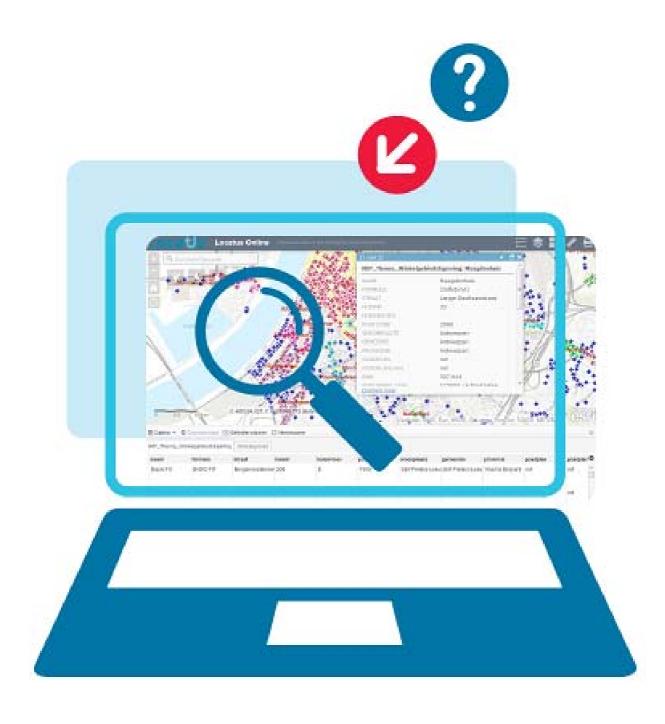
INSTRUCTIONS LOCATUS ONLINE



DATABASE ABOUT THE CHANGING RETAIL LANDSCAPE





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1 Introduction

This manual gives a short instruction on the use of Locatus Online.

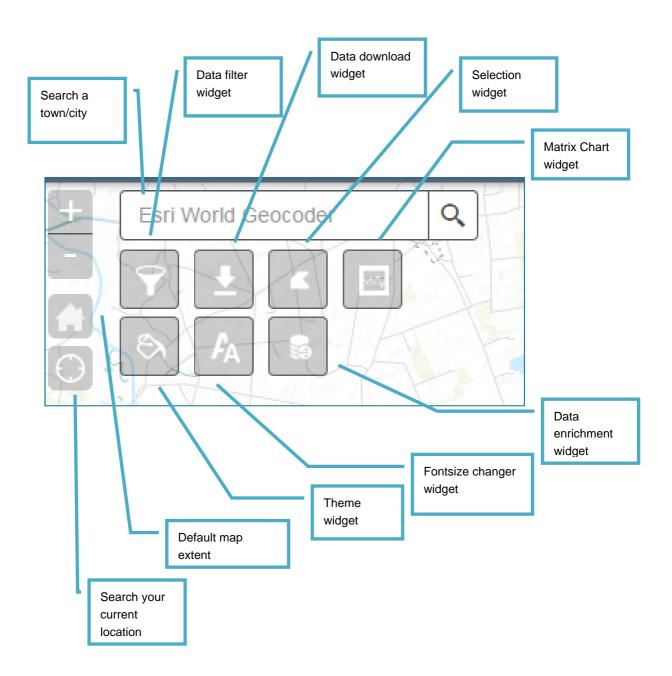
Sales points and Retail Plans are shown directly on the map. You can use and export the underlying data easily via *widgets*.

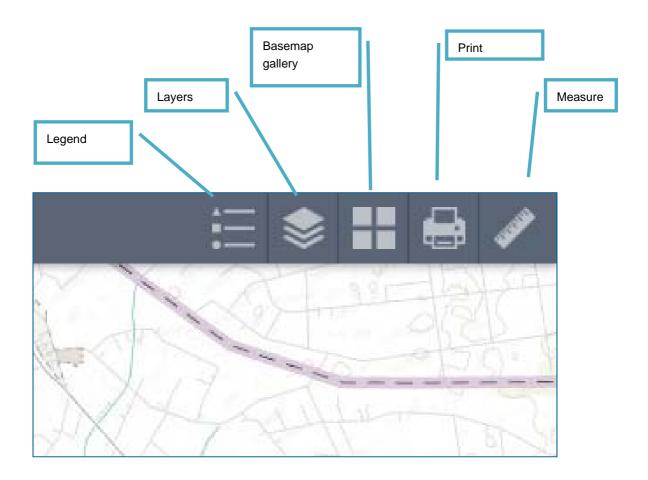
With your personal user name and password you can log in to view the data.

This manual gives a description of the various functions within the programme.



2 Widgets





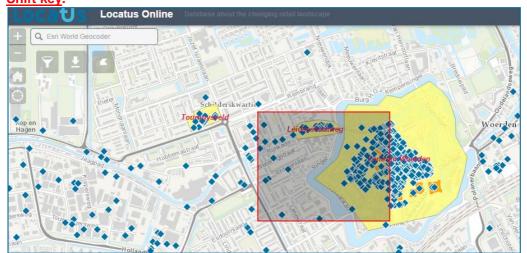
When these buttons are <u>not</u> visible after logging in, please minimise and then maximise the screen. This will reset the resolution settings, and the buttons will become visible.

Click on the bottom right of the screen to activate a map overview.



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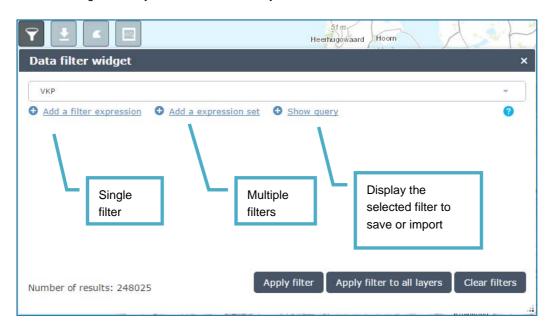
TIP: To zoom in on a selected area, draw a square/rectangle with your mouse while holding the <u>Shift key</u>.





3 Data Filter widget

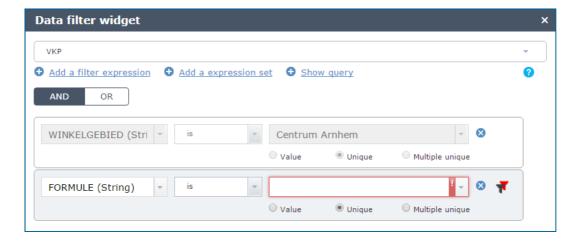
The Filter widget allows you to filter the data as you wish.



Choose the layer VKP, Plan, Benchmark, VZG, Parking garage, and/or Outlet (dependant on subscription).

3.1. Filter within a filter

The funnel button () can modify your filter to connect it to the preceding filter. Red means unconnected, green means connected.



When the funnel is red, all values from the entire dataset will be shown.

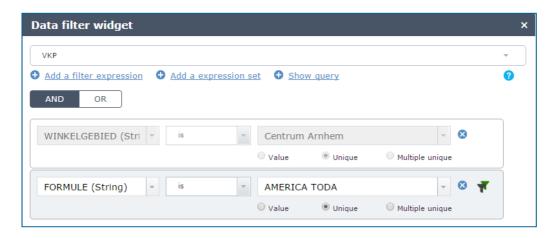
Click the funnel to select only the values that have been filtered previously. The funnel turns green.



Example:

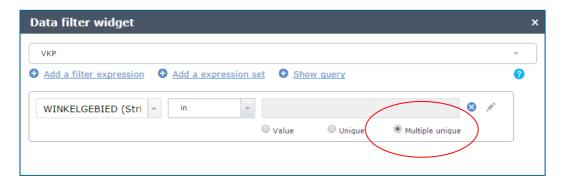
The shopping area Arnhem Central has been filtered (i.e., it has been isolated from all other shopping areas in the database). The next filter focuses on formula.

Click on the funnel to connect the filter. The funnel turns green, and only formulas within the shopping area Arnhem Central are now shown in the list of formulas.



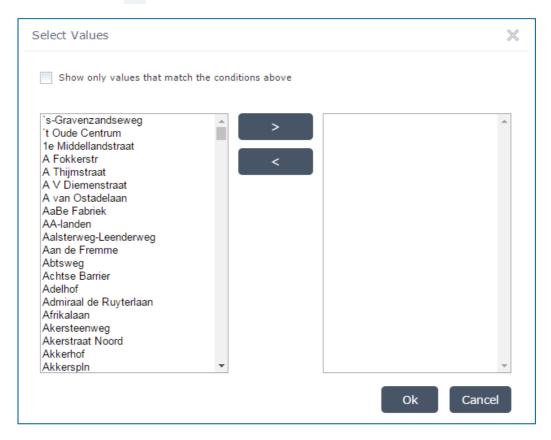
3.2. Selecting multiple values

Click on the bullet Multiple unique to easily select multiple values.





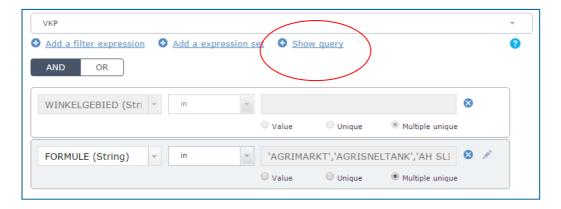
Click on the pencil () behind the filter and a pop-up screen will appear:



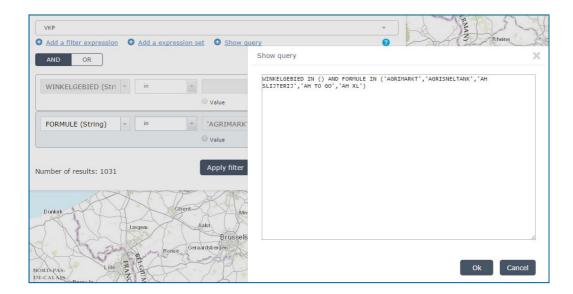
Select the values with the Ctrl or Shift key and, using the arrow keys, relocate the selection to the right.

3.3. Saving a filter

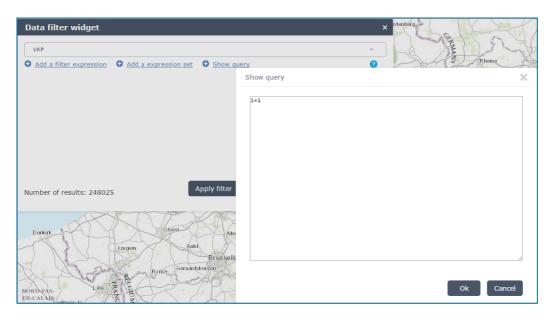
The **Show query** button will display the filter in a pop-up screen, which you can select, copy, and save to a location on your computer (using Notepad or Wordpad).







Save the query in Word, Notepad, or a different programme, and simply copy the text at your next session.



Delete 1=1 and paste the saved filter in the window. Click OK.



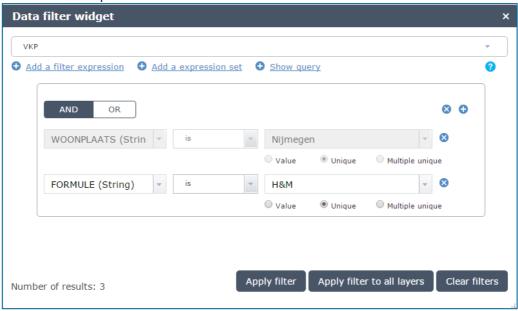
3.4. AND and OR filters

When filtering data, it matters whether you choose the **AND** or **OR** function.

Below, several examples of filters will be shown:

Example 1: You want to filter the sales points of the formula H&M located in the city of Nijmegen.

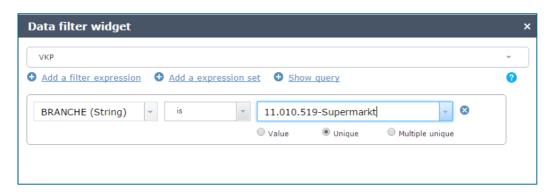
Choose "Add an expression set":



With this filter, choose AND: the sales points have to pertain to the formula H&M AND they have to be located in the city of Nijmegen.

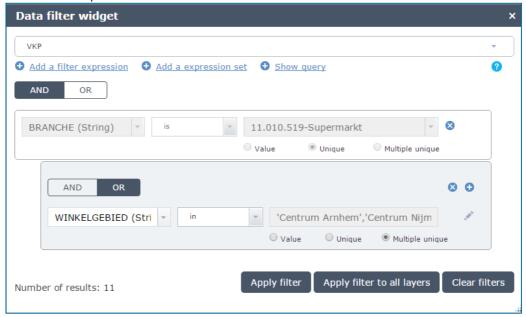
Example 2: You want to filter the sales points in the sector 'supermarkets' in the shopping areas of Arnhem Central and Apeldoorn Central.

Choose "Add filter expression":





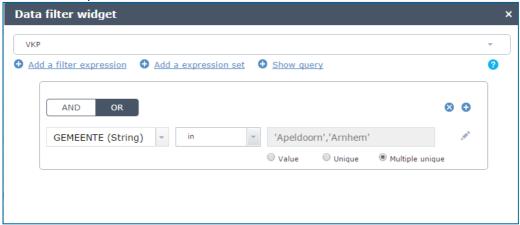
Choose "Add expression set":



With this filter, choose OR: you want to see the supermarkets located in Arnhem Central OR Apeldoorn Central. Had you chosen AND here, the filter would not have given any results. A supermarket cannot be located in Arnhem and Apeldoorn at the same time.

Example 3: You want to see the sales points in the group 11-Daily with a floor area of more than 750m² in the municipalities of Arnhem and Apeldoorn.

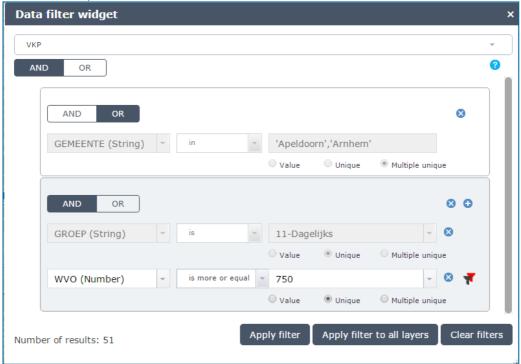
Choose "Add expression set":



With this filter, choose OR: the sales points have to be located in the municipality of Arnhem OR Apeldoorn. They cannot be located in both Arnhem and Apeldoorn at the same time.



Choose "Add expression set":

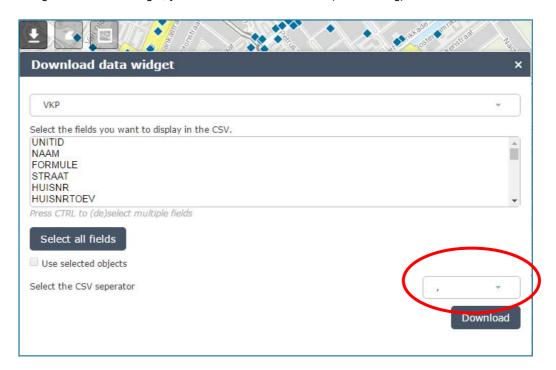


With this filter, choose AND: only the sales points in the group 'daily' with a WVO of more than 750m² are selected. Had you chosen OR here, all sales points in the group 11-Daily and all sales points with a WVO of more than 750m² would have been selected – also the ones located in other groups!



4 Download widget

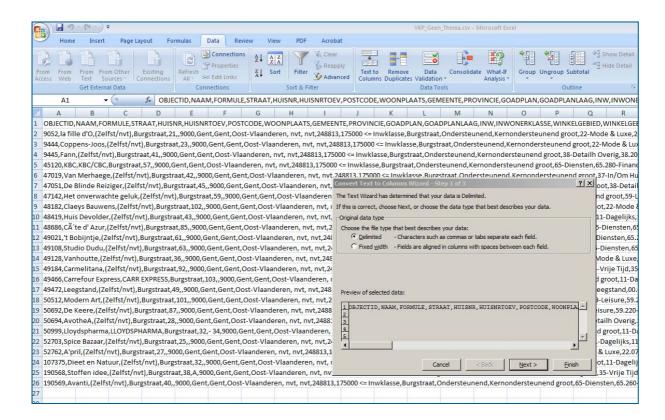
Using the Download widget, you can download a selection (after filtering) or all available data at once.



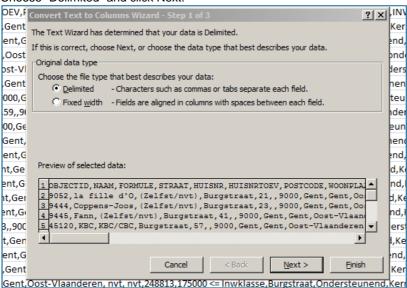
The data will be downloaded in CSV format, in which you will have to choose a field separator. In the Netherlands, the standard comma (,) is usually used as a decimal sign (see window control panel, region and language, additional settings, list separator). By using the semicolon (;), columns are made directly after exporting to Excel.

When the data is not displayed in columns right away, you can do the following: Select the entire column "A" and choose "Text to Columns" in the tab "Data".



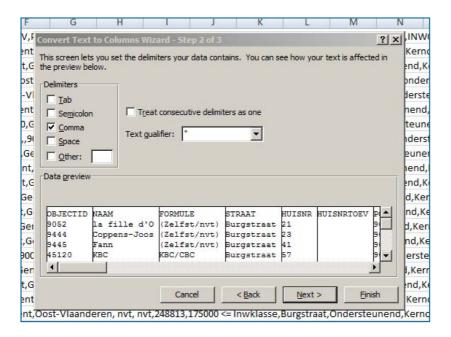


Choose "Delimited" and click Next:

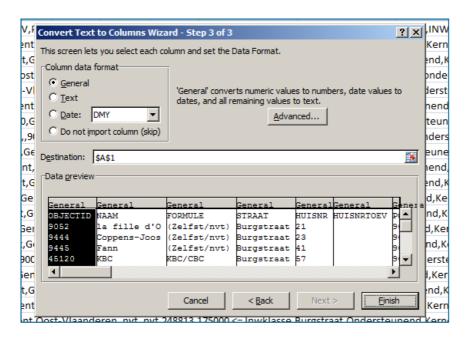


Choose "Comma" and click Next:





Click Finish:





5 Selection widget

With the Selection widget, you can select objects in the map using polygons or the selection arrow.

You can colour the selected objects, or download the data pertaining to these using the Download widget.

5.1. Selecting and colouring objects

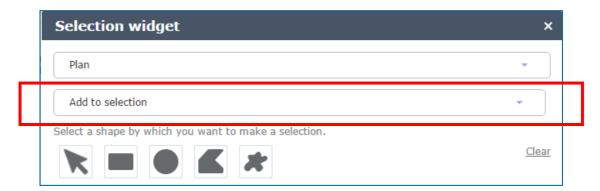
Choose the layer in which you want to select objects.



- Selection tool for the selection of a single object
- Selection tool for the selection of multiple objects within a rectangle
- Selection tool for the selection of multiple objects within a circle
- Selection tool for the selection of multiple objects within a polygon
- Selection tool for the selection of multiple objects within a polygon that can be drawn freely



If you want to select <u>multiple objects</u>, you should choose "Add to selection" after having selected the first object.

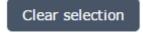


Now, you can click on any arbitrary object on the map.



Using the colour pallet, you can colour the objects and change the colour of their outline!

The button "Clear selection" resets the selection.



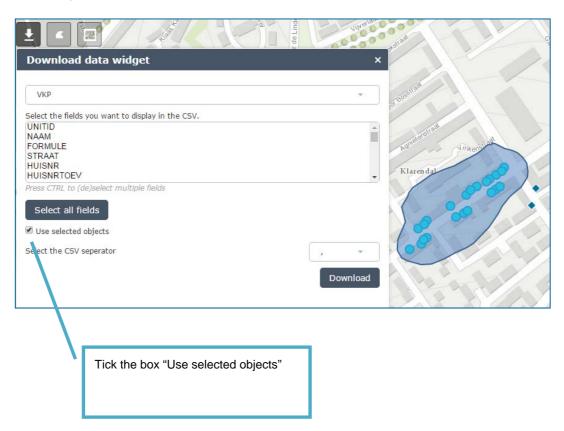
The button "Stop drawing" allows you to continue with other functions within the programme.

Stop drawing



5.2. Downloading a selection

After having made a selection, the Download button allows you to export the selected objects to a CSV file:



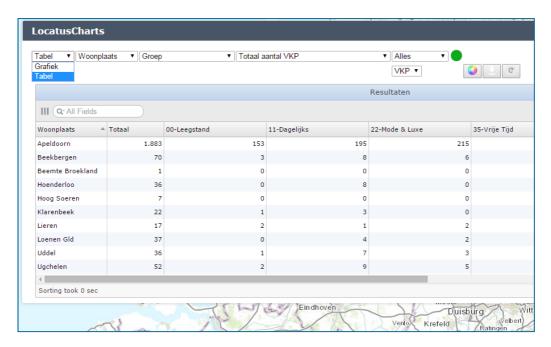


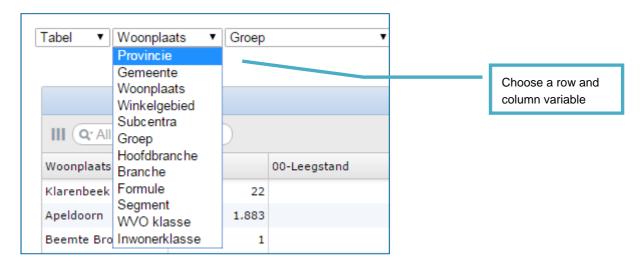
6 Matrix Chart widget

The Matrix Chart widget creates tables and graphs from the database on aggregated level.

6.1. Matrix

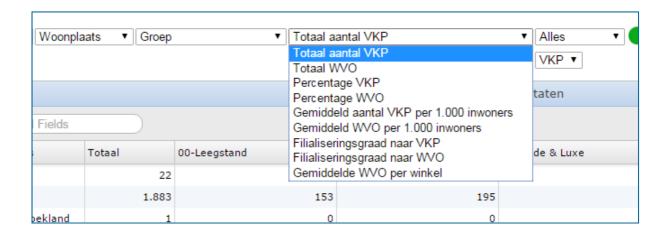
The widget standardly displays data in a table.



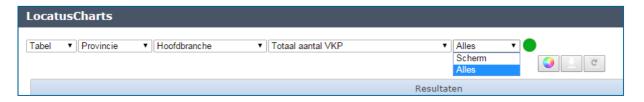


The table is set on Total VKP/Sales points. Using the list, you can choose other options.





The widget is set to use all data in the database. The matrix shows this by displaying "All".



The widget can also exclusively use the data shown on the screen. To select this option, choose "Screen".

You can export the tables as CSV file.

The refresh button refreshes the data in the table. This is necessary when you make a filter and then open the matrix; by refreshing, the filter is activated in the matrix widget.

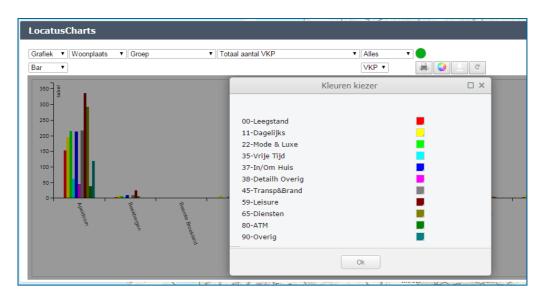


6.2. Chart

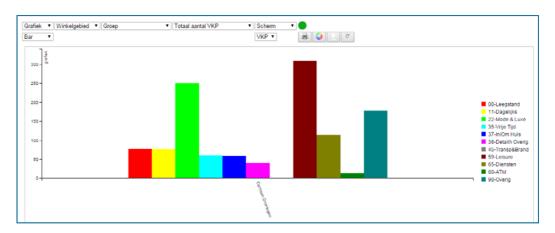
Two types of graphs can be made:



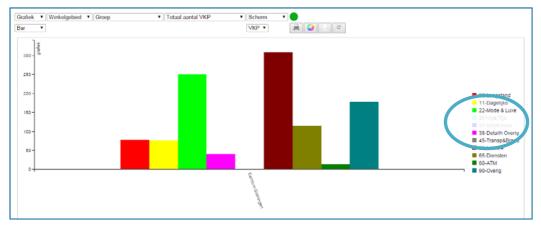
The coloured circle allows you to change the colours in the graphs.



By clicking a value in the legend you are able to turn a value on and off.







Clicking the value reactivates them.

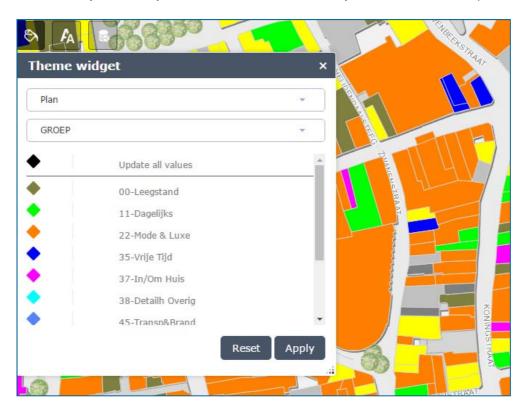
You can save the graphs as a picture in a PDF file.

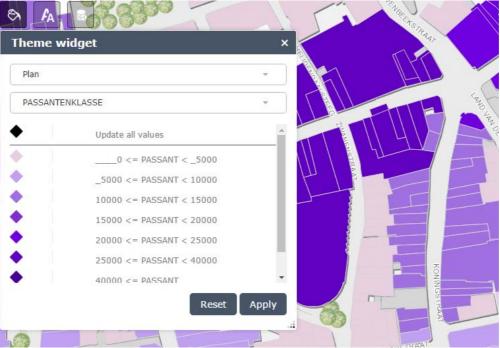


7 Theme widget

The *Theme widget* allows you to create a theme on all available variables. You can colour this theme as you wish.

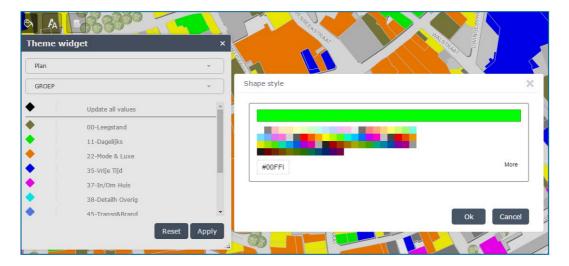
Choose the layer in which you want to create a theme. In many cases, a default colour pallet will appear.



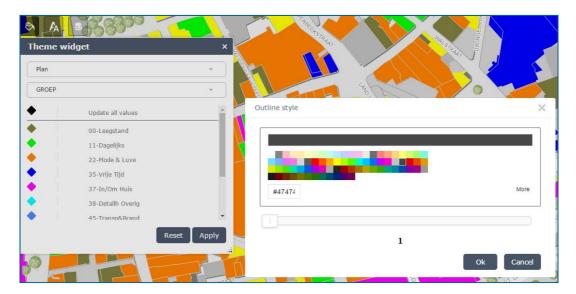




You can change the colours by clicking on the diamond-shaped symbol.



By clicking on the lines you can change the contour in colour and thickness. This is only possible in the Plan layer.



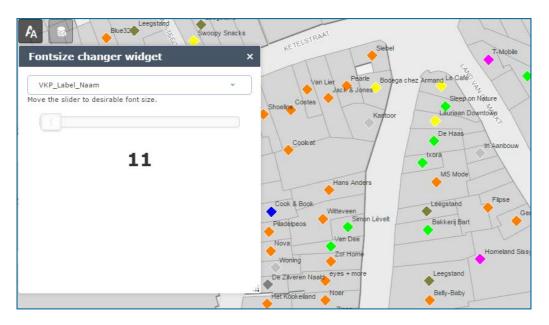
After changing colour and thickness, don't forget to click "Apply".



8 Font size changer widget

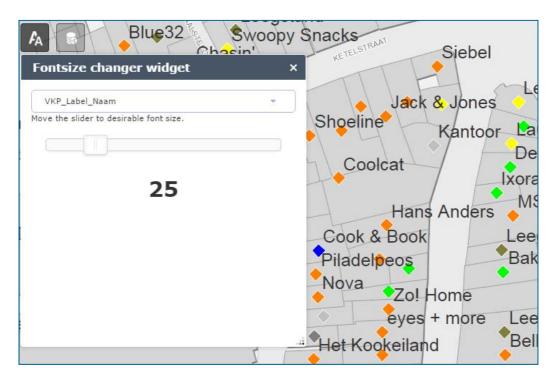
The Font size changer widget changes the size of the labels.

Choose the label layer you want to change.



Make sure that the label layer's box is ticked in the list of layers (layer list).

Use the bar to shift towards the desired font size.



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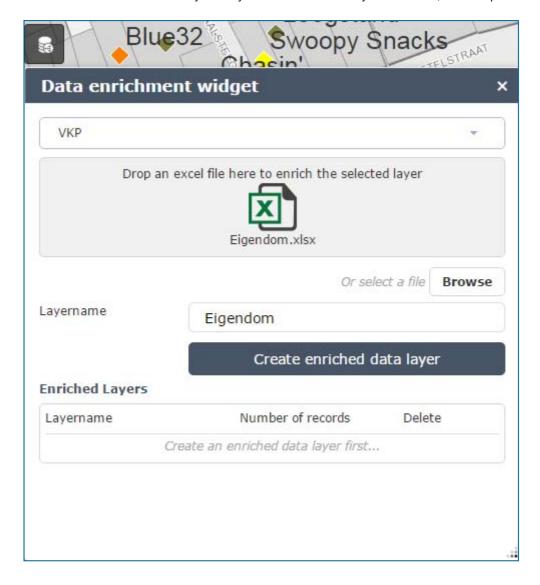


9 Data enrichment widget

The Data enrichment widget connects your own data with that of Locatus.

The connection works via an Excel file (.xlsx) and has to contain the field UNITID. The connection is made on the basis of the field UNITID.

Choose from the database the layer that you want to connect to your own data, for example VKP/Sales Points.

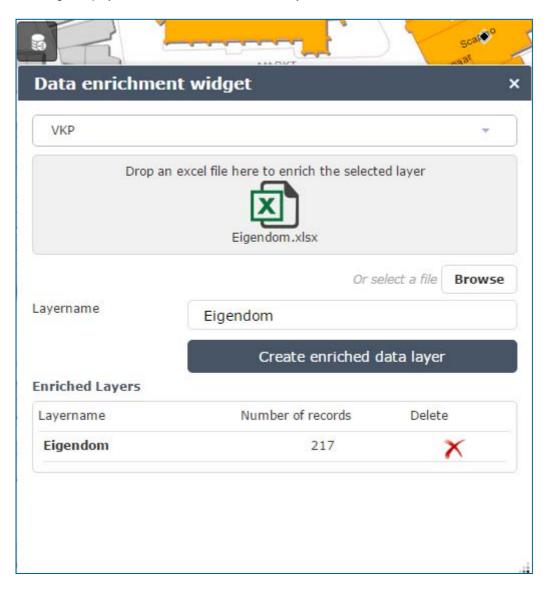


Rename the new layer (e.g. Property) and click:

Create enriched data layer

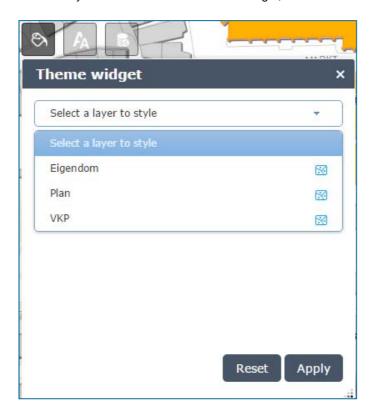


The widget displays the amount of rows in the new layer.

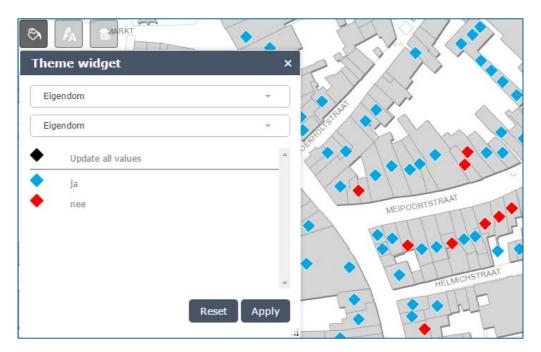




The new layer is now visible in the *Theme widget*, too:



You can now create a theme on your own, newly added fields with the theme widget.



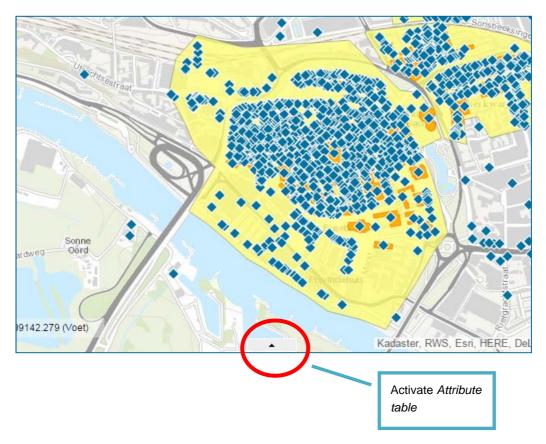
The connection with personal data will NOT be saved by Locatus Online.



10 Attribute table

The Attribute table displays the underlying data of objects on the map.

You are able to download the data to a CSV file, but only up to a limit of 1,000 records. If you want to download more records, please use the *Download widget*.



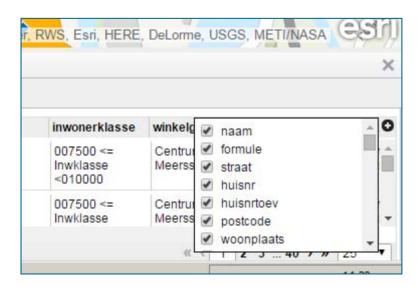
Options Attribute table:





To turn columns on and off in the Attribute table:





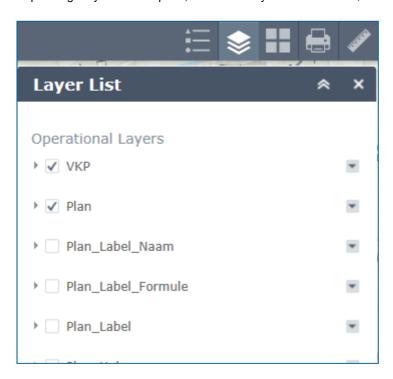


11 Layer list

Clicking the Layer list button will display all available map layers. Ticking the box will activate the layer.

VKP means Sales Points and Plan means Retail Plans.

Depending on your subscription, some Plan layers will be visible, and others not.





12 Basemap Gallery

Changing the background is easy with the Basemap Gallery.

The standard background is Topographic.





13 Measurement

The Measurement widget (Meting) allows you to calculate areas and distances, and display the coordinates.

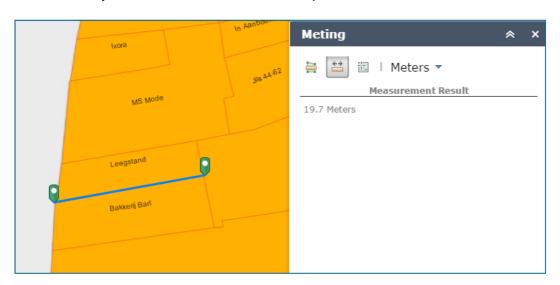
13.1. Measuring surface area

Draw a polygon with your mouse and double click at the last point.



13.2. Measuring distance

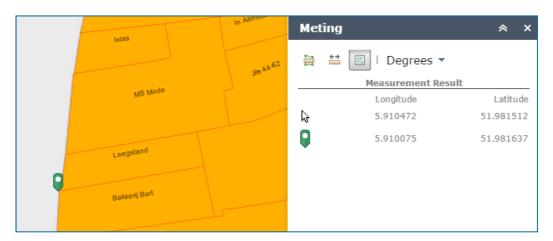
Draw a line with your mouse and double click at the last point.





13.3. Determining latitude and longitude

The coordinates are displayed in the Lat/ Long (WGS84) system.

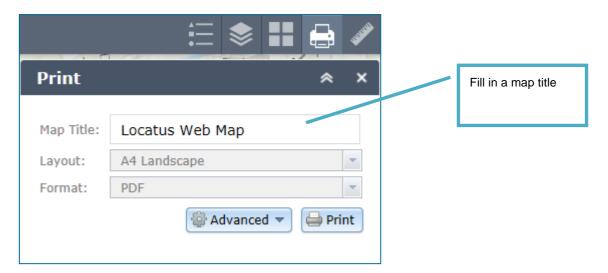




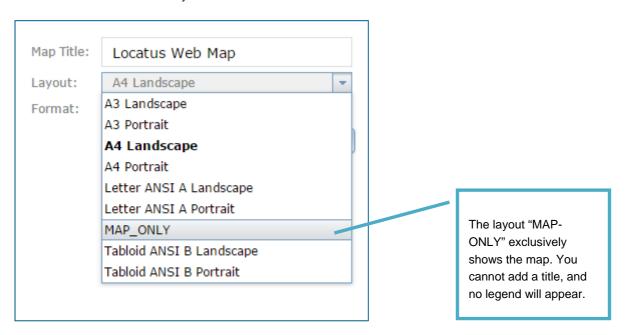
14 Printing

The Print button allows you to create images in various file formats and paper sizes.

(Afdrukken

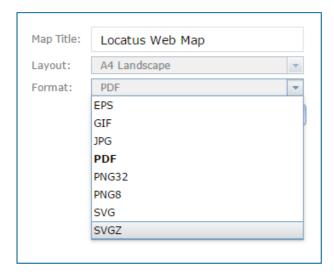


You can choose from several layouts.

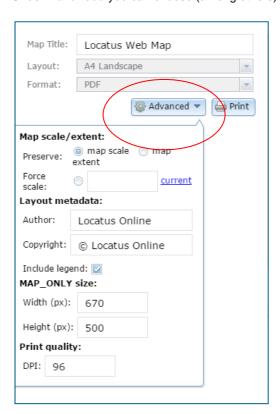




You can choose several file formats.



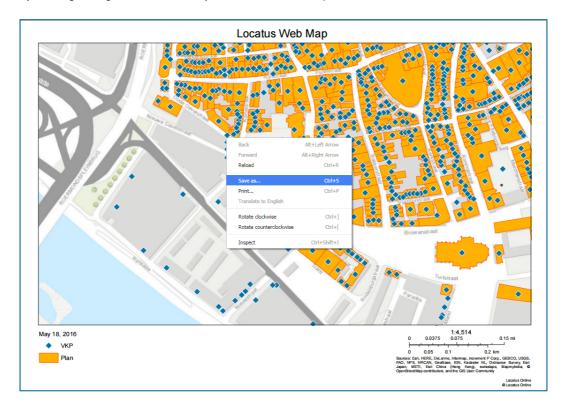
Under Advanced you can choose (among others) map scale or map extent, and change the print quality via DPI.





The print will open in a new tab of your browser.

By clicking the right mouse button, you can choose Save picture as:





15 Helpdesk

If you have any questions, please contact our Helpdesk. To contact our Dutch branch, use the telephone number +31 (0)348 - 49 02 81. To reach the Belgian helpdesk, please call +32 (0)2 - 26 72 800. Or send an email to helpdesk@locatus.com.



Types of shopping area

City & Town Centres

The most important shopping area in a town or city is designated as City & Town Centre. With Locatus' database, six subcentres are distinguished:

City Centres over 400 shops

In effect, this pertains to the 17 most important shopping areas in the Netherlands, of which the inner cities of Amsterdam, Rotterdam, The Hague, Utrecht, Groningen and Maastricht are part.

Regional Centre Large

200-400 shops

A regional centre is the biggest shopping area of a town or city. There are between 200 and 400 points of sale in the retail business. Examples are Bussum centre or Delft centre.

Regional Centre Small

100-200 shops

A regional centre is the biggest shopping area in the town or city. There are between 100 and 200 points of sale in the retail business. Examples are Francker centre or Putten centre

Subregional Centre Large

50-100 shops

A subregional centre is the biggest shopping area in a town or city. This pertains to centres with fewer than 100, but more than 50 shops in the retail business.

Subregional centre Small

5-50 shops

A subregional centre is the biggest shopping area in a town or city. This pertains to centres with a maximum of 50 points of sale in the retail business.

Subregional Convenience Centre

3-4 shops

This is a concentration of shops that constitutes the biggest shopping area in a town or city and which has 3 or 4 shops. A Subregional ConvenienceCentre must include 1 supermarket measuring 500 m² shop floor area or more.

Supportive Centres

In addition to one city or town centre, a town may have one or more supportive shopping areas. Within the category of "supportive centres", the following six types of shopping areas are distinguished:

City District Centre

over 50 shops

A city district centre is always an addition to a city centre or primary shopping centre. Furthermore, the majority of the centre will have been developed methodically. Examples of district centres include Amsterdam-Osdorpplein or Nijmegen-Dukenburg.



Inner Urban Shopping Street

over 50 shops

This is also a case of a supportive centre with more than 50 shops, but in contrast to the district centres, these shopping areas have not been developed methodically, but are the shopping streets in major cities. Examples include Steenstraat in Arnhem, Amsterdamsestraatweg in Utrecht and Overtoom in Amsterdam.

District Centre (large)

25-50 shops

A large district centre coexists alongside a city centre or a regional centre and has fewer shops than a City District Centre.

District Centre (small)

fewer than 25 shops

These centres have a specific supportive function. Small district centres are either concentrations of shops including 5-10 shops and 2 or more supermarkets or small shopping areas with 10-25 shops.

Neighbourhood centre

This is a concentration of shops featuring a minimum of 5 and a maximum of 9 shops. Additionally there may be one supermarket or no supermarkets present in this type of shopping area.

Mini convenience centre

This is a concentration of 3 or 4 shops, that includes 1 supermarket measuring 500 m² shop floor area or more.

Residual Centres

The category 'residual centres' encompasses large-scale concentrations of shops and special shopping areas.

Big Box Retail Park

Concentration of 5 or more shops with an average retail floor surface minimum 500 m² per shop. Furhtermore, a minimum of 50% of the shops must be targeted. This means that at least half of the retail floor surface of the shopping area is geared towards the industries "plants and animals", "electronics", "bicycle and vehicle accessories", "DIY" or "home".

Specialty Centre

Shopping areas not belonging to one of the aforementioned categories are designated as a special shopping area. This mostly pertains to shopping areas around a railway station or shopping areas with a special theme. Designer Outlet Center in Roermond, Stationsplein Breda and Amsterdam Airport Schiphol are included in this category, for example.

Solitary Outlets

The term 'Solitary Outlets' is used for all points of sale which do not meet the criteria of the shopping centres mentioned before.



Retail Overview The Netherlands

Retail Sector

00-Vacancy

Retail Category

00.000-Vacancy

Retail Activity

00.000.000-Vacancy

Retail Sector

11-Convenience

Retail Category

11.010-Food

Retail Activity

11.010.005-Frozen foods

11.010.012-Vegetables/Fruit

11.010.111-Bakery

11.010.112-Pies

11.010.123-Tropical foods

11.010.132-Chocolate

11.010.137-Coffee/Tea

11.010.141-Delicatessen

11.010.261-Cheese

11.010.309-Mini-mart

11.010.350-Night shop

11.010.378-Nuts

11.010.399-Poulterer

11.010.423-Healthfoods

11.010.471-Butcher

11.010.477-Liquor store

11.010.480-Winestore

11.010.519-Supermarket

11.010.522-Tobacco/Newsagent

11.010.555-Tobacconist

11.010.588-Fish

11.010.657-Confectionery

11.010.912-Hospital shop

11.010.950-Food misc

Retail Category

11.020-Personal Care

Retail Activity

11.020.024-Chemist

11.020.156-Drugstore

11.020.393-Perfumery

11.020.395-Hair products

11.020.950-Pers care misc

Retail Sector

22-Clothing&Luxury

Retail Category

22.030-Department Store

Retail Activity

22.030.618-Department store

Retail Category

22.040-Clothing & Apparel

Retail Activity

22.040.072-Hosiery

22.040.093-Furriers

22.040.114-Bridalwear

22.040.135-Womens wear

22.040.138-W&M wear

22.040.216-Mens wear

22.040.258-Childrens wear

22.040.324-Leather wear

22.040.330-Lingerie

22.040.360-Fashion accessory

22.040.495-Sportswear

22.040.543-Clothing&textiles

22.040.546-Family clothing superstor

Retail Category

22.050-Footwear & Leather

Retail Activity

22.050.321-Leather goods

22.050.453-Footwear

Retail Category

22.060-Jewellers & Opticians

Retail Activity

22.060.252-Jeweller

22.060.570-Clocks

22.060.770-Optician

Retail Category

22.070-Household & Luxury goods

Retail Activity

22.070.207-Glass/Pottery

22.070.240-Household goods

22.070.243-Housh linens

22.070.264-Gifts

22.070.288-Kitchenware

Retail Category

22.080-Antiques & Art

Retail Activity

22.080.021-Antiques

22.080.312-Art dealer

Retail Sector

35-Recreational Goods

Retail Category

35.100-Sports & Toys

Retail Activity

- 35.100.125-Outdoor sports
- 35.100.444-Ridingwear&access
- 35.100.486-Toys
- 35.100.487-Model shop
- 35.100.492-Sports shop
- 35.100.591-Fishing tackle
- 35.100.627-Water sports
- 35.100.950-Sports spec

Retail Category

35.110-Hobbies

Retail Activity

- 35.110.165-Electronic parts
- 35.110.189-Camera shop
- 35.110.227-Handcrafting goods
- 35.110.228-Wool/needlework
- 35.110.366-Coins/Stamps
- 35.110.372-Musical instruments
- 35.110.375-Sewing machines
- 35.110.510-Fabrics

Retail Category

35.120-Media

Retail Activity

- 35.120.090-Bookshop
- 35.120.091-Comic books
- 35.120.129-Image/Sound
- 35.120.180-Softwr/Games
- 35.120.276-Office supplies
- 35.120.411-Poster/Card
- 35.120.750-Books&Stationery
- 35.120.760-Cartridge refill

Retail Sector

37-Home&Garden

Retail Category

37.130-Floristry & Petcare

Retail Activity

- 37.130.027-Aguarium
- 37.130.087-Florists
- 37.130.147-Pet supplies
- 37.130.555-Garden goods
- 37.130.558-Garden centre
- 37.130.559-Garden furniture

Retail Category

37.150-Domestic Appliances

Retail Activity

- 37.150.117-Audio & Tv
- 37.150.130-Computers
- 37.150.231-Househ repair parts
- 37.150.537-Telecom
- 37.150.639-White goods
- 37.150.642-Domestic appliances

Retail Category

37.160-Car & Bike

Retail Activity

- 37.160.039-Car accessories
- 37.160.043-Car HiFi
- 37.160.177-Bicycles
- 37.160.178-Scooters/Mopeds

Retail Category

37.170-Do-It-Yourself

Retail Activity

- 37.170.096-DIY Superstore
- 37.170.099-Building materials
- 37.170.100-Saunas/Pools
- 37.170.102-Door/Window frames
- 37.170.108-DIY
- 37.170.237-Lumber
- 37.170.249-Hardware&Tools
- 37.170.280-Sanitaryware
- 37.170.576-Paint/Wallpaper

Retail Category

37.180-Living

Retail Activity

37.180.054-Baby superstore

37.180.066-Bedroom/Bed

37.180.291-Kitchens

37.180.348-Furniture

37.180.350-Home furnishing superstor

37.180.381-Oriental rugs/carpets

37.180.440-Kitchens/Bathrooms

37.180.447-Bathrooms

37.180.579-Lighting

37.180.630-Laminate&Wood Flooring

37.180.635-Tiles

37.180.645-Home furnishing

37.180.648-Furnishing fabrics

37.180.651-Home accessories

37.180.663-Sunshades&blinds

Retail Sector

38-Other Retailing

Retail Category

38.200-Other Retailing

Retail Activity

38.200.003-2ndH Various

38.200.013-2ndH Clothing

38.200.033-2ndH Books

38.200.140-Food automat

38.200.153-Stocklots

38.200.154-Army surplus

38.200.174-Party shop

38.200.225-Medical/Orthopedic

38.200.226-Hearing aids

38.200.433-New Age

38.200.450-Smartshop

38.200.451-Growshop

38.200.468-Erotica

38.200.610-Souvenirs

38.200.905-Odd-Shops

38.200.910-Fireplace/Stoves

38.200.920-Natural stone

38.200.950-Non-Food Misc

Retail Sector

45-Transport & Fuel

Retail Category

45.203-Automotive

Retail Activity

45.203.020-Car Salvage Yard

45.203.045-Carparts

45.203.126-Caravans/Trailers

45.203.128-Boats

45.203.242-Car dealer

45.203.243-Car windows

45.203.269-Car Damage Repair

45.203.270-Service station

45.203.365-Motorcycle

Retail Category

45.205-Fuel

Retail Activity

45.205.528-Filling Station 45.205.535-Fuels

Retail Sector

59-Leisure

Retail Category

59.210-Catering industry

Retail Activity

59.210.123-Pub

59.210.127-Coffee house

59.210.133-Coffeeshop

59.210.150-Discotheque

59.210.155-Sex/Nightclub

59.210.171-Fastfood

59.210.180-Delivery/Take away

59.210.215-Grillroom/Shoarma

59.210.234-Hotel

59.210.235-Hotel-Rest

59.210.246-lce-cream parlour

59.210.333-Lunchroom

59.210.392-Pancake rest

59.210.430-Café-Restaurant

59.210.434-Restaurant

59.210.465-Party venue

59.210.950-Catering Misc

Retail Category

59.220-Cultural

Retail Activity

59.220.075-Library

59.220.081-Cinema

59.220.198-Gallery

59.220.318-Art Library

59.220.369-Museum

59.220.549-Theatre

Retail Category

59.230-Recreation

Retail Activity

59.230.018-Amusement arcade

59.230.020-Amusement park

59.230.028-Casino

59.230.070-Fairs/expositions

59.230.078-Billiards/Pool

59.230.080-Indoor playground

59.230.102-Bowling

59.230.150-Zoo

59.230.200-Fitness

59.230.265-Kart track

59.230.285-Skittles/Ninepins

59.230.290-Climbing wall

59.230.295-Ice-rink

59.230.310-Lasergame

59.230.570-Sauna

59.230.590-Skitrack

59.230.600-Betting office

59.230.660-Tanning salon

59.230.700-Swimmingpool

59.230.950-Amusement Misc

Retail Sector

65-Services

Retail Category

65.250-Rental

Retail Activity

65.250.033-Videoshop

65.250.048-Car Rental

65.250.111-Bicycle hire

65.250.204-Tools Rental

65.250.950-Rental Misc

Retail Category

65.260-Tradecrafts

Retail Activity

65.260.213-Goldsmith

65.260.222-Shoe Repair/Keys

65.260.230-Hairdresser

65.260.235-Tattoo/Pierc

65.260.240-Beauty Salon

65.260.294-Clothing Repair

65.260.301-Upholsterer

65.260.336-Tailor

65.260.431-Pottery maker

65.260.445-Appliances repair service

65.260.462-Printing/Copy

65.260.470-Photographer

65.260.501-Pet Grooming Parlour

65.260.630-Picture framing

65.260.950-Tradecrafts Misc

Retail Category

65.280-Financial institution

Retail Activity

65.280.030-Financial Advisor

65.280.050-Insurance Store

65.280.063-Bank

65.280.410-Postoffice

65.280.950-Financ institution Misc

Retail Category

65.290-Personal services

Retail Activity

65.290.073-Internet/callcentre

65.290.340-Estate Agent

65.290.427-Carwash

65.290.428-Car cleaning

65.290.430-Cycle shed

65.290.510-Massage parlor

65.290.624-Launderette/Dry cleaners

65.290.865-Travel Agent

65.290.878-Employment agency

65.290.930-Funeral Parlour

65.290.950-Services Misc

Retail Sector

80-ATM

Retail Category

80.000-ATM

Retail Activity

80.000.001-ATM