

User manual (condensed version)











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What you need to know before starting

About this software

With **VALUEonline.pro**, you can quickly and easily record and compile all the vehicle data that you will need to calculate the vehicle's residual value on the AUTOonline residual value marketplace. After the period of time you selected, you can open all the bids received, save them and print them out – if you want to add them to a report, for example.

But there are even more options: you can also use **VALUEonline.pro** to import vehicle data (from DAT or Audatex, for example) or export it, and you can access market analyses of individual vehicles. You can also place fleet cars on the residual value marketplace; you first have to activate this function at AUTOonline.

System requirements and prerequisites for use

Recommended equipment:

Windows 2000, Windows XP, Windows Server 2003
1024 x 768 or higher
512 MB or more
200 MB or more
ADSL or DSL

Minimum requirements:

Operating system:	Windows 98 / ME / NT 4.0 Service Pack 6.0a (or higher)
Screen resolution:	800 x 600 or higher
Working memory:	128 MB
Hard disk memory:	100 MB
ISDN or analogue mo	dem

Further requirements for use

- To work with VALUEonline.pro, you first have to install the program on your computer.
- To save documents such as bid sheets or market analyses as pdf files, you need Adobe Reader (or Acrobat Reader version 4.0 or higher). You can download this free of charge from the Adobe website (www.adobe.com).

About this manual

When describing the operating steps, we have assumed that you are familiar with Microsoft Windows and that you know the standard interfaces and operating elements (Explorer, windows, buttons, menus, etc.).





All the texts marked with the symbol \blacktriangleright are **instructions** that we have deliberately kept brief. In the **TIPS**, on the other hand, we go into more detail to explain why a certain procedure makes sense and give you with recommendations.

You can open the electronic version of the detailed manual from the program at any time (see page 19). If necessary, you can save it on your PC and print it out. To do this, you need **Adobe Reader** (or Acrobat Reader version 4.0 or higher). You can download this free of charge from the Adobe Website (www.adobe.de).

Tell us what you think.

We think our software is good – otherwise we wouldn't offer it to you. But our own opinion is not enough. So we would like to hear your comments and suggestions about the software and about the manual. Simply contact our technical support service or send an e-mail to feedback@autoonline.de. Thank you!

Copyright and disclaimer

AUTOonline GmbH reserves all property rights and commercial trademark rights for the **VALUEonline.pro** software and for the accompanying documentation in print and electronic form. AUTOonline provides no guarantee for consequential damages arising from use of the software.

Microsoft and Windows are registered trademarks of the Microsoft Corporation. Adobe and Reader are registered trademarks of Adobe Systems Incorporated.





How to work with VALUEonline.pro

Starting up

The first time you start the program after installing **VALUEonline.pro**, the **User settings** window appears immediately. Enter your participant number and password here. This enables you to use the program.

The procedure

The general procedure when working with **VALUEonline.pro** is as follows:

1) Create a new transaction (see below) or import transactions (see page 17) or access older transaction from the AUTOonline archive (see page 17).

- 2) Enter or change information about the transaction (see below)
- 3) Save transaction (see page 14)
- 4) Release transaction for sending (see page 14)
- 5) Transfer transaction to AUTOonline (see page 14)
- 6) Retrieve bids (see page 15)

Step 1: create transaction

There are various options for creating a transaction. You can:

- A Create a new transaction, enter all the vehicle data, calculations etc. into the relevant templates (details area) and save the transaction:
 - Open the menu: Transaction > New

or

Click on

In the details area an (almost) empty template is displayed. Some fields will already be filled in, depending on your default settings.

- **B** Copy an old transaction, change its data (if necessary) and save the transaction with a new file number:
 - Select a transaction and open the **menu: Transaction > Copy**.

The details area includes all the information about the copied transaction and you can edit these here.

c Import vehicle data, calculations etc. (see page 17 ff) from another program (DAT or Audatex), change the data (if necessary) and save the transaction (same procedure as with the copied transaction).

Step 2: enter details for the transaction

IMPORTANT: to place a transaction on the residual value marketplace, you need to fill in **at least** the **mandatory information**. This information is marked in bold (file number, RV due on, vehicle type, manufacturer, type, engine type, first registration and location on the Vehicle data tab page).





All the other information about the vehicle, about the calculation and any images are not absolutely necessary but they do increase the probability that you will receive suitable bids.

Specifying general information about the transaction

- Always start by entering the **file number**.
- Specify or check the time for the bid submittal (RV due).
- ▶ If applicable, fill in the vehicle identification number and calculation number fields (this information is not forwarded to the purchaser).
- On the other tab pages, enter the remaining information about the transaction, as described below.

NOTE: the fleet vehicle option is not initially active. If you want to use it, you have to contact AUTOonline to activate it.

File number ru-4	1857-BT			Ready to send	Type of bidding Normal
RV due on 11/	28/2006 4:00:00 PM	Code			
Yehicle data Equip	oment Damage Calculati	on <u>Pictures Bids M</u> ar	ket		
Yehicle data Equi Damage type Yehicle type Manufacturer Type Model Engine type Cylinder capacity Engine power Mileage Main inspection Remarks Airbags Additional data Commercial vehicle Fleet vehicle	ament Damage Calculati	n Pictures Bids Mar	Platform Limousine Colour Doors	First Vehici Vehici Previ O	registration according to ve i , i i i i i i i i i i i i i i i i i i

Entering vehicle data

- On the Vehicle data tab page, enter all the relevant vehicle data, or at least the mandatory information.
- In the Remarks field, you can enter additional information.

To make things easier for you, next to the remarks field are the Airbags, Commercial vehicle, Additional data and Fleet vehicle buttons. Clicking on these opens new selection windows.





Airbags	
---------	--

Quick entry of triggered airbags

💗 Airbags		X
Select the triggered airbags		
_		
💞 Driver	Miscellaneous	
🛒 Co-driver		
🔲 Left side		
🔲 Right side		
🔲 Head, left		
🔲 Head, right		
🔲 Back left		
🔲 Back right		
ОК	Cancel)

- ► To quickly enter a triggered airbag, click on the **Airbags** button.
- Select all the triggered airbags and confirm this with OK.

Quick entry of additional data

To quickly enter additional information, click on the Additional data button.



Enter all the relevant information and confirm it with OK.

Quick entry of commercial vehicle data

This option is only activated for **commercial vehicles**.

To enter special information about a commercial vehicle quickly, click on the Commercial vehicle button.



¢ommercial vehicle)



6

🗸 Commercial vehicle		×
The entries in this dialog are specific t The particulars will be attached to the Please use the expanded input option the part of the bidder. Add any of the commercial vehicle's re	commercial vehicles. remarks and be accessible to all purchasers. in order to avoid erroneous interpretations and evant characteristics to EQUIPMENT on the reg	l/or lack of information on istration card.
Commercial vehicle type		٢
Model Vehicle ID no. (complete)	Date of emissions te	
Date §57 (BSU) Other commercial vehicle-related specifications	I Tonnag	je 🌒
I		
ОК		ancel

Enter all the relevant information and confirm it with OK.

Quick entry of fleet vehicle data

This option is only activated for fleet vehicles.

To enter special information about a fleet vehicle quickly, click on the Fleet vehicle button.

¥ Fleet vehicle	
HSN	
TSN	
Production year	
Gear type	
Upholstery	
Sale category	١
Usage type	
Cancel	ОК

▶ Enter all the relevant information and confirm it with OK.

HSN	Manufacturer key
TSN	Туре кеу

				_	
E	leet	· ve	ehi	icle	



Entering equipment

Vehicle data Equipment	<u>D</u> amage	Calculation Pictures Bio	ds	Market	
ABS		Flüssiggasanlage		SD: SD (SD mech)	·
🔲 АНК		Frontscheibenheizung		SD: eGSD (GlasSD el)	
AHK abnehmbar		G-Kat		SD: eSD (SD el.)	
ASR		Gepäckraumnetz		Scheinwerferwaschanlage	
🔲 Airbag (1×)		Höhen-/längstverst. Lenkrad		Servolenkung	
🔲 Airbag (2x)		Höhenverst. Lenkrad el.		Sitzhöhenverstellung el.	
🔲 Airbag (4x)		Klimaanlage		Sitzhöhenverstellung mech.	
Alarmanlage		Klimaautomatik		Sperrdifferential	
Allrad		Komplettausstattung		Spiegel el.	
Antenne el.		Leder: voll		Spiegel el. beheizt	
Automatik		Leuchtweitenregulierung		Standheizung	
Autotelefon		Metallic-Lackierung		Tempomat	
Bordcomputer		Multifunktionsanzeige		Wegfahrsperre	
Breitreifen		Navigationssystem		Zentralverriegelung / Funk	
CD-Wechsler		Park Distance Control		Zusatzheizung	
Colorverglasung		Radio-CD		Xenon-Licht	
Diesel-Partikelfilter		Radio-Cass.			
Drehzahlmesser		Rechtssteuerung			
🔲 Felgen: Alu		Regensensor			
Fensterheber el. (2x)		SD: Faltdach			
Fensterheber el. (4x)		SD: GSD (GlasSD mech)			8

- On the Equipment tab page, select all the applicable equipment.
- If necessary, slide the scroll bar at the bottom of the window to the right to view all the equipment that you can select from.
- > You can enter additional information in the text field on the right.

Entering damage description

On the **Damage tab page**, you should enter all known information about damage to the vehicle. There are various input helps here as well.



In the selection list on the left, click on a **damage area**.

The selection list on the right then displays various suggestions for descriptions of the damage in this area.



Select the new damage area.







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Insert

Click on the applicable damage descriptions and then on the Insert]
button.	

or

Double-click on the applicable damage description.

The damage description you selected is copied to the damage description field.

NOTE: you can only select and insert damage descriptions one by one.

- Repeat the procedure for all the applicable damage descriptions in all the relevant damage areas.
- If necessary, you can enter additional free text in the damage description field.

TIP: if certain descriptions that you use often are missing from the selection lists, you can set up the lists again (see page 12).

Specifying the date of the damage and push areas

Day of damage		
Push area		
V [] []		
Around	🔲 Underbody	

Enter the day of damage.

Under Push areas, select the relevant parts of the vehicle.

This image gives the purchaser a quick overview of the damaged areas of the vehicle.

Setting up new damage areas / new damage descriptions

You can define your own text modules for the damage areas or the damage descriptions. These entries will not only be available for the current transaction but will also remain permanently in the program until you delete them again.

- Click on the Add new damage area symbol.
- Enter a name for the new damage area.

TIP: select names that are as clear and self-explanatory as possible.

Confirm this with OK.

The new damage area is added to the selection list.





- Click on the Add new damage description symbol.
- Enter a name for the new damage description and confirm it with OK.

The new damage description is added to the selection list.

Repeat this procedure for all the damage areas and damage descriptions that you want to add.

Deleting your own damage area / damage description

You can delete any damage area and damage description that you set up yourself.

WARNING: once you have deleted, you cannot undo this.

If you delete a damage area, you also delete all the damage descriptions in that category.

- Select the entry that you want to delete.
- Click on the Delete damage area or Delete damage description symbol.

The deleted entries are removed from the selection list.

Entering calculation data



- Enter the calculation values.
- > You may have to select or change the currency.
- To copy a file with a calculation text, click on the **Text import** button.
- Select the directory and the File and click on Open.

The imported text is displayed in the text field, where you can edit it.

- To delete the entire text from the text field, click on the Delete text button.
- If you now want to carry out a market analysis, click on the Market analysis button.

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Text import

Delete text

Market analysis

 $\overleftarrow{}$

VALUEonline.pro User manual

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Loading and deleting images for the transaction

On the **Pictures tab page**, you can add image files to the transaction (max. 16 pictures per transaction).

If you create a new transaction, you will first be given practical information and tips about using pictures in the residual value marketplace. You can print this information out so that you have it to hand at all times.

- Click on **Print** to print out the information.
- Click on **Close** to hide the information.
- You can access the information again at any time by clicking on the information symbol.

You can access image files from different sources:

₽ Ţ	To upload an image file from the hard drive or another data carrier, click on the Import image file symbol.
₩J	To trigger a scan operation and upload the scanned image, click on the Import from scanner symbol.
Ĉ	To upload an image from your PC's clipboard, click on the Add from clipboard symbol.
×	To remove an image from the transaction, click on the Delete image symbol.

The pictures you uploaded are displayed one above the other with their file names, the first image is also displayed in reduced form in the transaction list's **Preview** column.



Provided that the transaction has the **status: New**, you can make small changes to the pictures, such as covering areas and adding text.

In the Remarks field, you can add a comment to each photo.





Print



Step 3: save transaction

If you have finished entering information or want to interrupt the data entry, save the transaction:

Menu: Transaction > Save

or

Click on

The transaction is displayed in the transaction list with the status: New.

Step 4: release transaction for sending

Once you have entered all the information, you can send the transaction. It will not be transferred immediately to AUTOonline. You can prepare more than one transaction and then transfer them all together.

▶ In the details area, select the Ready to send checkbox.

The transaction data is now automatically checked. If there are any errors, these will be pointed out to you and you will have to fix them.

In the transaction list, the transaction has the **status: Ready**.

Step 5: transfer transaction to AUTOonline

When you work with **VALUEonline.pro**, you exchange data with AUTOonline in both directions. In one direction, you transfer transaction data to the residual value marketplace; in the other direction, you receive bids or retrieve transactions from the AUTOonline archive.

Synchronizing data

You can transfer one or more transactions to AUTOonline at the same time. All the transactions that have the **status: Ready** are transferred when you synchronize the data.

Open the menu: Transaction > Data comparison

or

Click on







A window appears displaying the status of the data transfer.

🎒 Αυτοςο	nnect data transfer [1.1.0.17	9]	
Transaction	5		
Time	Transaction	Description	Status
09:12:38	Request market analysis	28.04.2006 09:34:00	Transfer in progress (attempt 1)
09:12:38	Request market analysis	26.04.2006 21:30:56	Transfer in progress (attempt 1)
\$ 09:12:38	Request market analysis	28.04.2006 12:00:47	Transfer in progress (attempt 1)
\$ 09:12:40	Sending vehicle data	50609045AL	Transfer in progress (attempt 1)
0 of 4 tasks f	inished		
		\bigcirc	
-			
Hide	e window		Cancel all transactions

- ▶ To close the window, click on **Hide window**. (The transfer continues in the background.)
- ▶ To terminate the transfer, click on Cancel all transactions.

Once all the transactions have been transferred to AUTOonline without any errors, a green tick appears in the status column.

Step 6: access and manage bids

Accessing bids from AUTOonline

Select the menu: Transaction > Data comparison.

or



Each time you synchronize data, the bids made on all transactions whose bid period has expired are transferred.

All the transferred bids are displayed in the details of the relevant transaction on the Bids tab page. You can view and manage them one by one here (see below). Transactions for which bids were transferred are given the status Bids received in the transaction list.





Viewing and managing bids

On the **Bids tab page**, you can view all the bids that have been made, retrieve the single bids, access invoice and performance certification and retrieve bids for a region.

	Type of bidding
File number 0309/8285 1366	8000000004F05 VIE TC284 🖉 Ready to send 🔘 Normal
R¥ due on 3/26/2007 1:30	PM Code
Vehicle data Equipment Dama	ge <u>Calculation</u> Pictures Bids Market
i 🚑 🔎	Document
All bids	
Single bids	Ingenieurburo AUTO
🗋 🗳 2,720.00 EUR	online
🗋 🐴 2,690.00 EUR	D 40 The Value Experts
2 650 00 EUP	Every car's a winner.
2,030.00 LOK	
Activity confirmation	Det.m. 21102005
🗋 👘 Regional bids	(Teilpehmer-ID: 00012001 (Hersteller: REVAULT
	Ansprechpartner: Herr Goldmann Fahrzeug-Typ: LAGUNAGRANDTOUR II(
	Findellidetum: 27.10.2005/14/28 F7/#, Emily Schein: 29.12.2003
	Gebotsfrist: 28.10.20051400 Fahrgestellin:: 01131
	Einstell dauer: 23h 21m Standort: D 40
	Anzani biloer: 9
	AUSZUG AUS DER GESA MISCHADENBESCHREIBUNG
	streifschaden rechte seite mit risiko vorderachshälte
	HINWEIS AN DEN FAHRZEUGHALTER / VERSICHERUNGSNEHMER
	Nach Ablauf der Gebotstrist lagen für obiges Fahrzeug 4 Gebote vor, nachfolgend sind die höchsten 4 Gebote aufgeführt. Alle Gebote verstehen sich alls:
	 verbindurde raufangebote gegenüber dem Eigentumen beinhalten die kostenlose Albholung des Kräffahrzeugs gegen Barzahlung (auf Wunsch des Geschörden)
	Bitte wenden Sie sich für den Verkauf und Abholung hres Fahrzeuges an den unten aufgeführten Höchstbieter oder an die AUTOonline-Serviceline unter der Rufturmmer: 02/131 // 180 - 333.
	HINWEIS AN DEN SACHVERSTÄNDIGEN
	Htte telen sie dem Krz-Eigentumer bleter-Anschritt und Telefornummer sowie die AUT Oonline-Objekt-Nr. mit, damit er sich mit dem Neter in Verbindung setzen kann.
	+ - III II III AUDERIST: 18.11.2005

In the column on the left, you can see a brief overview of the amounts in all the bids made. Downloaded bid sheets are indicated by a tick.

On the **Document tab page**, the entire bid sheet is displayed, containing a summary of all the bids. When you access a bid, normally only this one bid sheet is transferred, to keep the data volume as small as possible.

You can retrieve each single bid sheet from AUTOonline by selecting the relevant bid in the left-hand column, right-clicking (to call up the context menu) and then left-clicking on Get single bidding sheet.

You can control the display of single bid sheets by using the symbols on the lower margin.





On the **Bids/Overview tab page**, all the bids are listed along with the bidders' names and contact details. You can also access the single bid sheet for each bid from here, via the context menu.

						Type of bid	ding
File number 0309/8285					🛛 🕢 Ready to send	j 🕘 Normal	
BX due on 2/25/2007 1/20 D		Code					
, , , , , , , , , , , , , , , , , , ,	1 3	Code					
Vehicle data Equipment Damage	e <u>C</u> alculation	Pictures Bids	Mark	et			
a p	Document	<u>O</u> verview					
🗸 🗳 All bids	ID A	mount	Curre	Name 1	Name 2	Street	Postcode
🗋 🐴 Single bids	64242	2,720.00	EUR	100405-000		Bahehofste. 39	64380
0 6 0 700 00 FUD	64266	2,690.00	EUR	Adverselungth		Here derbuschstr. 8	41460
2,720.00 EUR	64244	2,650.00	EUR	Autohandel Thoma		BQM Peterstr. 21	37154
🗋 崎 2,690.00 EUR							
🗋 🗳 2,650.00 EUR							
Activity confirmation							
Regional bids							
ingona bias							
1							
	-		_				
	Filter						
	T IICGI						
			_				

Copying or importing transaction data

Copying data from the AUTOonline archive

You can access all the transaction data from AUTOonline for any participant number that has been activated for you at any time. This can be helpful if you have just installed **VALUEonline.pro** or if you want to continue working at another workplace, for example. You may also want to access older transactions that you did not archive locally.

Select the menu: File > Import from server.

The program connects to the AUTOonline archive. All the retrievable transactions are listed.

Zeitraum		3/18/200	07 (3/28/20	007	۲	Refresh	
51 F	ile nur	•	März 200	17 💽	Jrer	Туре	Vehicle type	Creation d
🛷 0	309/10	Mo Di	Mi Do I 28 1	Fr Sa So 2 3 4		SCENIC 1.6 16V R>	PKW	3/28/2007 1
🛷 O	309/13	5 6	7 8	9 10 11		HIACE	PKW	3/28/2007 1
🛷 0	309/10	19 20	21 22 2	23 24 25		206 60 FILOU	PKW	3/27/2007 9
🛷 O	309/16	26 27	4 5	6 7 8		COROLLA 1.4 XLI F	PKW	3/27/2007 8
🔶 0	309/10	SHO	eute: 28.03	.2007		CORSA ECO	PKW	3/27/2007 6
🛷 O	309/20	455 1908	3200000000	DAIHATSU		CUORE GL	PKW	3/27/2007 4
🔶 0	309/10	56 19401	0000000000	OPEL		ZAFIRA 1.8 ELEGA	PKW	3/27/2007 4
🔶 0	309/96	332 1366	5900000000	SEAT		IBIZA 1.4 MPI SE	PKW	3/27/2007 4
🔶 0	309/20	455 1908	3200000000	FORD		FIESTA TREND	PKW	3/27/2007 3
4		_			_			•
Filter								



- If neccessary change the time period accordingly to the period you like.
- Select all the transactions that you wish to retrieve.
- Click OK.

The transaction data is retrieved and is then displayed in the transaction list.

Importing data from other programs

If you also work with other programs containing vehicle data, you can import this data to VALUEonline.pro, thereby saving you the effort of entering it again. You can also copy data from the old AUTOonline data entry software.

NOTE: make sure that you have made all the necessary basic settings before importing the data.

Transferring data from the old AUTOonline data entry software

Open the menu: File > Import > Data transfer.

Open the selected database file.

All the transactions from the old software are copied and displayed in the transaction list.

Switching/ending the program

Open EASYonline.web

When you are working with VALUEonline.pro, you can open the EASYonline.web residual value marketplace at any time.

Select ? > Open EASYonline.

or



EASYonline opens in a new window.

Now both programs are open and you can switch between the two as you please by selecting the relevant window.

TIP: do not click on the EASYonline symbol again, otherwise the program will open again in another window.

Exiting the program

Click on File > End.

or

Close the program window.





User manual and program info

You can access the electronic version of this user manual via the menu ? and view information about the program version you are using.

Opening the user manual

To open the user manual, you need Acrobat Reader installed on your PC (see page 4).

Open the menu ? > Manual.

or



The pdf file opens in a new window.

TIP: you can save the manual on your PC and print it out. In that way, you have it to hand to consult it.

Accessing program information

Open the menu ? > Info.



This window contains information about the program version you are using and AUTOonline's contact details.

The Systeminfo, Protokolle and Info-Mail buttons may be needed for remote support. You should only click on them after consulting AUTOonline.

► To close the window again, click on Schließen.

