ICBC insurance coverage reports

Use this job aid to set up a report in Excel and compare the data with a previous report to identify any changes in coverage.

> 📄 **Note:** CGI provides the insurance coverage data in an XML format. Before you continue with this procedure, follow the steps provided by CGI to convert the XML file to Excel.

Step 1: Set up the report

1. Bring the data from the previous report into the current report:

a. Open the previous and the current reports.

b. In the previous report, right-click on *Sheet3*.

> ✏️ **Tip:** Insurance coverage data is always in *Sheet3*. If you renamed *Sheet3* in your workbook, replace *Sheet3* with the name you used.

c. Select **Move or Copy**.

d. Under **To book**, select the current report.

e. Under **Before sheet**, select any sheet.

f. Click **Create a copy**.

g. Click **OK**. *Sheet3 (2)* is created in the current report.

h. In the current report, click the **Name Box** dropdown and note the table name for *Sheet3 (2)* (i.e., *Table315*).

> ✏️ **Tip:** Click on the table name to confirm that you are referencing the correct sheet. When you click *Table315*, Excel should open sheet *Table315*.
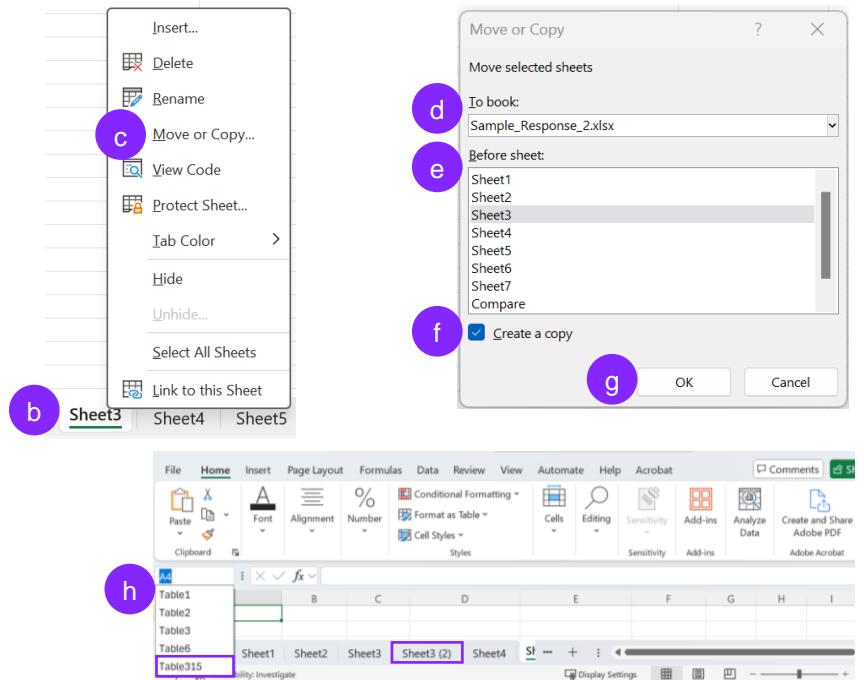
2. Copy the *Compare* sheet from the ICBC template:

a. In the ICBC template, right-click on *Compare* sheet.

b. Select **Move or Copy**.

c. Under **To book**, select the current report.

d. Under **Before sheet**, select any sheet.

e. Click **Create a copy**.

f. Click **OK**. *Compare* is created in the current report.
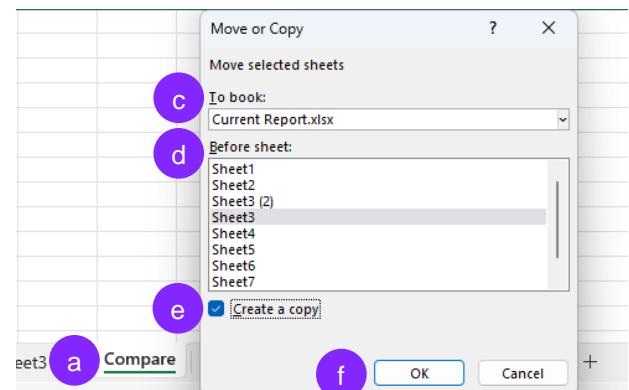
3. Update the formula in the current report:

> 📄 **Note:** In the formula, you need to update the highlighted text. The text may be different from what you see in your current report.

```
=IFERROR(IF(VLOOKUP($A2,Template.xlsx!Table3[#All],2,FALSE)=VLOOKUP($A2,Template.xlsx!Table315[#All],2,FALSE),"TRUE","FALSE"),"Record not found")
```

a. In the *Compare* sheet, press **Ctrl + H**.

b. In the **Find what** field, type "Template.xlsx!Table3[#All]".

c. In the **Replace with** field, type "Table3".

d. Click **Replace All** and then click **OK**.

e. In the **Find what** field, type "Template.xlsx!Table315[#All]".

f. In the **Replace with** field, type the new table name from Step 1h (i.e., *Table315*).

g. Click **Replace All** and then click **OK**.

h. Click **Close**.

4. **Copy all the VINs from the previous report and the current report into the *Compare* sheet:**

    a. From *Sheet3 (2)*, select all the VINs in column A and press **Ctrl + C**.

    b. Go to the *Compare* sheet. In cell A2, press **Ctrl + V**.

    c. From *Sheet3*, select all the VINs in column A and press **Ctrl + C**.

    d. Go back to the *Compare* sheet. In the first blank cell of column A, press **Ctrl + V**.

	A	B	C	D	E	F	G	H	I	J
1	VIN	ContextRe	RequestR	ContactN	ContactTe	DriverLice	DriverLice	VINInsure	RequestC	VIN2
2	VIN1	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
3	VIN2									
4	VIN3									
5	VIN4									
6	VIN1									
7	VIN2									
8	VIN3									
9	VIN4									
10	VIN6									
11										

From previous report (rows 2–5)

From current report (rows 6–10)

5. **Copy the formula to all the rows in the *Compare* sheet:**

    a. Select the entire row containing the formula (i.e., from cell B2 up to the final column).

    b. Drag the **AutoFill cross (+)** icon down to the last row containing a VIN in column A.

	BA	BB	BC	BD	BE	BF	BG	BH	BI	B
1	ModelEng	ModelYea	UserName	Mode	VinProofR	ExplicitPo	ExplicitSe	PortfolioR		
2	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE		
3										
4										
5										

Tip: Do not include column A in the selection. If you do, you will overwrite the VINs.

6. **Remove any duplicate entries:**

    a. Select all the columns containing data (i.e., from column A up to the final column).

    b. Click **Data.**

    c. Click **Remove Duplicates**.

    d. Click **Unselect All**.

    e. Make sure **My data has headers** is selected.

    f. Select **VIN**.

    g. Click **OK**.

    h. A pop up displays how many duplicates are removed. Click **OK** to continue.

Step 2: Compare the data

The formula checks if the data in the previous report matches the data in the current report. If the data matches, the spreadsheet displays "**True**". If it doesn't match, it displays "**False**". When a VIN does not exist in either the previous or the current report, it displays the message "**Record not found**".

	A	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
1	VIN	VehicleCt	VehicleCt	VehiclePc	TPLCover	TPLLimitA	AccidentE	CollCove	CollDedu	CollDedu	CompCov	CompDec	CompDec	VinProces	VinProces
2	VIN1	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
3	VIN2	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	FALSE	TRUE	TRUE	TRUE	TRUE	TRUE
4	VIN3	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
5	VIN4	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE
6	VIN6	Record no	Record no	Record no	Record no	Record no	Record no	Record no	Record no	Record no	Record no	Record no	Record no	Record no	Record no