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NATIONAL FLEET DATABASE  
**FLEET OWNER/MOTOR TRADER MANUAL**

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## 2 PURPOSE

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This document is a user friendly guide to help you the FLEET OWNER/MOTOR TRADER comply with National and European legislation, quickly, efficiently and at no cost. The Road Traffic Act 2010 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

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

The NFD is a website ([www.nfd.ie](http://www.nfd.ie)) for fleet/motor trader owners/managers to upload fleet registration numbers.

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

### 3.1 UID

The UID is a unique identifier comprised of letters and digits used to identify **your** policy. Your broker/insurer will supply you with your UID and password for the National Fleet Database.

1. **IF YOU ARE ALREADY INSURED YOU WILL BE PROVIDED WITH A UID BY YOUR BROKER/INSURER.**
2. Brand new fleet/motor trader owners can register with the system first and inform the system of their vehicle registrations. You will not appear as insured however until you have been underwritten by an authorised insurer.

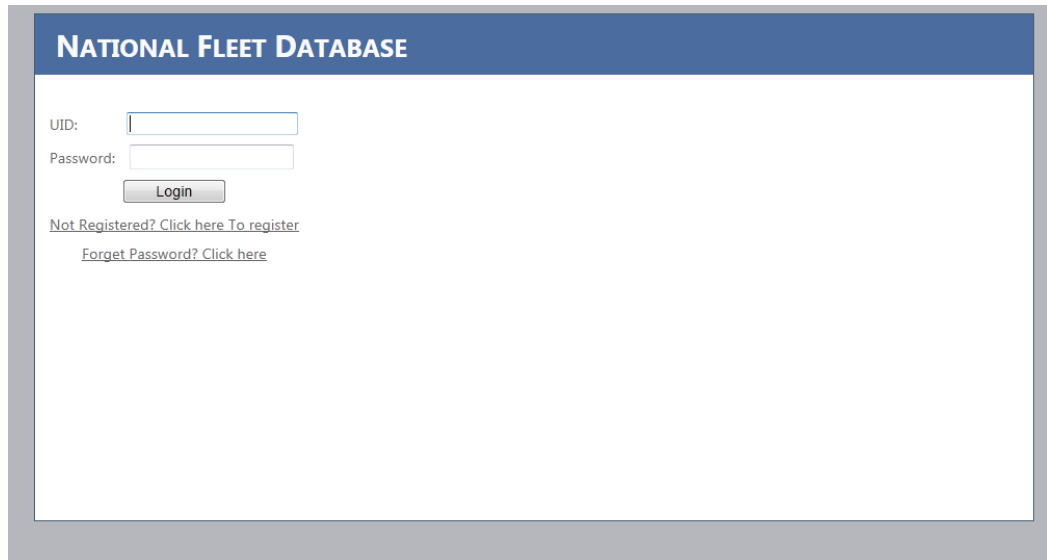
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## 4 FLEET OWNER FUNCTIONALITY OVERVIEW

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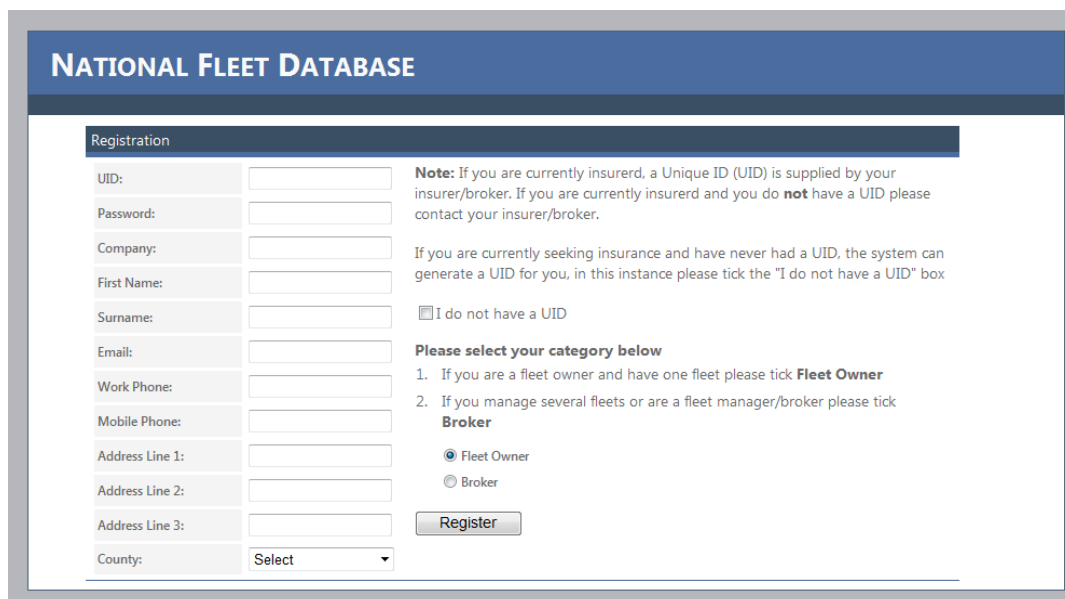
### 4.1 REGISTERING ON THE NFD SITE

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



The screenshot shows the login interface for the National Fleet Database. It features a blue header with the text "NATIONAL FLEET DATABASE". Below the header, there are two input fields: "UID:" and "Password:". A "Login" button is positioned below the password field. Underneath the login fields, there are two links: "Not Registered? Click here To register" and "Forget Password? Click here".

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



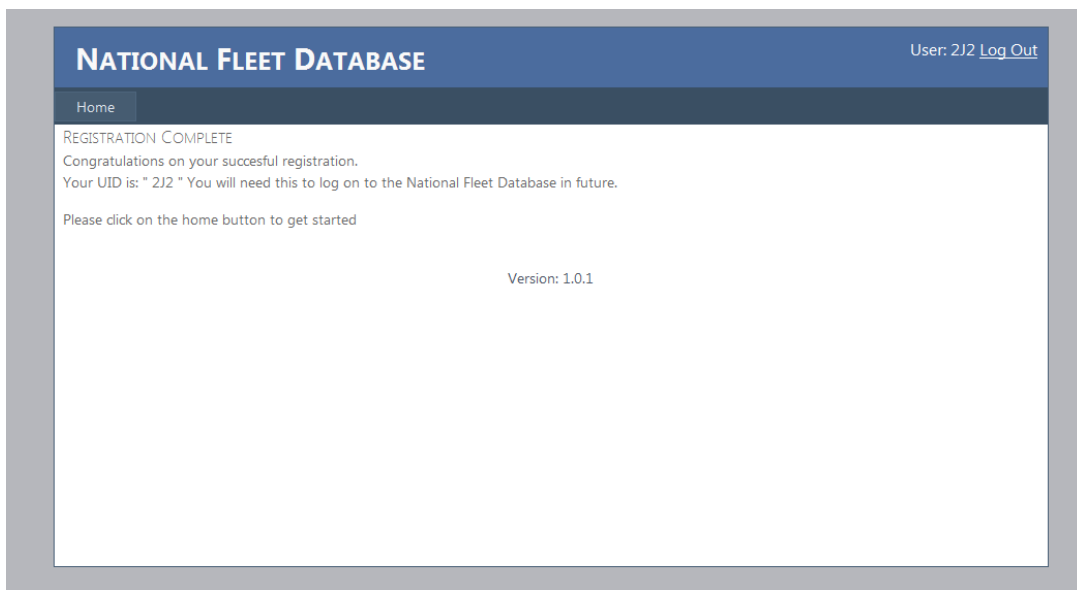
The screenshot shows the registration page for the National Fleet Database. It features a blue header with the text "NATIONAL FLEET DATABASE". Below the header, there is a "Registration" section with a dark blue background. The registration form includes several input fields: "UID:", "Password:", "Company:", "First Name:", "Surname:", "Email:", "Work Phone:", "Mobile Phone:", "Address Line 1:", "Address Line 2:", "Address Line 3:", and "County:" (a dropdown menu with "Select" as the current value). To the right of the form, there is a "Note" and a "Please select your category below" section. The "Note" states: "Note: If you are currently insured, a Unique ID (UID) is supplied by your insurer/broker. If you are currently insured and you do **not** have a UID please contact your insurer/broker." The "Please select your category below" section lists two options: "1. If you are a fleet owner and have one fleet please tick **Fleet Owner**" and "2. If you manage several fleets or are a fleet manager/broker please tick **Broker**". There are two radio buttons: "Fleet Owner" (selected) and "Broker". Below the radio buttons is a "Register" button.

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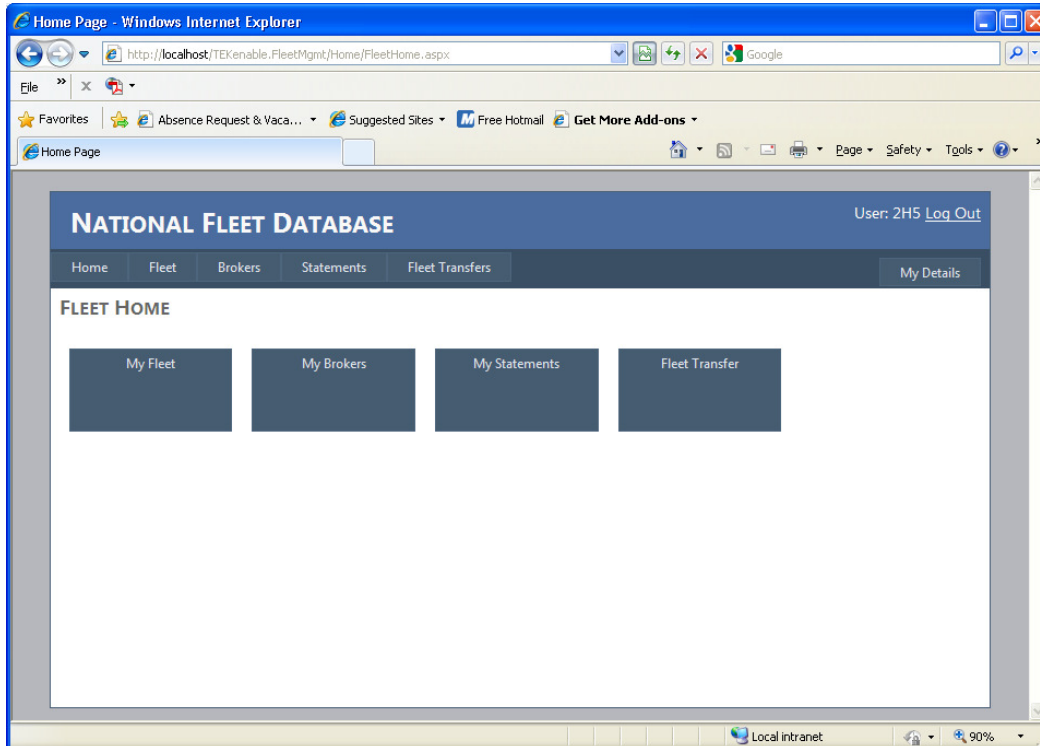
As a fleet owner/motor trader, you will have been issued with a UID and a password, please enter your details into the screen and click register. The following fields are mandatory:

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.



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

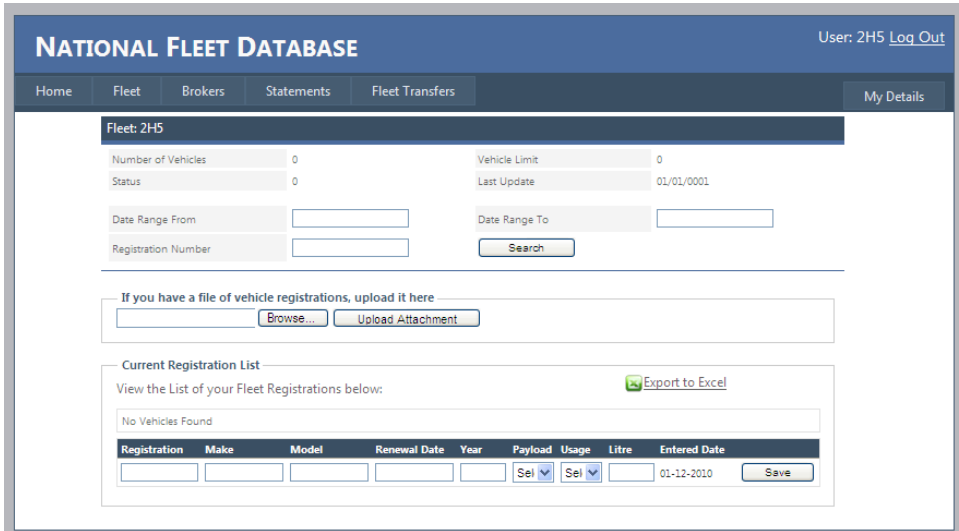


On the homepage you have four distinct options available to you:

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.

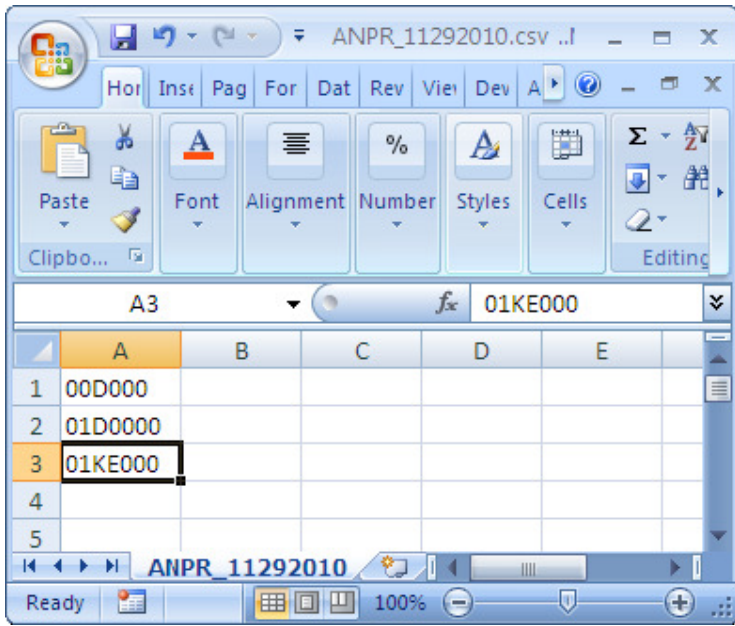
## 4.2 UPDATING MY FLEET

Once a fleet owner/motor trader 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.

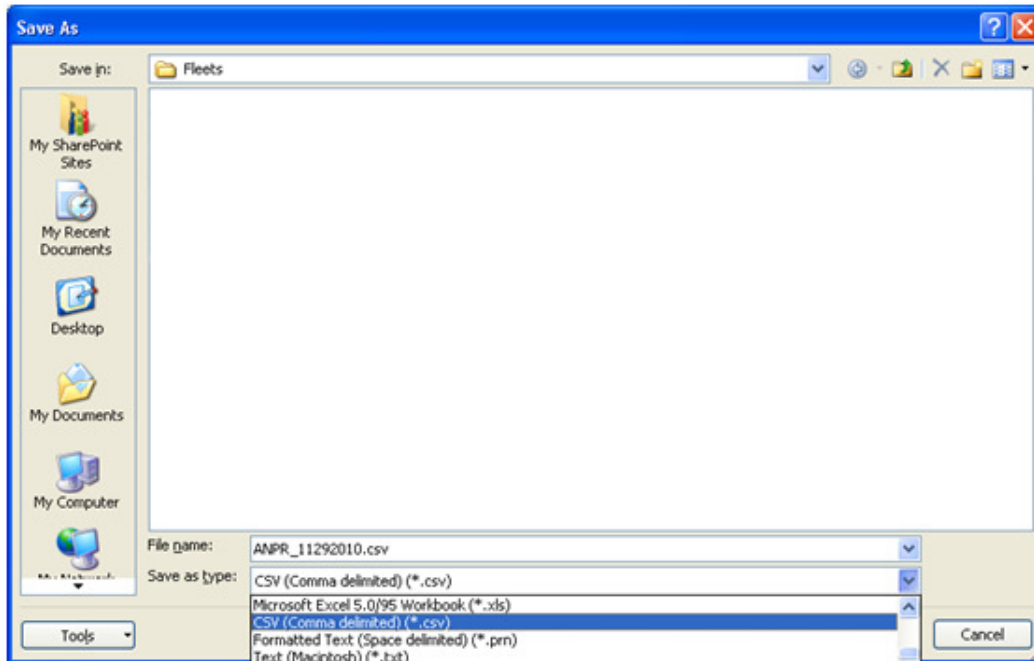


### 4.2.1 Adding a vehicle

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.



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 saved on your system, select browse in the fleet page on the NFD site and navigate to the location of the excel file. 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.

**It is recommended that you update the NFD whenever vehicles are added or removed from your fleet, or your custody or control as a motor trader. This will ensure your vehicles, or the vehicles you are responsible for are not stopped by the Gardai.**

**NATIONAL FLEET DATABASE** User: fleet Log Out

Home Fleet Brokers Statements Fleet Transfers My Details

**Fleet: fleet**

Number of Vehicles: 3      Vehicle Limit: 2  
 Status: Insured      Last Update: 01/12/2010

Date Range From:       Date Range To:

Registration Number:

If you have a file of vehicle registrations, upload it here:

**Current Registration List**

View the List of your Fleet Registrations below:

Reg.	Make	Model	Renewal Date	Year	Pay Load	Usage	Litre	Entered Date	
02k9421	Toyota	Corolla	01-01-0001	2010	Comp	Private Motor	2.00	29-11-2010	<input type="button" value="Remove"/>
10D002			01-01-0001	0	Comp	Private Motor	0.00	29-11-2010	<input type="button" value="Remove"/>
223	T	t	01-01-0001	2010	Comp	Private Motor	2.00	01-12-2010	<input type="button" value="Remove"/>

**CONFIRM DELETION** x

Please confirm you wish to delete this registration.



If you confirm the deletion of this vehicle then it 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

- Make sure all your vehicle registrations are on the NFD.
- If you are insured your data will be automatically transferred to the Garda ANPR system once you have uploaded it to the NFD.
- If you are changing insurer or are a new fleet or motor trader 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 will be stopped by the Gardai)**

#### **NOTE**

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
- Being prosecuted under RTA 2010

Our recommendation is that as soon as you change even one of the vehicles in your fleet that you update 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.

The screenshot shows the 'NATIONAL FLEET DATABASE' web application. At the top right, it says 'User: fleet Log Out'. Below the header is a navigation menu with 'Home', 'Fleet', 'Brokers', 'Statements', 'Fleet Transfers', and 'My Details'. The main content area has a section titled 'Assign New Broker' with a text input field for 'Broker ID:' and an 'Assign' button. Below this is a section titled 'MY BROKERS' which contains two columns of 'Broker Detail' information. The first column shows a broker with the following details: Company: broker ltd., Status: Assigned, First Name: testing, My Broker Since: 17/08/2010, Surname: broker, Last Activity: 26/08/2010, Address Line 1: Apt 2, Email: broker@gmail.com, Address Line 2: Main Street, Work Phone: 1234567, Address Line 3: Bray, Mobile Phone: 87654321, and County: 0. The second column shows a similar set of fields but with empty values.

## 4.4 PRINTING STATEMENTS

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

**NATIONAL FLEET DATABASE** User: fleet 2 [Log Out](#)

Home Fleet Brokers Statements Fleet Transfers My Details

Statements

Date Range From  Date Range To   Current Vehicles

**Fleet Statement**

Name: John Smith  
Fleet ID: fleet 2  
Address Line 1: Main Street  
Address Line 2: Bray  
Address Line 3:  
County: Mayo  
Mobile Phone: 834634  
Email: john.smith@gmail.com  
Current Vehicles Total: 4

Number of Vehicles

Registration	Make	Model	Year	Pay Load	Usage	Litre	Entered Date	Active
01D12345	T	T	2010	Comp	Private Motor	1.00	13-01-2011	True
03KE1234			0	Comp	Private Motor	0.00	13-01-2011	True
10D3456			0	Comp	Private	0.00	13-01-2011	True

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