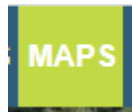


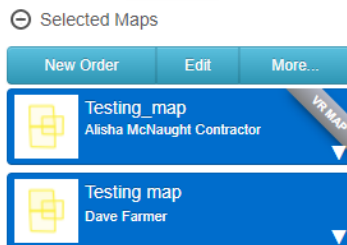
HOW TO

CREATE A VARIABLE RATE ORDER

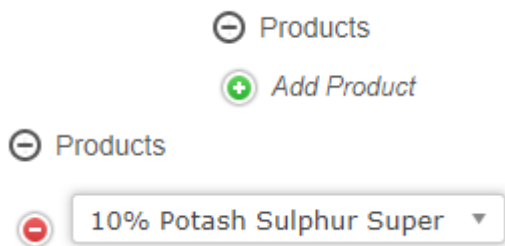
To create a variable rate order first you need a variable rate map and a standard map. If you don't have these please refer to the "How to create a variable map guide".



1. Login to TracMap online, at the top of the page select 'MAPS'.



2. In your maps tab, select both your variable rate map and your standard map. From here you can select the blue "New Order" button. This will take you through to the new order screen.



3. Here you can select your products and coverage as you would in any normal order. As you can see, when you select a product it will no longer ask you for a rate, as the rates are carried on the variable rate map. Once you've selected coverage and a product or products, you can now submit your order like normal and assign it to a vehicle.

