

# Rental

## How do I remove a courtesy car?

You can not actually delete a replacement car. You can only set the car as inactive, so it won't be visible in the planning anymore. The rental history of the vehicle will always remain available.

You can set a vehicle to the inactive status by going to the tab "car fleet" - "courtesy car". Click on the vehicle. Then click "→ Show more details" and finally

click **Change vehicle to INACTIVE**

The screenshot shows the 'Courtesy Car' form with various fields for location, registration, make, model, type, and more. A green arrow points from the 'Show more details' link to the 'Change vehicle to INACTIVE' button.

In the "car fleet" - "courtesy car", there is a filter available on the left. Below you can see "Only active vehicles." To see inactive vehicles, simply uncheck this box.

The screenshot shows a table of vehicles with a filter on the left. The filter has 'Active vehicles only' checked. A green arrow points to this checkbox.

Number	Registration	Vin	Make	Model	Type	Category	Fueltype	Gear	Mileage
1	1GJH852		AUDI	A4	C	diesel	Automatic	2598	
2	1QSD456		VW	POLO	A	petrol	Manual	23567	
3	1MOI874		FORD	FOCUS	B	diesel	Manual	12598	
4	1HGD963		BMW	SERIE 1	C	diesel	Automatic	32689	
5	1FDE852		FORD	FIESTA	B	diesel	Manual	5000	
8	1AZ5582		CITROEN	C4	B	diesel	Manual		
9	1ERD785		VW	GOLF	A	petrol	Manual		
555	DE16BBB	W0L07PL1234567890	VAUXHALL	ASTRA	Hatchback	A	petrol	Manual	30112
556	DE16CCC	W0L07PL1234567891	VAUXHALL	ASTRA	Hatchback	A	petrol	Manual	0

You can set a vehicle back to the active status by going to the tab "car fleet" - "courtesy car".

Untick the box  **Active vehicles only**

Click on the inactive vehicle. Then click

"→ Show more details" and finally click

**Change vehicle to ACTIVE**

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Unique solution ID: #1559

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Last update: 2021-11-10 16:13