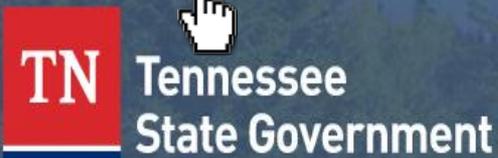


**How to Set Up Edison to
Automatically Email the
Collections Applied Report
Every Month**

Main Menu

Favorites ▾ Main Menu ▾

Home | Sign out



All ▾ Search Advanced Search



Welcome to Edison Employee Portal

Wed, Apr 27, 2016 09:24

- Self Service ▾
- General Information ▾
- Payroll ▾
- Human Resources ▾
- Time and Labor ▾
- Benefits ▾
- ELM ▾
- FSCM ▾
- Training ▾



Instructions
Click on the "Main Menu" link.

Edison News Alerts

W-2 Forms
W-2s have been mailed! Please click the link for more information.

News and Events

FAQ

Edison Maintenance Calendar

Sunday Apr 24, 2016 - Saturday Apr 30, 2016
Saturday, Apr 30
Edison Scheduled Maintenance
Location: Edison



My System Profile

The screenshot shows the Edison Employee Portal interface. On the left is a navigation sidebar with a 'Main Menu' dropdown. The 'Main Menu' is open, showing a list of folders and links. The 'FSCM Reporting Tools' folder is circled in red, and a mouse cursor is pointing at the 'My System Profile' link at the bottom of the menu. Below the menu are icons for Payroll, Human Resources, Time and Labor, Benefits, ELM, FSCM, and Training. The top right of the page features a search bar, a 'Home' button, and the Edison logo. The main content area has a 'Welcome to Edison Employee Portal' message and a date of 'Wed, Apr 27, 2016'. Below this is a large banner image of a city skyline at night with the text 'Welcome To Edison'. A red-bordered callout box titled 'Instructions' contains the following text: 'The first step is to add your email address to Edison. This will be the email address where you will receive the link to your report. To begin, click the "My System Profile" link at the bottom of the Main Menu.' At the bottom of the page, there are three widgets: 'Edison News Alerts' with a 'W-2 Forms' announcement, 'Edison Maintenance Calendar' showing dates from Sunday, Apr 24 to Saturday, Apr 30, and a 'FAQ' link.

Favorite's ▾ Main Menu ▾

TN

Home | S

All ▾ Search Advanced Search

Welcome to Edison Employee Portal

Wed, Apr 27, 2016

edi

Instructions

The first step is to add your email address to Edison. This will be the email address where you will receive the link to your report. To begin, click the "My System Profile" link at the bottom of the Main Menu.

Welcome To Edison

Edison News Alerts

W-2 Forms
W-2s have been mailed! Please click the link for more information.

News and Events

FAQ

Edison Maintenance Calendar

Sunday Apr 24, 2016 - Saturday Apr 30, 2016

Saturday, Apr 30

Edison Scheduled Maintenance
Location: Edison

General Profile Information

General Profile Information

- **ABC Name will appear here**

Password

Change Password, Challenge Questions, Security Image or One-Time Password email

Email			Personalize	Find	Print	Calendar	First	1 of 1	Last
Primary Email Account	Email Type	Email Address							
<input checked="" type="checkbox"/>	Primary	email@tn.gov							

Change or set up email address

Click on Change or set up email address.



If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date



(example:12/31/2000)

To Date



(example:12/31/2000)

Save

Note: *If your correct email address is listed. No action is required!*

My Profile

My Information ×

ABC Name will appear here * Required fields

Basic User Information

Apply Cancel

First Name

Middle Name

*Last Name

* Primary Email email@tn.gov

Business Email

Work Email

Home Email

Other Email

Blackberry Email

Manager

User Login

Telephone

Locale

Timezone

Change Password

Challenge Questions

• First, Middle Initial and Last name of ABC will appear in this section

• Primary Email Address of ABC

Enter your email address here.

• Login for ABC will appear here

My Profile

My Information ×

ABC Name will appear here

* Required fields

Basic User Information

First Name

Middle Name

*Last Name

* Primary Email email@tn.gov

Business Email

Work Email

Home Email

Other Email

Blackberry Email

Manager

User Login

Telephone

Locale

Timezone

Apply Cancel

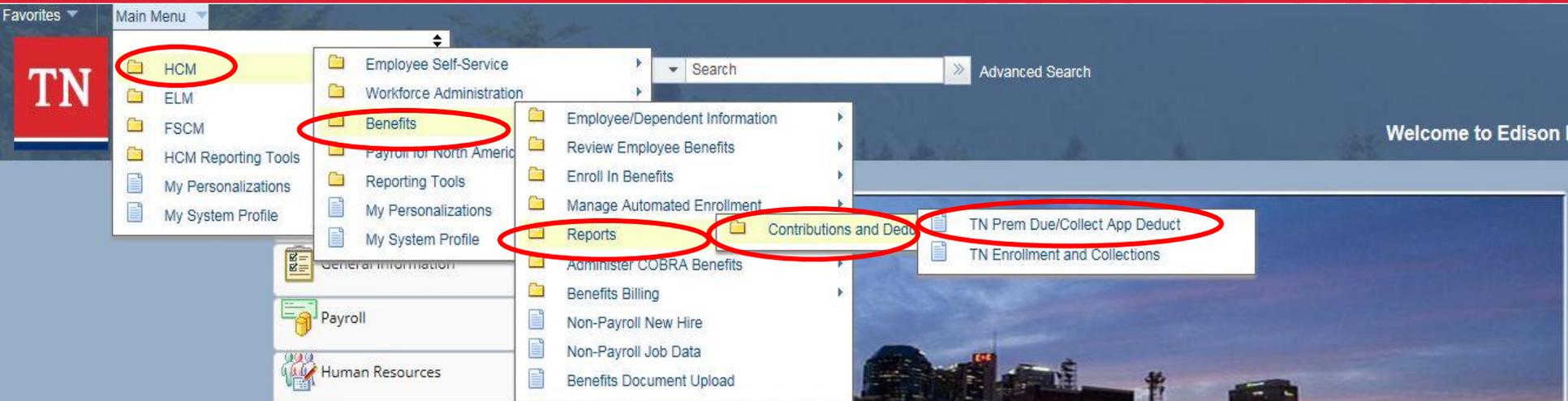
Click Apply to save changes or your changes will be lost.

Change Password

Challenge Questions

- First, Middle Initial and Last name of ABC will appear in this section
- Primary Email Address of ABC
- Login for ABC will appear here

Setting up Your Automatic Collections Applied Report



Instructions

Now to set up your report to run automatically, click the “HCM” link on the “Main Menu”. Then from the “HCM” menu click on “Benefits” link. From the “Benefits” menu, click on the “Reports” link. From the “Reports” menu, click on the “Contributions and Deductions” link. Click the “TN Prem Due/Collect App Deduct” link.

Edison News Alerts

No articles currently available
News and Events

FAQ

Edison Basics

- What is Edison?
- What are the Edison Compatibility Standards?

Edison Maintenance Calendar

Sunday Apr 10, 2016 - Saturday Apr 16, 2016
No events found for the date range.
Calendar Not Available.

My Reports

No Reports To Display

TN Prem Due/Collect App Deduct Run Control ID

TN Prem Due/Collect App Deduct

Find an Existing Value

Add a New Value

Run Control ID:



Add

Type the word "report"
into the Run Control ID
box.

Find an Existing Value | Add a New Value

Running the Premiums Due Naming your report

TN Prem Due/Collect App Deduct

Find an Existing Value

Add a New Value

Run Control ID:

Add

Click "Add"



Find an Existing Value | Add a New Value

Selecting your Department Number

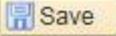
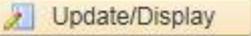
Run Control ID: reports Report Manager Process Monitor Run

Report Parameter(s)

Department 

On-Cycle Off-Cycle Both

Pay Run ID 

 Save  Add  Update/Display

Click on the spy glass to the right of the Department Number to lookup your Department Number.

Selecting your Department Number

Run Control ID: report

Report Manager Process Monitor Run

Report Parameter(s)

Department 9053400000

On-Cycle Off-Cycle Both

Pay Run ID

Save Return to Search

Click on your Department Number.

Look Up Department

Search by: Department begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-2 of 2 Last

Department
9053400000

Select Both

Run Control ID: report

Report Manager

Process Monitor

Run

Report Parameter(s)

Department 9053400000

On-Cycle Off-Cycle Both

Pay Run ID

Click the circle next to "Both"

Save Return to Search

Add Update/Display

Select Run Button

Run Control ID: report

Report Manager Process Monitor **Run**

Report Parameter(s)

Department 🔍

On-Cycle Off-Cycle Both

Pay Run ID 🔍

Leave the Pay Run ID field blank and click the “Run” button.

Recurrence Field

Process Scheduler Request

User ID **Your access ID will show here**

Run Control ID report

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	CSV	Distribution

**Click the down arrow
next to the
Recurrence field.**

Recurrence Field

Process Scheduler Request

User ID **Your access ID will show here**

Run Control ID report

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	PDF	Distribution

Select "Monthly_5th_11PM
in the Recurrence Field.

Select Format – (PDF)

Process Scheduler Request

User ID **Your access ID will show here**

Run Control ID report

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	PDF	Distribution



The default format of the report is Adobe PDF. IF you would prefer to view the report in Microsoft Excel, click the down arrow in the Format field.

Format – (CSV)

Process Scheduler Request

User ID **Your access ID will show here**

Run Control ID report

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	CSV	Distribution

The default format of the report is Adobe PDF. IF you would prefer to view the report in Microsoft Excel, click the down arrow in the Format field.

Click on Distribution Link

Process Scheduler Request

User ID **Your access ID will show here**

Run Control ID report

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	CSV	Distribution



Click the “Distribution” link to create the email template.

Select Email Web Report

Distribution Detail

Process Name TN_BA138

Process Type SQR Report

Folder Name

Retention Days

Email Only

Email Subject Email With Log: Email Web Report:

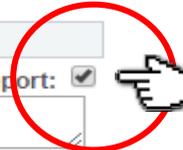
Message Text

Email Address List

Distribute To

*ID Type *Distribution ID

User



Put a check mark in the Email Web Report box.

Content of Email Subject

Distribution Detail

Process Name TN_BA138

Process Type SQR Report

Folder Name

Retention Days

Email Only

Email Subject Email With Log: Email Web Report:

Message Text

Email Address List

Distribute To

*ID Type *Distribution ID

User

In the Email Subject field, type
"Your Collections Applied
Report is Ready"

Message Text Field

Distribution Detail

Process Name TN_BA138

Process Type SQR Report

Folder Name

Retention Days

Email Only

Email Subject Email With Log: Email Web Report:

Message Text

Email Address List

Distribute To

*ID Type	*Distribution ID		
User	Your access ID will show here	<input type="text"/>	<input type="text"/>

In the Message Text field, type "First login to Edison and then return to this email and click the link below:"

Click OK

Distribution Detail

Process Name TN_BA138

Process Type SQR Report

Folder Name

Retention Days

Email Only

Email Subject Email With Log: Email Web Report:

Message Text

Email Address List

Distribute To

*ID Type	*Distribution ID		
User	<input type="text" value="Your access ID will show here"/>	<input type="button" value=""/>	<input type="button" value=""/>



Click "OK"

Click OK again

Process Scheduler Request

User ID **Your access ID will show here**

Run Control ID report

Server Name

Run Date 04/27/2016

Recurrence Monthly_5th_11PM

Run Time 11:00:00PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	<input type="text" value="Distribution"/>



Click "OK" again.

You are now finished!

Run Control ID: report

Report Manager Process Monitor **Run**

 Process Instance:5454840

Report Parameter(s)

Department 

On-Cycle Off-Cycle Both

Pay Run ID 

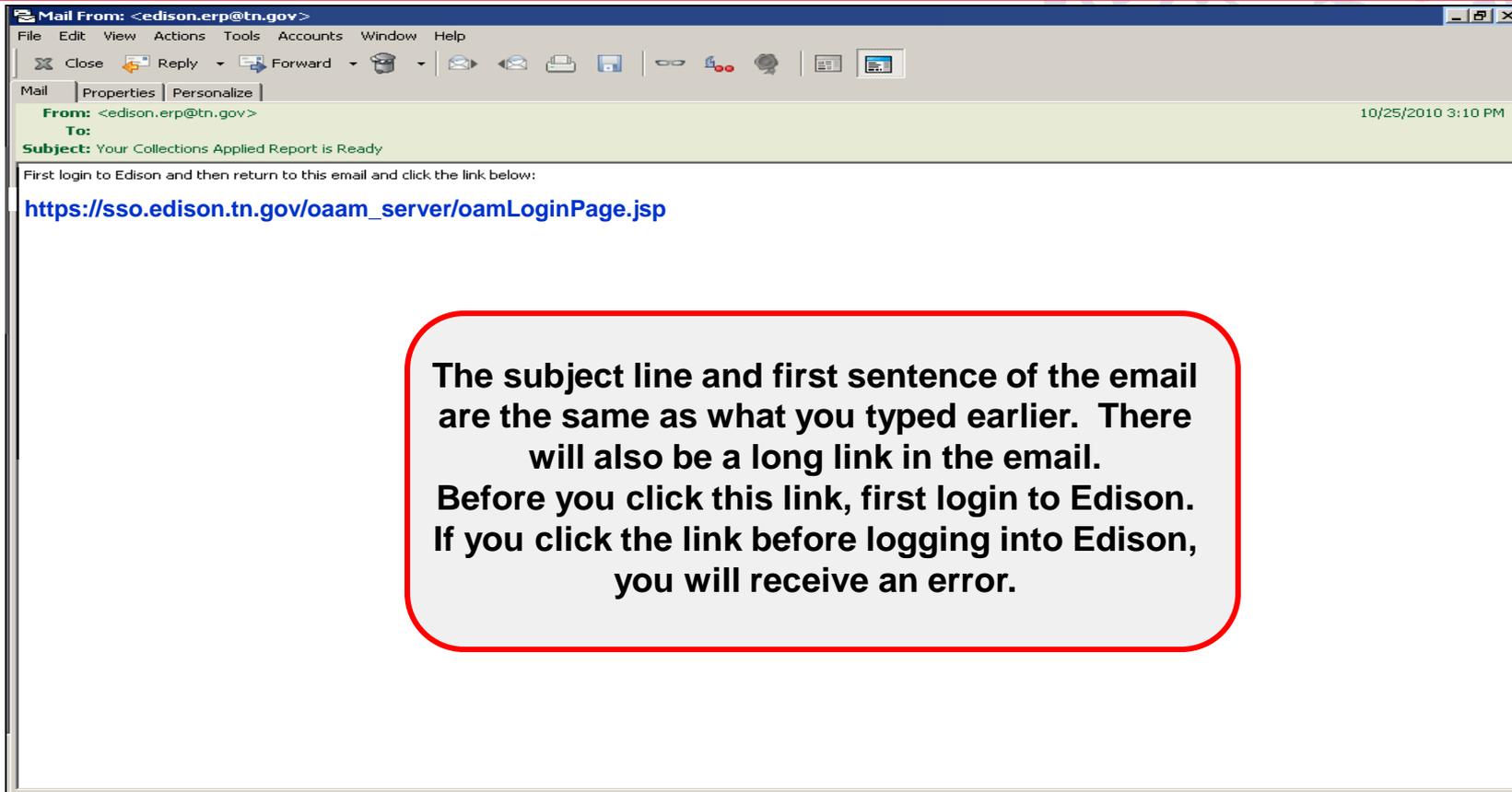
 Save  Return to Search

**You are now finished.
(The Process Instance number
below the run button confirms
that the report has been set up.)**

**Your Collections Applied Report
will now be automatically
emailed to you on the 5th of
each month (you will see the
email when you come in to work
the next business day).**

**Let's see what the actual email
will look like.**

Email Subject: Your Collections Applied Report is Ready



Log in to Edison

Enter your Access ID and Password



Sign In:
Enter your Access ID.
Access ID:
Continue
Where do I enter my password?

Enter your Access ID
Click Continue.

The Sign in window opens
Enter your password
Click Enter.



Sign In:
Please enter your password
Password:
3/28/2016 11:57 AM
enter
complex Ivy
Why do you have a security image?
Not your image and phrase?
Forgot your password?

NOTE: If you enter the incorrect password five times in a row, you will be locked out. If this happens or you have forgotten your password, please call the service center or Edison help desk.

Return to the email

- Self Service
- General Information
- Payroll
- Human Resources
- Benefits
- ELM
- FSCM
- Training



Edison Service Desk

1-866-376-0104 or
615-741-HELP(4357)
Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)

Edison News Alerts

No articles currently available

News and Events

FAQ

Edison Basics

- What is Edison?
- What are the Edison Compatibility Standards?
- Why Passwords Expire Every 90 days?

Edison Help Desk Info

- Who is the Edison Help Desk?
- What do we support?
- What is needed when you call the Edison Help Desk?

Edison Maintenance Calendar

Sunday Apr 3, 2016 - Saturday Apr 9, 2016

No events found for the date range.

Calendar Not Available.

My Reports

No Reports To Display

Report Manager

From: <edison.erp@tn.gov> 10/25/2010 3:10 PM
To:
Subject: Your Collections Applied Report is Ready

First login to Edison and then return to this email and click the link below:

https://sso.edison.tn.gov/oaam_server/oaamLoginPage.jsp



...and click the long link.

Viewing your report

Report Detail

Report

Report ID 3437948 Process Instance 5454885 [Message Log](#)
Name TN_BA138 Process Type SQR Report
Run Status Success

TN Prem Due/Collect App Deduct

Distribution Details

Distribution Node hruat Expiration Date 05/28/2016

File List

Name	File Size (bytes)	Datetime Created
SQR_TN_BA138_5454885.log	1,749	04/27/2016 7:25:57.821330PM CDT
tn_ba138_5454885.PDF	59,508	04/27/2016 7:25:57.821330PM CDT
tn_ba138_5454885.txt	6,576	04/27/2016 7:25:57.821330PM CDT

Distribute To

Distribution ID Type *Distribution ID
User

OK

Cancel

Finally click the second link in the File List section ending in “.PDF” (or “.CSV” depending upon what you chose earlier) to view your report.

My Reports



- Self Service
- General Information
- Payroll
- Human Resources
- Benefits
- ELM
- FSCM
- Training



Edison News Alerts
No articles currently available
News and Events

FAQ

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Edison Service Desk
1-866-376-0104 or 615-741-HELP(4357)
Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)

Even if you don't receive an email one month with a link to your report, the report will still be run for you automatically and available in Edison. You can view it by clicking the "TN_BA138" link in the **My Reports** box on the first page you come to after logging in to Edison. To confirm that this is a recent report, you can look at the run date which should be the 5th or 6th of the current month. The most recent report will be at the top of the list.

My Reports

Report	Folder
TN_BA138	General
	2018-04-27-19.25.5

Report Manager

Viewing your report

Report Detail

Report

Report ID 3437948 Process Instance 5454885 [Message Log](#)
Name TN_BA138 Process Type SQR Report
Run Status Success

TN Prem Due/Collect App Deduct

Distribution Details

Distribution Node hruat Expiration Date 05/28/2016

File List

Name	File Size (bytes)	Datetime Created
SQR_TN_BA138_5454885.log	1,749	04/27/2016 7:25:57.821330PM CDT
tn_ba138_5454885.PDF	59,508	04/27/2016 7:25:57.821330PM CDT
tn_ba138_5454885.txt	6,576	04/27/2016 7:25:57.821330PM CDT

Distribute To

Distribution ID Type *Distribution ID
User

The TN_BA138 link will also bring you to this page where you can click the second link in the File List section ending in “.PDF” (or “.CSV” depending upon what you chose earlier) to view your report.