Mobile - Manage My Claims

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Permissions

You will require the following permissions:

• No permissions required

Consider a claim as the folder that contains all of your expense items. Within 'My Claims', you'll manage all your claim details and delete, submit, and unsubmit claims. This article will show you how to manage your 'My Claims' area.

Edit a Claim

1. Tap the Navigation Menu (4) and then tap Current Claims. Your latest current claim will be displayed. If you want to swap between your claims, tap the claim name and then select a different current claim.



2. Tap the menu i at the top of the page and then tapEdit Claim.

Current Claim	s i
EXPENSE ITEMS	CARDS
AEarle £250 ✓ su	21 ▼ .00 BMIT
Reimbursable £250.00	Claim End 02/12/2020
Expense Items (1) oz/12/2020 Christmas Party £250.00	:
	+

3. Edit the 'Claim Name' and/or 'Claim Description'.

🗧 Edit Claim	SAVE
Claim Name	
AEarle21	
C Claim Description	8 / 50
Claim for Christmas Party	

4. Tap save.

Delete a Claim

1. Tap the Navigation Menu (4) and then tap Current Claims. Your latest current claim will be displayed. If you want to swap between your claims, tap the claim name and then select a different current claim.

Receipt Wallet				
Mr Alex Earle				
Receipts	Oldest	Unclaimed		
3	377 Days	£0.00		
347 #85 W 0.808-8983-78	E			
Food Bill	0			
Food Bill	0			
Food Bill		+460283613689413 T-11 E11 E11 E11127 LOER NOT PRESENT		
Food Bill Over a Month		148078360136869413 17.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1 10.1		
Food Bill Over a Month With States of the States With States of the Stat		180783615689435 17:1 19:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 10:1 1		

2. Tap the menu i at the top of the page and then tap Delete Claim.



3. A dialog will appear explaining that all of the expenses and receipts will be lost. Tap**Confirm** to delete the claim.

Current Claims	:
EXPENSE ITEMS CARDS	
AEarle21 ▼ £250.00	
Delete Claim? Are you sure you want to delete your claim? All of the associated expenses and receipts will be lost forever.	
E250.00	ł
	9

Unsubmit a Claim

1. Tap the **Navigation Menu** (4) and then tap **Submitted Claims**. Your latest submitted claim will be displayed. If you want to swap between your claims, tap the claim name and then select a different submitted claim.

	Mr Alex Earle	
Receipts	Oldest	Unclaimed
3	378 Days	£0.00
and the second second		
Food Bill	0	
Food Bill Over a Month	0	
Food Bill Over a Month	Sch ID HANDSE VISA D	480283613688413 T:1 0 E8IT 0 E8IT 0

2. Tap Unsubmit. This will move the claim back into your 'Current Claims'.

AE	Submitted Claims :			
	AEarl £39	е16 ▼ 9.35 ѕивміт		
Re	imbursable £0.00	Date Submitt 24/11/202	ed O	
Expense	Items (1) 05/11/2220 Hotel £39.35			