


# Insurance Code - BAM2100

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***Asset Management > Tables > Code Tables > Insurance Code***

This tab is used to create the Insurance Code table. The codes provide a listing of the insurance companies or policies that provide the liability, casualty, and operations insurance coverage for assets and equipment managed by the district. This is a user-defined table, so you may use any codes/descriptions that meet your needs.

## Set up an insurance code:

Click **+Add** to add a row.

| Field | Description |
|---|---|
| **Insurance Code** | Type a user-defined code (e.g., 123, ABC) to describe the insurance company. The field can be a maximum of three characters. |
| **Insurance Description** | Type a description provided by the district's insurance company or a user-defined description. The field can be a maximum of 30 characters. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
| **Print** | Print code data.<br>Click to print data. The following Asset Management Code Table options are displayed:<br>**Current Tab Page** - prints only the tab page currently open.<br>**Selected Code Tables** - displays the following options from which you can select:<br>**Catalog**<br>**Status Code**<br>**Insurance Code**<br>**Gain Code**<br>**Condition Code**<br>**Property Class Code**<br>**All Code Tables** - prints all the code tab pages.<br>Select an option and click **OK** to view a copy of the report. Otherwise, click **Cancel** to return to the tab.<br>Review the report. |
| | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |