Mobile - Create a Claim

Permissions

You will require the following permissions:

- The relevant item role that allows you to claim expenses

> Claims are used within Selenity Expenses Mobile to separate the expenses you have incurred. We're here to show you how to create a new claim so that you can keep your expenses organised and ready to submit for approval.

1. Tap the **Navigation Menu** and then tap **Current Claims**.

2. Tap the menu ⋮ at the top of the page and then tap **Create Claim**.

Note: Depending upon your system configuration, you may only have permission to keep one current claim at a time.

3. You will be directed to the 'Create Claim' page where you can specify the following details:

Field	Description
Claim Name	Enter a name for the claim
Description	Enter a description so that the claim can be easily identified

Note: You may be required to complete extra fields which are not included as part of this guide. These fields have been configured specifically by your organisation and if you require guidance on these fields, you should contact your local administrator.

4. Tap CREATE. You'll be directed to your newly created claim.

For information on how to start claiming expenses, view SelenityExpenses Mobile - Add an Expense.