

How can I manage the maintenance of a replacement car?

PlanManager can be used to keep track of the maintenance of your courtesy cars. By setting certain parameters the system will also alert you when it's time for a new service.

1. Keeping track of maintenance services.

on the tab "Car Fleet"> "courtesy car" you get a list of all replacement cars in PlanManager. Click in the list on the replacement car where you want fill in a maintenance service. On the left bottom side of the page that opens, you can fill in the service (s) that the car has had.

The screenshot displays the 'Courtesy Car' management interface. At the top, there is a form with various fields for car details. Below this, a table lists maintenance services. A 'New Checkup' pop-up window is open, allowing for the entry of new service details.

Courtesy Car Form Fields:

- Location: Deans Body Repair
- Number: 555
- VIN: W0L07PL1234567890
- Registration: DE16BBB
- Make: VAUXHALL
- Model: ASTRA
- Category: A
- Type: Hatchback
- Co2: 120
- Colour: Blue
- Number of doors: 5
- Fuel tank capacity: 55
- Fueltype: Petrol
- Gearbox: Manual
- GPS:
- 4x4:
- Airco:
- Alloy:
- Towir hook:
- Roof:
- Seve seats:

New Checkup Table:

Repaier	Date	Mileage	Cost
REPAIRER 1	09-11-2016	15000	£ 187.00

New Checkup Pop-up Form Fields:

- Repaier: REPAIRER 1
- Date: 02-08-2017
- Mileage: 29978
- Cost: £ 489
- Comment: all filters replaced, oil change, complete checkup

You will then see a pop-up where you can enter the details of the service. Press save to add the data. The new maintenance appears in the table on the left.

2. Automatic alerts

You can configure PlanManager to automatically display a notification when a new maintenance is necessary. To apply this control you need to set this per vehicle.

2.1 Setting up a vehicle for automatic alerts

Go to the "Car Fleet"> "courtesy car" page and click on → Show more details. In the

middle you will see the fields Checkup Interval Months and Checkup Interval KM. Put in the months and km according the car.

The screenshot shows a form with three columns of fields. The first column contains: Greencard nr, Excess (€ 250), UsualDriver (select a user), Insurance (BA), Greencard duedate, and Coc duedate. The second column contains: Mileage (30112), Checkup Interval Months (12), Checkup Interval KM (15000), Winter Tires (in store), Summer Tires (in use), All Season Tires (- Select One -), and Damage. The third column contains: Lease Company (Courtesi), Assistance Provider (AA), Driving From (09-11-2016), and Driving Until (31-12-2017). A button 'Change vehicle to INACTIVE' is at the bottom right. Green arrows point to the 'Show more details.' link and the 'Checkup Interval Months' and 'Checkup Interval KM' fields.

2.2 Premature messages

PlanManager will give the messages according to the set time intervals. You can set yourself how long in advance you will get this message. This can be done on the tab "System"> "Options" with the two configurations "CHECKUP_WARNING_MILEAGE" and "CHECKUP_WARNING_WEEKS".

BLOCKNRS_MISSING	tile view	
CARPASSTHRESHOLD	general	7
CHECKUP_WARNING_MILEAGE	rental	1000
CHECKUP_WARNING_WEEKS	rental	4
COPY_FROM_FILE	rental	number, plate, driver
CREATE_INVOICE_ON_ESTIMATION_SET	invoicing	Ja

CHECKUP_WARNING_MILEAGE: enter how many kilometers before reaching the limit you want to display the message. The default setting is 1000km.

CHECKUP_WARNING_WEEKS: enter how many weeks before the period is over you will see the message. The default setting is 4 weeks.

Unikátní ID: #2135

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Aktualizováno: 2019-10-08 12:07