



## Steps for Duplicating a Previously Filed Timeslip

1. Logon.
2. Go to the =MC Function Option #9 (INDEX OF CLAIMS).
3. Locate and open the claim you want to duplicate.
4. Using the mouse, left-click the upper left corner and drag to highlight all the text.

Release

the left click. Place the cursor anywhere in the highlighted area and right click to open a message box. In the message box choose “Copy”.

5. Go to the =MC Option #8.
6. Go to the “Other” Box located all the way at the bottom right.
7. Place the cursor in this box and hit the tab key.
8. Right-click on the line that appears.
9. Left-click on “Paste”.

Note: All the information duplicated in the “Paste” function can be changed. The only problem is that the area cannot be increased. Make sure you leave enough room, even if you have to go to “Other” or “More Information”.

### If the right click button is disabled!

1. after highlighting the selected text with the left mouse button, Hold down the CTRL and Press C. This will also copy the selected text.
2. To paste the text simply place the cursor where needed and HOLD down the CTRL and PRESS V. This will also paste the copied text.