

System Navigation

This section describes keyboard notes, toolbar, login screen, field functionality, insert and delete record functionality, and operational notes that are helpful in navigating LPMS. The data shown in the pictures of this document are for format review purposes only.

Keyboard Notes

The following keyboard functions can be helpful while working in LPMS.

| | |
|------------------|---|
| Tab | Moves the cursor to the beginning of the next field. |
| Shift + Tab | Moves the cursor to the beginning of the previous field. |
| Ctrl + Tab | Moves the cursor to the beginning of the next field outside of the subform. |
| Alt + Arrow Down | Show the contents of a dropdown box without using the mouse. |
| Arrow Right/Left | Allows the user to select option buttons without using the mouse. |
| Space Bar | Allows the user to check and uncheck checkboxes without using the mouse. |
| ESC | Allows the user to stop the update of a record or to break out of a function. |

Custom Toolbar



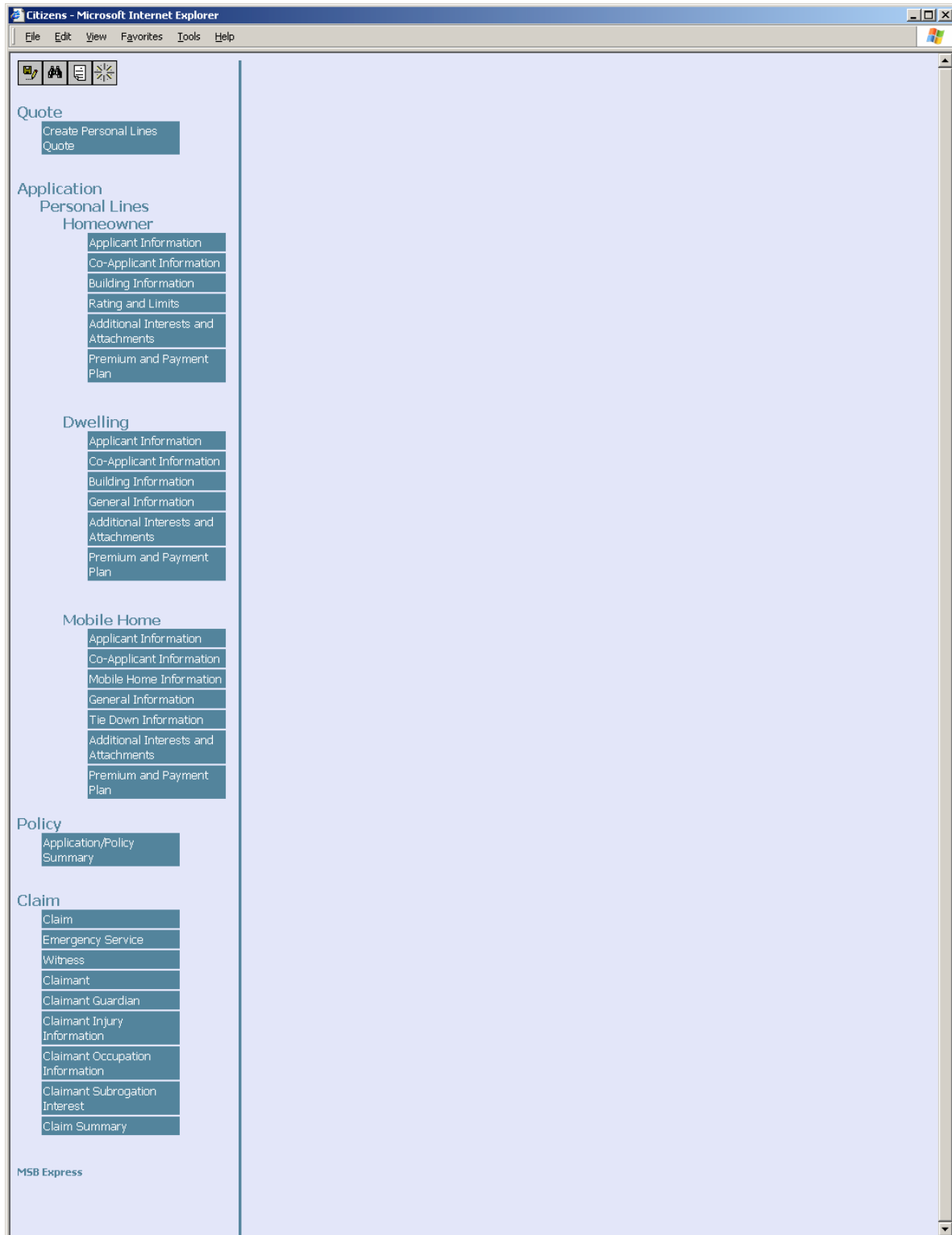
1 2 3 4

To assist the user, a custom toolbar is available from applicable screens and allows the user to navigate to LPMS screens. When the user puts their cursor over a toolbar button, the purpose of the button will be displayed. The buttons on the toolbar, listed from left to right, perform the following functions:

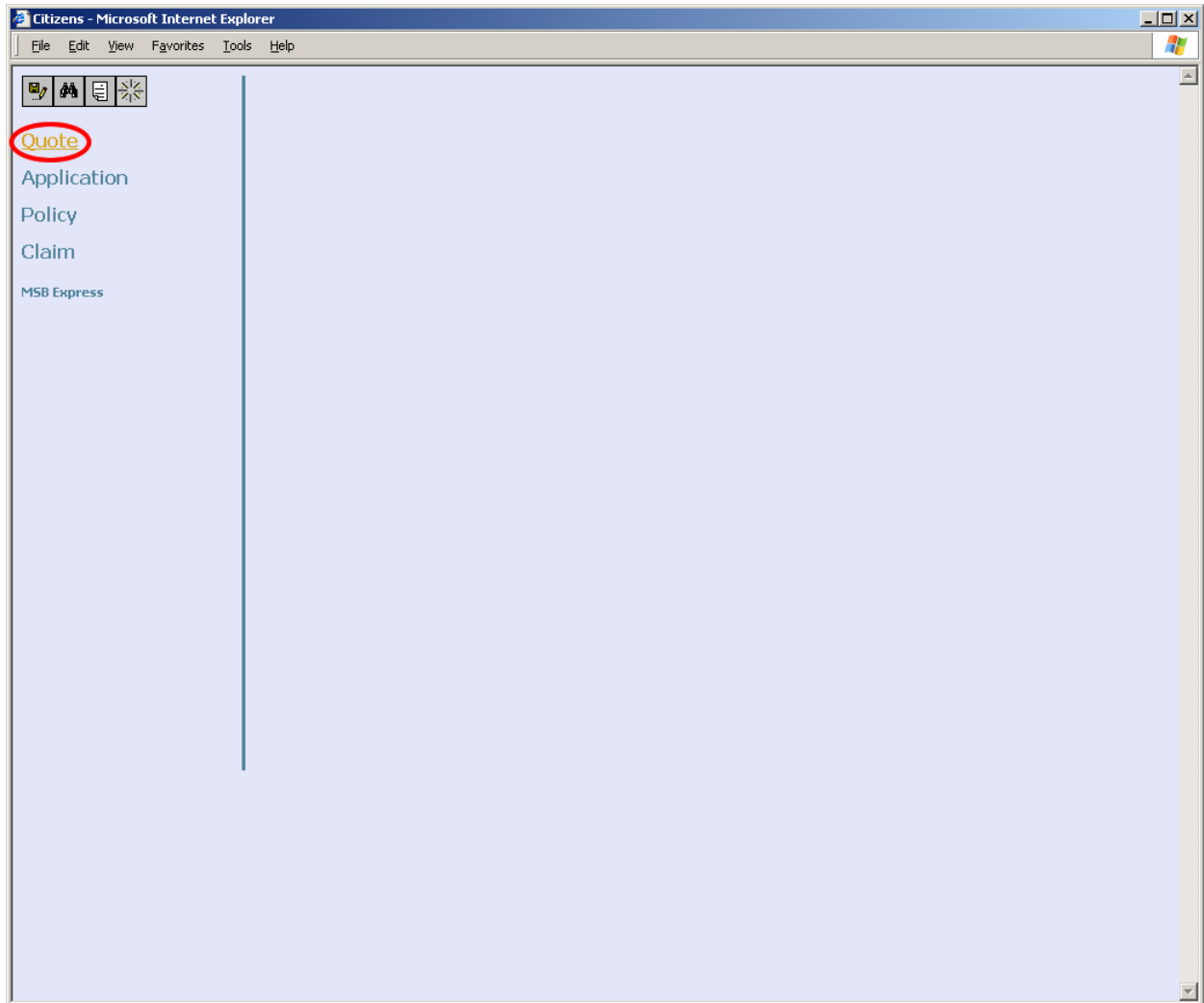
1. Save the current record
2. Open the *Policy Search* screen
3. Open the *Reports Menu* screen
4. Clear the current record

Treeview

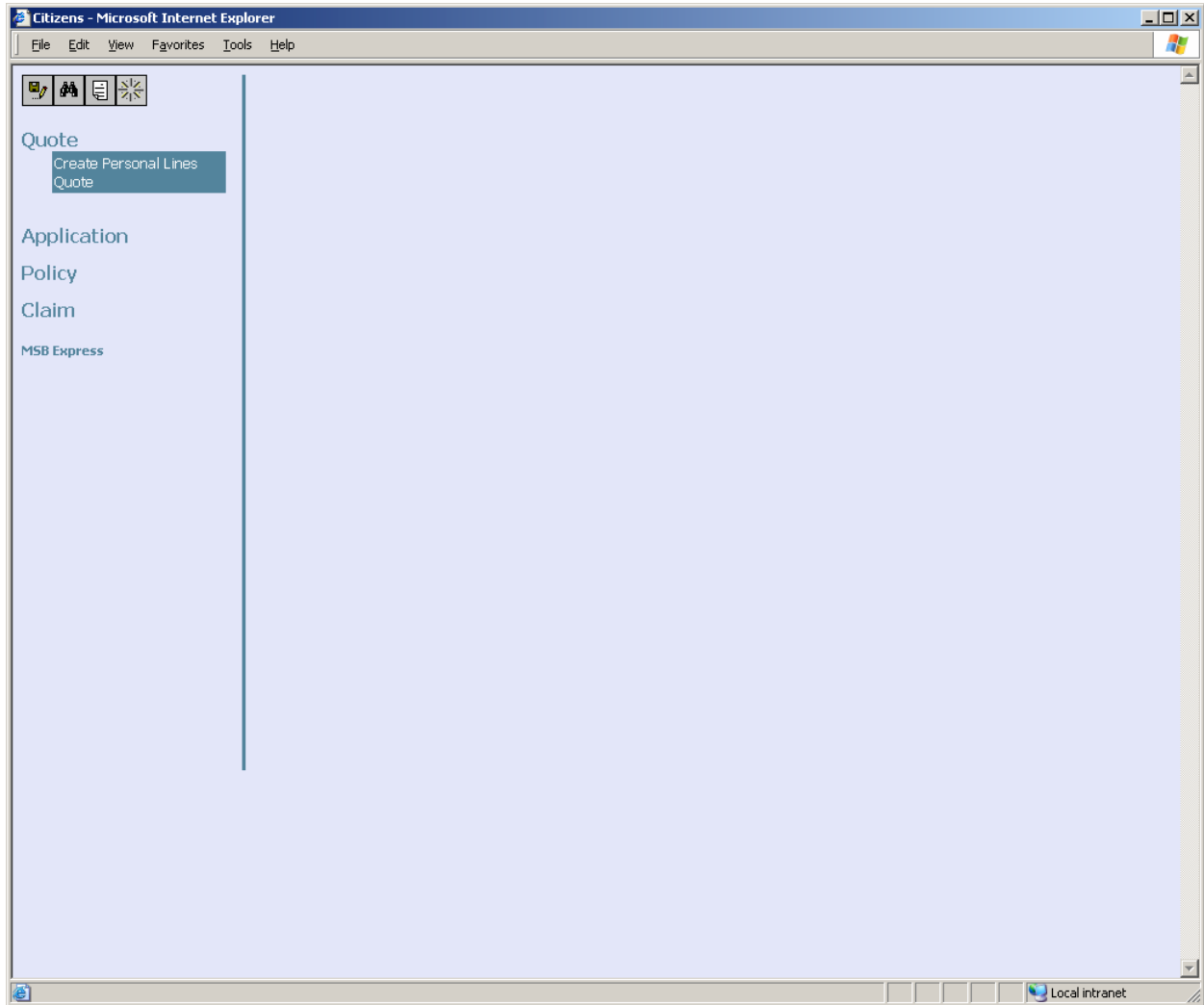
The security-authorized user will be allowed to access system tools option screens from the treeview. The following is an example of the available screens under the treeview:



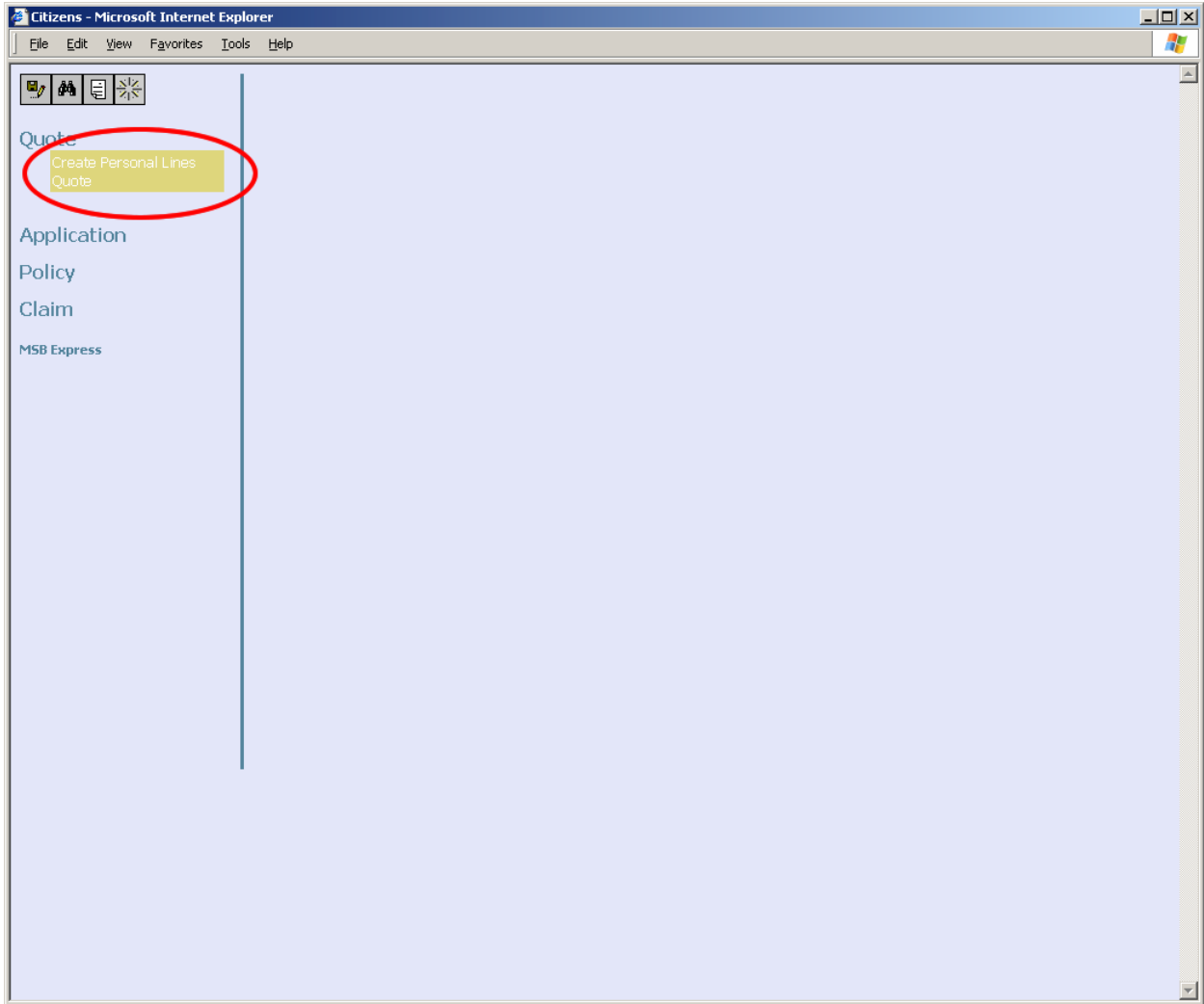
1. When the cursor is positioned over a module of LPMS, the module link becomes visible.



2. Click the link to expand the module and show its available screens. (Clicking the link again will collapse the module.)



3. Click the screen link within the module to go to the screen.



Field Functionality

The following table explains the functionality of fields in LPMS.

| Field Color | Field Functionality | Definition |
|-----------------------|---|---|
| White | Optional field | Field can be filled out or left blank |
| Yellow | Required field | Information must be entered for field |
| Gray | Disabled field | Information cannot be input into field |
| Red Exclamation Point | Invalid data field, incomplete required field | Data entered is invalid in field; field is required and must be completed |

The following screenshot gives examples of the field functionalities:

The screenshot shows the 'Applicant Information' form in a Microsoft Internet Explorer browser window. The form is divided into several sections, each with a title bar. Red annotations highlight specific field functionalities:

- Disabled Field:** The 'E-mail' field is highlighted with a red box and labeled 'Disabled Field'.
- Required Field:** The 'Title / first name' dropdown menu is highlighted with a red box and labeled 'Required Field'.
- Invalid Data:** The 'Date of birth' field contains an invalid date and is highlighted with a red box and a red exclamation point icon, labeled 'Invalid Data'.
- Optional Field:** The 'Home e-mail address' field is highlighted with a red box and labeled 'Optional Field'.

The form sections include:

- Applicant Information:** Fields for Title / first name, Middle name, Last name / suffix, SSN, Date of birth, Marital status, Mailing address 1, Mailing address 2, City / St / Zip, Home phone, Cell phone, Home e-mail address, Work e-mail address, and Years at this residence.
- Spouse's Contact Information:** Fields for Is spouse a co-applicant?, First/Middle/Last name/Suffix, SSN, Date of birth, Address 1, Address 2, City / St / Zip, and Reason spouse is not co-applicant.
- Applicant Previous Address (If less than 5 years at current address):** Fields for Address 1, Address 2, City / St / Zip, and Years at previous address.
- Applicant Occupation Information:** Fields for Occupation status, Occupation, Employer name, Years in current occupation, Years with current employer, Years with prior employer, and Prior employer name.

Record Functionality

The following steps describe how to insert, edit, and delete records in a list.

1. Click the *Add* link to clear all fields and allow entry of a new record.

The screenshot shows a web browser window titled "Additional Interest - Microsoft Internet Explorer". The page layout includes a left sidebar with navigation links: "Quote", "Application", "Personal Lines", "Homeowner", "Dwelling", "Applicant Information", "Co-Applicant Information", "Dwelling Information", "General Information", "Additional Interests and Attachments" (highlighted), "Premium and Payment Plan", "Mobile Home", and "Claim".

The main content area is titled "Current Additional Interest" and contains a table with one row. The "Add" link in the first column of this table is circled in red. To the right of the table is the "Additional Interest" form, which includes the following fields:

- Add Interest? (radio buttons for Yes and No)
- Insurable interest: (dropdown menu)
- If 'Other', describe: (text input)
- All locations? (radio buttons for Yes and No)
- Bldg # and Loc #: (Building: 1, Location: 1)
- Name: (text input)
- Address 1: (text input)
- Address 2: (text input)
- City / St / Zip: (text input)
- Phone: (text input)
- E-mail: (text input)
- Reference number: (text input)

Below the "Additional Interest" form are two sections:

- Forms and Endorsements:** DWG-2 (01/93) Dwelling Property Broad Form DWG-2, CTZ-U-0174 (01/05) Privacy Policy, DWG-E100 (07/04) Louisiana Amendatory Endorsement, DWG-E290 07 04 Limited Fungi, Wet or Dry Rot or Bacteria Coverage, DWG-E59 (01/93) \$500 Special Loss Deductible Clause
- Attachments:** Loss Supplement, Photographs, Replacement Cost Estimate

At the bottom of the form is an "Additional Remarks" section with a large text area and a "Continue" button.

2. Fill out the applicable information and click the *Save* icon to submit the new record.

Additional Interest - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Save (circled in red)

Quote

Application
Personal Lines
Homeowner

Dwelling

Applicant Information
Co-Applicant Information
Building Information
General Information
Additional Interests and Attachments
Premium and Payment Plan

Mobile Home

Policy

Claim

MSB Express

Current Application/Policy Information

Application / Policy Number: FD 20060250006 00 Insured Name: Charles Davis

Current Additional Interest

Add Cancel Name

Additional Interest

Add Interest? Yes No
Insurable interest: First Mortgagee
If 'Other', describe:
All locations? Yes No
Bldg # and Loc #: Building: 1, Location: 1
Name: AMERICA'S SERVICING CO
Address 1: ISAOA ATIMA
Address 2: P O BOX 5106
City / St / Zip: SPRINGFIELD OH 45501 - 6502
Phone: (000) 000-0000
E-mail:
Reference number:

Forms and Endorsements

CTZ-U-0187 (01/05) Dwelling Policy Jacket
DWG-2 (01/93) Dwelling Property Broad Form DWG-2
CTZ-U-0174 (01/05) Privacy Policy
DWG-E100 (07/04) Louisiana Amendatory Endorsement
DWG-E290 07 04 Limited Fungi, Wet or Dry Rot or Bacteria Coverage
DWG-E59 (01/93) \$500 Special Loss Deductible Clause
DWG-E60 (04/01) Special Hurricane Deductible

Attachments

Loss Supplement
Photographs
Replacement Cost Estimate
Special Hurricane Deductible

Additional Remarks

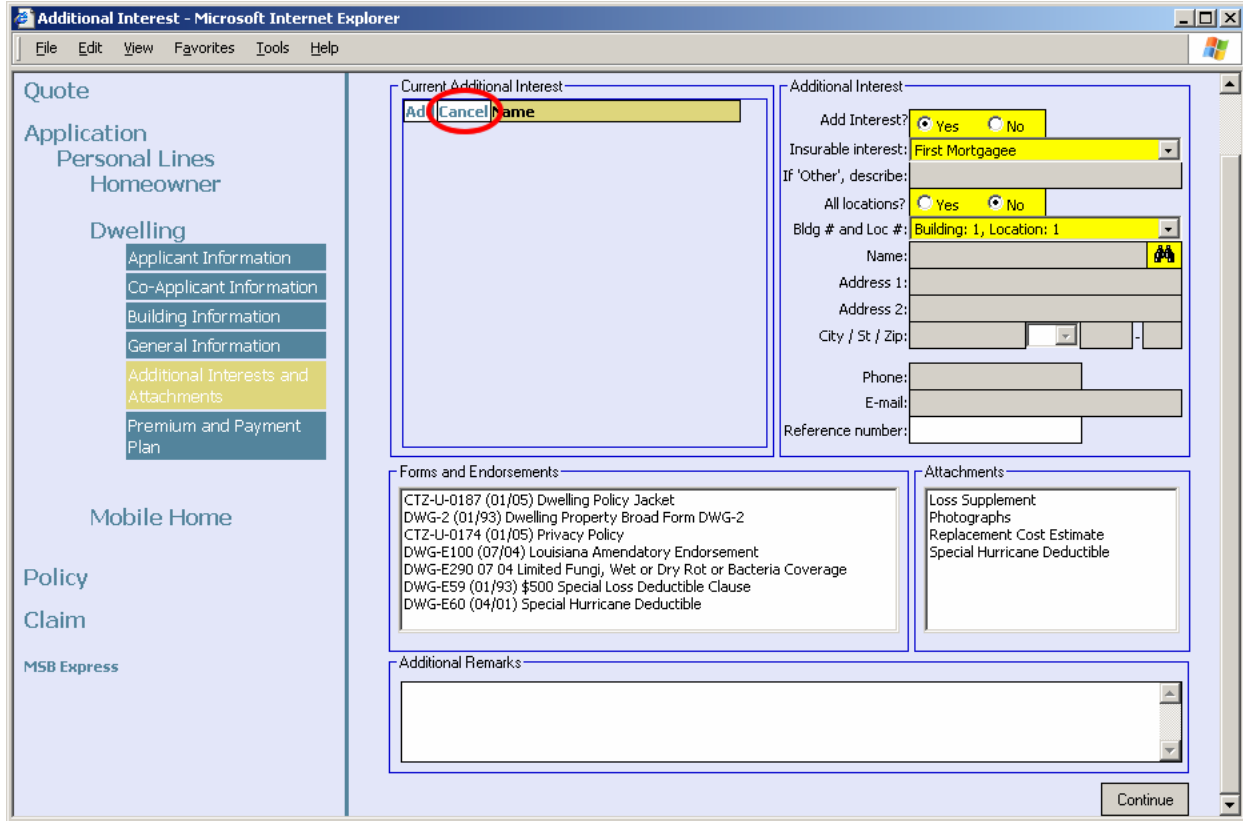
Continue

3. Click the *View* link to edit fields for the current record.

The screenshot shows a web application titled "Additional Interest" running in Microsoft Internet Explorer. The interface is divided into several sections:

- Left Navigation Panel:** Contains links for "Quote", "Application", "Personal Lines", "Homeowner", "Dwelling", "Mobile Home", and "Claim". Under "Dwelling", there are buttons for "Applicant Information", "Co-Applicant Information", "Dwelling Information", "General Information", "Additional Interests and Attachments" (highlighted in yellow), and "Premium and Payment Plan".
- Current Additional Interest Table:** A table with columns "Add", "Cancel", "Name", and "View". The "View" link for the record "AMERICAS SERVICING CO" is circled in red.
- Additional Interest Form:** A form for editing the selected record. Fields include:
 - Add Interest?: Yes No
 - Insurable interest: First Mortgage
 - IF 'Other', describe: [text field]
 - All locations?: Yes No
 - Bldg # and Loc #: Building: 1, Location: 1
 - Name: AMERICAS SERVICING CO
 - Address 1: ISAOA ATIMA
 - Address 2: P O BOX 5106
 - City / St / Zip: SPRINGFIELD OH 45501 - 5106
 - Phone: (000) 000-0000
 - E-mail: [text field]
 - Reference number: 1247012407
- Forms and Endorsements:** A list of documents including DWG-2 (01/93) Dwelling Property Broad Form DWG-2, CTZ-U-0174 (01/05) Privacy Policy, DWG-E100 (07/04) Louisiana Amendatory Endorsement, DWG-E290 07 04 Limited Fungi, Wet or Dry Rot or Bacteria Coverage, and DWG-E59 (01/93) \$500 Special Loss Deductible Clause.
- Attachments:** A list of files including Loss Supplement, Photographs, and Replacement Cost Estimate.
- Additional Remarks:** A large text area for entering notes.
- Buttons:** "Continue" button at the bottom right.

4. Click the *Cancel* link to terminate the addition of a new record and return to the current record.



5. Click the *Delete* link to delete the current record.

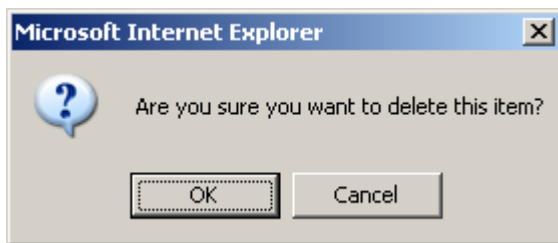
The screenshot shows a web browser window titled "Additional Interest - Microsoft Internet Explorer". The page layout includes a left-hand navigation menu with sections for "Quote", "Application", "Personal Lines", "Homeowner", "Dwelling", and "Mobile Home". Under "Dwelling", there are links for "Applicant Information", "Co-Applicant Information", "Dwelling Information", "General Information", "Additional Interests and Attachments" (highlighted in yellow), and "Premium and Payment Plan".

The main content area is divided into several sections:

- Current Additional Interest:** A table with two columns: "Add" and "Name". The "Delete" link in the "Add" column is circled in red. The "Name" column contains the text "AMERICAS SERVICING CO".
- Additional Interest:** A form with fields for "Add Interest?" (radio buttons for Yes/No), "Insurable interest:" (dropdown menu with "First Mortgage" selected), "IF 'Other', describe:", "All locations?" (radio buttons for Yes/No), "Bldg # and Loc #:" (dropdown menu with "Building: 1, Location: 1" selected), "Name:" (text field with "AMERICAS SERVICING CO" and a person icon), "Address 1:", "Address 2:", "City / St / Zip:" (text fields with "SPRINGFIELD OH 45501 - 5106"), "Phone:", "E-mail:", and "Reference number:" (text field with "1247012407").
- Forms and Endorsements:** A list of document identifiers: "DWG-2 (01/93) Dwelling Property Broad Form DWG-2", "CTZ-U-0174 (01/05) Privacy Policy", "DWG-E100 (07/04) Louisiana Amendatory Endorsement", "DWG-E290 07 04 Limited Fungi, Wet or Dry Rot or Bacteria Coverage", and "DWG-E59 (01/93) \$500 Special Loss Deductible Clause".
- Attachments:** A list of document types: "Loss Supplement", "Photographs", and "Replacement Cost Estimate".
- Additional Remarks:** A large empty text area for notes.

A "Continue" button is located at the bottom right of the form.

6. The following screen will confirm deletion. Click the *OK* button.



Operational Notes

The following notes provide additional information about how to operate LPMS.

1. When inputting text, users must enter the appropriate spacing and characters for the following field types. The exact formats shown below must be followed in order for LPMS to accept the data.
 - a. Phone numbers: (000) 000-0000
 - b. Social Security Numbers: 000-00-0000
 - c. FEIN: 00-0000000
 - d. Dates: 00/00/0000

2. When closing an LPMS web browser screen, there is no prompt to save. If a screen is closed without clicking the *Save* button, data will not be retained. To avoid losing data, click the *Save* icon or the *Continue* button to move from screen to screen.