

## Place In Queue Report

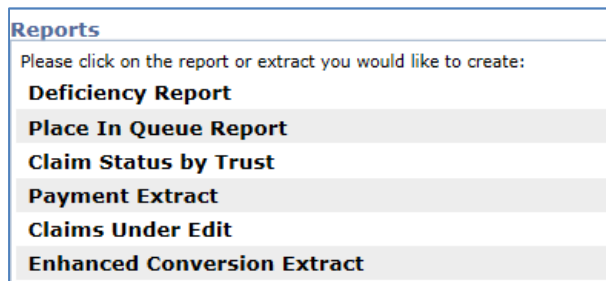
### Objective

To identify the current *place in queue* for claims that have a status of **Ready to Review** or **Ready to Re-Review** and to determine the approximate length of time until it is selected for the review process.

1. To run the **Place In Queue** report, log into Trust Online and click on the **Reports** tab.



2. This will direct you to the **Reports** page which displays a list of pre-formatted reports in which everyone in **your** firm has access to. Click on the **Place In Queue Report** to begin the reports process.



3. After clicking on this report, a new page will be displayed with a number of criteria to select from. First select the **Trust** from the trust drop-down. You may only select one Trust at a time.

The screenshot shows a form for creating a report. At the top, there are two dropdown menus: 'Trust' set to 'B&W' and 'Output Type' set to 'PDF'. Below these is a 'Create Report' button. Underneath are two more dropdown menus: 'Status' and 'Attorney'. The 'Status' dropdown is currently set to 'All', and the 'Attorney' dropdown is also set to 'All'. The 'Status' dropdown list includes 'All', 'Ready to Review', and 'Ready to Re-Review'. The 'Attorney' dropdown list includes 'All', 'SMITH, JOHN', and 'Smith, Robert'.

4. Next, specify the **Status(s)** from the list box or you may select **All** to run a report for all status. You may select multiple status by selecting the first one and then holding the <Ctrl> button while selecting other status in the list.

This screenshot is identical to the previous one, but the 'Status' dropdown menu is now open, and 'Ready to Review' and 'Ready to Re-Review' are selected, indicated by a blue highlight and a checkmark.

- Next, specify the **Attorney(s)** from the list box or you may select **All** to run a report for all attorneys in the firm. You may select multiple attorneys by selecting the first one and then holding the <Ctrl> button while selecting other attorneys in the list.

- Next, specify the **Output Type** from the drop-down box. The option selected will mainly depend upon your reporting requirements. To view the data in a readable formatted report, you may select **PDF** or **EXCEL** types. The PDF version may be preferable when printing the formatted report. For data in a spreadsheet format with simple column headings, select the **CSV** type.

- After selecting the Output Type, click on the **Create Report** button, a file will open with the following data: Status, Firm Name, Attorney Name, Claim Number, Firm File Number, Injury, Process Option, Exposed Name, Exposed Masked SSN, Place In Queue and Date Received.

- PDF

Place In Queue Report									
Babcock & Wilcox Asbestos Settlement Trust									
Firm Name	Attorney Name	Claim #	Firm File #	Injury	Option	Injured	SSN	PIQ	Received
Ready to Review									
Acme Law	SMITH, JOHN S	2530486		Level VIII. Mesothelioma	Expedited	test, Tone	*****8787	14523	01/06/2016

- EXCEL

Place In Queue Report									
Babcock & Wilcox Asbestos Settlement Trust									
Firm Name	Attorney Name	Claim #	Firm File #	Injury	Option	Injured	SSN	PIQ	Received
Ready to Review									
Acme Law	SMITH, JOHN S	2530486		Level VIII. Mesothelioma	Expedited	test, Tone	*****8787	14523	01/06/2016

- CSV

	C	D	E	F	G	H	I	J	K
1	Attorney Name	Claim Number	Firm File Number	Injury	Process Option	Exposed Name	Exposed SSN	Place In Queue	Date Received
2	SMITH, JOHN S	2530486		Level VIII. Mesothelioma	Expedited	test, Tone	*****8787	14523	1/6/2016

- To determine the approximate length of time the claim will be waiting until it is selected for the review process, go to the Claim Search page and enter the claim number from the report. From the search results, click on the name to open the claim in the General Tab.

General | Deficiency | Changes

Claim Form
Documents
Print Claim Form
Defer Claim
Withdraw Claim

<b>Claim Number</b>	2530486	<b>Alleged Injury</b>	Level VIII. Mesothelioma	
<b>Current Queue</b>	Review Queue	<b>Evaluated Injury</b>		
<b>Status</b>	Ready to Review	<b>Jurisdiction</b>	DE	
<b>CheckOut Date</b>		<b>Last Review Date</b>		
<b>Checked Out By</b>	Not checked out.	<b>Attorney</b>	SMITH, JOHN	
<b>Date Received</b>	1/6/2016	<b>Firm</b>	Acme Law (Law Acme)	
<b>Place in Queue</b> <a href="#">🔗</a>	14523	<b>Assigned To</b>	<input type="text" value=""/>	
<b>FIFO Number</b>	201601062015010119400101		<b>Firm Passkey</b>	8B29F3D
		<b>eSign Key</b>	F8873282	

- From the previous image, click on the label **“Place in Queue”** to open a new window which displays the B&W Weekly Averages for Initial Review and Re-Review. In the claim example, the current place in queue is 14523. Using the Initial Review average of 195 and the current place in queue, the user can calculate the time it will take for this claim to be reviewed.

B&W Weekly Average		
Date Updated	Initial Review	Re-review
11/1/2020	195	136

We hope that with this useful bit of information as well as other resources available through Trust Online, we can better help you manage your claims inventory and its current progression through the system.