

Volume

1

# FMAP2SEMCAT User Manual

Summary: The purpose of this application is to allow the user to import and send FMAP listings into SEMCAT for insurance quoting.

#### **FMAP2SEMCAT User Manual**

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#### TABLE OF CONTENTS

How to Import FMAP Listings	.4
How to Transfer FMAP Data SEMCAT	5
Completed Transfers	7
How to SEARCH for Customer Records	

#### Chapter

1

# How to Import FMAP Listings

Importing FMAP listings into FMAP2SEMCAT

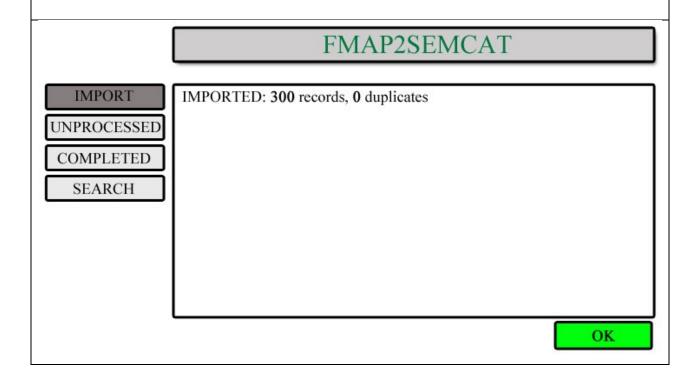
In order to allow FMAP2SEMCAT to transfer your FMAP listings into SEMCAT you must first import the listings into the database. To import your listing into the database you must use the Import Screen to upload your FMAP listing. The Import Feature will process your FMAP Listing into the database, first checking for duplicates and then displaying the results of your import. FMAP2SEMCAT will not import duplicates into the database. Click Upload to browse your system for the FMAP Listing you wish to upload.

See picture below of FMAP2SEMCAT IMPORT SCREEN

# IMPORT UNPROCESSED COMPLETED SEARCH Upload the FMAP File you wish to process then click OK. Upload OK

After you have chosen the FMAP file you wish to upload Click OK. Once you click OK FMAP2SEMCAT will process the file into the database for you and display the results of the Import.

Your import results may look like this:



### How to Transfer FMAP Data SEMCAT

Transferring the unprocessed FMAP records to SEMCAT

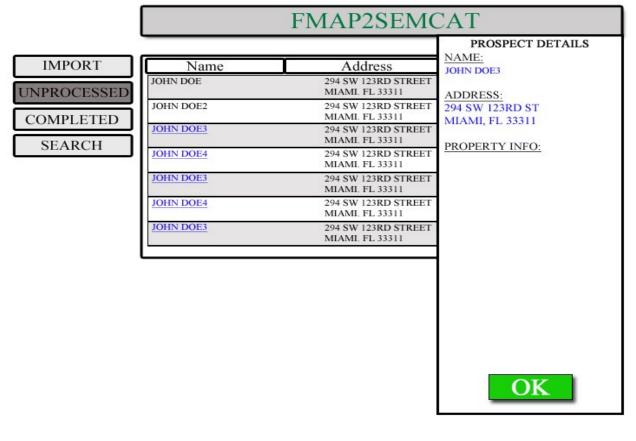
When you have uploaded the FMAP Listing you wish to process, you'll need to transfer them to SEMCAT. This process is the known as FMAP2SEMCAT Transfer. Although the records have been uploaded into the database, they have not been processed. The records are unprocessed and you must transfer the records to SEMCAT by clicking the "Transfer" but ton. There is also an option, indicated by a red "X", that you can use to delete a record.

Once you click "Transfer" the status will change to Pending or Complete.

Your screen may look like this:

#### FMAP2SEMCAT IMPORT STATUS Name Address JOHN DOE 294 SW 123RD STREET COMPLETE UNPROCESSED MIAMI, FL 33311 JOHN DOE2 294 SW 123RD STREET PENDING COMPLETED MIAMI, FL 33311 JOHN DOE3 294 SW 123RD STREET MIAMI, FL 33311 SEARCH JOHN DOE4 294 SW 123RD STREET MIAMI, FL 33311 JOHN DOE3 294 SW 123RD STREET MIAMI, FL 33311 294 SW 123RD STREET JOHN DOE4 MIAMI, FL 33311 JOHN DOE3 294 SW 123RD STREET MIAMI. FL 33311

Within the Unprocessed Screen you will see a list of records. Clicking on the customer's name will allow you to see the details of the customer file including property information. Your Prospect Details Screen may look like this:



#### Completed Transfers

Transfers that have been completed will allow you to see the results of the SEMCAT quote

All completed transfers will go into the "Completed" section of FMAP2SEMCAT. The completed transfers will sort by date/time, from most recent transfer at the top to the oldest transfer at the bottom.

Your Completed Transfers screen may look like this:

#### **FMAP2SEMCAT**

IMPORT				
UNPROCESSED				
COMPLETED				
SEARCH				

Name	Address	STATUS
JOHN DOE	294 SW 123RD STREET MIAMI. FL 33311	COMPLETE - SEE RESULTS
JOHN DOE2	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE2	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE2	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE2	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE2	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE	294 SW 123RD STREET MIAMI. FL 33311	COMPLETE - SEE RESULTS
JOHN DOE2	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS
JOHN DOE	294 SW 123RD STREET MIAMI. FL 33311	COMPLETE - SEE RESULTS
JOHN DOE2	294 SW 123RD STREET MIAMI. FL 33311	COMPLETE - SEE RESULTS
JOHN DOE	294 SW 123RD STREET MIAMI, FL 33311	COMPLETE - SEE RESULTS

As you will notice the only clickable link in this screen is "SEE RESULTS". This is the actual confirmation page sent from SEMCAT that the customer record has been processed. Clicking on this link will open a separate pop up window displaying the results of the customer record.

#### Your Pop Up confirmation screen may look like this:

Success! Your quote request has been securely transmitted to our agency. You may want to print this page for your records.

Start over

#### Thank you!

You're finished. Below is a summary of the data you entered.

You requested information about

HOME INSURANCE C: Yes Applicant Testing A. Again Jr. Name: E-mail address: testingagain@testing.com State of residence: Florida Rating county: Gender: Birth date: Dwelling 1234 ABC Street Address: **CITY FL 32792** Built: January 1987 Purchased: Use: Primary Construction type: Masonry Structure type: Dwelling Occupied by: Owner Total square feet: 2,300 ft<sup>2</sup> Number of stories: Distance to fire hydrant: 200 ft. Deadbolt: Current carrier: Current annual payment: \$200,000 Requested coverage: HOME COVERAGE degins: October 1, 2014 Years without a CLAIM :

Powered by SEMCAT



## How to SEARCH for Customer Records

Searching for customer records allow you to quickly find your customers

Searching for records is a straight-forward process that allows the agent to quickly locate the customer's file. The User Interface below will allow the agent to search by name or address. Its results will display below the search field and the listings format is similar to the Completed Screen showing customer name, address, and a SEE RESULTS link.

The Search screen looks like this:

# IMPORT UNPROCESSED COMPLETED SEARCH SEARCH GO! GO!