

Copy Over Previous Season Fields

Broker Instruction Guide

Laserbeam

Overview

You can now carry over your client's paddocks from their previous cover onto the new season quote, reducing your time spent processing.

Copy over Previous Fields Function

1. Open Laserbeam and navigate to the **Renewals Due & New Seasons Due** page
2. Select **New Season** on the intended policy
3. The following options will appear
 - a. **New Season**
 - b. **New Season & Copy Fields**
4. Select the **New Season & Copy Fields** function.
This will generate a new season quote with the same fields as the previous Season.
 - a. You can also access this function from the Fields and Crops page by selecting Copy Fields From Previous
5. Update paddock details
 - a. All fields' crop types will default to **Default – Winter**. This crop type carries no rate
 - b. Update crop types for all paddocks – refer to Bulk Update Functions below
 - c. Delete unused paddocks, or
 - d. Mark unused paddocks as Fallow.



The image shows a dropdown menu with a green header labeled 'New Season'. Below the header, there are two options: 'New Season' and 'New Season & Copy Fields'. The 'New Season & Copy Fields' option is highlighted with a yellow border.

Bulk Update Function

1. To update the Crop types, navigate to the Bulk update button on the **Fields & Crops** tab
2. Select Update Type - **Crop Type**
3. Select fields either by;
 - a. Filtering by Farm; **or**
 - b. Select fields manually – by using the tick box in the left-hand Column
4. Select the Crop Type you wish to update
5. Then select **Update fields**. Repeat the process for all crop types.

Bulk Update Example

1. Update Type **Crop Type**
2. Crop Type **Barley**
3. Insured Yield **3t/ha**
4. Insured Value **\$300/t**
5. Farm Filter **Farm 1**
6. Click **Select**

Once all required fields are nominated, click **Update Fields**.

Update Type

Crop Type

Insured Yield (t/ha)

Insured Value (\$/tonne)

Crop Type

Barley

3

\$300.00

Farm Filter

Crop Type Filter

Select an item...

Default - Winter

Select

Select fields to be updated with this change:

Selection	Farm	Field	Area	Crop Type	Optional Benefit	Yield	\$ per T	% Insured	Hail Excess	Overridden
	1	Paddock 1	26.00	Default - Winter	None	0.00	\$0.00	100%	0%	No
	1	Paddock 2	20.00	Default - Winter	None	0.00	\$0.00	100%	0%	No
	1	Paddock 3	14.00	Default - Winter	None	0.00	\$0.00	100%	0%	No

Update Fields

Cancel

Please review all information before submitting to ensure it is correct.