

Rental

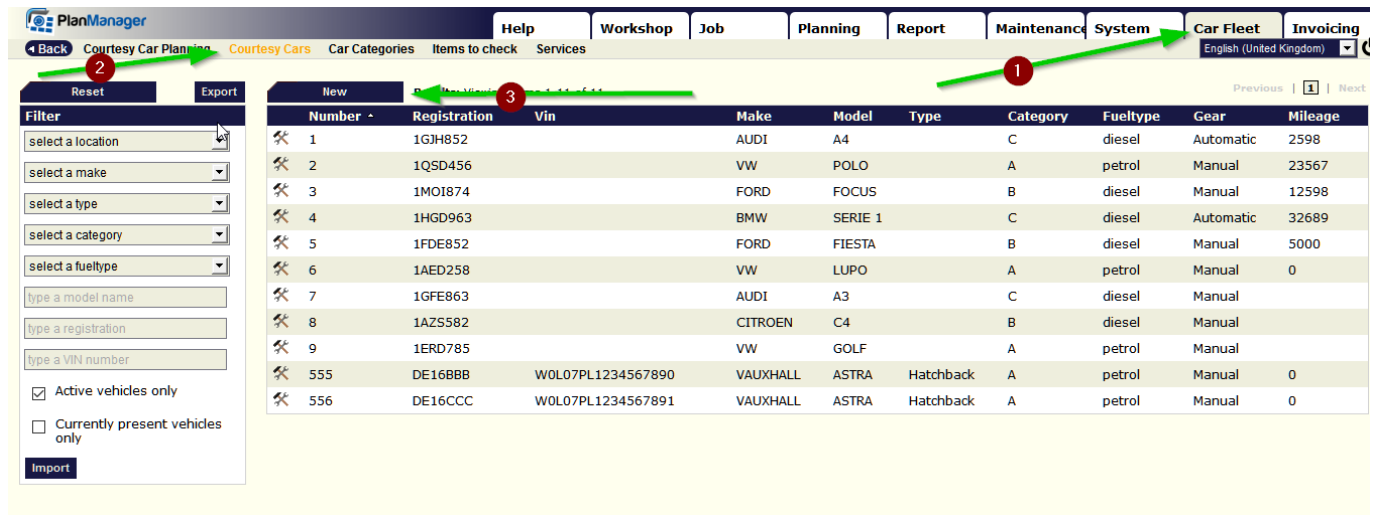
How to manage your courtesy cars and planning

Managing the courtesy cars.

Add a courtesy car

To add a courtesy car, click the "Car Fleet" tab - "Courtesy Car".

Click on the top left of the list of vehicles in the "New" button



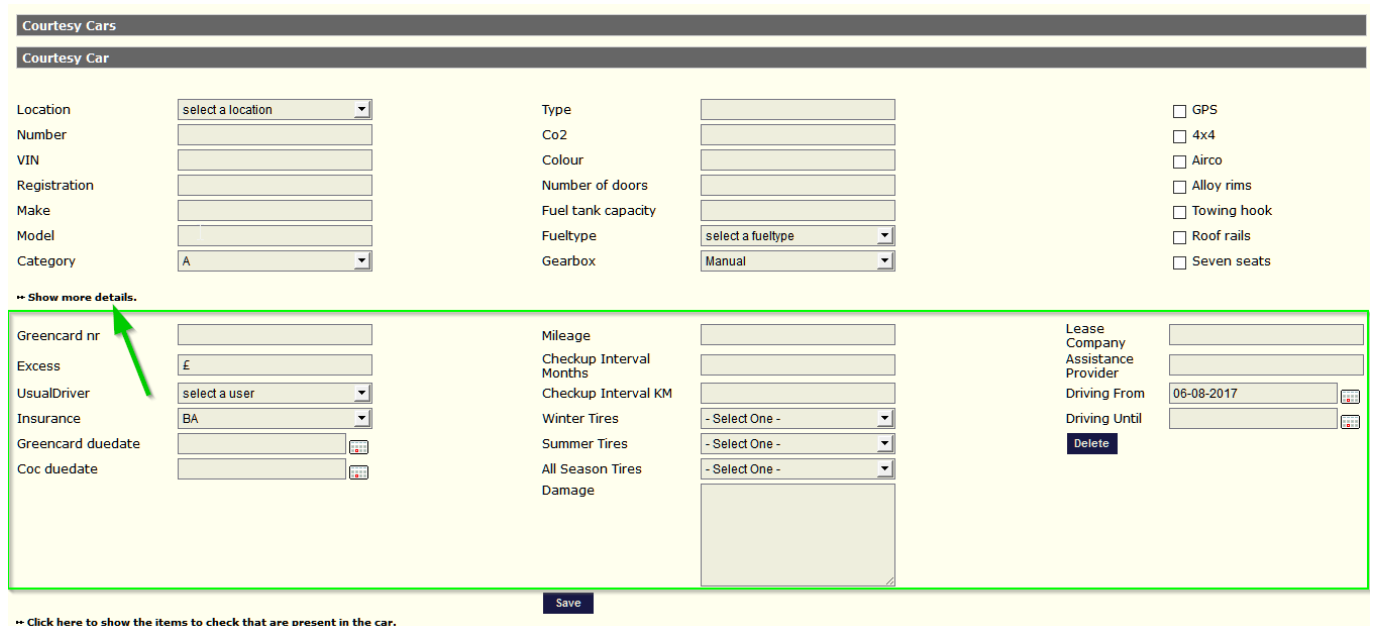
The screenshot shows the PlanManager interface with the 'Car Fleet' tab selected. The 'Add New Vehicle' button is highlighted with a red arrow (1). The 'Add New Vehicle' button is highlighted with a red arrow (2). The 'Add New Vehicle' button is highlighted with a red arrow (3).

New	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
	6	1AED258		VW	LUPO		A	petrol	Manual	0
	7	1GFE863		AUDI	A3		C	diesel	Manual	
	8	1AZS582		CITROEN	C4		B	diesel	Manual	
	9	1ERD785		VW	GOLF		A	petrol	Manual	
	555	DE16BBB	W0L07PL1234567890	VAUXHALL	ASTRA	Hatchback	A	petrol	Manual	0
	556	DE16CCC	W0L07PL1234567891	VAUXHALL	ASTRA	Hatchback	A	petrol	Manual	0

In order to create a new car courtesy, you need a minimum number plate (there can not be two courtesy cars with the same plate), and the name of the location if your company has multiple locations.

However it is advisable to add the maximum amount of data (make, model, fuel type, box ...) to your courtesy car to the best use of the system. By clicking → Show more details you can add additional information concerning the car.

Once you complete all the data, click the "Save" button



The screenshot shows the 'Courtesy Car' form in PlanManager. The form is divided into two sections: 'Basic Information' and 'Additional Information'. The 'Basic Information' section includes fields for Location, Number, VIN, Registration, Make, Model, Category, Type, Co2, Colour, Number of doors, Fuel tank capacity, Fueltype, and Gearbox. The 'Additional Information' section includes fields for Greencard nr, Excess, UsualDriver, Insurance, Greencard duedate, Coc duedate, Mileage, Checkup Interval, Months, Checkup Interval KM, Winter Tires, Summer Tires, All Season Tires, Damage, Lease, Company, Assistance, Provider, Driving From, and Driving Until. A green arrow points to the 'Show more details' link.

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Delete a courtesy car

when you do not use a Courtesy Car, it must be assumed that we should not remove it from the program.

You just make it inactive, For if a traffic fine reaches you 2 months later, you have to find this vehicle and who was driving it.

To make a courtesy car inactive, click the tab "Car Fleet" - "Courtesy Car" and click on the vehicle you want to make inactive (you also have the option to enter data into the filter on the left of screen to find the correct vehicle directly).

Then click the button "Show more details"

Then click "Change vehicle to INACTIVE" then click "Save."

← Show more details. 1

Greencard nr
Excess £ 250
UsualDriver select a user
Insurance BA
Greencard duedate
Coc duedate

Mileage 0
Checkup Interval Months 1
Checkup Interval KM 65535
Winter Tires - Select One -
Summer Tires - Select One -
All Season Tires in use
Damage

Lease Company Courtesi
Assistance Provider AA
Driving From 09-11-2016
Driving Until 28-02-2017
Change vehicle to INACTIVE

Save 3

← Click here to show the items to check that are present in the car.

Your vehicle is now inactive, so it will no longer appear on the rental planning.

If you want to see the profile of this inactive vehicle, click the "Car Fleet" tab - "Courtesy Car" and uncheck the box in the filter "Only active vehicles"

You'll see in your list that the vehicle will reappear but gray.

PlanManager

Back Courtesy Car Planning Courtesy Cars Car Categories Items to check Services Help Workshop Job Planning Report Maintenance System Car Fleet Invoicing English (United Kingdom)

Reset Export

Filter

select a location
select a make
select a type
select a category
select a fueltype
type a model name
type a registration
type a VIN number

☐ Active vehicles only
☐ Currently present vehicles only

New Results: Viewing items 1-11 of 11. Previous 1 Next

Number	Registration	Vin	Make	Model	Type	Category	Fueltype	Gear	Mileage
1	1GJH852		AUDI	A4		C	diesel	Automatic	2598
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6	1AED258		VW	LUPO		A	petrol	Manual	0
7	1GFE863		AUDI	A3		C	diesel	Manual	
8	1AZS582		CITROEN	C4		B	diesel	Manual	
9	1ERD785		VW	GOLF		A	petrol	Manual	
555	DE1688B	W0L07PL1234567890	VAUXHALL	ASTRA	Hatchback	A	petrol	Manual	0
556	DE16CCC	W0L07PL1234567891	VAUXHALL	ASTRA	Hatchback	A	petrol	Manual	0

Rental

To see this vehicle in the courtesy cars planning, click on the "Car Fleet" tab, then click the button "Show / Hide filter" and then select from the dropdown list: "Only vehicles Inactive"

Back Courtesy Car Planning Courtesy Cars Car Categories Items to check

Refresh 2 Weeks 06-08-2017

Sun 06/08 Mon 07/08 Tue 08/08 Wed 09/08 Thu 10/08

Show/hide filter

1GJH852 AUDI A4 diesel

1QSD456 VW POLO petrol

1MOI874 FORD FOCUS diesel

1HGD963 BMW SERIE 1 diesel

1FDE852 FORD FIESTA diesel

1AZS582 CITROEN C4

User

FleetManager

Reset

Filter

select a carclass

Active vehicles only

Active vehicles only

Inactive vehicles only

select a fueltype

select a service

type a model name

type a registration

type a VIN number

type a type

Automatic ☒ All ☐ Yes ☐ No

GPS ☒ All ☐ Yes ☐ No

select a location

Tue 15/08 Wed 16/08 Thu 17/08 Fri 18/08 Sat 19/08

In the same way you changed the status of a vehicle to inactive, you can change it back to active, you will then see an asterisk after the license plate number.

Vehicle categories

You can manage categories of your vehicles via the tab "Car Fleet" - 'Vehicle categories'.

To add a category, click the "New" in the top left and complete the data on the left of your screen. You can add a name, a franchise, a cost, a price (by day, week, etc...) Then click on "Save"

Car Category Editor [New]

Name

Excess

Cost

Periodicity

Daily Rent

Daily Free Miles

Daily Extra Miles

Periodicity

Weekly Rent

Weekly Free KM

Weekly Extra KM

Periodicity

Fortnightly Rent

Fortnightly Free KM

Fortnightly Extra KM

Periodicity

Monthly Rent

Monthly Free KM

Monthly Extra Mileage

Save Delete

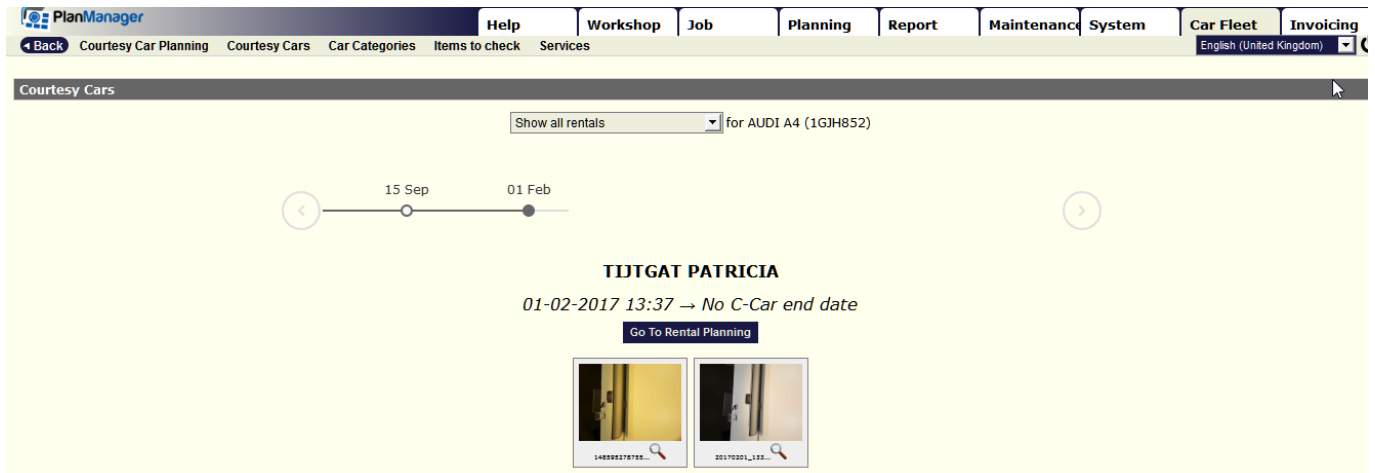
New

Name	Cost	Rent	Excess	Free KM
A	£ 9.5	£ 15	£ 450	0
B	£ 12.5	£ 20	£ 550	50
C	£ 15	£ 25	£ 650	0

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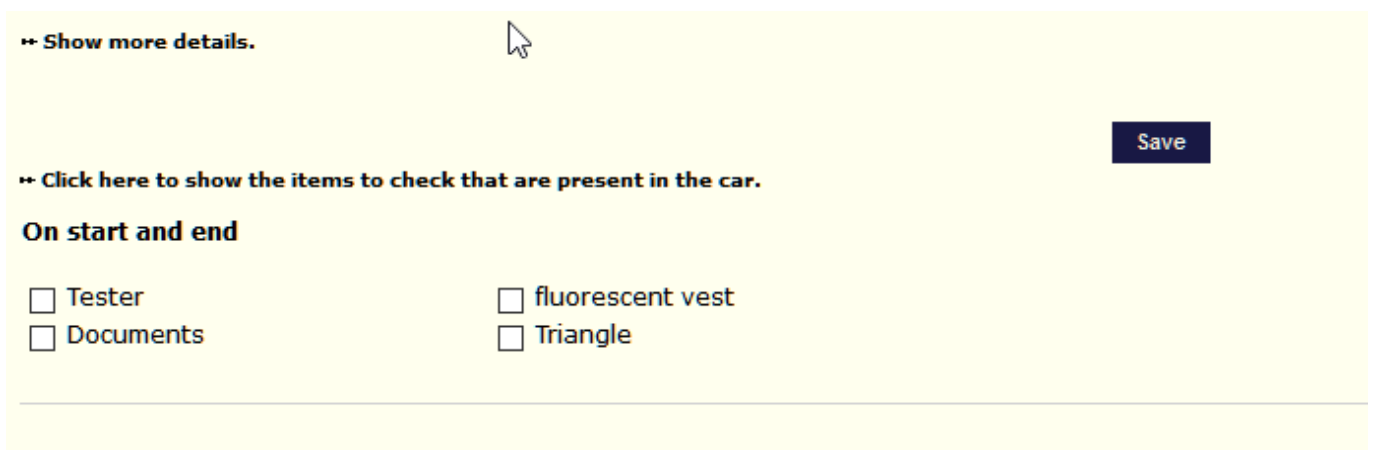
Top of the screen “Courtesy Cars”

On the top of the screen you will find the latest rentals, with a timeline to easily find the driver during a certain period. You will also be able to check the images concerning that rental.

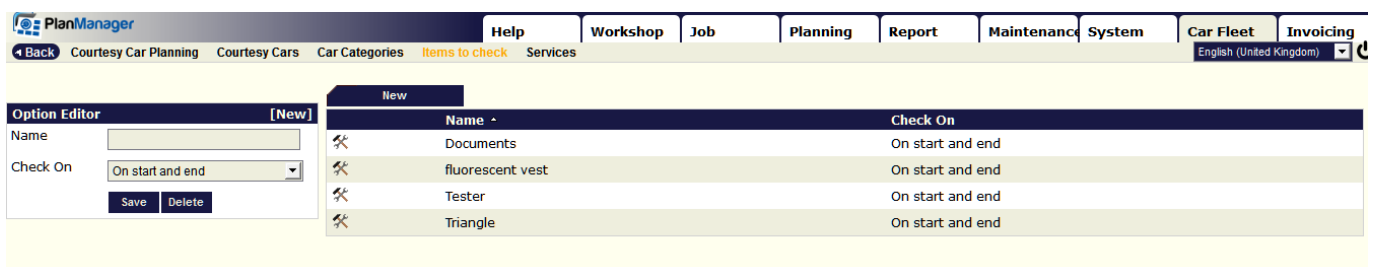


Items to check

You can put a list of items to check in PlanManager, either on the start or the end of the rental, or both. To do so click on → Click here to show the items to check that are present in the car. You will get a list where you can choose which items to check.



You can create these items by going to “Items to check” in the “Car fleet” tab:



Rental

Unique solution ID: #1535

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