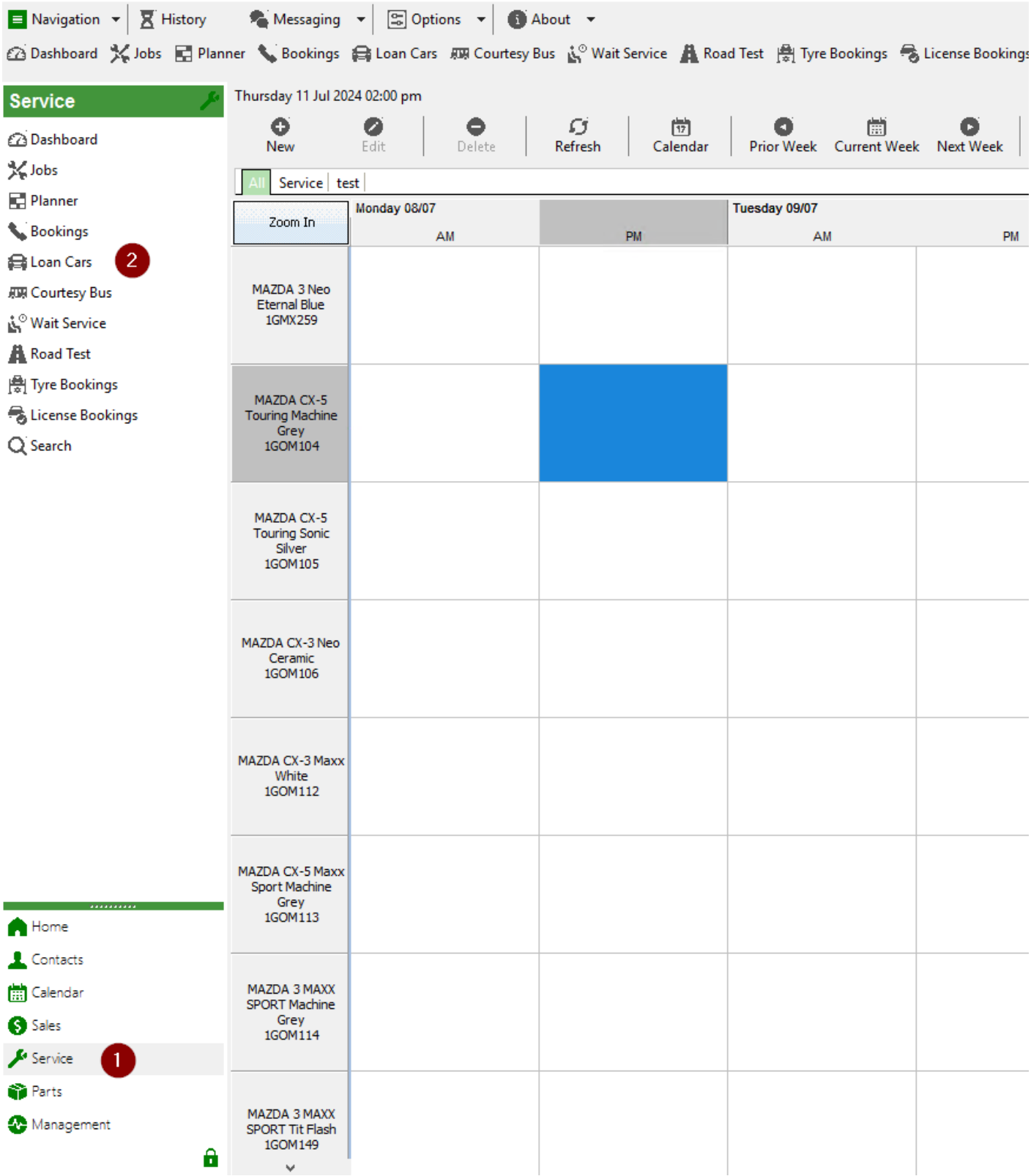
Loan car diary

- Creating, editing and deleting entries
- Loan car form
- Loan car diary administration

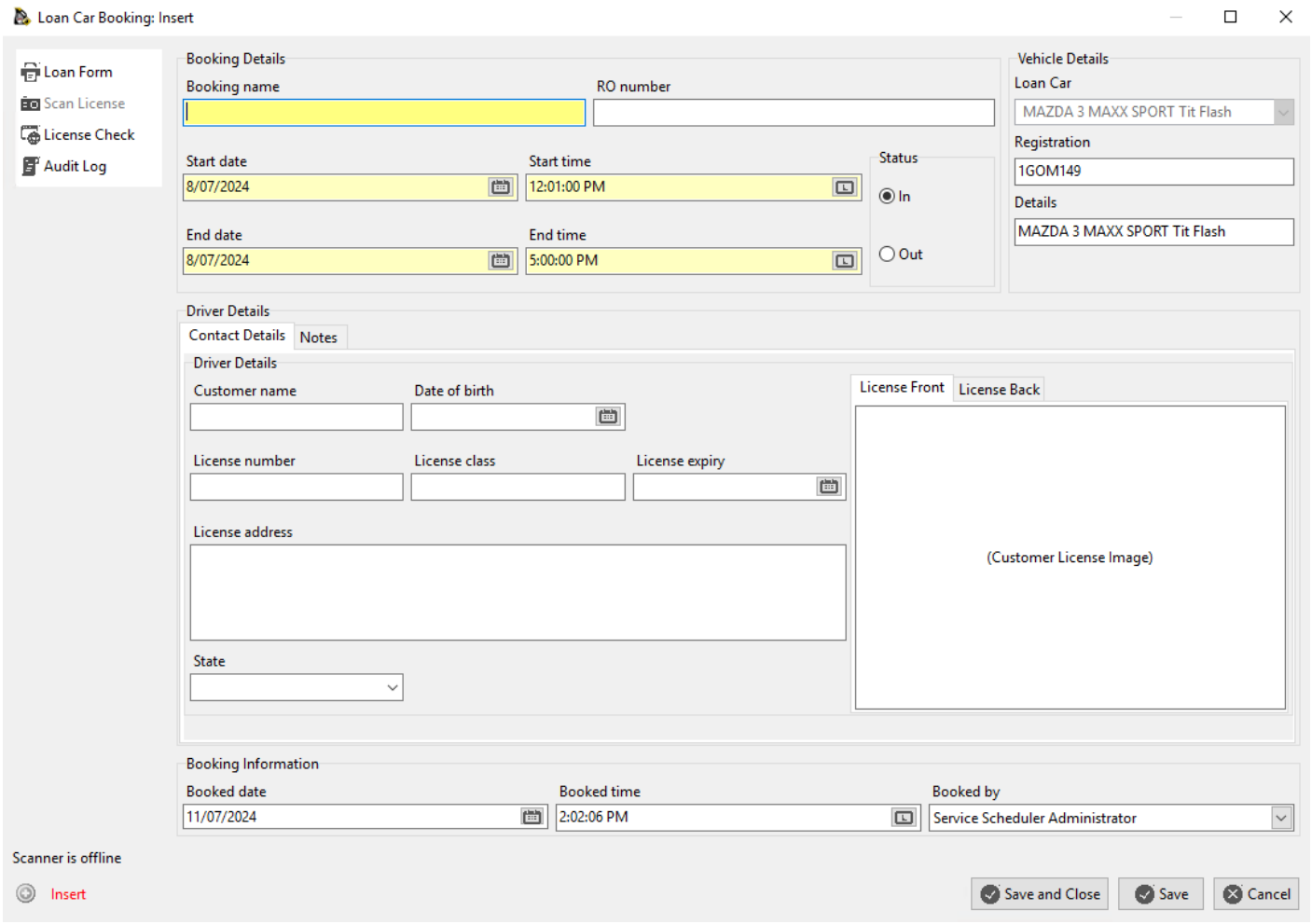
Creating, editing and deleting entries

To access the loan car diary select Service -> Loan cars



New entry

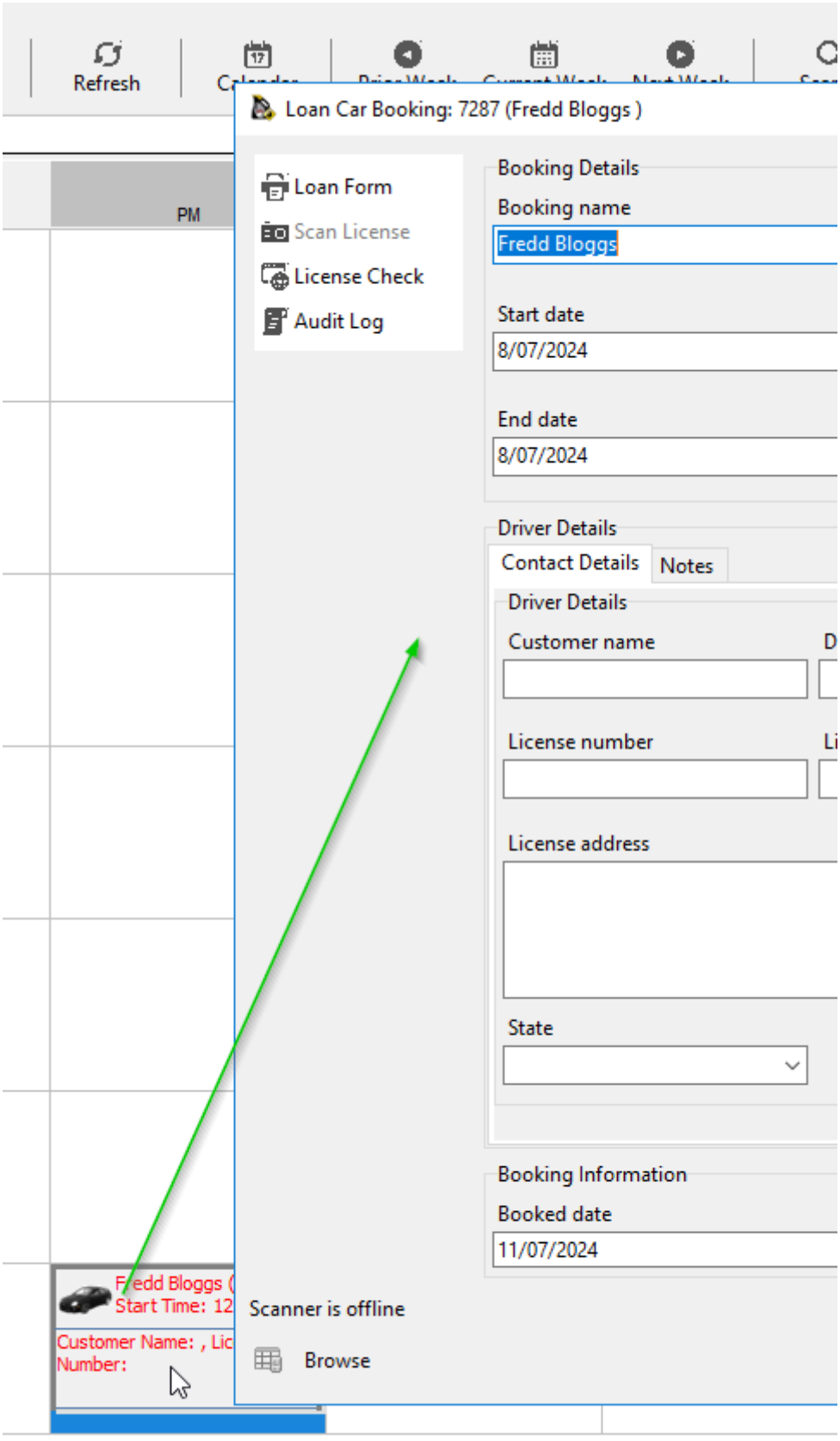
Double click on desired date and available vehicle. If the vehicle is password protected enter the required password.



> If you are using the ABit License Scanner you can place the license on the scanner and all details and a copy of the image are extracted and stored.

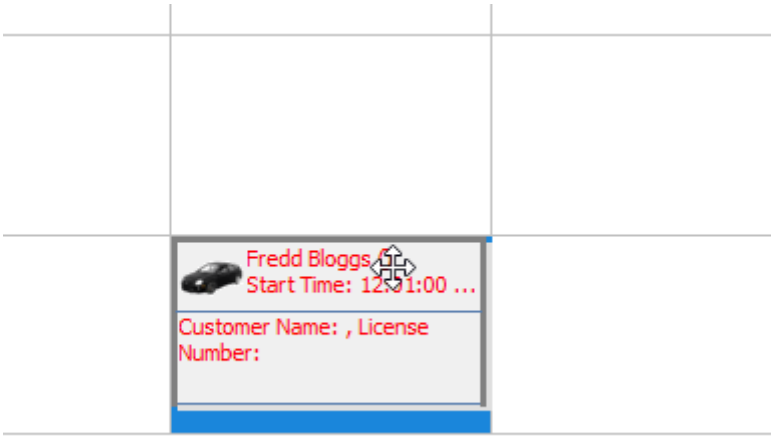
Edit entry

Double click on an entry to make changes


Refresh
PM
Loan Car Booking: 7287 (Fredd Bloggs)
Loan Form
Scan License
License Check
Audit Log
Booking Details
Booking name
Fredd Bloggs
Start date
8/07/2024
End date
8/07/2024
Driver Details
Contact Details
Notes
Driver Details
Customer name
License number
License address
State
Booking Information
Booked date
11/07/2024
Fredd Bloggs (
Start Time: 12
Customer Name: , Lic
Number:
Scanner is offline
Browse

Move entry

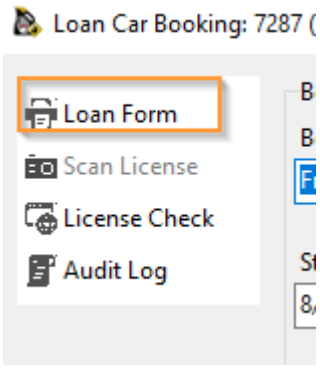
Move the mouse of an entry until the icon changes into 4 arrows. Hold down the mouse button and move the entry.



Loan car form

If a Loan Form has been configured in Loan Car Maintenance the form can be printed from the Loan Form button. The Loan Form will fill in the required fields and be displayed in Microsoft Word.

> Workstations will require Microsoft Word for this feature to work



COMPANY NAME

ADDRESS LINE 1
ADDRESS LINE 2
PHONE LINE 1
PHONE LINE 2
WEBSITE
EMAIL

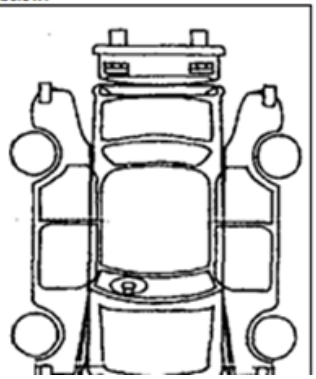
VEHICLE EVALUATION FORM **Repair Order:** **Evaluation Number:** 374

Vehicle Details			
Vehicle	silver captiva		
Colour			
Rego No.	1ddg726	Kms Out	
Details			
Date Out	20/02/2012	Date Due	20/02/2012
Time Out	07:00:00 AM	Time Due	12:00:00 PM
Fuel Rate			
Customer Details			
Name	Tristan Marlow	Address	
Phone No.			
Driver Details			
Name	Tristan Marlow	License No.	1234567
Phone No.		License Exp.	26/02/2013



The Dealer makes available to the customer a vehicle for evaluation purposes only on the terms and conditions described below.

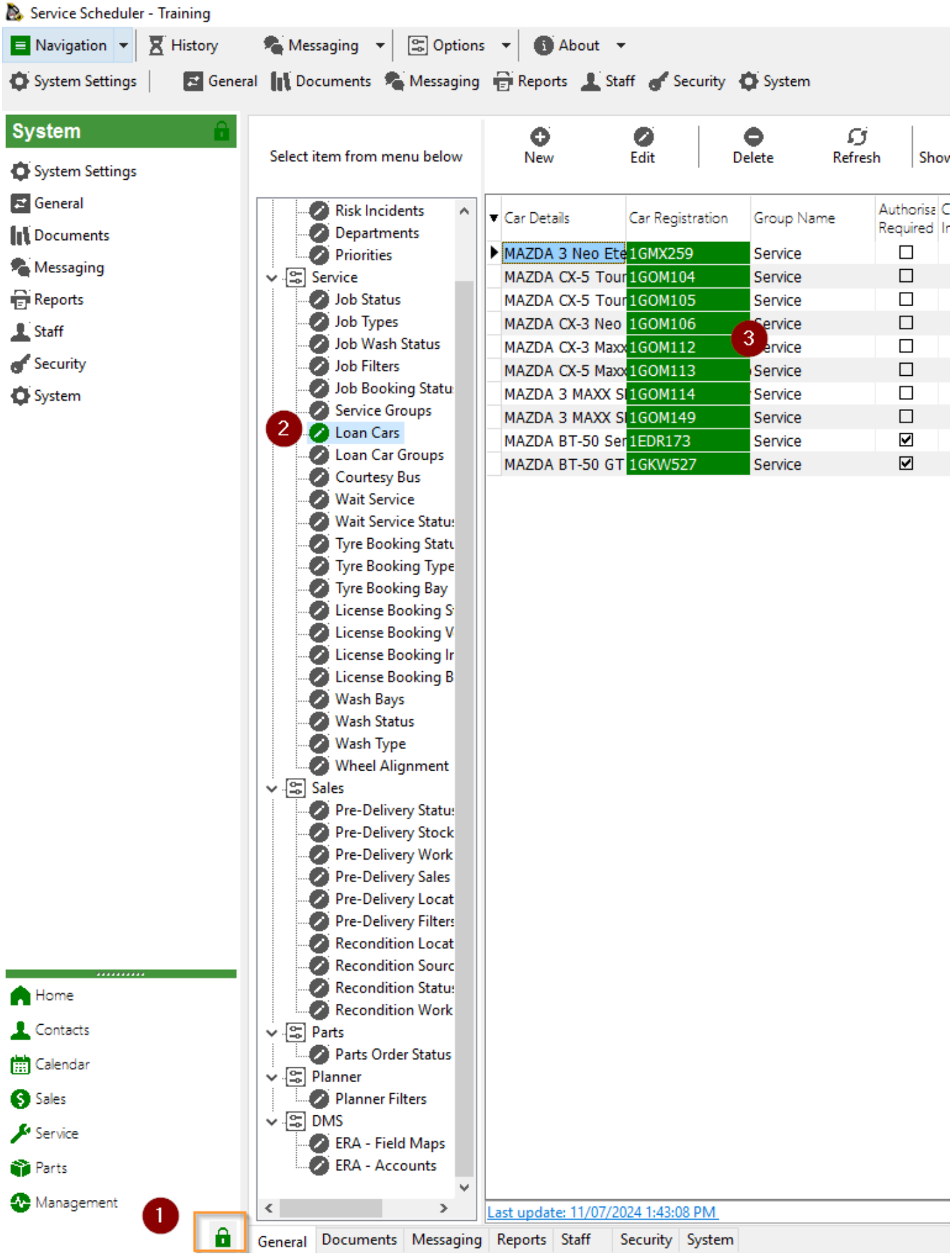
1. RUNNING EXPENSES
   The Customer agrees to pay for all fuel, oil, grease, tires, tubes and batteries used or required to keep the vehicle in proper running order whilst the Customer has possession of the vehicle. The Customer agrees to pay for all repairs made necessary by negligent use of the vehicle whilst the Customer has possession of same and the Customer agrees to indemnify The Dealer against the cost thereof
2. MAINTENANCE
   The Customer agrees to keep and maintain the vehicle in good and serviceable condition.
3. DUTIES OF THE CUSTOMER
   The Customer will: - Comply with all statutes, rules and regulations governing the use and driving the vehicle;
   - Not allow the vehicle to be driven by any person not holding a full drivers license;
   - Not part with possession of the vehicle;
   - Not smoke in the vehicle;
   - Not allow any animals in the vehicle;
   - Not drive the vehicle or allow it to be driven in a careless, reckless or dangerous manner or by a person under the influence of intoxicating liquor or drugs;
   - Not use the vehicle for purposes of hire;
   - Be responsible for all fines resulting from Breaches of Traffic regulations incurred while the vehicle is in the care, custody and control of the Customer and will also



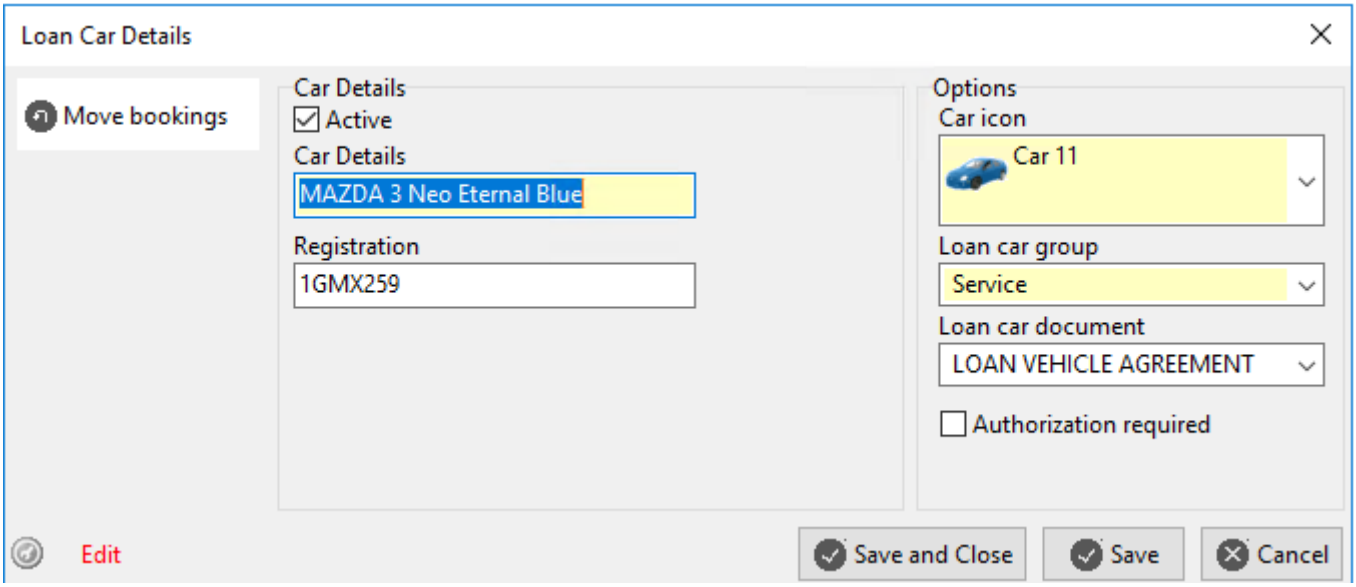
Loan car diary administration

Creating, editing or deleting a loan car

> NOTE: Deleting a loan car that has history is not recommended. Set the vehicle to inactive



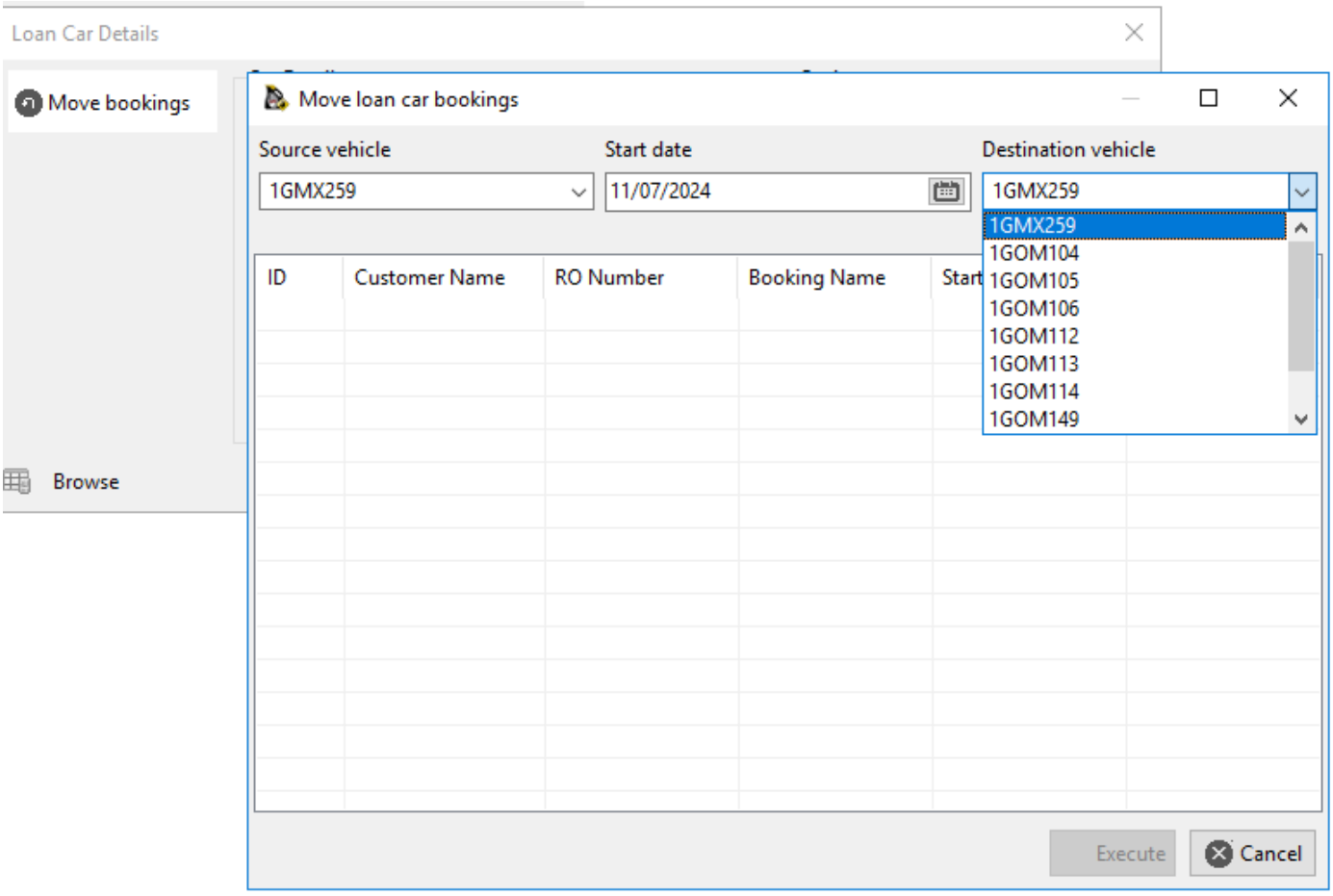
Create a new or edit existing vehicle



Active	Is vehicle available in the calendar	
Authorization required	To add or edit a booking a password is required	The password is specified in system settings loan_car_override

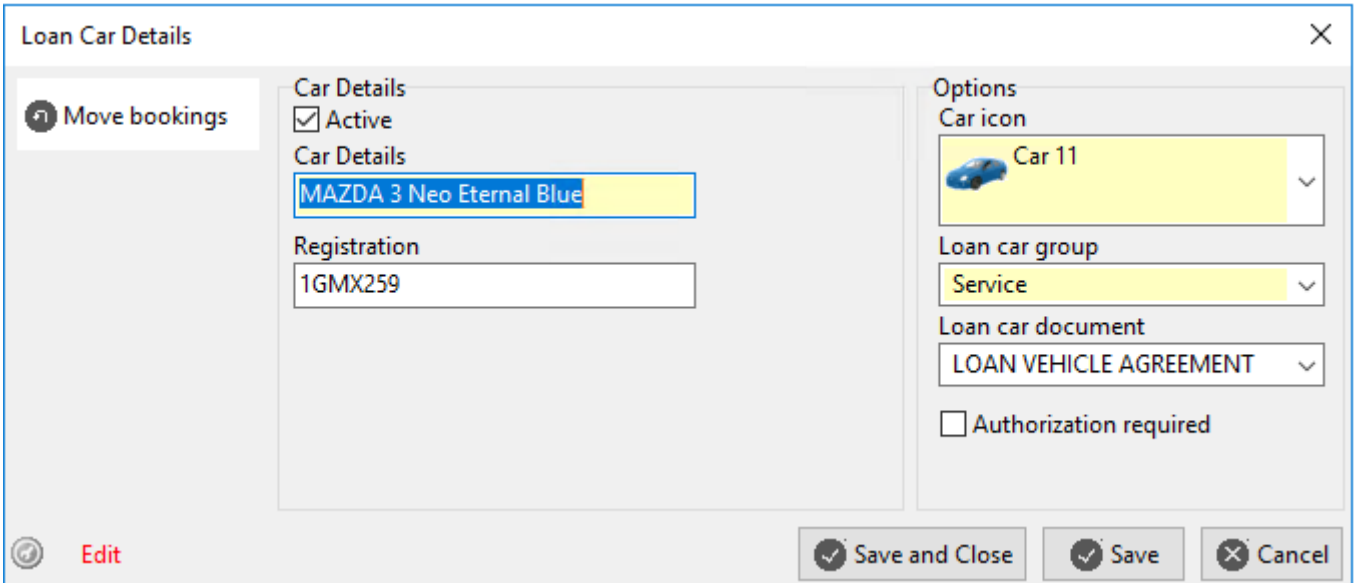
Moving bookings to another vehicle

If you are making a vehicle inactive, use the "Move bookings" option to reassigned bookings to another vehicle.

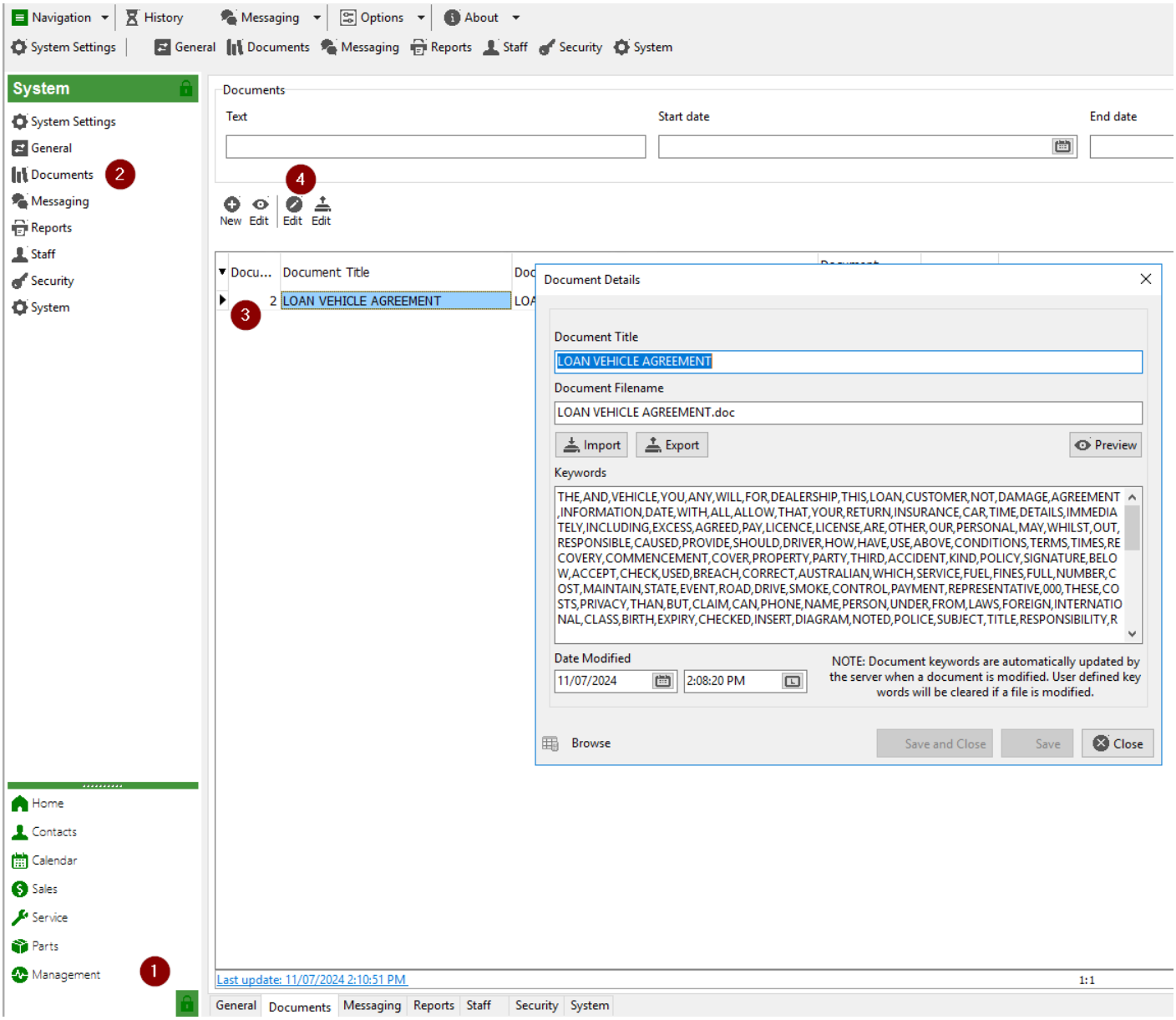


Loan car forms

Locate the document that matches the Loan car document drop down name in system documents.



Use the export and import buttons to obtain the word document and replace it as needed.



Loan Form Fields (Merge Fields)

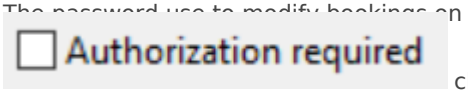
The following fields can be placed onto a loan form and data will automatically be merged.

Field name	Description
:customer_name:	Customer name
:ro_number:	Repair Order Number
:customer_license_number:	Drivers license number
:customer_license_expiry_date:	License expiry date
:car_details:	Vehicle Description

:booking_start_date:	Booking start date
:booking_end_date:	Booking end date
:booking_start_time:	Booking start time
:booking_end_time:	Booking end time
:car_registration:	Vehicle Registration

System settings

System settings related to the loan car diary

Key	Description
loan_car_calendar_days	Number of days to show on the loan car calendar (eg 5 or 7 days)
loan_car_delete_password	The password used to delete an entry
loan_car_override	The password use to modify bookings on a vehicle with  checked