## **Add Scheduled Items to a Property Policy**

**PolicyCenter** 

## **Description:**

This job aid describes the step-by-step process of how to add scheduled items (valuables) to a Property Full Application policy. This job aid starts at the Valuables Plus screen during the submission or policy change.

## Step 1

Action	Screen	
On the Valuables Plus screen:	11 Desktop   • Account   • Policy   • Search   • Ieam Administration   • Testing   • Training   •	
Select the checkbox to the left of the specific type of valuable (for example, <b>Jewelry</b> ).	Actions       Image: Submission (Pending)       Homeowner       Indiana       Effective: 04/24/2022       Veruca         Submission 600471       Valuables Plus (Inland Marine) <back< td="">       Next         Pending       Valuables Plus       Valuables Plus         Policy Contract       Policy Info       Image: Submission Age       Image: Submission Age         Dwelling       Image: Submission Age       Image: Submission Age       Image: Submission Age         Dwelling       Image: Submission Age       Image: Submission Age       Image: Submission Age         Dwelling       Image: Submission Age       Image: Submission Age       Image: Submission Age         Dwelling Construction       Image: Submission Age       Image: Submission Age       Image: Submission Age         Image: Submission Age       Image: Submission Age       Image: Submission Age       Image: Submission Age         Image: Submission Age       Image: Submission Age       Image: Submission Age       Image: Submission Age       Image: Submission Age         Image: Submission Age       Image: Submission Age       Image: Submission Age       Image: Submission Age       Image: Submission Age         Image: Submission Age       Image: Submission Age       Image: Submission Age       Image: Submission Age       Image: Submission Age         Image: Submission Age<!--</th--><th>Salt Account: 8052332521 Quote Withdraw Submission Valuables Plus Blanket Jewelry Blanket Fine Art Blanket Fine Art Blanket Firearm Blanket Firearm</th></back<>	Salt Account: 8052332521 Quote Withdraw Submission Valuables Plus Blanket Jewelry Blanket Fine Art Blanket Fine Art Blanket Firearm Blanket Firearm

Step 2	
Action	Screen
<ul> <li>On the <i>Valuables Plus</i> screen, PolicyCenter displays the <b>Number of</b> <b>items to add</b> field.</li> <li>Enter the number of line items for the selected valuable (for example, if you are only adding a single piece of jewelry, enter a "1").</li> <li>Click the Add button.</li> </ul>	1       Desktop <ul> <li>Actions</li> <li>Submission (Pending)</li> <li>Homeowner</li> <li>Indiana</li> <li>Effective: 04/24/2022</li> <li>Veruca Salt</li> <li>Account: 8052332521</li> </ul> Valuables         Plus(Inland         Marine) <ul> <li>Back</li> <li>Next&gt;</li> <li>Qualification</li> <li>Policy Info</li> <li>Dwelling</li> <li>Dwelling Protection/Risk Det</li> <li>Dwelling Construction</li> <li>Coverages</li> <li>Valuables</li> <li>Coverages</li> <li>Valuables</li> <li>Coverage A)</li> </ul> <ul> <li>No data to display</li> <li>Bicycles (Coverage A)</li> </ul> <ul> <li>Valuables</li> <li>Coverage A</li> </ul> <ul> <li>Description</li> <li>Revery</li> <li>Description (must be unique) to add 1</li> <li>No data to display</li> </ul> <ul> <li>Jewelry Agreed Value</li> <li>Bicycles (Coverage A)</li> </ul> <ul> <li>Bicycles (Coverage A)</li> </ul>

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Nationwide

Job Aid Process (Cont.) :	
Step 3	
Action	Screen
<ul> <li>On the <i>Valuables Plus</i> screen, PolicyCenter displays new fields for the number of line items specified (one (1) in this example).</li> <li>Enter a <b>Description</b>, <b>Value</b>, and <b>Appraisal Date</b> in the required fields.</li> </ul>	Desktop Agcount Policy Search Ieam Administration Testing Training Image: Status in the
Step 4	
Action	Screen
<ul> <li>On the Valuables Plus screen:</li> <li>Repeat as needed for additional valuable items needing to be scheduled.</li> <li>When finished with entries, proceed with the submission or policy change. <ul> <li>Select Next if there are other changes to be made to the policy.</li> <li>Select Quote if there are no additional changes to be made.</li> </ul> </li> </ul>	Image: Desktop       Account       Policy       Search       Ieam       Administration       Testing       Training       Image: Stabular Stab

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