

Motor Insurance Database Application System
(MIDAS)

A 4th Directive Solution from
Motor Data Solutions Ltd

Your partner for MID compliance

MIDAS User Manual
For
Policyholders

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Introduction

Thank you for choosing to use the MIDAS system to supply your data to the Motor Insurance Database.

MIDAS is the product of almost a year's design and development by Motor Data Solutions and is intended to provide you with the most effective and intuitive solution for supplying data to the MID under the requirements of the 4th EU Motor Insurance Directive.

We have designed MIDAS to be capable of supporting policyholders, brokers, agents and insurers alike. However, the way in which you use it, the features you find most useful, and the issues which are most likely going to be of interest to you vary by different type of user.

We have therefore created a number of different user manuals: this version is the

Single-Site / Small-to-Medium Policyholder

MIDAS User Manual. Other user manuals are available for:

- ◆ Insurers
- ◆ Brokers / Agents
- ◆ Larger or multi-site Policyholders
- ◆ Spreadsheet-only users
- ◆ Unattended file transfer users
- ◆ Policyholders not using the Internet

Points to Note

The screen shots included in this manual show our own logo and contact details. In some cases, we have agreed with Insurers that the screens will be branded to their own organisations. Clearly, as this is a generic manual, we can't show all the variations. However, the layout of the screens, the functionality and all the details for using the system are exactly the same, irrespective of how it is displayed.

We assume that readers of this manual, and users of the MIDAS system, are generally familiar with the operation of the Internet, Windows and PC's. If not, we do ask that you initially contact your local support staff, or your supplier, for help and advice, as we cannot

Further Information

If you want to know more about the 4th EU Motor Insurance Directive, visit our web site www.motordatasolutions.co.uk, or send us an email at enquiries@motordatasolutions.co.uk.

Gaining access to the system

From your browser, go to the MIDAS website (www.motordatasolutions.co.uk) and click on the link entitled MIDAS.

You will be taken to our test website, which is shown below: this is entirely free to use, and all we ask is that you register your organisation's basic details to gain access.



As you are not yet registered, click on the "Register" button.

When you complete your registration, you will be sent an email confirming your user id and password. Should you ever forget these, simply either enter your email address, or your username, in the lower two boxes, and click on "Forgotten Password" to be sent your details.



You will then be presented with the screen shown here – please take a few minutes to read the information presented before clicking on the "Continue" button.

As you will note, and as explained in the introduction to this user manual, MIDAS has been designed for use by both brokers and their clients. Please read the instructions in this manual, and the on-screen help, to use this as a policyholder.

Once you've clicked on "Continue" the following screen will be shown: this screen allows you to enter essential information about your organisation and you as a client.

Some of the fields are mandatory and must be entered – some are optional. Against each field is an "information" icon which, if clicked, takes you to a help screen which explains what the values are that you must enter in to the field.

M.I.D.A.S
Registration Details

You may click on the to get help on each field

Please note: Fields marked with * are mandatory

Company Name *	Paul Phoenix Ltd	
Number and Street *	254 Lifford Drive	
Area / Borough	Jersey Training Estate	
Town / City	St Helier Jersey	
County	Jersey	
Postcode *	JE23 7YD	
Telephone *	01482 202210	
Fax	01482 202219	
Email *	jan@jerseytrainingestate.co.uk	
Contact Name *	Mrs J Down	
Choose a Username *	jdow	
Choose a Password *	password	
Confirm Password *	password	

We would be very grateful if you could answer the following questions:

How did you hear about this system?

Do you use a vehicle / policy management system?

If yes, please specify supplier:

Your Licence Key: 7706 - 6844 - 7722 - 840011

Please enter the above key into the text box below.
Make a note of the licence key as you will need to quote it should you wish to continue using MIDAS after the initial 30 day trial. By entering the licence key, you are agreeing to the terms and conditions of the licence.
Please [click here](#) to view the licence terms and conditions.
Please [click here](#) to view our privacy policy.

Enter Licence Key:

You must choose a username and password. These can be anything you like – the username must be unique and you will be told if it isn't, and will have to choose another one.

MIDAS Registration - Microsoft Internet Explorer

Telephone: 01482 202210

Fax: 01482 202219

Email: jan@jerseytrainingestate.co.uk

Contact Name: Mrs J Down

Choose a Username: jdow

Choose a Password: password

Confirm Password: password

We would be very grateful if you could answer the following questions:

How did you hear about this system?

Please specify your account type:

Do you use a vehicle / policy management system?

If yes, please specify supplier:

Your Licence Key: 7706 - 6844 - 7722 - 840011

Please enter the above key into the text box below.
Make a note of the licence key as you will need to quote it should you wish to continue using MIDAS after the initial 30 day trial. By entering the licence key, you are agreeing to the terms and conditions of the licence.
Please [click here](#) to view the licence terms and conditions.
Please [click here](#) to view our privacy policy.

Enter Licence Key:

Once you've filled in your details and chosen a username, we ask you a couple of questions which may help us help you in future if you have any technical issues.

Finally, we ask you to fill in the unique licence key. If you have already been supplied with a licence key on a letter from us or from your Insurer, you should use that one instead.

Many policyholders will be using MIDAS under an arrangement agreed between MDS and the relevant insurer, whereby the Insurer has agreed to pay for the use of the web site and the data transmission. In this case, each policyholder will be issued with a licence to use the system which should have been included in correspondence from your Insurer. If you have not received a licence key, please contact us using the contact details on the last page of this manual.

If you just want to evaluate the system for 30 days, just enter the licence key presented.



If you have to pay for your own licence:

The licence is valid for 30 days unless otherwise stated. You must arrange to pay us within 30 days to extend the licence.

Once you have completed your registration, we will send you an email confirming the details, which we also display in Click on the "Continue" link to proceed to use the system.

Setting your vehicle schedule up

Once you have entered the system, you will be presented with the following screen



MIDAS is a client system, which allows you either to act as a agent, in which case you will want to set up several clients, or as a policyholder, in which case the only client you have is yourself.

If you are a Policyholder, and want to set up yourself only as the sole client, then proceed by clicking on "New client"

In this example, you are the policyholder, so you have decided to set yourself up as a single client. You do not need to repeat all the information from the registration screen if this is the case. The only items of information you must complete are a site reference (which we have called "1" here), the site name ("Myself"), the policy renewal date, whether or not you are a Motor Trader, the Insurer you are insured with and the policy number of the insurer.

If you wish to enter the data manually, then leave the “agent” radio button clicked. If you want to manage your data using an Excel spreadsheet, then click the “client” radio button. You can try both methods, and change your mind later if you wish, so the choice is not important at the moment. We suggest that you leave the “agent” button selected.

Click on the “Add Client” to finish – the system will inform you if there are any mandatory fields which you have not filled in.

If you intended to maintain a spreadsheet and simply upload this occasionally to MIDAS, you must have entered an email address, as the details of where you obtain a spreadsheet, how to log in to upload it, and other points of information, will be emailed to you automatically.

Having created “myself” as a client, you can now proceed to the main data entry screen. As with all MIDAS screens, you are only a click away from sending us an email, or getting help on-line. Each screen has its own name – this screen is called “Main Section”. If you ever have a problem, you can tell us which screen you are looking at.

The name of your company is displayed on the right hand side, under the logo.

Across the screen you will see the reference you gave to yourself as a client (“1”), your name (“Myself”), the fact that you are acting as your own agent, who your insurer is, what the policy number is, when the list of vehicles was last updated, when the policy is due for renewal, how many vehicles are on the policy at the moment (initially 0) and then some functions – “Schedule Update”, “Declarations” and “Transactions”.

The first screen to use is “Schedule Update” – this allows you to add vehicles manually to the list of vehicles you have insured on this policy.

Adding, changing and deleting vehicles

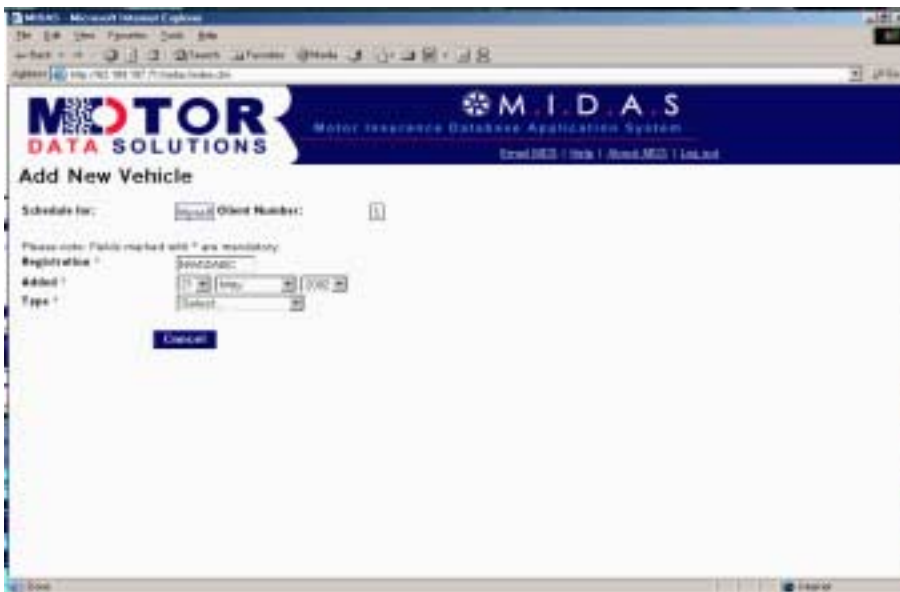


When you select the “Schedule” screen, it initially displays no vehicles.

To start adding vehicles, click the “Add New” button (there are two buttons, so that when you have a lot of vehicles, you can quickly locate the button either at the top or bottom of the screen.

When you click on “Add New” you will be presented with the “Add New Vehicle” screen.

If you don’t want to add any vehicles, you can either click the “Done” button and return to the “Main Section” or simply log out.

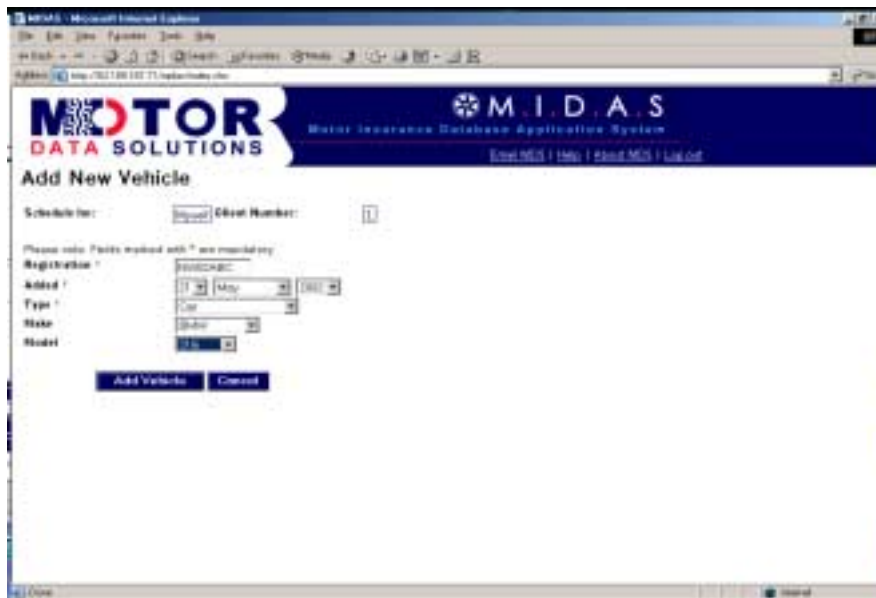


The first thing to enter is the vehicle registration (in this case, NW02ABC). Once it has been entered, it is automatically converted in to upper case and any spaces are removed.

The date that the vehicle was added to the system is automatically set at today’s date. You can amend this to be any date you wish.



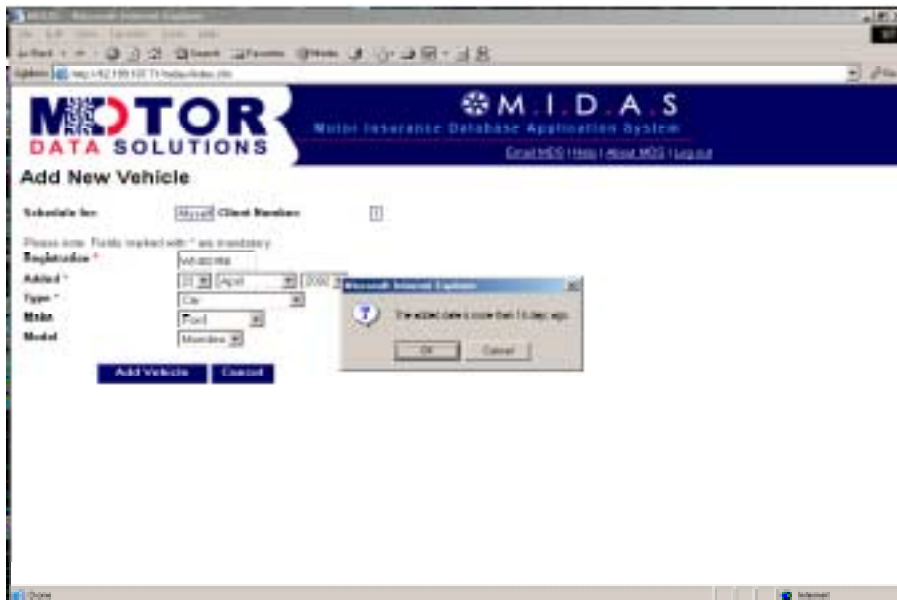
You must now select the type of vehicle which you want to enter. The list of types is not defined and may vary – a list of the typical values is shown above. In our example, we're going to choose to enter a Car.



We've chosen to add a BMW 316i from the list of available makes and models. If your make is not shown, or your model is not there, you can simply leave the details blank and email us with the details of the missing vehicle type – we'll add those on straight away and send you an email back, letting you know that you can now update the correct type.

It has been agreed by all the major insurers that, as an anti-fraud measure, attempts to change details on vehicles for dates more than 14 days ago should be identified and indicated to the end user. Although these changes are stored by MIDAS, they will only be shown on the MID after your insurer has had an opportunity to review and agree that the change can go forward.

The screen below shows the details of another vehicle being added to the database for a date over 14 days ago. The warning message is displayed to the user.



Simply click on the "OK" button to continue sending the information to the MID.

If you have made a mistake with the date, then click on "Cancel" and amend the information before continuing.



The screen has now changed back to the "Manage Schedule" screen, and the vehicle you've just added has appeared in the list. You can delete the vehicle from your list using the "delete" button, or update the details using the "Update" button.

Also within this screen, you can order the vehicles by either Registration Number or by the date of the last update, to help you more easily find the one you're looking for.

Checking back on changes

You can also click on the “Transactions” link to see a history of changes that have been made – you can print a copy of this screen if you need to demonstrate to any enquirer that a particular change was made on a particular date. This screen can also be sorted either by VRM or by date of the update.



Once you've completed adding vehicles, you can return to the main screen by pressing "Done".

This now shows you that there is a single vehicle on the schedule, and you can go back to the Schedule and add, edit or delete vehicles as often and whenever you like.

Printing out a “Declaration”

You can also get a list of the vehicles on your schedule of vehicles by clicking on the “Declaration” button. This takes you to the screen shown below:



This recaps the essential information about the policy and lets you send an email to the Insurer if you need to do so. More importantly, it also allows you to view the schedule and to print it.



If you choose to print the schedule, you will be prompted to send yourself a reminder in about a week's time to remind you that the schedule needs to be sent off to the Insurer or to your Broker.



If you choose to print the schedule, the details will be displayed in a Declaration window, and the Windows print dialogue will be started, prompting you to print to your normal printer. You can change which printer you want to use, then print out the details, or cancel if you don't want to print.

Handling Errors

Also from the Main Section, you can click on a link “Errors”.



As all vehicles are validated by the Motor Insurance Database, when they are loaded, against DVLA it is possible that the registration number you entered is either incorrect, belongs to a vehicle which has been scrapped or one which has been exported.

If a problem of this sort is detected, we will indicate it to you. In the example above, our BMW has been identified as being “Not found” on DVLA.

Changing your details

From the “Main Section” you can also update your own profile.



If you want to have reminders about making changes to the declaration for your broker or insurer sent to someone else in your organisation, then you can enter their email addresses here. Similarly, if someone else other than you fills in the details of the vehicles actually on cover, you can insert in the “standard text for declarations” section the appropriate directions and instructions telling them what to do.

If you want to change your username or password, you can do so but you will need to have your licence key to hand again to do so

From the Main Section, you also have a link called “Client Policies” – this allows you to print out the details of any clients you have set up. As a single site / single company policyholder, this link is not likely to be relevant.

Feedback

We welcome feedback not only on our website and manuals, but more generally in connection with the Motor Insurance Database.

Please let us have your feedback by emailing us at:

feedback@motordatasolutions.co.uk