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# Equipment Insurance System 2011

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– Release Notes

## General

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In November 2011, the Office of Risk Management is releasing a new version of the Equipment Insurance System (EIS). This will be referred to as EIS-2011 throughout this document.

The new system has a newer look, simplified processes, and new features to make processing more streamlined for EIS users. The basic functionality remains the same – it's a self-service system to insure UW equipment using UW budget numbers. This document addresses changes to the system and does not outline system functions that have not changed.

The screens have a new, more user-friendly design, with navigation at the top in a dark gold bar.

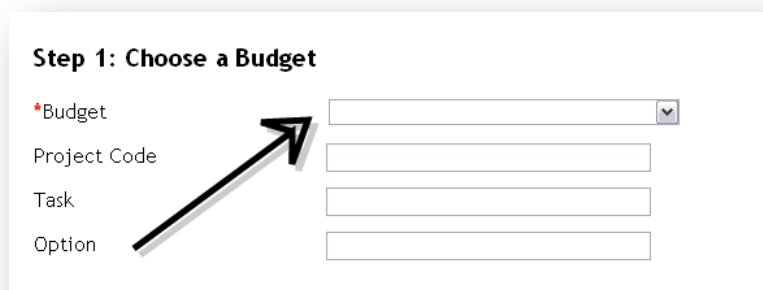


Contact information for the Equipment insurance Program can be found throughout the system.

## Add an Item Screen Changes

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In EIS-2011, items can be charged to one budget. To split budgets, we recommend an expense transfer in MyFinancial.desktop. Items which were previously on split budgets will be charged to the budget with the highest % in 2010-2011.

A screenshot of a form titled 'Step 1: Choose a Budget'. It contains four input fields: 'Budget' (a dropdown menu), 'Project Code', 'Task', and 'Option'. A black arrow points to the 'Budget' dropdown menu.

Department code will no longer be an available element in EIS-2011. Department codes at the UW are difficult to maintain, and a reliable list is not always available.

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In step 2, you have the option to either choose an Equipment ID or let the system assign one. Tag numbers are OK to use, but not required. This is similar to the old version of EIS.

However, in EIS-2011, the autogenerated numbers have a different format, which includes the year, day (in this case it is the 234<sup>th</sup> day of the year, the time in military time, and the data entry user's netID.


Equipment ID                      11234-1529-angiek8

This ensures that if you enter multiple items in one day, they will be somewhat sequential, but all Equipment IDs will be unique.

Users of EIS-2011 will be asked to choose a deductible in Step 3. Choosing the deductible will drive the rate that is applied to the item. More about the deductible and rate structure can be found [on our website](#).



Step 3: Select Coverage

\*Deductible  

A red arrow points to the dropdown arrow of the Deductible field.

In EIS-2011, you do not need to choose between Domestic or Foreign coverage.

However, ***we still need to know the location of your items for reporting purposes***. Either Location or Country Code is required, and you ***must*** update it if your item is relocated. These fields are editable at any time.

If your items are laptops, checkout items, or other mobile devices, please check “Domestic-Variou” as your location code or Various as your Country code.



\*Either Location or Country Code is Required

Location Code                      DOMESTIC-VARIOUS



Country Code                      Various 

for help with EIS, please contact [rmequip@uw.edu](mailto:rmequip@uw.edu)

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After submitting your item, in EIS-2011 you will see a confirmation page. In the old EIS, there is no confirmation page.

## Premium Details

You have insured your item. Here is your policy summary:

- **Insured Item:** test (ID: 11275-1748-angiek8)
- **Insured Value:** \$122,222.00
- **Rate:** 0.0055
- **Deductible:** \$5,000.00
- **Premium:** \$56.02
- **Renew policy in November:** Yes
- **Coverage dates:** 2011-10-03 - 2011-10-31
- **Budget billed:** 013461
- You may edit some details for 2 days by [clicking here](#)

You may edit items in EIS-2011 for up to two days after entering them. In the previous version, you had a longer period of time (up to the end of the month).

If you have chosen a deductible that is less than the value of your item, you will see a warning message, and the system will still insure your item. It is not prohibited to do this, and on rare occasions, it makes sense, but please consider if you want to insure your item for less than the deductible.

## Premium Details

You have insured your item. Here is your policy summary:


**NOTE:** The item value is less than your chosen deductible.

- **Insured Item:** something (ID: 11275-1754-angiek8)

If you have changed the end date to other than the last day of the policy year, Renew Coverage will default to "N." This fixes the bug in the last system where sometimes short-term items would renew again the next year.

## Premium Details

You have insured your item. Here is your policy summary:

- **Insured Item:** microscope (ID: 11290-1337-angiek8)
- **Insured Value:** \$445.00
- **Rate:** 0.015
- **Deductible:** \$250.00
- **Premium:** \$5.00
- **Renew policy in November:** No 
- **Coverage dates:** 2011-10-18 - 2011-10-21
- **Budget billed:** 013461
- You may edit some details for 2 days by [clicking here](#)

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## View/Edit Items Screen Changes

### Search

Our Search screen has been simplified. Rather than seeing a full list of your items, you enter search terms first.

### Edit

After entering your search terms, you will see the following screen, which offers results on the page with some basic info and totals, as well as a download file with all of the columns of information about your items.

In addition, a Batch Edit feature will be available. Instructions will be on the screen. This includes Budget Number, Project Code, and Deductible at renewal as well as Renew Coverage all year. Batch Delete will also be available at renewal.

**View/Edit an Item**

[Go straight to search results](#)

Your search returned 3 items. Download: [CSV Format](#) | [Tab-delimited Format](#)

**Batch Update:** This form allows you to apply updates to multiple items at once. The values you specify in the form **will be applied to ALL selected records** when you Update. To update multiple items:

- Enter the new values in the form below.
- Select the Items to change by checking the **Update Item** box.
- Save the changes by clicking the **Update Selected Items** button.

Budget:

Project Code:

Deductible:

Renew Coverage:  Yes  No

Action	ID	Manufacturer	Model	Serial	Budget	Value	Premium	Deductible	Project Code	Task	Option	Renew	Begin	End
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A new feature in EIS-2011 highlights items on invalid budgets in pink:

<input type="checkbox"/> Update Item													11-01	10-31
<a href="#">Edit this Item</a>	VIXIA_RN	Canon	VIXIA HF S11 A KIT	82890120316	203421	\$1,400.00	\$0.00					Y	2010-11-01	2011-10-31
<input type="checkbox"/> Update Item	T000019752	Seaglider Fab Center	CPSB	5G-156	149501	\$127,000.00	\$0.00					N	2010-11-02	2010-12-01
<input type="checkbox"/> Update Item														

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## ISDs Screen Changes

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### Pre- 11/1/2011 ISDs

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ISDs from six previous policy years will be available in EIS-2011. They will be in this format for policy years 2010-2011 and before.

#### Equipment Insurance Premium Invoice

Invoice (ISD) Number:	000181
Invoice Date:	2011-04-04
Charged Budget:	85-2460
Object Code:	03-25-00

#### ISD Detail

These items were entered into the Equipment Insurance System (EIS) in the last month.

NOTE: Equipment IDs are not available for ISDs predating the 2011-2012 Policy Year.

Equipment ID	Charged Project	Task	Option	Amount Charged
N/A	*	*	*	\$67.79

### Post 11/1/2011 ISDs

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Itemized ISDs will be available for policy years 2011-2012 and after.