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Redkik

**Generic Gap Coverage
Software User Guide**

Instant Cargo
Insurance

Redkik Generic Gap Coverage Software User Guide

Contents

Redkik Generic Gap Coverage Software

Product Specifications:

- **Product Name:** Gap Coverage
- **Version:** 3.5

Product Usage Instructions:

Creating a Gap Booking:
At the top of the Bookings page, you'll find the "New" button. Click here to begin the process.

1. Go to the Bookings page.
2. Click on the 'New' button at the top of the page to start the booking process.
3. **Step 1: Policy & Details**

   If there are multiple policies available to your organization, you will see a drop down menu at the top of the booking page. Select the Gap policy here.

Enter the shipment details: (required fields are marked with "*")

- **Commodity –** There is only one choice here: "Approved Goods and Merchandise". You will notice in the blue-outlined box a link to a list of approved commodities and conditions.
- **Insured Value –** Enter the Total Invoice Value of your goods.
  IMPORTANT: Do not use punctuation of any kind in this field. No commas or decimal points.
- **Duty Value –** not applicable here, so leave blank (do not enter "0")
- **Currency – select** desired currency type.
- **Commodity Description –** This is a free form, but required, field. Be as accurate as possible in your description of the cargo. This information will be important should you need to file a claim.
- **Shippers Reference #/Load Number/Marks, Numbers and Tracking –** Additional free form fields for a tracking or reference code that the shipper has assigned to the shipment. Not required fields.
- **MC Number –** this is a required field
- **Consignee – enter** consignee name here if applicable (not required)

- Select the Gap policy from the dropdown menu if there are multiple policies available.
- Enter the Booking Holder details for the Insured Party.
- Fill in all required details and click the 'Submit' button to proceed.

4. **Step 2: Offers**

   Our system will give you a quote within 30 seconds… Should changes need to be made, simply click the 'Return' button. To accept the quote, just click the 'Purchase' button. Click 'Save' to save the quote for later purchase.
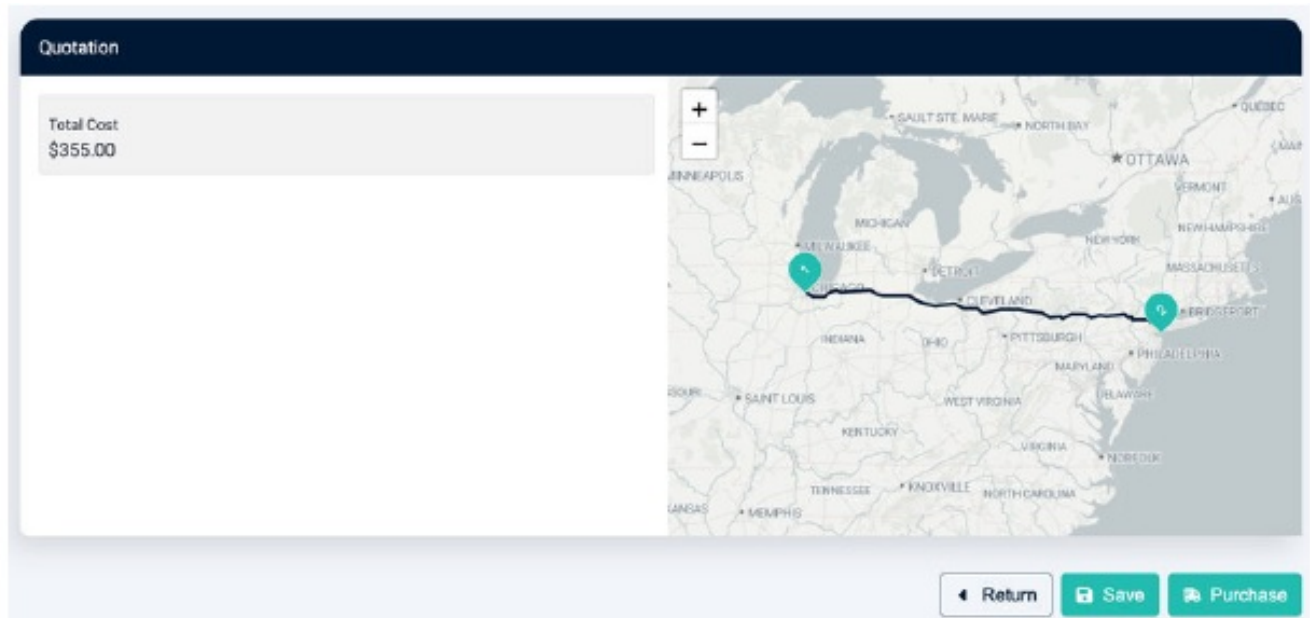
- Get a quote within 30 seconds.
- To make changes, click the 'Return' button.
- To accept the quote, click the 'Purchase' button.
- Click 'Save' to save the quote for later purchase.

5. **Step 3: Complete**

   After a successful purchase, the system will show you the reference number assigned to the shipment and a purchase confirmation email is automatically sent to the booking holder. You can then choose to either View Booking Details of the booking you just made or Start New Quote to purchase another booking.
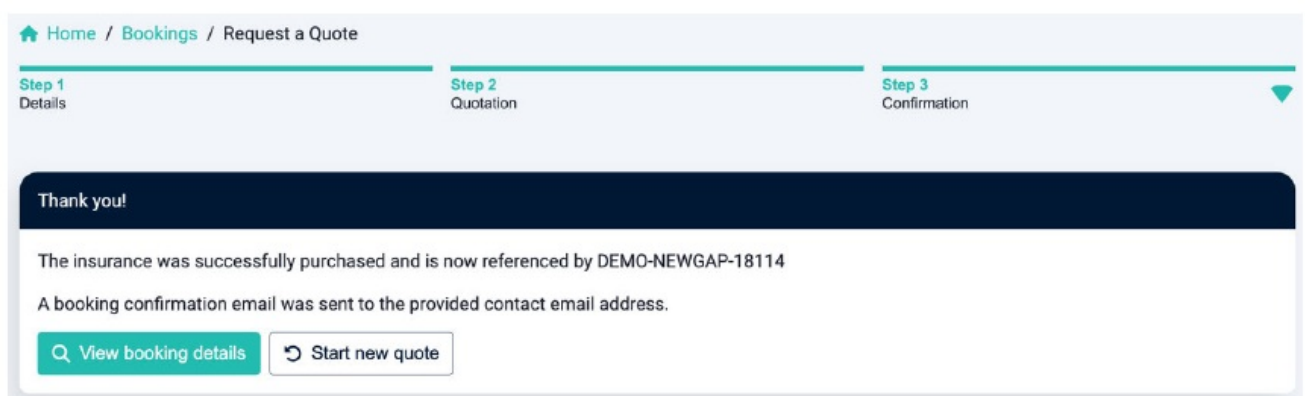
- After a successful purchase, you will receive a reference number and a purchase confirmation email.
- You can then choose to view booking details or start a new quote for another booking.

Enter the journey details:

1. **Origin/Destination –** These can be a street address or simply a city name.

2. **Estimated Start and End dates –** Your start date will be the date your policy is effective. The end date must be after the start date.

3. **Conveyance type –** For Gap coverage, Road/Rail is the only acceptable type.

4. **Conveyance descriptor –**selections are offered, but not required.

5. **Carrier –** If desired, choose from a list of carriers or you may enter a new one.

Enter the Booking Holder details (for the Insured Party)

- Select the customer type, either
  - Organization/Company or
  - Private Individual

Then simply fill out the customer information fields. The 'Reference' field is free form and not required. The address field works in the same manner as earlier described. Once you have entered information for a customer, that customer will be saved and available to you in a drop down the next time you create a booking. No need to re-enter data.

After filling in all the required details, click the 'Submit' button at the bottom to continue with the booking process.

Frequently Asked Questions

Q: How long does it take to receive the purchase confirmation email?
A: The purchase confirmation email is automatically sent after a successful purchase.

Q: Can I save a quote and purchase it later?
A: Yes, you can save a quote by clicking the 'Save' button and purchase it at a later time.

Documents / Resources

Redkik **Quick Start Guide for Gap Coverage** Version 3.0	**Redkik Generic Gap Coverage Software** [pdf] User Guide Generic Gap Coverage Software, Gap Coverage Software, Coverage Software, Software

References

- **User Manual**