

# Creating, editing and deleting entries

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

Navigation | History | Messaging | Options | About

Dashboard | Jobs | Planner | Bookings | Loan Cars | Courtesy Bus | Wait Service | Road Test | Tyre Bookings | License Bookings

**Service**

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				

Home | Contacts | Calendar | Sales | **Service** | Parts | Management

# 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

(Customer License Image)

**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 | Scan

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

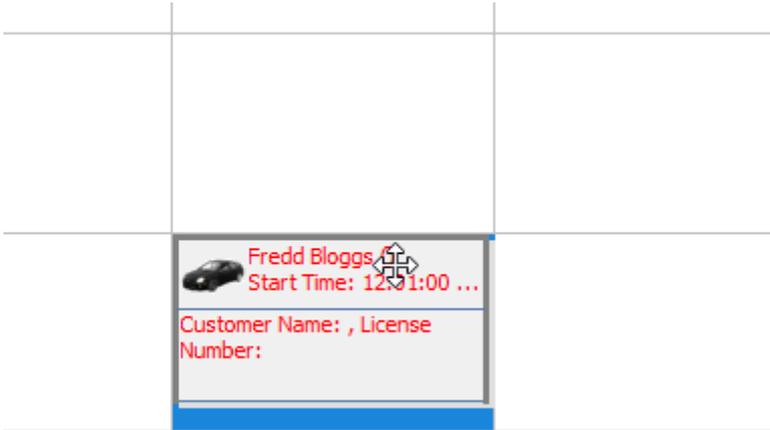
Fredd Bloggs (Start Time: 12:00)  
Customer Name: , Lic Number:

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.



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Revision #1

Created 11 July 2024 06:00:37 by Tristan Marlow

Updated 11 July 2024 06:06:31 by Tristan Marlow