Welcome to the 2020 Q3 Data Collection – Gross of Reinsurance view Upload Assistant

You should be the user(s) whom compiles the data for the regularly scheduled Global Portfolio Monitoring (GPM) data request.

GPM thanks you for your work in providing Global Travel Leadership this vital reporting. We value your time and effort.

This application is meant to:

1) provide you resources to make this process as simple and transparent as it can be,

2) maximize the impact of your efforts,

3) and identify process or technology limitations that impede gathering relevant data.

Depending on several factors we expect that gathering and preparing this data may take several work days or more.

User Guide Introduction:

These instructions are also provided to you in the “Resources” folder as “Instructions.docx”. You can access this quickly with the “Resources” button on the home page.

I f at any time during this process you have questions, issues, or feedback, please contact GPM using the “Ask for Assistance” button. If there are issues with the button email gavin.harmon@allianz.com and dana.mark@allianz.com.

To begin, open the temple by pressing the “Open Template” button on the home page. Follow the template instructions to fill out data on the “Ptf\_Monitoring\_GROSS\_Reins” sheet tab. Please note that the “net of reinsurance” view is optional, we are interested in this information if it is available but it will not be included in the standard management report.

Once you have a version of the template with data filled in, you can evaluate it using this application. We advise you do this early in your process to catch any simple misunderstandings before any significant amount of work needs to be redone. There is no downside to running the validations multiple times or without saving. Your last saved output will be used for GPM reporting.

Upload Assistant Button Descriptions

Submission Instructions –

Launches this view of user instructions.

Metric Definitions –

Detailed calculations and descriptions of each metric.

Ask for Assistance –

Launches a “help” email template.

Open Template–

Opens the blank template to be filled in and saved in the “Submission” folder.

Open Submission Location –

Opens the folder where the evaluated data is stored.

Resources–

Useful information including benchmark prior period reporting if available and expected business partner mappings etc.

Load Submission–

Begins the Upload Assistant reporting and validation processes. Please allow up to two minutes for it to complete. Once finished it will display the loaded data set as a table. After that you will review several reporting views, validation reporting, and a brief user experience survey.

Reload Submission and Restart–

This will end your current progress and start from the beginning. This is necessary to review an updated submission. It is advisable to save comments outside the Upload Assistant if you may need to reuse them. You cannot navigate backward, but you will get the change to copy them from the validation report table.

Pass with comment-

On the validation screen, if you are unable to fix a validation, this navigates beyond the current view.

Save comment and Continue-

This saves the comment as written and navigates forward.

Upload Assistant Process Explanation:

Complete Template with Resources-

Open the template and complete it with the aid of the resources accessible from the home page. Follow the detailed instructions in the template. Once finished, save your work in the “Submission” folder.

View Reports-

Press “Load Submission” and review the summary reports each with their own tabs. If any of the information does not appear accurate, please adjust and resubmit by saving a new file. You will receive an Excel workbook with each of these views at the end of the process.

Validations and Comments–

Press “Begin Validations” to begin a series of checks. The message and report should explain why the submission is not passing. Please correct this and resubmit or pass them with a comment explaining why that is not possible.

Survey-

Please complete the brief survey to help us improve this process. Make sure to exit with the orange button at the end.

Complete the Process-

Do not exit the application. Finish by pressing the orange “Final Review and Submission” button to finalize the collection.

Once the button is pressed an Excel report will open with the results on four tabs. These are the figures that will be shared with the Travel Global Leadership. If there are any issues, adjust the file in the “Submission” folder and start the process over.

Next an email will pop up with a zip file attached. Please customize this with any information that was not captured in the validation comments or the survey. Sending the email is the final step.

Congratulations, the 2020.Q2 Data Collection is complete! We value your time and effort and hope to improve this process with the information you have provided. You can contact us at any time with new information involving this data collection or the data systems you use.

Thank you,

Global Portfolio Monitoring