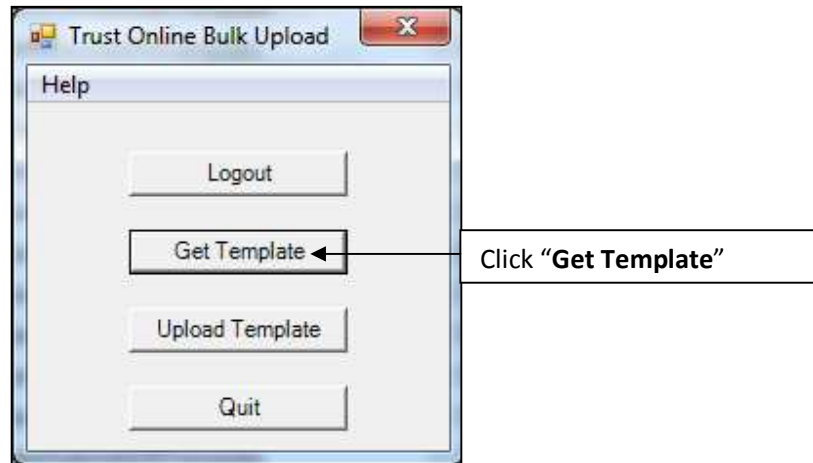
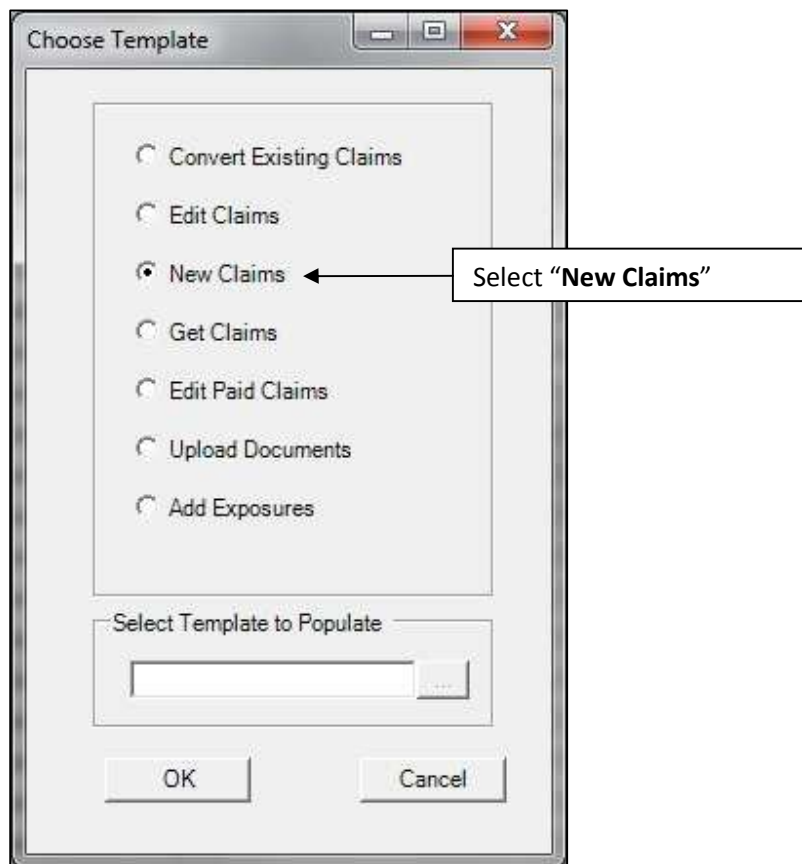


## Bulk Upload New Claims Tool

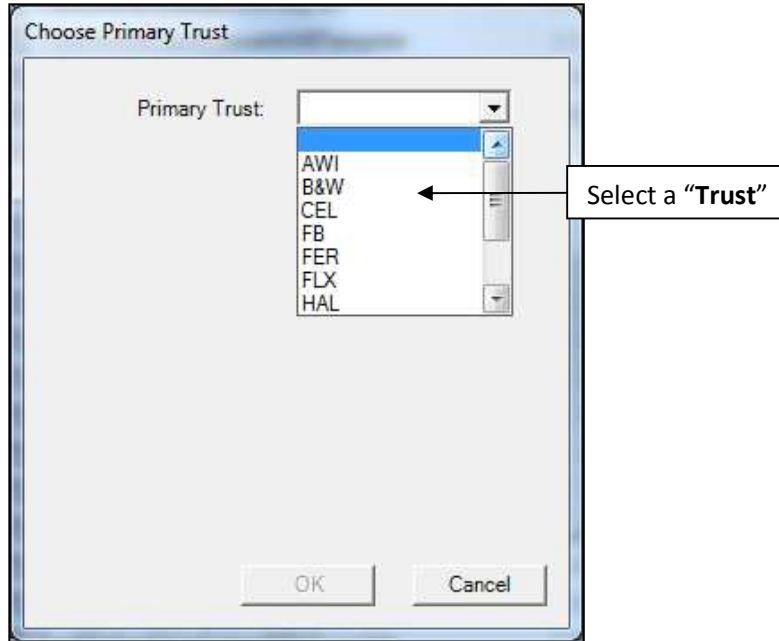
1. To submit new claims, first log into the Bulk Upload tool and click on the Get Template button.



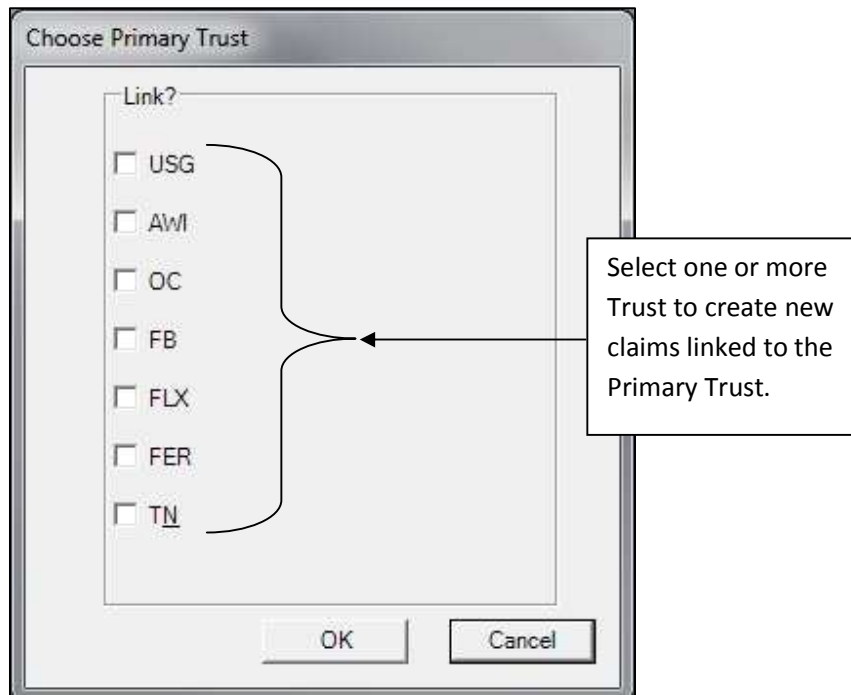
2. The "Choose Template" box will appear with a list of templates that are available for downloading. Click on the "New Claims" template to download it.



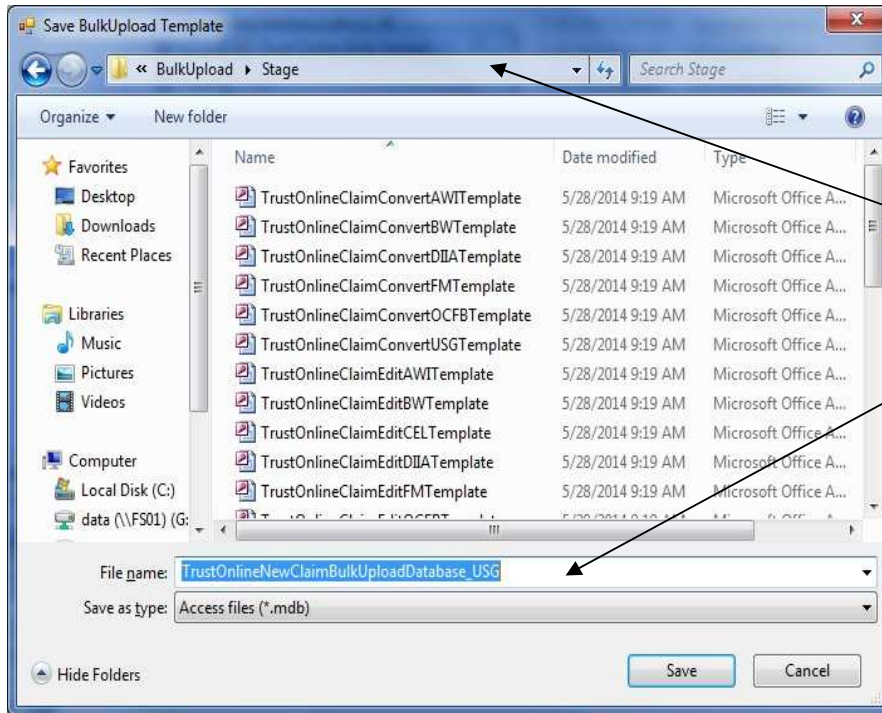
3. The **“Choose Primary Trust”** box will appear with a drop-down of Trust that the user has access too. Select the Trust for the new claims submissions.



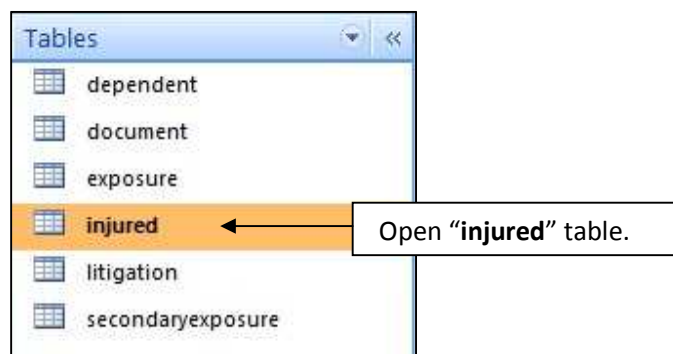
4. After selecting the Primary Trust, a **“Link?”** box will appear displaying all of the Trust the user has access too. At this point, the user may check one or more Trust, which will create new claims for these Trusts and linked them to the Primary Trust.



5. After selecting the Trust and clicking the OK button. A “**Save BulkUpload Template**” box will appear prompting the user to save the new template. At this point the user may rename the file or leave the default name and select the directory where the new template will be stored.



6. After downloading the new template, double click on the file to open it. Find the claim tables located in the tables view of the Access database and open the “**injured**” table to begin entering data for the new claim submissions. The “**injured**” party table must first be populated with data before any other tables. All other tables are linked to the injured party table through the **SSN** field (*Injured Table’s Primary Key*).



- As you can see in the following example, when the 'injured' party table is missing the SSN, all of the other tables such as the litigation and exposure tables do not have any data in the SSN drop-down and cannot be updated directly.

The 'SSN' field is left blank in the injured table.

There are no 'SSN's to select in the drop-down.

- Besides the SSN field, there are other look-up fields in the tables that require a specific ID instead of the actual value. These values can be found in the 'READONLY\_' tables located immediately below the claims table.

Click on a 'READONLY' table to view the specific IDs.

9. By double clicking on the **'READONLY\_industry'** table shown in the previous image, you will see the industry ids and description of the industry.

id	description
81	10: Asbestos mining
82	11: Aerospace/Aviation
83	12: Asbestos abatement
84	13: Automotive/Mechanical Friction
85	16: Chemical
86	17: Construction

10. By double clicking on the Exposure table, you will see that the **'industryid'** field is looking up data from the **'READONLY\_industry'** table.

employer	fabricated	handled	industryid
	Unspecified	Unspecified	
			81 10: Asbestos mining
			82 11: Aerospace/Aviation
			83 12: Asbestos abatement
			84 13: Automotive/Mechanical F
			85 16: Chemical
			86 17: Construction
			87 18: Iron & Steel
			88 19: Longshore

11. As part of the Bulk Upload Tool, we have also provided the user with an excel spreadsheet labeled the **"Bulk Upload Data Dictionary"** that displays the user friendly name of each field. You'll notice that the **'industryid'** located under the Template Field heading corresponds to question 4 from the claim form.

Claim Form Question	Template Field
<b>Part 3: Exposure</b>	
1. Site Code	approvedsitecode
USG Specific Code (Optional)	alternateapprovedsitecode
Name of Plant/Site of Exposure	sitename
Plant/Site City	sitcity
Plant/Site State	sitestate
Plant/Site Country	sitcountry
If this exposure involved USG/A.P. Green pro	product
Employer	employer
2. Date Exposure Began	datefirst
Date Exposure Ended	datelast
3. Occupation at time of Exposure (e.g. Boilermaker, Laborer, etc.)	occupation
<b>4. Industry in which exposure occurred</b>	<b>industryid</b>
If code 37 - Other, please describe	industryother

**Note:** There are several ways to populate the tables in the Bulk Upload Tool. The methods range from beginners updating individual fields in the tables, to using exported Excel spreadsheet to update the tables, to advanced access programmers creating scripts to pull data from the user's database right into the tables. For the purpose of this tutorial, we will be focusing on the **beginner's method** of updating the individual fields in the tables.

12. With the **injured** table opened, enter all of the necessary information. The injured table includes the following section of the claim form: **Representation, Process, Injured Party, Injuries, Smoking History, Economic Loss and Comments.**

attorneyid	ssn	processoptionid	lastname	firstname	middleinitial	gender
*						

13. With the **exposure** table opened, enter all of the necessary information. You may add multiple exposure records for each of the claimants listed in the injured table.

ssn	datefirst	datelast	employed	fabricated	handled	industryid
*			Unspecified	Unspecified	Unspecified	

14. With the **litigation** table opened, enter all of the necessary information. You may add multiple litigation records for each of the claimants listed in the injured table.

ssn	casenumber	datefiled	namedasdefendant	nameofcourt	hasreceivedmoney
*			Unspecified		Unspecified

15. With the **dependent** table opened, enter all of the necessary information. You may add multiple dependent records for each of the claimants listed in the injured table.

ssn	lastname	firstname	middleinitial	birthdate	financiallydependent	relationshipcode
*					Unspecified	

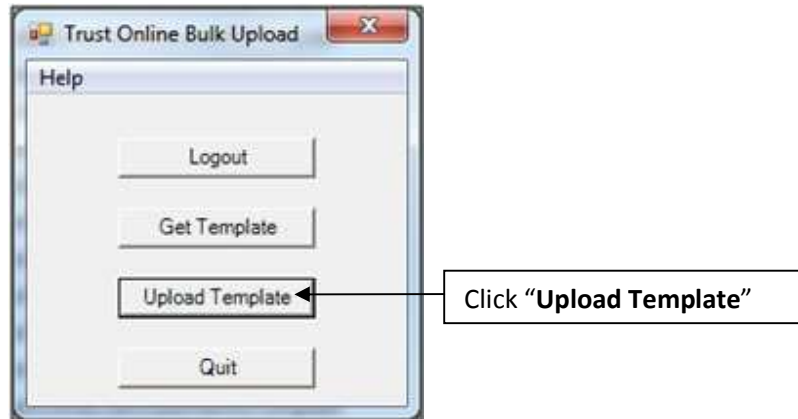
16. With the **secondary exposure** table opened, enter all of the necessary information. You may add multiple secondary exposure records for each of the claimants listed in the injured table.

ssn	oepssn	otherrelationship	exposedtoep	exposuredesc	exposurstartdate
*			Unspecified		

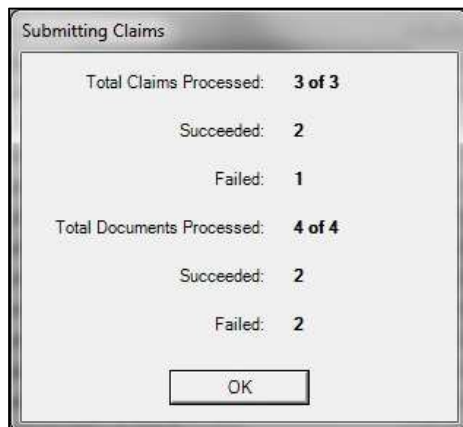
17. With the **document** table opened, enter all of the necessary information. You may add multiple documents for each of the claimants listed in the injured table.

documentid	ssn	path	documenttypeid	comment	success
*	(New)				

18. After entering all of the information into the necessary tables, close the template. Log back into the Bulk Upload Tool and click on the Upload Template button.



19. The “**Upload BulkUpload Database**” box will be open, prompting the user to select the “**New Claims**” template that has the claims that will be submitted. After selecting the correct template, click “**Open**” to begin submitting the new claims.



The “**Submitting Claims**” box will display the total claims successfully submitted and the failed submissions. As well as any documents that was successfully or unsuccessfully uploaded

For the Failed claim submissions, open the template and the “**READONLY\_results**” table for information on why the submission failed. For the Failed document uploads, open the “**document**” table and check the message field which will provide a brief description of why the documents failed to upload.

After making corrections to the failed claim submissions and documents, you may log back into the Bulk Upload Tool and re-upload the template with the corrections.