Verifying Process Status

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>BenAdmin Processing Controls</strong> page. Click the <strong>Benefits</strong> link.</td>
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<td>2.</td>
<td>Click the <strong>Manage Automated Enrollment</strong> link.</td>
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<td>3.</td>
<td>Click the <strong>Events</strong> link.</td>
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<td>4.</td>
<td>Click the <strong>Update Processing Controls</strong> link.</td>
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<td>5.</td>
<td>Use the <strong>BenAdmin Processing Controls</strong> page to access a summary of the participant events. In this exercise, the Schedule ID is EMTS00.</td>
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<td>6.</td>
<td>Enter the desired information into the <strong>Schedule ID</strong> field. Enter a valid value e.g. &quot;EMTS00&quot;.</td>
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<tr>
<td>7.</td>
<td>Click the <strong>Search</strong> button.</td>
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<td>8.</td>
<td>The <strong>BenAdmin Processing Controls</strong> page enables you to view a summary of the retrieved events for the participants, to set reprocessing of an event from a particular point, to choose to finalize the enrollment process for a participant, or to void an event for processing. You can also view the participant's process status and event details, such as date, class, ID, and status.</td>
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<td>9.</td>
<td>During the BAS process, the system assigns each participant's event a process status to indicate where the event is in the BAS process. The BAS process assigns a range of process statuses to reflect the stage of the enrollment process. These include statuses for scheduling, options preparation, enrollment, and errors. This status appears in the <strong>Process Status</strong> field. It is a useful troubleshooting tool, indicating where in the process the participant is as well as any error that occurred. Ultimately, all participants for Open Enrollment or Event Maintenance are completed with a process status of FA, FE, or FP (Event Maintenance only).</td>
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<td>10.</td>
<td>This table lists the statuses in the order in which they appear on the <strong>BenAdmin Schedule Summary</strong> page. An event is assigned one of the listed statuses. This list continues on the next page.</td>
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<tr>
<td>11.</td>
<td>This is a continuation of the list of process statuses.</td>
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</tbody>
</table>
Step | Action
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12. | The **Process Indicator** field enables you to control the BAS process when reprocessing a particular participant.

The process indicator can be changed for individual participants on either the **BenAdmin Event Status Update** page or the **BenAdmin Processing Controls** page. If you are performing Open Enrollment and wish to choose a new process indicator for your entire population of scheduled participants, you can choose to do so on the **Open Enrollment/Snapshot** page of the Run Control component.

13. | You have a range of process indicators available for participant reprocessing as shown in the table below.

14. | To summarize, after running the Event Maintenance process, you can verify the participant's process status and events details. This enables you to identify the participants eligible for benefits programs.

**End of Procedure.**