



Lead Office List Online System

The System is hosted on <http://leadofficelist.fipra.com/>

Logging in:

Login using the login details issued to you by email or contact claire.kavanagh@fipra.com if you have forgotten your details.

Heads of Units and Special Advisers have access to **view** the full list from all units and to **edit** their own unit information. Any member of the Network can **view** information on the system by using a guest log in

Guest Login: leadofficelist@fipra.com

Guest password: fipriot

Lead Office List Tab:

When you log in you will see the **full** Lead Office list sorted alphabetically by Client.

LEAD OFFICE LIST

Logged in as Peter-Carlo Lehrell
International Head of Unit Logout

Lead Office List About the List Reports Your Clients

Active Clients

Add a Client View Reports Export All to PDF Export Visible to PDF Print

* denotes mainly PR client. For all RLMFinsbury PR clients, please contact either Rory Chisholm or John Gray in the first instance except where indicated in brackets.

« 1 2 3 4 5 ... 104 105 » Viewing 1-10 of 1,045 Page 1 of 104 Search list...

Show Dormant Per Page: 10 25 50 All Sort: A-Z Z-A Newest Oldest

CLIENT NAME	SECTOR	TYPE	SERVICE	LEAD UNIT	AD TO TALK TO
3i	Financial Services (Banking/Invest)	Corp	PR	United Kingdom	*
Aalborg University	Education	Other	PA	Denmark	Lars Abel
Aarhus University / Business School	Education	Other	PA	Denmark	Lars Abel
ABB	Industry / Engineering / Mining	Corp	PR	Norway	Steinar Flaa
ARR	% N/A Energy	Corp	PA	Germany	Markus Rues

From this screen you can:

1. Navigate between views ie how many records you wish to view per page
2. Sort the list by using the filter drop-down buttons.
 - a. by sector,
 - b. by type,
 - c. by service,
 - d. by Lead Unit/Person and
 - e. by Account Director
3. Search for a Client on the list using the Search List box or the A-Z
4. Navigate to the About the list, Reports and Your Clients tabs
5. The sorted lists can be Exported to PDF or Printed
6. In most cases, only one unit has the lead and therefore a direct contractual relationship exists. Where two units, or a Unit and a Spad for example, in different jurisdictions have a contract with the same client, this is indicated by a link icon and the country initials or the Special Adviser's initials (followed by (sa)) and multiple entries are made.

LEAD OFFICE LIST

Logged in as Peter-Carlo Lehrell
International Head of Unit Logout

Lead Office List About the List Reports Your Clients 4

Your Clients 5

Add a Client

Export All to PDF Export Visible to PDF Print

« 1 2 3 4 » Viewing 1-10 of 38 Page 1 of 4 Search clients...

Show Dormant Per Page: 10 25 50 All Sort: A-Z Z-A Newest Oldest

Begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

CLIENT NAME	SECTOR	TYPE	SERVICE	ACTIONS	TOGGLE STATUS
Amgen	Medical / Healthcare / Science	Corp	PA		
Apple Inc	IT	Corp	PA		
ASEA	Retail / Consumer Products / Food/Drink	Corp	PA		
Bayer Healthcare	% NO, CA, KR, LU	Corp	PA		

6

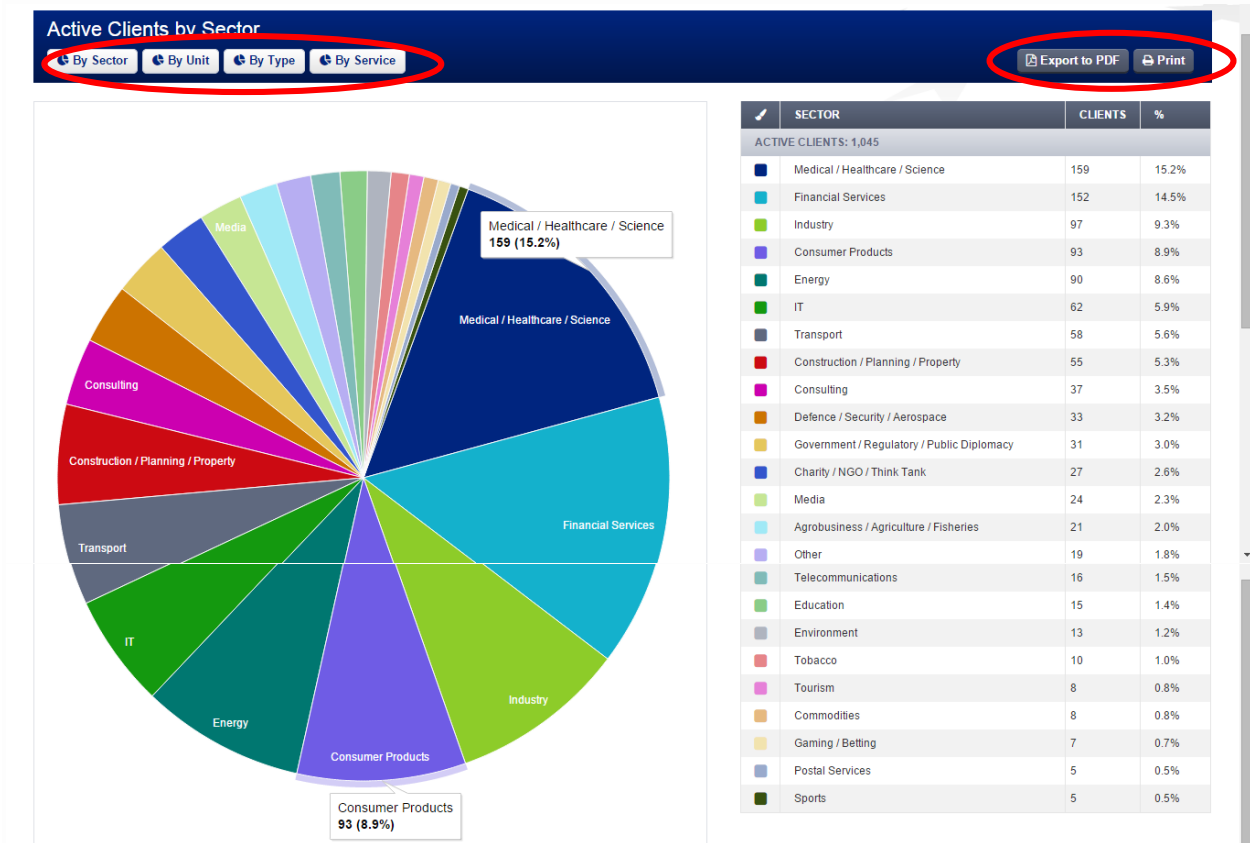
About the List brings you to a detailed explanatory note about the Lead Office List. This was page one on the printed list and contains very important information. Please read it!

Reports:

Click on the Reports tab to view, download and print a range of reports. This information is always live and up to date.

Click on the **By Sector**, **By Unit**, **By Type**, **By Service**, buttons to navigate between different reports.

Reports can also be Downloaded as PDF's or printed.



Your Clients: (*Heads of Units and Special Advisers only*) brings you to an alphabetical list of your clients that you can view, add, edit or update

To Add:

On the Clients tab, click the **Add a Client** button on the top left hand corner. Use the tab key to navigate through the fields. Please remember to include a comment.

When you have completed the form just click the **Add** button.

Add a Client

← Overview

* Client name:

* Current status:

* Link to unit:

* The Account Director to speak to:

* Client sector:

* Client type:

* Client service:

Comments:

Add

To View:

Click on the client name to see what information is stored in the system.

Use the **Go Back** button to go back to your list.

Amgen

Edit this client

Go back

Lead Unit

International

Rue de la Loi 227
Brussels
Belgium
1040

Account Director to talk to

Laura Batchelor

Comments

Various projects

Details

Sector: Medical/Healthcare/Science

Type: Corporation/Company

Service: PA

To Edit:

Use the [Edit this Client](#) button or from the main view use the pencil button which is under Actions.

Editing Client: Amgen

Overview

* Client name:

Amgen

* The Account Director to speak to:

Laura Batchelor

* Client sector:

Medical / Healthcare / Science

* Client type:

Corporation/Company

* Client service:

PA

* Current status:

Active

Comments:

Various projects

Edit

Use the tab button to quickly move through and update the fields.
Click Edit to save your updates.

There is no option to delete a client as we wish to create a full history just mark a client as Dormant if you no longer work with them. To make a client dormant click the make dormant button. By clicking this, the system creates a history by automatically creating an archive record. Simply click [Go Back](#) to return to your list

Clients Overview

Add a Client

Create a Client/Member Link

Export PDF: All

Export PDF: Visible

Export Excel: All

Export Excel: Visible

Export PDF: Duplicates

Print

« 1 2 3 4 5 ... 104 105 »

Viewing 1-10 of 1,042

Page 1 of 105

Search clients...

Show Dormant

Per Page: 10 25 50 All

Sort: A-Z Z-A Newest Oldest

Begin with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

CLIENT NAME	UNIT	SECTOR	TYPE	SERVICE	ACTIONS	
Aalborg University	Denmark	Education	Other	PA	<div><div></div><div></div><div></div><div></div><div></div><div>Make Dormant</div></div>	
Aarhus University / Business School	Denmark	Education	Other	PA	<div><div></div><div></div><div></div><div></div><div></div><div>Make Dormant</div></div>	
AB Inbev	🇳🇱 RK (sa), NL	Germany	Retail / Consumer Products / Food/Drink	Corp	PA	<div><div></div><div></div><div></div><div></div><div></div><div>Make Dormant</div></div>
ABB	🇩🇪 DE	Norway	Industry / Engineering / Mining	Corp	PR	<div><div></div><div></div><div></div><div></div><div></div><div>Make Dormant</div></div>
ABB	🇳🇴 NO	Germany	Energy	Corp	PA	<div><div></div><div></div><div></div><div></div><div></div><div>Make Dormant</div></div>
Abb Vie	Norway	Medical / Healthcare /	Corp	PA/PR	<div><div></div><div></div><div></div><div></div><div></div><div>Make Dormant</div></div>	

Below is the view of Dormant Clients and the Archive record created.

Clients Overview

[Add a Client](#)
[Create a Client/Member Link](#)
[Export PDF: All](#)
[Export PDF: Visible](#)
[Export Excel: All](#)
[Export Excel: Visible](#)
[Export PDF: Duplicates](#)
[Print](#)

1
2
3
4
5
...
195
196
»

Viewing 1-10 of 1,960 | Page 1 of 196 |

[Hide Dormant](#)
[Hide Active](#)

Per Page: 10 25 50 All

Sort: A-Z Z-A Newest Oldest

Begins with:
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

CLIENT NAME	UNIT	SECTOR	TYPE	SERVICE	ACTIONS
100 Women in Hedge FS	USA	Media	Corp	PA	🔍 📄 ✎ ✖ 🔄 Make Active
3i	United Kingdom	Financial Services (Banking/Invest)	Corp	PR	🔍 📄 ✎ ✖ 🔄 Make Active
Aalborg University	Denmark	Education	Other	PA	🔍 📄 ✎ ✖ 🔄 Make Active
Aarhus University / Business School	Denmark	Education	Other	PA	🔍 📄 ✎ ✖ 🔄 Make Dormant
AB Inbev	🇳🇱 RK (sa), NL	Retail / Consumer Products / Food/Drink	Corp	PA	🔍 📄 ✎ ✖ 🔄 Make Dormant

[Lead Office List](#)
[About the List](#)
[Reports](#)
[Event Log](#)
[Clients](#)
[Users](#)
[Network](#)
[Sectors](#)
[Types](#)
[Services](#)
[Add](#)

Archive records for Aalborg University

[Clients Overview](#)
[Add an Archive Record](#)

DATE	UNIT	ACCOUNT DIRECTOR	COMMENT	ACTIONS
27 May 2015	Denmark	Lars Abel	Became dormant	✎ ✖

NOTE: *There is no option to delete a client as we wish to create a full history.*

If you need any help with this or have any questions, comments or feedback please contact Claire Kavanagh on +353 26 489 36 or claire.kavanagh@fipra.com