



# Motor Insurance Database (MID)

## How To Guide

**For Policyholders**

|| External ||

# Executive Summary

This training guide provides a step-by-step explanation with screenshots on how to navigate the new **Motor Insurance Database portal (MID)**.

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

# Executive Summary

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

The below are the recommended browsers and versions to ensure optimised user experience.

NFR – Provided versions	Latest 2 versions
<b>Browser versions (Windows)</b>	
Microsoft Edge current version	Version 133.0xxxx Version 134.0xxxx
Google Chrome current version	Version 134.0xxx (Stable) Version 135.0xxx (Beta)
<b>Browser versions (Mac)</b>	
Safari current version	Safari 18.3 Safari 17.6
Google Chrome current version	Version 134.0xxx (Stable)
<b>Mobile Devices</b>	
iPhone SE 3 <sup>rd</sup> Generation	iPhone 16 iPhone 15
iPad 9 <sup>th</sup> Generation	iPad 11 <sup>th</sup> Generation iPad 10 <sup>th</sup> Generation
N/A	Android 14 Android 15
<b>Operating System</b>	
Windows 11	Windows 10 Windows 11

# Content Agenda

Executive Summary
Contents
Add a vehicle
Manually add a vehicle
Amend a vehicle
Delete a vehicle
Search for a policy
Split by location
Manage locations
Add a location
Sort vehicles by date
Check on/off cover
Bulk upload
Compare and amend
Download vehicle schedule
Print vehicle schedule

#	Slide(s)	Item
1	5-9	<a href="#">How to add a vehicle</a>
2	10-13	<a href="#">How to manually add a vehicle</a>
3	14-18	<a href="#">How to amend vehicle details</a>
4	19-21	<a href="#">How to delete a vehicle</a>
5	22-26	<a href="#">How to search for a policy</a>
6	27-28	<a href="#">How to split by location</a>
7	29-31	<a href="#">How to manage locations</a>
8	32-34	<a href="#">How to add a location</a>
9	35-36	<a href="#">How to sort vehicles by date</a>
10	37-28	<a href="#">How to check vehicles on/off cover</a>
11	39-49	<a href="#">How to bulk upload</a>
12	50-54	<a href="#">How to compare and amend</a>
13	55-56	<a href="#">How to download a vehicle schedule</a>
14	57-59	<a href="#">How to print a vehicle schedule</a>

How to...

add a vehicle

# How to add a vehicle

Note: when a user is logged into the MID but is inactive, after 20 minutes the system will timeout and the user will have to log back in again. The system will prompt the user if they wish to remain logged in, click on Continue to stay logged in for a further 20 minutes.

1. On the policy details page click on 'Add Vehicles'.

### List of vehicles

Split by locations

+ Add Vehicles
Bulk upload
Compare & Amend
Download
Print

Vehicle On-Cover
Vehicle Off-Cover

This policy has **4 vehicles on-cover**

Reg No	Make	Model	On Date	Off Date	Cover	Type	Status	Actions
<a href="#">AE23RWV</a>	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN	On Cover	<a href="#">Delete</a>
<a href="#">LR22VZP</a>	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	<a href="#">Delete</a>
<a href="#">LR23ZDW</a>	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	<a href="#">Delete</a>
<a href="#">VO69ZJJ</a>	HONDA	HONDA 324	24-09-2025	24-10-2025	COMP	PLANT	On Cover	<a href="#">Delete</a>

Results per page: 10
Showing 1 to 4 of 4 vehicles
← BACK 1 of 1 NEXT →

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

# How to add a vehicle

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule  
amend

2. Select vehicle type from the drop-down box and enter the vehicle registration number.

**Add vehicle**

**Find Vehicle**

\*Vehicle type:

\*Vehicle registration number:

Format of registration number

**Add**

- PRIVATE CAR
- COMMERCIAL VEH/VAN
- COACH/MINIBUS
- AGRICULTURAL
- PLANT
- TRAILER

# How to add a vehicle

3. Fill in the fields marked with an \*. The system will automatically update the Make and Model of the vehicle. The Road Registered Indicator (whether the vehicle is registered with the DVLA to drive on the road) will need to be filled in manually.

### Add vehicle

#### Find Vehicle

\*Vehicle type: PRIVATE CAR

\*Vehicle registration number:

Format of registration number

#### Vehicle details [Clear fields](#)

*Make: CITROEN	*Model: C1 SPLASH	Value: <input type="text"/> Enter in Pound(s)	Year of Make (YYYY): 2010
Engine Size (cc): 998	Derivative: <input type="text"/> Enter derivative		
*Road Registered Indicator: <input type="text"/> Select	Special Registration: <input type="text"/> Select		

Note: the system will automatically update the details of a vehicle following a check against the DVLA. If the vehicle has been registered recently, the data may not present.

[Executive Summary](#)[Contents](#)[Add a vehicle](#)[Manually add a vehicle](#)[Amend a vehicle](#)[Delete a vehicle](#)[Search for a policy](#)[Split by location](#)[Manage locations](#)[Add a location](#)[Sort vehicles by date](#)[Check on/off cover](#)[Bulk upload](#)[Compare and amend](#)[Download vehicle schedule](#)[Print vehicle schedule](#)

# How to add a vehicle

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

4. Select the cover for the vehicle from the drop-down box and input the 'On Date' and the 'Off Date' for the vehicle. Then click 'Add' to add the vehicle to the MID.

**Coverage details** [Clear fields](#)

**\*Cover**

Select
▼

**\*On Date**

dd/mm/yyyy
📅

eg: dd/mm/yyyy

**\*Off Date**

22/10/2025
📅

eg: dd/mm/yyyy

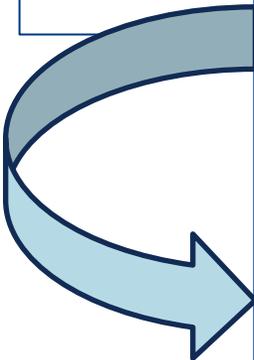
Cancel

Add

- ✓ Comprehensive
- Laid Up, Accidental Damage
- Laid Up, Damage, Fire & Theft
- Laid Up, Fire and Theft
- Third Party, Fire and Theft
- Third Party Only

Comprehensive
^

Note: when returning to the vehicle schedule page after successfully adding a vehicle the new vehicle will appear at the top of the list.



How to...

manually add a  
vehicle

# How to manually add a vehicle

1. When a vehicle cannot be found through looking up or the data is out of data, then a manual entry will be required. On the policy details page click on 'Add Vehicles'.

### List of vehicles

Split by locations

+ Add Vehicles

Format of registration number

Vehicle On-Cover

Vehicle Off-Cover

This policy has **4 vehicles on-cover**

Reg No	Make	Model	On Date	Off Date	Cover	Type	Status	Actions
AE23RWV	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN	On Cover	Delete
LR22VZP	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
LR23ZDW	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	Delete
VO69ZJJ	HONDA	HONDA 324	24-09-2025	24-10-2025	COMP	PLANT	On Cover	Delete

Results per page: 10
Showing 1 to 4 of 4 vehicles
← BACK 1 of 1 NEXT →

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

# How to manually add a vehicle

2. Select vehicle type from the drop-down box and enter the vehicle registration number. If the vehicle registration is not found, click on 'OK' to add the vehicle manually.

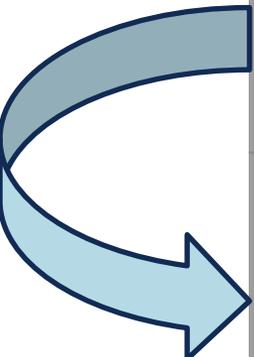
**Add vehicle**

**Find Vehicle**

\*Vehicle type  

\*Vehicle registration number

Format of registration number



 **Vehicle not found**

The vehicle details not found, please enter manually

[Executive Summary](#)[Contents](#)[Add a vehicle](#)[Manually add a vehicle](#)[Amend a vehicle](#)[Delete a vehicle](#)[Search for a policy](#)[Split by location](#)[Manage locations](#)[Add a location](#)[Sort vehicles by date](#)[Check on/off cover](#)[Bulk upload](#)[Compare and amend](#)[Download vehicle schedule](#)[Print vehicle schedule](#)

# How to manually add a vehicle

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

3. Enter the vehicle details and click 'Add'.

**Vehicle details** [Clear fields](#)

<b>*Make</b> <input type="text" value="Enter the make"/>	<b>*Model</b> <input type="text" value="Enter the vehicle model"/>	<b>Value</b> <input type="text" value="Enter the vehicle value"/> <small>Enter in Pound(s)</small>	<b>Year of Make (YYYY)</b> <input type="text" value="Enter vehicle year of make"/>
<b>Engine Size (cc)</b> <input type="text" value="Enter engine size"/>	<b>Derivative</b> <input type="text" value="Enter derivative"/>		
<b>*Road Registered Indicator</b> <input type="text" value="Select"/>	<b>Special Registration</b> <input type="text" value="Select"/>		

---

**Coverage details** [Clear fields](#)

<b>*Cover</b> <input type="text" value="Select"/>	<b>*On Date</b> <input type="text" value="dd/mm/yyyy"/> <small>eg: dd/mm/yyyy</small>	<b>*Off Date</b> <input type="text" value="02/08/2026"/> <small>eg: dd/mm/yyyy</small>
--	---	--

How to...

amend vehicle  
details

# How to amend vehicle details

1. On the policy details page click on the relevant vehicle registration number.

### List of vehicles

Split by locations  [Manage Locations](#)

ABC123

Format of registration number

[+ Add Vehicles](#) [Bulk Upload](#) [Compare & Amend](#) [Download](#) [Print](#)

[Vehicle On-Cover](#) [Vehicle Off-Cover](#)

This policy has **2 vehicles on-cover**

Location  [Reset filters](#)

Reg No	Make	Model	On Date	Off Date	Cover	Type	Location	Status	Actions
<b>LR22VZP</b>	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	--	On Cover	<a href="#">Delete</a>
<b>LR23ZDW</b>	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	--	On Cover	<a href="#">Delete</a>

Results per page: 10

Showing 1 to 2 of 2 vehicles [← BACK](#) 1 of 1 [NEXT →](#)

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

# How to amend vehicle details

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle**
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

2. Click on 'Amend'. This will allow the vehicle details to be amended.

## Vehicle details

✎ Amend

<b>Vehicle registration number</b>	<b>Type</b>
LR22VZP	PRIV

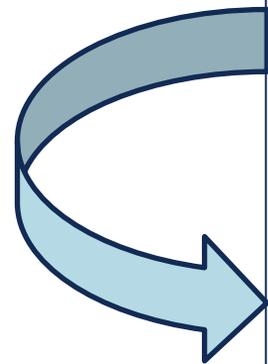
Vehicle registration number  
**LR22VZP**

\*Vehicle type: PRIVATE CAR (dropdown)

\*Effective Date: dd/mm/yyyy (calendar icon)  
eg: dd/mm/yyyy

Vehicle details [Clear fields](#)

*Make: AUDI	*Model: Q2 SPORT 30 TFS	Value: 123456 <small>Enter in Pound(s)</small>	Year of Make (YYYY): 2024
Engine Size (cc): 999	Derivative: Enter derivative		
*Road Registered Indicator: Yes (dropdown)	Special Registration: Select (dropdown)		



# How to amend vehicle details

2. Click on 'Update vehicle' once the amendments have been made to save any changes.

**Vehicle details** [Clear fields](#)

<b>*Make</b>	<b>*Model</b>	<b>Value</b>	<b>Year of Make (YYYY)</b>
<input type="text" value="AUDI"/>	<input type="text" value="Q2 SPORT 30 TFS"/>	<input type="text" value="12345"/> <small>Enter in Pound(s)</small>	<input type="text" value="2024"/>
<b>Engine Size (cc)</b>	<b>Derivative</b>		
<input type="text" value="999"/>	<input type="text" value="Enter derivative"/>		
<b>*Road Registered Indicator</b>	<b>Special Registration</b>		
<input type="text" value="Yes"/> <small>▼</small>	<input type="text" value="Select"/> <small>▼</small>		

---

**Coverage details** [Clear fields](#)

<b>*Cover</b>	<b>*On Date</b>	<b>*Off Date</b>
<input type="text" value="Comprehensive"/> <small>▼</small>	<input type="text" value="29/08/2025"/> <small>eg: dd/mm/yyyy</small> 	<input type="text" value="02/08/2026"/> <small>eg: dd/mm/yyyy</small> 

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

# How to amend vehicle details

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

4. When amending vehicle details, if the cover type is changed to any version of 'laid up' an error message will appear if 'Y' is selected for 'Road Registered Indicator' and the 'Update vehicle' button will be greyed out until the cover type or Road Registered Indicator is amended correctly.

The screenshot shows a form for amending vehicle details. The 'Plant type' is 'Fork Lift Truck'. The '\*Road Registered Indicator' is set to 'Yes'. The 'Special Registration' is 'Select' and the '\*Location' is '63-Delhi'. Under 'Coverage details', the '\*Cover' is 'Laid Up, Damage, Fire & Theft' (highlighted with a red box). The '\*On Date' is '30/10/2025'. At the bottom, there are links for 'Privacy & Legal Notices', 'About Cookies', 'Accessibility', and 'Terms of use'.

Note: the error message will read 'Vehicle can not be road registered for the selected cover type.'

This screenshot shows the same form but with the '\*Road Registered Indicator' set to 'Yes' (highlighted with a red box) and the '\*Cover' set to 'Laid Up, Accidental Damage'. A red error message is displayed below the indicator: 'Vehicle can not be road registered for the selected cover type'. The '\*On Date' is '05/11/2025' and the '\*Off Date' is '01/02/2026'. The '\*Location' is '65-Thanjavur'. At the bottom right, there are 'Cancel' and 'Update vehicle' buttons.

How to...

delete a vehicle

# How to delete a vehicle

1. On the policy details page click on 'Delete' next to the vehicle which needs to be removed. If the vehicle to be deleted is not on the current page, it can be searched for in the search box, as the entry is typed matches will appear.

### List of vehicles

Split by locations

Format of registration number

+ Add Vehicles
 Bulk upload
 Compare & Amend
 Download
 Print

Vehicle On-Cover
Vehicle Off-Cover

This policy has **4 vehicles on-cover**

Reg No	Make	Model	On Date	Off Date	Cover	Type	Status	Actions
AE23RWV	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN	On Cover	<a href="#">Delete</a>
LR22VZP	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	<a href="#">Delete</a>
LR23ZDW	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	<a href="#">Delete</a>
VO69ZJJ	HONDA	HONDA 324	24-09-2025	24-10-2025	COMP	PLANT	On Cover	<a href="#">Delete</a>

Results per page: 10
Showing 1 to 4 of 4 vehicles
← BACK 1 of 1 NEXT →

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

# How to delete a vehicle

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle**
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

2. Enter the 'Off Date' in the highlighted text box, then click 'Update'.

✕

**VRN: AE23RWV**

Type	Make	On date
COMMERCIAL VEH/VAN	LAND ROVER	21-08-2025

**Off Date**

eg: dd/mm/yyyy

⚠ Off Date is required

Cancel
Update

Note: any future date or the cover on date can be chosen as the off-cover date.

Note: vehicles can also be deleted by following the amendment process and entering the off date.

✕

**VRN: AE23RWV**

Type	Make	On date
COMMERCIAL VEH/VAN	LAND ROVER	21-08-2025

**Off Date**

eg: dd/mm/yyyy

Cancel
Update

How to...

search for a  
policy

# How to search for a policy

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

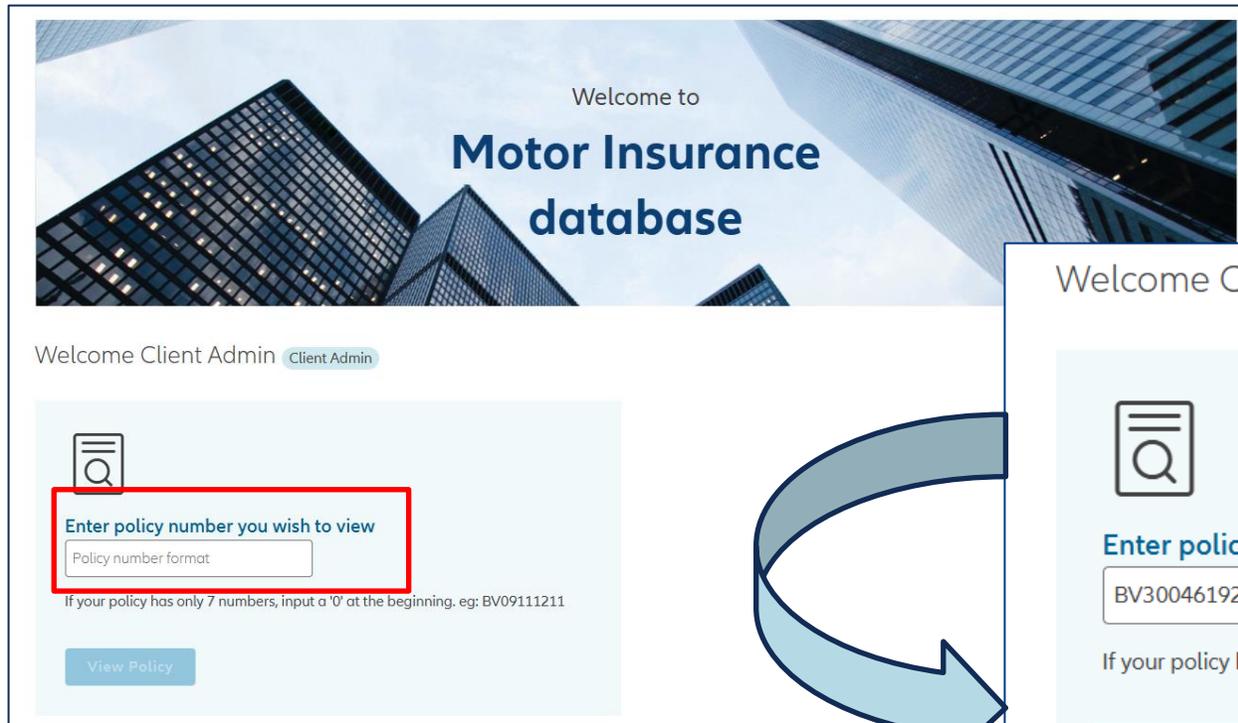
Bulk upload

Compare and amend

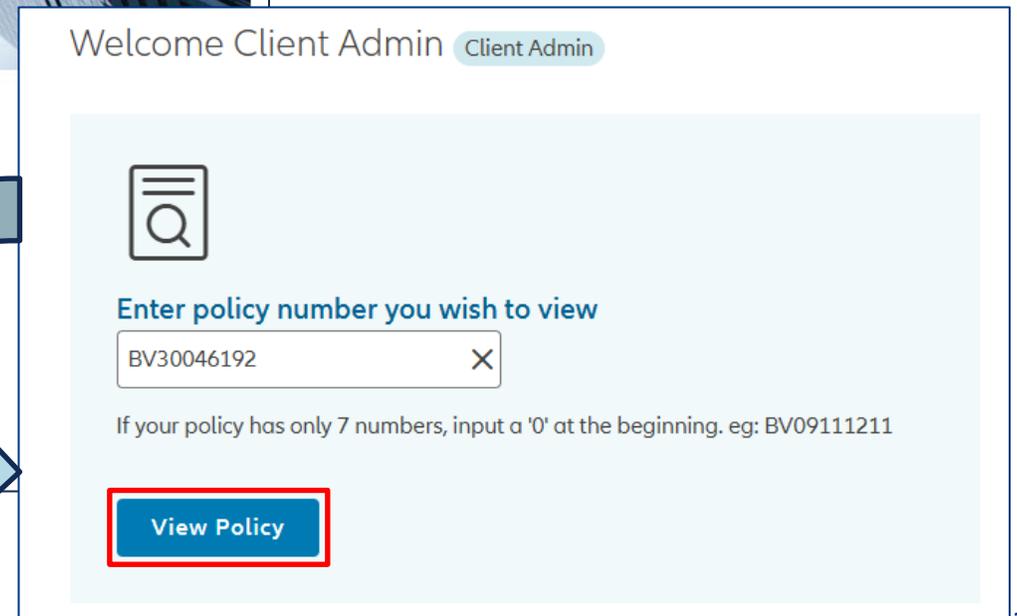
Download vehicle schedule

Print vehicle schedule

1. The screenshot below shows the MID after logging in. Enter the policy number in the text box and click 'View Policy'. If the policy only has 7 numbers, enter a '0' after the policy prefix.



Note: if a user only has one policy, then they will be taken straight to their policy and will not need to enter a policy number. Only a multi-policy user will need to search for a policy.



# How to search for a policy

2. After inputting the policy number, a dialogue box will open to inform you that the search has been successful. The below screen will then show detailing policy and vehicle information.

View another policy

View policy

If your policy has only 7 numbers, input a '0' at the beginning, eg:

### Policy details

**BV30046192**  
This policy has **4 vehicles on-cover**

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
INSTANDA FLEET	57 LADYMEAD, LINE 2, LONDON, ZA	01-08-2025	02-08-2026	Policyholder updates Allianz website updates

### List of vehicles

Search Vehicle

Format of registration number

+ Add Vehicles
📄 Bulk upload
🔗 Compare & Amend
⬇️ Download
🖨️ Print

Vehicle On-Cover

Vehicle Off-Cover

This policy has **4 vehicles on-cover**

Reg No	Make	Model	On Date	Off Date	Cover	Type	Status	Actions
AE23RWW	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN	On Cover	<a href="#">Delete</a>

✔️

**Policy search successful**

Your policy has been searched successfully.

✕

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

# How to search for a policy

3. To search for a different policy from the Policy details screen, enter the policy number in the text box in the top right-hand corner of the screen and click 'View Policy'.

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

View another policy  View policy

If your policy has only 7 numbers, input a '0' at the beginning. eg: BV09111211

### Policy details

**BV30046192**  
This policy has 4 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
INSTANDA FLEET	57 LADYMEAD, LINE 2, LONDON, ZA	01-08-2025	02-08-2026	Policyholder uses Allianz website for updates

### List of vehicles

Format of registration number

+ Add Vehicles
📄 Bulk upload
🔗 Compare & Amend

Vehicle On-Cover
Vehicle Off-Cover

This policy has 4 vehicles on-cover

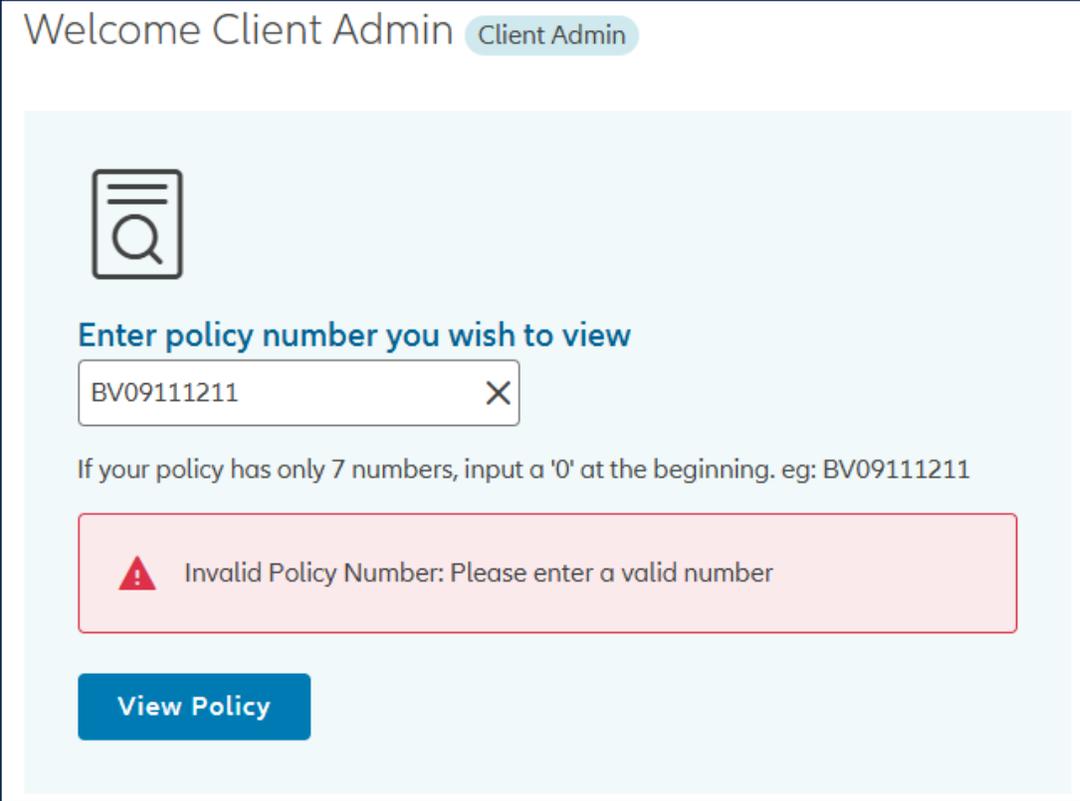
Reg No	Make	Model	On Date	Off Date	Cover	Type
AE23RWV	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN

View another policy  ✕ View policy

If your policy has only 7 numbers, input a '0' at the beginning. eg: BV09111211

# How to search for a policy

4. If a policy cannot be found or a notification is received stating a policy number is invalid, this will need to be raised with the administrator. Check with the organisation administrator and then escalate to the [MID Helpdesk](#).



Welcome Client Admin Client Admin



**Enter policy number you wish to view**

If your policy has only 7 numbers, input a '0' at the beginning. eg: BV09111211

 Invalid Policy Number: Please enter a valid number

[View Policy](#)

Note: the other possible error messages which can appear when searching are:

- Policy cannot be accessed through MID Portal;
- Policy is no longer a current policy/is inactive;
- Policy cannot be fetched due to connectivity issues;
- User does not have access to the policy number which they entered.

[Executive Summary](#)[Contents](#)[Add a vehicle](#)[Manually add a vehicle](#)[Amend a vehicle](#)[Delete a vehicle](#)[Search for a policy](#)[Split by location](#)[Manage locations](#)[Add a location](#)[Sort vehicles by date](#)[Check on/off cover](#)[Bulk upload](#)[Compare and amend](#)[Download vehicle schedule](#)[Print vehicle schedule](#)

How to...

split by location

# How to split by location

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

1. On the policy details page click on the 'Split by locations' toggle. This will allow you to filter by location; select the required location by selecting the location details from the drop-down box.

**BV30046192**  
This policy has 2 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
INSTANDA FLEET	57 LADYMEAD, LINE 2, LONDON, ZA	01-08-2025	02-08-2026	Policyholder uses Allianz website for updates

---

**List of vehicles** Split by locations

+ Add Vehicles
Bulk Upload
Compare & Amend
Download
Print

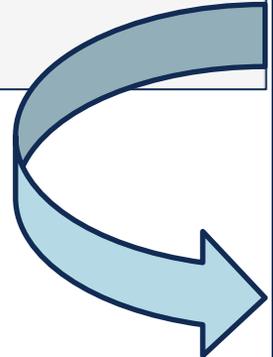
Format of registration number

Vehicle On-Cover
Vehicle Off-Cover

This policy has 2 vehicles on-cover

Note: split by location is an open-ended text field. Users can use this as a tag e.g. to group vehicles registered at a specific location, or to manage a group of vehicles used by a certain Branch. This features is open to interpretation depending on how the user wishes to group the vehicles.

Note: the MID portal allows users to record vehicles against a depot, company, location, division etc. any split that is required by the business in question. By setting up location codes with personal headings the user can then attach these to the vehicle. This becomes a mandatory field at vehicle addition/amendment. The location codes will be displayed in the vehicle schedule and will allow a user to view only one location's vehicles.



Split by locations 
Manage Locations

Compare & Amend
 Download
 Print

☰

Location ▼

Reset filters

How to...

manage  
locations

# How to manage locations

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

1. On the policy details page click on the 'Split by locations' toggle. Then select 'Manage Locations'. This will take you to the Manage locations page.

### List of vehicles

Split by locations  Manage Locations

+ Add Vehicles
📄 Bulk Upload
✍️ Compare & Amend
⬇️ Download
🖨️ Print

Vehicle On-Cover
Vehicle Off-Cover
🔍 Location ▼ [Reset filters](#)

This policy has **2 vehicles on-cover**

Reg No	Make	Model	On Date	Off Date	Cover	Type	Location	Status	Actions
LR22VZP	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	--	On Cover	<a href="#">Delete</a>
LR23ZDW	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	--	On Cover	<a href="#">Delete</a>

Results per page: 10 ▼
Showing 1 to 2 of 2 vehicles
← BACK 1 of 1 NEXT →

# How to manage locations

2. On the Manage locations page enter the vehicle registration number in the search bar to find a location. Click on the edit icon to alter a location name. Click on the dustbin icon to delete a location.

### Manage locations

ID ↕	Location name ↕	Action	
01	XYZ	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
02	ABC	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
03	Location name	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
04	Location name	<input type="button" value="Deleted"/>	
05	Location name	<input type="button" value="Deleted"/>	
06	Location name	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

How to...

add a location

# How to add a location

1. On the policy details page click on the 'Split by locations' toggle. Then select 'Manage Locations'.

### List of vehicles

Split by locations  Manage Locations

+ Add Vehicles
📄 Bulk Upload
✍️ Compare & Amend
⬇️ Download
🖨️ Print

Vehicle On-Cover
Vehicle Off-Cover
🔍 Location ▼ [Reset filters](#)

This policy has **2 vehicles on-cover**

Reg No	Make	Model	On Date	Off Date	Cover	Type	Location	Status	Actions
LR22VZP	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	--	On Cover	<a href="#">Delete</a>
LR23ZDW	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	--	On Cover	<a href="#">Delete</a>

Results per page: 10 ▼
Showing 1 to 2 of 2 vehicles
← BACK 1 of 1 NEXT →

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

# How to add a location

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

2. Click on 'Add new location'. Enter the Location name and click 'Add'.

**BV30046192**  
This policy has 2 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
INSTANDA FLEET	57 LADYMEAD, LINE 2, LONDON, ZA	01-08-2025	02-08-2026	Policyholder uses Allianz website for updates

**Manage Locations**

Find location

 Find Location

+ Add new location

Id	Location name
No Records Found	

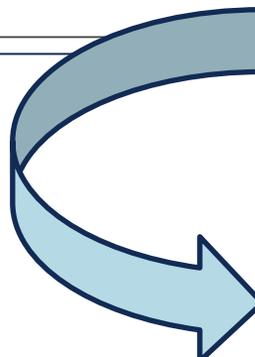
Note: the MID portal allows users to record vehicles against a depot, company, location, division etc. any split that is required by the business in question. By setting up location codes with personal headings the user can then attach these to the vehicle. This becomes a mandatory field at vehicle addition/amendment. The location codes will be displayed in the vehicle schedule and will allow a user to view only one location's vehicles.

✕

## Add Location

Location name

Cancel
Add



How to...

sort vehicles by  
date

# How to sort vehicles by date

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

1. On the policy details page click on the arrows next to the date the vehicles need to be sorted by ('On Date' or 'Off Date'). This will sort the vehicles by the oldest date first, click on the arrow again to sort by newest date first. If this option is selected where the column value is not numerical i.e. Reg Number, the data will sort alphabetically.

### List of vehicles

Split by locations

+ Add Vehicles
📄 Bulk upload
✍ Compare & Amend
⬇ Download
🖨 Print

Vehicle On-Cover
Vehicle Off-Cover

This policy has **4 vehicles on-cover**

Reg No ↕	Make ↕	Model ↕	On Date ↕	Off Date ↕	Cover ↕	Type ↕	Status ↕	Actions ↕
<a href="#">AE23RWV</a>	LAND ROVER	DEFENDER	21-08-2025	22-08-2025	COMP	COMMERCIAL VEH/VAN	On Cover	<a href="#">Delete</a>
<a href="#">LR22VZP</a>	AUDI	Q2 SPORT 30 TFS	29-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	<a href="#">Delete</a>
<a href="#">LR23ZDW</a>	AUDI	Q4 E-TRON S LIN	01-08-2025	02-08-2026	COMP	PRIVATE CAR	On Cover	<a href="#">Delete</a>
<a href="#">VO69ZJJ</a>	HONDA	HONDA 324	24-09-2025	24-10-2025	COMP	PLANT	On Cover	<a href="#">Delete</a>

Results per page: 10

Showing 1 to 4 of 4 vehicles

← BACK 1 of 1 NEXT →

On Date ↑

---

01-08-2025

---

29-08-2025

---

How to...

check vehicles  
on/off cover

# How to check vehicles on/off cover

1. On the policy details page the system will automatically show vehicles which are On-Cover; there will be a note detailing how many vehicles are currently On-Cover. Click on 'Vehicle Off-Cover' to show vehicles which are Off-Cover.

**List of vehicles**

ABC123

Format of registration number

**Vehicle On-Cover** **Vehicle Off-Cover**

This policy has **4 vehicles on-cover**

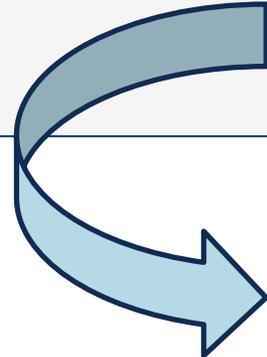
**List of vehicles**

ABC123

Format of registration number

**Vehicle On-Cover** **Vehicle Off-Cover**

This policy has **1 vehicles off-cover**



- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

How to...

bulk upload

# How to bulk upload

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

1. On the policy details page click on 'Bulk upload'.

**Policy details** If your policy has only 7 numbers, input a '0' at the beginning, eg BV09111211

**BV10271915**  
This policy has 16 vehicles on-cover

<small>Policyholder name</small>	<small>Policyholder address</small>	<small>Inception date</small>	<small>Renewal date</small>	<small>Update method</small>
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

**List of vehicles** Split by location:

Format of registration number

+ Add Vehicles
 Bulk upload
 Compare & Amend
 Download
 Print

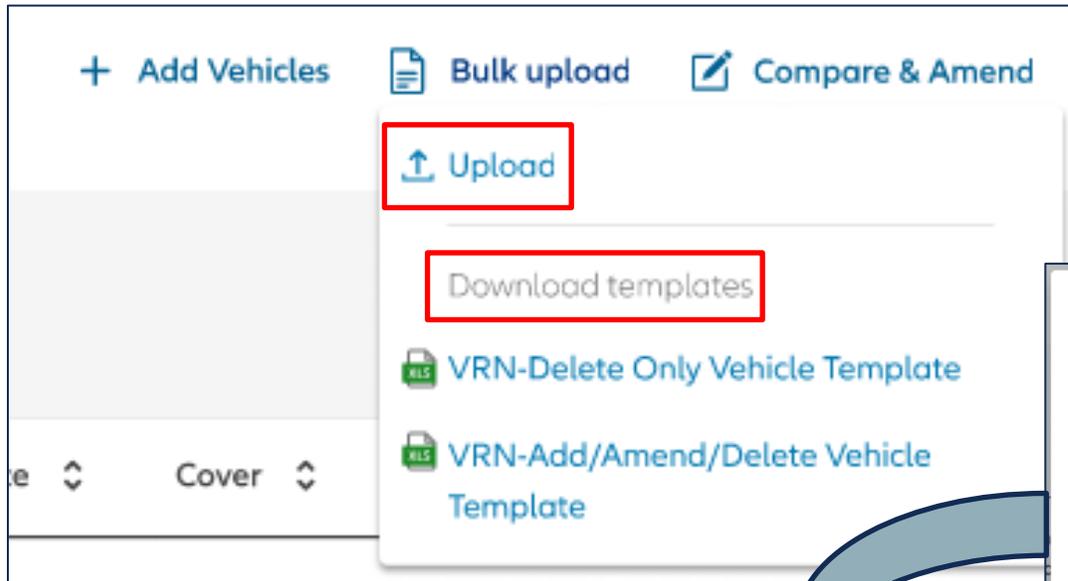
Vehicle On Cover

Vehicle Off Cover

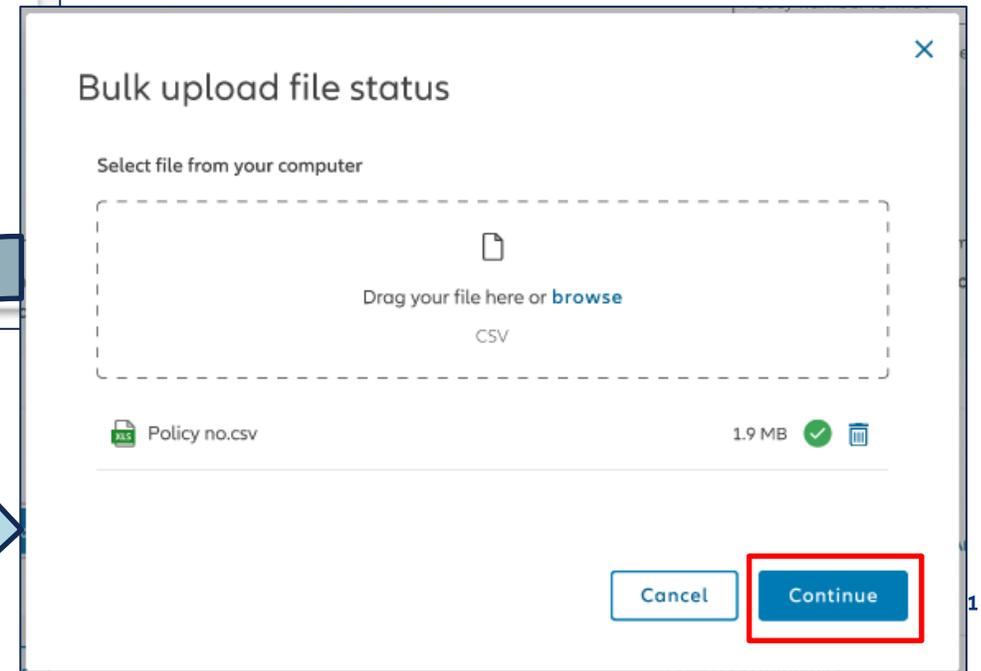
Number of vehicles on cover for this policy: #

# How to bulk upload

2. Click on 'Upload'. Download the templates from the 'Download Templates' section which is accessed once selecting Upload. Drag over the relevant CSV file or click on 'browse' to open File Explorer and upload the file. Then click 'Continue'.



Note: the upload must be a CSV file and titled as the policy number. To check this the document will end with .csv. Ensure the upload format is correct before continuing with the upload.



Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

# How to bulk upload

3. The CSV file used for the bulk upload will then be processed by the system and the data will be validated. If the majority of the data contains errors, these will be called out and the user prompted to correct the issues.

**Policy details** If your policy has only 7 numbers, input a '0' at the beginning, eg BV09111211

**BV10271915**

This policy has **16 vehicles on-cover**

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

**Policy no.csv**

Data validation is being processed ...

⋮

**Data contains errors**

Uploaded on 06/08/2025 - 11:34 AM  
by User name

**85% of the data contains errors.**

Please review ([Policy no.csv](#)), correct the issues, and upload the file again to proceed.

[Download file and discard](#)

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

# How to bulk upload

4. Once the vehicle template has been processed and validated the system will provide notification. Click on the arrow to continue.

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

[Home](#)
[FAQ](#)
[Contact MID](#)
[Help](#)

✔ **Template is ready to proceed** ✕  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Home > Policy Details

View another policy

View Policy

**Policy details**

BV10271915

This policy has 16 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

✔
Vehicle template is ready
>

Uploaded on 06/08/2025 - 11:34 AM

# How to bulk upload

5. The system will then split the vehicles in the bulk upload into four categories. Vehicles which are new, existing vehicles where amendments have been identified, existing vehicles with no changes and any identified anomalies and errors. To progress with the bulk upload any anomalies and errors have to be rectified. Click on 'Anomalies & errors' to continue.

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

**⚠ Action required: Results from check on proposed vehicle changes, please review before submitting vehicles (errors need to be resolved to proceed)**

[New vehicles \(152\)](#)
[Vehicles to amend/delete \(05\)](#)
[Vehicles with no change \(05\)](#)
**⚠ Anomalies & errors (04)**

Reg. no. ↕	Make ↕	Model ↕	On-date ↕	Off-date ↕	Cover ↕	Type ↕	Location ↕	Status ↕
<a href="#">LD25 XRT</a>	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Private Car	13	On Cover
<a href="#">BX24 MJK</a>	Audi	SL500	24/03/2025	14/09/2025	Personal	Commercial Vehicle Van	12	On Cover
<a href="#">GF23 ZPL</a>	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Plant	33	On Cover
<a href="#">CN22 HYW</a>	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Private Car	55	Off cover
<a href="#">SY21 QEB</a>	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Coach/Minibus	13	On Cover
<a href="#">KT20 VNM</a>	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Private Car	23	On Cover
<a href="#">PL19 RAX</a>	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Commercial Vehicle Van	45	On Cover
<a href="#">DE18 JLU</a>	Mercedes	SL500	24/03/2025	14/09/2025	Personal	Plant	40	Off cover

Note: if selecting the option to download the error file rather than manually update, any vehicles included in the error file will not be included in the bulk upload



# How to bulk upload

5. On the 'Anomalies & errors' tab, the system will list out the vehicles where any errors have been identified. These errors can be fixed either on the system, using the edit button, or the system will create an excel file of all vehicles where an error has been identified and this can be downloaded. The bulk upload cannot be submitted until either of these options have been completed.

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

**⚠ Action required:** Results from check on proposed vehicle changes, please review before submitting vehicles (errors need to be resolved to proceed)

New vehicles (152)   Vehicles to amend/delete (05)   Vehicles with no change (05)   **⚠ Anomalies & errors (04)**

The following records have errors and will not be added to the vehicle schedule. Kindly fix the errors to proceed

Reg. no.	Description		
ABC123EF	Mandatory fields are missing		
ABC123EF	Mandatory fields are missing		
ABC123EF	Mandatory fields are missing		
ABC123EF	Mandatory fields are missing		

Alternatively, you can download the list of error vehicle records, make the necessary corrections, and re-upload the updated file.

 **Error\_Vehicle\_Records\_To\_Correct.xlsx**

# How to bulk upload

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

6. Once any errors have been manually edited or the file detailing the vehicles with errors has been downloaded, the bulk upload can be submitted. Click 'Submit Vehicles'.

**⚠ Action required:** Results from check on proposed vehicle changes, please review before submitting vehicles (errors need to be resolved to proceed)

New vehicles (152)   Vehicles to amend/delete (05)   Vehicles with no change (05)   **⚠ Anomalies & errors (03)**

The following records have errors and will not be added to the vehicle schedule. Kindly fix the errors to proceed

Reg. no.	Description	✎	🗑
ABC123EF	Mandatory fields are missing	✎	🗑
ABC123EF	Mandatory fields are missing	✎	🗑
ABC123EF	Mandatory fields are missing	✎	🗑

Alternatively, you can download the list of error vehicle records, make the necessary corrections, and re-upload the updated file.

[Error\\_Vehicle\\_Records\\_To\\_Correct.xlsx](#)   Download completed

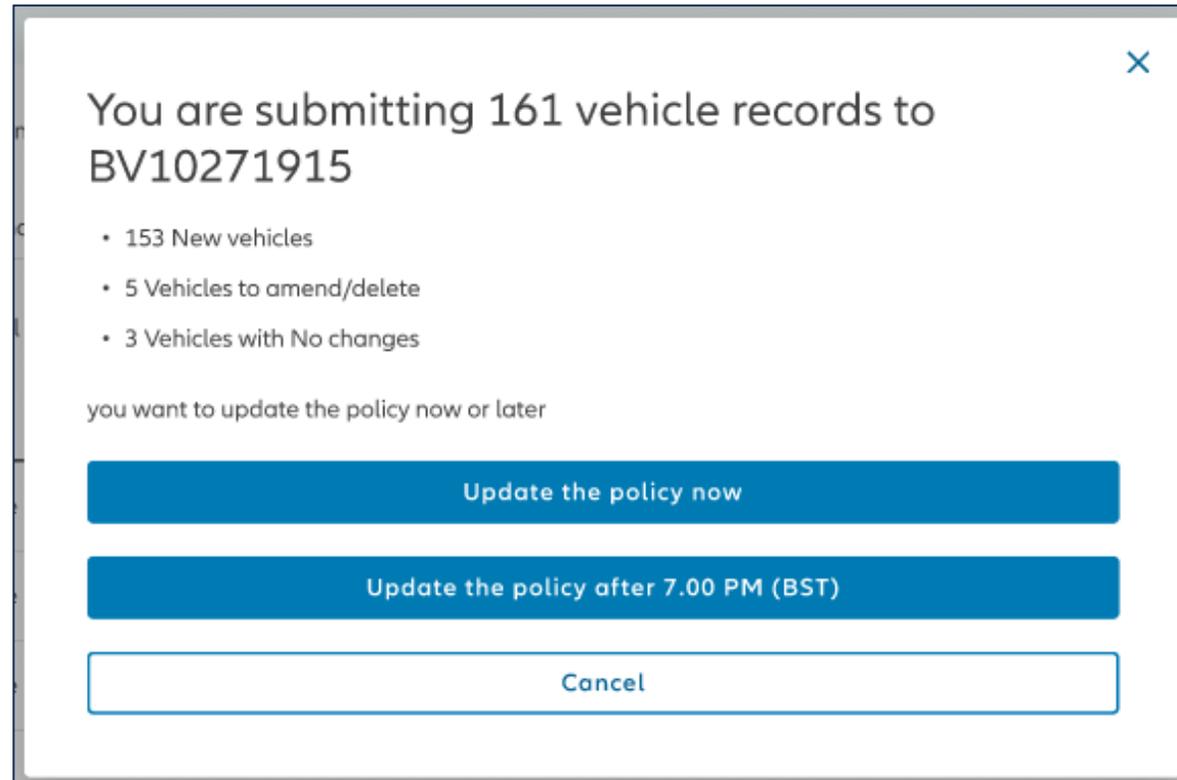
Cancel   Discard bulk upload   Submit Vehicles

Note: if selecting the option to download the error file rather than manually update, any vehicles included in the error file will not be included in the bulk upload

# How to bulk upload

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload**
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

7. The bulk upload can then be submitted. To update the policy immediately select 'Update the policy now' or, to schedule the update for after working hours, select 'Update the policy after 7.00 PM (BST).'



Note: larger bulk uploads should be scheduled for after working hours, so the system is not impacted for other users

# How to bulk upload

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

8. If the option to delay the upload until after working hours is chosen, the following screen will show. To cancel this scheduled upload click on 'Discard schedule'. To change the schedule update to an immediate update click on 'No, update the policy now' or to cancel the update click on 'Yes, discard the update.'

## BV10271915

This policy has 16 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

**Update Scheduled**

Starting after 5 hours

Are you sure you want to discard?

You're about to discard this schedule.  
Any changes made so far will not be saved. Proceed?

No, update the policy now
Yes, discard the update

Discard schedule

Note: whilst a bulk upload is ongoing another bulk upload cannot be started in the same policy. The CSV templates can still be downloaded.

# How to bulk upload

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

9. Once the upload has been completed the system will show a notification stating that the file has been processed and the vehicle data has been updated. If there are any updated errors found the system will pull these into a downloadable file; click on 'Download' to download this file.

Note: errors must be corrected before the next file is uploaded.

**BV10271915**  
This policy has 16 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

✔ **File processed, and vehicle data updated in the policy**  
on 07/08/2025 - 7:14 AM
Found 56 errors

 Download

Note: if the user does not want to download the error file immediately then the file will remain downloadable in the history until a new upload is started and a new file is uploaded.

How to...

compare and  
amend

# How to compare and amend

Note: this process compares the complete schedule of vehicles against those currently live on the database. Vehicles which appear for the first time will be added, any changes amend and vehicles missing from the file will be taken off cover with the previous day's date. This method should only be used by user uploading daily files to ensure accurate off dates for vehicles.

1. On the policy details page click on 'Compare & Amend'.

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

**Policy details** If your policy has only 7 numbers, input a '0' at the beginning, eg BV09111211

**BV10271915**  
This policy has 16 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

**List of vehicles** Split by location:

Format of registration number

+ Add Vehicles
 Bulk upload

Compare & Amend

 Download
 Print

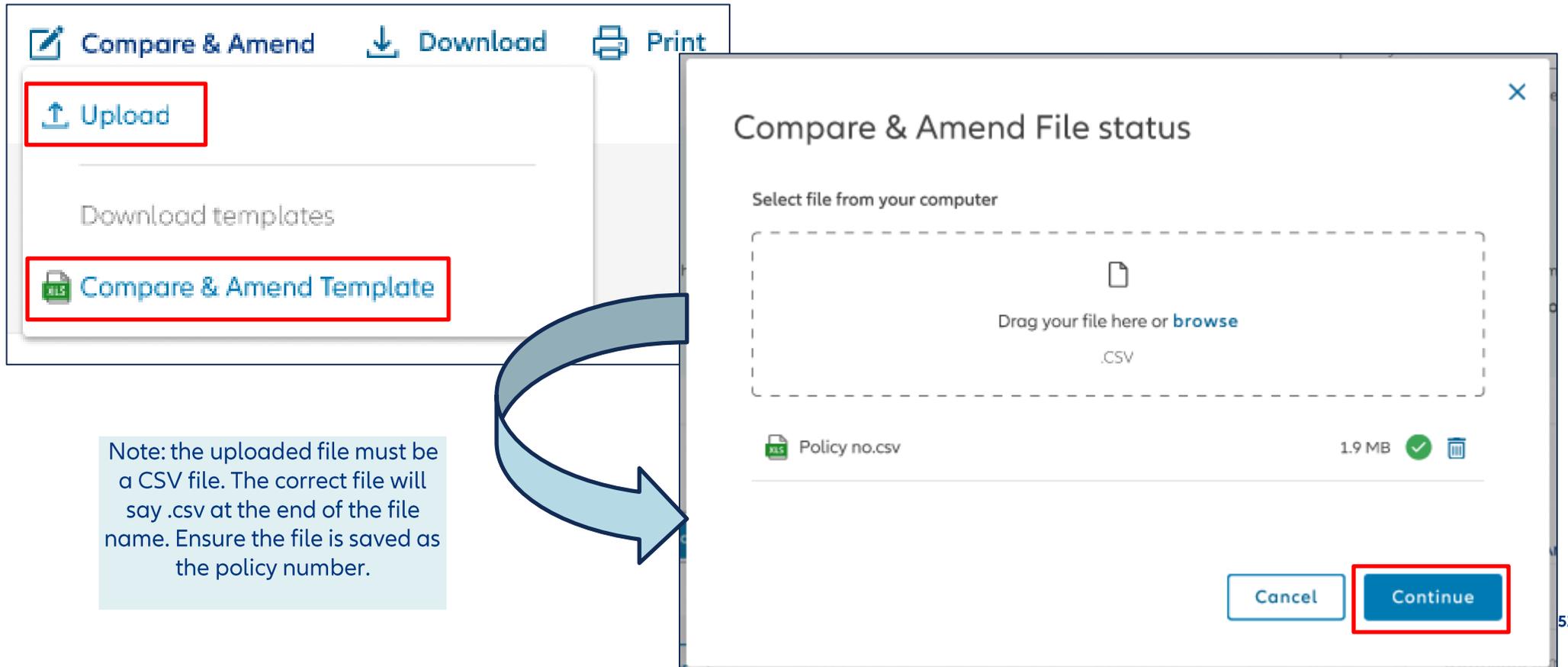
Vehicle On Cover
Vehicle Off Cover

Number of vehicles on cover for this policy: #

Note: bulk upload is the preferred process over compare and amend. Where possible use the bulk upload process instead of the compare and amend process.

# How to compare and amend

2. Click on 'Upload'. To download the template, select the Compare and Amend template under 'Download templates'. Drag over the relevant CSV file or click on 'browse' to open File Explorer and upload the file. Then click 'Continue'.



The screenshot shows the 'Compare & Amend' interface. At the top, there are icons for 'Compare & Amend', 'Download', and 'Print'. Below these, there is an 'Upload' button (highlighted with a red box) and a 'Download templates' section. In the 'Download templates' section, the 'Compare & Amend Template' option is highlighted with a red box. A modal window titled 'Compare & Amend File status' is open, showing a file upload area with a dashed border and a 'browse' link. Below the upload area, a file named 'Policy no.csv' (1.9 MB) is shown with a green checkmark and a trash icon. At the bottom of the modal, there are 'Cancel' and 'Continue' buttons, with the 'Continue' button highlighted by a red box. A large blue arrow points from the 'Compare & Amend Template' option to the 'Continue' button.

Note: the uploaded file must be a CSV file. The correct file will say .csv at the end of the file name. Ensure the file is saved as the policy number.

Executive Summary

Contents

Add a vehicle

Manually add a vehicle

Amend a vehicle

Delete a vehicle

Search for a policy

Split by location

Manage locations

Add a location

Sort vehicles by date

Check on/off cover

Bulk upload

Compare and amend

Download vehicle schedule

Print vehicle schedule

# How to compare and amend

3. The system will then process the CSV file and validate the data. When the template is ready the system will provide notification.

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

**BV10271915**  
This policy has **16 vehicles on-cover**

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

🔄 **Policy no.csv**  
Data validation is being processed ...

**Vehicle template is ready**

Uploaded on 06/08/2025 - 11:34 AM

>

# How to compare and amend

Note: if changes are detected when uploading the file for compare and amend then the process to update these will be the same as the bulk upload process

4. If no changes are detected the template upload will be completed.

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

[Home](#)
[FAQ](#)
[Contact MID](#)
[Help](#)

✓ **Template Upload Completed**
✕

Home > Policy Details

View another policy

Policy number format

View Policy

If your policy has only 7 numbers, input a '0' at the beginning, eg BV09111211

### Policy details

**BV10271915**

This policy has 16 vehicles on-cover

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
John Doe	Allianz Insurance 57 ladymead, Guildford, Surrey	24/03/2025	14/09/2025	Policyholder uses Allianz website for updates

✓ **Template Upload Completed**
✕

All vehicle details in the uploaded template already match the existing policy. No changes were detected.

Uploaded on 06/08/2025 - 11:34 AM

How to...

download a  
vehicle schedule

# How to download a vehicle schedule

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

1. On the policy details page click on 'Download'. Then click on 'Excel' or 'Pdf' depending on the required format. The schedule will then appear in your downloads.

**BV30046192**  
This policy has **4 vehicles on-cover**

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
INSTANDA FLEET	57 LADYMEAD, LINE 2, LONDON, ZA	01-08-2025	02-08-2026	Policyholder uses Allianz website for updates

**List of vehicles** Split by locations

ABC123  + Add Vehicles Bulk upload Compare & Amend Download Print

Format of registration number

Download  Print

- Excel
- Pdf

How to...

print a vehicle  
schedule

# How to print a vehicle schedule

Note: if filters have been applied and there are no vehicles in the filtered view the 'Print Current View' option will be disabled.  
 Printing will still be permitted for the entire schedule.

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

1. On the policy details page click on 'Print'.

**BV30046192**  
 This policy has **3 vehicles on-cover**

Policyholder name	Policyholder address	Inception date	Renewal date	Update method
INSTANDA FLEET	57 LADYMEAD, LINE 2, LONDON, ZA	01-08-2025	02-08-2026	Policyholder uses Allianz website for updates

---

**List of vehicles**

Search Vehicle

Split by locations

+ Add Vehicles
 Bulk upload
 Compare & Amend
 Download
 Print

# How to print a vehicle schedule

2. This will bring up the Print Screen. Select the required printer from the 'Destination' drop down box. Then click 'Print' to print.

**Current Vehicle Schedule** Allianz 

Number of vehicles on cover for this policy: 3  
Inception Date : 01/08/2025    Renewal Date : 02/08/2026  
Policy Number : BV30046192    Policyholder : INSTANDA FLEET

Veh Reg. No	Make	Model	On Date	Off Date	Cover	Type
LR22VZP	AUDI	G2 SPORT 30 TFS	20250829	20260802	COMP	PRIVATE CAR
LR23ZDW	AUDI	Q4 E-TRON S LIN	20250801	20260802	COMP	PRIVATE CAR
VO69ZJU	HONDA	HONDA 324	20250924	20251024	COMP	PLANT

Print 1 sheet of paper

Destination  Webex Document Loadi

Pages All

Copies 1

Colour Colour

More settings

**Print** Cancel

Print 1 sheet of paper

Destination  Webex Document Loadi

- Executive Summary
- Contents
- Add a vehicle
- Manually add a vehicle
- Amend a vehicle
- Delete a vehicle
- Search for a policy
- Split by location
- Manage locations
- Add a location
- Sort vehicles by date
- Check on/off cover
- Bulk upload
- Compare and amend
- Download vehicle schedule
- Print vehicle schedule

