WEALTH STAKR

HOW-TO GUIDE

# Short-term quote comparison

Upload two to five short-term insurance quotes, let the system read them item by item, check the figures, record your recommendation and download a client PDF.

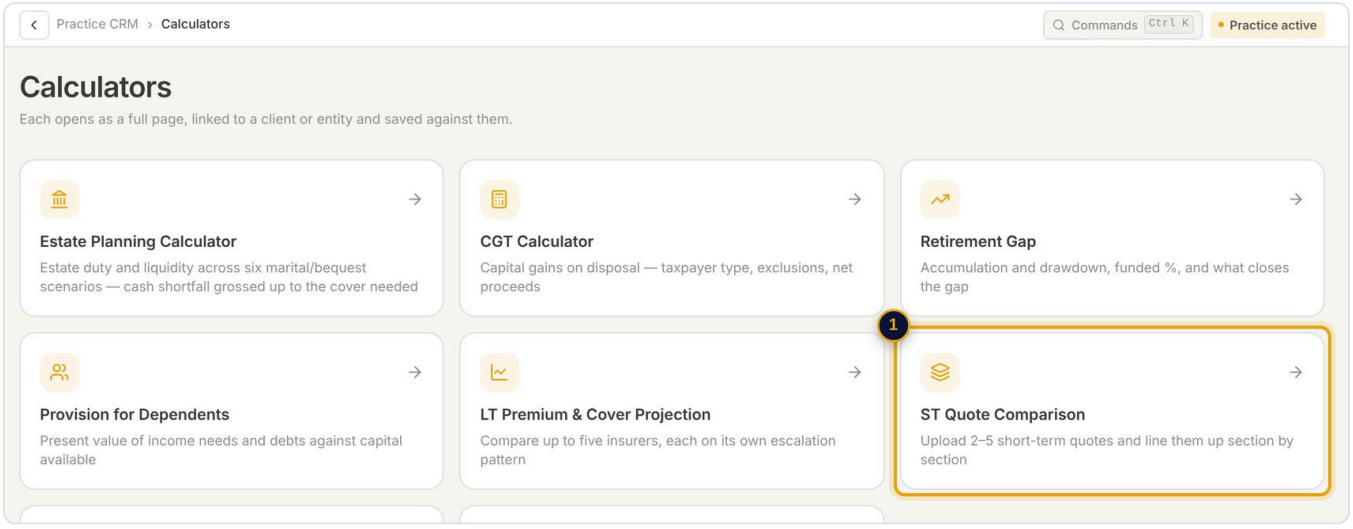
**For:** Short-term advisers and advisor admins **Time:** About 10 minutes, plus up to a minute per quote to read

### Before you start

- Your role needs STI Quote Comparison access. You can only compare for clients or entities in your book.
- The client (or entity) must exist in Wealth Stakr. For a prospect, create them as a prospect client first.
- Have 2 to 5 quote PDFs with selectable text, up to 25MB each. Scanned PDFs cannot be read.
- Reading quotes uses your practice's AI allowance.

## 1. Open Quote Comparisons

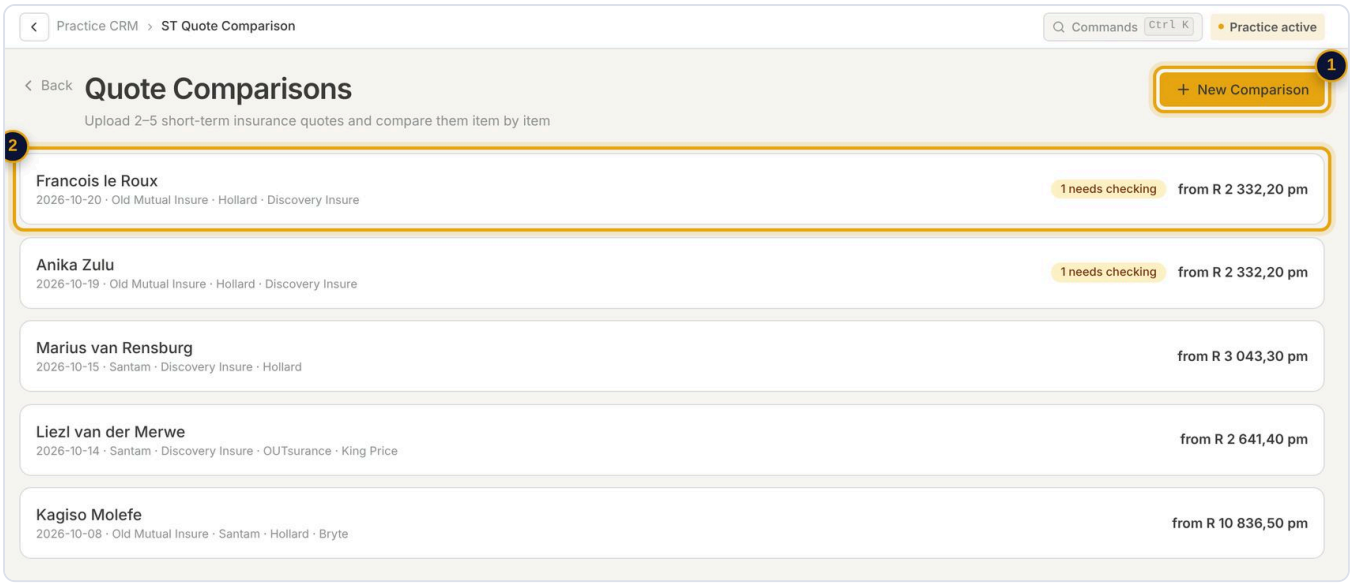
The quote comparison is not in the Tasks menu. Open it from the Calculators hub.




Planning › Calculators, with the ST Quote Comparison card.

1. Go to **Planning › Calculators** and click **ST Quote Comparison**.

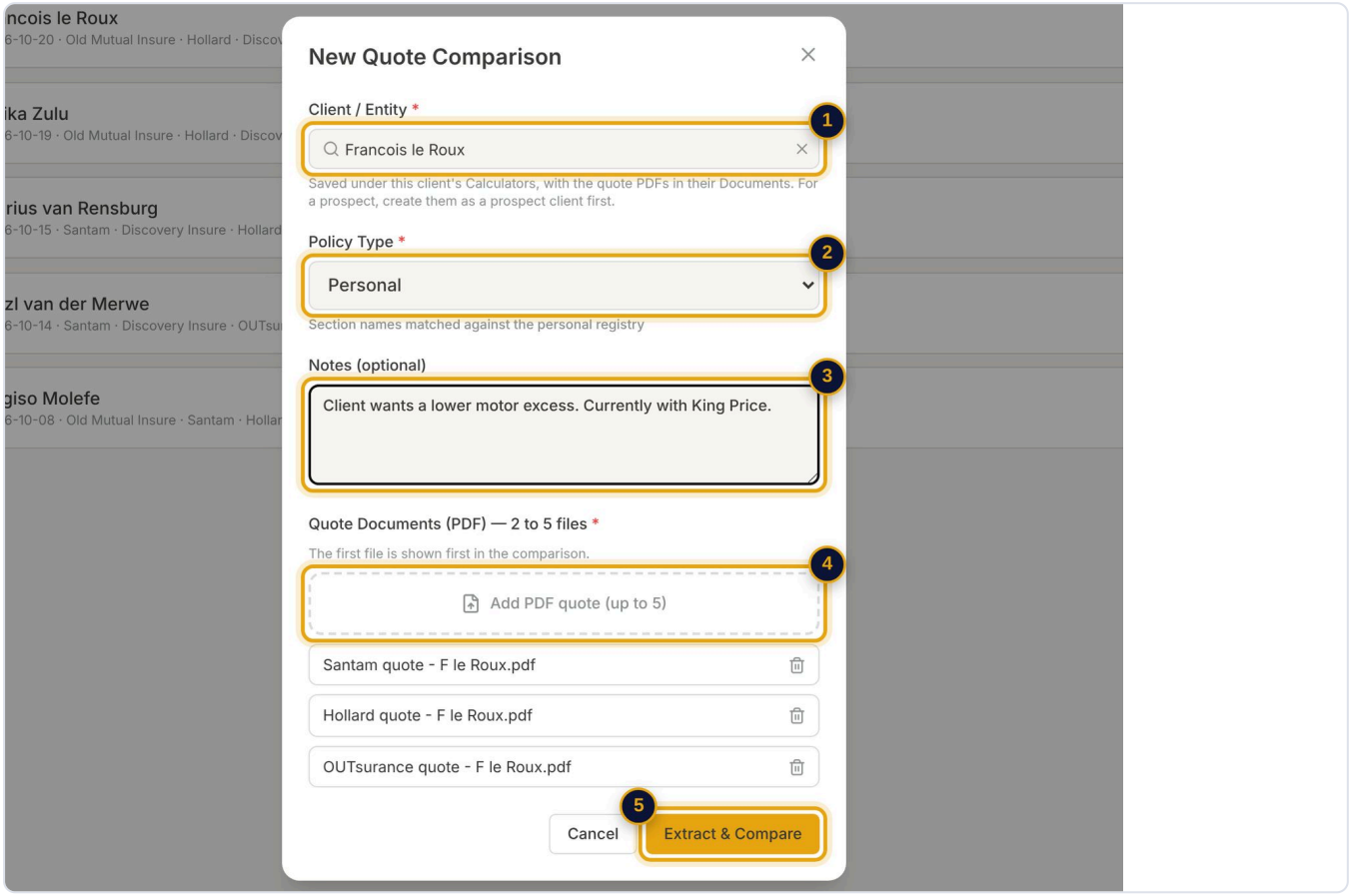
## 2. The comparisons list




Saved comparisons, newest first.

1. Click **New Comparison** to start one.
2. Click any saved comparison to reopen it. Each row shows the client, date, insurers, the lowest monthly premium ("from R … pm"), and a badge when a quote **needs checking** or the comparison is **Not linked to a client**.

## 3. Start a new comparison




New Quote Comparison, filled in and ready to read.

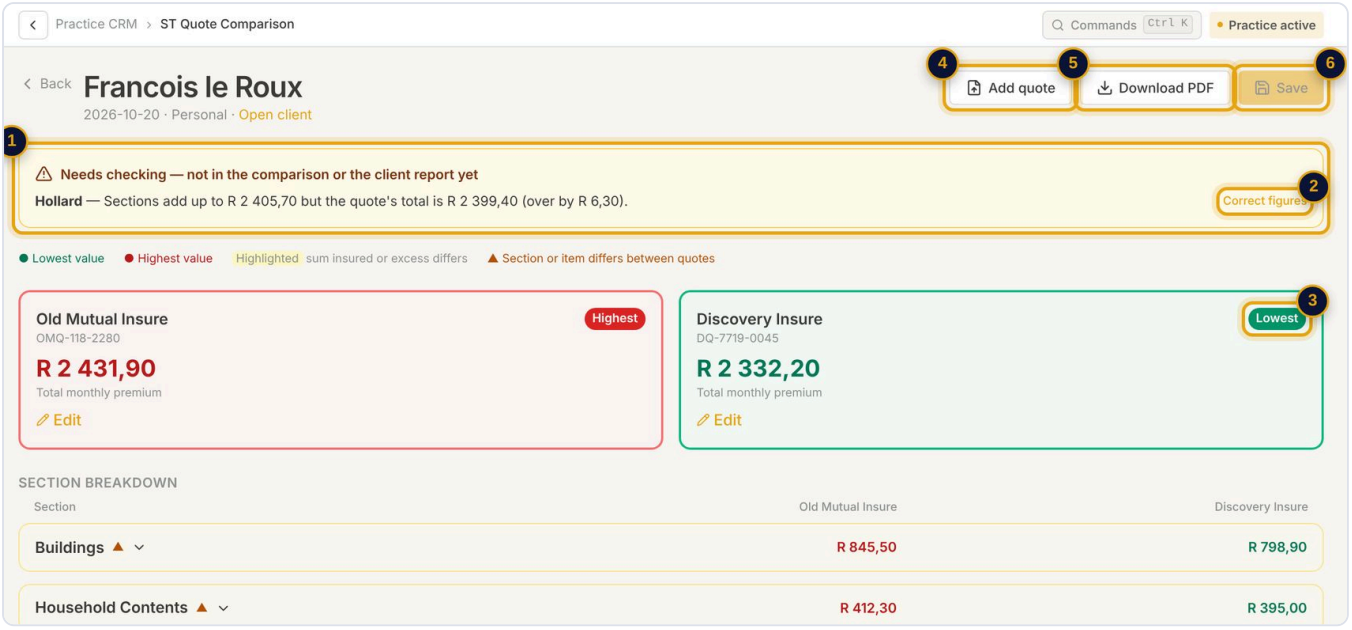
1. Under **Client / Entity**, type at least two letters and pick the client or entity. The comparison is saved under them and the quote PDFs go into their documents.
2. Choose the **Policy Type**: Personal, Commercial, Solar Plant, CAR or Med-Mal. It decides which section list the insurers' section names are matched against.
3. Add any **Notes (optional)**.
4. Click **Add PDF quote (up to 5)** and choose 2 to 5 PDFs. The first file becomes the first column, so put the client's current insurer first if you have it. Use the bin icon to remove a file.
5. Click **Extract & Compare**. Each quote is read in full, two at a time; a tick or a cross with the reason shows against each file. When at least one is read, the comparison is saved and opens.

**TIP** A file that could not be read is listed at the top of the comparison ("Not read, so not in this comparison"). Use **Add quote** to try it again.

**TIP** Scanned PDFs are refused with "looks like a scan and needs entering by hand".

## 4. Check the figures

A quote is only compared, and only printed for the client, once its sections add up to the insurer's own total.

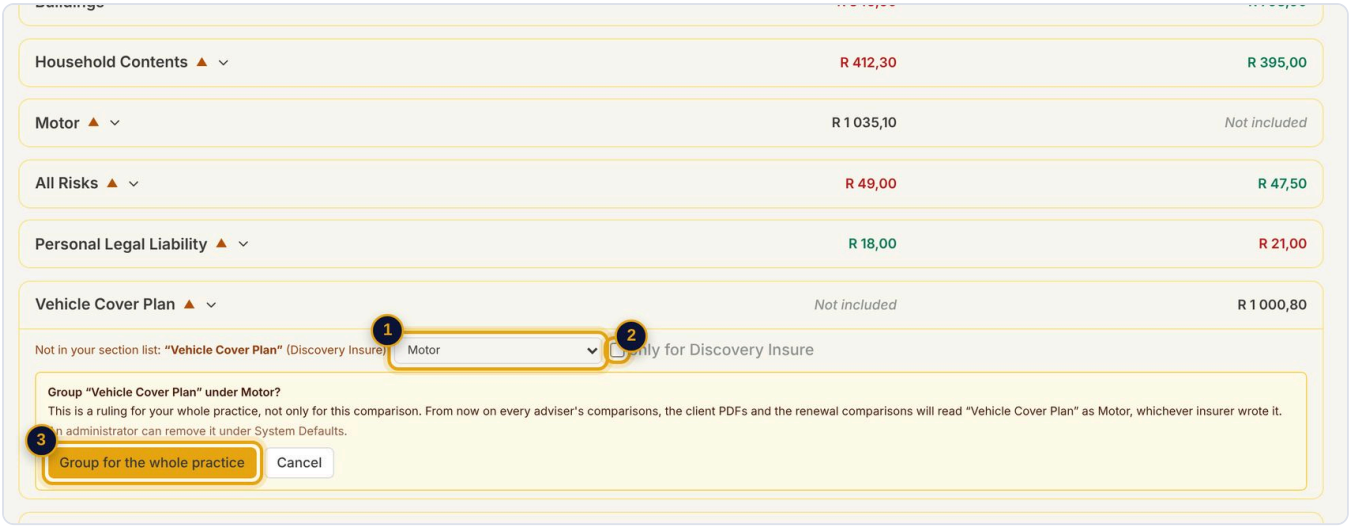



One quote held back for checking; the rest compared.

1. Quotes that do not add up are listed under **Needs checking — not in the comparison or the client report yet**, with the difference in Rand.
2. Click **Correct figures** (or **Edit** on a quote card) and fix what was misread against the PDF: **Premium is** (Monthly or Annual), **Total premium (insurer's own)**, **of which SASRIA**, section premiums and items. The check at the top tells you when it adds up. Click **Apply changes**.
3. The cheapest total is marked **Lowest** and the dearest **Highest**. Annual and monthly quotes are compared per month; a quote whose period is "Not stated" is never marked.
4. Use **Add quote** to read another PDF into this comparison (up to 5 in total).
5. **Download PDF** builds the client report. It is greyed out while you have unsaved changes.
6. Click **Save** to keep your changes. The system re-checks every quote when you save.

## 5. Group section names the system did not recognise

Insurers name sections differently. Names on your practice's section list are grouped on one row automatically; others show "Not in your section list".




Grouping an insurer's own section name under Motor.

1. In the section row, choose the right section from **Group under…**.
2. Tick **only for <insurer>** if the name should only mean this for that insurer.
3. Read the warning and click **Group for the whole practice**, or **Cancel**.

**TIP** This is a ruling for the whole practice: every adviser's comparisons, client PDFs and renewal comparisons follow it. An administrator can remove it under **Admin › System defaults › Policy sections**.

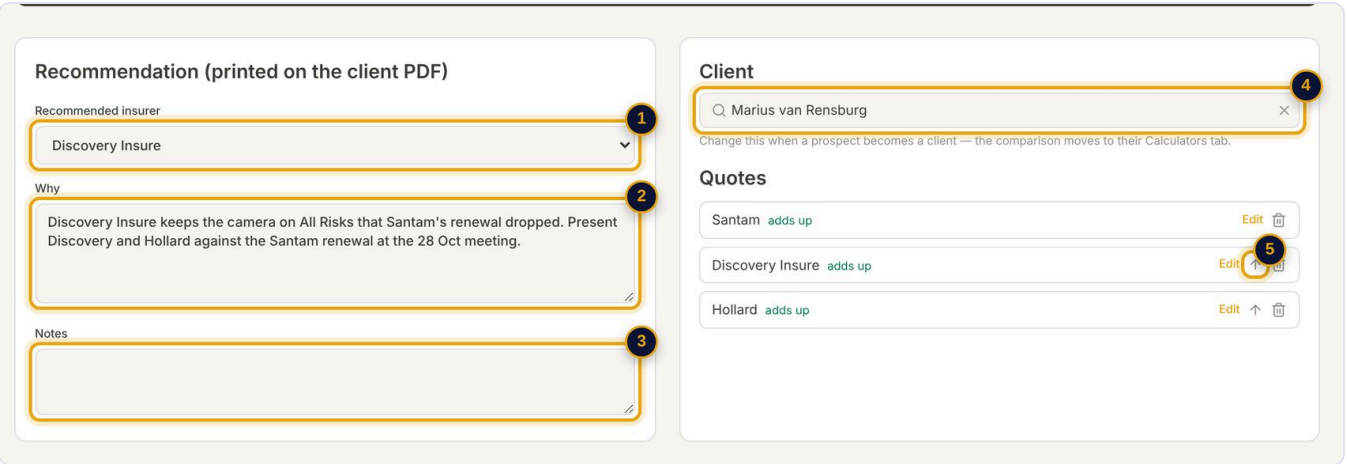
**TIP** Save any unsaved changes first; grouping waits until the comparison is saved.

**TIP** If the practice has no section list yet, click **Load standard sections**.

## 6. Read the section breakdown

1. Each row is a section with every insurer's premium; lowest is green and highest red. Click a row to open its items.
2. For each item you'll see the description, premium, **SI** (sum insured) and **Xs** (excess). **DIFF** and ▲ mark items or sections that differ; a yellow highlight means the sum insured or excess differs.
3. "Not included" means that insurer did not quote the section. Sasria carried inside other premiums shows as "In premiums".
4. Under the breakdown, **points to note** lists anything each quote flagged (for example conditions or exclusions read from the PDF).

## 7. Record your recommendation and save




Recommendation panel, client link and quote order.

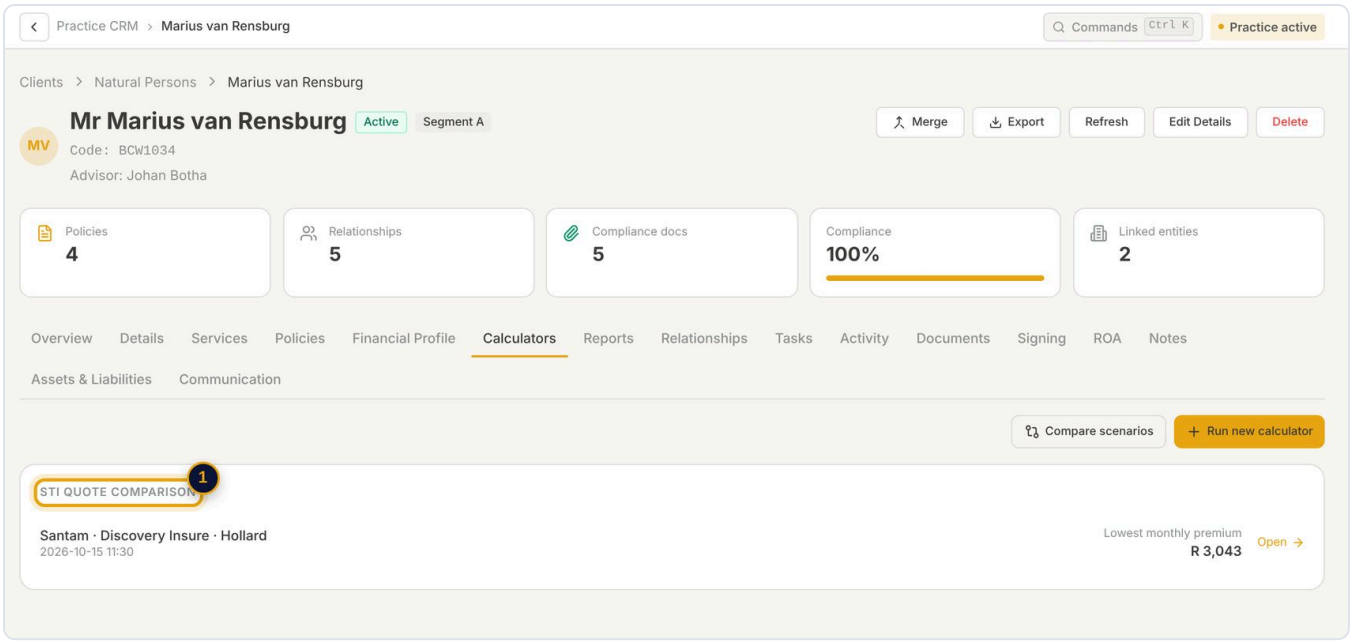
1. Choose the **Recommended insurer**. Only quotes that add up are offered. The quote card then shows **Recommended**.
2. Explain your reasoning under **Why**.
3. Add any **Notes**.
4. Change **Client** when a prospect becomes a client, or to correct the link. The comparison moves to that client's Calculators tab.
5. Under **Quotes**, use the up arrow to show a quote first, **Edit** to correct it, or the bin to remove it. Then click **Save**.

**TIP** The recommendation block is printed on the client PDF only when **Why** or **Notes** has text, so always write a reason.

## 8. Download the client report

1. Save, then click **Download PDF**. The report is titled "Short-Term Insurance Quote Comparison" and carries your practice's letterhead.
2. It contains a summary of totals, the cover compared section by section, points to note and your recommendation. Quotes that still need checking are left out.
3. If no quote adds up yet, the download is refused with "Correct the figures marked 'Needs checking' first".
4. There is no email button on the comparison. Send the downloaded PDF to the client yourself.

## 9. Find saved comparisons on the client




The client's Calculators tab lists their quote comparisons.

1. Open the client and go to the **Calculators** tab. Their comparisons are under **STI Quote Comparison**, with the insurers, date and lowest monthly premium. Click **Open** to reopen one.
2. The original quote PDFs are in the client's **Documents** tab.

## Questions

**Should I use this for a renewal?**

Use Quote comparison for new business or when you remarket a client to other insurers. For an existing policy's renewal, use Tasks › Renewals: it compares the current and renewal schedules, flags dropped cover and gaps, and can email the summary to the client.

**Why is a quote missing from the comparison?**

Its sections do not add up to its total. It is listed under Needs checking. Correct the figures and save.

**Why is no quote marked Lowest?**

Marks need at least two quotes that add up with different totals and a stated premium period. Set Premium is to Monthly or Annual under Edit.

**Can I compare for a prospect?**

Yes, once they are captured as a prospect client. Re-link the comparison later if needed.

**How many quotes can I compare?**

Two to five per comparison.

### Ask Stakr

Stuck? Open **Ask Stakr** in the sidebar and ask in your own words, for example:

- Where do I find the short-term quote comparison?
- Why does a quote say Needs checking?
- How do I group an insurer's section name under Motor?
- Why is my recommended insurer not on the PDF?
- Where are saved quote comparisons for a client?