

# PoliceBook - Acquisitions

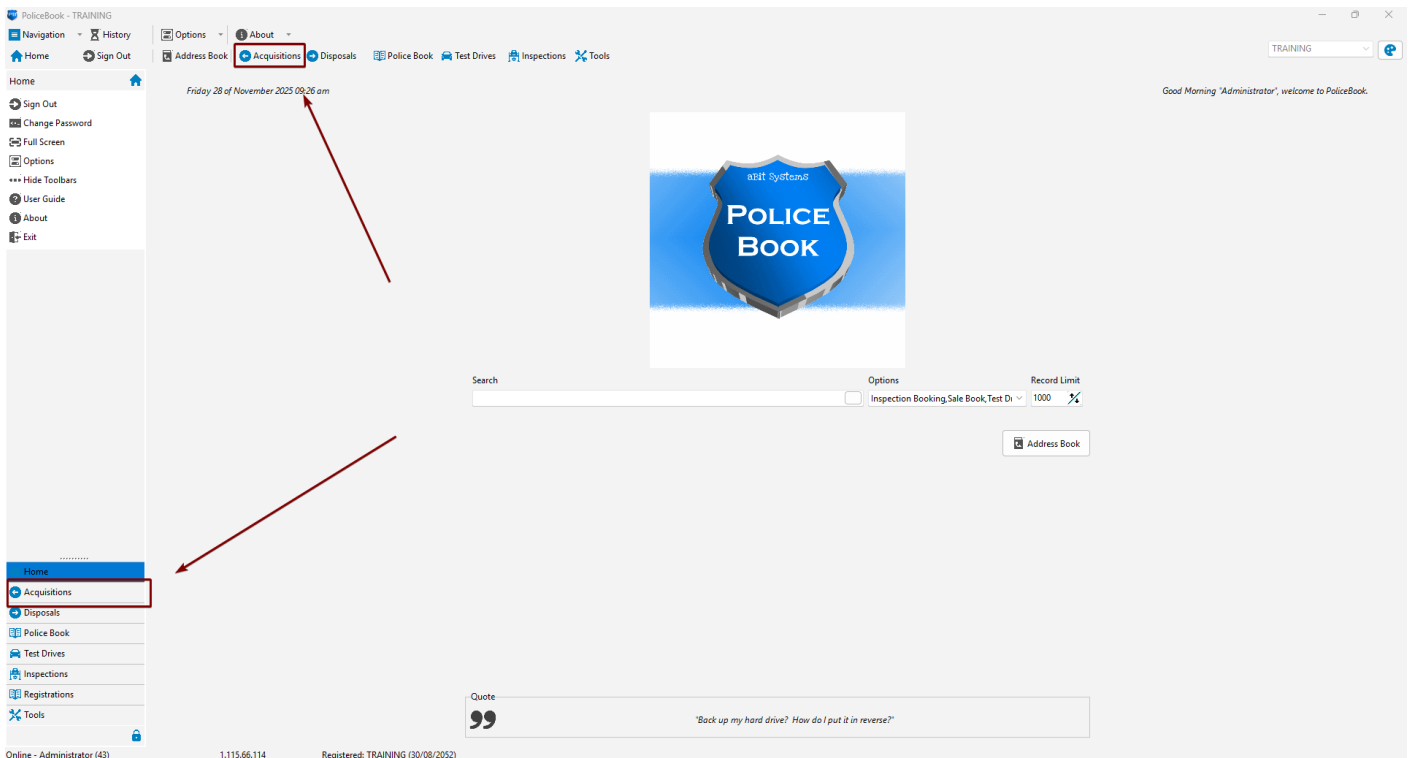
Guide page for the Vehicle Acquisitions feature in PoliceBook.

- [Basics](#)
- [Glossary](#)
- [Dealer Online integration](#)

# Basics

## Accessing Acquisitions

You can access the Acquisitions page by clicking the Acquisitions button in the top toolbar, or the Acquisitions button in the left-side navigation menu. You can also view Acquisitions and Disposals together with the "Police Book" button.

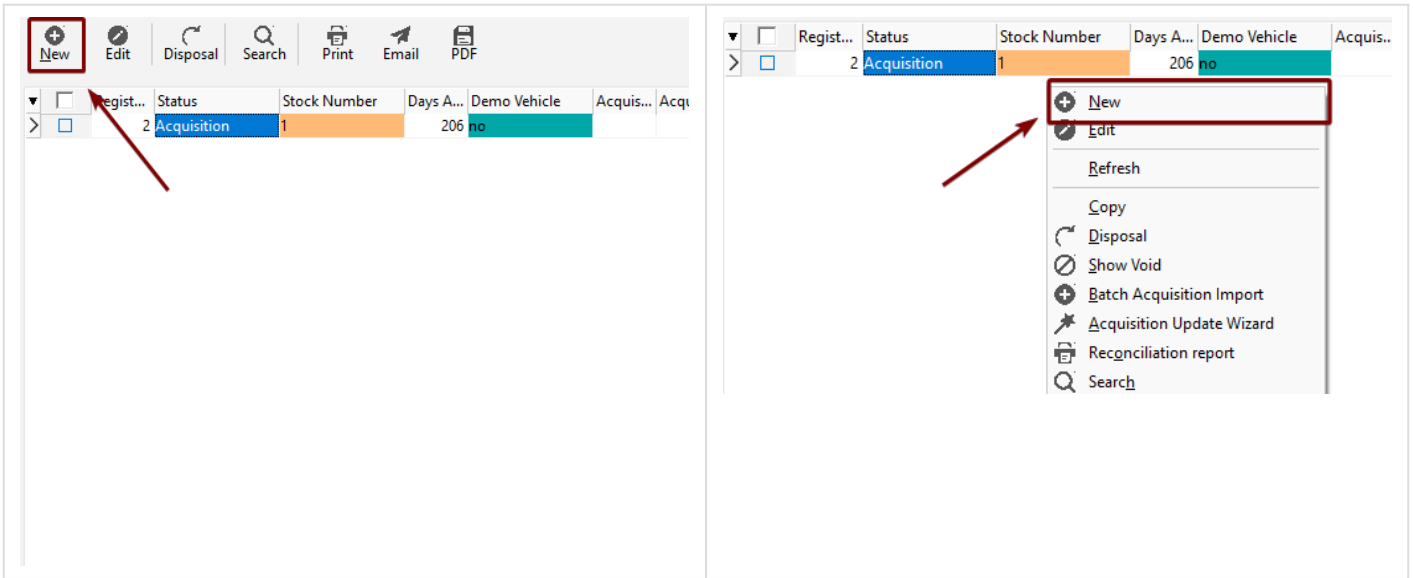


## Creating a new Acquisition entry

Keyboard shortcut: Alt+N

You can create a new Acquisition entry by clicking "New" in the Acquisition toolbar, or by right-clicking and clicking the "New" Menu Item.

Toolbar	Right-click
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You will get a blank form to fill in data. Yellow fields are mandatory, white fields are optional. For explanations of the fields, please see the [Glossary](#).

The image shows a screenshot of the 'Acquisition Details (New Record)' form. The form is divided into several sections. On the left, there is a sidebar with navigation options: 'New Acquisition', 'Import', 'Vehicle Disposal', 'Print forms', 'Email forms', 'PDF forms', 'Mail merge', 'SMS', 'Audit Log', 'Message log', 'Void', 'Dealer Online (WA)', and 'DMS'. Below the sidebar, there are fields for 'Entered date' (28/11/2025) and 'Entered by' (Administrator). The main form area is titled 'Acquisition details' and 'Documents'. It contains various fields for vehicle information, including 'Stock number', 'Demo vehicle', 'Consignment', 'VIN number', 'Engine Number', 'License plate', 'Vehicle make', 'Vehicle model', 'Body type', 'Vehicle badge', 'Vehicle series', 'Purchase price', 'Dutiable price', 'Manufacture month', 'Manufacture year', 'First registered year', 'Vehicle license expiry', 'Acquisition date', 'Transmission', 'Vehicle condition', 'Immobiliser', 'Odometer reading', and 'List price'. The 'Seller' section is for 'Registered owner' and includes fields for 'Seller Given Name', 'Seller Family Name', 'License number', 'License issued', 'Seller email address', 'Seller telephone number', 'Date of birth', and 'Seller reference'. The 'Address details' section includes fields for 'Suburb', 'State' (WA), and 'Post code'. At the bottom, there is a 'Comments' field and a footer with 'Acquisition: Insert (License Scanner Status)' and buttons for 'Clear All', 'Save', 'Save and Close', and 'Cancel'.

You can save with the two buttons below:

The screenshot shows a software interface for a 'Registered owner' form. On the left, there is a sidebar with 'Dealer Online (WA)' and 'DMS' icons, and fields for 'Entered date' (28/11/2025) and 'Entered by' (Administrator). The main form area contains several input fields: 'Seller Given Name', 'Seller Family Name', 'License number', 'License issued' (WA), 'Seller email address', 'Seller telephone number', 'Date of birth', and 'Seller reference'. Below these are 'Address details' and 'Suburb', 'State' (WA), and 'Post code' fields. A red arrow points from the 'State' dropdown to the 'Save' and 'Save and Close' buttons at the bottom right, which are highlighted with a red box. Other buttons include 'Clear All' and 'Cancel'. A red text label 'Acquisition: Insert (License Scanner Status)' is visible in the bottom left corner.

## Editing an existing Acquisition entry

You can edit an existing acquisition entry by selecting the acquisition you want to Edit, and click "Edit" in the toolbar, or by right-clicking the acquisition and clicking the "Edit" menu item.

You can then change whatever you like from there.

## Voiding an Acquisition

If the sale has fallen through, or if you put it in the wrong company, you can Void an acquisition. You can void an acquisition by clicking "Edit" and then clicking "Void" in the form-popup on the left-side. **You will not be able to modify the voided entry unless you activate it again.**

Acquisition Details 2

Acquisition details Documents

Stock number: 1 Demo vehicle: no Consignment: no VIN number: 1234567 Engine Number: 1234567

License plate: 1ABC123 Vehicle make: Ford Vehicle model: Falcon Body type: Sedan

Vehicle badge: Vehicle series: Purchase price: Dutiable price:

Manufacture month: Manufacture year: 2010 First registered year: Vehicle license expiry: 6/05/2025 Acquisition date: 6/05/2025

Transmission: automatic Vehicle condition: good Immobiliser: yes Odometer reading: 123 List price:

Seller: Registered owner

Seller Given Name: Joe Seller Family Name: Bloggs License number: License issued: WA

Seller email address: Seller telephone number: Date of birth: Seller reference:

Address details

1 Street Road

Suburb: BELMONT State: WA Post code: 6024

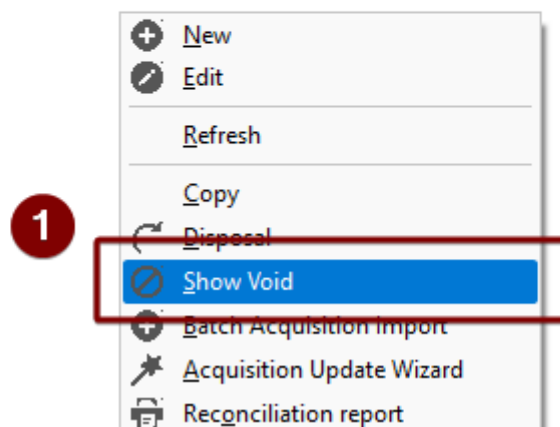
Comments:

Acquisition: Browse (License Scanner Status)

Clear All Save Save and Close Close

By default, this will hide the Acquisition in the table. You can right click the table and click "Show Void" in order to see voided Acquisitions.

▼	□	Regist...	Status	Stock Number /	Days A...	Demo Vehicle	Acquis...	Acqui
>	□	2	Acquisition	1	206	no		



You can activate a voided entry by clicking "Activate" in the form pop-up window.

Void Sale Details 1
— □ ×

- New Acquisition
- Import
- Vehicle Disposal
- Print forms
- Email forms
- PDF forms
- Mail merge
- SMS
- Audit Log
- Message log
- Activate
- Dealer Online (WA)
- DMS

Entered date  
18/08/2020

Entered by  
Customer 1

Acquisition details
Documents

Stock number <input type="text"/>	Demo vehicle no <input type="text"/>	Consignment no <input type="text"/>	VIN number test <input type="text"/>	Engine Number test <input type="text"/>
License plate test <input type="text"/>	Vehicle make test <input type="text"/>	Vehicle model test <input type="text"/>	Body type test <input type="text"/>	
Vehicle badge <input type="text"/>	Vehicle series <input type="text"/>	Purchase price <input type="text"/>	Dutiable price <input type="text"/>	
Manufacture month <input type="text"/>	Manufacture year 2020 <input type="text"/>	First registered year <input type="text"/>	Vehicle license expiry 18/08/2020 <input type="checkbox"/>	Acquisition date 18/08/2020 <input type="checkbox"/>
Transmission manual <input type="text"/>	Vehicle condition good <input type="text"/>	Immobiliser yes <input type="text"/>	Odometer reading <input type="text"/>	List price 1 <input type="text"/> \$1,231.00

**Seller** Registered owner

Seller Given Name test <input type="text"/>	Seller Family Name test <input type="text"/>	License number <input type="text"/>	License issued WA <input type="text"/>
Seller email address <input type="text"/>	Seller telephone number <input type="text"/>	Date of birth <input type="text"/>	Seller reference <input type="text"/>

Address details

test

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Suburb  
test

State  
WA

Post code  
 6000

Comments

bad entry

Void Sale: Browse  
(License Scanner Status)

Clear All
Save
Save and Close
Close

# Glossary

**VIN number:** The car's vehicle identification number, usually around 15-18 characters long, with both letters and numbers. You will be able to find the VIN commonly near the Windshield, on the driver's door or on the engine plate.

**Engine number:** The engine number is stamped on the engine block. IT is used to identify the specific engine fitted to the vehicle. Examples include: *YS123456789A*

**Vehicle Make:** The brand/manufacturer of the vehicle. Examples include *Toyota, Ford, Mazda* etc.

**Vehicle series:** The series of the vehicle. Examples include: *RX, RANGER, D-MAX*

**Vehicle Model:** The product line or variant of the vehicle. Examples include:

- MAKE: Holden    MODEL: UA II 2019.00MY TREND WAG SA 10SP 2.0DTT
- MAKE: KIA        MODEL: KA4 PE MY25 GT-LINE LITE WAG SA 8SP 2.2DT
- MAKE: M.G.        MODEL: ZP22 MY25 ESSENCE HBK A 3SP 1.5I/100KW HYBRID

**Vehicle Badge:** Not used that often. The specific trim or variant on the vehicle. I.e., *Sport, GX*.

**Body Type:** The structural shape of the vehicle. Usually it is used as codes: E.g., "*W*", "*STDS DN*", "*U*"

**License Plate:** The licence registration identifier issued by the state (I.e., WA - Department of Transport). Shown on the plate on the front and back of the car, e.g. *1ABC123, 1XGS931*

**Transmission:** Whether the gear-shifting system is an automatic (Shifts gears electronically without driver input) or a manual (Selects gears with a clutch and gearstick)

**Vehicle Condition:** Assessment of a vehicles overall state. Good can mean brand new or well-maintained, Average can mean average usual wear, and Poor can mean significant wear or damage.

**Odometer Reading:** The total distance the vehicle has travelled, shown on the dashboard. I.e., *96,024km*

**Immobiliser:** Indicates whether the vehicle has an immobiliser (anti-theft system) that stops the engine from starting without a correct key.

## Seller

**Seller Given Name:** The first name of the seller. Can be found on the driver's licence. I.e., *John*

**Seller Last Name:** The last name of the seller. Can be found on the driver's licence. I.e., *Doe*

**License number:** The license number of the seller. Should be a 7-digit code on their drivers licence. I.e., *2851942*

**License issued:** The state where the license was issued from. Can be found on the driver's licence. I.e., *WA*

**Seller email address:** The email address of the seller. e.g., *john.doe@gmail.com*

**Seller telephone number:** The mobile or telephone number of the seller. I.e., *0400 000 001*

**Date of birth:** The date of birth of the seller. Can be found on the driver's licence. There is a date picker for your convenience. I.e., *12/11/2025*

**Address details:** The address of the seller. Can be found on the driver's licence

**Suburb:** The suburb of the seller. Can be found on the driver's licence. E.g., *BELMONT, OBSORNE PARK, SUBIACO*

**State:** The state of the seller. E.g., *WA*

**Postcode:** The postcode of the seller. E.g., *6024, 6055*

# Dealer Online integration

## Accessing Dealer Online

You can access Dealer Online by Editing an entry, then clicking the Dealer Online (WA) link.

Acquisition Details 2

Acquisition details Documents

Stock number	Demo vehicle	Consignment	VIN number	Engine Number
1	no	no	1234567	1234567
License plate	Vehicle make	Vehicle model	Body type	
1ABC123	Ford	Falcon	Sedan	
Vehicle badge	Vehicle series	Purchase price	Dutiable price	
Manufacture month	Manufacture year	First registered year	Vehicle license expiry	Acquisition date
	2010		6/05/2025	6/05/2025
Transmission	Vehicle condition	Immobiliser	Odometer reading	List price
automatic	good	yes	123	

Seller Registered owner

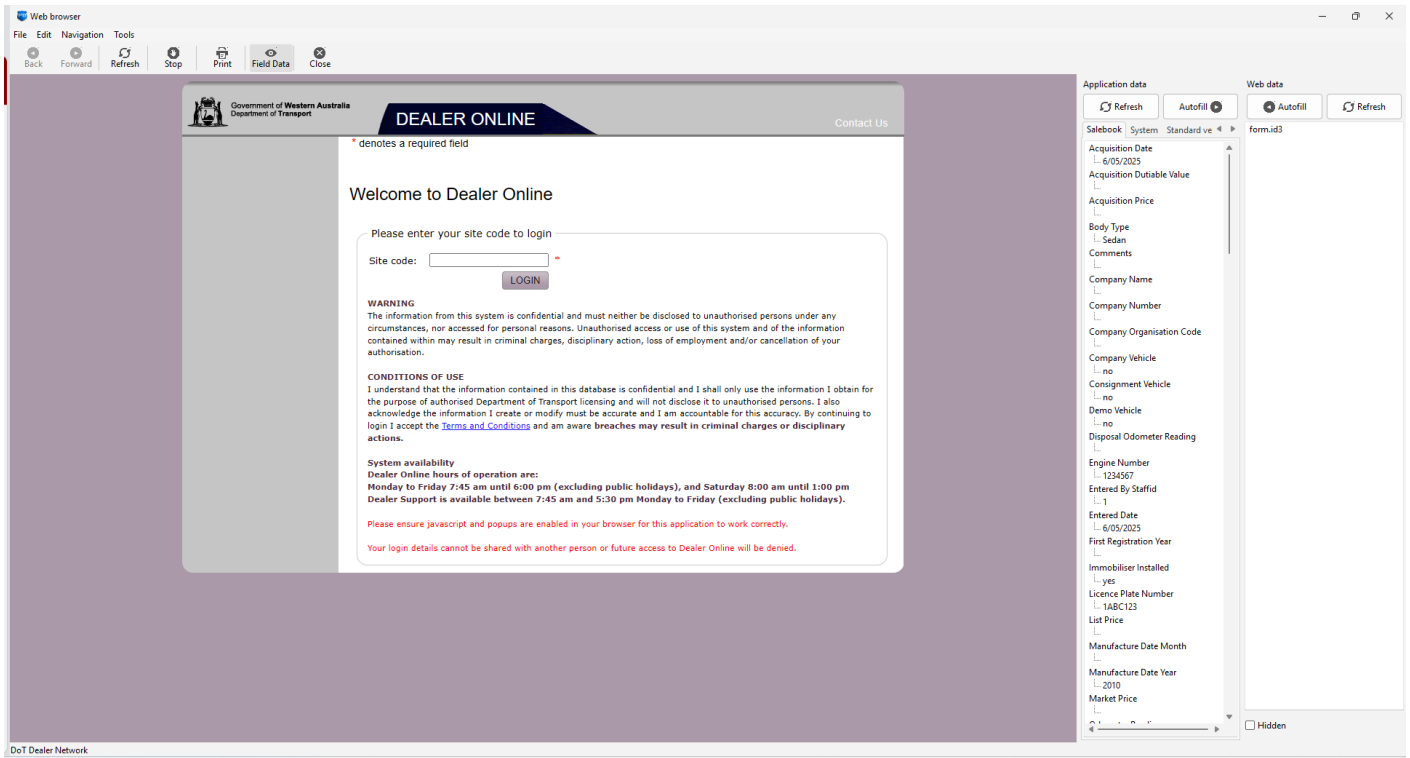
Seller Given Name	Seller Family Name	License number	License issued
Joe	Bloggs		WA
Seller email address	Seller telephone number	Date of birth	Seller reference
Address details			
1 Street Road			
Suburb	State	Post code	
BELMONT	WA	6024	

Comments

Acquisition: Edit  
(License Scanner Status)

Clear All Save Save and Close Close

You can enter your dealer online credentials in the Web browser window.



# Usage

You can use the form pane on the right of the window to drag and drop information into the Dealer Online portal.

