National Fleet Database FLEET OWNERS MANUAL

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2 PURPOSE

This document is a user friendly guide to help you the FLEET OWNER comply with National legislation, quickly, efficiently and at no cost. The road traffic act 2009 requires details (registration numbers) of all motor vehicles insured in the State to be made available to the Minister for Transport. This is a user's manual only but we would like to take the opportunity to emphasise to all fleet owners the importance of completing the requirements outlined below.

3 NATIONAL FLEET DATABASE (NFD)-OVERVIEW

The NFD (www.nfd.ie) is designed to add fleet registration numbers into the existing Automatic Number Plate Recognition (ANPR) system which already holds the registration numbers of all privately owned vehicles.

The NFD provides an internet link for fleet owners/managers to upload fleet registration numbers.

To upload your registration numbers you will need a unique identifier (UID).

3.1 UID

The proposed UID is an identifier comprised of letters and digits used to identify your fleet policy. Your current insurer will supply you with your UID and password for the National Fleet Database.

- 1. Already insured fleet owners will be required to use the UID they are provided with to login and upload their fleet vehicle registrations.
- 2. Brand new fleet owners must register with the system first and inform the system of their vehicle registrations;

4 FLEET OWNER FUNCTIONALITY OVERVIEW

4.1 REGISTERING ON THE NFD SITE

The first time a user goes to www.nfd.ie they must register on the site in order to update their personal information. They can do this by clicking on the "<u>Not Registered? Click here to Register</u>" link on the page, shown below.

Νατιοναι	FLEET DATABASE		
UID:			
Password:			
Log	n		
Not Registered? Clic	<u>c here To register</u>		
Forget Passwor	d? Click here		

This will direct the user to the registration page shown in the following screen shot

Floot Management Registration	
Heet Management Registration	Note: If you are currently insured a Unique ID (UID) is supplied by your
UID:	insurer/broker. If you are currently insurerd and you do not have a UID please
Password:	contact your insurer/broker.
Company:	If you are currently seeking insurance and have never had a UID, the system can
First Name:	generate a UID for you, in this instance please tick the "I do not have a UID" box
Surname:	I do not have a UID
Email:	Please select your category below
Work Phone:	1. If you are a fleet owner and have one fleet please tick Fleet Owner
	If you manage several fleets or are a fleet manager/broker please tick
Mobile Phone:	Broker
Address Line 1:	I Fleet Owner
Address Line 2:	Broker
	Penister

As a fleet owner, you will have been issued with a UID and a password, please enter your details into the screen and click register. The following fields are mandatory

- 1. UID
- 2. Password

- 3. Company name.
- 4. First name.
- 5. Surname.
- 6. Email.
- 7. Work phone.
- 8. Mobile phone.
- 9. Address line 1.
- 10. Address line 2.
- 11. County.

If registration is a success then the following screen will be displayed

NATIONAL FLEET DATABASE	User: 2J2 <u>Log Out</u>
Home	
REGISTRATION COMPLETE Congratulations on your succesful registration. Your UID is: " 2J2 " You will need this to log on to the National Fleet Database in future.	
Please dick on the home button to get started	
Version: 1.0.1	

Clicking on the home button will direct you to the following screen.

🖉 Home Page - Windows Internet Explorer	
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Home Fleet Brokers Statements Fleet Transfers	My Details
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My Fleet My Brokers My S	tatements Fleet Transfer
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On the homepage you have four distinct options available to you

- 1. My Fleet: This section of the site allows you to enter, delete, and/or update your current fleet
- 2. Brokers: You can assign a maximum of two brokers to your fleet who can manage your fleet for you
- 3. My Statements: This section of the website allows you to print and/or download a statement containing details of your fleet over a set period of time
- 4. Fleet Transfer: You can if required transfer your entire fleet to another fleet using the UID of the other fleet or accept vehicles from another fleet.

4.2 UPDATING MY FLEET

Once a fleet owner logs on they will be directed to the homepage as previously mentioned, the user can update their fleet by clicking on the "My Fleet" option on the homepage. This will direct the user to the following screen.

🌈 Fleet Manage	nent System - Windows Internet Ex	lorer			
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File 🔌 🗙 📆	•				
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<i> Fleet Manageme</i>	nt System		6	🔹 🔝 🗉 🖶 🔹 Page -	Safety 🕶 Tools 🕶 🕢 👻
					<u>^</u>
ΝΔΤ	ONAL FLEET DATABA	SF		Us	er: 2H5 <u>Log Out</u>
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Home	Fleet Brokers Statements	Fleet Transfers			My Details
	Fleet: 2H5				
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	Status 0		Last Update	01/01/0001	
	Date Range From		Date Range To		
	Registration Number		Search		
	If you have a file of vehicle registrati	ons upload it here			-
	Browse	Upload Attachment	2		
	View the List of your Fleet Registratio	ns below:		Export to Excel	
	No Vehicles Found				
	Registration Make Model	Renewal Date Ye	ar Payload Usage Litre	Entered Date	
			Sel 💙 Sel 💙	01-12-2010 Save	
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4.2.1 Adding a vehicle

From the "My Fleet" screen, the user can simply enter the details of a vehicle in their fleet under current registration list and click the "Save" button. Alternatively, the user can load a file of registration numbers in a 'csv' file format. The format of this file is simply a list of registration numbers as shown below only registration numbers should be provided when using excel list

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To save an excel sheet as a csv file click on "file -> save as" select other formats and select 'csv' format as indicated below. Once save on your system, select browse in the fleet page on the NFD site and navigate to the location of the excel file and select open, then select upload attachment – this will then populate the current registration list with the data provided in the excel spreadsheet.



4.2.2 Removing a Vehicle

Removing a vehicle can be done by clicking on the corresponding "Remove" button in the current registration list. This will prompt the user to confirm they wish to remove a registration from their fleet as illustrated in the following screen.

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If you confirm the deletion of this vehicle then if will be flagged as uninsured by the NFD to the Gardai.

4.2.3 How to ensure your vehicles will not be stopped by the Gardai

- If you are currently insured your data will be automatically transferred to the ANPR system.
- If you are changing insurer or are a new fleet you should inform your new underwriter of your UID and your data on the ANPR system will be changed automatically to reflect your new insurer. (It is important that you inform your new insurer of your UID immediately, otherwise your vehicles may be stopped by the Gardai)

<u>NOTE</u>

It is very important that you keep your fleet information up-to-date on the NFD so as to avoid business disruption such as:

- Having your vehicles stopped or impounded by the Gardai
- Receiving summonses for vehicles that are no longer yours
- Being prosecuted under RTA 2009

Our recommendation is that as soon as you change even one of the vehicles in your fleet, (buying or selling) that you upload that information to the NFD that day. It will take you at most 2 minutes!

4.3 BROKERS

If you wish to assign a broker to manage your fleet you can do so by entering the brokers UID into the textbox and clicking the "Assign" button.

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4.4 PRINTING STATEMENTS

The fleet statement screen allows you to view the history of your fleet, print and export this information.



The grid shows the number of vehicles in your fleet over time while the table below the grid gives details of your vehicles.