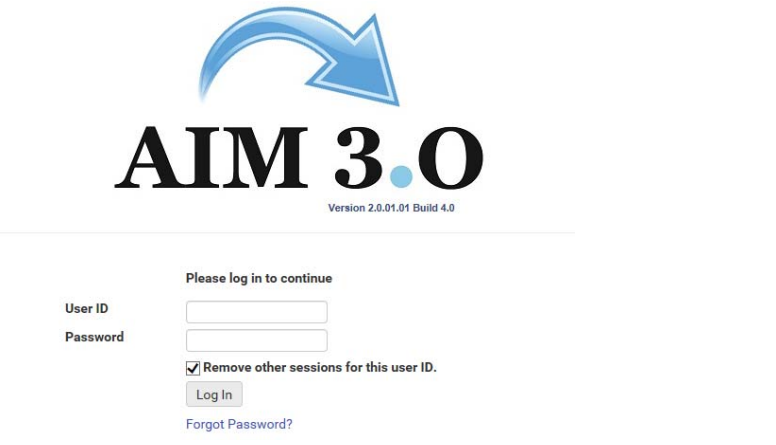
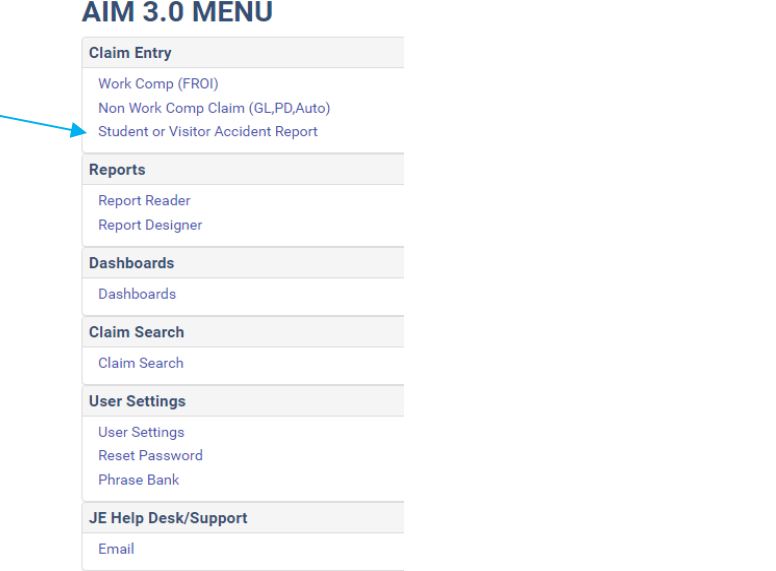


Johns Eastern AIM 3.0 - SVAR Entry Guide


Johns Eastern Co., Inc. offers online access to clients for adding Student Visitor Accident Reports (SVAR). This can be done by navigating to the AIM 3.0 website located at: <https://johnseasternenterprise.jw-filehandler.com/Login.aspx>

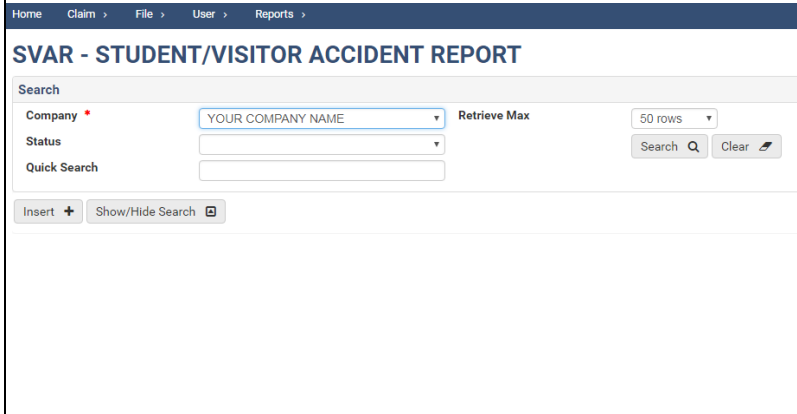
- **NOTE:** Chrome is the preferred web browser to use while using any JE services within the AIM 3.0 system. If using Internet Explorer, please ensure that this site is not among those listed in the compatibility view settings.

The instructions below will guide you through the process of adding a new SVAR, search for an existing SVAR, printing a SVAR report, adding, viewing and printing notes on a SVAR, or copying SVAR notes to an existing AIM 3.0 claim.



<p>Accessing SVAR Entry - 1. Go to: https://johnseasternenterprise.jw-filehandler.com/Login.aspx</p>	
<p>2. Login with the supplied username and password. If logging into the Johns Eastern system for the first time you will be required to reset your password. Initial first-time logins are generally Jeco1234 (Note that the J is capital).</p>	
<p>3. Click on the menu link "Student or Visitor Accident Report".</p>	

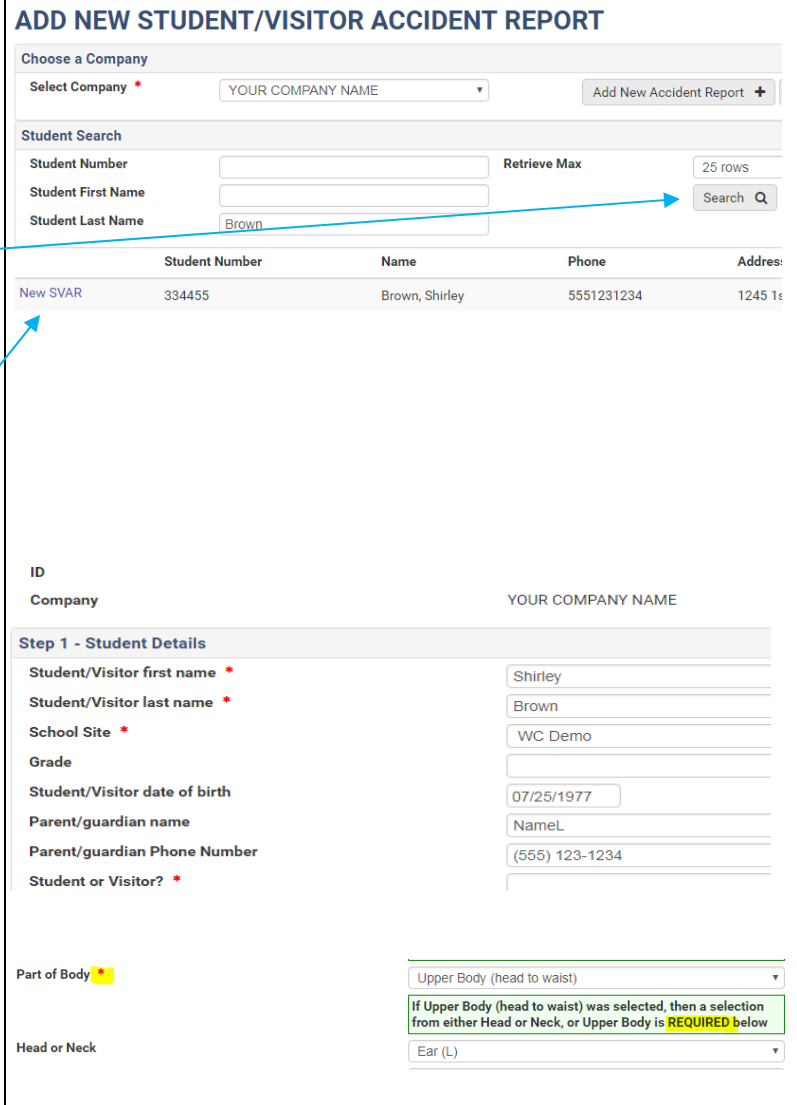
Adding a New SVAR –

1. At the SVAR main screen, by default, your company name will be populated.
2. Click on “Insert +”. 
3. If your company utilizes the student prefill option proceed to section A below, otherwise proceed to section B below.



Section A – Student Prefill

1. If your company utilizes student prefill data, type in the student number, first name or last name of the student, and then select “Search”. The results will be retrieved from records matched in our student database for your company. 
2. Locate the student record and select the “New SVAR” link. This will bring you into a new SVAR form with the student information auto populated. 
3. Review the prefill for accuracy, then complete the remaining steps/questions to complete the SVAR form.

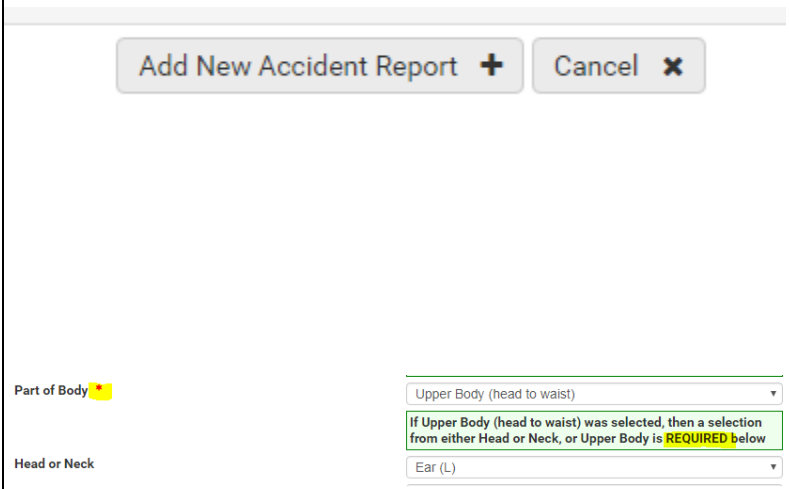


NOTE: Fields with a red asterisk or labeled as “REQUIRED” must be addressed/completed.

Section B -

1. Select the “Add New Accident Report +” option.
2. Begin by typing in the student information in Step 1. Continue to complete the remainder of the steps of the SVAR.

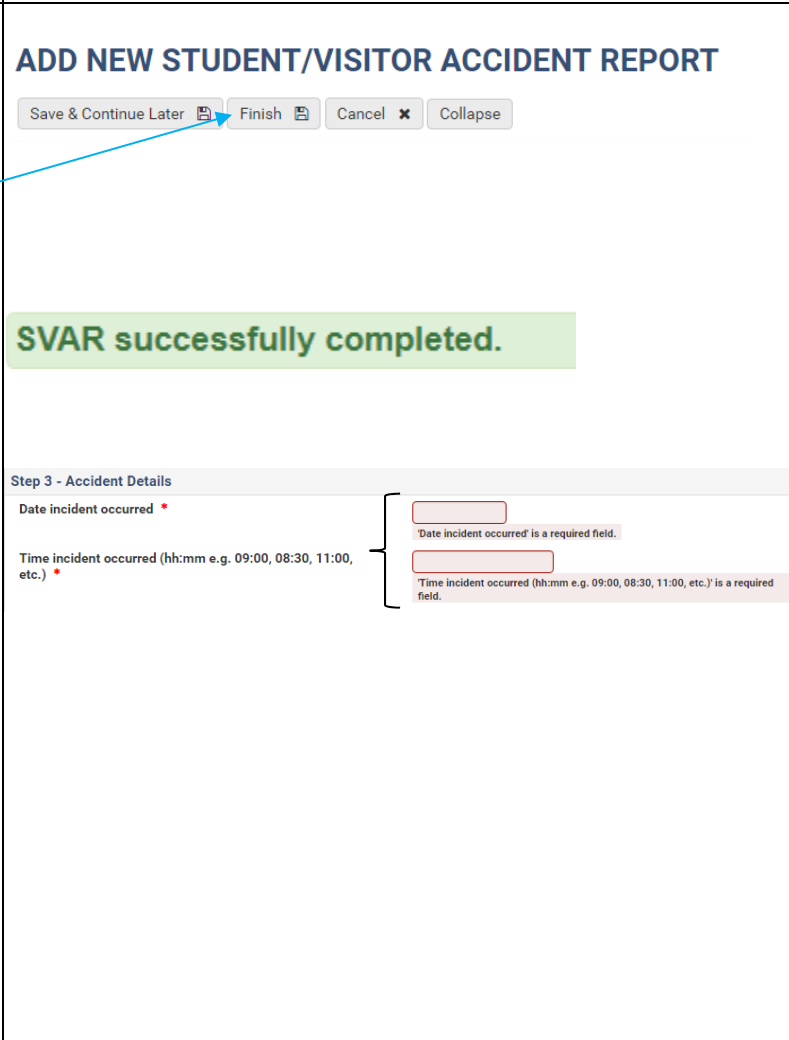
NOTE: Fields with a red asterisk or labeled as “REQUIRED” must be addressed/completed.



Saving a New SVAR –

1. Once the SVAR record is completed, scroll back to the top of the form and select “Finish”. Upon saving a new SVAR record successfully, you will be brought back to the SVAR main screen where a message will appear at the top left corner stating, “SVAR successfully completed”.
2. If errors occur because the form is incomplete, the fields that are required will be highlighted in light red.
3. Go back and complete the required fields identified, then select “Finish” again.

TIP: While in the process of completing a SVAR, you may select “Save & Continue Later” if you need to come back at later time to finish the entry. Records that are saved but not completed remain in “Incomplete” status.



Search for an existing SVAR –

1. At the SVAR main screen select the status of the existing SVAR record using the drop down &/or type in the first or last name of the student if you want to limit the number of records retrieved, then select “Search”.

TIP: If you do not see the “Search” section in the main SVAR screen, click on the “Show/Hide Search” option.

Home Claim > File > User > Reports >

SVAR - STUDENT/VISITOR ACCIDENT REPORT

Search

Company * YOUR COMPANY NAME Retrieve Max 50 rows

Status

Quick Search

Search Q Clear

Insert + Show/Hide Search

SVAR - STUDENT/VISITOR ACCIDENT REPORT

Insert + Edit Delete x Notes Show/Hide Search

ID	Company	Status	Entered By
57342	1068	Completed	SKWIATKOWSKI

Printing a SVAR Report –

1. At the SVAR menu screen, to print a SVAR report locate and highlight the SVAR record to place then note on, then select the “Print” option.
2. Select the “Summary Report” link.
3. The SVAR report will display on screen. Select the “Print” option again within the SVAR report.

Insert + Unlock Delete x Notes Copy Notes to Claim Print Show/Hide Search

STUDENT VISITOR ACCIDENT REPORT

Close

Summary Report

Select the link below to review a summary of the report.

[Click to View Summary Report](#)

Adding Notes to a SVAR –

1. At the SVAR menu screen, locate and highlight an existing SVAR record then select “Notes”.
2. Select “Insert +”.
3. Select a “Note Type” from the dropdown menu.
4. Type in a “Title” for the added note (not required).
5. Type in the “Note” text.
6. Click “Save”.

Insert + Unlock Delete x Notes Print Show/Hide Search

ID	Company	Status	Entered By	First Name
60208	1068	Completed	SKWIATKOWSKI	Amanda

SVAR NOTES

Insert + Print Done

Date Created

SVAR NOTES

Save Cancel

Note Type * Authors Note

Title New SVAR - Jill Simones

Note * Jill Simones is a student at Bay Park Middle School. During her lunch period, Jill tripped and fell over another students book bag that was on the located on the floor next to him. Jill's injury was to her wrist and elbow.

Viewing or Printing SVAR Notes –

1. At the SVAR menu screen, locate and highlight an existing SVAR record then select “Notes”.
2. Notes that have been entered on the SVAR record will be listed.
3. To print, select the “Print” option.

ID	Company	Status	Entered By	First Name
60208	1068	Completed	SKWIATKOWSKI	Amanda

SVAR NOTES

Insert + Print Done

Date Created

Copying Notes to an existing claim in AIM 3.0 – (This feature should be used by Risk Managers).

1. At the SVAR menu screen, locate and highlight an existing SVAR record that has notes on it and select “Copy Notes to Claim”.
2. Type in the JE claim # for the notes to be copied to and click on “Search”.
3. Verify the claim information that resulted from the search is indeed the correct claim for the notes to be copied to.
4. If it is, select “Add to Claim”.

ADD NOTES TO CLAIM

Click X in upper right corner to close.

Step 1 - Claim Search

Enter Claim Number * Search

ADD NOTES TO CLAIM

Click X in upper right corner to close.

Step 2 - Claim Information

Claim Number 563251 Primary Claimant Debra A Cascone

Loss Date 02/14/2013

Add To Claim

For Additional Information, please contact Nicole Freeman, Risk Management Specialist 941-708-8770 ext. 41058