DEPARTMENT OF LABOR AND INDUSTRY

Exporting and printing documents from Work Comp Campus

Exporting a division file to a zip file

Documents relating to a claim and other cases (disputes and RT files) within that claim, and the "Claim Summary Report" can be downloaded as a zip file that will contain all the files together.

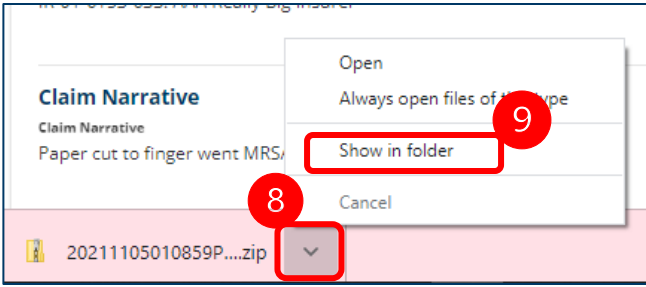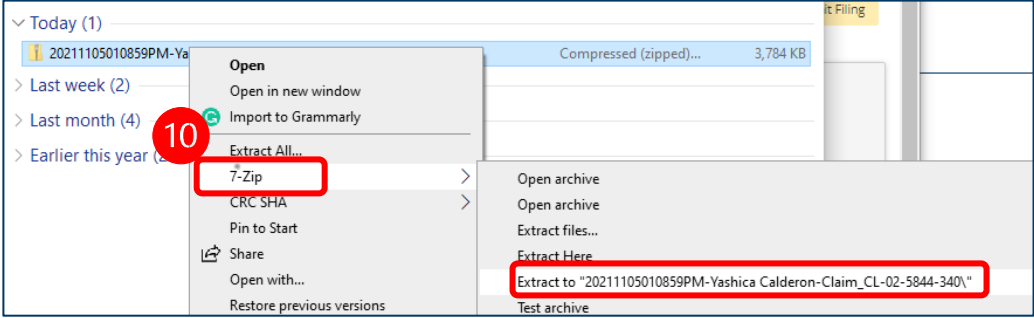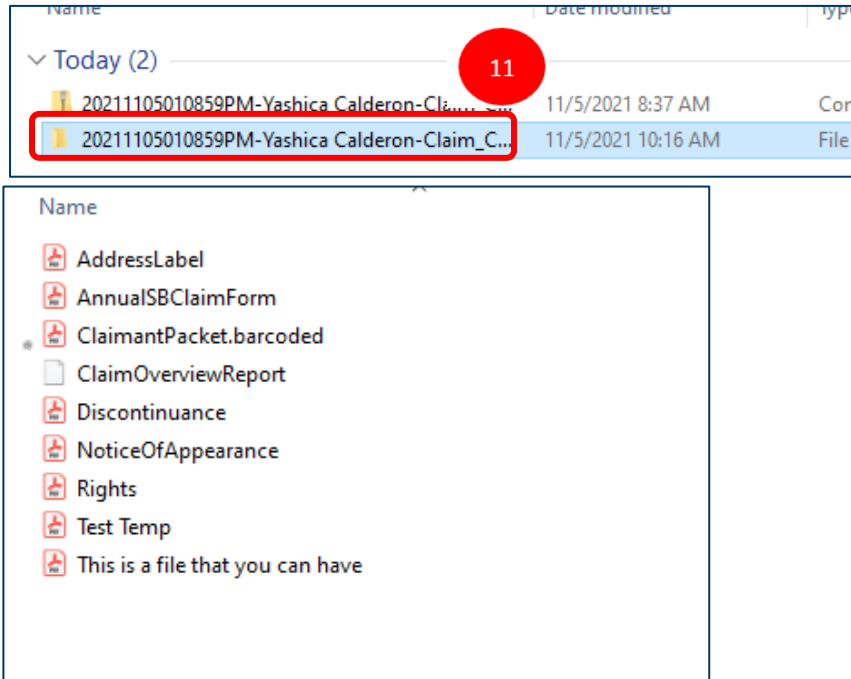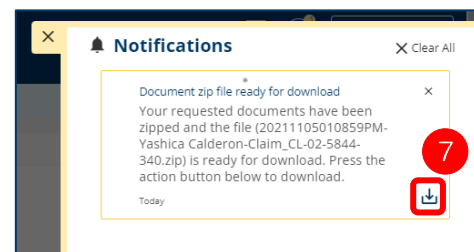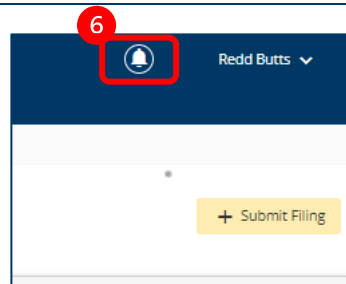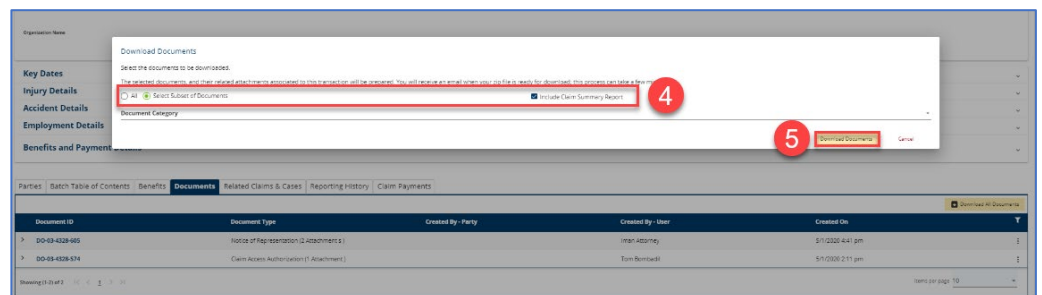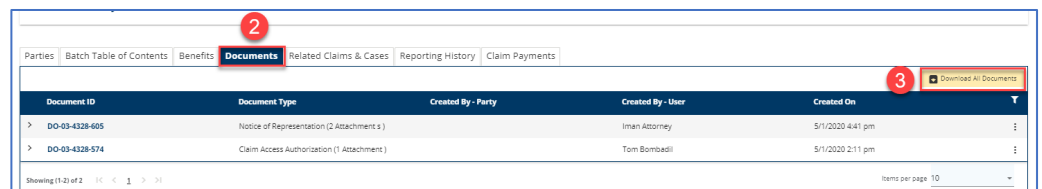|	
Downloading claim documents 1. Navigate to a claim **(Dashboard > My Queues > My Claims > Claim Details Page)**. 2. Select the **Documents** tab at the bottom of the page. 3. Click the **Download All Documents** button.	
4. You can download **All** or a **Select Subset of Documents** and include the **Claim Summary Report**. Note: The **Claim Summary Report** is an overview of the entire claim. It is not part of the file, but is generated by Work Comp Campus upon request. 5. Click the **Download Documents** button to continue.	
6. Next, you will receive a Campus notification when the zip file has been generated. Note: You may need to wait a few minutes to refresh. 7. Open the notification and click on the downward arrow symbol to begin the download.	

8. When the download is complete, there will be a file in the lower left corner of your screen. 9. Click on the dropdown menu arrow and select **Show in Folder**. 10. In the Windows File Explorer window, right-click on the zip file and select **7-Zip**, then select the **Extract to** sub-menu item that includes the file name.	**Claim Narrative** Claim Narrative Paper cut to finger went MRS/ Open Always open files of type Show in folder Cancel 📦 20211105010859P....zip ⌄ — Today (1) 📦 20211105010859PM-Ya... Compressed (zipped)... 3,784 KB > Last week (2) > Last month (4) > Earlier this year (Open Open in new window Import to Grammarly Extract All... 7-Zip CRC SHA Pin to Start Share Open with... Restore previous versions Open archive Open archive Extract files... Extract Here Extract to "20211105010859PM-Yashica Calderon-Claim_CL-02-5844-340\" Test archive
11. When the extraction is complete, there will be another file without the zipper. Double-click that file to open and view all the documents. See the **Printing files after extracting** section for instructions about printing these documents before continuing to step 12.	Name Date modified Typ — Today (2) 📦 20211105010859PM-Yashica Calderon-Cla..... 11/5/2021 8:37 AM Cor 📁 20211105010859PM-Yashica Calderon-Claim_C... 11/5/2021 10:16 AM File Name 📄 AddressLabel 📄 AnnualSBClaimForm 📄 ClaimantPacket.barcoded 📄 ClaimOverviewReport 📄 Discontinuance 📄 NoticeOfAppearance 📄 Rights 📄 Test Temp 📄 This is a file that you can have
Downloading case (dispute and RT files) documents 12. In Campus, on the **Claim Details** page, click on the **Related Claims & Cases** tab.	Parties | Claim Summary | Benefits | Documents | **Related Claims & Cases** | Reporting History | Claim Payments

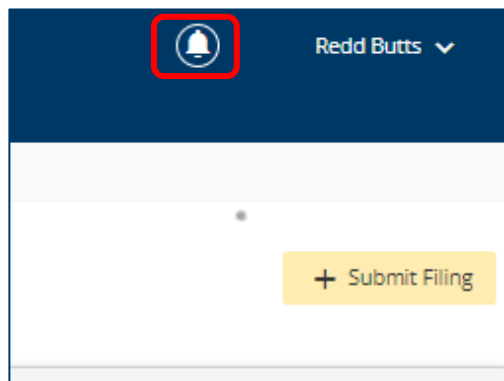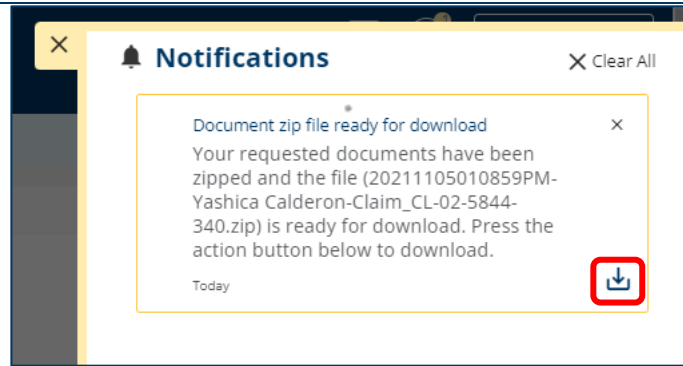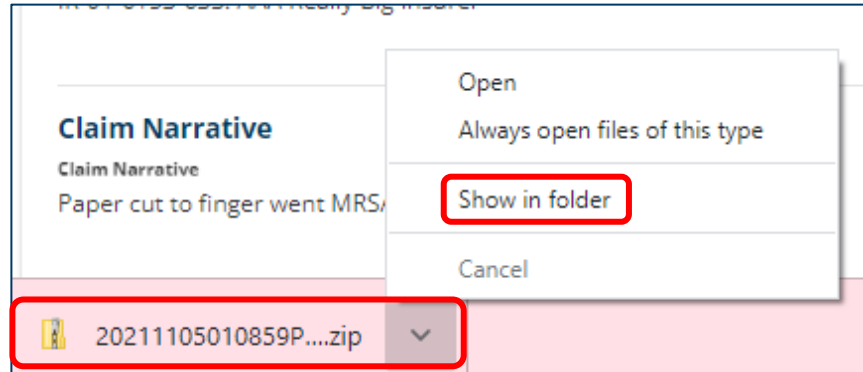|	
13. In the **Related Cases** tab, under the **Transaction ID** column, open each DS, RT and WC.	**Related Cases** Related Claims **Transaction ID** **Type** DS-02-5883-670 Dispute DS-02-5883-388 Dispute DS-02-5883-259 Dispute DS-02-5882-805 Dispute DS-02-5881-558 Dispute DS-02-5881-096 Dispute DS-02-5881-084 Dispute DS-02-5881-065 Dispute
14. After clicking on the **Transaction ID**. Scroll to the bottom of the page and click on the **Documents** tab. 15. Click the **Download All Documents** button.	Parties Events Related Cases & Claims **Documents** 🔽 Download All Documents **Document ID** **Document Type** **Created By - User** **Date Filed** **Description** > DO-02-5883-672 Request for Assistance (1 Attachment) Buzz Buck 9/16/2021
16. You can download **All** or a **Select Subset of Documents**. 17. Click the **Download Documents** button to continue.	**Download Documents** ✕ Select the documents to be downloaded. The selected documents, and their related attachments associated to this transaction will be prepared. You will receive an email when your zip file is ready for download; this process can take a few minutes. ◉ All ◯ Select Subset of Documents Download Documents Cancel
18. Next, you will receive a Campus notification when the zip file has been generated. Note: You may need to wait a few minutes to refresh.	🔔 Redd Butts ⌄ ＋ Submit Filing

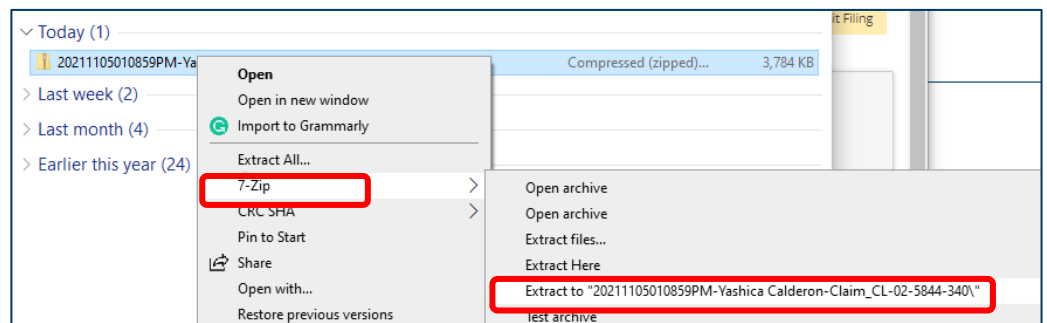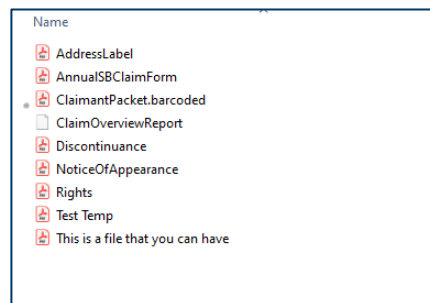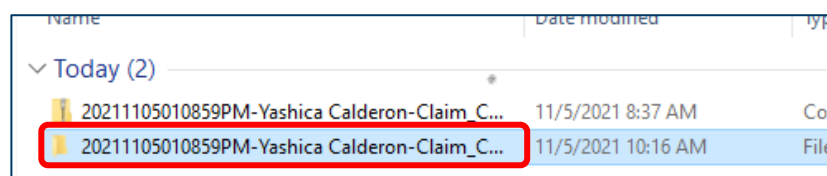|	
19. Open the notification and click on the downward arrow symbol to begin the download.	**Notifications** ✕ Clear All Document zip file ready for download ✕ Your requested documents have been zipped and the file (20211105010859PM-Yashica Calderon-Claim_CL-02-5844-340.zip) is ready for download. Press the action button below to download. Today
20. When the download is complete, there will be a file in the lower left corner of your screen. 21. Click on the dropdown-menu arrow and select **Show in Folder**.	**Claim Narrative** Claim Narrative Paper cut to finger went MRS/ Open Always open files of this type Show in folder Cancel 20211105010859P....zip ✔
22. In the Windows File Explorer window, right-click on the zip file and select **7-Zip**, then select the **Extract to** sub-menu item that includes the file name.	Today (1) 20211105010859PM-Ya... Compressed (zipped)... 3,784 KB Last week (2) Last month (4) Earlier this year (24) Open Open in new window Import to Grammarly Extract All... 7-Zip CRC SHA Pin to Start Share Open with... Restore previous versions Open archive Open archive Extract files... Extract Here Extract to "20211105010859PM-Yashica Calderon-Claim_CL-02-5844-340\" Test archive
23. When the extraction is complete, there will be another file without the zipper. Double-click that file to open and view all the documents. Note: Repeat steps 12 through 23 for each transaction in the **Related Cases** tab. See the **Printing files after extracting** section for instructions about printing.	Name Date modified Typ Today (2) 20211105010859PM-Yashica Calderon-Claim_C... 11/5/2021 8:37 AM Cor 20211105010859PM-Yashica Calderon-Claim_C... 11/5/2021 10:16 AM File Name AddressLabel AnnualSBClaimForm ClaimantPacket.barcoded ClaimOverviewReport Discontinuance NoticeOfAppearance Rights Test Temp This is a file that you can have

Printing files after extracting them

When the files have been extracted and the Windows File Explorer window is open, if you have a requested ClaimOverviewReport, take the following steps.

1. Locate the **ClaimOverviewReport** file and rename it by highlighting it and using the right-click menu to select **Rename**.

2. In the edit field, add **.pdf** at the end of the name. This will allow for the document to open and print as a PDF file.

Note: Repeat these steps for any files that are not formatted as PDF files.
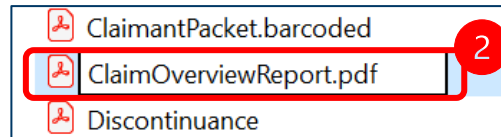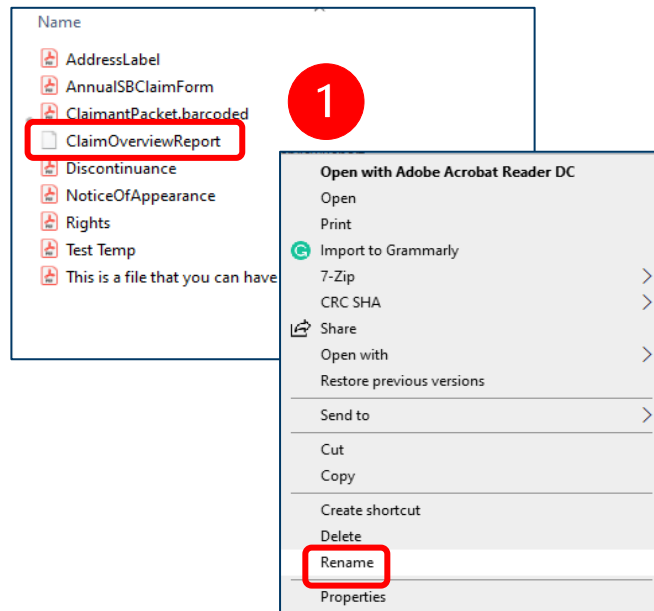
After all the documents are PDF files, the printing options are as follows.

If the user does not have any version of Adobe, follow step 3.

3. **Print individually** by highlighting the file and then using the right-click menu to select **Open with**, then clicking on the preferred web browser (either Google Chrome or Microsoft Edge).
   - For Google Chrome: A browser window will open with the document. At the top right corner, click on the printer icon.
   - For Microsoft Edge: A browser window will open with the document. At the top right corner, click on the printer icon.
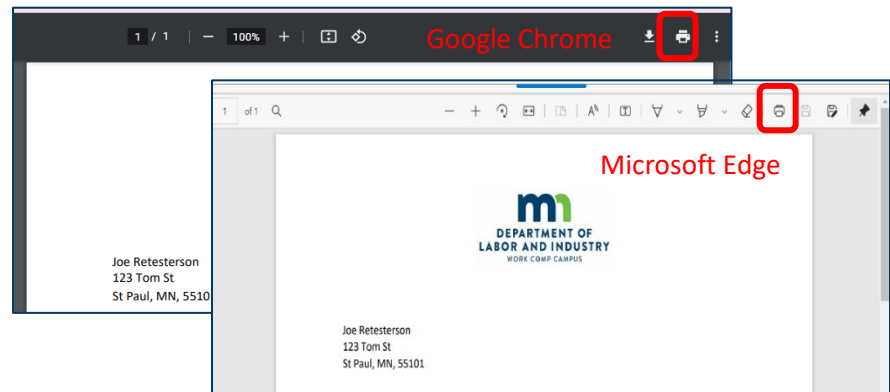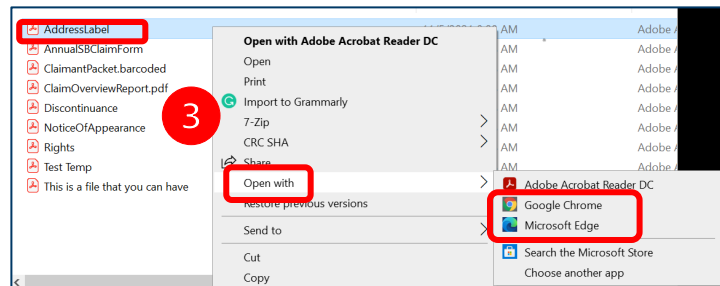
If the user has Adobe Reader, follow steps 4 and 5.

4. **Print individually** by highlighting the document and then using the right-click menu to **Print.**

5. **Print in batches** by selecting a maximum of 15 files and then using the right-click menu to select **Print**. (To select a batch of files, highlight the first file, press the **Shift** key on the keyboard and then highlight the last file.)
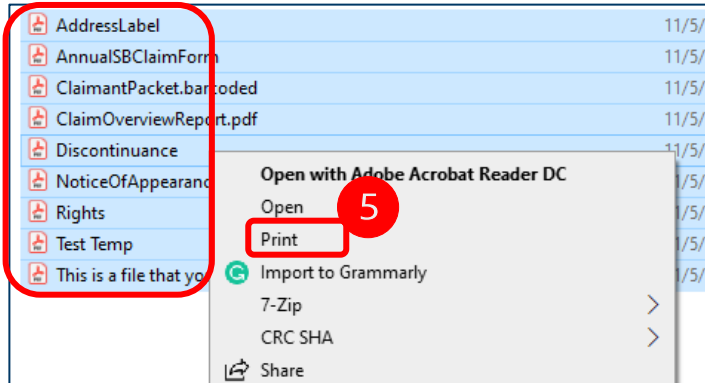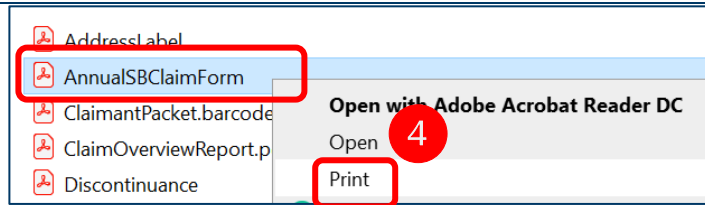
**If the user has Adobe DC, follow steps 6 through 10.**

6. **Print all at once** by selecting all the files and using the right-click menu to select **Print All**. (To select all the files, highlight the first file, press the **Shift** key on the keyboard and then highlight the last file.)
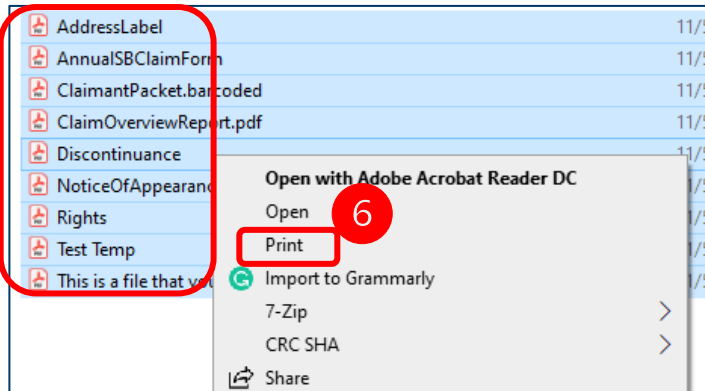
Print by combining the files into one PDF document by selecting all the documents and using the right-click menu to select the **Combine files in Acrobat...** option. (To select all the documents, highlight the first file, press the **Shift** key on the keyboard and then highlight the last file.)

Note: This combined document can be printed at any time.

7. Adobe Acrobat will open and list all the files that are to be
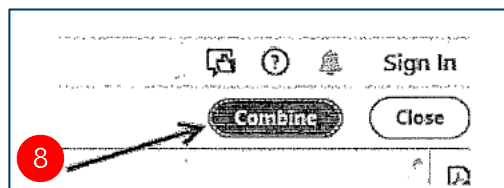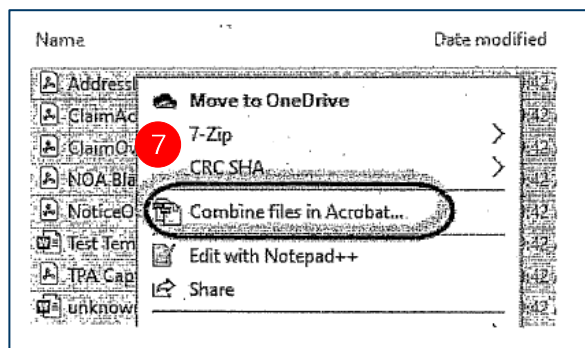
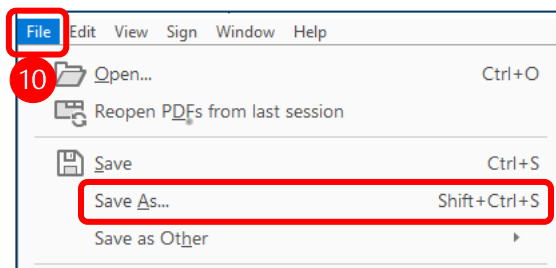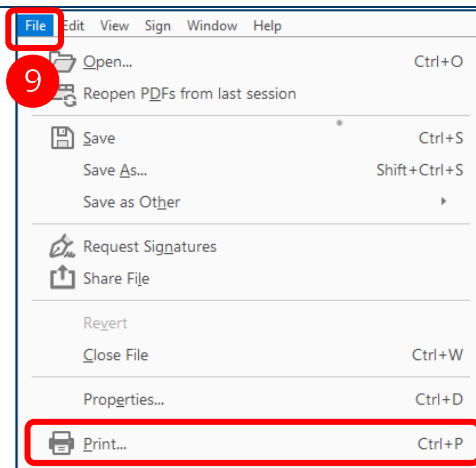combined. Click the **Combine** button at the top right.

Note: This process could take several minutes to complete.

When the files have been combined, a new tab will open in Adobe labeled **Binder 1**.

8. With that tab open, click **File** in the top left corner and select **Print** to print the documents without saving.

OR

9. With that tab open, click **File** in the top left corner and select **Save As** to save the file and print later.

File	Edit	View	Sign	Window	Help

⑨
- Open...   Ctrl+O
- Reopen PDFs from last session
- Save   Ctrl+S
- Save As...   Shift+Ctrl+S
- Save as Other ▸
- Request Signatures
- Share File
- Revert
- Close File   Ctrl+W
- Properties...   Ctrl+D
- Print...   Ctrl+P

File	Edit	View	Sign	Window	Help

⑩
- Open...   Ctrl+O
- Reopen PDFs from last session
- Save   Ctrl+S
- Save As...   Shift+Ctrl+S
- Save as Other ▸

Revised: Nov. 10, 2021