

Mobile - Manage My Claims

Last Modified on 02/02/2021 11:46 am GMT

Permissions

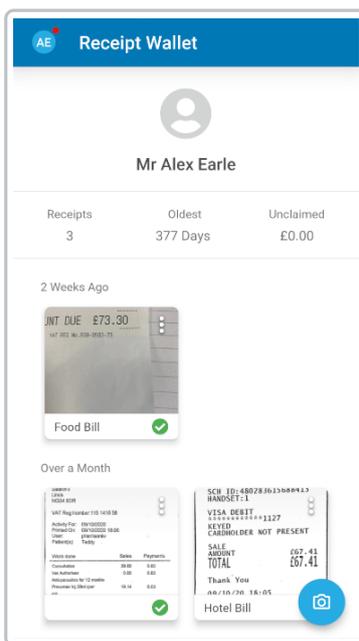
You will require the following permissions:

- No permissions required

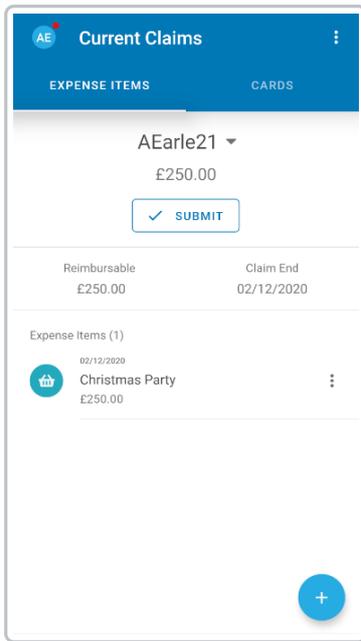
Consider a claim as the folder that contains all of your expense items. Within 'My Claims', you'll manage all your claim details and delete, submit, and unsubmit claims. This article will show you how to manage your 'My Claims' area.

Edit a Claim

1. Tap the **Navigation Menu**  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  at the top of the page and then tap **Edit Claim**.



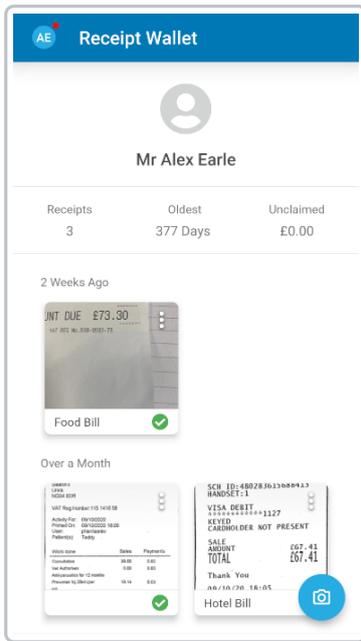
3. Edit the 'Claim Name' and/or 'Claim Description'.



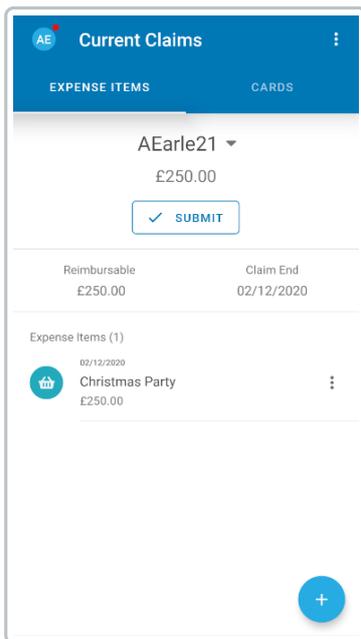
4. Tap **SAVE**.

Delete a Claim

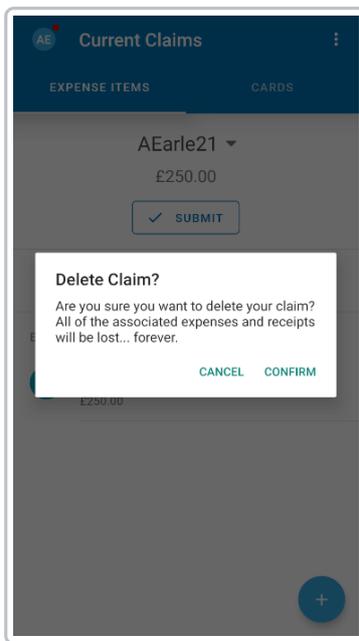
1. Tap the **Navigation Menu**  and then tap **Current Claims**. Your latest current claim will be displayed. If you want to swap between your claims, tap the claim name and then select a different current claim.



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

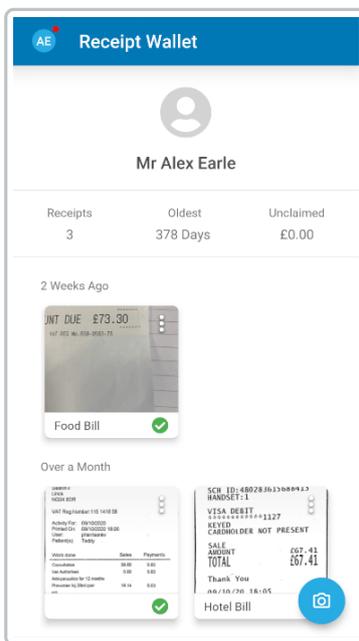


3. A dialog will appear explaining that all of the expenses and receipts will be lost. Tap **Confirm** to delete the claim.



Unsubmit a Claim

1. Tap the **Navigation Menu**  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.



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

Submitted Claims

AE **AEarle16** ▾
£39.35

UNSUBMIT

Reimbursable	Date Submitted
£0.00	24/11/2020

Expense Items (1)

	05/11/2020	Hotel	£39.35
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