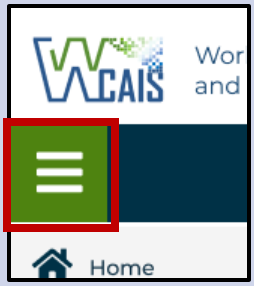


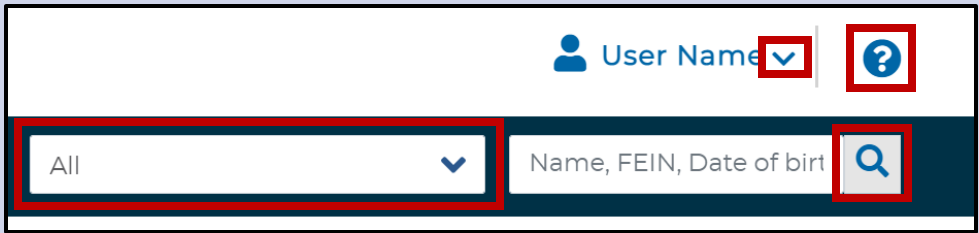


WCAIS Digital Transformation

Basic Screen Functions



Green menu = view or collapse the menu

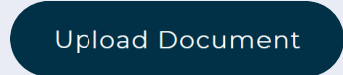


Arrow next to User Name = logout menu
Question icon = access the Customer Service Center
All drop-down menu = narrow search parameters
Magnifying glass icon = search WCAIS

Buttons



Green button = proceed to the next screen



Blue button = additional task to perform



Grey button = Back, Cancel, Clear, etc.

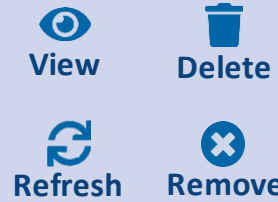


Blue arrow button = scroll to top of screen

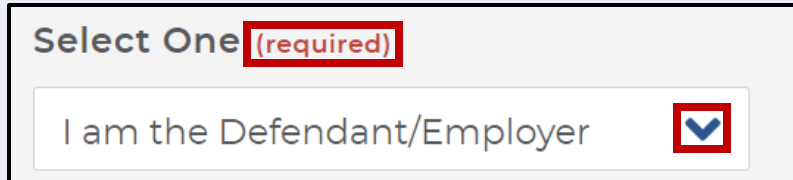
Icons



Check mark = section complete
Blue circle = section in progress
Grey circle = section not started



Field Indicators



Red (required) = mandatory field
Arrow = drop-down menu

Grids

Action ↑	Claim Status ↑	Received Date ↓	Original Filing Date ↑	Status ↑
EDI Transaction FROI-00 was received	FROI	##/##/####		

Single arrow next to a column title = the grid is sorted by that column
Double-sided arrow = press to sort by that column

Browsers & Zooming



Use **Microsoft Edge**, **Google Chrome**, or **Mozilla Firefox** to access WCAIS.
Do not use Internet Explorer.

Zoom in and out:
PC Keyboard = ctrl and +/-
Apple Keyboard = cmd and +/-
Browser Settings = Press the three dots in the upper right corner of the browser. Update the **Zoom** setting.