

MDC Platform

Market User Manual

Document Control

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1.1	20-08-2018	Updated to combine SBF & LCR process activities into one general section. Separated Site Map from descriptions of different areas of functionality.
1.2	07-11-2018	Completing information on gaps in document
1.3	11-12-2018	Login and support details added and SBF & LCR specific sections removed

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1 INTRODUCTION

1.1 PURPOSE OF THIS DOCUMENT

This document is intended for Users of the web based Lloyd's "Market Data Collection" (MDC) system. The User manual provides information on how to access the system and perform necessary functions within the system to create, validate and submit Returns to Lloyd's. Also included are the supporting administration functions including setting up User Access for your organisation and maintaining reference data.

Abbreviations used in this document are:

CSV	Comma Separated Value, a common data file type
MDC	Market Data Collection
SBF	Syndicate Business Forecast
LCR	Lloyd's Capital Return
***	Used to represent any specific Return when describing a general activity

Text in the format **[Text]** indicates an onscreen button or link.

1.2 OVERVIEW OF MDC PLATFORM

The Market Data Collection (MDC) Platform has been implemented to provide improved methods for Market participants to prepare, validate, review and submit Returns to Lloyd's. The system has enhanced and more comprehensive collaboration functionality.

1.3 SCOPE OF USER MANUAL

This document does not intend to deal with the content of the returns or provide guidance on how to complete any of the forms. It intends to provide an overview of the various functions configured and enabled as part of the MDC platform that can be performed by Lloyd's corporation user basis the roles assigned to them.

The initial implementation of the MDC Platform supports the Syndicate Business Forecast (SBF) and Lloyd's Capital Return (LCR) Returns. It is planned to add further Returns in future releases of the platform.

2 ACCESSING THE SYSTEM

2.1 SYSTEM REQUIREMENTS

This is a web-based system available via the internet and supports following web browsers:

- Internet Explorer (IE) 11
- Google Chrome version 53 (and plus).

System Requirements:

- Dual Core (1.6GHz or above recommended)
- 4 GB RAM
- Operating System MS Windows 7 or above
- Minimum graphics resolution 1366x786
- Microsoft Office 2010 or above (for download/edit of Excel files)
- PDF Viewer

2.2 SUPPORT AND REPORTING PROBLEMS

We recommend that any issues accessing the MDC Platform should initially be taken up with your Devolved Administrator. If this does not resolve the problem or answer any questions, then contact the MDC Support team with an email to mdcsupport@lloyds.com or call the Support Line on 0207 327 5530.

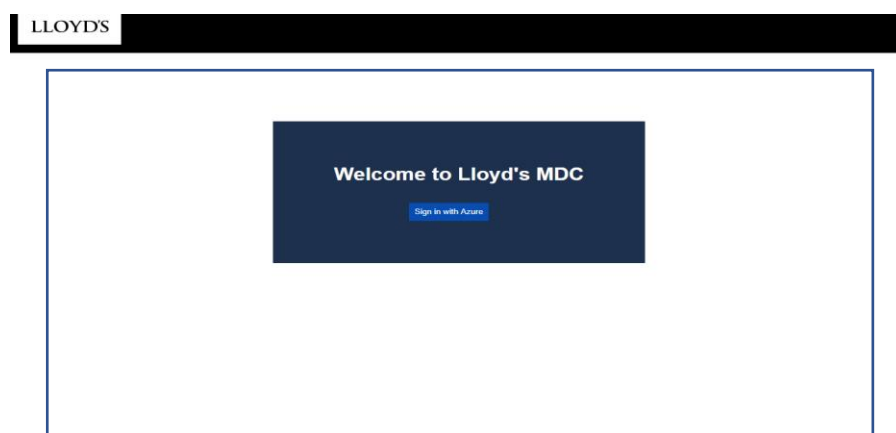
2.3 LOGGING ON TO THE MDC PLATFORM

Users can access the system via the following URL:

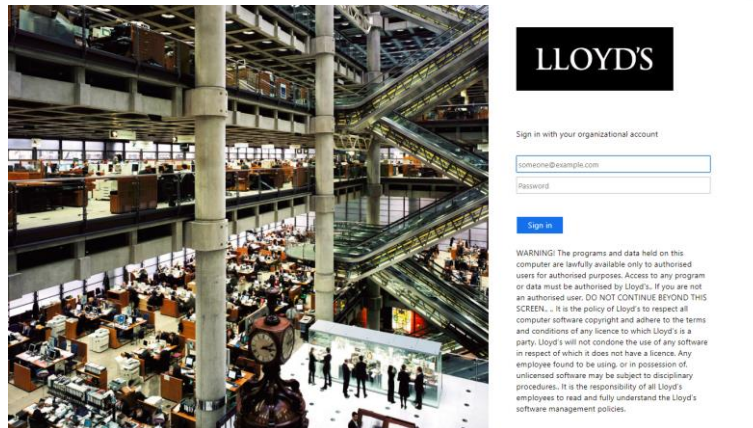
<https://mdc.lloyds.com/mdc/login.htm>

Login to the Platform is through the Microsoft Azure cloud. All users must be registered with Azure which is managed by Lloyd's. Requests for registration of new users should be sent to mdcsupport@lloyds.com.

Click on **[Sign in with Azure]** to Login into the MDC Portal.



Enter your Username and then your company password to login into the MDC Portal.



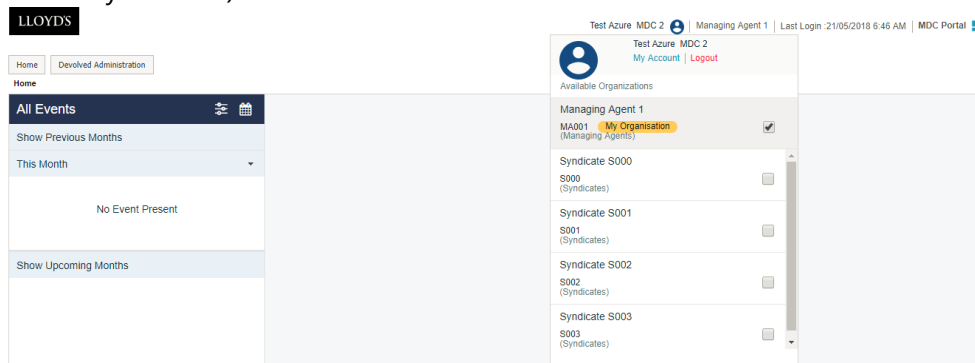
Users will be logged into the system under their primary organisation (i.e. Managing Agent).

If this is the first time that the user has logged into the MDC Platform, then they will need to accept any Terms and Conditions that are displayed. These will also be displayed and need to be accepted if they have been updated.

2.4 SELECT ORGANISATION

Managing Agents are responsible for preparing and submitting Returns for their Syndicates to Lloyd's. A Managing Agent can be linked to one or more Syndicates and a User can work on one Syndicate at a time within the MDC platform.

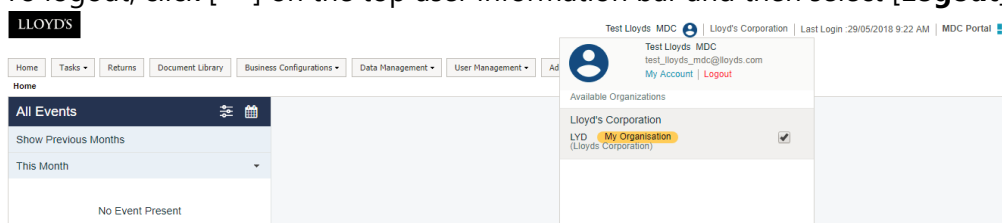
If Users have been assigned access to multiple organisations, they can see the list of these organisations and select the one where they want to perform activities within the system. The User's access to the various functionalities and content within the system will be based on the Access Role(s) assigned to the User for each organisation (i.e. Managing Agent and linked Syndicates).



Again, as with the initial login, there may be specific Terms and Conditions that apply to Syndicates, which would need to be accepted.

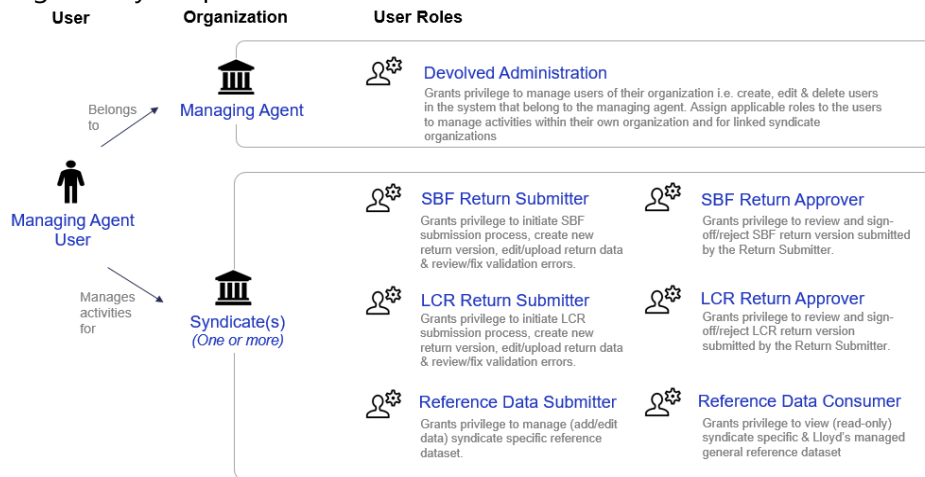
2.5 LOG OUT

To logout, click [👤] on the top user information bar and then select **[Logout]**.



2.6 USER ROLES

Various activities that can be performed within the system are categorised and grouped into different User Access Roles. Users can then be mapped to multiple roles for each organisation they work for. The functionality that is made available for each of these Access Roles is configured by Corporation administrators.



Devolved Administration

Each Managing Agent can have one or more Devolved Administrators who will be responsible for managing the Users of their own organisation. This includes creation, edit and deletion of Users and assigning the Access Roles for each User to control the security and activities they can perform for their own and linked Syndicate(s).

*** - Return Submitter

Users who have been assigned this role are responsible for specific Return submissions to Lloyd's for their linked Syndicate(s) (e.g. SBF, LCR). This includes creating Return versions, validation, co-ordination for internal sign-off and submission to Lloyd's.

*** - Return Approver

Users who has been assigned this role are responsible for reviewing and signing-off the specific Return version that will be then submitted to Lloyd's by the Return Submitter.

*** - Market Report Viewer

This Access Role provides access to view the Return comparison reports.

Reference Data Submitter

Users who have been assigned this role are responsible for managing Syndicate specific reference datasets within the system. These Users will have edit privileges to the Syndicate owned reference datasets.

Reference Data Consumer

Users who have been assigned this role will have read-only access to the Syndicate owned reference datasets and Lloyd's published reference datasets.

SBF - Member Agents Report Viewer

Member Agent Users who have been assigned this role will have access to view the "SBF – Member Agents Extract" report.

SBF - Third Party Report Viewer

Third Party Users who have been assigned this role will have access to SCOR to view the "SBF – Third Party Extract" report.

3 SYSTEM SITE MAP

This section provides an overview of all the various functions available within the MDC platform. Different functions will be displayed depending on the organisation selected and the User Access Role(s) applicable for the User.

3.1 MANAGING AGENT ORGANISATION

3.1.1 HOME

This is the default landing page for the User. The Home Page comprises of the Returns calendar which lists any events in the order of the scheduled deadlines applicable at the Managing Agent level.

By default, it will display all the activities that are due in the current month. Click on **[Show Previous Months]** to view events of previous months and click on **[Show Upcoming Months]** to view the events due in the upcoming months.

3.1.2 TASKS

There are no tasks configured in the platform that are applied at the Managing Agent level.

3.1.3 DEVOLVED ADMINISTRATION

This functionality allows Devolved Administrators to manage Users within their organisation. A Devolved Administrator can create, edit and delete Users. They can also assign the Access Role(s) that Users can perform within their organisation and for any linked Syndicate(s). The following functionality is provided:

- View list of Users of their organisation.
- Create / View / Edit Users.
- Assign the Access Role(s) for the Managing Agent and for each linked Syndicate for each User.

3.1.4 SELF HELP

The Self Help functionality has been introduced to provide self-explanatory guided flows for Users to navigate through key activities performed in the system.

Click on the **[Self Help]** tab to search through the list of guided flows to aid Users to navigate through the activity they would like to perform. For example there are guided flows for "Create a New Return – via CSV" and "Devolved Administration".

3.2 SYNDICATE ORGANISATION

3.2.1 HOME

The Home Page comprises of the Returns calendar which lists all the events in the order of the scheduled deadline applicable to the Syndicate that has been selected. There is an option for Users to start the Submission process from the event if they have the necessary privileges assigned to their User role.

By default, it will display all the activities that are due in the current month. Click on **[Show Previous Months]** to view events of previous months and click on **[Show Upcoming Months]** to view the events due in the upcoming months.

3.2.2 TASKS

The Return Submission Process Workflow comprises of multiple User tasks which need to be performed as the Return progresses through the workflow. Each task is assigned to specific User roles that will be responsible for completing those tasks. Users can navigate to the Task Dashboard by clicking on the **[Tasks]** menu item.

There are three tabs provided for the following tasks statuses:

- Assigned – tasks that have been claimed and therefore not available to other Users;
- Available – tasks that are not currently claimed by a User;
- Completed – tasks that have been completed by a User.

By default those tasks that have been “Assigned” are displayed.

Then within the “Assigned” and “Completed” tabs, Users can view the list by category:

- My Tasks – Tasks which have been claimed and awaiting completion;
- Other’s Tasks – Tasks which have been claimed by other Users;
- All Tasks – a complete list of all tasks within the system for this organisation.

Users can filter the task list by Process Name, Process Type, Organisation and Task.

3.2.3 NOTIFICATIONS

This functionality provides a view of the email notifications that have been sent to the User. These emails can be generated from tasks within the workflow and are used to inform a user that an action needs to be performed or has been completed.

3.2.4 RETURNS

3.2.4.1 Market Returns

This area of the MDC Platform provides the functionality to prepare, validate, approve and submit the Returns that are required by Lloyd’s.

3.2.4.2 Reports

Comparison Reports are provided that can be used to compare the data between different versions of Returns. This can be used to compare versions within the same Underwriting Year or between Underwriting Years.

3.2.5 DOCUMENTS

The Document Library functionality provides every organisation with its own document store within the system. Each User can have their own private document store within their own and linked organisations.

Any documents shared by Lloyd’s will be listed and accessible under this section.

3.2.6 DATA MANAGEMENT

3.2.6.1 Reference Data

Users with the Access Role of Reference Data Submitter or Reference Data Consumer can view and download all the Reference Data managed and maintained by Lloyd’s (such as Risk Codes, Brokers, Regions, Countries, Currencies, Realistic Disaster Scenarios, Distribution Channel, Limit Type, etc.).

Those with the Access Role of Reference Data Submitter can also manage and maintain their own Syndicate specific Reference Data (such as Syndicate Class of Business, Members, Underwriters, Investment Managers & Brokers).

Syndicate specific Reference Data can be created as part of the Return submission process. Managing Agents can also add and edit/maintain Reference Data directly using the Reference Data facility.

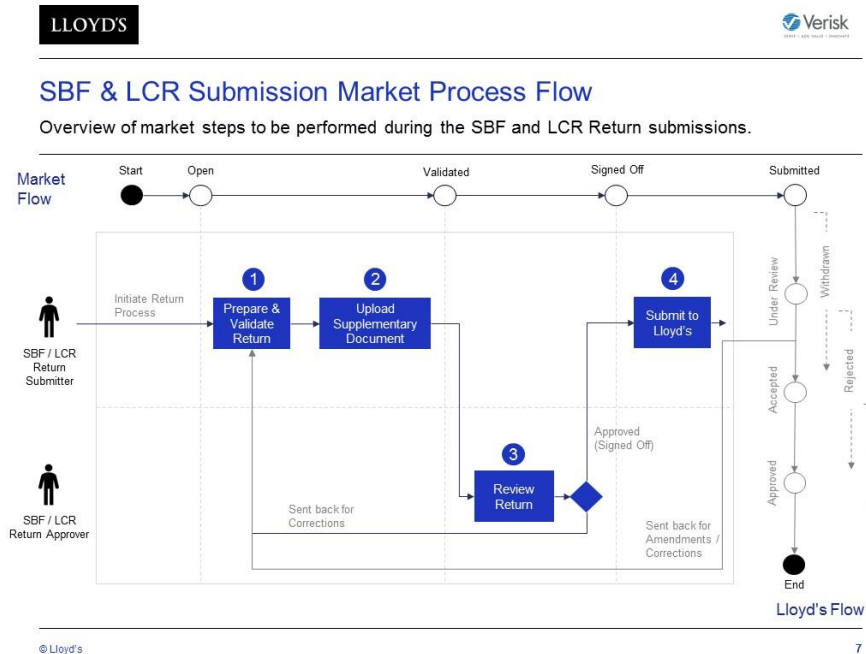
3.2.7 SELF HELP

The Self Help functionality has been introduced to provide self-explanatory guided flows for Users to navigate through key activities performed in the system.

Click on the **[Self Help]** tab on the right of the screen to search through the list of guided flows to aid Users to navigate through the activity they would like to perform.

4 RETURN SUBMISSION WORKFLOW

An End-to-End Business Process Workflow has been defined to prepare Returns, validate Returns, upload documents, for Market internal review/sign-off, submission to Lloyds, perform secondary validations and final approval of the Return.



4.1 PREPARE & VALIDATE RETURN

“*** - Return Submitter” Users can create Return versions through the Return functionality and once ready, can initiate the Return submission process workflow and link the Return version to the process. Users can also create Return versions as part of this step in the workflow and link these to the process. The process can only move to the next step if the Return has no errors.

4.2 UPLOAD SUPPLEMENTARY DOCUMENTS

“*** - Return Submitter” Users are required to upload all the necessary supplementary documents linked to the Return process.

4.3 REVIEW RETURN

Users with the “*** - Return Approver” role can review the Return and either return it back to the Return Submitter to make corrections or approve the Return for submission to Lloyd's.

4.4 SUBMIT RETURN TO LLOYD'S

The “*** - Return Submitter” can submit the Return to Lloyd's, once the Return has been signed-off.

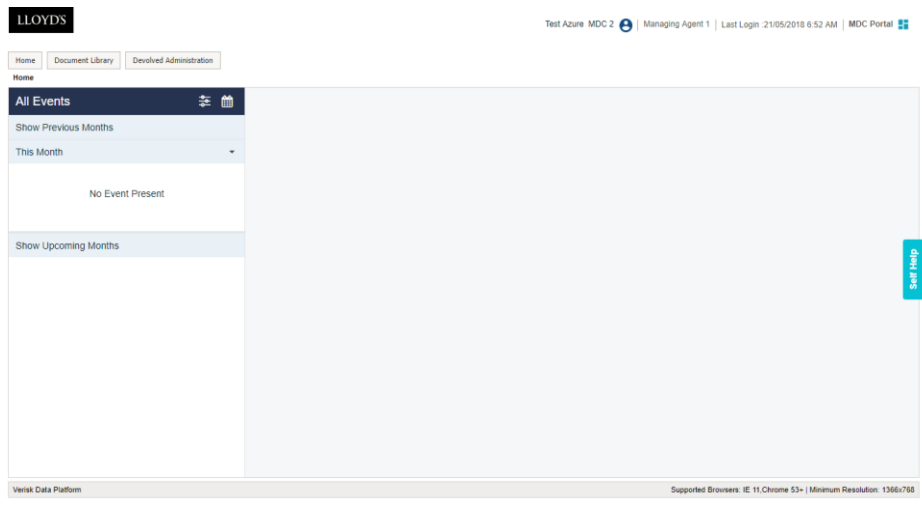
4.5 WITHDRAW RETURN

Once the Return has been submitted, the “*** - Return Submitter” can request for a Return withdrawal and the Return can be withdrawn from Lloyd's prior to it being marked as “Accepted”. Once “Accepted” by Lloyd's, the Return version cannot be withdrawn.

5 HOME



5.1 BUSINESS EVENTS

The Home Page comprises of the Returns calendar which lists all the events in the order of the scheduled deadline applicable to the organisation.



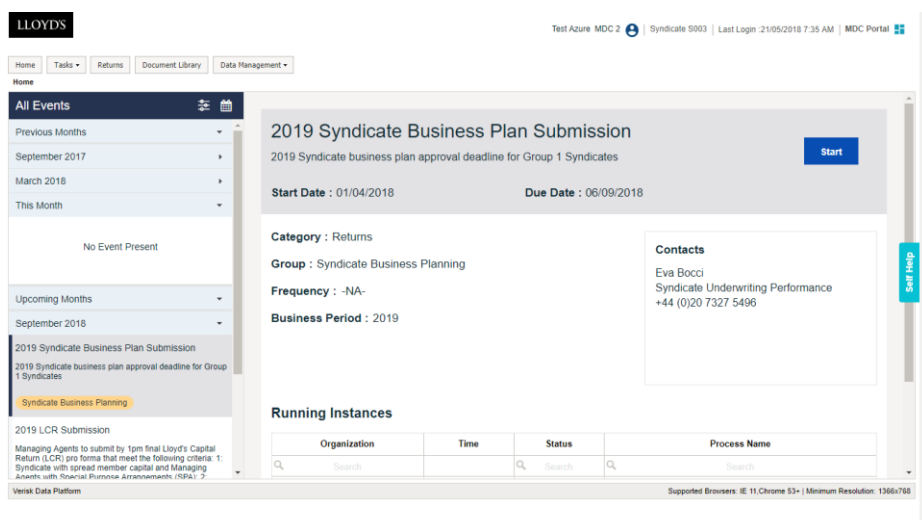
By default, all the activities that are due in the current month are displayed. Click on **[Show Previous Months]** to view events of previous months and click on **[Show Upcoming Months]** to view the events due in the upcoming months.

Additionally, Users can filter for events based on the "Event Groups" by clicking the filter

icon,  or by providing a specific date range by clicking on the calendar icon, .

Note: Only events that are applicable for the current organisation are displayed. Events applicable for any Syndicates can be seen only when a Syndicate has been selected.

As shown below, click on an Event to view the details of that event. If the User has the right privileges, the **[Start]** button will be enabled for the User to initiate the process. Once the workflow process is initiated, the relevant tasks will be generated and available.



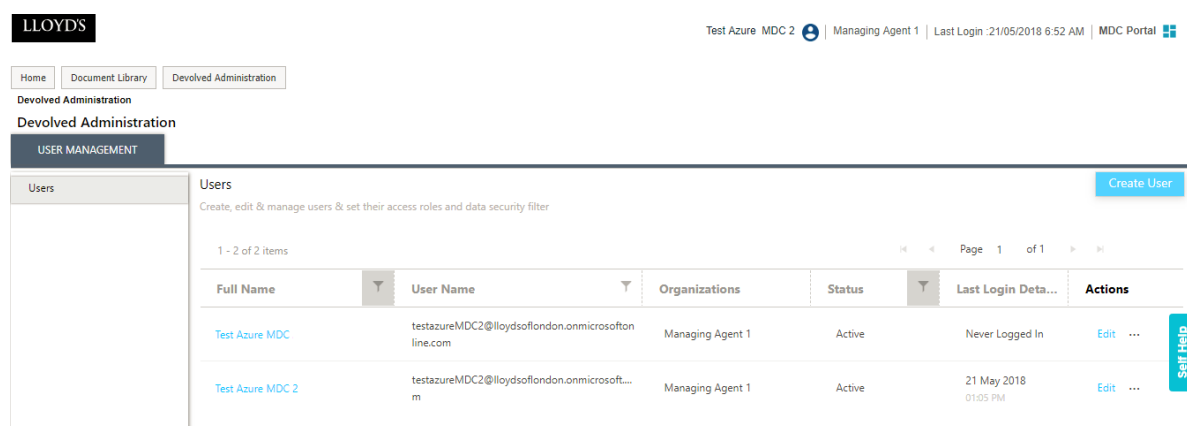
6 DEVOLVED ADMINISTRATION

This functionality allows Devolved Administrators to create Users, grant them access to **[Private Organisation Types]** if applicable, assign Access Roles for their own and any linked Organisations and apply any additional **[Data Security Filters]** that are required.

Example: "User001" (belongs to "MA001 Managing Agent") can work for its own organisation and also the linked "Syndicate S000" within the context of the data security filter applied and Access Roles assigned to it.

6.1 VIEW LIST OF USERS

By default the Users main page displays the list of existing "Active" Users, sorted by "Full Name". The list can be sorted and filtered by Full Name, User Name (i.e. email address), Organisations and Status.



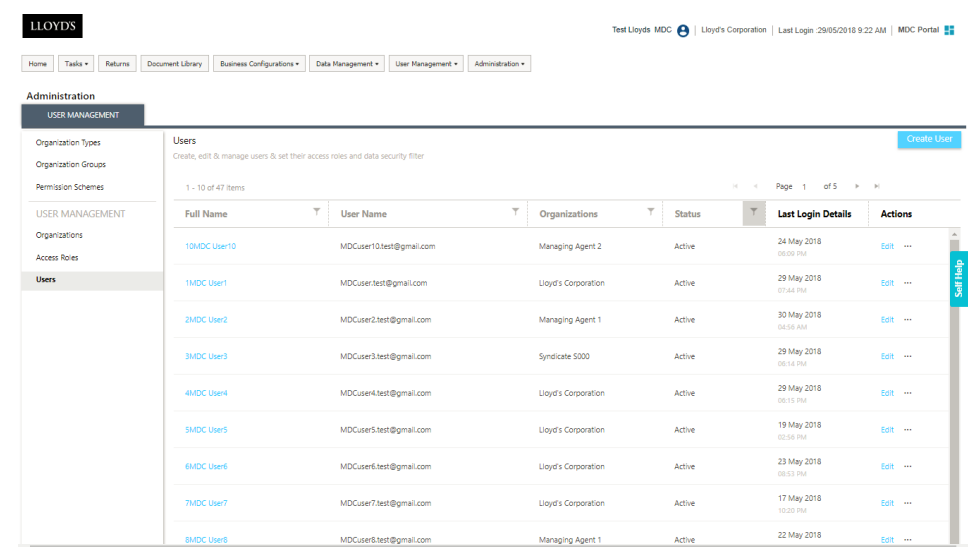
The screenshot shows the LLOYDS MDC Platform interface. The top navigation bar includes "Home", "Document Library", and "Devolved Administration". The "Devolved Administration" section is active, showing "USER MANAGEMENT". The "Users" page is displayed, with a "Create User" button in the top right. The page shows a list of 2 users, sorted by Full Name. The table has columns: Full Name, User Name, Organizations, Status, Last Login Details, and Actions. The users listed are "Test Azure MDC" and "Test Azure MDC 2".

Full Name	User Name	Organizations	Status	Last Login Details	Actions
Test Azure MDC	testazureMDC2@lloydssoftlondon.onmicrosoft.com	Managing Agent 1	Active	Never Logged In	Edit ...
Test Azure MDC 2	testazureMDC2@lloydssoftlondon.onmicrosoft.com	Managing Agent 1	Active	21 May 2018 01:05 PM	Edit ...

6.2 CREATE USER

In addition to creating a User record in the MDC Platform a new User must be registered in the Microsoft Azure cloud. For this step send an email to mdcsupport@lloyds.com with details of the User including their email address. They will then receive a registration email to complete.

Then to create a new User in the MDC Platform, select **[Create User]** on the Users main page.

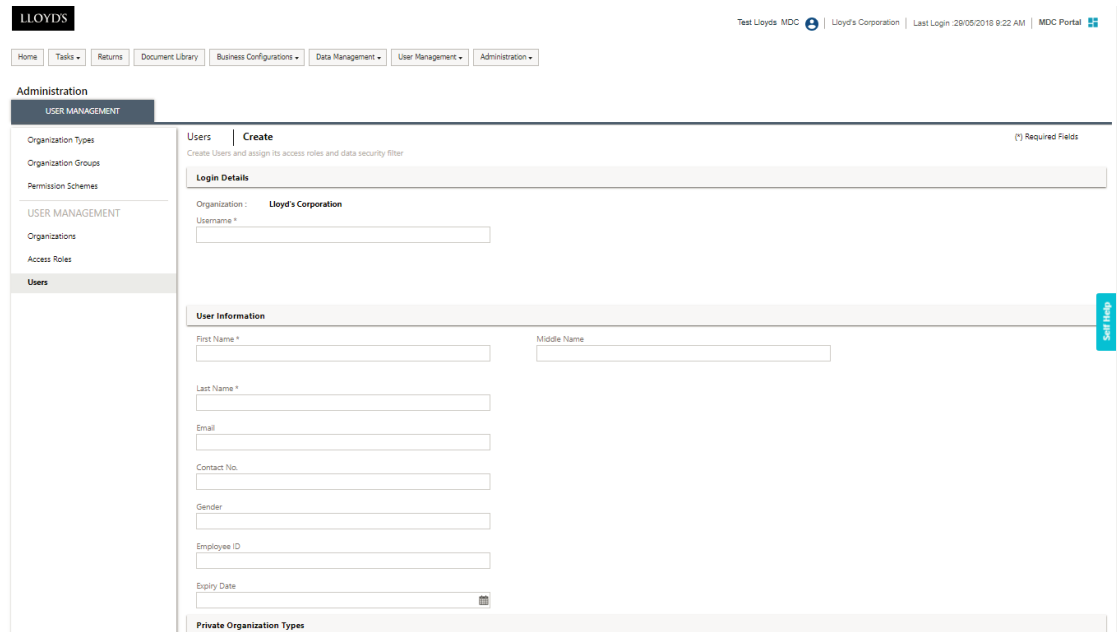


The screenshot shows the LLOYDS MDC Platform interface with the "Users" page. The top navigation bar includes "Home", "Tasks", "Returns", "Document Library", "Business Configurations", "Data Management", "User Management", and "Administration". The "User Management" section is active, showing "Users". The page shows a list of 10 users, sorted by Full Name. The table has columns: Full Name, User Name, Organizations, Status, Last Login Details, and Actions. The users listed are "10MDC User10", "1MDC User1", "2MDC User2", "3MDC User3", "4MDC User4", "5MDC User5", "6MDC User6", "7MDC User7", "8MDC User8", and "9MDC User9".

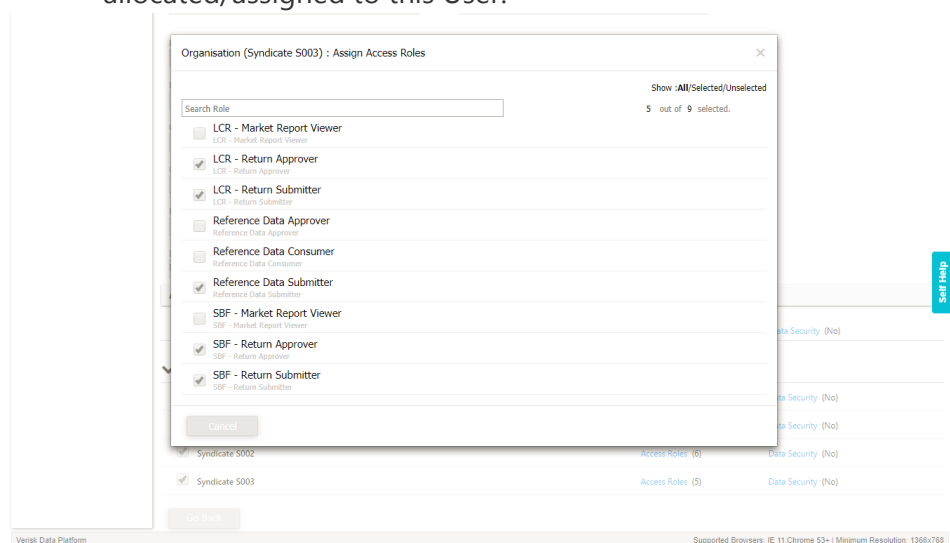
Full Name	User Name	Organizations	Status	Last Login Details	Actions
10MDC User10	MDCUser10.test@gmail.com	Managing Agent 2	Active	24 May 2018 09:09 PM	Edit ...
1MDC User1	MDCUser1.test@gmail.com	Lloyd's Corporation	Active	29 May 2018 07:04 PM	Edit ...
2MDC User2	MDCUser2.test@gmail.com	Managing Agent 1	Active	30 May 2018 02:58 AM	Edit ...
3MDC User3	MDCUser3.test@gmail.com	Syndicate S000	Active	29 May 2018 06:14 PM	Edit ...
4MDC User4	MDCUser4.test@gmail.com	Lloyd's Corporation	Active	29 May 2018 06:15 PM	Edit ...
5MDC User5	MDCUser5.test@gmail.com	Lloyd's Corporation	Active	19 May 2018 02:58 PM	Edit ...
6MDC User6	MDCUser6.test@gmail.com	Lloyd's Corporation	Active	23 May 2018 08:53 PM	Edit ...
7MDC User7	MDCUser7.test@gmail.com	Lloyd's Corporation	Active	17 May 2018 10:20 PM	Edit ...
8MDC User8	MDCUser8.test@gmail.com	Managing Agent 1	Active	22 May 2018	Edit ...
9MDC User9	MDCUser9.test@gmail.com	Managing Agent 1	Active	22 May 2018	Edit ...

The [**Organisation**] will be set to the one already open.

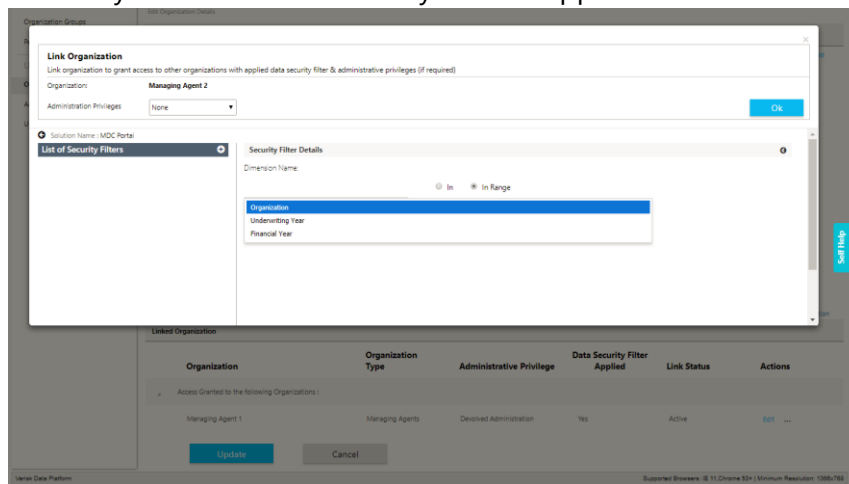
The Create User page is displayed which allows the User details to be entered.



1. In the **Username** enter the email address of the new User that must be unique.
2. In the **First Name** enter the first name of the User.
3. In the **Middle Name** enter any middle name of the User (optional).
4. In the **Last Name** enter the last name of the User.
5. In the **Email** enter the email address of the User (optional).
6. In the **Contact No.** enter the Contact Number for the User (optional).
7. In the **Gender** drop-down list, enter box, type the internal organisation unique ID/Reference assigned to the User (optional).
8. In the **Expiry Date** selection, choose the date when the User's account is required to expire within the system if required (optional).
9. To set an Access Roles filter, in the [**Access Roles & Data Security Filter**] section click on the [**Access Roles**] link to select the Access Roles that are to be allocated/assigned to this User.

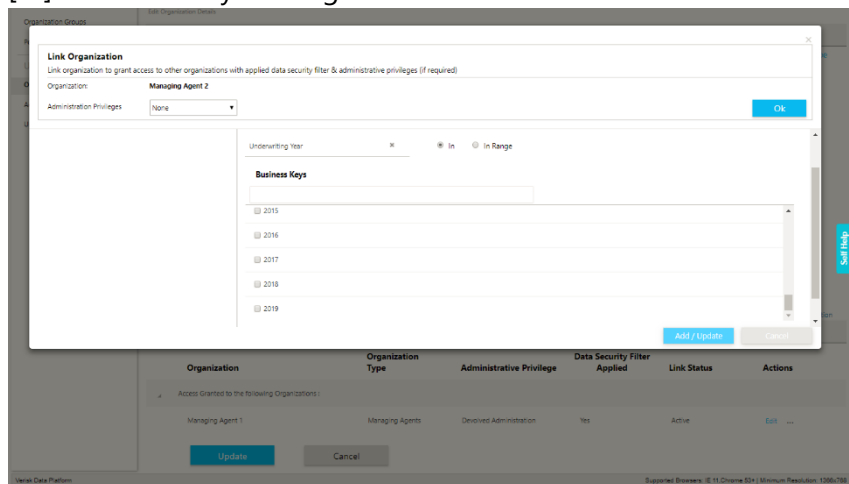


10. To set a data security filter, in the **[Access Roles & Data Security Filter]** section click on the **[Data Security]** link, click on the solution name tile **[MDC Portal]**. Then click **[+]** on the **[List of Security Filters]** section to add security dimensions and the values by which the data security is to be applied.

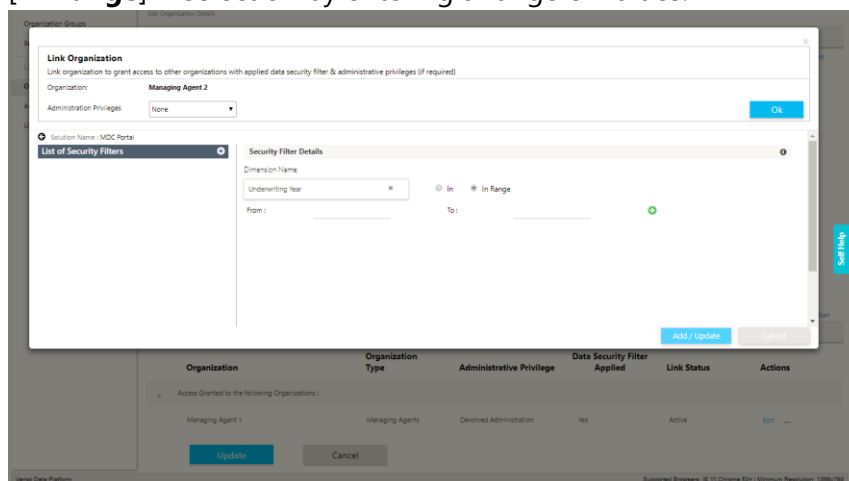


Security can be applied based on one or more security dimensions of "Organisation", "Underwriting Year" or "Financial Year". The value for each dimension can be set by selecting a list of values (i.e. **[In]**) or by providing ranges of values (i.e. **[In Range]**).

11. **[In]** - selection by clicking on selected values from a list:



12. **[In Range]** - selection by entering a range of values:



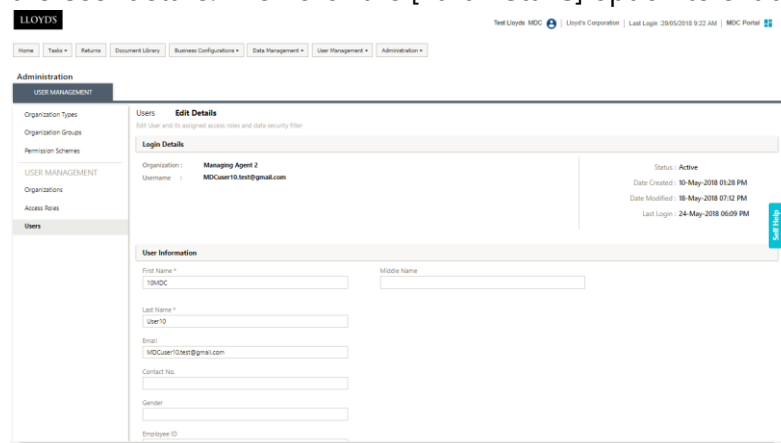
If required, click on the green **[+]** to add another dimension to the filter.

13. Click **[Add/Update]** to apply the values to the security dimension. Once, all the security dimensions and their values have been entered and applied, click **[OK]** to navigate back to the Edit Organisation page.
Click **[Update]** to save the changes made to the organisation record. For further details of this functionality refer to the Organisations section of this document.
14. Select any **[Linked Organisations]** that should be applied for this User. **[Access Role(s)]** and **[Data Security]** can then also be entered for those Linked Organisations.
15. Click **[Create]** to create the new User, or click **[Cancel]** to return to the Users main page.

6.3 EDIT USER

To edit a user, use one of the following methods:

- Click the **[Edit]** option corresponding to the relevant User
- Alternatively click on the User Full Name listed under the **Full Name** column to view the User details. Then click the **[Edit Details]** option to enable the edit mode.



The user can then modify any fields in **[User Information]**, **[Private Organisation Types]** and **[Access Roles & Data Security Filter]** sections.

Click **[Update]** to save the changes done to the access role, or click **[Cancel]** to return to the Access Roles main page.

6.4 DELETE USER

To delete a User, use one of the following methods:

1. Click **[...]** and then select **[Delete]** corresponding to the relevant User to be deleted.
2. Alternatively click on the User's Full Name listed under the **Full Name** column to view the User details. Then click the **[Delete User]** option to delete the User.
3. The Status of the User will be set to "Inactive". It will no longer be possible to reset the User with access to the Platform. If they need to be re-instated they would need to be setup with a new User Name.

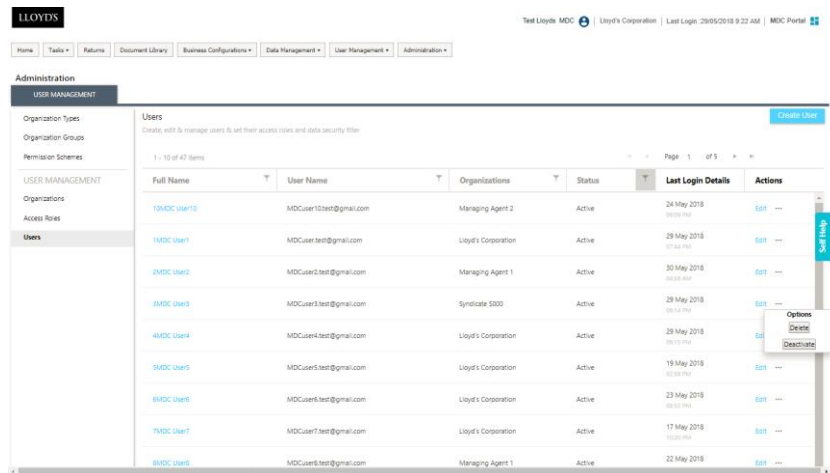
6.5 DE-ACTIVATE / RE-ACTIVATE USER

If a User is deleted then they are permanently removed from the Platform and would need to be re-entered to be re-instated. Alternatively it is possible to remove a User temporarily by “De-activating” them. They can then be “Re-activated” if required.

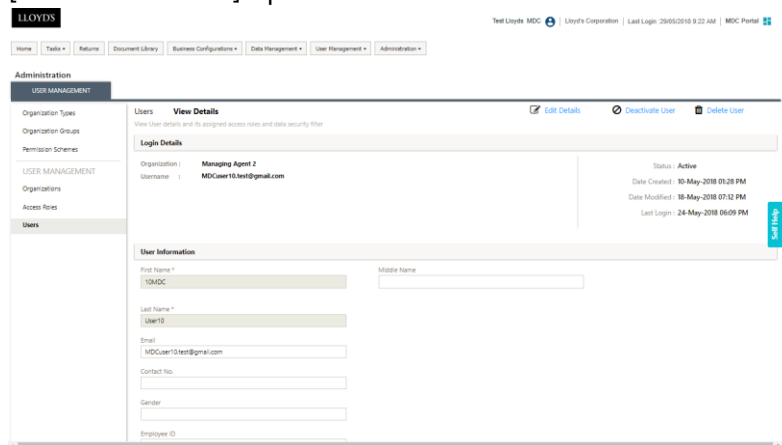
6.5.1 De-activate user

To de-activate a User, use one of the following methods:

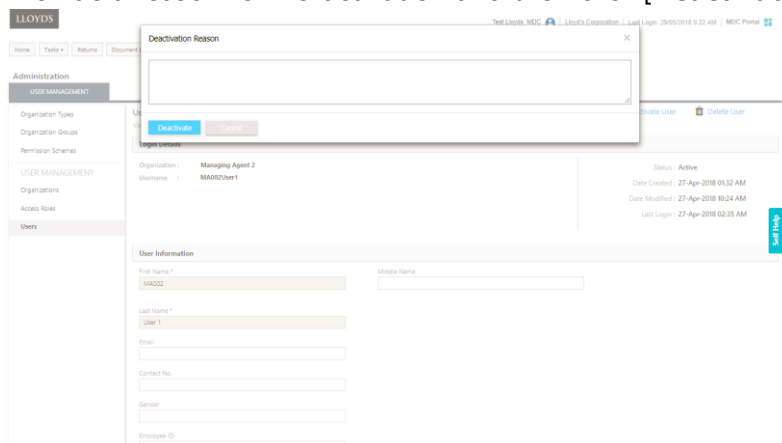
1. Click [...] and then select [**Deactivate**] corresponding to the relevant User.



2. Alternatively click on the User's **Full Name** to view the User details. Then click the [**Deactivate User**] option to deactivate the user.



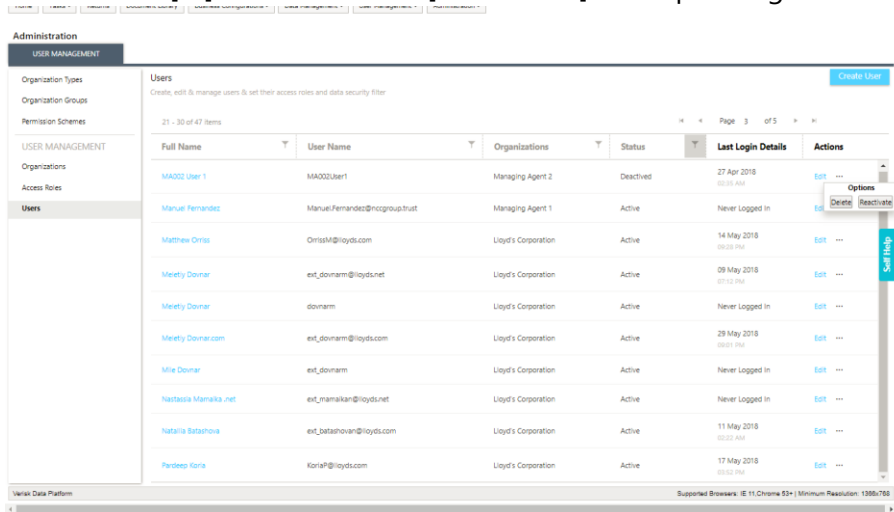
Provide a reason for De-activation and then click [**Deactivate**].



6.5.2 Re-activate User

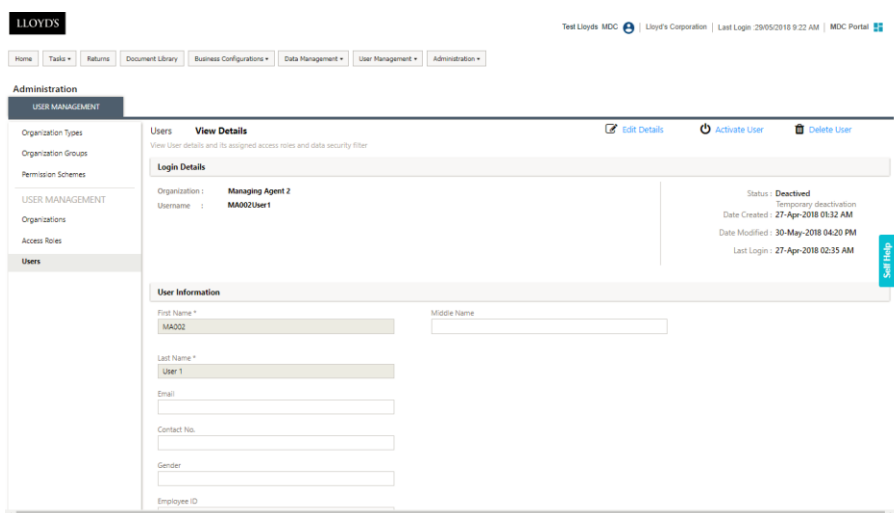
To Re-activate a De-activated user, use one of the following methods:

1. Click [...] and then select **[Reactivate]** corresponding to the relevant User.



Full Name	User Name	Organizations	Status	Last Login Details	Actions
MAD02 User 1	MAD02User1	Managing Agent 2	Deactivated	27 Apr 2018 02:05 AM	Options Delete Reactivate
Manuel Fernandez	Manuel.Fernandez@necgroup.trust	Managing Agent 1	Active	Never Logged In	Edit
Matthew Orlis	Orlism@loyds.com	Lloyd's Corporation	Active	14 May 2018 09:28 PM	Edit
Meerly Downar	est_downar@loyds.net	Lloyd's Corporation	Active	09 May 2018 07:12 PM	Edit
Meerly Downar	downar	Lloyd's Corporation	Active	Never Logged In	Edit
Meerly Downar.com	est_downar@loyds.com	Lloyd's Corporation	Active	29 May 2018 08:02 PM	Edit
Mile Downar	est_downar	Lloyd's Corporation	Active	Never Logged In	Edit
Natassia Mamaka .net	est_mamaskan@loyds.net	Lloyd's Corporation	Active	Never Logged In	Edit
Natalia Batashova	est_batashovan@loyds.com	Lloyd's Corporation	Active	11 May 2018 02:02 AM	Edit
Pardeep Koria	KoriaP@loyds.com	Lloyd's Corporation	Active	17 May 2018 03:03 PM	Edit

2. Alternatively click on the User's **Full Name** to view the User details. Then click the **[Activate User]** option to reactivate the User.



Users View Details

View User details and its assigned access roles and data security filter

Organization: Managing Agent 2
Username: MAD02User1

Status: Deactivated
Temporary deactivation
Date Created: 27-Apr-2018 09:32 AM
Date Modified: 30-May-2018 04:20 PM
Last Login: 27-Apr-2018 02:35 AM

User Information

First Name: MAD02 Middle Name:
Last Name: User 1
Email:
Contact No:
Gender:
Employee ID:

7 TASKS

7.1 PROCESSING TASKS

The Return Submission Process Workflow comprises of multiple User tasks which need to be performed as the Return progresses through the workflow. Each task is assigned to specific User Access Roles that will be responsible for completing those tasks.

Applicable tasks will be available and can be assigned depending on the User Access Roles. Users can navigate to the Task Dashboard by clicking on **[Tasks]**.

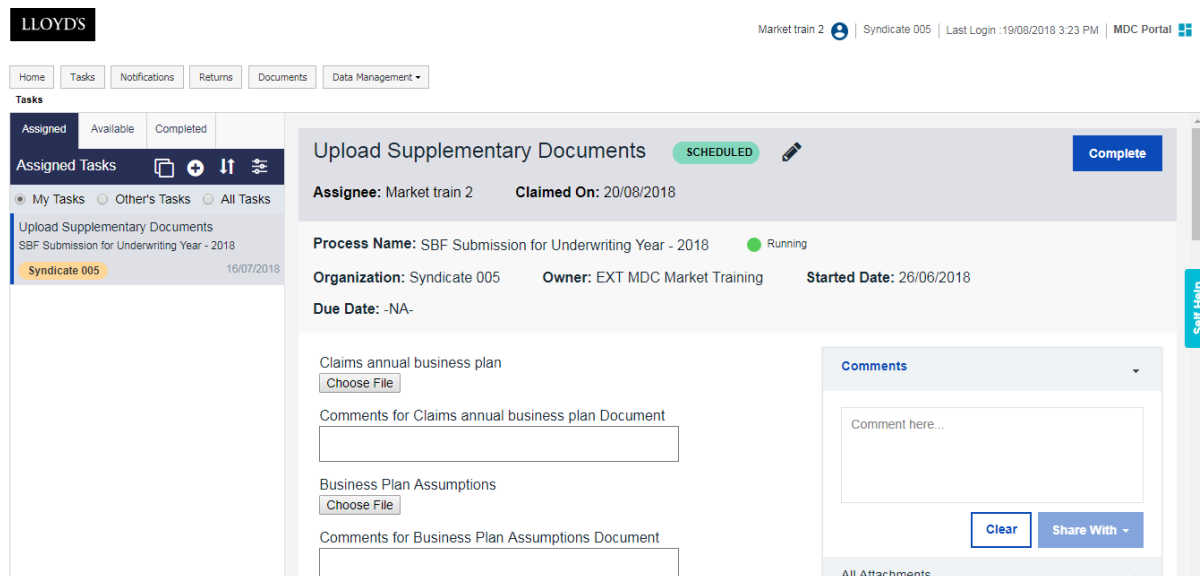
By default, tasks which are currently claimed and pending with the User are listed under the **[My Tasks]** panel. Users can view the list of tasks by the following categories:

- **Assigned** – tasks that have been claimed by a User and therefore not available to other Users;
- **Available** – tasks that are not currently claimed by a User;
- **Completed** – tasks that have been completed by a User.

By default those tasks that have been "Assigned" are displayed.

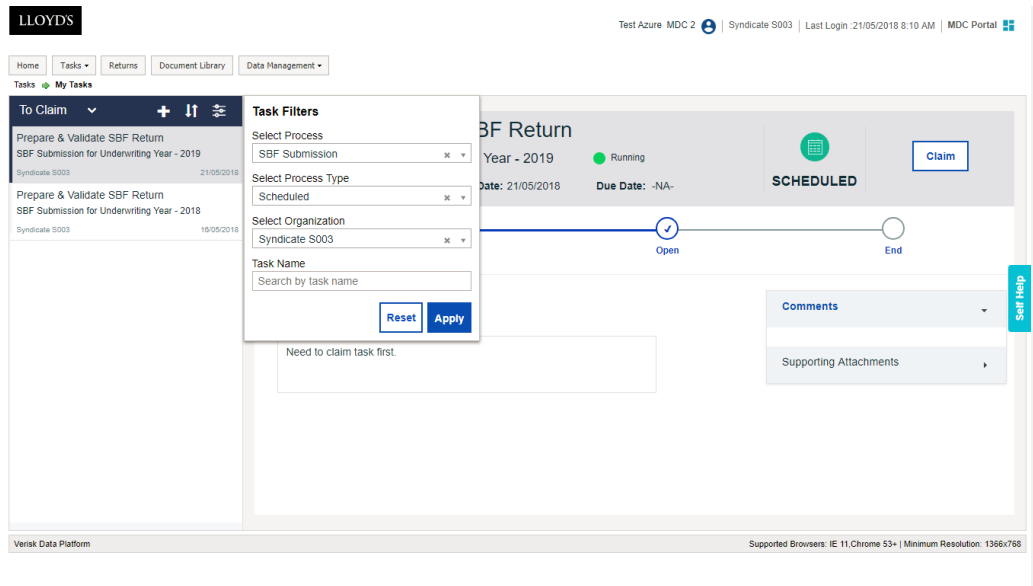
Then within the **[Assigned]** and **[Completed]** tabs, Users can view the list of tasks by the following:

- **My Tasks** – Tasks which have been claimed by this User and still pending for completion;
- **Other's Tasks** – Tasks which have been claimed by other Users;
- **All Tasks** – a complete list of all tasks within the system for this organisation.




The screenshot displays the LLOYDS MDC Portal interface. At the top, the LLOYDS logo is on the left, and user information (Market train 2, Syndicate 005, Last Login: 19/08/2018 3:23 PM, MDC Portal) is on the right. Below the header is a navigation bar with tabs: Home, Tasks, Notifications, Returns, Documents, and Data Management. The 'Tasks' tab is active, showing a sub-menu with 'Assigned', 'Available', and 'Completed'. The 'Assigned' sub-tab is selected, displaying a list of tasks. The first task, 'Upload Supplementary Documents', is highlighted. This task is assigned to 'Market train 2' and claimed on '20/08/2018'. It is a 'SCHEDULED' task with a 'Complete' button. The task details show the process name 'SBF Submission for Underwriting Year - 2018' (status: Running), organization 'Syndicate 005', owner 'EXT MDC Market Training', and started date '26/06/2018'. The due date is '-NA-'. The task requires uploading two documents: 'Claims annual business plan' and 'Business Plan Assumptions'. Each document has a 'Choose File' button and a text area for comments. A 'Comments' section on the right allows for a comment, with 'Clear' and 'Share With' buttons. The bottom of the task details shows 'All Attachments'.

Click , to filter for the task(s) by Process Name, Process Type, Organisation & Task Name as shown below:

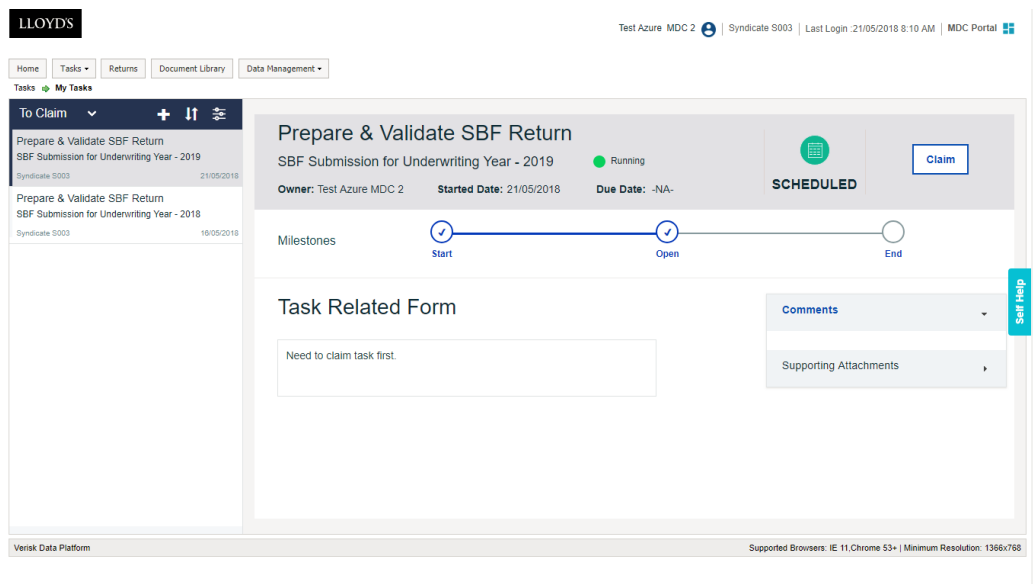


The screenshot shows the LLOYDS MDC Portal interface. A 'Task Filters' dialog box is open, allowing users to filter tasks by Process (SBF Submission), Process Type (Scheduled), and Organization (Syndicate S003). The dialog also includes a 'Task Name' search field and 'Reset' and 'Apply' buttons. The background shows a task list with two entries: 'Prepare & Validate SBF Return' for 2019 and 2018. The detailed view of the 2019 task shows it is 'Running' and 'SCHEDULED' with a 'Claim' button. The task progress bar shows 'Open' and 'End' milestones.

By default, tasks are listed in the order of latest to oldest. Click on  to sort the list by "Newest first" or "Oldest first".

7.2 CLAIMING A TASK

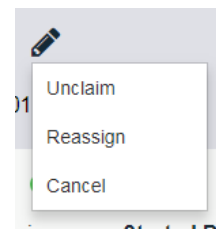
Select **[Available]** to view the list of available tasks. Click on any task to know more about the task. Then click on **[Claim]** to claim the task. Once claimed, the system will automatically navigate to **[My Tasks]** and open the task for the User to perform the necessary actions.



The screenshot shows the LLOYDS MDC Portal interface. The 'Task Filters' dialog box is closed. The background shows a task list with two entries: 'Prepare & Validate SBF Return' for 2019 and 2018. The detailed view of the 2019 task shows it is 'Running' and 'SCHEDULED' with a 'Claim' button. The task progress bar shows 'Start', 'Open', and 'End' milestones. The 'Task Related Form' section shows a message: 'Need to claim task first.' The 'Comments' and 'Supporting Attachments' sections are also visible.

7.3 UNCLAIMING A TASK

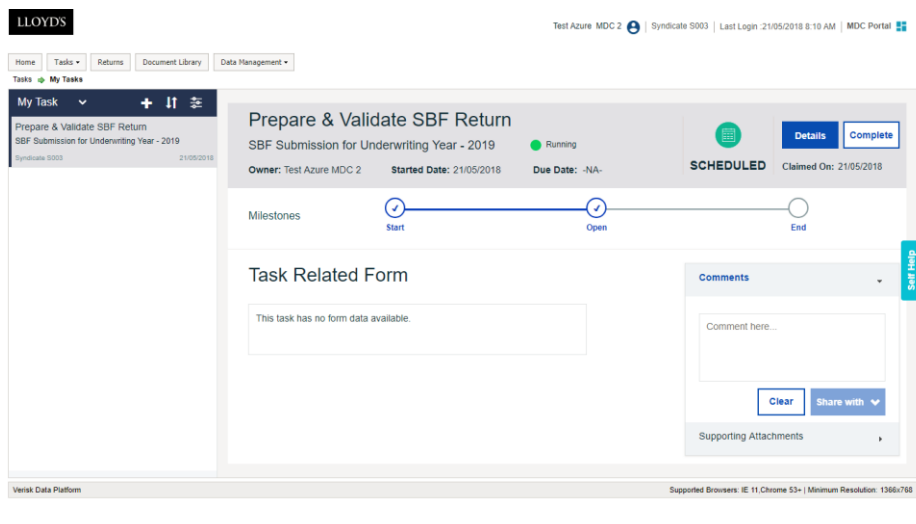
Where necessary a User who is assigned to a Task, can release it by selecting the pencil icon and clicking on the **[Unclaim]** function. Note that Devolved Administrators will also have the ability to [Reassign] Tasks to another user.



7.4 MY TASKS

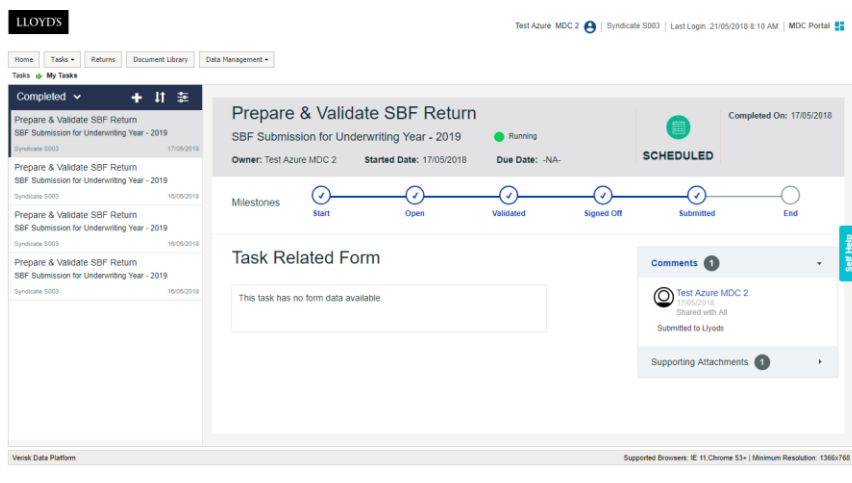
Tasks which are claimed and pending with the User for completion are listed in the **[Assigned] [My Tasks]** section. Tasks which have additional work to be performed in that step will have the **[Details]** button available for the User to click and perform the necessary actions. E.g. In the case of the Return preparation step, Users are able to view the Return listing page, create new versions and link any available version to this Submission workflow.

Users can pass any additional comments and attach documents at any step of the workflow. Comments or documents can be shared with either the User's own organisation or for everyone involved in the workflow process.




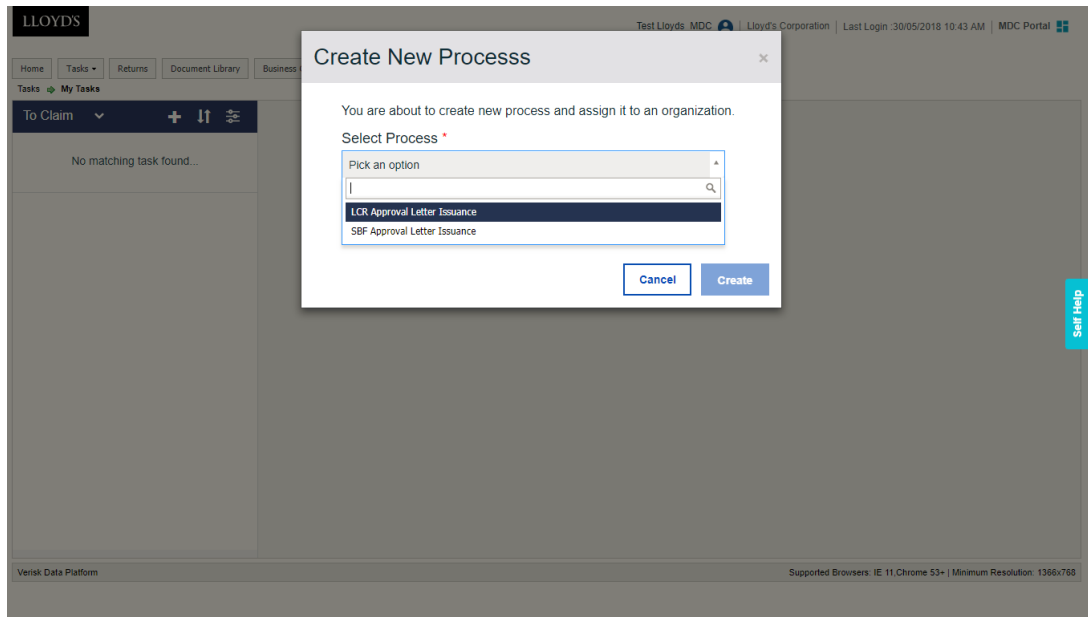
7.5 COMPLETED TASKS

Tasks which have been completed by the user are listed under this category. Select **[Completed]** to view the list of completed tasks. Click on any task to view the task details and progress details of its process.



7.6 ADHOC TASKS

To initiate an adhoc process, click  to open the adhoc process selection page.



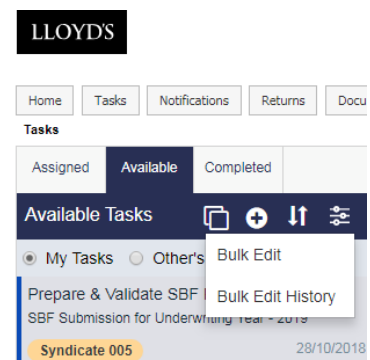
Select the process to be initiated and then provide the necessary details for the process.

7.7 BULK EDIT

The Bulk Edit facility allows multiple tasks to be Claimed as a single action.

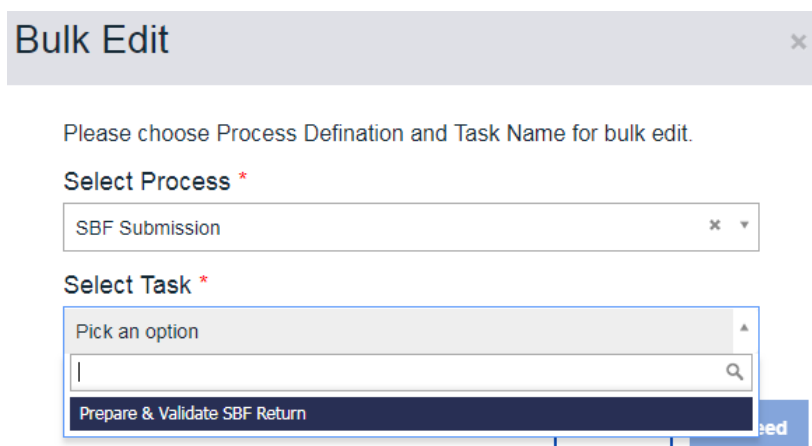
Clicking on the  icon opens this function.

The options for "Bulk Edit" and "Bulk Edit History" are displayed.



Click on **[Bulk Edit]** to open a dialogue box where the required Process and Task type should be selected.

Click **[Proceed]** to move to the selection of the required tasks.



Under **[Actions]** click **[Claim]** to be assigned to the selected tasks.

LLOYD'S EXT MDC Market Training | Syndicate 005 | Last Login :28/10/2018 4:09 PM | MDC Portal

Home Tasks Notifications Returns Documents Data Management

Tasks

Assigned Available Completed

Bulk Edit Cancel

(4) Tasks Selected ☐ All **Actions**

- ☒ Prepare & Validate SBF Return SBF Submission for Underwriting Year - 2019 Syndicate 005 28/10/2018 **Claim**
- ☒ Prepare & Validate SBF Return SBF Submission for Underwriting Year - 2019 Syndicate 005 28/10/2018
- ☒ Prepare & Validate SBF Return SBF Submission for Underwriting Year - 2019 Syndicate 005 28/10/2018
- ☒ Prepare & Validate SBF Return SBF Submission for Underwriting Year - 2018 Syndicate 005 28/10/2018
- ☐ Prepare & Validate SBF Return SBF Submission for Underwriting Year - 2019 Syndicate 005 28/10/2018

Prepare & Validate SBF Return **SCHEDULED**

Process Name: SBF Submission for Underwriting Year - 2019 **Running**

Organization: Syndicate 005 **Owner:** EXT MDC Market Training **Started Date:** 28/10/2018

Due Date: -NA-

Need to claim task first.

Comments

All Attachments

Self Help

A dialogue box is displayed requesting confirmation to proceed with the Bulk Edit.

Bulk Claim ✕

'Claim' will be executed on all the selected tasks.
Do you wish to continue? Click 'Proceed' to continue.

Cancel **Proceed**

The "Bulk Edit History" screen is then automatically displayed showing the changes that have been made.

LLOYD'S EXT MDC Market Training | Syndicate 005 | Last Login :28/10/2018 4:09 PM | MDC Portal

Home Tasks Notifications Returns Documents Data Management

Tasks

Assigned Available Completed

Bulk Edit History ↑↓

Prepare & Validate SBF Return SBF Submission 30/10/2018 2:33 PM Queued...

Prepare & Validate SBF Return **Refresh**

Process Name: SBF Submission **Performed Action:** Claim

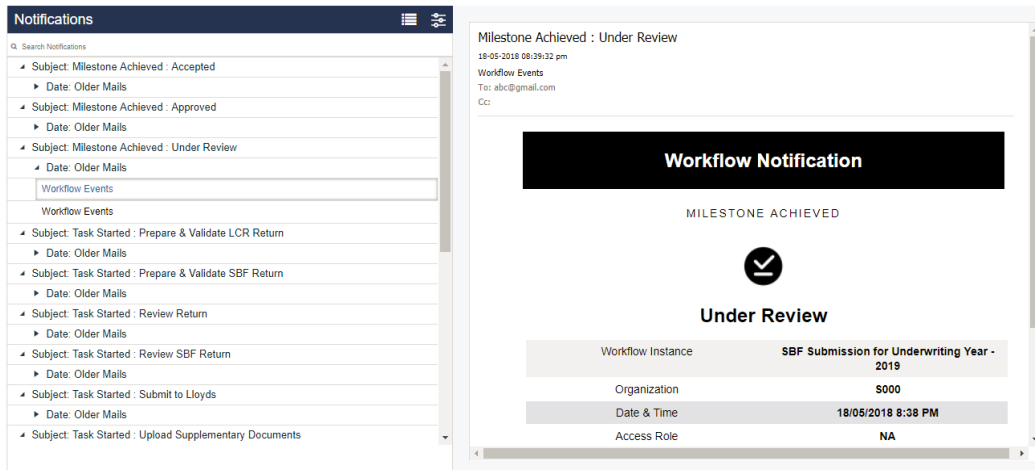
Performed On: 30/10/2018 2:33 PM **Total Bulk Task:** 4 **Successful:** 0 **Failed:** 0


Process Instance	Organization	Status
SBF Submission for Underwriting Year - 2019	Syndicate 005	○ Queued
SBF Submission for Underwriting Year - 2019	Syndicate 005	○ Queued
SBF Submission for Underwriting Year - 2019	Syndicate 005	○ Queued
SBF Submission for Underwriting Year - 2018	Syndicate 005	○ Queued

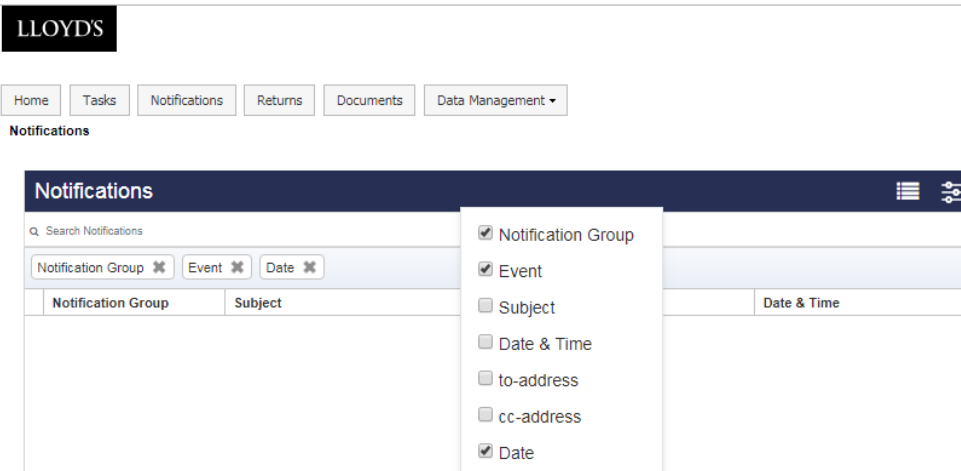
Self Help

8 NOTIFICATIONS

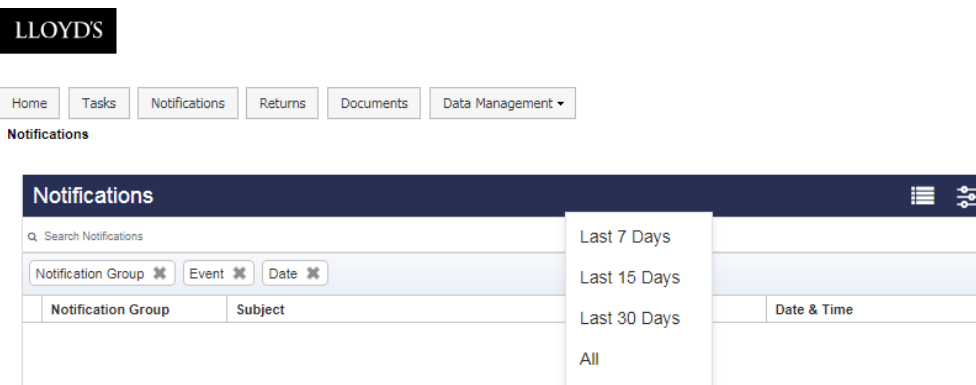
This function provides a view of the email notifications that have been sent to the User. These emails can be generated from tasks within the workflow and are used to inform a user that an action needs to be performed or has been completed.



It is possible to group the Notifications displayed by clicking on the  icon. Multiple items can be selected (e.g. Notification Group, Event, Date).



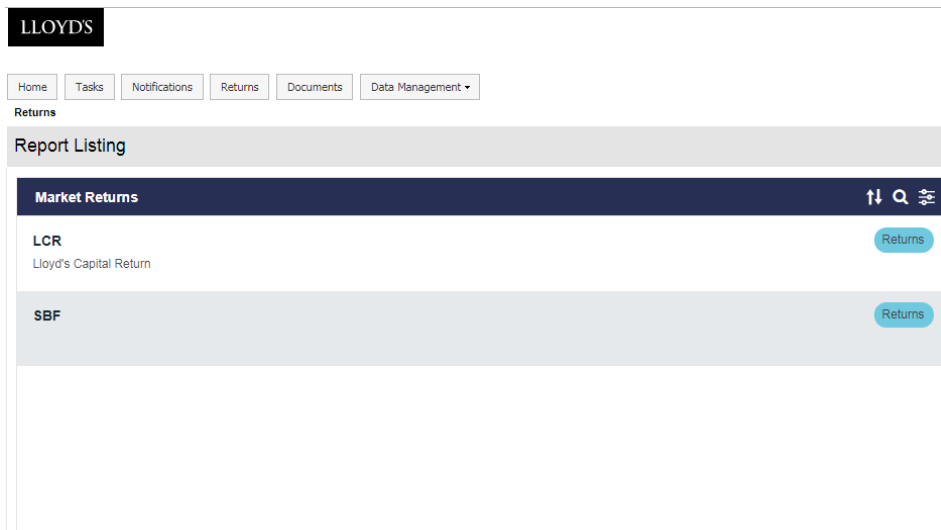
There is also a filter  that provides to view Notifications for a specific date range.



9 MARKET RETURNS

9.1 LISTING OF RETURNS

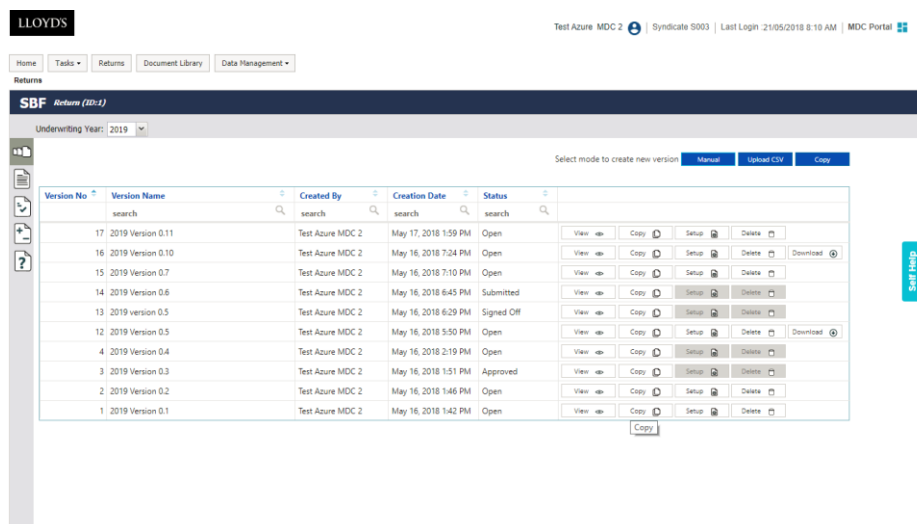
Click on the **[Returns]** menu item to view the list of Return types accessible to the User, based on their Access Role(s).



Click on the **[Return Name]** to open the Return Version Listing Page (e.g. "SBF").

Select the required Underwriting Year (e.g. "2019").

The Return Version Listing page will list all the existing versions of the Return for the selected Underwriting Year.



There are five icons displayed on the left of the screen that provide the following functions;



- **Return Instances;** displays all the Return versions for a specific Underwriting Year.



- **Return Output;** displays the Return output and provides options to download the Return for offline edit and upload it back into the system.



- **Business Validations;** displays the business validation results.



- **Adjustment Summary;** provides a summary view and details of all the adjustments performed on a Return across all the forms / sections.



- **Help;** provides access to applicable documents attached to a Return including any instructions from Lloyd's.

9.2 RETURN VERSION DETAILS

Users can view the list of all the instances (versions) of the Return for the selected Underwriting Year. The columns within the Return Instance table are explained below:

Version No.

Each time a new version of the same Return is created (example: SBF for the same Syndicate underwriting year) the system automatically generates a sequential Version Number.

Version Name

For each version of the Return, Managing Agents are required to assign a name to that version which helps to indicate business meaning and purpose for this version of the Return.

Created By

This displays the name of the User who has created that version of the Return.

Created Date

This displays the date and time of when that version of the Return was created.

Status

The Status refers to the state of a Return instance, with the following values:

- **Open** – Indicates that the Return version is created but is still in preparation stage.
- **Validated** – Indicates that the Return version has cleared all validations and all supplementary documents are uploaded into the system as part of the submission workflow.
- **Signed-Off** – Indicates that the Return version is internally approved by the Managing Agent Return Approver.
- **Submitted** – Indicates that the Return version is submitted to Lloyd's by Managing Agent Return Submitter.
- **Under review** – Indicates that Lloyd's has acknowledged the submitted Return version
- **Accepted** – Indicates that the Return version has cleared secondary validations and is considered for further approval processing.
- **Approved** – Indicates that the Return version is approved by Lloyd's.
- **Withdrawn** – Indicates that the Return version has been marked as withdrawn as per the request from the Managing Agent.
- **Rejected** – Indicates that the Return version has been rejected and requires the Managing Agents to resubmit a new version.
- **Superseded** – Indicates that this Return version was previously approved but has been superseded by the latest approved Return version.

Actions

The following are the possible actions that can be performed on the Return versions:

- **View** – Once the Return is created using the manual, upload CSV or the copy method, Users can click [**View**] to open and view the Return online (including validations and adjustments). Users can then download the Return in Excel format for offline edits/adjustments. Users can view the Return at any step of the submission process.
- **Copy** – Users can use this option to create a new version of the Return using this version. Users can either copy the structure of this Return (i.e. return set-up/initialisation details) or copy the data of this Return. Users can use any Return version (of the same year of account) to copy and create a new version.
Note - any associated documents will not be copied with the data.
- **Setup** – This is the Return Initialisation (Set-up) step which is mandatory and requires Users to set-up the structural data for the applicable Forms of the Return. This is used to capture the data which is common across multiple forms/sections of the Return or drives the structure of the form. Once done, the entire return and all its forms can be viewed online, downloaded in Excel for offline edits and can be adjusted online. This is optional and can be used to do any amendments or corrections in case returns created using the CSV upload method. This step is only enabled until the Return is in "Open" status and not linked to a submission process workflow.
- **Download** – This action is available only for Returns which are created using the CSV upload method. Users can download the original CSV that was used to create the Return. This will not include any modifications/corrections done within the system on the uploaded data.

9.3 RETURN CREATION METHODS

Users can choose to create a new version of the Return using any of the following methods:

9.3.1 Manual

Users can prepare the entire Return manually using the following steps:

1. Set-up Return (Initialisation)
2. Generate and Download Return Form in Excel for offline edit.
3. Enter all the data in the offline edit and upload it back into the system.
4. Review and correct validation errors/warnings (if any) either through offline edit or online edit/adjustments.
5. Pass comments online or offline/upload for all remaining warnings.

9.3.2 Upload CSV

Users can upload a pre-populated CSV. Using this approach, Users can skip the Return Initialisation and Manual Offline edit steps. These steps are still available to the User to make any modifications and corrections post CSV upload. The remaining steps in this process are as per the manual process.

9.3.3 Copy

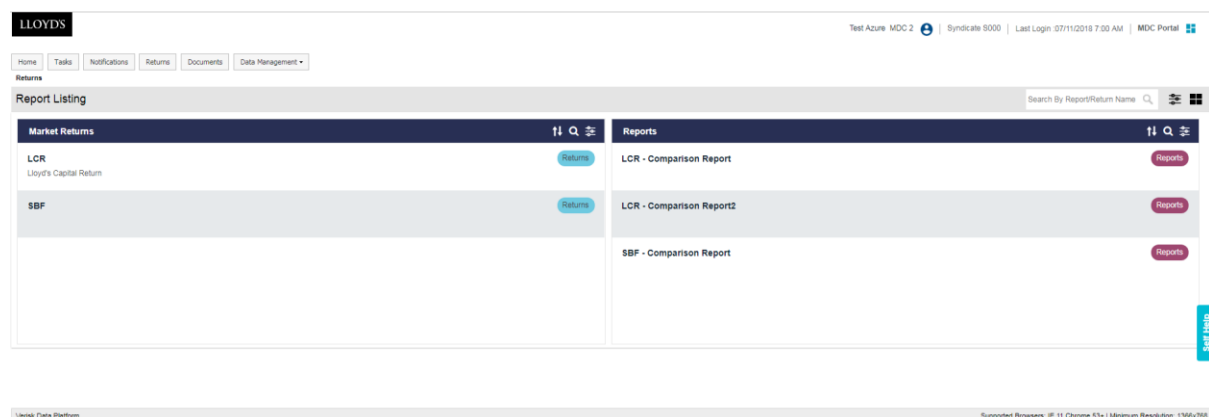
Users can create a new version by copying the Return structure and data (optional) of an existing version of the previous year(s) or current year. The remaining steps in this process are as per the manual process.

Note - Full details for creating Return Submissions are included in section 13 of this document.

10 REPORTS

Reports are provided in the platform to compare the data between versions of a Return. These can be produced to compare versions within the same Underwriting Year, or alternatively between Underwriting Years.


Click on the **[Returns]** menu item to view the list of Reports accessible to the User, based on their Access Role(s).

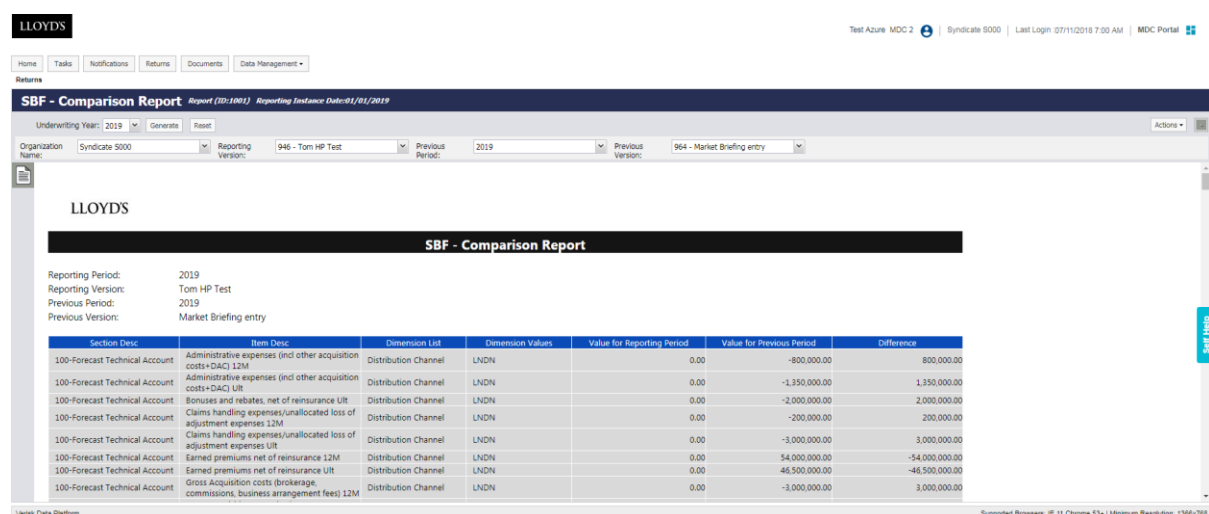


Click on the Comparison Report required, and then select the following values:

- Underwriting Year for the first Return;
- Syndicate under the "Organisation Name";
- First Return Version Name under the "Reporting Version";
- Underwriting Year for the second Return under the "Previous Period";
- Second Return Version Name under the "Previous Version".

Click **[Generate]** next to the Underwriting Year. A timer "Generation in progress" is displayed.

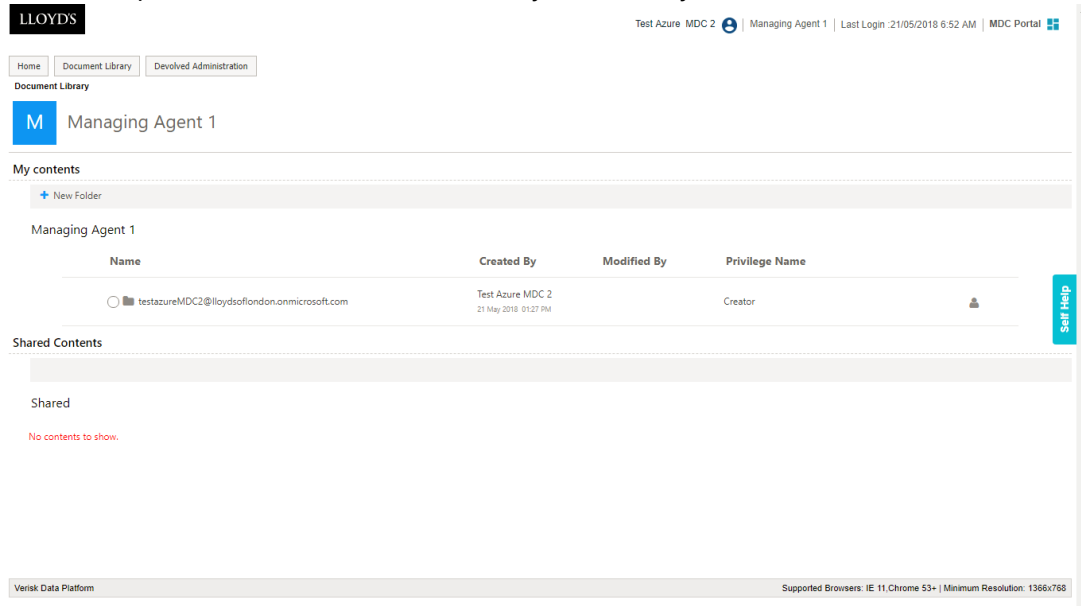
To re-display the selection criteria, click on the  icon on the top right of the screen.




If another report is required, change the Underwriting Year and then change it back to the year required. This will the selection values to be re-entered.

11 DOCUMENTS

The Document Library functionality provides every organisation with their own document store within the system. Each user will have its own private folder. The contents of this folder are private to the user and can only be seen by others if shared.

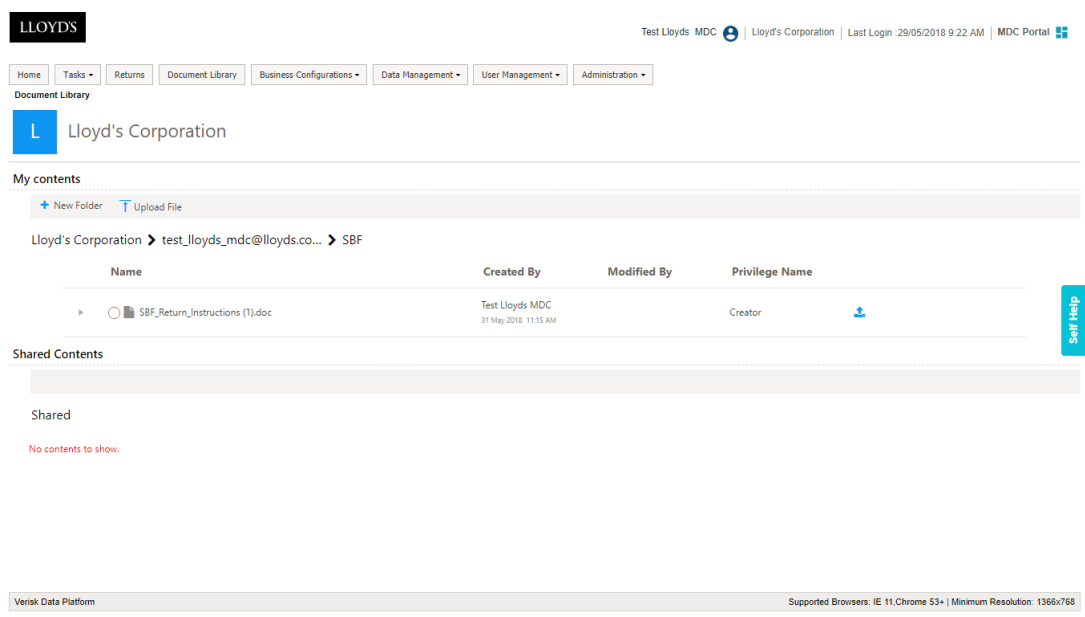


The screenshot shows the 'Document Library' page for a user named 'Managing Agent 1'. The page has a top navigation bar with 'Home', 'Document Library', and 'Devolved Administration'. Below the navigation bar, there's a 'My contents' section with a '+ New Folder' button. A table lists the contents of the folder 'Managing Agent 1'.


Name	Created By	Modified By	Privilege Name
 testazureMDC2@lloydssoftlondon.onmicrosoft.com	Test Azure MDC 2 21 May 2018 01:27 PM		Creator

Below the table is a 'Shared Contents' section with a 'Shared' label and a message 'No contents to show.'.

Users can create folders and upload files within their own private folder.



The screenshot shows the 'Document Library' page for a user named 'Lloyd's Corporation'. The page has a top navigation bar with 'Home', 'Tasks', 'Returns', 'Document Library', 'Business Configurations', 'Data Management', 'User Management', and 'Administration'. Below the navigation bar, there's a 'My contents' section with '+ New Folder' and 'Upload File' buttons. A table lists the contents of the folder 'Lloyd's Corporation'.

Name	Created By	Modified By	Privilege Name
 SBF_Return_Instructions (1).doc	Test Lloyds MDC 31 May 2018 11:15 AM		Creator

Below the table is a 'Shared Contents' section with a 'Shared' label and a message 'No contents to show.'.

These folders and documents are not visible or accessible to any other User unless shared by the owner. Users can share any folder or file with any other Users of the same organisation or by selecting the access role to provide access to all the Users of that role within the same organisation. Users can grant Owner (full access), Contributor (edit access) or Consumer (read-only access) privileges to the shared content.

Any folder created by the User, outside its own private space, but within the organisation is visible to all the Users of that organisation.

To share any folder or document, click on that folder/document and then click **[Share]**.

LLOYDS

Test Lloyds MDC | Lloyd's Corporation | Last Login :29/05/2018 9:22 AM | MDC Portal

Home Tasks Returns Document Library Business Configurations Data Management User Management Administration

Document Library

L Lloyd's Corporation

My contents

New Folder Upload File Share Download Delete

Lloyd's Corporation > test_lloyds_mdc@lloyds.co... > SBF

Name	Created By	Modified By	Privilege Name
SBF_Return_Instructions (1).doc	Test Lloyds MDC 31 May 2018 11:15 AM		Creator

Shared Contents

Shared

No contents to show.

Verisk Data Platform

Supported Browsers: IE 11, Chrome 53+ | Minimum Resolution: 1366x768

Then select the organisation and select the Users or Access Roles of the selected organisation with whom the content is to be shared. Also select the privilege ("Owner", "Contributor" or "Consumer") which should be granted to the shared access roles/users.

LLOYDS

Test Lloyds MDC | Lloyd's Corporation | Last Login :29/05/2018 9:22 AM | MDC Portal

Home Tasks Returns Document Library Business Configurations Data Management User Management Administration

Document Library

L Lloyd's Corporation

My contents

New Folder Upload File Share Download Delete

Lloyd's Corporation > test_lloyds_mdc@lloyds.co... > SBF

Name	Created By
SBF_Return_Instructions (1).doc	Test Lloyds MDC 31 May 2018 11:15 AM

Shared Contents

Shared

No contents to show.

Verisk Data Platform

Supported Browsers: IE 11, Chrome 53+ | Minimum Resolution: 1366x768

Share

Choose organisation :
S000

Choose by :
☒ Users ☐ Access Roles

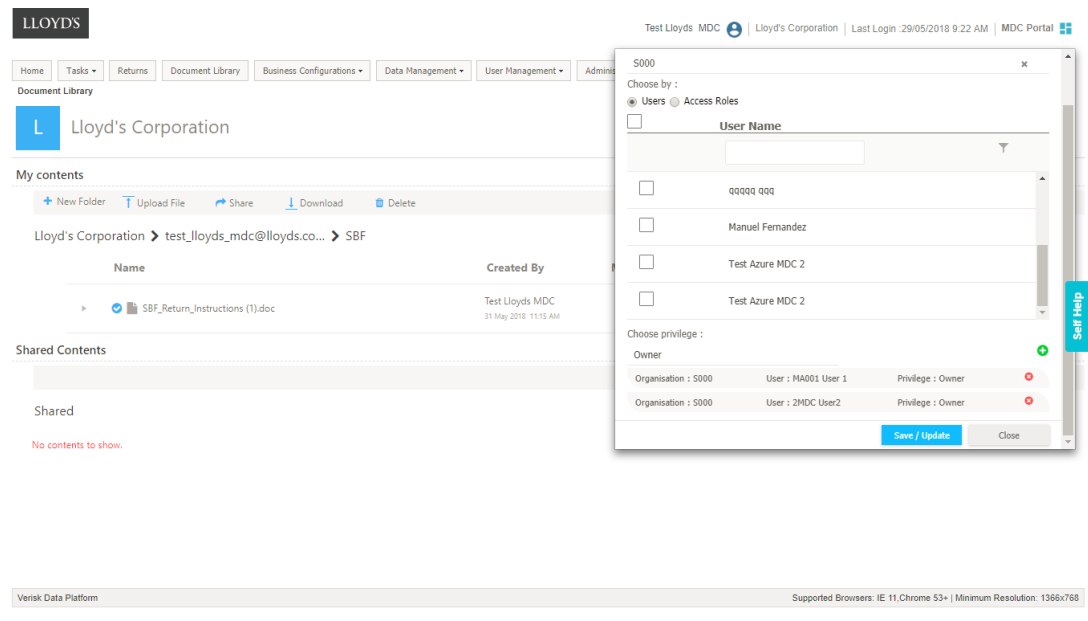
☐ User Name

☐ MA001 User 1
☐ 2MDC User2
☐ 8MDC User8
☐ 3MDC User3

Choose privilege :
Owner

Save / Update Close

Click **[+]** to add the selected access roles/users into the shared list.



Click **[Save/Update]** to share the content with the selected list of access roles or users.

User can only share content with access roles and users of the organisations to which it has access basis its security profile.

Any folder created by the user, outside its own private space, but within the organisation is visible to all the users of that organisation.

Any folder or document shared by anyone else with this user will be available under the **[Shared Content]** section. Users can access these folders or files according to their access privileges.

12 DATA MANAGEMENT

12.1 REFERENCE DATA

12.1.1 Reference Data Overview

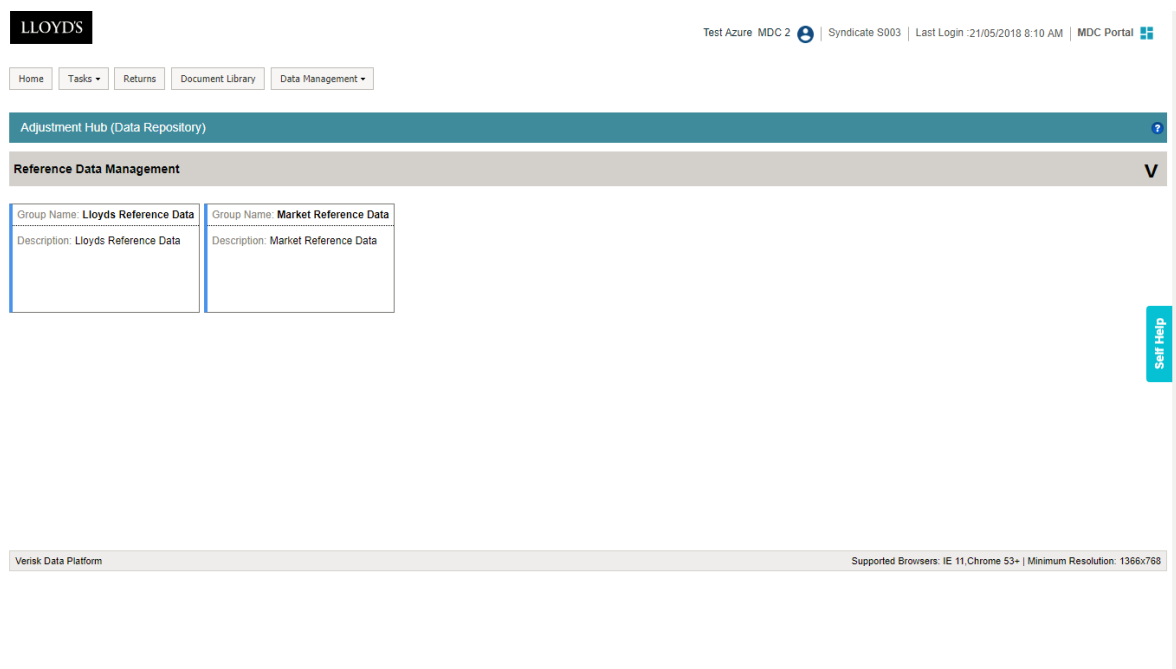
Managing Agents can view and download all the Reference Data that is managed and maintained by Lloyd's (i.e. Risk Codes, Brokers, Regions, Countries, Currencies, Realistic Disaster Scenarios, Distribution Channel, Limit Type). They can also maintain their own and Syndicate specific Reference Data (i.e. Syndicate Class of Business, Members, Underwriters, Investment Managers & Brokers).

Syndicate specific Reference Data would be created if not already present as part of the Return submission process. Managing Agents can also add and edit Reference Data directly using the Reference Data feature.

Select [**Data Management**] and click [**Reference Data**] to view the list of Reference Data sets.

Reference Data is broadly grouped into following two categories:

- Lloyd's Reference Data
- Market Reference Data



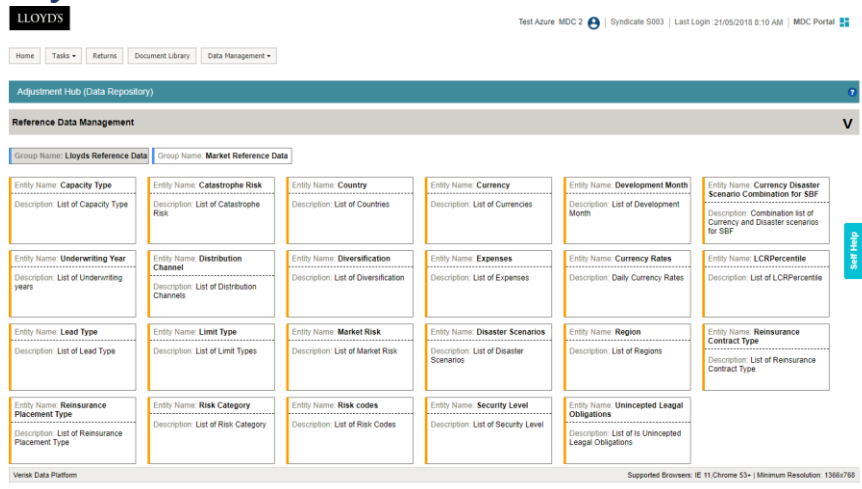
The screenshot shows the Lloyd's Reference Data Management interface. At the top, there is a header bar with the Lloyd's logo on the left and user information on the right: "Test Azure MDC 2", "Syndicate S003", "Last Login :21/05/2018 8:10 AM", and "MDC Portal". Below the header, there is a navigation bar with links: "Home", "Tasks", "Returns", "Document Library", and "Data Management". The main content area is titled "Adjustment Hub (Data Repository)" and "Reference Data Management". It displays two columns of reference data:

Group Name: Lloyd's Reference Data	Group Name: Market Reference Data
Description: Lloyd's Reference Data	Description: Market Reference Data

At the bottom of the interface, there is a footer bar with "Verisk Data Platform" on the left and "Supported Browsers: IE 11, Chrome 53+ | Minimum Resolution: 1366x768" on the right. A "Self Help" button is visible on the right side of the interface.

Click on a respective tile to access the reference datasets under each group:

12.1.2 Lloyd's Reference Data



LLOYDS Test Azure MDC 2 | Syndicate S003 | Last Login 21/05/2018 8:10 AM | MDC Portal

Home | Tasks | Returns | Document Library | Data Management

Adjustment Hub (Data Repository)

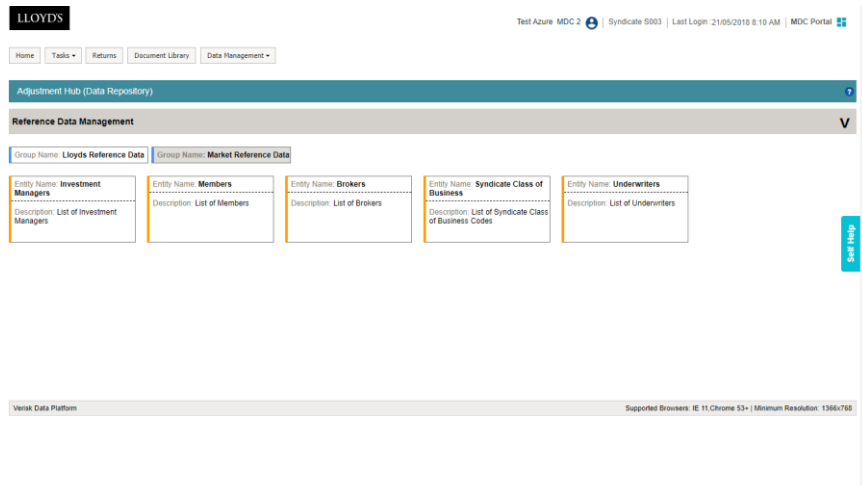
Reference Data Management

Group Name: Lloyd's Reference Data | Group Name: Market Reference Data

Entity Name: Capacity Type Description: List of Capacity Type	Entity Name: Catastrophe Risk Description: List of Catastrophe Risk	Entity Name: Country Description: List of Countries	Entity Name: Currency Description: List of Currencies	Entity Name: Development Month Description: List of Development Month	Entity Name: Currency Disaster Scenario Combination for SBF Description: Combination list of Currency and Disaster scenarios for SBF
Entity Name: Underwriting Year Description: List of Underwriting years	Entity Name: Distribution Channel Description: List of Distribution Channels	Entity Name: Diversification Description: List of Diversification	Entity Name: Expenses Description: List of Expenses	Entity Name: Currency Rates Description: Daily Currency Rates	Entity Name: LCRPercentile Description: List of LCRPercentile
Entity Name: Lead Type Description: List of Lead Type	Entity Name: Limit Type Description: List of Limit Types	Entity Name: Market Risk Description: List of Market Risk	Entity Name: Disaster Scenarios Description: List of Disaster Scenarios	Entity Name: Region Description: List of Regions	Entity Name: Reinsurance Contract Type Description: List of Reinsurance Contract Type
Entity Name: Reinsurance Placement Type Description: List of Reinsurance Placement Type	Entity Name: Risk Category Description: List of Risk Category	Entity Name: Risk codes Description: List of Risk Codes	Entity Name: Security Level Description: List of Security Level	Entity Name: Unaccepted Legal Obligations Description: List of Unaccepted Legal Obligations	

Verisk Data Platform | Supported Browsers: IE 11, Chrome 53+ | Minimum Resolution: 1366x768

12.1.3 Market Reference Data



LLOYDS Test Azure MDC 2 | Syndicate S003 | Last Login 21/05/2018 8:10 AM | MDC Portal

Home | Tasks | Returns | Document Library | Data Management

Adjustment Hub (Data Repository)

Reference Data Management

Group Name: Lloyd's Reference Data | Group Name: Market Reference Data

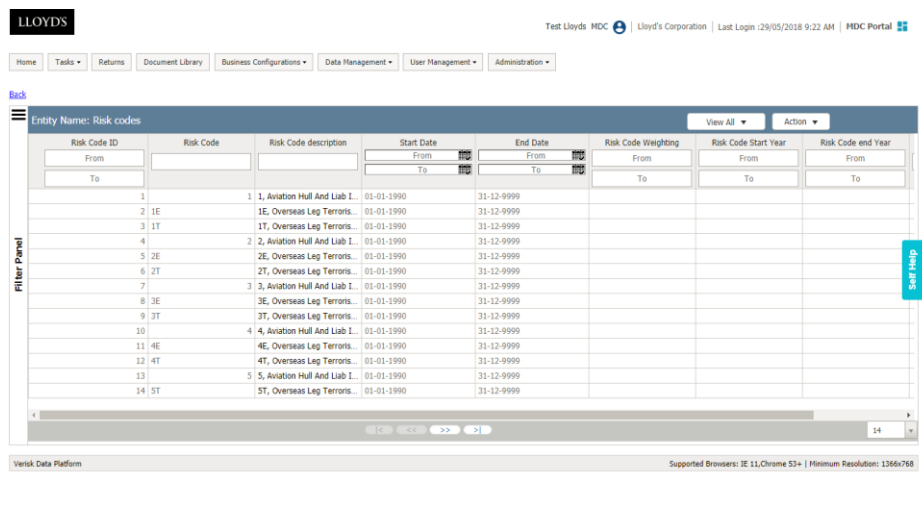
Entity Name: Investment Managers Description: List of Investment Managers	Entity Name: Members Description: List of Members	Entity Name: Brokers Description: List of Brokers	Entity Name: Syndicate Class of Business Description: List of Syndicate Class of Business Codes	Entity Name: Underwriters Description: List of Underwriters
--	--	--	--	--

Verisk Data Platform | Supported Browsers: IE 11, Chrome 53+ | Minimum Resolution: 1366x768

Click on a tile to open and view the specific reference dataset.

12.1.4 Online View Data

Click on the required tile to view the Reference Data as show below.



LLOYDS Test Lloyds MDC | Lloyd's Corporation | Last Login :29/05/2018 9:22 AM | MDC Portal

Home | Tasks | Returns | Document Library | Business Configurations | Data Management | User Management | Administration

Back

Entity Name: Risk codes

View All | Action

Risk Code ID	Risk Code	Risk Code description	Start Date	End Date	Risk Code Weighting	Risk Code Start Year	Risk Code end Year
From			From	From	From	From	From
To			To	To	To	To	To
1	1E	1, Aviation Hull And Liab L...	01-01-1990	31-12-9999			
2	1E	1E, Overseas Leg Terroris...	01-01-1990	31-12-9999			
3	1T	1T, Overseas Leg Terroris...	01-01-1990	31-12-9999			
4	2	2, Aviation Hull And Liab L...	01-01-1990	31-12-9999			
5	2E	2E, Overseas Leg Terroris...	01-01-1990	31-12-9999			
6	2T	2T, Overseas Leg Terroris...	01-01-1990	31-12-9999			
7	3	3, Aviation Hull And Liab L...	01-01-1990	31-12-9999			
8	3E	3E, Overseas Leg Terroris...	01-01-1990	31-12-9999			
9	3T	3T, Overseas Leg Terroris...	01-01-1990	31-12-9999			
10	4	4, Aviation Hull And Liab L...	01-01-1990	31-12-9999			
11	4E	4E, Overseas Leg Terroris...	01-01-1990	31-12-9999			
12	4T	4T, Overseas Leg Terroris...	01-01-1990	31-12-9999			
13	5	5, Aviation Hull And Liab L...	01-01-1990	31-12-9999			
14	5T	5T, Overseas Leg Terroris...	01-01-1990	31-12-9999			

Verisk Data Platform | Supported Browsers: IE 11, Chrome 53+ | Minimum Resolution: 1366x768

The number of rows displayed can be amended from **[14]** to greater values.

Where there are more entries than the display limit, the forward and backward page buttons will be enabled.

In addition it is possible to **[Freeze]** and **[Unfreeze]** columns by right clicking in the desired column. The column is then moved to the left of the screen.

There are two filter options that can be used to restrict the data displayed.

12.1.4.1 Column Filters

Enter a value in any of the fields at the top of each column. All rows that contain the value entered will be returned. For example when displaying the list of Risk Codes, enter "X" in the Risk Code column and all the Risk Codes containing an 'X' are displayed. A combination of values can be entered in multiple columns. When filtering by dates, enter a range of **[From]** and **[To]** dates to initiate the filter. To redisplay the full list, click on the **[View All]** option or remove the data entered in the column heading.

12.1.4.2 Filter Panel

There is an additional Filter Panel that can be used to define an "Effective Filter". The Panel is opened by clicking on the three bars at the top left of the screen. Either select a column from the drop down values under **[Add Conditions]** or select a filter that has been previously saved from the drop down under **[Effective Filters]**. Note that any Effective Filters that are stored are available to all users within your organisation. Click on the three bars again to hide the panel.

12.1.5 Offline View Data

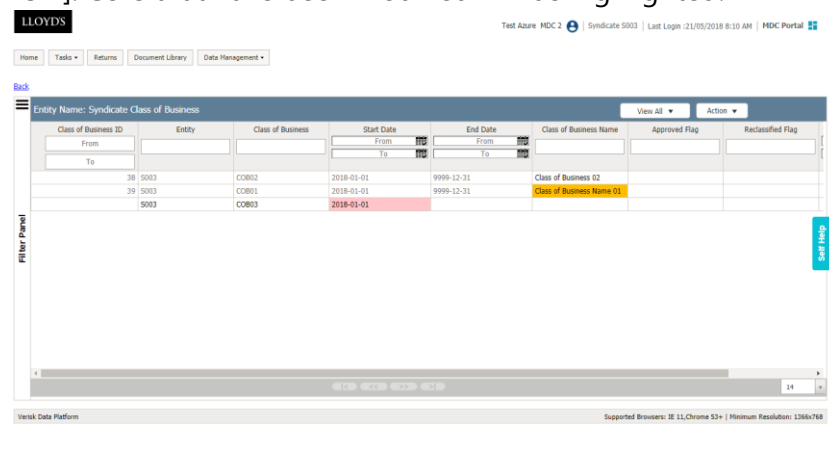
Users with the Access Role of "Reference Data Consumer" can view the data in Excel for offline analysis and reporting, by selecting **[Action]** and clicking on the **[Download To View]** option.

Note that if a filter has been applied to the display, then only the results of the filter will be downloaded into the Excel spreadsheet.

All the cells in the spreadsheet will be defined as "General".

12.1.6 Online Edit Data

Users with the Access Role of "Reference Data Submitter" can edit the cells which are enabled or add new records. To add new records, right click on any row and select **[insert row]**. Cells that have been modified will be highlighted.



Users can filter to view only "Edited", "New" or "Error" rows by selecting the options under the **[View All]** tab.

Once the edits have been completed, the data can be validated by selecting **[Action]** and clicking **[Submit]**. If the changes are not to be saved, click on **[Revert Changes]**.

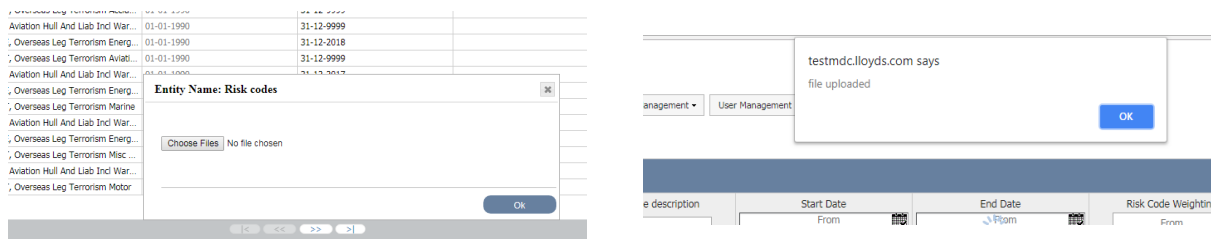
12.1.7 Offline Edit

Again Users with the Access Role of "Reference Data Submitter" can download the data into Excel for offline edit, by selecting **[Action]** and clicking on the **[Download To Edit]** option. Users can make the changes offline in Excel and upload them back into the Platform. When editing the data in Excel, the data can be amended and also additional rows can also be added.

*Note – it is only possible to **[Upload]** a spreadsheet that has been downloaded from the platform.*

To upload the data back into the system, select **[Action]** and click **[Upload]**. After performing an Upload, Users can still edit online by following the online editing process.

The spreadsheet to be uploaded must be selected by clicking **[Choose Files]** and then browsing for the required file. Click on **[OK]** when the platform confirms that file has been uploaded.



The Platform then displays the file name chosen. Click on **[OK]** to upload the amended data.



The amended data is displayed with the changes highlighted. Click the **[Validate]** option for the Platform to check the data. Changed data is displayed in yellow and any errors in red.

Risk Code ID	Risk Code	Risk Code description	Start Date	End Date	Risk Code Weighting	Risk Code Start Year	Risk Code end Year	Notes
10	4	4, Aviation Hull And Liab Incl War Excl Wro N...	01-01-1990	31-12-0000				
13	5	5, Aviation Hull And Liab Incl War Excl Wro N...	01-01-1990	31-12-2020				

Cells highlighted in red have errors, Please correct them before submit

OK

[Validate](#)

Correct any errors and click **[Validate]** again. When all the data is valid it is possible to select the **[Submit]** option under **[Actions]** for the changes to be applied to the MDC Platform.

LLOYDS
EXT MDC Corp Training | Lloyd's Corporation | Last Login: 14/09/2018 2:26 PM | MDC Portal

Home | Tasks | Notifications | Returns | Documents | Business Configurations | Data Management | User Management | Administration

Entity Name: Risk codes Action

Risk Code ID	Risk Code	Risk Code description	Start Date	End Date	Risk Code Weighting	Risk Code Start Year	Risk Code end Year	Notes
V 10	4	4, Aviation Hull And Liab Incl War Excl Wro No Proper RI	01-01-1990	31-12-2020				
V 13	5	5, Aviation Hull And Liab Incl War Excl Wro No Proper RI	01-01-1990	31-12-2020				

[Submit](#)

Submit

Data has been submitted

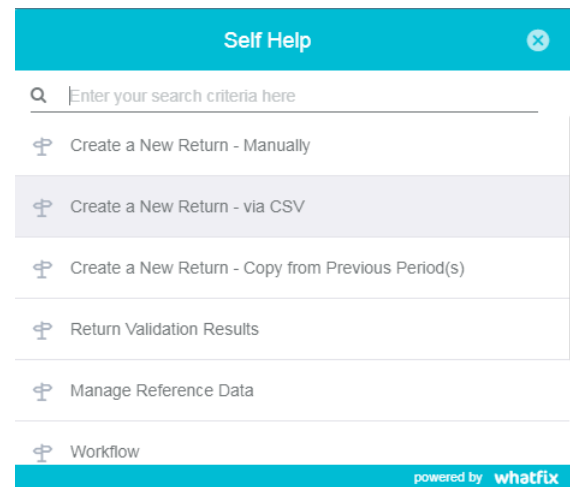
OK

Verisk Data Platform
Supported Browsers: IE 11, Chrome 53+ | Minimum Resolution: 1366x768

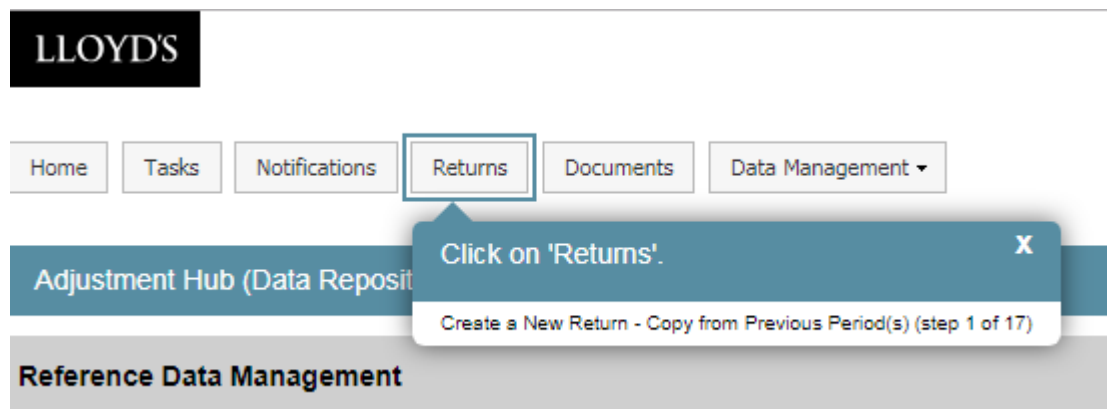
After an upload, the data can be validated by selecting **[Action]** and clicking **[Submit]**. If the changes are not to be saved, click on **[Revert Changes]**.

13 SELF HELP

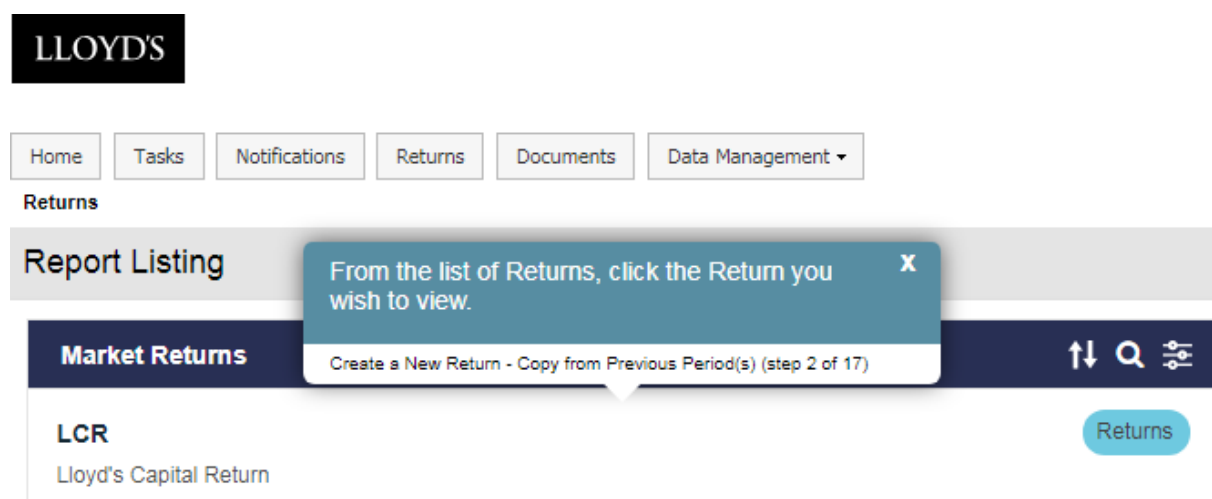
The Self Help functionality has been introduced to provide self-explanatory guided flows for Users to navigate through key activities performed in the system. Click on **[Self Help]** tab on the right of the screen to search through the list of guided flows available.



Click on a flow to initiate the guided tour as shown below:



The number of steps will be displayed as the user moves through the guided tour.



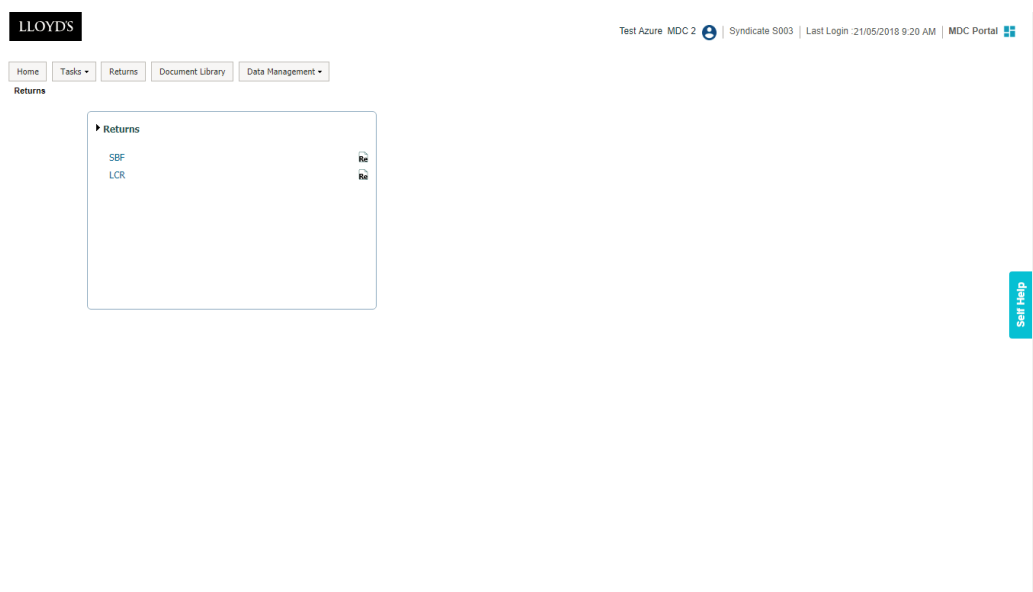
The guided tour can be cancelled at any point by clicking on **[X]**.

14 THE RETURN CREATION & SUBMISSION PROCESS

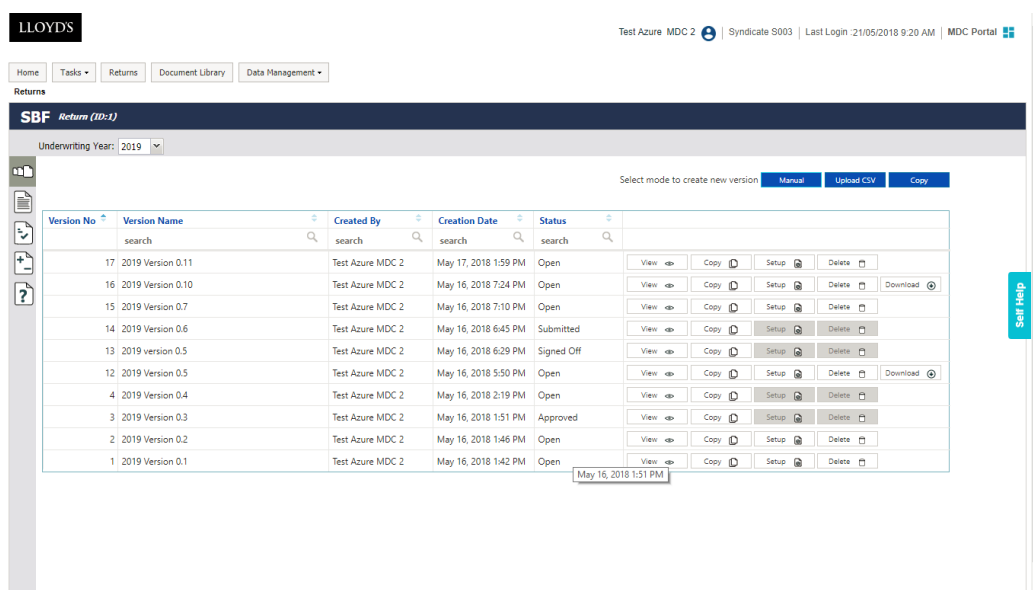
This section describes the activities and tasks to be performed by Managing Agents to prepare, validate and submit the Return to Lloyd's. Examples in this section are based on the SBF Return submission process. However the business process applies to all Returns. There are sections at the end of this User manual that covers any specific activities that apply to specific Returns.

14.1 NAVIGATING TO A RETURN

Users who have the "*** Return Submitter" role assigned can click on **[Returns]** to view the list of Returns accessible to the Users and then click on the appropriate link (e.g. "SBF") to view the Return version listing page.

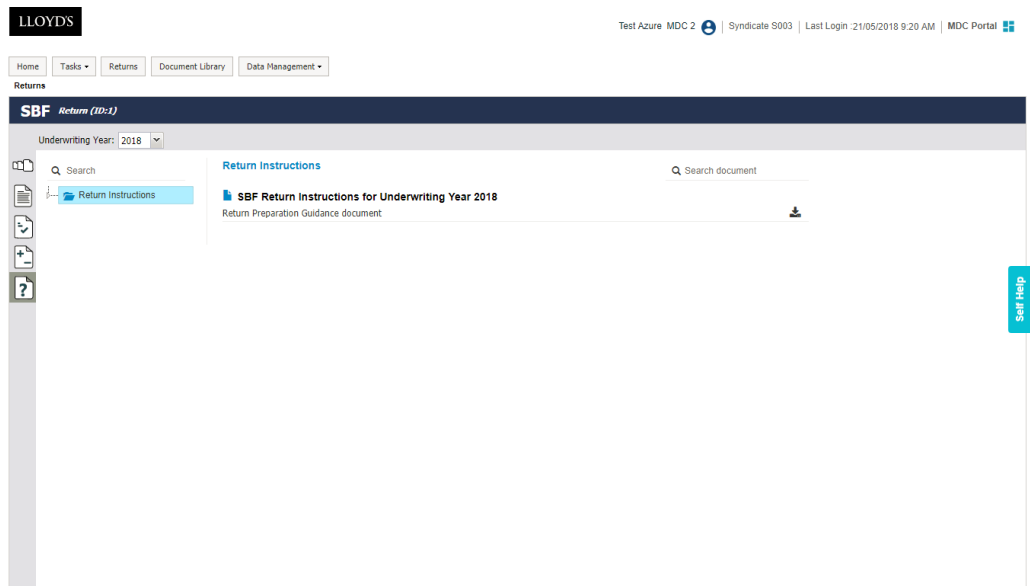


The Return Listing Page lists all the existing versions for the selected underwriting year.



14.2 ACCESS HELP DOCUMENTATION

Users can access help documentation uploaded and provided by Lloyd's for the Return for the respective Underwriting Year by clicking on the [?] tab.



14.3 CREATING A RETURN

Users who have the “*** - Return Submitter” will have edit privileges and be able to create a Return. A Managing Agent User can logon to the system, select the Syndicate for which they require to prepare the Return, navigate to the Return Listing page and can create a Return using any of the following options:

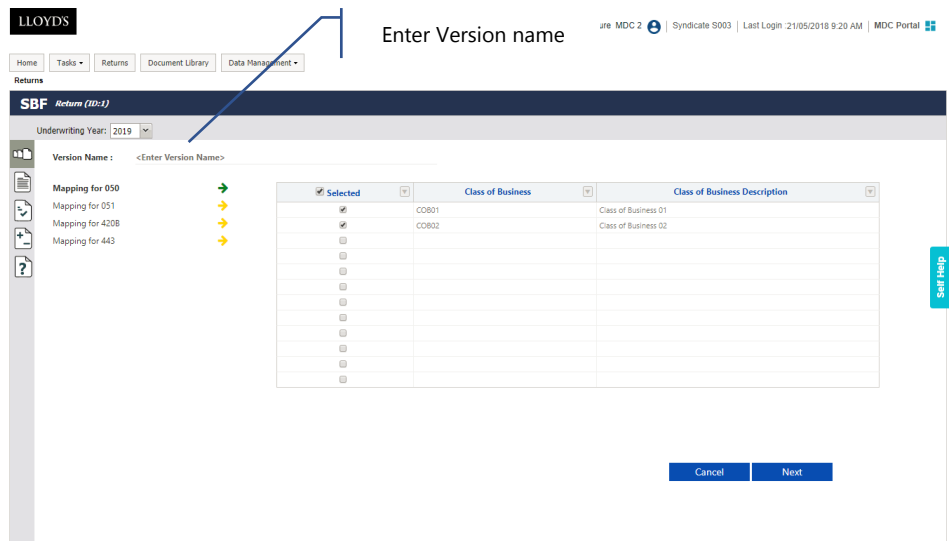
- **Manual** – Users can prepare the entire return manually using following steps:
 1. Set-up Return (Initialisation);
 2. Generate & Download Return Form in Excel for offline edit;
 3. Enter all the data in the offline edit and upload it back into the system;
 4. Review & correct validation errors/warnings (if any) either through offline edit or online edit/adjustments;
 5. Add comments online or offline/upload for all remaining warnings.
- **Upload CSV** – Users can upload the pre-populated CSV (standard CSV format published for SBF Return). Using this approach, Users can skip the Return Initialisation & Manual offline edit steps. These steps (optional) are still available to the User to make any modifications and corrections post CSV upload.
- **Copy** – a User can create a new version by copying the Return structure and data (optional) of an existing version (of the current year or the previous year(s)).

Once the Return is created, Users can pass any additional adjustments/corrections, process business validations & initiate the submission process for the Return.

14.4 MANUAL RETURN CREATION

Select [**Manual**] from the Return Version Listing Page to create a new Return using the Manual mode. This is the Return Initialisation step which requires Users to fill and set-up the structural data for the respective forms of the Return. This is used to capture the data which is common across multiple forms/sections of the Return and drives the structure of the form.

Users are required to provide the name for this version which helps to indicate the business meaning and purpose for this version of the Return.



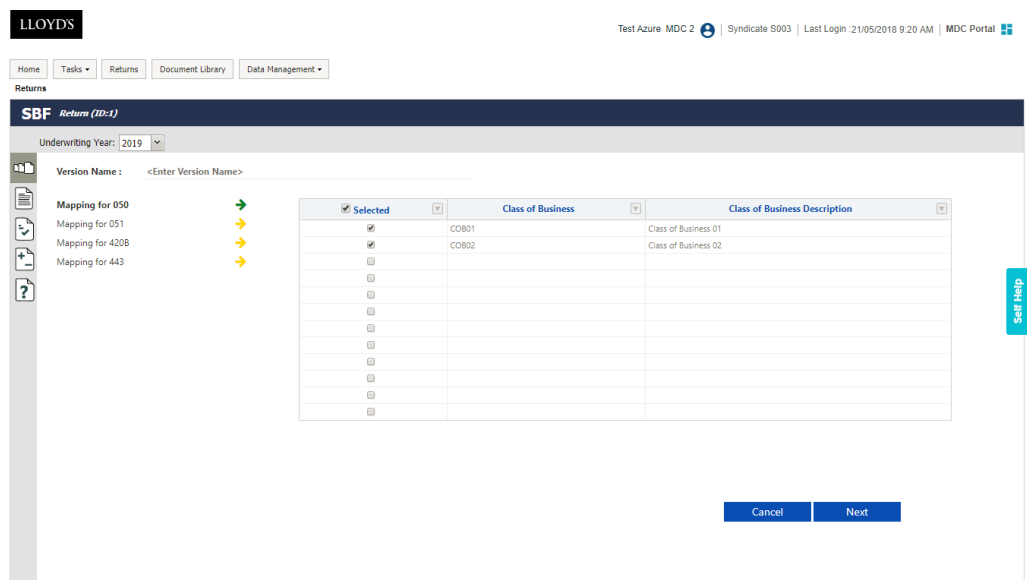
See later sections in this manual for the individual Forms that need to be completed for a specific Return.

Completion Instructions:

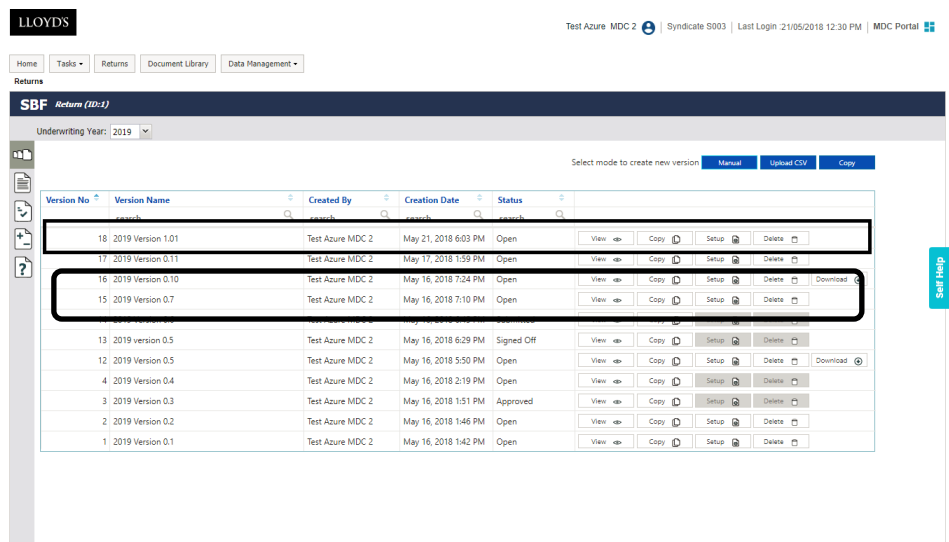
- To add new records, Users can enter data manually for every cell or can also copy/paste data directly on to the grid from Excel (provided data is stored in Excel in the same order and structure).
- To delete unwanted records (from the newly added rows), Users can select the entire row using keyboard and press "Delete"
- Users can click on any column header to apply any column filters.
- Cells having incorrect data will be highlighted in red and the system will not allow Users until all the error cells are rectified.

Note - The grids are designed to provide an Excel-like experience for entering the data.

Once a Form is complete, click [**Next**] to proceed to the next step.



Once all the data is entered correctly without any errors, the User can click **[Generate]** to create a new Return version as shown below. New versions of the Return are created with a new version number and Status as "Open".



14.5 UPLOAD CSV TO CREATE RETURN

Select **[Upload CSV]** from the Return Version Listing Page to create a new Return using the upload CSV mode. Provide the Version name, choose the pre-populated CSV File (as per the published standard CSV format) and click **[Upload CSV]** to upload the data into the system.

On Upload, system performs the structural and technical validations and rejects the file where there are errors. These validations ensure that:

- The Syndicate number provided in the CSV matches the Syndicate for which the Return is created;
- The Year of Account provided in the CSV matches the Year of Account;
- The Element Codes and structure matches as per the published list of element codes and mandatory elements are not missing in the uploaded data;
- The Data Types matches the expected data type (i.e. numerical, string & date);
- Look-up validations to ensure that reference codes (such as class of business, risk codes, distribution channel, currency, etc.) provided in the CSV match the codes present in the corresponding reference data sets;
- Cross-form look-up validations to ensure that structural content across the forms are consistent. Example: Class of Business used across the Return should exist & match the Class of Business selected in Form 051. Similarly, Class of Business selected in Form 051 should exist at least once in all the respective applicable forms.
- If new Syndicate "Classes of Business" are introduced which are not already present in the system, they need to be added using the Reference Data functionality under **[Data Management]**.

On upload, if there are errors in the file, the system will download the error file for Users to view and correct the original CSV file.

Returns

SBF Return (ID:1)

Underwriting Year 2017

Select mode to create new version **Manual** **Upload CSV**

Version No	Version Name	Created By	Creation Date	Status	
15	2017 Provisional SBF Plan	MA Return Submitter 1	Jan 15, 2018 5:27 PM	Open	View Copy Setup
14	Provisional Version for 2017 V3	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup
13	Provisional Version for 2017 V2	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup
12	Version 12	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup
11	2017 Test Version - CSV upload	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup Download
10	2017 SBF Plan Version 1.0	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup Download
9	2017 Provisional Plan 2 (CSV Upload)	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup Download
8	2017 Provisional Plan (CSV Upload)	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup Download
7	2017 Provisional Plan for Review	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup Download
6	Provisional Version V6 2017 csv	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup Download
5	Provisional Version V5 2017	MA Return Submitter 1	Jan 8, 2018 9:26 PM	Validated	View Copy Setup Download

Upload Data

Version Name 2017 Provisional SBF Plan (CSV)

Choose Files SBF_2017_1_S000_MA001.csv

Please refer downloaded sheet for Errors

Upload

The following are examples of validations performed and the corresponding error messages:

- File is being uploaded for year of account "2017", but the file header record contains the year "2018";

Element Code	Record	Error Message
HEADER	2018	Return Date uploaded for invalid year.

- File is being uploaded for Syndicate "S000", but the file header record contains the Syndicate code as "S001";

Element Code	Record	Error Message
HEADER	S001	Invalid Syndicate Code.

Class of Business is wrongly entered as "COB02" in Form 051 element code, due to which elements of respective forms have indicated errors due to mismatch in class of business codes.

Element Code	Record	Error Message
NormMaxNetRetainedLine_CUR_COB_DCC_SEQ		COB02-ASIA-OTH is present in reference form : 051 but does not exist for entity.
AbsMaxNetRetainedLine_CUR_COB_DCC_SEQ	27000000,COB01,ASIA,ECN07,OTH,U0101	Does not exist in reference form : 051
UnlimitedLinesize_CUR_COB_DCC_SEQ	FALSE,COB01,ASIA,ECN07,OTH,U0101	Does not exist in reference form : 051
AbsMaxNetRetainedLine_CUR_COB_DCC_SEQ		COB02-ASIA-OTH is present in reference form : 051 but does not exist for entity.
UnlimitedLinesize_CUR_COB_DCC_SEQ		COB02-ASIA-OTH is present in reference form : 051 but does not exist for entity.
AbsMaxGrLine_CUR_COB_DCC_SEQ	25000000,COB01,ASIA,ECN07,OTH,U0101	Does not exist in reference form : 051
NormMaxGrLine_CUR_COB_DCC_SEQ	22000000,COB01,ASIA,ECN07,OTH,U0101	Does not exist in reference form : 051
NormMaxNetRetainedLine_CUR_COB_DCC_SEQ		COB02-ASIA-OTH is present in reference form : 051 but does not exist for entity.
NormMaxGrLine_CUR_COB_DCC_SEQ	12000,COB01,ASIA,ECN07,OTH,U0101	Does not exist in reference form : 051
AbsMaxGrLine_CUR_COB_DCC_SEQ		COB02-ASIA-OTH is present in reference form : 051 but does not exist for entity.

On successful upload of the CSV file (i.e. it clears the structural and technical validations), a new Return version is created as shown below.

SBF Return (2017)

Underwriting Year: 2017

Select mode to create new version: [Manual](#) [Upload CSV](#)

Version No	Version Name	Created By	Creation Date	Status	
16	2017 Provisional SBF Plan (CSV)	MA Return Submitter 1	Jan 15, 2018 10:17 PM	Open	View Copy Setup Download
15	2017 Provisional SBF Plan	MA Return Submitter 1	Jan 15, 2018 5:27 PM	Open	View Copy Setup Download
14	Provisional Version for 2017 V3	MA Return Submitter 1	Jan 11, 2018 2:28 PM	Prepared	View Copy Setup Download
13	Provisional Version for 2017 V2	MA Return Submitter 1	Jan 10, 2018 11:00 PM	Approved	View Copy Setup Download
12	2017 Version 1.0	MA Return Submitter 1	Jan 9, 2018 5:40 PM	Open	View Copy Setup Download
11	2017 Test Version - CSV upload	MA Return Submitter 1	Jan 9, 2018 5:40 PM	Open	View Copy Setup Download
10	2017 SBF Plan Version 1.0	MA Return Submitter 1	Jan 9, 2018 5:02 PM	Approved (Superseded)	View Copy Setup Download
9	2017 Provisional Plan 2 (CSV Upload)	MA Return Submitter 1	Jan 9, 2018 3:05 PM	Open	View Copy Setup Download
8	2017 Provisional Plan (CSV Upload)	MA Return Submitter 1	Jan 9, 2018 2:59 PM	Open	View Copy Setup Download
7	2017 Provisional Plan for Review	MA Return Submitter 1	Jan 9, 2018 11:01 AM	Submitted	View Copy Setup Download

Similar to the Manual mode, Users can now view the Return online, check the business validation results online or download them offline in Excel.

14.6 COPY AN EXISTING RETURN TO CREATE A RETURN

Users can copy the contents of an existing Return to create a new Return. Users can either copy a Return version of the current Underwriting Year or from a previous Underwriting Year.

14.6.1 Copy a Return from a Previous Underwriting Year

Click on **[Copy]** at right top corner then select the previous Underwriting Year to view the Return versions of that year. Select the Return version to be copied.

LLOYDS

Test Azure MDC 2 | Syndicate 5902 | Last Login: 2/05/2018 12:31 PM | MDC Portal

Home | Tools | Returns | Document Library | Data Management

SBF Return (2017)

Underwriting Year: 2019

Underwriting Year: 2018

Version	Version Name	Created By	Creation Date	Status
1	2018 Version 0.1	Test Azure MDC 2	May 15, 2018 5:03 PM	Open

[Submit](#) [Cancel](#)

[Get Help](#)

On Copy, Users are navigated to the Set-up Return (initialisation) stage as per the Manual Mode. All the initialisation forms are pre-filled using the data of the copied Return. Users can make necessary amendments, provide the version name for the new Return and proceed to create the Return as per the Manual Mode. In addition Users can choose to either copy rest of the data from the existing version or start with a fresh template for the new Return.

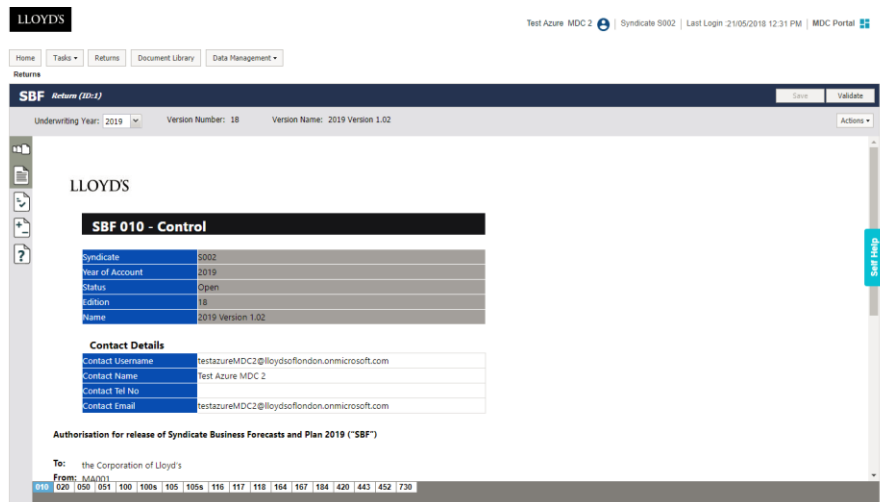
14.6.2 Copy a Return from the Current Underwriting Year

Click on **[Copy]** button next to the Return versions listed for that underwriting year to create a new version for the same Underwriting year by copying that Return.

On Copy, Users are navigated to the Set-up Return (initialisation) stage similar to the Manual Mode. All the initialisation forms are pre-filled using the data of the copied Return. Users can make necessary amendments, provide the version name for the new Return and proceed to create the Return like the Manual Mode. In addition Users can choose to either copy rest of the data from the existing version or start with a fresh template for the new Return.

14.7 VIEW A RETURN

Click **[View]** to generate and view the Return forms online as shown below. A User can navigate to any form of the Return by clicking the respective form tab.



LLOYDS

SBF 010 - Control

Syndicate: S002
 Year of Account: 2019
 Status: Open
 Edition: 18
 Name: 2019 Version 1.02



Contact Details

Contact Username: testazureMDC2@lloydssoftfondon.onmicrosoft.com
 Contact Name: Test Azure MDC 2
 Contact Tel No:
 Contact Email: testazureMDC2@lloydssoftfondon.onmicrosoft.com

Authorisation for release of Syndicate Business Forecasts and Plan 2019 ("SBF")

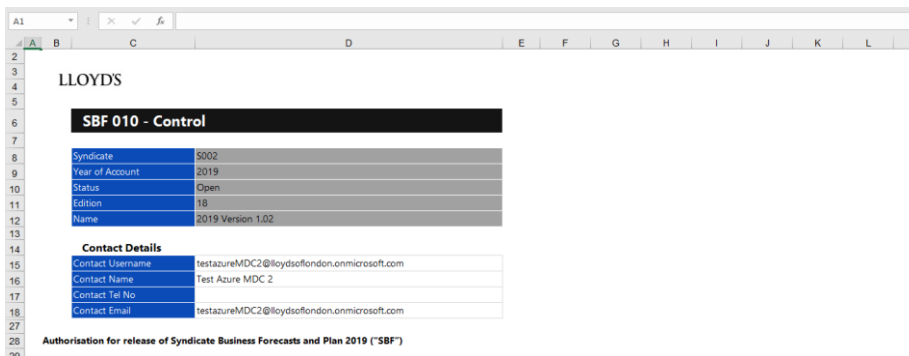
To: the Corporation of Lloyd's
 From: MDC2

Forms are pre-filled on the basis of the data entered during the Return initialisation step.

In addition Returns can be viewed offline by selecting the appropriate download option under **[Actions]** for either Excel  or PDF  formats.

14.8 EDIT A RETURN OFFLINE

Click **[Actions]** at right top corner of the Return tab and then select **[Download to Edit]** to download the Return in Excel format for offline editing.



LLOYDS

SBF 010 - Control

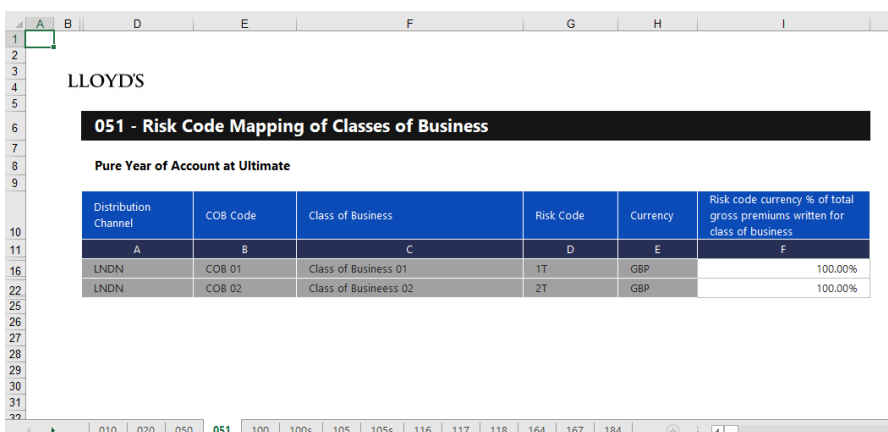
Syndicate: S002
 Year of Account: 2019
 Status: Open
 Edition: 18
 Name: 2019 Version 1.02

Contact Details

Contact Username: testazureMDC2@lloydssoftfondon.onmicrosoft.com
 Contact Name: Test Azure MDC 2
 Contact Tel No:
 Contact Email: testazureMDC2@lloydssoftfondon.onmicrosoft.com

Authorisation for release of Syndicate Business Forecasts and Plan 2019 ("SBF")

A User can fill the entire form offline in Excel as show below:



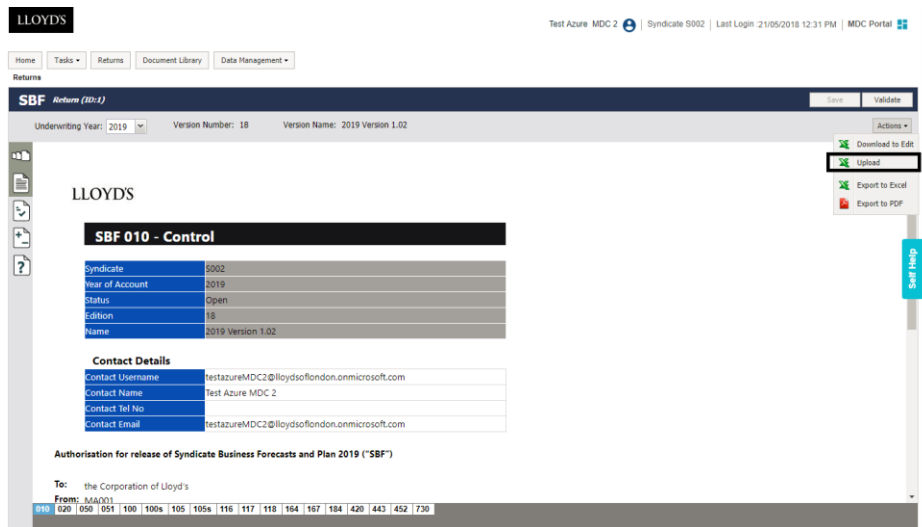
LLOYDS

051 - Risk Code Mapping of Classes of Business

Pure Year of Account at Ultimate

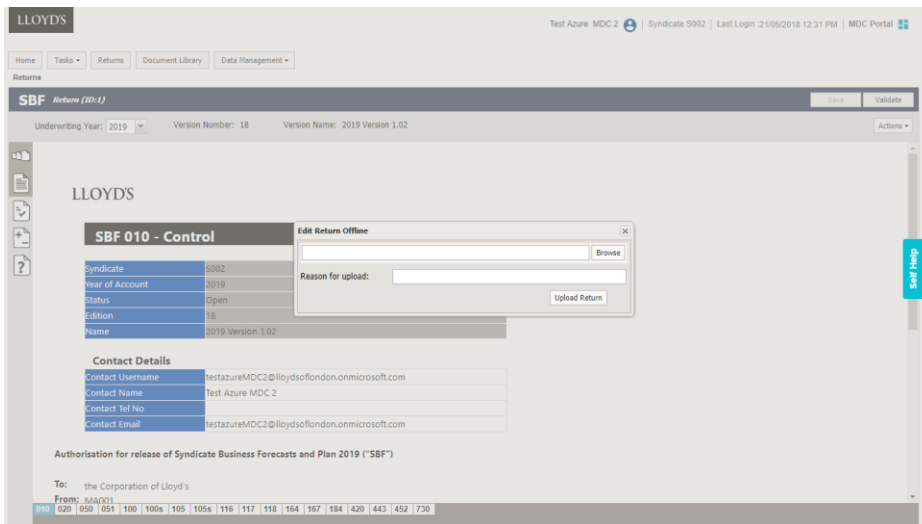
Distribution Channel	COB Code	Class of Business	Risk Code	Currency	Risk code currency % of total gross premiums written for class of business
A	B	C	D	E	F
LNDN	COB 01	Class of Business 01	1T	GBP	100.00%
LNDN	COB 02	Class of Business 02	2T	GBP	100.00%

Once complete a User can use the **[Upload]** option to return to the MDC system:

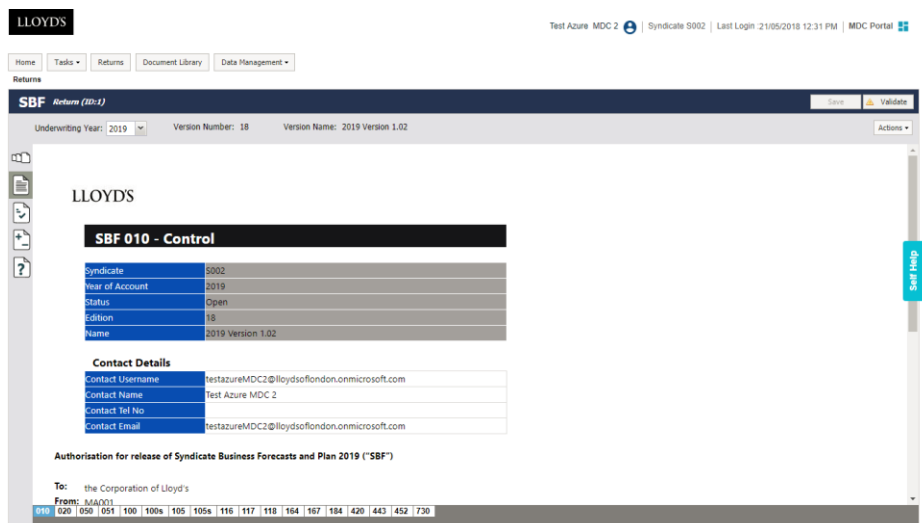


The screenshot shows the LLOYDS SBF Return (ID:1) interface. The top navigation bar includes 'Home', 'Tasks', 'Returns', 'Document Library', and 'Data Management'. The main content area displays the 'SBF 010 - Control' section with fields for Syndicate (5002), Year of Account (2019), Status (Open), Edition (18), and Name (2019 Version 1.02). Below this is the 'Contact Details' section with fields for Contact Username, Contact Name, Contact Tel No, and Contact Email. The 'Actions' menu on the right includes 'Download to Edit', 'Upload', 'Export to Excel', and 'Export to PDF'. The 'Upload' option is highlighted.

Select the upload file and provide comments for the upload as shown below:



The screenshot shows the LLOYDS SBF Return (ID:1) interface with the 'Edit Return Offline' dialog box open. The dialog box has a 'Browse' button and a 'Reason for upload:' field. The 'Upload Return' button is also visible. The background content is the same as the previous screenshot.

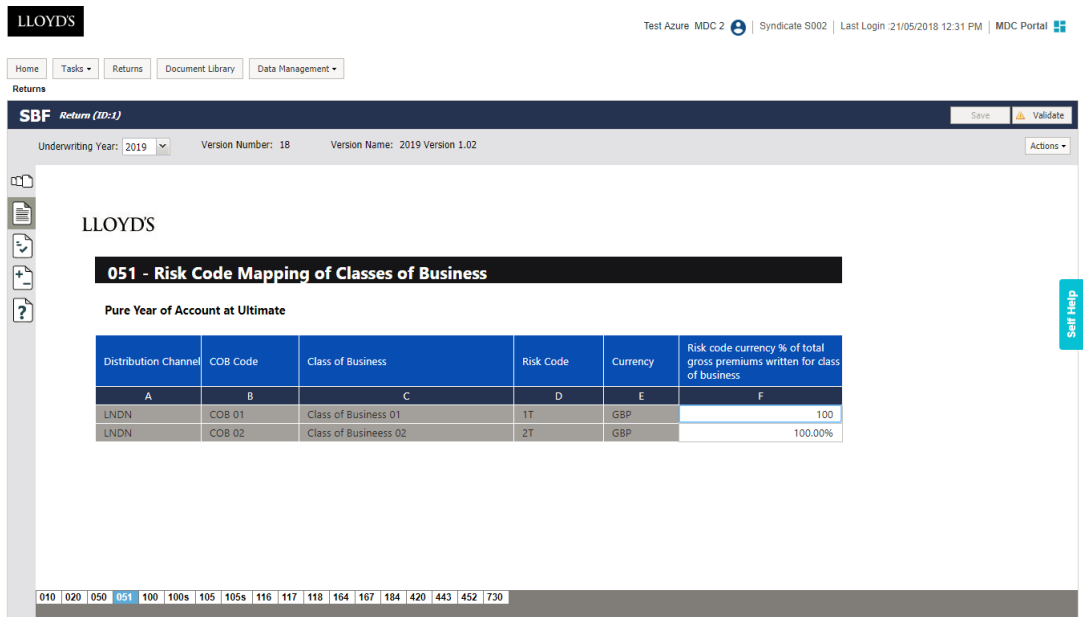


The screenshot shows the LLOYDS SBF Return (ID:1) interface with the 'Validate' button highlighted in the top right corner. The background content is the same as the previous screenshots.

Once the Return is uploaded, Users can view the Return online, check the business validation results online or download it offline in Excel. Make necessary adjustments/corrections and submit for review once all errors (mandatory checks) are rectified.

14.9 EDIT A RETURN ONLINE

Users can edit the cells online by directly clicking on the cell as shown below:



LLOYD'S

Test Azure MDC 2 | Syndicate S002 | Last Login :21/05/2018 12:31 PM | MDC Portal

Home Tasks Returns Document Library Data Management

SBF Return (ID:1) Save Validate

Underwriting Year: 2019 Version Number: 18 Version Name: 2019 Version 1.02 Actions

051 - Risk Code Mapping of Classes of Business

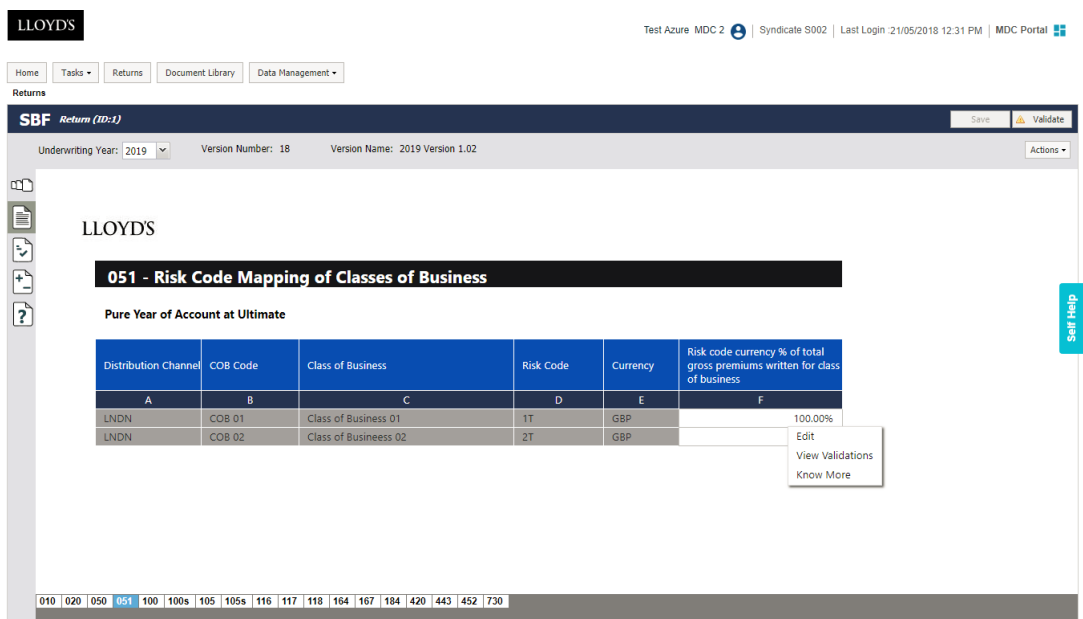
Pure Year of Account at Ultimate

Distribution Channel	COB Code	Class of Business	Risk Code	Currency	Risk code currency % of total gross premiums written for class of business
A	B	C	D	E	F
LNDN	COB 01	Class of Business 01	1T	GBP	100
LNDN	COB 02	Class of Business 02	2T	GBP	100.00%

010 020 050 051 100 100s 105 105s 116 117 118 164 167 184 420 443 452 730

Users can edit the cell to pass incremental values to the cell by right click on the cell and open the adjustment panel as shown below.

Click on **[Edit]** to open the adjustment panel.



LLOYD'S

Test Azure MDC 2 | Syndicate S002 | Last Login :21/05/2018 12:31 PM | MDC Portal

Home Tasks Returns Document Library Data Management

SBF Return (ID:1) Save Validate

Underwriting Year: 2019 Version Number: 18 Version Name: 2019 Version 1.02 Actions

051 - Risk Code Mapping of Classes of Business

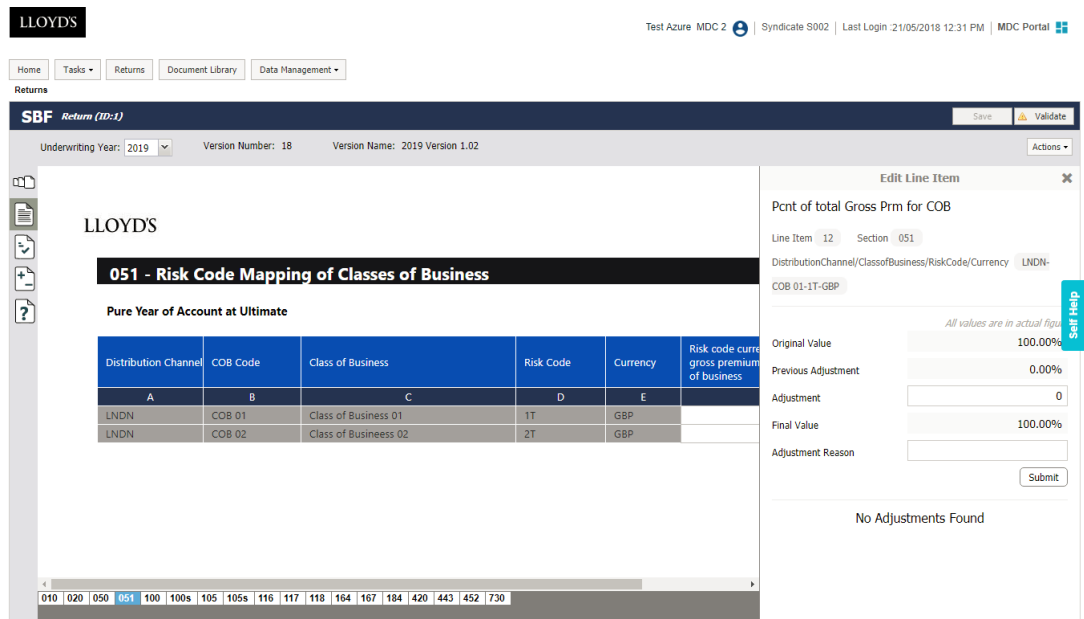
Pure Year of Account at Ultimate

Distribution Channel	COB Code	Class of Business	Risk Code	Currency	Risk code currency % of total gross premiums written for class of business
A	B	C	D	E	F
LNDN	COB 01	Class of Business 01	1T	GBP	100.00%
LNDN	COB 02	Class of Business 02	2T	GBP	

010 020 050 051 100 100s 105 105s 116 117 118 164 167 184 420 443 452 730

Edit
View Validations
Know More

Pass the incremental adjustments to the selected cell as shown below:



LLOYDS

Test Azure MDC 2 | Syndicate S002 | Last Login : 21/05/2018 12:31 PM | MDC Portal

Home Tasks Returns Document Library Data Management

SBF Return (ID-1) Save Validate

Underwriting Year: 2019 Version Number: 18 Version Name: 2019 Version 1.02

LLOYDS

051 - Risk Code Mapping of Classes of Business

Pure Year of Account at Ultimate

Distribution Channel	COB Code	Class of Business	Risk Code	Currency	Risk code current gross premium of business
A	B	C	D	E	
LNDN	COB 01	Class of Business 01	1T	GBP	
LNDN	COB 02	Class of Business 02	2T	GBP	

Edit Line Item

Pct of total Gross Pm for COB

Line Item 12 Section 051

DistributionChannel/ClassofBusiness/RiskCode/Currency LNDN- COB 01-1T-GBP

All values are in actual figures

Original Value 100.00%

Previous Adjustment 0.00%

Adjustment 0

Final Value 100.00%


Adjustment Reason

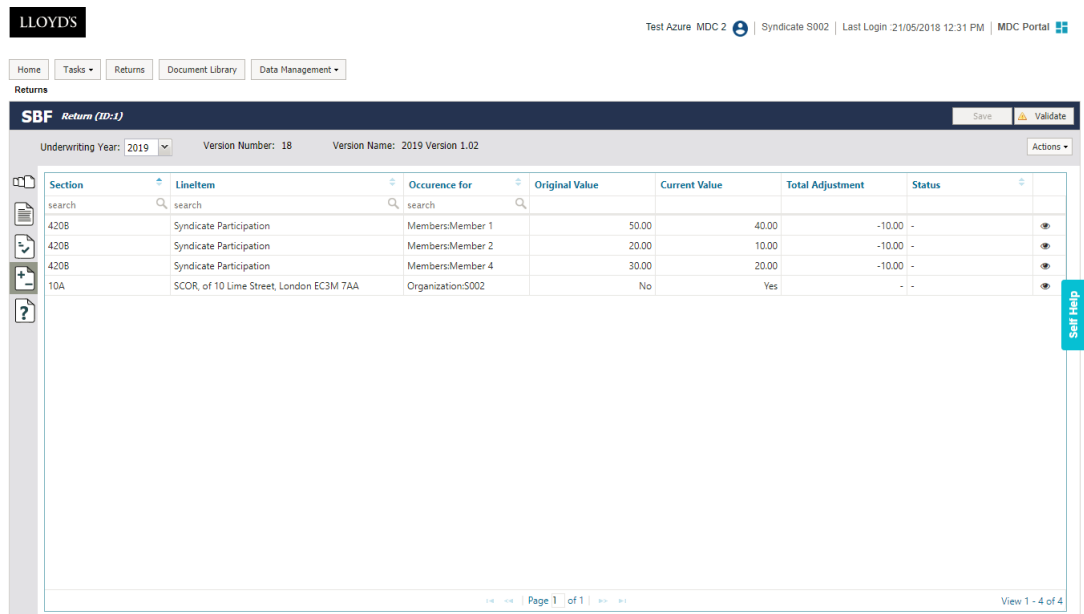
Submit

No Adjustments Found

010 020 050 051 100 100s 105 105s 116 117 118 164 167 184 420 443 452 730

In the case of online edits/adjustments, once the User has made the adjustments to all the required line items (cells), they will need to click on **[Save]** for the changes to be effectively saved into the system. Once all the changes are saved, the User needs to manually initiate the validation process for the Return by clicking **[Validate]** on the top right corner of the Return tab.

Users can view a summary of all the adjustments passed to the Return across all the forms and line items through the  Adjustment Summary tab as shown below:



LLOYDS

Test Azure MDC 2 | Syndicate S002 | Last Login : 21/05/2018 12:31 PM | MDC Portal

Home Tasks Returns Document Library Data Management

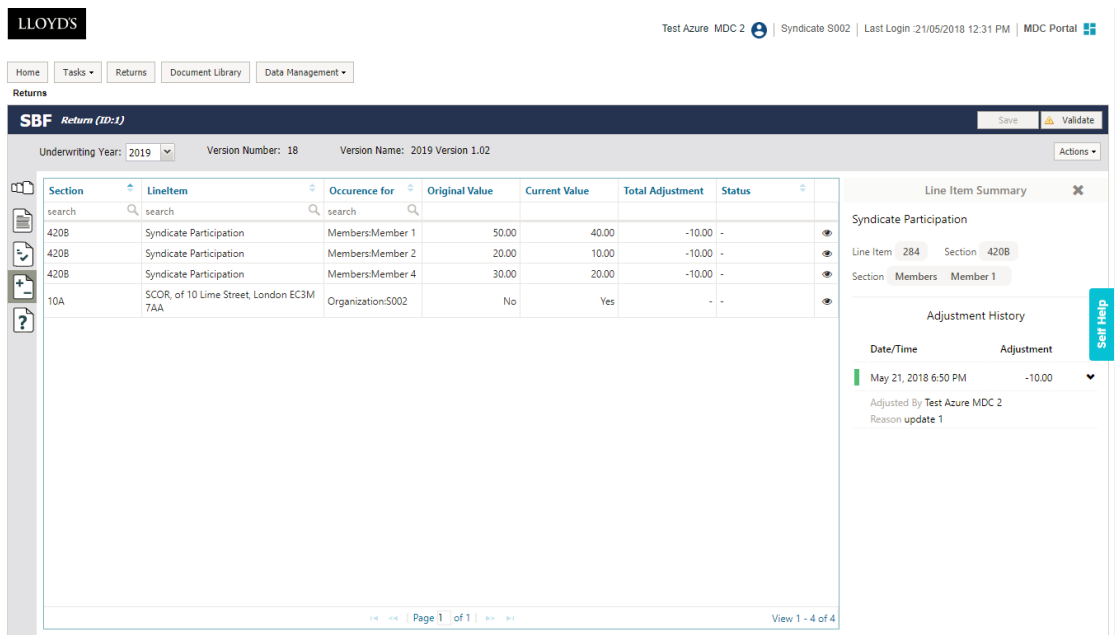
SBF Return (ID-1) Save Validate

Underwriting Year: 2019 Version Number: 18 Version Name: 2019 Version 1.02

Section	LinItem	Occurrence for	Original Value	Current Value	Total Adjustment	Status
4208	Syndicate Participation	Members/Member 1	50.00	40.00	-10.00	-
4208	Syndicate Participation	Members/Member 2	20.00	10.00	-10.00	-
4208	Syndicate Participation	Members/Member 4	30.00	20.00	-10.00	-
10A	SCOR, of 10 Lime Street, London EC3M 7AA	Organization:S002	No	Yes	-	-

Page 1 of 1 View 1 - 4 of 4

Click [] next to the adjustment record to view the details of each adjustment as shown:



The screenshot shows the LLOYD'S SBF Return (ID:1) interface. The main table displays adjustment records for Syndicate Participation. The right-hand pane shows the details for a specific adjustment on May 21, 2018, at 6:50 PM, with an adjustment value of -10.00. The adjustment was made by Test Azure MDC 2 for the reason 'update 1'.

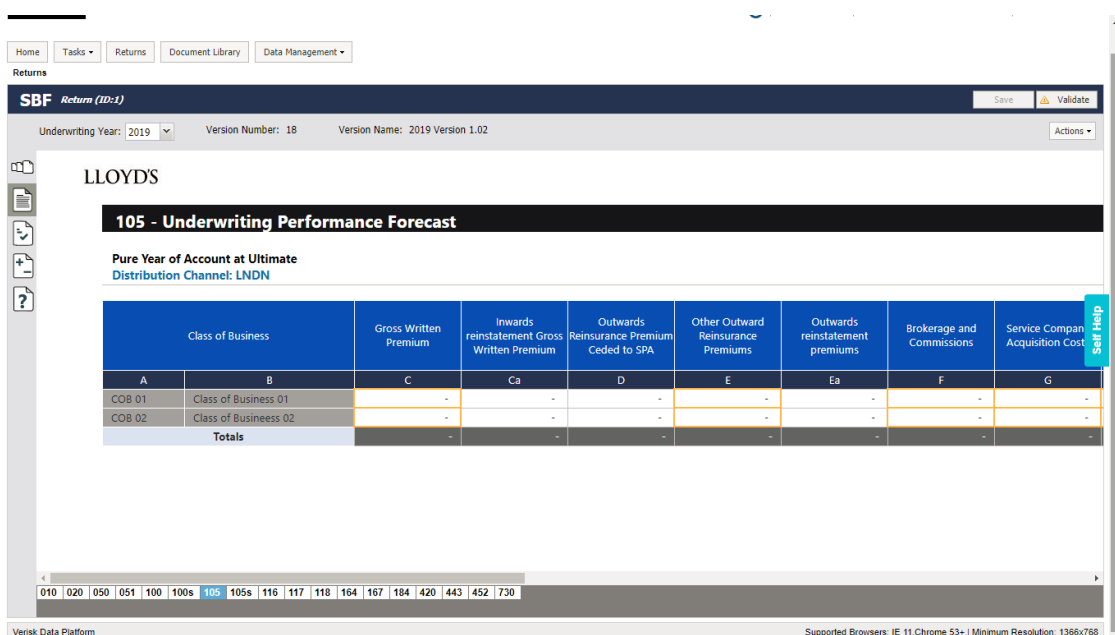
Section	Linitem	Occurrence for	Original Value	Current Value	Total Adjustment	Status
4208	Syndicate Participation	Members:Member 1	50.00	40.00	-10.00	-
4208	Syndicate Participation	Members:Member 2	20.00	10.00	-10.00	-
4208	Syndicate Participation	Members:Member 4	30.00	20.00	-10.00	-
10A	SCOR, of 10 Lime Street, London EC3M 7AA	Organization:5002	No	Yes	-	-

14.10 VALIDATING A RETURN

Once, the Return is validated Users can view the results online or download them offline into Excel format. Using the validation results, Users can make necessary changes/corrections to the required return cells. Validations are of type error and warnings. Return cannot be submitted to the workflow process if there are any errors. In case of warnings, Users will be required to provide necessary justification/comment for each warning.

14.10.1 View validation results online

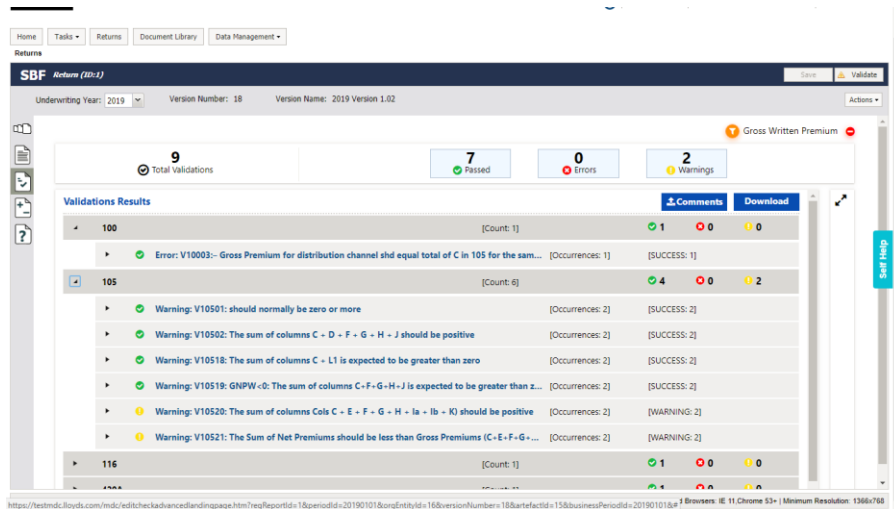
Once the validation process is completed all the erroneous cells are highlighted to indicate errors/warnings associated with the cells (as shown below cells with warning have been highlighted with orange borders).



The screenshot shows the LLOYD'S SBF Return (ID:1) interface. The main table displays the 105 - Underwriting Performance Forecast. The table is titled 'Pure Year of Account at Ultimate' and 'Distribution Channel: LNDN'. The table has columns for Class of Business, Gross Written Premium, Inwards reinstatement Gross Written Premium, Outwards Reinsurance Premium Ceded to SPA, Other Outward Reinsurance Premiums, Outwards reinstatement premiums, Brokerage and Commissions, and Service Company Acquisition Cost. The table is divided into two sections: A and B. The table is titled '105 - Underwriting Performance Forecast'.

Class of Business		Gross Written Premium	Inwards reinstatement Gross Written Premium	Outwards Reinsurance Premium Ceded to SPA	Other Outward Reinsurance Premiums	Outwards reinstatement premiums	Brokerage and Commissions	Service Company Acquisition Cost
A	B	C	Ca	D	E	Ea	F	G
COB 01	Class of Business 01	-	-	-	-	-	-	-
COB 02	Class of Business 02	-	-	-	-	-	-	-
Totals		-	-	-	-	-	-	-

1. Right click on any cell and select **[View Validations]** to navigate to the validation results tab to view the validations linked to that Return cell. Counts are provided of the number of validations that have "Passed", failed with "Errors" and have associated "Warnings".



SBF Returns (ID:1)

Underwriting Year: 2019 Version Number: 18 Version Name: 2019 Version 1.02

9 Total Validations 7 Passed 0 Errors 2 Warnings

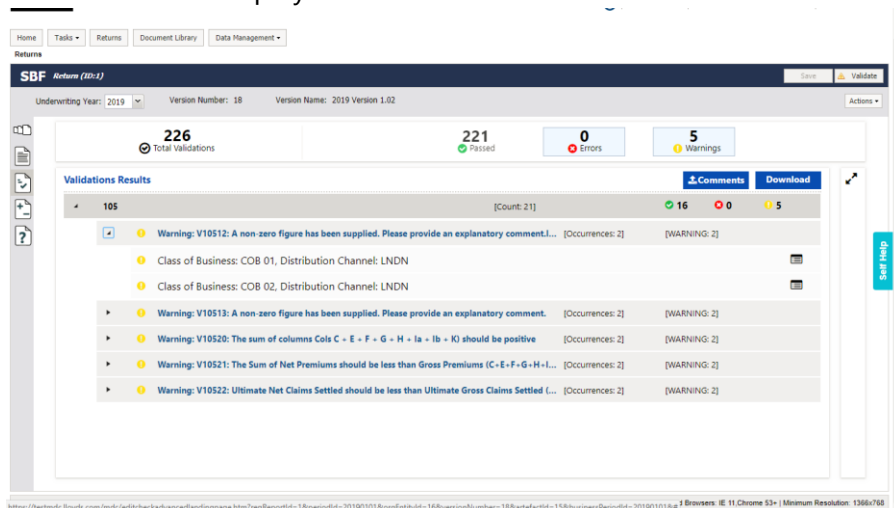
Validations Results

Return ID	Count	Passed	Errors	Warnings
100	1	1	0	0
105	6	4	0	2
116	1	1	0	0

Validations:

- Error: V10002: Gross Premium for distribution channel shd equal total of C in 105 for the sam...
- Warning: V10501: should normally be zero or more
- Warning: V10502: The sum of columns C + D + F + G + H + J should be positive
- Warning: V10518: The sum of columns C + L1 is expected to be greater than zero
- Warning: V10519: GNPW - 0: The sum of columns C + F + G + H + J is expected to be greater than z...
- Warning: V10520: The sum of columns Cols C + E + F + G + H + Ia + Ib + K should be positive
- Warning: V10521: The Sum of Net Premiums should be less than Gross Premiums (C + E + F + G + ...

2. Navigate to the Business Validations result tab by clicking on [] button. Users can view all the validations and their result. By default, all the warnings and error occurrences are displayed.



SBF Returns (ID:1)

Underwriting Year: 2019 Version Number: 18 Version Name: 2019 Version 1.02

226 Total Validations 221 Passed 0 Errors 5 Warnings

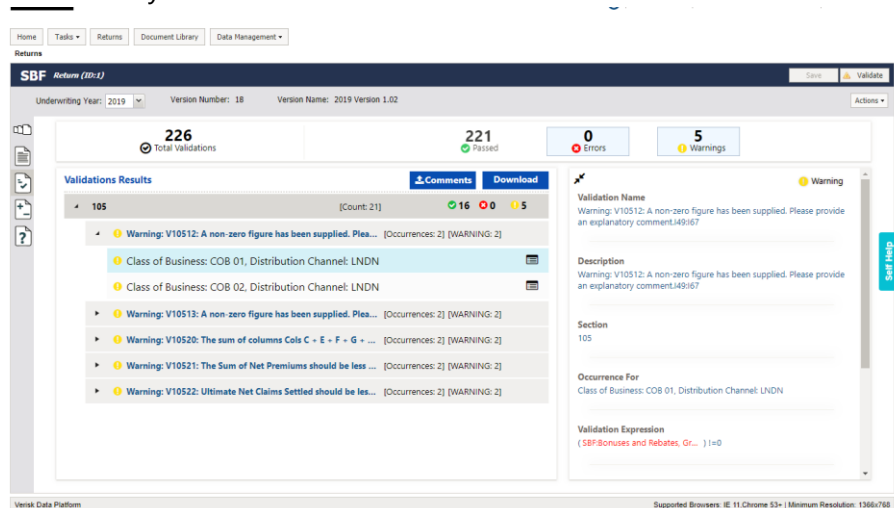
Validations Results

Return ID	Count	Passed	Errors	Warnings
105	21	16	0	5

Validations:

- Warning: V10512: A non-zero figure has been supplied. Please provide an explanatory comment.I...
- Class of Business: COB 01, Distribution Channel: LNDN
- Class of Business: COB 02, Distribution Channel: LNDN
- Warning: V10513: A non-zero figure has been supplied. Please provide an explanatory comment.
- Warning: V10520: The sum of columns Cols C + E + F + G + H + Ia + Ib + K should be positive
- Warning: V10521: The Sum of Net Premiums should be less than Gross Premiums (C + E + F + G + H + I...
- Warning: V10522: Ultimate Net Claims Settled should be less than Ultimate Gross Claims Settled (...)

3. Click on any validation to view its details as shown below:



SBF Returns (ID:1)

Underwriting Year: 2019 Version Number: 18 Version Name: 2019 Version 1.02

226 Total Validations 221 Passed 0 Errors 5 Warnings

Validations Results

Return ID	Count	Passed	Errors	Warnings
105	21	16	0	5

Validation Name

Warning: V10512: A non-zero figure has been supplied. Please provide an explanatory comment.I49:67

Description

Warning: V10512: A non-zero figure has been supplied. Please provide an explanatory comment.I49:67

Section

105

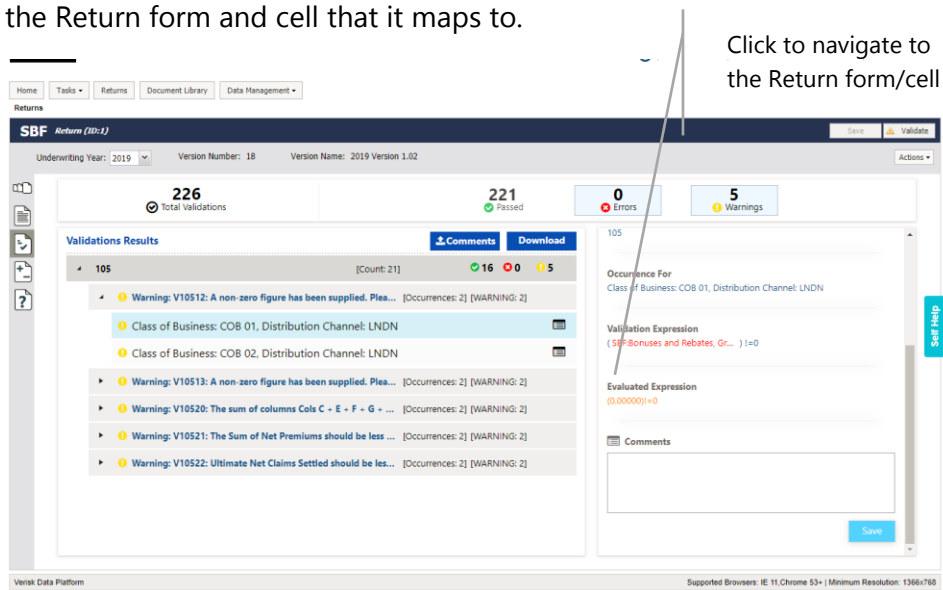
Occurrence For

Class of Business: COB 01, Distribution Channel: LNDN

Validation Expression

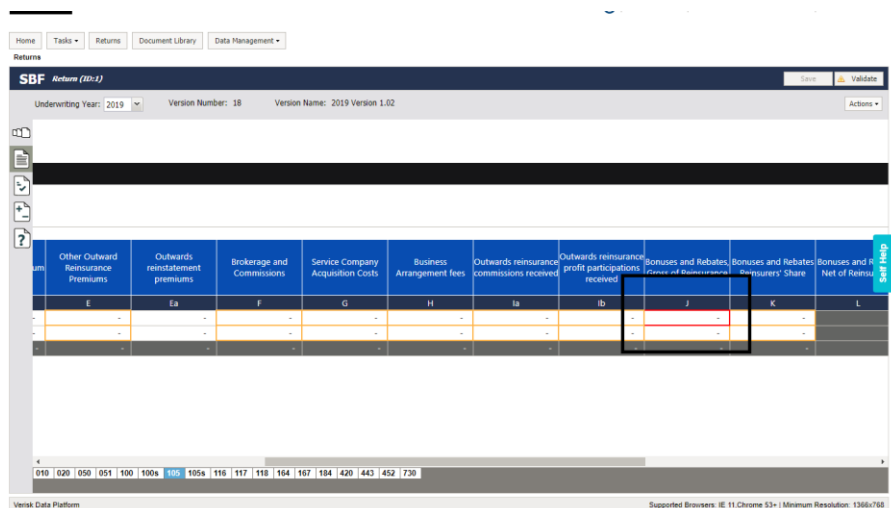
(SBFBonuses and Rebates, Gr...) != 0

- Click on the Return cell reference as shown in the validation expression to navigate to the Return form and cell that it maps to.

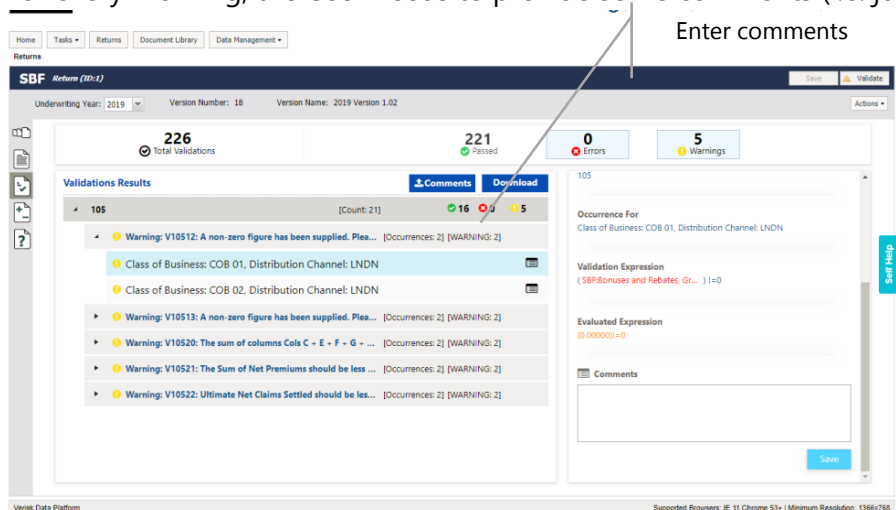


Click to navigate to the Return form/cell

Users are navigated to the form to which the line item maps to. The cell is highlighted with flashing red border to indicate its position in the form.



For every Warning, the User needs to provide some comments (i.e. justification).



Enter comments

14.10.2 View validation results offline

Users can download the entire validation result report into Excel format by clicking **[Download]** button in the business validation page.

	A	B	C	D	E	F	
	Section Name	Status	Validation Name	Occurrence For	Validation Description	Validation Expression	Evaluated Expression
1	010	Passed	Error: V01001: SBF010() Return must contain a Contact	-1	SBF010() Return must contain a Contact User	(SBF: Contact Username)ISNOTEMPTY	[testazureMDC2@
3	010	Passed	Error: V01003: All Non Aligned Syndicates must select	-1	Error: V01003: All Non Aligned Syndicates n	(SBF: Third Party Lloyd's Member agents)IN["Yes", "No"]	["Yes"]IN["Yes", "No"]
4	100	Passed	Error: V10003: Gross Premium for distribution chan	Distribution Channel: LND	Gross Written Premium - total lines Ultima	(SBF: Gross Written Premium - total lines Ult)-(SBF: Gross Wri	((0.00000)-(0.00000)
5	100	Passed	Error: V10006 - Outwards reinsurance premiums for d	Distribution Channel: LND	Outwards reinsurance premiums (gross) UI	(SBF: Outward reinsurance premiums (gross) Ult)-(SBF: Other	((0.00000)-(0.00000)
6	100	Passed	Error: V10015: Gross Claims for this distribution ch	Distribution Channel: LND	Gross Claims paid; change in provision for	(SBF: Gross Claims paid; change in provision for reported cla	((0.00000)-(0.00000)
7	100	Passed	Error: V10022 - Technical Charges should equal the to	Distribution Channel: LND	Error: V10022 - <Form Number> (Cell Ref), (((SBF: Total technical charges before net operating expenses U	((0.00000)-(0.00000)
8	100	Passed	Error: V10027: - Admin Expenses should equal the tota	Distribution Channel: LND	Administrative expenses (incl other acquis	(SBF: Administrative expenses (incl other acquisition costs+D	((0.00000)-(0.00000)
9	100	Passed	Error: V10028: must be zero or more	Distribution Channel: LND	Error: V10028: must be zero or more	(SBF: Outwards reinsurance commissions received 12M)>=0	((0.00000)>=0

Users can then enter comments for warnings in the downloaded Excel spreadsheet and bulk upload them back into the platform by clicking [**Comments**] and selecting the validation result upload file.

	A	B	C	G	H
1	Section Name	Status	Validation Name	Evaluated Expression	Comments
203	105	Warning	Warning: V10512: A non-zero figure has been supplied	(0.00000)!=0	
204	105	Warning	Warning: V10512: A non-zero figure has been supplied	(0.00000)!=0	
205	105	Warning	Warning: V10513: A non-zero figure has been supplied	(0.00000)!=0	
206	105	Warning	Warning: V10513: A non-zero figure has been supplied	(0.00000)!=0	
219	105	Warning	Warning: V10520: The sum of columns Cols C + E + F +	(0.00000)+(0.00000)+(0.00000)+(0.00000)+	
220	105	Warning	Warning: V10520: The sum of columns Cols C + E + F +	(0.00000)+(0.00000)+(0.00000)+(0.00000)+	
221	105	Warning	Warning: V10521: The Sum of Net Premiums should be	(0.00000)+(0.00000)+(0.00000)+(0.00000)+	