

# 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

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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 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"/>

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General Documents Messaging Reports Staff Security System

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

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