ORACLE

Oracle® Documaker Desktop

PPS Reporting Tool User Guide

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CONTENTS

Chapter 1

Getting Started

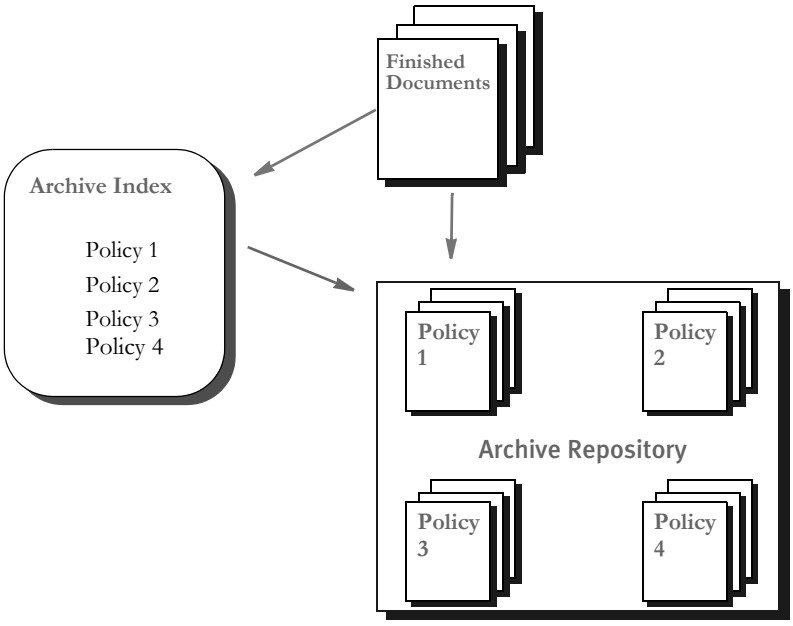
This manual discusses how you can use the PPS Reporting Tool to select and retrieve information stored in your PPS archives.

This chapter includes information on these topics:

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 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 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?

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 structure and file contents of each directory:

Arc		This directory contains all of the archived transactions.
DefLib		This directory contains the form definitions file (FORM.DAT), font system files, and sample DAL files.
	DALAPPIDXFieldLookup.DAL	This example DAL script that returns a value by what transaction type is used for a policy.
	DALDateRangeFilter.DAL	This example DAL script that filters records by looking at a specific variable field's value.
Forms		This directory contains the FAP files used in this MRL.
	DEC1.FAP	Example policy declarations form.
	DECADD.FAP	Example additional location and mortgage holder 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 completed. The name of each file contains the policy number 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) environment.

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

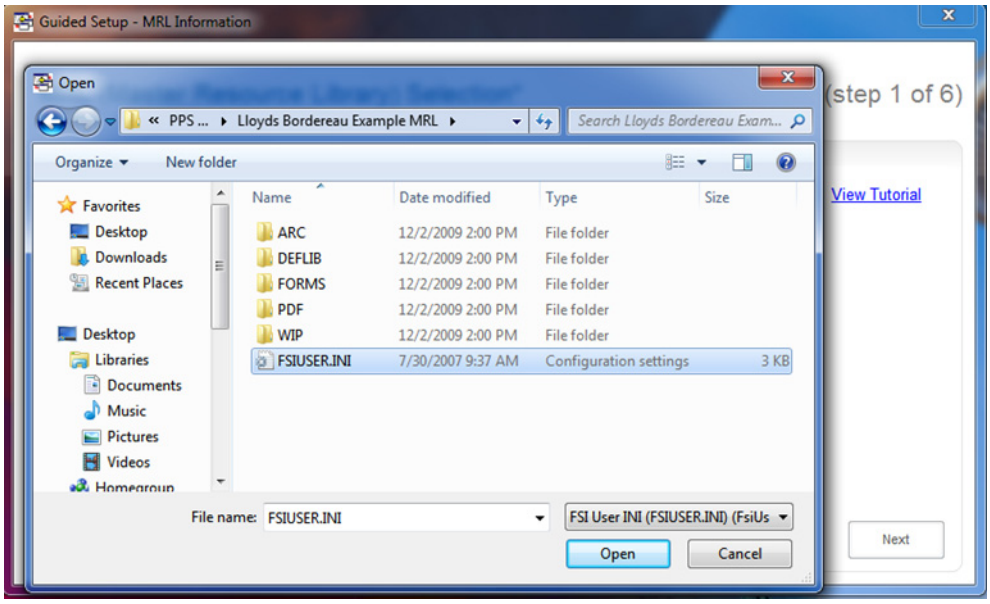
  This is a configuration file for this MRL.

Setting Up the Example MRL in the PPS Reporting Tool

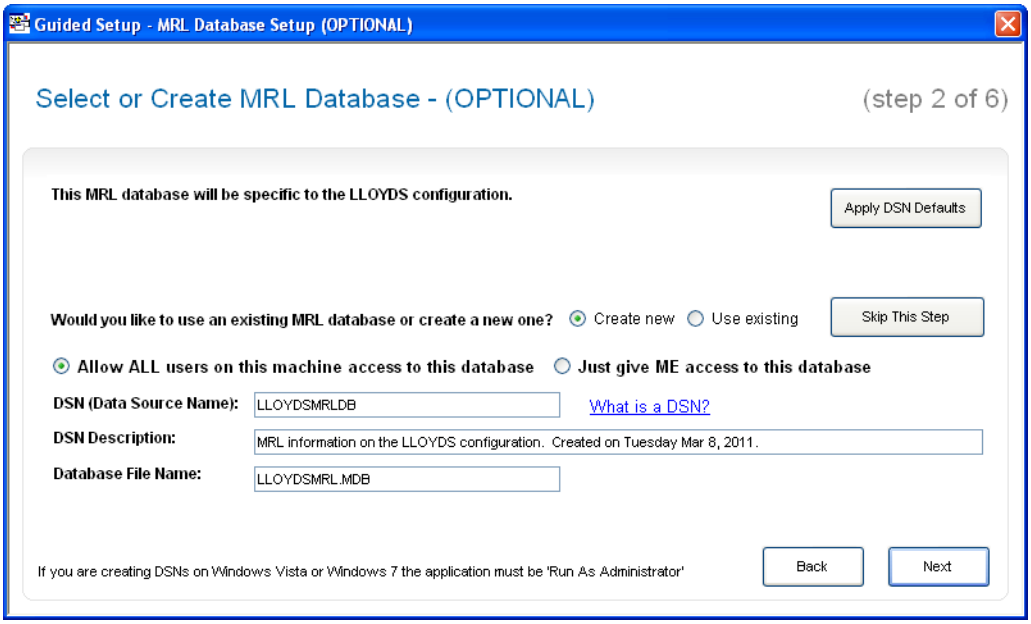
This topic helps you set up the Bordereau example MRL in the PPS Reporting Tool. This can be useful for first time users. These instructions assume the MRL has not been set up. The following topics are included:

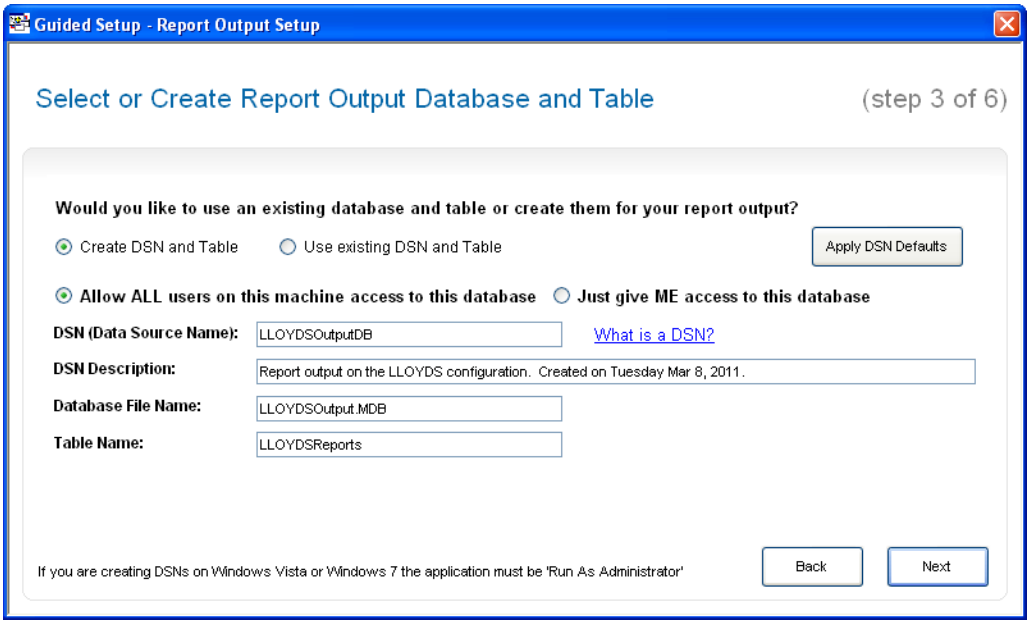
Using the Guided Setup to Set Up the Bordereau Example MRL

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



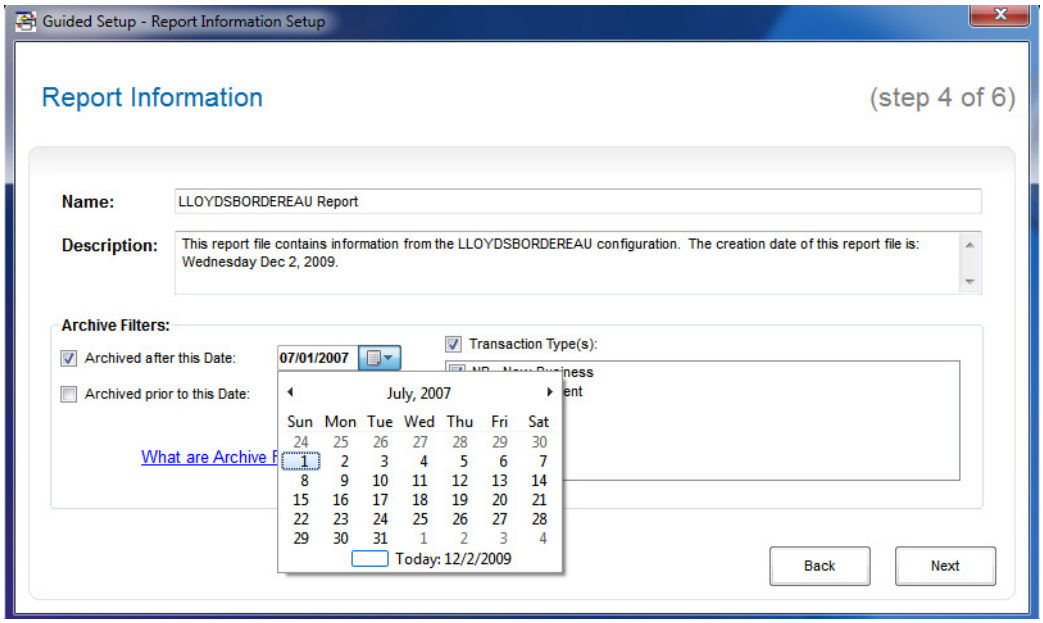
On steps two and three, simply click Next to set up the MRL database and your report output database with the default settings for the configuration. Here are example screens of what you will see.



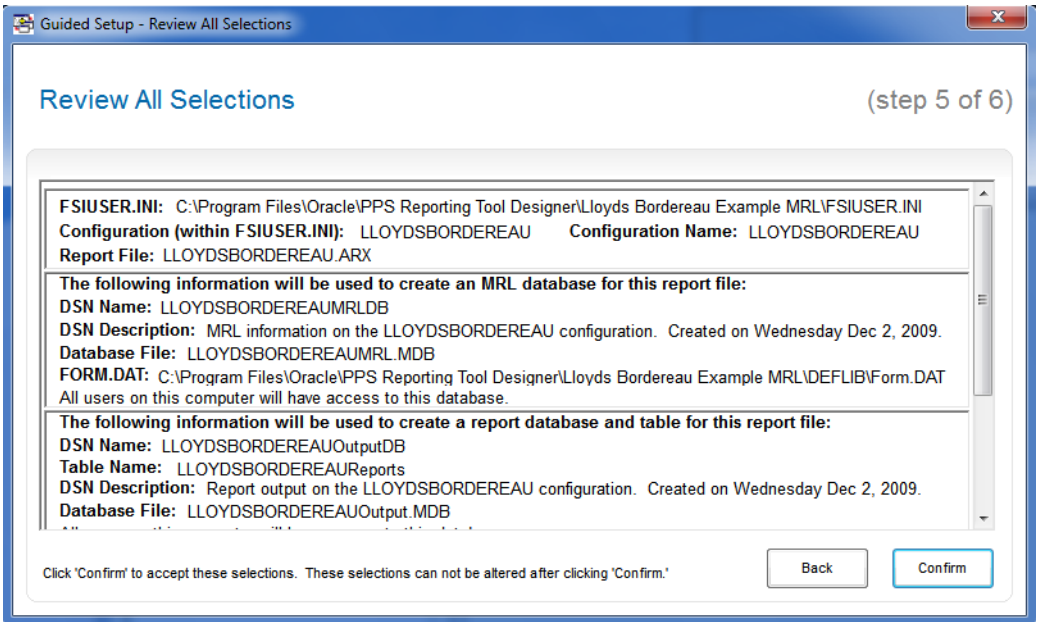


On step four, select the Archived after this Date checkbox, enter **07/01/2007**, deselect all of the Transaction Types except NB – New Business, and click Next.

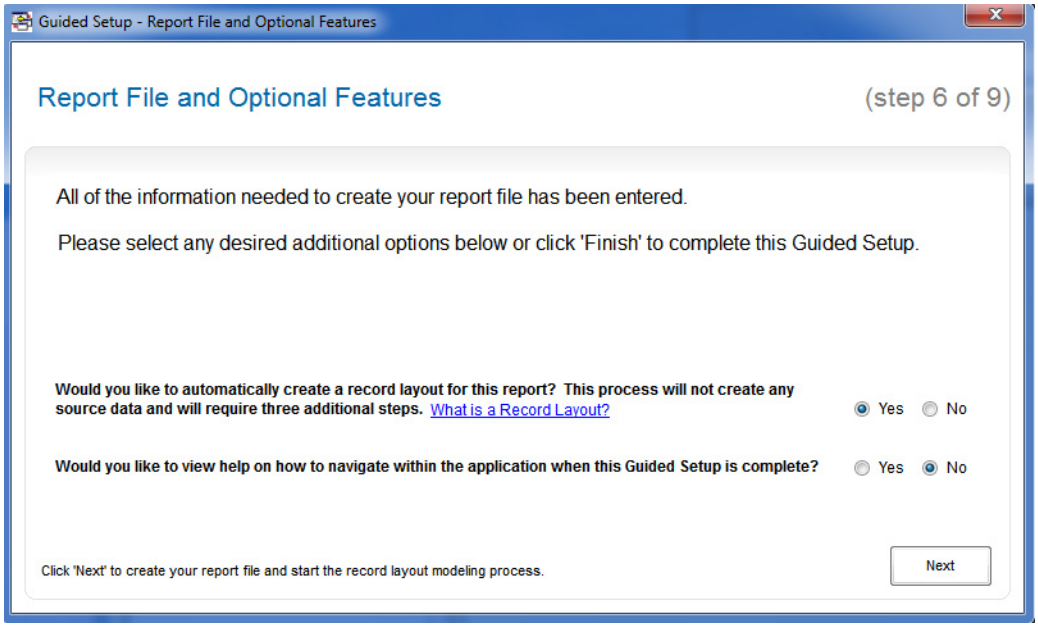
NOTE: The transactions in the example archive were all completed as NB - New Business. Other transaction types can be entered and completed to archive if the Example MRL is set up in your PPS environment. For more information, see Setting Up the Example MRL in Documaker Desktop (PPS) on page 41.



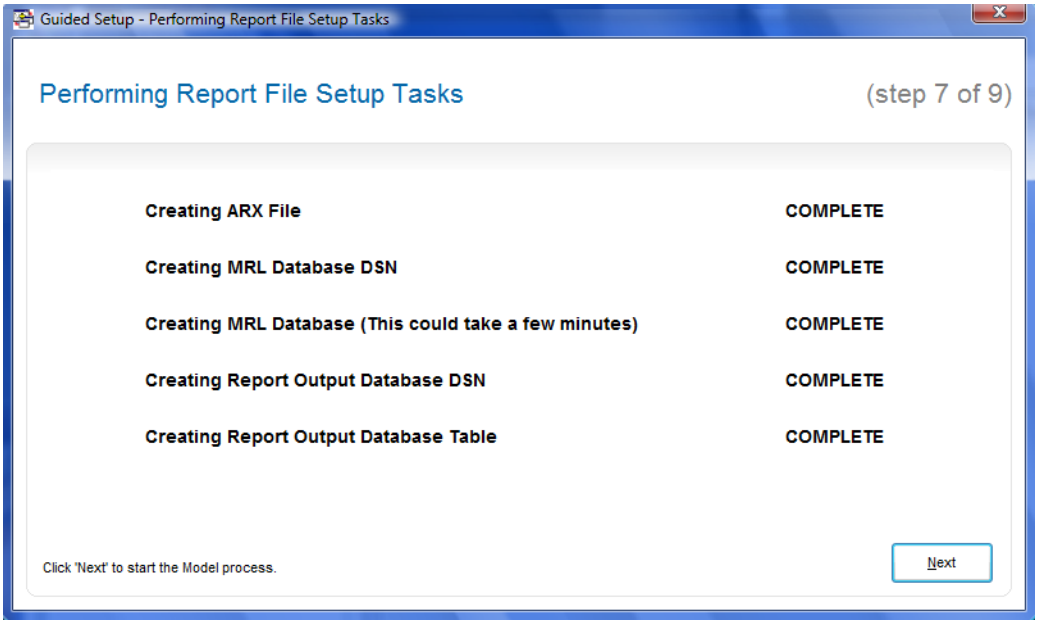
On step five, simply click Next to confirm all of the current selections.



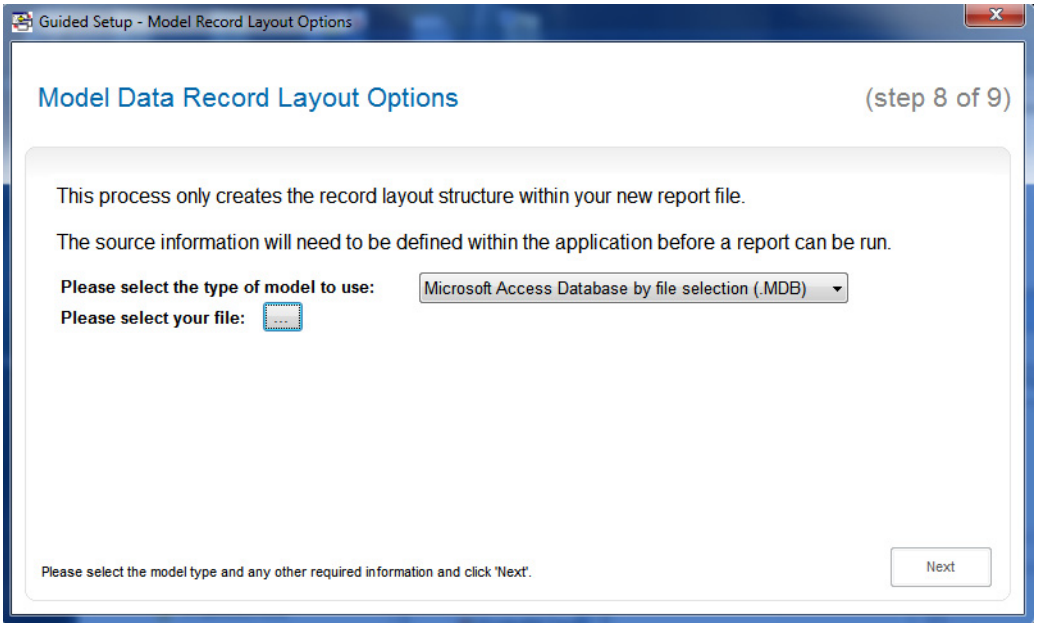
On step six, select Yes for the automatically creating a record layout question and click Next.



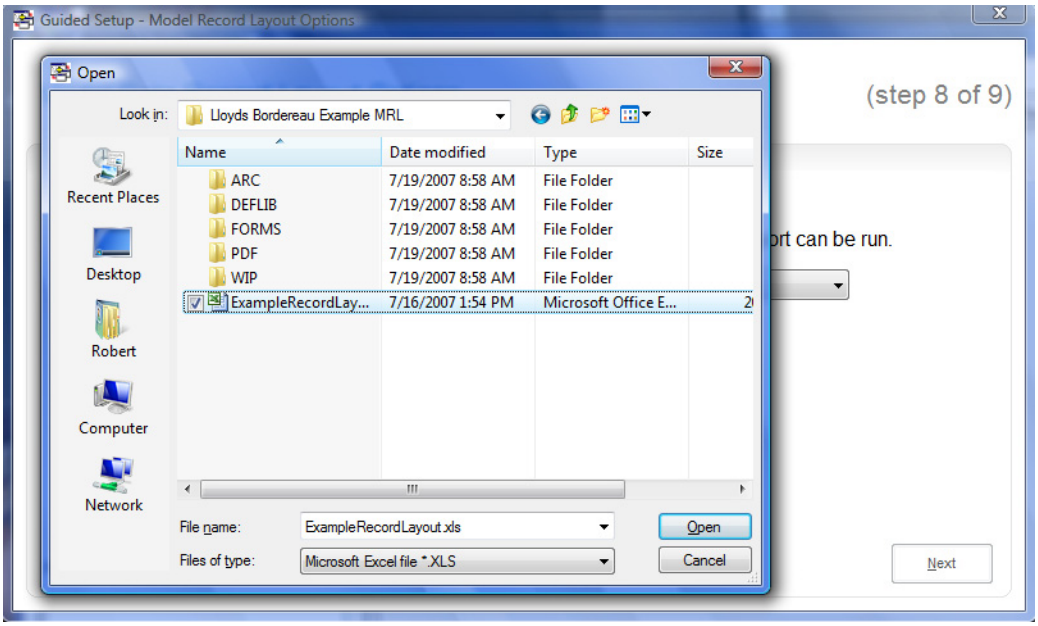
On step seven, click Next when all tasks have been completed.



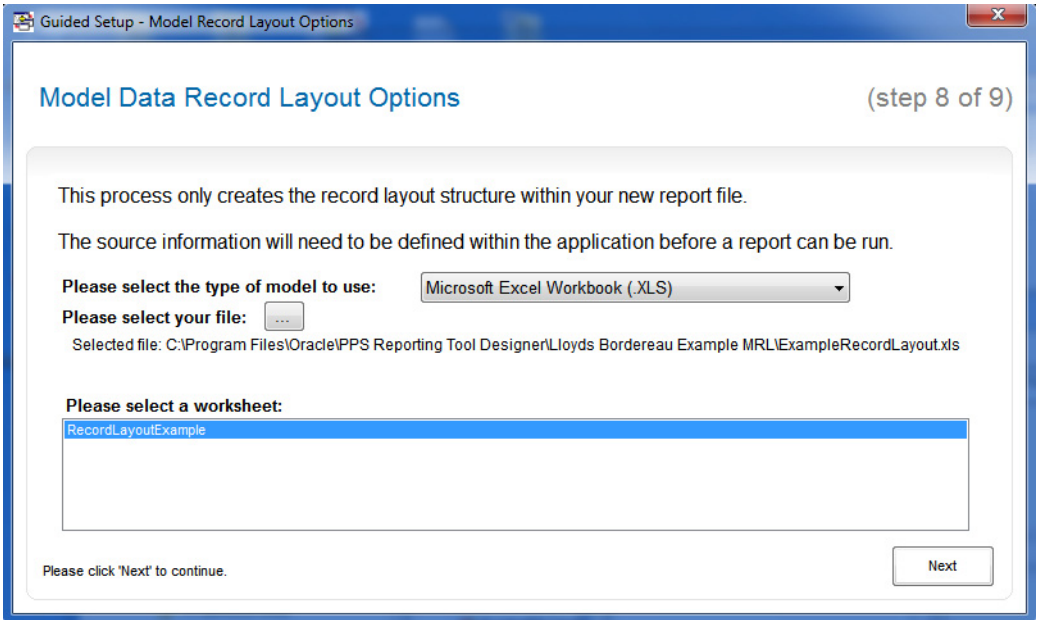
On step eight, select the Microsoft Excel Workbook (.XLS) model type, click on the button to select the ExampleRecordLayoud.xls file, select the RecordLayoutExample worksheet from the list, and click Next. See the following screens for a reference.



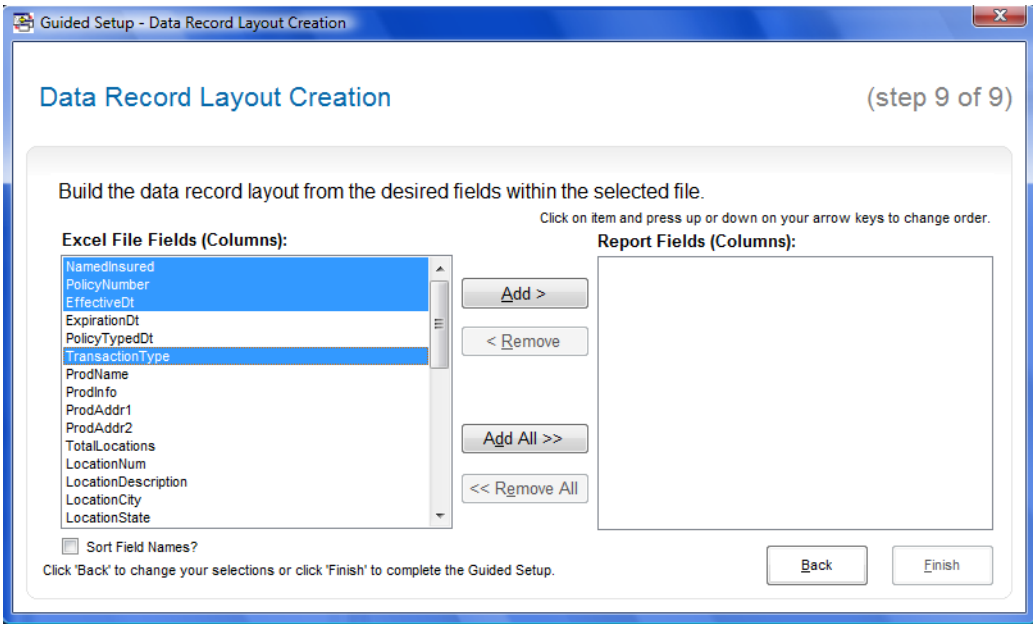
Select the ExampleRecordLayoud.xls file as shown here:

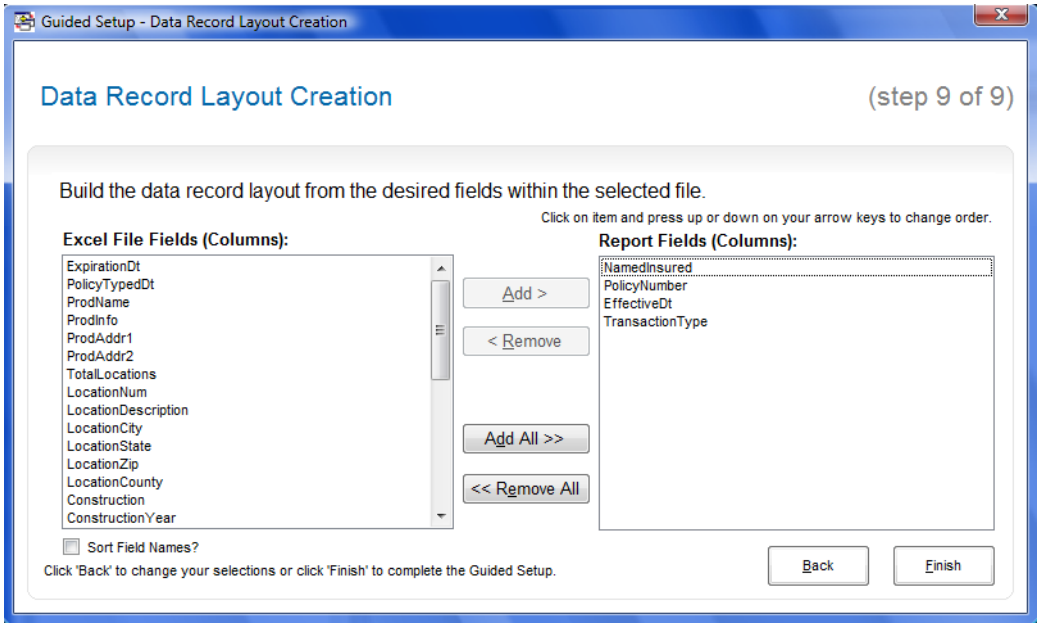


Select the RecordLayoutExample Worksheet.



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.





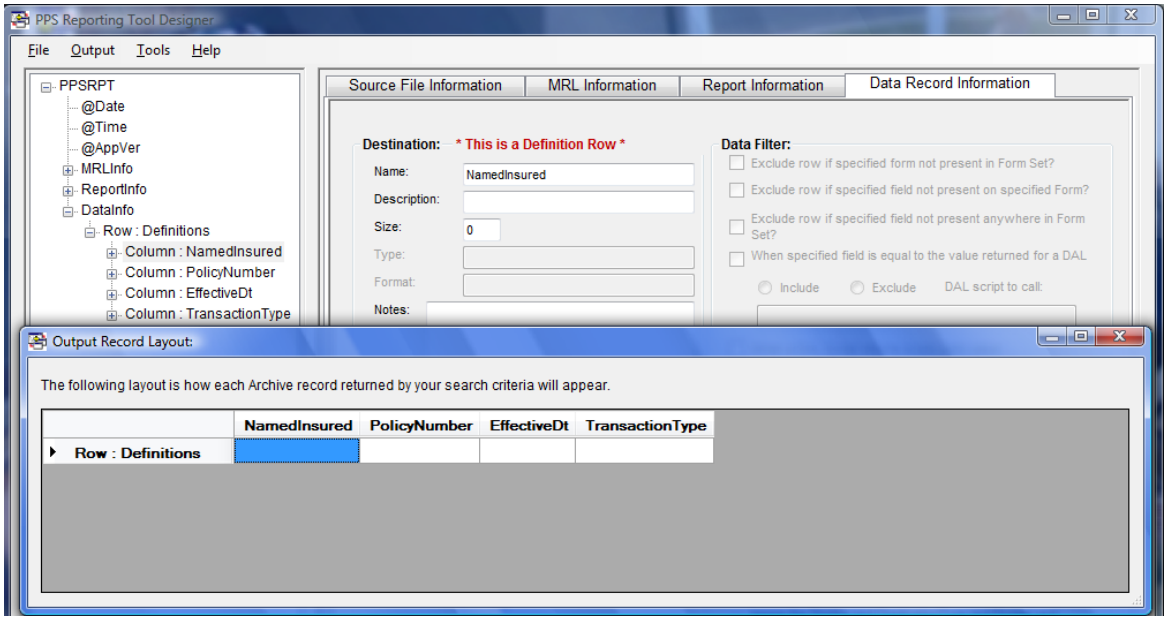
Go to Assigning Values to Destination Columns in the Record Layout on page 14.

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.

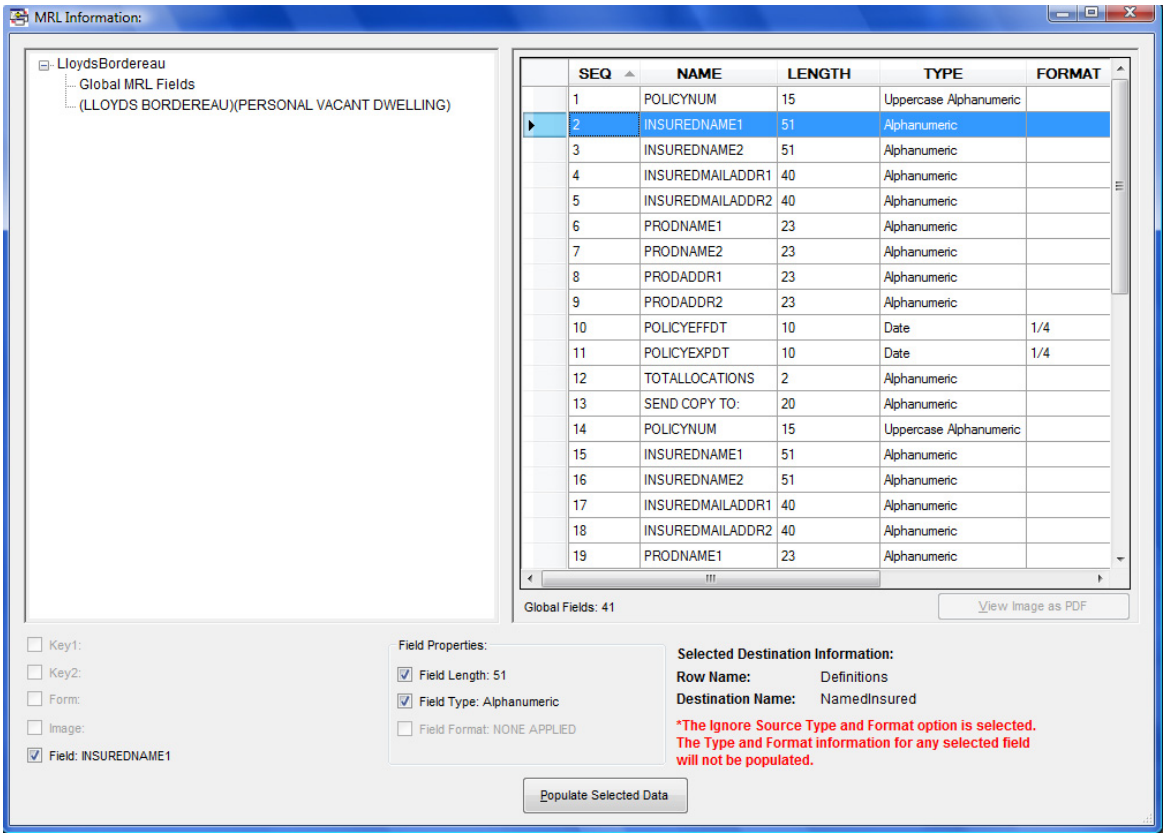
Note: For more information on DAL scripts, see Appendix E: DAL Definition on page 135.

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.



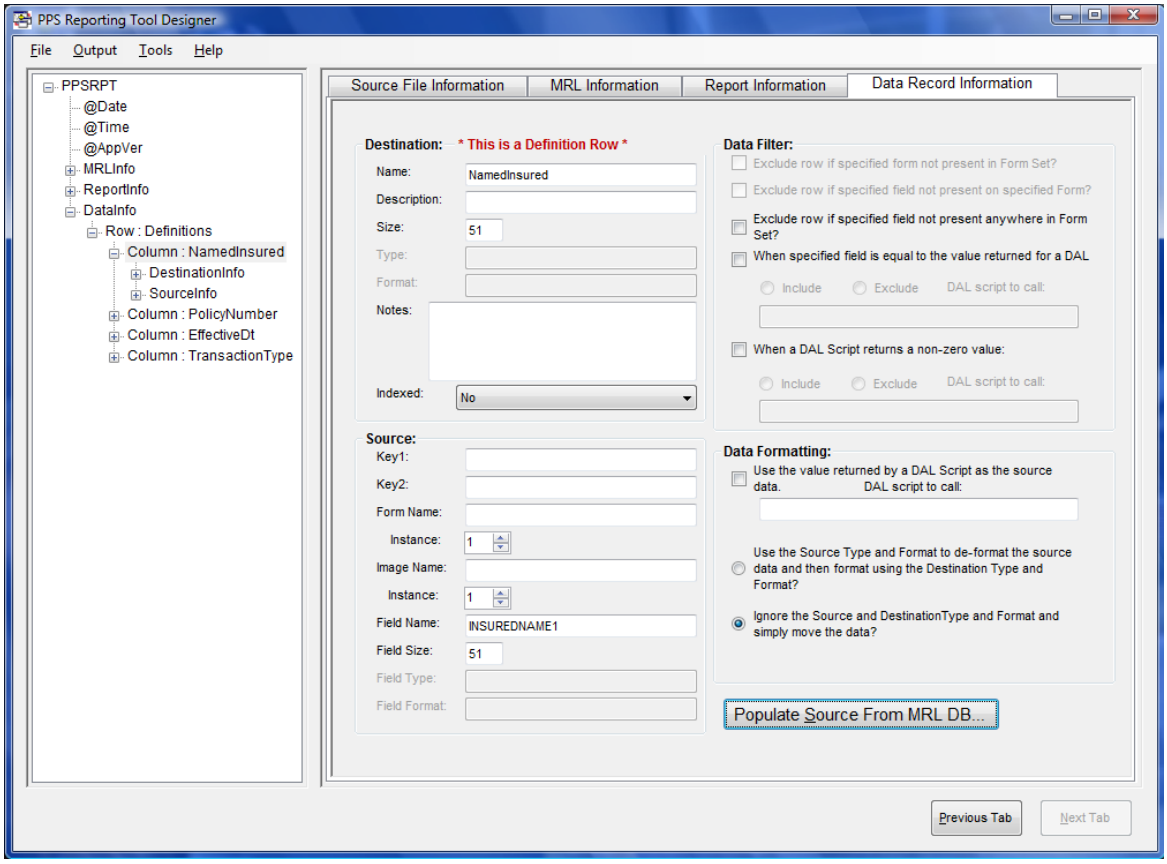
The first column is NamedInsured and you will access a global field in the example MRL named INSUREDNAME1. To make this source setting, click on the NamedInsured column on the left side of the main form. (Close the Output Record Layout screen if it is open.) The information tab changes to the Data Record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

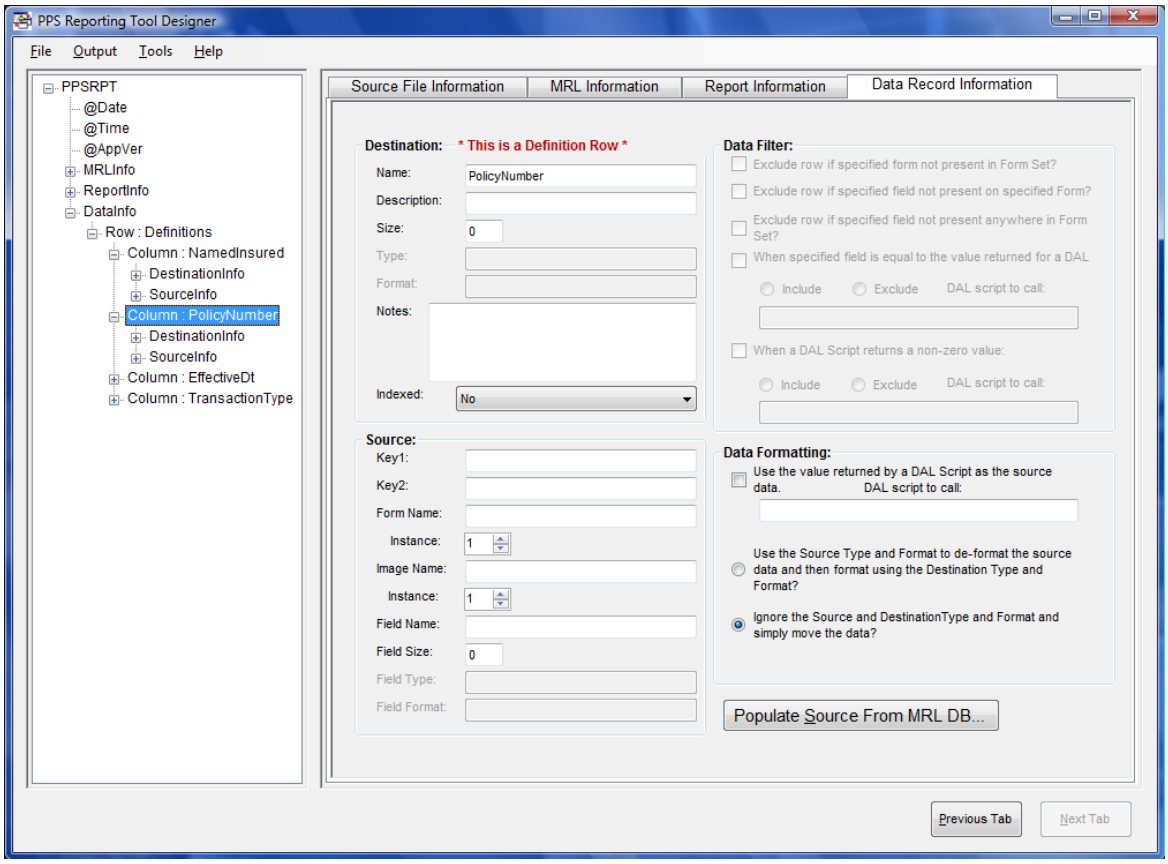


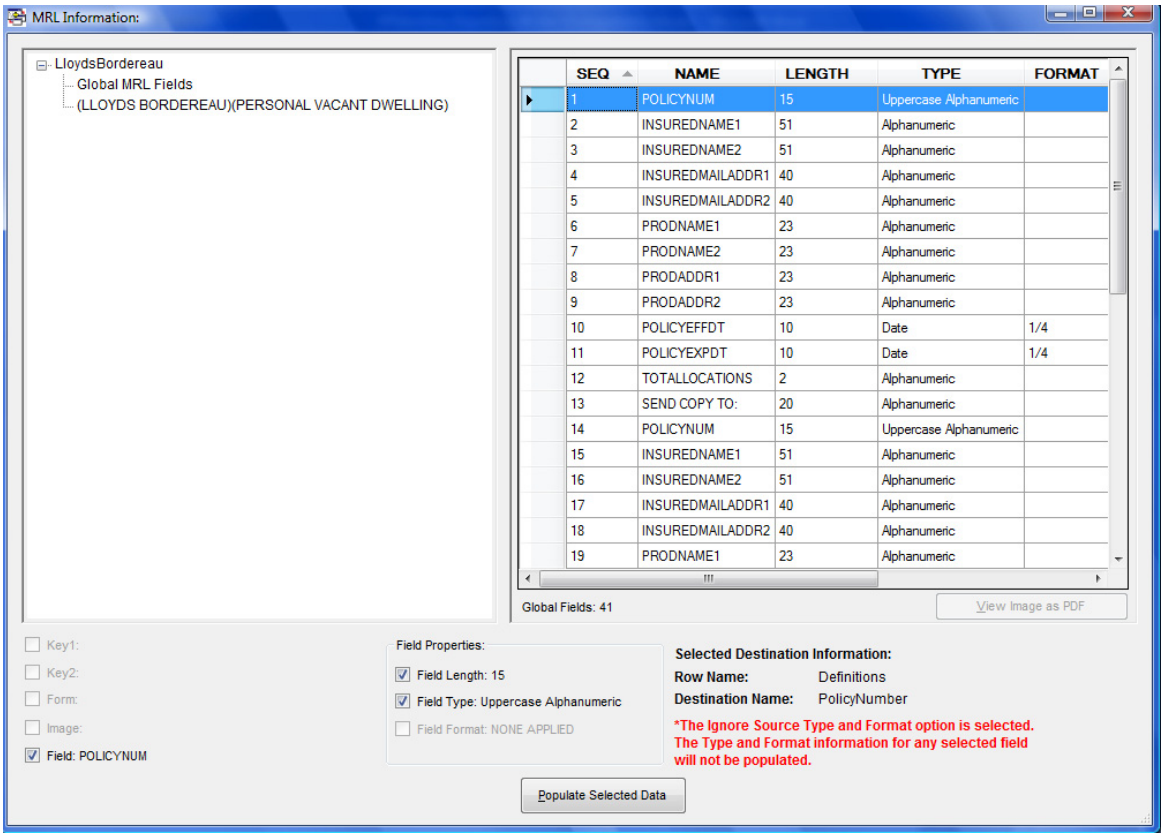
Notice that the destination size is automatically set to the same size as the selected field. You can modify this size, but for now make no changes as they could possibly truncate data.

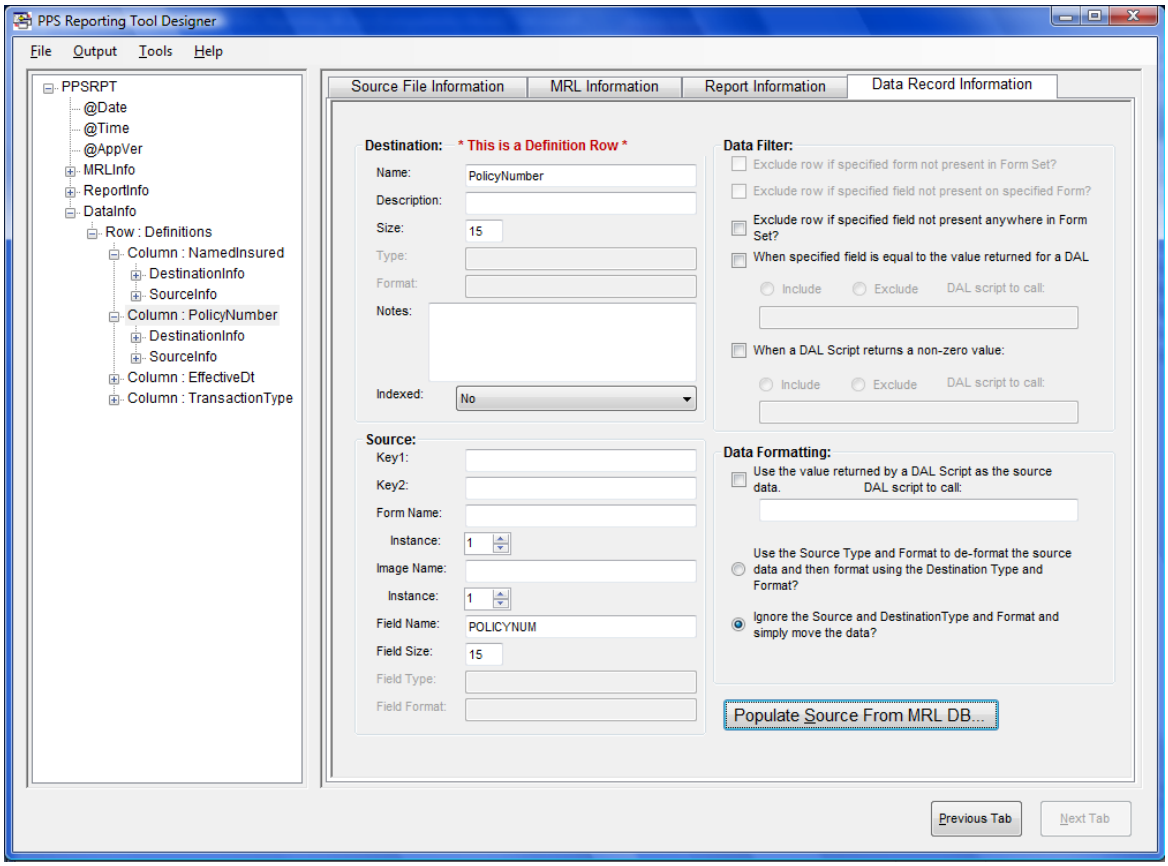
NOTE: If the destination size is something other than zero, it will not be auto filled by the populate feature.



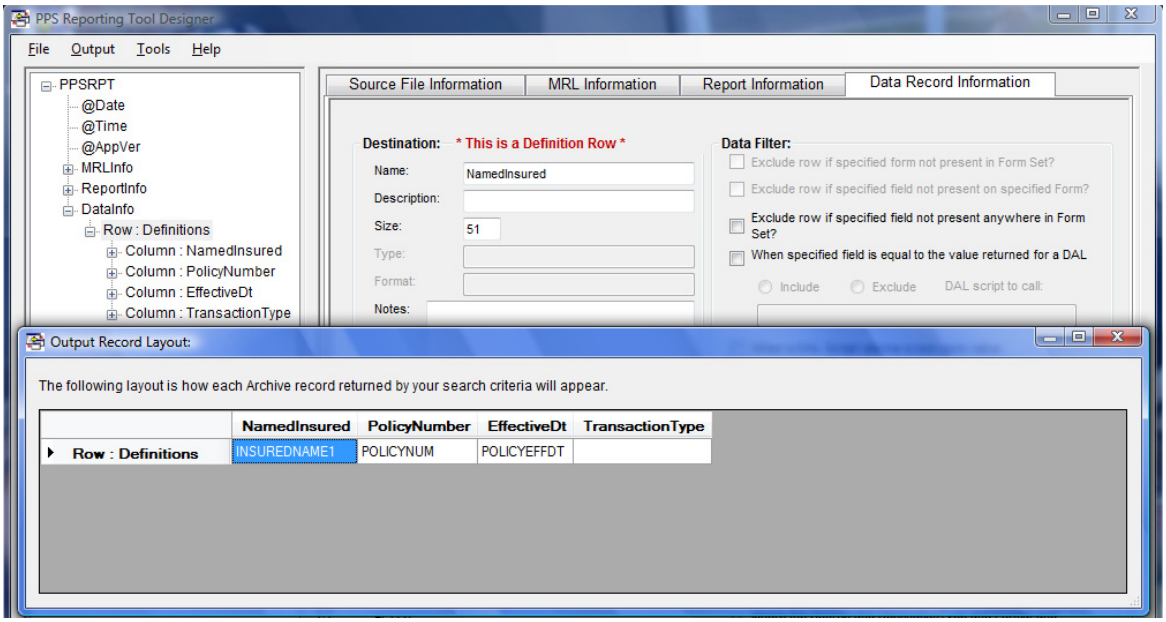
The next column to assign source data to is PolicyNumber. The variable field for this within the MRL is named POLICYNUM. To perform this source setting, click the PolicyNumber column on the left side of the main form. Next, click on the Populate Source From MRL DB button. This opens the MRL Information 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.


PPS Reporting Tool Designer
File
Output
Tools
Help
PPSRPT
@Date
@Time
@AppVer
MRLInfo
ReportInfo
DataInfo
Row : Definitions
Column : NamedInsured
DestinationInfo
SourceInfo
Column : PolicyNumber
DestinationInfo
SourceInfo
Column : EffectiveDt
Column : TransactionType
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 Type:
Field Format:
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:
Data Formatting:
Use the value returned by a DAL Script as the source data.
DAL script to call:
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...
Previous Tab
Next Tab


MRL Information:
LloydsBordereau
Global MRL Fields
(LLOYDS BORDEREAU)(PERSONAL VACANT DWELLING)
SEQ NAME LENGTH TYPE FORMAT
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 POLICYNUM 15 Uppercase Alphanumeric
15 INSUREDNAME1 51 Alphanumeric
16 INSUREDNAME2 51 Alphanumeric
17 INSUREDMAILADDR1 40 Alphanumeric
18 INSUREDMAILADDR2 40 Alphanumeric
19 PRODNAME1 23 Alphanumeric
Global Fields: 41
View Image as PDF
Key1:
Key2:
Form:
Image:
Field: POLICYNUM
Field Properties:
Field Length: 15
Field Type: Uppercase Alphanumeric
Field Format: NONE APPLIED
Selected Destination Information:
Row Name: Definitions
Destination Name: PolicyNumber
*The Ignore Source Type and Format option is selected.
The Type and Format information for any selected field
will not be populated.
Populate Selected Data



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.



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.

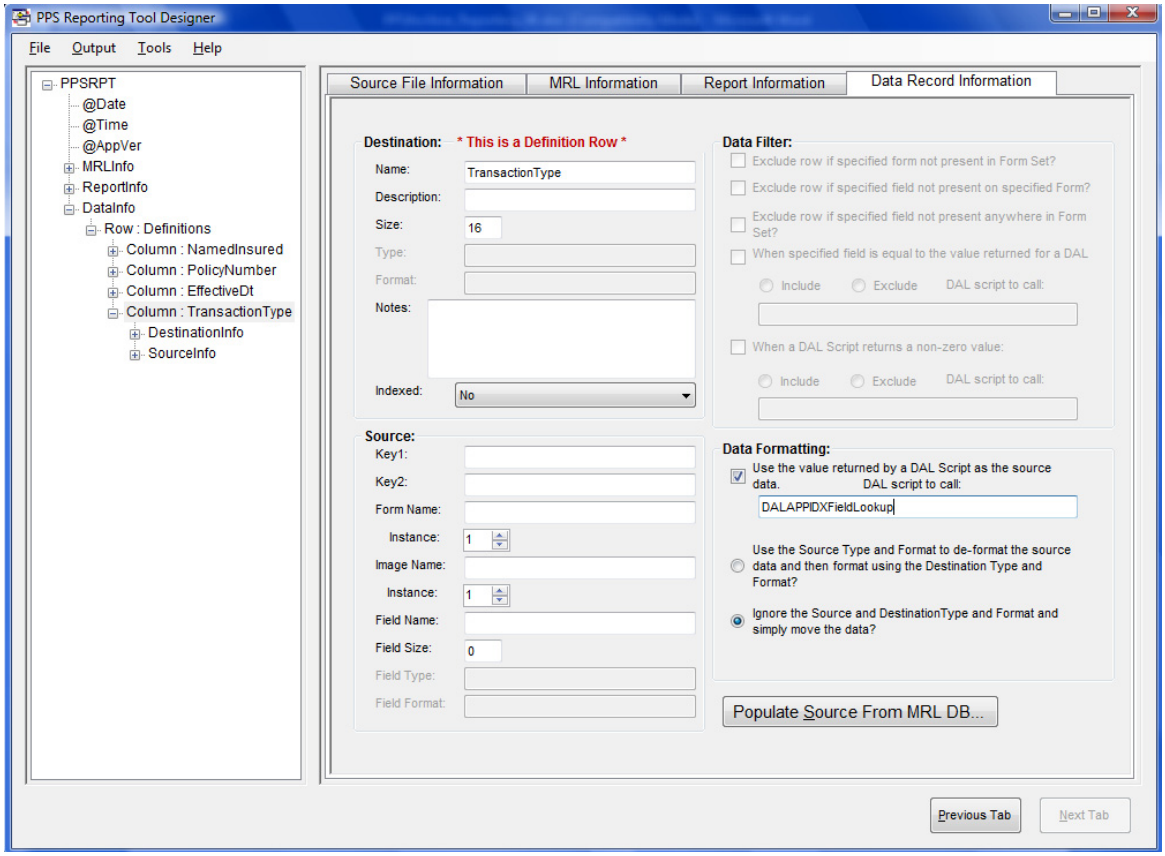
Follow these steps to assign the value returned from this DAL script as the source data.

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:

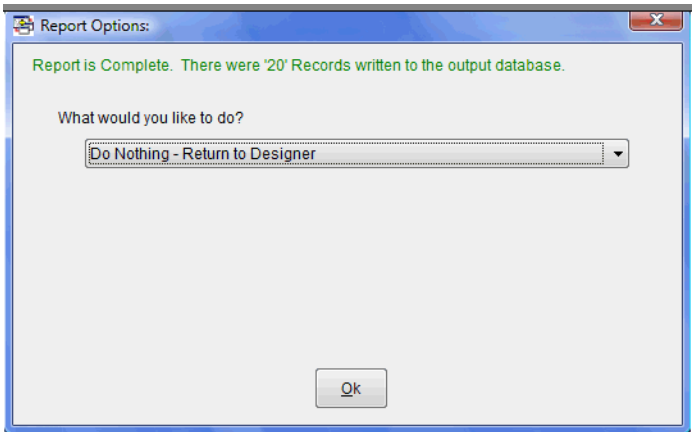
DALAPPIDXFieldLookup

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.

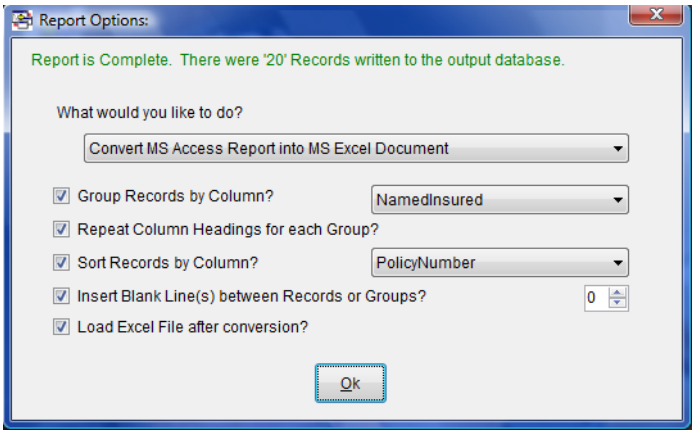


All of the destination columns within the Record Layout now contain source data. To test the report use the menu option Output, Generate Archive Report. You will see the see the following Report Options form.

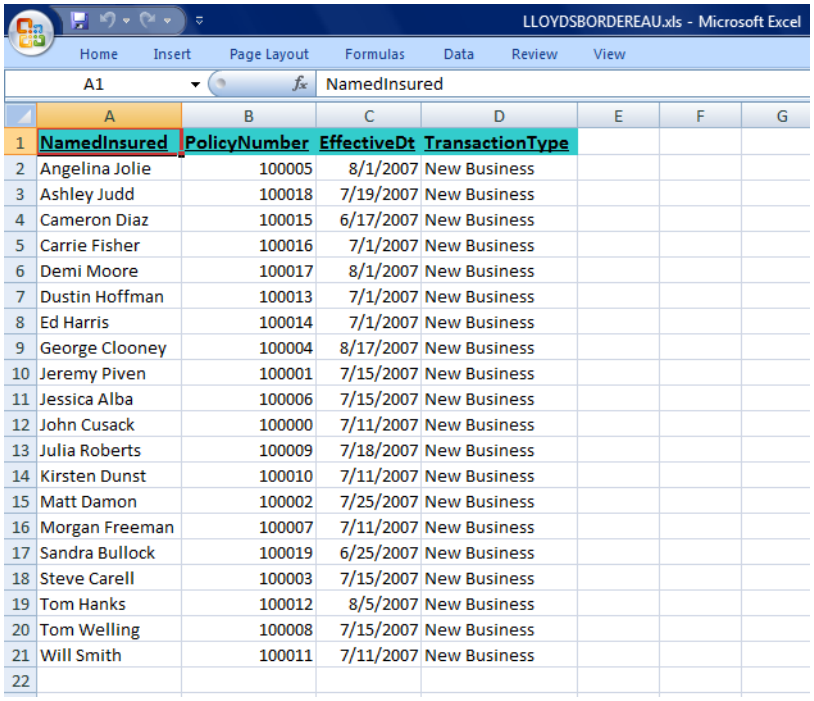


Modify your Report Options form to match the following screen which will group/sort the records by the value within the NamedInsured column and load Excel when the conversion process is complete. Click Ok to receive your report results. When prompted to save the Excel file, press Ok to save the file with the same name as the report file you are using.

NOTE: Some options may not appear if your search finds no records.



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

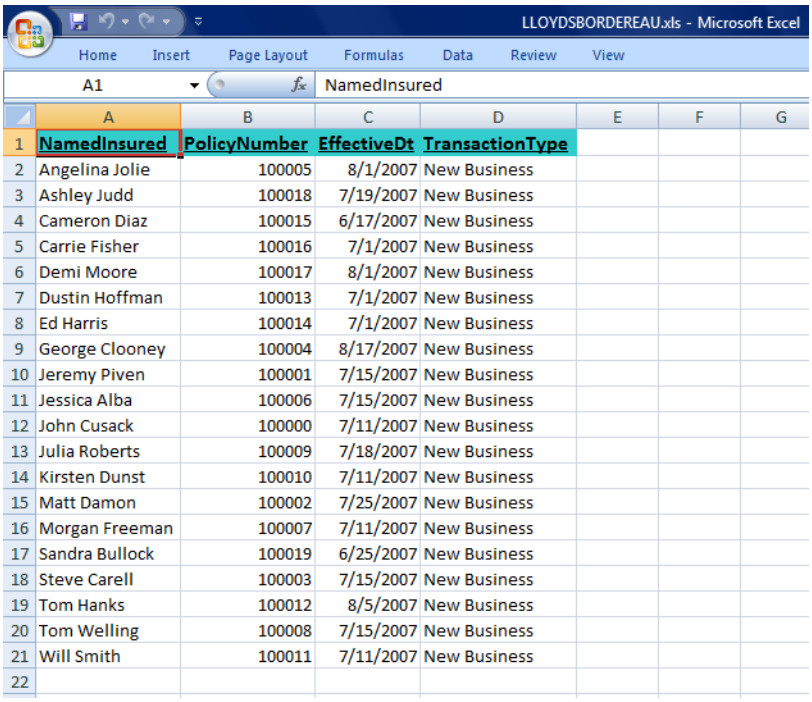


	A	B	C	D	E	F	G
1	NamedInsured	PolicyNumber	EffectiveDt	TransactionType			
2	Angelina Jolie	100005	8/1/2007	New Business			
3	Ashley Judd	100018	7/19/2007	New Business			
4	Cameron Diaz	100015	6/17/2007	New Business			
5	Carrie Fisher	100016	7/1/2007	New Business			
6	Demi Moore	100017	8/1/2007	New Business			
7	Dustin Hoffman	100013	7/1/2007	New Business			
8	Ed Harris	100014	7/1/2007	New Business			
9	George Clooney	100004	8/17/2007	New Business			
10	Jeremy Piven	100001	7/15/2007	New Business			
11	Jessica Alba	100006	7/15/2007	New Business			
12	John Cusack	100000	7/11/2007	New Business			
13	Julia Roberts	100009	7/18/2007	New Business			
14	Kirsten Dunst	100010	7/11/2007	New Business			
15	Matt Damon	100002	7/25/2007	New Business			
16	Morgan Freeman	100007	7/11/2007	New Business			
17	Sandra Bullock	100019	6/25/2007	New Business			
18	Steve Carell	100003	7/15/2007	New Business			
19	Tom Hanks	100012	8/5/2007	New Business			
20	Tom Welling	100008	7/15/2007	New Business			
21	Will Smith	100011	7/11/2007	New Business			
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.



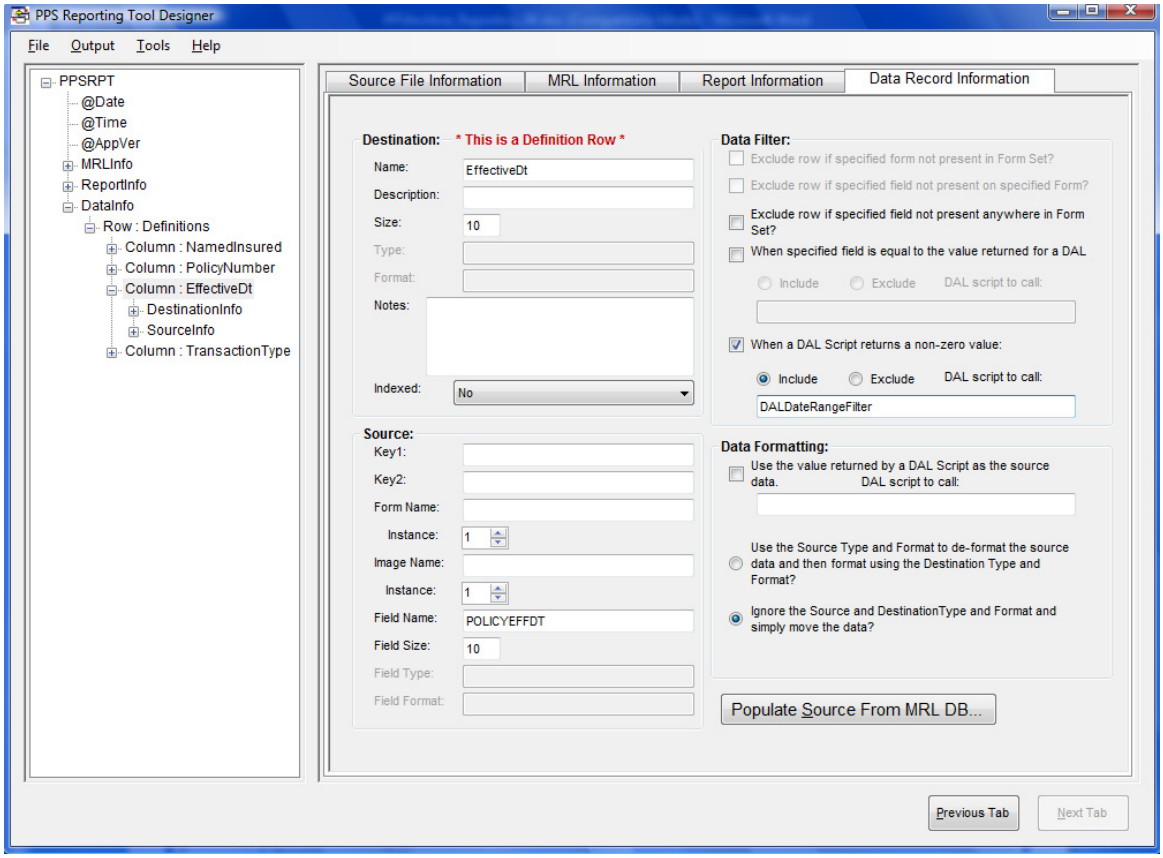
	A	B	C	D	E	F	G
1	NamedInsured	PolicyNumber	EffectiveDt	TransactionType			
2	Angelina Jolie	100005	8/1/2007	New Business			
3	Ashley Judd	100018	7/19/2007	New Business			
4	Cameron Diaz	100015	6/17/2007	New Business			
5	Carrie Fisher	100016	7/1/2007	New Business			
6	Demi Moore	100017	8/1/2007	New Business			
7	Dustin Hoffman	100013	7/1/2007	New Business			
8	Ed Harris	100014	7/1/2007	New Business			
9	George Clooney	100004	8/17/2007	New Business			
10	Jeremy Piven	100001	7/15/2007	New Business			
11	Jessica Alba	100006	7/15/2007	New Business			
12	John Cusack	100000	7/11/2007	New Business			
13	Julia Roberts	100009	7/18/2007	New Business			
14	Kirsten Dunst	100010	7/11/2007	New Business			
15	Matt Damon	100002	7/25/2007	New Business			
16	Morgan Freeman	100007	7/11/2007	New Business			
17	Sandra Bullock	100019	6/25/2007	New Business			
18	Steve Carell	100003	7/15/2007	New Business			
19	Tom Hanks	100012	8/5/2007	New Business			
20	Tom Welling	100008	7/15/2007	New Business			
21	Will Smith	100011	7/11/2007	New Business			
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.

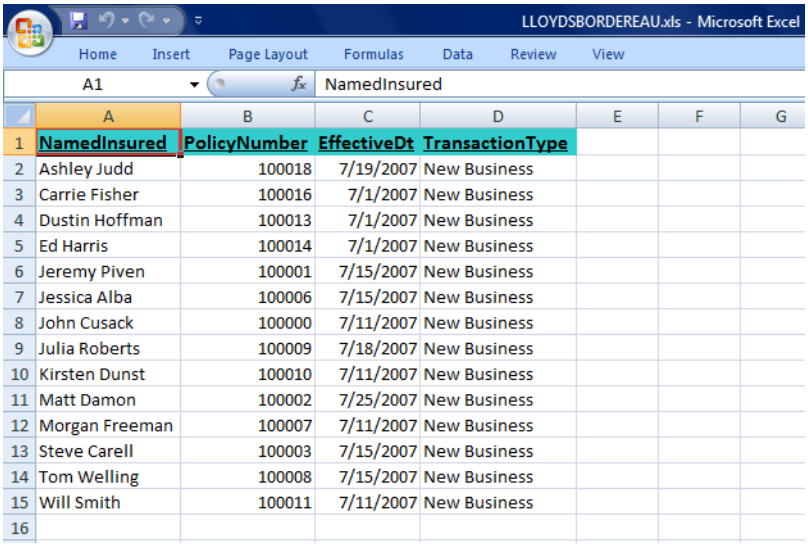
NOTE: For information on the contents of the DAL script, see DALDateRangeFilter.DAL on page 136.

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.



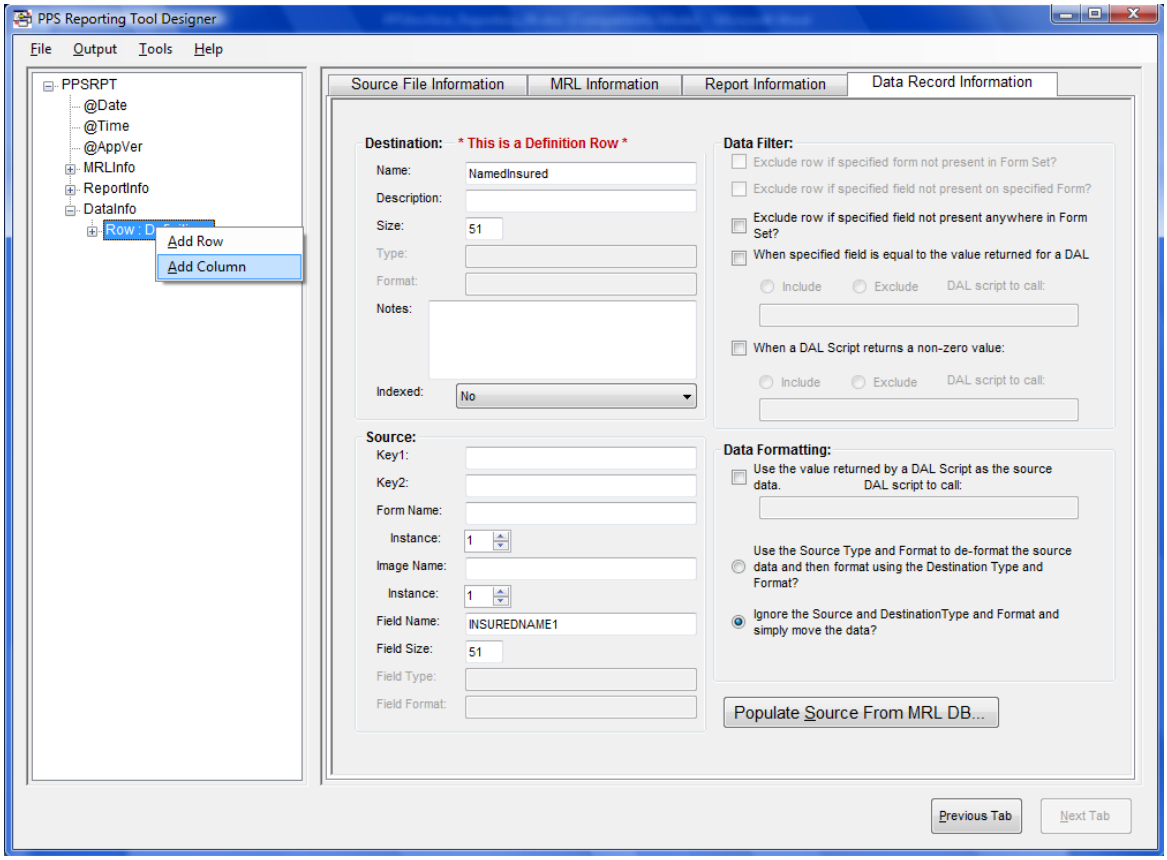
The new report output (when using the same Excel conversion options used in the previous tutorial step) will look like the following screen. You can see that this report only contains policies with effective dates after 7/01/2007 and before 8/01/2007.

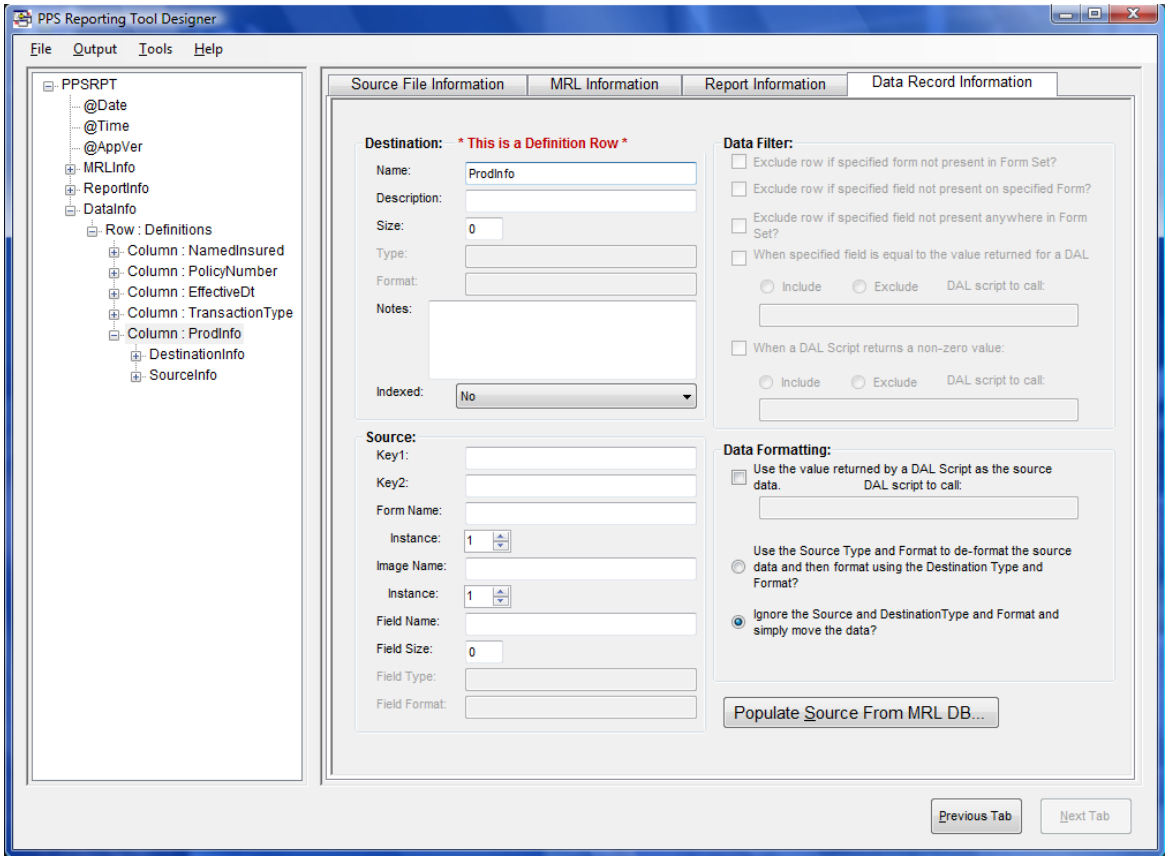


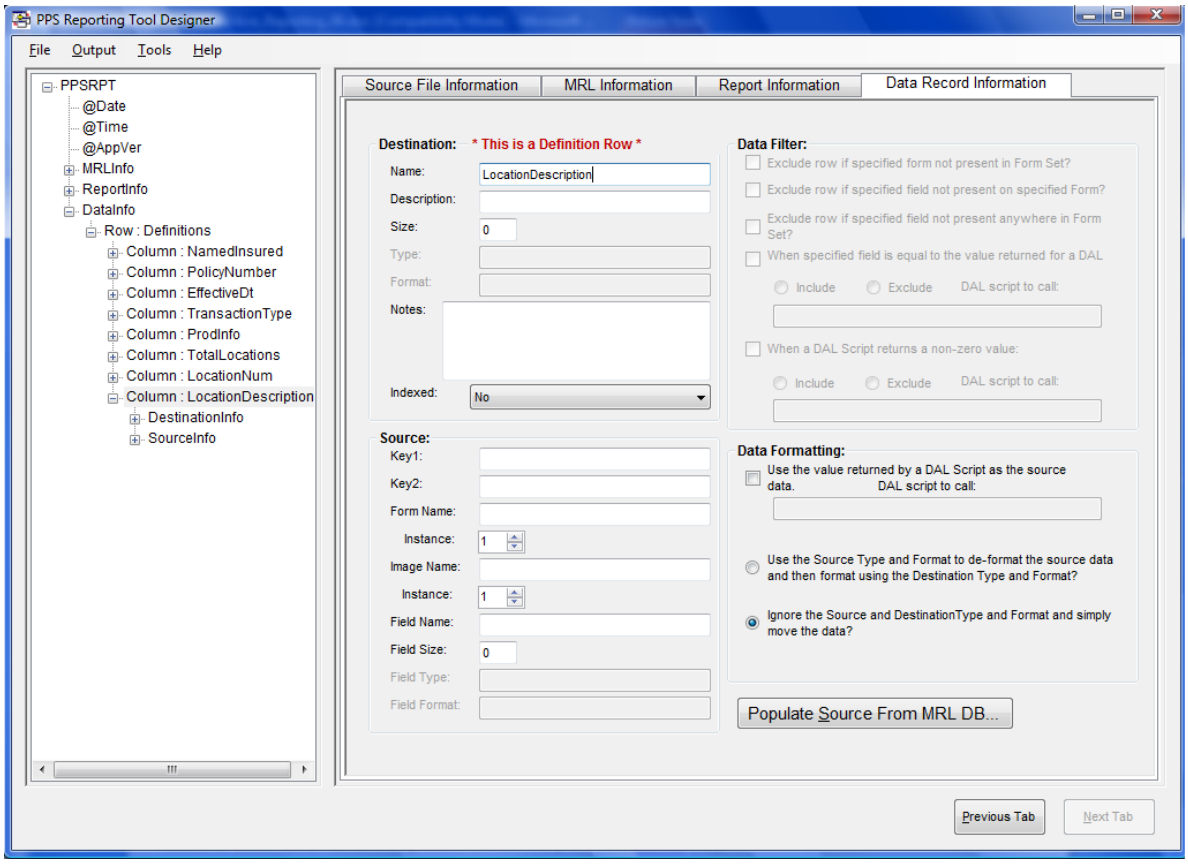
	A	B	C	D	E	F	G
1	NamedInsured	PolicyNumber	EffectiveDt	TransactionType			
2	Ashley Judd	100018	7/19/2007	New Business			
3	Carrie Fisher	100016	7/1/2007	New Business			
4	Dustin Hoffman	100013	7/1/2007	New Business			
5	Ed Harris	100014	7/1/2007	New Business			
6	Jeremy Piven	100001	7/15/2007	New Business			
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.

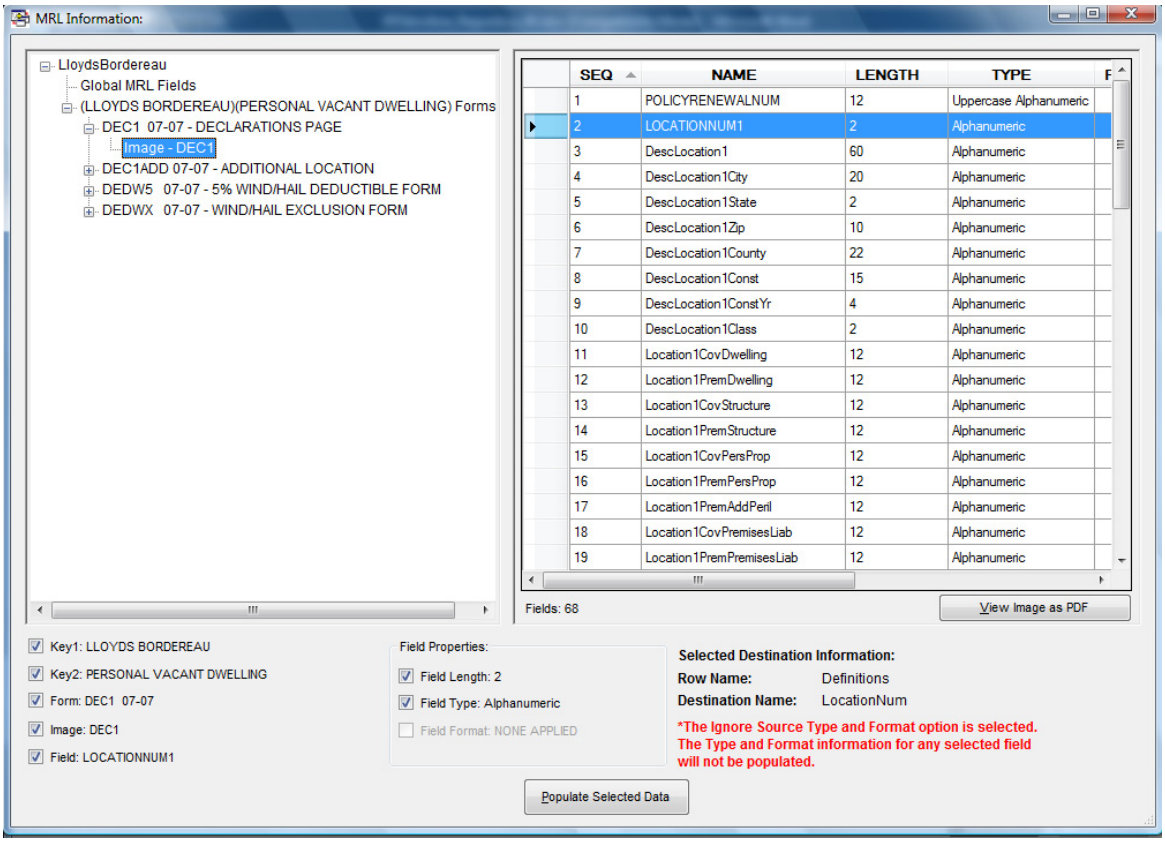



PPS Reporting Tool Designer
File
Output
Tools
Help
PPSRPT
@Date
@Time
@AppVer
MRLInfo
ReportInfo
DataInfo
Row : Definitions
Column : NamedInsured
Column : PolicyNumber
Column : EffectiveDt
Column : TransactionType
Column : ProdInfo
DestinationInfo
SourceInfo
Source File Information
MRL Information
Report Information
Data Record Information
Destination:
* This is a Definition Row *
Name:
ProdInfo
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 Type:
Field Format:
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:
Data Formatting:
Use the value returned by a DAL Script as the source data.
DAL script to call:
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...
Previous Tab
Next Tab

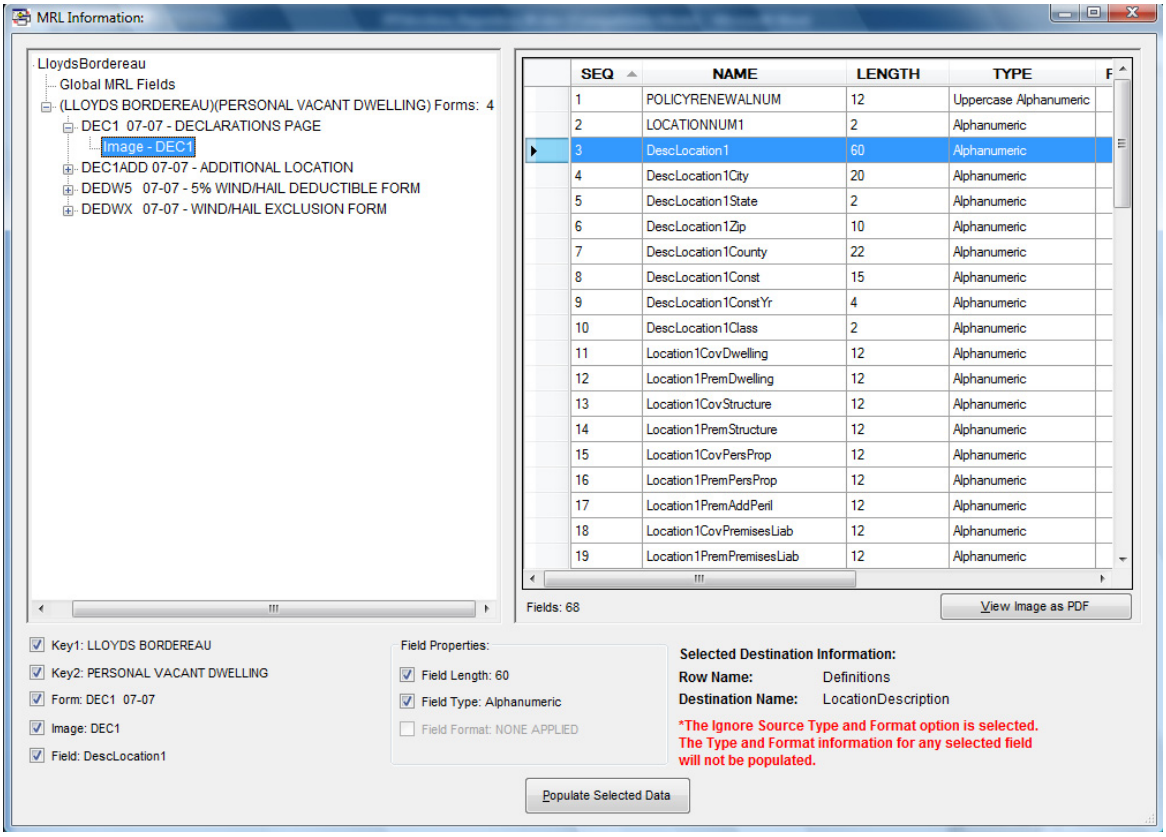


Assign source fields to these new destination columns. Use the global field PRODNAME2 for ProdInfo. Use the global field TOTALLOCATIONS for TotalLocations. See the following screens for the fields to use for LocationNum and LocationDescription.

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

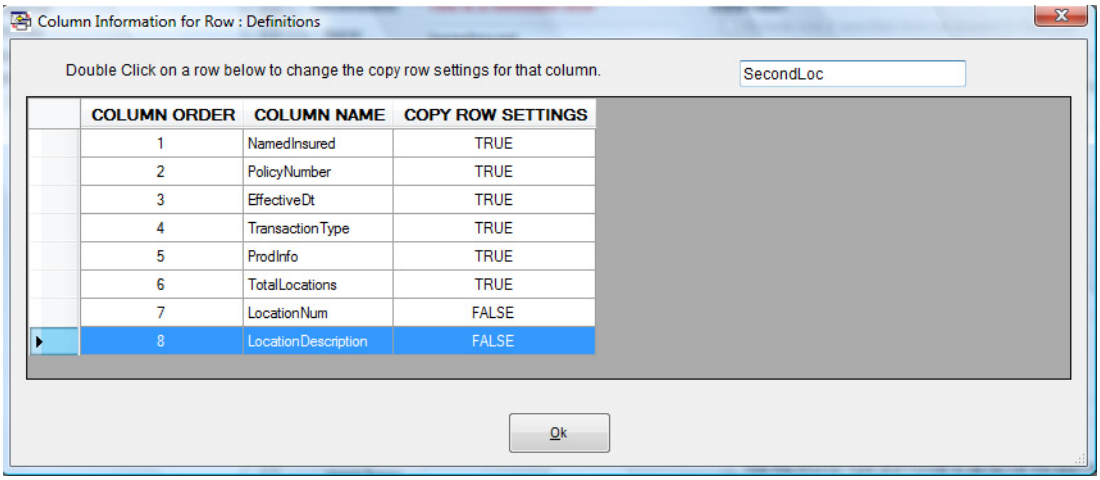


Use the field DESCLOCATION1 on the DEC1 section (FAP file) for LocationDescription.



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.

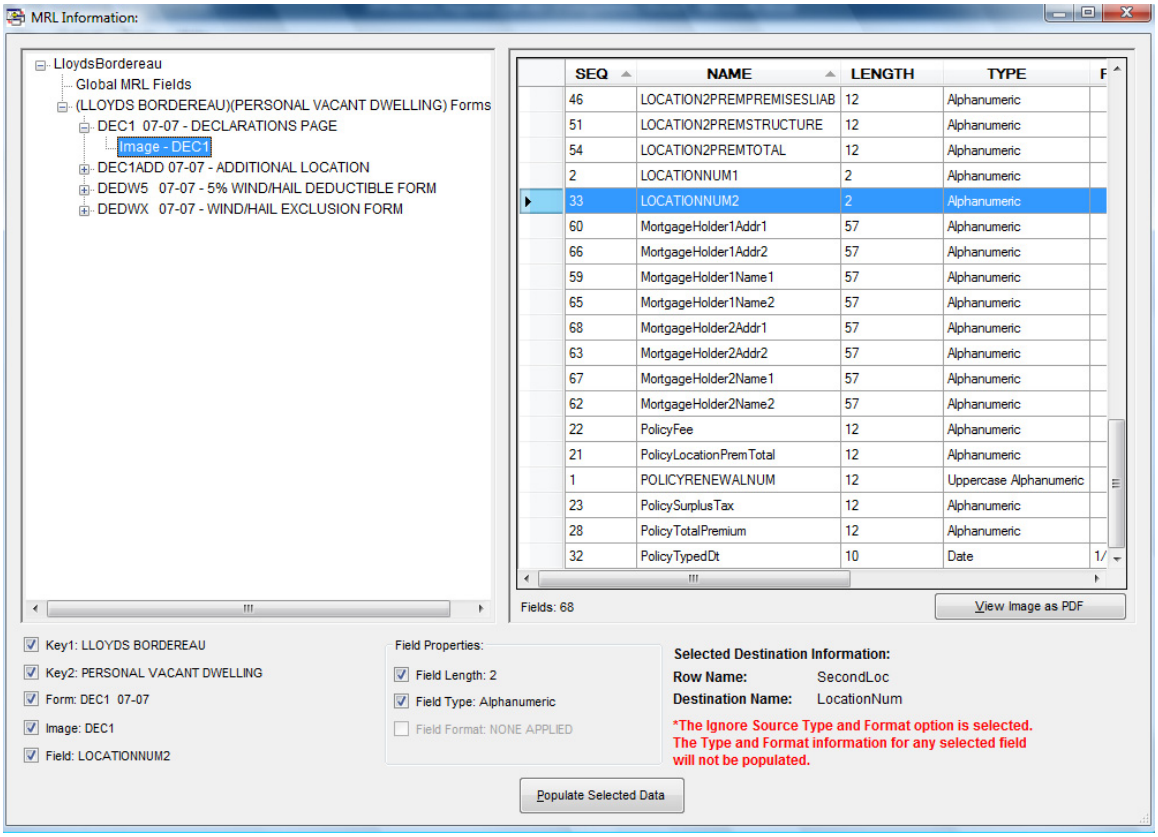
First, right click on DataInfo on the left side of the main form and click Add Row. The following screen appears and allows for some initial settings for the additional row. Enter a name for the row and double click on the LocationNum and LocationDescription rows. This makes sure that when the row is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



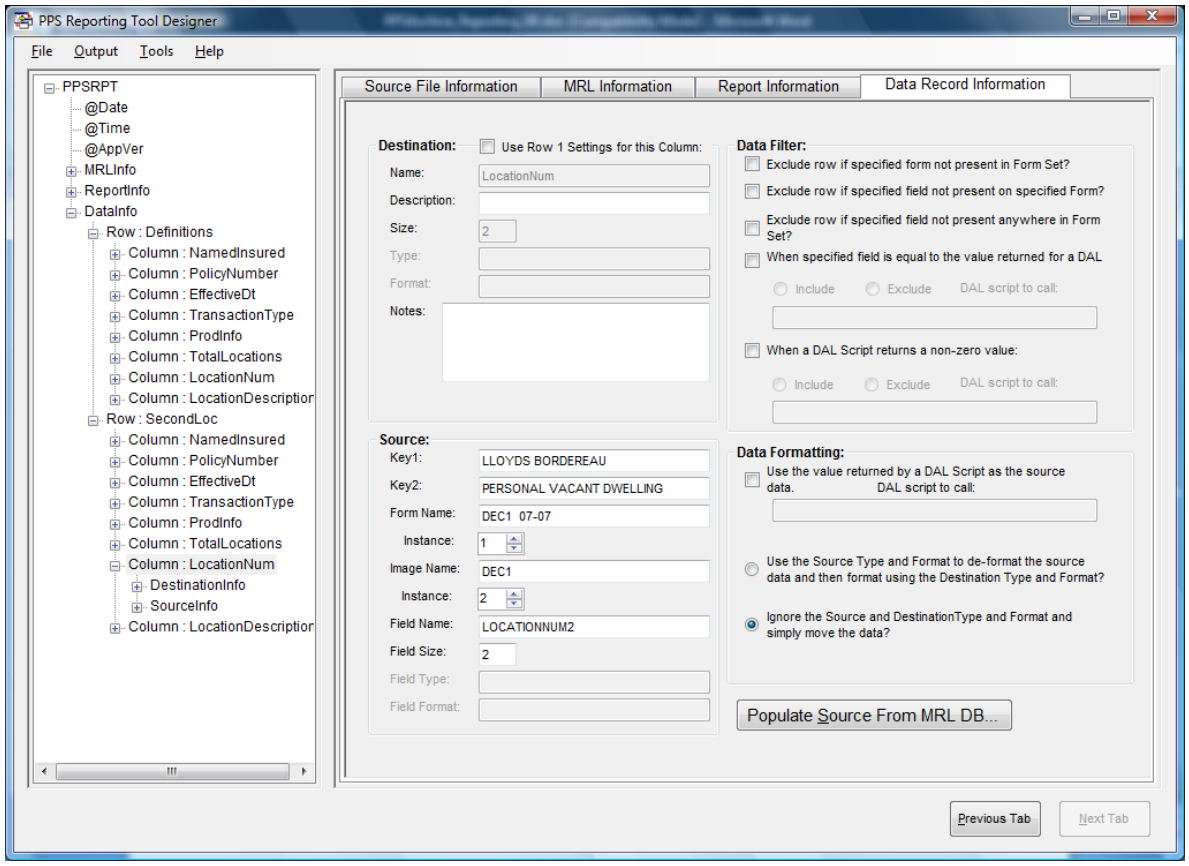
Now set the source data for the second row for the LocationNum and LocationDescription columns. To do this, click on the second row on the left side of the main form. Now click on the LocationNum column.

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

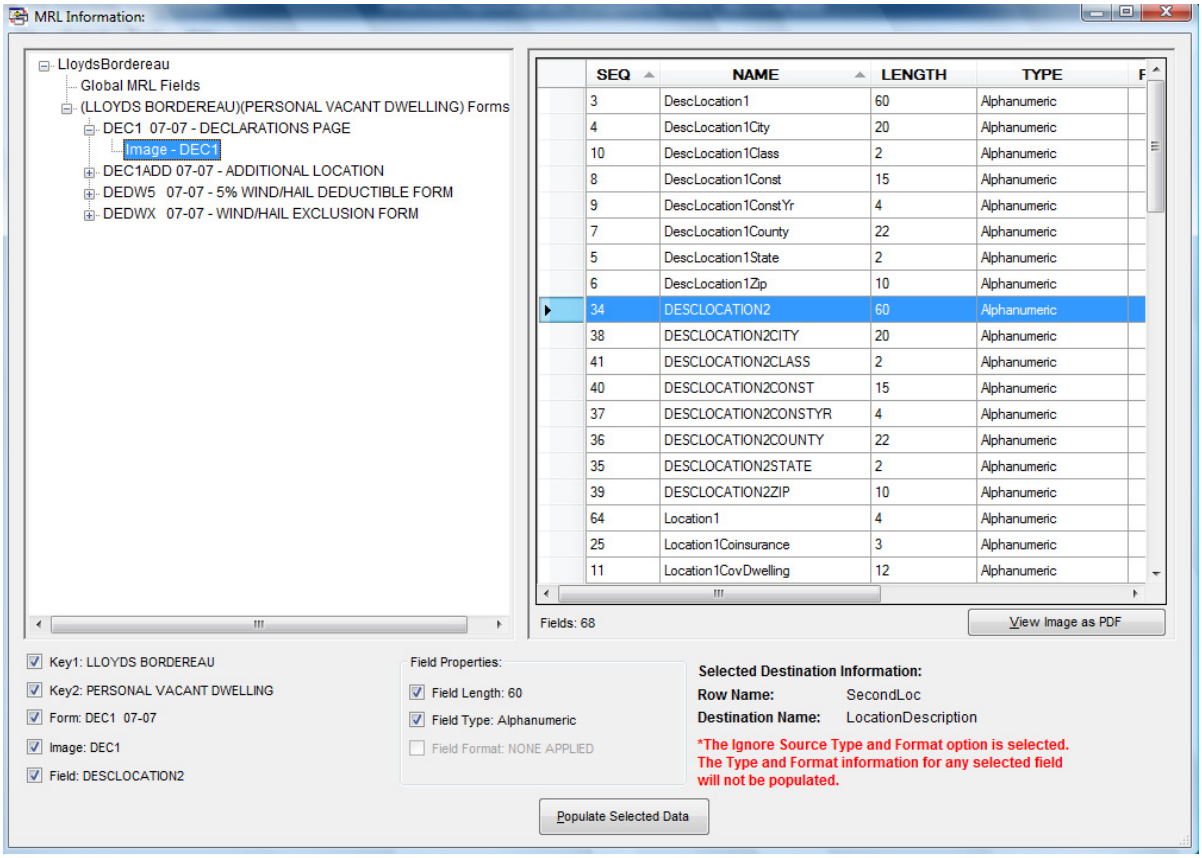
The name of the current row and column is in the bottom right corner of your screen. At any time a section is selected, you can click the View Image as PDF button to view the selected section as a PDF file.



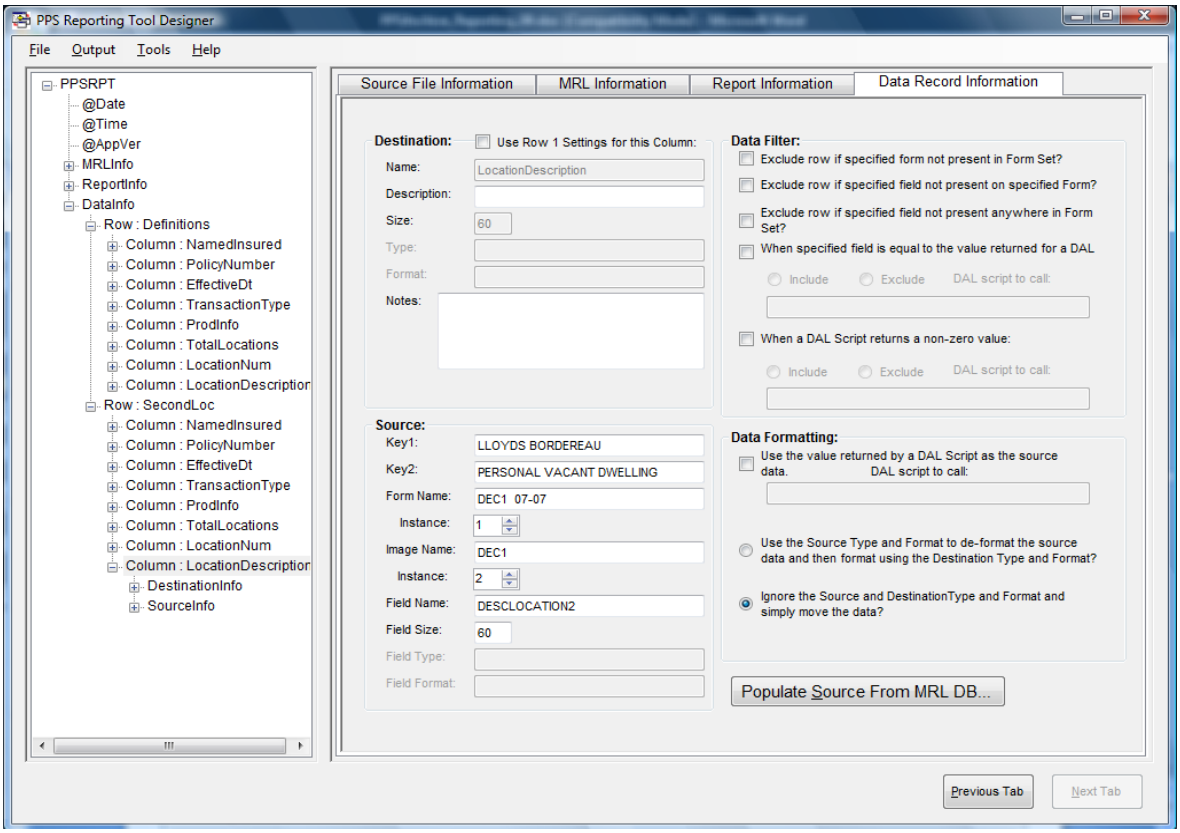
After populating the field as selected above, increase the Image Instance value to 2. This is required, because the selected field is on the second page of the section (FAP file). See the following screen for a reference.



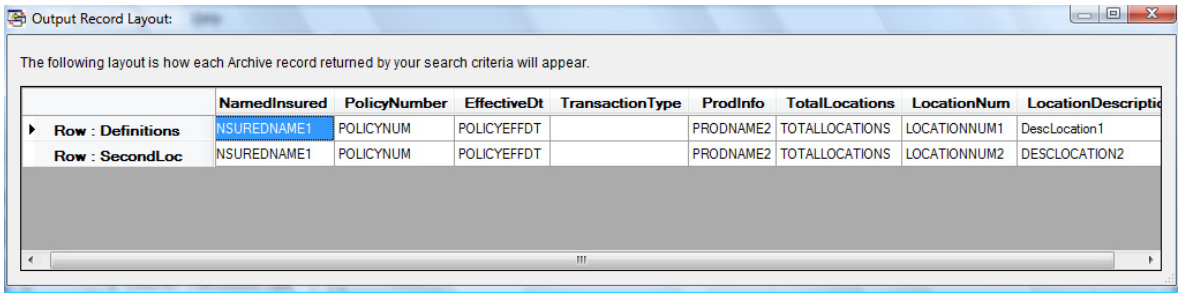
Use the field DESCLOCATION2 on the DEC1 section (FAP file) for LocationDescription.



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.

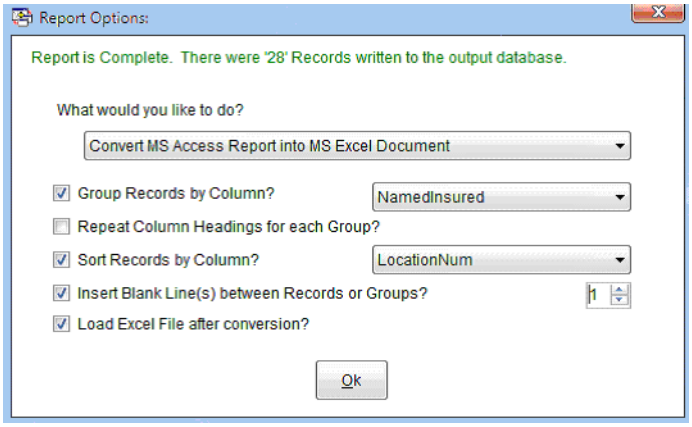


The record layout for this report now looks like the following screen. Notice that the first and second rows have different source data defined for the LocationNum and LocationDescription columns. The other columns have the same source data defined for the first and second row.



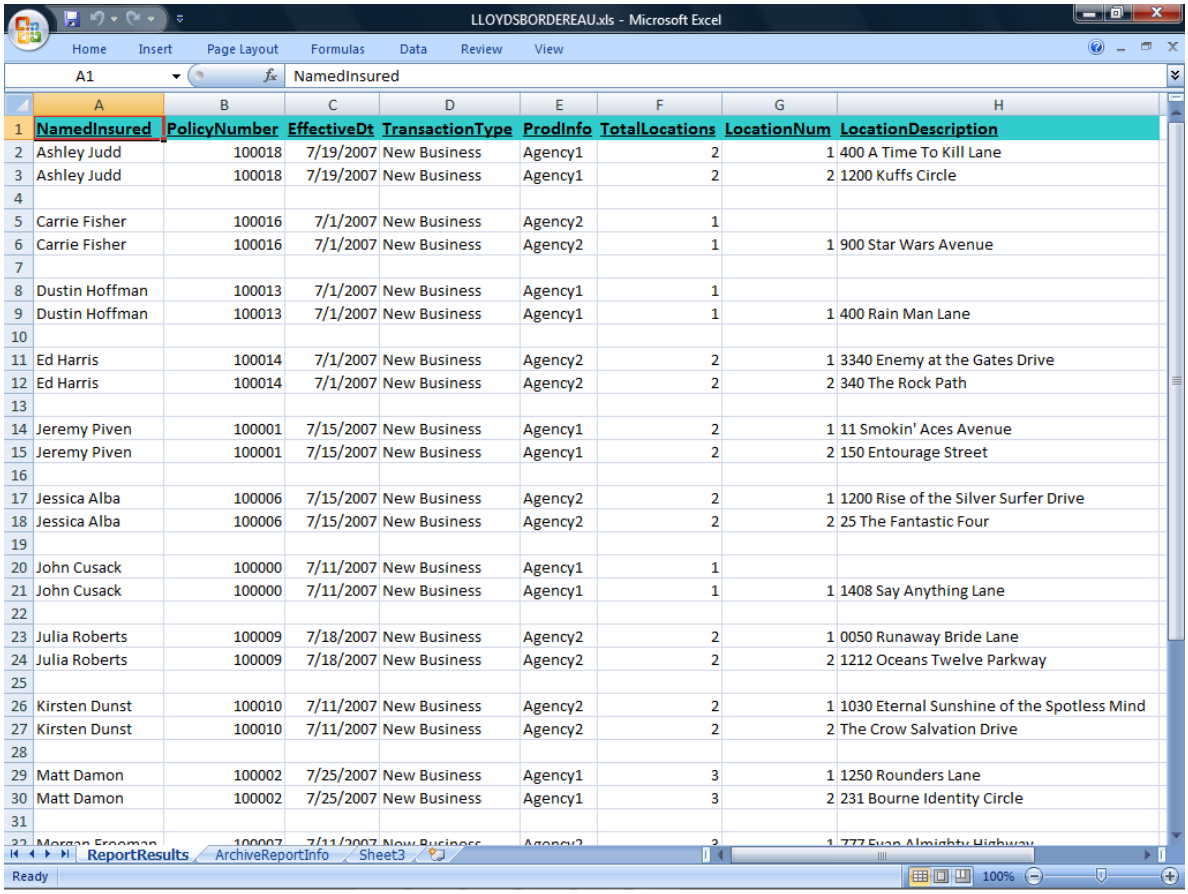
	NamedInsured	PolicyNumber	EffectiveDt	TransactionType	ProdInfo	TotalLocations	LocationNum	LocationDescriptio
Row : Definitions	NSUREDNAME1	POLICYNUM	POLICYEFFDT		PRODNAME2	TOTALLOCATIONS	LOCATIONNUM1	DescLocation1
Row : SecondLoc	NSUREDNAME1	POLICYNUM	POLICYEFFDT		PRODNAME2	TOTALLOCATIONS	LOCATIONNUM2	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.



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.



LLOYDSBORDEREAU.xls - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View

A1 | NamedInsured

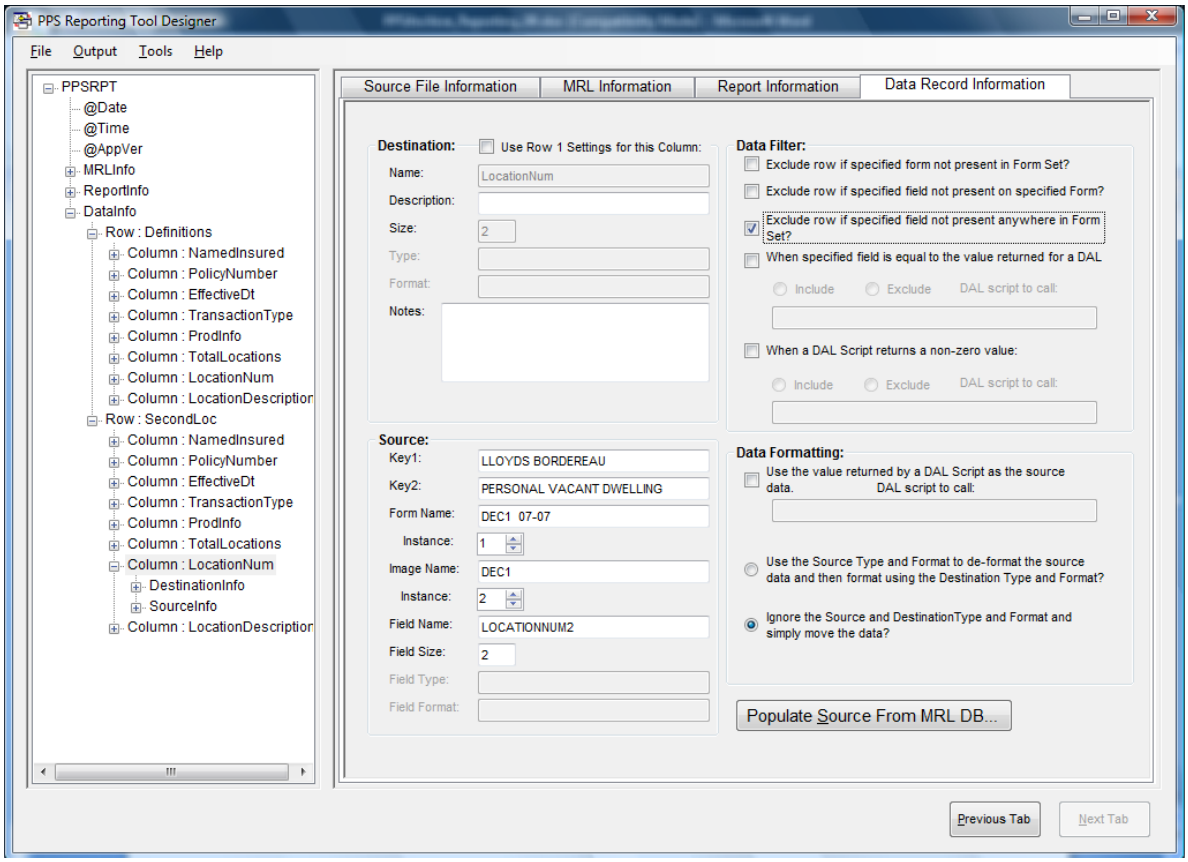
	A	B	C	D	E	F	G	H
1	NamedInsured	PolicyNumber	EffectiveDt	TransactionType	ProdInfo	TotalLocations	LocationNum	LocationDescription
2	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	1	400 A Time To Kill Lane
3	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	2	1200 Kuffs Circle
4								
5	Carrie Fisher	100016	7/1/2007	New Business	Agency2	1		
6	Carrie Fisher	100016	7/1/2007	New Business	Agency2	1	1	900 Star Wars Avenue
7								
8	Dustin Hoffman	100013	7/1/2007	New Business	Agency1	1		
9	Dustin Hoffman	100013	7/1/2007	New Business	Agency1	1	1	400 Rain Man Lane
10								
11	Ed Harris	100014	7/1/2007	New Business	Agency2	2	1	3340 Enemy at the Gates Drive
12	Ed Harris	100014	7/1/2007	New Business	Agency2	2	2	340 The Rock Path
13								
14	Jeremy Piven	100001	7/15/2007	New Business	Agency1	2	1	11 Smokin' Aces Avenue
15	Jeremy Piven	100001	7/15/2007	New Business	Agency1	2	2	150 Entourage Street
16								
17	Jessica Alba	100006	7/15/2007	New Business	Agency2	2	1	1200 Rise of the Silver Surfer Drive
18	Jessica Alba	100006	7/15/2007	New Business	Agency2	2	2	25 The Fantastic Four
19								
20	John Cusack	100000	7/11/2007	New Business	Agency1	1		
21	John Cusack	100000	7/11/2007	New Business	Agency1	1	1	1408 Say Anything Lane
22								
23	Julia Roberts	100009	7/18/2007	New Business	Agency2	2	1	0050 Runaway Bride Lane
24	Julia Roberts	100009	7/18/2007	New Business	Agency2	2	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	7/11/2007	New Business	Agency2	2	2	The Crow Salvation Drive
28								
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								

ReportResults | ArchiveReportInfo | Sheet3

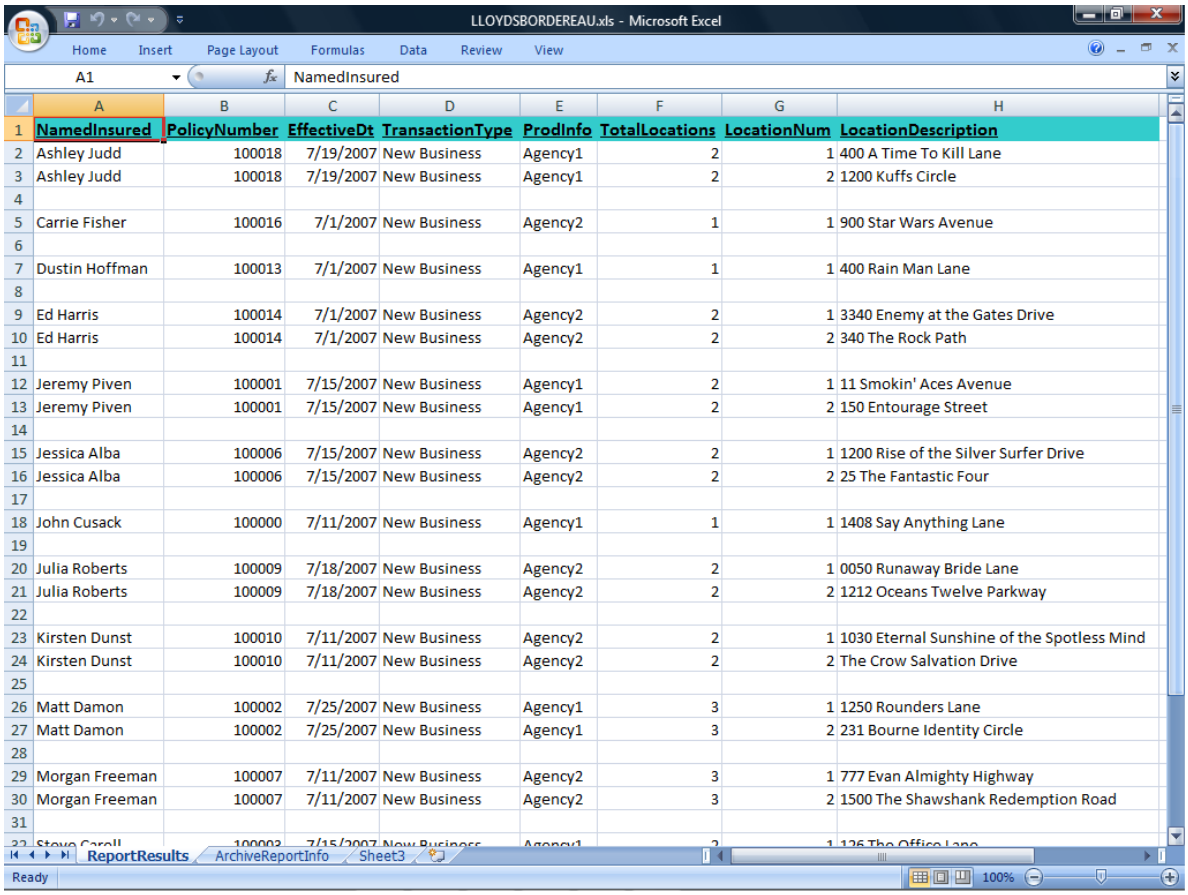
Ready | 100%

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.



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.



LLOYDSBORDEREAU.xls - Microsoft Excel

Home | Insert | Page Layout | Formulas | Data | Review | View

A1 | NamedInsured

	A	B	C	D	E	F	G	H
1	NamedInsured	PolicyNumber	EffectiveDt	TransactionType	ProdInfo	TotalLocations	LocationNum	LocationDescription
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	7/1/2007	New Business	Agency2	2	1	3340 Enemy at the Gates Drive
10	Ed Harris	100014	7/1/2007	New Business	Agency2	2	2	340 The Rock Path
11								
12	Jeremy Piven	100001	7/15/2007	New Business	Agency1	2	1	11 Smokin' Aces Avenue
13	Jeremy Piven	100001	7/15/2007	New Business	Agency1	2	2	150 Entourage Street
14								
15	Jessica Alba	100006	7/15/2007	New Business	Agency2	2	1	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								
20	Julia Roberts	100009	7/18/2007	New Business	Agency2	2	1	0050 Runaway Bride Lane
21	Julia Roberts	100009	7/18/2007	New Business	Agency2	2	2	1212 Oceans Twelve Parkway
22								
23	Kirsten Dunst	100010	7/11/2007	New Business	Agency2	2	1	1030 Eternal Sunshine of the Spotless Mind
24	Kirsten Dunst	100010	7/11/2007	New Business	Agency2	2	2	The Crow Salvation Drive
25								
26	Matt Damon	100002	7/25/2007	New Business	Agency1	3	1	1250 Rounders Lane
27	Matt Damon	100002	7/25/2007	New Business	Agency1	3	2	231 Bourne Identity Circle
28								
29	Morgan Freeman	100007	7/11/2007	New Business	Agency2	3	1	777 Evan Almighty Highway
30	Morgan Freeman	100007	7/11/2007	New Business	Agency2	3	2	1500 The Shawshank Redemption Road
31								

ReportResults | ArchiveReportInfo | Sheet3

Ready | 100%

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.

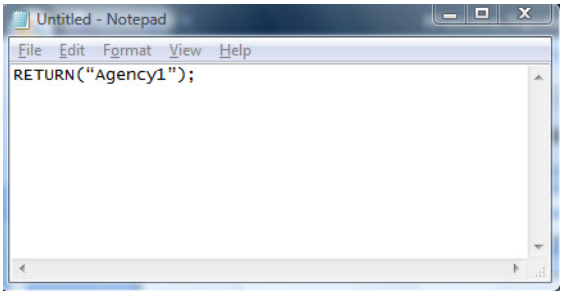
First, run Notepad. Enter the following DAL line exactly as shown here. Please note that case matters.

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

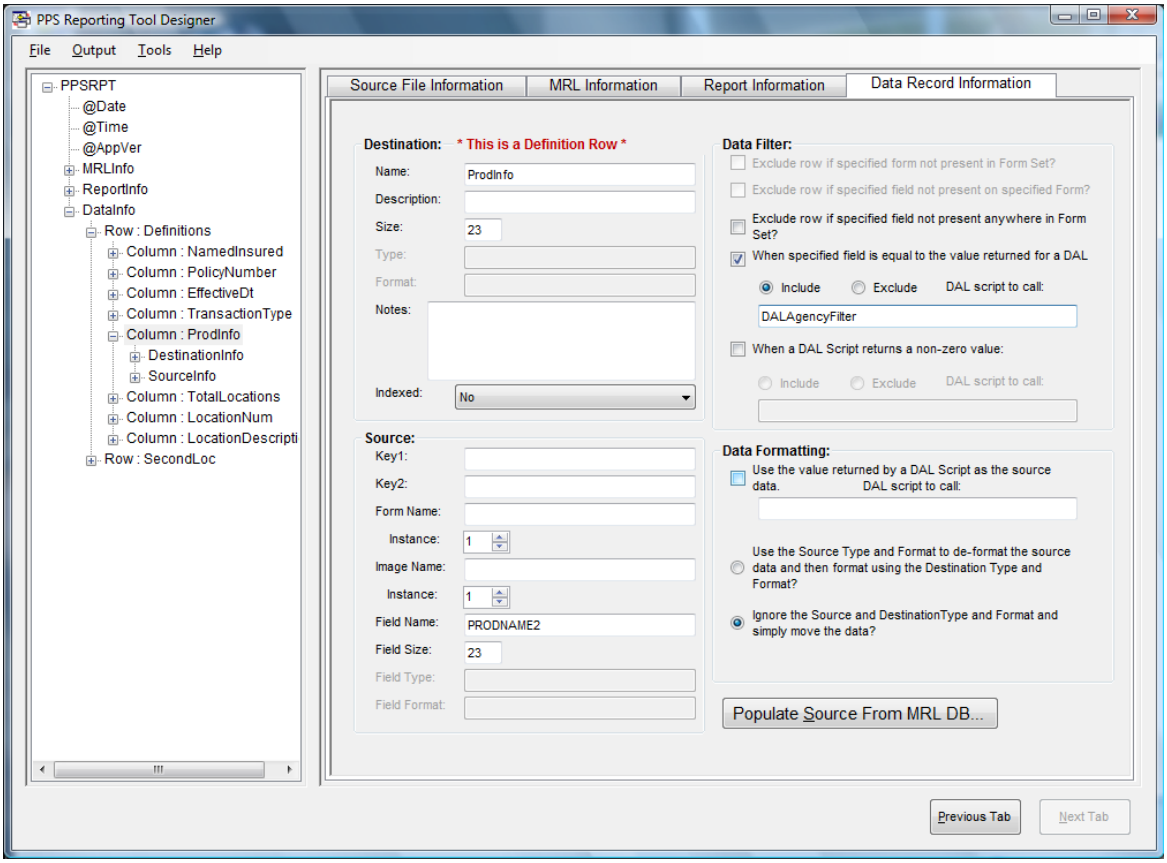
Finally, save the contents of the above file in the following location and with the following name:

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

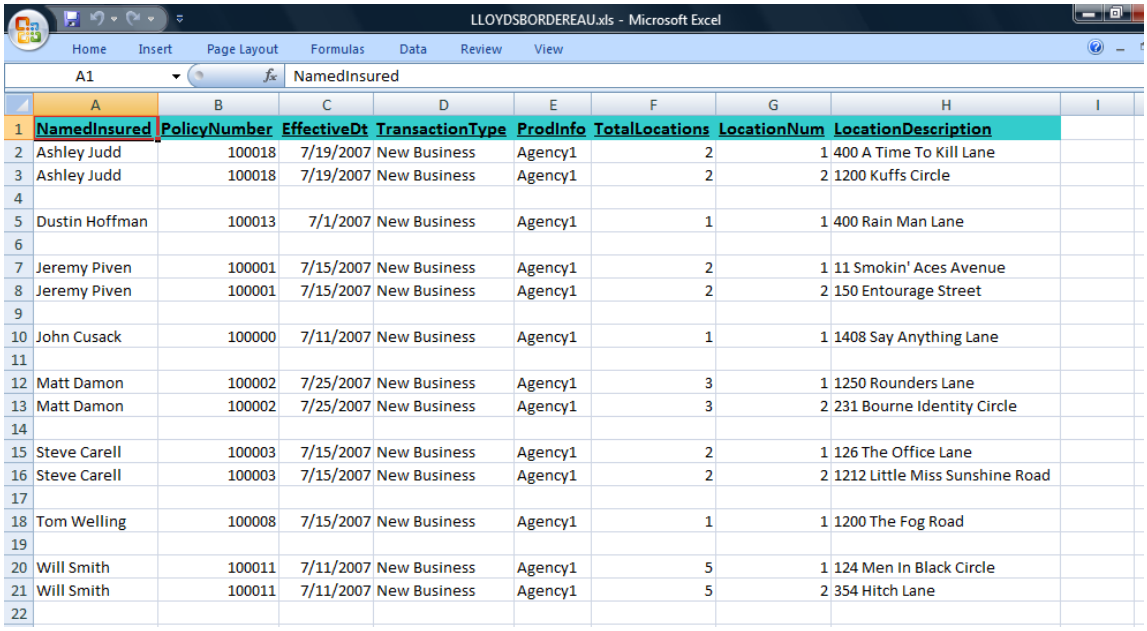
NOTE: Store the DAL scripts you use for the PPS Reporting Tool in the DEFLIB directory. The DAL file names do not have to contain DAL in them. It simply makes finding them easier. DAL script must, however, have the file extension .DAL.



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.



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.



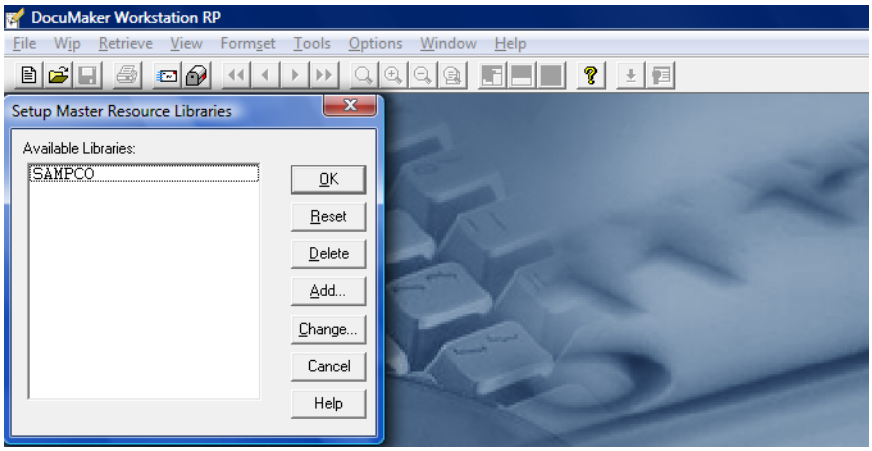
	A	B	C	D	E	F	G	H	I
1	NamedInsured	PolicyNumber	EffectiveDt	TransactionType	ProdInfo	TotalLocations	LocationNum	LocationDescription	
2	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	1	400 A Time To Kill Lane	
3	Ashley Judd	100018	7/19/2007	New Business	Agency1	2	2	1200 Kuffs Circle	
4									
5	Dustin 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	7/11/2007	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.

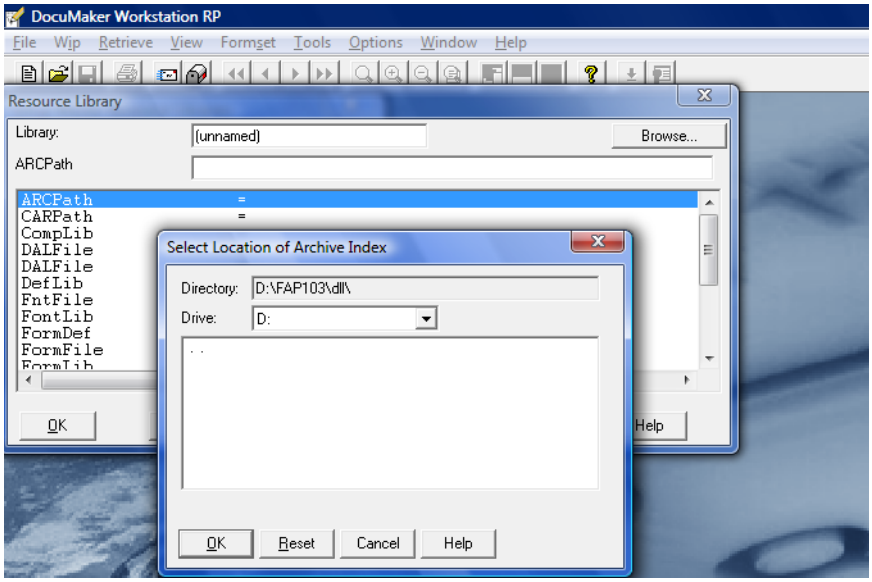
NOTE: These examples assume the default location when installing the PPS Reporting Tool. If you are running Windows Vista or Windows 7, the paths will look like this:

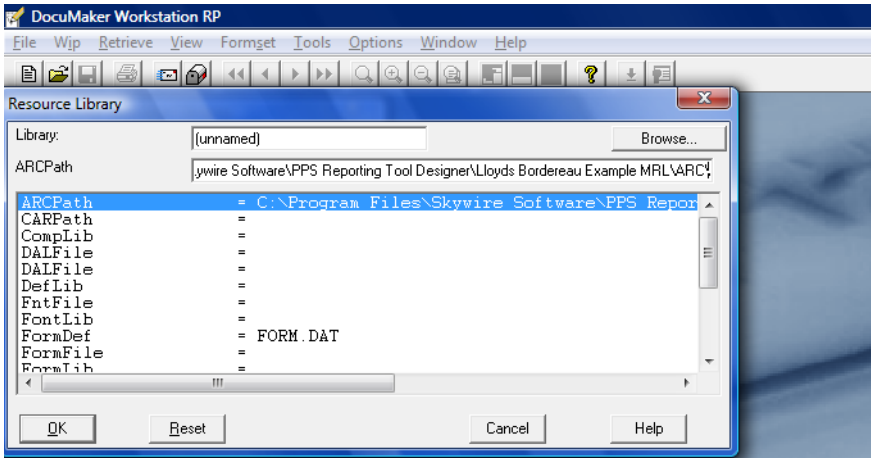
C:\Users\<username>\Documents\Oracle Corp\PPS Reporting Tool Designer\

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

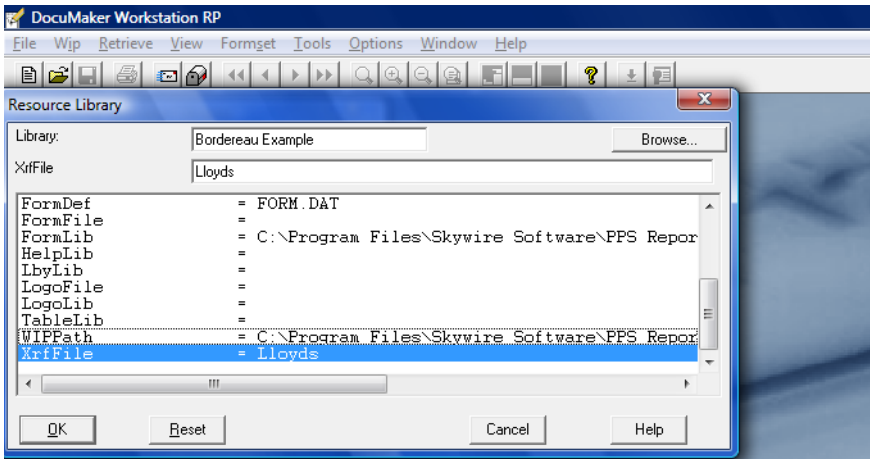
Directory	Path
FormLib	C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\FORMS
WIPPath	C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\WIP
XRFFile	REL121

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



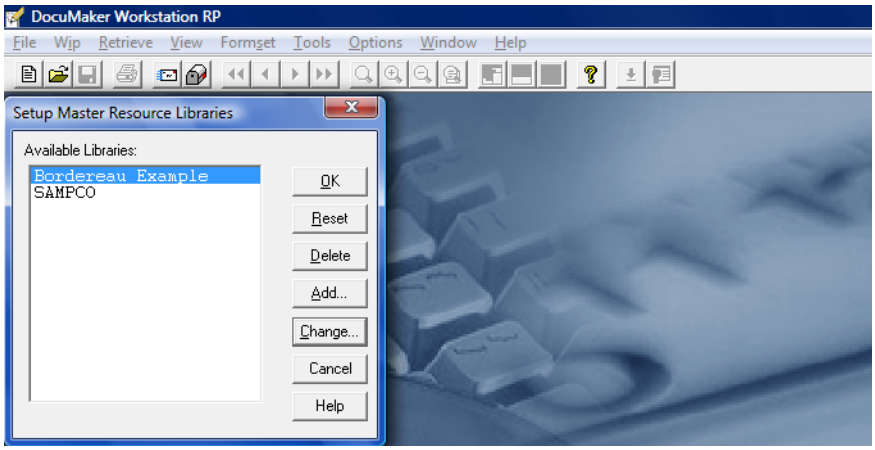


When all of the items have their correct values, name the Library and then click Ok.



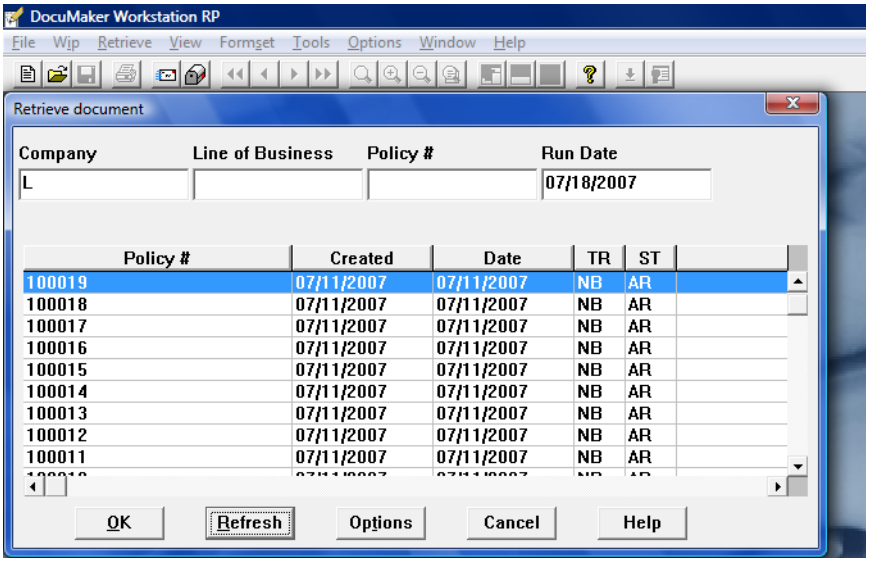
3 Select the new library and click Ok.

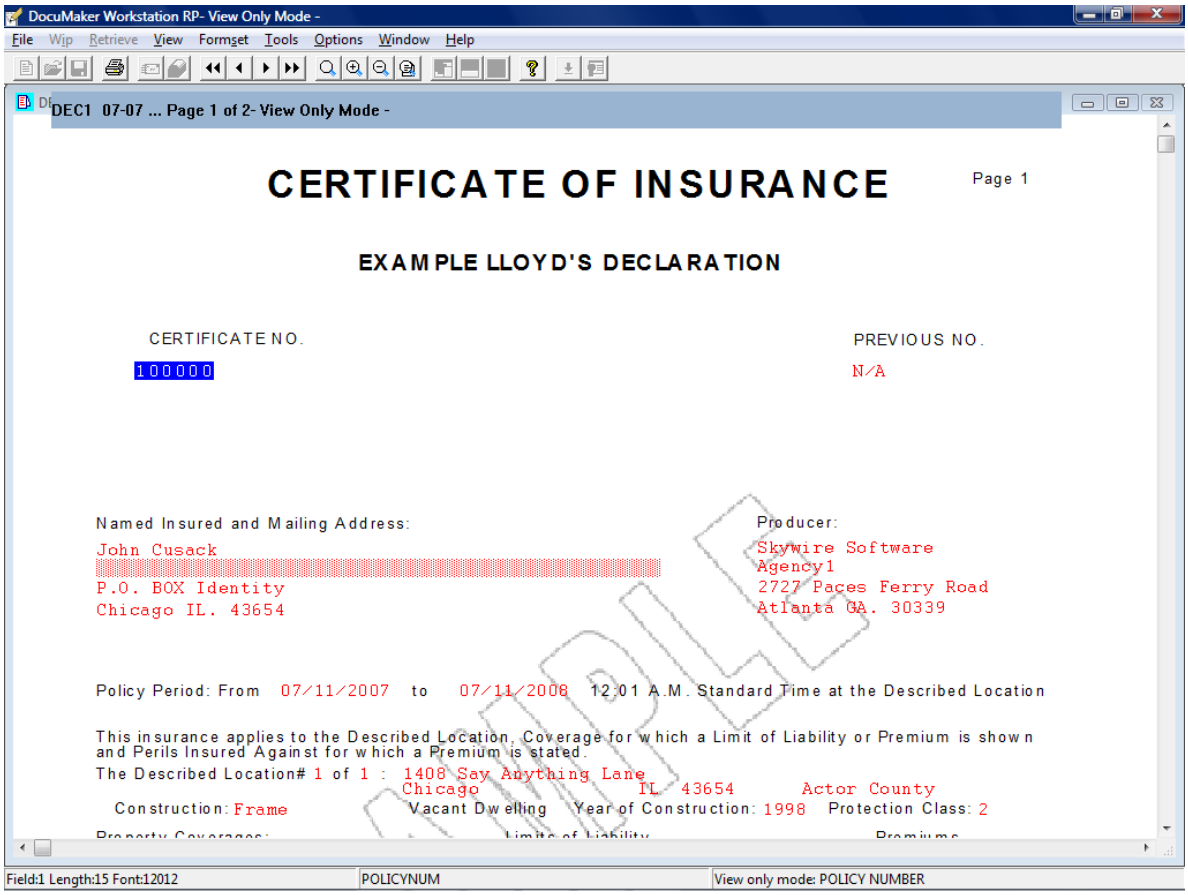
Once you add the MRL, select it and click Ok. The Bordereau Example MRL has now been set up in your PPS environment. You can add new transactions and review the current archived transactions just as with any other library.



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.


DocuMaker Workstation RP
File Wip Retrieve View Formset Tools Options Window Help
Retrieve document
Company
Line of Business
Policy #
Run Date
L
07/18/2007
Policy # Created Date TR ST
100019 07/11/2007 07/11/2007 NB AR
100018 07/11/2007 07/11/2007 NB AR
100017 07/11/2007 07/11/2007 NB AR
100016 07/11/2007 07/11/2007 NB AR
100015 07/11/2007 07/11/2007 NB AR
100014 07/11/2007 07/11/2007 NB AR
100013 07/11/2007 07/11/2007 NB AR
100012 07/11/2007 07/11/2007 NB AR
100011 07/11/2007 07/11/2007 NB AR
OK
Refresh
Options
Cancel
Help


DocuMaker Workstation RP- View Only Mode -
File Wip Retrieve View Formset Tools Options Window Help
DEC1 07-07 ... Page 1 of 2- View Only Mode -
CERTIFICATE OF INSURANCE
Page 1
EXAMPLE LLOYD'S DECLARATION
CERTIFICATE NO.
100000
PREVIOUS NO.
N/A
Named Insured and Mailing Address:
John Cusack
P.O. BOX Identity
Chicago IL. 43654
Producer:
Skywire Software
Agency1
2727 Paces Ferry Road
Atlanta GA. 30339
Policy Period: From 07/11/2007 to 07/11/2008 12:01 A.M. Standard Time at the Described Location
This insurance applies to the Described Location, Coverage for which a Limit of Liability or Premium is shown and Perils Insured Against for which a Premium is stated.
The Described Location# 1 of 1 : 1408 Say Anything Lane
Chicago IL 43654 Actor County
Construction: Frame
Vacant Dwelling Year of Construction: 1998 Protection Class: 2
Property Coverages:
Limits of Liability
Premiums
SAMPLE
Field:1 Length:15 Font:12012
POLICYNUM
View only mode: POLICY NUMBER

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

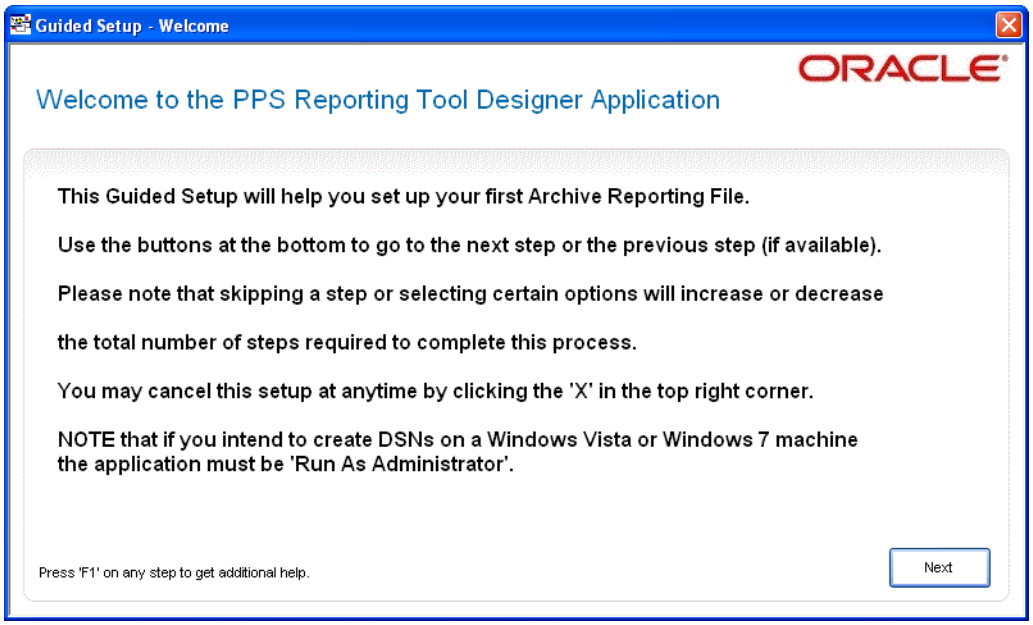
The guided setup runs automatically the first time you start the PPS Reporting Tool. You can also run it from these menu options:

- 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.

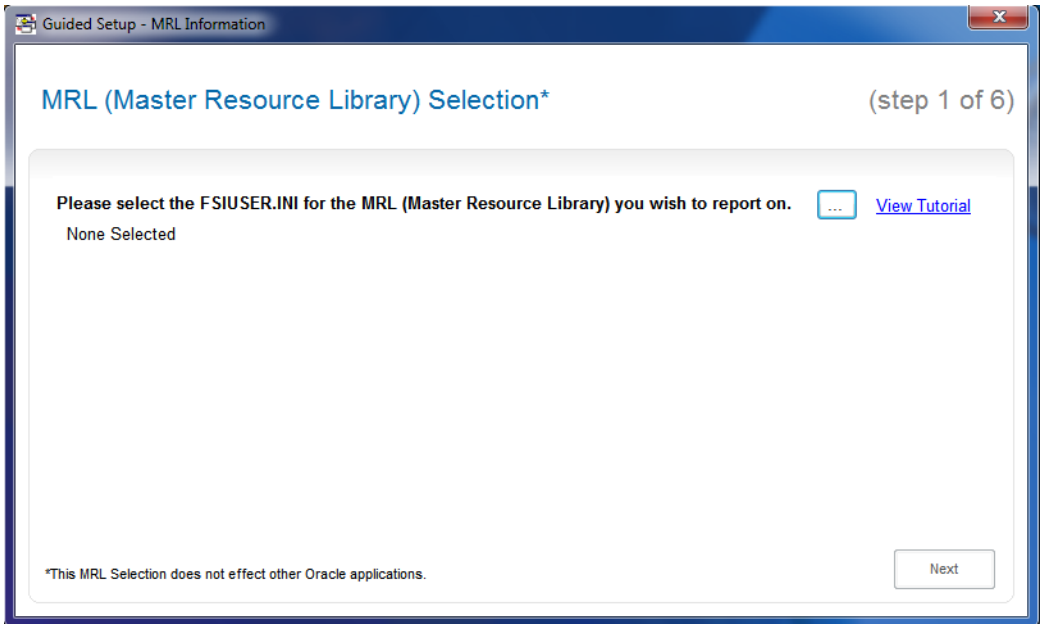


Selecting the Master Resource Library

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.



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

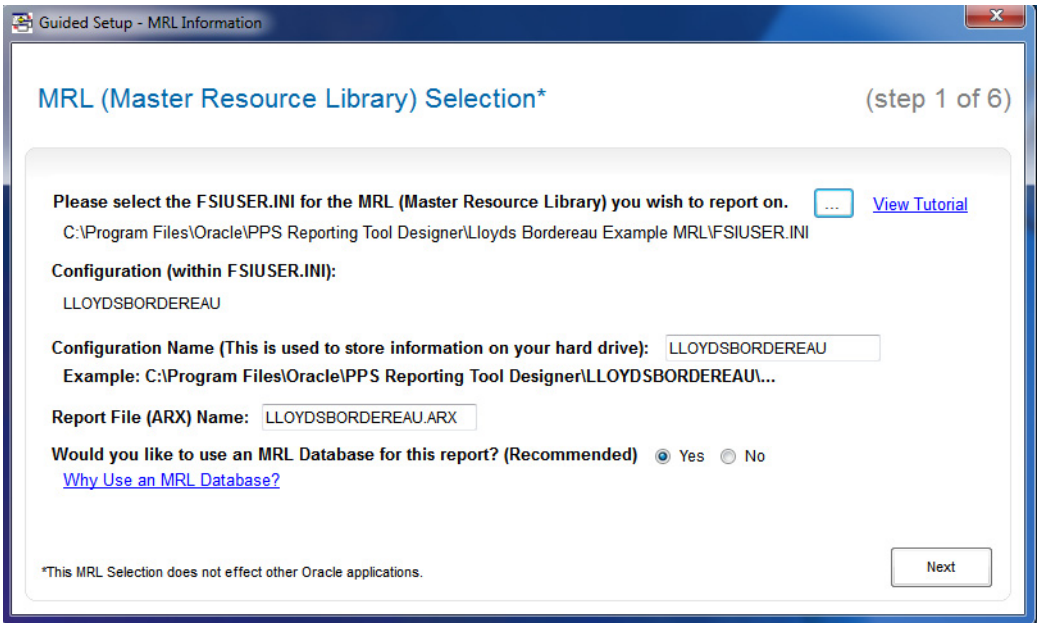
The configuration (within the FSIUSER.INI file) is used to create the initial defaults for the remaining steps. If there are multiple configurations, you must select one before you can continue with the next step.

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.



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:

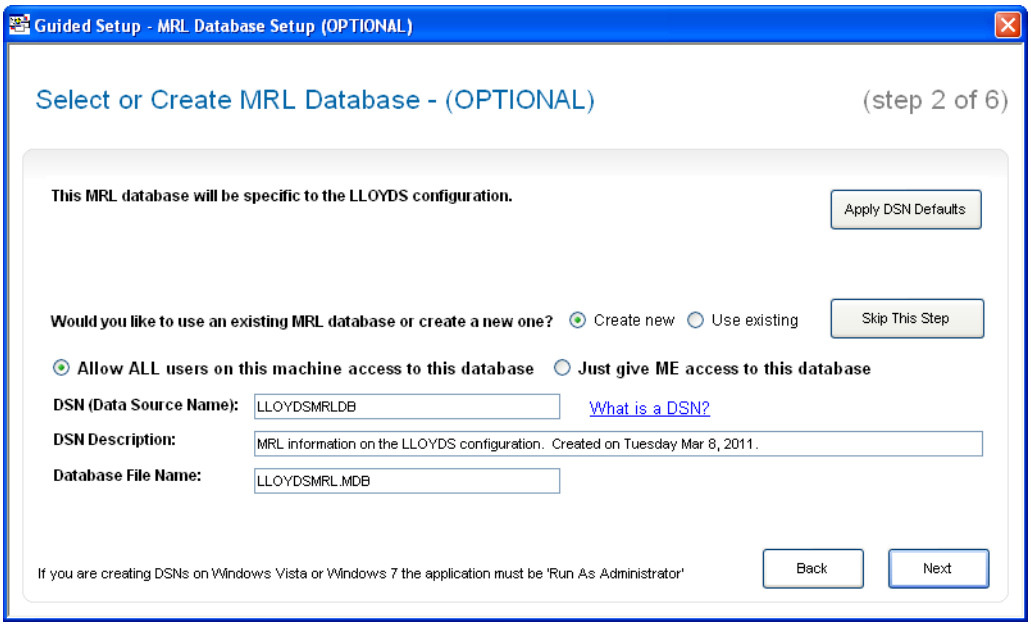
- Allow All users on this machine access to this database
- Just give me access to this database

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.

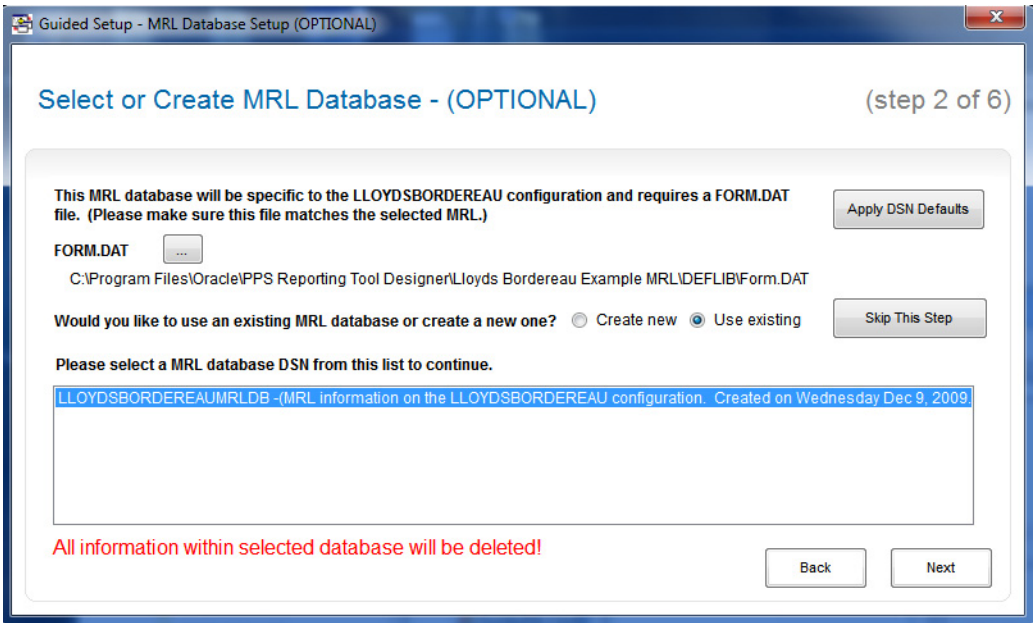
The database file name is the name of the database file as it will be saved on the hard drive. Currently only Microsoft Access is supported.



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
FORM.DAT
...
C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\DEFLIB\Form.DAT
Would you like to use an existing MRL database or create a new one?
Create new
Use existing
Skip This Step
Please select a MRL database DSN from this list to continue.
LLOYDSBORDEREAUMRLDB -(MRL information on the LLOYDSBORDEREAU configuration. Created on Wednesday Dec 9, 2009.
All information within selected database will be deleted!
Back
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:

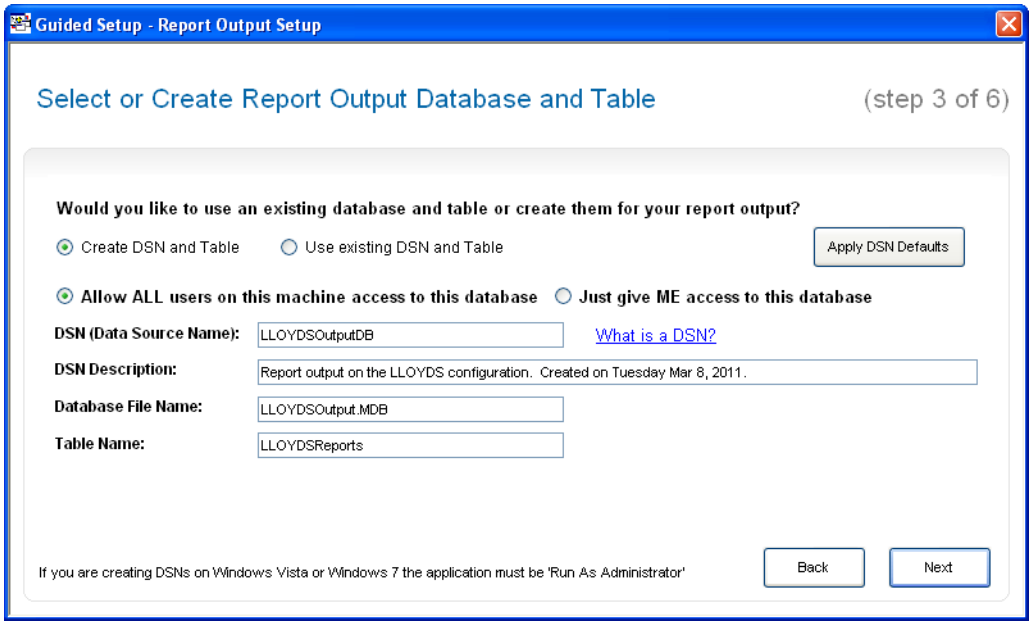
- Allow all users on this machine access to this database
- Just give me access to this database

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

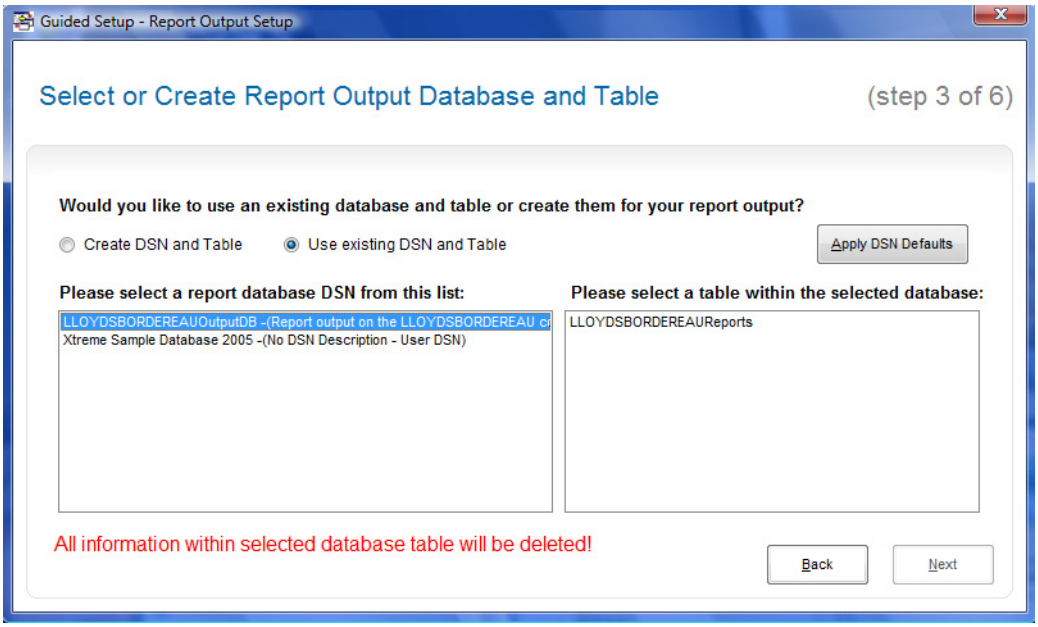
The DSN name must not already be in use on the machine and if it is in use, the guided setup will not let you create it again. If you want to use the selected DSN name, you may change the selection to use existing DSN and Table and select the DSN and a corresponding Table.

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.



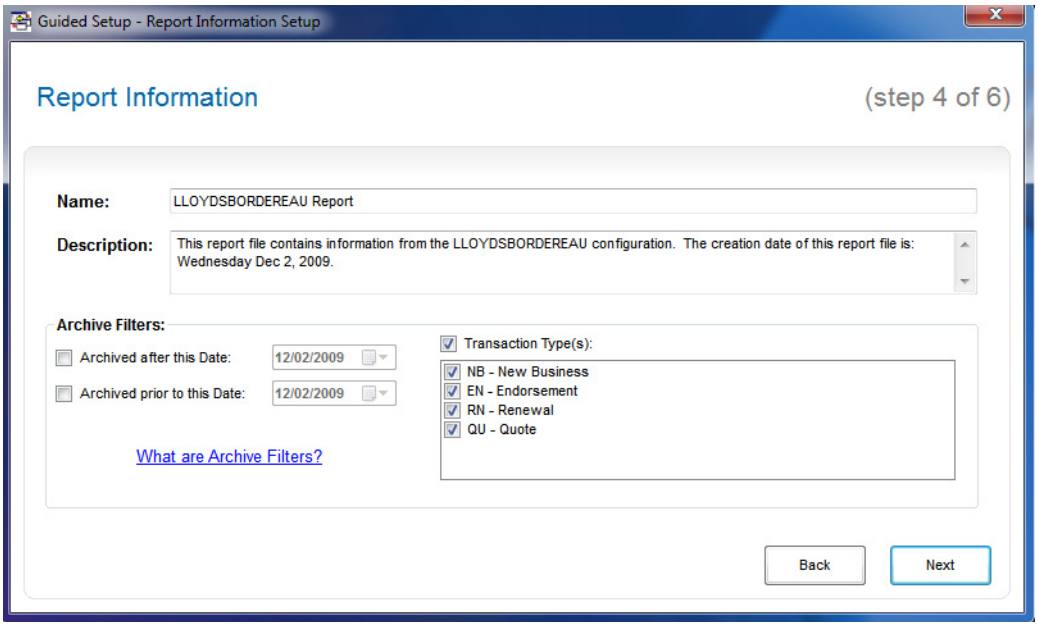
The other way to assign an output DSN and table for the report file that will be created by the guided setup is to select the use existing DSN and Table option. When this option is selected, the screen changes to match the following screen. The list on the left contains Microsoft Access DSNs that are 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.



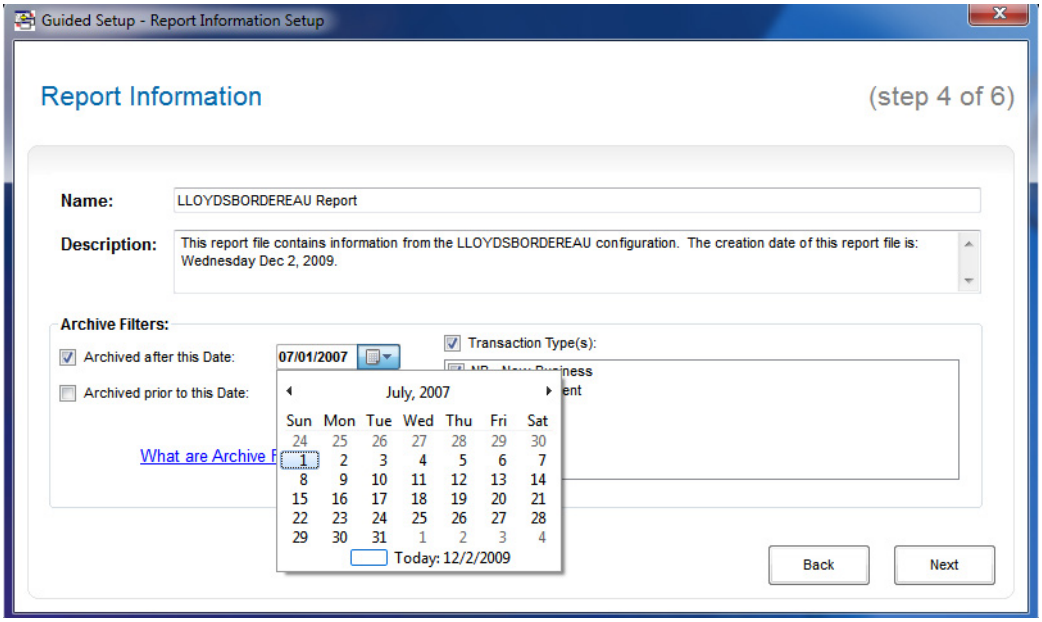
Report Information Screen

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.

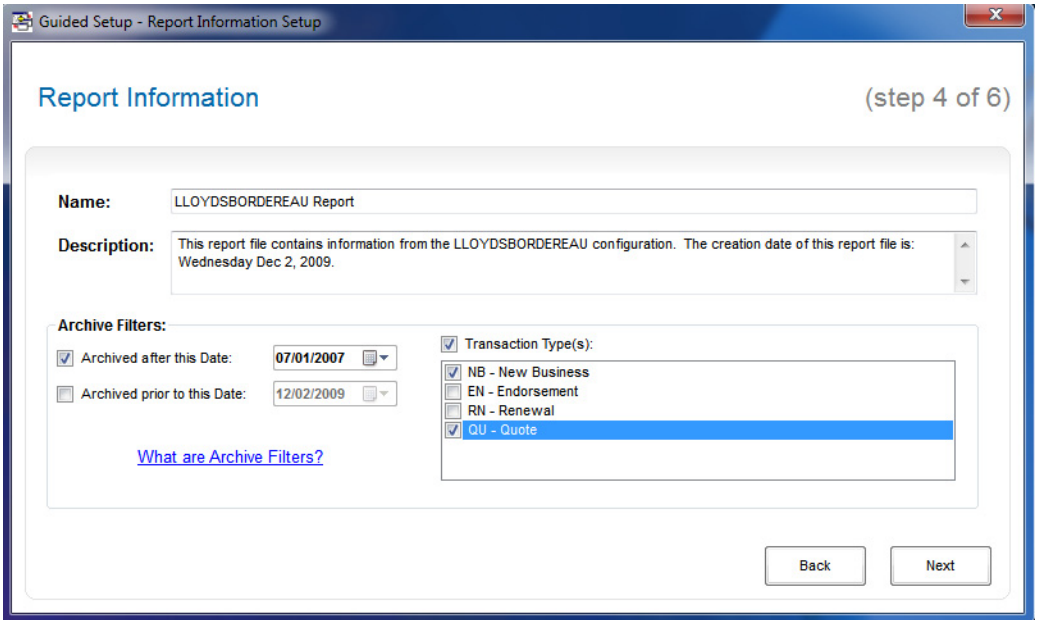
The transaction types to search for default to all of the transaction types that are available. To skip a transaction type, click the checkbox next to that transaction type to remove it. This filters that transaction type out of the transactions searched for. Please note that removing the selections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



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.



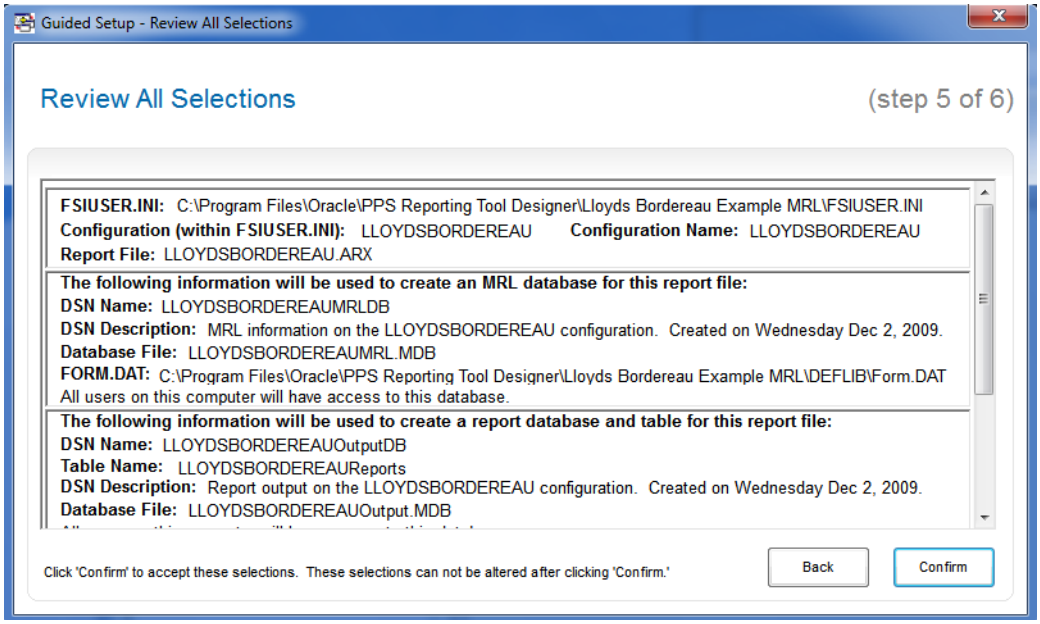
This example shows how to filter transactions archived after July 1, 2007 with the New Business and Quote transaction types.



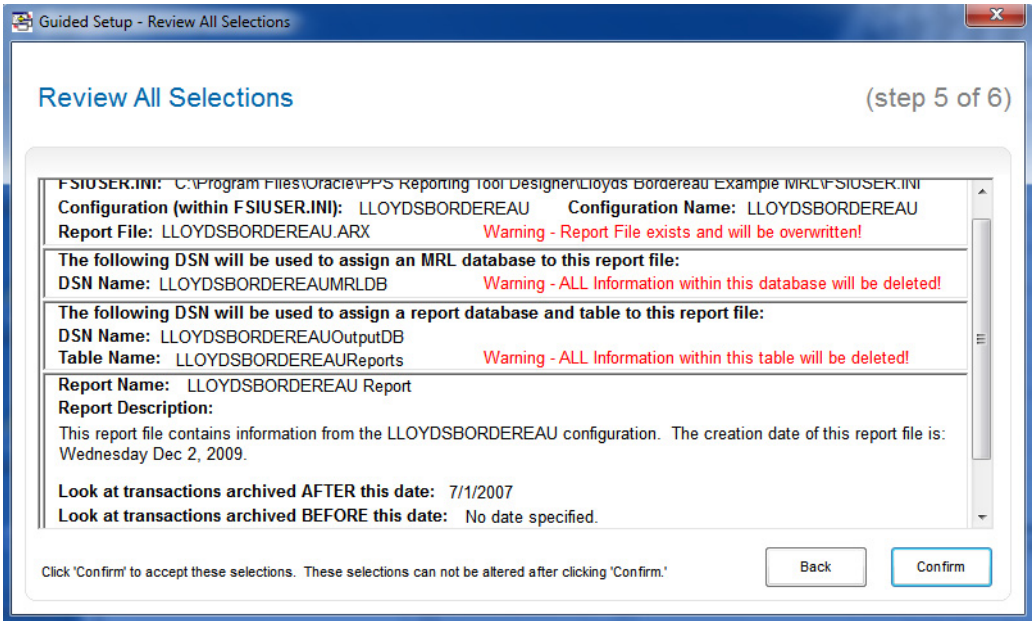
Confirmation of Selections Screen

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.



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.


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 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!
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.'
Back
Confirm

Report File and Optional Features Screen

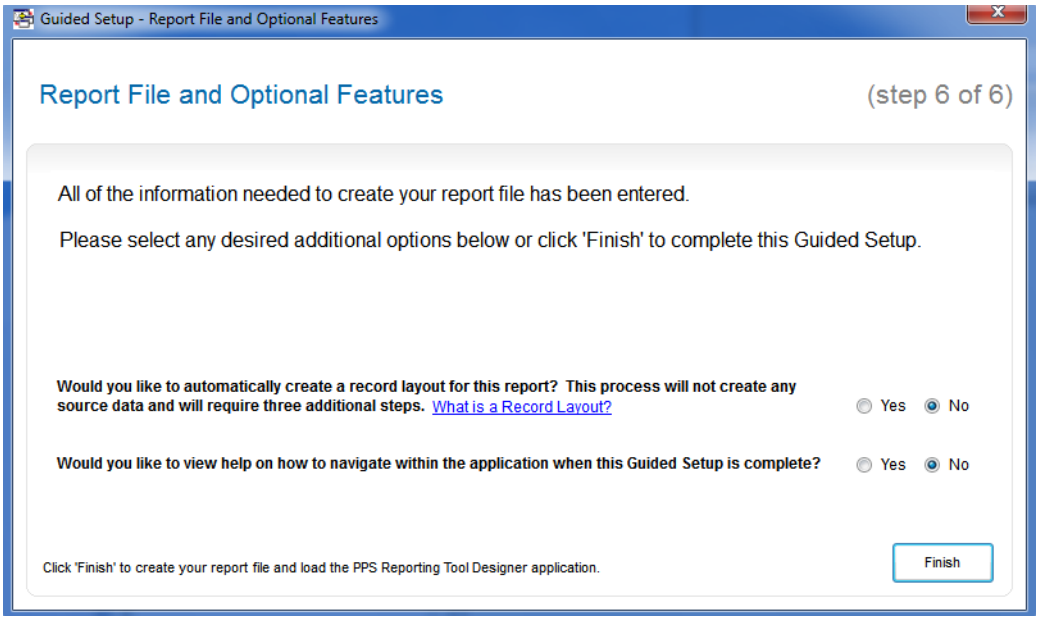
After confirming all selections on the previous step, the following screen appears with additional options.

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.

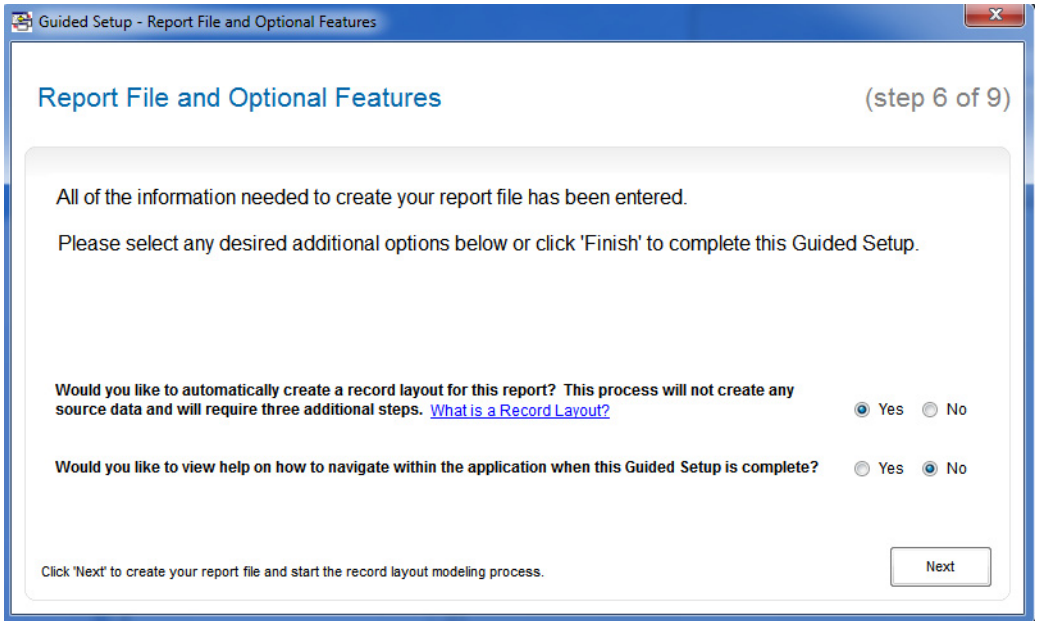
NOTE: For more information on creating a record layout, see Defining Your Output Record Layout on page 105.

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.



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.

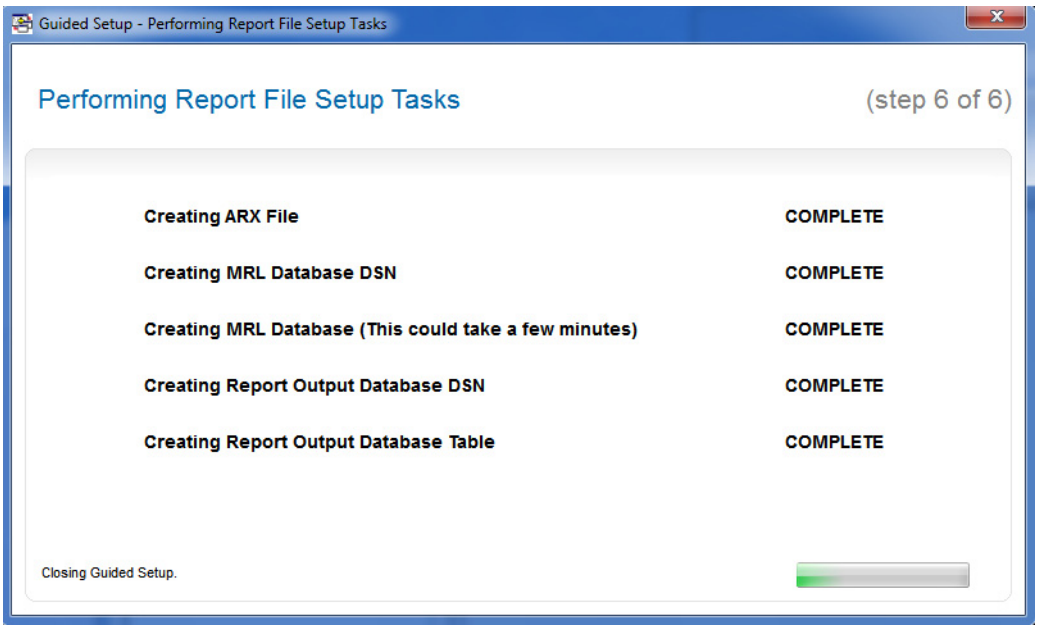

Guided Setup - Report File and Optional Features
Report File and Optional Features
(step 6 of 9)
All of the information needed to create your report file has been entered.
Please select any desired additional options below or click 'Finish' to complete this Guided Setup.
Would you like to automatically create a record layout for this report? This process will not create any source data and will require three additional steps. What is a Record Layout?
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

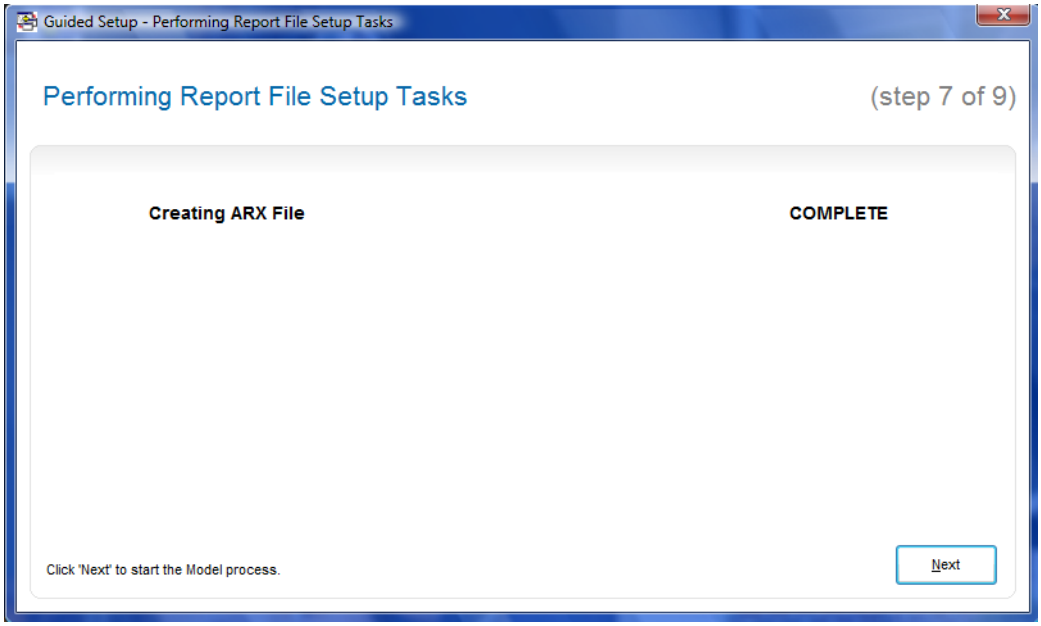
This screen appears once the additional options on the previous step are reviewed. The following screens are examples of what you will see, depending on the options you selected in the previous step.

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.

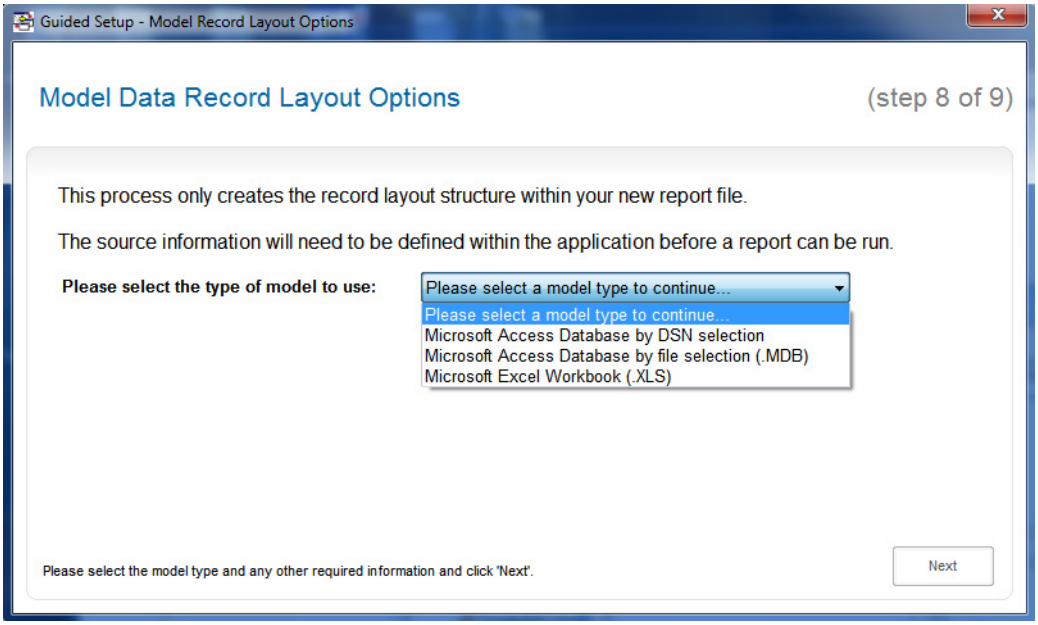


If you have decided to automate the record layout process, the following screen is an example of what you can expect to see. Each of the setup tasks for creating your report file is performed and a status of each task is also shown. When all of these tasks finish, the PPS Reporting Tool prompts you to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

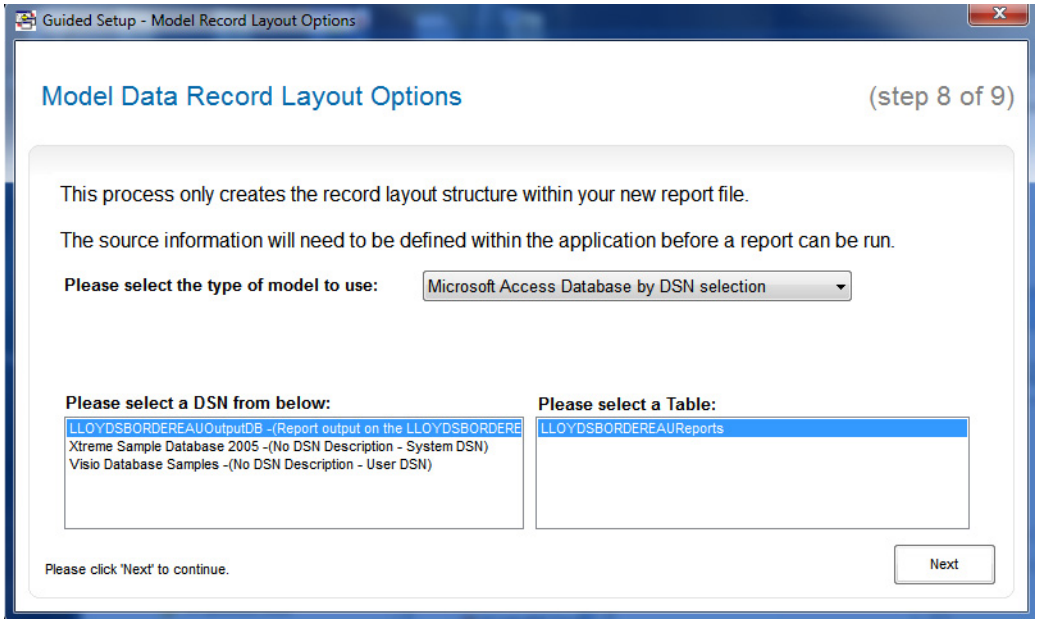

Guided Setup - Performing Report File Setup Tasks
Performing Report File Setup Tasks
(step 7 of 9)
Creating ARX File
COMPLETE
Click 'Next' to start the Model process.
Next

Model Data Record Layout Options Screen

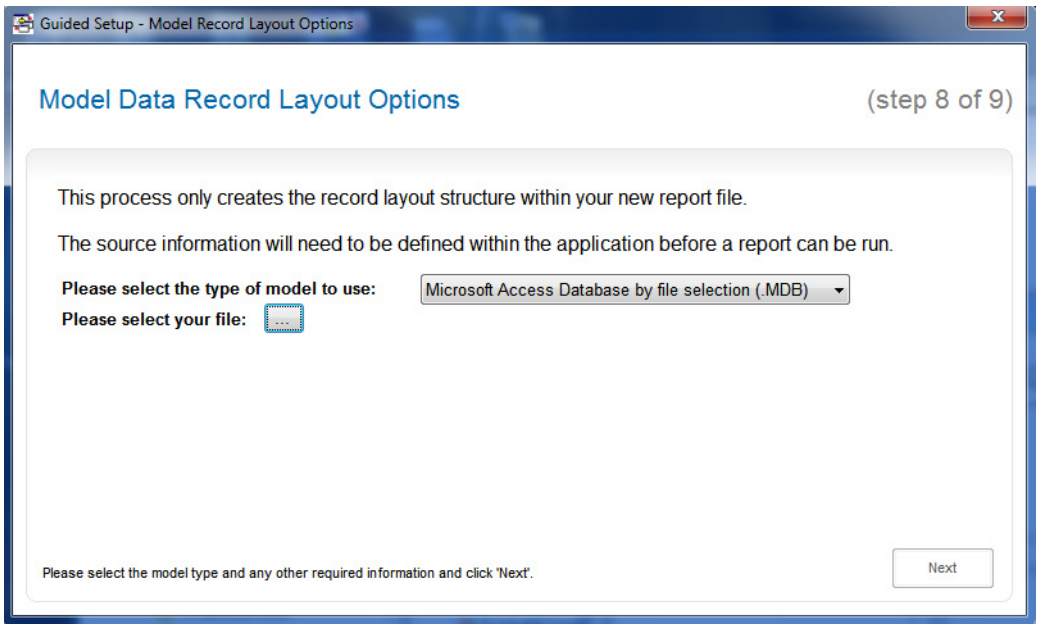
To start the modeling process, simply select a source type from the list. The following screens show the different options available for the different source selections.

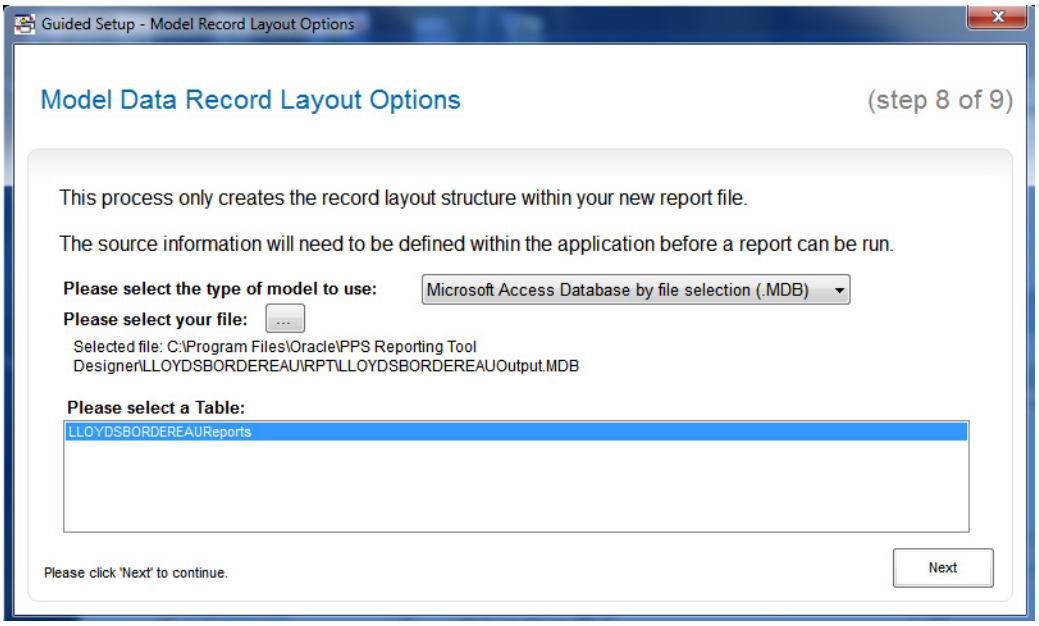


The Microsoft Access Database by DSN model selection option changes this screen to match the following screen. The list on the left contains Microsoft Access DSNs that are not empty databases. The list on the right shows all of the available tables within the selected DSN on the left side. In this example,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

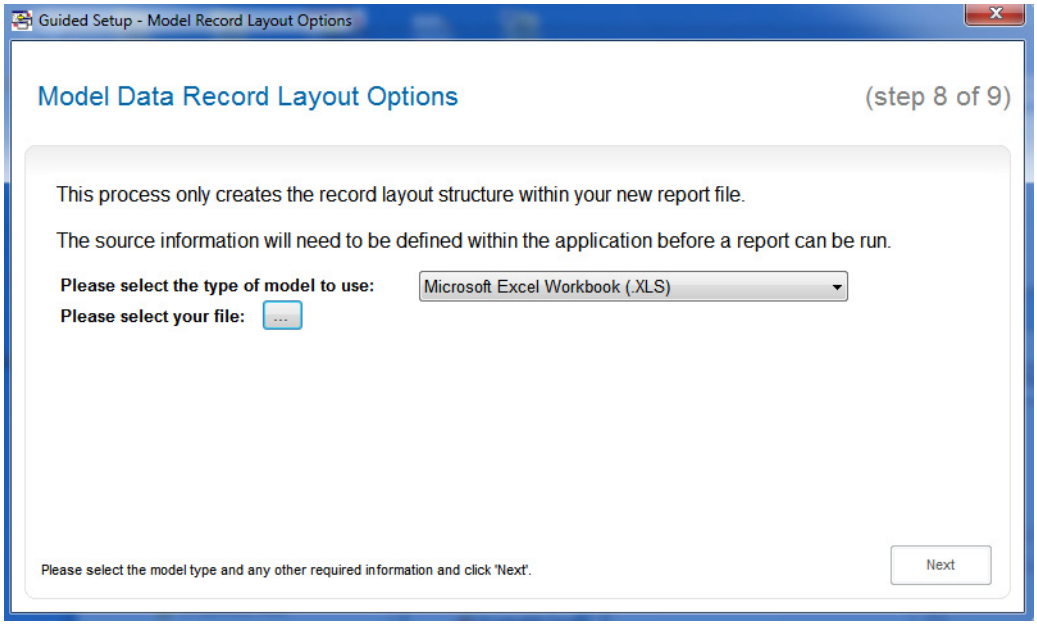


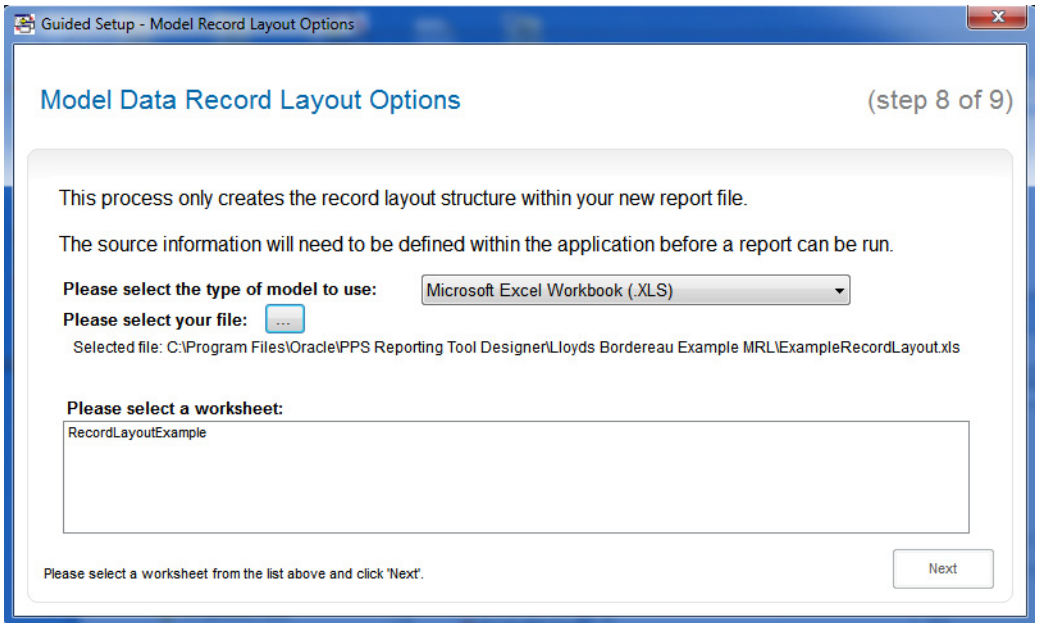
Choosing the Microsoft Access Database by file selection option changes this screen to match the following screen. To select a database, click the button next to the file selection caption. This opens a Browse window which you can use to search your machine. When you find the file you want, click Open 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.





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
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 run.
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\ExampleRecordLayout.xls
Please select a worksheet:
RecordLayoutExample
Please select a worksheet from the list above and click 'Next'.
Next

Data Record Layout Creation Screen

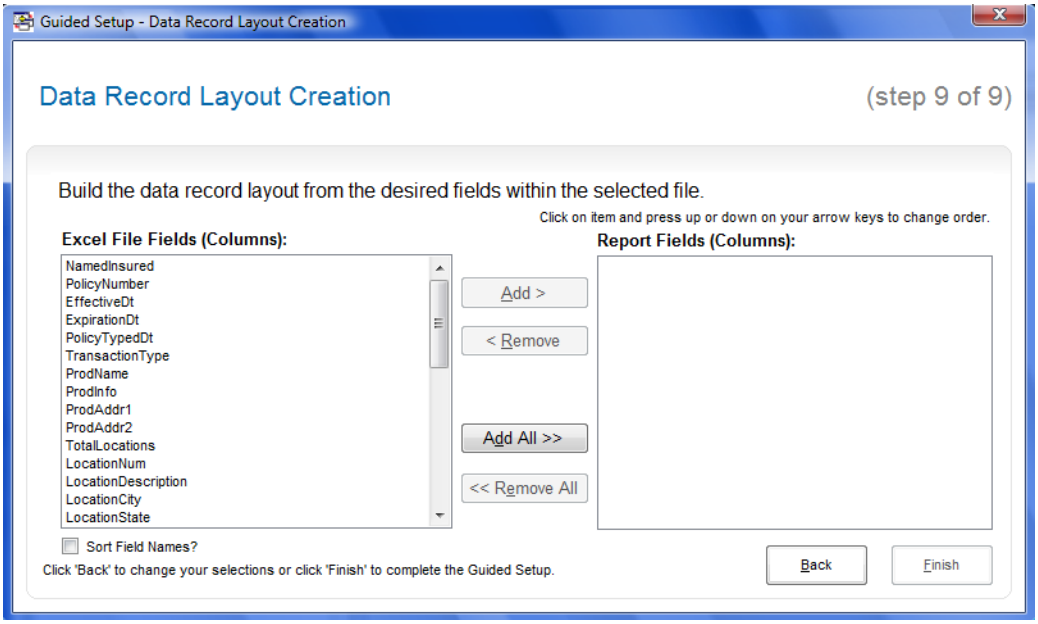
This screen shows all of the information you can select to create the model of your new report file based on the options selected on the previous screen.

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.

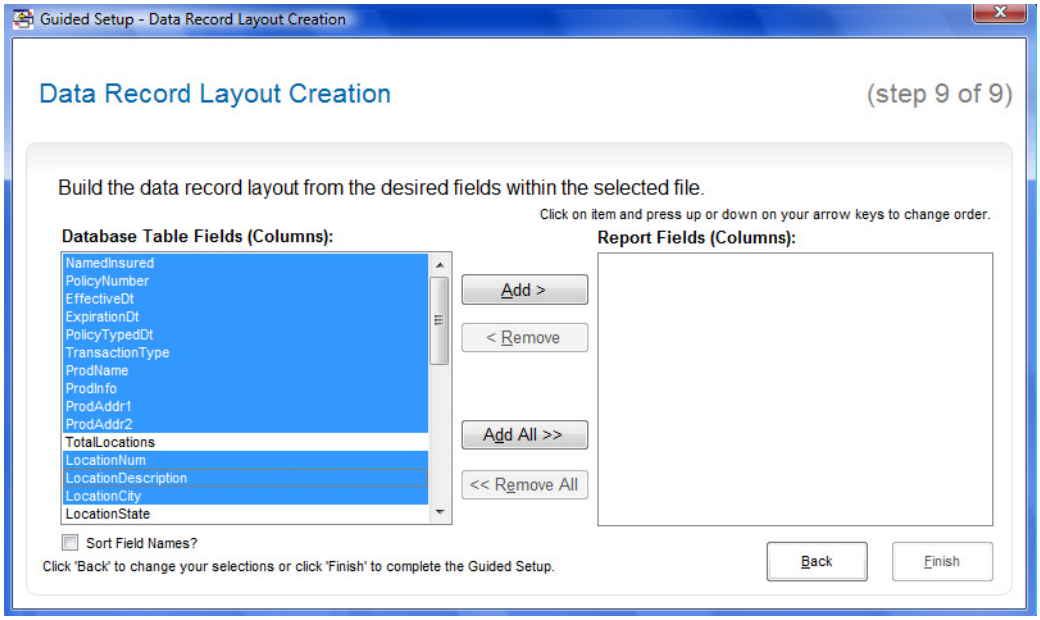
When you have designed your report record layout, click Finish to build the record layout in your new report file that was created in the previous steps of this guided setup. The guided setup then closes and loads the PPS Reporting Tool with the new report file.

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



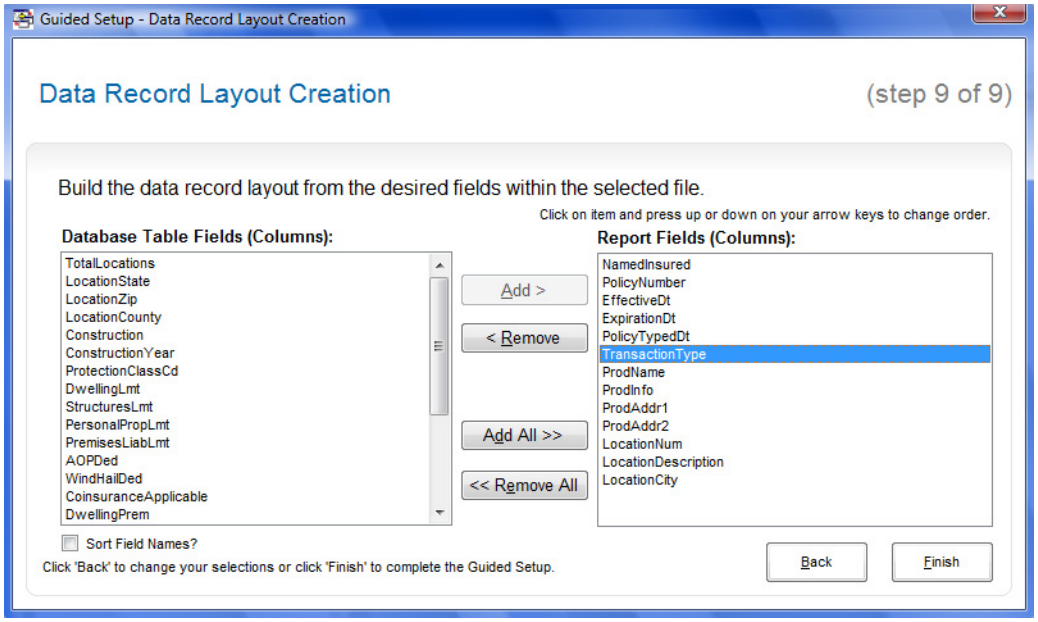
The following screens show an example of how you would pick column names by having a database or DSN and corresponding table selected. The available field names within the table appear on the left side within the Database Table Fields (Columns) section. The Report Fields (Columns) on the right side are 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.

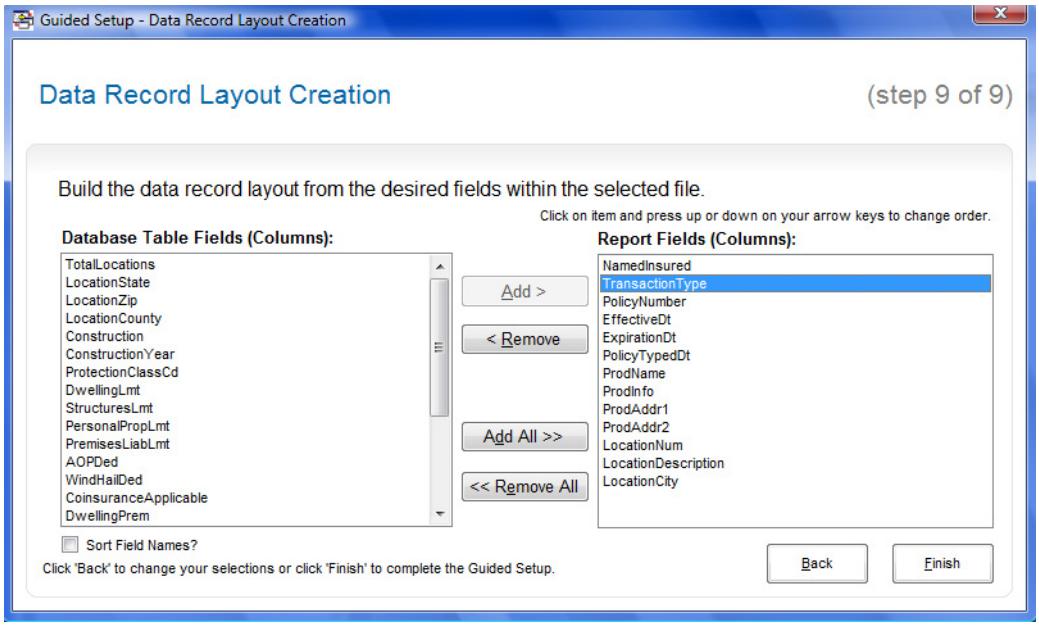


The table fields are listed in the order they are read from the database table, but you can click the Sort Field Names option to sort them alphabetically.

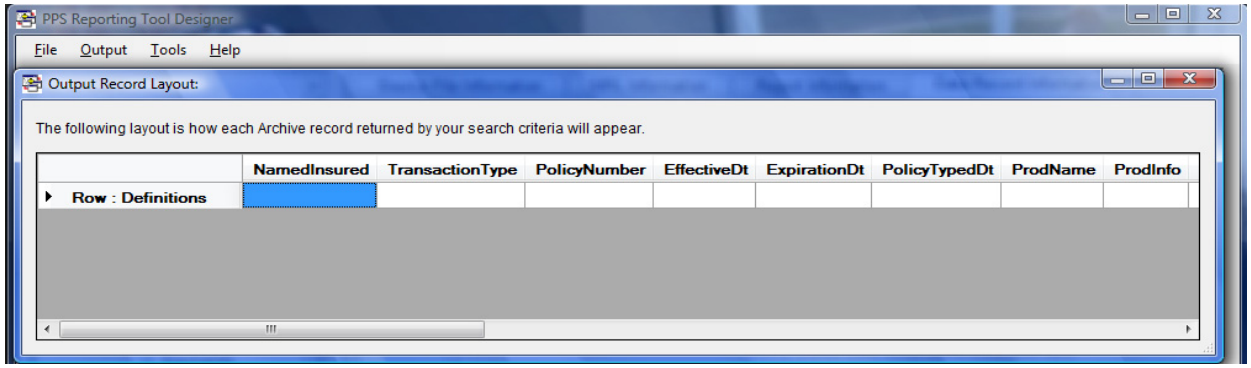
To reorder the column names you have added to the report fields section, click the item you would like to reorder and press the Up or Down arrow keys. See the following screens for an example of how to change the order of the TransactionType field.



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



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.



Chapter 4

Using the PPS Reporting Tool

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

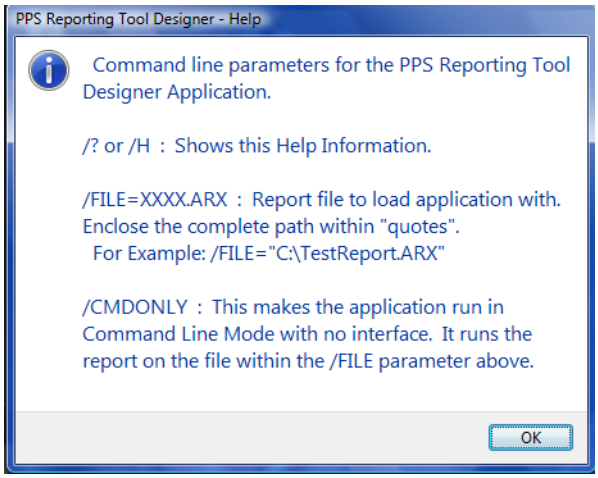
START-UP OPTIONS

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.



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

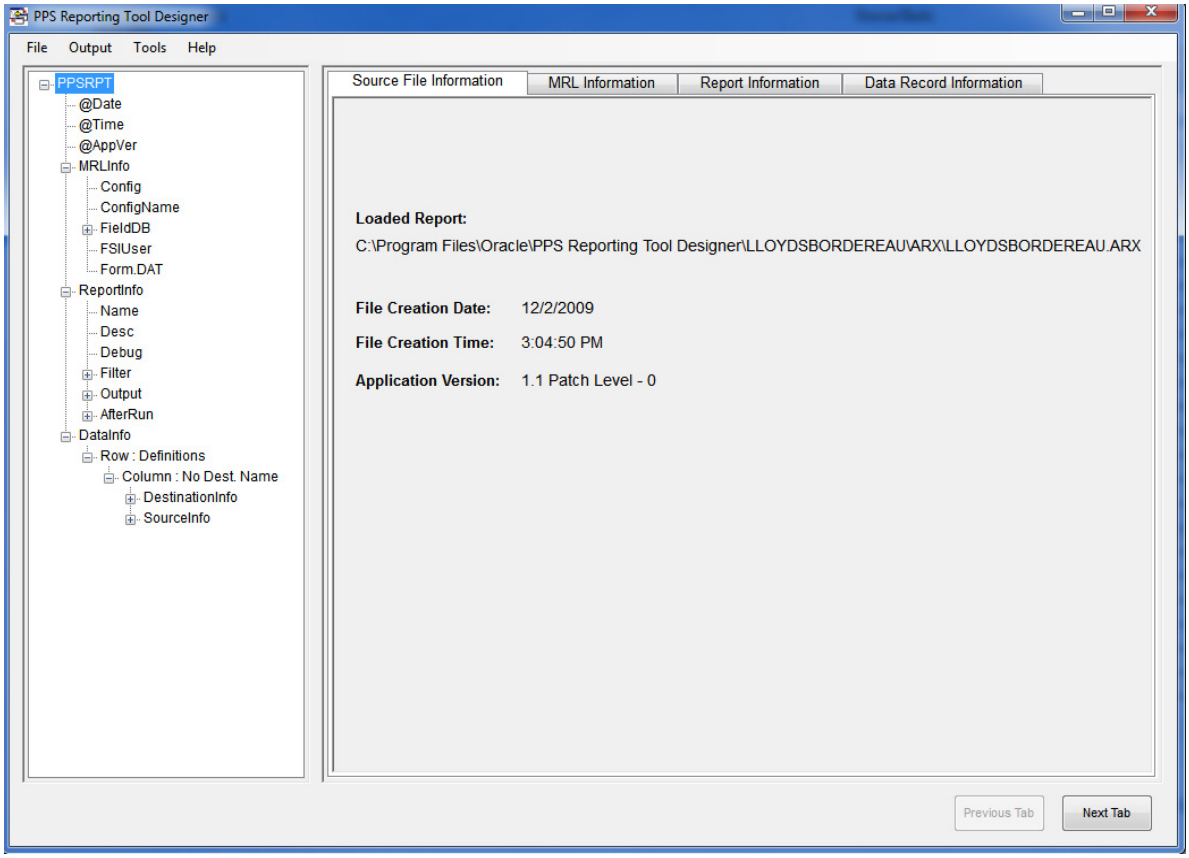
  There are a number of ways to quickly access options within the application by using the keyboard and the use of the ALT key. To do this, simply hold down the ALT key and press the underlined letter key for the option that you would like to use. All of the menu options and most of the available buttons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

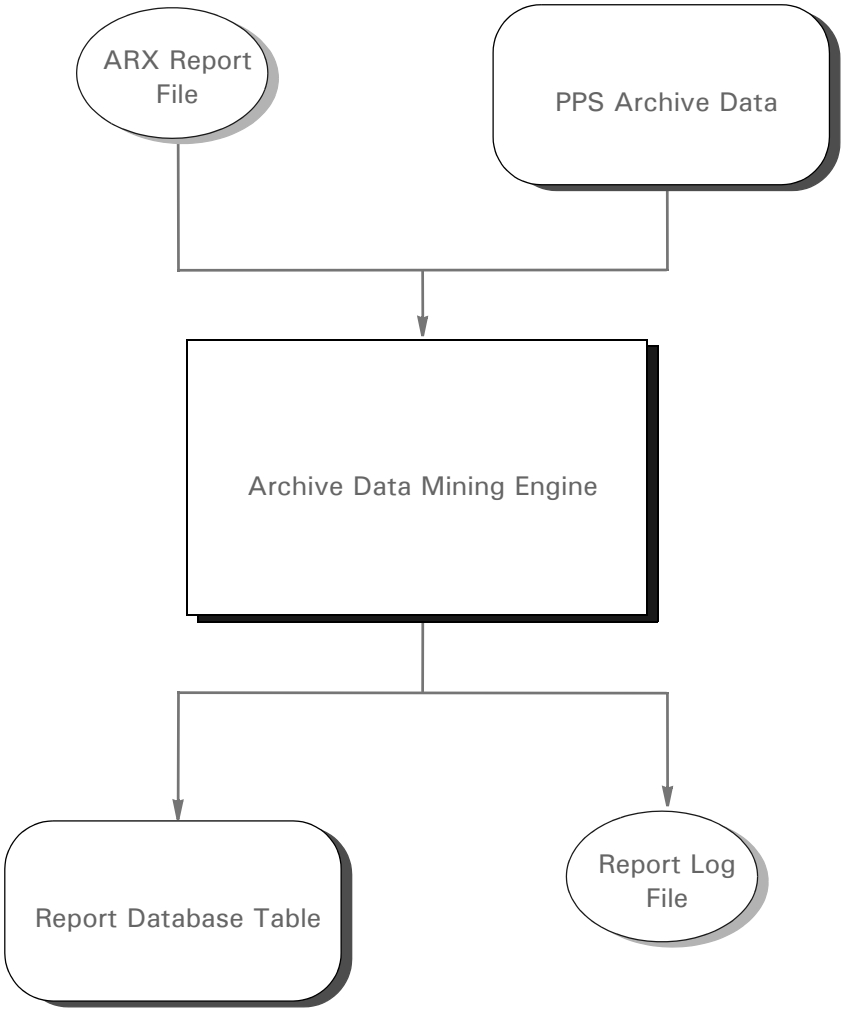
- TAB and SHIFT+TAB

  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.


PPS Reporting Tool Designer
File
Output
Tools
Help
PPSRPT
@Date
@Time
@AppVer
MRLInfo
Config
ConfigName
FieldDB
FSIUser
Form.DAT
ReportInfo
Name
Desc
Debug
Filter
Output
AfterRun
DataInfo
Row : Definitions
Column : No Dest. Name
DestinationInfo
SourceInfo
Source File Information
MRL Information
Report Information
Data Record Information
Loaded Report:
C:\Program Files\Oracle\PPS Reporting Tool Designer\LLOYDSBORDEREAU\ARX\LLOYDSBORDEREAU.ARX
File Creation Date: 12/2/2009
File Creation Time: 3:04:50 PM
Application Version: 1.1 Patch Level - 0
Previous Tab
Next Tab

How the Data Mining Engine Works

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 and table.



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

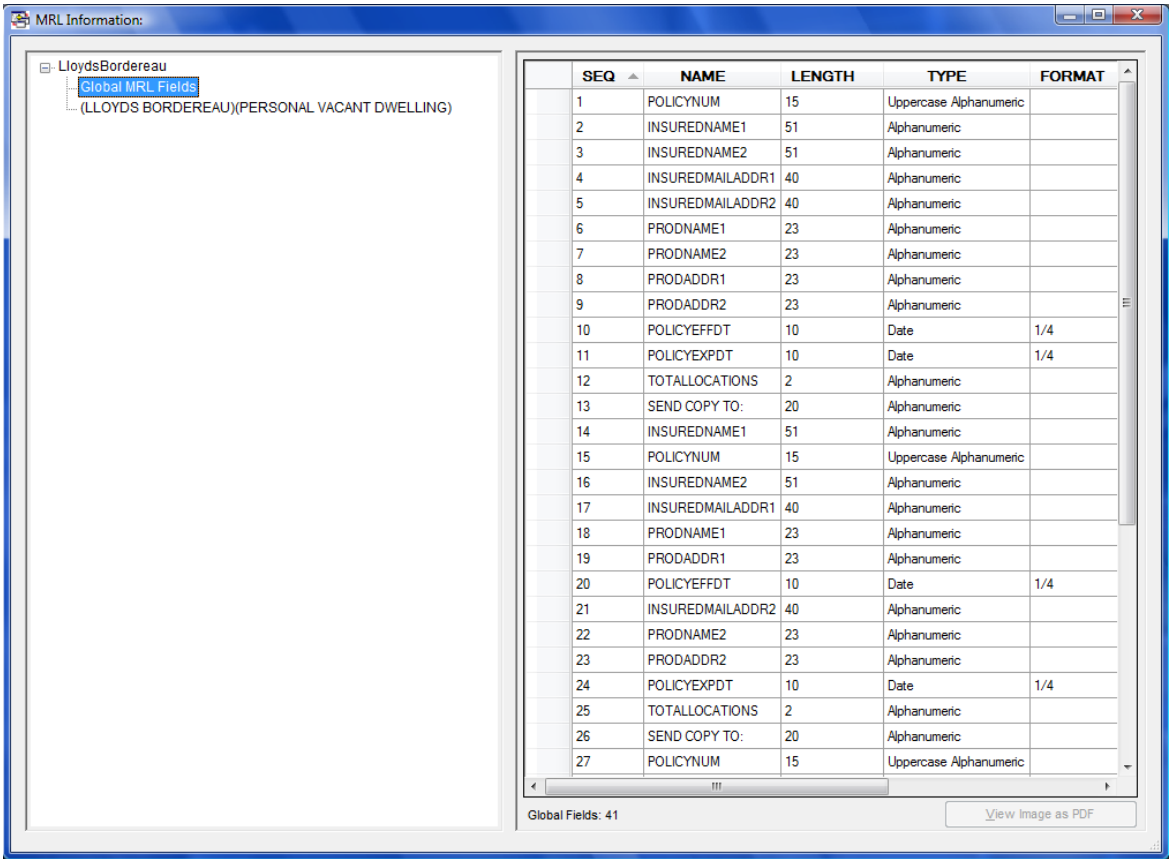
The engine loads the PPS archive data for each selected transaction. The ARX report file lists the fields for each data row to be written to the report database table. The ARX report file also includes the location of the PPS archive source data for each column field, as well as any formatting requirements.

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.

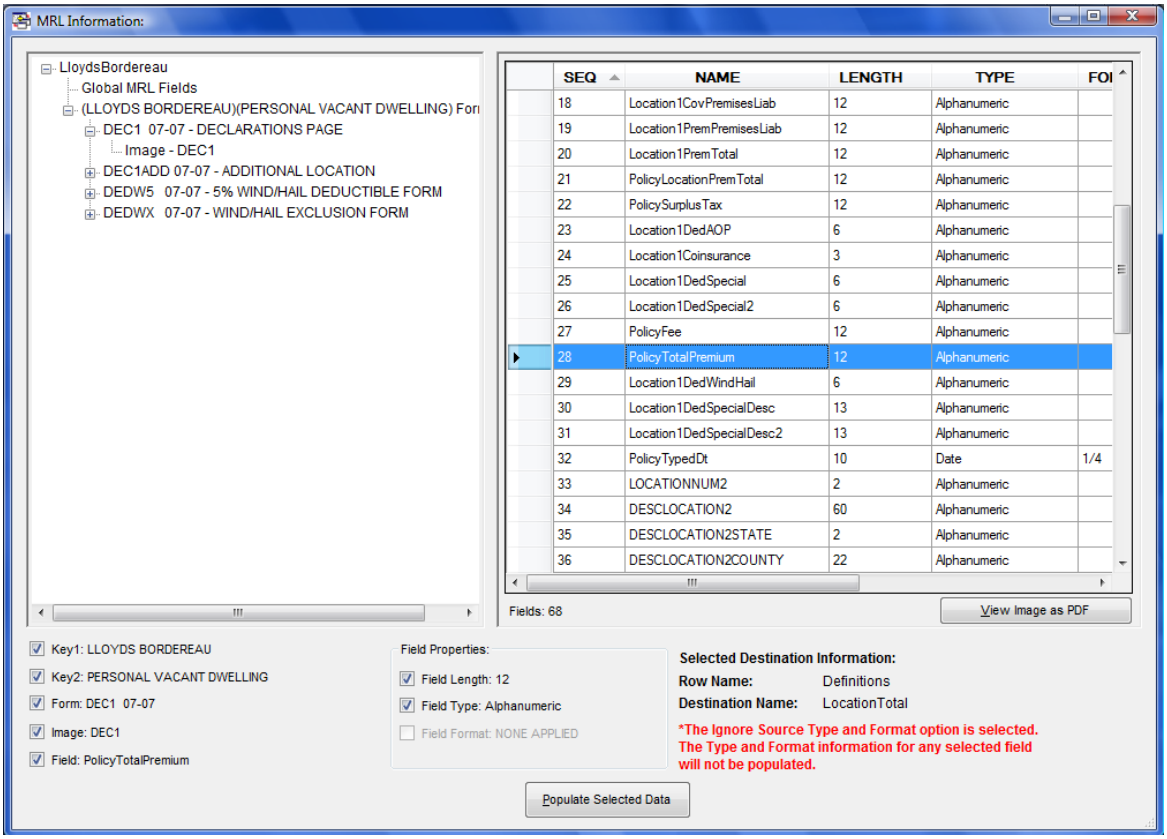
The left side gives you a hierarchical view of the forms and sections (FAP files) contained in the MRL when the database was created. When you select the Global MRL Fields node, the right side shows all of the variable fields defined with a global scope. When a section is selected on the left side, all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



SEQ	NAME	LENGTH	TYPE	FORMAT
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.

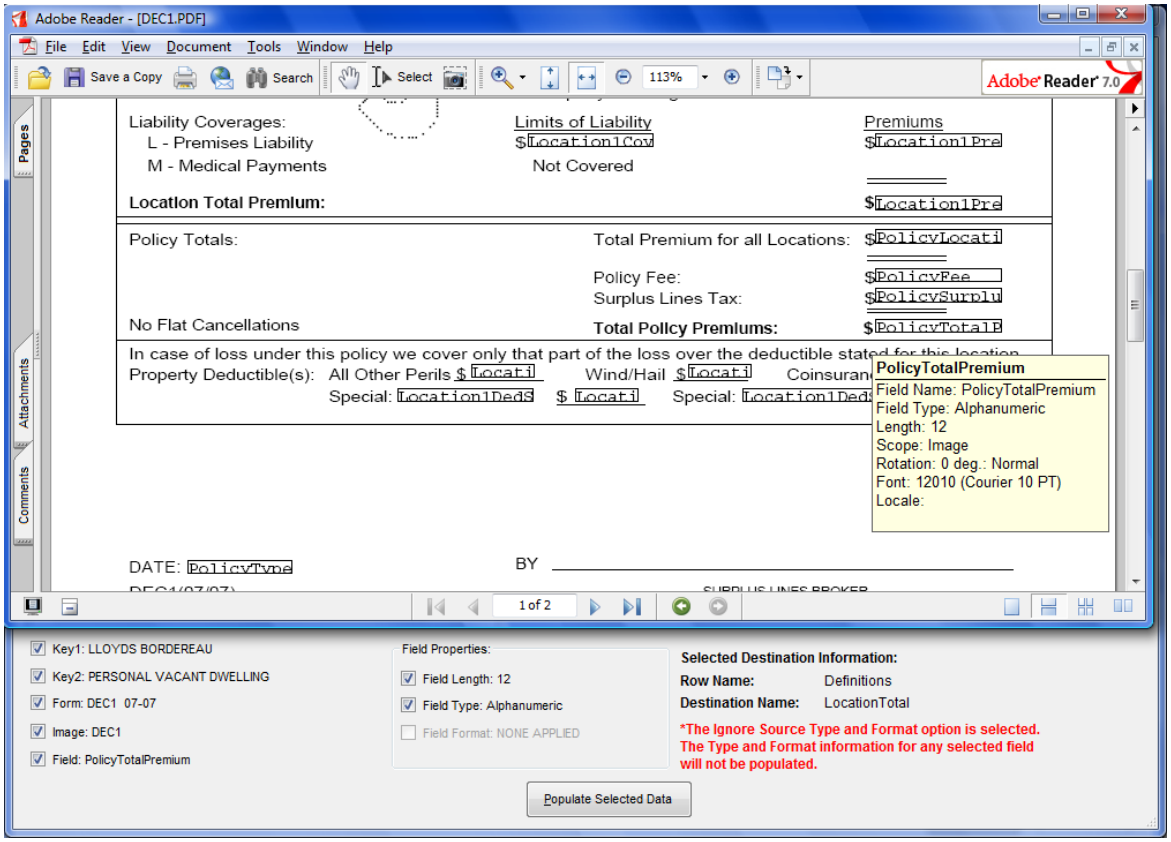


VIEWING SECTIONS (FAP FILES) AS PDF FILES

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.


Adobe Reader - [DEC1.PDF]
File Edit View Document Tools Window Help
Save a Copy
Search
Select
113%
Adobe Reader 7.0
Pages
Attachments
Comments
Liability Coverages:
L - Premises Liability
M - Medical Payments
Limits of Liability
$Location1Cov
Not Covered
Premiums
$Location1Pre
Location Total Premium:
$Location1Pre
Policy Totals:
Total Premium for all Locations:
$PolicyLocati
Policy Fee:
$PolicyFee
Surplus Lines Tax:
$PolicySurplu
No Flat Cancellations
Total Policy Premiums:
$PolicyTotalP
In case of loss under this policy we cover only that part of the loss over the deductible stated for this location
Property Deductible(s): All Other Perils $ Locati
Wind/Hail $Locati
Special: Location1DedS
$ Locati
Special: Location1Ded
PolicyTotalPremium
Field Name: PolicyTotalPremium
Field Type: Alphanumeric
Length: 12
Scope: Image
Rotation: 0 deg.: Normal
Font: 12010 (Courier 10 PT)
Locale:
DATE: PolicyType
BY
1 of 2
Key1: LLOYDS BORDEREAU
Key2: PERSONAL VACANT DWELLING
Form: DEC1 07-07
Image: DEC1
Field: PolicyTotalPremium
Field Properties:
Field Length: 12
Field Type: Alphanumeric
Field Format: NONE APPLIED
Selected Destination Information:
Row Name: Definitions
Destination Name: LocationTotal
*The Ignore Source Type and Format option is selected.
The Type and Format information for any selected field
will not be populated.
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.

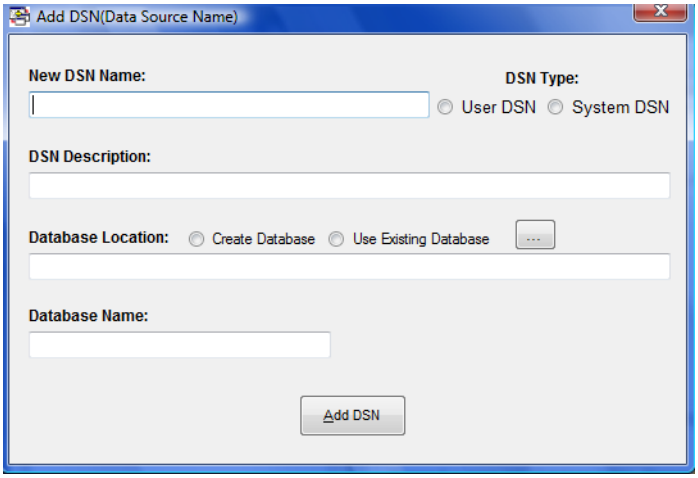
Creating DSNs in the PPS Reporting Tool

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.



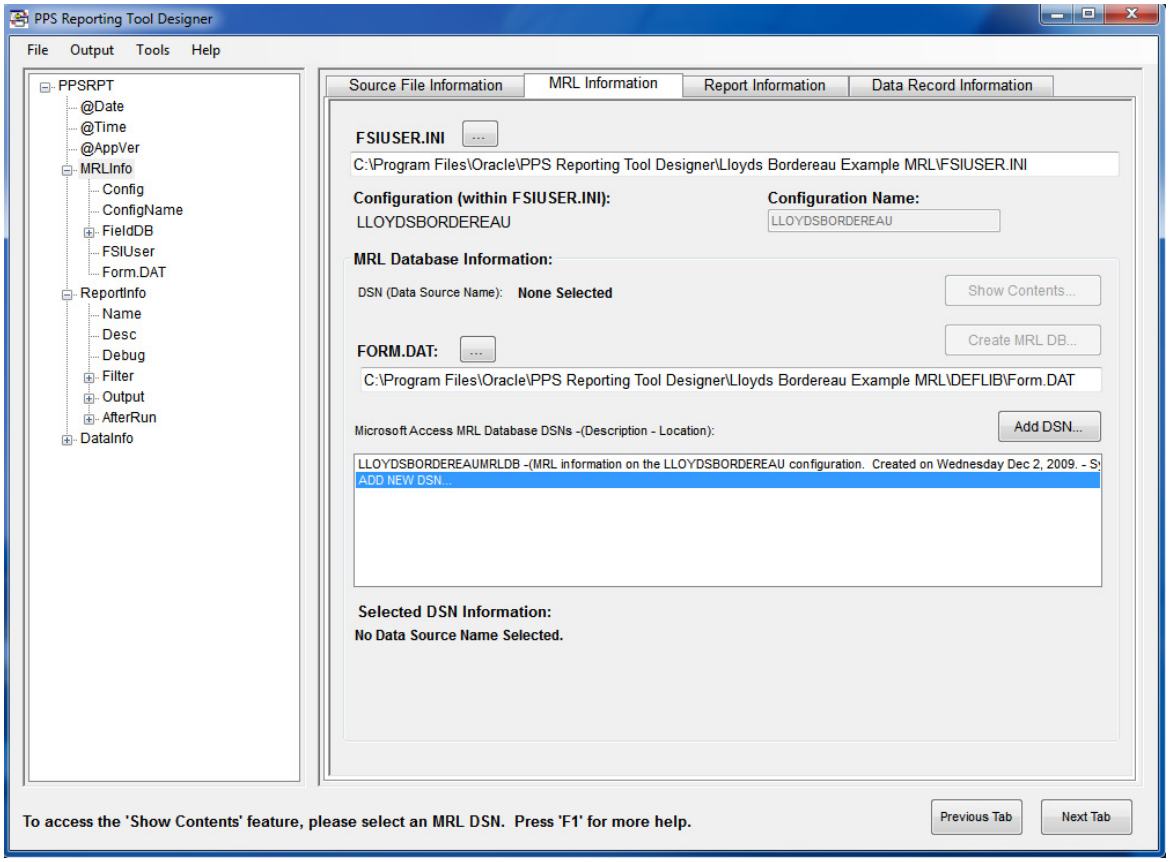
Field	Description
New DSN Name	Enter a unique name for the DSN. This is what Windows applications use to access the database.

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.

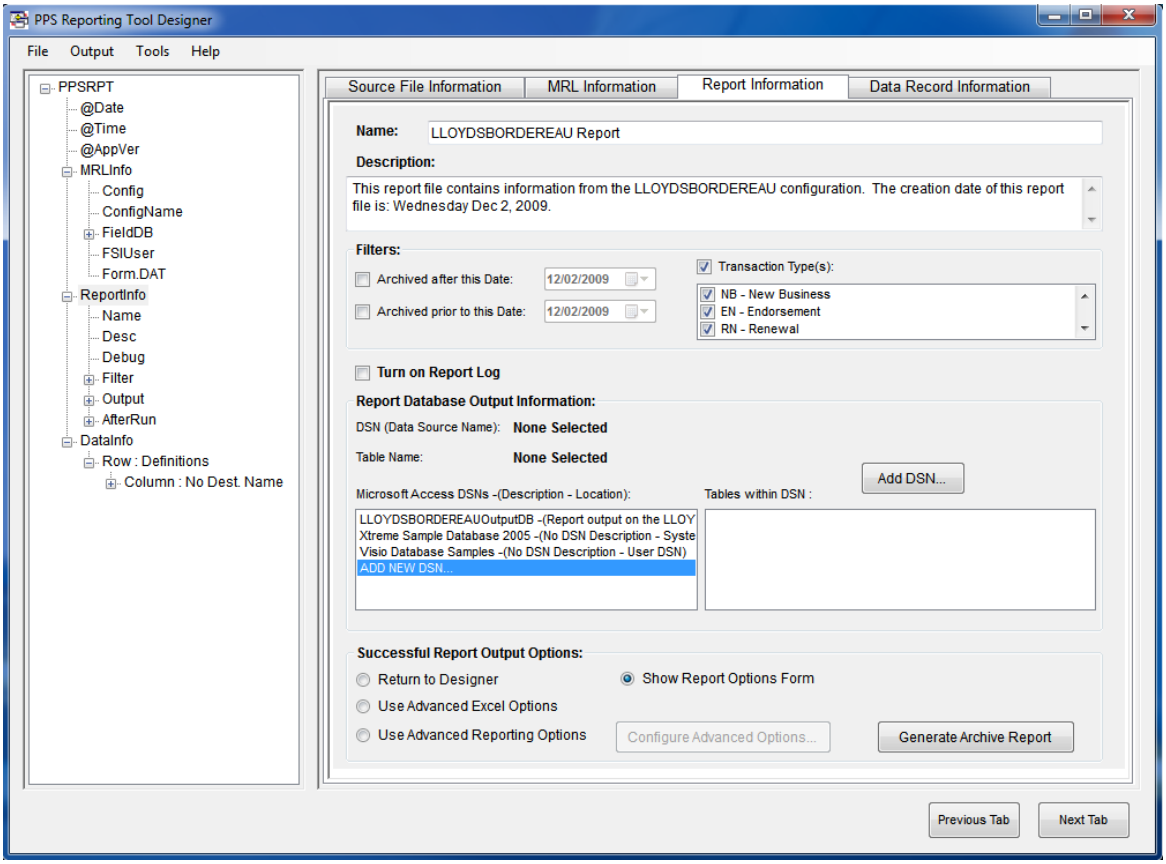
Adding an MRL Database DSN

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.

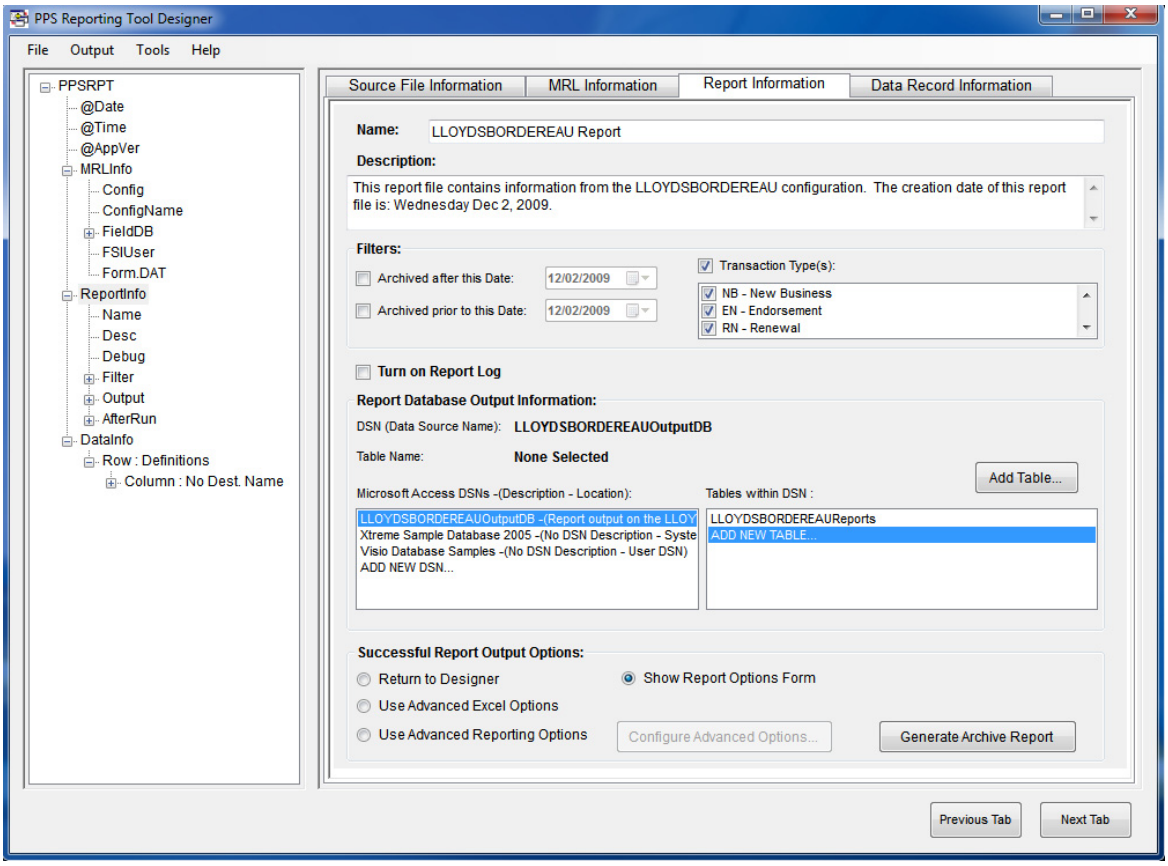


Adding a Report Output Database DSN and Table

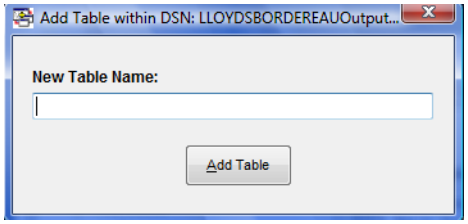
To add a DSN to use with an output database, click on the Report Information tab. Click on the Add New DSN item in the Microsoft Access DSNs section. This makes the Add DSN button visible. Click on this button to access the Add DSN form above.



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.



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



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:

- 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.

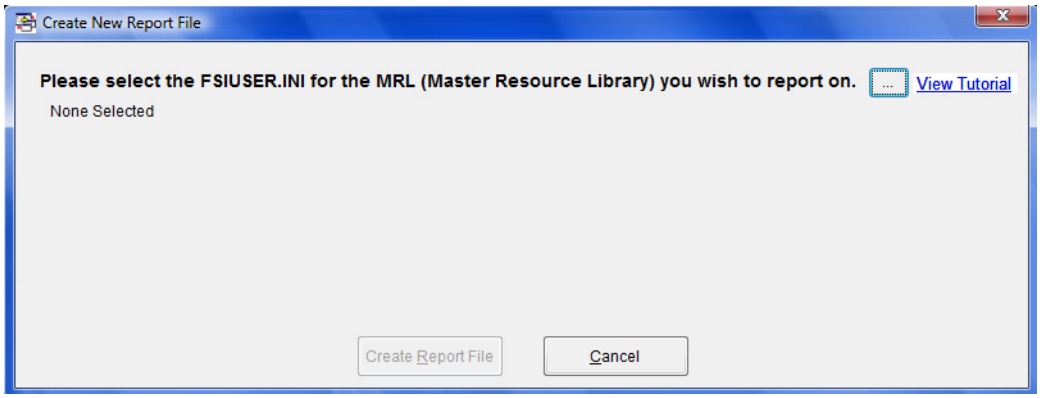
Creating a New Report File

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

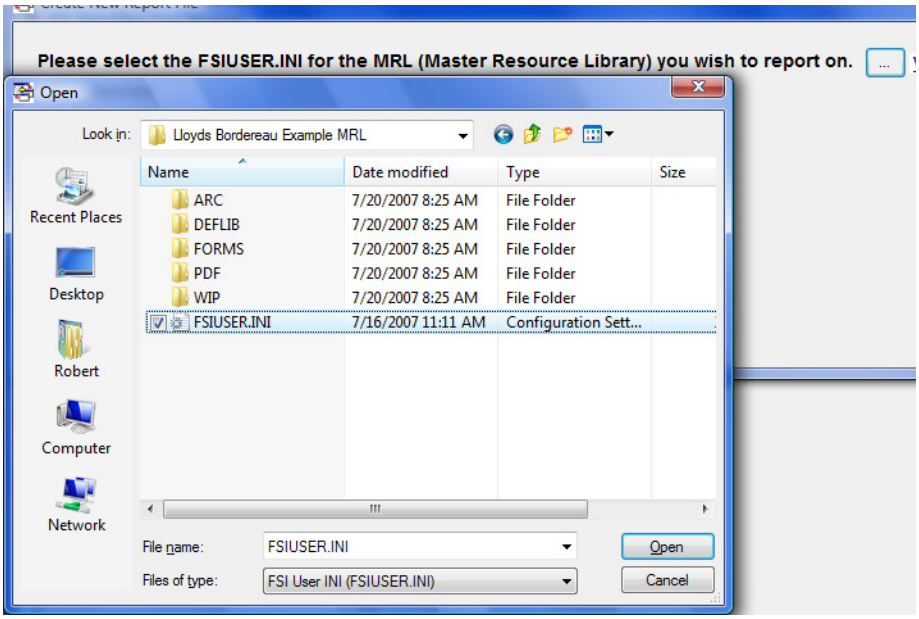
The first step is to select the MRL (Master Resource Library) that you want to do archive reports on. This is done by selecting the FSIUSER.INI file for the MRL.

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.



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



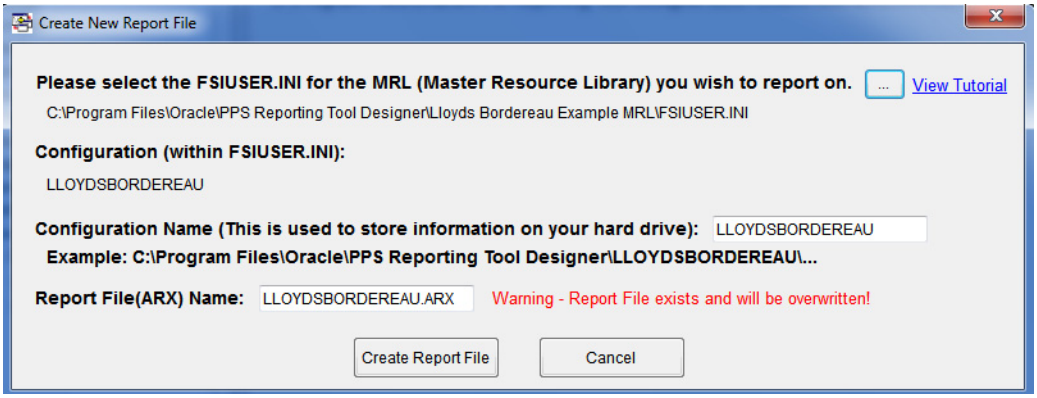
After you select the FSIUSER.INI file, the following information is available. Use the following screen as a reference.

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.



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.

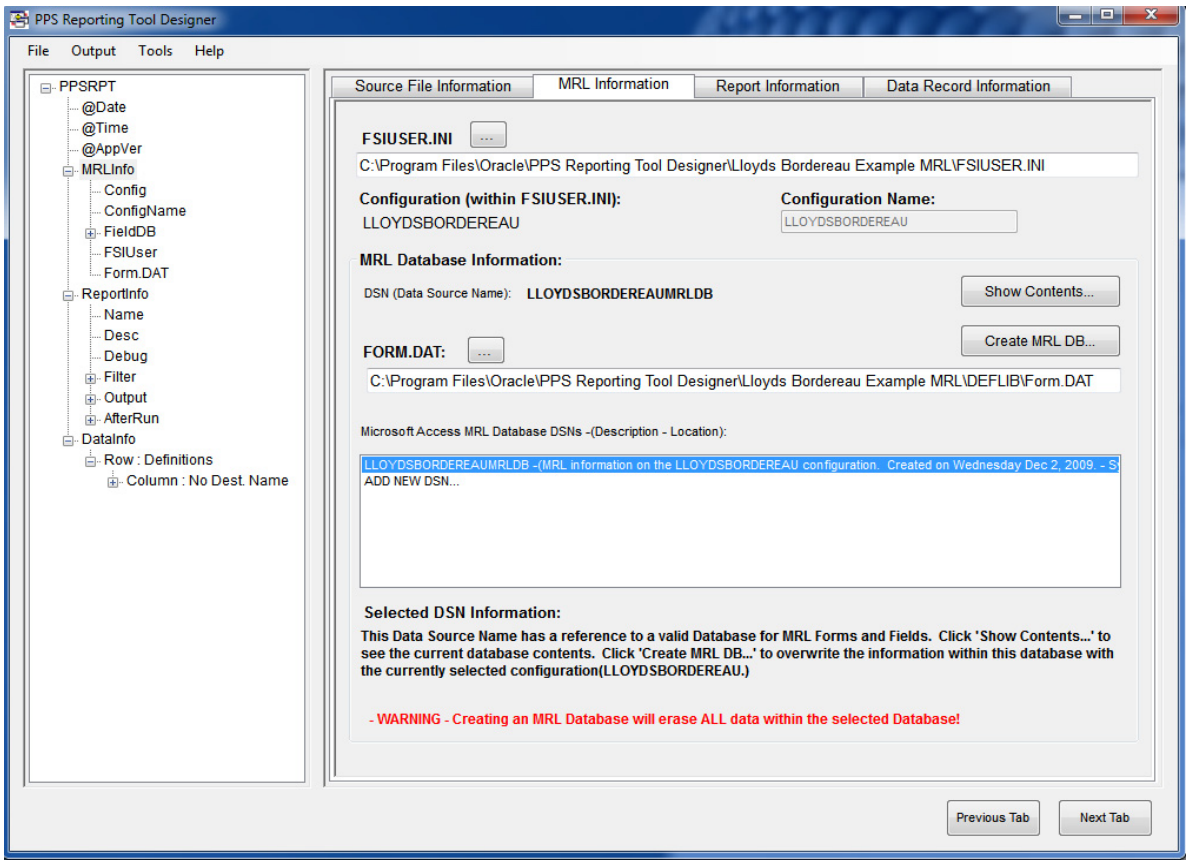
After this has been done, you must select the FORM.DAT file for the same MRL. See FORM.DAT file on page 121 for more information.

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.

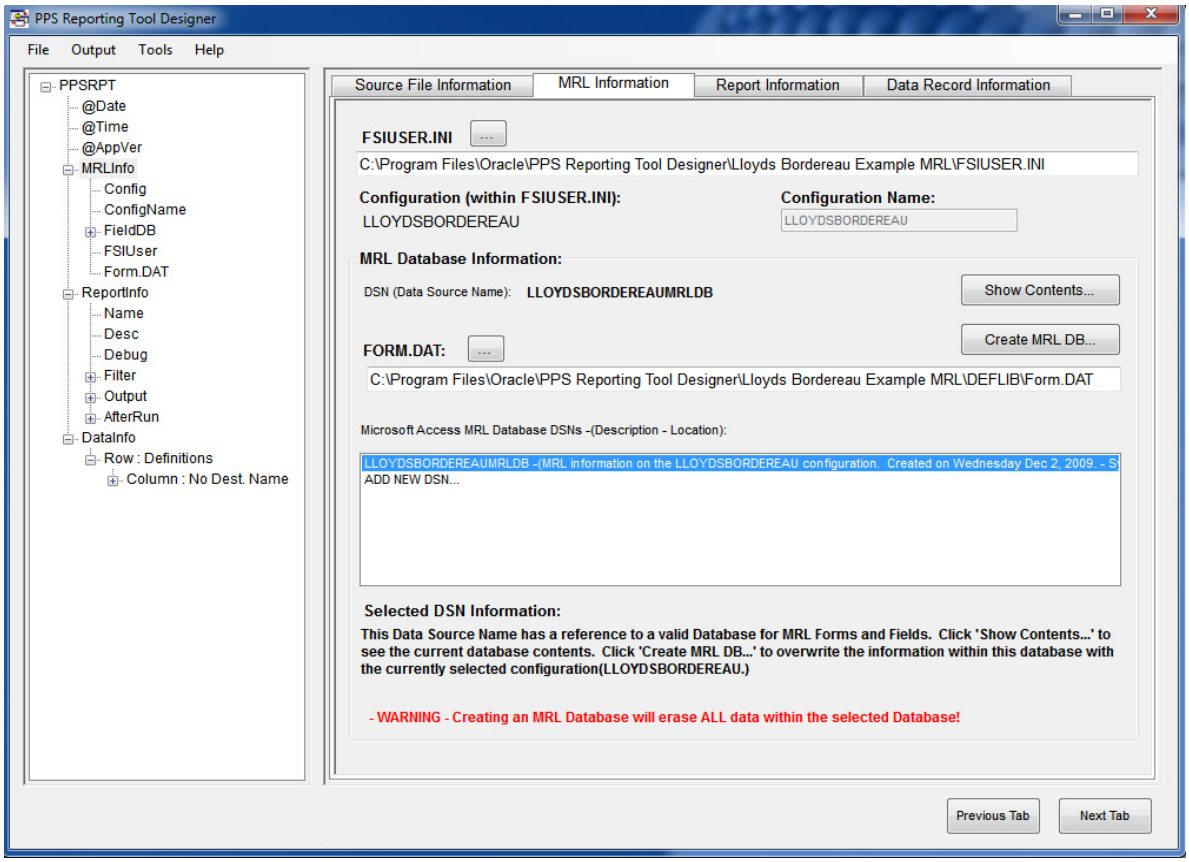
Note: If you are using a Studio format MRL, the FORM.DAT file is not used.

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.



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.

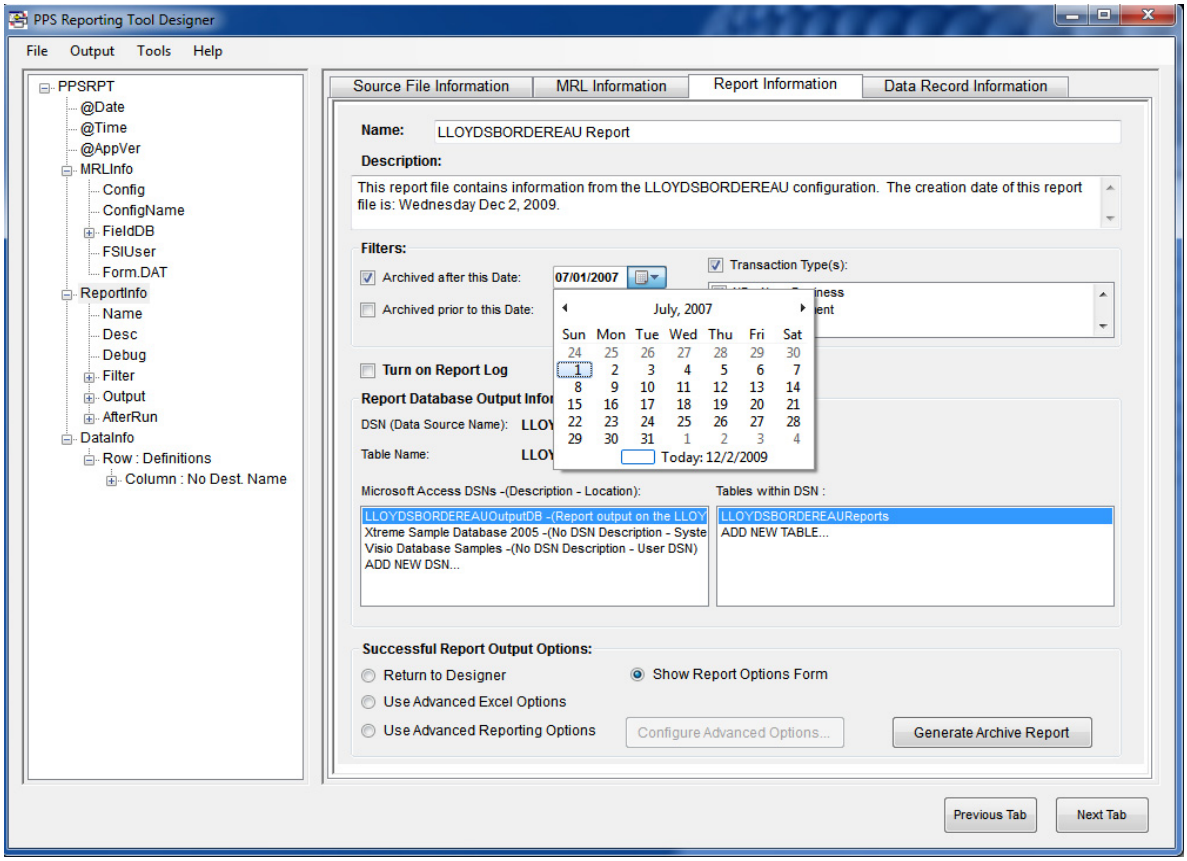
Date filters

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.

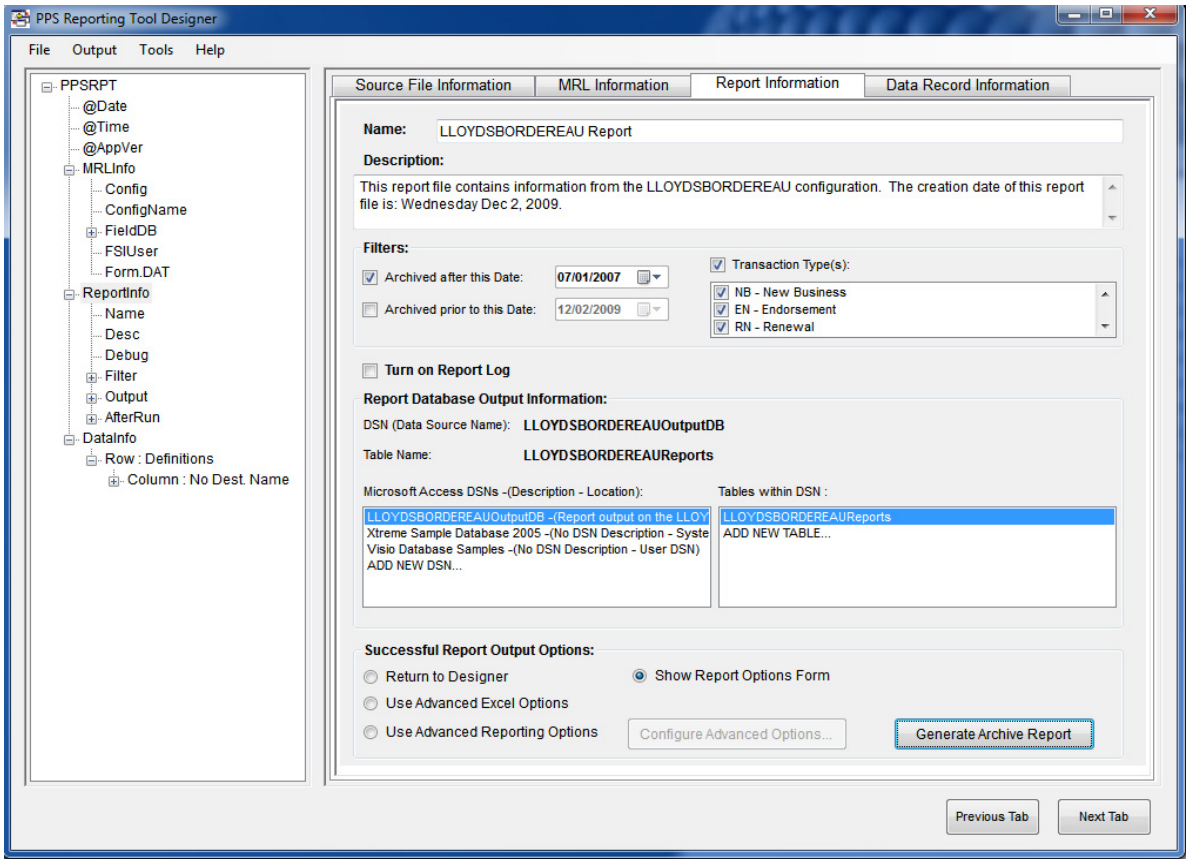


Assigning Report Databases and Tables

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.

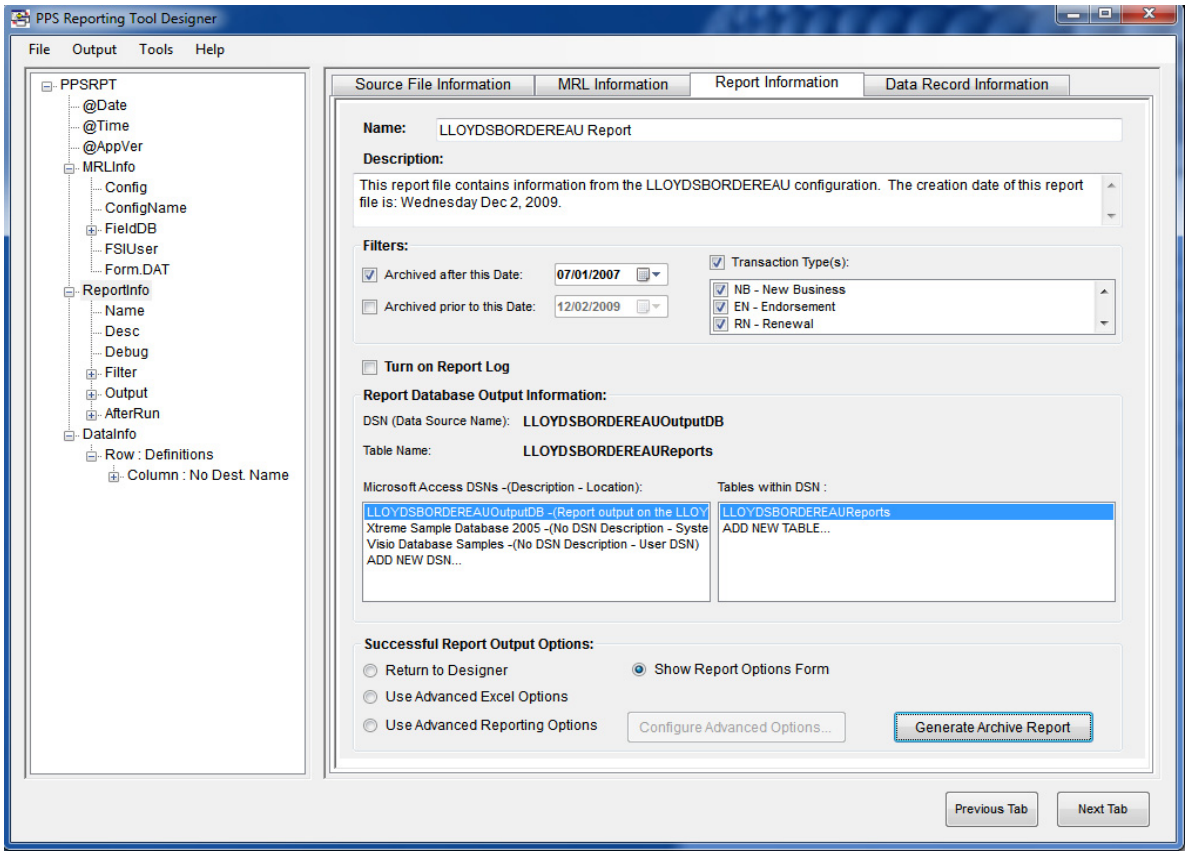
Each time a report is generated, the report table is cleared and then the report record layout is created before the transactions for this report are populated.



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.

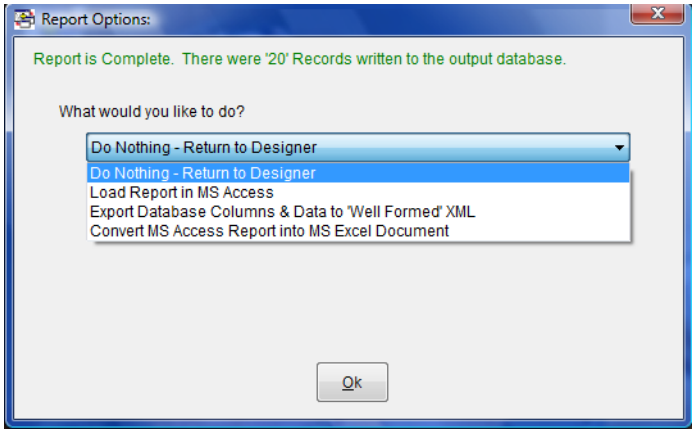


Using the Report Options Form

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.

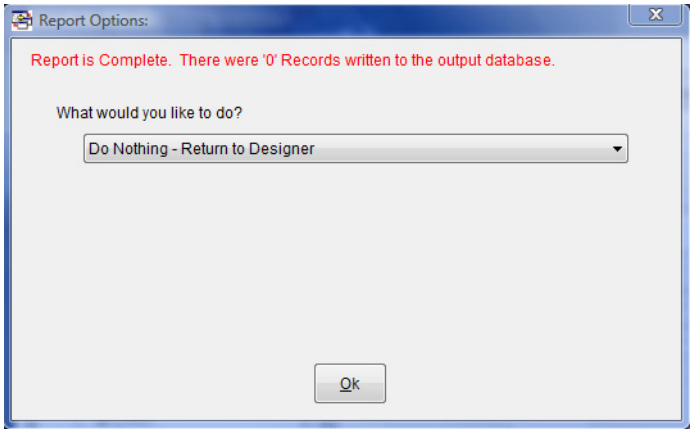
Option	Description
Do Nothing - Return to PPS Reporting Tool	Use this option to return to the PPS Reporting Tool without taking any action. You can also close this form without taking any action by clicking the close button (X) in the top right corner.
Load Report in MS Access	Use this option to load 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.



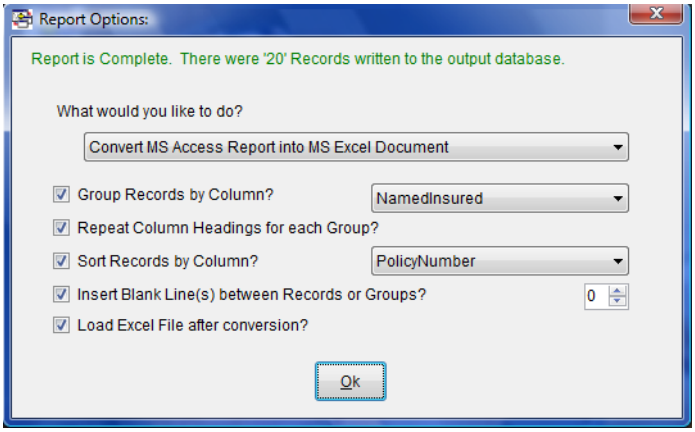
Converting Output Tables to Microsoft Excel

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.



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
 -->
```

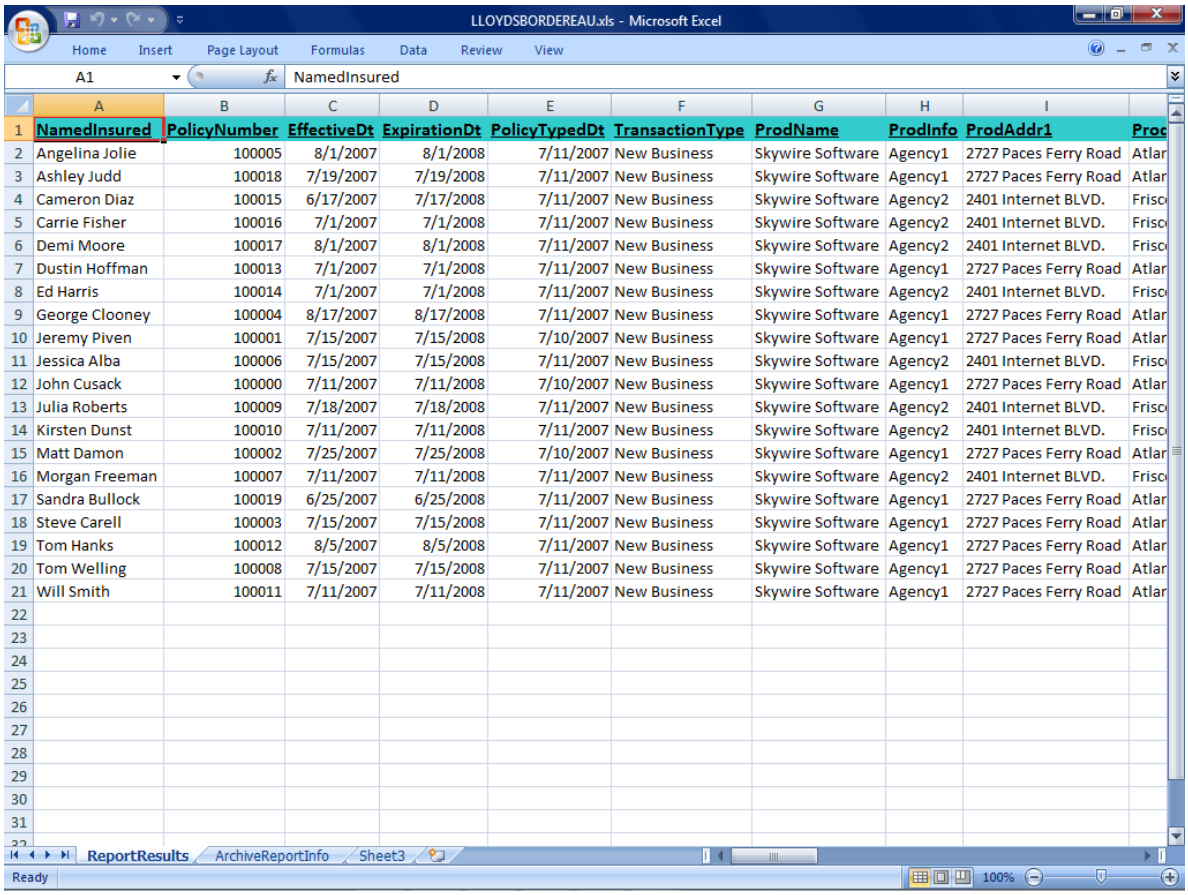
XML Data Structure

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>
     <ProdAddr1>2727 Paces Ferry Road</ProdAddr1>
     <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:



LLOYDSBORDEREAU.xls - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

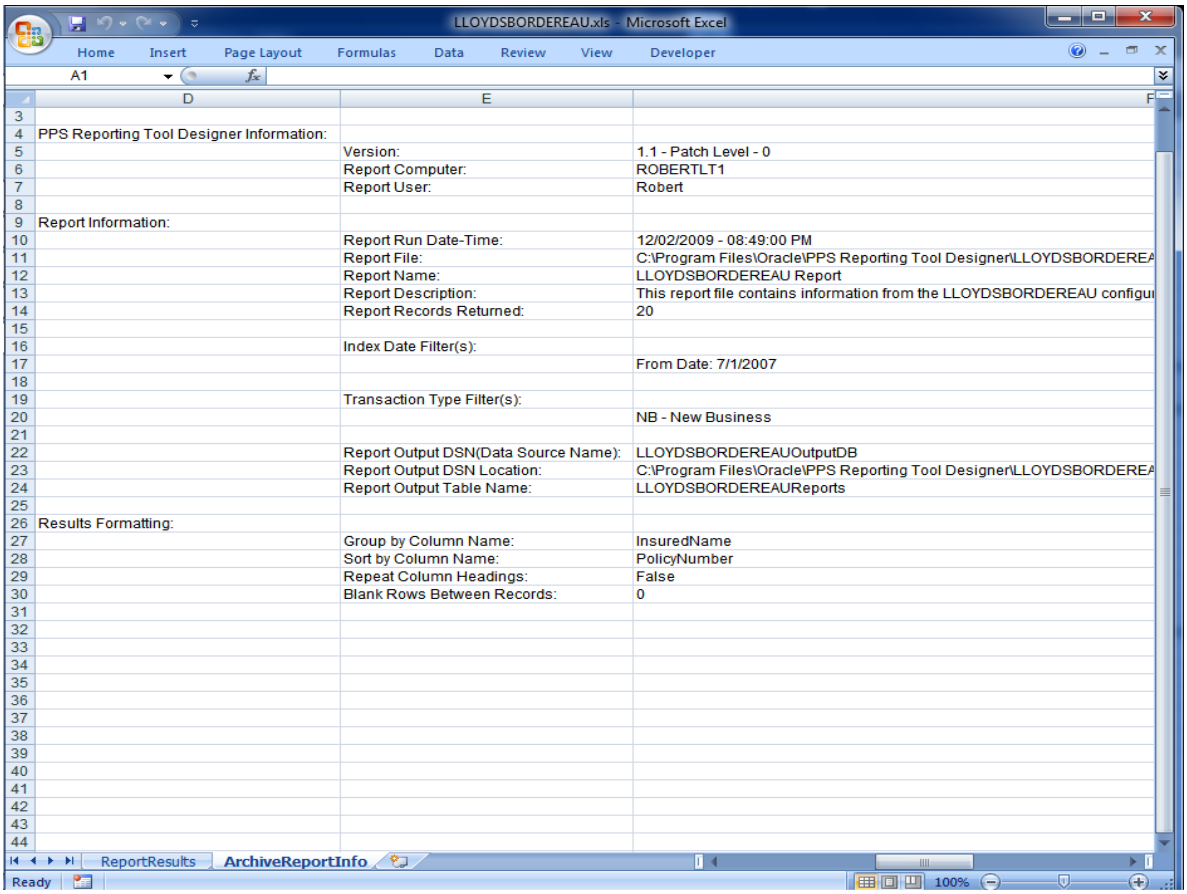
A1 NamedInsured

	A	B	C	D	E	F	G	H	I	
1	NamedInsured	PolicyNumber	EffectiveDt	ExpirationDt	PolicyTypedDt	TransactionType	ProdName	ProdInfo	ProdAddr1	Proc
2	Angelina Jolie	100005	8/1/2007	8/1/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
3	Ashley Judd	100018	7/19/2007	7/19/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
4	Cameron Diaz	100015	6/17/2007	7/17/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Frisc
5	Carrie Fisher	100016	7/1/2007	7/1/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Frisc
6	Demi Moore	100017	8/1/2007	8/1/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Frisc
7	Dustin Hoffman	100013	7/1/2007	7/1/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
8	Ed Harris	100014	7/1/2007	7/1/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Frisc
9	George Clooney	100004	8/17/2007	8/17/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
10	Jeremy Piven	100001	7/15/2007	7/15/2008	7/10/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
11	Jessica Alba	100006	7/15/2007	7/15/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Frisc
12	John Cusack	100000	7/11/2007	7/11/2008	7/10/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
13	Julia Roberts	100009	7/18/2007	7/18/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Frisc
14	Kirsten Dunst	100010	7/11/2007	7/11/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Frisc
15	Matt Damon	100002	7/25/2007	7/25/2008	7/10/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
16	Morgan Freeman	100007	7/11/2007	7/11/2008	7/11/2007	New Business	Skywire Software	Agency2	2401 Internet BLVD.	Frisc
17	Sandra Bullock	100019	6/25/2007	6/25/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
18	Steve Carell	100003	7/15/2007	7/15/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
19	Tom Hanks	100012	8/5/2007	8/5/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
20	Tom Welling	100008	7/15/2007	7/15/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
21	Will Smith	100011	7/11/2007	7/11/2008	7/11/2007	New Business	Skywire Software	Agency1	2727 Paces Ferry Road	Atlar
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										

ReportResults ArchiveReportInfo Sheet3

Ready 100%

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.

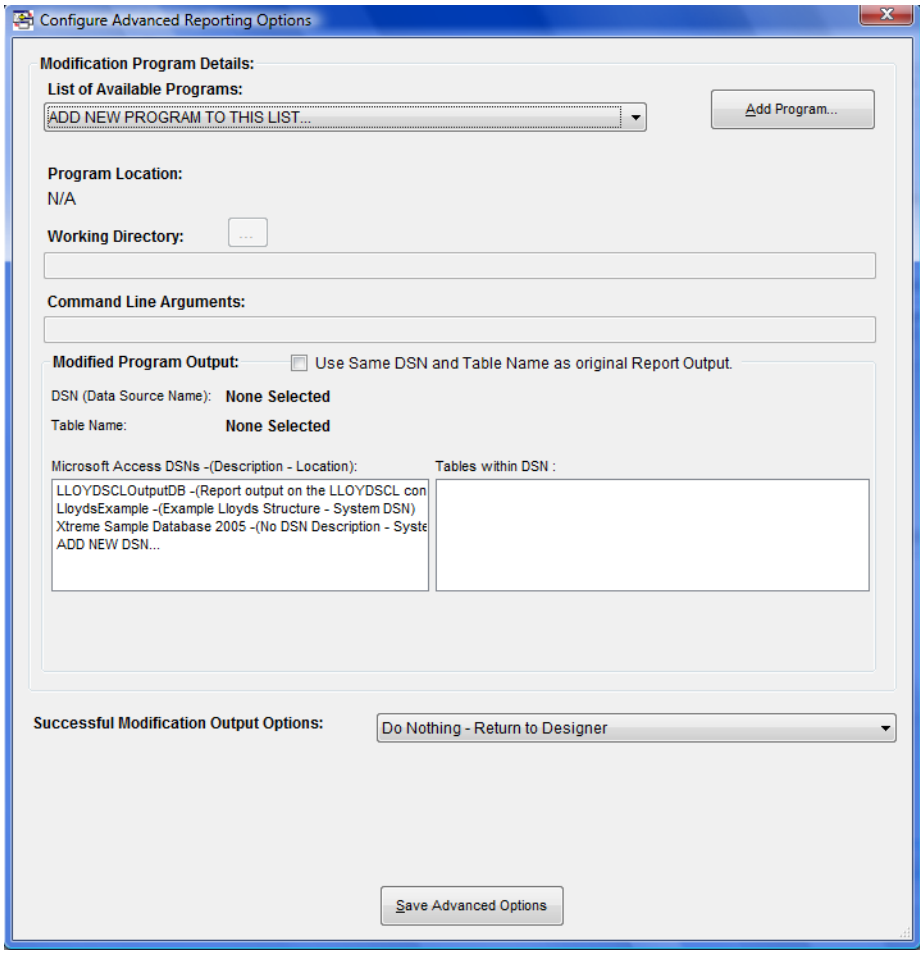


USING ADVANCED REPORTING OPTIONS

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.

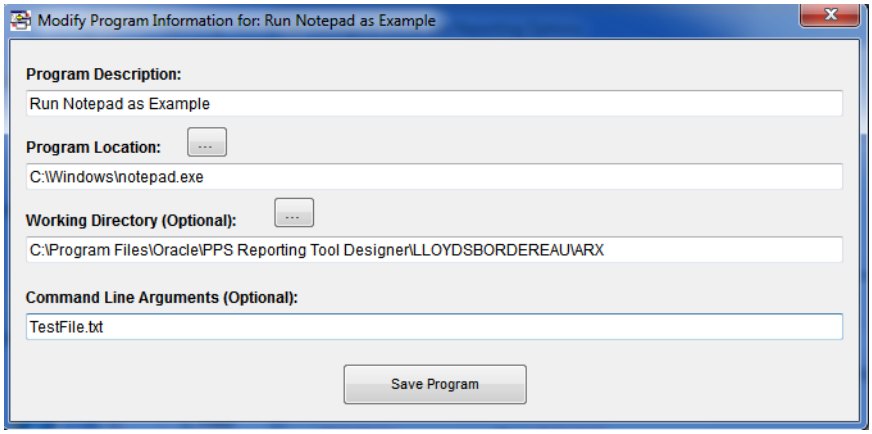
NOTE: In this example, there is no modification done to the output table, but it shows how to use these features.

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.



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.

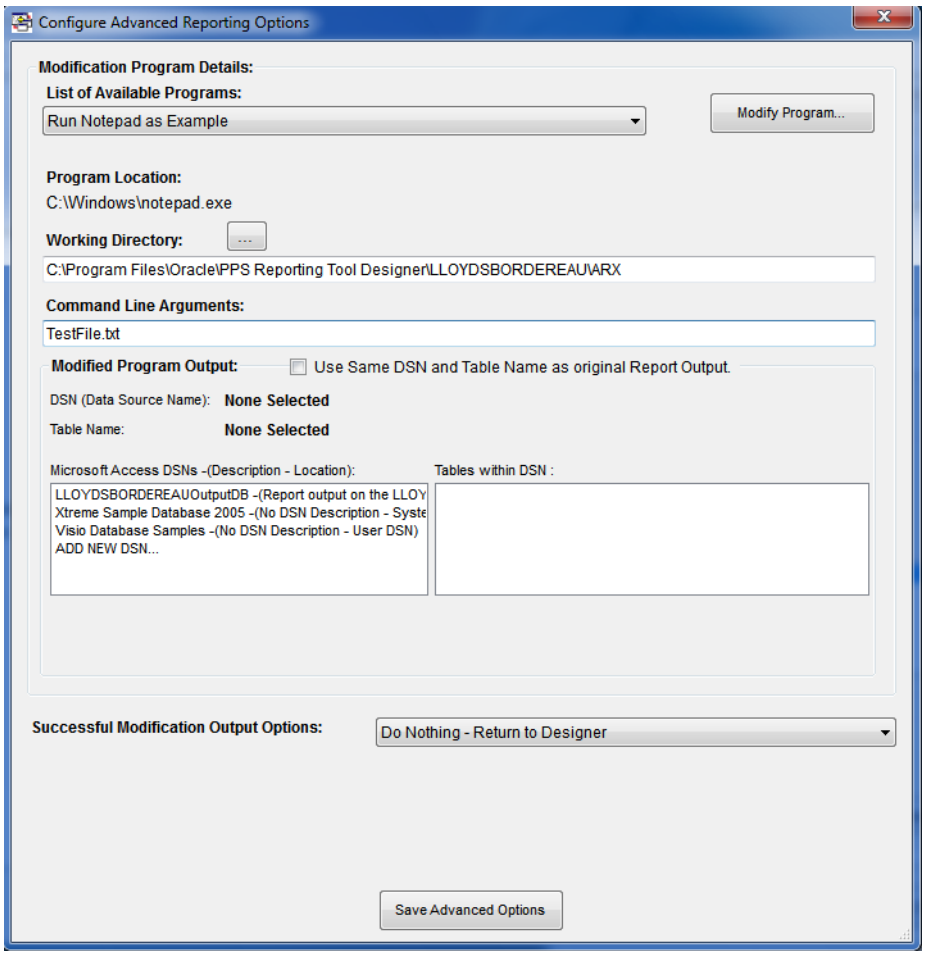


Item	Description
Program Description	A unique text description that must be entered to define this program.
Program Location	The actual name and location of the program that is to be called. Clicking on the button to the right will open a selection dialog.
Working Directory	(optional) Where you want 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.

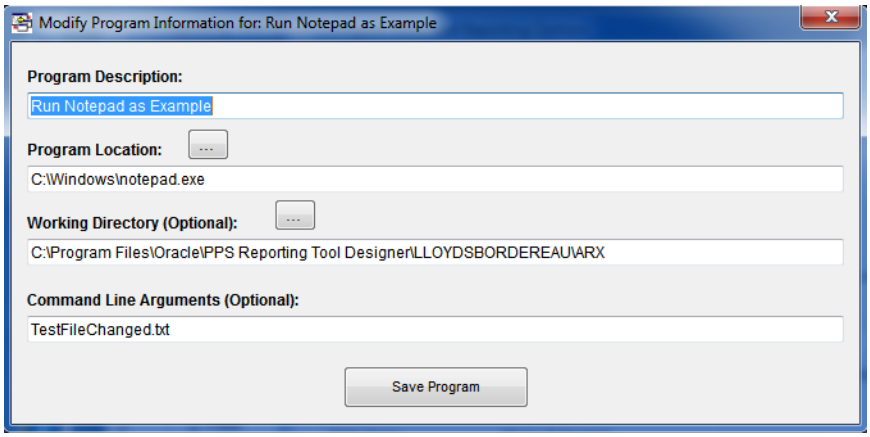
NOTE: The PPS Reporting Tool does no verification on the command line options you enter. Please check the documentation for your application to make sure they are correct.

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.

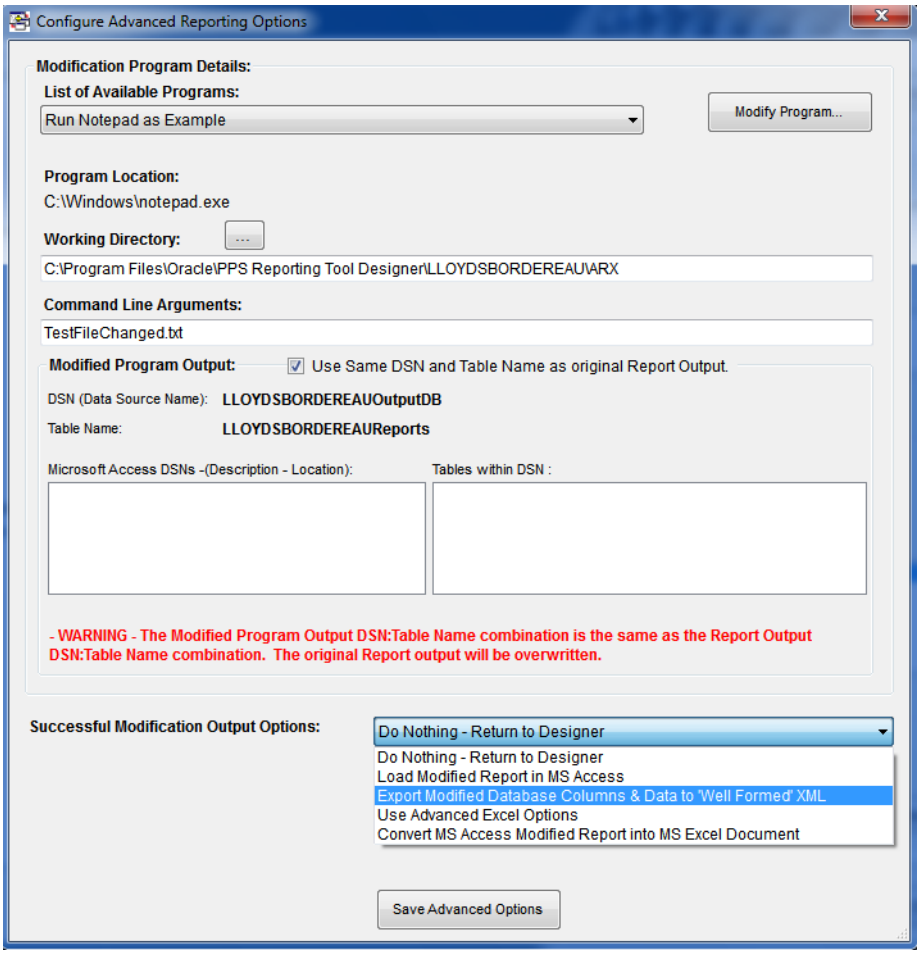


Notice that the Add Program button has been changed to Modify Program. The List of Available Programs still contains the option to Add New Program to This List. When this is selected, the name of the button changes back to Add Program. Click Modify Program and the following screen appears.



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.



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.

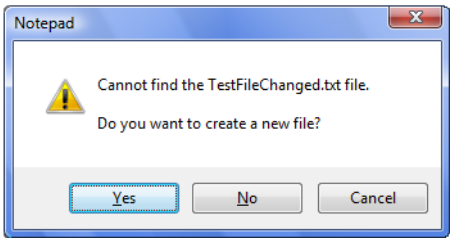
The above screen is set to export the selected modified program output to XML.

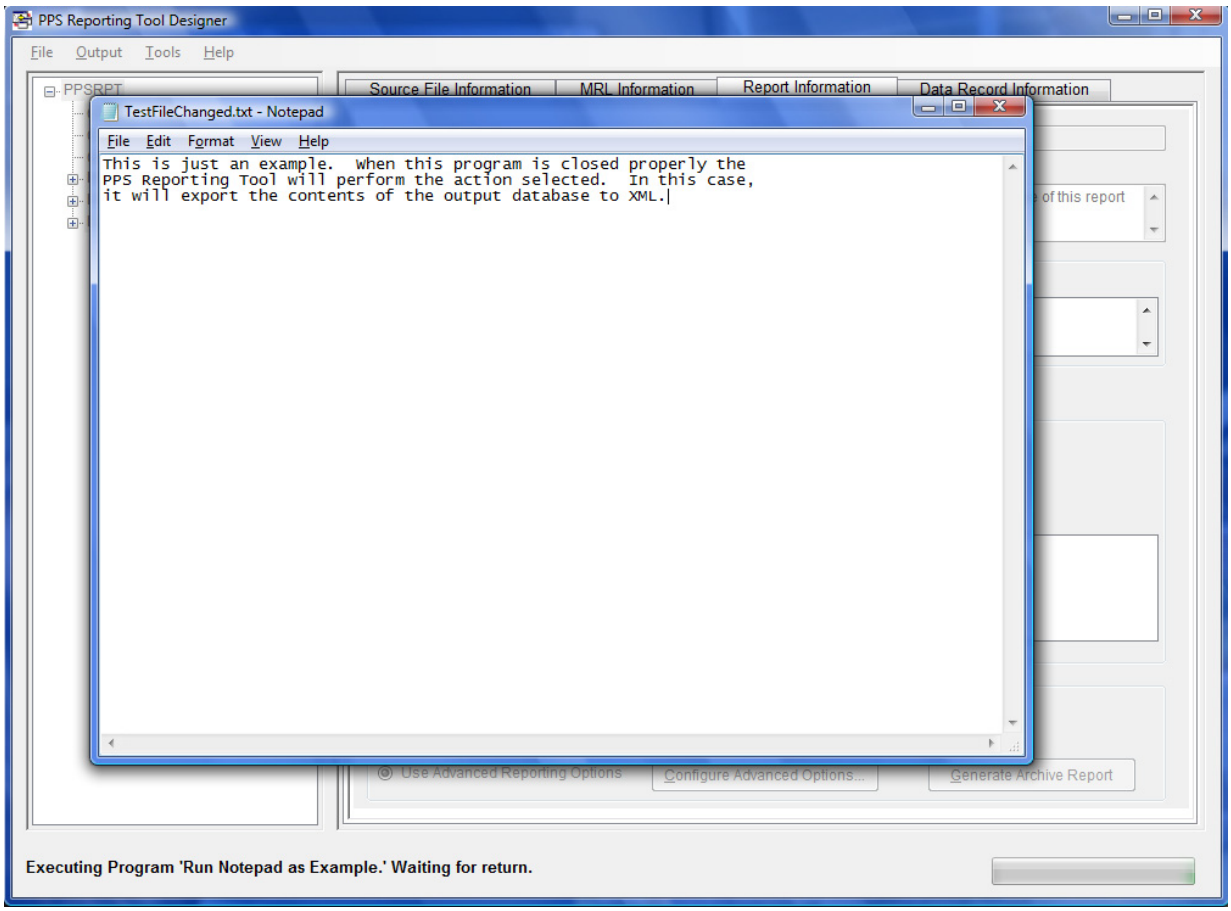
When all of the required options have been set on this form, click Save Advanced Options to save these changes or click X to cancel any changes made on this form.

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.

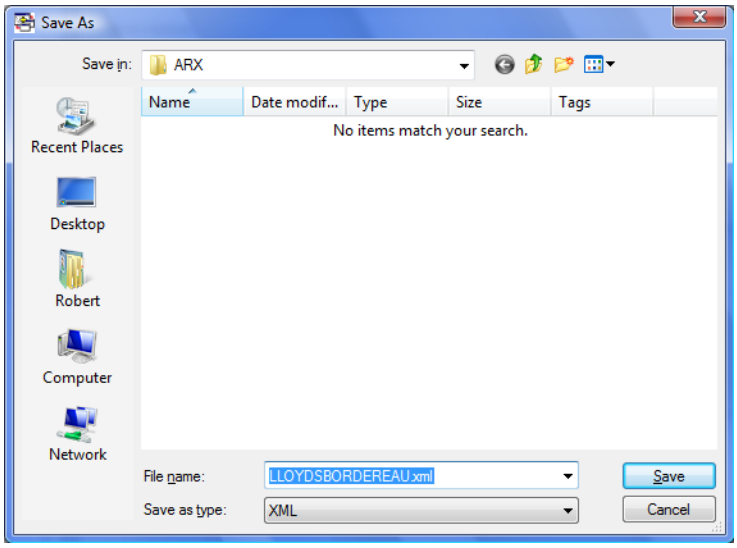
Notice that the PPS Reporting Tool is waiting for Notepad to finish before it performs any further execution. In this example, Notepad could not find the file that was used as a command line option, so it gives the option to create it. Some text has been entered in the text file and then Notepad is closed.





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.

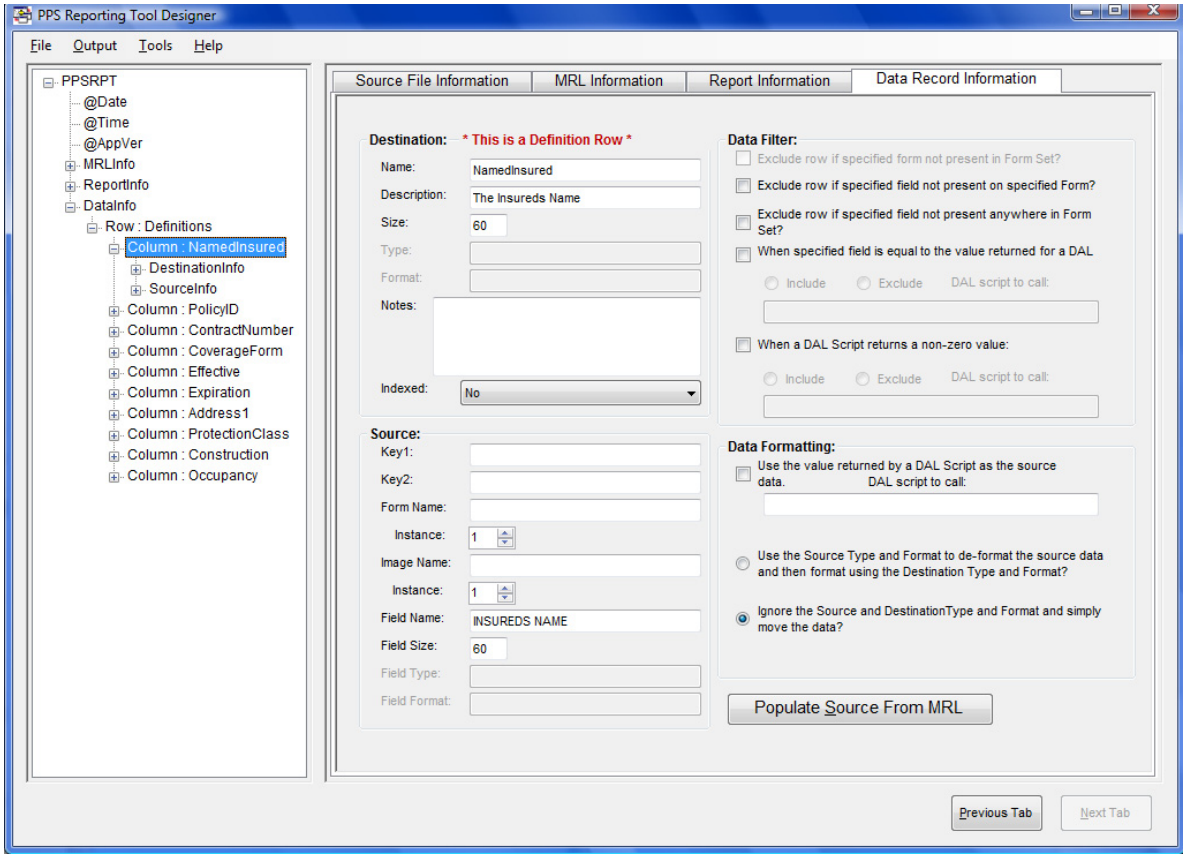


The following is an example of the XML contents. It now contains the Report Records Returned as well as the Modified Report Records Returned. It also contains the location of both of the output databases and tables. In this case, the database and table combination is the same and there were no changes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

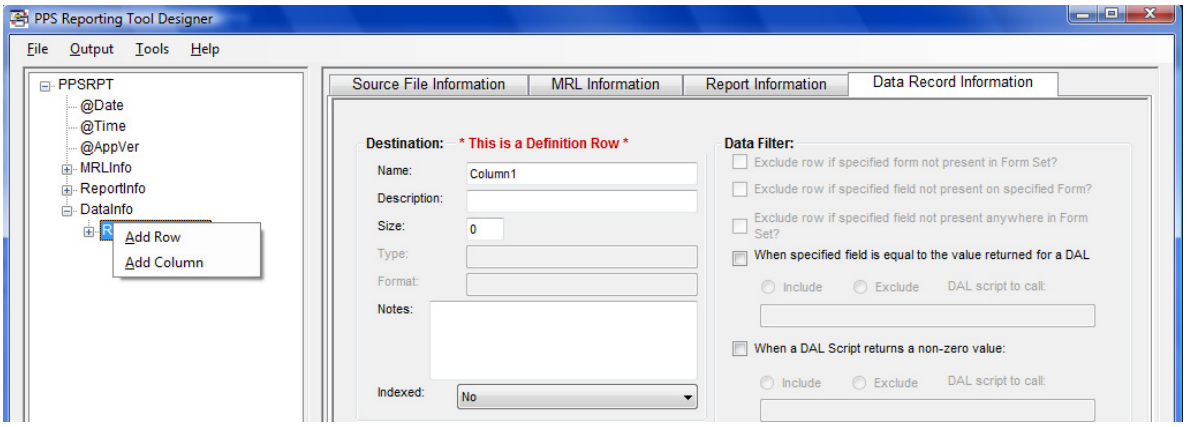
```
- <!--

    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 c:
            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
  -->
```

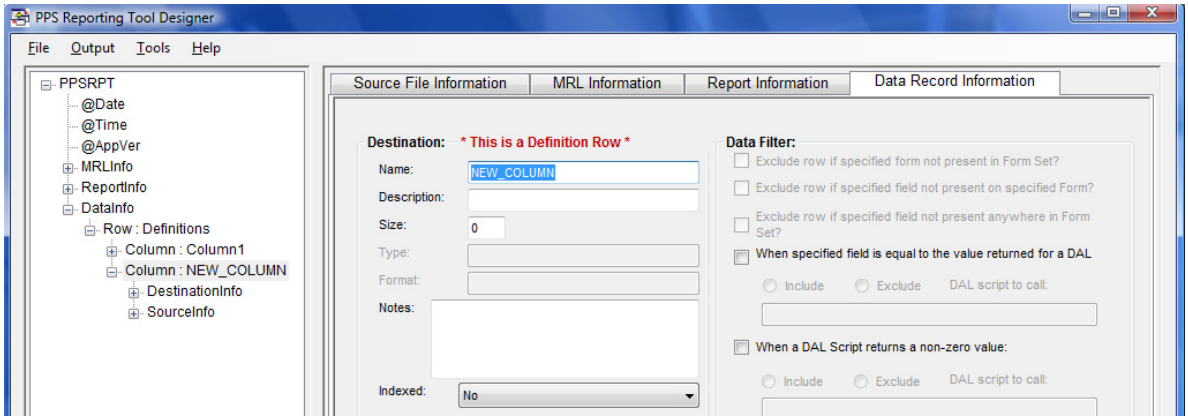
Defining Your Output Record Layout

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.

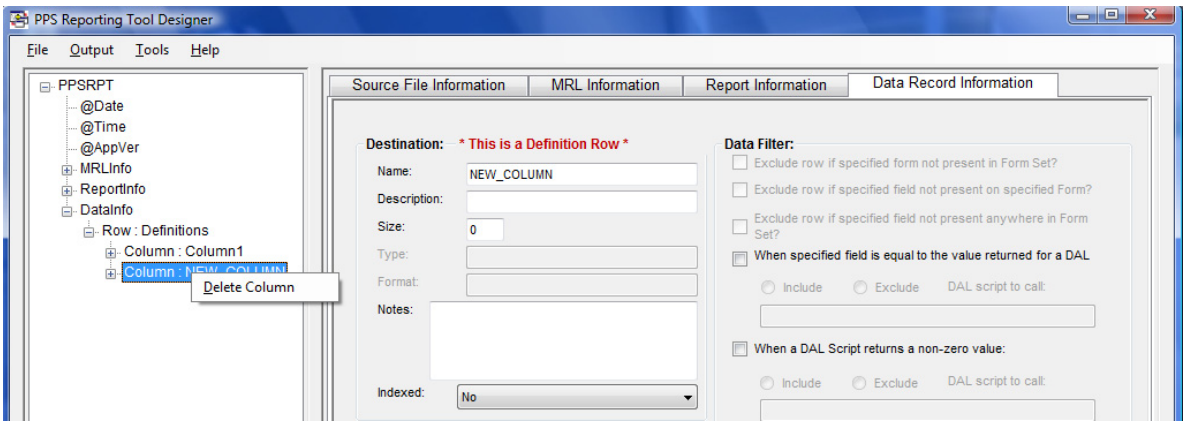


Adding and Deleting Columns – You can only add columns, delete columns, and define the column names (also called destinations) on the first row. To add a column, right click on the first row's node and a menu appears. Click Add Column to add your new column to the bottom of every row. See the following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

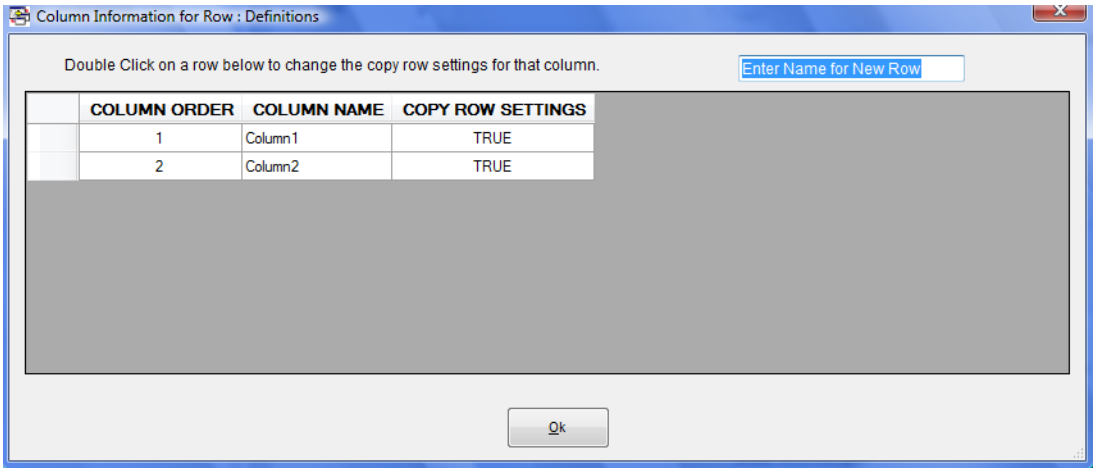




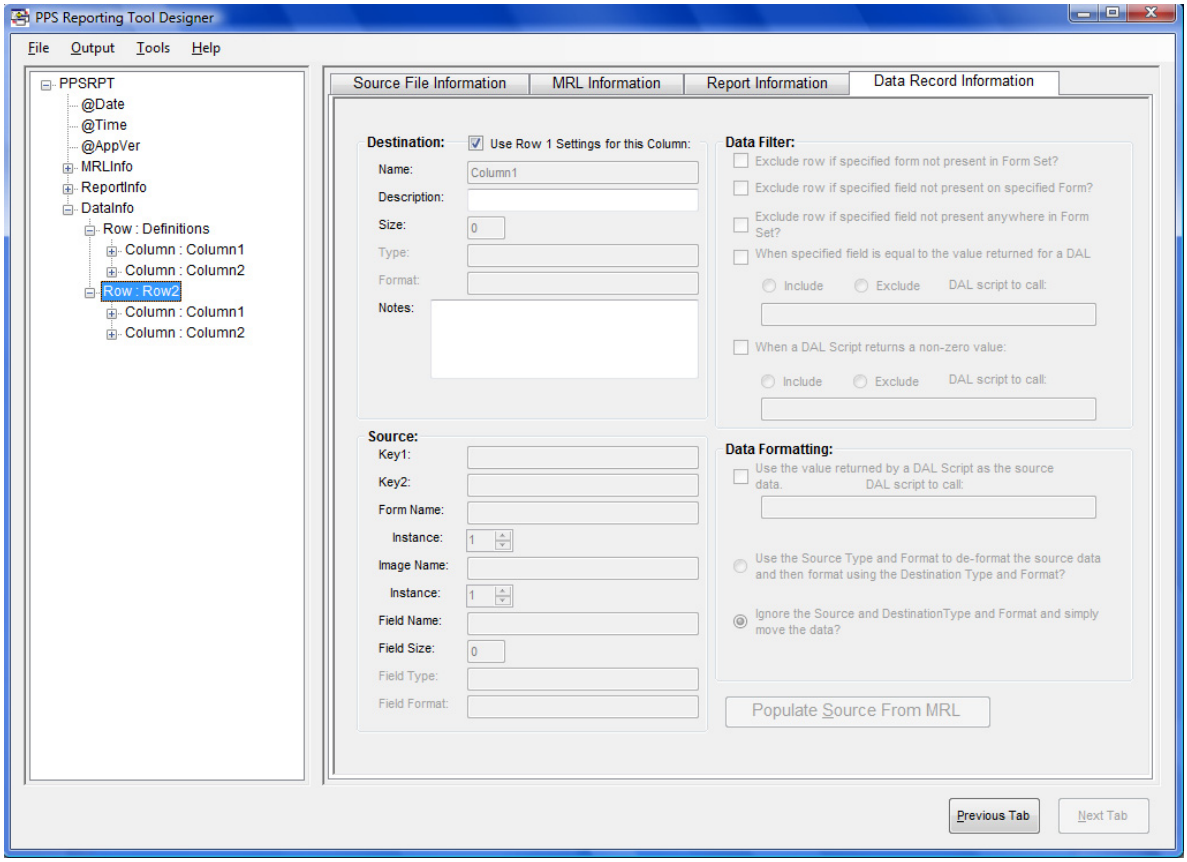
To delete a column, right click in the first row of the column you want to delete and click Delete Column. See the following screen for a reference.



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.

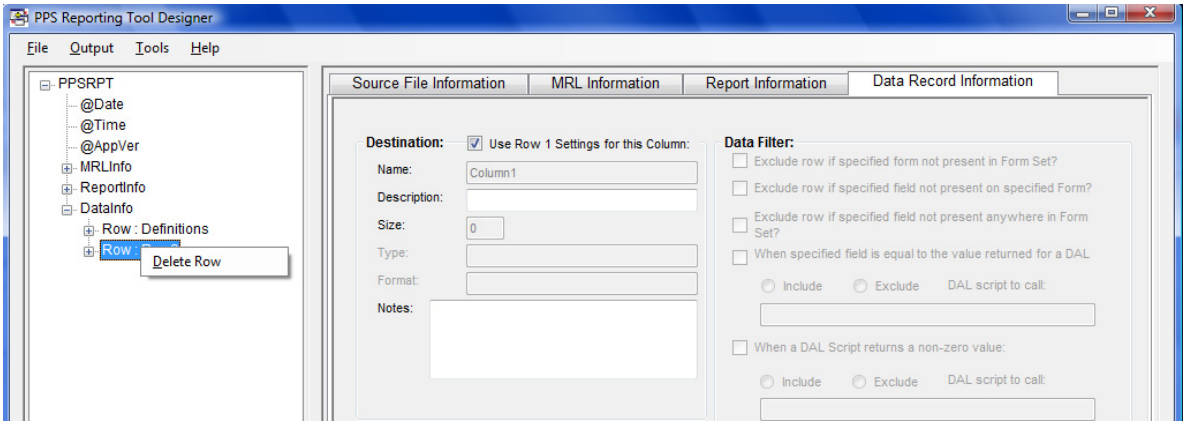


In the following example, there are now two rows and two columns in the data record layout for this report file.



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.



GENERATING A REPORT

You can start a report several ways:

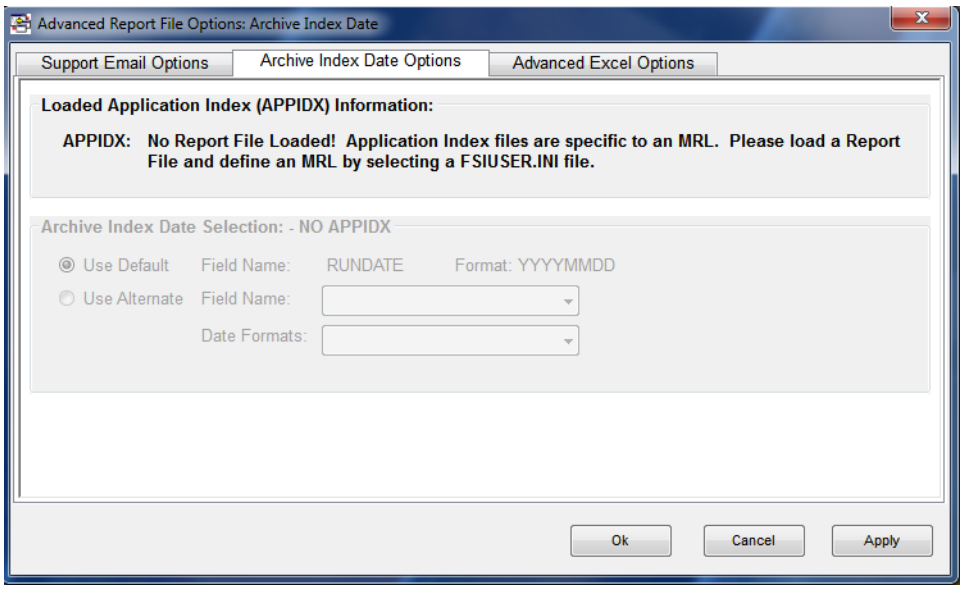
- By selecting the Output, Generate Archive Report option.
- By pressing F5.
- By clicking on the Generate Archive Report button from the Report Information tab.
- By using the command line options. See Start-Up Options on page 70 for more information.

Changing How Data is Retrieved

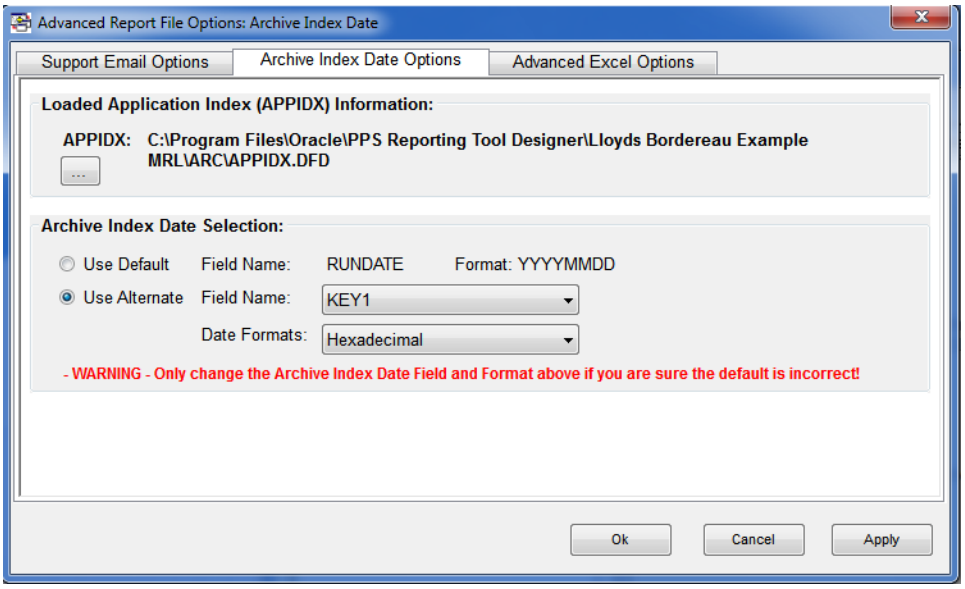
The default configuration for PPS archives data by the RUNDATE application index value. For this reason, the PPS Reporting Tool uses this value when retrieving information from the archive. If you have modified the system to use another date value or date format to store archive information, you can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



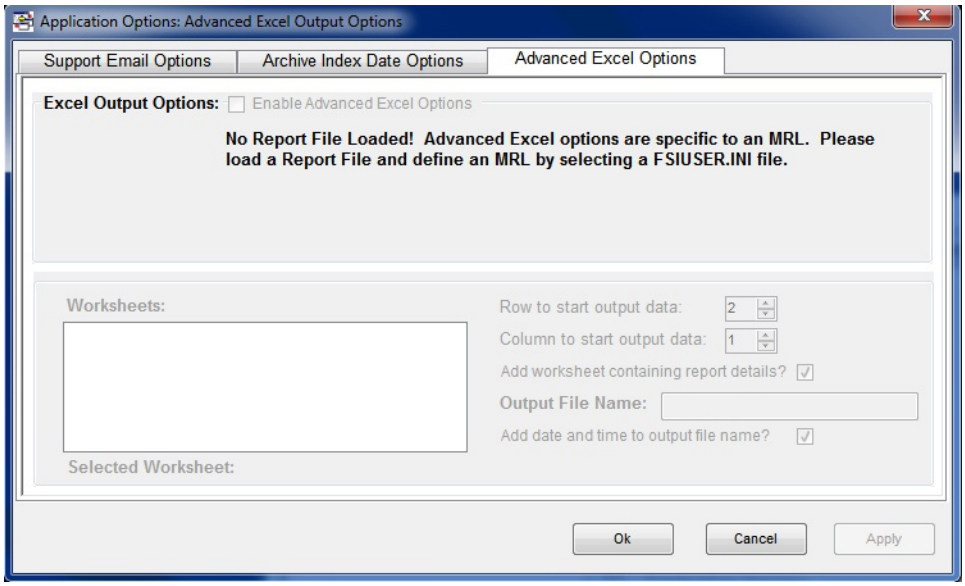
When the PPS Reporting Tool loads an ARX file, the options are enabled and the fields you can use are loaded into the list. Here is an example:


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:
Use Default
Field Name:
RUNDATE
Format: YYYYMMDD
Use Alternate
Field Name:
KEY1
Date Formats:
Hexadecimal
- WARNING - Only change the Archive Index Date Field and Format above if you are sure the default is incorrect!
Ok
Cancel
Apply

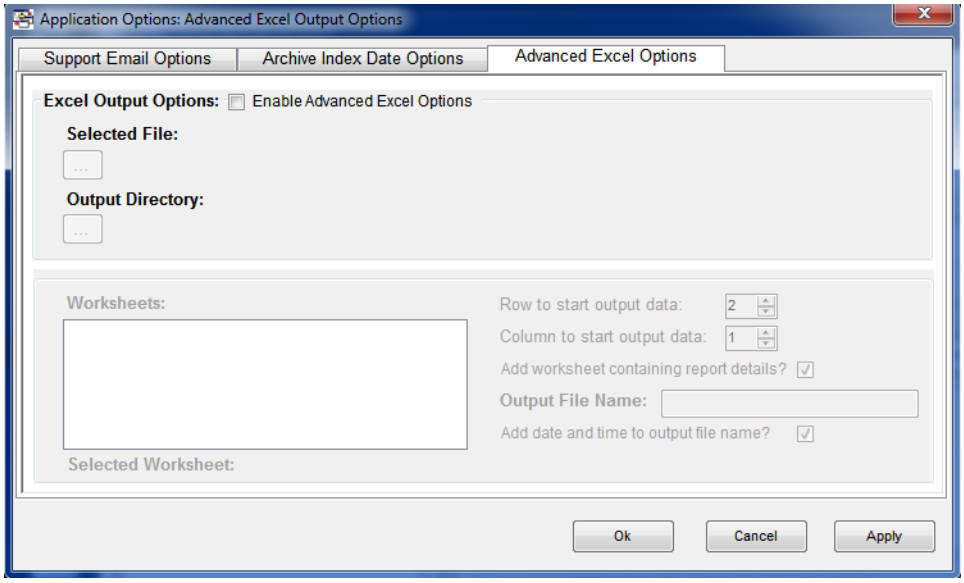
Sending Data to Excel

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:



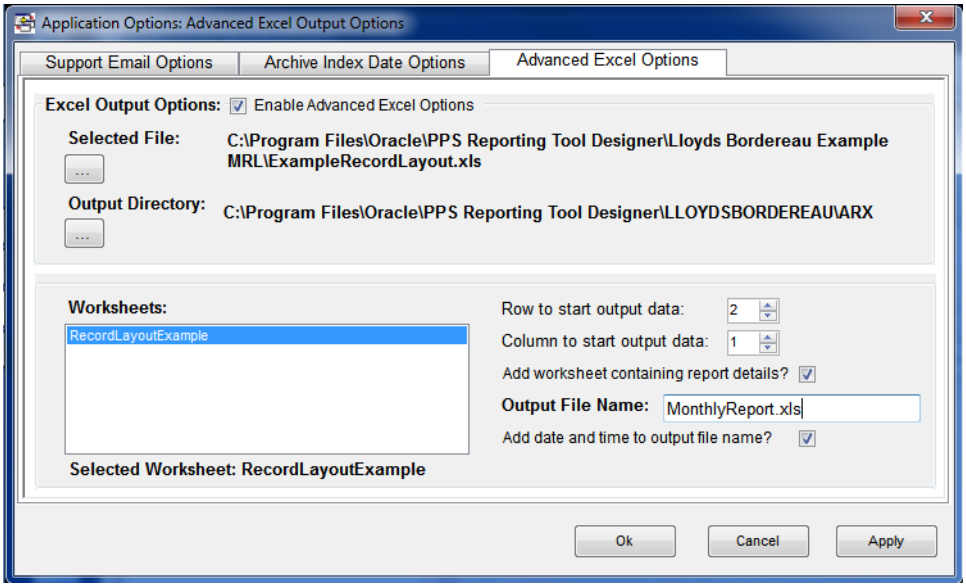
When an ARX file is loaded, you can enable or disable the options using the Enable Advanced Excel Options checkbox.



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.

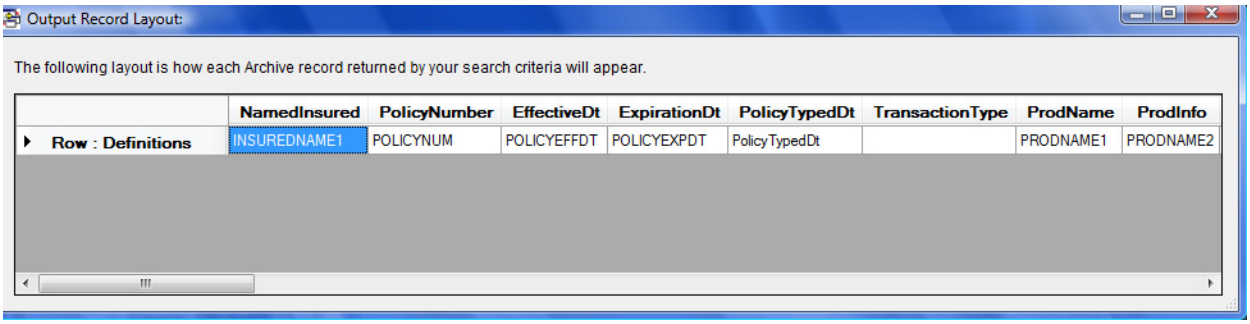
Additionally, you can specify to add the date and time to the given output file name. If you omit this option, the output file is overwritten each time the report is run.

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.

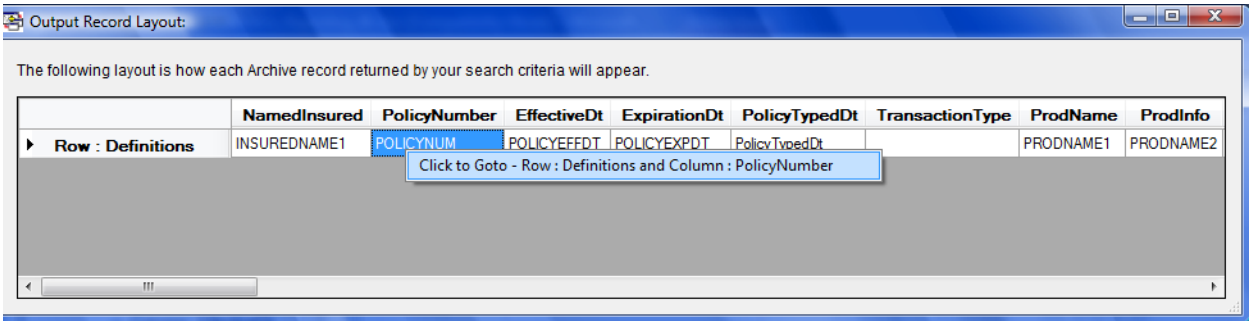


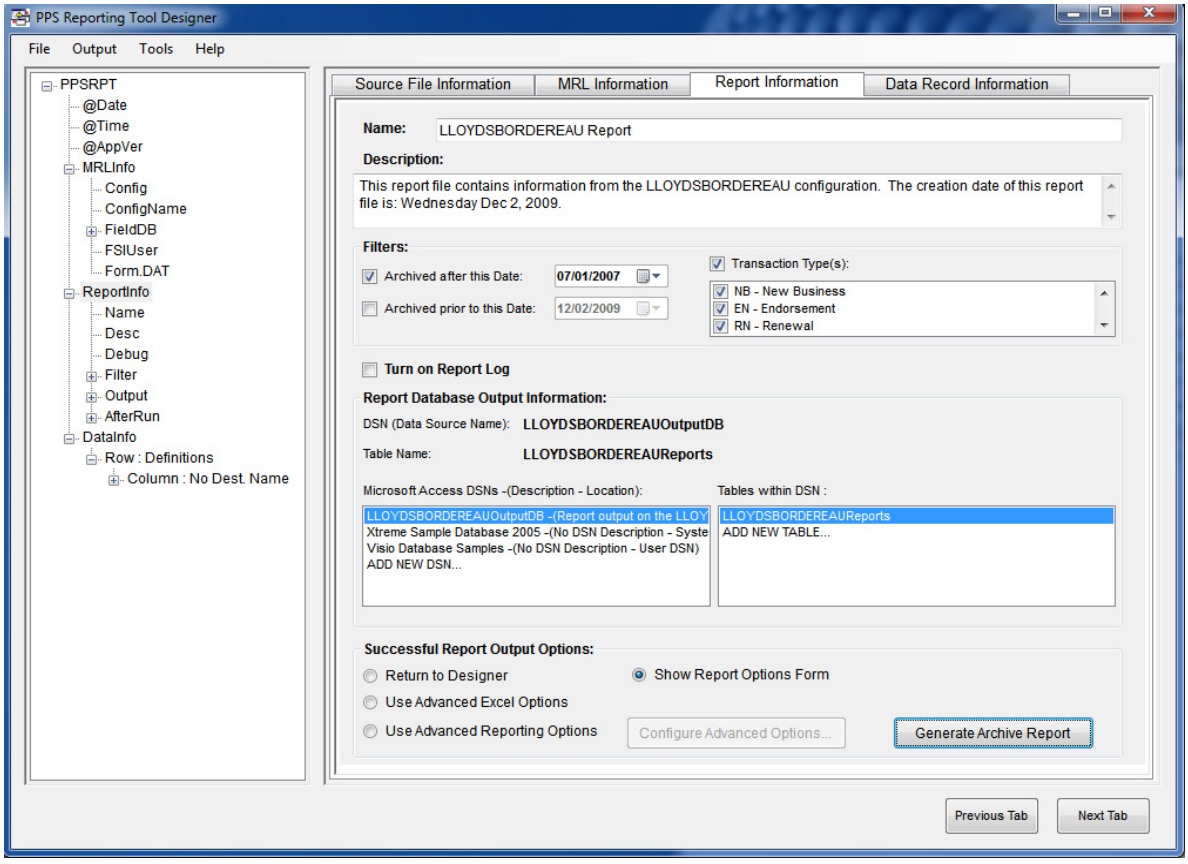
Viewing the Current Record Layout

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.



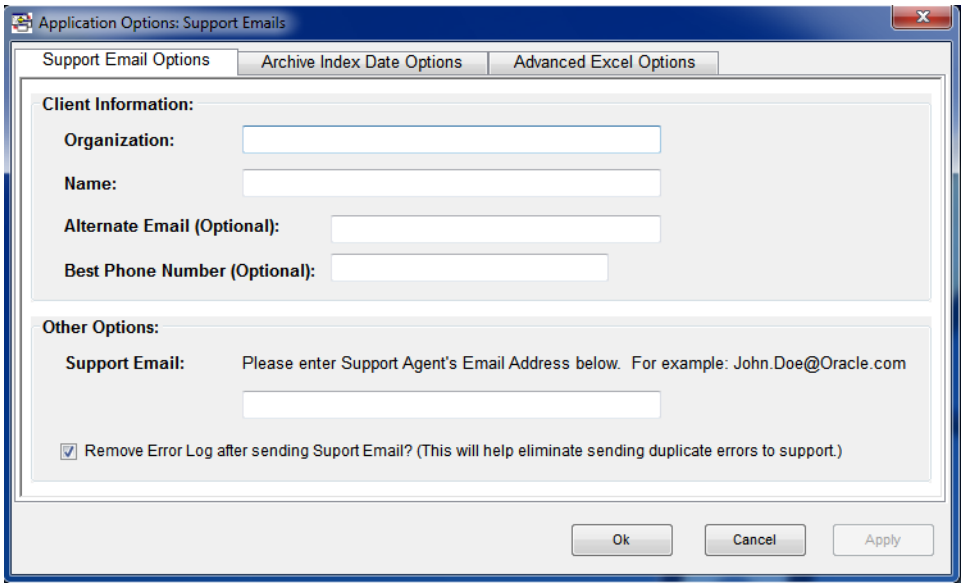
While on the Output Record Layout form, if you right click on any field name within a column the PPS Reporting Tool lets you go directly to that column. The Output Record Layout form closes to let you perform this action.




PPS Reporting Tool Designer
File
Output
Tools
Help
PPSRPT
@Date
@Time
@AppVer
MRLInfo
Config
ConfigName
FieldDB
FSIUser
Form.DAT
ReportInfo
Name
Desc
Debug
Filter
Output
AfterRun
DataInfo
Row : Definitions
Column : No Dest. Name
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:
Archived after this Date:
07/01/2007
Archived prior to this Date:
12/02/2009
Transaction Type(s):
NB - New Business
EN - Endorsement
RN - Renewal
Turn on Report Log
Report Database Output Information:
DSN (Data Source Name):
LLOYDSBORDEREAUOutputDB
Table Name:
LLOYDSBORDEREAUReports
Microsoft Access DSNs -(Description - Location):
LLOYDSBORDEREAUOutputDB -(Report output on the LLOY
Xtreme Sample Database 2005 -(No DSN Description - Syste
Visio Database Samples -(No DSN Description - User DSN)
ADD NEW DSN...
Tables within DSN :
LLOYDSBORDEREAUReports
ADD NEW TABLE...
Successful Report Output Options:
Return to Designer
Show Report Options Form
Use Advanced Excel Options
Use Advanced Reporting Options
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.



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.

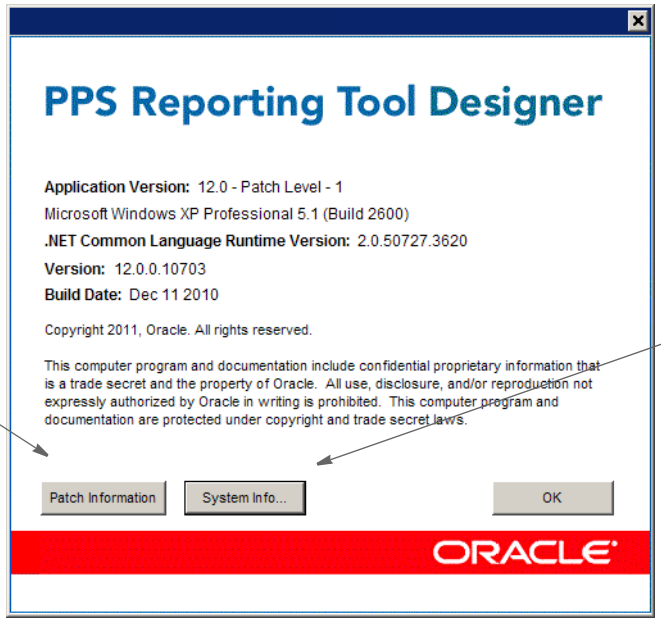
Using the Help System

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:

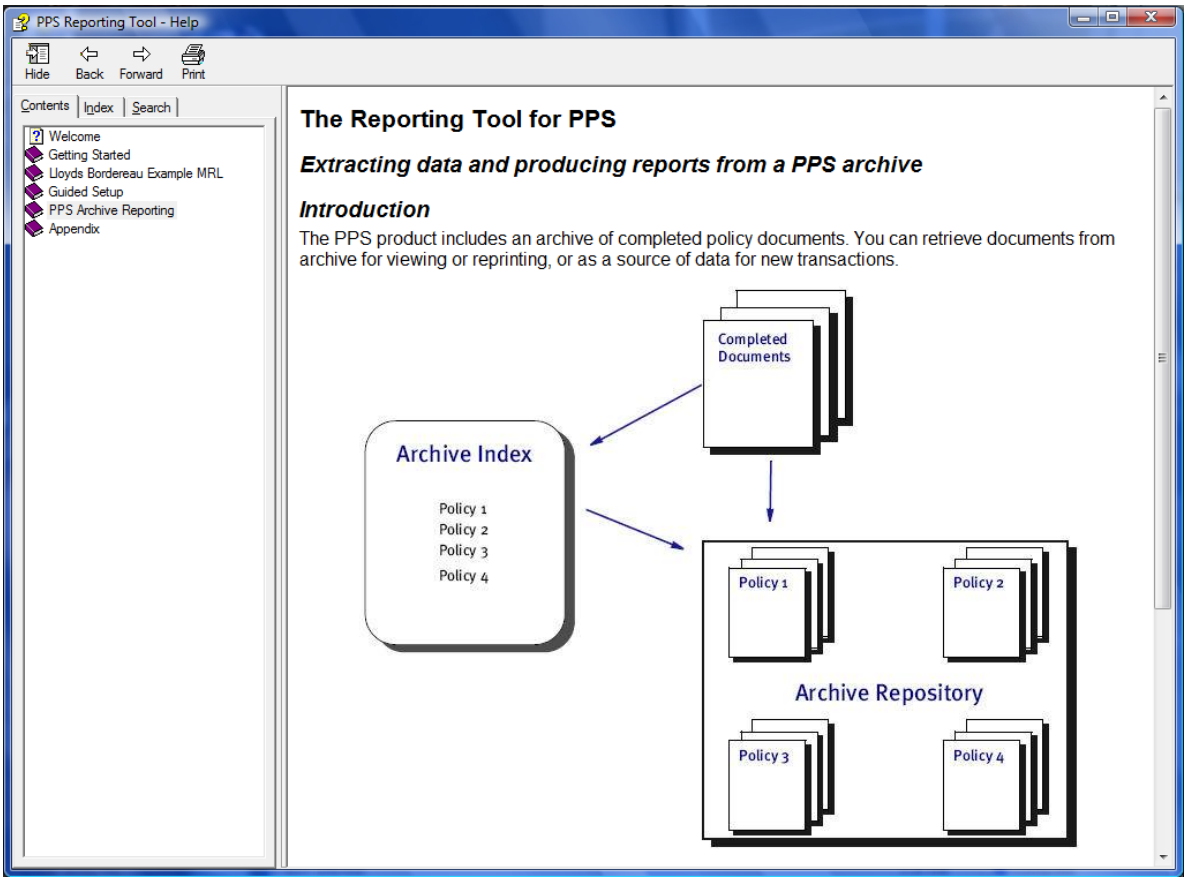
Click here to see information about the patches that have been installed or to send an email to Support.



Click here to see information about your system.

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

This appendix provides a description of the following system files:

- ARX report files
- FSIUSER.INI file
- FORM.DAT file

ARX report files

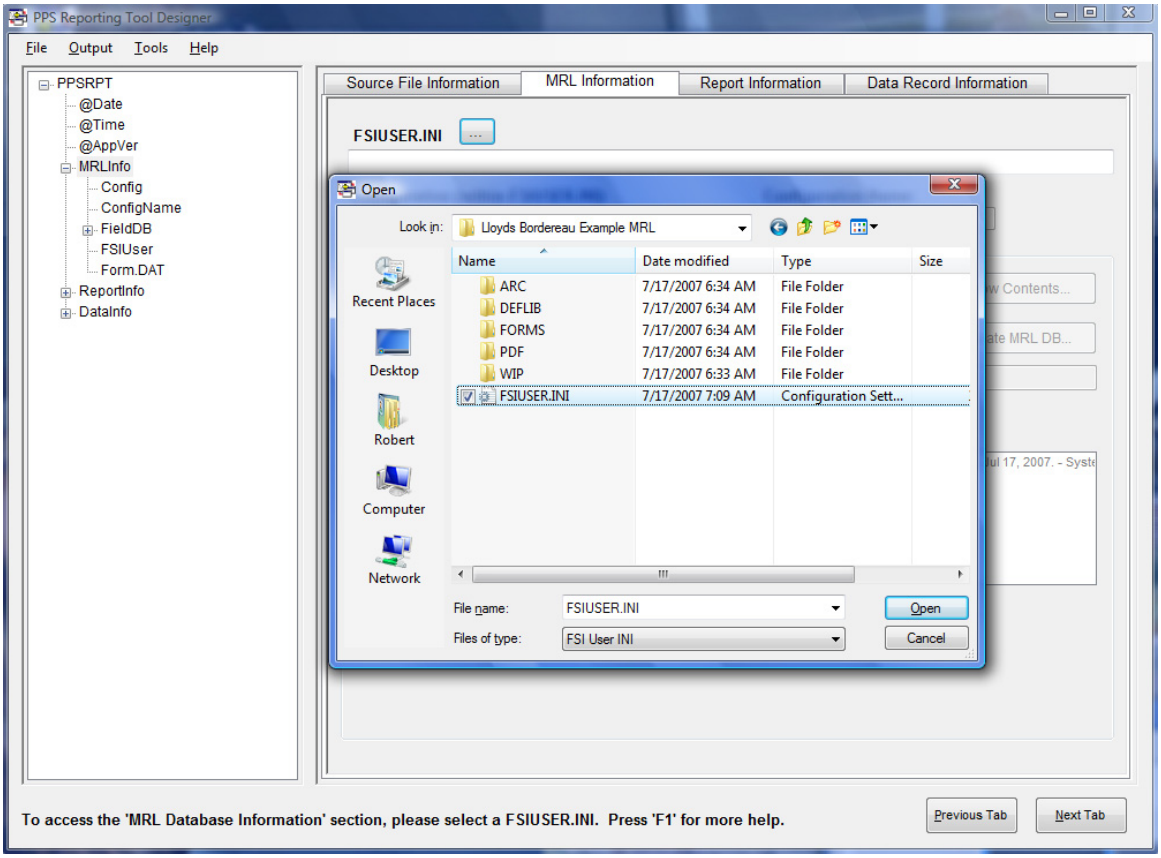
An .ARX file defines how to mine data from a PPS archive and write records into a Microsoft Access database table. The file specifies index filtering rules, database table design, the source of the data in the columns of each row of data, options for successful reports and much more. The structure of 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.



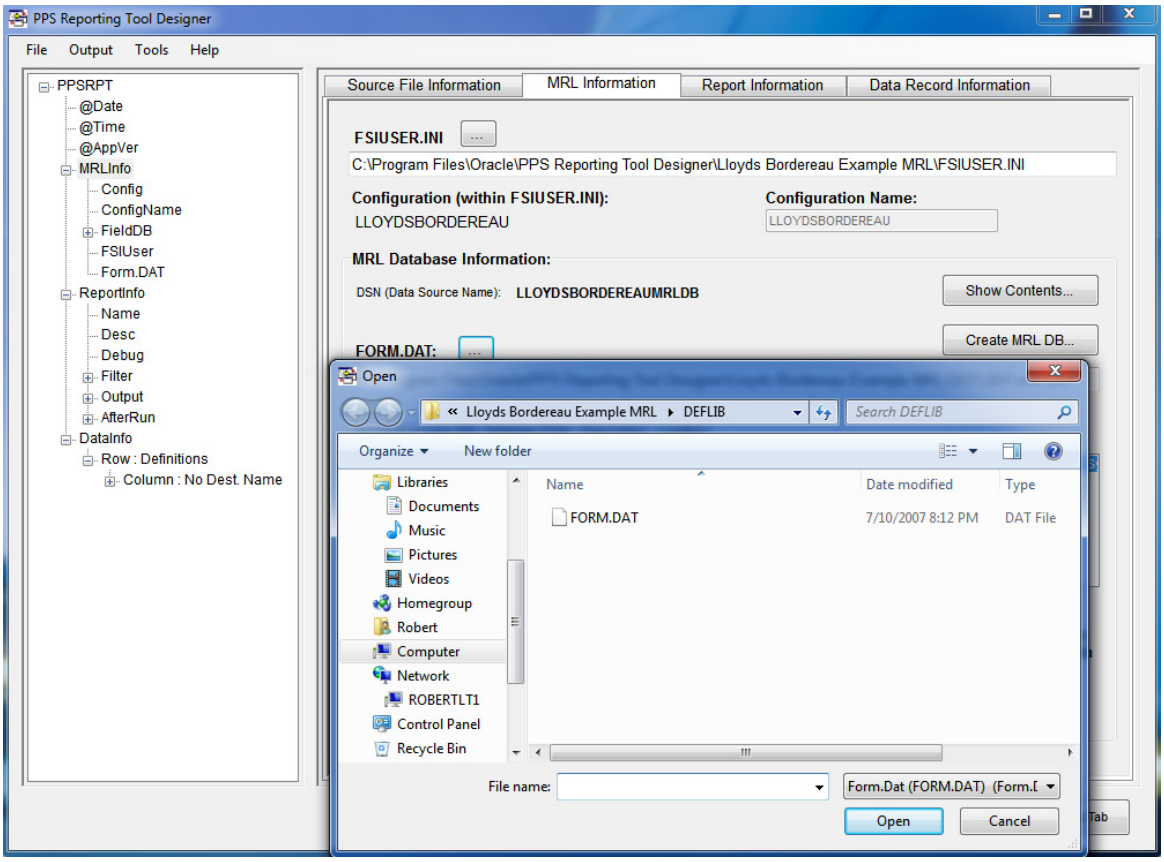
FORM.DAT file

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.


PPS Reporting Tool Designer
File
Output
Tools
Help
PPSRPT
@Date
@Time
@AppVer
MRLInfo
Config
ConfigName
FieldDB
FSIUser
Form.DAT
ReportInfo
Name
Desc
Debug
Filter
Output
AfterRun
DataInfo
Row : Definitions
Column : No Dest. Name
Source File Information
MRL Information
Report Information
Data Record Information
FSIUSER.INI
C:\Program Files\Oracle\PPS Reporting Tool Designer\Lloyds Bordereau Example MRL\FSIUSER.INI
Configuration (within FSIUSER.INI):
LLOYDSBORDEREAU
Configuration Name:
LLOYDSBORDEREAU
MRL Database Information:
DSN (Data Source Name):
LLOYDSBORDEREAUMRLDB
Show Contents...
Create MRL DB...
FORM.DAT:
Open
Lloyds Bordereau Example MRL
DEFLIB
Search DEFLIB
Organize
New folder
Libraries
Documents
Music
Pictures
Videos
Homegroup
Robert
Computer
Network
ROBERTLT1
Control Panel
Recycle Bin
Name
Date modified
Type
FORM.DAT
7/10/2007 8:12 PM
DAT File
File name:
Form.Dat (FORM.DAT) (Form.I
Open
Cancel

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 *BDF*. 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.

1. Open the Windows Control Panel. Choose Administrative Tools and then double-click 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	Type	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
KeyType	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	Type	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.

FormGroups table

Key	Type	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	Type	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	Type	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 1--often 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)

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
 99999999999
 ZZZZZZZZZZZZZ
```

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

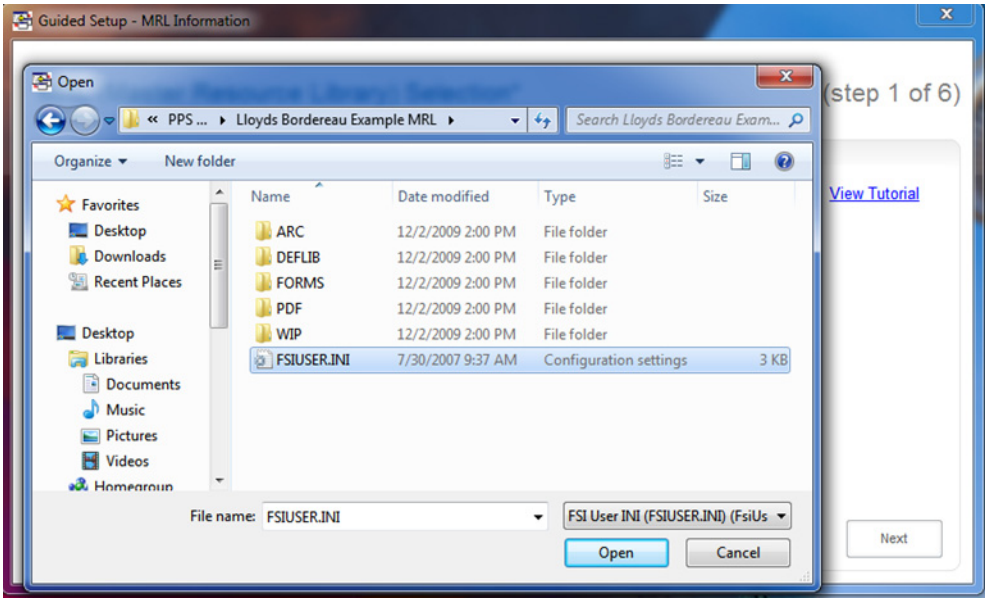
An .ARX file defines how to mine data from a PPS archive and write records into a Microsoft Access database table. The file specifies index filtering rules, database table design, the source of the data in the columns of each row of data, options for successful reports and much more. The structure of 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.



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.DAL

Here is an example of the DALAPPIDXFieldLookup.DAL script:

```
* 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;

*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())

*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");
```