

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

System

- System Settings
- General
- Documents
- Messaging
- Reports
- Staff
- Security
- System

Select item from menu below

New
 Edit
 Delete
 Refresh
 Show

- Risk Incidents
- Departments
- Priorities
- Service
 - Job Status
 - Job Types
 - Job Wash Status
 - Job Filters
 - Job Booking Status
 - Service Groups
 - Loan Cars 2
 - Loan Car Groups
 - Courtesy Bus
 - Wait Service
 - Wait Service Status
 - Tyre Booking Status
 - Tyre Booking Type
 - Tyre Booking Bay
 - License Booking Status
 - License Booking Vehicle
 - License Booking Location
 - License Booking Bay
 - Wash Bays
 - Wash Status
 - Wash Type
 - Wheel Alignment
- Sales
 - Pre-Delivery Status
 - Pre-Delivery Stock
 - Pre-Delivery Work
 - Pre-Delivery Sales
 - Pre-Delivery Location
 - Pre-Delivery Filters
 - Recondition Location
 - Recondition Source
 - Recondition Status
 - Recondition Work
- Parts
 - Parts Order Status
- Planner
 - Planner Filters
- DMS
 - ERA - Field Maps
 - ERA - Accounts

Car Details	Car Registration	Group Name	Authorise C Required Ir
MAZDA 3 Neo Ete	1GMX259	Service	<input type="checkbox"/>
MAZDA CX-5 Tour	1GOM104	Service	<input type="checkbox"/>
MAZDA CX-5 Tour	1GOM105	Service	<input type="checkbox"/>
MAZDA CX-3 Neo	1GOM106	Service	<input type="checkbox"/>
MAZDA CX-3 Max	1GOM112	Service	<input type="checkbox"/>
MAZDA CX-5 Max	1GOM113	Service	<input type="checkbox"/>
MAZDA 3 MAXX S	1GOM114	Service	<input type="checkbox"/>
MAZDA 3 MAXX S	1GOM149	Service	<input type="checkbox"/>
MAZDA BT-50 Ser	1EDR173	Service	<input checked="" type="checkbox"/>
MAZDA BT-50 GT	1GKW527	Service	<input checked="" type="checkbox"/>

- Home
- Contacts
- Calendar
- Sales
- Service
- Parts
- Management 1

Create a new or edit existing vehicle

Loan Car Details
✕

↻ Move bookings

Car Details

Active

Car Details

MAZDA 3 Neo Eternal Blue

Registration

1GMX259

Options

Car icon

Car 11

Loan car group

Service

Loan car document

LOAN VEHICLE AGREEMENT

Authorization required

⌂
Edit

✓ Save and Close

✓ Save

✕ Cancel

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 reassign bookings to another vehicle.

The screenshot displays a software application with a sidebar on the left containing navigation options like Home, Contacts, Calendar, Sales, Service, Parts, and Management. The main area shows a list of documents, with 'LOAN VEHICLE AGREEMENT' selected. A 'Document Details' dialog box is open, showing the following information:

- Document Title:** LOAN VEHICLE AGREEMENT
- Document Filename:** LOAN VEHICLE AGREEMENT.doc
- Keywords:** THE, AND, VEHICLE, YOU, ANY, WILL, FOR, DEALERSHIP, THIS, LOAN, CUSTOMER, NOT, DAMAGE, AGREEMENT, INFORMATION, DATE, WITH, ALL, ALLOW, THAT, YOUR, RETURN, INSURANCE, CAR, TIME, DETAILS, IMMEDIATELY, INCLUDING, EXCESS, AGREED, PAY, LICENCE, LICENSE, ARE, OTHER, OUR, PERSONAL, MAY, WHILST, OUT, RESPONSIBLE, CAUSED, PROVIDE, SHOULD, DRIVER, HOW, HAVE, USE, ABOVE, CONDITIONS, TERMS, TIMES, RECOVERY, COMMENCEMENT, COVER, PROPERTY, PARTY, THIRD, ACCIDENT, KIND, POLICY, SIGNATURE, BELOW, ACCEPT, CHECK, USED, BREACH, CORRECT, AUSTRALIAN, WHICH, SERVICE, FUEL, FINES, FULL, NUMBER, COST, MAINTAIN, STATE, EVENT, ROAD, DRIVE, SMOKE, CONTROL, PAYMENT, REPRESENTATIVE, 000, THESE, COSTS, PRIVACY, THAN, BUT, CLAIM, CAN, PHONE, NAME, PERSON, UNDER, FROM, LAWS, FOREIGN, INTERNATIONAL, CLASS, BIRTH, EXPIRY, CHECKED, INSERT, DIAGRAM, NOTED, POLICE, SUBJECT, TITLE, RESPONSIBILITY, R
- Date Modified:** 11/07/2024 2:08:20 PM

A note at the bottom of the dialog states: "NOTE: Document keywords are automatically updated by the server when a document is modified. User defined keywords will be cleared if a file is modified." Buttons for 'Import', 'Export', 'Preview', 'Save and Close', 'Save', and 'Close' are visible.

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 <input type="checkbox"/> Authorization required checked

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