

# 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

Navigation History Messaging Options About

System Settings General Documents Messaging Reports Staff Security System

### System

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- General
- Documents
- Messaging
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- System

Select item from menu below

- Risk Incidents
- Departments
- Priorities
- Service
  - Job Status
  - Job Types
  - Job Wash Status
  - Job Filters
  - Job Booking Status
  - Service Groups
  - Loan Cars
  - 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
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  - Pre-Delivery Location
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  - Recondition Location
  - Recondition Source
  - Recondition Status
  - Recondition Work
- Parts
  - Parts Order Status
- Planner
  - Planner Filters
- DMS
  - ERA - Field Maps
  - ERA - Accounts

New Edit Delete Refresh Show

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

General Documents Messaging Reports Staff Security System

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

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.



The screenshot displays a software interface 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"/> <b>Authorization required</b> checked

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