

Alliant Vehicle Schedules



Revision Date

11/15/2018

CONTENTS

Introduction	3
Secure & Encrypted Data	3
Browser Compatibility	3
Access	3
Log In	3
Log Out	4
Requesting User Access	4
Revoking User Access.....	4
Vehicle List.....	4
Add a New Vehicle	5
Edit a Vehicle	6
Delete a Vehicle	7
Recall a Deleted Vehicle.....	8
Show Active Vehicles	9
Reports	9
Run Reports	9
Single Member.....	10
Multiple Members	10
Security	11
Update Password.....	11
Session Time Out	11
Temporary Suspension	12
Annual Access Review.....	12
User Guide & Documentation.....	12
Client User Guide	12

INTRODUCTION

Alliant Vehicle Schedules is a vehicle schedule management tool with an easy to use interface located within a customized online portal designed for our clients. Alliant Vehicle Schedules is replacing the existing vehicle schedule management system of **Oasys-Net**.

SECURE & ENCRYPTED DATA

All client data is secured to the appropriate account teams, and the database itself and all backups are stored in a highly encrypted format. In addition, all changes are archived for audit history.

BROWSER COMPATIBILITY

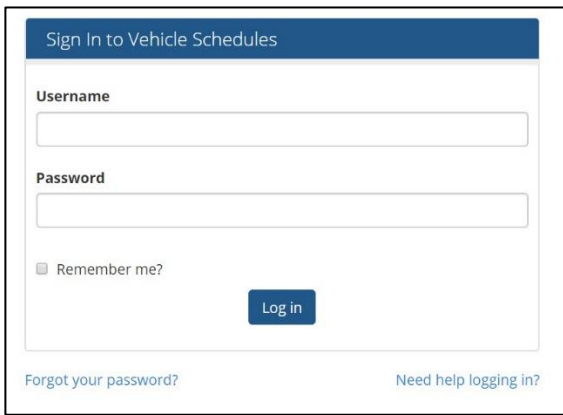
It is recommended to use Google Chrome for best experience.

ACCESS

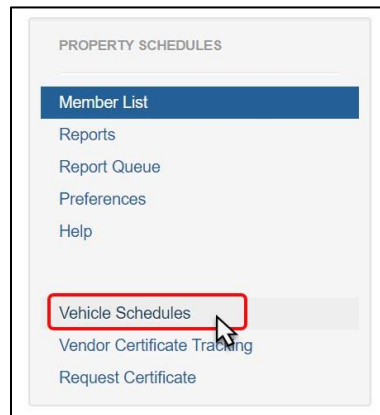
LOG IN

To access Alliant Vehicle Schedules, log in at:
<https://sdsails.alliantinsurance.com/>

If you have access to Alliant Connect Property schedules, you can also access by using the Vehicle Schedules link in the left side menu on the main page.



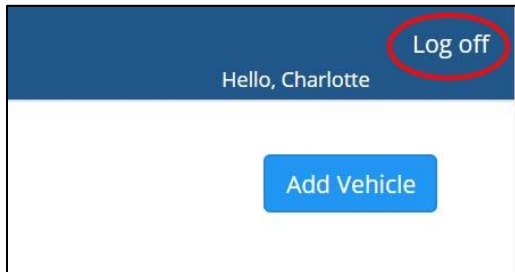
The screenshot shows a login form titled "Sign In to Vehicle Schedules". It features two input fields for "Username" and "Password". Below the password field is a checkbox labeled "Remember me?". A blue "Log in" button is positioned at the bottom right of the form. At the bottom left, there is a link "Forgot your password?" and at the bottom right, a link "Need help logging in?".



Tip: Add the Alliant Connect web address to your favorites to make accessing the site quick and easy.

LOG OFF

Select **Log off** at the top right corner of site or close your browser.



REQUESTING USER ACCESS

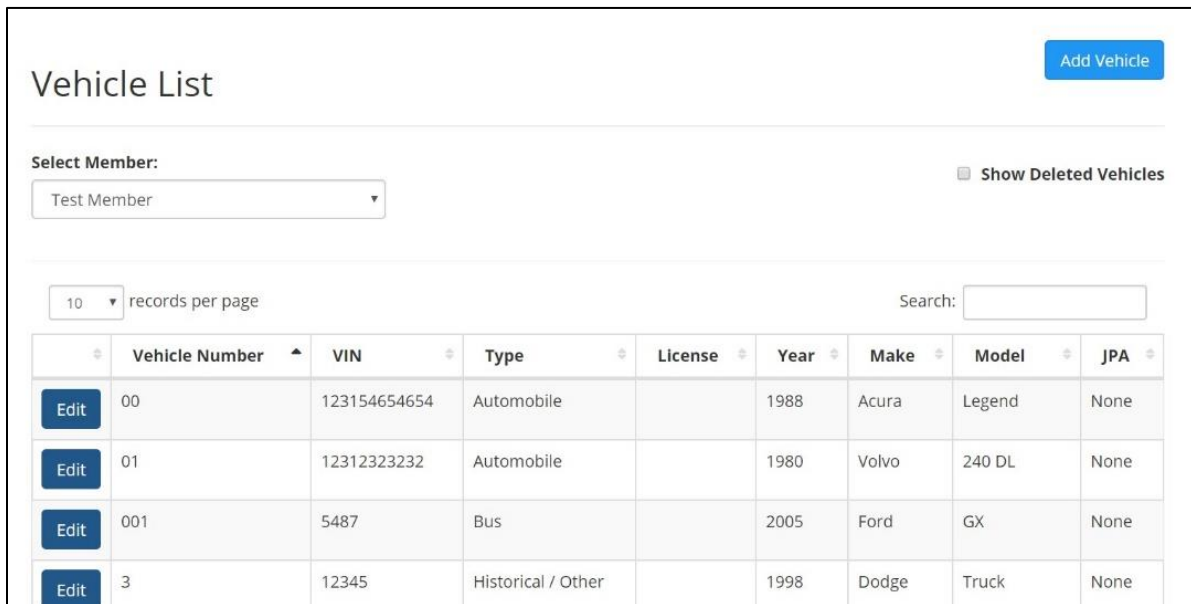
You can request access for yourself or another user by contacting a member of the Account Team.

REVOKING USER ACCESS

You can request to have your, or another user's, access revoked by contacting a member of the Account Team.

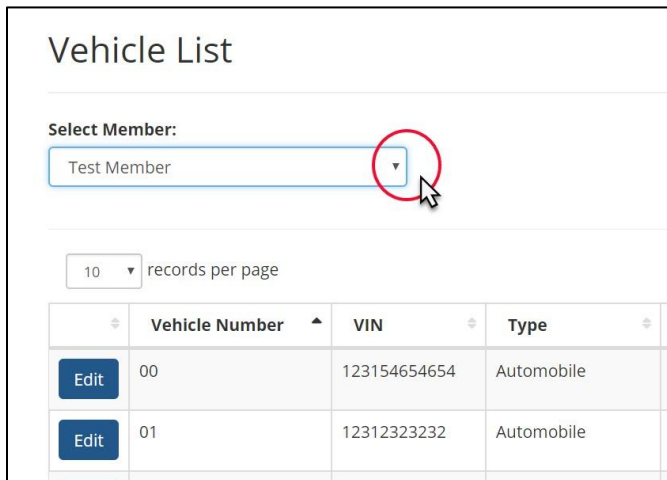
VEHICLE LIST

Once logged in you will see the Vehicle List for your member(s).

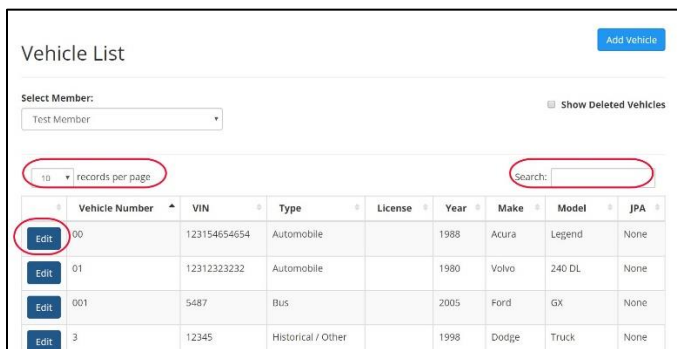
A screenshot of the 'Vehicle List' page. At the top right is an 'Add Vehicle' button. Below it is a 'Select Member:' dropdown menu with 'Test Member' selected. To the right of the dropdown is a checkbox labeled 'Show Deleted Vehicles'. Below this is a '10 records per page' selector and a search box. The main content is a table with columns: Vehicle Number, VIN, Type, License, Year, Make, Model, and JPA. Each row has an 'Edit' button to its left.

	Vehicle Number	VIN	Type	License	Year	Make	Model	JPA
Edit	00	123154654654	Automobile		1988	Acura	Legend	None
Edit	01	12312323232	Automobile		1980	Volvo	240 DL	None
Edit	001	5487	Bus		2005	Ford	GX	None
Edit	3	12345	Historical / Other		1998	Dodge	Truck	None

If you are part of a JPA and have access to multiple members' vehicle lists, select the member list you want to view from the drop down menu.

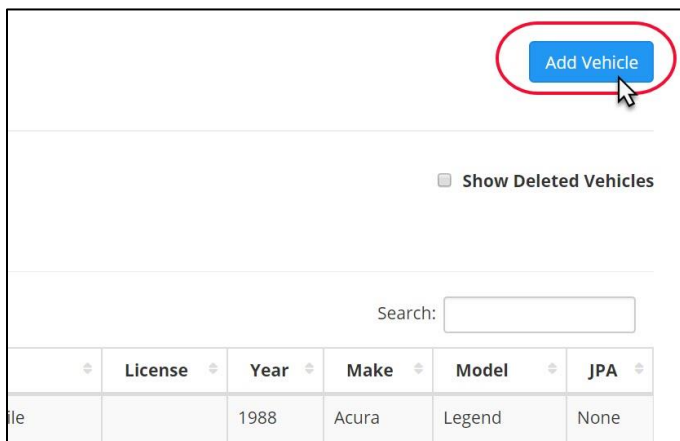


Adjust the number of records per page by using the dropdown at the top of the list. The search function allows for a search of particular vehicles.



ADD A NEW VEHICLE

To add a new Vehicle, select **Add Vehicle** at top right.



Complete the fields to the best of your knowledge. Required fields are designated with a *.

Vehicle Type is required.

Vehicle Detail

Type is Required

JPA: None
Agency Vehicle Number:
Coverage:

Member Name: Test Member
Department:
Cost:

Vehicle Type *:
Usage:
Valuation: Actual Cash Value

VIN:
Status:
Vehicle Value:

License:
Add Date:
 Physical Damage Coverage

When complete, select **Save**. You will be returned to Vehicle List and the new vehicle will be included in list.

Model:

Mileage:

Seating:

Effective Date Of Change:

mm/dd/yyyy

Set future or past date when this addition or change should be effective. Leaving this field blank will set the date to today.

Save Cancel

EDIT A VEHICLE

To **edit** an existing Vehicle, select **Edit** to the left of the vehicle you wish to edit.

Vehicle List

Select Member: Test Member

10 records per page

	Vehicle Number	VIN	Type	License
Edit	00	123154654654	Automobile	
Edit	01	12312323232	Automobile	

Complete edits and then select **Save**.

A screenshot of a vehicle edit form. It contains several input fields: 'Model' with 'Legend', 'Mileage' with '240,000', 'Seating' with '5', and 'Effective Date Of Change' with 'mm/dd/yyyy'. Below these fields is a note: 'Set future or past date when this addition or change should be effective. Leaving this field blank will set the date to today.' At the bottom, there are two buttons: 'Save' (circled in red) and 'Cancel'.

DELETE A VEHICLE

To **delete** an existing Vehicle, select **Edit** to the left of the vehicle you wish to delete.

A screenshot of a 'Vehicle List' interface. It includes a 'Select Member:' dropdown menu with 'Test Member' selected, and a '10 records per page' selector. Below is a table with columns: 'Vehicle Number', 'VIN', 'Type', and 'License'. The first row has '00' for Vehicle Number, '123154654654' for VIN, and 'Automobile' for Type. A blue 'Edit' button is circled in red next to this row. The second row has '01' for Vehicle Number, '12312323232' for VIN, and 'Automobile' for Type.

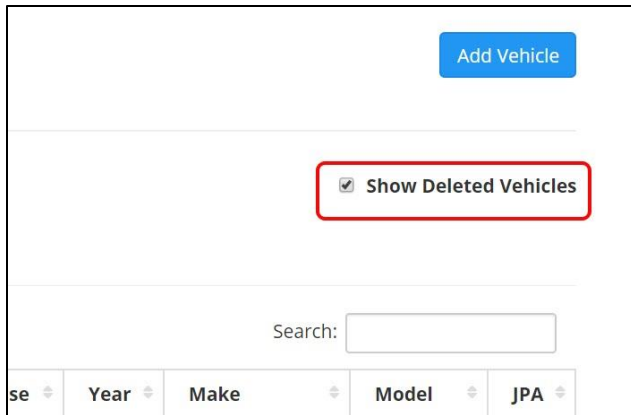
Vehicle Number	VIN	Type	License
00	123154654654	Automobile	
01	12312323232	Automobile	

Select the **Delete Vehicle** checkbox and click **Save**.

A screenshot of a vehicle delete form. It contains input fields for 'Year' (1988), 'Delete Date', 'Make' (Acura), 'Model' (Legend), 'Mileage' (240,000), and 'Seating' (5). Below these is the 'Effective Date Of Change' field with 'mm/dd/yyyy'. A note states: 'Set future or past date when this addition or change should be effective. Leaving this field blank will set the date to today.' At the bottom, there is a checked checkbox labeled 'Delete Vehicle' (circled in red) and two buttons: 'Save' (circled in red) and 'Cancel'.

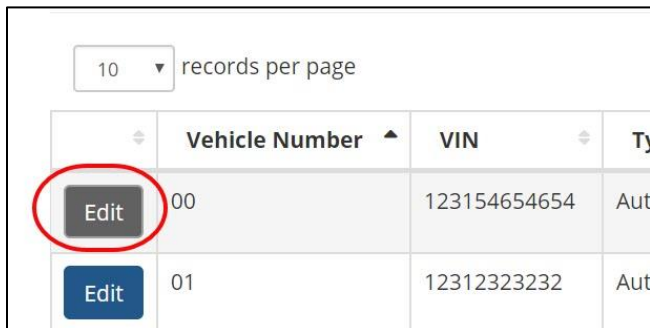
RECALL A DELETED VEHICLE

To **recall** a deleted vehicle, select the checkbox for Show Deleted Vehicles on the Vehicle list.



The screenshot shows a web interface for vehicle management. At the top right is a blue button labeled "Add Vehicle". Below it is a checkbox labeled "Show Deleted Vehicles" which is checked and highlighted with a red rectangle. Below the checkbox is a search bar with the text "Search:" and an empty input field. At the bottom, there is a table header with columns: "se", "Year", "Make", "Model", and "JPA".

Then select **Edit** next to the vehicle you would like to recall.



The screenshot shows a table with columns: "Vehicle Number", "VIN", and "Ty". The first row has "00" for Vehicle Number, "123154654654" for VIN, and "Aut" for Ty. A blue "Edit" button is located to the left of the first row, highlighted with a red circle. The second row has "01" for Vehicle Number, "12312323232" for VIN, and "Aut" for Ty. A blue "Edit" button is also present to the left of the second row.

Uncheck the box next to Delete Vehicle and click **Save**.

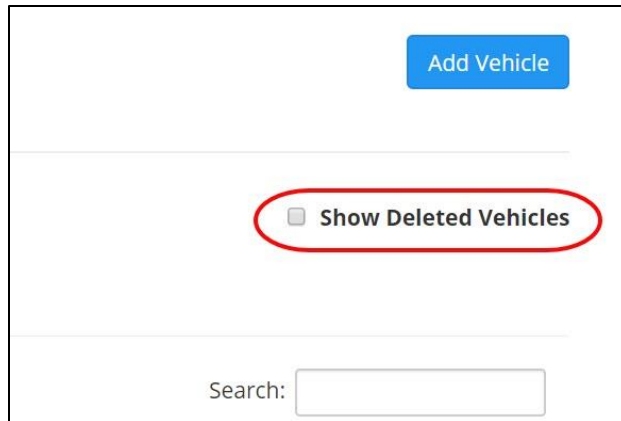


The screenshot shows a form for editing a vehicle. It has two date fields: "Add Date" with the value "8/1/2008 12:00:00 AM" and "Delete Date" which is empty. Below these fields is a checkbox labeled "Delete Vehicle" which is unchecked and highlighted with a red circle.

The Vehicle will be recalled and you will see the Vehicle in the Vehicle list.

SHOW ACTIVE VEHICLES

Uncheck the **box** next to Show Deleted Vehicles to see only **Active** vehicles.



Add Vehicle

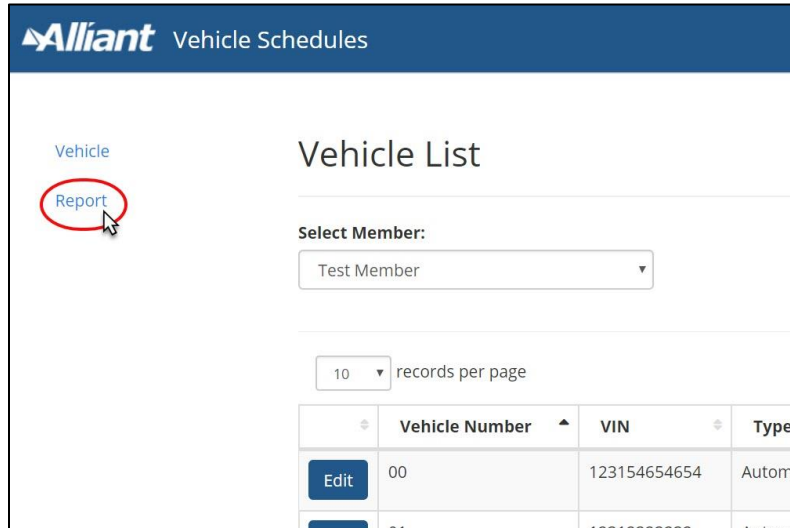
Show Deleted Vehicles

Search:

REPORTS

RUN REPORTS

To run reports of the Vehicle list, select **Report** in the left side menu.



Alliant Vehicle Schedules

Vehicle

Report

Vehicle List

Select Member: Test Member

10 records per page

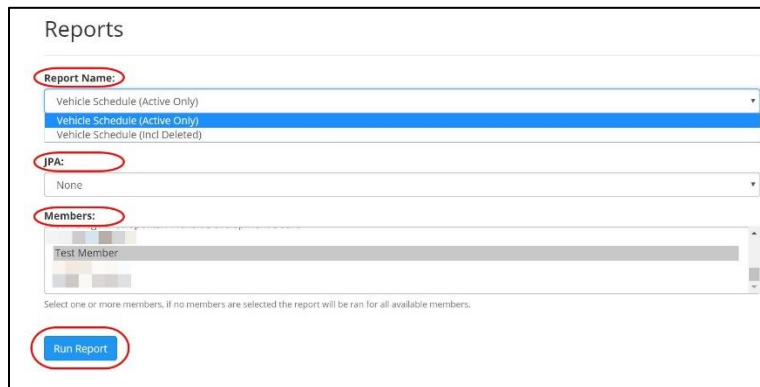
	Vehicle Number	VIN	Type
Edit	00	123154654654	Automd
	01	1231222222	Autom

In the **Report Name** drop down select from Vehicle Schedule (Active Only) or Vehicle Schedule (Incl Deleted).

Select **JPA member** or None.

SINGLE MEMBER

If you have access to a single member you can select Run Report to run the report. The report will run and open in Excel.



The screenshot shows a web interface titled "Reports". It contains three main sections: "Report Name:", "JPA:", and "Members:". The "Report Name:" dropdown menu is open, showing three options: "Vehicle Schedule (Active Only)", "Vehicle Schedule (Active Only)", and "Vehicle Schedule (Incl Deleted)". The "JPA:" dropdown menu is set to "None". The "Members:" list contains one member, "Test Member". A "Run Report" button is located at the bottom left. A small note below the members list states: "Select one or more members. If no members are selected the report will be ran for all available members."

MULTIPLE MEMBERS

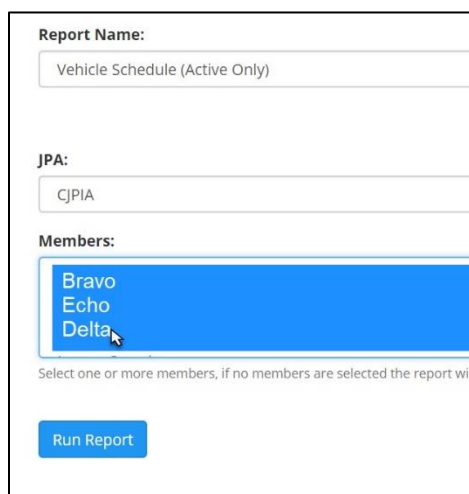
If you have access to multiple members, you can select multiple members by using the Control or Shift keys to select them.

Control key – hold down the control key and click and select multiple members anywhere in the list, they do not have to be next to each other.

Shift key - hold down the shift key to select a group of contiguous members. With Shift key down, select one member, then holding Shift click the last file. All the files in between will be selected.

Once members are selected, select **Run Report**. The report will run and open in Excel.

Note: if no members are selected, the report will run for all available members.



The screenshot shows the same "Reports" interface as above, but with multiple members selected. The "Report Name:" dropdown is set to "Vehicle Schedule (Active Only)". The "JPA:" dropdown is set to "CJPIA". The "Members:" list contains three members: "Bravo", "Echo", and "Delta", all of which are highlighted in blue. A mouse cursor is visible over the "Delta" member. The "Run Report" button is located at the bottom left. A small note below the members list states: "Select one or more members, if no members are selected the report will be ran for all available members."

Don't forget to **save** your reports.

	B	C	D	E	F	G	H	I	J	K	L	M
1	VEHICLE SCHEDULE											
2												
3	Name	Year	Make	Model	VIN	License	Vehicle #	Valuation Type	Cash Value	Cost New	IPA	Coverage Type
4	Test Member	1988	Acura	Legend	123154654654		00	Agreed Value	8000	25000	None	Yes
5	Test Member	1980	Volvo	240 DL	12312323232		01	Agreed Value	25000	38000	None	Yes
6	Test Member	2005	Ford	GX	5487		001	Actual Cash Value	300000	300000	None	
7	Test Member	1998	Dodge	Truck	12345		3	Actual Cash Value	6000	29000	None	Yes
8	Test Member	1999	chevrolet	corvette	123465		12	Actual Cash Value	25000	45000	None	Yes
9	Test Member	1988	Porsche	911 Carrera	1234567		22	Actual Cash Value	12000	49000	None	Yes
10	Test Member	1995	Honda	Accordf	4450		45	Actual Cash Value	0	0	None	Yes
11	Test Member	1992	Goshen	Ford	fsdafs		54	Actual Cash Value	0	0	None	
12	Test Member	1999	Gillig	C29	145236		123	Actual Cash Value	0	0	None	
13	Test Member	1995	Ford	Tempo	123		126	Actual Cash Value	66000	80000	None	Yes
14	Test Member	1950	Ford	T-Bird	123456		99999	Actual Cash Value	170000	5555	None	Yes
15												

SECURITY

UPDATE PASSWORD

If you forgot your password or need to change or reset it, go to <https://sdsails.alliantinsurance.com/> and select **Forgot Password**. Follow the steps to update your password.

Note: your new password must follow all of the following guidelines:

- Be at least 8 characters long
- Include both capital and lower case letters
- Contain at least one special character (0-9, !, *, _, etc.)

Sign In to Vehicle Schedules

Username

Password

Remember me?

Forgot your password?

Need help logging in?

SESSION TIME OUT

For security purposes, your session will sign out after 30 minutes.

A screenshot of a web application's sign-in page. At the top, a red-bordered box contains the text "Your session has timed out." Below this is a dark blue header with the text "Sign In". The form contains two input fields: "Email" and "Password". A blue "Submit" button is located below the password field. At the bottom of the form, there are two links: "Forgot Password?" and "Questions?".

TEMPORARY SUSPENSION

You will be temporarily suspended for 15 minutes after five failed login attempts in a row. You can wait and try again or to reset your password, follow the steps in [Update Password](#).

A screenshot of a web application's sign-in page. At the top, a dark blue header contains the text "Sign In". Below the header, a red-bordered box displays the error message: "Invalid login attempt, your account has been temporarily suspended." The form includes "Email" and "Password" input fields. The "Email" field contains the text "shonda.grey@sgh.com". A blue "Submit" button is positioned below the password field.

ANNUAL ACCESS REVIEW

For your security and for audit purposes, your Account Team is responsible for completing an annual access review. Account Teams will verify user access each year and will contact Clients if needed to confirm which users should maintain access for the coming year. To find out more, contact your Account Team.

USER GUIDE & DOCUMENTATION

CLIENT USER GUIDE

Alliant Vehicle Schedules Documentation is available online here:
<http://connect.alliant.support/support/solutions/13000003318>