

LEASEUROPE DATA ENTRY SYSTEM

USER MANUAL FOR THE RANKING SURVEY

v1.1



DATA TECHNOLOGY

VIENNA, 2010/06/07



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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.



2 REGISTRATION

By choosing the link on the Leaseurope website to the Registration for the Ranking of Top European Leasing Companies www.leaseurope-des.org/rankingregistration 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 form is part of the "Leaseurope DATA ENTRY SYSTEM" and includes the following text:

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.

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

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

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 a category

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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*:

for *Subsidiary 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

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

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?

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:

Leaseurope  **DATA ENTRY SYSTEM**
The Voice of Leasing and Automotive Rental in Europe

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

[Get username/password](#)


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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:



NB. 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



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.

Leaseurope DATA ENTRY SYSTEM
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. Selecting the Ranking Survey 2009 by clicking on it will open the following summary:

Leaseurope DATA ENTRY SYSTEM
The Voice of Leasing and Automotive Rental in Europe

Ranking Survey 2009
(in process)
Leasingcompany

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

DISTRIBUTION CHANNELS	not started
TYPES OF LEASING PRODUCTS	not started
OUTSTANDING CONTRACTS	not started
NEW LEASING CONTRACTS	not started

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	Name
e-mail	name@association.org

[Change](#)

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

[Submit](#)



To begin with, you should read the **Guidelines**. 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 2009
(in process)
Leasingcompany

+ Exit this section without saving!

DISTRIBUTION CHANNELS			
Step 1 of 4			
	~	2009	2008
Percentage of the total value of new contracts in 2009 which was sold through: *		<input type="text"/>	<input type="text"/>
Banks	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Vendors	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Direct sales	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Intermediaries (e.g. brokers, agents ...)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Others (e.g. internet...)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Notes:			
* These fields have to meet the plausibility requirements!			
<input type="button" value="Save & check"/>		<input type="button" value="Save & next >>"/>	
<input type="button" value="Save & check"/>			
<input type="button" value="Save & back"/>		<input type="button" value="Save & next >>"/>	

The second 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	<input type="text"/>
Notes:	
* These fields have to meet the plausibility requirements!	
<input type="button" value="Save & check"/>	
<input type="button" value="Save & back"/>	
<input type="button" value="Save & next >>"/>	



The third Data Group focuses on your outstanding contracts:

Ranking Survey 2009

(in process)
Leasingcompany

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 ⁱ			
Value of contracts WITHIN Europe		<input type="text"/>	<input type="text"/>
Automotive		<input type="text"/>	<input type="text"/>
Automobiles ⁱ ^b	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Commercial Vehicles ⁱ ^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, every amount has to be filled in **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 the column of the ~ symbol is an indicator whether your values for the actual year are estimations or not. **Please select this box when filling in figures that are estimations (for the current year).**



Then fill in your values in the boxes below the actual year (2009 in this case). 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 receiving 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. **9 Error(s)/Missing**).



Ranking Survey 2009

(in process)

Leasingcompany

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

DISTRIBUTION CHANNELS

ready

TYPES OF LEASING PRODUCTS

ready

OUTSTANDING CONTRACTS

9 Error(s)/Missing

NEW LEASING CONTRACTS

20 Error(s)/Missing

Personal Data

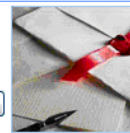
The following personal data should refer to the user who is responsible for all data entered within this particular enquiry. To edit please click the Change button.

Name	Name
e-mail	name@association.org



Data Transfer

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



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**.



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.