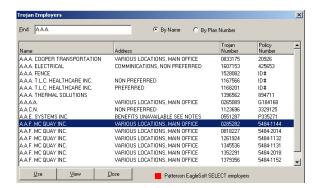
TROJAN PROFESSIONAL SERVICES

SOFTWARE SUPPORT 800-451-9723 ext. 1

Eaglesoft Trojan Database Linking a Trojan plan to your Patient

- 1. In patient's **Edit** screen, either click on **Employer** hyperlink or put cursor in **Employer field** and hit <**F2>**.
- 2. Eaglesoft's Employers / Coverage List screen will appear.
- 3. If the plan is not already there, click the Trojan icon
- **4.** Search for Employer (use **TAB** key after entering search information).



- 5. When desired plan is located, highlight it and click USE
- **6**. You will now have a choice to Overwrite a plan or Add a new plan. Always choose to **ADD NEW**



- 7. This will add the plan to Eaglesoft's Employers / Coverage List.
- 8. Highlight the plan you just added from Trojan and click **USE**
- 9. This will bring you back to patient's screen with new employer and benefits attached.

Note: In the Trojan Employer, if you see a plan in **RED** then that plan has already been moved from Trojan to your Eaglesoft. The plan cannot be used again. Look for the plan in your Eaglesoft's Employer/Coverage List.

