

# Add Scheduled Items to a Property Policy

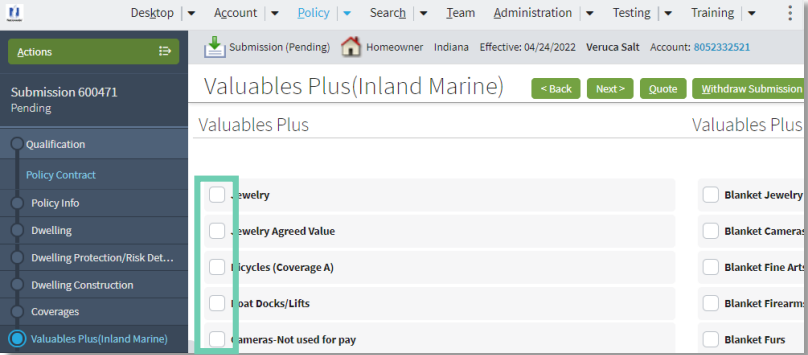
PolicyCenter



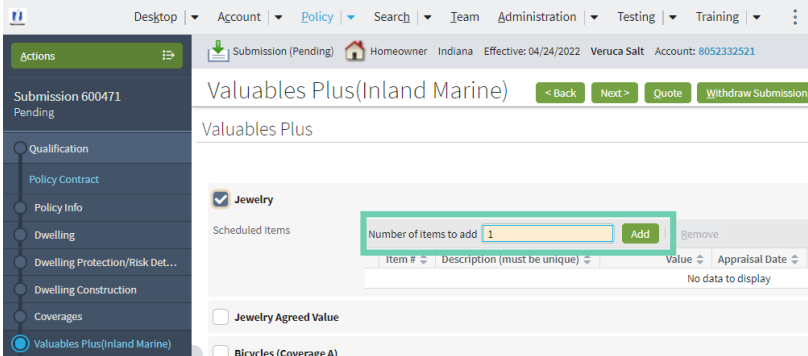
## Description:

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

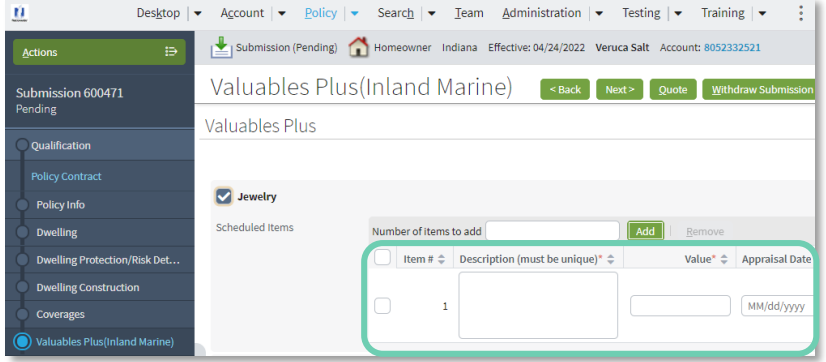
Action	Screen
<p>On the <i>Valuables Plus</i> screen:</p> <ul style="list-style-type: none"><li>Select the checkbox to the left of the specific type of valuable (for example, <b>Jewelry</b>).</li></ul>	

### Step 2

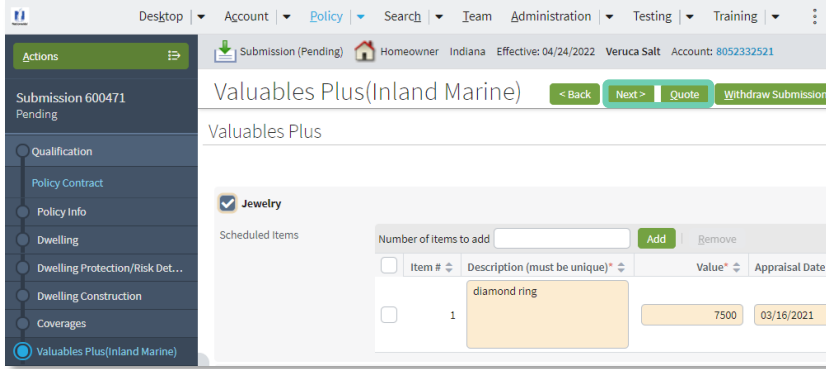
Action	Screen
<p>On the <i>Valuables Plus</i> screen, PolicyCenter displays the <b>Number of items to add</b> field.</p> <ul style="list-style-type: none"><li>Enter the number of line items for the selected valuable (for example, if you are only adding a single piece of jewelry, enter a “1”).</li><li>Click the <b>Add</b> button.</li></ul>	

## Job Aid Process (Cont.) :

### Step 3

Action	Screen
<p>On the <i>Valuables Plus</i> screen, PolicyCenter displays new fields for the number of line items specified (one (1) in this example).</p> <ul style="list-style-type: none"> <li>Enter a <b>Description</b>, <b>Value</b>, and <b>Appraisal Date</b> in the required fields.</li> </ul>	

### Step 4

Action	Screen
<p>On the <i>Valuables Plus</i> screen:</p> <ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>Select <b>Next</b> if there are other changes to be made to the policy.</li> <li>Select <b>Quote</b> if there are no additional changes to be made.</li> </ul> </li> </ul>	

By accepting a copy of these materials:

- (1) I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries ("Nationwide"); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c) an employee of or an independent contractor retained by an Independent Sales Agent; or (d) an Independent Adjuster who has a contract with Nationwide; or (e) an employee of or an independent contractor retained by an Independent Adjuster.
- (2) I agree that the information contained in this training presentation is confidential and proprietary to Nationwide and may not be disclosed or provided to third parties without Nationwide's prior written consent.
- (3) I acknowledge that: (i) certain information contained in this training presentation may be applicable to licensed individuals only and access to this information should not be construed as permission to perform any functions that would require a license; and (ii) I am responsible for acting in accordance with all applicable laws and regulations.
- (4) I agree that I will return or destroy any material provided to me during this training, including any copies of such training material, when or if any of the following circumstances apply: (a) my Independent Sales Agent agreement with Nationwide is cancelled or I no longer hold any appointments with Nationwide; (b) my employment with or contract with a Nationwide Independent Sales Agent is terminated; (c) my Independent Adjuster contract with Nationwide is terminated; (d) my employment with or contract with a Nationwide Independent Adjuster is terminated; or (e) my employment or contract with Nationwide is terminated for any reason.