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1. Motor

1.1 Transactions

Refer to the KEC Motor Help Manual for the details related to Transactions menu.

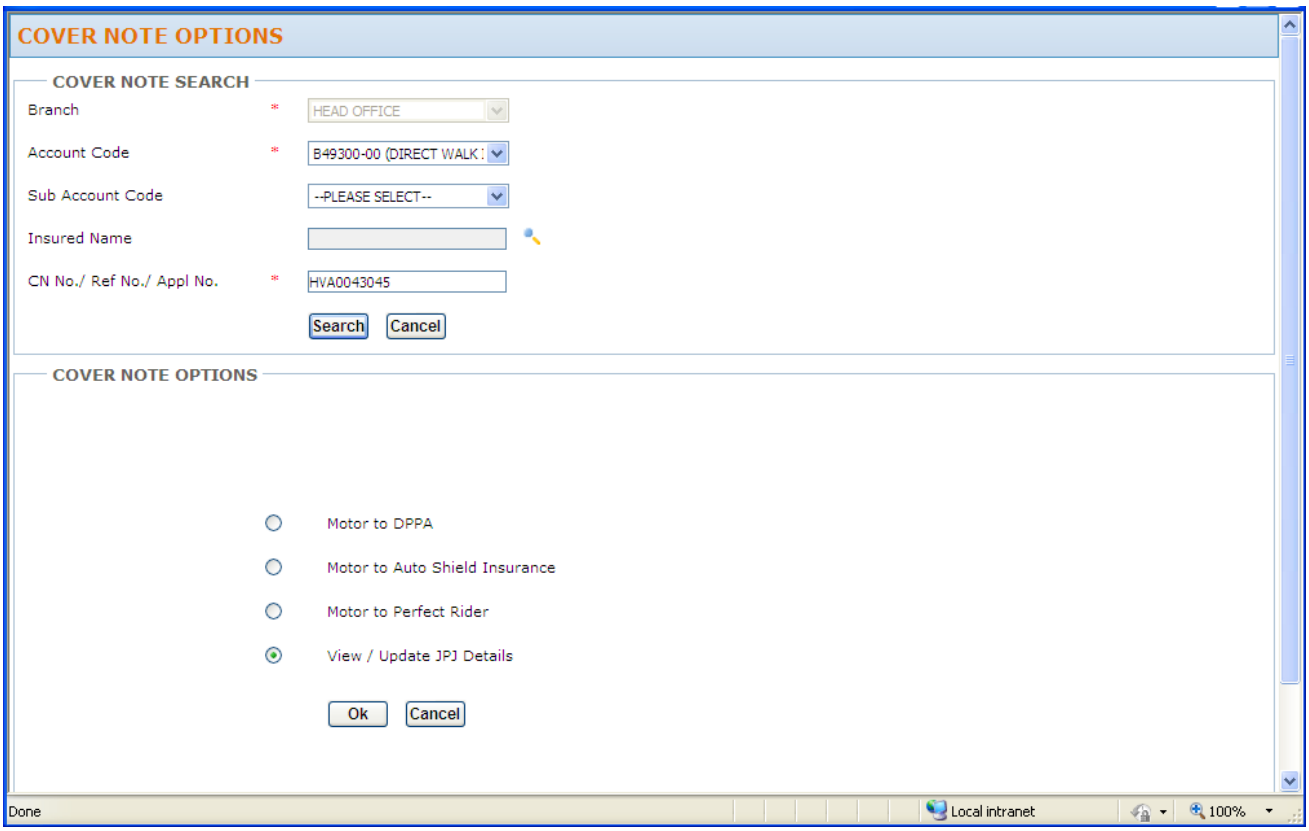
1.2 Edit

1.2.1 Cover Note Options

To manipulate cover note with various options.

Screen Shots and Field Descriptions

Edit Cover Note Options

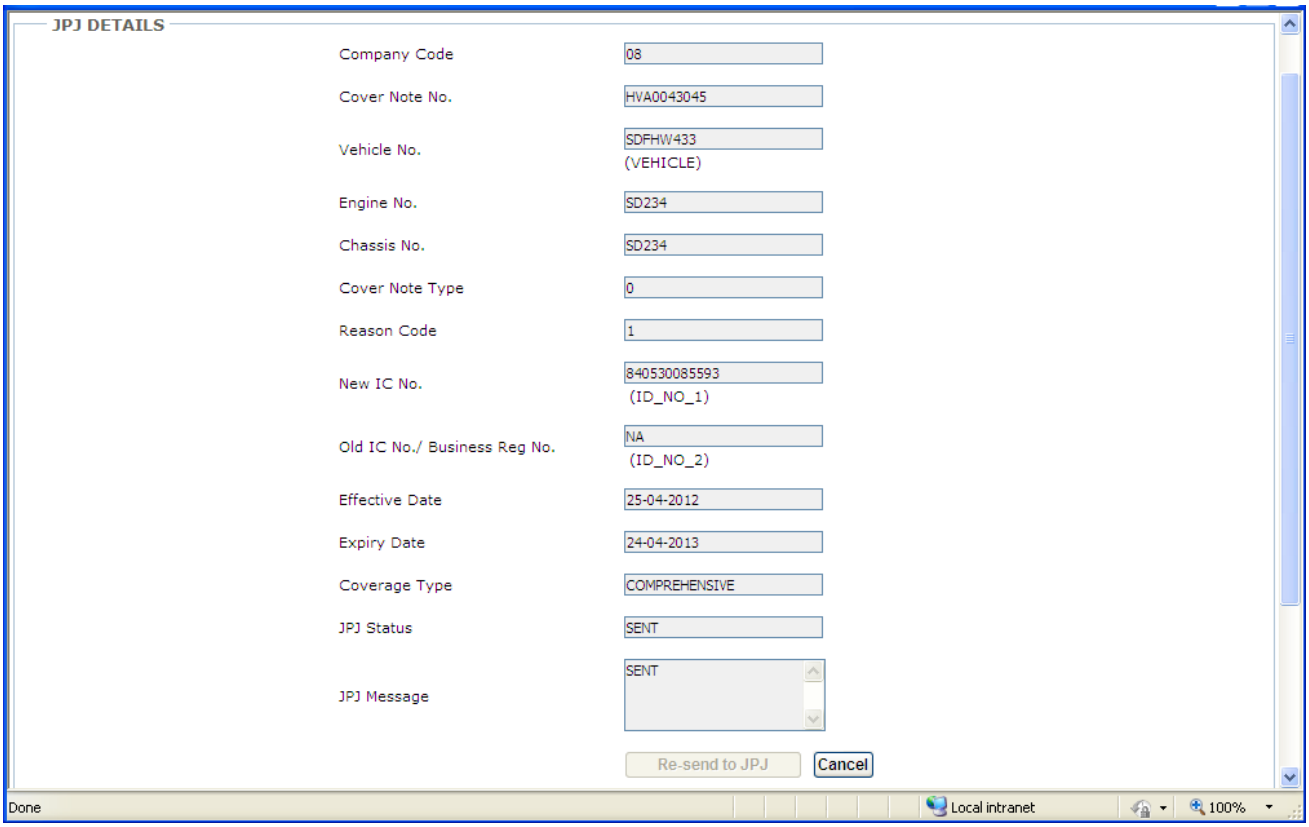


Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Agent's Branch.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Displays Sub Account codes (only in Sub-Agent's login)

Insured Name	N	Click the Search button to invoke the search window and double click desired record to populate the Insured Name.
CN No./Ref No./Appl No.	Y	Enter the Cover note number or Reference number or Application number.
Search	N	Displays the Cover Note matching the Search Criteria entered.
Cancel	N	Closes the Page.
Radio Buttons	N	Displays one or more of the below options based on the cover note status or Jpj status of the cover note. (You can select only one at a time). • Motor to Dppa • Motor to Auto Shield Insurance • Motor to Perfect Rider • View JPJ Details
Ok	N	Redirects you to the page according to the option selected.
Cancel	N	Closes the page.

Cover Note Options – View Update JPJ Details

To view the JPJ details of the vehicle number.



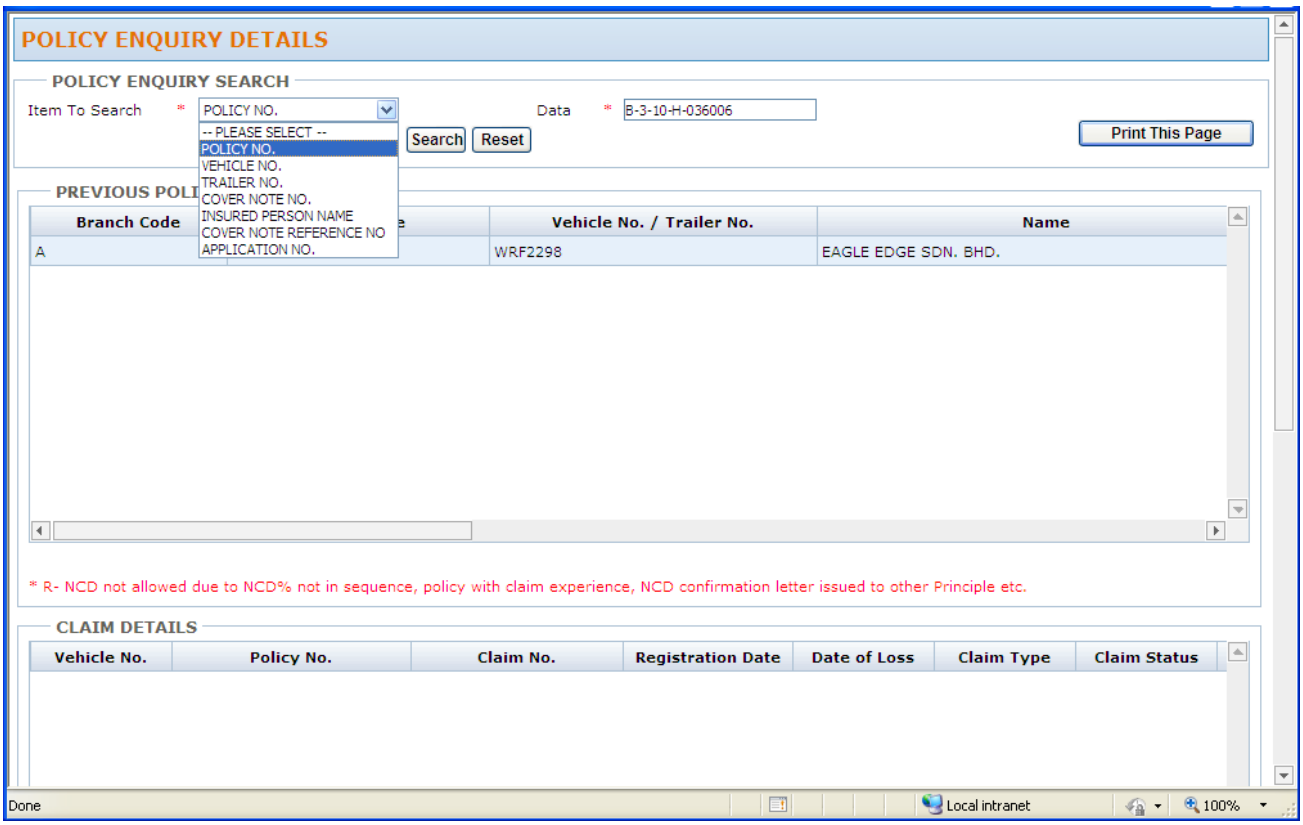
Field	Mandatory (Y/N)	Description
Company Code	N	Displays the Cover Note number.
Cover Note No.	N	Displays the Cover Note number.
Vehicle No.	N	Displays the Vehicle number.
Engine No.	N	Displays the Engine number.
Chassis No.	N	Displays the Chassis number.
Cover Note Type	N	Displays the Cover note type.
Reason Code	N	Displays the Reason Code.
New IC No.	N	Displays the New IC number.
Old IC/Business Reg No.	N	Displays the Old IC number/Business Registration number.
Effective Date	N	Displays the Effective date of the cover note.
Expiry Date	N	Displays the Expiry date of the cover note.
Coverage Type	N	Displays the Coverage Type.
JPJ Status	N	Displays the Jpj status
JPJ Message	N	Displays the message from JPJ, if any.
Resend to Jpj	N	Resends the details to JPJ (enabled for Agents).
Cancel	N	Closes the Page.

1.3 View

1.3.1 Policy Enquiry

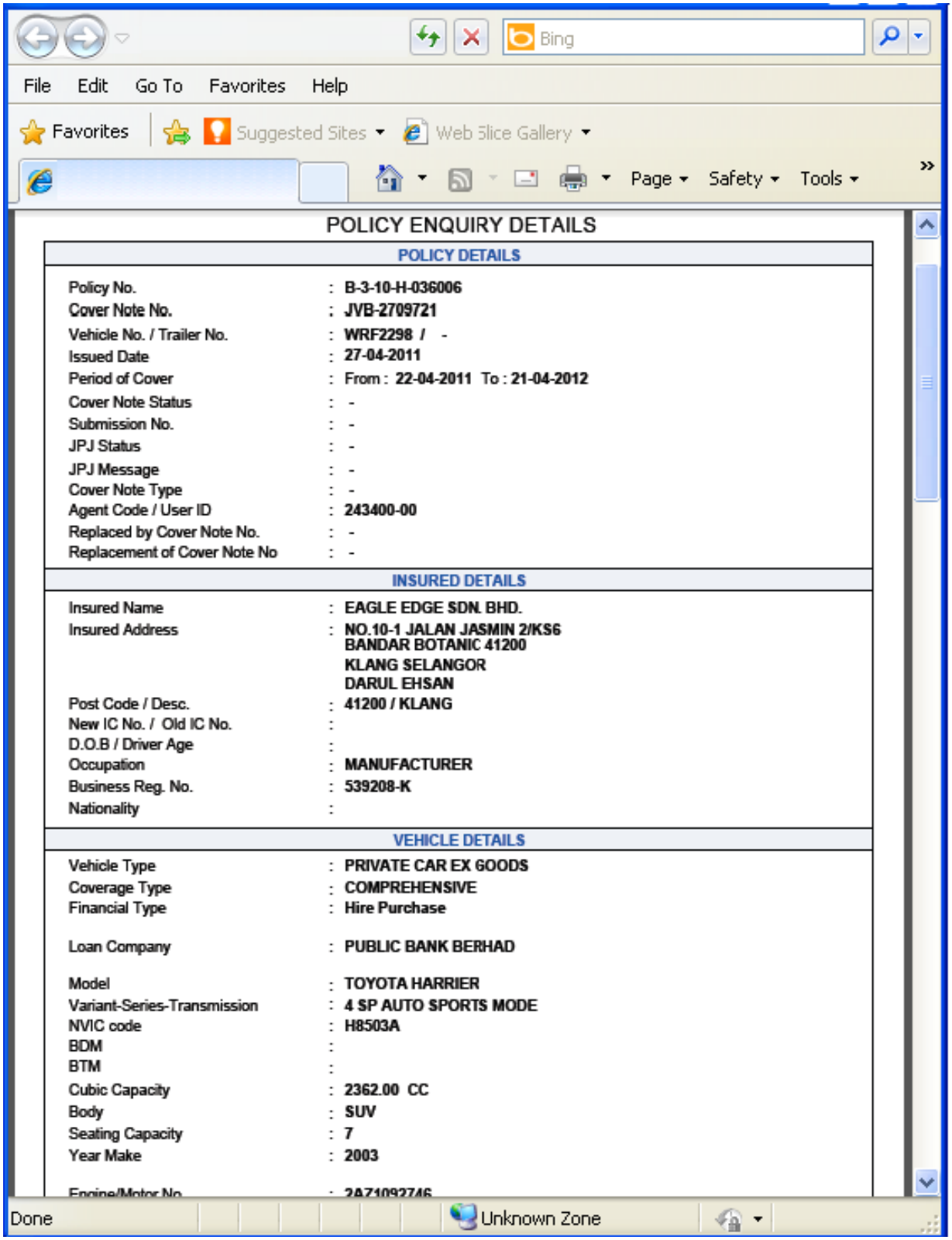
Screen Shots and Field Descriptions

Search by Policy No



Field	Mandatory (Y/N)	Description
Item to Search	Y	Search item used to view the details. User can select from the drop down list.
Data	Y	Value of the search item selected need to be entered by the user
Search Button		When clicked displays the corresponding details in the grids below
Reset button		When clicked, resets the fields and date in screen
Print this Page		When clicked, prints the grid details in pdf format.
Previous Policy Details Grid		Displays the policy details. On clicking the data, prints the complete details in pdf format.
Claim Details		Displays the claim details of the selected policy if any. On clicking the data, prints the complete details in pdf format.
Current Cover Note Details		Displays the cover note details of the selected data. On clicking the data, prints the complete details in pdf format.

Policy Enquiry Details – Page 1



POLICY ENQUIRY DETAILS

POLICY DETAILS

Policy No.	: B-3-10-H-036006
Cover Note No.	: JVB-2709721
Vehicle No. / Trailer No.	: WRF2298 / -
Issued Date	: 27-04-2011
Period of Cover	: From : 22-04-2011 To : 21-04-2012
Cover Note Status	: -
Submission No.	: -
JPJ Status	: -
JPJ Message	: -
Cover Note Type	: -
Agent Code / User ID	: 243400-00
Replaced by Cover Note No.	: -
Replacement of Cover Note No	: -

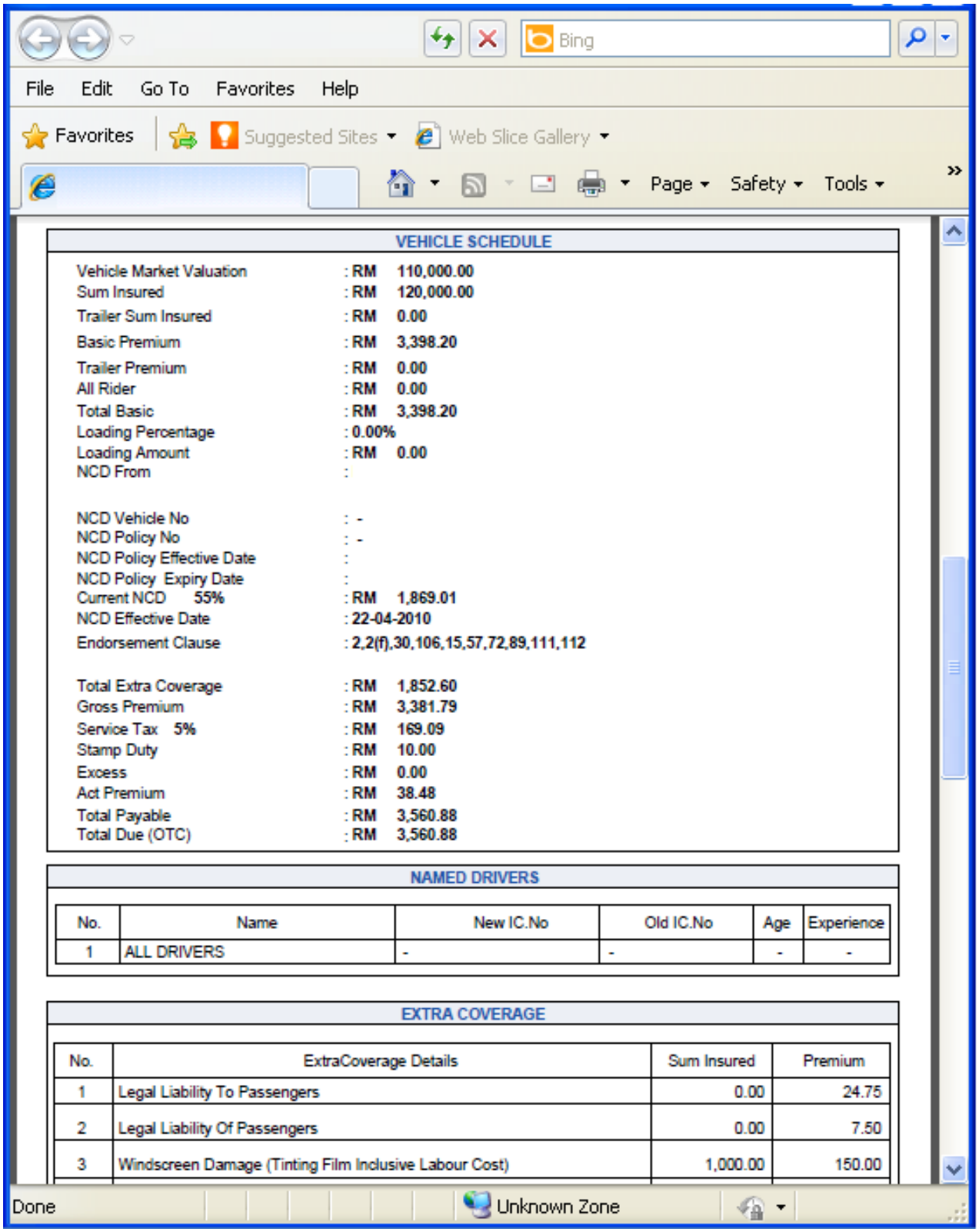
INSURED DETAILS

Insured Name	: EAGLE EDGE SDN. BHD.
Insured Address	: NO.10-1 JALAN JASMIN 2/KS6 BANDAR BOTANIC 41200 KLANG SELANGOR DARUL EHSAN
Post Code / Desc.	: 41200 / KLANG
New IC No. / Old IC No.	:
D.O.B / Driver Age	:
Occupation	: MANUFACTURER
Business Reg. No.	: 539208-K
Nationality	:

VEHICLE DETAILS

Vehicle Type	: PRIVATE CAR EX GOODS
Coverage Type	: COMPREHENSIVE
Financial Type	: Hire Purchase
Loan Company	: PUBLIC BANK BERHAD
Model	: TOYOTA HARRIER
Variant-Series-Transmission	: 4 SP AUTO SPORTS MODE
NVIC code	: H8503A
BDM	:
BTM	:
Cubic Capacity	: 2362.00 CC
Body	: SUV
Seating Capacity	: 7
Year Make	: 2003
Engine/Motor No	: 2AZ1092746

Policy Enquiry Details – Page 2



VEHICLE SCHEDULE

Vehicle Market Valuation	: RM 110,000.00
Sum Insured	: RM 120,000.00
Trailer Sum Insured	: RM 0.00
Basic Premium	: RM 3,398.20
Trailer Premium	: RM 0.00
All Rider	: RM 0.00
Total Basic	: RM 3,398.20
Loading Percentage	: 0.00%
Loading Amount	: RM 0.00
NCD From	:
NCD Vehicle No	: -
NCD Policy No	: -
NCD Policy Effective Date	:
NCD Policy Expiry Date	:
Current NCD 55%	: RM 1,869.01
NCD Effective Date	: 22-04-2010
Endorsement Clause	: 2,2(f),30,106,15,57,72,89,111,112
Total Extra Coverage	: RM 1,852.60
Gross Premium	: RM 3,381.79
Service Tax 5%	: RM 169.09
Stamp Duty	: RM 10.00
Excess	: RM 0.00
Act Premium	: RM 38.48
Total Payable	: RM 3,560.88
Total Due (OTC)	: RM 3,560.88

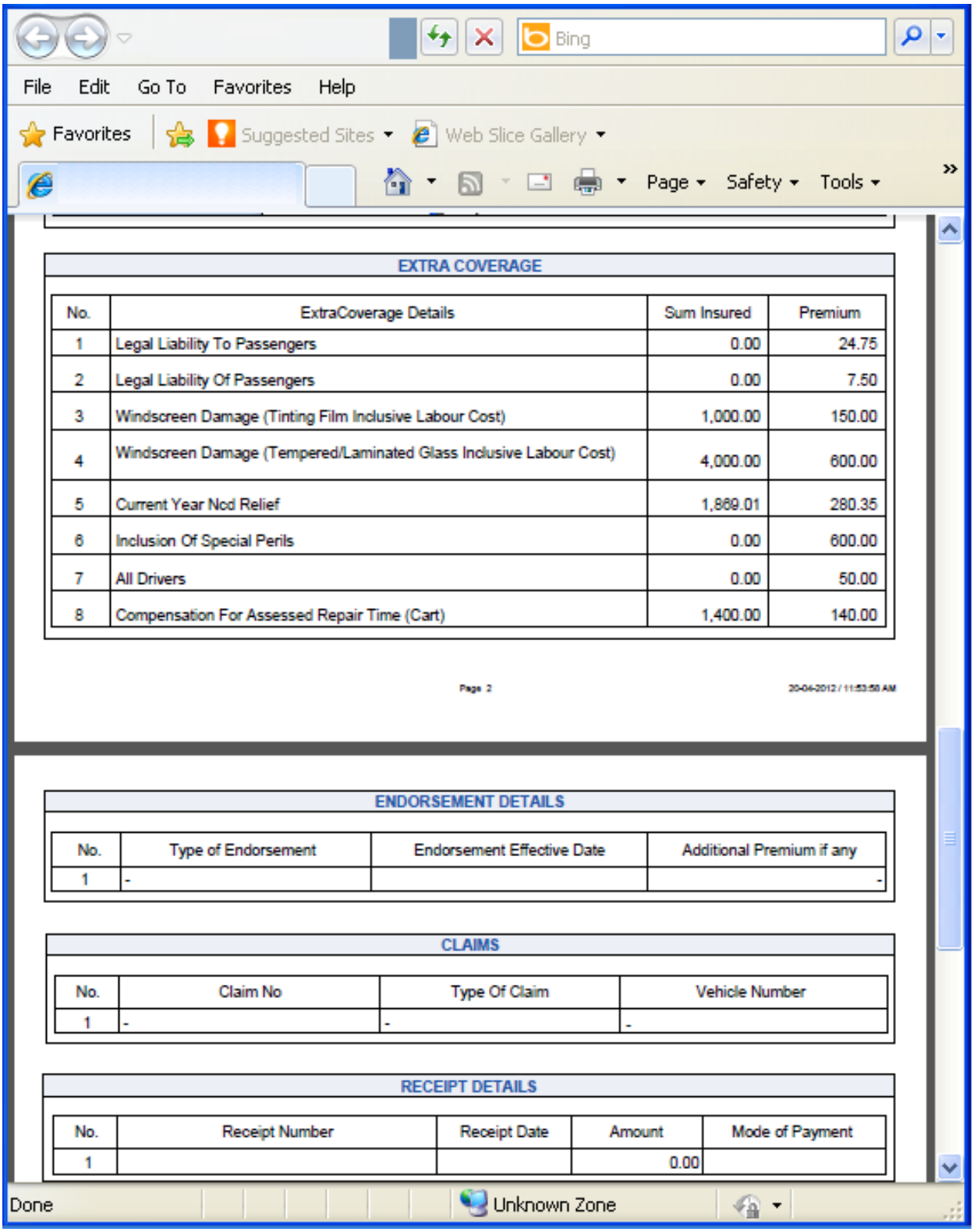
NAMED DRIVERS

No.	Name	New IC.No	Old IC.No	Age	Experience
1	ALL DRIVERS	-	-	-	-

EXTRA COVERAGE

No.	ExtraCoverage Details	Sum Insured	Premium
1	Legal Liability To Passengers	0.00	24.75
2	Legal Liability Of Passengers	0.00	7.50
3	Windscreen Damage (Tinting Film Inclusive Labour Cost)	1,000.00	150.00

Policy Enquiry Details – Page 3



EXTRA COVERAGE

No.	ExtraCoverage Details	Sum Insured	Premium
1	Legal Liability To Passengers	0.00	24.75
2	Legal Liability Of Passengers	0.00	7.50
3	Windscreen Damage (Tinting Film Inclusive Labour Cost)	1,000.00	150.00
4	Windscreen Damage (Tempered/Laminated Glass Inclusive Labour Cost)	4,000.00	600.00
5	Current Year Ncd Relief	1,869.01	280.35
6	Inclusion Of Special Perils	0.00	600.00
7	All Drivers	0.00	50.00
8	Compensation For Assessed Repair Time (Cart)	1,400.00	140.00

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ENDORSEMENT DETAILS

No.	Type of Endorsement	Endorsement Effective Date	Additional Premium if any
1	-		-

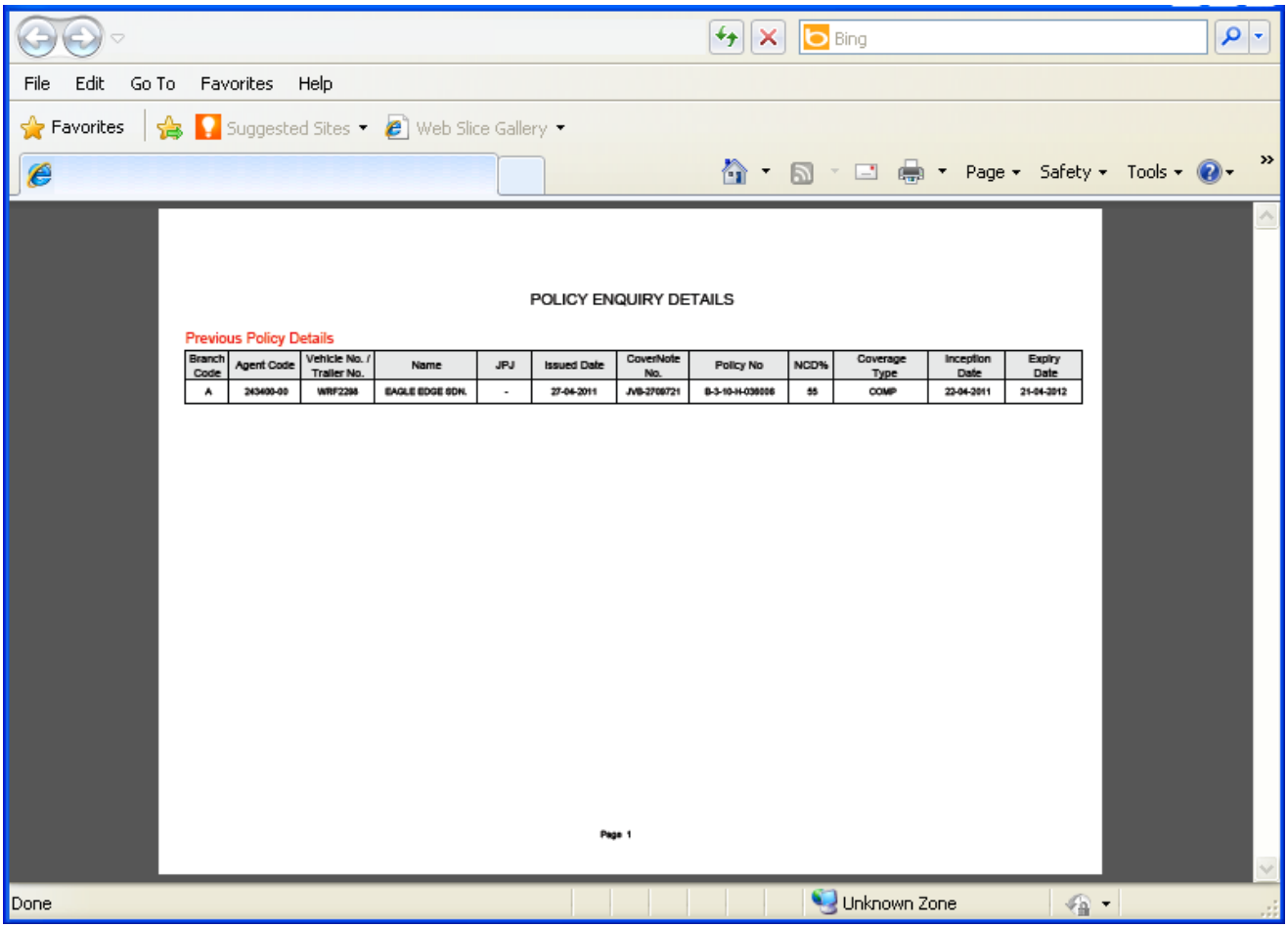
CLAIMS

No.	Claim No	Type Of Claim	Vehicle Number
1	-	-	-

RECEIPT DETAILS

No.	Receipt Number	Receipt Date	Amount	Mode of Payment
1			0.00	

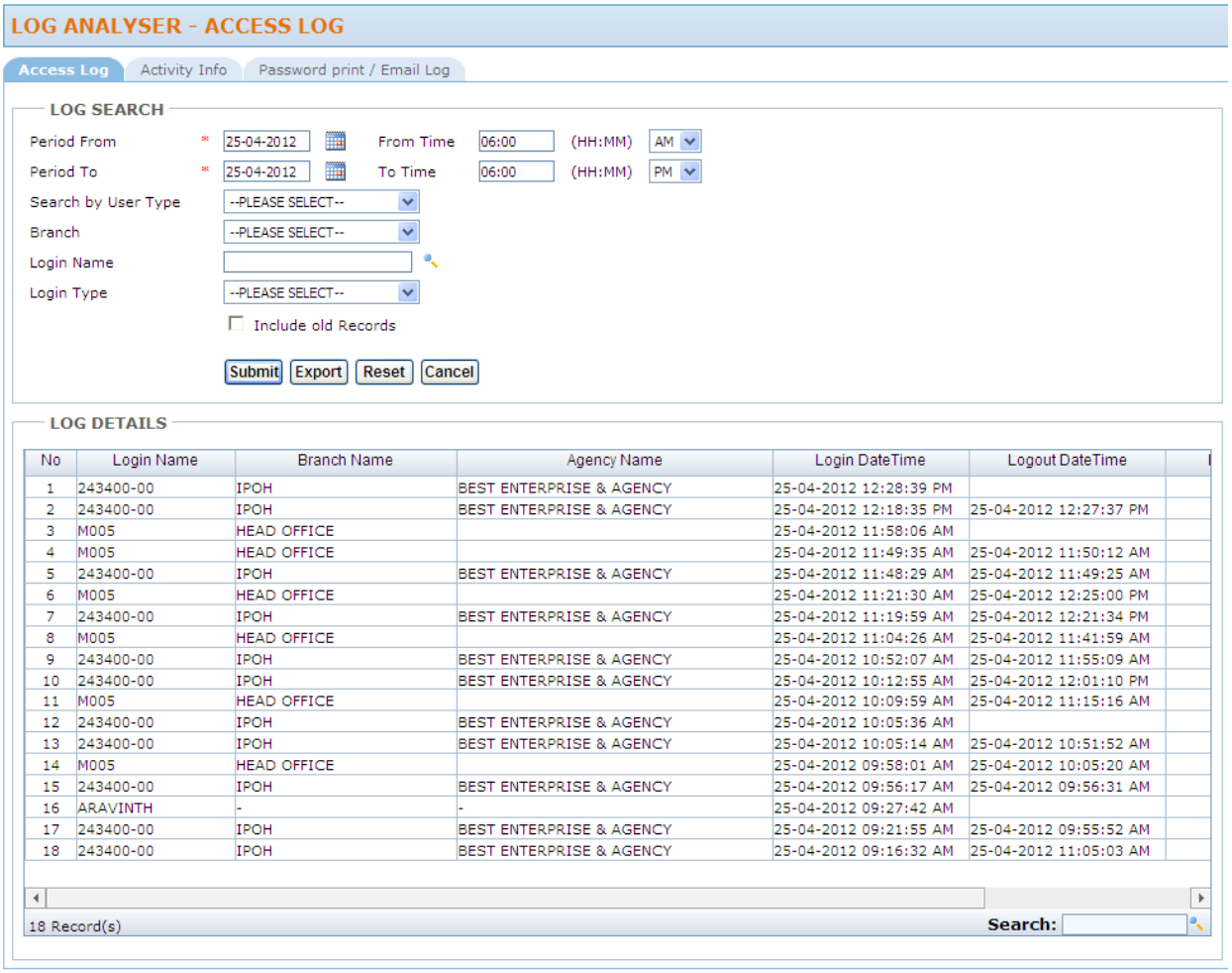
Policy Enquiry Details – When clicked Print This Page Button



1.3.2 Log Analyzers

Screen Shots and Field Descriptions

Access Log Details



No	Login Name	Branch Name	Agency Name	Login DateTime	Logout DateTime
1	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 12:28:39 PM	
2	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 12:18:35 PM	25-04-2012 12:27:37 PM
3	M005	HEAD OFFICE		25-04-2012 11:58:06 AM	
4	M005	HEAD OFFICE		25-04-2012 11:49:35 AM	25-04-2012 11:50:12 AM
5	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 11:48:29 AM	25-04-2012 11:49:25 AM
6	M005	HEAD OFFICE		25-04-2012 11:21:30 AM	25-04-2012 12:25:00 PM
7	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 11:19:59 AM	25-04-2012 12:21:34 PM
8	M005	HEAD OFFICE		25-04-2012 11:04:26 AM	25-04-2012 11:41:59 AM
9	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 10:52:07 AM	25-04-2012 11:55:09 AM
10	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 10:12:55 AM	25-04-2012 12:01:10 PM
11	M005	HEAD OFFICE		25-04-2012 10:09:59 AM	25-04-2012 11:15:16 AM
12	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 10:05:36 AM	
13	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 10:05:14 AM	25-04-2012 10:51:52 AM
14	M005	HEAD OFFICE		25-04-2012 09:58:01 AM	25-04-2012 10:05:20 AM
15	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 09:56:17 AM	25-04-2012 09:56:31 AM
16	ARAVINTH	-	-	25-04-2012 09:27:42 AM	
17	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 09:21:55 AM	25-04-2012 09:55:52 AM
18	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 09:16:32 AM	25-04-2012 11:05:03 AM

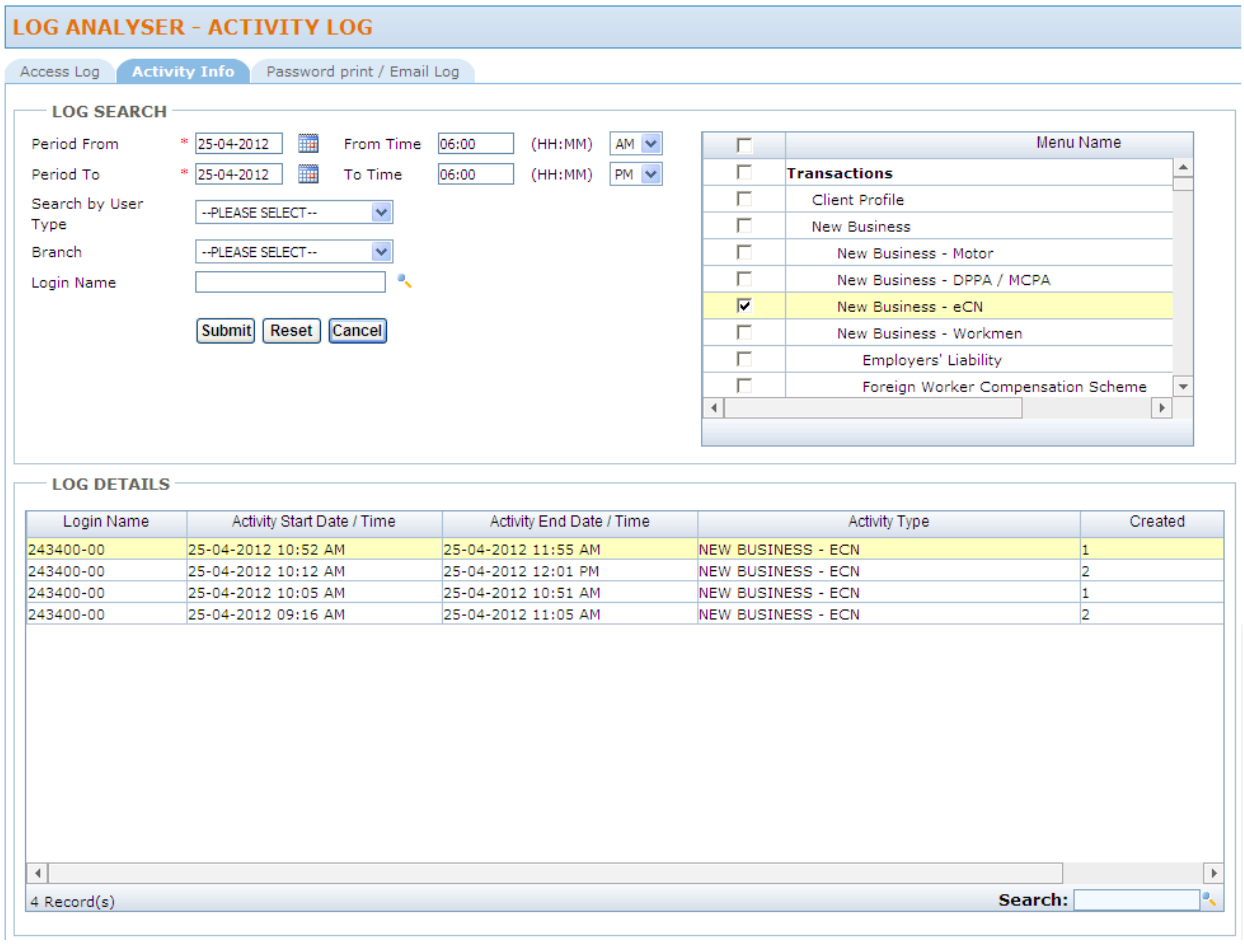
Field	Mandatory (Y/N)	Description
Period From	Y	Default current date will be displayed in Period From date, user can select back date to know the old login details.
Period To	Y	Default current date will be displayed in Period To date, Period To Date should be equal or greater than equal to period From date. It cannot be allowed less than period From date.
From Time	N	Default display for Login active From time.
To Time	N	Default display for Login To Time.
Search by User Type	N	Drop of down list of all the Search by User Type.
Branch	N	Drop of down list of all the branches.

Login Name	N	Drop of down list based Search Login Name.
Login Type	N	Drop of down list of all the Login Type.
Include Old Records	N	When user checked Include Old Records will be loaded and displayed in login details grid.
Submit	N	When users submit the login information, login grid will be loaded and displayed the screen.
Reset	N	On clicking, current record will be reset
Cancel	N	On clicking, page will be navigated into **'Client Profile'** screen

- **Export Details**

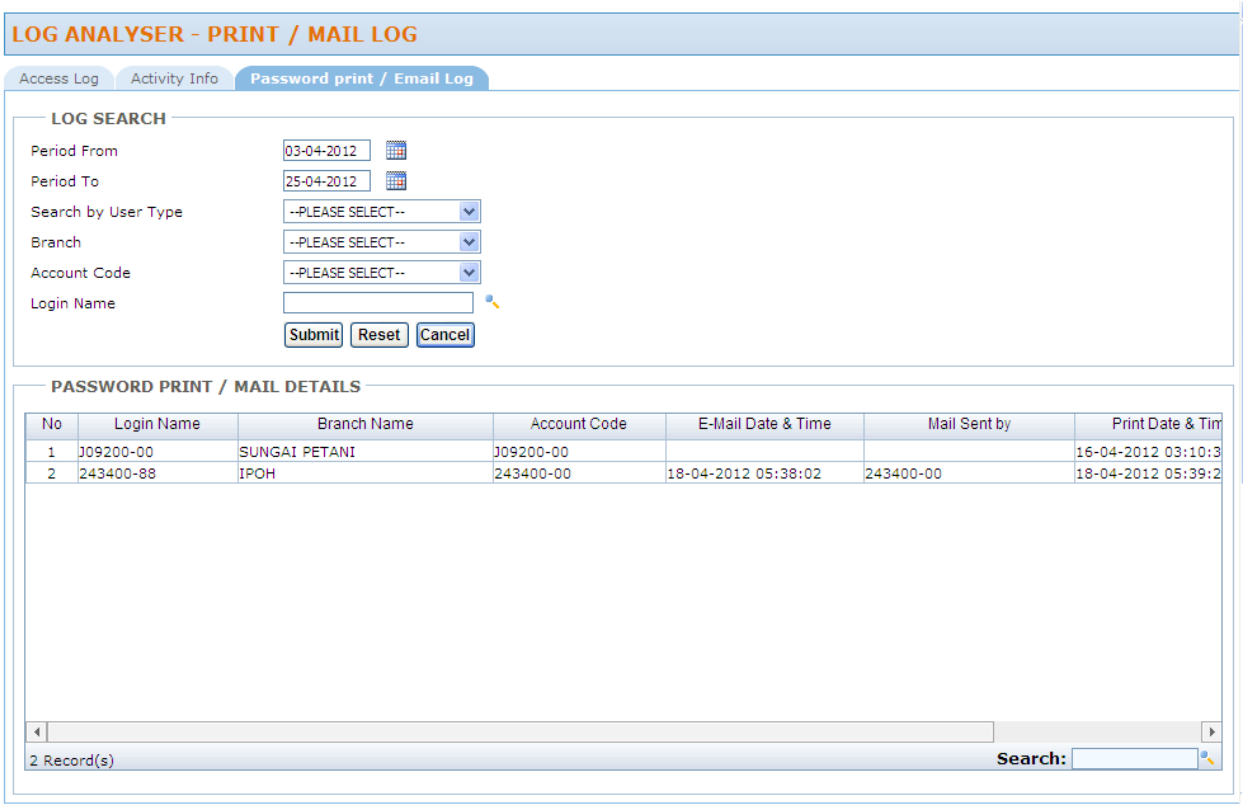
	A	B	C	D	E	F
1						
2				Access Log List	Date & Time: 25-04-2012 / 12:42:25 PM	
3			Period From: 25-04-2012 06:00 AM			
4			Period To : 25-04-2012 06:00 PM			
5						
6						
7	S.No	Login Name	Branch Name	Agency Name	Login DateTime	Logout DateTime
8	1	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 12:28:39 PM	
9	2	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 12:18:35 PM	25-04-2012 12:27:37 PM
10	3	M005	HEAD OFFICE		25-04-2012 11:58:06 AM	
11	4	M005	HEAD OFFICE		25-04-2012 11:49:35 AM	25-04-2012 11:50:12 AM
12	5	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 11:48:29 AM	25-04-2012 11:49:25 AM
13	6	M005	HEAD OFFICE		25-04-2012 11:21:30 AM	25-04-2012 12:25:00 PM
14	7	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 11:19:59 AM	25-04-2012 12:21:34 PM
15	8	M005	HEAD OFFICE		25-04-2012 11:04:26 AM	25-04-2012 11:41:59 AM
16	9	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 10:52:07 AM	25-04-2012 11:55:09 AM
17	10	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 10:12:55 AM	25-04-2012 12:01:10 PM
18	11	M005	HEAD OFFICE		25-04-2012 10:09:59 AM	25-04-2012 11:15:16 AM
19	12	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 10:05:36 AM	
20	13	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 10:05:14 AM	25-04-2012 10:51:52 AM
21	14	M005	HEAD OFFICE		25-04-2012 09:58:01 AM	25-04-2012 10:05:20 AM
22	15	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 09:56:17 AM	25-04-2012 09:56:31 AM
23	16	aravinth	-	-	25-04-2012 09:27:42 AM	
24	17	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 09:21:55 AM	25-04-2012 09:55:52 AM
25	18	243400-00	IPOH	BEST ENTERPRISE & AGENCY	25-04-2012 09:16:32 AM	25-04-2012 11:05:03 AM

Activity Information Details



Field	Mandatory (Y/N)	Description
Period From	Y	Default current date will be displayed in Period From date, user can select back date to know the old login details.
Period To	Y	Default current date will be displayed in Period To date, Period To should be equal or greater than equal to period From date. It cannot be allowed less than period From date.
From Time	N	Default display for Login active From time.
To Time	N	Default display for Login To Time.
Search by User Type	N	Drop of down list of all the Search by User Type.
Branch	N	Drop of down list of all the branches.
Login Name	N	Drop of down list based Search Login Name.
Submit	N	Users need know about Transaction login details have to check any one items from Menu grid and then click submit button. Login details will be loaded and display log details grid.
Reset	N	On clicking, current record will be reset
Cancel	N	On clicking, page will be navigated into **'Client Profile'** screen

Print / Mail Log Details

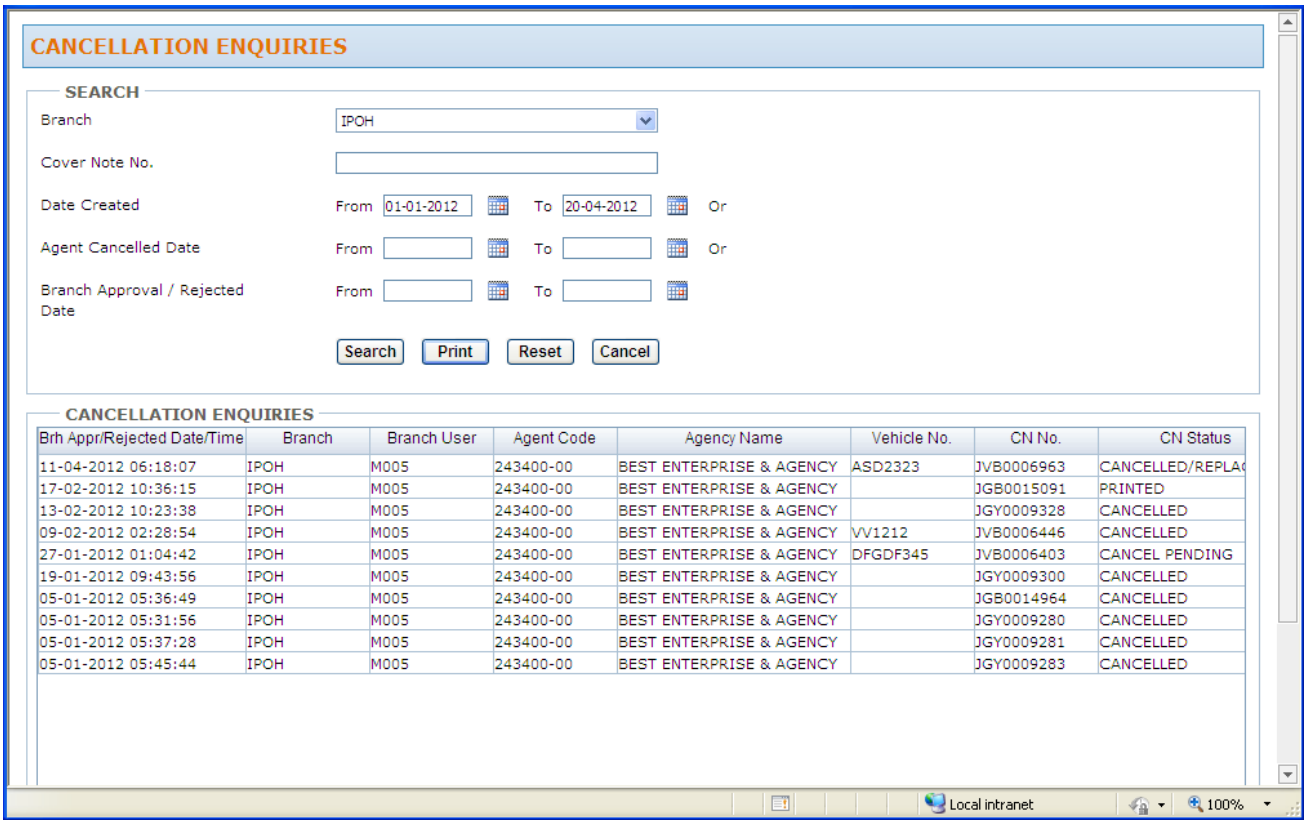


Field	Mandatory (Y/N)	Description
Period From	Y	Default current date will be displayed in Period From date, user can select back date to know the old login details.
Period To	Y	Default current date will be displayed in Period To date, Period To should be equal or greater than equal to period From date. It cannot be allowed less than period From date.
From Time	N	Default display for Login active From time.
To Time	N	Default display for Login To Time.
Search by User Type	N	Drop of down list of all the Search by User Type.
Branch	N	Drop of down list of all the branches.
Login Name	N	Drop of down list based Search Login Name.
Submit	N	When user click submit button E-mail date & time, mail sanded by, password printed details will be loaded and display in the grid.
Reset	N	On clicking, current record will be reset
Cancel	N	On clicking, page will be navigated into **'Client Profile'** screen

1.3.3 Cancellation Enquiries

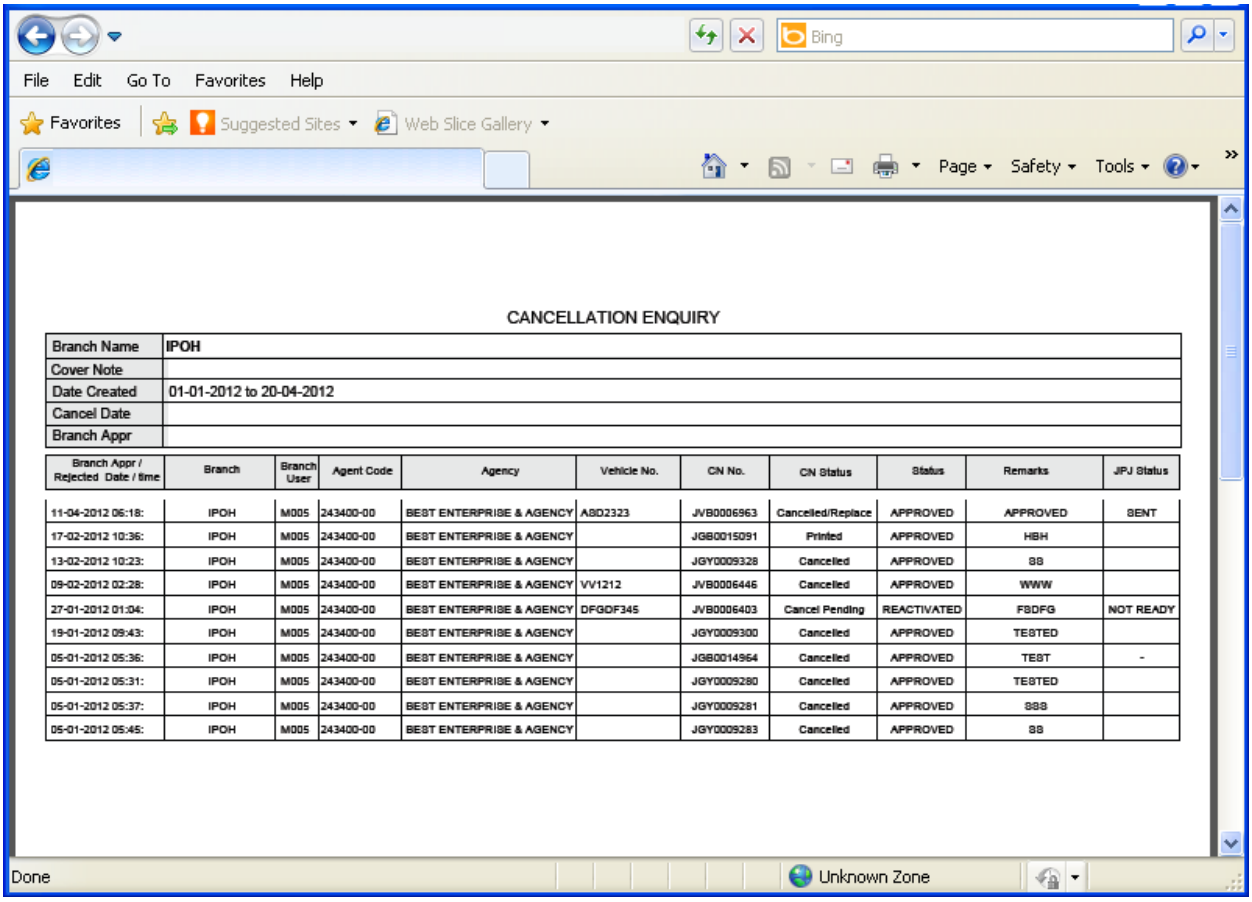
Screen Shots and Field Descriptions

Cancellation Enquiries



Field	Mandatory (Y/N)	Description
Branch	N	Drop of down list of all the branches
Cover Note No.	N	Search based on the cover note number entered
Date Created	N	Search based on the creation of the cover note
Agent Cancelled Date	N	Search based on the cover note cancelled date
Branch Approval/Rejected Date	N	Search based on the Approval\Rejected Date of the cover note cancelled.
Search		When clicked, lists the cancelled cover notes
Print		When clicked, prints the cancelled cover notes list in pdf format
Reset		Resets all the fields and grid in the screen
Cancel		Navigates to the Client Profile screen

Cancellation Enquiry Print



CANCELLATION ENQUIRY

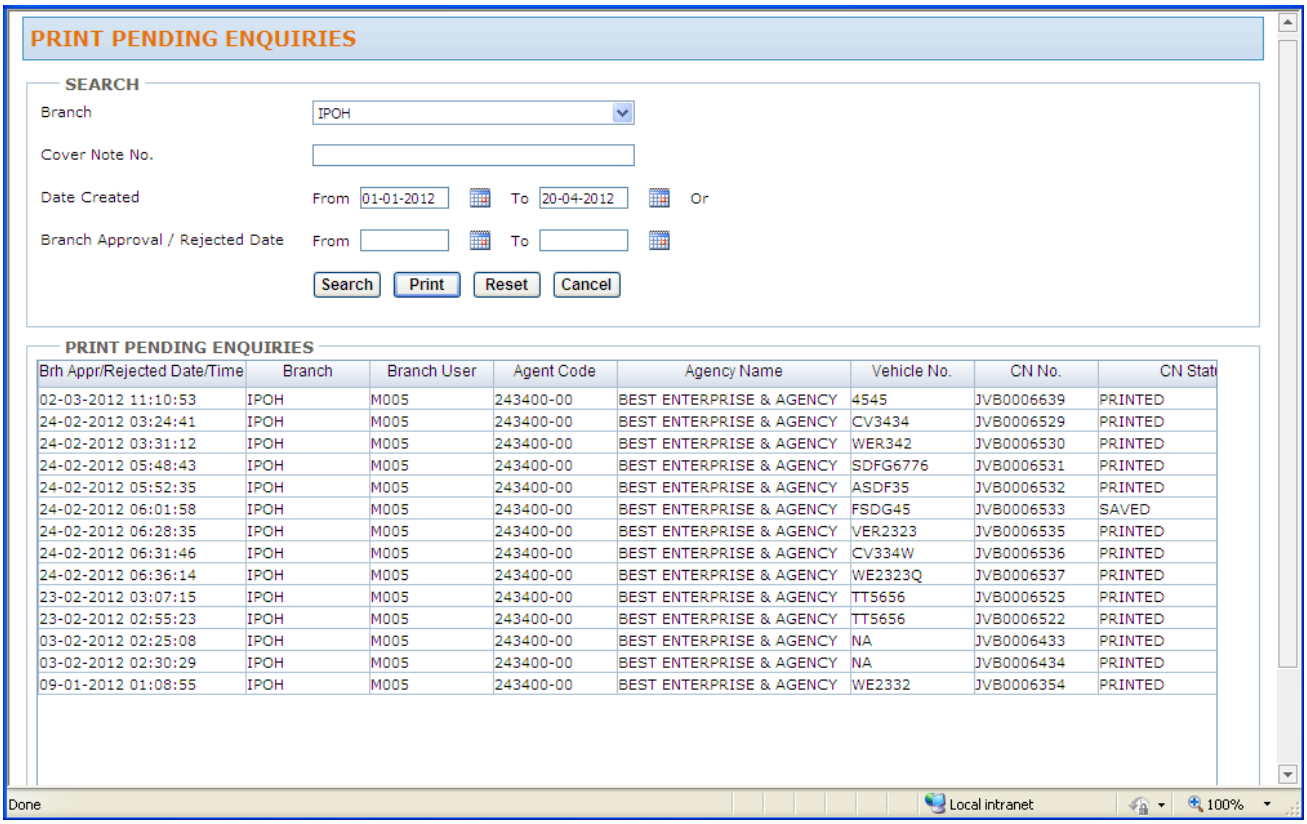
Branch Name	IPOH
Cover Note	
Date Created	01-01-2012 to 20-04-2012
Cancel Date	
Branch Appr	

Branch Appr / Rejected Date / time	Branch	Branch User	Agent Code	Agency	Vehicle No.	CN No.	CN Status	Status	Remarks	JPJ Status
11-04-2012 06:18:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	ABD2323	JVB0006963	Cancelled/Replace	APPROVED	APPROVED	SENT
17-02-2012 10:36:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY		JGB0015091	Printed	APPROVED	HBH	
13-02-2012 10:23:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY		JGY0009328	Cancelled	APPROVED	SS	
09-02-2012 02:28:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	VV1212	JVB0006446	Cancelled	APPROVED	WWW	
27-01-2012 01:04:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	DFGDF345	JVB0006403	Cancel Pending	REACTIVATED	FSDFG	NOT READY
19-01-2012 09:43:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY		JGY0009300	Cancelled	APPROVED	TESTED	
05-01-2012 05:36:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY		JGB0014964	Cancelled	APPROVED	TEST	-
05-01-2012 05:31:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY		JGY0009280	Cancelled	APPROVED	TESTED	
05-01-2012 05:37:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY		JGY0009281	Cancelled	APPROVED	SSS	
05-01-2012 05:45:	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY		JGY0009283	Cancelled	APPROVED	SS	

1.3.4 Print Pending Enquiries

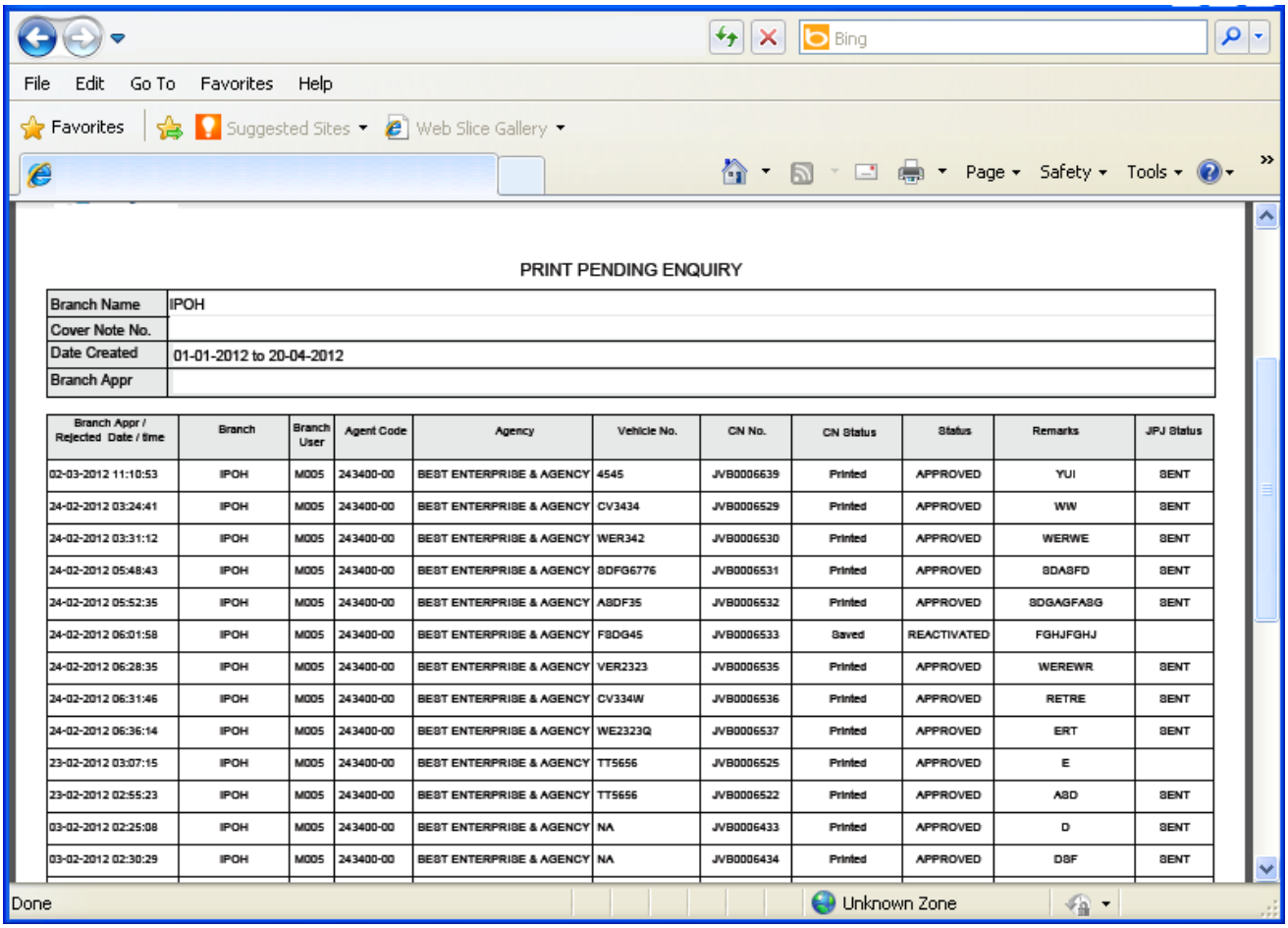
Screen Shots and Field Descriptions

Print Pending Enquiries



Field	Mandatory (Y/N)	Description
Branch	N	Drop of down list of all the branches
Cover Note No.	N	Search based on the cover note number entered
Date Created	N	Search based on the creation of the cover note
Branch Approval/Rejected Date	N	Search based on the Approval\Rejected Date of the cover note that are/were in print pending status.
Search		When clicked, lists the print pending cover notes
Print		When clicked, prints the print pending cover notes list in pdf format
Reset		Resets all the fields and grid in the screen
Cancel		Navigates to the Client Profile screen

Print Pending Enquiries - Print



PRINT PENDING ENQUIRY

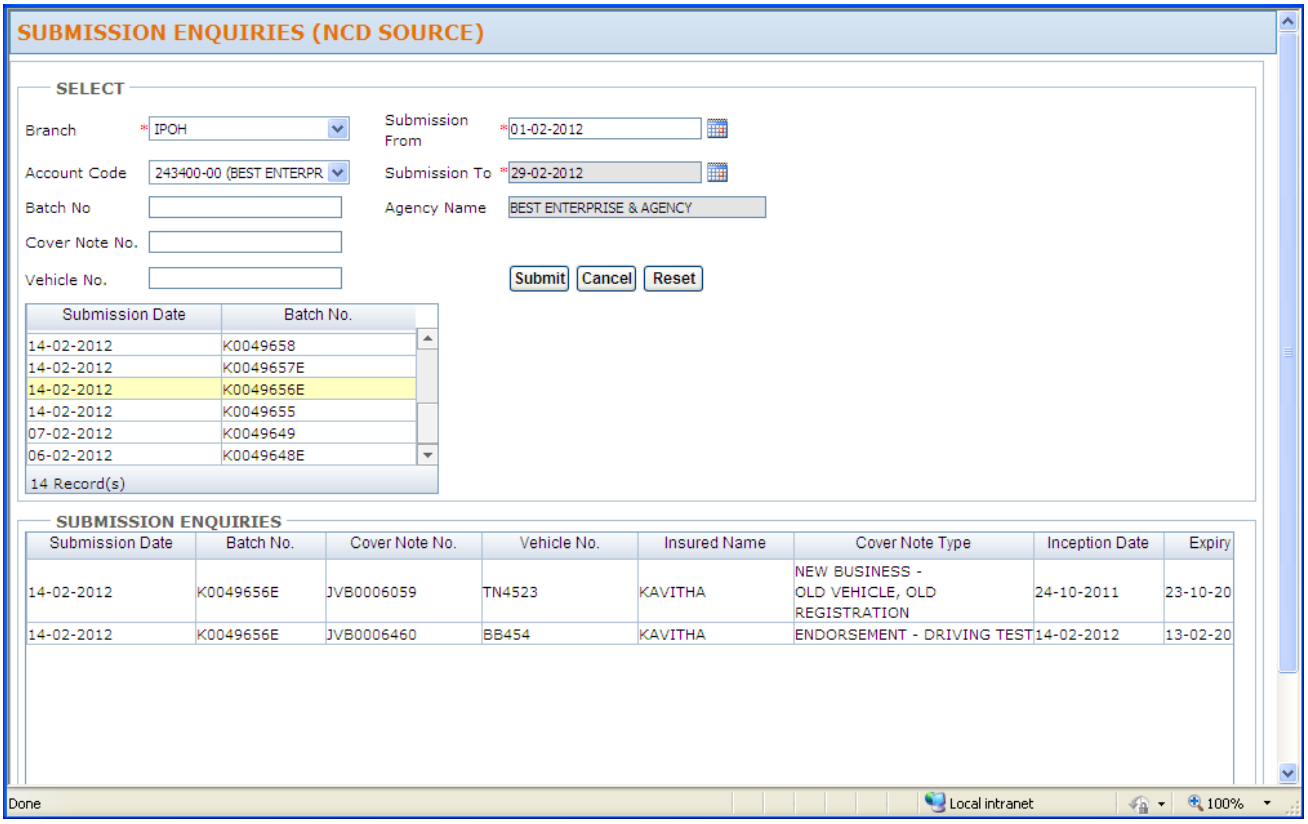
Branch Name	IPOH
Cover Note No.	
Date Created	01-01-2012 to 20-04-2012
Branch Appr	

Branch Appr / Rejected Date / time	Branch	Branch User	Agent Code	Agency	Vehicle No.	CN No.	CN Status	Status	Remarks	JPJ Status
02-03-2012 11:10:53	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	4545	JVB0006639	Printed	APPROVED	YUI	SENT
24-02-2012 03:24:41	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	CV3434	JVB0006529	Printed	APPROVED	WW	SENT
24-02-2012 03:31:12	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	WER342	JVB0006530	Printed	APPROVED	WERWE	SENT
24-02-2012 05:48:43	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	SDFG6776	JVB0006531	Printed	APPROVED	SDASFD	SENT
24-02-2012 05:52:35	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	ASDF35	JVB0006532	Printed	APPROVED	SDGAGFASG	SENT
24-02-2012 06:01:58	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	FSDG45	JVB0006533	Saved	REACTIVATED	FGHJFGHJ	
24-02-2012 06:28:35	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	VER2323	JVB0006535	Printed	APPROVED	WEREWR	SENT
24-02-2012 06:31:46	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	CV334W	JVB0006536	Printed	APPROVED	RETRE	SENT
24-02-2012 06:36:14	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	WE2323Q	JVB0006537	Printed	APPROVED	ERT	SENT
23-02-2012 03:07:15	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	TT5656	JVB0006525	Printed	APPROVED	E	
23-02-2012 02:55:23	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	TT5656	JVB0006522	Printed	APPROVED	ASD	SENT
03-02-2012 02:25:08	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	NA	JVB0006433	Printed	APPROVED	D	SENT
03-02-2012 02:30:29	IPOH	M005	243400-00	BEST ENTERPRISE & AGENCY	NA	JVB0006434	Printed	APPROVED	DSF	SENT

1.3.5 Submission Enquiries (NCD Source)

Screen Shots and Field Descriptions

Submission Enquiries

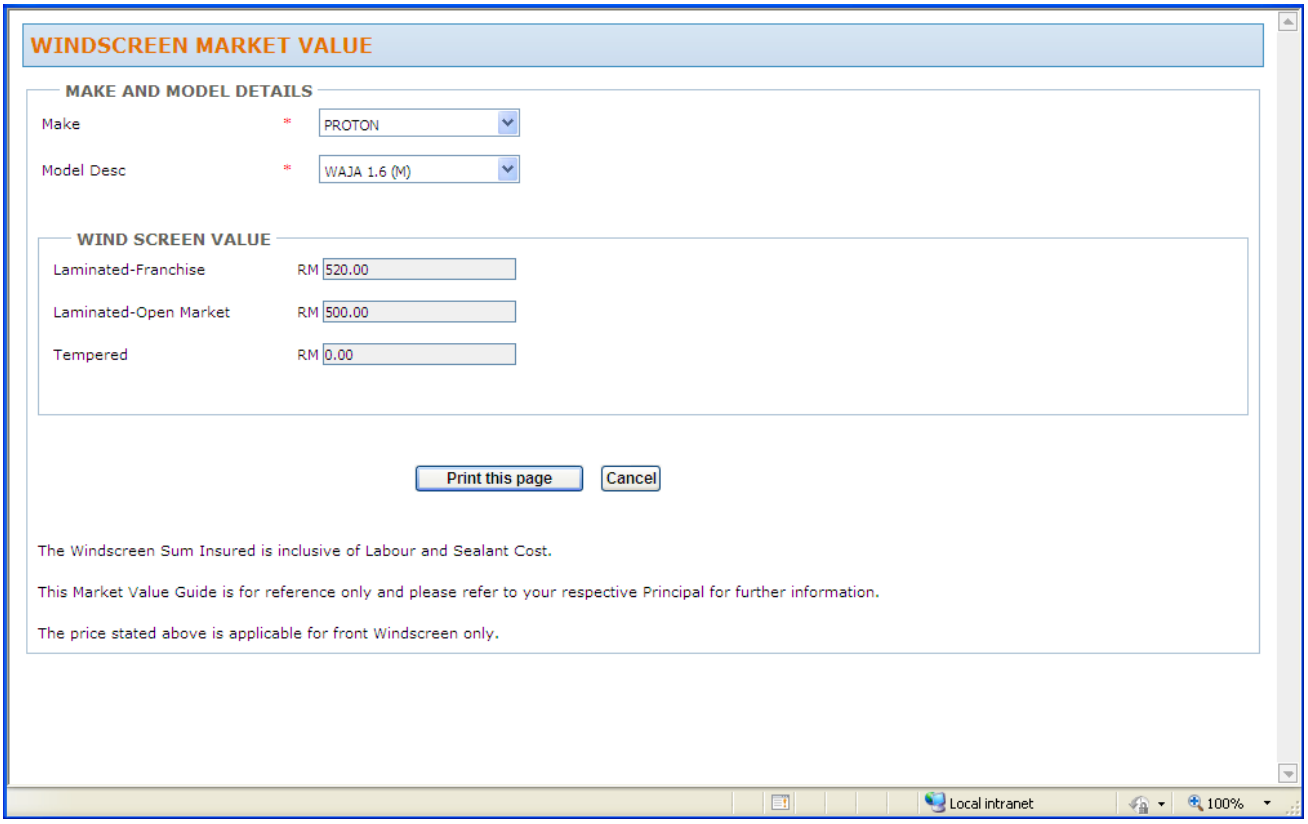


Field	Mandatory (Y/N)	Description
Branch	Y	Drop of down list of all the branches
Account Code		Drop down list of the account codes of the selected branch. It is automatically loaded when the branch is selected from the Branch combo box
Batch No		Search based on the Batch No entered
Cover Note No.		Search based on the cover note number entered
Vehicle No.		Search based on the cover note number entered
Submission From	Y	Search based on the Date from which the submission has been done
Submission To	Y	Search based on the Date up to which the submission has been done
Agency Name		Non-editable field. Displays automatically when Account Code is selected
Search		When clicked, lists the submission details in the grid.
Reset		Resets all the fields and grid in the screen
Cancel		Navigates to the Client Profile screen

1.3.6 Windscreen Market Value

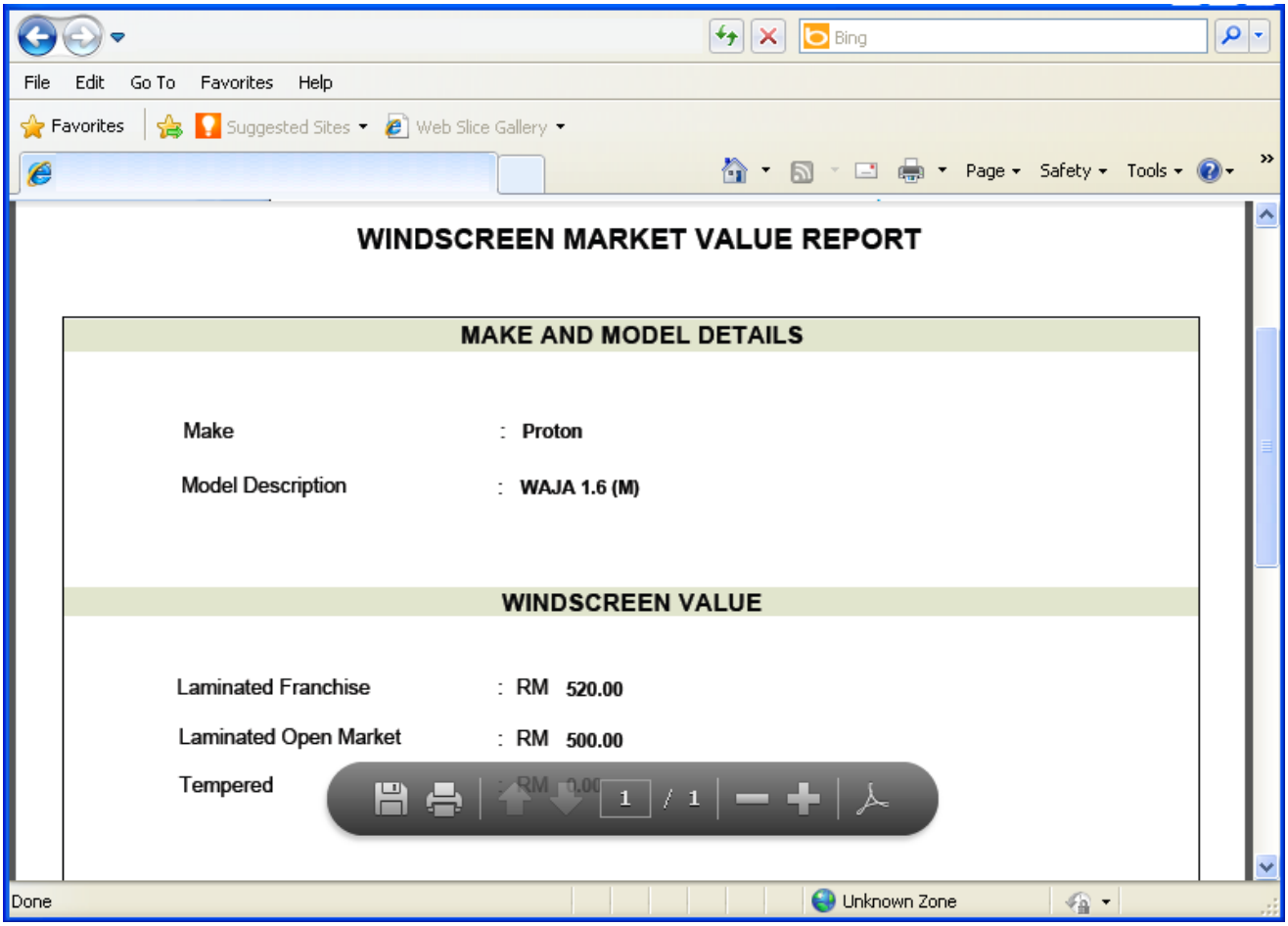
Screen Shots and Field Descriptions

Windscreen Market Value

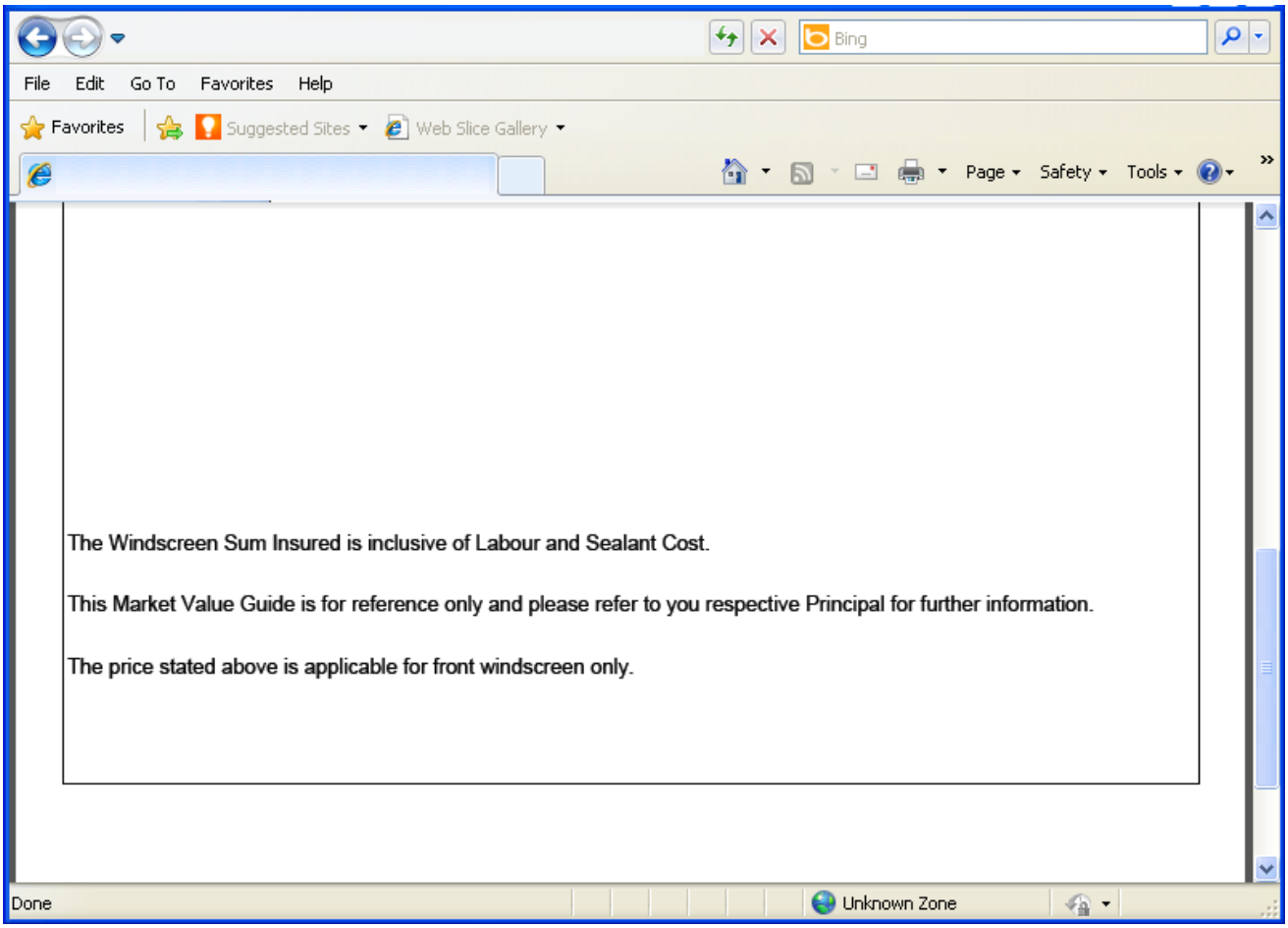


Field	Mandatory (Y/N)	Description
Make	Y	Select the Make of the vehicle from the drop down list.
Model Desc	Y	Select the model details in the drop-down list, for the particular make selected.
Laminated Franchise	N	Displays the laminated franchise cost based on the data selected for the Make and Model Desc.
Laminated - Open Market	N	Displays the Laminated Open Market based on the data selected for the Make and Model Desc.
Tempered	N	Displays the tempered details based on the data selected for the Make and Model Desc.
Print This Page	N	Prints the market value of windscreen.
Cancel	N	Closes the Page.

Windscreen Market Value Print



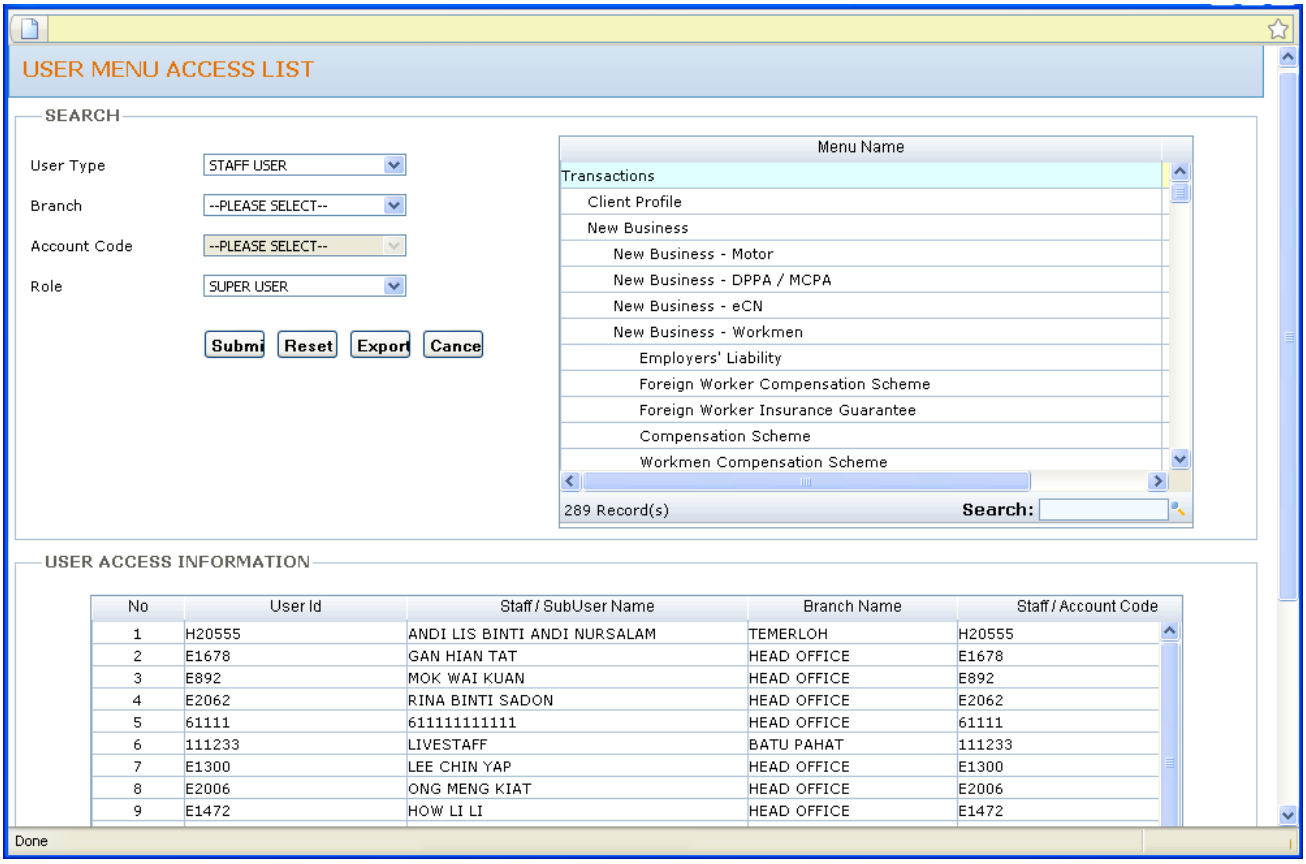
Windscreen Market Value Print



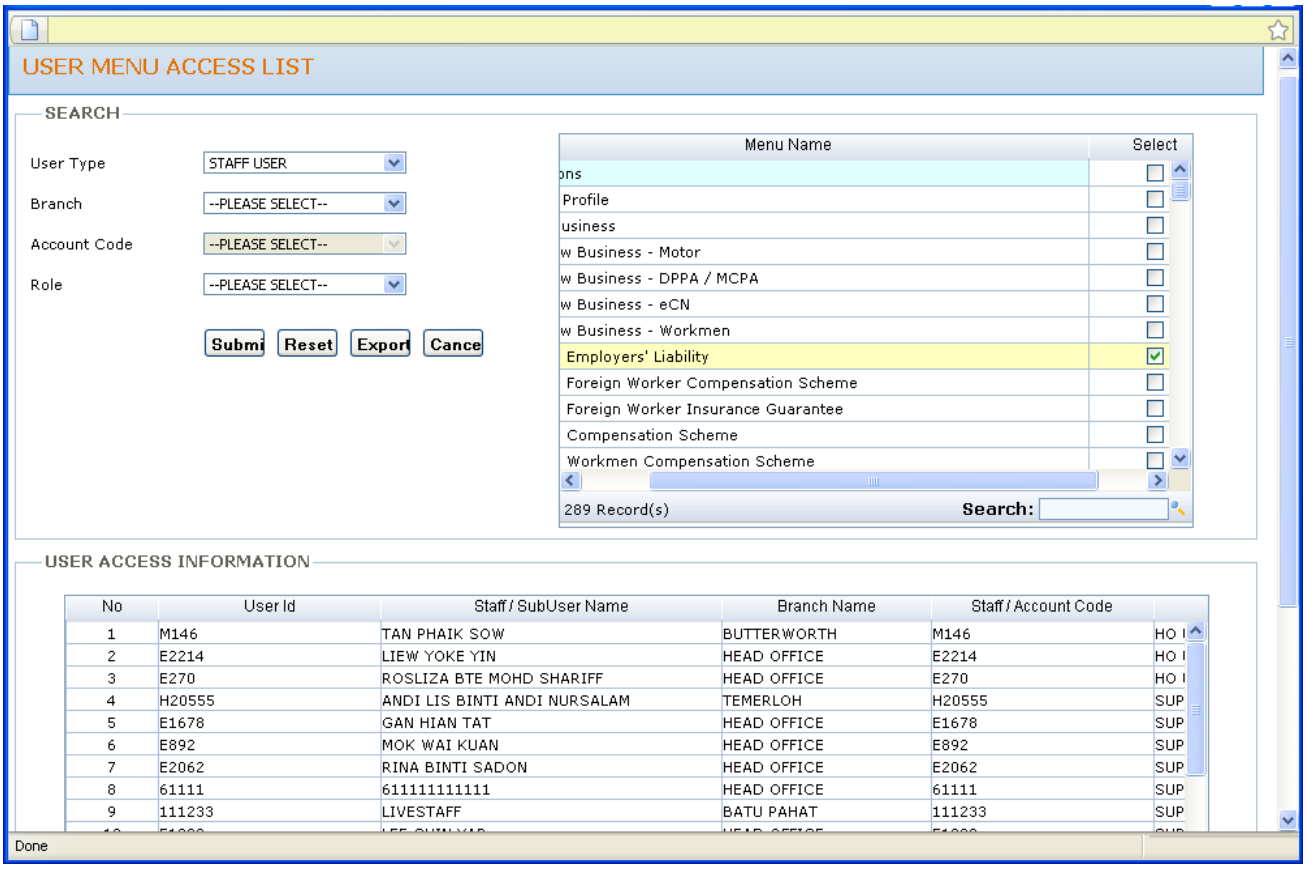
1.3.7 User Menu Access List

Screen Shots and Field Descriptions

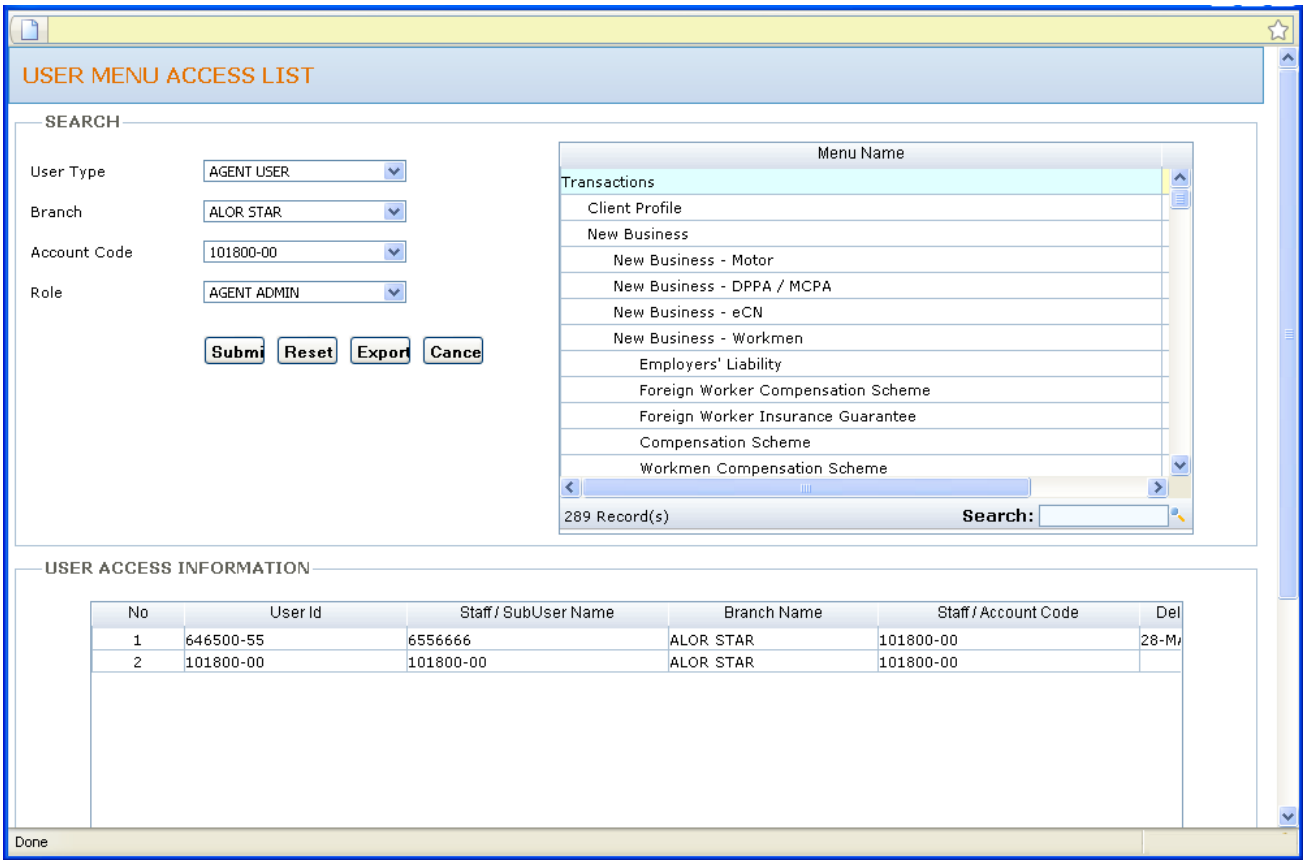
User Menu Access Information – Staff User – Role Wise



User Menu Access Information – Staff User – Selected Menu Wise



User Menu Access Information – Agent User

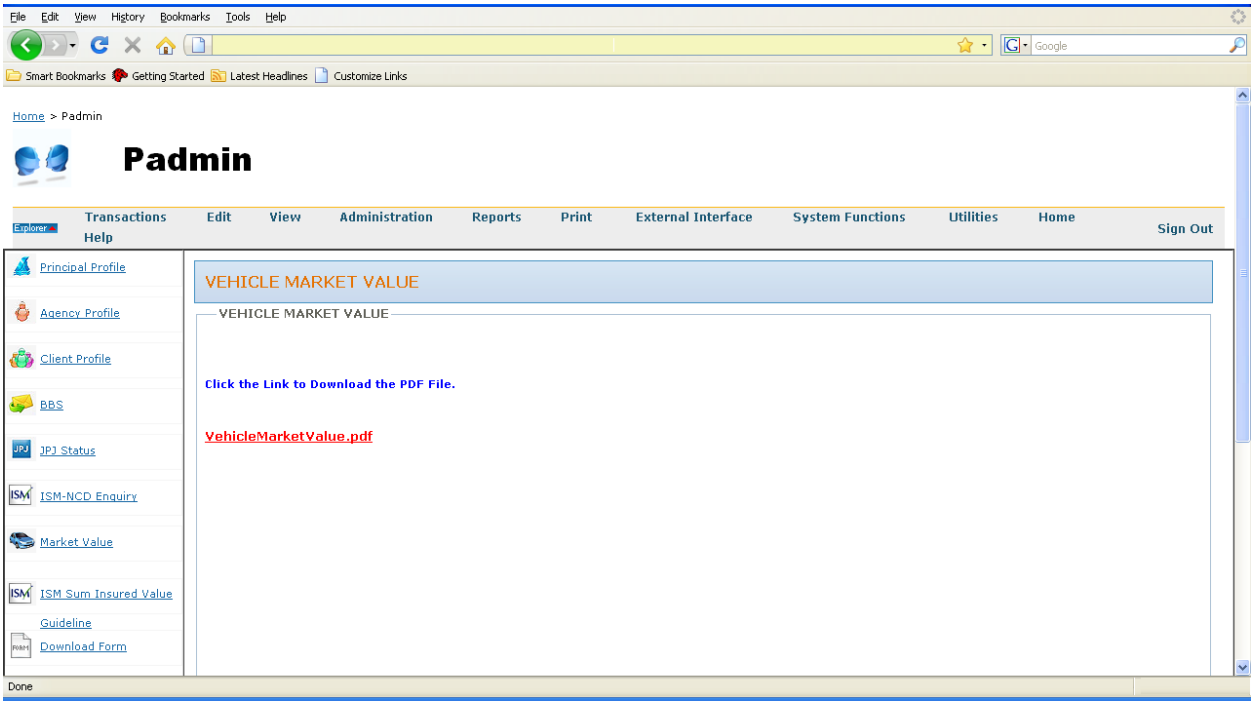


Field	Mandatory (Y/N)	Description
User Type	N	Selection from a drop down list. Staff Users or Agent Users is listed in the drop down
Branch	N	Drop down list of Branches
Account Code	N	When User Type – Staff is selected, this field is disabled. If Agent User is selected, this field is enabled and loads based on the branch selected
Role	Y	Drop down list of Roles of both Staffs and Agent Users
Menu Name Table	Y	Lists all the menus available in a tree structure
Submit		On click lists the menu access details in grid
Reset		Reset the form fields
Export		Exports the grid details to an excel file
Cancel		Navigates to the Client Profile screen

1.3.8 Vehicle Market Value

Screen Shots and Field Descriptions

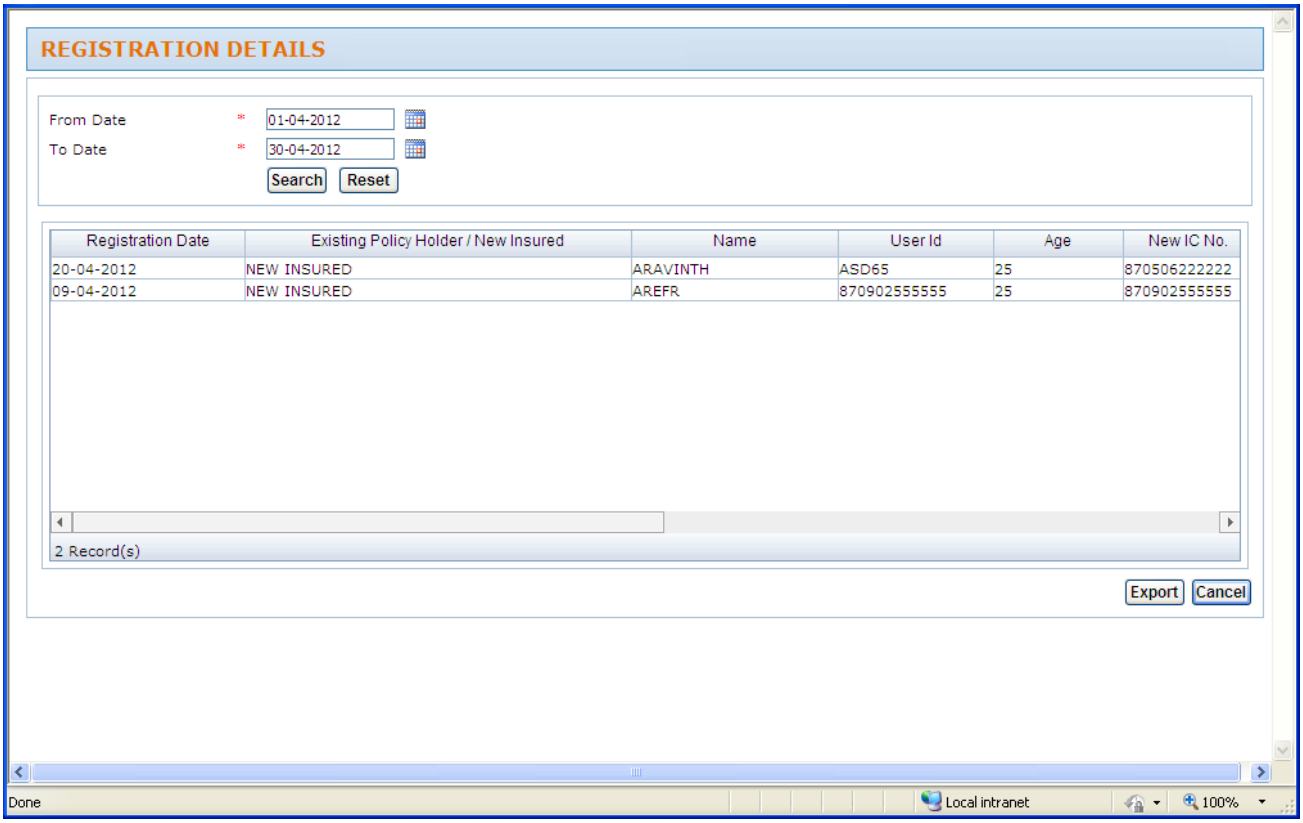
Vehicle Market Value



1.3.9 Nsure.Com Registration Details

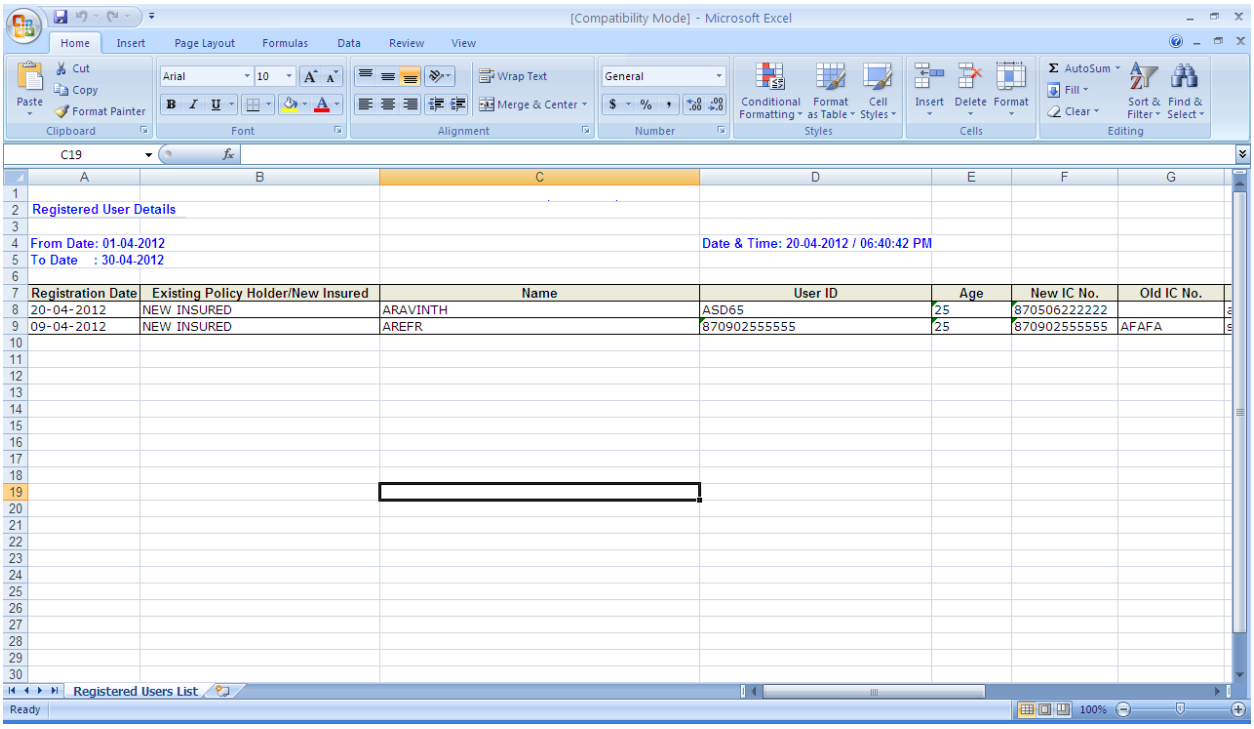
Screen Shots and Field Descriptions

Nsure.Com registration Details



Field	Mandatory (Y/N)	Description
From Date	Y	Date can be either selected from calendar or entered by the user
To Date	Y	Date can be either selected from calendar or entered by the user. It defaults to one month from the From Date
Search		On click, displays the user registration details in the grid
Reset		Reset the form fields and grid data
Export		Exports the data in the excel format
Cancel		Navigates to the Client Profile

Nsure.Com registration Details – Excel Report



Registered User Details

From Date: 01-04-2012

To Date : 30-04-2012

Date & Time: 20-04-2012 / 06:40:42 PM

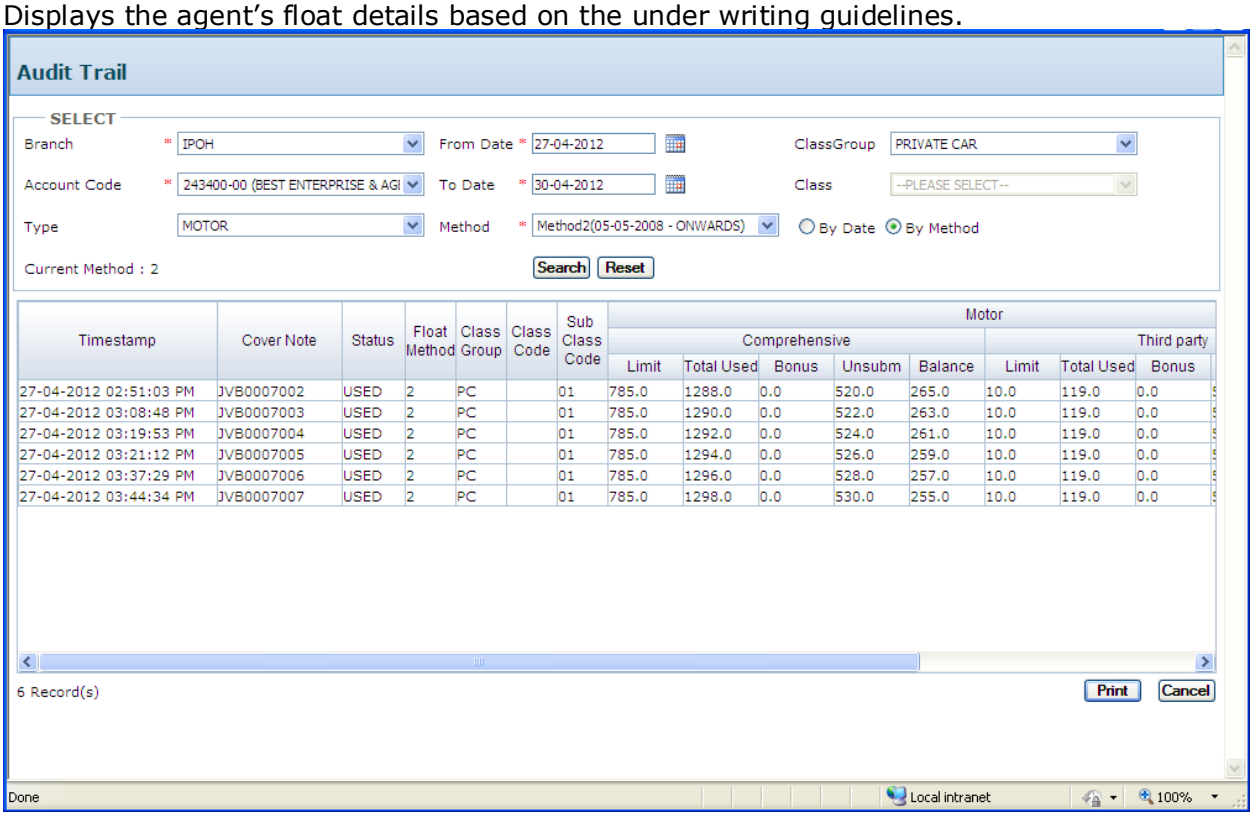
Registration Date	Existing Policy Holder/New Insured	Name	User ID	Age	New IC No.	Old IC No.
20-04-2012	NEW INSURED	ARAVINTH	ASD65	25	870506222222	
09-04-2012	NEW INSURED	AREFR	870902555555	25	870902555555	AFAFA

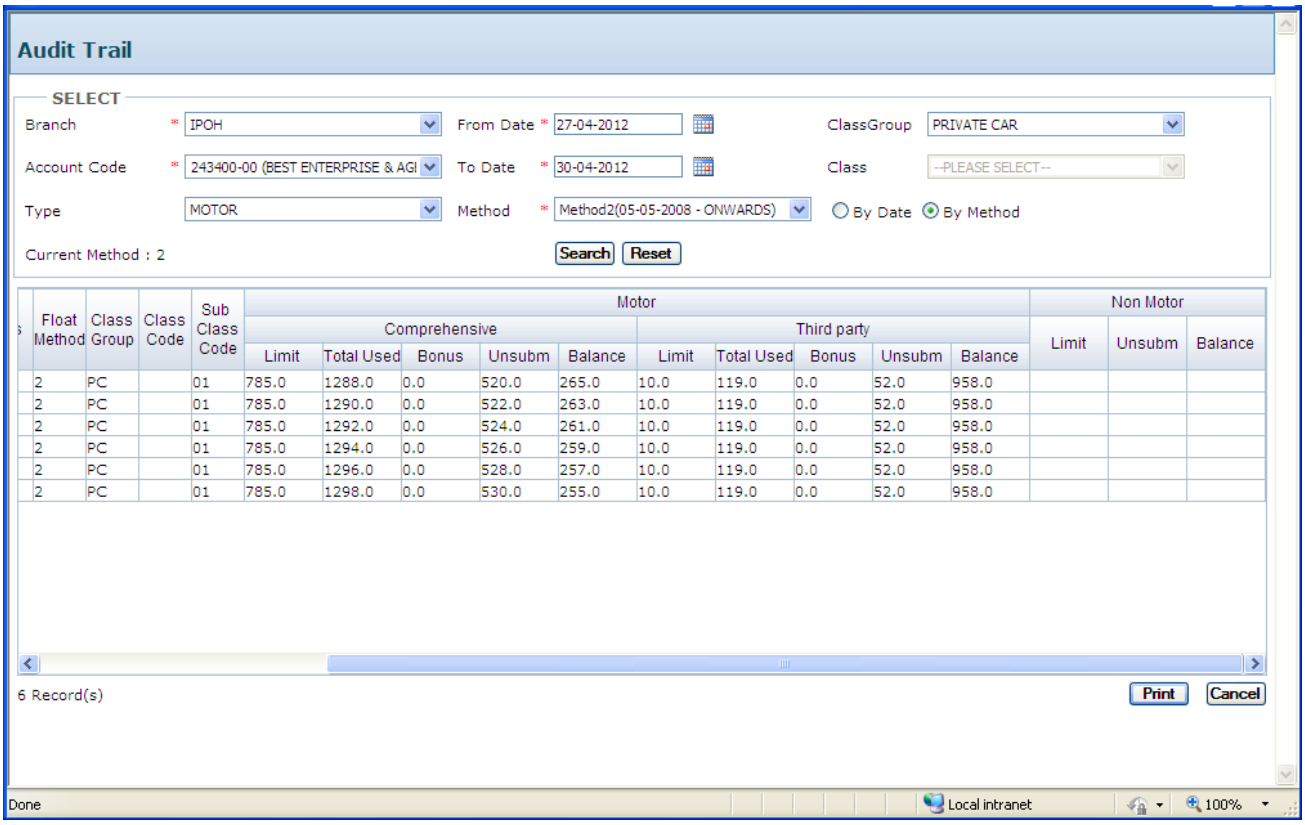
1.3.10 Audit Trail

Screen Shots and Field Descriptions

Audit Trail

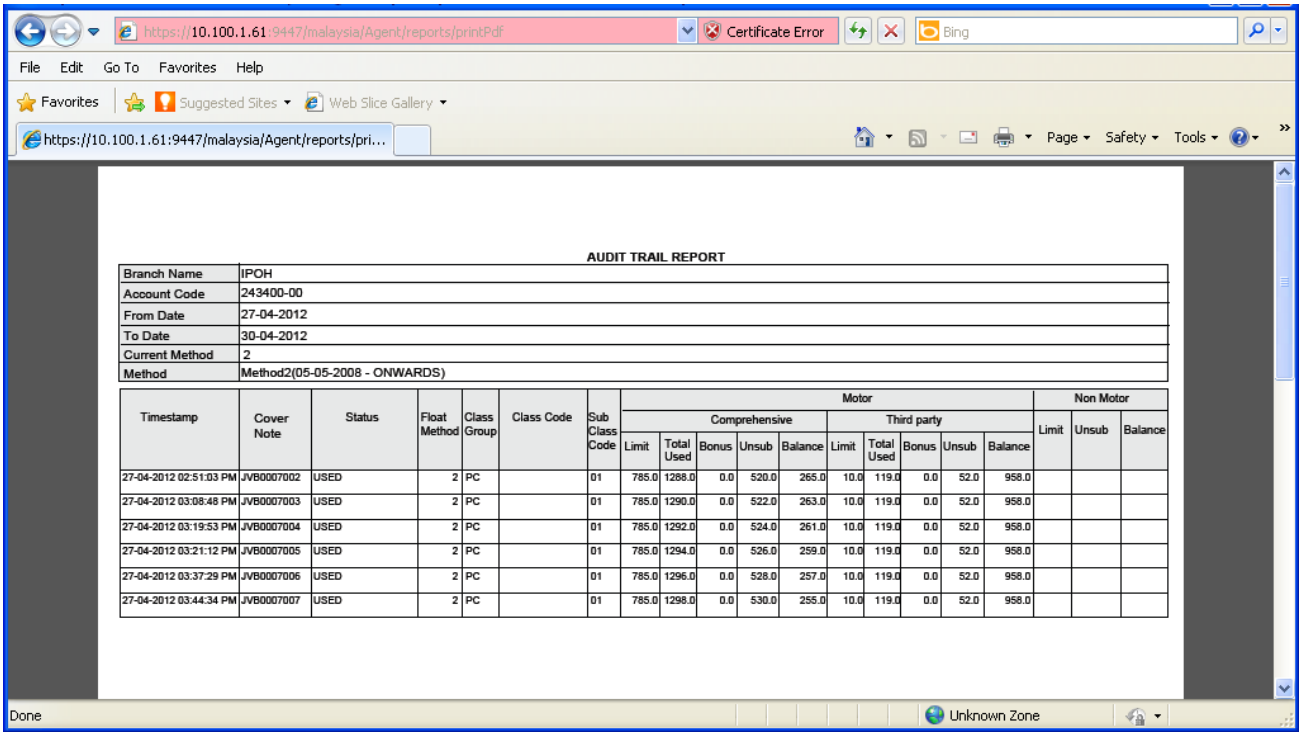
Displays the agent's float details based on the under writing guidelines.





Float Method	Class Group	Class Code	Sub Class Code	Motor										Non Motor		
				Comprehensive					Third party							
				Limit	Total Used	Bonus	Unsubm	Balance	Limit	Total Used	Bonus	Unsubm	Balance	Limit	Unsubm	Balance
2	PC		01	785.0	1288.0	0.0	520.0	265.0	10.0	119.0	0.0	52.0	958.0			
2	PC		01	785.0	1290.0	0.0	522.0	263.0	10.0	119.0	0.0	52.0	958.0			
2	PC		01	785.0	1292.0	0.0	524.0	261.0	10.0	119.0	0.0	52.0	958.0			
2	PC		01	785.0	1294.0	0.0	526.0	259.0	10.0	119.0	0.0	52.0	958.0			
2	PC		01	785.0	1296.0	0.0	528.0	257.0	10.0	119.0	0.0	52.0	958.0			
2	PC		01	785.0	1298.0	0.0	530.0	255.0	10.0	119.0	0.0	52.0	958.0			

Audit Trail - Print



AUDIT TRAIL REPORT

Branch Name	IPOH
Account Code	243400-00
From Date	27-04-2012
To Date	30-04-2012
Current Method	2
Method	Method2(05-05-2008 - ONWARDS)

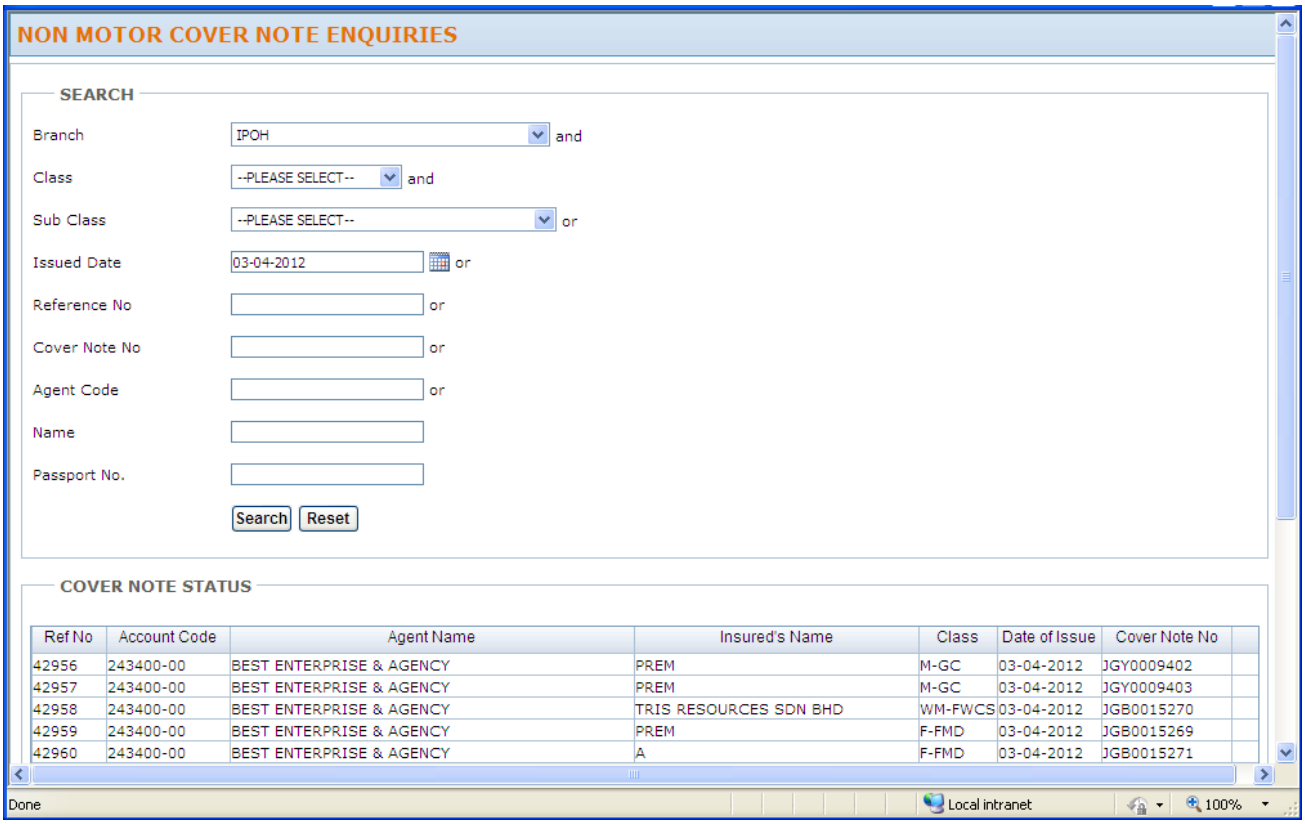
Timestamp	Cover Note	Status	Float Method	Class Group	Class Code	Sub Class Code	Motor										Non Motor		
							Comprehensive					Third party							
							Limit	Total Used	Bonus	Unsub	Balance	Limit	Total Used	Bonus	Unsub	Balance	Limit	Unsub	Balance
27-04-2012 02:51:03 PM	JVB0007002	USED	2	PC		01	785.0	1288.0	0.0	520.0	265.0	10.0	119.0	0.0	52.0	958.0			
27-04-2012 03:08:48 PM	JVB0007003	USED	2	PC		01	785.0	1290.0	0.0	522.0	263.0	10.0	119.0	0.0	52.0	958.0			
27-04-2012 03:19:53 PM	JVB0007004	USED	2	PC		01	785.0	1292.0	0.0	524.0	261.0	10.0	119.0	0.0	52.0	958.0			
27-04-2012 03:21:12 PM	JVB0007005	USED	2	PC		01	785.0	1294.0	0.0	526.0	259.0	10.0	119.0	0.0	52.0	958.0			
27-04-2012 03:37:29 PM	JVB0007006	USED	2	PC		01	785.0	1296.0	0.0	528.0	257.0	10.0	119.0	0.0	52.0	958.0			
27-04-2012 03:44:34 PM	JVB0007007	USED	2	PC		01	785.0	1298.0	0.0	530.0	255.0	10.0	119.0	0.0	52.0	958.0			

Field	Mandatory (Y/N)	Description
Branch Code	Y	Select from the drop down list of branches
Account Code	Y	Select from the drop down list of account codes. Loads when the branch is selected.
Type	N	Select from the drop down list. Motor and Non-motor are the two options listed
From Date	Y	Enter/select the From Date from the calendar
To Date	Y	Enter/select the To Date from the calendar
Method	Y	Select from the drop down list
Class Group	N	List of Class groups. Loads based on the Type selected
Class	N	List of all classes. Loads based on the Type selected
By Date	N	Radio button, when ticked searches by using the From and To Date
By Method	N	Radio button, when ticked searches by using the Method selected
Current Method	N	Displays the current method selected
Search	N	When clicked, displays the Agent Float details based on the selected criteria
Reset	N	Resets all the form fields and grid data
Print	N	Prints the Audit Report
Cancel	N	Closes the page

1.3.11 Non-Motor Cover Note Enquiries

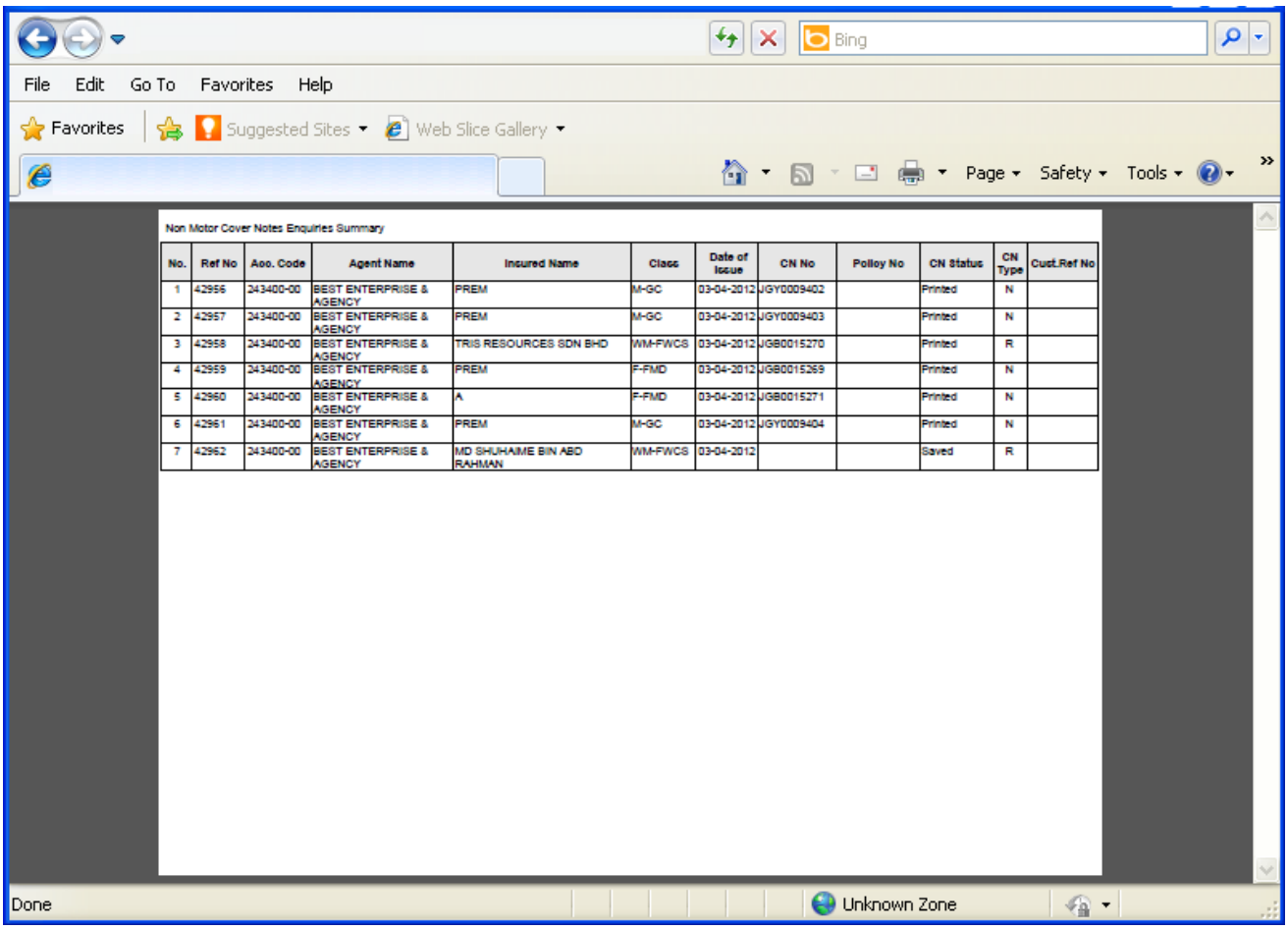
Screen Shots and Field Descriptions

Non-Motor Cover Note Enquiries



Field	Mandatory (Y/N)	Description
Branch	N	Drop of down list of all the branches
Class	N	Lists all the non motor classes in drop down list
Sub Class	N	Lists all the sub classes for a main Class selected
Issued Date	N	Date on which cover note was issued. Can enter or select from the calendar
Reference No.	N	Search based on reference no. entered
Cover Note No.	N	Search based on the cover note number entered
Agent Code	N	Search based on agent code entered
Name	N	Search based on Insured's Name
Passport No.	N	Search based on Insured's Passport No.

Non-Motor Cover Note Enquiries – Print



Non Motor Cover Notes Enquiries Summary

No.	Ref No	Aoc. Code	Agent Name	Insured Name	Class	Date of Issue	CN No	Policy No	CN Status	CN Type	Cust.Ref No
1	42956	243400-00	BEST ENTERPRISE & AGENCY	PREM	M-GC	03-04-2012	JGY0009402		Printed	N	
2	42957	243400-00	BEST ENTERPRISE & AGENCY	PREM	M-GC	03-04-2012	JGY0009403		Printed	N	
3	42958	243400-00	BEST ENTERPRISE & AGENCY	TRIS RESOURCES SDN BHD	WM-FWCS	03-04-2012	JGB0015270		Printed	R	
4	42959	243400-00	BEST ENTERPRISE & AGENCY	PREM	F-FMD	03-04-2012	JGB0015269		Printed	N	
5	42960	243400-00	BEST ENTERPRISE & AGENCY	A	F-FMD	03-04-2012	JGB0015271		Printed	N	
6	42961	243400-00	BEST ENTERPRISE & AGENCY	PREM	M-GC	03-04-2012	JGY0009404		Printed	N	
7	42962	243400-00	BEST ENTERPRISE & AGENCY	MD SHUHAIMI BIN ABD RAHMAN	WM-FWCS	03-04-2012			Saved	R	

Cover Note Details – Screen Wise – Insured Details

Insured Details | Schedule Details | Premium Details

Cover Note
No. : JGY0009402

SEARCH CLIENT
Client Name: PREM

ACCOUNT CODE
Account Code *: 243400-00

INSURED'S DETAILS

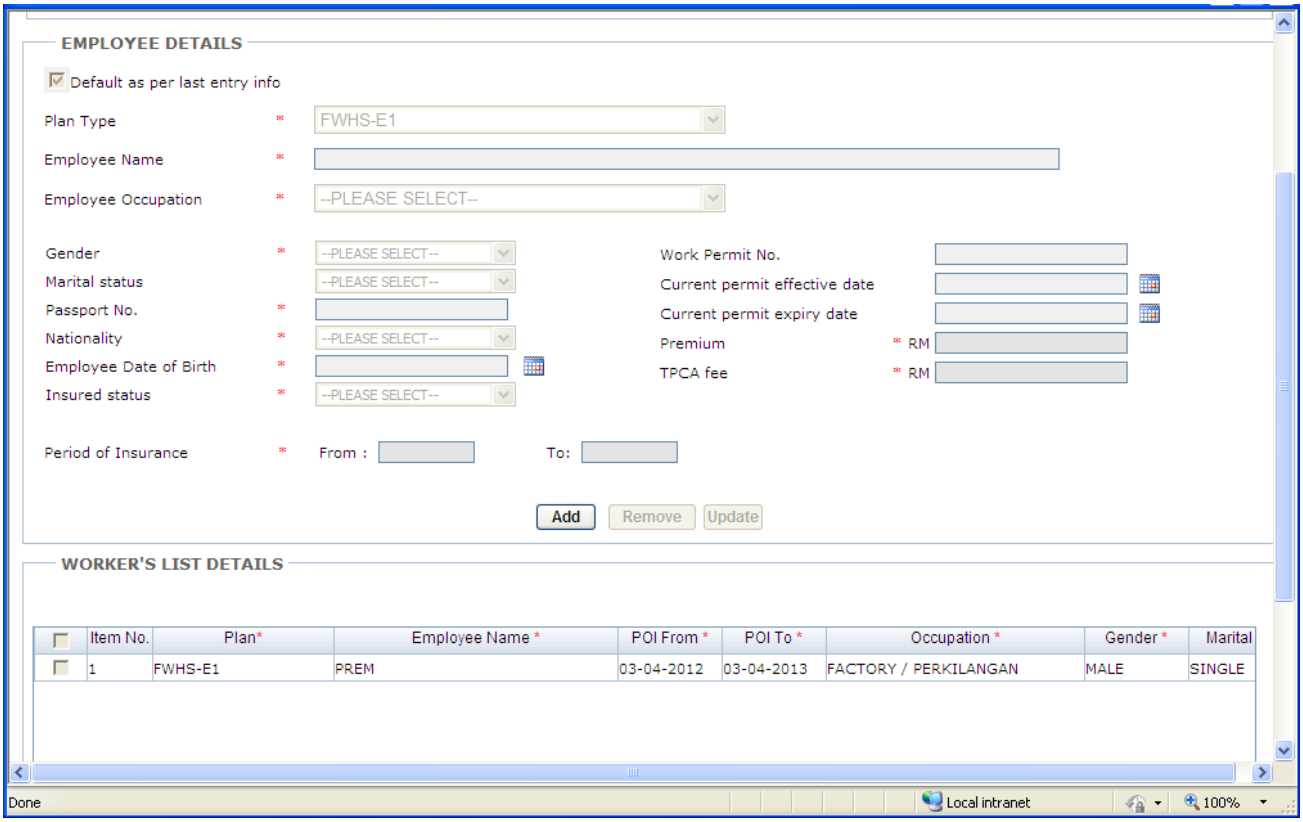
Contact Type *: INDIVIDUAL
New IC No.: 831202222222 (yymmddaabbcc)
Old IC No./Passport No.:
Business Reg No.: (if Contact Type is Business)
Salutation: DATO
Name *: PREM
Nationality *: MALAYSIAN
Race: CHINESE
DOB: 02-12-1983 (dd-mm-yyyy)
Trade/Occupation *: FACTORY / PERKILANGAN
Occupation Desc.: FACTORY / PERKILANGAN
Gender *: FEMALE
Marital Status *: SINGLE

Address *: SATHY
Post Code *: 15000 KOTA BHARU
State / Country: --PLEASE SELECT--
Tel No.(House):
Tel No.(Office):
Fax No.(House):
Fax No.(Office):
Mobile No.:
Email:
Employer Type *: INDIVIDUAL
Premium paid by *: EMPLOYER

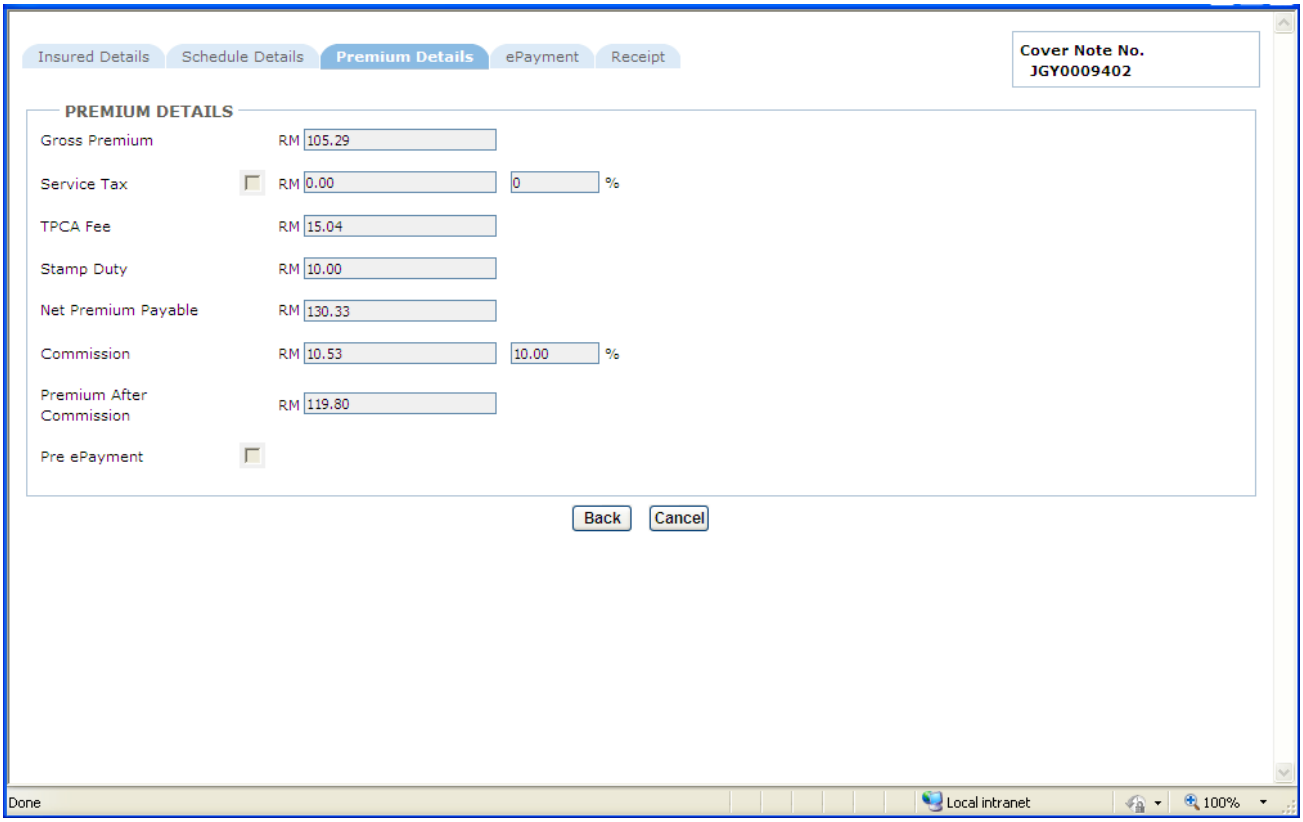
Next

Done | Local intranet | 100%

Cover Note Details – Screen Wise – Employee Details



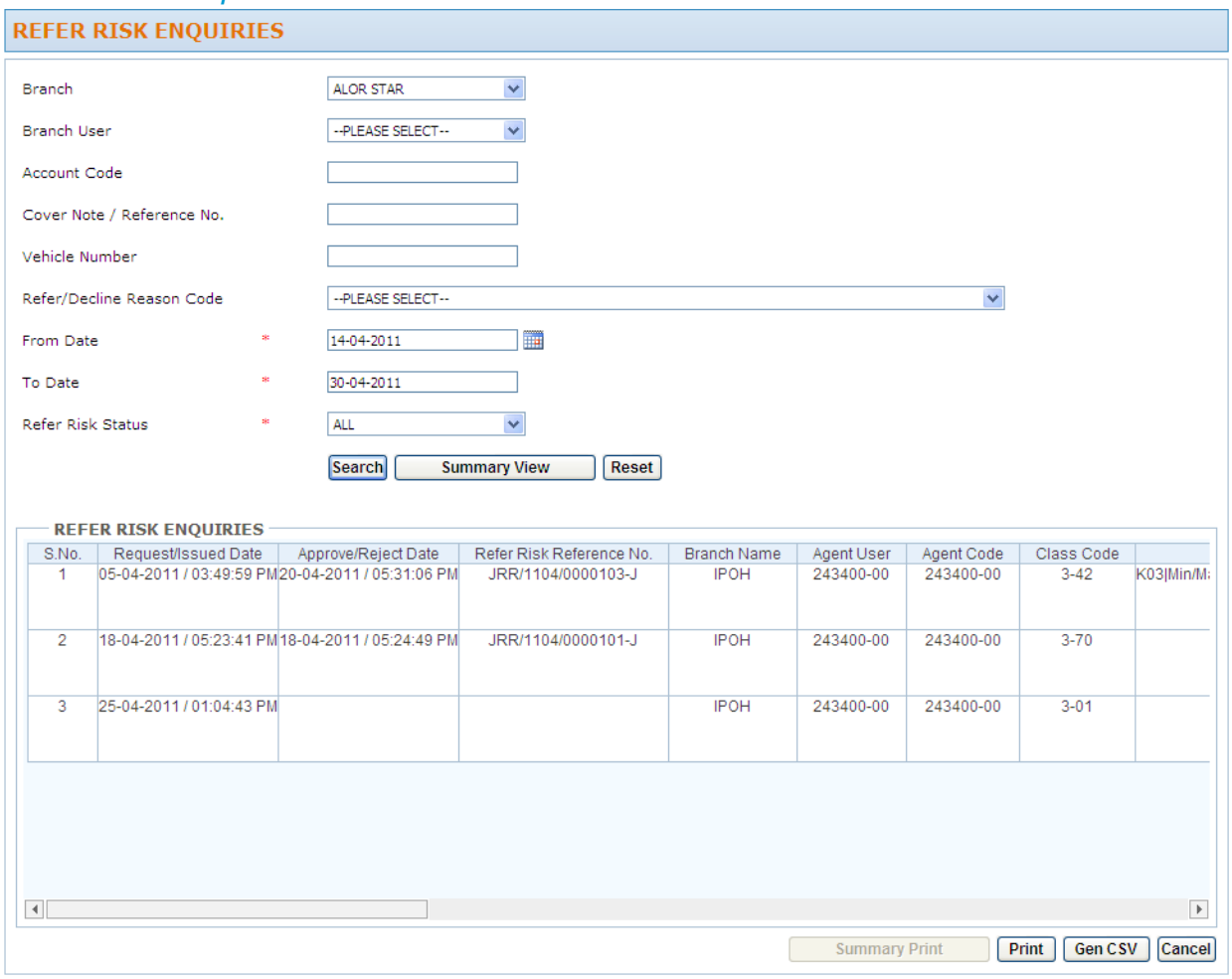
Cover Note Details – Screen Wise – Payment Details



1.3.12 Refer Risk Enquiries

Screen Shots and Field Descriptions

Refer Risk Enquiries Details



Field	Mandatory (Y/N)	Description
Branch	N	Drop of down list of all the branches.
Branch User	N	Drop of down list of all the branches User.
Account Code	N	Search based on the Account Code entered.
Cover Note / Reference No	N	Search based on the cover note / Reference number entered
Vehicle Number	N	Search based on the Vehicle Number entered.
Refer/Decline Reason Code	N	Search based on the Refer/Decline Reason Code will be select from drop down.
From Date	Y	Search based on the cover note Refer Risk From date entered.
To Date	Y	Search based on the cover note Refer Risk To date entered.
Refer Risk Status	Y	Search based on the cover note Refer Risk Status will be choose

		from Drop down.
Search		When clicked, lists the Refer Risk cover notes details.
Print	N	When clicked, prints the Refer Risk cover notes list in pdf format. Summary print will be disabled.
Summary print	N	When clicked, Summary print Refer Risk notes list in pdf format. Print option will be disabled.
Gen C S V	N	When clicked, print Refer Risk notes list in Excel format.
Reset	N	Resets all the fields and grid in the screen
Cancel	N	Navigates to the Client Profile screen

- **Gen C S V**

REFER RISK ENQUIRES

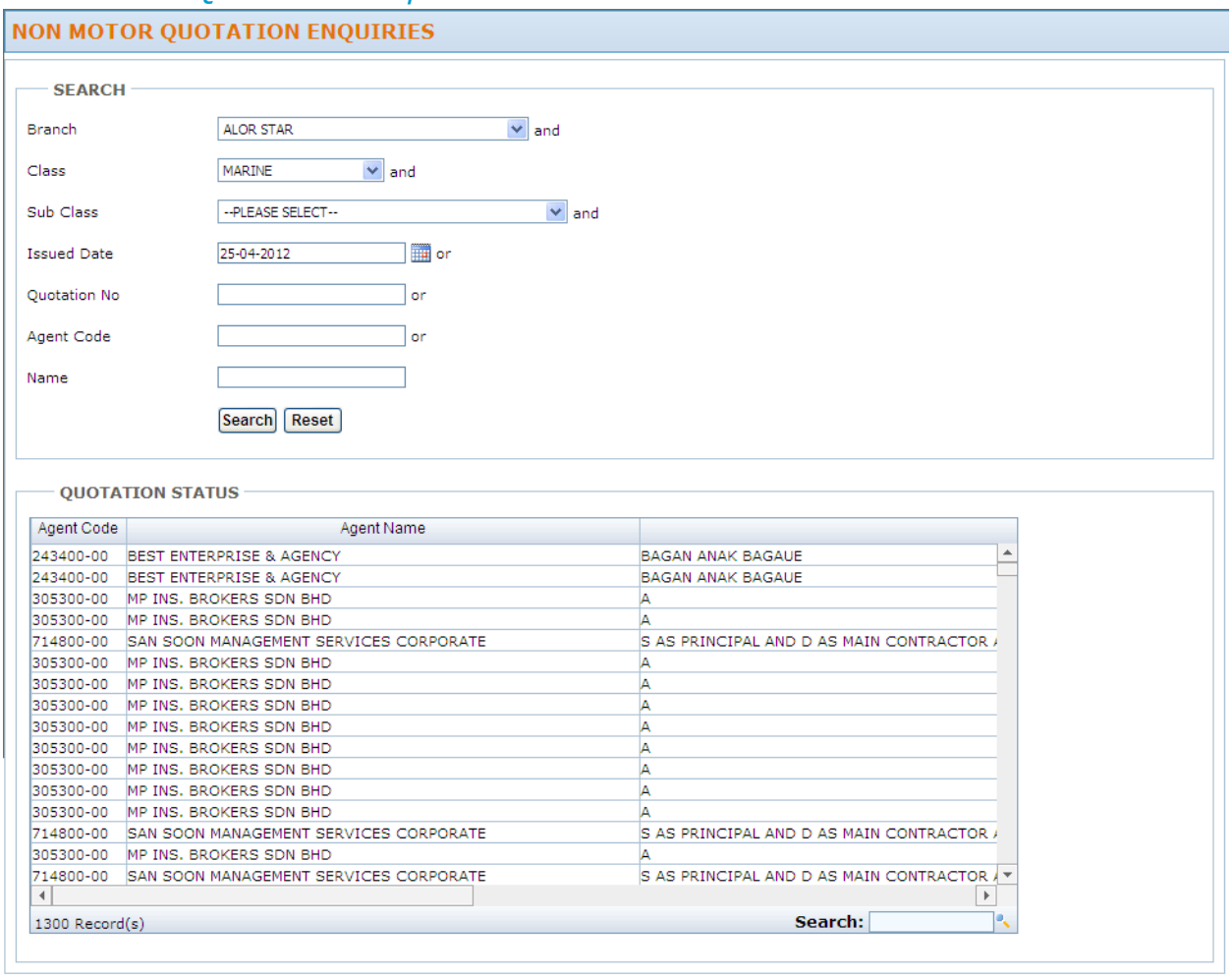
From Date : 14-04-2011 Date & Time: 25-04-2012 / 03:52:04 PM
To Date : 30-04-2011
Branch : ALL

S.No.	Requested/Issued Date	Approve/Reject Date	Refer Risk Reference No.	Branch	Branch User ID	Branc
1	05-04-2011 / 03:49:59 PM	20-04-2011 / 05:31:06 PM	JRR/1104/0000103-J	IPOH	M005	KOK YOKE FOONG
2	18-04-2011 / 05:23:41 PM	18-04-2011 / 05:24:49 PM	JRR/1104/0000101-J	IPOH	M005	KOK YOKE FOONG
3	25-04-2011 / 01:04:43 PM			IPOH		

1.3.13 Quotation Enquiries

Screen Shots and Field Descriptions

Non Motor- Quotation Enquiries Details

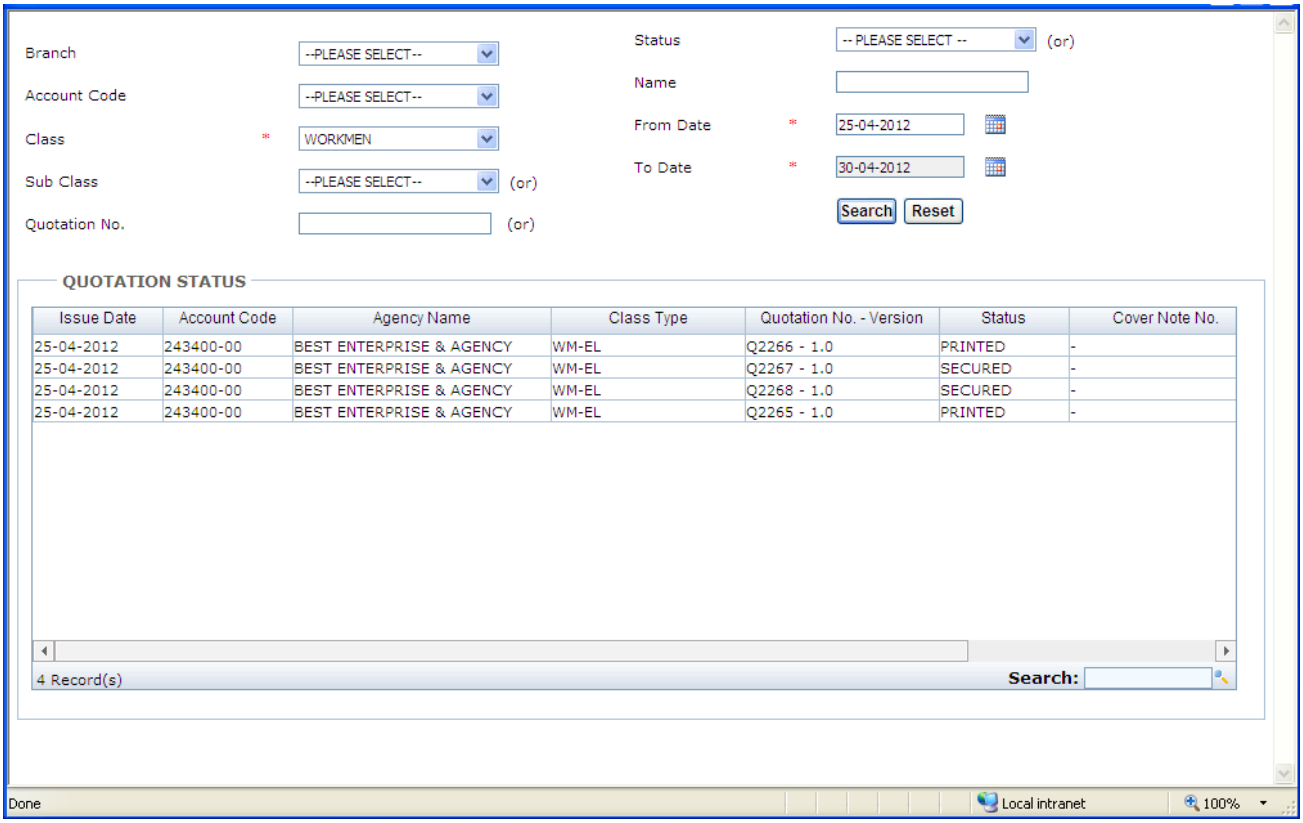


Field	Mandatory (Y/N)	Description
Branch	N	Drop of down list of all the branches.
Class	N	Drop of down list of all the Classes.
Sub Class	N	Drop of down list of all the Sub Classes.
Issued Date	N	Search based on the Quotation Issued date entered.
Quotation No	N	Search based on the Quotation Number entered.
Agent Code	N	Search based on the Agent Code entered.
Name	N	Search based on the Name entered.
Search	N	When clicked, lists the Quotation status details.
Reset	N	Resets all the fields and grid in the screen

1.3.14 Quotation Listing

Screen Shots and Field Descriptions

Quotation Listing Details

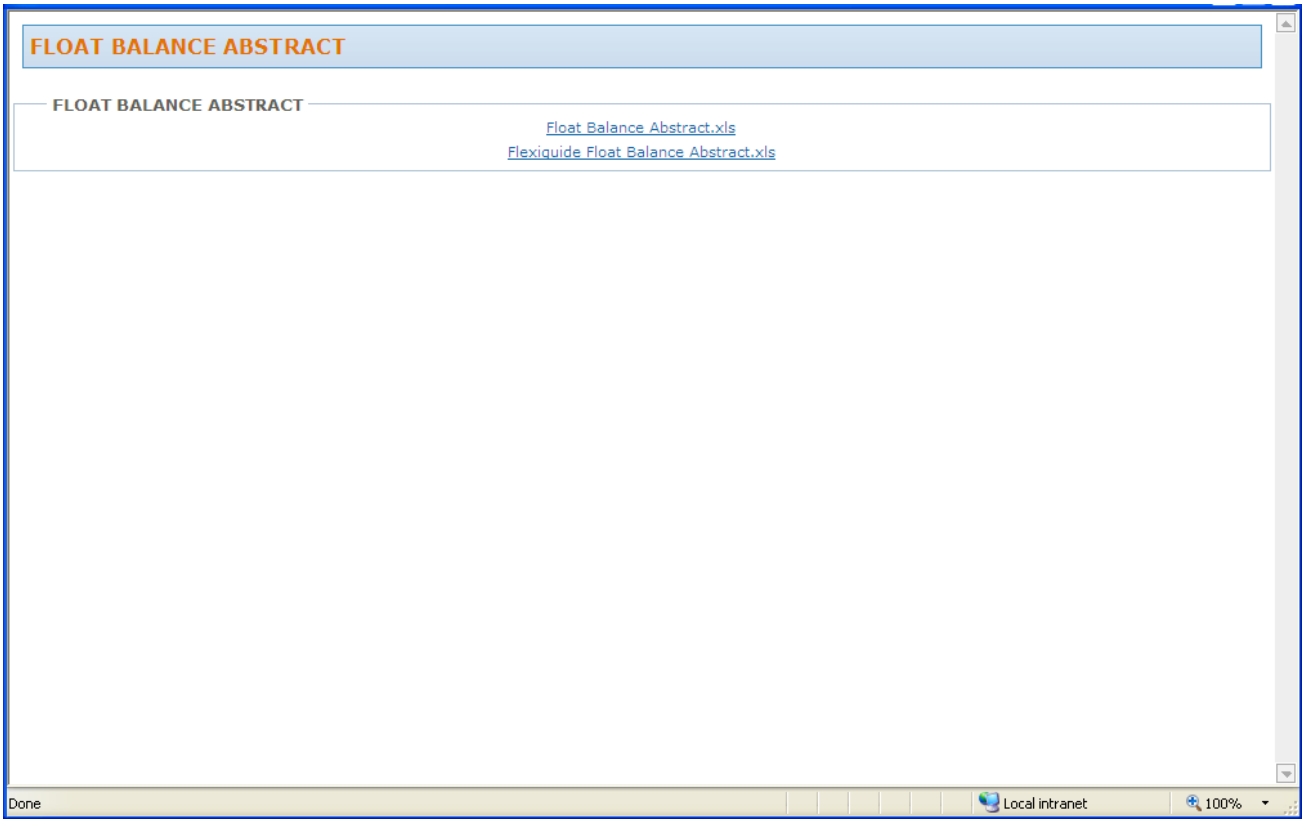


Field	Mandatory (Y/N)	Description
Branch	N	Drop of down list of all the branches.
Account Code	N	Drop of down list of all the account code.
Class	Y	Drop of down list of all the Classes.
Sub Class	N	Drop of down list of all the Sub Classes.
Quotation No	N	Search based on the Quotation Number entered.
Status	N	Search based list of all the Status.
Name	N	Search based on the Name entered.
From Date	Y	Search based on the Quotation From date entered.
To Date	Y	Search based on the Quotation To date entered.
Search	N	When clicked, lists the Quotation status details.
Reset	N	Resets all the fields and grid in the screen

1.3.15 Float Balance Abstract

Screen Shots and Field Descriptions

Float Balance Abstract Details



Field	Mandatory (Y/N)	Description
Float Balance Abstract	N	When clicked Link, Float Balance Abstract details are list in Excel format.
Flexi guide Float Balance Abstract	N	When clicked Link, Flexi guide Float Balance Abstract details are list in Excel format.

- **Float Balance Abstract**

A1 fx Group 0

	A	B	C	D	E
1	Group 0				
2	ACCOUNT_CODE	CEILING_LIMIT	COMP_UNSUBMITT	BALANCE	
3	107800-00	1000	4	996	
4	108200-00	1000	4	996	
5	145202-00	100	45	55	
6	151000-00	15	0	15	
7	192600-00	1001	288	713	
8	224300-00	1001	288	713	
9	224300-00	1001	288	713	
10	323600-00	1000	4	996	
11	447100-00	1001	1979	22	
12	482300-00	20	15	5	
13	674500-00	100	65	35	
14	698300-00	500	0	0	
15	714800-00	100	100	0	
16	740500-00	1001	292	709	
17	787400-00	100	11	89	
18	818700-00	1000	108	892	
19	884500-00	1001	290	711	
20	A53100-00	1001	290	711	
21	A76400-00	100	185	15	
22	B21400-00	1003	36	967	
23	B49300-00	100	0	100	
24	B91000-00	100	12	88	
25	C06600-00	3	0	3	
26	D04000-00	1001.56	174.56	827.45	
27	F11000-00	250	98	27	
28	F73400-00	3	0	3	
29	G06900-00	15	6	9	
30	G59800-00	5	3	2	
31	H274-00025	1000	0	1000	
32	H39100-00	1000	4	996	

- **Flexi guide Float Balance Abstract**

A1 Group 2

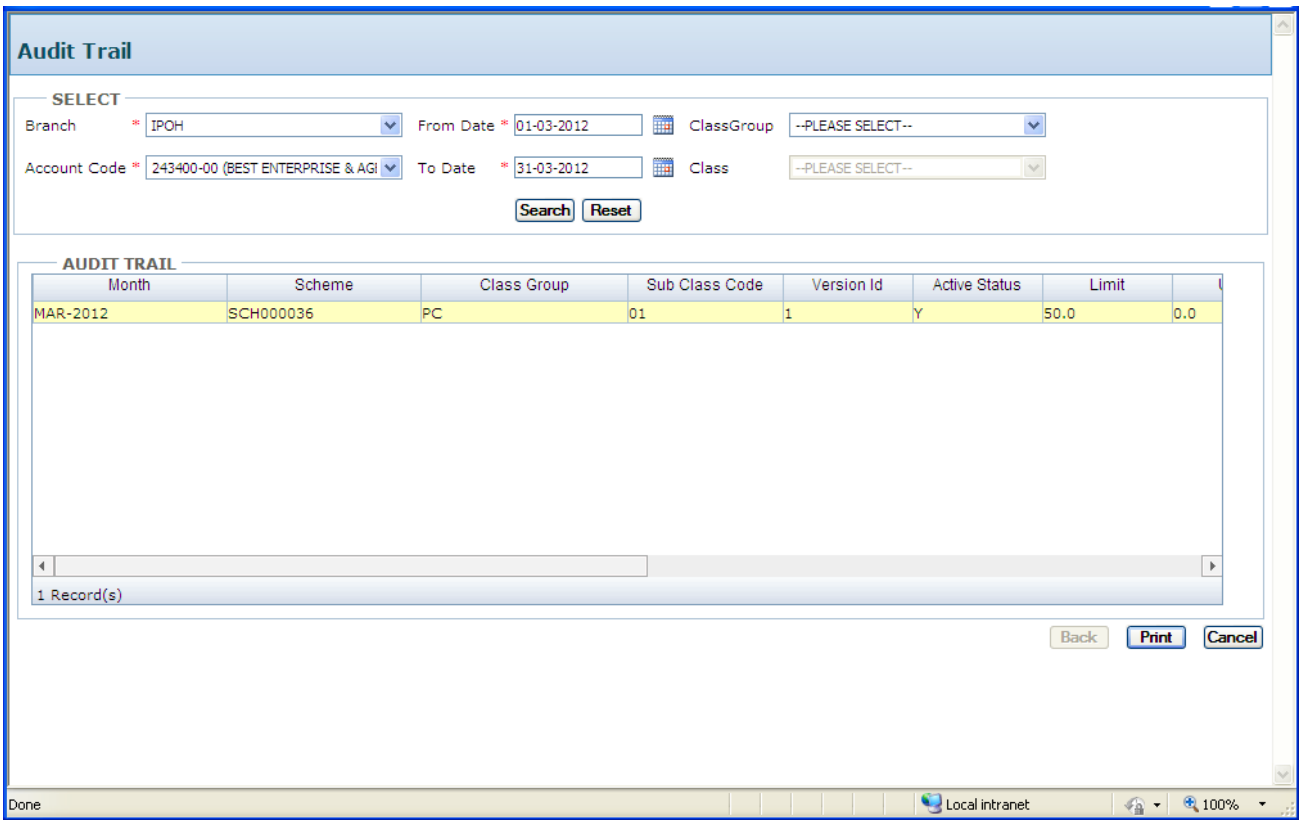
	A	B	C	D	E	F	G	H
1	Group 2							
2	ACCOUNT_CODE	CLASS_GROUP_CODI	COMP_CEILING_LIMIT	COMP_USED	COMP_BONUS	COMP_UNSUBMITTEI	COMP_BALANCE	TP_CEILING_LIMIT
3	100000-00	BS	10	0	0	0	10	0
4	100000-00	TX	7	0	0	0	7	2
5	184800-00	MC	70	10	0	10	60	0
6	243400-00	PC	50	0	0	0	50	0
7	394300-00	PC	2	0	0	0	2	1
8	602600-00	BS	1	0	0	0	1	0
9	602600-00	CP	10	0	0	0	10	12
10	602600-00	MC	5	0	0	0	5	0
11	602600-00	PC	0	0	0	0	0	2
12	602600-00	TX	15	0	0	0	15	10
13	683500-00	BS	12	0	0	0	12	0
14	683500-00	TX	15	0	0	0	15	15
15	796900-00	TX	20	0	0	0	20	20
16	800000-00	MC	25	0	0	0	25	15
17	855800-00	PC	1	0	0	0	1	0
18	D36400-00	AP	15	0	0	0	15	0
19	D36400-00	BS	10	0	0	0	10	20
20	D36400-00	MC	4	4	0	4	0	2
21	D36400-00	PC	1	1	0	1	0	1
22	G43300-00	BS	1	0	0	0	1	0
23	G65100-00	PC	1	0	0	0	1	2
24	G65100-00	TX	2	0	0	0	2	1
25	G74700-00	PC	12564	0	0	0	12564	12132
26	G74700-00	TX	1	0	0	0	1	1
27	J47000-00	BS	1	0	0	0	1	0
28	J50700-00	BS	1	0	0	0	1	0
29	J66700-00	CP	12	0	0	0	12	25
30	J90700-00	MC	100	108	0	19	-8	0
31	J91900-00	BS	3	0	0	0	3	0
32	K18400-00	BS	1	0	0	0	1	0

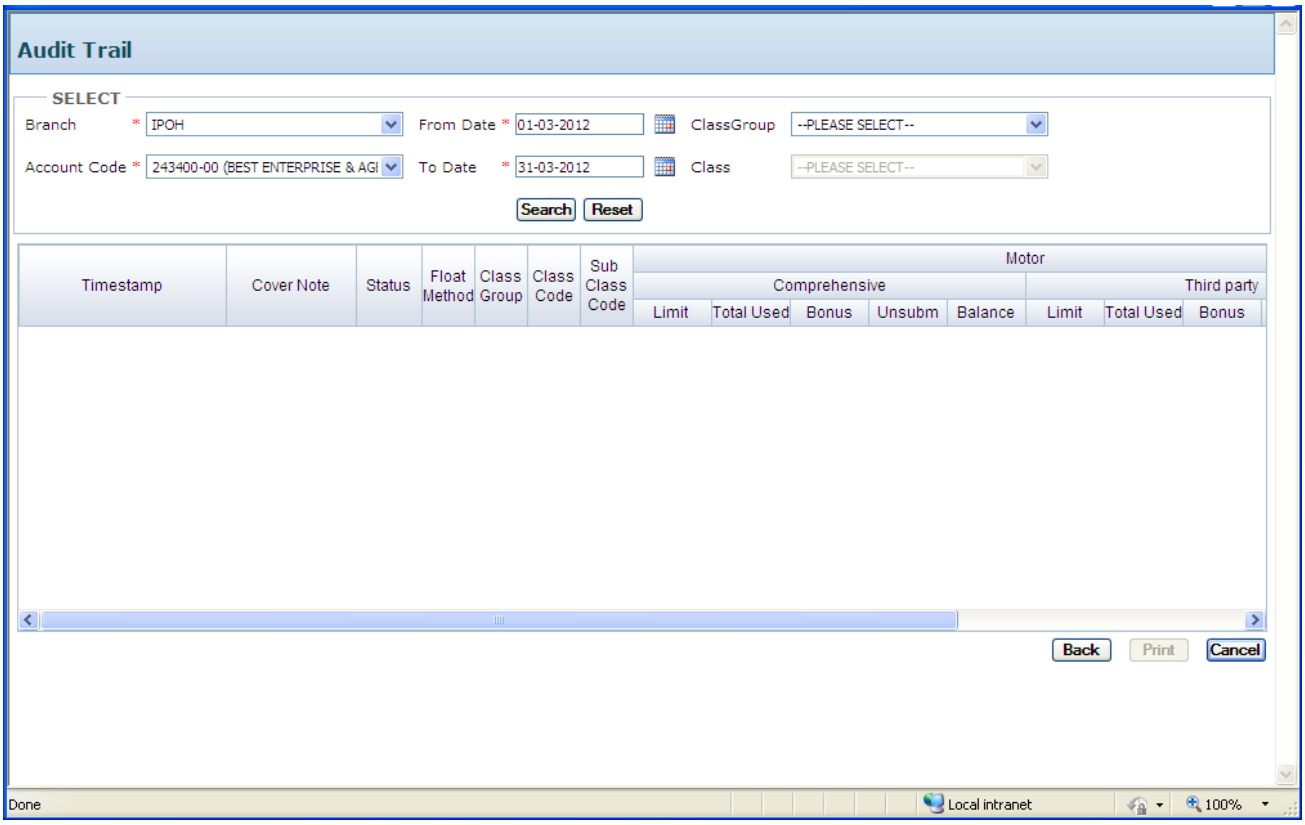
1.3.16 Audit Trail Based on Flexi Guide

Screen Shots and Field Descriptions

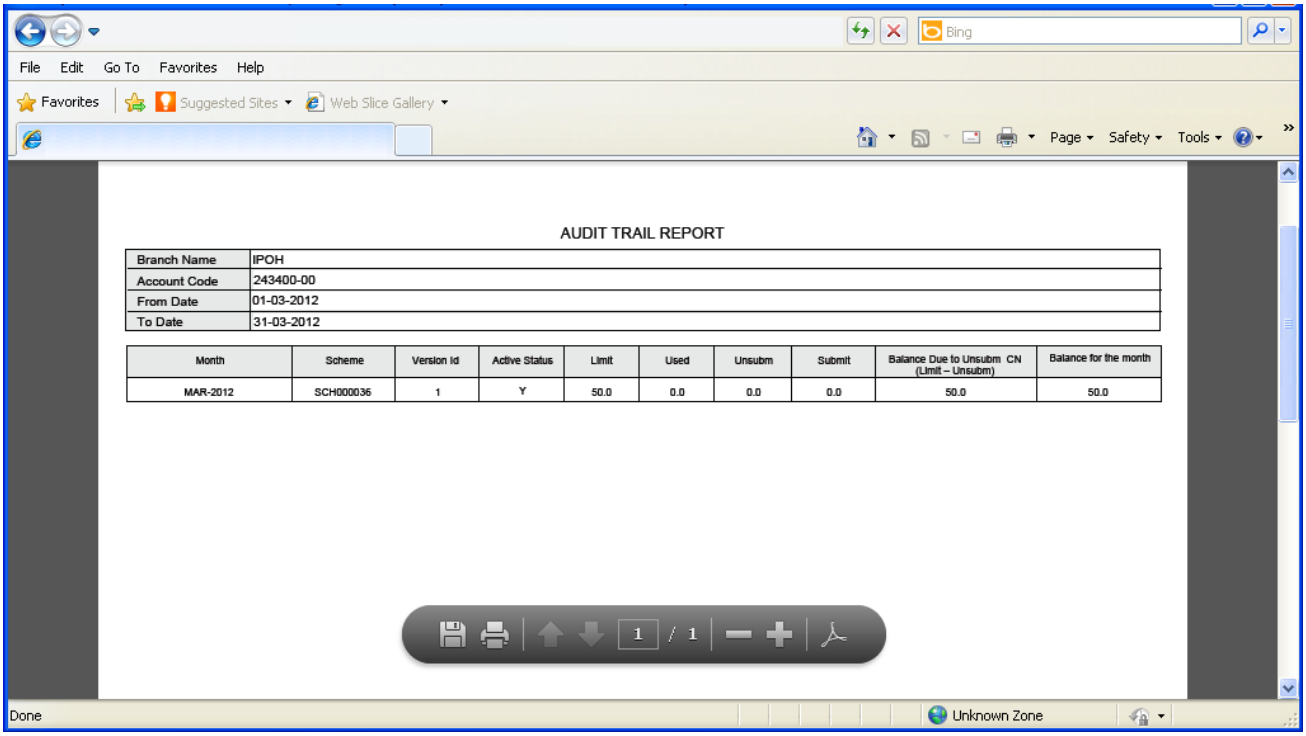
Audit Trail

Displays the agent's float details based on the flexi guide settings.





Audit Trail - Print

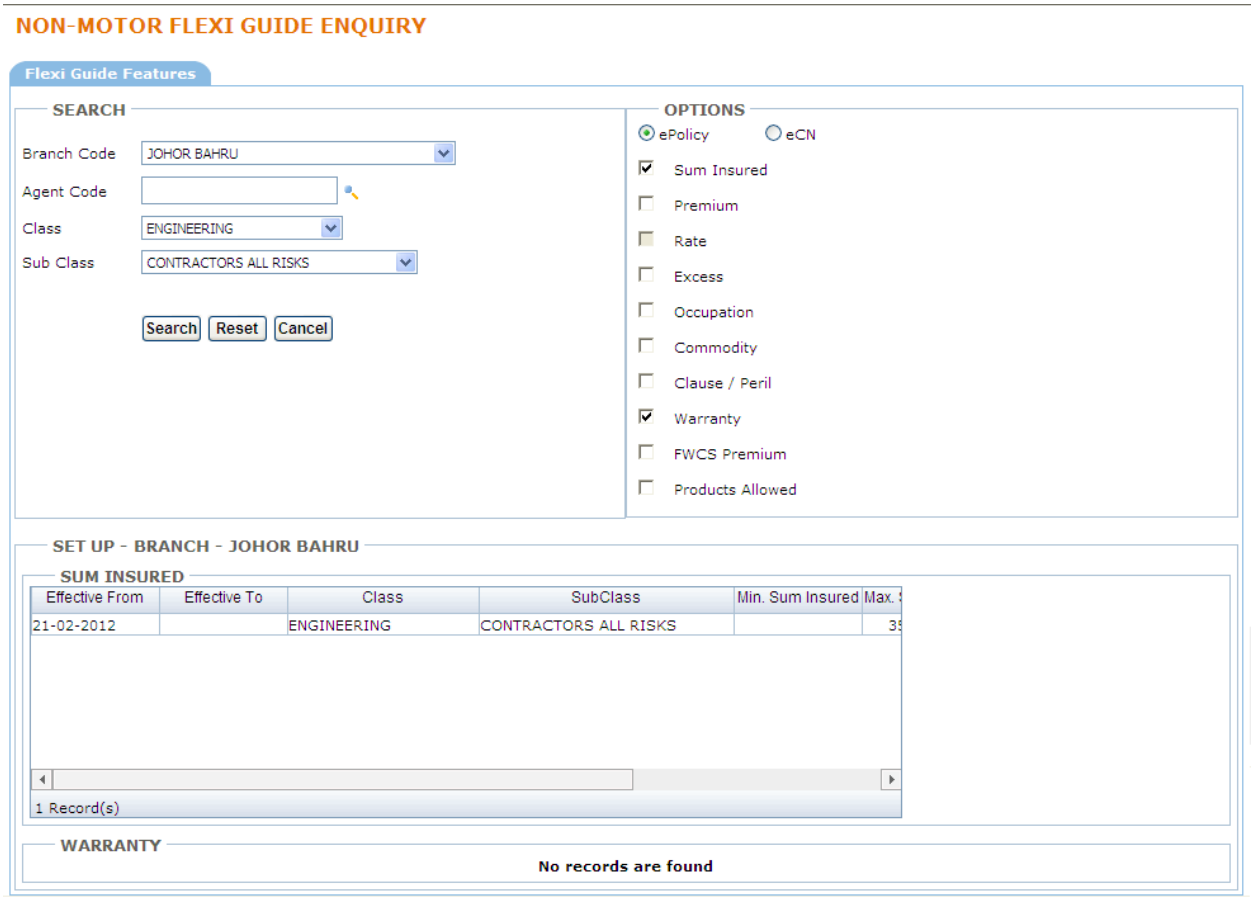


Field	Mandatory (Y/N)	Description
Branch Code	Y	Select from the drop down list of branches
Account Code	Y	Select from the drop down list of account codes. Loads when the branch is selected.
From Date	Y	Enter/select the From Date from the calendar
To Date	Y	Enter/select the To Date from the calendar
Class Group	N	List of Class groups. Loads based on the Type selected
Class	N	List of all classes. Loads based on the Type selected
By Date	N	Radio button, when ticked searches by using the From and To Date
Search	N	When clicked, displays the Agent Float details based on the selected criteria
Reset	N	Resets all the form fields and grid data
Back	N	Navigates to the previous screen (if applicable)
Print	N	Prints the Audit Report
Cancel	N	Closes the page

1.3.17 Non-Motor Flexi Guide Enquiry

Screen Shots and Field Descriptions

Non-Motor Flexi Guide Enquiry Details



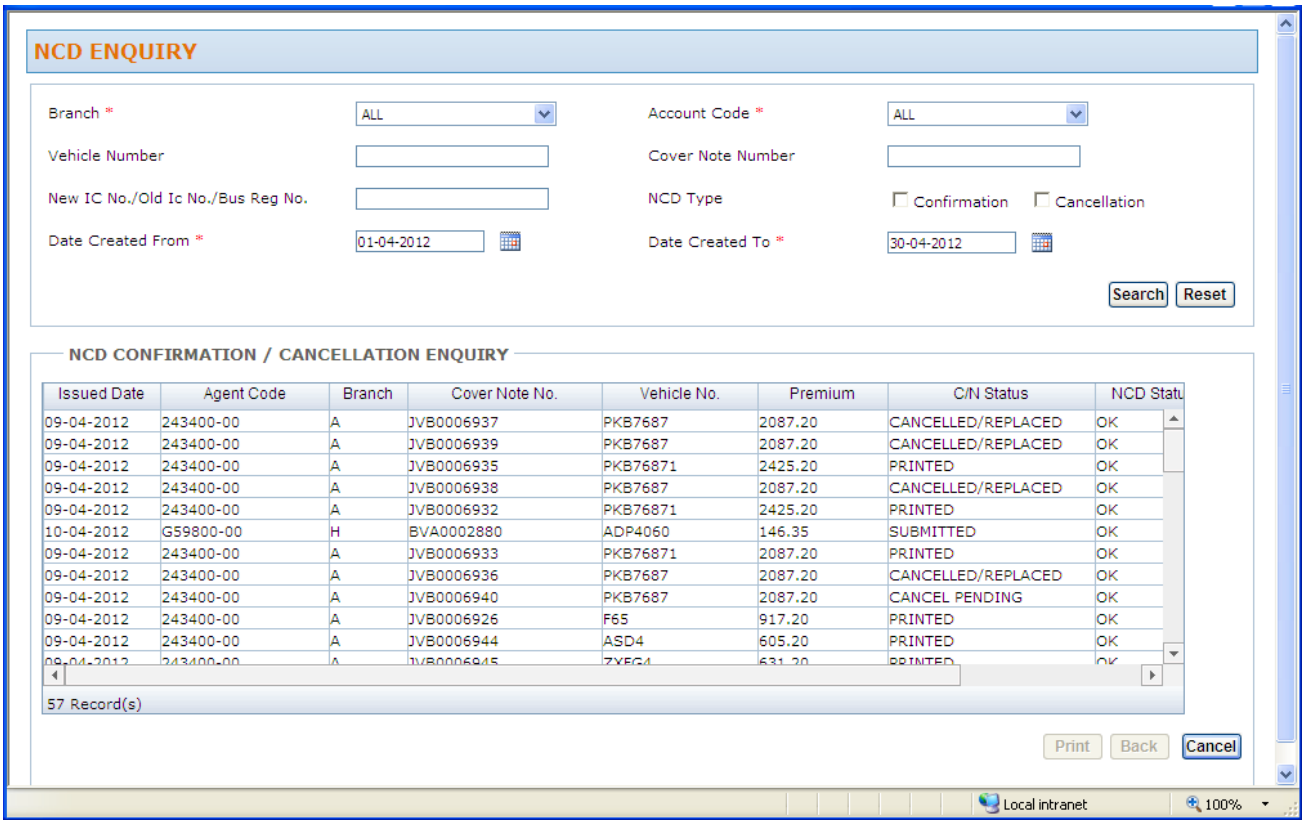
Field	Mandatory (Y/N)	Description
Branch Code	N	Drop of down list of all the branch codes.
Agent Code	N	Branch code listed based on the Agent code will be searched by using search option.
Class	N	Drop of down list of all the Classes.
Sub Class	N	Drop of down list of all the sub-Classes.
Sum Insured	N	It will be applicable for both epolicy and ecn option. When user checked Sum insured option search related classes minimum and maximum sum insured will be display on the grid.
Premium	N	It will be applicable for both epolicy and ecn option. When user checked Premium option search related classes minimum and maximum Premium will be display on the grid.

Rate	N	It will be applicable for ecn option. When user checked Rate option search related classes minimum and maximum Rate% will be display on the grid.
Excess	N	It will be applicable for epolicy option. When user checked Excess option search related classes minimum and maximum Excess will be display on the grid
Occupation	N	
Commodity	N	
Clause / Peril	N	
Warranty	N	
FWCS Premium	N	
Products Allowed	N	
Reset	N	
Cancel	N	
Search	N	

1.3.18 NCD Enquiries

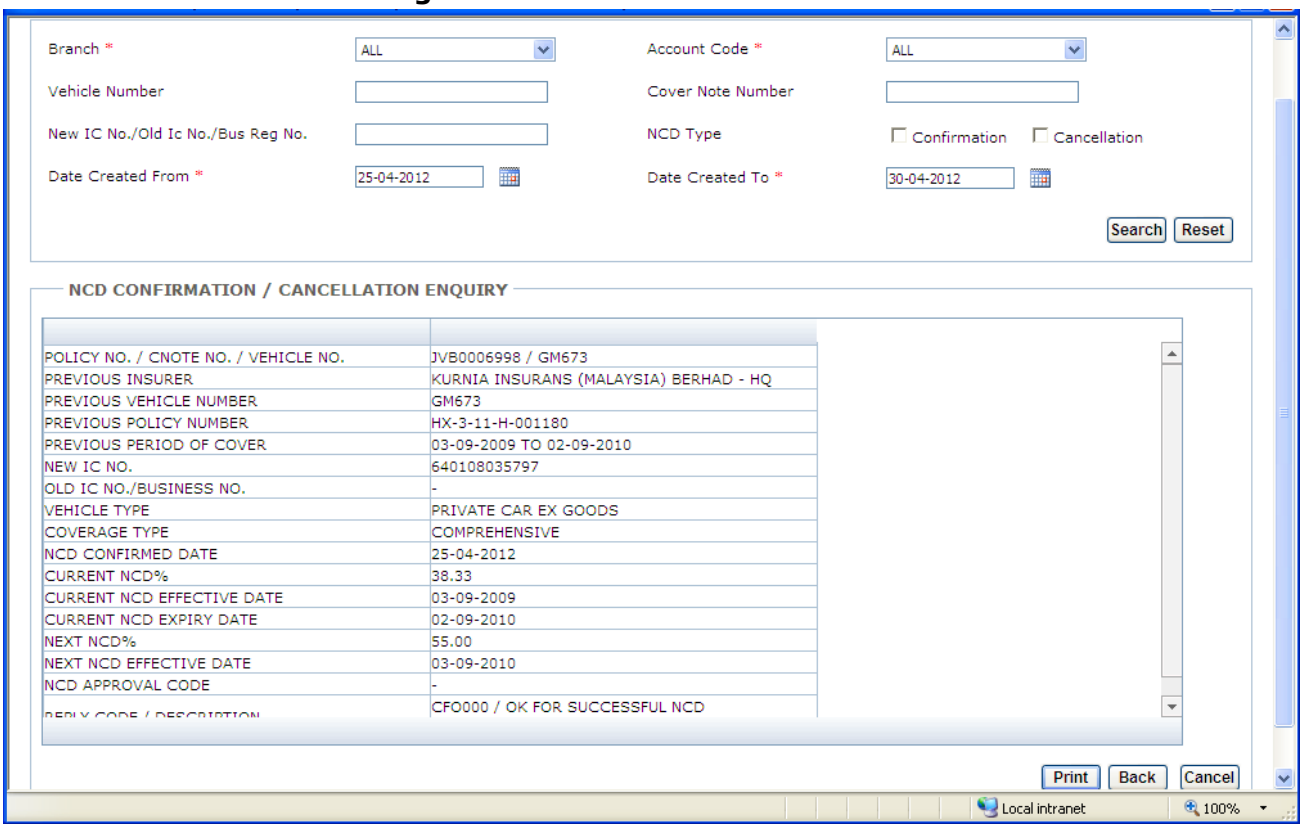
Screen Shots and Field Descriptions

Ncd Enquiries Details



Field	Mandatory (Y/N)	Description
Branch	Y	Drop of down list of all the branches.
Vehicle Number	N	Search Based on the Cover note detail vehicle Number entered.
New IC No./Old Ic No./Bus Reg No	N	Search Based on the Cover note detail New IC No./Old Ic No./Bus Reg No entered.
Date Created From	Y	Search Based on the Cover note Created From date.
Account Code	Y	Drop of down list of all the Account codes.
Cover Note Number	N	Search Based on the Cover note Number entered.
NCD Type	Y	NCD Type : ○ Confirmation- Load and displayed only NCD confirmation cover note details. ○ Cancellation- Load and displayed only NCD Cancellation cover note details.
Date Created To	Y	Search Based on the Cover note Created To date.
Search		When clicked, lists the NCD cover notes details.
Reset	N	Resets all the fields and grid in the screen
Print	N	When clicked, prints the NCD cover notes list in pdf format.
Back	N	When user clicks any one item in NCD Confirmation grid, back will be enabled navigated into selected cover note description.
Cancel	N	Navigates to the Client Profile screen

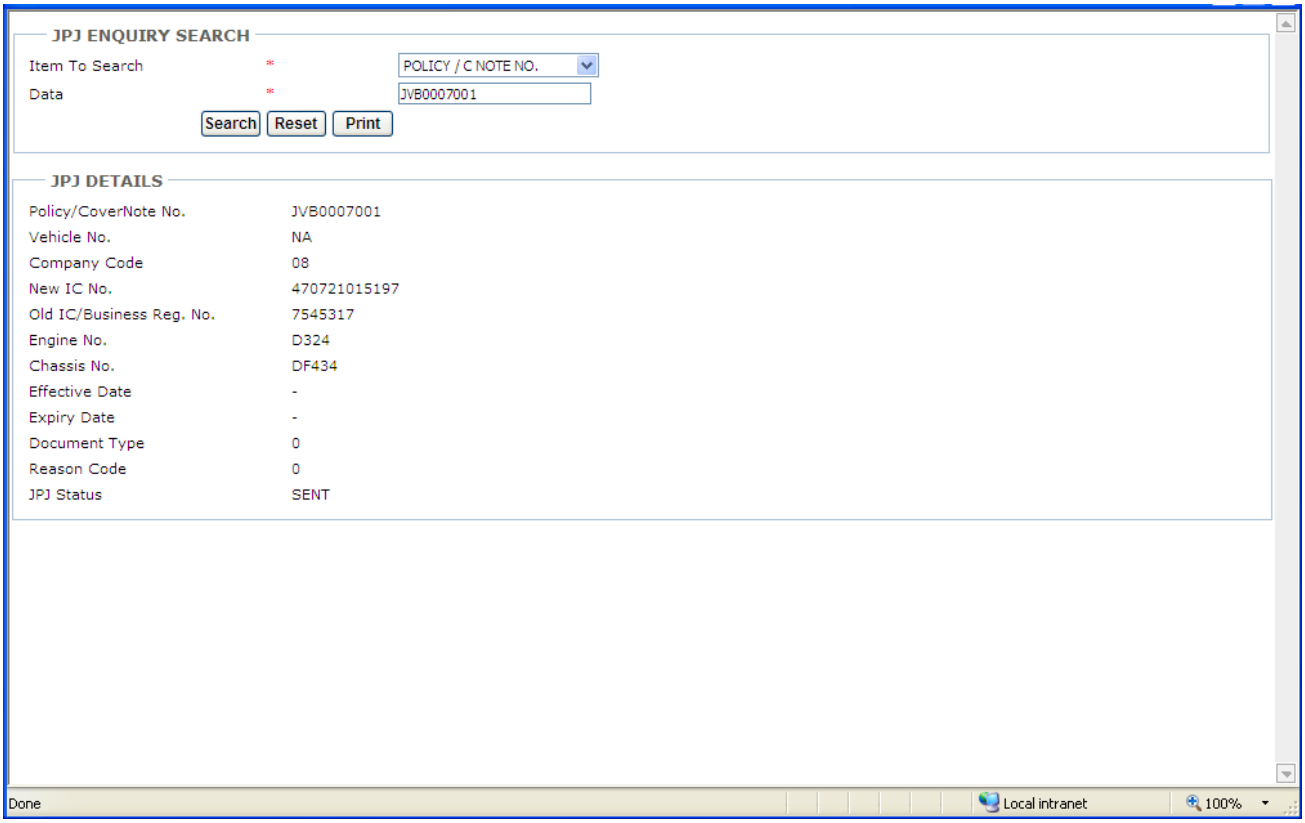
- **When user Select single insured item the NCD confirmation Grid.**



1.3.19 JPJ Enquiry Search

Screen Shots and Field Descriptions

JPJ Enquiry Search Details

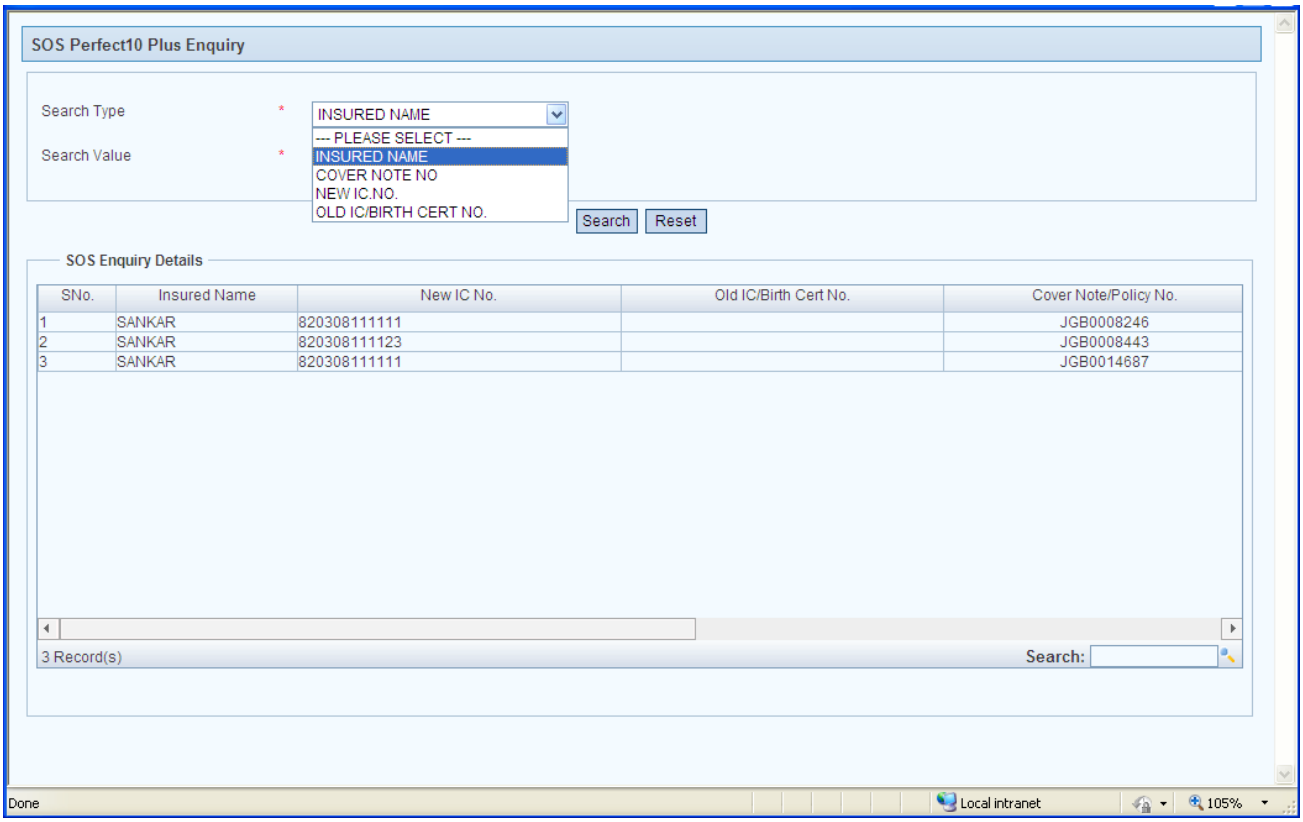


Field	Mandatory (Y/N)	Description
Item To Search	Y	Drop of down list of all the Item To Search's.
Data	Y	Search related data entered
Search	N	When clicked, lists the JPJ details.
Reset	N	Resets all the fields and screen
Print	N	When clicked, prints the JPJ details list in pdf format.

1.3.20 SOS Perfect10 Plus Enquiry

Screen Shots and Field Descriptions

SOS Enquiry Details

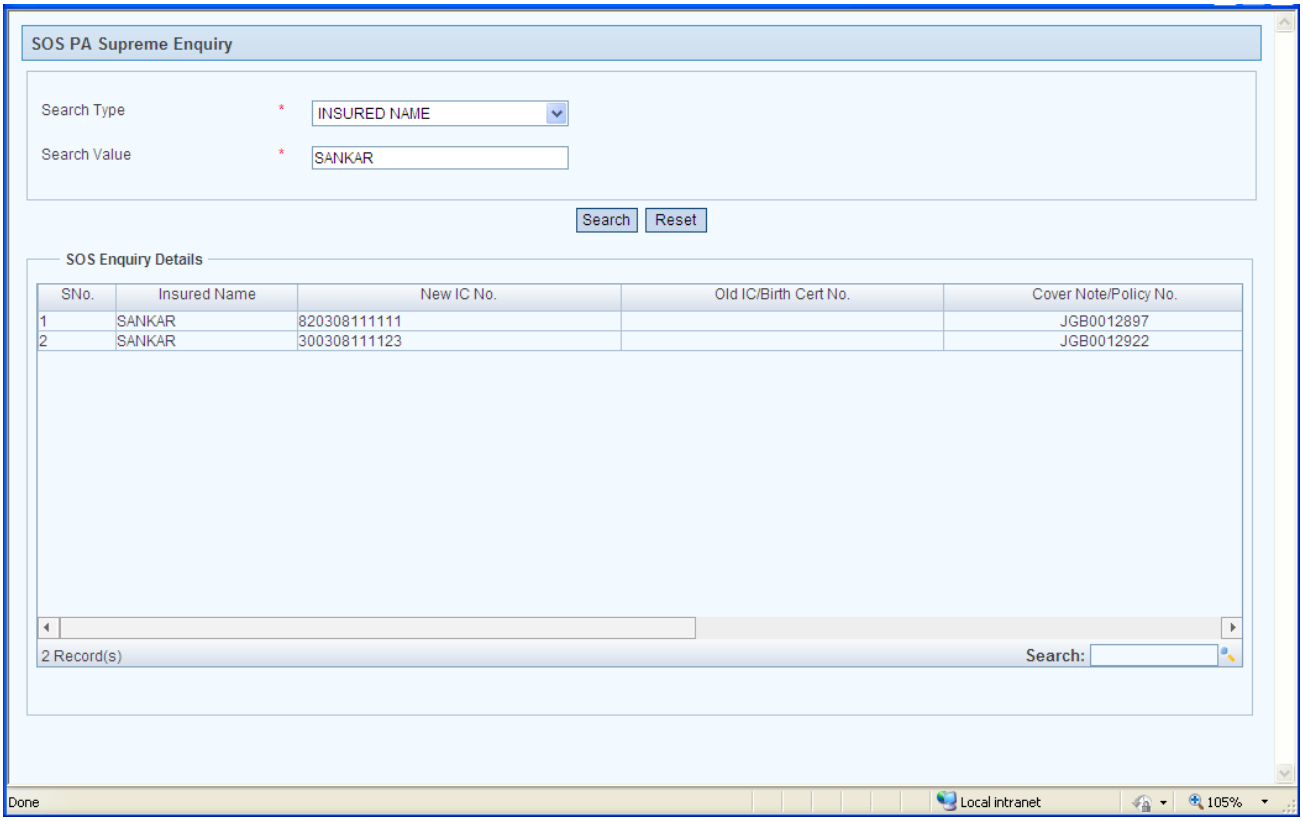


Field	Mandatory (Y/N)	Description
Search Type	Y	Select any Search Type of below, • INSURED NAME • COVERNOTE NO. • NEW IC NO. • OLD IC/BIRTH CERT NO.
Search Value	Y	Enter the value based on search type.
Enquiry Details Grid	N	Displays the results in the grid including: Insured Name, Old IC/Birth Certificate No., Cover note / Policy No., Inception Date, Expiry Date and Plan Code.

1.3.21 SOS PA Supreme Enquiry

Screen Shots and Field Descriptions

SOS Enquiry Details

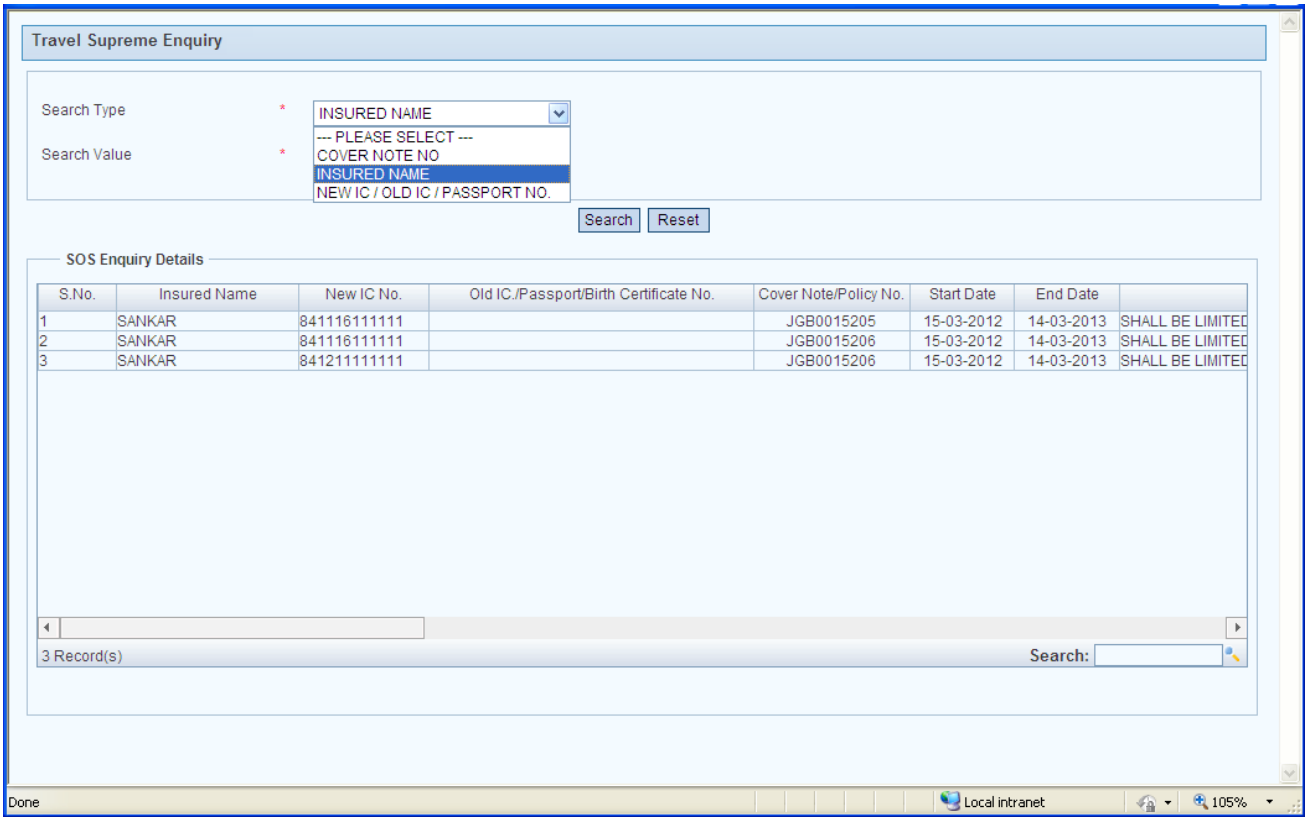


Field	Mandatory (Y/N)	Description
Search Type	Y	Select any Search Type of below, • INSURED NAME • COVERNOTE NO. • NEW IC NO. • OLD IC/BIRTH CERT NO.
Search Value	Y	Enter the value based on search type.
Enquiry Details Grid	N	Displays the results in the grid including: Insured Name, Old IC/Birth Certificate No., Cover note / Policy No., Inception Date, Expiry Date and Plan Code.

1.3.22 Nsure Travel Supreme Enquiry

Screen Shots and Field Descriptions

Travel Supreme Enquiry Details



Field	Mandatory (Y/N)	Description
Search Type	Y	Select any Search Type of below, • INSURED NAME • COVERNOTE NO. • NEW IC / OLD IC /PASSPORT NO.
Search Value	Y	Enter the value based on search type.
Enquiry Details Grid	N	Displays the results in the grid including: Insured Name, New Ic No., Old IC/Passport/Birth Certificate No., Cover note / Policy No., Start Date, End Date, Area/Destination, Plan Type and Category.

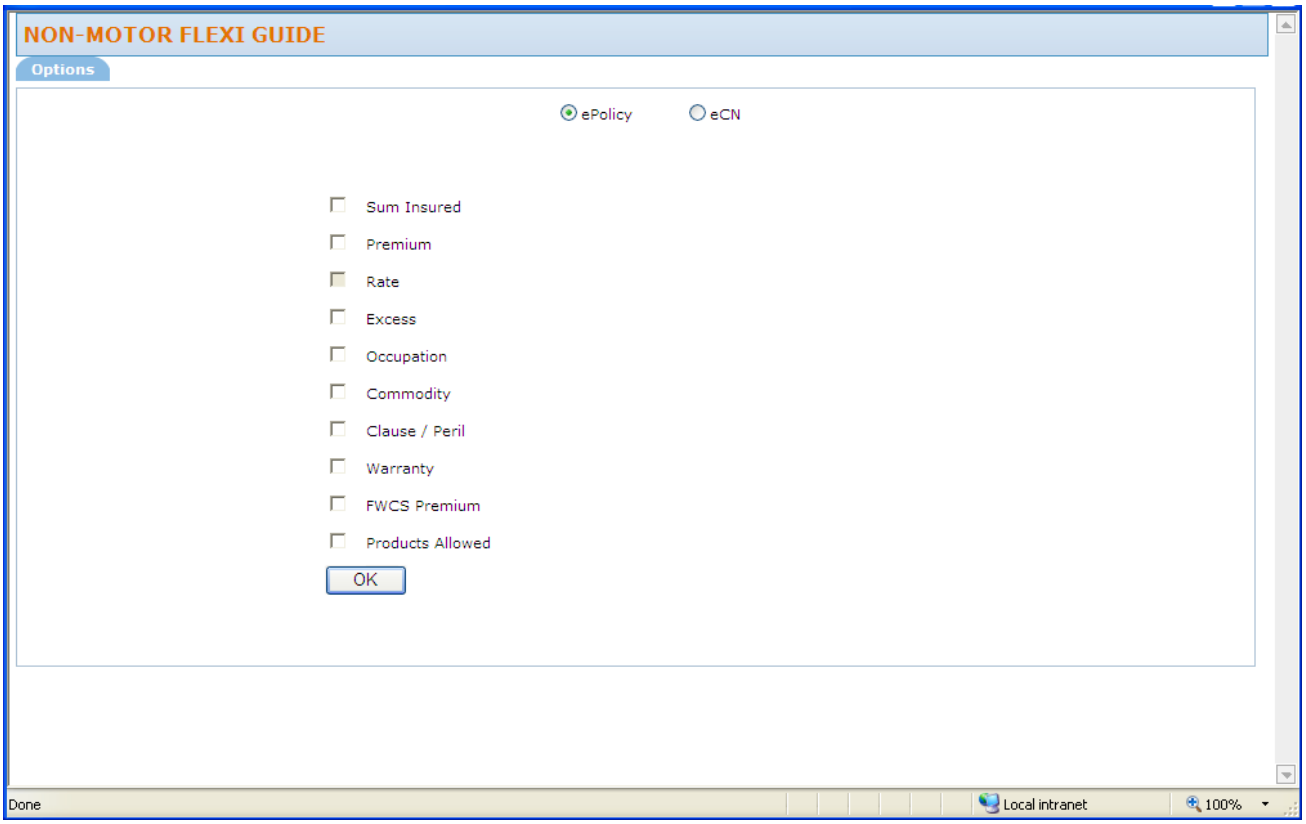
1.4 Administration

1.4.1 Non Motor Flexi Guide - Options

Screen Shots and Field Descriptions

Windscreen Market Value Details

Options details

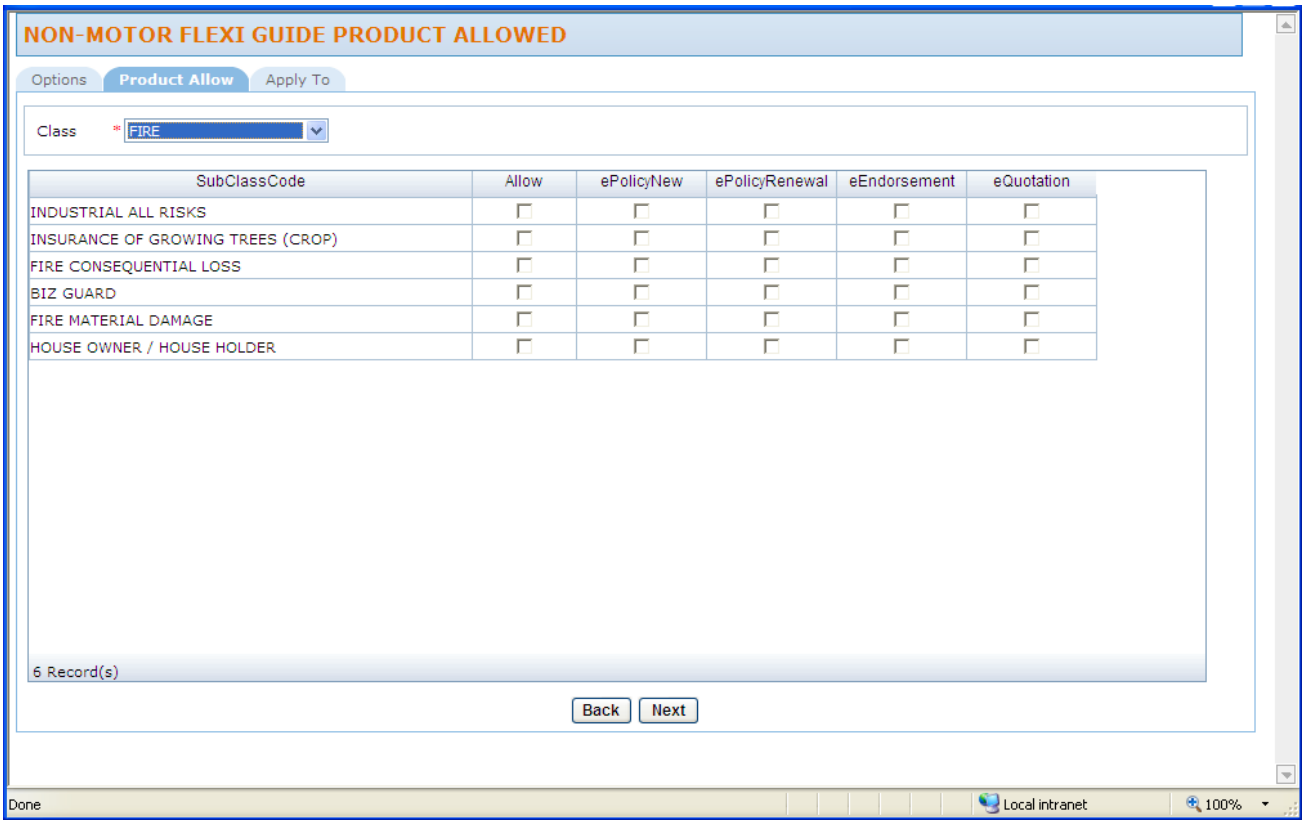


- User can select one or more than one Flexi guide values by checking the check boxes for
  Sum Insured,
  Premium,
  Rate,
  Excess,
  Occupation,
  Commodity,
  Clause/Peril,
  Warranty,
  Fwcs Premium

  or Products Allowed. If Products Allowed is selected, other values are unchecked by default.

- After selecting, on clicking 'OK' proceeds to 'Set Up' screen.
  If 'Products Allowed' is selected, proceeds to 'Product Allow' screen. **Refer the Below screen shots.**

Product Allowed Screen Details



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Class	**Y**	Select the class from listed class in dropdown list. In grid user checked to further proceed for given options.
Back	**N**	On clicking, It back to option Page.
Next	**N**	On clicking, it Navigate to Apply Tab.

Set UP Details

NON-MOTOR FLEXI GUIDE

Options | Set Up | Apply To

Class * WORKMEN
Sub Class * EMPLOYER'S LIABILITY

SUM INSURED

Minimum Sum Insured RM 50000.00
Maximum Sum Insured RM 500000.00

☐ Set As Underwriting Guide

EXCESS

2.000 % of Loss Amount or RM 500.000 whichever is the higher
5.000 % of Sum Insured or RM 5000.000 whichever is the higher
RM 55000.000 on each and every Loss

☐ Set As Underwriting Guide

PREMIUM

STANDARD

Pol Min Premium Rate 2.000000 % Amount RM 500.000

PRO RATE

Pol Min Premium Rate 5.000000 % Amount RM 5000.000
Endt Min Premium Rate 5.000000 % Amount RM 5000.000

SHORT PERIOD

Pol Min Premium Rate 2.000000 % Amount RM 5000.000
Endt Min Premium Rate 5.000000 % Amount RM 5000.000

☐ Set As Underwriting Guide

OCCUPATION

Occupation --PLEASE SELECT--

Add Remove

	Occupation	Refer Risk (Y/N)	Decline Risk (Y/N)
☐	BAKERY & CONFECTIONERY	☐	☐

1 Record(s)

☐ Set As Underwriting Guide

CLAUSE/PERIL

	No	Clause Code	Description
	1	JC	JURISDICTION CLAUSE
	2	C017	WORK AWAY RISKS ENDORSEMENT
	3	9C07	DATE RECOGNITION EXCLUSION ENDORSEMENT\N(CASUALTY/LIABILITY CATEGORY AND MIXED \N
	4	C023	WAR AND CIVIL WAR EXCLUSION CLAUSE

7 Record(s)

Add Remove

☐ Set As Underwriting Guide

WARRANTY

	No	Warranty Code	Description	Warranty Type (L/D)	Warranty Level 1-Sum Insured	Rate
	1	W002	ENDORSEMENT W.2	L	1	0.0
	2	W001	PREMIUM WARRANTY	L	1	0.0
	3	W229	ENDORSEMENT W.229	L	1	0.0

3 Record(s)

Add Remove

☐ Set As Underwriting Guide

Back Next

Done Local intranet 100%

- According to the Flexi guide values selected in 'Options' screen, fields will be displayed in Setup screen
- The Above screen will be displayed if User has selected all the options.
  If User has selected, for example Sum Insured and Excess, only fields for Sum Insured and Excess will be displayed.

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Class	Y	User can select the class from the options available.
Sub Class	Y	Corresponding sub classes for the class selected will be listed. User can select the subclass from the options available.
Sum Insured		
Minimum Sum Insured	N	Branch of the logged in User will be displayed by default and is not editable by the User.
Maximum Sum Insured	N	Agent Code of the logged in User will be displayed by default and is not editable by the User.
Set As Underwriting Guide	N	User can set the Flexi guide values by entering data in the fields or default underwriting values can be set by checking the "Set as Underwriting Guide" checkbox.
EXCESS		
% of Loss Amount or RM	N	User can enter the Rate or Amount in the corresponding fields or set the default underwriting values.
% of Sum Insured or RM	N	
Set As Underwriting Guide	N	Default underwriting values can be set by checking the "Set as Underwriting Guide" checkbox.
PREMIUM		
STANDARD		
Pol Min Premium	N	Rate % - User can enter the Rate for Policy Minimum Premium or Amount RM - User can enter the Policy Minimum Premium Amount here.
Set As Underwriting Guide	N	Default underwriting values can be set by checking the "Set as Underwriting Guide" checkbox.
PRORATE		
Pol Min	N	Rate % - User can enter the Rate for Policy Minimum

Premium		Premium or Amount RM - User can enter the Policy Minimum Premium Amount here.
Endt Min Premium	N	Rate % - User can enter the Rate for Endorsement Minimum Premium or Amount RM - User can enter the Policy Minimum Premium Amount here.
Set As Underwriting Guide	N	Default underwriting values can be set by checking the "Set as Underwriting Guide" checkbox.
SHORT PERIOD		
Pol Min Premium	N	Rate % - User can enter the Rate for Policy Minimum Premium or Amount RM - User can enter the Policy Minimum Premium Amount here.
Endt Min Premium	N	Rate % - User can enter the Rate for Endorsement Minimum Premium or Amount RM - User can enter the Policy Minimum Premium Amount here.
Set As Underwriting Guide	N	Default underwriting values can be set by checking the "Set as Underwriting Guide" checkbox
OCCUPATION		
Occupation	N	User can select the Occupation from the list available in dropdown.
Add	N	On clicking, the selected Occupation will be added to Grid.
Remove	N	User can select one or more Occupations from the Grid and click on 'Remove' to remove from the Grid.
Occupation Grid		
Checkbox	N	On checking, all the rows in Grid will be selected. On unchecking, all rows will be deselected.
Occupation	N	Selected Occupation Name will be displayed.
Refer Risk(Y/N)	N	By default, it will be checked. However, User can unselect.
Decline Risk(Y/N)	N	User can select the checkbox to set Decline Risk.
Set As Underwriting Guide	N	Default underwriting values can be set by checking the "Set as Underwriting Guide" checkbox.

CLAUSE/PERIL and WARRANTY

- Defaults clauses/Perils/Warranties for the class and sub class selected by the user will be displayed in the table and Clause type, clause level, rate are editable. User can also check/uncheck Amend Ind, Refer Ind, Print Ind and default Ind.
- User can add a new clause by clicking 'Add' button and clicking on 'Search' icon. Search Clause popup will be displayed and the user can select any clause from the listed clauses.
- Selected clause will be added to the table and User can set the values for Clause Type(L/D), clause level, Rate and other indicators.

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Clause Code	N	Selected Clause Code is displayed and Not Editable.
Description	N	
Clause Type(L/D)	N	By default, "L" is displayed. Editable by the User.
Clause Level 1 - Sum Insured	N	By default, "1" is displayed. Editable by the User.
Rate	N	By default, "0.00" is displayed. Editable by the User.
Amend Ind	N	By default, it will not be checked. User can select or unselect.
Print Ind	N	By default, it will be checked. User can select or unselect.
Ref Ind	N	By default, it will not be checked. User can select or unselect.
Default Ind	N	By default, it will not be checked. User can select or unselect.
Set As Underwriting Guide	N	Default underwriting values can be set by checking the "Set as Underwriting Guide" checkbox.

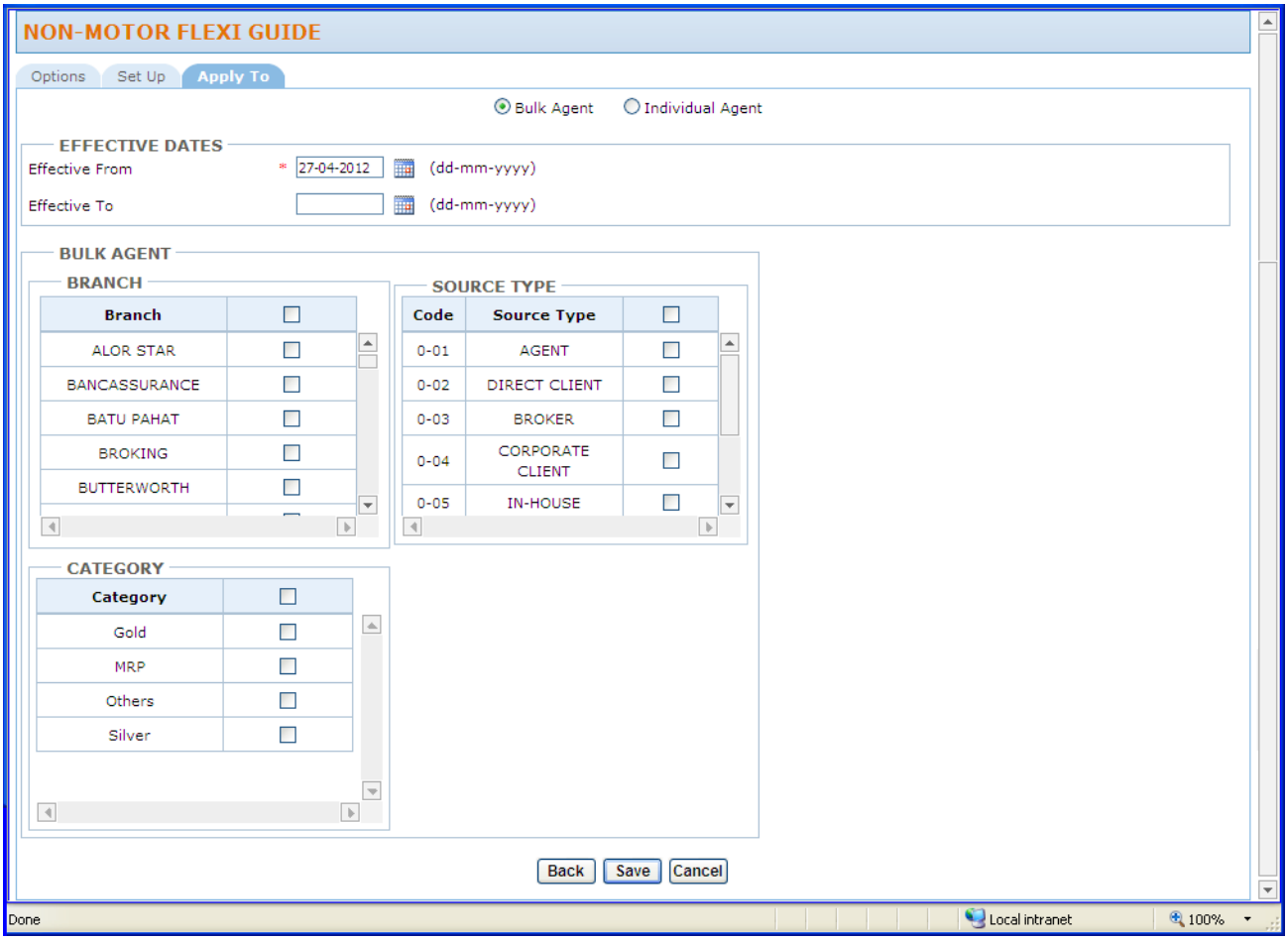
FWCS

- The following fields will be displayed if the selected class is 'Workmen' and sub-class is 'Foreign Workers Compensation Scheme'.

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Nationality	N	User can select the Nationality from the list available in dropdown.
Sum Insured	N	User can enter the Sum Insured amount here.
Annual Premium Rate %	N	User can enter the Rate % here after entering the Sum Insured. Premium will be calculated according to the Rate entered and will be displayed in Amount RM screen.
Amount RM	N	User can enter the Amount here after entering the Sum Insured. Rate will be calculated according to the Premium entered and will be displayed in Rate % screen.
Add	N	On clicking, the entered details will be added to the Grid.

Remove	N	User can select one or more entries and click on 'Remove' to remove the entries from the Grid.
Set As Underwriting Guide	N	Default underwriting values can be set by checking the "Set as Underwriting Guide" checkbox.
Back	Y	On clicking 'Back', proceeds to 'Options' screen of Flexi Guide.
Next	Y	On clicking 'Next', proceeds to 'Apply To' screen.

Apply To Details



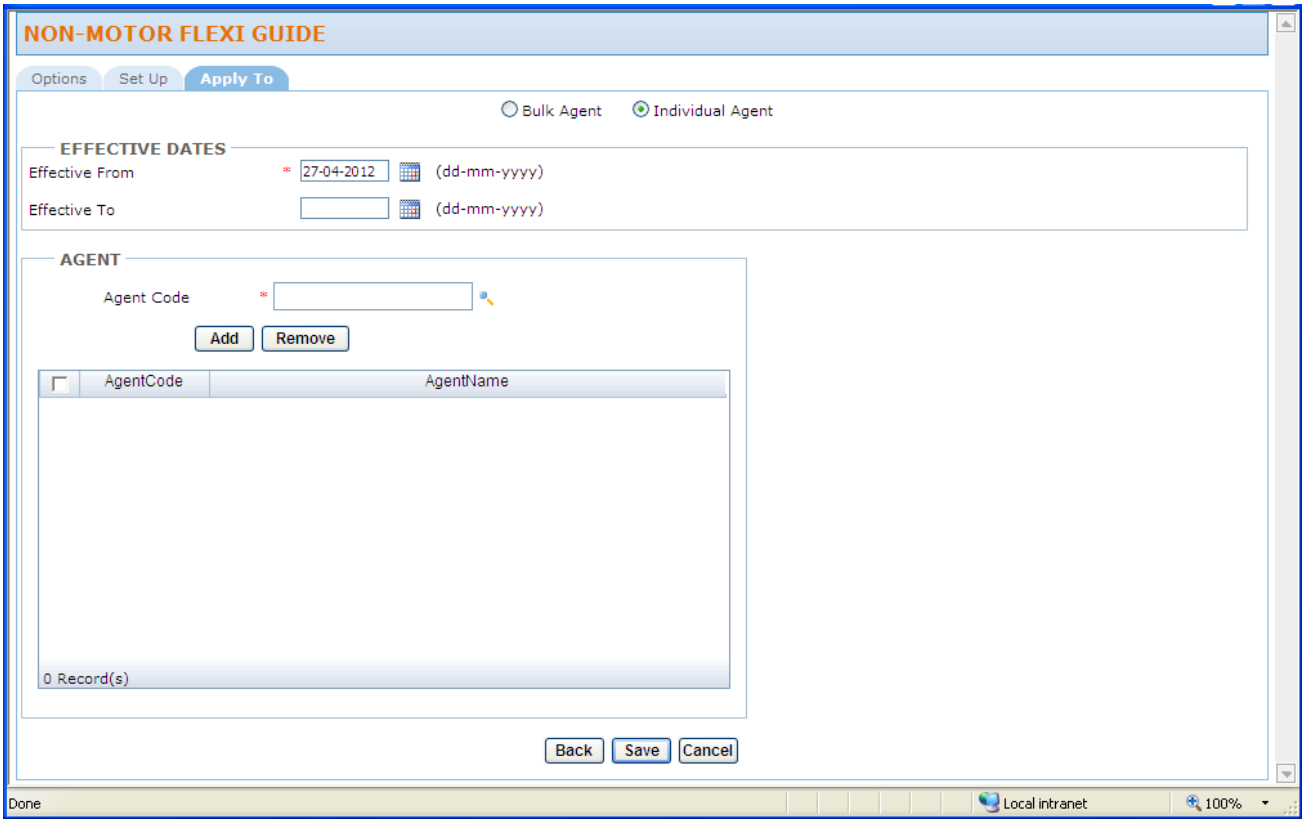
- Flexi Guide values entered can be applied to the agents by selecting
  1. Bulk Agent or
  2. Individual Agent

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Effective From	Y	Current date will be displayed in default and user can change the effective from date.(cannot be backdated)
Effective To	N	Effective to date is entered here

- If 'Bulk Agent' is selected, the Above Screen shots Refer fields will be displayed and User can select the agents by branch, source type, business nature or category and save the Flexi guide values

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agent Code	Y	On clicking the search icon, Agent popup will be opened and User can select the Agent.
Add	N	After selecting the Agent, click on 'Add' to add to Grid.
Remove	N	User can select one or more entries in the Grid and click on 'Remove' to remove the entries from the Grid.
Back	Y	Proceeds to 'Setup' screen and user can modify the values.
Save	N	On clicking 'Save' button, Flexi Guide values will be saved to database.
Cancel	N	Proceeds to 'options' screen.

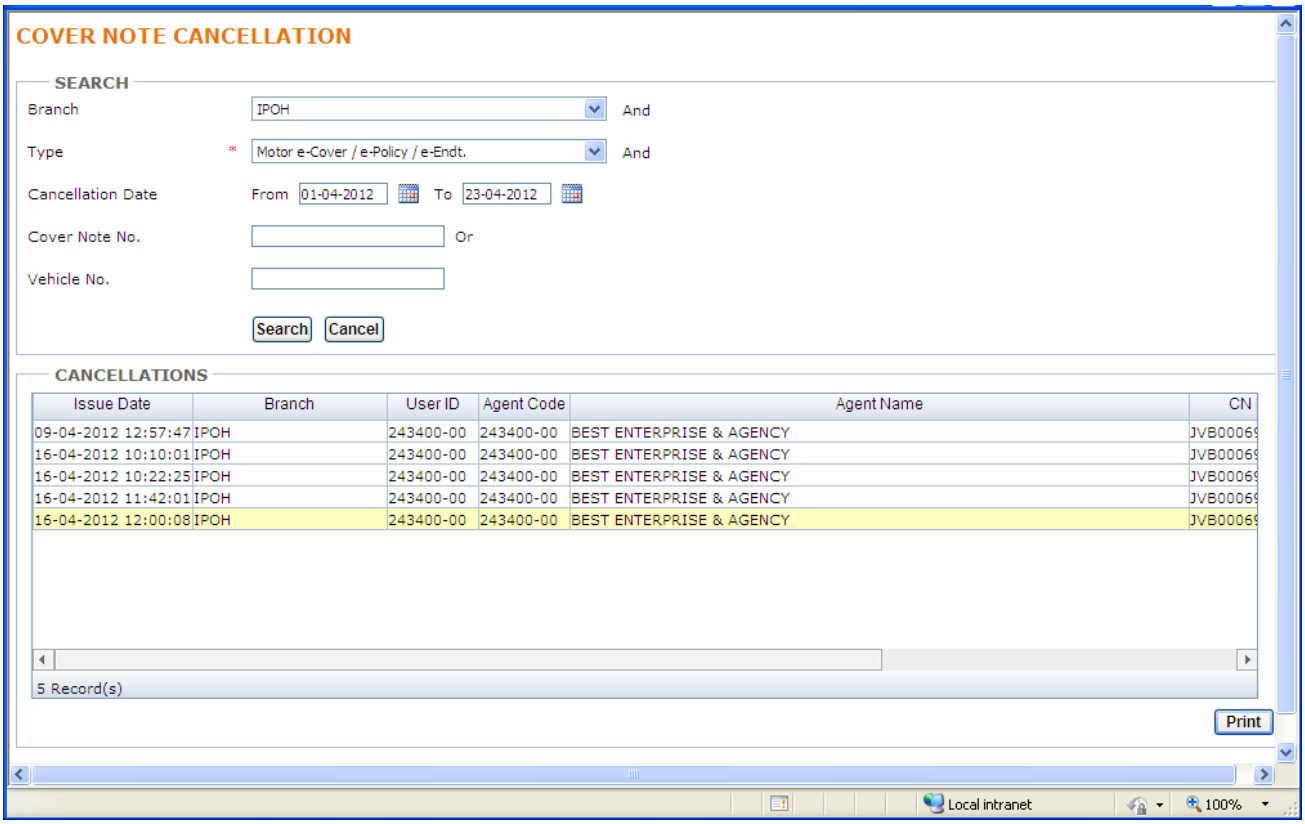
- If 'Individual Agent' is selected, the following fields will be displayed and User can select Agents and apply the Flexi Guide values.


NON-MOTOR FLEXI GUIDE
Options
Set Up
Apply To
Bulk Agent
Individual Agent
EFFECTIVE DATES
Effective From
27-04-2012
(dd-mm-yyyy)
Effective To
(dd-mm-yyyy)
AGENT
Agent Code
Add
Remove
AgentCode
AgentName
0 Record(s)
Back
Save
Cancel
Done
Local intranet
100%

1.4.2 Cancel Pending

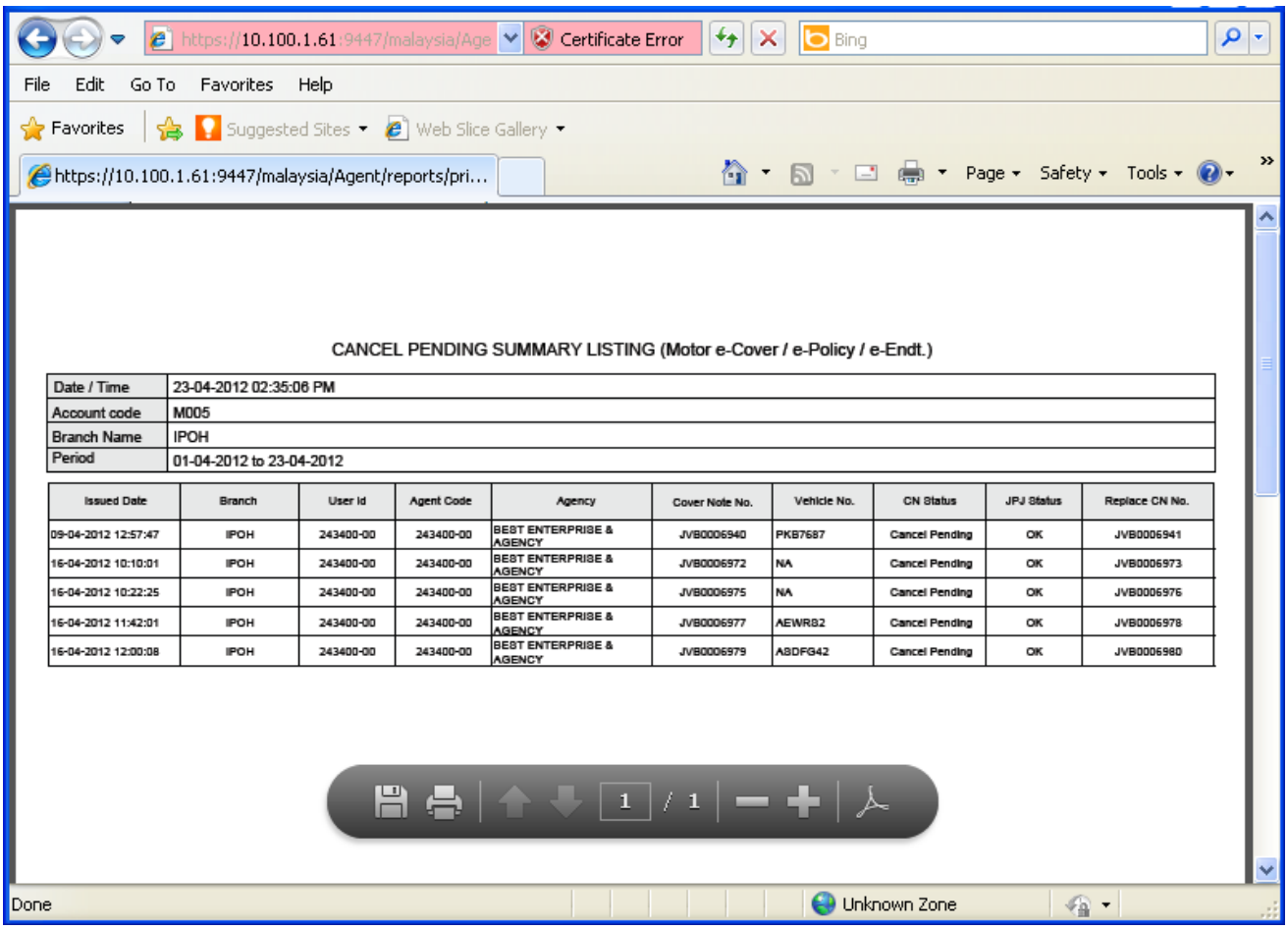
Screen Shots and Field Descriptions

Cancel Pending Screen



Field	Mandatory (Y/N)	Description
Branch	N	User can select from the list of branches from the drop down list
Type	Y	User can select the motor and non-motor type from the drop down list
Cancellation Date	N	User can choose/enter the From and To Date. To Date should be greater or equal to the From Date.
Cover Note No.	N	Search based on Cover Note No.
Vehicle No.	N	Search based on Vehicle No.
Search		When clicked, lists the cancelled cover notes in the grid
Cancel		Navigates to the Client Profile screen
Print		Prints the list of cancelled cover notes in pdf format

Cancel Pending Screen - Print



CANCEL PENDING SUMMARY LISTING (Motor e-Cover / e-Policy / e-Endt.)

Date / Time	23-04-2012 02:35:06 PM
Account code	M005
Branch Name	IPOH
Period	01-04-2012 to 23-04-2012

Issued Date	Branch	User Id	Agent Code	Agency	Cover Note No.	Vehicle No.	CN Status	JPJ Status	Replace CN No.
09-04-2012 12:57:47	IPOH	243400-00	243400-00	BEST ENTERPRISE & AGENCY	JVB0006940	PKB7687	Cancel Pending	OK	JVB0006941
16-04-2012 10:10:01	IPOH	243400-00	243400-00	BEST ENTERPRISE & AGENCY	JVB0006972	NA	Cancel Pending	OK	JVB0006973
16-04-2012 10:22:25	IPOH	243400-00	243400-00	BEST ENTERPRISE & AGENCY	JVB0006975	NA	Cancel Pending	OK	JVB0006976
16-04-2012 11:42:01	IPOH	243400-00	243400-00	BEST ENTERPRISE & AGENCY	JVB0006977	AEWRB2	Cancel Pending	OK	JVB0006978
16-04-2012 12:00:08	IPOH	243400-00	243400-00	BEST ENTERPRISE & AGENCY	JVB0006979	ASDFG42	Cancel Pending	OK	JVB0006980

Cancellation Details

CANCELLATION DETAILS

DETAILS

Title	Description	F
Agent Code	243400-00	243400-00
Agent Name	BEST ENTERPRISE & AGENCY	BEST ENTERPRISE & A
CoverNote Number	JVB0006940 (CANCELLED)	JVB0006941 (REPLACE
CoverNote Status	Cancel Pending	**Printed**
Vehicle No./Trailer No.	PKB7687	PKB7687
period of Cover	09-04-2012 to 08-04-2013	09-04-2012 to 08-04-2
New IC No.	730822025691	730822025691
Old IC No.	-	-
Business Registration No.	-	-
Engine No.	SQR484FAFAL00603	SQR484FAFAL00603
Chassis No.	PRHDB21B7AD003041	PRHDB21B7AD003041
Log Book No.	B1006499	B1006499
Issued Date	09-04-2012	09-04-2012
Cancellation Date	09-04-2012	
JPJ Status	OK	**Sent**
Message	**5 time Cancel with Replacement**	

Agent's Remark: DFG

Local intranet 100%

Cancellation Details

Agent Code	243400-00	243400-00
Agent Name	BEST ENTERPRISE & AGENCY	BEST ENTERPRISE & A
CoverNote Number	JVB0006940 (CANCELLED)	JVB0006941 (REPLACE
CoverNote Status	Cancel Pending	**Printed**
Vehicle No./Trailer No.	PKB7687	PKB7687
period of Cover	09-04-2012 to 08-04-2013	09-04-2012 to 08-04-2
New IC No.	730822025691	730822025691
Old IC No.	-	-
Business Registration No.	-	-
Engine No.	SQR484FAFAL00603	SQR484FAFAL00603
Chassis No.	PRHDB21B7AD003041	PRHDB21B7AD003041
Log Book No.	B1006499	B1006499
Issued Date	09-04-2012	09-04-2012
Cancellation Date	09-04-2012	
JPJ Status	OK	**Sent**
Message	**5 time Cancel with Replacement**	

Agent's Remark: DFG

Branch's Remark *

Approve - Cancellation | Reactivate Policy | Cancel

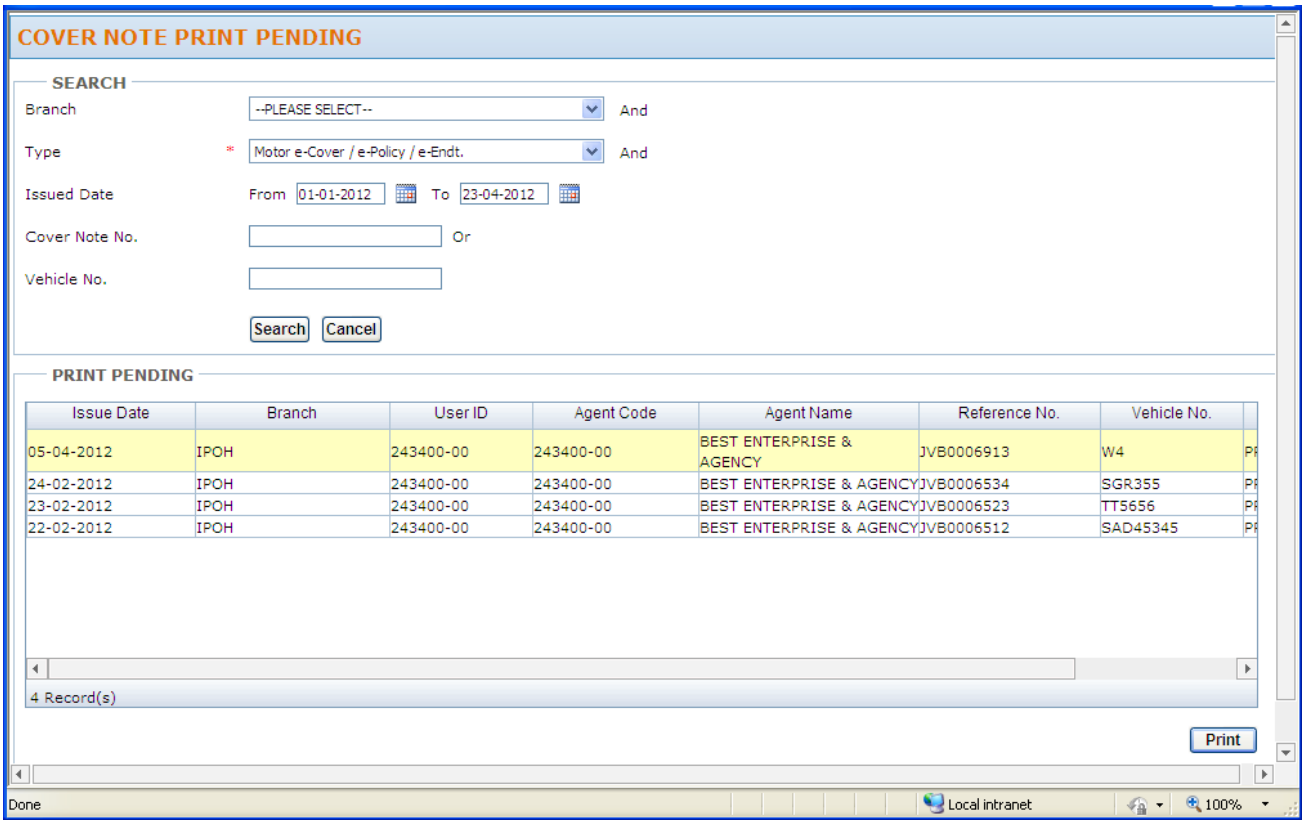
Local intranet 100%

Field	Mandatory (Y/N)	Description
Branch Remarks	Y	User need to enter the reason for Approval/Reactivation of the cover note
Approve - Cancellation		Approves the cancellation of cover note
Reactivate Policy		Rejects the cancellation of cover note and hence Reactivates the cover note
Cancel		Navigates to the first screen of Cancel Pending

1.4.3 Print Pending

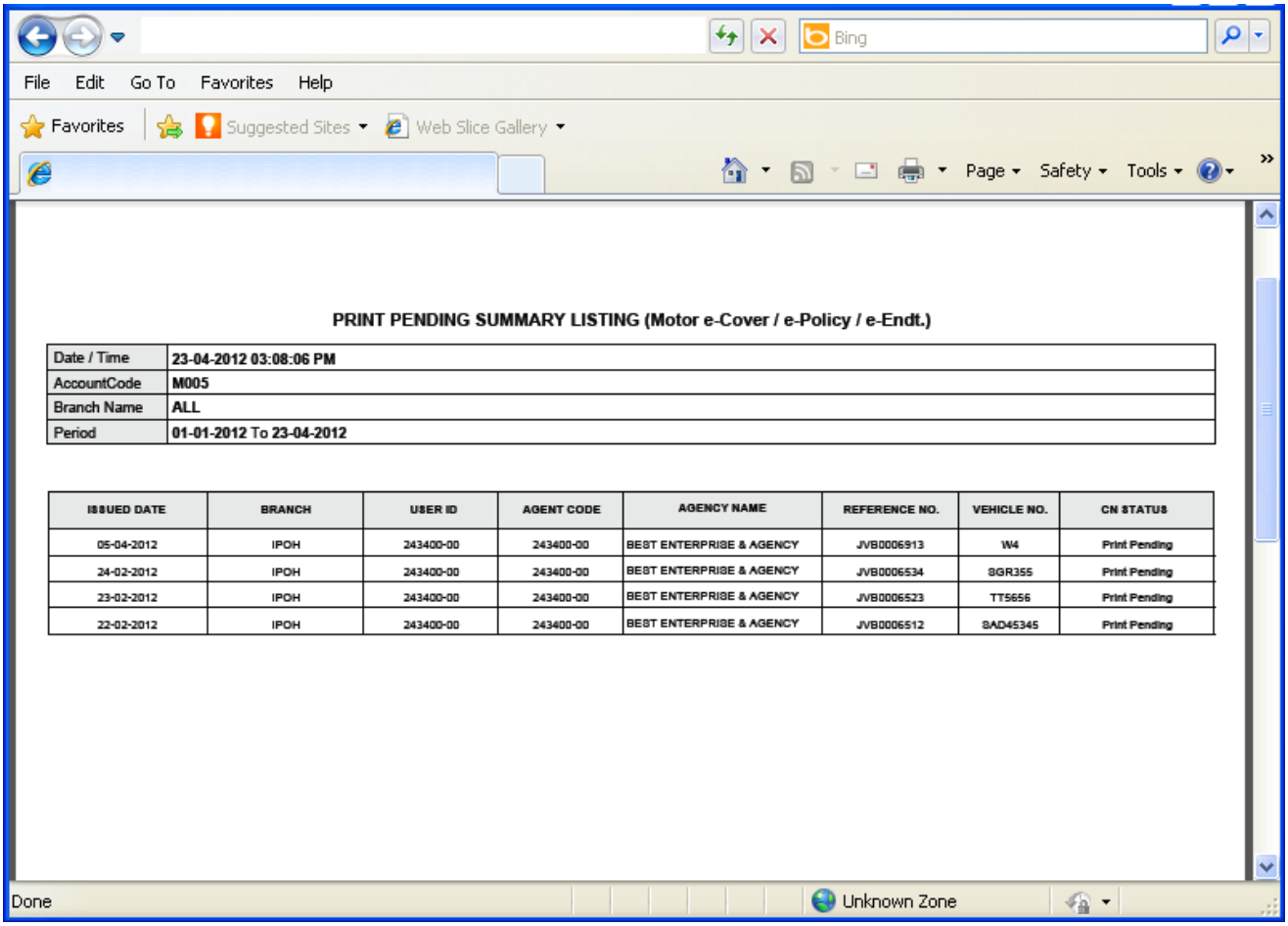
Screen Shots and Field Descriptions

Print Pending Screen



Field	Mandatory (Y/N)	Description
Branch	N	User can select from the list of branches from the drop down list
Type	Y	User can select the motor and non-motor type from the drop down list
Issued Date	N	User can choose/enter the From and To Date. To Date should be greater or equal to the From Date.
Cover Note No.	N	Search based on Cover Note No.
Vehicle No.	N	Search based on Vehicle No.
Search		When clicked, lists the print pending cover notes in the grid
Cancel		Navigates to the Client Profile screen
Print		Prints the list of print pending cover notes in pdf format

Print Pending Screen - Print



PRINT PENDING SUMMARY LISTING (Motor e-Cover / e-Policy / e-Endt.)

Date / Time	23-04-2012 03:08:06 PM
AccountCode	M005
Branch Name	ALL
Period	01-01-2012 To 23-04-2012

ISSUED DATE	BRANCH	USER ID	AGENT CODE	AGENCY NAME	REFERENCE NO.	VEHICLE NO.	CN STATUS
05-04-2012	IPOH	243400-00	243400-00	BEST ENTERPRISE & AGENCY	JVB0006913	W4	Print Pending
24-02-2012	IPOH	243400-00	243400-00	BEST ENTERPRISE & AGENCY	JVB0006534	SGR355	Print Pending
23-02-2012	IPOH	243400-00	243400-00	BEST ENTERPRISE & AGENCY	JVB0006523	TT5656	Print Pending
22-02-2012	IPOH	243400-00	243400-00	BEST ENTERPRISE & AGENCY	JVB0006512	SAD45345	Print Pending

Printing Details

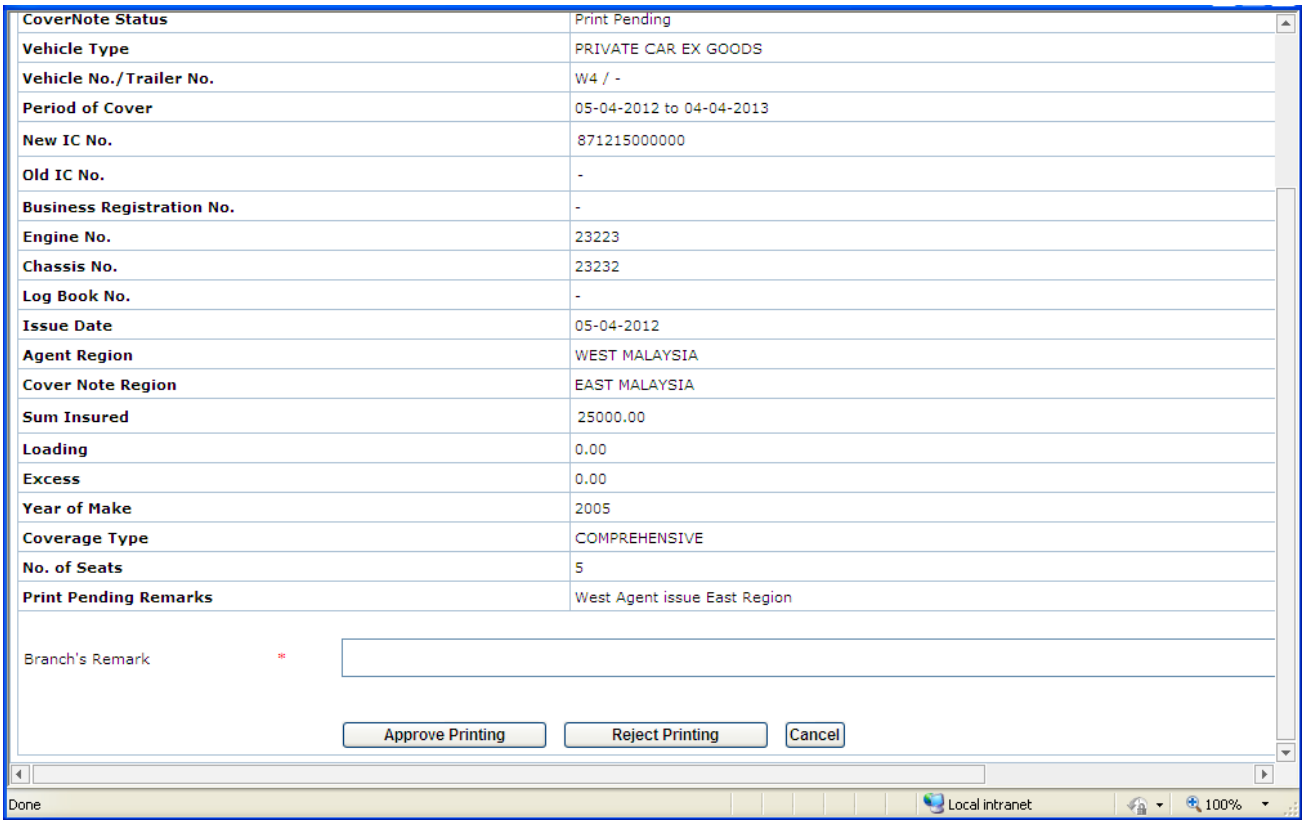
PRINTING DETAILS

DETAILS

Title	Description
Agent Code	243400-00
Agent Name	BEST ENTERPRISE & AGENCY
CoverNote Number	JVB0006913
CoverNote Status	Print Pending
Vehicle Type	PRIVATE CAR EX GOODS
Vehicle No./Trailer No.	W4 / -
Period of Cover	05-04-2012 to 04-04-2013
New IC No.	871215000000
Old IC No.	-
Business Registration No.	-
Engine No.	23223
Chassis No.	23232
Log Book No.	-
Issue Date	05-04-2012
Agent Region	WEST MALAYSIA
Cover Note Region	EAST MALAYSIA
Sum Insured	25000.00
Loading	0.00
Excess	0.00
Year of Make	2005
Coverage Type	COMPREHENSIVE

Done Local intranet 100%

Printing Details



CoverNote Status	Print Pending
Vehicle Type	PRIVATE CAR EX GOODS
Vehicle No./Trailer No.	W4 / -
Period of Cover	05-04-2012 to 04-04-2013
New IC No.	871215000000
Old IC No.	-
Business Registration No.	-
Engine No.	23223
Chassis No.	23232
Log Book No.	-
Issue Date	05-04-2012
Agent Region	WEST MALAYSIA
Cover Note Region	EAST MALAYSIA
Sum Insured	25000.00
Loading	0.00
Excess	0.00
Year of Make	2005
Coverage Type	COMPREHENSIVE
No. of Seats	5
Print Pending Remarks	West Agent issue East Region

Branch's Remark *

Approve Printing | Reject Printing | Cancel

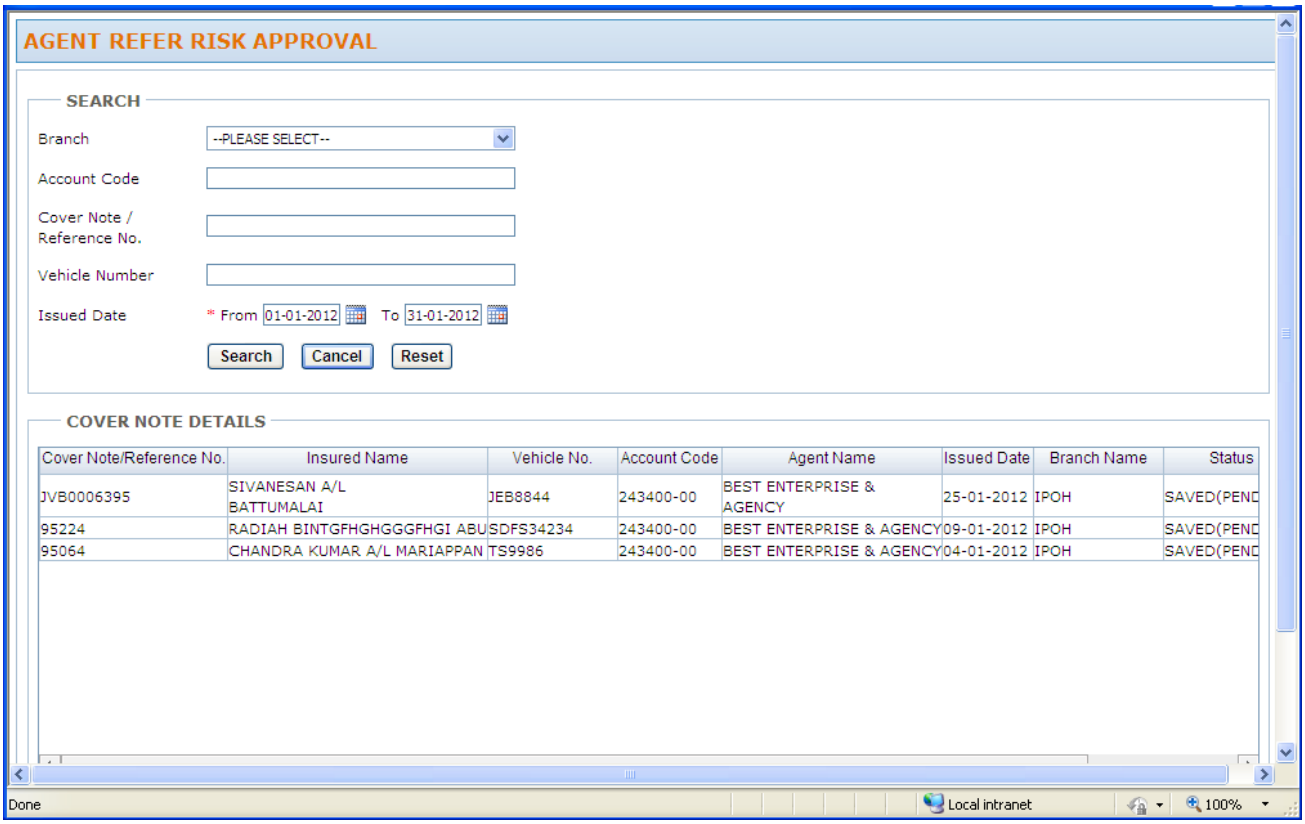
Done | Local intranet | 100%

Field	Mandatory (Y/N)	Description
Branch Remarks	Y	User need to enter the reason for Approval/Rejection of the cover note
Approve - Cancellation		Approves the print pending cover note
Reactivate Policy		Rejects the printing of cover
Cancel		Navigates to the first screen of Print Pending

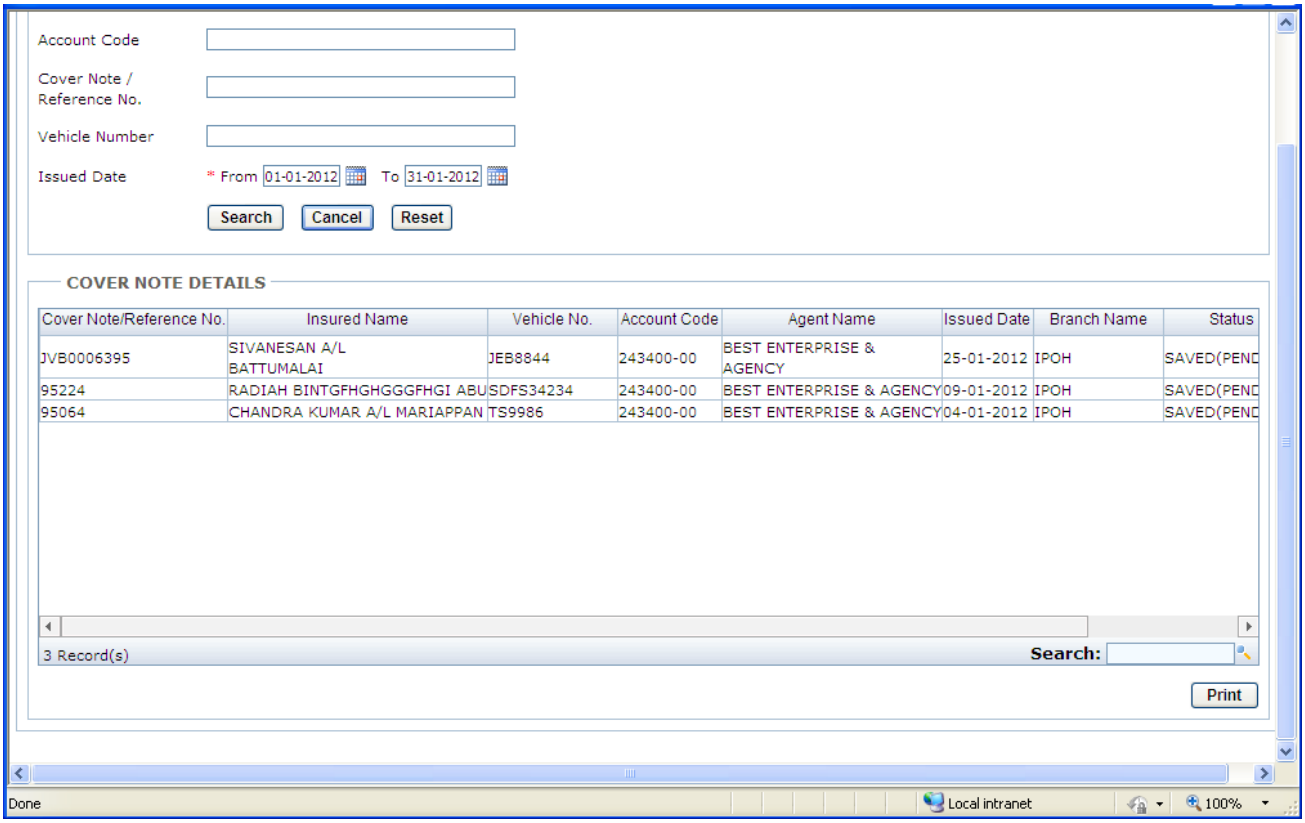
1.4.4 Agent Refer Risk Approval

Screen Shots and Field Descriptions

Agent refer Risk Approval

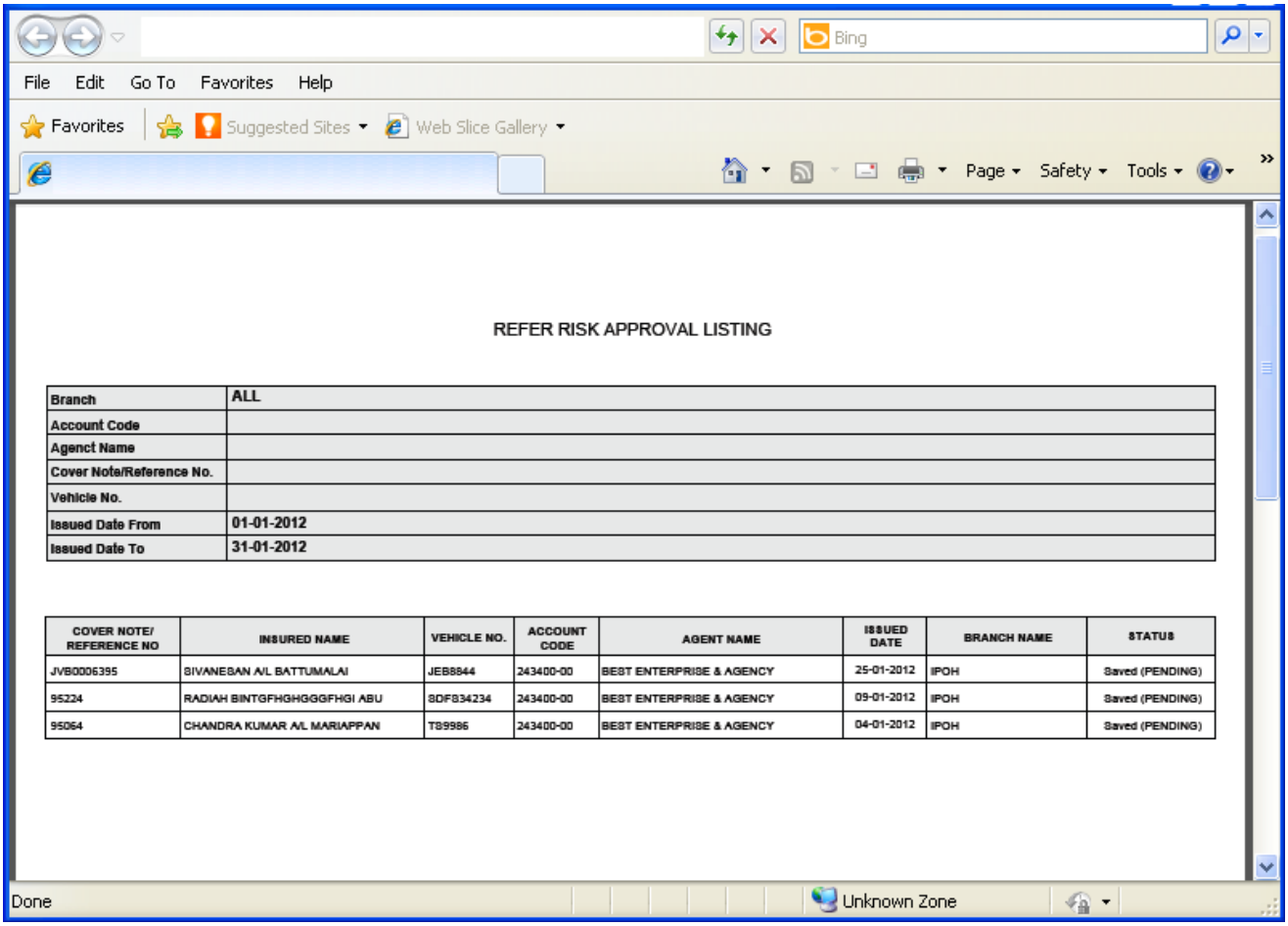


Agent refer Risk Approval



Field	Mandatory (Y/N)	Description
Branch	N	User can select from the list of branches from the drop down list
Account Code	N	User can select the account code for search. It loads automatically when the branch is selected
Cover Note / Reference No.	N	Search based on Cover Note /Reference No.
Vehicle Number	N	Search based on Vehicle No.
Issued Date	N	User can choose/enter the From and To Date. To Date should be greater or equal to the From Date. The To Date defaults to one month from the From date.
Search		When clicked, lists the saved pending cover notes in the grid
Cancel		Navigates to the Client Profile screen
Print		Prints the list of saved pending cover notes in pdf format

Agent refer Risk Approval - Print



REFER RISK APPROVAL LISTING

Branch	ALL
Account Code	
Agenct Name	
Cover Note/Reference No.	
Vehicle No.	
Issued Date From	01-01-2012
Issued Date To	31-01-2012

COVER NOTE/ REFERENCE NO	INSURED NAME	VEHICLE NO.	ACCOUNT CODE	AGENT NAME	ISSUED DATE	BRANCH NAME	STATUS
JVB0006395	SIVANESAN A/L BATTUMALAI	JEB8844	243400-00	BEST ENTERPRISE & AGENCY	25-01-2012	IPOH	Saved (PENDING)
95224	RADIAH BINTGFHGHGGGFHGI ABU	SDF834234	243400-00	BEST ENTERPRISE & AGENCY	09-01-2012	IPOH	Saved (PENDING)
95064	CHANDRA KUMAR A/L MARIAPPAN	TS9986	243400-00	BEST ENTERPRISE & AGENCY	04-01-2012	IPOH	Saved (PENDING)

Refer Risk Approval - Details

REFER RISK APPROVAL

EXISTING

CN / Reference No.	JVB0006395	Insured	SIVANESAN A/L BATTUMALAI	Agent Code	243400-00
Cover Note Type	RENEWAL	NCD %	* 0.0	Capacity	1298.00 CC
Coverage Type	COMPREHENSIVE	NCD Eff. Date	* 23-04-2012	Issued Date	23-04-2012
Vehicle Type	PRIVATE CAR EX GOODS	Inception Date	* 23-04-2012	Expiry Date	* 22-04-2013
Make / Model	PROTON ISWARA	Vehicle Age Loading %	15.00	Year of Make	1996
Vehicle No.	JEB8844	Insured's Age Loading %	15.00	Driver's Age	44
Trailer No.		Claims Exp. Loading %	0.00	Date of Birth	16-09-1967
Vehicle Market Value (RM)	0.00	Max. Cumm. Loading %	0.00	Excess	0.00
Sum Insured (RM)	12000.00	Final Loading %	30.00	Occupation	OTHERS
Trailer Sum Insured (RM)	0.00	RI Indicator	☐	No of Claims	0

PREMIUM CALCULATION

Basic Premium (RM)	401.50	
All Riders (RM)	0.00	
Vehicle Age Loading % (RM)	15.00	
Insured's Age Loading % (RM)	15.00	
Claims Exp. Loading % (RM)	0.00	
Max. Cumm. Loading % (RM)	0.00	
Final Loading % (RM)	30.00	120.45
NCD (RM)	0.00	0.00
Extra Coverage (RM)	140.00	
Gross Premium (RM)	661.95	
Stamp Duty (RM)	10.00	
Service Tax (RM)	0.00	
Excess (RM)	0.00	

Referral / Decline Reasons

K01|VEHICLE AGE REFERRED

K01|VEHICLE AGE REFERRED

Requested Remarks

0.00

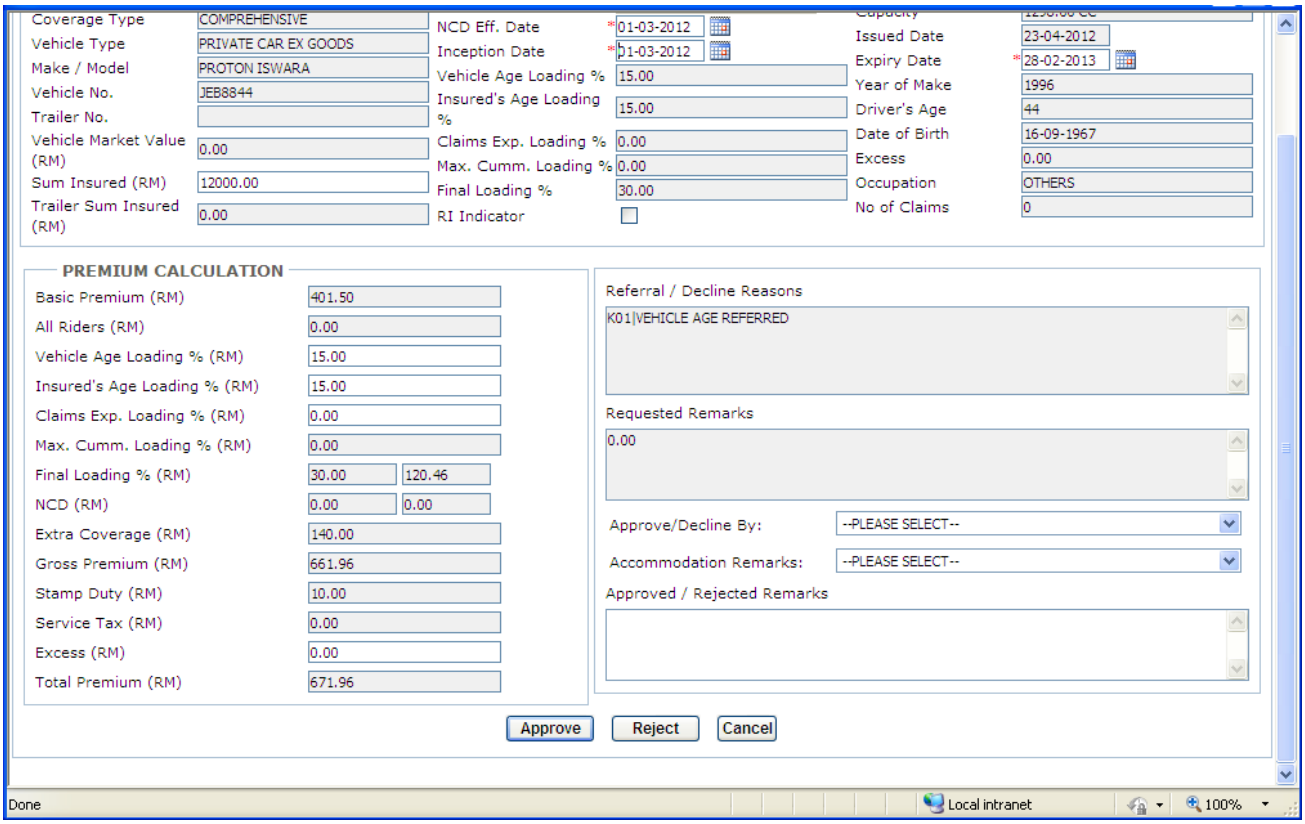
Approve/Decline By: --PLEASE SELECT--

Accommodation Remarks: --PLEASE SELECT--

Approved / Rejected Remarks

Done | Local intranet | 100%

Refer Risk Approval - Details

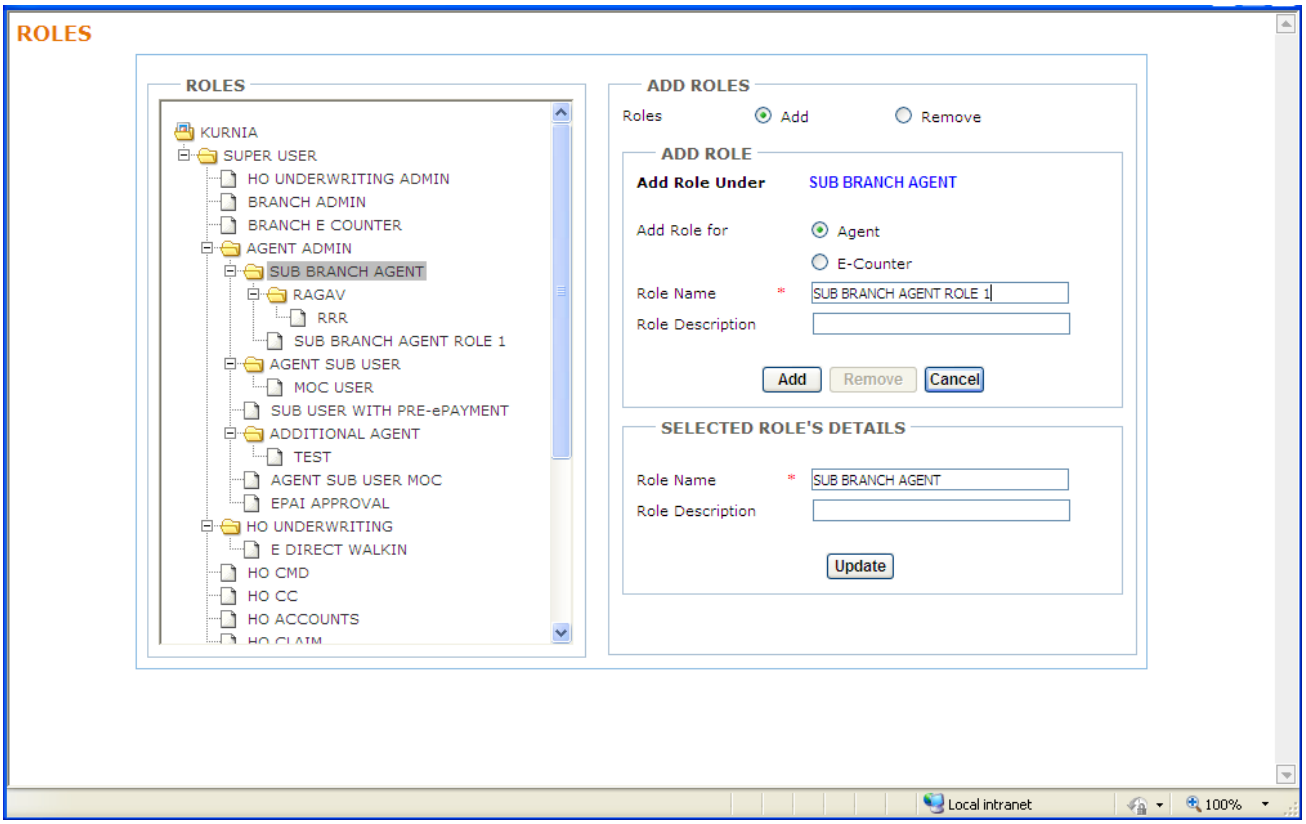


Field	Mandatory (Y/N)	Description
Approve/Decline By	Y	User can select the Name from the drop down list
Accommodation Remarks	Y	User can select from the drop down list
Approved / Rejected Remarks	Y	User need to enter the reason for Approval/Rejection of the cover note. If Accommodation Remarks is selected, this remark is auto displayed. User can edit this remark.
Approve		Approves the saved pending cover note
Reject		Rejects the printing of cover note
Cancel		Navigates to the first screen of Agent Refer Risk Approval

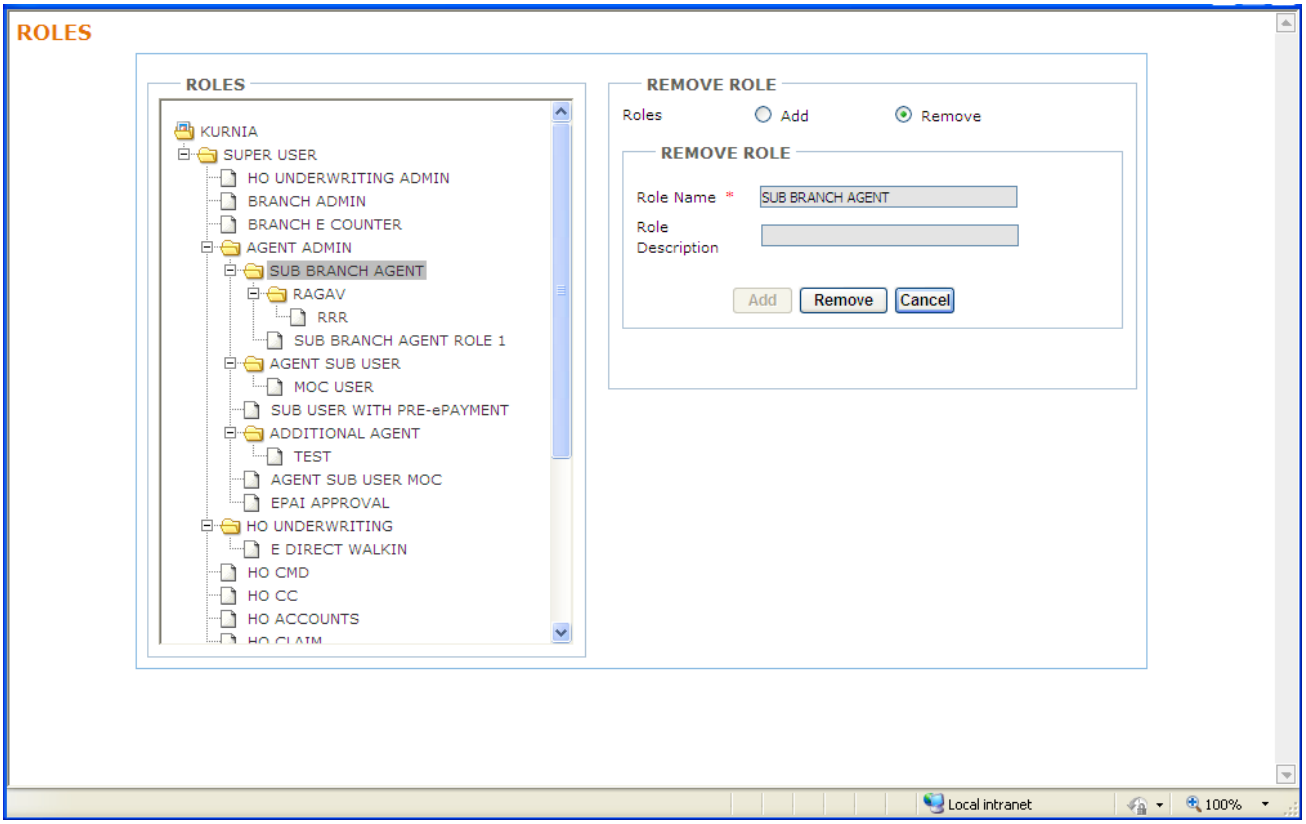
1.4.5 Roles

Screen Shots and Field Descriptions

Roles – Add a Role



Roles – Remove a Role

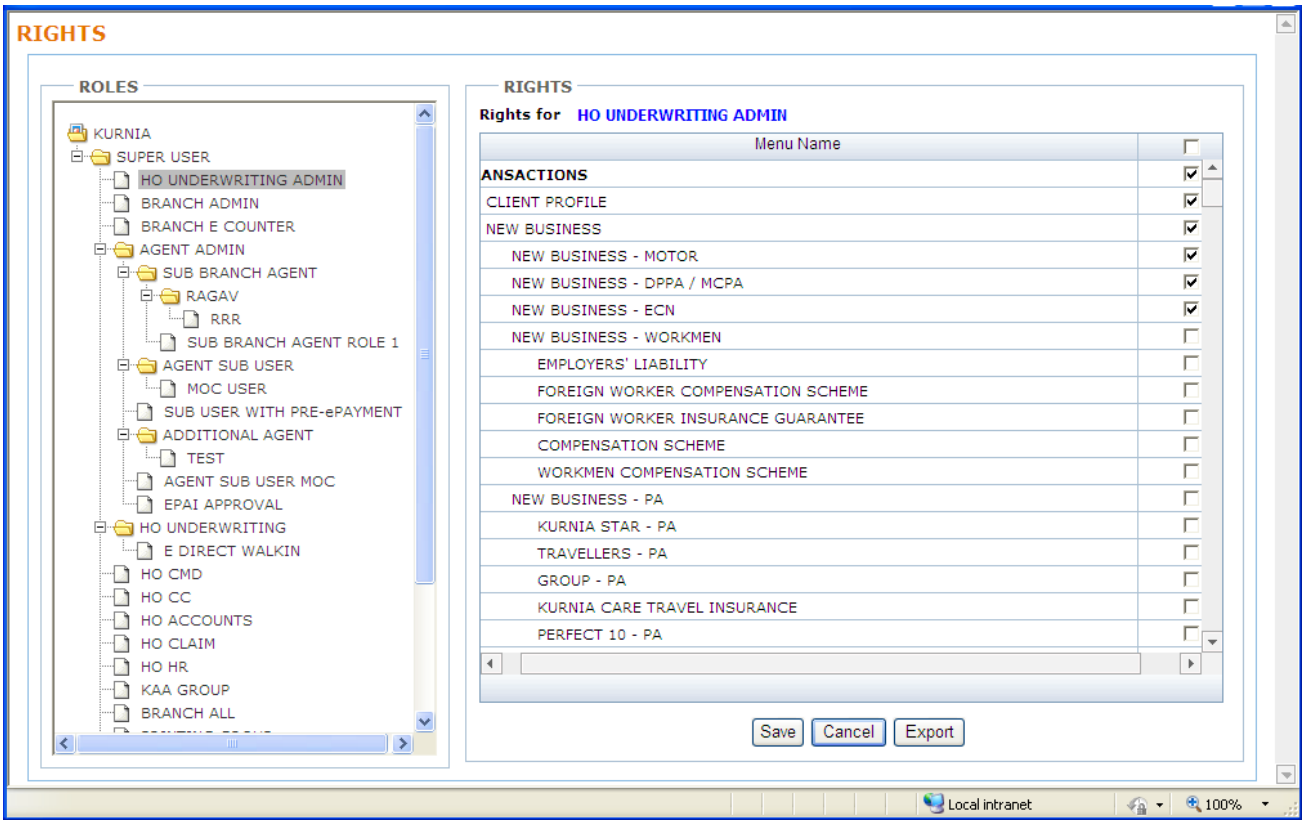


Field	Mandatory (Y/N)	Description
Roles	Y	User can select either one of the two options: Add or Remove.
ADD ROLE		
Add Role for	Y	User can select either Agent or E-Counter to which the new Role to be added applies.
Role Name	Y	Role Name of the new Role that is to be added.
Role Description	N	Role description of the new Role that is to be added.
Add		When clicked, adds the new Role to the existing main Role selected or as a new Main Role.
Remove		When clicked, removes an existing Role.
Cancel		Navigates to the Client Profile screen
SELECTED ROLE'S DETAILS		
Role Name	Y	Displays Role Name of the selected Role.
Role Description	N	Displays the Role Description of the selected Role.
Update		When clicked, updates the existing Role selected.

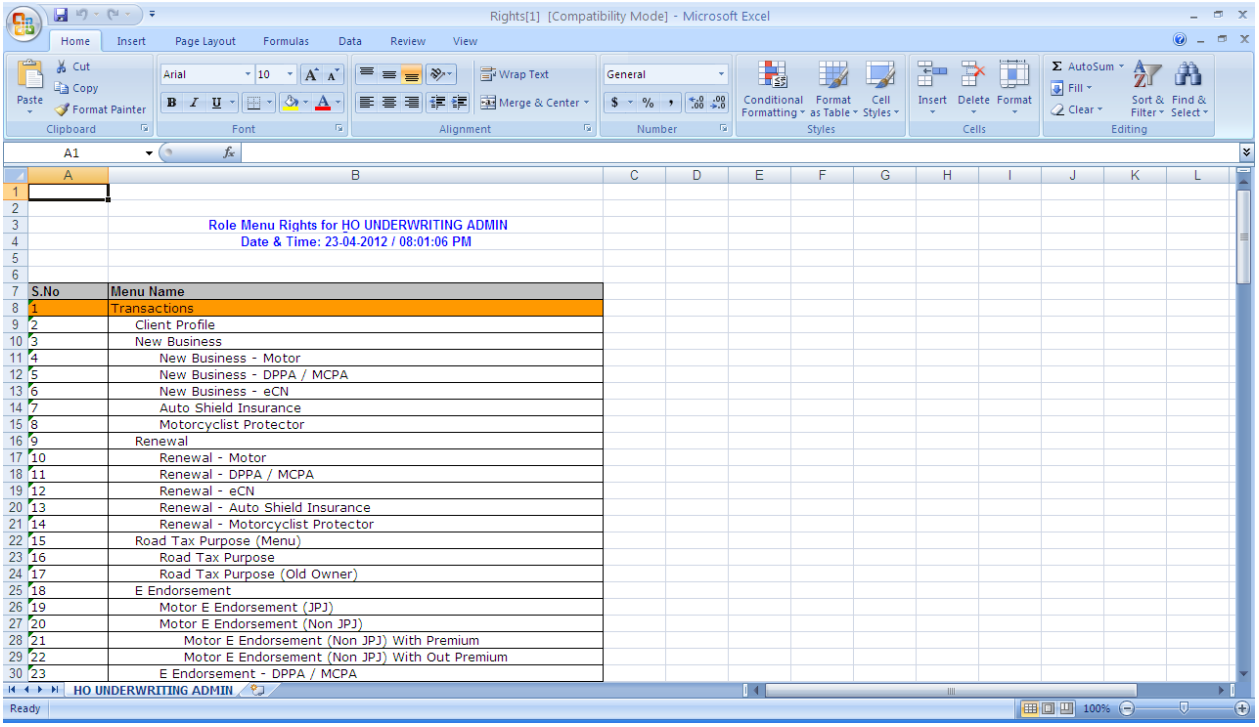
1.4.6 Rights

Screen Shots and Field Descriptions

Rights – Menu Access Details



Rights – Menu Access Details – Exported to Excel



Role Menu Rights for HO UNDERWRITING ADMIN
Date & Time: 23-04-2012 / 08:01:06 PM

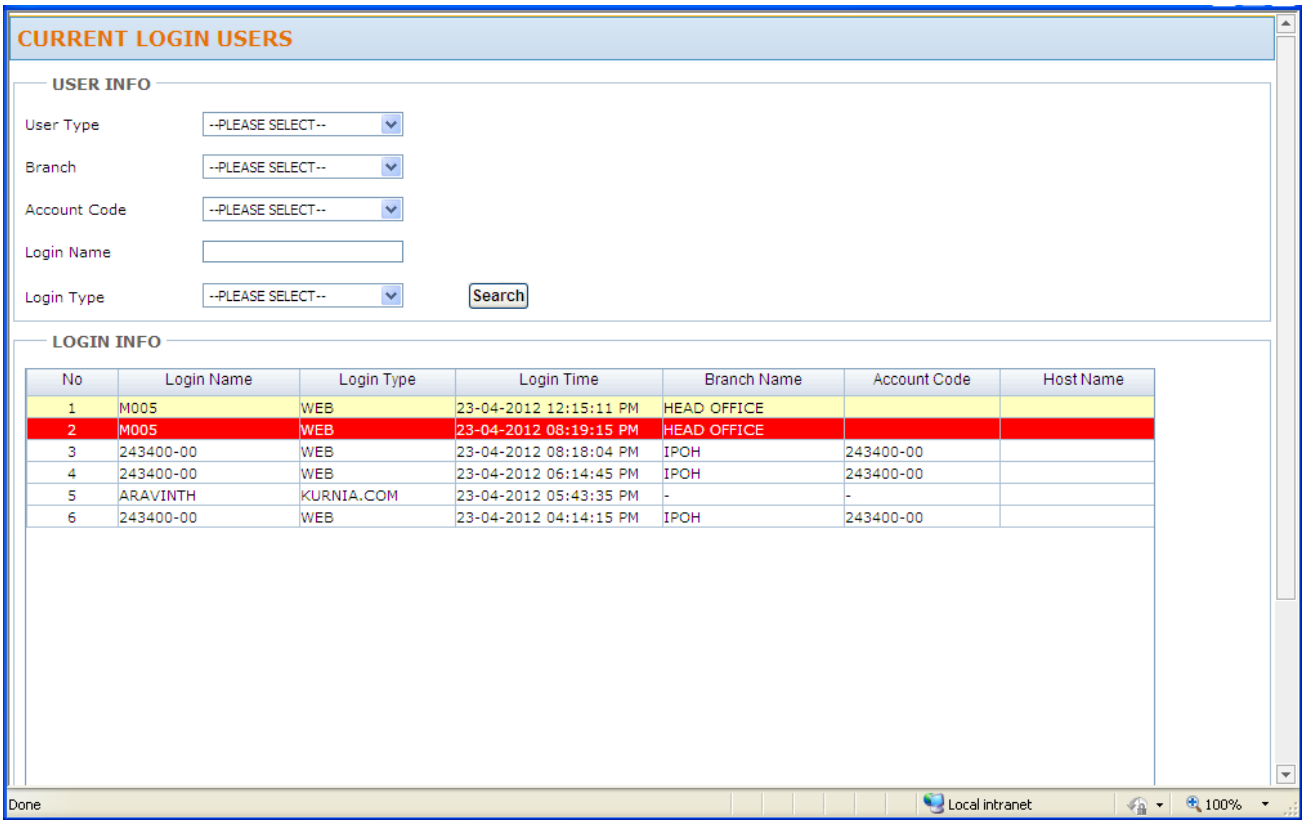
S.No	Menu Name
1	Transactions
2	Client Profile
3	New Business
4	New Business - Motor
5	New Business - DPPA / MCPA
6	New Business - eCN
7	Auto Shield Insurance
8	Motorcyclist Protector
9	Renewal
10	Renewal - Motor
11	Renewal - DPPA / MCPA
12	Renewal - eCN
13	Renewal - Auto Shield Insurance
14	Renewal - Motorcyclist Protector
15	Road Tax Purpose (Menu)
16	Road Tax Purpose
17	Road Tax Purpose (Old Owner)
18	E Endorsement
19	Motor E Endorsement (JPJ)
20	Motor E Endorsement (Non JPJ)
21	Motor E Endorsement (Non JPJ) With Premium
22	Motor E Endorsement (Non JPJ) With Out Premium
23	E Endorsement - DPPA / MCPA

Field	Mandatory (Y/N)	Description
Rights for Grid		
Check box (Select All)	N	When checked, selects all the menu names in the grid
Check box (Individual)	N	When checked, selects the menu name against which the check box is present.
Save		When clicked, saves the menu access rights details
Export		When clicked, exports the menu access details to an excel file
Cancel		Navigates to the Client Profile screen

1.4.7 Current Login Users

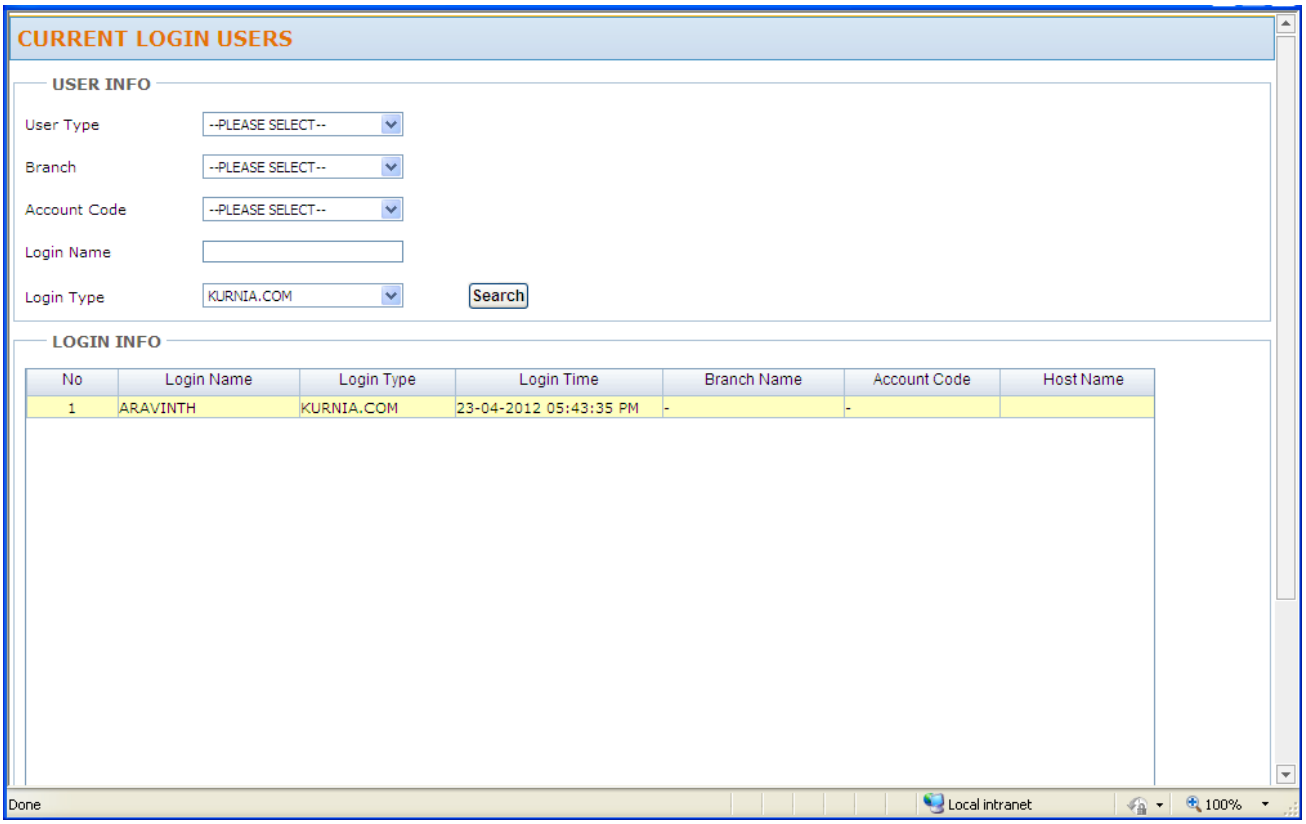
Screen Shots and Field Descriptions

Current Login Users - All

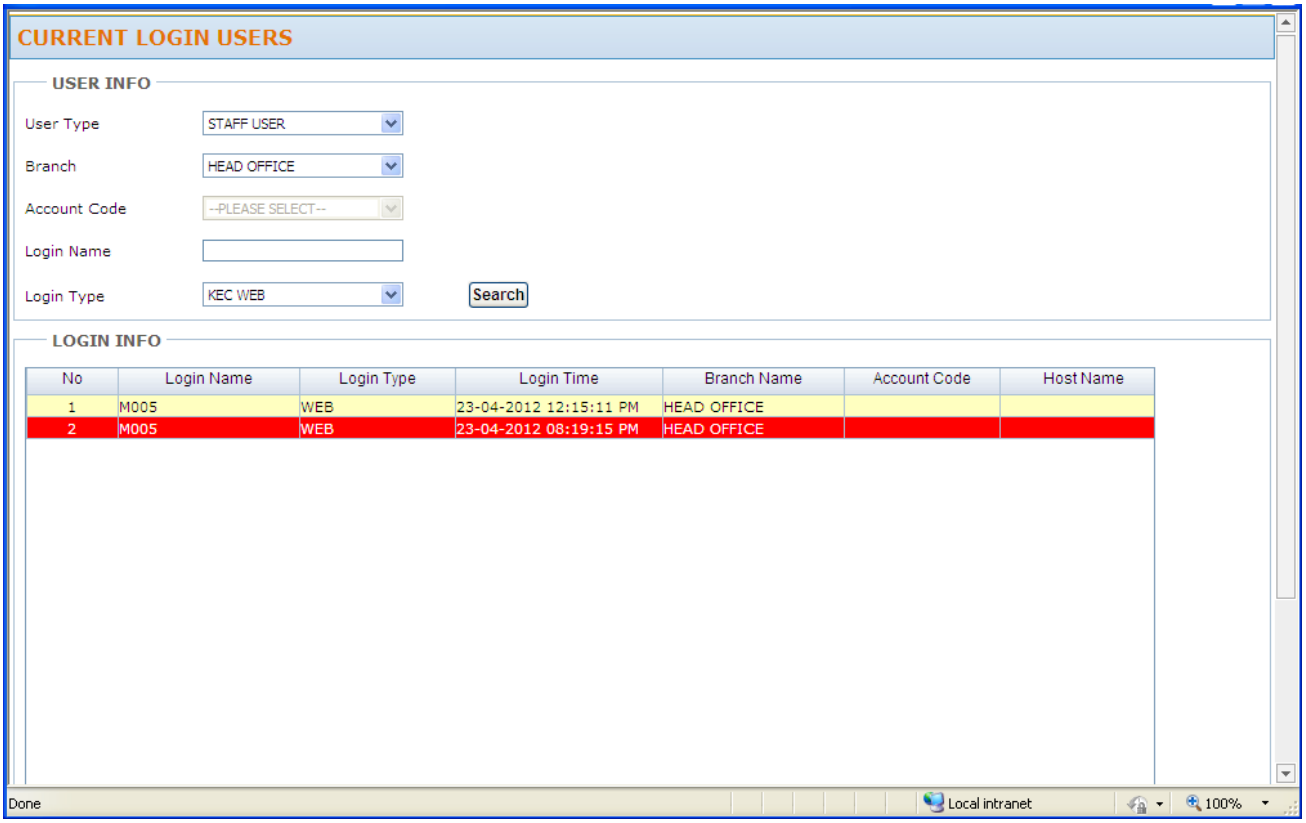


No	Login Name	Login Type	Login Time	Branch Name	Account Code	Host Name
1	M005	WEB	23-04-2012 12:15:11 PM	HEAD OFFICE		
2	M005	WEB	23-04-2012 08:19:15 PM	HEAD OFFICE		
3	243400-00	WEB	23-04-2012 08:18:04 PM	IPOH	243400-00	
4	243400-00	WEB	23-04-2012 06:14:45 PM	IPOH	243400-00	
5	ARAVINTH	KURNIA.COM	23-04-2012 05:43:35 PM	-	-	
6	243400-00	WEB	23-04-2012 04:14:15 PM	IPOH	243400-00	

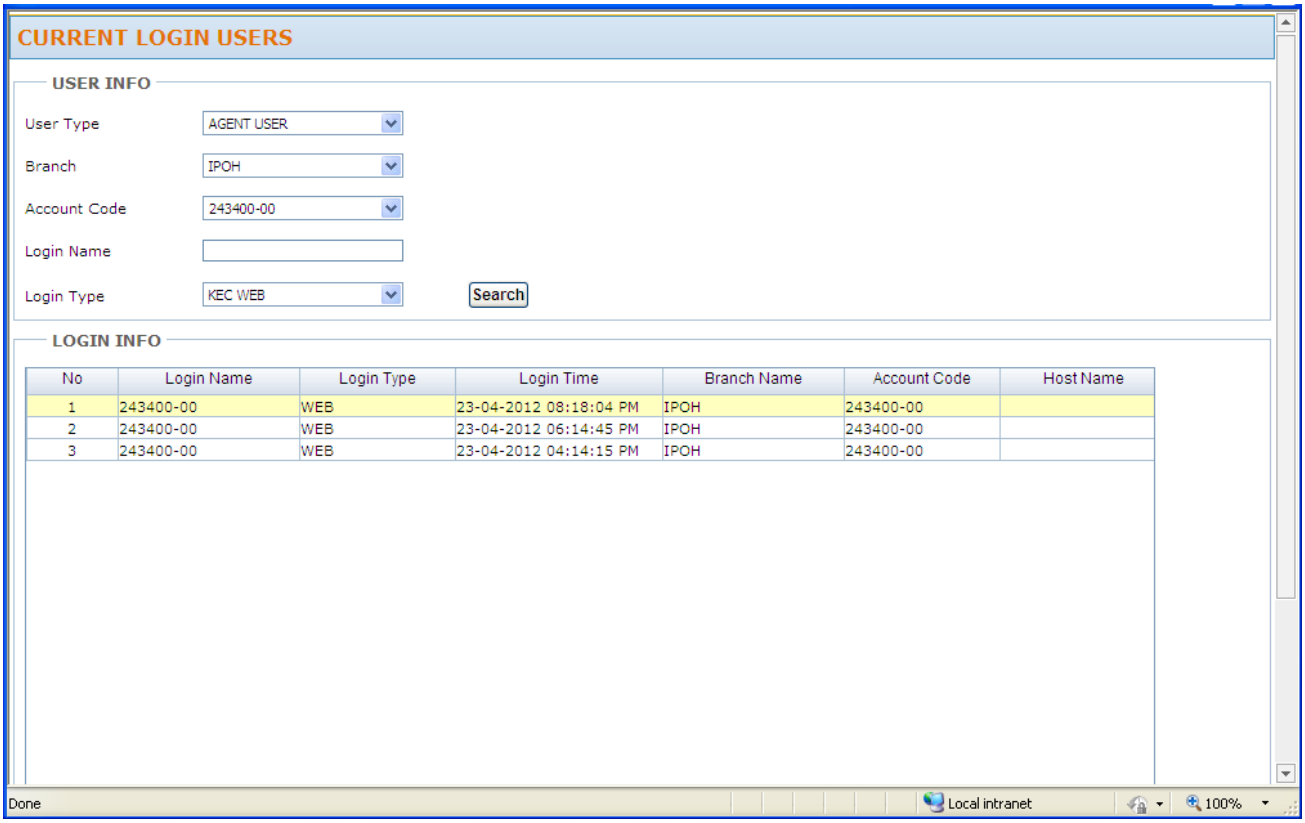
Current Login Users – Nsure.Com



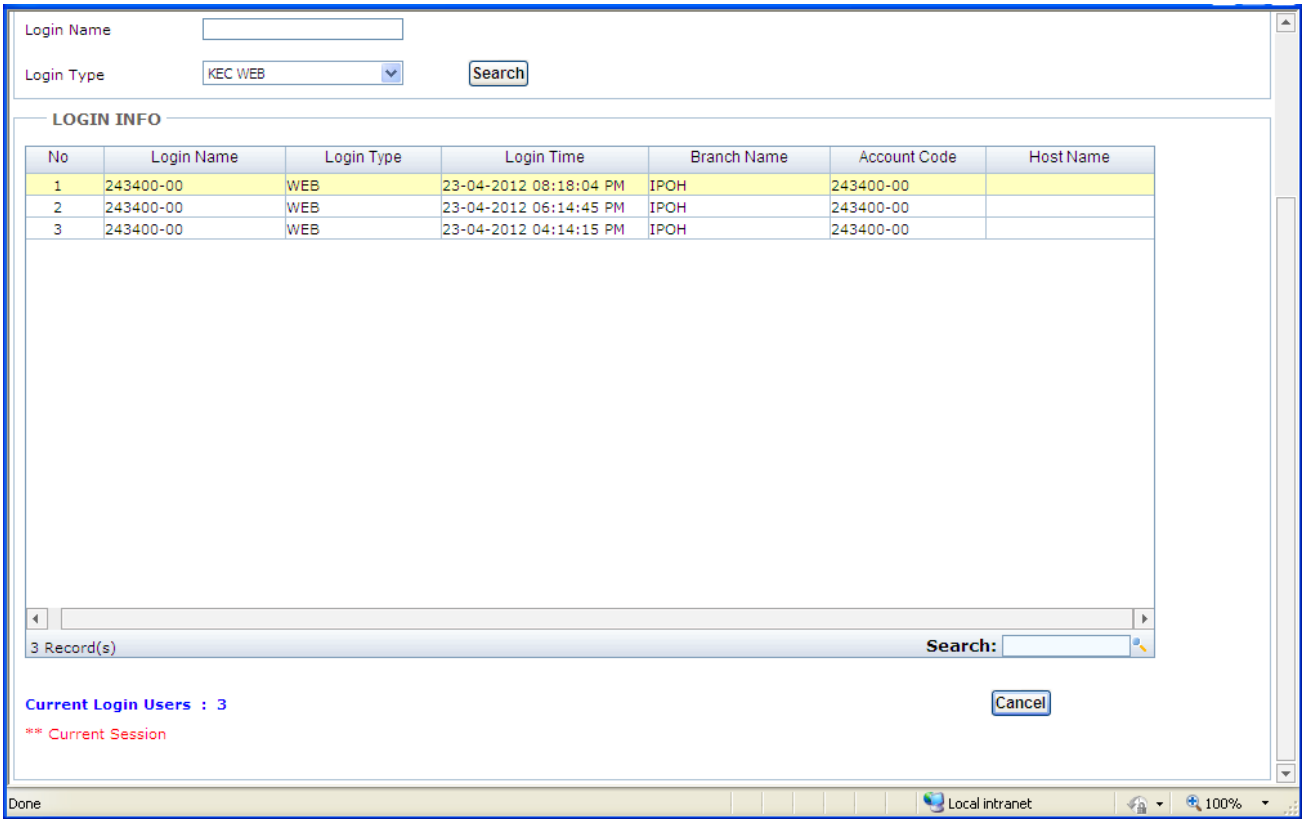
Current Login Users – Staff User



Current Login Users – Agent User



Current Login Users – Login User Count

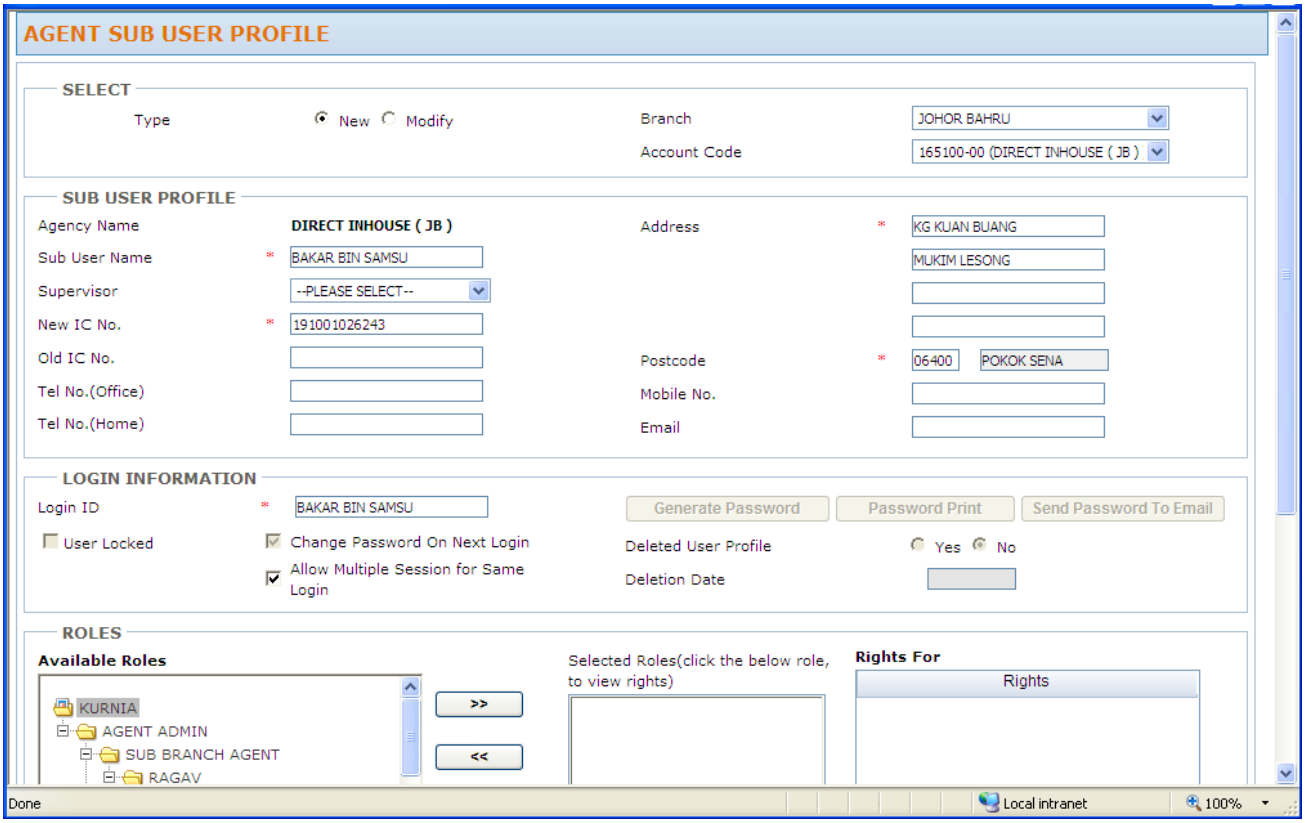


Field	Mandatory (Y/N)	Description
User Type	N	User selection from drop down list
Branch	N	User selection from drop down list. When selected, loads all the account codes for the branch in the Account Code drop down.
Account Code	N	User selection from drop down list.
Login Name	N	User entry
Login Type	N	User selection from drop down list
Search		When clicked, lists all the current login users.
Cancel		Navigates to the Client Profile screen.

1.4.8 Agent Sub User Profile

Screen Shots and Field Descriptions

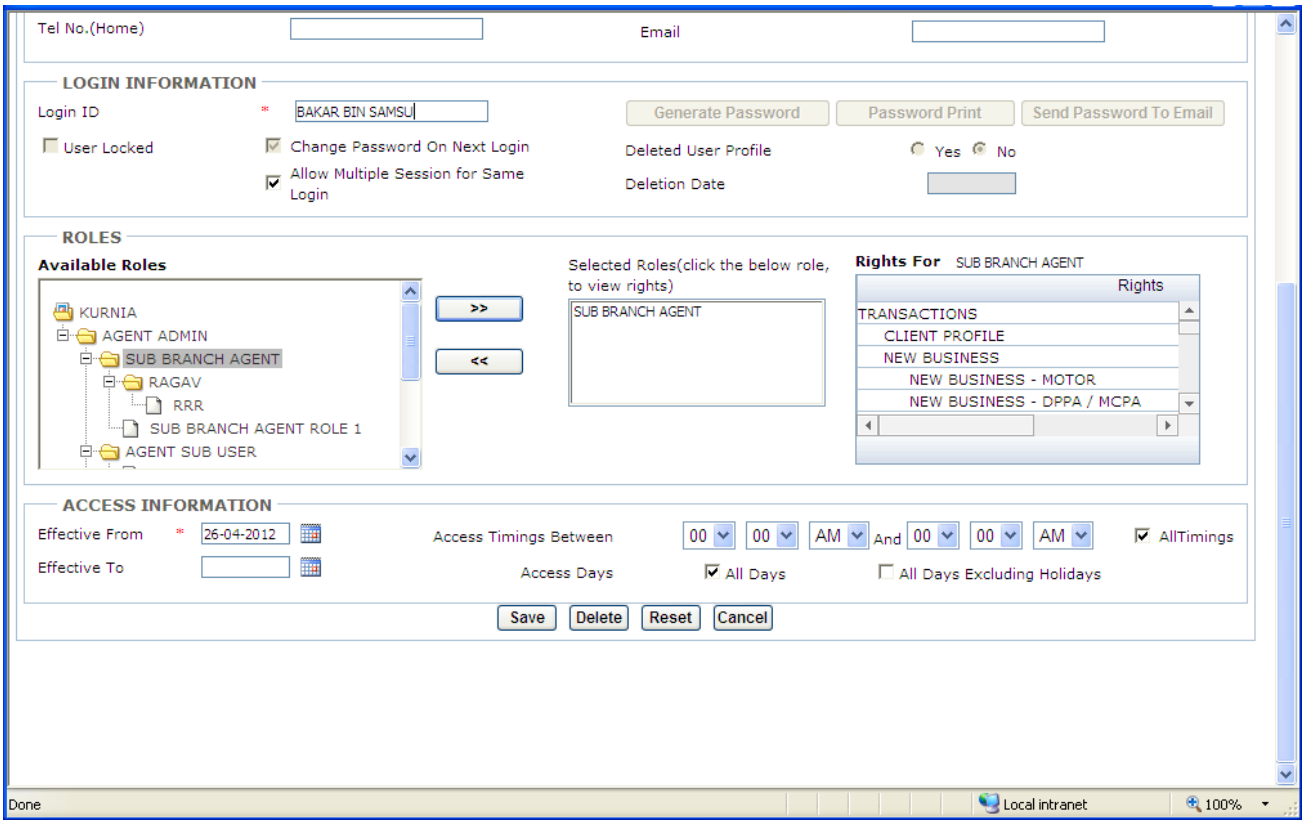
Agent Sub User Profile Details



Field	Mandatory (Y/N)	Description
Type	Y	• Select the type 'New', if you want to add a new sub user profile. Upon selecting this option, the sub user name field becomes blank and ready to accept the new sub user name. • Select this type 'Modify', to modify an existing sub user details. Upon selecting this option, the sub user name becomes non-editable and a search button is displayed to select a sub user
User Type	Y	Displays the User Type as 'Agent User' by default.
Branch	Y	Displays the Agents Branch Name.
Account Code	Y	Displays the Account Code from the drop down list.
Agency Name	N	Displays the Agent's Agency Name.
Sub User Name	Y	Enter the Name of the Sub User if option selected is New. If the option selected is 'Modify', then select the Sub User Name from the Search by clicking the search button and then double click the selected record, to populate the Sub User Name.
Supervisor	N	Select the Supervisor from the drop down list.

New IC No.	Y	Enter the New IC No. Displays the New IC number based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Old IC No.	N	Enter the Old IC No. Displays the Old IC number based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Tel No. (Office)	N	Enter the Telephone number (Office) of the user. Displays the Telephone No based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Tel No. (Home)	N	Enter the Telephone No (Home) of the user. Displays the Telephone No based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Address	Y	Enter the Address of the user. Displays the Address based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
Post Code	Y	Enter the Post Code of the user. Displays the Address based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
Mobile No.	N	Enter the Mobile No of the user. Displays the Mobile no based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
Tel No. (Office)	N	Enter the Telephone number (Office) of the user. Displays the Telephone No based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Tel No. (Home)	N	Enter the Telephone No (Home) of the user. Displays the Telephone No based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Address	Y	Enter the Address of the user. Displays the Address based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
Post Code	Y	Enter the Post Code of the user. Displays the Address based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
Mobile No.	N	Enter the Mobile No of the user. Displays the Mobile no based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
Tel No. (Home)	N	Enter the Telephone No (Home) of the user. Displays the Telephone No based on the Sub User selected, if the option selected is 'Modify' and allow editing.
Address	Y	Enter the Address of the user. Displays the Address based on the Sub User selected, if the Type selected is 'Modify' and allow editing.
E-Mail	N	Enter the Email of the user. Displays the Email based on the Sub User selected, if the Type selected is 'Modify' and allow editing. If email is entered for the sub user, then the password can be mailed to this entered address. Else, the password can only be printed.
Login Id	Y	Enter the Login Id for the Sub User. System displays an alert message if the User Id already exists. If the Type selected is 'Modify', then auto displays based on the selected Sub User.
User Locked	Y	Administrator can lock the user using this option if he wants to restrict the user from login. Also, when the User tried to login and

		failed with more than 3 unsuccessful login attempts, the checkbox shows the locked status. Uncheck the check box to release the lock.
Change Password on Next Login	Y	When this check box is checked, the user is allowed to change password during the next login. If the option selected is 'New', the check box is selected and disabled. If the option selected is 'Modify, the checkbox is unchecked.
Generate Password	N	Click this button to, generate a random password.
Password Print	N	If the Type selected is New, click the button to print the Password for the new user's login. If the Type selected is Modify, the button is disabled.
Send Password to Email	N	If the option selected is New, click the button to send the Password to the User's email id. If the option selected is New and Email is not entered, the button is disabled. If the option selected is Modify, the button is disabled.
Deleted User Profile	N	• Checks the radio button 'No' when the user is active. • Checks the radio button 'Yes' when you try to modify the user profile which has already been deleted. You cannot change it manually.
Deletion Date	N	Displays the deletion date (of the sub user profile) when you try to modify the profile that has already been deleted.



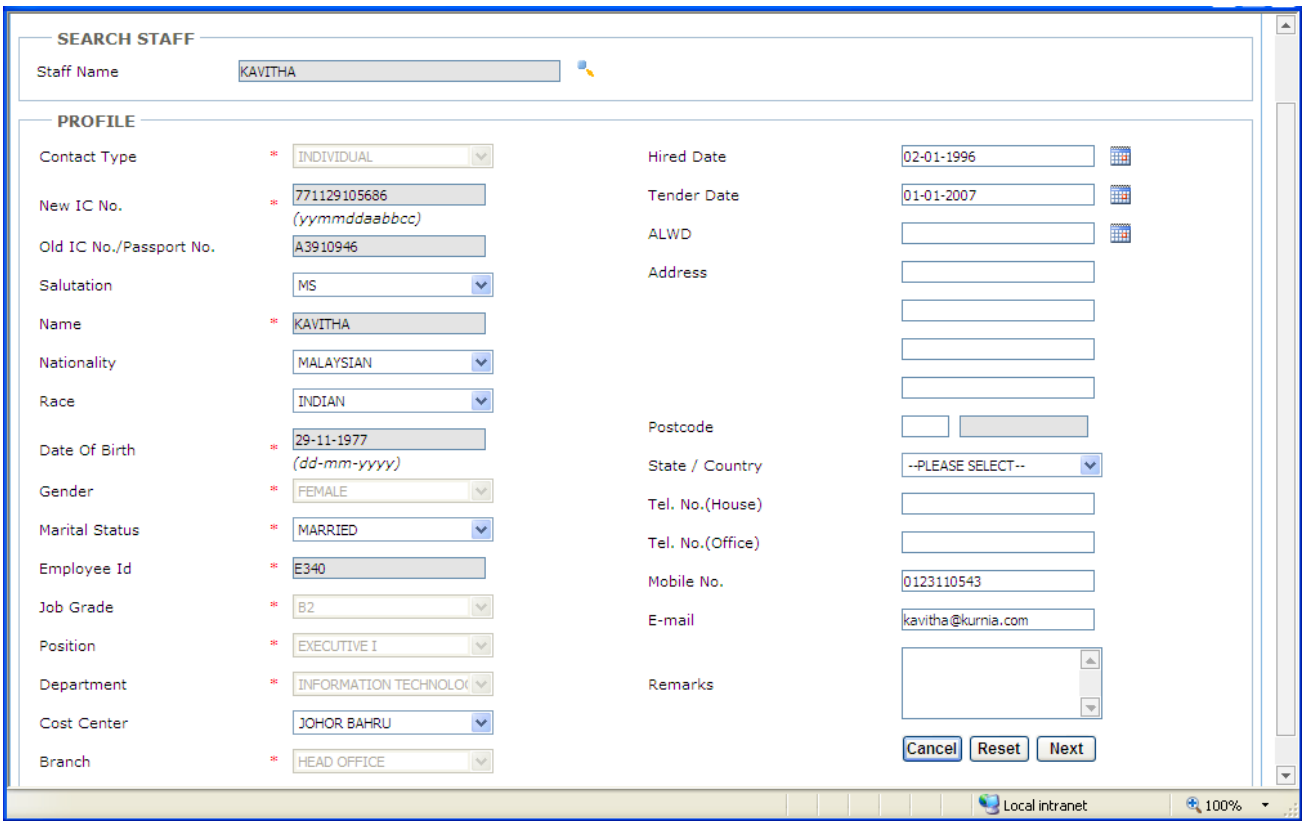
Field	Mandatory (Y/N)	Description
Available Roles	Y	Displays all the roles in tree format. You can expand or collapse the Tree View and select a role from the list of roles displayed in the Tree View.
>>	N	Moves the selected role to the 'Selected Roles' Field. System allows proceeding only if there exist exactly one role.
<<	N	Removes the selected role from 'Selected Roles' field. System allows proceeding only if there exist exactly one role.
Selected Roles	Y	Displays Assigned roles. Roles can be assigned or removed from the list displayed. User can be assigned with single role only.
Rights for	Y	Displays the Rights for the selected Role Apply all the rights applicable for the Selected Roles for the Sub User.
Effective From Date	Y	Displays Current date by default and allows you to choose of your own, to allow your sub user account to be effective.
Effective To Date	N	Enter the date till which you want to all your sub user to be able to login.
Access Timings Between	N	Displays or select the Access Timings From and To, in which the user is allowed to access the System. Select Hour, Minute and AM/PM from the drop down list.
All Timings	N	Select this check box when you want to the sub user to be access the application any time.
Access Days	N	• Select 'All Days' check box, when you want the sub user to use the application all the days (including holidays). • Select 'Days Excluding Holidays' check box to allow the sub user to use the application only on working days (excluding holidays).
Save	N	Saves the sub user info.
Delete	N	Deletes the sub user info.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Cancel	N	Closes the Page.

1.4.9 User Profile

Screen Shots and Field Descriptions

Windscreen Market Value Details

Staff Details

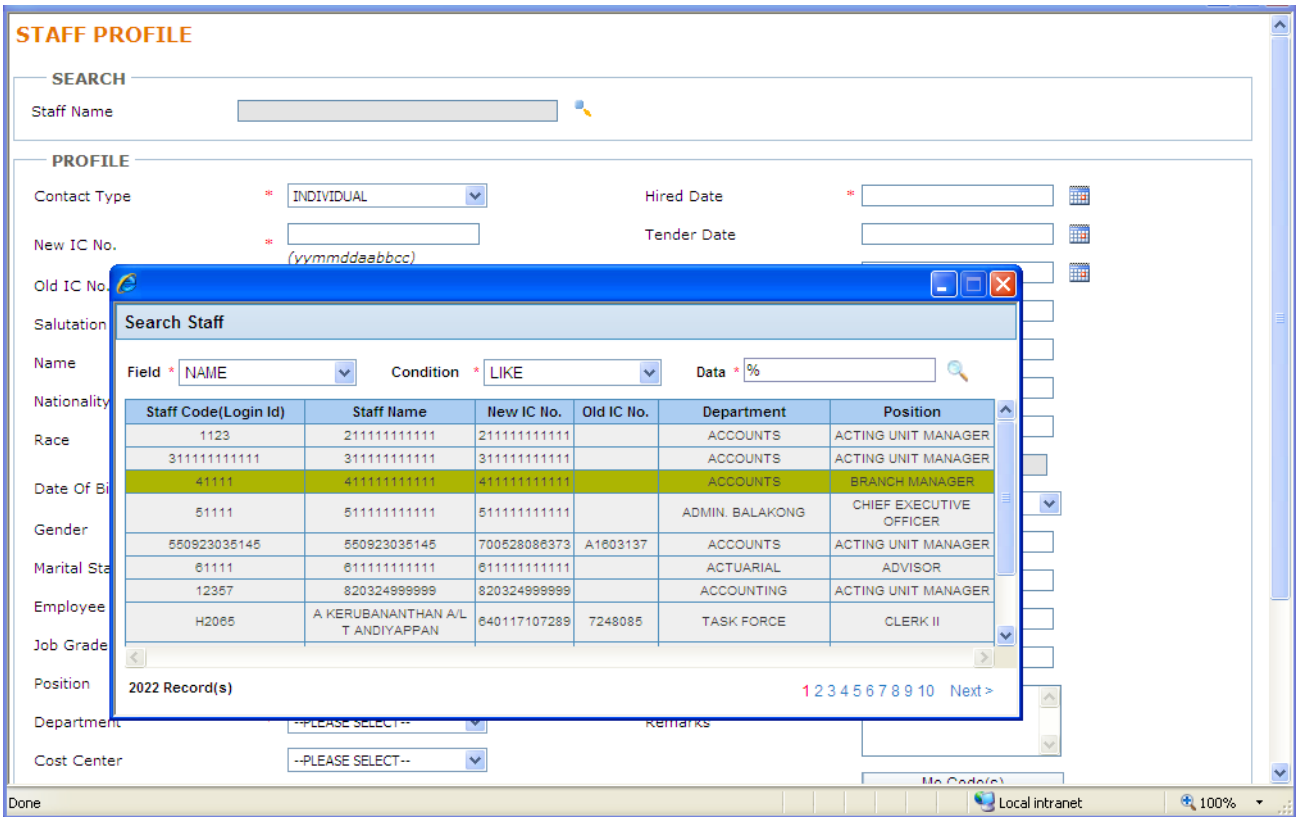


Field	Mandatory (Y/N)	Description
Staff Name	N	User can select the Staff already registered by clicking the Search icon. Client search popup will be opened on clicking, and user can search for the Staff. The selected Staff's details will be populated in the corresponding fields in the screen. User can update the fields in the Profile Details.
Contact Type	Y	Select the one among the below Contact Type from the drop down list. 1. Individual 2. Others
New IC No	N	It's a Unique 12-Digit number for all Malaysian Nationals which has information like Date of Birth and Gender embedded into it. This field is **MANDATORY**

		for Contact Type **'Individual'**. On entering the New IC No., Date of Birth and Gender fields are loaded automatically. When user select **'Others'** Contact type New Ic will be displayed.
Old IC No/Passport No	Y	User should enter the Old IC Number or Passport Number. This field is **MANDATORY** for Contact Type **'Others'**. When staff s
Salutation	N	Select the relevant Salutation from the Drop Down List.
Name	Y	User Should enter the Name of the Client.
Nationality	Y	Default **'Malaysian'** Nationality will be displayed. User have option to change Nationality.
Race	N	Select the Race from the Drop Down List
Date of Birth	Y	Date of Birth field can select by using calendar. When client search contact type **'Individual'** Date of Birth field loaded automatically.
Gender	Y	Select the Gender from the Drop Down List. It also displays automatically when New IC No is entered.
Marital Status	Y	Select the Marital Status from the Drop Down List. It displays automatically when New IC No is entered. Based on Staff search when Contact Type **'Individual'.** If its **'Others'** contact type have to select Marital status from drop down list**.**
Employee Id	Y	Displayed based on staff search option. User can enter manually.
Job Grade	Y	Displayed based on staff search option. User can choose Job Grade from drop down.
Position	Y	Displayed based on staff search option. User can choose Position from drop down.
Department	Y	Displayed based on staff search option. User can choose Department from drop down.
Cost Center	N	Displayed based on staff search option. User can choose Cost Center from drop down.
Branch	Y	Displayed based on staff search option. User can choose Branch from drop down.
Free Insurance	N	When users have to checked allow free insurance.
Hired Date	Y	Display based on staff search option. User can select the date from calendar.
Tender Date	N	User Entry.
ALWD	N	User Entry.
Address	N	Enter the Staff's Address. Four Text boxes are left for the staff to enter the Address.
Post Code	Y	Enter the Post Code. Post Code Description and State/Country is filled automatically when Post code is entered. For regions in Malaysia, State will be displayed where as Countries will be displayed when the corresponding code is entered. For example, 00001 code represents Singapore.
State/Country	N	Auto Fills when post code is entered.

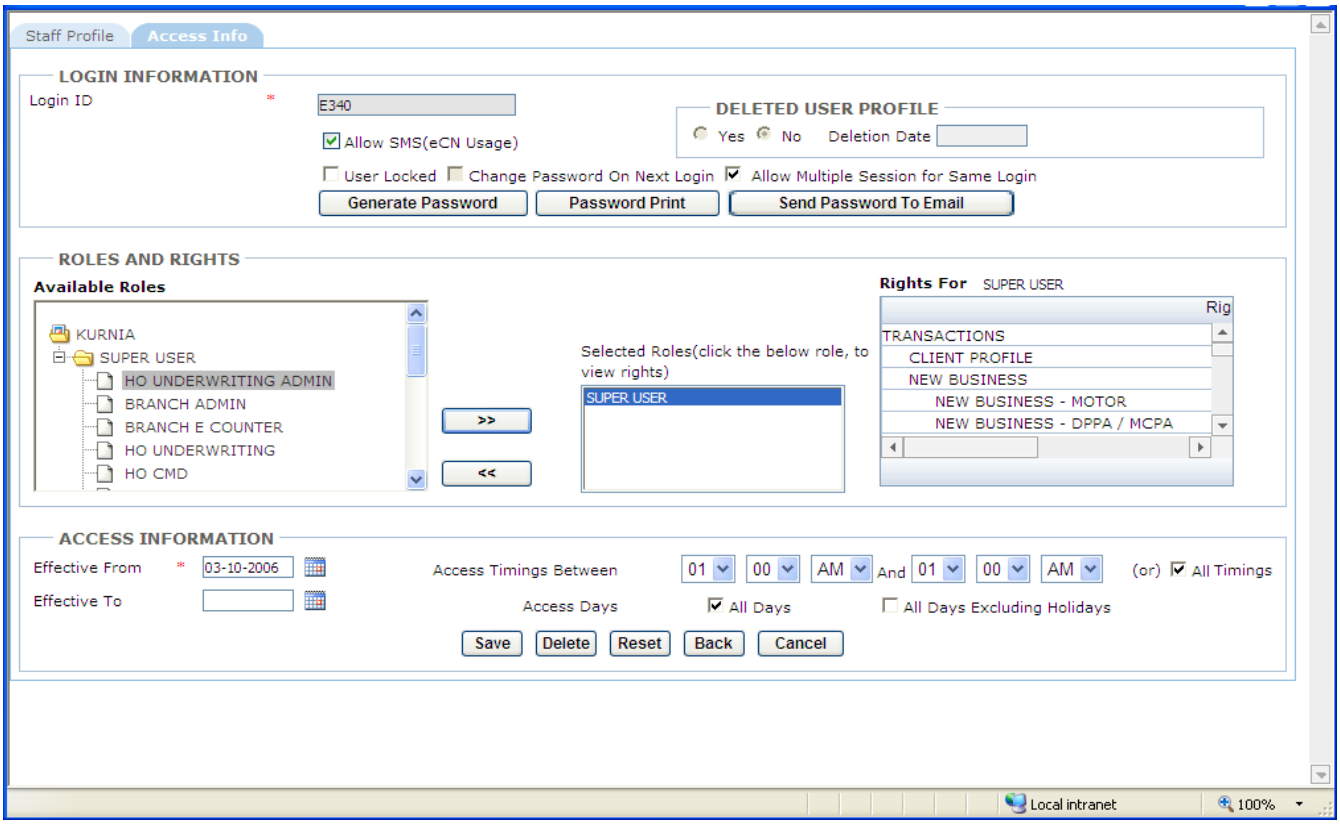
Tel No.(House)	N	Enter the House Telephone number, if available.
Tel No.(Office)	N	Enter the Office Telephone number, if available.
Mobile No	N	Enter the mobile number, if available. The system checks for valid Mobile no by checking the first 3 digits (prefix)
Email	N	Enter the e mail id, if available. The system checks for valid email address by checking the presence of the symbols '&', '.' and texts between them
Remarks	N	Users have option to enter the remarks, if available.
Me Code	N	User can **'Add'** and **'Remove'** the Me Code from the grid.
Next	N	On clicking, update and saved User staff's profile details. And Navigate to Access Information Tab.
Reset	N	On clicking, reset all the fields in the screen.
Cancel	N	On licking, page will be navigated into **'Client Profile form'**

Staff Details



Field	Mandatory (Y/N)	Description
Field	Y	You can search Staff info based on: Name, Business Reg No., New Ic No., or Old Ic No available in the drop down list.
Condition	Y	Select the condition from the drop down list. **'LIKE'** fetches all the record that contain the data entered where as '=' fetches the records that exactly matches the data entered.
Data	Y	Enter the data (Name, New Ic number etc.) to search. Enter % to display all the records.
Search Button	N	Invokes the search and displays records in the grid matching the specified criteria. Displays message **'No Records Found'** when no records are found for the specified search criteria.

Access Information Tab Details



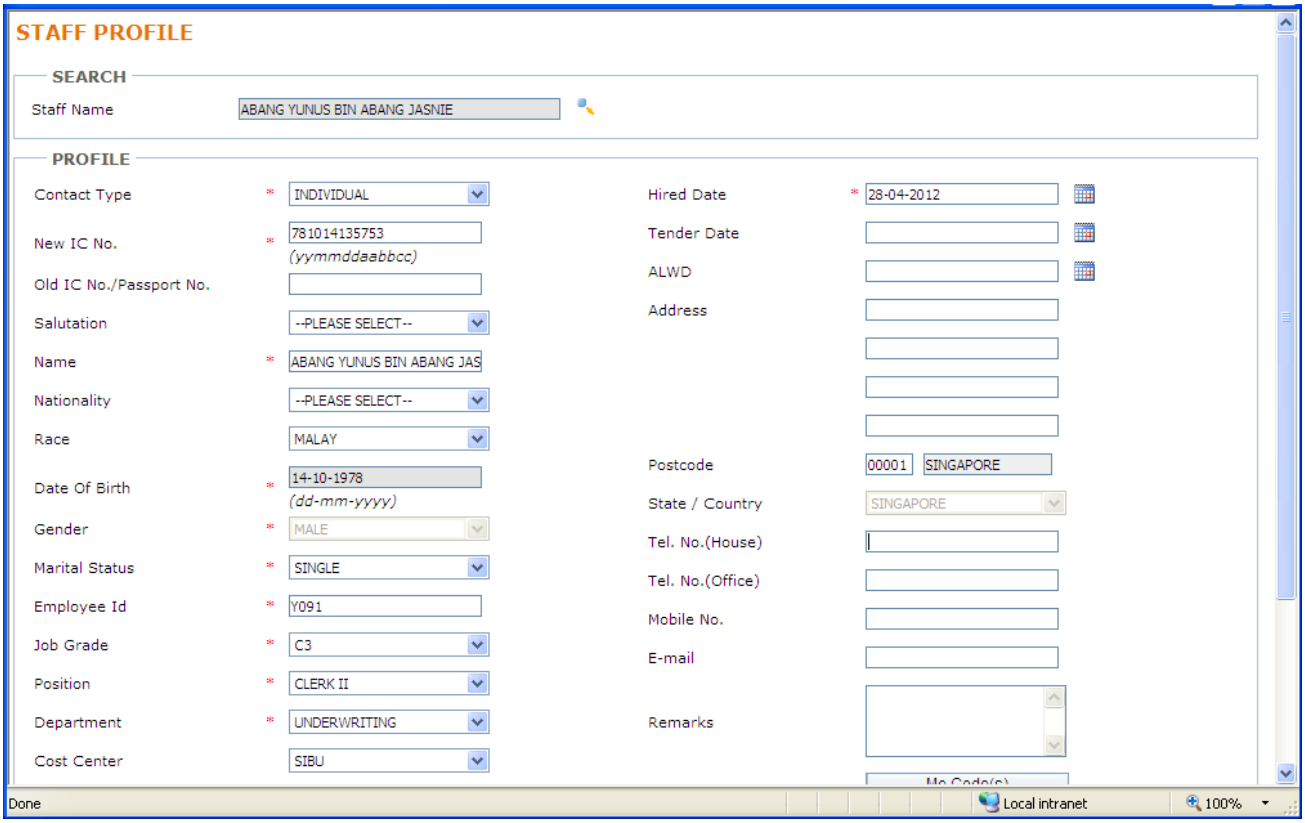
Field	Mandatory (Y/N)	Description
Login Information		
Login ID	Y	Login Id takes from the staff Profile details. While On loading the Access Information Tab.
Allow SMS(eCN Usage)	N	User Checked, Allow SMS (eCN Usage) for Login Information.
User Locked	N	User Checked, User Locked for Login Information.
Change Password On Next Login	N	User Checked, Change Password On Next Login for Login Information.
Allow Multiple Session for Same Login	N	User Checked, Allow Multiple Session for Same Login for Login Information.
Generate Password	N	On clicking, It Generate the password user Login ID.
Print Password	N	On Clicking, It Print the password through the Printer.

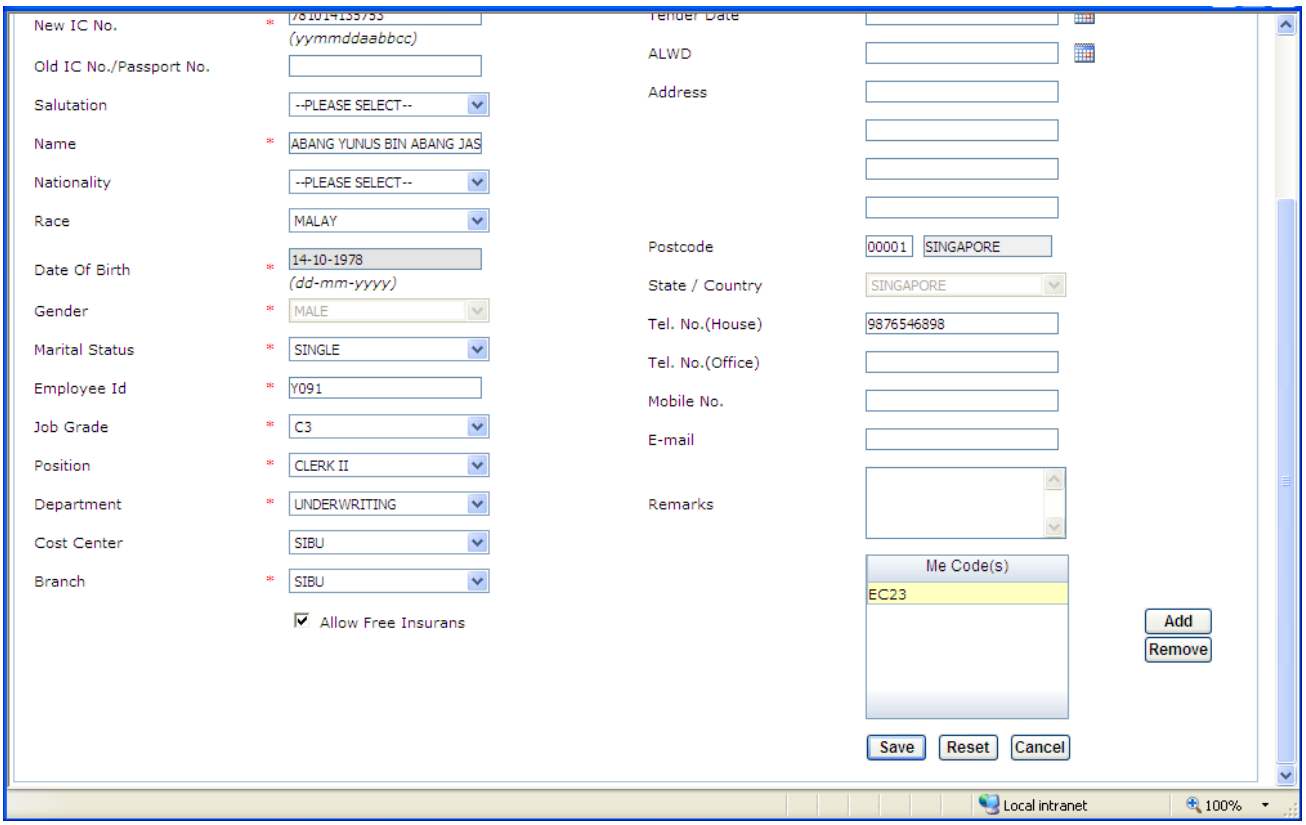
Send password to Email	N	On clicking, It send the Password to given Email ID.
Deleted User Profile		
Delete Option	N	User select the either 'Yes' or 'NO' option.
Deletion Date	N	User enter the Deletion Date of Login ID.
Roles and Rights		
Available Roles	N	User select only one role can assign to user, If you need another role, Remove the existing role and add the new one.
>> Right button	N	Selected roles move to the Selected roles pane.
<< Left button	N	Remove the existing role from Selected roles pane.
Selected Roles(click the below role, to view rights)	N	To view the selected roles
Rights For	N	To view the rights for selected user.
Access Information		
Effective From	Y	Enter or choose the Effective From date to Login.
Effective To	N	Enter or choose the Effective To date to Login.
Access Timings Between	N	User selects the Access Timings Between to Login.
All Timing	N	User checked the selected user login at any timing.
All Days	N	User checked, the selected user login All Days.
All days Excluding Holidays	N	ser checked, the selected user login All days Excluding Holidays.
Save	N	On clicking, Save and update the Access information for User Profile Details.
Delete	N	On clicking, Delete or Remove the Access information for User Profile Details.
Reset	N	On Clicking, Clear all the fields in the Access information tab details.
Back	N	On clicking, Navigate or Back to staff profile tab.
Cancel	N	Close the User profile form.

1.4.10 Staff Profile

Screen Shots and Field Descriptions

Staff Profile Details

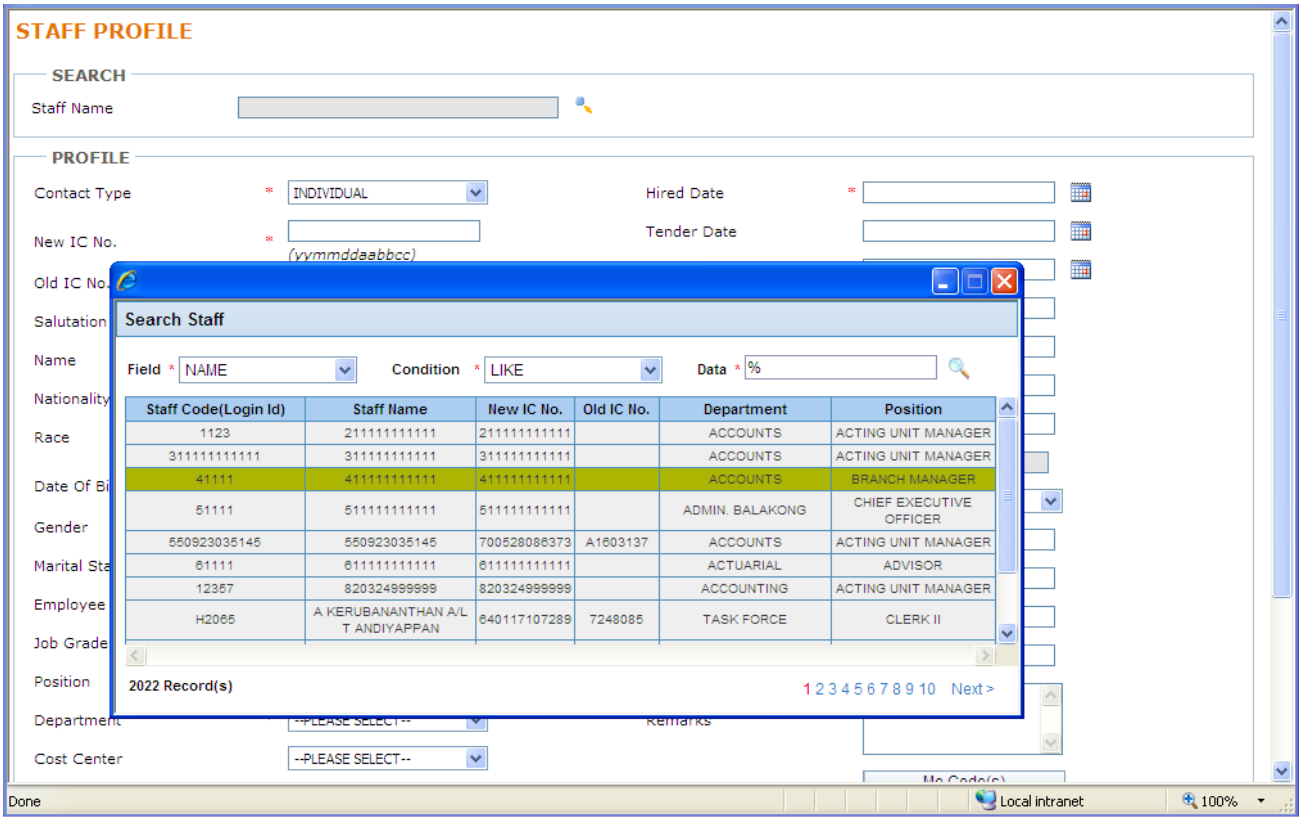




Field	Mandatory (Y/N)	Description
Staff Name	N	User can select the Staff already registered by clicking the Search icon. Client search popup will be opened on clicking, and user can search for the Staff. The selected Staff's details will be populated in the corresponding fields in the screen. User can search for a Staff or can proceed creating a new staff by entering the Details in the screen.
Contact Type	Y	Select the one among the below Contact Type from the drop down list. 1. Individual 2. Others
New IC No	N	It's a Unique 12-Digit number for all Malaysian Nationals which has information like Date of Birth and Gender embedded into it. This field is **MANDATORY** for Contact Type **'Individual'**. On entering the New IC No., Date of Birth and Gender fields are loaded automatically. When user select **'Others'** Contact type New Ic will be displayed.
Old IC No/Passport No	Y	User should enter the Old IC Number or Passport Number. This field is **MANDATORY** for Contact Type **'Others'**. When staff s
Salutation	N	Select the relevant Salutation from the Drop Down List.
Name	Y	User Should enter the Name of the Client.
Nationality	Y	Default **'Malaysian'** Nationality will be displayed. User have option to change Nationality.

Race	N	Select the Race from the Drop Down List
Date of Birth	Y	Date of Birth field can select by using calendar. When client search contact type **'Individual'** Date of Birth field loaded automatically.
Gender	Y	Select the Gender from the Drop Down List. It also displays automatically when New IC No is entered.
Marital Status	Y	Select the Marital Status from the Drop Down List. It displays automatically when New IC No is entered. Based on Staff search when Contact Type **'Individual'.** If its **'Others'** contact type have to select Marital status from drop down list**.**
Employee Id	Y	Displayed based on staff search option. User can enter manually.
Job Grade	Y	Displayed based on staff search option. User can choose Job Grade from drop down.
Position	Y	Displayed based on staff search option. User can choose Position from drop down.
Department	Y	Displayed based on staff search option. User can choose Department from drop down.
Cost Center	N	Displayed based on staff search option. User can choose Cost Center from drop down.
Branch	Y	Displayed based on staff search option. User can choose Branch from drop down.
Free Insurance	N	When users have to checked allow free insurance.
Hired Date	Y	Display based on staff search option. User can select the date from calendar.
Tender Date	N	User Entry.
ALWD	N	User Entry.
Address	N	Enter the Staff's Address. Four Text boxes are left for the staff to enter the Address.
Post Code	Y	Enter the Post Code. Post Code Description and State/Country is filled automatically when Post code is entered. For regions in Malaysia, State will be displayed where as Countries will be displayed when the corresponding code is entered. For example, 00001 code represents Singapore.
State/Country	N	Auto Fills when post code is entered.
Tel No.(House)	N	Enter the House Telephone number, if available.
Tel No.(Office)	N	Enter the Office Telephone number, if available.
Mobile No	N	Enter the mobile number, if available. The system checks for valid Mobile no by checking the first 3 digits (prefix)
Email	N	Enter the e mail id, if available. The system checks for valid email address by checking the presence of the symbols '&', '.' and texts between them
Remarks	N	Users have option to enter the remarks, if available.
Me Code	N	User can **'Add'** and **'Remove'** the Me Code from the grid.
Save	N	On clicking, update and saved new staff's profile details.
Reset	N	On clicking, reset all the fields in the screen.
Cancel	N	On licking, page will be navigated into **'Client Profile form'**

Staff Details

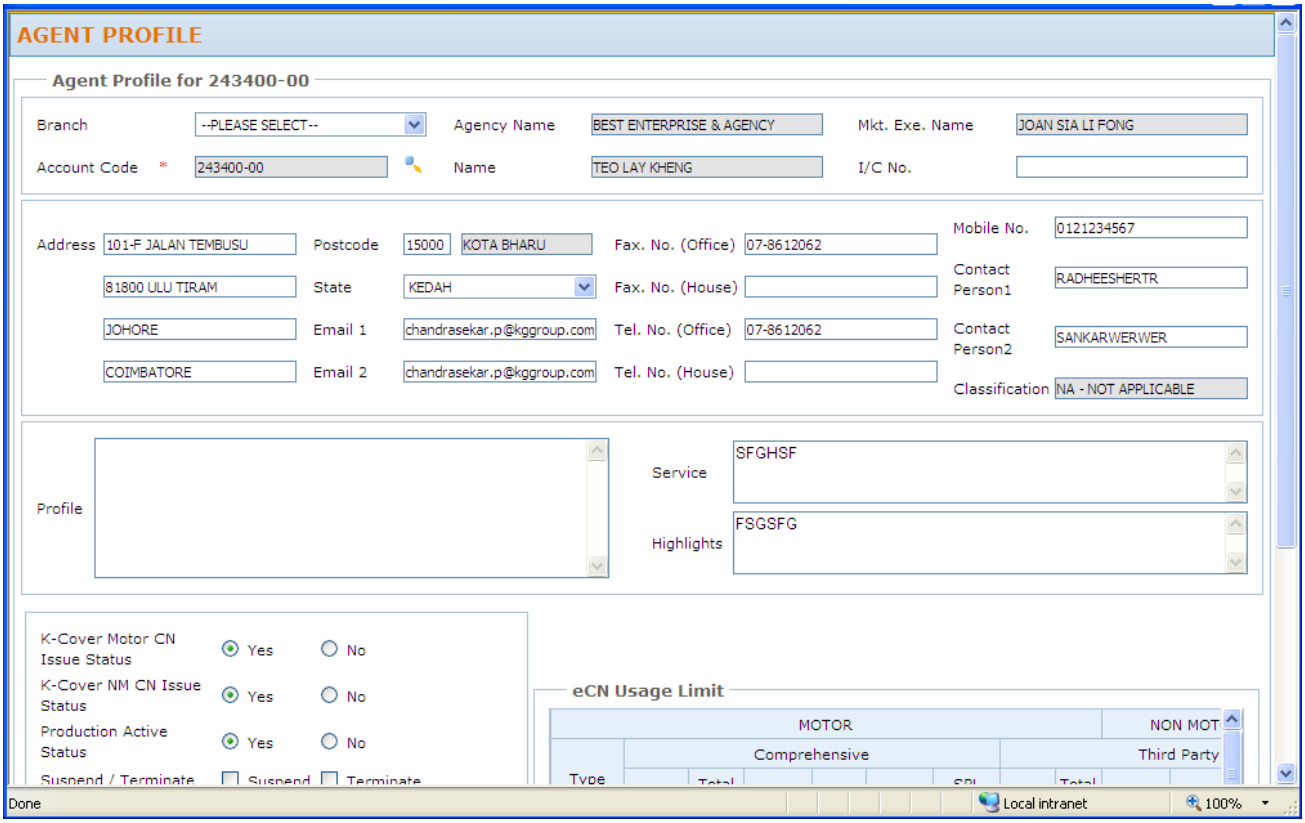


Field	Mandatory (Y/N)	Description
Field	Y	You can search Staff info based on: Name, Business Reg No., New Ic No., or Old Ic No available in the drop down list.
Condition	Y	Select the condition from the drop down list. **'LIKE'** fetches all the record that contain the data entered where as '=' fetches the records that exactly matches the data entered.
Data	Y	Enter the data (Name, New Ic number etc.) to search. Enter % to display all the records.
Search Button	N	Invokes the search and displays records in the grid matching the specified criteria. Displays message **'No Records Found'** when no records are found for the specified search criteria.

1.4.11 Agent Profile

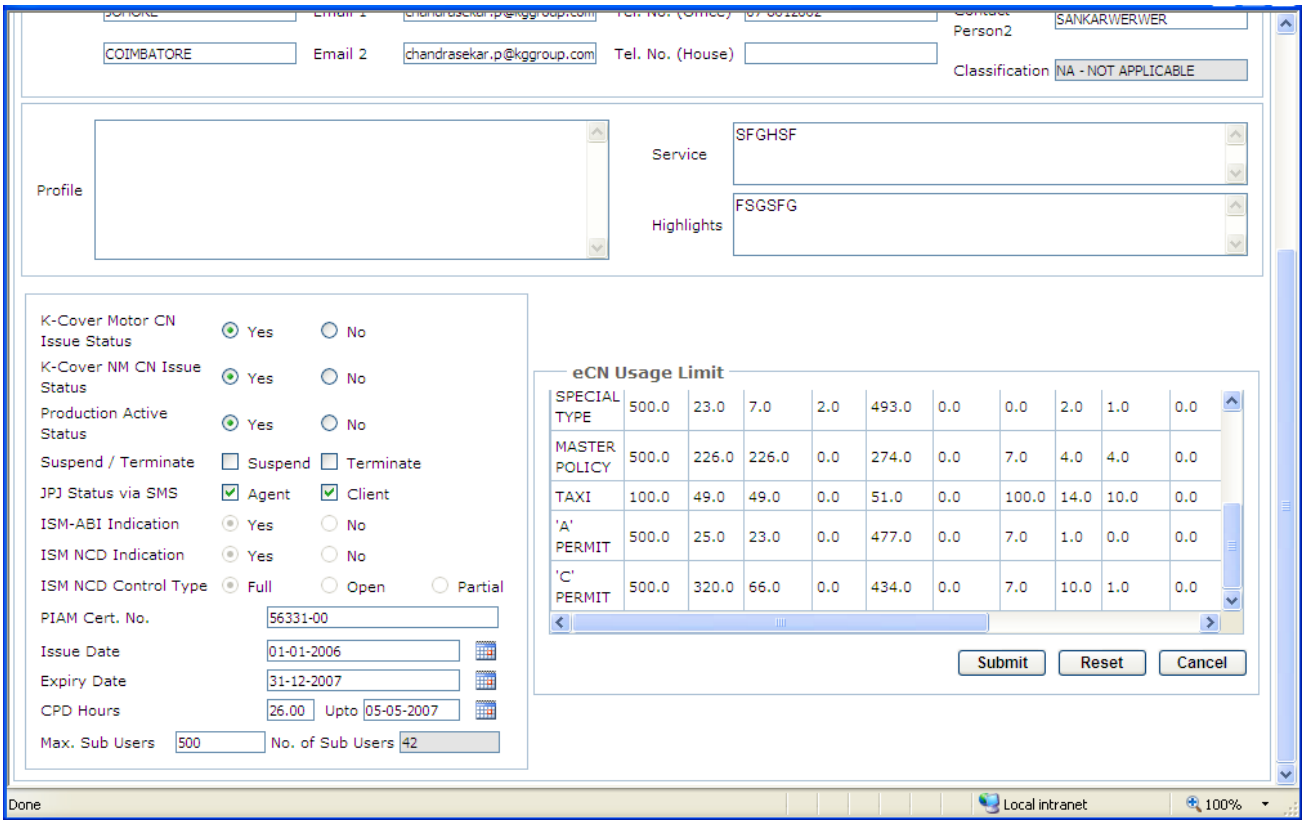
Screen Shots and Field Descriptions

Agent Profile Details



Field	Mandatory (Y/N)	Description
Branch	N	Disabled and displays the branch to which the Agent belongs
Agency Name	N	Disabled and displays the Agency Name
Mkt. Exe. Name	N	Disabled and displays the Marketing Executive Name
Account Code	Y	Displays the Account Code of the Agent
Name	N	Disabled and displays the name of the Agent
I/C No	N	Disabled and displays the I/C No if applicable
Address	N	Disabled and displays the Address of the Agency
Post Code & Desc	N	Disabled and displays the Post Code and Area of the Agency
State	N	Disabled and displays the State of the Agency
Email 1	N	Disabled and displays the email of the Agency
Email 2	N	Disabled and displays the other email of the Agency
Fax. No Office	N	Disabled and displays the Fax Number of the Agency
Fax. No House	N	Disabled and displays the Fax Number of the Agent's House
Tel. No House	N	Disabled and displays the Telephone Number of the Agency
Mobile Number	N	Disabled and displays the Mobile Number of the Agent

Contact Person 1	N	Disabled and displays the Name of the Contact Person
Contact Person 2	N	Disabled and displays the Name of the other Contact Person
Classification	N	Disabled and displays the Classification of the Agency
Profile	N	Disabled and displays the Profile of the Agency if available
Service	N	Disabled and displays the Services of the Agency
Highlights	N	Disabled and displays the Highlights of the Agency



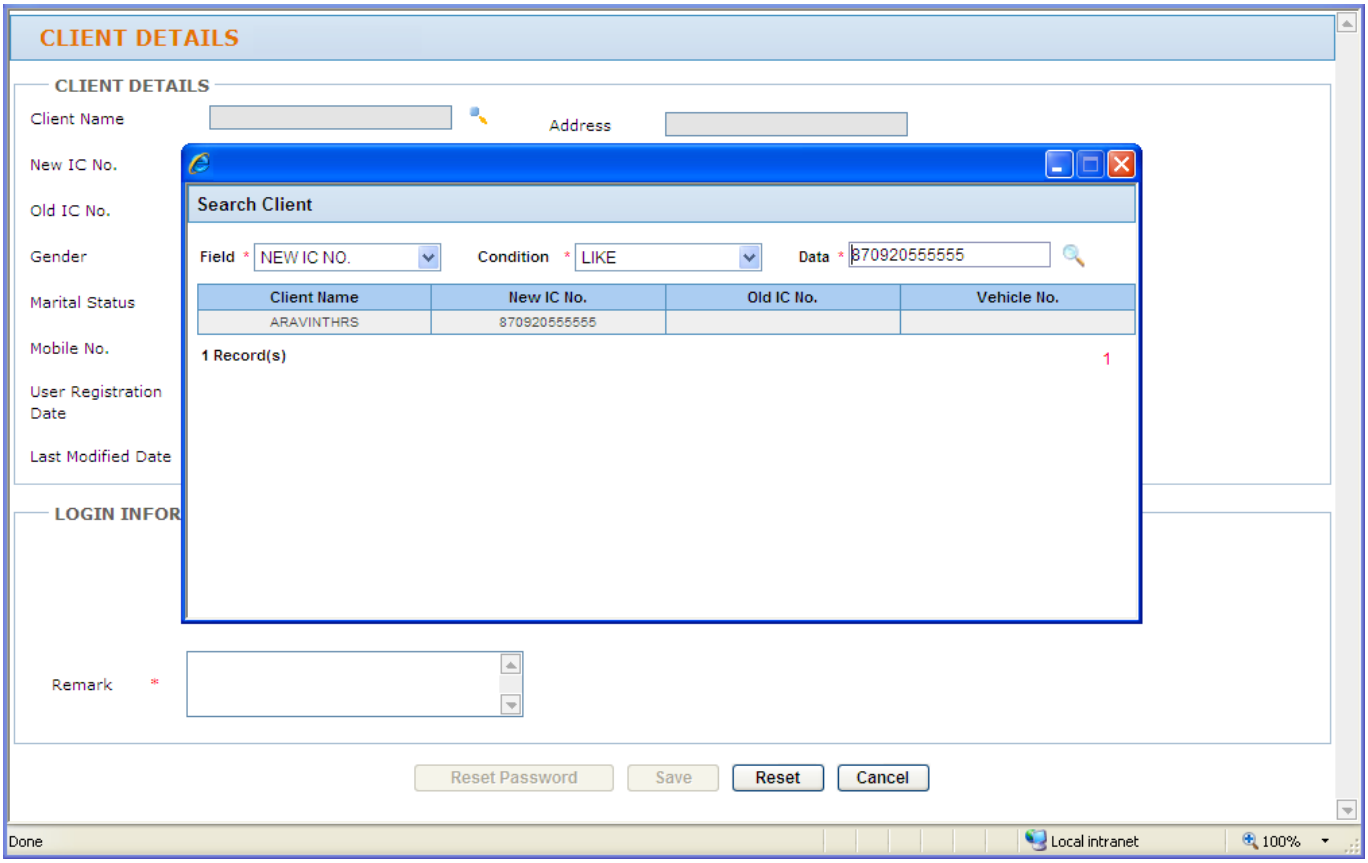
Field	Mandatory (Y/N)	Description
K-Cover Motor CN Issue Status	N	YES box is selected if the agent is able to issue Motor Covernotes, otherwise NO is selected. This field is disabled.
K-Cover NM CN Issue Status	N	YES box is selected if the agent is able to issue Non Motor Covernotes, otherwise NO is selected. This field is disabled.
Production Active Status	N	YES box is selected if the agent is Production Active, otherwise NO is selected. This field is disabled.
Suspend / Terminate	N	SUSPEND Checkbox is checked if Agent is suspended or TERMINATE Checkbox is checked if the Agent is terminated. Neither is selected if the Agent is not Suspended or Terminated. This field is disabled.
JPJ Status via SMS	N	AGENT Checkbox is selected if the JPJ status via SMS is sent to Agent or CLIENT Checkbox is selected if the JPJ status via SMS is sent to Client
ISM-ABI	N	YES box is selected if the agent has access to Vehicle Market

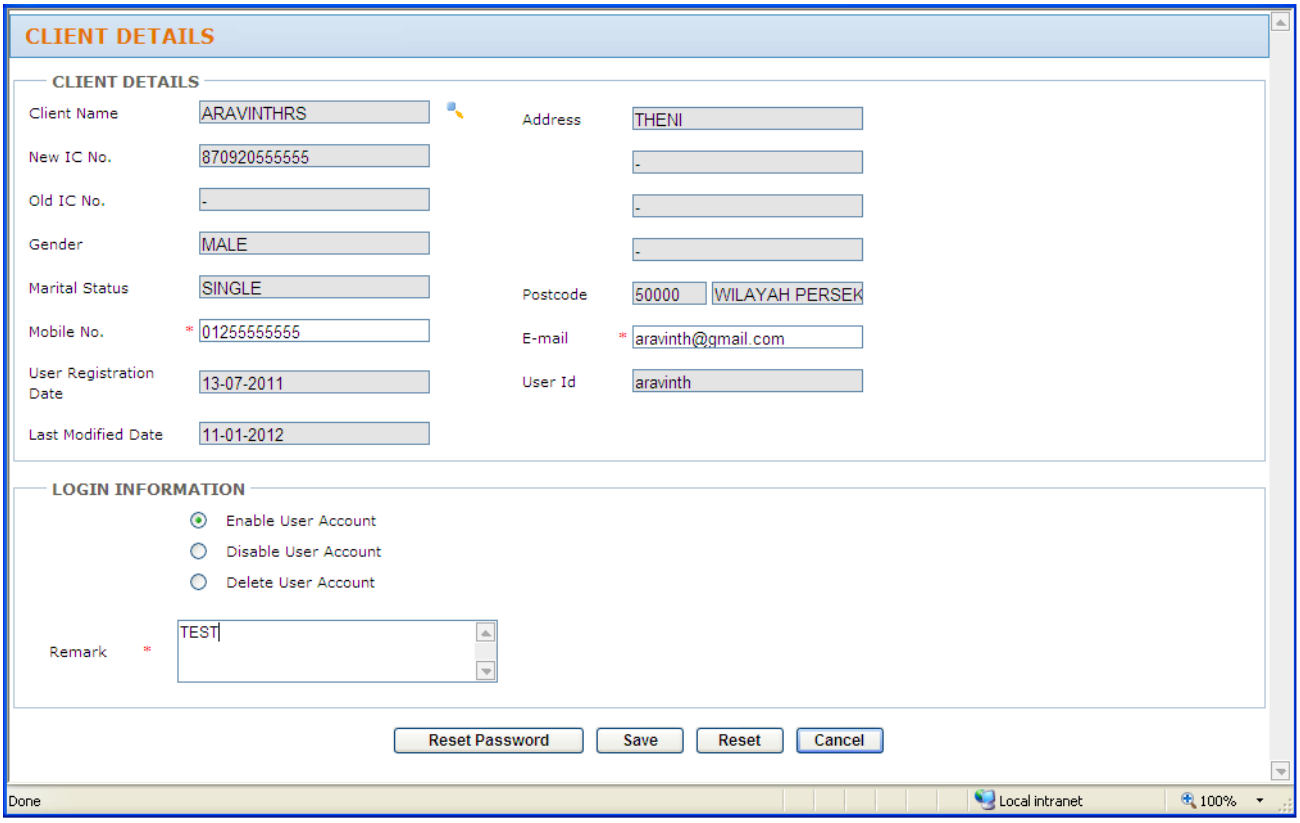
Indication		Valuation, otherwise NO is selected. This field is disabled.
ISM NCD Indication	N	YES box is selected if the agent is able to receive NCD details, otherwise NO is selected. This field is disabled.
ISM NCD Control Type	N	There are Three Options in this Type. They are as follows: • Full – The NCD Percent and NCD Effective date will be received, but it will not be editable. • Open – The NCD Percent and NCD Effective date will be received, but it will be editable. • Partial – Flexible
PIAM Cert. No.	N	Disabled and displays the PIAM Cert. No
Issue Date	N	Disabled and displays the Issue Date of the PIAM Cert. No
Expiry Date	N	Disabled and displays the Expiry Date of the PIAM Cert. No
CPD Hours	N	Displays the CPD hours and up to date.
Max. Sub Users	N	Disabled and displays the Maximum Sub Users available to this Agency
No. of Sub Users	N	Disabled and displays the already present Sub Users of this Agency
eCN Usage Limit Grid	N	This Grid displays no. of used and remaining e Cover Notes for both Motor and Non Motor Classes. The various information that are included in that Grid are Type, Limit, Total Used, Un Submitted, Bonus, Balance, Special Balance for both Comprehensive and Third Party Insurances.
Refresh	N	Refreshes the Page
Cancel	N	Cancels the Page

1.4.12 Dotcom client details

Screen Shots and Field Descriptions

Client details





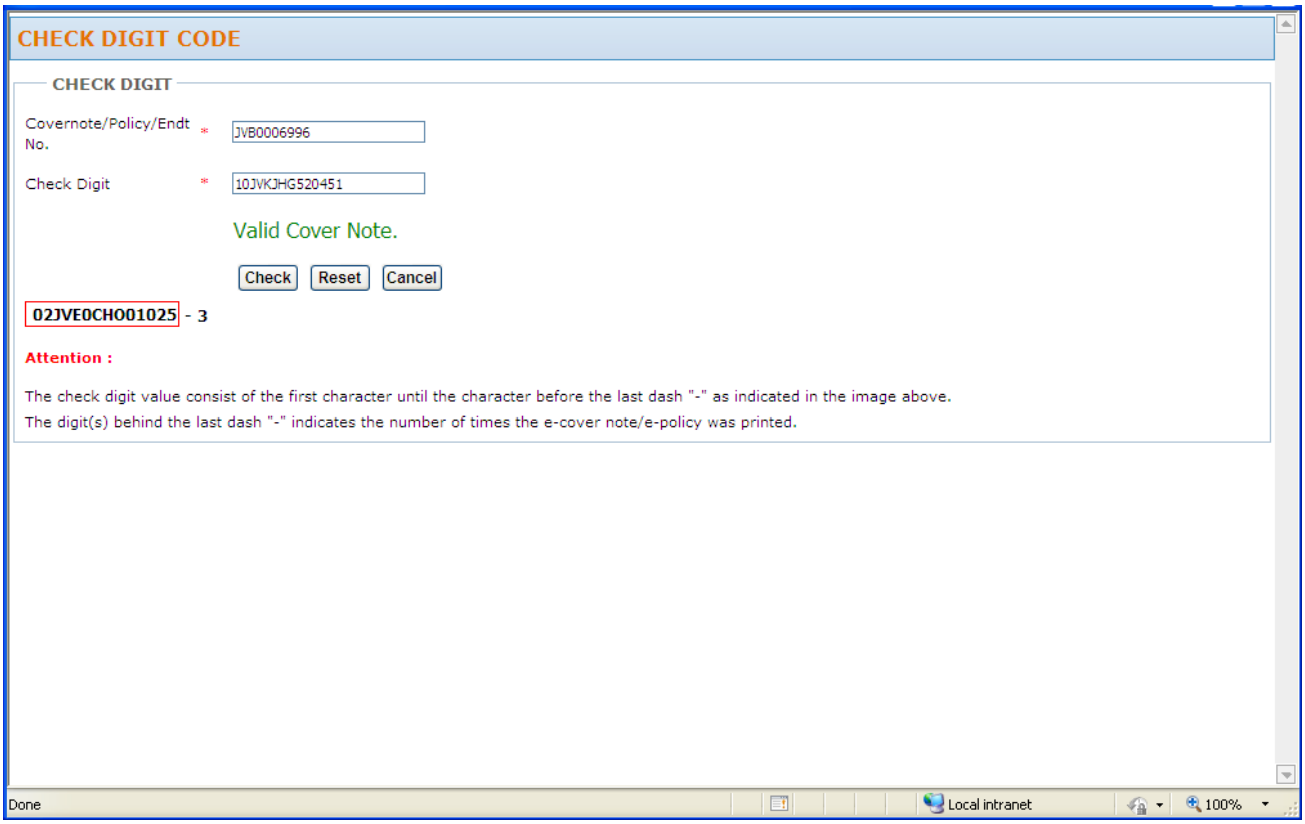
Field	Mandatory (Y/N)	Description
Client name	Y	Click the Search Icon, to invoke the search window that shows particular client based on the search type. Select a row and double click, to populate the Insured's name and the respective details of the selected client into the form. When you load existing Client's name, other details available are also loaded in the form.
New Ic number	Y	Auto displayed, non editable. Retrieved from registration details
Old Ic number	N	Auto displayed, non editable. Retrieved from registration details
Gender	N	Auto displayed, non editable. Retrieved from registration details
Marital status	N	Auto displayed, non editable. Retrieved from registration details
Mobile number	Y	Auto displayed, editable. Retrieved from registration details
User registration date	Y	Auto displayed, non editable. Retrieved from registration details
Last modified date	N	Auto displayed, non editable. Retrieved from registration details
Address	Y	Auto displayed, non editable. Retrieved from registration details
Postal code	N	Auto displayed, non editable. Retrieved from registration details
E mail id	Y	Auto displayed, editable. Retrieved from registration details
User id	Y	Auto displayed, non editable. Retrieved from registration details
Login information		

Enable user account	N	Click to enable the Enable user account
Disable user account	N	Click to enable the Disable user account
Delete user account	N	Click to enable the Delete user account
Remark	Y	User can enter the remark details
Reset password	N	Click to reset the password to default password
Save	N	Click to save the edited client details
Reset	N	Click to perform reset data
Cancel	N	Click to cancel and navigate to home page
Field	N	You can search Client info based on: Name, vehicle number., New Ic number, or Old Ic Number, email id , mobile number available in the drop down list.
Condition	N	Select the condition from the drop down list. **'LIKE'** fetches all the record that contain the data entered where as **'='** fetches the records that exactly matches the data entered.
Data	N	Enter the data (Name, New Ic number etc.) to search. Enter % to display all the records.
Search button	N	Invokes the search and displays records in the grid matching the specified criteria. Displays message 'No Records Found' when no records are found for the specified search criteria.
Client details link	Y	Click to load the particular client details in grid

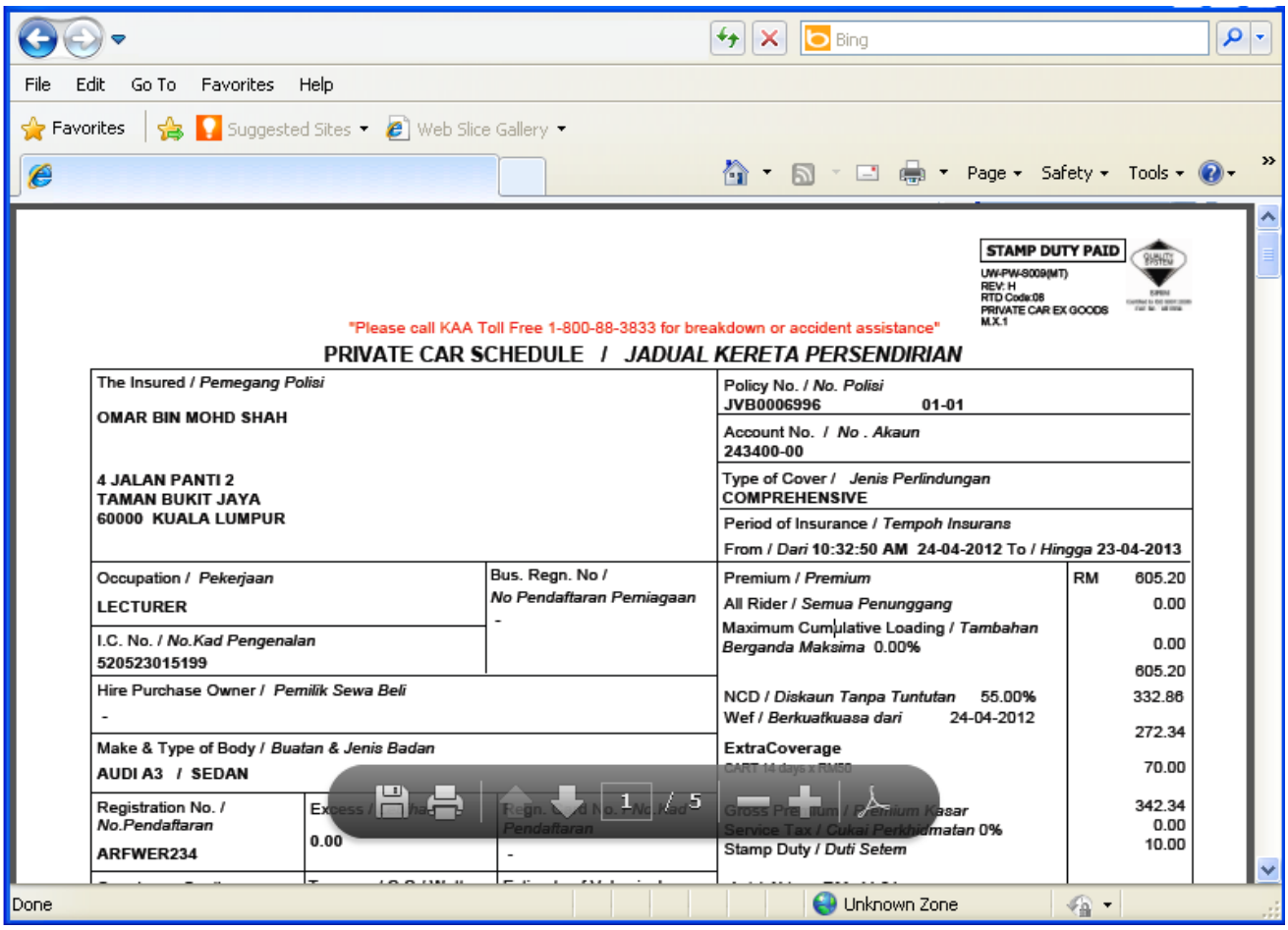
1.4.13 Check Digit Code

Screen Shots and Field Descriptions

Check Digit Code



Check Digit Code – Cover Note Printed when Digit Code is Valid



STAMP DUTY PAID

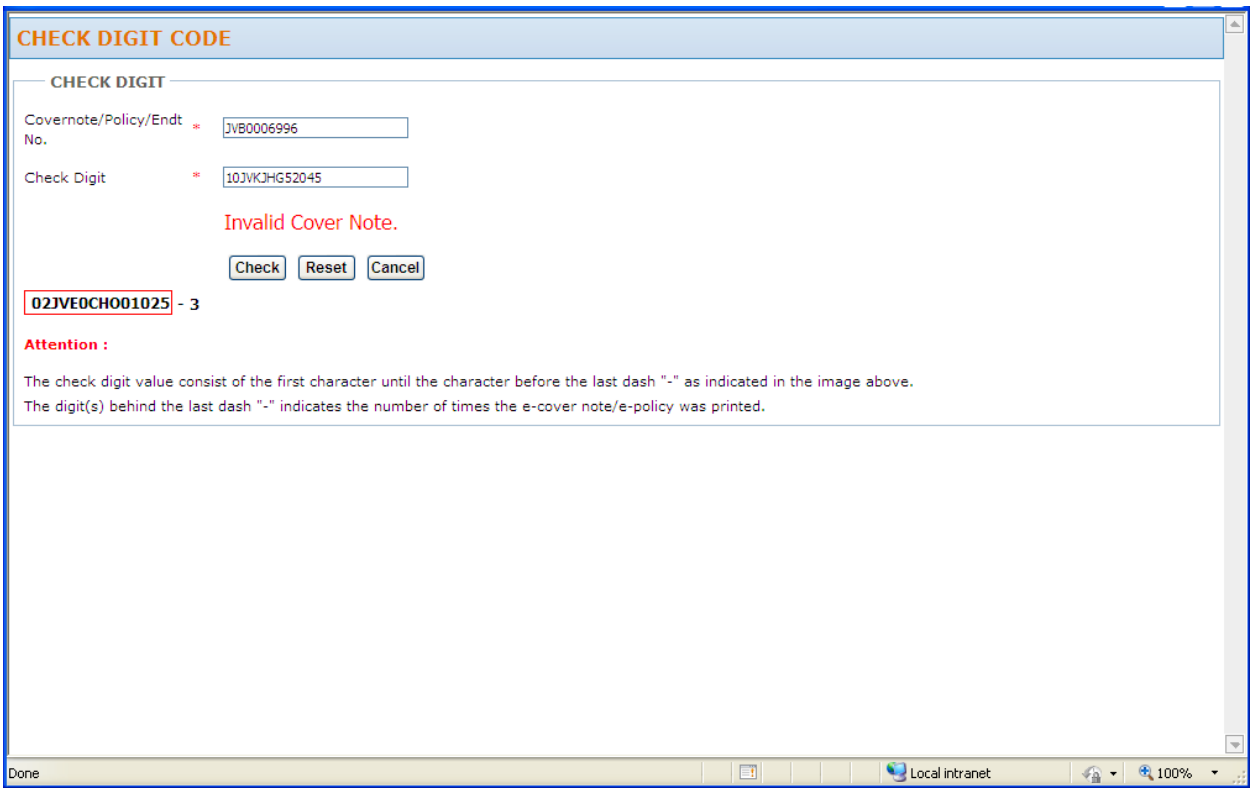
UW-PW-S009(MT)
REV: H
RTD Code:08
PRIVATE CAR EX GOODS
M.X.1

"Please call KAA Toll Free 1-800-88-3833 for breakdown or accident assistance"

PRIVATE CAR SCHEDULE / *JADUAL KERETA PERSENDIRIAN*

The Insured / *Pemegang Polisi* OMAR BIN MOHD SHAH 4 JALAN PANTI 2 TAMAN BUKIT JAYA 60000 KUALA LUMPUR	Policy No. / *No. Polisi* JVB0006996 01-01 Account No. / *No . Akaun* 243400-00 Type of Cover / *Jenis Perlindungan* COMPREHENSIVE Period of Insurance / *Tempoh Insurans* From / *Dari* 10:32:50 AM 24-04-2012 To / *Hingga* 23-04-2013
Occupation / *Pekerjaan* LECTURER I.C. No. / *No.Kad Pengenalan* 520523015199 Bus. Regn. No / *No Pendaftaran Perniagaan* -	Premium / *Premium* RM 605.20 All Rider / *Semua Penunggang* 0.00 Maximum Cumulative Loading / *Tambahan Berganda Maksima* 0.00% 0.00 605.20
Hire Purchase Owner / *Pemilik Sewa Beli* -	NCD / *Diskaun Tanpa Tuntutan* 55.00% 332.86 Wef / *Berkuatkuasa dari* 24-04-2012 272.34
Make & Type of Body / *Buatan & Jenis Badan* AUDI A3 / SEDAN	ExtraCoverage 70.00
Registration No. / *No.Pendaftaran* ARFWER234 Excess / *Lebih Tuntut* 0.00 Regn. Card No / *No Kad Pendaftaran* -	Gross Premium / *Premium Kasar* 342.34 Service Tax / *Cukai Perkhidmatan* 0% 0.00 Stamp Duty / *Duti Setem* 10.00

Invalid Digit Code

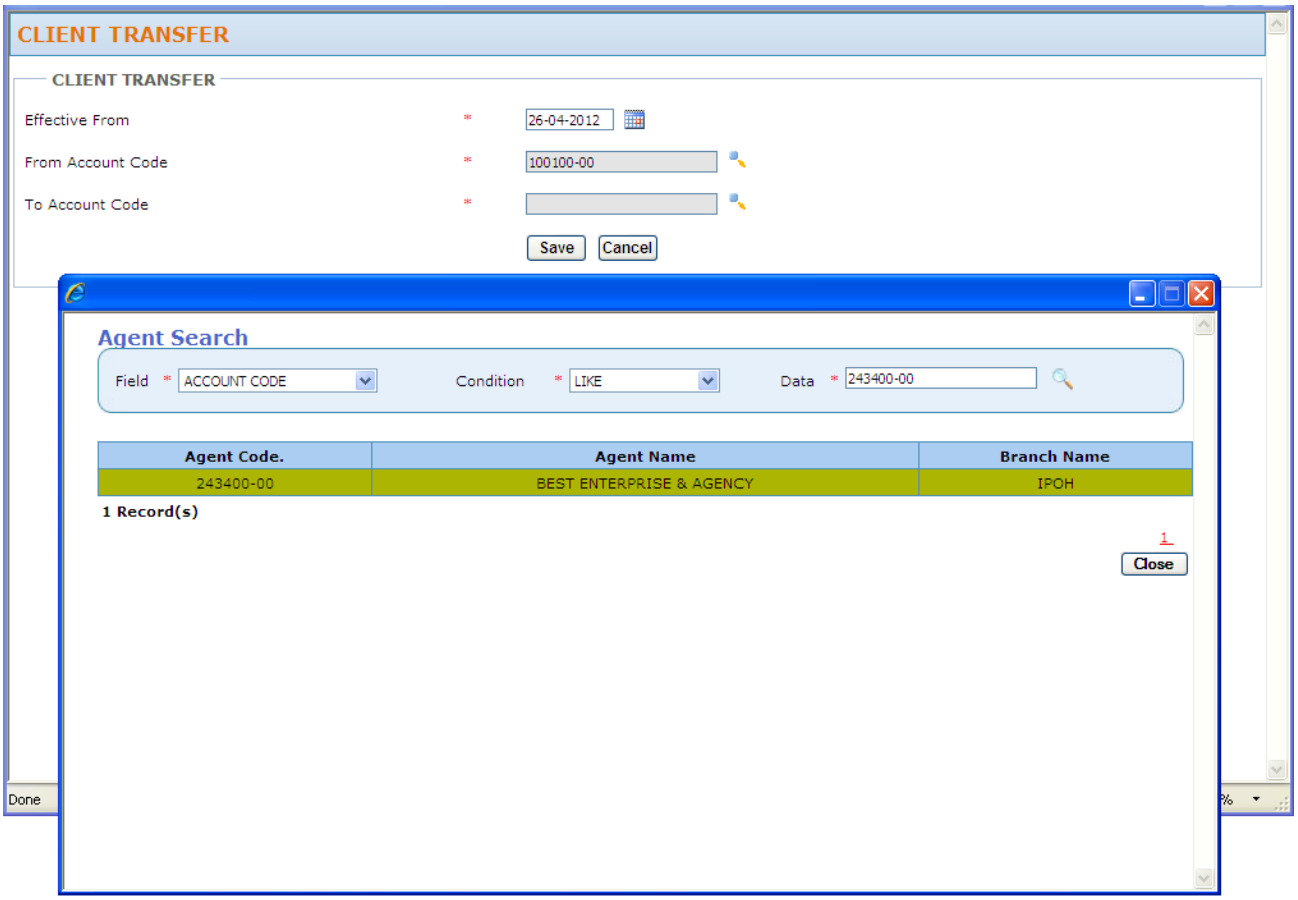


Field	Mandatory (Y/N)	Description
Covernote/Policy/Endt No.	Y	User entry. Can enter Motor or Non-Motor Cover Note, Policy or Endorsement No.
Check Digit	Y	User entry.
Check		When clicked, checks if the digit code entered is valid for the cover note no. entered.
Reset		Resets all the field and form values
Cancel		Navigates to the Client Profile screen

1.4.14 Client Transfer

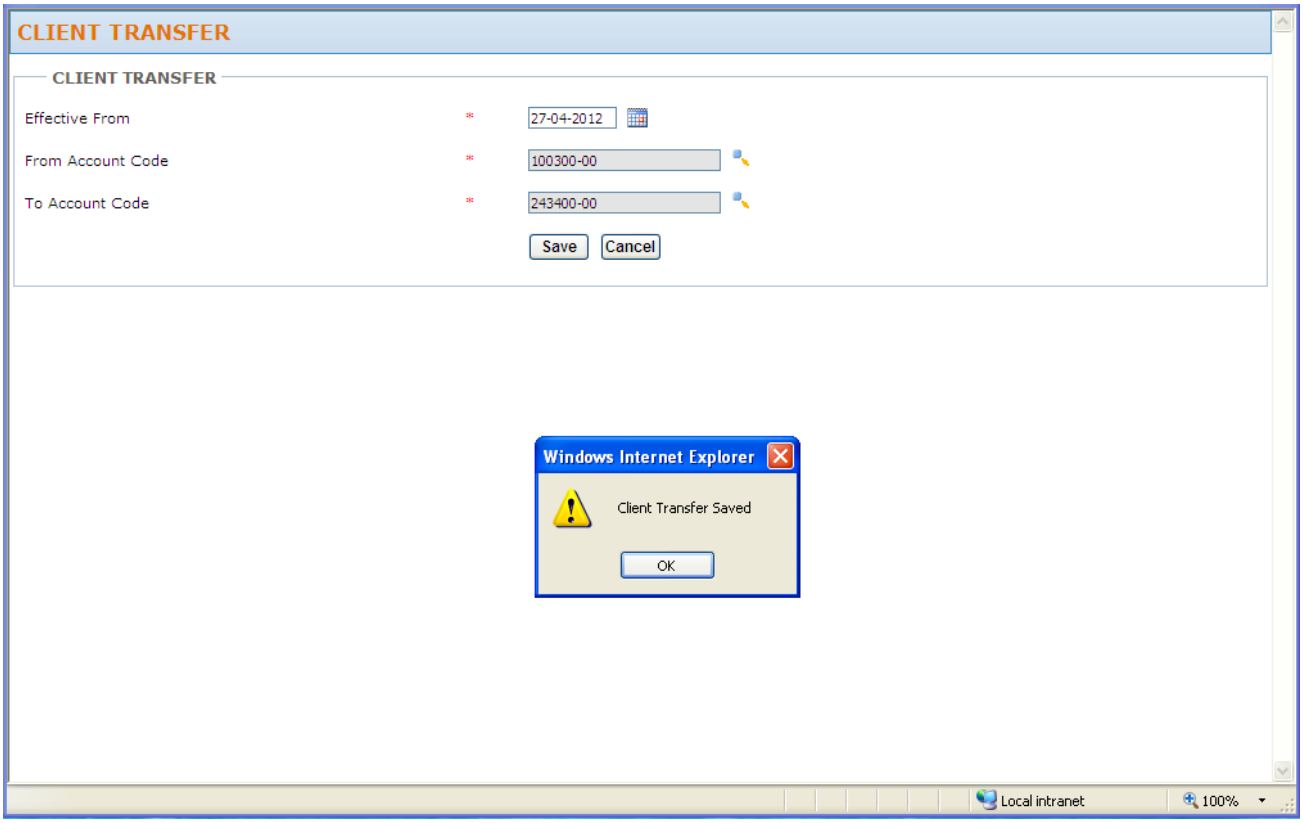
Screen Shots and Field Descriptions

Client Transfer Details



Field	Mandatory (Y/N)	Description
Effective From	Y	Enter or select the Effective date.
From Account Code	Y	On clicking search icon, It proceed to Agent Search Form User Enter the Account Code.
To Account Code	Y	On clicking search icon, It proceed to Agent Search Form User Enter the Account Code.
Field	Y	Select the field from drop down list.
Condition	Y	Condition is defaults as ('=').
Data	Y	Enter the data corresponding to the Filed.
Search Icon	N	To filter records into grid.
Close	N	On clicking, Agent Search Form Closed.
Save		While Saving the record the client records are transfer from 'From Account Code' to 'To Account Code'.
Cancel		Navigate to client profile.

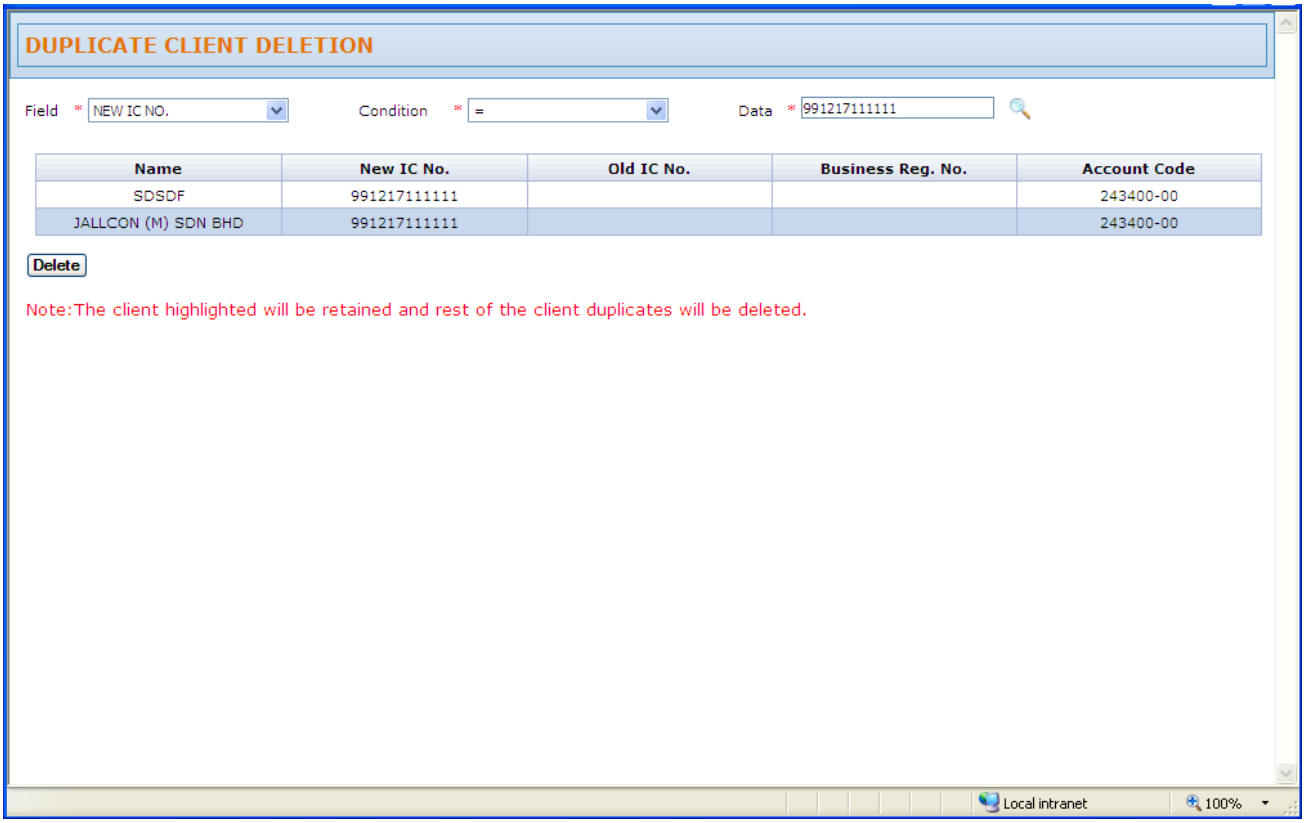
Client Transfer Details Contd…


CLIENT TRANSFER
CLIENT TRANSFER
Effective From
27-04-2012
From Account Code
100300-00
To Account Code
243400-00
Save
Cancel
Windows Internet Explorer
Client Transfer Saved
OK
Local intranet
100%

1.4.15 Duplicate Client Deletion

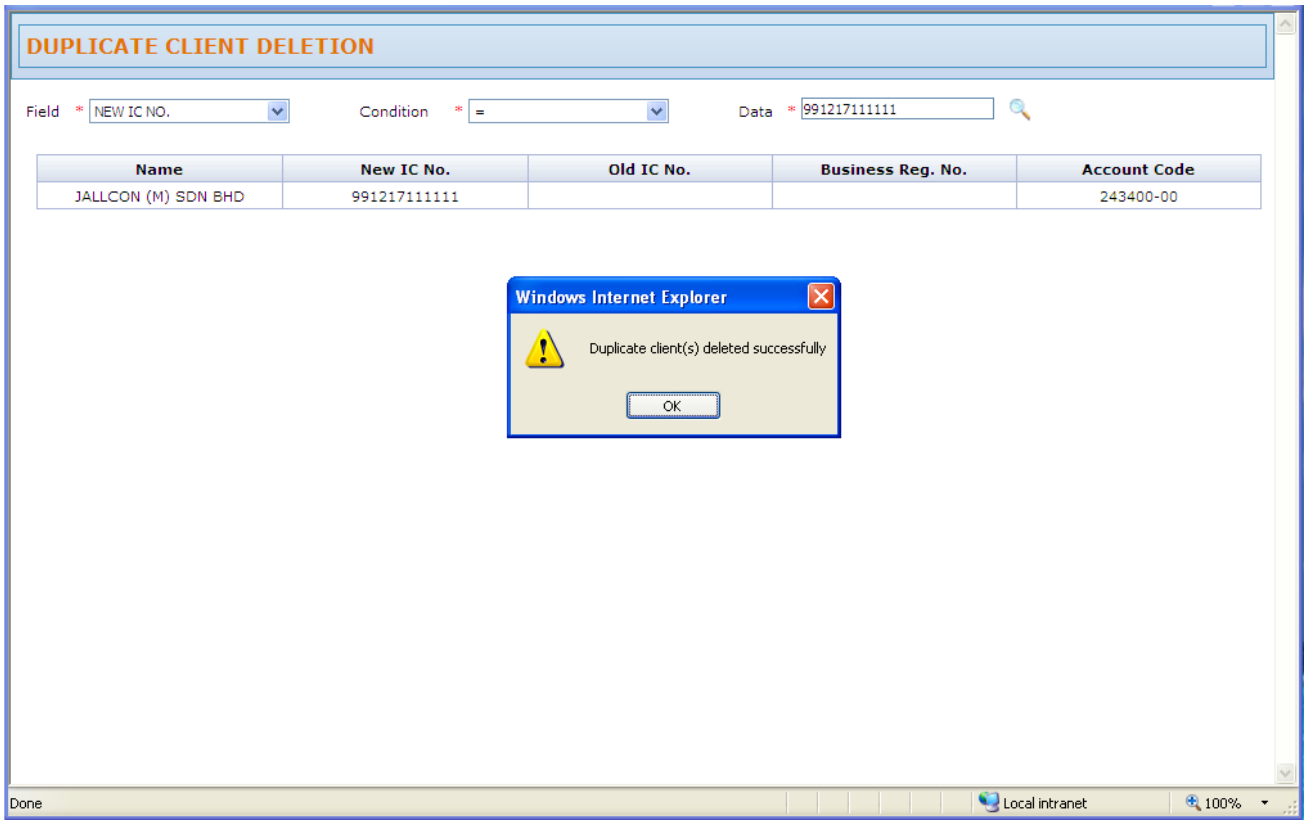
Screen Shots and Field Descriptions

Duplicate Client Details



Field	Mandatory (Y/N)	Description
Field	Y	Select the field from drop down list.
Condition	Y	Condition is defaults as ('=’).
Data	Y	Enter the data corresponding to the Filed.
Search Icon	Y	To filter records and loaded into the grid.
Delete	Y	On Clicking, the client duplicates will be deleted. Refer Screen Shot Duplicate Client Details Contd…

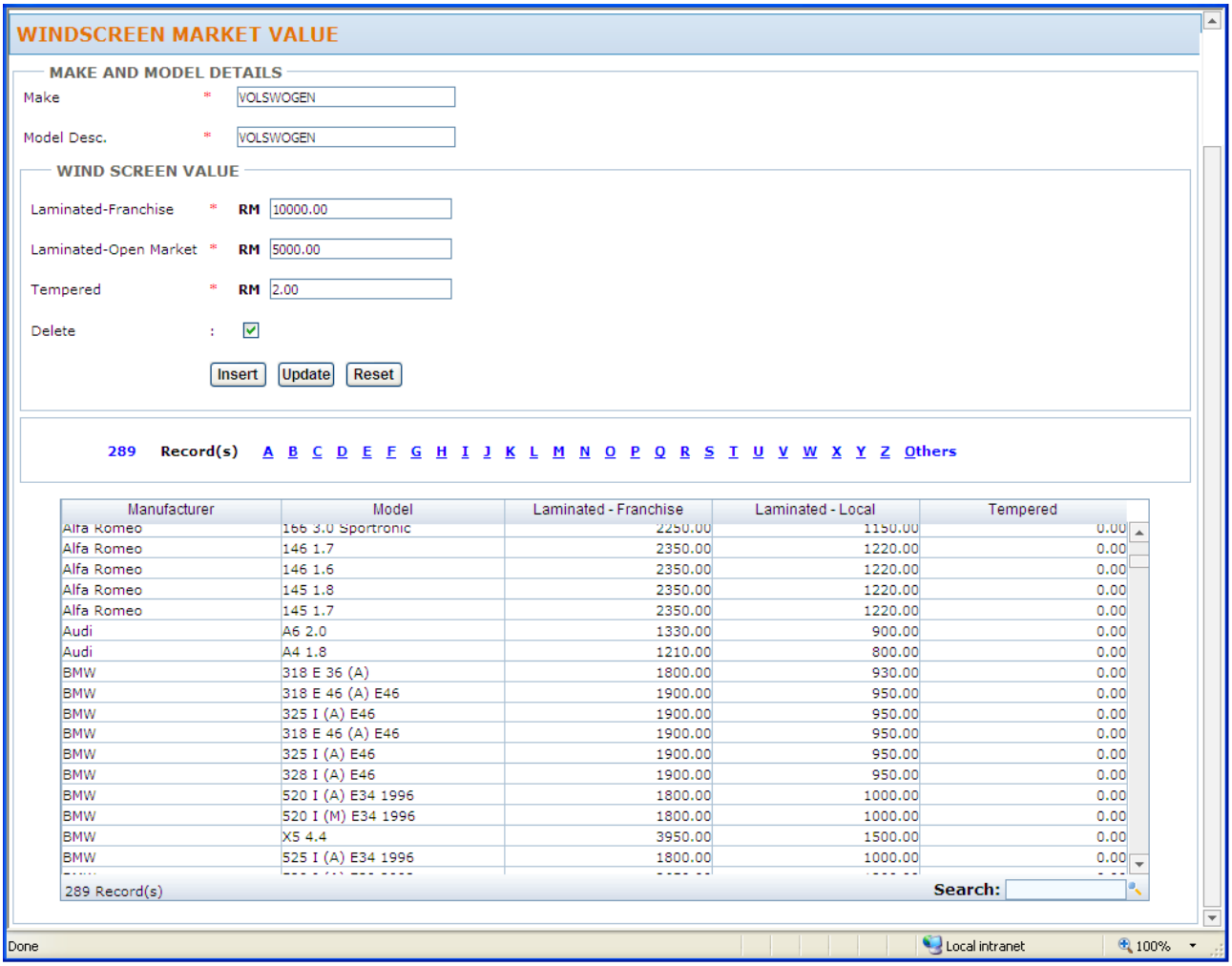
Duplicate Client Details Contd…



1.4.16 Windscreen Market Value

Screen Shots and Field Descriptions

Windscreen Market Value Details



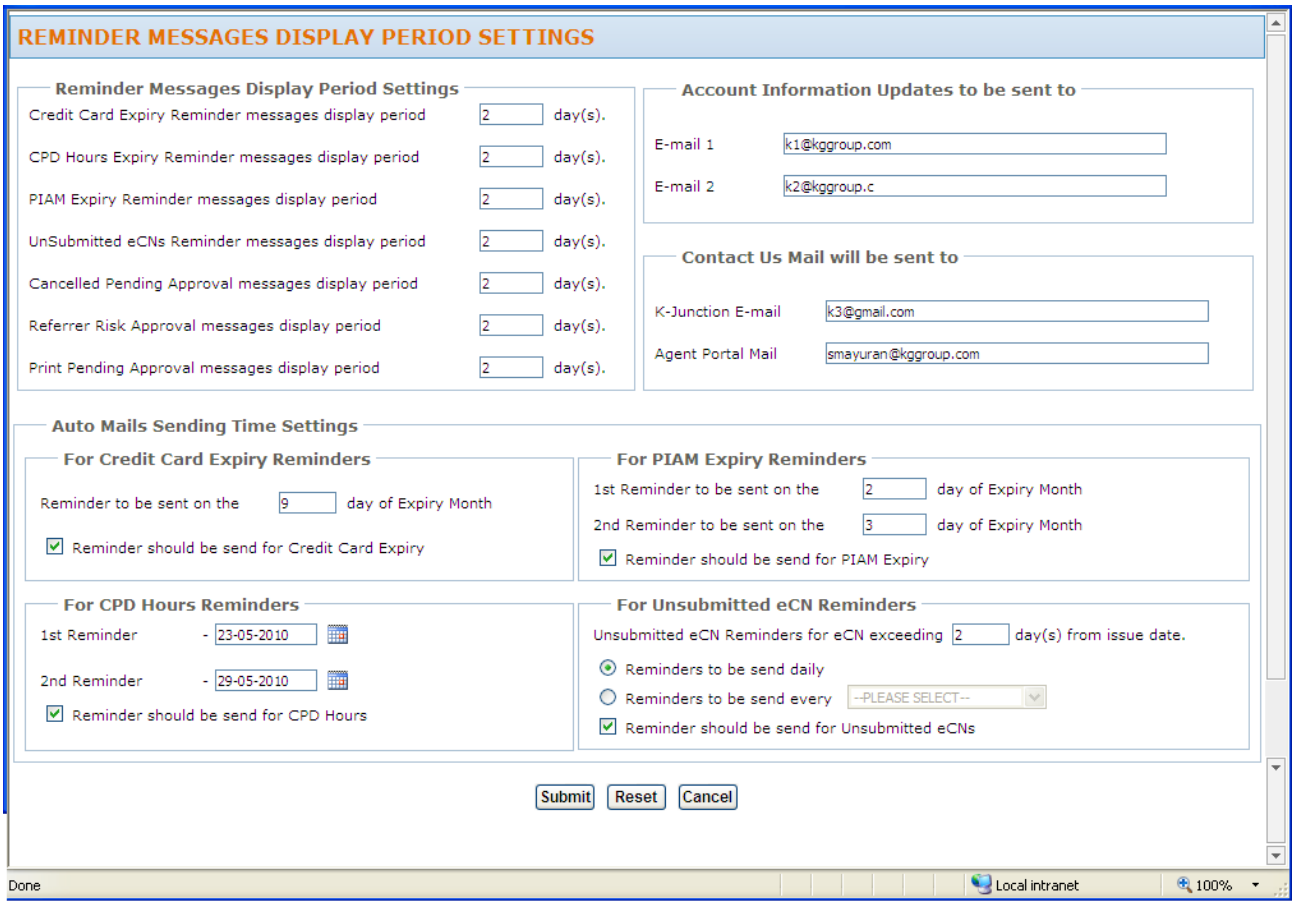
Field	Mandatory (Y/N)	Description
Make and Model Details		
Make	Y	Enter The Make of the Windscreen market value.
Model Desc.	Y	Enter The Model Description of the Windscreen market value.
Wind Screen Value		
Laminated-Franchise	Y	Enter the Laminated-Franchise of the Windscreen market value.
Laminated-Open Market	Y	Enter the Laminated-Open Market of the Windscreen market value.

Tempered	Y	Enter the Tempered of the Windscreen market value.
Delete	N	Select the make and model in the grid and checked the delete check box and on click the Update button. It Remove or Delete the selected record from the grid.
Insert	N	On clicking, Insert the entered records in the Grid.
Update	N	On Clicking, Insert or delete the Existing records.
Reset	N	Reset all the fields from windscreen market value.
Cancel	N	Navigate to client Profile.

1.4.17 Reminder Messages Display Period Settings

Screen Shots and Field Descriptions

Reminder Messages Display Period Settings Details



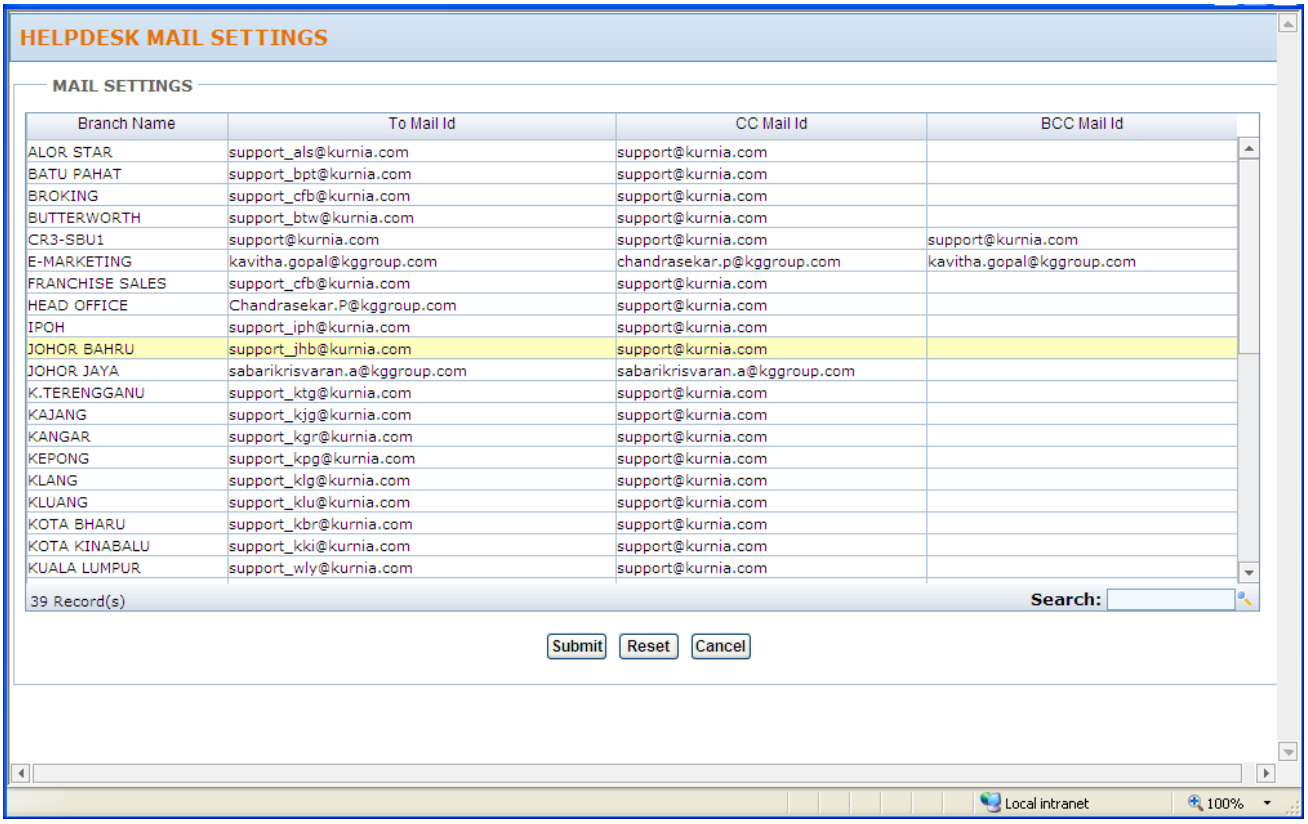
Field	Mandatory (Y/N)	Description
Reminder Messages Display Period Settings		
Credit Card Expiry Reminder messages display period	N	Enter Numeric Values only in Credit Card Expiry Reminder Message display Period.
CPD Hours Expiry Reminder messages display period	N	Enter Numeric Values only in CPD Hours Expiry Reminder messages display period.
PIAM Expiry Reminder messages display period	N	Enter Numeric Values only in PIAM Expiry Reminder messages display period.
UnSubmitted eCNs Reminder messages display period	N	Enter Numeric Values only in UnSubmitted eCNs Reminder messages display period.
Cancelled Pending Approval messages display period	N	Enter Numeric Values only in Cancelled Pending Approval messages display period.
Referrer Risk Approval messages display period	N	Enter Numeric Values only in Referrer Risk Approval messages display period.
Print Pending Approval messages display period	N	Enter Numeric Values only in Print Pending Approval messages display period.
Account Information Updates to be sent to		
E-mail 1	N	Enter Valid E-mail ID.
E-mail 2	N	Enter Valid E-Mail ID.
Contact Us Mail will be sent to		
K-Junction E-mail	N	Enter Valid K-junction E-mail ID.
Agent Portal Mail		Enter Valid Agent Portal E-mail ID.
Auto Mails Sending Time Settings		
Reminder to be sent on the	N	Enter the numeric values only in Credit Card Expiry Reminder.
Check box Reminder should be send for Credit Card Expiry	N	Checked the Reminder should be send for Credit Card Expiry

For CPD Hours Reminders		
1st Reminder	N	Enter the 1st Reminder for CPD Hours.
2nd Reminder	N	Enter the 2st Reminder for CPD Hours.
(Check box) Reminder should be send for CPD Hours	N	Checked the Reminder should be send for CPD Hours.
For PIAM Expiry Reminders		
1st Reminder to be sent on the	N	Enter the Numeric values only in 1st Reminder to be sent on the Entered day of the Expiry Month for PIAM Expiry Reminders
2st Reminder to be sent on the	N	Enter the Numeric values only in 2st Reminder to be sent on the Entered day of the Expiry Month for PIAM Expiry Reminders
Check box Reminder should be send for PIAM Expiry	N	Checked the Reminder should be send for PIAM Expiry Reminders
For UnSubmitted eCN Reminders		
UnSubmitted eCN Reminders for eCN exceeding day(s) from issue date	N	Enter Numeric Values only in UnSubmitted eCN Reminders for eCN exceeding day(s) from issue date.
Reminders to be send daily or Reminders to be send every Selected day.	N	Choose option either Reminders to be send daily or Reminders to be send every Selected day from drop down list.
Reminder should be send for UnSubmitted eCNs	N	Checked the checkbox Reminder should be send for UnSubmitted eCNs
Submit	N	On clicking, It will be save and update the reminder message details.
Reset	N	On clicking, reset all the fields in the screen.
Cancel	N	Navigate to client Profile.

1.4.18 Helpdesk Mail Settings

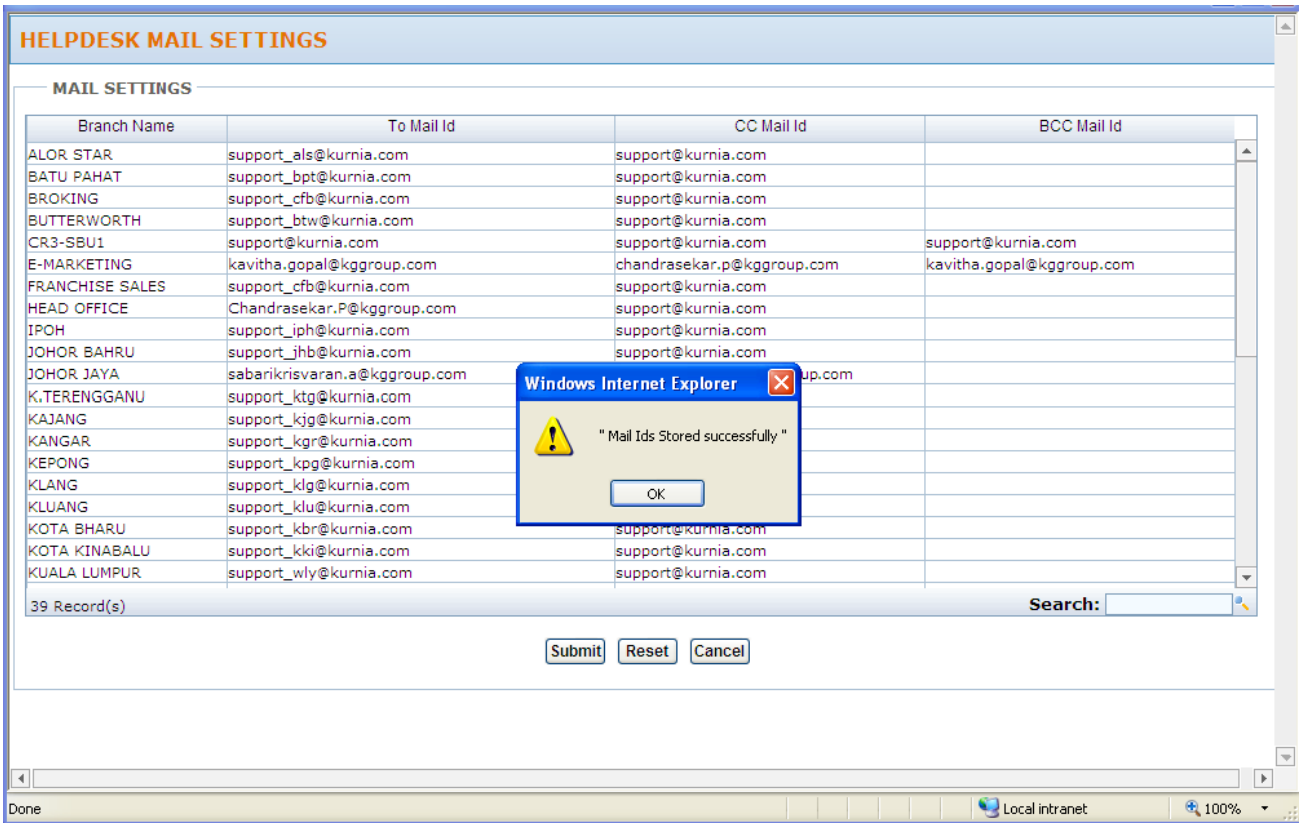
Screen Shots and Field Descriptions

Mail Setting Details



Field	Mandatory (Y/N)	Description
Branch Name	N	Branch Name displays according to the list of branches
To Mail ID	N	User enters the valid Mail id to corresponding branch name.
CC Mail ID	N	User enters the valid Mail id to corresponding branch name.
BCC Mail ID		User enters the valid Mail id to corresponding branch name.
Submit		On clicking, Mail ID's are stored successfully. Refer screen shots Mail Setting Details Contd…
Reset		Reset the Form Mail ID's.
Cancel		Navigate to client Profile.

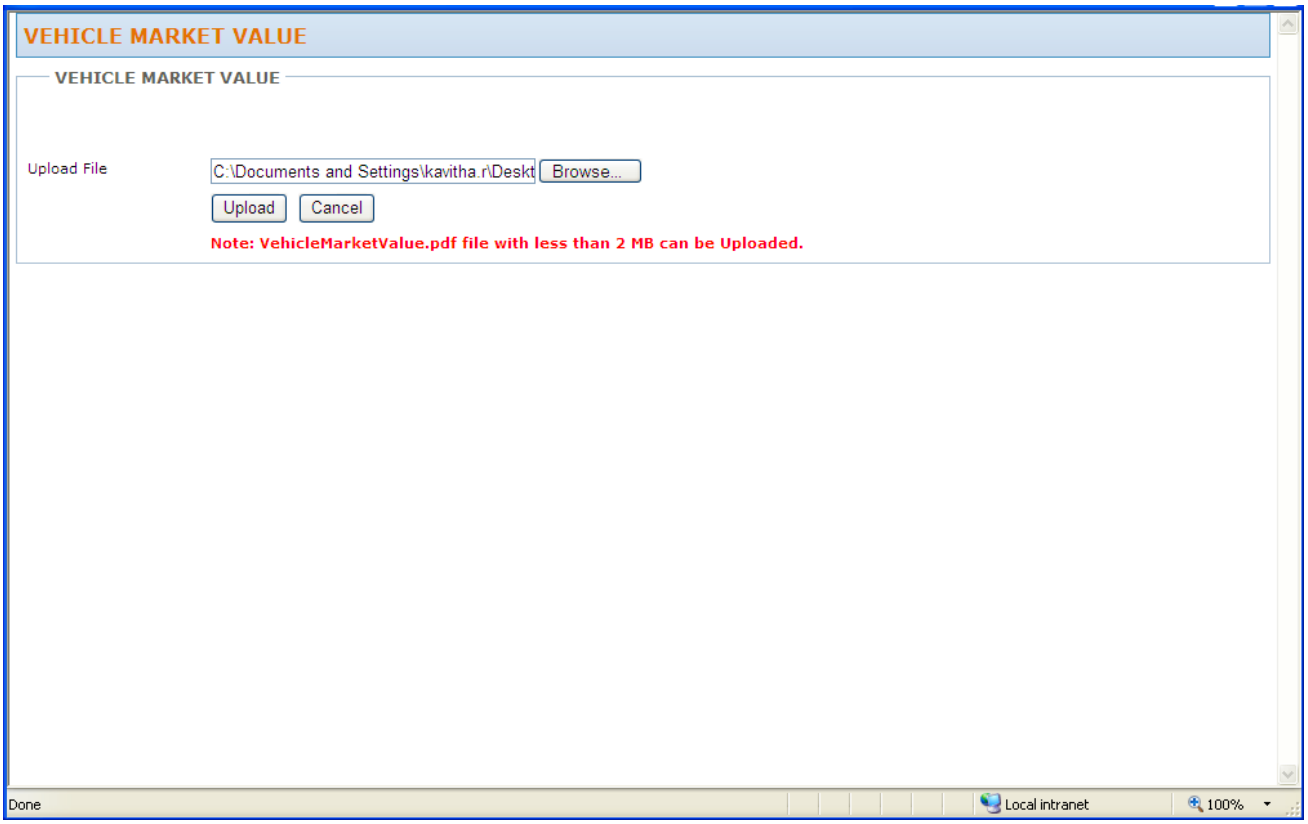
Mail Setting Details Contd…



Branch Name	To Mail Id	CC Mail Id	BCC Mail Id
ALOR STAR	support_als@kurnia.com	support@kurnia.com	
BATU PAHAT	support_bpt@kurnia.com	support@kurnia.com	
BROKING	support_cfb@kurnia.com	support@kurnia.com	
BUTTERWORTH	support_btw@kurnia.com	support@kurnia.com	
CR3-SBU1	support@kurnia.com	support@kurnia.com	support@kurnia.com
E-MARKETING	kavitha.gopal@kggroup.com	chandrasekar.p@kggroup.com	kavitha.gopal@kggroup.com
FRANCHISE SALES	support_cfb@kurnia.com	support@kurnia.com	
HEAD OFFICE	Chandrasekar.P@kggroup.com	support@kurnia.com	
IPOH	support_iph@kurnia.com	support@kurnia.com	
JOHOR BAHRU	support_jhb@kurnia.com	support@kurnia.com	
JOHOR JAYA	sabarikrisvaran.a@kggroup.com	up.com	
K.TERENGGANU	support_ktg@kurnia.com		
KAJANG	support_kjg@kurnia.com		
KANGAR	support_kgr@kurnia.com		
KEPONG	support_kpg@kurnia.com		
KLANG	support_klg@kurnia.com		
KLUANG	support_klu@kurnia.com		
KOTA BHARU	support_kbr@kurnia.com	support@kurnia.com	
KOTA KINABALU	support_kki@kurnia.com	support@kurnia.com	
KUALA LUMPUR	support_wly@kurnia.com	support@kurnia.com	

1.4.19 Vehicle Market Value

Screen Shots and Field Descriptions

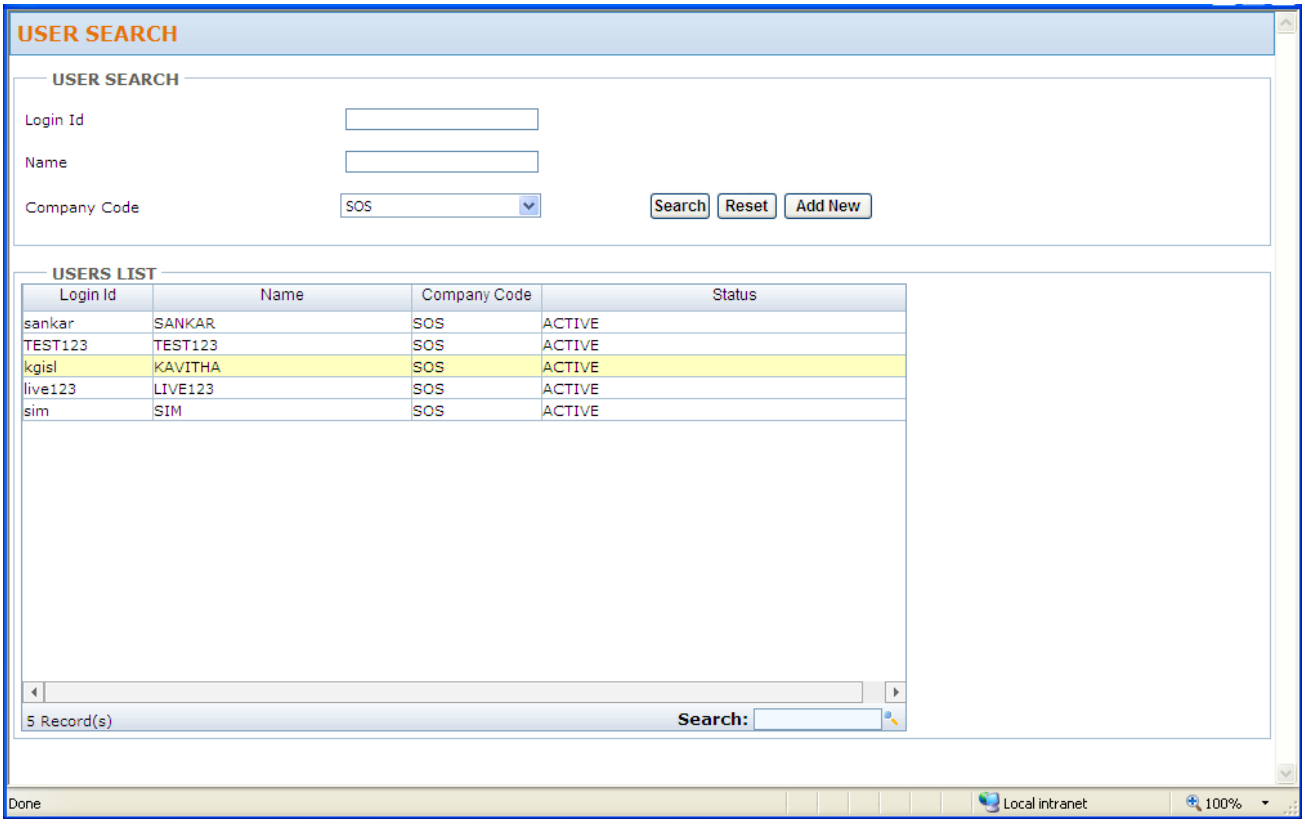


Field	Mandatory (Y/N)	Description
Browse	N	Browse the file From selected path.
Upload	N	Upload the Current Vehicle market Value file. It accepts Only VehicleMarketValue.Pdf file with less than 2 MB can be uploaded.
Cancel	N	Navigate to client Profile.

1.4.20 SOS User Approval

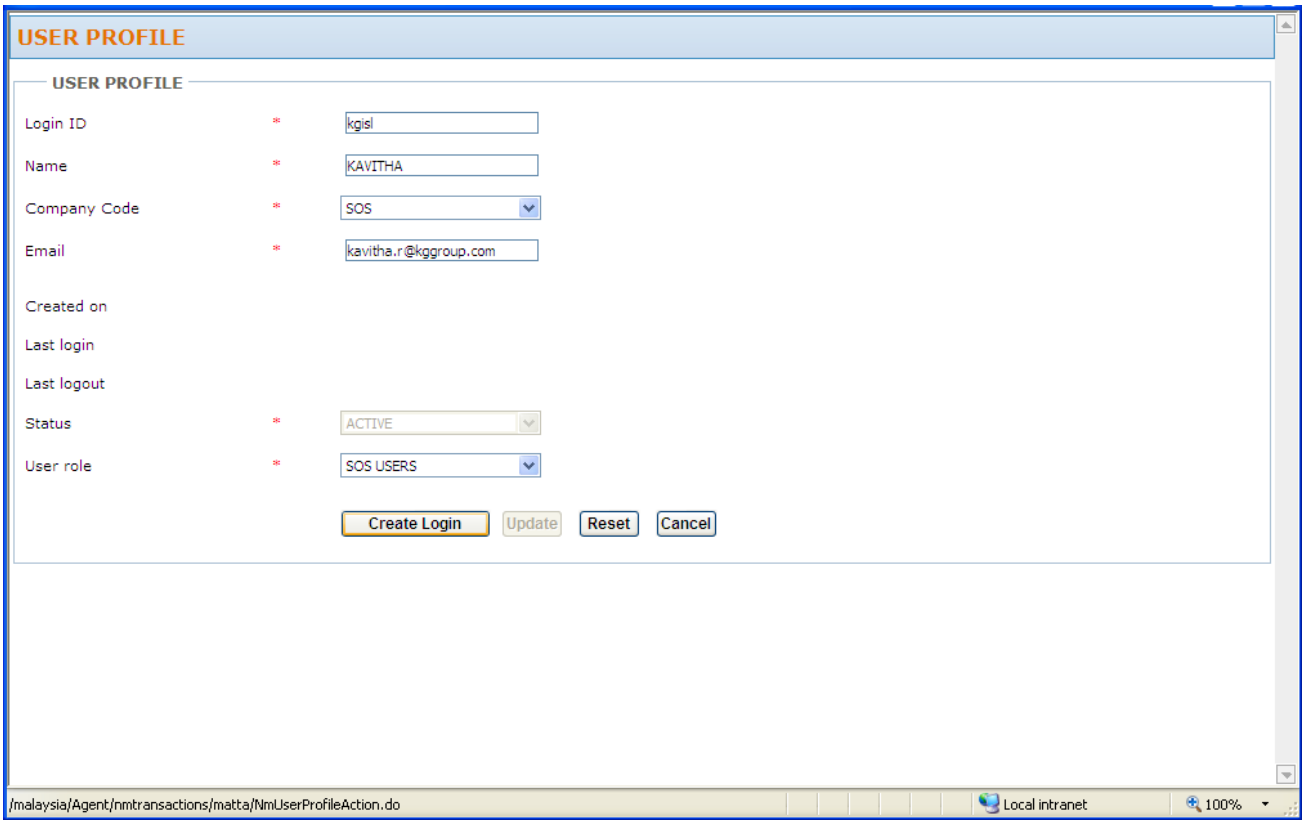
Screen Shots and Field Descriptions

User Search



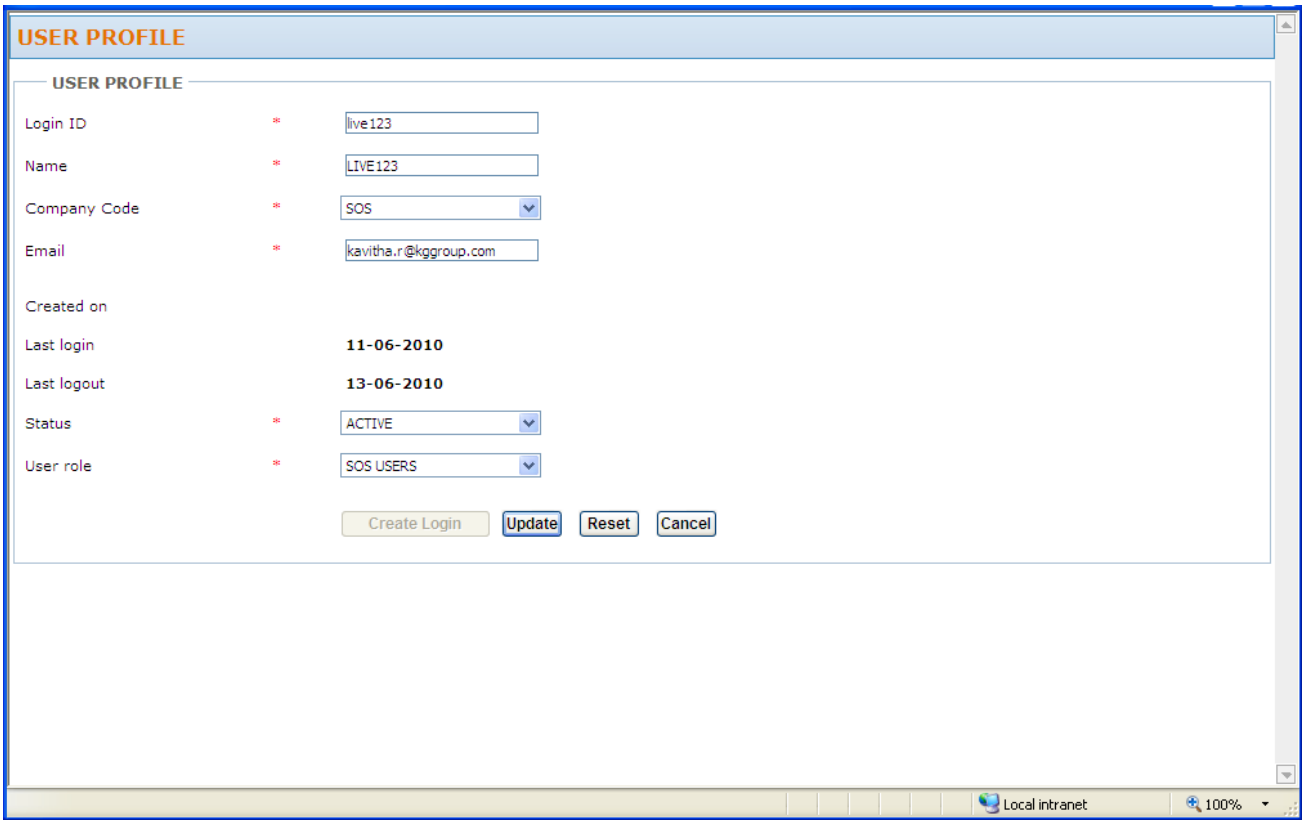
Field	Mandatory (Y/N)	Description
Login Id	N	Enters the Login ID
Name	N	Enters the Name.
Company Code	N	Select the Company Code from selected drop down list.
Users List Grid	N	User selects or double clicks any on the record. It Proceed to User Profile Screen.
Search	N	On clicking search button it filter the records in to the USERS LIST grid.
Reset	N	Reset the Form Fields.
Add New	N	On Clicking, It proceeds to USER PROFILE Form.

User Profile – Add New Details



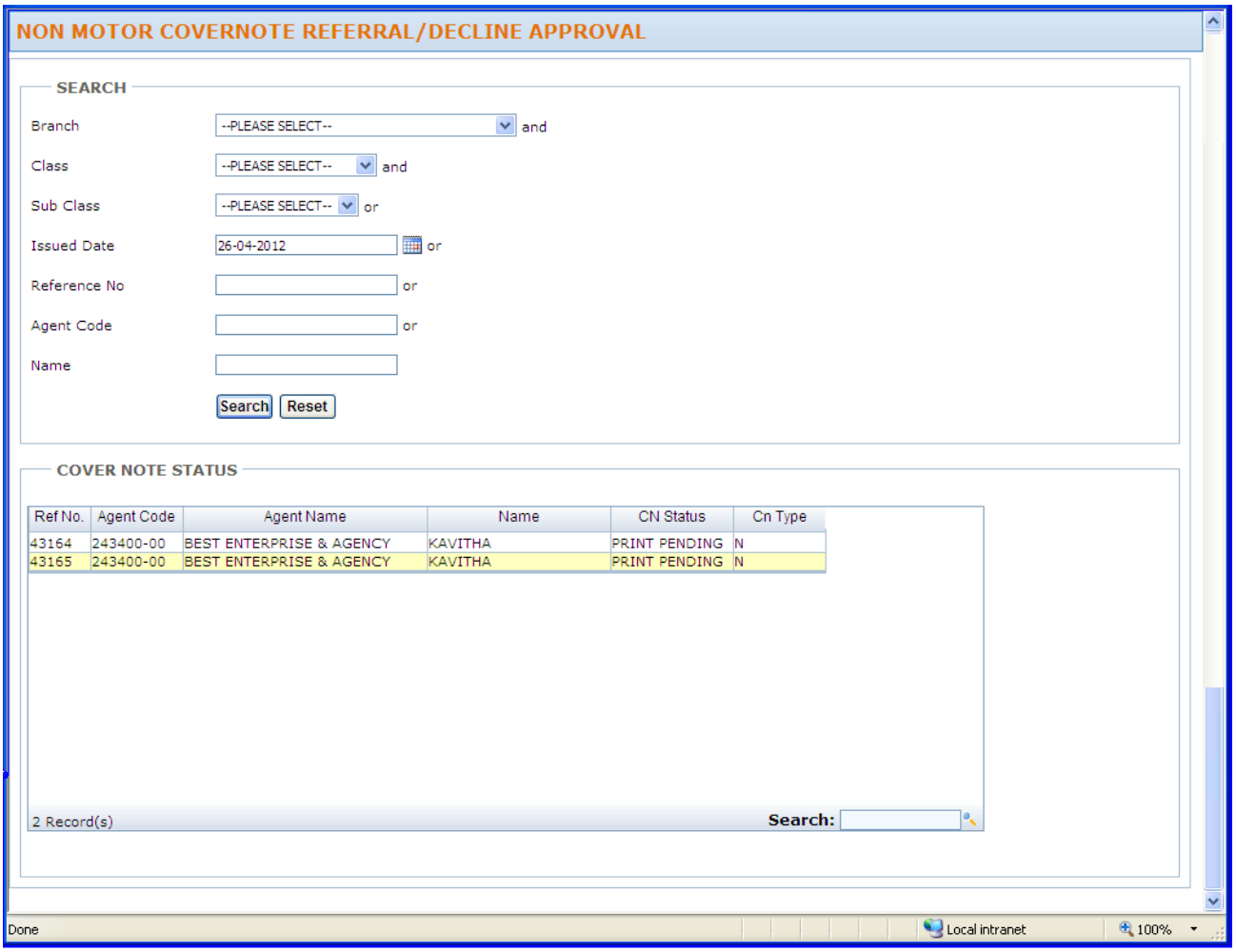
Field	Mandatory (Y/N)	Description
Login Id	Y	Enter the Login ID.
Name	Y	Enter the Name of Login ID.
Company Code	Y	User selects the company code from drop down list.
Email	Y	Enter the valid Email Address. It Provide the password of created Login ID.
Created On	N	When it created login it will displays.
Last Login	N	It displays the Last login of the user. Refer screen Shots User Profile – Existing User Profile.
Last Logout	N	It displays the Last logout of the user. Refer screen Shots User Profile – Existing User Profile.
Status	Y	User selects the Login status from drop down list.
User Role	Y	User selects the User Role from drop down list.
Create Login		On Clicking, It creates a new login ID.
Update		On Clicking, It Update the Existing Login User Profile. Refer screen Shots User Profile – Existing User Profile.
Reset		Reset the Form Fields.
Cancel		Navigate to User Search Form Details.

User Profile – Existing User Profile



1.4.21 Non Motor Cover Note Referral/Decline Approval

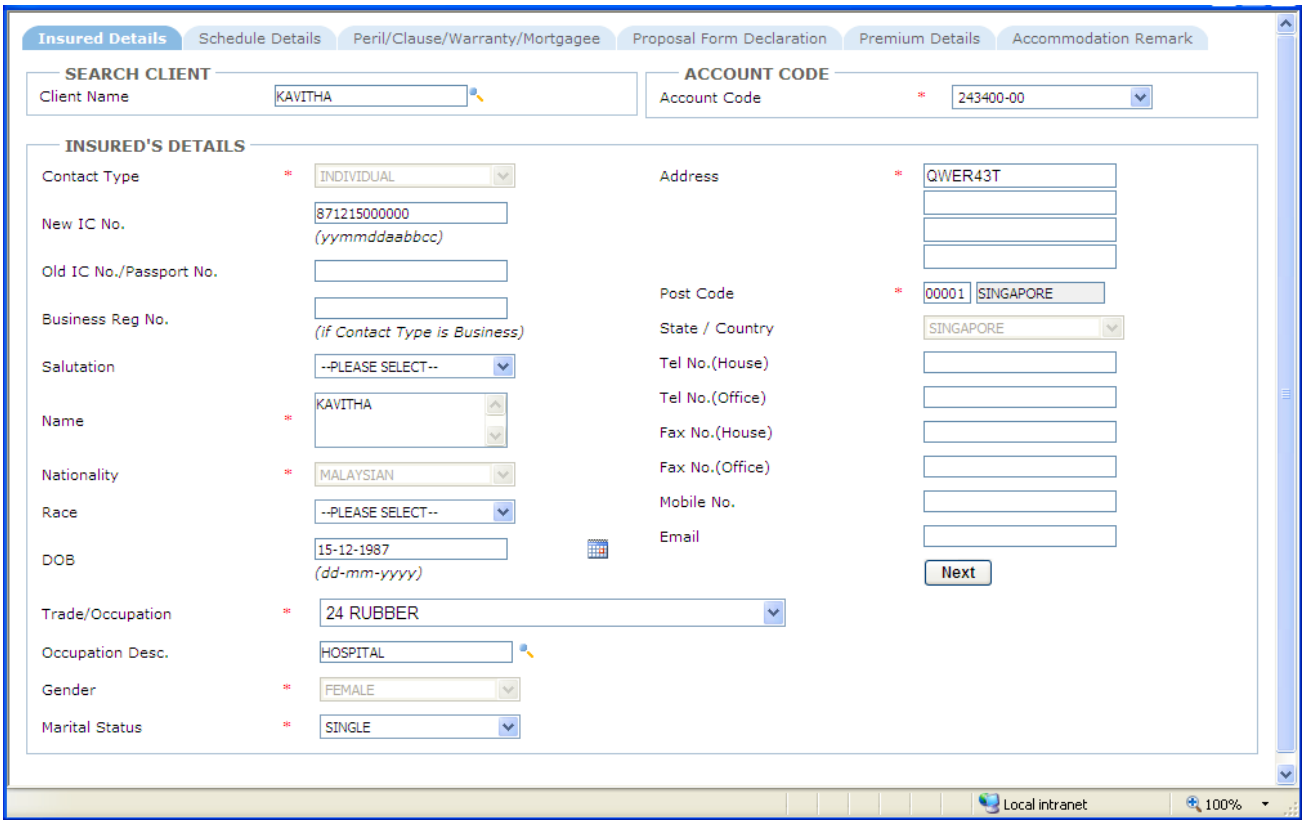
Screen Shots and Field Descriptions



Field	Mandatory (Y/N)	Description
Branch	N	User can select from the list of branches from the drop down list
Class	N	User can select from the Class from the drop down list
Sub Class	N	User can select from the Sub Class from the drop down list
Issued Date	N	User enters or selects the date from date time picker.
Reference No	N	User enters the reference number if applicable.
Agent Code	N	User can select the account code for search. It loads automatically when the branch is selected
Name	N	User enters the name of insured.
Search		When clicked, lists of the Cover Notes loaded in the Cover Note Status AGENTS grid
Reset		Resets the form fields
Cover Note		When user select any one of the record from Covernote

Status Grid		status grid. It navigates to Insured Details form for selected client.

Insured Details



Field	Mandatory (Y/N)	Description
Client Name	Y	User can select the Client already registered by clicking the Search icon. Client search popup will be opened on clicking, and user can search for the client. The selected Client's details will be populated in the corresponding fields in the screen. User can search for a Client or can proceed creating a new Client by entering the Details in the screen.
Account Code	Y	Account code of the logged in User will be displayed.
Contact Type	Y	Displays the Contact type of the insured when the client is selected through search. User can select the contact type from the available values 1.INDIVIDUAL

		2.BUSINESS 3.OTHERS
New IC No	Y	The unique 12-digit number having the date of birth and gender. Mandatory for contact type 'Individual'. Duplicate values will not be allowed and Date of birth and Gender will be auto-displayed on entering the New IC No.
Old IC No / Passport No	N	Mandatory for contact type 'Others'.
Business Reg. No	Y	Mandatory for contact type 'Business'.
Salutation	N	Salutation of the Client. User can select from the listed values in dropdown.
Name	Y	Name of the Client.
Nationality	N	User can select from the listed values.
Race	N	User can select from the listed values.
DOB	Y	DOB will be auto-displayed if New IC was entered and will not be editable. For contact type others, User can enter the date or select by clicking the Calendar control.
Trade/Occupation	Y	User can select occupation from the list available in dropdown.
Occupation Desc	N	On clicking the search icon 'Occupation popup' is displayed and User can select the Occupation Description.
Gender	Y	User selection. Gender will be auto displayed if New IC is entered. For contact type ‘Business’, 'Company' will be displayed as Gender and is not editable.
Marital Status	Y	User selection. Marital Status will be auto displayed if New IC is

		entered. For contact type ‘Business’, 'Company' will be displayed as Marital Status and is not editable.
Address	Y	User Entry.
Post Code	Y	User Entry. Based in the Post Code entered, postcode description will be auto displayed.
State/Country	N	Auto Fills when post code is entered
Tel No (House)	N	User Entry.
Tel No (Office)	N	User Entry.
Fax No (House)	N	User Entry.
Fax No (Office)	N	User Entry.
Mobile No.	N	User Entry.
Email	N	User Entry.
Next	N	On clicking, proceeds to 'Schedule Details' screen.

Schedule Details

Insured Details | Schedule Details | Peril/Clause/Warranty/Mortgagee | Proposal Form Declaration | Premium Details | Accommodation Remark

Master Policy No.

Issued Date * 26-04-2012

Inception Date * 26-04-2012

Expiry Date * 25-04-2013

SCHEDULE DETAILS

Wall * ASBESTOS SHEETING

Roof * METAL

Floor * CEMENT

Nature of Building * DETACHED, NON-DETACHED AND SEMI-DETACHED

PIAM Code * 241200

Tariff Description 24 - RUBBER- S.M.R. PRODUCTION INCLUDING DRYING AND PACKING

Construction Code * C2

Construction Description ASBESTOS SHEETING WALL WITH METAL ROOF

Situation Of Risk * EQW

Rate % 0.252000

Year Constructed * 2005

No. Of Storey * 25.0

No.	Interest Code	Interest Description	Sum Insured(RM)	Rate(%)	Premium(RM)
1.1	A	ARCHITECT`S SURVEYOR`S AND CONSULTANT`S FEES	50000000.00	0.252000	126000.00

1 Record(s)

Add Interest

Remove Interest

Add | Remove | Update

LOCATION DETAILS

No.	Situation Of Risk	PIAM Code	Rate%	Sum Insured(RM)	Premium(RM)
1	EQW	241200	0.252000	50000000.00	126000.00

1 Record(s)

Total Sum Insured (RM) : 50,000,000.00 Total Premium (RM) : 126,000.00

Back | Next

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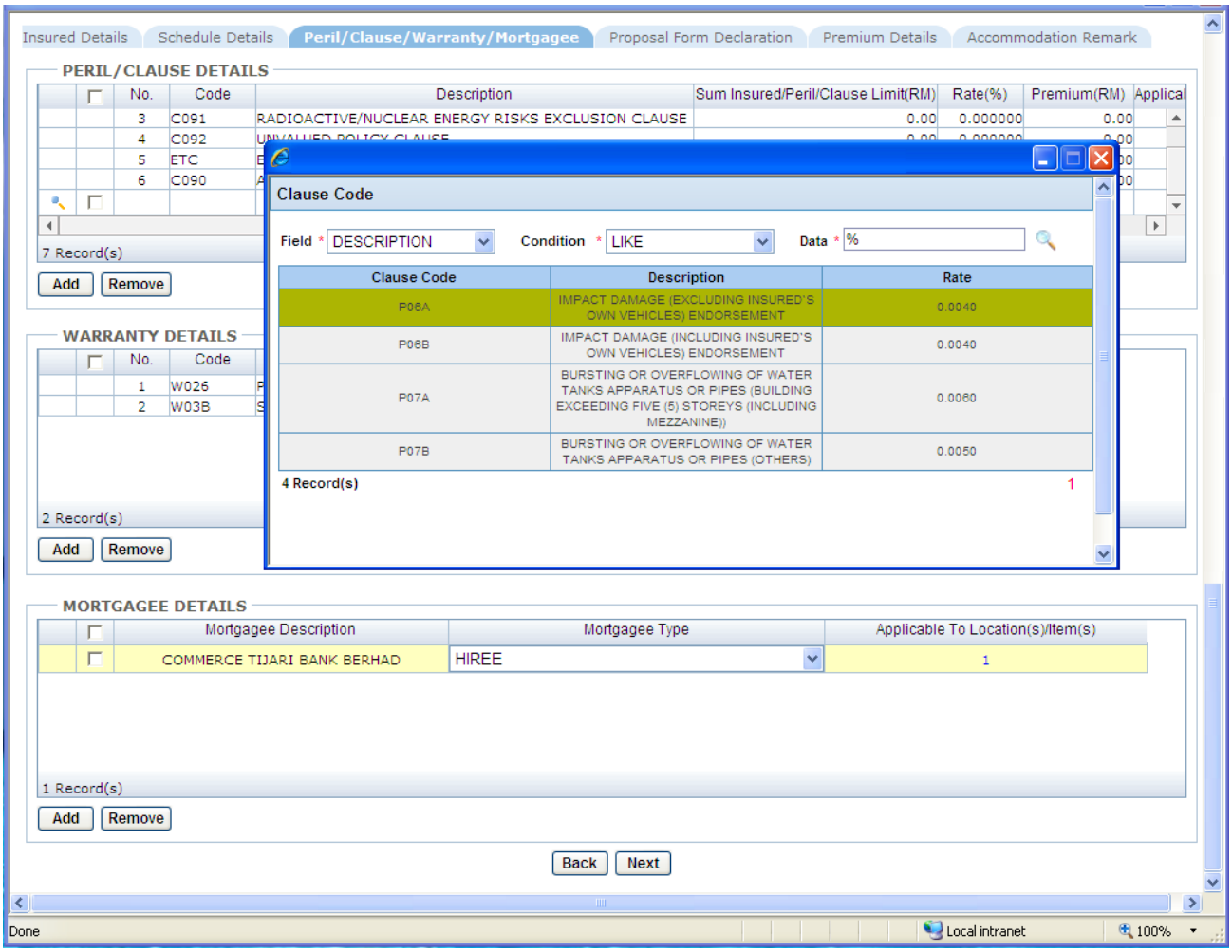
Field	Mandatory (Y/N)	Description
Master Policy No.	N	User can select the Master Policy applicable for the selected Client by clicking the Search Icon. Master Policy popup will be opened and Master Policies matching with agent id of selected Client will be displayed and user can select the Master Policy from the options available.

		Stamp Duty will not be applied if Master Policy is selected.
Issued Date	Y	Current Date in which Policy is issued. Not editable by the user.
Inception Date	Y	The Policy Effective Date, this date must be equal or after the Issued date and must be before the Expiry date. The Inception Date should be equal to or should be 6 months within the Issued Date. When the Policy is taken under a Master Policy, then the Inception Date should be within the Master Policy Inception date.
Expiry Date	Y	If Inception Date is entered, one year from the Inception Date will be displayed as Expiry Date. Editable by the user. Expiry Date should be greater than the Inception Date. Expiry Date should not be more than 2 Years from the Inception Date. When the Policy is taken under a Master Policy, then the Expiry Date cannot be beyond the Master Policy Expiry.
Wall	Y	User can select an entry from the list available in dropdown. Based on the Construction class of Wall selected, Roof, Floor and Nature of the Building are enabled and listed in dropdown respectively.
Roof	Y	Roof will be loaded based on the selected Construction class of the Wall. User can select an entry from the list available in dropdown.
Floor	Y	Floor will be loaded based on the selected Construction class of the Wall. User can select an entry from the list available in dropdown.
Nature of Building	Y	Nature of Building will be loaded based on the selected Construction class of the Wall.

		User can select an entry from the list available in dropdown.
PIAM Code	Y	Search the PIAM Code, the search will be based on Occupation selected in Insured detail screen.
Tariff Description	N	Tariff Description of the selected PIAM Code in the PIAM search.
Construction Code	Y	Based on the Wall selected, Construction Code will be auto displayed and it is non-editable.
Construction Description	N	Based on the Wall and Roof selected, Construction Description will be displayed.
Situation Of Risk	Y	User Entry.
Rate %	N	Rate (%) of the selected PIAM Code in the PIAM search.
Year Constructed	N	User Entry.
No. Of Storey	Y	User Entry.
Interest Details		
No.	Y	Interest sequence number
Interest Code	Y	Interest code can be selected from the list by clicking the search button.
Interest Description	Y	Interest Description is displayed based on the Interest Code selected.
Sum Insured (RM)	Y	User Entry, Should be greater than 0.00. Premium will be calculated based on Sum Insured, Rate(%) for the given Period of cover
Rate (%)	Y	Rate (%) is defaulted as selected PIAM Code rate percentage. User Entry, Should be greater than 0.000000
Premium (RM)	Y	User Entry, Should be greater than 0.00. Premium will be calculated based on Sum Insured, Rate(%) for the given Period of cover

Add Interest	N	Add a new row in the Interest Details Grid
Remove Interest	N	User can select one or more entries in the Interest Details Grid and click the Remove Interest button to remove the entries.
Add	Y	To add Insured Details to the Location Grid
Remove	N	User can select one or more entries in the Location Grid and click on Remove to remove the entries from the Grid.
Update	N	User can select any one entry in the Location Grid. The details will be populated in the corresponding fields above and User can edit the details. After editing, User can click on 'Update' to update the details to the Location Grid.
Location Details		
Total Sum Insured (RM)	N	The Total of the Sum Insured of all the Location Details added. Not Editable.
Total Premium (RM)	N	The Total of the Premium of all the Location Details added. Not Editable.
Back	N	On clicking Back, proceeds to 'Insured Details' Screen
Next	N	On clicking Next, proceeds to 'Peril/Clause/Warranty/Mortgagee Details' Screen

Peril/clause/Warranty Details



Field	Mandatory (Y/N)	Description
Code	N	Clause/Warranty Code. Not editable by the user.
Description	N	Clause/Warranty Description. Not editable by the user.
Limit (RM)	N	Peril/Warranty Limit is Non - Editable.
Rate (%)	N	Not editable for Default Clause/Warranty. Editable for User added Clause/Warranty. Value entered cannot be more than 100%
Premium (RM)	N	Not editable for Default Clause/Warranty. Editable for User added Clause/Warranty.

		Premium = rate% * Basic Premium (or) Premium = rate% * Basic Sum Insured based on the Clauses/Warranty selected When the Premium is updated, the Clause Rate % will get updated automatically.
Applicable to Item(s)	N	SELECT' link will be displayed in 'Applicable To Items' column. User can click on select and add the Interest or Location (added in Schedule Details screen) to which the selected Clause is applicable.
Add	N	User can add additional Clause/Warranty by clicking 'Add' button. On clicking 'Add', Search Icon will be displayed in the first column of the Grid. Click on the Search Icon, Clause/Warranty popup will be displayed and User can select a Clause. After selecting a Clause/Warranty, User can enter Limit, Rate and Premium for the selected Clause/Warranty.
Remove	N	User can remove the Clauses/Warranties added by selecting one or more checkboxes and click on 'Remove' button. Default Clauses/Warranties cannot be removed.
Total Peril/Clause/Warranty Premium	N	Total of Peril Clause/Warranty premium.
Mortgagee Description	N	Mortgagee Description. Not editable by the user.
Mortgagee Type	Y	User can select the Mortgagee Type from drop down list.
Applicable to Item(s)	N	SELECT' link will be displayed in 'Applicable To Items' column. User can click on select and add the Interest or Location (added in Schedule Details screen) to which the selected Clause is applicable.
Add	N	User can add additional Mortgagee by clicking 'Add' button.

		On clicking 'Add', Search Icon will be displayed in the first column of the Grid. Click on the Search Icon, Mortgagee popup will be displayed and User can select a Mortgagee. After selecting a Mortgagee, User can select the Mortgagee Type from drop down list in Mortgagee Type column.
Back	N	On clicking 'Back' proceeds to 'Peril/Clause/Warranty/Mortgagee Details' screen.
Next	N	On clicking 'Next' proceeds to Proposal Form Details' screen.

Proposal Form Declaration Details

Insured Details | Schedule Details | Peril/Clause/Warranty/Mortgagee | **Proposal Form Declaration** | Premium Details | Accommodation Remark

PROPOSAL FORM DECLARATIONS

1. Will the premise(s) be unoccupied more than 30 days, NO
2. Is there any insurance in force on the same Property? NO
3. What is the nature of goods stored at the premises ?
   Insurer
4. Is there any spray painting process being carried out within the premises ? NO
5. Are there any Hazardous Trades carried on or Hazardous goods stored therein ? YES

   If Yes, Please give details : -

   To Waive Warranty 3A - Apply Warranty 3B Subject to Loading of 25% of Basic Fire Rate * YES

   Hazardous Goods Type * qwe

   Quantity / Volume * qwe

   Storage Location * qwe

   Value * qwe
6. Please state the type, make and number of Fire Fighting Equipment/ Extinguishers installed in the premises

   Dry Powder — No. of Units
   Expiry date

   Carbon Dioxide — No. of Units
   Expiry date

   Foam — No. of Units
   Expiry date

   Others — No. of Units
   Expiry date
7. Has the property insured suffered any loss or damage during the last three (3) years ? YES

   If Yes, Please give details : -

   Year / Date * qwe

   Name of Insurer * wqe

   Loss/Claim Amount * qwe

   Cause / Nature of Loss * qwe

Back | Next

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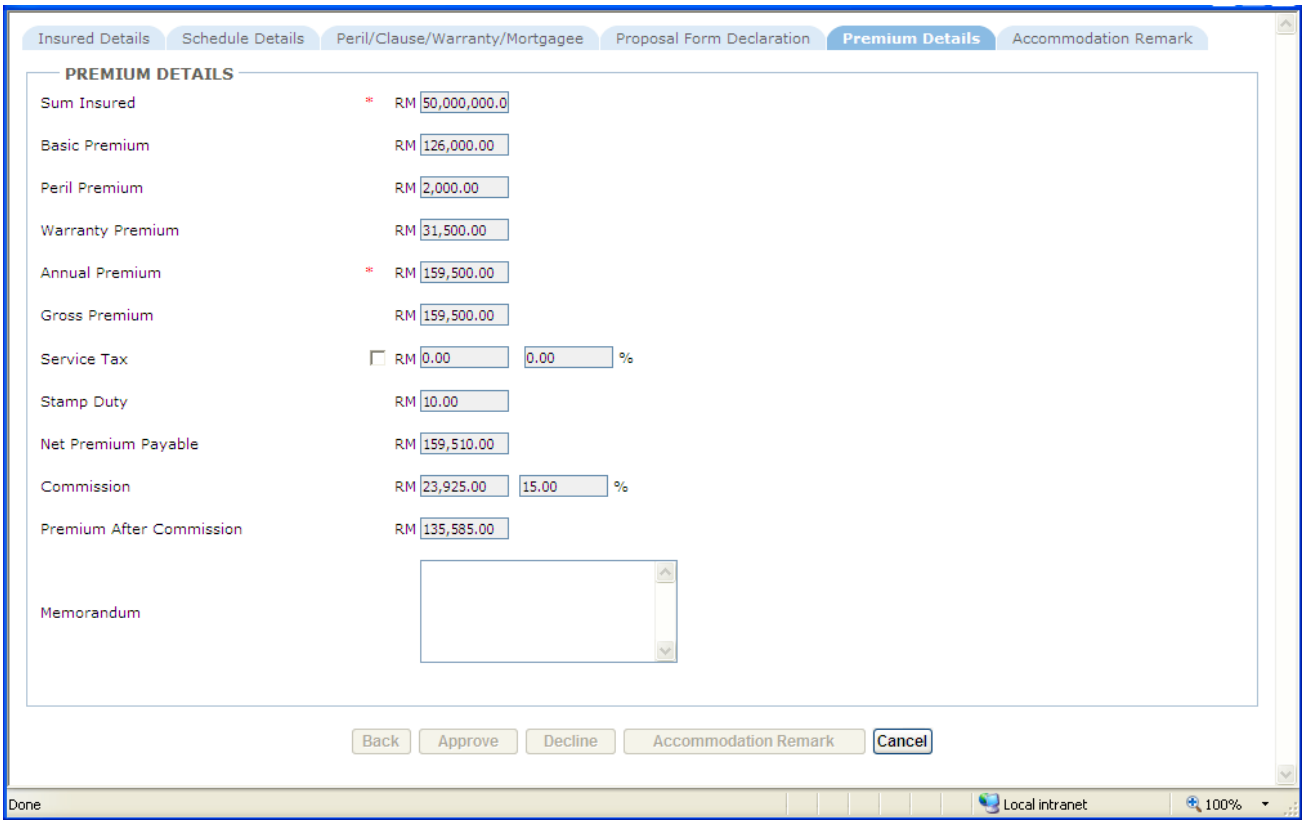
- The Proposal Form Questions will be displayed and User can select the answer from the dropdown.
- If User selects 'YES' for the question, further few questions are displayed and User can enter the details in the corresponding fields.

Field	Mandatory (Y/N)	Description
Back	N	On clicking 'Back' proceeds to 'Peril/Clause/Warranty/Mortgagee Details' screen.
Next	N	On clicking 'Next' proceeds to 'Premium Details' screen.

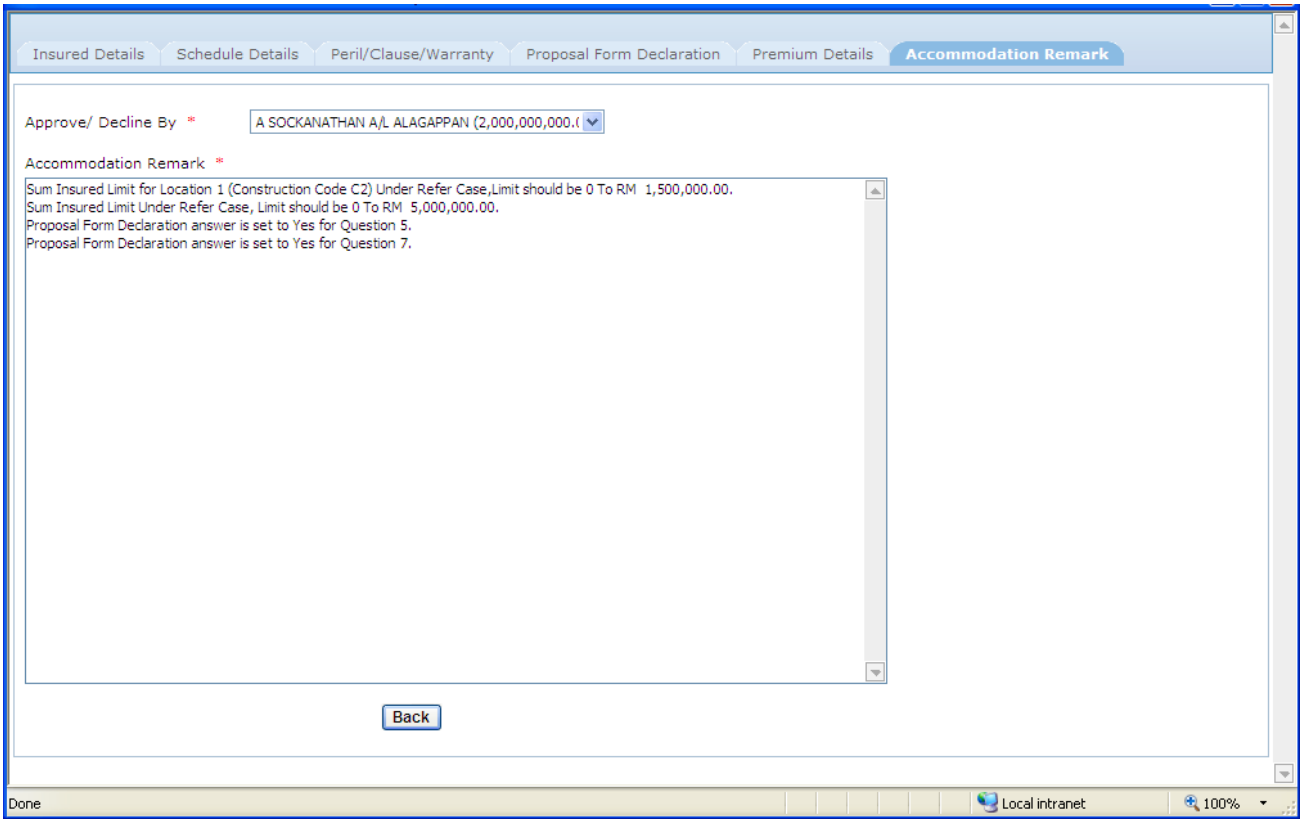
Premium Details



Field	Mandatory (Y/N)	Description
Sum Insured	Y	Total Sum Insured will be displayed and will not be editable
Basic Premium	N	The Total of Premium of all the added location is displayed. The value displayed will not be editable
Peril Premium	N	The Total of the Premium of all the Peril/Clauses added. The value displayed will not be editable
Warranty Premium	N	The Total of the Premium of all the Warranty

		added. The value displayed will not be editable
Annual Premium	Y	The Premium of all the Interest added considering the POC for 1 year is displayed.
Gross Premium	N	The Basic Premium or the Minimum Premium (maintained in the DB), whichever is higher will be displayed. The value displayed will not be editable.
Service Tax	N	This option will be auto checked for a Business Contact Type. However, this can be unchecked. For Individual/Others, this option will be unchecked by default. When checked, the Service Tax Amount will be calculated as **Service Tax Amount = Service Tax % * Gross Premium.**
Stamp Duty	N	The value as maintained will be displayed and will not be editable. For a Policy taken under a Master Policy, the Stamp Duty will display 0.00
Net Premium Payable	N	The value displayed will be equal to **Gross Premium + Service Tax Amount (if applicable) + Stamp Duty (if applicable).** The value displayed will not be editable.
Commission	N	The Commission amount will be equal to the Commission % applied on the Gross Premium. The value displayed will not be editable.
Premium After Commission	N	The value displayed will be equal to **Net Premium Payable - Commission Amount.** The value displayed will not be editable.
Memorandum	N	User Entry. The text entered will be displayed in Checklist and Schedule Print.

Clause Narration	N	On clicking 'Yes', Clause narration will be printed in Schedule Print.
Proposal Form	N	On clicking 'Yes', Proposal Form will be printed along with Schedule Print.
Policy Wordings	N	On clicking 'Yes', Policy Wordings will be printed along with Schedule Print.
Product Disclosure	N	On clicking 'Yes', Product Disclosure will be printed along with Schedule Print.
epayment	N	For epayment. Check ePayment box and click on 'Next' to proceed to ePayment Screen.(if the covernote is not a Refer Case) If it is a Refer Case, message will be given as "This is a Refer Case. You can't proceed to ePayment."
Back	N	On clicking, proceeds to 'Proposal Form Declaration' Screen.
Approve	N	On Clicking the Approve Button. It Generate the Covernote No.
Decline	N	On Clicking the Decline Button. It Cancel generate Reference No.
Accommodation Remark	N	On clicking, proceeds to Accommodation Remark' Screen.
Next	N	On checking the ePayment check box and clicking 'Next' would proceed to the ePayment screen. After 'PRINT' is clicked and if covernote is not a Refer Case, 'NEXT' will be enabled. On clicking 'NEXT' proceeds to 'Receipt' Screen.
Cancel	N	On clicking the CANCEL button, a confirmation message will be displayed with 'OK' and 'CANCEL' button. On clicking 'OK' proceeds to Client Profile Screen or clicking the 'CANCEL' the same screen will be displayed.

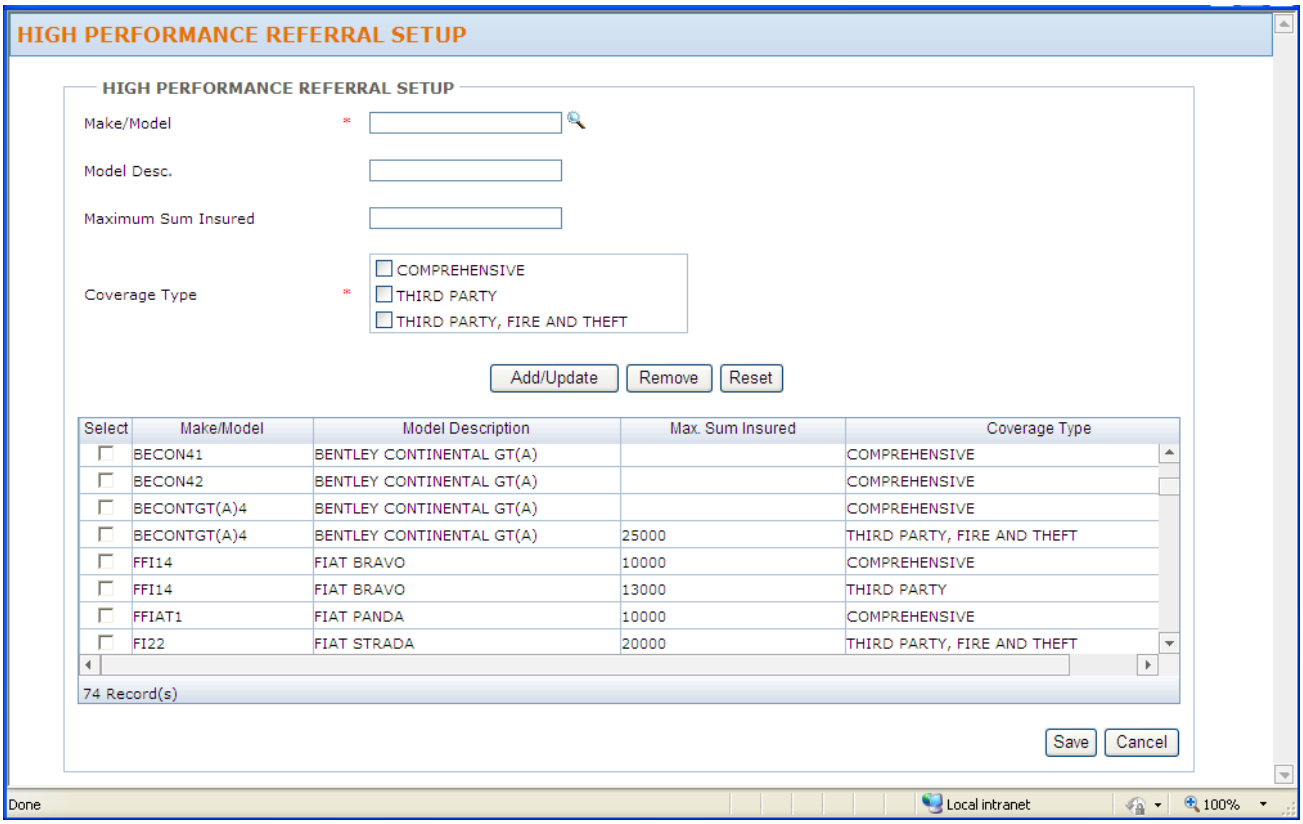


Field	Mandatory (Y/N)	Description
Approved / Decline By	Y	User Selects the Approve/Decline from the Drop down list/
Accommodation Remark	Y	It displays the refer case of CoverNote No.
Back	Y	On clicking, Proceeds to Premium Details screen.

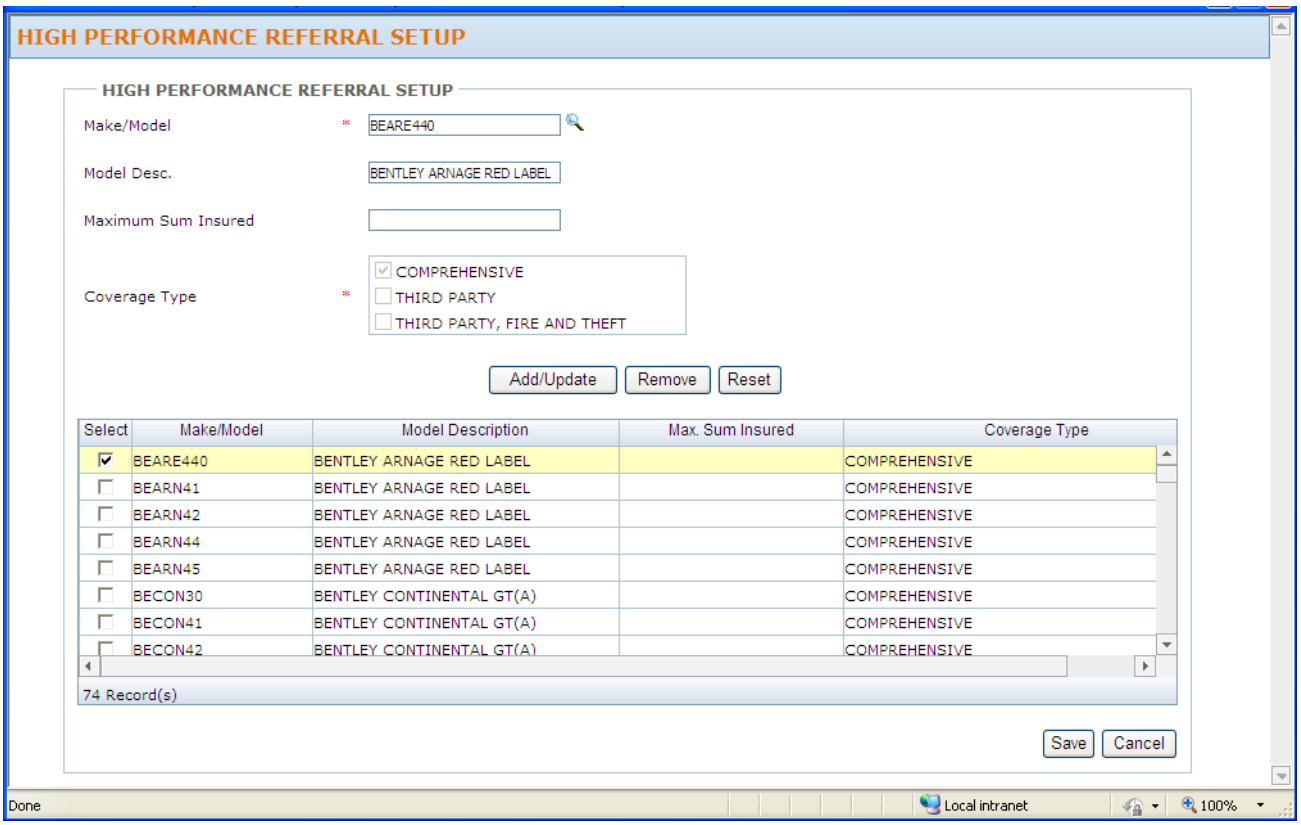
1.4.22 High Performance Referral Setup

Screen Shots and Field Descriptions

High Performance Referral Setup - List



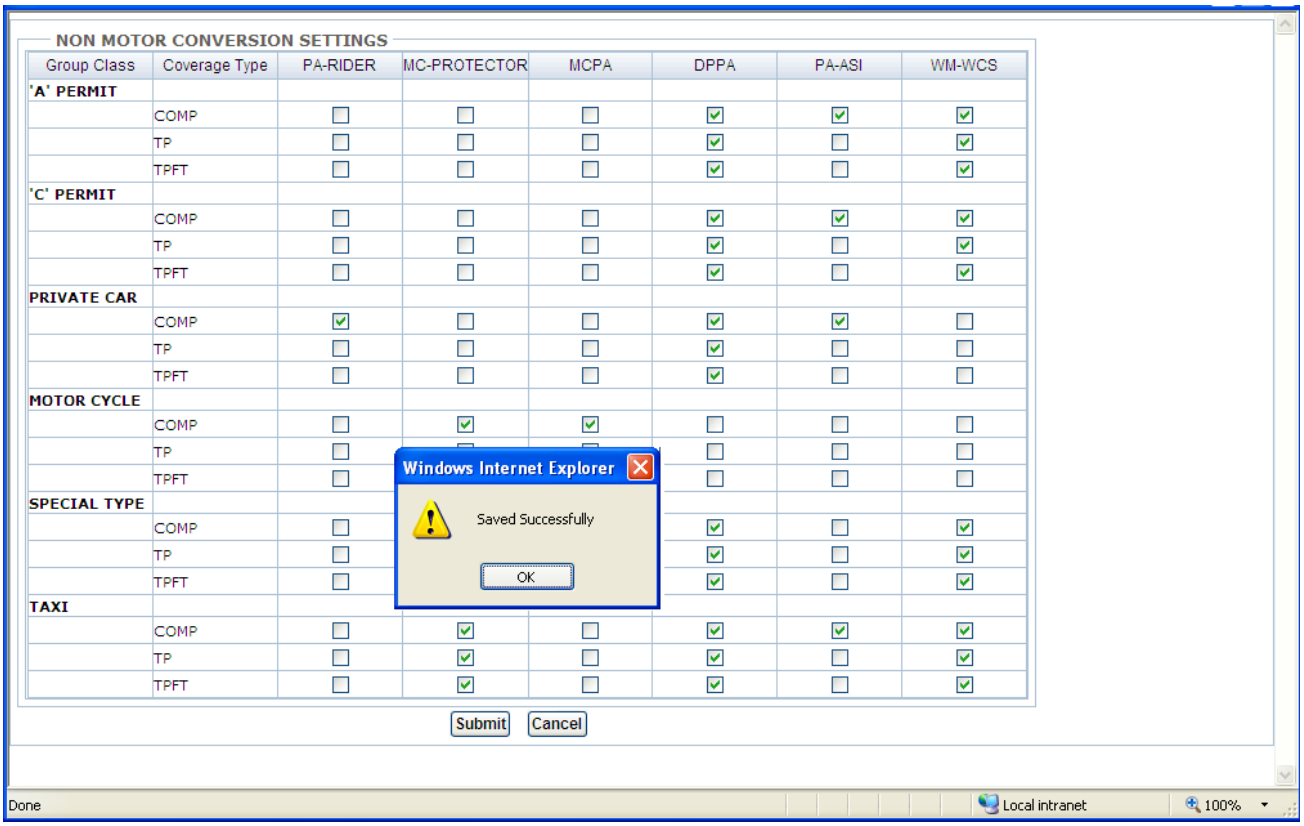
High Performance Referral Setup – Update/Remove Record



Field	Mandatory (Y/N)	Description
Make/Model	Y	User can select from the Make/Model Search.
Model Desc.	N	Automatically loads when the user selects Make/Model from the search. Non-Editable
Maximum Sum Insured	N	User entry field. Optional
Coverage Type	Y	Check box is provided to check the corresponding Coverage Type
Add/Update		Used to Add or Update a record that is checked in the grid.
Remove		Removes the record that is checked from the grid.
Reset		Resets the form fields
Save		Saves the data in the grid
Cancel		Navigates to the Client Profile screen

1.4.23 Non Motor Conversion Settings

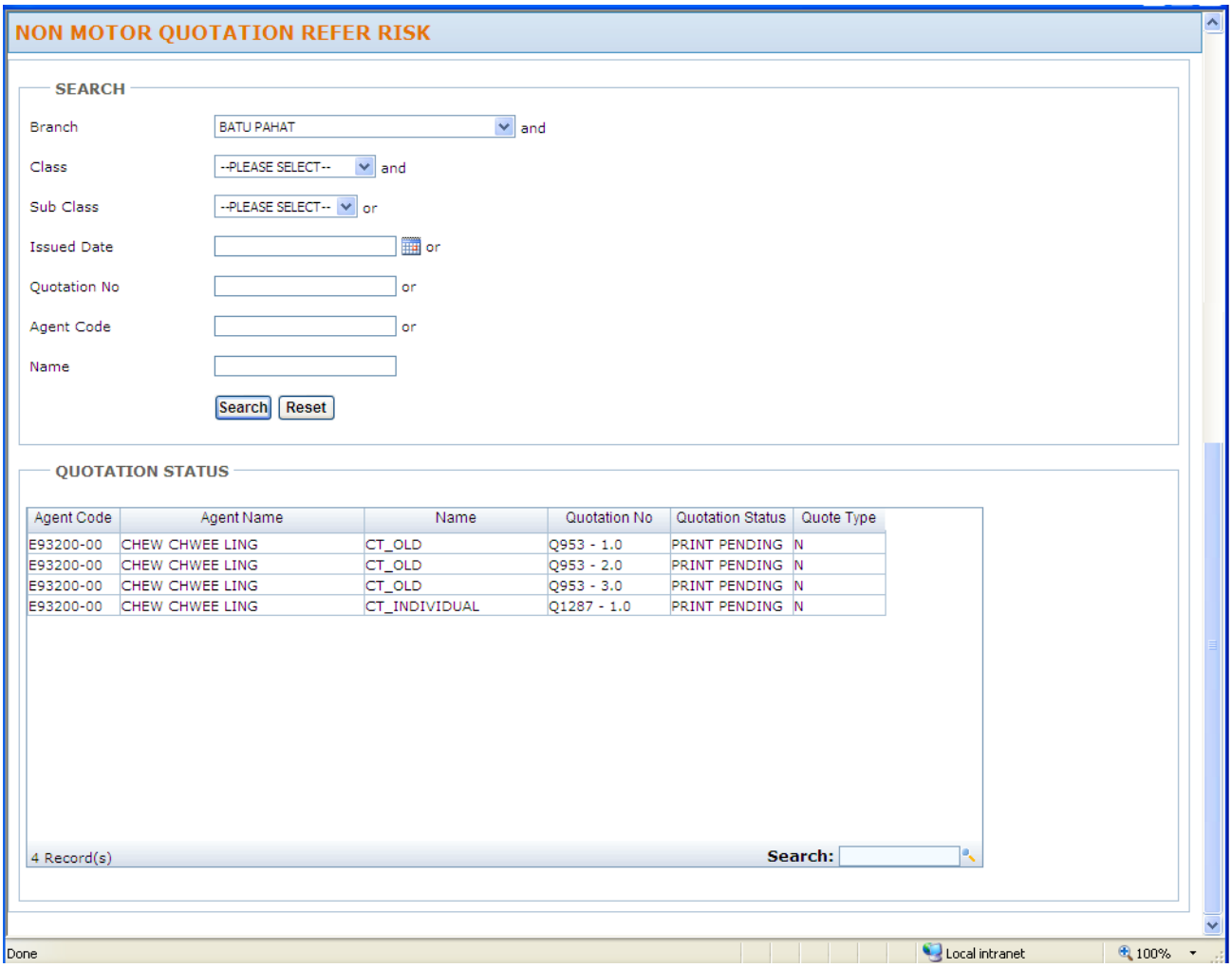
Screen Shots and Field Descriptions



Field	Mandatory (Y/N)	Description
Group Class	N	Group class displays for defaults Non Motor Conversion.
Coverage Type	N	Coverage Type displays for defaults Non Motor Conversion.
PA-RIDER	N	Check box is provided to check the corresponding Group Class and Coverage Type for Non Motor Conversion.
MC-PROTECTOR	N	Check box is provided to check the corresponding Group Class and Coverage Type for Non Motor Conversion.
MCPA	N	Check box is provided to check the corresponding Group Class and Coverage Type for Non Motor Conversion.
DPPA	N	Check box is provided to check the corresponding Group Class and Coverage Type for Non Motor Conversion.
PA-ASI	N	Check box is provided to check the corresponding Group Class and Coverage Type for Non Motor Conversion.
WM-WCS	N	Check box is provided to check the corresponding Group Class and Coverage Type for Non Motor Conversion.
Submit		When User Submit the checked for Non Motor Cover Note Setting. It will be saved.
Cancel		Navigates to the Client Profile screen

1.4.24 Non Motor Quotation Refer Risk

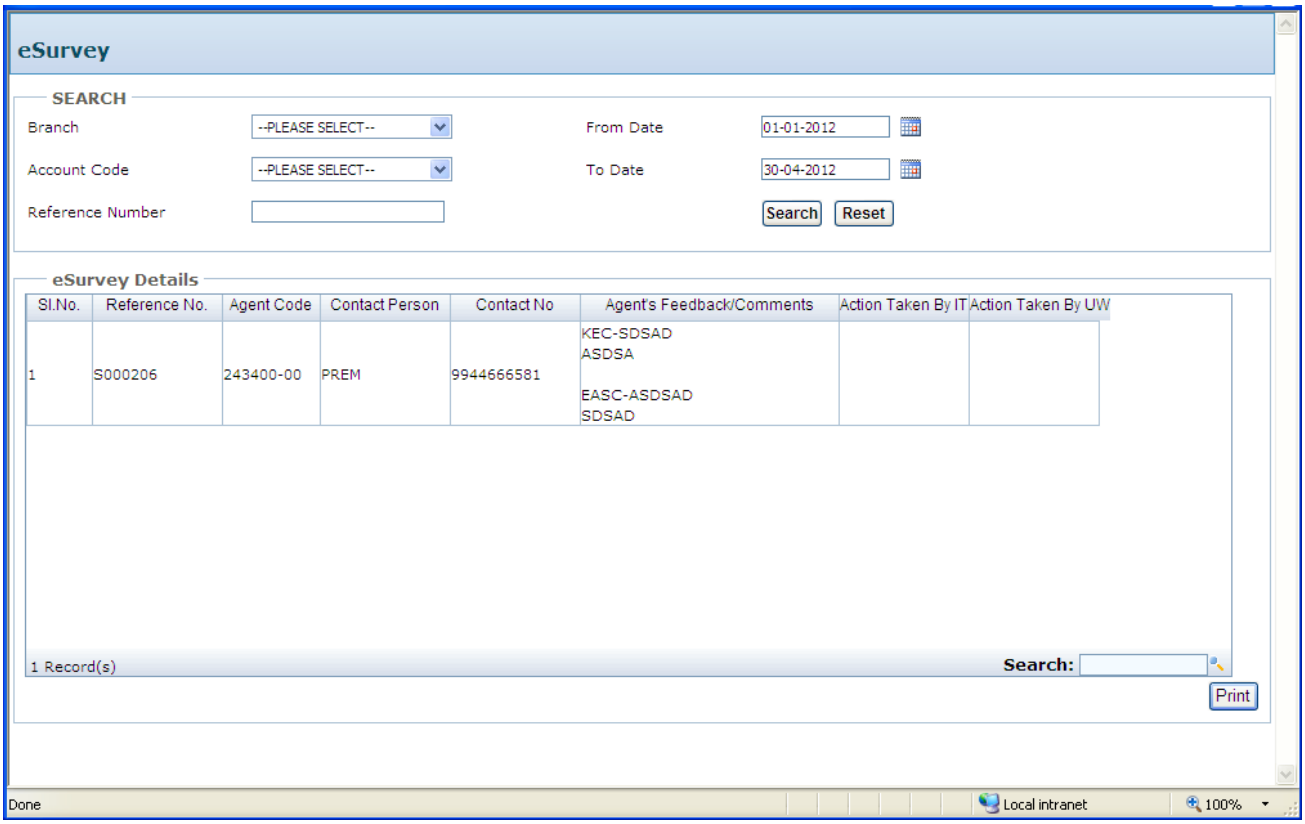
Screen Shots and Field Descriptions



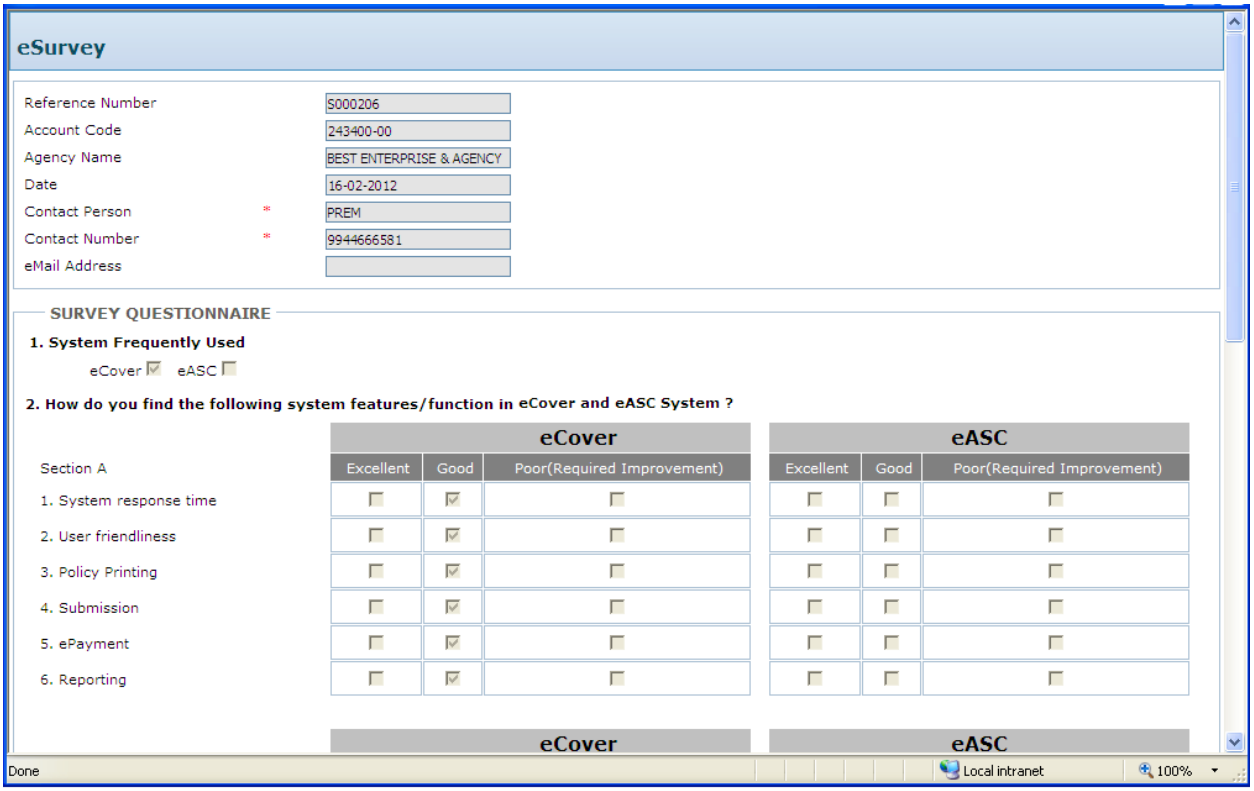
Field	Mandatory (Y/N)	Description
Branch	N	User can select from the list of branches from the drop down list
Class	N	User can select the list of class from the drop down list
Sub Class	N	User can select the list of Sub class from the drop down list
Issued Date	N	User enters or selects the date from date tom picker icon.
Quotation No	N	User enters the Quotation No if applicable.
Agent Code	N	User enters the Agent Code if applicable
Name	N	User enters the name of insured name.
Search		When clicked, lists of the Quotation status loaded in the Quotation Status grid
Reset		Reset the Form Fields.

1.4.25 eSurvey

Screen Shots and Field Descriptions



Field	Mandatory (Y/N)	Description
Branch	N	User can select from the list of branches from the drop down list
Account Code	N	User can select the account code for search. It loads automatically when the branch is selected
Reference Number	N	Search based on Reference Number
From Date	N	User can choose/enter the From Date.
To Date	N	User can choose/enter the To Date.
Search	N	When clicked, lists the Reference No in the grid
Reset	N	Resets the form fields
Print	N	Prints the list Reference No in pdf format



eSurvey

Reference Number	S000206
Account Code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Date	16-02-2012
Contact Person *	PREM
Contact Number *	9944666581
eMail Address	

SURVEY QUESTIONNAIRE

1. System Frequently Used

eCover ☑ eASC ☐

2. How do you find the following system features/function in eCover and eASC System ?

	eCover			eASC		
Section A	Excellent	Good	Poor(Required Improvement)	Excellent	Good	Poor(Required Improvement)
1. System response time	☐	☑	☐	☐	☐	☐
2. User friendliness	☐	☑	☐	☐	☐	☐
3. Policy Printing	☐	☑	☐	☐	☐	☐
4. Submission	☐	☑	☐	☐	☐	☐
5. ePayment	☐	☑	☐	☐	☐	☐
6. Reporting	☐	☑	☐	☐	☐	☐

eCover eASC

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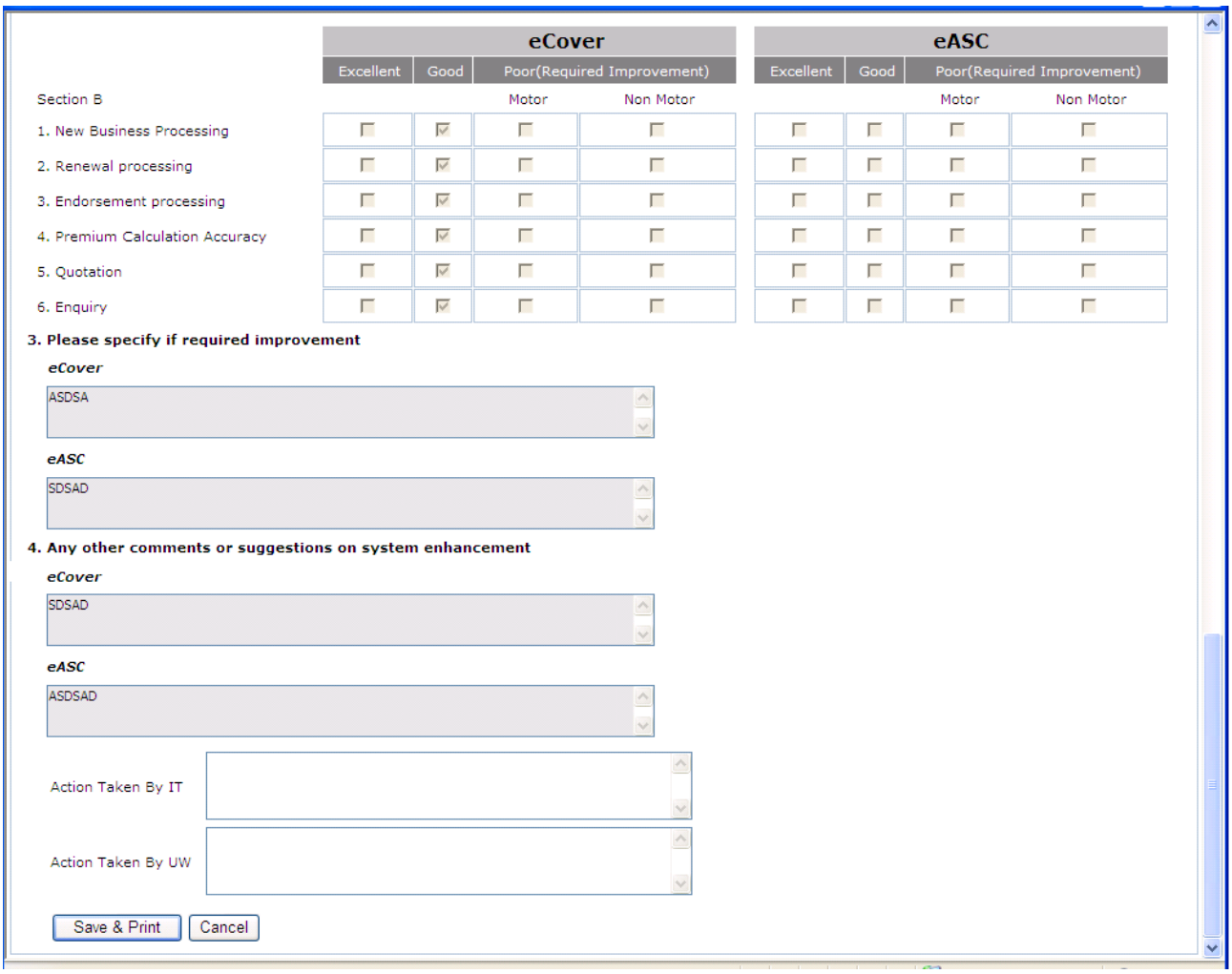


Section B	eCover Excellent	eCover Good	eCover Poor(Required Improvement) Motor	eCover Poor(Required Improvement) Non Motor	eASC Excellent	eASC Good	eASC Poor(Required Improvement) Motor	eASC Poor(Required Improvement) Non Motor
1. New Business Processing	☐	☑	☐	☐	☐	☐	☐	☐
2. Renewal processing	☐	☑	☐	☐	☐	☐	☐	☐
3. Endorsement processing	☐	☑	☐	☐	☐	☐	☐	☐
4. Premium Calculation Accuracy	☐	☑	☐	☐	☐	☐	☐	☐
5. Quotation	☐	☑	☐	☐	☐	☐	☐	☐
6. Enquiry	☐	☑	☐	☐	☐	☐	☐	☐

3. Please specify if required improvement

eCover

ASDSA

eASC

SDSAD

4. Any other comments or suggestions on system enhancement

eCover

SDSAD

eASC

ASDSAD

Action Taken By IT

Action Taken By UW

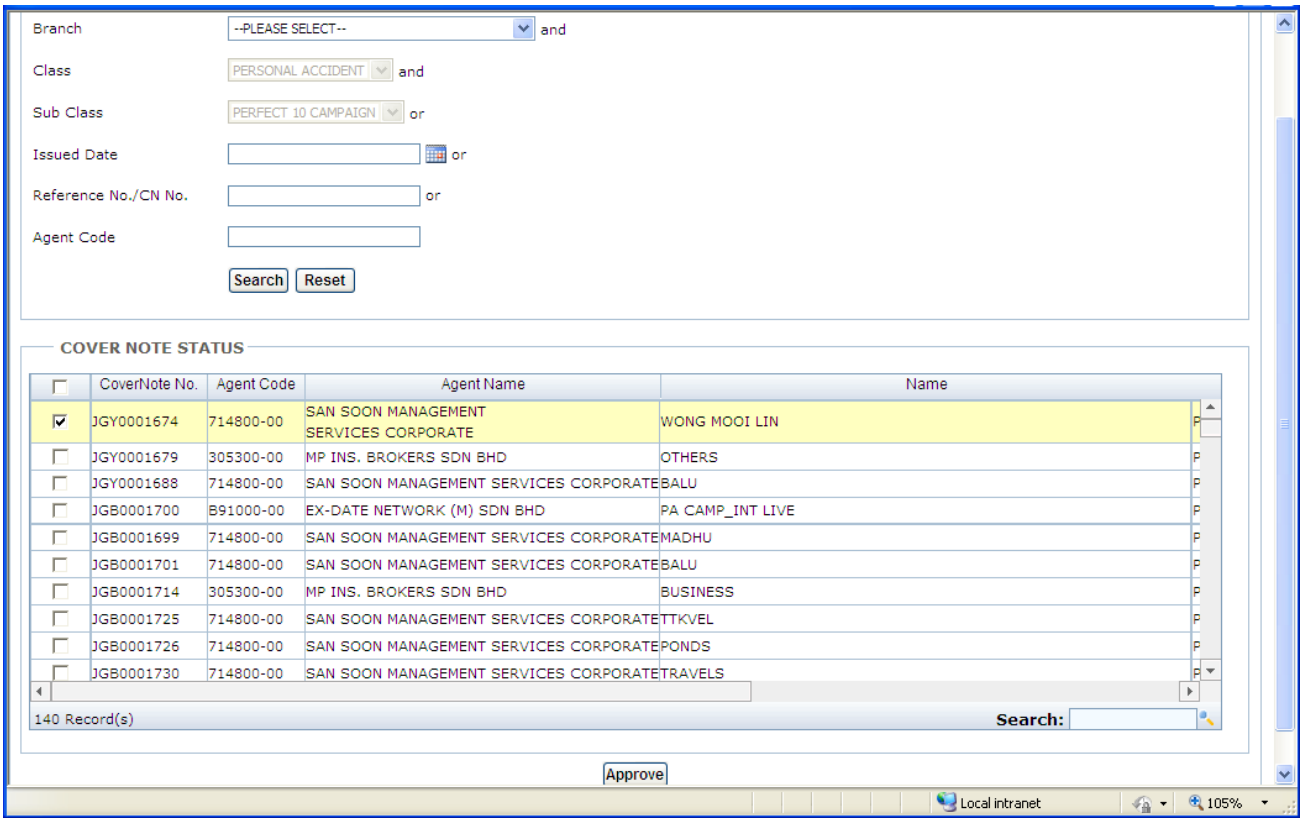
Save & Print | Cancel

Field	Mandatory (Y/N)	Description
Action Taken by IT	N	User need to enter the reason for Action Taken by IT of the Reference No.
Action Taken by UW	N	ser need to enter the reason for Action Taken by UW of the Reference No.
Save & Print	N	Save and print the Reference no in PDF Format.
Cancel	N	Navigates to the Client Profile screen

1.4.26 PA Campaign Submission Approval

Screen Shots and Field Descriptions

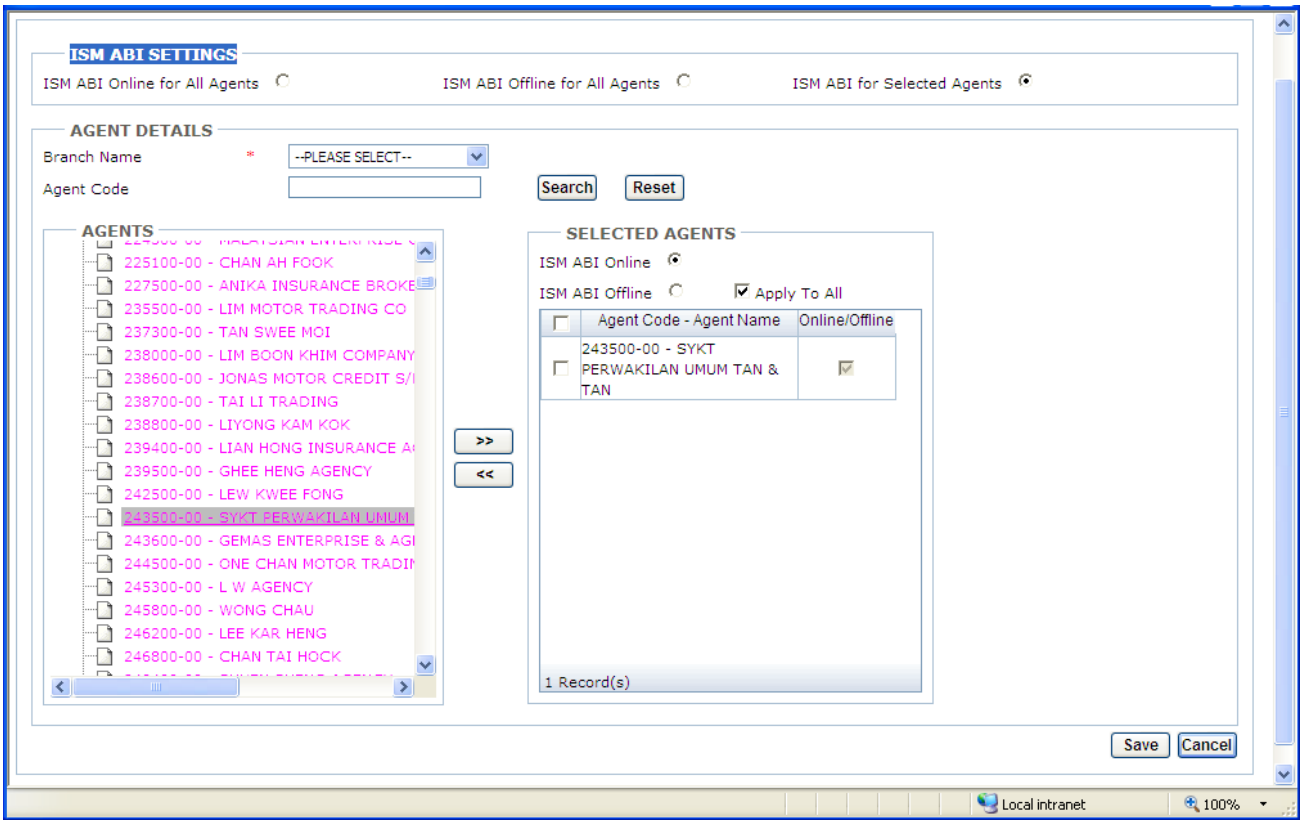
PA Perfect10 Campaign Submission Approval



Field	Mandatory (Y/N)	Description
Branch	N	Select the branch name to search.
Class	Y	Non editable and by default Personal Accident main class will be selected.
Sub Class	Y	Non editable and by default Perfect 10 Campaign class will be selected.
Issued Date	N	Enter the issued date to search.
Reference No./ CN No.	N	Enter the cover note no. or reference no. to search.
Agent Code	N	Enter agent code to search.
Search	Y	On Search will display the perfect 10 campaign details based on the user entry.
Reset	N	Will clear the search option and grid details.
Cover note list Grid	Y	Loads the cover note details with the select option for each row.
Approve	Y	on Approve list of select cover notes will be approved.

1.4.27 ISM ABI Settings

Screen Shots and Field Descriptions

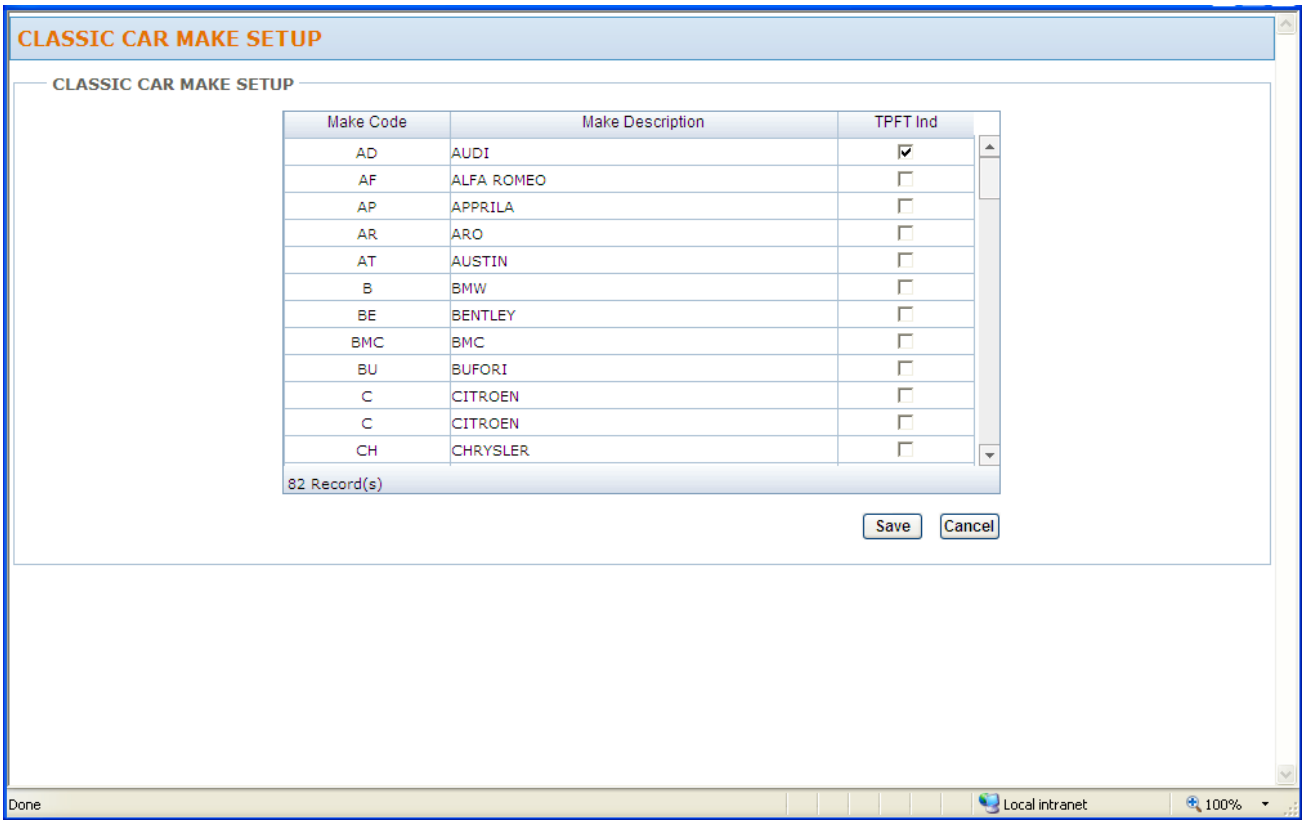


Field	Mandatory (Y/N)	Description
ISM ABI Setting Option	Y	User can select either ISM NCD Online for All Agents , ISM NCD Offline for All Agents or ISM NCD For Selected Agents to which the new Selected Agents to be applies.
Branch Name	Y	User can select from the list of branches from the drop down list
Agent Code	N	User can select the account code for search. It loads automatically when the branch is selected
Search		When clicked, lists of the Agent codes loaded in the AGENTS grid
Reset		Resets the form fields
>> Arrow Button		User Select the any one or more than one agent and click the >> (Right) Arrow button to navigate or Add the details to Selected Agent Grid.
<< Arrow Button		User Select the any one or more than one agent from Selected Agent Grid. Click the >> (Right) Arrow button to Remove the Selected Agents from the Selected Agents Grid.
Selected Agent Grid		
ISM NCD Online or Offline	N	User can select either ISM NCD Online or ISM NCD Offline to which the new Selected Agents to be

		applies.
Check Box (Apply To All)	N	When checked, selects all the menu names in the Agents grid
Save		When clicked, saves the menu access Selected Agent details
Cancel		Navigates to the Client Profile screen

1.4.28 Classic Car Make Setup

Screen Shots and Field Descriptions

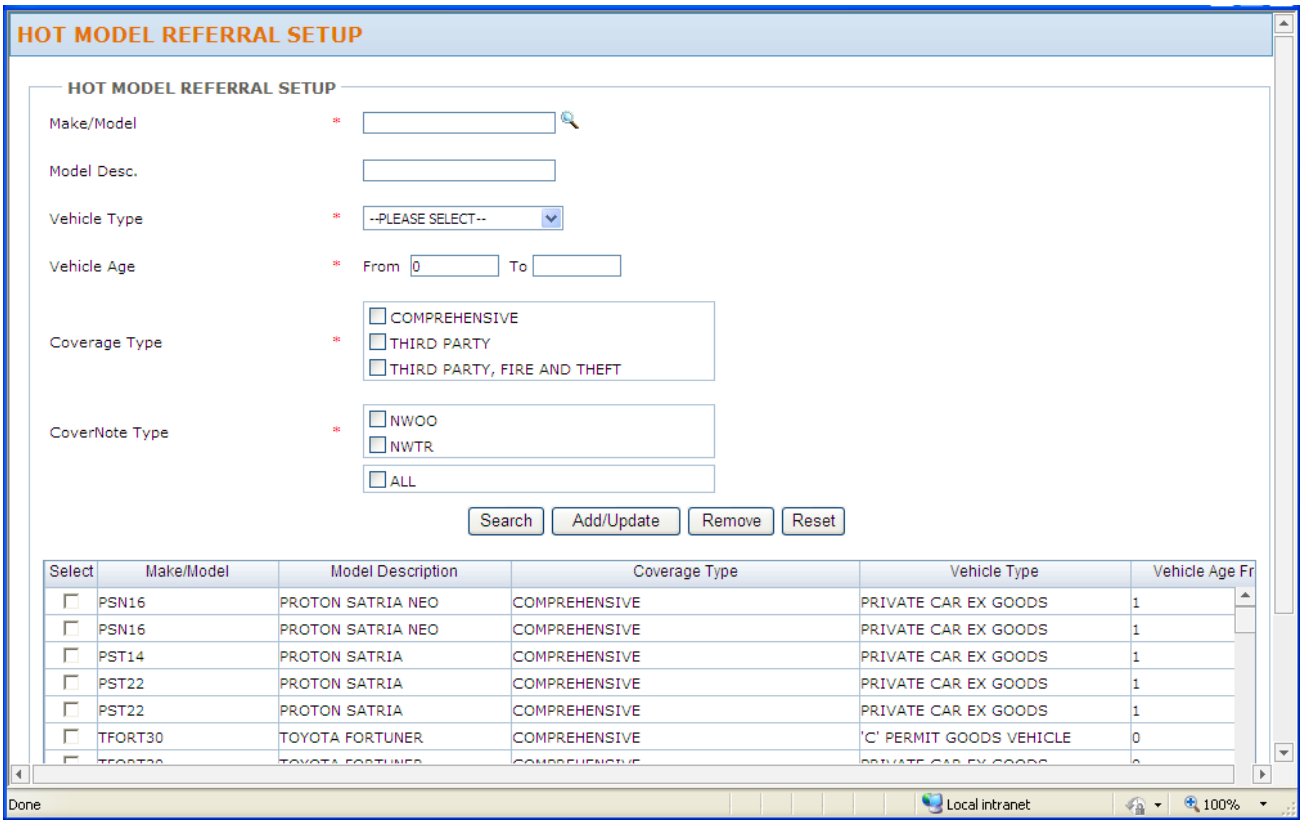


Field	Mandatory (Y/N)	Description
Check box (TPFT Ind)	Y	When checked, selects the Make Code in the grid.
Save		When clicked, saves the Classic Car Make Setup details.
Cancel		Navigates to the Client Profile screen.

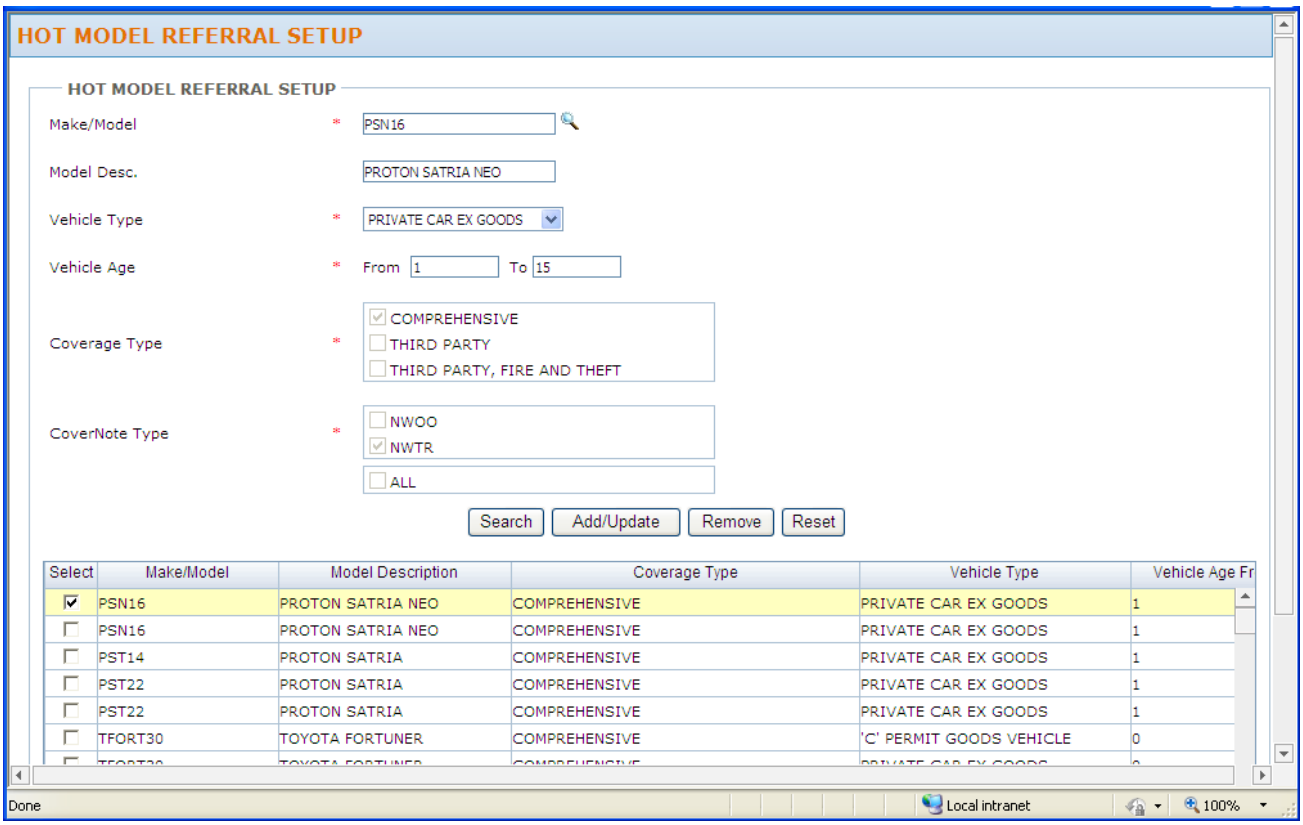
1.4.29 Hot Model Referral Setup

Screen Shots and Field Descriptions

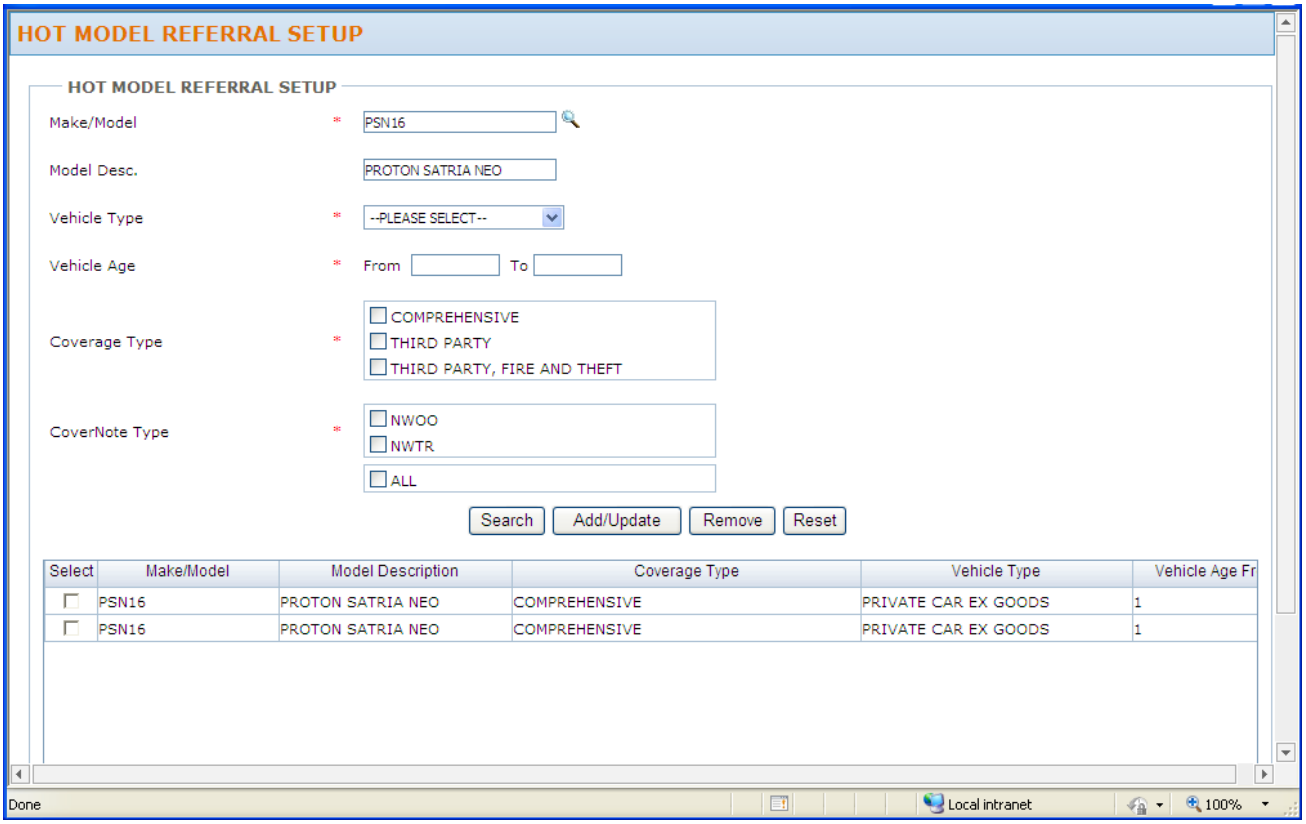
Hot Model Referral Setup - List



Hot Model Referral Setup – Update/Remove Record



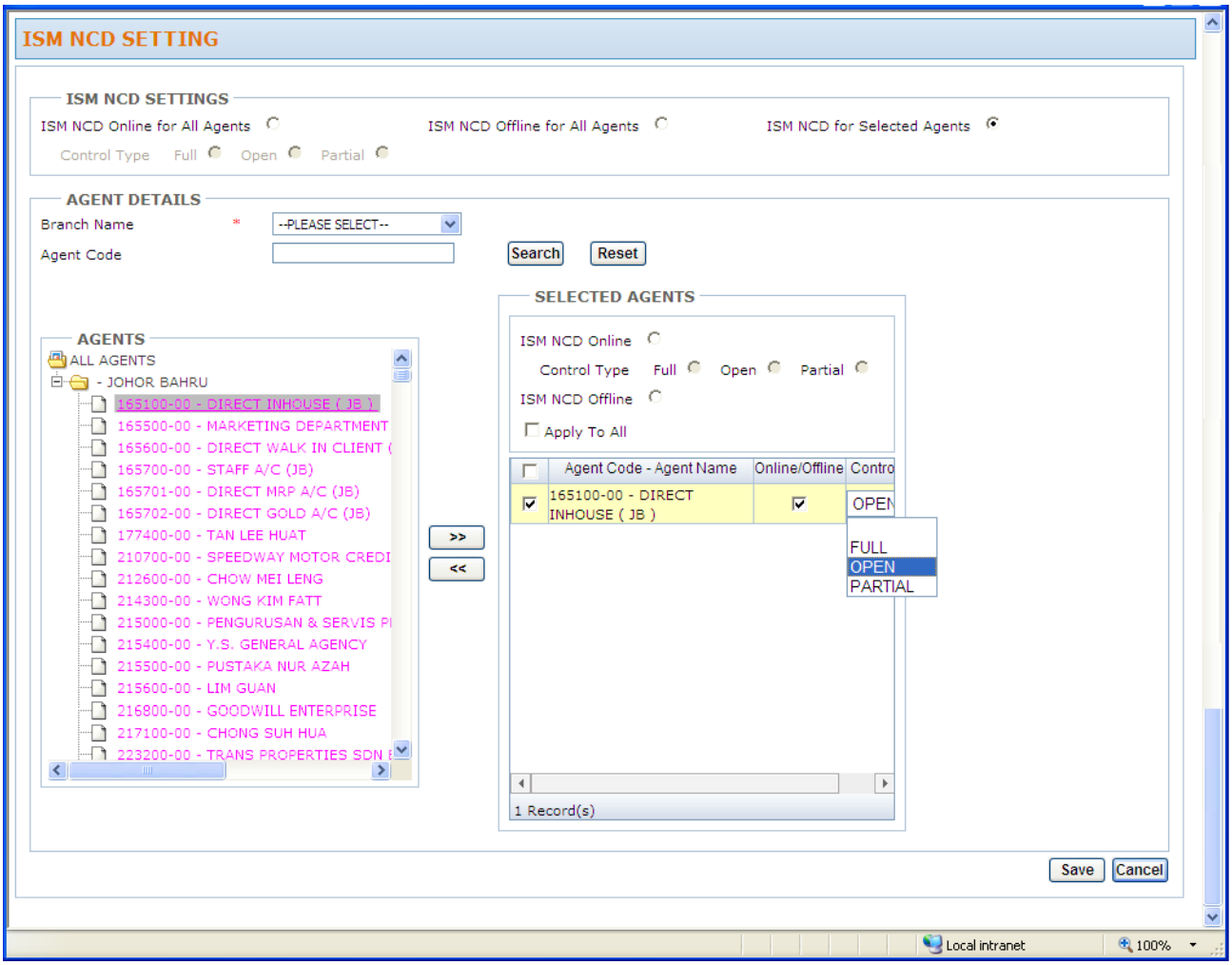
Hot Model Referral Setup – Search



Field	Mandatory (Y/N)	Description
Make/Model	Y	User can select from the Make/Model Search.
Model Desc.	N	Automatically loads when the user selects Make/Model from the search. Non-Editable
Vehicle Type	Y	User can select from the drop down list
Vehicle Age	Y	From and To Age should be keyed in by the user
Coverage Type	Y	Check box is provided to check the corresponding Coverage Type
CoverNote type	Y	Check box is provided to check the corresponding Cover Note Type
Add/Update		Used to Add or Update a record that is checked in the grid.
Remove		Removes the record that is checked from the grid.
Reset		Resets the form fields
Save		Saves the data in the grid
Cancel		Navigates to the Client Profile screen

1.4.30 ISM NCD SETTING

Screen Shots and Field Descriptions

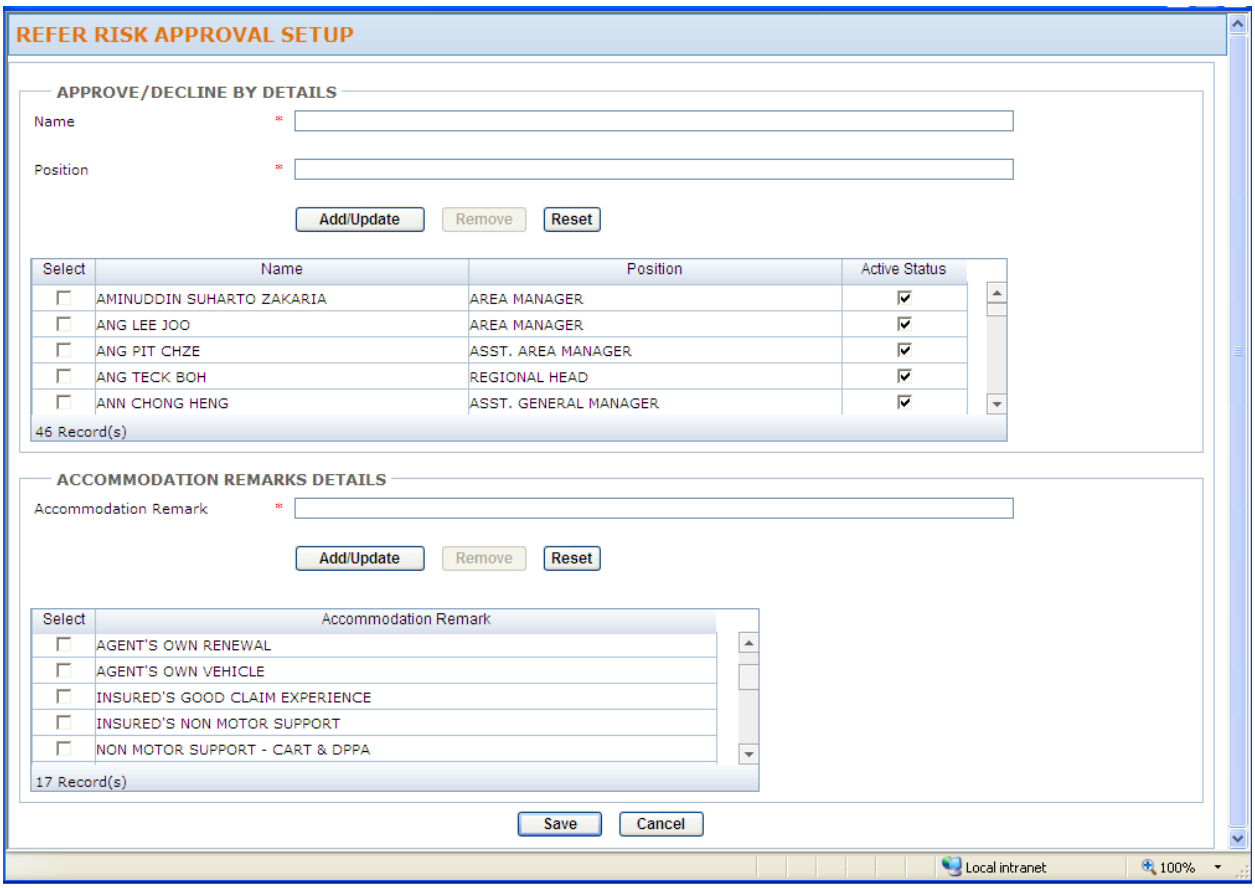


Field	Mandatory (Y/N)	Description
ISM NCD Settings	Y	User can select either ISM NCD Online for All Agents , ISM NCD Offline for All Agents or ISM NCD For Selected Agents to which the new Selected Agents to be applies.
Control Type	N	User can select Full, Open or Partial to which the new Selected Agents to be added applies.
Branch Name	Y	User can select from the list of branches from the drop down list
Agent Code	N	User can select the account code for search. It loads automatically when the branch is selected
Search		When clicked, lists of the Agent codes loaded in the AGENTS grid
Reset		Resets the form fields
>> Arrow Button		User Select the any one or more than one agent and

		click the >> (Right) Arrow button to navigate or Add the details to Selected Agent Grid.
<< Arrow Button		User Select the any one or more than one agent from Selected Agent Grid. Click the >> (Right) Arrow button to Remove the Selected Agents from the Selected Agents Grid.
Selected Agent Grid		
ISM NCD Online or Offline	N	User can select either ISM NCD Online or ISM NCD Offline to which the new Selected Agents to be applies.
Contact Type	N	User can select Full, Open or Partial to which the new Selected Agents to be added applies.
Check Box (Apply To All)	N	When checked, selects all the menu names in the grid
Save		When clicked, saves the menu access Selected Agent details
Cancel		Navigates to the Client Profile screen

1.4.31 Refer Risk Approval Setup

Screen Shots and Field Descriptions

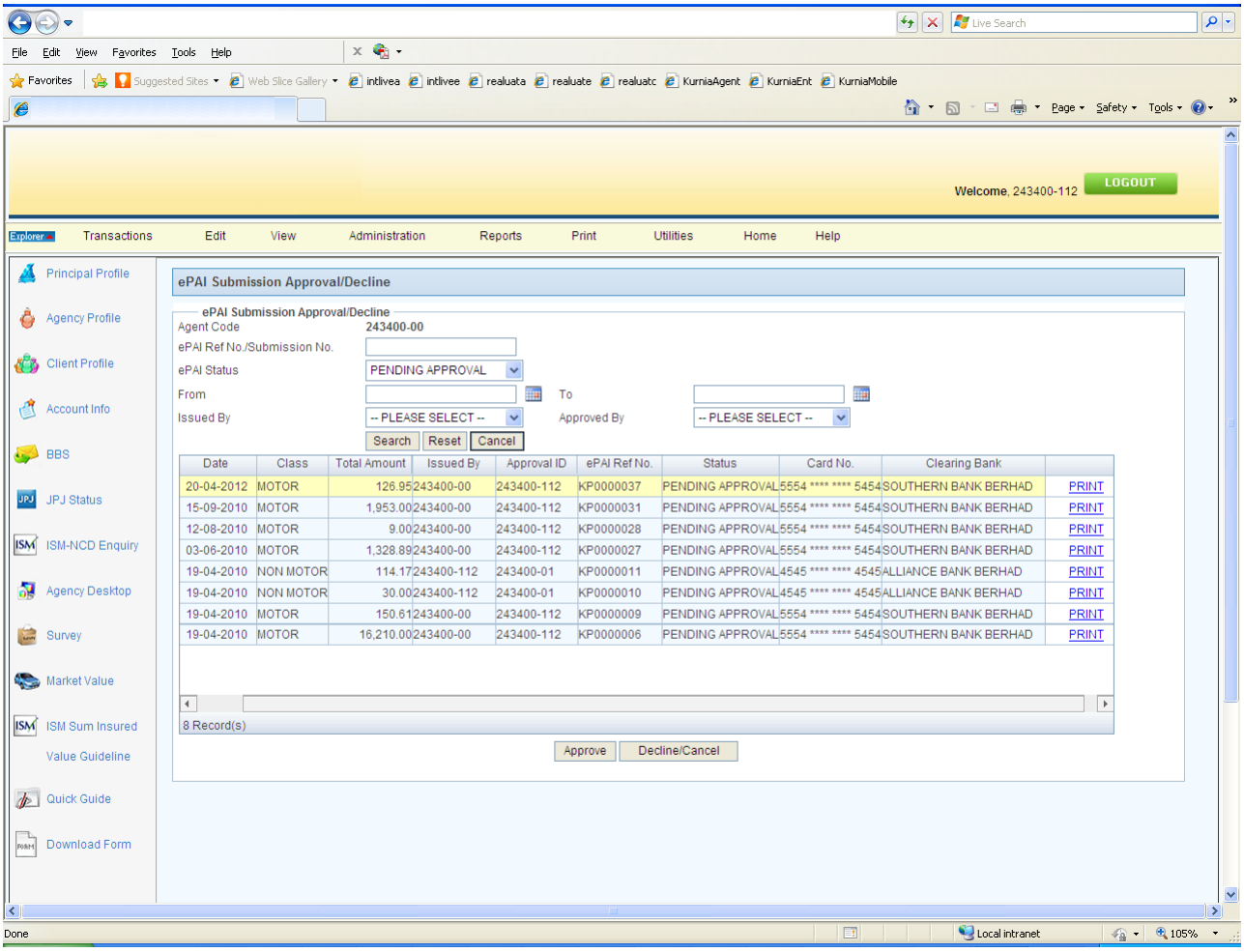


Field	Mandatory (Y/N)	Description
Name	Y	User need to enter the Name for Approve/Decline by details.
Position	Y	User need to enter the Position for Approve/Decline by details.
Add/Update		Used to Add or Update a record that is checked in the grid.
Remove		Removes the record that is checked from the grid.
Reset		Resets the form fields
Accommodation Remarks Details		
Accommodation Remark		User need to enter the Accommodation Remark for Refer Risk Approval.
Add/Update		Used to Add or Update a record that is checked in the grid.
Remove		Removes the record that is checked from the grid.
Reset		Resets the form fields
Save		Saves the data in the grid
Cancel		Navigates to the Client Profile screen

1.4.32 ePAI Submission Approval/Decline

Screen Shots and Field Descriptions

ePAI Submission Approval/Decline



Field	Mandatory (Y/N)	Description
Agent Code	Y	Account code of the logged in User will be displayed.
ePAI Ref No./Submission No.	N	Enter the Submission no. or ePAI reference No. to search.
ePAI Status	Y	Select any status of below, • PENDING APPROVAL • APPROVED • DECLINED • SENT • OK • NOT OK

		• CANCELLED • ALL
From Date	N	Enter the date to search From.
To Date	N	Enter the date to search To.
Issued By	N	Select the sub user to search based on Issued by.
Approved By	N	Select the sub user to search based on Approved by.
Search	Y	Displays the EPAI reference no. matching the Search Criteria entered.
Reset	N	Will clear all the details.
Cancel	N	Closes the page.
Approve	Y	Performs the below actions. • Will be enabled for sub user who can approve. • Sends credit card details to the concerned Clearing Bank for approval. • System displays the ePayment transaction details upon receiving response from the clearing bank. • Once the bank approves transaction, submission batch number is generated and submission sheet is printed.
Decline\Cancel	N	Performs the below actions. • ePAI status will move to DECLINE when sub user rejects the ePAI reference no. • Agent who generated the ePAI reference no. can Cancel the request and the status will be CANCELLED.

BR-CN-F21
REV: B

e-POLICY / ENDORSEMENT SUBMISSION SHEET (MOTOR)

Date	20-04-2012
Account No.	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	
Batch No.	K0049835E

Date of Issue	C/Note No.	Insured Name	C/N Type	Vehicle Type	Vehicle No.	Gross	Total Payable	NCD%	Comm.	S/Tax	Transfer Fee	S/Duty	Nett Premium	Status	Replacement No.
28-12-2011	JVB0006314	CAESAR SIM	N	PC	DSFG355	129.94	139.94	0.00	12.99	0.00	0.00	10.00	126.95	SUBMITTED	
					Grand Total	129.94	139.94		12.99	0.00	0.00	10.00	126.95		

No.	Payment Mode	Cheque No. / Card No. / Payment Description	ePAI Status/Approval Code	Amount (RM)
1	E-PAI	5554********5454	APPROVED	126.95
Total Amount Received (RM)				126.95

_____
Agent's Stamp & Signature

* Credit Card, Signatory must be Cardmember and signature as per Card Account.

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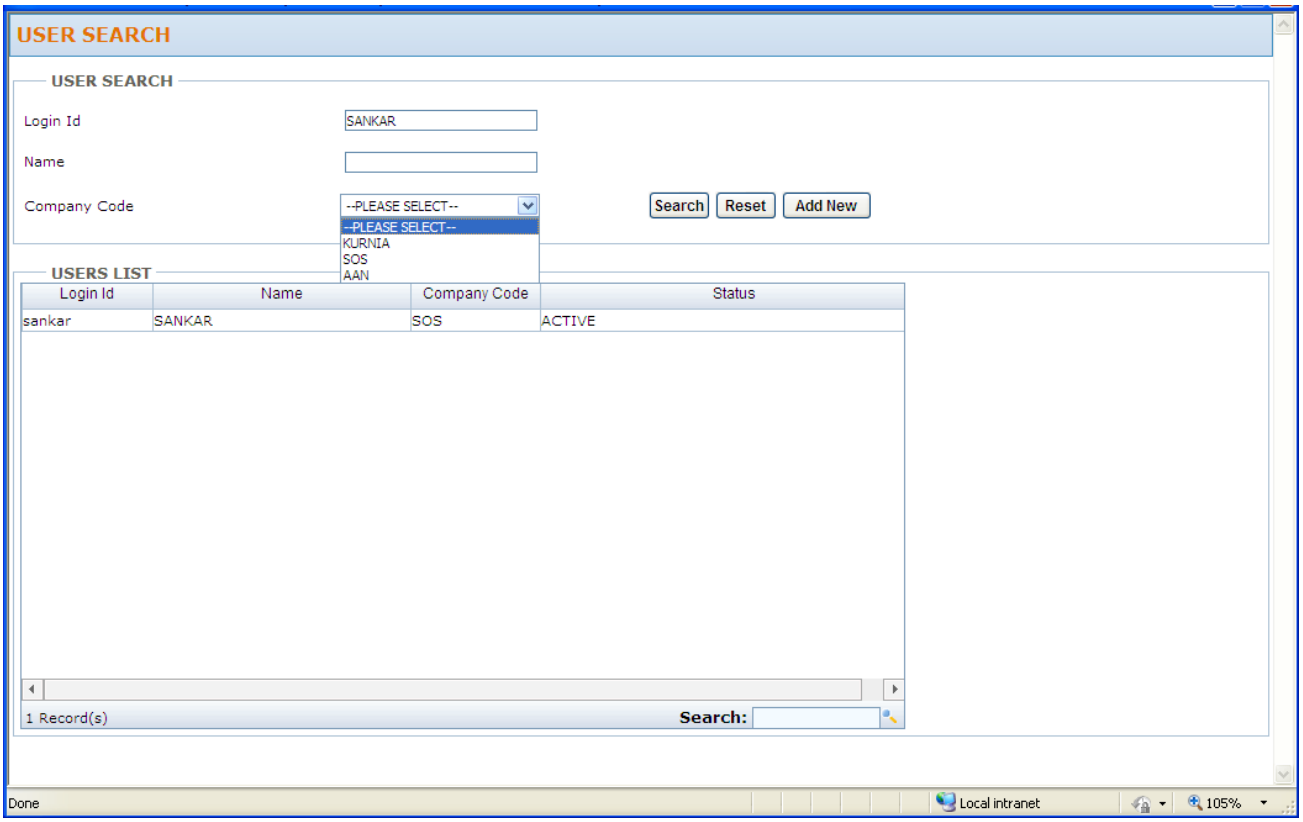
1.4.33 SOS User Approval

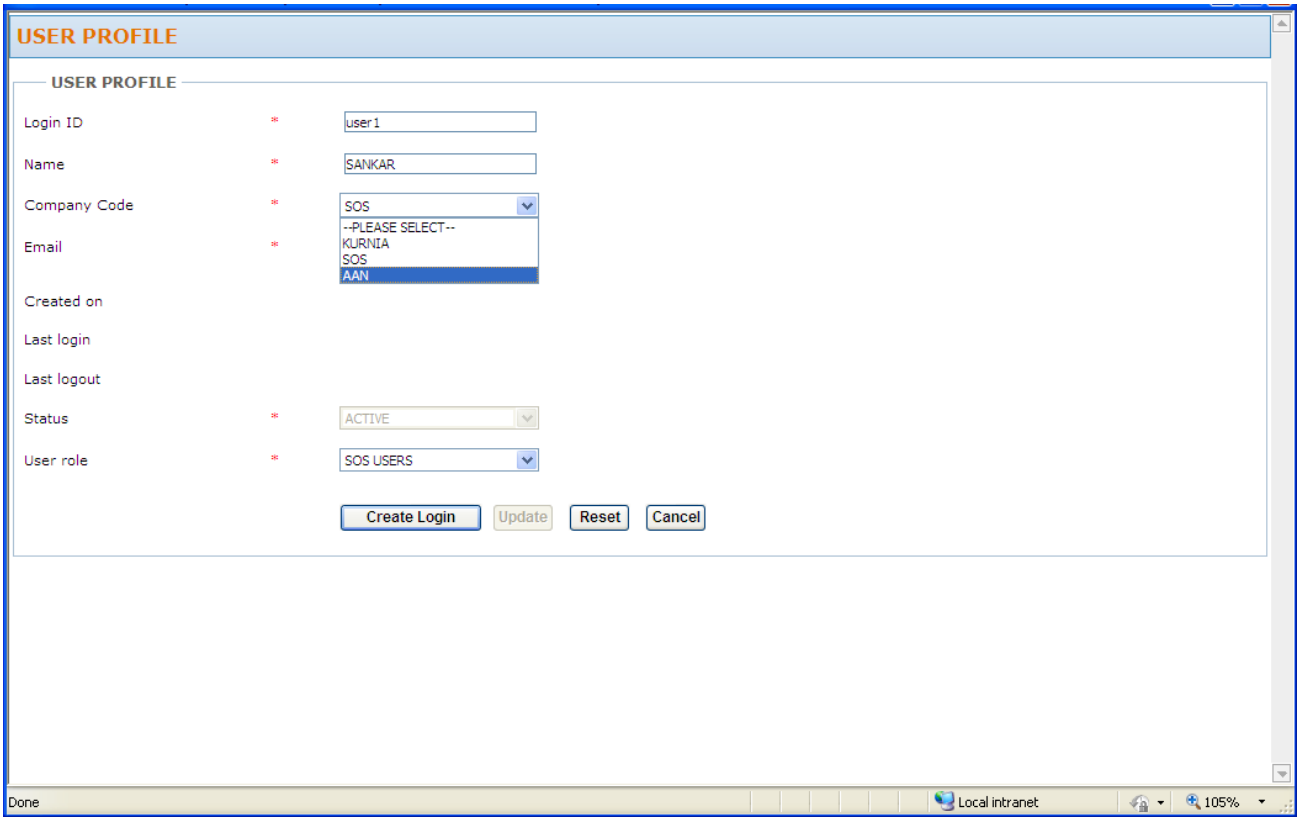
Screen Shots and Field Descriptions

SOS User Search



Field	Mandatory (Y/N)	Description
Login ID	N	Enter the existing login id to search
Name	N	Enter the name to search
Company Code	N	Select any Company code of below, • NSURE • SOS • AAN
Search	Y	On Search will display the existing login details based on the user entry.
Reset	N	Will clear the search option and grid details.
Add New	Y	Will redirect to new SOS user registration page
User List Grid	Y	Loads the existing user details and on double click will redirect to user update page.

SOS User Profile

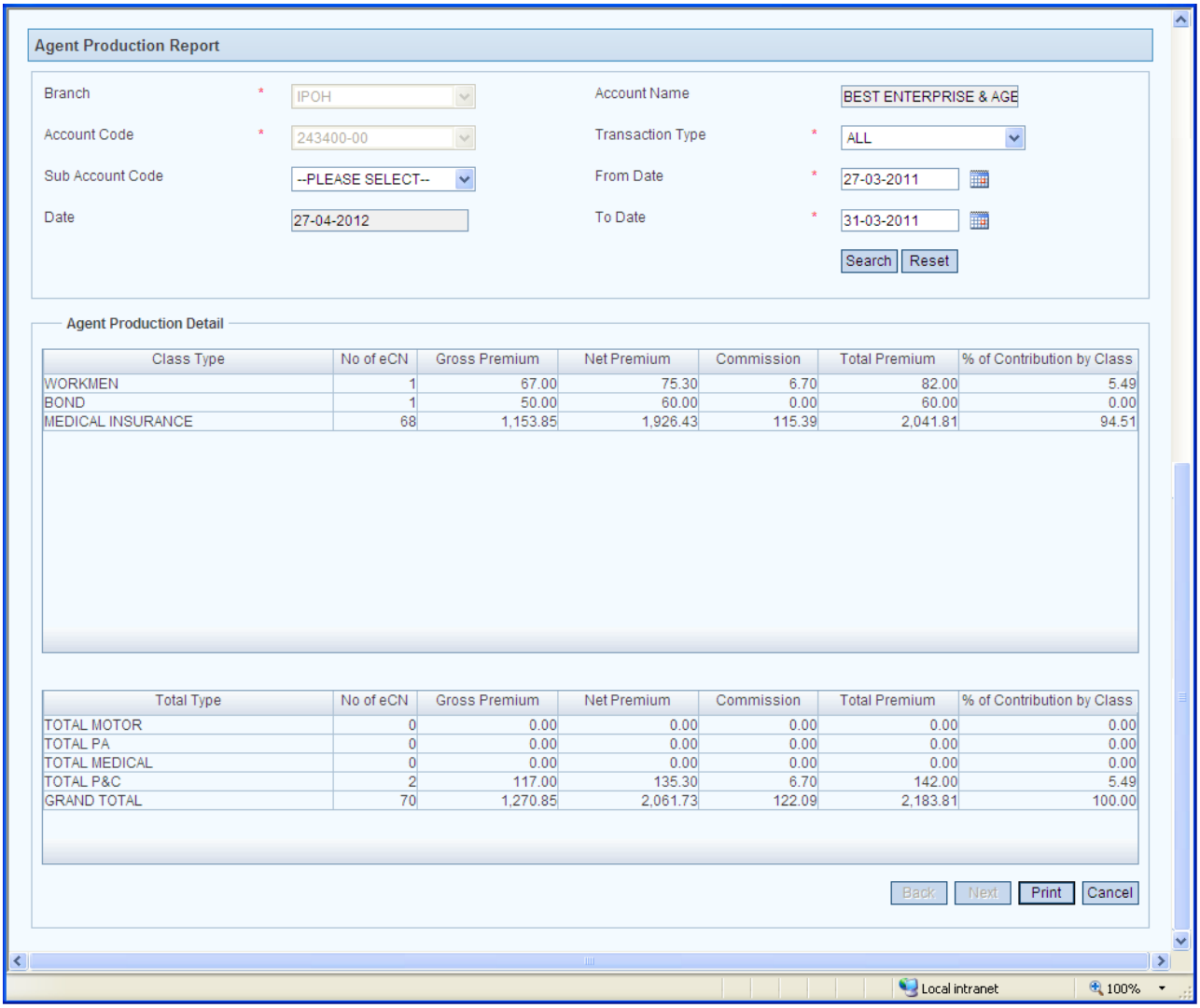


Field	Mandatory (Y/N)	Description
Login Id	Y	Enabled for New user entry and Non editable for existing user.
Name	Y	Enter the name of the user.
Company Code	Y	Select any Company code of below, • NSURE • SOS • AAN
Email Id	Y	Enter the email id to which password details will be sent.
Last login	N	Last login date will be displayed for the existing user.
Last logout	N	Last logout date will be displayed for the existing user.
Status	Y	Select any status of below, • ACTIVE • SUSPEND • DELETE • NEW APPLICATION
User Role	Y	Select SOS USERS role.
Create Login	Y	Will be enabled for New user registration and disable for the existing user updating.
Update	Y	Will be enabled for existing user updating and disable on new user registration.
Reset	N	Will clear the values of user profile form.
Cancel	N	On cancel will redirect to SOS User search page.
Account Code	Y	Account code of the logged in User will be displayed.

1.5 Reports

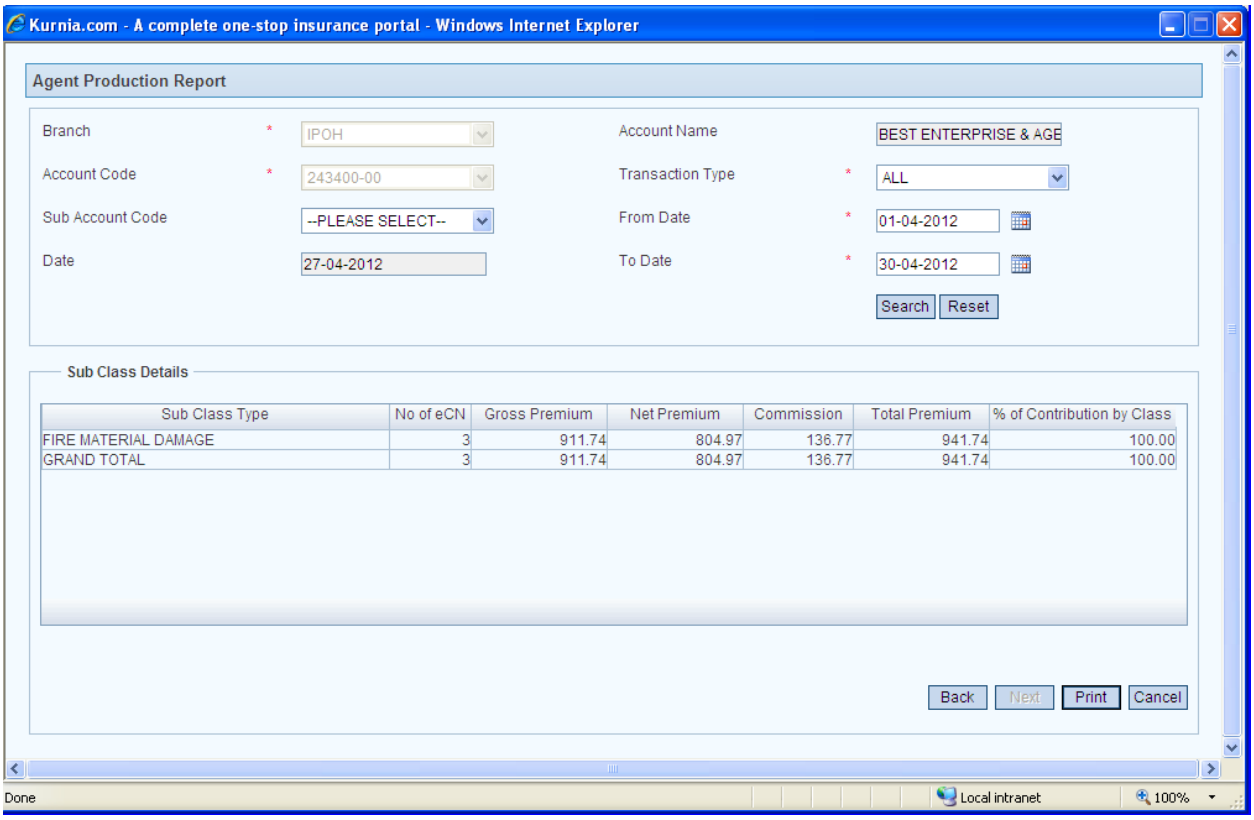
1.5.1 Agent Production Report

Screen Shots and Field Descriptions

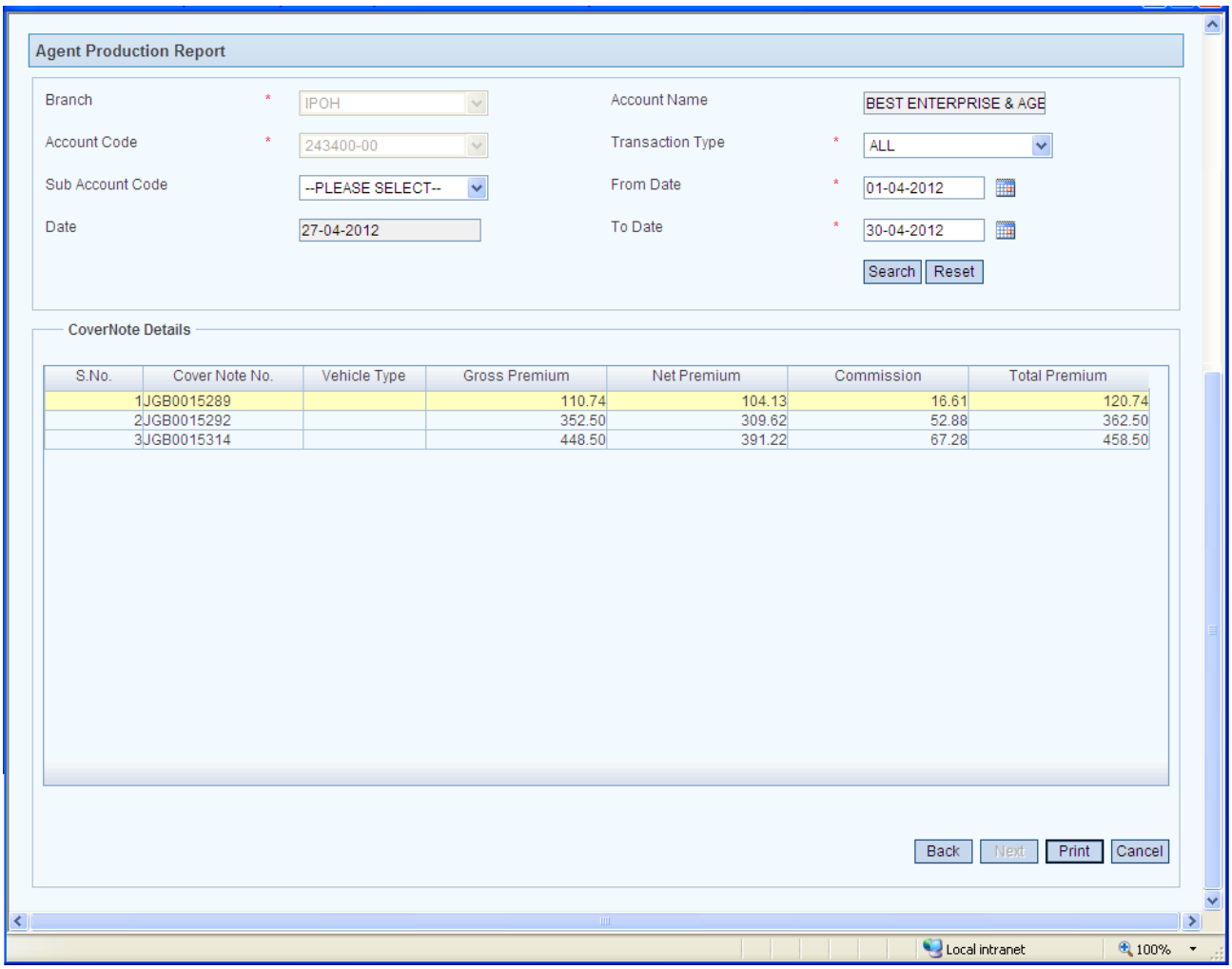


User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.

Sub Account Code	N	Select the Sub Account Code if available from the drop down list.
Date	N	Displays Current date.
Account Name	N	Displays the Agency Name.
Transaction Type	Y	Select the Transaction Type from the drop down list.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Search	N	Displays records in the grid matching the specified criteria. Fetches only submitted cover notes.
Reset	N	Clears all entries to the default values (as if the page is loaded).

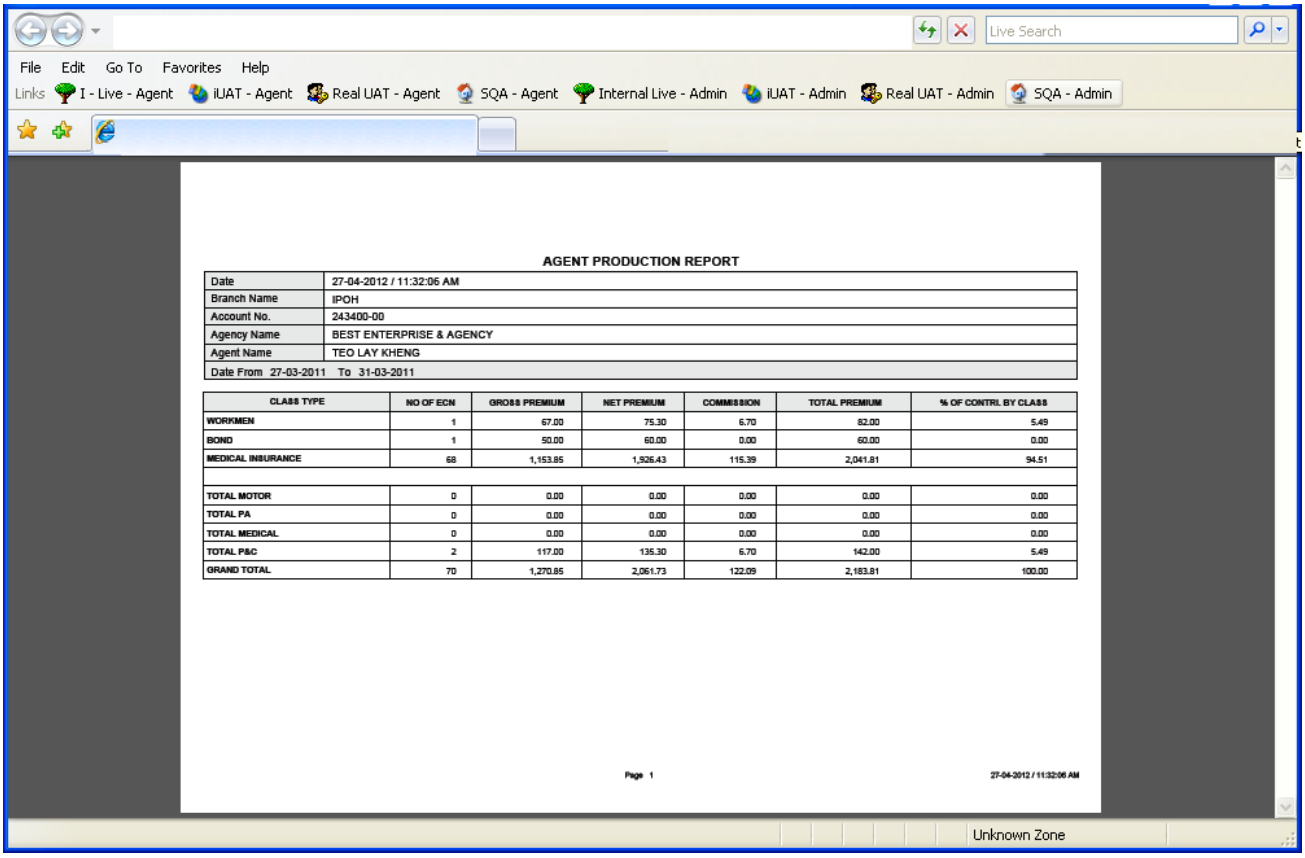


User Interface		
Field	**Mandatory (Y/N)**	**Description**
Agent Production Detail Grid	N	Displays production info including: Class Type, No of eCN, Gross Premium, Net Premium, Commission, Total Premium and % of Contribution by Class. Double clicking a row in the grid displays the Sub Class details in grid
Total Grid	N	Displays production info including: Total Type, No of eCN, Gross Premium, Net Premium, Commission, Total Premium and % of Contribution by Class.
Sub Class Details Grid	N	Displays Sub Class info including: Sub Class Total Type, No of eCN, Gross Premium, Net Premium, Commission, Total Premium and % of Contribution by Class. Double clicking a row in the grid displays the Cover note details in grid.



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Covernote Details Grid	N	Displays Cover note info including: S No., Cover Note No., Vehicle Type, Gross Premium, Net Premium, Commission and Total Premium.
Vehicle Type Grid	N	Displays Vehicle type info including: Vehicle Type Desc, Vehicle Type and Total.
Back	N	Redirects you to the previous page, if applicable.
Next	N	Redirects you to the Next page, if applicable.
Print	N	Prints the Report.
Cancel	N	Closes the Page.

Agent Production Report Print in PDF Format.



AGENT PRODUCTION REPORT

Date	27-04-2012 / 11:32:06 AM
Branch Name	IPOH
Account No.	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	TEO LAY KHENG
Date From 27-03-2011 To 31-03-2011	

CLASS TYPE	NO OF ECN	GROSS PREMIUM	NET PREMIUM	COMMISSION	TOTAL PREMIUM	% OF CONTRI. BY CLASS
WORKMEN	1	67.00	75.30	6.70	82.00	5.49
BOND	1	50.00	60.00	0.00	60.00	0.00
MEDICAL INSURANCE	68	1,153.85	1,926.43	115.39	2,041.81	94.51
TOTAL MOTOR	0	0.00	0.00	0.00	0.00	0.00
TOTAL PA	0	0.00	0.00	0.00	0.00	0.00
TOTAL MEDICAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL P&C	2	117.00	135.30	6.70	142.00	5.49
GRAND TOTAL	70	1,270.85	2,061.73	122.09	2,183.81	100.00

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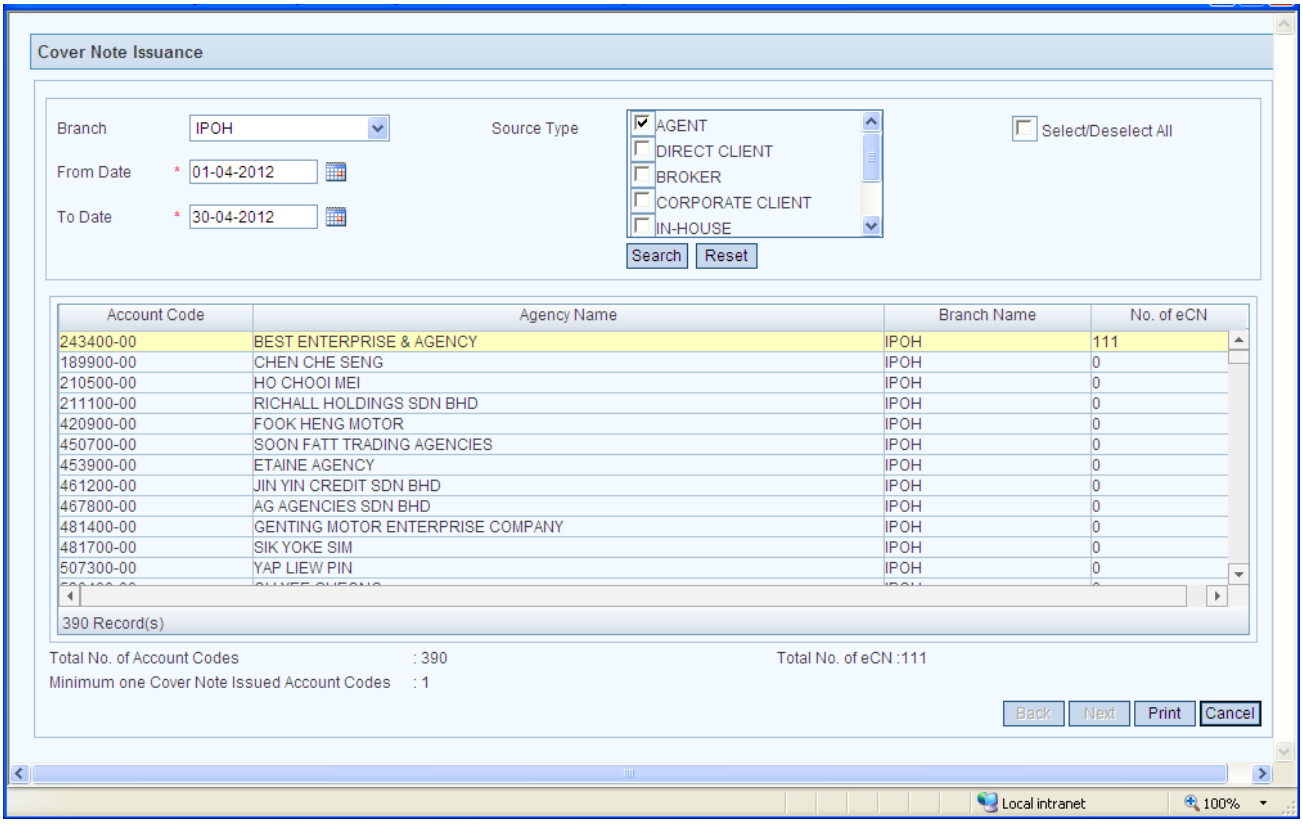
1.5.2 Cover Note Issuance

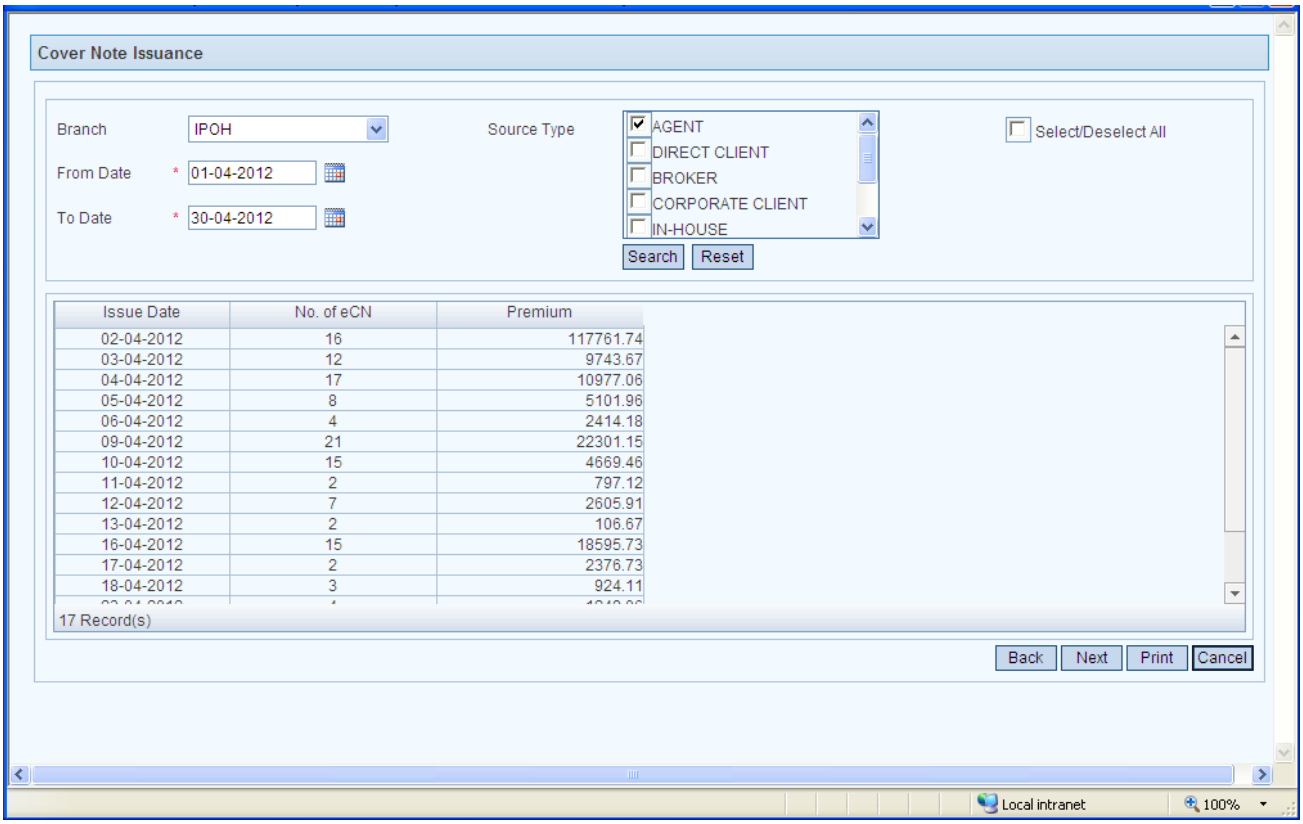
Screen Shots and Field Descriptions

Windscreen Market Value Details



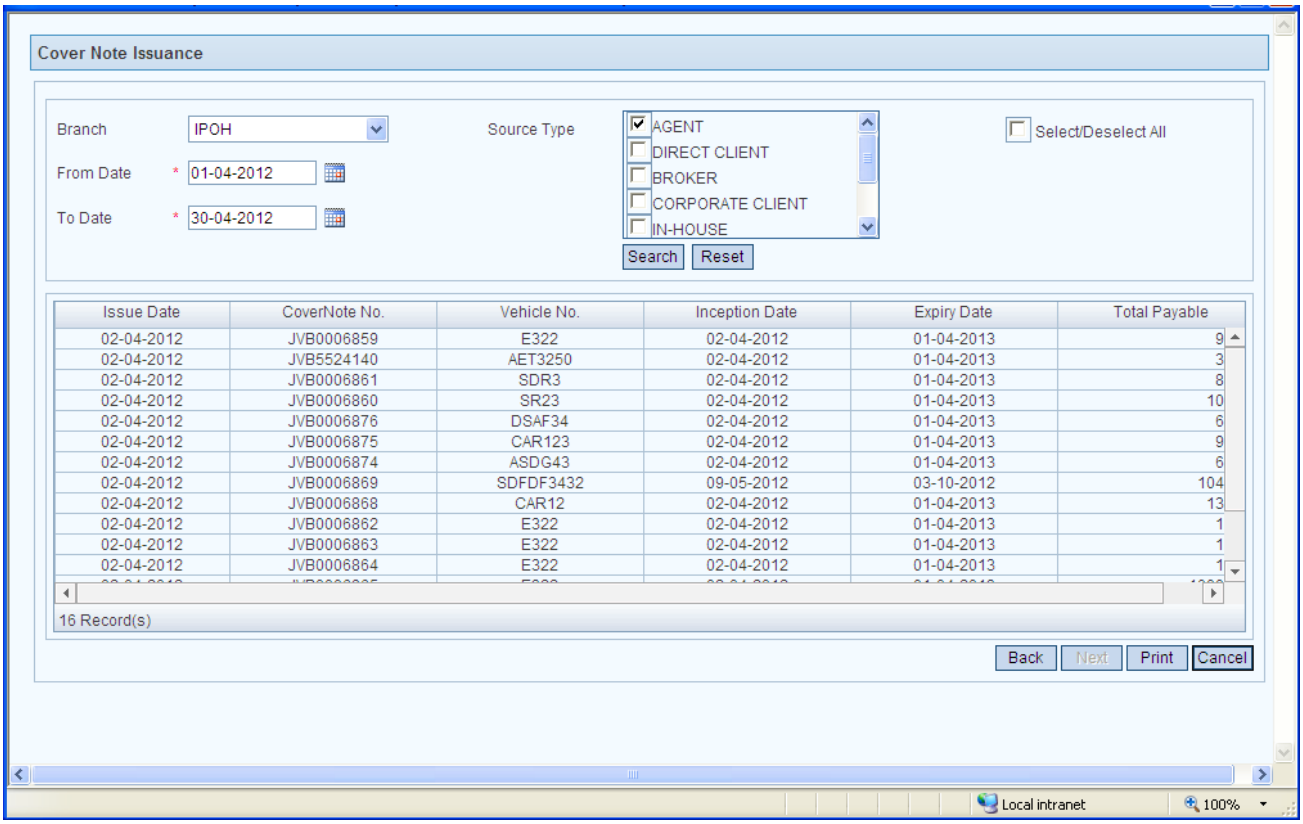
User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	N	Select the branch name from the drop down list.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Source Type	N	Select the Source type.
Select/De Select All	N	Select or Deselect all from the Source Type

Cover Note Issuance Grid.	N	Displays the search results in the grid including: Account Code., Agency Name., Branch Name., No of Covernote eCN.
Back	N	Redirect to Previous Page
Next	N	Select Agency Records displayed in Next page. Redirect to Next Page
Print	N	Prints the report
Cancel	N	Closes the page



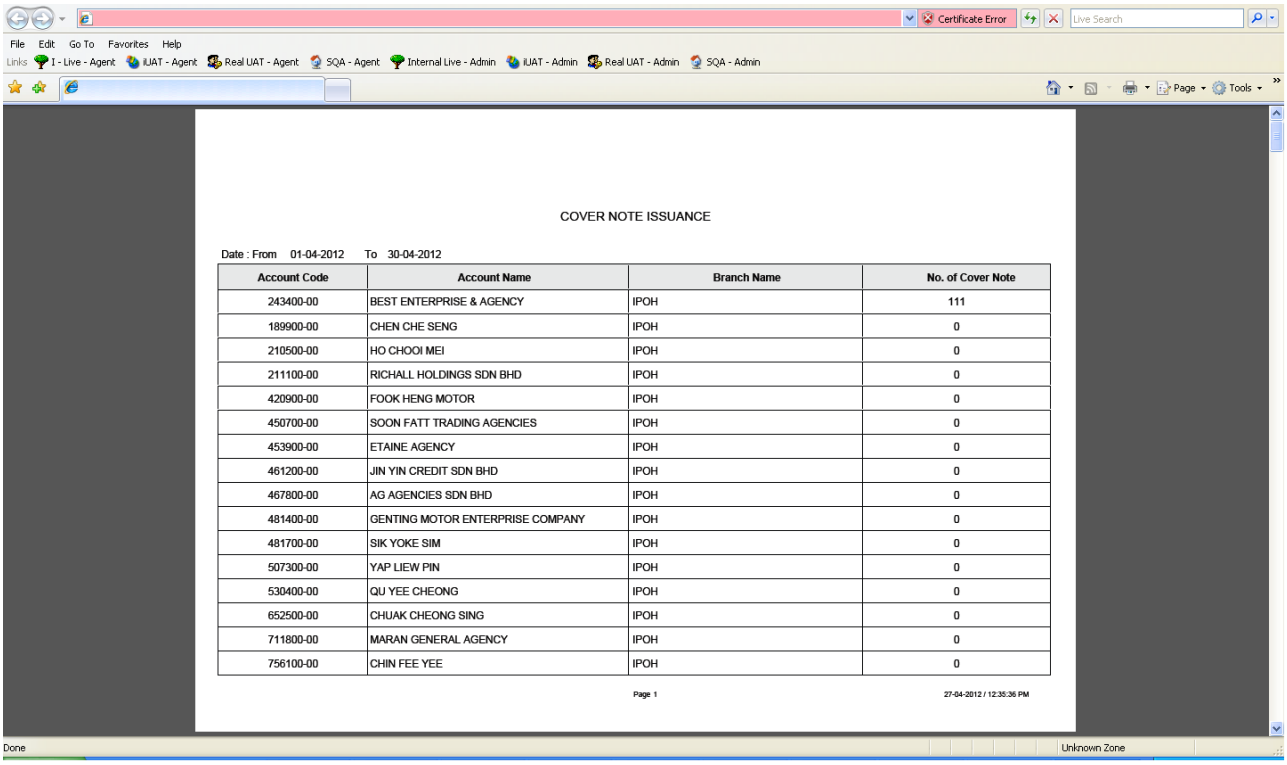
User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Issuance Grid.	N	Displays the search results in the grid including: Issue Date., No of eCN., Premium will display for selected Agency.

Back	N	Redirect to Previous Page
Next	N	Select Agency Records displayed in Next page. Redirect to Next Page
Print	N	Prints the report
Cancel	N	Closes the page



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Cover Note Issuance Grid.	N	Displays the search results in the grid including: Issue Date Covernote No., Vehicle no., Inception date., Expiry Date., Total Payable., For Selected Agency.
Back	N	Redirect to Previous Page
Next	N	Select Agency Records displayed in Next page. Redirect to Next Page

Print	N	Prints the report
Cancel	N	Closes the page



COVER NOTE ISSUANCE

Date : From 01-04-2012 To 30-04-2012

Account Code	Account Name	Branch Name	No. of Cover Note
243400-00	BEST ENTERPRISE & AGENCY	IPOH	111
189900-00	CHEN CHE SENG	IPOH	0
210500-00	HO CHOOI MEI	IPOH	0
211100-00	RICHALL HOLDINGS SDN BHD	IPOH	0
420900-00	FOOK HENG MOTOR	IPOH	0
450700-00	SOON FATT TRADING AGENCIES	IPOH	0
453900-00	ETAINE AGENCY	IPOH	0
461200-00	JIN YIN CREDIT SDN BHD	IPOH	0
467800-00	AG AGENCIES SDN BHD	IPOH	0
481400-00	GENTING MOTOR ENTERPRISE COMPANY	IPOH	0
481700-00	SIK YOKE SIM	IPOH	0
507300-00	YAP LIEW PIN	IPOH	0
530400-00	QU YEE CHEONG	IPOH	0
652500-00	CHUAK CHEONG SING	IPOH	0
711800-00	MARAN GENERAL AGENCY	IPOH	0
756100-00	CHIN FEE YEE	IPOH	0

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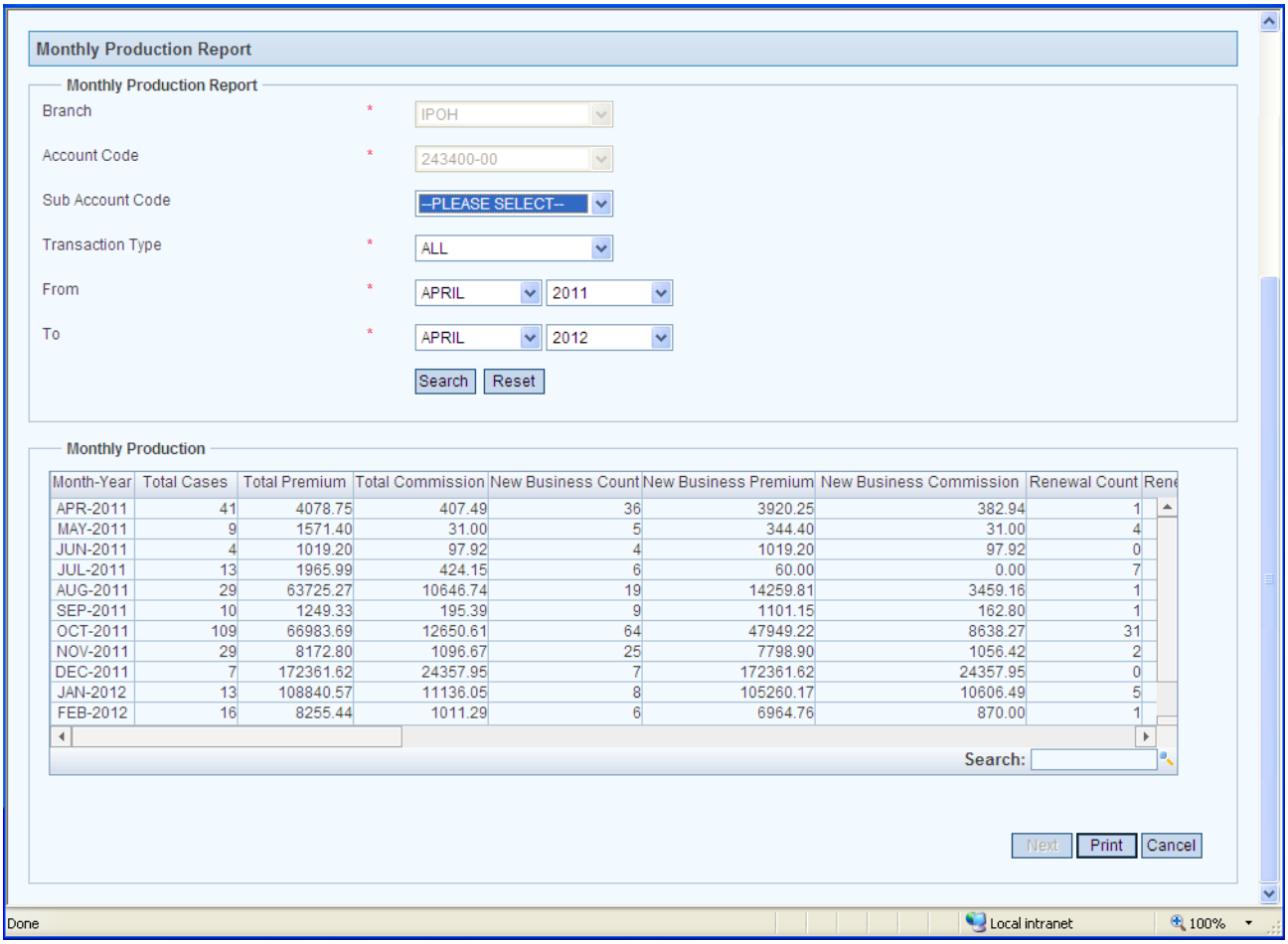
1.5.3 Monthly Production

Screen Shots and Field Descriptions

Windscreen Market Value Details

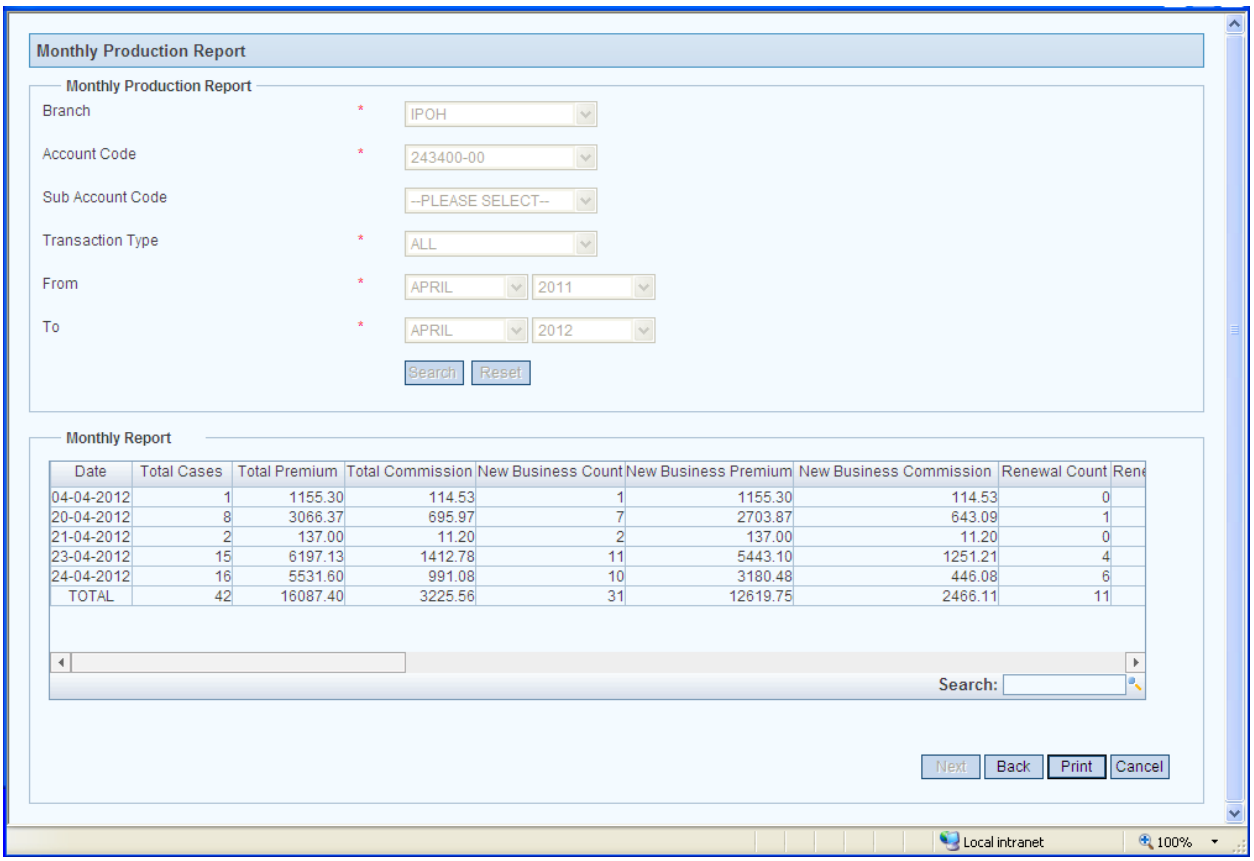


User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.

Transaction Type	Y	Select the Transaction Type from the drop down list.
Date	N	Displays Current date.
Account Name	N	Displays the Agency Name.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Monthly Production Grid	N	Displays the following Monthly Production Details: Double clicking a row in the grid displays the details view in the in grid.

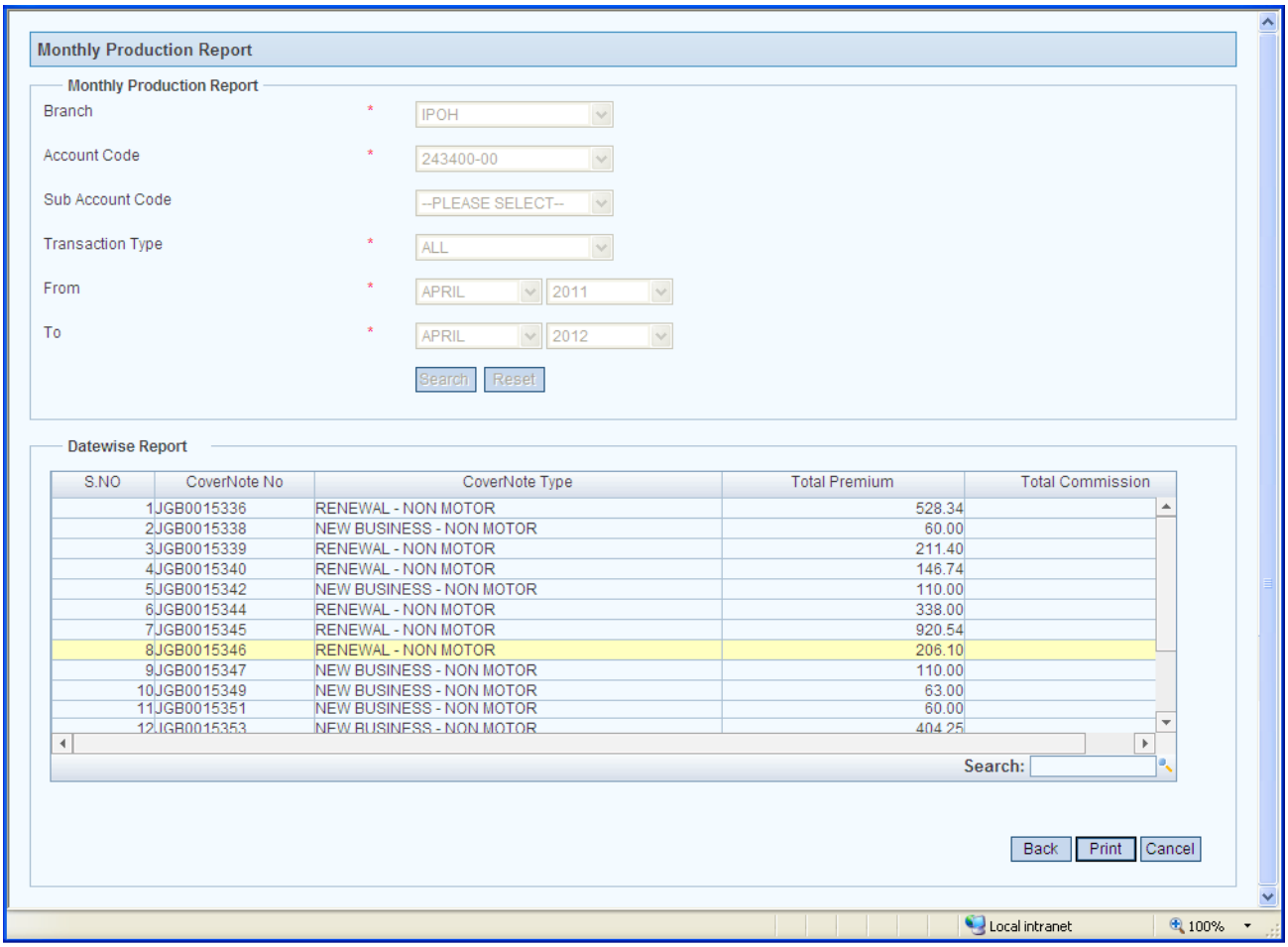
Column	Purpose
Month	Actual Month
Total Cases	Number of cover notes issued during the selected period with current status as 'submitted'.
Total Premium	Total premium amount of these Cover notes.
New Business	Number of cover notes issued under New business category.
New Business Premium	Premium Amount of these cover notes.
New Business Commission	Commission amount gained by these cover notes.
Renewal Business	Renewal before 6 months and after the 6 months of the cover notes period.
Renewal Premium	Premium amount for the Renewal cover notes.
Renewal Commission	Renewal before the commission amount of cover notes.
E Endorsement (Non JPJ)	Changes made in the Cover note approved in Road Tax.

		E Endorsement (Non JPJ) Premium	Premium amount for the Endorsement Non JPJ
		E Endorsement(Non JPJ) Commission	Changes in the commission amount of cover notes.
		E Endorsement (JPJ)	Changes made in the Cover note which has not been approved in Road Tax.
		E Endorsement Premium (JPJ)	Total premium amount of JPJ.
		Free Text Non-Motor Count	Total number of cover notes created for selected month and year. Total number of cover notes created for selected month and year.
		Free Text Commission	The agent's total commission Amount.

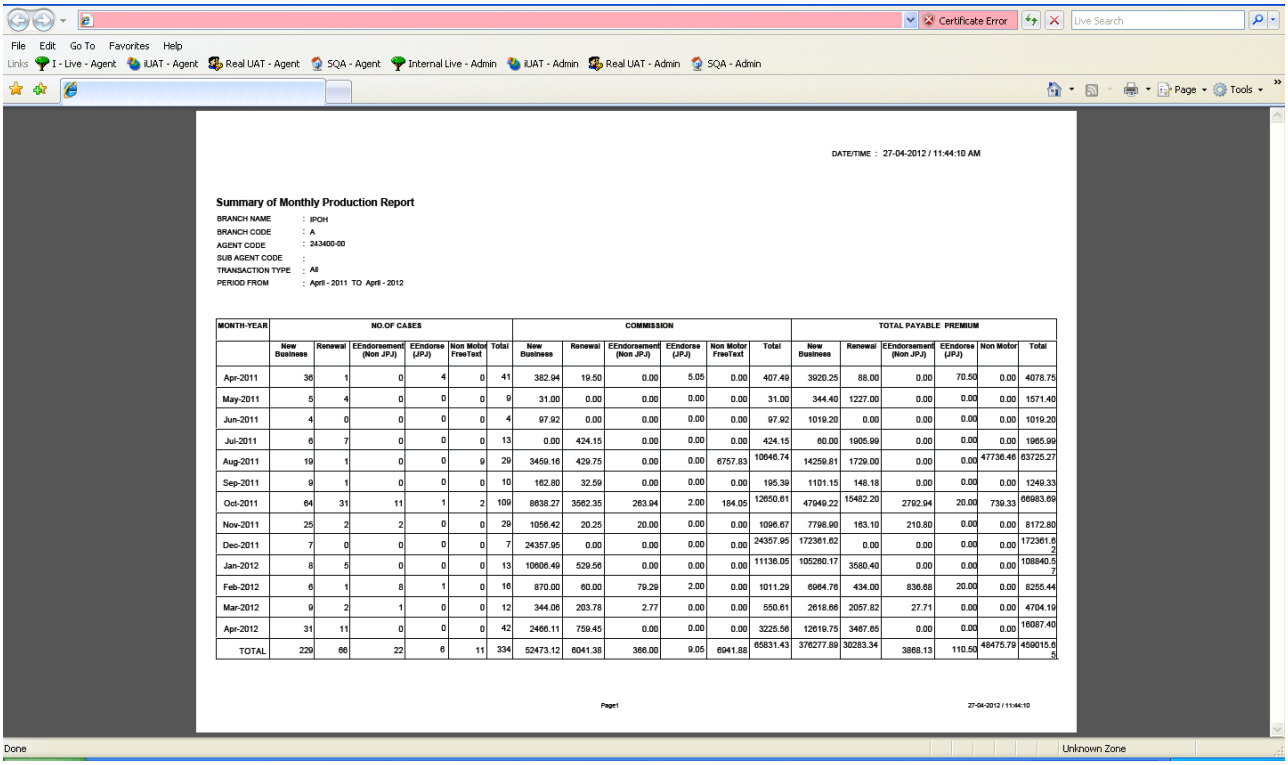


Date	Total Cases	Total Premium	Total Commission	New Business Count	New Business Premium	New Business Commission	Renewal Count	Rene
04-04-2012	1	1155.30	114.53	1	1155.30	114.53	0	
20-04-2012	8	3066.37	695.97	7	2703.87	643.09	1	
21-04-2012	2	137.00	11.20	2	137.00	11.20	0	
23-04-2012	15	6197.13	1412.78	11	5443.10	1251.21	4	
24-04-2012	16	5531.60	991.08	10	3180.48	446.08	6	
TOTAL	42	16087.40	3225.56	31	12619.75	2466.11	11	

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Monthly Report Grid	N	Displays Date-wise details including: Date, Total Cases, Total Premium, Total Commission, New Business, Business Premium, Business Commission, Renewal Business, Renewal Premium, Renewal Commission, E Endorsement (Non JPJ), E Endorsement (Non JPJ) Premium, E Endorsement(Non JPJ) Commission, E Endorsement, E Endorsement Premium, E Endorsement Commission, Free Text, Free Text Premium and Free Text Commission.
Back	N	Redirects you to the previous page (if applicable).
Next	N	Redirects you to the Next page (if applicable).
Print	N	Prints the Report.
Cancel	N	Closes the Page.



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Date Wise Report Grid	N	Displays Cover Note Details including: Cover note No, Covernote type, Total Premium, Total Commission.
Back	N	Redirects you to the previous page (if applicable).
Print	N	Prints the Report. Refer The Below screen shot .
Cancel	N	Closes the Page.



DATE/TIME : 27-04-2012 / 11:44:10 AM

Summary of Monthly Production Report

BRANCH NAME : IPOH
BRANCH CODE : A
AGENT CODE : 243400-00
SUB AGENT CODE :
TRANSACTION TYPE : All
PERIOD FROM : April - 2011 TO April - 2012

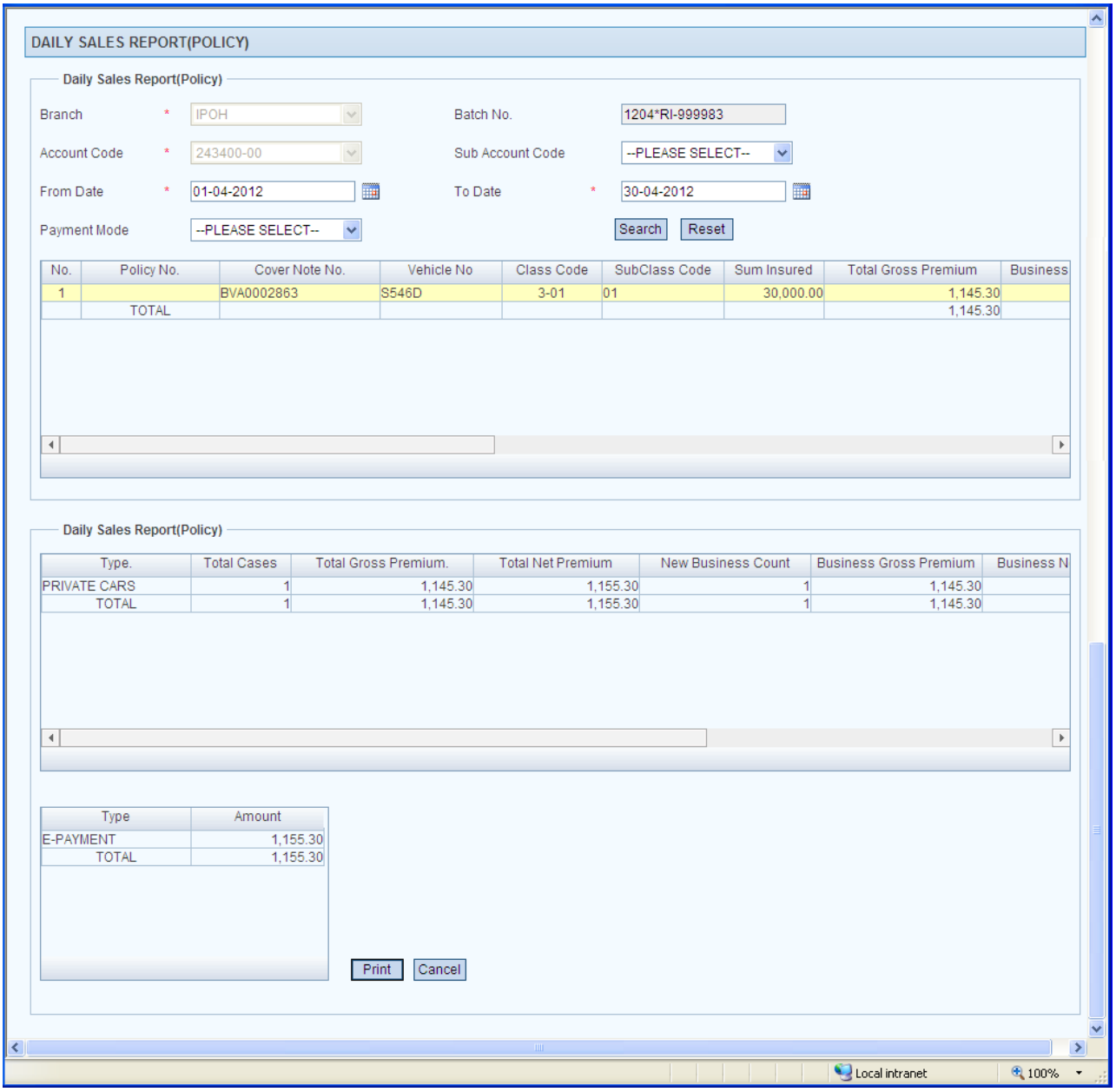
MONTH-YEAR	NO.OF CASES						COMMISSION						TOTAL PAYABLE PREMIUM					
	New Business	Renewal	EEndorsement (Non JPJ)	EEndorse (JPJ)	Non Motor FreeText	Total	New Business	Renewal	EEndorsement (Non JPJ)	EEndorse (JPJ)	Non Motor FreeText	Total	New Business	Renewal	EEndorsement (Non JPJ)	EEndorse (JPJ)	Non Motor	Total
Apr-2011	36	1	0	4	0	41	382.94	19.50	0.00	5.05	0.00	407.49	3920.25	88.00	0.00	70.50	0.00	4078.75
May-2011	5	4	0	0	0	9	31.00	0.00	0.00	0.00	0.00	31.00	344.40	1227.00	0.00	0.00	0.00	1571.40
Jun-2011	4	0	0	0	0	4	97.92	0.00	0.00	0.00	0.00	97.92	1019.20	0.00	0.00	0.00	0.00	1019.20
Jul-2011	6	7	0	0	0	13	0.00	424.15	0.00	0.00	0.00	424.15	60.00	1905.99	0.00	0.00	0.00	1965.99
Aug-2011	19	1	0	0	9	29	3459.16	429.75	0.00	0.00	6757.83	10646.74	14259.81	1729.00	0.00	0.00	47736.46	63725.27
Sep-2011	9	1	0	0	0	10	162.80	32.59	0.00	0.00	0.00	195.39	1101.15	148.18	0.00	0.00	0.00	1249.33
Oct-2011	64	31	11	1	2	109	8638.27	3562.35	283.94	2.00	184.05	12650.61	47949.22	15482.20	2792.94	20.00	739.33	66983.69
Nov-2011	25	2	2	0	0	29	1056.42	20.25	20.00	0.00	0.00	1096.67	7798.90	163.10	210.80	0.00	0.00	8172.80
Dec-2011	7	0	0	0	0	7	24357.95	0.00	0.00	0.00	0.00	24357.95	172361.62	0.00	0.00	0.00	0.00	172361.62
Jan-2012	8	5	0	0	0	13	10606.49	529.56	0.00	0.00	0.00	11136.05	105260.17	3580.40	0.00	0.00	0.00	108840.57
Feb-2012	6	1	8	1	0	16	870.00	60.00	79.29	2.00	0.00	1011.29	6964.76	434.00	836.68	20.00	0.00	8255.44
Mar-2012	9	2	1	0	0	12	344.06	203.78	2.77	0.00	0.00	550.61	2618.68	2057.82	27.71	0.00	0.00	4704.19
Apr-2012	31	11	0	0	0	42	2466.11	759.45	0.00	0.00	0.00	3225.56	12619.75	3467.65	0.00	0.00	0.00	16087.40
TOTAL	229	66	22	6	11	334	52473.12	6041.38	386.00	9.05	6941.88	65831.43	376277.89	30283.34	3868.13	110.50	48475.79	459015.65

Page1 27-04-2012 / 11:44:10

1.5.4 DAILY SALES REPORT (POLICY)

Screen Shots and Field Descriptions

Windscreen Market Value Details



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.

Account Code	Y	Displays the Account Code.
Batch No.	N	Displays the Batch No.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Payment Mode	N	Select the payment mode from the drop down list.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Daily Sales Report Policy Grid	N	Displays the search results in the grid including: Policy number. Cover Note No., Class., Sub Class code., Sum Insured., Total Gross Premium., Etc...
Daily Sales Report Policy Grid	N	Displays the search results in the grid including: Type., Total Cases., Total Gross Premium., Total Net Premium., New Business count., Business gross Premium etc..
Daily Sales Report policy Type of Payment Grid	N	Displays the search results in the grid including: Type., Amount and Total Amount of daily sales report.
Print	N	Prints the report
Cancel	N	Closes the page

Date/Time : 27-04-2012 12:34:40 PM

UW-MT-F097
REV : B

DAILY SALES REPORT

Processing Month : 04
Branch Code : A
Branch Name : IPOH
Agent Code : 243400-00
Agent Name : BEST ENTERPRISE & AGENCY
Batch No : 120478I-000003
Payment Mode : CASH / CHEQUE / CREDIT CARD / E-PAYMENT
Period From : 01-04-2012 TO 30-04-2012

POLNO.	CNOTE	VEHNO.	CLS CODE	SUB CLS	GROSS PREM	REBATE	S/TAX	SUM INSURED	NET PREM	PAY MODE	RECEIPT NO.	RECEIPT AMT
	BVA0002863	S546D	3-01	01	1,145.30	114.53	0.00	30,000.00	1,155.30	E-Payment	AKC120400001	1,155.30
				TOTAL	1,145.30	114.53	0.00		1,155.30			1,155.30

TYPE	NO.OF CASES			GROSS PREMIUM			NET PREMIUM		
	New Business	Renewal	Total	New Business	Renewal	Total	New Business	Renewal	Total
Private Cars	1	0	1	1145.30	0.00	1145.30	1155.30	0.00	1155.30
TOTAL	**1**	**0**	**1**	**1,145.30**	**0.00**	**1,145.30**	**1,155.30**	**0.00**	**1,155.30**

Total Policy Printed : 1

Type	Amount
E-Payment	1,155.30

Page 1

27-04-2012 12:34:40 PM

1.5.5 DAILY SALES REPORT - (ENDORSEMENT)

Screen Shots and Field Descriptions

DAILY SALES REPORT(ENDORSEMENT)

Daily Sales Report(Endorsement)

Branch * IPOH

Batch No.

Account Code * 243400-00

Sub Account Code --PLEASE SELECT--

From Date * 01-04-2011

To Date * 30-04-2011

Payment Mode E-PAYMENT

Search Reset

No.	Policy No.	Cover Note No.	Vehicle No	Class Code	SubClass Code	Total Gross Premium	Extension Gross Premium
1		JVB0005713	131131	3-01	01	0.00	0.0
2		JVB0005714	CAR123	3-01	01	0.00	0.0
3		JVB0005721	CAR123	3-01	01	45.50	0.0
4		JVB0005724	CAR123	3-01	01	5.00	0.0
					TOTAL	50.50	0.0

Daily Sales Report(Endorsement)

Type.	Total Cases	Total Gross Premium.	Total Net Premium	Extension Count	Extension Gross Premium	Extension
PRIVATE CARS	7	1,207.50	1,237.50	1	1,125.00	
NON MOTOR	1	67.50	67.50	0	0.00	
TOTAL	8	1,275.00	1,305.00	1	1,125.00	

Type	Amount
CASH	1,246.30
E-PAYMENT	70.50
TOTAL	1,316.80

Print Cancel

Local intranet 100%

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Batch No.	N	Displays the Batch No.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Payment Mode	N	Select the payment mode from the drop down list.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Daily Sales Report Grid	N	Displays the search results in the grid including: Policy number. Cover Note No., Class., Sub Class code. Total Gross Premium., Extra coverage premium. Etc...
Daily Sales Report Endorsement Grid	N	Displays the search results in the grid including: Type., Total Cases., Total Gross Premium., Extension count., Extension Gross Premium., Overall total etc..
Daily Sales Report Type of Payment Grid	N	Displays the search results in the grid including: Type., Amount and Total Amount of daily sales report.
Print	N	Prints the report
Cancel	N	Closes the page

Date/Time Generated : 27-04-2012 12:43:36 PM

UW-MT-F115
REV : B

DAILY ENDORSEMENT REPORT

Processing Month : 04
Branch Code : A
Branch Name : IPOH
Agent Code : 243400-00
Agent Name : BEST ENTERPRISE & AGENCY
Batch No :
Payment Mode : E-PAYMENT
Period From : 01-04-2011 TO 30-04-2011

POLNO.	CNOTE	VEHNO.	CLS CODE	SUBCLS	GROSS PREM	REBATE	S/TAX	TRANSFER FEE	NET PREM	PAY MODE	RECEIPT NO.	RECEIPT AMT
	JVB0005713	131131	3-01	01	0.00	0.00	0.00	10.00	10.00	E-Payment	R2365	10.00
	JVB0005714	CAR123	3-01	01	0.00	0.00	0.00	10.00	10.00	E-Payment	R2367	10.00
	JVB0005721	CAR123	3-01	01	45.50	0.00	0.00	0.00	45.50	E-Payment	R2379	45.50
	JVB0005724	CAR123	3-01	01	5.00	0.00	0.00	0.00	5.00	E-Payment	R2381	5.00
				TOTAL	50.50	0.00	0.00	20.00	70.50			70.50

TYPE	NO.OF CASES					GROSS PREMIUM					NET PREMIUM				
	Extension	Transfer	Other EEndorse	Other Online Endorse	Total	Extension	Transfer	Other EEndorse	Other Online Endorse	Total	Extension	Transfer	Other EEndorse	Other Online Endorse	Total
Private Cars	1	3	3	0	7	1,125.00	0.00	82.50	0.00	1,207.50	1,125.00	30.00	82.50	0.00	1,237.50
Non Motor	0	0	1	0	1	0.00	0.00	67.50	0.00	67.50	0.00	0.00	67.50	0.00	67.50
TOTAL	**1**	**3**	**4**	**0**	**8**	**1,125.00**	**0.00**	**150.00**	**0.00**	**1,275.00**	**1,125.00**	**30.00**	**150.00**	**0.00**	**1,305.00**

Total of Endorsement Issued : 8

Type	Amount
Cash	1,246.30
E-Payment	70.50

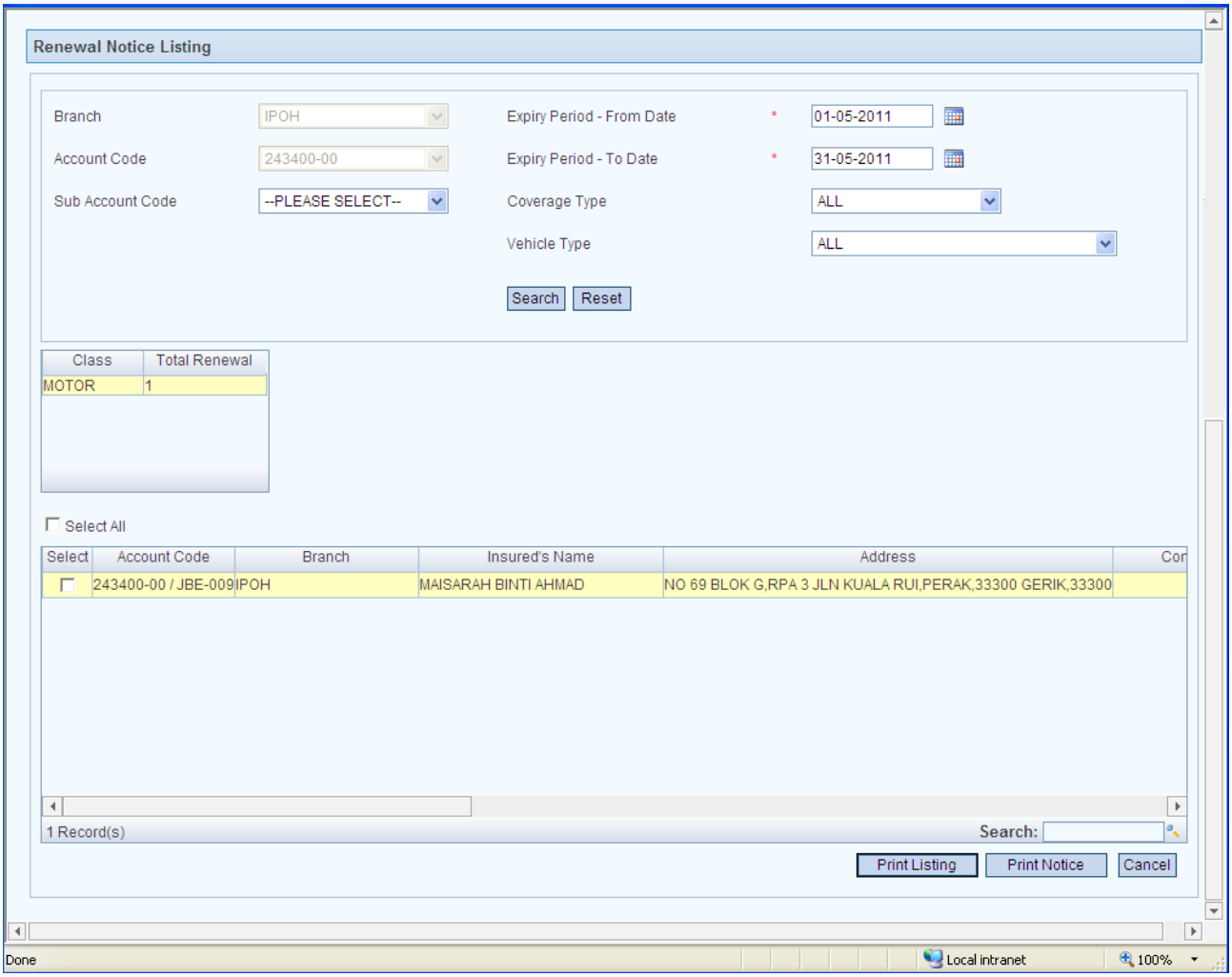
1 / 1

Page 1

27-04-2012 12:43:36 PM

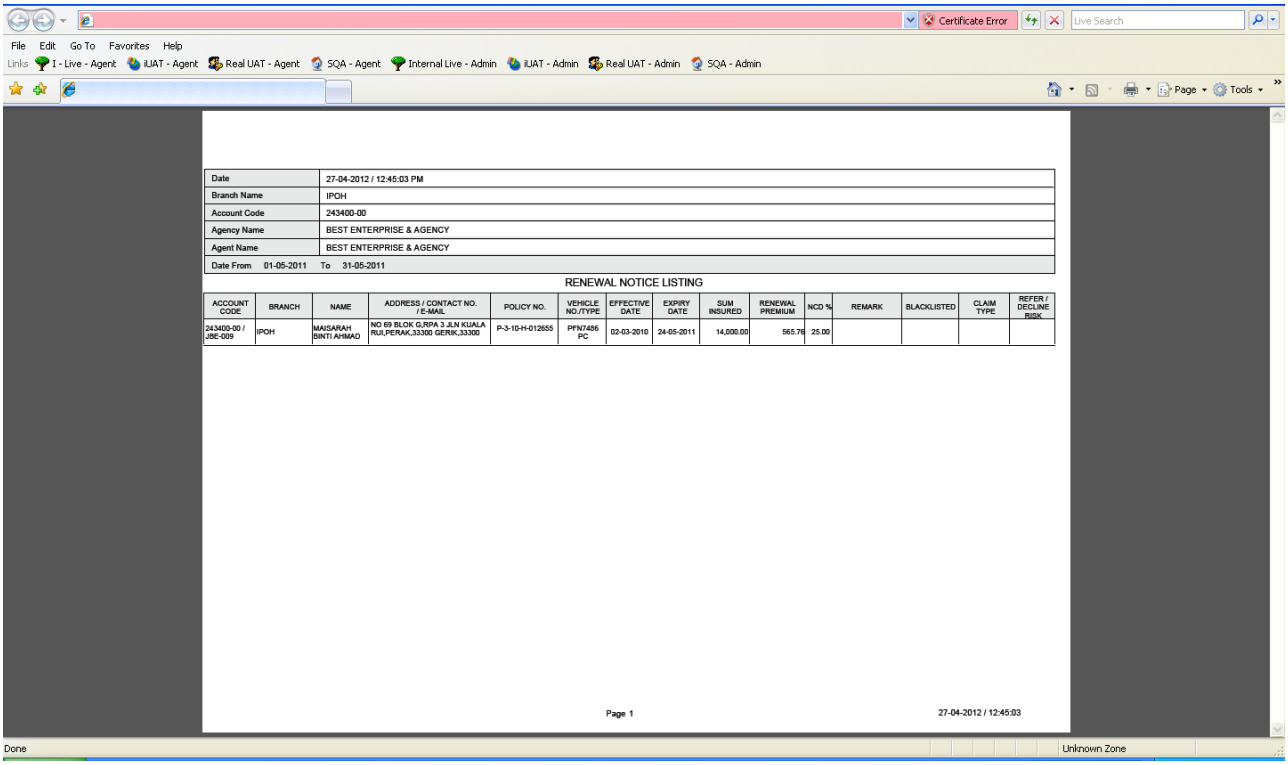
1.5.6 Renewal Notice Listing

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.

Sub Account Code	N	Select the Sub Account Code from the drop down list.
Date	N	Displays Current date.
Expiry Period - From Date	Y	Displays the Current Date by default and allows you to change.
Expiry Period - To Date	Y	Displays the last date of Month selected in the field: From Date.
Coverage Type	N	Select the Coverage Type from the drop-down list.
Vehicle Type	N	Select the Vehicle Type from the drop-down list.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
List Grid	N	Displays the values including Class and Total based on the Search. Double click the selected record to display the Renewal Notice Listing in the next Grid.
Detail Grid	N	This Grid displays the listed records in the previous grid with the details such as Select Box, Account Code, Branch, Insured's Name, Address, Contact No/Email, Policy No, Covernote No, Vehicle No, Vehicle Type, Effective Date, Expiry Date, Sum Insured, Renewal Premium, NCD%, Remark, Print with DPPA/MCPA box, Black Listed, Claim Type (if made) and Refer/Decline Risk.
Print Listing	N	Prints the Renewal Listing of the selected rows.
Print Notice	N	Prints the Renewal Notice for the selected rows.
Cancel	N	Closes the Page

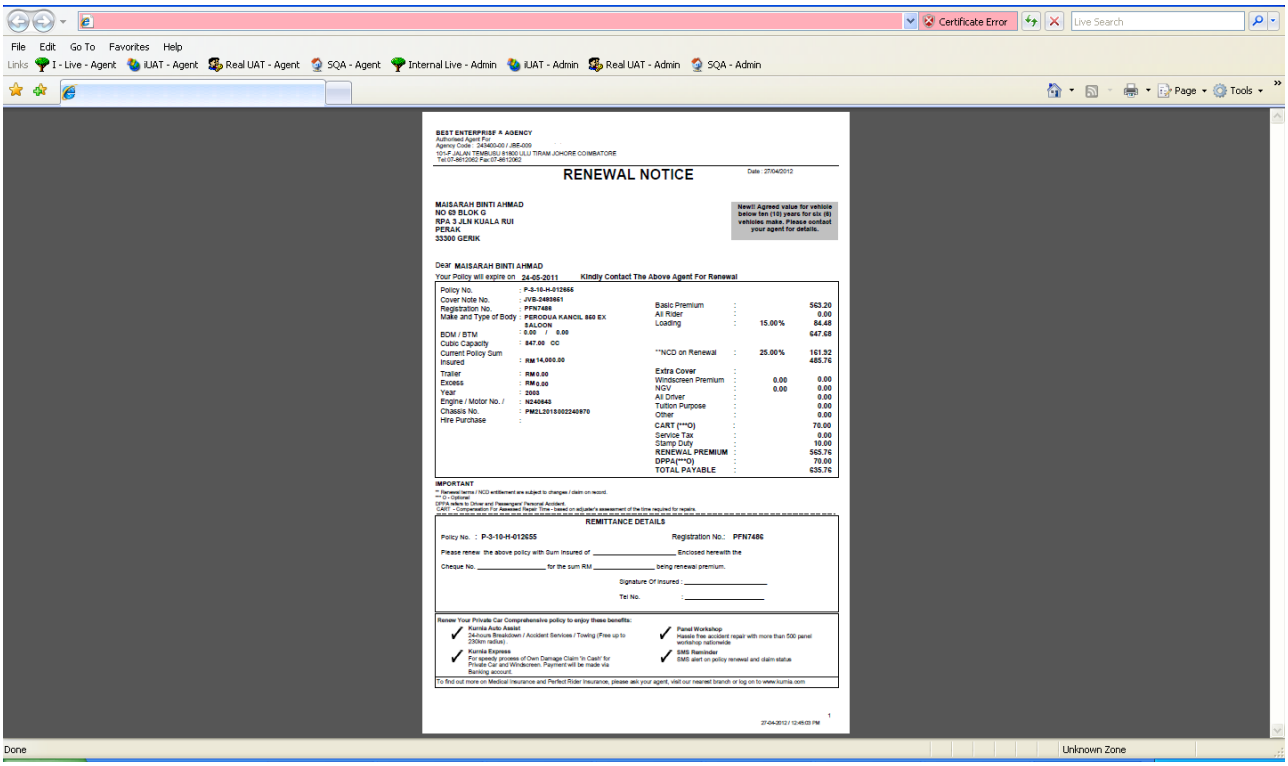


Date	27-04-2012 / 12:45:03 PM
Branch Name	IPOH
Account Code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	BEST ENTERPRISE & AGENCY
Date From 01-05-2011 To 31-05-2011	

RENEWAL NOTICE LISTING

ACCOUNT CODE	BRANCH	NAME	ADDRESS / CONTACT NO. / E-MAIL	POLICY NO.	VEHICLE NO./TYPE	EFFECTIVE DATE	EXPIRY DATE	SUM INSURED	RENEWAL PREMIUM	NCD %	REMARK	BLACKLISTED	CLAIM TYPE	REFER / DECLINE RISK
243400-00 / JBE-009	IPOH	MAISARAH BINTI AHMAD	NO 69 BLOK G,RPA 3 JLN KUALA RUI,PERAK,33300 GERIK,33300	P-3-10-H-012655	PFN7486 PC	02-03-2010	24-05-2011	14,000.00	565.76	25.00				

Page 1 27-04-2012 / 12:45:03



BEST ENTERPRISE & AGENCY
Authorised Agent For :
Agency Code : 243400-00 / JBE-009
101-F JALAN TEMBUSU 81100 ULU TIRAM JOHORE COIMBATORE
Tel:07-8612062 Fax:07-8612062

RENEWAL NOTICE

Date : 27/04/2012

MAISARAH BINTI AHMAD
NO 69 BLOK G
RPA 3 JLN KUALA RUI
PERAK
33300 GERIK

New!! Agreed value for vehicle below ten (10) years for six (6) vehicles make. Please contact your agent for details.

Dear MAISARAH BINTI AHMAD
Your Policy will expire on 24-05-2011 Kindly Contact The Above Agent For Renewal

Policy No.	: P-3-10-H-012655				
Cover Note No.	: JVB-2495661				
Registration No.	: PFN7486	Basic Premium	:		563.20
Make and Type of Body	: PERODUA KANCIL 660 EX SALOON	All Rider	:		0.00
		Loading	:	15.00%	84.48
BDM / BTM	: 0.00 / 0.00				647.68
Cubic Capacity	: 847.00 CC				
Current Policy Sum Insured	: RM 14,000.00	**NCD on Renewal	:	25.00%	161.92
					485.76
Trailer	: RM 0.00	Extra Cover	:		
Excess	: RM 0.00	Windscreen Premium	:	0.00	0.00
Year	: 2003	NGV	:	0.00	0.00
Engine / Motor No. /	: N2406643	All Driver	:		0.00
Chassis No.	: PM2L2018002240970	Tuition Purpose	:		0.00
Hire Purchase	:	Other	:		0.00
		CART (***0)	:		70.00
		Service Tax	:		0.00
		Stamp Duty	:		10.00
		RENEWAL PREMIUM	:		565.76
		DPPA(***0)	:		70.00
		TOTAL PAYABLE	:		635.76

IMPORTANT
** Renewal terms / NCD entitlement are subject to changes / claim on record.
*** 0 - Optional
DPPA refers to Driver and Passengers' Personal Accident
CART - Compensation For Assessed Repair Time - based on adjuster's assessment of the time required for repairs.

REMITTANCE DETAILS

Policy No. : P-3-10-H-012655 Registration No.: PFN7486

Please renew the above policy with Sum Insured of _____ Enclosed herewith the

Cheque No. _____ for the sum RM _____ being renewal premium.

Signature Of Insured : _____

Tel No. : _____

Renew Your Private Car Comprehensive policy to enjoy these benefits:

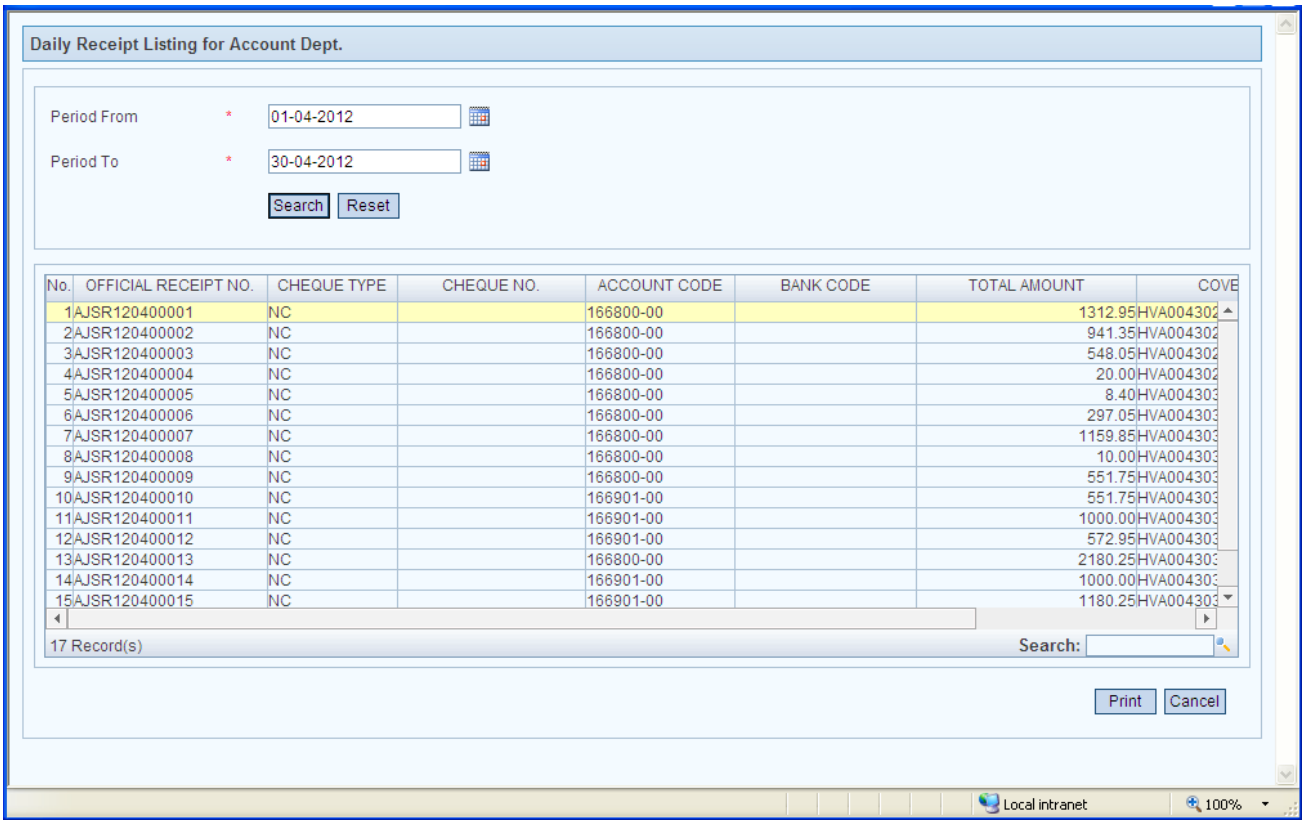
- Kurnia Auto Assist — 24-hours Breakdown / Accident Services / Towing (Free up to 250km radius)
- Kurnia Express — For speedy process of Own Damage Claim 'In Cash' for Private Car and Windscreen. Payment will be made via Banking account.
- Panel Workshop — Hassle free accident repair with more than 500 panel workshop nationwide
- SMS Reminder — SMS alert on policy renewal and claim status

To find out more on Medical Insurance and Perfect Rider Insurance, please ask your agent, visit our nearest branch or log on to www.kurnia.com

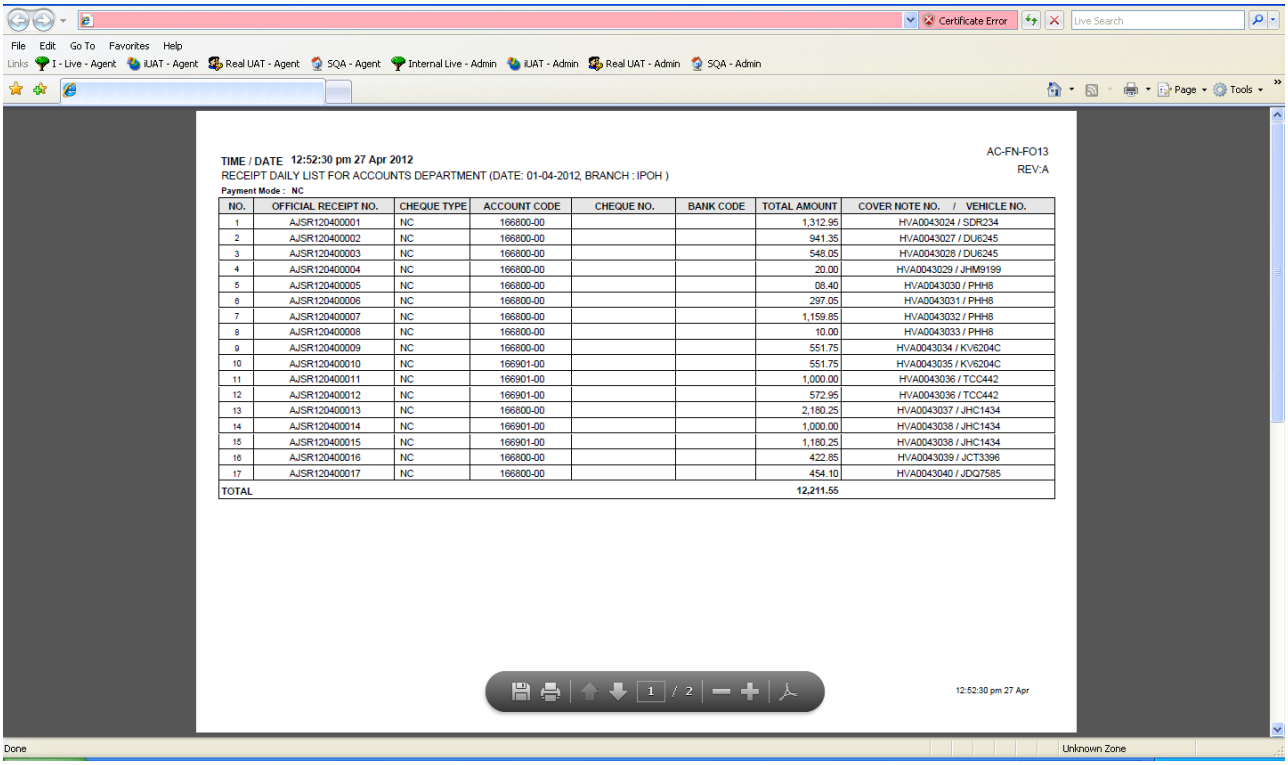
1
27-04-2012 / 12:45:03 PM

1.5.7 Daily Receipt Listing for Account Dept

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Period From	Y	Displays the Current Date by default and allows you to change.
Period To	Y	Displays the last date of Month selected in the field: From Date.
Daily Receipt Listing for Account Dept Grid	N	Displays the search results in the grid including: No., Official Receipt No. Cheque Type. Cheque NO., Account Code., Bank code.., Total Amount., Covernote No., Cover Note status. etc… for selected period.
Print	N	Print the Page.
Cancel	N	Close the page.



TIME / DATE 12:52:30 pm 27 Apr 2012

AC-FN-FO13
REV:A

RECEIPT DAILY LIST FOR ACCOUNTS DEPARTMENT (DATE: 01-04-2012, BRANCH : IPOH)

Payment Mode : NC

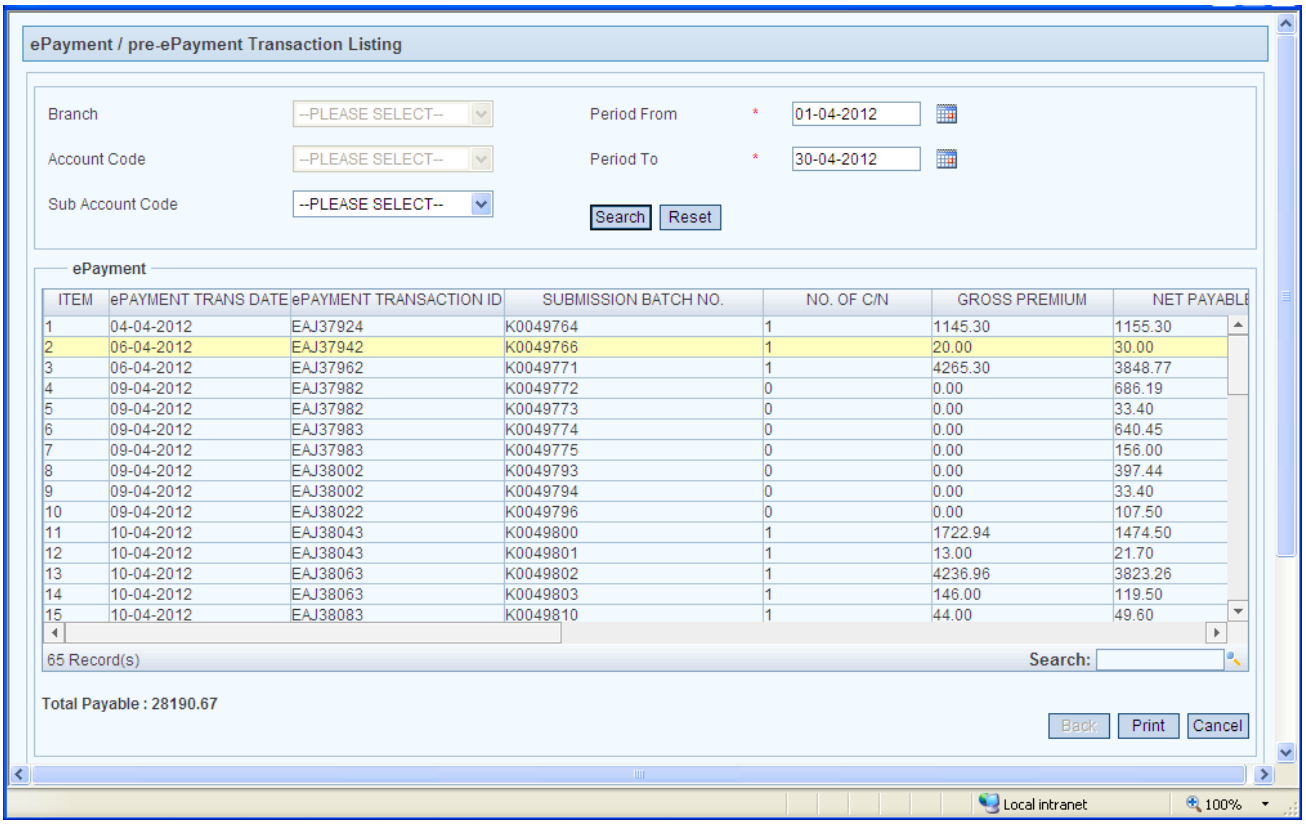
NO.	OFFICIAL RECEIPT NO.	CHEQUE TYPE	ACCOUNT CODE	CHEQUE NO.	BANK CODE	TOTAL AMOUNT	COVER NOTE NO. / VEHICLE NO.
1	AJSR120400001	NC	166800-00			1,312.95	HVA0043024 / SDR234
2	AJSR120400002	NC	166800-00			941.35	HVA0043027 / DU6245
3	AJSR120400003	NC	166800-00			548.05	HVA0043028 / DU6245
4	AJSR120400004	NC	166800-00			20.00	HVA0043029 / JHM9199
5	AJSR120400005	NC	166800-00			08.40	HVA0043030 / PHH8
6	AJSR120400006	NC	166800-00			297.05	HVA0043031 / PHH8
7	AJSR120400007	NC	166800-00			1,159.85	HVA0043032 / PHH8
8	AJSR120400008	NC	166800-00			10.00	HVA0043033 / PHH8
9	AJSR120400009	NC	166800-00			551.75	HVA0043034 / KV6204C
10	AJSR120400010	NC	166901-00			551.75	HVA0043035 / KV6204C
11	AJSR120400011	NC	166901-00			1,000.00	HVA0043036 / TCC442
12	AJSR120400012	NC	166901-00			572.95	HVA0043036 / TCC442
13	AJSR120400013	NC	166800-00			2,180.25	HVA0043037 / JHC1434
14	AJSR120400014	NC	166901-00			1,000.00	HVA0043038 / JHC1434
15	AJSR120400015	NC	166901-00			1,180.25	HVA0043038 / JHC1434
16	AJSR120400016	NC	166800-00			422.85	HVA0043039 / JCT3396
17	AJSR120400017	NC	166800-00			454.10	HVA0043040 / JDQ7585
TOTAL						12,211.55	

12:52:30 pm 27 Apr

1.5.8 ePayment / pre-ePayment Approved transaction Listing

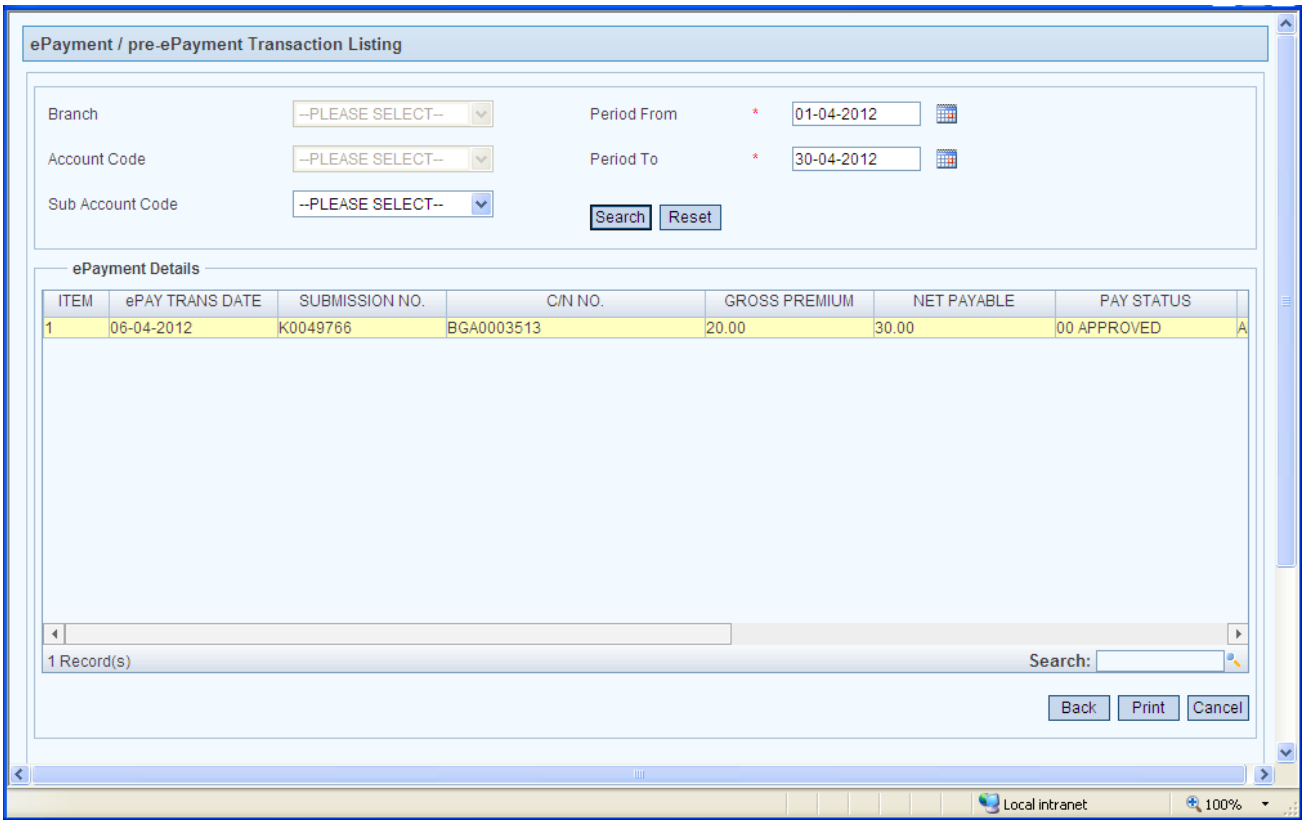
1.5.8.1 Approved transaction Listing

Screen Shots and Field Descriptions

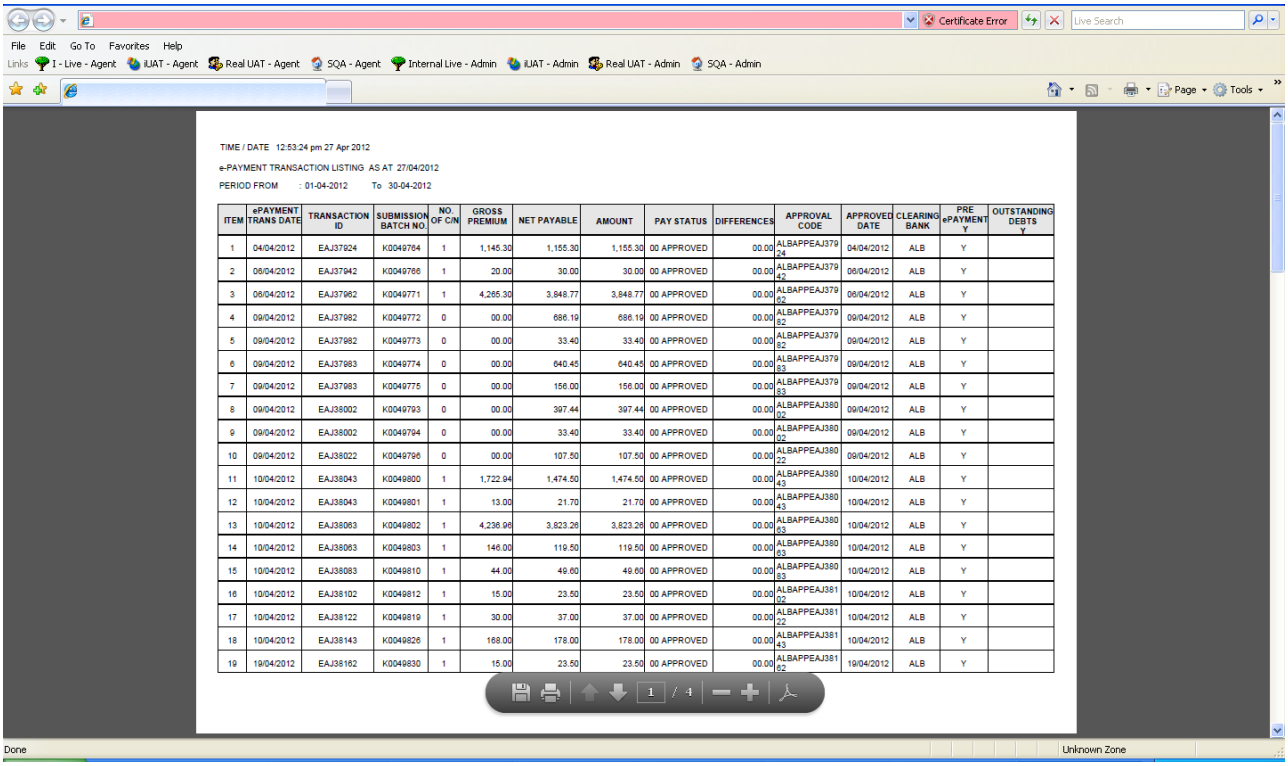


User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
Period From	Y	Displays the Current Date by default and allows you to

		change.
Period To	Y	Displays the last date of Month selected in the field: From Date, but allows you change.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Resets all entries to the default values (as if the page is loaded).
ePayment Grid	N	Displays various information which include Item No, ePayment Transaction Date, ePayment Transaction ID, Submission Batch No, No. of CN, Gross Premium, Net Payable, Amount, Pay Status, Differences, Approval Code, Approval Date, Clearing Bank, Pre-Epayment Indicator (Y if Done), Outstanding Debts Indicator (Y if there is Outstanding Debts). Double clicking a row shows the ePayment Details Grid.



User Interface		
Field	**Mandatory (Y/N)**	**Description**
ePayment Details Grid	N	Displays various information of a selected transaction which include Item No, ePayment Transaction Date, Submission No, CN No, Gross Premium, Net Payable, Pay Status, Approval Code, Approval Date, Clearing Bank, Pre ePayment Indicator (Y if Done), Outstanding Debts Indicator (Y if there is Outstanding Debts)
Back	N	Redirects you to the previous tab (enabled only from ePayment details page).
Print	N	Prints the ePayment/Pre ePayment Transaction Details.
Cancel	N	Closes the Page.



TIME / DATE 12:53:24 pm 27 Apr 2012

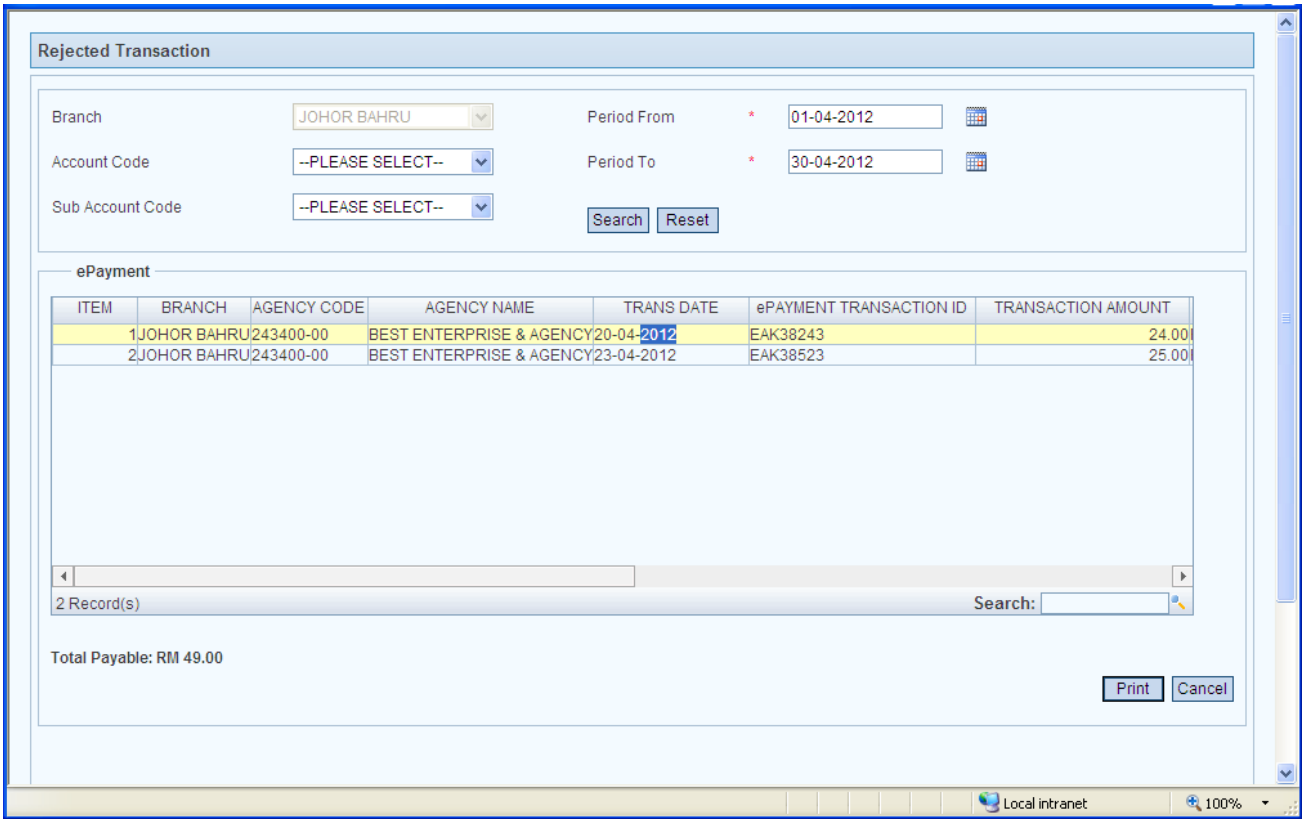
e-PAYMENT TRANSACTION LISTING AS AT 27/04/2012

PERIOD FROM : 01-04-2012 To 30-04-2012

ITEM	ePAYMENT TRANS DATE	TRANSACTION ID	SUBMISSION BATCH NO.	NO. OF C/N	GROSS PREMIUM	NET PAYABLE	AMOUNT	PAY STATUS	DIFFERENCES	APPROVAL CODE	APPROVED DATE	CLEARING BANK	PRE ePAYMENT Y	OUTSTANDING DEBTS Y
1	04/04/2012	EAJ37924	K0049764	1	1,145.30	1,155.30	1,155.30	00 APPROVED	00.00	ALBAPPEAJ37924	04/04/2012	ALB	Y	
2	06/04/2012	EAJ37942	K0049766	1	20.00	30.00	30.00	00 APPROVED	00.00	ALBAPPEAJ37942	06/04/2012	ALB	Y	
3	06/04/2012	EAJ37962	K0049771	1	4,265.30	3,848.77	3,848.77	00 APPROVED	00.00	ALBAPPEAJ37962	06/04/2012	ALB	Y	
4	09/04/2012	EAJ37982	K0049772	0	00.00	686.19	686.19	00 APPROVED	00.00	ALBAPPEAJ37982	09/04/2012	ALB	Y	
5	09/04/2012	EAJ37982	K0049773	0	00.00	33.40	33.40	00 APPROVED	00.00	ALBAPPEAJ37982	09/04/2012	ALB	Y	
6	09/04/2012	EAJ37983	K0049774	0	00.00	640.45	640.45	00 APPROVED	00.00	ALBAPPEAJ37983	09/04/2012	ALB	Y	
7	09/04/2012	EAJ37983	K0049775	0	00.00	156.00	156.00	00 APPROVED	00.00	ALBAPPEAJ37983	09/04/2012	ALB	Y	
8	09/04/2012	EAJ38002	K0049793	0	00.00	397.44	397.44	00 APPROVED	00.00	ALBAPPEAJ38002	09/04/2012	ALB	Y	
9	09/04/2012	EAJ38002	K0049794	0	00.00	33.40	33.40	00 APPROVED	00.00	ALBAPPEAJ38002	09/04/2012	ALB	Y	
10	09/04/2012	EAJ38022	K0049796	0	00.00	107.50	107.50	00 APPROVED	00.00	ALBAPPEAJ38022	09/04/2012	ALB	Y	
11	10/04/2012	EAJ38043	K0049800	1	1,722.94	1,474.50	1,474.50	00 APPROVED	00.00	ALBAPPEAJ38043	10/04/2012	ALB	Y	
12	10/04/2012	EAJ38043	K0049801	1	13.00	21.70	21.70	00 APPROVED	00.00	ALBAPPEAJ38043	10/04/2012	ALB	Y	
13	10/04/2012	EAJ38063	K0049802	1	4,236.96	3,823.26	3,823.26	00 APPROVED	00.00	ALBAPPEAJ38063	10/04/2012	ALB	Y	
14	10/04/2012	EAJ38063	K0049803	1	146.00	119.50	119.50	00 APPROVED	00.00	ALBAPPEAJ38063	10/04/2012	ALB	Y	
15	10/04/2012	EAJ38083	K0049810	1	44.00	49.60	49.60	00 APPROVED	00.00	ALBAPPEAJ38083	10/04/2012	ALB	Y	
16	10/04/2012	EAJ38102	K0049812	1	15.00	23.50	23.50	00 APPROVED	00.00	ALBAPPEAJ38102	10/04/2012	ALB	Y	
17	10/04/2012	EAJ38122	K0049819	1	30.00	37.00	37.00	00 APPROVED	00.00	ALBAPPEAJ38122	10/04/2012	ALB	Y	
18	10/04/2012	EAJ38143	K0049826	1	168.00	178.00	178.00	00 APPROVED	00.00	ALBAPPEAJ38143	10/04/2012	ALB	Y	
19	19/04/2012	EAJ38162	K0049830	1	15.00	23.50	23.50	00 APPROVED	00.00	ALBAPPEAJ38162	19/04/2012	ALB	Y	

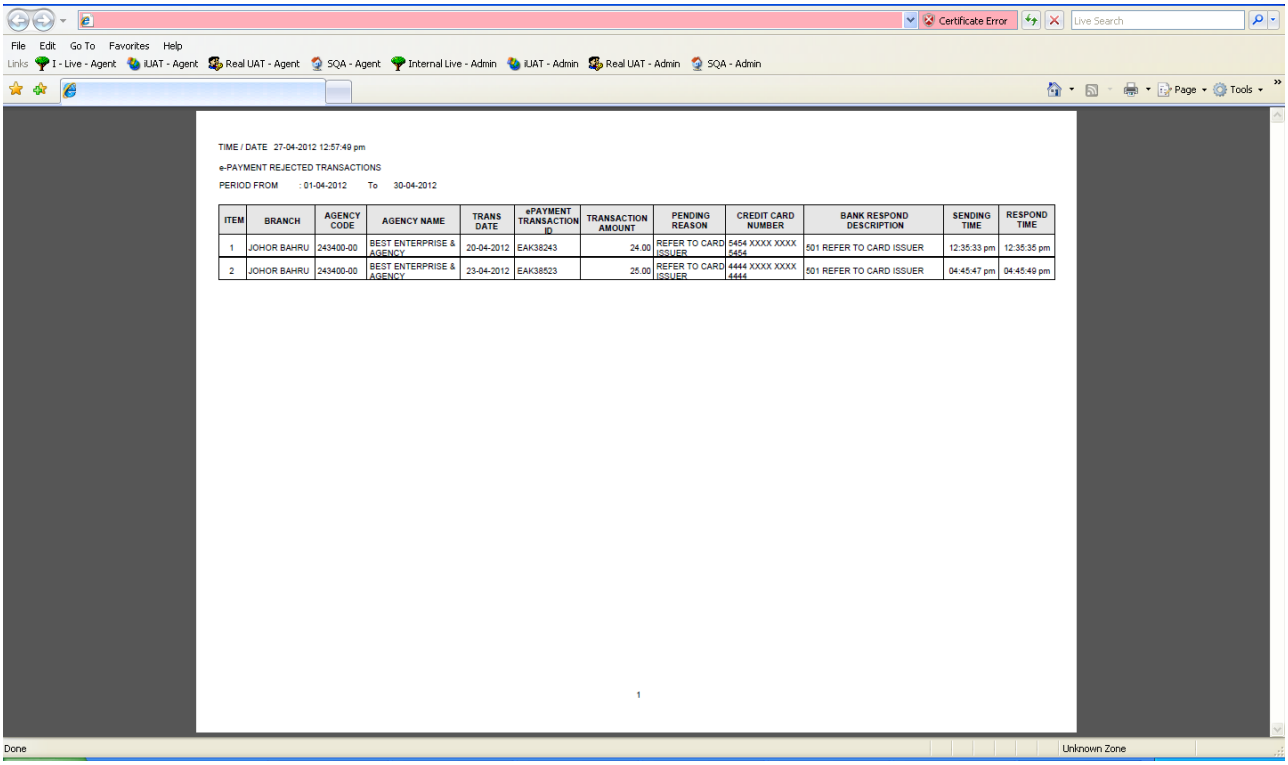
1.5.8.2 Rejected Transactions

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
Period From	Y	Displays the Current Date by default and allows you to change.
Period To	Y	Displays the last date of Month selected in the field: From

		Date, but allows you change.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Resets all entries to the default values (as if the page is loaded).
ePayment Grid	N	Displays various information which include Item No, Branch, Agency Code, Agency Name, Transaction Date, ePayment Transaction ID, Transaction Amount, Pending Reason, Credit Card No, Bank Response Description, Sending Time and Response Time
Print	N	Prints the ePayment/Pre ePayment Transaction Details.
Cancel	N	Closes the Page.



TIME / DATE 27-04-2012 12:57:49 pm

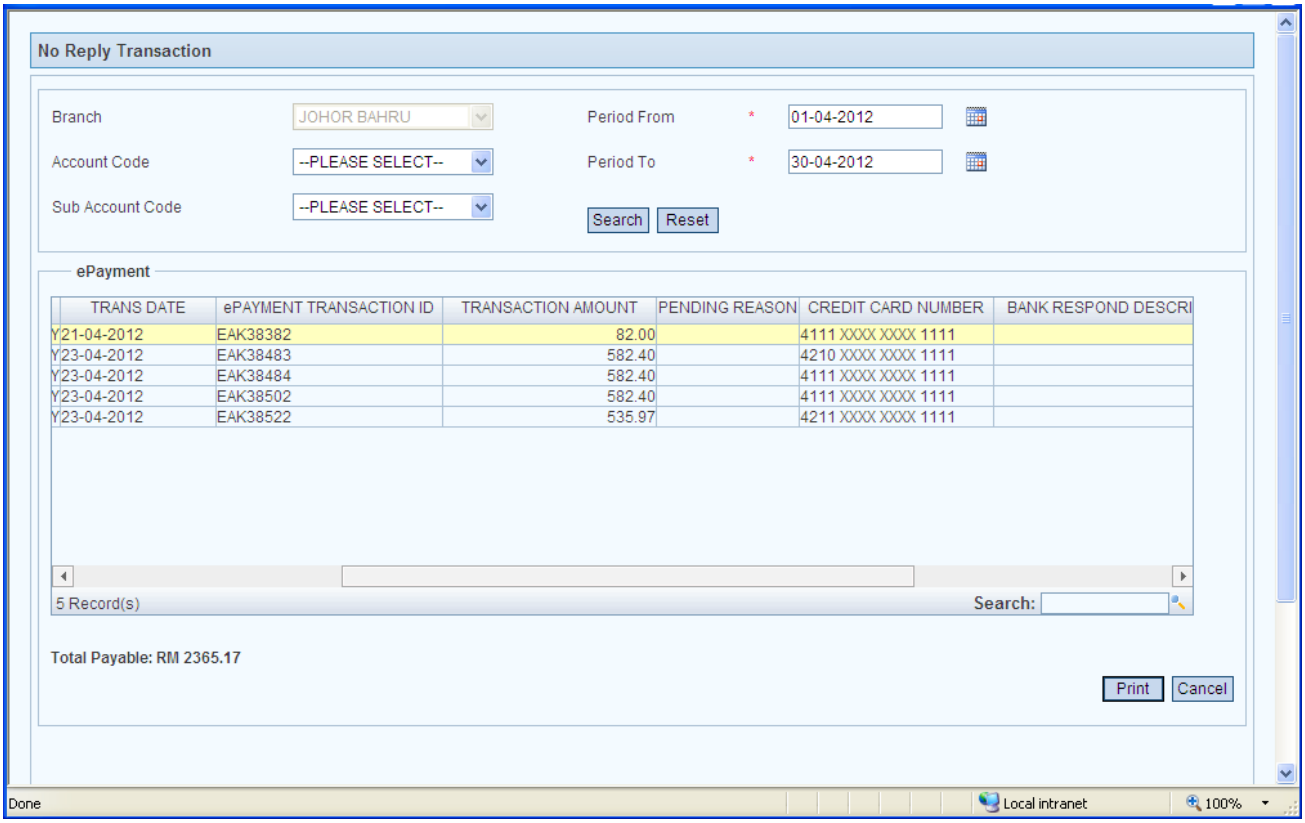
e-PAYMENT REJECTED TRANSACTIONS

PERIOD FROM : 01-04-2012 To 30-04-2012

ITEM	BRANCH	AGENCY CODE	AGENCY NAME	TRANS DATE	ePAYMENT TRANSACTION ID	TRANSACTION AMOUNT	PENDING REASON	CREDIT CARD NUMBER	BANK RESPOND DESCRIPTION	SENDING TIME	RESPOND TIME
1	JOHOR BAHRU	243400-00	BEST ENTERPRISE & AGENCY	20-04-2012	EAK38243	24.00	REFER TO CARD ISSUER	5454 XXXX XXXX 5454	501 REFER TO CARD ISSUER	12:35:33 pm	12:35:35 pm
2	JOHOR BAHRU	243400-00	BEST ENTERPRISE & AGENCY	23-04-2012	EAK38523	25.00	REFER TO CARD ISSUER	4444 XXXX XXXX 4444	501 REFER TO CARD ISSUER	04:45:47 pm	04:45:49 pm

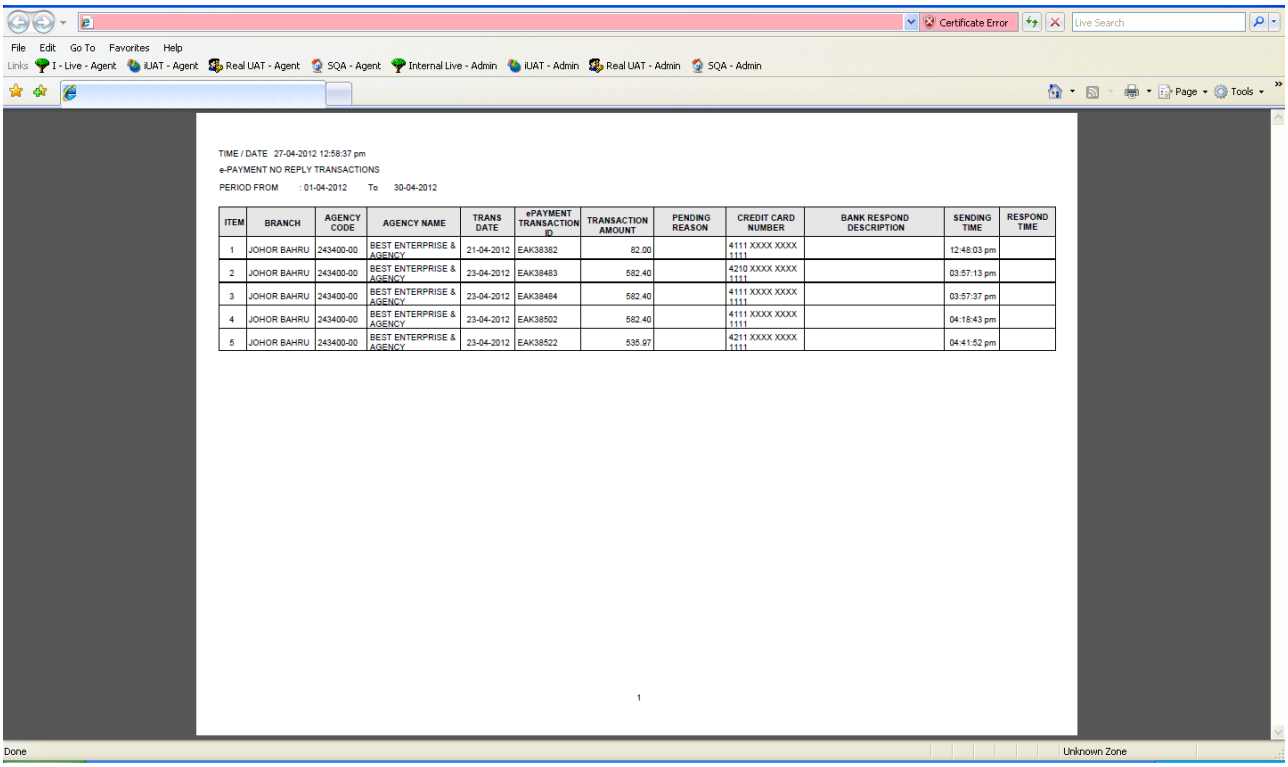
1.5.8.3 Pending For Bank Response

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
Period From	Y	Displays the Current Date by default and allows you to change.
Period To	Y	Displays the last date of Month selected in the field: From Date, but allows you change.

Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Resets all entries to the default values (as if the page is loaded).
ePayment Grid	N	Displays various information which include Item No, Branch, Agency Code, Agency Name, Transaction Date, ePayment Transaction ID, Transaction Amount, Pending Reason, Credit Card No, Bank Response Description, Sending Time and Response Time
Print	N	Prints the ePayment/Pre ePayment Transaction Details.
Cancel	N	Closes the Page.



TIME / DATE 27-04-2012 12:58:37 pm

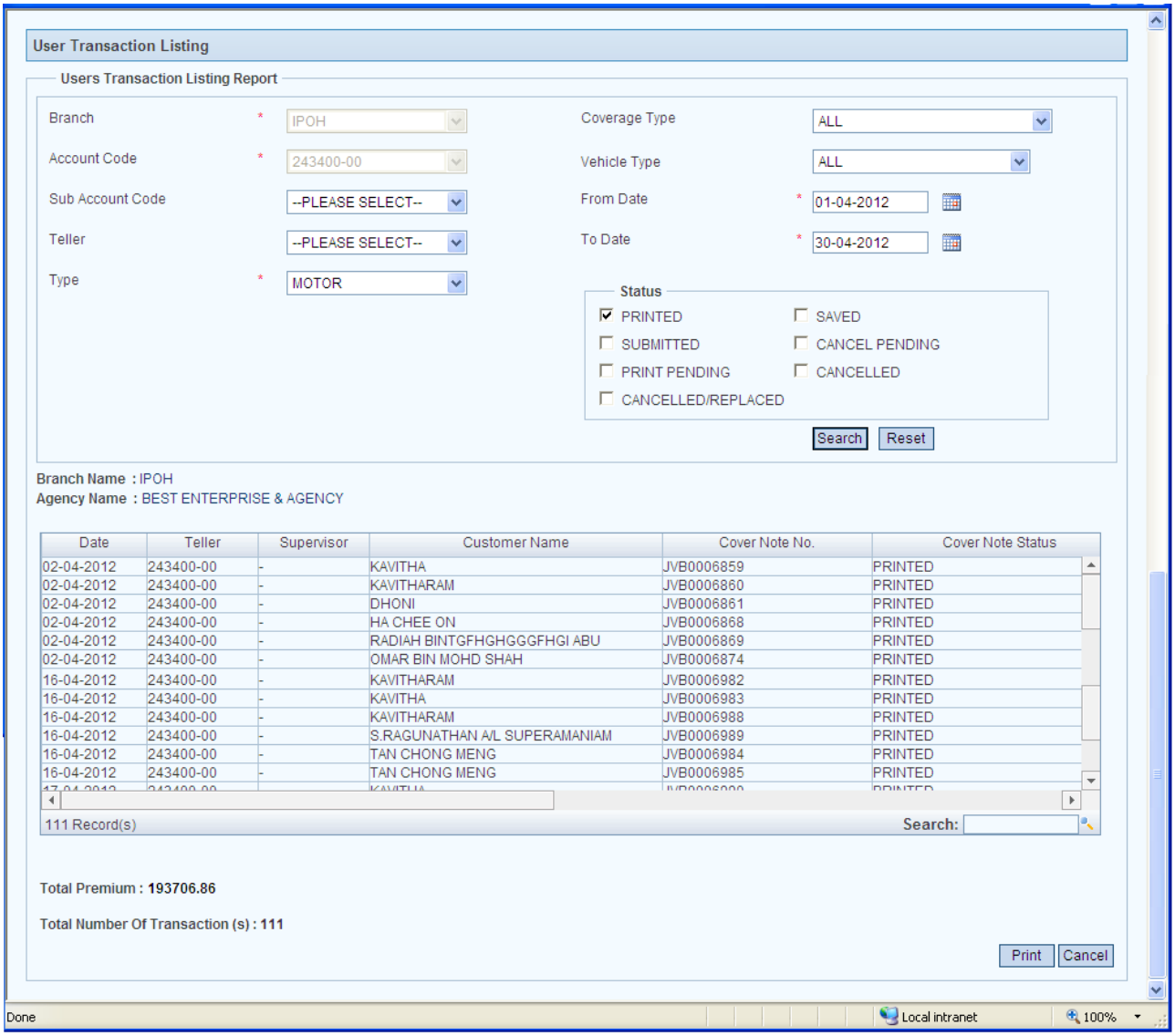
e-PAYMENT NO REPLY TRANSACTIONS

PERIOD FROM : 01-04-2012 To 30-04-2012

ITEM	BRANCH	AGENCY CODE	AGENCY NAME	TRANS DATE	ePAYMENT TRANSACTION ID	TRANSACTION AMOUNT	PENDING REASON	CREDIT CARD NUMBER	BANK RESPOND DESCRIPTION	SENDING TIME	RESPOND TIME
1	JOHOR BAHRU	243400-00	BEST ENTERPRISE & AGENCY	21-04-2012	EAK38382	82.00		4111 XXXX XXXX 1111		12:48:03 pm	
2	JOHOR BAHRU	243400-00	BEST ENTERPRISE & AGENCY	23-04-2012	EAK38483	582.40		4210 XXXX XXXX 1111		03:57:13 pm	
3	JOHOR BAHRU	243400-00	BEST ENTERPRISE & AGENCY	23-04-2012	EAK38484	582.40		4111 XXXX XXXX 1111		03:57:37 pm	
4	JOHOR BAHRU	243400-00	BEST ENTERPRISE & AGENCY	23-04-2012	EAK38502	582.40		4111 XXXX XXXX 1111		04:18:43 pm	
5	JOHOR BAHRU	243400-00	BEST ENTERPRISE & AGENCY	23-04-2012	EAK38522	535.97		4211 XXXX XXXX 1111		04:41:52 pm	

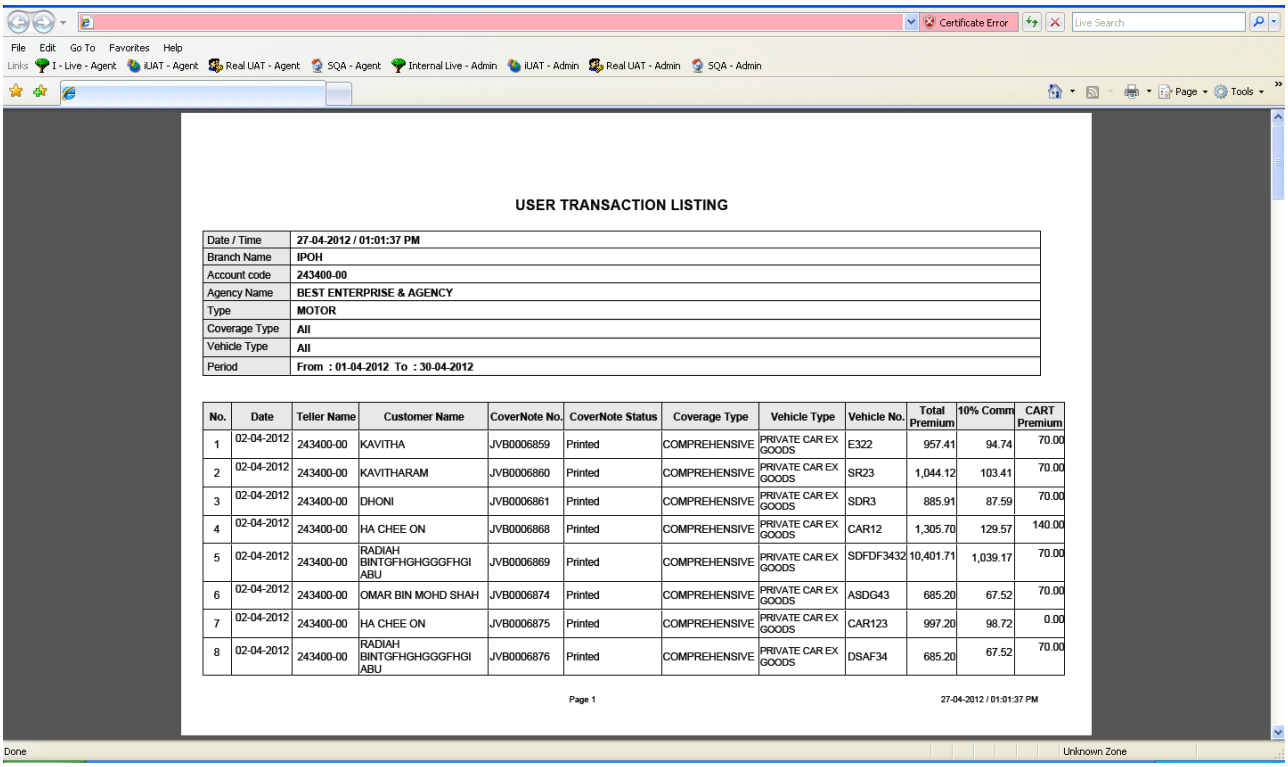
1.5.9 User Transaction Listing

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.

Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
Teller	N	Select the Teller from the drop down list.
Type	Y	Select the Type from the drop down list.
Coverage Type	N	Select the Coverage Type from the drop down list.
Vehicle Type	N	Select the Vehicle Type from the drop down list.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Status	N	There are 7 checkboxes from which the user has to select 1 or more checkboxes in order to filter his/her results. If nothing is selected, a default search for all status type will be made.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Branch Name	N	Displays the selected Branch Name.
Agency Name	N	Displays the selected Agency Name.
Status Grid	N	Displays all the searched records with various information such as Date, Teller, Supervisor, Customer Name, Covernote No, Covernote Status, Coverage Type, Vehicle Type, Vehicle No, Total Premium, 10% Commission and CART Premium
Total Premium	N	Displays the Total Premium of the displayed records
Total No. of Transactions	N	Displays the count of the searched results.
Print	N	Prints the report
Cancel	N	Closes the page.



USER TRANSACTION LISTING

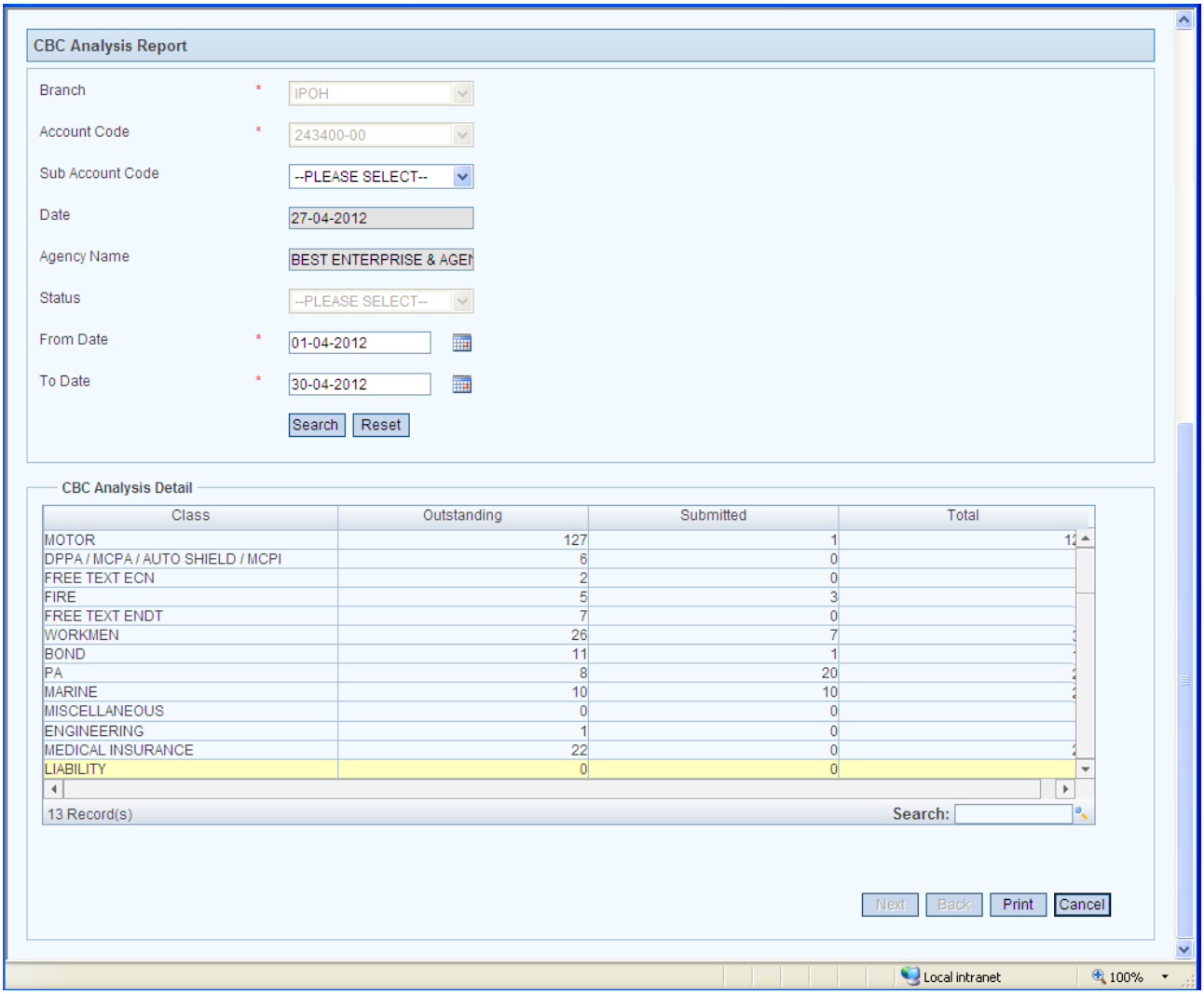
Date / Time	27-04-2012 / 01:01:37 PM
Branch Name	IPOH
Account code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Type	MOTOR
Coverage Type	All
Vehicle Type	All
Period	From : 01-04-2012 To : 30-04-2012

No.	Date	Teller Name	Customer Name	CoverNote No.	CoverNote Status	Coverage Type	Vehicle Type	Vehicle No.	Total Premium	10% Comm	CART Premium
1	02-04-2012	243400-00	KAVITHA	JVB0006859	Printed	COMPREHENSIVE	PRIVATE CAR EX GOODS	E322	957.41	94.74	70.00
2	02-04-2012	243400-00	KAVITHARAM	JVB0006860	Printed	COMPREHENSIVE	PRIVATE CAR EX GOODS	SR23	1,044.12	103.41	70.00
3	02-04-2012	243400-00	DHONI	JVB0006861	Printed	COMPREHENSIVE	PRIVATE CAR EX GOODS	SDR3	885.91	87.59	70.00
4	02-04-2012	243400-00	HA CHEE ON	JVB0006868	Printed	COMPREHENSIVE	PRIVATE CAR EX GOODS	CAR12	1,305.70	129.57	140.00
5	02-04-2012	243400-00	RADIAH BINTGFHGHGGGFHGI ABU	JVB0006869	Printed	COMPREHENSIVE	PRIVATE CAR EX GOODS	SDFDF3432	10,401.71	1,039.17	70.00
6	02-04-2012	243400-00	OMAR BIN MOHD SHAH	JVB0006874	Printed	COMPREHENSIVE	PRIVATE CAR EX GOODS	ASDG43	685.20	67.52	70.00
7	02-04-2012	243400-00	HA CHEE ON	JVB0006875	Printed	COMPREHENSIVE	PRIVATE CAR EX GOODS	CAR123	997.20	98.72	0.00
8	02-04-2012	243400-00	RADIAH BINTGFHGHGGGFHGI ABU	JVB0006876	Printed	COMPREHENSIVE	PRIVATE CAR EX GOODS	DSAF34	685.20	67.52	70.00

Page 1 27-04-2012 / 01:01:37 PM

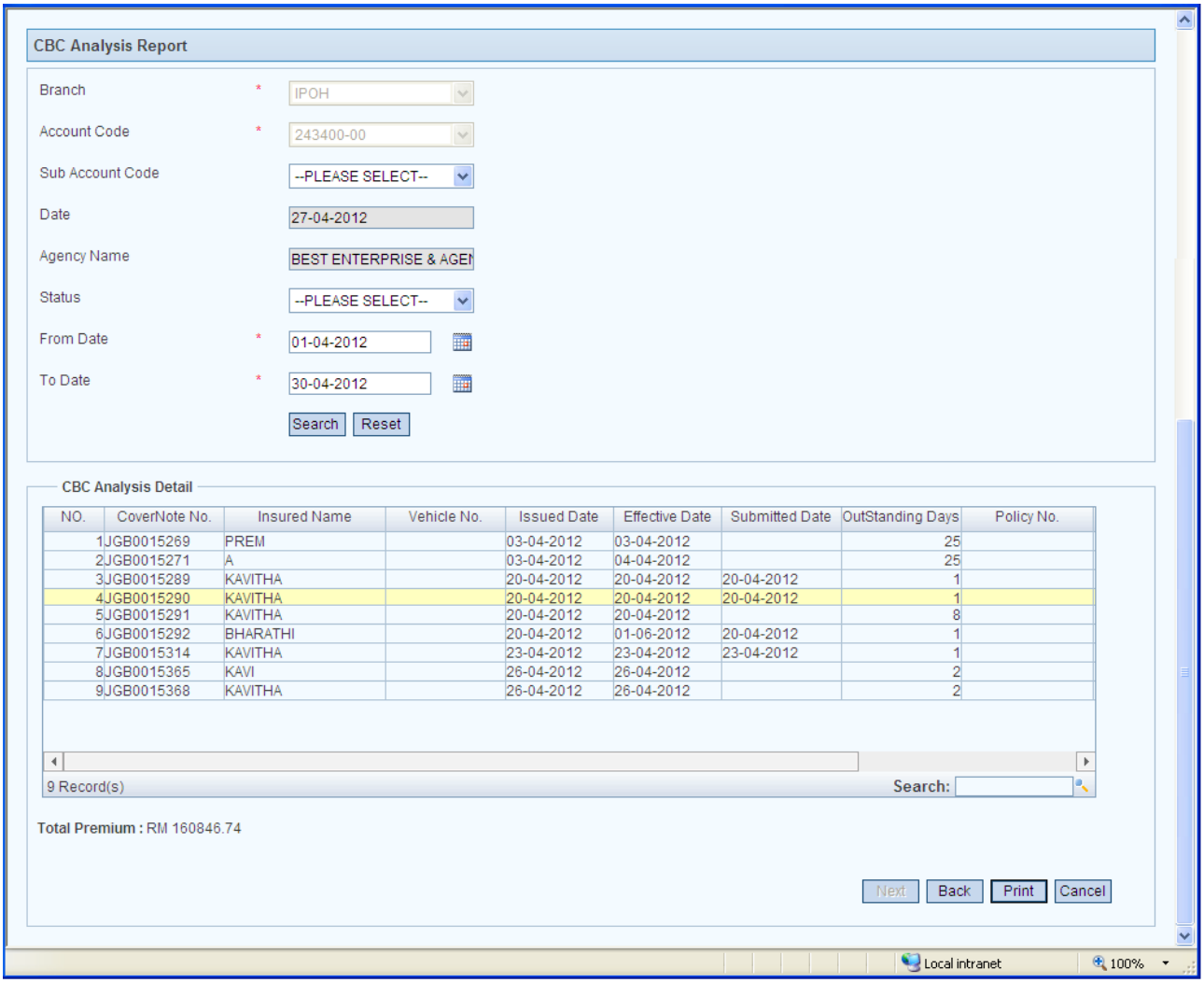
1.5.10 CBC Analysis Report

Screen Shots and Field Descriptions

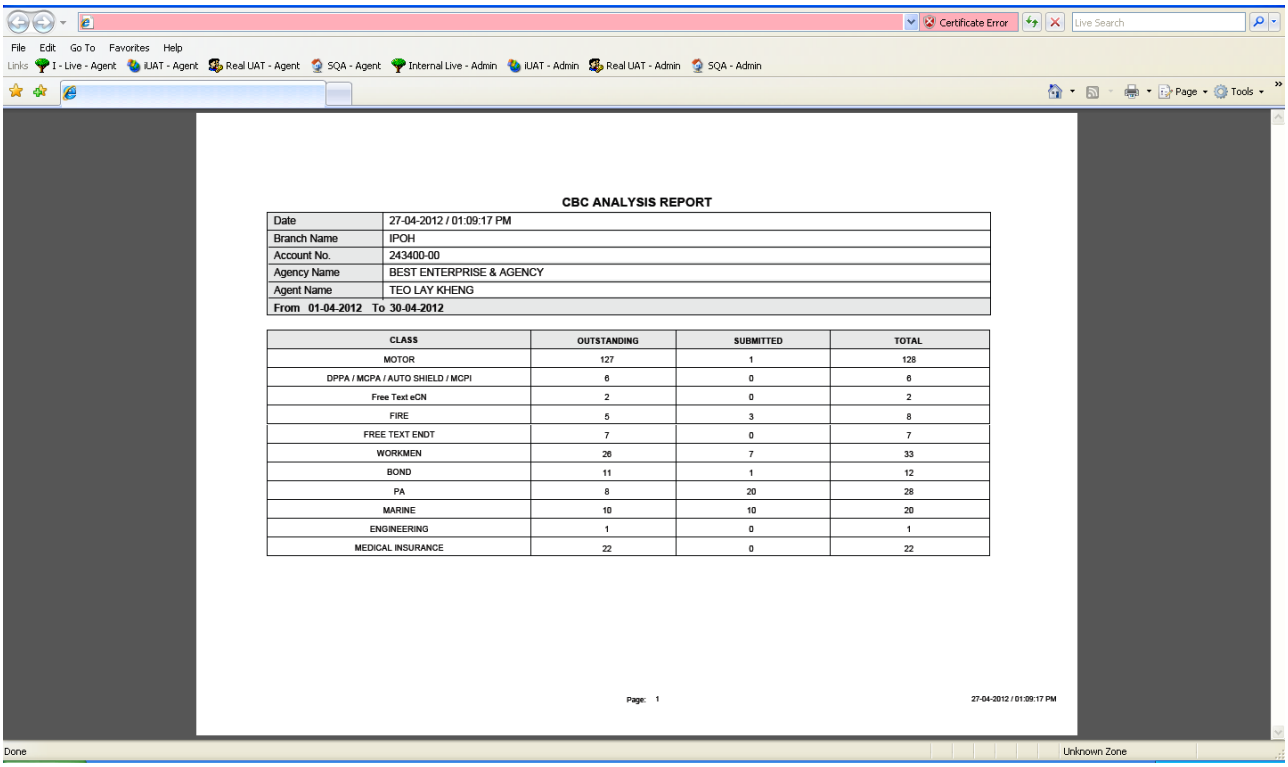


User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account	N	Select the Sub Account Code from the drop down list.

Code		
Date	N	Displays the Current Date by default.
Agency Name	N	Displays the Agency Name.
Status	N	Displays the status of the cover note.
From Date	Y	Displays the Current Date by default.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
CBC Analysis Detail Grid	N	Displays the search results in the grid including: Class, Outstanding, Submitted, and Total. Double clicking on a row will display the complete details of the selected row
Next	N	Redirects you to the next page.
Back	N	Disabled by default in this page.
Print	N	Prints the Report.
Cancel	N	Closes the Page.



User Interface		
Field	**Mandatory (Y/N)**	**Description**
CBC Analysis Detail Grid	**N**	Displays the search results in the grid including: No, Cover Note No., Insured Name, Vehicle No., Issued Date, Effective Date, Submitted Date, Outstanding Days, Policy No., Total Premium and Status.
Back	N	Disabled by default in this page.
Print	N	Prints the Report.
Cancel	N	Closes the Page.



CBC ANALYSIS REPORT

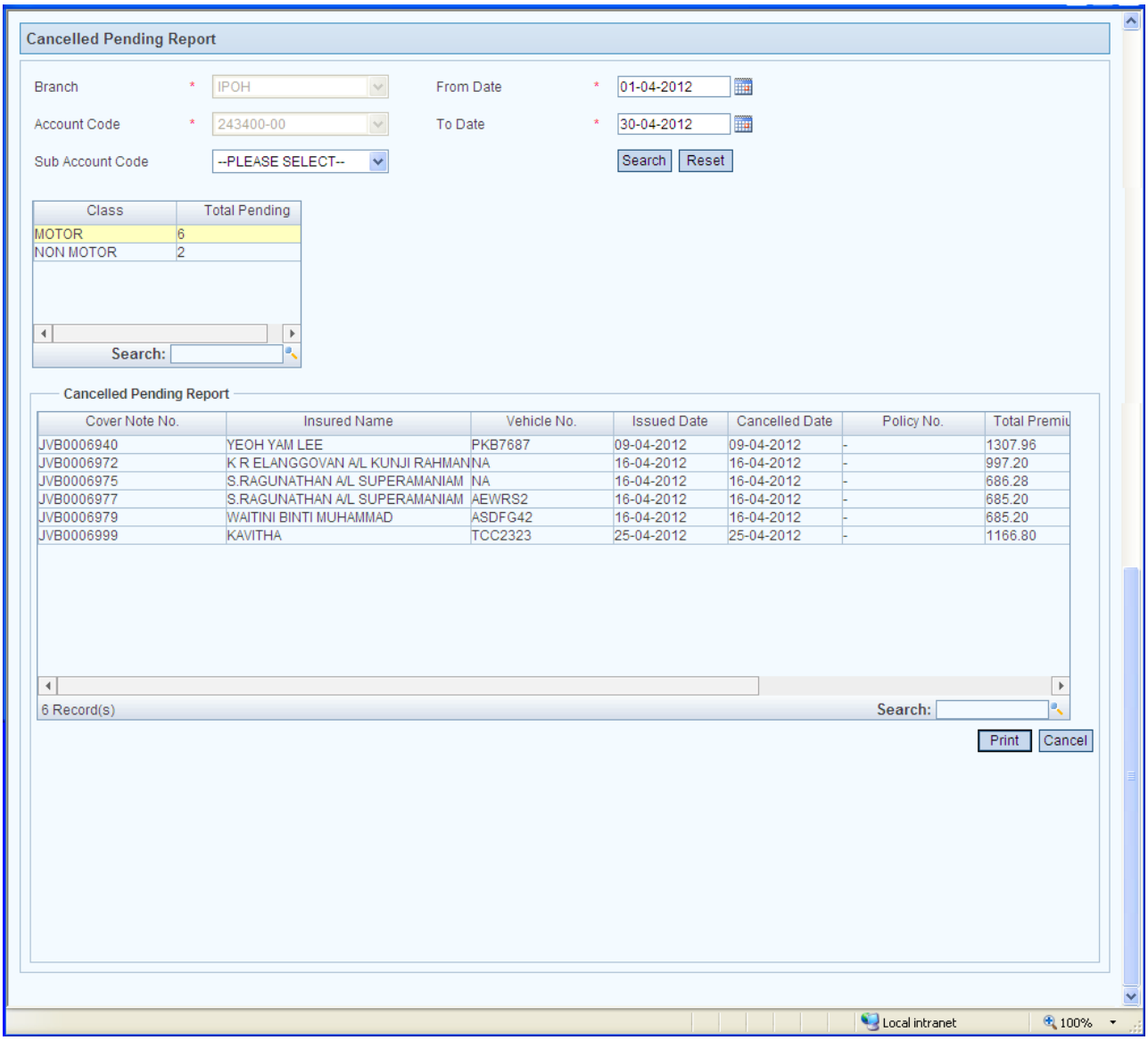
Date	27-04-2012 / 01:09:17 PM
Branch Name	IPOH
Account No.	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	TEO LAY KHENG
From 01-04-2012 To 30-04-2012	

CLASS	OUTSTANDING	SUBMITTED	TOTAL
MOTOR	127	1	128
DPPA / MCPA / AUTO SHIELD / MCPI	6	0	6
Free Text eCN	2	0	2
FIRE	5	3	8
FREE TEXT ENDT	7	0	7
WORKMEN	26	7	33
BOND	11	1	12
PA	8	20	28
MARINE	10	10	20
ENGINEERING	1	0	1
MEDICAL INSURANCE	22	0	22

Page: 1 27-04-2012 / 01:09:17 PM

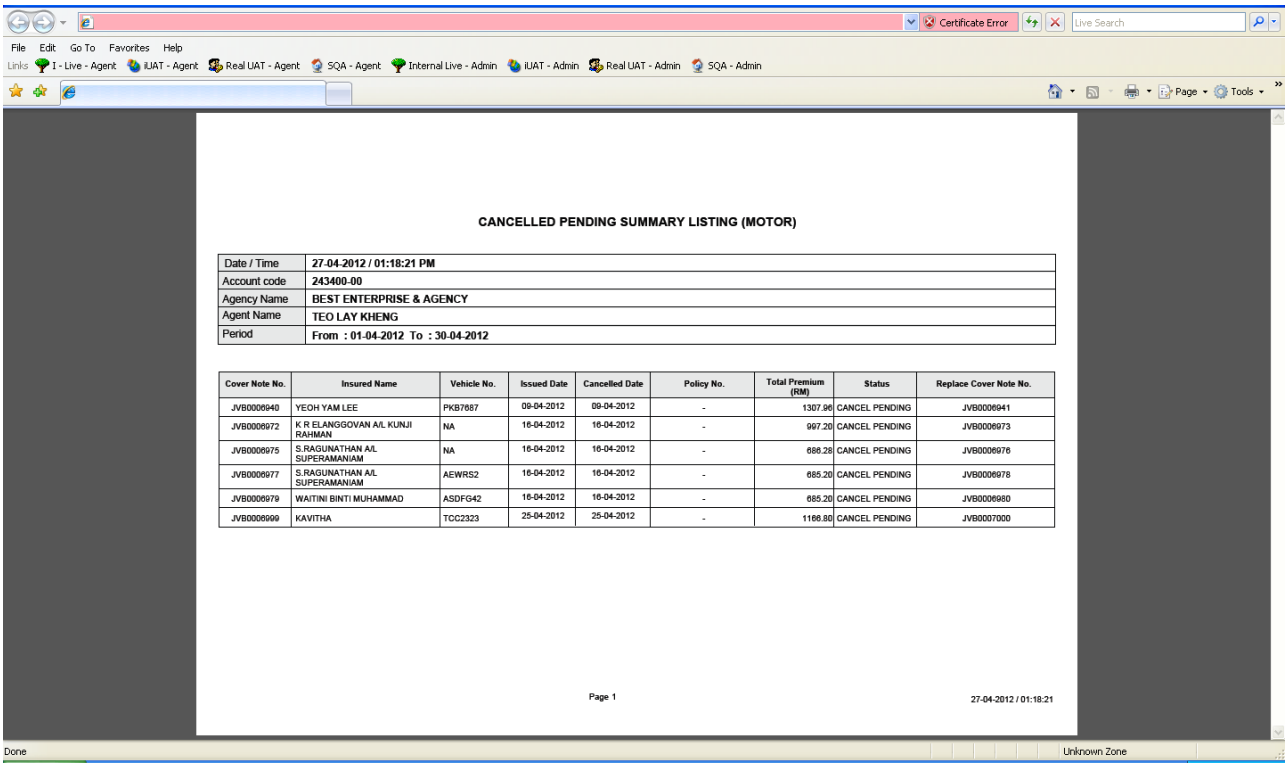
1.5.11 Cancelled Pending Report

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.

Sub Account Code	N	Select the Sub Account Code from the drop down list.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Listing Grid	N	Displays the values including Class and Total based on the Search. Double click the selected record to display the Cancel Pending Report Details in the next Grid.
Cancel Pending Report Grid	N	Displays the search results in the grid including: Cover Note No., Insured's Name, Vehicle No., Issued Date, Cancelled Date, Policy No., Total Premium (RM), Status and Replace Cover Note.
Print	N	Prints the report
Cancel	N	Closes the page



CANCELLED PENDING SUMMARY LISTING (MOTOR)

Date / Time	27-04-2012 / 01:18:21 PM
Account code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	TEO LAY KHENG
Period	From : 01-04-2012 To : 30-04-2012

Cover Note No.	Insured Name	Vehicle No.	Issued Date	Cancelled Date	Policy No.	Total Premium (RM)	Status	Replace Cover Note No.
JVB0006940	YEOH YAM LEE	PKB7687	09-04-2012	09-04-2012	-	1307.96	CANCEL PENDING	JVB0006941
JVB0006972	K R ELANGGOVAN A/L KUNJI RAHMAN	NA	16-04-2012	16-04-2012	-	997.20	CANCEL PENDING	JVB0006973
JVB0006975	S.RAGUNATHAN A/L SUPERAMANIAM	NA	16-04-2012	16-04-2012	-	686.28	CANCEL PENDING	JVB0006976
JVB0006977	S.RAGUNATHAN A/L SUPERAMANIAM	AEWRS2	16-04-2012	16-04-2012	-	685.20	CANCEL PENDING	JVB0006978
JVB0006979	WAITINI BINTI MUHAMMAD	ASDFG42	16-04-2012	16-04-2012	-	685.20	CANCEL PENDING	JVB0006980
JVB0006999	KAVITHA	TCC2323	25-04-2012	25-04-2012	-	1166.80	CANCEL PENDING	JVB0007000

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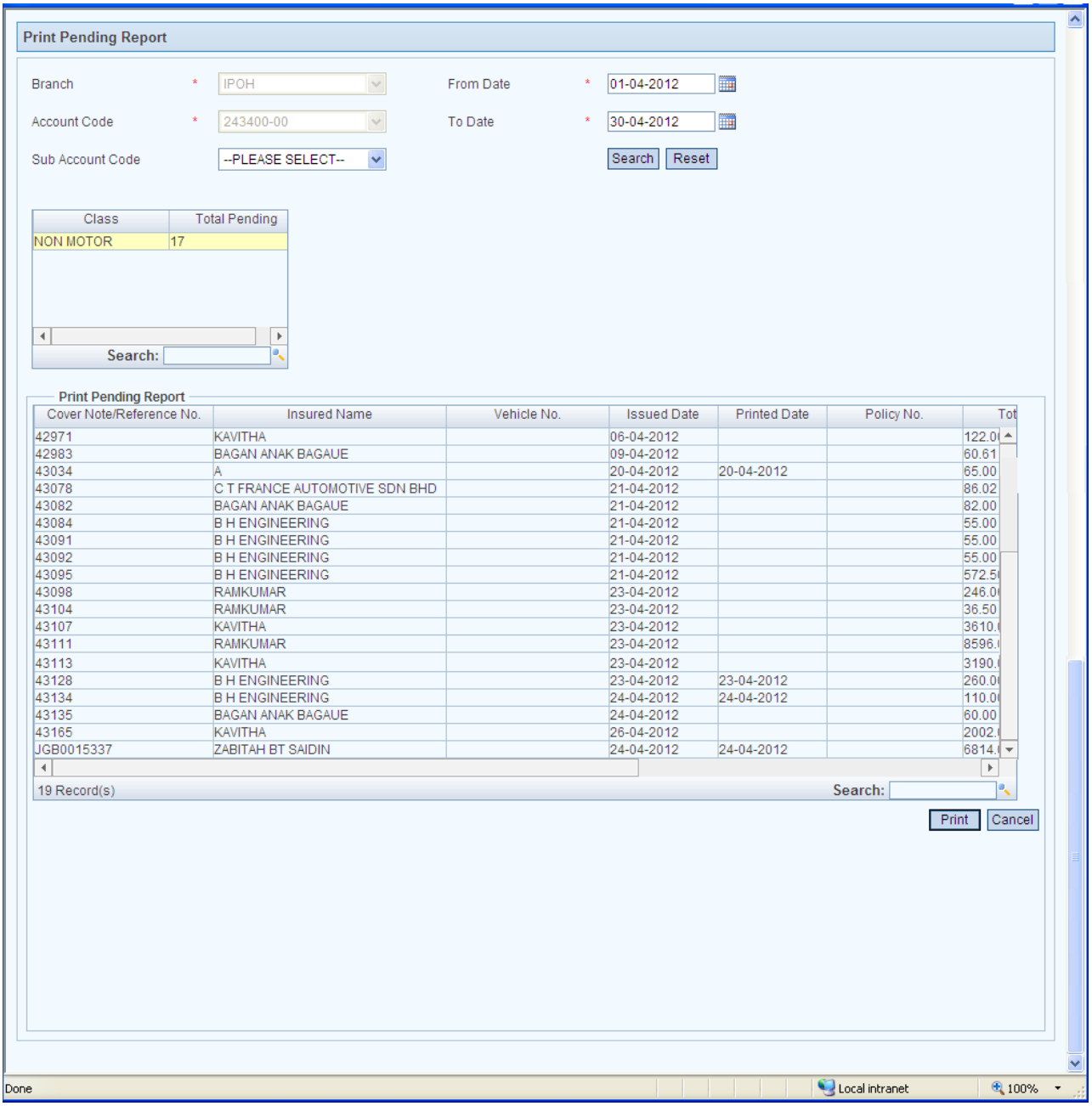
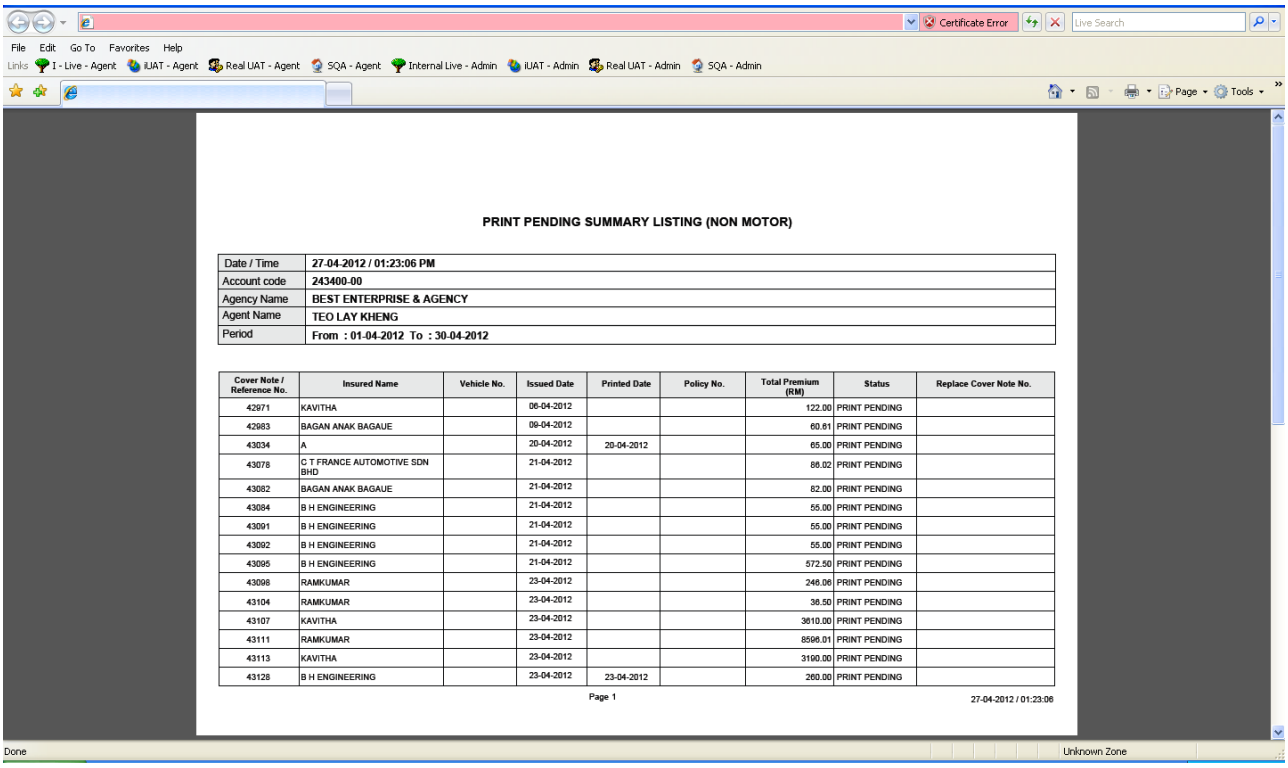
1.5.12 Print Pending Report

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Listing Grid	N	Displays the values including Class and Total based on the Search. Double click the selected record to display the Print Pending Report Details in the next Grid.
Print Pending Report Grid	N	Displays the search results in the grid including: Cover Note No., Insured's Name, Vehicle No., Issued Date, Cancelled Date, Policy No., Total Premium (RM), Status and Replace Cover Note.
Print	N	Prints the report
Cancel	N	Closes the page



PRINT PENDING SUMMARY LISTING (NON MOTOR)

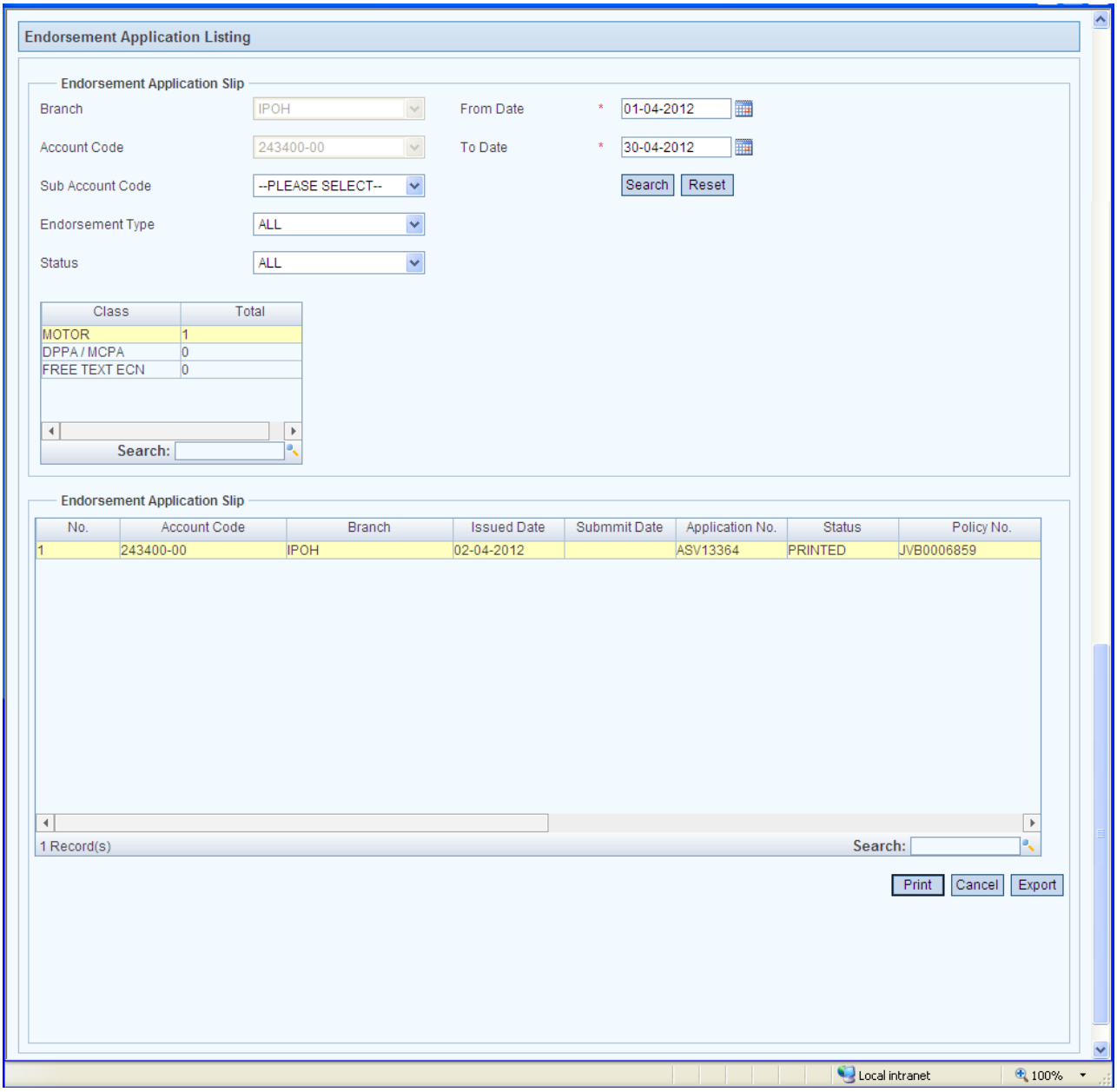
Date / Time	27-04-2012 / 01:23:06 PM
Account code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	TEO LAY KHENG
Period	From : 01-04-2012 To : 30-04-2012

Cover Note / Reference No.	Insured Name	Vehicle No.	Issued Date	Printed Date	Policy No.	Total Premium (RM)	Status	Replace Cover Note No.
42971	KAVITHA		06-04-2012			122.00	PRINT PENDING	
42983	BAGAN ANAK BAGAUE		09-04-2012			60.61	PRINT PENDING	
43034	A		20-04-2012	20-04-2012		65.00	PRINT PENDING	
43078	C T FRANCE AUTOMOTIVE SDN BHD		21-04-2012			86.02	PRINT PENDING	
43082	BAGAN ANAK BAGAUE		21-04-2012			82.00	PRINT PENDING	
43084	B H ENGINEERING		21-04-2012			55.00	PRINT PENDING	
43091	B H ENGINEERING		21-04-2012			55.00	PRINT PENDING	
43092	B H ENGINEERING		21-04-2012			55.00	PRINT PENDING	
43095	B H ENGINEERING		21-04-2012			572.50	PRINT PENDING	
43098	RAMKUMAR		23-04-2012			246.06	PRINT PENDING	
43104	RAMKUMAR		23-04-2012			36.50	PRINT PENDING	
43107	KAVITHA		23-04-2012			3610.00	PRINT PENDING	
43111	RAMKUMAR		23-04-2012			8596.01	PRINT PENDING	
43113	KAVITHA		23-04-2012			3190.00	PRINT PENDING	
43128	B H ENGINEERING		23-04-2012	23-04-2012		260.00	PRINT PENDING	

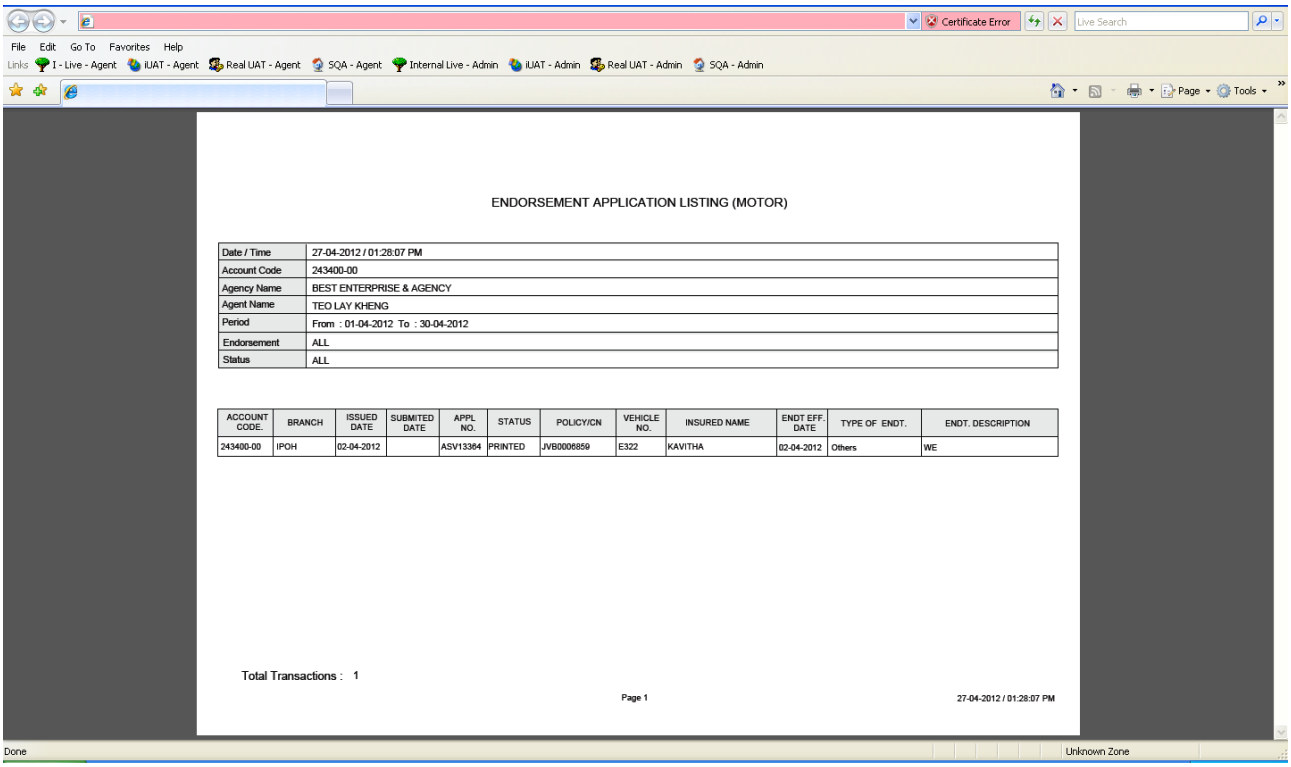
Page 1 27-04-2012 / 01:23:06

1.5.13 Endorsement Application Listing

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
Endorsement Type	N	Select an option from the drop down list
Status	N	Select an option from the drop down list
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Total Listing Grid	N	Displays the total records including Class and Total based on the Search. Double click the selected record to display the Endorsement Application Listing Details in the next Grid.
Endorsement Application Slip Grid	N	Displays the various records with the information such as Account No, Branch, Issued Date, Submitted Date, Application No, Status, Policy No, Vehicle No, Insured Name, Endorsement Effective Date, Type of Endorsement and Endorsement Description
Print	N	Prints the report
Cancel	N	Closes the page
Export	N	Exports the data to MS Excel



ENDORSEMENT APPLICATION LISTING (MOTOR)

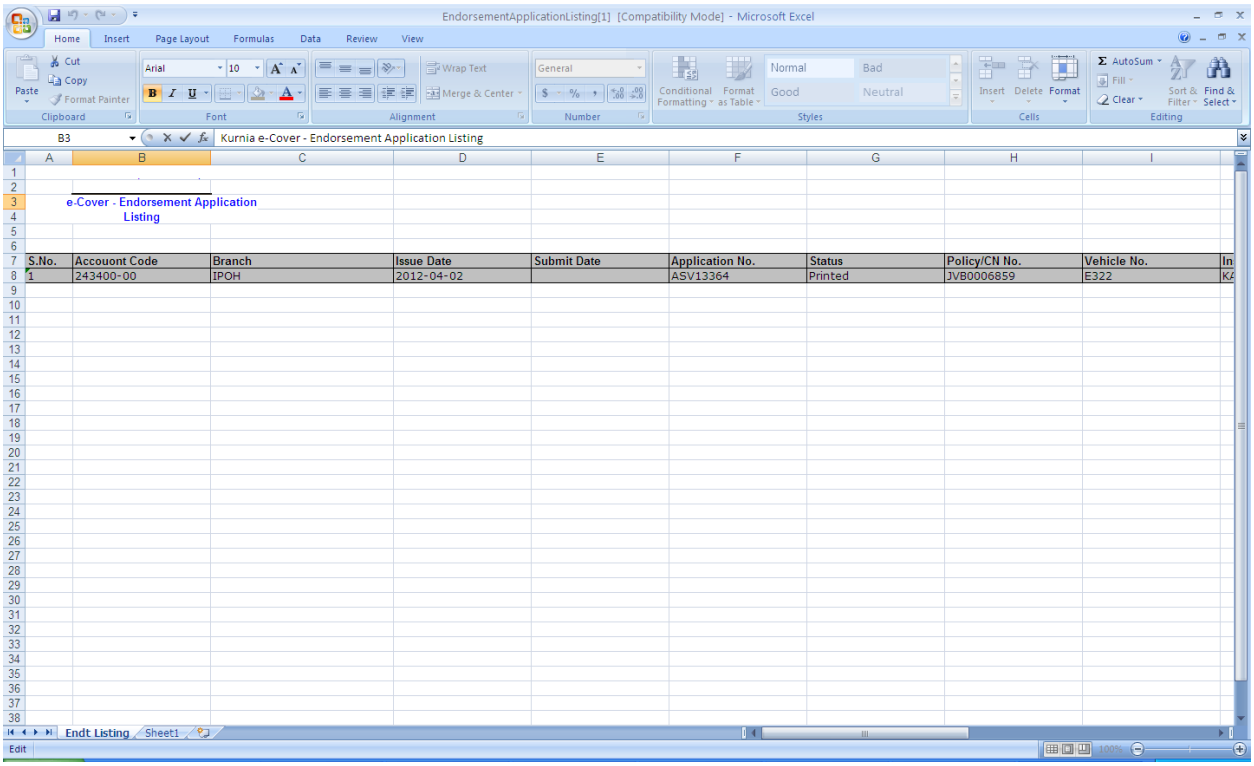
Date / Time	27-04-2012 / 01:28:07 PM
Account Code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	TEO LAY KHENG
Period	From : 01-04-2012 To : 30-04-2012
Endorsement	ALL
Status	ALL

ACCOUNT CODE	BRANCH	ISSUED DATE	SUBMITED DATE	APPL NO.	STATUS	POLICY/CN	VEHICLE NO.	INSURED NAME	ENDT EFF. DATE	TYPE OF ENDT.	ENDT. DESCRIPTION
243400-00	IPOH	02-04-2012		ASV13364	PRINTED	JVB0006859	E322	KAVITHA	02-04-2012	Others	WE

Total Transactions : 1

Page 1

27-04-2012 / 01:28:07 PM



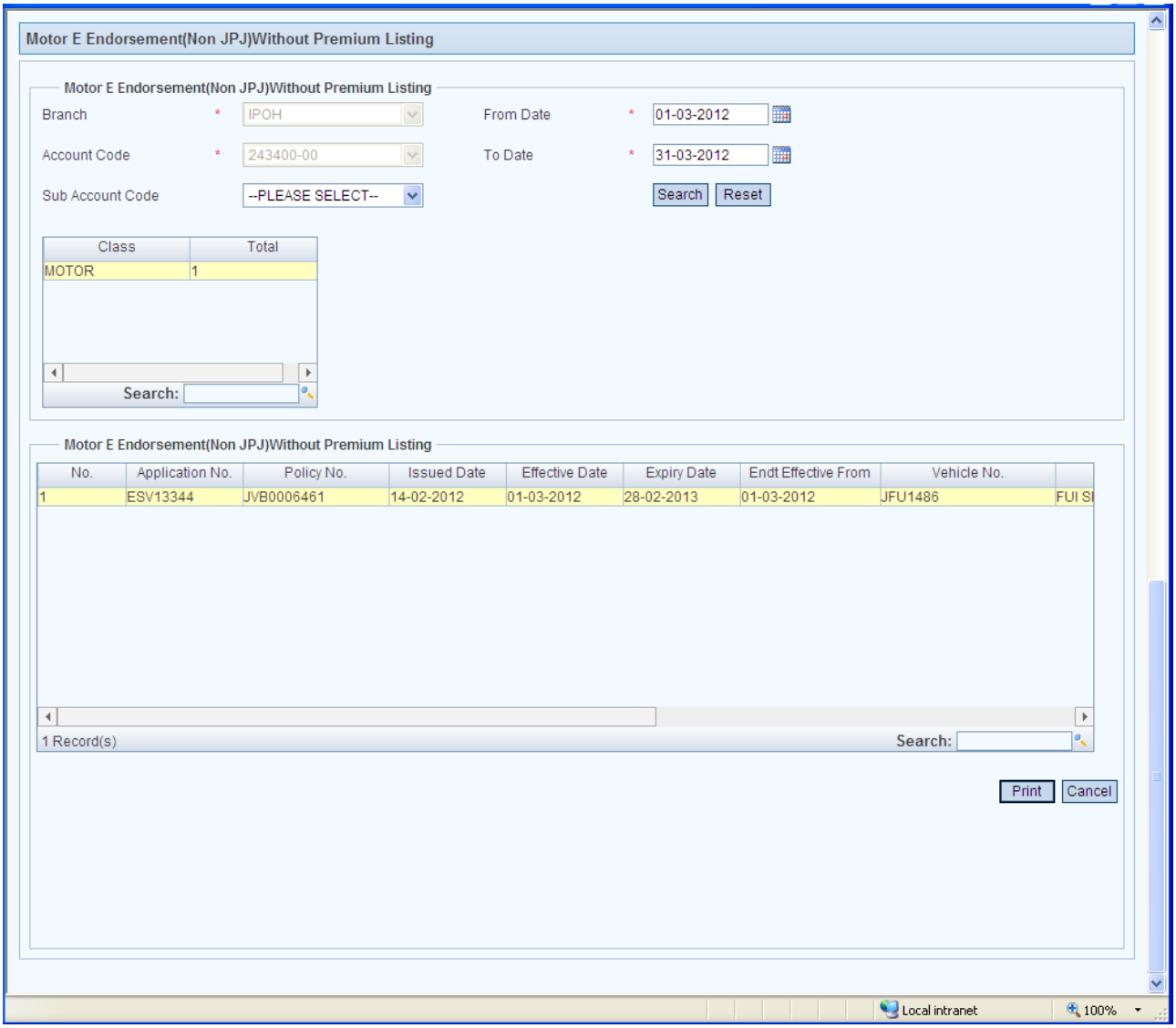
Kurnia e-Cover - Endorsement Application Listing

e-Cover - Endorsement Application Listing

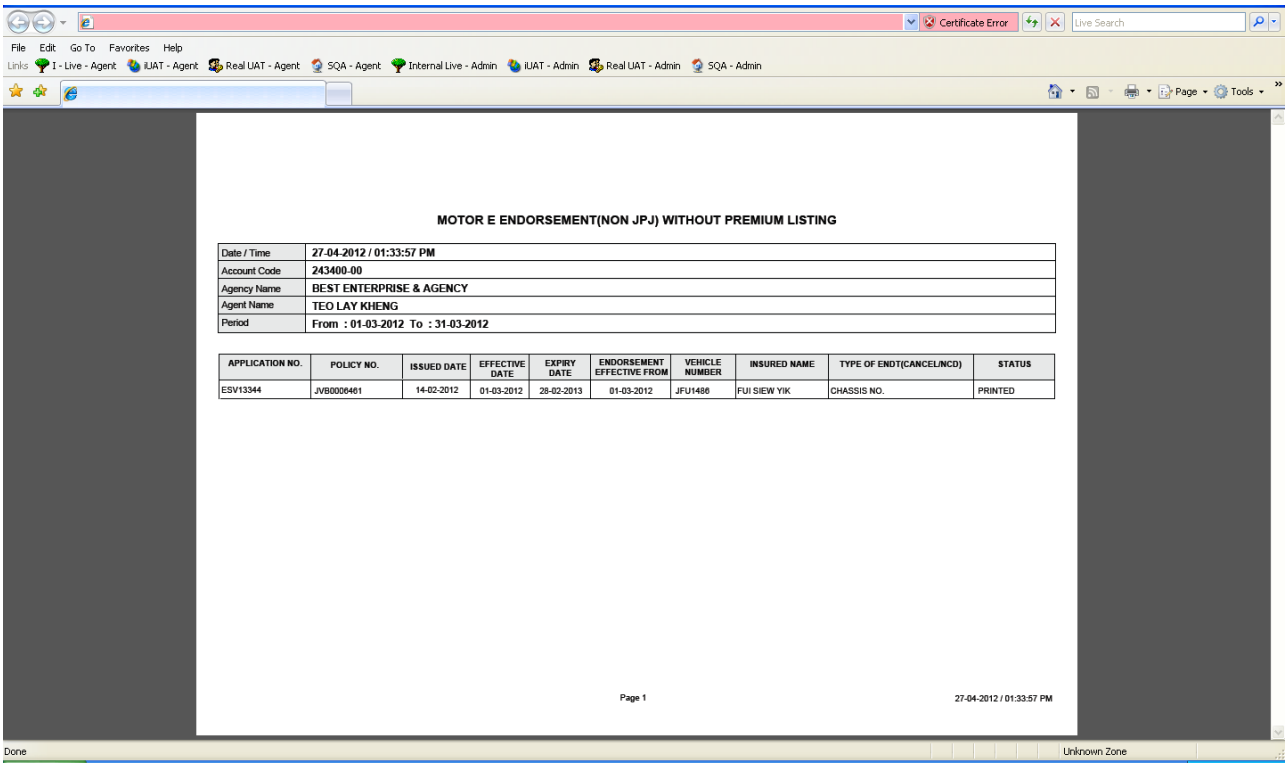
S.No.	Accouont Code	Branch	Issue Date	Submit Date	Application No.	Status	Policy/CN No.	Vehicle No.	In
1	243400-00	IPOH	2012-04-02		ASV13364	Printed	JVB0006859	E322	KA

1.5.14 Motor E Endorsement (Non JPJ) Without Premium Listing

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Total Listing Grid	N	Displays the total records including Class and Total based on the Search. Double click the selected record to display the Endorsement Application Listing Details in the next Grid.
Motor E Endorsement(Non JPJ)Without Premium Listing Grid	N	Displays the various records with the information such as Application No, Policy No, Issued Date, Effective Date, Expiry Date, Endorsement Effective Date, Vehicle Number, Insured Name, Type of Endorsement and Status.
Print	N	Prints the report
Cancel	N	Closes the page



MOTOR E ENDORSEMENT(NON JPJ) WITHOUT PREMIUM LISTING

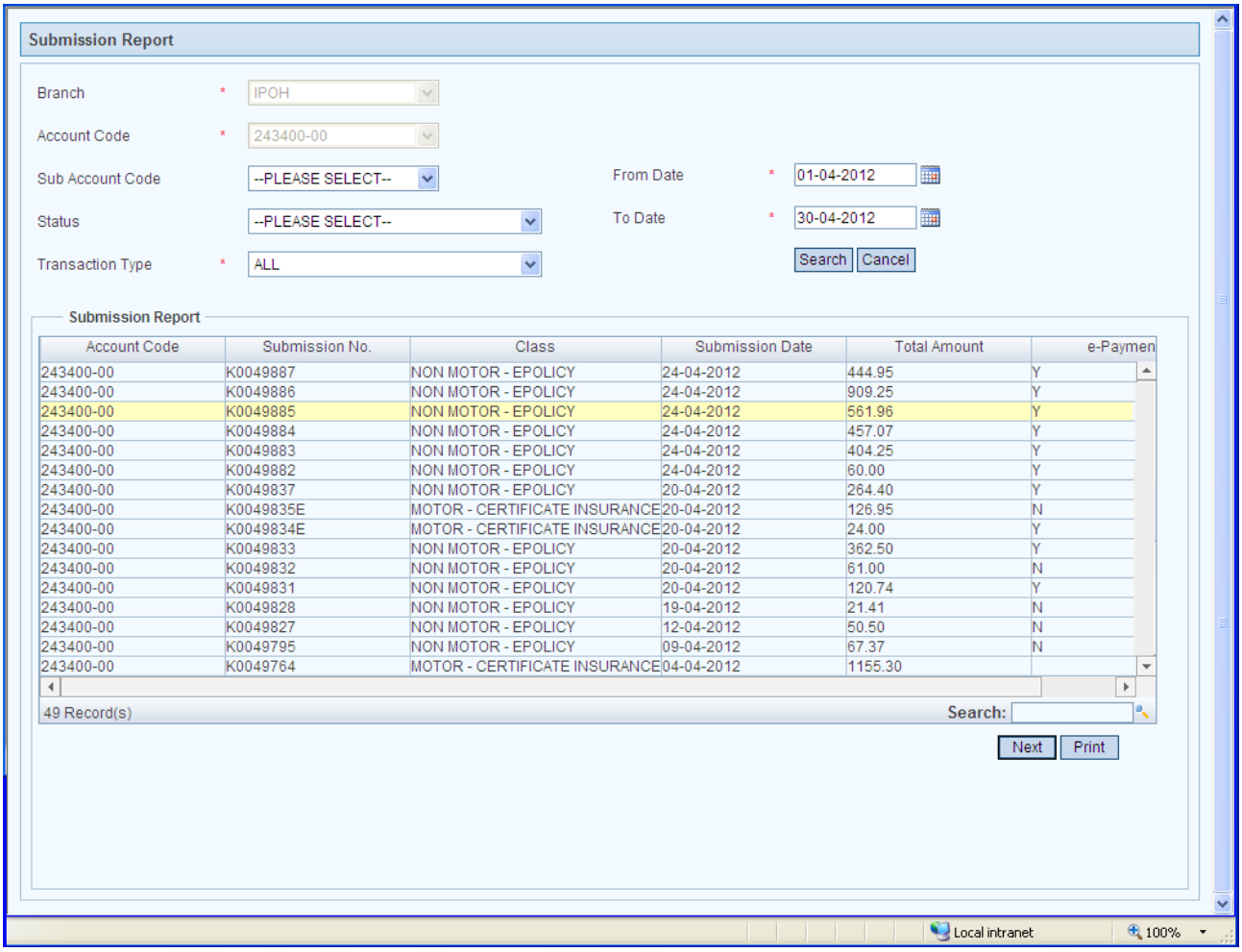
Date / Time	27-04-2012 / 01:33:57 PM
Account Code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	TEO LAY KHENG
Period	From : 01-03-2012 To : 31-03-2012

APPLICATION NO.	POLICY NO.	ISSUED DATE	EFFECTIVE DATE	EXPIRY DATE	ENDORSEMENT EFFECTIVE FROM	VEHICLE NUMBER	INSURED NAME	TYPE OF ENDT(CANCEL/NCD)	STATUS
ESV13344	JVB0006461	14-02-2012	01-03-2012	28-02-2013	01-03-2012	JFU1486	FUI SIEW YIK	CHASSIS NO.	PRINTED

Page 1 27-04-2012 / 01:33:57 PM

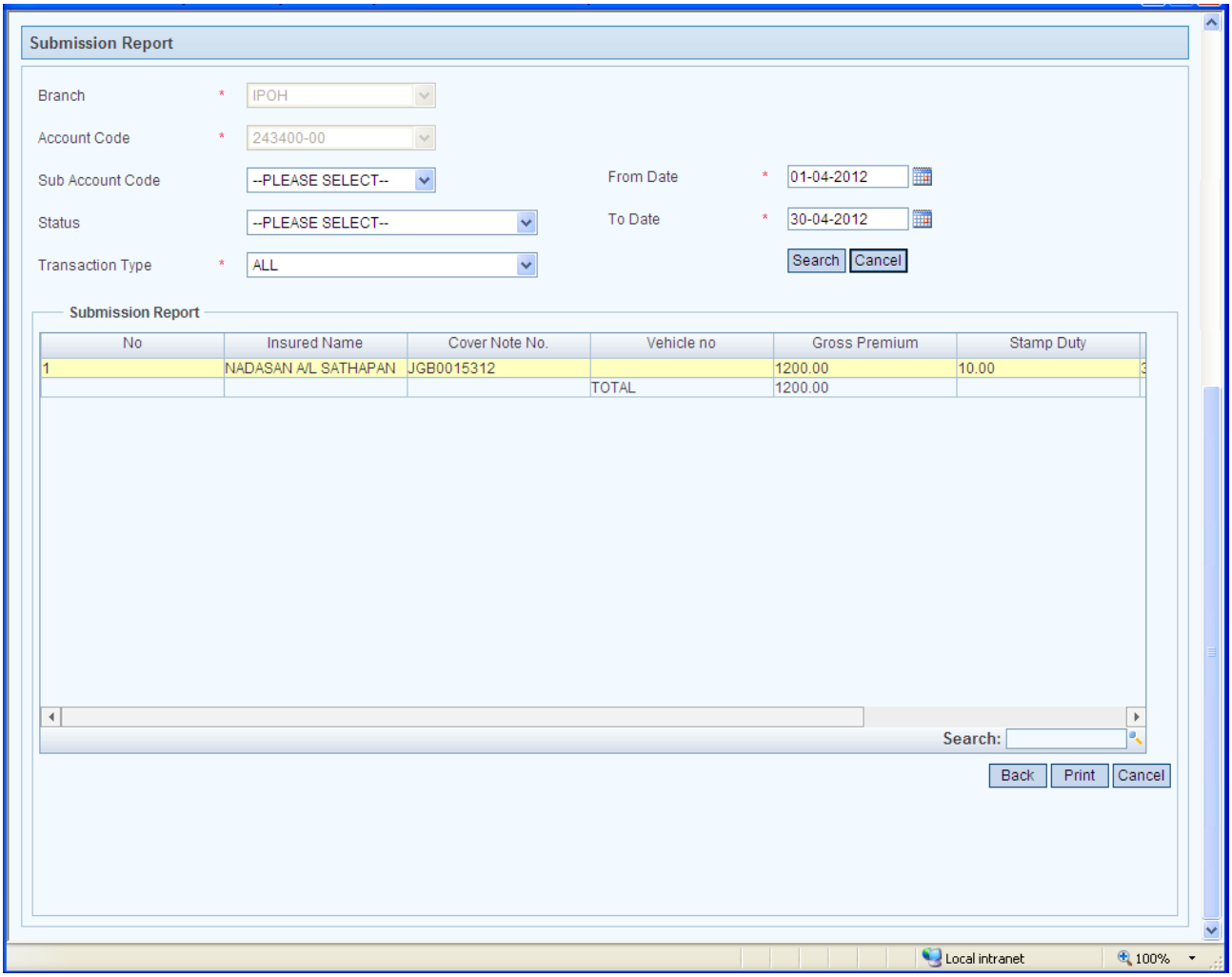
1.5.15 Submission Report

Screen Shots and Field Descriptions

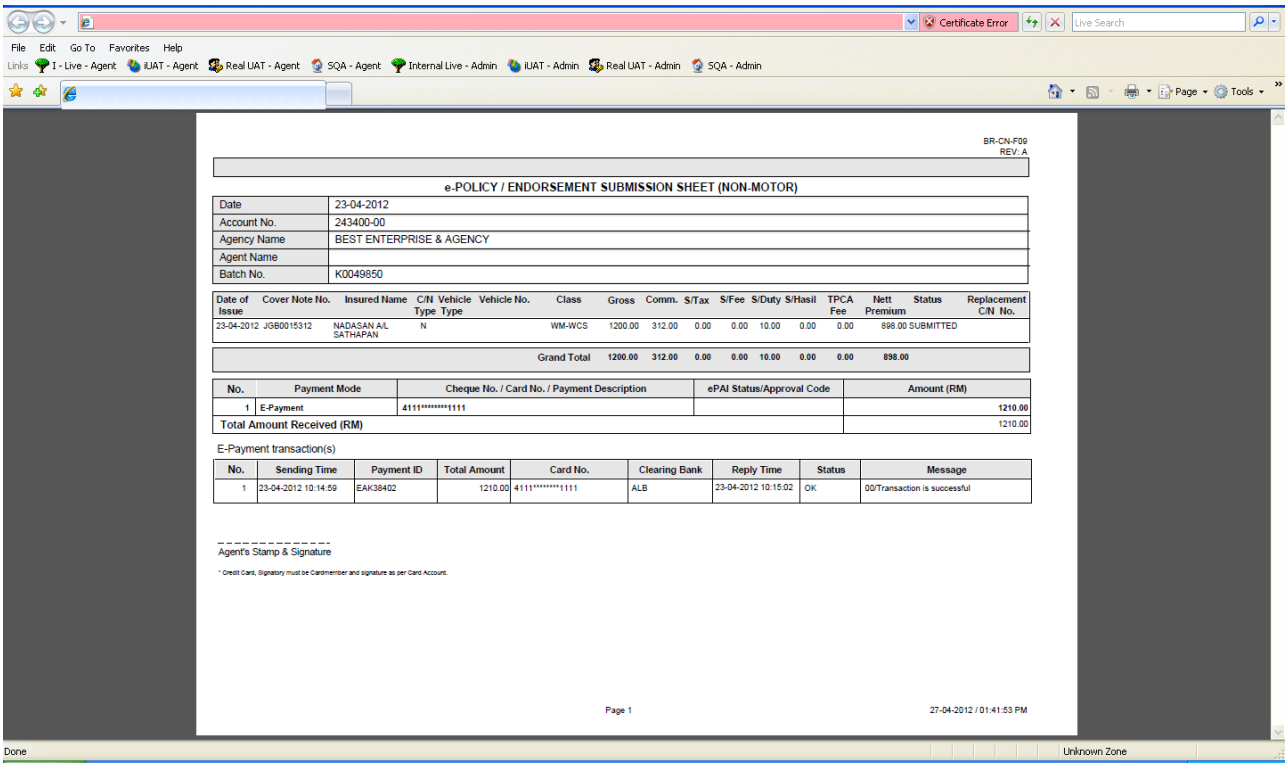


User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account	N	Select the Sub Account Code from the drop down list.

Code		
Status	N	The user has to select from the drop down list. The different types of Covernote listed in this list are as follows: • Motor - Certificate Insurance • Motor - Confirmation Slip • Motor - Endorsement Application Slip • Motor - Endorsement Confirmation Slip • Motor - Endorsement Without Premium • Non Motor - Application Slip • Non Motor - Endorsement Confirmation Slip • Non Motor – eCoverNote • Non Motor – ePolicy
Transaction Type	N	Select one among the below transaction types. • All • e Cover • Internet • e Payment Paid
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Submission Report Grid	N	Displays Submission details including: Account Code, Submission No., Class, Submission Date, Total Amount and e-Payment. Double clicking a selected record displays the Cover notes in the batch.
Next	N	Loads the grid with Cover notes in the Submission batch (if available and applicable).
Print	N	Prints the Report.



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Back	N	Loads the grid with Submission numbers as shown in
Print	N	Prints the Report.
Cancel	N	Closes the page.



BR-CN-F09
REV: A

e-POLICY / ENDORSEMENT SUBMISSION SHEET (NON-MOTOR)

Date	23-04-2012
Account No.	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	
Batch No.	K0049850

Date of Issue	Cover Note No.	Insured Name	C/N Type	Vehicle Type	Vehicle No.	Class	Gross	Comm.	S/Tax	S/Fee	S/Duty	S/Hasil	TPCA Fee	Nett Premium	Status	Replacement C/N No.
23-04-2012	JGB0015312	NADASAN A/L SATHAPAN	N			WM-WCS	1200.00	312.00	0.00	0.00	10.00	0.00	0.00	898.00	SUBMITTED	
						Grand Total	1200.00	312.00	0.00	0.00	10.00	0.00	0.00	898.00		

No.	Payment Mode	Cheque No. / Card No. / Payment Description	ePAI Status/Approval Code	Amount (RM)
1	E-Payment	4111********1111		1210.00
Total Amount Received (RM)				1210.00

E-Payment transaction(s)

No.	Sending Time	Payment ID	Total Amount	Card No.	Clearing Bank	Reply Time	Status	Message
1	23-04-2012 10:14:59	EAK38402	1210.00	4111********1111	ALB	23-04-2012 10:15:02	OK	00/Transaction is successful

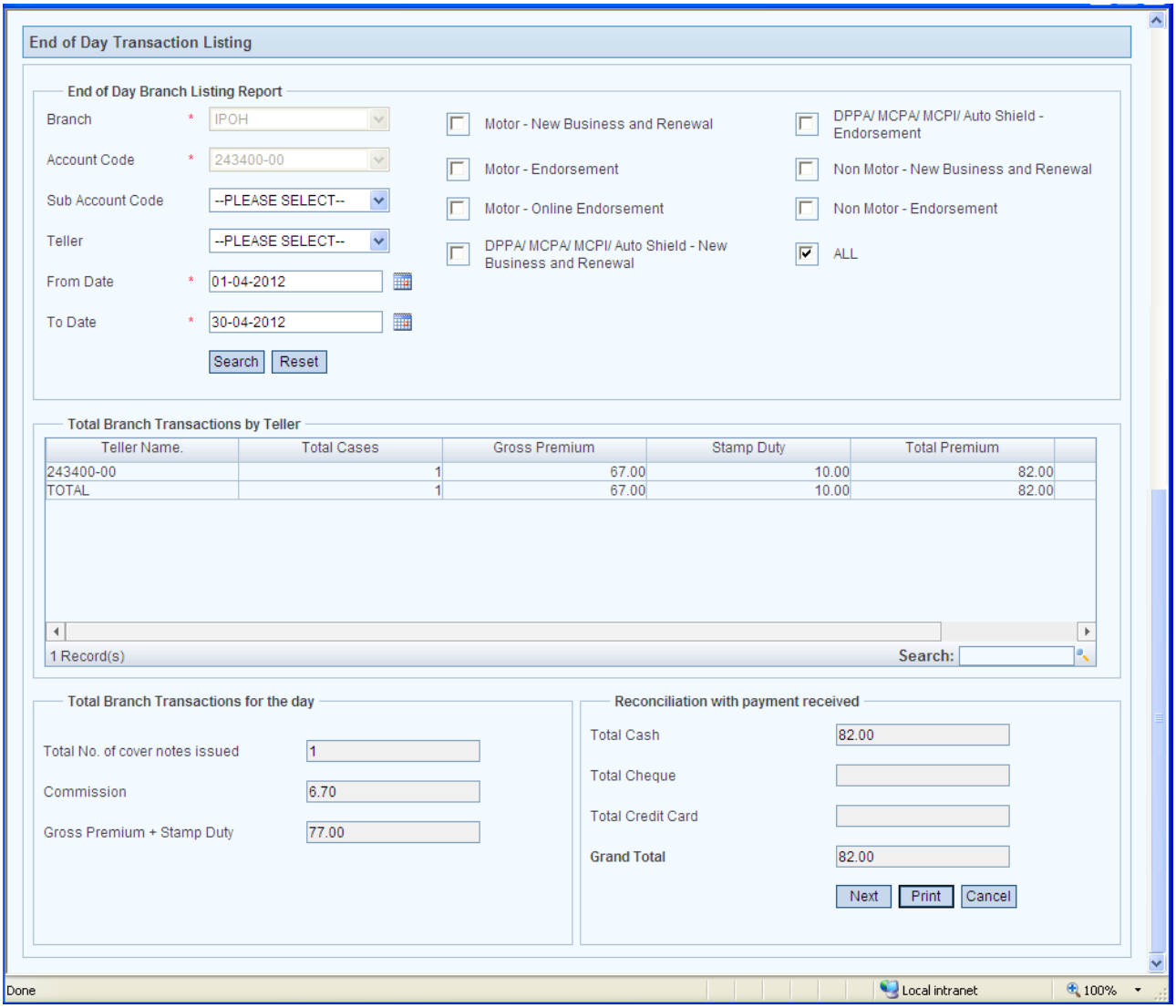
_ _ _ _ _ _ _ _ _ _ _ _ _ _
Agent's Stamp & Signature

* Credit Card, Signatory must be Cardmember and signature as per Card Account.

Page 1 27-04-2012 / 01:41:53 PM

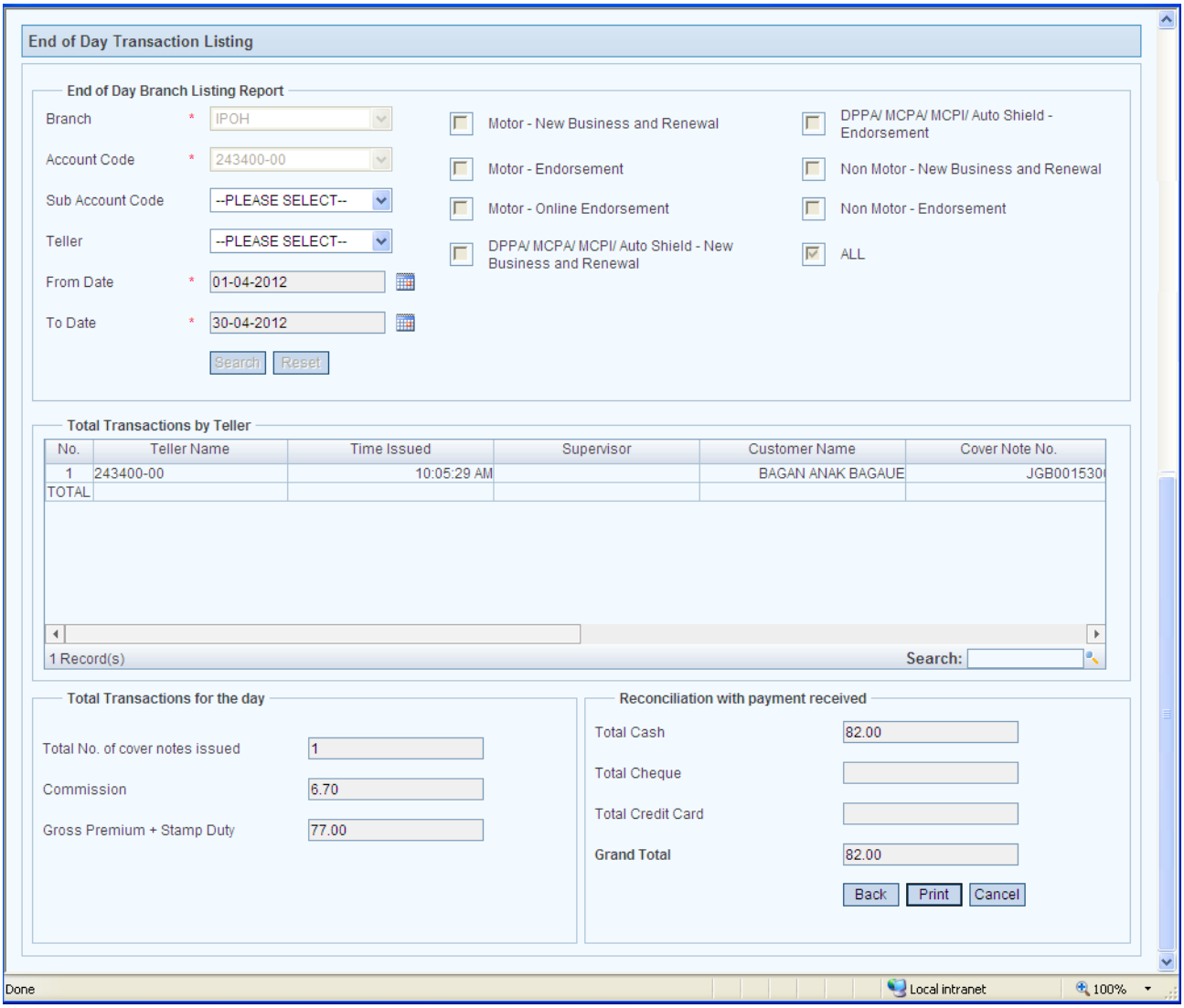
1.5.16 End of Day Transaction Listing

Screen Shots and Field Descriptions



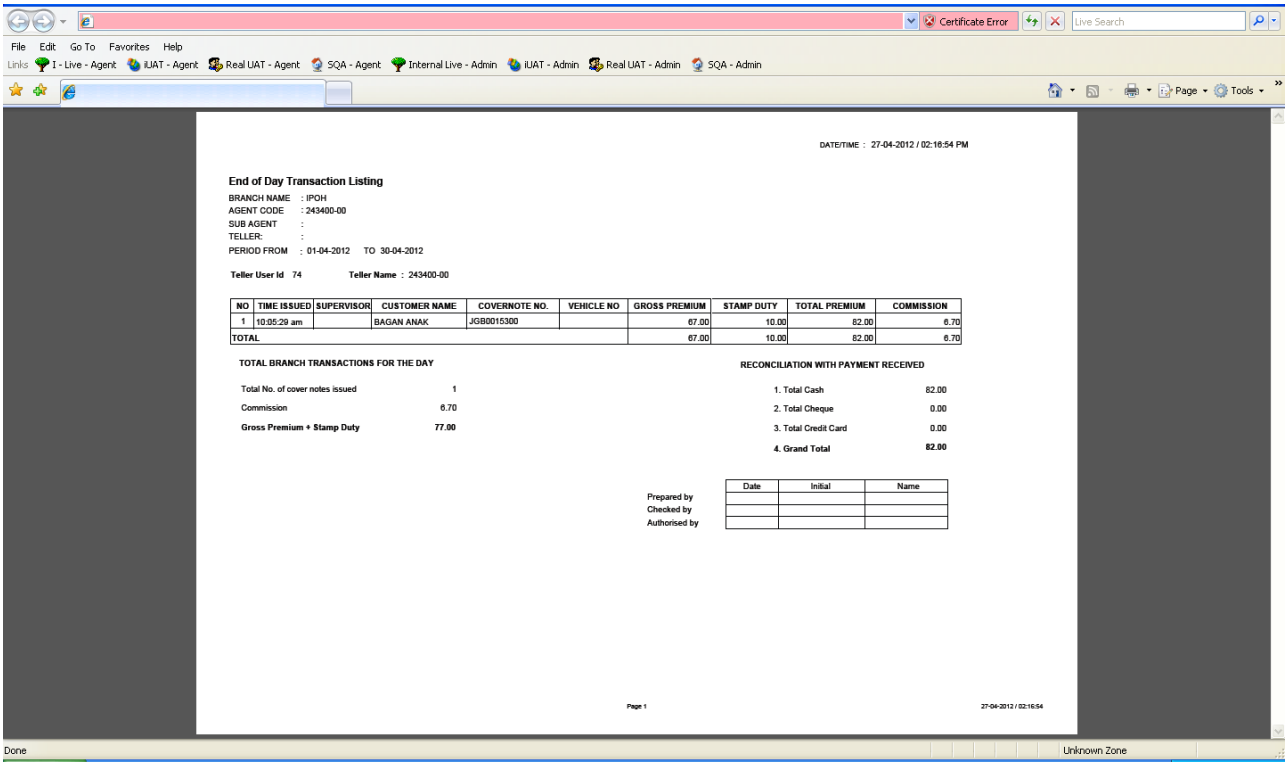
User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.

Sub Account Code	N	Select the Sub Account Code from the drop down list.
Teller	N	Select the Teller from the drop down list.
From Date	Y	Displays the Current Date by default.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Options	Y	Select one or more of the check boxes as per the need. Select check box 'ALL' when you want to get all Listings.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Total Branch Transactions by Teller	N	Displays the search results in the grid including: Teller Name, Total Cases, Gross Premium, Stamp Duty, Total Premium and Commission.



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Total No. of Cover notes issued	N	Displays the total number of cover notes issued.
Commission	N	Displays the commission amount.
Gross Premium + Stamp Duty	N	Displays the sum of Gross Premium and Stamp Duty.
Total Cash	N	Displays the sum of payment made thru Cash.

Total Cheque	N	Displays the sum of payment made thru Cheque.
Total Credit Card	N	Displays the sum of payment made thru Credit Card.
Grand Total	N	Displays the sum of payment made thru Cash, Cheque and Credit Card.
Next	N	Redirects you to the Next page.
Bask	N	Redirects you to the Previous page.
Print	N	Prints the Report.
Cancel	N	Closes the page



DATE/TIME : 27-04-2012 / 02:16:54 PM

End of Day Transaction Listing

BRANCH NAME : IPOH
AGENT CODE : 243400-00
SUB AGENT :
TELLER: :
PERIOD FROM : 01-04-2012 TO 30-04-2012

Teller User Id 74 **Teller Name** : 243400-00

NO	TIME ISSUED	SUPERVISOR	CUSTOMER NAME	COVERNOTE NO.	VEHICLE NO	GROSS PREMIUM	STAMP DUTY	TOTAL PREMIUM	COMMISSION
1	10:05:29 am		BAGAN ANAK	JGB0015300		67.00	10.00	82.00	6.70
TOTAL						67.00	10.00	82.00	6.70

TOTAL BRANCH TRANSACTIONS FOR THE DAY

Total No. of cover notes issued	1
Commission	6.70
Gross Premium + Stamp Duty	**77.00**

RECONCILIATION WITH PAYMENT RECEIVED

1. Total Cash	82.00
2. Total Cheque	0.00
3. Total Credit Card	0.00
4. Grand Total	**82.00**

	Date	Initial	Name
Prepared by			
Checked by			
Authorised by			

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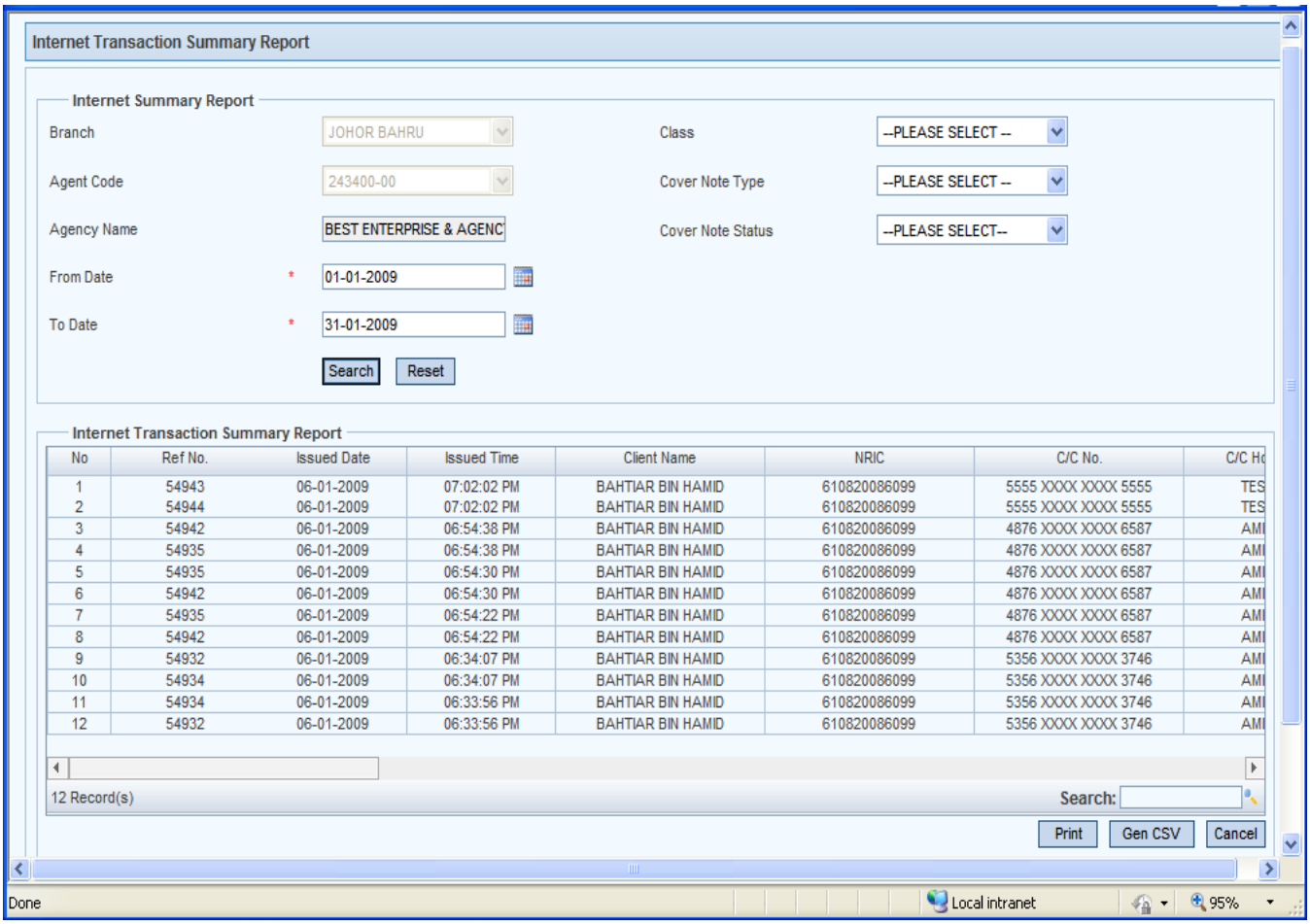
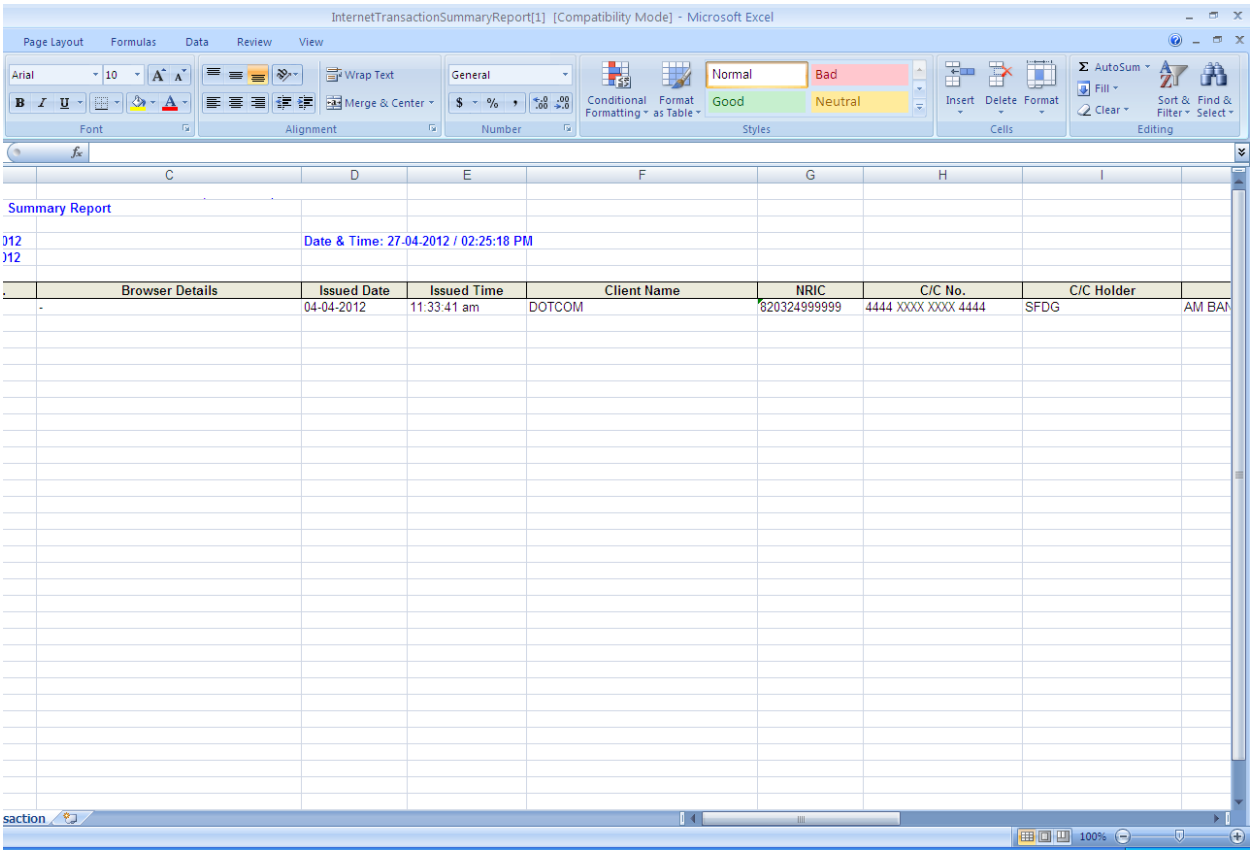
1.5.17 Internet Transaction Summary Report

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Agency Name	N	Displays the Agency Name
From Date	Y	Displays the Current Date by default and allows you to change.

To Date	Y	Displays the last date of Month selected in the field: From Date.
Class	N	Select the Class from the Drop Down List
Covernote Type	N	Lists all the Covernote type in a drop down box. User has to select one
Covernote Status	N	Lists all the Covernote status in a drop down box. User has to select one
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Internet Transaction Summary Report Grid	N	Displays the search results in the grid including: No, Ref No., Issued Date, Issued Time, Client Name, NRIC, C/C No., C/C Holder, C/C Issuing Bank, Veh No., Veh Type, Cover Type, Class Type, Sum Insured, H/P No., C/N No., Account Code, Agent Name, Inception Date, Expire Date, E-Pay Status, Premium, Trans Code, C/C Type, C/N Status and JPJ Status.
Print	N	Prints the report
Cancel	N	Closes the page.

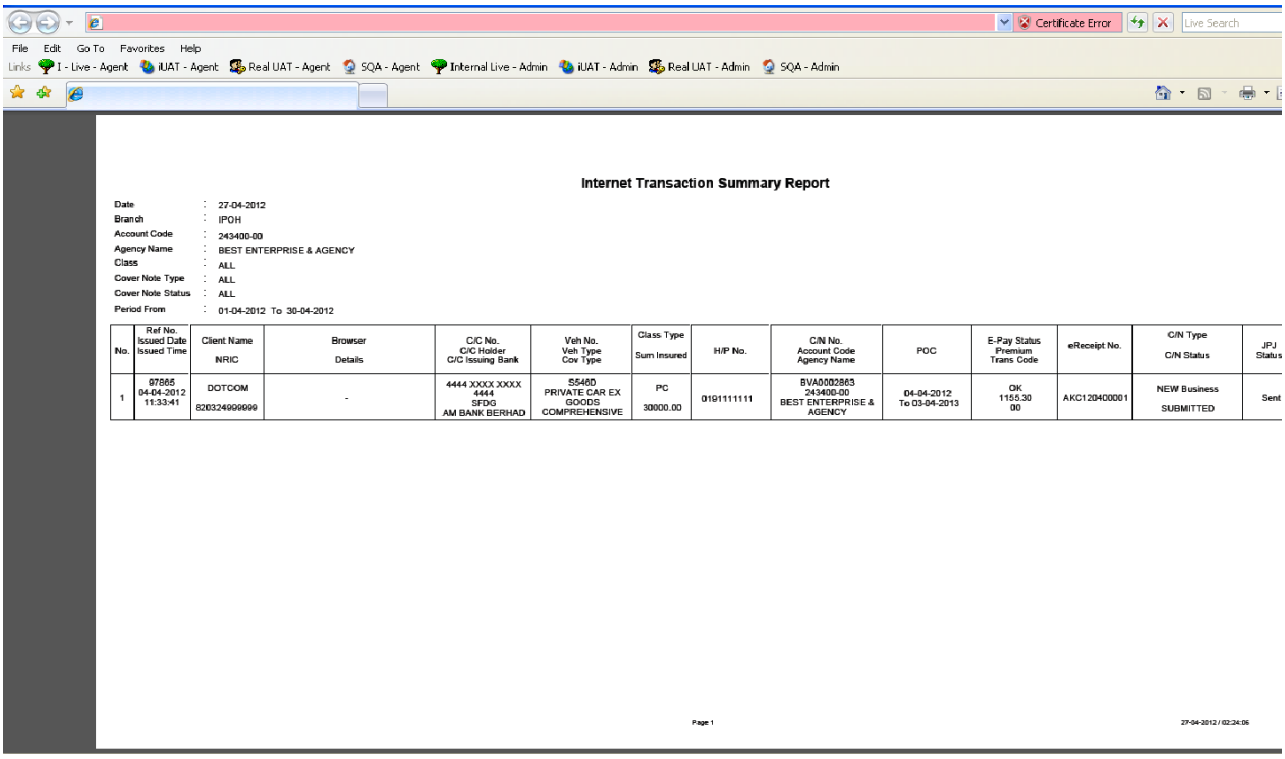


InternetTransactionSummaryReport[1] [Compatibility Mode] - Microsoft Excel

Summary Report

Date & Time: 27-04-2012 / 02:25:18 PM

Browser Details	Issued Date	Issued Time	Client Name	NRIC	C/C No.	C/C Holder
-	04-04-2012	11:33:41 am	DOTCOM	820324999999	4444 XXXX XXXX 4444	SFDG



Internet Transaction Summary Report

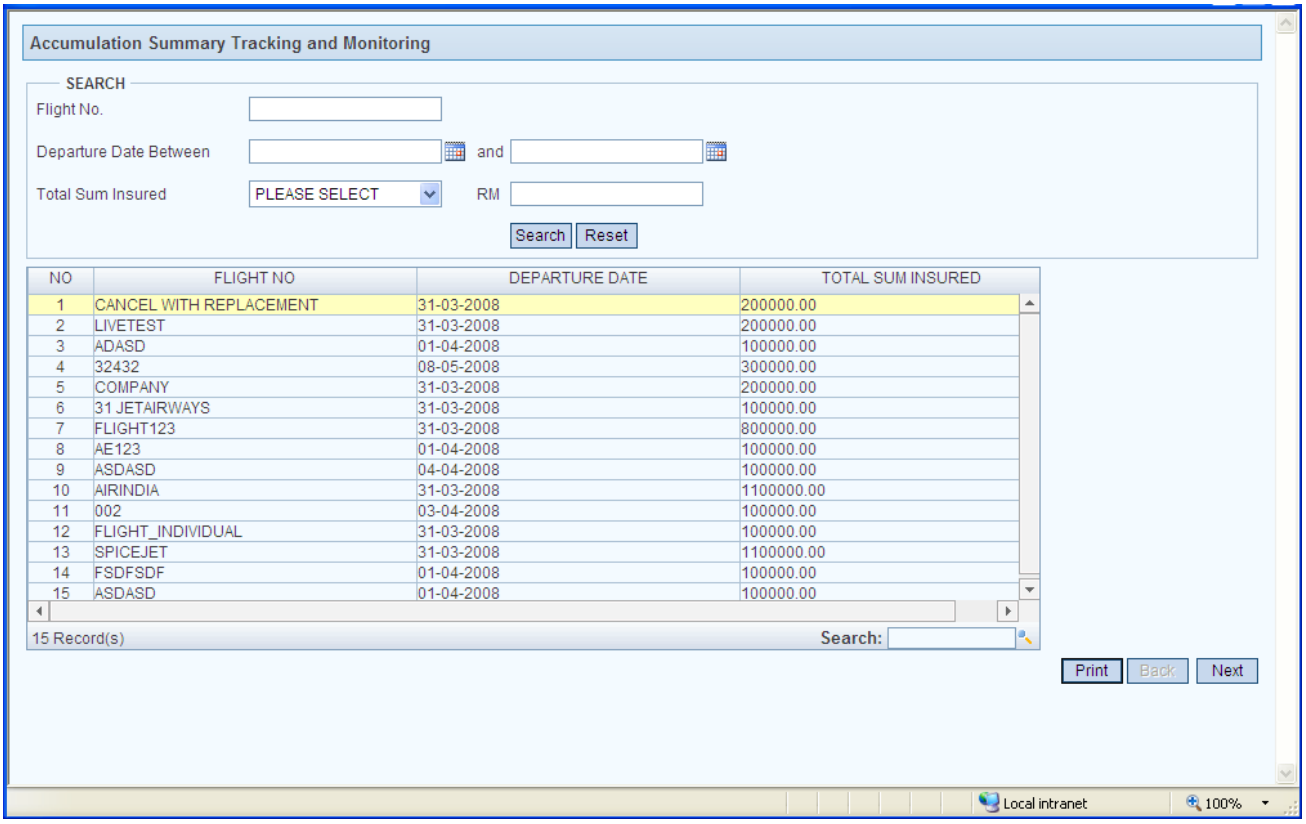
Date : 27-04-2012
Branch : IPOH
Account Code : 243400-00
Agency Name : BEST ENTERPRISE & AGENCY
Class : ALL
Cover Note Type : ALL
Cover Note Status : ALL
Period From : 01-04-2012 To 30-04-2012

No.	Ref No. Issued Date Issued Time	Client Name NRIC	Browser Details	C/C No. C/C Holder C/C Issuing Bank	Veh No. Veh Type Cov Type	Class Type Sum Insured	H/P No.	C/N No. Account Code Agency Name	POC	E-Pay Status Premium Trans Code	eReceipt No.	C/N Type C/N Status	JPJ Status
1	97865 04-04-2012 11:33:41	DOTCOM 820324999999	-	4444 XXXX XXXX 4444 SFDG AM BANK BERHAD	S546D PRIVATE CAR EX GOODS COMPREHENSIVE	PC 30000.00	0191111111	BVA0002863 243400-00 BEST ENTERPRISE & AGENCY	04-04-2012 To 03-04-2013	OK 1155.30 00	AKC120400001	NEW Business SUBMITTED	Sent

Page 1 27-04-2012 / 02:24:06

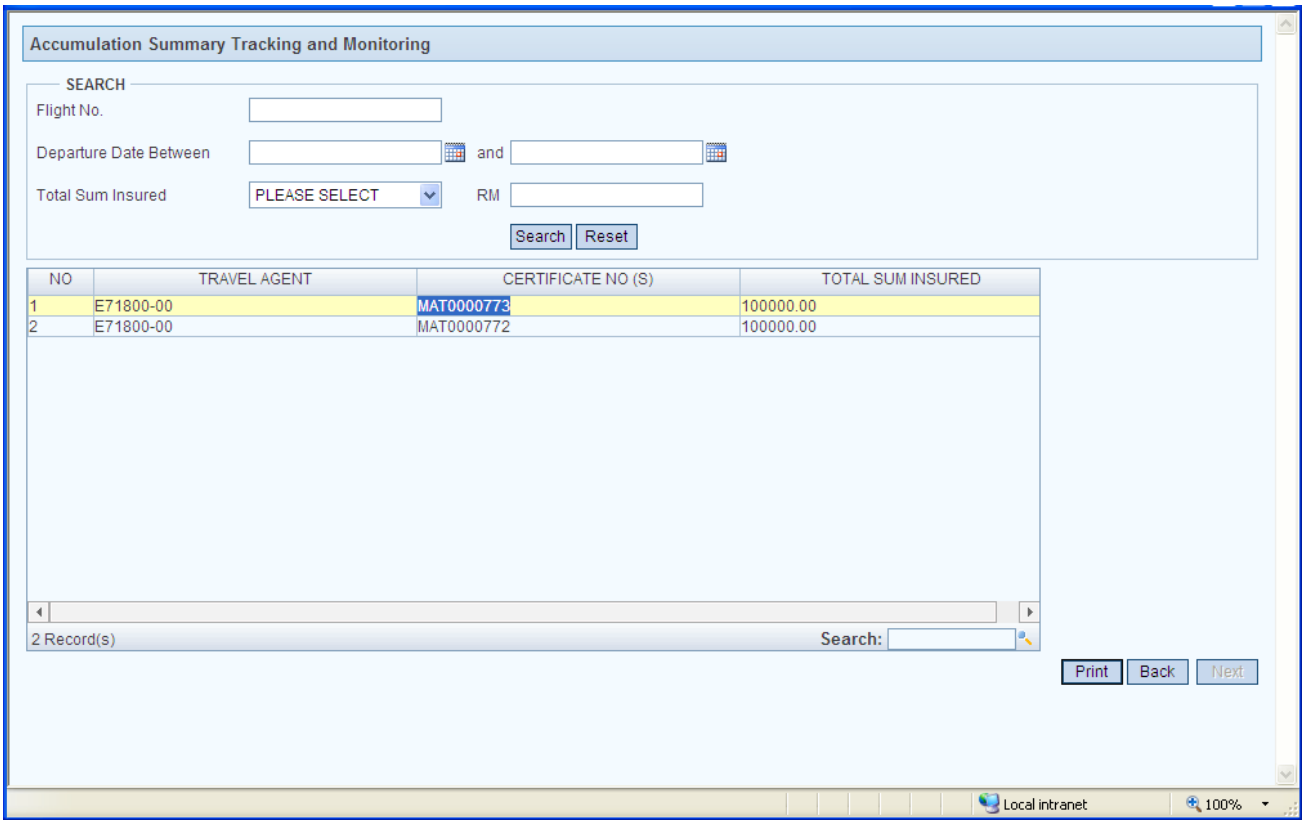
1.5.18 Accumulation Summary Tracking and Monitoring

Screen Shots and Field Descriptions

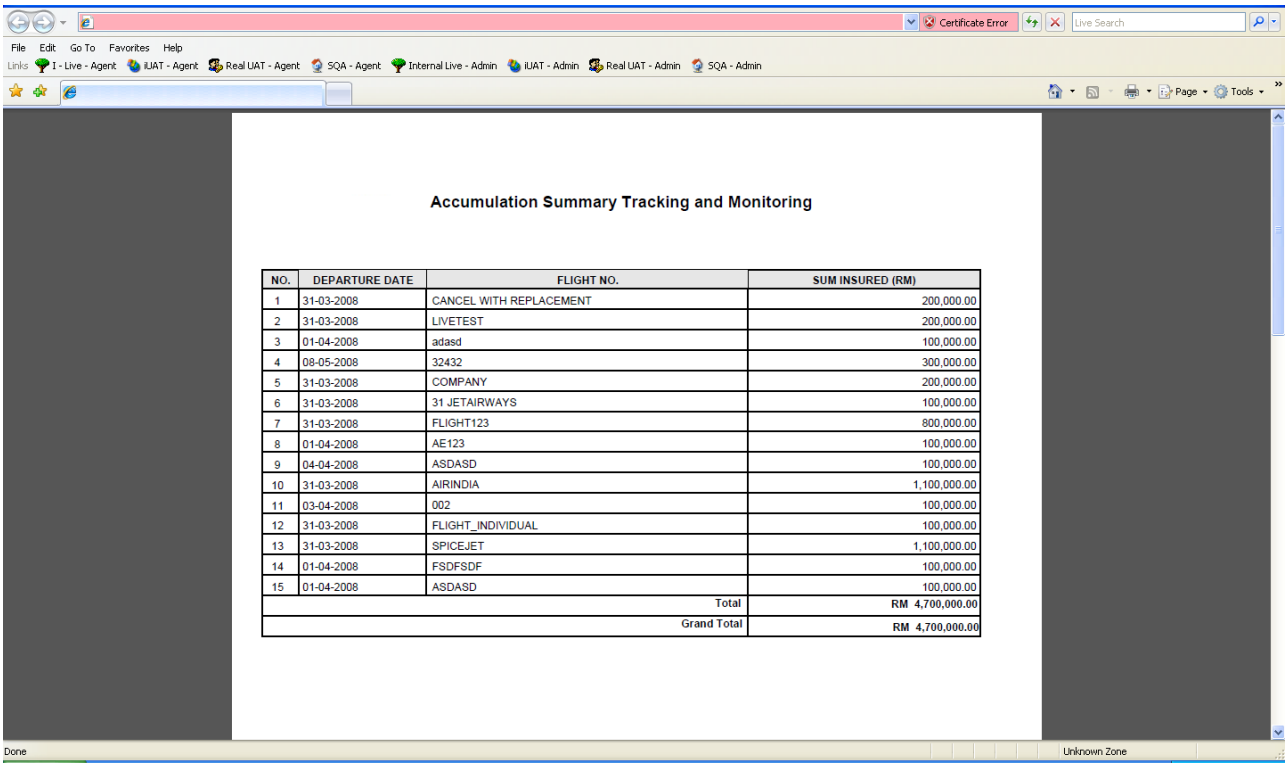


User Interface		
Field	**Mandatory (Y/N)**	**Description**
Flight No	N	Enter the Flight number
Departure Date Between	N	Displays the Departure Date Between by default and allows you to change.
Total Sum Insured	N	Select the Total Sum Insured from dropdown list.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Tracking and	N	Displays the search results in the grid including: No of Records., Flight no, Departure Date Between., Total Sum

Monitoring Grid		Insured.,
Print	N	Prints the report
Back	N	Redirects to the Previous Page.
Next	N	Redirects to the Next page.



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Tracking and Monitoring Grid	N	Displays the search results in the grid including: No of Records. Travel Agent., Certificate No., Total sum Insured etc..
Print	N	Prints the report
Back	N	Redirects to the Previous Page.
Next	N	Redirects to the Next page.

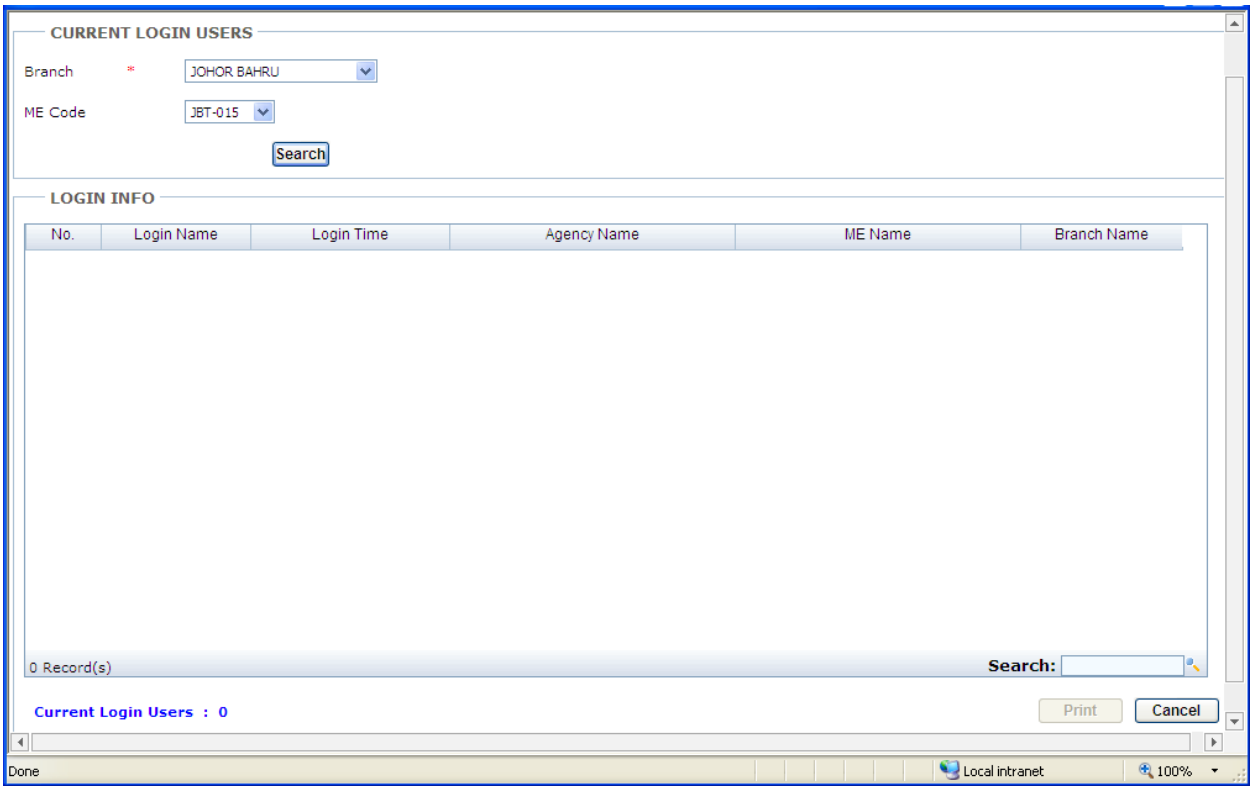


Accumulation Summary Tracking and Monitoring

NO.	DEPARTURE DATE	FLIGHT NO.	SUM INSURED (RM)
1	31-03-2008	CANCEL WITH REPLACEMENT	200,000.00
2	31-03-2008	LIVETEST	200,000.00
3	01-04-2008	adasd	100,000.00
4	08-05-2008	32432	300,000.00
5	31-03-2008	COMPANY	200,000.00
6	31-03-2008	31 JETAIRWAYS	100,000.00
7	31-03-2008	FLIGHT123	800,000.00
8	01-04-2008	AE123	100,000.00
9	04-04-2008	ASDASD	100,000.00
10	31-03-2008	AIRINDIA	1,100,000.00
11	03-04-2008	002	100,000.00
12	31-03-2008	FLIGHT_INDIVIDUAL	100,000.00
13	31-03-2008	SPICEJET	1,100,000.00
14	01-04-2008	FSDFSDF	100,000.00
15	01-04-2008	ASDASD	100,000.00
		Total	**RM 4,700,000.00**
		Grand Total	**RM 4,700,000.00**

1.5.19 Matta Current Login Users

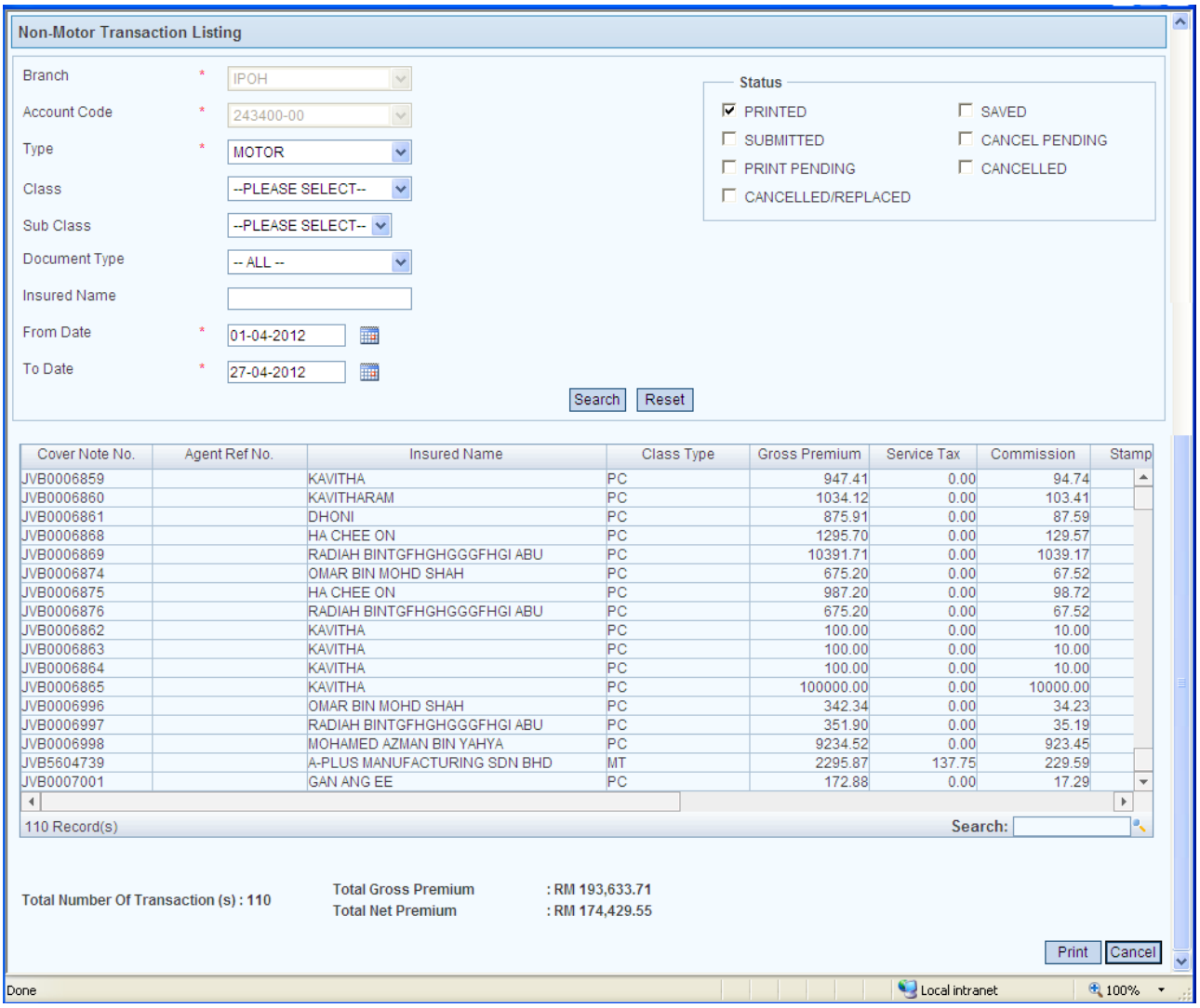
Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Select the branch from list of dropdown lists.
ME Code	N	Choose the Me code from the dropdown lists.
Search	N	Displays records in the grid matching the specified criteria.
Login Report Grid	N	Displays the search results in the grid including: Login Name, Login Time, Agency Name, Me name, Branch Name..
Print	N	Prints the report
Cancel	N	Closes the page

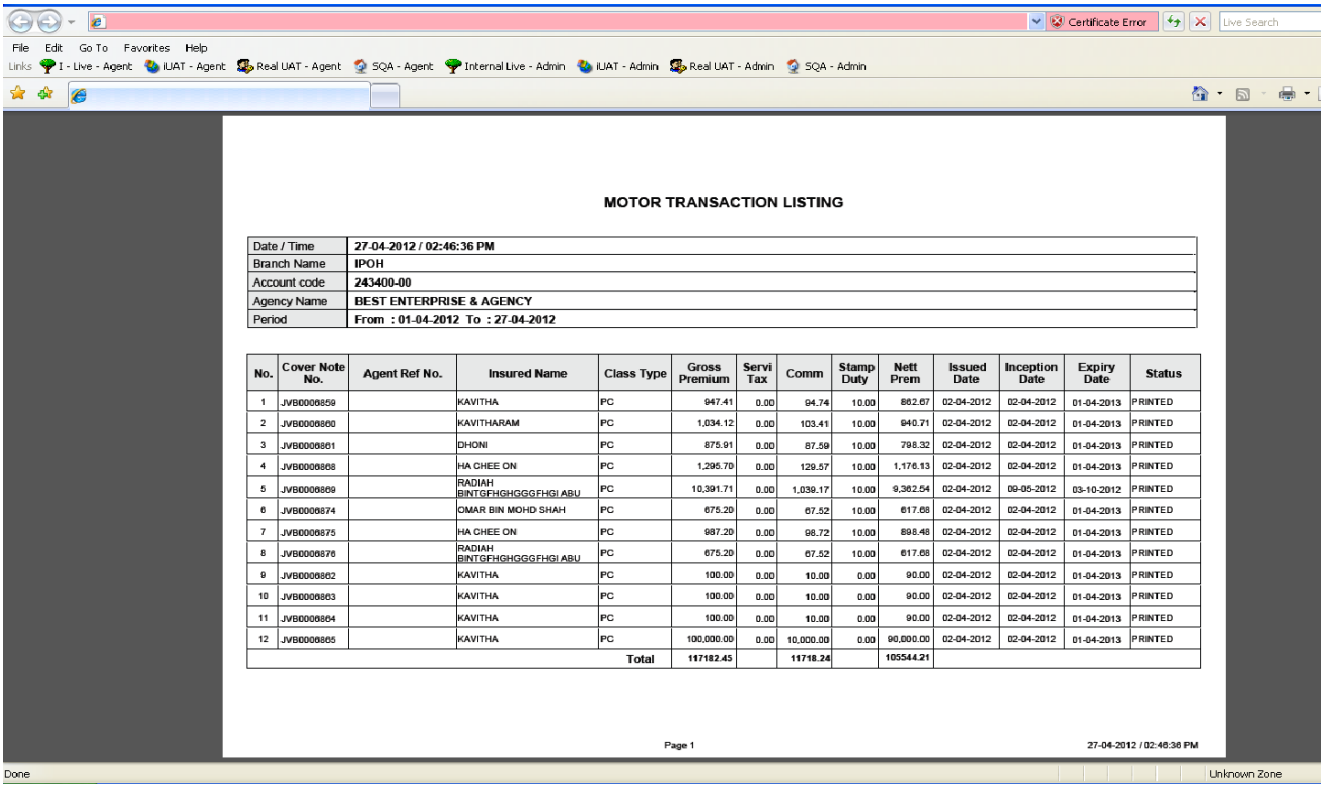
1.5.20 Non-Motor Transaction Listing

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Type	Y	Select the Type from the drop down list.

Class	N	Select the Class from the drop down list.
Sub Class	N	Select the Sub Class from the drop down list.
From Date	Y	Displays the current month's first date by default but allows you to change.
To Date	Y	Displays current date by default but allows you to change
Status	N	Select the Status from the Check Box. If nothing is selected, search listing will display all the records regardless of the status types (the same applies when all the status types are selected).
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Listing Grid	N	Displays the search results in the grid including: Cover Note, Insured Name, Class Type, Gross Premium, Service Tax, Commission, Stamp Duty, Nett Premium, Issue Date, Inception Date, Expiry Date.
Print	N	Prints the Report.
Cancel	N	Closes the page



MOTOR TRANSACTION LISTING

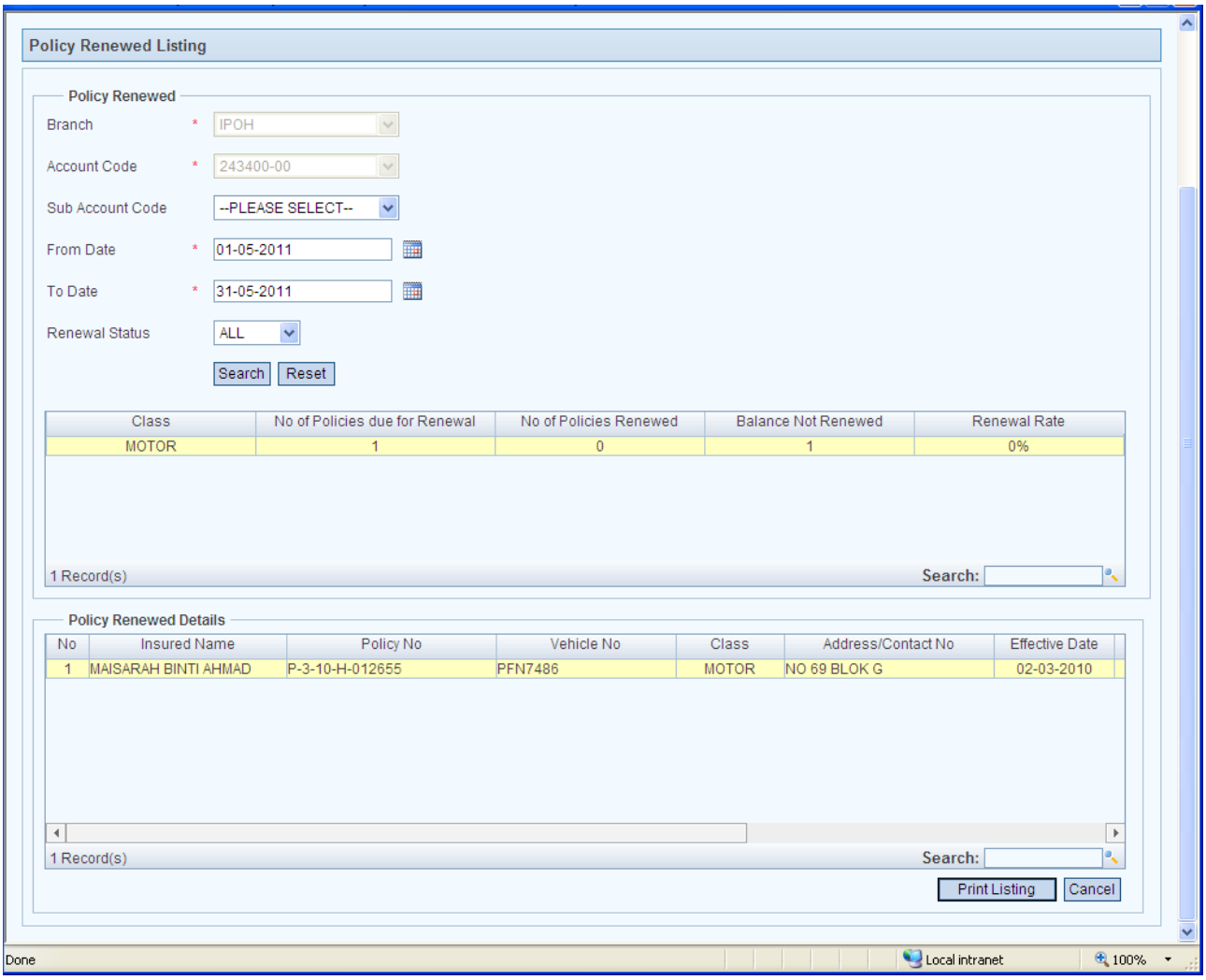
Date / Time	27-04-2012 / 02:46:36 PM
Branch Name	IPOH
Account code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Period	From : 01-04-2012 To : 27-04-2012

No.	Cover Note No.	Agent Ref No.	Insured Name	Class Type	Gross Premium	Servi Tax	Comm	Stamp Duty	Nett Prem	Issued Date	Inception Date	Expiry Date	Status
1	JVB0000859		KAVITHA	PC	947.41	0.00	94.74	10.00	862.67	02-04-2012	02-04-2012	01-04-2013	PRINTED
2	JVB0000860		KAVITHARAM	PC	1,034.12	0.00	103.41	10.00	940.71	02-04-2012	02-04-2012	01-04-2013	PRINTED
3	JVB0000861		DHONI	PC	875.91	0.00	87.59	10.00	798.32	02-04-2012	02-04-2012	01-04-2013	PRINTED
4	JVB0000868		HA CHEE ON	PC	1,295.70	0.00	129.57	10.00	1,176.13	02-04-2012	02-04-2012	01-04-2013	PRINTED
5	JVB0000869		RADIAH BINTGFHGHGGGFHGI ABU	PC	10,391.71	0.00	1,039.17	10.00	9,362.54	02-04-2012	09-05-2012	03-10-2012	PRINTED
6	JVB0000874		OMAR BIN MOHD SHAH	PC	675.20	0.00	67.52	10.00	617.68	02-04-2012	02-04-2012	01-04-2013	PRINTED
7	JVB0000875		HA CHEE ON	PC	987.20	0.00	98.72	10.00	898.48	02-04-2012	02-04-2012	01-04-2013	PRINTED
8	JVB0000876		RADIAH BINTGFHGHGGGFHGI ABU	PC	675.20	0.00	67.52	10.00	617.68	02-04-2012	02-04-2012	01-04-2013	PRINTED
9	JVB0000862		KAVITHA	PC	100.00	0.00	10.00	0.00	90.00	02-04-2012	02-04-2012	01-04-2013	PRINTED
10	JVB0000863		KAVITHA	PC	100.00	0.00	10.00	0.00	90.00	02-04-2012	02-04-2012	01-04-2013	PRINTED
11	JVB0000864		KAVITHA	PC	100.00	0.00	10.00	0.00	90.00	02-04-2012	02-04-2012	01-04-2013	PRINTED
12	JVB0000865		KAVITHA	PC	100,000.00	0.00	10,000.00	0.00	90,000.00	02-04-2012	02-04-2012	01-04-2013	PRINTED
				Total	117182.45		11718.24		105544.21				

Page 1 27-04-2012 / 02:46:36 PM

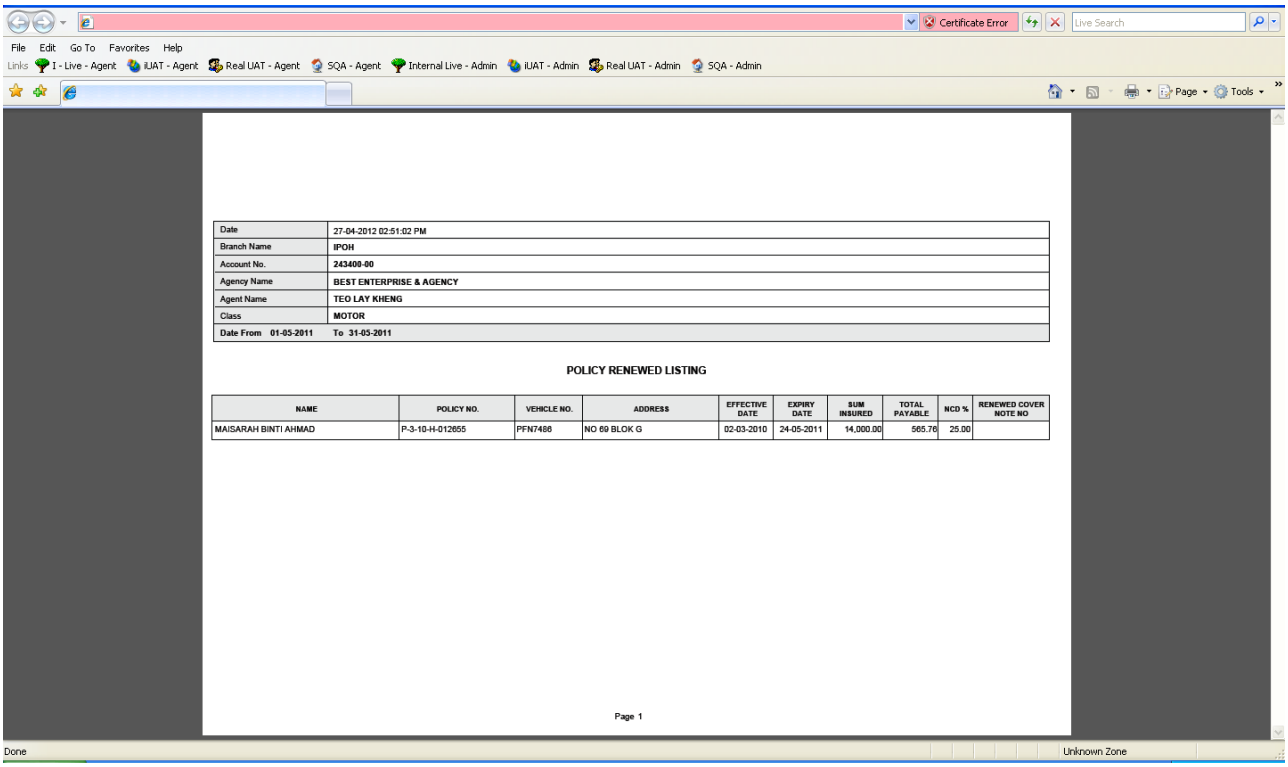
1.5.21 Policy Renewed Listing

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.

From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Renewal Status	N	Select from the Renewal Status from the Drop Down List
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Listing Grid	N	Displays the values including Class and Total based on the Search. Double click the selected record to display the Policy Renewed Details in the next Grid.
Policy Renewed Details Grid	N	Displays the search results in the grid including: Insured's Name, Policy No, Vehicle No., Class, Address/Contact No, Effective Date, Expiry Date, Sum Insured, Total Payable, NCD% and Renewal Covernote Number
Print Listing	N	Prints the Report.
Cancel	N	Closes the page



Date	27-04-2012 02:51:02 PM
Branch Name	IPOH
Account No.	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	TEO LAY KHENG
Class	MOTOR
Date From 01-05-2011	To 31-05-2011

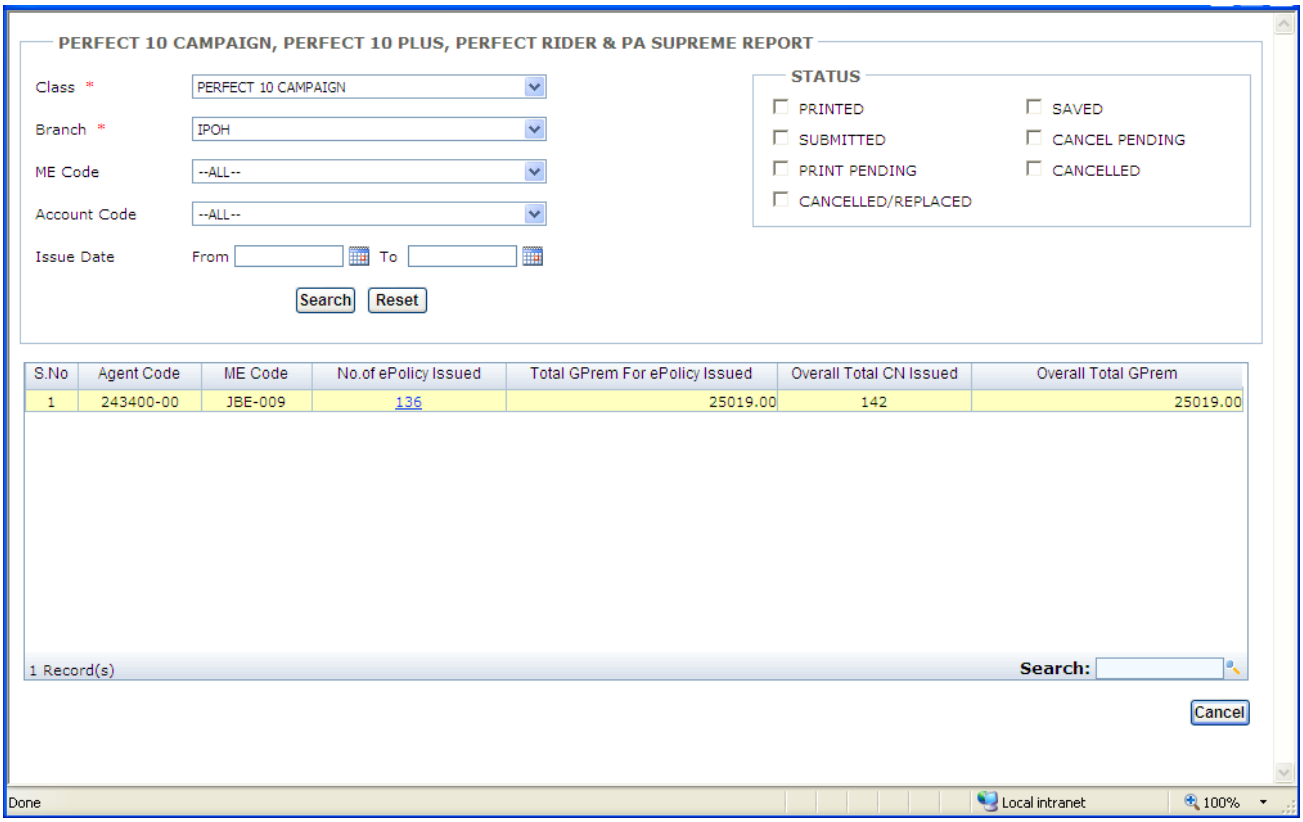
POLICY RENEWED LISTING

NAME	POLICY NO.	VEHICLE NO.	ADDRESS	EFFECTIVE DATE	EXPIRY DATE	SUM INSURED	TOTAL PAYABLE	NCD %	RENEWED COVER NOTE NO
MAISARAH BINTI AHMAD	P-3-10-H-012655	PFN7486	NO 69 BLOK G	02-03-2010	24-05-2011	14,000.00	565.76	25.00	

Page 1

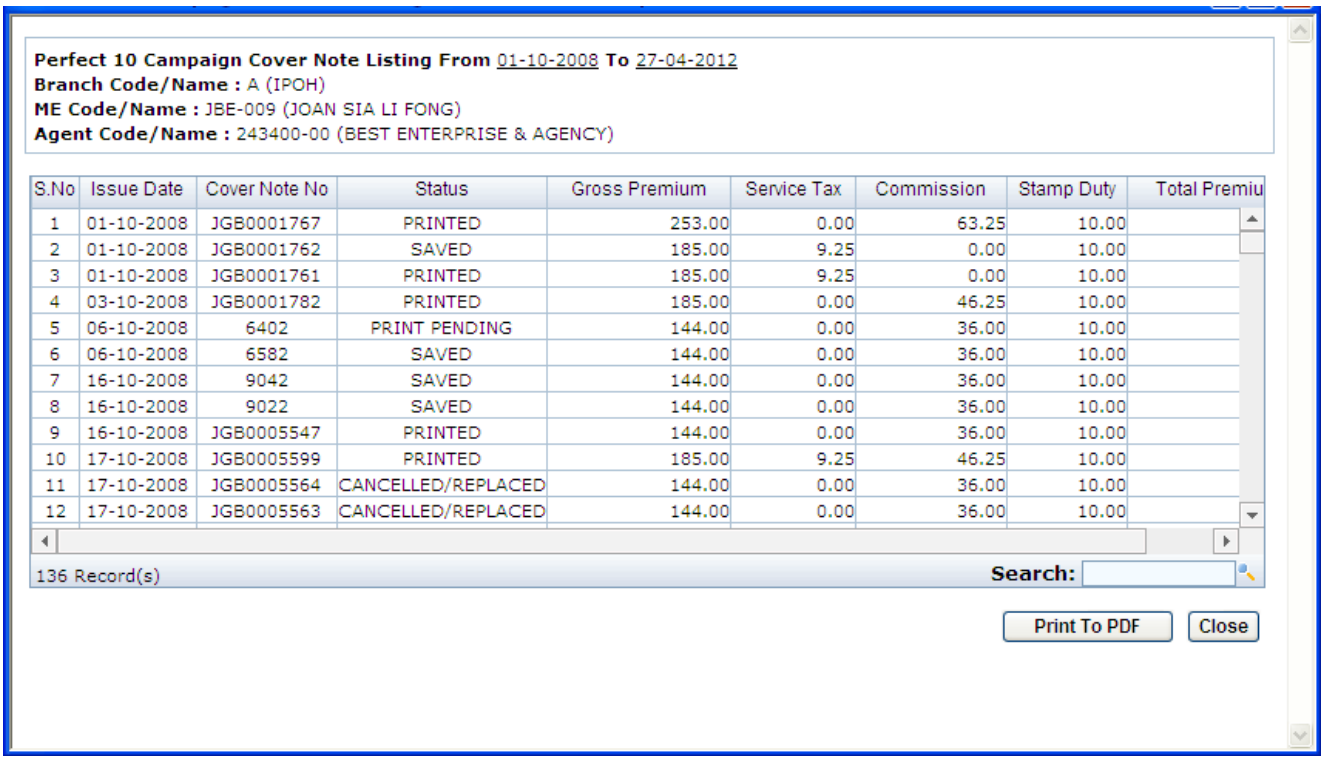
1.5.22 Perfect 10 Campaign, Perfect 10 Plus, Perfect Rider & PA Supreme Report

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Class	Y	Select the class from Drop down list.
Branch	Y	Select the Branch from Drop down list.
ME Code	N	Select the ME Code from Drop down list.
Account Code	N	Select the Account Code from Drop down list.
Issue Date	N	Choose the From and To date.
Status	N	Choose the Status of the covernote to display the grid.
Perfect 10	N	Displays the search results in the grid including: Agent

Campaign, Perfect 10 Plus, Perfect Rider & PA Supreme Report Grid		Code., ME Code., No of Policy Issued., total Gross Premium for issued ePolicy., Overall Total CN issued., Overall Total Gross Premium will be displayed.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).



Perfect 10 Campaign Cover Note Listing From 01-10-2008 **To** 27-04-2012
Branch Code/Name : A (IPOH)
ME Code/Name : JBE-009 (JOAN SIA LI FONG)
Agent Code/Name : 243400-00 (BEST ENTERPRISE & AGENCY)

S.No	Issue Date	Cover Note No	Status	Gross Premium	Service Tax	Commission	Stamp Duty	Total Premiu
1	01-10-2008	JGB0001767	PRINTED	253.00	0.00	63.25	10.00	
2	01-10-2008	JGB0001762	SAVED	185.00	9.25	0.00	10.00	
3	01-10-2008	JGB0001761	PRINTED	185.00	9.25	0.00	10.00	
4	03-10-2008	JGB0001782	PRINTED	185.00	0.00	46.25	10.00	
5	06-10-2008	6402	PRINT PENDING	144.00	0.00	36.00	10.00	
6	06-10-2008	6582	SAVED	144.00	0.00	36.00	10.00	
7	16-10-2008	9042	SAVED	144.00	0.00	36.00	10.00	
8	16-10-2008	9022	SAVED	144.00	0.00	36.00	10.00	
9	16-10-2008	JGB0005547	PRINTED	144.00	0.00	36.00	10.00	
10	17-10-2008	JGB0005599	PRINTED	185.00	9.25	46.25	10.00	
11	17-10-2008	JGB0005564	CANCELLED/REPLACED	144.00	0.00	36.00	10.00	
12	17-10-2008	JGB0005563	CANCELLED/REPLACED	144.00	0.00	36.00	10.00	

136 Record(s) **Search:**

Print To PDF Close

User Interface		
Field	**Mandatory (Y/N)**	**Description**
Total Number of ePolicy Issued	N	Select the Total number of e policy the Above page will displayed with Total Number of Cover note.
Print to PDF	N	Print the page.
close	N	Close the page.

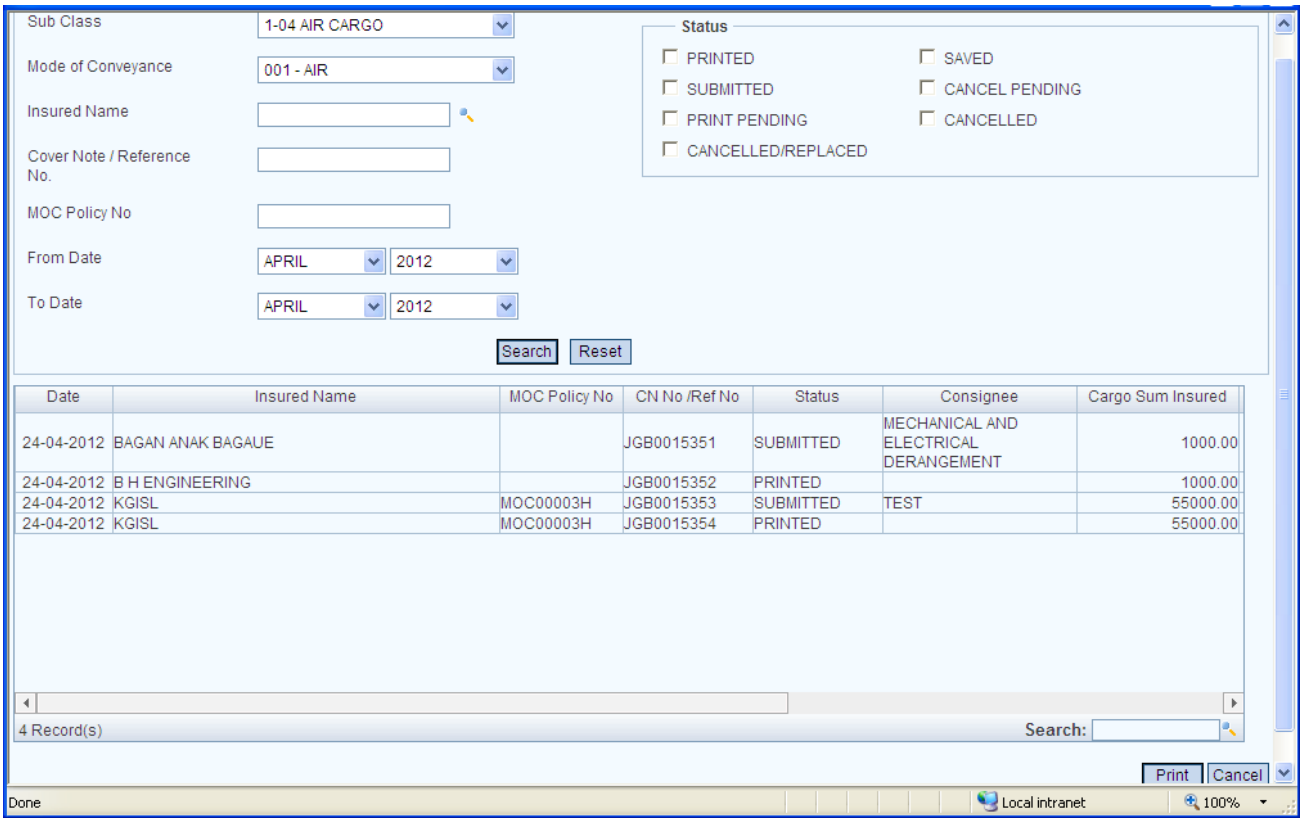
Perfect10 Campaign Listing Report	From 01-10-2008 To 27-04-2012
Branch Code / Name	A (IPOH)
ME Code / Name	JBE-009 (JOAN SIA LI FONG)
Agent Code / Name	243400-00 (BEST ENTERPRISE & AGENCY)

No.	Issue Date	Cover Note No	Status	Gross Prem.	Service Tax	Commission	Total Prem.
1	01-10-2008	JGB0001767	Printed	253.00	0.00	63.25	199.75
2	01-10-2008	JGB0001762	Saved	185.00	9.25	0.00	204.25
3	01-10-2008	JGB0001761	Printed	185.00	9.25	0.00	204.25
4	03-10-2008	JGB0001782	Printed	185.00	0.00	46.25	148.75
5	06-10-2008	6402	Print Pending	144.00	0.00	36.00	118.00
6	06-10-2008	6582	Saved	144.00	0.00	36.00	118.00
7	16-10-2008	9042	Saved	144.00	0.00	36.00	118.00
8	16-10-2008	9022	Saved	144.00	0.00	36.00	118.00
9	16-10-2008	JGB0005547	Printed	144.00	0.00	36.00	118.00
10	17-10-2008	JGB0005599	Printed	185.00	9.25	46.25	158.00
11	17-10-2008	JGB0005564	Cancelled/Replaced	144.00	0.00	36.00	118.00
12	17-10-2008	JGB0005563	Cancelled/Replaced	144.00	0.00	36.00	118.00
13	17-10-2008	JGB0005619	Printed	253.00	0.00	63.25	199.75
14	17-10-2008	JGB0005574	Submitted	253.00	0.00	63.25	199.75
15	17-10-2008	9263	Saved	185.00	0.00	46.25	148.75
16	17-10-2008	JGB0005584	Cancelled/Replaced	253.00	12.65	63.25	212.40
17	17-10-2008	9323	Cancelled	185.00	9.25	46.25	158.00
18	17-10-2008	JGB0005590	Print Pending	185.00	9.25	46.25	158.00
19	17-10-2008	JGB0005589	Cancelled	185.00	9.25	46.25	158.00
20	17-10-2008	JGB0005585	Cancelled	253.00	12.65	63.25	212.40
21	17-10-2008	JGB0005566	Cancelled	144.00	0.00	36.00	118.00
22	17-10-2008	9226	Cancelled	144.00	0.00	36.00	118.00

Page: 1 27/04/2012

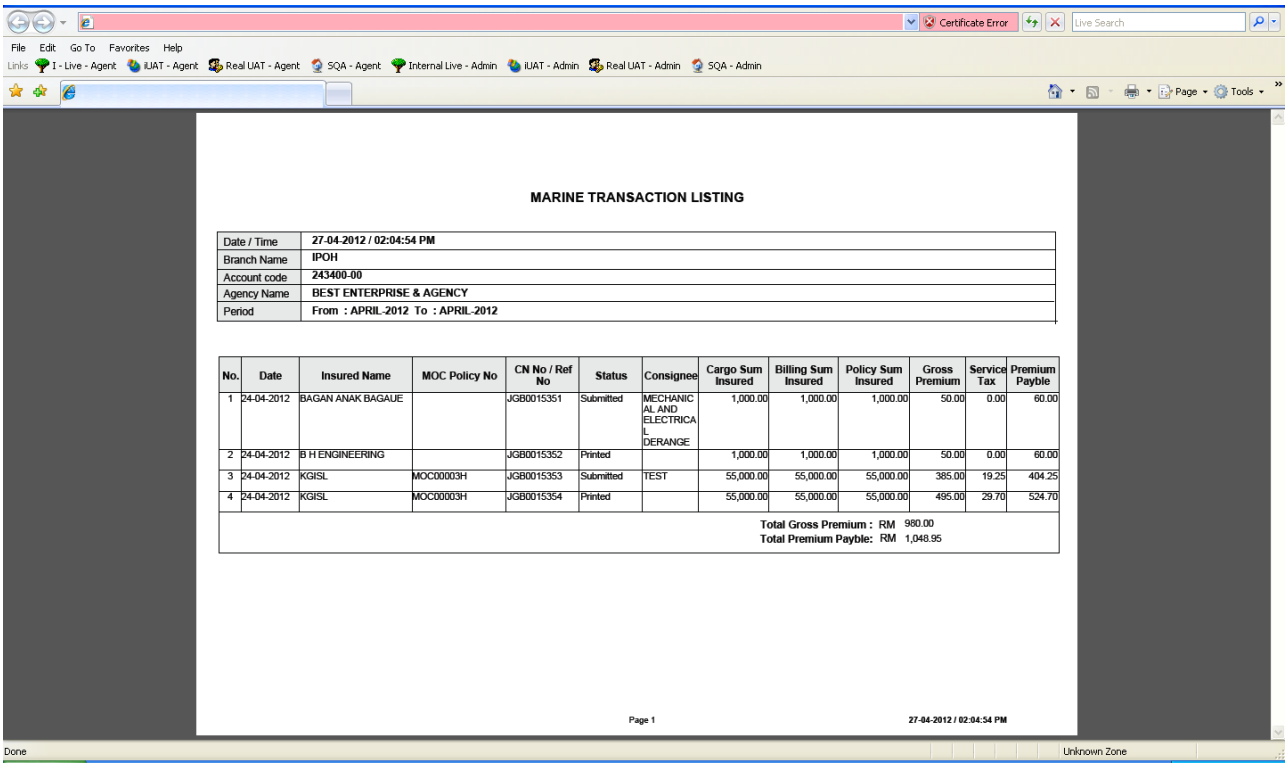
1.5.23 MOC Information and Marine Transaction Listing

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Sub Class	N	Select a Sub Class from the Drop Down List. The Sub Classes which are available are as follows: • Inland Transit • Air Cargo • Local and Singapore Trade • Goods in Transit • International Export • Marine Open Cover • International Imports
Mode of Conveyance	N	Select a mode of conveyance from the drop down list. The various modes of conveyance are as follows: • Air

		• Land • Approved Vessel • Barge
Insured Name	N	Select a particular Insured's name by clicking the search icon
Covernote/Reference No	N	Enter the Covernote Number or the Reference Number
MOC Policy No	N	Enter the MOC Policy Number
From Date	N	Current month and year selected by default but can be changed.
To Date	N	Current month and year selected by default but can be changed. It also cannot be lesser than the From Date
Status	N	Select a particular status from the available options by checking the corresponding checkboxes. Not selecting any one of those boxes will bring the search results for all status types. User can also select more than one option
Search	N	Initiates the search operation and displays the results in the grid
Reset	N	Clears all entries to the default values (as if the page is loaded).
Marine Transaction Listing Grid	N	Displays the search results with various details such as Date, Insured Name, MOC Policy No, Covernote No/Reference No, Status, Consignee, Cargo Sum Insured, Billing Sum Insured, Policy Sum Insured, Gross Premium, Service Tax and Premium Payable.
Print	N	Prints the Report.
Cancel	N	Closes the page



MARINE TRANSACTION LISTING

Date / Time	27-04-2012 / 02:04:54 PM
Branch Name	IPOH
Account code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Period	From : APRIL-2012 To : APRIL-2012

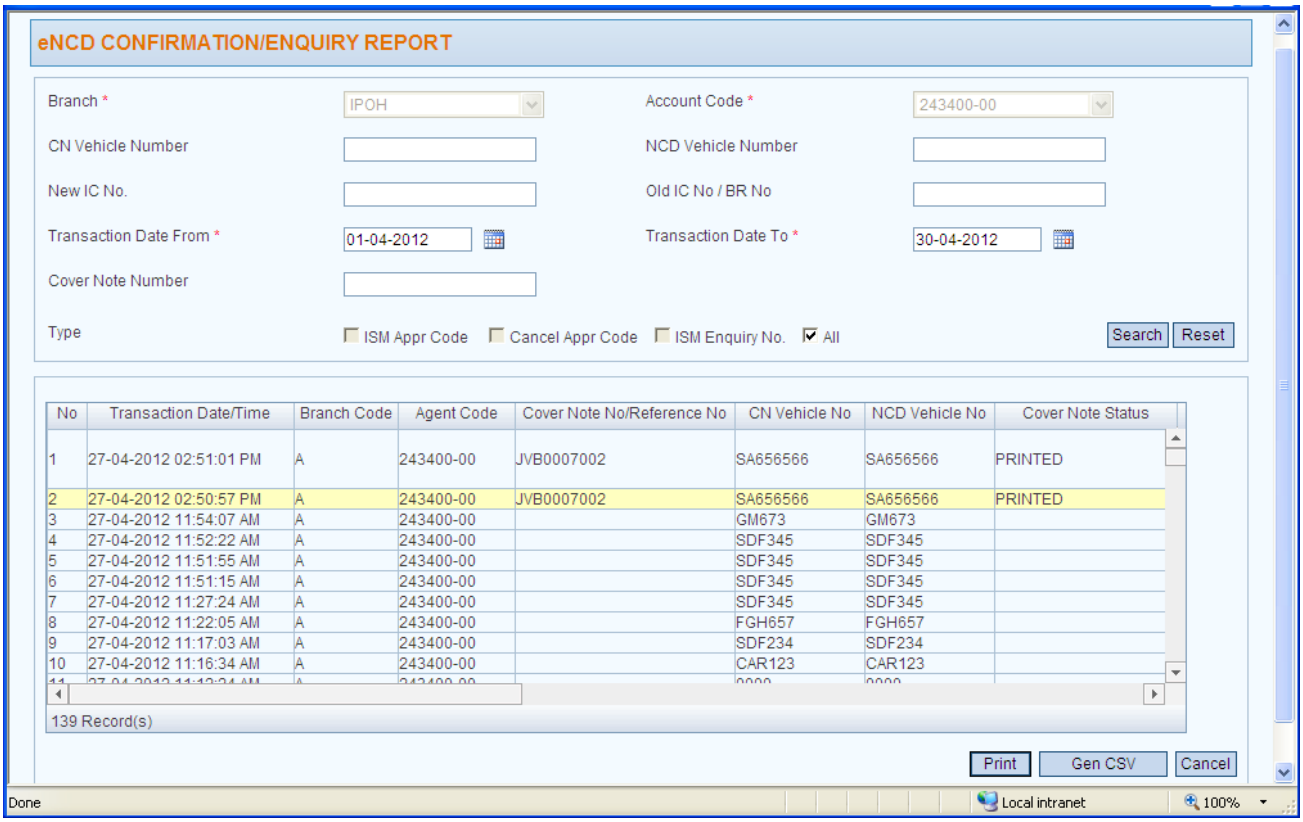
No.	Date	Insured Name	MOC Policy No	CN No / Ref No	Status	Consignee	Cargo Sum Insured	Billing Sum Insured	Policy Sum Insured	Gross Premium	Service Tax	Premium Payble
1	24-04-2012	BAGAN ANAK BAGAUE		JGB0015351	Submitted	MECHANICAL AND ELECTRICAL DERANGE	1,000.00	1,000.00	1,000.00	50.00	0.00	60.00
2	24-04-2012	B H ENGINEERING		JGB0015352	Printed		1,000.00	1,000.00	1,000.00	50.00	0.00	60.00
3	24-04-2012	KGISL	MOC00003H	JGB0015353	Submitted	TEST	55,000.00	55,000.00	55,000.00	385.00	19.25	404.25
4	24-04-2012	KGISL	MOC00003H	JGB0015354	Printed		55,000.00	55,000.00	55,000.00	495.00	29.70	524.70

Total Gross Premium : RM 980.00
Total Premium Payble: RM 1,048.95

Page 1 27-04-2012 / 02:04:54 PM

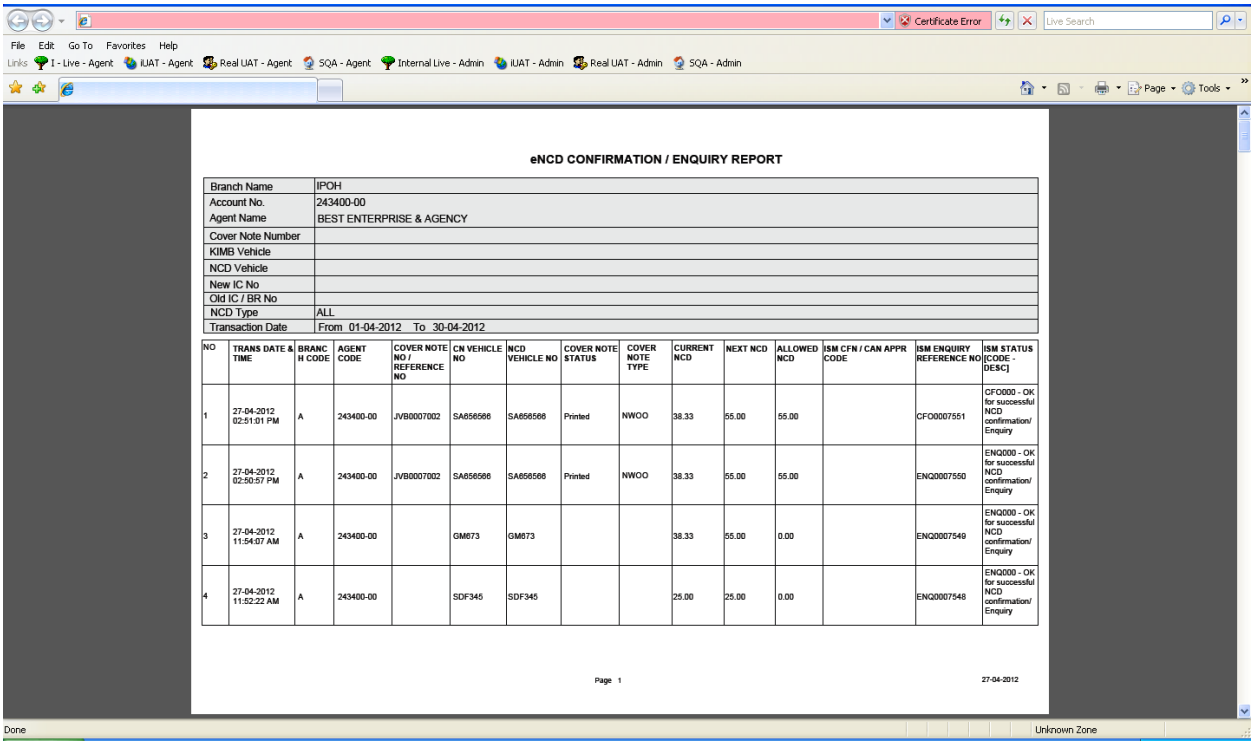
1.5.24 eNCD CONFIRMATION/ENQUIRY REPORT

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
CN Vehicle Number	N	Enter the CN Vehicle Number.
NCD vehicle Number	N	Enter the CN NCD vehicle Number.
New IC No	N	Enter the New IC No.
Old IC No./BR NO.	N	Enter the Old IC No. /BR NO..

Transaction From Date	Y	Displays the Current Date by default and allows you to change.
Transaction To Date	Y	Displays the last date of Month selected in the field: From Date.
Cover Note Number	N	Enter the Cover Note Number.
Type	N	Choose the type either ISM Approve Code or Cancel Approve Code or Ism Enquiry Code or All.
eNCD Confirmation Enquiry Report Grid	N	Displays the search results in the grid including: Transaction Date and time., Branch Code., Agent Code., Cover Note No / Reference No., CN Vehicle No., NCD Vehicle No., Cover Note Status., etc..
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Print	N	Print the page.
Gen CSV	N	Print the page in EXCEL Format.
Cancel	N	Close the page.

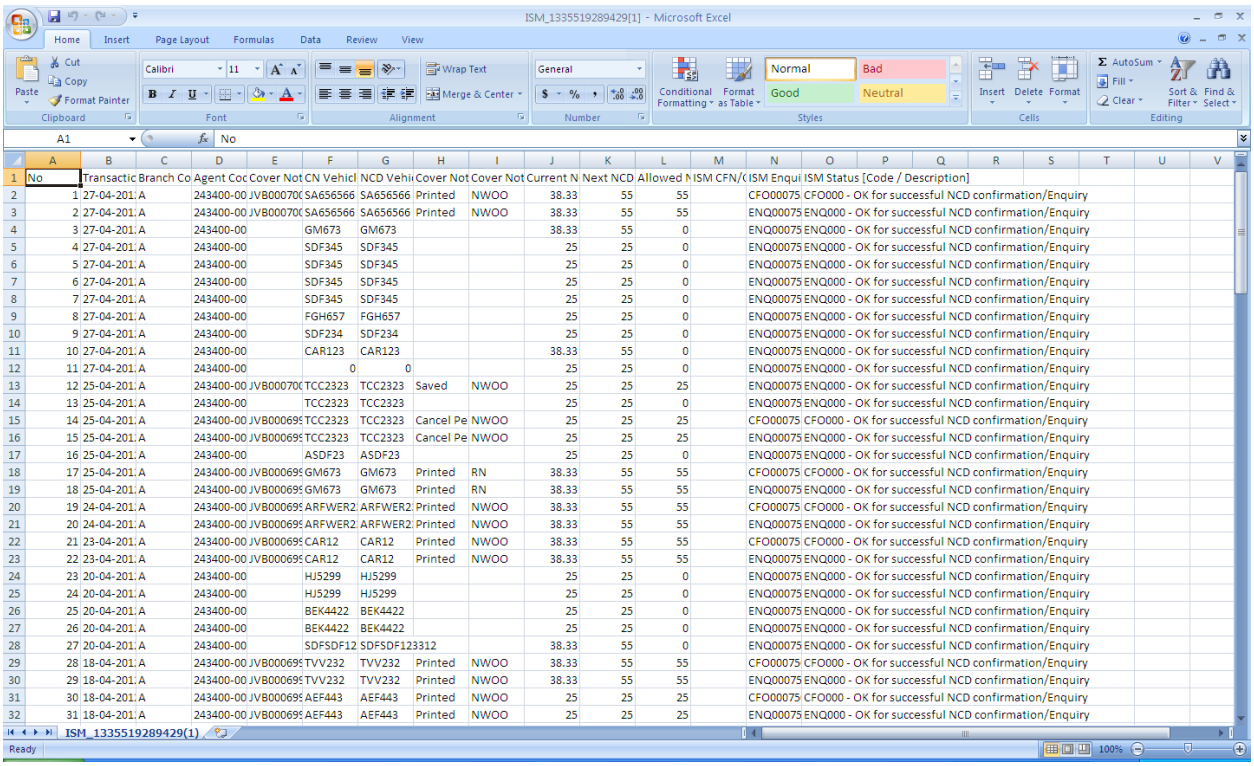


eNCD CONFIRMATION / ENQUIRY REPORT

Branch Name	IPOH
Account No.	243400-00
Agent Name	BEST ENTERPRISE & AGENCY
Cover Note Number	
KIMB Vehicle	
NCD Vehicle	
New IC No	
Old IC / BR No	
NCD Type	ALL
Transaction Date	From 01-04-2012 To 30-04-2012

NO	TRANS DATE & TIME	BRANCH CODE	AGENT CODE	COVER NOTE NO / REFERENCE NO	CN VEHICLE NO	NCD VEHICLE NO	COVER NOTE STATUS	COVER NOTE TYPE	CURRENT NCD	NEXT NCD	ALLOWED NCD	ISM CFN / CAN APPR CODE	ISM ENQUIRY REFERENCE NO	ISM STATUS [CODE - DESC]
1	27-04-2012 02:51:01 PM	A	243400-00	JVB0007002	SA656566	SA656566	Printed	NWOO	38.33	55.00	55.00		CFO0007551	CFO000 - OK for successful NCD confirmation/ Enquiry
2	27-04-2012 02:50:57 PM	A	243400-00	JVB0007002	SA656566	SA656566	Printed	NWOO	38.33	55.00	55.00		ENQ0007550	ENQ000 - OK for successful NCD confirmation/ Enquiry
3	27-04-2012 11:54:07 AM	A	243400-00		GM673	GM673			38.33	55.00	0.00		ENQ0007549	ENQ000 - OK for successful NCD confirmation/ Enquiry
4	27-04-2012 11:52:22 AM	A	243400-00		SDF345	SDF345			25.00	25.00	0.00		ENQ0007548	ENQ000 - OK for successful NCD confirmation/ Enquiry

Page 1 27-04-2012

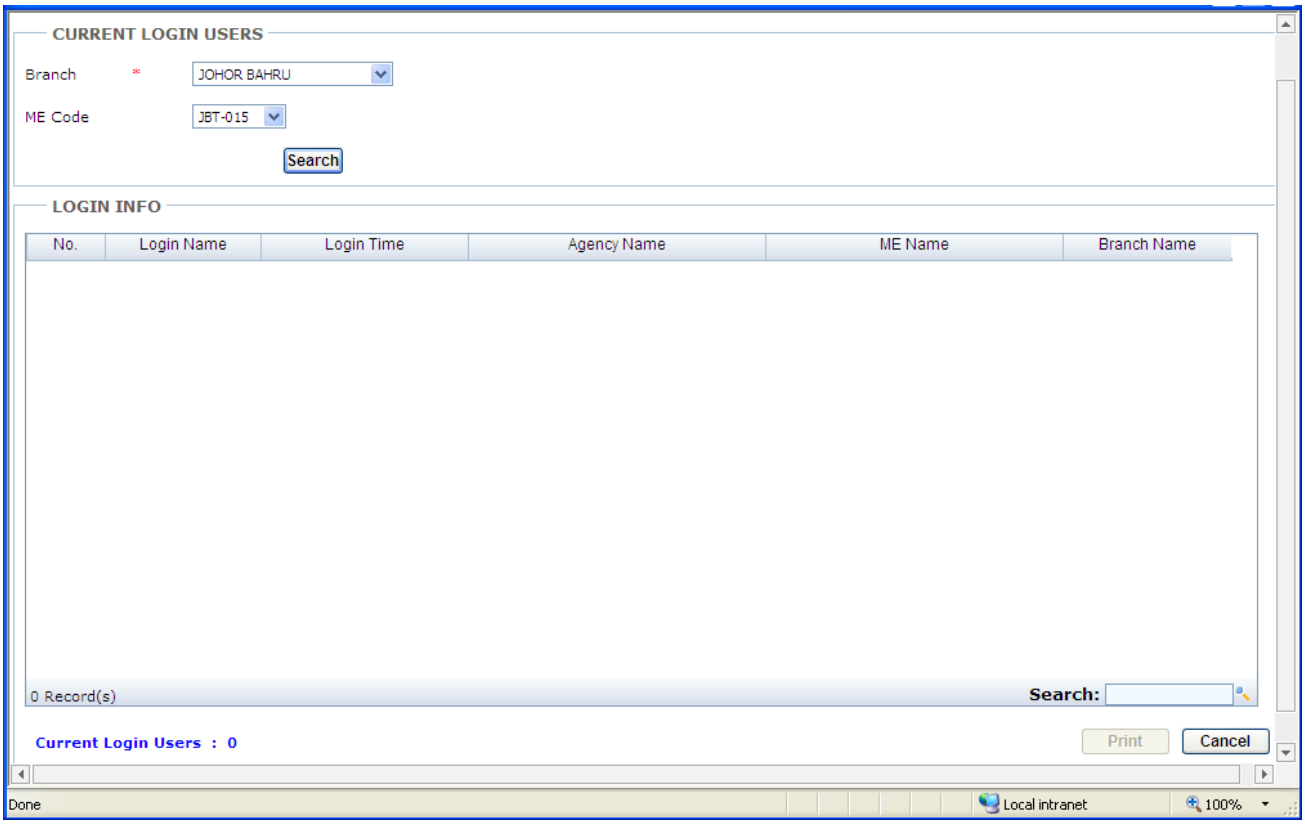


ISM_1335519289429[1] - Microsoft Excel

No	Transactic	Branch Co	Agent Coc	Cover Not	CN Vehicl	NCD Vehi	Cover Not	Cover Not	Current N	Next NCD	Allowed N	ISM CFN/(	ISM Enqui	ISM Status [Code / Description]
1	27-04-201	A	243400-00	JVB00070(	SA656566	SA656566	Printed	NWOO	38.33	55	55		CFO00075	CFO000 - OK for successful NCD confirmation/Enquiry
2	27-04-201	A	243400-00	JVB00070(	SA656566	SA656566	Printed	NWOO	38.33	55	55		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
3	27-04-201	A	243400-00		GM673	GM673			38.33	55	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
4	27-04-201	A	243400-00		SDF345	SDF345			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
5	27-04-201	A	243400-00		SDF345	SDF345			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
6	27-04-201	A	243400-00		SDF345	SDF345			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
7	27-04-201	A	243400-00		SDF345	SDF345			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
8	27-04-201	A	243400-00		FGH657	FGH657			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
9	27-04-201	A	243400-00		SDF234	SDF234			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
10	27-04-201	A	243400-00		CAR123	CAR123			38.33	55	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
11	27-04-201	A	243400-00		0	0			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
12	25-04-201	A	243400-00	JVB00070(	TCC2323	TCC2323	Saved	NWOO	25	25	25		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
13	25-04-201	A	243400-00		TCC2323	TCC2323			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
14	25-04-201	A	243400-00	JVB00069!	TCC2323	TCC2323	Cancel Pe	NWOO	25	25	25		CFO00075	CFO000 - OK for successful NCD confirmation/Enquiry
15	25-04-201	A	243400-00	JVB00069!	TCC2323	TCC2323	Cancel Pe	NWOO	25	25	25		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
16	25-04-201	A	243400-00		ASDF23	ASDF23			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
17	25-04-201	A	243400-00	JVB00069!	GM673	GM673	Printed	RN	38.33	55	55		CFO00075	CFO000 - OK for successful NCD confirmation/Enquiry
18	25-04-201	A	243400-00	JVB00069!	GM673	GM673	Printed	RN	38.33	55	55		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
19	24-04-201	A	243400-00	JVB00069!	ARFWER2	ARFWER2	Printed	NWOO	38.33	55	55		CFO00075	CFO000 - OK for successful NCD confirmation/Enquiry
20	24-04-201	A	243400-00	JVB00069!	ARFWER2	ARFWER2	Printed	NWOO	38.33	55	55		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
21	23-04-201	A	243400-00	JVB00069!	CAR12	CAR12	Printed	NWOO	38.33	55	55		CFO00075	CFO000 - OK for successful NCD confirmation/Enquiry
22	23-04-201	A	243400-00	JVB00069!	CAR12	CAR12	Printed	NWOO	38.33	55	55		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
23	20-04-201	A	243400-00		HJ5299	HJ5299			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
24	20-04-201	A	243400-00		HJ5299	HJ5299			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
25	20-04-201	A	243400-00		BEK4422	BEK4422			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
26	20-04-201	A	243400-00		BEK4422	BEK4422			25	25	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
27	20-04-201	A	243400-00		SDFSDF12	SDFSDF123312			38.33	55	0		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
28	18-04-201	A	243400-00	JVB00069!	TVV232	TVV232	Printed	NWOO	38.33	55	55		CFO00075	CFO000 - OK for successful NCD confirmation/Enquiry
29	18-04-201	A	243400-00	JVB00069!	TVV232	TVV232	Printed	NWOO	38.33	55	55		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry
30	18-04-201	A	243400-00	JVB00069!	AEF443	AEF443	Printed	NWOO	25	25	25		CFO00075	CFO000 - OK for successful NCD confirmation/Enquiry
31	18-04-201	A	243400-00	JVB00069!	AEF443	AEF443	Printed	NWOO	25	25	25		ENQ00075	ENQ000 - OK for successful NCD confirmation/Enquiry

1.5.25 Matta Current Login Users

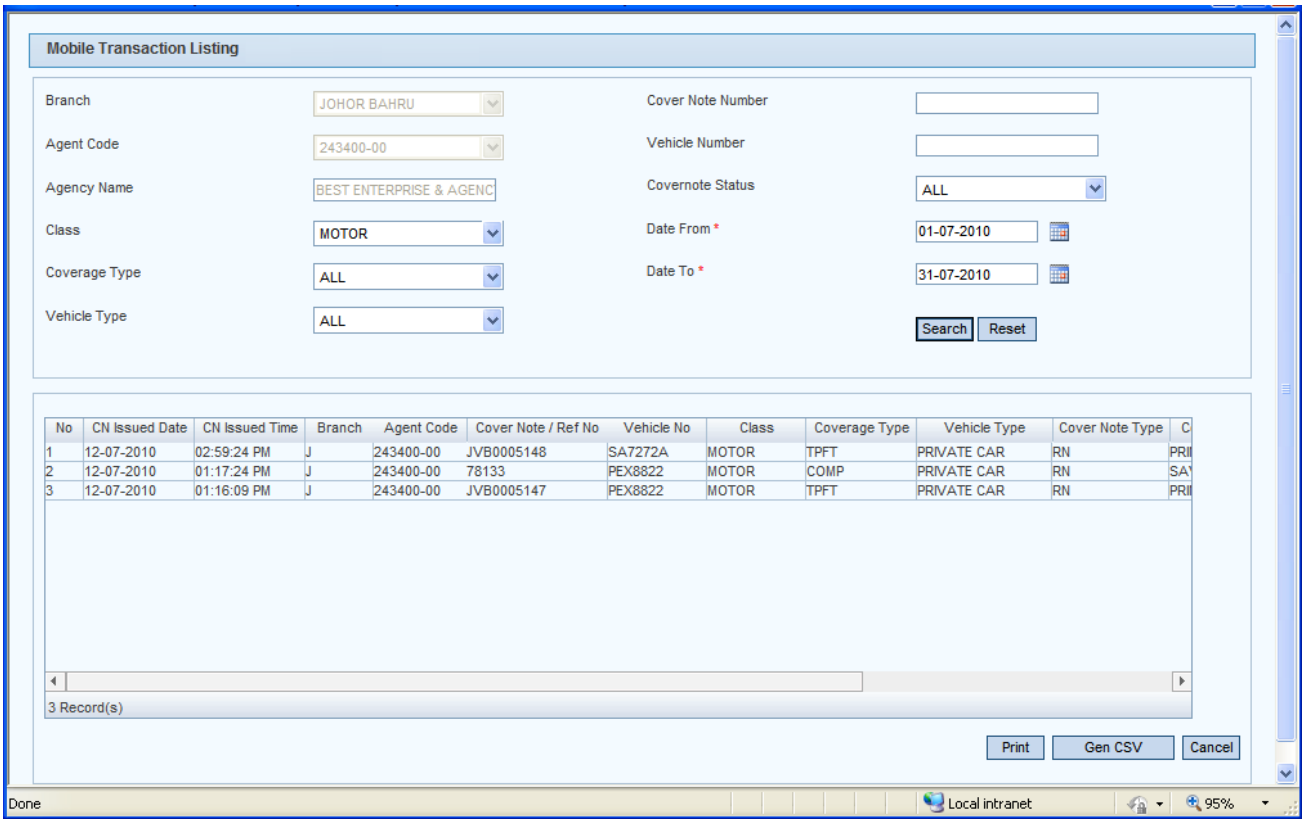
Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Select the branch from list of dropdown lists.
ME Code	N	Choose the Me code from the dropdown lists.
Search	N	Displays records in the grid matching the specified criteria.
Login Report Grid	N	Displays the search results in the grid including: Login Name, Login Time, Agency Name, Me name, Branch Name..
Print	N	Prints the report
Cancel	N	Closes the page

1.5.26 Nsure Mobile Transaction Listing

Screen Shots and Field Descriptions



User Interface		
Field	**Mandatory (Y/N)**	**Description**
Branch	Y	Displays the Branch Name.
Agent Code	Y	Displays the Account Code.
Agency Name	N	Displays the Agency Name
Class	N	Selected as MOTOR by default but user can change
Coverage Type	N	Select an option from the drop down list
Vehicle Type	N	Select an option from the drop down list
Covernote Number	N	Enter the Covernote Number

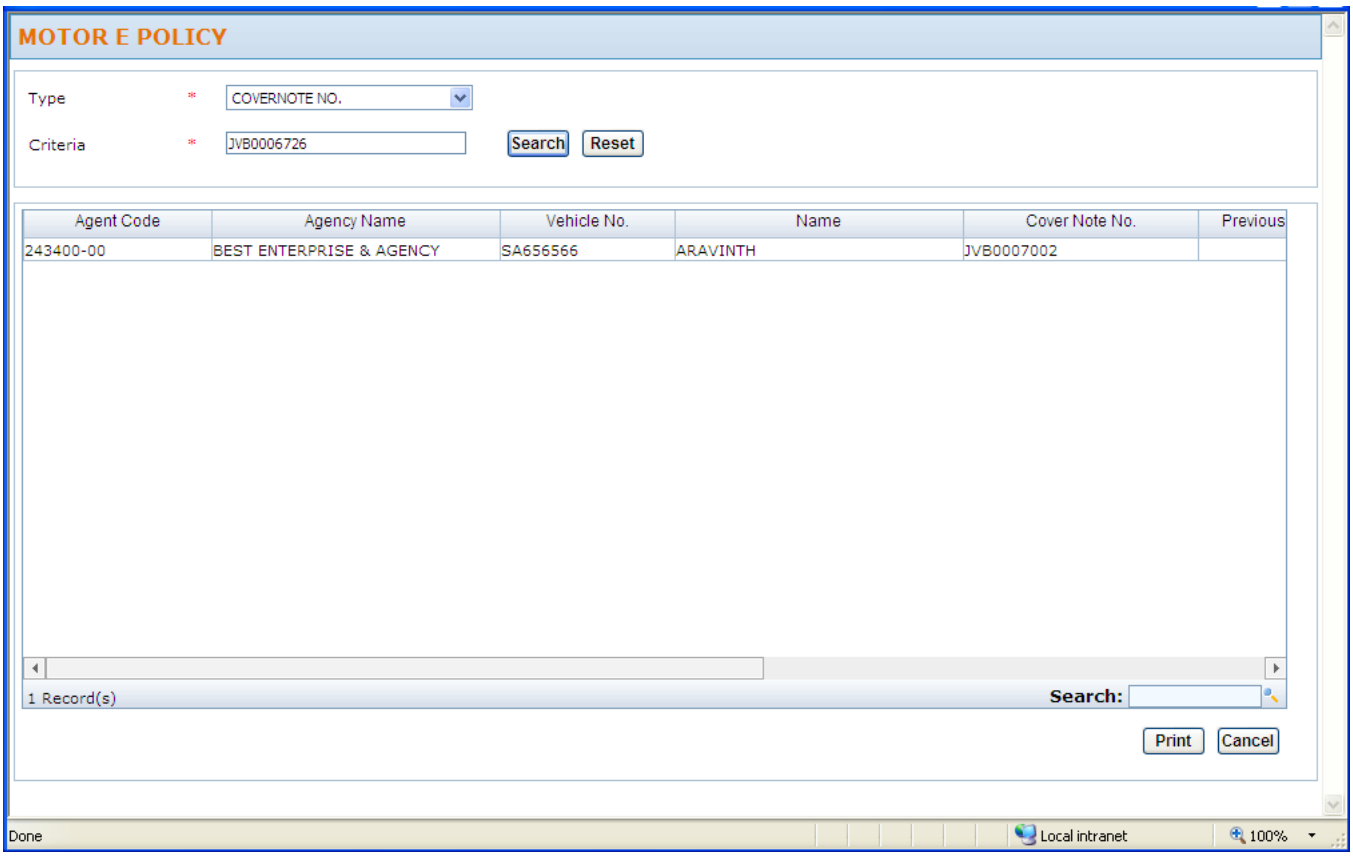
Vehicle Number	N	Enter the Vehicle Number if available
Covernote Status	N	Select an option from the drop down list
Date From	Y	Select a date from which the search should start
Date To	Y	Automatically selects the last day of the month selected in the Date From
Search	N	Initiates the search process and displays the result in the grid
Reset	N	Clears all entries to the default values (as if the page is loaded).
Mobile Transaction Listing Grid	N	Displays the search results with various details such as Covernote Issued Date, Covernote Issued Time, Branch, Agent Code, Covernote/Reference Number, Vehicle Number, Class, Coverage Type, Vehicle Type, Covernote Type, Covernote Status, Inception Date, Expiry Date and Total Premium
Print	N	Prints the report
Gen CSV	N	Exports the results to the MS Excel file
Cancel	N	Closes the page.

1.6 Print

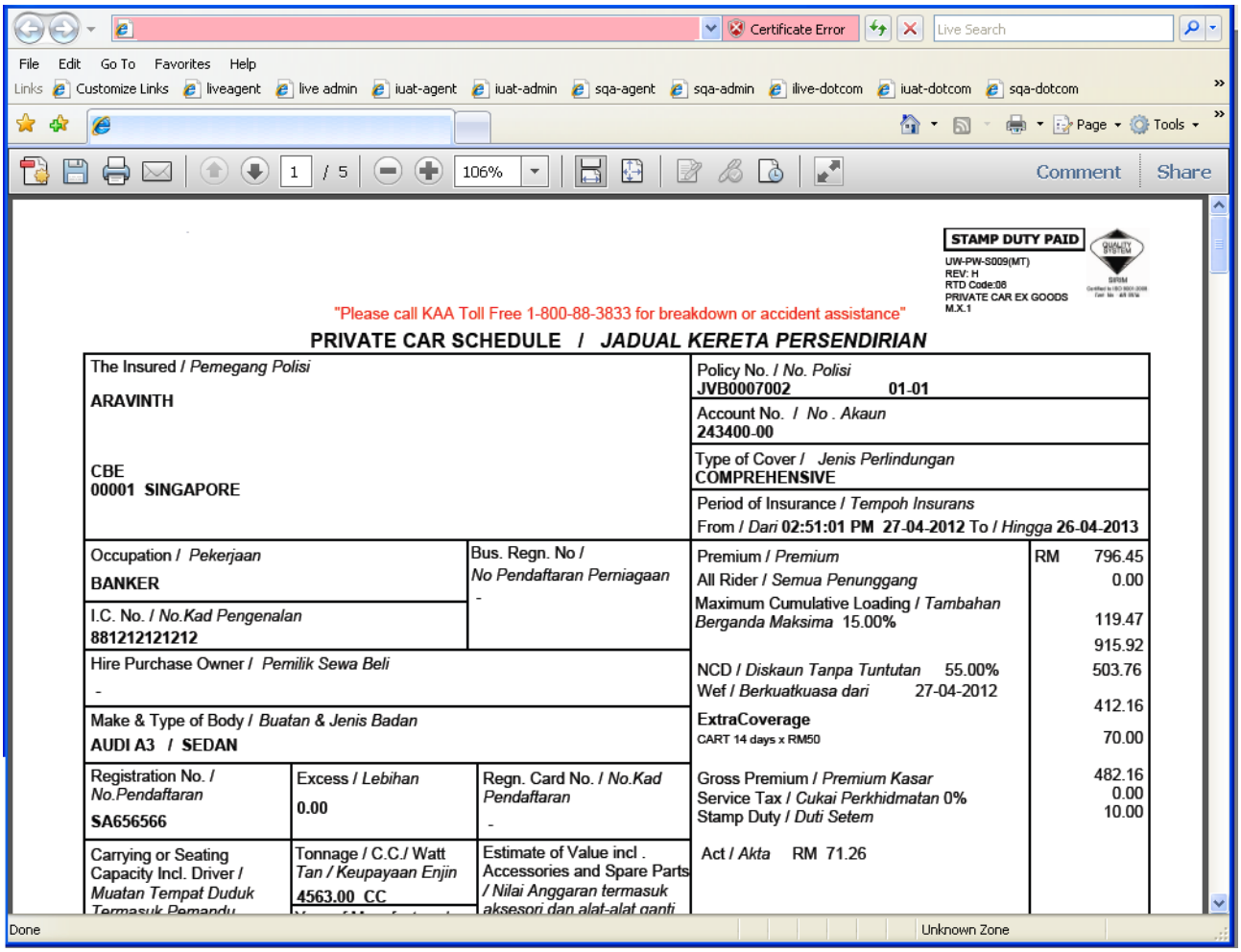
1.6.1 Motor

1.6.1.1 Motor e policy print

Screen Shots and Field Descriptions



Field	Mandatory (Y/N)	Description
Type	Y	User can select type from the drop down list box
Criteria	Y	To enter the particular data according to the selected type
Search	N	Click to perform search function
Reset	N	Click to reset the data
Print	N	Click to print the selected record
Cancel	N	Click to cancel print



STAMP DUTY PAID
UW-PW-S009(MT)
REV: H
RTD Code:06
PRIVATE CAR EX GOODS
M.X.1

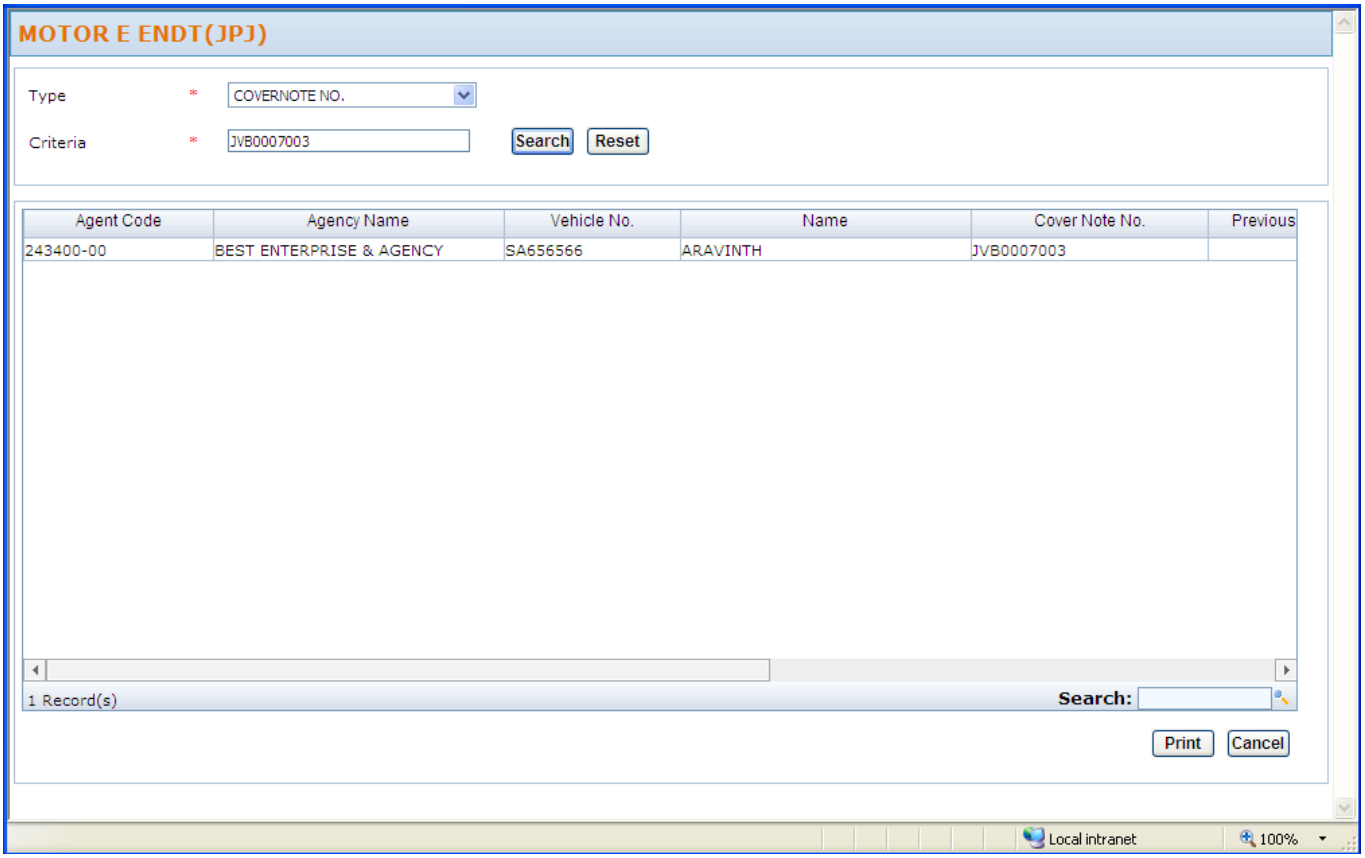
"Please call KAA Toll Free 1-800-88-3833 for breakdown or accident assistance"

PRIVATE CAR SCHEDULE / *JADUAL KERETA PERSENDIRIAN*

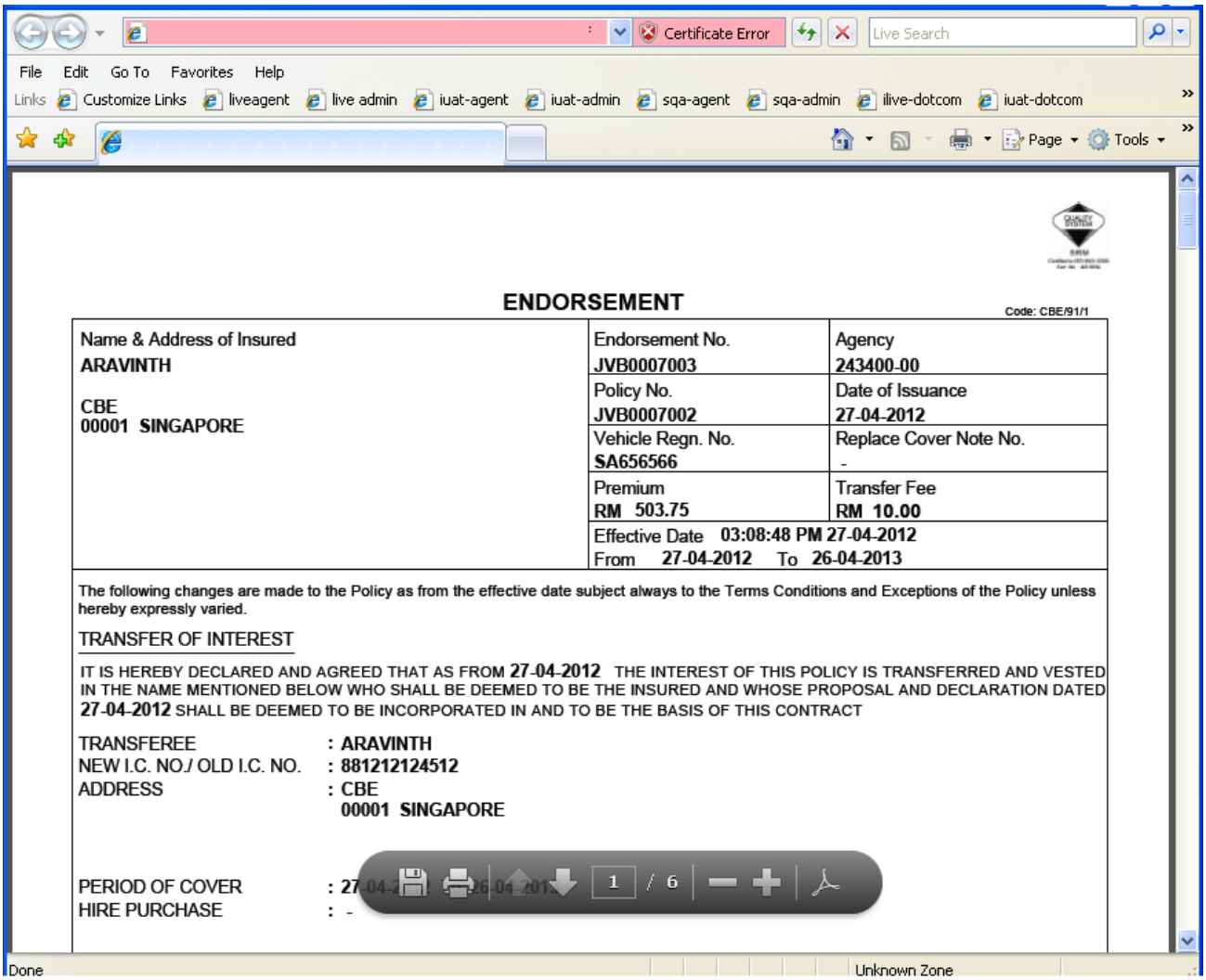
The Insured / *Pemegang Polisi* **ARAVINTH** **CBE** **00001 SINGAPORE**	Policy No. / *No. Polisi* **JVB0007002 01-01** Account No. / *No . Akaun* **243400-00** Type of Cover / *Jenis Perlindungan* **COMPREHENSIVE** Period of Insurance / *Tempoh Insurans* From / *Dari* **02:51:01 PM 27-04-2012** To / *Hingga* **26-04-2013**
Occupation / *Pekerjaan* **BANKER** I.C. No. / *No.Kad Pengenalan* **881212121212** Bus. Regn. No / *No Pendaftaran Perniagaan* -	Premium / *Premium* RM 796.45 All Rider / *Semua Penunggang* 0.00 Maximum Cumulative Loading / *Tambahan Berganda Maksima* 15.00% 119.47 915.92 NCD / *Diskaun Tanpa Tuntutan* 55.00% 503.76 Wef / *Berkuatkuasa dari* 27-04-2012 412.16 **ExtraCoverage** CART 14 days x RM50 70.00
Hire Purchase Owner / *Pemilik Sewa Beli* -	
Make & Type of Body / *Buatan & Jenis Badan* **AUDI A3 / SEDAN**	
Registration No. / *No.Pendaftaran* **SA656566** Excess / *Lebihan* **0.00** Regn. Card No. / *No.Kad Pendaftaran* -	Gross Premium / *Premium Kasar* 482.16 Service Tax / *Cukai Perkhidmatan* 0% 0.00 Stamp Duty / *Duti Setem* 10.00
Carrying or Seating Capacity Incl. Driver / *Muatan Tempat Duduk Termasuk Pemandu* Tonnage / C.C./ Watt *Tan / Keupayaan Enjin* **4563.00 CC** Estimate of Value incl . Accessories and Spare Parts / *Nilai Anggaran termasuk aksesori dan alat-alat ganti*	Act / *Akta* RM 71.26

1.6.1.2 Motor e endt(jpj)

Screen Shots and Field Descriptions



Field	Mandatory (Y/N)	Description
Type	Y	User can select type from the drop down list box
Criteria	Y	To enter the particular data according to the selected type
Search	N	Click to perform search function
Reset	N	Click to reset the data
Print	N	Click to print the selected record
Cancel	N	Click to cancel print



ENDORSEMENT

Code: CBE/91/1

Name & Address of Insured	Endorsement No.	Agency
ARAVINTH	JVB0007003	243400-00
CBE 00001 SINGAPORE	Policy No. JVB0007002	Date of Issuance 27-04-2012
	Vehicle Regn. No. SA656566	Replace Cover Note No. -
	Premium RM 503.75	Transfer Fee RM 10.00
	Effective Date 03:08:48 PM 27-04-2012 From 27-04-2012 To 26-04-2013	

The following changes are made to the Policy as from the effective date subject always to the Terms Conditions and Exceptions of the Policy unless hereby expressly varied.

TRANSFER OF INTEREST

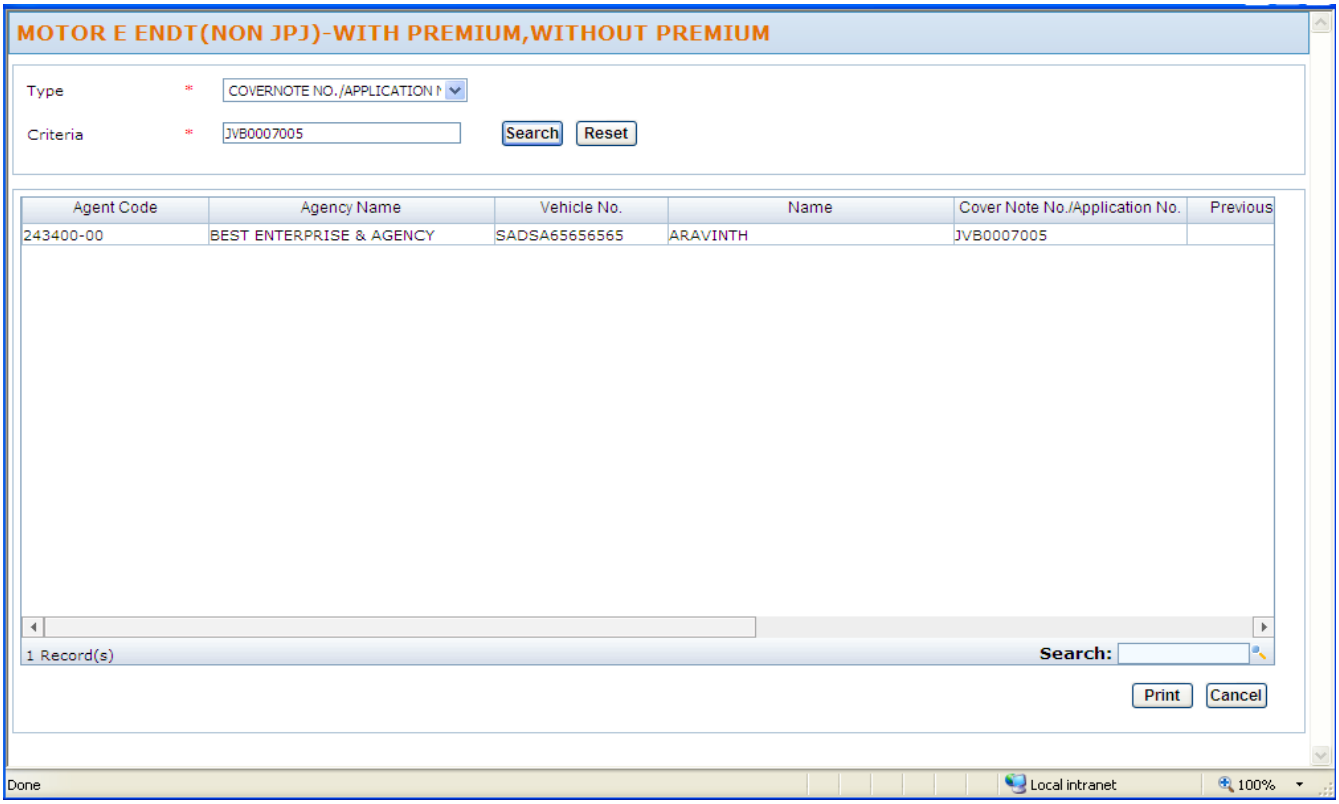
IT IS HEREBY DECLARED AND AGREED THAT AS FROM **27-04-2012** THE INTEREST OF THIS POLICY IS TRANSFERRED AND VESTED IN THE NAME MENTIONED BELOW WHO SHALL BE DEEMED TO BE THE INSURED AND WHOSE PROPOSAL AND DECLARATION DATED **27-04-2012** SHALL BE DEEMED TO BE INCORPORATED IN AND TO BE THE BASIS OF THIS CONTRACT

TRANSFEREE : **ARAVINTH**
NEW I.C. NO./ OLD I.C. NO. : **881212124512**
ADDRESS : **CBE**
00001 SINGAPORE

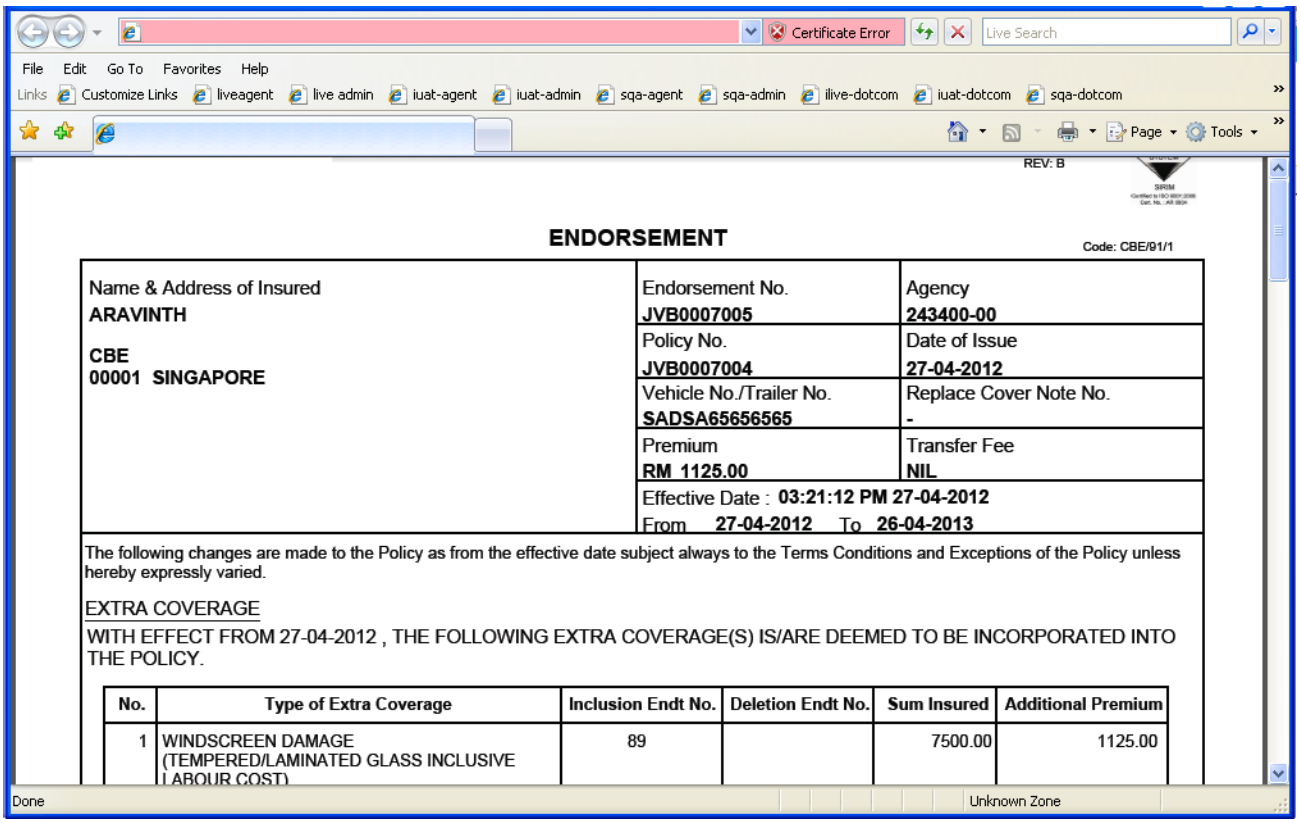
PERIOD OF COVER : **27-04-2012 - 26-04-2013**
HIRE PURCHASE : -

1.6.1.3 Motor endt(nonjpj)-with premium, without premium

Screen Shots and Field Descriptions



Field	Mandatory (Y/N)	Description
Type	Y	User can select type from the drop down list box
Criteria	Y	To enter the particular data according to the selected type
Search	N	Click to perform search function
Reset	N	Click to reset the data
Print	N	Click to print the selected record
Cancel	N	Click to cancel print



REV: B

ENDORSEMENT

Code: CBE/91/1

Name & Address of Insured	Endorsement No.	Agency
ARAVINTH	**JVB0007005**	**243400-00**
CBE	Policy No.	Date of Issue
00001 SINGAPORE	**JVB0007004**	**27-04-2012**
	Vehicle No./Trailer No.	Replace Cover Note No.
	SADSA65656565	**-**
	Premium	Transfer Fee
	RM 1125.00	**NIL**
	Effective Date : **03:21:12 PM 27-04-2012**	
	From **27-04-2012** To **26-04-2013**	

The following changes are made to the Policy as from the effective date subject always to the Terms Conditions and Exceptions of the Policy unless hereby expressly varied.

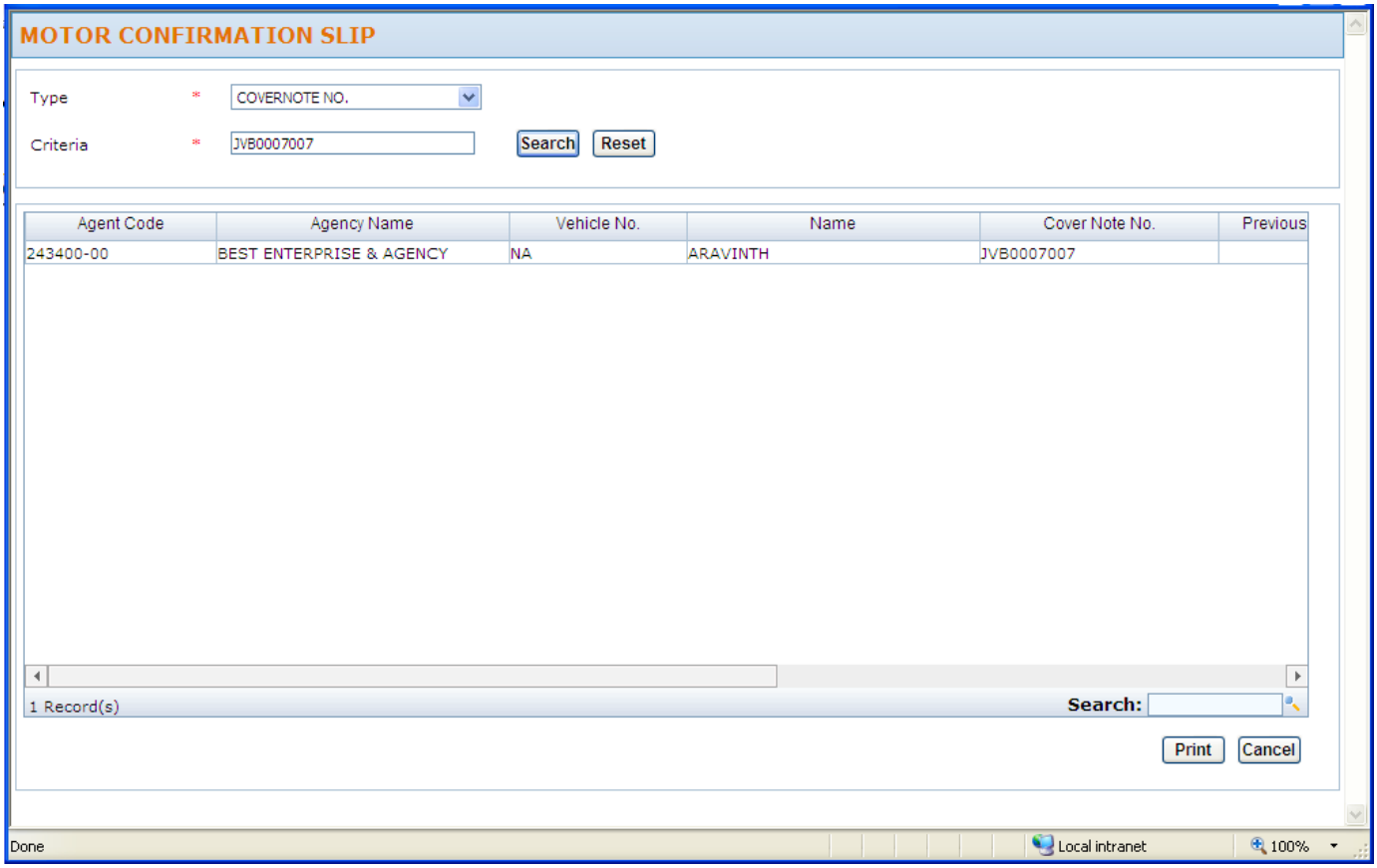
EXTRA COVERAGE

WITH EFFECT FROM 27-04-2012 , THE FOLLOWING EXTRA COVERAGE(S) IS/ARE DEEMED TO BE INCORPORATED INTO THE POLICY.

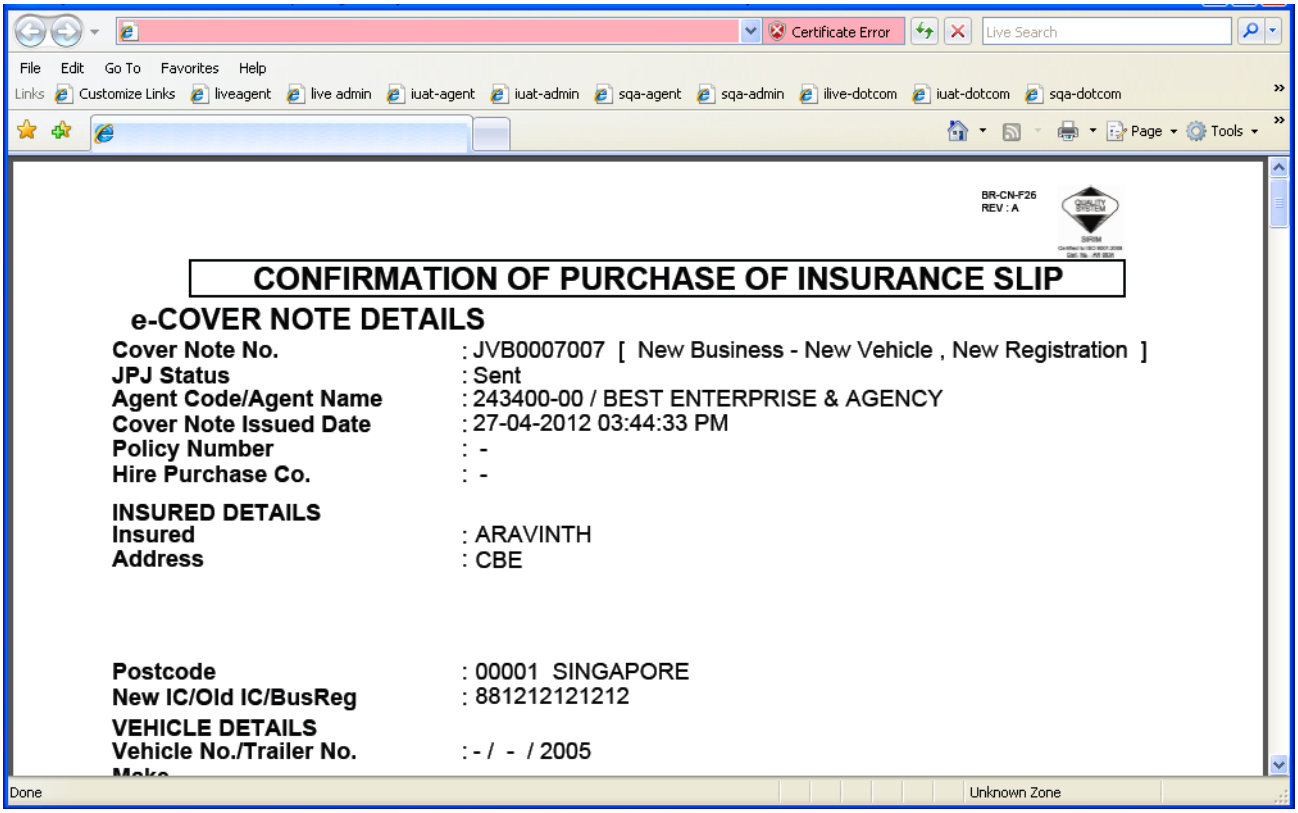
No.	Type of Extra Coverage	Inclusion Endt No.	Deletion Endt No.	Sum Insured	Additional Premium
1	WINDSCREEN DAMAGE (TEMPERED/LAMINATED GLASS INCLUSIVE LABOUR COST)	89		7500.00	1125.00

1.6.1.4 Motor confirmation slip

Screen Shots and Field Descriptions



Field	Mandatory (Y/N)	Description
Type	Y	User can select type from the drop down list box
Criteria	Y	To enter the particular data according to the selected type
Search	N	Click to perform search function
Reset	N	Click to reset the data
Print	N	Click to print the selected record
Cancel	N	Click to cancel print



BR-CN-F26
REV : A

CONFIRMATION OF PURCHASE OF INSURANCE SLIP

e-COVER NOTE DETAILS

Cover Note No.	: JVB0007007 [New Business - New Vehicle , New Registration]
JPJ Status	: Sent
Agent Code/Agent Name	: 243400-00 / BEST ENTERPRISE & AGENCY
Cover Note Issued Date	: 27-04-2012 03:44:33 PM
Policy Number	: -
Hire Purchase Co.	: -

INSURED DETAILS

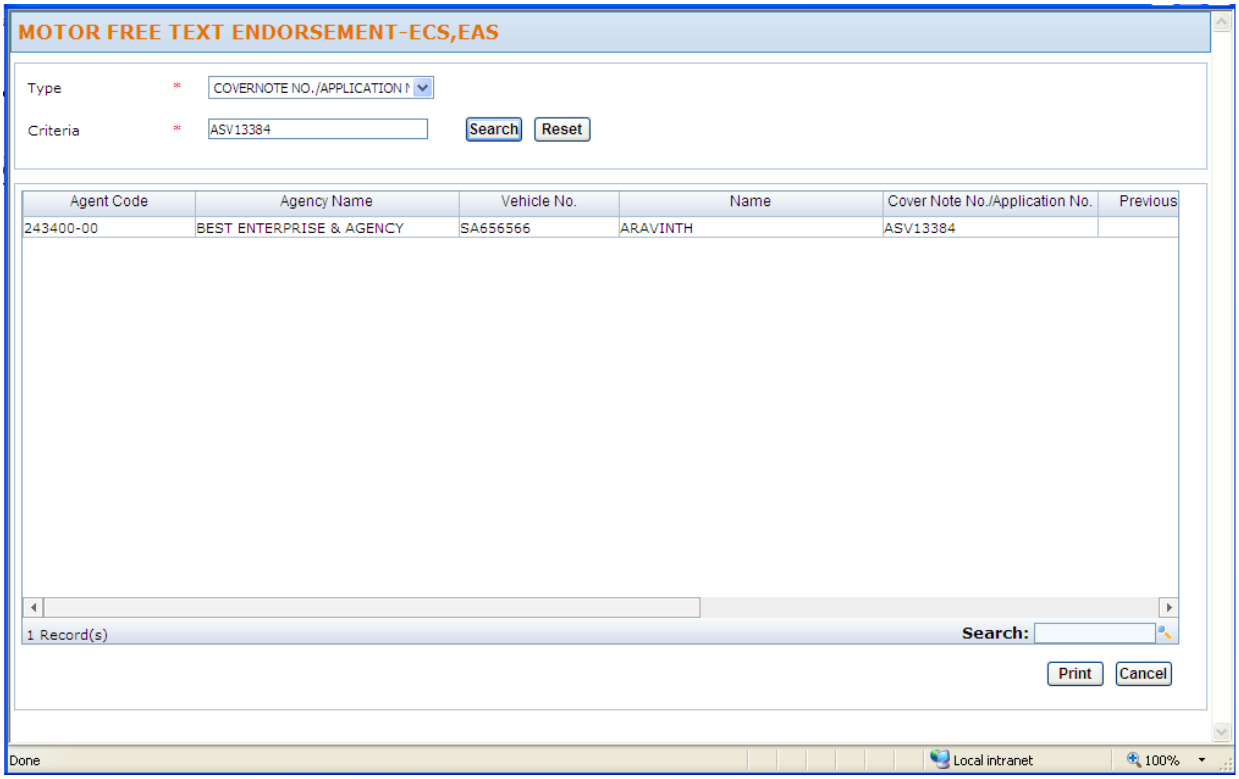
Insured	: ARAVINTH
Address	: CBE
Postcode	: 00001 SINGAPORE
New IC/Old IC/BusReg	: 881212121212

VEHICLE DETAILS

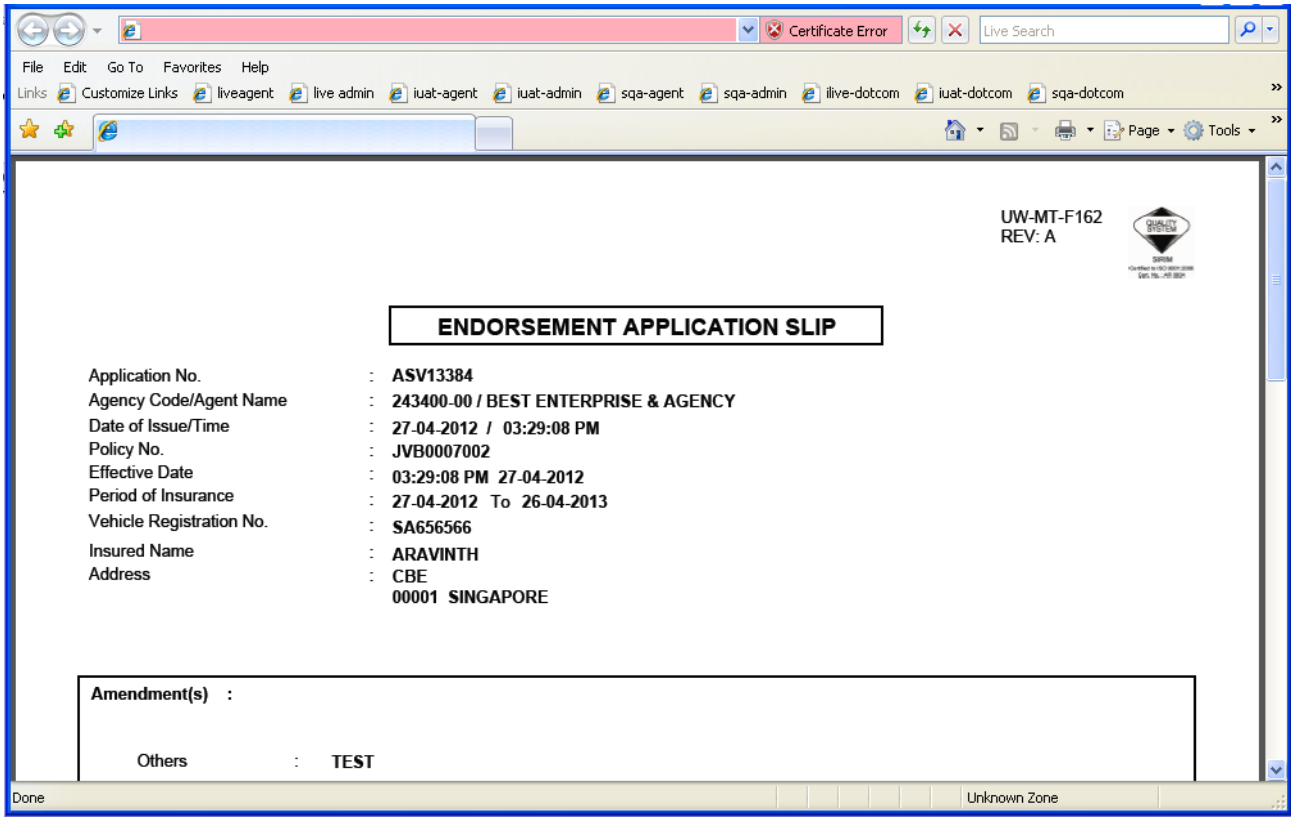
Vehicle No./Trailer No.	: - / - / 2005

1.6.1.5 Motor free text endorsement-ECS,EAS

Screen Shots and Field Descriptions



Field	Mandatory (Y/N)	Description
Type	Y	User can select type from the drop down list box
Criteria	Y	To enter the particular data according to the selected type
Search	N	Click to perform search function
Reset	N	Click to reset the data
Print	N	Click to print the selected record
Cancel	N	Click to cancel print



UW-MT-F162
REV: A

ENDORSEMENT APPLICATION SLIP

Application No.	:	**ASV13384**
Agency Code/Agent Name	:	**243400-00 / BEST ENTERPRISE & AGENCY**
Date of Issue/Time	:	**27-04-2012 / 03:29:08 PM**
Policy No.	:	**JVB0007002**
Effective Date	:	**03:29:08 PM 27-04-2012**
Period of Insurance	:	**27-04-2012 To 26-04-2013**
Vehicle Registration No.	:	**SA656566**
Insured Name	:	**ARAVINTH**
Address	:	**CBE** **00001 SINGAPORE**

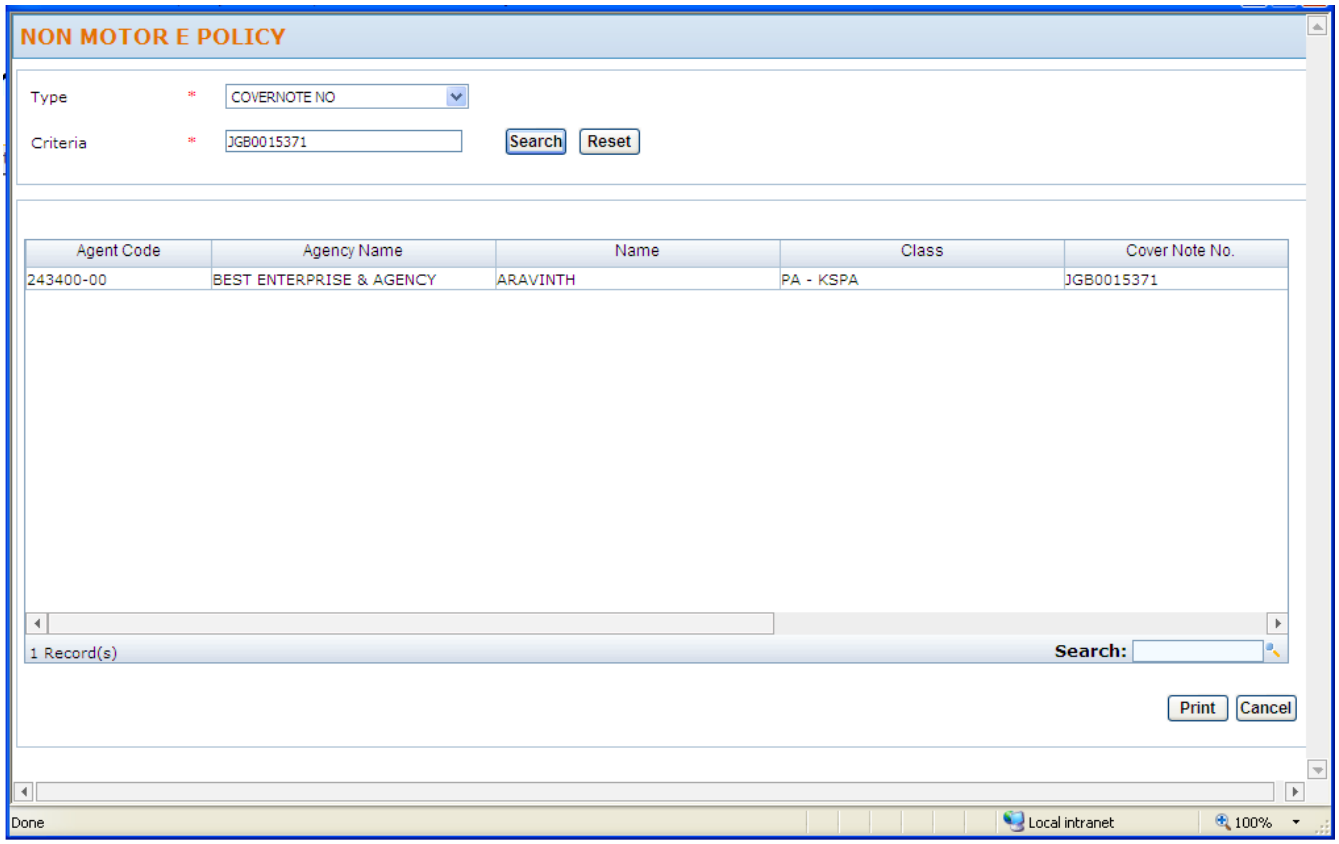
Amendment(s) :

Others : **TEST**

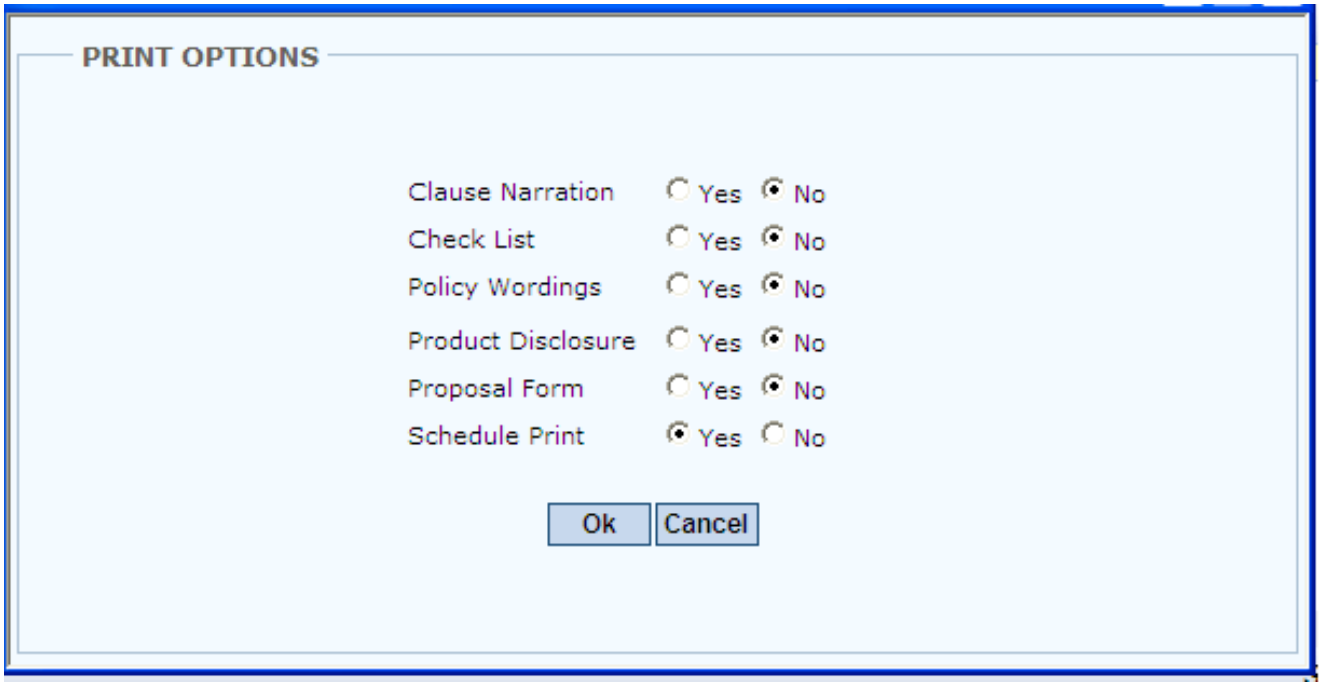
1.6.2 Non Motor

1.6.2.1 Non Motor e policy

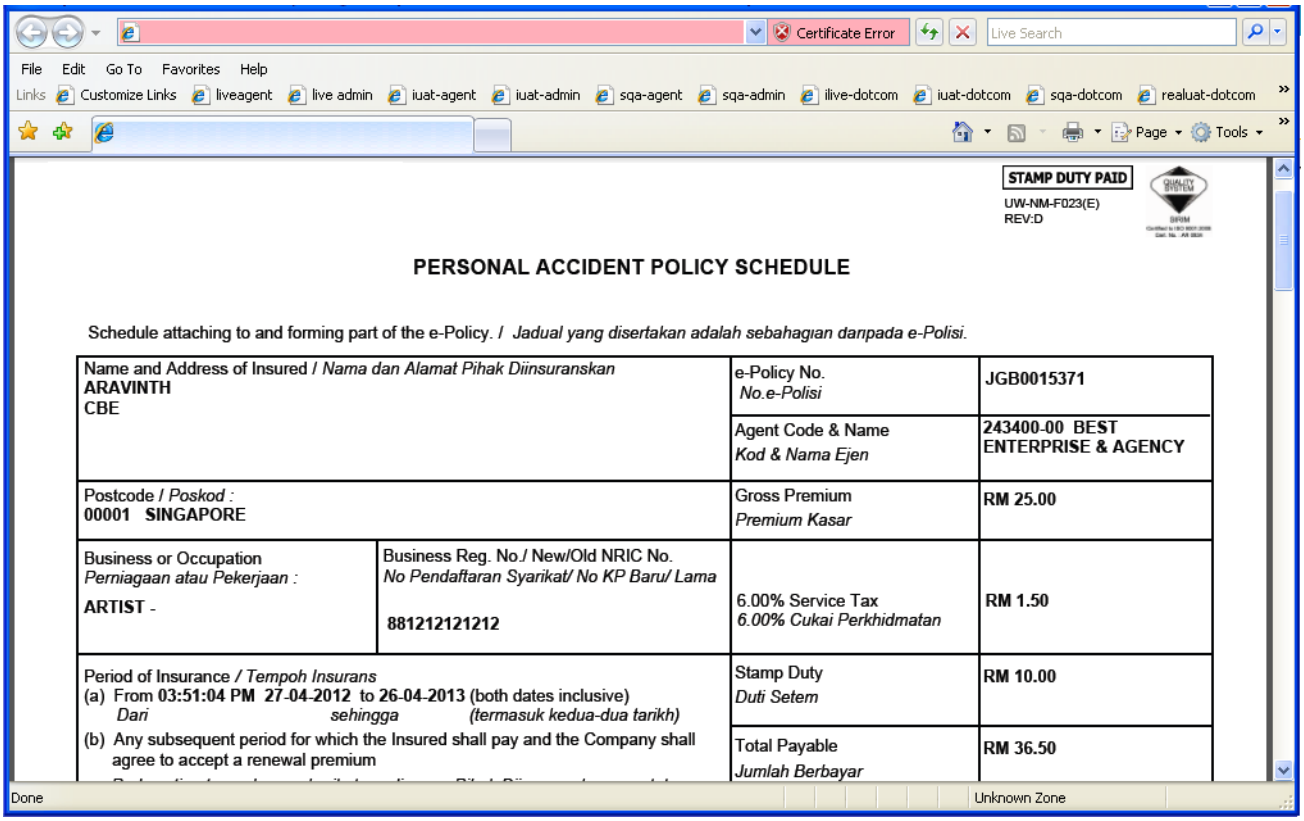
Screen Shots and Field Descriptions



Field	Mandatory (Y/N)	Description
Type	Y	User can select type from the drop down list box
Criteria	Y	To enter the particular data according to the selected type
Search	N	Click to perform search function
Reset	N	Click to reset the data
Print	N	Click to print the selected record
Cancel	N	Click to cancel print



Field	Mandatory (Y/N)	Description
Clause narration	N	Select to print Clause narration
Check list	N	Select to print Check list
Policy wordings	N	Select to print Policy wordings
Product disclosure	N	Select to print Product disclosure
Proposal print	N	Select to print Proposal print
Schedule print	Y	Select to print Schedule print
Ok	N	Click to perform print
Cancel	N	Click to cancel



STAMP DUTY PAID

UW-NM-F023(E)
REV:D

PERSONAL ACCIDENT POLICY SCHEDULE

Schedule attaching to and forming part of the e-Policy. / *Jadual yang disertakan adalah sebahagian daripada e-Polisi.*

Name and Address of Insured / *Nama dan Alamat Pihak Diinsuranskan* **ARAVINTH** **CBE**		e-Policy No. *No.e-Polisi*	**JGB0015371**
		Agent Code & Name *Kod & Nama Ejen*	**243400-00 BEST ENTERPRISE & AGENCY**
Postcode / *Poskod :* **00001 SINGAPORE**		Gross Premium *Premium Kasar*	**RM 25.00**
Business or Occupation *Perniagaan atau Pekerjaan :* **ARTIST -**	Business Reg. No./ New/Old NRIC No. *No Pendaftaran Syarikat/ No KP Baru/ Lama* **881212121212**	6.00% Service Tax *6.00% Cukai Perkhidmatan*	**RM 1.50**
Period of Insurance / *Tempoh Insurans* (a) From **03:51:04 PM 27-04-2012** to **26-04-2013** (both dates inclusive) *Dari sehingga (termasuk kedua-dua tarikh)* (b) Any subsequent period for which the Insured shall pay and the Company shall agree to accept a renewal premium		Stamp Duty *Duti Setem*	**RM 10.00**
		Total Payable *Jumlah Berbayar*	**RM 36.50**

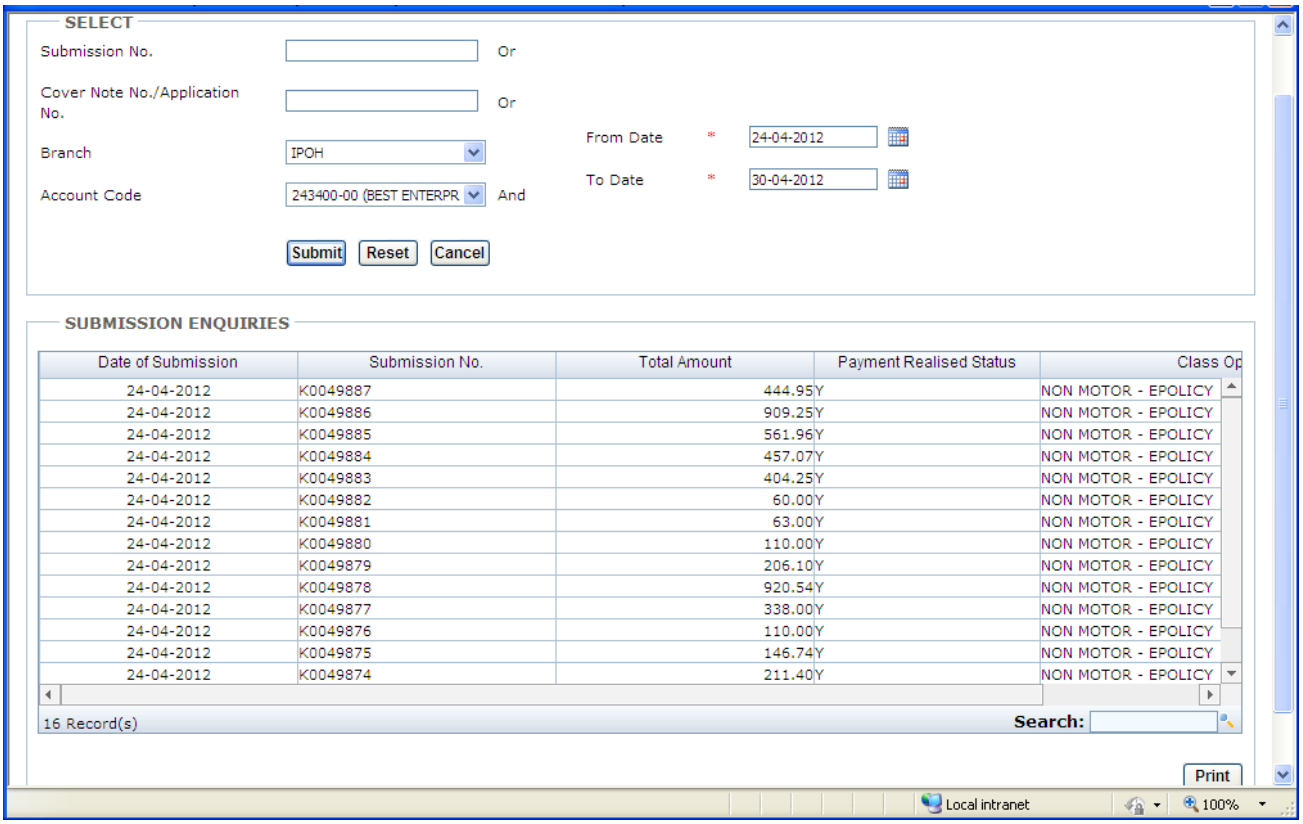
1.6.3 Submission Sheet

Screen Shots and Field Descriptions

Submission Sheet

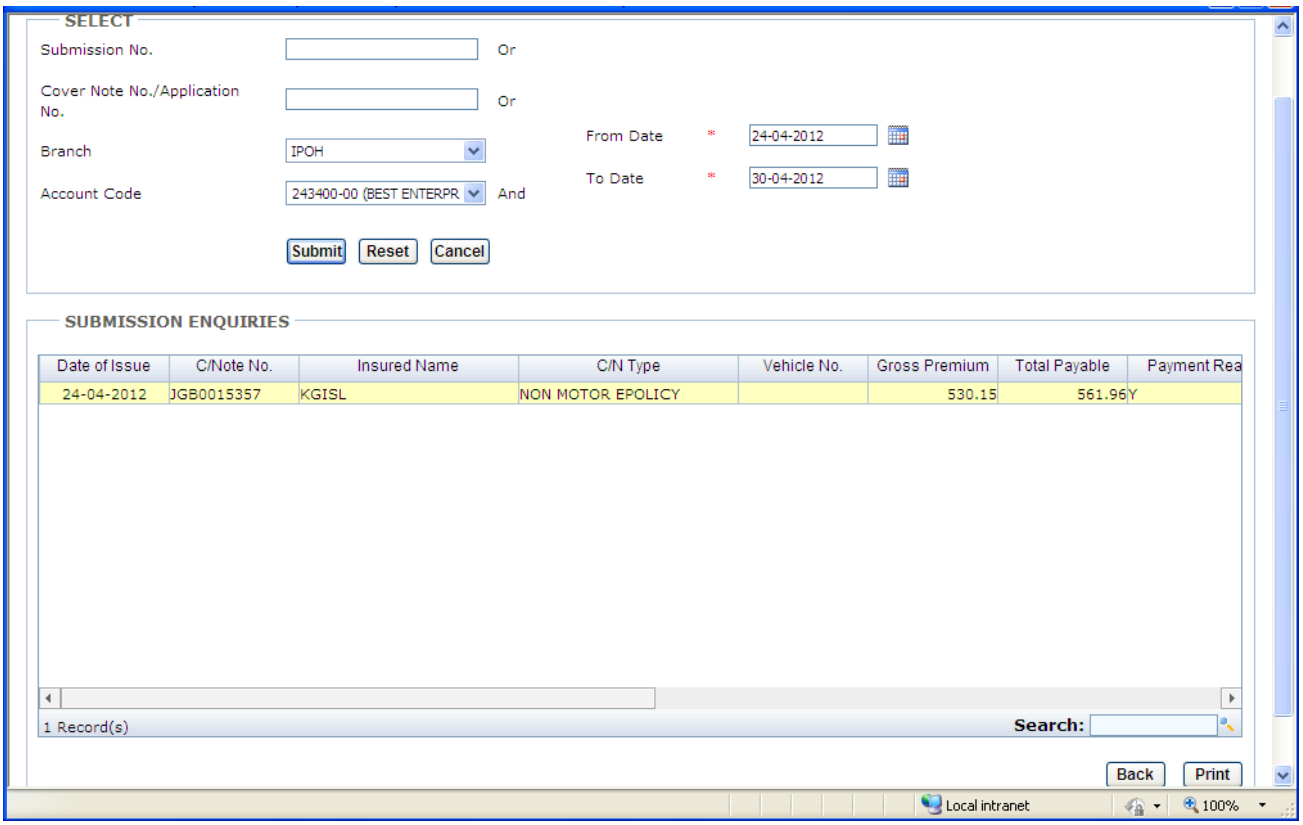
Displays the submission details based on the search criteria provided.

Grid 1

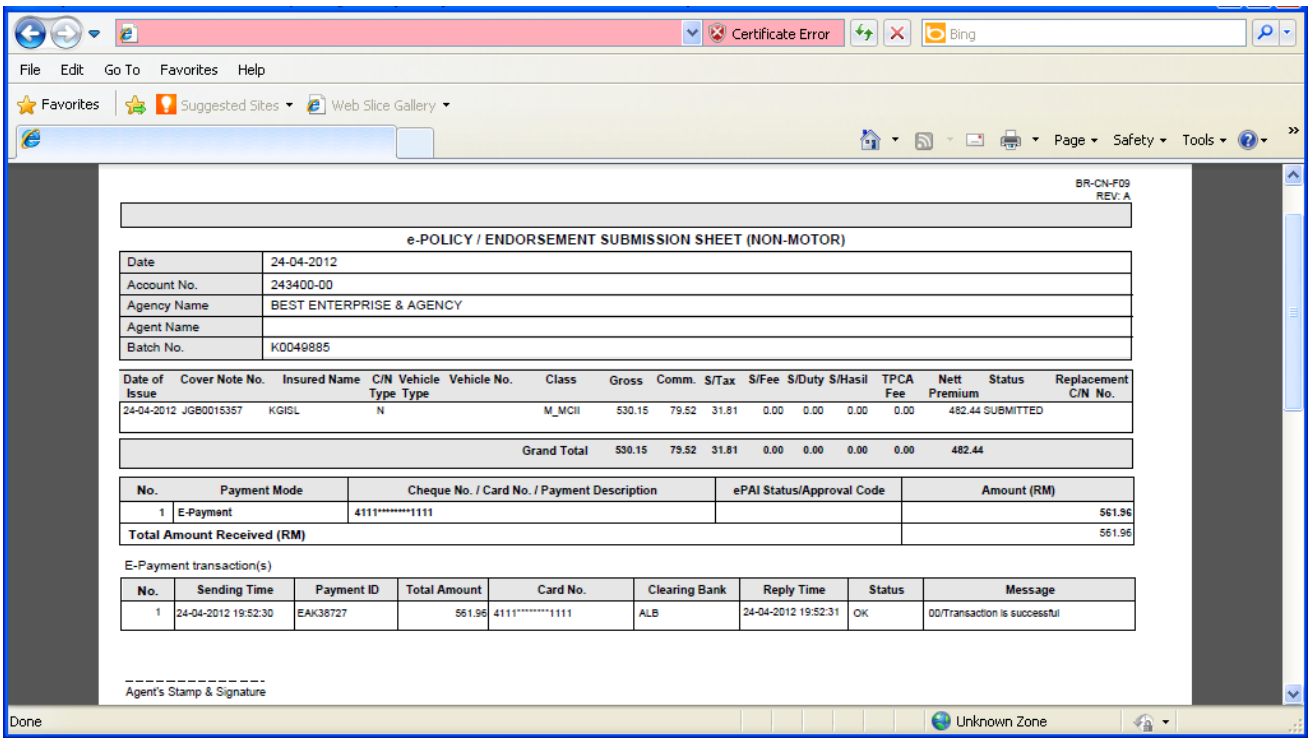


Field	Mandatory (Y/N)	Description
Submission No.	N	Search based on Submission No.
Cover Note No./Application No.	N	Search based on Cover Note No./Application No.
Branch	N	Select branch from drop down list
Account Code	N	Account code of the logged in User will be displayed.
From Date	Y	Enter/Select From Date from calendar
To Date	Y	Enter/Select To Date from calendar.
Submit	N	When clicked, lists all the submission details based on the search criteria
Reset	N	Resets all the form fields
Cancel	N	Closes the page
Print	N	Prints the submission details in pdf format

Grid 2 – Displays the complete submission details of a cover note on double clicking a row in Grid 1.



Submission Sheet - Print

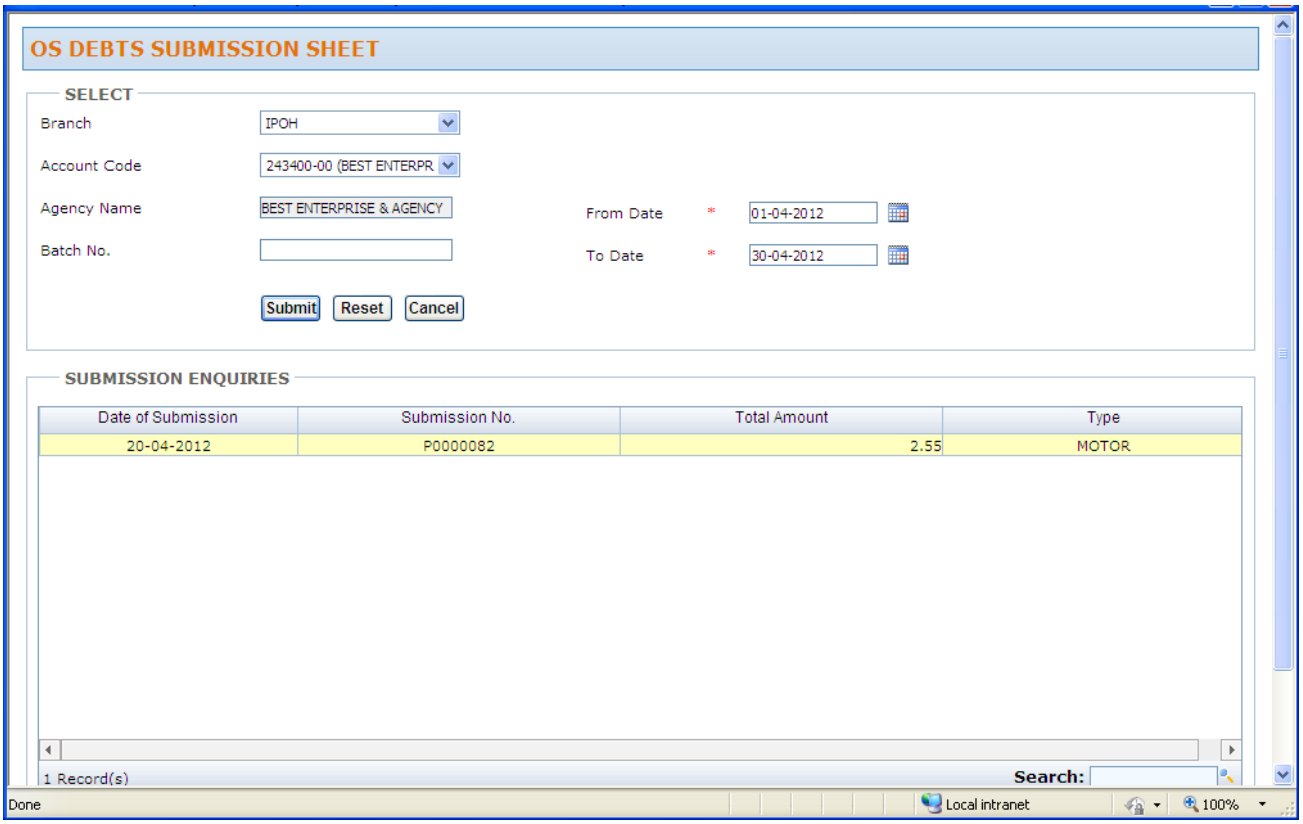


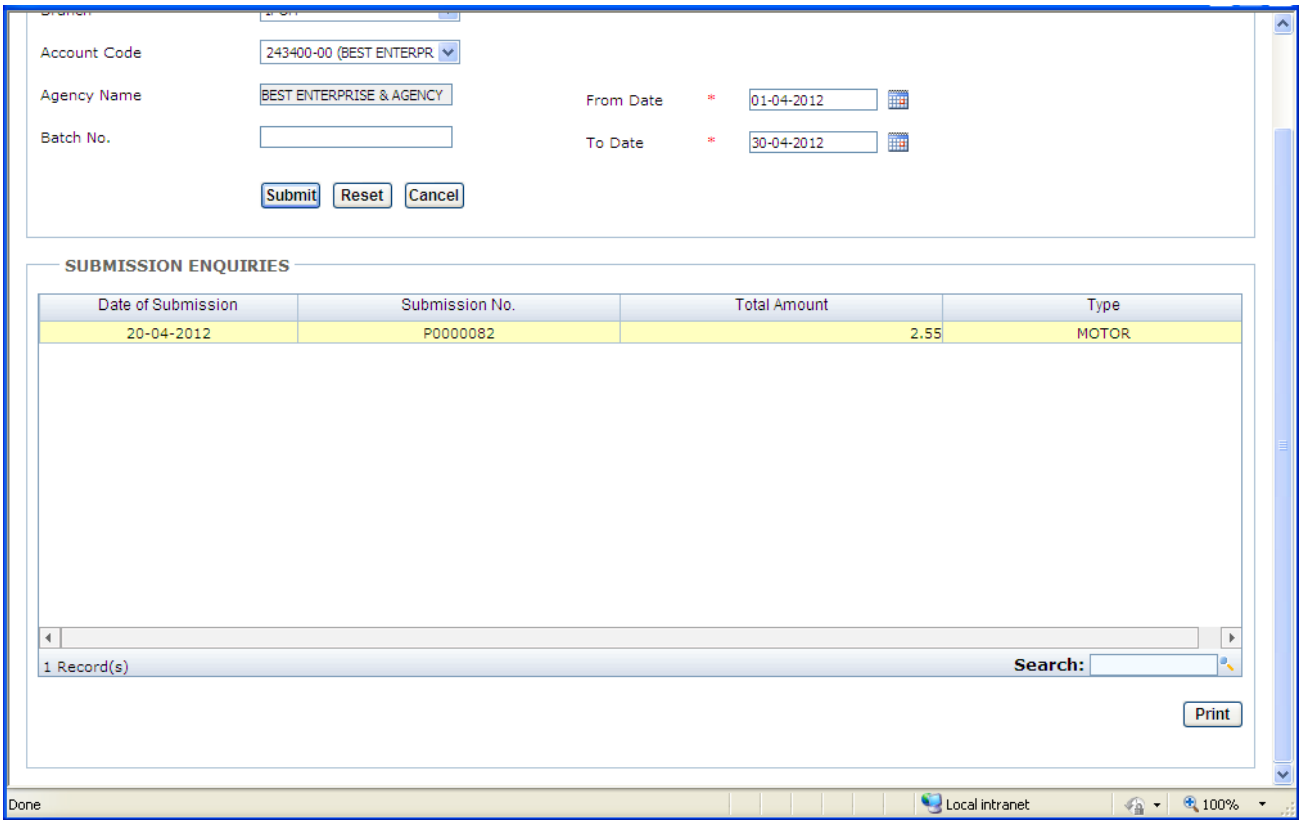
1.6.4 OS Debts Submission Sheet

Screen Shots and Field Descriptions

OS Debts Submission Sheet

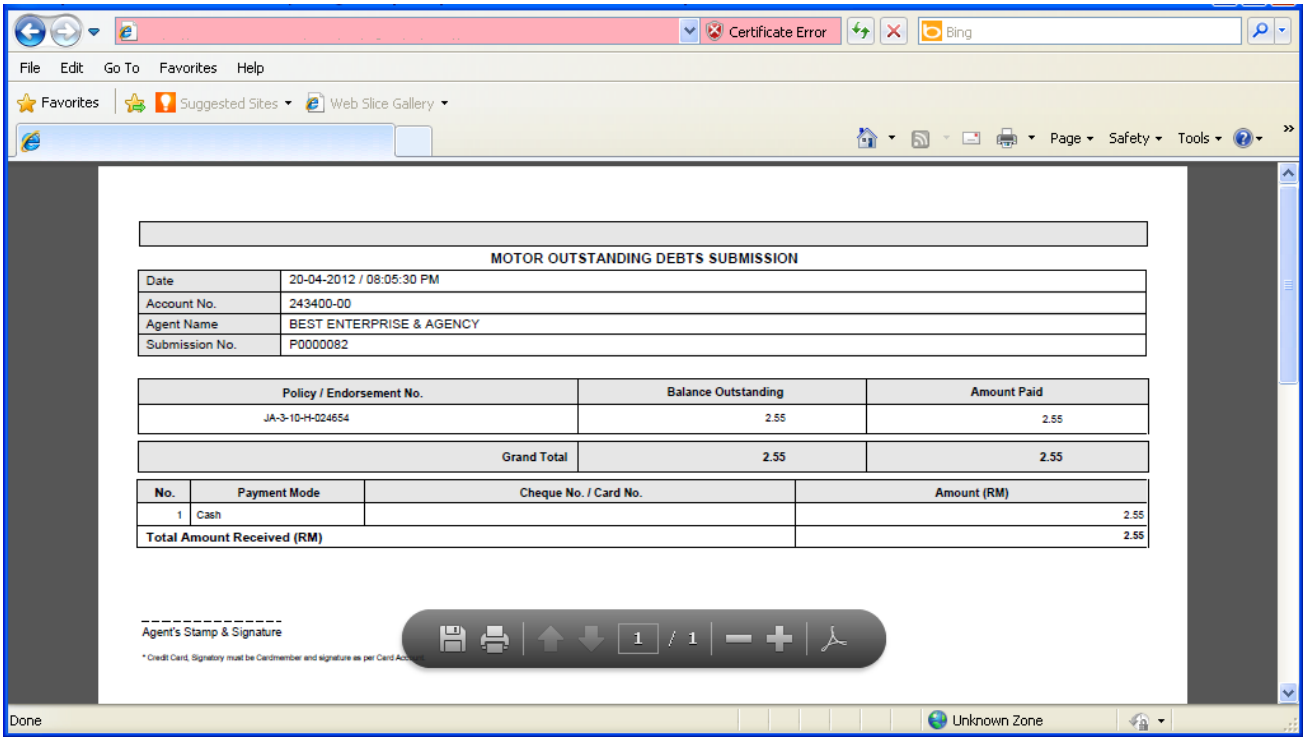
Displays the Os Debts submission details based on the search criteria provided.





Field	Mandatory (Y/N)	Description
Branch	N	Select branch from drop down list
Account Code	N	Account code of the logged in User will be displayed.
Agency Name	N	Displays the agency name based on the account code selected
Batch No	N	Search based on Batch No.
From Date	Y	Enter/Select From Date from calendar
To Date	Y	Enter/Select To Date from calendar.
Submit	N	When clicked, lists all the OS Debts Submission details based on the search criteria
Reset	N	Resets all the form fields
Cancel	N	Closes the page
Print	N	Prints the submission details in pdf format

OS Debts Submission Sheet - Print



MOTOR OUTSTANDING DEBTS SUBMISSION

Date	20-04-2012 / 08:05:30 PM
Account No.	243400-00
Agent Name	BEST ENTERPRISE & AGENCY
Submission No.	P0000082

Policy / Endorsement No.	Balance Outstanding	Amount Paid
JA-3-10-H-024654	2.55	2.55
Grand Total	2.55	2.55

No.	Payment Mode	Cheque No. / Card No.	Amount (RM)
1	Cash		2.55
Total Amount Received (RM)			2.55

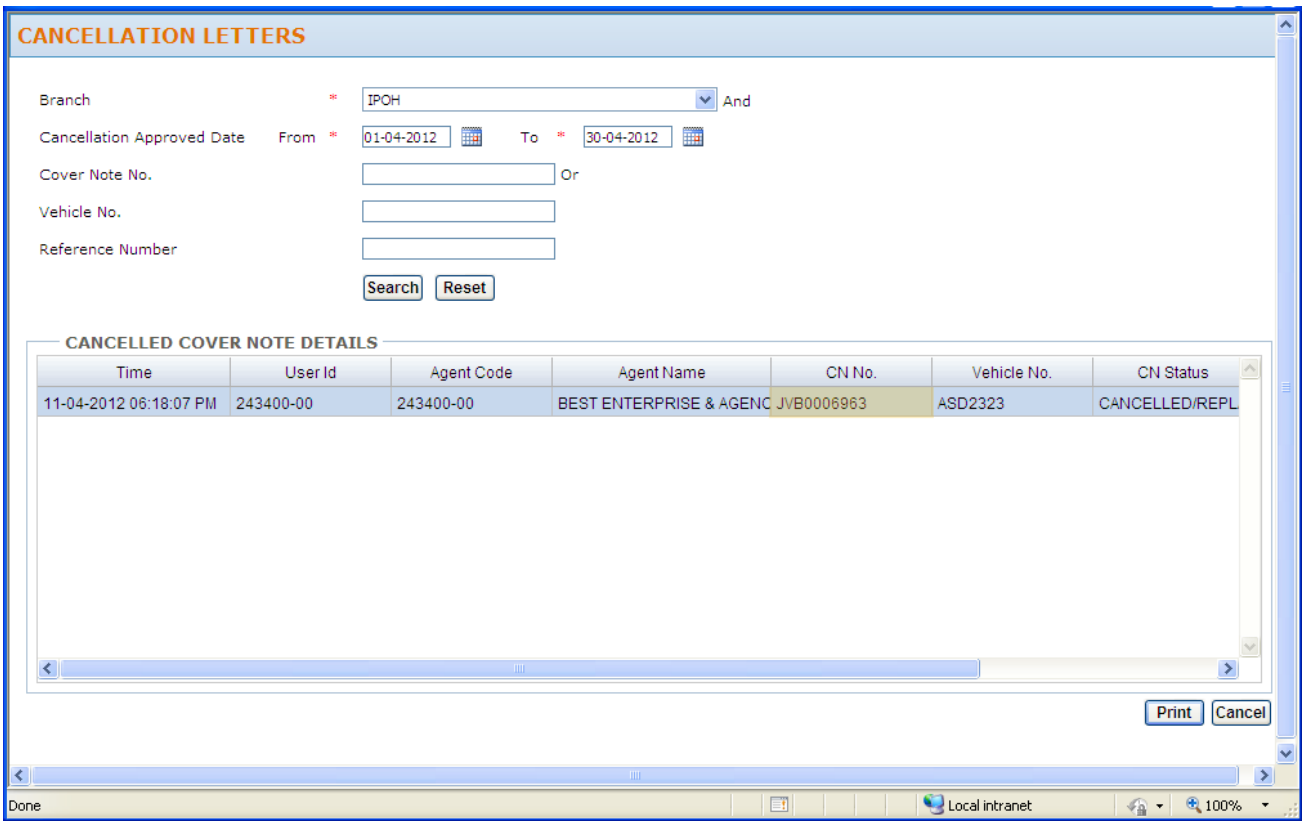
Agent's Stamp & Signature

1.6.5 Cancellation Letters

Screen Shots and Field Descriptions

Cancellation Letters

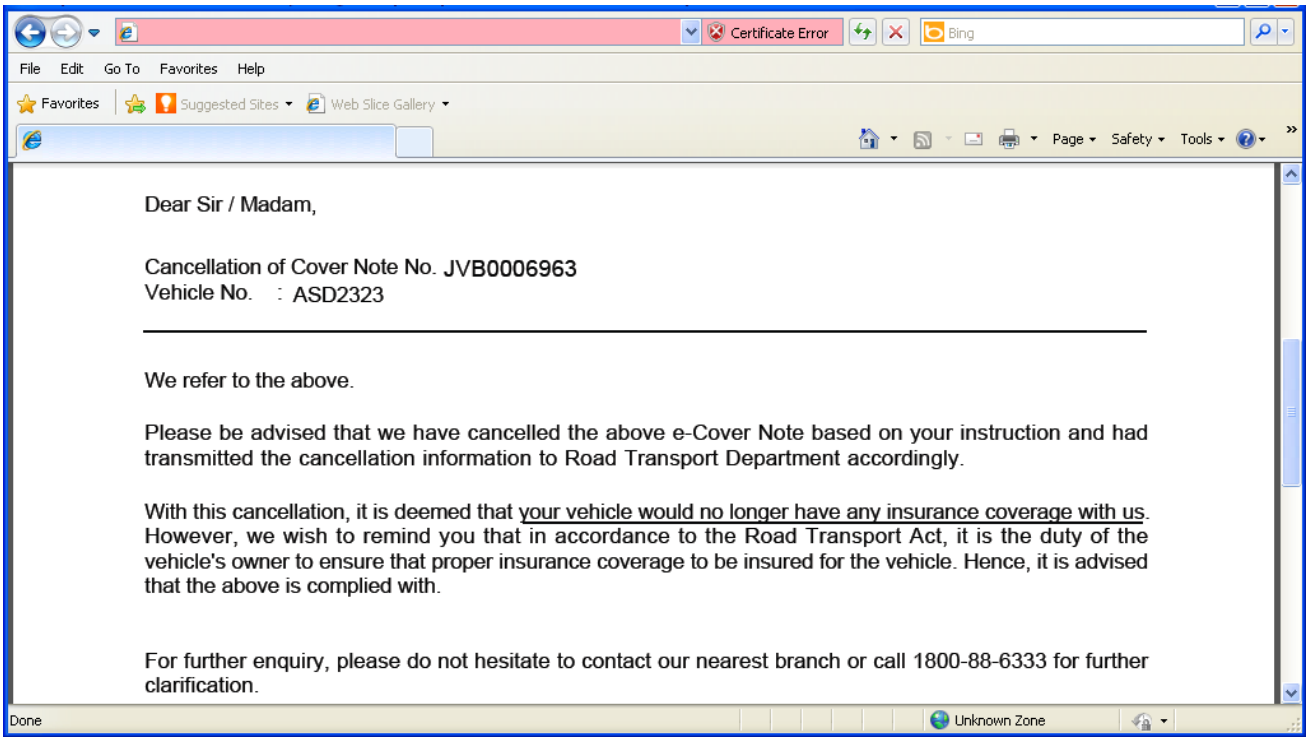
Displays the cancelled cover note details based on the search criteria



Field	Mandatory (Y/N)	Description
Branch	N	Select branch from drop down list
Cancellation Approved Date - From	Y	Enter/Select From Date from calendar
Cancellation Approved Date - To	Y	Enter/Select To Date from calendar.
Cover Note No.	N	Search based on Cover Note No./Application No.
Vehicle No.	N	Search based on Vehicle No.
Reference Number	N	Search based on Reference No.
Submit	N	When clicked, lists all the cancelled cover note details based on the search criteria
Reset	N	Resets all the form fields

Grid	N	Displays the cancellation details which includes Time, User Id, agent Code, agent Name, CN No., Vehicle No., CN Status, Cancellation Status, Remarks
Cancel	N	Closes the page
Print	N	Prints the submission details in pdf format

Cancellation Letters - Print



Dear Sir / Madam,

Cancellation of Cover Note No. JVB0006963
Vehicle No. : ASD2323

We refer to the above.

Please be advised that we have cancelled the above e-Cover Note based on your instruction and had transmitted the cancellation information to Road Transport Department accordingly.

With this cancellation, it is deemed that your vehicle would no longer have any insurance coverage with us. However, we wish to remind you that in accordance to the Road Transport Act, it is the duty of the vehicle's owner to ensure that proper insurance coverage to be insured for the vehicle. Hence, it is advised that the above is complied with.

For further enquiry, please do not hesitate to contact our nearest branch or call 1800-88-6333 for further clarification.

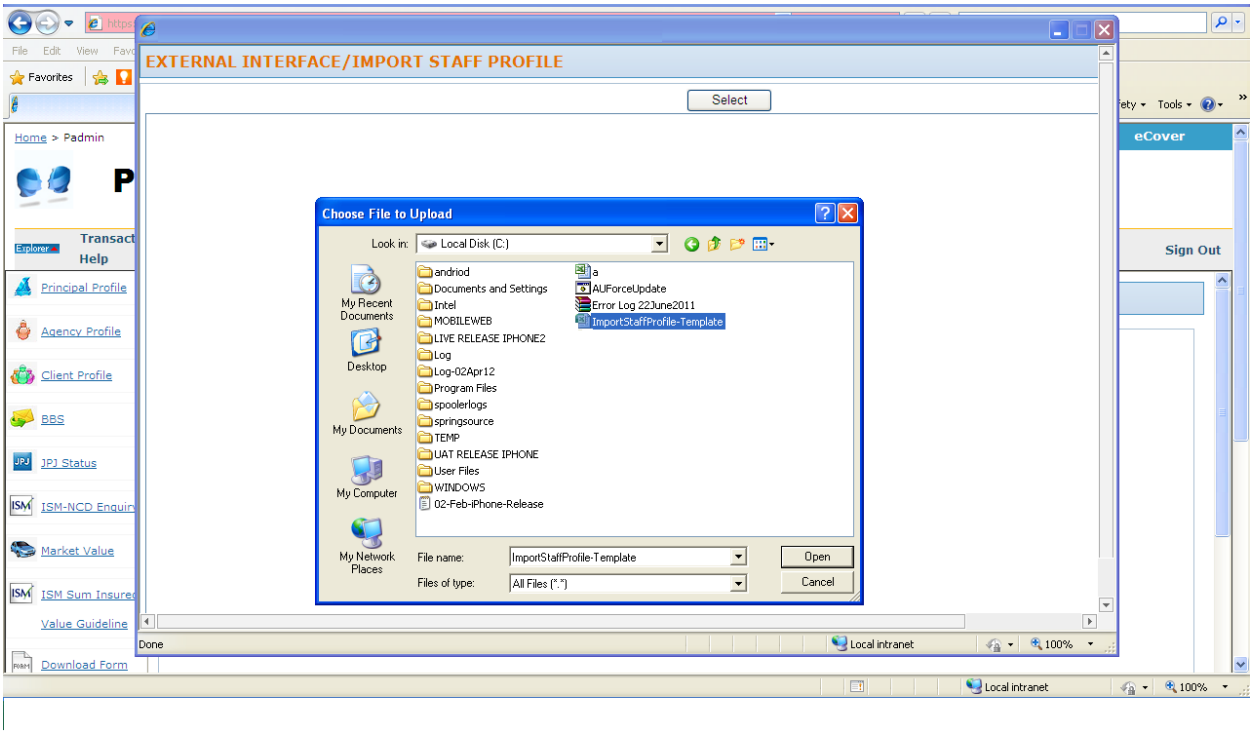
1.7 External Interface

1.7.1 Import Staff Profile

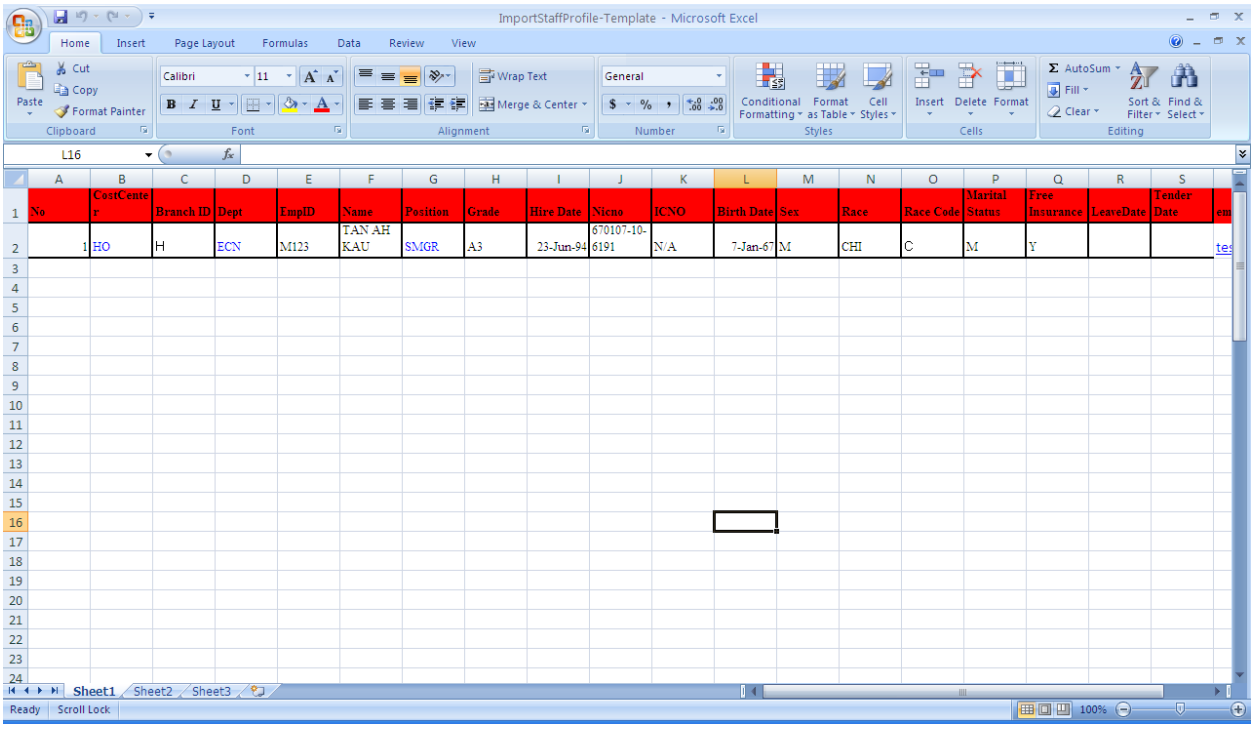
To import the staff profile from an excel file in the specified template. Select button is used to click and browse for the template needed to import the list of staff profiles. When selected, imports all the staffs from the.

Screen Shots and Field Descriptions

Import Staff Profile



Import Staff Profile – Template



No	CostCenter	Branch ID	Dept	EmpID	Name	Position	Grade	Hire Date	Nicno	ICNO	Birth Date	Sex	Race	Race Code	Marital Status	Free Insurance	LeaveDate	Tender Date	em
1	HO	H	ECN	M123	TAN AH KAU	SMGR	A3	23-Jun-94	670107-10-6191	N/A	7-Jan-67	M	CHI	C	M	Y			tes

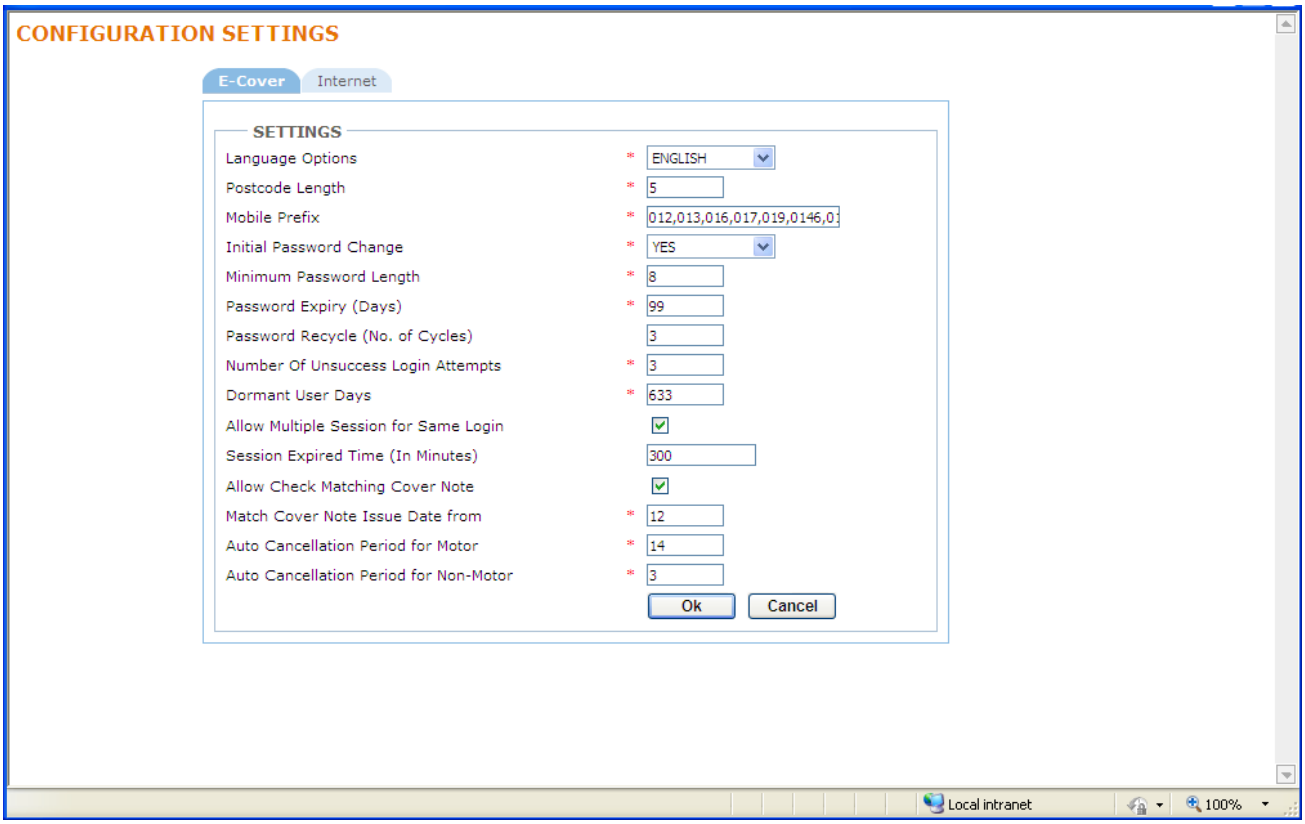
1.8 System Functions

1.8.1 Configuration Settings

To set the default settings for E-cover and Internet option.

Screen Shots and Field Descriptions

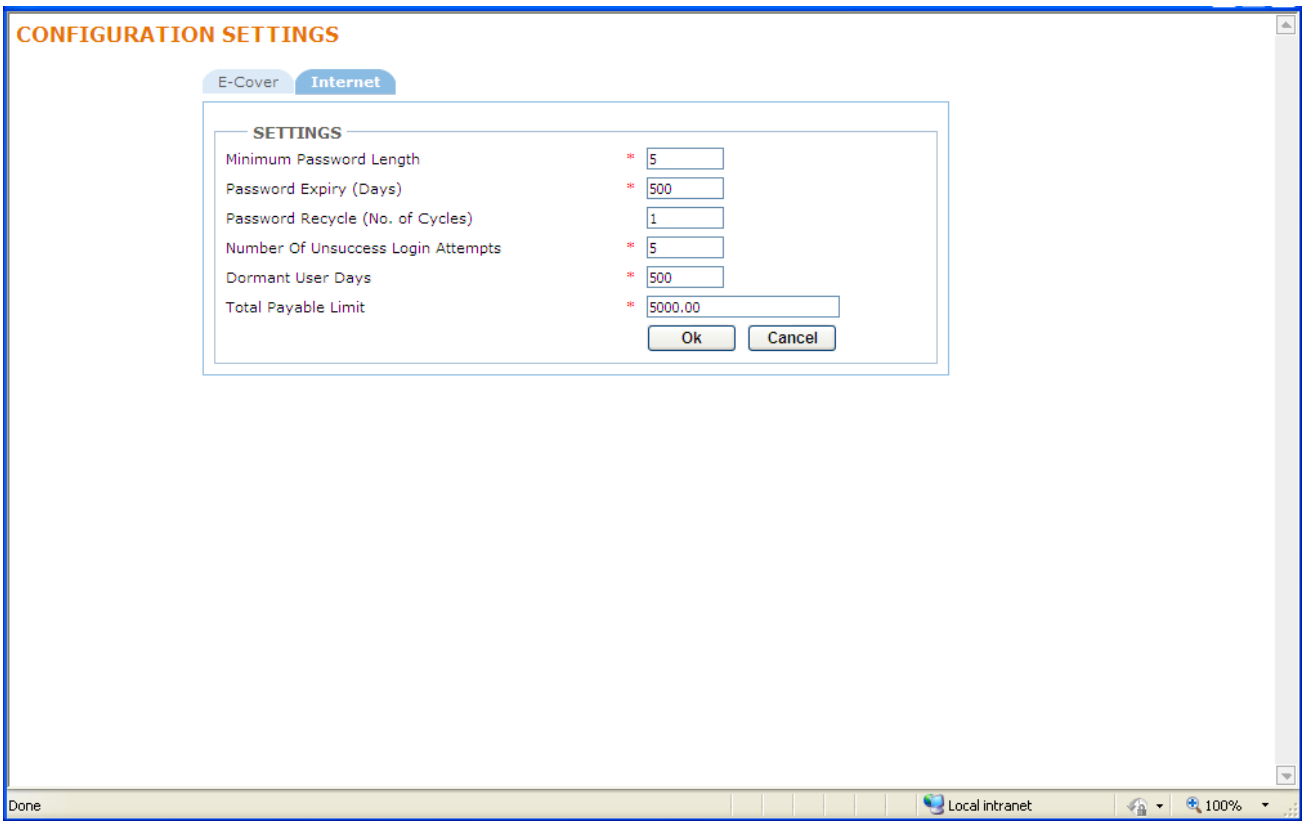
Configuration Settings – E-Cover



Field	Mandatory (Y/N)	Description
Language Options	Y	Select from the drop down list. English, Malay are the two options that can chosen
Postcode length	Y	Set the maximum length of the post code. This will be used for validation while entering client details.
Mobile Prefix	Y	Include the mobile prefixes which are valid one. This will be used for validation while entering client details.
Initial Password Change	Y	Select from drop down list. Yes and No options are loaded in the drop down. If set to Yes, then allows user to change password initially when the

		user logs in for the first time. This is not allowed, if No is set.
Minimum Password length	Y	Enter the value for the minimum password length. This is used for validation while the user changes the password.
Password Expiry (Days)	Y	Sets the value for the password expiry days.
Password Recycle (No. of cycles)	N	Cannot set the same password for the consecutive 3 cycles.
Number of Unsuccess Login Attempts	Y	Sets the number of times the user can try to login with invalid password. After this number of trials, the account will be locked.
Dormant User Days	Y	Sets the number of days for which the user can be dormant. After these many number of days, the account expires.
Allow Multiple Session for Same Login	N	If this checkbox is checked, allows multiple session for the same login. If unchecked, does not allow multiple session for same login at a time.
Session Expired Time (In Minutes)	N	Set value in minutes which tells the duration up to which the user can be idle after opening the application. When this duration exceeds, the session expires and the user has to re-login again to use the application
Allow Check Matching Cover Note	N	If checked, checks with the matching cover note.
Match Cover Note Issue Date from	Y	Enter the value in number based on the cover note issue date.
Auto Cancellation Period for Motor	Y	If the motor cover note is cancelled after the specified period, requires approval from the admin
Auto Cancellation Period for Non-Motor	Y	If the non-motor cover note is cancelled after the specified period, requires approval from the admin

Configuration Settings – Internet



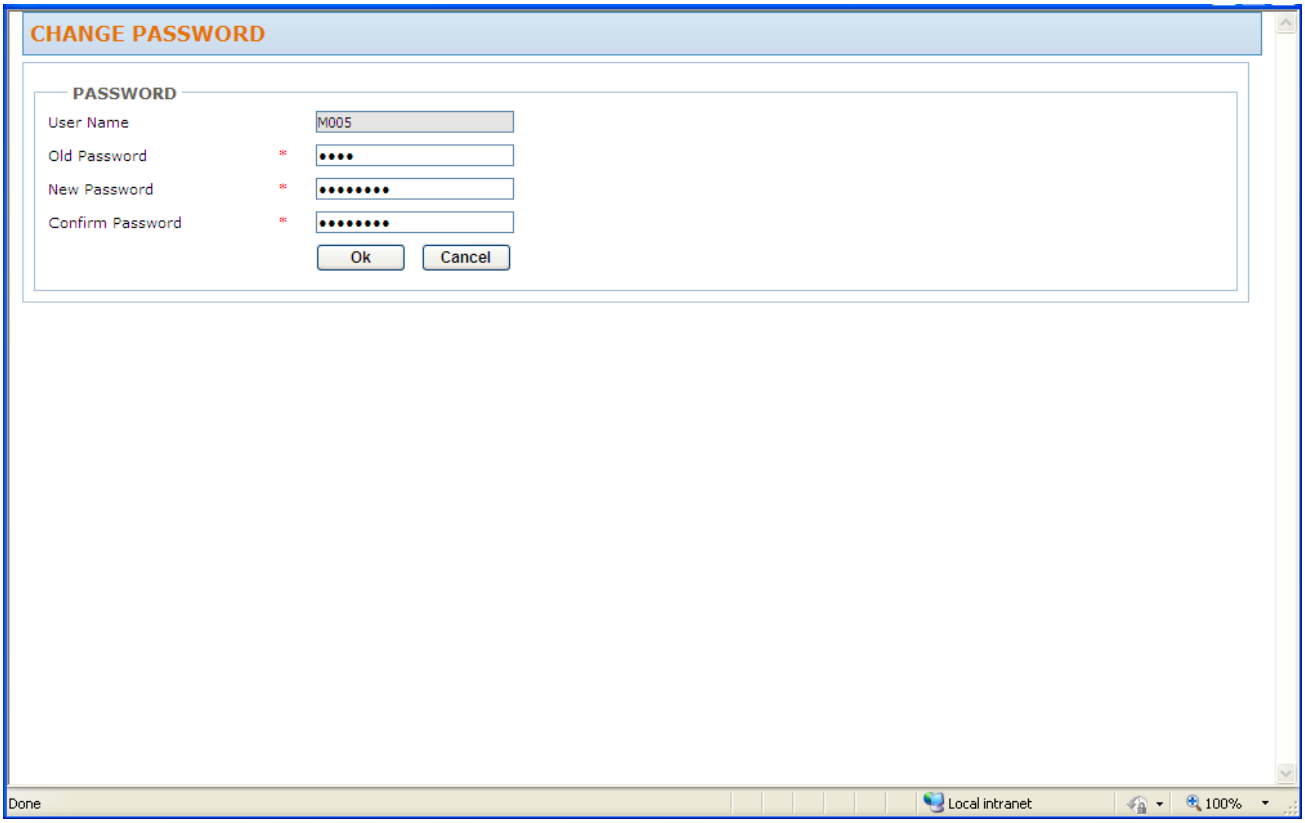
Field	Mandatory (Y/N)	Description
Minimum Password length	Y	Enter the value for the minimum password length. This is used for validation while the user changes the password.
Password Expiry (Days)	Y	Sets the value for the password expiry days.
Password Recycle (No. of cycles)	N	Cannot set the same password for the consecutive 3 cycles.
Number of Unsuccess Login Attempts	Y	Sets the number of times the user can try to login with invalid password. After this number of trials, the account will be locked.
Dormant User Days	Y	Sets the number of days for which the user can be dormant. After these many number of days, the account expires.
Total Payable Limit	Y	Limit for the total payable

1.9 Utilities

1.9.1 Change Password

Screen Shots and Field Descriptions

To change the existing password for an account code.



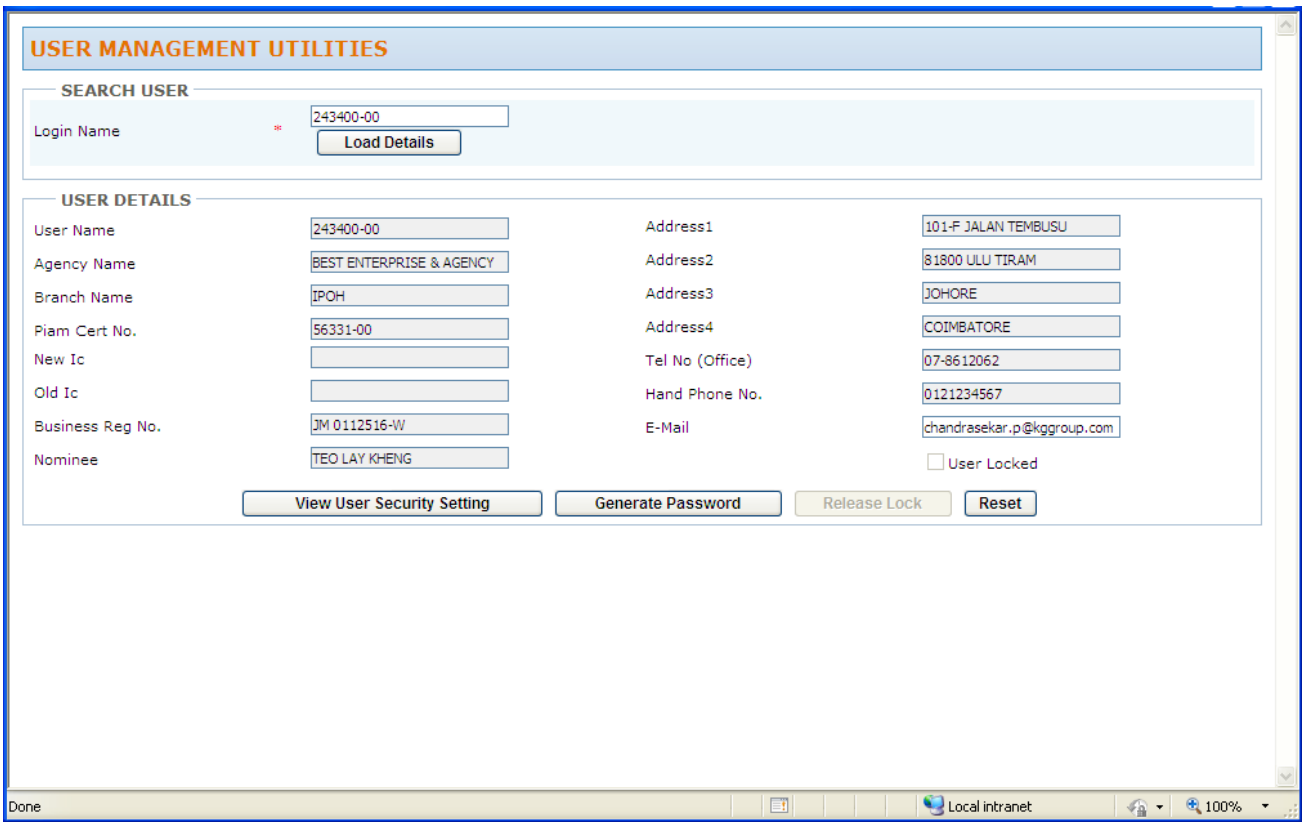
s

Field	Mandatory (Y/N)	Description
User Name	N	Displays the User Name.
Old Password	Y	Enter the Old Password.
New Password	Y	Enter the New Password.
Confirm Password	Y	Enter the New Password again for confirmation.
Ok	N	Changes the Password if Old password is correct and both New and Confirm passwords are equal. Shows validation message otherwise.
Cancel	N	Closes the Page.

1.9.2 User Management Utilities

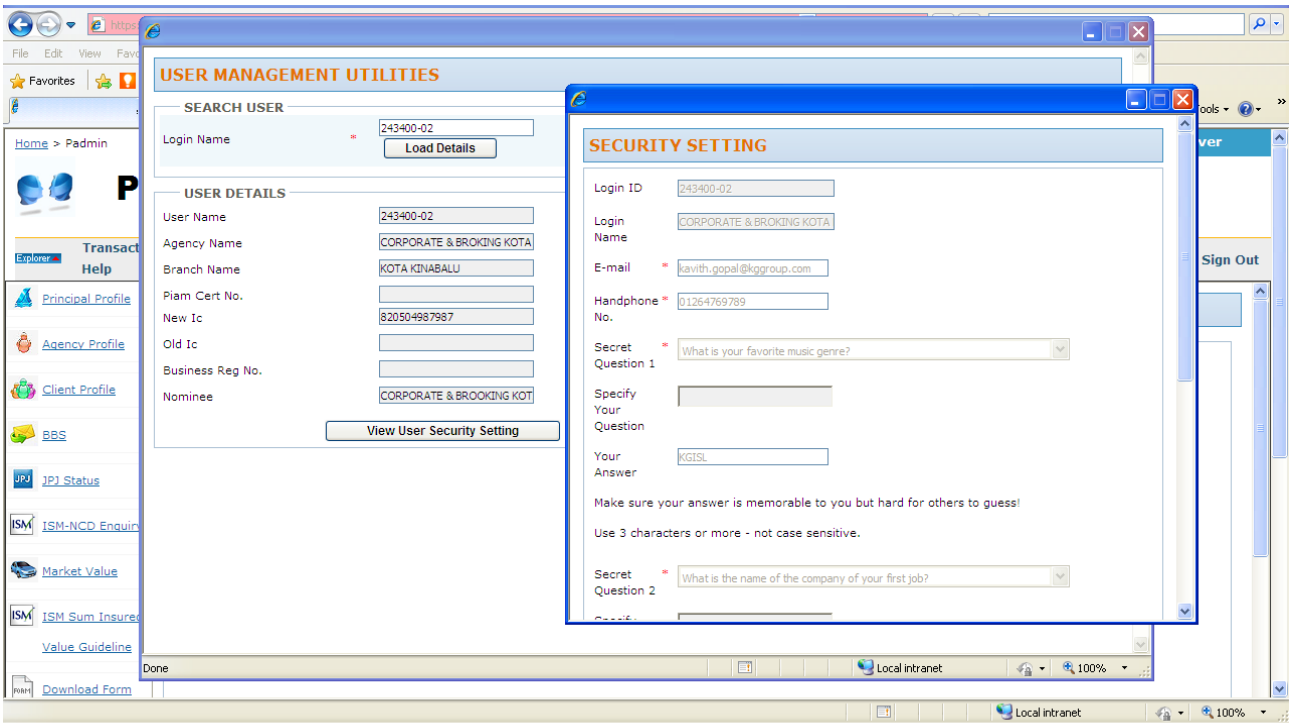
Screen Shots and Field Descriptions

To check for the details of an account code which includes User Details, Security Setting details and generate password option.

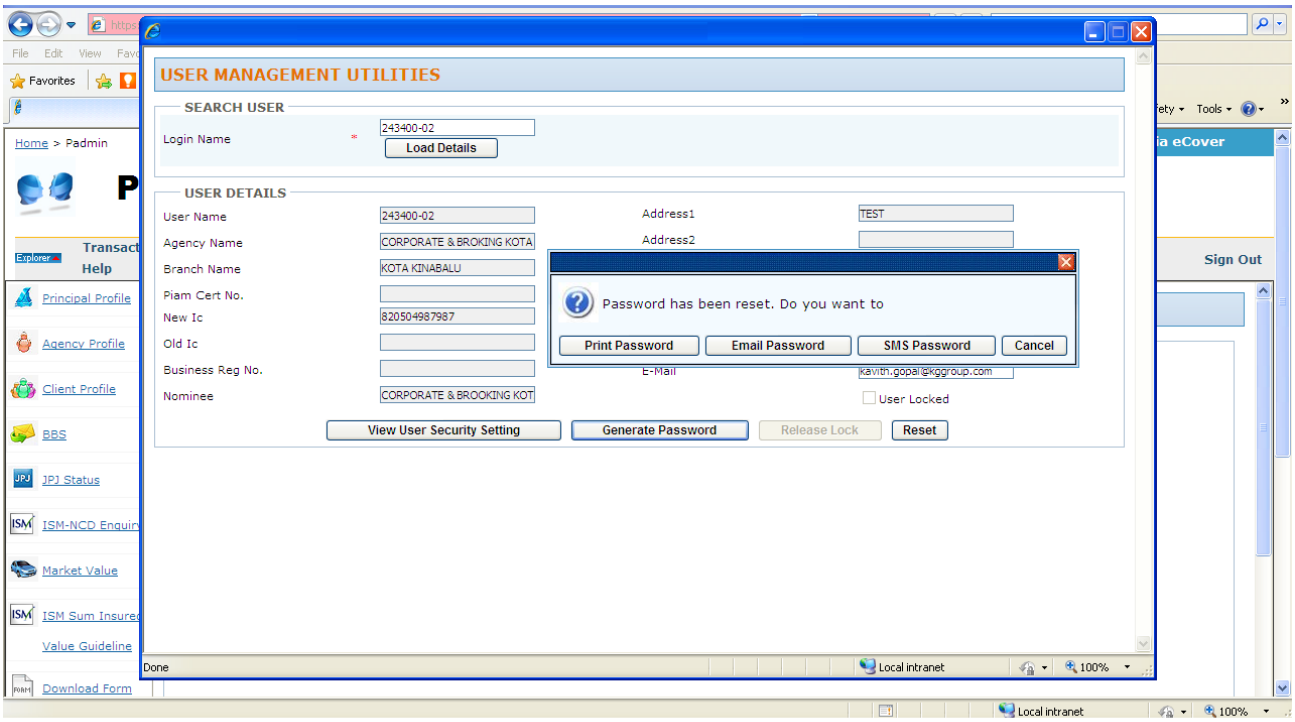


Field	Mandatory (Y/N)	Description
Login Name	Y	Enter the account code for which the details need to be displayed
Load Details	N	When clicked, displays the details of the entered account code
User Details	N	Displays the information of an account code which includes, User Name, Agency Name, Branch Name, Piam Cert No., New Ic, Old Ic, Business Reg. No., Nominee, Address1, Address2, Address3, Address4, Tel No (Office), Hand Phone No., E-Mail. All fields are non-editable
View User Security Setting	N	Enter the New Password again for confirmation.
Generate Password	N	Generates a New Password for the account code.
Release Lock	N	Will be enabled only when the account is locked. When clicked releases the lock for the account code
Reset	N	Resets the form fields

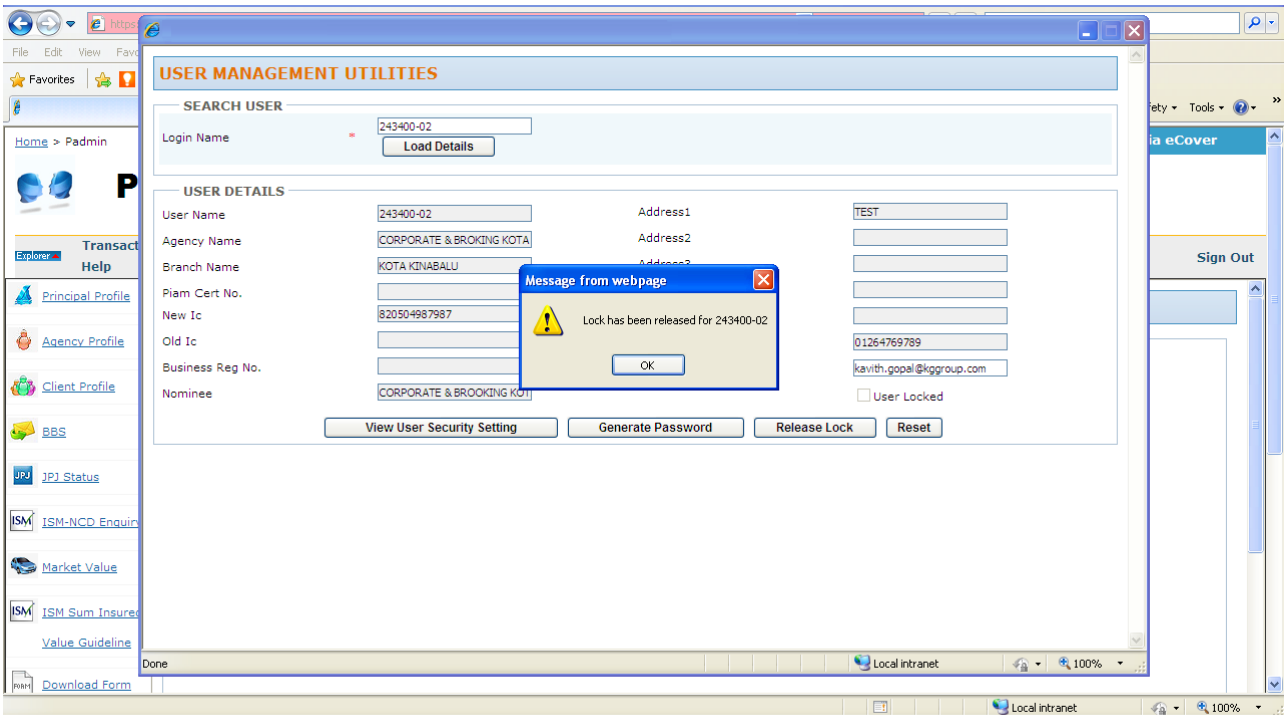
User Management Utilities – View User Security Setting



User Management Utilities – Generate Password



User Management Utilities – Release Lock



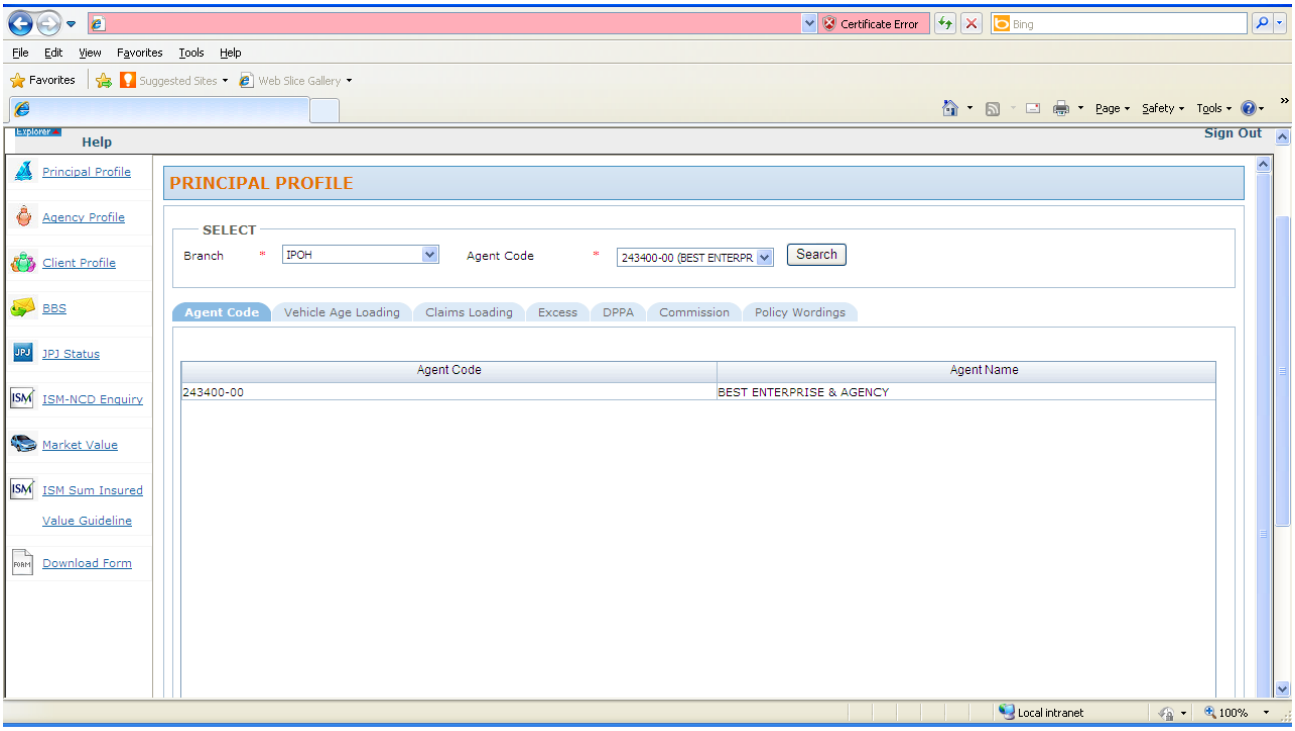
1.10 Home

1.10.1 Principle Profile

Screen Shots and Field Descriptions

Principle Profile: Agent Code

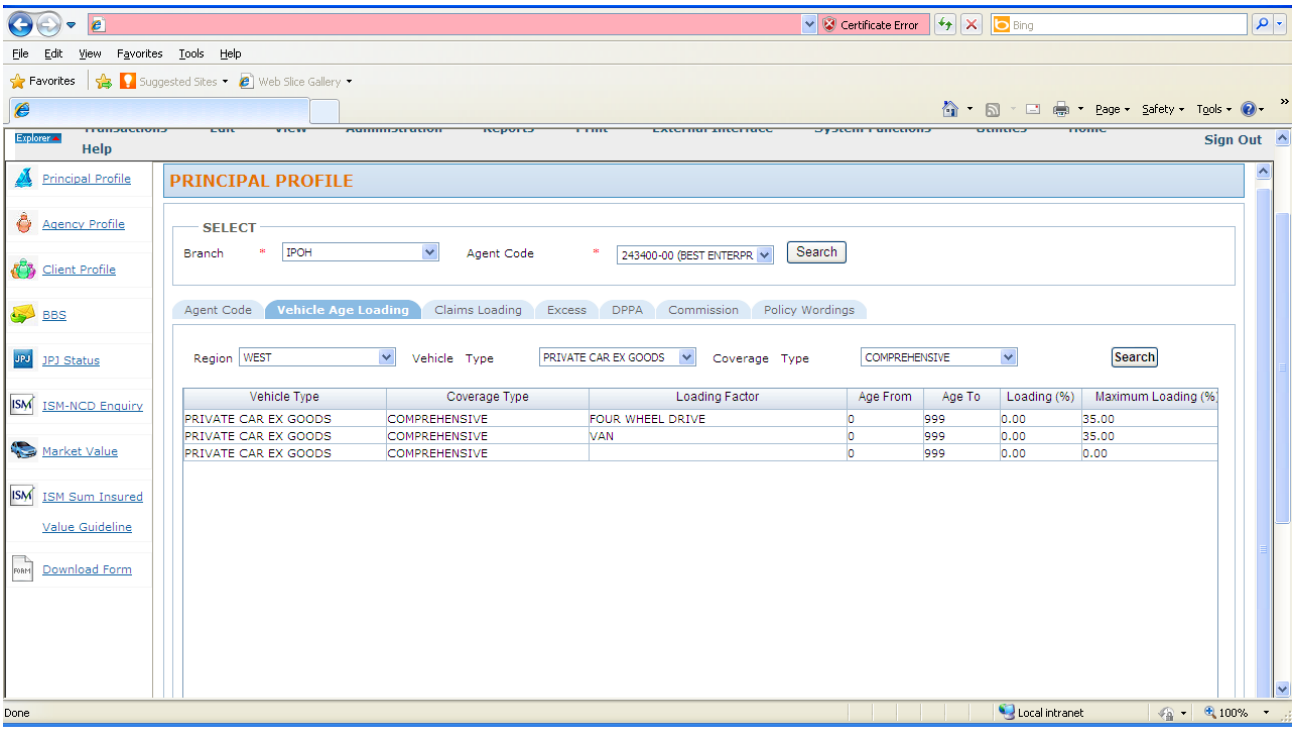
To view Agent Code from the Principle Profile.



Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch.
Agent Code	Y	Displays the Agent Code.
Grid	N	Displays Agency Code and Agency Name.
Cancel	N	Closes the page.

Principle Profile: Vehicle Age Loading

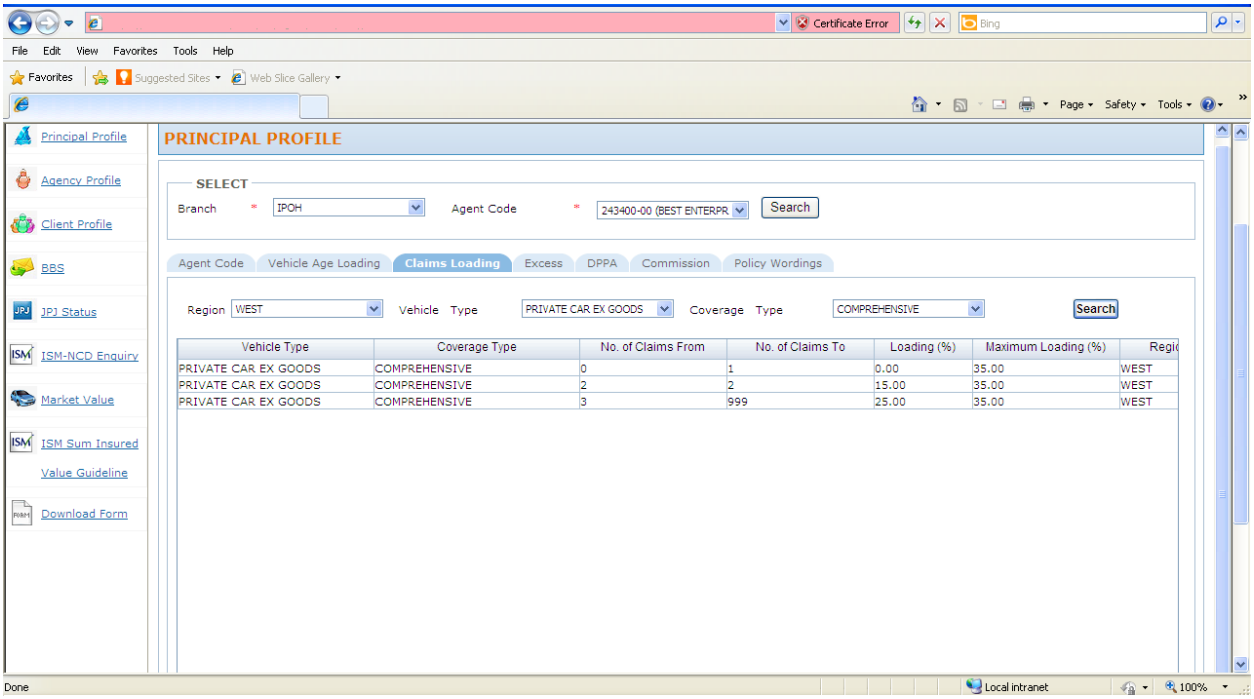
To view Vehicle Age Loading from the Principle Profile.



Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch.
Agent Code	Y	Displays the Agent Code.
Region	N	Select Region from the drop down list.
Vehicle Type	N	Select Vehicle Type from the drop down list.
Coverage Type	N	Select Coverage Type from the drop down list.
Search	N	Displays records in the grid matching the specified criteria.
Grid	N	Displays Vehicle Age Loading details including: Vehicle Type, Coverage Type, Loading Factor, Age From, Age To, Loading %, Maximum Loading % and Region.
Cancel	N	Closes the page.

Principle Profile: Claims Loading

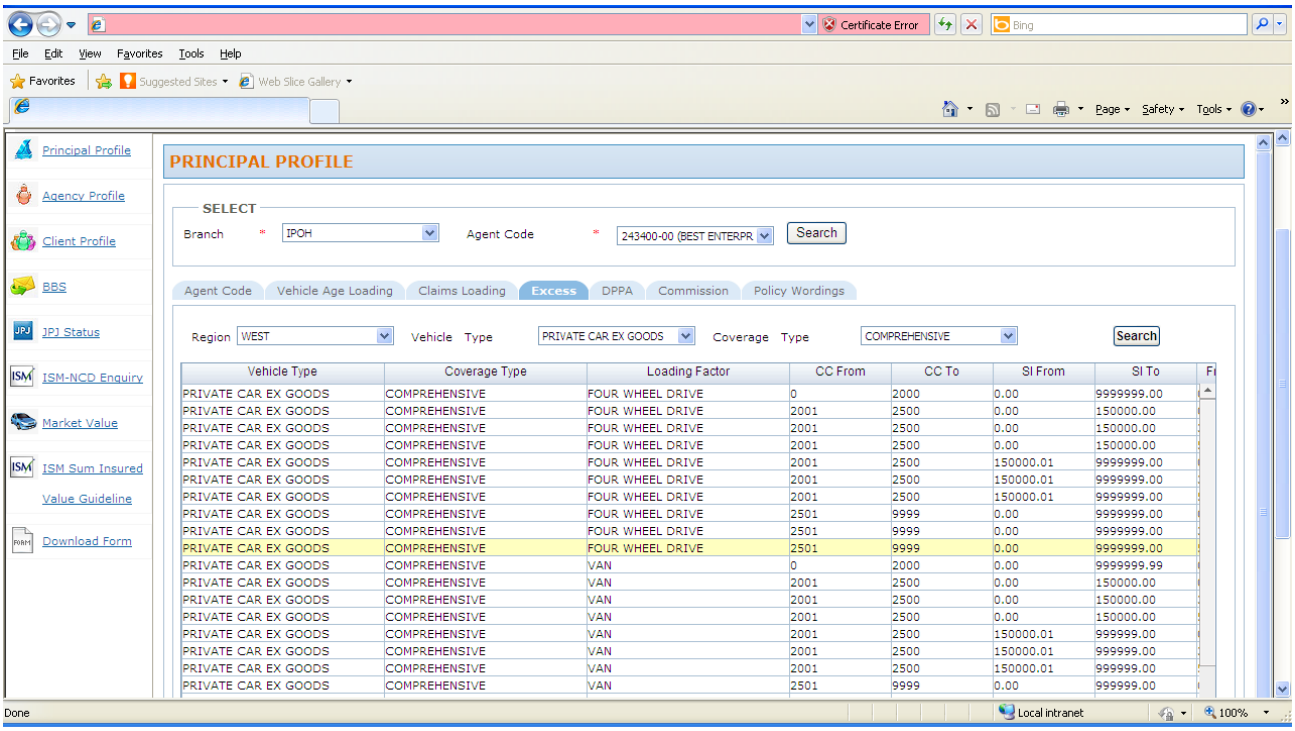
To view Claims Loading from the Principle Profile.



Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch.
Agent Code	Y	Displays the Agent Code.
Region	N	Select Region from the drop down list.
Vehicle Type	N	Select Vehicle Type from the drop down list.
Coverage Type	N	Select Coverage Type from the drop down list.
Search	N	Displays records in the grid matching the specified criteria.
Grid	N	Displays Claims Loading details including: Vehicle Type, Coverage Type, No. of Claims From, No. of Claims To, Loading %, Maximum Loading % and Region.
Cancel	N	Closes the page.

Principle Profile: Excess

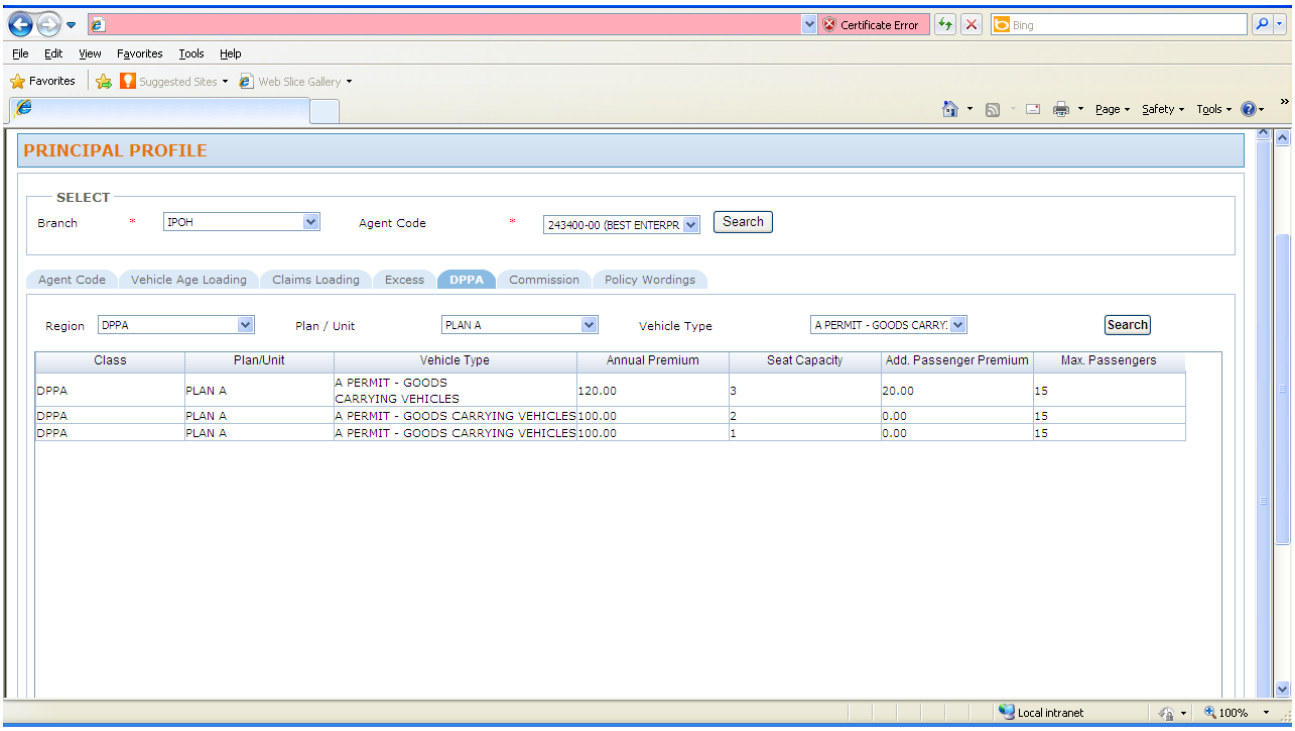
To view Excess from the Principle Profile.



Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch.
Agent Code	Y	Displays the Agent Code.
Region	N	Select Region from the drop down list.
Vehicle Type	N	Select Vehicle Type from the drop down list.
Coverage Type	N	Select Coverage Type from the drop down list.
Search	N	Displays records in the grid matching the specified criteria.
Grid	N	Displays Excess details including: Vehicle Type, Coverage Type, Loading Factor, CC From, CC To, SI From, SI To, From NCD (%), TO NCD (%), Excess(%), Maximum Excess, Region
Cancel	N	Closes the page.

Principle Profile: DPPA

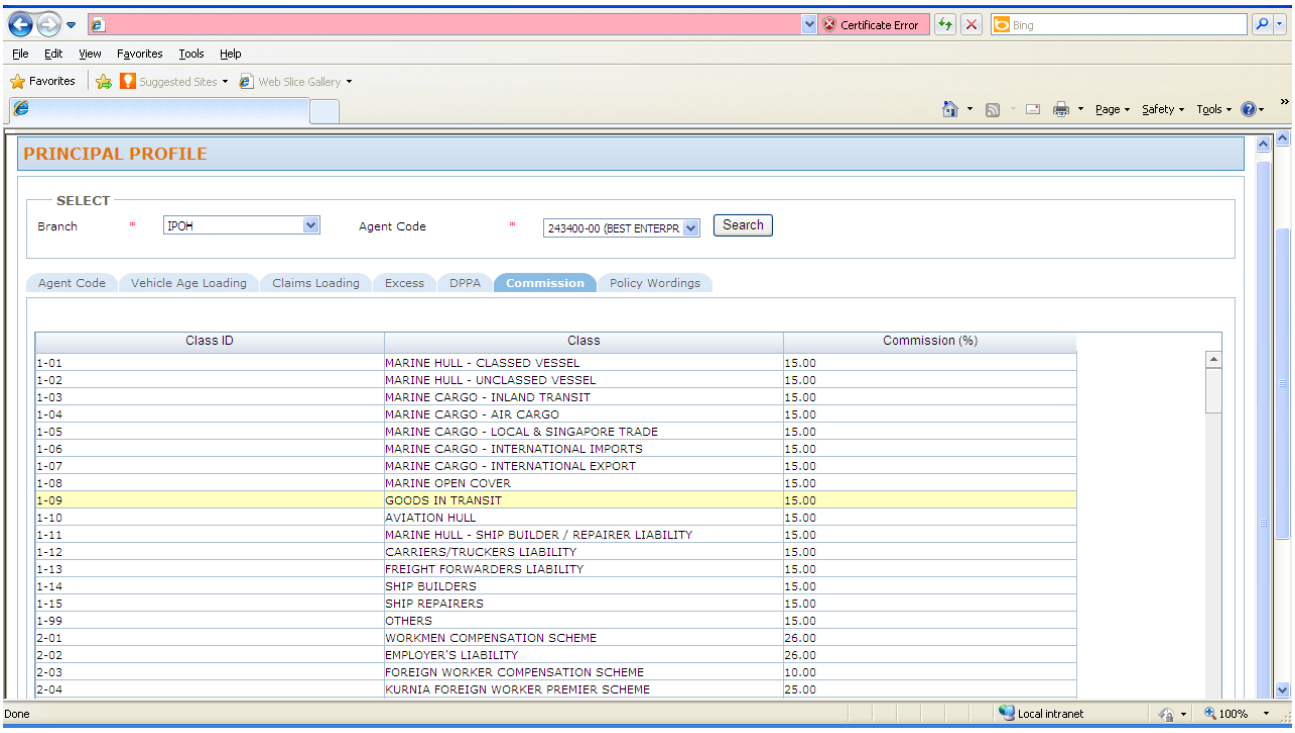
To view Vehicle DPPA details from the Principle Profile.



Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch.
Agent Code	Y	Displays the Agent Code.
Region	N	Select Region from the drop down list.
Plan/Unit	N	Select Plan/Unit from the drop down list.
Vehicle Type	N	Select Vehicle Type from the drop down list.
Search	N	Displays records in the grid matching the specified criteria.
Grid	N	Displays Dppa details including: Class, Plan Unit, Vehicle Type, Annual Premium, Seat Capacity, Add. Passenger Premium, Max. Passengers.
Cancel	N	Closes the page.

Principle Profile: Commission

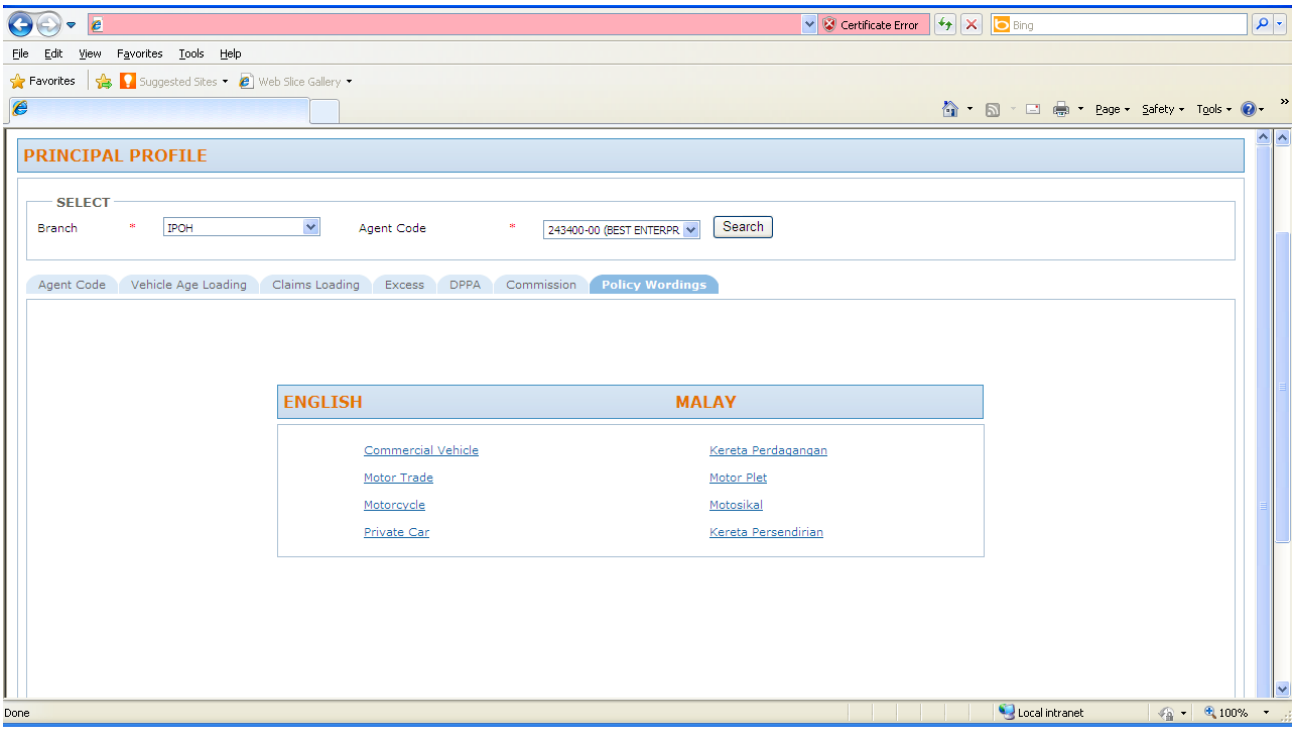
To view Commission from the Principle Profile.



Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch.
Agent Code	Y	Displays the Agent Code.
Grid	N	Displays Commission details including: Class ID, Class and Commission (%)
Cancel	N	Closes the page.

Principle Profile: Commission

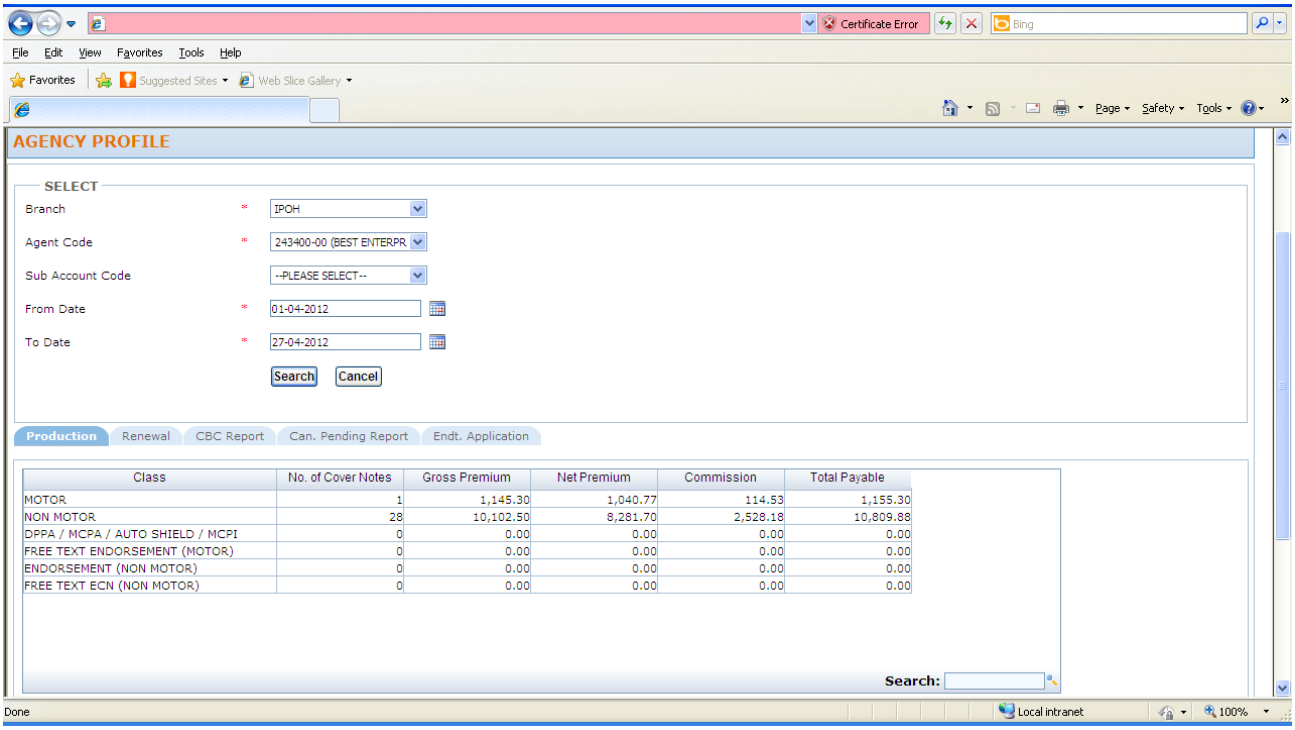
To view Policy Wordings from the Principle Profile.



Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch.
Agent Code	Y	Displays the Agent Code.
Links	N	Click the links provided to download the Policy Wordings in English or Malay.
Cancel	N	Closes the page.

1.10.2 Agency Profile

To view various details of Agency.

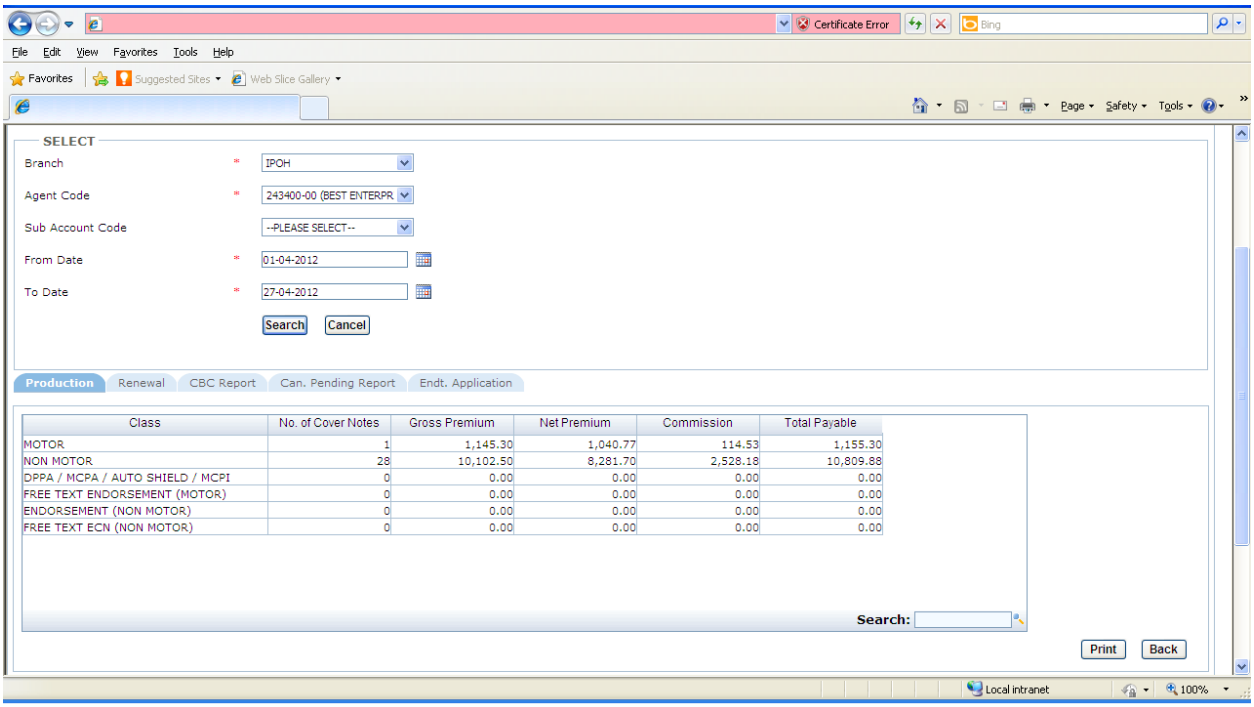


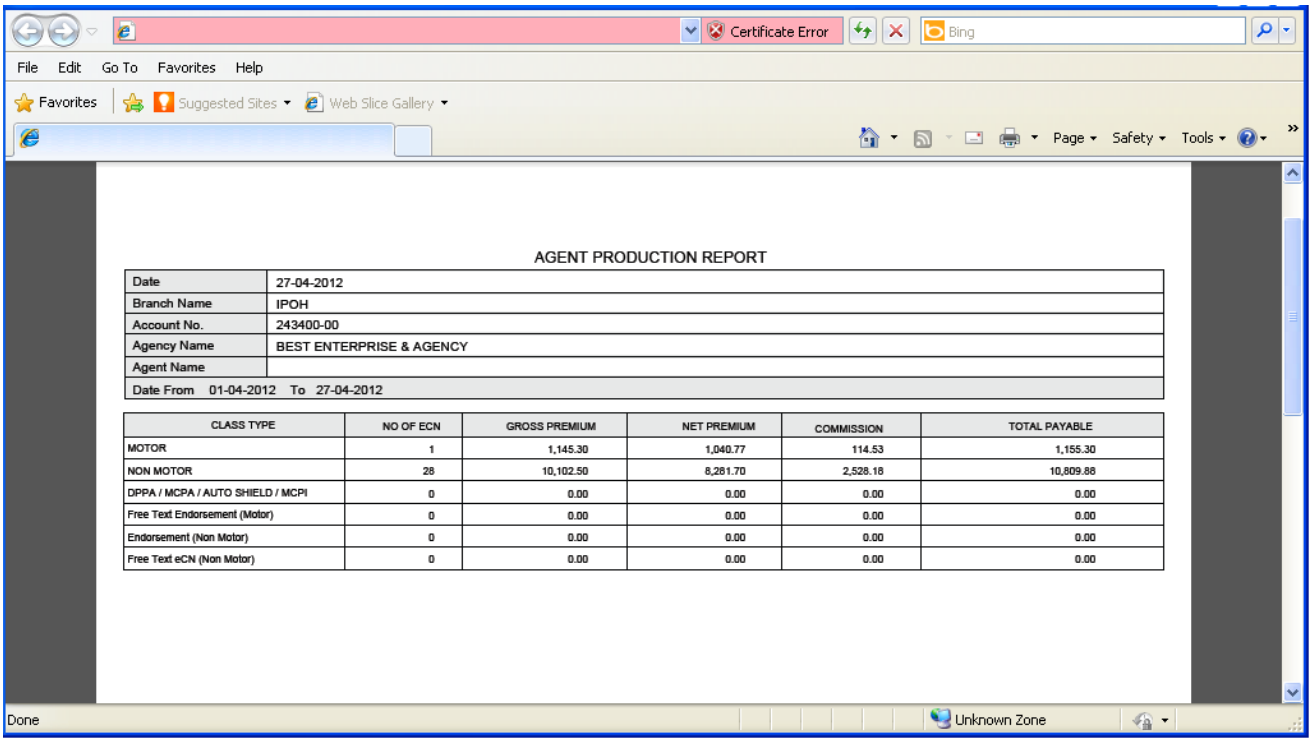
Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch.
Agent Code	Y	Displays the Agent Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
From Date	Y	Displays the Current Date and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Search	N	Displays records in the grid matching the specified criteria.
Cancel	N	Closes the page.

Agency Profile: Production

To view Production details of the Agency.

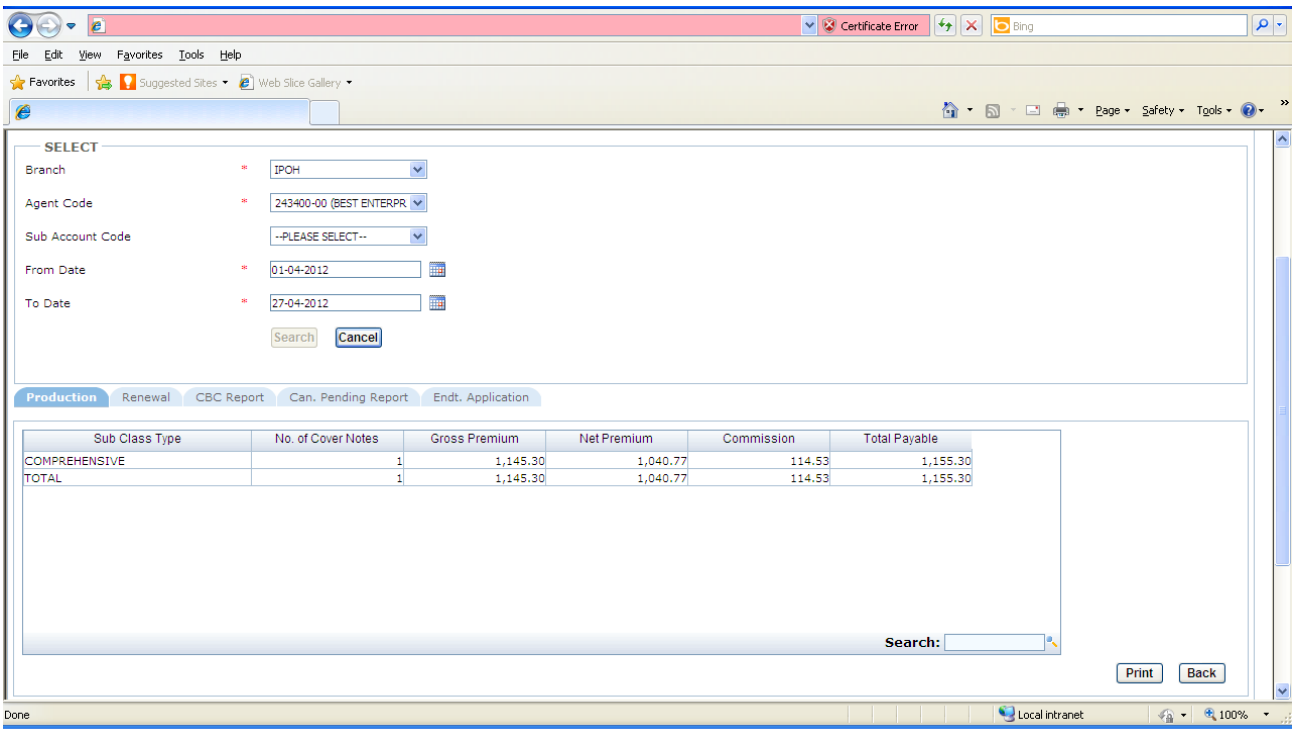
For User Interfaces in Select panel (top panel), please refer Agency Profile (Root Link)
Grid 1

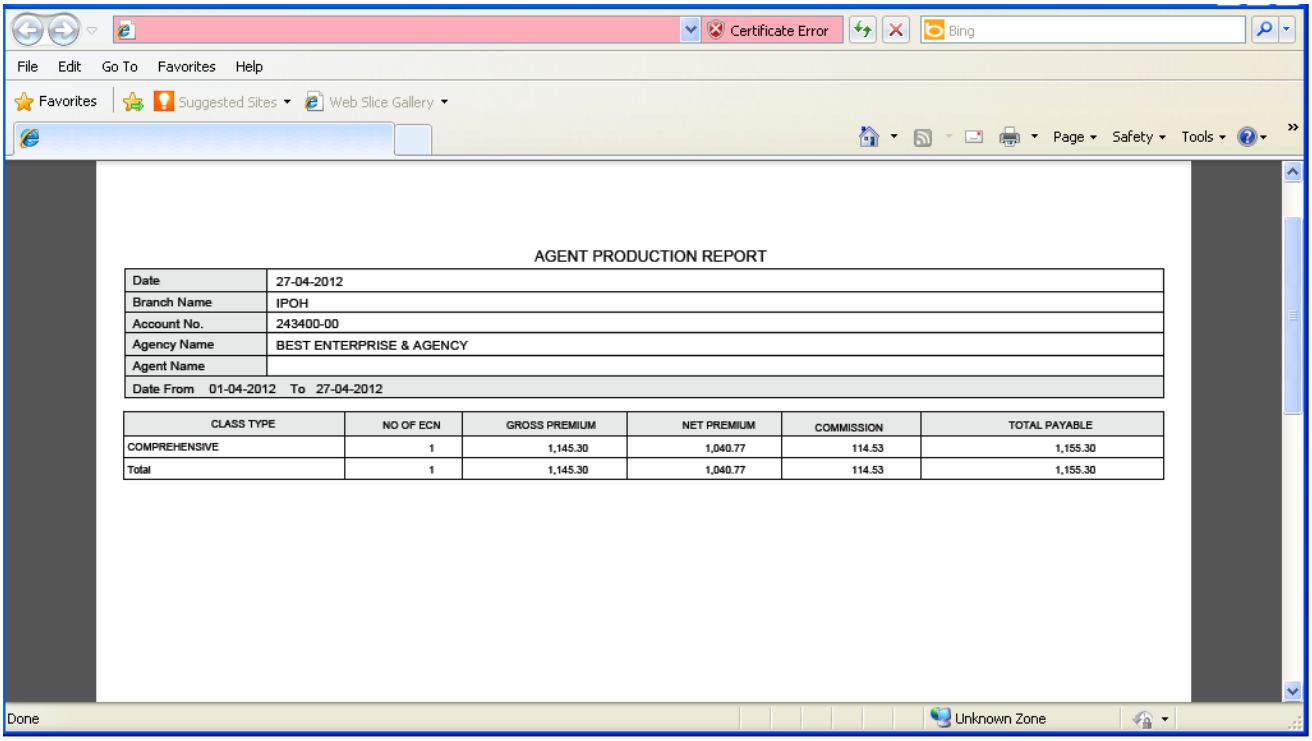




Field	Mandatory (Y/N)	Description
Grid	N	Displays Production details including: Class, No. of Cover Notes, Gross Premium, Net Premium, Commission and Total Payable.
Print	N	Prints the Report.
Back	N	Redirects you to the previous page (if applicable).

Grid 2





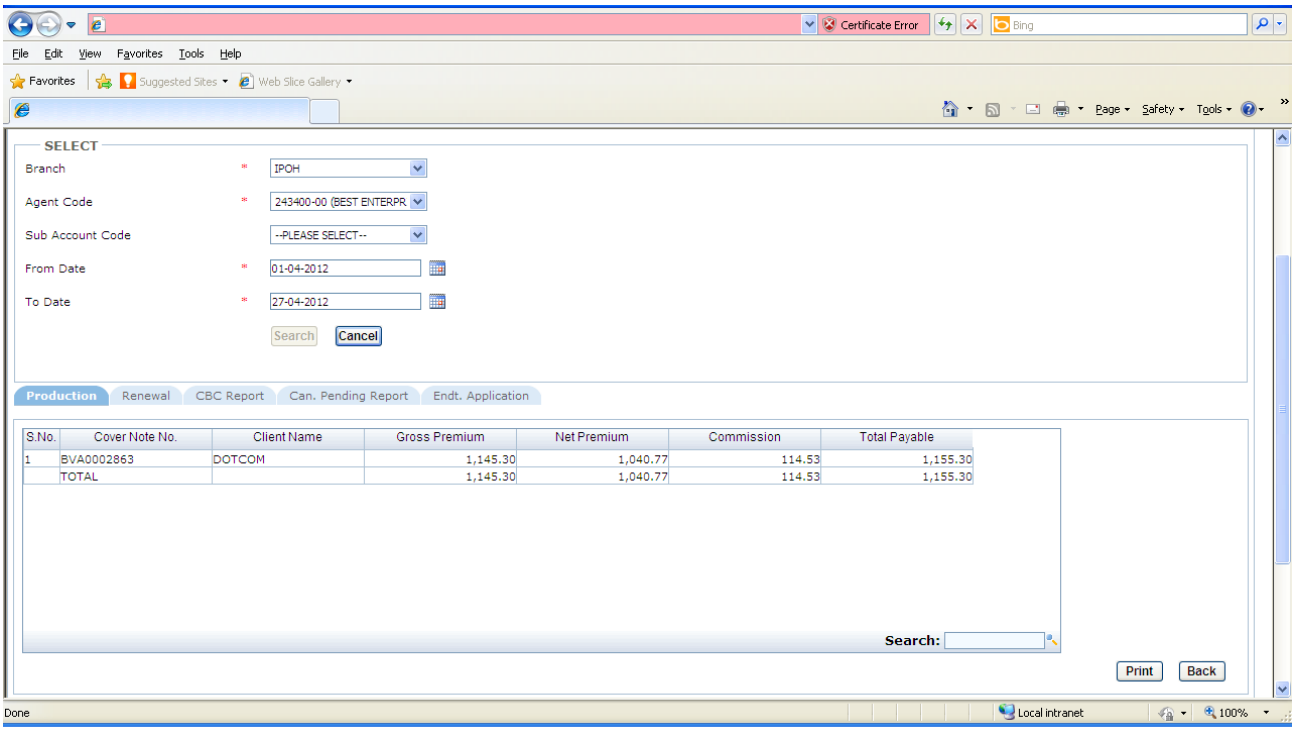
AGENT PRODUCTION REPORT

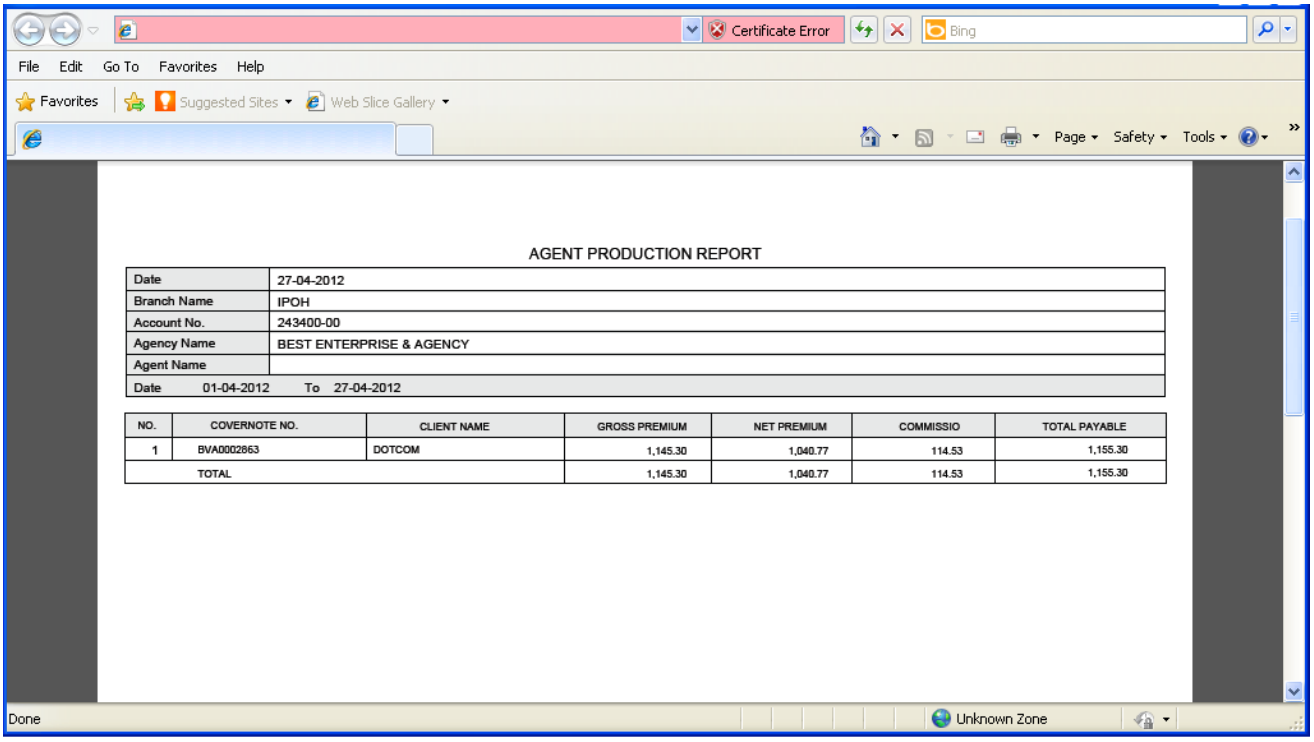
Date	27-04-2012
Branch Name	IPOH
Account No.	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	
Date From 01-04-2012 To 27-04-2012	

CLASS TYPE	NO OF ECN	GROSS PREMIUM	NET PREMIUM	COMMISSION	TOTAL PAYABLE
COMPREHENSIVE	1	1,145.30	1,040.77	114.53	1,155.30
Total	1	1,145.30	1,040.77	114.53	1,155.30

Field	Mandatory (Y/N)	Description
Grid	N	Double clicking a row in the grid (1st screen shot) shows a detailed view (2nd screen shot) in the grid including: Sub Class Type, No. of Cover Notes, Gross Premium, Net Premium, Commission and Total Payable.
Print	N	Prints the Report.
Back	N	Redirects you to the previous page (if applicable).

Grid 3


Certificate Error
Bing
File Edit View Favorites Tools Help
Favorites
Suggested Sites
Web Slice Gallery
Page Safety Tools
SELECT
Branch * IPOH
Agent Code * 243400-00 (BEST ENTERPR
Sub Account Code --PLEASE SELECT--
From Date * 01-04-2012
To Date * 27-04-2012
Search
Cancel
Production
Renewal
CBC Report
Can. Pending Report
Endt. Application
S.No. | Cover Note No. | Client Name | Gross Premium | Net Premium | Commission | Total Payable
1 | BVA0002863 | DOTCOM | 1,145.30 | 1,040.77 | 114.53 | 1,155.30
TOTAL | 1,145.30 | 1,040.77 | 114.53 | 1,155.30
Search:
Print
Back
Done
Local intranet
100%


Certificate Error
Bing
File Edit Go To Favorites Help
Favorites
Suggested Sites
Web Slice Gallery
Page Safety Tools
AGENT PRODUCTION REPORT
Date 27-04-2012
Branch Name IPOH
Account No. 243400-00
Agency Name BEST ENTERPRISE & AGENCY
Agent Name
Date 01-04-2012 To 27-04-2012
NO. | COVERNOTE NO. | CLIENT NAME | GROSS PREMIUM | NET PREMIUM | COMMISSIO | TOTAL PAYABLE
1 | BVA0002863 | DOTCOM | 1,145.30 | 1,040.77 | 114.53 | 1,155.30
TOTAL | 1,145.30 | 1,040.77 | 114.53 | 1,155.30
Done
Unknown Zone

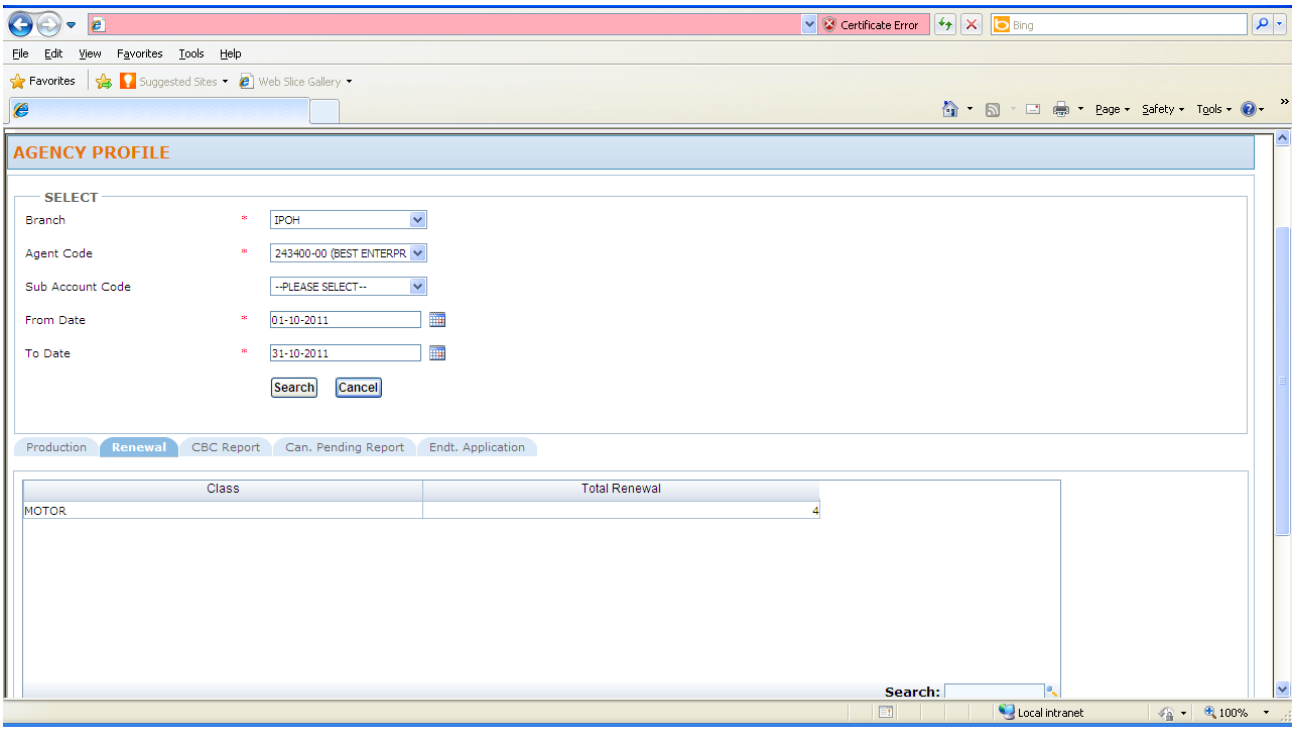
Field	Mandatory (Y/N)	Description
Grid	N	Double clicking a row in the grid (2nd screen shot) shows a detailed view (3rd screen shot) in the grid including: S No., Cover Note No., Client Name, Gross Premium, Net Premium, Commission and Total Payable.
Print	N	Prints the Report.
Back	N	Redirects you to the previous page (if applicable).

Agency Profile: Renewal

To view Renewal details of the Agency.

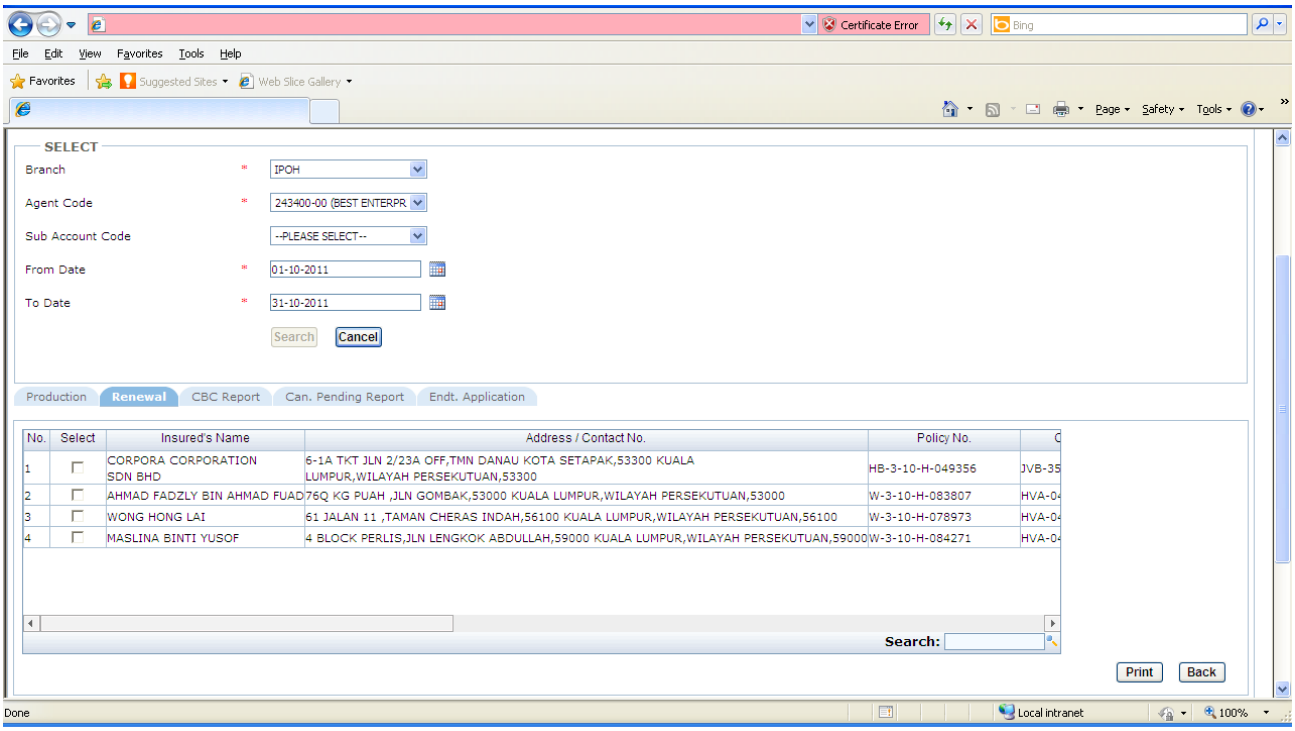
For User Interfaces in Select panel (top panel), please refer Agency Profile (Root Link)

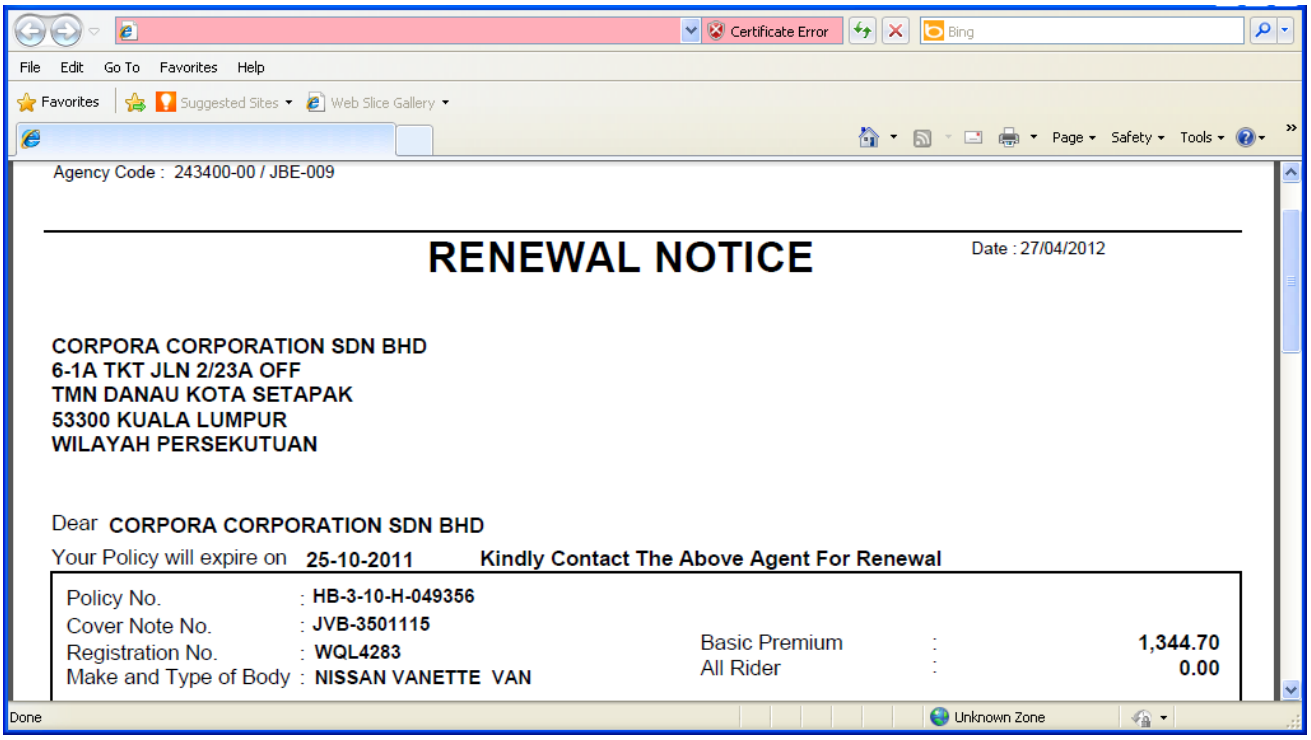
Grid 1:



Field	Mandatory (Y/N)	Description
Grid	N	Displays Renewal details including: Class and Total Renewals.
Print	N	Prints the Report.
Back	N	Redirects you to the previous page (if applicable).

Grid 2


Certificate Error
Bing
File Edit View Favorites Tools Help
Favorites
Suggested Sites
Web Slice Gallery
Page Safety Tools
SELECT
Branch * IPOH
Agent Code * 243400-00 (BEST ENTERPR
Sub Account Code --PLEASE SELECT--
From Date * 01-10-2011
To Date * 31-10-2011
Search
Cancel
Production
Renewal
CBC Report
Can. Pending Report
Endt. Application
No. Select Insured's Name Address / Contact No. Policy No.
1 CORPORA CORPORATION SDN BHD 6-1A TKT JLN 2/23A OFF,TMN DANAU KOTA SETAPAK,53300 KUALA LUMPUR,WILAYAH PERSEKUTUAN,53300 HB-3-10-H-049356 JVB-35
2 AHMAD FADZLY BIN AHMAD FUAD 76Q KG PUAH ,JLN GOMBAK,53000 KUALA LUMPUR,WILAYAH PERSEKUTUAN,53000 W-3-10-H-083807 HVA-04
3 WONG HONG LAI 61 JALAN 11 ,TAMAN CHERAS INDAH,56100 KUALA LUMPUR,WILAYAH PERSEKUTUAN,56100 W-3-10-H-078973 HVA-04
4 MASLINA BINTI YUSOF 4 BLOCK PERLIS,JLN LENGKOK ABDULLAH,59000 KUALA LUMPUR,WILAYAH PERSEKUTUAN,59000 W-3-10-H-084271 HVA-04
Search:
Print
Back
Done
Local intranet
100%


Certificate Error
Bing
File Edit Go To Favorites Help
Favorites
Suggested Sites
Web Slice Gallery
Page Safety Tools
Agency Code : 243400-00 / JBE-009
RENEWAL NOTICE
Date : 27/04/2012
CORPORA CORPORATION SDN BHD
6-1A TKT JLN 2/23A OFF
TMN DANAU KOTA SETAPAK
53300 KUALA LUMPUR
WILAYAH PERSEKUTUAN
Dear CORPORA CORPORATION SDN BHD
Your Policy will expire on 25-10-2011 Kindly Contact The Above Agent For Renewal
Policy No. : HB-3-10-H-049356
Cover Note No. : JVB-3501115
Registration No. : WQL4283
Make and Type of Body : NISSAN VANETTE VAN
Basic Premium : 1,344.70
All Rider : 0.00
Done
Unknown Zone

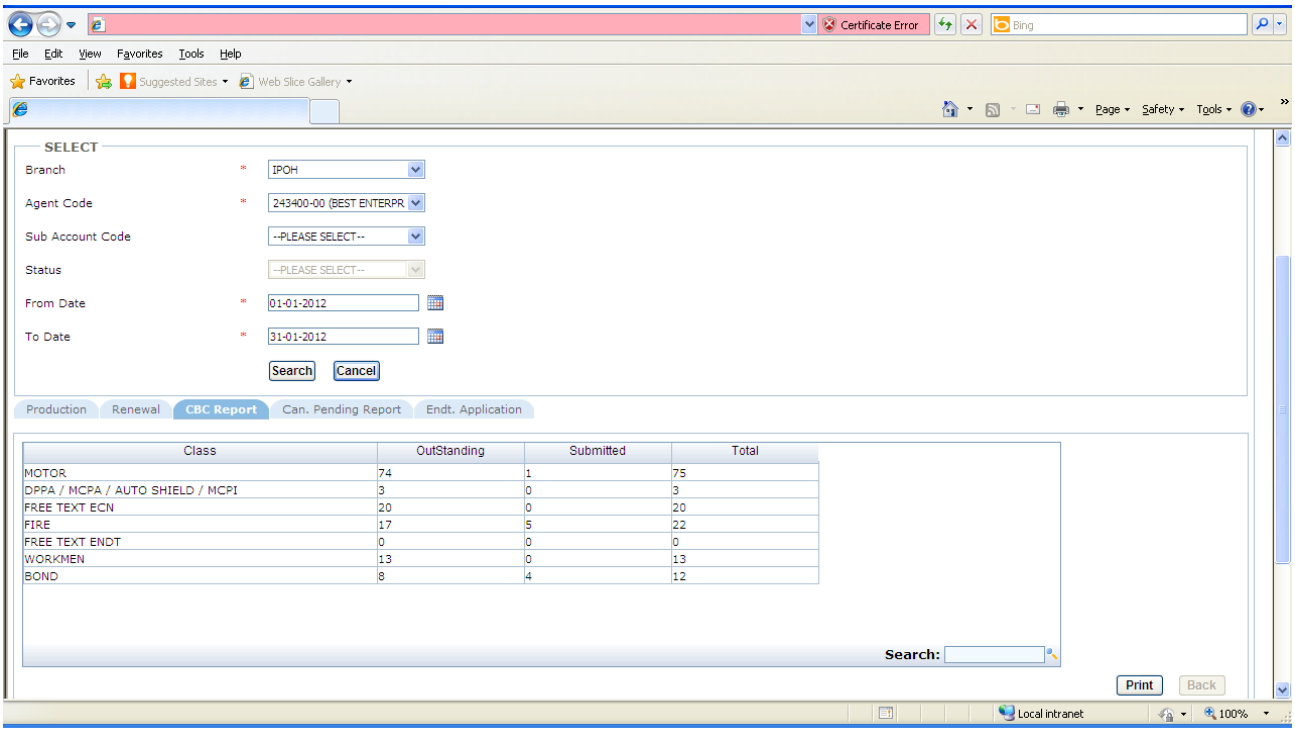
Field	Mandatory (Y/N)	Description
Grid	N	Double clicking a row in the grid (1st screen shot) shows a detailed view in the grid (2nd screen shot) including: No., Select, Insured's Name, Adddress/Contact No., Policy No., Contact No., Vehicle No., Effective Date, Expiry Date, Sum Insured, NCD %, Remark, Black Listed, Claim Type and Refer/Decline Risk.
Print	N	Prints the Report.
Back	N	Redirects you to the previous page (if applicable).

Agency Profile: CBC

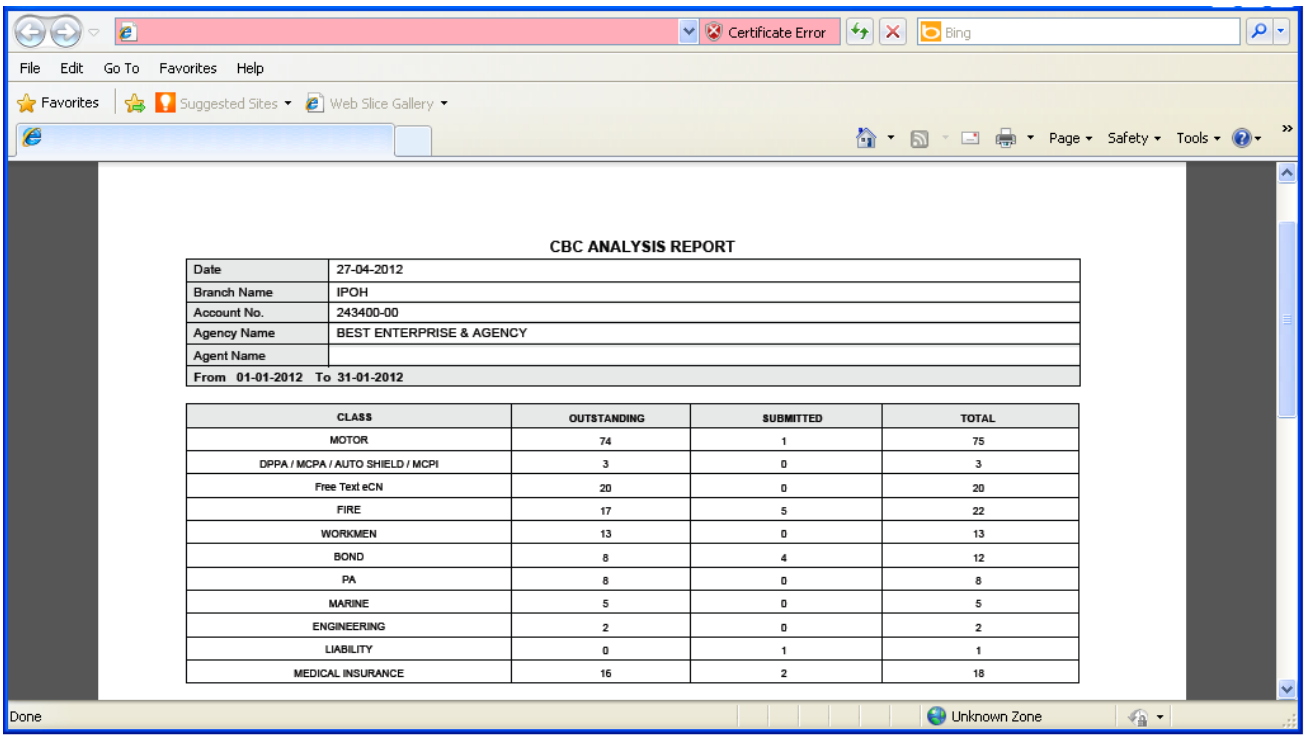
To view CBC details of the Agency.

For User Interfaces in Select panel (top panel), please refer Agency Profile (Root Link)

Grid 1:



Field	Mandatory (Y/N)	Description
Grid	N	Displays CBC Report details including: Class, Outstanding, Submitted and Total.
Print	N	Prints the Report.
Back	N	Redirects you to the previous page (if applicable).

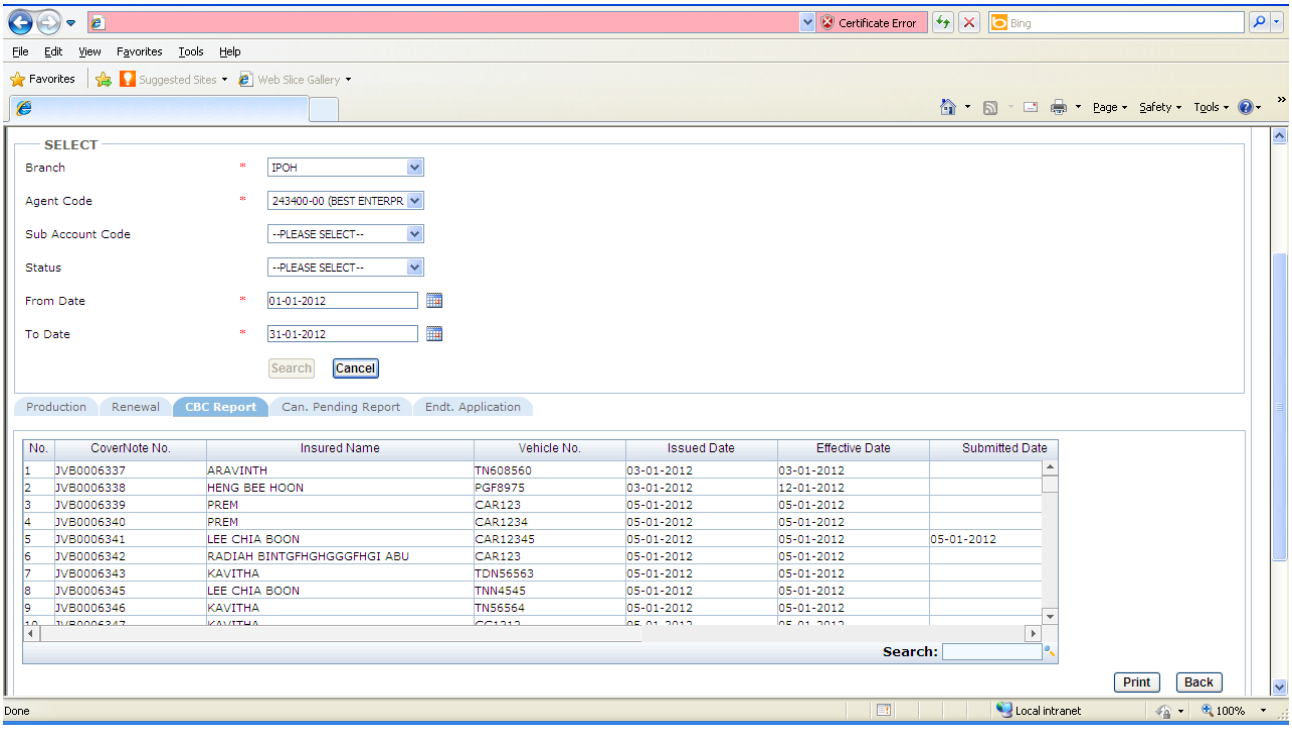


CBC ANALYSIS REPORT

Date	27-04-2012
Branch Name	IPOH
Account No.	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	
From 01-01-2012 To 31-01-2012	

CLASS	OUTSTANDING	SUBMITTED	TOTAL
MOTOR	74	1	75
DPPA / MCPA / AUTO SHIELD / MCPI	3	0	3
Free Text eCN	20	0	20
FIRE	17	5	22
WORKMEN	13	0	13
BOND	8	4	12
PA	8	0	8
MARINE	5	0	5
ENGINEERING	2	0	2
LIABILITY	0	1	1
MEDICAL INSURANCE	16	2	18

Grid 2



SELECT

Branch * IPOH

Agent Code * 243400-00 (BEST ENTERPR

Sub Account Code --PLEASE SELECT--

Status --PLEASE SELECT--

From Date * 01-01-2012

To Date * 31-01-2012

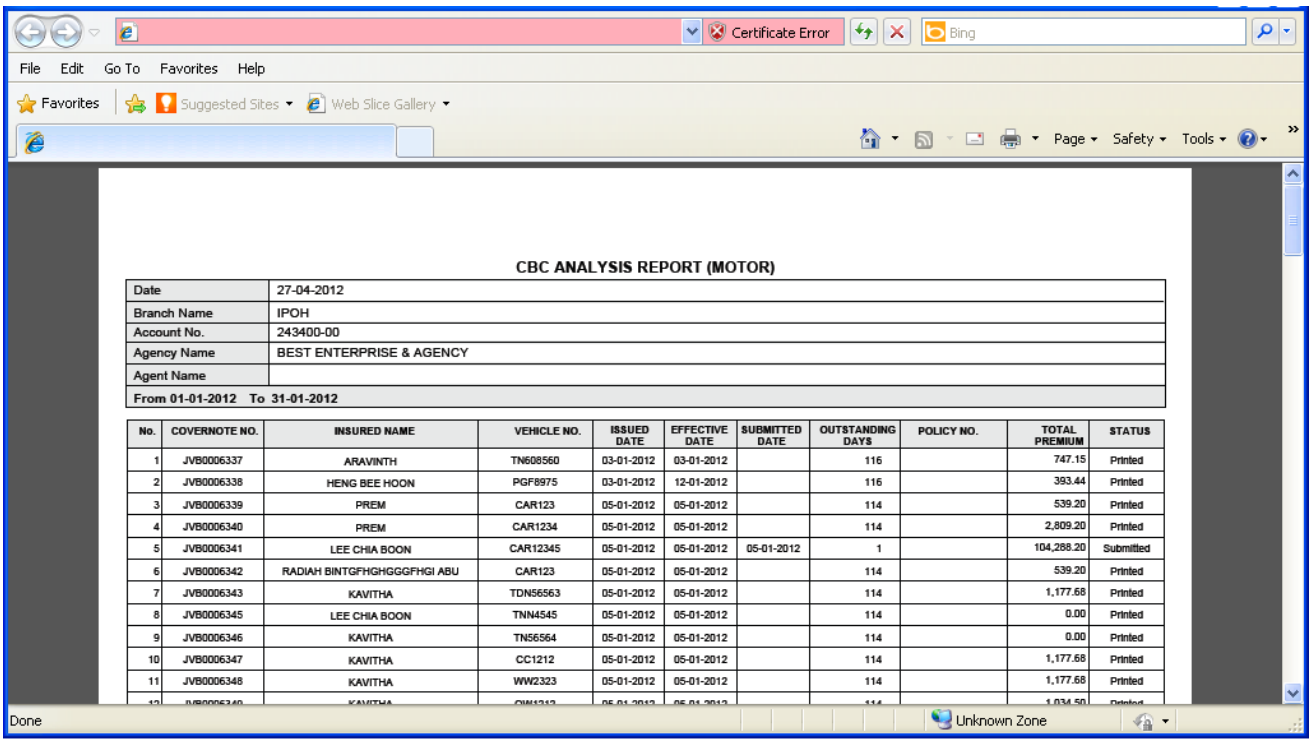
Search Cancel

Production Renewal CBC Report Can. Pending Report Endt. Application

No.	CoverNote No.	Insured Name	Vehicle No.	Issued Date	Effective Date	Submitted Date
1	JVB0006337	ARAVINTH	TN608560	03-01-2012	03-01-2012	
2	JVB0006338	HENG BEE HOON	PGF8975	03-01-2012	12-01-2012	
3	JVB0006339	PREM	CAR123	05-01-2012	05-01-2012	
4	JVB0006340	PREM	CAR1234	05-01-2012	05-01-2012	
5	JVB0006341	LEE CHIA BOON	CAR12345	05-01-2012	05-01-2012	05-01-2012
6	JVB0006342	RADIAH BINTGFHGHGGGFHGI ABU	CAR123	05-01-2012	05-01-2012	
7	JVB0006343	KAVITHA	TDN56563	05-01-2012	05-01-2012	
8	JVB0006345	LEE CHIA BOON	TNN4545	05-01-2012	05-01-2012	
9	JVB0006346	KAVITHA	TN56564	05-01-2012	05-01-2012	

Search:

Print Back



CBC ANALYSIS REPORT (MOTOR)

Date	27-04-2012
Branch Name	IPOH
Account No.	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	
From 01-01-2012 To 31-01-2012	

No.	COVERNOTE NO.	INSURED NAME	VEHICLE NO.	ISSUED DATE	EFFECTIVE DATE	SUBMITTED DATE	OUTSTANDING DAYS	POLICY NO.	TOTAL PREMIUM	STATUS
1	JVB0006337	ARAVINTH	TN608560	03-01-2012	03-01-2012		116		747.15	Printed
2	JVB0006338	HENG BEE HOON	PGF8975	03-01-2012	12-01-2012		116		393.44	Printed
3	JVB0006339	PREM	CAR123	05-01-2012	05-01-2012		114		539.20	Printed
4	JVB0006340	PREM	CAR1234	05-01-2012	05-01-2012		114		2,809.20	Printed
5	JVB0006341	LEE CHIA BOON	CAR12345	05-01-2012	05-01-2012	05-01-2012	1		104,288.20	Submitted
6	JVB0006342	RADIAH BINTGFHGHGGGFHGI ABU	CAR123	05-01-2012	05-01-2012		114		539.20	Printed
7	JVB0006343	KAVITHA	TDN56563	05-01-2012	05-01-2012		114		1,177.68	Printed
8	JVB0006345	LEE CHIA BOON	TNN4545	05-01-2012	05-01-2012		114		0.00	Printed
9	JVB0006346	KAVITHA	TN56564	05-01-2012	05-01-2012		114		0.00	Printed
10	JVB0006347	KAVITHA	CC1212	05-01-2012	05-01-2012		114		1,177.68	Printed
11	JVB0006348	KAVITHA	WW2323	05-01-2012	05-01-2012		114		1,177.68	Printed

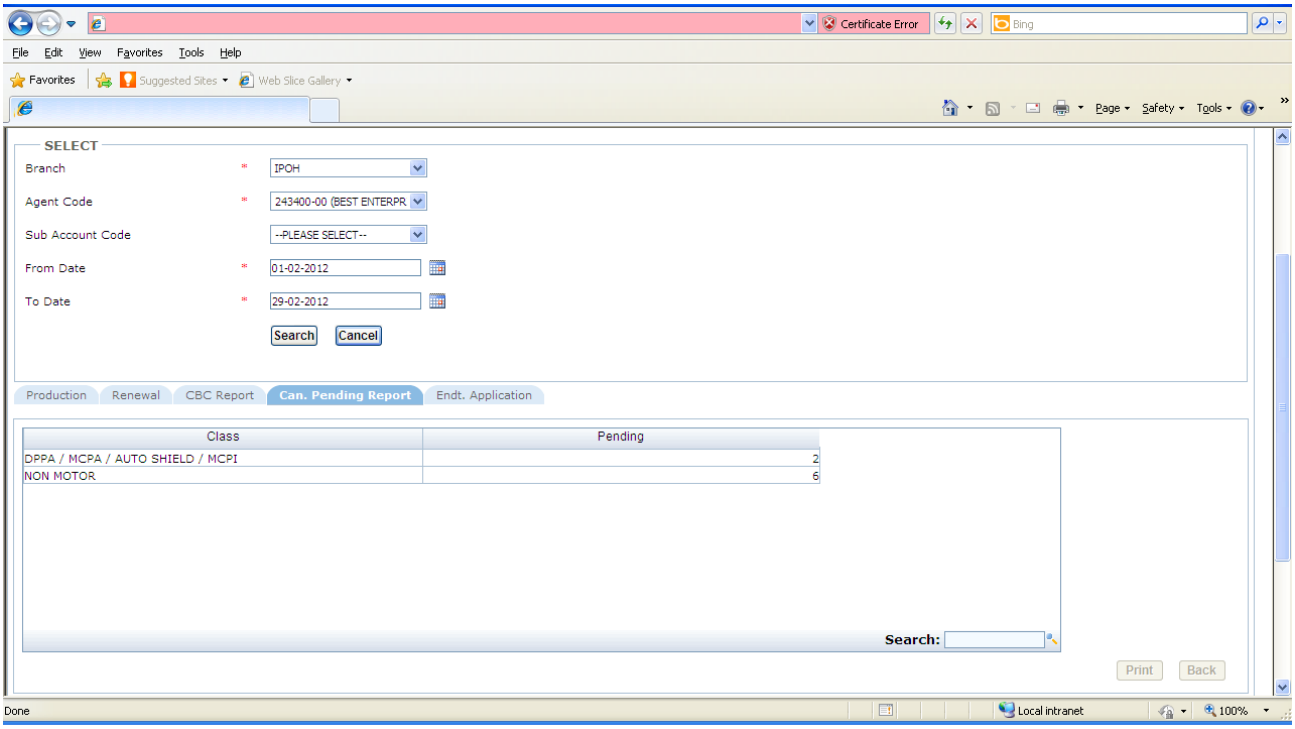
Field	Mandatory (Y/N)	Description
Grid	N	Double clicking a row in the grid (1st screen shot) shows a detailed view in the grid (2nd screen shot) including: No., Cover Note No., Insured Name, Vehicle No., Issued Date, Effective Date, Submitted Date, Outstanding Days, Policy No., Total Premium and Status.
Print	N	Prints the Report.
Back	N	Redirects you to the previous page (if applicable).

Agency Profile: Can Pending Report

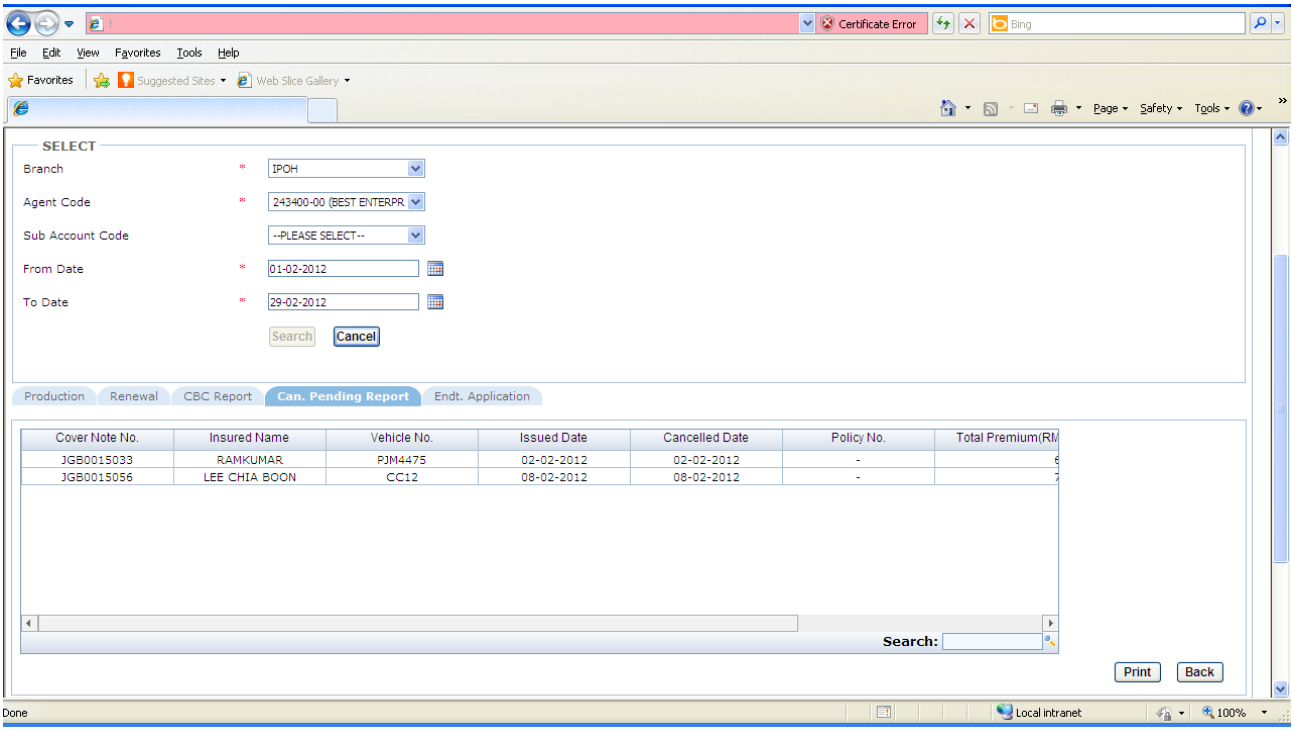
To view Cancel Pending Report details of the Agency.

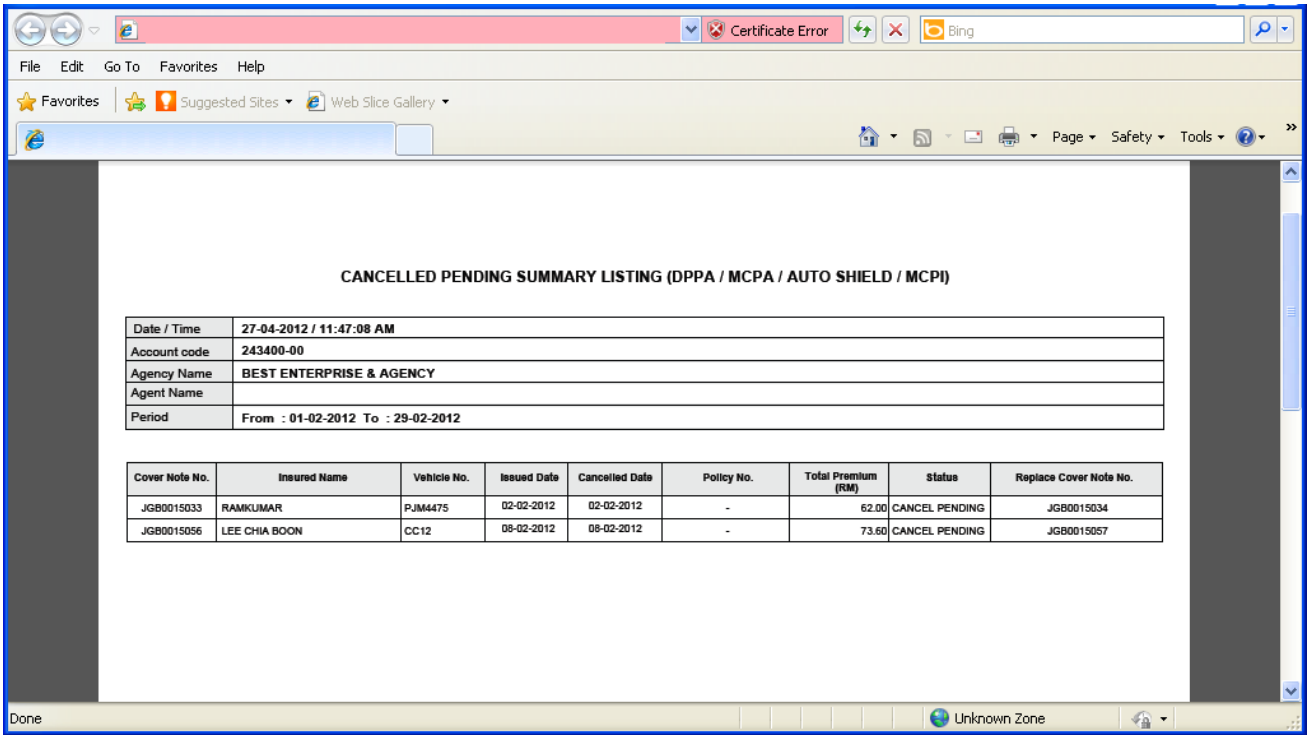
For User Interfaces in Select panel (top panel), please refer Agency Profile (Root Link)

Grid 1:



Field	Mandatory (Y/N)	Description
Grid	N	Displays Cancel Pending Report details including: Class and Pending.
Print	N	Prints the Report.
Back	N	Redirects you to the previous page (if applicable).





CANCELLED PENDING SUMMARY LISTING (DPPA / MCPA / AUTO SHIELD / MCPI)

Date / Time	27-04-2012 / 11:47:08 AM
Account code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	
Period	From : 01-02-2012 To : 29-02-2012

Cover Note No.	Insured Name	Vehicle No.	Issued Date	Cancelled Date	Policy No.	Total Premium (RM)	Status	Replace Cover Note No.
JGB0015033	RAMKUMAR	PJM4475	02-02-2012	02-02-2012	-	62.00	CANCEL PENDING	JGB0015034
JGB0015056	LEE CHIA BOON	CC12	08-02-2012	08-02-2012	-	73.60	CANCEL PENDING	JGB0015057

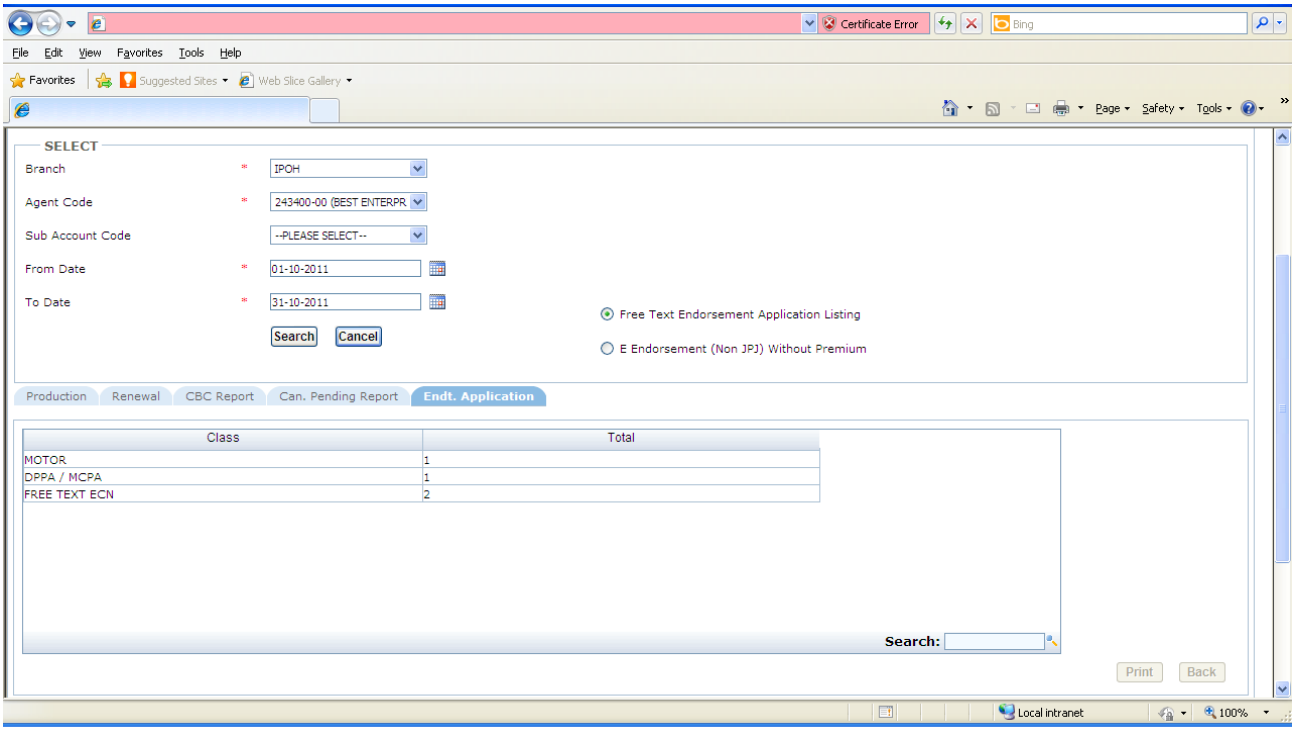
Field	Mandatory (Y/N)	Description
Grid	N	Double clicking a row in the grid (1st screen shot) shows a detailed view in the grid (2nd screen shot) including: Cover Note No., Insured Name, Vehicle No., Issued Date, Cancelled Date, Policy No., Total Premium, Status and Replace Cover Note No.
Print	N	Prints the Report.
Back	N	Redirects you to the previous page (if applicable).

Agency Profile: Endt Application

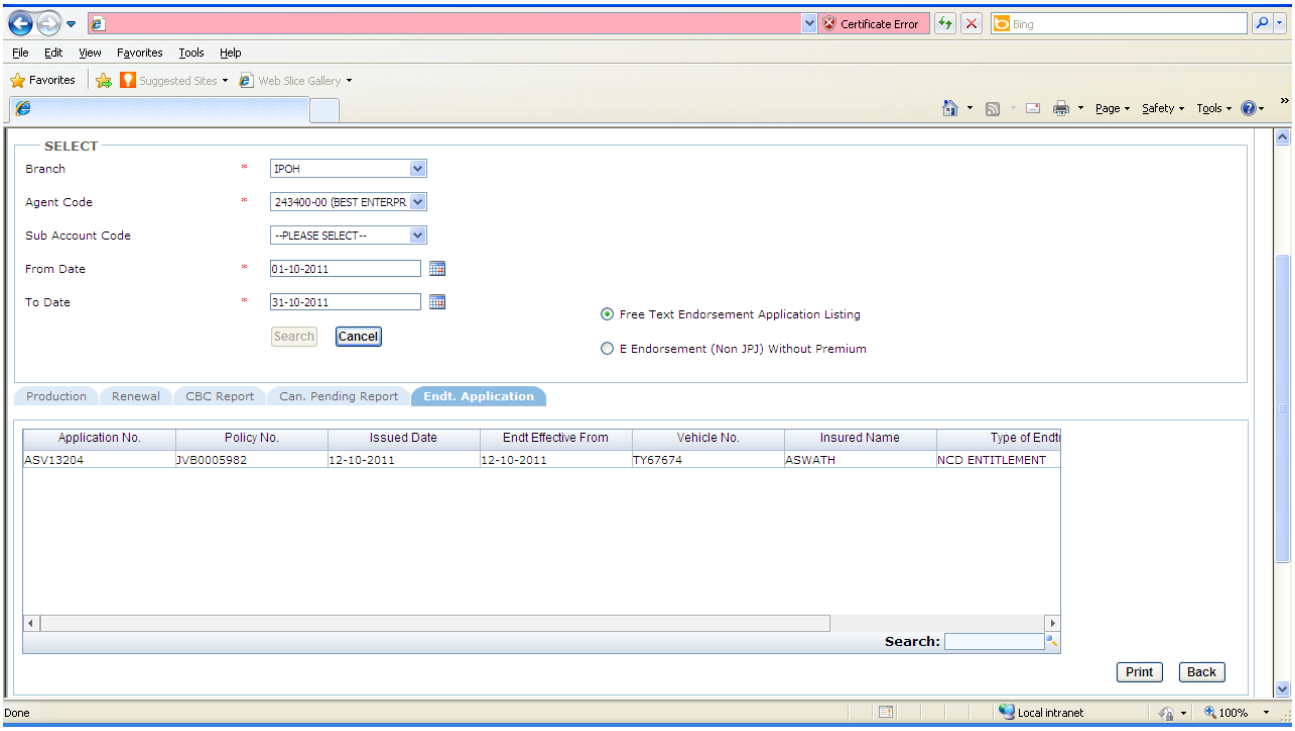
To view Endorsement Application details of the Agency.

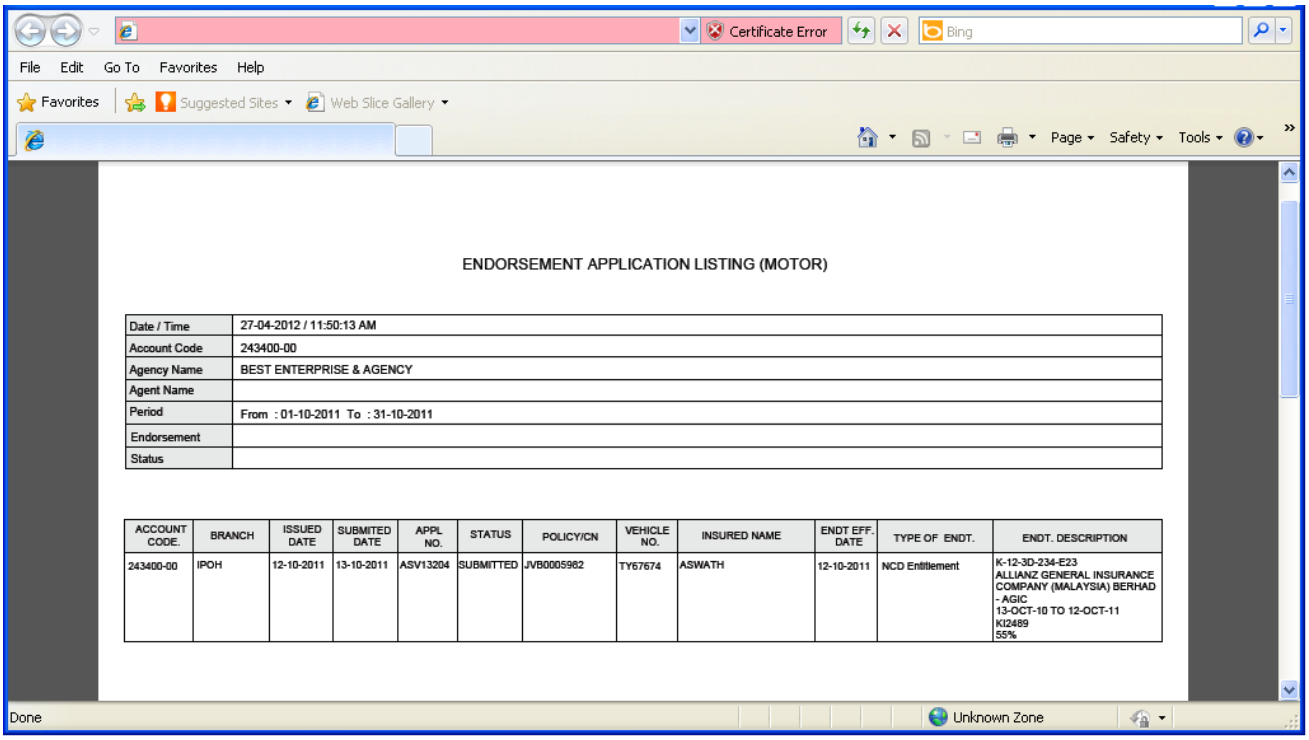
For User Interfaces in Select panel (top panel), please refer Agency Profile (Root Link)

Grid 1:



Field	Mandatory (Y/N)	Description
Radio Buttons	N	Select 'Free Text Endorsement Application Listing' or 'E Endorsement (Non JPJ) Without Premium'. ('Free Text Endorsement Application Listing' remains selected by default).
Grid	N	Displays Cancel Pending Report details including: Class and Total.
Print	N	Prints the Report (but remains disabled).
Back	N	Redirects you to the previous page (but remains disabled).





ENDORSEMENT APPLICATION LISTING (MOTOR)

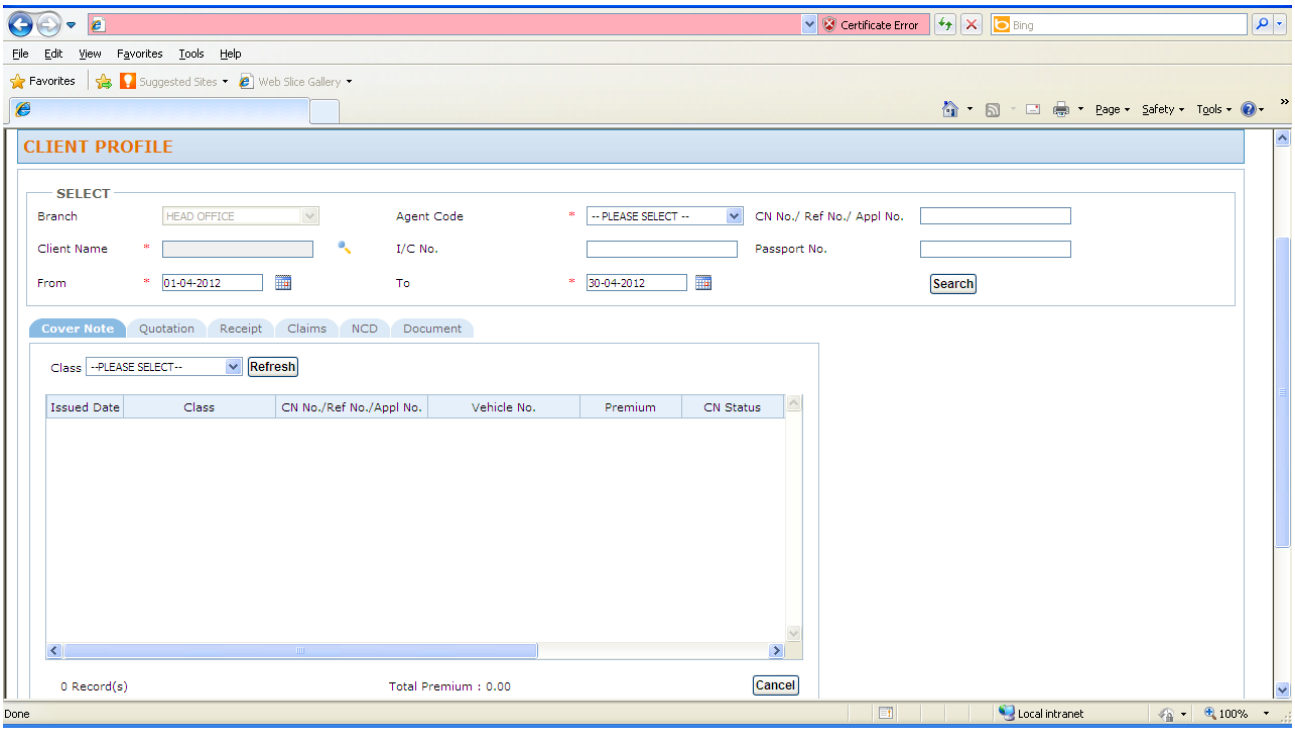
Date / Time	27-04-2012 / 11:50:13 AM
Account Code	243400-00
Agency Name	BEST ENTERPRISE & AGENCY
Agent Name	
Period	From : 01-10-2011 To : 31-10-2011
Endorsement	
Status	

ACCOUNT CODE.	BRANCH	ISSUED DATE	SUBMITED DATE	APPL NO.	STATUS	POLICY/CN	VEHICLE NO.	INSURED NAME	ENDT EFF. DATE	TYPE OF ENDT.	ENDT. DESCRIPTION
243400-00	IPOH	12-10-2011	13-10-2011	ASV13204	SUBMITTED	JVB0005982	TY67674	ASWATH	12-10-2011	NCD Entitlement	K-12-3D-234-E23 ALLIANZ GENERAL INSURANCE COMPANY (MALAYSIA) BERHAD - AGIC 13-OCT-10 TO 12-OCT-11 KI2489 55%

Field	Mandatory (Y/N)	Description
Grid	N	Double clicking a row in the grid (1st screen shot) shows a detailed view in the grid (2nd screen shot) including: Application No., Policy No., Issued Date, Endt Effective Date, Vehicle No., Insured Name, Type of Endt (Cancel/NCD) and Status.
Print	N	Prints the Report (but remains disabled).
Back	N	Redirects you to the previous page (but remains disabled).

1.10.3 Client Profile

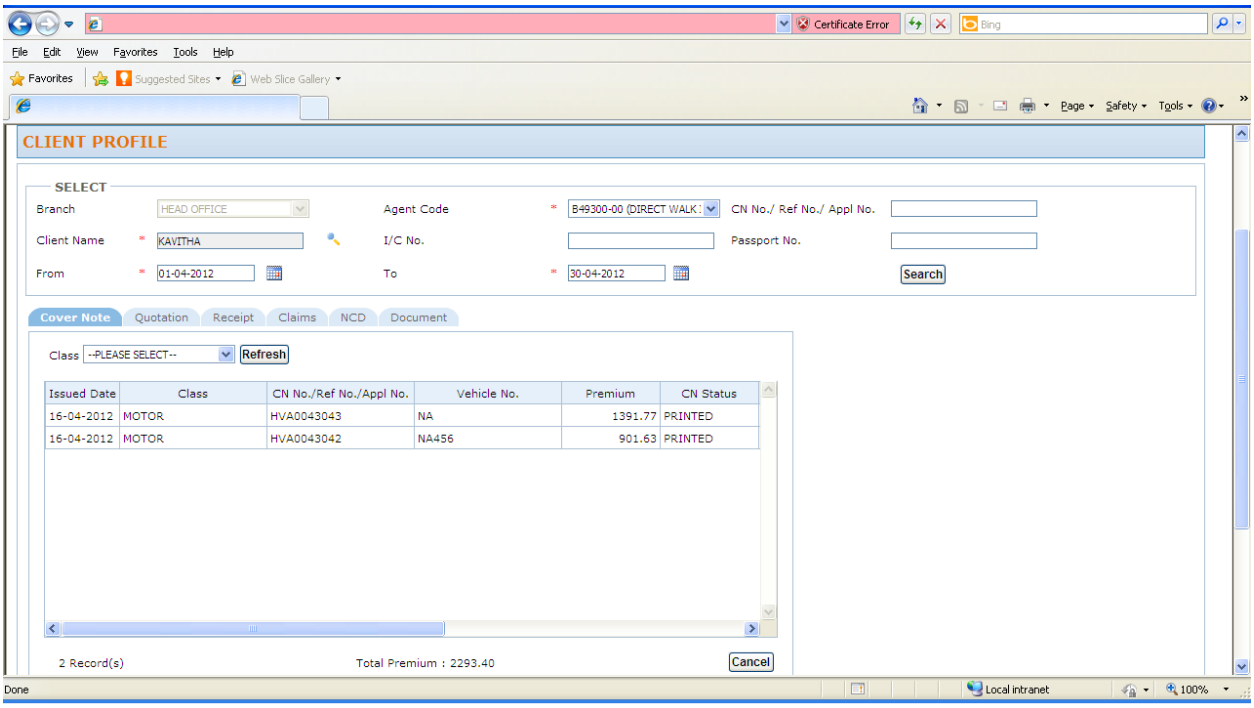
To view various details of Client.



Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch.
Agent Code	Y	Displays the Agent Code.
CN No. / Ref No. /Appl No.	N	Enter the Cover note Number or Reference No you wants to search.
Client Name	N	Click search button, to invoke the search window and double click the selected record, to populate the Client's name.
From	N	Enter the From date.
To	N	Enter the To date.
Search	N	Displays records in the grid matching the specified criteria.
Cancel	N	Closes the page.

Client Profile: Cover Note

To explore Client's Cover Note details.

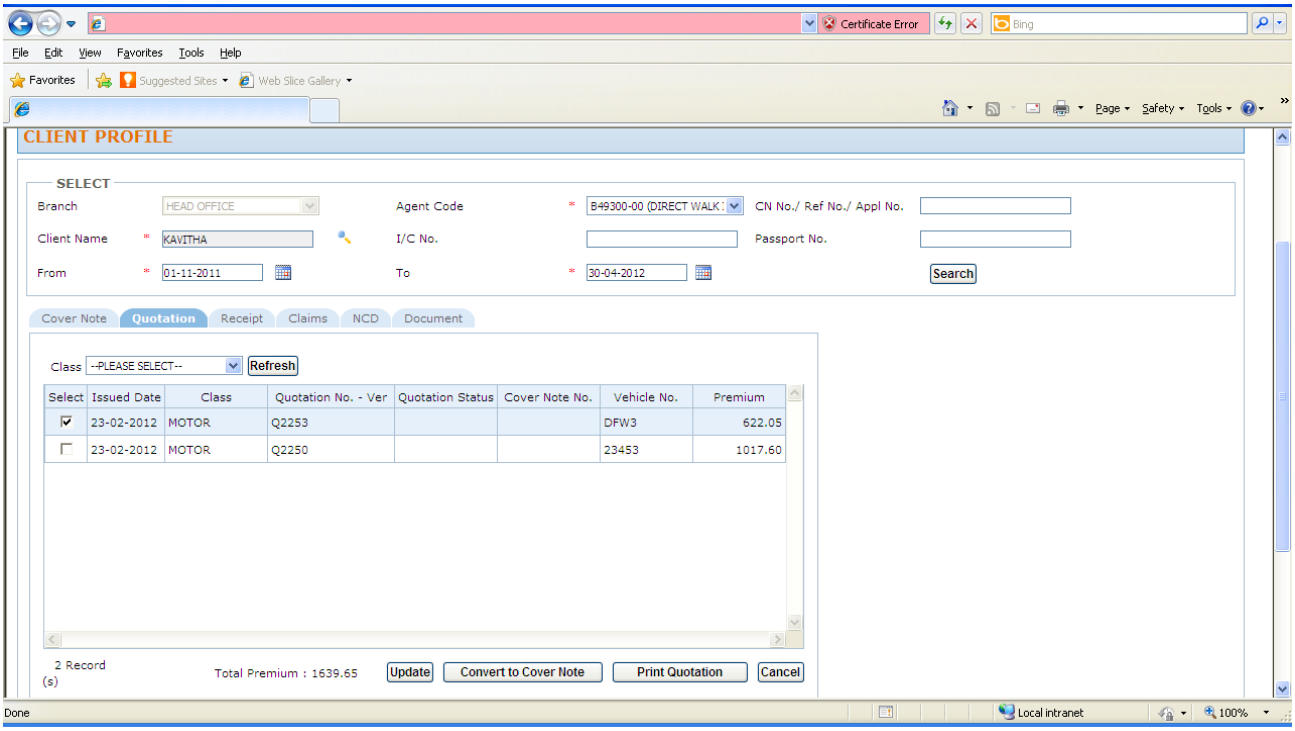


Field	Mandatory (Y/N)	Description
Class	N	Select the Class form the drop down list.
Refresh	N	Refreshes the Grid with the search criteria entered.
Show Saved Cover Notes Only	N	Select this check box when you want to view Saved cover notes only instead of all cover notes.
Grid	N	Displays Cover note details including: Issued Date, Class, CN No./Ref No./Appl No., Vehicle No., Premium, CN Status, JPJ Status, Cover Note Type and Policy No. Double clicking a row pops up an Edit options window with one or more of the below options. The options displayed are based on the cover note status, class and type. • Motor to Dppa • Motor to Auto Shield • Cancel and Replace Cover note • Cancel Cover note without Replacement • Amend Open Dated Cover note • Update Interchange Vehicle No • Refer Risk • View and Update Jpj Details • Update Cover note

		• Print Cover note Clicking Ok button in the Edit Options window loads appropriate forms for further processing.
Cancel	N	Closes the page.

Client Profile: Quotation

To explore Client's Quotation details.

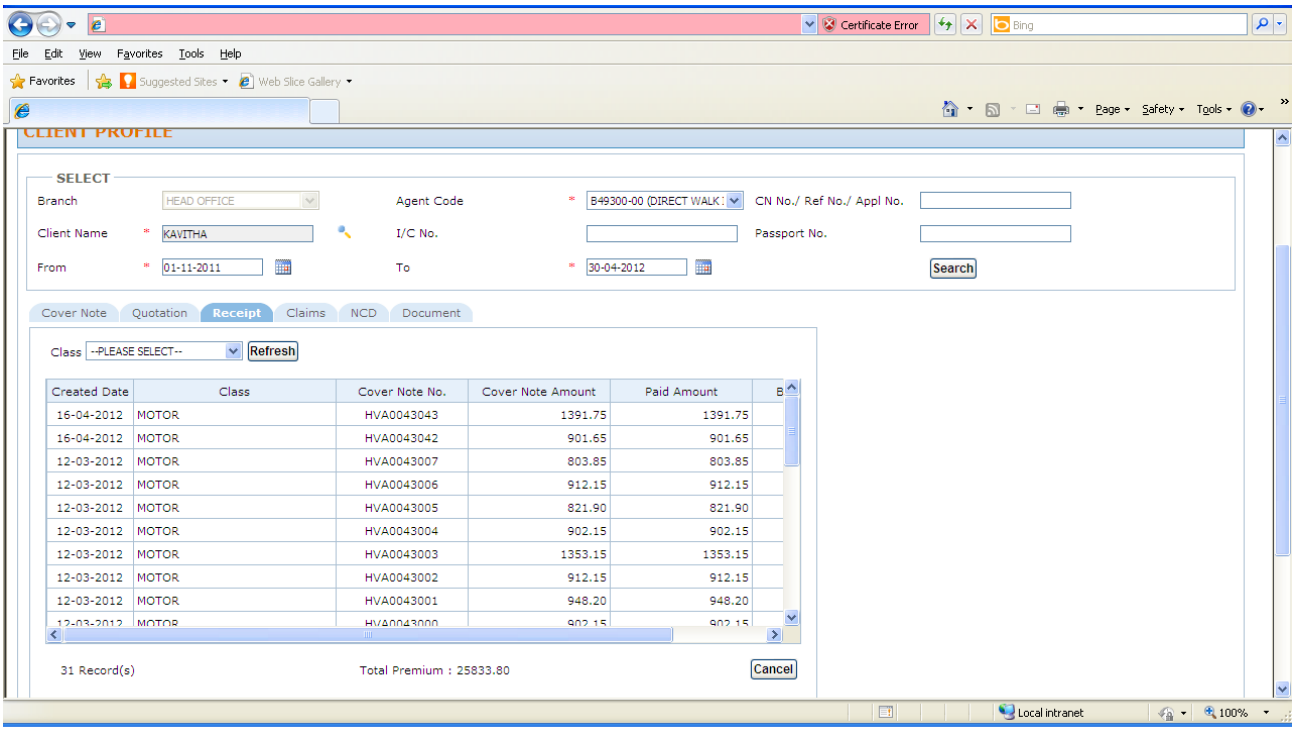


Field	Mandatory (Y/N)	Description
Class	N	Select the Class form the drop down list.
Refresh	N	Refreshes the Grid with the search criteria entered.
Grid	N	Displays Quotation details including: Select, Issued Date, Class, Quotation No. - Ver, Quotation Status, Cover Note No., Vehicle No. and Premium.
Update	N	Loads the quotation form to update the Quotation details
Convert to Cover Note	N	Loads the corresponding New Business form for the selected row, to Convert the Quotation to Cover Note.
Print Quotation	N	Prints the Quotation.
Cancel	N	Closes the page.

Client Profile: Receipt

To explore Client's Receipt details.

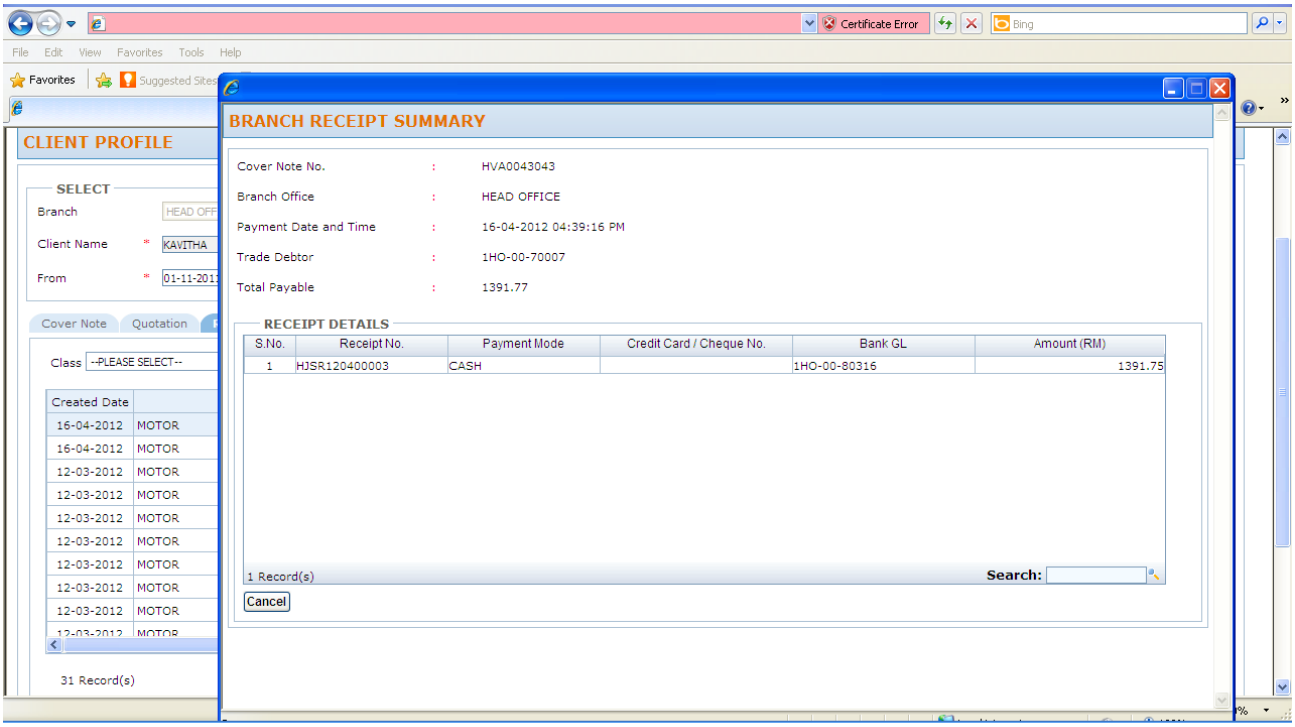
Screen 1



Field	Mandatory (Y/N)	Description
Class	N	Select the Class form the drop down list.
Refresh	N	Refreshes the Grid with the search criteria entered.
Grid	N	Displays Receipt details including: Created Date, Class, Cover Note No., Cover Note Amount, Paid Amount and Balance. Double clicking a row pops up a Receipt Summary window as in the below screen shots.
Cancel	N	Closes the page.

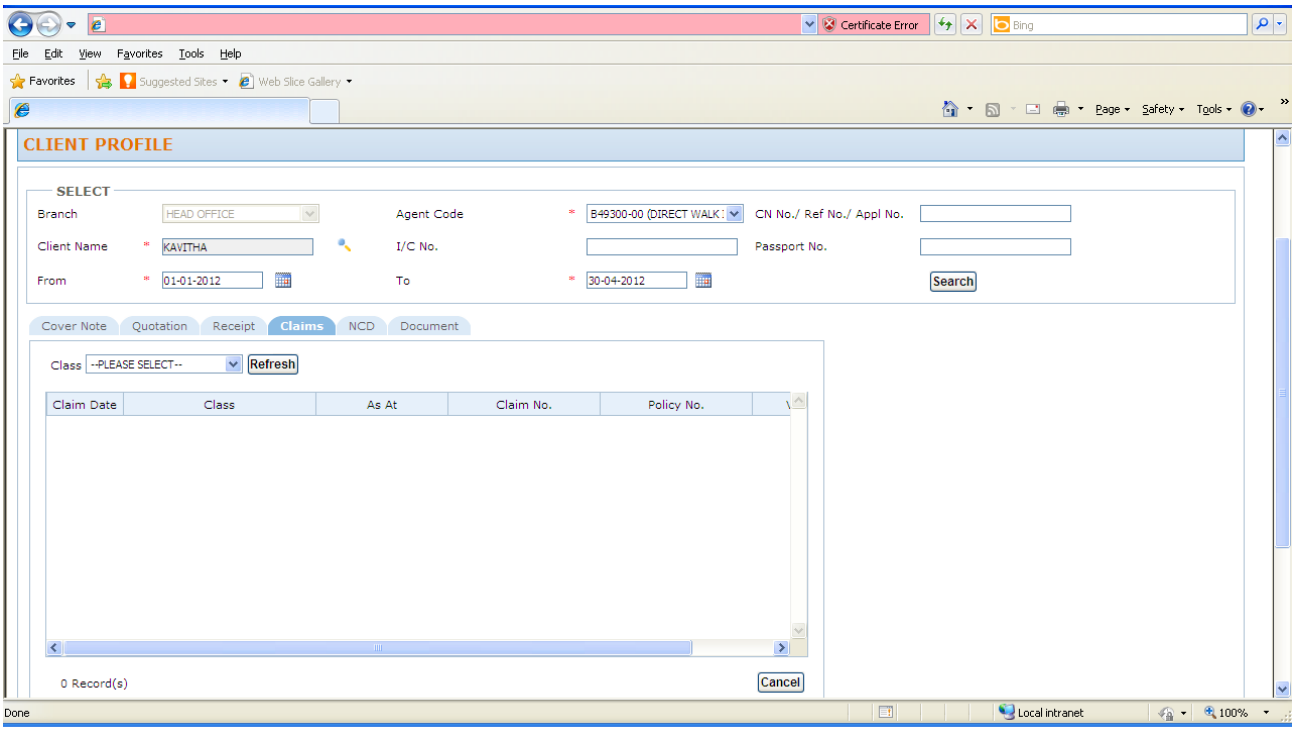
Screen 2 – Displayed when a row in the grid is double clicked in Screen 1.

Displays the complete receipt details of that particular cover note.



Client Profile: Claims

To explore Client's Receipt details.

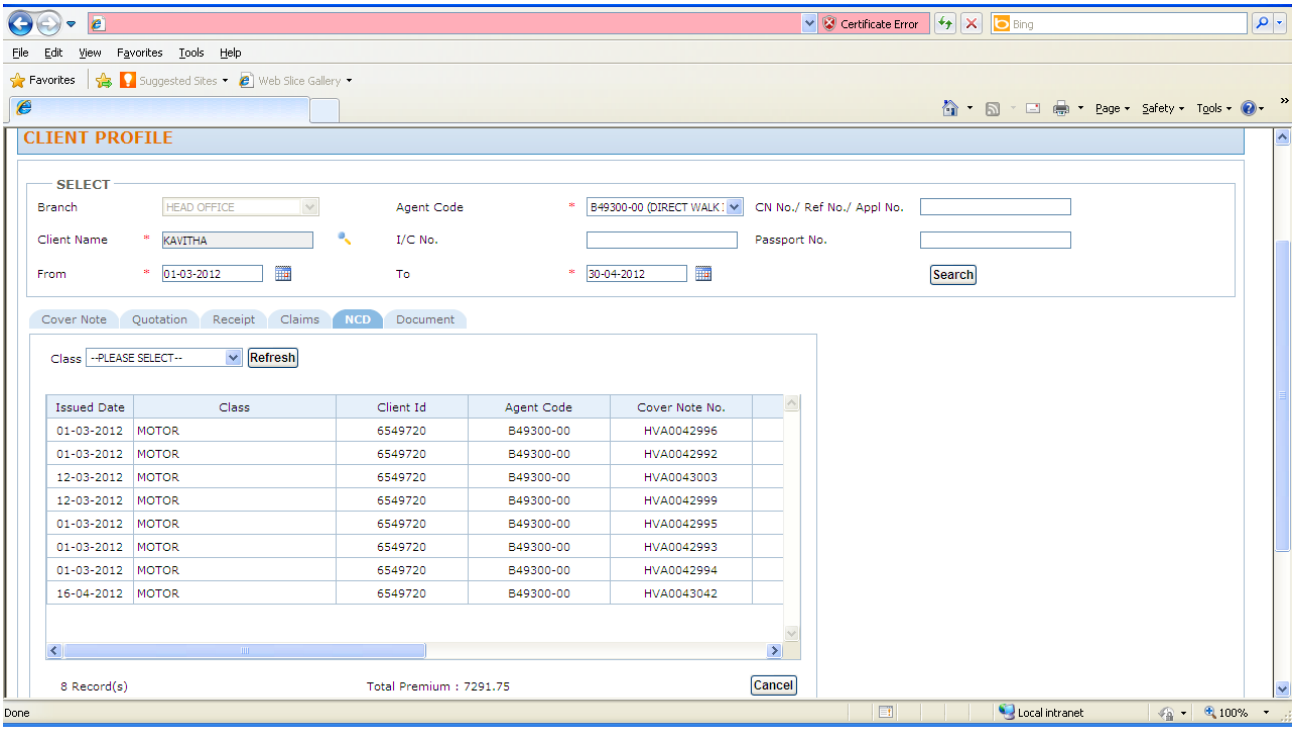


Field	Mandatory (Y/N)	Description
Class	N	Select the Class form the drop down list.
Refresh	N	Refreshes the Grid with the search criteria entered.
Grid	N	Displays Claims details including: Claim Date, Class, As At, Claim No., Policy No. and Vehicle No.
Cancel	N	Closes the page.

Client Profile: NCD

To explore Client's NCD details.

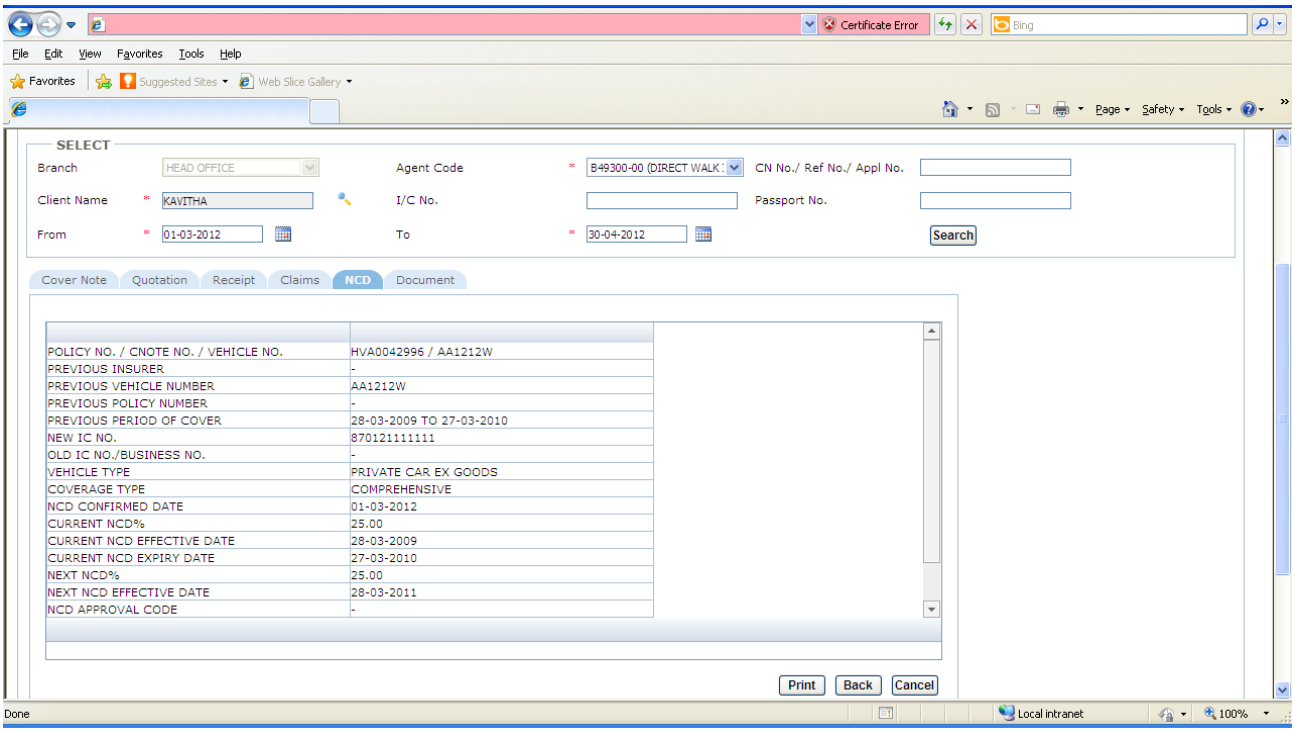
Grid 1

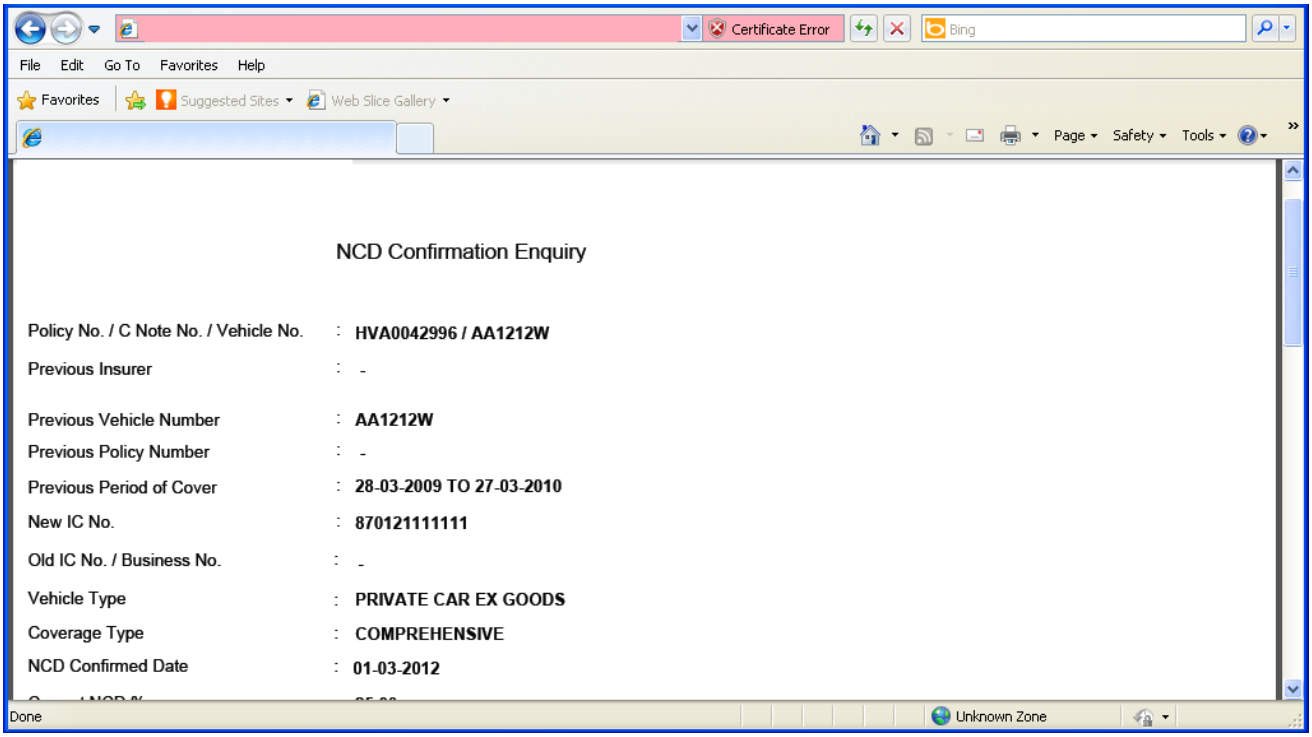


Field	Mandatory (Y/N)	Description
Class	N	Select the Class form the drop down list.
Refresh	N	Refreshes the Grid with the search criteria entered.
Grid	N	Displays NCD details including: Issued Date, Class, Client Id, Agent Code, Cover Note No., Vehicle No., Premium, C/N Status, NCD Status, NCD Type
Cancel	N	Closes the page.

Grid 2 – Displays on double clicking a row in the Grid 1

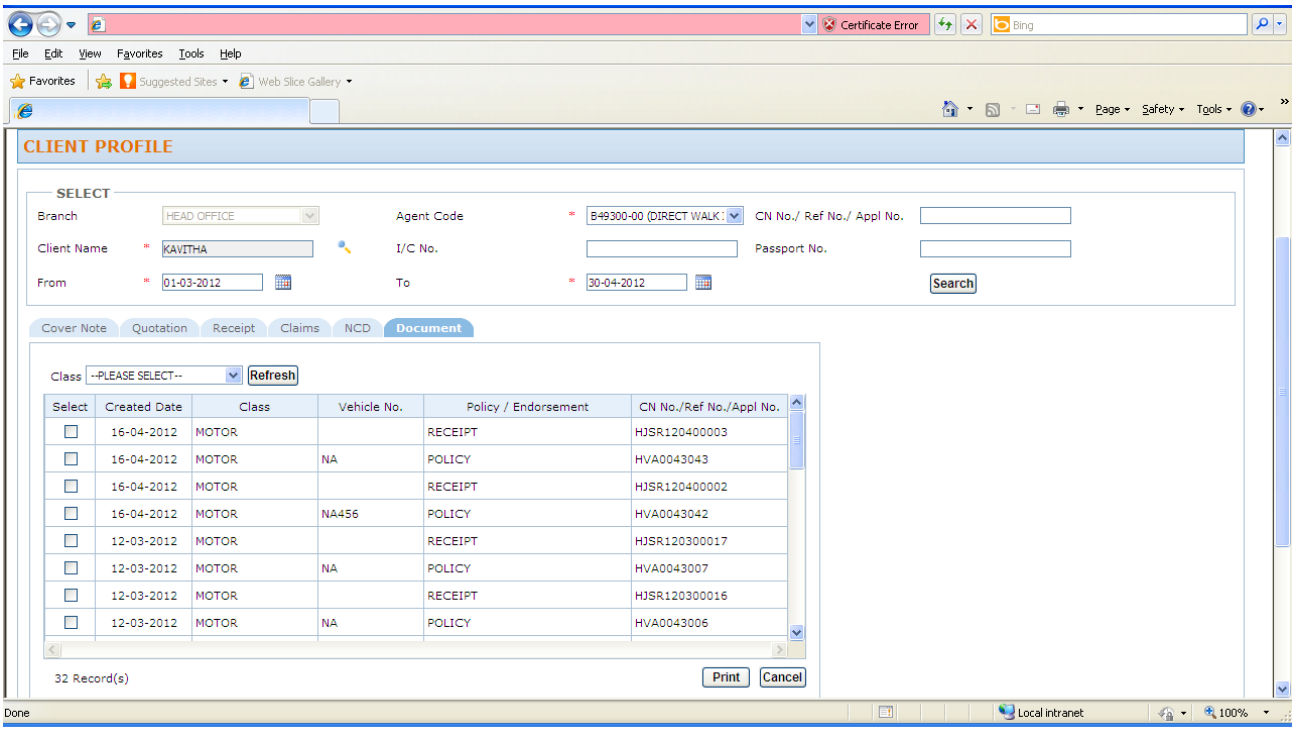
Displays the complete NCD details of the Cover Note.





Client Profile: Document

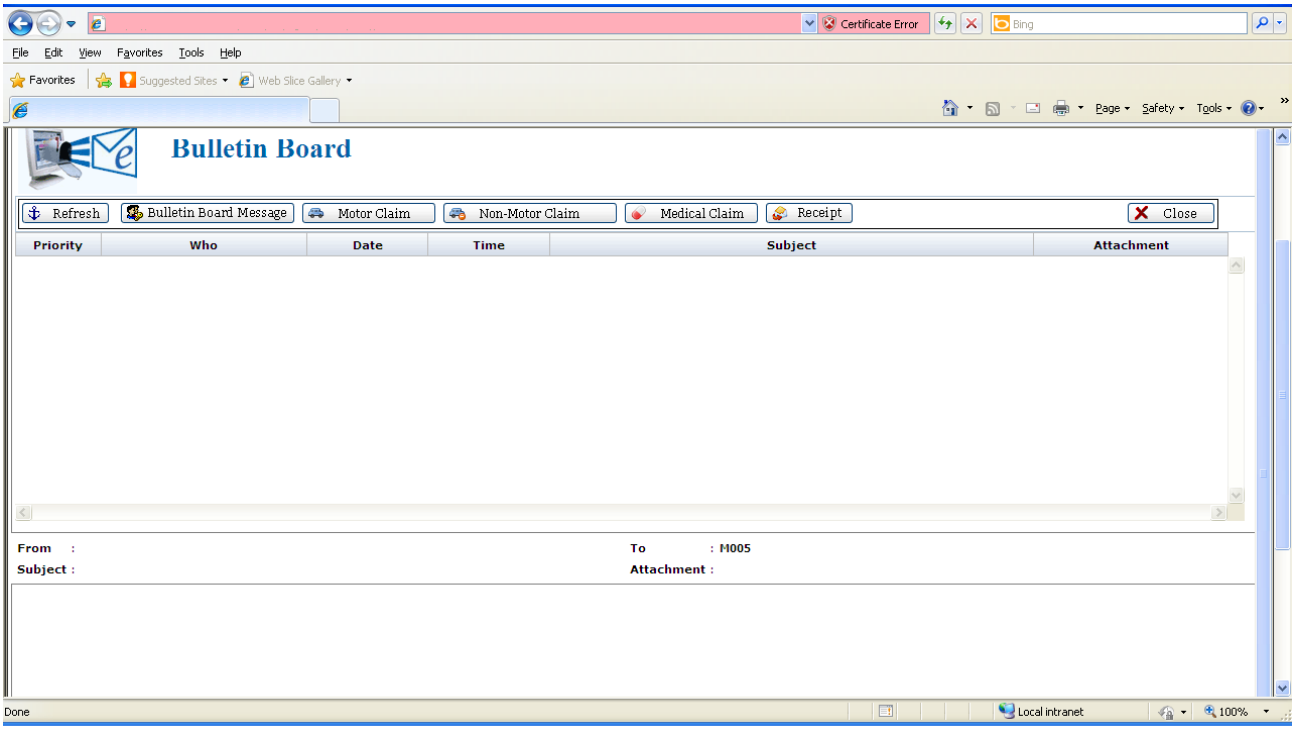
To explore Client's Document details.



Field	Mandatory (Y/N)	Description
Class	N	Select the Class form the drop down list.
Refresh	N	Refreshes the Grid with the search criteria entered.
Grid	N	Displays Document details including: Created Date, Class, Vehicle No., Policy/Endorsement and CN No./Ref No./Appl No.
Cancel	N	Closes the page.

1.10.4. Bulletin Board

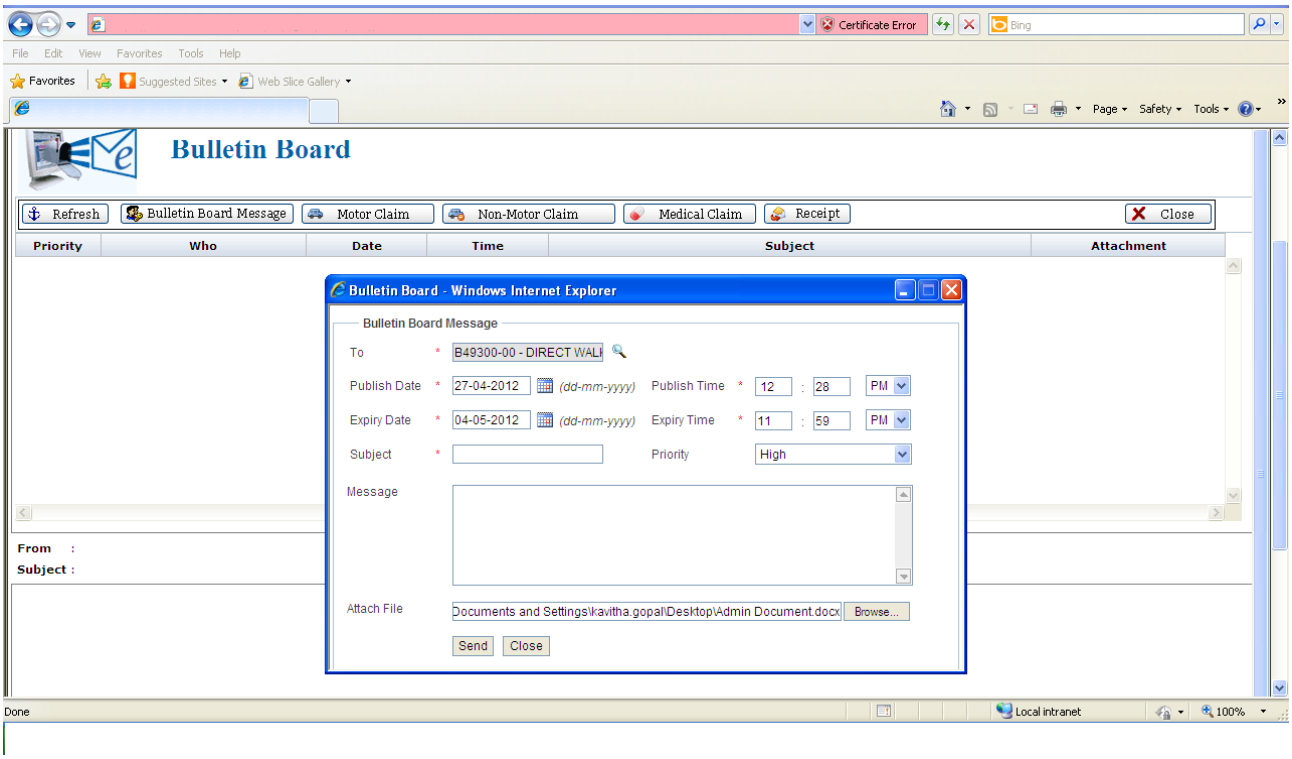
To view the messages to you from Nsure and to e-mail Help Desk at concerned branch.



Field	Mandatory (Y/N)	Description
Refresh	N	Refreshes Bulletin Board.
Bulletin Board Messages	N	Refreshes the Grid with the search criteria entered.
Motor Claim	N	Displays Quotation details including: Select, Issued Date, Class, Quotation No. - Ver, Quotation Status, Cover Note No., Vehicle No. and Premium.
Non Motor Claim	N	Loads the quotation form to update the Quotation details
Medical Claim	N	Loads the corresponding New Business form for the selected row, to Convert the Quotation to Cover Note.
Receipt	N	Prints the Quotation.
Close	N	Closes the page.
From	N	Displays the sender of the message.
To	N	Displays the receiver of the message (you/your agency name).
Subject	N	Displays the Subject.
Attachment	N	Displays attachment, if any.
Body of Message	N	Displays the content of the message.

Bulletin Board: Bulletin Board Message

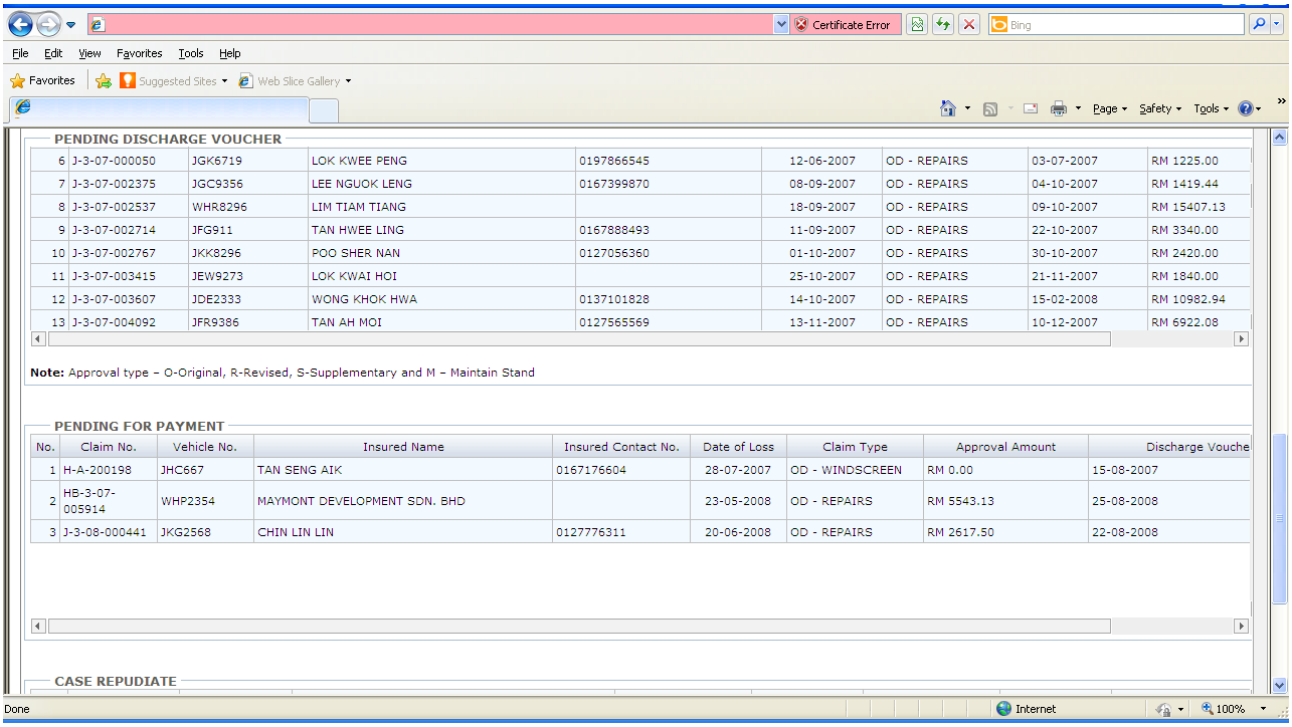
To send bulletin board message to a user



Field	Mandatory (Y/N)	Description
To	Y	Select a staff user from the search.
Publish Date	Y	Select the date on which the message should be published on the user's bulletin board.
Publish Time	Y	Select the time on which the message should be published on the user's bulletin board.
Expiry Date	Y	Select the date up to which the message should be displayed on the user's bulletin board.
Expiry Time	Y	Select the time up to which the message should be displayed on the user's bulletin board.
Subject	Y	Enter the subject of the message
Priority	N	Chose the priority from the drop down list
Message	N	Enter the message to be displayed
Attach File	N	Attach a file to the message by clicking the browse button.
Send	N	Sends the message to be published
Close	N	Closes the page

Bulletin Board: Motor Claim - Claim Notification

Displays the claim notification details and pending approval details of motor claim.



PENDING DISCHARGE VOUCHER

6	J-3-07-000050	JGK6719	LOK KWEE PENG	0197866545	12-06-2007	OD - REPAIRS	03-07-2007	RM 1225.00
7	J-3-07-002375	JGC9356	LEE NGUOK LENG	0167399870	08-09-2007	OD - REPAIRS	04-10-2007	RM 1419.44
8	J-3-07-002537	WHR8296	LIM TIAM TIANG		18-09-2007	OD - REPAIRS	09-10-2007	RM 15407.13
9	J-3-07-002714	JFG911	TAN HWEE LING	0167888493	11-09-2007	OD - REPAIRS	22-10-2007	RM 3340.00
10	J-3-07-002767	JKK8296	POO SHER NAN	0127056360	01-10-2007	OD - REPAIRS	30-10-2007	RM 2420.00
11	J-3-07-003415	JEW9273	LOK KWAI HOI		25-10-2007	OD - REPAIRS	21-11-2007	RM 1840.00
12	J-3-07-003607	JDE2333	WONG KHOK HWA	0137101828	14-10-2007	OD - REPAIRS	15-02-2008	RM 10982.94
13	J-3-07-004092	JFR9386	TAN AH MOI	0127565569	13-11-2007	OD - REPAIRS	10-12-2007	RM 6922.08

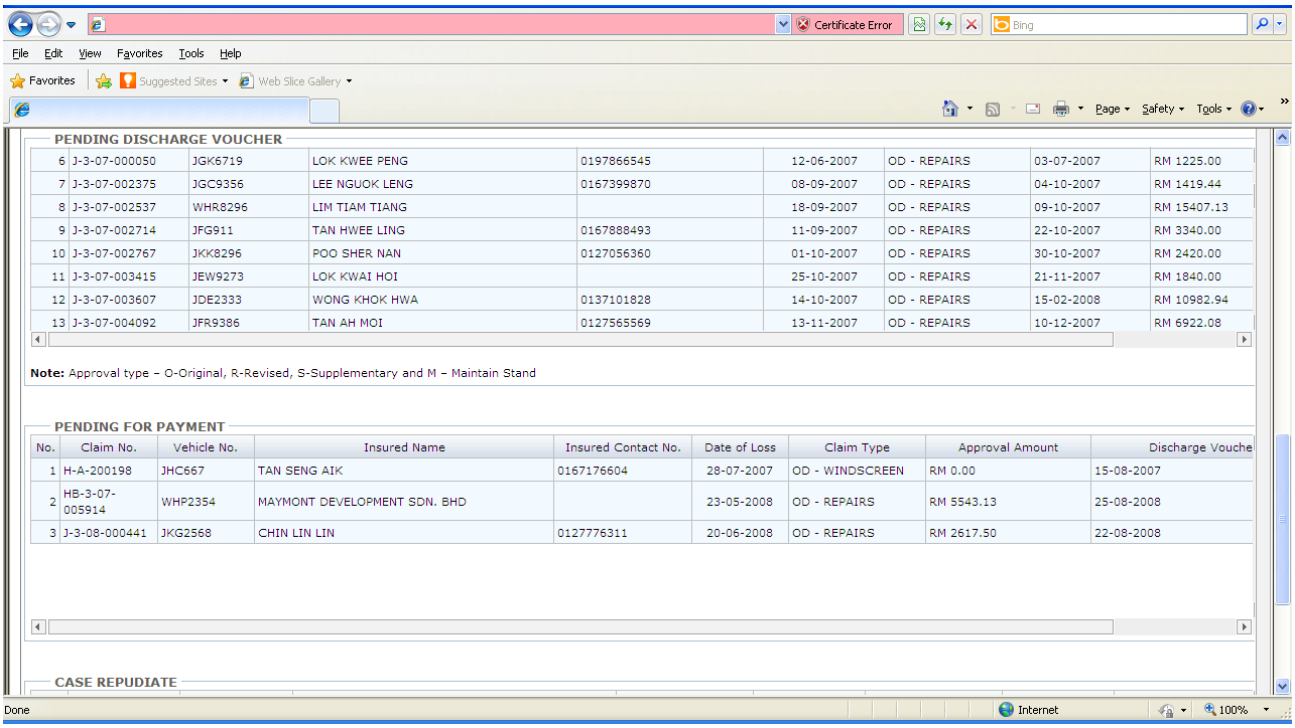
Note: Approval type – O-Original, R-Revised, S-Supplementary and M – Maintain Stand

PENDING FOR PAYMENT

No.	Claim No.	Vehicle No.	Insured Name	Insured Contact No.	Date of Loss	Claim Type	Approval Amount	Discharge Vouche
1	H-A-200198	JHC667	TAN SENG AIK	0167176604	28-07-2007	OD - WINDSCREEN	RM 0.00	15-08-2007
2	HB-3-07-005914	WHP2354	MAYMONT DEVELOPMENT SDN. BHD		23-05-2008	OD - REPAIRS	RM 5543.13	25-08-2008
3	J-3-08-000441	JKG2568	CHIN LIN LIN	0127776311	20-06-2008	OD - REPAIRS	RM 2617.50	22-08-2008

CASE REPUDIATE

Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
Search By	N	Select the Search By from the drop down list.
Data	N	Enter the data when you select an item in 'Select By' drop down list.
Search	N	Displays records in the grids matching the specified criteria. Grids: Claim Form Notification, Pending Approval are shown in the above screen shot whereas Pending Discharge Voucher, Pending for Payment and Case Repudiate are shown in the below screen shot.
Reset	N	Clears all entries to the default values (as if the page is loaded).



PENDING DISCHARGE VOUCHER

6	J-3-07-000050	JGK6719	LOK KWEE PENG	0197866545	12-06-2007	OD - REPAIRS	03-07-2007	RM 1225.00
7	J-3-07-002375	JGC9356	LEE NGUOK LENG	0167399870	08-09-2007	OD - REPAIRS	04-10-2007	RM 1419.44
8	J-3-07-002537	WHR8296	LIM TIAM TIANG		18-09-2007	OD - REPAIRS	09-10-2007	RM 15407.13
9	J-3-07-002714	JFG911	TAN HWEE LING	0167888493	11-09-2007	OD - REPAIRS	22-10-2007	RM 3340.00
10	J-3-07-002767	JKK8296	POO SHER NAN	0127056360	01-10-2007	OD - REPAIRS	30-10-2007	RM 2420.00
11	J-3-07-003415	JEW9273	LOK KWAI HOI		25-10-2007	OD - REPAIRS	21-11-2007	RM 1840.00
12	J-3-07-003607	JDE2333	WONG KHOK HWA	0137101828	14-10-2007	OD - REPAIRS	15-02-2008	RM 10982.94
13	J-3-07-004092	JFR9386	TAN AH MOI	0127565569	13-11-2007	OD - REPAIRS	10-12-2007	RM 6922.08

Note: Approval type – O-Original, R-Revised, S-Supplementary and M – Maintain Stand

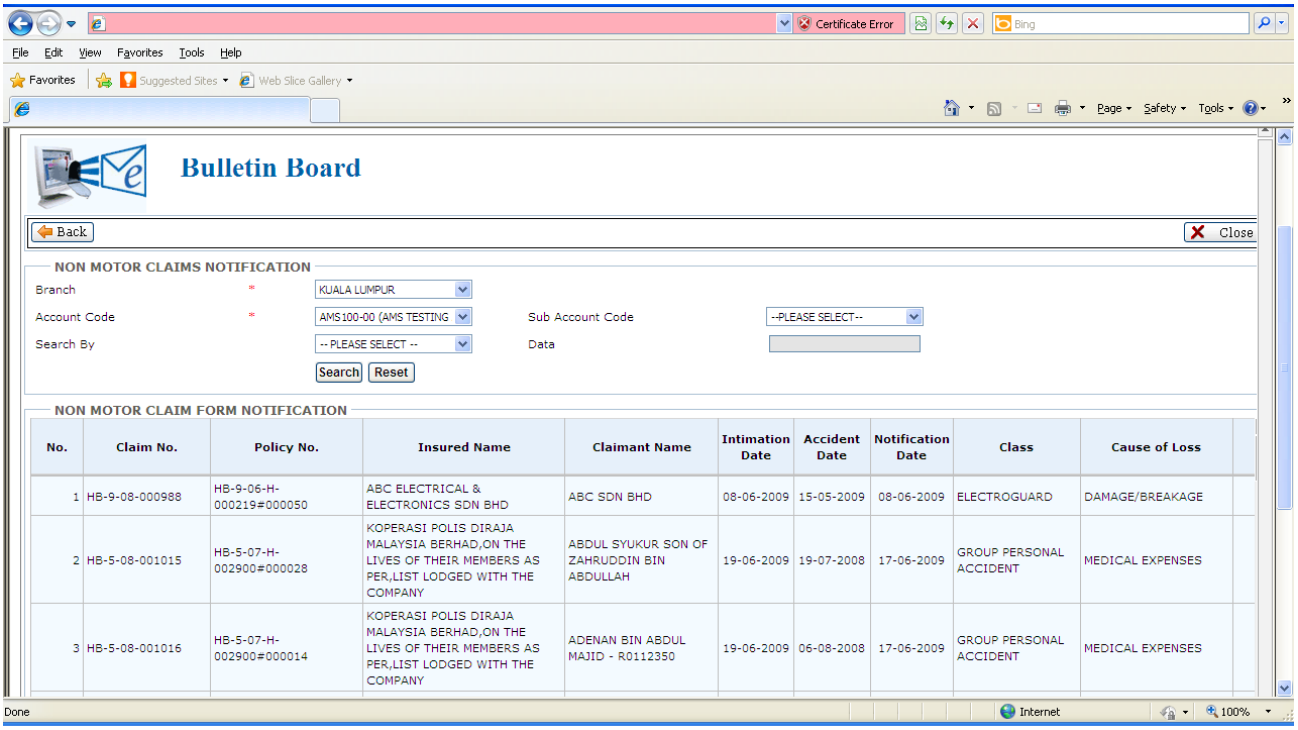
PENDING FOR PAYMENT

No.	Claim No.	Vehicle No.	Insured Name	Insured Contact No.	Date of Loss	Claim Type	Approval Amount	Discharge Vouche
1	H-A-200198	JHC667	TAN SENG AIK	0167176604	28-07-2007	OD - WINDSCREEN	RM 0.00	15-08-2007
2	HB-3-07-005914	WHP2354	MAYMONT DEVELOPMENT SDN. BHD		23-05-2008	OD - REPAIRS	RM 5543.13	25-08-2008
3	J-3-08-000441	JKG2568	CHIN LIN LIN	0127776311	20-06-2008	OD - REPAIRS	RM 2617.50	22-08-2008

CASE REPUDIATE

Bulletin Board: Non Motor Claim

Displays the non motor claim notification details



Bulletin Board

Back Close

NON MOTOR CLAIMS NOTIFICATION

Branch * KUALA LUMPUR

Account Code * AMS100-00 (AMS TESTING

Sub Account Code --PLEASE SELECT--

Search By -- PLEASE SELECT --

Data

Search Reset

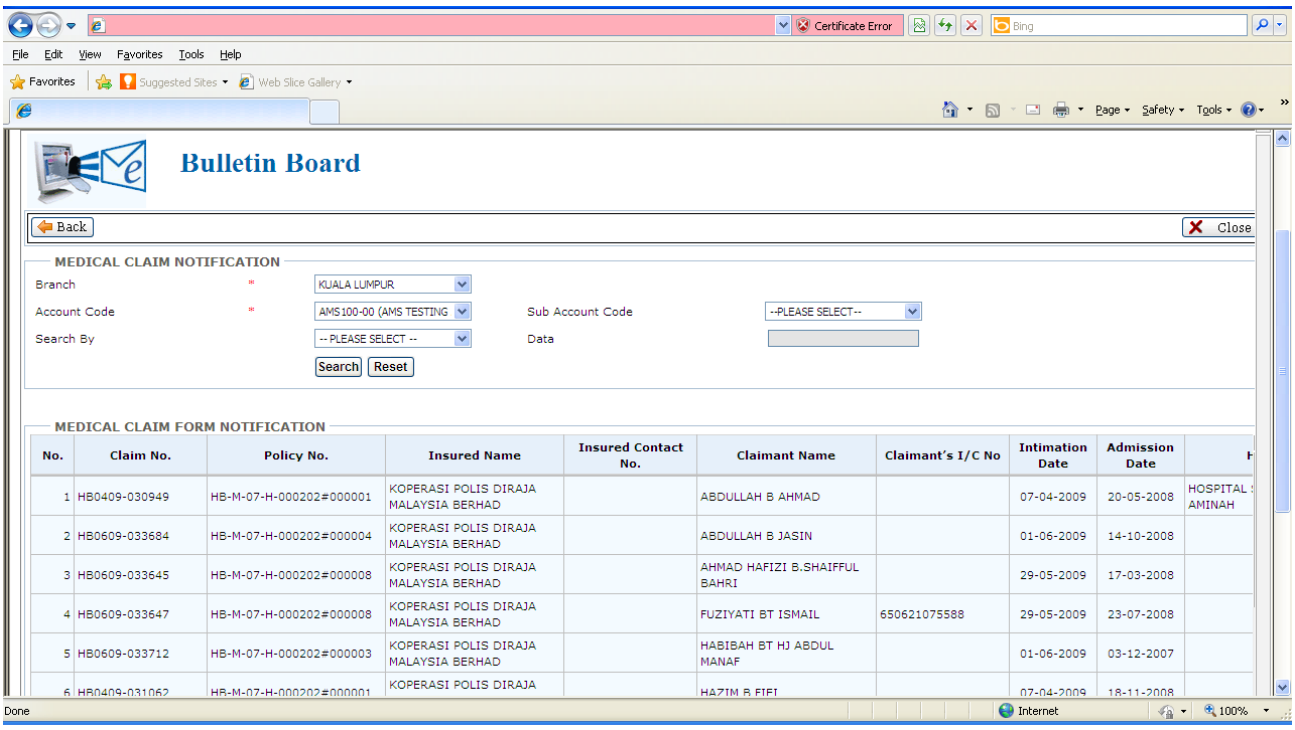
NON MOTOR CLAIM FORM NOTIFICATION

No.	Claim No.	Policy No.	Insured Name	Claimant Name	Intimation Date	Accident Date	Notification Date	Class	Cause of Loss
1	HB-9-08-000988	HB-9-06-H-000219#000050	ABC ELECTRICAL & ELECTRONICS SDN BHD	ABC SDN BHD	08-06-2009	15-05-2009	08-06-2009	ELECTROGUARD	DAMAGE/BREAKAGE
2	HB-5-08-001015	HB-5-07-H-002900#000028	KOPERASI POLIS DIRAJA MALAYSIA BERHAD,ON THE LIVES OF THEIR MEMBERS AS PER,LIST LODGED WITH THE COMPANY	ABDUL SYUKUR SON OF ZAHRUDDIN BIN ABDULLAH	19-06-2009	19-07-2008	17-06-2009	GROUP PERSONAL ACCIDENT	MEDICAL EXPENSES
3	HB-5-08-001016	HB-5-07-H-002900#000014	KOPERASI POLIS DIRAJA MALAYSIA BERHAD,ON THE LIVES OF THEIR MEMBERS AS PER,LIST LODGED WITH THE COMPANY	ADENAN BIN ABDUL MAJID - R0112350	19-06-2009	06-08-2008	17-06-2009	GROUP PERSONAL ACCIDENT	MEDICAL EXPENSES

Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
Search By	N	Select the Search By from the drop down list.
Data	N	Enter the data when you select an item in 'Select By' drop down list.
Search	N	Displays records in the grids matching the specified criteria where in the details include: No., Claim No., Policy No., Insured Name, Claimant Name, Intimation Date, Accident Date, Notification Date, Class, Cause of Loss, Adjuster Name, Adjuster Assigned date, Final Report Date, Claim File Status, Approval Date, Approval Amount, DV received Date, Cheque Issued Date, Cheque No., Pending Documents.
Reset	N	Clears all entries to the default values (as if the page is loaded).

Bulletin Board: Medical Claim

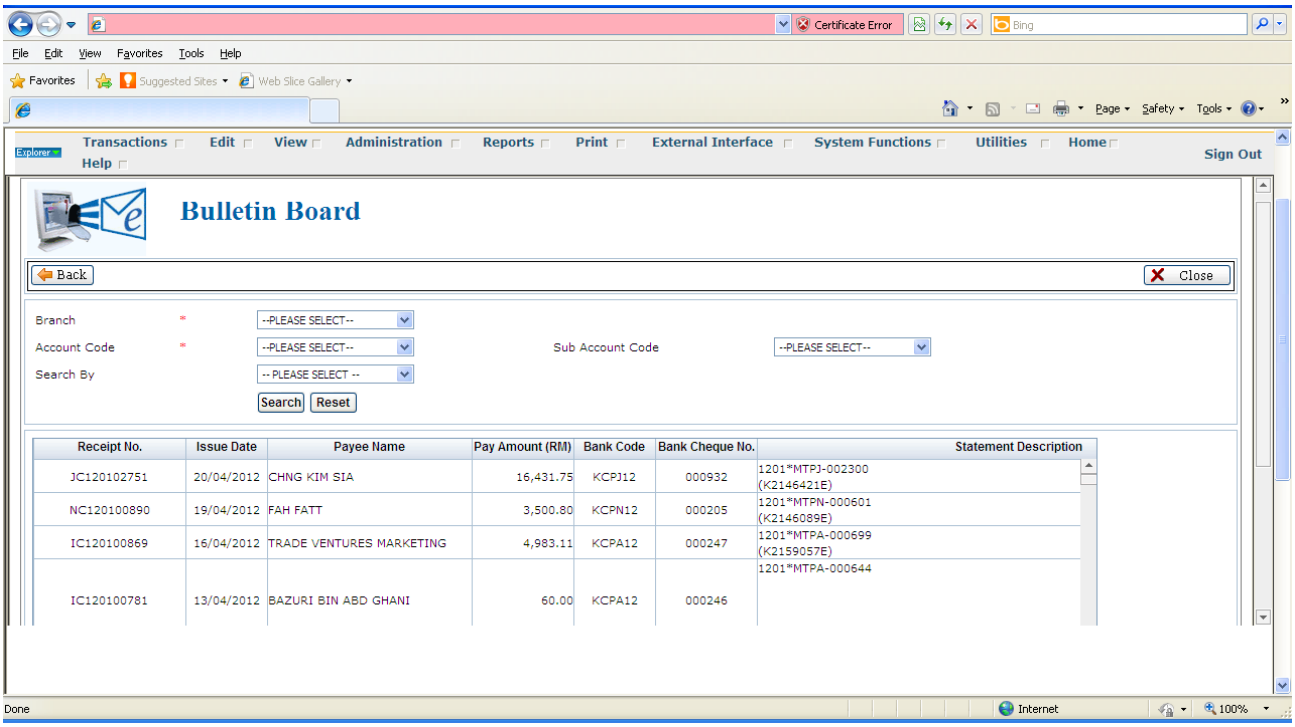
Displays the medical claim notification details



Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
Search By	N	Select the Search By from the drop down list.
Data	N	Enter the data when you select an item in 'Select By' drop down list.
Search	N	Displays records in the grids matching the specified criteria where in the details include: No., Claim No., Policy No., Insured Name, Insured Contact No., Claimant Name, Claimant's IC No., Intimation Date, Admission Date, Hospital, Claim File Status.
Reset	N	Clears all entries to the default values (as if the page is loaded).

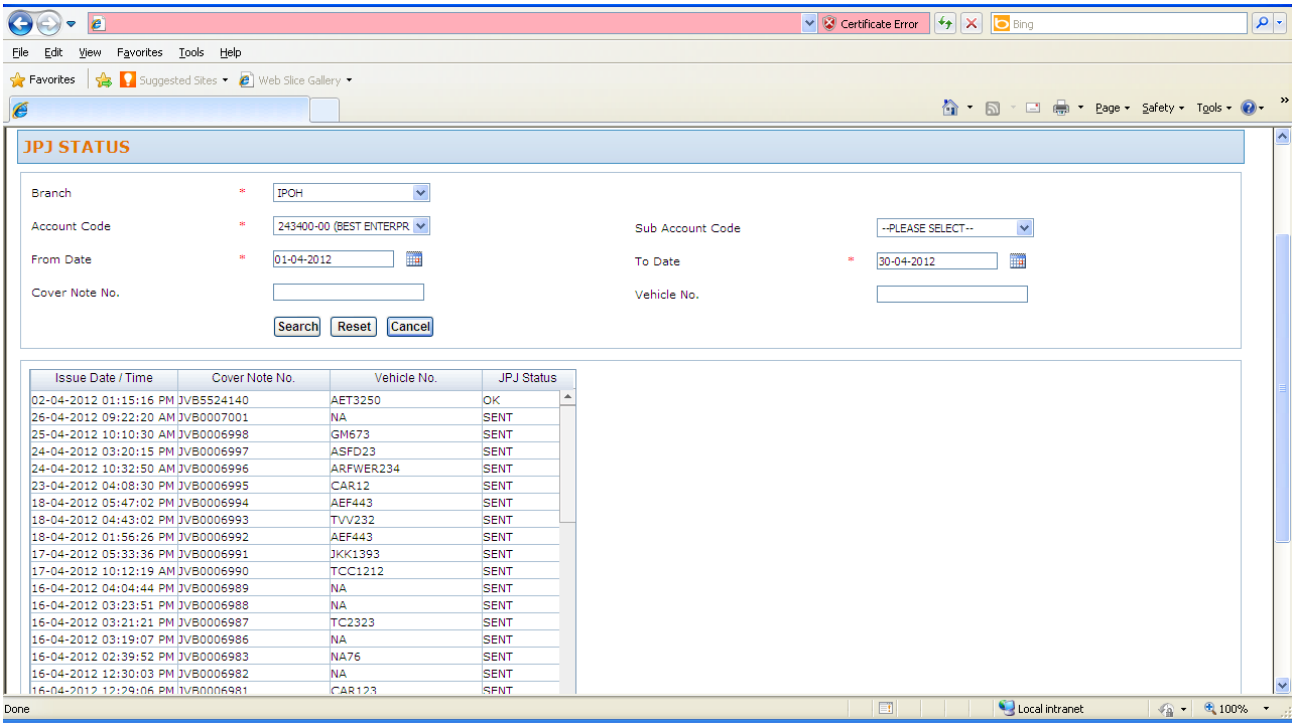
Bulletin Board: Receipt

Displays all the receipt details in the grid



1.10.5 JPJ status

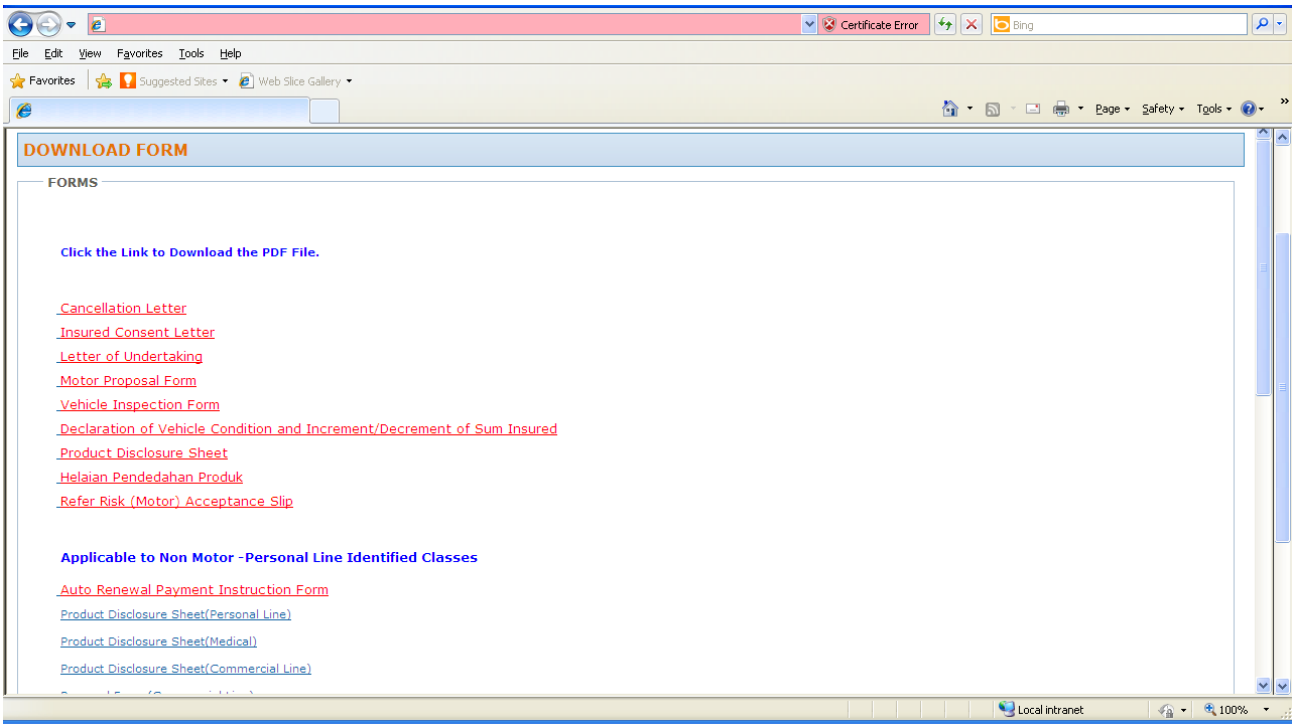
To view the JPJ status of the cover notes.

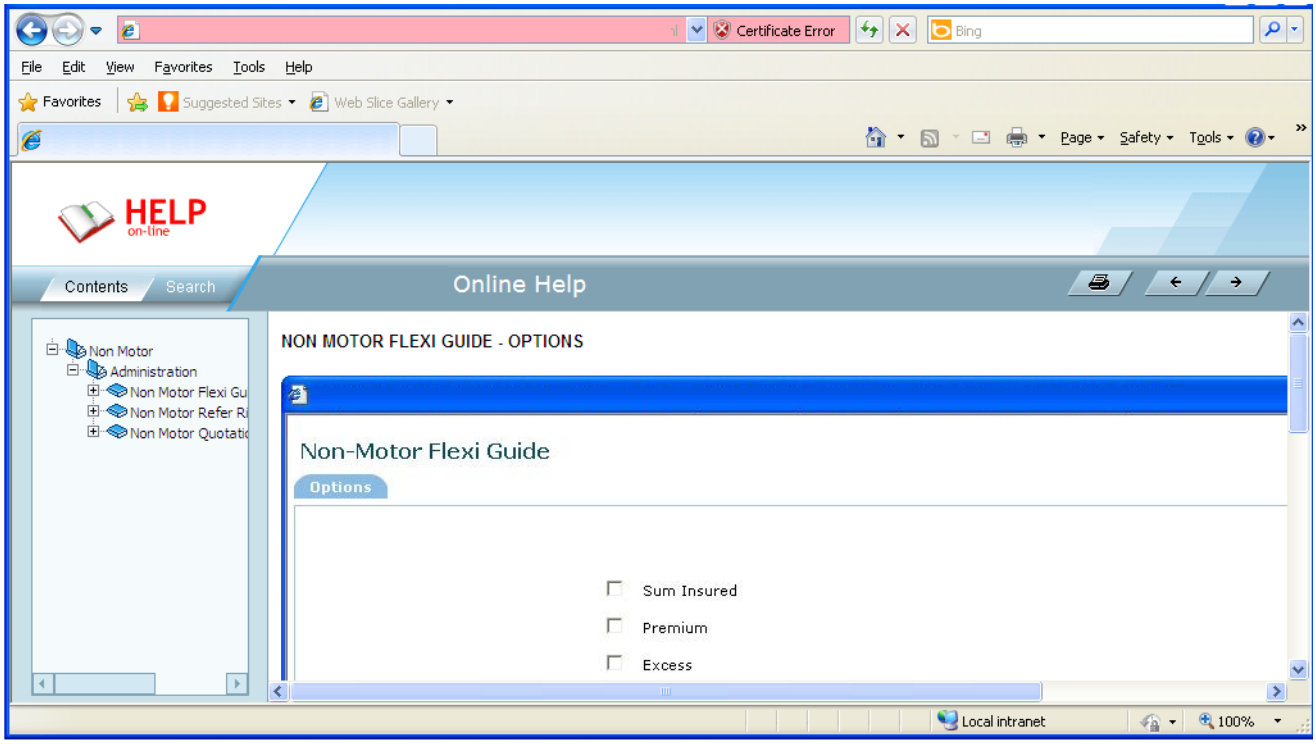


Field	Mandatory (Y/N)	Description
Branch	Y	Displays the Branch Name.
Account Code	Y	Displays the Account Code.
Sub Account Code	N	Select the Sub Account Code from the drop down list.
From Date	Y	Displays the Current Date by default and allows you to change.
To Date	Y	Displays the last date of Month selected in the field: From Date.
Cover Note No.	N	Enter the Cover Note number.
Vehicle No.	N	Enter the Vehicle number.
Search	N	Displays records in the grid matching the specified criteria.
Reset	N	Clears all entries to the default values (as if the page is loaded).
Cancel	N	Closes the page.
Grid	N	Displays the JPJ status of the cover notes including: Issue Date/Time, Cover Note No., Vehicle No. and JPJ Status.

1.10.6 Download Form

To view different documents. User need to click the link to download the PDF file of the document.



1.11 Help

To get online help in using the system.