

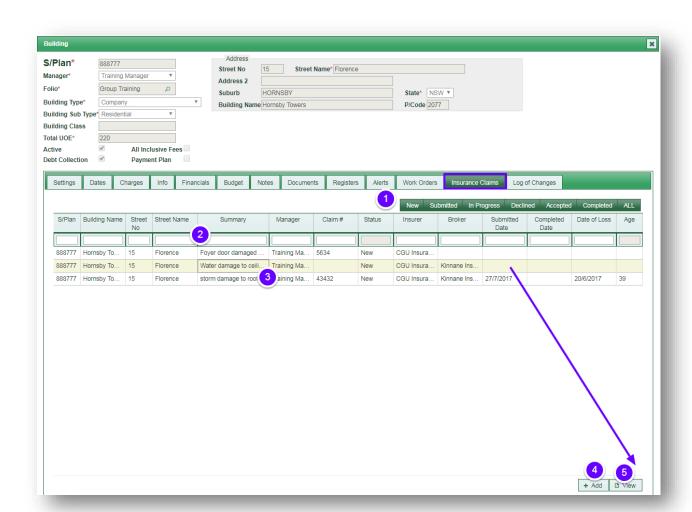
Insurance claims tab

INSURANCE CLAIMS TAB

VIEWING THE INSURANCE CLAIMS TAB

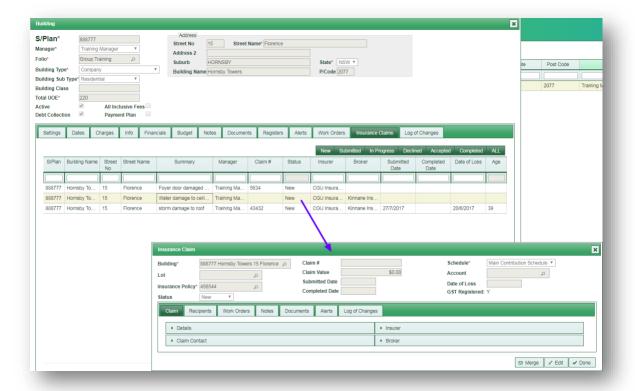
You can view all the Insurance claims for a Building by clicking on the Insurance Claims Tab

- 1. The status will default to all insurance claims for the building, but you can click on the tabs to toggle your view and view different statuses.
- 2. Type some key letters in any of the empty boxes on the top line to filter your view
- 3. Double click on any insurance claim to open the insurance claim card.
- 4. Click Add to add a new insurance claim
- 5. Click View to view an insurance claim that you have already highlighted on the screen



VIEWING OR EDITING AN INSURANCE CLAIM FROM THE INSURANCE CLAIMS TAB

You can now view or edit the insurance claim from the insurance claim tab



For detailed information about insurance claims, see the manual "Insurance Claims"