

Sort Feature in Portals

We developed a new portal feature to make it easier for you to find and access documents. This sort option appears as a drop-down box where you see documents in your portal. We have outlined it in red here:

The screenshot shows a web portal interface for 'Claimant Document Upload'. At the top left is a '<< Back' button. The main heading is 'Claimant Document Upload'. Below this is a section titled 'Settlement Class Member Information' containing the following details: Settlement Program ID: 100014077, Name: John Doe, Address: 250 Rocketts Way, Richmond, VA United States 23231, Claim Package Status: Claim Package Started, Settlement Class Member Type: Retired NFL Football Player, and Registration Status: Registered in Program with No Further Challenge/Appeal Rights. Below this information is a 'Class member Documents:' section with an 'Upload' button. A 'View Documents' section follows, featuring a drop-down menu labeled 'Sort Documents likely associated with:' with 'All' selected. This drop-down menu is highlighted with a red border. Below the menu is a table with columns: Doc.ID, Document Category, Document Type, File Name, and Create Date.

Clicking that drop-down box will bring up 17 categories by which you can sort documents by subject:

- All
- Appeals
- Attorney Representation
- Audit
- Bankruptcy
- Baseline Assessment Program
- Communications
- Derivative Claimants
- Employment Records
- Liens
- Monetary Award
- Notices from Claims Administrator
- Other
- Payments
- Registration
- Representative Claimants
- Statute of Limitations
- Supplemental Monetary Awards

Documents in the selected category then will appear listed at the top, followed by all remaining documents based on date they were uploaded to the file. In the example below, documents associated with Monetary Awards are sorted to the top of the list, followed by all other documents, beginning with the most recent one:

View Documents					
Sort Documents likely associated with: <input type="text" value="Monetary Award"/>					
Doc ID	Document Category	Document Type	File Name	Create Date	
78407	Monetary Award	HIPAA Form	test.pdf	6/9/17	
78406	Monetary Award	Claim Form	test.pdf	6/9/17	
78405	Monetary Award	Signature Acknowledgement Form	test.pdf	6/9/17	
56734	Monetary Award	HIPAA Form	test.pdf	4/12/17	
56733	Monetary Award	Diagnosing Physician Certification Form	test.pdf	4/12/17	
56732	Monetary Award	Claim Form	test.pdf	4/12/17	
56731	Monetary Award	Signature Acknowledgement Form	test.pdf	4/12/17	
56730	Monetary Award	Claim Form	test.pdf	4/12/17	
56729	Monetary Award	Signature Acknowledgement Form	test.pdf	4/12/17	
74248	Notices from Claims Administrator	Notice of Request for Additional Documents	test.pdf	5/30/17	

This categorical sort option is an enhancement to the existing sort functionality, which already allows you to sort documents using these main column headers:

View Documents					
Sort Documents likely associated with: <input type="text" value="All"/>					
Doc ID	Document Category	Document Type	File Name	Create Date	

For example, clicking on the Document Type header sorts all documents alphabetically based on Document Type name:

View Documents					
Sort Documents likely associated with: <input type="text" value="All"/>					
Doc ID	Document Category	Document Type ↑	File Name	Create Date	
78406	Monetary Award	Claim Form	test.pdf	6/9/17	
56732	Monetary Award	Claim Form	test.pdf	4/12/17	
56730	Monetary Award	Claim Form	test.pdf	4/12/17	
56733	Monetary Award	Diagnosing Physician Certification Form	test.pdf	4/12/17	
78407	Monetary Award	HIPAA Form	test.pdf	6/9/17	
56734	Monetary Award	HIPAA Form	test.pdf	4/12/17	
49327	Baseline Assessment Program	Medical Records	test.pdf	3/29/17	Remove

If you have any questions about these features, call the Claims Administrator at 1-855-887-3485 or send an email to ClaimsAdministrator@NFLConcussionSettlement.com.