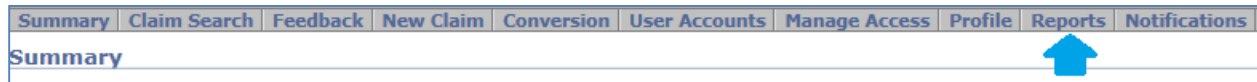


Place In Queue Report

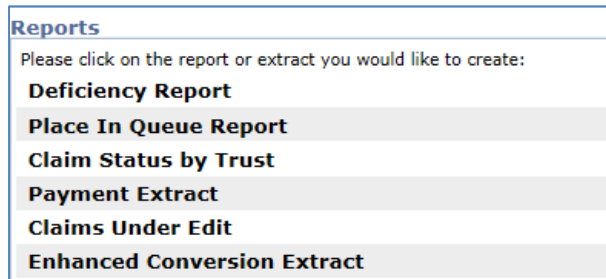
Objective

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 is a 'Trust' dropdown menu set to 'WRG' and an 'Output Type' dropdown menu set to 'PDF'. Below these is a 'Create Report' button. Underneath, there are two columns of dropdown menus: 'Status' and 'Attorney'. The 'Status' dropdown has options: All, Ready to Review, and Ready to Re-Review. The 'Attorney' dropdown has options: 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.

The screenshot shows the same report creation page as the previous one. The 'Status' dropdown menu is now open, and the options 'Ready to Review' and 'Ready to Re-Review' are selected, indicated by blue highlights. The 'Attorney' dropdown remains open with 'All' selected.

- 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									
WRG Asbestos PI Trust									
Firm Name	Attorney Name	Claim #	Firm File #	Injury	Option	Injured	SSN	PIQ	Received
Ready to Review									
Acme Law	SMITH, JOHN S	38003721		Level IV(A). Severe Asbestosis	Individual	nita, anita	*****1655	1978	01/26/2016

- EXCEL

Place In Queue Report									
WRG Asbestos PI Trust									
Firm Name	Attorney Name	Claim #	Firm File #	Injury	Option	Injured	SSN	PIQ	Received
Ready to Review									
Acme Law	SMITH, JOHN S	38003721		Level IV(A). Severe Asbestosis	Individual	nita, anita	*****1655	1978	01/26/2016

- CSV

	A	B	C	D	E	F	G	H	I	J
1	statusdescription	injury_1	attorneyName_1	claimnumber_1	firm file number1	injury Description_2	processoption shortdescription_1	exposedName	exposedSSN_1	placeInQueue_1
2	Ready to Review	Acme Law	SMITH, JOHN S	38003721		Level IV(A). Severe Asbestosis	Individual	nita, anita	*****1655	1978
3										

- 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 Withdraw Claim			
Claim Number	38003762	Alleged Injury	Level I. Other Asbestos Disease
Current Queue	Review Queue	Evaluated Injury	
Status	Ready to Review	Jurisdiction	DE
CheckOut Date		Last Review Date	
Checked Out By	Not checked out.	Attorney	Smith, Robert
Date Received	5/9/2016	Firm	Acme Law (Law Acme)
Place in Queue	1333	Assigned To	<input type="text"/>
FIFO Number	201605092015060119400601	Firm Passkey	8B29F3D

- From the previous image, click on the label “Place in Queue” to open a new window which displays the WRG Weekly Averages for Initial Review and Re-Review. In the claim example, the current place in queue is 1333. Using the Initial Review average of 428 and the current place in queue, the claim will most likely be reviewed within the next 4 weeks.

WRG Weekly Average		
Date Updated	Initial Review	Re-Review
11/1/2020	428	428

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.