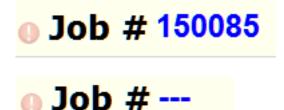# Claims
How to change a jobnumber

Top left of the screen job is the job number. This can be either a positive or negative number - or for a new job - an empty value, being 3 horizontal dashes. The blank value is automatically replaced by the following positive number so that you usually have to do anything to give the job a number.

If you want to change it yet, click with the mouse on the number or dashes. Now you yourself can choose a new number. Note: If the selected number already exists, the system will display a warning

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For the job to display the next number in the system, you can use the code word "new".

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Internal records, for example monthly passes are indicated by negative numbers. To easily find the lowest number in the system you can use the code word "intern".

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