

Table of Contents

CHAPTER 1. INTRODUCTION	3
WHAT IS THE GRIP (GLOBAL RISK INFORMATION PROFILING) SYSTEM?	3
WHAT'S NEW IN GRIP?	3
USING SHORTCUT KEYS	5
USING THE GRIP MENU.....	5
NAVIGATING	6
USING THE CALENDAR	7
CHAPTER 2. STARTING GRIP	8
SIGNING ON FROM ON-SITE	8
SIGNING ON FROM OFF-SITE.....	11
CHANGING YOUR PASSWORD	11
SIGNING OFF	12
CHAPTER 3. PERFORMING A SEARCH (CLEARING)	13
SIMPLE SEARCH	15
PHONETIC SEARCH.....	17
<i>Entering Address Information</i>	20
WILDCARD SEARCH.....	21
ADVANCED SEARCH.....	23
SORTING SEARCH RESULTS.....	26
PRINTING RISK INFORMATION.....	28
CHAPTER 4. CREATING A RISK.....	29
ENTERING A NEW RISK/INQUIRY.....	29
ENTERING AN INFORMATION ONLY RISK.....	33
ENTERING ADDITIONAL INFORMATION.....	36
PRINTING A RISK	36
CHAPTER 5. OPENING AN EXISTING RISK	37
VIEWING OR UPDATING A RISK.....	37
CHANGING THE RISK STATUS TO DECLINE/DEAD/CANCEL.....	40
ENTERING ADDITIONAL INFORMATION.....	41
PRINTING A RISK	42
CHAPTER 6. RENEWING POLICIES AND CERTIFICATES.....	43
CHAPTER 7. USING THE RISK DIARY.....	44
CREATING A RISK DIARY	44
<i>Diary Notification</i>	45
DELETING A DIARY ENTRY	46
CHAPTER 8. VIEWING REPORTS.....	47

CHAPTER 9. CREATING A LETTER.....	50
APPENDIX A. REQUIRED ENTRIES.....	54
<i>Inquiry</i>	54
<i>Opportunity / Submission</i>	55
<i>Quotation/Authorization</i>	57
<i>Binder/Certificate/Policy</i>	60
<i>Decline/Dead/Cancel</i>	64
<i>Information Only</i>	65
APPENDIX B. NOISE/SKIP WORDS.....	67
APPENDIX C. FREQUENTLY ASKED QUESTIONS.....	69

Chapter 1. Introduction

What is the GRIP (Global Risk Information Profiling) System?

GRIP is a user-friendly risk clearance system that provides a central, on-line database accessible to underwriters from both on- and off-site locations. With GRIP, underwriters can efficiently exchange information on risks and perform immediate risk clearance.

GRIP enables underwriters and DOS (Domestic Operations Support) staff to:

- ❑ quickly search for (clear) an existing risk
- ❑ change the status or sub-status of an existing risk
- ❑ easily enter a new risk
- ❑ renew policies and certificates
- ❑ view details of any risk
- ❑ view and print reports.

What's New in GRIP?

GRIP is even more powerful and easier to use than GRC. New search features help speed the risk clearance process, while simplified screens make the system user-friendly and accessible.

New GRIP features include the following:

- ❑ **Mobility:** The mobility feature enables you to connect with GRIP from a client's office, a hotel room, or any other off-site location that has access to an analog telephone line.
- ❑ **Real-time Connection with FRP:** Until now, data synchronization with FRP could take ten minutes or more. GRIP provides an instant, real-time connection that eliminates frustrating delays.

- ❑ **Enhanced Screen Design:** The GRIP screens are simplified for speed and ease of use. You can click on tabs to navigate through elements of a risk.
- ❑ **Reports:** GRIP enables you to view and print reports that provide valuable client information.
- ❑ **Special Handling of Catastrophes:** You can identify exposure as Earthquake, Wind/Storm, or Flood. You can also identify whether the exposure is Incidental or Significant.
- ❑ **Multiple Currency Support:** GRIP includes a comprehensive currency list. (Limits, premiums, etc., are indicated in the original currency.)
- ❑ **Simple Search Capability:** The enhanced GRIP search capability allows you to search without opening or creating a risk. And you can interrupt or terminate a search whenever desired.
- ❑ **Wildcard Search Capability:** In addition to phonetic searches, GRIP enables you to perform broad, wildcard searches using just the first few letters of a name. Again, you can interrupt or terminate a search whenever desired.
- ❑ **Advanced Search:** GRIP enables you to filter your search by LOB, branch, active and inactive risk, entry and coverage dates, division, company, and status.
- ❑ **Create Word-based Letters:** GRIP allows you to create standard letters in Microsoft Word.
- ❑ **Required Field Handling:** GRIP visually notifies you of the required fields for each status of a risk.
- ❑ **Enhanced Ownership Code Handling:** GRIP enables you to search for ownership codes, so you don't have to remember them.

- ❑ **Read-Only Users:** GRIP supports the creation of a user that can only view information resident in the system. Such users can view all data except the information that they are not authorized to see. For example, a DICO read-only user cannot see RP premiums/commissions. Read-only users can perform searches in the system, but they are not authorized to create new or update existing risks.
- ❑ **Comprehensive On-Line Help:** GRIP on-line help includes screen images that you can click on for input information.

Using Shortcut Keys

GRIP includes a number of shortcut keys that enable you to quickly perform a task. Shortcut keys are described in the following table:

To:	Press:
Create a new risk	Ctrl + Shift + N
Renew a policy or certificate	Ctrl + Shift + R
Cut text that you have highlighted	Ctrl + X
Copy text that you have highlighted	Ctrl + C
Paste text that you have highlighted	Ctrl + V
Sign off from the main screen	Alt + F4

Using the GRIP Menu

The GRIP menu enables you to perform tasks by clicking on the menu heading and then selecting a menu item. For example, if you click on Risk, you can then select the New item and enter a new risk.

The menu is shown below:



Menu items are described in the following table:

Menu Item	Functions
Risk	Select New to create a new risk, Renew to renew a policy or certificate, or Exit to exit the system.
Edit	After highlighting text with your mouse, select Cut , Copy , or Paste .
Utility	Tile your open windows by selecting Tile , activate chunking in the Search Result screen by selecting Mobile Mode , or change your password by selecting Change Password .
Report	View or print reports by selecting Report System .
Administration	Only applies if you have administrator privileges.
Help	View GRIP version information by selecting About Grip or GRIP on-line help by selecting Help Topics .

Navigating

GRIP provides you with numerous ways to move around the system. The quickest and easiest way is with your mouse. However, you can also use the keyboard to navigate.

Pressing **Tab** moves you forward on a screen, while pressing **Shift Tab** moves you backward.

After tabbing to an action button, pressing **Enter** activates that button. For example, if you tab to the Save button and press **Enter**, the record will be saved.

Pressing the **space bar** in a check box enters a check mark; pressing it again removes the check mark.

When in a drop-down list, pressing **↑** scrolls up and pressing **↓** scrolls down.

Using the Calendar

GRIP simplifies entering date information by providing calendars that you can click on to quickly enter dates.

Whenever you see the  symbol, you can click on it to bring up a calendar:



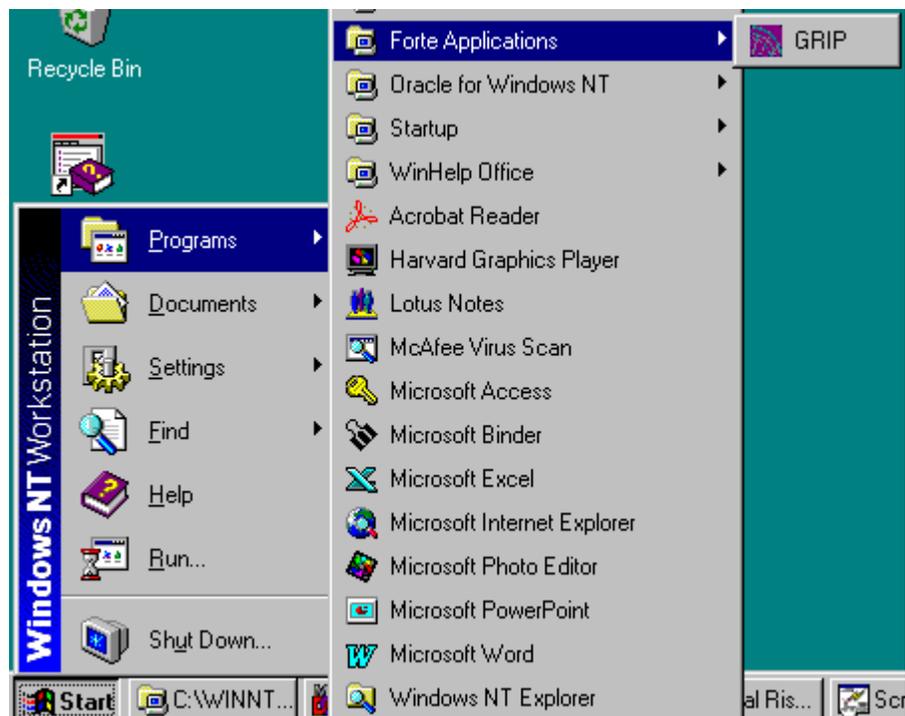
Clicking on the desired date enters it into a date field. For example, in the calendar shown above, October 25, 1998 will be entered.

To move backward or forward by the year, click **<<** or **>>**. To move backward or forward by the date, click **<** or **>**.

Chapter 2. Starting GRIP

Signing on from On-Site

1. Click the  button on the bottom left of your screen.



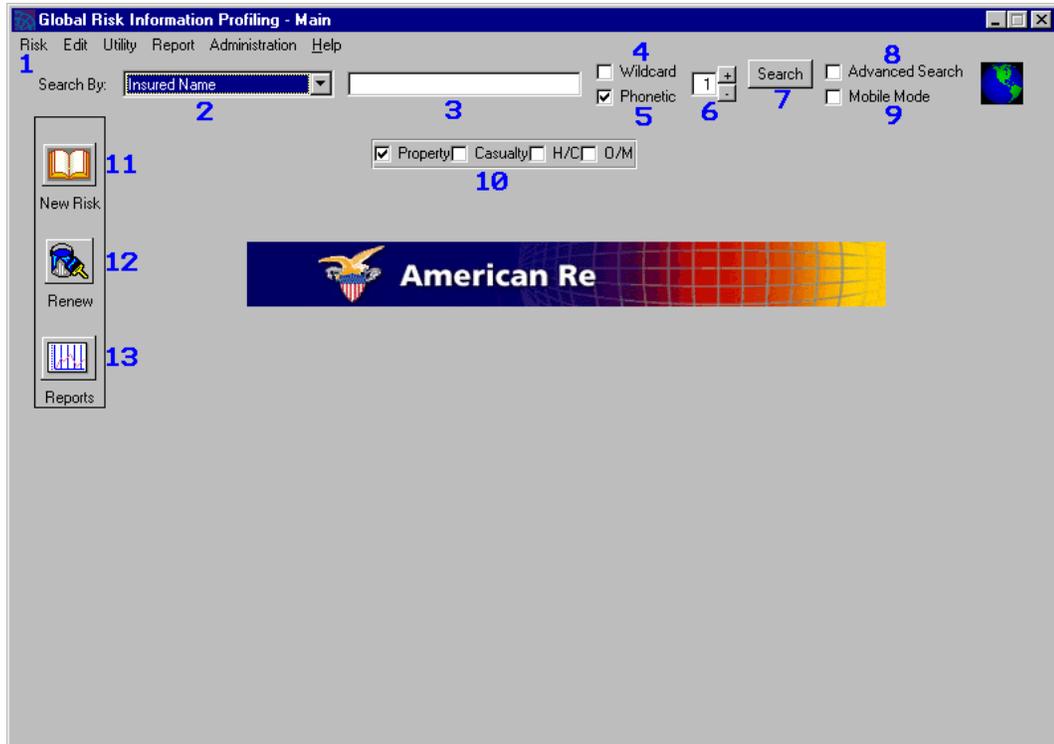
2. Select **Programs** from the menu by highlighting it with your mouse.
3. Select **Forte Applications** by highlighting it with your mouse.
4. Select **GRIP** by highlighting it with your mouse.

5. The GRIP “Login” screen is displayed:



5. Type your User ID in the UserID field.
6. Type your password in the Password field. If you wish to change your password, see Changing Your Password on page 11. If you want to cancel signing on, click **Cancel**.
7. Click **Logon**, or press **Enter**. The main GRIP screen is displayed. The elements of this screen are described on the next page.

Note: If you fail to login successfully after five consecutive attempts, the system will lock you out for thirty minutes.



1 GRIP Menu: You can perform a variety of tasks by using the GRIP menu. These include opening a new risk, renewing policies and certificates, and viewing reports. (See Using the GRIP menu on page 5 for more information.)

2 Search By Drop-Down Menu: Click to choose how you wish to search the GRIP system. You can search by Insured Name, Address, GRIP ID, Underwriter – Last Name, Underwriter Assistant – Last Name, FRC Record Number, Producer Number, Underwriter – Full Name, and UAA – Full Name. (If you select Underwriter – Full Name or and UAA – Full Name, a second drop-down menu is displayed.)

3 Search By Field: Enter your search criteria (e.g., Insured Name).

4 Wildcard Search Check Box: Click to specify a wildcard search. For more information about conducting a search, see Chapter 3, Performing a Search (Clearing).

5 Phonetic Search Check Box: Click to specify a phonetic search. For more information about conducting a search, see Chapter 3, Performing a Search (Clearing).

6 Increase or Decrease Search Range: Click on the plus (+) or minus (-) sign to increase or decrease the search range for a phonetic search. The higher the number, the wider the search.

7 Search Button: Click to begin your search.

8 Advanced Search Check Box: Click to specify an advanced search. For more information about conducting a search, see Chapter 3, Performing a Search (Clearing).

9 Mobile Mode Check Box: Click to specify a “chunked” search when you are dialing in from offsite. Only 50 search results at a time will be displayed.

10 Line of Business Check Boxes: Click on the Property, Casualty, H/C and/or O/M boxes. A check appears in the box. This filters your search by LOB. If you leave all four of the LOB boxes unchecked, your search will include all LOBs in the system – just as if you had checked all four boxes. It is recommended that you always check the desired LOB(s), unless you require multi-line search data.

11 New Risk Button: Click to enter a new risk. For more information, see Entering a New Risk/Inquiry on page 29.

12 Renew Button: Click to renew a policy or certificate. For more information, see Renewing Policies and Certificates on page 43.

13 Reports Button: Click to view reports. For more information, see Viewing Reports on page 47.

Signing on from Off-Site

To sign on from off-site, follow the procedures for signing on to the IBM global network and then see *Signing on from On-Site* on page 8. Remember that you will be subject to all IBM network security restrictions.

Caution: You must be certain that you are connecting your laptop modem to an analog telephone line. Connecting to a digital phone line will seriously damage the modem. Always remember to ask what kind of a phone line is available. If you must connect to a digital line, a converter box is required. See your system administrator for more information.

Changing Your Password

You can change your password at any time. In addition, the system will automatically prompt you to change your password after 60 days have passed. Be sure to remember your password. If you forget it, contact your system administrator.

1. Type your current password and then click **Change Password** on the GRIP “Login” screen. (The Change Password button is grayed out until you type your current password.) The “New Password” field is displayed below the “Password” field:



2. Type your new password in the New Password field. Your password must be 5 – 10 alphanumeric characters in length. It also must be different from your last five passwords.
3. Click **Continue to Work** if you wish to use the system, or **Quit** to sign off.

Signing Off

You can sign off from the main GRIP screen in the following ways:

- ❑ click the **X** on the upper right corner of your screen
- ❑ double click on the upper left corner of your screen
- ❑ press **Alt + F4**
- ❑ select **Risk** and then **Exit** from the GRIP menu.

Chapter 3. Performing a Search (Clearing)

You must clear a risk before entering it. GRIP includes a number of sophisticated searching techniques that enable you to locate any risk in the system. The kind of search you choose to conduct depends on the search information that you possess.

For example, if you know the GRIP ID, FRC Record Number, or Producer Number, you can quickly access that specific risk record by conducting a simple search. On the other hand, if you don't remember anything but the insured name and don't know how to spell it, you can conduct a phonetic search. This brings up all the similar insured names and you can select the one you need.

If you do know the first part of the correct spelling, a wildcard search is fast and effective.

You can narrow, or filter, your simple, wildcard, and phonetic searches greatly by using the advanced search feature. This enables you to limit searches by LOB, active and inactive risk, branch, entry and coverage dates, division, company, and status.

Remember that if you are connected to GRIP from off-site and conduct a search in Mobile Mode, the system returns the potential matches in "chunks" (groups) rather than all at once.

Also remember that you can cancel or terminate a search whenever desired.

You can perform a number of tasks from the "Search Result" screen, including selection, removal, sort search, renewal, and printing. Each is explained in this chapter.

Searches are conducted from the main GRIP screen. The different kinds of searches are:

- ❑ Simple search
- ❑ Phonetic search
- ❑ Wildcard search
- ❑ Advanced search

As shown in the table below, different kinds of searches apply for different criteria.

Search Criteria	Kind of Search Available
Insured Name	Simple, Wildcard, Phonetic, Advanced
Address	Simple, Phonetic, Advanced
GRIP ID	Does not apply
Underwriter - Last Name	Simple, Wildcard, Advanced
Underwriter Assistant – Last Name	Simple, Wildcard, Advanced
FRC ID	Does not apply

Each kind of search is described below.

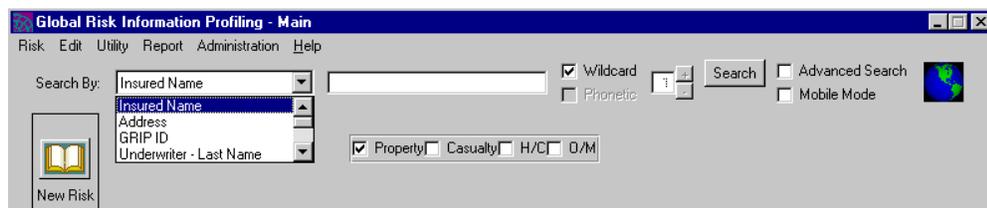
Note: The search result limit is 2000.

Simple Search

This is the easiest form of GRIP search. You should use it if you already know the Insured Name, Address, GRIP ID, Underwriter Last Name, Underwriter Assistant Last Name, Underwriter Full Name, or Underwriter Assistant Full Name.

To perform a simple search:

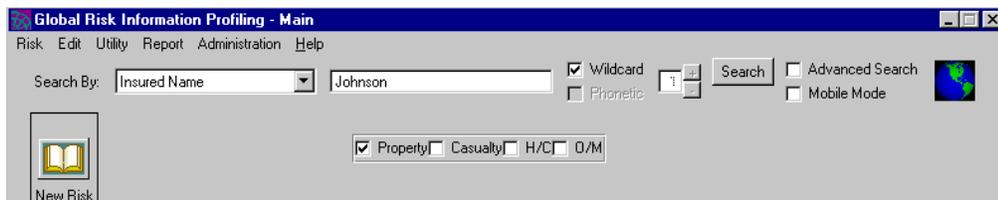
1. Click the arrow on the Search By menu. The drop-down list is displayed:



2. Select the search criteria by highlighting it.

Note: If you select Underwriter - Full Name or UAA - Full Name, a second drop-down menu is displayed. Click the arrow and select the desired name from the list that appears.

3. Type the appropriate search criteria in the text field to the right of the drop-down menu (e.g., Insured Name).



Note: If you selected Address, the “Enter an Address for Insured” screen is displayed. Enter the address information and click **OK**. (See Entering Address information on page 20 for more information.)

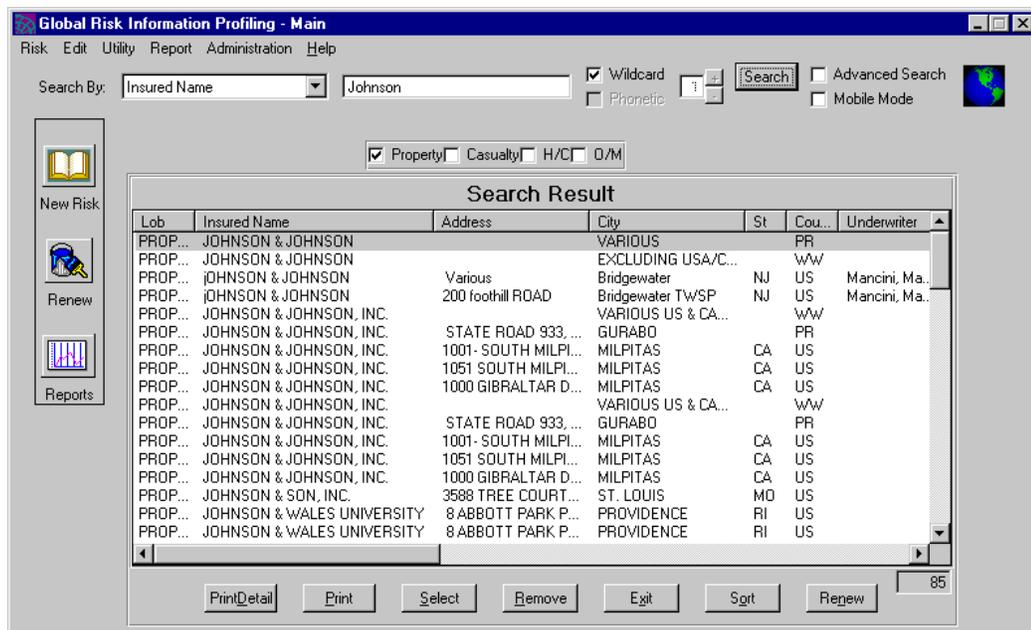
- Click on the Property, Casualty, H/C, and/or O/M boxes. A check mark appears in the box. This filters your search by LOB. For example, in the screen shown above, the system will only look for Property risks.

Note: If you leave all four of the LOB boxes unchecked, your search will include all LOBs in the system – just as if you had checked all four boxes. It is recommended that you always check the desired LOB(s).

- Click **Search**. The “Search in Progress” screen displays the number of results found. If you wish to cancel the search, click **Cancel Search**.



The “Search Result” screen is displayed. The total number of results appears on the bottom right side of this screen. You can view details about each item by scrolling horizontally. To do so, click the right or left scroll arrows.



6. Double click the desired risk, or highlight it using your mouse and click **Select**. The “Risk Detail” screen is displayed; this screen is explained in the next chapter.

Note: You can remove risks from the “Search Result” screen by highlighting them with your mouse and selecting **Remove**, exit the screen by clicking **Exit**, or sort your results by clicking **Sort**. For sorting instructions, see *Sorting Search Results* on page 26 of this chapter. To print information about a risk, see *Printing Risk Information* on page 28.

Note: You can also renew a certificate by clicking **Renew**. For information about renewing a certificate, see *Chapter 6. Renewing Policies and Certificates*.

Phonetic Search

Phonetic searches are designed for instances when you are not certain of an exact spelling. They enable you to enter an approximation of the correct spelling and then view a list of potential matches. These matches are ranked by order of likelihood.

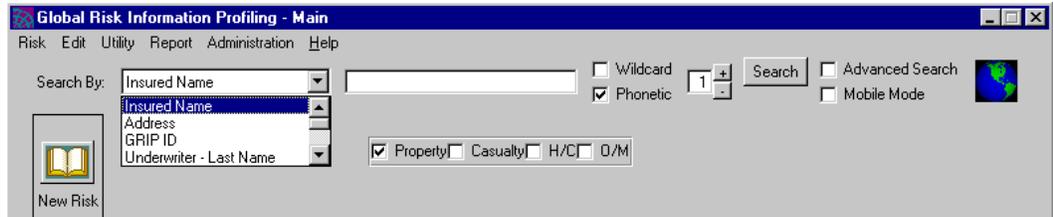
Phonetic searches are a bit slower than other kinds of search, since the system has to look for a broad range of possible matches.

Phonetic searches also have additional features such as “noise “ and “skip” word processing. This means that words like “group” or “company” that appear in the system often are automatically filtered out of the search. For a list of such words, see *Appendix B. Noise/Skip Words*.

Phonetic searches are not case sensitive, so it does not matter whether you capitalize or not when typing your entry.

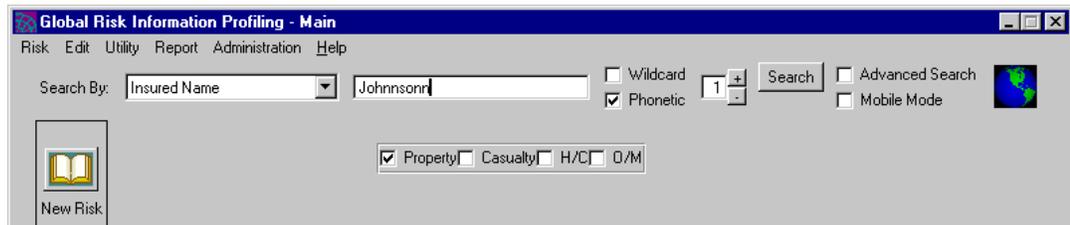
To perform a phonetic search

1. Click the arrow on the Search By menu. The drop-down list is displayed:



2. Select Insured Name or Address by highlighting it.
3. Type the Insured Name or Address in the text field to the right of the drop-down menu.

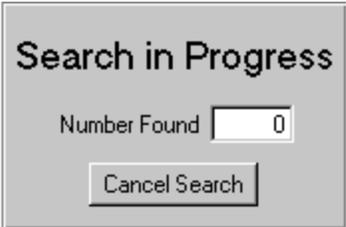
Note: If you selected Address, the “Enter an Address for Insured” screen is displayed. Enter the address information and click **OK**. (See Entering Address Information on page 20 for more information.)



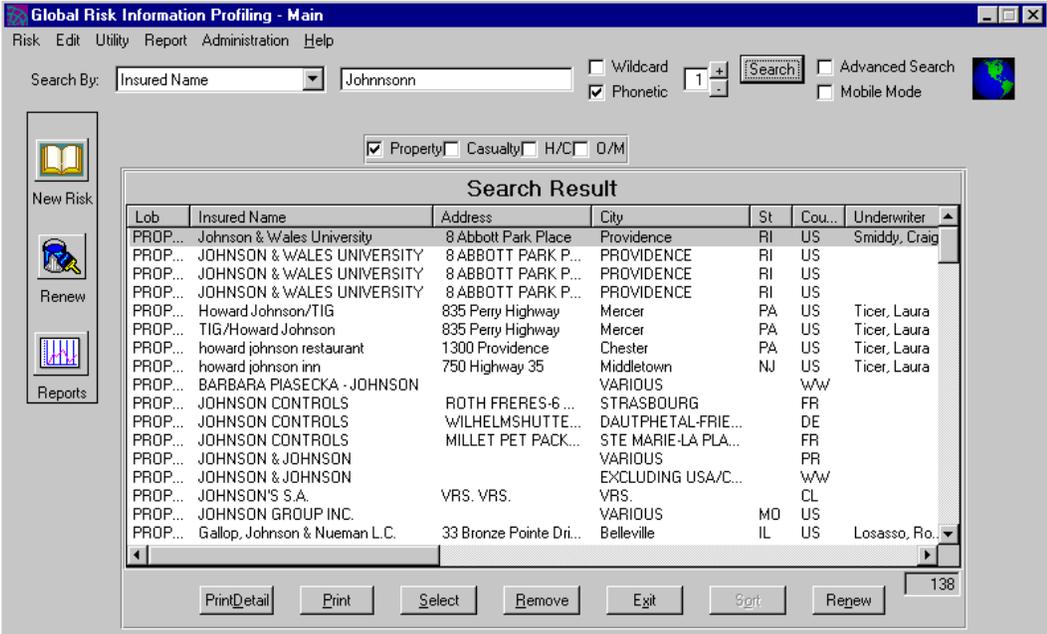
4. Click on the Phonetic check box. A check mark appears in the box.
5. Click on the plus (+) or minus (-) sign to the right of the Phonetic check box to increase or decrease the search range. The higher the number, the wider the search.
6. Click on the Property, Casualty, H/C, and/or O/M boxes. A check appears in the box. This filters your search by LOB. For example, in the screen shown above, the system will only look for Property risks.

Note: If you leave all four of the LOB boxes unchecked, your search will include all LOBs in the system – just as if you had checked all four boxes. It is recommended that you always check the desired LOB(s).

- 7. Click **Search**. The “Search in Progress” screen displays the number of results found. If you wish to cancel the search, click **Cancel Search**.



The “Search Result” screen is displayed. The total number of results appears on the bottom right side of this screen. You can view details about each item by scrolling horizontally. To do so, click the right or left scroll arrows.



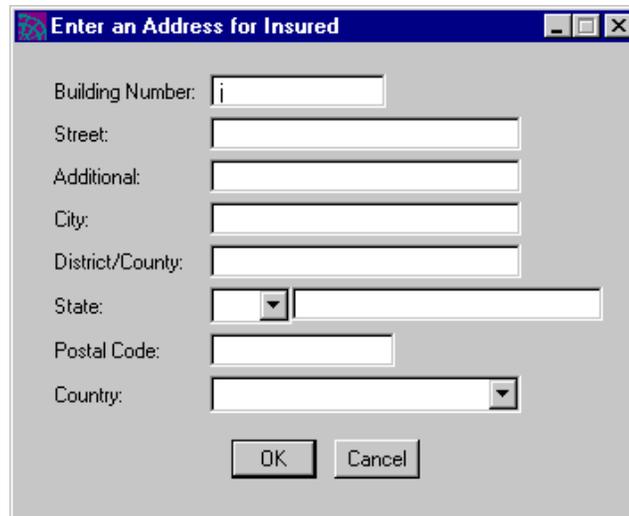
8. Double click the desired risk, or highlight it using your mouse and click **Select**. The “Risk Detail” screen is displayed; this screen is explained in the next chapter.

Note: You can remove risks from the “Search Result” screen by highlighting them with your mouse and selecting **Remove**, or exit the screen by clicking **Exit**. To print information about a risk, see Printing Risk Information on page 28.

Note: You can also renew a certificate by clicking **Renew**. For information about renewing a certificate, see *Chapter 6. Renewing Policies and Certificates*.

Entering Address Information

If you select Address from the Search By drop-down menu, the “Enter an Address for Insured” screen is displayed:



The screenshot shows a dialog box titled "Enter an Address for Insured". It contains the following fields and controls:

- Building Number:
- Street:
- Additional:
- City:
- District/County:
- State:
- Postal Code:
- Country:
- Buttons:

Enter the address information and click **OK**.

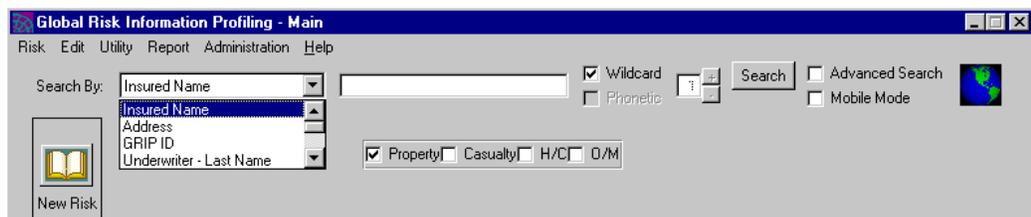
Wildcard Search

Wildcard searches are designed for instances when you only know the first part of an exact spelling. They are faster than phonetic searches, because there is a smaller range of potential matches.

Remember that a wildcard search will only work when you know the exact spelling of the beginning of the word. For example, if you type “act” and perform a wildcard search, you would not find the word “interaction.” However, you would find the word “action.” Also remember that wildcard searches are not case sensitive.

To Perform a Wildcard Search:

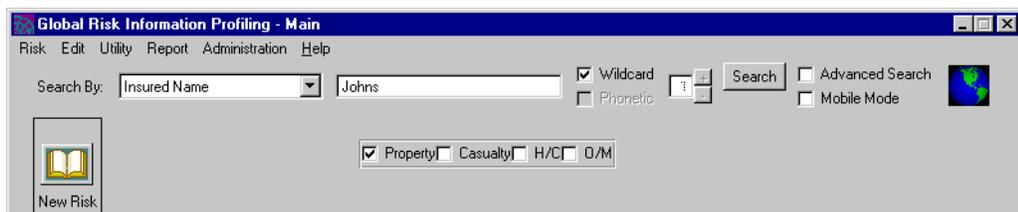
1. Click the arrow on the Search By menu. The drop-down list is displayed:



2. Select the search criteria by highlighting it.

Note: If you select Underwriter - Full Name or UAA - Full Name, a second drop-down menu is displayed. Click the arrow and select the desired name from the list that appears.

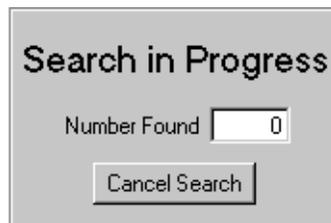
3. Type the appropriate search criteria in the text field to the right of the drop-down menu (e.g., Insured Name).



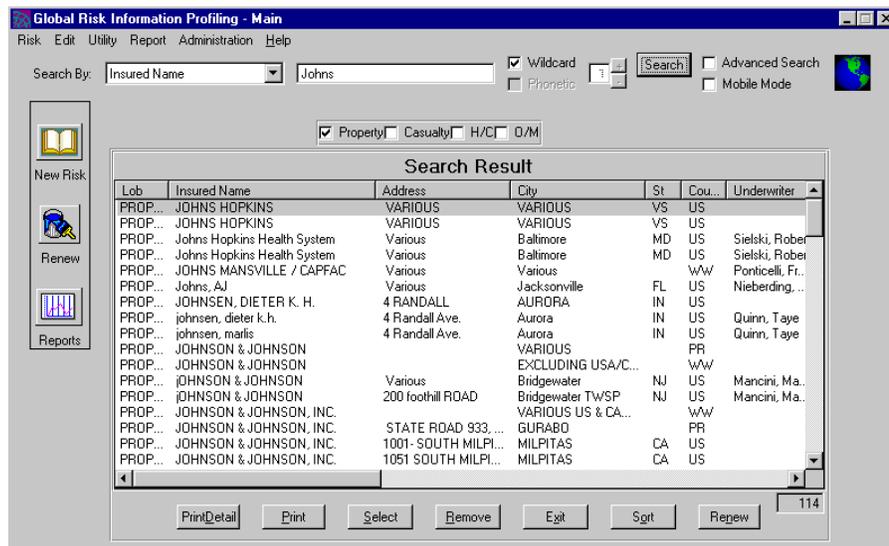
- Click on the Wildcard check box. A check mark appears in the box.
- Click on the Property, Casualty, H/C, and/or O/M check boxes. A check mark appears in the box. This filters your search by LOB. For example, in the screen shown above, the system will only look for Property risks.

Note: If you leave all four of the LOB boxes unchecked, your search will include all LOBs in the system – just as if you had checked all four boxes. It is recommended that you always check the desired LOB(s).

- Click **Search**. The “Search in Progress” screen displays the number of results found. If you wish to cancel the search, click **Cancel Search**.



The “Search Result” screen is displayed. The total number of results appears on the bottom right side of this screen. You can view details about each item by scrolling horizontally. To do so, click the right or left scroll arrows.



7. Double click the desired risk, or highlight it using your mouse and click **Select**.

The “Risk Detail” screen is displayed; this screen is explained in the next chapter.

Note: You can remove risks from the “Search Result” screen by highlighting them and selecting **Remove**, exit the screen by clicking **Exit**, or sort your results by clicking **Sort**. For sorting instructions, see *Sorting Search Results* on page 26 of this chapter. To print information about a risk, see *Printing Risk Information* on page 28.

Note: You can also renew a certificate by clicking **Renew**. For information about renewing a certificate, see *Chapter 6. Renewing Policies and Certificates*.

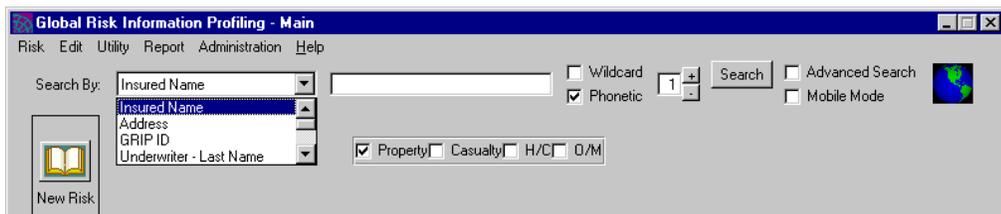
Advanced Search

An advanced search enables you to filter, or limit, your search by a number of different criteria. These include LOB, active and inactive risk, branch, entry and coverage dates, division, company, and status.

You can perform an advanced simple, wildcard, or phonetic search.

To Perform an Advanced Search:

1. Click the arrow on the Search By menu. The drop-down list is displayed:



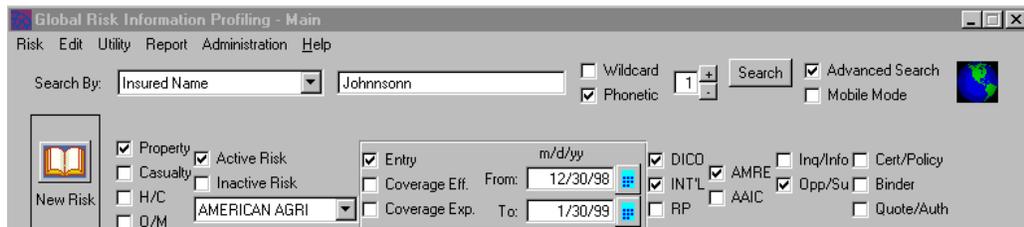
2. Select the search criteria by highlighting it.

Note: If you select Underwriter - Full Name or UAA - Full Name, and you are performing a simple or wildcard search, a second drop-down menu is displayed. Click the arrow and select the desired name from the list that appears.

3. Type the appropriate search criteria in the text field to the right of the drop-down menu (e.g., Insured Name).

Note: If you selected Address, the “Enter an Address for Insured” screen is displayed. Enter the address information and click **OK**. (See Entering Address information on page 20 for more information.)

4. Click on the Advanced Search check box. A check mark appears in the box, and the “Advanced Search” screen is displayed.

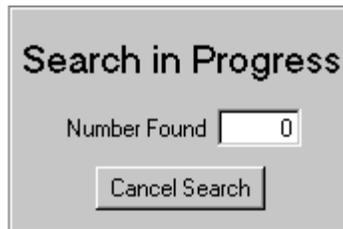


5. Click on the Property, Casualty, H/C, and/or O/M boxes. A check mark appears in the box. This filters your search by LOB. For example, in the screen shown above, the system will only look for Property risks.

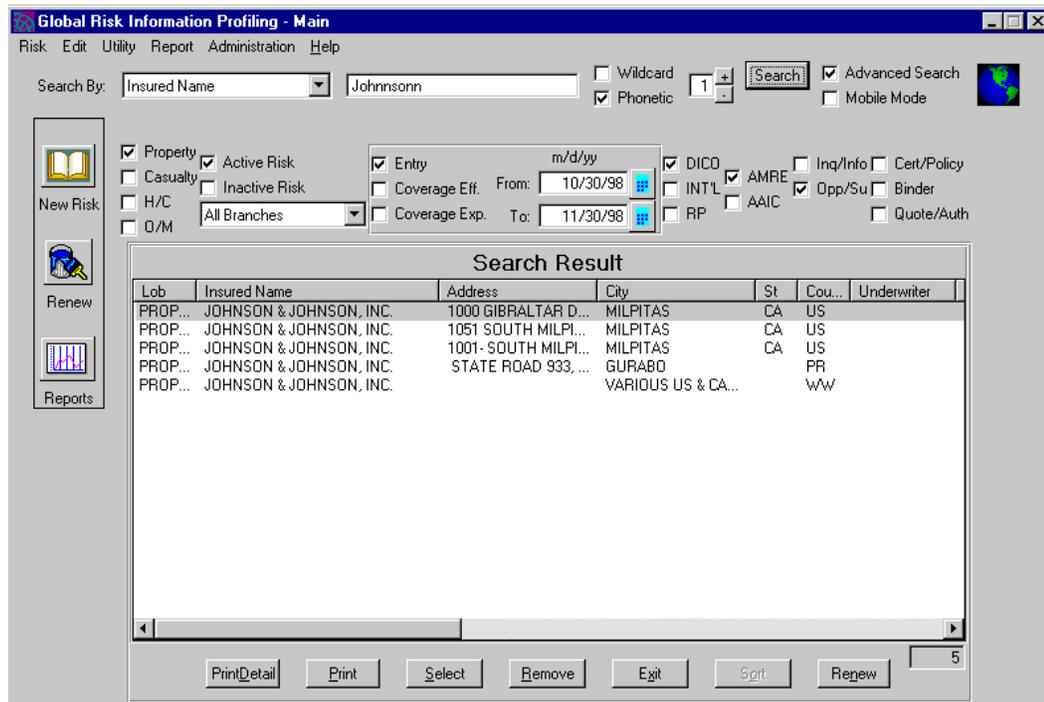
Note: If you leave all four of the LOB boxes unchecked, your search will include all LOBs in the system – just as if you had checked all four boxes. It is recommended that you always check the desired LOB(s).

6. Click on the Active Risk or Inactive Risk box. A check mark appears in the selected box, limiting your search to either active or inactive risks.
7. Click on the arrow and select a branch from the list that appears.
8. Click in the Entry, Coverage Eff. (Effective), or Coverage Exp.(Expiration) box. You can only choose one. A check mark appears in the box.
9. Enter a date range. To do so, click on the boxes to the right of the From: and To: fields and then click a date in the calendar that appears. For more details about entering date information, see Using the Calendar on page 7.

10. Select the company by clicking in the AMRE or AAIC box, or the division by clicking in the DICO, INT'L, or RP box.
11. Select the status of the risk by clicking on the Inq/Info, Opp/Su, , Cert/Policy, Binder, and/or Quote/Auth box.
12. Click **Search**. The “Search in Progress” screen displays the number of results found. If you wish to cancel the search, click **Cancel Search**.



The “Search Result” screen is displayed. The total number of results appears on the bottom right side of this screen. You can view details about each item by scrolling horizontally. To do so, click the right or left scroll arrows.



- Double click the desired risk, or highlight it using your mouse and click **Select**.
The “Risk Detail” screen is displayed; this screen is explained in the next chapter.

Note: You can remove risks from the “Search Result” screen by highlighting them with your mouse and selecting **Remove**, exit the screen by clicking **Exit**, or sort your results by clicking **Sort**. For sorting instructions, see *Sorting Search Results* below. To print information about a risk, see *Printing Risk Information* on page 28.

Note: You can also renew a certificate by clicking **Renew**. For information about renewing a certificate, see *Chapter 6. Renewing Policies and Certificates*.

Sorting Search Results

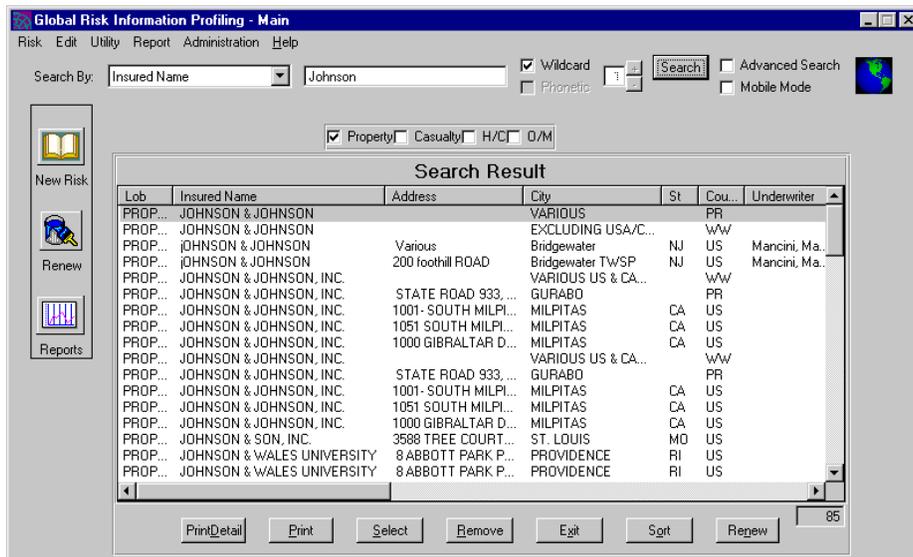
You can sort your simple, wildcard, and advanced search results and view them in a wide variety of different ways.

Note: The sort function is not available for phonetic searches.

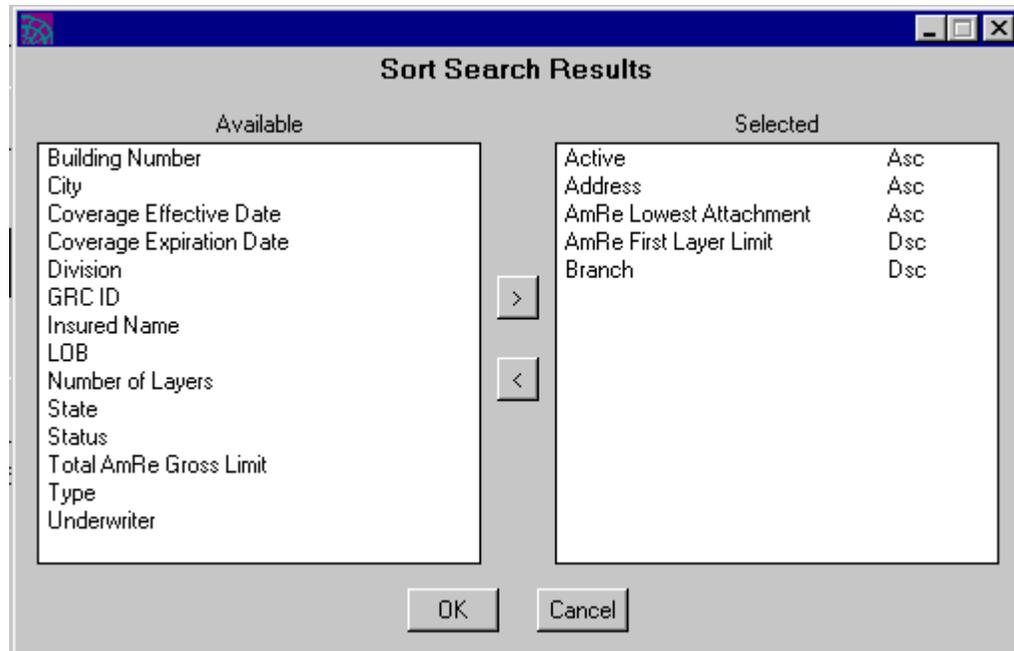
To sort your search results:

- Click **Sort** on the bottom of the “Search Result” screen:

Note: You can also sort by clicking on the column heading.



The “Sort Search Results” screen is displayed:



2. Highlight the desired category in the Available column on the left and click the >. The category is moved to the Selected column on the right. You can also move the category back to the Available column by highlighting it and clicking <. You can select all of the categories you wish.

Additionally, you can control whether the search is in ascending (Asc) or descending (Dsc) order by clicking on the symbol next to the category in the Selected column. Clicking on Asc will convert an ascending search to a descending search (Dsc), while clicking on the Dsc will convert a descending search to an ascending (Asc) search.

3. Click **OK**. You can now view the results in your “Search Results” screen.

Printing Risk Information

You can print all of the details for selected risks, or just print the information shown about the selected risks on the “Search Result” screen.

1. Press **Ctrl** and click on the desired risk(s) on the “Search Result” screen. A check mark appears to the left of the selected risk(s). To deselect a risk, press **Ctrl** and click on it again.

Lob	Insured Name	Address	City	St	Cou...	Underwriter
✓ PR...	Johnson & Wales University	8 Abbott Park Place	Providence	RI	US	Smiddy, Craig
✓ PR...	JOHNSON & WALES UNIVERSITY	8 ABBOTT PARK P...	PROVIDENCE	RI	US	
✓ PR...	JOHNSON & WALES UNIVERSITY	8 ABBOTT PARK P...	PROVIDENCE	RI	US	
✓ PR...	JOHNSON & WALES UNIVERSITY	8 ABBOTT PARK P...	PROVIDENCE	RI	US	
✓ PR...	JOHNSON PROPERTIES	VARIOUS VARIOUS	VARIOUS	CA	US	
PR...	Howard Johnson/TIG	835 Perry Highway	Mercer	PA	US	Ticer, Laura
PR...	TIG/Howard Johnson	835 Perry Highway	Mercer	PA	US	Ticer, Laura
PR...	howard johnson restaurant	1300 Providence	Chester	PA	US	Ticer, Laura
PR...	howard johnson inn	750 Highway 35	Middletown	NJ	US	Ticer, Laura
PR...	BARBARA PIASECKA - JOHNSON		VARIOUS		ww	
PR...	JOHNSON CONTROLS	ROTH FRERES-6 ...	STRASBOURG		FR	
PR...	JOHNSON CONTROLS	WILHELMSHUTTE...	DAUTPHETAL-FRIE...		DE	
PR...	JOHNSON CONTROLS	MILLET PET PACK...	STE MARIE-LA PLA...		FR	
PR...	JOHNSON & JOHNSON		VARIOUS		PR	

2. Click **PrintDetail** to print details about the selected risks. To print the information shown about the selected risks on the “Search Result” screen, click **Print**.

Chapter 4. Creating a Risk

Entering a New Risk/Inquiry

You can enter a new risk quickly from the main GRIP screen. Remember that all required fields are highlighted in blue.

The required fields vary with the risk status. For example, the required fields for an opportunity are different from those for an authorization.

Note: See *Appendix A. Required Entries* for details about the required fields.

1. Type the insured name or address in the Search by field.

Note: If you select Address from the Search By drop-down menu and then begin typing the address, the “Enter an Address for Insured” screen is displayed. Fill out this screen and click **OK**.

2. Clear the name or address by performing a search as explained in Chapter 3.

Performing a Search. If you do not locate the risk in the system, click  on the main GRIP screen. The “New Risk” screen is displayed:

The screenshot shows the "Global Risk Information Profiling Detail - New Risk" window. It is a utility window with a blue title bar. The main area is divided into several sections:

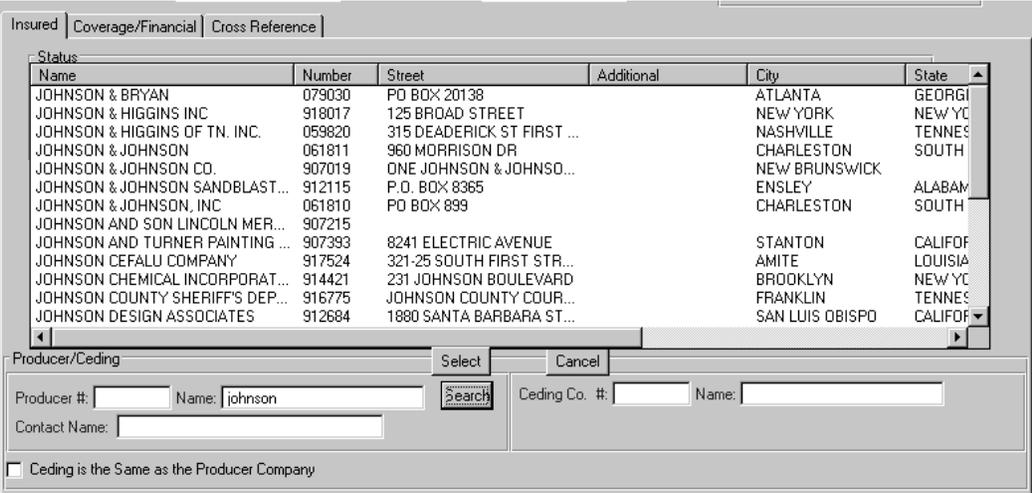
- Utility:** Contains fields for GRIP Record ID (0), Ownership Code, Underwriter (ME, Test), AmRe Company (AMERICAN RE), Underwriter Assistant (ME, Test), AmRe Division (DICO), Branch, Processing (HOME OFF. A/C), and Accounting (HOME OFF. A/C).
- Insured:** Includes tabs for Coverage/Financial and Cross Reference. The Status section has Current (Inquiry), State (Active Risk), Sub Status (Decline, Dead), and Inception/Inactive Dates (11/12/1998, 11/22/1998).
- Insured Name:** Insured Name (Johnson), Address (empty), and Line of Business (Major: PROPERTY, Subline: empty).
- Producer/Ceding:** Producer #, Name, Ceding Co. #, Name, and Contact Name fields, each with a search button. A checkbox for "Ceding is the Same as the Producer Company" is present.
- Bottom:** A toolbar with buttons: Print Risk, ERIF DICO, ERIF RP, Additional..., Diary..., Save, Delete, Cancel, and Save & Exit.

The insured name or address information you entered when clearing the risk is carried over to the “New Risk” screen.

Note: To enter an address, click **Address**. The “Enter an Address for Insured” screen is displayed. Enter the required address information and click **OK**.

Note: If you are entering an inquiry, advance to step 10.

- 4. Type the producer name in the Producer Name field. If you are not certain of the producer number, type the name and click **Search**. The producer search results screen is displayed:



- 5. Select the producer by double clicking on it, or by highlighting it and clicking **Select**.

Note: If the risk status is quote or authorization, you must also type in a contact name in the Contact Name field.

- Click on the **Coverage/Financial** tab and enter your risk information.

Global Risk Information Profiling Detail - New Risk

Utility

GRIP Record ID: Ownership Code: Search

Underwriter: AmRe Company:

Underwriter Assistant: AmRe Division:

Branch: Processing: Accounting:

Insured | **Coverage/Financial** | Cross Reference

Coverage

Perils: Major: Minor:

Dates: Effective Date: Expiration Date:

Industry: Major: Minor:

Financial

Currency:

Est. Account Premium: Commission %: Number of Layers:

Total AmRe Gross Limit: AmRe First Layer Limit: Textual Limits:

AmRe Lowest Attachment:

Remarks:

Print Risk ERIF DICO ERIF RP Additional... Diary... Save Delete Cancel Save & Exit

- Click on the **Cross Reference** tab to add a cross-reference.

Global Risk Information Profiling Detail - New Risk

Utility

GRIP Record ID: Ownership Code: Search

Underwriter: AmRe Company:

Underwriter Assistant: AmRe Division:

Branch: Processing: Accounting:

Insured | Coverage/Financial | **Cross Reference**

Insured Name	BLDG No	Street1	City	State	Country

Add Edit Remove

Print Risk ERIF DICO ERIF RP Additional... Diary... Save Delete Cancel Save & Exit

8. If this is a property risk, click the **Catastrophe** tab; the “Catastrophe” screen is displayed.

Global Risk Information Profiling Detail - New Risk

Utility

GRIP Record ID: 0 Ownership Code: Search Branch: HOME OFF. A/C

Underwriter: ME, Test AmRe Company: AMERICAN RE Processing: HOME OFF. A/C

Underwriter Assistant: ME, Test AmRe Division: DICO Accounting: HOME OFF. A/C

Insured Coverage/Financial Cross Reference Catastrophe

Catastrophe

Presence
 Incidental
 Significant

Type
 EarthQuake
 Wind/Storm
 Flood

Catastrophe Zone:

Print Risk ERIF DICO ERIF RP Additional... Diary... Save Delete Cancel Save & Exit

9. If the catastrophe presence is incidental, click **Incidental**; if it is significant, click **Significant**. Only one can be chosen. Next, designate the type of catastrophe (Earthquake, Wind/Storm, and/or Flood) by clicking the appropriate check box(es). You can type any other information you wish in the Catastrophe Zone window.

Note: You can view or print the risk details for ERIF DICO and ERIF RP in Microsoft Excel spreadsheet form. To do so, click the ERIF DICO or ERIF RP buttons.

10. Click **Save** or **Save & Exit**.

Entering an Information Only Risk

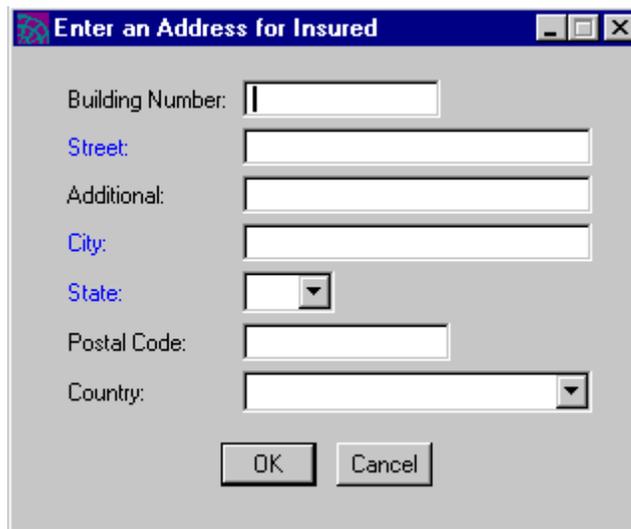
You can enter an “information only” risk from the “New Risk” screen. This status can only be applied to a new risk and is used to indicate the following:

- a “Don’t Touch” risk entered by either a branch or home office
- a flag or alert specifying the person to contact before writing this type of risk.

To enter an information only risk:

1. Type the insured name or address in the Search by field.

Note: If you select Address from the Search By drop-down menu and then begin typing the address, the “Enter an Address for Insured” screen is displayed. Fill out this screen and click **OK**.



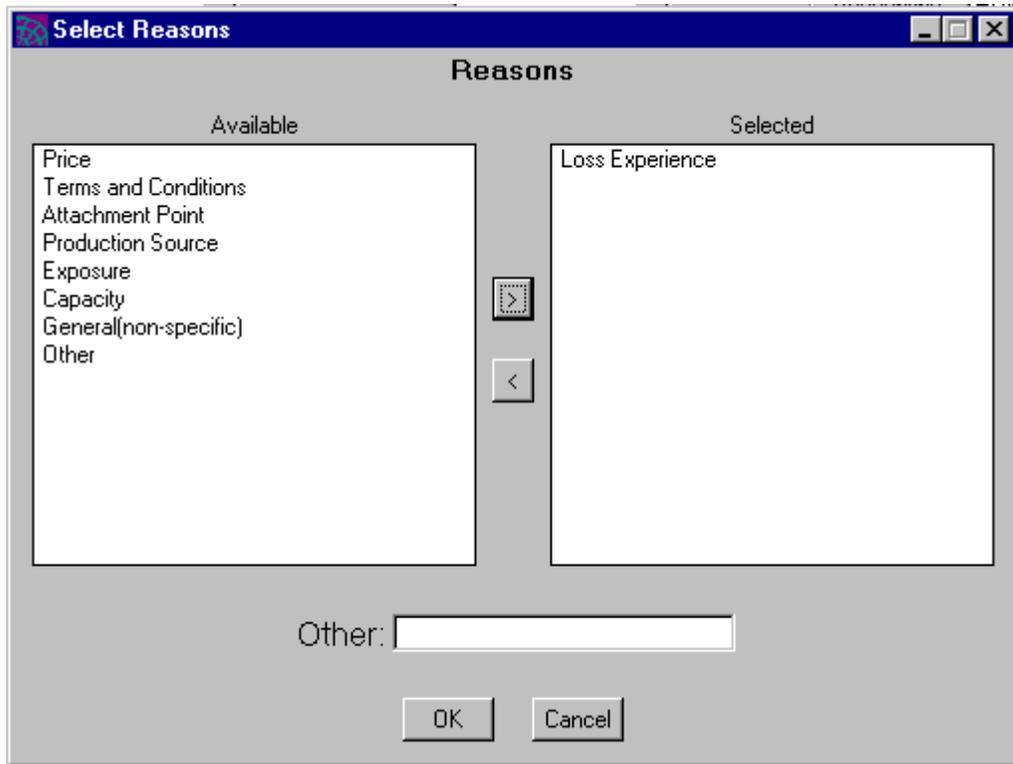
2. Click  on the main GRIP screen. The “New Risk” screen is displayed:

- The insured name or address information you entered when clearing the risk is carried over to the “New Risk” screen.

Note: To enter an address, click **Address**. The “Enter an Address for Insured” screen is displayed. Enter the required address information and click **OK**.

- Select **Info Only** from the drop-down menu on the “New Risk” screen:

- Click **Add Reasons**. The “Select Reasons” screen is displayed:

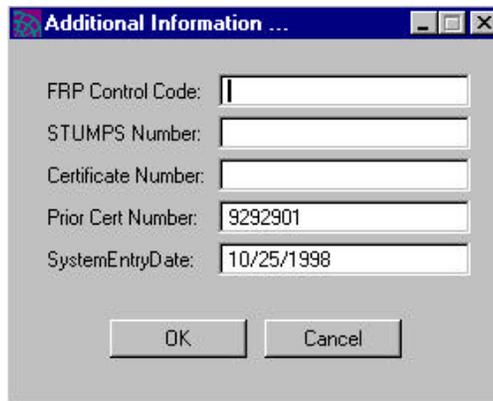


6. Highlight the reason in the Available column on the left and click the >. The reason is moved to the Selected column on the right. You can also move the reason back to the Available column by highlighting it and clicking <. You can select all of the reasons you wish. If you select Other, you can type your reason into the Other: field.
7. Click **OK**. You are returned to the “New Risk” screen.
8. Click **Save** or **Save & Exit**.

Entering Additional Information

You can enter additional risk information if desired. To do so, perform these steps:

1. Click **Additional** on the “Risk Detail” Screen. The “Additional Information” screen is displayed:



The screenshot shows a dialog box titled "Additional Information ...". It contains five input fields with the following labels and values:

- FRP Control Code: []
- STUMPS Number: []
- Certificate Number: []
- Prior Cert Number: 9292901
- SystemEntryDate: 10/25/1998

At the bottom of the dialog are two buttons: "OK" and "Cancel".

2. Type your information and click **OK**.

Printing a Risk

To print a risk, click **Print Risk** on the bottom left of the “Risk Detail” screen.

Chapter 5. Opening an Existing Risk

Viewing or Updating a Risk

To view or update an existing risk:

1. Perform a search on the main GRIP screen as described in *Chapter 3*.

Performing a Search. The “Search Result” screen is displayed:

Insured Name: Johnsonson

Wildcard Phonetic

Advanced Search Mobile Mode

Property Casualty O/M

Lab	Insured Name	Address	City	St	Cou...	Underwriter
PR...	Johnson & Wales University	8 Abbott Park Place	Providence	RI	US	Smiddy, Craig
PR...	JOHNSON & WALES UNIVERSITY	8 ABBOTT PARK P...	PROVIDENCE	RI	US	
PR...	JOHNSON & WALES UNIVERSITY	8 ABBOTT PARK P...	PROVIDENCE	RI	US	
PR...	JOHNSON & WALES UNIVERSITY	8 ABBOTT PARK P...	PROVIDENCE	RI	US	
PR...	JOHNSON PROPERTIES	VARIOUS VARIOUS	VARIOUS	CA	US	
PR...	Howard Johnson/TIG	835 Perry Highway	Mercer	PA	US	Ticer, Laura
PR...	TIG/Howard Johnson	835 Perry Highway	Mercer	PA	US	Ticer, Laura
PR...	howard johnson restaurant	1300 Providence	Chester	PA	US	Ticer, Laura
PR...	howard johnson inn	750 Highway 35	Middletown	NJ	US	Ticer, Laura
PR...	BARBARA PIASECKA - JOHNSON		VARIOUS		WW	
PR...	JOHNSON CONTROLS	ROTH FRERES-6 ...	STRASBOURG		FR	
PR...	JOHNSON CONTROLS	WILHELMSHUTTE...	DAUTPHETAL-FRIE...		DE	
PR...	JOHNSON CONTROLS	MILLET PET PACK...	STE MARIE-LA PLA...		FR	
PR...	JOHNSON & JOHNSON		VARIOUS		FR	

PrintDetail Print Select Remove Exit Sort Renew 159

2. Double click on the desired risk, or highlight it and click **Select**. The “Risk Detail” screen is displayed:

Global Risk Information Profiling Detail - 271873

Utility

GRIP Record ID: 271873 Ownership Code: 0000007241 Search

Underwriter: Smiddy, Craig AmRe Company: AMERICAN RE

Underwriter Assistant: Hutton, Janet AmRe Division: RP

Branch: Processing: HOME OFFICE Accounting: HOME OFFICE

Insured Coverage/Financial Cross Reference Catastrophe

Status

Current: Quote Sub Status: Decline Clear SubStatus

State: Active Risk Add Reasons

Inception Date: 04/26/1998 Inactive Date: 05/26/2000

Insured Name

Insured Name: Johnson & Wales University

Address: 8 Abbott Park Place Providence RI 02903 UNITED STATES

Line of Business

Major: PROPERTY Subline: PROPERTY

Producer/Ceding

Producer #: 052651 Name: ARTHUR J. GALLAGHER (UK) Search

Contact Name:

Ceding Co. #: Name: Search

Ceding is the Same as the Producer Company

Print Risk ERIF DICO ERIF RP Create Letter Additional... Diary... Save Delete Cancel Save & Exit

3. Click the arrow in the status field and select the desired status from the drop-down list.
4. Click on the **Coverage/Financial** tab. The “Coverage/Financial” screen is displayed:

Global Risk Information Profiling Detail - 271873

Utility

GRIP Record ID: 271873 Ownership Code: 0000007241 Search

Underwriter: Smiddy, Craig AmRe Company: AMERICAN RE

Underwriter Assistant: Hutton, Janet AmRe Division: RP

Branch: Processing: HOME OFFICE Accounting: HOME OFFICE

Insured Coverage/Financial Cross Reference Catastrophe

Coverage

Perils

Major: ALL RISK EXC FLOOD AND EQ

Minor: BUSINESS INTERRUPTION

Dates

Effective Date: 04/26/1998

Expiration Date: 04/26/1999

Industry

Major: SCHOOLS/COLLEGES

Minor: SCHOOLS & UNIVERSITIES

Financial

Currency: US DOLLAR

Est. Account Premium: 375,000 Commission %: 12.5

Total AmRe Gross Limit: 360,750 AmRe First Layer Limit: 975,000

AmRe Lowest Attachment: 25,000 Number of Layers: 1

Textual Limits: 975 x/s 25

Remarks

BINDERDo Not Quote - Contact Home Office - Part of Gallagher Package

Print Risk ERIF DICO ERIF RP Create Letter Additional... Diary... Save Delete Cancel Save & Exit

5. Enter the required information.
6. Click on the **Cross Reference** tab and enter the required information.

The screenshot shows the 'Global Risk Information Profiling Detail - 271873' window. The 'Cross Reference' tab is selected. The form contains the following fields and controls:

- Utility** section:
 - GRIP Record ID: 271873
 - Ownership Code: 0000007241
 - Search button
 - Branch: HOME OFFICE (dropdown)
 - Processing: HOME OFFICE (dropdown)
 - Accounting: HOME OFFICE (dropdown)
- Underwriter** section:
 - Underwriter: Smiddy, Craig (dropdown)
 - AmRe Company: AMERICAN RE (dropdown)
 - Underwriter Assistant: Hutton, Janet (dropdown)
 - AmRe Division: RP (dropdown)
- Table** section:

Insured Name	BLDG No	Street1	City	State	Country
- Buttons**: Add, Edit, Remove
- Footer Buttons**: Print Risk, ERIF DICO, ERIF RP, Create Letter, Additional..., Diary..., Save, Delete, Cancel, Save & Exit

7. If this is a property risk, click on the **Catastrophe** tab and enter the required information.

The screenshot shows the 'Global Risk Information Profiling Detail - 271873' window with the 'Catastrophe' tab selected. The form contains the following fields and controls:

- Utility** section:
 - GRIP Record ID: 271873
 - Ownership Code: 0000007241
 - Search button
 - Branch: HOME OFFICE (dropdown)
 - Processing: HOME OFFICE (dropdown)
 - Accounting: HOME OFFICE (dropdown)
- Underwriter** section:
 - Underwriter: Smiddy, Craig (dropdown)
 - AmRe Company: AMERICAN RE (dropdown)
 - Underwriter Assistant: Hutton, Janet (dropdown)
 - AmRe Division: RP (dropdown)
- Catastrophe** section:
 - Presence:
 - Incidental
 - Significant
 - Type:
 - EarthQuake
 - Wind/Storm
 - Flood
 - Catastrophe Zone: [Empty dropdown menu]
- Footer Buttons**: Print Risk, ERIF DICO, ERIF RP, Create Letter, Additional..., Diary..., Save, Delete, Cancel, Save & Exit

If the catastrophe presence is incidental, click **Incidental**; if it is significant, click **Significant**. Only one can be chosen. Next, designate the type of catastrophe (Earthquake, Wind/Storm, and/or Flood) by clicking the appropriate check box(es). You can type any other information you wish in the Catastrophe Zone window.

Note: You can view or print the risk details for ERIF DICO and ERIF RP in Microsoft Excel spreadsheet form. To do so, click the ERIF DICO or ERIF RP buttons.

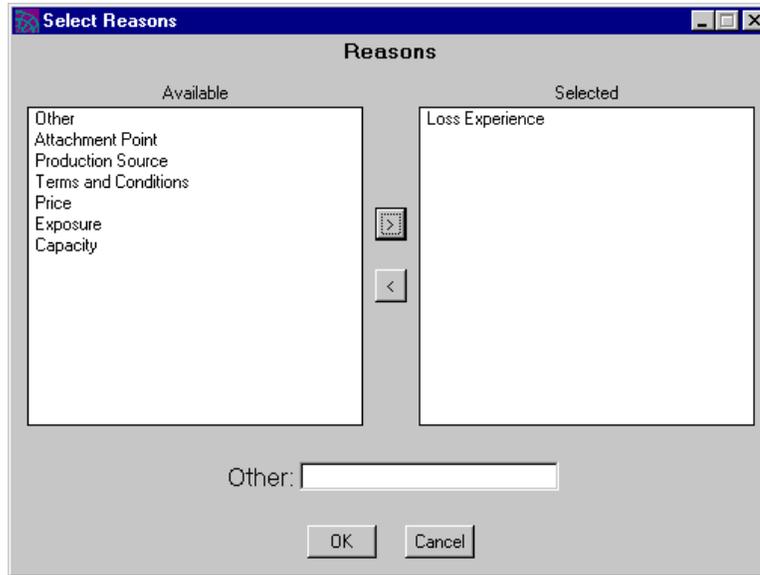
Note: For information about creating a letter, see *Chapter 9. Creating a Letter*.

8. Click **Save** or **Save & Exit**.

Changing the Risk Status to Decline/Dead/Cancel

If you wish to change a risk to the sub-status of decline or dead, perform these steps:

1. Click in the Decline or Dead check box on the **“Risk Detail”** screen. A check mark appears in the box, and the Add Reasons button is no longer grayed out.
2. Click **Add Reasons**. The “Select Reasons” screen is displayed:

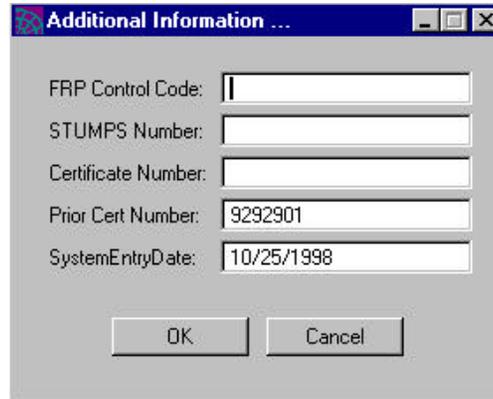


3. Highlight the reason in the Available column on the left and click the >. The reason is moved to the Selected column on the right. You can also move the reason back to the Available column by highlighting it and clicking <. You can select all of the reasons you wish. If you select Other, you can type your reason in the Other field.
4. Click **OK**. You are returned to the “**Risk Detail**” screen, and the Decline and Dead options are grayed out. If you wish to clear the Decline or Dead status, click **Clear Substatus**.
5. Click **Save** or **Save & Exit**.

Entering Additional Information

You can enter additional risk information if desired. To do so, perform these steps:

1. Click **Additional** on the “**Risk Detail**” Screen. The “Additional Information” screen is displayed:



Additional Information ...

FRP Control Code:

STUMPS Number:

Certificate Number:

Prior Cert Number:

SystemEntryDate:

OK Cancel

2. Type your information and click **OK**.

Printing a Risk

To print a risk, click **Print Risk** on the bottom left of the “Risk Detail” screen.

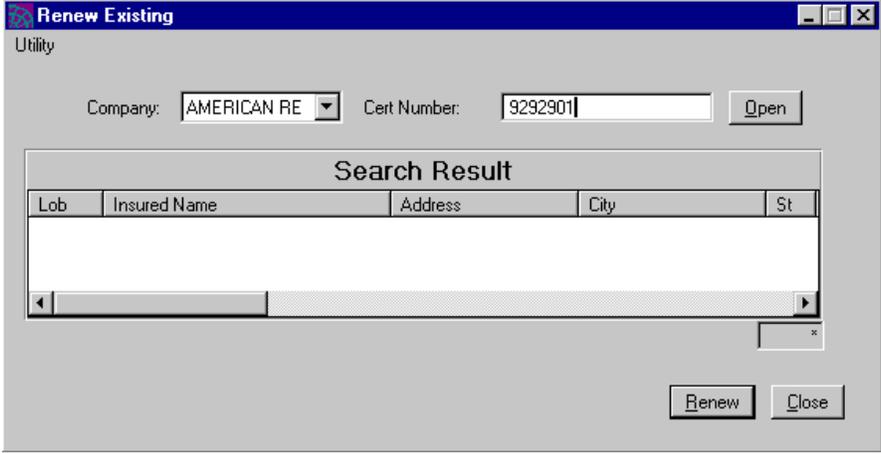
Chapter 6. Renewing Policies and Certificates

GRIP enables you to quickly and easily renew policies and certificates.

To renew a policy or certificate:

1. Click  on the main GRIP screen. The “Renew Existing” screen is displayed:

Note: You can also renew a policy or certificate from the Search result screen by highlighting it and selecting **Renew**.



Search Result				
Lob	Insured Name	Address	City	St

2. Type the Certificate number in the Cert Number field and click **Open**. The “**Risk Detail**” screen is displayed.
3. Click **Renew**. The “**Risk Detail**” screen is displayed.
4. Click **Save** or **Save & Exit** to make today’s date the new inception date and to save the renewed certificate. If you do not want to renew the certificate, click **Delete Renewal**.

Caution: Underwriting rules require that you clear any renewal.

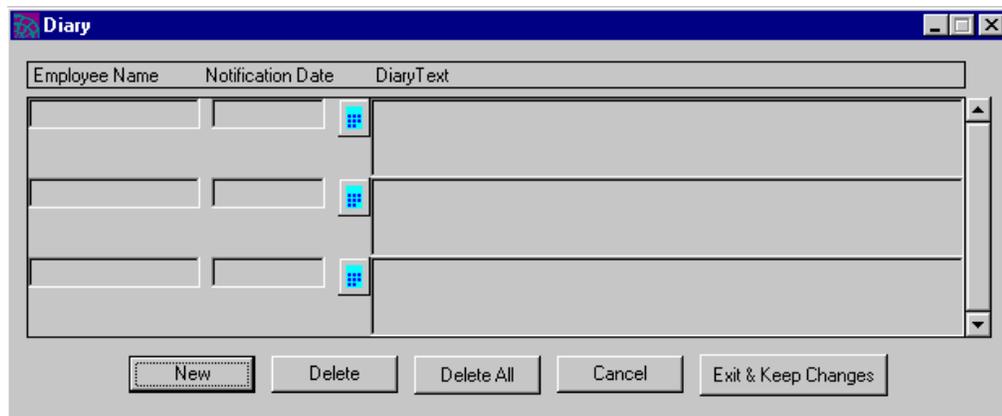
Chapter 7. Using the Risk Diary

The risk diary provides a way to temporarily record comments about an active risk. The diary can be viewed by you or by someone else in your branch.

When a risk becomes inactive, the diary entry is automatically deleted.

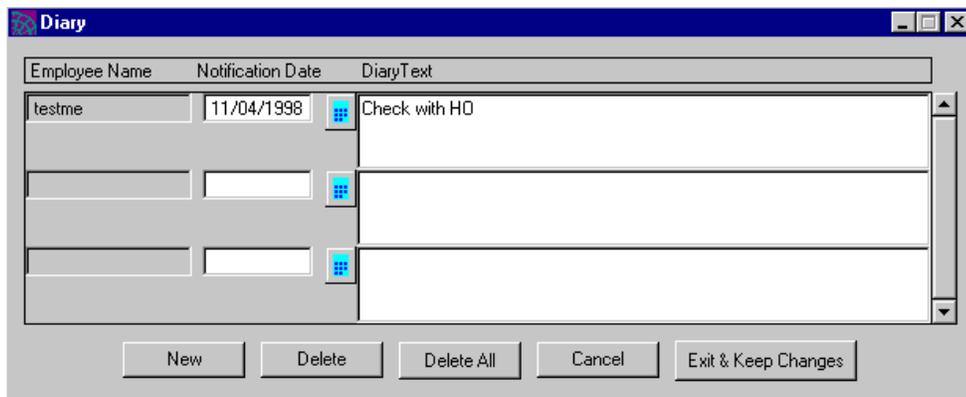
Creating a Risk Diary

1. Select **Diary** from the “Risk Detail” screen. The “Diary” screen is displayed:



The screenshot shows a window titled "Diary" with a table and several buttons. The table has three columns: "Employee Name", "Notification Date", and "DiaryText". There are three empty rows in the table. Below the table are five buttons: "New", "Delete", "Delete All", "Cancel", and "Exit & Keep Changes". The "New" button is highlighted with a dashed border.

2. Click **New**. Tomorrow’s date is automatically entered in the Notification Date field. To enter a different date, click on the calendar and then click on the desired date.



The screenshot shows the same "Diary" window, but now the first row of the table is populated. The "Employee Name" field contains "testme", the "Notification Date" field contains "11/04/1998", and the "DiaryText" field contains "Check with HO". The "New" button is no longer highlighted.

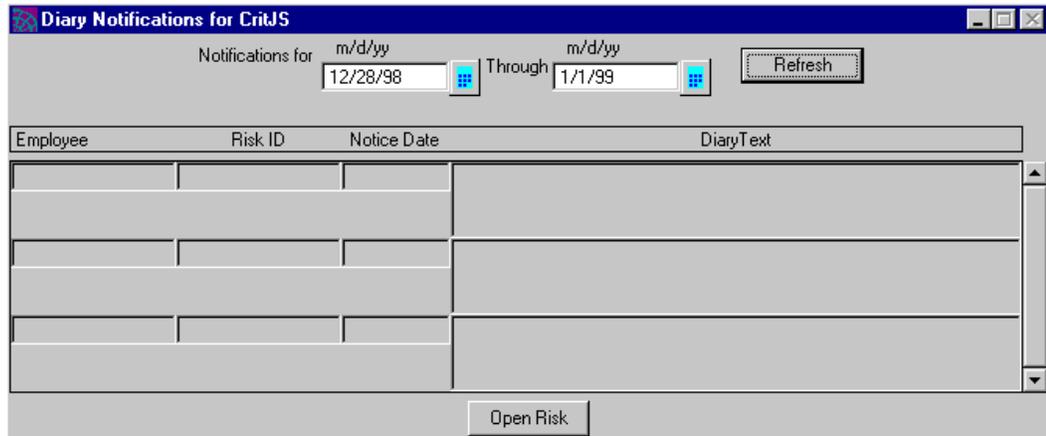
3. Type your diary entry in the Diary Text field.

4. Click **Exit & Keep Changes**

Note: You can create a diary report that displays the insured name, certificate or policy number, diary reason, branch, status, and name of the diary entrant for a specified period. For more information about reports, see *Chapter 8. Viewing Reports.*

Diary Notification

When you open a risk for which a diary entry was created (and when today’s date is within the specified range), the “Diary Notifications” screen is displayed:



If you double click on the Diary Text, or highlight it and click **Open Risk**, the risk is automatically opened. If you wish to refresh your view of the diary, click **Refresh.**

To view past or future diary entries, use the calendars to specify the date range.

Deleting a Diary Entry

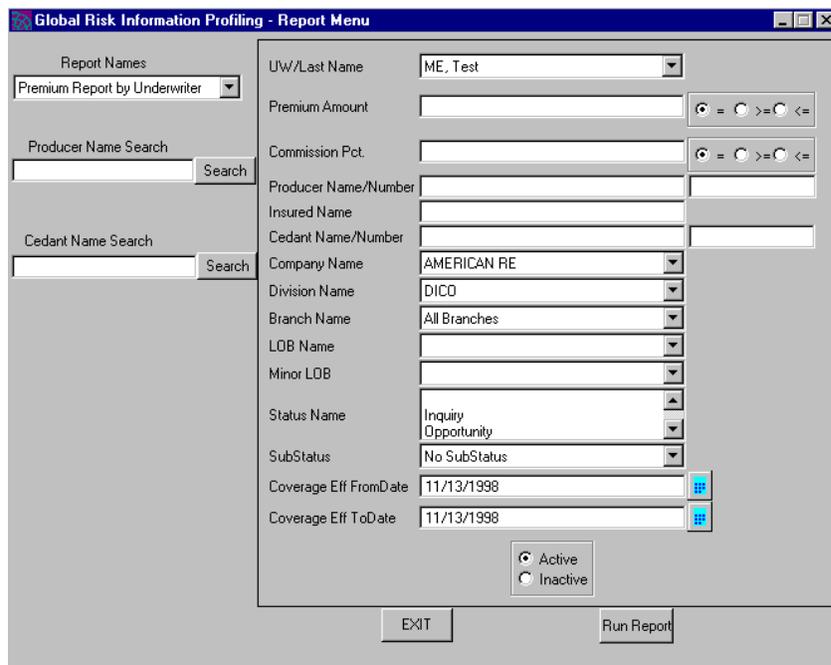
When a risk becomes inactive, the diary entry is automatically deleted. You can also manually delete a diary entry if desired.

1. Select **Diary** from the “**Risk Detail**” Screen. The “Diary” screen is displayed.
2. Select the diary entry you wish to delete by moving your cursor to the Diary Text field.
3. Click **Delete** and answer **Yes** to the prompt. If you wish to delete all your entries, click **Delete All** and answer **Yes** to the prompt.
4. Click **Exit & Save Changes**.

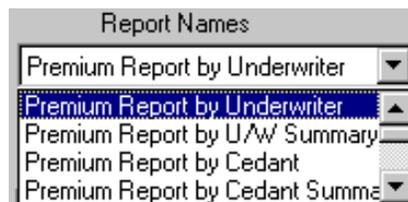
Chapter 8. Viewing Reports

GRIP provides a wide range of risk reports that you can view or print. To do so, perform these steps:

1. Click  on the main GRIP screen. The “Report Menu” screen is displayed:

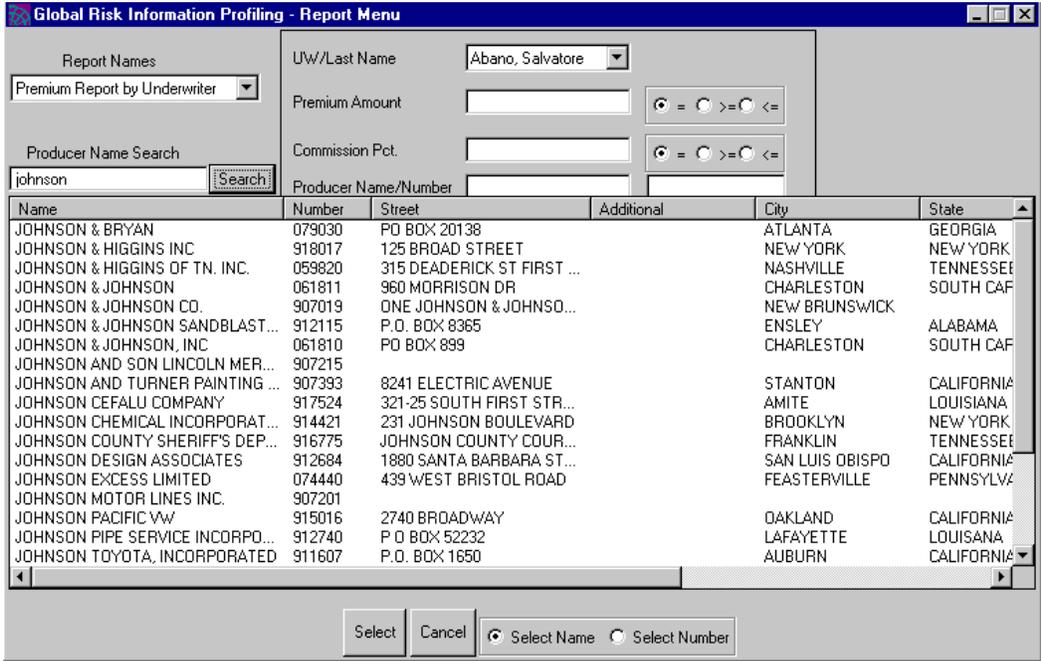


2. Select the desired report from the Report Names drop-down menu by clicking the arrow and then selecting from the list that appears.



3. Type the producer name or number in the Producer Name/Number field, or the cedant name or number in the Cedant Name/Number field.

Note: You can search for the Producer or Cedant name by typing it into the Producer Name Search or Cedant Name Search field and clicking **Search**. Double click on the desired producer or cedant, or highlight it and click **Select**. You can select by name or by number.



4. Fill in the desired fields.
5. Click **Run Report**. The report is displayed. To print the report, click the printer icon on the top of the page. To export the report to another format (e.g., Microsoft Excel), click the envelope icon.

GRIP Report 1 of 1 Total:0 100%

10/23/98

Commission and Premium Report by Underwriter

UnderWriter = Abaso, Salvatore, Producer Name = JOHNSON PACIFIC UW, CedarName = RICHARD DISTRIBUTING COMPANY, Company = AMERICAN RE, Division = DICO, Status = No SubStatus, Prem Lim = 5, Comm Iss Iss = 7%, Record Status = Active

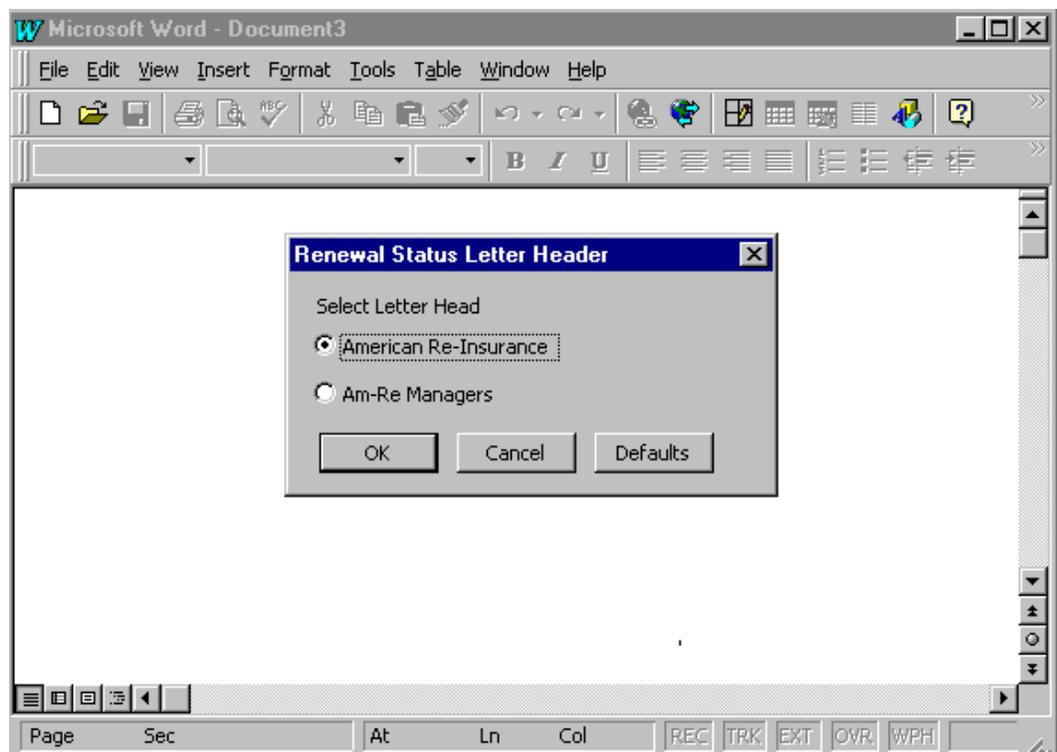
Coverage Eff Date: 10/23/98 - 10/23/98

<u>INSURED NAME</u>	<u>PRODUCER</u>	<u>CEMENT</u>	<u>DIVISION</u>	<u>COMMISSION</u>	<u>PREMIUM</u>	<u>COVERAGE EFF DATE</u>
<u>Grand Total:</u>						

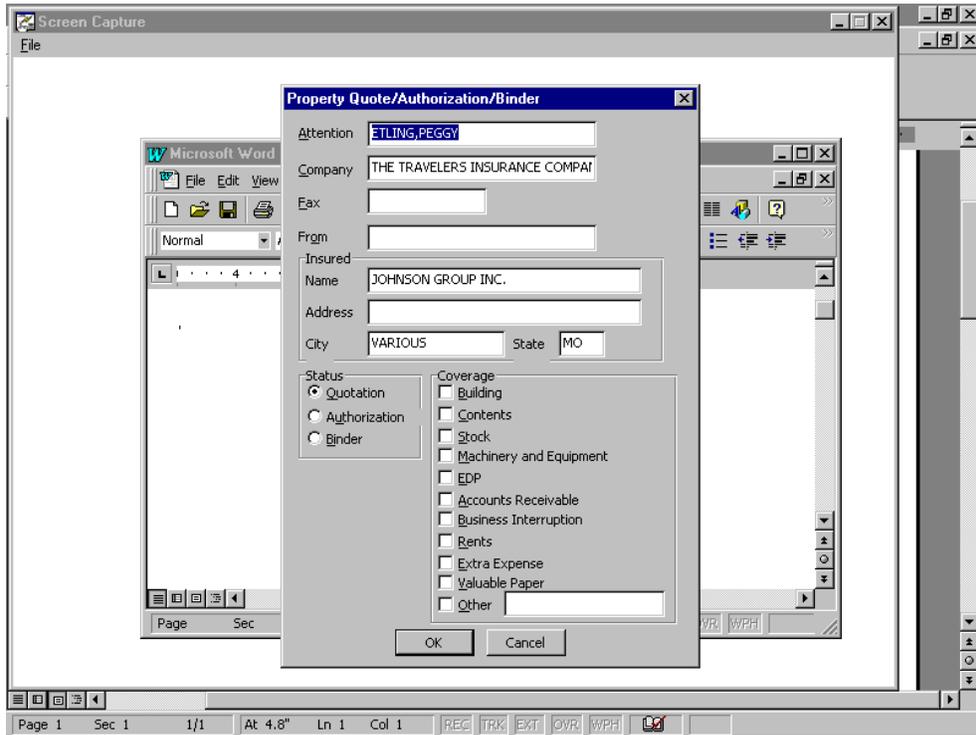
Chapter 9. Creating a Letter

You can quickly create a letter for risks that are in a quote, authorization, or binder stage. Filling in the information on the GRIP screens will automatically create the letter for you in Microsoft Word. A typical example is shown in this chapter.

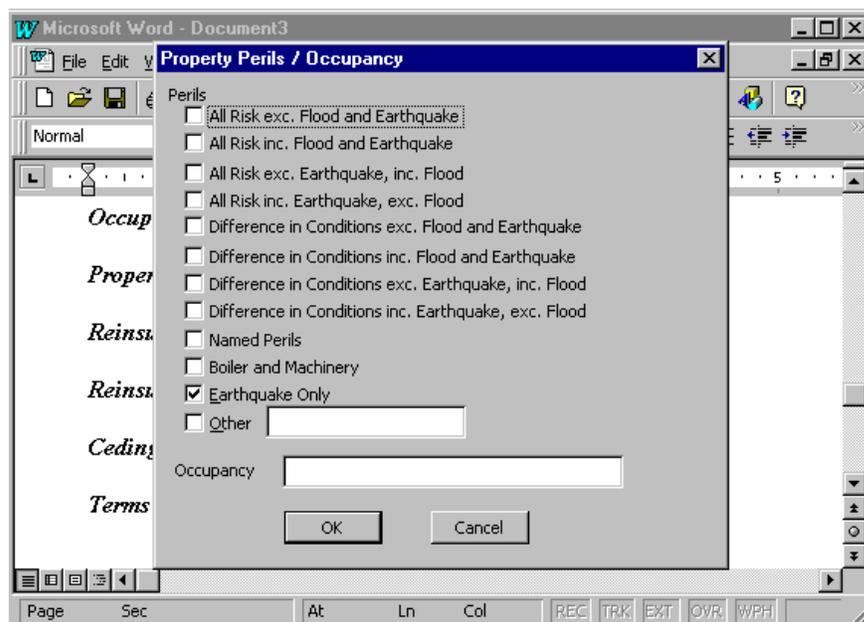
1. Click **Create Letter** on the “Risk Detail” screen. A Microsoft Word document opens, and the “Renewal Status Letter Header” screen is displayed:



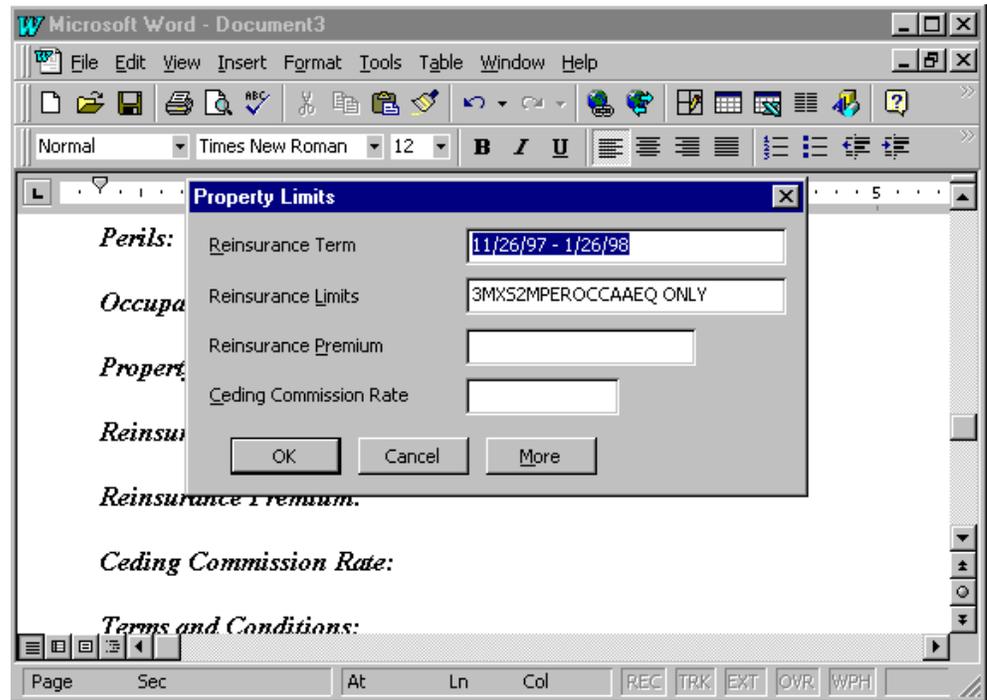
2. Select **American Re-Insurance** or **Am-Re Managers** by clicking in the appropriate circle.
3. Click **OK**. The “Property Quote/Authorization/Binder” screen is displayed:



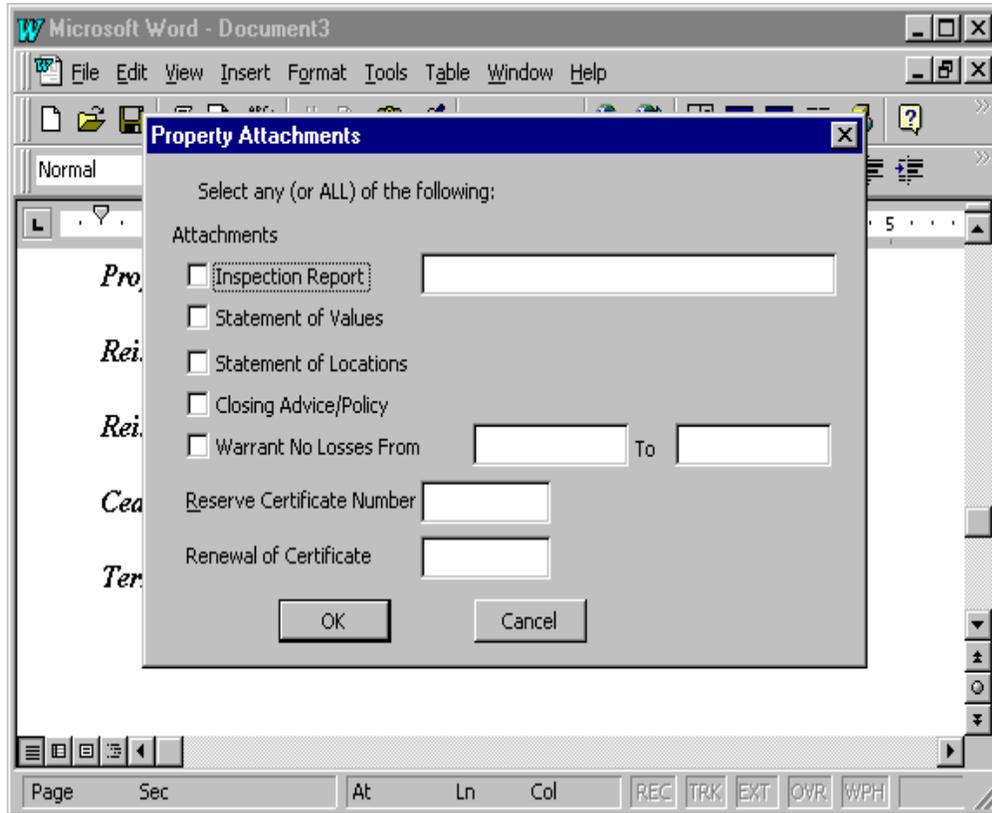
4. Select the coverage(s) by clicking in the appropriate check box. If you select Other, you may type the kind of coverage in the Other box.
5. Click **OK**. The “Property Perils/Occupancy” screen is displayed:



6. Select the Peril(s) by clicking in the appropriate check box. If you select Other, you may type the kind of peril in the Other box. You may also type the occupancy in the Occupancy box.
7. Click **OK**. The “Property Limits” screen is displayed.



8. Enter the appropriate information and click **OK**. The “Property Attachments” screen is displayed.



9. Click in the check box(es) to select the desired property attachments, and then click **OK**.
10. If you would like to complete another Property Quote/Authorization/-Binder letter, click **Yes**. Otherwise, click **No**.
11. Click **OK** to view and print the letter.

Appendix A. Required Entries

Required entries are always highlighted in blue on the GRIP screens.

The tables below show the required entries for each risk status:

- ❑ Inquiry
- ❑ Opportunity/Submission
- ❑ Quotation/Authorization
- ❑ Binder/Certificate/Policy
- ❑ Decline/Dead/Cancel
- ❑ Information Only

Inquiry

Note: Property risks require a name or an address. For International, the address must include city and country. For all other divisions, the address must include street, city, and state.

DICO	
Casualty	Property/Fire
Insured Name	{ Insured Name } OR
	{ Street
	City
	State }

RP/AAIC	
Casualty	Property/Fire
Insured Name	{ Insured Name } OR
	{ Street
	City
	State }

INTERNATIONAL	
Casualty	Property/Fire
Insured Name	{ Insured Name } OR
	{ City
	Country }

Ocean Marine
Insured Name

Opportunity / Submission

DICO	
Casualty	Property/Fire
Insured Name	Insured Name
Underwriter Name	Underwriter Name
Ownership Code	Ownership Code
City	Street
State	City

Producer	State
Major Coverage	Producer
Limit Remarks	Perils
	Coverage
	Limit Remarks

RP/AAIC	
Casualty	Property/Fire
Insured Name	Insured Name
Underwriter Name	Underwriter Name
Ownership Code	Ownership Code
City	Street
State	City
Producer	State
Major Coverage	Producer
Limit Remarks	Perils
	Coverage
	Limit Remarks

INTERNATIONAL	
Casualty	Property/Fire
Insured Name	Insured Name
Underwriter Name	Underwriter Name
Ownership Code	Ownership Code
City	City
State	Country
Producer	Producer
Major Coverage	Perils
Limit Remarks	Coverage
	Limit Remarks

Ocean Marine
Insured Name
Underwriter Name
Ownership Code
Producer
Perils
Coverage
Limit Remarks
City
State
Country

Quotation/Authorization

DICO	
Casualty	Property/Fire
Insured Name	Insured Name
Underwriter Name	Underwriter Name
Ownership Code	Ownership Code
City	Street
State	City
Producer	State
Major Coverage	Producer
Limit Remarks	Perils
Coverage Eff Date	Coverage
Coverage Exp Date	Limit Remarks
Major Industry Code	Coverage Eff Date
	Coverage Exp Date
	Major Industry Code

RP/AAIC	
Casualty	Property/Fire
Insured Name	Insured Name
Underwriter Name	Underwriter Name
Ownership Code	Ownership Code
City	Street
State	City
Subline	State
Producer	Subline
Major Coverage	Producer
Limit Remarks	Perils
Coverage Eff Date	Coverage
Coverage Exp Date	Limit Remarks
Major Industry Code	Coverage Eff Date
	Coverage Exp Date
	Major Industry Code

INTERNATIONAL	
Casualty	Property/Fire
Insured Name	Insured Name
Underwriter Name	Underwriter Name
Ownership Code	Ownership Code
City	City
State	Country
Producer	Producer
Major Coverage	Perils
Limit Remarks	Coverage
Coverage Eff Date	Limit Remarks
Coverage Exp Date	Coverage Eff Date
Major Industry Code	Coverage Exp Date
	Major Industry Code

Ocean Marine
Insured Name
Underwriter Name
Ownership Code
Producer
Perils
Coverage
Limit Remarks
City
State
Country
Coverage Eff Date
Coverage Exp Date

Binder/Certificate/Policy

DICO	
Casualty	Property/Fire
Insured Name	Insured Name
Underwriter Name	Underwriter Name
Ownership Code	Ownership Code
City	Street
State	City
Producer	State
Major Coverage	Producer
Limit Remarks	Perils
Coverage Eff Date	Coverage
Coverage Exp Date	Limit Remarks
Major Industry Code	Coverage Eff Date
Premium	Coverage Exp Date
Commission	Major Industry Code
Ceding Company	Premium
Contact Name	Commission
Billing Entity #*	Ceding Company
Number of AMRE Layers	Contact Name
AMRE First Layer Limit	Billing Entity #*
Total AMRE Gross Limit	Number of AMRE Layers
AMRE Lowest Attachment	AMRE First Layer Limit
	Total AMRE Gross Limit
	AMRE Lowest Attachment
* Billing Entity will default to Producer Number	

RP/AAIC	
Casualty	Property/Fire
Insured Name	Insured Name
Underwriter Name	Underwriter Name
Ownership Code	Ownership Code
City	Street
State	City
Subline	State
Producer	Subline
Major Coverage	Producer
Limit Remarks	Perils
Coverage Eff Date	Coverage
Coverage Exp Date	Limit Remarks
Major Industry Code	Coverage Eff Date
Estimated Premium	Coverage Exp Date
Commission	Major Industry Code
PIC**	Estimated Premium
Billing Entity #*	Commission
Number of AMRE Layers	PIC**
AMRE First Layer Limit	Billing Entity #*
Total AMRE Gross Limit	Number of AMRE Layers
AMRE Lowest Attachment	AMRE First Layer Limit
	Total AMRE Gross Limit
	AMRE Lowest Attachment
**In RP, PIC is Ceding Company - No PIC in AAIC	

INTERNATIONAL	
Casualty	Property/Fire
Insured Name	Insured Name
Underwriter Name	Underwriter Name
Ownership Code	Ownership Code
City	Street
State	City
Producer	State
Major Coverage	Country
Limit Remarks	Producer
Coverage Eff Date	Perils
Coverage Exp Date	Coverage
Major Industry Code	Limit Remarks
Estimated Premium	Coverage Eff Date
Commission	Coverage Exp Date
Ceding Company	Major Industry Code
Billing Entity #*	Estimated Premium
Number of AMRE Layers	Commission
AMRE First Layer Limit	Ceding Company
Total AMRE Gross Limit	Billing Entity #*
AMRE Lowest Attachment	Number of AMRE Layers
	AMRE First Layer Limit
	Total AMRE Gross Limit
	AMRE Lowest Attachment

Ocean Marine
Insured Name
Underwriter Name
Ownership Code
Producer
Perils
Coverage
Limit Remarks
City
State
Country
Coverage Eff Date
Coverage Exp Date
Premium
Commission
Ceding Company
Billing Entity #*
Number of AMRE Layers
AMRE First Layer Limit
Total AMRE Gross Limit
AMRE Lowest Attachment

Decline/Dead/Cancel

DICO	
Casualty	Property/Fire
Reason	Reason
All Fields required from the Status Achieved	

RP/AAIC	
Casualty	Property/Fire
Reason	Reason
All Fields required from the Status Achieved	

INTERNATIONAL	
Casualty	Property/Fire
Reason	Reason
All Fields required from the Status Achieved	

Ocean Marine
Reason
All Fields required from the Status Achieved

Information Only

DICO	
Casualty	Property/Fire
Insured Name	{ Insured Name } OR
Underwriter Name	{ Street
Reason	City
	State }
	Underwriter Name
	Reason

RP/AAIC	
Casualty	Property/Fire
Insured Name	{ Insured Name } OR
Underwriter Name	{ Street
Reason	City
	State }
	Underwriter Name
	Reason

INTERNATIONAL	
Casualty	Property/Fire
Insured Name	{ Insured Name } or
Underwriter Name	{ City
Reason	Country }
	Underwriter Name
	Reason

Ocean Marine
Insured Name
Underwriter Name
Reason

Appendix B. Noise/Skip Words

GRIP automatically filters out noise and skip words from a search. Noise words occur often in a name without offering any meaning and are therefore deleted completely. Skip words do contribute meaning to a name. However, they occur so often that they are bypassed, stored, and only used as a major word if a more meaningful word cannot be located.

Noise/Skip Words List					
Agency*	County*	Fabricating*	Insurance*	Plastics*	Town*
Agent	Development*	Fabrication*	International*	Previously	Towne*
Also	Die*	Fabricators*	Investment*	Production*	Township*
America*	Dioceses*	Facilities*	Jointly	Products*	Trade*
And	Distributing*	Facility*	Known	Proprietary	Trading
Apartments*	Distribution*	Family*	Laboratories*	Real Estate*	Transit*
As	District*	Food*	Leasing*	Realty*	Transportation*
At	Districts*	For	Limited*	Resort*	Truck*
Attorney	Division	Foundation*	Lines*	Scientific*	Trust*
Authority*	Doctor	Fuel*	Machine*	Security*	Trustee*
Bank*	Duplicate	Fund*	Management*	See	University*
Board*	Duplicated	Group*	Manufacturing*	Service*	Unknown
Brothers*	Education*	Holdings*	Medical*	Shopping*	Utilities*
Bus*	Educational*	Home*	Merged	Sister*	Venture*
Center*	Electric*	Homeowners*	Municipal*	Sons	Village*
College*	Electrical*	Homes*	Municipalite*	State*	Vocational*
Community*	Electro	Hospital*	National*	Supermarket*	Warehouse*
Companies	Electronic*	Hotel*	Nursing*	Supply*	With
Company	Electronics*	Housing*	Of	Systems*	
Condominium*	Engineered*	In	Oil*	Technologies*	
Construction*	Engineering*	Incorporated	Park*	The	
Contractors*	Engineers*	Industries*	Partners*	To	
Cooperative*	Enterprises*	Inn*	Partnership*	Tool*	
Corporation	Equipment*	Institute*	Petroleum*	Tours*	

Abbreviations

AKA	BV	DEPT*	GMBH	LP*	PREV
ASSOC*	CIP*	DIST*	HOA*	LTD	RE*
ATA	CNTY*	DIV	INC	LTDA	REF
ATTY	CPT	DIV OF	INCRPRTD	LTEE	SARL
BANC*	CTY*	DU	LAS*	MD*	UNIV*
BM	DBA	ET	LLC*	NA*	UTIL*
BROS*	DEL*	ETAL	LLP*	PLC*	VO*

Appendix C. Frequently Asked Questions

❑ ***Why do some fields on the GRIP screens appear in blue?***

Fields that appear in blue are the required fields for that screen. Required fields vary with the risk status. For example, the required fields for an opportunity are different from those for an authorization.

❑ ***Why don't I see the Catastrophe tab?***

This tab only appears for property risks with a status of submission or higher.

❑ ***Why can't I see premium and commission on certain risks?***

If the risk belongs to a different division, you are not permitted to view it.

❑ ***Why can't I sort a phonetic search?***

Phonetic searches are automatically sorted, with the most likely match appearing first.

❑ ***If I enter a GRIP ID, click on the Property check box, and perform a search, why do Casualty, H/C, and/or O/M risks appear?***

When you open a risk by GRIP ID, GRIP ignores the LOB (line of business) setting.

❑ ***How do GRIP and FRP communicate?***

When an FRP user initiates a risk in FRP, the risk information is automatically copied over from GRIP. There is no need to sign on to GRIP for this to happen. Post FRP risk initiation, GRIP and FRP share 15 common fields. Changes to these may be made in FRP only, and they are transmitted to GRIP in real time.

❑ ***What happens if an address is changed in FRP?***

GRIP is not notified if an address is changed in FRP.

❑ ***What are the restrictions to using the mobile mode?***

You should avoid performing broad searches that return too many results. You should also avoid running large reports.

❑ ***Why is the mobile mode sometimes very slow?***

The GRIP users connects to the AmRe risk clearance database via a third-party network (the IBM Global Network). This network is sometimes slow during peak business hours.

❑ ***Why can't I create a risk?***

You may be a read-only user. Contact your manager if you wish to change your GRIP privileges.

❑ ***What is a read-only user?***

GRIP supports the creation of a user that can only view information resident in the system. Such users can view all data except the information that they are not authorized to see. For example, a DICO read-only user cannot see RP premiums/commissions. Read-only users can perform searches in the system, but they are not authorized to create new or update existing risks.

❑ ***Who owns the ownership codes?***

Ownership of these codes is based on company, accounting branch, and division.

❑ ***What should I do when I receive an "invalid ownership code message?"***

Delete the ownership code presently selected and select the Search button.

❑ ***Why can't I print risk information, create a letter, or run a report for a risk that I have not yet saved?***

GRIP reads the risk clearance database and uses this information to print risk information, create letters, and run reports. If you do not save your risk, the information is not saved to the risk clearance database and is therefore not available.

❑ ***What is the difference between the Processing and Accounting branch?***

A processing branch is where the risk is processed or worked on, while an accounting branch is where the risk is "credited to."