

## ERSTE SCHRITTE MIT MYIBAN\_RECHNER

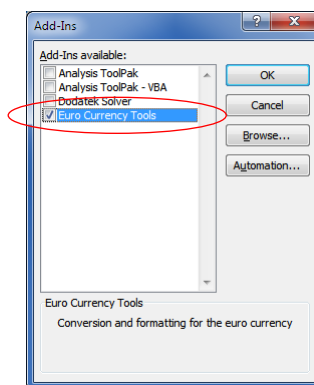
Vor der Nutzung des auf Excel basierenden Konverters myIBAN\_Rechner.xslm muessen folgenden Voraussetzungen erfuehlt sein.

- Microsoft Excel 2010
- Aktivierung des Excel Add-In „Euro Currency Tool“

### DAS EUROWÄHRUNGS-TOOL-ADD-IN INSTALLIEREN.

Gehen Sie folgendermaßen vor, um das Eurowährungs-Tool-add-in zu installieren:

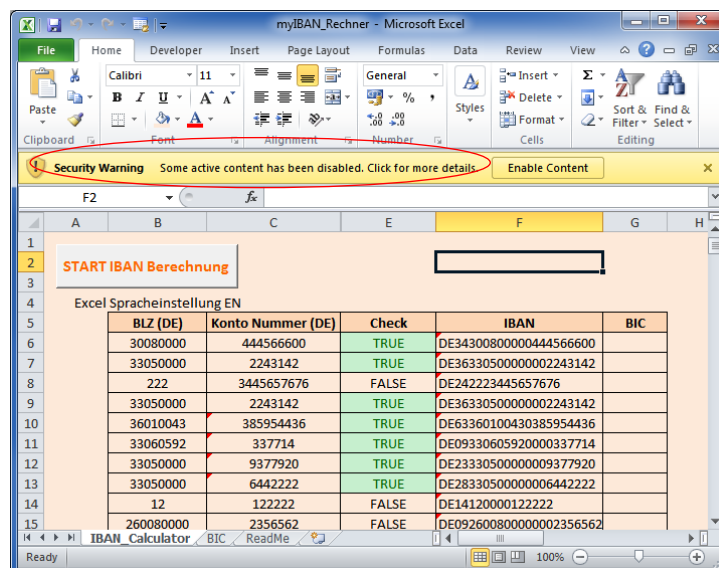
1. Starten Sie Excel.
2. Klicken Sie im Menü **Extras** auf **Add-Ins**.
3. Klicken Sie auf das Kontrollkästchen **Eurowährungs-Tool** aktivieren, und klicken Sie dann auf **OK**.



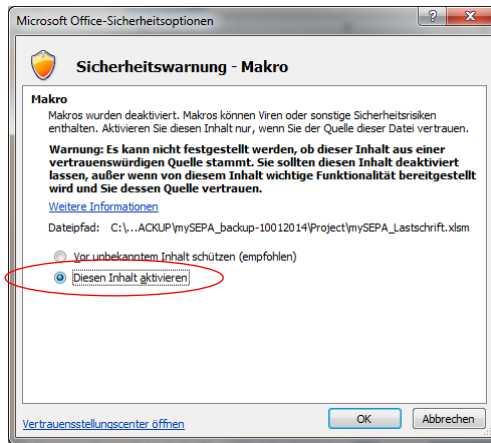
### DAS PROGRAMM MYIBAN\_RECHNER INSTALLIEREN UND STARTEN.

Das EXCEL Programm myIBAN\_Rechner.xslm mit seinen Arbeitsblättern ist kostenfrei und kann auf unbegrenzte Zeit, in der Vollversion getestet werden. Hierbei können bis zu 1000 Objekte verarbeitet werden. Dazu Kopieren sie die Datei myIBAN\_Rechner.xslm in ein frei wählbares Verzeichnis auf ihrer Festplatte (Z.B.: c:/sepa/ myIBAN\_Rechner.xslm) und starten das Tool via Doppelklick.

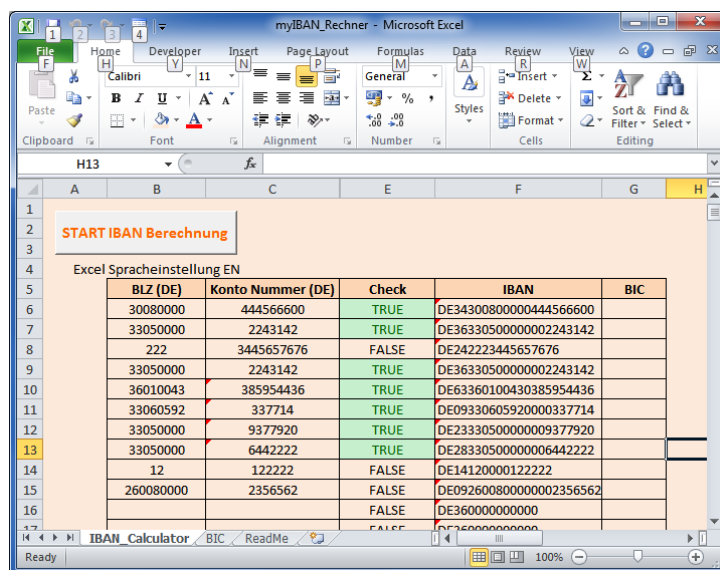
- ⇒ Klicken Sie auf das Kontrollkästchen „**Optionen**“ um Macros zu aktivieren



⇒ Wählen sie „Diesen Inhalt aktivieren“ aus



⇒ OK, nun koennen Sie loslegen ...



## ATTACHMENT A: TESTIMONIALS/CASE STUDY INTERVIEW TEMPLATE

1. Organization name
2. Area/population served by the organization
3. Contact person(s) name, title, phone number and email
4. Date of interview
5. Background
  - a. What is the business of the organization
  - b. What are the primary ways that mySEPA is used as a tool to carry out the business of the organization
6. Let's focus on a project or projects completed by your organization (or a constituent/member of your organization) that used resources made available through SEAs©, or in some way was impacted by the existence of SEAs©.
  - a. Was this a new project or something that's part of your ongoing business?
  - b. Talk about the project(s). What was the objective? What challenges did you face along the way? Was your objective achieved?
  - c. Who were the key people and organizations involved in the effort? What is their professional expertise?
7. Summarize quantitatively and/or qualitatively how mySEPA tools presence affected the project.
  - a. Were there any problems encountered that mySEPA tools resources helped to overcome?
  - b. Identify the product(s)/service(s) supported by SEAs© that benefited the project, e.g., endorsed best practice; regional data solution; forum to address common SEPA needs; forum for sharing SEPA knowledge; data search and retrieval tool (mySEPA\_\*); other.
  - c. How did the process for completing the project change as a result of SEAs© resources?
  - d. How did the outcome change as a result of SEAs© resources?
8. Has the outcome of this project changed the way your organization does business/provides services/deals with clients? How?
  - a. Give specific examples of old and new ways of doing things.
  - b. What has been the impact on productivity?
  - c. Have any unexpected benefits come from it?
9. Are there any other "lessons learned" from this project/experience that might be of interest and benefit to other organizations?
10. Has SEAs© had any impact on your organization's investment in SEPA technology?

If so, how?
11. Do you have any suggestions for how SEAs© could be of further assistance to your?