



SQANet QuickStart

NFIP IT Services User Guide

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FEMA

SQANet

This document is a guide for the NFIP IT Services Simple and Quick Access Net (SQANet) application. This guide is divided into several parts. The first part provides background on the application and its benefits to NFIP stakeholders. The second part serves as a user guide for the Web-based access method for the application.

The SQANet application was developed under the NextGen Bureau Systems Modernization Project and is released as a production application. With your suggestions and feedback, NFIP IT Services continues to improve production applications with new features and enhancements. Feel free to provide feedback by sending e-mail to nextgen@ostglobal.com or calling **(202) 467-7602**.

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SQANET OVERVIEW

Simple and Quick Access Net (SQANet) is a secure, Web-based application that provides online access to flood insurance information for NFIP stakeholders. The ability to make informed decisions based on quality data is critical for issuing policies, analyzing trends and monitoring other vital NFIP operations. The purpose of SQANet is to provide the right data to the right people at the right time.

SQANet provides personalized dashboards, based on each individual's authorized access level. Users are able to access reports and data that are relevant to their role. Many of the reports are offered in multiple formats, including online (HTML), print-friendly (Adobe PDF) and spreadsheets (Microsoft Excel).

SQANet provides a number of benefits for NFIP stakeholders. Below is a list of the major benefits for affected stakeholder groups

- Serving up the right information to the right people, when they need it
- Maintaining confidentiality, integrity and availability
- Ad hoc and query reporting
- Reducing time spent resolving data inconsistencies
- Minimizing error chasing by providing access to upfront validation resources

SQANET

SQANet is a Web-based Business Intelligence (BI) application that provides quick and easy access to flood insurance data relevant to all NFIP stakeholders, including FEMA headquarters, Bureau, FEMA regional staff, NFIP state coordinators, grants personnel, and state hazard mitigation officers, to support their daily activities. The main goals for SQANet are listed below.

- Improve NFIP services to FEMA and Industry through stakeholder input
- Increase NFIP operational efficiency and enhance NFIP analytical capabilities
- Improve NFIP systems to create efficient and financially sound operations
- Improve efficiency and operations

SQANet contains a variety of reports, designed to meet the needs of different NFIP business lines and stakeholders. The types of summary and detailed reports contained in SQANet are listed below.

- Summary NFIP Reports
- Community Reports
- Repetitive Loss Reports

- Actuarial Reports
- Financial Management Reports
- WYO Company Contact Reports
- Lookups
- Claims Reports
- NFIP Property Historical Reports
- TRRP Reports
- Reconciliation Reports
- WYO Company Reject & Error Reports
- Certified Adjuster Reports
- Ad Hoc Reports
- FICO Reports & Graphs

SQANet also serves as the reporting engine for many of the other NextGen applications, including Flood Financial Management (F2M), ezClaims, AW-501, Company Profile and the Daily TRRP. For instance, monthly financial reports in Flood Financial Management (F2M) will be powered by SQANet. Similarly, results from the Daily TRRP Cycle will be accessible through SQANet.

The following table provides a list of the typographic conventions used in this document.

Typeface	Description	Samples
Italic	Italic style is used to denote variable text that must be replaced with the appropriate value, such as filenames and form field values. It is also used for emphasis.	<i>filename1</i> <i>default-value</i>
Bold	Bold style is used to denote GUI elements and text that is to be entered, such as window or form field names and keyboard input text.	Start Menu cd ..
Monospace	A monospace font is used to denote command names, on-screen computer output and filenames.	<code>mkdir</code> <code>config.sys</code>

SQANET

REAL-TIME PERSON-TO-MACHINE (WEB-BASED) TRANSMISSION METHOD

The SQANet QuickStart is a mini guide to help you get started with the NFIP IT Services Simple and Quick Access Net (SQANet) application. The SQANet application is a Web-based, Business Intelligence (BI) reporting tool that enables access to National Flood Insurance Program (NFIP) data.

This guide provides information for all users of the SQANet application, including how to navigate the application and how to access flood insurance reports.

For a complete listing of NFIP IT Services QuickStarts and additional help, please refer to <http://www.nfipbureau.fema.gov/help.html>.

OBJECTIVES AND PREREQUISITES

After reading this guide, users should possess the following skills and knowledge.

- Users should be able to successfully access the SQANet application.
- Users should be able to retrieve flood insurance reports.
- Users should be able to download and print reports in multiple formats.

SYSTEM REQUIREMENTS

- **Microsoft Internet Explorer 5.5 or better** – Microsoft Internet Explorer for Windows can be downloaded for free at <http://www.microsoft.com/downloads/results.aspx?productID=&freetext=IE&DisplayLang=en>.
- **Adobe Reader** – The Adobe Reader application can be downloaded for free at <http://www.adobe.com>.

RESTRICTED ACCESS

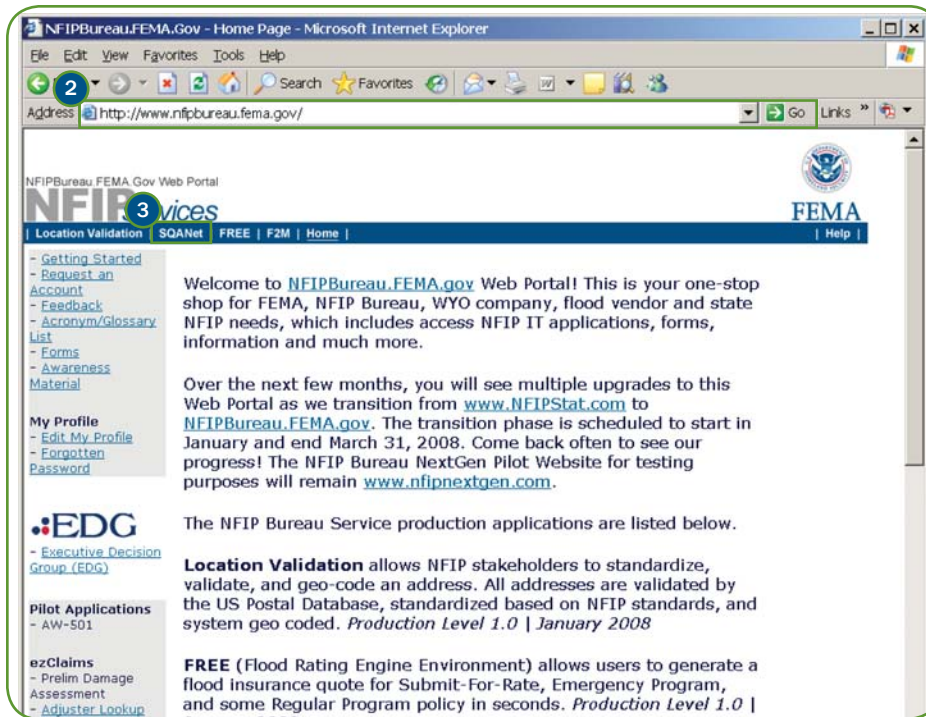
SQANet access is limited to authorized NFIP stakeholders. Contact NFIP IT Services to request an account at <http://www.nfipbureau.fema.gov/NGMyProfile/accountRequest.do>. In order to safeguard NFIP information that is protected by the Privacy Act, every account request must be approved by the FEMA Information Systems Security Officer (ISSO) and the designated Point of Contact (POC) from the user’s organization (e.g., WYO company, vendor, state, etc.). Requests may take up to ten business days to be approved, based up on the timeliness of approvals from the appropriate individuals.

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SQANET ACCESSING SQANET

SQANet is accessible through the NFIPBureau.FEMA.Gov Web Portal. The following process describes how to access the Portal and the SQANet application.



- 1 Open Internet Explorer. Shortcuts for Internet Explorer are typically located in the Start Menu or on the Desktop.
- 2 Type <http://www.nfipbureau.fema.gov> in the **Address** bar and press <Enter> or click the **Go** button.
- 3 Click the **SQANet** button.

Note: When accessing SQANet you will be prompted for your NFIP IT Services username and password.

NFIP IT Tip

Please note that <http://www.nfipbureau.fema.gov> requires Internet Explorer 5.5 or better. Performance on other browsers may vary.

SQANET - LOGIN TO SQANET

SQANet users must login to the application to ensure that the right users have access to the right data, as authenticated and authorized by the NFIP IT Services security controls. NFIP IT Services utilizes a single sign-on mechanism, which means that users have the same username and password for all applications, such as AW-501 and FREE. Users who are authorized to access SQANet reports must agree to abide by the Privacy Statement Notice immediately following logon. This explicit agreement assigns responsibility to the person accessing NFIP data to properly use and safeguard information protected under the Privacy Act.

1 Login: john.doe@dhs.gov

2 Password: ●●●●●●

3 Login Reset

[Forgot Your Password?](#)

How do I login?
[NextGen Login QuickStart](#)

My username or password does not seem to work. What should I do?
[Email us at nextgen@ostglobal.com](mailto:email_us_at_nextgen@ostglobal.com)

The following steps should be performed on the login page.

- 1 Enter your NFIP IT Services username in the **Login:** field.
Note: Your NFIP IT Services username should be the same as your e-mail address.
- 2 Enter your password in the **Password:** field.
- 3 Click the **Login** button to complete the sign in process.
- 4 Click **Agree** to confirm your acceptance of the Privacy Statement Notice on the following page.

PRIVACY STATEMENT NOTICE
You should be aware you are responsible for the appropriate use and proper utilization of NFIP documentation disclosed to you. All released NFIP documentation will bear the following notice:

The information contained in this transmittal is legally privileged and confidential. Its use is protected under the Privacy Act of 1974, 5 U.S.C. Section 552(a). Use of the provided information is restricted to the applicable Routine Use(s) cited in the System Notice published at 67 FR 3193 January 23, 2003. The information provided should be used consistent with the purpose(s) for which the records were released as stated in the applicable Routine Use(s) cited herein.

You should not divulge the following information to anyone other than as specifically indicated by the applicable Routine Use authorizing the release of the information.

- Name of Insured
- Property Address
- Insurance Company name or NAIC number
- Policy Number
- Coverage
- Premiums
- 9 Digit Zip Code
- Loss dates or amounts
- Individual insurance company statistics such as the number of policies issued, coverage or premiums for the policies.

If the Mitigation Division authorizes the released information, a permanent record of the release must be maintained, such as an Operation Support Request (OSR). In the event you require further consultation in this matter, please contact Willie Taylor at (202)646-3415.

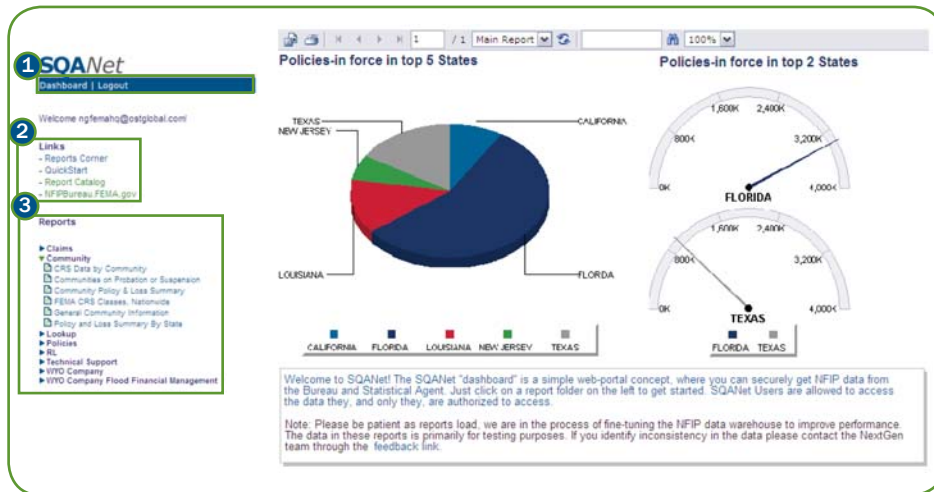
4 Agree Disagree

NFIP IT Tip

You will be prompted to change your password after you login the first time. Directions are provided in the NextGen Portal and Access Control QuickStart, located at http://www.nfipbureau.fema.gov/pdf/QuickStart_Login.pdf. Read the tips on choosing a secure but memorable password. If you encounter issues with your username and password, contact us by sending e-mail to nextgen@ostglobal.com or calling (202) 467-7602 for assistance.

SQANET - DASHBOARD PAGE

The dashboard page is the first page that a user sees when they login to the SQANet application. The contents of the dashboard are customized based on the type of user. The dashboard will display differing flood insurance graphs based on a user's role and their organizational affiliation.



DASHBOARD PAGE ELEMENTS

- 1 **SQANet Utilities** – These links provide access to return to the dashboard or log out of SQANet.
- 2 **SQANet Links Menu** – These links provide access to the Reports Corner, the SQANet QuickStart, the SQANet Report Catalog or to return to the NFIPBureau.FEMA.Gov Web Portal.
- 3 **SQANet Reports Menu** – This menu provides access to the SQANet reports, categorized based on report type. Reports may be accessed by clicking on the category link and then clicking on the desired report name.

SQANET LINKS MENU

The SQANet Links Menu provides links to helpful information related to the SQANet application. A brief description of the links is provided below.

- **Reports Corner** – The Reports Corner provides a variety of information about SQANet and NFIP flood insurance reports, including answers to Frequently Asked Questions (FAQs).
- **QuickStart** - This link opens the SQANet QuickStart user guide.
- **Report Catalog** - The SQANet Report Catalog provides detailed information on the contents of the flood insurance reports in SQANet.
- **NFIPBureau.FEMA.gov** - This link returns users to the NFIPBureau.FEMA.Gov Web Portal, keeping them logged into SQANet, but allowing them to access other NFIP IT Services applications.

SQANET REPORTS MENU

The SQANet Reports Menu lists the reports and lookups that are available to users through the application. Reports and lookups are grouped in logical folders based on the subject matter.

- 4 Click on the report category to display the reports in that category. Select the desired report from the list to display the Report Launch Page.

SQANET - REPORTS AND LOOKUPS

SQANet contains two information retrieval mechanisms, reports and lookups. Reports provide summary and detailed data in pre-defined groups based on the report parameters. Lookups are designed to conduct research on NFIP data. For example, lookups may be used to research a specific repetitive loss property or individual claims or policies. A report, by contrast, might provide the ability to drill down and provide detailed information on these topics, but may not provide the same level of detail as a lookup. For example, the screenshots below depict a community lookup containing detailed Community Rating System (CRS) information and a community report containing summary CRS information.

Community Lookup for AURORA, CITY OF

State : COLORADO Community ID: 080002 Community : AURORA, CITY OF
 County : ADAMS COUNTY Last Updated : Jan 04, 1994 CRS Class : 08
 Community Status : Participating
 Probation Eff. Dt: Probation End Dt: Prob. Status : NOT ON PROBATION
 Suspension Dt: Suspension Update Dt:
 Suspension Reason : REASON FOR SUSPENSION IS UNKNOWN
 CRS Eff. Rating Dt: Oct 01, 1997 CRS Rating End Dt:
 Emer Entry Dt: Aug 20, 1971 Reg Entry Dt: Jun 01, 1978
 Init Firm Dt: Jun 01, 1978 Curr Firm Dt: Sep 07, 1998
 Init FHBM Dt: Jul 26, 1974

State : COLORADO Community ID: 080002 Community : AURORA, CITY OF
 County : ARAPAHOE COUNTY Last Updated : Jan 04, 1994 CRS Class : 08
 Community Status : Participating
 Probation Eff. Dt: Probation End Dt: Prob. Status : NOT ON PROBATION
 Suspension Dt: Suspension Update Dt:
 Suspension Reason : REASON FOR SUSPENSION IS UNKNOWN
 CRS Eff. Rating Dt: Oct 01, 1997 CRS Rating End Dt:
 Emer Entry Dt: Aug 20, 1971 Reg Entry Dt: Jun 01, 1978
 Init Firm Dt: Jun 01, 1978 Curr Firm Dt: Sep 07, 1998
 Init FHBM Dt: Jul 26, 1974

State : COLORADO Community ID: 080002 Community : AURORA, CITY OF
 County : ADAMS COUNTY Last Updated : Jan 04, 1994 CRS Class : 09
 Community Status : Participating
 Probation Eff. Dt: Probation End Dt: Prob. Status : NOT ON PROBATION
 Suspension Dt: Suspension Update Dt:
 Suspension Reason : REASON FOR SUSPENSION IS UNKNOWN
 CRS Eff. Rating Dt: Oct 01, 1992 CRS Rating End Dt: Oct 01, 1997
 Emer Entry Dt: Aug 20, 1971 Reg Entry Dt: Jun 01, 1978

CRS Data by Community

Date Range: as of March 3, 2008

State Name	Community Name	Community #	CRS Entry Date	CRS Effective Date	CRS Credit Class	SFHA Disc Pct	Non SFHA Disc Pct	Status
CALIFORNIA	YUBA CITY, CITY OF	060396	Oct 01, 2007	Oct 01, 2007	08	0.10	0.05	C
CALIFORNIA	YUBA COUNTY *	060427	Oct 01, 2003	Oct 01, 2003	08	0.10	0.05	C
COLORADO	ADAMS COUNTY *	080001	Oct 01, 1993	Oct 01, 2003	10	0.00	0.00	R
COLORADO	ALAMOSA COUNTY *	080009	Oct 01, 1996	May 01, 2006	09	0.05	0.05	C
COLORADO	ALAMOSA, CITY OF	080010	Oct 01, 1991	Oct 01, 1991	09	0.05	0.05	C
COLORADO	ARAPAHOE COUNTY *	080011	Oct 01, 1991	Oct 01, 1992	08	0.10	0.05	C
COLORADO	ARCHULETA COUNTY *	080273	Oct 01, 1992	Oct 01, 1998	10	0.00	0.00	R
COLORADO	ARVADA, CITY OF	085072	Oct 01, 1991	May 01, 2006	06	0.20	0.10	C
COLORADO	AURORA, CITY OF	090002	Oct 01, 1992	Oct 01, 1997	08	0.10	0.05	C
COLORADO	BOULDER COUNTY *	090023	Oct 01, 1991	Oct 01, 2006	07	0.15	0.05	C
COLORADO	BOULDER, CITY OF	090024	Oct 01, 1992	Oct 01, 1997	08	0.10	0.05	C
COLORADO	BRUSH, CITY OF	090130	Oct 01, 1994	Oct 01, 1994	09	0.05	0.05	C
COLORADO	CANON CITY, CITY OF	090068	Oct 01, 1992	Oct 01, 1992	09	0.05	0.05	C
COLORADO	CHEERY HILLS VILLAGE, CITY OF	090013	Oct 01, 1996	May 01, 2006	08	0.10	0.05	C
COLORADO	COLORADO SPRINGS, CITY OF	090060	Oct 01, 1992	May 01, 2007	08	0.10	0.05	C
COLORADO	DELTA, CITY OF	090043	Oct 01, 1996	Oct 01, 2000	07	0.15	0.05	C
COLORADO	DENVER, CITY AND COUNTY OF	090046	Oct 01, 1996	May 01, 2006	08	0.10	0.05	C
COLORADO	DOUGLAS COUNTY*	090049	Oct 01, 1996	Oct 01, 1996	09	0.05	0.05	C
COLORADO	DURANGO, CITY OF	090099	Oct 01, 1992	Oct 01, 1992	09	0.05	0.05	C
COLORADO	EL PASO COUNTY*	090059	Oct 01, 1992	Oct 01, 1992	09	0.05	0.05	C
COLORADO	ENGLEWOOD, CITY OF	085074	Oct 01, 1995	May 01, 2006	08	0.10	0.05	C
COLORADO	FORT COLLINS, CITY OF	090102	Oct 01, 1991	Oct 01, 2001	04	0.30	0.10	C
COLORADO	FOUNTAIN, CITY OF	090061	Oct 01, 1992	May 01, 2007	08	0.10	0.05	C
COLORADO	FREMONT COUNTY *	090067	Oct 01, 1993	Oct 01, 1993	09	0.05	0.05	C
COLORADO	FRISCO, TOWN OF	090245	Oct 01, 1993	Oct 01, 1998	08	0.10	0.05	C
COLORADO	GOLDEN, CITY OF	090090	Oct 01, 1996	May 01, 2006	09	0.05	0.05	C
COLORADO	GREEN MOUNTAIN FALLS, TOWN OF	090062	Oct 01, 2003	Oct 01, 2003	09	0.05	0.05	C
COLORADO	GUNNISON COUNTY *	090078	Oct 01, 1994	Oct 01, 1994	09	0.05	0.05	C
COLORADO	GUNNISON, CITY OF	090080	Oct 01, 1995	Oct 01, 1995	09	0.05	0.05	C
COLORADO	JEFFERSON COUNTY *	090087	Oct 01, 2005	Oct 01, 2005	09	0.05	0.05	C
COLORADO	KIOWA, TOWN OF	090057	May 01, 2007	May 01, 2007	08	0.10	0.05	C
COLORADO	LAKEWOOD, CITY OF	085075	Oct 01, 1991	Oct 01, 2005	06	0.20	0.10	C
COLORADO	LARIMER COUNTY *	090101	Oct 01, 1992	Oct 01, 1997	10	0.00	0.00	R
COLORADO	LITTLETON, CITY OF	090017	Oct 01, 1992	Oct 01, 1997	07	0.15	0.05	C

SQANET - REPORT LAUNCH PAGE

The report launch page is the page that is displayed after a user selects a report link from the SQANet Reports Menu. This page displays the parameters, if any, for the report, descriptive information from the SQANet Report Catalog and the NFIP IT Utilities.

The screenshot shows the SQANet Report Launch Page interface. It is divided into three main sections:

- 1 General Community Information:** This section contains a 'State' dropdown menu with 'SELECT' as the current selection, a 'Community' dropdown menu, and a 'Date from' field with a date format of MM/DD/YYYY. Below these are 'Submit' and 'Reset' buttons.
- 2 Report Description:** This section includes a 'Report Description' text area with a 'more info' link, a 'Target User(s)' text area, and a 'Note' text area.
- 3 NFIP IT Utilities:** This section features a horizontal navigation bar with links: Dashboard, Search, QuickStart, Report an Issue or Bug, Feedback, Back to NFIPNextGen.com, Help, and Logout.

At the bottom of the page, there is a footer note: 'Note: NFIPNextGen.com scheduled system upgrades, patch management, and backups occur on Sundays from 10:00 a.m. to 2:30 p.m. The system may or may not be available during this timeframe. Please plan accordingly.' and a copyright notice: '© 2003-2006 NextGen Project Prototype & Pilot Program created for DHS FEMA Mitigation Division NFIP. All Rights Reserved.'

REPORT LAUNCH PAGE ELEMENTS

1 Parameters and Execution – Many reports accept criteria to filter the data that is provided in the report. Select the appropriate parameters for your desired report results. Many parameters are dynamically populated from the database dependent upon other parameter selections. For example, selecting a State parameter on the General Community Information report will populate the Community parameter list with the most current set of communities in that state, based on the information in the NFIP Enterprise Data Warehouse. After selecting the desired parameters, if any, click **Submit** to open the report. Click **Reset** to clear the parameter settings and start over.

- 2 SQANet Report Catalog Description** – These text boxes display the information about the report from the SQANet Report Catalog, including the Report Description, Target User(s) and Note.
- Report Description** – This text box describes the information contained in the report, including how the report is organized and grouped.
- Target User(s)** – This text box indicates the target user groups for the report, such as FEMA HQ, WYO companies, etc.
- 3 NFIP IT Utilities** – These links provide access to the dashboard, the SQANet QuickStart, forms to report issues or supply feedback on the pilot program, and to the NFIPBureau.FEMA.Gov Web Portal.

NFIP IT UTILITIES

The footer for the report launch pages includes a number of useful links related to SQANet, other NFIP IT applications and NFIP IT Services. A brief description of several important links is provided below.

- Report an Issue or Bug** – This link opens a form to communicate any issues or bugs that you find during your usage of SQANet or other NFIP IT Services applications. We recommend that users provide enough details, including screenshots, to identify and resolve the issue effectively.
- Feedback** – Feedback is critical to the success of the NFIP IT applications. User feedback, both positive and negative, ensures that applications are responsive to the needs of NFIP stakeholders.

SQANet Tip

Parameters are arranged in a logical order from top to bottom, so it's best to select parameters starting at the top of the list. This will ensure that the parameter options are properly populated based on your desired selections.

SQANET - REPORT DISPLAY PAGE

After clicking the **Submit** button on the Report Launch Page, the report will be displayed with the selected criteria. Each report page displays the report data in a standard format, including navigation buttons and report descriptive information

Flood Insurance in the United States
Date Range: as of March 3, 2008

State	Number of Policies In-Force (All)	Insurance In-Force (\$) (All)	Written Premium In-Force (\$) (All)	Number of Policies In-Force (Direct)	Insurance In-Force (\$) (Direct)	Written Premium In-Force (\$) (Direct)
ALABAMA	34704	6,305,681,500.00	18,804,883.00	3658	434,502,900.00	2,150,630.00
ALASKA	1860	383,134,200.00	1,253,116.00	70	15,007,800.00	73,058.00
ARIZONA	23508	4,868,319,500.00	12,031,840.00	442	81,109,300.00	289,652.00
ARKANSAS	12080	1,333,290,100.00	6,010,790.00	643	58,540,700.00	339,087.00
CALIFORNIA	204065	47,567,559,700.00	124,158,400.00	7261	1,448,332,800.00	5,268,807.00
COLORADO	11215	2,323,705,000.00	7,892,373.00	421	80,500,700.00	367,189.00
CONNECTICUT	27310	5,700,143,500.00	23,211,112.00	1634	292,393,200.00	1,514,246.00
DELAWARE	18877	4,104,012,500.00	10,756,520.00	421	78,127,000.00	290,700.00
DISTRICT OF COLUMBIA	1083	172,851,000.00	419,433.00	7	2,026,400.00	13,751.00
FLORIDA	1565125	315,241,122,800.00	623,043,878.00	9516	1,341,765,500.00	5,205,843.00
GEORGIA	61331	13,354,198,500.00	34,004,439.00	843	151,668,300.00	592,242.00
GUAM	160	25,816,200.00	167,918.00	130	20,006,600.00	133,949.00
HAWAII	47253	7,564,908,200.00	16,842,980.00	259	51,626,100.00	239,805.00
IDAHO	4713	955,725,300.00	2,398,909.00	216	47,708,000.00	159,606.00
ILLINOIS	29730	4,363,907,200.00	19,727,068.00	3121	381,234,000.00	1,944,151.00
INDIANA	19028	2,485,857,100.00	12,436,162.00	1625	168,433,200.00	1,060,230.00
IOWA	6920	889,972,000.00	4,831,973.00	491	45,891,600.00	331,852.00
KANSAS	7138	907,579,600.00	4,248,669.00	1013	93,958,000.00	602,397.00
KENTUCKY	14353	1,724,675,400.00	8,482,821.00	694	80,394,200.00	500,910.00
LOUISIANA	321426	57,552,969,400.00	188,996,348.00	40973	1,944,445,900.00	25,086,780.00
MAINE	6654	1,246,677,600.00	4,719,459.00	317	63,052,000.00	300,396.00
MARYLAND	53460	9,896,076,400.00	22,600,853.00	1365	171,032,200.00	618,582.00
MASSACHUSETTS	36346					
MICHIGAN	17632					
MINNESOTA	5246					
MISSISSIPPI	46586					
MISSOURI	15365					
MONTANA	2210					
NEBRASKA	7143					
NEVADA	11249					
NEW HAMPSHIRE	6243					
NEW JERSEY	180466					
NEW MEXICO	10366					
NEW YORK	96849					
NORTH CAROLINA	89802					
NORTH DAKOTA	2935					
OHIO	27387					
OKLAHOMA	10153					
Total	11215	2,323,705,000.00	7,892,373.00	421	80,500,700.00	367,189.00

Flood Insurance in COLORADO
Date Range: as of March 3, 2008

Risk Type	Number of Policies In-Force (All)	Insurance In-Force (\$) (All)	Written Premium In-Force (\$) (All)	Number of Policies In-Force (Direct)	Insurance In-Force (\$) (Direct)	Written Premium In-Force (\$) (Direct)
Specific	334	65,122,600.00	318,907.00	9	1,756,700.00	8,863.00
Manual	7834	1,439,297,800.00	6,553,198.00	391	73,151,000.00	352,136.00
MPPP Policy	31	2,392,400.00	53,302.00	0	0.00	0.00
Preferred Risk Policy	2946	814,800,000.00	954,761.00	21	5,593,000.00	6,190.00
Underinsured Condominium Master Policy	48	1,736,700.00	2,473.00	0	0.00	0.00
Tentative	22	355,500.00	9,732.00	0	0.00	0.00
Total	11215	2,323,705,000.00	7,892,373.00	421	80,500,700.00	367,189.00

REPORT NAVIGATION BUTTONS

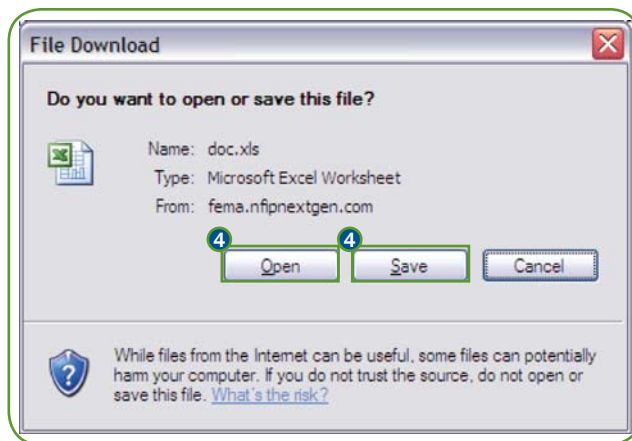
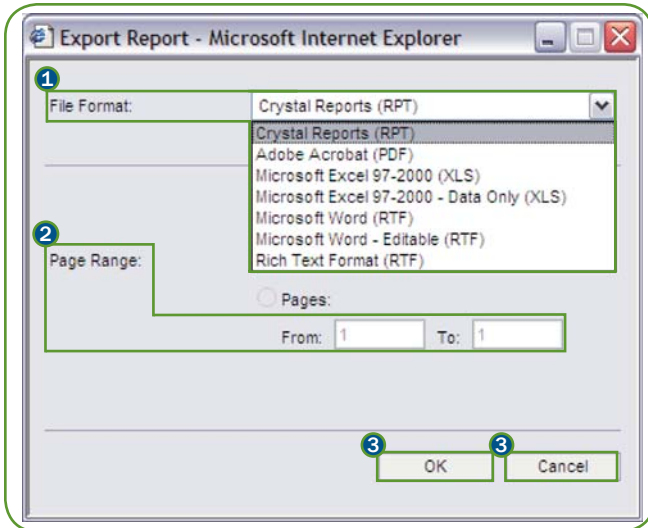
- 1 Export** – This button provides the ability to download a copy of the report in your preferred format. The format options include Crystal Reports, Adobe Acrobat PDF, Microsoft Excel spreadsheet, Microsoft Word document and Rich Text Format.
- 2 Print** – This button provides the ability to print a copy of the report.
- 3 Navigation** – These buttons provide the ability to page through the report, including navigating to the first page, previous page, next page or last page.
- 4 Page/Section Jump** – These fields provide the ability to jump to a specific page or section in the report.
- 5 Search** – This field provides the ability to search for specific text in the report.
- 6 Zoom** – This pulldown provides the ability to adjust the zoom on the report.
- 7 Drilldown** – Many reports provide the ability to drilldown to more detailed reports or to return to summary reports. The drilldown links are marked in light blue text.

REPORT DESCRIPTIVE INFORMATION

In addition to the page number, the report footer displays the report title and the unique SQANet report code. If the report is migrated from a previous Data Exchange or BureauNet report, the banner code will also be in the parentheses, separated by a slash.deleted when you upload a new file or click **Save & Continue**.

SQANET - EXPORT REPORT DIALOG

After clicking the Export button on the Report Display Page, an Export Report dialog box is displayed. The dialog box provides the ability to export the report as an electronic file in multiple formats and to select the page range for exports.



1 Select the desired file format from the **File Format:** pulldown. The options are listed below.

- **Crystal Reports (RPT)** – This provides the ability to download a Crystal Reports version of the report that can be viewed using the Crystal Reports application.
- **Adobe Acrobat (PDF)** – This provides the ability to create a print-friendly Portable Document Format (PDF) version of the report that can be viewed using Adobe Reader.
- **Microsoft Excel 97-2000 (XLS)** – This provides the ability to create a formatted version of the report in Microsoft Excel spreadsheet format.
- **Microsoft Excel 97-2000 – Data Only (XLS)** – This provides the ability to export the data from the report in Microsoft Excel spreadsheet format.
- **Microsoft Word (RTF)** – This provides the ability to create a formatted version of the report in a Microsoft Word Rich Text Format (RTF) file.
- **Microsoft Word – Editable (RTF)** – This provides the ability to create a version of the report that can be easily edited in Microsoft Word.
- **Rich Text Format (RTF)** – This provides the ability to create a version in the same format as the Microsoft Word (RTF) format.

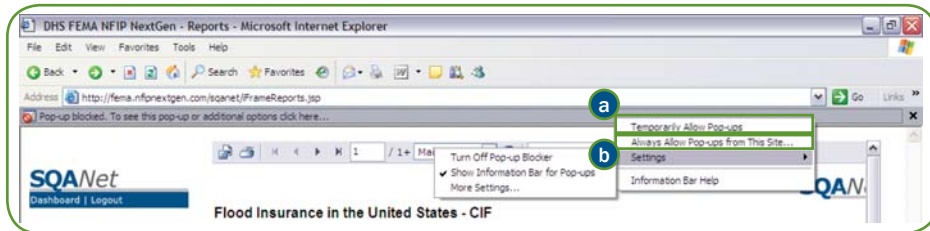
2 Select the desired page range from the **Page Range:** section.

3 Click **OK** to export the report or click **Cancel** to exit the report export process.

4 In the File Download dialog box, click **Open** to open the report using the associated program or **Save** to download the report to a specific location.

SQANET - TROUBLESHOOTING POPUPS

Internet Explorer uses a pop-up blocker to minimize pop-up dialog boxes from websites that are not desirable. SQANet uses a pop-up dialog box for several key functions, including the export feature. There are several ways to configure Internet Explorer to display pop-ups from SQANet. You may either adjust Internet Explorer's pop-up blocker settings or add SQANet to your list of trusted sites. It is not necessary to adjust both the pop-up blocker settings and the security settings in order to allow pop-ups from SQANet.

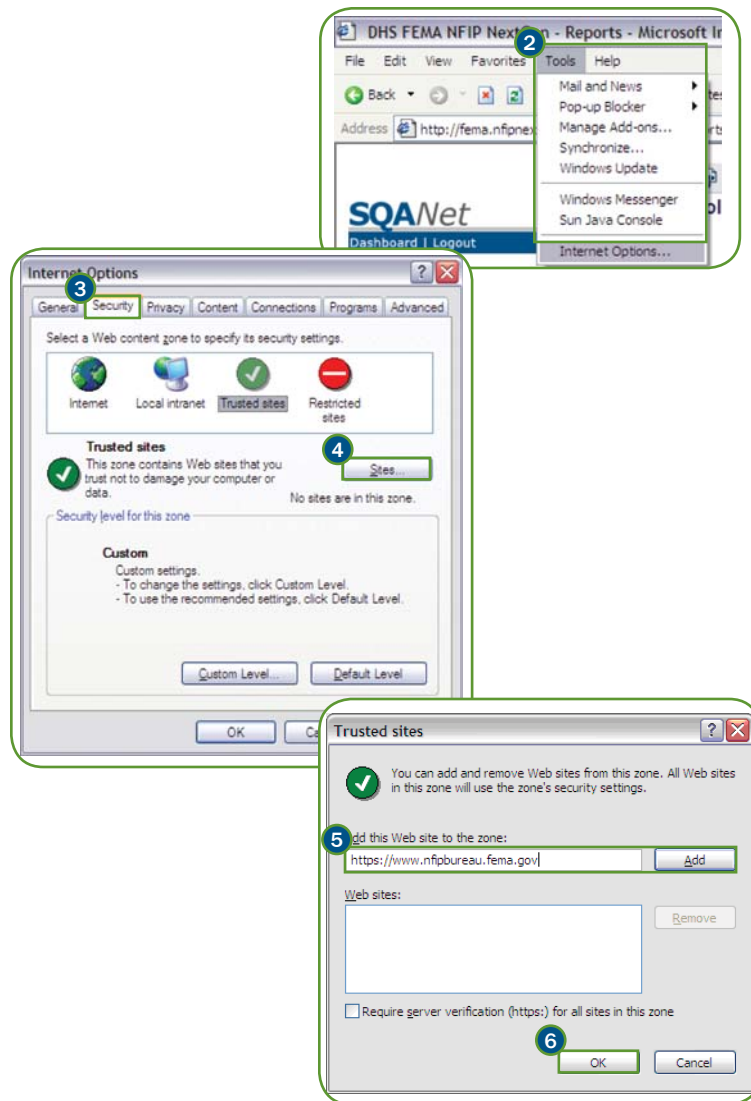


POP-UP BLOCKER SETTINGS

Internet Explorer provides alerts on blocked pop-up dialog boxes using the Information Bar. It is possible to set the pop-up blocker to allow pop-ups from SQANet or from all sites.

- 1 Click on the Information Bar below the Address Bar. The Information Bar is only displayed when a pop-up or file download is blocked by Internet Explorer.
 - a To allow pop-ups only from SQANet, select the **Always Allow Pop-ups from This Site...** option.
 - b To allow pop-ups from all sites, select **Settings > Turn Off Pop-up Blocker** (not recommended).

F2M - TROUBLESHOOTING POPUPS (CONTINUED)



SECURITY SETTINGS

Internet Explorer maintains a list of sites, known as trusted sites, that are subject to less stringent security controls than most Internet sites.

- 2 Click the **Tools** menu and select **Internet Options...** from the menu.
- 3 Select the **Security** tab from the **Internet Options** dialog box.
- 4 Select the **Trusted Sites** Web content zone and click the **Sites...** button.
- 5 Enter <https://www.nfipbureau.fema.gov> in the **Add this Web site to the zone:** field and click **Add**. Click **OK** to close the **Trusted Sites** dialog box.
- 6 Click **OK** to close the **Internet Options** dialog box.