User manual (condensed version)

AUTOonline
The Value Experts

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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:

Operating system:	Windows 2000, Windows XP, Windows Server 2003
Screen resolution:	1024 x 768 or higher
Working memory:	512 MB or more
Hard disk memory:	200 MB or more
Internet connection:	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 modem

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.).

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All the texts marked with the symbol ▶ 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!

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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.

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.
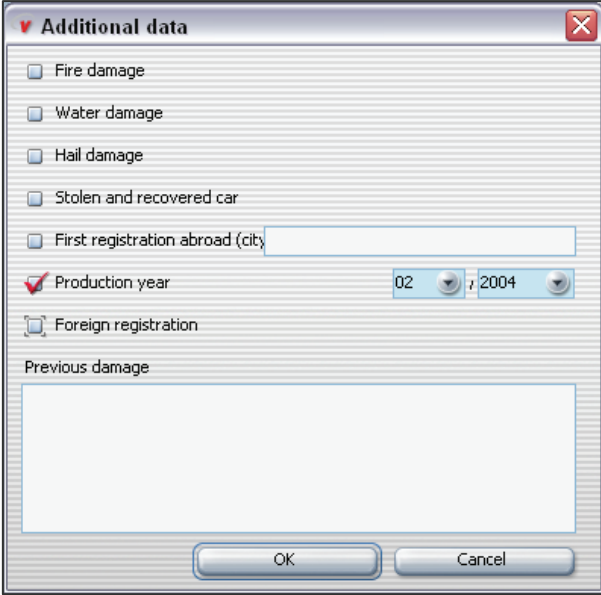
Airbags

Quick entry of triggered airbags

Airbags

Select the triggered airbags

☑ Driver   ☐ Miscellaneous

☑ Co-driver

☐ Left side

☐ Right side

☐ Head, left

☐ Head, right

☐ Back left

☐ Back right

OK   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.

Additional data

Additional data

☐ Fire damage

☐ Water damage

☐ Hail damage

☐ Stolen and recovered car

☐ First registration abroad (city)

☑ Production year   02 ▾ / 2004 ▾

☐ Foreign registration

Previous damage

OK   Cancel

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

Quick entry of commercial vehicle data

Commercial vehicle

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

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

▶ 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.

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

HSN	Manufacturer key
TSN	Type key

Entering equipment
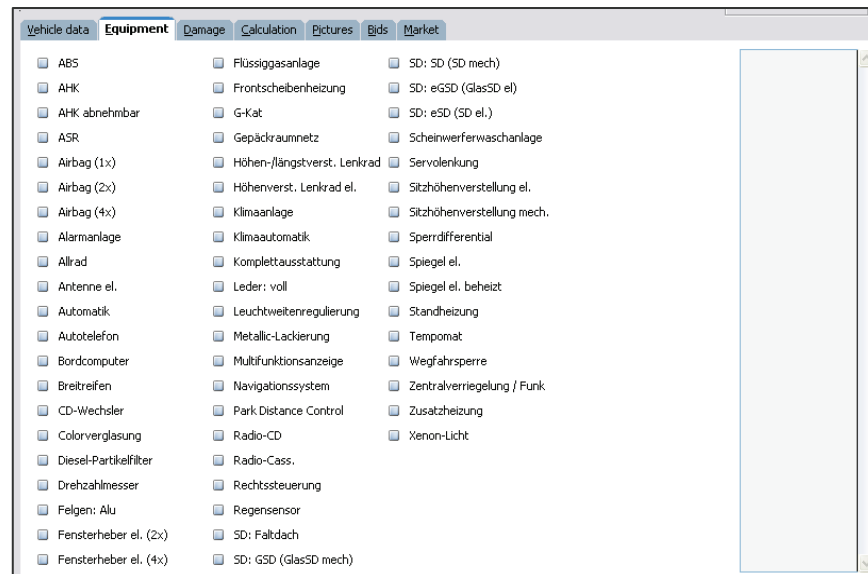
▶ On the **Equipment tab page**, select all the applicable equipment.

▶ 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.
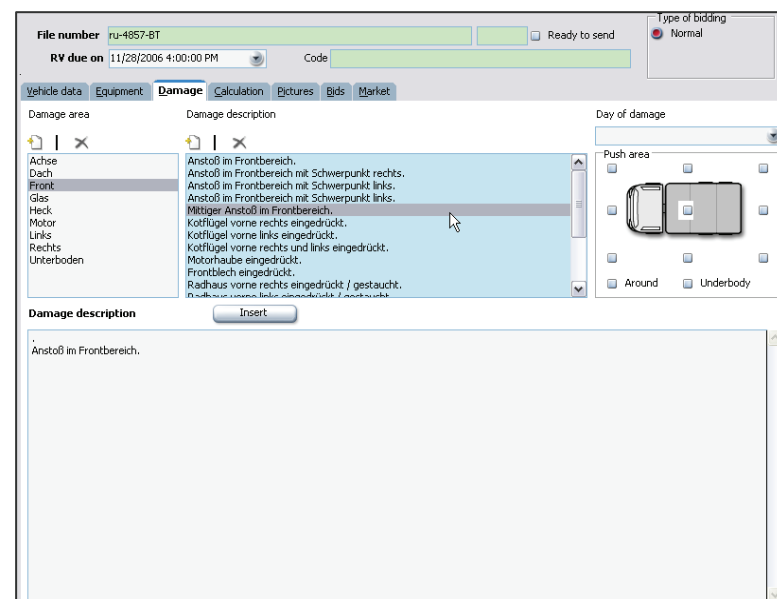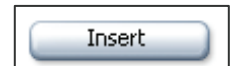

▶ In the selection list on the left, click on a **damage area**.

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

▶ 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
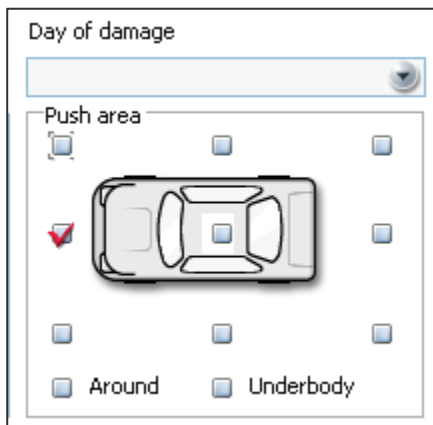
▶ Enter the day of damage.

▶ 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.

Select the new damage area.

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.

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:

	▶ To upload an image file from the hard drive or another data carrier, click on the **Import image file** symbol.
	▶ To trigger a scan operation and upload the scanned image, click on the **Import from scanner** symbol.
	▶ 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.
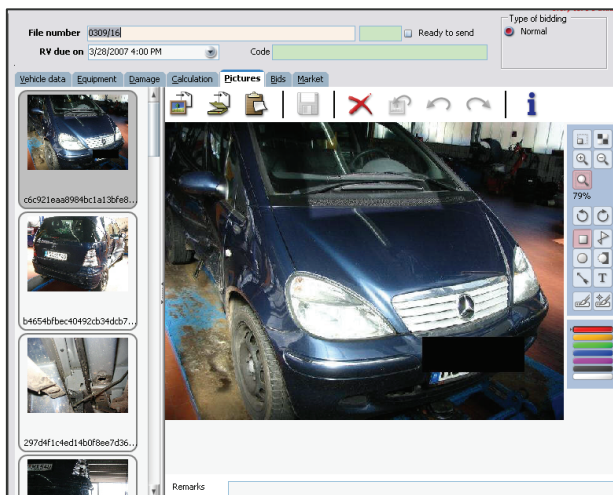
Provided that the transaction has the **status: New**, you can make small changes to the pictures, such as covering areas and adding text.

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

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**.
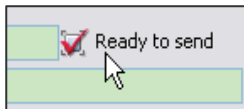
Step 5: transfer transaction to AUTOonline

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.
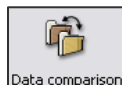
Synchronizing data

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.
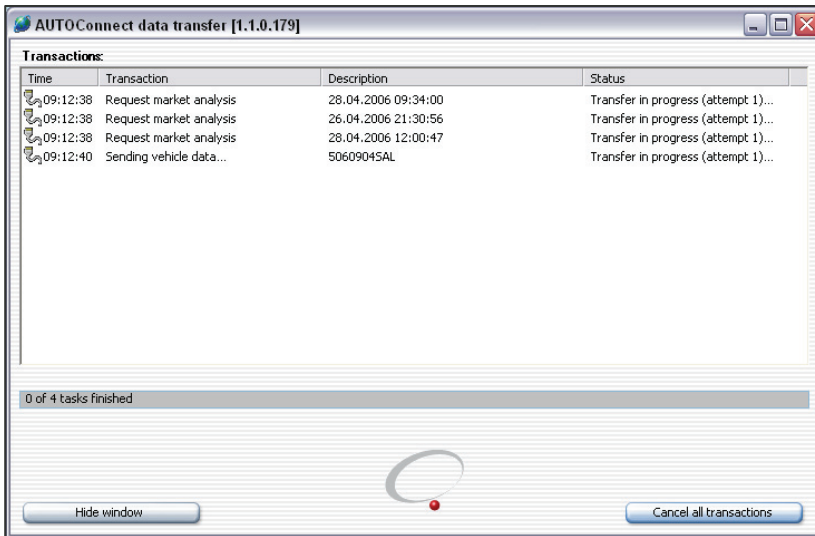
▶ Open the **menu: Transaction** > **Data comparison**

or

▶ Click on

A window appears displaying the status of the data transfer.

▶ 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

▶ Click on [Data comparison]

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.

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.
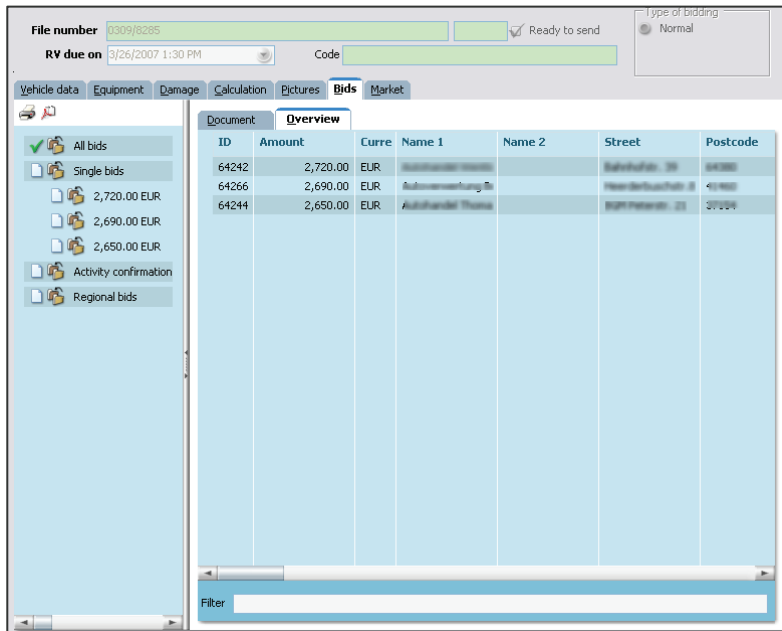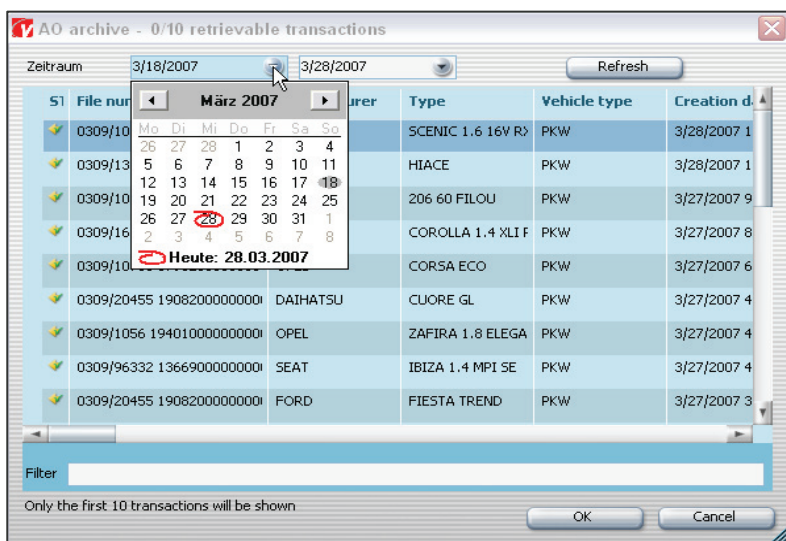

Copying or importing transaction data

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.

▶ 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

▶ Click on the symbol.

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

▶ Click on [? Help]

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**.