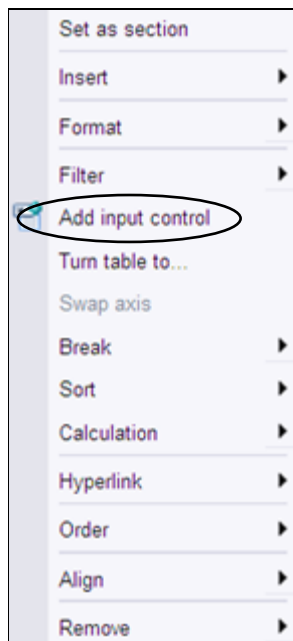
Adjust accordingly and click **Apply**, and then **OK**.

Filter

Refer to the separate [Filters](#) section in this manual.



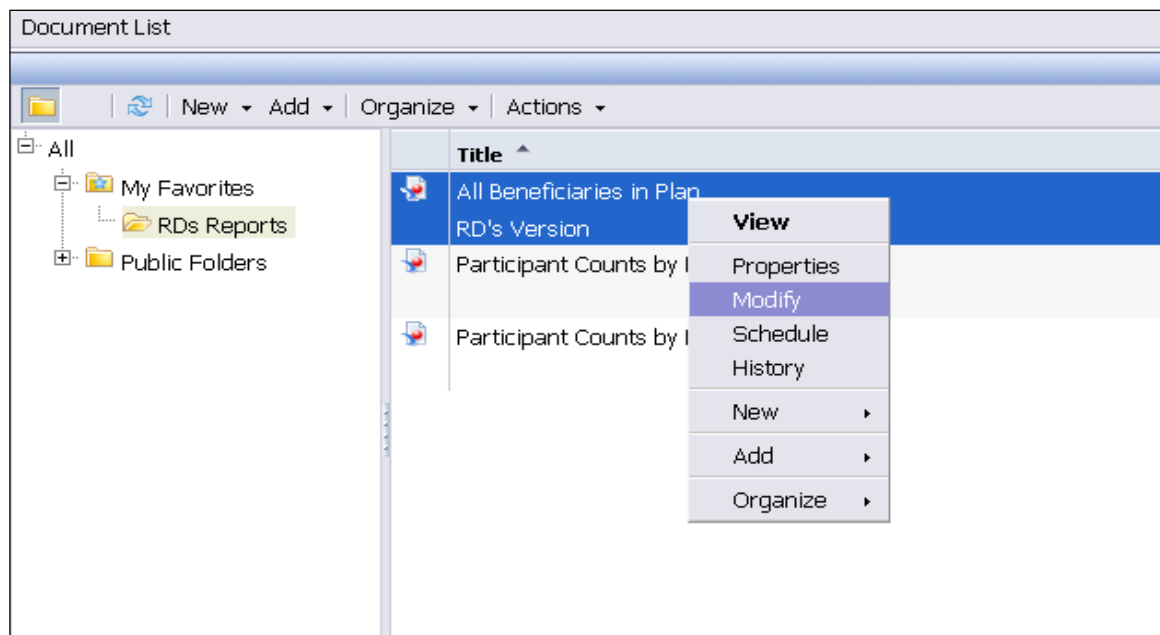
Add Input Control



Input controls allow report developers to quickly create guided navigation controls which provide a simple way to quickly navigate, filter, and otherwise personalize their views of report content. Generally, input controls are similar to filters but provide additional user control.

1. To add an input control to an existing report, open the query in edit mode. This may be done either by:

a) Right-clicking on the report title and selecting **Modify** in the report title pane, **or**



b) If the report is already open, by selecting the **Edit** button in the top right of the screen.

Document List

Web Intelligence - All Beneficiaries in Plan

Document • View • 100% • 1/1 • Edit • Refresh Data

All Beneficiaries On Plan

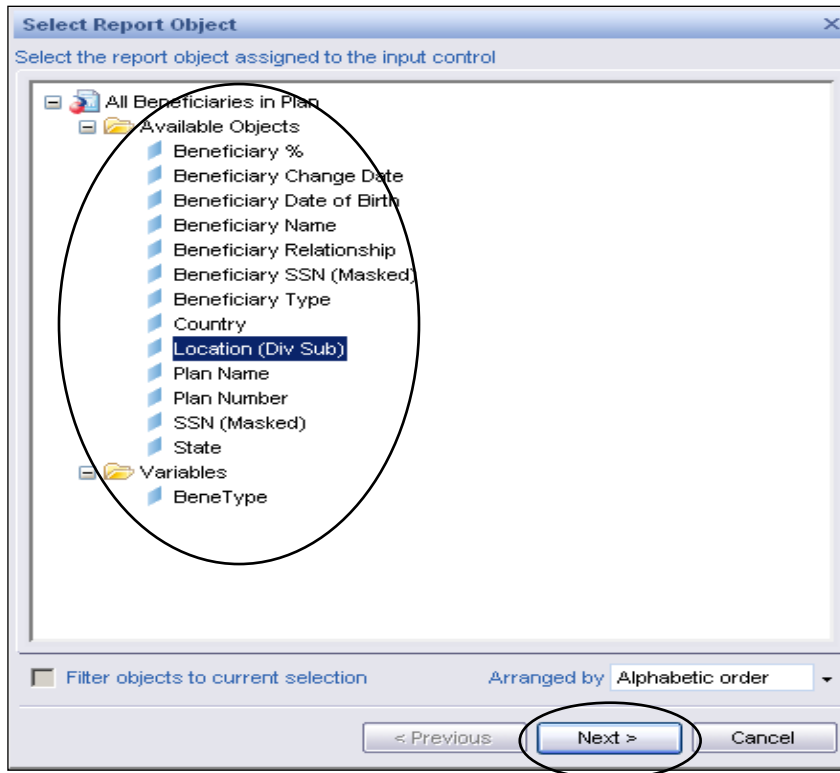
820001 - Demonstration Plan

Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %	Beneficiary Relationship	Beneficiary DOB	Beneficiary Change Date
XXX-XX-0001	2041	Sample Beneficiary	XXX-XX-8437	Primary	100	Spouse	12/04/1964	
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-4123	Primary	100	Spouse	05/13/1972	
XXX-XX-0002	0H01	Sample Beneficiary	XXX-XX-0000	Primary	100	Spouse	10/24/1955	

2. Once in Modify mode, right-click anywhere in the report results and select **Add Input Control**.

XXX-XX-0004	0000	XXX-XX-2046
XXX-XX-0005	0000	XXX-XX-0000
XXX-XX-0006	0D01	XXX-XX-4779
XXX-XX-0012	0H01	XXX-XX-2220
XXX-XX-0012	1031	XXX-XX-8242
XXX-XX-0014	0000	XXX-XX-0000
XXX-XX-0015	0D01	XXX-XX-6770
XXX-XX-0016	2061	XXX-XX-6571
XXX-XX-0016	2061	XXX-XX-7766
XXX-XX-0019	3081	XXX-XX-7112
XXX-XX-0021	3065	XXX-XX-0000
XXX-XX-0024	0H01	XXX-XX-2690
XXX-XX-0028	3066	XXX-XX-4500
XXX-XX-0029	2045	XXX-XX-0385
XXX-XX-0031	0H01	Sample Beneficiary

The Select Report Object dialogue box will open and you may select the report object on which you want to set an input control.



3. Select the Control Type and the Control Properties. Control types include:

Control Type	Directions for Use
Entry Field	Enter the object value.
Combo Box	Enter the object value or select from a list.
Radio Buttons	Select an object value from those displayed via a radio buttons.
List Box	Select the object value from a list.
Spinner	Set a minimum and maximum object value and use the spinner to select the increment you'd like displayed.
Sample Slider	Set a minimum and maximum object value and use the slider to select the increment you'd like displayed.
Check Box	Filter report results depending on the object value selected in the checkbox.
List Box (multiple values)	Select multiple object values from a list box.
Double Slider	Set a minimum and maximum for two object values and use the sliders to select the increment you'd like displayed.
Calendar	Select the date object value via a calendar.

Specific control types display according to the report type, meaning not all control types will be available for every report. On Demand Reporting is intuitive to determine logical options for display.

Choose Control Type

Select and define the control

Entry field Combo box Radio buttons List box Spinner

Simple slider

Input control properties

Control type: Combo box

Name: Location (Div Sub)

Description:

List of values: From report

< Previous Next > Cancel

Notice scroll bars.

- After selecting the control type, set the control properties. The bottom section of the screen will display the Input control properties. This section will contain the selected control type and the name of the data object that you selected.
- An **Operator** option should be selected from the drop-down list to determine how the data will be filtered in the report when the input control is utilized. Click **Next** to move to the next screen once the operator has been selected.

Input control properties

Control type: Combo box

Name: Location (Div Sub)

Description:

List of values: From report

Use restricted list of values ☐ Yes

Default values ...

Operator

< Previous **Next >** Cancel

6. The Assign Reports Elements screen will now display. You can assign specific elements in the report to the input control in this section if needed. Click **Finish** to establish the input control.

Assign Report Elements

Select report elements to assign them to the input control

- Participant Fund Balances
 - Report1
 - Page Header
 - Page Body
 - Section Plan Number
 - Crosstab: Block1

< Previous **Finish** Cancel

Example

1. A list box input control has been added for the Beneficiary Change Date object.

The screenshot shows the 'Choose Control Type' dialog box. The 'Single value' section is active, and the 'List box' control is selected and circled. The 'Input control properties' section is visible below, showing the following settings:

Property	Value
List of values	From report
Use restricted list of values	Yes
Default values	7/12/2006 12:00:00 AM
Operator	Equal to

At the bottom of the dialog are buttons for '< Previous', 'Next >', and 'Cancel'.

2. A radio button input control has been added for Beneficiary Relationship.

The screenshot shows the 'Choose Control Type' dialog box. The 'Single value' section is active, and the 'Radio buttons' control is selected and circled. The 'Input control properties' section is visible below, showing the following settings:

Property	Value
Control type	Radio buttons
Name	Beneficiary Relationship
Description	
List of values	From report

At the bottom of the dialog are buttons for '< Previous', 'Next >', and 'Cancel'.

Results

Document List

Web Intelligence - All Beneficiaries in Plan

Document - View - 100%

Input Controls - Report1

New Map Reset

Beneficiary Change Date

8/1/2006 12:00:00 AM
8/14/2006 12:00:00 AM
8/15/2006 12:00:00 AM
8/16/2006 12:00:00 AM
8/17/2006 12:00:00 AM
8/18/2006 12:00:00 AM
8/21/2006 12:00:00 AM
8/22/2006 12:00:00 AM
8/23/2006 12:00:00 AM
8/24/2006 12:00:00 AM
8/28/2006 12:00:00 AM
8/29/2006 12:00:00 AM
8/30/2006 12:00:00 AM
9/1/2006 12:00:00 AM
9/5/2006 12:00:00 AM

Beneficiary Relationship

☐ All values
☐ Aunt
☐ Charity
☐ Church
☒ Daughter

All Beneficiaries On Plan

820001 - Demonstration Plan

Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %	Beneficiary Relationship	Beneficiary DoB	Beneficiary Change Date
XXX-XX-6377	OH01	Sample Beneficiary	XXX-XX-0000	Primary	100	Daughter	11/15/2003	08/01/2006
XXX-XX-7440	OD01	Sample Beneficiary	XXX-XX-0000	Primary	100	Daughter	05/27/1988	08/01/2006
XXX-XX-7489	OH01	Sample Beneficiary	XXX-XX-0000	Primary	100	Daughter	04/09/1983	08/01/2006

820002 - Demonstration Plan

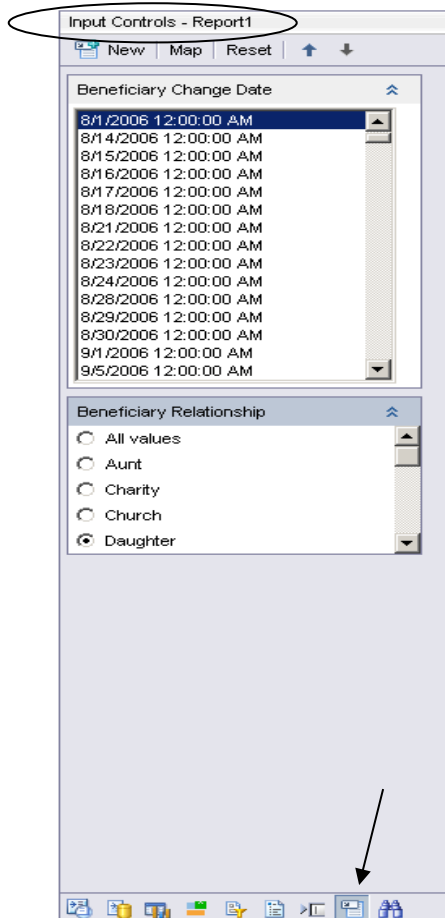
Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %	Beneficiary Relationship	Beneficiary DoB	Beneficiary Change Date
----------------	----------	------------------	-----------------	------------------	---------------	--------------------------	-----------------	-------------------------

820003 - Demonstration Plan

Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %	Beneficiary Relationship	Beneficiary DoB	Beneficiary Change Date
----------------	----------	------------------	-----------------	------------------	---------------	--------------------------	-----------------	-------------------------

820013 - Demonstration Plan

Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %	Beneficiary Relationship	Beneficiary DoB	Beneficiary Change Date
----------------	----------	------------------	-----------------	------------------	---------------	--------------------------	-----------------	-------------------------

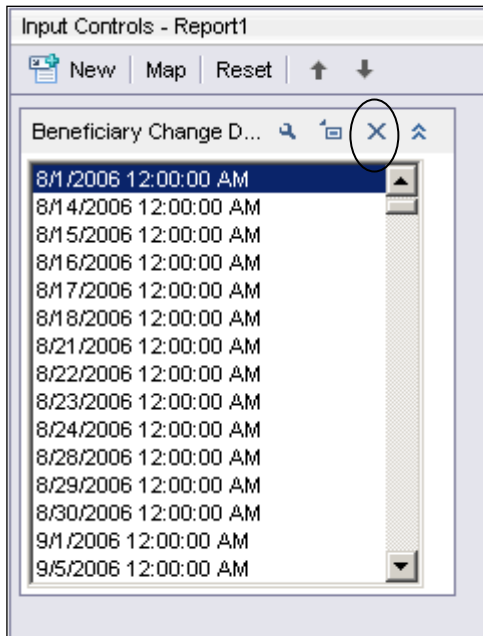


Once an Input Control has been added, it will appear in the Input Control window in the document properties pane.

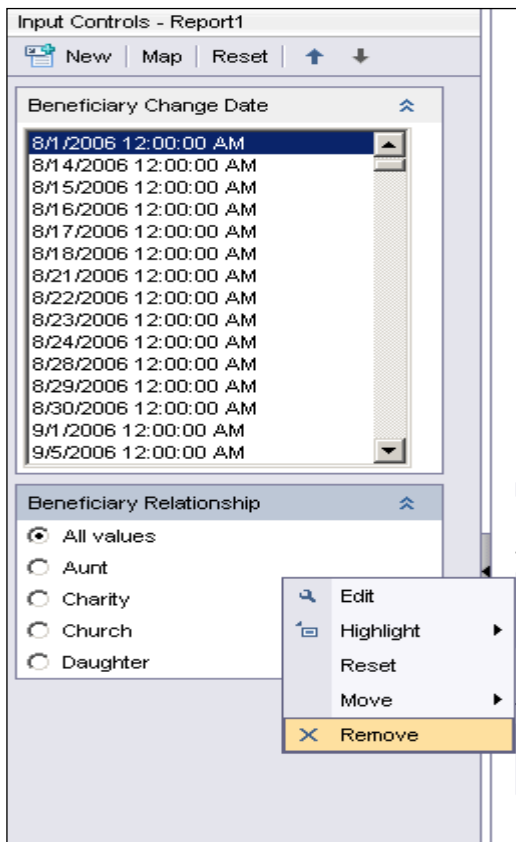
Displayed report results in the right panel will automatically filter according to your input control selection in the left panel.

Deleting an Input Control:

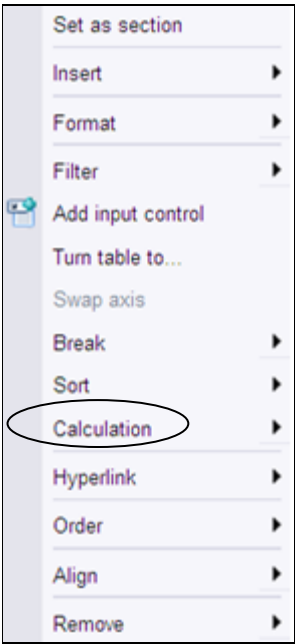
To delete an input control, either a) move your cursor to the right of the object name located in the Input Control window of the document properties pane. Click on the X to “remove” the input control.



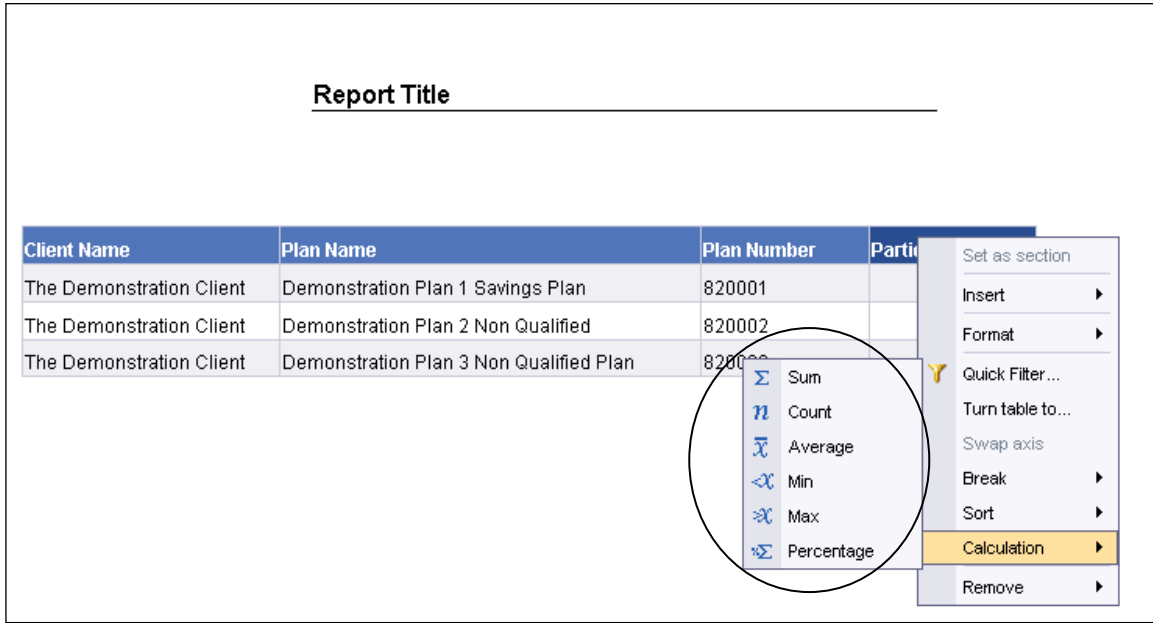
or, b) right-click anywhere on the input control and click on the X to “remove” the input control.



Calculation



To perform a calculation on a report result, such as count or sum, right-click on the column and select **Calculation**, then the calculation type.



To get the total sum of the Participant Count column, select **Sum**.

Report Title

Client Name	Plan Name	Plan Number	Participant Count
The Demonstration Client	Demonstration Plan 1 Savings Plan	820001	19,925
The Demonstration Client	Demonstration Plan 2 Non Qualified	820002	19
The Demonstration Client	Demonstration Plan 3 Non Qualified Plan	820003	48
Sum:			19,992

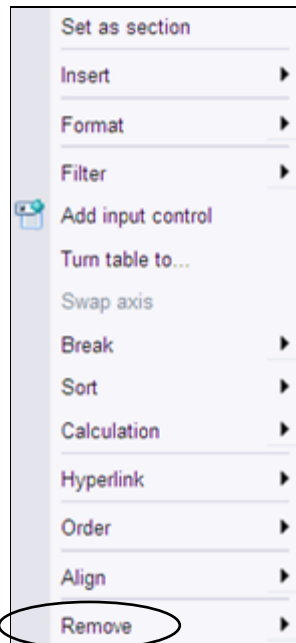
To count SSNs, highlight the column, right-click and select **Calculation**. Click **Count**.

The screenshot shows the VOYA Financial Web Intelligence interface. A table titled "All Beneficiaries in Plan" is displayed, showing columns for Participant, Beneficiary SSN, Beneficiary Type, and Beneficiary %. A context menu is open over the table, with the "Calculation" option highlighted. The "Count" option is also highlighted within the "Calculation" submenu.

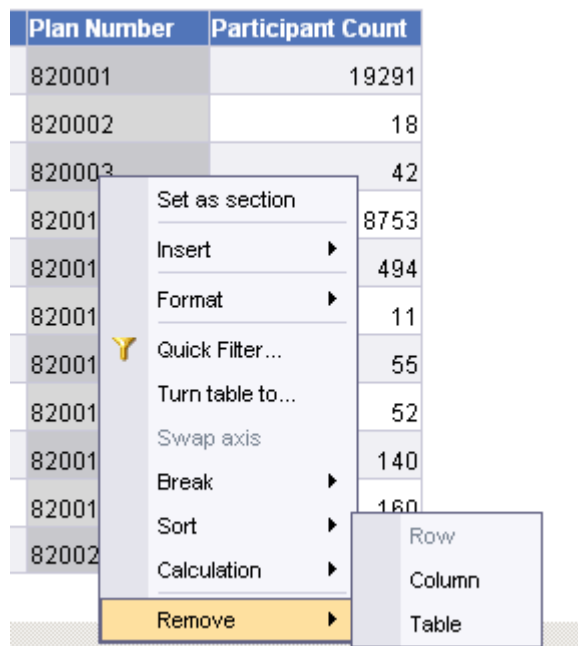
Participant	Beneficiary SSN	Beneficiary Type	Beneficiary %
XXX-XX-0001	XXX-XX-2307	Primary	0
XXX-XX-0001	XXX-XX-8437	Primary	100
XXX-XX-0001	XXX-XX-2581	Contingent	0
XXX-XX-0001	XXX-XX-4123	Primary	100
XXX-XX-0001	XXX-XX-6366	Contingent	0
XXX-XX-0001	XXX-XX-6424	Contingent	0
XXX-XX-0001	XXX-XX-7969	Contingent	0
XXX-XX-0002	XXX-XX-0000	Contingent	0
XXX-XX-0002	XXX-XX-0000	Contingent	0
XXX-XX-0002	XXX-XX-0000	Primary	100

Remove

In addition to the Undo icon located in the toolbar, right-click also includes a “remove” feature so you have the option of removing an object after it may have been saved.



To remove a column from a report, highlight the column, right-click and select **Remove**, then **Column**.



To add back an object that has been previously removed, drag the object over from available objects. Let go of the object within the report (not in the heading) in between columns.

The screenshot displays the On-Demand Reporting application window. The main report area shows a table with the following data:

Participant Id	Participant Status	Date Of Birth	Current Value
00000000	30	1/1/1980	6,121.25
00000000	04	8/1/1980	0
00000000	31	1/1/1981	0
00000000	31	4/1/1981	0
00000000	31	4/1/1981	0
00000000	00	4/1/1981	0
00000000	04	6/1/1981	0
00000000	31	9/1/1981	0
00000000	00	9/1/1981	1,892.39
00000000	32	1/1/1982	3,904.2
00000000	00	9/1/1982	776.07

The 'Available Objects' pane on the left lists the following items:

- Available Objects
 - Attained Age
 - Date Of Birth
 - Participant Id
 - Participant Last Name
 - Participant Status
 - Plan Id
- Current Value
- Variables
- Formulas

An arrow indicates the 'Attained Age' object being dragged from the 'Available Objects' pane into the 'Current Value' column of the report table.

Editing Queries & Adding Fields

Additional data objects can be added to an already created report by clicking **Edit Query** in the upper right corner of the report.

1. In Modify mode, select **Edit Query**.

Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %	Beneficiary
XXX-XX-0001	0000	Sample Beneficiary	XXX-XX-2307	Primary	0	Sp
XXX-XX-0001	2041	Sample Beneficiary	XXX-XX-8437	Primary	100	Sp
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-2581	Contingent	0	\$
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-4123	Primary	100	Sp
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-6386	Contingent	0	Dat
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-6424	Contingent	0	\$
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-7969	Contingent	0	\$
XXX-XX-0002	0H01	Sample Beneficiary	XXX-XX-0000	Contingent	0	Dat
XXX-XX-0002	0H01	Sample Beneficiary	XXX-XX-0000	Contingent	0	\$
XXX-XX-0002	0H01	Sample Beneficiary	XXX-XX-0000	Primary	100	Sp

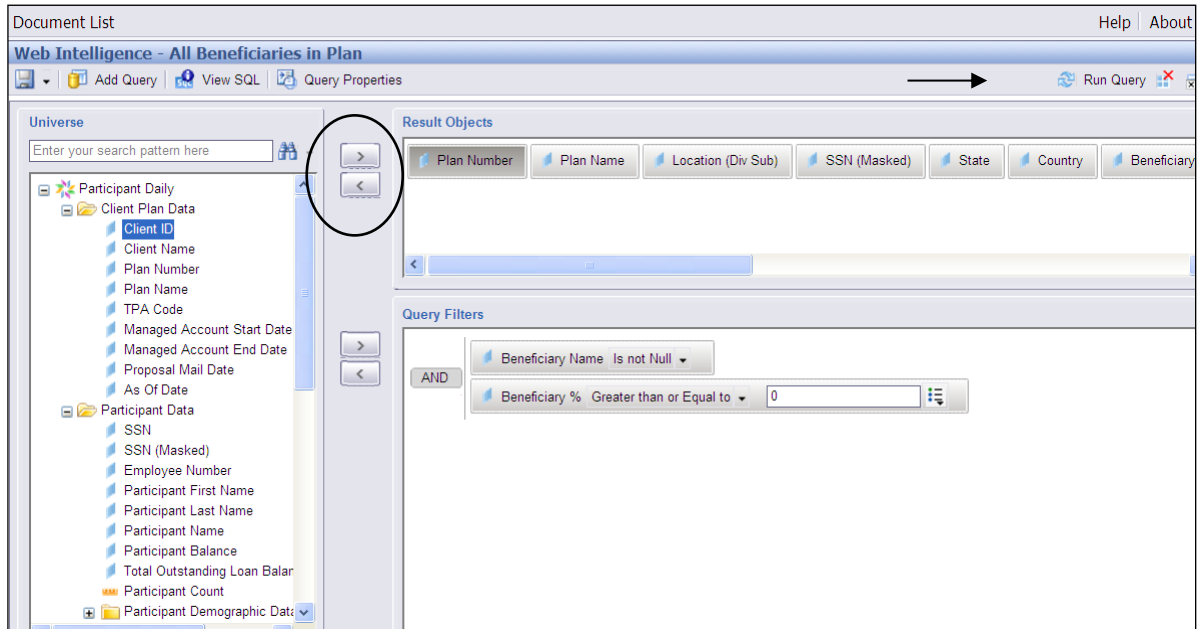
This will bring you to the Query screen where the template was originally built. The “Results Objects” section will contain the data objects that are already available in the template. The “Query Filters” section will contain any filters that have already been added to the template.

2. Expand the query universe to display the objects.

The screenshot shows the Query screen with the following sections:

- Universe:** A search bar and a list of objects. 'Participant Daily' is highlighted with a plus icon.
- Result Objects:** A list of objects including 'Plan Number', 'Plan Name', and 'Location'.
- Query Filters:** A list of filters including 'Beneficiary Name Is not Null' and 'Beneficiary % Greater than or Equal to'.

3. Add the new object to be included in the query (either as a result object or filter/prompt) by using the arrows or by double-clicking on the object, then select **Run Query**.

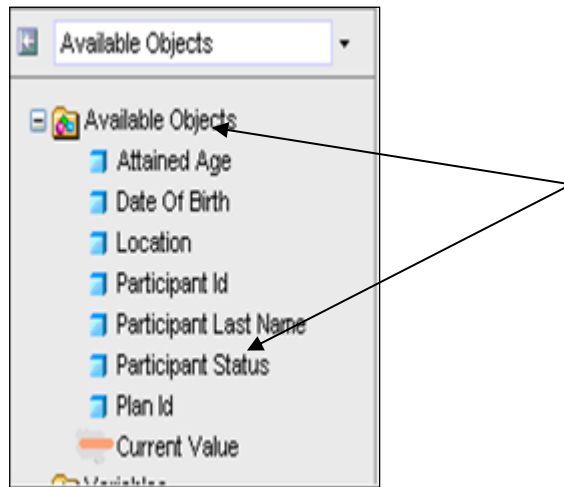


Alert: Notice that when you run the query, the plan number does not display in the report results.


4. After the report runs, insert the new object from **Available Objects** directly into the report. Drop the object between output cells (not column headers) when you see the vertical blue line.

Participant Id	Location	Participant Status	Date Of Birth	Attained Age	Current Value
001222053		30	1/7/1929	76	6,121.25
001281628		04	8/8/1929	76	0
002123766		31	12/24/1925	80	0
002145012		31	4/6/1923	82	0

- In order to have the newly added object display in the report results, select **Available Objects** from the left panel.



- All the objects available in the query will appear. Select the newly added object and drop it into the report output window. Use the blue rectangular bar to highlight where you want to display the new object.

Now the newly added object will appear in the report results. If it does not appear you may need to click the refresh data icon  Refresh Data at the top of the screen.

Tip – Want to Confirm the Data behind the Report Object?

With On Demand Reporting it's easy. Simply hold your cursor over the object in the left panel. A message box providing descriptive object information will display.

In the example below, the user has run a query from their personal folder, then placed the cursor on the available object "country."

Available Objects

Insert | Merge | Variable

- Available Objects
 - Beneficiary %
 - Beneficiary Change Date
 - Beneficiary Date of Birth
 - Beneficiary Name
 - Beneficiary Relationship
 - Beneficiary SSN (Masked)
 - Beneficiary Type
 - Country
 - Location (Dir Sub)
 - Plan
 - Plan
 - SSN (Masked)
 - State
- Variables
- Formulas
 - =[Plan Number] + " - " + [Plan Nar

All Beneficiaries O

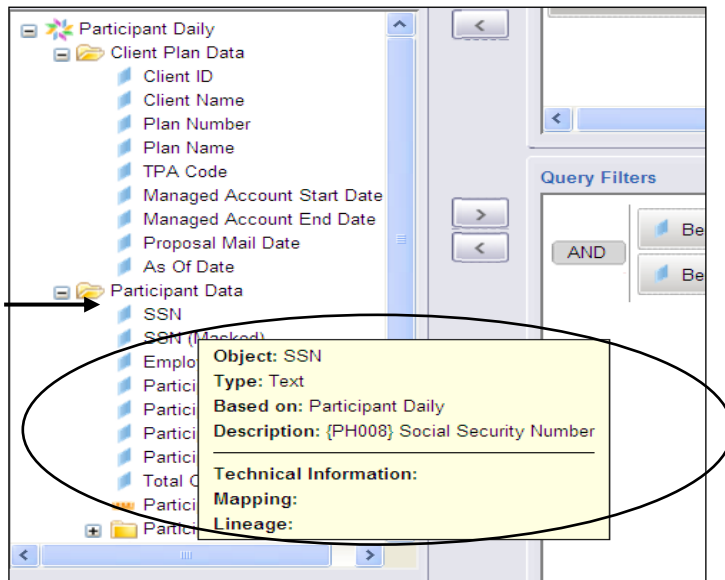
820001 - Demonstrat

Participant ID	Locat
XXX-XX-6377	0H0
XXX-XX-7440	0D0
XXX-XX-7489	0H0

820003 - Demonstrat


Participant ID	Locat

In the example below, the user has chosen to edit the query and has then placed the cursor on the object **SSN**.



Note: If you want to confirm the data behind objects in a Standard Report, simply copy and paste the report to a folder to which you have write access (My Favorites or Client folders within Public Folders). This will allow you to place the report in Modify mode, by clicking **Edit**, and display object descriptions by following the steps in the above examples, or by clicking the **Data Summary** icon.

Data Summary

 Print

Data source


Query 1

Universe: Participant Daily
Last execution time: 44 s.
Nb of rows: 88994


Objects

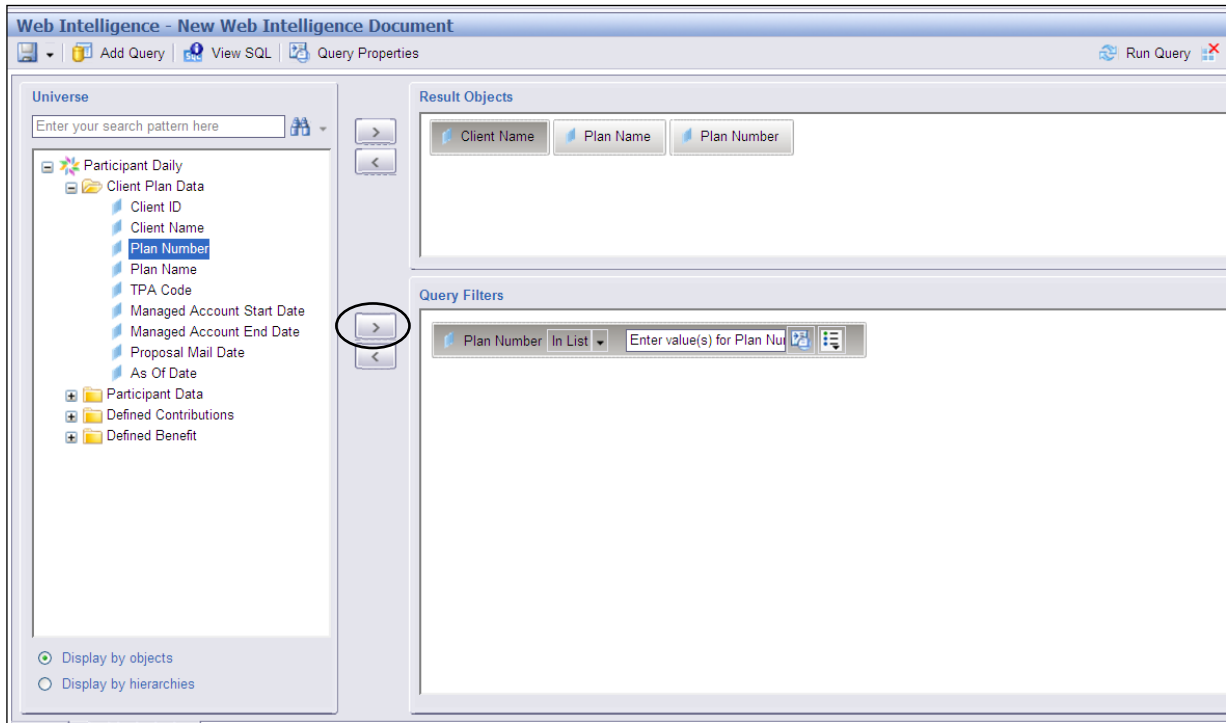
Query 1

- As Of Date Date Plan information was downloaded
- Location {PH244} Location - This field (Div Sub) contains the Division/Subsidiary (location) sent in by the client.
- Participant {PH912} Participant First Name Name
- Participant {PH914} Participant Last Name Name
- Participant Status {PH021} Omni Participant Status Code Code
- Participant Status {PH021} - Description 00,01Active; 02 Rehire; 03 Ineligible for Participation; 04 Eligible but not Participating; 05 Eligible for QVEC Contribs Only; 06 Break in S [more...](#)
- Plan Name {PL902 & PL906} - This field contains the first line of the plan name which is printed on selected reports. This field contains the second line of the plan name which is [more...](#)



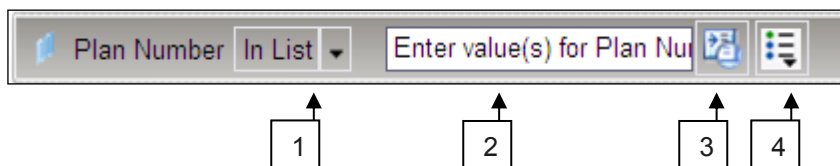
Filters

Filters are available by adding objects to the query filter window when developing or editing a query. To filter on a specific object, add the object to the Query Filters box, either by dragging and releasing or using the  box.

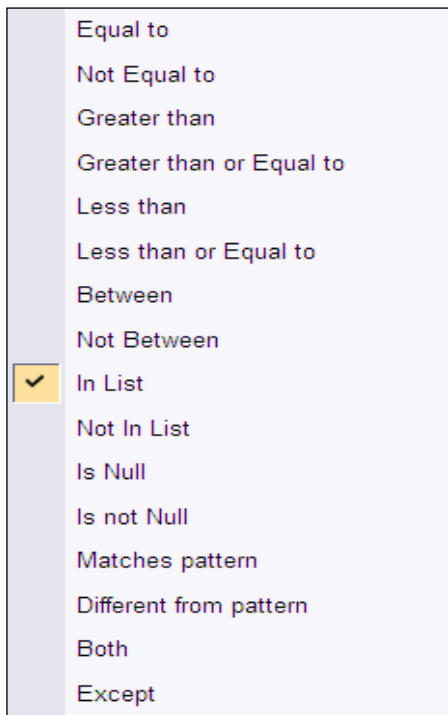


Basic Filter Steps

1. Select an operator from the drop-down list.
2. Provide a value if necessary.
3. Update Prompt properties if necessary.
4. Define a filter type.



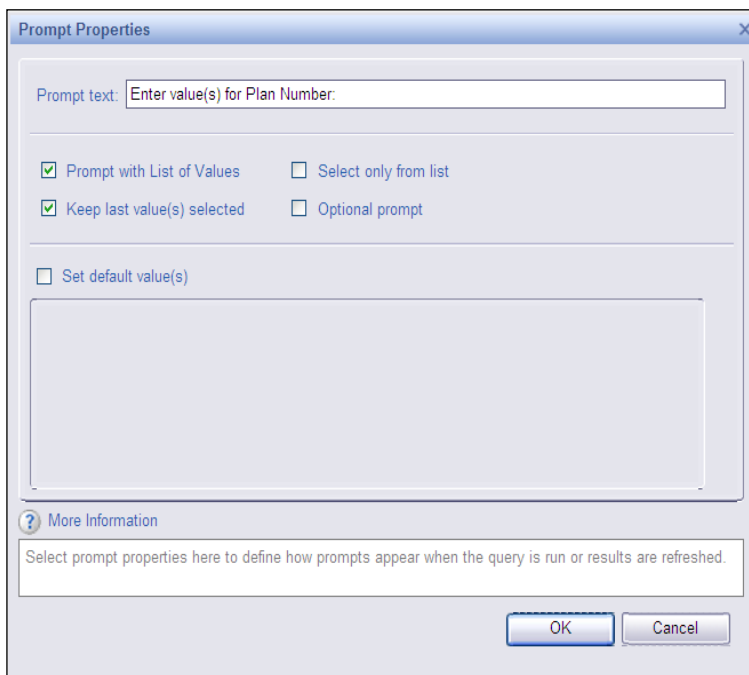
Available Operators:



A vertical list of operators for prompts. The 'In List' operator is highlighted with a yellow background and a checkmark icon to its left.

- Equal to
- Not Equal to
- Greater than
- Greater than or Equal to
- Less than
- Less than or Equal to
- Between
- Not Between
- ☒ In List
- Not In List
- Is Null
- Is not Null
- Matches pattern
- Different from pattern
- Both
- Except

Prompt Properties:




The 'Prompt Properties' dialog box is shown. It contains a 'Prompt text' field with the value 'Enter value(s) for Plan Number:'. Below this are four checkboxes: 'Prompt with List of Values' (checked), 'Select only from list' (unchecked), 'Keep last value(s) selected' (checked), and 'Optional prompt' (unchecked). There is also an unchecked checkbox for 'Set default value(s)' and a large empty text area below it. At the bottom, there is a 'More Information' section with a question mark icon and a text box containing the instruction: 'Select prompt properties here to define how prompts appear when the query is run or results are refreshed.' The dialog has 'OK' and 'Cancel' buttons at the bottom right.

Prompt text:

☒ Prompt with List of Values ☐ Select only from list
☒ Keep last value(s) selected ☐ Optional prompt

☐ Set default value(s)

 More Information

Select prompt properties here to define how prompts appear when the query is run or results are refreshed.

Filter Types:

Constant

Value(s) from list

☒ Prompt

Object from this query

Result from another query

Result from another query (Any)

Result from another query (All)

The filter will update and you can run the query.

Web Intelligence - All Beneficiaries in Plan

Universe

Enter your search pattern here

Participant Daily

Result Objects

Plan Number Plan Name Location (Div Sub) SSN (Masked) State Country Beneficiary Name

Query Filters

Beneficiary Name Is not Null

AND

Beneficiary % Greater than or Equal to 0

Run Query

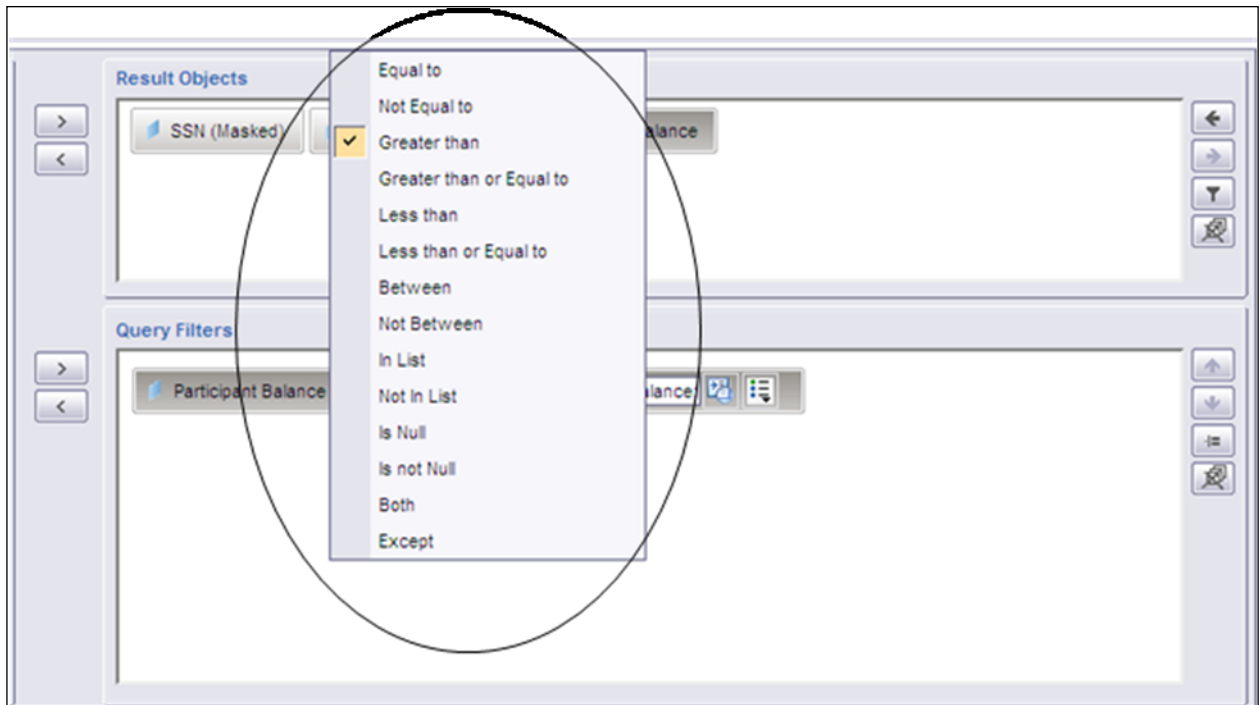
Display by objects

Report results have been filtered to include only records where Beneficiary Name is provided and the Beneficiary % is 0 or more.

All Beneficiaries On Plan					
820001 - Demonstration Plan					
Participant ID	Location	Beneficiary Name	Beneficiary SSN	Beneficiary Type	Beneficiary %
XXX-XX-0001	0000	Sample Beneficiary	XXX-XX-2307	Primary	0
XXX-XX-0001	2041	Sample Beneficiary	XXX-XX-8437	Primary	100
XXX-XX-0001	2056	Sample Beneficiary	XXX-XX-2581	Contingent	0

Detailed Filter Steps

To create the filter, choose an operator option from the drop down list. This will determine which items will be filtered into the report based on the object selected. For example, if “Greater than” is selected, the report will include only items that are greater than the value selected for the object.



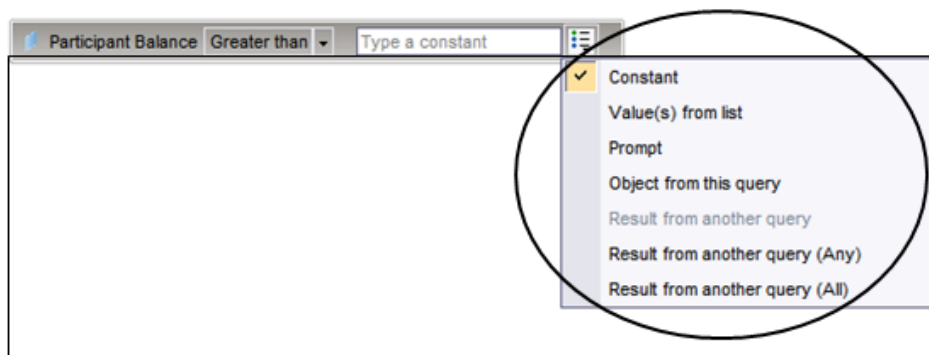
Next, you will need to define the filter type by clicking the far-right icon to open the dialogue box.

- If **Constant** is selected, you will need to input a constant value for the filter. This specific value will always be incorporated into the filter when the report is run.
- If **Prompt** is selected, the value for the filter is not pre-defined. When you attempt to run the report, you will be prompted first to provide the value for the filter.

For example, “Participant Balance” is the object selected for the filter and “Greater than” is the operator.

If **Constant** is selected, you will need to include the constant value for the filter.

If **Prompt** is selected, any individual running the report in the future will be asked to provide the value for the participant balance each time the report is run. Only balances greater than the value chosen will appear in the report.



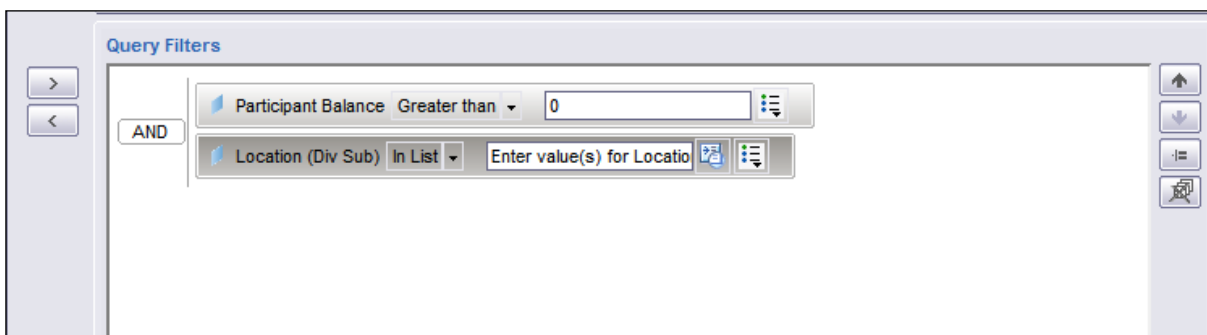
If **Constant** is selected, you will need to input the permanent value for the filter in the **Type a constant** field.



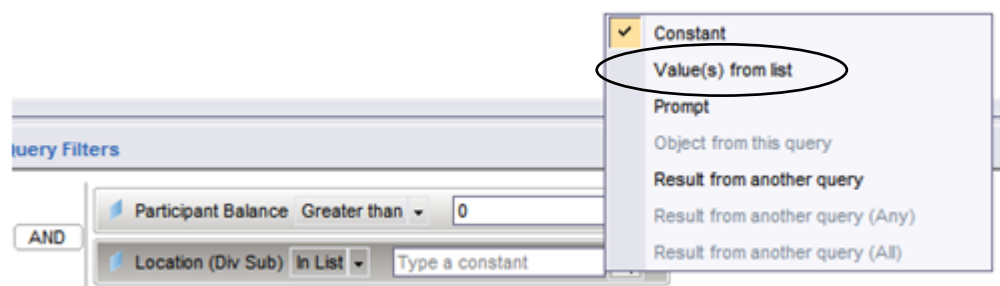
In the example below, the user selected “0” for the constant value. This will establish a permanent filter that will only incorporate participant balances that are greater than “0” into the report when it is run in the future.



Additional filters can be added simply by moving additional data objects into the “Query Filters” section. In the example below, “Location (Div/Sub)” has been added to the section and will be used to create an additional filter.



Another option from the “filter type” dialogue box is **Value(s) from list**.



If this option is selected, you will be presented with another dialogue box that contains all of the current values for the data object. You will need to select one of the values and move it into the field on the right by double clicking or using the “>” button.

List of Values

Type values here

Refresh Values

Location (Div Sub)

1026
0190
3081
2051
3065
6600
3071

March 14, 2012 1:52:25 PM GMT-04:00

Enter your search pattern here

Location (Div Sub) Equal to

More Information

Select or enter the the values that you want to show on the selected table or cell.

OK Cancel

In the example below, “1026” was moved into the field on the right. The user could then select **OK** to establish a constant filter which would only include entries that have a Location (Div/Sub) equal to 1026 when the report is run.

List of Values

Refresh Values

Location (Div Sub)

1026
0190
3081
2051
3065
6600
3071

March 14, 2012 1:52:25 PM GMT-04:00

Enter your search pattern here

Location (Div Sub) Equal to


1026

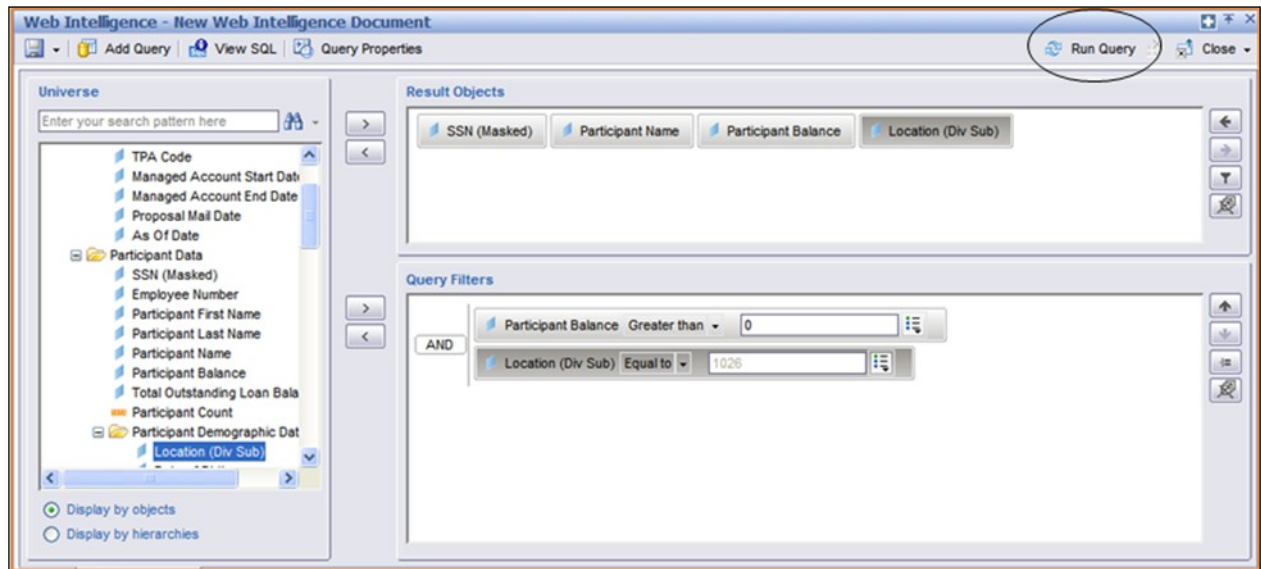
More Information

Select or enter the the values that you want to show on the selected table or cell.

OK Cancel

Once the result objects have been added and the filters have been created if necessary, select **Run Query** to generate the report.

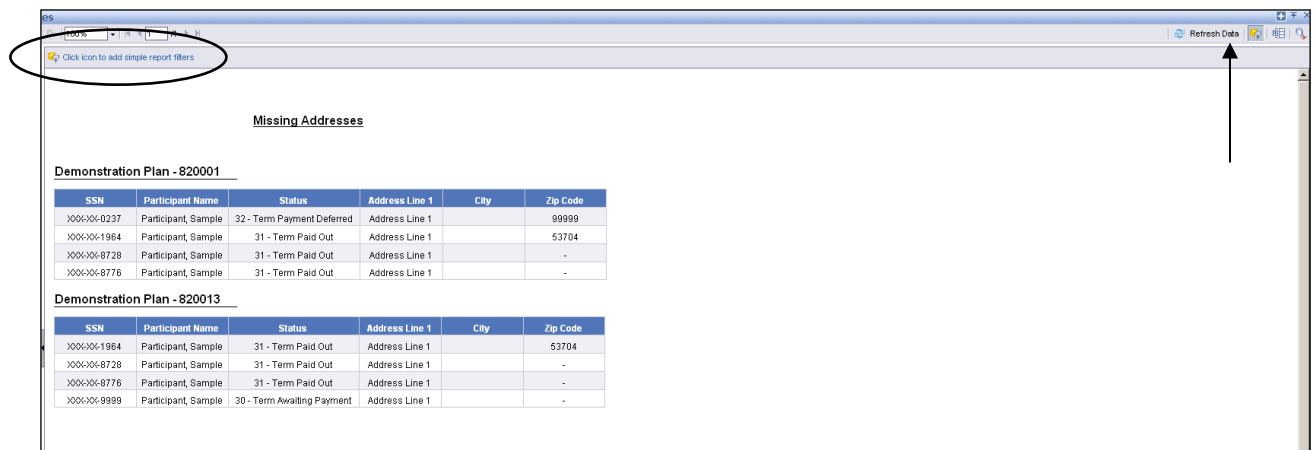
 **Note:** Queries will time out after running for 10 minutes. Filters can be added to specify the data and cut down on the run time if necessary.



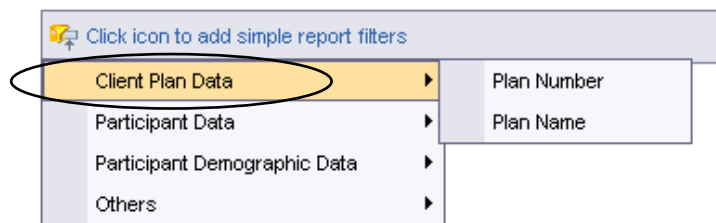
Quick Filters

Quick filters are available if you simply want to filter your report output rather than build a filter into a query design. Quick filters may be utilized in any report.

1. Click on the **Show/Hide Report Filter** icon to open the **Filter** toolbar.



A list of data types available for filtering will open.



- Select your data type from the list to utilize as a filter. Once an object is selected as a filter, the data will automatically be resorted based on the object. In the below example, the report results were filtered on a specific SSN.

XXX-XX-8728

Missing Addresses

Demonstration Plan - 820001

SSN	Participant Name	Status	Address Line 1	City	Zip Code
XXX-XX-8728	Participant, Sample	31 - Term Paid Out	Address Line 1		-

Demonstration Plan - 820013

SSN	Participant Name	Status	Address Line 1	City	Zip Code
XXX-XX-8728	Participant, Sample	31 - Term Paid Out	Address Line 1		-

- To remove the quick filter, click **Remove** from the filter drop-down. Report results will refresh to their original view.

XXX-XX-8728

SSN (Masked) (All values)

XXX-XX-0237

XXX-XX-1964

XXX-XX-8728

XXX-XX-8776

XXX-XX-9999

(Remove)

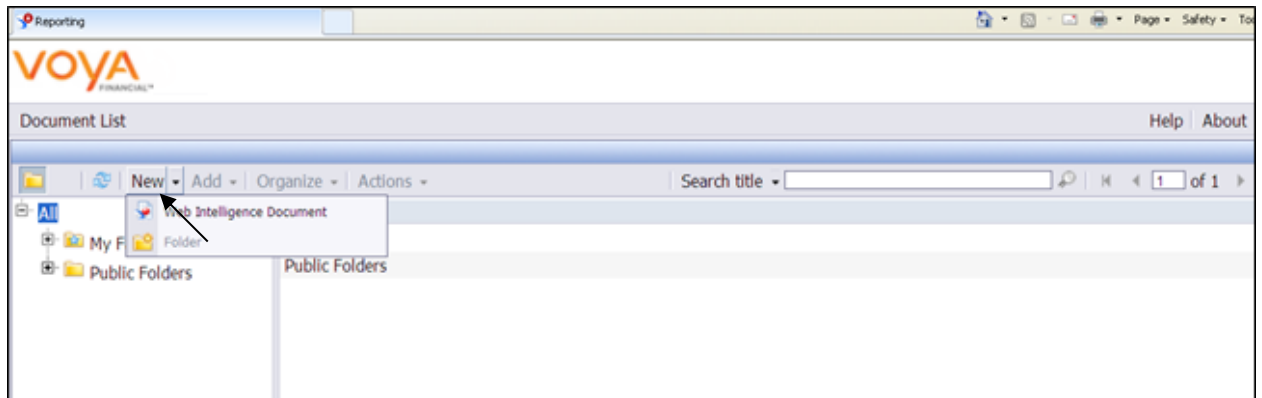
Custom Reports

Creating a Custom Report

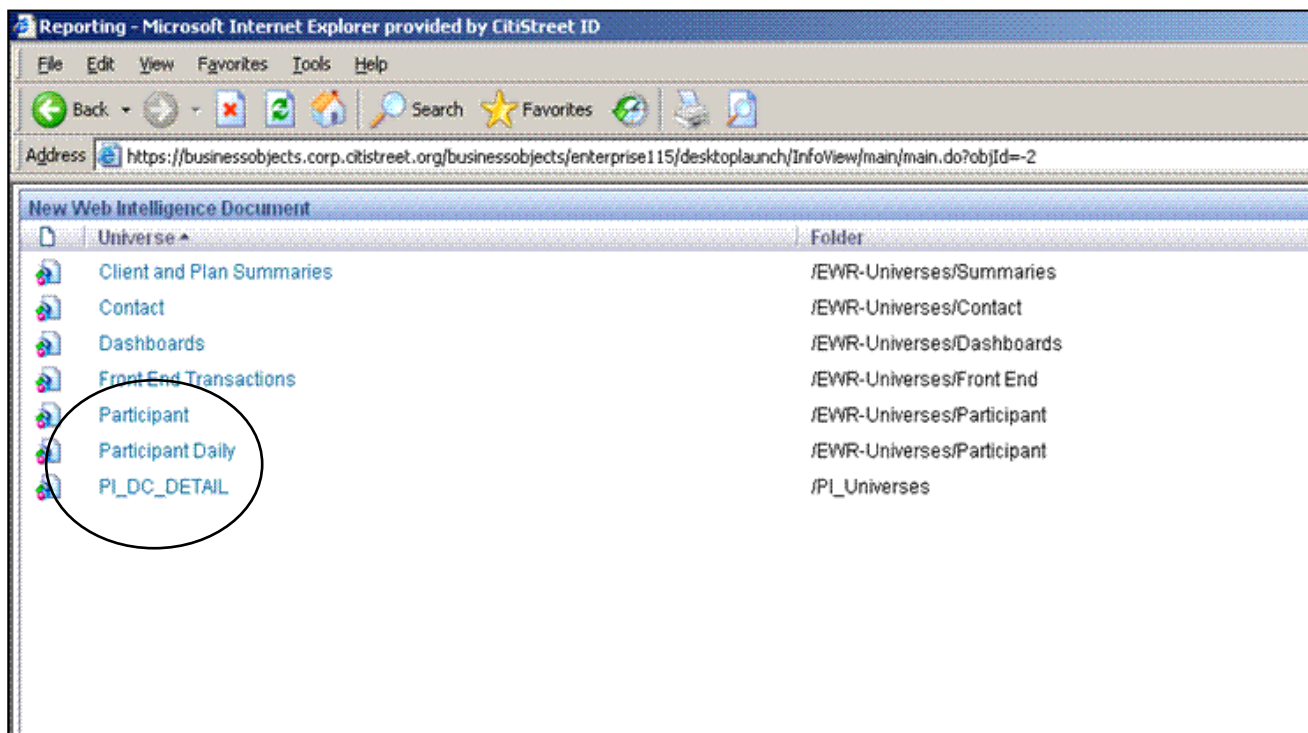
Need more data? On Demand Reporting allows both internal and external users the ability to create their own reports. Here's how...

Select your "Universe"

1. From the document list, go to **New** and select **Web Intelligence Document**.



2. Determine which Universe you want to create report from.



Custom Reports & Universes

The “Universes” made available to an On Demand Reporting user is dependent on specific business needs and application design. Some universes listed here may only be available to our internal Central Reporting Team (CRT) for the purpose of creating standard reports.

Before creating a custom report, you will need to be familiar with the existing universe structure. A Universe is made up of tables of data that are linked together logically and compatibly. The data from reports is pulled from a universe.

Participant Universe

Used to develop queries on Participant level data as of prior month end.

Transaction history (Accruals, Contributions, Disbursements, etc.) – 4 Months of data

- Fund and Source level data (Current Value, Earnings, Shares, etc.) – downloaded monthly
- Demographic information (Address, Status, Age, etc.) – downloaded monthly
- Elections, Loans, STD – downloaded monthly
- Additionally some Client, Plan, & Fund data – downloaded monthly



Note: monthly data is made available on the 5th day of each month.

Participant Daily Universe

Used to develop queries on daily Participant level data. Information is as of previous day.

- Demographic information (Address, Status, Age, etc.) – downloaded daily
- Participant Election Data – downloaded daily
- Participant Beneficiary Data – downloaded daily

If you manage **Defined Contribution plans**, the following are available for reporting:

- Participant Source Balance/Contribution Data – downloaded daily
- Participant Fund Balance – downloaded daily
- Participant Loan Information – downloaded daily

If you manage **Defined Benefit plans**, the following are available for reporting:

- Participant Attributes – downloaded daily
- Participant Balances – downloaded daily
- Participant Services – downloaded daily
- Participant Salary – downloaded daily
- Participant Employment – downloaded daily
- Participant Compensations – downloaded Weekly
- Participant Calculation Results – downloaded daily
- Participant Entitlements – downloaded daily
- Participant Prior Benefits – downloaded daily

Contact Universe

Used to develop queries on client-level trending data.

- CMS Summary date (Call Stats: Abandoned Calls, Average Speed, etc.) – monthly (25 months), daily (25 months), and half-hour intervals (4 months)
- Contact Stats (Advice Calls Abandoned, IVR Calls Answered, PSR Call Offered, etc.) – 25 months of data
- monthly Web Page Visits overall, by hour, by day, & by browser – 25 months of data
- SSO Stats (PIN Changes, Users Paper Delivery Elected, etc.) – 25 months of data

Client and Plan Summaries Universe (Historical)

Used to develop queries on Client & Plan level trending data.

- Participant Status Trending (Active Contributing Count, Participants with a balance – Total Balance, Terminated with a balance Count, etc.) – 25 months of data.
- Record Keeping System Transaction Trending (Total Enrolled, Count of Loan Issues, etc.) – 25 months of data.
- OLTP Transaction Trending (IVR Loan Issues Count, PSR Document Requested Count, Web Dividend Election Change Count, etc.) – 25 months of data.
- Funds History (Contributions, Loan Issues, etc...)



Note: Data is calculated since plan inception – 25 months of data.

Front-End Transactions Universe (Historical)

Used to develop queries on Front-End/OLTP transactions – 25 months of data.

Dashboard Universe

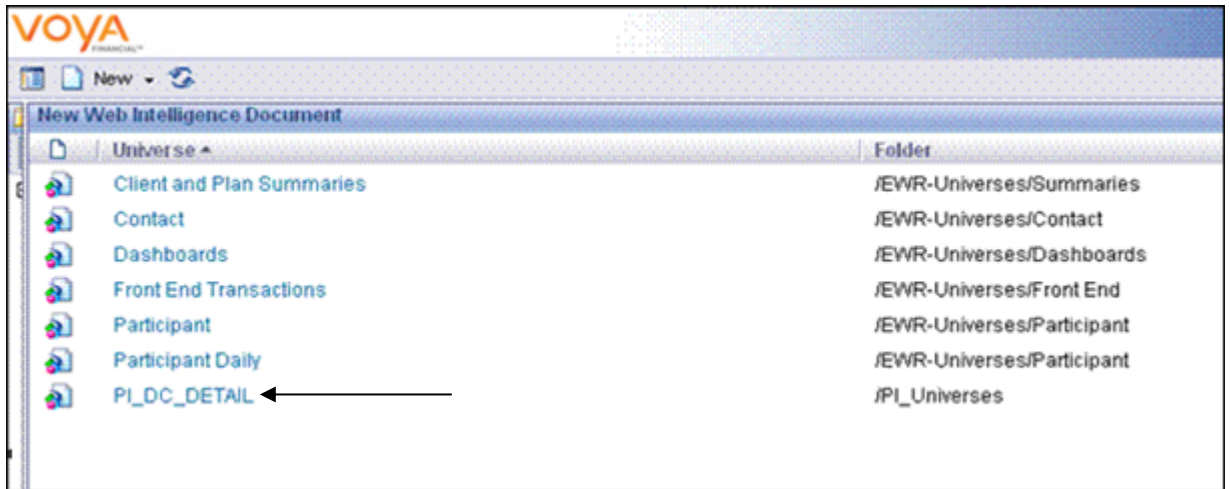
This universe includes objects used to create the dashboard report. You can choose objects from this universe, however, these objects are available in the other universes as well.


PI_DC_Detail Universe

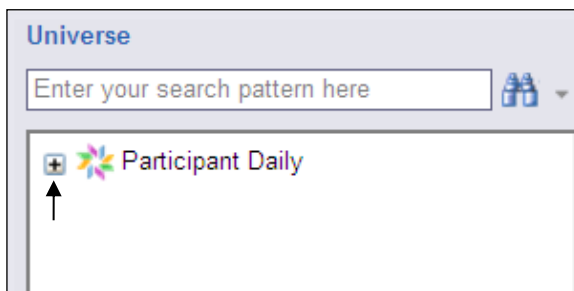
Primarily used by the Central Reporting Team in developing custom Power Image reports. Managers must have permissions set to access this universe.

Create your Custom Report

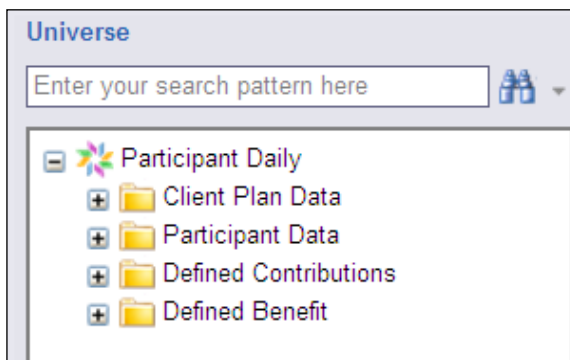
1. Click on the universe title.



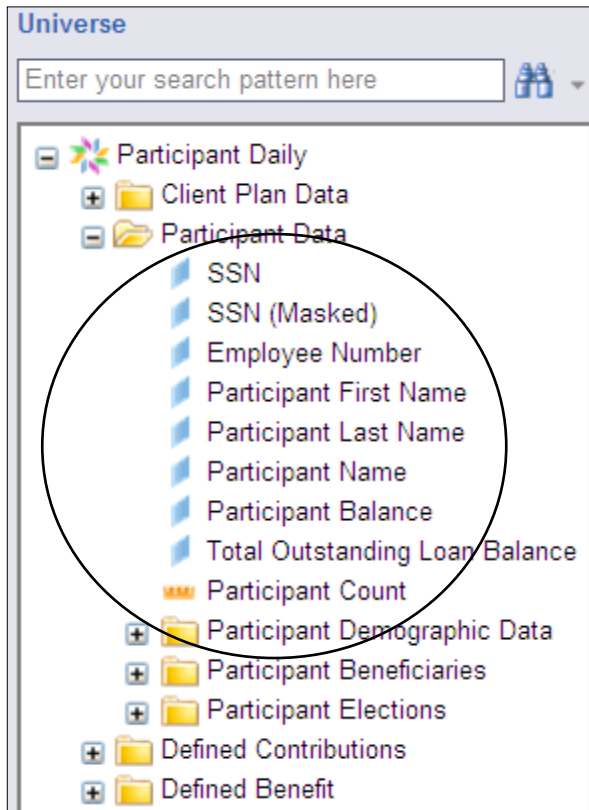
2. Available objects are listed in the left panel. Click on the  to expand the universe and access available objects.




3. Folders containing objects will appear. There are multiple folders organized by object type.




4. Click on the  to expand the folder and view objects.

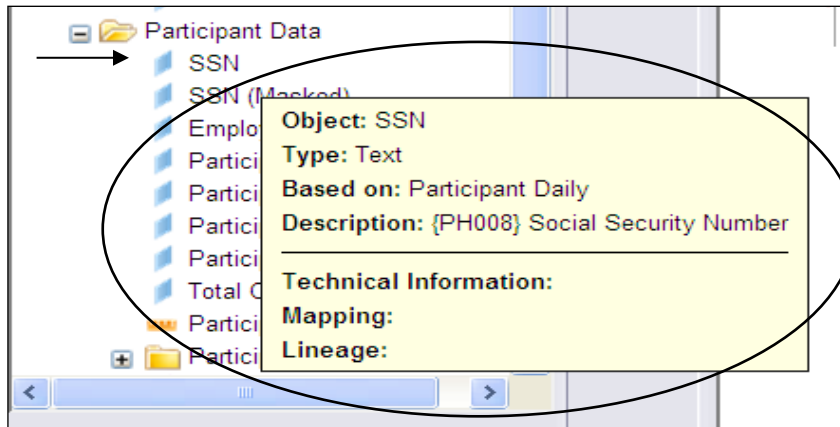


5. Include the objects that you want in your report by either
- Highlighting the object and clicking on the  box,
 - Double clicking the object,
 - Or dragging and dropping the object over to the result objects window.



When objects are added to a new report, they will automatically create columns in the report based on the order they are added to "Result Objects."

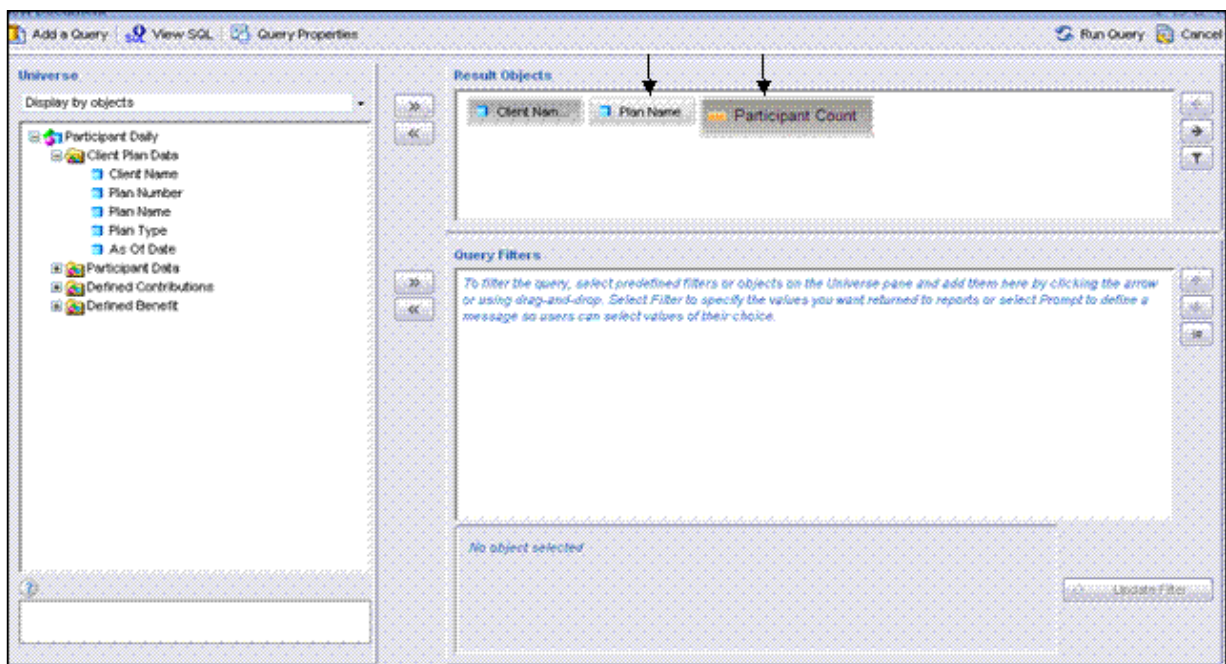
Remove objects by clicking on the  box or dragging and dropping.

 **Tip:** Not exactly sure of the data behind an object? No worries, simply hold your cursor over an object in the left panel. A message box containing descriptive information will display.

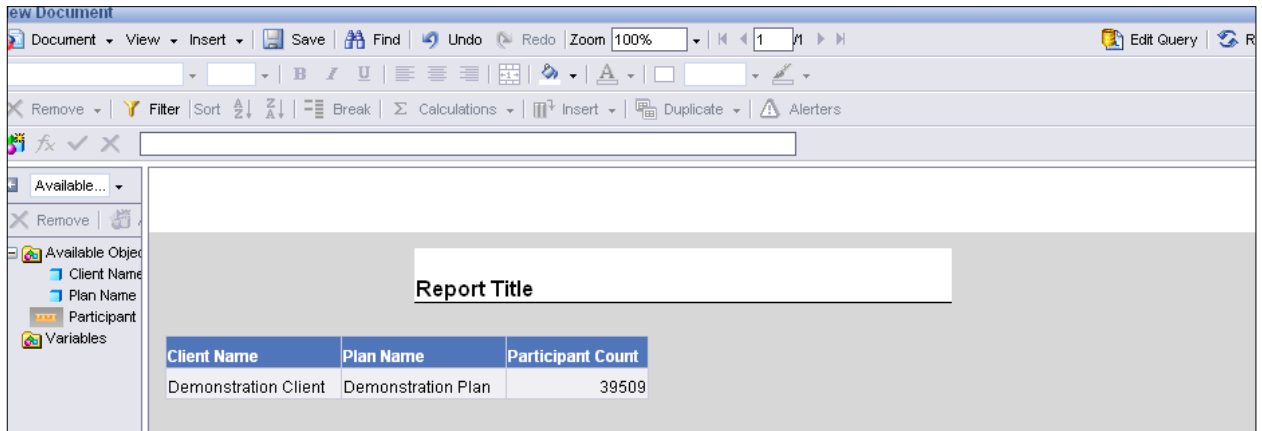


Object Symbols

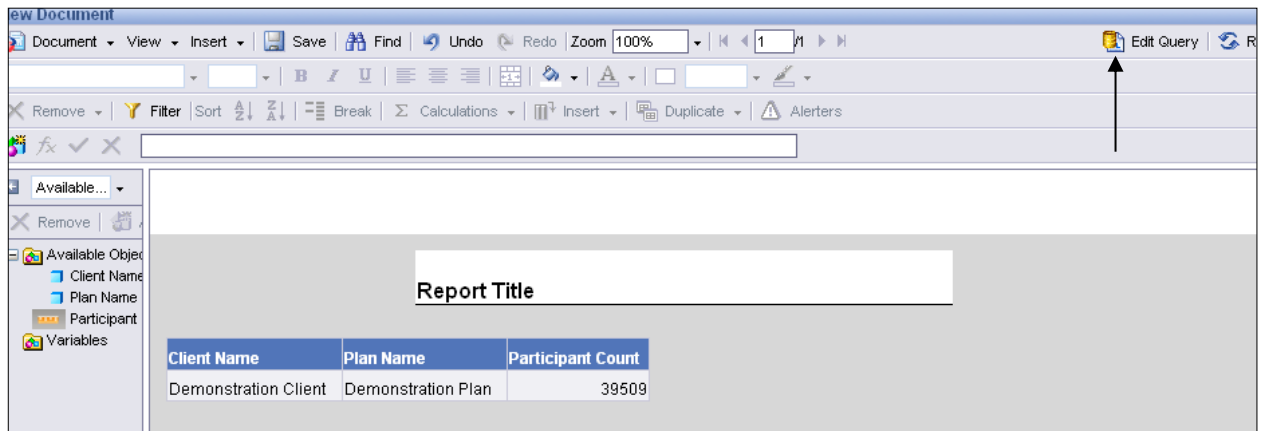
The dimension symbol  indicates an actual field. The measure symbol  indicates numerical data that is the result of calculations dependent on the other fields that exist in the report.



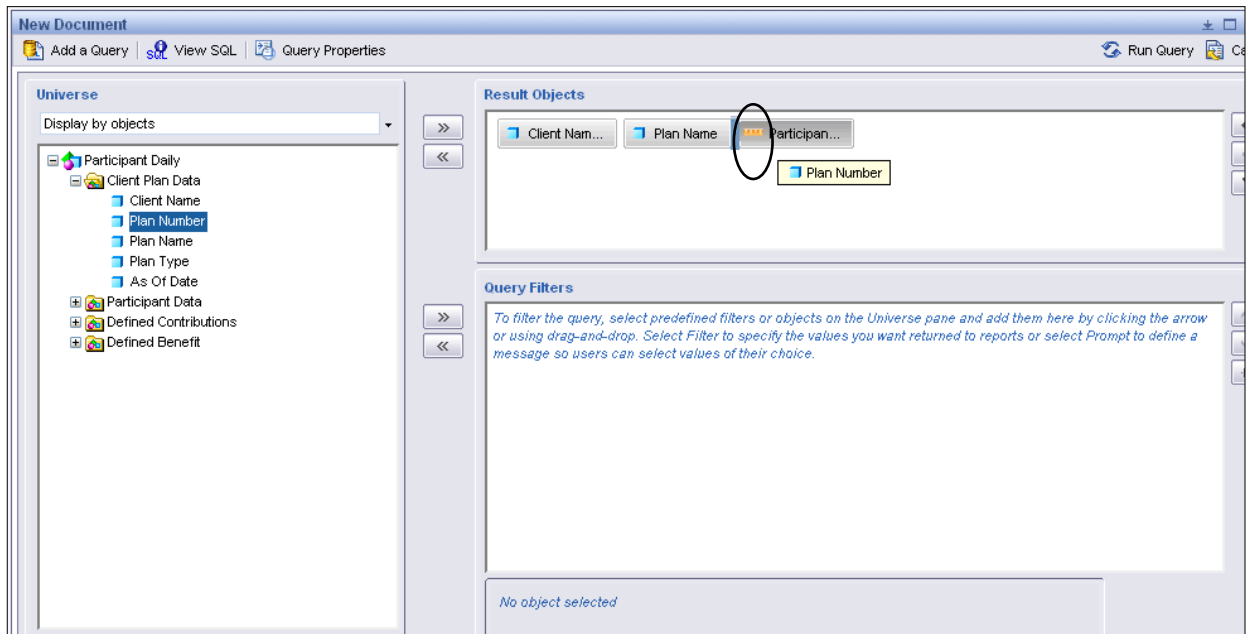
In the results shown below, participant count is dependent on the other objects that were included in the query, in this case client name and plan name.



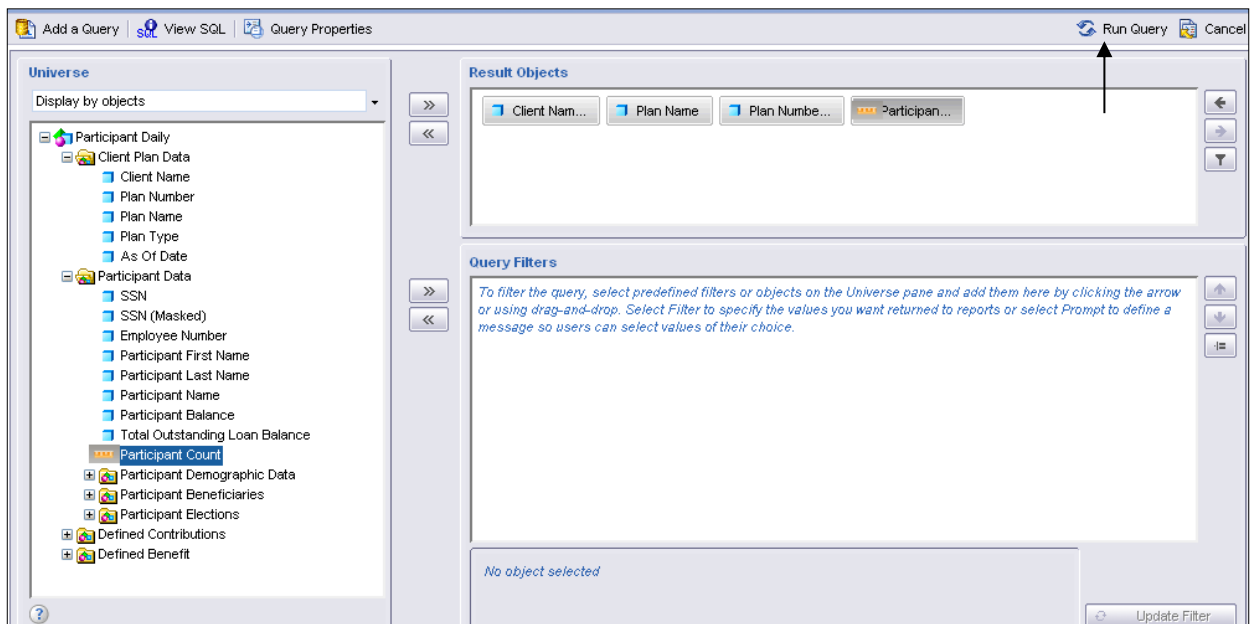
1. The output at Participant Count changes when the query is edited to add Plan Number. To edit the query click on the **Edit Query** button



2. Add the plan number and run the query. A vertical blue bar will highlight where the field will be added. In the illustration that follows, the blue rectangular bar indicates that plan number will be placed between plan name and participant count.



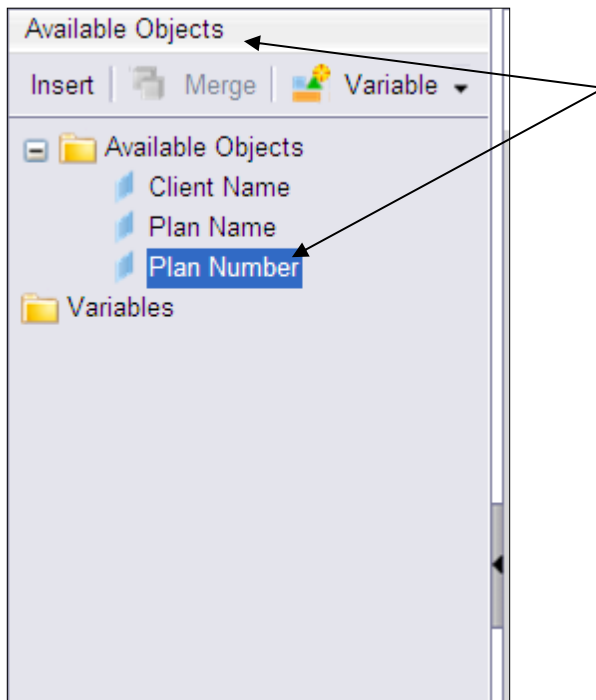
3. Run the query.



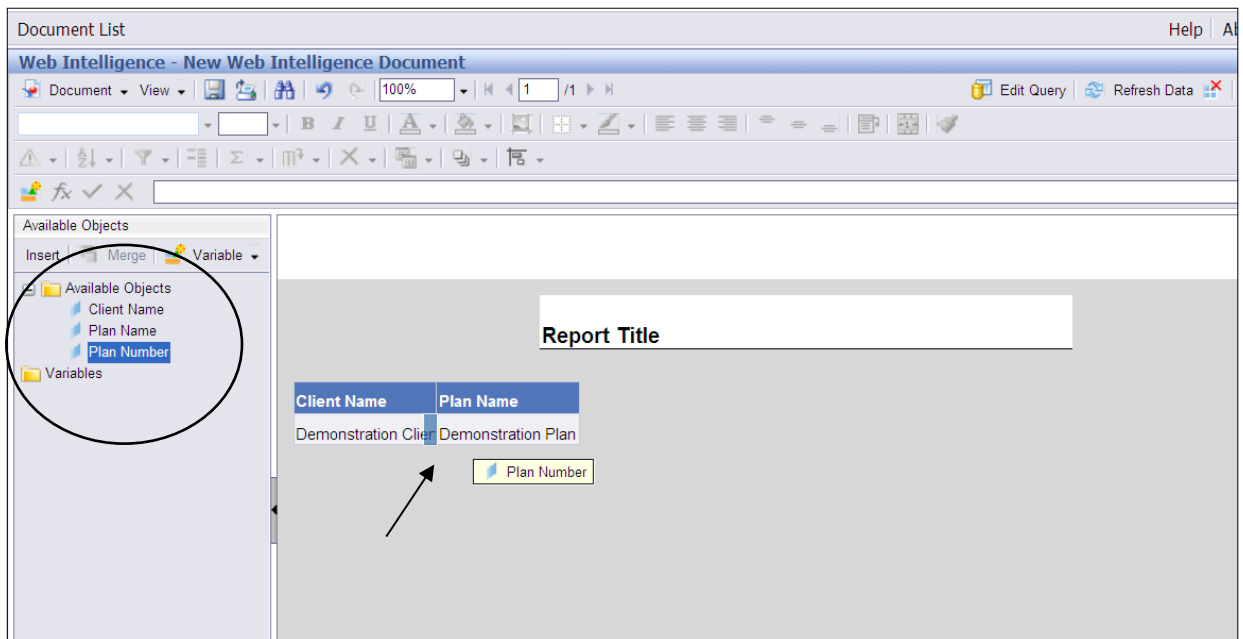
Query results:


Report Title		
Client Name	Plan Name	Participant Count
Demonstration Client	Demonstration Plan	39509

4. Recall - In order to have the newly added object display in the report results, select **Available Objects** from the left panel.



5. All the objects available in the query will appear. Select the plan number and drop it into the report output window. Use the blue rectangular bar to highlight where you want to display the new object.



Now the newly added field will appear. If it does not appear you may need to click the refresh data icon  Refresh Data at the top of the screen.

Report results:

The screenshot shows a report viewer interface. On the left is a sidebar with 'Available Objects' including Client Name, Plan Name, Plan Number, Participant Count, and Variables. The main area displays a table with the following data:

Client Name	Plan Name	Plan Number	Participant Count
Demonstration Client	Demonstration Plan	820001	19291
Demonstration Client	Demonstration Plan	820002	18
Demonstration Client	Demonstration Plan	820003	42
Demonstration Client	Demonstration Plan	820013	18753
Demonstration Client	Demonstration Plan	820014	494
Demonstration Client	Demonstration Plan	820015	11
Demonstration Client	Demonstration Plan	820016	55
Demonstration Client	Demonstration Plan	820017	52
Demonstration Client	Demonstration Plan	820018	140
Demonstration Client	Demonstration Plan	820019	160
Demonstration Client	Demonstration Plan	820020	493

Report Title _____

Notice how the participant count changed now that plan number was added to the query/report.

Creating Charts

Creating a Chart from a Report

Report data can be set to display as a chart or graph when the document is in Edit mode.

1. Create the report and run a query.

Document List

Web Intelligence - Participant Counts by Plan

Document View 100% 1 / 1

Available Objects

Insert Merge Variable

Available Objects

Plan Number

Participant Count

Variables

of Participants per Plan

Plan Number	Participant Count
820001	19291
820002	18
820003	42
820013	18753
820014	494
820015	11
820016	55
820017	52
820018	140
820019	160
820020	493

2. Select the Chart and Table Types icon  from the left panel.

Web Intelligence - Participant Counts by Plan

Document View 100% 1 / 1

Chart and Table Types

Insert

These elements are available to drop into your report

Report Elements to Drag and Drop

Table Elements

- Horizontal Table
- Vertical Table
- Crosstab
- Form

Chart Elements

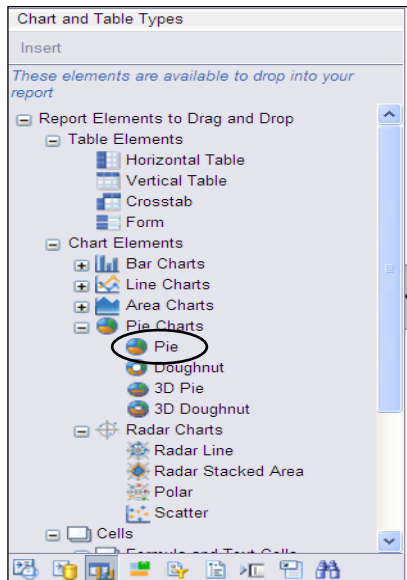
- Bar Charts
- Line Charts
- Area Charts
- Pie Charts
 - Pie
 - Doughnut
 - 3D Pie
 - 3D Doughnut
- Radar Charts
 - Radar Line
 - Radar Stacked Area
 - Polar
 - Scatter

of Participants per Plan

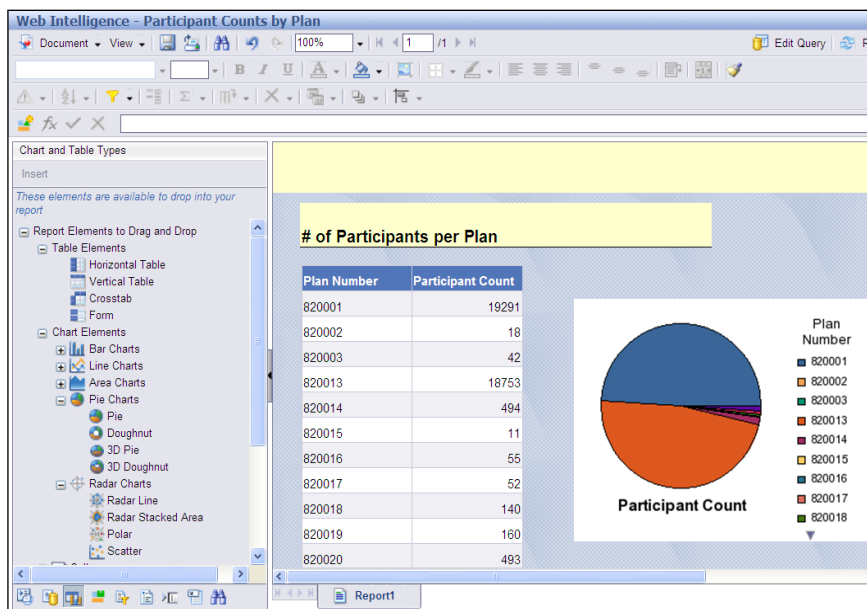
Plan Number	Participant Count
820001	19291
820002	18
820003	42
820013	18753
820014	494
820015	11
820016	55
820017	52
820018	140
820019	160
820020	493

Report1

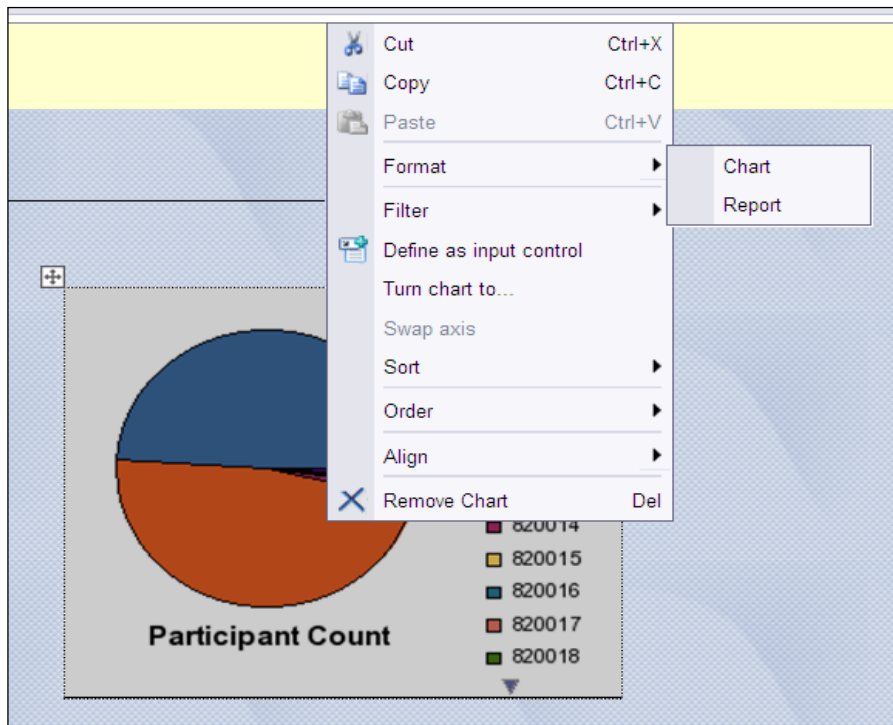
- Determine the chart type appropriate for the data. Click on the chosen chart object, hold it, and drag it over to the report.



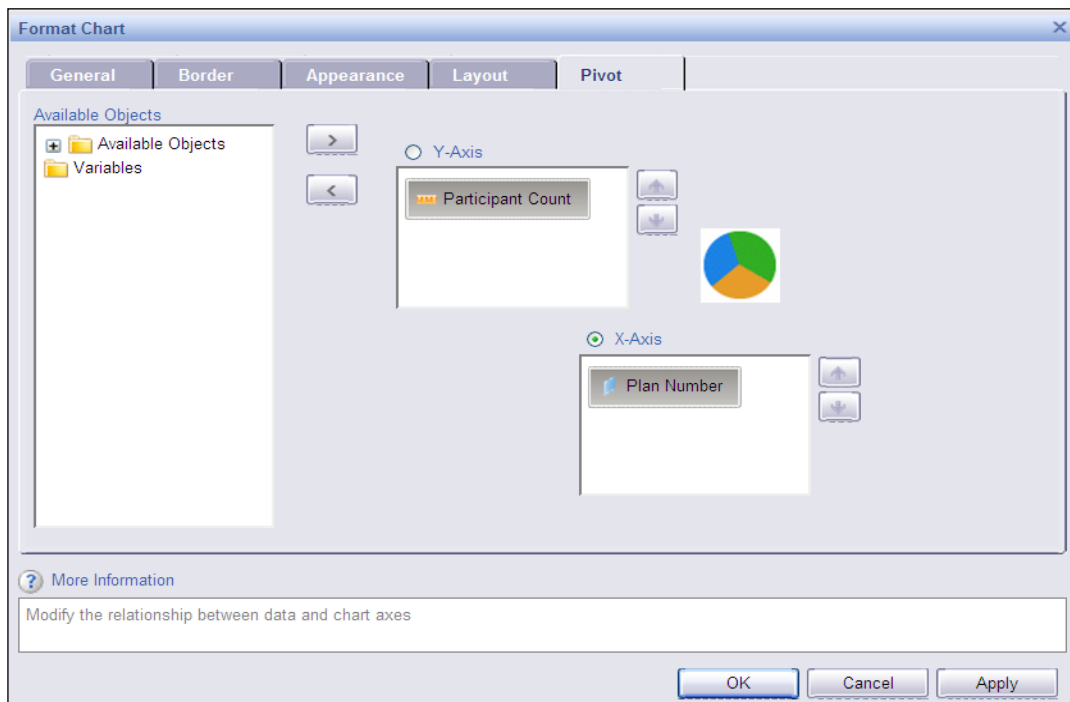
- Drop the chart object in the report panel.




5. To modify the chart, right-click on the chart, select **Format** and then select **Chart**.



6. Update the fields to be adjusted and select **OK**.

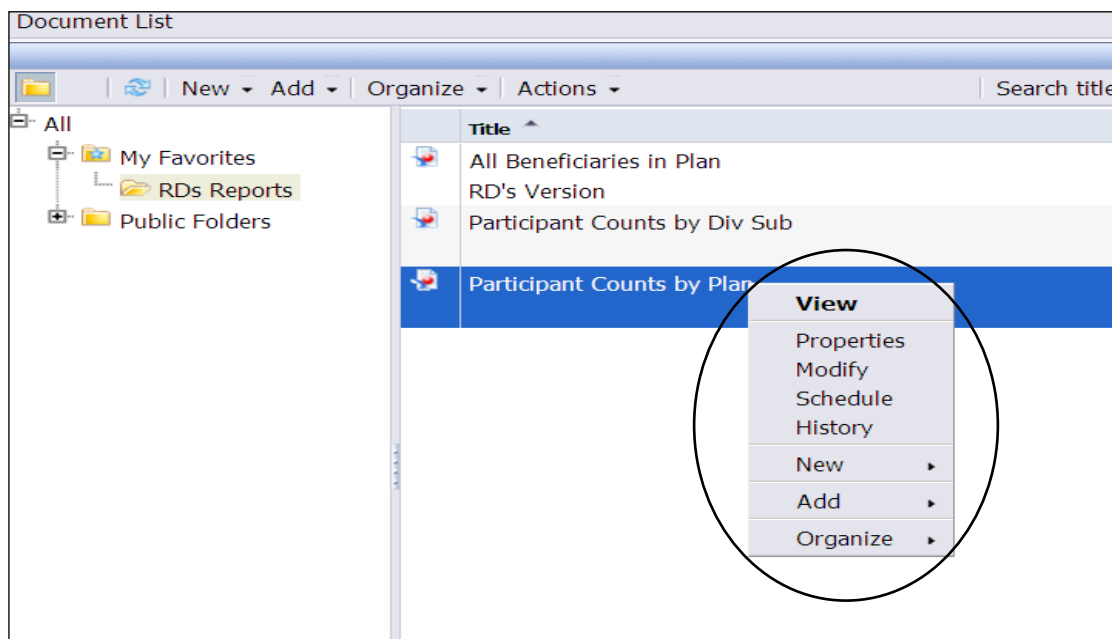


 **Note:** To see the report in a different format, drag the table or chart type over to the right panel and let go. Or, right-click on the table or chart type object.

Report Actions & Scheduling

Report Actions

You can access the same options available in the **Actions** drop-down menu by right-clicking on a report title which will bring up a pop up box with these selections:

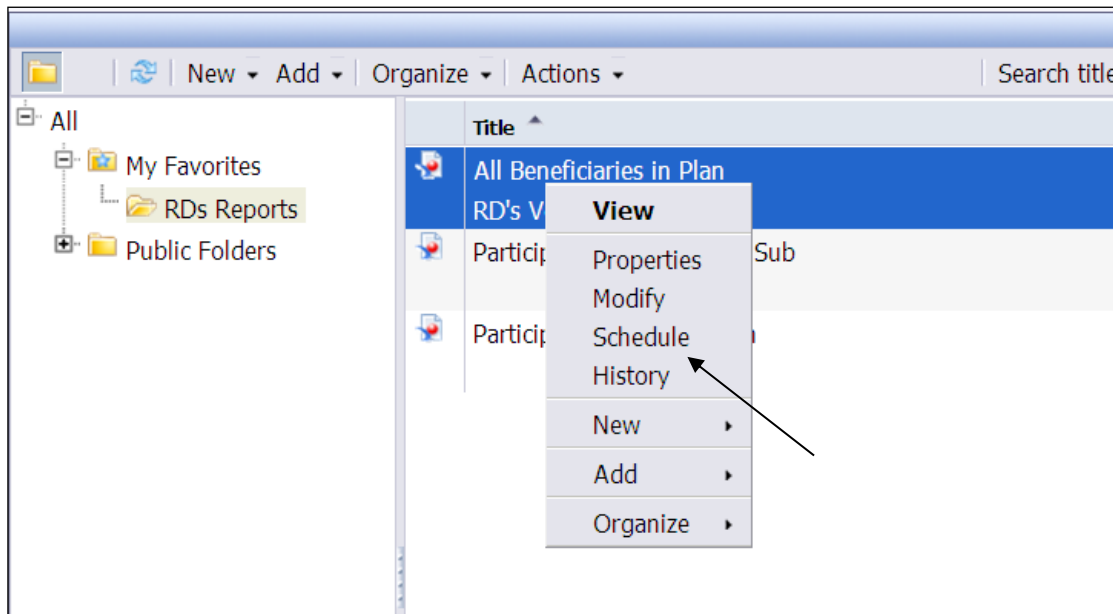


Option	Description
View	Used to view the current version of the report in a “read only” format.
Properties	Used to view and change details about the report (e.g. name, description, etc.).
Modify	This will open the report in an edit mode and will allow you to perform modifications to the report design.
Schedule	Used to schedule a report to run automatically at designated intervals (e.g. weekly, monthly, etc.) and then store within History for future viewing.
History	Used to view all historical versions of the report after it has been scheduled and run.
New	Used to create a new web document (report) or folder.
Add	Used by the Central Reporting Team only (not for general use).
Organize	Allows you to cut, copy, create shortcut, and delete reports.

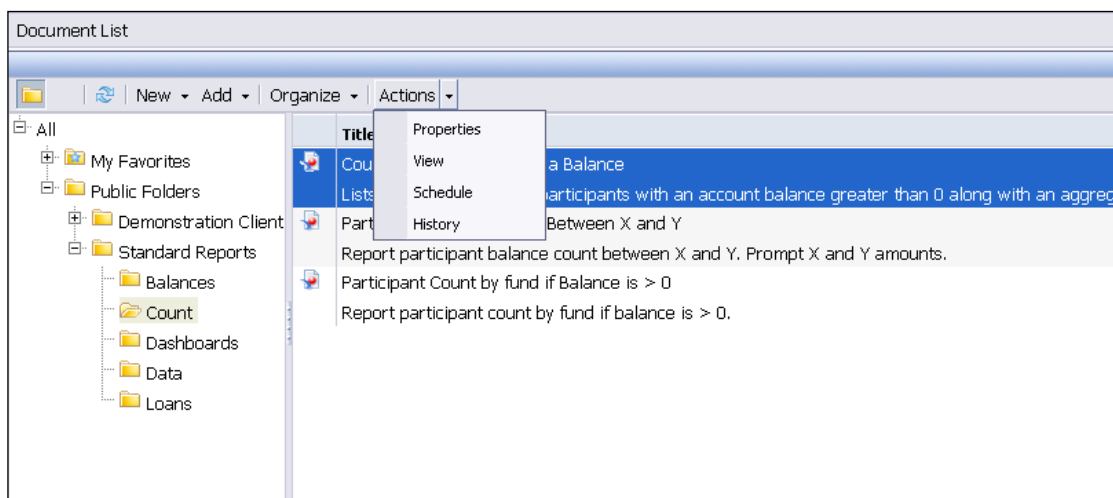
Scheduling a Report

Scheduling a report allows you to run it automatically at specified times. When a scheduled report runs successfully, an instance is created. An instance is a version of the report that contains data from the time that the report was run. You can see a list of instances by looking at an report's history, and you can view any of the instances.


1. To schedule a report to run automatically either a) right-click on the report title and select **Schedule** OR



- b) Click the **Actions** drop-down list and select a schedule.



The report schedule window will open. This will bring up the Schedule screen where you can set criteria and schedule the report to run. Left panel options can be used to establish the title, frequency and format of the report run.

 **Note:** When scheduling a report that includes prompts, you'll enter the prompt information at the time of scheduling.

Left Panel Options

Instance Title

When you click on **Instance Title**, the report name will automatically display. You can enter a name to be used for each scheduled instance.

The screenshot shows the VOYA Financial Reporting interface. At the top, there is a 'Reporting' tab. Below it is the 'VOYA FINANCIAL' logo. A 'Document List' section is visible, with a sub-section titled 'Schedule - Participant Counts by Plan'. Under this, a tree view shows 'Schedule' expanded, with 'Instance Title' selected. To the right of the tree view, the 'Instance Title' field is populated with the text 'Participant Counts by Plan'.

Recurrence

This option specifies a schedule for running an object. Each parameter in the Run object list has its own specific data entry requirements.

The following parameters are available:

Now	When you click Schedule , the object runs once (immediately).
Once	This option requires a start and end time parameter. The object runs once at the time that you specify. If you schedule the object with events, the object will run once if the event is triggered between the start and end times.
Hourly	This option requires information in hours and/or minutes for how frequently the object is run. Instances are created regularly to match the parameters that you enter. The first instance is created at the start time that you specify, and the object will cease to run on its hourly schedule at the end time that you specify.
Daily	This option requires a start and end time parameter. The object runs once every N days at the time that you specify. It will not be run after the end time that you specify.
Weekly	This option requires a start and end time parameter. Each week, the object runs on the selected days at the time that you specify. It will not be run after the end time that you specify.
Monthly - monthly data is made available on the 5th day of each month.	This option requires a start date and time, along with a recurrence interval in months. The object runs on the specified date and time every N months. It will not be run after the end time that you specify.

Nth Day of Month - monthly data is made available on the 5th day of each month.	This option requires a day of the month on which the object is run. Instances are created regularly each month on the day that you enter at the start time that you specify. The object will not be run after the end time that you specify.
1st Monday of Month - monthly data is made available on the 5th day of each month.	This option requires a start and end time parameter. An instance is created on the first Monday of each month at the time that you specify. The object will not be run after the end time that you specify.
Last Day of Month - monthly data is made available on the 5th day of each month.	This option requires a start and end time parameter. An instance is created on the last day of each month at the time that you specify. The object will not be run after the end time that you specify.
X Day of Nth Week of the Month	This option requires a start and end time parameter. An instance is created monthly on a day of a week that you specify. The object will not be run after the end time that you specify.
Calendar	This option allows you to select a calendar of dates. (Calendars are customized lists of schedule dates that are created by the BusinessObjects Enterprise administrator.) An instance is created on each day that is indicated in the calendar, beginning at the start time that you specify and continuing until the end time that you specify.

Reporting

VOYA
FINANCIAL™

Document List

Schedule - Participant Counts by Plan

Schedule

- Instance Title
- Recurrence**
- Formats and Destinations
- Scheduling Server Group

Recurrence


Run object:

Object will run

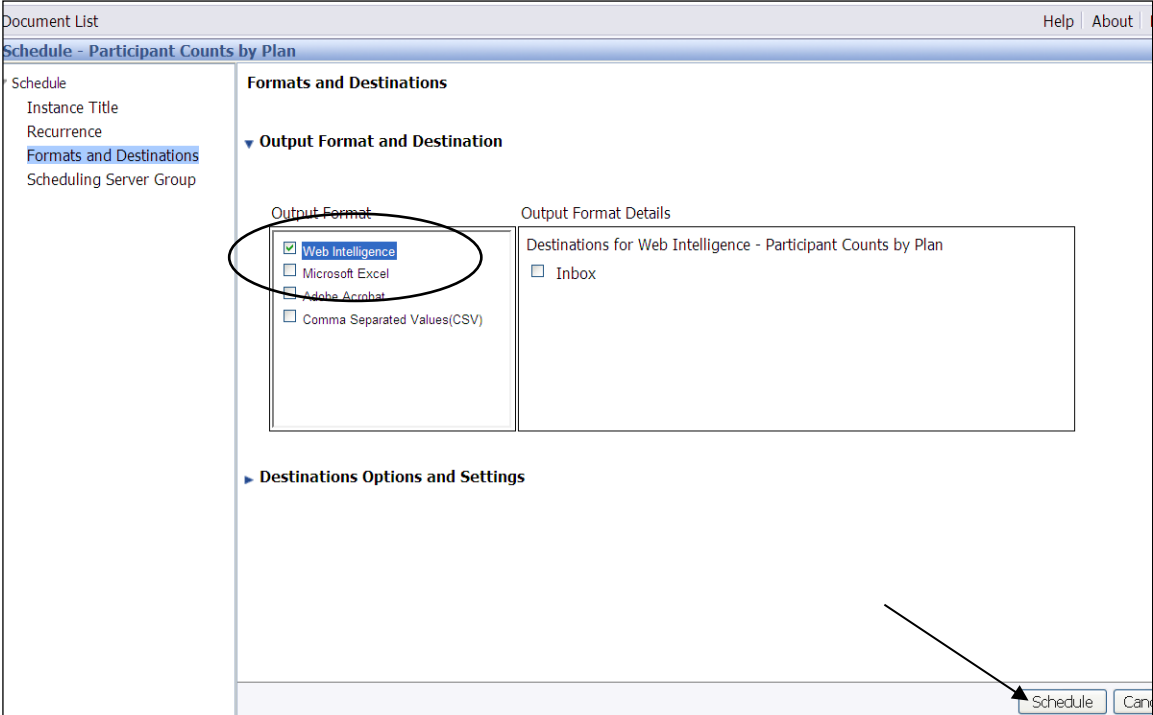
- Now
- Once
- Hourly
- Daily
- Weekly
- Monthly
- Nth Day of Month
- 1st Monday of Month
- Last Day of Month
- X Day of Nth Week of the Month
- Calendar

Formats and Destinations

1. Choose the file type that you'd like for the output (e.g. Web Intelligence Report, Microsoft Excel, Adobe PDF, or Comma-Separated Values).

 **Note:** It is recommended that you opt to keep the report in Web Intelligence format. The report can easily be reported to other file types after it runs, however, if you select a non-Web Intelligence format the report **cannot** be converted back to Web Intelligence after it runs and functionality will be lost.

2. Click **Schedule**.



Document List Help About

Schedule - Participant Counts by Plan

Schedule

Instance Title

Recurrence

Formats and Destinations

▼ Output Format and Destination

Output Format

☒ Web Intelligence

☐ Microsoft Excel

☐ Adobe Acrobat

☐ Comma Separated Values(CSV)

Output Format Details

Destinations for Web Intelligence - Participant Counts by Plan

☐ Inbox

► Destinations Options and Settings

Schedule Cancel

The History screen will display providing you with several viewing options.








Document List Help About

History - Participant Counts by Plan

☒ Show All ☐ Show Completed ☐ Show only instances owned by me

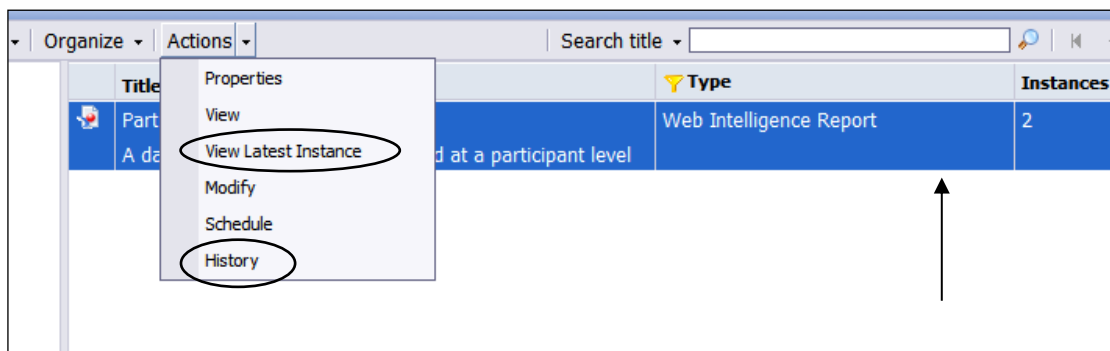
☐ Filter Instances By Time

Actions Organize


	Instance Time	Title	Parameters	Format	Status
	Mar 12, 2012 2:00 PM	Participant Counts by Plan		Microsoft Excel	Running
	Mar 12, 2012 1:59 PM	Participant Counts by Plan		Web Intelligence	Success
	Mar 12, 2012 1:18 PM	Participant Counts by Plan		Text	Success
	Mar 12, 2012 1:16 PM	Participant Counts by Plan		Adobe Acrobat	Success
	Mar 12, 2012 1:11 PM	Participant Counts by Plan		Microsoft Excel	Success
	Mar 12, 2012 1:07 PM	Participant Counts by Plan		Web Intelligence	Success
	Mar 12, 2012 12:22 PM	Participant Counts by Plan 123		Web Intelligence	Success

When historical versions of the report begin to accumulate based on the established schedule, you can view these saved versions of the report by highlighting the report and selecting “Actions.” There are two action options for viewing historical reports:

- **History** – This option allows you to view and select from a list of all the historical versions of the report.
- **View Latest Instance** – When this is selected the most recently run version of the report based on the schedule will be directly accessed.



When viewing the report in the right panel report title pane, the number of instances available for the report will display.

 **Note:** You should delete all old instances that you do not intend to use again in the future. This will conserve storage space within the application.

3. Selecting **History** will access a screen that includes all of the scheduled historical versions of the report. The **Instance Time** column will display the date and time for each report. Click into a date and time link to access that report.

The entry with a status of “Recurring” represents the established schedule and does not contain a report.

History - Participant Fund Balances					
<input checked="" type="radio"/> Show All <input type="radio"/> Show Completed <input type="checkbox"/> Show only instances owned by me <input type="checkbox"/> Filter Instances By Time					
Actions Organize 1 of 1					
Instance Time	Title	Parameters	Format	Status	
Mar 14, 2012 2:34 PM	Participant Fund Balances		Web Intelligence	Success	
Mar 14, 2012 2:33 PM	Participant Fund Balances		Web Intelligence	Recurring	

Troubleshooting

Help Within On Demand Reporting

If you are unsure how to utilize a feature, On Demand Reporting includes a useful online Help tool available within the application. Simply select the **Help** button from the application toolbar.

Documentation & Online Help

External users have access to this comprehensive user guide and an online flash tutorial via the Sponsor Web application.

Voya Support

Further support may be provided by contacting your Voya client relationship representative.