



BAY CITIES
Joint Powers Insurance Authority



Property Schedule Database A User's Guide

Technology provided by



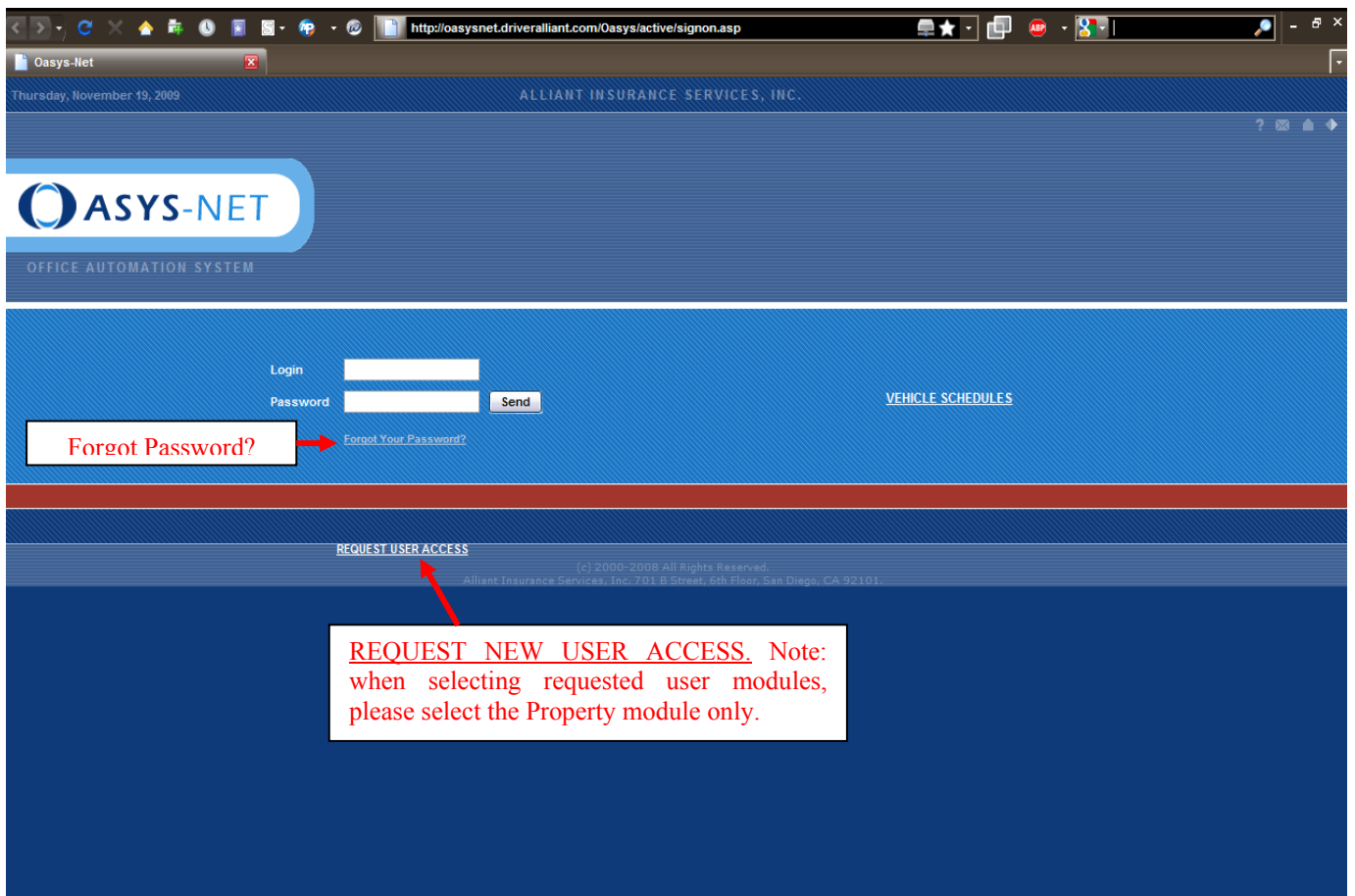
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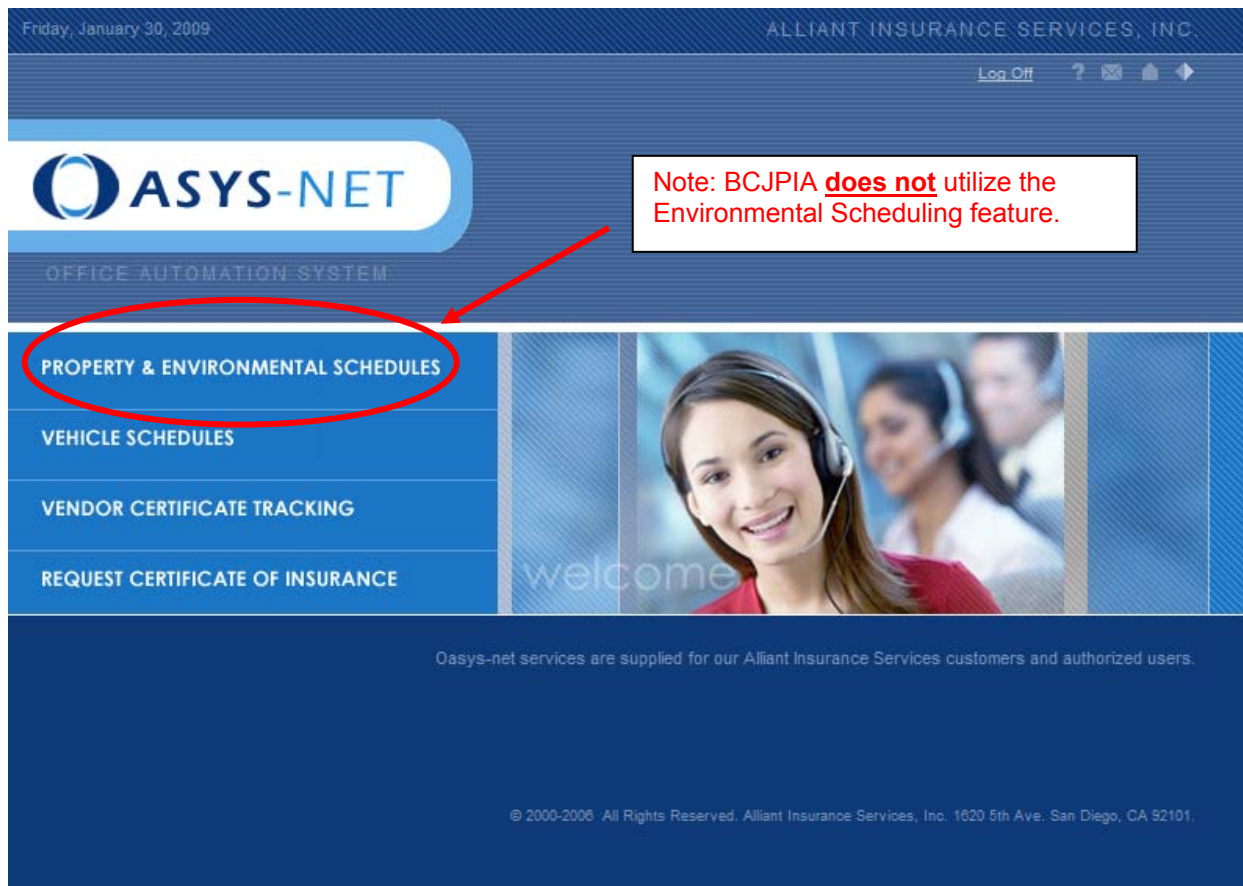
Login Screen (please use the link below or login directly from BCJPIA website's "Quick Links" section):

<http://oasysnet.alliantinsurance.com/oasys/active/signon.asp>

Enter your login and password to access the system. If you have forgotten your password, please click the "Forgot your password?" link. You will be directed to enter your login and email address. An email with your password will follow. If you have forgotten your login, please call Craig Williams at (949) 660-8189.

Please click "New User Access" to request a login and password. You can have an unlimited number of users, so we encourage you to utilize separate login details for each user at your agency.





MAIN MENU

Please select "PROPERTY AND ENVIRONMENTAL SCHEDULES": Your Agency's property schedule should appear at this time, and will look similar to the image on the following page. Note: BCJPIA members may disregard the "Environmental Schedules" portion of this link as this is not applicable to your insurance program.

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	690,667
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: Displays the screen directly above. This is a listing of all of your locations. If the option is selected, up to 100 locations can be shown at one time.

Members: **THIS FIELD DOES NOT APPLY TO BCJPIA MEMBERS.**

Advanced Search: This option allows you find specific locations quickly by filtering out unwanted properties.

Reports: This allows users to obtain a printout of your Agency's properties in various formats.

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

FAQ: This section displays Frequently Asked Questions and Answers (FAQ).

Log Out: This terminates access to the Oasynet system. You may also terminate your session by closing your browser.

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:	CITY OF AGOURA HILLS AGOURA HILLS CALABASAS COMMUNITY CENTER AUTHORITY CITY OF ALISO VEJO 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:	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:	(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:

- Location, Site
- Occupancy
- Address
- Value

REPORTS:

Click on Report, and then click on Request a Report.
Ask for SCHEDULE or export to Excel. Ask the system to email the report to you when completed. You can skip next step if you've asked for it to be emailed.

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
<input type="button" value="Submit Request"/> <input type="button" value="Cancel"/>	

Review status of reports:

Click Re-query to see if complete. (This step only applies if you've not asked the system to email you the report.)

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:

You can change your User Preferences as follows:

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"/>
<input type="button" value="Save Preferences"/>	

ADDING, DELETING, & CHANGING LOCATION INFORMATION:

To **add** a location, click on NEW at bottom of Location List. This will present a new blank location entry. To **delete** a location, open the desired location and click delete at the bottom of the location entry.

Changing a location:

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

PROPERTY & ENVIRONMENTAL SCHEDULES VEHICLE SCHEDULES VENDOR CERTIFICATE TRACKING REQUEST CERTIFICATE

Location List

Showing Locations 1 - 10 of 931

Member	Loc	Your Location	Site Description	Occupancy	Address	Total Values
BCALBANY	1	DIC PROG	CITY HALL	CITY HALL	1000 SAN PABLO AVENUE	6,259,813
BCALBANY	2		MAINTENANCE CENTER	PUBLICS WORKS GARAGE	548 CLEVELAND AVE	514,952
BCALBANY	3	DIC PROG	FIRE STATION	FIRE STATION	1001 MARIN AVENUE	2,370,800
BCALBANY	6		CHILD CARE CENTER	CHILD CARE CENTER	1435 PORTLAND AVENUE	835,841
BCALBANY	8		PRESCHOOL	CLASSROOM	850 MASONIC AVENUE	297,809
BCALBANY	11		SENIOR CENTER	SENIOR CENTER	846 MASONIC AVENUE	830,741
BCALBANY	13		TEEN CENTER	PORTABLE BUILDING	OCEAN VIEW PARK	337,198
BCALBANY	15		TAX INTERRUPTION	TAX INTERRUPTION	1000 SAN PABLO AVENUE	925,000
BCALBANY	16	DIC PROG	LIBRARY/COMMUNITY CENTER	COMMUNITY CENTER/LIBRARY	1247-49 MARIN AVENUE	9,953,106
BCALBANY	17		STREET LIGHTS	STREET LIGHTS	VARIOUS LOCATIONS	263,906

931 Locations Found. Click on Location for more information

<< < > >> Requery New Help

Go to Page: 1 of 94 Records Per Page: 10

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

Location

Loc #:	6
2nd ID (Building ID):	
Your Location Number:	<input type="text"/>

Address

Site Description:	CHILD CARE CENTER
Bldg Description:	<input type="text"/>
Address:	1435 PORTLAND AVENUE
Address2:	<input type="text"/>
City:	ALBANY
State:	California
Zip Code:	94706
Latitude:	37.894795
Longitude:	-122.289208
GPS Notes:	<input type="text"/>

Occupancy

Occupancy Type:	Classrooms
Occupancy:	CHILD CARE CENTER
Comments:	<input type="text"/>

Note:

1. You can only edit “your location” which represents your Agency’s internal numbering system. If you need to change the permanently assigned location and building number, please call your Alliant service representative.
2. An address is required for all locations. If no street address exists, a tract and parcel number will suffice. City, State and Zip are also required fields.
3. Longitude and Latitude will fill automatically once the location is saved. (No need to manually enter this information.)
4. Choose the occupancy type that *most closely* matches actual occupancy. Please use Occupancy free form field to further describe the occupancy if needed.
5. The comments section is a “free form” field.

PROPERTY INFORMATION:

Property Information	
Year Built:	1998
Year Appraised:	2009
Square Footage of Building:	156,735.00
Stories:	3
Construction	
Construction Code:	A - NON COMB STEEL FRAME
Construction Description:	
ISO Protection Code:	
Auto Sprinklers?:	<input checked="" type="checkbox"/> % of Building 100
Alarms (Pick best from list):	Fire, intrusion, smoke, ozone <input type="button" value="Lookup"/>
Notes:	Facility includes over 80 speed pumps (made from 100% fiberglass sea water without rusting/decaying). Ozone towers and sand filtration units, 8,000 gallon diesel storage tank.
Rent Notes:	

1. Enter year built.
2. Enter year the location was most recently appraised** if applicable. if not applicable, leave blank.
3. Enter total building square footage.
4. Enter number of stories (Basements do not count towards the total.)
5. Select applicable construction code from drop down menu.
6. If Sprinklered, check the box.
 - a. Add % sprinklered.
7. Choose applicable Alarms from the drop down menu or enter free form description.

**If you've had an appraisal done outside of services provided by BCJPIA or Alliant's, please advise Alliant & BCJPIA staff so that we may incorporate those results into your property schedule for future reference.

COVERAGE OPTIONS:

PROPERTY & ENVIRONMENTAL SCHEDULES	VEHICLE SCHEDULES	VENDOR CERTIFICATES						
Location List Members Advanced Search	<h3>Coverage Options</h3> <p>EQ Zone:</p> <p>Purchase EQ Coverage for</p> <table border="1"> <thead> <tr> <th>Real Prop</th> <th>Pers Prop</th> <th>Bl/Rents</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>No</td> <td>No</td> </tr> </tbody> </table> <p>EQ Secondary Characteristics can be ignored → EQ Secondary Characteristics</p> <p>Contents Modifier</p> <p>2nd Contents \$</p> <p>2nd Contents Modifier</p> <p>Construction Quality</p> <p>Vertical Irregularity</p>	Real Prop	Pers Prop	Bl/Rents	No	No	No	
Real Prop	Pers Prop	Bl/Rents						
No	No	No						
Preferences Help Overview Log Out Search For								

1. Earthquake (EQ) and Flood will pre-fill based on historical preferences
 - a. **If for some reason, you want to deviate from the historical preference, please contact BCJPIA or Alliant Staff.**
2. If applicable, the earthquake zone will automatically fill.

COVERAGE OPTIONS (continued):

Flood Zone:

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

Boiler and Machinery: Yes

Wind and Hail: Yes

Wind Tier: N/A

Course of Construction:

3. Enter the Federal Flood zone determination if Flood coverage is applicable. Alliant may be able to assist with this determination.
4. Designate as either Owned or Leased to you.
5. The Allocation code is a free form field and can be used to sort (by Police, Fire, etc for example).
6. Click **SAVE** when done

INSURABLE VALUES:

Total Real Property: Excluded Real Value

Scheduled Items
3 Items Found. Click on Item for more information

Type	Property	Trend	BI/TI/Rent
MOBILE EQUIPMENT *	424,652	No	0
MOBILE EQUIPMENT *	0	No	0
MOBILE EQUIPMENT *	0	No	0

Scheduled Personal Property:

Total Personal Property: Excluded Contents Value

Scheduled BI/TI/Rents:

Total Rent:

Total Values: 424,652

Enter your real property value on the left.

Scheduled items are entered here. Scheduled items can include Fine Arts, Contractors Equipment, and Computers. Note: typically, all BCJPIA members' vehicles are recorded at a single "stand alone" location so would not be subject to "scheduling".

Enter your Business Income, Tax and/or Rental Interruption Values in the "BI/TI/Rents" field.

NOTE: "standard" Personal Property values should be entered directly into the Total Personal Property field. **If** you also have scheduled items, please **"DO THE MATH"** as the system is not intuitive. For example, if you have \$500,000 in desks and furniture, etc. and \$100,000 in Fine Arts, you'll schedule \$100,000 in Fine Arts and enter \$600,000 directly into the Total Personal Property field to account for the \$500,000 in standard Personal Property.

*Standard personal property usually applies to any property that is not "bolted down", and which also would not require scheduling.

Vehicles in OASYS net.

BCJPIA member Vehicles are normally recorded at Location 900.

Find this location on your schedule and click on any field to open the field to modify the value.

900	VEHICLES	RC, COMP & COLLISION	VARIOUS LOCATIONS	27,953,056
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Total Real Property:	<input type="text"/>	Excluded Real Value	<input type="text"/>
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Scheduled Items

1 Items Found. Click on Item for more information

Type	Property	Trend	BI/TI/Rent
VEHICLES	27,953,056	No	0

Scheduled Personal Property	<input type="text" value="27,953,056"/>		
Total Personal Property:	<input type="text" value="27,953,056"/>	Excluded Contents Value	<input type="text"/>
Scheduled BI/TI/Rents	<input type="text" value="0"/>		
Total Rent:	<input type="text" value="0"/>		
Total Values:	27,953,056		

Miscellaneous Information

Click on the VALUE here and then enter your new total value for all your vehicles.

If you add vehicles you must add the new values to the current value (do the math outside system) and conversely if you eliminate vehicles you would lower the total by the amount deleted.

DO NOT ENTER A NEW VALUE IN PERSONAL PROPERTY.

MISCELLANEOUS INFORMATION:

Miscellaneous Information

This Location is: Owned Leased

Allocation Code:

Tower: PROG

7. Designate the location as either Owned or Leased to you.
8. The Allocation code is a free form field and can be used to sort (by Police, Fire, etc for example).
9. Click **SAVE** when done

Save Cancel Help

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The End

If you have any technical questions relating to the operation of the database, please contact:

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If you have any questions specific to your agency's property coverage through BCJPIA, please contact:

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