

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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Chapter

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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

FMAP2SEMCAT

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:

IMPORT

UNPROCESSED

COMPLETED

SEARCH

FMAP2SEMCAT

IMPORTED: 300 records, 0 duplicates

OK

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" button. 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	Name	Address
UNPROCESSED	JOHN DOE	294 SW 123RD STREET MIAMI, FL 33311
COMPLETED	JOHN DOE2	294 SW 123RD STREET MIAMI, FL 33311
SEARCH	JOHN DOE3	294 SW 123RD STREET MIAMI, FL 33311
	JOHN DOE4	294 SW 123RD STREET MIAMI, FL 33311
	JOHN DOE3	294 SW 123RD STREET MIAMI, FL 33311
	JOHN DOE4	294 SW 123RD STREET 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:

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

PROSPECT DETAILS

NAME:
[JOHN DOE3](#)

ADDRESS:
[294 SW 123RD ST](#)
[MIAMI, FL 33311](#)

PROPERTY INFO:

OK

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 : Yes

Applicant

Name: Testing A. Again Jr.
E-mail address: testingagain@testing.com
State of residence: Florida
Rating county:
Gender:
Birth date:

Dwelling

Address: 1234 ABC Street
CITY FL 32792
Built: January 1987
Purchased:
Use: Primary
Construction type: Masonry
Structure type: Dwelling
Occupied by: Owner
Total square feet: 2,300 ft²
Number of stories:
Distance to fire hydrant: 200 ft.
Deadbolt:
Current carrier:
Current annual payment:
Requested coverage: \$200,000
HOME COVERAGE  begins: October 1, 2014
Years without a **CLAIM** :

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:

FMAP2SEMCAT

IMPORT

UNPROCESSED

COMPLETED

SEARCH

SEARCH BY: ☐ NAME ☐ ADDRESS

GO!