



ACE
INSURANCE
LIMITED

BOTL GENERATOR

SG12-0006-01 | Francis Pang

This guide aims to provide a step-by-step guide to generate an intermediate file for uploading into the System 6 database.

*Take note that the current BOTL Generator is only ready for testing on campaign SG12-0006-01.

Step 1: Go to the 'Person' worksheet once you open the workbook.

	A	B	C	D	E
1	Transc_ID	Seller_ID	EffectiveDate	Print?	Transc_Note
2	1	TMVALE	2012-02-01	Y	
3	2	SHKLIM	2012-02-01	Y	
4	3	MJCBAN	2012-02-01	Y	

Figure 1: Go to 'PERSON' worksheet

Step 2: Fill up the data according to the mapping of the heading below.

* Each dependent (including spouse) of the policy holder will required a dedicated row filled with individual information in the worksheet grouped together by the same Transc_ID.

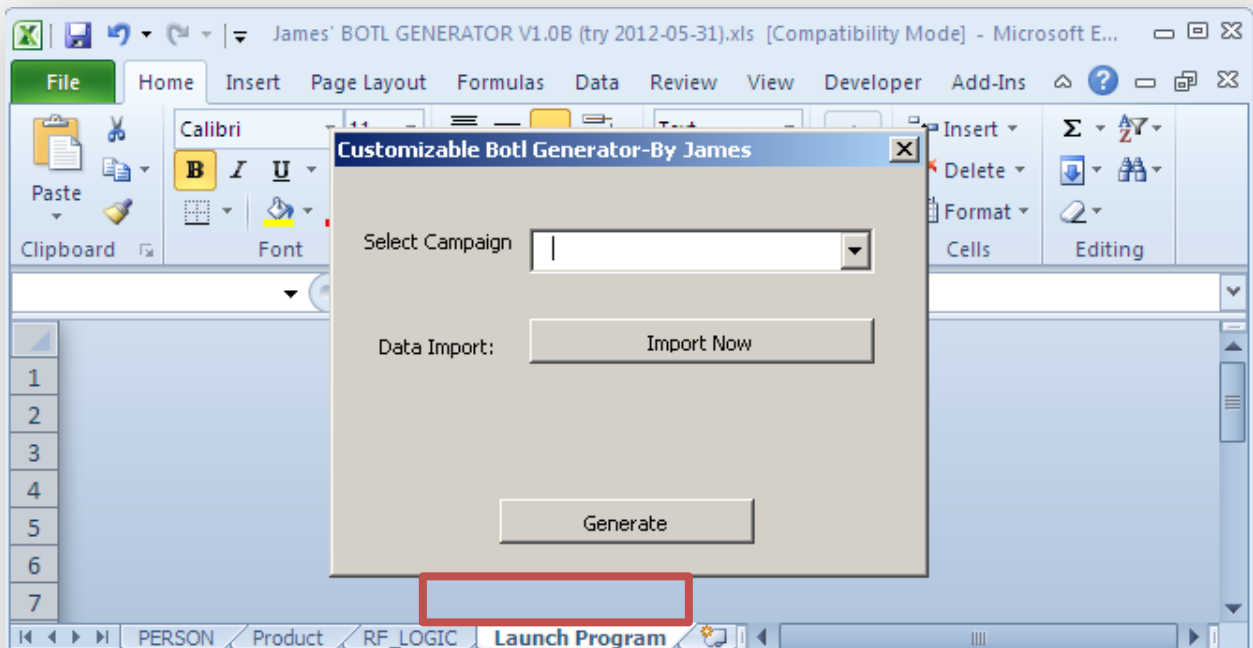
	A	F	G	H	I	J
1	Transc_ID	NRIC	Title	First_Name	Last_Name	Mid
2	1	0072326F	03	Goh	Cheng Gek	
3	1	0082426F	03	Goh	gogo	
4	1	01234567M	01	jianyong	song	jame
5	2	0072326F	03	Goh	Cheng Gek	
6	2	0082426F	03	Goh	gogo	
7	2	01234567M	01	jianyong	song	jame
8						

Figure 2: Transc_ID

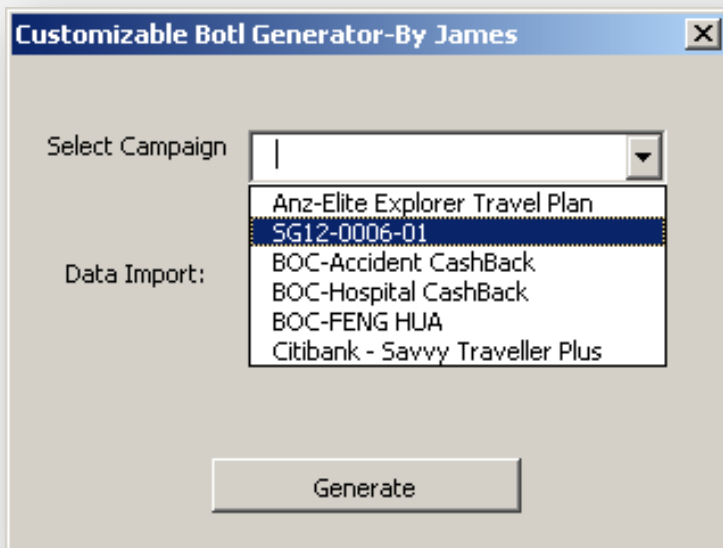
	Sub-heading	Additional Remarks
Transc_ID		The Transc_ID is meant to group the relevant personal in the same policy together.
Seller_ID	Seller ID	
EffectiveDate	Effective Start Date	
Print?		To indicate if the 'SuperPrint print request' option is on. Only ' print ', ' noprint ' or ' suspend ' are allowed.
Transc_Note		Any note that you want to key in as the additional information for the policy.
NRIC	NRIC/FIN	
Title	Salutation	The Salutation need to be translated to the title code as follows: 01 Mr 02 Mrs 03 Ms 04 Dr 05 Miss 06 Mdm 09 Prof
First_Name	NAME	Name need to spilt according to first name (surname), last name (given name) and an optional middle name.
Last_Name		
Middle_Name		
Birth_date	Date of birth (dd/mm/yyyy)	
Sex	Gender	Only allow: '01' – Male '02' - Female
Relationship		Only allow: '05' Dependent '08' Spouse
Spouse?		Put 'Y' if the person is the spouse of the policy holder
Insured?		Put 'Y' if the person is insured in the policy
BENEFITING?		
Payer?		Put 'Y' if the person is the policy payer
Dependent?		Put 'Y' if the person is the dependent/ spouse of the policy holder
Bill-Date		Leave it blank
Payment_method		
Payment_Freq	Payment Frequency	
CC_TYPE		
CC_Expiry	Card Expiry Date (mm/yy) (For Credit Cards Only)	Only allow the format 'MM/YY'

CC_NUM	Account Number	
Bill_Name	Name On Card/Account	
Insured_Freetext		
Email		
Address_Type		Please key in this according to the different address type: 01 Home 02 Mail 03 Work 15 Property aa Email ab Temphome ac Tempwork D3 Vacation
Address_Blkc	Address (Block No / Street Name)	
Address		
Address_unit	Address (Unit No.)	
address_postal	Address (Postal Code)	
address_city		
country_code	Address (Country)	Please put 'SG' for Singapore.
tel	Home No.	
mobile	Handphone No.	
Misc1		Put '10%' if there is 10% discount.
Misc2		Leave it blank
Misc3		Leave it blank
MISC4		Leave it blank

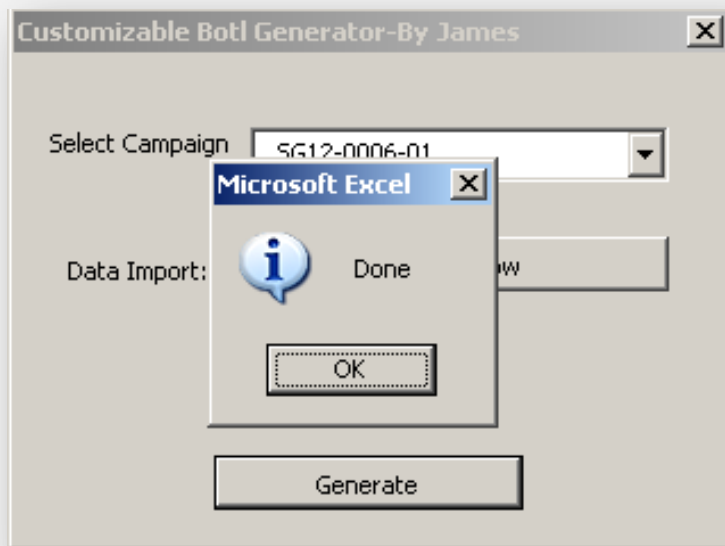
Steps 3: Click on 'Launch Program' worksheet.



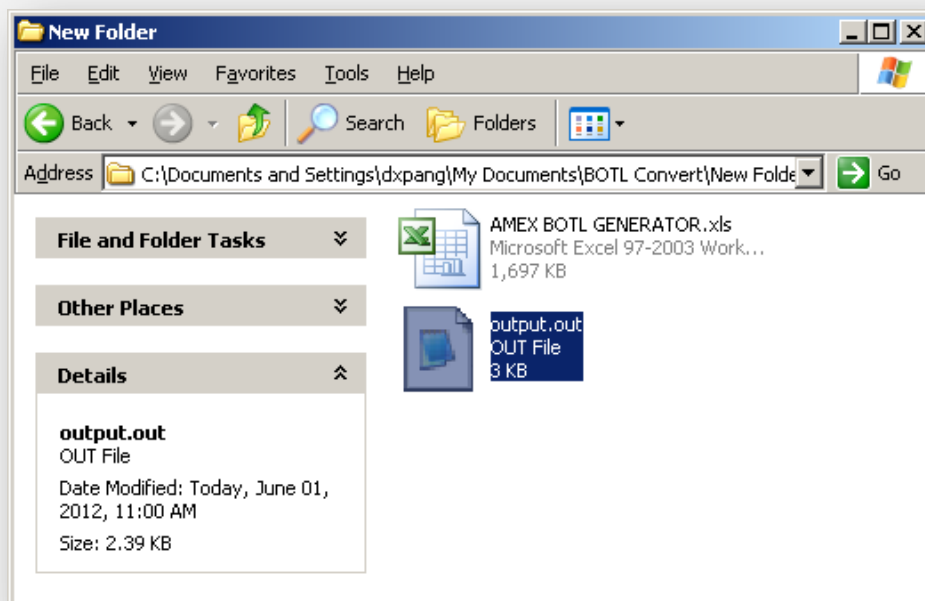
Step 4: A box will appear. Select 'SG12-006-01' from the the drop down list under 'Select Campaign'.



Step 5: Click on 'Generate'. A box with message 'Done' will appear. Click OK.



Step 6: At the places where you store your 'BOTL Generator' excel file, there should be a file 'output.out' produced.



Step 7: Send the file to the Technical Developer to assist you to put the data in System 6 (UAT) database.