

Upload Location Schedules via Spreadsheet



1

On this page of the Application for New Accounts or New Location Adds, instead of clicking "+New Location" proceed to the next step.

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Continue >

Cancel

Interview F

Agent Informa

Account Infor

Account Cont

Location Info

Location Infor

Questions

Check Applic

Payment Opti

Confirmation

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Property Information

Please provide all information requested below about each individual property.*

Location Records

New Location

Show All

Location Number	Name	Street1	City	State	Postal Code
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Upload Locations via Spreadsheet?

☐

Continue >

- 2 Click this checkbox to Upload Locations via Spreadsheet.

i

Property Information
Please provide all information requested below about each individual property.*

Location Records

Location Number	Name	Street1	City	State
Upload Locations via Spreadsheet? ⓘ <input type="checkbox"/>				
Continue >				

- 3 Click "Download Template". This will advise you that you are leaving the page, click okay and then this will download the spreadsheet to your browser.

Location Records

Location Number	Name	Street1	City
Upload Locations via Spreadsheet? ⓘ <input checked="" type="checkbox"/>			
You MUST use the following values for their corresponding spreadsheet columns:			
Location Number ⓘ	0105178-0001		
Page Schedule Type ID:	1		
Proposal ID:	627444		
Download Template			
Import Locations			
Continue >			

- 4 This section tells you how to fill out the first 3 columns in the spreadsheet.

Location Records

Location Number	Name	Street1
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Upload Locations via Spreadsheet? ☒ ⓘ

You MUST use the following values for their corresponding spreadsheet columns:

Location Number ⓘ	0105178-0001
Page Schedule Type ID:	1
Proposal ID:	627444

[Download Template](#)

[Import Locations](#)


[Continue >](#)

- 5 Open the spreadsheet and save as needed. Fill out the required red highlighted cells. Click the checkboxes if you want to include that column's coverage in your proposal. How you fill out each cell will determine what other cells get highlighted to prompt you to answer. Save the spreadsheet when completed.

6 Now click "Import Locations".

Spreadsheet: 

You MUST use the following values for their corresponding spreadsheet columns:

Location Number 	0105178-0001
Page Schedule Type ID:	1
Proposal ID:	627444


[Download Template](#)

[Import Locations](#)

[Continue >](#)

7 Click "Choose File" then select the spreadsheet you saved from your files.

Spreadsheet Import for Location Schedules

 Please upload the schedule below. Make sure your updates are correct before submitting.

Import spreadsheet (.xls or .xlsx)

[Choose File](#) No file chosen

[Submit](#)

- 8 Click "Submit" if you see your file correctly selected in the choose file box.

Spreadsheet Import for Location Schedules

Please upload the schedule below. Make sure your updates are correct before submitting.

Import spreadsheet (.xls or .xlsx)

Choose File Diagon Alley Properties SOV test loc2.xlsx

Submit

- 9 While it is working on Uploading the file it will show... "Uploading and importing... Please wait."

Spreadsheet Import for Location Schedules

Please upload the schedule below. Make sure your updates are correct before submitting.

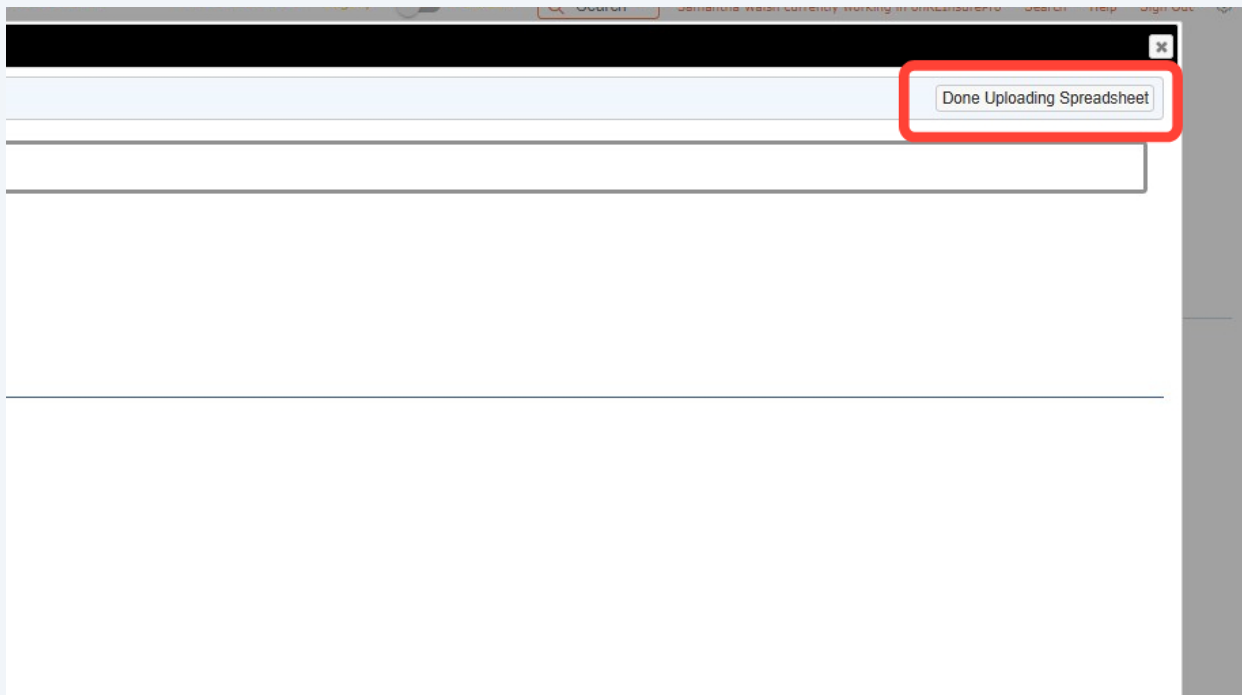
Import spreadsheet (.xls or .xlsx)

Choose File Diagon Alley Properties SOV test loc2.xlsx

Uploading...

Uploading and importing... Please wait.

- 10 When upload is complete, click "Done Uploading Spreadsheet".



- 11 Now you should see each location added from the spreadsheet on this screen. If you need to add more or remove some, you can do that from this page. If you would like to use the spreadsheet to add more locations you can do so by following the same steps. As you can see the Location Number to paste into the spreadsheet has now updated to the next location number available. When all looks well, click "Continue".

A screenshot of a web application interface showing a table of location records. The table has columns: Location Number, Name, Street1, City, State, and Postal Code. The data rows show locations in Bismarck, North Dakota. A yellow box highlights the first two columns of the table. Another yellow box highlights a "New Location" button and a "Show All" link. Below the table, there is a section for "Property Information" and a "Continue" button highlighted with a red box. The "Continue" button is located at the bottom left of the page.

Location Number	Name	Street1	City	State	Postal Code
0105178-0001	1403 E Rosser Ave	1403 Rosser Ave	Bismarck	North Dakota	58501
0105178-0002	1409 E Rosser Ave	1409 Rosser Ave	Bismarck	North Dakota	58501
0105178-0003	1415 E Rosser Ave	1415 Rosser Ave	Bismarck	North Dakota	58501
0105178-0004	1410 E Rosser Ave	1410 Rosser Ave	Bismarck	North Dakota	58501
0105178-0005	1310 E Rosser Ave	1310 Rosser Ave	Bismarck	North Dakota	58501

Upload Locations via Spreadsheet? ☒

You MUST use the following values for their corresponding spreadsheet columns:

Location Number

Page Schedule type ID: 1

Proposal ID: 627444

Download Template

Import Locations

Continue >

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To validate and rate each location you will need to click into each one. Do not Continue past this page until each location has a green bar next to it.

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[Reject Proposal](#)
[Continue >](#)

i
Property Information
 Please UPDATE all information requested below about each individual property.*

Location Records

Information Updated	Location Number	Name	Payment Option	Street1	City	State	Postal Code	Total Val
⚠	0105178-0001	1403 E Rosser Ave		1403 Rosser Ave	Bismarck	North Dakota	58501	
	0105178-0002	1409 E Rosser Ave		1409 Rosser Ave	Bismarck	North Dakota	58501	
	0105178-0003	1415 E Rosser Ave		1415 Rosser Ave	Bismarck	North Dakota	58501	
	0105178-0004	1410 E Rosser Ave		1410 Rosser Ave	Bismarck	North Dakota	58501	
	0105178-0005	1310 E Rosser Ave		1310 Rosser Ave	Bismarck	North Dakota	58501	

Continue >

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Click into each Location Number.

i
Property Information
 Please UPDATE all information requested below about each individual property.*

Location Records

Information Updated	Location Number	Name	Payment Option	Street1	City
⚠	0105178-0001	1403 E Rosser Ave		1403 Rosser Ave	Bismarck
	0105178-0002	1409 E Rosser Ave		1409 Rosser Ave	Bismarck
	0105178-0003	1415 E Rosser Ave		1415 Rosser Ave	Bismarck
	0105178-0004	1410 E Rosser Ave		1410 Rosser Ave	Bismarck
	0105178-0005	1310 E Rosser Ave		1310 Rosser Ave	Bismarck

Continue >

14 Click "Save Changes" .

3 E Rosser Ave

State: *
North Dakota

Postal Code: *
58501

County: *
Burleigh

Family

1,020

Selected -

Selected -

Occupied Rental Dwelling

2.0

Year Built: *
1948

Year Roof:
- None Se

Year Electric:
- None Se

Save Changes More Cancel

15 If you missed a required question in the spreadsheet or if you need to add a Location Contact, you will get an error message at the top of the screen. Click on the error message for it to take you to the missing information. Update the required missing information and then click "Save Changes" again.

Please correct the following errors.

- **TPP limit:** A value is required for Location Schedule.

Address Information

Override the address? ⓘ

Street: *
1403 Rosser Ave

City: *
Bismarck

State: *
North Dakota

Postal Code: *
58501

County: *
Burleigh

Hazard Hub Information

Property Details

Type: *
Single Family

Square Feet ⓘ
1,020

Override Square Feet?
- None Selected -

Construction Type:
- None Selected -

Status: *
Occupied Rental Dwelling

Number of Stories: *
2.0

Year Built: *
1948

Year Roof:
- None Se

Year Electric:
- None Se

Year Plumbing:
- None Se

Year HVAC:
- None Se

Property Coverage

*
Yes

Save Changes More Cancel

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Once each location has the green bar next to it then you can click "Continue" to proceed with your proposal.

**Property Information**

Please UPDATE all information requested below about each individual property.*

Location Records

Information Updated	Location Number	Name	Payment Option	Street1	City
✓	0105178-0001	1403 E Rosser Ave	Insured Monthly	1403 Rosser Ave	Bismarck
	0105178-0002	1409 E Rosser Ave		1409 Rosser Ave	Bismarck
	0105178-0003	1415 E Rosser Ave		1415 Rosser Ave	Bismarck
	0105178-0004	1410 E Rosser Ave		1410 Rosser Ave	Bismarck
	0105178-0005	1310 E Rosser Ave		1310 Rosser Ave	Bismarck

[Continue >](#)