

# FMS – ADDING BUILDINGS

1. Login to FMS and click on your SOV tab.

Wisconsin Office of the  
Commissioner of Insurance

Welcome Trina Schwartz! [Change Password](#) [Log Off](#)  
125 South Webster Street  
Madison, Wisconsin 53703-3474

[Claim](#) [Policy](#) [Quote](#) **SOV** [Users](#) [Business](#) [News/Letters](#)

Adams County (66)

Policy Number: 120092 Effective Date: 1/1/2014 Expiry Date: 1/1/2015

[Search Property](#) [Add New Site](#) [Print Statement of Values](#) [Export to Excel](#) [Show Resolved Issues](#)

Site Number	Site Name	Buildings and Contents	Customized Equipment	Property in the Open	Water Supply	Water Treatment Process
006	ADAMS COUNTY COMMUNITY PROGRAMS	+	+	+	+	+
008	ADAMS COUNTY STORAGE	+	+	+	+	+
017	AIRPORT	+	+	+	+	+
AJK	AIRPORT L.E.	+	+	+	+	+
037	BIG FLATS	+	+	+	+	+
042	CAMELOT	+	+	+	+	+
069	CASTLE ROCK COUNTY PARK	+	+	+	+	+
038	COLBURN	+	+	+	+	+
036	COMMUNICATION SHELTER JACKSON	+	+	+	+	+
040	COMMUNITY CENTER	+	+	+	+	+

Displaying item 1 - 10 of 44

Legend [View](#) [Add](#)

2. Find the site where the property is to be located.
3. Click the **green plus sign** in that site's row, in the buildings and contents column.

4. You are now in the new building form. Enter all information requested on the form.

The screenshot displays the Wisconsin Office of the Commissioner of Insurance website. At the top left is the state seal and the text "Wisconsin Office of the Commissioner of Insurance". At the top right, it says "Welcome Trina Schwartz!" with links for "Change Password" and "Log Off", and the address "125 South Webster Street, Madison, Wisconsin 53703-3174". A navigation menu includes "Claim", "Policy", "Quote", "SUV", "Users", "Beliefs", and "New/Letter".

The main content area shows "Adams County (66) (65) > Site 002 - UW EXTENSION ANNEX" with a pencil icon. Below this, it lists "Policy Number: 120002", "Effective Date: 10/2014", and "Expires Date: 10/2015". A sub-menu for "Buildings and Contents" includes "Cookbook Equipment (1)", "Promote or Re-Open", "Water Supply", and "Water Treatment". A "Revert to Building and Contents list" link is also present.

The "Building & Contents" form is open, showing a "Status: Entry In Progress" and "Transaction Reported Date: 5/27/2014". The "Action Allowed" is "Create New Building". The "Site Number" is "002" and the "Site Name" is "UW EXTENSION ANNEX". The form includes fields for "Building Number", "Building Name", "Address", "City", "State", and "Department". Below this is the "Occupant Data" section with fields for "Emergency Contact", "Phone", and "Construction Class".

5. After all information has been entered, click create at the bottom of the form. You can also click cancel at any time to back out of the form.



The image shows a screenshot of a web form with a light blue border. The form contains the following fields:

- Pavilion/Cabin Open Area SF:
- Pavilion/Cabin Enclosed Area SF:
- Purpose of Building Use:
- Comments: (Put in anything that would help us understand the details of this property)

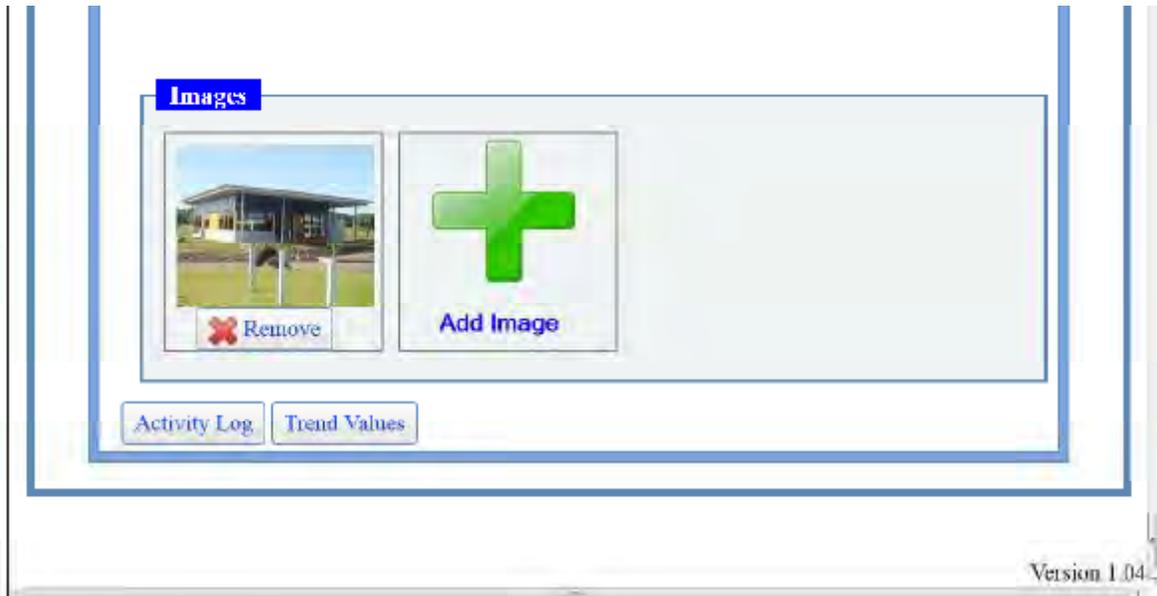
At the bottom left of the form, there are two buttons: "Create" (highlighted in blue) and "Cancel".

Version 1.04

6. You will now be able to attach a picture. All new buildings require a picture before the form can be sent for valuation. Click Add Image at the bottom of the form.



7. Double click the file you would like to attach and this will automatically add the picture to the form. You can click Remove if the picture was added in error. You can also continue to click Add Image and add as many pictures as you would like.



8. Scroll back to the top of the form and click Approve.

+

Create New Building and Contents

Return to Building and Contents List

**Building & Contents** Edit Approve Delete

Status: **Entity In Process**

Transaction

Requested Date: **5/27/2014**

Action Request **Create New Building**

Site Number: **002**

Site Name: **UW EXTENSION ANNEX**

Building Number: **009**

Building Name: **Administration Building**

Address: **555 Main Street**

City: **Oortown**

Zip: **55555**

Department: **Administration**

**Occupancy Data**

Occupancy Code 1: **Administration Building, University or Trade School**

Percent 1 **100**

Construction Class **Medium Rise**

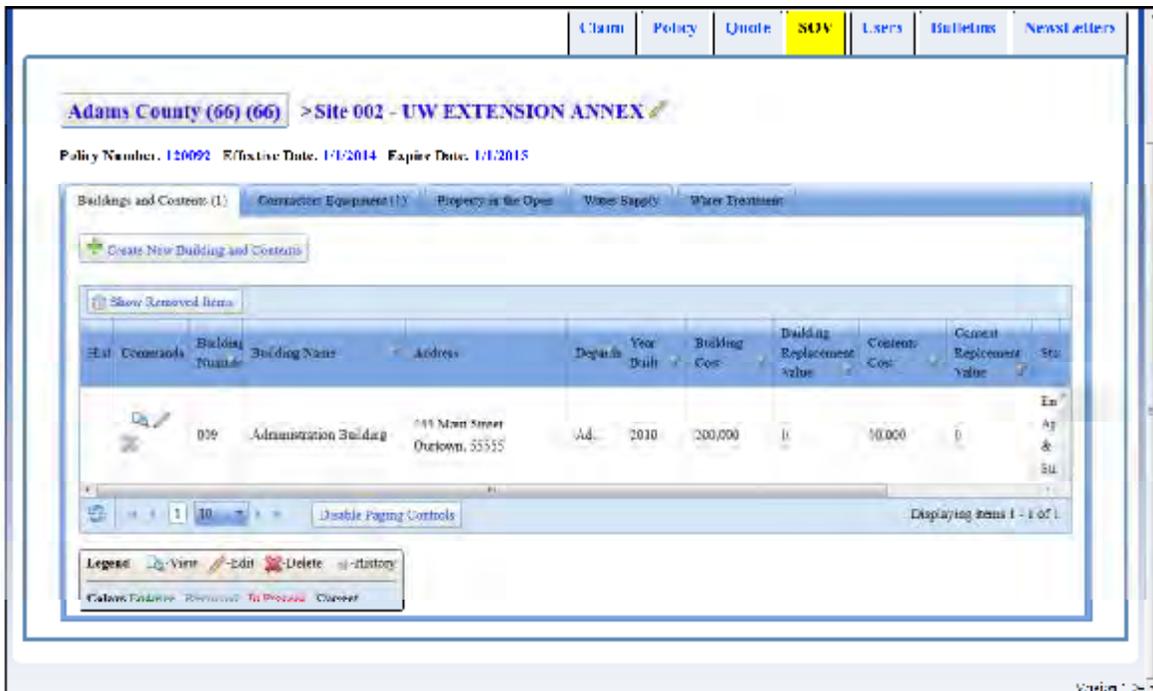
Version 1.04

9. If any information is missing, or if there are any errors, you will see the following message in red at the top of the form: "Errors are indicated in red below and must be corrected before record can be approved."
10. If you need to enter additional data, you will need to click Save Changes after the remaining information is entered.
11. Click Approve after you have clicked Save Changes.

The screenshot shows a web form titled "Building & Contents" with a "Return to Building and Contents list" link at the top left. The form has three buttons: "Building & Contents", "Save Changes", and "Cancel". A red error message is displayed at the top of the form area: "Errors are indicated in red below and must be corrected before record can be approved." Below the message, the form contains the following fields:

Status:	Entity In Process
Transaction Requested Date:	5/27/2014
Action Request:	Create New Building
Site Number:	002
Site Name:	UW EXTENSION ANNEX
Building Number:	008

12. After you click Approve, you will be at this screen. This is a listing of all properties/equipment at that specific site.



The screenshot displays a web application interface for managing site information. At the top, there is a navigation menu with tabs for Claim, Policy, Quote, SOA, Users, Bulletins, and Newsletters. Below this, the breadcrumb trail shows 'Adams County (66) (66) > Site 002 - UW EXTENSION ANNEX'. The main content area is titled 'Policy Number: 120092 Effective Date: 1/1/2014 Expire Date: 1/1/2015'. It features a sub-menu with options for Buildings and Contents (1), Contractor Equipment (1), Property in the Open, Water Supply, and Water Treatment. A 'Create New Building and Contents' button is visible. Below this is a table listing building and contents information. The table has columns for Edit, Contents, Building Number, Building Name, Address, Details, Year Built, Building Cost, Building Replacement Value, Contents Cost, Contents Replacement Value, and Status. A single row is displayed for an 'Administration Building' located at '445 Main Street, Ourtown, 55555', with a building cost of 200,000 and a contents cost of 10,000. The interface also includes a legend with icons for View, Edit, Delete, and History, and a footer indicating 'Displaying items 1 - 1 of 1'.

Edit	Contents	Building Number	Building Name	Address	Details	Year Built	Building Cost	Building Replacement Value	Contents Cost	Contents Replacement Value	Status
		009	Administration Building	445 Main Street Ourtown, 55555	Ad...	2010	200,000	0	10,000	0	En Ap & SU

13. You can continue to add properties/equipment from this page, or you can click your Policy Name to return to your full site list.

## ADDITIONAL NOTES

- Users can enter the information, but the Manager on your account is the only person who can **approve** a new form.
- The forms for Contractor's Equipment and Property in the Open vary slightly; however, the process is identical to adding a building.
- New buildings and many types of property in the open require pictures in order to be sent for valuation. Forms will NOT be sent for valuation until all required information including pictures are received.

## FMS – Making Changes to an Existing Form

Please keep in mind that Users can enter the changes; however, the Manager on your account is the only person who can **approve** the changes.

Login to FMS and go to your SOV tab.

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[Claim](#) [Policy](#) [Quote](#) **SOV** [Users](#) [Bulletins](#) [Newsletters](#)

**Adams County (66)**

Policy Number: 120092 Effective Date: 1/1/2014 Expire Date: 1/1/2015

[Search Property](#) [Add New Site](#) [Print Statement of Values](#) [Export to Excel](#) [Show Removed Items](#)

Site Number	Site Name	Building and Contents	Contractors Equipment	Property in the Open	Water Supply	Water Treatment Process
001	COURTHOUSE	4	3	15		
002	UW EXTENSION ANNEX	1	1			

You first need to locate the property/equipment you would like to edit.

There are two (2) ways to locate your property/equipment. These instructions will fully detail both methods.

### IF YOU DO NOT KNOW WHERE THE PROPERTY OR EQUIPMENT IS LOCATED:

1. If you are unsure where the property or equipment is located you can use the Search Property function located directly under your Policy Name and Policy Number.

**Adams County (66)**

Policy Number: 120092 Effective Date: 1/1/2014 Expire Date: 1/1/2015

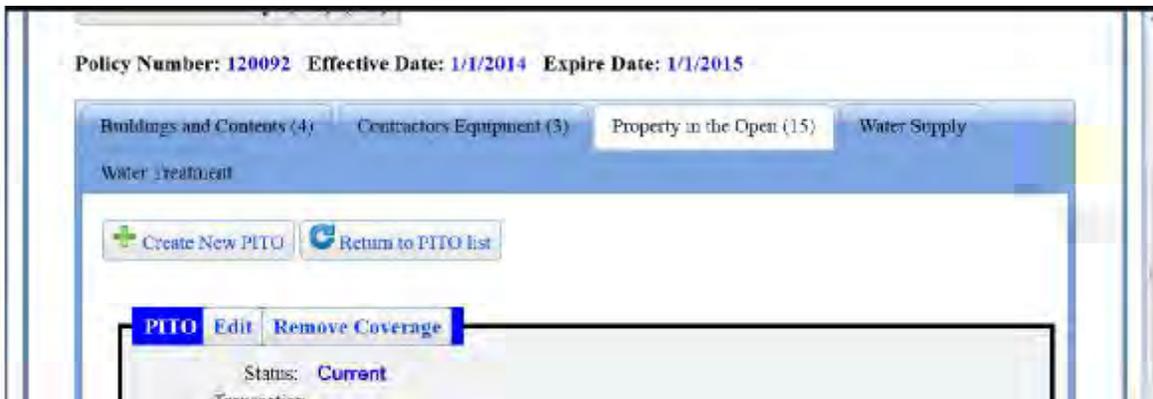
[Search Property](#) [Add New Site](#) [Print Statement of Values](#) [Export to Excel](#) [Show Removed Items](#)

Site Number	Site Name	Building and Contents	Contractors Equipment	Property in the Open	Water Supply	Water Treatment Process
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2. After you click Search Property, put your cursor in the search box and start typing a description of the property/equipment you are trying to locate. Arrow down and hit enter once you have selected the property/equipment.



3. Click Edit at the top of the form.



4. Enter your changes and make sure all fields are filled out correctly.

- Click Save Changes once your changes have been made.

Return to PITO list

**PITO** Save Changes Cancel

Status: **Current**  
 Transaction Requested Date: 5/28/2014  
 Site Number: **003**

- Click Approve at the top of the form.

Create New PITO Return to PITO list

**PITO** Edit Approve Delete

Status: **Entity In Process**  
 Transaction Requested Date: 5/28/2014  
 Site Number: **003**  
 Site Name: **FAIRGROUNDS**

- The status for the item will now be Entity Approved and Submitted and the form will be sent to our office for review.

Policy Number: 120092 Effective Date: 1/1/2014 Expiry Date: 1/1/2015

Buildings and Contents (14) Contractors Equipment Property in the Open (16) Water Supply Water Treatment

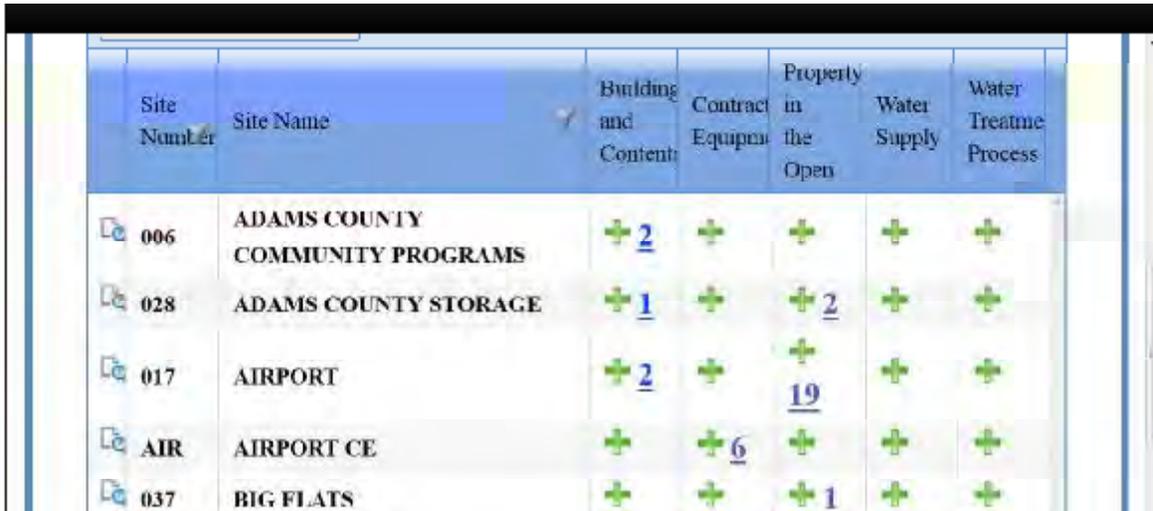
Create New PITO

Show Removed Items

Hist.	Comments	Description	Department	Measure	Quantity	Actual Cost	Recovery Cost	Status
		PICNIC TABLE	FAIRGROUN	QT	15	500	0	Entity Approved & submitted
		BENCH, PARK WOOD	FAIRGROUN	QT	30	5000	10,150	Current

## IF YOU KNOW WHERE THE PROPERTY/EQUIPMENT IS LOCATED

1. If you know the site where the property/equipment is located you can click the **number** in that site's row, in the corresponding column.



Site Number	Site Name	Building and Content	Contract Equipment	Property in the Open	Water Supply	Water Treatment Process
006	ADAMS COUNTY COMMUNITY PROGRAMS	+ 2	+	+	+	+
028	ADAMS COUNTY STORAGE	+ 1	+	+ 2	+	+
017	AIRPORT	+ 2	+	+ 19	+	+
AIR	AIRPORT CE	+	+ 6	+	+	+
037	BIG FLATS	+	+	+ 1	+	+

2. This will bring up a list of all items listed at that particular site.



Policy Number: 120092 Effective Date: 1/1/2014 Expire Date: 1/1/2015

Buildings and Contents (1) Contractors Equipment Property in the Open (19) Water Supply Water Treatment

Create New PFTO

Show Removed Items

Hist	Commands	Description	Department	Measure	Quantity	Actual Cost	Recovery Cost	S
		2LIGHT ROTATING BEACON & TW	NA	MT	60	0	4,478	
		FENCING	NA	LF	950	0	828	
		FENCING - CHAIN LINK, 6 FEET	AIRPORT	LF	230	7020	8,276	

3. Click either the pencil icon (Edit this record) or the paper and magnifying glass icon (View this record) to go into the form.
4. Click Edit at the top of the form.

Policy Number: 120092 Effective Date: 1/1/2014 Expire Date: 1/1/2015

Buildings and Contents (4) Contractors Equipment (3) Property in the Open (15) Water Supply

Water Treatment

+ Create New PITO Return to PITO list

PITO Edit Remove Coverage

Status: Current

Transaction:

5. Enter your changes and make sure all fields are filled out correctly.
6. Click Save Changes once your changes have been made.

Return to PITO list

PITO Save Changes Cancel

Status: Current

Transaction

Requested Date: 5/28/2014

Site Number: 003

7. Click Approve at the top of the form.

The screenshot shows a web interface for a PITO (Purchase Item Transaction Order) form. At the top, there are two buttons: "Create New PITO" and "Return to PITO list". Below these, a navigation bar contains "PITO", "Edit", "Approve", and "Delete" buttons. The "Approve" button is highlighted with a blue background. The form content displays the following information:

- Status: Entity In Process
- Transaction Requested Date: 5/28/2014
- Site Number: 003
- Site Name: FAIRGROUNDS

8. The status for the item will now be Entity Approved and Submitted and the form will be sent to our office for review.

The screenshot shows a web interface displaying a list of PITO items. At the top, it shows "Policy Number: 120092", "Effective Date: 1/1/2014", and "Expire Date: 1/1/2015". Below this, there are tabs for "Buildings and Contents (14)", "Contractors Equipment", "Property in the Open (16)", "Water Supply", and "Water Treatment". A "Create New PITO" button is visible. Below the tabs, there is a "Show Removed Items" button. The main table lists the following items:

Item	Comments	Description	Department	Measure	Quantity	Actual Cost	Recovery Cost	Status
11		PICNIC TABLE	FAIRGROUN	QT	15	600	0	Entity Approved & Submitted
12		BENCH, PARK, WOOD	FAIRGROUN	QT	30	6000	10,150	Current

## FMS – Requesting a Removal

Please keep in mind that only the Manager on your account can request a removal. Login to FMS and go to your SOV tab.

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[Claim](#) [Policy](#) [Quote](#) **SOV** [Users](#) [Bulletins](#) [Newsletters](#)

**Adams County (66)**

Policy Number: 120092 Effective Date: 1/1/2014 Expire Date: 1/1/2015

[Search Property](#) [Add New Site](#) [Print Statement of Values](#) [Export to Excel](#) [Show Removal Items](#)

Site Number	Site Name	Building and Contents	Contractors Equipment	Property in the Open	Water Supply	Water Treatment Process
001	COURTHOUSE	4	3	15		
002	LAW EXTENSION ANNEX	1	1			

You first need to locate the property/equipment you would like to remove.

There are two (2) ways to locate your property/equipment. These instructions will fully detail both methods.

### IF YOU DO NOT KNOW WHERE THE PROPERTY OR EQUIPMENT IS LOCATED:

1. If you are unsure where the property or equipment is located you can use the Search Property function located directly under your Policy Name and Policy Number.

**Adams County (66)**

Policy Number: 120092 Effective Date: 1/1/2014 Expire Date: 1/1/2015

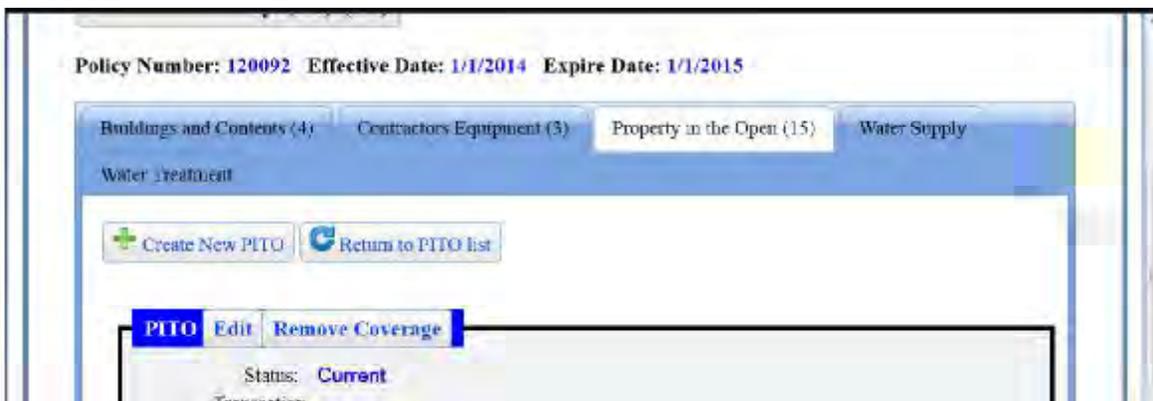
[Search Property](#) [Add New Site](#) [Print Statement of Values](#) [Export to Excel](#) [Show Removal Items](#)

Site Number	Site Name	Building and Contents	Contractors Equipment	Property in the Open	Water Supply	Water Treatment Process
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2. After you click Search Property, put your cursor in the search box and start typing a description of the property/equipment you are trying to locate. Arrow down and hit enter once you have selected the property/equipment.



3. Click Remove Coverage at the top of the form.



4. Click Complete Remove at the top of the form.



- The status for the item will now be Request Remove and the form will be sent to our office for review.

Policy Number: 120092    Effective Date: 1/1/2014    Expire Date: 1/1/2015

Buildings and Contents (4)    Contractor Equipment (3)    Property in the Open (15)    Water Supply    Water Treatment

[Create New PITD](#)

[Show Removed Items](#)

Item	Comments	Description	Department	Measure	Quantity	Actual Cost	Recovery Cost	Status
		PICNIC TABLE	NA	QT	4	0	0	Request Remove
		ABOVE GROUND TANK W/ALARM	NA	GL	275	0	4,545	Current
		BELOW GROUND						

## IF YOU KNOW WHERE THE PROPERTY/EQUIPMENT IS LOCATED

1. If you know the site where the property/equipment is located you can click the **number** in that site's row, in the corresponding column.

Site Number	Site Name	Building and Content	Contract Equipment	Property in the Open	Water Supply	Water Treatment Process
006	ADAMS COUNTY COMMUNITY PROGRAMS	+ 2	+	+	+	+
028	ADAMS COUNTY STORAGE	+ 1	+	+ 2	+	+
017	AIRPORT	+ 2	+	<u>19</u>	+	+
AIR	AIRPORT CE	+	+ 6	+	+	+
037	BIG FLATS	+	+	+ 1	+	+

2. This will bring up a list of all items listed at that particular site.

Policy Number: 120092 Effective Date: 1/1/2014 Expire Date: 1/1/2015

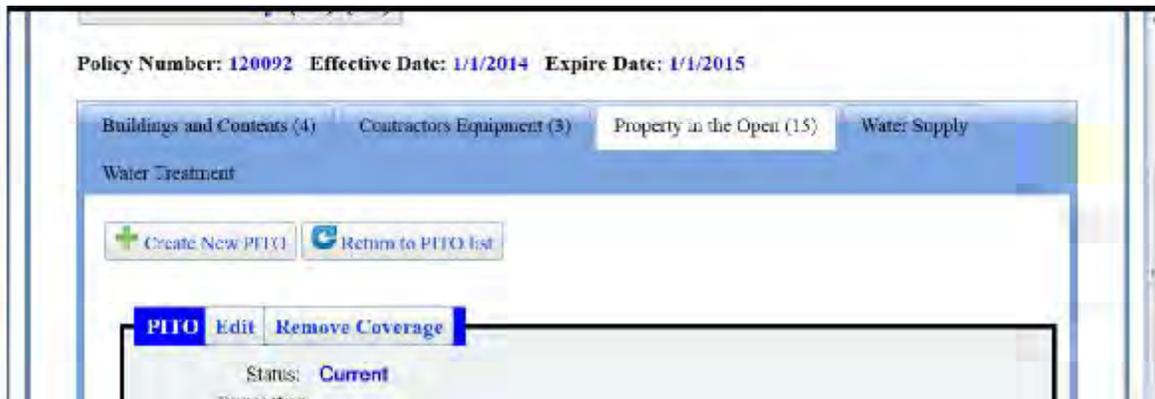
Buildings and Contents (1) Contractors Equipment Property in the Open (19) Water Supply Water Treatment

Create New PFD

Show Removed Items

Hist	Commands	Description	Department	Measure	Quantity	Actual Cost	Recovery Cost	S
		2LIGHT ROTATING BEACON & TW	NA	HT	60	0	4,478	
		FENCING	NA	LF	950	0	828	
		FENCING - CHAIN LINK, 6 FEET	AIRPORT	LF	230	7020	8,276	

3. Click the paper and magnifying glass icon (View this record) to go into the form.
4. Click Remove Coverage at the top of the form.



5. Click Complete Remove at the top of the form.



6. The status for the item will now be Request Remove and the form will be sent to our office for review.

Buildings and Contents (4) Contractors Equipment (3) Property in the Open (15) Water Supply Water Treatment

+ Create New PITO

Show Removed Items

Item	Comments	Description	Department	Measure	Quantity	Actual Cost	Recovery Cost	Status
		PICNIC TABLE	NA	QT	4	0	0	Request Remove
		ABOVE GROUND TANK W/ALARM	NA	GL	275	0	4,545	Current