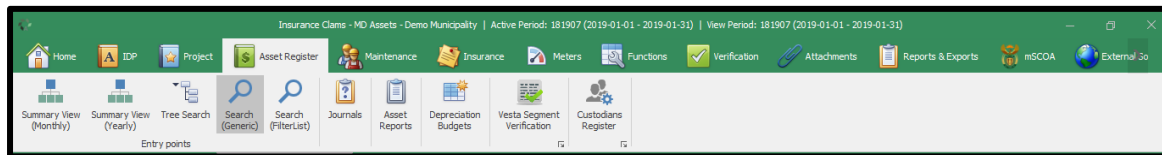


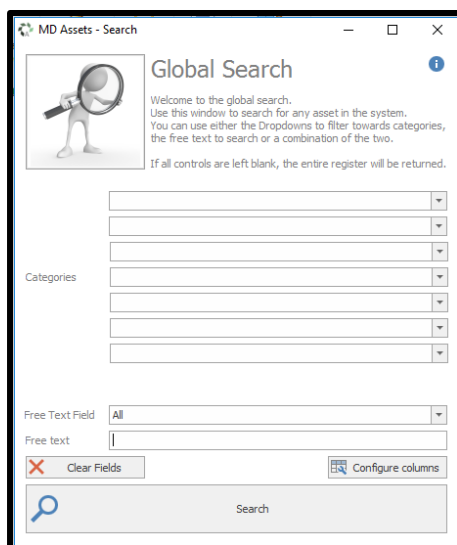
## Insurance

### How to add insurance

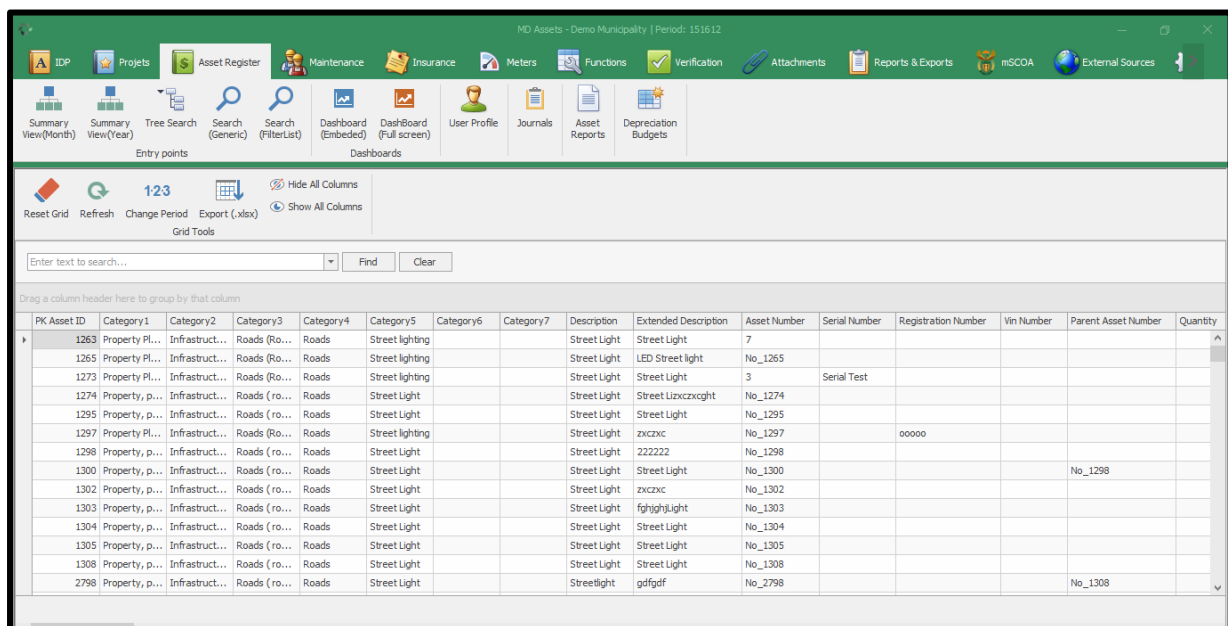
The user should first click on the asset register.  
See below picture.



Click on search generic (Global search) button to load the register and the following window will appear.

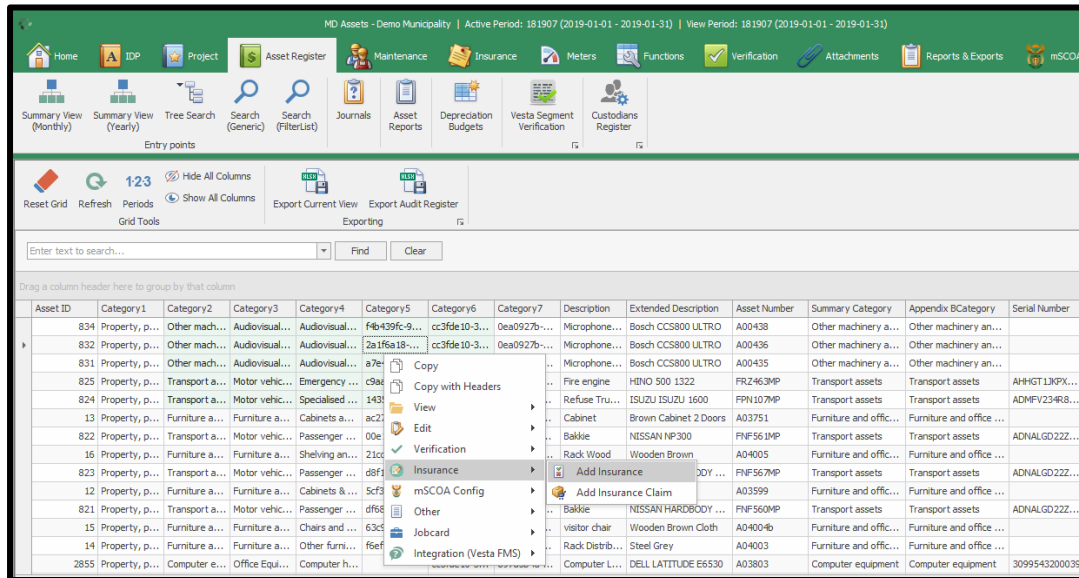


Click search button for the register to load, see below picture.

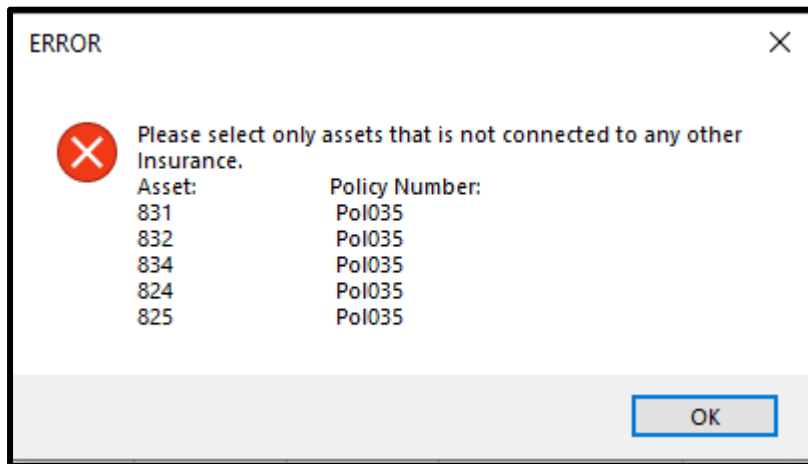


## Asset Management System User Manual

First highlight the assets you want to add the insurance, right click in the register and select add insurance. See below picture below.

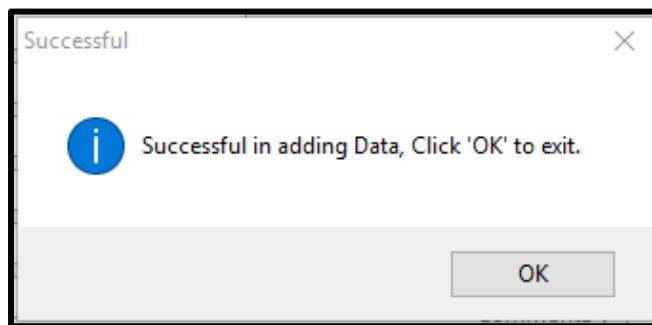


If the user click on add insurance function and the following window appears with the policy numbers, it means that that particular asset is already insured (see below picture).



The user should select the asset(s) that is not connected to any other insurance. If the user selects the asset that is not insured, the following window will appear. The user can then fill in the required fields. The required fields highlighted with asterisk will block the user to save the added insurance as the detailed information is required, the user should go back and fill in the missing information. See below picture.

The system will confirm if the added data is successfully saved, click ok.

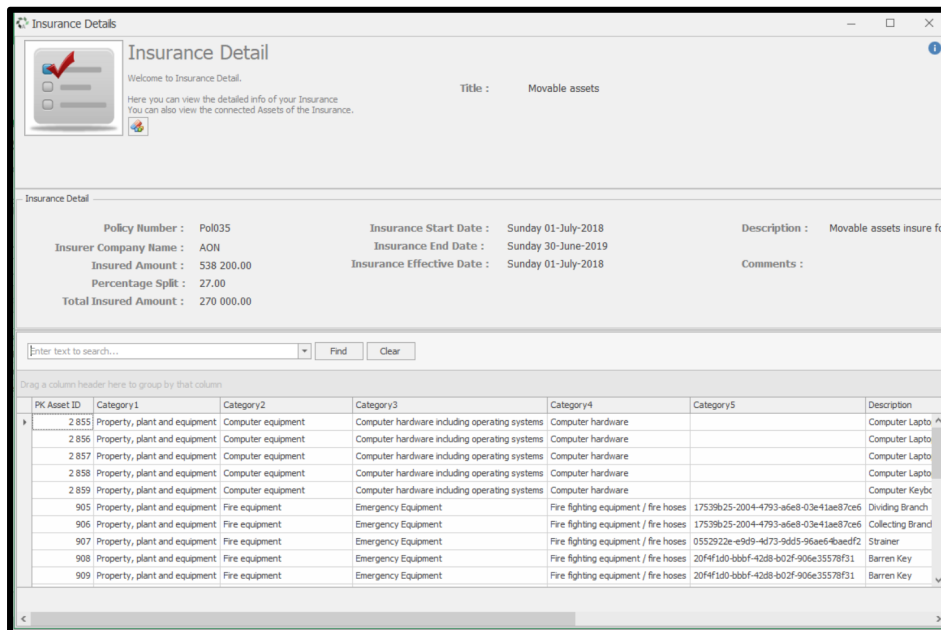


## How to view added insurance

The user should click on Insurance function on the system and all the active insurance will appear. Double click on any added insurance to view the details per insurance. The user has access of searching for a particular added assets in the system. You can search added insurance by insurance ID, Policy number, Insurer Company, user Name, etc., using find button. N.B. then click clear button after searching to go back to the added insurance data.

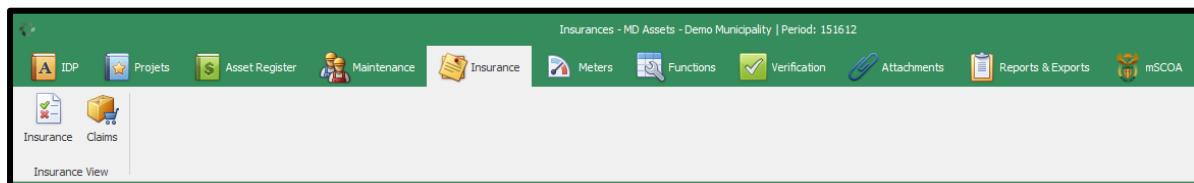
Insurance ID	Title	Policy Number	Insurer Company Name	Insurance Start Date	Insurance End Date	Insurance Effective Date	Insured Amount	Total Insured Amount	Total Amount Per Assets	Percentage Split	Number Of Claims	Linked Number Of Assets
1	Movable assets	Pa035	ACN	2018-07-01	2019-06-30	2018-07-01	538 200.00	270 000.00	10 000.00	27.00	2	27 Mo
2	Investment Property	Pa036	Discovery	2018-07-01	2019-06-30	2018-07-01	5 000 000.00	5 000 000.00	1 000 000.00	5.00	0	5 Pro
3	Infrastructur Assets	Pa037	Budget	2018-07-01	2019-06-30	2018-07-01	8 000 000.00	10 000 000.00	500 000.00	20.00	0	20 Inf
4	Intangible Assets	Pa055	Outurance	2018-07-01	2019-06-30	2018-07-01	50 000.00	50 000.00	16 666.67	3.00	1	3 Des

Double click on one of the added insurance in order to view insurance detail(s) info and the following window will appear.  
The user can also view the connected asset(s) of the insurance  
See below picture.

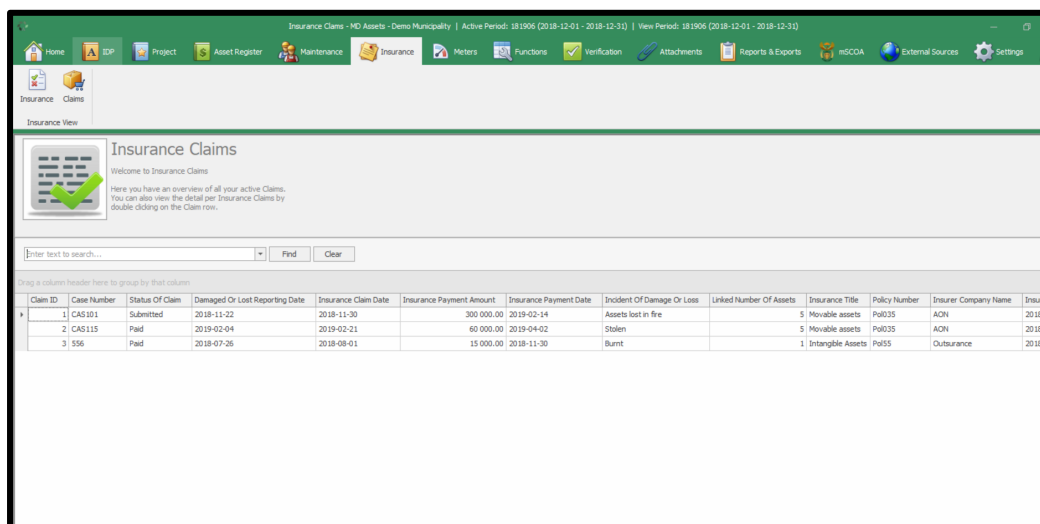


## How to view Claims

Click on Insurance function on the system.



Click on claims and the following window will appear, the user will have an overview of all the active claims.



The user will be able to view the details per insurance claim if there is any in the system. Then double click on the claim row to view the claims. See below picture.

Insurance Claims Details
Insurance Claim Assets Detail

Welcome to Insurance Claim Detail.

Here you can view the detailed info of your Insurance Claim  
You can also view the connected Assets of the Insurance Claim.

Title : Movable assets

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**Insurance Detail**

Policy Number : Pol035	Insurance Start Date : Sunday 01-July-2018	Description : Movable assets insure for
Insurer Company Name : AON	Insurance End Date : Sunday 30-June-2019	Comments :
Insured Amount : 538 200.00	Insurance Effective Date : Sunday 01-July-2018	
Percentage Split : 27.00		
Total Insured Amount : 270 000.00		

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**Insurance Claim Detail**

Case Number : CAS101	Status Of Claim : Submitted	Incident Of Damage/ Loss : Assets lost in fire
Damaged Or Lost Reporting Date : Thursday 22-November-2018		Comments : -
Insurance Claim Date : Friday 30-November-2018		
Insurance Payment Amount : 300 000.00		
Insurance Payment Date : Thursday 14-February-2019		

Enter text to search...

Drag a column header here to group by that column

PK Asset ID	Category1	Category2	Category3	Category4	Category5	Description	Location	GPSX	GPSY	Asset Number
821	Property, plant and equipment	Transport assets	Motor vehicles	Passenger vehicles	df68b909-1881-434f-b110-76e850e921b-4	Bakkie	Workshop	28.67455101	-26.14889717	FNF560MP
822	Property, plant and equipment	Transport assets	Motor vehicles	Passenger vehicles	00e1bbf3-e341-402c-b82c-f61993dbc43d	Bakkie	Workshop	28.68434430	-26.13458890	FNF561MP
823	Property, plant and equipment	Transport assets	Motor vehicles	Passenger vehicles	d8f17e2f-0fe0-4e4a-a074-f838d2ecf802	Bakkie	Workshop	28.67339325	-26.14854431	FNF567MP