

The Activity listing report identifies benefit events, card requests or personal data changes for an enrollee or its dependent(s) that have occurred during a defined time period. End-users can specify this time period by entering a from and a thru-date on the report page to generate the report for those Department Id's they have access to.

 From the NYBEAS homepage, select NYBEAS Reports



 Then choose Activity Listing (Link)





Activity Listing				
Report Request Para	ameters			
*From Date:	31		_	
*Thru Date:		Generate Report	All Departments	
Report Details				
Activity Listing Rep	ort <u>Rec</u>	j <u>uest Date/Time</u>	Dept ID	Date Range
1				
Department List		Cus	tomize   Find   View 100   🏭	First 🕙 1-5 of 792 🕨 Last
Select	Department	Description		
1 🗹				
2 🜌				
3 🗹				
4 🗸				
5 🗹	1000	1000		
Notify				E+Add Update/Display

In the Activity Lisitng page you will need to enter the following:

- From Date (the start date to be included in the activity report)
- Thru Date (the date to be included in the activity report)
- **Department ID's** By Default, the page will list all the departments selected for which the user has access based on the row level security.
  - If need to run only for a specific Department IDs uncheck the '*All Departments*' check box and select/deselect the needed department ID's.
  - The 'Select None' button will show up if 'All Departments' check box is unchecked for the user convenience on department selection, if you click on this button, it will unselect all the departments so you can choose the department you want.

Activity Listing	L			
Report Request Pa	arameters			
*From Date: *Thru Date	: 11/01/2023 ) : 11/30/2023 )	Generate Report	All Departments	_
Report Details Activity Listing Re	eport <u>Requ</u>	est Date/Time	<u>Dept ID</u>	Date Range
Department List		Custo	omize   Find   View 100   🛗	First 🖪 1-5 of 792 🖸 Last
Select	Department	Description		
1 🗌	1000			
2 🗸	12345	Agency Name		
3				
4				
5		1000		
Ten Notify				E+Add Display

- Once you have fill out all the fields, click on **Generate Report** this button runs the process and creates the report in a downloadable Excel version.
- This may take anywhere from a few seconds to a few minitues, depending on how big the report is.
- Once the report is completed, you will see a link under the "Report Details" table
  - $\circ\;$  The report details section will display the previously generated report by the user with the run details

Activity Listing			
Report Request Parameters			
*From Date: 11/01/2023 *Thru Date: 11/30/2023	Generate Report	All Departments	
Report Details			
Activity Listing Report	Request Date/Time	Dept ID	Date Range
Activity Listing Report	12/21/23 14:28	12345	2023-11-01 To 2023-11-30

• Click on the hyperlink to open up the report



В	BEA_ACT_LST_RPT - Activity Listing Report												
	Return												
Vi	ew All   <u>Rerun</u>	Query Download t	o Excel	-	-					First [	▲ 1-17 of 17	Last	
	ID	Name	Ben Progrm	Dept ID	Plan Type	Before Tax Elect	Payment Tax Flag	Activity	Health Reason	Ben Status	Eff Date	Action Date	Updated by User
1					10	А	A	PGM	CHG				
2					10	А	A	ENR	PCT				1000
3					-	A	A	ADDRESS1	-				-
4				-	-	A	A	ADDRESS2	-				-
5				-	-	A	A	CITY	-				-
6				-	-	A	A	STATE	-				
7				-	-	Α	A	POSTAL	-				
8				-	10	A	A	PGM	CHG				in the second

• Click on the "Download to Excel" link to change the format to excel

In case of long running process or the process error, the below error handler messages will display :

Error Handlers:

• If the report generation process runs for more than 2 minutes, the below message displays informing the user to come back after few minutes to check on the generated report. This functionality is added to not hold the user on this page while the reports are processing for a longer time.

Activity Listing					
Report Request Parameters					
*From Date:	07/15/2020	Generate Report	All Departments		
Due to the parame back in a few min Report Details	eters of your inc utes.	quiry this process is go	oing to take additional time, please check		



• If the process ran into error, the below message is displayed to notify the user.

Activity Listing	
Report Request Para	meters
*From Date:	Generate Report  All Departments
"Thru Date:	
Report Details	
	The previous report did not run to success. Please contact the ITS Service Desk (Email: fixit@its.nv.dov. Phone: 1-844-
	891-1786 ) for issues related accessing this page or report.
	Process Instance: 671675
Department Liet	