

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