

MyOEBB - Report Mart

OREGON EDUCATORS
OEBB
BENEFIT BOARD

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CRYSTAL_REPORTS

■ Name: Entity_Plan_Selection

■ Description:

■ Entity Name: ■ Entity Number:

Submit Reset

Security Setup
Plan Management
Enrollment Management
Enrollment Requests
Member Management
Document Management
Home Page Alerts
Reports
Payroll Interface
▼ Report Mart
 Reports

- On left hand navigation select Report Mart then Reports.
- Select the report you wish to run from the drop down menu.
- All parameters fields are required to be completed.

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"Serving our members and their families"

Click on Continue to run the report you have selected.

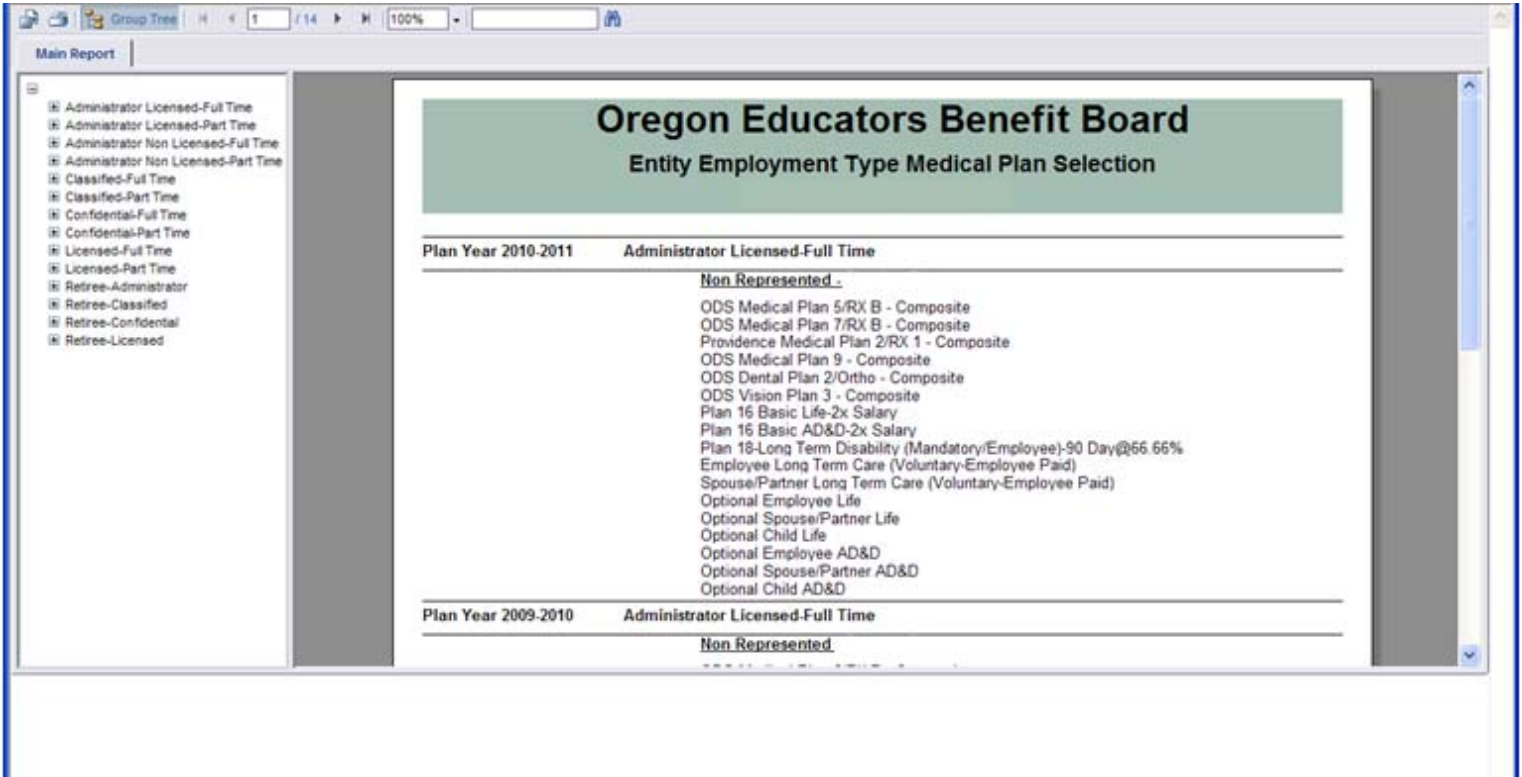
Continue

Reports may take few minutes to display please be patient

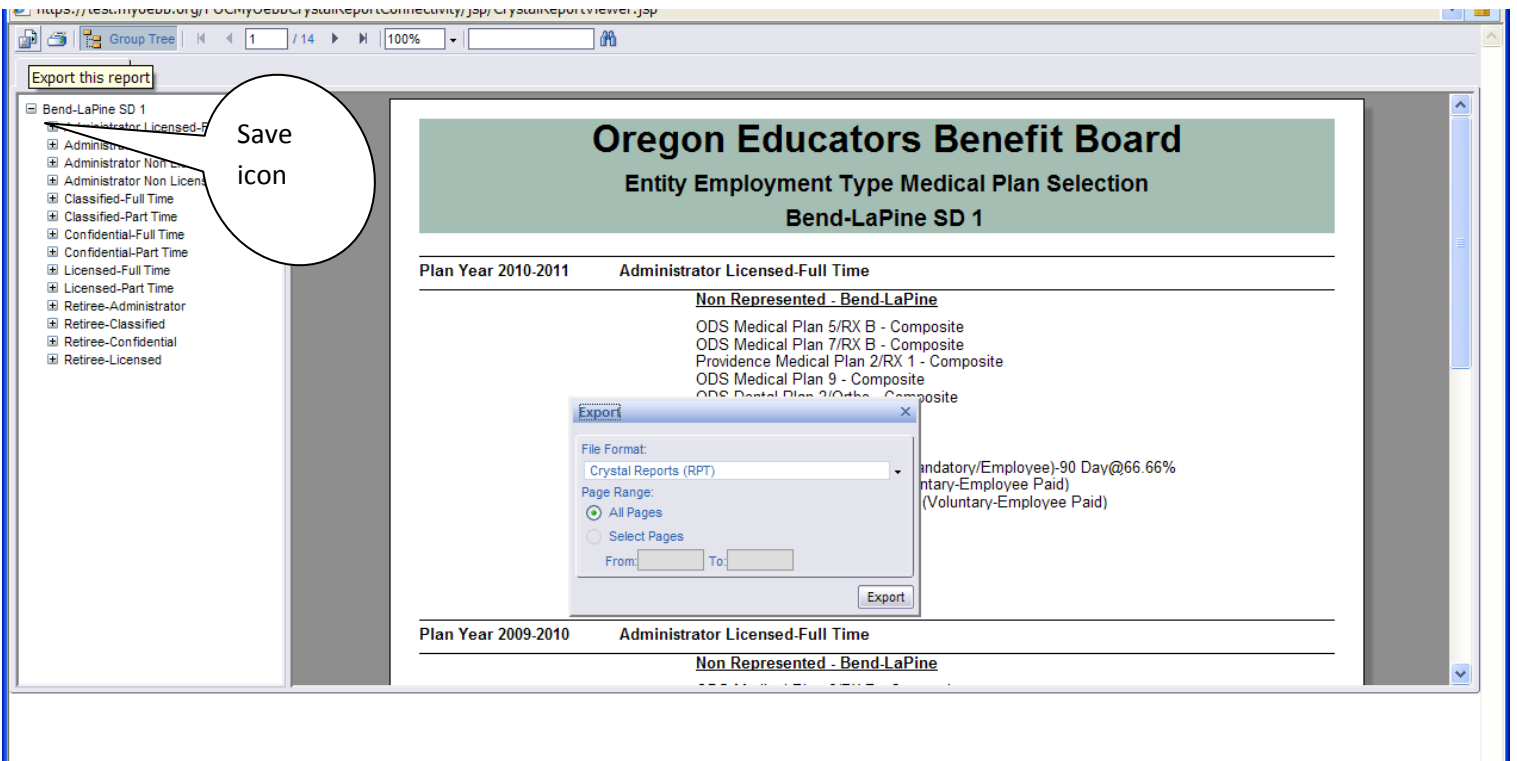
Once the report has displayed you may save the report using multiple formats.

- Click on continue.
- Depending on the type of report you selected this process may take time, do not click continue a second time or it will start the process over again.

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- A new page will pop up with the report.
- The left hand tree can be used to either navigate the report or if available to drill down to lower level of the report.



- To save the report click the upper left icon.

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The screenshot displays the 'Main Report' interface for the Oregon Educators Benefit Board. The report title is 'Oregon Educators Benefit Board Entity Employment Type Medical Plan Selection'. The selected filters are 'Plan Year 2010-2011' and 'Administrator Licensed-Full Time'. The report content is categorized as 'Non Represented' and lists the following medical plans:

- ODS Medical Plan 5/RX B - Composite
- ODS Medical Plan 7/RX B - Composite
- Providence Medical Plan 2/RX 1 - Composite
- ODS Medical Plan 9 - Composite
- ODS Dental Plan 9/04a - Composite

An 'Export' dialog box is open, showing the 'File Format' dropdown menu. The current selection is 'Crystal Reports (RPT)'. A tooltip is visible over the dropdown menu with the text: 'Click here to access File Format: options'. The 'Export' dialog also shows a 'Page' dropdown set to 'Crystal Reports (RPT)' and a list of other file formats: PDF, Microsoft Excel (97-2003), Microsoft Excel (97-2003) Data-Only, Microsoft Word (97-2003), Microsoft Word (97-2003) - Editable, Rich Text Format (RTF), Separated Values (CSV), and XML.

- Click on the drop down menu to select for the format you wish to save the report in.
- Microsoft Word or PDF is normally used for presentation reports.
- Microsoft Excel can be used to save report in a spreadsheet. This selection will keep the format and design of the report.
- Microsoft Excel Data-Only is used when wanting to use the report as a tool such as sorting and working with the data. This format removes extra column and extra headers. You may have to reformat the column header row.