

MCS INSTALLATIONS DATABASE (MID) GUIDANCE DOCUMENT

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Installer CB Guidance Document: MID Training

Introduction

The MCS Installations Database (MID) is a central online database that holds the information of every MCS certified small scale, low carbon installation in the UK since 2010, all current and previous certified MCS Installers and Products.

This is a step-by-step guide to help you navigate all tabs on the MCS Installations Database (MID).

Your role in creating MCS Installer profiles and building an accurate record in the MID is a critical part of certifying installers and helping to raise standards across the sector.

The information you enter is used by governments to inform policy that shapes the small-scale renewable energy industry, such as the Boiler Upgrade Scheme (BUS), Home Energy Scotland Grant and Loan (HES), Smart Export Guarantee (SEG), and many more. Whether it's the type of technologies the installer is certified for, the government schemes the installers are registered under, or the dates of different technology certifications – this is all vital in deciding how the government can best support installers and consumers in the low-carbon transition.

The MCS Installations Database is also the source of data for the MCS Data Dashboard, an interactive online data dashboard tool that provides near-real-time updates on MCS certified installers and installations, as well as the MCS "Find a Contractor" tool.

You will need CB access to the MCS MID.

Contents

1. [Installations](#)
2. [Installers](#)
3. [Notes](#)
4. [Products](#)
5. [Reports](#)
6. [Products Expiry](#)
7. [Products Upload](#)
8. [My Account](#)

1. Installations

To search for a specific MCS installation, or view MCS installations commissioned within a specific time period, please select the 'Installations' tab on the bar, at the top of the page.

Please be aware this is displayed from an administrator account, so the tab bar may appear different on the relevant account.


 **The MCS Installations Database**

Logged in as testcb@mcscertified.com | [Logout](#)

[Installations](#) [Installers](#) [Notes](#) [Products](#) [Reports](#) [Products Expiry](#) [Products Upload](#) [My Account](#)

[Home](#)


Upon clicking 'Installations', the certified installations will open in date order, only showing the certificates, you have access to view (i.e., only installers who are a member of your CB). As shown below, you will see columns listing relevant details to specific the installations, you can also view the current certification status of the installation on the far-right hand column (indicated by the withdrawn column).



 **The MCS Installations Database**

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[Installations](#) [Installers](#) [Notes](#) [Products](#) [Reports](#) [Products Expiry](#) [Products Upload](#) [My Account](#)


[Home](#) / [Installations](#)

 **Installations (Test CB)** [Show Filters](#)

Edit	Certificate Number	Address Line 1	Postcode	Technology	Installer	Date Installed ↓	Status	Certificate	Compliance
▶	MCS-01241601-J	2	LL13 9LE	Battery Storage	Little Frog Energy	18/06/2025	Created		
▶	MCS-01241591-T	V1	WA4 4AB	Air Source Heat Pump	Little Frog Energy	17/06/2025	Created		

To search for a certificate on the database, open the installations tab as outlined and select 'show filters' to carry out a filtered search.

[Home](#) / [Installations](#)



Installations (Test CB)

Hide Filters

Certificate Number

Installer

All


Technology(s)

All selected (14) ▼


Address Line 1

Postcode

Commissioning Date Between



 &



Status

Created ▼

Reset

Filter

You can search for an installation in a number of ways such as: MCS Certificate Number, Installer, Technology, Address Line 1, Post Code, Commissioning Date and Status.

Once the relevant installation details have been completed click 'Filter'.

Certificate Number

Installer

All


Technology(s)

All selected (14) ▼


Address Line 1

Postcode

Commissioning Date Between

01/06/2025 

 &

30/06/2025 

Status

Created ▼

Filter

Reset

2. Installers

To add a new certified installer to the MID, return to the main installers page by clicking the 'Installers' tab then click the 'Add New Installer' button.

Logged in as testcb@mcs-certified.com | [Logout](#)

MCS The MCS Installations Database


Installations **Installers** Notes Products Reports Products Expiry Products Upload My Account

Home

Here you can add a new installer by completing all of the below fields and clicking 'Save' once completed.

To search for an installer on the database, open the installers tab and select 'show filters' to carry out an installer search.

Home / Installers

 **Installers (Test CB)** [Hide Filters](#) [Add New Installer](#)

Certification Number	Installer Name	Certification Body
<input type="text"/>	<input type="text"/>	<input type="text" value="All"/>
Technology	Maximum Credits	Effective Between
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text"/> & <input type="text"/>
		Filter Reset

You can search for an installer in a number of ways such as: Certification Number, Installer Name, Technology, Maximum Credits and Effective Between dates.

Please note that the "Certification Body" tab will not be present as this is taken from a training login.


To edit the information listed for an installer on the database, open the installers tab as outlined and select 'show filters' to carry out an installer search. Once you have located the MCS installer, click the certification number.

Certification Number	Installer Name	Certification Body
	Test	All

Technology	Maximum Credits	Effective Between	Filter	Reset
All	All	&		

Certification Number	Installer Name ↑	Certification Body	Available Credits	Technologies	Effective From	Effective To	Certified
MCS471	New Test Installer 3	Test CB	0	Solar Photovoltaic	01/05/2025		✓

This will open up the installer profile page, allowing you to add or edit their information.



Edit Installer (Test CB)

0 credits currently available

Certification Body * Test CB	Prefix * MCS	Certification Number * MCS 456	Installer Name * Test Installer 2
Telephone Number 0333 103 8130	Email Address * test@testinstaller2.com		Website URL www.testinstaller2.co.uk
TSI Consumer Code * HIES	Consumer Code Number * 000456		
Region(s) All selected (12)	Main Contact * Test Person	Main Contact Email Address *	
Address Line 1 2 Test House	Effective From * 05/11/2024	Effective To	Registered for Boiler Upgrade Scheme <input type="checkbox"/>
Address Line 2 Test Street	If Battery Storage is in scope, is the installer's certification inclusive of classes 1-4? No		If heat pumps are in scope, enable notifications <input checked="" type="checkbox"/>
Address Line 3 Test Town	Notification Email Address test@testinstaller.com		
County * Other	Scheme * MCS		
Postcode * WA4 4AB			

Status *

Certified

Business Type *

Please select

i

Sole Trader: A business owned and operated by a single individual.

Limited Company: A business that is legally separate from its owners. Owners are responsible for business debts only up to the value of their financial investment.



Public Limited Company: A business that is legally allowed to sell its shares to the public, and shareholders have limited liability up to the value of their financial investment in the business.

Limited Partnership: A business where at least one general partner and one limited partner own the company. The general partner is liable for any debts the business cannot pay, and they control and manage the business. The limited partner is only liable for debts up to the amount they have contributed.

Non-Limited Company: A business where the owner(s) is not a separate legal entity, and they have unlimited personal liability.

Technologies

Add

Technology	Installation	Design	Edit
Solar Photovoltaic	Yes	Yes	 Edit
Battery Storage	Yes	Yes	 Edit

Cancel

Notes

Save

For any queries relating to the regions covered by an installer, click the 'Region(s)' drop down as shown below.



Please tick the regions covered as confirmed by the installer. This will then be reflected in the installer search on the MCS website.

Region(s)

All selected (12)

- ☒ Select all
- ☒ East Midlands
- ☒ Eastern
- ☒ London
- ☒ North East
- ☒ North West
- ☒ Northern Ireland
- ☒ Scotland
- ☒ South East
- ☒ South West
- ☒ Wales
- ☒ West Midlands
- ☒ Yorkshire Humberside

If an MCS installer wishes to add a technology type to their scope, this can be amended on the MCS database. Please tick the 'Add' button under the 'Technologies'.

Technologies			
Technology	Installation	Design	Edit
Solar Photovoltaic	Yes	Yes	 Edit
Battery Storage	Yes	Yes	 Edit

This will allow you to select a technology and the initial date of certification for that technology as shown below.

Technologies

Technology *

Please select

Effective From

01/07/2025

Effective To

Add

Effective From

Effective To

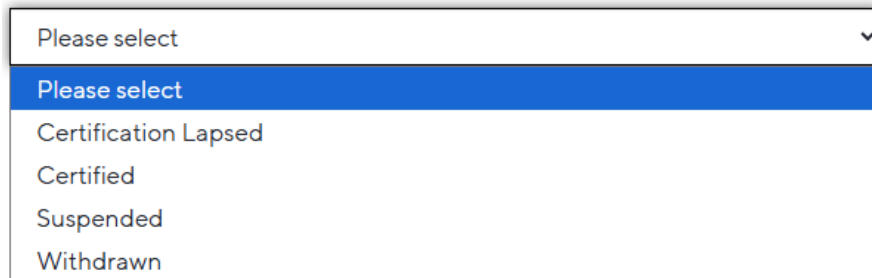
Category

Done

The 'Effective From' and 'Effective To' dates should both be completed for each individual technology. If all technology 'Effective To' dates pass/expire, the installers certification status will then automatically change to 'Certification lapsed', as they will have no active technologies in date.

If an installer needs to be suspended, withdrawn or recertified, this can be done via the 'Status' dropdown:

Status *



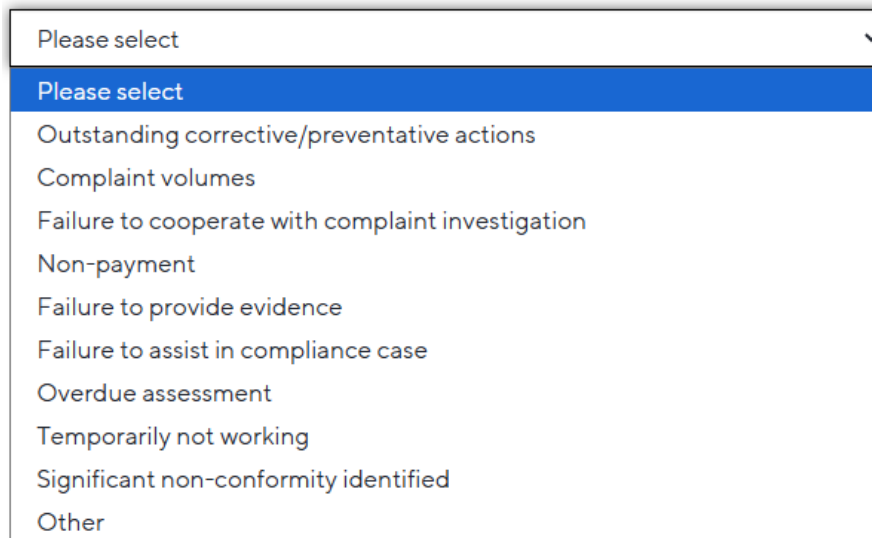
A screenshot of a web form's 'Status' dropdown menu. The menu is open, showing a list of options. The first option, 'Please select', is highlighted in blue. Below it are the options: 'Certification Lapsed', 'Certified', 'Suspended', and 'Withdrawn'. The dropdown has a small downward arrow icon on the right side of the top bar.

Please select
Certification Lapsed
Certified
Suspended
Withdrawn

** Certification lapsed should not be used. This is an automation when all technology 'Effective To' dates expire only.*

If suspending an installer, the following dropdown will appear:

Please select the reason for suspension *



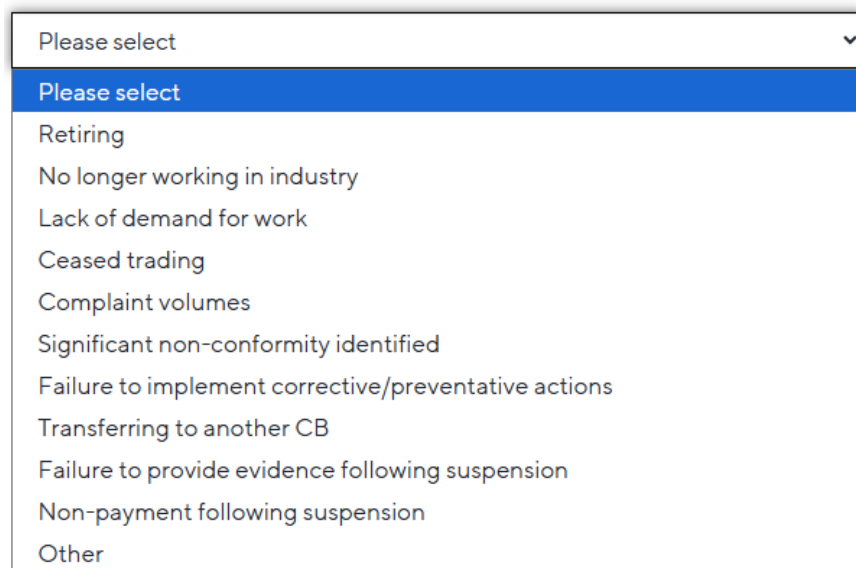
A screenshot of a web form's 'Please select the reason for suspension' dropdown menu. The menu is open, showing a list of options. The first option, 'Please select', is highlighted in blue. Below it are the options: 'Outstanding corrective/preventative actions', 'Complaint volumes', 'Failure to cooperate with complaint investigation', 'Non-payment', 'Failure to provide evidence', 'Failure to assist in compliance case', 'Overdue assessment', 'Temporarily not working', 'Significant non-conformity identified', and 'Other'. The dropdown has a small downward arrow icon on the right side of the top bar.

Please select
Outstanding corrective/preventative actions
Complaint volumes
Failure to cooperate with complaint investigation
Non-payment
Failure to provide evidence
Failure to assist in compliance case
Overdue assessment
Temporarily not working
Significant non-conformity identified
Other

We strongly advise to select an option where applicable, but if the reason falls outside the above reasons, you can select 'Other' and a free text box will appear allowing you to input the reason.

If withdrawing an installer, the following dropdown will appear:

Please select the reason for withdrawal *



A screenshot of a web form dropdown menu. The dropdown is open, showing a list of reasons for withdrawal. The first option, 'Please select', is highlighted in blue. The other options are listed below it.

- Please select
- Retiring
- No longer working in industry
- Lack of demand for work
- Ceased trading
- Complaint volumes
- Significant non-conformity identified
- Failure to implement corrective/preventative actions
- Transferring to another CB
- Failure to provide evidence following suspension
- Non-payment following suspension
- Other

The free text 'Other' box applies here too.

There is no secondary dropdown if an installer regains certification following a suspension/withdrawal.

Suspensions, Withdrawals and Recertifications cannot be backdated. It is therefore essential that all MID records are kept accurate and up to date.

3. Notes

To view notes associated with a specific MCS installer or view all recertified/suspended/withdrawn reasons, please select the 'Notes' tab.

MCS The MCS Installations Database

Installations Installers **Notes** Products Reports Products Expiry Products Upload My Account

Home

Upon clicking 'Show Filters' the notes can then be filtered by Installer, Created By, Created from/to, and Category.

Home / Notes



Notes (Test CB)

Hide Filters

Installer

Created By

Created From

Created To

Category

Filter

Reset

To search for all recertified, suspended, or withdrawn installers, please click the 'Category' drop down. Click the option you require, followed by 'Filter'. The notes will provide reasoning behind the suspension, withdrawal, or recertification.

Text	Installer	Category	Created By	Created On ↓
User recertified by admin - admin mcs. Reason: New Certification.	Test New Installer	Recertified	admin mcs	01/05/2025 10:41
User recertified by admin - admin mcs. Reason: New Certification.	Test New Installer	Recertified	admin mcs	01/05/2025 10:36

4. Products

This tab is only relevant for product CBs, you will not be required to use this tab.

MCS The MCS Installations Database

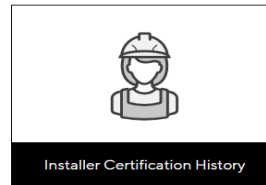
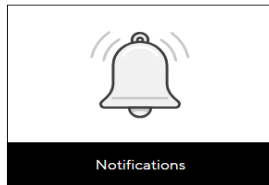
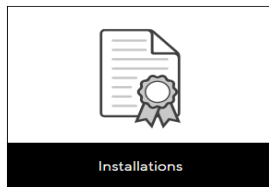
[Installations](#) [Installers](#) [Notes](#) [Products](#) [Reports](#) [Products Expiry](#) [Products Upload](#) [My Account](#)

[Home](#)

5. Reports

To view reports regarding installations, installers, or products, please select the 'Reports' tab on the bar at the top of the page.

Reports (Test CB)



5.1 Installations Report


By clicking Installations Report, you can then filter by certificate number, installer, product certification number, technology, TIC, DNC, or created/installed between.

MCS

The MCS Installations Database

InstallationsInstallersNotesProductsReportsProducts ExpiryProducts UploadMy Account

Home / Installations Report

Installations Report

Certificate Number

Installer

All

Product Certification Number

Start typing your product certification number...

Technology

All

Created Between

 &

Installed Between

 &

Total Installed Capacity Between

 &

Declared Net Capacity Between

 &


Generate ReportReset

Once a filter has been applied, click 'Generate Report' which will then allow you to download the report in excel format.

Generating Report...

Your report is now being generated. Depending on the amount of data you have requested, this may take several minutes.

100%

 Report generated successfully. Click below to download your report.

CloseDownload Report

5.2 Installer Export and Products Export

For both the Installer Export and Products Export reports, there are no filter tabs. Simply click on the report, followed by 'Export Installers' and this will download in an Excel format. The Installers/Products can then be filtered using Excel.

Home / Reporting



Installers Export

Click to download all installers that are currently certified.

Export Installers

Home / Reporting



Products Export

Click to download all products.

Export Products

5.3 Installer Certification History Report

This report allows you to view individual installers Certification history, including any suspensions, withdrawals, recertifications and technology updates.



Installer Certification History

Installer *

Please select



Generate Report

Reset

5.4 Commissioning date Amendments Report

This report will allow you to view any certificate commissioning date amendments your certified installers have made for their created certificates. Once downloaded, you can then filter for individual installers in Excel.



Commissioning date Amendments Report

Generate Report

5.5 Late Certificate Creation Report

This report will allow you to view any late certificates your certified installers have created for their created certificates. Once downloaded, you can then filter for individual installers or addresses in Excel.



Late Certificate Creation Report

Generate Report

6. Products Expiry

This tab is only relevant for product CBs, you will not be required to use this tab.

[Home](#) / [Products](#) / [Products Expiry](#)



Products Expiry (Test CB)

Upload Products Spreadsheet

You can only upload .XLS/.XLSX files.

[Download Products Expiry Template](#)

Select files...

Depending on the number of Products you are uploading, this process may take several minutes. Please don't navigate away from this page until the process has completed. Any errors will be displayed here.

Expire Products

7. Products Upload

This tab is only relevant for product CBs, you will not be required to use this tab.



Products Upload (Test CB)

Please note

Due to the increased amount and complexity of the data now needed for solar mounting kits, it is no longer possible to bulk upload such products. As a result, please ensure you have downloaded the most recent copy of the bulk upload template using the link below before adding your products.

Upload Products Spreadsheet

You can only upload .XLS files.

[Download Products Bulk Uploader Template](#)

Select Spreadsheet.....

Depending on the number of Products you are uploading, this process may take several minutes. Please don't navigate away from this page until the process has completed. Any errors will be displayed here.

Upload Products

8. My Account

To update your personal account details, please select the 'My Account' tab as shown below. Here you can change the forename, surname, or email associated with the account.

[Home](#) / [My Account](#)



My Account (Test CB)

Forename *

Test

Surname *

CB

Email *

testcb@mcs-certified.com

Change Password

Save