

## 006. 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.

**Courtesy Car**

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

[Show more details.](#)

[Click here to show the items to check that are present in the car.](#) [Save](#)

**New Checkup** Results: Viewing items 1-1 of 1.

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

**New Checkup**

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

[Save](#)

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.

← Show more details.

Greencard nr	<input type="text"/>	Mileage	<input type="text" value="30112"/>	Lease Company	<input type="text" value="Courtesi"/>
Excess	<input type="text" value="£ 250"/>	Checkup Interval Months	<input type="text" value="12"/>	Assistance Provider	<input type="text" value="AA"/>
UsualDriver	<input type="text" value="select a user"/>	Checkup Interval KM	<input type="text" value="15000"/>	Driving From	<input type="text" value="09-11-2016"/>
Insurance	<input type="text" value="BA"/>	Winter Tires	<input type="text" value="in store"/>	Driving Until	<input type="text" value="31-12-2017"/>
Greencard duedate	<input type="text"/>	Summer Tires	<input type="text" value="in use"/>	<input type="button" value="Change vehicle to INACTIVE"/>	
Coc duedate	<input type="text"/>	All Season Tires	<input type="text" value="- Select One -"/>		
		Damage	<input type="text"/>		

## 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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