Schedule Maintenance

NGU Risk Management Member Portal

With the NGU Risk Management Member Portal, members and consultants can maintain their Property, Vehicle, and Mobile Equipment schedules for insurance coverage purposes. You'll be able to add, remove, and edit your schedules throughout the year.

Step 1: Request Access to the Portal

If you don't already have access to the NGU Member Portal, you can request access at http://www.ngutn.com/index.php/member-services/forms/portal-registration-form/. Simply fill in the form and click submit. The request will be sent to the NGU staff for review, and you will be contacted granting access to the portal.

Step 2: Login to the Portal

Once you have access to the NGU Member Portal, you can login at http://www.ngutn.com/portal.
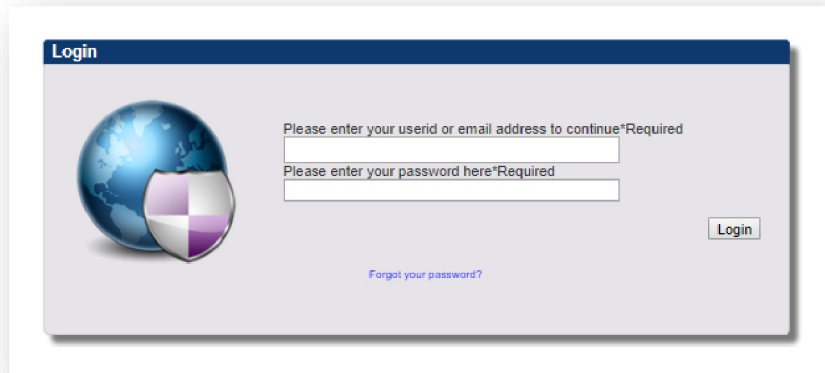
Step 3: Getting Familiar with the Portal

After login, you'll see 'Member Info', 'Safety', 'Schedules', 'Reports' and 'Information' across the top and across the left navigation. To perform schedule maintenance, click on Schedules. If you need a schedule report(s), including Auto ID cards, click on 'Reports'. More on Reports later in this document.
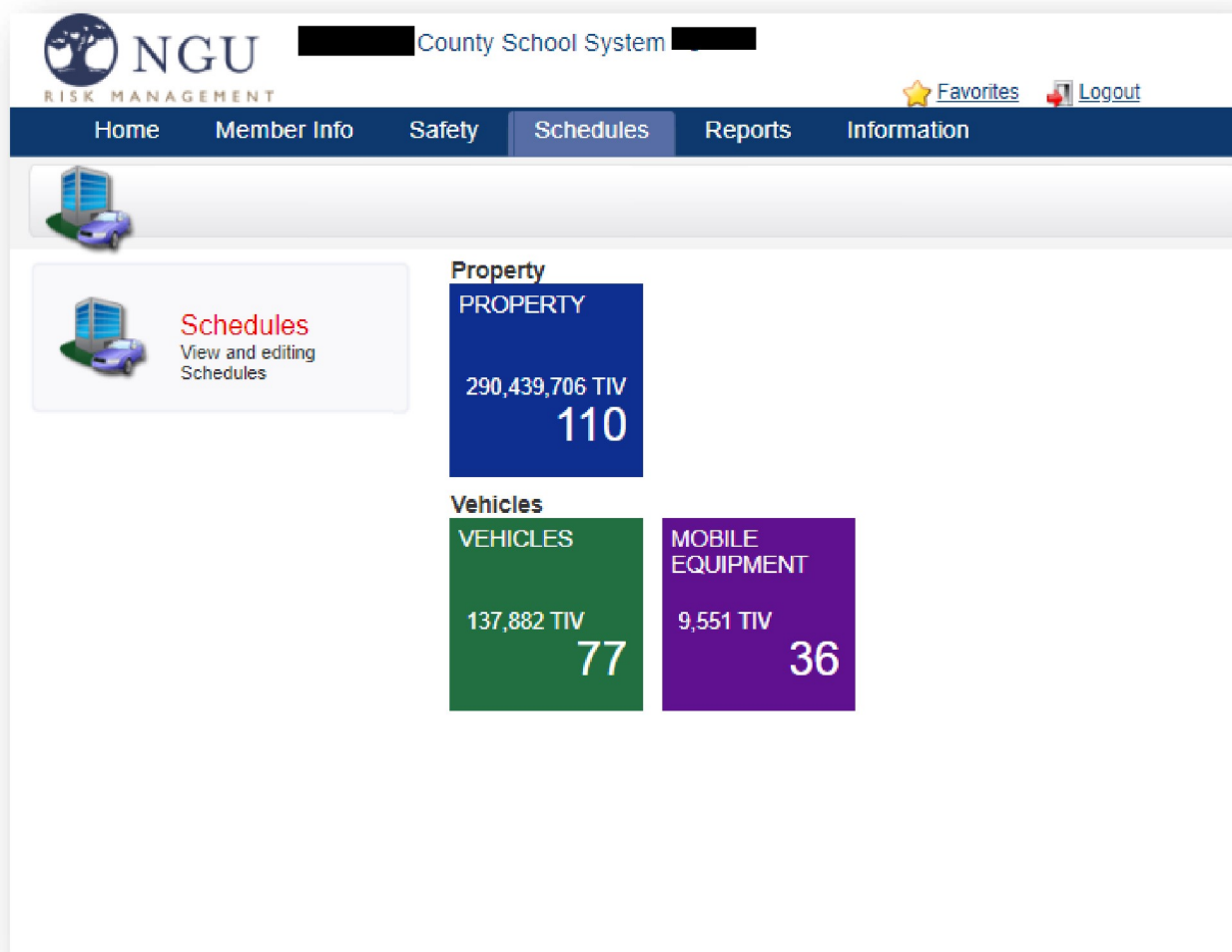
Step 4: Schedule Maintenance

You'll see three tiles representing the three schedule options: Property, Vehicles, and Mobile Equipment. The tiles have grand totals for convenience. In this example you can see that there is a total of 110 property locations with a total insured value (TIV) of $290,439,706.

As you are aware, TNRMT appraises your buildings. Unless you have made major renovations or additions, please adjust only the contents and equipment values based on your GASB 34 inventory report.

STEP 4.1 – ADDING A PROPERTY RECORD

Let's do some schedule maintenance! For this example, let's choose to add a Property record. Click the blue 'PROPERTY' tile to begin.
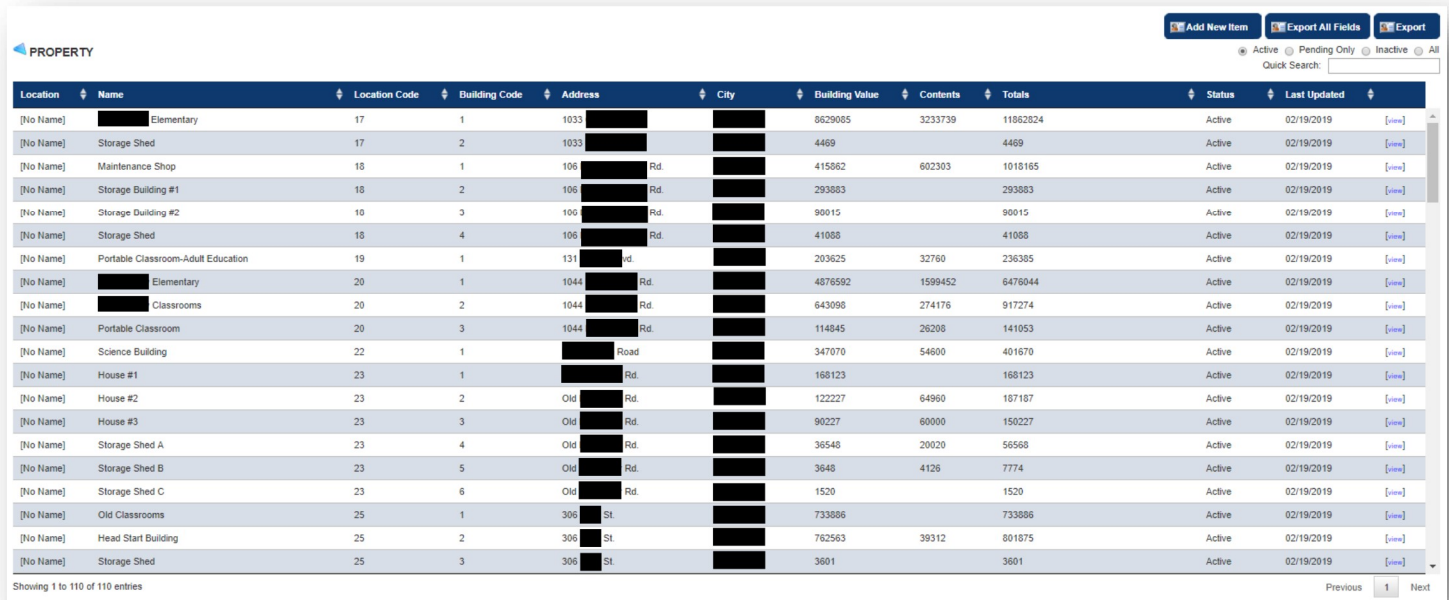
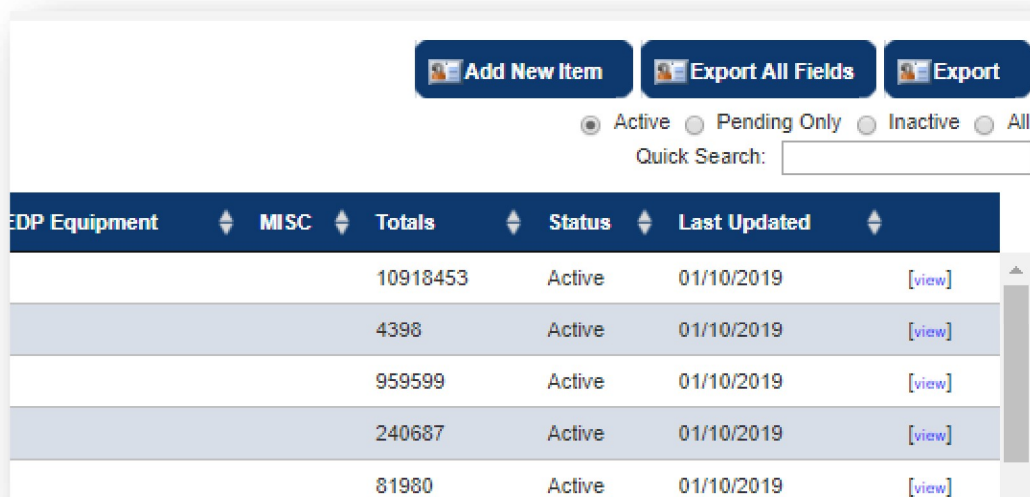STEP 4.2 – VIEWING OR EDITING THE PROPERTY LISTING

The first thing you see after you click on the PROPERTY tile is your property schedule in a grid format. From here you can edit locations by clicking '[view]' at the far right. If you need to search for a location, you can use the search feature or scroll vertically. Note that the locations are listed in order by Location Code and Building Code. While viewing a record, please refrain from 'Saving' the record unless you are actually making changes.

STEP 4.3 – ADDING A NEW LOCATION
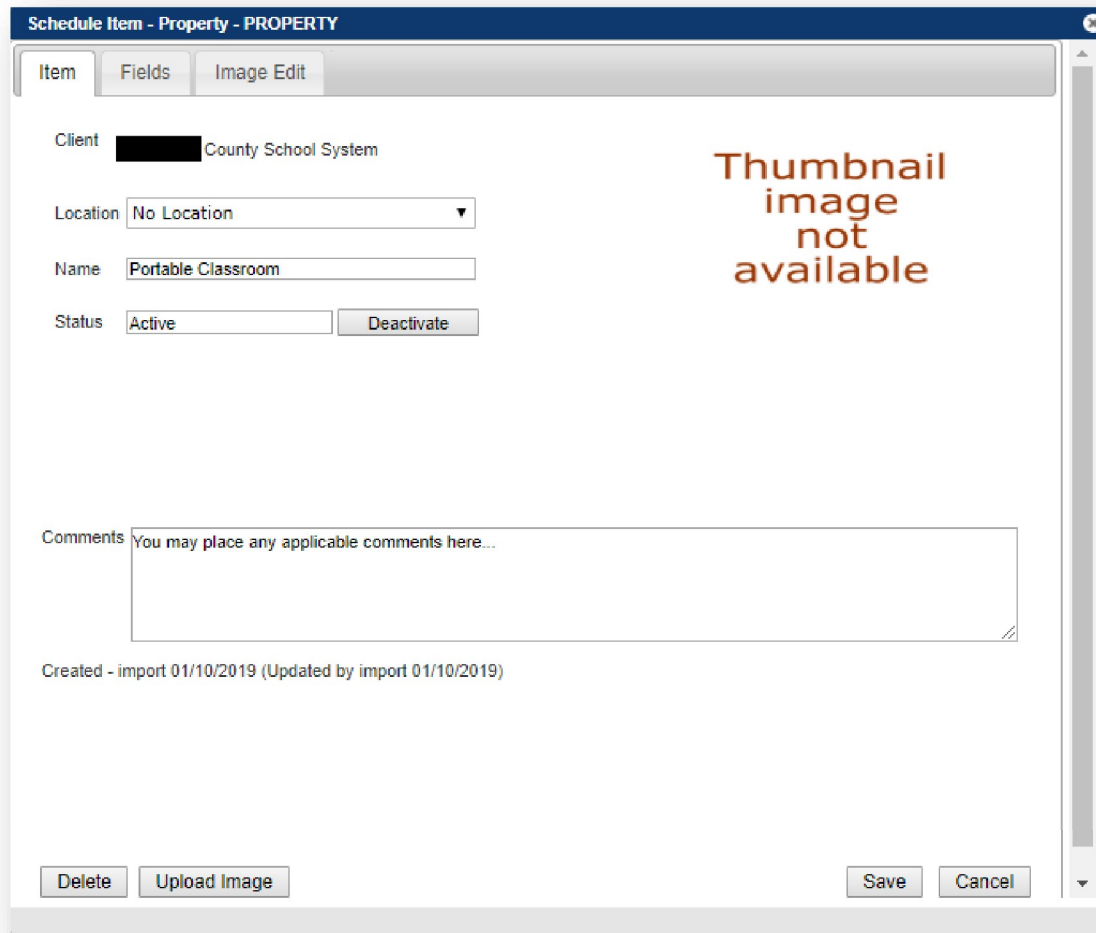
➢ To add a new location, click on 'Add New Item' at the top right of the screen. The new location window will display.

➢ On the Item tab, enter the name or description of the location. In this example, we're adding a portable classroom. Add comments if needed, then click 'Save'. Next, choose the 'Fields' tab.

Note you do not need to use the 'Location' field or the 'Status' field.

➢ On the 'Fields' tab, fill in the applicable information. Required fields have a red asterisk. Once finished, click 'Save'. You can then close the form window using the close (x) icon at the top right.

Schedule Item - Property - PROPERTY   ⊗

| Item | Fields | Image Edit |

General

Field Name	Value		
Date Added	07/01/20▮▮		[history]

Address

Field Name	Value			
Address	1044 ▮▮▮▮▮ Rd.		*	[history]
City	▮▮▮▮▮▮▮		*	[history]
State	▮▮		*	[history]
Zip	37▮▮▮		*	[history]

Building Information

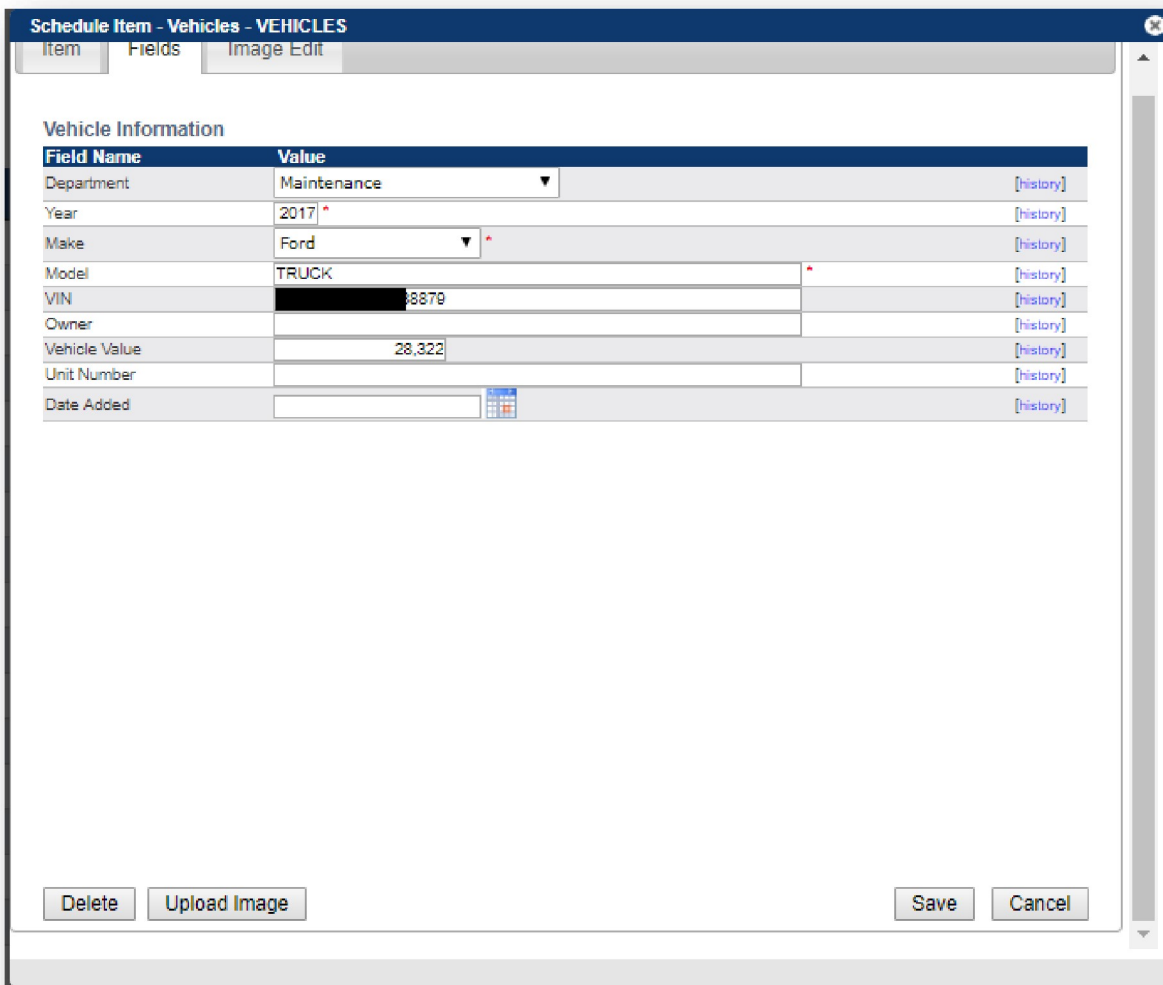| Field Name	Value		
Number of Stories	1		[history]
Square Footage	1269		[history]
Year Built	1978		[history]
Number of Employees	1		[history]
Number of Students			[history]
Sprinkler	No ▼		[history]
Construction Code	Frame Incl Masonry Vaneer ▼		[history]
Protection Class	04 ▼		[history]
Hazard	L ▼		[history]
Alarm	Yes ▼		[history]
Building Value	114,159		[history]
Contents	26,208		[history]
Mobile Equipment			[history]
EDP Equipment			[history]

| Delete | Upload Image | | Save | Cancel |

Step 5: Editing Vehicles and Mobile Equipment

Vehicle and Mobile Equipment schedule maintenance is very similar to the procedure used for Property schedule maintenance. Loosely following the details in Step 4 will serve as a good guide for schedule maintenance for your Vehicles and Mobile Equipment. One exception is that you do not need to supply a name for a vehicle or piece of equipment like you do for property in step 4.3, but you do have to click "Save" before you can access the fields tab. As before, required fields have red asterisks.

Please note, coverage does not apply to contract buses unless they have been identified to us.

STEP 5.1 - VEHICLE SCHEDULE FORM

STEP 5.2 – MOBILE EQUIPMENT FORM

For Mobile Equipment, items valued under $25,000 can be totaled into one lump amount.

Step 6: Printing PDF Reports

You can print PDF reports from the Member Portal. Your options are Property, Vehicle, Mobile Equipment, and Auto ID Cards. To access reports, simply click on 'Reports' in the navigation.

STEP 6.1 – CLICK ON 'REPORTS' IN THE NAVIGATION
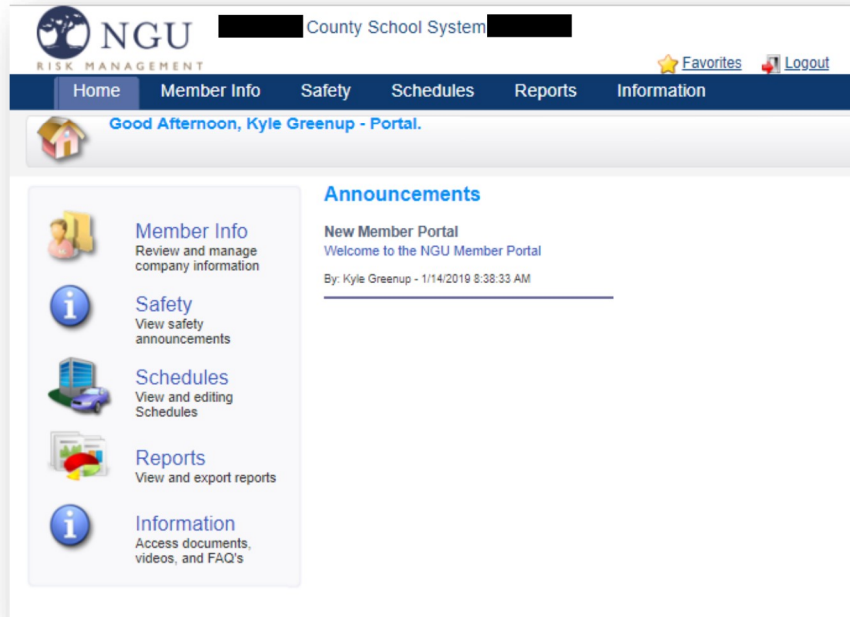
STEP 6.2 – CHOOSE THE DESIRED REPORT

You have two output options, PDF or Excel. Each option will prompt you to download a file which is the report itself. Each web browser handles file downloads differently, and it is possible that you'll need to allow pop-ups from the portal site within your browser.

REPORT DESCRIPTIONS

| Report Name	Description
Auto ID Cards (Portal)	Under Current Law (TCA Title 55, Section 2), it is not necessary or required for you to have Auto ID Cards in government vehicles. Should you choose to do so voluntarily, you may access your Auto ID Cards with this report. Use 'CRTL+F' to quickly find the vehicle.
Equipment Schedule	Listing of Mobile Equipment, broken down by department
Exposure Category	Listing of all values associated with your Property Schedule
Underwriting Detail	Listing of Property including address, location and building code, building value, contents value, and grand total.
Vehicle Schedule	Listing of Vehicles, broken down by department.

ALTERNATIVE EXCEL REPORT FORMAT

While in the Schedule Maintenance section, you may have noticed a button called 'Export All Fields'. This button will export the entire schedule (Property, Vehicle, or Mobile Equipment) into a table-based Excel format.

A Note to Consultants

If you are a consultant and require access to multiple member schedules, you will be able switch between members by clicking the 'Change Company' feature along the top middle of the Home screen:
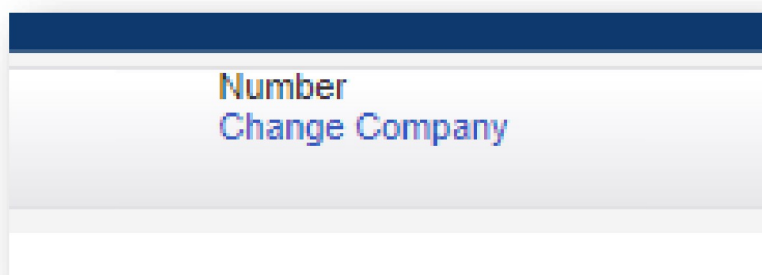
When you click 'Change Company', you'll see a list of members that have been assigned to you. You can switch between members in order to manage schedules, print reports, etc.

Support

If you have questions or need support, please contact:

NGU Risk Management
111 Hazel Path
Hendersonville, TN 37075
615.822.5454