Aviation Insurance User Guide

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Link to the Claim Form

The admin of Aviation insurance will create a claim form, this form will have a link that connects different users to this claim form. The link will look like the following example:

https://aviationinsurance.op-bit.nz/clientForm.php?id=19aa5efc8933c89fc161bf7deb4b9494781

This link will open a web page in the user's preferred Web browser.

The user will be asked to sign in as shown below:

Username and password can be acquired from the Admin, the user will be notified if the username or password is incorrect.

This link can be opened on a mobile device or the user's Web browser (Chrome, FireFox, Edge).

Completing a Claim form

When the user has successfully logged in, they can start completing the claim form that was forwarded to them. The different users have different visibility rights, for example, a client's insurance details are not visible to anyone but himself and the Admin of the website.

What makes these forms very convenient is the forms will autosave on their own, the user does not need to press any buttons for it to save. The user will never have to worry about losing a connection and the information completed on a form has not saved.

How to use the autosave function. Demonstrated below the user completes the first field called First Name, as soon as they click onto the next field called the Last Name the form has automatically saved.

Contact Details

Insured	Flight Insurance

Contact person for claim details

First Name	James	Last name	Example

Contact phone (landline)	Enter landline number

Using the Navigation

The user can Navigate through the form using the navigation bar, the user can click on the section name in the navigation bar that they are looking for, then they are moved to that section of the form.
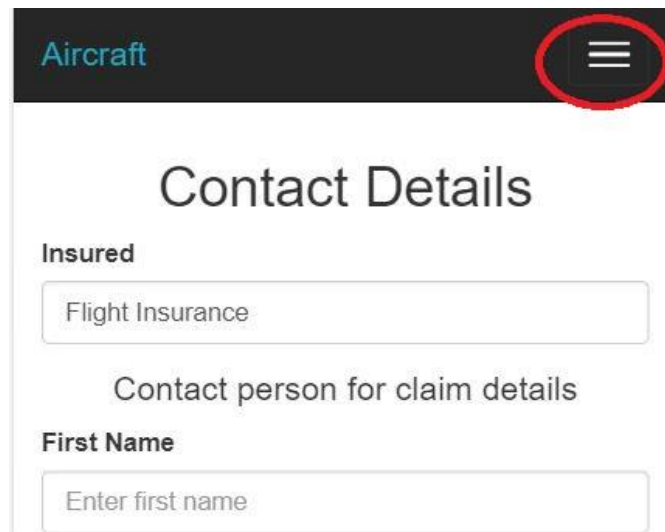
Contact details   Insurance details   Aircraft details   Personnel details   Incident details   Damage details   Files   Declaration   Contact Us

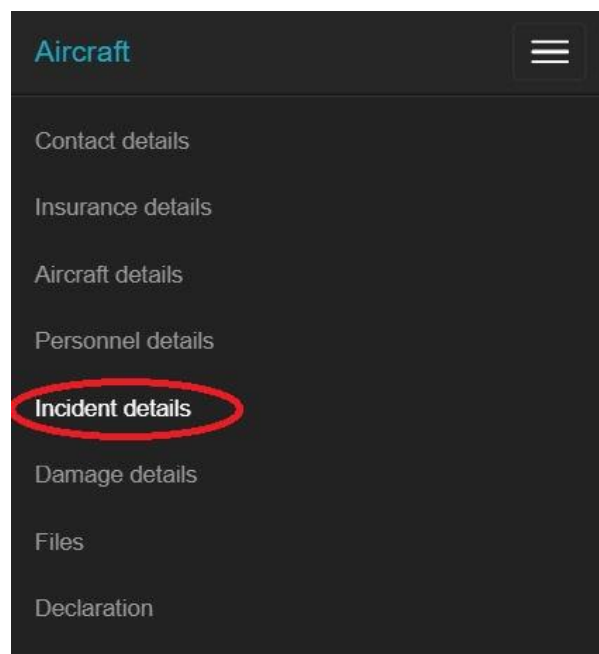## Incident Details

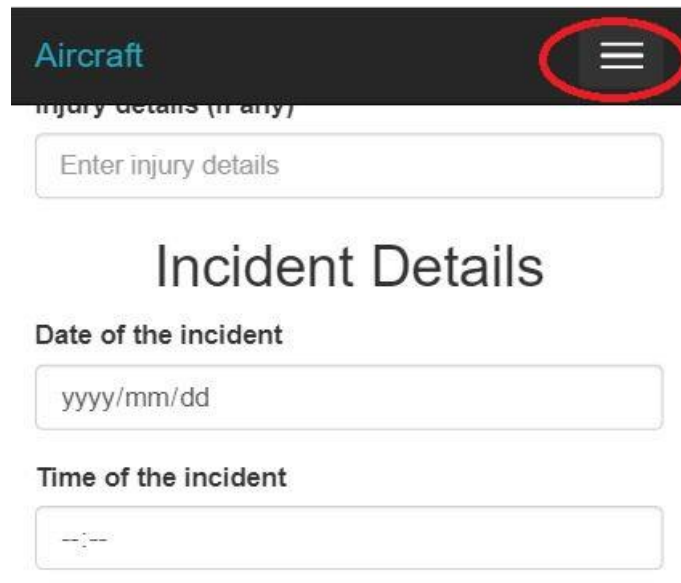| Date of the incident	yyyy/mm/dd
Time of the incident	--:--

Using the Navigation with a Mobile

The user can Navigate through the form using the navigation bar, the user can click on the section name on the navigation bar that they are looking for, then they are moved to that section of the form. The user will see 3 lines on the top right of the phone, select it to drop the menu down.

The user can now select where on the form they would like to go. When the user has selected the section, the required name will be highlighted white.

The user can select the lines in the top right again, the menu will move away, and the user will be on the section they required.
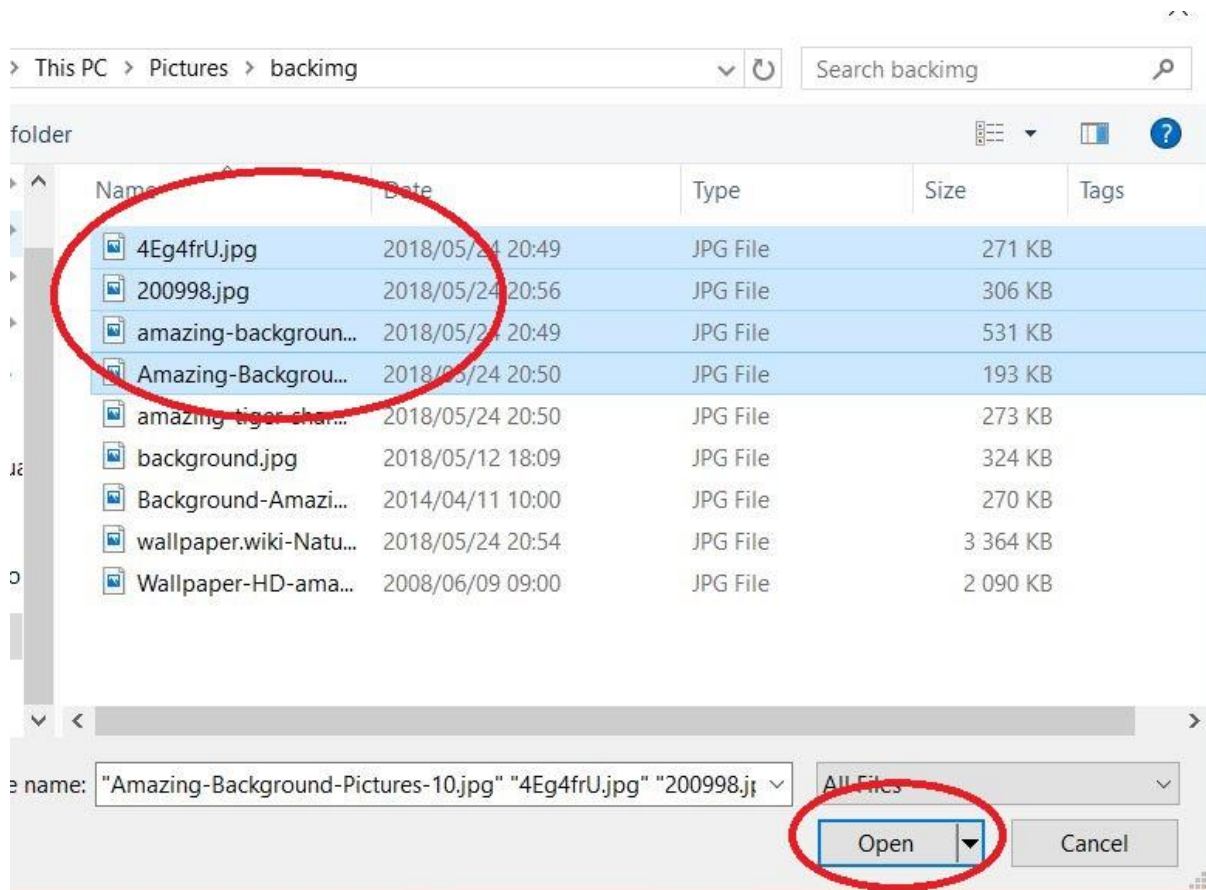

Attaching Files using a Web Browser

The attach file section allows the user to upload Images such as JPG, PNG, GIF, it also allows documents such as PDF or word documents to be uploaded. How this works is the user selects choose files button.

Then a window will pop up and the user will need to navigate to where they have stored the files to be uploaded if the user wants to upload multiple files for a one upload section, they need to hold down the **Ctrl** button on the keyboard, then **Click** the files required. The files selected will be highlight blue. The user will need to select the open button at the bottom right of the window screen and this will select the files to be uploaded.

The Upload files section will indicate to the user how many files were selected. If the incorrect number of files were selected, the user can click on the choose files button again and select the correct files. The user can click on the upload files button which will be blue on the screen.

If the files have been successfully uploaded, an alert box will appear and say Files Uploaded.

Attaching Files using a Mobile

The attach file section allows the user to upload Images such as JPG, PNG, GIF, it also allows documents such as PDF or word documents to be uploaded. How this works is the user selects choose files button.


The phone app will ask the user to Choose an action, the user can use Capture image, this allows the user to use the phone's camera and take photos of anything that is needed to be uploaded. The second option is the user can select files from the phone and upload them.
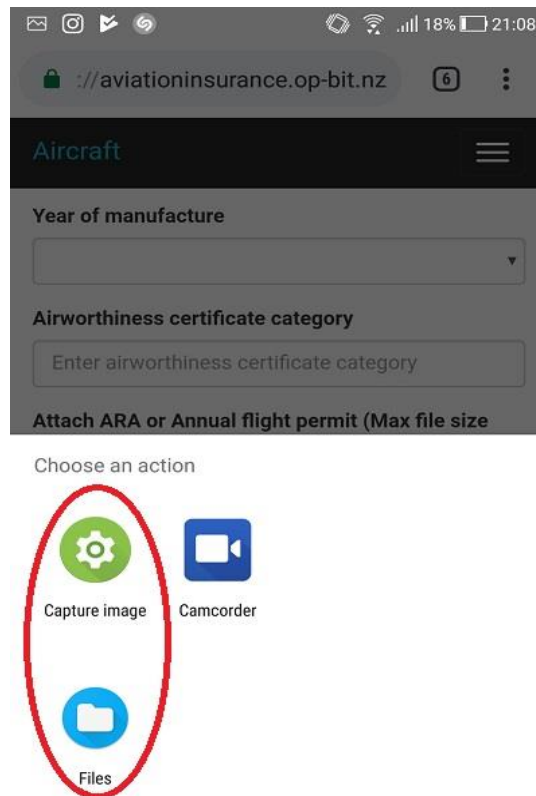
If the user selects the capture image option, then the phone might ask the user for the right to use the camera of the phone or use a different app, the best selection here is to use the phone camera.
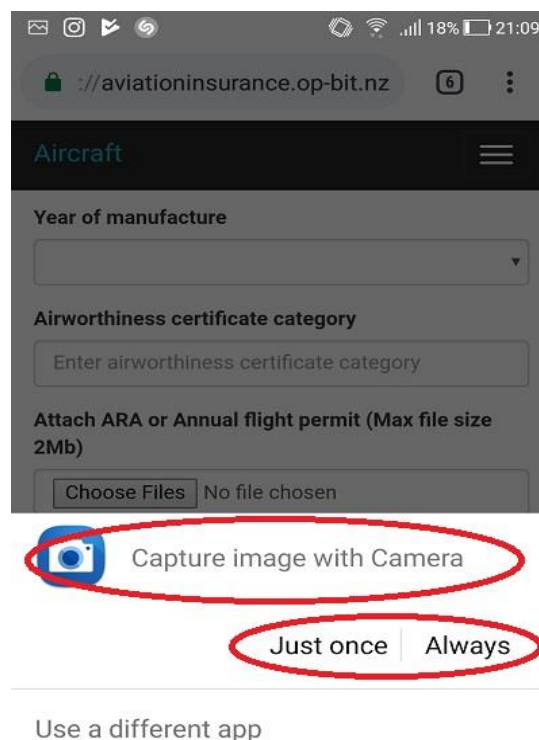
The user can then take a photo and upload the photo, but please note, if the phone camera is used only one photo can be uploaded this way.

The file option is selectively the best option, you can take multiple photos with the camera and then upload all the photos within a certain size limit. In order to select multiple images or files from the phone, the user must navigate to where the images are stored and if they want to select more than one image or file, press and hold over the image it will highlight blue and then select the number required. Depending on the phone make, on the top right, the user then can select open or select and this will upload the files.
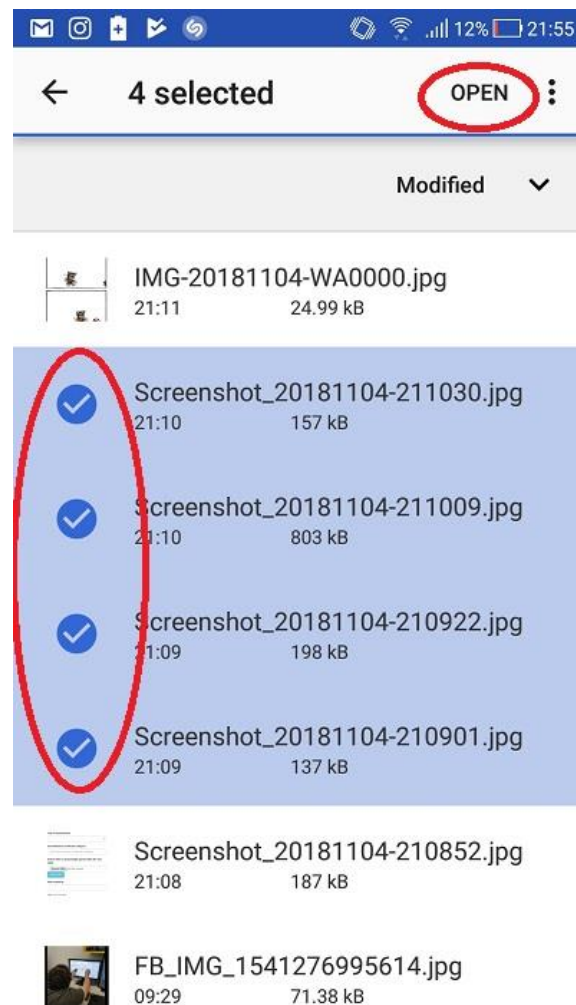

The Upload files section will indicate to the user how many files were selected. If the incorrect number of files were selected, the user can click on the choose files button again and select the correct files. The user can click on the upload files button which will be blue on the screen.

If the files have been successfully uploaded, an alert box will appear and say Files Uploaded.
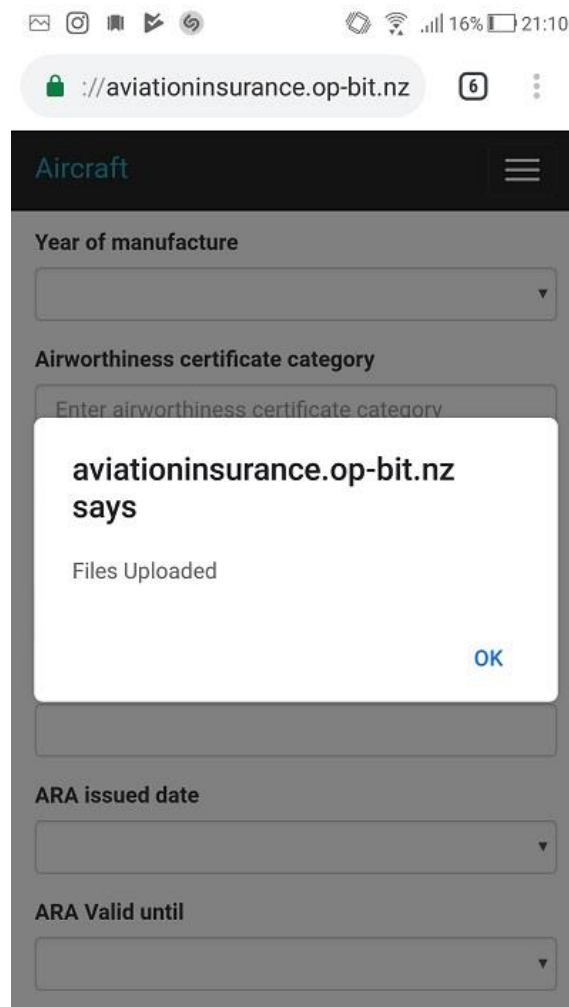
Submit the Claim Form

Once the user has completed the required sections and uploaded the required images or files, the user can click on the blue submit button at the end of the claim form. This is a very important procedure for the user to do because this will notify the Admin that form was completed, and the document is ready to be processed.

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