



insurancecompanycodes

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This page allows you to add and maintain basic information about insurance companies for reporting.

Add or retrieve insurance company data:

Add			Retrieve an existing record.	<p>Search for a record.</p> <p>In the Customer Name field, type the customer's name (e.g., Angel ISD). As you type the data, a drop-down list of corresponding customer names is displayed. Select a customer name. The field is required.</p> <ul style="list-style-type: none"> • If the customer name is not known, click Directory. The Customers lookup is displayed. • To search for a specific customer name or customer number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of data that matches the search criteria is displayed. • Select an item from the list. Otherwise, click Cancel. <p>In the Customer Number field, if you type a partial customer number (from one to six digits) and tab out of the field, the field is zero-filled to equal six digits. The field can be a maximum of six digits and is required.</p> <ul style="list-style-type: none"> • As you type the data, a drop-down list of corresponding customer numbers is displayed. Select a customer number. If the customer number is not known, click Directory. The Customers lookup is displayed. • To search for a specific customer name or customer number, type data in one or more of the search fields. • To search through all available data, leave all fields blank. • Click Search. A list of data that matches the search criteria is displayed. • Select an item from the list. Otherwise, click Cancel.
	OR			
	<p>Add insurance data.</p> <p>Click to add a customer record.</p>			
Field	Description			
Campus ID				
Pass/Fail				

Click **Save**.

****NOTE:**

Other functions and features:

 [Delete a row.](#)
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.