

Allgemeine Informationen

How does the car fleet work.

Creation of replacement car rental

1. From a job

In order to book a car rental from a job, you should have introduced an owner within the job.

Once the owner has been added, you can see the little icon 'Car fleet' at the top right

Fill in the fields "Book in date" and "Est Comp Date" and click the "Car fleet" button.

The screenshot shows a software interface for job management. The top navigation bar includes 'Back', 'Job List', 'Order list', 'Deliveries', 'Offer Requests', 'Stock', 'Scale', 'Vat Book', 'DMS', 'Albatros', 'Carpas', 'Audatex', and 'English (United Kingdom)'. Below the navigation bar, the 'Job # 150060' is displayed. The main area is divided into several sections: 'Location' (Demo Repair Services), 'Registration' (EXAMPLE1), 'Make', 'Model', 'Type', 'Model year', 'VIN/Code', 'Colour', 'Mileage Start / Finish', 'First registration', 'Vehicle details', and 'Comments / Damage'. The 'Book in date' field is set to 07-08-2017 08:00, and the 'Est Comp Date' field is set to 09-08-2017 16:00. The 'Owner' field is set to FleetManager. The 'Car Fleet' button is highlighted with a red circle and a green arrow. Other buttons like 'Print', 'Audatex', 'Log', 'Documents', 'Communicati', 'Plan', 'Order', 'Subcontracte', 'Damage', 'Messages', 'Custom Field', and 'Admin' are also visible.

A new window will appear. The data that you have entered in the fields "Book in date" and "Est Comp Date" will be already completed on this new window.

At the bottom of this window you will see all your replacement vehicles that are available between the start and end dates that you added.

You also have the tool ' show/hide filter' that you can use to reduce your list of available vehicles.

Select from the list the replacement car you want to lend and click 'save '.

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Car	Registration	Start	End
NEW			
Start	07-08-2017	08:00	
End	09-08-2017	16:00	
Reason	Bodyshop		
Free of charge	<input checked="" type="checkbox"/>		
Available Cars Show/hide filter			
<input type="radio"/> 1GJH852 A4	<input type="radio"/> 1QSD456 POLO	<input checked="" type="radio"/> 1MOI874 FOCUS	
<input type="radio"/> 1HGD963 SERIE 1	<input type="radio"/> 1FDE852 FIESTA	<input type="radio"/> 1AED258 LUPO	
<input type="radio"/> 1AZS582 C4			

This new window will appear:

Car	Registration	Start	End
FORD, FIESTA	1FDE852	07-08-2017 08:00	09-08-2017 16:00

INFO [Go To RENTAL PLANNING](#)

Car	FORD FIESTA
Registration	1FDE852
Mileage	5000
Reference	Job number150060
Start	07-08-2017 08:00
End	09-08-2017 16:00


You can see the different data of this rental. Then click the button 'Go to rental planning' in order to view the planning.


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2. directly from the Car fleet screen

If you want to create a rental of a replacement vehicle, but which is not connected to a job, click the 'Car fleet' tab to view the planning of the replacement cars.

You can create a rental in 3 different ways:

1. by clicking anywhere in the planning screen
2. by clicking on the  icon next to the car you want to rent

3. by clicking on the  icon, here you will have to put in the start and stop date and time, then you will get a selection of cars available during that period.

You will see a new window. Here you can fill in the name of the customer, the beginning and end of rental, the rental reason, whether the rental is free of charge, yes or no and then click 'save reservation' or 'save and start rental'.

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The screenshot shows a 'New Rental' form with the following fields and callouts:

- 1**: Points to the 'Customer' field.
- 2**: Points to the 'Start' date and time field (09-08-2017 08:00).
- 3**: Points to the 'End' date and time field (09-08-2017 18:00).
- 4**: Points to the 'Reason' dropdown menu (Bodyshop).
- 5**: Points to the 'Free of charge' checkbox.
- 6**: Points to the 'Save reservation' and 'Save and start rental' buttons.

3. Start and stop the rental of a replacement vehicle.

Click on the 'Rental' tab to view your schedule of replacement car.

Right click with your mouse on the bar of the vehicle which you want to start renting and click on 'start'.

BMW SERIE 1 diesel						
LFDE852 FORD FIESTA diesel						
LAED258 VW LUPO petrol						
LGFE863 AUDI A3 diesel						
LAZS582 CITROEN C4 diesel						
LERD785 VW GOLF petrol						
DE16BBB VAUXHALL ASTRA						

Context menu (FleetManager):

- Go To Claim
- Make invoice
- Print Agreement
- Print Ticket Police nl
- Print Ticket Police fr
- Start!
- Stop!
- Communications
- Change car
- Block vehicle
- Edit
- Remove

This new window will appear:

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Start Rental

Courtesy Car 1FDE852
FORD FIESTA
diesel

Customer: FleetManager
Driver:
Reference: Job number150060
Registration plate: EXAMPLE1

Number: 18
Start: 05-08-2017 15:55
End: 09-08-2017 16:00
Mileage: 5000
Fuel Level: 0/8 8/8
Free of charge:

Comment:
Comments

Damage:
Damage

Start!

Filename	Size	Status
Drag files here.		
<input type="button" value="Add files"/>	<input type="button" value="Start upload"/>	0 b 0%

Complete the data if necessary (mileage, fuel level, damage,...) and then click on the button 'start '.

A PDF will be generated automatically, print it out and get the customer to sign at the bottom of the document.

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Contract nr.: 18

06-08-2017 07:04

Demo Repair Services
Kerkstraat 22
9170 Sint-Gillis-Waas

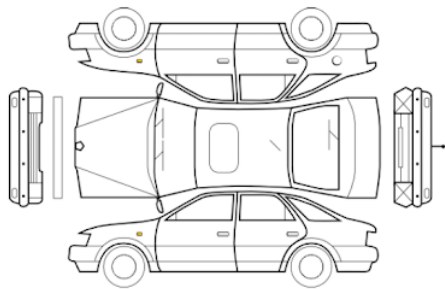
File: 150060

Owner: **FleetManager**
Driver: **FleetManager**
Address: **14 Station Road, Thatcham**
Zipcode: **RG7 4BH Reading**
E-mail: **flee@fleetmanager.net**
Tel. **011892345674**
Driverslicense nr.:

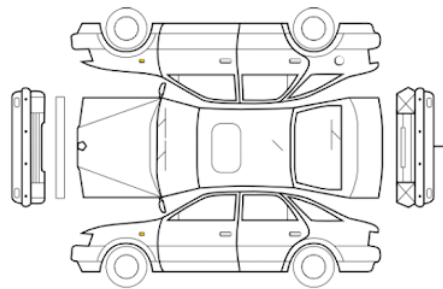
Vehicle:
Licenseplate: **EXAMPLE1**
Reference: **Job number150060**
Courtesy car: **FORD FIESTA**
VIN:
Fuel type: **diesel**
Licenseplate: **1FDE852**

The damage to the vehicle is insured provided that there is an excess of 550EUR. Given the many forms of abuse that we face, we see ourself, in case not respecting our request required to charge an amount of £20 (cleaning) - £6 (vacuuming)
I am responsible for the violation of the traffic rules that I make and the possible consequences.
In case of an accident please always get a police report and fill out the accident form by both parties.
It is forbidden to smoke and transport goods in the courtesy car.

CONDITION OF THE VEHICLE UPON START



CONDITION OF THE VEHICLE UPON RETURN



Interior of the vehicle: clean/less clean/dirty/very dirty
Exterior of the vehicle: clean/less clean/dirty/very dirty

KNOWN DAMAGES UPON START:

DAMAGES UPON RETURN:

Delivered on Km Fuel level

05-08-2017 15:56 5000 4/8

Returned on Km Fuel level

Planned end date:

09-08-2017 16:00

The customer is in charge of the fuel.

The renter

The repairer

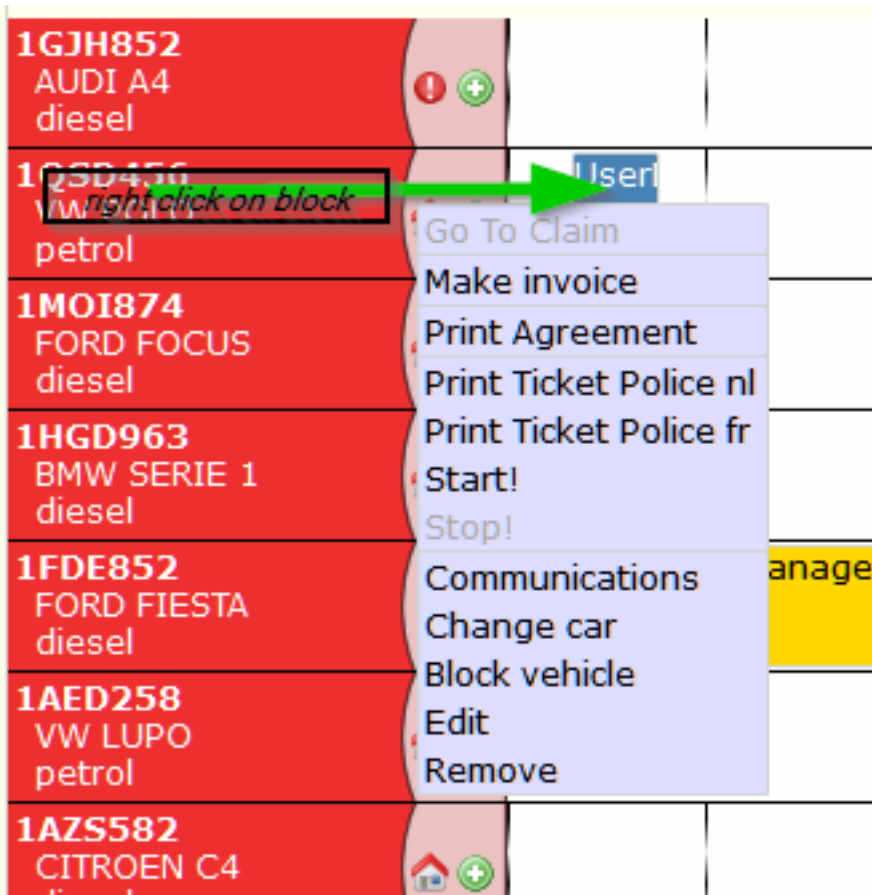
The renter

The repairer

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The same procedure applies when you need to stop the renting. Make a right click on the bar of the vehicle and click on 'stop '.

Right clicking on the rental block will also show you next possibilities:



1. Go to claim / job: clicking here will redirect you to the concerned job (if the rental car is linked to a job)
2. Make invoice: from here you can directly create an invoice for the rental.
3. Print agreement: print or re-print the rental agreement
4. Print ticket police: standard letter to send with the traffic ticket send to you by the police.
5. see button 4 alternate language.
6. Start: as explained higher
7. stop: as explained higher
8. Communications: all communications concerning the rental.
9. Change car: this will give you a list of alternate cars which are free during the reserved period of this block.

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10. Block vehicle: you can stop anyone of renting the car to another customer, for example: if the driver needs an automatic.
11. Edit: to edit all data concerning the rental.
12. Remove: can only be used if the car rental hasn't already been started.

Services:

You can add extra services to your rentals, for example: Pickup and dropoff or certain damages.

You can then invoice these services, on the first rental invoice or on the last.

Service	Price	Description
<input type="checkbox"/> Wheel Damage	£	Wheel Damage
<input checked="" type="checkbox"/> Pickup / Dropoff	£ 35	Pickup / Dropoff

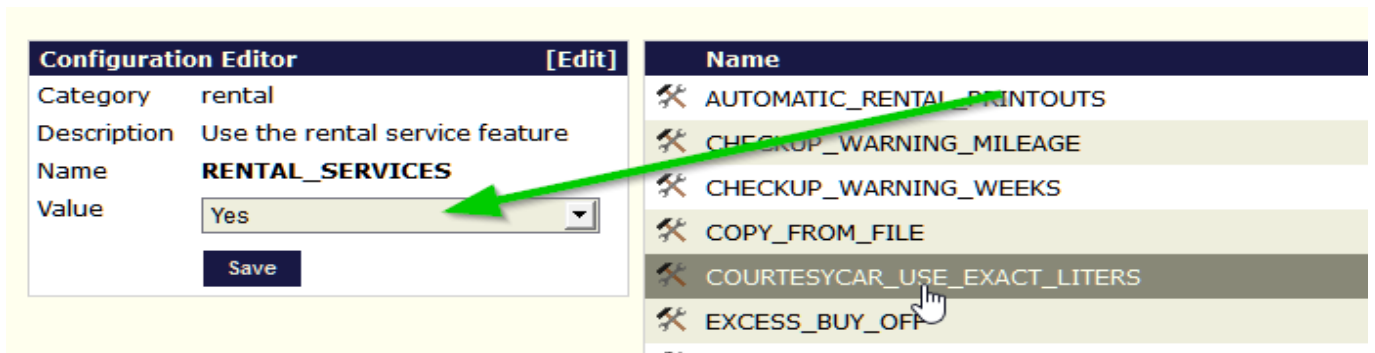
To activate this feature go to "Car Fleet- Services"; here you can create the necessary services, by clicking on new, naming the service, selecting a type and setting when you want to invoice this service:

Name En	Name NI	Name Fr
Wheel Damage	Velg beschadigd	Jante abimée
Pickup / Dropoff	Pickup / Dropoff	Pickup / Dropoff

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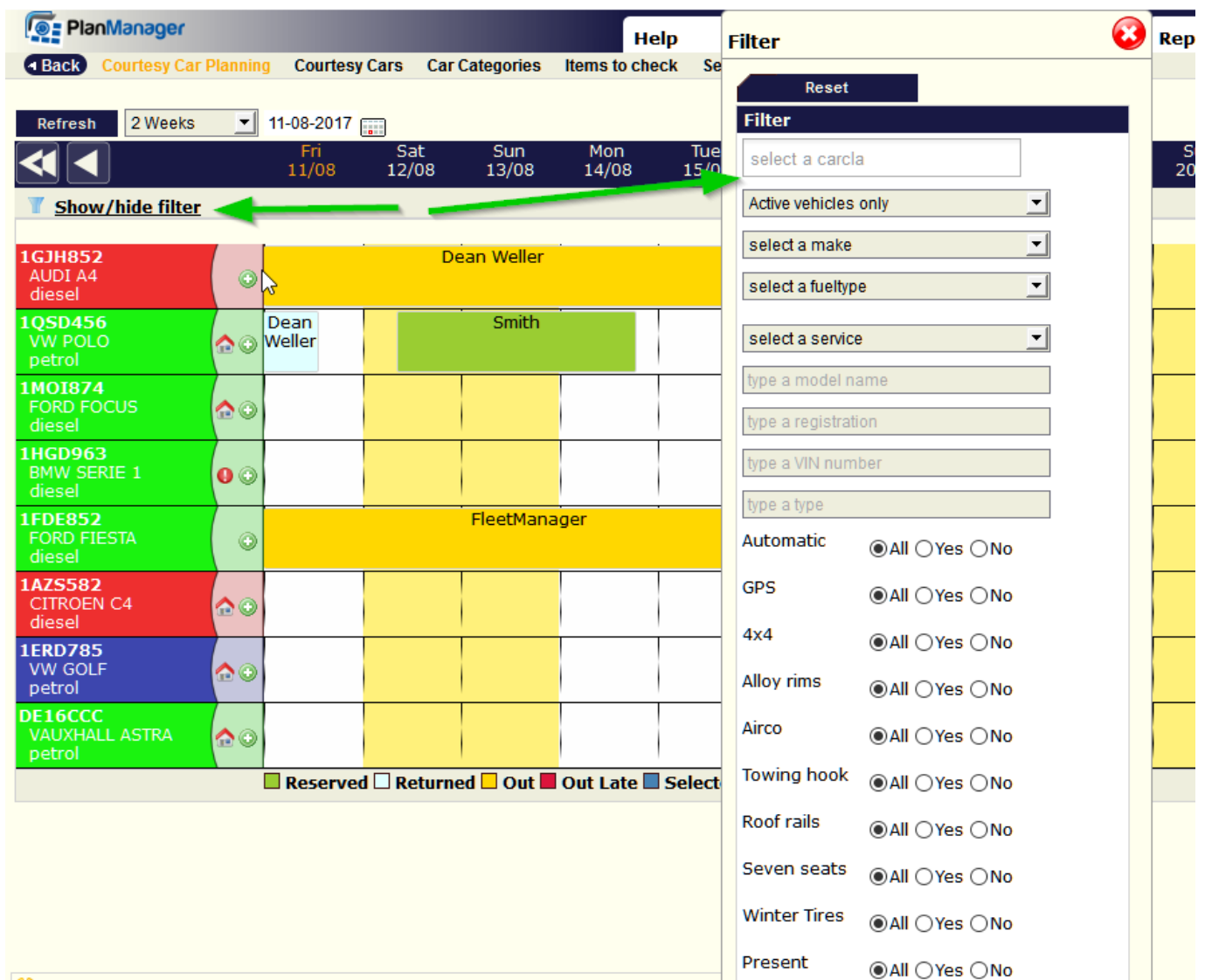
Now when you stop a rental you will be able to indicate this services, and add a price to be invoiced, as shown above.

PS: if this feature is not visible when you stop the rental, go to "System - Settings", search for RENTAL_SERVICES and set this config to yes.



Filter:

You can use the filter in the Courtesy Car Planning to look for a car adapted to your customers wishes, for example: automatic.



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In the same way you can show the inactivated cars in this planning:

The screenshot shows the PlanManager interface for 'Courtesy Car Planning'. The main calendar view displays three cars: 1AED258 (VW LUPO petrol), 1GFE863 (AUDI A3 diesel), and DE16BBB (VAUXHALL ASTRA petrol). The calendar columns represent dates from Friday, 11/08 to Tuesday, 15/08. The cars are shown as yellow blocks, indicating they are 'Out'. A legend at the bottom identifies the status: Reserved (green), Returned (white), Out (yellow), Out Late (red), and Select (blue). On the right, a 'Filter' panel is open, with 'Inactive vehicles only' selected in the 'Filter' dropdown. Green arrows indicate the relationship between the filter and the calendar view.

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