

New version notes - Updated 16/09/2008 – new text in red

Before using the new version of the site please make sure that **cookies and JavaScript are enabled** in your browser. Between your last use of the site and your first visit to the new version close all open browsers, reboot your computer and if possible, reboot your router.

Once on the new site it is strongly recommended that you do NOT use the back button to return to a page that you have previously viewed. If you use the back or forward button you are in effect preventing all the code running as it should and incurring the risk of getting inaccurate results. We have included code in the attempt to ensure that if you do use the back button any upsell values and/or up front payment profile that you previously had on that page are returned to their default settings (see 'Viewing Pages – section 3 below). However any column sorting that you have previously done will remain if you use the back button so you are advised to click on 'Clear Upsell and Sorting'. With some browsers, Netscape for example, using the back button can sometimes give incorrect results and this is in part why online banking sites require you to log in again if you do. All browsers and versions of browsers behave differently and often unpredictably. You can get different results in the same browser and the same viewing session. Since there is no known solution for all browsers the simple remedy is to use the navigation system provided on the site.

You will now be able to view prices with or without upsell, sorting and with either 3 or 6 payments up front.

Logging In

1. Go to - <http://www.brokerbase.co.uk/> - where you will be redirected to the login page - <http://www.brokerbase.co.uk/login.asp>
2. Enter the username and password issued to you and click on the 'Login' button.
3. If your login is unsuccessful use the link provided to return and retry. If the problem continues please contact us on 0845 094 8780.
4. If your login is successful you are taken to the 'Welcome' page where your username and IP address are logged. Below that there is a '**Notices**' section which may from time to time contain items of interest to you such as a new model added or better rates on a particular model.
5. At the bottom of every page there is a link to this BrokerBase Guide which opens in a new window or tab and which can be saved to your desktop.
6. There is also a link which takes you to the '**Top Deals**' page. These have been highlighted for you as being some of the best deals in the current database. All these offers are also listed on the pages for their respective makes.
7. Your **login is set to expire** after being inactive for approximately sixty minutes. If you have left a page open and click a link after this time you will be taken back to the login page. The same will happen if you close the browser.
8. There is no log out as it is done automatically.

Viewing Pages

1. To view listings for other pages use one of the top menu bars and go either to the 'Makes' page or an individual manufacturer (Audi, BMW etc).
2. When you arrive at a manufacturer's page you will see a list of the models currently available on this website. Select the model you want to look at by clicking on it (for example – 'A4 Avant').
3. Underneath the main menu bar the Make and Model are shown with '£0.00 upsell' **and with a payment profile of '3 payments up front' which are always the default settings when you arrive on a page.**
4. The data layout is exactly the same as the one you are probably already familiar with on the Agents Matrix. The only difference is that the model variation field ('Variation & Email Link') is also a clickable link from which you can request an amended quotation for that particular listing. Clicking this link will

take you to a partly pre-filled page where you can specify the changes (for example – additional options) that you require in the quote. You can also overwrite the pre-filled fields if required. This email will go directly to the Agent Sales team and you will automatically receive a copy for your records.

5. **The main grey title bar** just above the data table will show the **Make and Model, Upsell and Payment Profile**.
6. **In addition to the green arrow to show how the data is sorted**, just below the grey title bar where previously there was a gap there is now a text field to remind you how the data is sorted in the current view.

Making Calculations, Sorting and Changing the Payment Profile

1. **All the vehicles are initially shown at base costs with no upsell and with a payment profile of 3 months up front** when you land on a new page.
2. **Clicking in the box just above the 'Update Values' button will select all the characters already in there so you can simply begin typing in it without having to delete anything first.**
3. Enter the amount of upsell you require (without the '£' symbol) and then click on the 'Update Values' button to see the results. You can enter complete pounds ('100') or pounds and pence (100.52) to refine your results. This box will retain its value until cleared.
4. The amount of upsell that you entered is shown in the grey header bar just above the table and will change with each new calculation.
5. **Upsell calculations are NOT cumulative.** If, for example, you enter '100' all the base monthly rate figures increase by the amount required with £100 upsell. If you then enter £100 again the figures will not change from the previous result. In other words – **each calculation automatically clears the last one.**
6. **To sort fields** with or without upsell and from lowest to highest rate click on the orange downward pointing arrow in the rate column you are interested in. It will change to a larger green arrow to remind you which column you are sorting by.
7. In order to restore the original base values and default sorting click on the **'Clear Upsell, Sorting & Profile' button. This effectively clears all input and the page returns to its default original state as if you had just landed on it.**
8. **To change the payment profile** click on **'Switch to 6 payments upfront'** and the prices will change to reflect this. The button text will change to **'Switch to 3 payments upfront'** and the upsell and sorting selections will remain until you either clear them or leave the page.

Printing Results

1. To print your results click on the 'Printable Page View' link and simply use the 'File'/'Print' facility in your browser making sure you use the 'Landscape' settings. The results also come out quite well with the free PDF995 pdf file maker if you need to save them.
2. Click on the 'Normal Web Page View' to return to the page where you can make more calculations.
3. The main rule when on a printable page is to **restore the normal web page view before leaving it or closing the browser.**
4. If you accidentally use the 'Back' button from a printable page you will return to the page you used **before** the one on which clicked 'Printable Page View' and it will be in print mode still. We have provided a button in print view from which you can restore the normal web page view again.
5. If you accidentally exit the site from a print page your browser may remember this and give you the 'printable version' of the login page which you will be unable to use. We have provided the 'Normal Web Page View' on that page for this purpose. Simply click on it and proceed with the login.
6. Please remember that when printing or saving documents you are not securing a quotation from YourFleet Limited because, as we note on the site – all prices are subject to manufacturer and finance house pricing changes at any time and vehicles are subject to availability. We make every possible effort to keep pricing up to date on a daily basis.