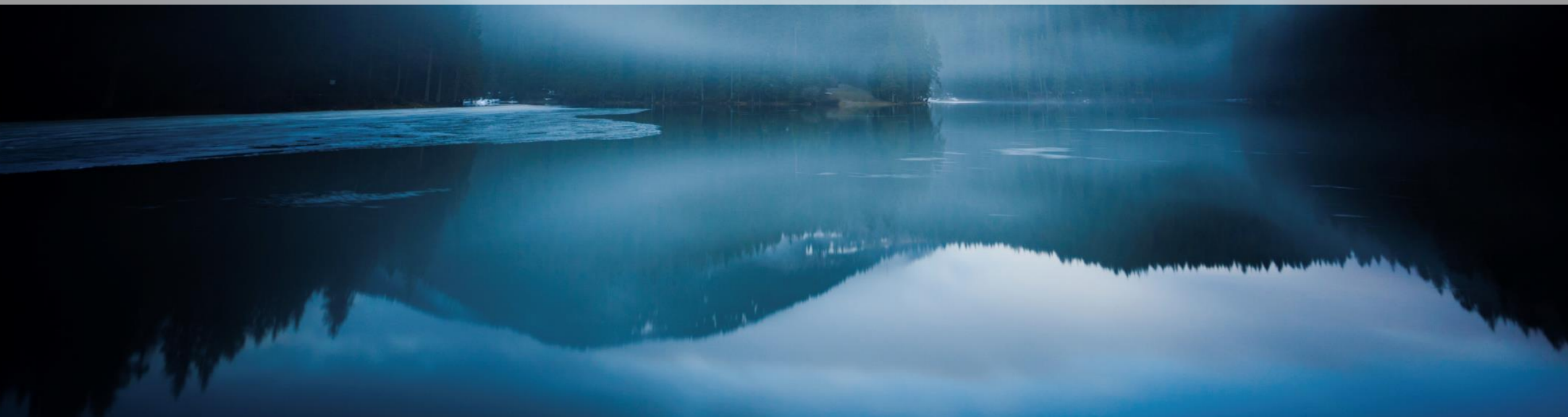


How To Run the DAR in One Page Format



Daily Action Report (DAR)

One time only

- In LeavePro, subscribe to the Action Report with desired date ranges including email notification

Each time DAR is delivered to your email

- Click through to the report from email notification
- In the spreadsheet, you will see all changes for the date ranges requested

Follow these steps if you need to print one page per employee:

One time only

- Subscribe to DAR in LeavePro with desired date ranges including email notification
- Download the DAR template from portal
- Note what folder you've saved the DAR template

Each time DAR is delivered to your email

- Click through to the report from email notification
- Save as **DARreport.xlsx** to the same directory as the DAR template
- Open the DAR template and highlight and delete rows rows 1-6

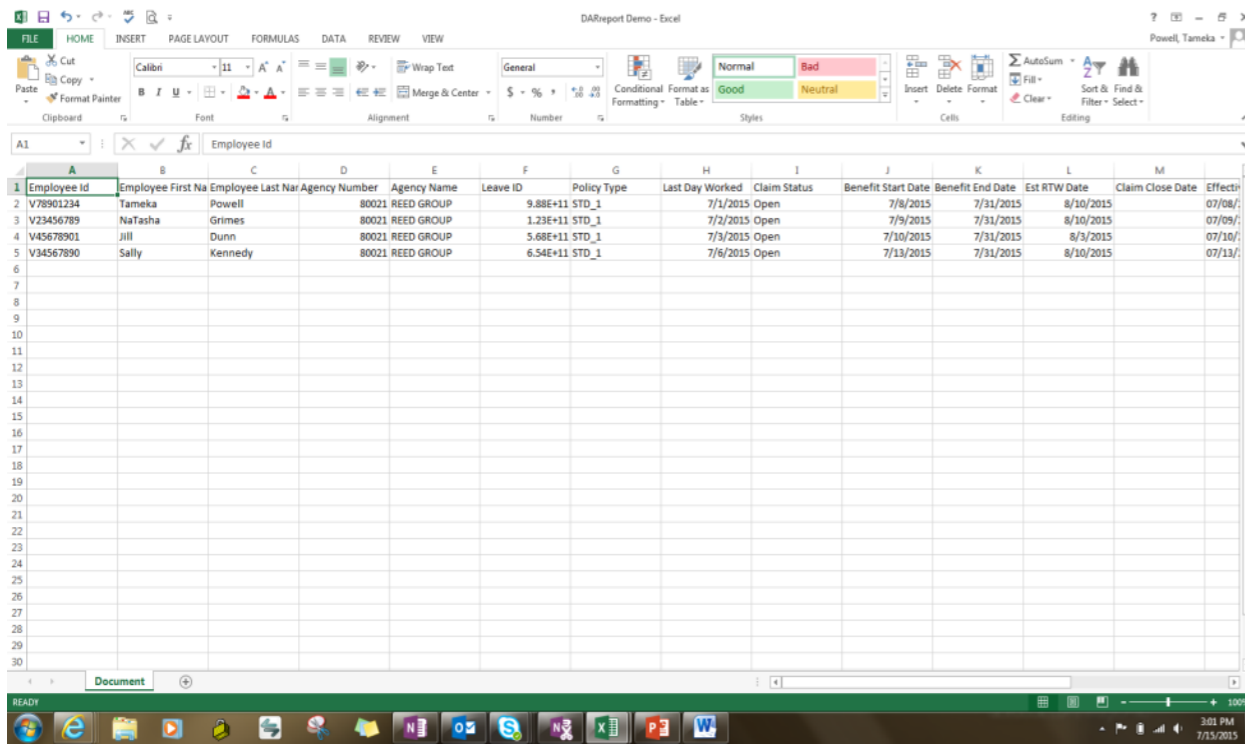
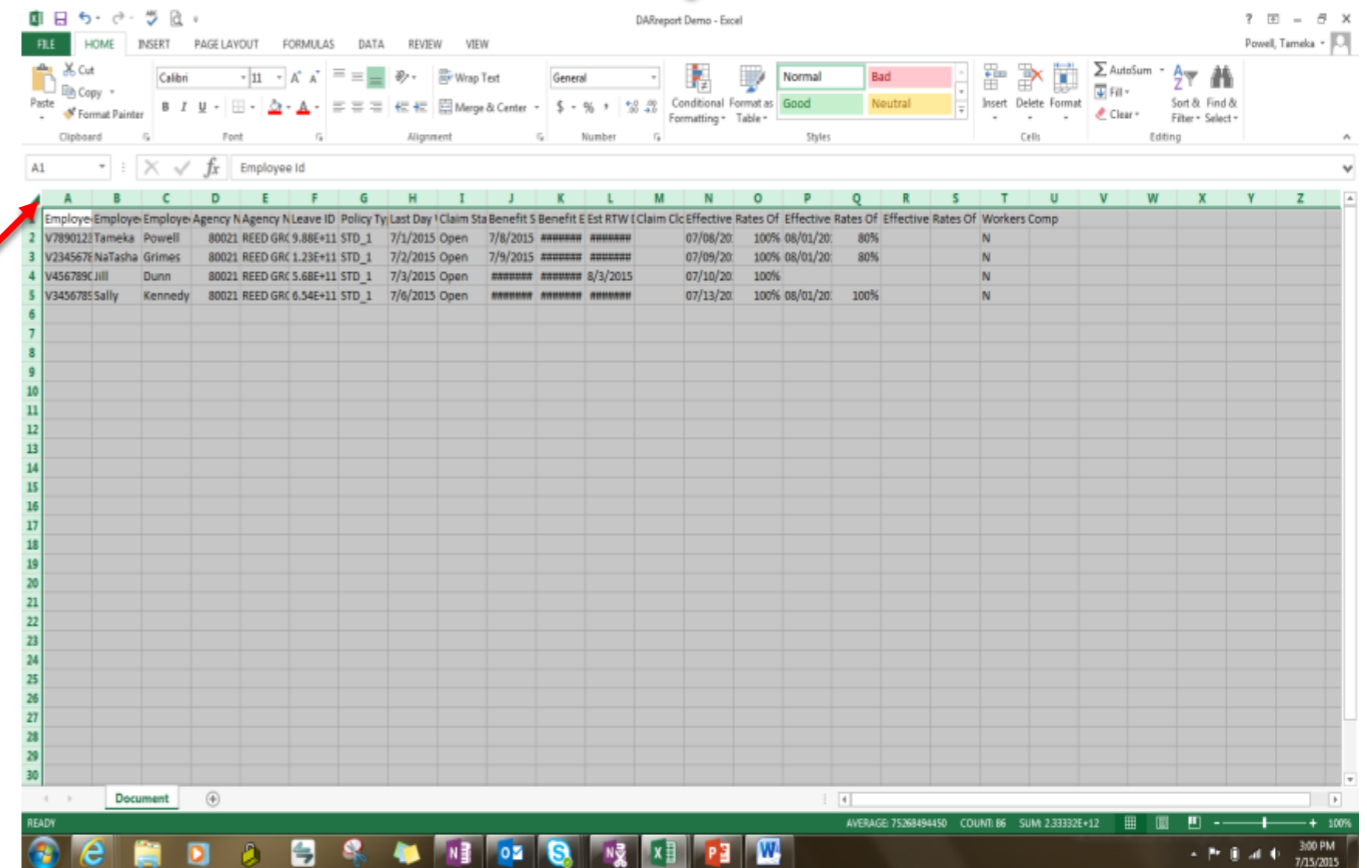
remove these rows (1-6)

Employee Id	Employee First Name	Employee Last Name	Agency Number	Agency Name	Leave ID	Policy Type	Last Day Worked	Claim Status	Benefit Start Date	Benefit End Date	Est RTW Date	Claim Close Date	Effective Dates
V78901234	Tameka	Powell	80021	REED GROUP	987654321234	STD_1	7/1/2015	Open	7/8/2015	7/31/2015	8/10/2015	07/08/2015-07/31/2015	
V23456789	NaTasha	Grimes	80021	REED GROUP	123456789098	STD_1	7/2/2015	Open	7/9/2015	7/31/2015	8/10/2015	07/09/2015-07/31/2015	
V45678901	Jill	Dunn	80021	REED GROUP	567890123456	STD_1	7/3/2015	Open	7/10/2015	7/31/2015	8/3/2015	07/10/2015-07/31/2015	
V34567890	Sally	Kennedy	80021	REED GROUP	654321098765	STD_1	7/6/2015	Open	7/13/2015	7/31/2015	8/10/2015	07/13/2015-07/31/2015	

- Select the arrow in between row 1 and column A, this will highlight the entire table
- Now hover over the line in between column A and B and increase the size of column A, this should increase the size of each individual column within the table
- All information should now be visible

Select arrow to highlight the entire table

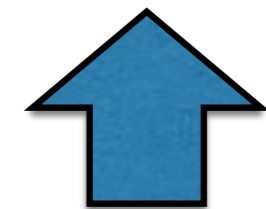
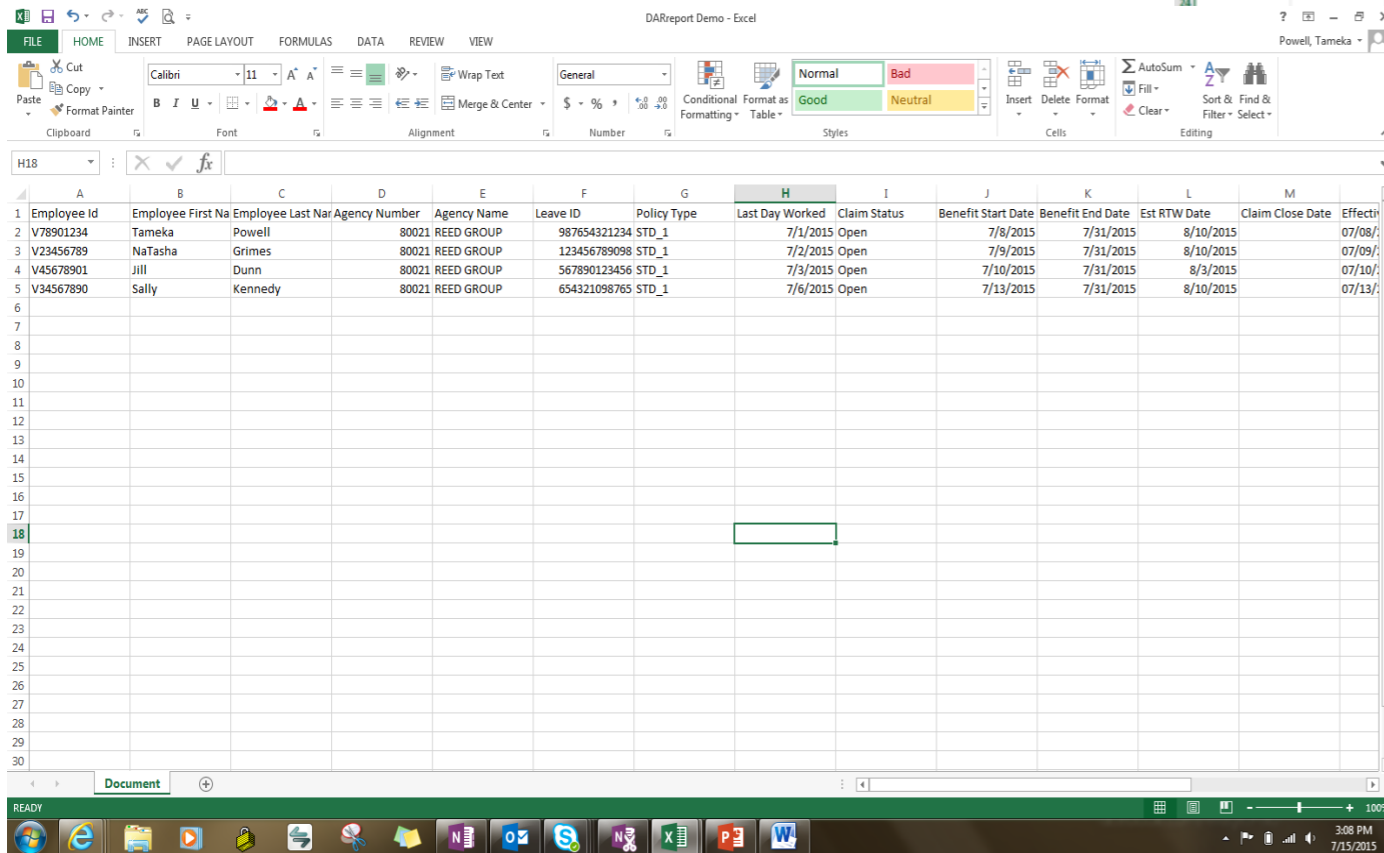
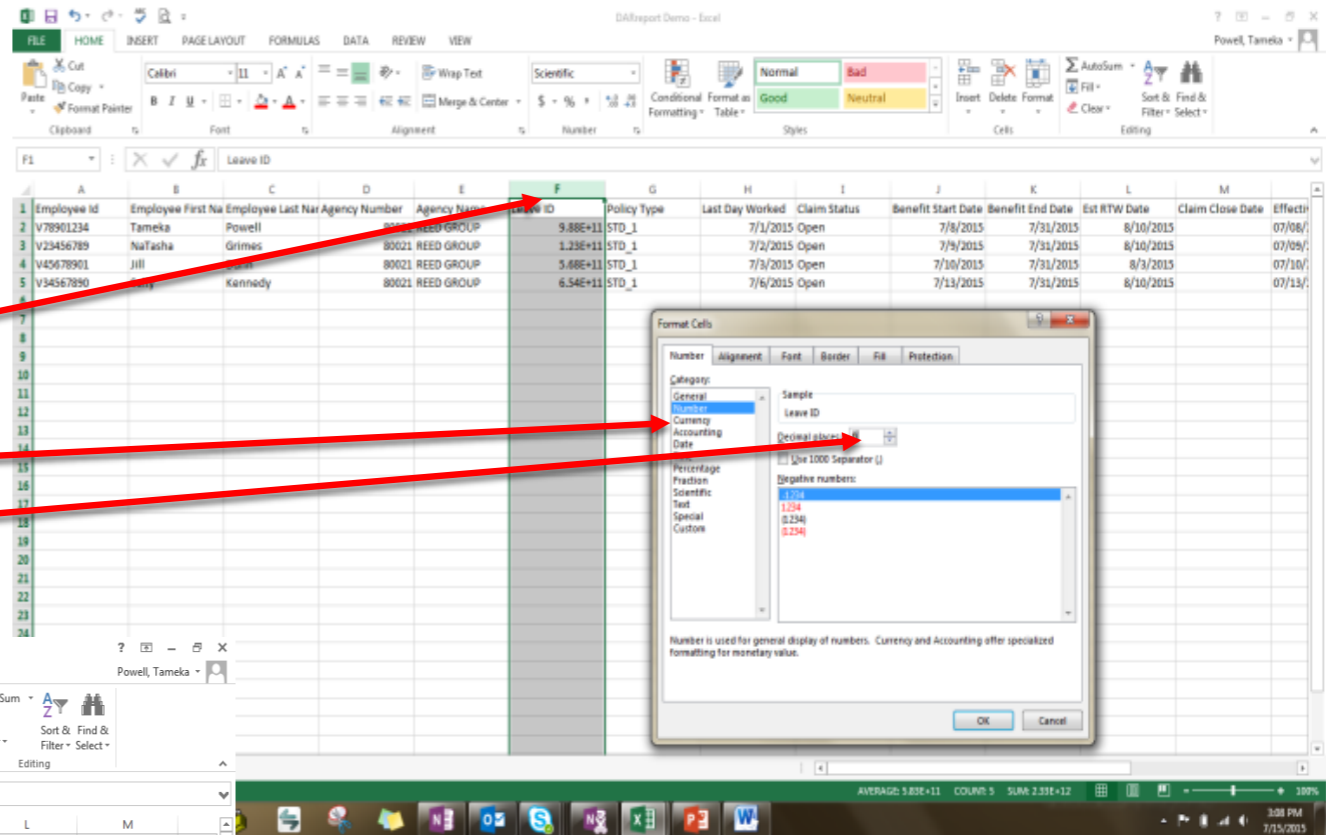
Start



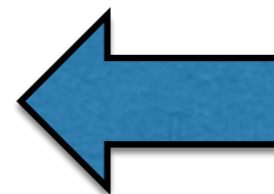
Finish

- Highlight column F, and left click to select “format cells”
- Select “Numbers” and change to “0” decimal places, select “OK”
- The full LeaveID should now be displayed

select column F
select numbers
scroll down to 0



Start



Finish

**Save the changes, close the excel sheet, and
open the blank DAR template**

- Select the “Mailings” tab at the top of the page
- Select “Select Recipients”
- Select “Use an Existing List”

The screenshot shows the Microsoft Word interface with the 'Mailings' tab selected. The 'Select Recipients' dropdown menu is open, and 'Use an Existing List...' is highlighted. The document content is a 'Daily Action Report' form with the following fields:

Agency Number	«Agency_Number»
Agency Name	«Agency_Name»
Leave ID	«Leave_ID»
Atl Leave ID	«Atl_Leave_ID»
Policy Type	«Policy_Type»
Last Day Worked	«Last_Day_Worked»
Claim Status	«Claim_Status»
Benefit Start Date	«Benefit_Start_Date»
Benefit End Date	«Benefit_End_Date»
Est RTW Date	«Est_RTW_Date»
Claim Close Date	«Claim_Close_Date»
Effective Dates of Pay	«Effective_Dates_of_Pay»
Rates of Pay	100%
Effective Dates of Pay	«Effective_Dates_of_Pay1»
Rates of Pay	80%
Effective Dates of Pay	«Effective_Dates_of_Pay2»
Rates of Pay	60%

The following should appear.....

The screenshot shows the Microsoft Word interface with the Mailings ribbon active. A 'Select Table' dialog box is open, displaying a table with the following data:

Name	Description	Modified	Created	Type
Documents		12:00:00 AM	12:00:00 AM	TABLE

The dialog box also includes a checkbox for 'First row of data contains column headers' which is checked, and 'OK' and 'Cancel' buttons.

The background document is a 'Daily Action Report' with the following content:

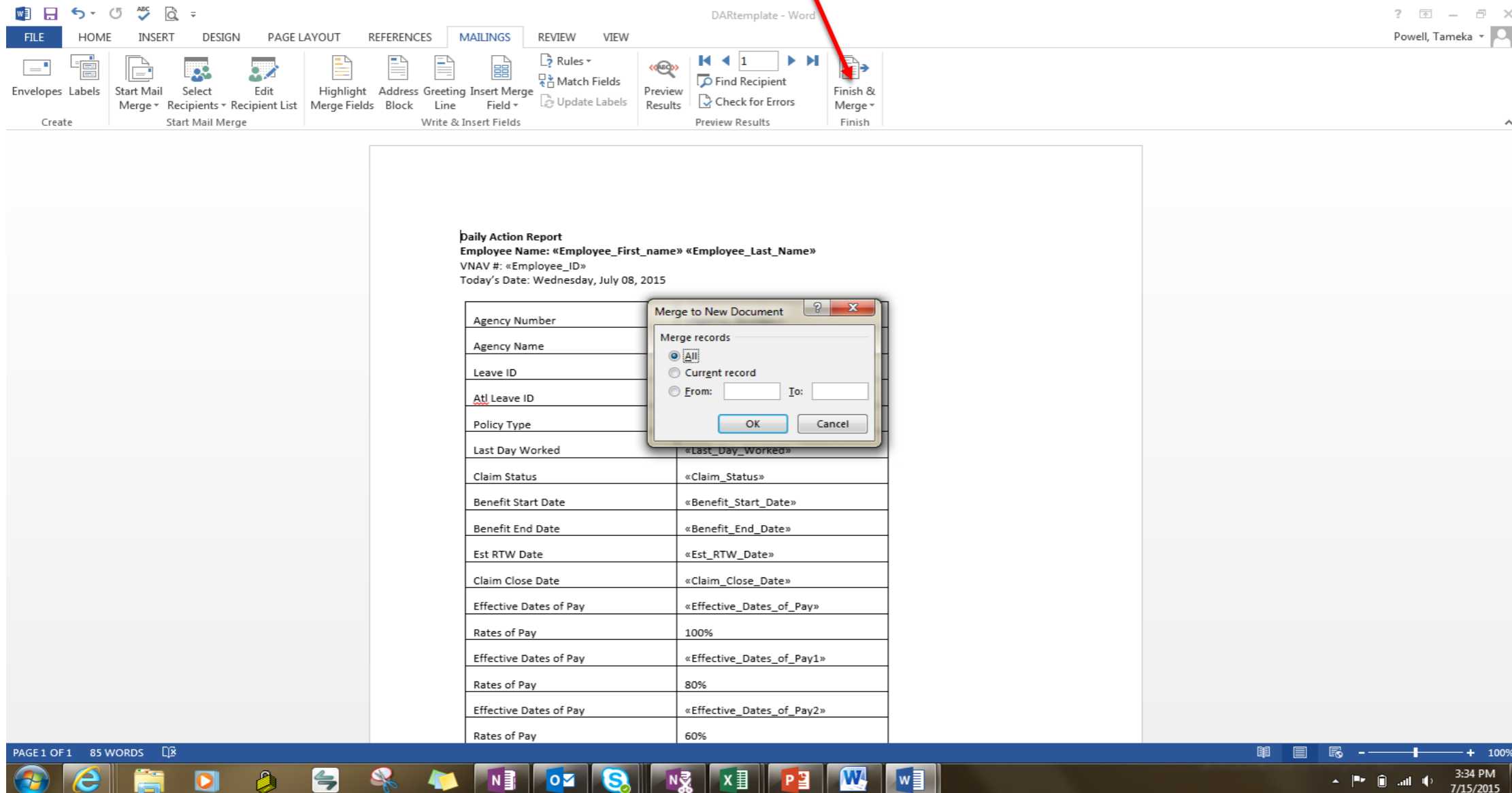
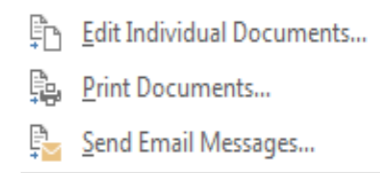
Daily Action Report
 Employee Name: «Employee_First_name» «Employee_Last_Name»
 VNAV #: «Employee_ID»
 Today's Date: «Today's Date»

Agency Name	«Agency Name»
Agency Name	«Agency Name»
Leave ID	«Leave ID»
Att Leave	«Att Leave»
Policy Type	«Policy Type»
Last Day	«Last Day»
Claim Status	«Claim Status»
Benefit Start Date	«Benefit_Start_Date»
Benefit End Date	«Benefit_End_Date»
Est RTW Date	«Est_RTW_Date»
Claim Close Date	«Claim_Close_Date»
Effective Dates of Pay	«Effective_Dates_of_Pay»
Rates of Pay	100%
Effective Dates of Pay	«Effective_Dates_of_Pay1»
Rates of Pay	80%
Effective Dates of Pay	«Effective_Dates_of_Pay2»
Rates of Pay	60%

The status bar at the bottom indicates 'PAGE 1 OF 1 85 WORDS' and the system tray shows the time as 3:35 PM on 7/15/2015.

Select ok.....

- Select the “Finish & Merge” at the top of the page
- Select “Edit Individual documents”
- The following should appear.....

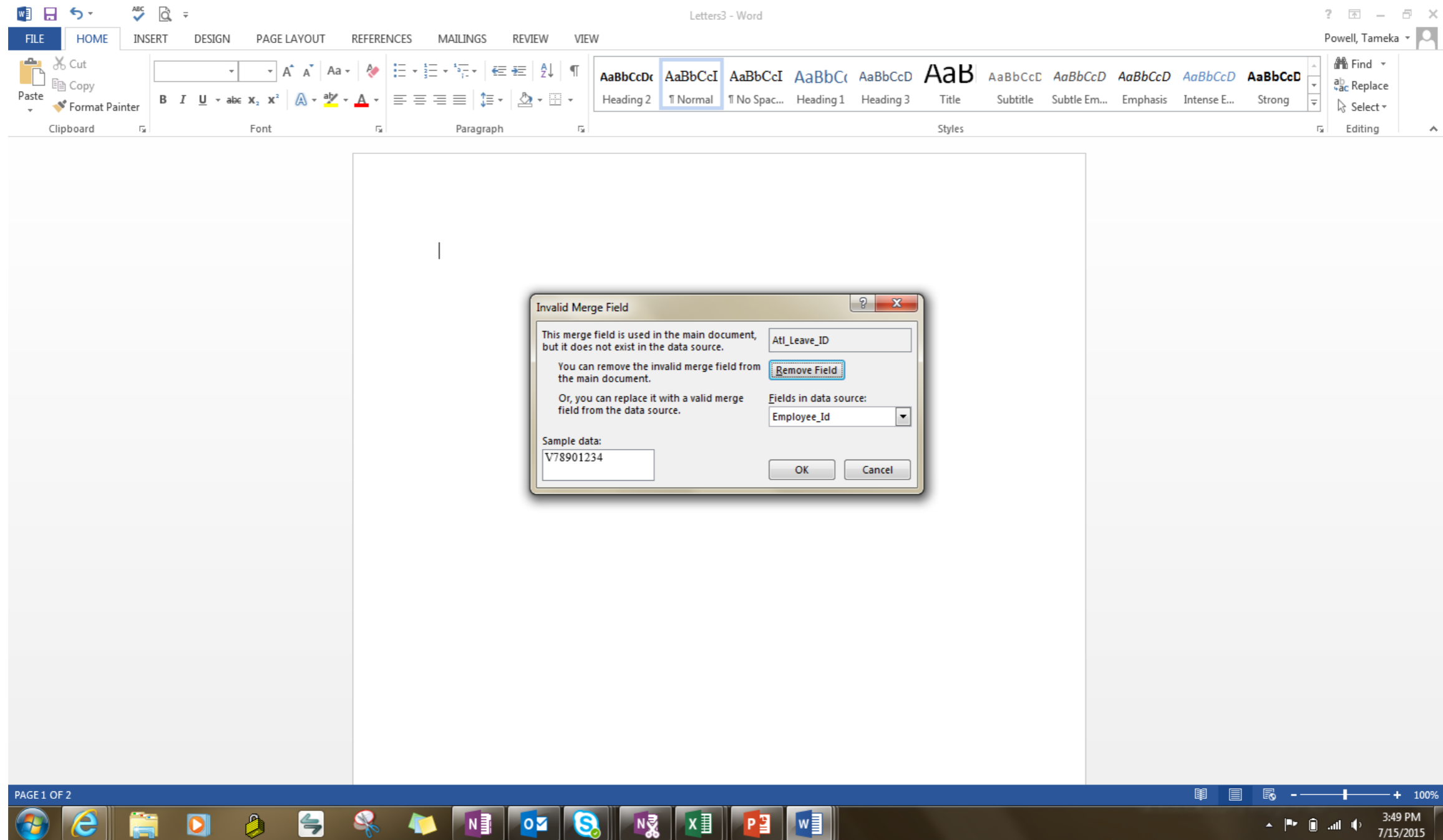


The screenshot shows the Microsoft Word interface with the Mailings ribbon active. The 'Finish & Merge' button is highlighted. A dialog box titled 'Merge to New Document' is open, showing the 'Merge records' section with the 'All' radio button selected. Below the dialog is a table of employee data.

Daily Action Report	
Employee Name: «Employee_First_name» «Employee_Last_Name»	
VNAV #: «Employee_ID»	
Today's Date: Wednesday, July 08, 2015	
Agency Number	
Agency Name	
Leave ID	
At Leave ID	
Policy Type	
Last Day Worked	«Last_Day_Worked»
Claim Status	«Claim_Status»
Benefit Start Date	«Benefit_Start_Date»
Benefit End Date	«Benefit_End_Date»
Est RTW Date	«Est_RTW_Date»
Claim Close Date	«Claim_Close_Date»
Effective Dates of Pay	«Effective_Dates_of_Pay»
Rates of Pay	100%
Effective Dates of Pay	«Effective_Dates_of_Pay1»
Rates of Pay	80%
Effective Dates of Pay	«Effective_Dates_of_Pay2»
Rates of Pay	60%

Select ok.....

The following should appear.....



Select ok.....

The fields should now be populated with your data from the excel sheet, and should appear as the following.....

Daily Action Report
Employee Name: Tameka Powell
VNAV #: V78901234
Today's Date: Wednesday, July 08, 2015

Agency Number	80021
Agency Name	REED GROUP
Leave ID	987654321234
Alt Leave ID	V78901234
Policy Type	STD_1
Last Day Worked	7/1/2015
Claim Status	Open
Benefit Start Date	7/8/2015
Benefit End Date	7/31/2015
Est RTW Date	8/10/2015
Claim Close Date	
Effective Dates of Pay	07/08/2015-07/31/2015
Rates of Pay	100%
Effective Dates of Pay	08/01/2015-08/09/2015
Rates of Pay	80%
Effective Dates of Pay	
Rates of Pay	60%