

Oracle® Documaker Desktop

PPS Reporting Tool User Guide

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Chapter 1

Getting Started

This manual discusses how you can use the PPS Reporting Tool to select and retrieve information stored in your PPS archives.

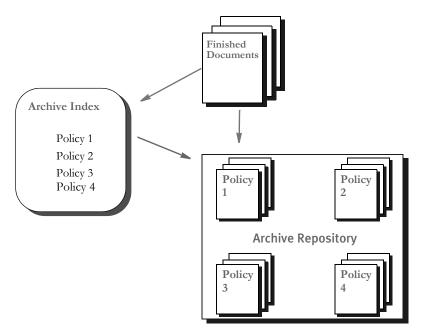
This chapter includes information on these topics:

- Overview on page 2
- What's Included? on page 3

NOTE: For installation instructions, see the Documaker Desktop Installation Guide.

OVERVIEW

The PPS product includes an archive of completed policy documents. You can retrieve documents from archive for viewing or reprinting, or as a source of data for new transactions.



The PPS archive is not a database, but it does have an index for searching a repository of compressed documents.

The completed documents in the archive are more than just pictures of what was printed. These documents are intelligent and are potential sources of valuable business information. The documents are comprised of references to forms in the library and each

information. The documents are comprised of references to forms in the library and each form is a container of the variable data that was put onto the form.

The archive is, in essence, a warehouse of valuable data — if only there was a way to query this archive and extract this valuable business data asset and use it in reports. Now there is a way — the PPS Reporting Tool.

The PPS Reporting Tool adds data mining and reporting capabilities to the PPS archive. With this add-on tool, the PPS archive becomes a valuable source of business intelligence— an asset to be tapped for a myriad of reporting needs.

WHAT'S INCLUDED?

The PPS Reporting Tool includes a Designer for creating and modifying ARX Report Files. Once the report is generated, more options are available such as exporting the data to a Microsoft Excel file, a well-formed XML document, loading the new database table within Microsoft Access or even allowing an external application to run and manipulate the output table. Once manipulated, the new data can then be exported using the same options as above. There is no limit to the number of different .ARX files that can be created, and therefore no limit to the number of reports that can be created. There are certain options that allow the program to run against a completed .ARX file from the command line.

The PPS Reporting Tool also includes:

- The PPS MRL-to-Database Converter
- The PPS Archive Data Mining Engine
- The Lloyds Studio Example MRL

USING THE PPS MRL-TO-DATABASE CONVERTER

The converter is a utility program that reads a PPS master resource library (MRL) and creates a Microsoft Access database of the groups, forms, FAP files, and variable data fields used by the forms in the library. This database is used by the PPS Reporting Tool to provide easy mapping to source data. You can run the utility from the PPS Reporting Tool or from the command line. Once created, you can use the database with other applications or PPS Reporting Tools.

NOTE: For more information on this utility, see Appendix B: Using the FDT2DB Utility on page 123.

USING THE PPS ARCHIVE DATA MINING ENGINE

The Archive Mining Engine runs an .ARX file to populate a Microsoft Access database table containing one or more rows of data from each selected archived transaction. See Appendix C: Data Types and Formats on page 130 for more information.

THE LLOYDS STUDIO EXAMPLE MRL

The PPS Reporting Tool also includes an example of the Lloyds Bordereau MRL in the Studio format that is used in Documaker version 11.0 and higher. For more information on this MRL, see Using the Lloyds Bordereau Example MRL on page 5.

Oracle Insurance's Professional Services can also help you make modifications and get additional reports working. Remember, however, the data in the report can only be as good as the data in the archive. Chapter 1 Getting Started

Chapter 2

Using the Lloyds Bordereau Example MRL

This MRL (master resource library) includes example Lloyds forms and a sample PPS archive. This can be used as a tutorial on how to use the PPS Reporting Tool Designer to generate reports.

This MRL is just an example and is not a complete representation of the data that is required by a Lloyds syndicate for Lloyds Bordereau reporting.

This chapter discusses the following topics:

- What's Included in the Lloyds Bordereau Example? on page 6
- Setting Up the Example MRL in the PPS Reporting Tool on page 7
- Setting Up the Example MRL in Documaker Desktop (PPS) on page 41

What's Included in the Lloyds Bordereau Example?

Arc		This directory contains all of the archived transactions.
DefLib		This directory contains the form definitions fi (FORM.DAT), font system files, and sample DAL files.
	DALAPPIDXFieldLookup.DAL	This example DAL script that returns a value what transaction type is used for a policy.
	DALDateRangeFilter.DAL	This example DAL script that filters records b looking at a specific variable field's value.
Forms		This directory contains the FAP files used in t MRL.
	DEC1.FAP	Example policy declarations form.
	DECADD.FAP	Example additional location and mortgage hole form.
	DEDW5.FAP	Example wind coverage inclusion form.
	DEDWX.FAP	Example wind coverage exclusion form.
PDF		This directory contains individual PDF files for each transaction that is included in the archive You can use these as a reference of the data entered in the transaction when it was complet The name of each file contains the policy numb and date the policy was completed.
WIP		This directory contains all of the work-in- progress items if this MRL is set up with your current Documaker Desktop (PPS) environme

The example PPS MRL is installed in the same location as the PPS Reporting Tool, in a directory named *Lloyds Bordereau Example MRL*. Here is a summary of the subdirectory

In addition, you will find these files in the Lloyds Bordereau Example MRL directory:

ExampleRecordLayout.xls

This is a Microsoft Excel document that contains example column headings you can use for modeling the data record layout within the Guided Setup process. For more information, see Model Data Record Layout Options Screen on page 62.

• FSIUSER.INI

This is a configuration file for this MRL.

• FSISYS.INI

This is a configuration file for this MRL.

SETTING UP THE EXAMPLE MRL IN THE PPS REPORTING TOOL This topic helps you set up the Bordereau example MRL in the PPS Reporting Tool. This can be useful for first time users. These instructions assume the MRL has not been set up. The following topics are included:

- Using the Guided Setup to Set Up the Bordereau Example MRL on page 7
- Assigning Values to Destination Columns in the Record Layout on page 14
- Filtering Archive Transactions by Column Settings on page 23

USING THE GUIDED SETUP TO SET UP THE BORDEREAU EXAMPLE MRL

On step one, select the FSIUSER.INI file under the Lloyds Bordereau Example MRL and then click Next.

Guided Setup - MRL Info	rmation				×	step 1 of 6
	🕨 Llo folder	oyds Bordereau Exa	mple MRL 🕨 👻	Search Lloyds Bore 8≡		
🔆 Favorites	<u>^</u>	Name	Date modified	Туре	Size	View Tutorial
E Desktop		ARC 🔒	12/2/2009 2:00 PM	File folder		
🗼 Downloads	=	퉬 DEFLIB	12/2/2009 2:00 PM	File folder		
Recent Places		FORMS	12/2/2009 2:00 PM	File folder		
		퉬 PDF	12/2/2009 2:00 PM	File folder		
💻 Desktop		🍌 WIP	12/2/2009 2:00 PM	File folder		
詞 Libraries		FSIUSER.INI	7/30/2007 9:37 AM	Configuration settings	3 KB	
Documents						
J Music						
Pictures						
Videos	-					
🖧 Homearoun				_		
F	ile name	FSIUSER.INI		FSI User INI (FSIUSE Open	R.INI) (FsiUs 🔻 Cancel	Next

On steps two and three, simply click Next to set up the MRL database and your report output database with the default settings for the configuration. Here are example screens of what you will see.

👺 Guided Setup - MRL Databa	se Setup (OPTIONAL)	\mathbf{X}
Select or Create N	/IRL Database - (OPTIONAL)	(step 2 of 6)
This MRL database will be s	pecific to the LLOYDS configuration.	Apply DSN Defaults
	isting MRL database or create a new one? ④ Create new 〇 Use existing his machine access to this database 〇 Just give ME access to this da	Skip This Step
DSN (Data Source Name):	LLOYDSMRLDB What is a DSN?	
DSN Description:	MRL information on the LLOYDS configuration. Created on Tuesday Mar 8, 2011.	
Database File Name:	LLOYDSMRL.MDB	
If you are creating DSNs on Windo	ws Vista or Windows 7 the application must be 'Run As Administrator'	ck Next

👺 Guided Setup - Report Outp	put Setup	\mathbf{X}
Select or Create F	Report Output Database and Table	(step 3 of 6)
Would you like to use an ⊙ Create DSN and Table	n existing database and table or create them for your report output? O Use existing DSN and Table	Apply DSN Defaults
Illow ALL users on the second seco	his machine access to this database \bigcirc Just give ME access to this da	ntabase
DSN (Data Source Name):	LLOYDSOutputDB What is a DSN?	
DSN Description:	Report output on the LLOYDS configuration. Created on Tuesday Mar 8, 2011.	
Database File Name:	LLOYDSOutput.MDB	
Table Name:	LLOYDSReports	
If you are creating DSNs on Windo	ws Vista or Windows 7 the application must be 'Run As Administrator'	ck Next

On step four, select the Archived after this Date checkbox, enter **07/01/2007**, deselect all of the Transaction Types except NB – New Business, and click Next.

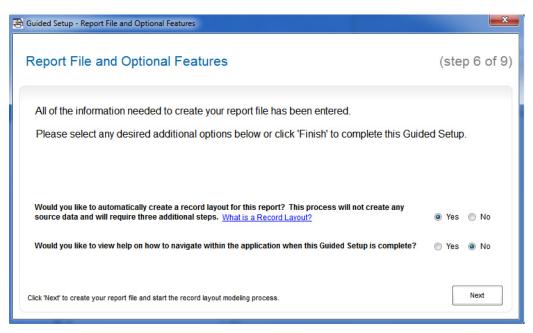
NOTE: The transactions in the example archive were all completed as NB - New Business. Other transaction types can be entered and completed to archive if the Example MRL is set up in your PPS environment. For more information, see Setting Up the Example MRL in Documaker Desktop (PPS) on page 41.

eport Info	ormation								(step 4 of
Name: LLOYDSBORDEREAU Report									
Description:	This report file Wednesday De			mation	from t	the LLC	OYDS	BORDE	REAU configuration. The creation date of this report file is: $$\sc \ $\sc \ \mbox{$\sc \ \mbox{\sc \\mbox{$\sc \\mbox{$\sc \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\$
Archive Filters	r this Date:	07/01/	2007	.] 11y, 20(ction Ty	- 10-10-10 C
	at are Archive	Sun 24	Mon 25 2 9 16 23 30		Wed 27 4 11 18	Thu 28		Sat 30 7 14 21 28 4	

On step five, simply click Next to confirm all of the current selections.

😤 Guided Setup - Review All Selections
Review All Selections (step 5 of 6)
FSIUSER.INI: C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\FSIUSER.INI Configuration (within FSIUSER.INI): LLOYDSBORDEREAU Report File: LLOYDSBORDEREAU.ARX
The following information will be used to create an MRL database for this report file: DSN Name: LLOYDSBORDEREAUMRLDB DSN Description: MRL information on the LLOYDSBORDEREAU configuration. Created on Wednesday Dec 2, 2009. Database File: LLOYDSBORDEREAUMRL.MDB FORM.DAT: C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\DEFLIB\Form.DAT All users on this computer will have access to this database.
The following information will be used to create a report database and table for this report file: DSN Name: LLOYDSBORDEREAUOutputDB Table Name: LLOYDSBORDEREAUReports DSN Description: Report output on the LLOYDSBORDEREAU configuration. Created on Wednesday Dec 2, 2009. Database File: LLOYDSBORDEREAUOutput.MDB
Click 'Confirm' to accept these selections. These selections can not be altered after clicking 'Confirm.'

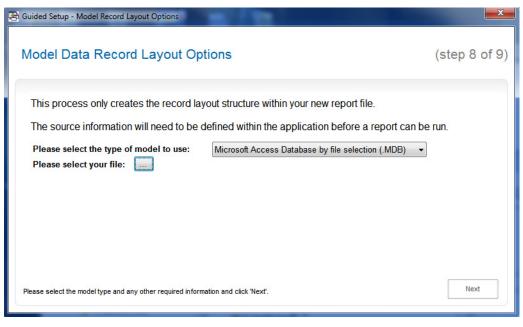
On step six, select Yes for the automatically creating a record layout question and click Next.



On step seven, click Next when all tasks have been completed.

😫 Guided Setup - Performing Report File Setup Tasks	×
Performing Report File Setup Tasks	(step 7 of 9)
Creating ARX File	COMPLETE
Creating MRL Database DSN	COMPLETE
Creating MRL Database (This could take a few minutes)	COMPLETE
Creating Report Output Database DSN	COMPLETE
Creating Report Output Database Table	COMPLETE
Click 'Next' to start the Model process.	Next

On step eight, select the Microsoft Excel Workbook (.XLS) model type, click on the button to select the ExampleRecordLayoud.xls file, select the RecordLayoutExample worksheet from the list, and click Next. See the following screens for a reference.



Select the ExampleRecordLayoud.xls file as shown here:

😫 Open					×	(step 8 of
Look in:	퉬 Lloyds Borde	ereau Example I	MRL 👻	G 🤌 📂 🛄 -		(step o o
(Pa	Name		Date modified	Туре	Size	
Recent Places Desktop	ARC DEFLIB FORMS PDF WIP	RecordLay	7/19/2007 8:58 AM 7/19/2007 8:58 AM 7/19/2007 8:58 AM 7/19/2007 8:58 AM 7/19/2007 8:58 AM 7/19/2007 1:54 PM	File Folder File Folder File Folder File Folder File Folder Microsoft Office E	2	ort can be run.
Computer	 ✓ Image: Files of type: 		III cordLayout.xls ccel file * XLS		Open Cancel	Next

Select the RecordLayoutExample Worksheet.

음 Guided Setup - Model Record Layout Options	X
Model Data Record Layout Options	(step 8 of 9)
This process only creates the record layout structure within your new report file. The source information will need to be defined within the application before a report can be Please select the type of model to use: Microsoft Excel Workbook (XLS) Please select your file: Selected file: C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\ExampleReport Please select a worksheet: RecordLayoutExample	
Please click 'Next' to continue.	Next

On step nine, select the fields that are selected in the first screen below on the Excel File Fields list, click Add and then click Finish. See the following screens for a reference.

😤 Guided Setup - Data Record Layout Creation		×
Data Record Layout Creation		(step 9 of 9)
Build the data record layout from the desire		elected file. m and press up or down on your arrow keys to change order.
Excel File Fields (Columns):	R	Report Fields (Columns):
Namedinsured PolicyNumber EffectiveDt ExpirationDt PolicyTypedDt TransactionType ProdName ProdName ProdAddr1 ProdAddr2 TotalLocations LocationNum LocationCity LocationState	▲dd > < <u>R</u> emove ▲dd All >> << <u>R</u> emove All	
Sort Field Names? Click 'Back' to change your selections or click 'Finish' to complete	e the Guided Setup.	<u>B</u> ack <u>F</u> inish

Guided Setup - Data Record Layout Creation	
Data Record Layout Creation	(step 9 of 9)
Build the data record layout from the desire Excel File Fields (Columns):	ed fields within the selected file. Click on item and press up or down on your arrow keys to change order. Report Fields (Columns):
Excitinities (Continue): ExpirationDt PolicyTypedDt ProdName ProdAddr1 ProdAddr1 ProdAddr2 TotalLocationNum LocationDescription LocationDescription LocationState LocationCity LocationCounty ConstructionYear	Add > NamedInsured Add > PolicyNumber EffectiveDt TransactionType Add All >> <
Sort Field Names? Click 'Back' to change your selections or click 'Finish' to complet	e the Guided Setup.

Go to Assigning Values to Destination Columns in the Record Layout on page 14.

Assigning Values to Destination Columns in the Record Layout

The record layout is a combination of rows and columns. Each of these columns within the record layout needs to have a source applied to it for that column to have data within the output. Columns can have a different source defined on each of the rows defined within the record layout. The source data can be derived from a variable field or from a DAL script.

NOTE: For more information on DAL scripts, see Appendix E: DAL Definition on page 135.

The Bordereau Example Record Layout you created in Using the Guided Setup to Set Up the Bordereau Example MRL on page 7 has one row and four columns. This topic shows you how to populate source information for each destination column defined in this tutorial. This is done using the MRL database created during the setup process. See the following screen for a reference. Choose the Output, Report Record Layout option to go to this screen.

PPS Reporting Tool Designer <u>F</u> ile <u>O</u> utput <u>T</u> ools <u>H</u> elp		
PPSRPT @Date @Time @AppVer @AppVer MRLInfo ReportInfo DataInfo Column : Namedinsured Column : Column : EffectiveDt Column : EffectiveDt Column : TransactionType	Source File Information MRL Information Destination: * This is a Definition Row * Name: Namedinsured Description: Size: 0 Type: Format: Notes: e record returned by your search criteria will appear.	Report Information Data Record Information Data Filter:
Name	dinsured PolicyNumber EffectiveDt TransactionT	уре
Row : Definitions		

The first column is NamedInsured and you will access a global field in the example MRL named INSUREDNAME1. To make this source setting, click on the NamedInsured column on the left side of the main form. (Close the Output Record Layout screen if it is open.) The information tab changes to the Data Record Information tab.

Next click on the Populate Source From MRL DB button. This opens the MRL Information form. This form automatically loads on the variable fields within the MRL defined with a scope of global. Click on the field INSUREDNAME1 in the field list on the right side of this form. The PPS Reporting Tool automatically fills in all of the possible information available for this field. Click on Populate Selected Data to assign this field as the source for the NamedInsured column. See the following screens for a reference.

- LloydsBordereau	SEQ 4	NAME	LENGTH	TYPE	FORMAT
Global MRL Fields (LLOYDS BORDEREAU)(PERSONAL VACANT DWELLING)	1	POLICYNUM	15	Uppercase Alphanumeric	
LEOTDS BORDEREAD)(PERSONAL VACANT DWELLING)	▶ 2	INSUREDNAME1	51	Aphanumeric	
	3	INSUREDNAME2	51	Alphanumeric	
	4	INSUREDMAILADDR1	40	Alphanumeric	
	5	INSUREDMAILADDR2	40	Alphanumeric	
	6	PRODNAME1	23	Alphanumeric	
	7	PRODNAME2	23	Alphanumeric	
	8	PRODADDR1	23	Alphanumeric	
	9	PRODADDR2	23	Alphanumeric	
	10	POLICYEFFDT	10	Date	1/4
	11	POLICYEXPDT	10	Date	1/4
	12	TOTALLOCATIONS	2	Alphanumeric	
	13	SEND COPY TO:	20	Alphanumeric	
	14	POLICYNUM	15	Uppercase Alphanumeric	
	15	INSUREDNAME1	51	Alphanumeric	
	16	INSUREDNAME2	51	Alphanumeric	
	17	INSUREDMAILADDR1	40	Alphanumeric	
	18	INSUREDMAILADDR2	40	Alphanumeric	
	19	PRODNAME1	23	Alphanumeric	
	•	III			۶.
	Global Fields: 41			iew Im	age as PDF
Key1: Field Properties:					
		Selected Destin			
		Row Name: Destination Nar	Definition ne: Named		
Form: Field Type: Alphan					
Image: Field Format: NONE Field: INSUREDNAME1	EAPPLIED			Format option is selecte tion for any selected fiel	

Notice that the destination size is automatically set to the same size as the selected field. You can modify this size, but for now make no changes as they could possibly truncate data.

NOTE: If the destination size is something other than zero, it will not be auto filled by the populate feature.

PPS Reporting Tool Designer File Output <u>T</u> ools <u>H</u> elp	
	Source File Information MRL Information Report Information Data Record Information Destination: * This is a Definition Row*
	Indexed: No Source: Image Name: Instance: 1 Instance: 1 Instance: 1 Instance: 1 Field Name: Image Name: Field Size: 51 Field Format: Field Format:
	Previous Tab

The next column to assign source data to is PolicyNumber. The variable field for this within the MRL is named POLICYNUM. To perform this source setting, click the PolicyNumber column on the left side of the main form. Next, click on the Populate Source From MRL DB button. This opens the MRL Information form. Click the POLICYNUM field in the field list on the right side of this form. Click on Populate Selected Data to assign this field as the source for the NamedInsured column. See the following screens for a reference.

PPSRPT OData	Source File Information MRL Information	Report Information Data Record Information
	Destination: This is a Definition Row * Name: PolicyNumber Description: Size: 0 Type: Format: Notes: Indexed: No Source: Key1: Key2: Form Name: Instance: 1 ÷ Image Name: Instance: 1 ÷ Field Name: Field Size: 0 Field Format: Commetable Commetable Field Format: Commetable Field Format: Commetable Commetable Commetable Commetable Field Format: Commetable Commetable Commetable Commetable Field Format Commetable Commetable	Data Filter: Exclude row if specified form not present in Form Set? Exclude row if specified field not present on specified Form? Exclude row if specified field not present anywhere in Form Set? When specified field is equal to the value returned for a DAL Include Exclude DAL script to call: When a DAL Script returns a non-zero value: Include Exclude Data Formatting: Use the value returned by a DAL Script to call: Date the value returned by a DAL Script as the source data. DAte script to call: Use the value returned by a DAL Script as the source data. DAL script to call: Use the value returned by a DAL Script as the source data. DAL script to call: Use the value returned by a DAL Script as the source data. DAL script to call: Use the value returned by a DAL Script as the source data. DAL script to call: Use the value returned by a DAL Script as the source data. DAL script to call: Use the value returned by a DAL Script as the source data. Optimized to the source and Destination Type and Format and simply move the data? Populate Source From MRL DB

Chapter 2 Using the Lloyds Bordereau Example MRL

- LloydsBordereau - Global MRL Fields		SEQ A	NAME	LENGTH	TYPE	FORMAT	1
(LLOYDS BORDEREAU)(PERSON	AL VACANT DWELLING)	▶ 1	POLICYNUM	15	Uppercase Alphanumeric		1
		2	INSUREDNAME1	51	Alphanumeric		1
		3	INSUREDNAME2	51	Alphanumeric		
		4	INSUREDMAILADDR1	40	Alphanumeric		-
		5	INSUREDMAILADDR2	40	Alphanumeric		1
		6	PRODNAME1	23	Alphanumeric		
		7	PRODNAME2	23	Alphanumeric		
		8	PRODADDR1	23	Alphanumeric		
		9	PRODADDR2	23	Alphanumeric		-L
		10	POLICYEFFDT	10	Date	1/4	-
		11	POLICYEXPDT	10	Date	1/4	7
		12	TOTALLOCATIONS	2	Alphanumeric		
		13	SEND COPY TO:	20	Alphanumeric		
		14	POLICYNUM	15	Uppercase Alphanumeric		
		15	INSUREDNAME1	51	Alphanumeric		
		16	INSUREDNAME2	51	Alphanumeric		
		17	INSUREDMAILADDR1	40	Alphanumeric		
		18	INSUREDMAILADDR2	40	Alphanumeric		
		19	PRODNAME1	23	Alphanumeric		
		•	m			Þ	Ĩ
		Global Fields: 41			View Im	age as PDF	
Key1:	Field Properties:						
			Selected Destin				
Key2:	Field Length: 15		Row Name:	Definitio			
Form:	Field Type: Upper		Destination Nar				
lmage:	Field Format: NOI	NE APPLIED			Format option is selecte tion for any selected field		
Field: POLICYNUM			will not be popu				

PPSRPT	Source File Information MRL Information Report Information Data Record Information
@Date @Time @AppVer @MELInfo MRLInfo Datainfo Datainfo Datainfo Column : NamedInsured DestinationInfo SourceInfo DestinationInfo @ Destinfo @	Destination: * This is a Definition Row * Name: PolicyNumber Description: Exclude row if specified field not present in Form Set? Exclude row if specified field not present on specified Form? Exclude row if specified field not present anywhere in Form Set? Type: Type: When specified field is equal to the value returned for a DAL Include Exclude DAL script to call: Include Exclude DAL script to call:
	Source: Key1: Key2: Use the value returned by a DAL Script as the source data. Instance: 1 Field Name: POLICYNUM Field Size: 15 Field Type: Field Format: Populate Source From MRL DB

To assign the source data for the column EffectiveDt, use the same process as above and use the global field POLICYEFFDT. Now your record layout should look like the following screen. Notice that the variable field name used as a source for each column is filled in.

PPSRPT		Source File Informa	ation MRI	_ Information	Report Information	Data Record Information
ODate ODate ODate ODate OTime OApVer MRLinfo DataInfo OtataInfo Otumn : NamedInsu Column : PolicyNumb Column : EffectiveDt Column : Transaction Output Record Layout:	er	Destination: *T Name: N Description: Size: 5 Type: Format: Notes:	amedinsured	n Row *	Exclude row if sp Exclude row if sp Set? When specified fi	ecified form not present in Form Set? ecified field not present on specified Form? ecified field not present anywhere in Form eld is equal to the value returned for a DAL Exclude DAL script to call:
The following layout is how each Ar		1		ā.	_	
		-		TransactionType		
		,				
	medInsured REDNAME1	PolicyNumber POLICYNUM	EffectiveDt POLICYEFFDT	TransactionType		

The last destination column, named TransactionType, will have its source value supplied by a DAL script. This script accesses the (APPIDX) Application Index field TRANCODE from the actual archived transaction and returns a textual representation.

NOTE: For information on the contents of the DAL script, see DALAPPIDXFieldLookup.DAL on page 135.

Follow these steps to assign the value returned from this DAL script as the source data.

Click on the TransactionType column on the left side of the main form. Next, click on the Use the value returned by a DAL script as the source data checkbox on the lower right side of the Data Record Information tab. Then, enter the following script name in the text box under the checkbox:

DALAPPIDXFieldLookup

Finally, enter **16** in the Destination Size field on the Data Record Information tab. Use the following screen as a reference.

NOTE: The value 16 is used as the destination size, because 16 characters is the largest value returned by the DAL script. No source field size needs to be entered in this case.

PSRPT	Source File Information	MRL Information	Report Information	Data Record Information
	Destination: * This is a Name: Transacti Description: Size: 16 Type: Format: Notes:		Data Filter: Exclude row if sp Exclude row if sp Exclude row if sp Set? When specified fi Include When a DAL Scription	ecified form not present in Form Set? ecified field not present on specified Form? ecified field not present anywhere in Form eld is equal to the value returned for a DAL © Exclude DAL script to call:
	Indexed: No Source: Key1: Key2: Form Name:		Data Formatting: Use the value retu data. DALAPPIDXField	urned by a DAL Script as the source DAL script to call: ILookud
	Instance: 1 Image Name: Instance: 1 Tield Name: Field Size: 0 Field Type:		Use the Source T data and then for Format?	ype and Format to de-format the source mat using the Destination Type and and DestinationType and Format and
	Field Format:		Populate Source	e From MRL DB

All of the destination columns within the Record Layout now contain source data. To test the report use the menu option Output, Generate Archive Report. You will see the see the following Report Options form.

🕾 Report Options:
Report is Complete. There were '20' Records written to the output database.
What would you like to do?
Do Nothing - Return to Designer 🔹 🔻
Qk

Modify your Report Options form to match the following screen which will group/sort the records by the value within the NamedInsured column and load Excel when the conversion process is complete. Click Ok to receive your report results. When prompted to save the Excel file, press Ok to save the file with the same name as the report file you are using. **NOTE:** Some options may not appear if your search finds no records.

Report Options: Report is Complete. There were '20' Records	s written to the output database.
What would you like to do?	
Convert MS Access Report into MS Ex	cel Document 🔹
Group Records by Column?	NamedInsured -
Repeat Column Headings for each Gro	pup?
Sort Records by Column?	PolicyNumber -
Insert Blank Line(s) between Records	or Groups? 0 🜩
Load Excel File after conversion?	
<u> </u>	24

Your report results in Excel will look similar to those shown on the following screen.

	N 🖬 🖻 • (? • •	. ⇒			LLOYDS	BORDEREAU	J.xls - Micro	soft Excel
C	Home Inse	ert Page Layout	Formulas	Data	Review	View		
	A1	$ f_x$	NamedInsu	red				
	А	В	С		D	E	F	G
1	<u>NamedInsured</u>	<u>PolicyNumber</u>	EffectiveDt	Transac	<u>tionType</u>			
2	Angelina Jolie	100005	8/1/2007	New Bus	iness			
3	Ashley Judd	100018	7/19/2007	New Bus	iness			
4	Cameron Diaz	100015	6/17/2007	New Bus	iness			
5	Carrie Fisher	100016	7/1/2007	New Bus	iness			
6	Demi Moore	100017	8/1/2007	New Bus	iness			
7	Dustin Hoffman	100013	7/1/2007	New Bus	iness			
8	Ed Harris	100014	7/1/2007	New Bus	iness			
9	George Clooney	100004	8/17/2007	New Bus	iness			
10	Jeremy Piven	100001	7/15/2007	New Bus	iness			
11	Jessica Alba	100006	7/15/2007	New Bus	iness			
12	John Cusack	100000	7/11/2007	New Bus	iness			
13	Julia Roberts	100009	7/18/2007	New Bus	iness			
14	Kirsten Dunst	100010	7/11/2007	New Bus	iness			
15	Matt Damon	100002	7/25/2007	New Bus	iness			
16	Morgan Freeman	100007	7/11/2007	New Bus	iness			
17	Sandra Bullock	100019	6/25/2007	New Bus	iness			
18	Steve Carell	100003	7/15/2007	New Bus	iness			
19	Tom Hanks	100012	8/5/2007	New Bus	iness			
20	Tom Welling	100008	7/15/2007	New Bus	iness			
21	Will Smith	100011	7/11/2007	New Bus	iness			
22								

Next, go to Filtering Archive Transactions by Column Settings on page 23.

FILTERING ARCHIVE TRANSACTIONS BY COLUMN SETTINGS

Some of the archive transactions you receive may have data you want to omit from your report. You can filter certain transactions using Data Filter options. The following topics expand on what you have learned using the example MRL within this tutorial. In the previous steps of this tutorial, the output data was equal to that shown on the following output screen example. All of these transactions were completed to archive in the month of July, but some of the effective dates of the policies are in June and some are in August. If you are trying to generate a report that deals only with the policies effective during July, you would use the Data Filter options.

0	<u>।</u> २ २ २	÷			LLOYDS	BORDEREAU	J.xls - Micro	soft Excel
C	Home Inse	ert Page Layout	Formulas	Data	Review	View		
	A1	▼ (* <i>f</i> x	NamedInsur	red				
	А	В	С	D		E	F	G
1	<u>NamedInsured</u>	<u>PolicyNumber</u>	EffectiveDt	Transactio	onType			
2	Angelina Jolie	100005	8/1/2007	New Busine	ess			
3	Ashley Judd	100018	7/19/2007	New Busine	ess			
4	Cameron Diaz	100015	6/17/2007	New Busine	ess			
5	Carrie Fisher	100016	7/1/2007	New Busine	ess			
6	Demi Moore	100017	8/1/2007	New Busine	ess			
7	Dustin Hoffman	100013	7/1/2007	New Busine	ess			
8	Ed Harris	100014	7/1/2007	New Busine	ess			
9	George Clooney	100004	8/17/2007	New Busine	ess			
10	Jeremy Piven	100001	7/15/2007	New Busine	ess			
11	Jessica Alba	100006	7/15/2007	New Busine	ess			
12	John Cusack	100000	7/11/2007	New Busine	ess			
13	Julia Roberts	100009	7/18/2007	New Busine	ess			
14	Kirsten Dunst	100010	7/11/2007	New Busine	ess			
15	Matt Damon	100002	7/25/2007	New Busine	ess			
16	Morgan Freeman	100007	7/11/2007	New Busine	ess			
17	Sandra Bullock	100019	6/25/2007	New Busine	ess			
18	Steve Carell	100003	7/15/2007	New Busine	ess			
19	Tom Hanks	100012	8/5/2007	New Busine	ess			
20	Tom Welling	100008	7/15/2007	New Busine	ess			
21	Will Smith	100011	7/11/2007	New Busine	ess			
22								

The variable field POLICYEFFDT contains the effective date of the policy and not the date the transaction was completed to archive. For this Data Filter, you will use a DAL script that returns either a zero (0) or one (1) depending on the effective date of the policy.

NOTE: For information on the contents of the DAL script, see DALDateRangeFilter.DAL on page 136.

Follow these steps to apply this filter.

Click on the EffectiveDt column on the left side of the main form. Next, click the When a DAL Script returns a non-zero value checkbox on the right side of the Data Record Information tab. Then, select the Include option. Finally, type DALDateRangeFilter in the text box under the include option. Use the following screen as a reference.

PSRPT	Source File Information	MRL Information Report	Information Data Record Information	
Otate O	Destination: * This is a l Name: EffectiveD Description:		Filter: Exclude row if specified form not present in Form Set? Exclude row if specified field not present an specified Fo Exclude row if specified field not present anywhere in Fo Set? When specified field is equal to the value returned for a I Include Exclude DAL script to call: When a DAL Script returns a non-zero value: Include Exclude DAL script to call: DALDateRangeFilter Formatting:	orm
	Key1: Key2:		Use the value returned by a DAL Script as the source data. DAL script to call:	
	Form Name: Instance: 1	0	Use the Source Type and Format to de-format the source data and then format using the Destination Type and Format? Ignore the Source and DestinationType and Format and simply move the data?	e
	Field Format:	Po	pulate Source From MRL DB	

The new report output (when using the same Excel conversion options used in the previous tutorial step) will look like the following screen. You can see that this report only contains policies with effective dates after 7/01/2007 and before 8/01/2007.

0	<u>।</u> २०२७ -	⇒		LLO	YDSBORDEREAU	J.xls - Micro	soft Excel
C	Home Inse	ert Page Layout	Formulas	Data Review	w View		
	A1	\bullet (• f_x	NamedInsur	red			
	А	В	С	D	E	F	G
1	NamedInsured	<u>PolicyNumber</u>	EffectiveDt	TransactionTy	pe		
2	Ashley Judd	100018	7/19/2007	New Business			
3	Carrie Fisher	100016	7/1/2007	New Business			
4	Dustin Hoffman	100013	7/1/2007	New Business			
5	Ed Harris	100014	7/1/2007	New Business			
6	Jeremy Piven	100001	7/15/2007	New Business			
7	Jessica Alba	100006	7/15/2007	New Business			
8	John Cusack	100000	7/11/2007	New Business			
9	Julia Roberts	100009	7/18/2007	New Business			
10	Kirsten Dunst	100010	7/11/2007	New Business			
11	Matt Damon	100002	7/25/2007	New Business			
12	Morgan Freeman	100007	7/11/2007	New Business			
13	Steve Carell	100003	7/15/2007	New Business			
14	Tom Welling	100008	7/15/2007	New Business			
15	Will Smith	100011	7/11/2007	New Business			
16							

To discuss the other Data Filter options, add four more columns and one more row. The columns that you are going to add are ProdInfo, TotalLocations, LocationNum, and LocationDescription.

First, right click on DataInfo on the left side of the main form and click Add Column. Next enter **ProdInfo** in the Name field under Destination. Repeat this process for TotalLocations, LocationNum, and LocationDescription. See the next screens for a reference.

PPSRPT	Source File Information MRL Information Report Information Data Record Information
©Date ©AppVer MRLInfo Reportinfo DataInfo € Row: D Add Row Add Column	Destination: * This is a Definition Row * Name: Namedinsured Description: Exclude row if specified form not present in Form Set? Size: 51 Type: Exclude row if specified field not present anywhere in Form Set? Format: When specified field is equal to the value returned for a DAL script returns a non-zero value: Indexed: No Source: When a DAL Script returns a non-zero value: Indexed: No Source: Data Filter: Indexed: No Source: Data Formatting: Use the value returned by a DAL Script to call: Data Formatting: Use the value returned by a DAL Script to call: Use the value returned by a DAL Script to call: Instance: 1 \$\overline\$ Instance: 1 \$\overline\$ Field Name: INSUREDNAME1 Field Size: 51 Field Type: Ignore the Source From MRL DB

PPSRPT @Date	Source File Information MRL Information	Report Information Data Record Information
© Uale © Time © AppVer ■ MRLInfo ■ DataInfo ■ Column : NamedInsured ■ Column : PolicyNumber ■ Column : EffectiveDt ■ Column : TransactionType ■ Column : TransactionType ■ Column : ProdInfo ■ DestinationInfo ■ SourceInfo	Destination: * This is a Definition Row * Name: Produnfo Description:	Data Filter: Exclude row if specified form not present in Form Set? Exclude row if specified field not present on specified Form? Exclude row if specified field not present anywhere in Form Set? When specified field is equal to the value returned for a DAL Include

PSRPT	Source File Information MRL Information	Report Information Data Record Information
Otate O	Destination: * This is a Definition Row * Name: LocationDescription Description:	Data Filter: Exclude row if specified form not present in Form Set? Exclude row if specified field not present on specified Form? Exclude row if specified field not present anywhere in Form Set? When specified field is equal to the value returned for a DAL Include Exclude DAL script to call: When a DAL Script returns a non-zero value: Include Exclude DAL script to call:
Column : LocationDescription ⊕ DestinationInfo ⊕ SourceInfo	Source: Key1: Key2: Form Name: Instance: 1 Image Name: Instance: 1 Field Name: Field Size: 0 Field Format.	Data Formatting: Use the value returned by a DAL Script as the source data. DAL script to calt Use the Source Type and Format to de-format the source data and then format using the Destination Type and Format? Ignore the Source and DestinationType and Format and simply move the data? Populate Source From MRL DB
4		

Assign source fields to these new destination columns. Use the global field PRODNAME2 for ProdInfo. Use the global field TOTALLOCATIONS for TotalLocations. See the following screens for the fields to use for LocationNum and LocationDescription.

Use the field LOCATIONNUM1 on the DEC1 section (FAP file) for LocationNum.

E- LloydsBordereau		SEQ 4	NAME	LENGTH	TYPE F
Global MRL Fields (LLOYDS BORDEREAU)(PERSONAL VACANT DWELLING) For	me	1	POLICYRENEWALNUM	12	Uppercase Alphanumeric
DEC1 07-07 - DECLARATIONS PAGE		2	LOCATIONNUM1	2	Alphanumeric
Image - DEC1		3	DescLocation1	60	Alphanumeric
DEC1ADD 07-07 - ADDITIONAL LOCATION DEDW5 07-07 - 5% WIND/HAIL DEDUCTIBLE FORM		4	DescLocation 1City	20	Alphanumeric
DEDWS 07-07 - 5% WIND/HAIL DEDUCTIBLE FORM DEDWX 07-07 - WIND/HAIL EXCLUSION FORM		5	DescLocation 1State	2	Alphanumeric
		6	DescLocation 1Zip	10	Alphanumeric
		7	DescLocation 1County	22	Alphanumeric
		8	DescLocation1Const	15	Aphanumeric
		9	DescLocation 1Const Yr	4	Alphanumeric
		10	DescLocation 1Class	2	Alphanumeric
		11	Location 1CovDwelling	12	Aphanumeric
		12	Location 1 Prem Dwelling	12	Alphanumeric
		13	Location 1Cov Structure	12	Aphanumeric
		14	Location 1Prem Structure	12	Alphanumeric
		15	Location 1CovPersProp	12	Alphanumeric
		16	Location 1PremPersProp	12	Alphanumeric
		17	Location 1PremAddPeril	12	Alphanumeric
		18	Location 1CovPremisesLiab	12	Alphanumeric
		19	Location 1PremPremisesLiab	12	Alphanumeric
	•				•
<	Field	ds: 68			View Image as PDF
Key1: LLOYDS BORDEREAU Field Propertie	e. ,				
			Selected Destination In		
				Definitions	
Form: DEC1 07-07				LocationNum	tion in a landa d
Plinage: DEC1 Field Form Field: LOCATIONNUM1	at: NONE API	PLIED	*The Ignore Source Typ The Type and Format in		

Use the field DESCLOCATION1 on the DEC1 section (FAP file) for LocationDescription.

LloydsBordereau		SE		LENGTH	TYPE	F 1
Global MRL Fields	ELLING) Forms: 4	1	POLICYRENEWALNUM	12	Uppercase Alphanumeric	
DEC1 07-07 - DECLARATIONS PAGE	LEEING)TOITIS. 4	2	LOCATIONNUM1	2	Alphanumeric	
Image - DEC1		▶ 3	DescLocation1	60	Alphanumeric	
DEC1ADD 07-07 - ADDITIONAL LOCATION		4	DescLocation 1City	20	Alphanumeric	
DEDW5 07-07 - 5% WIND/HAIL DEDUCTIBLE I		5	DescLocation 1State	2	Alphanumeric	τL
	a	6	DescLocation1Zip	10	Alphanumeric	
		7	DescLocation 1County	22	Alphanumeric	
		8	DescLocation 1Const	15	Alphanumeric	
		9	DescLocation 1Const Yr	4	Alphanumeric	
		10	DescLocation 1Class	2	Alphanumeric	
		11	Location 1CovDwelling	12	Alphanumeric	
		12	Location 1 Prem Dwelling	12	Alphanumeric	
		13	Location 1CovStructure	12	Alphanumeric	
		14	Location 1PremStructure	12	Alphanumeric	
		15	Location 1CovPersProp	12	Alphanumeric	
		16	Location 1PremPersProp	12	Alphanumeric	
		17	Location 1PremAddPeril	12	Alphanumeric	
		18	Location 1CovPremisesLiab	12	Alphanumeric	
		19	Location 1PremPremisesLiab	12	Alphanumeric	Ξ.
		•	III			•
< III	۱.	Fields: 68			View Image as PDF	
Z Key1: LLOYDS BORDEREAU Z Key2: PERSONAL VACANT DWELLING Z Form: DEC1 07-07 Z Image: DEC1 Z Field: Desclocation1	Field Properties: Field Length: 60 Field Type: Alpl Field Format: No	hanumeric	Selected Destination Row Name: Destination Name: *The Ignore Source The Type and Forma	Definitions LocationDescripti Type and Format op	on tion is selected.	

Now that you have all the columns you need, add the new row. This new row is used to hold the second location of policies that have multiple locations. This design allows for multiple output rows to be written to the output database. For example, the first row contains information regarding the first location and the second row contains information regarding the second location. Each of these columns of data has different source data fields for each row.

First, right click on DataInfo on the left side of the main form and click Add Row. The following screen appears and allows for some initial settings for the additional row. Enter a name for the row and double click on the LocationNum and LocationDescription rows. This makes sure that when the row is created, the settings for the first row (the definitions row) are not used. Click Ok to continue.

COLUMN ORDER	COLUMN NAME	COPY ROW SETTINGS	
1	NamedInsured	TRUE	
2	PolicyNumber	TRUE	
3	EffectiveDt	TRUE	
4	Transaction Type	TRUE	
5	ProdInfo	TRUE	
6	TotalLocations	TRUE	
7	LocationNum	FALSE	
8	LocationDescription	FALSE	

Now set the source data for the second row for the LocationNum and LocationDescription columns. To do this, click on the second row on the left side of the main form. Now click on the LocationNum column.

Use the field LOCATIONNUM2 on the DEC1 section (FAP file) for LocationNum. See the following screen for a reference.

The name of the current row and column is in the bottom right corner of your screen. At any time a section is selected, you can click the View Image as PDF button to view the selected section as a PDF file.

LloydsBordereau			SEQ A	NAME	LENGTH	TYPE	F '											
Global MRL Fields 			46	LOCATION2PREMPREMISESLIAB	12	Alphanumeric	Ē.											
DEC1 07-07 - DECLARATIONS PAGE	ING) FORMS		51	LOCATION2PREMSTRUCTURE	12	Alphanumeric												
Image - DEC1			54	LOCATION2PREMTOTAL	12	Alphanumeric												
DECIADD 07-07 - ADDITIONAL LOCATION			2	LOCATIONNUM1	2	Alphanumeric												
DEDW5 07-07 - 5% WIND/HAIL DEDUCTIBLE FOF DEDWX 07-07 - WIND/HAIL EXCLUSION FORM	RM	•	33	LOCATIONNUM2	2	Alphanumeric												
DEDWX 07-07 - WIND/HAIL EXCLUSION FORM			60	MortgageHolder1Addr1	57	Alphanumeric												
			66	MortgageHolder1Addr2	57	Alphanumeric												
		59	MortgageHolder1Name1	57	Alphanumeric													
		65	MortgageHolder1Name2	57	Alphanumeric													
			68	MortgageHolder2Addr1	57	Alphanumeric												
			63	MortgageHolder2Addr2	57	Alphanumeric												
			67	MortgageHolder2Name1	57	Alphanumeric												
			62	MortgageHolder2Name2	57	Alphanumeric												
			22	PolicyFee	12	Alphanumeric	Γr											
			21	PolicyLocationPremTotal	12	Alphanumeric												
			1	POLICYRENEWALNUM	12	Uppercase Alphanumeric												
			23	PolicySurplusTax	12	Alphanumeric												
														28	PolicyTotalPremium	12	Alphanumeric	
													32	PolicyTypedDt	10	Date	1/ .	
		•					*											
•	- F	Fields	68			View Image as PDF												
Kev1: LLOYDS BORDEREAU	Properties:	1																
	1.1			Selected Destination Infor														
	Field Length: 2				ondLoc													
Form: DEC1 07-07	field Type: Alph	nanumeric	:		ationNum													
Image: DEC1	Field Format: NO	ONE APPL	IED	*The Ignore Source Type a The Type and Format info														
Field: LOCATIONNUM2				will not be populated.	induction of diag													

After populating the field as selected above, increase the Image Instance value to 2. This is required, because the selected field is on the second page of the section (FAP file). See the following screen for a reference.

PPS Reporting Tool Designer <u>File O</u> utput <u>T</u> ools <u>H</u> elp	Witches, Agentes, Mills (Compatible Vision)	
Eile Qutput Iools Help PPSRPT @Date @Time @AppVer MRLInfo Reportinfo Datalnfo Column: NamedInsured Column: PolicyNumber Column: PolicyNumber Column: TransactionType Column: NamedInsured Column: TotalLocations Column: NamedInsured Column: LocationNum Column: NamedInsured Column: InteractionType Column: NamedInsured Column: TotalLocations Column: Prodinfo Column: Prodinfo Column: TransactionType Column: TransactionType Column: TotalLocations Column: CocationNum DestinationInfo SourceInfo Column: LocationDescriptior 	Source File Information MRL Information Destination: Use Row 1 Settings for this Column: Name: LocationNum Description: Size: Size: 2 Type: Type: Format: Notes: Source: Key1: Key1: LLOYDS BORDEREAU Key2: PERSONAL VACANT DWELLING Form Name: DEC1 Instance: 1 Image Name: DEC1 Instance: 2 Field Name: LOCATIONNUM2 Field Size: 2 Field Format: Image Name:	Data Fitter: Exclude row if specified form not present in Form Set? Exclude row if specified field not present on specified Form? Exclude row if specified field not present anywhere in Form Set? When specified field is equal to the value returned for a DAL Include Exclude DAL script to calt: Include Exclude DAL script to calt: Data Formatting: Use the value returned by a DAL Script as the source data. DAL script to calt: Use the value returned by a DAL Script as the source data. DAL script to calt: Use the source Type and Format to de-format the source data and then format using the Destination Type and Format? Ignore the Source and DestinationType and Format and simply move the data?
		Previous Tab

Use the field DESCLOCATION2 on the DEC1 section (FAP file) for LocationDescription.

⊒ LloydsBordereau			SEQ 4	NAME	▲ LENGTH	TYPE	F ⁴
Global MRL Fields (LLOYDS BORDEREAU)(PERSONAL VACANT DW	ELLINC) Forma		3	DescLocation1	60	Alphanumeric	
DEC1 07-07 - DECLARATIONS PAGE	ELEING/FORMS		4	DescLocation 1City	20	Alphanumeric	
Image - DEC1			10	DescLocation 1Class	2	Alphanumeric	-
DEC1ADD 07-07 - ADDITIONAL LOCATION			8	DescLocation 1Const	15	Alphanumeric	
DEDW5 07-07 - 5% WIND/HAIL DEDUCTIBLE DEDWX 07-07 - WIND/HAIL EXCLUSION FOR			9	DescLocation 1Const Yr	4	Alphanumeric	
	IVI		7	DescLocation 1County	22	Alphanumeric	
			5	DescLocation 1State	2	Alphanumeric	
			6	DescLocation1Zip	10	Alphanumeric	
		•	34	DESCLOCATION2	60	Alphanumeric	
			38	DESCLOCATION2CITY	20	Alphanumeric	
			41	DESCLOCATION2CLASS	2	Alphanumeric	
			40	DESCLOCATION2CONST	15	Alphanumeric	
		37	DESCLOCATION2CONSTYR	4	Alphanumeric		
			36	DESCLOCATION2COUNTY	22	Alphanumeric	
			35	DESCLOCATION2STATE	2	Alphanumeric	
			39	DESCLOCATION2ZIP	10	Alphanumeric	
			64	Location 1	4	Alphanumeric	
			25	Location 1Coinsurance	3	Alphanumeric	
			11	Location1CovDwelling	12	Alphanumeric	
		•		III			P.
	•	Fields	68			View Image as F	PDF
Key1: LLOYDS BORDEREAU	Field Properties:	,					
				Selected Destination In			
	Field Length: 60				econdLoc		
	Field Type: Alph				ocationDescriptio		
Image: DEC1	Field Format: NC	NE APPI	LIED	*The Ignore Source Typ The Type and Format in			
Field: DESCLOCATION2				will not be populated.	ionnation for any		

After populating the field as selected above, increase the Image Instance value to 2. This is required, because the selected field is on the second page of the section (FAP file). See the following screen for a reference.

PPS Reporting Tool Designer <u>F</u> ile <u>O</u> utput <u>T</u> ools <u>H</u> elp	
PPSRPT @Date @Time @AppVer MRLInfo ReportInfo DataInfo Column : NamedInsured @Column : PolicyNumber @Column : EffectiveDt @Column : TransactionType @Column : TransactionType @Column : TotalLocations @Column : LocationNum @Column : LocationDescription	Source File Information MRL Information Report Information Data Record Information Destination: Use Row 1 Settings for this Colume: Data Filter: Exclude row if specified form not present in Form Set? Name: LocationDescription Exclude row if specified field not present on specified Form? Size: 60 Exclude row if specified field not present anywhere in Form Type: When specified field is equal to the value returned for a DAL Format: Include Exclude When a DAL Script returns a non-zero value: Include Exclude
Row : SecondLoc Column : Namedinsured Column : PolicyNumber Column : EffectiveDt Column : TransactionType Column : TransactionType Column : TotalLocations Column : LocationNum Column : LocationDescription DestinationInfo SourceInfo	Source: Use the value returned by a DAL Script as the source data. Key1: LLOYDS BORDEREAU Key2: PERSONAL VACANT DWELLING Form Name: DEC1 07-07 Instance: 1 Image Name: DEC1 DEC1 0 Instance: 2 Field Name: DESCLOCATION2 Field Size: 60 Field Format: Populate Source From MRL DB
	Previous Tab

The record layout for this report now looks like the following screen. Notice that the first and second rows have different source data defined for the LocationNum and LocationDescription columns. The other columns have the same source data defined for the first and second row.

		NamedInsured	PolicyNumber	EffectiveDt	TransactionType	ProdInfo	TotalLocations	LocationNum	LocationDescripti
•	Row : Definitions	NSUREDNAME1	POLICYNUM	POLICYEFFDT		PRODNAME2	TOTALLOCATIONS	LOCATIONNUM1	DescLocation1
	Row : SecondLoc	NSUREDNAME1	POLICYNUM	POLICYEFFDT		PRODNAME2	TOTALLOCATIONS	LOCATIONNUM2	DESCLOCATION2

Now that the data record layout for this example is complete, you can learn about the remaining data filtering options. To make sure you are getting the right information, generate the report and use the Excel conversion feature with the following options.

Report is Complete. There were '28' Rec	ords written to the output datab	ase.
What would you like to do?		
Convert MS Access Report into M	S Excel Document	•
Group Records by Column?	NamedInsured	•
Repeat Column Headings for each	Group?	
Sort Records by Column?	LocationNum	+
📝 Insert Blank Line(s) between Reco	rds or Groups?	1 🖨
Load Excel File after conversion?		

This generates the following report which is grouped by NamedInsured, sorted by LocationNum, and has a blank line between each transaction for readability. Use the following screen as a reference.

Notice that the second row repeats for each transaction returned from archive. Additionally, the second row is actually being sorted as the first row because there is no data in the fields. This is not the desired outcome for this report because some policies only contain one location. The next set of data filter options exclude rows if certain options are not met.

	Home Inse	ert Page Layout	Formulas	Data Review	View			@ _ *
	A1	▼ (* f _x)	NamedInsu	red				
	А	В	С	D	E	F	G	Н
1	<u>NamedInsured</u>	PolicyNumber	EffectiveDt	TransactionType	ProdInfo	TotalLocations	LocationNum	Location Description
2	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	1	400 A Time To Kill Lane
3	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	2	1200 Kuffs Circle
4								
5	Carrie Fisher	100016		New Business	Agency2	1		
6	Carrie Fisher	100016	7/1/2007	New Business	Agency2	1	1	900 Star Wars Avenue
7								
8	Dustin Hoffman	100013		New Business	Agency1	1		
9	Dustin Hoffman	100013	7/1/2007	New Business	Agency1	1	1	400 Rain Man Lane
10						-		
	Ed Harris	100014		New Business	Agency2	2		3340 Enemy at the Gates Drive
	Ed Harris	100014	7/1/2007	New Business	Agency2	2	2	340 The Rock Path
13		100001	7/45/2007					
	Jeremy Piven	100001		New Business	Agency1	2		11 Smokin' Aces Avenue
15 16	Jeremy Piven	100001	//15/2007	New Business	Agency1	2	2	150 Entourage Street
16 17	Jessica Alba	100006	7/15/2007	New Business	Areneva	2	1	1200 Rise of the Silver Surfer Drive
17	Jessica Alba	100006		New Business	Agency2	2		25 The Fantastic Four
10 19	Jessica Alba	100000	7/13/2007	New Busiliess	Agency2	2	2	
20	John Cusack	100000	7/11/2007	New Business	Agency1	1		
20	John Cusack	100000		New Business	Agency1	1		1408 Say Anything Lane
22	Cusack	100000	// 11/ 2007	New Dusiness	Agency1	-	1	1400 Guy Anything Lane
	Julia Roberts	100009	7/18/2007	New Business	Agency2	2	1	0050 Runaway Bride Lane
-	Julia Roberts	100009		New Business	Agency2	2		1212 Oceans Twelve Parkway
25			.,,,			_	_	,
26	Kirsten Dunst	100010	7/11/2007	New Business	Agency2	2	1	1030 Eternal Sunshine of the Spotless Mind
27	Kirsten Dunst	100010		New Business	Agency2	2		The Crow Salvation Drive
28					5 ,-			
29	Matt Damon	100002	7/25/2007	New Business	Agency1	3	1	1250 Rounders Lane
30	Matt Damon	100002	7/25/2007	New Business	Agency1	3	2	231 Bourne Identity Circle
31								
	Norgan Frooman	ArchiveRep		Now Pucipose eet3	Agonov2	ر	1	777 Evon Almighty Highway

If you know a source field name only appears on a certain row in a form set, you can use the Exclude row if specified field not present anywhere in Form Set option to filter out unwanted rows. For example, the LocationNum column on the second row uses the LOCATIONNUM2 variable field for source data. No value would be entered in this field (on the form set) if there is not a second location in the policy. Use the following screen as a reference.

NOTE: The other two options to exclude rows if the specified form or field is not present work in the same way. These are simply provided for flexibility.

PPSRPT	Source File Information MRL Information	Report Information Data Record Information
Provential Column: Production Column: Productions Column: Productions Column: Column: Production Column: Colum: Column: Column: Colum: Colu	Source File Information MRL Information Destination: Use Row 1 Settings for this Column: Name: LocationNum Description: Size: Size: 2 Type: Format: Notes: Source: Key1: LLOVDS BORDEREAU Key2: PERSONAL VACANT DWELLING Form Name: DEC1 Image Name: DEC1 Instance: 2 Field Name: LOCATIONNUM2 Field Size: 2 Field Type: Enclose	
	Field Format:	Populate Source From MRL DB
III 🕨		

The following screen shows what the report now looks like when it is generated and converted to Excel using the same options as before. Notice that only records that have more than one location use multiple rows now.

	Home Ins	ert Page Layout	Formulas	Data Review	View			
	A1	• (• f _x	NamedInsu	red				
4	А	В	С	D	E	F	G	Н
1	NamedInsured	PolicyNumber	EffectiveDt	TransactionType	ProdInfo	TotalLocations	LocationNum	Location Description
2	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	1	400 A Time To Kill Lane
3	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	2	1200 Kuffs Circle
4								
5	Carrie Fisher	100016	7/1/2007	New Business	Agency2	1	1	900 Star Wars Avenue
6								
7	Dustin Hoffman	100013	7/1/2007	New Business	Agency1	1	1	400 Rain Man Lane
8								
9	Ed Harris	100014		New Business	Agency2	2		3340 Enemy at the Gates Drive
10	Ed Harris	100014	7/1/2007	New Business	Agency2	2	2	340 The Rock Path
11								
	Jeremy Piven	100001		New Business	Agency1	2		11 Smokin' Aces Avenue
	Jeremy Piven	100001	7/15/2007	New Business	Agency1	2	2	150 Entourage Street
14								
15	Jessica Alba	100006		New Business	Agency2	2		1200 Rise of the Silver Surfer Drive
16	Jessica Alba	100006	7/15/2007	New Business	Agency2	2	2	25 The Fantastic Four
17								
18	John Cusack	100000	7/11/2007	New Business	Agency1	1	1	1408 Say Anything Lane
19			- 1 - 1					
20	Julia Roberts	100009		New Business	Agency2	2		0050 Runaway Bride Lane
21	Julia Roberts	100009	7/18/2007	New Business	Agency2	2	2	1212 Oceans Twelve Parkway
22	Winter Direct	400000	7/44/0000	N. D. J.		-		1000 Steven I Over him of the Over 1 and 1
23		100010		New Business	Agency2	2		1030 Eternal Sunshine of the Spotless Mind
24	Kirsten Dunst	100010	//11/200/	New Business	Agency2	2	2	The Crow Salvation Drive
25	Math Damag	100002	7/25/2007	New Decisers	A			1250 Rounders Lane
				New Business	Agency1	3		
	Matt Damon	100002	//25/200/	New Business	Agency1	3	2	231 Bourne Identity Circle
28	Morgon Freeser	100007	7/11/2007	New Business	Aronau?			777 Fuen Almightu Highurau
	Morgan Freeman				Agency2	3		777 Evan Almighty Highway
30 31	Morgan Freeman	100007	//11/2007	New Business	Agency2	3	2	1500 The Shawshank Redemption Road
	Stovo Caroll	100002	7/15/2007	Now Rusinoss	Agonov1	2		126 The Office Lane

The last type of data filter uses a DAL script to include or exclude rows by looking at the value contained within a specified variable field. This DAL script is not included in the sample MRL. To create this DAL script, you can use your text editor of choice. The following instructions define how to perform the tasks with Microsoft Notepad. See the following screen for a reference.

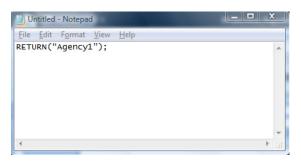
First, run Notepad. Enter the following DAL line exactly as shown here. Please note that case matters.

```
RETURN("Agency1");
```

Finally, save the contents of the above file in the following location and with the following name:

```
C:\users\<username>\Documents\Lloyds Bordereau Example
MRL\DEFLIB\DALAgencyFilter.DAL
```

NOTE: Store the DAL scripts you use for the PPS Reporting Tool in the DEFLIB directory. The DAL file names do not have to contain DAL in them. It simply makes finding them easier. DAL script must, however, have the file extension .DAL.



Finally, fill in the following information for the data filter option. Select the When specified field is equal to the value returned for a DAL option. Select Include and type **DALAgencyFilter** in the field below Include. Use the following screen as a reference.

PPS Reporting Tool Designer	1000				
<u>File Output Tools H</u> elp					
- PPSRPT	Source File Information	MRL Information Report	Information Data Rec	ord Information	
@Date @Time @AppVer @AppVer MRLInfo DataInfo DataInfo Column : NamedInsured Column : PolicyNumber Column : Prodinfo Column : Prodinfo DestinationInfo GostinationInfo GostinationInfo GostinationInfo	Destination: * This is a De Name: Prodin fo Description: Size: 23 Type: Format: Notes:		Filter: Exclude row if specified form no Exclude row if specified field no Exclude row if specified field no Set? When specified field is equal to t Include Exclude DALAgencyFilter When a DAL Script returns a no Include Exclude	t present on specified Form? t present anywhere in Form the value returned for a DAL DAL script to call:	
Column : TotalLocations Column : LocationNum Column : LocationNum Column : LocationDescripti Row : SecondLoc	Indexed: No Source: Key1: Key2:		Data Formatting: Use the value returned by a DAL Script as the source		
	Form Name:		data. DAL script to	o cail:	
	Form Name: Instance: 1		Use the Source Type and Forma data and then format using the D Format? Ignore the Source and Destinatio simply move the data?	lestination Type and	
۰ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ					
				Previous Tab	

The following screen shows what the report now looks like when it is generated and converted to Excel using the same options as before. Notice that the only transactions that are included have the Agency1 in the ProdInfo column.

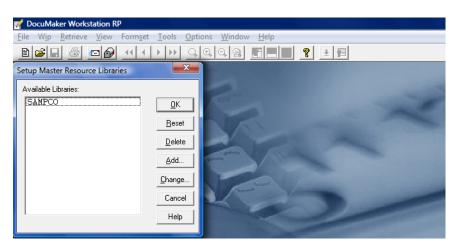
0	🏹 🖬 🔊 - (° -	⇒		LLOYD	SBORDEREA	J.xls - Microsoft Exce	el		
C	Home Ins	ert Page Layout	Formulas	Data Review	View				0 –
	A1	▼ (* fx	NamedInsu	ired					
	А	В	С	D	E	F	G	Н	1
1	NamedInsured	PolicyNumber	<u>EffectiveDt</u>	TransactionType	Prodinfo	TotalLocations	LocationNum	Location Description	
2	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	1	400 A Time To Kill Lane	
3	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	2	1200 Kuffs Circle	
4									
5	Dustin Hoffman	100013	7/1/2007	New Business	Agency1	1	1	400 Rain Man Lane	
6									
7	Jeremy Piven	100001	7/15/2007	New Business	Agency1	2	1	11 Smokin' Aces Avenue	
8	Jeremy Piven	100001	7/15/2007	New Business	Agency1	2	2	150 Entourage Street	
9									
10	John Cusack	100000	7/11/2007	New Business	Agency1	1	1	1408 Say Anything Lane	
11									
12	Matt Damon	100002	7/25/2007	New Business	Agency1	3	1	1250 Rounders Lane	
13	Matt Damon	100002	7/25/2007	New Business	Agency1	3	2	231 Bourne Identity Circle	
14									
15	Steve Carell	100003	7/15/2007	New Business	Agency1	2	1	126 The Office Lane	
16	Steve Carell	100003	7/15/2007	New Business	Agency1	2	2	1212 Little Miss Sunshine Road	
17									
18	Tom Welling	100008	7/15/2007	New Business	Agency1	1	1	1200 The Fog Road	
19									
20	Will Smith	100011		New Business	Agency1	5	1	124 Men In Black Circle	
21	Will Smith	100011	7/11/2007	New Business	Agency1	5	2	354 Hitch Lane	
22									

SETTING UP THE EXAMPLE MRL IN DOCUMAKER DESKTOP (PPS)

This process is optional and is not required to use the PPS Reporting Tool. This will allow for form set creation and retrieval (for viewing) with the example MRL. If new policy transactions are completed to archive in this MRL, they will be available for archive reporting. Follow these steps to set up the example MRL in Documaker Desktop (PPS).

1 Start PPS and add a master resource library.

Select the File, Library Setup option. Click Add on the Setup Master Resource Libraries window.



- 2 Set the MRL path and file information. The following values need to have their path and file names set to the example MRL. See the following screens for a reference.
- **NOTE:** These examples assume the default location when installing the PPS Reporting Tool. If you are running Windows Vista or Windows 7, the paths will look like this:

C:\Users\<username>\Documents\Oracle Corp\PPS Reporting Tool Designer\

Directory	Path
ARCPath	C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\ARC
CARPath	C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\ARC
DefLib	C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\DEFLIB
FntFile	REL121FNT
FontLib	C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\DEFLIB
FormDef	FORM.DAT

Directory	Path
FormLib	C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\FORMS
WIPPath	C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\WIP
XRFFile	REL121

To open the selection window, select the item you want to change and click Browse.

💅 DocuMaker Works	tation RP		
	<u>V</u> iew Form <u>s</u> et <u>T</u> ools <u>O</u> ptions <u>W</u> indow <u>H</u> elp		
		王国	
Resource Library		X	
Library:	(unnamed)	Browse	
ARCPath			
ARCPath CARPath Complib DALFile Deflib Fontlib FornDef FormFile FormFile GK	Select Location of Archive Index	Help	X 1 0

🜠 DocuMaker Worksta	ation RP			
<u>F</u> ile W <u>i</u> p <u>R</u> etrieve	<u>V</u> iew Form <u>s</u> et <u>T</u> ools	<u>O</u> ptions <u>W</u> indow <u>H</u> elp		
E 🗲 🖬 🚳 🛛			१ ± ₽	
Resource Library				
Library:	(unnamed)		Browse	1000
ARCPath	.ywire Software\PPS Rep	orting Tool Designer\Lloyds Borderea	u Example MRL\ARC ⁴ ,	-
ARCPath	= C:\Progra	m Files∖Skywire Softwa	re\PPS Repor	
CARPath CompLib	=			and the second se
DALFile	-		=	
DALFile	=			
DefLib FntFile	-			
FontLib	-			
FormDef	= FORM.DAT			
FormFile	=		-	
FormIib	=		•	
			· · ·	
<u>0</u> K	<u>R</u> eset	Cancel	Help	

When all of the items have their correct values, name the Library and then click Ok.

💅 DocuMaker Wo	rkstation RP	
<u>F</u> ile W <u>i</u> p <u>R</u> etrie	ve <u>V</u> iew Form <u>s</u> et <u>T</u> ools <u>O</u> ptions <u>W</u> in	ndow <u>H</u> elp
🖹 🚅 🖬 🎒		
Resource Library	A CONTRACTOR OF THE REAL OF	
Library:	Bordereau Example	Browse
≍rfFile	Lloyds	
FormDef FormFile FormLib HelpLib LogoFile LogoLib TableLib WIPFath XrfFile		kywire Software\PPS Repor
<u>o</u> k	<u>R</u> eset	Cancel Help

3 Select the new library and click Ok.

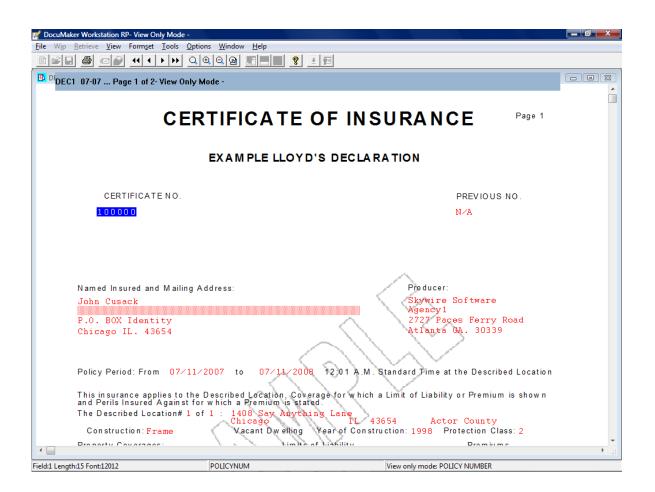
Once you add the MRL, select it and click Ok. The Bordereau Example MRL has now been set up in your PPS environment. You can add new transactions and review the current archived transactions just as with any other library.



The following screens show how to retrieve a policy by searching on the company name.

Select the Retrieve, Formset menu option. Type an **L** for Lloyds in the Company field (see the following screen for a reference) and then click Refresh. All of the completed policies are now available from the list. Highlight a policy and click Ok to view its information.

Eile Wip <u>R</u> etrieve <u>V</u> iew Formset	Tools Options \ ▶ ▶ Q, ⊕, ∅	Mindow Help	8	士国	
Retrieve document					×
Company Line of Bus	iness Policy	# F	Run Date		
L			07/18/20	07	_
, ,	,				
Policy #	Created	Date	TR	ST	
100019	07/11/2007	07/11/2007	NB	AR	A
100018	07/11/2007	07/11/2007	NB	AR	
100018 100017	07/11/2007 07/11/2007	07/11/2007 07/11/2007	NB NB	AR AR	
100017	07/11/2007	07/11/2007	NB	AR	
100017 100016	07/11/2007 07/11/2007	07/11/2007 07/11/2007	NB NB	AR AR	
100017 100016 100015	07/11/2007 07/11/2007 07/11/2007 07/11/2007	07/11/2007 07/11/2007 07/11/2007 07/11/2007	NB NB NB	AR AR AR	
100017 100016 100015 100014	07/11/2007 07/11/2007 07/11/2007 07/11/2007	07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007	NB NB NB NB	AR AR AR AR	
100017 100016 100015 100014 100013	07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007	07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007	NB NB NB NB NB	AR AR AR AR AR	
100017 100016 100015 100014 100013 100012	07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007	07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007 07/11/2007	NB NB NB NB NB NB	AR AR AR AR AR AR AR	



Chapter 3

Using the Guided Setup

The guided setup performs a step-by-step process to create an archive report file (see ARX Report Files on page 133 for more information). The process creates default settings for each step by asking you questions.

In this topic you will find screens and descriptions of the available options for each step. These steps are in the order you see them, but the current step and the total number of steps required to complete the guided setup depends on the options you have selected.

NOTE: The screens you see may differ slightly if you are processing a Studio format MRL, but the steps are the same.

This chapter includes information on these topics:

- Introduction on page 46
- Selecting the Master Resource Library on page 47
- MRL Database Screen Optional Step on page 49
- Report Output Database Screen on page 52
- Report Information Screen on page 54
- Confirmation of Selections Screen on page 56
- Report File and Optional Features Screen on page
 58
- Report File and Setup Tasks Screen on page 60
- Model Data Record Layout Options Screen on page 62
- Data Record Layout Creation Screen on page 66

INTRODUCTION

The guided setup runs automatically the first time you start the PPS Reporting Tool. You can also run it from these menu options:

- Tools, Run Guided Setup
- File, New, Report File, Use Guided Setup

You can cancel the guided setup at any time by clicking the X in the top right corner.

NOTE: The following screens and options are based on using the Lloyds Bordereau Example MRL that is installed with the PPS Reporting Tool in the default installation directory.

The screens you see may differ slightly if you are processing a Studio format MRL, but the steps are the same.

😤 Guided Setup - Welcome 🛛
Welcome to the PPS Reporting Tool Designer Application
This Guided Setup will help you set up your first Archive Reporting File.
Use the buttons at the bottom to go to the next step or the previous step (if available).
Please note that skipping a step or selecting certain options will increase or decrease
the total number of steps required to complete this process.
You may cancel this setup at anytime by clicking the 'X' in the top right corner.
NOTE that if you intend to create DSNs on a Windows Vista or Windows 7 machine the application must be 'Run As Administrator'.
Press 'F1' on any step to get additional help.

Selecting the Master Resource Library

The first step is to select the MRL (master resource library) on which you want to base the archive reports. To do this, you specify the FSIUSER.INI file for the MRL.

NOTE: For more information on this file, see FSIUSER.INI File on page 133.

The View Tutorial link starts a tutorial for setting up the Bordereau Example MRL in the PPS Reporting Tool. Please note that changes are required to run the PPS Reporting Tool and some of its features. These changes do not affect any other Oracle Insurance applications. The application makes a backup copy of your file to make sure all of your previous settings are saved. See the following screen for a reference.

😤 Guided Setup - MRL Information	X
MRL (Master Resource Library) Selection*	(step 1 of 6)
Please select the FSIUSER.INI for the MRL (Master Resource Library) you wish to report on. None Selected	<u>View Tutorial</u>
*This MRL Selection does not effect other Oracle applications.	Next

After you select the FSIUSER.INI file, the following information is available. Use the following screen as a reference.

The configuration (within the FSIUSER.INI file) is used to create the initial defaults for the remaining steps. If there are multiple configurations, you must select one before you can continue with the next step.

The PPS Reporting Tool uses the configuration name to create the directory it needs to store your files. It also uses this name for other purposes, such as providing defaults for the guided setup. You can change this name and doing so affects the defaults on the remaining steps of the guided setup. If you have already run the setup process once and used the default settings, the system warns you of a possible data loss.

The report file name is the name of the report file as it will be saved on the hard drive.

The question regarding using an MRL database is for an optional step that is not required to create archive reports.

For information on the benefits of using an MRL database, see Using an MRL Database on page 75. If you enter No, the amount of steps required to set up your report file is decreased by one, but your current step remains the same. You can also set up the MRL database within the PPS Reporting Tool after the guided setup finishes.

😤 Guided Setup - MRL Information	— X
MRL (Master Resource Library) Selection* (step	1 of 6)
Please select the FSIUSER.INI for the MRL (Master Resource Library) you wish to report on. View Tut C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\FSIUSER.INI Configuration (within FSIUSER.INI): LLOYDSBORDEREAU Configuration Name (This is used to store information on your hard drive): LLOYDSBORDEREAU Example: C:\Program Files\Oracle\PPS Reporting Tool Designer\LLOYDSBORDEREAU Report File (ARX) Name: LLOYDSBORDEREAU.ARX Would you like to use an MRL Database for this report? (Recommended) @ Yes No Why Use an MRL Database?	torial
*This MRL Selection does not effect other Oracle applications.	lext

MRL Database Screen – Optional Step

This step lets you create a new or select an existing database for the report file that the guided setup is creating. An example of the database selections and a brief description of each option follows. You can go to the next step by clicking Skip This Step.

The system searches for the FORM.DAT file using the FSIUSER.INI file you selected in the first step of the guided setup. If this file does not match the one for the MRL you selected, or if one could not be found, you must select the appropriate FORM.DAT file.

NOTE: Studio format MRLs do not use a FORM.DAT file so the selection and validation of the FORM.DAT file is not necessary.

For more information on this file, see FORM.DAT File on page 134.

The default selections for an MRL database are to create a new database and Data Source Name (DSN) for connectivity using the Create MRL DB option. If at any time you make changes to any of the options for this step and want to revert to the defaults, click the Apply DSN Defaults button.

NOTE: If you are creating DSNs on a Windows Vista or Windows 7 machine, you must run the Reporting Tool as an Administrator. For more information about DSNs, see Defining Data Source Names on page 78.

You control access to the DSN you are creating by selecting one of these options:

- Allow All users on this machine access to this database
- Just give me access to this database

The default is to let all users who can login on this machine view the database.

The DSN name must not already be in use on the machine and if it is in use, the guided setup does not let you create it again. If you want to use the selected DSN name, you can change the selection to use existing MRL DB and select it from the list of available DSNs.

The DSN description is optional and is defaulted to let you know which configuration it was created against and what day it was created on.

The database file name is the name of the database file as it will be saved on the hard drive. Currently only Microsoft Access is supported.

😤 Guided Setup - MRL Databa	se Setup (OPTIONAL)		
Select or Create N	VIRL Database - (OPTIO	NAL)	(step 2 of 6)
This MRL database will be s	specific to the LLOYDS configuration.		Apply DSN Defaults
	isting MRL database or create a new one	? ● Create new ○ Use existing ○ Just give ME access to this da	Skip This Step
DSN (Data Source Name):		What is a DSN?	
Database File Name:	MRL information on the LLOYDS configuration	Created on Tuesday Mar 8, 2011.	
If you are creating DSNs on Windo	ows Vista or Windows 7 the application must be	'Run As Administrator' Ba	ack Next

The other way to assign an MRL database to your report file that will be generated by the guided setup is to use the existing MRL DB option. When you select this option, the screen will change to match the following one. The list only includes valid MRL database DSNs created with the Converter.

For more information on the Converter, see Using the PPS MRL-to-Database Converter on page 3.

One advantage to using the option to select an existing DSN is that if you are running the guided setup for an MRL that has already been set up for a report, there is no need to create a new DSN and database. The guided setup deletes all of the current information in the database and re-creates it using the most current information.

😤 Guided Setup - MRL Database Setup (OPTIONAL)	×
Select or Create MRL Database - (OPTIONAL)	(step 2 of 6)
This MRL database will be specific to the LLOYDSBORDEREAU configuration and requires a FORM.DAT file. (Please make sure this file matches the selected MRL.)	Apply DSN Defaults
C:\Program Files\Oracle\PPS Reporting Tool Designer/Lloyds Bordereau Example MRL\DEFLIB\Form.DAT	Skip This Step
Would you like to use an existing MRL database or create a new one? O Create new O Use existing Please select a MRL database DSN from this list to continue.	
LLOYDSBORDEREAUMRLDB -(MRL information on the LLOYDSBORDEREAU configuration. Created on We	dnesday Dec 9, 2009,
All information within selected database will be deleted!	x Next

REPORT OUTPUT DATABASE SCREEN

The PPS Reporting Tool requires a database and table to be set up for the report outputs. This screen defines the DSN for the output database and a corresponding table. A brief description of the options for setting up your report database and table follows.

NOTE: If you are creating DSNs on a Windows Vista or Windows 7 machine you must run the Reporting Tool as an Administrator. For more information about DSNs, see Defining Data Source Names on page 78.

The default selections for a report database are to create a new database, table, and DSN for connectivity using the Create DSN and Table option. If you make changes to any of the options for this step and want to revert to the defaults, click the Apply DSN Defaults button.

You control access to the DSN you are creating by selecting one of these options:

- Allow all users on this machine access to this database
- Just give me access to this database

The default is to let all users who can login on this machine view the database.

The DSN name must not already be in use on the machine and if it is in use, the guided setup will not let you create it again. If you want to use the selected DSN name, you may change the selection to use existing DSN and Table and select the DSN and a corresponding Table.

The DSN description is optional and is defaulted to let you know which configuration it was created for and what day it was created on.

The database file name is the name of the database file as it will be saved on the hard drive. Currently only Microsoft Access is supported. The table name is the table the report data will be populated into.

🚟 Guided Setup - Report Outj	put Setup	X
Select or Create F	Report Output Database and Table	(step 3 of 6)
Would you like to use a	n existing database and table or create them for your report output? O Use existing DSN and Table	Apply DSN Defaults
	his machine access to this database O Just give ME access to this d	atabase
DSN (Data Source Name): DSN Description:	LLOYDSOutputDB What is a DSN? Report output on the LLOYDS configuration. Created on Tuesday Mar 8, 2011.	
Database File Name: Table Name:	LLOYDSReports	
If you are creating DSNs on Windo	ows Vista or Windows 7 the application must be 'Run As Administrator'	ack Next

The other way to assign an output DSN and table for the report file that will be created by the guided setup is to select the use existing DSN and Table option. When this option is selected, the screen changes to match the following screen. The list on the left contains Microsoft Access DSNs that are not empty and are not valid MRL databases. The list on the right shows all of the available tables within the selected DSN on the left side.

😤 Guided Setup - Report Output Setup	×
Select or Create Report Output Database and Table	(step 3 of 6)
Would you like to use an existing database and table or create them for your report output? Create DSN and Table Use existing DSN and Table Please select a report database DSN from this list: Please select a table within the	Apply DSN Defaults
Please select a report database DSN from this list: Please select a table within the ILLOYDSBORDEREAUOutputDB-(Report output on the LLOYDSBORDEREAU or LLOYDSBORDEREAUReports	selected database:
Xtreme Sample Database 2005 -(No DSN Description - User DSN)	
All information within selected database table will be deleted!	ck Next

REPORT INFORMATION SCREEN

This step allows a name and description to be entered for the report file. The name and description are defaulted to contain information on the configuration within the FSIUSER.INI file and the date this setup was run. Additionally, you can assign high level archive filters for which transactions this report should consider. To learn more about these filters, see Filtering the Archive Index on page 82. Examples of these filters follows.

The transaction types to search for default to all of the transaction types that are available. To skip a transaction type, click the checkbox next to that transaction type to remove it. This filters that transaction type out of the transactions searched for. Please note that removing the selections for all of the transaction types also has the same effect as selecting all of the transaction types.

iuided Setup - Re Report Info	port Information Setup	(step 4 of 6
Name: Description:	LLOYDS80RDEREAU Report This report file contains information from the LLOYDS80RDEREAU configuration. The creation date of Wednesday Dec 2, 2009.	f this report file is:
Archive Filters: Archived afte	r this Date: 12/02/2009 v Transaction Type(s): v to this Date: 12/02/2009 v B - New Business v to this Date: 12/02/2009 v RN - Renewal v RN - Renewal v QU - Quote	Back Next

To select a date or a date range, click the checkbox next to the date you want to enter. Please note the date used for this date range is the date the transaction was archived and not necessarily the effective date or endorsement date of the policy.

uided Setup - Re		n Setuj	0						
eport Info	ormation								(step 4 of
Name:	LLOYDSBORDE	EREAU	Report						
Description:	This report file Wednesday De			mation	from t	he LLC	YDSE	ORDE	REAU configuration. The creation date of this report file is:
Archive Filters:		07/01/	2007		1				/pe(s):
					1 200		D N.		riness ent
Archived prio Wh:	r to this Date: at are Archive	24	Mon 25 2 9 16 23 30	Tue 26 3 10 17 24 31	27 4 11 18 25 1	Thu 28 5 12 19 26 2	27 3	Sat 30 7 14 21 28 4	
				1	Foday	12/2/	2009		Back Next

This example shows how to filter transactions archived after July 1, 2007 with the New Business and Quote transaction types.

Guided Setup - Re	port Information Setup	
Report Info	ormation (step	4 of
Name:	LLOYDSBORDEREAU Report	
Description:	This report file contains information from the LLOYDSBORDEREAU configuration. The creation date of this report file is: Wednesday Dec 2, 2009.	*
~ Archive Filters:		~
Archive riters.	Transaction Type(s):	_
Archived prio		
Wh	at are Archive Filters?	
	Back	lext

CONFIRMATION OF SELECTIONS SCREEN

This step is a confirmation of all previous selections. Please review all of the selections and make sure all of the options match what you are attempting to do with this report file. Please take heed of any warnings. After you click Confirm, you can no longer change these settings. The following screens show some examples of what you will see on this screen.

This example is a new report file and uses all of the defaults applied by the setup for the configuration selected. Your screen will differ slightly if you are using a Studio format MRL.

eview All Selections	(step 5 o
FSIUSER.INI: C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bord Configuration (within FSIUSER.INI): LLOYDSBORDEREAU Configuratio Report File: LLOYDSBORDEREAU.ARX	dereau Example MRL\FSIUSER.INI on Name: LLOYDSBORDEREAU
The following information will be used to create an MRL database for this of DSN Name: LLOYDSBORDEREAUMRLDB DSN Description: MRL information on the LLOYDSBORDEREAU configuration. Database File: LLOYDSBORDEREAUMRL.MDB FORM.DAT: C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Border All users on this computer will have access to this database.	· Created on Wednesday Dec 2, 2009.
The following information will be used to create a report database and tab DSN Name: LLOYDSBORDEREAUOutputDB Table Name: LLOYDSBORDEREAUReports DSN Description: Report output on the LLOYDSBORDEREAU configuration. Cr	

This example shows what you can expect to see when you rerun the guided setup process and use the same defaults for a configuration. Notice that each section (FAP file) warns of any possible data loss due to overwriting files and database information. This example uses the DSNs that were created from the previous run of the setup for the MRL database and the report output. The MRL database is re-created during the creation of the report file. The report database is not re-created, however, and the table within that database is overwritten if you generate the report from within the PPS Reporting Tool without changing the table name.

8	Suided Setup - Review All Selections	X
I	Review All Selections (step 5	of 6)
	FSIUSER.INI: C:Program FilestOraclet/PPS Reporting Tool Designer/Lloyds Bordereau Example WIRL/FSIUSER.INI Configuration (within FSIUSER.INI): LLOYDSBORDEREAU Configuration Name: LLOYDSBORDEREAU Report File: LLOYDSBORDEREAU.ARX Warning - Report File exists and will be overwritten!	^
	The following DSN will be used to assign an MRL database to this report file: DSN Name: LLOYDSBORDEREAUMRLDB Warning - ALL Information within this database will be deleted!	
	The following DSN will be used to assign a report database and table to this report file: DSN Name: LLOYDSBORDEREAUOutputDB Table Name: LLOYDSBORDEREAUReports Warning - ALL Information within this table will be deleted!	E
	Report Name: LLOYDSBORDEREAU Report Report Description:	
	This report file contains information from the LLOYDSBORDEREAU configuration. The creation date of this report file is: Wednesday Dec 2, 2009.	
	Look at transactions archived AFTER this date: 7/1/2007 Look at transactions archived BEFORE this date: No date specified.	-
	Click 'Confirm' to accept these selections. These selections can not be altered after clicking 'Confirm.'	m

REPORT FILE AND OPTIONAL FEATURES SCREEN

After confirming all selections on the previous step, the following screen appears with additional options.

The first option lets you automate some of the record layout creation task. If you answer Yes to this question, the PPS Reporting Tool creates the report file with your previous selections and then guides you through the additional steps needed to create your record layout. This process lets you model your layout from different types of sources. Source data will still need to be applied for each of the desired data fields in your record layout from within the PPS Reporting Tool.

NOTE: For more information on creating a record layout, see Defining Your Output Record Layout on page 105.

The next option lets you view help with navigating in the PPS Reporting Tool. This can be helpful if you have not used the PPS Reporting Tool before.

If you do not want to automatically create your record layout, click Finish and the setup performs all of the selected tasks.

😤 Guided Setup - Report File and Optional Features	×
Report File and Optional Features	(step 6 of 6)
All of the information needed to create your report file has been entered. Please select any desired additional options below or click 'Finish' to complete this Gu	ided Setup.
Would you like to automatically create a record layout for this report? This process will not create any source data and will require three additional steps. <u>What is a Record Layout?</u>	⊘ Yes
Would you like to view help on how to navigate within the application when this Guided Setup is complete?) 🔘 Yes 💿 No
Click 'Finish' to create your report file and load the PPS Reporting Tool Designer application.	Finish

Notice that answering Yes will require more steps to complete the guided setup process. Click Next to continue with the creation of your report file and start the modeling process for your record layout.

😤 Guided Setup - Report File and Optional Features			
Report File and Optional Features	(step 6 of 9)		
All of the information needed to create your report file has been entered.			
Please select any desired additional options below or click 'Finish' to complete this Guided Setup.			
Would you like to automatically create a record layout for this report? This process will not create any source data and will require three additional steps. <u>What is a Record Layout?</u>	⊚ Yes ⊚ No		
Would you like to view help on how to navigate within the application when this Guided Setup is complete?	🔿 Yes 💿 No		
Click 'Next' to create your report file and start the record layout modeling process.	Next		

REPORT FILE AND SETUP TASKS SCREEN

This screen appears once the additional options on the previous step are reviewed. The following screens are examples of what you will see, depending on the options you selected in the previous step.

If the record layout modeling steps are skipped (default), the following screen appears and each of the setup tasks for creating your report file are performed and a status of each task as shown. When all of these tasks are complete, the guided setup closes and loads the PPS Reporting Tool with the newly created report file. Help with navigation also appears if you selected that option.

When you create an MRL database it is important to understand the time this task requires is determined by the size of the MRL configuration you selected. The larger the MRL, the more time this process will take.

😫 Guided Setup - Performing Report File Setup Tasks	×
Performing Report File Setup Tasks	(step 6 of 6)
Creating ARX File	COMPLETE
Creating MRL Database DSN	COMPLETE
Creating MRL Database (This could take a few minutes)	COMPLETE
Creating Report Output Database DSN	COMPLETE
Creating Report Output Database Table	COMPLETE
Closing Guided Setup.	

If you have decided to automate the record layout process, the following screen is an example of what you can expect to see. Each of the setup tasks for creating your report file is performed and a status of each task is also shown. When all of these tasks finish, the PPS Reporting Tool prompts you to click Next to start the modeling process.

😫 Guided Setup - Performing Report File Setup Tasks	×
Performing Report File Setup Tasks	(step 7 of 9)
Creating ARX File	COMPLETE
Click 'Next' to start the Model process.	Next

MODEL DATA RECORD LAYOUT OPTIONS SCREEN

To start the modeling process, simply select a source type from the list. The following screens show the different options available for the different source selections.

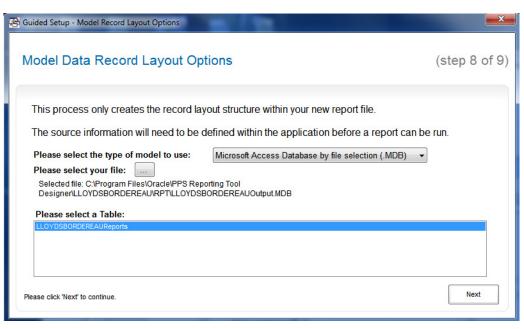
😤 Guided Setup - Model Record Layout Options	
Model Data Record Layout Options	(step 8 of 9)
This process only creates the record layout structure within your The source information will need to be defined within the applic Please select the type of model to use: Please select a model ty Please select a model ty Microsoft Access Databa Microsoft Excel Workboo	cation before a report can be run.
Please select the model type and any other required information and click 'Next'.	Next

The Microsoft Access Database by DSN model selection option changes this screen to match the following screen. The list on the left contains Microsoft Access DSNs that are not empty databases. The list on the right shows all of the available tables within the selected DSN on the left side. In this example, the table that was just created is empty.

😤 Guided Setup - Model Record Layout Options	X
Model Data Record Layout Options	(step 8 of 9)
This process only creates the record layout structure within your new report file. The source information will need to be defined within the application before a report can Please select the type of model to use: Microsoft Access Database by DSN selection	be run.
Please select a DSN from below: Please select a Table: ILLOYDSBORDEREAUOutputDB -(Report output on the LLOYDSBORDEREAUCeports ILLOYDSBORDEREAUReports Xtreme Sample Database 2005 -(No DSN Description - System DSN) Visio Database Samples -(No DSN Description - User DSN)	
Please click 'Next' to continue.	Next

Choosing the Microsoft Access Database by file selection option changes this screen to match the following screen. To select a database, click the button next to the file selection caption. This opens a Browse window which you can use to search your machine. When you find the file you want, click Open and the path of your selected file is filled in for you. The following list the selected database contains all of the available tables within that database. In this example, the table that was just created is empty. Please see the next two screens for a reference.

Si Guided Setup - Model Record Layout Options	X
Model Data Record Layout Options	(step 8 of 9)
This process only creates the record layout structure within your new report file. The source information will need to be defined within the application before a report can be Please select the type of model to use: Please select your file: 	9 run.
Please select the model type and any other required information and click 'Next'.	Next



Choosing the Microsoft Excel Workbook option changes this screen to match the following screen. To select a document, click the button next to the file selection caption. This opens a Browse window which you can use to search your machine. When you find the file you want, click Open and the path of your selected file is filled in for you. The list below the selected workbook contains all of the available worksheets that have column data within the first row. Please see the next two screens for a reference.

😫 Guided Setup - Model Record Layout Options	X
Model Data Record Layout Options	(step 8 of 9)
This process only creates the record layout structure within your new report file. The source information will need to be defined within the application before a report can be Please select the type of model to use: Microsoft Excel Workbook (XLS) • Please select your file:	s run.
Please select the model type and any other required information and click 'Next'.	Next

😫 Guided Setup - Model Record Layout Options	×
Model Data Record Layout Options	(step 8 of 9)
This process only creates the record layout structure within your new report file. The source information will need to be defined within the application before a report can be Please select the type of model to use: Microsoft Excel Workbook (.XLS) • Please select your file: Selected file: C:\Program Files\Oracle\PPS Reporting Tool Designer/Lloyds Bordereau Example MRL\ExampleRe Please select a worksheet:	
RecordLayoutExample Please select a worksheet from the list above and click 'Next'.	Next

DATA RECORD LAYOUT CREATION SCREEN

This screen shows all of the information you can select to create the model of your new report file based on the options selected on the previous screen.

You can cancel this model process by clicking the X in the top right corner. The report file created in the previous steps is then loaded into the PPS Reporting Tool.

You can go back to the previous screen and change your model file options by clicking Back. Please note that if any items are changed on the previous step then any report layout you have designed will be lost.

When you have designed your report record layout, click Finish to build the record layout in your new report file that was created in the previous steps of this guided setup. The guided setup then closes and loads the PPS Reporting Tool with the new report file.

This screen shows an example of the Excel Workbook option. These columns were read from the selected worksheet on the previous screen.

Guided Setup - Data Record Layout Creation	
Data Record Layout Creation	(step 9 of 9)
Build the data record layout from the desired	I fields within the selected file. Click on item and press up or down on your arrow keys to change order.
Excel File Fields (Columns):	Report Fields (Columns):
Namedinsured > PolicyNumber EffectiveDt ExpirationDt = PolicyTypedDt = TransactionType ProdName ProdAdm ProdAddr1 ProdAddr1 ProdAddr2 Total_ocations LocationNum LocationDescription LocationDescription	Add > < <u>Remove</u> <u>Add All >> </u> << <u>Remove All</u>
LocationCity LocationState	
Sort Field Names? Lick 'Back' to change your selections or click 'Finish' to complete	the Guided Setup.

The following screens show an example of how you would pick column names by having a database or DSN and corresponding table selected. The available field names within the table appear on the left side within the Database Table Fields (Columns) section. The Report Fields (Columns) on the right side are used to create your initial report layout. You have many options on which fields you would like to move to your record layout. You have no limitations except that you must select at least one field to be in your record layout.

NOTE: When using a database by the file or DSN selection, the size for each column is read from the selected table's field definitions. This is used to default destination size for each column within your data record layout.

Data Record Layout Creation	(step 9 of 9
Build the data record layout from the desired fi	Is within the selected file. Click on item and press up or down on your arrow keys to change order.
Database Table Fields (Columns):	Report Fields (Columns):
Namedinsured PolicyNumber EffectiveDt ExpirationDt PolicyTypedDt TransactionType ProdName ProdInfo ProdAddr1 ProdAddr1 ProdAddr2 TotalLocationNum LocationDescription LocationCity LocationState	Add > < Remove Add All >> Remove All
Sort Field Names?	ded Setue

The table fields are listed in the order they are read from the database table, but you can click the Sort Field Names option to sort them alphabetically.

To reorder the column names you have added to the report fields section, click the item you would like to reorder and press the Up or Down arrow keys. See the following screens for an example of how to change the order of the TransactionType field.

ata Record Layout Creatio	'n		(step 9 d
Build the data record layout from the	desired		e selected file. n item and press up or down on your arrow keys to chance o
Database Table Fields (Columns):		Click on	Report Fields (Columns):
TotalLocations LocationState LocationCounty Construction ConstructionYear ProtectionClassCd DwellingLmt PersonalPropLmt PremisesLiabLmt AOPDed WindHailDed CoinsuranceApplicable DwellingPrem	* E	Add > < Remove Add All >> << Remove All	Namedinsured PolicyNumber EffectiveDt ExpirationDt PolicyTypedDt TransactionType ProdMame ProdAddr1 ProdAddr2 LocationNum LocationCity
Sort Field Names?			

As you can see in the following screen, the TransactionType column was moved up in the layout.

ata Record Layout Creation			(step 9 of
Build the data record layout from the des Database Table Fields (Columns):	sired		e Selected file. item and press up or down on your arrow keys to change order Report Fields (Columns):
TotalLocations LocationState LocationCounty Construction ConstructionYear ProtectionClassCd DwellingLmt StructuresLmt PersonalPropLmt PremisesLiabLmt AOPDed WindHailDed CoinsuranceApplicable DwellingPrem	4 III >	Add > < Remove Add All >> << Remove All	Namedinsured TransactionType PolicyNumber EffectiveDt ExpirationDt ProdName ProdName ProdAddr1 ProdAddr1 ProdAddr2 LocationNum LocationCity

The following screen is not part of the guided setup, but is an example of viewing the report record layout that was created with using the options on the screen above. For more information, see Viewing the Current Record Layout on page 113.

2	PPS	Reporting	Tool Des	signer					100	_	Real Property in	
	<u>F</u> ile	<u>O</u> utput										
	🖞 Out	tput Reco	rd Layout			Same & Right Suffrage in	ana jan, sa	errealitate.	Real charge	an - Cardy Bar		
	The f	ollowing I	ayout is h	iow ead	ch Archive record retu	irned by your search	n criteria will appear.					
					NamedInsured	TransactionType	e PolicyNumber	EffectiveDt	ExpirationDt	PolicyTypedDt	ProdName	ProdInfo
	•	Row : D	efinition	IS								
	•				m							•

Chapter 4

Using the PPS Reporting Tool

This chapter discusses how you can use the PPS Reporting Tool. Included are discussions of these topics:

- Start-Up Options on page 70
- Moving Around in the PPS Reporting Tool on page
 71
- How the Data Mining Engine Works on page 73
- Using an MRL Database on page 75
- Defining Data Source Names on page 78
- Filtering the Archive Index on page 82
- Creating a Report on page 83
- Changing How Data is Retrieved on page 109
- Sending Data to Excel on page 111
- Viewing the Current Record Layout on page 113
- Sending Emails to Support on page 115
- Using the Help System on page 116

START-UP OPTIONS

The PPS Reporting Tool Designer has the following command line parameters which you can use to customize how it runs.

Program name	PPSRPT.EXE
Syntax	PPSRPT /? /FILE="XXX.ARX" /CMDONLY

You can use these parameters:

Parameter	Description
/? or /H	Shows the help message shown below. No processing occurs when you include this parameter.
/FILE	Tells the PPS Reporting Tool which report file to load. Enclose the complete path and report file name within quotation marks ("").
/CMDONLY	Use this parameter with the /FILE argument to tell the PPS Reporting Tool to load and run the report file with any advanced reporting options selected and without displaying a user interface.

PPS Rep	orting Tool Designer - Help
1	Command line parameters for the PPS Reporting Tool Designer Application.
	/? or /H : Shows this Help Information.
	/FILE=XXXX.ARX : Report file to load application with. Enclose the complete path within "quotes". For Example: /FILE="C:\TestReport.ARX"
	/CMDONLY:This makes the application run in Command Line Mode with no interface. It runs the report on the file within the /FILE parameter above.
	ОК

Moving Around in the PPS Reporting Tool

The PPS Reporting Tool's interface was designed for ease of use. There are two main parts of the main user interface. See the following screen for a reference.

ARX structure view

The left side is a hierarchal view of the loaded ARX report file. This structure is very similar to, but not the same as the XML structure that is actually making up the ARX report file. You can select any node within the structure by clicking on the node. The node is then highlighted and any child nodes become visible. The Information tabs on the right side are changed to the correct tab for the node you selected.

NOTE: You can use the right or left mouse button. If you use the right mouse button on the DataInfo node or the first row and its columns, a menu appears that lets you add and delete rows and columns within the record layout. For more information, see Defining Your Output Record Layout on page 105.

For more information about ARX files, see FORM.DAT File on page 134.

You can show or hide a node's children by left clicking the plus (+) or minus (-) symbols to the left of the node.

• Information tabs

The right side of the main window is divided into four tabs. You can access these tabs by clicking on the tab name, using the Previous Tab and Next Tab buttons, or by clicking on the corresponding section within the ARX structure view.

• Shortcut keys

There are a number of ways to quickly access options within the application by using the keyboard and the use of the ALT key. To do this, simply hold down the ALT key and press the underlined letter key for the option that you would like to use. All of the menu options and most of the available buttons within the application have shortcut keys. The buttons and menu options must be enabled to access them with a shortcut key.

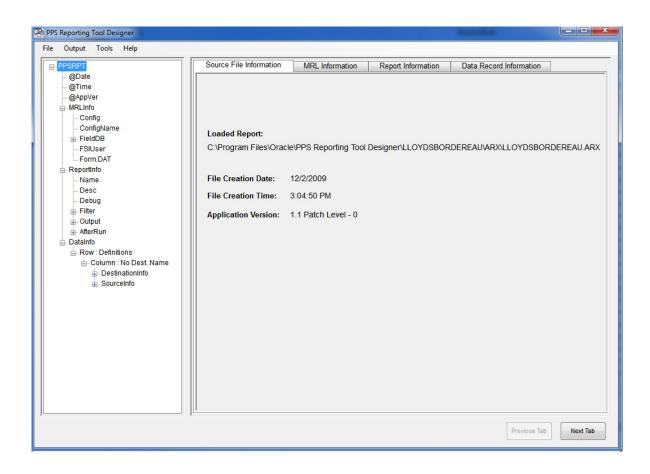
For example, to go to the next or previous information tab without clicking on the tab name or clicking the Next Tab and Previous Tab buttons, you can hold ALT and press P or N.

Please note that if you are making a selection from a list and you use a shortcut key to access another feature, the currently highlighted item within the list will be selected.

• TAB and SHIFT+TAB

When entering data into a field, press TAB to go to the next available field. If you hold down the SHIFT key and press TAB, you go to the previous field.

Chapter 4 Using the PPS Reporting Tool



How the Data Mining Engine Works

and table.

ARX Report File PPS Archive Data

The PPS Archive Data Mining Engine extracts the PPS archive data defined in the ARX report file to generate the desired report. Extract data is stored in the selected output DSN

SELECTING THE RIGHT ARCHIVE

The Archive Data Mining Engine gets the location of the PPS archive from the selected FSIUSER.INI file.

NOTE: If the selected FSIUSER.INI file contains multiple configurations, you must select the desired configuration on the MRL Information tab before you can generate a report.

OPENING THE RIGHT DATABASE AND TABLE

Before processing, the engine checks the report database you selected within the output DSN and the table layout to make sure they are in sync with the ARX report file. To change the output DSN or table, use the Report Information tab.

SELECTING ARCHIVE TRANSACTIONS

The archive transactions selected for processing are based on the selected date range and/ or transaction codes on the Report Information tab. The transaction codes that are available are defined within your PPS environment's INI files within the Transactions control group.

FILTERING ROWS

Report rows can be filtered (excluded from the database) by form filters, field filters and/ or DAL filters. Filtered rows are not written to the output database table. To alter these filters, use the Data Record Information tab.

REPORT LOG FILE

If the Report log is turned on from the Report Information tab, it shows you the number of rows written to the output table, any errors, and an explanation of why a specific archive record was filtered.

PROCESSING TRANSACTIONS

The engine loads the PPS archive data for each selected transaction. The ARX report file lists the fields for each data row to be written to the report database table. The ARX report file also includes the location of the PPS archive source data for each column field, as well as any formatting requirements.

For each report data row, the engine extracts (and formats if required) the desired archive data into appropriate data fields.

USING AN MRL DATABASE

When you have an MRL database, you can easily view all of the information contained within the database by clicking the Show Contents button on the MRL Information tab. The following screen shows the information you will then have available. This version of the MRL Information form helps make sure you have the correct MRL database selected.

The left side gives you a hierarchical view of the forms and sections (FAP files) contained in the MRL when the database was created. When you select the Global MRL Fields node, the right side shows all of the variable fields defined with a global scope. When a section is selected on the left side, all of the variable fields for that section are shown on the right side. You can sort the variable fields on the right side by clicking on the column names.

loydsBordereau Global MRL Fields	SEQ A	NAME	LENGTH	TYPE	FORMAT
(LLOYDS BORDEREAU)(PERSONAL VACANT DWELLING)	1	POLICYNUM	15	Uppercase Alphanumeric	
	2	INSUREDNAME1	51	Alphanumeric	
	3	INSUREDNAME2	51	Alphanumeric	
	4	INSUREDMAILADDR1	40	Alphanumeric	
	5	INSUREDMAILADDR2	40	Alphanumeric	
	6	PRODNAME1	23	Alphanumeric	
	7	PRODNAME2	23	Alphanumeric	
	8	PRODADDR1	23	Alphanumeric	
	9	PRODADDR2	23	Alphanumeric	
	10	POLICYEFFDT	10	Date	1/4
	11	POLICYEXPDT	10	Date	1/4
	12	TOTALLOCATIONS	2	Alphanumeric	
	13	SEND COPY TO:	20	Alphanumeric	
	14	INSUREDNAME1	51	Alphanumeric	
	15	POLICYNUM	15	Uppercase Alphanumeric	
	16	INSUREDNAME2	51	Alphanumeric	
	17	INSUREDMAILADDR1	40	Alphanumeric	
	18	PRODNAME1	23	Alphanumeric	
	19	PRODADDR1	23	Alphanumeric	
	20	POLICYEFFDT	10	Date	1/4
	21	INSUREDMAILADDR2	40	Alphanumeric	
	22	PRODNAME2	23	Alphanumeric	
	23	PRODADDR2	23	Alphanumeric	
	24	POLICYEXPDT	10	Date	1/4
	25	TOTALLOCATIONS	2	Alphanumeric	
	26	SEND COPY TO:	20	Alphanumeric	
	27	POLICYNUM	15	Uppercase Alphanumeric	

The MRL database can also help you pick your source data more efficiently and effectively. When an MRL database has been assigned to a report file, you can then access the following form by clicking the Populate Source from MRL DB button on the Data Record Information tab from in the PPS Reporting Tool.

This version of the MRL Information form contains almost all of the information that can be entered for a source input. You can select or remove any of the information by clicking the checkbox next to the desired or undesired data. When finished with the selection of your source data, click the Populate Selected Data button. The information is then entered into the source fields within the selected column on the Data Record Information tab. You can close this form without making any changes by clicking the close button (X) in the top right corner.

- LloydsBordereau - Global MRL Fields			SEQ 🔺	NAME	LENGTH	TYPE	FOI ⁴
LLOYDS BORDEREAU)(PERSONAL VACANT DWELI	LING) For		18	Location 1CovPremisesLiab	12	Alphanumeric	
DEC1 07-07 - DECLARATIONS PAGE			19	Location 1PremPremisesLiab	12	Alphanumeric	
Image - DEC1			20	Location 1Prem Total	12	Alphanumeric	
DECIADD 07-07 - ADDITIONAL LOCATION			21	PolicyLocationPremTotal	12	Alphanumeric	
DEDW5 07-07 - 5% WIND/HAIL DEDUCTIBLE FC DEDWX 07-07 - WIND/HAIL EXCLUSION FORM	DRM		22	PolicySurplusTax	12	Alphanumeric	
			23	Location 1DedAOP	6	Alphanumeric	
			24	Location1Coinsurance	3	Alphanumeric	
			25	Location1DedSpecial	6	Alphanumeric	
			26	Location1DedSpecial2	6	Alphanumeric	
			27	PolicyFee	12	Alphanumeric	
		Þ	28	PolicyTotalPremium	12	Alphanumeric	
			29	Location1DedWindHail	6	Alphanumeric	
			30	Location 1Ded Special Desc	13	Alphanumeric	
			31	Location1DedSpecialDesc2	13	Alphanumeric	
			32	PolicyTypedDt	10	Date	1/4
			33	LOCATIONNUM2	2	Alphanumeric	
			34	DESCLOCATION2	60	Alphanumeric	
			35	DESCLOCATION2STATE	2	Alphanumeric	
			36	DESCLOCATION2COUNTY	22	Alphanumeric	
		۲.					F.
•	۱.	Fields	s: 68			View Image	as PDF
Key1: LLOYDS BORDEREAU	ld Properties:						
	Field Length:	10		Selected Destinatio Row Name:			
	Field Type: A			Destination Name:	Definitions LocationTotal		
		· · · ·		*The Ignore Source		ontion is selected	
Image: DEC1	Field Format:	NONE A	PPLIED	The Type and Forma			

VIEWING SECTIONS (FAP FILES) AS PDF FILES

When filling in the source information for your desired output, it can be difficult to remember all of the variable field names on all of the possible sections within a large MRL. To make this process easier and to help you find the right variable field, you can view a selected FAP file as a PDF at any time while on this form by clicking the View Image as PDF button. See the following section for an example. The MRL configuration within the MRL database must match the configuration selected within the FSIUSER.INI file for this option to work.

NOTE: You must have a PDF file viewer, such as Acrobat Reader, on your computer to use this feature.

The PDF file that is created has all of the variable fields available for that section. When you hold your mouse over a variable field, information specific to that field appears to make it easier to find the field you are looking for on the MRL Information form.

🚮 A	dobe Reade	r - [DEC1.PDF]				
1	<u>F</u> ile <u>E</u> dit	<u>View D</u> ocument <u>T</u> ools <u>W</u> indow <u>H</u> elp	0			- 8 ×
	Save	a Copy 🚔 🤮 🏟 Search 🛛 🖑 🚺	Select 📷 🔍 - 🚺 🖬 😁 1139	• • •	Adobe R	eader 7.0
Pages		Liability Coverages: L - Premises Liability M - Medical Payments	Limits of Liability		Premiums \$Location1Pre	•
		Location Total Premium:			\$Location1Pre	
		Policy Totals:	Total Pren	nium for all Locations:	\$PolicvLocati	
			Policy Fee Surplus Lin		\$PolicyFee \$PolicySurplu	
		No Flat Cancellations	Total Polic	y Premlums:	<pre>\$PolicyTotalP</pre>	
Comments Attachments		Property Deductible(s): All Othe			PolicyTotalPremium	
		DATE: PolicyType	ВҮ			
		DEC4/07/07)				· · · · ·
Ū			1 of 2	\mathbf{O}		## 00
V	Key2: PERS Form: DEC1 Image: DEC		Field Properties: Field Length: 12 Field Type: Alphanumeric Field Format: NONE APPLIED	Selected Destination Inform Row Name: Definit Destination Name: Locati *The Ignore Source Type and The Type and Format inform will not be populated.	tions onTotal d Format option is selected.	
			Populate Selected Data			

DEFINING DATA SOURCE NAMES

A Data Source Name (DSN) provides connectivity to a database through an ODBC (Open Database Connectivity) driver. The DSN contains an optional description of the database, the actual name and location of the physical database as well as the driver used to access it. There are other features of a DSN, but this is all that is required by the PPS Reporting Tool.

NOTE: ODBC (Open Database Connectivity) is a standard database access method that makes it possible to access any data from any application, regardless of the database management system that is handling the actual data. The PPS Reporting Tool only uses Microsoft Access DSNs.

Creating DSNs in the PPS Reporting Tool

The PPS Reporting Tool can create a DSN for your MRL database and your output database. Both of these DSN types are added using the following form, but it is accessed in a different manner. See the following topics on how to access this form.

Keep in mind:

- The process of creating an advanced reporting options DSN is the same as the report output DSN. For more information, see Using Advanced Reporting Options on page 97.
- You cannot use the same DSN for an MRL database and a report output database. If you are creating DSNs on a Windows Vista or Windows 7 machine you must run the Reporting Tool as an Administrator.

The Guided Setup process creates the DSNs for you automatically unless you select to use an existing DSN option.

😤 Add DSN(Data Source I	Name)	
New DSN Name:		DSN Type: ◎ User DSN ◎ System DSN
DSN Description:		
Database Location:	🔿 Create Database 🔘 Use Existing	g Database 🛛
Database Name:		
	Add DSN	
Field	Description	
N DON N	P	Foundary DONE (The in contract With

Jew DSN Name Enter a unique name for the DSN. This is what Windows applications use to access the database.

Field	Description
DSN Type	 Choose from these types of DSNs supported by the PPS Reporting Tool: User DSN – Can be used by a specific user on the machine. System DSN – Can be used by anyone who has access to the machine.
DSN Description	(Optional). Enter an optional description for this DSN.
Database Location	Indicate where the database is location or will be created. Depending on the option selected, clicking the button to the right of this label either lets you select an existing database or create a new one at a specified location.
Database Name	Enter the name of the database.

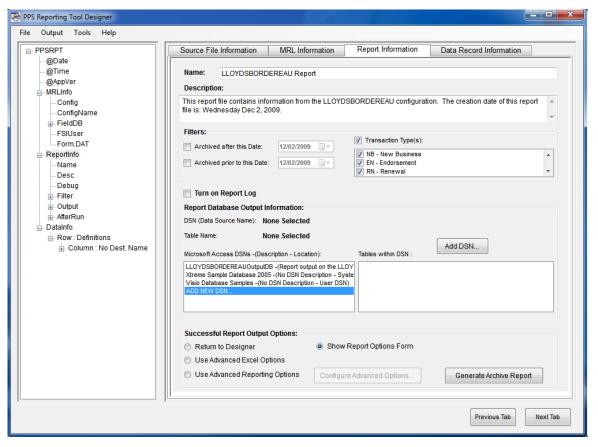
When all of the above information is filled in, click Add DSN to add the DSN to the computer. You can also click the X in the top right corner to cancel the Add DSN process.

Adding an MRL Database DSN

To add a DSN for an MRL database, click on the MRL Information tab. Click on the Add New DSN item in the Microsoft Access MRL Database DSNs section. This makes the Add DSN button visible. Click on this button to access the Add DSN form above.

Adding a Report Output Database DSN and Table

To add a DSN to use with an output database, click on the Report Information tab. Click on the Add New DSN item in the Microsoft Access DSNs section. This makes the Add DSN button visible. Click on this button to access the Add DSN form above.



To add a table to an existing DSN, click on Add New Table item in the Tables within DSN section. This makes the Add Table button visible. Click on this button to access the Add Table form. See the following screens for a reference.

PPSRPT	Source File Information MRL Information Report Information Data Record Information
@Date @Time @AppVer	Name: LLOYDSBORDEREAU Report Description:
- MRLInfo Config ConfigName	This report file contains information from the LLOYDSBORDEREAU configuration. The creation date of this report file is: Wednesday Dec 2, 2009.
FieldDB FSIUser	Filters:
Form.DAT	Archived after this Date: 12/02/2009
E Reportinfo	Archived prior to this Date: 12/02/2009
Debug	Turn on Report Log
Filter Output	Report Database Output Information:
. AfterRun	DSN (Data Source Name): LLOYDSBORDEREAUOutputDB
- DataInfo	· · · · · · · · · · · · · · · · · · ·
	Table Name: None Selected Add Table
H. Column No Dest Name	Microsoft Access DSNs -(Description - Location): Tables within DSN :
	LLOYDSBORDEREAUOutputDB -(Report output on the LLOY) Xtreme Sample Database 2005 -(No DSN Description - Syste ADD NEW TABLE
	ADD NEW DSN
	Successful Report Output Options:
	 Return to Designer Show Report Options Form
	O Use Advanced Excel Options
	Use Advanced Reporting Options Configure Advanced Options Generate Archive Report

Enter a table name and click Add Table to add the table to the selected database.

Add Table within DSN: LLOY	DSBORDEREAUOutput
New Table Name:	
Add	Table

FILTERING THE ARCHIVE INDEX	The PPS archive is not a database, but it does have an index that can be used for finding records that match certain criteria. This step is considered a high level filter that lets you select the archived transactions you want to look at for your report.
Date filters	First enter a date range for the archive transactions the archive data mining engine should search. This is done by entering values in the Archived after this Date and/or the Archived prior to this Date fields. To input or change a date, simply make sure that the checkbox next to the date you want to enter is checked. After selecting the date field, you may then alter the date with your arrow keys, number pad, or by left clicking the arrow that is directly to the right of the date field. This opens the date selector.
Transaction type filters	To select specific transaction types to filter on, you must check the Transaction Type(s) section. You can then select and deselect the transaction types by left clicking the transaction types in the list. Note that the transaction codes and descriptions that are available within the list are read from your configuration settings in the selected FSIUSER.INI file. If no transaction types are selected, all transaction types are returned by the report.
	Please note that the filters that are applied to your report file can greatly increase or decrease the amount of time that a report generation will take to complete. This is because of how many archive transactions the archive data mining engine must search

CREATING A REPORT

To create a report, follow these steps:

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- Creating or Loading an ARX Report File on page 84
- Configuring an MRL database (for more information about this optional task, see Filtering the Archive Index on page 82). You can choose from these approaches:
 - Assigning an MRL Database on page 87
 - Creating an MRL Database on page 86
- Filtering the Archive Index on page 88.
- Configuring an output DSN and table. You can choose from these approaches:
 - Assigning Report Databases and Tables on page 90
 - Adding a Report Output Database DSN and Table on page 80
- Setting Report Options on page 90_
- Defining Your Output Record Layout on page 105
- Assigning Values to Destination Columns in the Record Layout on page 14
- Generating a Report on page 108

CREATING OR LOADING AN ARX REPORT FILE

First decide if you want to create an ARX file or modify an existing ARX file. For more information on ARX files, see FORM.DAT file on page 121.

If you are loading an existing file and plan to change it for a new report, it might be a good idea to make a copy of the file before you make any changes. To do this, use the File, Open option to load the file you want to use and then use the File, Save As option to save the file with a different name.

You can create a new ARX file several ways:

- By creating an empty file that points to a specific MRL. You can do this with the File, New, Report File, Create Empty option.
- By using the guided setup. You can do this using the File, New, Report File, Use Guided Setup option. See Using the Guided Setup on page 45 for more information.

Creating a New Report File

The following screens show how to create a new report file using the File, New, Report File, Create Empty option.

The first step is to select the MRL (Master Resource Library) that you want to do archive reports on. This is done by selecting the FSIUSER.INI file for the MRL.

NOTE: For more information on this file, see FSIUSER.INI file on page 120.

The View Tutorial link guides you through a tutorial for setting up the Bordereau Example MRL in the PPS Reporting Tool. Please note that changes are required to run the PPS Reporting Tool and some of its features. These changes do not affect other Oracle Insurance applications. The PPS Reporting Tool makes a backup of your file to make sure all of your previous settings are saved. See the following screen for a reference.

ę	Create New Report File
	Please select the FSIUSER.INI for the MRL (Master Resource Library) you wish to report on.
	Create Report File

Find the FSIUSER.INI file for your MRL and click Open.

Please self		ER INI for th	ne MRL (Master	Resource Lib	rary) you wist	to report on
Dpen					×	
Look in:	Uoyds Border	reau Example M	RL 👻	G 🟚 📂 🗔 •	•	
(And	Name		Date modified	Туре	Size	
	ARC 📗		7/20/2007 8:25 AM	File Folder		
Recent Places	DEFLIB		7/20/2007 8:25 AM	File Folder		
	FORMS		7/20/2007 8:25 AM	File Folder		
	PDF		7/20/2007 8:25 AM	File Folder		
Desktop	🔰 WIP		7/20/2007 8:25 AM	File Folder		
100	🔽 🗊 FSIUSER.	INI	7/16/2007 11:11 AM	Configuration S	Sett	
Robert						
Computer						
	•		m		•	
Network		·				
	File <u>n</u> ame:	FSIUSER.INI		•	Open	
	Files of type:	FSI User INI (FSIUSER.INI)	-	Cancel	

After you select the FSIUSER.INI file, the following information is available. Use the following screen as a reference.

The configuration (in the FSIUSER.INI file) is used to create a default configuration name and report file name. If there are multiple configurations, you must select one before you can create your report file.

The PPS Reporting Tool uses the configuration name to create the directory it needs to store your files. You can change the default name.

The report file name is the name of the report file as it will be saved on the hard drive. If you already have a report file with this name within the configuration name selected, a warning appears.

To create your new report file, click Create Report File or click Cancel to return to the PPS Reporting Tool.

Create New Report File						
Please select the FSIUSER.INI for the MRL (Master Resource Library) you wish to report on <u>View Tutorial</u> C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\FSIUSER.INI						
Configuration (within FSIUSER.INI): LLOYDSBORDEREAU						
Configuration Name (This is used to store information on your hard drive): LLOYDSBORDEREAU Example: C:\Program Files\Oracle\PPS Reporting Tool Designer\LLOYDSBORDEREAU\						
Report File(ARX) Name: LLOYDSBORDEREAU.ARX Warning - Report File exists and will be overwritten!						

CREATING AN MRL DATABASE

Please note that this is an optional process and is not required to do PPS archive reporting. See Filtering the Archive Index on page 82 for more information.

Creating an MRL database within the PPS Reporting Tool requires a few simple steps which are detailed in the following topics. You can also do this outside of the PPS Reporting Tool by calling the Converter directly. See Using the PPS MRL-to-Database Converter on page 3 for more information.

NOTE: This requires manual setup and configuration. For more information, see Appendix B: Using the FDT2DB Utility on page 123.

Creating the MRL database from the PPS Reporting Tool See the following screen for a reference.

Click the MRL Information tab then select the FSIUSER.INI file for the MRL for which you want to create the database. Note that the sections (FAP files), variable fields, and corresponding library information are directly linked to the selected configuration in the FSIUSER.INI file. See FSIUSER.INI file on page 120 for more information.

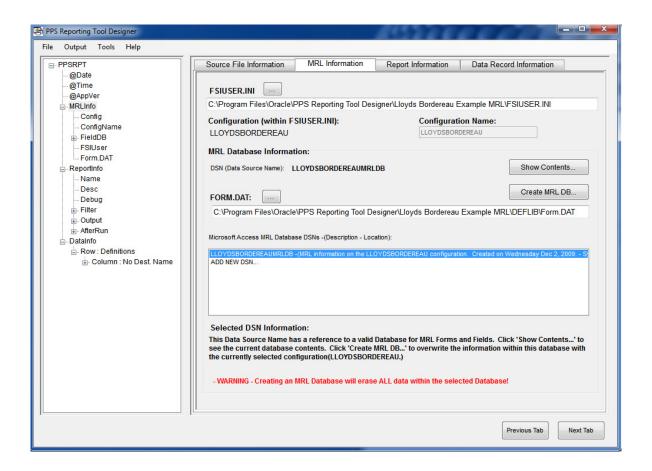
After this has been done, you must select the FORM.DAT file for the same MRL. See FORM.DAT file on page 121 for more information.

NOTE: If you are using a Studio format MRL, the FORM.DAT file is not used.

Next, you must select or add the DSN for the database using the section, Microsoft Access MRL Database DSNs on the MRL Information tab. See Appendix B: Using the FDT2DB Utility on page 123 or Adding an MRL Database DSN on page 79 for more information.

Select a DSN by left clicking within the list to learn more about the database contents that a specific DSN references. If a selected DSN has the correct information within it to be an MRL database, the Show Contents button becomes available. Please note any warning messages within the Selected DSN Information section.

The final step is to click the Create MRL DB button and wait for the process to complete. The amount of time this takes depends on the size of the MRL you selected.



ASSIGNING AN MRL DATABASE

Assigning an MRL database to your report file is an easy process. The first step in this process is to select the FSIUSER.INI file for the MRL you want to do a report on. See FSIUSER.INI file on page 120 for more information.

After you complete the above step, you can access the MRL Database Information section. You will notice that there is a selection area for a FORM.DAT file. This file is not required to assign an MRL database to your report file, but is required to create an MRL database.

NOTE: If you are using a Studio format MRL, the FORM.DAT file is not used.

Below the FORM.DAT section, there is a list of the available Microsoft Access DSNs on the computer that have valid field table information or are blank in the section, Microsoft Access MRL Database DSNs. For more information, see Appendix B: Using the FDT2DB Utility on page 123.

Select a DSN by left clicking within the list and the Show Contents button becomes available as well as all of the benefits of an MRL database. For more information, see Filtering the Archive Index on page 82.

To permanently assign the selected DSN to the report file, simply save the report file using the File, Save option. You can change the MRL database that is assigned to a report file at any time on the MRL Information tab by creating a new MRL database DSN or selecting another MRL database DSN. For more information, see Creating an MRL Database on page 86.

NOTE: Keep in mind that if the MRL configuration you select in your FSIUSER.INI file does not match the library configuration in the MRL database, the information contained in the MRL database may not match the MRL you are trying to do reports on.

PPSRPT	Source File Information MRL Information Report Information Data Record Information
- @Date - @Time - @AppVer - MRLInfo - Config - ConfigName - FieldDB - FSIUser - FSIUser - Form.DAT - ReportInfo - Name - Desc - Debug - Filter - Output - AfterRun DataInfo - Row : Definitions - Column : No Dest. Name - C	Source Pre-Information Report Information Data Record Information FSIUSER.INI
	Selected DSN Information: This Data Source Name has a reference to a valid Database for MRL Forms and Fields. Click 'Show Contents' to see the current database contents. Click 'Create MRL DB' to overwrite the information within this database with the currently selected configuration(LLOYDSBORDEREAU.) - WARNING - Creating an MRL Database will erase ALL data within the selected Database!

FILTERING THE ARCHIVE INDEX

The PPS archive is not a database, but it does have an index you can use to find records that match certain criteria. This step is considered a high level filter that lets you select the archived transactions you want to look at for your report. These filters are entered in the Filters section of the Report Information tab.

- Date filters First enter a date range for the archive transactions the archive data mining engine should search. This is done by entering values in the Archived after this Date and/or the Archived prior to this Date fields. To input or change a date, simply make sure that the checkbox next to the date you want to enter is checked. After selecting the date field, you may then alter the date with your arrow keys, number pad or by left clicking the arrow that is directly to the right of the date field. This opens the date selector which is displayed below. If you want for a previously entered date to be ignored by the archive data mining engine, simply deselect the checkbox next to that date.
- Transaction type filters To select transaction types to filter, there must be a FSIUSER.INI file assigned to the report file and you must check the Transaction Types section. The transaction types can then be selected and deselected by left clicking the desired transaction type in the list. Note that the transaction codes and descriptions that are available from the list are read from your configuration settings in the FSIUSER.INI file. If no transaction types are selected, all transaction types are returned. See FSIUSER.INI file on page 120 for more information.

Please note that the filters you apply to your report file can greatly increase or decrease the amount of time a report generation takes to complete. This is because of how many archive transactions the archive data mining engine must search.

PPS Reporting Tool Designer	
File Output Tools Help	
File Output Tools Help	Source File Information MRL Information Report Information Data Record Information Name: LLOYDSBORDEREAU Report
	Microsoft Access DSNs - (Description - Location): Tables within DSN : ILLOYDSB0RDEREAUOutputDB - (Report output on the ILLOY) Xtreme Sample Database 2005 - (No DSN Description - Syste) ADD NEW DSN ADD NEW DSN Successful Report Output Options: © Return to Designer © Show Report Options Form Use Advanced Excel Options © Use Advanced Reporting Options Configure Advanced Options
	Previous Tab Next Tab

ASSIGNING REPORT DATABASES AND TABLES

Assigning the Report Database and Table to be used by your report is a very easy process. The available output DSNs are in the Report Database Output Information section on the Report Information tab. Simply select a DSN from the Microsoft Access DSNs list. The system then shows you the available tables in this database directly to the right under the Tables within DSN list.

Use the following screen as a reference. You can create DSNs and tables within selected DSNs by following these steps outlined in Adding a Report Output Database DSN and Table on page 80.

Each time a report is generated, the report table is cleared and then the report record layout is created before the transactions for this report are populated.

	Source File Information MRL Information Report Information Data Record Information			
	Name: LLOYDSBORDEREAU Report Description: This report file contains information from the LLOYDSBORDEREAU configuration. The creation date of this report file is: Wednesday Dec 2, 2009. Filters: Image: Control of this Date: OTIO1/2007 Image: Control of this Date: Archived after this Date: OTIO1/2007 Image: Control of this Date: OTIO1/2007 <			
	DSN (Data Source Name): LLOYDSBORDEREAUOutputDB			
DataInfo				
E. Row : Definitions				
_	Microsoft Access DSNs -(Description - Location): Tables within DSN : LLOYDSBORDEREAUOutoutDB -(Report output on the LLOY) LLOYDSBORDEREAUReports			
	Control Source Control And Cont			
	Successful Report Output Options:			

SETTING REPORT OPTIONS

You can select one of three options when your report is successfully generated. These options are selected in the Successful Report Output Options section on the Report Information tab. Here is a description of each of these options:

Option	Description
Return to PPS Reporting Tool	This option returns you to the PPS Reporting Tool when the report is complete.
Show Report Options Form	This option displays the Report Options form when the report is complete. See Using the Report Options Form on page 91 for more information.
Use Advanced Excel Options	This option lets you customize how report data is exported to Microsoft Excel. See Sending Data to Excel on page 111 for more information.
Use Advanced Reporting Options	This option performs the advanced reporting options associated with the report file. See Using Advanced Reporting Options on page 97 for more information.

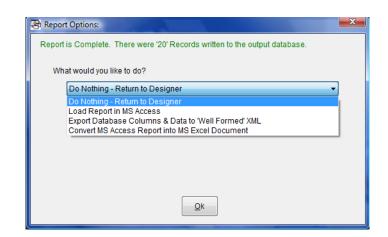
🖶 PPS Reporting Tool Designer	
File Output Tools Help	
PPSRPT	Source File Information MRL Information Report Information Data Record Information
– @Date – @Time – @AppVer	Name: LLOYDSBORDEREAU Report
- MRLInfo - Config - ConfigName - SixtOp	This report file contains information from the LLOYDSBORDEREAU configuration. The creation date of this report file is: Wednesday Dec 2, 2009.
⊕-FieldDB FSIUser Form.DAT ⊡-ReportInfo Name Desc	Filters: Image: Transaction Type(s): Image: Archived after this Date: 07/01/2007 Image: Archived prior to this Date: 12/02/2009 Image: Transaction Type(s): Image: Transaction Type(s): Image: Transaction Type(s): Image: Transactio
	Turn on Report Log Report Database Output Information: DSN (Data Source Name): LLOYDSBORDEREAUOutputDB Table Name: LLOYDSBORDEREAUReports
. Column : No Dest. Name	Microsoft Access DSNs -(Description - Location): Tables within DSN : LLOYDSB0RDEREAUOutput0B -(Report output on the LLOY) LLOYDSB0RDEREAUOutput0B -(Report output on the LLOY) Xtreme Sample Database 2005 -(No DSN Description - Syster) ADD NEW TABLE ADD NEW DSN ADD NEW DSN
	Successful Report Output Options: Return to Designer Image: Show Report Options Form Use Advanced Excel Options Use Advanced Reporting Options Configure Advanced Options
	Previous Tab Next Tab

USING THE REPORT OPTIONS FORM

The report options form lets you select what you want to do with your data after the report has been generated. If the report was generated successfully and there were records returned that match your filter criteria, this will be indicated on the form. There are several options available to you when the report is complete.

Option	Description
Do Nothing - Return to PPS Reporting Tool	Use this option to return to the PPS Reporting Tool without taking any action. You can also close this form without taking any action by clicking the close button (X) in the top right corner.
Load Report in MS Access	Use this option to load the database within the selected output DSN in Microsoft Access.
Export Database Columns and Data to Well-Formed XML	Use this option to take the information written to the selected output table and export the information in individual records within one well- formed XML document. This document conforms to the World Wide Web Consortium (W3C) standards for XML documents version 1.0. The actual report file has a documentation element that contains specific information about the report. Please note that the output table is not altered by this operation. Additionally, during the export to XML process, you are asked for a location to save the file. See Example XML Export on page 94 for more information.
Convert MS Access Report into MS Excel Document	Use this option to take the information written to the output table and convert it into a Microsoft Excel document. See Converting Output Tables to Microsoft Excel on page 93 for the settings associated with this option.

NOTE: The MS Access option is only available if Microsoft Excel is installed on the computer on which the report is generated.



What if no records match the search and filter criteria?

If you have a report that generates successfully but does not contain any records that match your search and/or filter criteria, the report options form will look like this. The output table was generated, so the Load report in MS Access will be available, but the two export features will not be.

Report	is Complete. There were '0' Records written to the output database.	
Wh	at would you like to do?	
	Do Nothing - Return to Designer	•
	Qk	

Converting Output Tables to Microsoft Excel

When you create report that has data you want to export to Excel, you have the following options. Note that to turn an option on or off, simply click the checkbox next to that option. All of the options default to on (checked) for each report generated.

Option	Description
Group Records by Column	Use this option to group all of the records by a specific column within your record structure. The available columns are selectable next to this option. This option defaults to the first column name defined in your record layout.
Repeat Column Headings for each Group	A default heading is generated within the Excel document that is comprised of the column names within your report. If you have the setting for Group Records by Column turned on, the column heading will repeat for each new group. This is useful if you have many records returned and you would like a logical separation.
Sort Records by Column	Use this option to sort the records returned by a specific column within your record structure. The available columns are selectable next to this option. This option defaults to the second column name defined in your record layout. If you have the setting for Group Records by Column turned on, the records are sorted within each of the groups. If that setting is off, the records are just sorted.
Insert Blank Line(s) between Records or Groups	Use this option to insert up to five blank lines between each of the returned records or returned groups (if the Group Records by Column setting is on.) The default is zero (0).
Load Excel File after Conversion	Use this option to automatically load the converted file into Microsoft Excel when the conversion process is completed.

NOTE: You cannot group and sort on the same column name.

The file that is converted will have a documentation sheet that is the second worksheet when the workbook is opened. This sheet contains specific information about the report. The first worksheet contains the report results. Please note that the output table is not altered by this operation. Additionally, during the conversion to Excel, you are asked for a location to save the file. See Example Excel File on page 95 for more information.

😤 Report Options:				
Report is Complete. There were '20' Records written to the output database.				
What would you like to do?				
Convert MS Access Report into MS Excel Document				
Group Records by Column?	NamedInsured			
Repeat Column Headings for each Grou	ip?			
Sort Records by Column? PolicyNumber				
Insert Blank Line(s) between Records or Groups?				
Load Excel File after conversion?				
QK				

EXAMPLE XML EXPORT

Documentation Element

There is very specific information contained within the Documentation Element which helps define the report, index, transaction type filters, and output records information.

```
- <!--
    PPS Reporting Tool Designer Information:
            Version: 1.1 - Patch Level - 0
            Report Computer: ROBERTLT1
            Report User: Robert
    Report Information:
            Report Run Date-Time: 12/02/2009 - 08:45:32 PM
            Report File: C:\Program Files\Oracle\PPS Reporting Tool Designer\LLOYDSBORDEREAU\A
            Report Name: LLOYDSBORDEREAU Report
            Report Description: This report file contains information from the LLOYDSBORDEREAU
            Report Records Returned: 20
            Transaction Type Filter(s):
                    NB - New Business
                    EN - Endorsement
                    RN - Renewal
                    QU - Quote
            Report Output DSN(Data Source Name): LLOYDSBORDEREAUOutputDB
            Report Output DSN Location: C:\Program Files\Oracle\PPS Reporting Tool Designer\LL
            Report Output Table Name: LLOYDSBORDEREAUReports
 -->
```

---:

XML Data Structure

The XML data structure contains the exact database table layout as well as the data returned from the report. There is an attribute at each record named, RecordNum, which is the order in which the records were written to the output database table.

<Table_LLOYDSBORDEREAUReports_Contents> - <LLOYDSBORDEREAUReports RecordNum="1"> <NamedInsured>John Cusack</NamedInsured> <PolicyNumber>100000</PolicyNumber> <EffectiveDt>07/11/2007</EffectiveDt> <ExpirationDt>07/11/2008</ExpirationDt> <PolicyTypedDt>07/10/2007</PolicyTypedDt> <TransactionType>New Business</TransactionType> <ProdName>Skywire Software</ProdName> <ProdInfo>Agency1</ProdInfo> <ProdAddrl>2727 Paces Ferry Road</ProdAddrl> <ProdAddr2>Atlanta GA. 30339</ProdAddr2> <TotalLocations>1</TotalLocations> <LocationNum>1</LocationNum> <LocationDescription>1408 Say Anything Lane</LocationDescription> <LocationCity>Chicago</LocationCity> <LocationState>IL</LocationState> <LocationZip>43654</LocationZip> <LocationCounty>Actor County</LocationCounty> <Construction>Frame</Construction> <ConstructionYear>1998</ConstructionYear> <ProtectionClassCd>2</ProtectionClassCd> <DwellingLmt>600,000</DwellingLmt> <StructuresLmt/> <PersonalPropLmt>250,000</PersonalPropLmt> <PremisesLiabLmt/> <AOPDed>N/A</AOPDed> <WindHailDed>N/A</WindHailDed> <CoinsuranceApplicable>N/A</CoinsuranceApplicable> <DwellingPrem> 6,000</DwellingPrem>

EXAMPLE EXCEL FILE

This topic provides an example ReportResults sheet and an example Documentation sheet. The actual report results reside in the ReportResults sheet, as shown in this example:

2	<u> </u>	. ≏			VDSBORDEREAU.xl	s - Microsoft Excel				
	Home Inse		Formulas	Data Revie	w View					-
	A1		NamedInsu	red						
4	А	В	С	D	E	F	G	Н	I.	
L	NamedInsured	<u>PolicyNumber</u>	EffectiveDt	ExpirationDt	<u>PolicyTypedDt</u>	TransactionType	ProdName	Prodinfo	ProdAddr1	Pro
	Angelina Jolie	100005	8/1/2007	8/1/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atla
	Ashley Judd	100018	7/19/2007	7/19/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atla
	Cameron Diaz	100015	6/17/2007	7/17/2008	7/11/2007	New Business	Skywire Software	· ·	2401 Internet BLVD.	Fris
5	Carrie Fisher	100016	7/1/2007	7/1/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Fris
5	Demi Moore	100017	8/1/2007	8/1/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Fris
7	Dustin Hoffman	100013	7/1/2007	7/1/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atla
3	Ed Harris	100014	7/1/2007	7/1/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Fris
Э	George Clooney	100004	8/17/2007	8/17/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atl
0	Jeremy Piven	100001	7/15/2007	7/15/2008	7/10/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atl
1	Jessica Alba	100006	7/15/2007	7/15/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Fris
2	John Cusack	100000	7/11/2007	7/11/2008	7/10/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atl
.3	Julia Roberts	100009	7/18/2007	7/18/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Fris
4	Kirsten Dunst	100010	7/11/2007	7/11/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Fris
5	Matt Damon	100002	7/25/2007	7/25/2008	7/10/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atl
.6	Morgan Freeman	100007	7/11/2007	7/11/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Fris
17	Sandra Bullock	100019	6/25/2007	6/25/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atl
8	Steve Carell	100003	7/15/2007	7/15/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atl
9	Tom Hanks	100012	8/5/2007	8/5/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atl
20	Tom Welling	100008	7/15/2007	7/15/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atl
21	Will Smith	100011	7/11/2007	7/11/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atl
22										
23										
4										
25										
26										
7										
8										
9										
80										
1										
2	ReportRes	ults ArchiveRep		eet3 / 💱						

The ArchiveReportInfo sheet contains very specific information which helps define the report, index, transaction type filters, output records information, and formatting settings specific to this Excel report.

0				LLOYDSBORDEREAU.xls - Microsoft Excel			EAU.xls -	Microsoft Excel			
	Home	Insert	Page Layout	Formulas	Data	Review	View	Developer			
	A1	- ()	f_x								
		D				E			F		
3											
	PPS Reportin	g Tool Desi	gner Information:								
5				Version:				1.1 - Patch Level - 0			
6				Report Co				ROBERTLT1			
7				Report Us	er:			Robert			
8				_							
	Report Inform	ation:						10/00/0000 00 10 00 00			
10				Report Ru		me:		12/02/2009 - 08:49:00 PM			
11 12				Report File				C:\Program Files\Oracle\PPS Reporting T	001 Designer/LLOYDSBORDEREA		
12				Report Na Report De				LLOYDSBORDEREAU Report This report file contains information from t			
13 14				Report De		urped:		20	THE LEGT DOBORDEREAU CONTIGUI		
14				Report Re	cords Rei	umea.		20			
16				Index Date	Filter(e)						
17				Index Date	Titter(5).			From Date: 7/1/2007			
18								Trom Date. This out			
19				Transactio	n Tyne Fi	Iter(c)					
20				mansacao	ii iype i i	iter(3).		NB - New Business			
21											
22				Report Out	tout DSN(Data Source	Name):	LLOYDSBORDEREAUOutputDB			
23				Report Out				C:\Program Files\Oracle\PPS Reporting T	ool Designer/LLOYDSBORDEREA		
24				Report Out				LLOYDSBORDEREAUReports			
25				· ·				· · ·			
26	Results Form	atting:									
27		_		Group by C	Column N	ame:		InsuredName			
28				Sort by Co	lumn Nar	ne:		PolicyNumber			
29				Repeat Co	lumn He	adings:		False			
30				Blank Row	s Betwee	n Records:		0			
31											
32											
33											
34											
35											
36											
37											
38											
39											
40											
11											
42 43											
44		10 1			/						
• •	Repo	ortResults	ArchiveReport	LINTO 🖉 🔧							

USING ADVANCED REPORTING OPTIONS

This topic describes how to use the advanced reporting options of the PPS Reporting Tool. This process lets you set up an application or batch program that executes after the PPS Reporting Tool writes the report results to the selected output DSN and table. This lets you manipulate the content of the table before the reporting process starts. See the following screens for an example of this process and descriptions of the available options.

NOTE: In this example, there is no modification done to the output table, but it shows how to use these features.

The following screen is shown when you select Use Advanced Reporting Options from the Successful Report Output Options section on the Report Information tab and click on the Configure Advanced Options button. For more information, see Setting Report Options on page 90.

Configure Advanced Reporting Options	_			
Nodification Program Details: List of Available Programs:				
ADD NEW PROGRAM TO THIS LIST			•	Add Program
Program Location:				
N/A				
Working Directory:				
Command Line Arguments:				
Modified Program Output: 📃 Use S	Same DSN an	nd Table Name as	original Report C	Dutput.
DSN (Data Source Name): None Selected				
Table Name: None Selected				
Microsoft Access DSNs -(Description - Location):		ables within DSN :		
LLOYDSCLOutputDB -(Report output on the LLO		ables within DSN.		
LloydsExample -(Example Lloyds Structure - Sys Xtreme Sample Database 2005 -(No DSN Descrip				
ADD NEW DSN	Juon Ofor			
une of the differentian Output Ontioner				
uccessful Modification Output Options:	Do Nothir	ng - Return to Des	signer	
	Save Ad	Ivanced Options		

The List of Available Programs selection contains all of the programs that have been added through the PPS Reporting Tool Designer on this computer. The following example screens assume this is the first time a program has been added.

Click on Add Program to display the following screen.

A Modify Program Information for: Run Note	pad as Example
Program Description:	
Run Notepad as Example	
Program Location:	
C:\Windows\notepad.exe	
Working Directory (Optional):	
C:\Program Files\Oracle\PPS Reporting To	ol Designer\LLOYDSBORDEREAU\ARX
Command Line Arguments (Optional):	
Testrife.txt	
	Save Program

Item	Description
Program Description	A unique text description that must be entered to define this program.
Program Location	The actual name and location of the program that is to be called. Clicking on the button to the right will open a selection dialog.
Working Directory	(optional) Where you want the PPS Reporting Tool to assign a working directory for the external application. Clicking on the button to the right will open a selection dialog.
Command Line Arguments	Allows for any command line options that can be sent to the program.

NOTE: The PPS Reporting Tool does no verification on the command line options you enter. Please check the documentation for your application to make sure they are correct.

Clicking Save Program adds the program to the computer for selection within the PPS Reporting Tool. Clicking the X in the top right corner closes this form with no changes.

The above example is adding the Notepad.exe program with the command line option of testfile.txt and sets the working directory as well. See the following screen to see this program added as above.

Modification Program Details:			
List of Available Programs:]	Modify Program
Run Notepad as Example		•	Modify Program
Deserve Lanations			
Program Location: C:\Windows\notepad.exe			
Working Directory:			
C:\Program Files\Oracle\PPS Reporting	Tool Designer\LL	OYDSBORDEREAUARX	
Command Line Arguments:			
TestFile.txt			
Modified Program Output:	se Same DSN ar	nd Table Name as original Repo	ort Output.
DSN (Data Source Name): None Selected	I		
Table Name: None Selected	l .		
Microsoft Access DSNs -(Description - Local		ables within DSN :	
LLOYDSBORDEREAUOutputDB -(Report out Xtreme Sample Database 2005 -(No DSN De			
Visio Database Samples -(No DSN Descripti			
ADD NEW DSN			
uccessful Modification Output Options:	Do Nothi	ng - Return to Designer	

Notice that the Add Program button has been changed to Modify Program. The List of Available Programs still contains the option to Add New Program to This List. When this is selected, the name of the button changes back to Add Program. Click Modify Program and the following screen appears.

😫 Modify Program Information for: Run Notepad as Example	x
Program Description:	
Run Notepad as Example	
Program Location:	
C:\Windows\notepad.exe	
Working Directory (Optional):	
C:\Program Files\Oracle\PPS Reporting Tool Designer\LLOYDSBORDEREAU\ARX	
Command Line Arguments (Optional):	
TestFileChanged.txt	
Save Program	

Notice that the Command Line Arguments value has been changed. Click Save Program to save any changes made to a program or click X in the top right corner to exit with no changes.

The following screen shows this change.

Configure Advanced Reporting Options	
Modification Program Details: List of Available Programs:	Modify Program
Run Notepad as Example	▼ mouny rogram
Program Location: C:\Windows\notepad.exe Working Directory: C:\Program Files\Oracle\PPS Reporting Tool	Designer/LLOYDSBORDEREAU/ARX
Command Line Arguments:	
TestFileChanged.txt	
Modified Program Output:	ame DSN and Table Name as original Report Output.
DSN (Data Source Name): LLOYDSBORDERE	
Table Name: LLOYDSBORDERE	
Microsoft Access DSNs -(Description - Location):	
DSN:Table Name combination. The origina	DSN:Table Name combination is the same as the Report Output I Report output will be overwritten.
uccessful Modification Output Options:	Do Nothing - Return to Designer
	Do Nothing - Return to Designer Load Modified Report in MS Access
	Export Modified Database Columns & Data to 'Well Formed' XML
	Use Advanced Excel Options Convert MS Access Modified Report into MS Excel Document
	Save Advanced Options

Modified Program Output – allows the selection of a new DSN and table to generate the report from, or to use the same output DSN and table combination as the original results were written to. Click the, Use Same DSN and Table Name as original Report Output checkbox to automatically select the same database and table as the original report. You can also use the two list boxes to select the DSN and table name.

NOTE: A warning message appears if the modified program output is the same as the original report output. The PPS Reporting Tool Designer does not know what modifications will be done to the data from the selected external application.

Successful Modification Output Options – allows the same options that the Report Options Form allows. See Using the Report Options Form on page 91 and Sending Data to Excel on page 111 for more information.

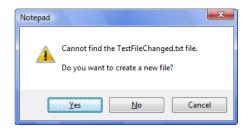
The above screen is set to export the selected modified program output to XML.

When all of the required options have been set on this form, click Save Advanced Options to save these changes or click X to cancel any changes made on this form.

NOTE: Any programs that have been added or modified will keep their settings even if you decide not to save advanced options.

The following screens shows all of the options set on the previous screens in action when the report is generated.

Notice that the PPS Reporting Tool is waiting for Notepad to finish before it performs any further execution. In this example, Notepad could not find the file that was used as a command line option, so it gives the option to create it. Some text has been entered in the text file and then Notepad is closed.



PPS Reporting Tool Designer	X
B-PPSRPT Source File Information MRL Information Report Information Data Record Information TestFileChanged.txt - Notepad	-1
Elle Edit Format View Help This is just an example. When this program is closed properly the PPS Reporting Tool will perform the action selected. In this case, it will export the contents of the output database to XML.]	
Image: Configure Advanced Reporting Options Configure Advanced Options Generate Archive Report	
Executing Program 'Run Notepad as Example.' Waiting for return.	

Once you close Notepad, the following screen shows that the XML export is started and is awaiting a file selection to save the XML file.

NOTE: If the program you select to run after the original report is generated fails to complete successfully, the PPS Reporting Tool Designer will capture any error returned but will not be able to complete the advanced options.



The following is an example of the XML contents. It now contains the Report Records Returned as well as the Modified Report Records Returned. It also contains the location of both of the output databases and tables. In this case, the database and table combination is the same and there were no changes made via Notepad.

```
- <!--
```

```
PPS Reporting Tool Designer Information:
                              Version: 1.1 - Patch Level - 0
                              Report Computer: ROBERTLT1
                              Report User: Robert
      Report Information:
                              Report Run Date-Time: 12/02/2009 - 08:46:18 PM
                              Report File: C:\Program Files\Oracle\PPS Reporting Tool Designer\LLOYDSBORDEREAU\ARX\LLOYDSBORDEREAU.ARX
                              Report Name: LLOYDSBORDEREAU Report
                              Report Description: This report file contains information from the LLOYDSBORDEREAU configuration. The contained and the contract of the contained of the contai
                              Report Records Returned: 20
                              Modified Report Records Returned: 20
                              Transaction Type Filter(s):
                                                      NB - New Business
EN - Endorsement
                                                      RN - Renewal
QU - Quote
                              Report Output DSN(Data Source Name): LLOYDSBORDEREAUOutputDB
                              Report Output DSN Location: C:\Program Files\Oracle\PPS Reporting Tool Designer\LLOYDSBORDEREAU\RPT\LLOYI
                              Report Output Table Name: LLOYDSBORDEREAUReports
                              Modified Output DSN(Data Source Name): LLOYDSBORDEREAUOutputDB
                              Modified Report Output DSN Location: C:\Program Files\Oracle\PPS Reporting Tool Designer\LLOYDSBORDEREAU
                              Modified Report Output Table Name: LLOYDSBORDEREAUReports
```

DEFINING YOUR OUTPUT RECORD LAYOUT

As previously noted, the output of the information returned by the PPS Reporting Tool is stored in a database and table. The output record layout created within the PPS Reporting Tool Designer actually defines the output table structure. This layout can consist of any number of rows and columns. The record layout in the following example has one row with ten columns. This data record layout is repeated for every transaction that matches your search criteria.

PPSRPT	Source File Information MRL Information Report Information Data Record Information
	Destination: * This is a Definition Row * Name: Namedinsured Description: The insureds Name Size: 60 Type: Exclude row if specified field not present on specified Form Format: When specified field is equal to the value returned for a DAI Notes: When a DAL Script returns a non-zero value:
- Column : Effective - Column : Expiration - Column : Address1 - Column : ProtectionClass - Column : Construction - Column : Cocupancy - Column : Occupancy	Indexed: No Source: Key1: Key2: Form Name:
	Instance: 1 Instance: 1 Instance: 1 Instance: 1 Field Name: NSUREDS NAME Field Size: 60 Field Type: Image Name:
	Field Format: Populate Source From MRL

Adding and Deleting Columns – You can only add columns, delete columns, and define the column names (also called destinations) on the first row. To add a column, right click on the first row's node and a menu appears. Click Add Column to add your new column to the bottom of every row. See the following screens for a reference.

@Date @Time @AppVer MRLInfo ReportInfo DataInfo	Destination: * This is a Name: Column 1	Definition Row *		
Add Column	Description: Size: 0 Type: Format: Notes:		Exclude row if spining of the spining of the specified fix Include When a DAL Scription	ecified form not present in Form Set? ecified field not present on specified Form? ecified field not present anywhere in Form ed is equal to the value returned for a DAL Exclude DAL script to call:
eporting Tool Designer Qutput Iools Help	Indexed: No			
PSRPT	Source File Information	MRL Information	Report Information	Data Record Information
	Destination: * This is a Name: NEW_COL Description:		Exclude row if sp Exclude row if sp Set? When specified fi Include	ecified form not present in Form Set? ecified field not present on specified Form? ecified field not present anywhere in Form eld is equal to the value returned for a DAL Exclude DAL script to call:

To delete a column, right click in the first row of the column you want to delete and click Delete Column. See the following screen for a reference.

<u>File Output Tools H</u> elp				
- PPSRPT	Source File Information	MRL Information	Report Information	Data Record Information
@Date @AppVer @AppVer @AppVer @AppVer @DataInfo DataInfo @Row: Definitions @Column: Column1 @elete Column	Destination: * This is a De Name: NEW_COLU Description: Size: 0 Type: Format: Notes: Indexed: No	efinition Row *	Exclude row if si Exclude row if si Set? When specified t Include The set of the set	pecified form not present in Form Set? pecified field not present on specified Form? pecified field not present anywhere in Form field is equal to the value returned for a DAL Exclude DAL script to call: period the script to call: Exclude DAL script to call:

Adding and Deleting Rows – You can only add rows from the first row. To add a row, right click on the first row's node and a menu appears. Choose Add Row and the Add Row screen appears. See the following screen for a reference. This screen lets you set the column's source and data filter information so the new row can use the same column information from the first row. Type a name for the new row, change any desired copy row settings, then click Ok to add the new row. Click the X in the top right corner to cancel.

😫 Colur	nn Information for Row :	Definitions	1000					
0	ouble Click on a row be	low to change the cop	Enter Name for New Row					
	COLUMN ORDER	COLUMN NAME	COPY ROW SETTINGS					
	1	Column1	TRUE					
	2	Column2	TRUE					
	Qk							

In the following example, there are now two rows and two columns in the data record layout for this report file.

RPT	Source File Information MRL Information Report Information D	ata Record Information
@Date @Time @AppVer MRLInfo ReportInfo DataInfo	Name: Column1 Description: Exclude row if specified Set? Type: When specified field is if Include Exclude Exclude Exclude Include Exclude When a DAL Script return 	d form not present in Form Set? d field not present on specified Form? d field not present anywhere in Form equal to the value returned for a DAL kclude DAL script to call: rms a non-zero value: kclude DAL script to call:
	Key2: data. DAI Form Name:	by a DAL Script as the source L script to call: nd Format to de-format the source dat he Destination Type and Format? DestinationType and Format and simply From MRL

You can delete a row by right clicking on the row name and selecting Delete Row. See the following screen for a reference.

NOTE: You cannot delete the first row.

PPS Reporting Tool Designer <u>F</u> ile <u>O</u> utput <u>T</u> ools <u>H</u> elp		
PPSRPT @Date @Time	Source File Information MRL Information	Report Information Data Record Information
	Destination: Use Row 1 Settings for this Column: Name: Column1 Description: Size: 0 Type: Format: Notes:	Data Filter: Exclude row if specified form not present in Form Set? Exclude row if specified field not present on specified Form? Exclude row if specified field not present anywhere in Form Set? When specified field is equal to the value returned for a DAL Include Exclude DAL script to call: When a DAL Script returns a non-zero value: Include Exclude DAL script to call:

GENERATING A REPORT

You can start a report several ways:

- By selecting the Output, Generate Archive Report option.
- By pressing F5.
- By clicking on the Generate Archive Report button from the Report Information tab.
- By using the command line options. See Start-Up Options on page 70 for more information.

CHANGING HOW DATA IS RETRIEVED

The default configuration for PPS archives data by the RUNDATE application index value. For this reason, the PPS Reporting Tool uses this value when retrieving information from the archive. If you have modified the system to use another date value or date format to store archive information, you can use the following options to change how data is retrieved.

NOTE: These settings should only be modified if you are sure the system has been changed from the default configuration. These settings are specific to an individual MRL and there must be an ARX report file loaded to change these settings.

To access these options, choose the Tools, Options menu option and then select the Archive Index Date Options tab.

Support Email Options Archive Index Date Options Advanced Excel Options Loaded Application Index (APPIDX) Information:								
Loaded Application Index (APPIDX) Information:								
APPIDX: No Report File Loaded! Application Index files are specific to an MRL. Please load a Report File and define an MRL by selecting a FSIUSER.INI file.								
Archive Index Date Selection: - NO APPIDX								
 Use Default Field Name: RUNDATE Format: YYYYMMDD Use Alternate Field Name: Date Formats: 								
Ok Cancel Apply								

When the PPS Reporting Tool loads an ARX file, the options are enabled and the fields you can use are loaded into the list. Here is an example:

Advanced Report File Options: Archive Index Date									
Support Email Options Archive Index Date Options Advanced Excel Options									
Loaded Application Index (APPIDX) Information:									
APPIDX: C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\ARC\APPIDX.DFD									
Archive Index Date Selection	tion:								
◯ Use Default Field N	Name: RUNDATE Form	nat: YYYYMMDD							
Use Alternate Field Na	Name: KEY1	•							
Date Fo	Formats: Hexadecimal	•							
- WARNING - Only change the	the Archive Index Date Field and F	Format above if you are sure the d	efault is incorrect!						
Ok Cancel Apply									

SENDING DATA TO EXCEL

The Advanced Excel options let you output report data to a Microsoft Excel worksheet. To access these options, choose the Tools, Options menu option and select the Advanced Excel Options tab.

These settings are specific to an individual MRL and there must be an ARX report file loaded to change these settings. If no ARX file is loaded, this window appears:

Application Options: Advanced Excel Output Options	
Support Email Options Archive Index Date Options	Advanced Excel Options
Excel Output Options: Enable Advanced Excel Options	
	nced Excel options are specific to an MRL. Please an MRL by selecting a FSIUSER.INI file.
Worksheets:	Row to start output data: 2
	Column to start output data: 1
	Add worksheet containing report details?
	Output File Name:
Selected Worksheet:	Add date and time to output file name?
Selected Worksneet:	
	Ok Cancel Apply

When an ARX file is loaded, you can enable or disable the options using the Enable Advanced Excel Options checkbox.

Application Options: Advance	d Excel Output Options	
Support Email Options	Archive Index Date Options	Advanced Excel Options
Excel Output Options:	Enable Advanced Excel Options	
Worksheets:		Row to start output data: 2 2 Column to start output data: 1 2 Add worksheet containing report details? I I Output File Name: I I I Add date and time to output file name? I I I
L		Ok Cancel Apply

This window shows you which options are available and how they work. After you select an Excel workbook file and an output directory, the PPS Reporting Tool searches the Excel file for all available worksheets. Select a worksheet and then select what row and column you would like the report data to start on. You can specify what information you want the PPS Reporting Tool to add to the workbook as a new worksheet.

Additionally, you can specify to add the date and time to the given output file name. If you omit this option, the output file is overwritten each time the report is run.

Once you set these options, you can send data to Excel after you generate a report using Setting Report Options on page 90 or Using Advanced Reporting Options on page 97.

Application Options: Advanced Excel Output Options									
Support Email Options Archive Index Date Options	Advanced Excel Options								
Excel Output Options: V Enable Advanced Excel Options									
Selected File: C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\ExampleRecordLayout.xls									
Output Directory: C:\Program Files\Oracle\PPS F	Reporting Tool Designer\LLOYDSBORDEREAU\ARX								
Worksheets:	Row to start output data: 2								
RecordLayoutExample	Column to start output data: 1 🚖								
	Add worksheet containing report details? 🔽								
	Output File Name: MonthlyReport.xls								
	Add date and time to output file name?								
Selected Worksheet: RecordLayoutExample									
	Ok Cancel Apply								

VIEWING THE CURRENT RECORD LAYOUT

To see what your output record layout will look like, use the Output, Report Record Layout option. The layout you see may not match the database table in the selected DSN if changes have been made to the report file. Changes to a selected table are not committed until you generate the report.

utp	out Record Layout:	100							_ D X
e fol	llowing layout is how ea	ch Archive record ret	urned by your searc	h criteria will ar	opear.				
						PolicyTypedDt	TransactionType	ProdName	ProdInfo
F	Row : Definitions		-		-	PolicyTypedDt	TransactionType	PRODNAME1	PRODNAME2
		·							
	e fo	Row : Definitions	e following layout is how each Archive record retr NamedInsured Row : Definitions INSUREDNAME1	a following layout is how each Archive record returned by your search NamedInsured PolicyNumber Row : Definitions INSUREDNAME1 POLICYNUM	e following layout is how each Archive record returned by your search criteria will ap NamedInsured PolicyNumber EffectiveDt Row : Definitions INSUREDNAME1 POLICYNUM POLICYEFFDT	a following layout is how each Archive record returned by your search criteria will appear. NamedInsured PolicyNumber EffectiveDt ExpirationDt Row : Definitions INSUREDNAME1 POLICYNUM POLICYEFFDT POLICYEXPDT	a following layout is how each Archive record returned by your search criteria will appear. NamedInsured PolicyNumber EffectiveDt ExpirationDt PolicyTypedDt Row : Definitions INSUREDNAME1 POLICYNUM POLICYEFFDT POLICYEXPDT PolicyTypedDt	e following layout is how each Archive record returned by your search criteria will appear. NamedInsured PolicyNumber EffectiveDt ExpirationDt PolicyTypedDt TransactionType Row : Definitions INSUREDNAME1 POLICYNUM POLICYEFFDT POLICYEXPDT PolicyTypedDt	a following layout is how each Archive record returned by your search criteria will appear. NamedInsured PolicyNumber EffectiveDt ExpirationDt PolicyTypedDt TransactionType ProdName Row : Definitions INSUREDNAME1 POLICYNUM POLICYEFFDT POLICYEXPDT PolicyTypedDt PRODNAME1

While on the Output Record Layout form, if you right click on any field name within a column the PPS Reporting Tool lets you go directly to that column. The Output Record Layout form closes to let you perform this action.

3	output Record Layout:								- 0 X
Th	e following layout is how ea	ch Archive record retu	urned by your searc	h criteria will ap	opear.				
Г		NamedInsured	PolicyNumber	EffectiveDt	ExpirationDt	PolicyTypedDt	TransactionType	ProdName	ProdInfo
•	Row : Definitions	INSUREDNAME1	POLICYNUM	POLICYEFFDT	POLICYEXPDT	PolicyTypedDt		PRODNAME1	PRODNAME2
			Click to Goto	- Row : Definit	ions and Column	: PolicyNumber			
-									P

Chapter 4 Using the PPS Reporting Tool

PPS Reporting Tool Designer File Output Tools Help	
	Source File Information MRL Information Report Information Data Record Information Name: LLOYDSBORDEREAU Report Description: This report file contains information from the LLOYDSBORDEREAU configuration. The creation date of this report This report file contains information from the LLOYDSBORDEREAU configuration. The creation date of this report This report file contains information from the LLOYDSBORDEREAU configuration. The creation date of this report Filters: ✓ Archived after this Date: Ø7012007 • ✓ Transaction Type(s): ✓ Archived prior to this Date: 12022009 • ✓ Transaction Type(s): ✓ RN - New Business ✓ RN - Renewal ▼ Turn on Report Log Report Database Output Information: DSN (Data Source Name): LLOYDSBORDEREAUReports Microsoft Access DSNs - (Description - Location): Tables within DSN : LLOYDSBORDEREAUReports Microsoft Access DSNs - (Description - User DSN) ADD NEW DSN DSN Description - User DSN) ADD NEW TABLE Successful Report Output Options:
	Output Configure Advanced Options Generate Archive Report Previous Tab Next Tab

Sending Emails to Support

The PPS Reporting Tool makes it easy to contact Oracle support if you run into a problem. The PPS Reporting Tool can create and attach files and build the email to send using your computer's default email client. The following screen shows the available options for configuring the email. To set these options, choose the Tool, Options, menu option.

Application Options: Suppor	t Emails		X					
Support Email Options	Archive Index Date Options	Advanced Excel Option	S					
Client Information:								
Organization:								
Name:								
Alternate Email (Opti	onal):							
Best Phone Number (Optional):							
Other Options:								
Support Email:	Please enter Support Agent's Em	ail Address below. For exa	mple: John.Doe@Oracle.com					
Remove Error Log after sending Suport Email? (This will help eliminate sending duplicate errors to support.)								
7		Ok	Cancel Apply					

After you set these options, you can send an email to support by clicking the Patch Information button on the About window. See Using the Help System on page 116 for more information.

USING THE HELP SYSTEM

The Help, About option shows you the PPS Reporting Tool version plus the name and version of Microsoft Windows and the Microsoft .NET Framework CLR (Common Language Runtime) version the PPS Reporting Tool is running against.

Also, the Version and Build Date fields contain specific information about the library referenced by the PPS Reporting Tool. This can be different than the version installed with your PPS environment.

Here is an example of the About window:

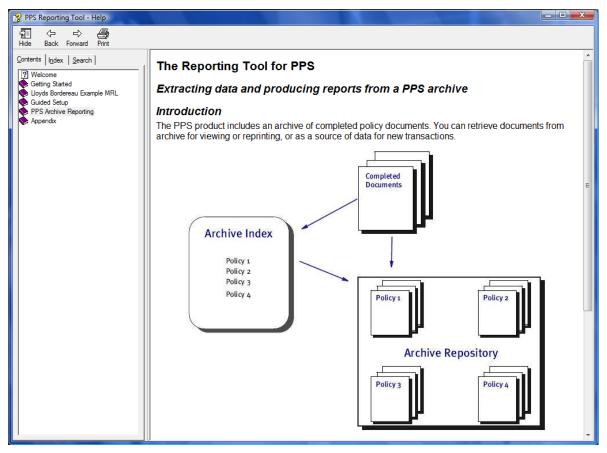


about the patches that have been installed or to send an email to Support.

Click here to see information

ADDITIONAL HELP MENU RESOURCES

Help, Contents (F1) – Use this option to load the help system at the welcome screen with full table of contents and search capabilities. The help system allows for many different ways to find help on a specific topic. The left side defaults to the Contents tab which allows for a hierarchal view of specific areas within the PPS Reporting Tool. Here is an example of this help system:



You can also use these tabs to find the information you need:

- Index tab
- Search tab

The Index tab lets you type the first few letters of what you are looking for and you will be shown any topics that match the characters typed in.

The Search tab lets you type in a word or phrase (within quotes) and it will look through the entire help system and return any topics that have the word or phrase searched for.

To view any of the index or search results topics, simply double-click on the topic name within the list returned. At any time during your help session, you can go to your last topic or next topic by pressing the Back or Forward buttons.

The PPS Reporting Tool includes context sensitive help. With this type of help, you can press *F1* and the system shows you help related to what you are trying to do. The full table of contents, index, and search ability are also available.

Using Help - This option shows you all of the help options.

View Tutorial for Bordereau Example MRL – This option guides you through a tutorial for setting up the Bordereau Example MRL within the PPS Reporting Tool.

Help, Oracle on the Web – This option lets you go to the main Oracle web site (requires Internet access.)

Help, Support ... – This option takes you to the Support login web site (requires Internet access.)

CURRENT TASK INFORMATION AND HELPFUL TIPS

In addition to the help features mentioned above, there is an information area at the bottom of the PPS Reporting Tool that shows helpful tips on how to enable specific features if they are currently turned off. This information area also tells you what task is currently being performed with a status bar to show the current task progress.

Appendixes

The follow appendices provide additional information:

- Appendix A: System Files on page 120
- Appendix B: Using the FDT2DB Utility on page 123
- Appendix C: Data Types and Formats on page 130
- Appendix D: Guided Setup System File Selection on page 133
- Appendix E: DAL Definition on page 135

APPENDIX A:	This appendix provides a description of the following system files:
System Files	ARX report files
	• FSIUSER.INI file
	FORM.DAT file
ARX report files	An .ARX file defines how to mine data from a PPS archive and write records into a Microsoft Access database table. The file specifies index filtering rules, database table design, the source of the data in the columns of each row of data, options for successful reports and much more. The structure of the ARX files is defined within the PPS Reporting Tool schema. The ARX files and the PPS Reporting Tool schema are well-formed XML documents that conform to the World Wide Web Consortium (W3C) standards for XML and XML schemas version 1.0.
FSIUSER.INI file	The FSIUSER.INI file is one of the configuration files used by your PPS environment. It is also required for many of the PPS Reporting Tool's features. The following explains how to select the FSIUSER.INI file for the MRL that you would like to do reports on. Please note that if any changes are required to run any of the PPS Reporting Tool's features, the PPS Reporting Tool makes a backup copy of your file to make sure all of your previous settings are saved.
	These instructions are for loading the FSIUSER.INI file from within the PPS Reporting Tool only. To select an FSIUSER.INI file, click on the MRL Information tab and click the button next to the FSIUSER.INI caption to open a Browse window and search your machine. When you find the file you want, click Open and the path of your selected file is filled in for you. The configuration within the FSIUSER.INI file is also filled in for you.
	NOTE: If you have more than one MRL configuration specified in your INI file, you

must select the one you want from the list.

PPSRPT	Source File Info	mation MRL Information	Report In	formation Data I	Record Information
@Time @AppVer = MRLInfo	F SIUSER.INI				
Config	😤 Open				
ConfigName FieldDB FSIUser	Look in:	퉬 Lloyds Bordereau Example MRL	•	🌶 📂 🛄▼	
FSIUSEF Form.DAT	C.	Name Da	ate modified	Туре	Size
	Recent Places		17/2007 6:34 AM	File Folder	w Contents
DataInfo	Recent Places		17/2007 6:34 AM	File Folder	
			17/2007 6:34 AM 17/2007 6:34 AM	File Folder File Folder	ate MRL DB
	Desktop		17/2007 6:33 AM	File Folder	
		FSIUSER.INI 7/2	17/2007 7:09 AM	Configuration Sett	
	Robert				
					lul 17, 2007 Syste
	Computer				
	Computer				
	Network	•			
		File name: FSIUSER.INI		-	Open
		Files of type: FSI User INI		-	Cancel
		PSi User INI			

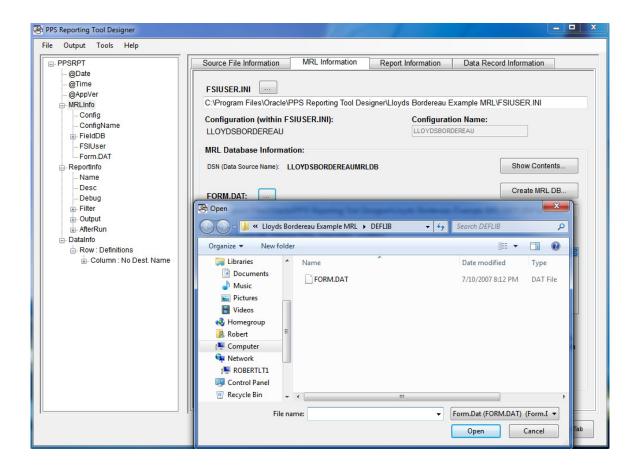
FORM.DAT file

The FORM.DAT file is a collection of all of the FAP files within a specific MRL. It is required for creating an MRL database, but is not required for PPS archive reporting. The following explains how to select a FORM.DAT file. See Creating an MRL Database on page 86 for more information.

NOTE: If you are using a Studio format MRL, the FORM.DAT file is not used.

These instructions are for loading the FORM.DAT from within the PPS Reporting Tool only.

Click on the MRL Information tab and click the button next to the FORM.DAT caption to open a browse window and search your machine. See the following screen for a reference. When you find the file you want, click Open and the path of your selected file is filled in for you.



APPENDIX B: USING THE FDT2DB UTILITY

Use this utility to create a cross-referenced database of your master resource library (MRL) forms, sections (FAP files), and fields.

NOTE: The FDT2DB utility uses different command parameters when used to process a Studio format MRL.

You can use the resulting database to query this information from within any appropriate database tool. For instance, you can use this information to:

- Build basic reports, such as a field usage report
- · Design import/export files for interfacing to other systems
- Create files for use with Transall

The utility uses the FORM.DAT or BDF (Business Definition File) file to extract resource information into a database file, with tables for the library, form group keys, global recipients, form groups, forms, sections, linked recipients, and fields. Rules are not converted.

The utility reads the entire MRL, but if the resource is not listed in the FORM.DAT or BDF file, the utility does not include it. You can run this utility multiple times.

Program name	FDT2DB.EXE
Syntax	FDT2DB /? /Purge /INI /I /BDF

You can use these parameters:

Parameter	Description
/?	(Optional) Prints to the console all parameters and defaults. No processing occurs when you include this parameter.
/Purge	(Optional) Tells the utility to remove the current table data before it repopulates the database with data from the BDF or FORM.DAT file.
/INI	(Optional) Tells the utility which INI file to use. The information in the INI file tells the utility where to find the master resource library (MRL). The default is the FSIUSER.INI file.
/I	(Optional) The name of the input file. If you omit this parameter, the utility defaults to FORM.DAT. If you enter a file name but omit the extension, the utility defaults to DAT — unless you include the /BDF parameter, in which case it defaults to <i>BDF</i> . If you omit the extension, include the period at the end of the file name.
/BDF	(Optional) Tells the utility to use the Business Definition (BDF) file instead of the FORM.DAT file. You must include this parameter if you want the utility to use a BDF file when it converts resources.

Be sure to include these INI options to specify the database:

```
< DBHandler:XXXX >
Class =
Server =
< FDT2DB >
DBHandler = XXXX
```

Option	Description
Class	(Optional) The default is ODBC.
Server	Enter the ODBC data source name (DSN).
DBHandler	Enter a unique name for a DBHandler control group. You can have multiple DBHANDLER:XXXX control groups, but the FDT2DB control group can only point to one of these groups.

You cannot run this utility without the DBHandler option. The DBHandler:XXXX control group defines the ODBC available to the system.

The Server option is referenced by the DBHandler option. The utility searches for the DBHandlers:XXXX (XXXX being the selected ODBC) for Server option.

If you omit these options and choose to use a blank database, the utility uses the default table DFD files.

CREATING A DATABASE

You can create an ODBC database and use Windows' Control Panel to open the ODBC application and add a new database connection by following these steps:

- **NOTE:** To use the new database, remember to set up the Server option in the INI file. Also remember to set up the DBHandler:XXXX and FDT2DB control groups to reference the new DSN in the INI file.
- Open the Windows Control Panel. Choose Administrative Tools and then doubleclick the Data Sources (ODBC) icon. The ODBC Data Source Administrator window appears.
- 2 Select either the User DSN or System DSN page, and then click the Add button. The next page that appears probably has the Microsoft Access Driver (*.mdb) selected. If not, select it. Click Finish.

NOTE: The user data source is only visible to the current logged in user and can only be used on the current machine. The system DSN data source is visible to all users on this machine, including NT Services.

3 On the next window, enter a name for your database in the Data Source Name field. Then click Create.

- 4 On the File window move to the directory where you want the database created. Enter the database file name. This does not have to be the same name as the Data Source Name. When you finish, click Ok. You should now see the database name above the buttons in the Data Source Name window. Click Ok again.
- **5** Now you see the list of databases window again and your new database should appear in the list. Click Ok to close that window.
- **6** Make sure your INI files and the FORM.DAT file is in same the directory as the FDT2DB utility or that you have used the parameters to correctly specify the locations of these files. Then run the utility. When it finishes, you should be able to open the database using Access to see that it is populated.

NOTE: If you are using a Studio format MRL, the FORM.DAT file is not applicable.

USING AN EXISTING DATABASE

If you use an existing database, make sure the tables are in the following formats:

Library table

Key	Туре	Description
LibraryName	Text (32)	Short name to identify a library set. This relates a name to a path where the rest of the tables reside.
LibraryDescription	Text (50)	An expanded description.
LibraryPath	Text (255)	MRL library path

FormGroupKeys table

Key	Type	Description
КеуТуре	Text (4)	For example, 001 = key 1 (such as Company), 002 = key 2 (such as Line of business).
KeyName	Text (31)	Key name used in the FormGroups table.

GlobalRecipients table

Key	Туре	Description
RecipName	Text (30)	Short recipient name.
RecipDescription	Text (50)	Longer description.
RecipCode	Text (20)	Used in some print sorting.
Recip_ID	Number	Unique ID. Used to link recipients.

Appendixes

FormGroups table

Key	Туре	Description
GroupName1	Text (31)	Such as a company. Must be an entry in the FormGroupKeys table where KeyType = 001 .
GroupName2	Text (31)	Such as a line of business. Must be an entry in the FormGroupKeys table where KeyType = 002 .
GroupName3	Text (31)	Such as a recipient. Not yet supported. When supported, this value must be a name in the GlobalRecipients table.
Group_ID	Number	Unique ID. Used to group forms within the Forms table

Forms table

Key	Type	Description
Group_ID	Number	Key from the FormGroups table
FormName	Text (30)	
FormEffectiveDate	Text (16)	
FormDescription	Text (50)	
FormOptions	Text (20)	
FormRevInfo	Text (20)	Reserved for future use.
Form_ID	Number	Unique ID. Used to group sections (FAP files) in the Images table.

Images table

Key	Type	Description
Form_ID	Number	Key from the Forms table.
FormSequence	Number	The order within the form.
ImageName	Text (30)	The section (FAP file) name.
ImageEffectiveDate	Text (50)	The effective date of the section.
ImageDescription	Text (50)	The section description.
ImageOptions	Text (20)	
ImageRevInfo	Text (20)	Reserved for future use.
Image_ID	Number	Unique ID. Used to group fields in the Fields table.

LinkedRecipients table

Key	Type	Description
RecipScope	Number	Contains 0=section (FAP file), 1=form, 2=group
Referring_ID	Number	Form_ID, or Image_ID, or Group_ID
Recip_ID	Number	The key from the GlobalRecipients table.
RecipCopyCount	Number	

Fields table

Key	Туре	Description
FieldScope	Number	(0=section (FAP file), 1=form, 3=form set)
Referring_ID	Number	(0=global, else, Form_ID or Image_ID)
FieldName	Text (32)	
FieldType	Text (20)	
FieldFormat	Text (20)	
FieldLength	Number	
Prompt	Text (80)	
ColorBlue	Number	
ColorGreen	Number	
ColorRed	Number	
ColorOpt	Number	
FontID	Number	
Orientation	Number	
Effects	Number	
EntryType	Text (4)	
DispOnly	Number	
Required	Number	
SendCopyTo	Number	
Dummy	Number	
Scaling	Number	
FmtType	Number	
SpaceType	Number	

Key	Туре	Description
Spacing	Number	
TabStop	Number	
Generate	Text (2)	
Mandatory	Number	
HelpFile	Text (100)	
HelpName	Text (20)	
TableName	Text (40)	
TableRTN	Text (3)	
Nonblank	Text (64)	
BlankGoTo	Text (64)	
GroupDesc	Text (40)	
PreModule	Text (32)	
PreProc	Text (32)	
PreData	Text (40)	
PostMod	Text (32)	
PostProc	Text (32)	
PostData	Text (40)	
CalcType	Number	
Calc	Text (251)	
EndChar	Number	
MultiData	Number	
ReplChar	Number	
HelpType	Number	
TableFile	Text (100)	
GroupInd	Number	
TableType	Number	
Del	Number	

NOTE: The Number type is a long integer. You can enter values from -2,147,483,648 to 2,147,483,647 except for Del, where the type is a byte with a value from zero (0) to 255.

APPENDIX C: DATA TYPES AND FORMATS

The PPS Reporting Tool uses several data types and data formats to help define your source and destination information. These tables show the data types and corresponding formats that are available.

Data Type	Description
Alphabetic	Accepts only alphabetic characters (case sensitive)
Uppercase Alphabetic	Accepts only alphabetic characters and displays uppercase
*Bar code	Accepts characters according to a bar code format string
*Custom	A custom formatted string
Date	Accepts date information according to a date format string
International Alphabetic	Accepts all alphabetic characters, including international characters, and is case sensitive
International Uppercase Alphabetic	Accepts all alphabetic characters, including international characters, and converts to uppercase
International Alphanumeric	Accepts all characters, including international characters, and is case sensitive
International Uppercase Alphanumeric	Accepts all characters, including international characters, and displays uppercase
X or space	Accepts an X or a space (used for a checkbox)
*Multi-line text	No format
Numeric	Accepts numbers and uses a numeric format string
*Table only	Accepts only information selected from a table
Time	Accepts only time
Alphanumeric	Accepts all non-international characters (case sensitive)
Uppercase Alphanumeric	Accepts all non-international characters and displays uppercase
Y or N	Accepts a Y or N (Yes or No)

* These data types are only used with defining source data.

AVAILABLE FORMAT TYPES FOR DATA TYPES

Date formats

Format	Description
MM/DD/YY	Month-Day-Year with leading zeros (02/17/2012)
DD/MM/YY	Day-Month-Year with leading zeros (17/02/2012)
YY/MM/DD	Year-Month-Day with leading zeros (2012/02/17)
Month D, Yr	Month name-Day-Year with no leading zeros (February 17, 2012)
bM/bD/YY	Month-Day-Year with spaces instead of leading zeros (2/17/2012)
D/M/YY	Day-Month-Year with no leading zeros (17/2/2012)
YY/M/D	Year-Month-Day with no leading zeros (2012/2/17)
M/D/YY	Month-Day-Year with no leading zeros (2/17/2012)
bD/bM/YY	Day-Month-Year with spaces instead of leading zeros (17/ 2/2012)
YY/bM/bD	Year-Month-Day with spaces instead of leading zeros (2012/ 2/17)
MMDDYY	Month-Day-Year with no separators (02172012)
DDMMYY	Day-Month-Year with no separators (17022012)
YYMMDD	Year-Month-Day with no separators (20120217)
MonDDYY	Month abbreviation-Day-Year with leading zeros (Feb172012)
DDMonYY	Day-Month abbreviation-Year with leading zeros (17Feb2012)
YYMonDD	Year-Month abbreviation-Day with leading zeros (2012Feb17)
day/YY	Day of year (counting consecutively from January 1)-Year (48/2012)
YY/day	Year-Day of Year (counting consecutively from January 1often called the Julian date format) (2012/48)
D Month, Yr	Day-Month name-Year (17 February, 2012)
Yr, Month D	Year-Month name-Day (2012, February 17)
Mon-DD-YYYY	Month abbreviation, Day with leading zeros, Year (Feb 17, 2012)
DD-Mon-YYYY	Day with leading zeros, Month abbreviation, Year 17 Feb, 2012
YYYYY-Mon- DD	Year, Month abbreviation, Day with leading zeros (2012, Feb 17)

Appendixes

Numeric formats

Component	Description
"",	Tells the system to insert a comma in the specified positions of the field at data entry time.
"9"	Tells the system to place a number zero through nine (0-9) in that space. If there is no number to fill a digit preceding the number, the system uses zeros as placeholders.
"."	Tells the system to accept only a decimal point in the specified position at data entry time.
"Z"	Tells the system to automatically suppress leading zeros in the specified positions of the field at data entry time.
"\$"	Tells the system to insert a dollar sign in the specified position of the field at data entry time. The dollar sign can be used in a drifting manner or dollar fill. A single dollar sign in a field specifies that a currency symbol will always appear in the right most position before the first non-zero number. A dollar fill is specified by two dollar signs in the field format. A dollar fill specifies that leading zeros will be suppressed and replaced by the \$symbol.
"*"	Works much the same way as a dollar fill, but suppresses zeros with asterisks instead of dollar signs. An asterisk (*) must follow a dollar sign to a valid field format.

The following list provides examples of various numeric formats:

-ZZZZZZ9.99% +ZZZZZZ9.99% ZZZZZZ9.99-ZZZZZZ9.99+ ZZZZZZ9.99DB ZZZZZZ9.99CR ZZZZZZ9.99 ZZZZZZZ9.99 999999999999 ZZZZZZZZZZZZZZ

Time formats

Format	Description
HH:MM:SS	Hour, minutes, and seconds in 24 hour format.
HH:MM:SS XM	Hour, minutes, and seconds in 12 hour Format.
HH:MM	Hour and minutes in 24 hour format.
HH:MM XM	Hour and minutes in 12 hour Format.

APPENDIX D: GUIDED SETUP SYSTEM FILE SELECTION

ARX REPORT FILES

An .ARX file defines how to mine data from a PPS archive and write records into a Microsoft Access database table. The file specifies index filtering rules, database table design, the source of the data in the columns of each row of data, options for successful reports and much more. The structure of the ARX files is defined within the Designer's schema. The ARX files and Designer's schema are well-formed XML documents that conform to the World Wide Web Consortium (W3C) standards for XML and XML schemas version 1.0.

FSIUSER.INI FILE

The FSIUSER.INI file is one of the configuration files that are used by your PPS environment. It is also required for many of the PPS Reporting Tool's features. The following explains how to select the FSIUSER.INI file for the MRL that you would like to do reports on. Please note that if any changes are required to run any of the PPS Reporting Tool's features, the application makes a backup copy of your file to make sure all of your previous settings are saved.

These instructions are for loading the FSIUSER.INI from within the Guided Setup only. To select the FSIUSER.INI file, click the button next to the FSIUSER.INI caption to open a Browse window and search your machine. See the following screen for a reference. When you find the file you want, click Open and the path of the file is filled in for you. The configuration in the FSIUSER.INI file is also filled in for you.

NOTE: If you have more than one MRL configuration specified in your INI file, you must select the one you want from the list.

ð Open	Lloy	yds Bordereau Exa	mple MRL 🕨 👻	ۥ Search Lloyds Bord	dereau Exa	(step 1 o
Organize 🔻 New fo	lder				- 🗊	0
☆ Favorites	^ N	lame	Date modified	Туре	Size	View Tutorial
Desktop		ARC	12/2/2009 2:00 PM	File folder		
Downloads	. 1	DEFLIB	12/2/2009 2:00 PM	File folder		
📃 Recent Places	-	FORMS	12/2/2009 2:00 PM	File folder		
		PDF	12/2/2009 2:00 PM	File folder		
Nesktop		WIP	12/2/2009 2:00 PM	File folder		
🥞 Libraries		FSIUSER.INI	7/30/2007 9:37 AM	Configuration settings		3 КВ
Documents						
J Music						
Pictures						
Videos						
🕰 Homearoun						
File	name:	FSIUSER.INI		 FSI User INI (FSIUSE 	R.INI) (FsiU	Js 🔻

FORM.DAT FILE

NOTE: If you are processing a Studio format MRL, you can ignore this topic. Studio format MRLs do not use a FORM.DAT file.

The FORM.DAT file is a collection of all of the FAP files in a specific MRL. It is required for creating an MRL database, but is not required for reporting from archives. The following explains how to select a FORM.DAT file.

These instructions are for loading the FORM.DAT from the Guided Setup only. Simply click on the button next to the FORM.DAT caption to open a Browse window and search your machine. When you find the file you want, click Open and the path of your selected file is filled in for you.

APPENDIX E: DAL DEFINITION

DAL (Document Automation Language) is a scripting language which is part of the Documaker tool set. The PPS Reporting Tool can use DAL scripts to filter in or out transactions and to provide an alternate source of data in certain circumstances.

Two DAL scripts are included in the example Bordereau MRL. You can modify these scripts to work with other MRLs. For more information, see What's Included in the Lloyds Bordereau Example? on page 6.

NOTE: For more information on DAL, see the DAL Reference.

DALAPPIDXFieldLookup Here is an example of the DALAPPIDXFieldLookup.DAL script: .DAL This script will return a string description which is defined by * looking at the APPIDX Field value for the current transaction. * This example is set to return a text value by looking at the * "TRANCODE" field. The TRANCODE value holds the Transaction Type for * the current transaction. *- IMPORTANT NOTES -* No filtering is done in this script. It looks at the value and * returns the text designated for that TRANCODE. The text that is returned in this example is the value in the * Transactions control group in the FSISYS.INI. Please see * below for the values. * < Transactions > 01=;NB;New Business;TRNw32->TRNNew; 02=; EN; Endorsement; TRNw32->TRNEndorse; 03=; RN; Renewal; TRNw32->TRNRenew; 04=;QU;Quote;TRNw32->TRNRenew; * To learn more about DAL and available functions, please see the DAL * help file. Below is a brief description of the DAL function that * is used within this script. * TRIM() is used to remove any leading and trailing spaces. * STEP 1 - Create a string variable named, "strAPPIDXField" and set * it to the TRANCODE value for this transaction. strAPPIDXField=TRIM(ARCENG.TRANCODE); * STEP 2 - Create a string variable named, "strReturnValue" and set a * value to be returned by looking at the variable from the previous * step. IF strAPPIDXField = "NB" THEN strReturnValue="New Business"; ELSEIF strAPPIDXField = "EN" THEN strReturnValue="Endorsement"; ELSEIF strAPPIDXField = "RN" THEN strReturnValue="Renewal"; ELSEIF strAPPIDXField = "QU" THEN strReturnValue="Quote";

ELSE strReturnValue="UNKNOWN TRANCODE"; END: * STEP 3 - Return the value from the previous step RETURN(strReturnValue); DALDateRangeFilter.DAL Here is an example of the DALDateRangeFile.DAL script: *This script will return a value of "1" if the policy's effective date passes *the date range checks and a "0" otherwise. + This example is set to return a "1" for any field it is used on that has a date range between: "7/1/2007" to "8/1/2007". *- IMPORTANT NOTES -This script uses several DAL functions. To learn more about DAL and available functions, please see the DAL help file. Below is a brief description of the DAL functions that are used within this script. @(Field,Image,Form,Group) is the equivalent to the GETFIELD function. Parameter Descriptions. All Parameters are optional. Field - Name of a variable field. Defaults to the current field name Image - Name of an image that contains the variable field. Defaults to the current image Form - Name of a form that contains the image and/or variable field named. Defaults to the current form Group - Name of the form group that contains the form, image, or field. Defaults to the current group DIFFDATE() returns the number of days between the two specified dates. It will return a positive number if the first date specified is earlier than the second date and a negative number if it is after the second date. FIELDFORMAT() returns the current field's format(by default). This is used to make sure the date comparison done within DIFFDATE() is done with the correct date format. *STEP 1 - Create a string variable named, "strCurDate" and set it to the global field POLICYEFFDT's value. strCurDate=@("POLICYEFFDT"); *STEP 2 - Create a numeric variable named, "#NumDays" that will be set to the return value of the DIFFDATE function. #NumDays=DIFFDATE("7/1/2007",,strCurDate,FIELDFORMAT()) *STEP 3 - Check the value returned in the previous step to see if it is less than zero. If this value is less than zero, then the field's date is * before the first date ("7/1/2007") and we return a "0". There is no * need to look any further at this field.

IF #NumDays < 0 THEN RETURN("0"); END;</pre>

*STEP 4 - Create a numeric variable named, "#NumDays" that will be set to the * return return value of the DIFFDATE function.

#NumDays=DIFFDATE("8/1/2007",,strCurDate,FIELDFORMAT())

 $^{\star}\textsc{STEP}$ 5 - Check the value returned in the previous step to see if it is less

- * $\,$ $\,$ than zero. If this value is less than zero, then the field's date is
- * before the first date ("8/1/2007") and we return a "1". If the
- * field's date is greater than zero it means that the field's date is
- * after the first date and we return a "0".

IF #NumDays < 0 THEN RETURN("1"); ELSE RETURN("0");</pre>

Appendixes