

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.



[Report a Claim](#) [Underwriting Portal](#) [Portal Registration](#)
[Program](#) [People](#) [Perspective](#) [Contact](#) [Other Member Services](#)

NGU Portal Access Registration Form

I am a... (Required)
 Direct Member
 Consultant

Name (Required)
First Last

Email (Required)

Phone (Required)

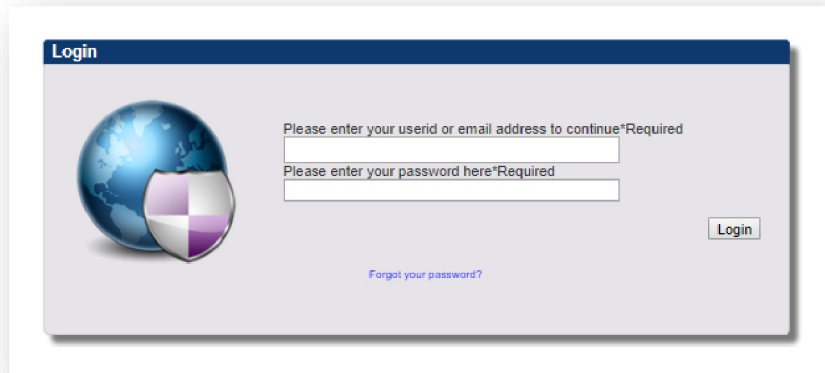
I am requesting access to the following Member(s): (Required)

E.g. Campbell County Board of Education, West Wilson Utility, etc.

[Submit](#)

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.



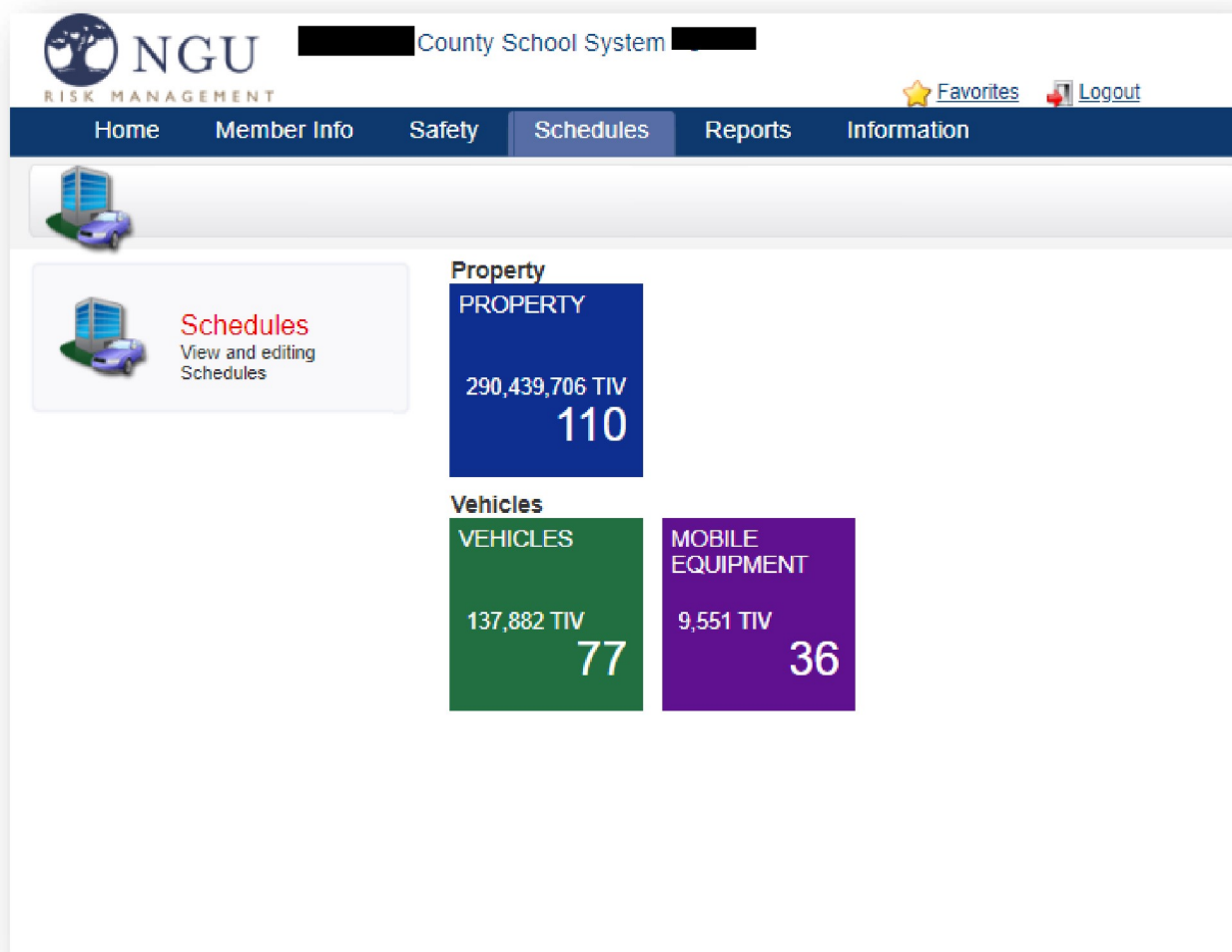
Step 4: Schedule Maintenance

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.

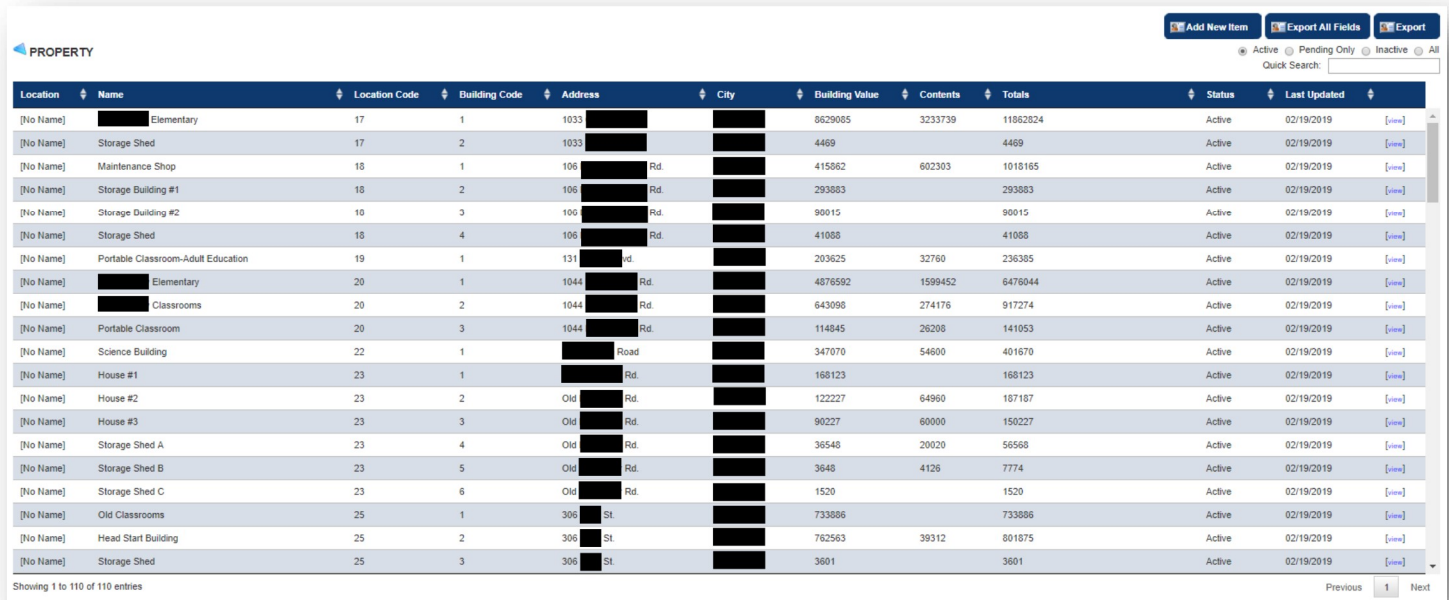


The screenshot shows the NGU Risk Management web application interface. At the top, there is a header with the NGU logo and the text "RISK MANAGEMENT". To the right of the logo, there is a placeholder for a "County School System" name. Further right are links for "Favorites" and "Logout". Below the header is a navigation menu with tabs for "Home", "Member Info", "Safety", "Schedules", "Reports", and "Information". The "Schedules" tab is currently selected. Below the navigation menu, there is a "Schedules" tile with a building and car icon, labeled "Schedules" and "View and editing Schedules". To the right of this tile are three main data tiles: a blue "Property" tile showing "PROPERTY", "290,439,706 TIV", and "110"; a green "Vehicles" tile showing "VEHICLES", "137,882 TIV", and "77"; and a purple "MOBILE EQUIPMENT" tile showing "MOBILE EQUIPMENT", "9,551 TIV", and "36".

Category	TIV	Count
Property	290,439,706	110
Vehicles	137,882	77
MOBILE EQUIPMENT	9,551	36

STEP 4.2 – VIEWING OR EDITING THE PROPERTY LISTING

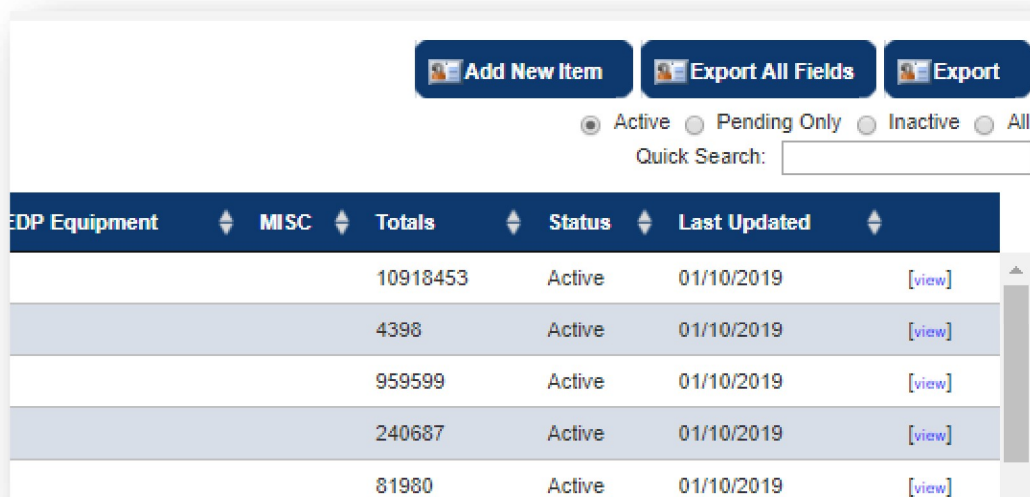
The first thing you see after you click on the PROPERTY tile is your property schedule in a grid format. From here you can edit locations by clicking '[view]' at the far right. If you need to search for a location, you can use the search feature or scroll vertically. Note that the locations are listed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



Location	Name	Location Code	Building Code	Address	City	Building Value	Contents	Totals	Status	Last Updated
[No Name]	Elementary	17	1	1033		8629085	3233739	11862824	Active	02/19/2019
[No Name]	Storage Shed	17	2	1033		4469		4469	Active	02/19/2019
[No Name]	Maintenance Shop	18	1	106	Rd.	415662	602303	1018165	Active	02/19/2019
[No Name]	Storage Building #1	18	2	106	Rd.	293853		293853	Active	02/19/2019
[No Name]	Storage Building #2	10	3	106	Rd.	90015		90015	Active	02/19/2019
[No Name]	Storage Shed	18	4	106	Rd.	41088		41088	Active	02/19/2019
[No Name]	Portable Classroom-Adult Education	19	1	131	Rd.	203625	32760	236385	Active	02/19/2019
[No Name]	Elementary	20	1	1044	Rd.	4876592	1599452	6476044	Active	02/19/2019
[No Name]	Classrooms	20	2	1044	Rd.	643098	274176	917274	Active	02/19/2019
[No Name]	Portable Classroom	20	3	1044	Rd.	114845	28208	141053	Active	02/19/2019
[No Name]	Science Building	22	1		Road	347070	54600	401670	Active	02/19/2019
[No Name]	House #1	23	1		Rd.	168123		168123	Active	02/19/2019
[No Name]	House #2	23	2	Old	Rd.	122227	64960	187187	Active	02/19/2019
[No Name]	House #3	23	3	Old	Rd.	90227	60000	150227	Active	02/19/2019
[No Name]	Storage Shed A	23	4	Old	Rd.	36548	20020	56568	Active	02/19/2019
[No Name]	Storage Shed B	23	5	Old	Rd.	3648	4126	7774	Active	02/19/2019
[No Name]	Storage Shed C	23	6	Old	Rd.	1520		1520	Active	02/19/2019
[No Name]	Old Classrooms	25	1	306	St	733886		733886	Active	02/19/2019
[No Name]	Head Start Building	25	2	306	St	782563	39312	801875	Active	02/19/2019
[No Name]	Storage Shed	25	3	306	St	3601		3601	Active	02/19/2019

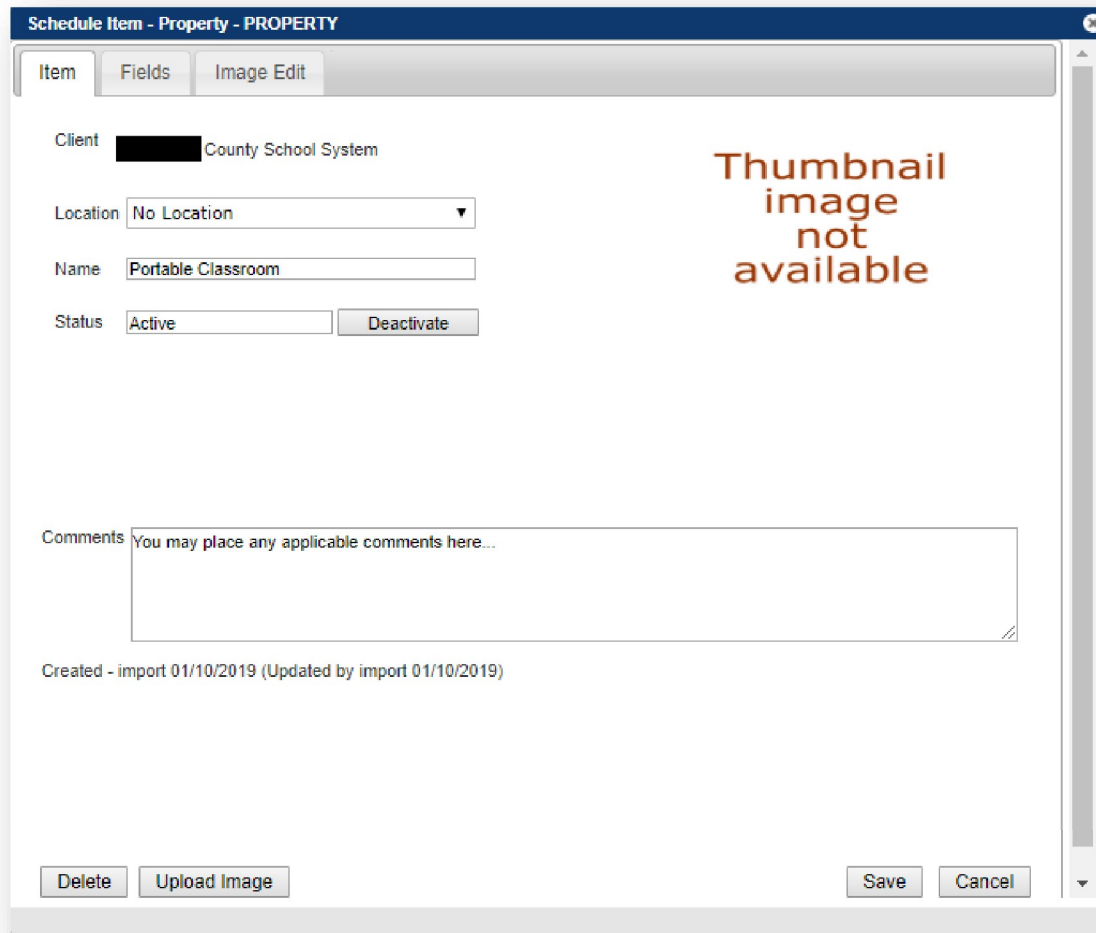
STEP 4.3 – ADDING A NEW LOCATION

- To add a new location, click on 'Add New Item' at the top right of the screen. The new location window will display.



EDP Equipment	MISC	Totals	Status	Last Updated
		10918453	Active	01/10/2019
		4398	Active	01/10/2019
		959599	Active	01/10/2019
		240687	Active	01/10/2019
		81980	Active	01/10/2019

- 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.



Schedule Item - Property - PROPERTY

Item Fields Image Edit

Client [REDACTED] County School System

Location No Location

Name Portable Classroom

Status Active Deactivate

Thumbnail image not available

Comments You may place any applicable comments here...

Created - import 01/10/2019 (Updated by import 01/10/2019)

Delete Upload Image Save Cancel

**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 [REDACTED] Rd.	* [history]
City	[REDACTED]	* [history]
State	[REDACTED]	* [history]
Zip	37 [REDACTED]	* [history]

Building Information

Field Name	Value	
Number of Stories	1	[history]
Square Footage	1289	[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	114,158	[history]
Contents	26,208	[history]
Mobile Equipment		[history]
EDP Equipment		[history]

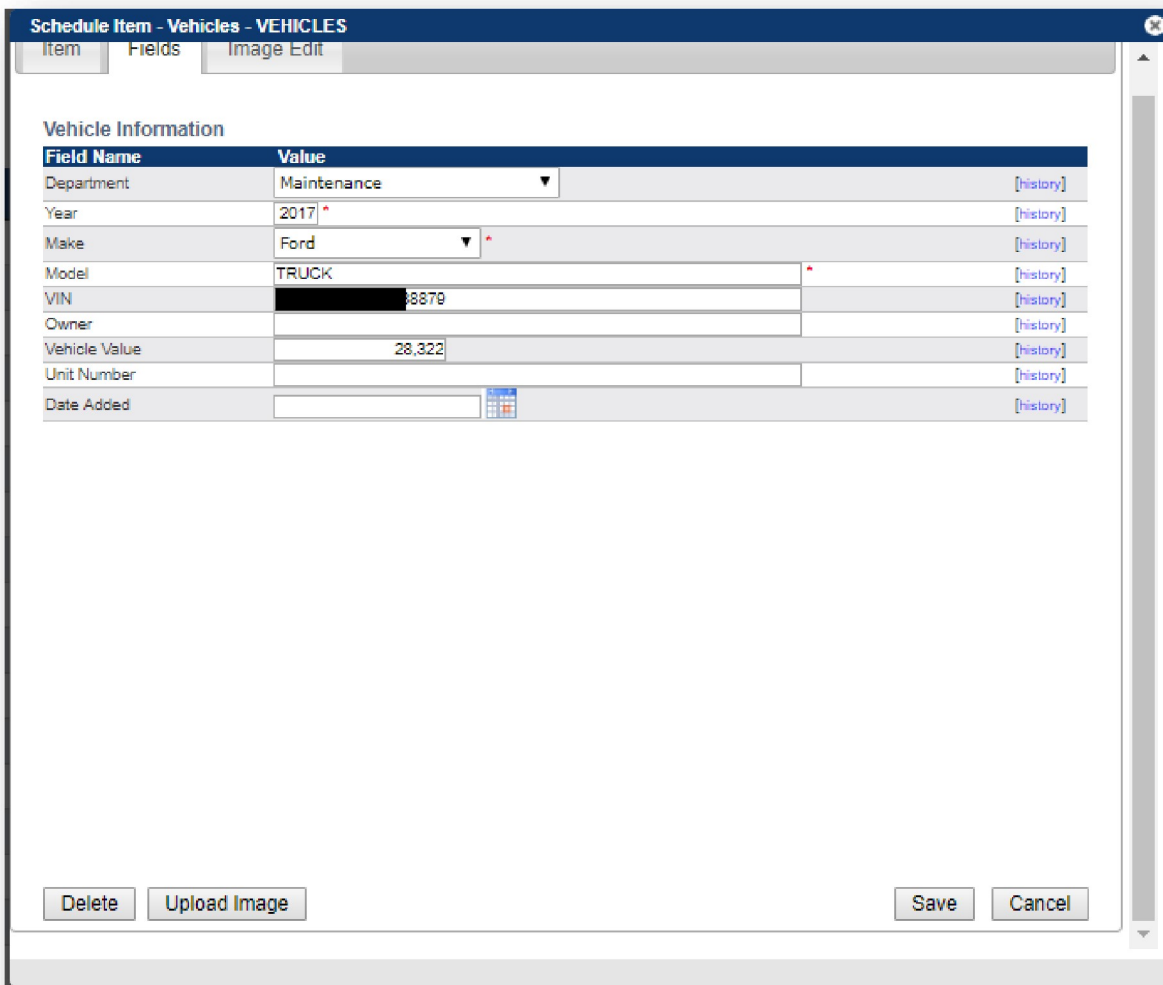
Delete Upload Image Save Cancel

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



Schedule Item - Vehicles - VEHICLES

Item Fields Image Edit

Vehicle Information

Field Name	Value	
Department	Maintenance	[history]
Year	2017 *	[history]
Make	Ford *	[history]
Model	TRUCK *	[history]
VIN	8879	[history]
Owner		[history]
Vehicle Value	28,322	[history]
Unit Number		[history]
Date Added		[history]

Buttons: Delete, Upload Image, Save, Cancel

STEP 5.2 - MOBILE EQUIPMENT FORM

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

Schedule Item - Vehicles - MOBILE EQUIPMENT

Item
Fields
Image Edit

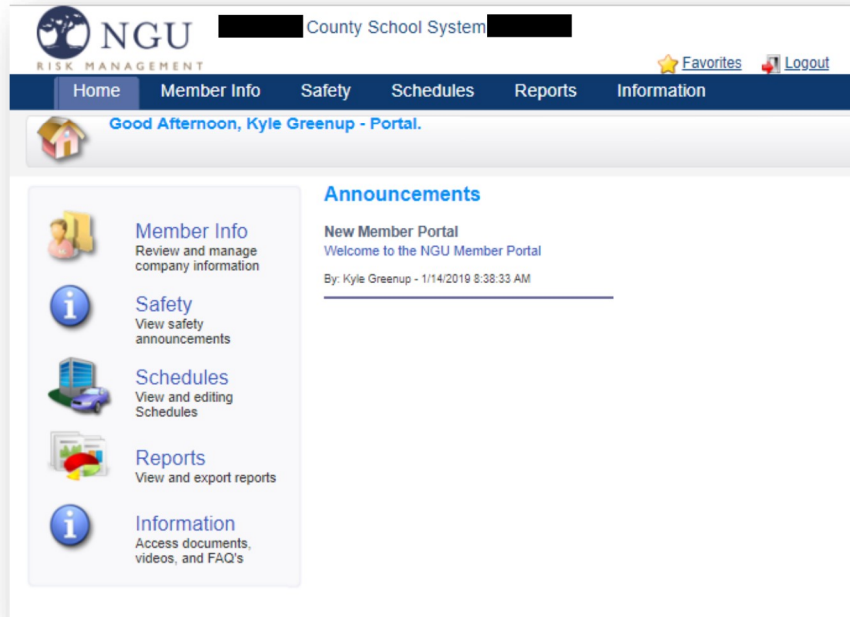
Mobile Equipment

Field Name	Value	[history]
Equipment Description	CONTINENTAL 20' TRAILER *	[history]
Department	<input type="text"/>	[history]
Year	<input type="text"/>	[history]
Make	<input type="text"/>	[history]
Model	<input type="text"/>	[history]
Serial Number	<input type="text" value="07467"/>	[history]
Equipment Value	<input type="text"/>	[history]
Unit Number	<input type="text"/>	[history]
Date Added	<input type="text"/>	[history]

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.

Reports		
NGU		
Report	Description	Output Options
Exposure Category	Exposure Category	 
Underwriting Detail	Underwriting Detail	 
Vehicle Schedule	Vehicle Schedule	 
Equipment Schedule	Equipment Schedule	 
Auto ID Cards (Portal)	Auto ID Cards (Portal)	 

REPORT DESCRIPTIONS

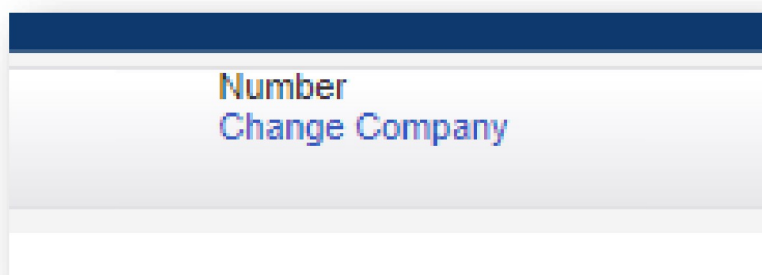
Report Name	Description
Auto ID Cards (Portal)	Under Current Law (TCA Title 55, Section 2), it is not necessary or required for you to have Auto ID Cards in government vehicles. Should you choose to do so voluntarily, you may access your Auto ID Cards with this report. Use 'CTRL+F' to quickly find the 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