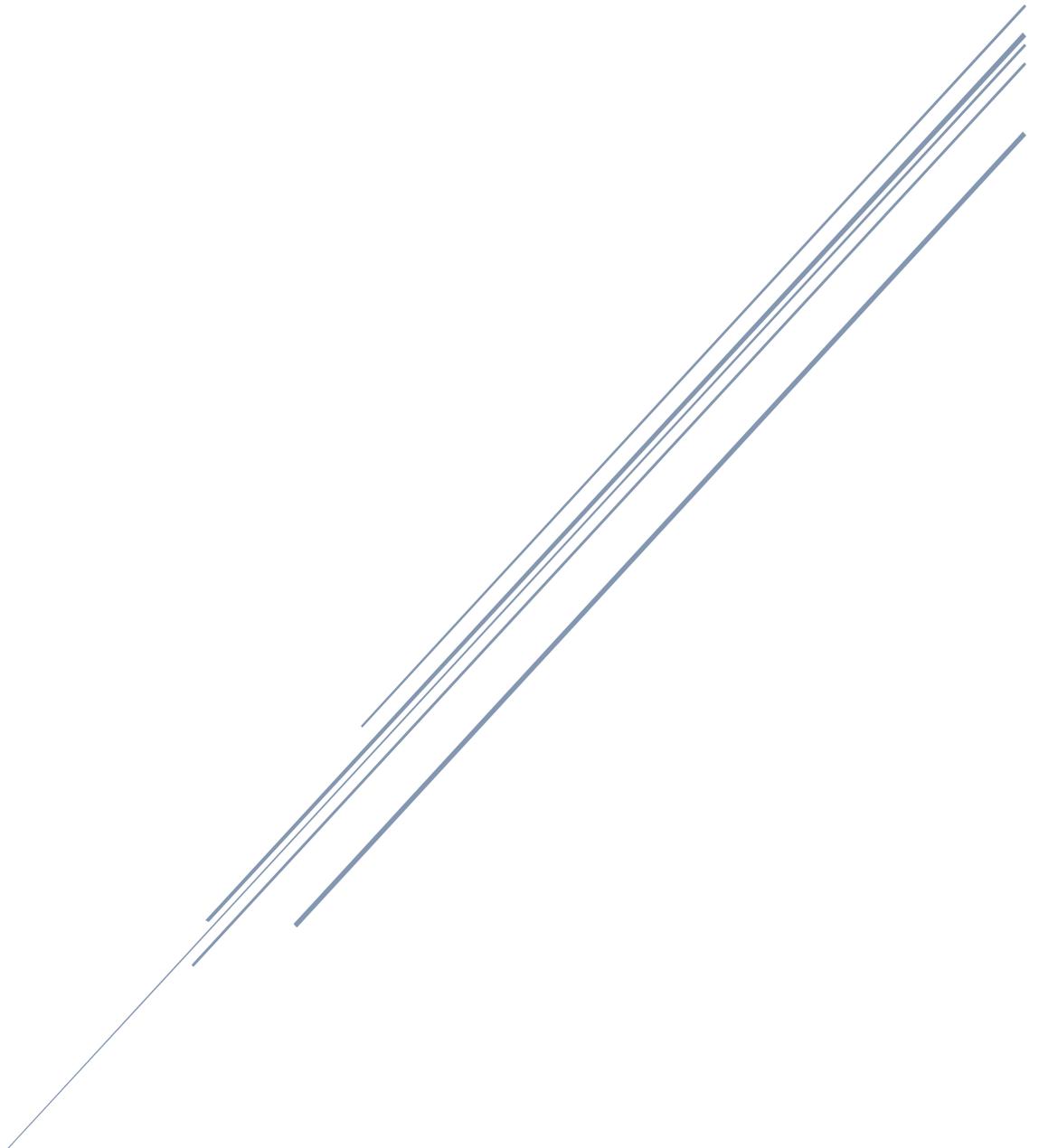


CAPS System

v2.0 Bodyshop Registration Guide
Incl Group Application



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On Line registration

Access the website at <https://www.caps.co.uk> & select “Get Connected” on the grey bar to the left of the screen

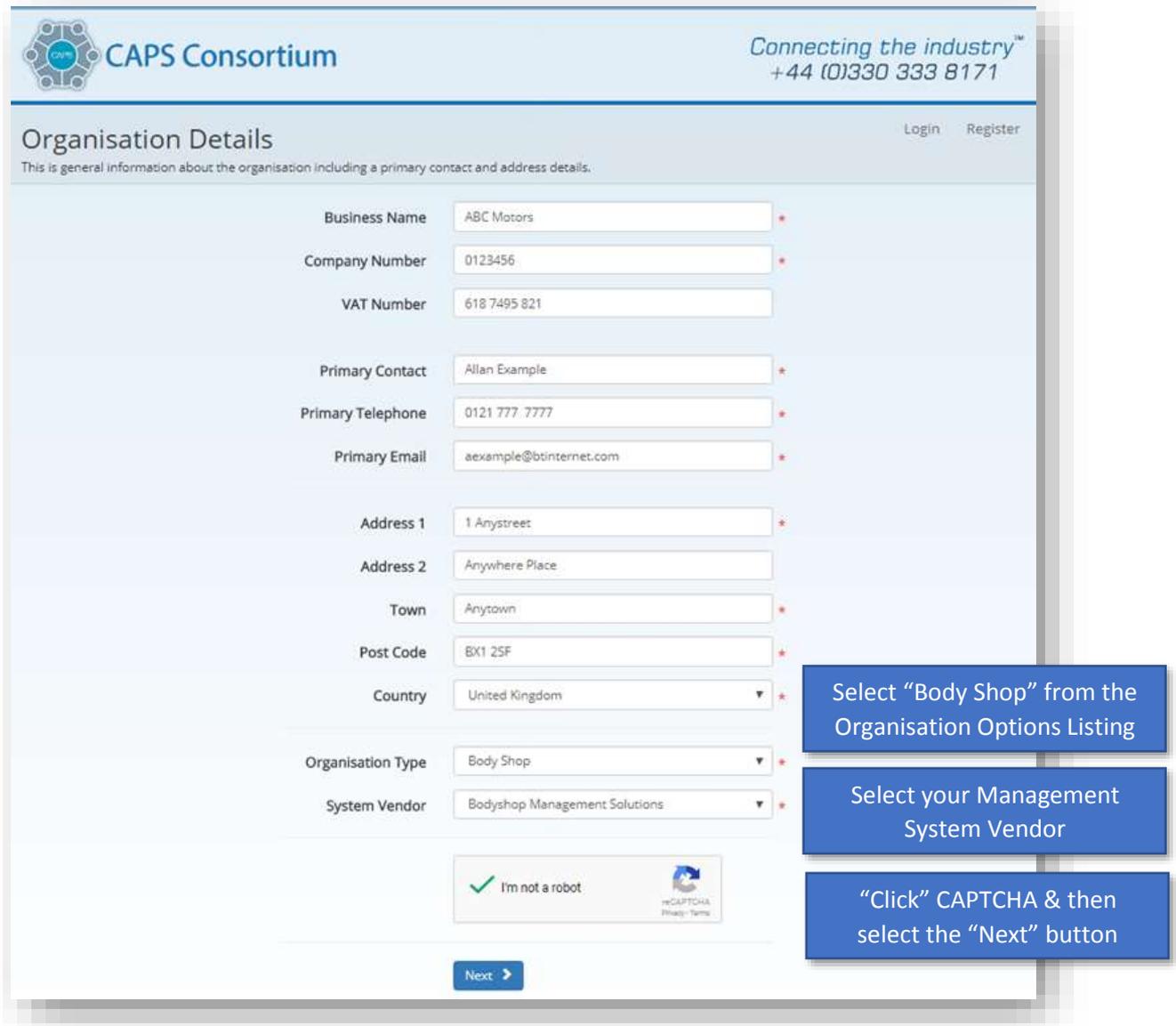


Note: The information you will require to advance through the process will be;

- Standard business information
 - Company registration number
 - VAT Registration number
- Key person identified
 - Contact name
 - Telephone number
 - Email address

Your Business Registration Information

Required to enter your “Organisation Details”



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Organisation Details

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

[Login](#) [Register](#)

Business Name	<input type="text" value="ABC Motors"/>	*
Company Number	<input type="text" value="0123456"/>	*
VAT Number	<input type="text" value="618 7495 821"/>	
Primary Contact	<input type="text" value="Allan Example"/>	*
Primary Telephone	<input type="text" value="0121 777 7777"/>	*
Primary Email	<input type="text" value="aexample@btinternet.com"/>	*
Address 1	<input type="text" value="1 Anystreet"/>	*
Address 2	<input type="text" value="Anywhere Place"/>	
Town	<input type="text" value="Anytown"/>	*
Post Code	<input type="text" value="BX1 2SF"/>	*
Country	<input type="text" value="United Kingdom"/>	*
Organisation Type	<input type="text" value="Body Shop"/>	*
System Vendor	<input type="text" value="Bodyshop Management Solutions"/>	*

I'm not a robot 

[Next >](#)

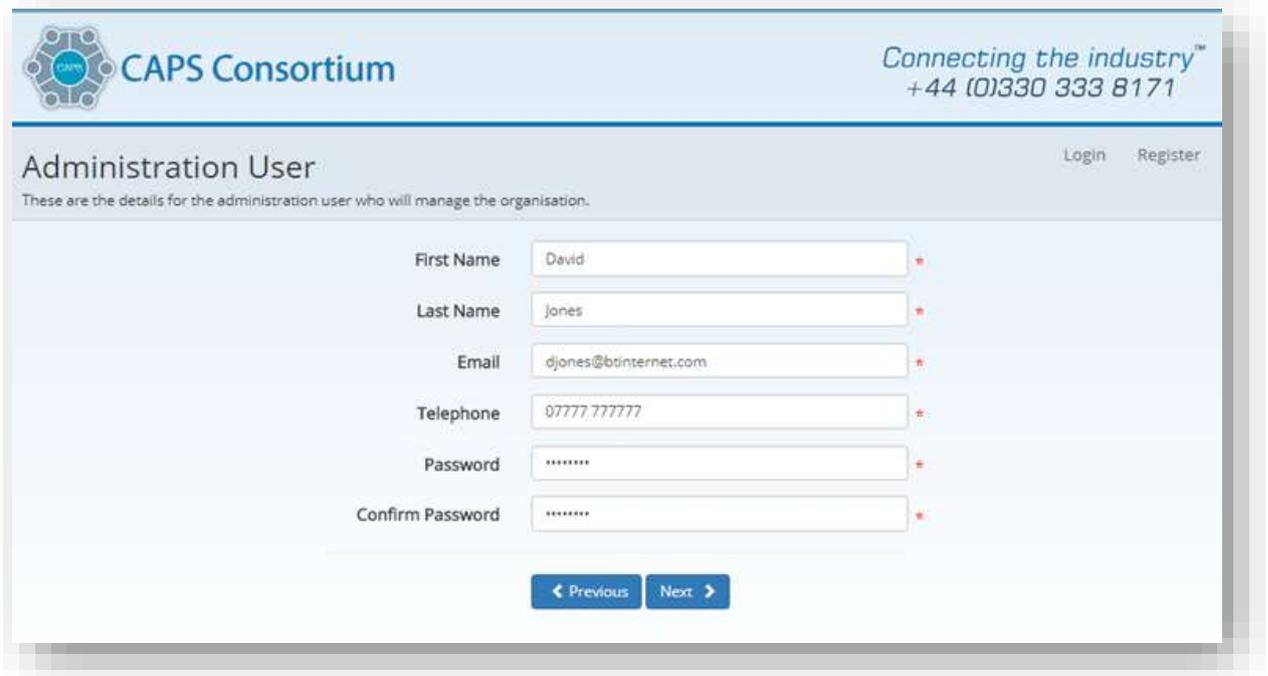
Select “Body Shop” from the Organisation Options Listing

Select your Management System Vendor

“Click” CAPTCHA & then select the “Next” button

Setting the Admin user

Complete “Administration User” details, these can either be the same or different than the primary contact previously entered. Then select “Next”.



The screenshot shows the CAPS Consortium website header with the logo and tagline "Connecting the industry™ +44 (0)330 333 8171". Below the header is the "Administration User" registration form. The form includes the following fields:

- First Name: David
- Last Name: Jones
- Email: djones@btinternet.com
- Telephone: 07777 777777
- Password: [Redacted]
- Confirm Password: [Redacted]

At the bottom of the form are two buttons: "Previous" and "Next".

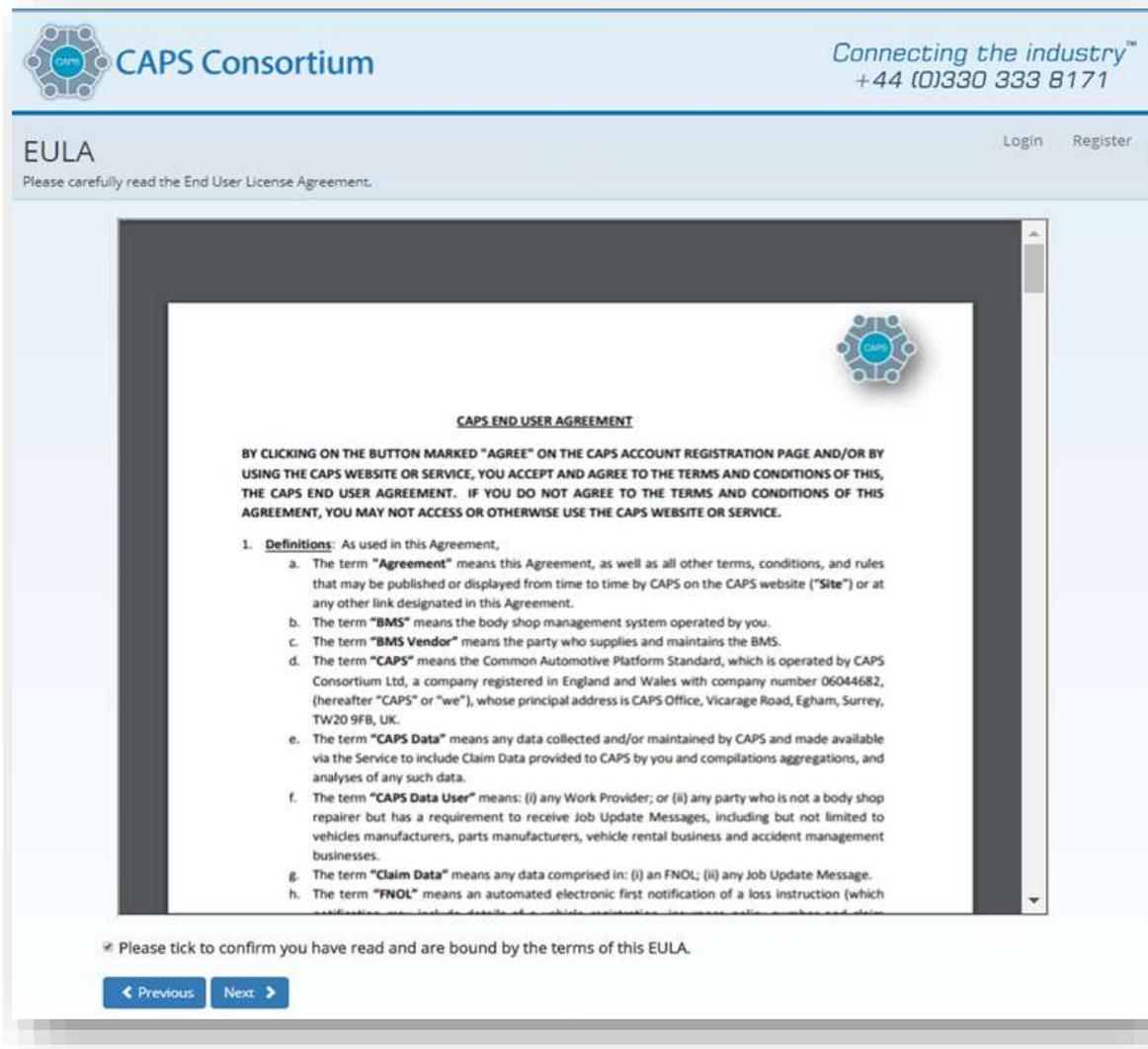
Your password must be at least 8 characters in length. And at least one upper and lower case, one number, one symbol. It can't contain any part of your name.

Additional Users can only be set up on the dashboard following completion of registration!

Terms and Conditions

These are the standard terms and conditions of the CAPS system, referred to as the End User Licence Agreement (EULA).

Tick to confirm that you agree to “EULA” and select “Next”.



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EULA Login Register

Please carefully read the End User License Agreement.


CAPS END USER AGREEMENT

BY CLICKING ON THE BUTTON MARKED "AGREE" ON THE CAPS ACCOUNT REGISTRATION PAGE AND/OR BY USING THE CAPS WEBSITE OR SERVICE, YOU ACCEPT AND AGREE TO THE TERMS AND CONDITIONS OF THIS, THE CAPS END USER AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, YOU MAY NOT ACCESS OR OTHERWISE USE THE CAPS WEBSITE OR SERVICE.

1. **Definitions:** As used in this Agreement,

- a. The term "**Agreement**" means this Agreement, as well as all other terms, conditions, and rules that may be published or displayed from time to time by CAPS on the CAPS website ("**Site**") or at any other link designated in this Agreement.
- b. The term "**BMS**" means the body shop management system operated by you.
- c. The term "**BMS Vendor**" means the party who supplies and maintains the BMS.
- d. The term "**CAPS**" means the Common Automotive Platform Standard, which is operated by CAPS Consortium Ltd, a company registered in England and Wales with company number 06044682, (hereafter "**CAPS**" or "**we**"), whose principal address is CAPS Office, Vicarage Road, Egham, Surrey, TW20 9FB, UK.
- e. The term "**CAPS Data**" means any data collected and/or maintained by CAPS and made available via the Service to include Claim Data provided to CAPS by you and compilations aggregations, and analyses of any such data.
- f. The term "**CAPS Data User**" means: (i) any Work Provider; or (ii) any party who is not a body shop repairer but has a requirement to receive Job Update Messages, including but not limited to vehicles manufacturers, parts manufacturers, vehicle rental business and accident management businesses.
- g. The term "**Claim Data**" means any data comprised in: (i) an FNOL; (ii) any Job Update Message.
- h. The term "**FNOL**" means an automated electronic first notification of a loss instruction (which

Please tick to confirm you have read and are bound by the terms of this EULA.

[< Previous](#) [Next >](#)

Making your network selections

Select your “Network Requests” from the list shown. These are the companies that you may wish to share data with and currently do work for. Once you have made your selections, tick register to complete the process.

To make your selections you can either scroll through the pages one at a time or use the filter option to locate the service.

Pick Organisations

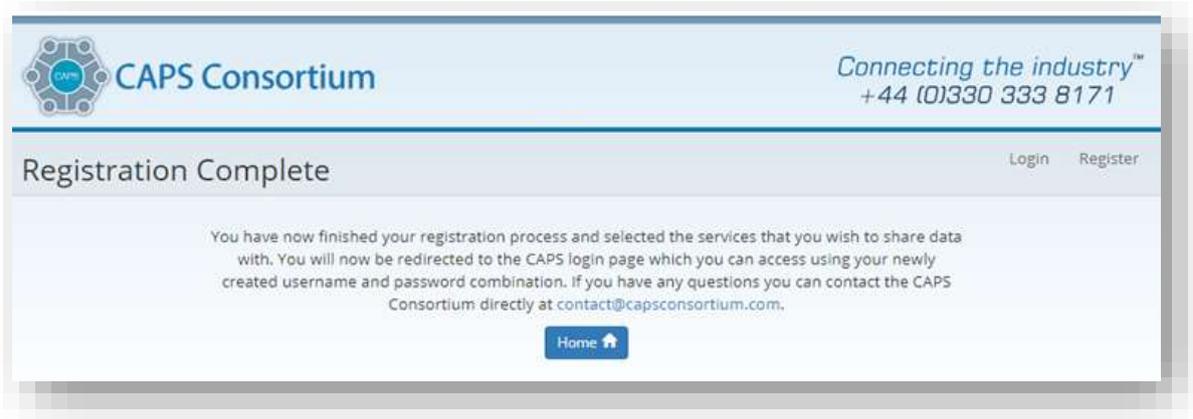
Please select one or more organisations from the list below.

Filter 🔍
Clear ✕

Organisation	Address	Type
<input type="checkbox"/> ADMIRAL <small>Send updates to Admiral Insurance. Admiral uses Repex as their application system of choice.</small>	David Street.	Insurer/Claims Management
<input type="checkbox"/> Arms Auto <small>Arms Rental Management System, is the system that Enterprise uses to update their rental branches with repair progression updates where there is an Enterprise rental vehicle.</small>	Enterprise House	Insurer/Claims Management
<input type="checkbox"/> AVIVA <small>Send updates to Aviva. Aviva uses IVM as their application system of choice.</small>	Address line 11	Insurer/Claims Management
<input type="checkbox"/> Avon and Somerset Police <small>Send updates to Avon and Somerset Police. Avon and Somerset use the Fusion service</small>	Address line 7	Insurer/Claims Management
<input type="checkbox"/> Carbody Banbury Ltd(Duplicate)	Thorpe Lane	Insurer/Claims Management
<input type="checkbox"/> COVEA <small>Send updates to Covea Insurance. Covea uses ActiveWeb as their application system of choice.</small>	Norman Pl.	Insurer/Claims Management
<input type="checkbox"/> DLG <small>Send updates to Direct Line Group. DLG uses ActiveWeb as their application system of choice.</small>	Churchill Court	Insurer/Claims Management
<input type="checkbox"/> Enterprise Cars <small>Send updates to Enterprise Rent-A-Car on repair work that you are carrying out on Enterprise vehicles. Enterprise use the Performance Gateway service</small>	Enterprise House	Insurer/Claims Management

Note: Additional selections and edits can be made once you have registered by logging in to your dash board.

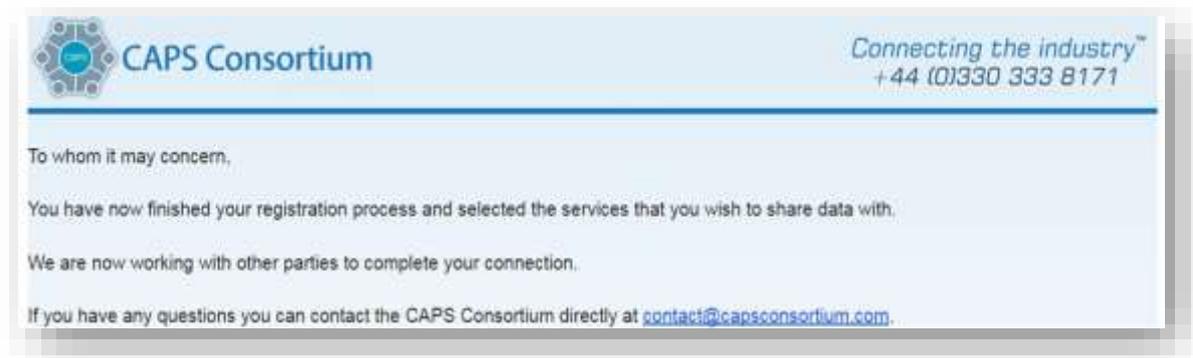
Registration Complete



Click on “Home” and log in using your newly created username and password combination.

Confirmation Messages

Below is an example confirmation e-mail you will receive once you have completed the registration.



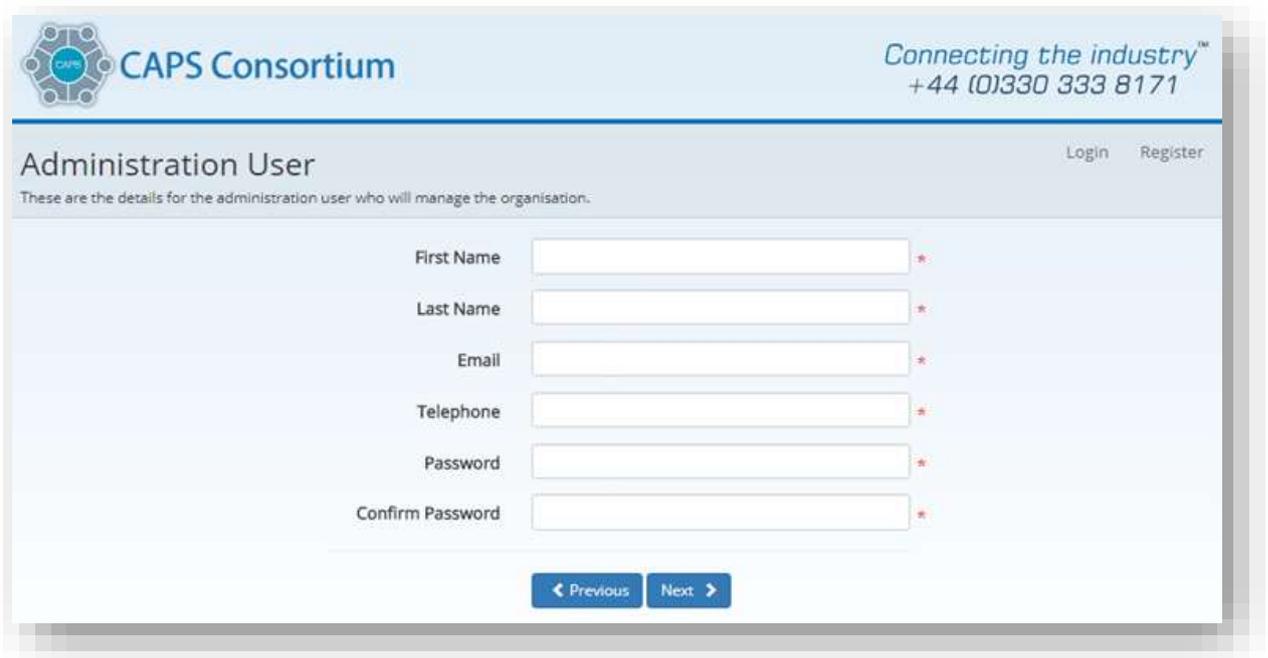
Multisite/ Group Registration

If you would like to connect any site to a “Group” of Body Shops, once you have completed the primary Registration Process, e-mail, contact@capsconsortium.co.uk and by providing the site name and the name of the Group you wish them to be added to. The CAPS Administrator will then notify you when the Group link request has been completed.

Creating a New Group

If you need to register multiple sites that will all be part of the same Group, how do I accomplish this?

Follow the registration process detailed above for each site but please enter a different “Administration User”, usually the site manager, for each site registration (in the screen shown below).



The screenshot shows the CAPS Consortium website header with the logo and tagline "Connecting the industry™ +44 (0)330 333 8171". Below the header is a navigation bar with "Login" and "Register" links. The main content area is titled "Administration User" and includes a sub-header: "These are the details for the administration user who will manage the organisation:". The form contains six input fields: "First Name", "Last Name", "Email", "Telephone", "Password", and "Confirm Password", each with a red asterisk indicating a required field. At the bottom of the form are two buttons: "Previous" and "Next".

Once you have all the sites registered, please email contact@caps.co.uk informing CAPS the site names, group name, and who the primary user should be.

We will join the sites together under one view for the primary user to manage.