

## **“ORIGAMI RISK” DATA ENTRY TRICKS AND TIPS**

Anything with a **red\*** is a required field.

**Agency** – Please click on the magnifying glass to the right of the Agency field. You will be able to search for your location by various parameters.

For example: Under **“Filter By”** type your agency name in the **“Name”** box. A list will appear, select the correct agency and address location and the agency information will auto-populate within the claim form.

**Vehicle Information** – Vehicle information is mandatory. Please click on the **“Lookup Vehicle button”** a list of vehicles will appear, go to **“Filter By”** and type the license plate number in the **“License plate#”** box, typing % in place of EX, DOT, or UNIT and hit search. Your vehicle will appear, verify and click on the red License Plate # and your vehicle information will auto populate the claim form.

**Is this a Fleet Service Vehicle?** This will be a **“yes”** if you rent or lease a vehicle through Las Vegas, Reno or Carson City Fleet Services.

Incident must be saved before adding new file record. Click save and continue, this will bring you to the top of the page, scroll down to the bottom of the page to the Files section, on the right hand side where you can click the **“Upload file”** link.

**Uploading Files** - Click the red **“Upload file”** to upload new file. You can click on File and browse your computer to upload a single file or click on right hand side upload multiple files and you can click to drag and drop files, click **start upload** and then click **done uploading files**.