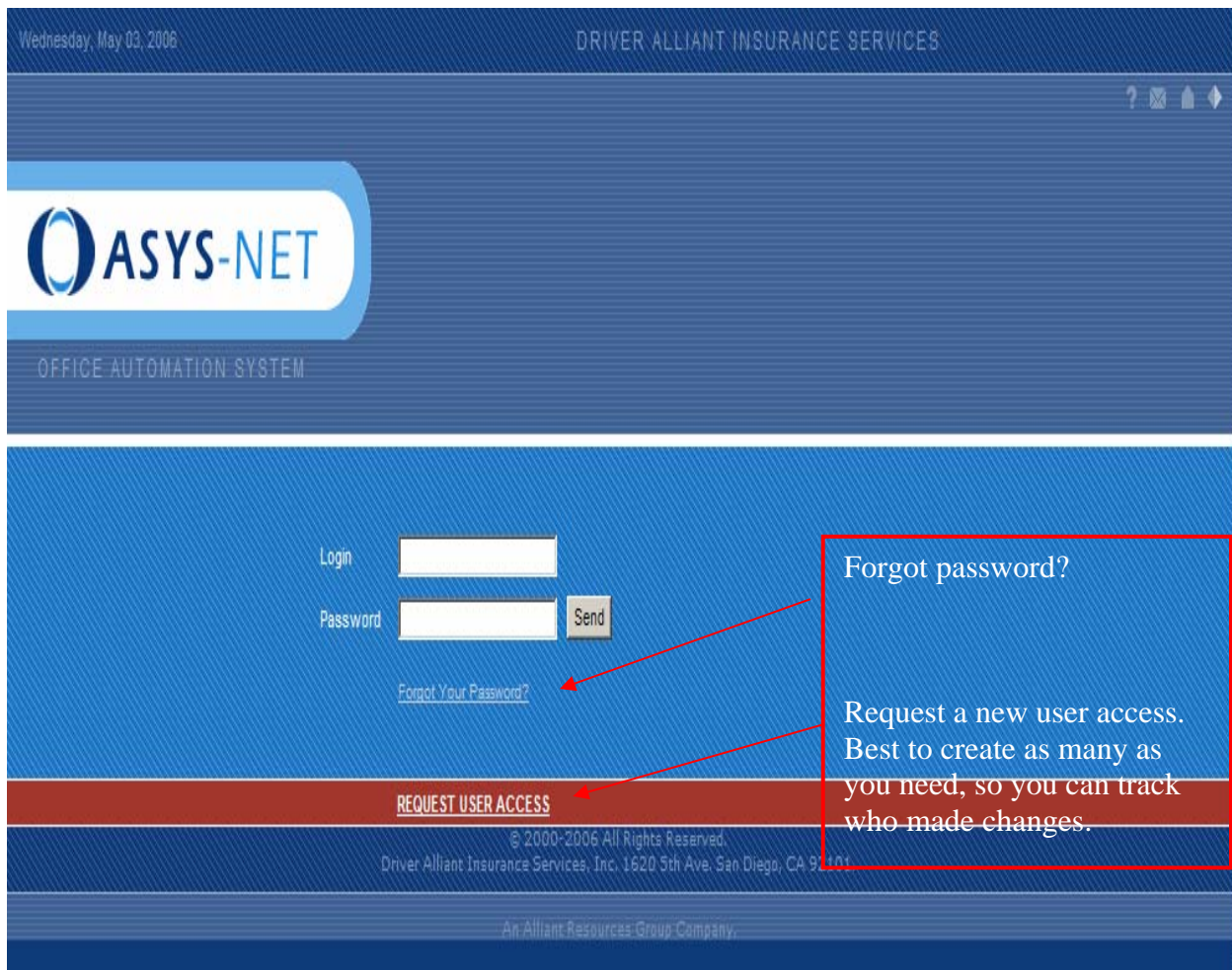




2007

USER DIRECTIONS



Login screen:

Enter your login and password to enter. If you have forgotten your password, click on the "Forgot your password?" You will be directed to enter your login and email address. An email with your password will be forthcoming, provided the login has that email address. If you have forgotten your login, call Craig Williams, (949) 660-8189. To request a new user, click on REQUEST ACCESS. You can have an unlimited number of users.

If you have any suggestions or comments click on the envelope to open a dialogue box.

MAIN MENU

PROPERTY AND ENVIRONMENTAL SCHEDULES: By clicking here:
If you are in a Property Program, your property schedule will appear.
If you are in an Environmental Program, your environmental schedule will appear. If you are in BOTH programs, your combined schedule will appear.

- [Location List](#)
- [Members](#)
- [Advanced Search](#)
- [Reports](#)
- [Preferences](#)
- [Help Overview](#)
- [Log Out](#)

Search For

Help: Search ▾

Search

Clear Search

Location List

COUNTY OF CRAIG WILLIAMS Showing Locations 1 - 41 of 41

▲ Loc	Your Location	Site Description	Occupancy	Address	Total Values
1	FD8902	FIRE HOUSE 103	FIRE STATION 103	1234 MAIN STREET	2,200,050
1-A	PD 23	JULIE OTA SENIOR CENTER	SENIOR CENTER & ADM OFFICES	12345 MAIN STREET	12,800,000
1-C		FIRE STATION	STATION 1	3434 FONTEZUELA DRIVE	4,015,000
2		CITY HALL		11 CIVIC CENTER PLAZA	5,540,010
2-A	125-PO	FIRE DEPT 3		1234 ANY STREET	2,275,000
3-A		CITY YARD		123 ANY STREET	1,062,000
3-C		ANIMAL SHELTER		211 DOGGIE ROW	20,000
3-D	PD 3	POLICE DEPARTMENT		34234 ERS STREET	1,725,000
3-E		POLICE STATION 1		1 MY WAY	210,000
3-F		AQUATICS COMPLEX - LOCKERROOM	RECREATION FACILITY	4601 CHESTNUT	201,673
3-G		SKATE PARK & REC CENTER	RECREATION	123 HARVARD	690,687
3-I	12	VEHICLES OVER \$100,000		VARIOUS	5,000,000
3-K	34-P	POLICE STATION 34	POLICE STATION	1234 MOCKINBIRD LANE	750,000
3-L	546F	FIRE STATION 546	EMT CENTER	2324 ETHERIAL WAY	25,045,000
4	SINGLE ENTRY LINE	VEHICLES		VARIOUS	2,634,800
4-A	FOOD 1	LOVELAND PARK	COFFEE HOUSE	123 MAIN STREET	2,300,000
4-B	ER2	EMERGENCY ROOM 2		1123 ANY STREET	750,000

LEFT TOOL BAR:

Location List: gives the screen above.

Members: is only used if you have multiple member schedules.

Advanced Search: this screen lets you find items quickly and "filter" out unwanted locations.

Reports: obtain printout for your schedule or export to Excel.

Preferences: you can change your email, obtain email confirmation of changes, choose how many locations to see on your location list and change your password.

Help: being developed.

Log Out: close system. If you just close your browser you will be logged out also.

MEMBERS MENU:

Select a Member

Showing Members 1 - 100 of 182

Select	Name
<input checked="" type="radio"/>	All Members
<input type="radio"/>	CITY OF AGOURA HILLS
<input type="radio"/>	AGOURA HILLS CALABASAS COMMUNITY CENTER AUTHORITY
<input type="radio"/>	CITY OF ALISO VIEJO
<input type="radio"/>	TOWN OF APPLE VALLEY
<input type="radio"/>	CITY OF ARROYO GRANDE
<input type="radio"/>	CITY OF ARTESIA
<input type="radio"/>	CITY OF ATASCADERO
<input type="radio"/>	CITY OF BELLFLOWER

Choose All members or one at a time.

To choose multiple members, but not all, go to advanced search.

ADVANCED SEARCH:

This screen has many variables to choose from. You can use standard Windows controls like CTRL and click to choose multiple members that are not next to each other. Using Shift and click will choose all choices from your first to last and all those in between. To find property with values, go to Total Values, and enter FROM \$1 to \$99,999,999. An asterisk * can be a "wild card" marker. For example: in the address field, if you enter *elm* all instances of where the letters ELM show up will be returned. 1234 ELM Street, 34 YELM Avenue, etc. You can choose ranges of square footage or year built to values. You also have the ability to select the sort order at the bottom of the page.

Once you have made your choices you can save your search to rerun it again. You can also just run the search by clicking search.

Advanced Location Search

Members:	<input type="text" value="CITY OF AGOURA HILLS"/> AGOURA HILLS CALABASAS COMMUNITY CENTER AUTHORITY CITY OF ALISO VIEJO TOWN OF APPLE VALLEY CITY OF ARROYO GRANDE	
Location:	<input type="text"/>	
Unit #:	<input type="text"/>	
Your Location:	<input type="text"/>	
Site Description:	<input type="text"/>	
Address:	<input type="text"/>	
City:	<input type="text"/>	
Zip Code:	From: <input type="text"/>	To: <input type="text"/>
Occupancy Type:	<input type="text" value="Auditorium"/> --Acute --Assisted Living	
Occupied As:	<input type="text"/>	
Comments:	<input type="text"/>	
Square Footage:	From: <input type="text"/>	To: <input type="text"/>
Construction Code:	<input type="text" value="(N/A)"/>	

Search For

Help: Search

At the bottom of the left tool bar is a mini search that should meet most users "search" needs.

You can search the following:

- Member
- Location, Site
- Occupancy
- Address
- Value

The system will look for whatever you enter.

REPORTS: Click on Report, then click on Request a report.
Ask for SCHEDULE or export to Excel. Ask system to email you the report when completed. You can skip next step if you asked for email.

Reports

Select Report	<input type="text"/>
Email me when the report or export is ready:	<input type="checkbox"/>
Records To Include:	<input type="radio"/> All that match current advanced search

Review status of reports: Click Requery to see if complete.

Reports

Showing Reports 1 - 1 of 1

Requested	Description	Status	File Size	Completed	Email me	Del
5/3/06 3:18:10 PM	Property Schedule	Pending	0	No	Cancel	

1 Reports Found.

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Driver Alliant Insurance Services, Inc. 1620 5th Ave. San Diego, CA 92101.

An Alliant Resources Group Company.

PREFERENCES:

Choose your options:

User Preferences

Email Address is required!

Email Address :	<input type="text" value="cwilliams@driveralliant.co"/>
Receive confirmations of location changes?	<input checked="" type="checkbox"/>
Default number of items per list page :	<input type="text" value="100"/>
Change Password :	<input type="text"/>
Confirm New Password :	<input type="text"/>

ADDING, DELETING, CHANGING LOCATION INFORMATION:

Changing a location:

Open a location by clicking on any field on the screen for that location.

Location List

Showing Locations 1 - 55 of 55

Member	Loc	Your Location	Site Description	Occupancy	Address	Total Values
AGOURAHILLS	3		CHUMASH PARK	REAL PROP: RESTROOM FACILITY & SHADE STRUCTURE	5550 MEDEA VALLEY ROAD	75.940
AGOURAHILLS	5		REYES ADOBE PARK	REAL PROP: RESTROOM FACILITY & SHADE STRUCTURE	31400 RAINBOW CREST DRIVE	98.428

Loc #: 3

2nd ID (Building ID):

Your Location Number:

Address Copy Address From... Add Photo View Photo

Site Description: CHUMASH PARK

Bldg Description:

Address: 5550 MEDEA VALLEY RO

Address2:

City: AGOURA HILLS

State: California

Zip Code: 91301

Occupancy

This Location has a Building:

This Location has Underground Storage Tanks:

This Location Is a Non-Owned Disposal Site:

Occupancy Type: Parks & Recreation

Occupancy: REAL PROP: RESTROOM I

The items in MEMBER are not editable. They show the member name, Program and sub group.

You can only edit "your location" which is your numbering system. If you need the assigned loc, and bldg number changed, call your service rep

Address is required on all locations be it a property location or environmental location. If no street address exists, a tract and parcel number will suffice. City, State and Zip are also required fields.

If this location has a building, this box should be checked to view the property fields.

If this location is environmental and has Underground storage tank, check. If a non- owned disposal site, check. Choose occupancy from drop down. Further describe if drop down is too general.

5176 Locations Found. Click on Location for more information

<< < > >> Requery New H

To add a new location, click on "New" at bottom of schedule.

PROPERTY INFORMATION:

Property Information

Square Footage of Building:

Stories:

Construction

Construction Code: [Const Code Conversions](#)

ISO Protection Code:

Auto Sprinklers?: % of Building

Alarms (Pick best from list):

Rent Notes:

Coverage Options

EQ Zone:

Purchase EQ Coverage for: Real Prop Pers Prop B/Rents

Flood Zone:

Purchase Flood Coverage for: Real Prop Pers Prop B/Rents

Values

Values for Policy Year: 2006 - 2007

Total Real Property: Excluded Real Value

Total Personal Property: Excluded Contents Value

Total Rent:

Total Values: 75,940

Miscellaneous Information

This Location is: Owned Leased

Funding Type:

Allocation Code:

Tower:

Dates

When will this change take effect?

Date Added:

Enter total building square footage.
Enter number of stories (basements not a story)
Choose construction from drop down.
Sprinklers yes check box. Add % sprinklered.
Alarms, choose from drop down.

EQ and Flood will prefill from your preferences. Be certain you want the coverage before checking.
Enter the Federal Flood zone.

Enter the REAL PERSONAL PROPERTY & RENT/BUSINESS INTERRUPTION TOTAL VALUE YOU WANT.

Check if Owned or Leased to you.

Allocation code is free form and can be used to sort (Police, Fire, etc for example).

Date defaults to today for date of change. Click **SAVE** when done

To delete a location, simply click Delete

ENVIRONMENTAL INFORMATION:

Environmental Information	
Environmental	Scheduled Underground Storage Tanks
Hazard Level:	STANDARD
Do All UST's Meet Requirements? (Check for Yes):	<input type="checkbox"/> Explain Below
<div style="border: 1px solid black; height: 60px;"></div>	
Do you have plans to remove any UST's in the next year? (Check for Yes):	<input type="checkbox"/>
<div style="border: 1px solid black; height: 60px;"></div>	
Dates	
When will this change take effect?	<input type="text" value="5/8/06"/>
Date Added:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Help"/>	

The hazard level will prefill from the occupancy type. If there are Underground Storage Tanks, (UST) then answer the questions. You will also need to Schedule the USTs by clicking on the button above.

There is really no entry information needed if there are no USTs.

ADDING AN UNDERGROUND STORAGE TANK

Underground Storage Tanks

No Records Found

Member:	CITY OF AGOURA HILLS ENVIRONMENTAL RISK				
Site:	CIVIC CENTER/LIBRARY	Building:	OFFICES & LIBRARY		
Location #:	101	2nd ID:			
Address:	30001 LADYFACE CIRCLE , CITY OF AGOURA HILLS CA 91301				

▲ Unit ID	Contents	Const.	Capacity (gal)	Yr. Const.	2nd Cont.	Last Tested	Type
-----------	----------	--------	----------------	------------	-----------	-------------	------

0 Items Found. Click on Item for more information

Clicking on New will open the screen below.

Underground Storage Tank

Member:	POLLAGOURAHI				
Site:	CIVIC CENTER/LIBRARY	Building:	OFFICES & LIBRARY		
Location #:	101	2nd ID:			
Address:	30001 LADYFACE CIRCLE , CITY OF AGOURA HILLS CA 91301				

Unit ID	Contents	Construction	Capacity (gal)	Year Constructed	Secondary Cont.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Tested	Type	Notes			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

Unit Id: Your tank number if you have one.
 Contents: Pick from drop down contents of tank.
 Construction: choose from drop down
 Gallons, Year Constructed: enter data
 Secondary Construction: choose from drop down
 Last Tested Date and Type of Test from drop down.
 Notes: any other information you want to enter.
 Click Save when done.

Requesting a Certificate from your schedule:

Monday, May 08, 2006 DRIVER ALLIANT INSURANCE SERVICES

Log Off ? [envelope icon] [home icon] [arrow icon]

ASYS-NET

PROPERTY & ENVIRONMENTAL SCHEDULES VEHICLE SCHEDULES VENDOR CERTIFICATE TRACKING **REQUEST CERTIFICATE** CLAIMS TRACKING

[Location List](#)
[Members](#)
[Advanced Search](#)
[Reports](#)
[Request a Cert](#)
[Preferences](#)
[Help Overview](#)

Edit Location

Member

Name:	CITY OF AGOURA HILLS ENVIRONMENTAL RISK
Program:	
Group:	CJPIA-ENV

Location

Loc #:	101
--------	-----

When you have opened the location you need a certificate on, by clicking on Request a Certificate, the request will prefill the location information into your request.

Lease/Agreement #:	<input type="text"/>
*Description, Location, Equipment & Value, Vehicles, Other:	As Respects Loc. 101 CIVIC CENTER/LIBRARY OFFICES & LIBRARY Located at
	<input type="button" value="Lookup Location"/>

Complete the one page form and submit.

If you have any questions on the website, contact Craig Williams at (949) 660- 8189. You can also submit suggestions using the little envelope link at the top of OASYS net page.

Tuesday, May 01, 2007 Alliant Insurance Services, Inc.

Log Off [envelope icon] [home icon] [arrow icon]

ASYS-NET