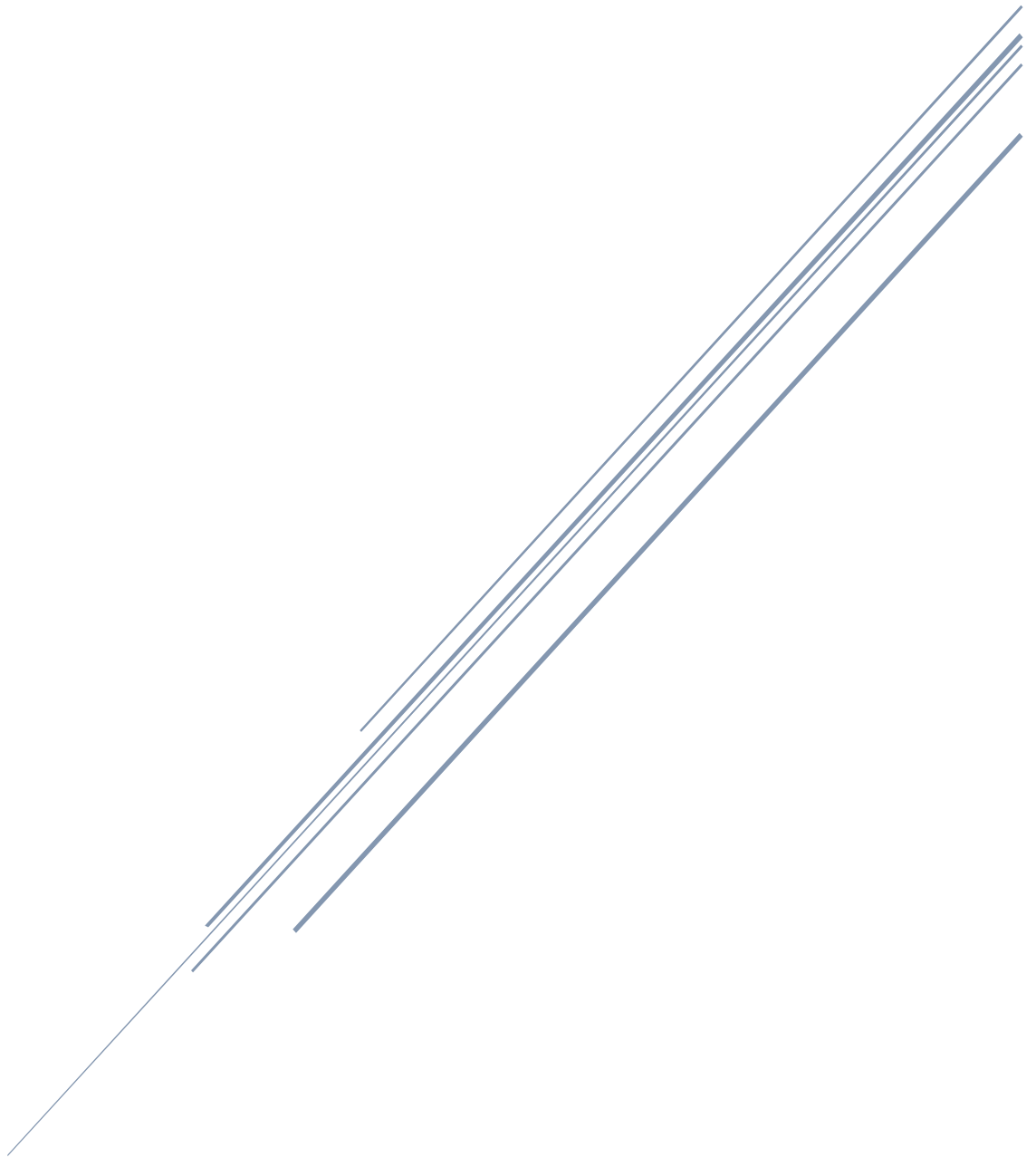


CAPS System

v2.0 Bodyshop Navigational Guide



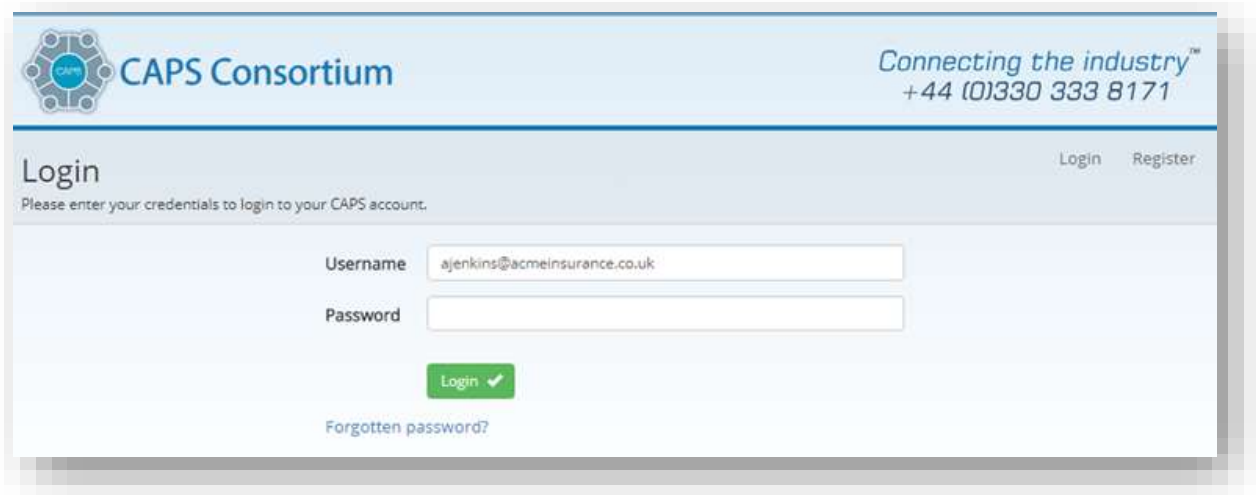
Contents

Accessing the System	2
Logging in	2
Forgot Password Support.....	2
Password re-set communication	3
Navigating the Dashboard	4
Create your Organisation.....	4
Edit your organisation.....	5
Creating Users	6
Set up additional Users	6
Assign Roles.....	7
Edit Users	8
Networks	9
Create your network.....	9
Selecting Services.....	10
Managing Network Requests.....	11
Messages	12
Actions	13

Accessing the System

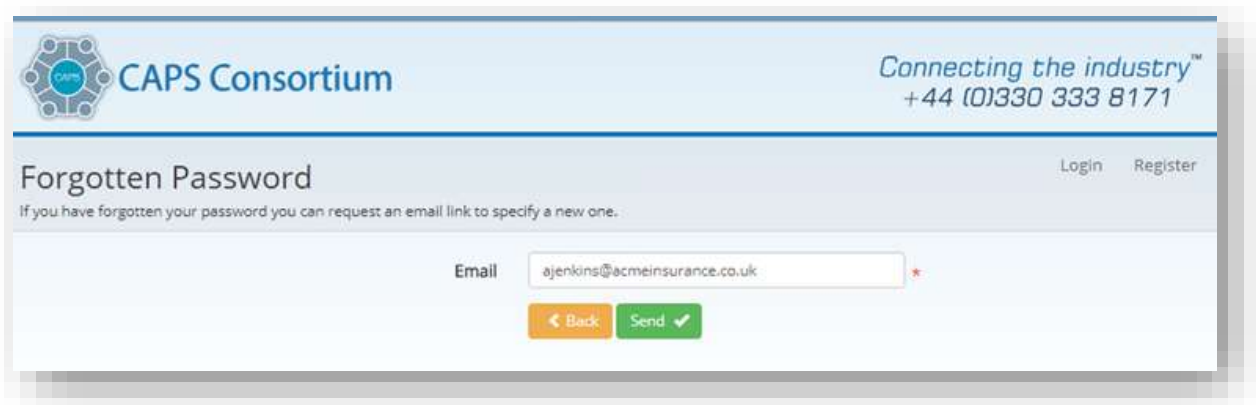
Logging in

Login to the CAPS system www.caps.co.uk using your username and password. You also have the option to reset your password, to one of your own choice, using the “Forgotten password” option. This process will need to be followed if you are an existing registered site and entering the new dashboard for the first time. The process will need to be repeated on a quarterly basis, in line with the CAPS security governance and password change protocol.



The screenshot shows the CAPS Consortium login page. At the top left is the CAPS Consortium logo and name. At the top right is the tagline "Connecting the industry™" and the phone number "+44 (0)330 333 8171". Below the header is a "Login" section with the instruction "Please enter your credentials to login to your CAPS account." There are two input fields: "Username" with the value "ajenkins@acmeinsurance.co.uk" and "Password" which is empty. A green "Login" button with a checkmark is below the fields. A link for "Forgotten password?" is at the bottom left. In the top right corner of the login section, there are links for "Login" and "Register".

Forgot Password Support



The screenshot shows the CAPS Consortium "Forgotten Password" page. At the top left is the CAPS Consortium logo and name. At the top right is the tagline "Connecting the industry™" and the phone number "+44 (0)330 333 8171". Below the header is a "Forgotten Password" section with the instruction "If you have forgotten your password you can request an email link to specify a new one." There is an "Email" input field with the value "ajenkins@acmeinsurance.co.uk" and a red asterisk to its right. Below the input field are two buttons: an orange "Back" button and a green "Send" button with a checkmark. In the top right corner of the section, there are links for "Login" and "Register".

Enter your e-mail address into the site & select “Send”.

Upon pressing “Send” the following message will be displayed;

Note – The e-mail link remains active for 30 minutes, if you “click” the link after this time you will be unable to reset your password and the message “Invalid Token” will be displayed. You can submit another password reset if you encounter this scenario.

Password re-set communication

An automated email will be sent through to your address we hold on file (It’s important to keep this information updated) This will contain a link within, when clicked it will direct you to the screen below.

Enter your chosen password, which will need to meet the minimum criteria. Once accepted select “Set”

Note – Passwords cannot be created and given over the telephone. These must be created by using the process above. If the system locks you out, you will need to contact the CAPS support team, to action a re-set.

Navigating the Dashboard

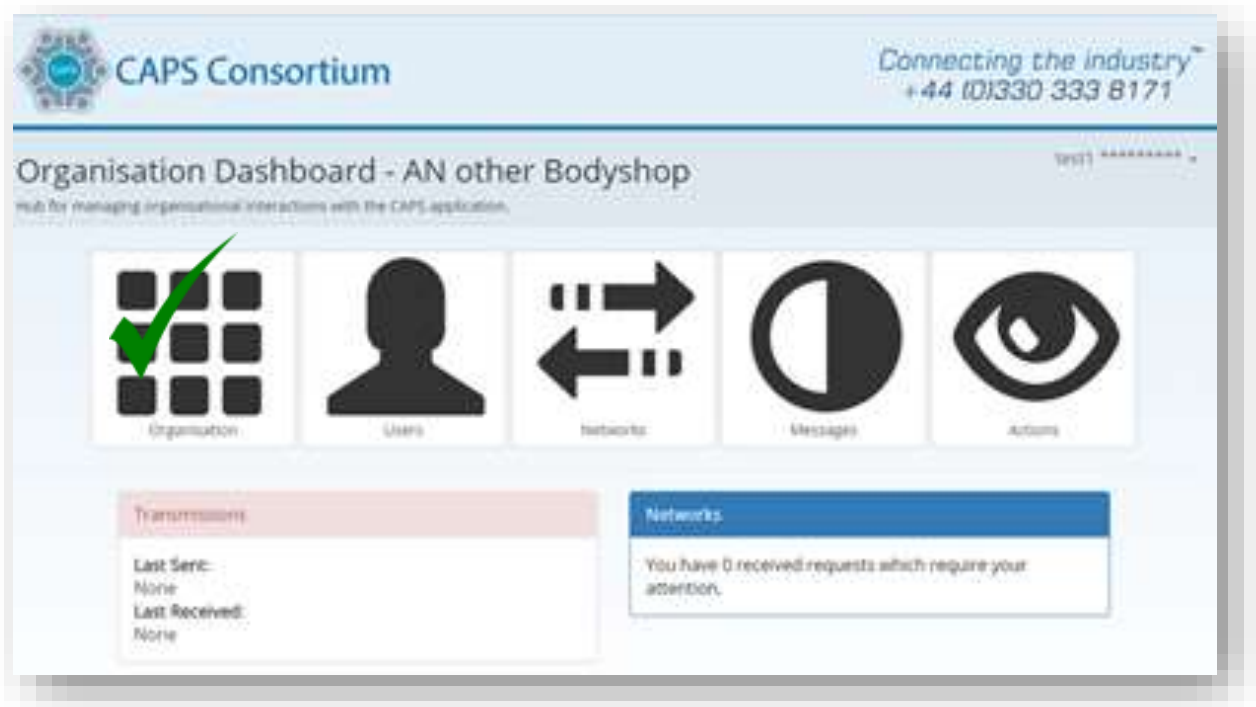
This page will be your main landing page upon successful access to the CAPS system. From here you can maintain your Organisation, add or remove people to/from your business as required.

The information on this page also allows you to view when your last transmission took place, to enable you to ensure your data is being exchanged. The dashboard has been configured to allow the users of the system control of how they set up their organisation, allocate users access to the information, and select which services they wish to share data with.

Note: Your service selection will still require the Bodyshop Management Supplier to configure your system to communicate and recognise your data share options.

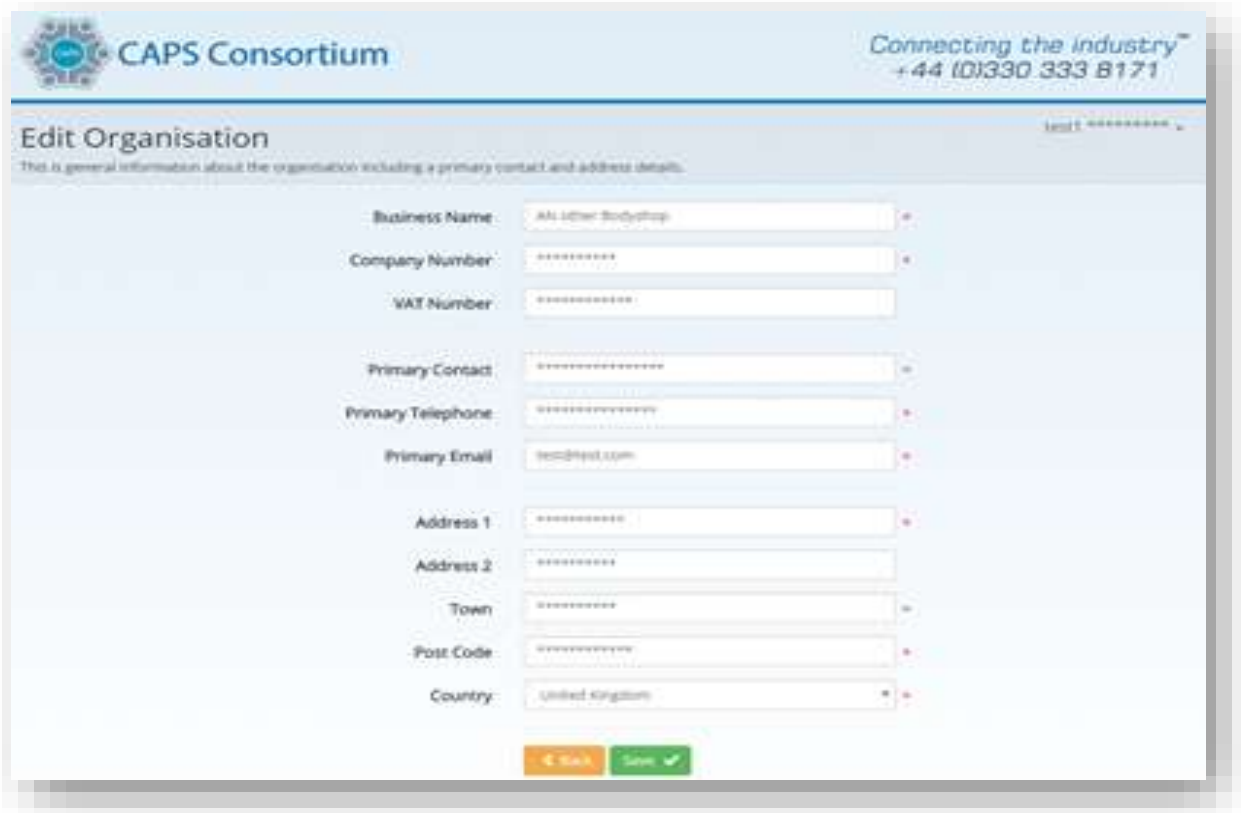
Create your Organisation

Select “Organisation” icon to edit any of the registered details of your organisation.



Edit your organisation

This section is to ensure that we have all the correct information to support and recognise your business category. Where the information is marked as (*) these boxes are mandatory and require completion to allow validation of your information



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Edit Organisation

This is general information about the organisation including a primary contact and address details.

Business Name: *

Company Number: *

VAT Number: *

Primary Contact: *

Primary Telephone: *

Primary Email: *

Address 1: *

Address 2: *

Town: *

Post Code: *

Country: *

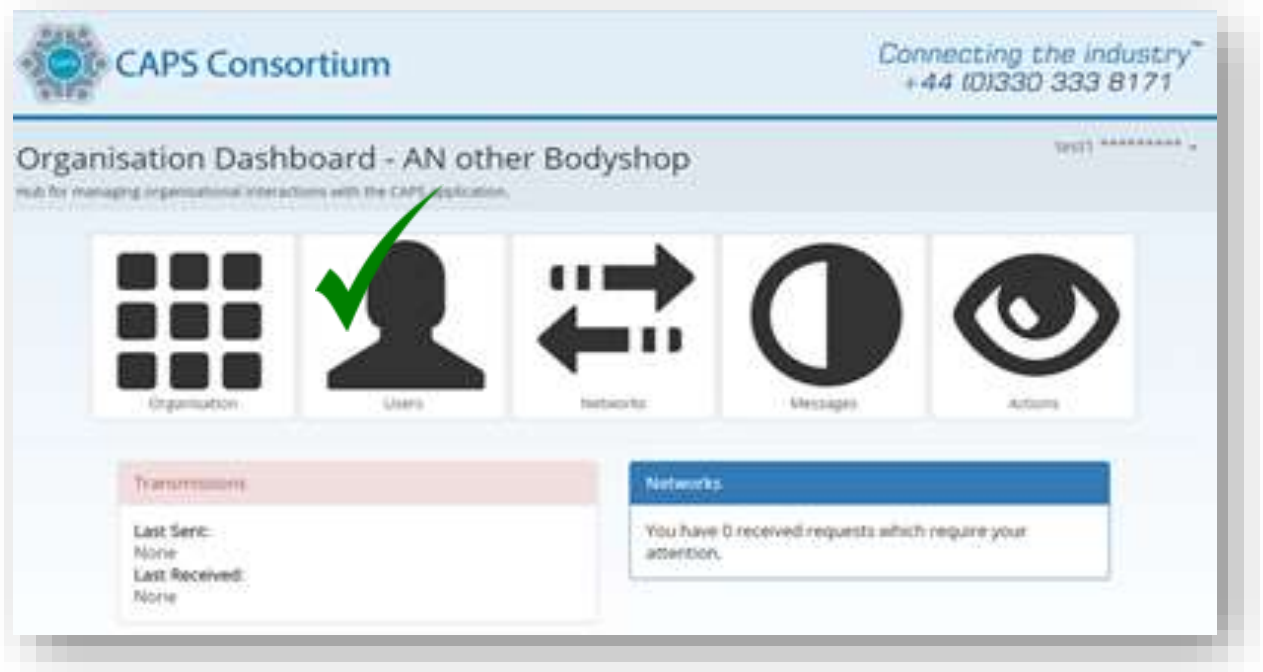
Once completed click “Save” and press back to return to your dashboard.

Note: You will be requested to agree to the terms and conditions of CAPS. This is presented to you as the “End User License Agreement” (EULA) and must be accepted before moving on through the registration process. Failure to accept these terms will halt your registration.

Creating Users

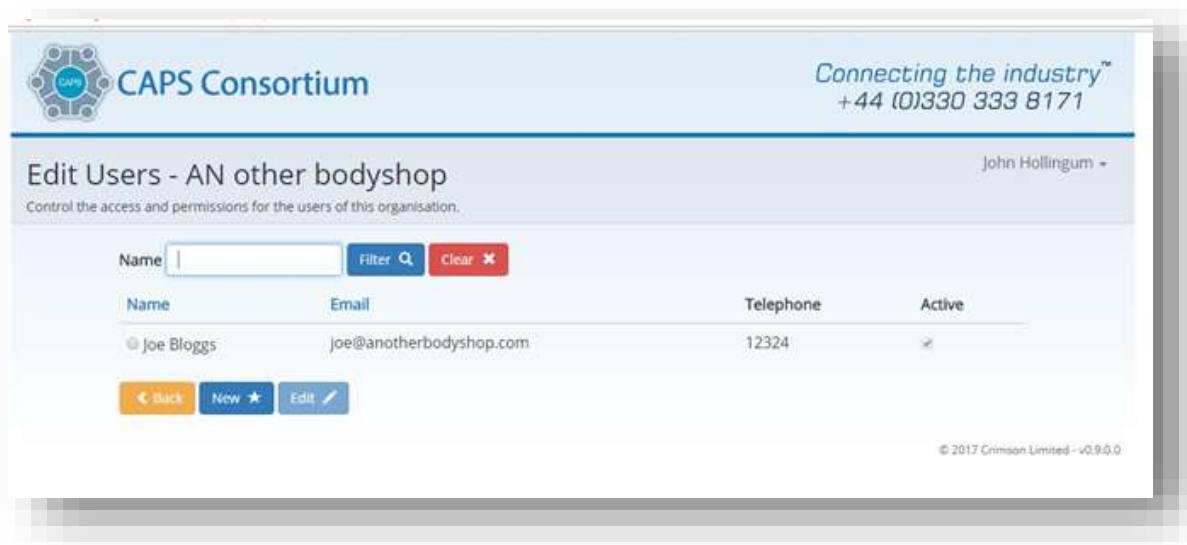
In addition to the primary contact details requested at the time of registration on the “Edit Organisation” screen. This section below allows you to add additional users to your organisation whilst also giving them roles and access rights to what they can actively manage within your organisation.

Set up additional Users

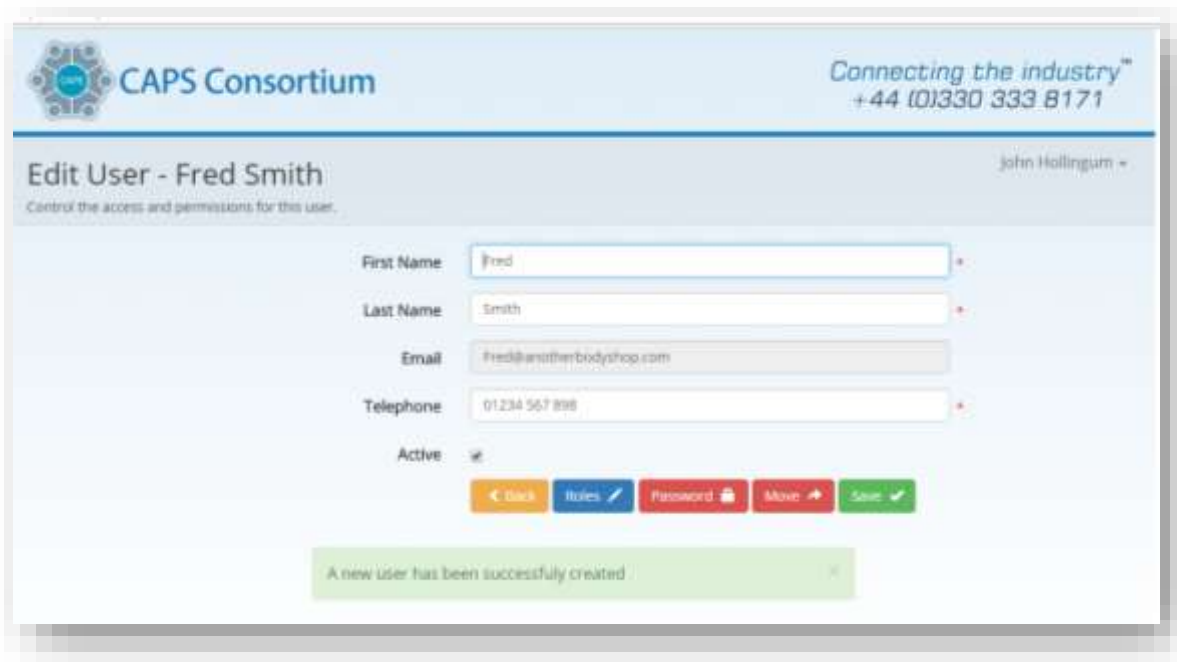


Here you can add additional users to your organisation, as well as assign them roles within your business.

To add a user, Select New ☆



Complete the required fields, select save and move on to assigning the roles



Edit User - Fred Smith John Hollingum ▾

Control the access and permissions for this user.

First Name:

Last Name:

Email:

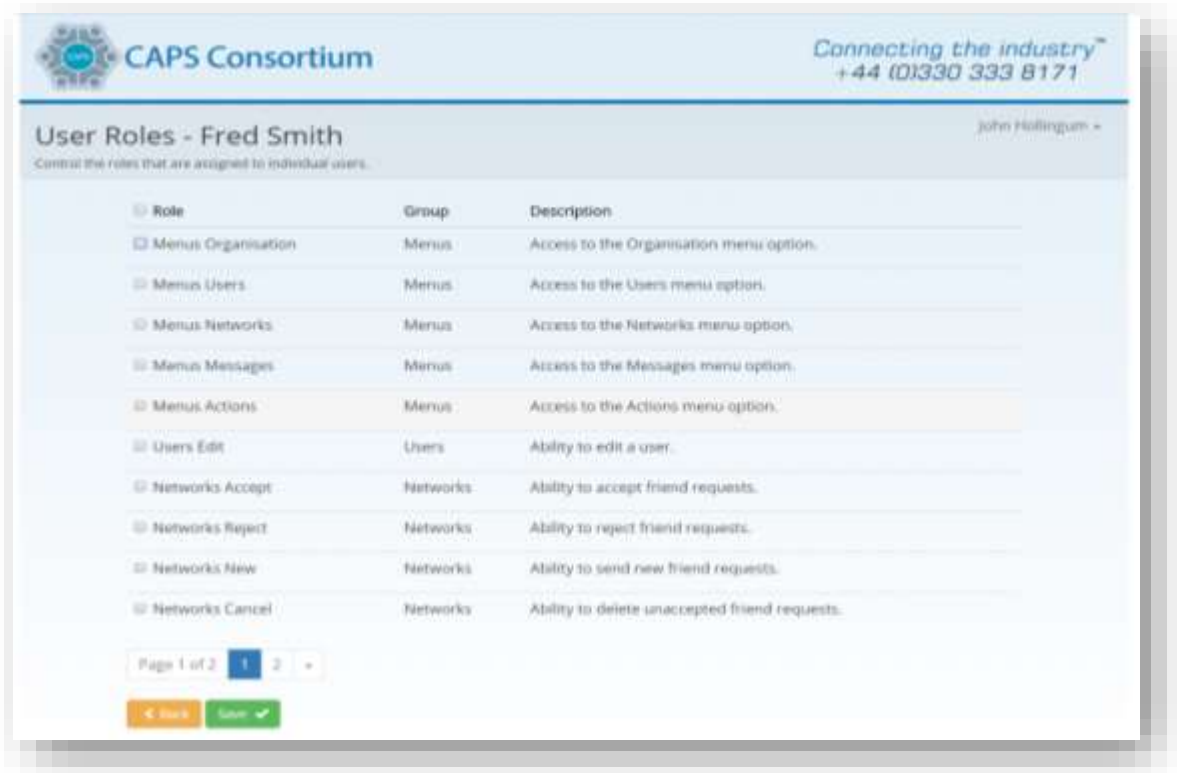
Telephone:

Active:

A new user has been successfully created

Assign Roles

In this section once you have added the users within your organisation, you can also assign them roles within the business, activate passwords and more.



User Roles - Fred Smith John Hollingum ▾

Control the roles that are assigned to individual users.

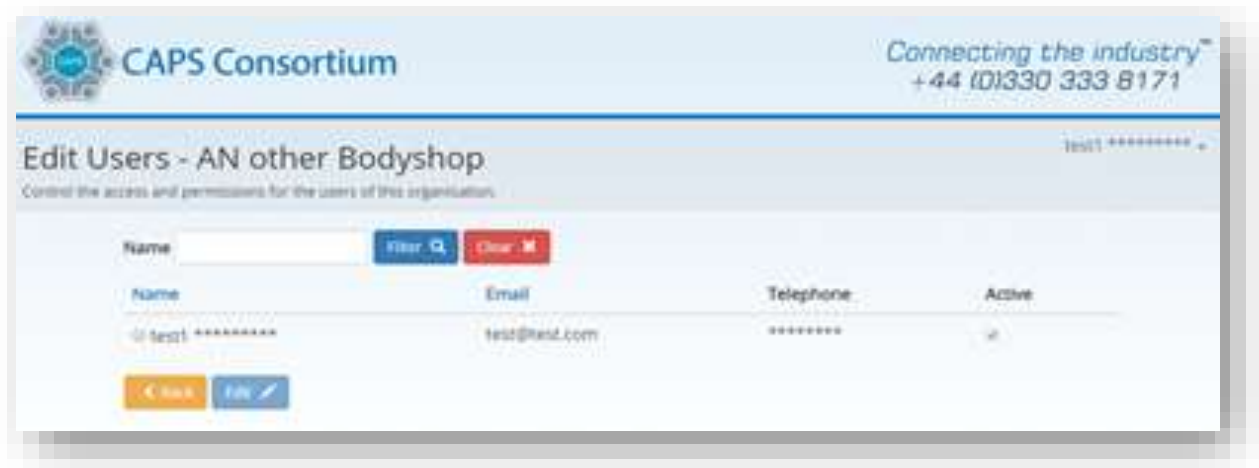
Role	Group	Description
<input type="checkbox"/> Menu Organisation	Menus	Access to the Organisation menu option.
<input type="checkbox"/> Menu Users	Menus	Access to the Users menu option.
<input type="checkbox"/> Menu Networks	Menus	Access to the Networks menu option.
<input type="checkbox"/> Menu Messages	Menus	Access to the Messages menu option.
<input type="checkbox"/> Menu Actions	Menus	Access to the Actions menu option.
<input type="checkbox"/> Users Edit	Users	Ability to edit a user.
<input type="checkbox"/> Networks Accept	Networks	Ability to accept friend requests.
<input type="checkbox"/> Networks Reject	Networks	Ability to reject friend requests.
<input type="checkbox"/> Networks New	Networks	Ability to send new friend requests.
<input type="checkbox"/> Networks Cancel	Networks	Ability to delete unaccepted friend requests.

Page 1 of 2

Upon completion, you must click “save” to confirm your additions and then click back returning to the main dashboard menu

Edit Users

By clicking on the edit button, this will allow you to de-select a user that has been added to your organisation. They can be re-selected in the future, by simply ticking the radio button to the left of their name.

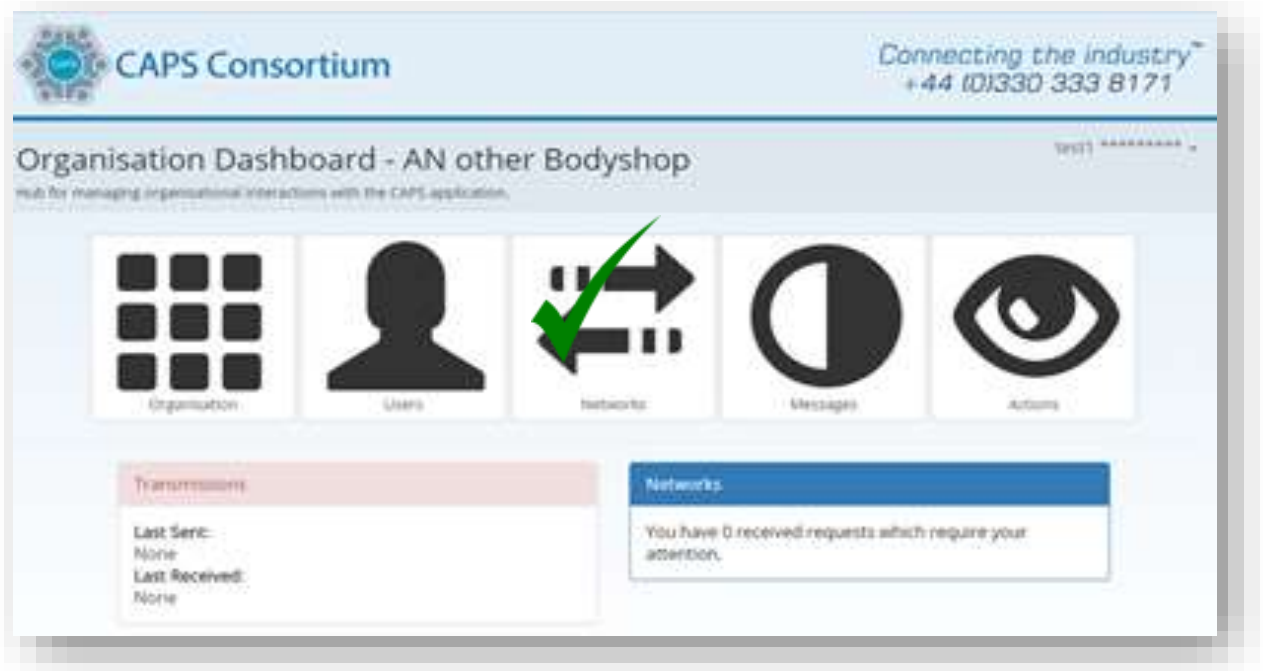


When finished click "Save" and then back returning to the main menu

Networks

By selecting services from the list presented, you are effectively creating your data share network. Each service has a brief description of how and what system is used in the data exchange chain. CAPS effectively exchange your data with the services you select by delivering the data to the chosen application system. Connectivity is created by using the @CAPS Friendship Request, protocol.

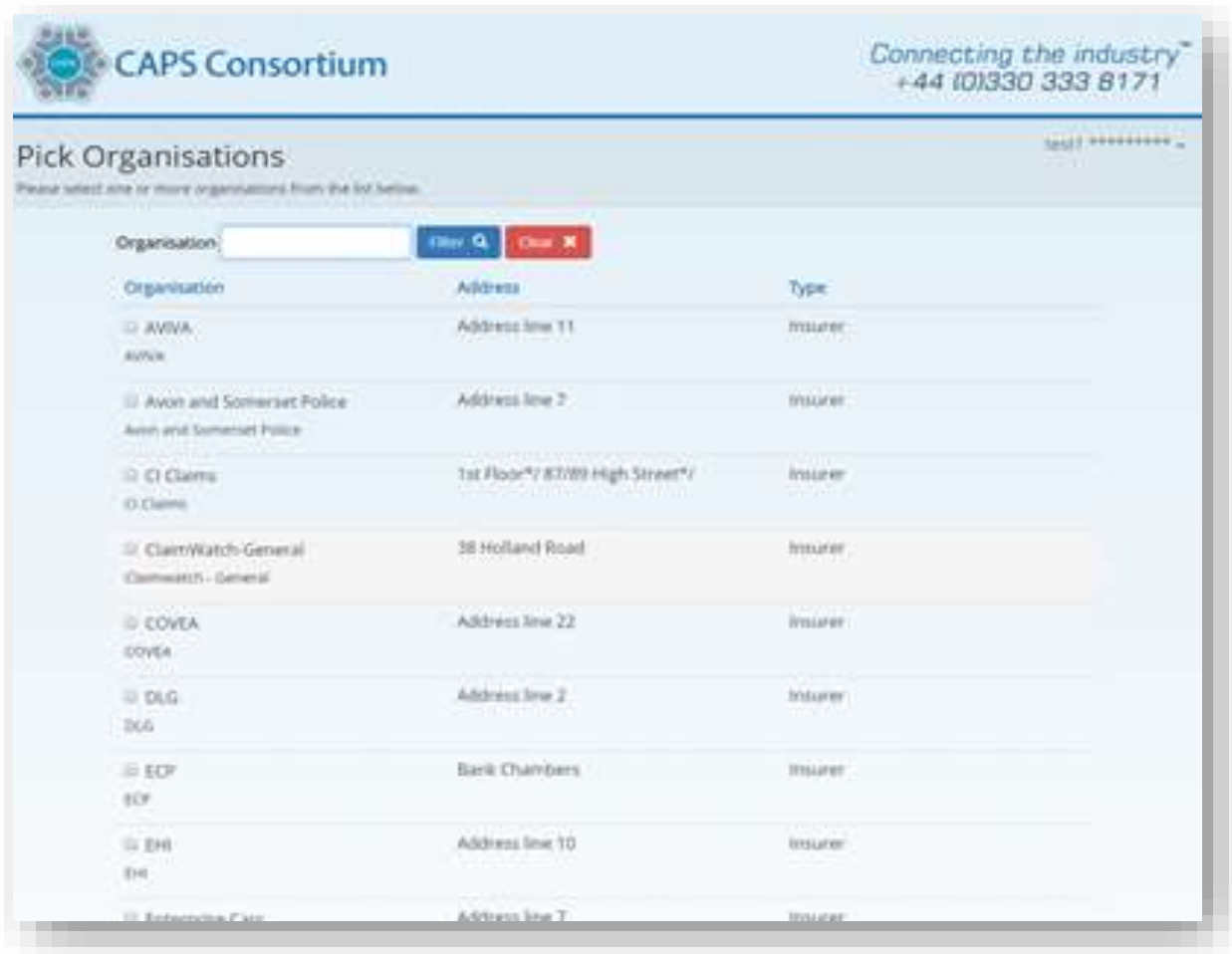
Create your network



Upon access to this section you will be presented with a list of CAPS connected services. You should tick the services for which you are approved. Your listed service will receive an automated email asking them to validate the request to share data via the CAPS system, this we refer to as the @CAPS Friendship Request.

This is where you can add or remove data share partners, placing the control in your hands. The set up and connectivity to share data relies on your Bodyshop system supplier, to ensure that your system is correctly configured. The CAPS protocol is made upon either the confirmation by your data share partner or the action of unticking a service box. By unselecting a service, this immediately stops any data share immaterial as to whether your system supplier has made any configuration changes. Your data will not be exchanged by CAPS in this instance!

Selecting Services



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Pick Organisations test1 *****

Please select one or more organisations from the list below.

Organisation: Filter Clear

Organisation	Address	Type
<input type="checkbox"/> AVIVA aviva	Address line 11	Insurer
<input type="checkbox"/> Avon and Somerset Police Avon and Somerset Police	Address line 2	Insurer
<input type="checkbox"/> CI Claims CI Claims	1st Floor*7 87/89 High Street*7	Insurer
<input type="checkbox"/> ClaimWatch-General ClaimWatch - General	38 Holland Road	Insurer
<input type="checkbox"/> COVEA COVEA	Address line 22	Insurer
<input type="checkbox"/> DLG DLG	Address line 2	Insurer
<input type="checkbox"/> ECP ECP	Bank Chambers	Insurer
<input type="checkbox"/> EHI EHI	Address line 10	Insurer
<input type="checkbox"/> Enterprise Care	Address line 7	Insurer

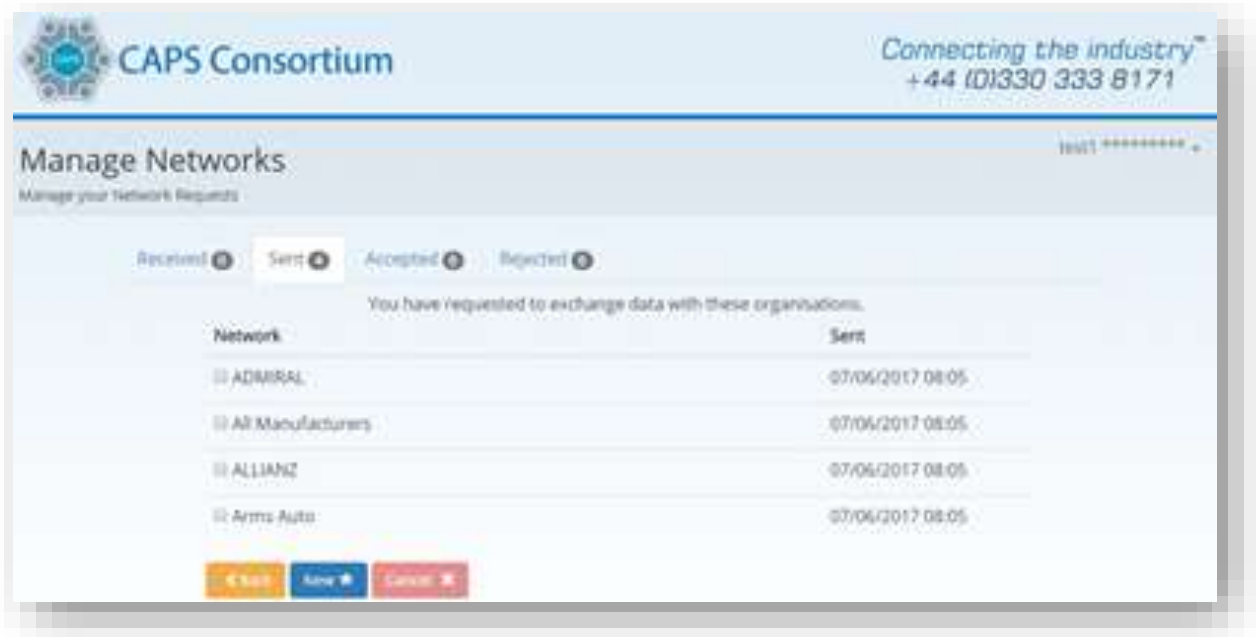
Once a service has been selected the recipient receives an email asking them to go into their viewable dashboard and either confirm or delete the ©CAPS Friendship Request. If confirmed the system automatically creates an electronic protocol “Handshake”.

At this point your system management company also receives an automated email instructing them that the request has been confirmed, where they should ensure your system is set up to share data with the agreed party/s.

Note – Any delays in setting up your connection and data from flowing may be down to your system provider and the work load/priority they may have within their own business.

Managing Network Requests

Your dashboard will also provide status updates on the number of @CAPS Friendship Requests sent, accepted and or rejected.



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Manage Networks

Manage your Network Requests

Received **Sent** Accepted Rejected

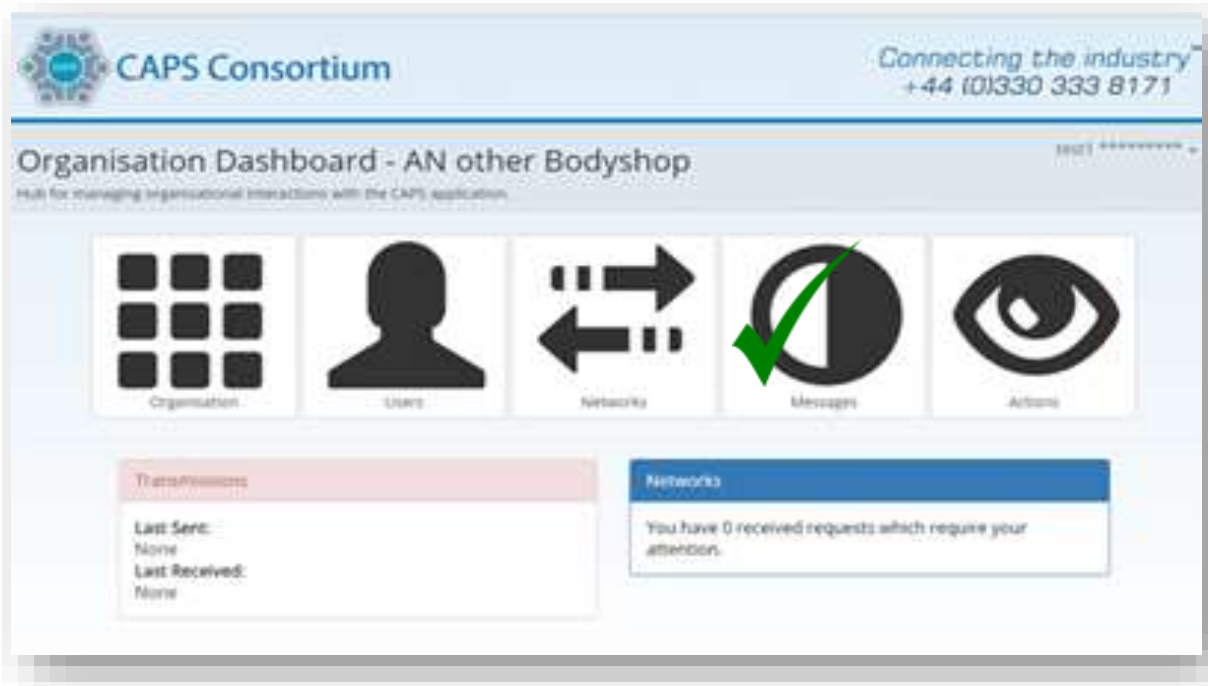
You have requested to exchange data with these organisations.

Network	Sent
ADMIRAL	07/06/2017 08:05
All Manufacturers	07/06/2017 08:05
ALLIANZ	07/06/2017 08:05
Arms Auto	07/06/2017 08:05

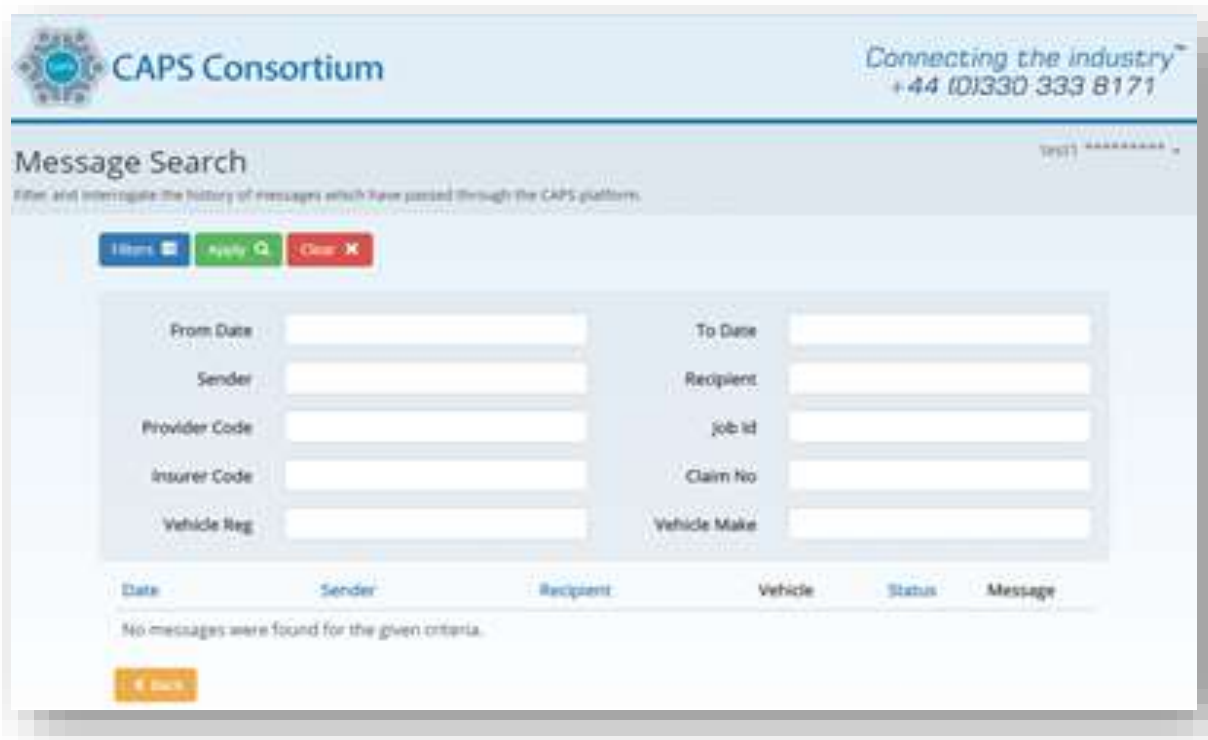
Clear View Cancel

Messages

In this section of the dashboard you can view the transactions that have passed into and through CAPS. The information on this page also allows you to ensure your data is being exchanged and to show if data has been delayed or rejected. Your Insurers and work providers also have access to their organisational dashboard, allowing them to also see exchange traffic as well.

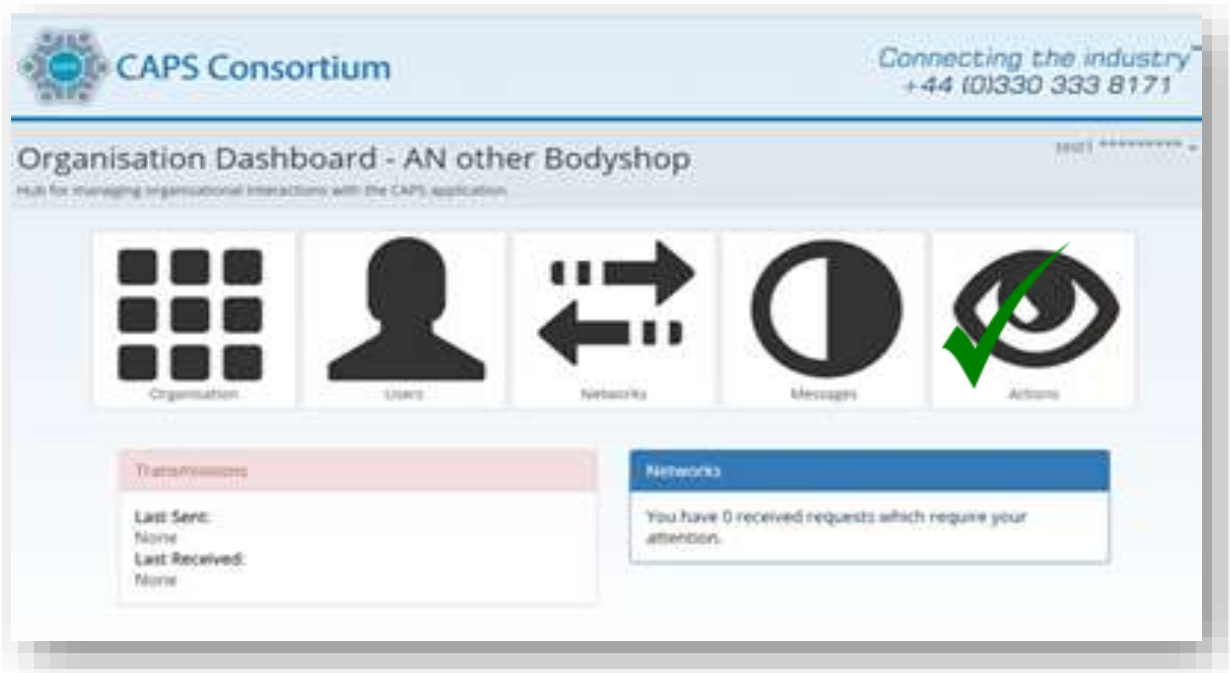


Use the filter button options to open the menu, to see if a job has passed through CAPS.



Actions

In this section, it will show any actions that you or your users have undertaken.



Using the filter options will assist in the search if you have something specific you want to view.

