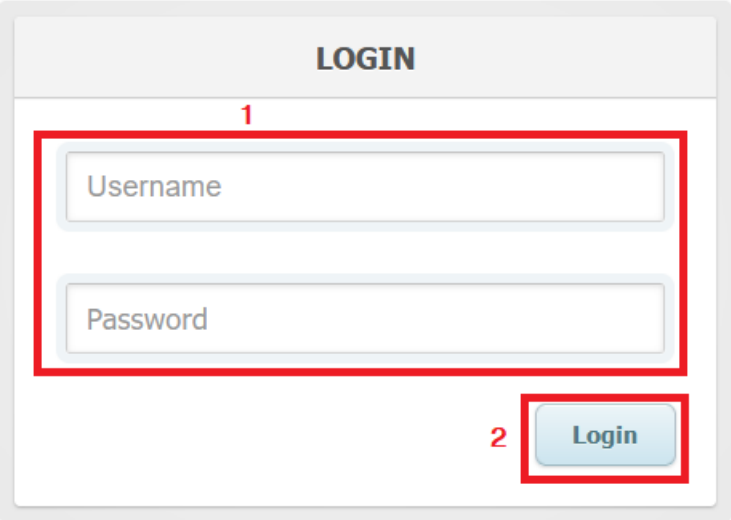
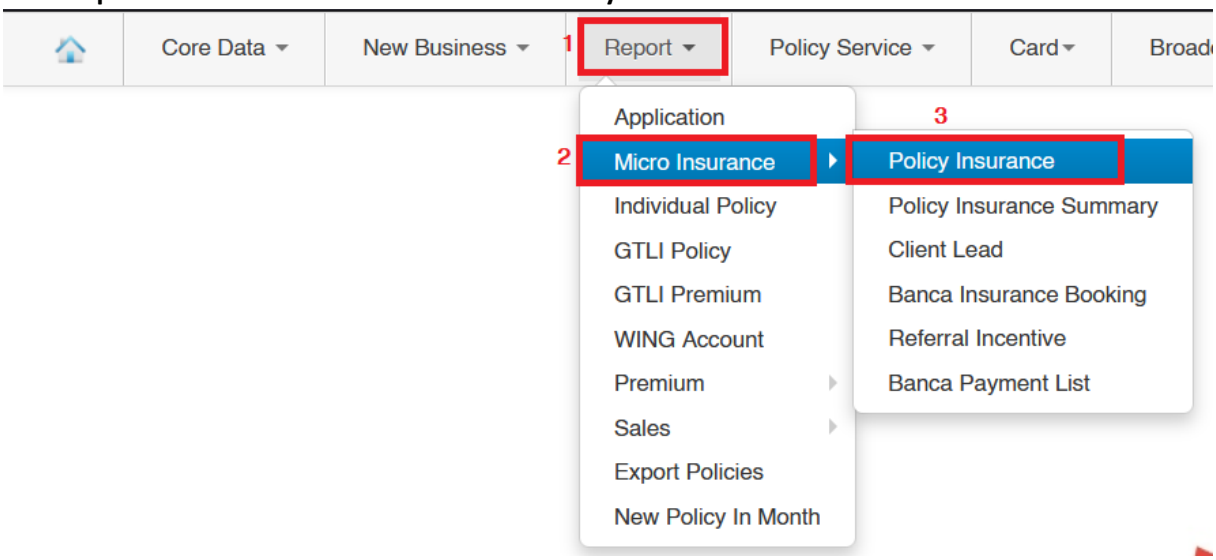
How to update application & policy

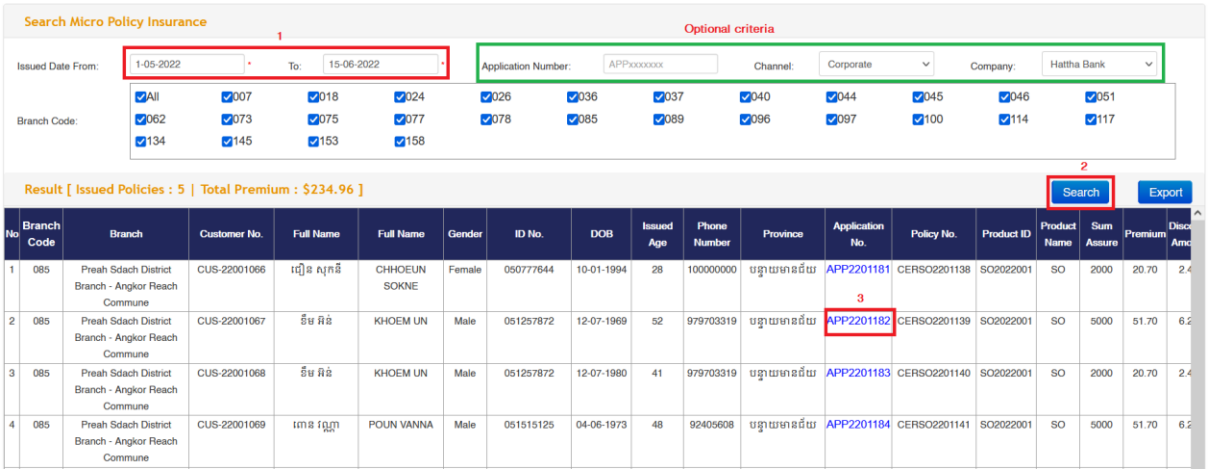
- Login
  Input username & password → click **Login**



- Main screen display
  Click **Report** → click **Micro Insurance** → click **Policy Insurance**



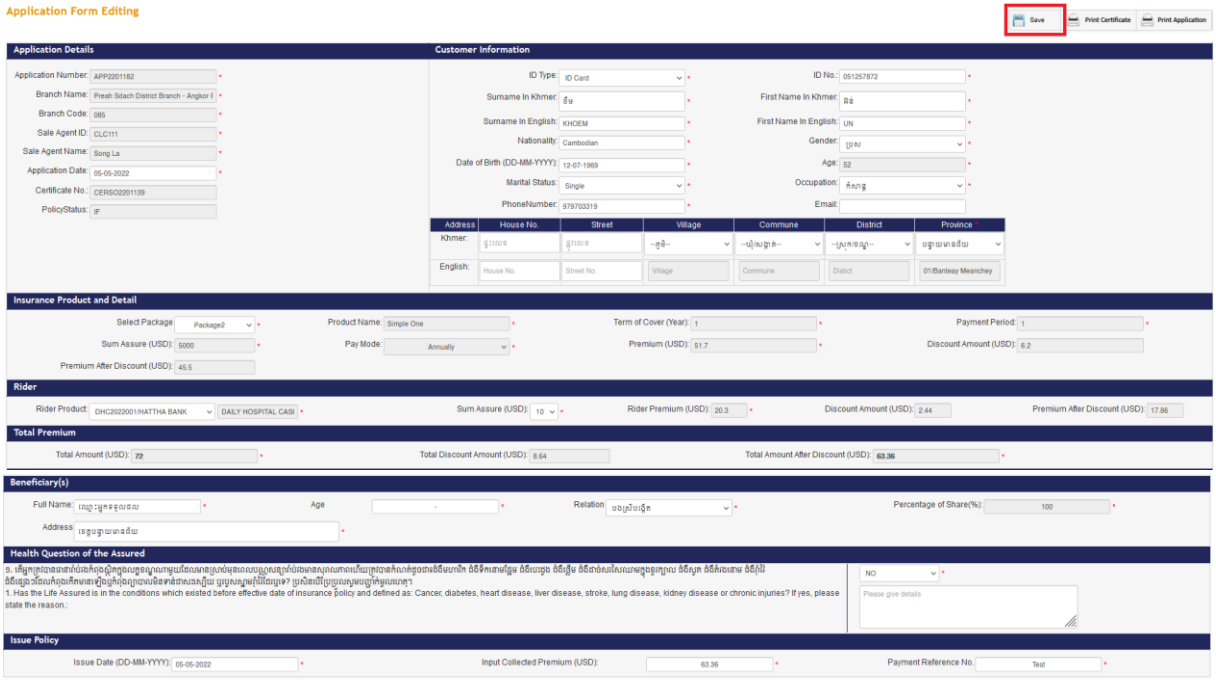
- Policy Insurance screen display
  Input required criteria: Issued date from & date to
  Optional criteria: Application Number, channel, Company
  → Click **Search** → click **Application Number** in the list



No	Branch Code	Branch	Customer No.	Full Name	Full Name	Gender	ID No.	DOB	Issued Age	Phone Number	Province	Application No.	Policy No.	Product ID	Product Name	Sum Assure	Premium
1	085	Preah Sdach District Branch - Angkor Reach Commune	CUS-22001066	ជឿន សុកនី	CHHOEUN SOKNE	Female	050777644	10-01-1994	28	100000000	បន្ទាយមានជ័យ	APP2201181	CERSO2201138	SO2022001	SO	2000	20.70
2	085	Preah Sdach District Branch - Angkor Reach Commune	CUS-22001067	ខឹម អ៊ិន	KHOEM UN	Male	051257872	12-07-1969	52	979703319	បន្ទាយមានជ័យ	APP2201182	CERSO2201139	SO2022001	SO	5000	51.70
3	085	Preah Sdach District Branch - Angkor Reach Commune	CUS-22001068	ខឹម អ៊ិន	KHOEM UN	Male	051257872	12-07-1980	41	979703319	បន្ទាយមានជ័យ	APP2201183	CERSO2201140	SO2022001	SO	2000	20.70
4	085	Preah Sdach District Branch - Angkor Reach Commune	CUS-22001069	ពោន វណ្ណា	POUN VANNA	Male	051515125	04-06-1973	48	92405608	បន្ទាយមានជ័យ	APP2201184	CERSO2201141	SO2022001	SO	5000	51.70

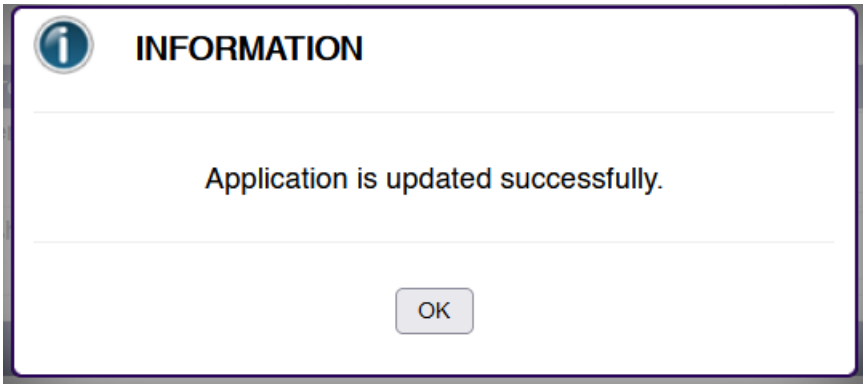
- <u>Edit screen display</u>

Edit application and policy information → click **save**

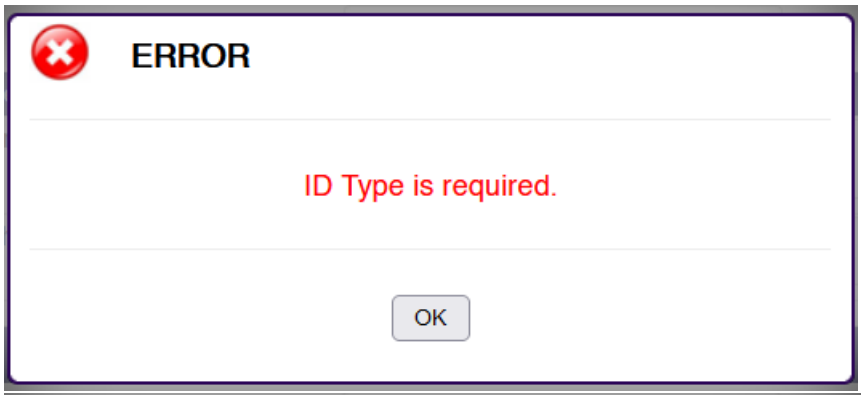


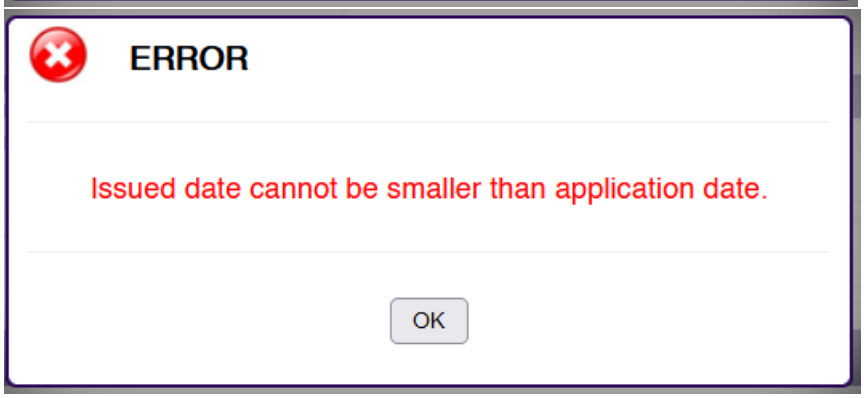
- <u>Notification screen</u>

Success



Error or invalid input


ERROR
ID Type is required.
OK


ERROR
Issued date cannot be smaller than application date.
OK