



# insurancecompanycodes



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# Insurance Company Codes - HRS2900

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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:**


<b>Add</b>	<p><a href="#">Add insurance data.</a> Click to add insurance company data. A blank insurance company code record is displayed.</p>	OR	<p><b>Retrieve an existing record.</b></p>	<p><a href="#">Search for a record.</a> In the <b>Customer Name</b> 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"> <li>• If the customer name is not known, click <b>Directory</b>. The Customers lookup is displayed.</li> <li>• To search for a specific customer name or customer number, type data in one or more of the search fields.</li> <li>• To search through all available data, leave all fields blank.</li> <li>• Click <b>Search</b>. A list of data that matches the search criteria is displayed.</li> <li>• Select an item from the list. Otherwise, click <b>Cancel</b>.</li> </ul> <p>In the <b>Customer Number</b> 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"> <li>• 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 <b>Directory</b>. The Customers lookup is displayed.</li> <li>• To search for a specific customer name or customer number, type data in one or more of the search fields.</li> <li>• To search through all available data, leave all fields blank.</li> <li>• Click <b>Search</b>. A list of data that matches the search criteria is displayed.</li> <li>• Select an item from the list. Otherwise, click <b>Cancel</b>.</li> </ul>
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Field	Description
<b>Campus ID</b>	
<b>Pass/Fail</b>	

Click **Save**.

**\*\*NOTE:**

**Other functions and features:**

 <a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
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