

Rental

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 shows the PlanManager interface for a 'Courtesy Car'. The main window displays car details for 'Deans Body Repair' (VAUXHALL ASTRA). The 'New Checkup' window is open, allowing the user to enter the details of a new maintenance service. The window includes fields for Repairer, Date, Mileage, Cost, and a Comment. A green arrow points from the 'Click here to show the items to check that are present in the car.' link to the 'New Checkup' button.

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

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

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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 for vehicle rental management. On the left, there is a link "Show more details." with a green arrow pointing left. The form is divided into three main sections. The first section on the left contains fields for "Greencard nr", "Excess" (set to £ 250), "UsualDriver" (a dropdown menu showing "select a user"), "Insurance" (a dropdown menu showing "BA"), "Greencard duedate", and "Coc duedate". The middle section contains fields for "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 right section contains fields for "Lease Company" (Courtesi), "Assistance Provider" (AA), "Driving From" (09-11-2016), and "Driving Until" (31-12-2017). At the bottom right, there is a button labeled "Change vehicle to INACTIVE". Green arrows point from the "Checkup Interval Months" and "Checkup Interval KM" fields in the middle section to the text above.

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.

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