





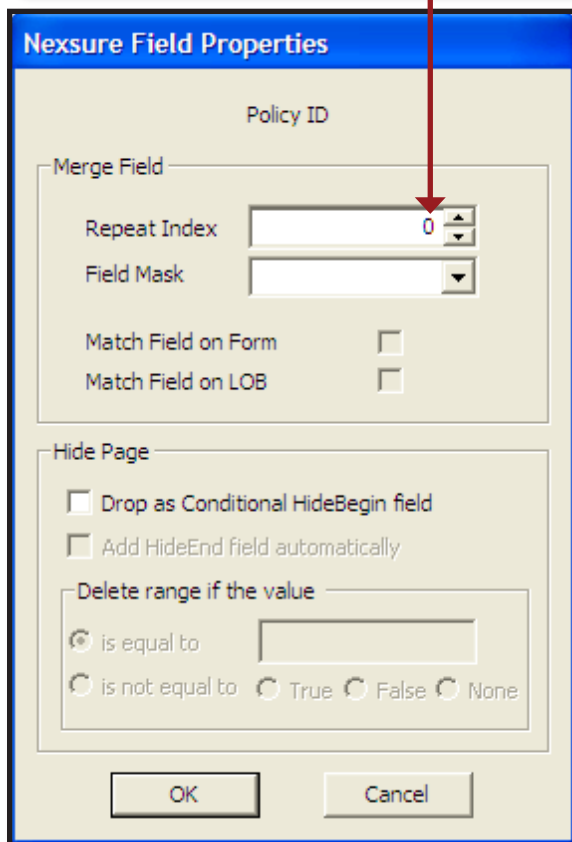
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Using Repeat Index vs. Repeat Buttons in Document Templates

The  **Repeat Begin** and  **Repeat End** buttons are not to be confused with the **Repeat Index**. The **Repeat Index** is used to return all data from a schedule by setting the index to **-0-**. Any field located in a schedule on a form when dropped into the template at setup automatically defaults to a **-0-** repeat index (For more information, see "Working in Word to Create a Document Template", in Chapter 8 of the Nexsure® ADMIN Training Manual in Nexsure Help).

To return only the first record, change the **Repeat Index** to **1**.



Nexsure Field Properties

Policy ID

Merge Field

Repeat Index:

Field Mask:

Match Field on Form: ☐

Match Field on LOB: ☐

Hide Page

☐ Drop as Conditional HideBegin field

☐ Add HideEnd field automatically

Delete range if the value

☒ is equal to

☐ is not equal to ☐ True ☐ False ☐ None

OK Cancel





Microsoft Word window titled "XDTI.doc - Microsoft Word". The ribbon shows "Final Showing Markup" and "Nexsure Fields". A table is displayed with the following structure:

Locations					
Loc #	Bldg #	Address			
«Location Number of Premises»	«Building Number»	«Physical Address»	«City»	«State»	«Zip Code»
«HideBegin»«HideEnd»					

A red arrow points from a box labeled "Normal layout" to the table. Below the table, a section break is indicated: "Section Break (Next Page)". The word "Property" is centered below the section break.


Note: To ensure all data is returned when using only the **Repeat Index** of **-0-**, do not add another row touching the bottom row of the table with the scheduled items.



The  **Repeat Begin** and  **Repeat End** buttons are used in conjunction with schedules to repeat data in a format other than the normal layout. Such as, a blank cell is desired for alignment purposes or to return addresses in a vertical layout as in the example below:


Property Schedule							
Locations:							
	Location #: 1		Building #:1		3936 Tennyson St		
	Location #: 2		Building #:1		125 East West Drive		
Coverage Detail:							
	Prem . No.	Bldg. No.	Subject	Amount	Coins.	Valuation	Deductible
	1	1	Building -OP	\$150,000	80%	RC	\$1,000
	1	1	Contents -OP	\$75,000	80%	RC	\$1,000
	2	1	Building	\$500,000	80%	RC	\$ 500
Additional Interests							
	Loc #:	Mortgagee	Rank: 1	Compass Bank 3804 West 32nd Ave Denver, CO 80211			
	2	Mortgagee	Rank: 1	Wells Fargo Home Mortgage 1777 W. 38th Ave. Denver, CO 80211			



To insert the <<RepeatBegin>> field, place the cursor in the first cell or in front of text in cell where repeat should start inside the table and click the  **Repeat Begin** button.

The screenshot shows the Nexsure software interface with a menu bar (Home, Insert, Page Layout, References, Mailings, Review, View, Add-Ins, Acrobat, Design, Layout) and a toolbar (Nexsure Fields, Nexsure Save, RepeatBegin, RepeatEnd, HideEnd, Validate, Paste, About). The main area displays a form with several tables:

- Property Schedule**
 - Locations:** A table with columns: Location #, Premises Number, Building #, Building Number, Street Address. The first cell contains «RepeatBegin» and the last cell contains «RepeatEnd».
 - Coverage Detail:** A table with columns: Prem. No., Bldg. No., Subject, Amount, Coins., Valuation, Deductible. The first cell contains «RepeatBegin» and the last cell contains «RepeatEnd».
 - Additional Interests:** A table with columns: Loc #, Loss Payee - Mortgagee, Rank, Additional Interest Rank, Additional Interest Name, Additional Interest Address - Street, City, State/Province, Zip/Postal Code. The first cell contains «RepeatBegin» and the last cell contains «RepeatEnd».

To insert the <<RepeatEnd>>, place the cursor in the last column after the last text field or layout and then click the  **Repeat End** button on the toolbar. Notice that the <<RepeatEnd>> field is inserted into the document.