

InfoPort Training Sessions 2016

For CPS Clients and Brokers

Presented by UMR Information & Analytic Services

Each 45 minute session below covers the same material. Please share this with InfoPort users so they can attend the session of their choice.

InfoPort is a data analysis and reporting tool from UMR that allows UMR customers and their agents to create, customize, and schedule reports on demand.

2nd Tuesday of Every Month 1:00-1:45 pm (central)

12-Jan	9-Feb	8-Mar	12-Apr	10-May	14-Jun
12-Jul	9-Aug	13-Sep	11-Oct	8-Nov	13-Dec

To join the online meeting (Now from mobile devices too!)

1. Go to <https://uhc.webex.com/uhc/j.php?MTID=m0e9187bc99800e93fe48ac965aaa6414>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: umr (*lower case*)
4. Click "Join".

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1. Provide your number when you join the meeting to receive a call back. **
Alternatively, you can call 1-763-957-6400.
 2. Follow the instructions that you hear on the phone.
Your Cisco Unified MeetingPlace meeting ID: 827 621 681

3rd Thursday of Every Month 10:00-10:45 am (central)

21-Jan	18-Feb	17-Mar	21-Apr	19-May	16-Jun
21-Jul	18-Aug	15-Sep	20-Oct	17-Nov	15-Dec

To join the online meeting (Now from mobile devices too!)

1. Go to <https://uhc.webex.com/uhc/j.php?MTID=md667d108aee27be90549ae53204a5476>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: UMR (*upper case*)
4. Click "Join".

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1. Provide your number when you join the meeting to receive a call back. **
Alternatively, you can call 1-763-957-6400.
 2. Follow the instructions that you hear on the phone.
Your Cisco Unified MeetingPlace meeting ID: 826 123 185

**** Note:** If using the call-back method, attendees enter their phone numbers and immediately receive a call with prompts to join the meeting.

InfoPort Report Categories:

- Admission Reports
- Claims Reports
- Detail Reports
- Enrollment Reports
- Extract Only Reports
- Forecast Reports
- Popular Reports
- Rx Reports (*if applicable*)
- Summary Reports



A UnitedHealthcare Company

Effective 1/1/16

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Note:
The User Guide is located in the Information Center of InfoPort; in the Resources section. (See the screen shot below).

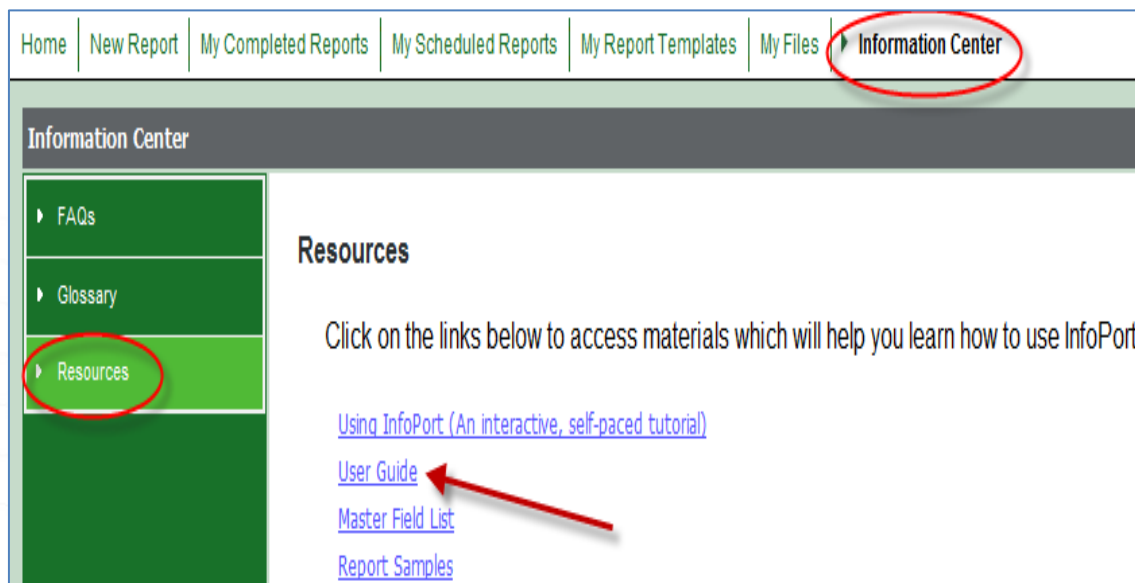
Outline

User Guide Section

1. Welcome / Top Benefits	Welcome
System Requirements	1.1
• Internet Explorer → Tools → Pop-up Block → Turn Off	
• Internet Explorer → Tools → Compatibility View → Turn On	
Access Levels (<i>unrestricted & restricted access</i>)	1.2
2. Support - <i>help line & email support</i>	1.4
3. Feedback - <i>online survey</i>	2.1.5
4. Home Screen	2.1
5. New Report Screen	2.2
6. Run or Schedule	2.2.20
7. My Report Template Screen	2.5
8. My Completed Reports Screen	2.3
9. My Scheduled Reports Screen	2.4
10. My Files Screen	2.6
11. Information Center - <i>report samples, glossary, master field list, etc.</i>	2.7
12. Report Creation - <i>build & review additional report</i>	3.0

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