



# Job Aid

## Reordering Print Pages – Mobile Claims

**Version 7.2**

Issue 1  
November 15<sup>th</sup>, 2023

# Reordering Print Pages in Mobile Claims

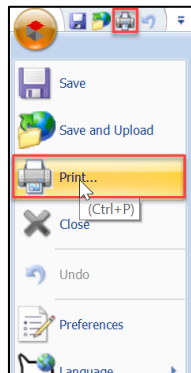
This job aid will guide a user through the steps to reorder print pages in Mobile Claims.

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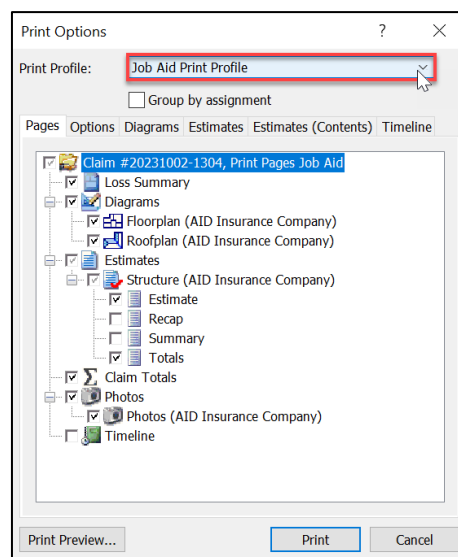
**Note:** This document was created using a demo insurance company with generic settings. Keep in mind that your screens may appear slightly different. Please refer to your specific carrier guidelines for proper claim and estimate settings.

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1. Within a Claim, click the **Print** button in the top left of the screen or from the Mobile Claims menu.



2. The **Print Options** window will open and if there is a default **Print Profile** for your company, it will be selected from the **Print Profile** dropdown menu. If not, it will default to <Custom Settings>.

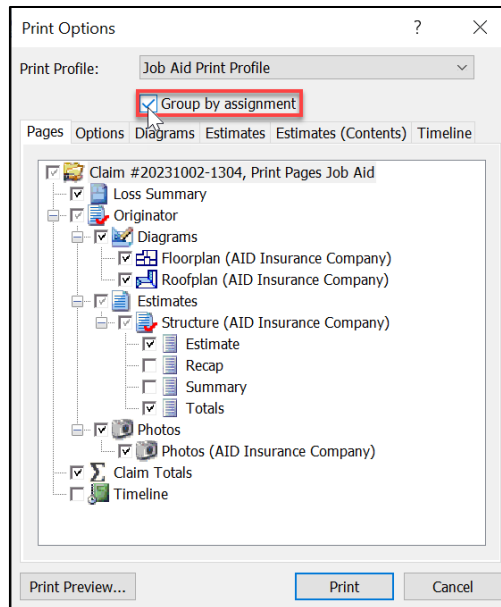


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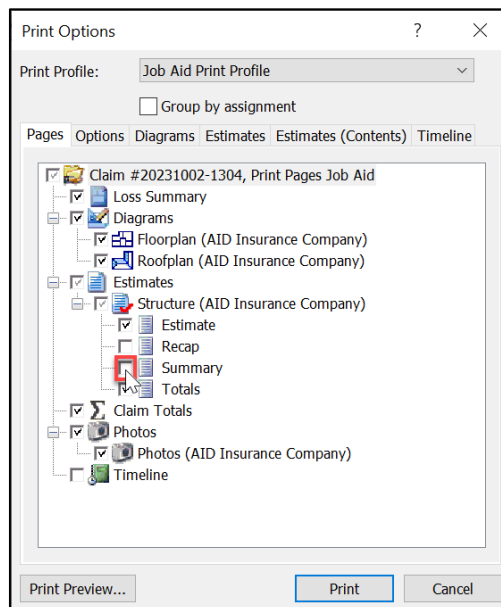
**Note:** If a Print Profile is used, settings throughout the Print to PDF blade will already be selected or unselected based on that particular Profile.

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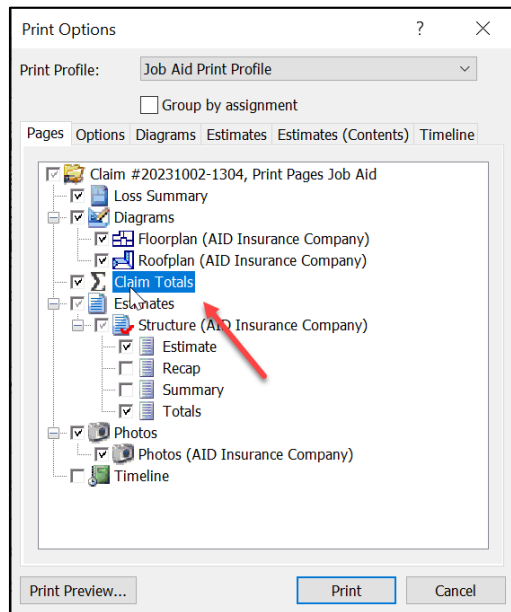
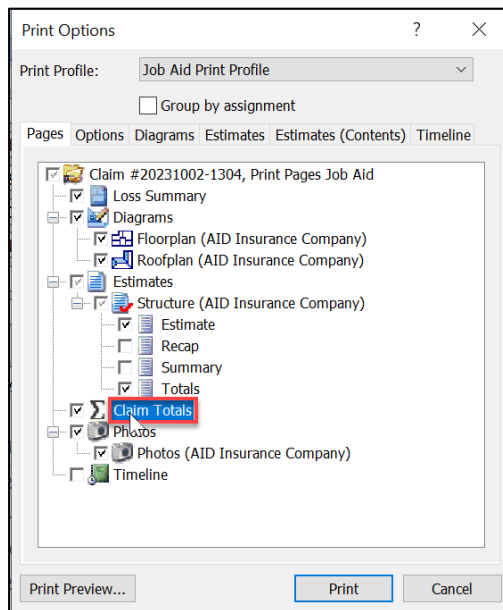
3. Check the box next to **Group by Assignment** if you wish to group the claim elements together by assignment when printing.



4. Next, on the **Pages** tab, check the boxes (or uncheck if they were checked by default) next to the Claim elements you wish to include in the print package.



5. Rearrange the printing order of claim elements by clicking on the claim element to highlight it blue, then drag & drop into the desired place.

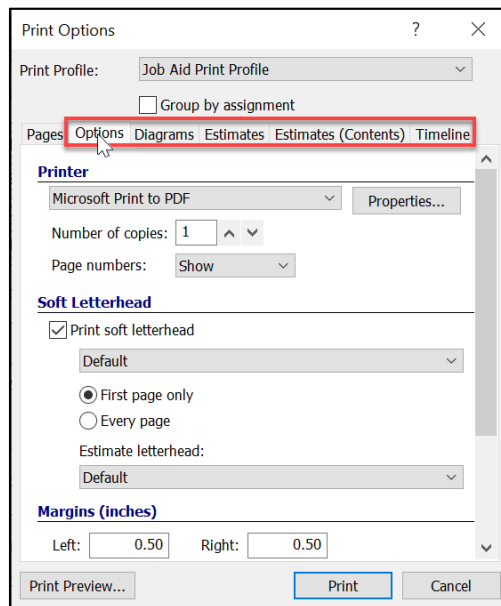


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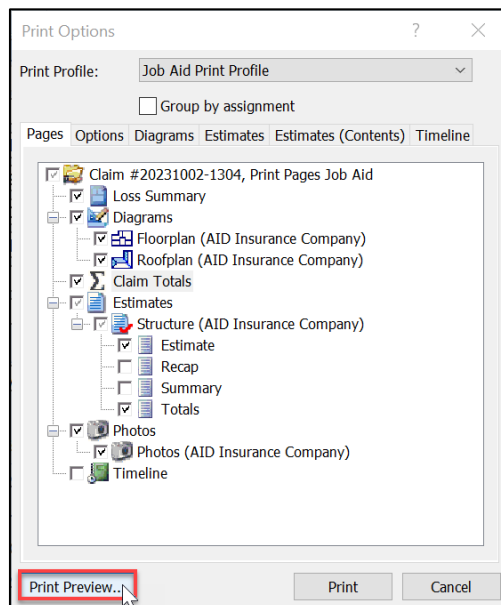
**Note:** Claim elements may be moved into any order, however only within elements of the same level. Elements that are within a subgrouping may only be reordered within elements of that specific grouping.

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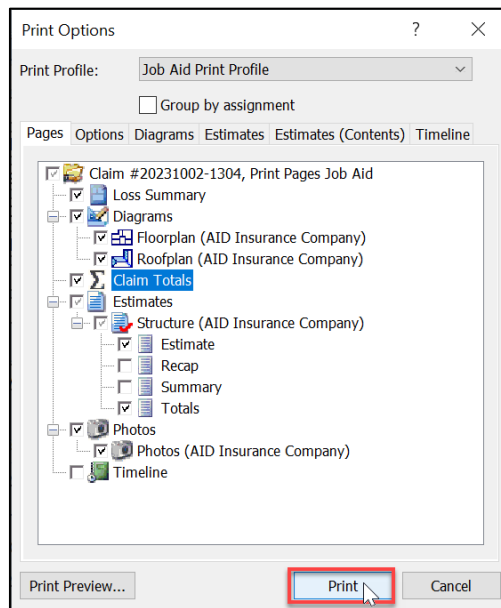
6. Navigate through the remainder of the tabs to verify settings and make adjustments, if necessary.



7. Click **Print Preview** to see a preview prior to printing.



8. Click **Print** to print the package.





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