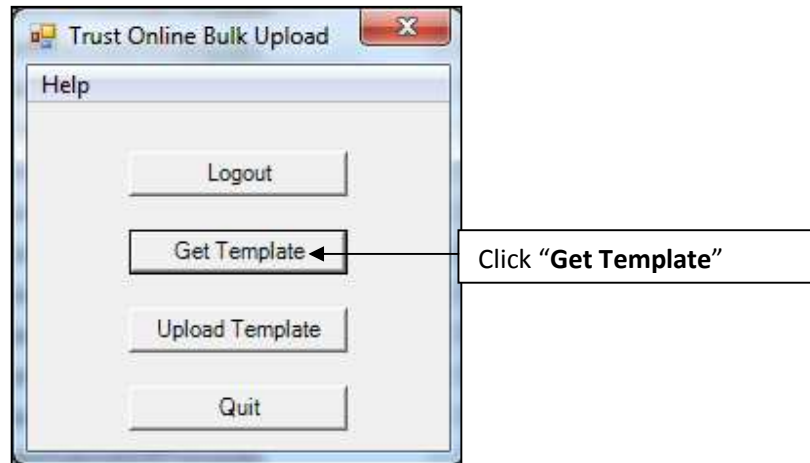
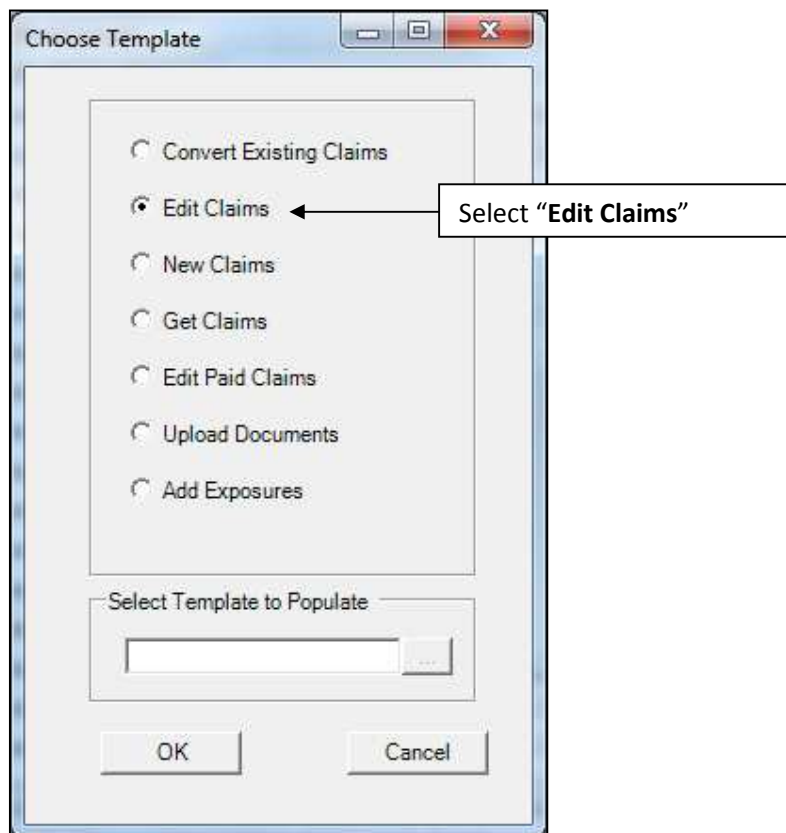


## Bulk Upload Edit Tool

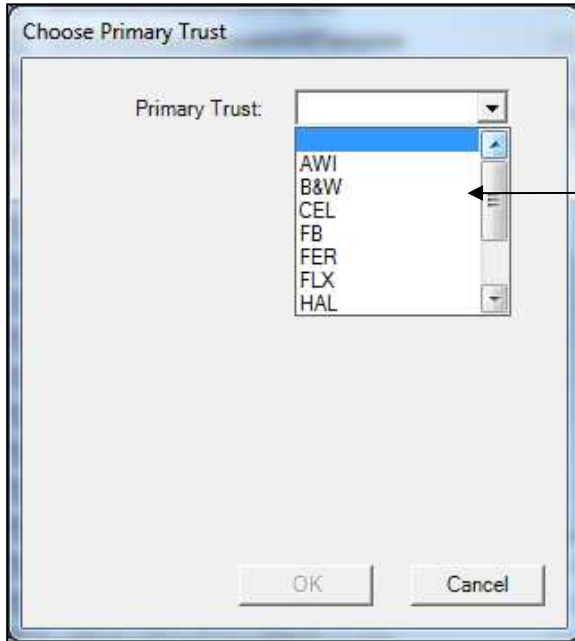
1. To edit claims, first log into the Bulk Upload tool and click on the Get Template button.



2. The "Choose Template" box will appear with a list of templates that are available for downloading. Click on the "Edit Claims" template to download it.



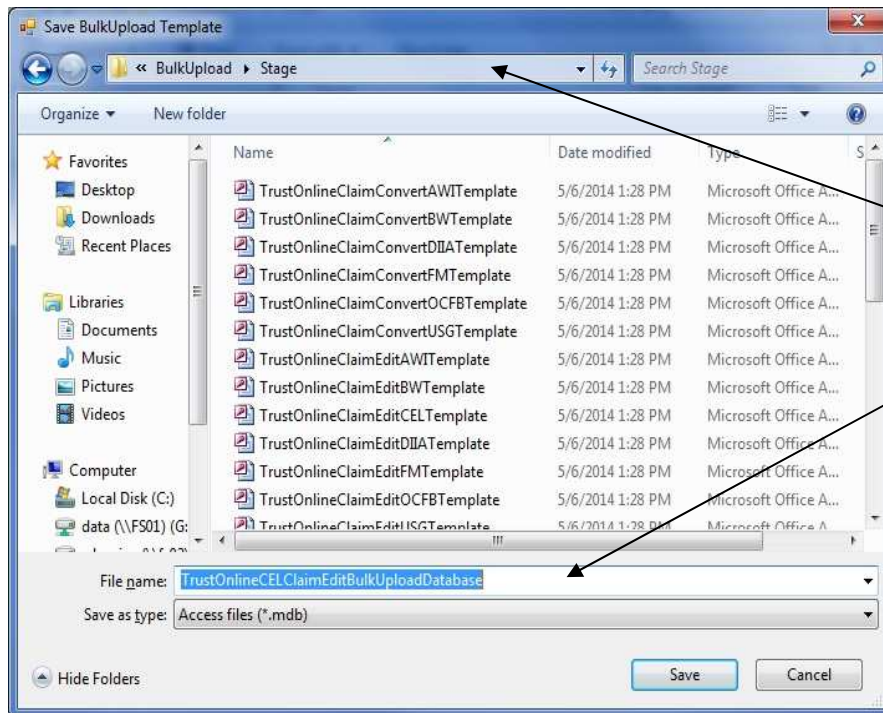
3. The **“Choose Primary Trust”** box will appear with a drop-down of Trust that the user has access too. Select the Trust for the list of claims that will be edited.



Select **“Trust”**

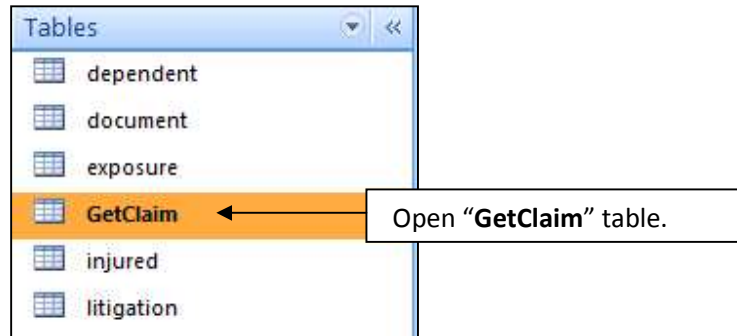
**Note:** You may only select one Trust when downloading the **“Edit Claims”** template.

4. After selecting the Trust and clicking the OK button. A **“Save BulkUpload Template”** box will appear prompting the user to save the new template. At this point the user may rename the file or leave the default name and select the directory where the new template will be stored.



Select the directory where the new template will be saved and stored.

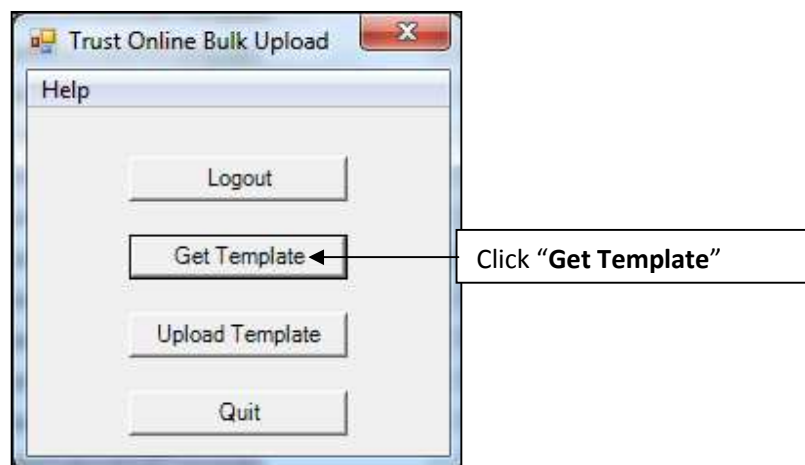
5. After downloading the new template, double click on the file to open. Find the “**GetClaim**” table located in the tables view of the Access database. Double click on the table “**GetClaim**” to open it.



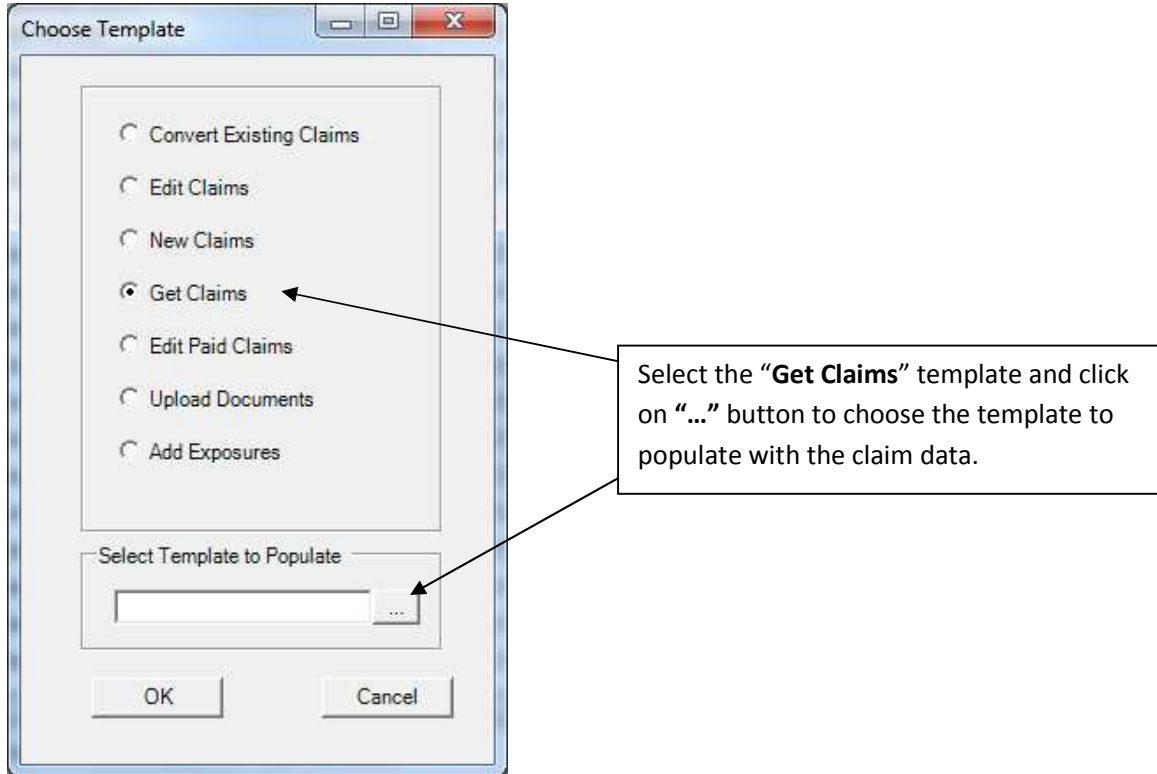
6. In the “**GetClaim**” table, enter the claim numbers that will be edited in the **claimNumber** field. You may also copy a list of claims from a spreadsheet and paste it into this column.

A screenshot of the 'GetClaim' table in Microsoft Access. The table has a column header 'claimNumber'. The data rows contain the following claim numbers: 2701433, 2701422, 2701425, 2700753, 2700752, and 2700750. There is an asterisk (\*) in the bottom left corner of the table grid.

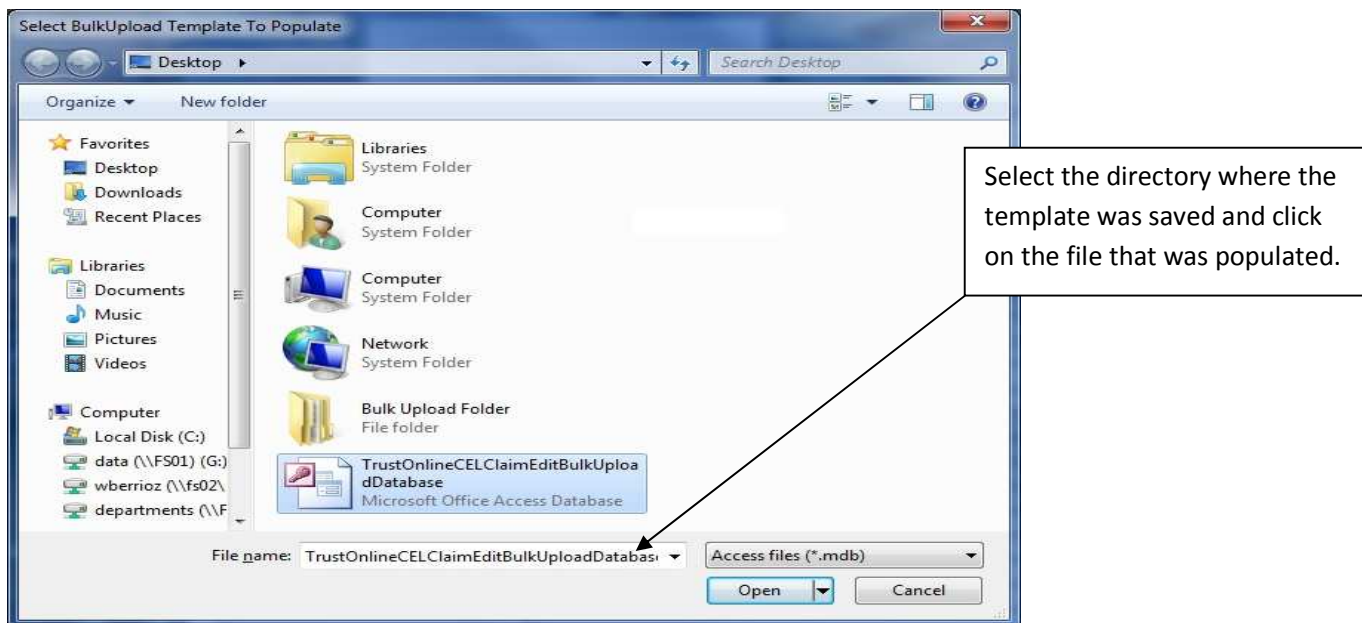
7. After entering all of the claim numbers that will be edited in this table, close the template and log back into the Bulk Upload tool. Click on the “**GetTemplate**” button.



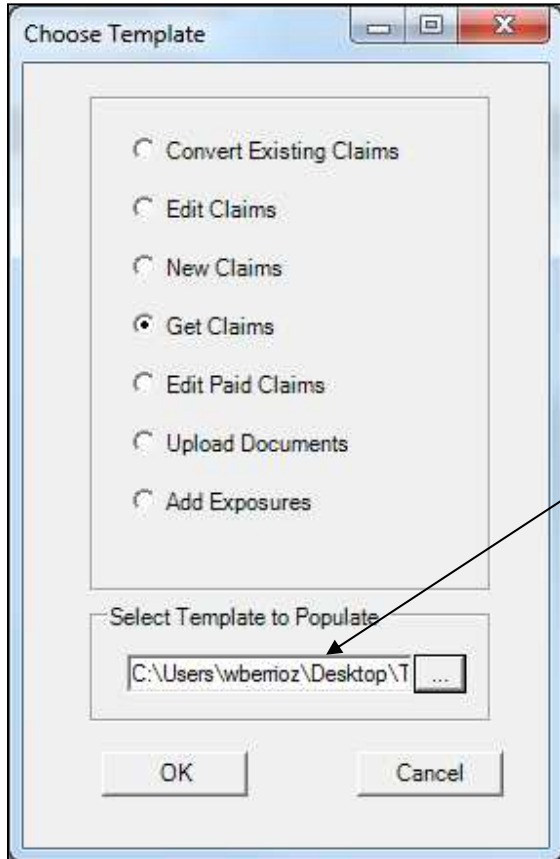
- After the “**Choose Template**” box appears, select the “**Get Claims**” template and click on the button in the “**Select Template to Populate**” section.



- The “**Select BulkUpload Template To Populate**” box will be open, prompting the user to select the previously downloaded “**Edit Claims**” template that has been populated with the claims that will be edited.



10. After selecting the template and clicking the “Open” button. The “Choose Template” box will be displayed with the name of the template in the “Select Template to Populate” field.



The file name in this field should be the original edit template file that was downloaded and populated with the claims that will be edited.

11. Next, click the “OK” button to begin downloading the claim information into the edit claims template. The “Getting Claims” box will display the total numbers of claims successfully retrieved and the number of claims that have failed.



12. After successfully retrieving the claim data, open the template to begin editing the claims that were entered in the Get Claims table. To edit the injured party information, simply double click on the **“Injured”** tables.

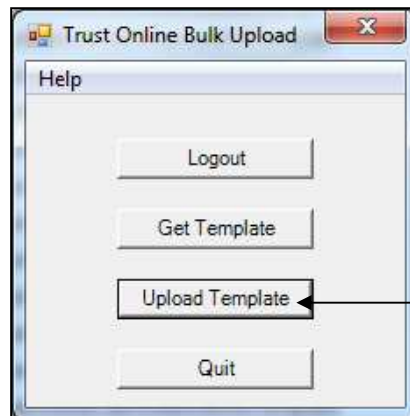


You may edit any of the tables in the Tables section except for the “READONLY” tables which are used as look-up fields.

13. In the **“Injured”** tables, you will notice the data has been downloaded from the site and you may change any of the fields.

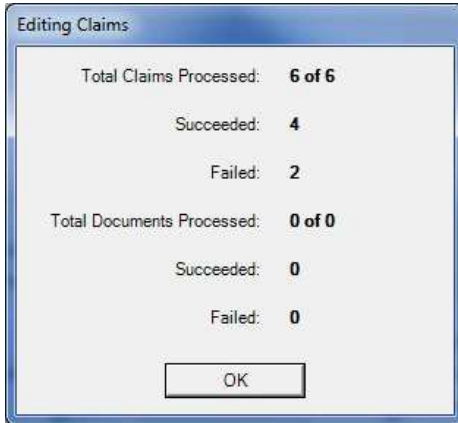
	claimNumber	attorneyid	ssn	processoptionid	lastname	firstname
+	2700750	5072	154677754	74	SMITH	DONALD
+	2700752	5072	888330099	73 Individual Review	JONES	EUGENIO
+	2700753	5072	530246375	74 Discounted Cash P	JOHNSON	JERRY
+	2701422	3515	224985135	73	SMITHSON	Albert

14. After editing all of the necessary information in these tables, close the template. Log back into the Bulk Upload Tool and click on the Upload Template button.



Click **“Upload Template”**

15. The “**Upload BulkUpload Database**” box will be open, prompting the user to select the “**Edit Claims**” template that has the claims that have been edited. After selecting the correct template, click “**Open**” to begin uploading the claims that have been edited with their updates.



The “**Editing Claims**” box will display the total claims successfully edited and the failed edits. As well as any document(s) that were uploaded.

For the Failed edits, open the template and the “**READONLY\_results**” table for information on why the edits failed.