

# STARTER CONNECTION PACK

## What is the Starter Connection Pack?

The Starter Connection Pack (SCP) is a temporary solution to help organisations connect to and use the Lloyd's Exchange. It is the **Basic** connection method, allowing organisations to 'try and see' how sending messages through the Lloyd's Exchange works.

## Is the SCP the right option for me?

It is anticipated that organisations will only use the SCP as a stepping stone towards the more complete connection methods of a Message Management Tool or integrated Back-Office System.

The functionality provided by the SCP is limited and will **NOT** include the following functions:

- Message history; no detail held of messages sent
- Workflow, message tracking or status management
- Role specific controls or access
- Full message content; it will only support 'London market skinny' message data
- Reporting and monitoring capability
- Back-Office support or integration

If you wish to try electronic messaging through the Lloyd's Exchange before choosing one of the alternative connection methods, then the SCP provides a temporary low risk, zero cost option.

## What do I need to access the SCP?

The SCP will be provided from a secure environment hosted by IBM and to access it you will need Internet Explorer version 6 or higher, a User ID, password and the URL Internet address provided during the Lloyd's Exchange registration process.

## What will the SCP allow me to do?

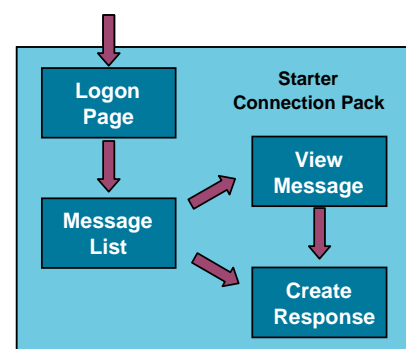
The SCP functions are split across four main screens:

### Logon Page

Logon will be by User ID and Password and standard security checks will be applied, e.g. forcing passwords to be reset after a fixed time period, ensuring minimal password length, etc.

Users will be timed out after a fixed period of inactivity, however an auto-save is applied as standard to any messages being created to avoid significant loss of data.

The screens are designed to be very simple to use, however additional Help and Guidance will be available from each screen.



## Message List

This is the main screen from which you can see all outstanding messages for your organisation. Everybody within an organisation can see all the messages for that organisation; however the messages can be sorted on the displayed fields to help find the messages you require.

The list contains two main types of message:

- Received messages from another organisation.
- Draft response messages to a received message.

Where a 'draft' message exists, for a response to a received message, the list will also show who created that 'draft' and whether they are still working on it at the moment, in which case other users cannot respond to or edit the message at that point in time.

Messages will expire and no longer be available after a set period. There will be a warning for messages that are due to expire within the next week. From this list you will also be able to select one or more messages to delete.

## View Message

This will allow you to view messages that you have received from other organisations. The message will be formatted, presenting the data with appropriate labels. The screen will allow you to; delete the message, save a local copy of the message and where appropriate initiate a response to the message. Both in-line and DRI attachments can be viewed.

## Create Response

This screen will allow you to enter the information required to send a 'London market skinny' response message to a broker who has sent you a message via the Lloyd's Exchange.

Only the valid responses will be available to select, based on the Placing Stage and Type of received message. The information will be entered into a structured form, which will only show you the fields that are relevant to the type of message being created. Data from the original message will be carried forward into the form. The information will be validated, e.g. mandatory information is entered, ensuring dates are in the right format, providing drop down lists where an ACORD standard code list exists, etc.

If required, you will be able to add in-line attachments to the message (carriers will not be able to add DRI references to messages, as it is assumed SCP users are unlikely to have repositories). Once submitted, the 'draft' will be retained until the message has been successfully delivered, and if the message can not be delivered, you will be able to recover the previous sent message to update, save and/or resend as appropriate.

As well as auto-saving the message, you will have the option to; save the message and continue, or save and exit the message to return and complete it later and/or save a local copy of the message for reference purposes.

## How do I find out more about the Basic - SCP Connection Method?

If you have any more queries about this connection method or anything else on the Lloyd's Exchange please contact:

Sharmi Biswas

Email [sharmi.biswas@lloyds.com](mailto:sharmi.biswas@lloyds.com)

Phone 020 7327 6978

[www.lloyds.com/lloyds-exchange](http://www.lloyds.com/lloyds-exchange)