

ETASS – Re

Bulk Upload



General Insurance Council

TABLE OF CONTENTS

1. INTRODUCTION	3
2. GETTING STARTED: BASIC BULK CONTRACT UPLOAD PROCESS	4
3. WORKING WITH PROPORTIONAL TREATY TEMPLATES	10
4. CREATING CONTRACTS WITH MULTIPLE LAYERS	14
5. WORKING WITH PROPORTIONAL FAC TREATY TEMPLATES	19
6. UPLOAD HISTORY MANAGEMENT	22
7. APPENDIX A – TROUBLESHOOTING COMMON ISSUES	26
7.1 UPLOAD VALIDATION ERRORS	26
7.2 FILE FORMAT ISSUES.....	26
7.3 TEMPLATE CONFIGURATION ERRORS.....	26
7.4 SYSTEM PERFORMANCE CONSIDERATIONS	26
8. APPENDIX B – DATA VALIDATION REFERENCE	27
8.1 DATE FORMAT REQUIREMENTS	27
8.2 PERCENTAGE FIELD REQUIREMENTS	27
B.3 DROPDOWN FIELD OPTIONS.....	27
9. CONCLUSION	27

1. Introduction

Welcome to the ETASS Reinsurance System User Manual for Creating and Uploading Bulk Contracts. This comprehensive guide has been designed to help users efficiently navigate the bulk contract creation and upload process within the ETASS Reinsurance platform.

Purpose of This Manual

This manual serves as your complete reference guide for:

- Understanding the bulk contract upload workflow
- Working with different contract template types
- Managing complex contract configurations
- Utilizing the upload history functionality
- Troubleshooting common issues during the upload process

Who Should Use This Manual

This manual is intended for:

- Insurance Professionals who need to create multiple reinsurance contracts
- System Administrators managing bulk contract uploads
- Business Users working with proportional and non-proportional treaties
- New Users learning the ETASS Reinsurance System

System Overview

The ETASS Reinsurance System provides a streamlined approach to bulk contract management through:

- **Template-based Data Entry:** Pre-configured Excel templates ensure data consistency
- **Multiple Contract Types:** Support for Proportional Treaty, Non-Proportional Treaty, and FAC contracts
- **Complex Configuration Support:** Handle multiple sections, layers, and broker arrangements
- **Validation and Error Prevention:** Built-in data validation to minimize upload errors
- **Historical Tracking:** Comprehensive upload history and management tools

Key Features Covered

This manual covers the following key system features:

- **Template Download and Preparation:** How to obtain and prepare the correct templates
- **Data Entry Best Practices:** Guidelines for accurate and efficient data entry
- **File Format Requirements:** Converting Excel files to the required CSV format
- **Upload Process:** Step-by-step upload procedures and success verification
- **Advanced Configurations:** Managing multi-section contracts, layers, and broker relationships
- **History Management:** Tracking, searching, and managing previous uploads

Before You Begin

Before starting with bulk contract uploads, ensure you have:

- Access to the ETASS Reinsurance System
- Microsoft Excel or compatible spreadsheet software
- Understanding of your contract requirements (single/multi-section, broker involvement, etc.)
- Necessary contract data and documentation

Getting Help

If you encounter issues not covered in this manual, please contact your system administrator or the ETASS support team for additional assistance.

2. Getting Started: Basic Bulk Contract Upload Process

The bulk contract upload process in ETASS Reinsurance follows a structured four-step approach designed to ensure accuracy and efficiency. This section provides a comprehensive overview of the basic workflow that applies to all contract types.

Step 1: Downloading the Template

The first step in creating bulk contracts is obtaining the appropriate template for your specific contract type.

Navigation Process

- Access the ETASS Reinsurance application
- Navigate to the **Add Bulk Contracts** page

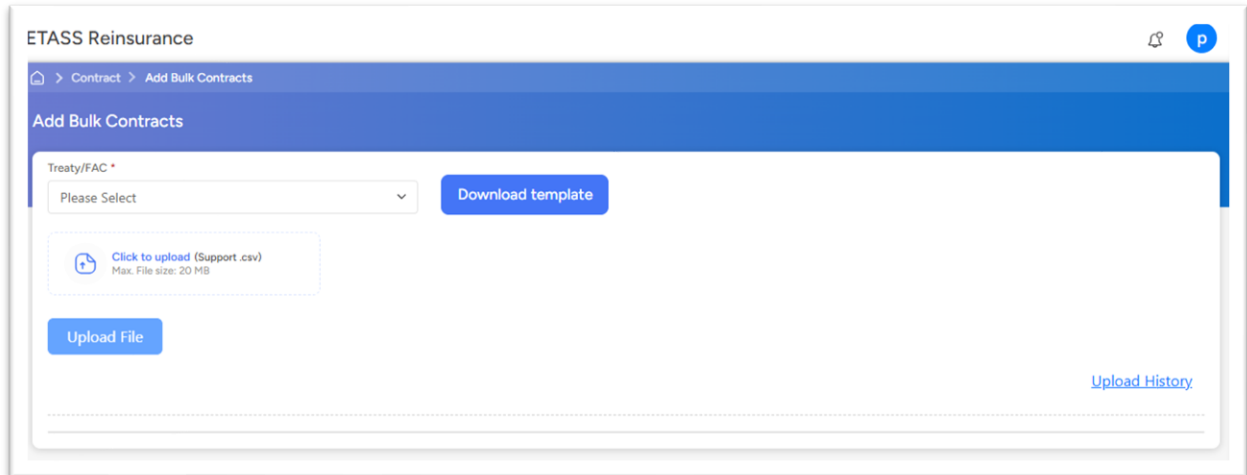


Figure 1: The main Add Bulk Contracts interface showing navigation and initial options

- Locate the contract type dropdown menu
- Select the appropriate contract type from the available options:
 - Proportional Treaty
 - Non-Proportional Treaty
 - FAC

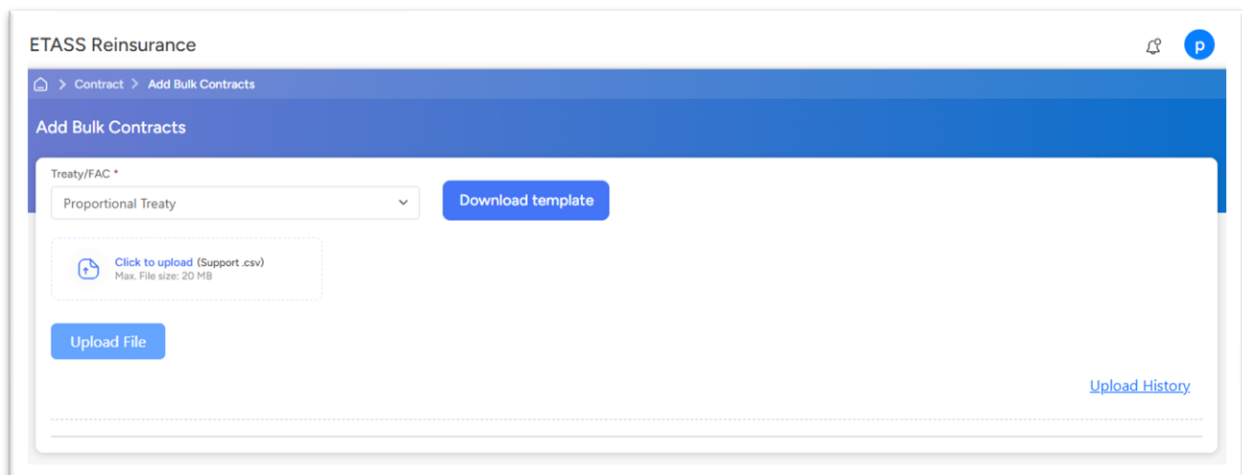


Figure 2: Contract type selection dropdown showing available template options

- Click the Download template button
- The Microsoft Excel template file will be automatically downloaded to your computer's default downloads folder

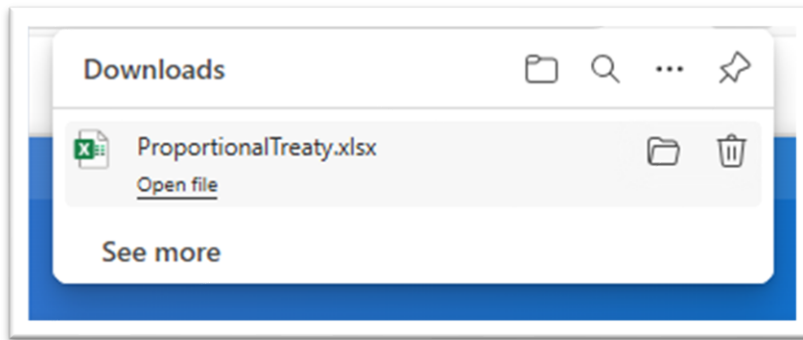


Figure 3: Template download button location and functionality

Important Notes:

- Each contract type has its own specific template
- Templates contain pre-configured validation rules and formatting
- Always download the latest template version for accurate data structure

Step 2: Filling the Template

Once you have downloaded the appropriate template, the next step involves carefully entering your contract data while adhering to the system's validation rules and formatting requirements.

Opening and Preparing the Template:

- Locate and open the downloaded Excel template file
- Review the column headers and structure before entering data
- Each row represents a single contract or contract component

Data Entry Guidelines:

AA	AB	AC	AD	AE	AF
Section Remark	Main Broker Involved	Main Broker Code	Main Broker % (Share)	Reinsurer Code	Reinsurer Code

Main Broker Share
Main Broker Involved = Yes then Mandatory
Value should be in 1-100 with 5 decimals allowed.

Figure 4: Example of properly filled template showing required data fields

Understanding Validation Prompts:

The template includes built-in validation prompts that appear when you click on specific cells. These prompts provide critical information about correct formatting and acceptable values.

AA	AB	AC	AD	AE	AF
Section Remark	Main Broker Involved	Main Broker Code	Main Broker % (Share)	Reinsurer Code	Reinsurer Code

Main Broker Code
Mandatory
If Main Broker Involved = Yes then enter 3 digit Company Code

Figure 5: Template showing data validation prompts and formatting requirements

Key Validation Examples:

- Premium Entry Percentage:

- Value must be between 1 and 100
- Supports up to 5 decimal places
- Validation prompt appears when cell is selected

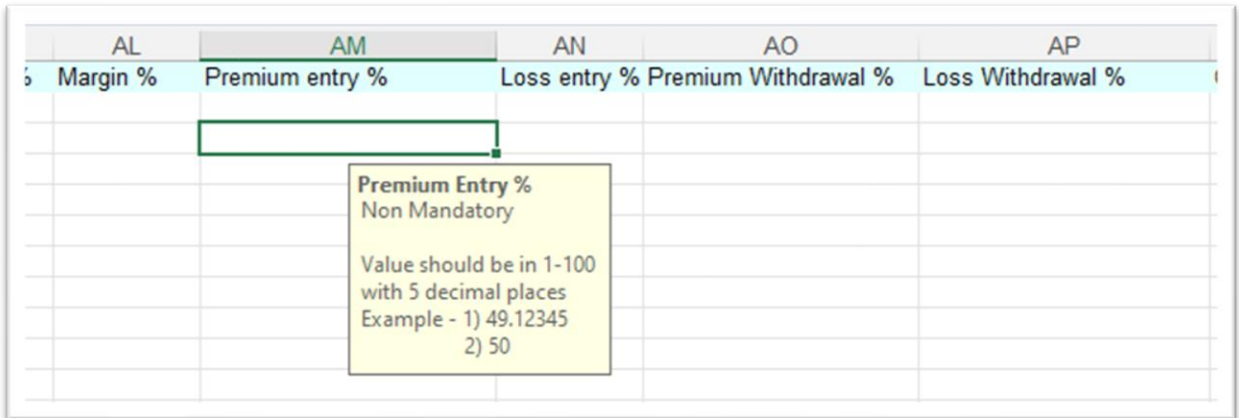


Figure 6: Premium entry percentage validation showing acceptable range and decimal precision

- Date Formatting:
 - Treaty End Date requires DD-MM-YYYY format
 - Mandatory format compliance for successful upload
 - Clear formatting instructions provided in cell prompts

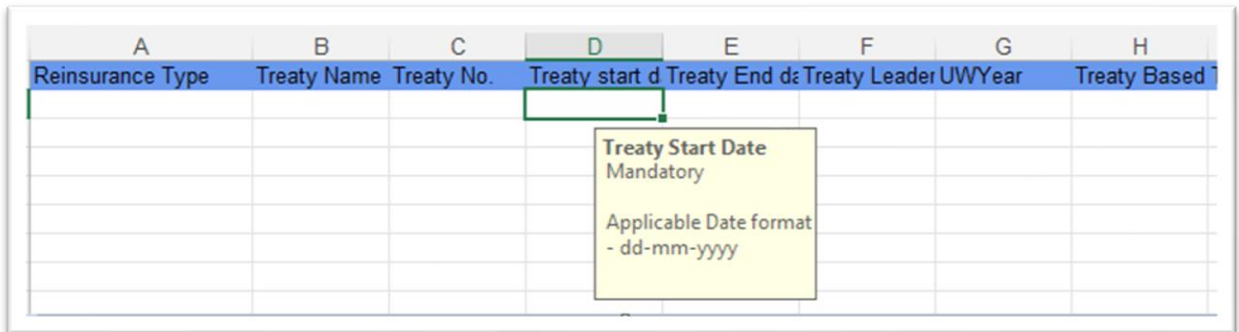


Figure 7: Date format validation showing required DD-MM-YYYY structure

- Dropdown Selections:
 - Treaty Based on column provides predefined options
 - Available selections include "Risk Attaching Based" and "Loss Occurring Based"
 - Use only provided dropdown values

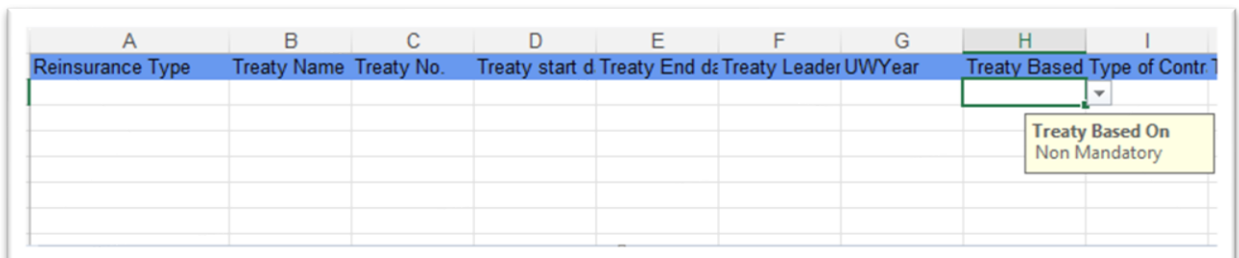


Figure 8: Treaty Based On dropdown showing available selection options

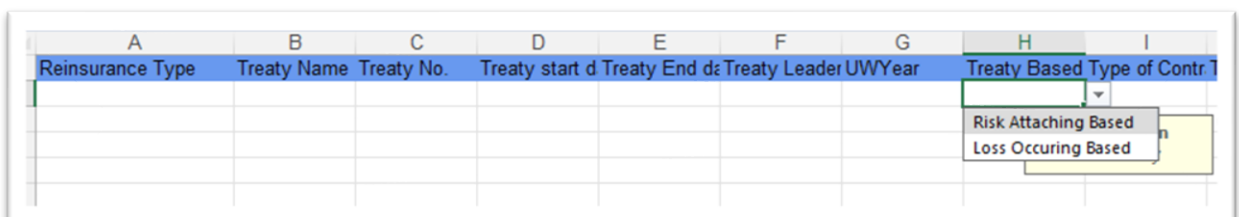


Figure 9: Additional example of dropdown validation and selection options

- Data Entry Best Practices:
 - Complete all mandatory fields before proceeding
 - Follow validation prompts exactly as specified
 - Use dropdown menus rather than manual text entry where available
 - Double-check date formats and numerical precision
 - Ensure consistency across related contract entries

Step 3: Saving the File as .CSV

The ETASS Reinsurance system exclusively accepts files in CSV (Comma Separated Values) format. Converting your completed Excel template to CSV format is a critical step in the upload process.

Conversion Process:

- Access Save Function:
 - Navigate to the File menu in Excel
 - Select Save As from the menu options
- Format Selection:
 - In the "Save As" dialog box, locate the "Save as type" dropdown menu
 - Select "CSV (Comma delimited) (*.csv)" from the available format list

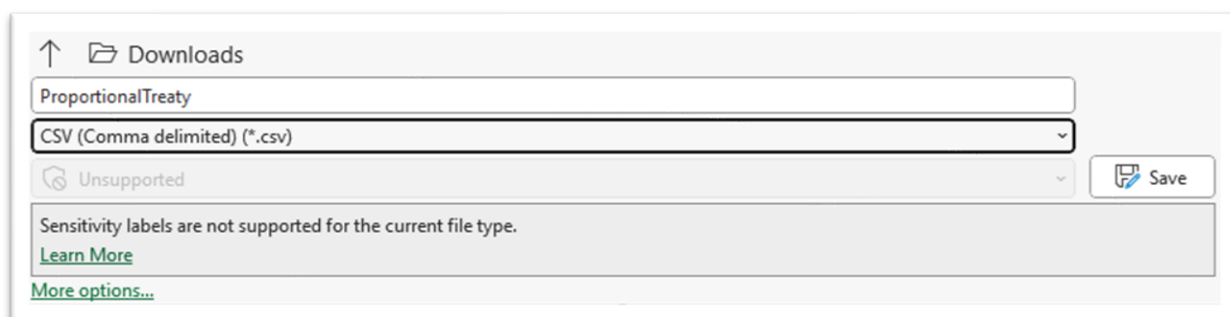


Figure 10: Save As dialog showing CSV format selection process

- Handle Multiple Sheets Warning:
 - If your Excel file contains multiple sheets, a warning dialog may appear
 - Click OK to save only the active sheet as a CSV file
 - This ensures only your contract data is included in the upload file
- File Naming:
 - Choose an appropriate filename for easy identification
 - You can either create a new filename or overwrite the existing file
 - Ensure the .csv extension is maintained
- Important Considerations:
 - CSV format preserves data but removes Excel formatting and formulas
 - Only the active worksheet will be saved in CSV format
 - Verify that all data appears correctly after conversion
 - The CSV file should maintain all entered data and validation compliance

Step 4: Uploading the File

The final step involves uploading your prepared CSV file to the ETASS Reinsurance system for processing and validation.

Upload Process:

- Return to Upload Interface:
 - Navigate back to the Add Bulk Contracts page in ETASS Reinsurance
 - Ensure you select the same contract type used for template creation

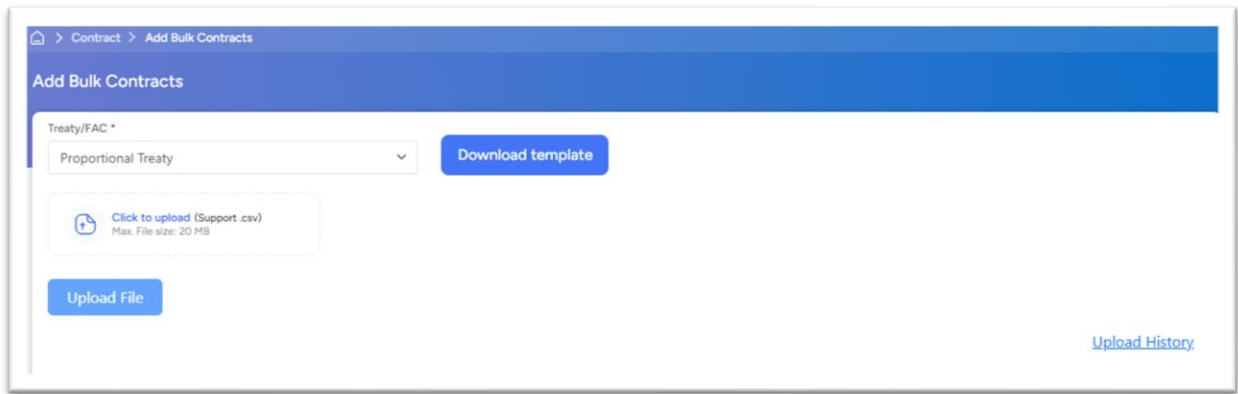


Figure 11: Return to Add Bulk Contracts page with contract type selection

- File Selection:
 - Click on the "Click to upload (Support .csv)" area
 - This action opens your system's file explorer window
- File Navigation:
 - Navigate to the location where you saved your CSV file
 - Select the appropriate CSV file
 - Click Open to confirm your selection

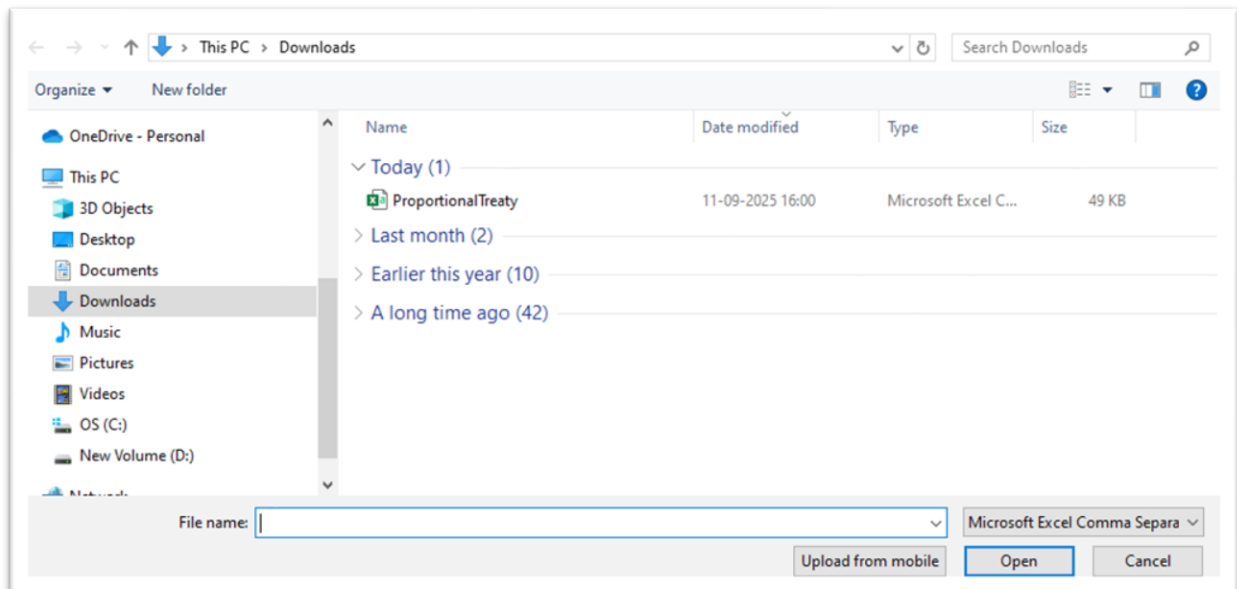


Figure 12: File explorer window showing CSV file selection and upload process

- Upload Confirmation:
 - The selected file name will appear next to the upload area
 - Verify the correct file is selected before proceeding
 - Click the Upload File button to initiate the upload process

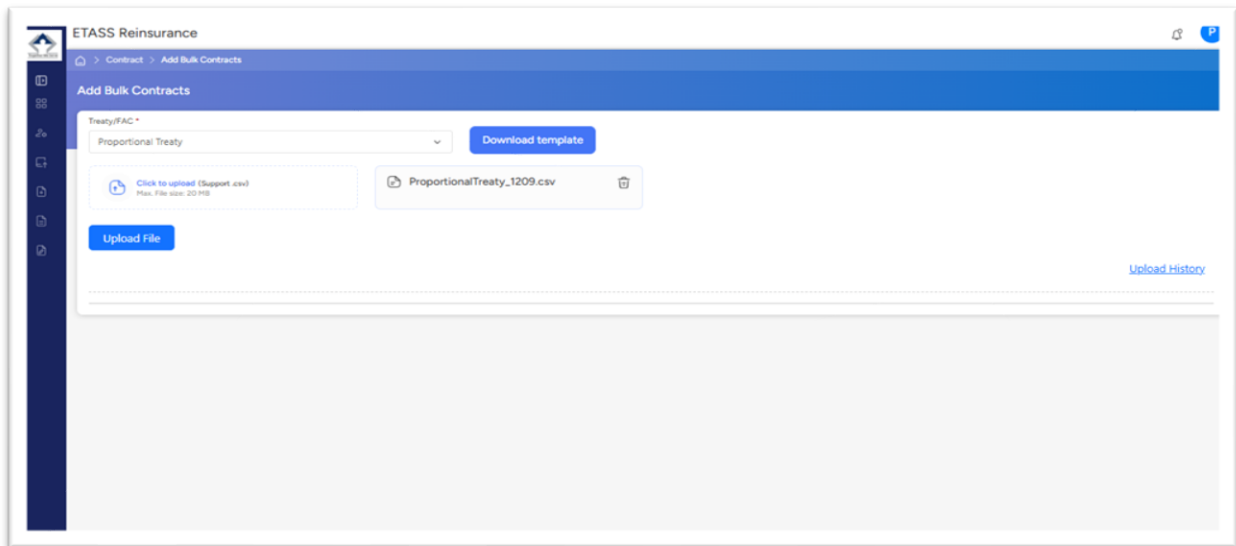


Figure 13: Upload confirmation showing selected file and upload button

- Upload Results and Verification:
 - Upon successful upload, the system provides a comprehensive summary of the upload process:

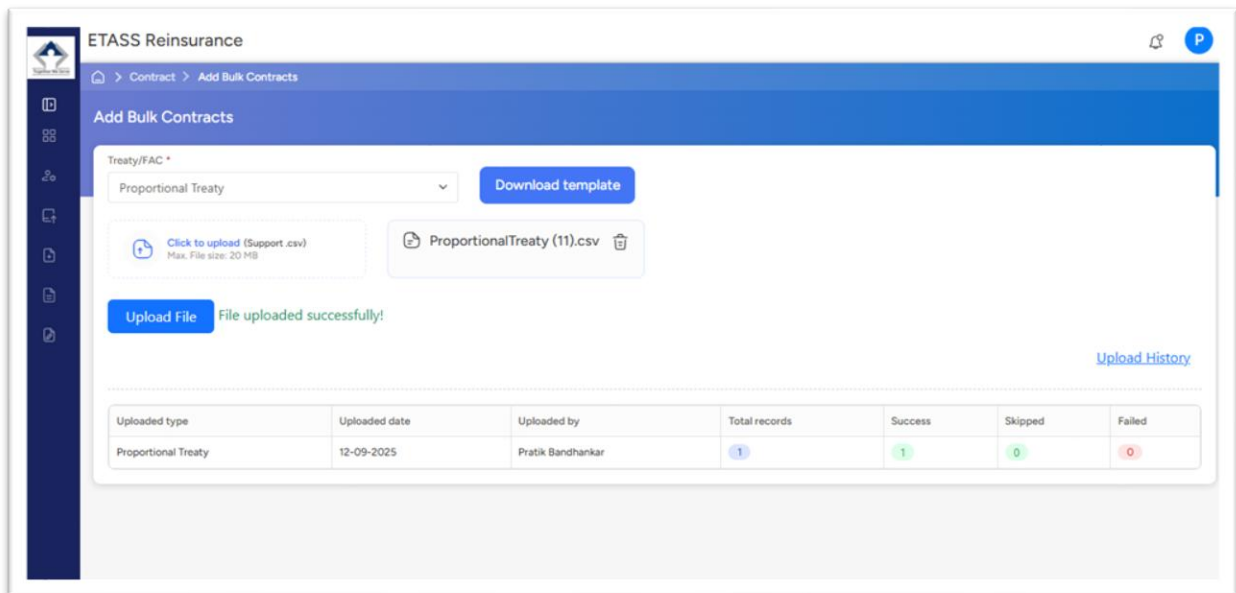


Figure 14: Upload success summary showing processing results and statistics

- Summary Information Includes:
 - Uploaded type: Confirms the contract type processed
 - Uploaded date: Timestamp of the upload process
 - Uploaded by: User identification for audit purposes
 - Total records: Number of contract entries processed
 - Success: Count of successfully processed contracts
 - Skipped: Number of duplicate or previously processed entries
 - Failed: Count of entries that failed validation
- Post-Upload Actions:
 - Review the summary statistics to ensure expected results
 - Address any failed or skipped entries as needed
 - Document the upload for future reference
 - Verify that contracts appear correctly in the system

3. Working with Proportional Treaty Templates

Proportional Treaty templates are designed to handle reinsurance contracts where the reinsurer shares a proportional amount of premiums and losses with the ceding company. This section provides detailed guidance on creating various configurations of proportional treaties.

Understanding the Template Structure

The Proportional Treaty template is engineered to accommodate diverse contract configurations, from simple single-section agreements to complex multi-section contracts with broker involvement.

- Template Design Principles:
 - Each row represents a single contract entry or contract component
 - Multiple sections of the same contract share common data elements
 - Broker involvement requires specific additional data fields
 - Consistent data entry ensures proper contract grouping
- Key Template Sections:
 - Contract Identification: Basic contract information and identifiers
 - Section Details: Section-specific terms and conditions
 - Broker Information: Broker placement and commission details
 - Financial Terms: Premium, commission, and payment details

Creating Single-Section Contracts

Single-section contracts represent the most straightforward application of the Proportional Treaty template.

- Process Overview:
 - Complete all required fields in a single row
 - Ensure all mandatory data elements are populated
 - Follow validation rules for each data field
 - Verify data consistency before saving

Reinsurance Type	Treaty Name	Treaty No.	Treaty start (Treaty End of Treaty Leads U/W Year)	Treaty Base	Type of Contract	Type of Such Contract	Premium	Section Name	Cedant	Sect	Estimated P	Quota Treaty	Net Retention	Net Retention Line Amou	No Of Surpl	Treaty Capacity
Proportional Treaty																

Figure 16: Example of a properly completed single-section proportional treaty contract

- Essential Data Elements:
 - Contract identification and naming
 - Treaty period and effective dates
 - Reinsurance percentage and terms
 - Premium and commission details
 - Currency and payment specifications
- Validation Requirements:
 - All mandatory fields must be completed
 - Date formats must comply with DD-MM-YYYY standard

- Percentage values must fall within specified ranges
- Currency codes must match system-accepted values

Creating Contracts with Multiple Sections

Multi-section contracts allow for complex reinsurance arrangements where different sections have varying terms while maintaining the same core contract structure.

Multi-Section Logic: The system groups multiple sections under a single contract by maintaining identical data in core contract fields while allowing section-specific variations.

Implementation Process:

- Maintain Contract Consistency:
 - Keep data from 'Reinsurance Type' column to 'Contract Remark' column identical across all sections
 - This ensures the system recognizes all rows as belonging to the same contract

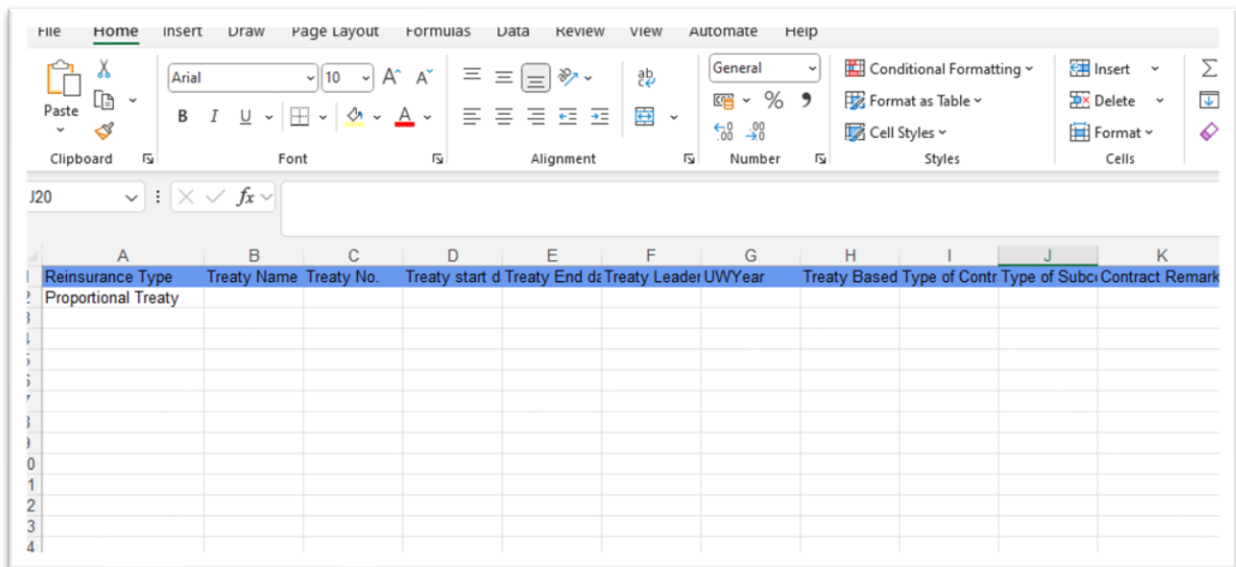


Figure 17: Example showing consistent base contract data across multiple sections

- Section Identification:
 - Use the 'Section Name' column (Column L) to provide unique identifiers for each section
 - Section names must be distinct within the same contract
 - Choose descriptive names that reflect the section's purpose

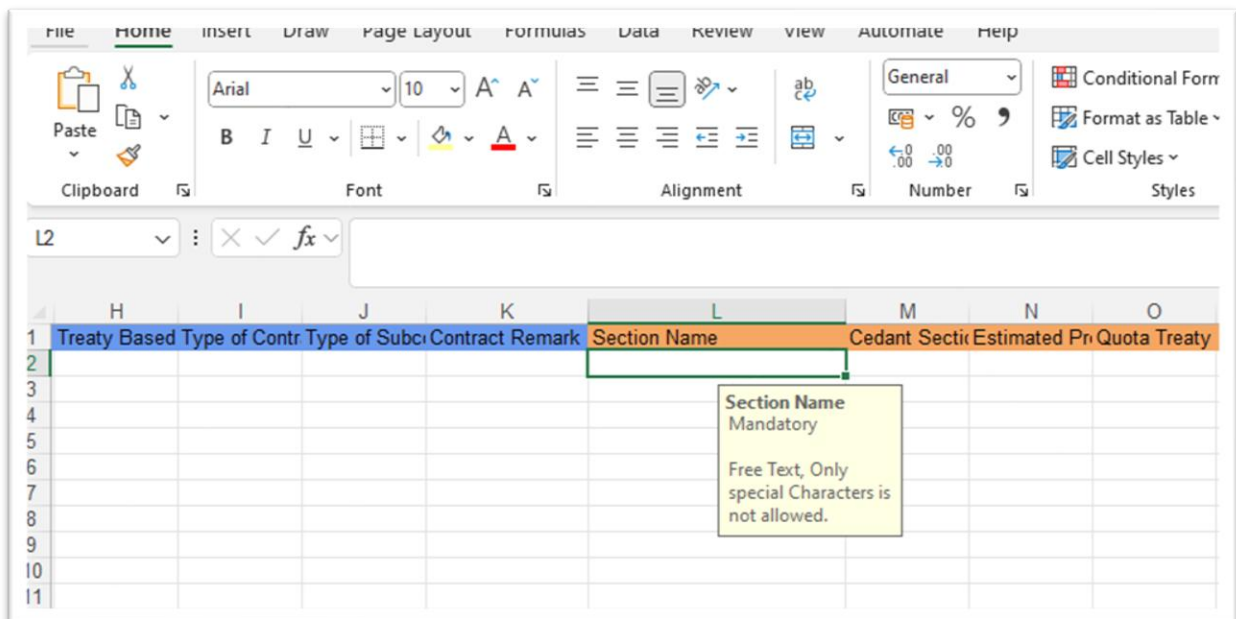


Figure 18: Section name configuration showing unique identifiers for each contract section

- Section-Specific Details:
 - Complete remaining columns with section-specific information
 - Each section can have different terms, percentages, or conditions
 - Maintain consistency in data formatting and validation compliance
- Best Practices for Multi-Section Contracts:
 - Plan section structure before data entry
 - Use consistent naming conventions for sections
 - Verify that common contract data remains identical across sections
 - Test upload with a small sample before processing large volumes

Handling Broker Placements

Broker involvement adds complexity to contract creation but provides important commercial relationship management within the reinsurance arrangement.

Broker Involvement Configuration:

- Enabling Broker Placement:
 - Navigate to the 'Main Broker Involved' column (Column AB)
 - Enter 'Yes' to indicate broker involvement

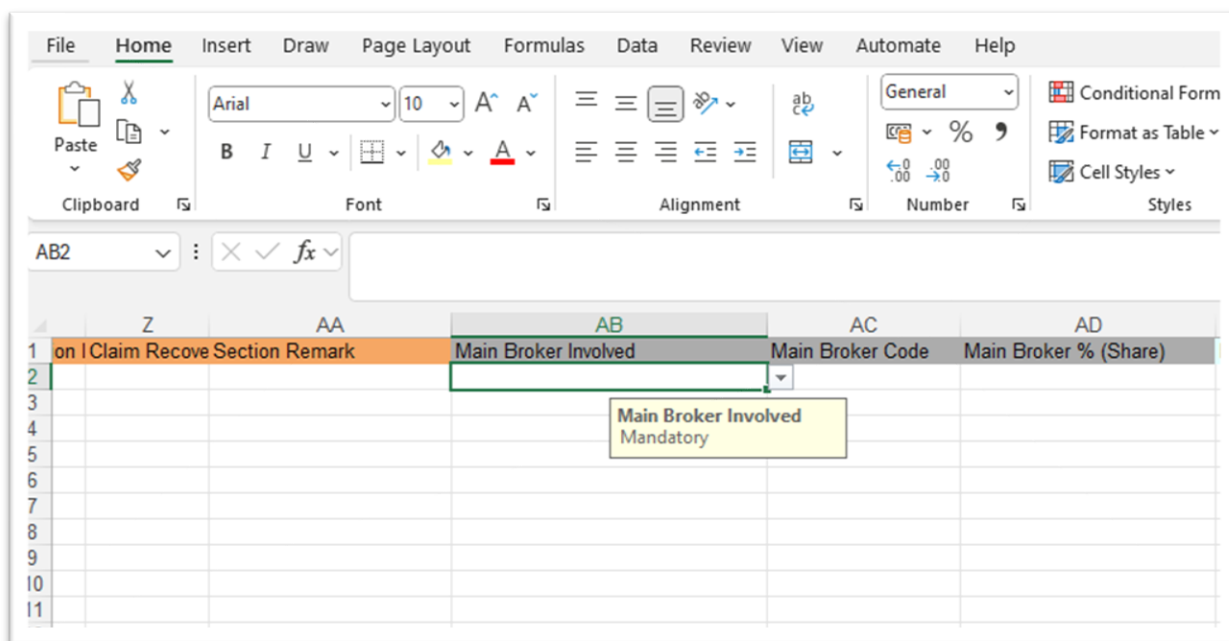


Figure 19: Configuration showing broker involvement activation

- Required Broker Information: When broker involvement is indicated, the following additional fields become mandatory:
 - 'Main Broker Code': System-recognized broker identification
 - 'Main Broker % (Share)': Percentage of the arrangement managed by the broker
- Direct Placement Handling:
 - For direct placements (no broker involvement), leave 'Main Broker Involved' column empty
 - All subsequent broker-related fields should also remain empty
 - The system will process these as direct placement contracts
- Broker Data Validation:
 - Broker codes must match system-registered values
 - Broker percentage shares must be within acceptable ranges
 - Consistency between broker involvement indicator and related fields is required
- Important Considerations:

- Broker arrangements may affect commission calculations
- Ensure broker information is current and accurate
- Coordinate with broker relationship management before processing

By following these detailed guidelines for Proportional Treaty templates, users can efficiently create simple single-section contracts, complex multi-section arrangements, and broker-involved placements while maintaining data integrity and system compatibility.

4. Creating Contracts with Multiple Layers

Non-Proportional Treaty templates are designed for excess of loss reinsurance contracts where coverage is provided above specified retention levels. These templates handle complex structures including multiple layers and sophisticated installment payment schedules.

Understanding the Template Structure

Non-Proportional Treaty templates accommodate the inherent complexity of excess of loss reinsurance, supporting multiple coverage layers and flexible payment arrangements.

- Template Architecture:
 - Layer-Based Structure: Each coverage layer requires separate specification
 - Installment Management: Detailed payment scheduling for each layer
 - Class of Business Integration: Multiple business classes per layer
 - Flexible Payment Configurations: Support for up to 10 installments per layer
- Core Design Principles:
 - Each row represents either a layer definition or an installment detail
 - Multiple layers share common contract information
 - Payment schedules are layer-specific
 - Class of business assignments can vary by installment

Creating Contracts with Multiple Layers

Multi-layer contracts provide tiered coverage levels, each with specific attachment points and coverage limits.

Layer Creation Process:

- Establish Contract Foundation:
 - Ensure data from 'Reinsurance Type' column to 'Contract Remark' column remains identical across all layers
 - This consistency enables proper contract grouping

Reinsurance Type	Treaty Name	Treaty No.	Treaty start d	Treaty End d	Treaty Leader Name	Type of Contract	Type of Subcontract	Contract Curr	XOL Type	Days to rene	Contract Rem	Layer Name
Non Proportional Treaty	TRno2026-207	1232	01-01-2025	31-12-2025	Treaty Leader Name	Risk Cum Cat Xol		INR		233	Free Text	Layer 1
Non Proportional Treaty	TRno2026-207	1232	01-01-2025	31-12-2025	Treaty Leader Name	Risk Cum Cat Xol		INR		233	Free Text	Layer 2
Non Proportional Treaty	TRno2026-207	1232	01-01-2025	31-12-2025	Treaty Leader Name	Risk Cum Cat Xol		INR		233	Free Text	Layer 3
Non Proportional Treaty	TRno2026-207	1232	01-01-2025	31-12-2025	Treaty Leader Name	Risk Cum Cat Xol		INR		233	Free Text	Layer 4
Non Proportional Treaty	TRno2026-207	1232	01-01-2025	31-12-2025	Treaty Leader Name	Risk Cum Cat Xol		INR		233	Free Text	Layer 5
Non Proportional Treaty	TRno2026-207	1232	01-01-2025	31-12-2025	Treaty Leader Name	Risk Cum Cat Xol		INR		233	Free Text	Layer 6

Figure 20: Base contract data showing consistency requirements across multiple layers

- Layer Identification:
 - Assign unique names in the 'Layer Name' column for each coverage layer
 - Use descriptive naming that reflects the layer's coverage characteristics
 - Examples: "Layer 1 - Primary", "Layer 2 - Working Cover", "Layer 3 - Catastrophe"

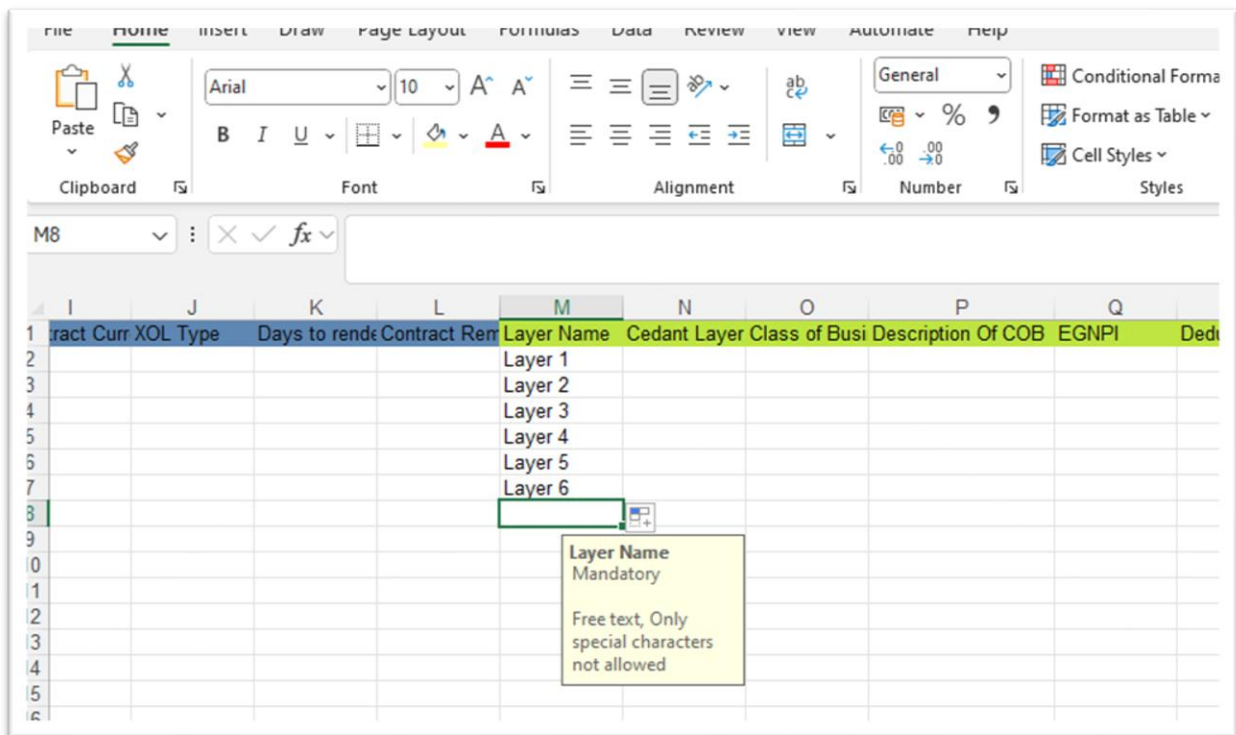


Figure 21: Layer name configuration showing unique identifiers for each coverage layer

- Layer-Specific Configuration:
 - Complete remaining columns with layer-specific details
 - Include attachment points, coverage limits, and premium information
 - Ensure each layer's terms align with overall contract objectives
- Layer Management Best Practices:
 - Plan layer structure to avoid coverage gaps or overlaps
 - Use consistent terminology across related layers
 - Verify that attachment points and limits create logical progression
 - Consider the relationship between layers when setting terms

Adding Installment Details

Installment payment schedules provide flexibility in premium payment timing, accommodating cash flow requirements and business practices.

Installment Configuration Process:

- Specify Installment Count:
 - Enter the total number of installments in the 'No of Installment' column
 - The system supports up to 10 installments per layer
 - All installment rows for the same layer must show the same total count
- Create Installment Rows:
 - Generate new rows for each installment payment
 - Maintain identical data from 'Layer Name' column to 'No of Reinstatements' column
 - This ensures proper association between installments and their parent layer
- Installment Scheduling:
 - Enter specific installment numbers and corresponding payment dates
 - Use dedicated installment columns for detailed scheduling
 - Ensure payment dates align with business requirements and contract terms
- Installment Data Integrity:
 - Verify that the number of installment rows matches the specified installment count

- Ensure payment dates are realistic and properly sequenced
- Confirm that all installments for a layer total the appropriate premium amount

Multiple Class of Business and Installments Logic

The intersection of multiple classes of business with installment schedules requires careful data structuring to ensure accurate system processing.

Understanding the Relationship: When a single layer covers multiple classes of business AND includes installment payments, each unique combination requires its own row entry.

Scenario 1: Multiple Classes with Fixed Installment Count

- Configuration Requirements:
 - 4 installments across 4 different classes of business (B1, B2, B3, B4)
 - Same layer covering all classes

Implementation Process:

- Create Primary Layer Row:
 - Establish initial row for the layer with first class of business (e.g., "Layer 1" and "B1")
 - Enter '4' in the 'No of Instalments' column

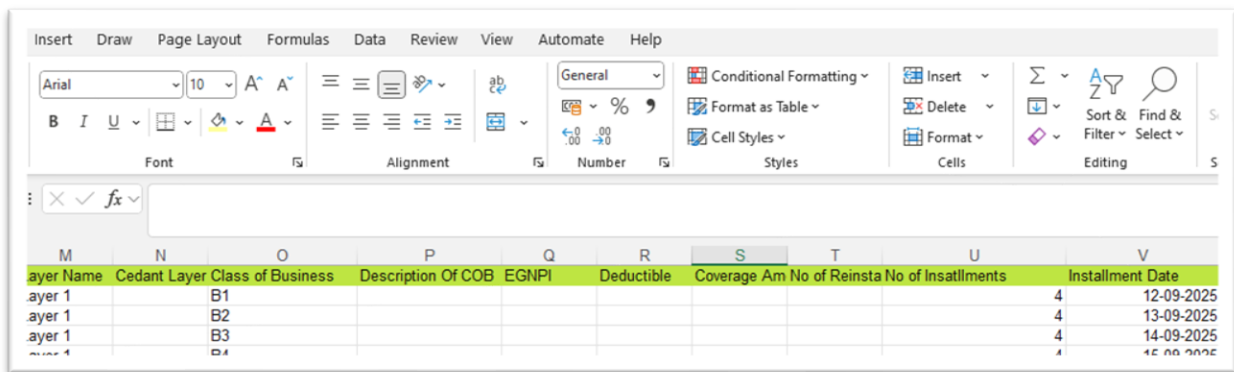


Figure 22: Configuration showing multiple classes of business with 4 installments each

- Generate Additional Class Rows:
 - Create three additional rows for remaining classes (B2, B3, B4)
 - Maintain identical layer data from 'Layer Name' to 'No of Reinstatements'
 - Specify unique installment dates for each class in the 'Instalments Date' column
- Key Requirements:
 - Each class of business gets its own installment schedule
 - All rows maintain the same installment count (4)
 - Installment dates can vary by class of business
 - Layer characteristics remain consistent across all classes

Scenario 2: Uneven Installment Distribution

- Configuration Challenge:
 - 5 installments across 3 different classes of business (B1, B2, B3)
 - Uneven distribution requires strategic row allocation

Solution Approach:

- Establish Base Configuration:
 - Create initial row specifying '5' in the 'No of Instalments' column
 - This sets the expectation for total installment rows
- Distribute Classes Across Installments:
 - Create rows for each class of business (B1, B2, B3)
 - To accommodate 5 installments with only 3 classes, repeat one or more classes

- Example: B1, B2, B3, B3, B1 (repeating B3 and B1 to reach 5 rows)

Layer Name	Cedant Layer	Class of Business	Description Of COB	EGNPI	Deductible	Coverage Am	No of Reinsta	No of Insatllments	Installation Date
Layer 2		B1						5	12-09-2025
Layer 2		B2						5	13-09-2025
Layer 2		B3						5	14-09-2025
Layer 2		B3						5	24-09-2025
Layer 2		B1						5	20-09-2025

Figure 23: Example of 5 installments distributed across 3 classes of business

- Complete Installment Scheduling:
 - Enter unique installment dates for each of the 5 rows
 - Ensure total rows match the specified installment count
 - Verify that repeated classes have appropriate different payment dates

Scenario 3: Single Installment, Multiple Classes

- Simplified Configuration:
 - 1 installment each for 4 different classes of business
 - Straightforward one-to-one relationship

Implementation:

Layer Name	Cedant Layer	Class of Business	Description Of COB	EGNPI	Deductible	Coverage Am	No of Reinsta	No of Insatllments	Installation Date
Layer 3		B1						1	30-09-2025
Layer 3		B2						1	30-09-2025
Layer 3		B3						1	30-09-2025
Layer 3		B4						1	30-09-2025

Figure 24: Configuration showing single installment for multiple classes of business

- Create Class-Specific Rows:
 - Generate separate rows for each class (B1, B2, B3, B4)
 - Enter '1' in the 'No of Instalments' column for each row
- Schedule Individual Payments:
 - Enter single installment date for each class in 'Installments Date' column
 - Payment dates can be the same or different based on business requirements

Critical Success Factors:

- Data Consistency Requirements:
 - Layer information must remain identical across related rows
 - Installment counts must match the number of installment detail rows
 - Class of business assignments must be clear and consistent
- Validation Checkpoints:
 - Verify total installment rows equal specified installment count
 - Confirm all required fields are populated for each row
 - Ensure payment dates are realistic and properly formatted
- Business Logic Verification:

- Check that installment schedules align with cash flow requirements
- Verify class of business coverage is appropriate for the layer
- Confirm that repeated classes (in uneven scenarios) have business justification

By mastering these complex scenarios, users can efficiently configure Non-Proportional Treaty contracts that accurately reflect sophisticated reinsurance arrangements while maintaining data integrity for successful system processing.

5. Working with Proportional FAC Treaty Templates

Proportional FAC (Facultative) Treaty templates are designed for facultative reinsurance arrangements that require case-by-case acceptance and often involve installment payment schedules. This section focuses on the specific requirements for managing installment payments within FAC arrangements.

Understanding the Template Structure

The Proportional FAC Treaty template shares structural similarities with other treaty types but includes specific provisions for facultative reinsurance characteristics.

Template Characteristics:

- **Case-by-Case Processing:** Each contract represents an individual risk assessment
- **Installment Payment Focus:** Detailed payment scheduling capabilities
- **Simplified Structure:** Less complex than multi-layer non-proportional arrangements
- **Flexible Payment Terms:** Accommodates various payment preferences

- **Key Design Elements:**
 - Each row represents either a contract entry or an installment detail
 - Installment management follows similar logic to Non-Proportional Treaties
 - Payment scheduling is contract-specific rather than layer-specific

Creating Contracts with Installment Payments

Installment payment configuration for FAC treaties requires careful attention to row management and payment scheduling.

Installment Configuration Process:

- **Step 1: Define Installment Requirements**
 - Determine the total number of installments required for the contract
 - Plan payment dates based on business requirements and cash flow needs
 - Ensure installment schedule aligns with contract terms

- **Step 2: Create Installment Rows**
 - Establish Multiple Contract Rows:
 - Create a separate row for each installment payment
 - All rows represent the same contract but different payment components

 - Specify Installment Count:
 - In the 'No of Instalments' column, enter the total number of installments
 - This number must be consistent across ALL rows for the same contract
 - Example: If 4 installments are required, enter '4' in each of the 4 rows

 - Schedule Payment Dates:
 - Enter unique installment dates in the 'Instalment Date' column for each row
 - Ensure each row has a different, specific payment date
 - Verify that payment dates are realistic and properly sequenced

 - Practical Example:
 - For a contract requiring 4 installments:

O	P	Q	R	S	T	U
Deductible	Contract Remarks	Coverage	Coverage Des	Coverage Am	No Of Installments	Instalment Date
					4	12-09-2025
					4	13-09-2025
					4	14-09-2025
					4	15-09-2025

Figure 25: Example showing 4 installments for a Proportional FAC contract

- Configuration Details:
 - Row 1: '4' in 'No of Instalments', First payment date in 'Instalment Date'
 - Row 2: '4' in 'No of Instalments', Second payment date in 'Instalment Date'
 - Row 3: '4' in 'No of Instalments', Third payment date in 'Instalment Date'
 - Row 4: '4' in 'No of Instalments', Fourth payment date in 'Instalment Date'

Critical Requirements:

- Data Consistency:
 - All contract information (except payment dates) must be identical across installment rows
 - The number in 'No of Instalments' must match the actual number of rows created
 - Payment dates must be unique for each installment row
- Validation Points:
 - Verify that total installment rows equal the specified installment count
 - Confirm all mandatory fields are completed for each installment row
 - Ensure payment dates follow proper DD-MM-YYYY format
 - Check that payment dates are logically sequenced
- Business Considerations:
 - Installment schedules should align with premium collection requirements
 - Payment timing should consider seasonal business patterns
 - Coordinate installment dates with broker and client requirements
 - Ensure installment amounts (when specified) total the correct premium

Common Configuration Scenarios:

- Quarterly Payments (4 Installments):
 - Create 4 rows with '4' in installment count
 - Schedule payments at 3-month intervals
 - Align with standard quarterly business cycles
- Semi-Annual Payments (2 Installments):
 - Create 2 rows with '2' in installment count
 - Schedule payments at 6-month intervals
 - Common for larger premium volumes
- Monthly Payments (12 Installments):
 - Create 12 rows with '12' in installment count
 - Schedule monthly payment dates
 - Useful for cash flow management

Best Practices for FAC Installment Management:

- Planning Phase:
 - Determine optimal installment frequency before data entry
 - Consider client preferences and business requirements
 - Plan for realistic payment processing timeframes

- Data Entry Phase:
 - Complete one installment row fully before creating additional rows
 - Copy consistent data across rows to maintain accuracy
 - Double-check installment count consistency

- Validation Phase:
 - Verify row count matches installment specification
 - Confirm payment dates are unique and properly formatted
 - Test upload with small samples before processing large volumes

By following these guidelines, users can effectively configure Proportional FAC Treaty contracts with appropriate installment payment schedules while maintaining data integrity and system compatibility.

6. Upload History Management

The Upload History functionality provides comprehensive tracking and management capabilities for all bulk contract uploads, enabling users to monitor, search, export, and retrieve previous upload activities.

Viewing and Filtering Upload History

The Upload History page serves as the central hub for monitoring and managing all bulk contract upload activities.

Accessing Upload History:

- Navigation:
 - Locate and click on the Upload History page in the ETASS Reinsurance system navigation menu
 - The page displays a comprehensive list of all recent file uploads

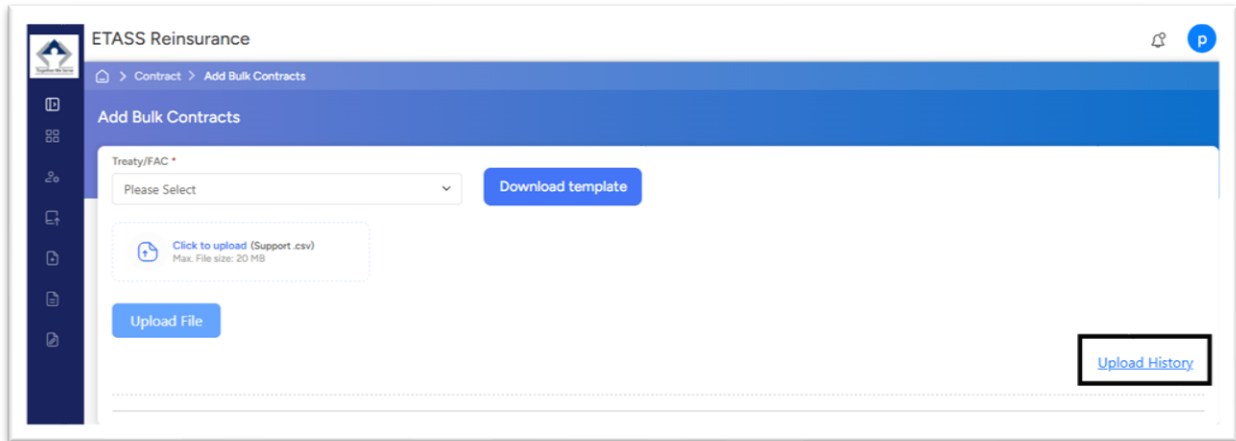


Figure 26: Navigation to Upload History page showing menu location

- Initial View:
 - The screen presents a chronological list of upload activities
 - Default view shows all upload types and recent activities
 - Information displayed includes upload dates, file names, and processing results

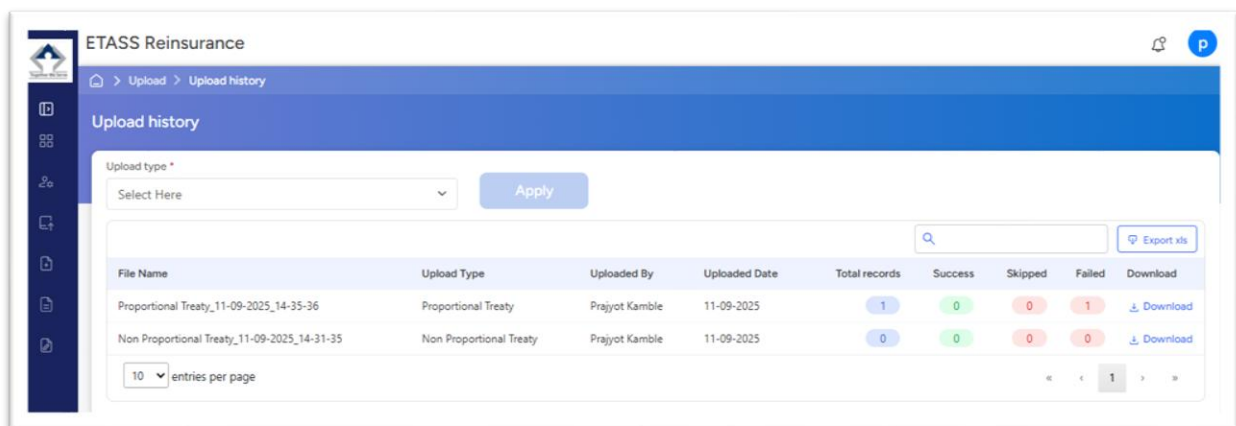


Figure 27: Main Upload History interface showing list of all uploads

Filtering by Contract Type:

The system provides filtering capabilities to focus on specific contract types:

- Access Filter Options:
 - Locate the Upload type dropdown menu on the Upload History page
 - The dropdown contains all available contract types for filtering

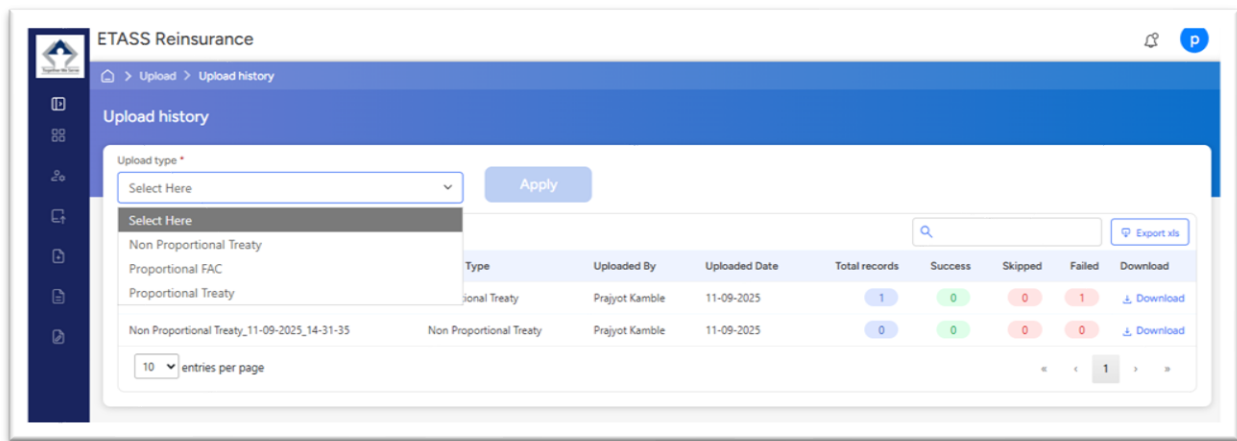


Figure 28: Upload type filter dropdown showing available contract type options

- Apply Contract Type Filters:
 - Select desired contract type from the dropdown menu
 - Available options include:
 - Proportional Treaty
 - Non-Proportional Treaty
 - ` own photo asFAC
 - Multiple selections may be possible depending on system configuration
- Execute Filter:
 - After selecting the desired contract type, click the Apply button
 - The system will refresh the display to show only uploads matching the selected criteria

Figure 29: Upload History showing filtered results after applying contract type selection

- Filter Benefits:
 - Focused Review: Concentrate on specific contract types
 - Improved Navigation: Reduce clutter when reviewing large upload histories
 - Targeted Analysis: Analyze upload patterns for specific contract types
 - Efficient Management: Quickly locate uploads related to specific business activities

Searching and Exporting Data

The Upload History page includes powerful search and export capabilities for efficient data management and reporting.

Search Functionality:

- Search Interface:
 - Locate the search box positioned on the right side of the Upload History screen
 - The search function provides real-time filtering of displayed records

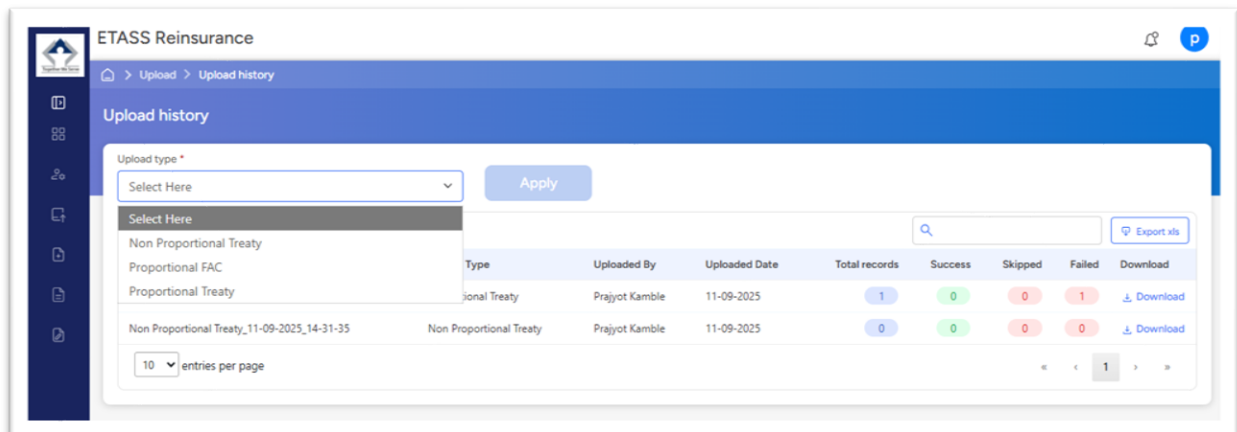


Figure 30: Upload History page showing search box location and functionality

- Search Capabilities:
 - **Multi-Column Search:** Search across any displayed column
 - **Common Search Criteria:**
 - File Name: Locate uploads by specific file names
 - Uploaded by: Find uploads by specific user names
 - Upload Date: Search by date ranges or specific dates
 - Contract Type: Filter by specific contract types
 - **Search Best Practices:**
 - Use partial text matching for broader results
 - Combine search terms with filters for precise results
 - Clear search terms to return to full view

Data Export Functionality:

- Export Process:
 - Locate the Export to Excel button on the Upload History page
 - Click the button to initiate the export process

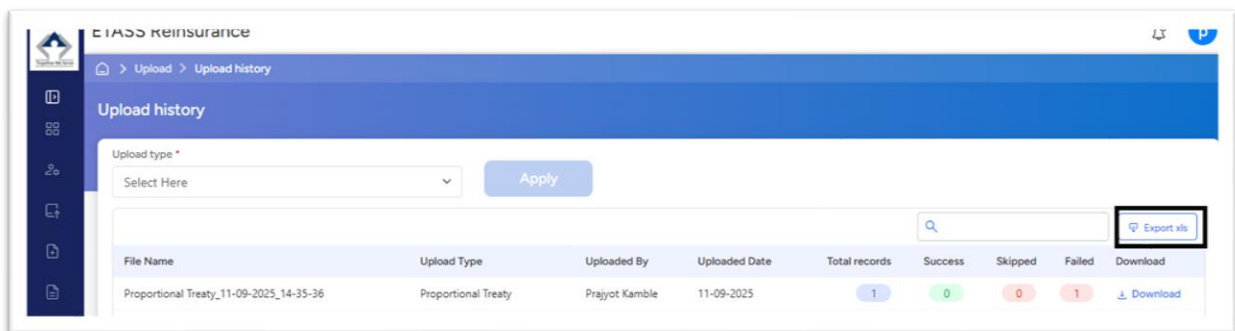


Figure 31: Export to Excel button location and export functionality

- Export Features:
 - **Complete Data Export:** Downloads all currently visible records
 - **Excel Format:** Provides data in Microsoft Excel-compatible format
 - **Filtered Export:** Export respects current filters and search criteria
 - **Comprehensive Information:** Includes all displayed columns and data
- Export Use Cases:
 - **Reporting:** Create reports for management or audit purposes
 - **Analysis:** Perform detailed analysis using Excel tools
 - **Archive:** Maintain offline records of upload activities
 - **Compliance:** Meet regulatory reporting requirements
- Export Data Includes:
 - Upload timestamps and dates
 - File names and contract types
 - User identification information
 - Processing statistics (success, failed, skipped counts)

Downloading Files

The Upload History functionality includes file retrieval capabilities, allowing users to download copies of previously uploaded files for reference, audit, or reprocessing purposes.

File Download Process:

- Locate Download Option:
 - Each record in the Upload History displays a Download icon in the "Download" column
 - The download icon is positioned at the end of each upload record row
- Initiate Download:
 - Click the Download icon for the desired upload record
 - The system will retrieve and download the original uploaded file

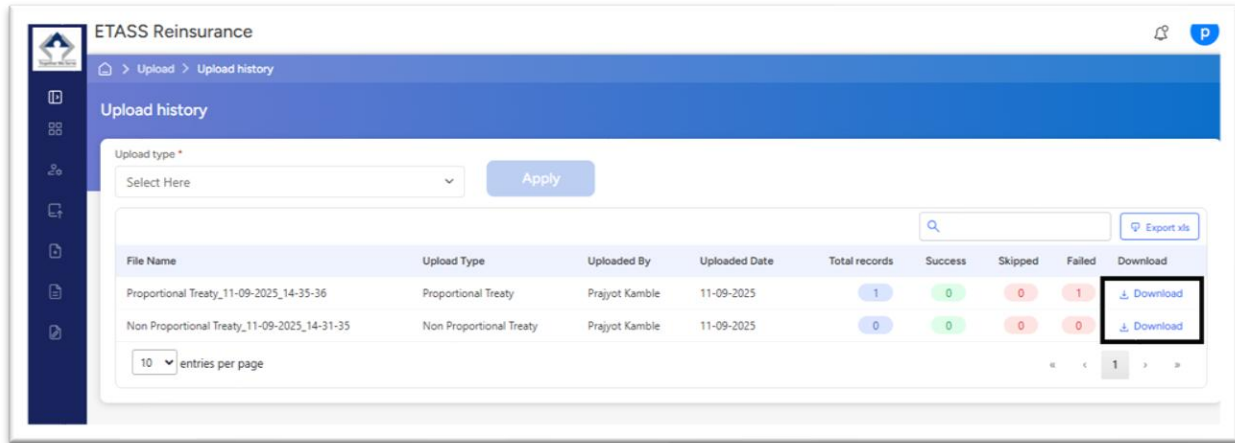


Figure 32: Upload History showing download icons and file retrieval functionality

- File Retrieval:
 - Downloaded files maintain their original format and content
 - Files are saved to your computer's default download location
 - File names typically include upload timestamps for easy identification

- Download Functionality Benefits:
 - Audit and Compliance:
 - Retrieve original files for audit trail maintenance
 - Verify uploaded data against source documents
 - Meet regulatory requirements for data retention
 - Reprocessing Capabilities:
 - Download files for modification and re-upload
 - Use previous uploads as templates for new contracts
 - Correct errors identified after processing
 - Backup and Archive:
 - Maintain local copies of uploaded files
 - Create backup repositories of contract data
 - Support disaster recovery procedures
 - Quality Control:
 - Compare uploaded files with system-processed data
 - Verify data integrity after upload processing
 - Troubleshoot upload issues by examining original files

- File Management Considerations:
 - Security:
 - Downloaded files contain sensitive contract information
 - Ensure appropriate security measures for downloaded files
 - Follow organizational data handling policies
 - Version Control:
 - Downloaded files represent point-in-time snapshots
 - Consider file versioning if modifications are made
 - Maintain clear identification of file versions
 - Storage Management:
 - Monitor download folder for accumulated files
 - Implement regular cleanup procedures
 - Organize downloaded files for easy retrieval

7. Appendix A – Troubleshooting Common Issues

7.1 Upload Validation Errors

Common Validation Issues:

- Date Format Errors:
 - **Problem:** System rejects dates not in DD-MM-YYYY format
 - **Solution:** Verify date formatting in Excel before CSV conversion
 - **Prevention:** Use data validation prompts in template
- Percentage Value Errors:
 - **Problem:** Premium percentages outside acceptable ranges
 - **Solution:** Ensure values are between 1-100 with maximum 5 decimal places
 - **Prevention:** Review validation prompts before data entry
- Missing Mandatory Fields:
 - **Problem:** Upload fails due to empty required fields
 - **Solution:** Complete all mandatory fields identified in template
 - **Prevention:** Use template validation features to identify required fields

7.2 File Format Issues

- CSV Conversion Problems:
 - **Problem:** Excel formatting lost during CSV conversion
 - **Solution:** Verify data appearance after CSV save
 - **Prevention:** Test conversion process with sample data
- Multiple Sheet Warnings:
 - **Problem:** Excel file contains multiple worksheets
 - **Solution:** Accept warning and save only active sheet
 - **Prevention:** Ensure contract data is in the primary worksheet

7.3 Template Configuration Errors

- Multi-Section Contract Issues:
 - **Problem:** Sections not properly grouped in system
 - **Solution:** Verify identical data in common contract fields
 - **Prevention:** Copy base contract data carefully across sections
- Installment Count Mismatches:
 - **Problem:** Installment rows don't match specified count
 - **Solution:** Ensure row count equals installment number specification
 - **Prevention:** Plan installment structure before data entry

7.4 System Performance Considerations

- Large File Upload Issues:
 - **Problem:** Timeout errors with large contract volumes
 - **Solution:** Break large uploads into smaller batches
 - **Prevention:** Plan upload scheduling during low-usage periods
- Browser Compatibility:
 - **Problem:** Upload interface not functioning properly
 - **Solution:** Use supported browser versions and clear cache
 - **Prevention:** Verify browser compatibility before beginning uploads

8. Appendix B – Data Validation Reference

8.1 Date Format Requirements

- Standard Format: DD-MM-YYYY Examples:
 - Correct: 15-03-2024, 01-12-2023
 - Incorrect: 3/15/2024, 15-3-24, March 15, 2024

8.2 Percentage Field Requirements

- Premium Entry Percentage:
 - Range: 1.00000 to 100.00000
 - Decimal Places: Maximum 5
 - Examples: 25.5, 33.33333, 100.0
- Broker Share Percentage:
 - Range: 0.00 to 100.00
 - Decimal Places: Maximum 2
 - Examples: 15.50, 25.00, 0.00

B.3 Dropdown Field Options

- Treaty Based On:
 - Risk Attaching Based
 - Loss Occurring Based
- Reinsurance Type:
 - Quota Share
 - Surplus
 - Excess of Loss
- Main Broker Involved:
 - Yes
 - No
 - (Leave blank for direct placement)

9. Conclusion

The ETASS Reinsurance System's bulk contract upload functionality represents a powerful and efficient solution for managing large-scale reinsurance contract creation and administration. This comprehensive user manual has provided detailed guidance for leveraging the system's full capabilities while maintaining data integrity and operational efficiency.