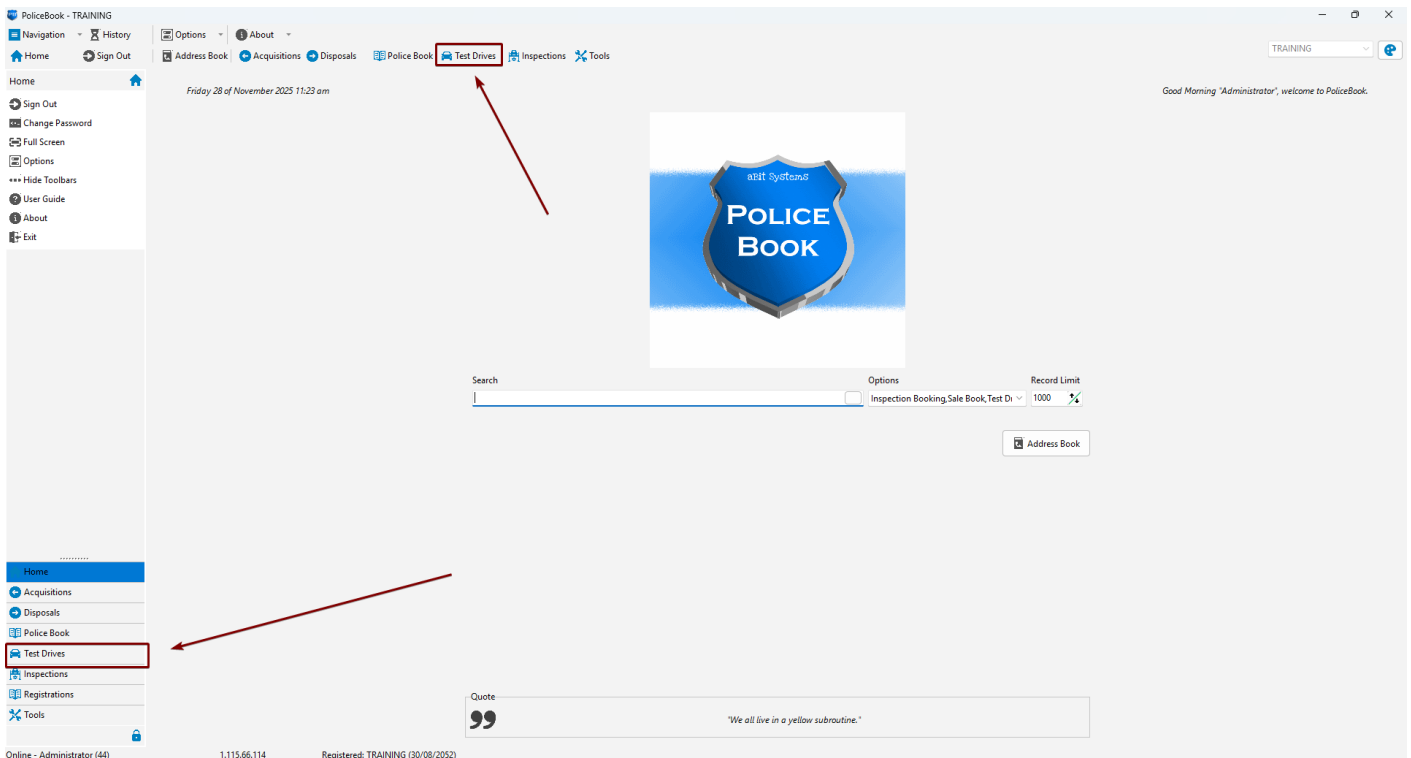


# Basics

## Accessing Test Drives

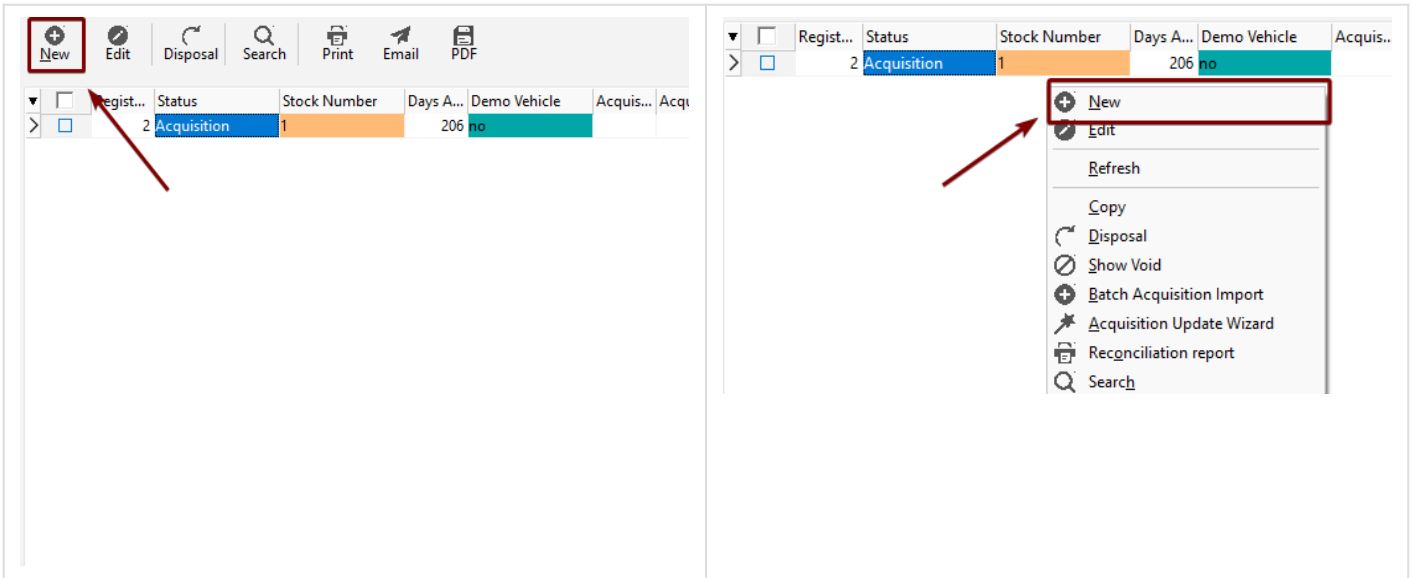
You can access the Test Drives page by clicking the Test Drives button in the top toolbar, or the Test Drives button in the left-side navigation menu.



## 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 'Test drive details' form window. On the left 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 several sections:
 

- Booking Type:** Radio buttons for 'Customer' (selected) and 'Staff'.
- Booking Details:**
  - Start date:** A date field containing '28/11/2025', highlighted in yellow.
  - Start time:** A time field containing '11:24:39 AM', highlighted in yellow.
  - End date:** An empty date field.
  - End time:** An empty time field.
  - Booked by:** A dropdown menu showing 'Administrator'.
- Vehicle Details:**
  - Stock number:** An empty text field.
  - Department:** Radio buttons for 'New' (selected) and 'Used'.
  - Make:** An empty text field.
  - Model:** An empty text field.
  - Registration:** A yellow-highlighted text field.
- Driver Details:** A large empty text area with tabs for 'Contact Details' and 'Notes'.

 At the bottom of the window, there are three buttons: 'Save and Close', 'Save', and 'Cancel'. An 'Insert' button is visible in the bottom left corner.

## 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.

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