LECTURA MWW.LECTURA.DE ORLINE VALUATION MANUAL VERSION 2.2013



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Add to button

3.1.5

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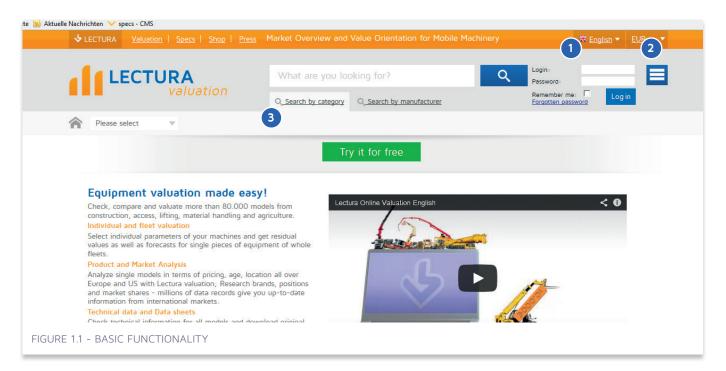
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What do I find on the page?

- 1.1 Languages
- 1.2 Currencies
- 1.3 Category selector
- 1.4 Manufacturer selector
- 1.5 Search
- 1.6 Category overview
- 1.7 Login form
- 1.8 Forgotten password
- 1.9 Model list



1.1 Languages

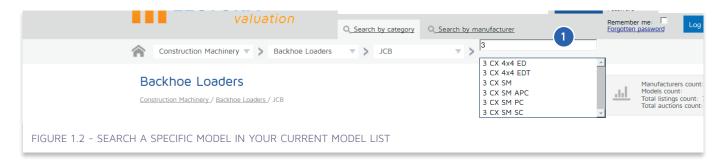
(figure 1.1 - 1) Click the language drop down to select your preferred language. Lectura Valuation covers following languages: English, German, Italian, Spanish, French, Russian, Chinese and Polish

1.2 Currencies

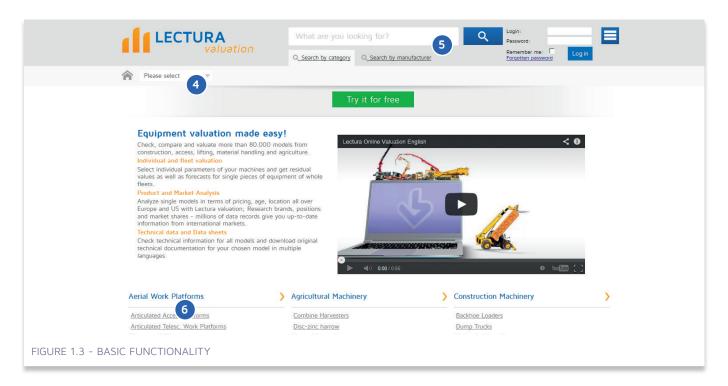
(figure 1.1 - 2) Click the currency button to select your currency preferences. Choosing the currency will affect the prices across the entire system.

1.3 Category selector

(figure 1.1 - 3) By choosing the category selector you are able to navigate through the equipment category hierarchy from the topmost categories like construction machinery down to more precise selection of models such as backhoe loaders. Start your browsing by selecting a category from the drop down list beneath the category selector. At the bottom of the hierarchy you will be able to choose the manufacturer of the very specific equipment.



(figure 1.2 - 1) After choosing a manufacturer of the equipment you can search for a specific model by typing its name into the input on the right side of the grey navigation area. You can even choose from the suggestions while typing the model name.



1.4 Manufacturer selector

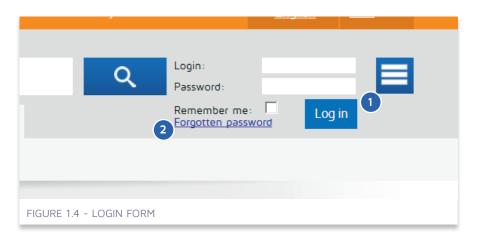
(figure 1.3 - 3) By choosing the manufacturer selector you are able to navigate through the brand in alphabetical hierarchy. Start your browsing by selecting a category from the drop down list beneath the category selector.

1.5 Search

(figure 1.3 - 5) Start by typing model and/or manufacturer name into search field. Submit your search query by clicking the magnifying glass button or simply by pressing Enter.

1.6 Category overview

(figure 1.3 - 6) You can navigate directly to one of the most visited categories by choosing one from the basic category overview.

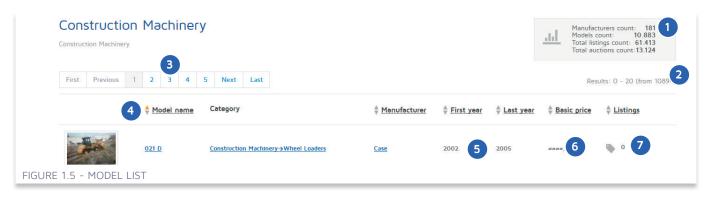


1.7 Login form

(figure 1.4 - 1) After entering your login credentials click Log in to access your account.

1.8 Forgotten password

(figure 1.4 - 2) If you forgot your password, click the forgotten password link. You will immediately receive an email with further instructions. After entering a valid user name and email address assigned to your account, you will be able to change the password and use the new one afterwards.



1.9 Model list

(figure 1.5 - 1) The box at the very top of the model list informs you about the amount of data you are currently browsing. To reduce your selection, please navigate to more specific category such as JCB Backhoe loaders.

(figure 1.5 - 2) Results section informs you about the amount of rows in the currently chosen model list and about your position in it.

(figure 1.5 - 3) Navigate the currently chosen model list by selecting the page number in the pager.

1.9.1 Permissions

(figure 1.5 - 6) The Lectura Valuation system has several types of licences which support different data presentation and functionality. Feel free to choose the one which fits your needs the best in our http://shop.lectura.de/.

1.9.2 Sorting the model list

(figure 1.5 - 4) You can sort your current model list in ascending or descending order by clicking one of the sortable columns such as "Model Name" upon your requirements. A column is sortable if its name is underlined and has a double arrow icon on its left side.

1.9.3 Year of manufacture

(figure 1.5 - 3) The time period when the model was manufactured. If the production of a particular model is still in progress, the current year will appear.

1.9.4 Listings

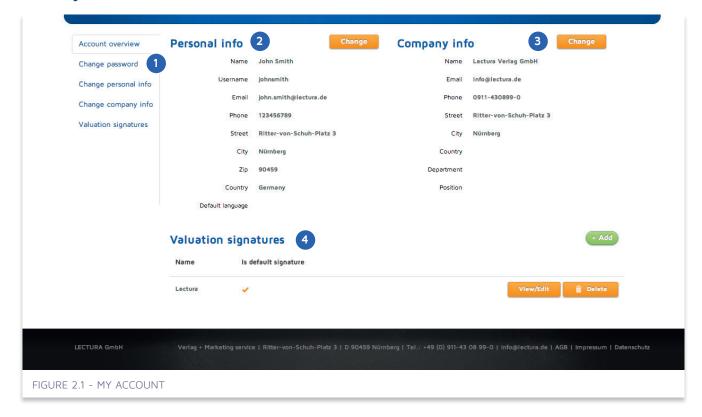
(figure 1.5 - ♥) The number indicates the amount of advertised listings found in the recent 12 months. on the online market places.



What do we see when I sign in?

- 2.1 My account
- 2.2 My valuations
- 2.3 My comparison list
- 2.4 My favourite models
- 2.5 My deals

2.1 My account



2.1.1 Password change

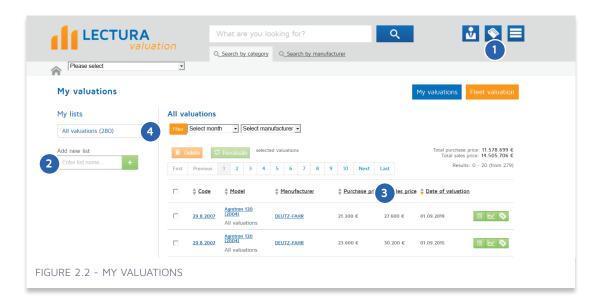
(figure 2.1 - 1) In order to change your password, click the Change Password tab on the left side of the page.

2.1.2 Personal and company information

(figure 2.1 - 2 - 3) It includes your personal and company details. Fill in your contact email address to receive emails from Lectura, e.g. in case you forget your password, we will verify your account by sending you an email. All your details are data protected.

2.1.3 Valuation signatures

(figure 2.1 - 4) A list of your customized valuation signatures. A valuation signature can be set up in order to sign the valuation result by a particular person or company.



2.2 My valuations

(figure 2.2 - 1) Click on the middle button on the right side to access your valuations or click on the link in the user section above the main menu on the right side to access your valuations.

2.2.1 Valuation lists

(figure 2.2 - 2) For better overview you can categorize your valuations into your custom lists of valuations. You can create a list for your valuations by entering its name into the Add new list field and clicking the plus button. The default list - All valuations - contains all your valuations regardless which list you assigned it to. To which "list name" the valuation belongs to, is indicated under the "model name" the valuation was done for.

2.2.2 Moving valuations between lists

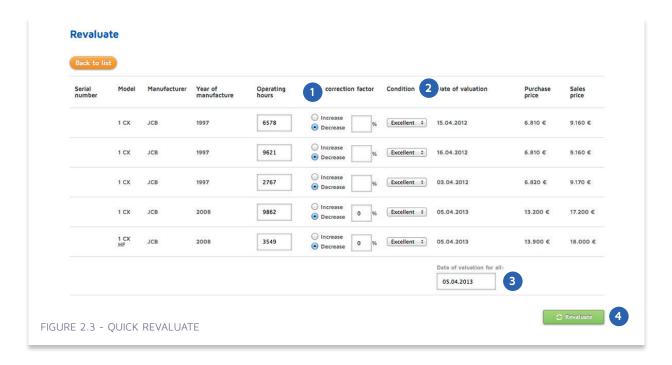
(figure 2.2 - 3) In order to move your valuations to another list, check all the valuations you are willing to move, click the Move button above the list (it will now be active) and choose the destination list. You need to create at least one custom list to be able to move valuations between lists and see the Move button.

2.2.3 Removing lists of valuations

(figure 2.2 - 2) Click the trash can icon on the right side of the list and tag in the left menu of valuation list to remove it. After removing the list, you will not lose the valuation. You may still find it in the default list - All valuations.

2.2.4 Quick revaluate

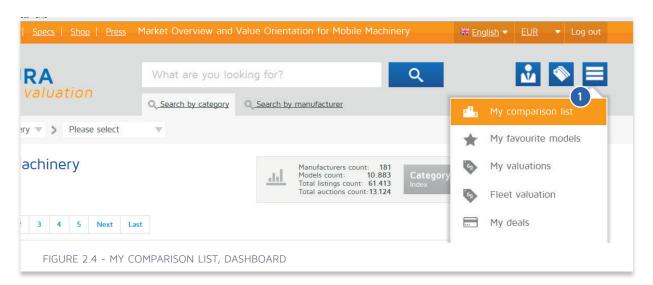
Select the models you want to revaluate by checking the checkboxes on the right side in the valuation list and click the Revaluate button (see figure 2.2). After confirming the selection, a similar list to the figure.



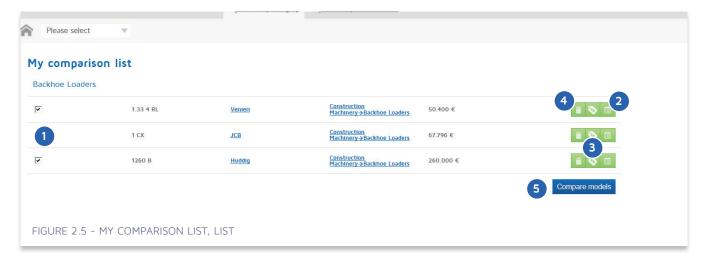
- (figure 2.3 1) You can set up the correction factor to reflect any additional reasons to adjust the final value of the equipment (specific region, missing equipment, damage, ...).
- (figure 2.3 2) Select one value which fits the best the condition of the equipment you intend to evaluate.
- (figure 2.3 3) Choose the date on which the valuation should be created. Except of the past date you also can choose up to 10 years into the future. The chosen date of valuation will apply to all the pieces of equipment you intend to evaluate.
- (figure 2.3 4) Click the Revaluate button to revaluate the equipment using the new parameters you have set up.

2.3 My comparison list

See section 3.3.5 Add to button to find out how to add a certain machine to the comparison list.



(figure 2.4 - 1) Click on the menu button and select "My Comparison List".



(figure 2.5 - 1) Check the models you would like to compare and click Compare models.

(figure 2.5 - 6) Please select at least 2 up to 6 models to compare. You can compare only models from a single category such as backhoe loaders.

(figure 2.5 - 2) Click to visit the model detail.

(figure 2.5 - 3) Click to go to the valuation of this model.

(figure 2.5 - 4) Click to remove the model from the comparison list.



(figure 2.6 - 1) Compare the basic parameters of the chosen models in this overview.

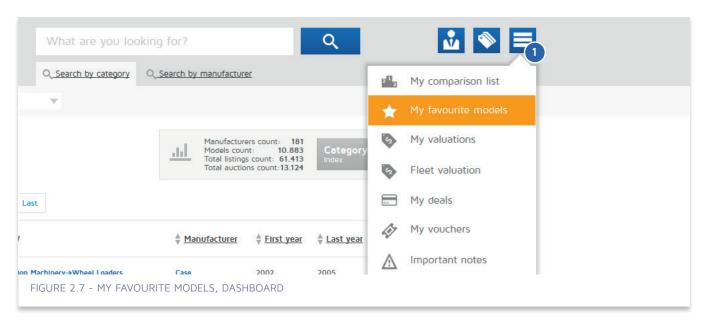
(figure 2.6 - 2) Choose purchase or sales prices to be taken into consideration in the resulting diagram and pricing table overview. For the explanation of the meaning of the purchase and sales price, please visit the section 2.6.2 Valuation result.

(figure 2.6 - 3) Click the model name to activate or deactivate the depreciation curve in the diagram for that particular model.

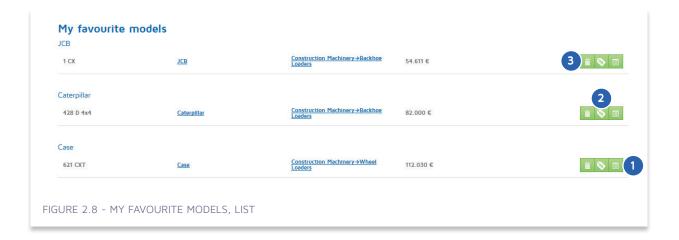
(figure 2.6 - 4) Lectura Prices of the used equipment in a table overview.

2.4 My favourite models

See section 2.3.5 Add to button to find out how to add a certain machine to the favourite model list. You can use this feature to quickly access the models you valuate or review frequently.



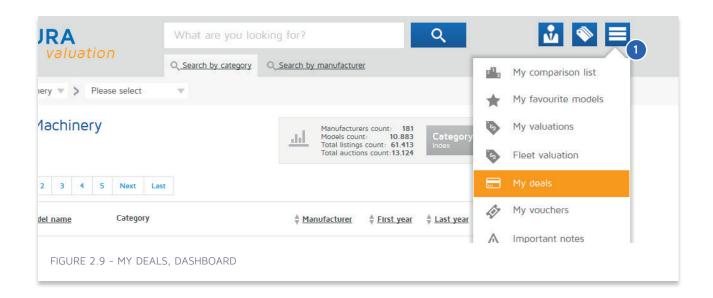
(figure 2.7 - 1)) Click on the menu button and select "My favourite models".



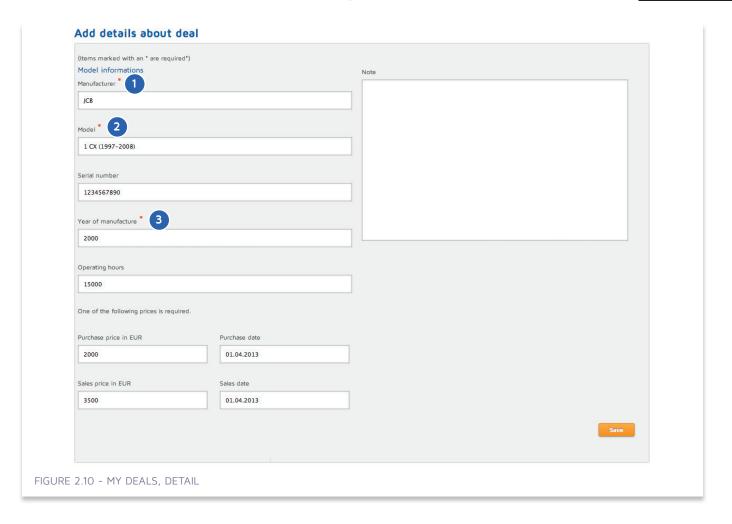
- (figure 2.8 2) Click to visit the model detail.
- (figure 2.8 3) Click to go to the valuation of this model.
- (figure 2.8 4) Click to remove the model from your favourite models.

2.5 My deals

See section 2.3.5 Add to button to find out how to create your deal of a particular model. You can also create a deal of an equipment, which is not available in the Lectura database.



(figure 2.9 - 1) Click on the menu button and select "My deals".



(figure 2.10 - 1) Start typing the name of manufacturer. The system will provide a suggestion from which you can choose by clicking on one of them. If you start the creation of your deal through the Add to button, the manufacturer name would be already filled in.

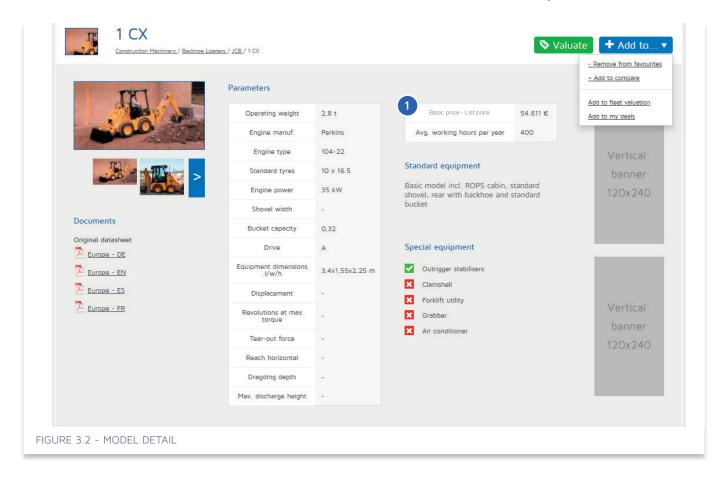
(figure 2.10 - 2) Start typing model name (if not available yet) or the serial number.

(figure 2.10 - 3) Enter the date of manufacture of the equipment.



How do I evaluate my equipment?

- Model detail
- 3.2 Valuation
- 3.3 Fleet valuation



3.1 Model detail

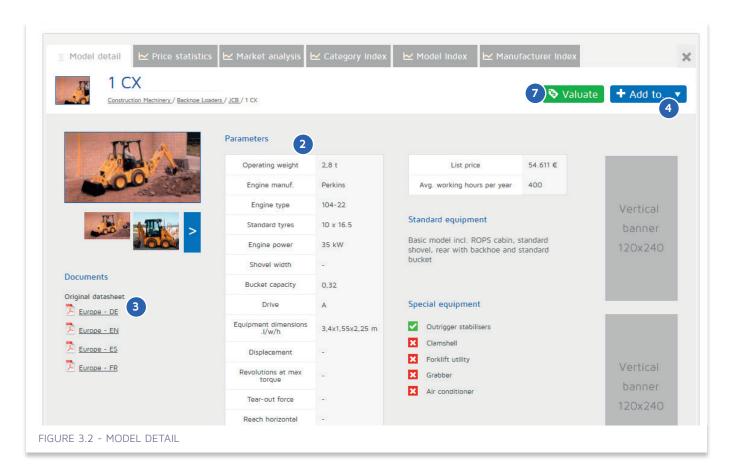
Click the model name in the model list to view the model detail. You can open more model details on the same page at once.

3.1.1 Permissions

Lectura Valuation provides apart from the valuations also market share and analysis.

3.1.2 List Prices

(figure 3.1 - 1) The manufacturer's official list price without tax or discount.



3.1.3 Technical data

(figure 3.2 - 2) An overview of technical data, including special equipment.

3.1.4 Datasheets

(figure 3.2 - 3) Original datasheets from the manufacturer in different languages for different regions if available.

3.1.5 Add to button

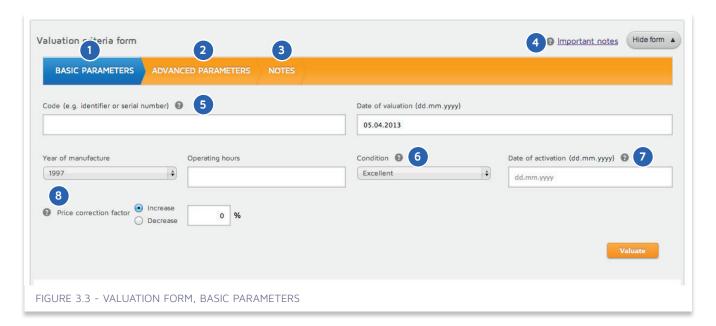
(figure 3.2 - 4) Add specific model to several lists for further.

3.2 Valuation

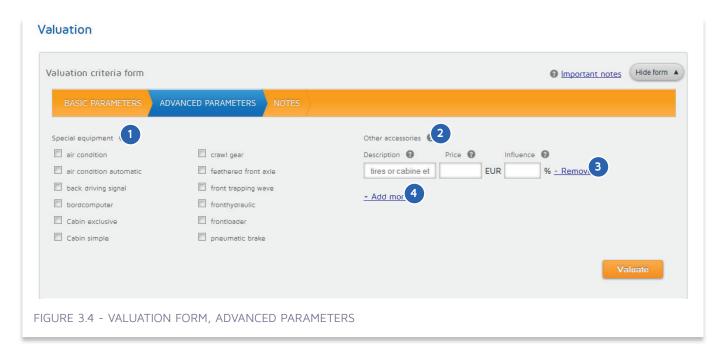
(figure 3.2 - 2) Click the Valuate button to proceed to the individual valuation of the selected model.

3.2.1 Criteria form

Use the criteria form to set up the parameters to get the most precise result of the evaluation. The Lectura Valuation system is able to evaluate equipment to a certain date in the past or even up to 10 years into the future to get a forecast. You can set up the date of valuation in the Date of valuation field.



- (figure 3.3 1) Basic parameters of the model for the valuation. If you specify only the basic parameters the standard equipped machine would be evaluated.
- (figure 3.3 2) You can adjust the machine by adding special equipment and accessories to extend the standard equipment of the machine.
- (figure 3.3 3) Put in your personal notes for this particular valuation.
- (figure 3.3 4) Important notes will guide you through the basic concepts of value orientation, pricing, conditions of use and rules applied on this portal.
- (figure 3.3 6) You can put in a unique identifier of your valuation, e.g. use the serial number of the equipment.
- (figure 3.3 6) Select one value which fits the best to the equipment you intend to evaluate.
- (figure 3.3 2) You can choose the activation date of equipment. If it is not set up, 1.7. of the chosen year of manufacture is considered to be the date of activation.
- (figure 3.3 3) You can set up the correction factor to reflect any additional reasons to adjust the final value of the equipment (specific region, missing equipment, damage, etc.).

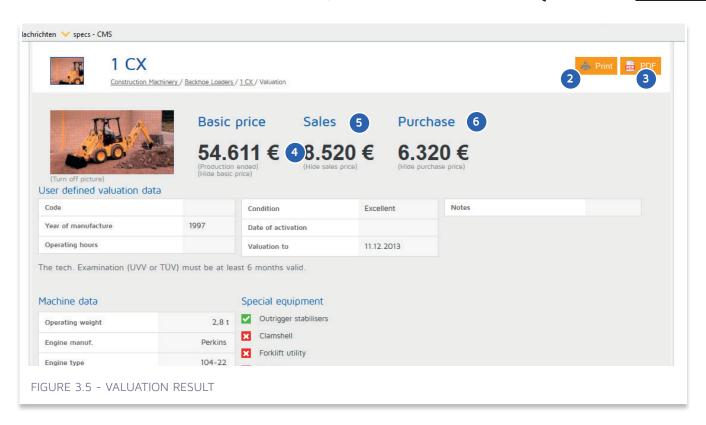


(figure 3.4 - 1) You can check additional special equipment and set up the influence for each item individually if available.

(figure 3.4 - 2) You can add more accessories, special equipment or devices which may affect the final value of the equipment.

(figure 3.4 - 6) Add a specific part or accessory you want to take in consideration in the final prices, e.g. you can put in tyres, their price and set the influence of this accessory on the final result to 80%.

(figure 3.4 - 4) If you need to add more than one accessory click Add more to go to another text input. You can add up to 5 accessories.



3.2.2 Valuation result

Standard equipment comprises serial and, where applicable, unassembled machinery and devices including the indicated standard equipment.

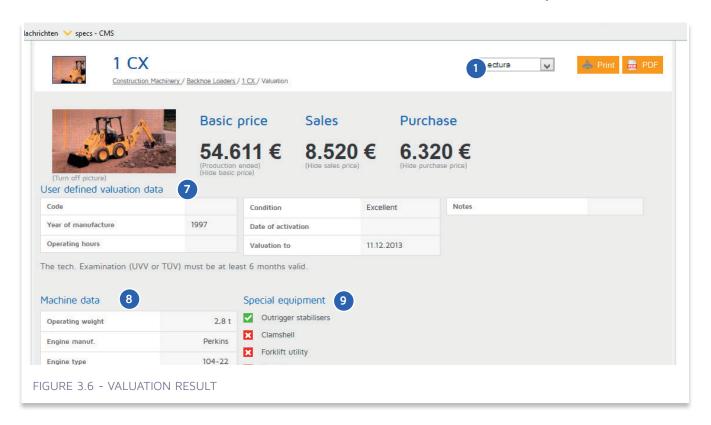
(figure 3.5 - 2) Click print to print out the result.

(figure 3.5 - 3) Click print to print out the result into a PDF file, which can be downloaded to your hard drive.

(figure 3.5 - 4) The basic price is the internally used price list ex works/importer and generally corresponds to the gross list price, value added tax excluded. Where the figure "N/A" is indicated below the basic price, the price will be stated only upon request.

(figure 3.5 - 5) The prices in the market overview (Lectura guide – Sales) apply to the dealer sales value.

(figure 3.5 - 6) The prices in the market overview (Lectura guide – Purchase) apply to the dealer purchase value. The average values for the redemption (Purchase - Sales) were determined by the authorised dealers.



(figure 3.6 - 2) User defined parameters of the valuation.

(figure 3.6 - 3) Technical data of the evaluated model.

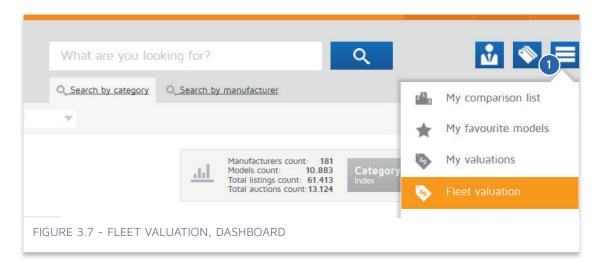
(figure 3.6 - 9) Special equipment of the evaluated model.

3.2.2.1 Signature for certificate

(figure 3.6 - 1) Choose the signature you want to appear on the final result. You can create signatures in My account section. See 2.1.3 Valuation signatures for further details.

3.2.2.1 Hiding prices

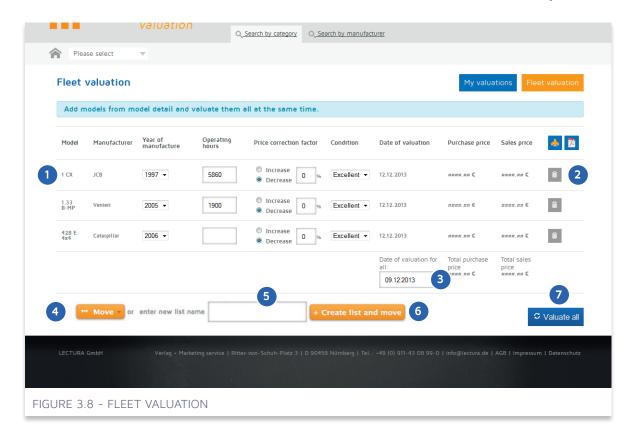
You can hide the prices in the final result by clicking on Hide Basic/Sales/Purchase price. These will not appear either on the printed or PDF version.



3.3 Fleet valuation

See section 2.3.5 Add to button to find out how to add a certain machine to the fleet valuation list.

(figure 3.7 - 1) Click on the menu button and select "Fleet Valuation".



3.3.1 Adjust values

(figure 3.8 - 1) See section 2.6.1 Criteria form.

(figure 3.8 - 2) In order to remove a certain piece of equipment from the list, click the button on the right side of the list row.

3.3.2 Valuate all

(figure 2.14 - 7) Click the button Valuate all to start the fleet valuation. After the evaluation of the whole list, you will be able to move your valuations into the new or currently available valuation list. To find out more about valuation lists, please see the section 2.7 My valuations.

3.3.3 Create new list from selected valuations

(figure 3.8 - 4) Click the Move button to move the valuations to an existing valuation list.

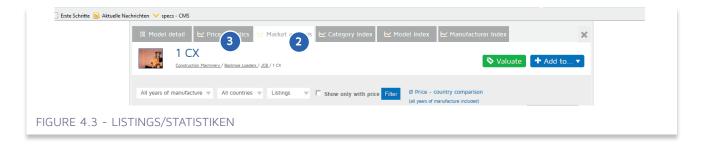
(figure 3.8 - 6 - 6) Enter the name of the new valuation list and click Create list and move button to move the valuations into the new valuation list.

The valuations you have created would stay present in the Fleet valuation tool, unless moved in the valuation list. If you want to evaluate a new set of equipment without mixing it up with the currently present data in the Fleet valuation, it is recommended to move the valuations into a custom valuation list to keep your fleet data integrity. To find out more about valuation lists, please see section 2.7 My valuations.



What else does Lectura Valuation offer?

- 4.0 Listings/Statistics
- 4.1 **Price Statistics**
- 4.2 Market analysis
- 4.3 Category Index
- 4.4 The Manufacturer Index
- 4.5 Model Index

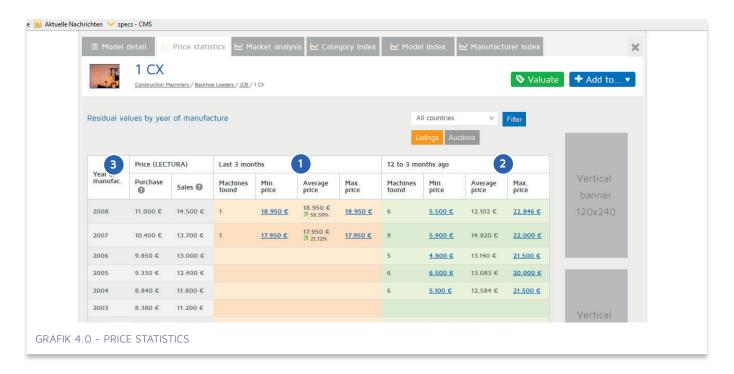


4.0.1 Listings

(figure 4.3 - 2) A list of found offers from the market with its basic characteristics such as price and date of registration or offer publishing, if available.

4.0.2 Statistics

(figure 4.3 - 3) Click the Statistics button to switch to the statistic overview.

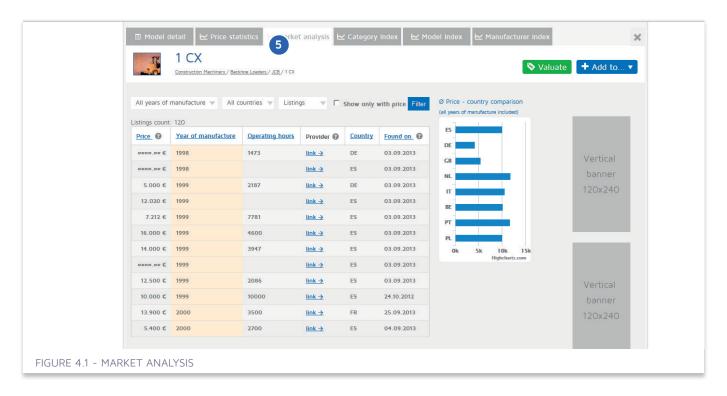


4.1 Price Statistics

(figure 4.0 - 3) Lectura valuation for dealers (sales and purchase) without individual valuation.

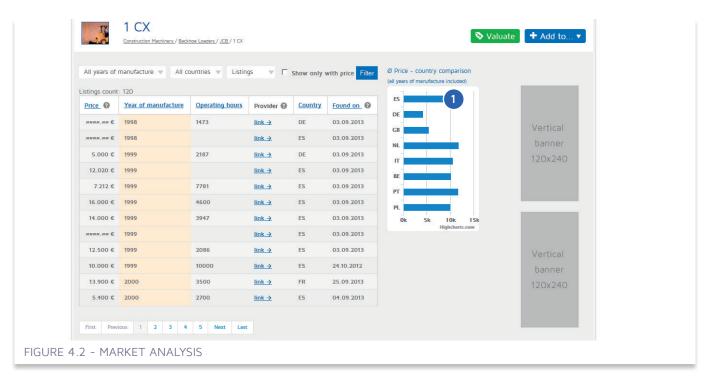
(figure 4.0 - ●) Statistics for used equipment - offers found within the past three months. The arrows indicate the tendency compared with the statistics for offers, found from one year up to three months.

(figure 4.0 - 2) Statistics for offers between three months and one year.



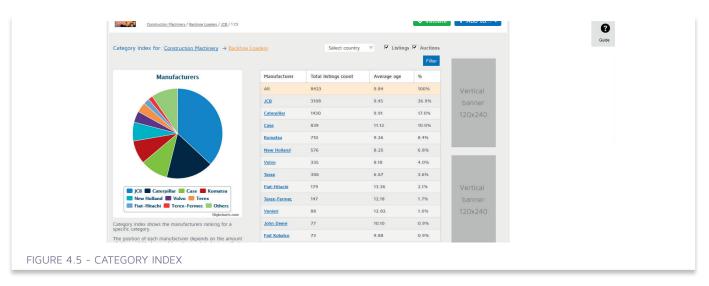
4.2 Market analysis

(figure 4.1 - 3) Details and statistics of all machines of the same model listed on the market.



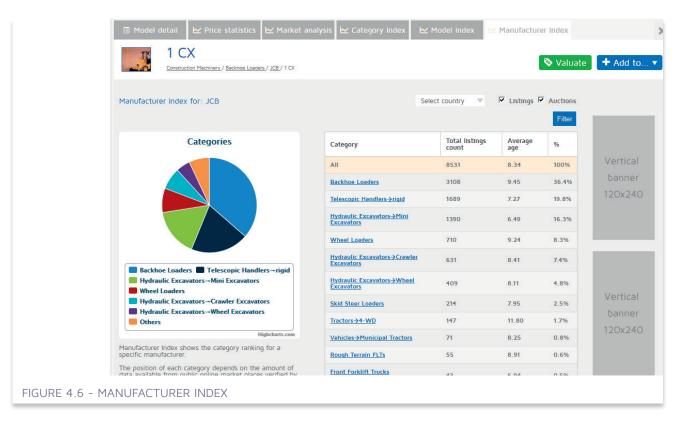
4.2.1 Country comparison

(figure 4.2 - 1) Compare different aspects of the particular machine on various markets. Select the country which you want the other countries to be compared to.



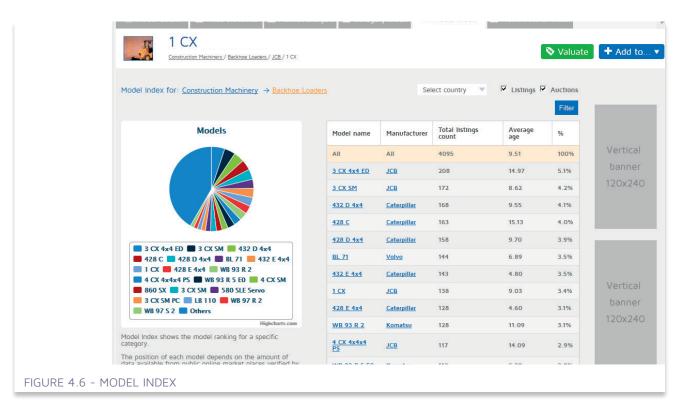
4.3 Category Index

(figure - 4.5) The Category Index indicates the classification of the manufacturer of a specific category. The position of each manufacturer depends on the amount of data available on different portals verified by Lectura. Data in this index represents the European region of the past 12 months.



4.4 Manufacturer Index

(figure - 4.6) The Manufacturer Index indicates the classification of the category for a specific manufacturer. The position of each manufacturer depends on the amount of data available on different portals verified by Lectura. Data in this index represents the European region of the past 12 months.



4.5 Model Index

(figure - 1) The Model Index indicates the model classification for a specific category.

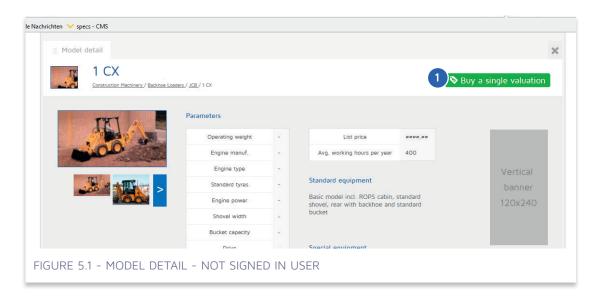


What if I don't want to purchase an account?

5.1 Model detail

5.2 My vouchers

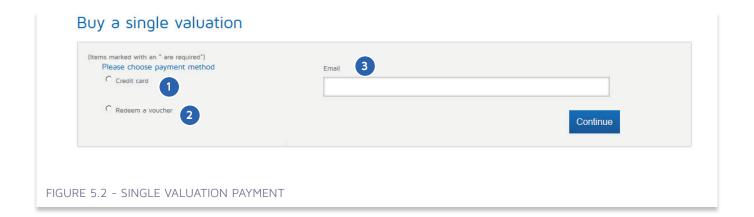
5.3 Try it for free



5.1 Model detail

5.1.1 Single valuation

(figure 5.1 - 1) Click the button to proceed to the next steps.

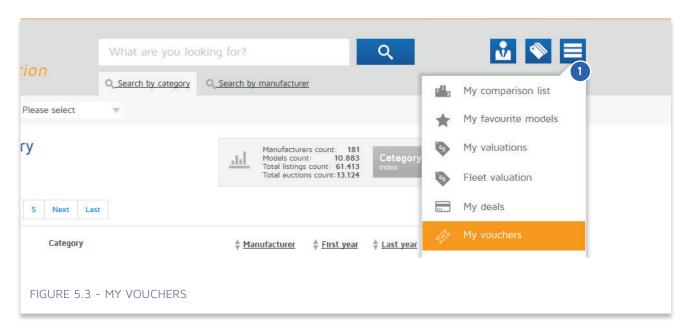


5.1.1.1 Payments

(figure 5.2 - 1) Select Credit card option if you wish to pay by credit card.

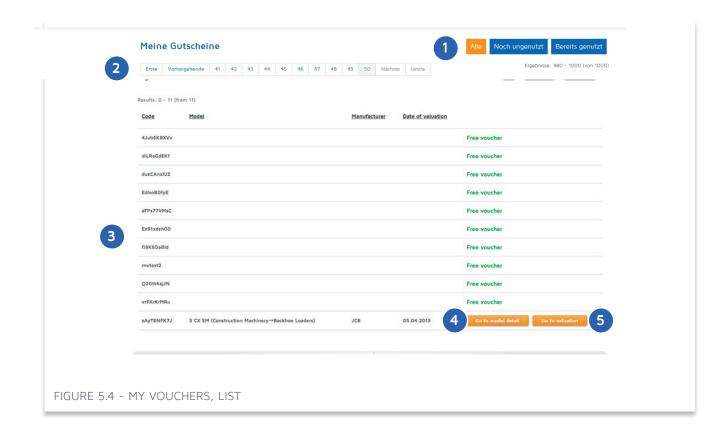
(figure 5.2 - 2) Select Discharge coupon if you own a voucher code.

(figure 5.2 - 3) Enter a valid email address, where you would like to receive the valuation link of the chosen model.



5.2 My vouchers

(figure 5.3 - 1) Click on the menu button and select "My vouchers" or click the link in the user section over the main menu on the right side to access your vouchers.



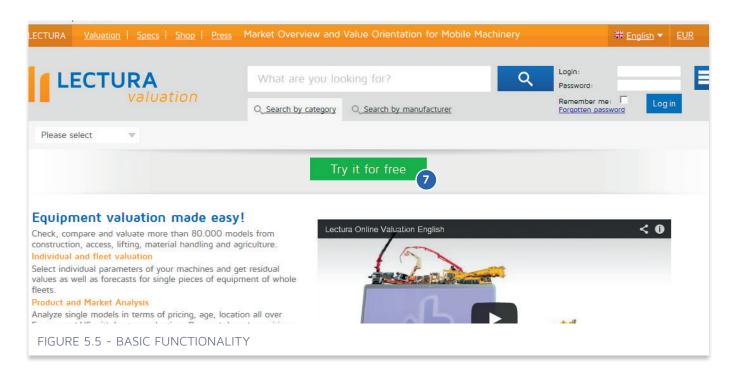
(figure 5.4 - 1) Click All to see all available and already discounted vouchers. Click Only free to see the list of vouchers which have not been used yet or Only used, to filter the ones, that have been used for the evaluation already.

(figure 5.4 - 2) Use the Code button to perform a single valuation.

(figure 5.4 - 3) List of the vouchers.

(figure 5.4 - 3) If the voucher has been already used for the evaluation, you can navigate to the model detail by clicking this button.

(figure 5.4 - 5) If the voucher was already used for the evaluation, you could navigate to the result of the evaluation by clicking that button.



5.3 Try it for free

(figure 5.5 - 2) After registering a trial account, you will be able to try the full functionality of the system for the following 7 days for the chosen categories.



Do you need any help?

If you have any questions, do not hesitate to ask us! You can reach us under info@lectura.de or +49(0) 911 430899-0.

We can help you in the following languages: German, English, Czech, Italian, Spanish, French, Portuguese and Russian.