

# Loan car diary

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# Creating, editing and deleting entries

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

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Thursday 11 Jul 2024 02:00 pm

New

Edit

Delete

Refresh

Calendar

Prior Week

Current Week

Next Week

All

Service

test

	Monday 08/07		Tuesday 09/07	
	AM	PM	AM	PM
Zoom In				
MAZDA 3 Neo Eternal Blue 1GMX259				
MAZDA CX-5 Touring Machine Grey 1GOM104				
MAZDA CX-5 Touring Sonic Silver 1GOM105				
MAZDA CX-3 Neo Ceramic 1GOM106				
MAZDA CX-3 Maxx White 1GOM112				
MAZDA CX-5 Maxx Sport Machine Grey 1GOM113				
MAZDA 3 MAXX SPORT Machine Grey 1GOM114				
MAZDA 3 MAXX SPORT Tit Flash 1GOM149				

# New entry

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

Loan Car Booking: Insert

Loan Form
Scan License
License Check
Audit Log

Booking Details

Booking name

RO number

Start date

Start time

End date

End time

Status

In

Out

Vehicle Details

Loan Car

Registration

Details

Driver Details

Contact Details
Notes

Driver Details

Customer name

Date of birth

License number

License class

License expiry

License address

State

License Front
License Back

Booking Information

Booked date

Booked time

Booked by

Scanner is offline

Insert

Save and Close
Save
Cancel

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

Calendar

Previous Week

Current Week

Next Week

Settings

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: 12:00 PM)


Customer Name: , License 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.


	<div><div> Fredd Bloggs</div><div>Start Time: 12:01:00 ...</div><div>Customer Name: , License Number:</div></div>	


# 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

 Loan Car Booking: 7287 (

 Loan Form

 Scan License

 License Check

 Audit Log

B  
B  
F  
S  
8,

## 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		
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.	25/02/2013



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.

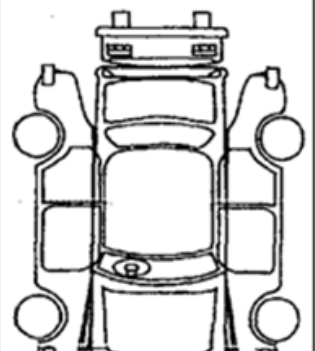
### 2. MAINTENANCE

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

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System

System Settings

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Select item from menu below

2

Loan Cars

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 Maxx	1GOM112	Service	<input type="checkbox"/>
MAZDA CX-5 Maxx	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"/>

Last update: 11/07/2024 1:43:08 PM

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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 <a href="#">system settings</a> 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.





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