Analytic Report Resource on the Web - ARROW

Help Document

ARROW is a web-based product developed to allow carriers to perform queries against their own statistical plan data as well as comparative statewide data. Three report formats are currently available: summarized class experience, custom historical triangles, and average experience modification.

STATEWIDE DATA	INSURER SPECIFIC DATA
To access statewide reports click on the ARROW option under the Carriers/Agents menu on the MWCIA website, then click on the link "ARROW – Statewide queries."	To access insurer specific reports, you must first log into the Web Membership system. To access the Web Membership system, you may click on the ARROW option under the Carriers/Agents menu on the MWCIA website then click on the link "ARROW – Carrier-specific queries." Alternatively, you may click on the Web Membership option under the Carriers/Agents menu and proceed directly to login. **Login** Enter the username and password for your MWCIA Web Membership account. If you do not have a Web Membership account, please contact the Web Membership Group Administrator for your carrier group. (If you do not know who your Group Administrator is, please email WebMembership@mwcia.org for assistance.) Once you have logged into Web Membership, then click on the product link for ARROW. If this link is not available, then you must contact your Group Administrator to assign you access to ARROW.

Summarized Class Experience
Summarized class experience queries provide access to class experience at various reporting levels for up to the latest 10 policy years. The data can be grouped by class/industry group, premium range and geographical region (within the state of Minnesota).

Carrier Selection

STATEWIDE DATA	INSURER SPECIFIC DATA
Not an option for statewide data.	You have the option of running reports against all the carriers within your group or against an individual carrier in your group. Select the carriers by entering your carrier ID number(s) in the Carrier ID(s) box or by searching with your group ID number. Output reports will be segregated by individual carrier.

Classifications
To select one or more specific classification codes for your query, click the *Select Classes* button. To select all classification codes, click the *Select All Classes* button. To produce reports by industry group, click the *Select Industry Group(s)* button and then click on the check boxes for the desired industry groups.

Select Classes
When you click the *Select Classes* button the screen expands allowing you to select individual classes by scrolling though the list of valid codes, or by searching for a particular code by the code number or description. To select the code for the query, click on the code and then click the Down *Arrow* button. The code will then appear in the *Selected Class Codes*

box. To remove codes from the *Selected Class Codes* box, click the code in the Select Class Codes list and click the *Up Arrow* button.

Policy Year/Report
Click in the check box(es) for the policy year(s) and reporting level(s) desired. If all reports for a particular policy are desired, you may click the appropriate checkbox in the All Reports column. If all policy years are desired for a particular reporting level, click the checkbox in the All Policy Years row. The bottom rightmost check box selects all reports for all policy years.

Regions
To process the report, choose at least one of the regions under the *Select Region(s)* option or choose the *Select Statewide* option. Refer to the ARROW Reference Guide to see a listing of zip codes by region.

Premium Ranges
To process the report, choose at least one of the premium ranges under the *Select Premium Ranges(s)* option or choose the *Select Total* option.

Process Report
This button is located below the summary of selected parameters on the right side of the screen. This button identifies if the output is available for the selected parameters and generates the report based on the selected parameters in either a PDF format or CSV file format.

Reset
This button resets all parameter selections back to their original defaulted values.

Custom Historical Triangles
Custom historical triangle queries provide access to the latest 10 policy years of class data broken down by injury type and claim status (open, closed, or combined). The data can be further grouped by industry group, premium range and region within the state of Minnesota.

Carrier Selection

STATEWIDE DATA	INSURER SPECIFIC DATA
Not an option for statewide data.	You have the option of running reports against all the carriers within your group or against an individual carrier in your group. Select the carriers by entering your carrier ID number(s) in the Carrier ID(s) box or by searching with your group ID number. Output reports will be segregated by individual carrier.

Classifications
To select one or more specific classification codes for your query, click the *Select Classes* button. To select all classification codes, click the *Select All Classes* button. To produce reports by industry group, click the *Select Industry Group(s)* button and then click on the check boxes for the desired industry groups.

Select Classes
When you click the *Select Classes* button the screen expands allowing you to select individual classes by scrolling though the list of valid codes, or by searching for a particular code by the code number or description. To select the code for the query, click on the code and then click the *Down Arrow* button. The code will then appear in the *Selected Class Codes* box. To remove codes from the *Selected Class Codes* box, click the code in the Selected Class Codes list and click the *Up Arrow* button.

![MWCIA logo]

Claim Type/Status/Unit Type
Select the desired injury types. To quickly select all injury types, click the *All* checkbox. Select the desired claim statuses. Select what data you would like returned, claim counts, indemnity claims dollars, or medical claim dollars. Please note that you must select at least one injury type, one status, and one unit type. Multiple selections are allowed.

Injury Part/Nature/Cause
The default selection is Total for the part, nature, and cause options. Specific part, nature, or cause selections can be made, including the option to extract all part, nature, and cause codes.

Regions
To process the report, choose at least one of the regions under the *Select Region(s)* option or choose the *Select Statewide* option. Refer to the ARROW Reference Guide to see a listing of zip codes by region.

Premium Ranges
To process the report, choose at least one of the premium ranges under the *Select Premium Ranges(s)* option or choose the *Select Total* option.

Process Report
This button is located below the summary of selected parameters on the right side of the screen. This button identifies if the output is available for the selected parameters and generates the report based on the selected parameters in either a PDF format or CSV file format.

Reset
This button resets all parameter selections back to their original defaulted values.

Average Experience Modification
Average Experience Modification queries provide access to experience modification data for the three most recent completed experience rating years. The data can be further grouped by industry group, premium range and region within the state of Minnesota.

Carrier Selection

STATEWIDE DATA	INSURER SPECIFIC DATA
Not an option for statewide data.	You have the option of running reports against all the carriers within your group or against an individual carrier in your group. Select the carriers by entering your carrier ID number(s) in the Carrier ID(s) box or by searching with your group ID number. Output reports will be segregated by individual carrier.

Governing Code
To select one or more specific classification codes for your query, click the *Select Classes* button. To select all classification codes, click the *Select All Classes* button. To produce reports by industry group, click the *Select Industry Group(s)* button and then click on the check boxes for the desired industry groups.

Select Classes
When you click the *Select Classes* button the screen expands allowing you to select individual classes by scrolling though the list of valid codes, or by searching for a particular code by the code number or description. To select the code for the query, click on the code and then click the *Down Arrow* button. The code will then appear in the *Selected Class Codes* box. To remove codes from the *Selected Class Codes* box, click the code in the Selected Class Codes list and click the *Up Arrow* button.

Regions
To process the report, choose at least one of the regions under the *Select Region(s)* option or choose the *Select Statewide* option. Refer to the ARROW Reference Guide to see a listing of zip codes by region.

Expected Loss Range
To process the report, choose at least one of the expected loss ranges under the *Select Expected Loss Range(s)* option or choose the *Select Total* option.

Process Report
This button is located below the summary of selected parameters on the right side of the screen. This button identifies if the output is available for the selected parameters and generates the report based on the selected parameters in either a PDF format or CSV file format.

Reset
This button resets all parameter selections back to their original defaulted values.

Generating the Report
After the *Process Report* button is clicked, links to the PDF format or CSV file format are made available below the *Reset* and *Process Report* buttons.

PDF File
If you elect to view the results of your query as a PDF file, a *File Download* box will open allowing you to save the file directly to your computer. Report blocks are sorted by policy year, classification code, report number, region and premium range.

CSV File
If you elect to download the data in a CSV format, a *File Download* box will open allowing you to save the file directly to your computer. Please refer to the ARROW Reference Guide for information on decoding the data elements contained in the text file.