NEW YORK STATE | **NYSHIP**
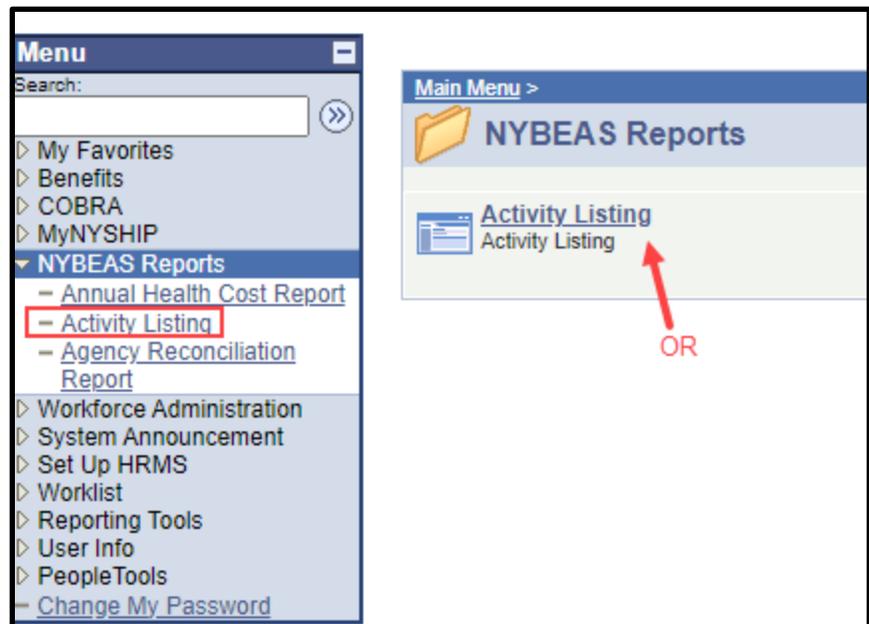New York State
Health Insurance Program

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)**

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.

- 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
  - The report details section will display the previously generated report by the user with the run details



- Click on the hyperlink to open up the report

| | 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 | A | A | PGM | CHG | | | | |
| 2 | | | | | 10 | A | A | ENR | PCT | | | | |
| 3 | | | | | - | A | A | ADDRESS1 | - | | | | |
| 4 | | | | | - | A | A | ADDRESS2 | - | | | | |
| 5 | | | | | - | A | A | CITY | - | | | | |
| 6 | | | | | - | A | A | STATE | - | | | | |
| 7 | | | | | - | A | A | POSTAL | - | | | | |
| 8 | | | | | 10 | A | A | PGM | CHG | | | | |

- 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.

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

**Activity Listing**

**Report Request Parameters**

\*From Date: [          ] 📅

\*Thru Date: [          ] 📅

[ Generate Report ]

☑ All Departments

**Report Details**

The previous report did not run to success. Please contact the ITS Service Desk (Email: fixit@its.ny.gov, Phone: 1-844-891-1786 ) for issues related accessing this page or report.
Process Instance: 671675