




Types of Documents

There are three main types of documents stored in G2Weblink. Each has its own viewing options and each has its own icon:

-  **Acrobat PDF Documents** – These documents are static documents that cannot be run, refreshed, or modified. They may be reports that were created in other applications and posted to G2Weblink for viewing and archive purposes. You can download and save these reports to your own computer for further distribution or storage if you desire. Instructional documents within G2Weblink are stored in Acrobat PDF format. Documents that are stored as native PDF documents cannot be viewed in any other format.
-  **Business Objects Documents** – These are documents that were authored in Business Objects and published to G2Weblink for your use. Business Objects documents cannot be edited directly within G2Weblink. These are usually complex reports with complete page formatting that print attractively from within G2Weblink. By default, Business Objects documents are viewed in the Enhanced Document Viewer. They can also be viewed as HTML, or PDF format.
-  **WebIntelligence Documents** – These are documents that were created within G2Weblink. They can be modified directly within G2Weblink allowing you to customize them (with proper permission). These reports may not have full page formatting and may not print as attractively as the Business Objects reports above. These reports also offer the option of exporting data to Excel, PDF, or text file. By default, WebIntelligence documents are viewed as HTML. They can also be viewed in PDF format.

G2Weblink has the ability to host a variety of other document types in addition to the three listed above. You may occasionally see Word, Excel, or other documents listed within your document lists.

Viewing Documents

This section applies to documents that are stored in Corporate, Personal, or Inbox Documents.

To view a document, navigate to the report you want by clicking on the Corporate Documents, Personal Documents and/or the category you desire. Alternatively, you can type a report name (or partial name) into the search textbox and click the **Search** button to find the report you desire.

Click on the Name of the report to display it in your web browser. If the report was saved with the option to “Refresh when opened,” you may be prompted to fill in parameters before the report is displayed. (If you click on the icon next to the report instead of the name of the report, the document properties will be displayed, simply click the back button on your web browser and then click the document name to view the report.)

When a document is displayed in your web browser, the document toolbar is also displayed:



[Edit](#) [Save](#) [Send](#) [Add to My InfoView](#)

Viewing Options

The method that you use to view your documents depends on the type of document that it is and the viewing options that you have set.

Viewing an Acrobat PDF Document



Acrobat PDF Documents are static documents that cannot be refreshed, changed, or viewed in any other format. These are typically instructional documents, or reports that were run by a scheduling process and placed into your Personal Documents for you. You must have the Adobe Acrobat Reader installed on your computer to view these documents.



Example:

From the **Home** page:

Click on **Personal Documents**

If the document list does not appear, click on **All Documents**

Viewing a Business Objects Document



Business Objects documents are reports that were created by the full Windows version of Business Objects. By default, these documents are viewed in the Enhanced Document Viewer. These are generally more complex reports, and provide an attractive print format.



Example:

From the **Home** page:

Click on **Corporate Documents**

Click on **All Documents**

Click on the document titled **“Claim Summary”** (the one with the Business Objects logo next to it).

Frank Gates
PROTECTIVE BENEFITS

Claim Summary

5085 - ABC Supply Company - Self Insured Report Period: 01/01/2004 - 03/31/2005 My CASE with 1007 0007 766 (01/01/2004 - 03/31/2005)

Claim Number	Status	Type	Date of Birth	Date of Claim	Date of Onset	Payment Type	Payment This Period	Payment to Date	Outstanding Amount	Total Reported
0000000011	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000012	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000013	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000014	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000015	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000016	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000017	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000018	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000019	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000020	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000021	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000022	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000023	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000024	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000025	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000026	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000027	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000028	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000029	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000030	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000031	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000032	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000033	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000034	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000035	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000036	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000037	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000038	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000039	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00
0000000040	Final	00000000	00000000	00000000	00000000	00000000	0.00	0.00	0.00	0.00

use wait while the report is being processed.

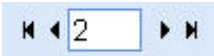
Viewing a WebIntelligence Document



WebIntelligence documents are reports that were created within G2Weblink. By default, they are viewed in HTML. They can also be viewed in interactive HTML mode and PDF.



The toggle mode button. Toggling between page mode and draft mode is accomplished by using the toggle mode button. In page mode, the web page only shows approximately what would appear on one printed page. In draft mode, the web page displays all data.



Page navigation buttons. To view other pages, you must click on the page navigation buttons, or enter the page number you desire.



Example:

From the **Home** page:

Click on **Personal Documents**

Click on the document titled “**Body Part Analysis**”.

The screenshot shows the G2weblink web application interface. At the top, there is a navigation bar with links for Home, My Info/View, Options, Help, and Logout. Below the navigation bar, there is a search bar and a filter section with 'Service Number(s): 123456' and 'Service Type: SI'. The main content area displays a report titled 'Body Part Analysis' for 'ABC SAMPLE COMPANY - SELF INSURED'. The report is a table with columns for years (1998, 1999, 2000, 2001, 2002) and a 'Sum' column. The rows list various body parts and their corresponding claim counts for each year.

	1998	1999	2000	2001	2002	Sum
All Claims including Close					1	1
Arms					8	8
Artificial Appliances (Dent)					1	1
Back					4	4
Ear - Ring					2	2
Elbow					1	1
Forearm			1		2	3
Foot					0	0
Graft Tissue					2	2
Hand					2	2
Hip					1	1
Knee					7	7
Lower Back Area (Lumbar and Lumbo-Sacral)					6	6
Lower Leg					4	4
Medical and/or Social Services		1			1	2
Multiple Body Parts					1	1
Multiple Lower Extremities					1	1
Neck					1	1
Shoe					1	1
Torso					2	2