

Access Reporting Tools – Web Report Generator

The Web Report Generator is available under the Access Reporting Tools drop down. This feature allows the EP to run customized reports within the UIIA database. EPs can select from 3 standard reports or select “Your Field Picks” that allows the EP to customize the data returned on the report. Once criteria is selected, EP scrolls to the bottom and clicks on “Generate Report Now”.

The screenshot displays the UIIA Web Report Generator interface. At the top left is the UIIA logo (Uniform Intermodal Interchange and Facilities Access Agreement). The top right shows a user profile for IANA Railroad Company, EP053653, IANA Staff. A navigation bar includes links for Manage Account, Access UIIA Addendum, Motor Carrier Lookup, Access Reporting Tools (selected), Manage Users/Contacts, Billing/Payment, Driver Database(IDD), and Other Options. The main content area is titled 'WEB REPORT GENERATOR' and features a 'Scheduled Report' button. Below this are four radio button options for report types: 'Company Contact Info and UIIA Status', 'Company Contact Info, Primary Insurance Expiration dates & UIIA Status', 'Company Contact Info, All Insurance Expiration Dates & UIIA Status' (selected), and 'Your Field Picks'. The 'Enter Search Criteria' section includes a 'MC Filter' with radio buttons for 'All Member Carriers' (selected), 'Not Approved Member Carriers', and 'Approved Member Carriers'. It also features several date range filters: 'Static Date Range' (MC Record Updated, UIIA Acceptance Date, MC Will Become Not Approved), 'MC Status Changed', 'Policy Expiration Date', 'UIIA Reinstated Date', and 'Deleted From UIIA'. An 'Area' section has text input fields for 'Region Served' and 'List Of States'. An 'Additional Search Filter' field is at the bottom. At the very bottom, there are buttons for 'Generate Report Now', 'Schedule Report', and 'Reset'. The footer contains copyright information and navigation links: UIIA Home, UIIA Contact, Contact Us, and Privacy Policy.

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Scheduled Reporting

Once the EP has selected the criteria for the report, they have the option to set the same report to run on a specified schedule. Click on Schedule Report on the Web Report Generator Page

Enter Search Criteria

Generate Report Now Schedule Report Reset

Add Report Schedule

Selected Report Criteria

Report Type

Your Field Picks

Field Selected

MC Filter

All Member Carriers

MC Authorized To Carry

HazMat
No

CTPAT Certified?

No

Schedule Report Name *

Email *

Select the frequency to run this report

Daily

Weekly

Monthly

Start Time

Start Hour

0

Days

All Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

6

Add Report Schedule

Close

1. Name the Report
2. Enter email address where you report sent. Multiple emails can be utilized if separated by semicolon.
3. Set the frequency the report is to run
4. Start Time
5. Select the days of the Week the EP wants the report to run on or if it should run every day.
6. Click on ADD REPORT SCHEDULE.