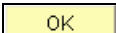




Ben Admin Activity Report

1.	Click the University of Maine System link. 
2.	Click the Benefits link. 
3.	Click the Reports link. 
4.	Click the Ben Admin Activity link. 
5.	Enter the desired information into the begins with field.
6.	Click the Search button. 
7.	Click the Run button. 
8.	Click the OK button. 
9.	Click the Process Monitor link. 
10.	Click the Refresh button if necessary. 
11.	Click an entry in the Details column. 
12.	Click the View Log/Trace link. 
13.	Click the PDF entry in the Name column. 
14.	Review and/or print this report. Click the Close button when finished. 
15.	Use this report to identify Open events that need further processing. End of Procedure.