

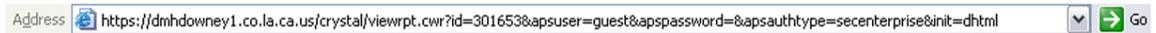
IS/MIS Reconciliation Report - Usage Instructions

To access the IS/MIS Reconciliation Legal Entity Report begin by:

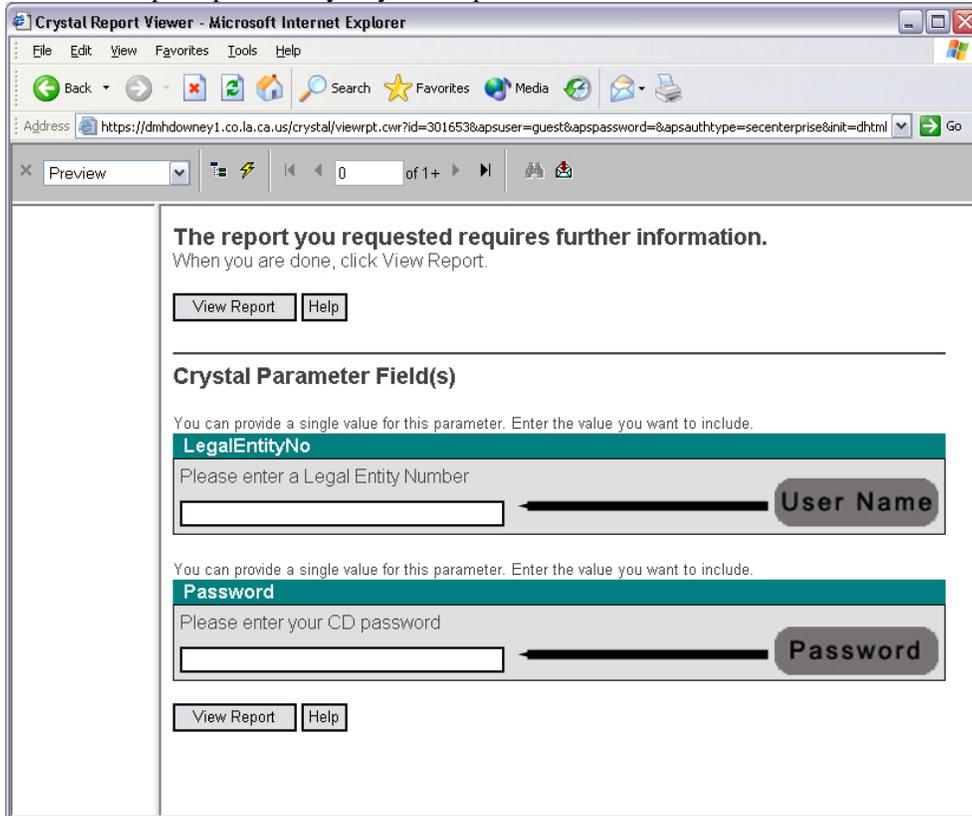
1. Open Internet Explorer (or other compatible Internet Browser)
 - a. Click Start → Programs → Internet Explorer
 - b. Or Double click the Internet Explorer icon on your desktop



2. Copy the following address and paste it into the address bar
<https://dmhdowney1.co.la.ca.us/crystal/viewrpt.cwr?id=301653&apsuser=guest&apspassword=&apsauthtype=secenterprise&init=dhtml>
3. Click Go or Press Enter



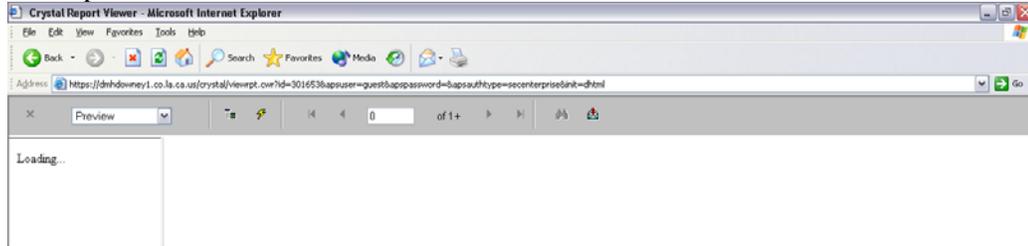
4. You will be prompted for by Crystal Report viewer for a User Name and Password

A screenshot of the Crystal Report Viewer in Microsoft Internet Explorer. The browser window title is 'Crystal Report Viewer - Microsoft Internet Explorer'. The address bar shows the same URL as in the previous step. The main content area displays a message: 'The report you requested requires further information. When you are done, click View Report.' Below this message are two buttons: 'View Report' and 'Help'. The section is titled 'Crystal Parameter Field(s)'. It contains two parameter fields. The first is 'LegalEntityNo' with the prompt 'Please enter a Legal Entity Number' and a text input field. To the right of the input field is a 'User Name' button. The second is 'Password' with the prompt 'Please enter your CD password' and a text input field. To the right of the input field is a 'Password' button. At the bottom of the parameter fields section are two buttons: 'View Report' and 'Help'.

5. Enter your Legal Entity Number for User Name
6. Enter Anacomp CD Viewer password for Password
7. Click View Report



8. The report will now load and refresh



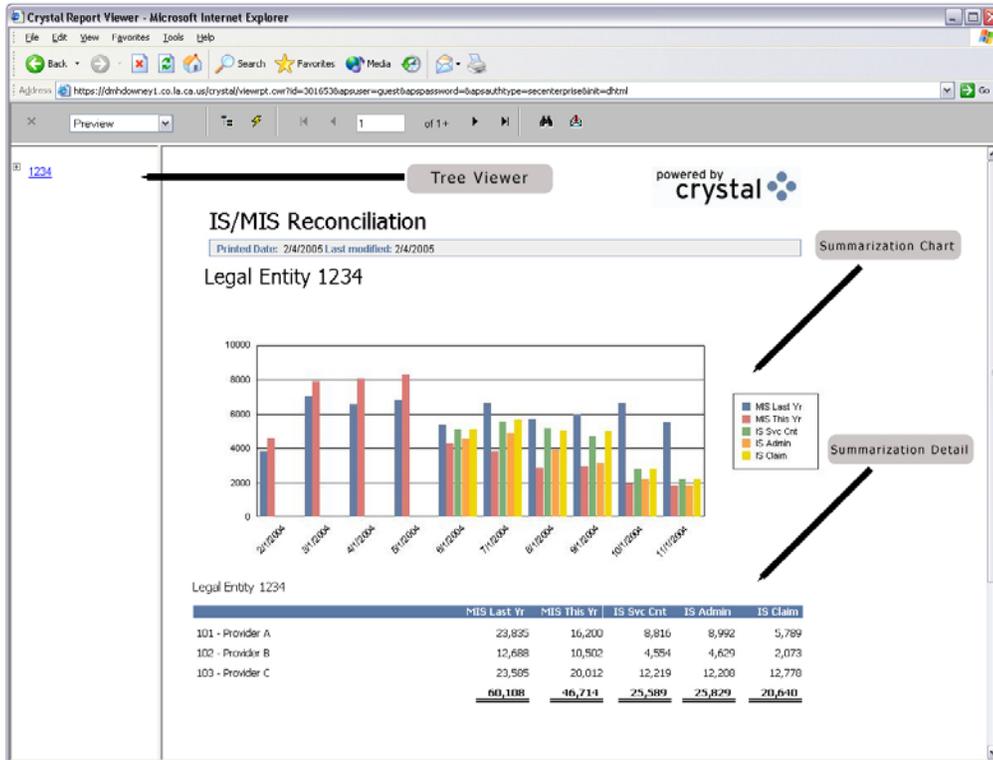
9. The screen will show the IS/MIS Reconciliation Report for Legal Entities.

For report details and navigation please see below.

IS/MIS Reconciliation Report – Legal Entities Detail and Navigation

The first page of the report displays the MIS/IS Claim Information Summarized at the Legal Entity Level.

The Report is comprised of three parts. To the left of the page is a hierarchical tree. This allows for quick navigation to the various pages of the report. On the main body of the page, is a chart featuring the summarization of the Legal Entity.



The Legend displays the corresponding colors for chart bars.



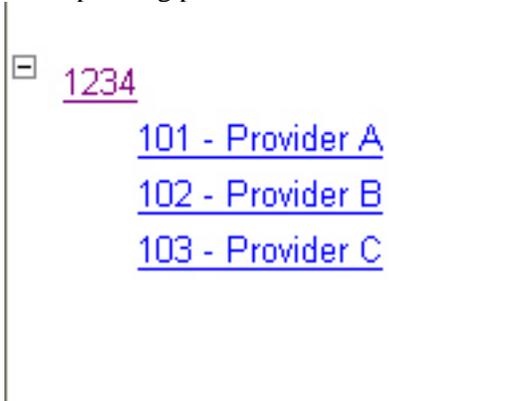
Directly below the chart is a summarization detail by Provider. This provides summaries for each member provider in the Legal Entity.

	MIS Last Yr	MIS This Yr	IS Svc Cnt	IS Admin	IS Claim
101 - Provider A	23,835	16,200	8,816	8,992	5,789
102 - Provider B	12,688	10,502	4,554	4,629	2,073
103 - Provider C	23,585	20,012	12,219	12,208	12,778
	60,108	46,714	25,589	25,829	20,640

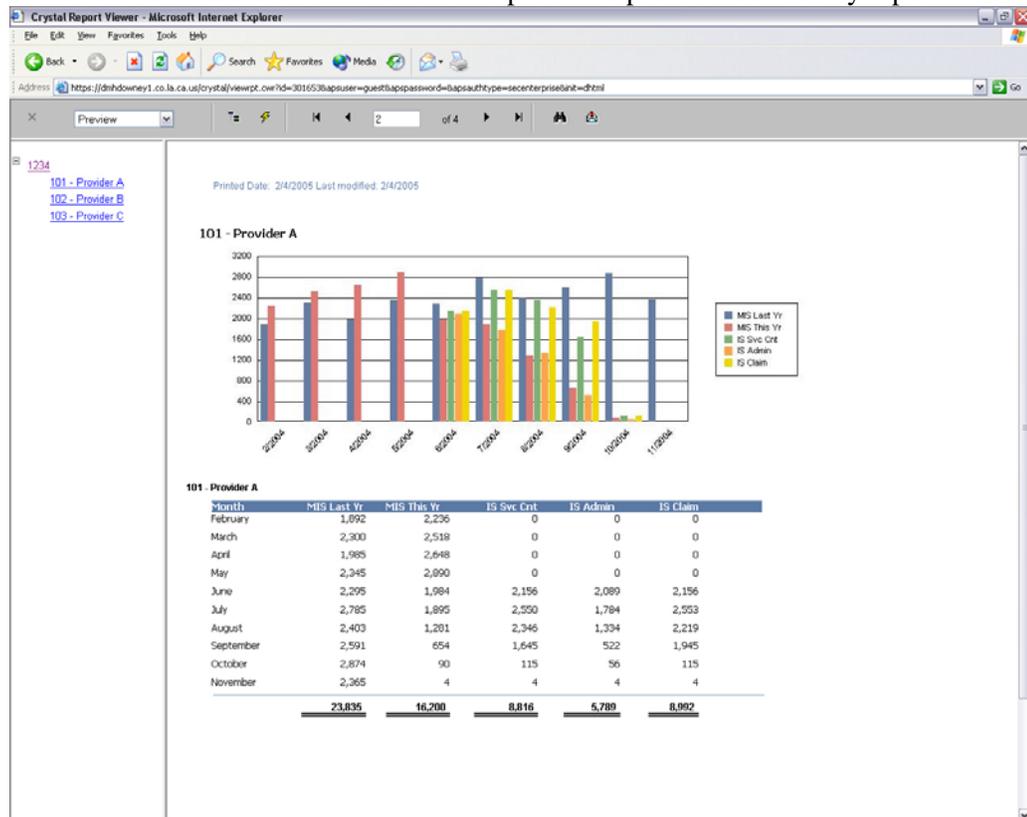
In the upper left corner of the page is the tree viewer, which can be expanded by click the + sign directly to the left of the Legal Entity Number. This displays all member providers of the legal entity.

 [1234](#)

The Tree Viewer will now display the Legal Entity at the top or root level, and each corresponding provider number below it in ascending order by provider number.



The Provider Number is a link to the each particular provider's summary report.



The individual provider page is structured in the same order as the legal entity page. It contains the three main parts, but it also provides a monthly detail, shown in the summary detail portion below the chart.

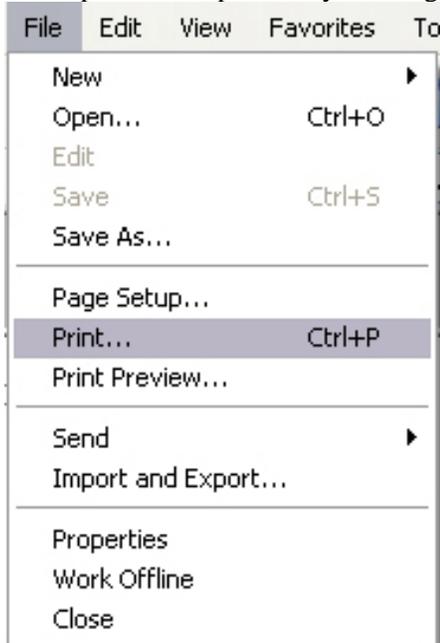
The report can also be navigated through the toolbar at the top of the report, by using the First, Previous, Next, and Last page buttons.



The table below depicts the toolbar icons, and their individual functionality.

		Close drill-down
		Hide/Show the tree viewer
		Refresh the report This may log the user out of the current session, and user will have to login again.
		Navigate to the first page
		Navigate to the previous page
		Current location
		Navigate to the next page
		Navigate to the last page
		Search report This function can be used to search for a particular phrase, or word in the report.
		Export report This can be used to export the report to a PDF, Excel, or Crystal Report.

The report can be printed by clicking File → Print.



In the page range you must specify the pages to be printed. For example if you would like to print the 101 - Provider A page you would specify page 2 in the range. Or if you would like to print the entire report print pages 1- the number of pages in the report.

