

Update claim information.

This page is all about updating claim information.

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. Find and select a claim. Click [here](#) to find out how to do this.
2. Once focused on a particular claim, click the Edit toolbar button. After this step, the following actions will take place :
 - The toolbar transitions to **level 3**. This reveals the buttons that you will use to wrap up the creation or editing processes (i.e Save, Cancel).
 - The fields within the form section are activated. These fields/inputs are intended for specifying the various attributes of the object.
 - The table section is disabled, which means that no other object can be selected.
 - The search input in the Blue ribbon is disabled.
3. Proceed through the form inputs, filling out all required inputs and any additional ones you choose to complete. For efficient navigation, use the **Tab** key on your keyboard to move forward from one field to the next, or the **Shift + Tab** key combination to go back to the previous field.
4. After entering the necessary information, click the Save toolbar button. If there are any required fields left blank, the system will not save the object. Instead, it will draw attention to and focus on the unfilled required field. However, if all inputs are properly filled, the saving process will be successful. After this step, the following actions will take place :
 - The toolbar will transition to **level 2**. This brings up the buttons that are useful after you've selected or focused on a specific object (i.e Edit, Delete).
 - The form fields become inactive.
 - The table section becomes active.
 - The search input in the Blue ribbon is enabled.

Revision #3

Created 2024-05-24 20:59:12 UTC by Thokozani Msebele

Updated 2024-05-24 23:14:23 UTC by Thokozani Msebele