

PoliceBook - Test Drives

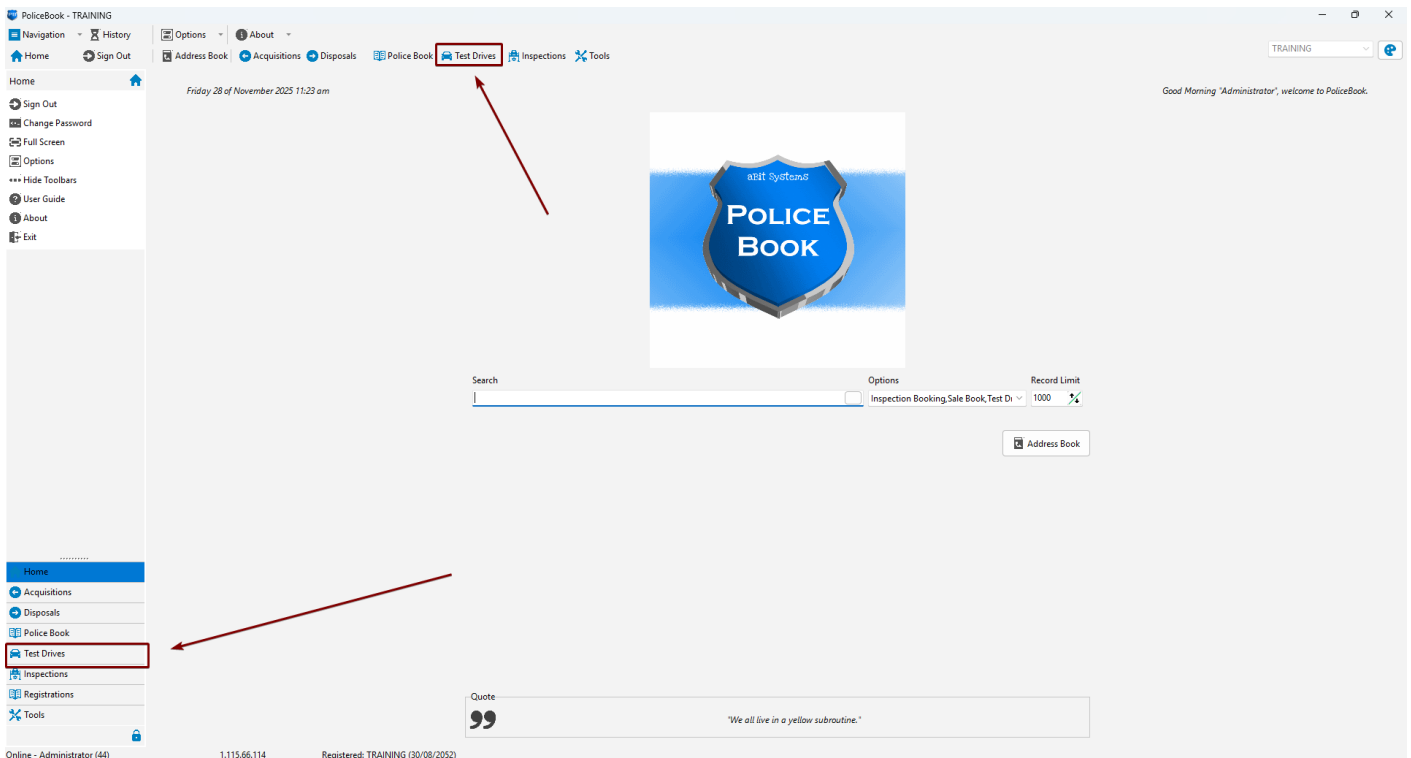
Guide page for the Test Drives feature in PoliceBook.

- [Basics](#)

Basics

Accessing Test Drives

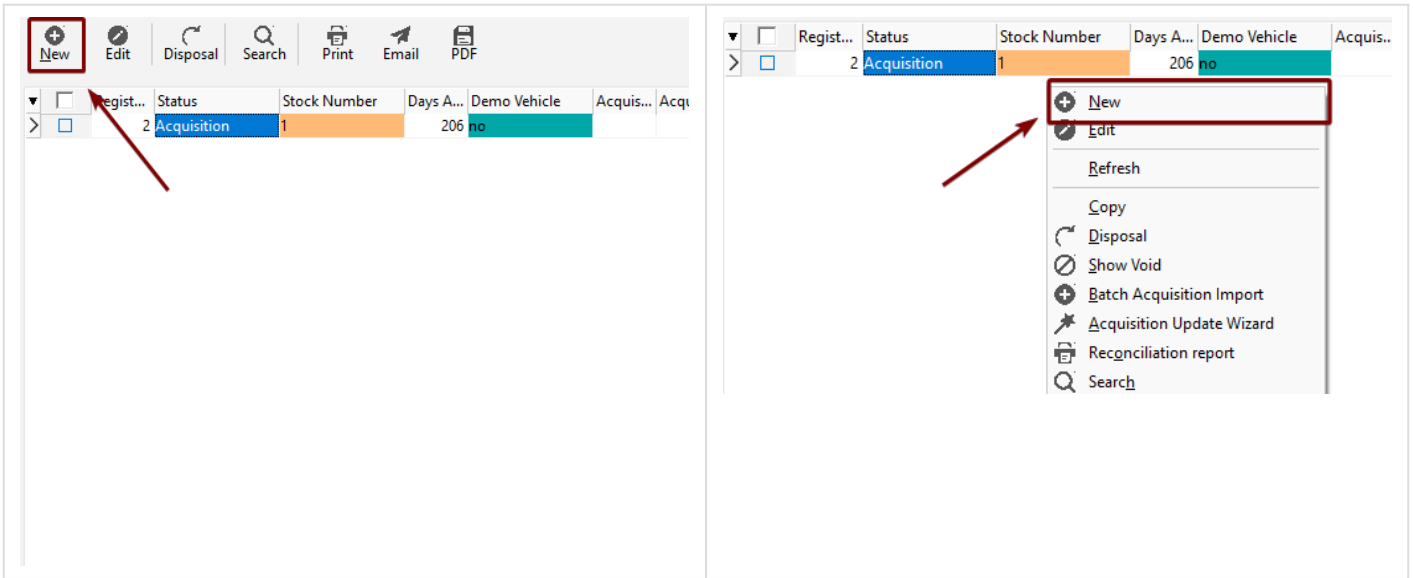
You can access the Test Drives page by clicking the Test Drives button in the top toolbar, or the Test Drives button in the left-side navigation menu.



Creating a new Test Drive entry

You can create a new Test Drive entry by clicking "New" in the Test Drive 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.

The image shows a screenshot of a 'Test drive details' form. The form is divided into several sections. On the left, there is a sidebar with navigation options: 'Vehicle Returned', 'Test Drive Form', 'Scan License', 'License Check', and 'Audit Log'. The main form area is divided into four sections: 'Booking Type', 'Booking Details', 'Vehicle Details', and 'Driver Details'. In the 'Booking Type' section, 'Customer' is selected. In the 'Booking Details' section, 'Start date' is '28/11/2025' and 'Start time' is '11:24:39 AM', both highlighted in yellow. 'End date' and 'End time' are empty. 'Booked by' is 'Administrator'. In the 'Vehicle Details' section, 'Stock number' is empty, 'Department' is 'New', 'Make' and 'Model' are empty, and 'Registration' is highlighted in yellow. In the 'Driver Details' section, there are tabs for 'Contact Details' and 'Notes', and a large empty text area. At the bottom, there are buttons for 'Insert', 'Save and Close', 'Save', and 'Cancel'.

Editing an existing Test Drive entry

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

You can then change whatever you like from there.