



**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
<b>Insurance Code</b>	Type a user-defined code (e.g., 123, ABC) to describe the insurance company. The field can be a maximum of three characters.
<b>Insurance Description</b>	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:

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



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