

Search to selection: How to find and choose a claim.

Many claim functions rely on first selecting a particular claim on which the action is to be applied.

Before proceeding with the instructions in this OMP page it is crucial to familiarize yourself with the various **sections** of the page (i.e. **toolbar, blue ribbon, table and form**). If you are not yet acquainted with this information, please click [here](#).

Instructions :

1. Open the Claims page. Click [here](#) for instructions on how to do that.
2. Locate a claim in the table section using the filters which are located in the Blue ribbon.

You can use any of the following filters :

- Medical aid society group
- Patient name
- Practice number
- Claim status
- Time range

Following any change or modification to the filters mentioned above, the table section undergoes an update wherein claims that do not align with the search parameters are filtered out.

3. After sufficiently narrowing down the table, you can select or focus on a single object by:
 - Navigating the table using the up/down arrow keys on your keyboard.
 - Selecting a specific table row with a left mouse button click.

An object in focus is distinguished by a blue highlight in the table.

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