

LEASEUROPE **DATA ENTRY SYSTEM**

USER MANUAL FOR THE RANKING SURVEY

v1.3



DATA TECHNOLOGY

BRUSSELS, 2019-02-26



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1 INTRODUCTION

The LEASEUROPE DATA ENTRY SYSTEM (LDES) is a web-based software for creating and administrating specific predefined questionnaires on the one hand and an application for carrying out surveys based on these questionnaires on the other hand.

This **user** manual will guide you through the process of filling out a questionnaire on the basis of an example for the Ranking Survey 2009 for the main part and draws your attention to some new items introduced in the latest editions of the Ranking Survey.



2 REGISTRATION

Follow this link to the Registration for the Ranking of Top European Leasing Companies www.leaseurope-des.org/rankingregistration (link also available on the Leaseurope web site) you will get the following Login-screen:

The screenshot shows a registration form titled "Ranking of Top European Leasing Companies" with the subtitle "Registration form 1 of 6". The main heading is "2009 LEASEUROPE RANKING OF TOP EUROPEAN LEASING COMPANIES". The text welcomes participants to the ninth consecutive ranking survey and provides instructions on how to register and complete the questionnaire. It also includes contact information for Jurgita Bucyte and a "next >>" button.

Leaseurope
The Voice of Leasing and Automotive Rental in Europe

DATA ENTRY SYSTEM

Ranking of Top European Leasing Companies

Registration form
1 of 6

2009 LEASEUROPE RANKING OF TOP EUROPEAN LEASING COMPANIES

Leaseurope, the European Federation of Leasing Company Associations, welcomes you to its ninth consecutive ranking survey of European leasing companies.

In order to take part in the survey, please register by filling in the following pages. Once you have completed the registration successfully, a login and password will be sent to your email address. With these access codes you can then logon to the Leaseurope Data Entry System to complete the 2009 Ranking questionnaire.

Leaseurope thanks you for participating in the 2009 Ranking survey, your cooperation is greatly appreciated!

If you have any questions, please do not hesitate to contact Jurgita Bucyte at j.bucyte@leaseurope.org or at +32 2 778 05 63.

Please note:
The ranking is based on data provided on a voluntary basis from leasing companies themselves. Upon completion, the full survey, including rankings by new contracts, outstandings and asset type will be sent to all responding companies and to the Leaseurope member associations. Furthermore, it will be posted on our member-only website. As in the previous editions of the survey, a ranking based on consolidated figures for new contracts will be published on our public website and released to the press. The remaining ranking tables will not be made publicly available.

next >>

After reading the text please click the next-button to receive the following screen.



Ranking of Top European Leasing Companies

Registration form
2 of 6

Company

Company Name*

Address

Country*

Contact Person

Name*

e-mail*

Phone

Fax

* Mandatory fields

Please fill in these fields and click the next-button to get the following screen:

Registration form
3 of 6

According to the **consolidation perimeter** defined below, Leaseurope performs two different rankings. The chart below illustrates Leaseurope's definition of the categories a leasing company may fall under.

Definition of the Consolidation Perimeter for the Purpose of the Leaseurope Ranking Survey

If you are a stand alone company or head of the leasing group defined in this way, please select **Parent or Stand Alone Company**

Bank/Holding Company (or other)

↓

Leasing Company, "parent of leasing group" for purpose of the Leaseurope Ranking

Sub A

Sub B

Sub C

Sub D

If you are a subsidiary of a leasing company, please select **Subsidiary Company**

Basing yourself on the chart above, please select the option that applies to your company:

Select the right category-type for your company and click the next-button.



Depending on what you selected above you'll get one of the following two screens:

for *Parent or Stand-Alone Companies*:

Registration form
4 of 6

Please mention if your company is a:

- Bank
- Leasing company owned by a bank ⓘ
- Leasing company with a banking license ⓘ
- Captive company ⓘ
- Captive company with a banking license
- Independent leasing company ⓘ

Is your company subject to **banking supervision** in your country?
 Yes No

[next >>](#)

for *Subsidiary Companies*:

Registration form
4 of 6

Please mention if your company is a:

- Subsidiary of a Bank
- Captive company ⓘ
- Subsidiary of an independent company

Is your company subject to **banking supervision** in your country?
 Yes No

[next >>](#)

Please select the options that correspond to your situation and click the next-button to get the following screen:

Registration form
5 of 6

Countries

How many European countries do you operate in?

How many countries outside Europe do you operate in?

[next >>](#)

Please fill in these fields and click the next-button to get the final Registration form:

Ranking of Top European Leasing Companies

Registration form
6 of 6

Your registration has been successful.

Access codes have been sent to your e-mail address.

You can either enter the questionnaire now by clicking below or return to it later by visiting www.leaseurope-des.org and entering your codes.

[Enter the questionnaire](#)



3 DATA ENTRY SYSTEM

3.1. Logging-in

By choosing the link on the Leaseurope website to the Data Entry System www.leaseurope-des.org you will get the following Login-screen:

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DATA ENTRY SYSTEM

WELCOME TO THE LEASEUROPE DATA ENTRY SYSTEM!

Login

To gain access to the system please log in using the box on the right.

Username

Password

Login

[Get username/password](#)

© by LEASEUROPE, developed by DATA TECHNOLOGY

If you received an e-mail with your personal access codes from Leaseurope previously, please type in your username and your password in the appropriate fields on the Login-screen. Then click the Login-button to enter the system. If you don't have any access codes, but your e-mail address is registered at Leaseurope already and you are admitted to use the system, you can request them by clicking the link [Get username/password](#) below the Login-button. Please type in your e-mail address in the box (see below) and click the Send-button to receive your access codes automatically by e-mail.

Get username/password

Please fill in your already registered e-mail address below to receive your username/password!

e-mail:

Send Cancel

Please contact Leaseurope at j.bucyte@leaseurope.org if you have trouble entering the system, have not registered or have not yet received access codes (also check your junk mail if you have not received your access codes).



3.2. Filling in a questionnaire

After having logged in successfully, you will see a list of all active surveys (available questionnaires) you are assigned to.



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The Voice of Leasing and Automotive Rental in Europe

List of available questionnaires
Leasingcompany

Available Questionnaire	Enquiry Status	Period
Ranking Survey 2009	not started	01.01.2009 - 31.12.2009

 Please note that there is a server time limit of 2 hours. In order to avoid data loss, please ensure that you should save your inputs periodically by clicking one of the 'Save' buttons.

Choose the survey you want to fill in by clicking on it. A summary of the different parts of the survey will open:



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Ranking Survey 2017

[Back to the list of available questionnaires](#)

[Please read the GUIDELINES first](#)
[DISTRIBUTION CHANNELS](#)
[DIGITAL CHANNEL](#)
[TYPES OF LEASING PRODUCTS](#)
[OUTSTANDING CONTRACTS](#)
[NEW LEASING CONTRACTS](#)

Personal Data
The following personal data should refer to the user who is responsible for all data entered within this particular enquiry. To edit please click the Change button.

Name Test
e-mail l.ryden@leaseurope.org
Phone

Data Transfer
By clicking the Submit button your data will be checked for completeness and consistency before being forwarded.

To begin with, you should read the **Guidelines** by clicking on the appropriate link in the screen above. Afterwards, you can change/enter your **personal data** by clicking the Change-button in the "Personal Data"-area.



To start entering data, please click on the link for the first Data Group (**1. DISTRIBUTION CHANNELS**). You will get a new screen with various fields to enter values (see below).

Ranking Survey 2017
(in process)
Test

⊕ Exit this section without saving!

DISTRIBUTION CHANNELS

Step 1 of 5

	~	2017	2016
Percentage of the total value of new contracts in 2017 which were sold through: *		0 !!!	0
Banks <input type="checkbox"/>		!	
Vendors <input type="checkbox"/>		!	
Direct sales <input type="checkbox"/>		!	
Intermediaries (e.g. brokers, agents ...)	<input type="checkbox"/>	!	
Internet <input type="checkbox"/>		!	
Others <input type="checkbox"/>		!	

Notes:

* These fields have to meet the plausibility requirements!

The second Data Group contains a question on the digital channel, addressing a wider technological shift in the market. The definition of digital channel can be found in the notes under the questions for fully, partially and non-digital.

Ranking Survey 2017
(in process)
Test

⊕ Exit this section without saving!

DIGITAL CHANNEL

Step 2 of 5

	~	2017	2016
Please mention the percentage of the total value of new contracts in 2017 that were granted through a digital channel (regardless of the type of the distribution channel above, i.e. these could have been distributed through banks, vendors, etc.)		!	
Fully digital 0^a <input type="checkbox"/>		!	
Partially digital 0^b <input type="checkbox"/>		!	
Non-digital 0^c <input type="checkbox"/>		!	



The third Data Group asks to describe the types of leasing products covered by the figures reported:

Ranking Survey 2009
(in process)
Leasingcompany

+ Exit this section without saving!

TYPES OF LEASING PRODUCTS

Step 2 of 4

Please describe the types of leasing products covered by the figures reported in the following questionnaire

Notes:

* These fields have to meet the plausibility requirements!

Save & check

<< Save & back
Save & next >>

The fourth Data Group focuses on your outstanding contracts:

Ranking Survey 2009
(in process)
Leasingcompany

+ Exit this section without saving!

OUTSTANDING CONTRACTS
at December 31, 2009 (in thousands of Euros)
Step 3 of 4

		~ 2009	2008
Please provide the total value of leased assets after depreciation at December 31, 2009 (in thousands of Euros)			
Value of contracts WITHIN Europe *	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Value of contracts OUTSIDE Europe (optional)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Total value of leased assets after depreciation at December 31, 2009 (in thousands of Euros) for each segment ^a			
Value of contracts WITHIN Europe		<input type="text"/>	<input type="text"/>
Automotive		<input type="text"/>	<input type="text"/>
Automobiles ^b	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Commercial Vehicles ^c	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Equipment	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Real Estate	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Please keep in mind that, unless specifically stated, all amounts have to be reported in **thousands of Euros** as you can read in the header of the Data Group.



Here you can see the different questions. If there are notes available, you will see them by a mouse-over of the blue **i**-symbol next to the question or by clicking on this blue **i**-symbol. Additionally, you will find a list of all notes at the bottom of the screen, marked with small letters. These notes are designed to help you fill in the survey.

The small box to the left of the 2009-fields (in this example) in the column of the \approx symbol is an indicator whether your values for the actual year are estimations or not. **Please select this box when entering figures that are estimations.**

Then enter your values in the boxes below the actual year (2009 in this example). If you have to enter decimals, please use the , or the . as the decimal point, but please **do not use separators for thousands!** Please also fill in the values of the previous year in the column right to the actual values.

Fields **highlighted in yellow** mean that you do not have to fill in data here. These values are a sum of others and will be generated after clicking one of the Save-buttons on the bottom of the screen.

Clicking the Save & check-button will check the values (for the current year) you have filled in for plausibility/consistency. For example, if the value you filled in exceeds a predefined limit, it will be highlighted by a red exclamation mark **!** . In this case, please double-check to make sure the figure you have entered is correct. If your data is indeed correct, you can leave it unchanged and carry on filling in the form. If the value is not correct, you should modify it accordingly. By clicking on the exclamation mark you will get plausible limits of the value. Please adapt the value you filled in and continue with the rest of the survey.

However, if a double exclamation mark **!!** (critical value) appears, you will **have to correct** the particular value otherwise you will not be able to send your data to Leaseurope. Again you will get plausible limits for the value by clicking on the double exclamation mark.



Please do not refresh the site in your browser while you are entering data before clicking one of the Save-buttons because this will make the browser receive the stored values again so that the actual entered values may be lost.

After going through all of the Data Groups you will be redirected to the summary-page where you now can see the status of your Data Groups (see below). Please correct/fill in errors/missing values by entering the particular Data Group (highlighted in red, e.g. **7 Error(s)/Missing**).

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Ranking Survey 2017
(in process)
Test

[Back to the list of available questionnaires](#)

➔ **Please read the GUIDELINES first**

DISTRIBUTION CHANNELS	7 Error(s)/Missing
DIGITAL CHANNEL	4 Error(s)/Missing
TYPES OF LEASING PRODUCTS	1 Error/Missing
OUTSTANDING CONTRACTS	10 Error(s)/Missing
NEW LEASING CONTRACTS	20 Error(s)/Missing

Personal Data
The following personal data should refer to the user who is responsible for all data entered within this particular enquiry. To edit please click the Change button.

Name Test
e-mail l.ryden@leaseurope.org
Phone

Data Transfer
By clicking the Submit button your data will be checked for completeness and consistency before being forwarded.

After finishing your entries please submit them to Leaseurope by clicking the **Submit**-button (see above screen) in the Data Transfer-area on the summary-page.

If you try to submit a questionnaire with **critical errors**, you will get the following screen:



Ranking Survey 2009

(in process)
Leasingcompany

[➔ Back to the list of available questionnaires](#)

Your data could not be submitted because of the following reason(s):

There are critical values (marked with 2 red exclamation marks '!!') which did not pass the plausibility check. Please correct them by clicking the particular link(s) below.

Critical !! : [NEW LEASING CONTRACTS](#)

Please click on the [Critical](#)-link to open the particular Data Group and find the critical values marked with a double exclamation mark **!!**. There you can enter/correct the missing/incorrect critical values and again try to submit your data after clicking one of the Save-buttons.

If the questionnaire still contains implausible values (highlighted by the single exclamation mark **!**) but no critical values, **you can submit after confirming that you are aware you may be sending incorrect data** (see below).

Ranking Survey 2009

(in process)
Leasingcompany

[➔ Back to the list of available questionnaires](#)

Data Transfer

28 of 48 values are missing or incorrect.

Yes, I confirm!

If you want to correct these data before submitting, please click Cancel and go back to the particular data group and edit your wrong/missing values highlighted with red exclamation marks **!**.

Once you are satisfied with your questionnaire, please click the Submit-button and confirm your transfer.



Ranking Survey 2009

(in process)

Leasingcompany

[← Back to the list of available questionnaires](#)

Data Transfer

All your data are consistent and correct. By clicking the Submit button they will be forwarded to Leaseurope and you will no longer have access to this particular enquiry. If any problems will arise during the transmission, please contact the Leaseurope team.

The status of your questionnaire now changes from **in process** to **submitted**. If you have any questions regarding your submitted entry or something went wrong, please contact j.bucyte@leaseurope.org

List of available questionnaires

Leasingcompany

LEASEUROPE DATA ENTRY SYSTEM

Available Questionnaire	Enquiry Status	Period
← Ranking Survey 2009	submitted	01.01.2009 - 31.12.2009

Please note that there is a server time limit of 2 hours. In order to avoid data loss, please ensure that you should save your inputs periodically by clicking one of the 'Save' buttons.