

# Claim Control Filters

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## Save Claim Control Filters

To quickly use the Claim Control screen, save and use search criteria filters. Using saved filters will help you retrieve the information you need faster.

1. Select **Claim > Claim Control**.
2. Enter your **Search Criteria**.
3. Click the **Save** link.
4. Add a **Name** to your filter.
5. Use the **Share** with drop-down menu to select whether to share this filter on the user or Customer level.
6. Click **Save**.

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## Load Claim Control Filters

1. Select **Claim > Claim Control**.
2. Click the **Load** link.
3. Click on the **Filter** you wish to use.

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## Update Claim Control Filters

1. Select **Claim > Claim Control**.
2. Click the **Load** link.
3. Click on the **Filter** you wish to update.
4. Enter your updated **Search Criteria**.
5. Click on the **Save** link.

6. Choose whether to **Update Filter** or **Save as New Filter**.

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## Remove Saved Claim Control Filters

1. Select **Claim > Claim Control**.
  2. Click the **Load** link.
  3. Click on the  icon next to the filter you wish to remove.
  4. Click **Delete**.
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