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Vehicle Hire



The Basics of Vehicle Hire

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1. Introduction

This document is intended to give a quick overview of the basics of Novtel Vehicle Hire.

However: Please note that Novtel has a wide range of capabilities and is feature rich.

Feel free to request a product demonstration for more details.

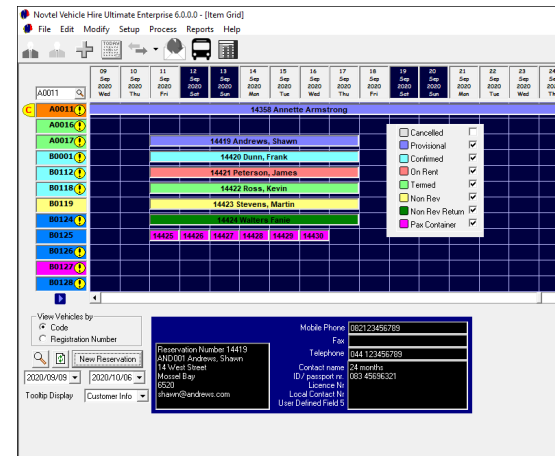
1.1 Third Party Integration

Novtel Vehicle Hire manages your fleet with ease, and integrates with:

- ✓ Microsoft Office
- ✓ Sage Pastel Partner and Xpress
- ✓ Sage Evolution
- ✓ Webfleet
- ✓ Novtel Access Control
- ✓ And Novtel Relations Management

1.2 Reservation Statuses

On the Grid, the status of a reservation can be tracked by means of specific status colours linked to it – as indicated below:



1.3 Multi Branch Management

Novtel Vehicle Hire supports multi-branch management where a vehicle can be checked out at one branch and checked in at another.

1.4 Agents and Commission

Agent Codes can be set up in the financial system, and commission structures set up.

These codes will be available in Novtel to be linked to a reservation.

Complete commission and sales reporting are obtained from the financial system.

In Novtel, a Rental Statistics Report can be obtained to list the total 'sales' per Agent.

Rental Statistics - Agent							
01 August 2020 To 31 August 2020							
PRINTED DATE: 20 AUGUST 2020 TIME: 10:55:27 AM							
AGENT	NUMBER OF CONTRACTS	RENTAL DAYS	COST	TURNOVER EXCL	AVG RENTAL DAYS	AVG RENTAL INV	AVG DAILY RENTAL
1 - Test Agent							
TOTALS - Test Agent	3	41	0.00	12165.22	14	4055.07	296.71
TOTALS	3	41	0.00	12165.22	14	4055.07	296.71

1.5 Customer Categories

We recommend that 'Customer Categories' are set up in the financial system in order to link the relevant Category to each Customer master file in Novtel to obtain a rental statistics report based on Customer Category.

1.6 Multi-Currency

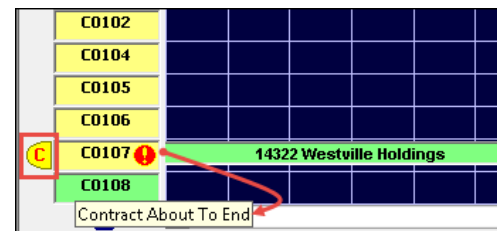
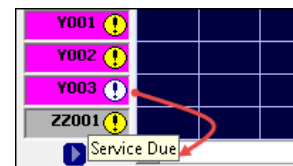
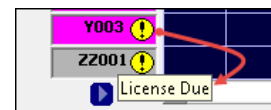
If the Multi-Currency Module is installed and active in Sage Pastel or Evolution; different currencies have been set up and exchange rates updated, a specific foreign currency can be linked to the Customer master file in Novtel when the Customer is created.

In Novtel, Invoices and Statements will be produced in the home currency, BUT in the financial system, the Invoice will be produced in the foreign currency linked to the Customer's master file.

1.7 Reminders

Novtel incorporates the feature to notify the User prior to an expiring licence; when a service is due, and when a contract is about to end.

On the Grid, next to the vehicle code, an exclamation mark will indicate that an action is needed, and when hovering over the exclamation mark, the action is listed as follows:



Reports can also be obtained which will indicate:

- ✓ Which vehicle licences have already expired, and which are still valid
- ✓ Services due - and if overdue - how many kilometres the service is overdue
- ✓ And contracts expiring within a selected date range

In addition, 2 custom reminders can be set up for all Vehicles in the system.

Dates are linked to the custom reminders; the notification period set, and exclamation marks will appear next to the vehicle code on the grid to notify the User of an action to be taken.

2. Customers

An unlimited number of Customers can be set up in Novtel and will also automatically be saved in the financial system simultaneously.

1. By using the 'Customer AutoNumber' functionality, the system User will only type the 3 letters 'Alpha-Code', and Novtel will check for and insert the next available numeric code.
2. Enter the Customer Description in this field.
3. Select the relevant Customer Category to be linked to this Customer.
4. And if 'Multi-Currency' is set up in the financial system, select the applicable currency here while in the process of creating the Customer Master File. Once saved, the currency CANNOT be changed.

In the 'General' tab, all contact details must be captured.

Enter the Customer's physical address in the 2nd tab.

In the User Defined Fields tab, Novtel has made provision for additional information to be entered in 5 fields.

By default, the line descriptions are indicated as 'User Defined Field 1 - 5'. However, we have customised lines 1 - 4 in the User Defined Fields Setup screen as follows:

Therefore, the customised descriptions are displayed here, and the relevant information can now be entered in per line.

Saving the Customer Master File in Novtel, and proceeding to the financial system, all details for this Customer have been saved here too as entered in Novtel.

The screenshot shows the 'Edit Customer Accounts' window. The 'Details' tab is selected, displaying the following information:

- Account Code: PET001
- Description: Peterson, John
- Customer Category: 9 - Internet/website
- Postal Address: 15 West Rigde Rd, 3256ABC, London, England
- Delivery Address: 15 West Rigde Rd, 3256ABC, London, England
- Contact: +44 12345678910
- Mobile Phone: +44 98765432111

3. Suppliers, Supplier Prices and Sub-Hires

3.1 Supplier Master Files

An unlimited number of Suppliers can be created in Novtel.

Any person or company rendering a service to your company can be classified as a Supplier. Examples may include the following:

- ✓ Plumbers
- ✓ Electricians
- ✓ Garden Services – if applicable
- ✓ As well as companies from which a vehicle can be sub-hired in the case where your fleet, or required vehicles are not available for the period requested.

Supplier Master Files requires a unique account code and description, and in the 'General' tab, all contact details are captured.

The screenshot shows the 'Suppliers' window. The 'General' tab is selected, displaying the following information:

- Account Code: BES001
- Description: Best Car Hire
- Pastel Foreign Currency: 00 - Home Currency
- Postal Address: PO Box 741, Bellville Cape Town, 8000
- Telephone No: 021 123456789
- Fax No: [Empty]
- Mobile Phone: 081 123456789
- Email Address: best@carhire.com

In the 'Delivery Address' tab, the Supplier's physical address is entered, and in the 'User Defined Fields' tab, custom information is captured as required.

3.2 Setting up Supplier Prices

Supplier prices for sub-rented vehicles can be imported from an Excel spreadsheet, or it can be set up manually directly in Novtel.

It can be accessed; viewed; edited or deleted from the 'Setup – Supplier Prices' menu option.

Supplier: BES001 Best Car Hire

Category: AS02 Cost per Day: 210
Rate per Day: 275.00
Profit: 65.00

Category	Cost	Rate	Profit
A	350.00	500.00	150.00
B	400.00	550.00	150.00
C	500.00	700.00	200.00
D	600.00	850.00	250.00
BS30	195.00	255.00	60.00
AS02	210.00	275.00	65.00

3.3 Sub-Hire Reservations

In our example, we have created a reservation for a vehicle classified as a 'Subhire Item'.

The Supplier Prices Category - BS30 – has been linked to the reservation.

Vehicle Number: B0001 Toyota Tazz Duration Charged: 7

Reservation Number: 14387 RA Number: 0 Category: BS30 - Group B S Rate 1

Date Out: 2020-02-05
Time Out: 08:00:00

Proceeding to the 'Financial' tab, the search option is selected in the 'SH Number' field.

Price (Incl): 1785.00 Price (Excl): 1552.17 Tax: 232.83 Invoice Total: 1865.00

Duration Charged: 7

Date Raised: 2020-02-05

Deposit Calculated By: Percentage Amount

Deposit Amount: 0.00

Rental Charge Incl / Excl: Rental Charge Per Day (Incl): 255.00 Rental Charge Per Day (Excl): 221.74

Applicable Rates Incl Tax: Insurance Charge Per Day: 0.00 Contract Fee: 60.00

Agent Code: FB Description: Facebook and twitter

Subhire Details: SH Number: Supplier:

Cost Code: Use Item Cost Code Override:

This will display the 'Select Best Price' screen, indicating the 3 best prices in sequence from the lowest to the highest, and the preferred price can now be selected.

BES001 Cost per Day: 195.00 Rate per Day: 255.00 Profit per Day: 60.00

AH1001 Cost per Day: 200.00 Rate per Day: 255.00 Profit per Day: 55.00

ABC001 Cost per Day: 205.00 Rate per Day: 255.00 Profit per Day: 50.00

If the selected Supplier is correct, click 'Yes' to confirm the action.

Are you sure that the selected supplier is correct?

Yes No

1. The selected Supplier is now displayed at the top of the 'Sub-Hire Vehicle' screen
2. The buying price per day is indicated here
3. And the amount – exclusive of VAT – owed to the supplier, is indicated at the bottom of the screen.

4. Rates (Charges)

Any charge to be added to the reservation or contract, can be created in the 'Setup – Rates' menu.

Such charges may include the following:

- ✓ A Contract Charge
- ✓ Excess Km / Miles per vehicle grouping
- ✓ Basic Insurance per vehicle grouping
- ✓ Additional Insurance per vehicle grouping
- ✓ Super Insurance per vehicle grouping
- ✓ Car Seat Rental
- ✓ Roof Rack
- ✓ Pick-up / drop-off fees
- ✓ Additional Driver
- ✓ Young Driver, etc

1. A unique code and description are to be created for each charge individually
2. If the item does not yet exist in the financial system, the option is selected to 'Create Item in Pastel'. This will cause the item to be imported to Pastel once the charge is saved in Novtel.
3. To display the charge on the Customer's invoice, tick this checkbox.
4. Enter the amount inclusive of VAT to be charged
5. And if VAT is applicable, tick the option to 'Allow Tax'. Novtel will then automatically calculate and insert the tax amount in the activated field.

To save the charge, click 'Accept'.

In this case the User will only classify the item to be imported as a 'Service Item' and select the relevant Inventory Group before clicking 'Accept'.

The charge will now be created and when accessed, the Pastel Inventory Code it is linked to, is displayed at the bottom of the screen.

Other charges to be created, include:

- ✓ Damaged parts of a vehicle such as a Right Fender; Left Taillight; Bonnet; Front Left Indicator Light, etc.
- ✓ Items needed to service a vehicle, such as Spark Plugs; Fan Belt; Brake Pads, etc.

Should the Workshop Module be used in Novtel to record, track and repair damages or perform services on vehicles, these charges will be classified as 'Workshop Items' to make it available for selection in the Workshop Module.

A complete list of all charges in the Novtel System can be obtained by clicking on the -Reports – List – Rates' menu option.

CODE	DESCRIPTION	RATE	ALLOW TAX
00001	Spark Plugs	20.00	YES
00002	Fan Belt	50.00	YES
00003	Pint of Oil	56.00	YES
00004	Break Pads	120.00	YES
AD001	Additional Driver	200.00	YES
ADBB	Additional Driver - BB	220.00	YES
ADCT	Additional Driver - CT	220.00	YES
ADST	Additional Driver - Strand	220.00	YES
AHBB	After Hours fee - BB	400.00	YES
AHCT	After Hour fee - CT	400.00	YES
AHST	After hour fee - ST	400.00	YES
CF	Contract Fee BB	80.00	YES

5. Categories

Categories must be planned well before creating it in Novtel.

Vehicles are not all charged at the same rates, and therefore we need to create price structures for each group individually.

Rates may also vary for the rental of a vehicle for different rental periods.

On the Category Master File, you will be able to capture the following information:

- ✓ The Category Code and Description
- ✓ Detailed Notes pertaining to the Category
- ✓ The rental charge per day
- ✓ The Insurance amount per day (Which will not automatically be charged when a vehicle is rented, but it is an indication of the price to be charged)
- ✓ The Contract Fee (Which will not automatically be charged when a vehicle is rented, but it is an indication of the price to be charged)
- ✓ And the number of free kilometres allowed before the Customer will be charged for the excess kilometres upon returning the vehicle.
- ✓ Standard and Super Cover Insurance amounts.

Edit Category

Name: Subhire Category
 Non VAT-Able

Description:

Detailed Notes:

Applicable Rates Incl Tax

Rental Charge Per Day	300.00
Insurance Charge Per Day	40.00
Contract Fee	60.00
Free KM	300.00

	Premium	Amount
Standard Insurance	0.00	0.00
Super Cover Insurance	0.00	0.00

The following may be an example of how to set up the Categories, but please note that it is an indication ONLY.

GROUP A VEHICLES

Code	Rental Period	Rental/ Day	Insurance / day	Contract Fee	Free KM
A1	1 – 7 Days	300.00	40.00	60.00	300
A2	8 – 14 Days	290.00	35.00	60.00	450
A3	15 – 21 Days	280.00	30.00	60.00	600
A4	22 – 28 Days	270.00	25.00	60.00	750

GROUP B VEHICLES

Code	Rental Period	Rental/ Day	Insurance / Day	Contract Fee	Free KM
B1	1 – 7 Days	450.00	80.00	60.00	500
B2	8 – 14 Days	440.00	70.00	60.00	650
B3	15 – 21 Days	430.00	60.00	60.00	800
B4	22 – 28 Days	420.00	50.00	60.00	1000

GROUP C VEHICLES

Code	Rental Period	Rental/ Day	Insurance / Day	Contract Fee	Free KM
C1	1 – 7 Days	500.00	120.00	60.00	700
C2	8 – 14 Days	590.00	110.00	60.00	900
C3	15 – 21 Days	580.00	100.00	60.00	1200
C4	22 – 28 Days	570.00	90.00	60.00	1500

When created, the 'Category Setup' window will be displayed as follows:

Category Setup

A1	1-7 Days
A2	8-14 Days
A3	15-21 Days
A4	22-28 Days
B1	1-7 Days
B2	8-14 Days
B3	15-21 Days
B4	22-28 Days
C1	1-7 Days
C2	8-14 Days
C3	15-21 Days
C4	22-28 Days

Name:

Description:

Detailed Notes:

Buttons: Add New, Edit, Delete, Close

The 'List Categories' report will display all created Categories, and the details linked to it.

List Categories

PRINTED DATE: 21 August 2020 TIME: 11:29:26 AM

CODE	DESCRIPTION	DETAILED NOTES	RENTAL CHARGE PER DAY	INSURANCE CHARGE PER DAY	CONTRACT FEE	FREE KM
A1	1-7 Days		300.00	40.00	60.00	300
A2	8-14 Days		290.00	35.00	60.00	450
A3	15-21 Days		280.00	30.00	60.00	600
A4	22-28 Days		270.00	25.00	60.00	750
B1	1-7 Days		450.00	80.00	60.00	500
B2	8-14 Days		440.00	70.00	60.00	650
B3	15-21 Days		430.00	60.00	60.00	800
B4	22-28 Days		420.00	50.00	60.00	1000
C1	1-7 Days		500.00	120.00	60.00	700
C2	8-14 Days		590.00	110.00	60.00	900
C3	15-21 Days		580.00	100.00	60.00	1200
C4	22-28 Days		570.00	90.00	60.00	1500

NUMBER OF CATEGORIES : 12

5.1 Discount per Category

It is possible to create discount structures for specific Vehicle Categories, and for a specific Customer.

For example: We have selected Stanton Travels here and added the 'Camper Vans' Category – which is normally charged at R400.00 per day.

Setup Vehicle Category Discount

Customer: Stanton Travels

Category Code	Description	Excl	Tax	Incl	Disc%
CAM	Camper Vans	347.83	52.17	400.00	0.00

Buttons: Add, Remove, Accept, Cancel

Entering the discount percentage of 10% in the 'Discount' column, the normal price is reduced to R360.00.

Setup Vehicle Category Discount

Customer: Stanton Travels

Category Code	Description	Excl	Tax	Incl	Disc%
CAM	Camper Vans	313.04	46.96	360.00	10

Buttons: Add, Remove, Accept, Cancel

Whenever a reservation is created for this Customer, and the 'Camper Vans' Category is linked to a reservation, the discounted daily price will be charged instead of the normal price as inserted on the Category itself.

The screenshot shows the 'Reservation Details' window for reservation 14485. The 'Financial' tab is active, displaying a table of costs:

Description	Qty	Total	Excl	Incl
Camper Van	2	93.91	626.09	720.00
INS001 - Insurance - Group A - 1-7 Days	2	26.09	173.91	200.00
CF - Contract Fee BB	1	10.43	69.57	80.00
TOTAL DUE		130.43	869.57	1000.00

The screenshot shows the 'General' tab of the 'Reservation Details' window. The 'Branch Out' dropdown menu is highlighted with a red box, showing 'George Airport, South Africa' selected. Other fields include:

- Vehicle Number: CAM001
- Reservation Number: 14485
- Customer Code: 001
- Description: Stanton Travels
- Branch In: George Airport, South Africa
- Date Out: 2020/08/31
- Time Out: 8:00
- Estimated Time Due: 8:00
- Status: Provisional

6. Vehicles

New Vehicles can be created continually as and when it is added to your fleet. When a vehicle is sold, it will be classified as 'Disposed', and will no longer be available for rental.

BUT: Vehicles can never be deleted from the system because of a history linked to it.

Vehicle Codes must be planned well, and this is an indication of how it can be set up:

GROUP A TYPE VEHICLES

Vehicle Code	Vehicle Description
A001	Datsun Go
A002	Chev Spark
A003	Fiat Palio
A004	Opel Corsa Lite
A005	Toyota Tazz

GROUP B TYPE VEHICLES

Vehicle Code	Vehicle Description
B001	Volkswagen Polo Sedan (M)
B002	Volkswagen Polo Sedan (A)
B003	Hyundai Accent
B004	Chev Aveo Sedan
B005	Opel Corsa Sedan

GROUP C TYPE VEHICLES

Vehicle Code	Vehicle Description
C001	Toyota Fortuner
C002	Nissan Qashqai
C003	Ford Ranger 4x4 Double Cab
C004	Volkswagen Tiguan
C005	Mazda CX-3

When a new vehicle is created, and it has not yet been created in the financial system, the checkbox is ticked to 'Create Item in Pastel'. When the vehicle is saved, it will be imported to Pastel.

The Vehicle Master File is displayed as follows, and the details for each vehicle must be entered and selected correctly:

The General Tab:

The Details Tab:

The Financial Tab:

Please note that if specific charges are linked to the Vehicle Master File in this tab, it will be added to the contract or reservation automatically.

The User Defined Fields Tab:

Here, 5 fields are available to capture custom information.

By default, the line descriptions are indicated as 'User Defined Field 1- 5'. However: If custom User Defined Fields for all Vehicles have been created from the 'Setup – User Defined Fields – Vehicles' window, the line descriptions for all vehicles will be exactly the same.

In this case, we have set up Custom descriptions as follow:

Therefore, the line descriptions in this tab is displayed as follows, and the specific details for this vehicle can be captured.

The Pastel Interface Tab

This tab will be void of information as the vehicle was not yet imported to Pastel. By saving the Vehicle Master File, the import will take place.

Returning to the Vehicle Master File, the Pastel Inventory Code is displayed here:

Viewing the Grid, all created Vehicles will be displayed here, provided that the option were selected to 'Show on Grid'.

By clicking on the arrow pointing to the right, the vehicle descriptions will be displayed next to each code:

Printing the 'Vehicle Listing' report, and activating the option to show the User Defined Fields too, the information per vehicle will be displayed as follows:

CODE	DESCRIPTION	CATEGORY	REGISTRATION NUMBER	BRANCH
A001	Datsun Go	A	CA123	Cape Town, South Africa

VIN NO: 123456789
 ENGIN NO: 987654321
 MODEL AND COLOUR: 2020 Silver
 STOCK NUMBER: 1
 PREVIOUS REGISTRATION NO: New Car
 PASTEL INVENTORY CODE: A001 - Datsun Go
 PASTEL COST CODE:

7. Contracts

In Novtel Vehicle Hire, the following types of contracts can be created by using the 'Contract Manager' option:

- ✓ Fixed Monthly Contracts
- ✓ Month-to-Month Contracts
- ✓ Fixed Weekly Contracts
- ✓ Week-to-Week Contracts

Short Term Reservations are created directly on the Grid, and the process will be explained in Chapter 8.

7.1 Fixed Monthly Contracts and Recurring Billing

Fixed Monthly Contracts can be created with a definite start and end date. Although a contract is created, a reservation per month will be created – and linked to the contract.

In this case, we have created a 12-month contract, starting on the 1st of September 2020, and ends on the 31st of August 2021.

Individual reservation numbers enable the system user to manage each reservation separately and bill specific charges to the reservation as, and when needed.

The screenshot shows the 'Contract Manager' window with the following details:

- Contract Number: 9
- Type: Fixed Monthly
- Customer: ODE001, Odendaal, Kevin
- Date Start: 1 September 2020
- Date End: 31 August 2021
- Duration: 12 Months
- Vehicles: C0107 - Hyundai i10 Grand manual
- Table of Reservations:

Rental Num	Date Start	Date End	Status	Inv Total
14456	2020/09/01	2020/09/30	Provisional	3500.00
14457	2020/10/01	2020/10/31	Provisional	3500.00
14458	2020/11/01	2020/11/30	Provisional	3500.00
14459	2020/12/01	2020/12/31	Provisional	3500.00
14460	2021/01/01	2021/01/31	Provisional	3500.00
14461	2021/02/01	2021/02/28	Provisional	3500.00
14462	2021/03/01	2021/03/31	Provisional	3500.00

Buttons: Add Vehicle, Remove Vehicle, Calculate Commission (0), Apply Commission, View Reservation, Escalations, Save, Cancel.

Fixed charges to be billed can also be added to the contract in the 'Fixed Rates' tab.

Clicking 'Add', the window containing all pre-created charges in the system, will be displayed, and the applicable charges can be selected and added individually.

The screenshot shows the 'Novtel Vehicle Hire Ultimate Enterprise 6.0.0.0 - [Item Grid]' window. The 'Fixed Rates' tab is active, showing a table with columns: Line Type, Rate, Description, Qty, Excl, Tax, Incl. A 'Select Rate' dialog is open, displaying a list of rates. A red arrow points to the 'INS002 Insurance - Monthly Contracts' rate in the dialog.

Code	Description	Excl	Tax	Incl
ERBB	Equipment Rental - BB	65.22	9.78	75.00
ERCT	Equipment Rental - Cape Town	65.22	9.78	75.00
ERST	Equipment Rental - Strand	65.22	9.78	75.00
EXC001	Excess Kilometres	4.35	0.65	5.00
FHF	Fire Handling Fee	250.00	0.00	250.00
FLBB	Re-fuel BB	0.00	0.00	0.00
FLCT	Re-fuel CT	0.00	0.00	0.00
FLST	Re-fuel Strand	0.00	0.00	0.00
INS001	Insurance - Group A - 1-7 Days	86.96	13.04	100.00
INS002	Insurance - Monthly Contracts	434.78	65.22	500.00
KA	Additional Km's BB	2.57	0.38	2.95
KCT	Additional Km's CT	2.57	0.38	2.95
KST	Additional Km's Strand	2.57	0.38	2.95
LAB001	Labour per Hour	304.35	45.65	350.00
HL001	Oil - SL	200.00	30.00	230.00
RSBB	Routine Services BB	0.00	0.00	0.00
RSCT	Routine Services CT	0.00	0.00	0.00
RSST	Routine Services Strand	0.00	0.00	0.00
SCBB	Super Cover BB	55.00	0.00	55.00
SCCT	Super Cover CT	47.83	7.17	55.00
SCST	Super Cover ST	55.00	0.00	55.00
TT001	Toyota Tazz Left Fender	1391.30	208.70	1600.00
TT02	Toyota Tazz Front Left Headlight	1068.36	163.04	1250.00
TT03	Toyota Tazz Sunnet	2668.70	391.30	3000.00
TT04	Toyota Tazz Bumper	1826.09	273.91	2100.00
YDDB	Young Driver BB	217.39	32.61	250.00
YDCT	Young Driver CT	217.39	32.61	250.00
YDST	Young Driver ST	217.39	32.61	250.00

By selecting the 'Add Rates to Vehicle' option, the charge will be added to every reservation linked to the contract.

The screenshot shows the 'Contract Manager' window with the 'Fixed Rates' tab. The 'INS002 Insurance - Monthly Contracts' rate has been added to the table. The 'Add Rates To Vehicles' button is highlighted with a green checkmark.

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	INS002	Insurance - Monthly Contracts	1	434.78	65.22	500.00

Summary Totals: 434.78 Excl, 65.22 Tax, 500.00 Incl.

Buttons: Add Rates To Vehicles (checked), Add Remark, Add, Delete, Save, Cancel.

1. The 'Invoice Total' amount will now also be amended for all reservations accordingly.
2. A reservation can be accessed from the contract by clicking on the reservation and then on 'View Reservation'.

Contract Manager

Contract Number: 9 | Type: Fixed Monthly | Cancel Contract

Customer: ODE001 | Odendaal, Kevin

Date Start: 1 September 2020 | Date End: 31 August 2021 | 12 Months

Vehicles: C0107 - Hyundai I10 Grand manual

Rental Num	Date Start	Date End	Status	Inv Total
14455	2020/09/01	2020/09/30	Provisional	4000.00
14457	2020/10/01	2020/10/31	Provisional	4000.00
14458	2020/11/01	2020/11/30	Provisional	4000.00
14459	2020/12/01	2020/12/31	Provisional	4000.00
14460	2021/01/01	2021/01/31	Provisional	4000.00
14461	2021/02/01	2021/02/28	Provisional	4000.00
14462	2021/03/01	2021/03/31	Provisional	4000.00

Buttons: Add Vehicle, Remove Vehicle, Calculate Commission, Apply Commission, View Reservation, Escalations, Save, Cancel

The selected reservation contains 5 tabs, namely:

1. The 'General' Tab

Reservation Details

General | Financial | Additional Costs | Additional Drivers | Quick View

Vehicle Number: C0107 | Hyundai I10 Grand manual | Duration Charged: 1

Reservation Number: 14455 | RA Number: 0 | Category: C - Group C

Order Number: | Customer Code: ODE001 | Search: <F5>

Description: Odendaal, Kevin | Comments:

Branch Out: Cape Town Airport, South Africa | Date Out: 2020/09/01 | Time Out: 8:00:00 am

Branch In: | Date In: 2020/09/30 | Time In: 8:00:00 am

Estimated Time Due: 12:00:00 am | Payment Type:

Remarks: | Status: Provisional

Buttons: View Audit Log, Accept, Cancel

2. Financial

Reservation Details

General | **Financial** | Additional Costs | Additional Drivers | Quick View

Price (Incl): 3500.00 | Duration Charged: 1

Price (Excl): 3043.48 | Invoice Total: 4000.00

Tax: 456.52

Deposit Calculated By: Percentage Amount

Deposit Amount: 0.00

Rental Charge Incl / Excl:

Rental Charge Per Day (Incl)	3500.00
Rental Charge Per Day (Excl)	3043.48

Applicable Rates Incl Tax:

	Premium	Amount
Insurance Charge Per Day	0.00	0.00
Contract Fee	0.00	0.00
Standard Insurance	0.00	0.00
Super Cover Insurance	0.00	0.00

Buttons: View Audit Log, Accept, Cancel

3. Additional Costs

Reservation Details

General | Financial | **Additional Costs** | Additional Drivers | Quick View

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	INS002	Insurance - Monthly Contracts	1	434.78	65.22	500.00

Summary: 434.78 | 65.22 | 500.00

Buttons: Add Remark, Add, Delete, View Audit Log, Accept, Cancel

4. Additional Drivers

Reservation Details

General Financial Additional Costs **Additional Drivers** Quick View

Driver 1
 First & Last Name
 Licence Number ID Number
 Passport Number

Driver 2
 First & Last Name
 Licence Number ID Number
 Passport Number

Driver 3
 First & Last Name
 Licence Number ID Number
 Passport Number

Copy Additional Drivers From Previous Reservation

View Audit Log Accept Cancel

5. Quick View

Reservation Details

General Financial Additional Costs Additional Drivers **Quick View**

Description	Qty	Tax	Excl	Incl
Hyundai I10 Grand manual	1	456.52	3043.48	3500.00
INS002 - Insurance - Monthly Contracts	1	65.22	434.78	500.00
TOTAL DUE		521.74	3478.26	4000.00

View Audit Log Accept Cancel

On the Grid, all reservations linked to the created contract, will be displayed.

Hovering on any of the reservations for the selected vehicle, the reservation number, as well as the client's contact details, and User Defined info are displayed below the grid.

Novtel Vehicle Hire Ultimate Enterprise 6.0.0.0 - [Item Grid]

File Edit Modify Setup Process Reports Help

Grid showing reservation details for Odendaal, Kevin (Status: Provisional).

Reservation Number 14456
 Contact name Kevin
 ID 780102010000
 Licence N 123456789
 Local Contact N/A

Mobile Phone 081 123456789
 Telephone 031 123456789

View Vehicles by: V Code Registration Number

2020/09/01 2020/10/15

Tooltip Display Customer Info

Cancelled
 Provisional
 Confirmed
 On Rent
 Termined
 Non-Rent
 Non-Rent Return
 For Container

If a deposit were raised and payment received, the status of the reservation will be changed by Novtel to 'Confirmed' automatically. The reservation will now also be displayed in this status colour.

Novtel Vehicle Hire Ultimate Enterprise 6.0.0.0 - [Item Grid]

File Edit Modify Setup Process Reports Help

Grid showing reservation details for Odendaal, Kevin (Status: Confirmed).

Reservation Number 14456
 Contact name Kevin
 ID 780102010000
 Licence N 123456789
 Local Contact N/A

Mobile Phone 081 123456789
 Telephone 031 123456789

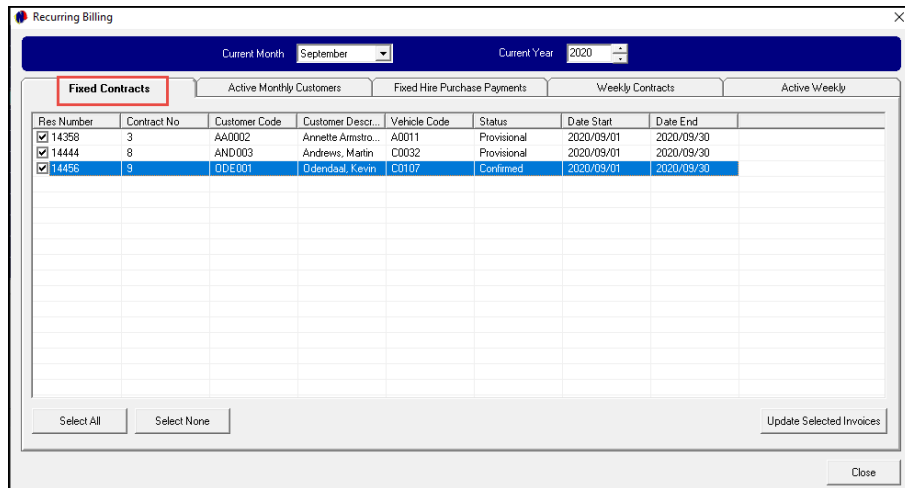
View Vehicles by: V Code Registration Number

2020/09/01 2020/10/15

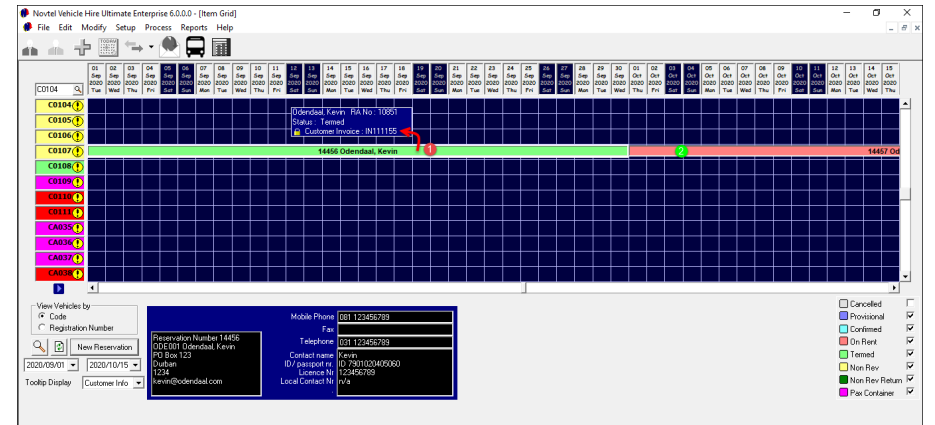
Tooltip Display Customer Info

Cancelled
 Provisional
 Confirmed
 On Rent
 Termined
 Non-Rent
 Non-Rent Return
 For Container

Each month's reservation will be displayed in the corresponding month's 'Recurring Billing' window and can be invoiced.

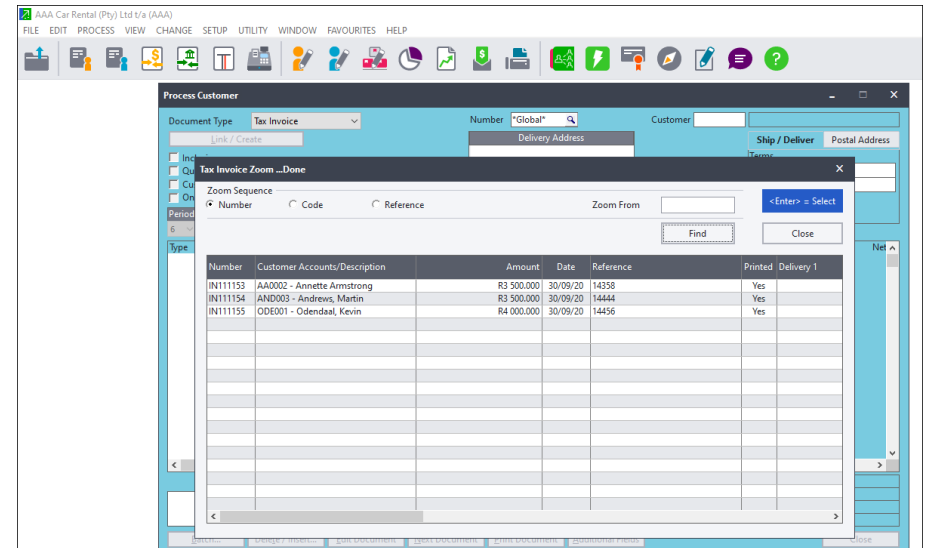
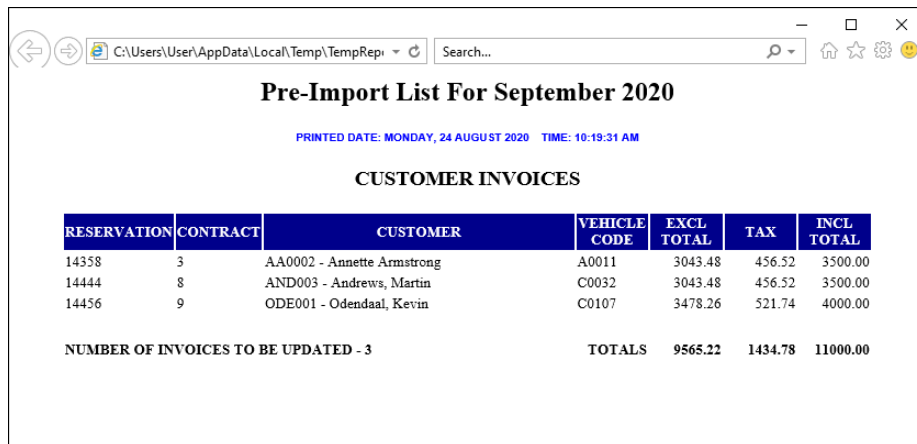


1. The invoiced reservation will now be termed, and an official Invoice Number linked to it.
2. The next month's reservation will have also been changed to the 'On Rent' status and colour linked to it.



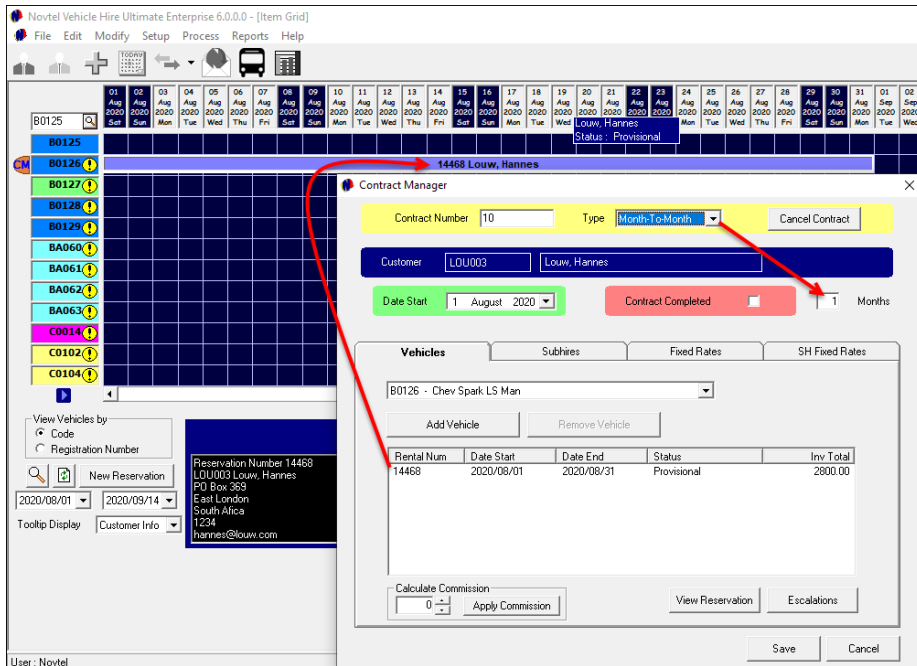
The invoices updated in Novtel, will be available in Sage Pastel immediately.

All invoiced reservations for the selected month will be displayed on the 'Pre-Import' list as follows:

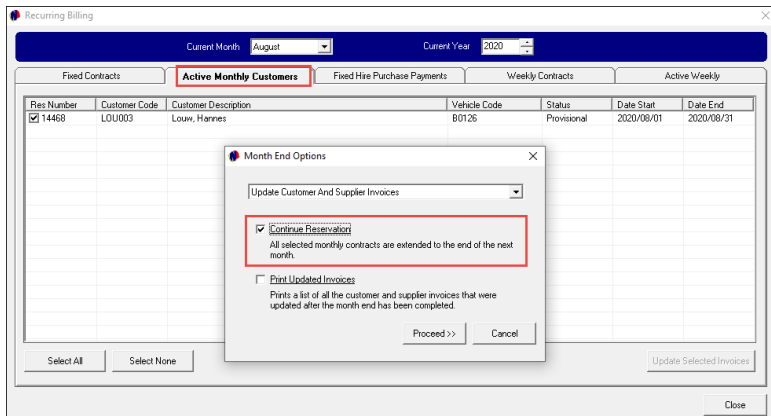


7.2 Month-to-Month Contracts and Recurring Billing

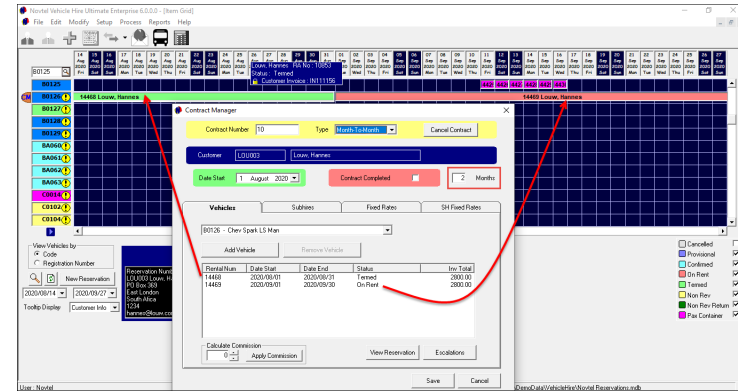
When the Contract Type is selected as Month-to-Month, only 1 reservation is created, and the contract can either be continued or terminated when the recurring billing process is performed.



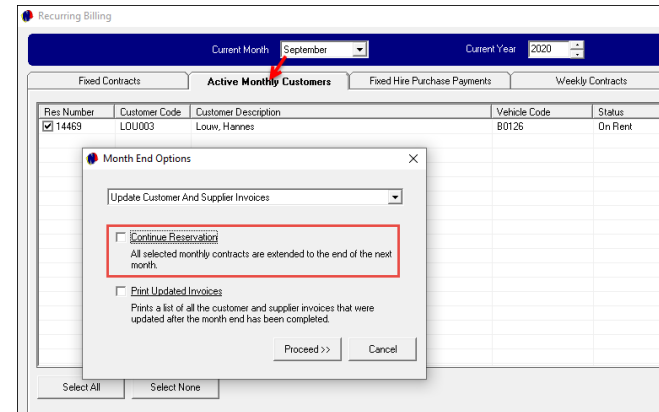
If the option is selected to 'Continue Rental', Novtel will create another monthly reservation for all selected 'Month-To-Month' reservations.



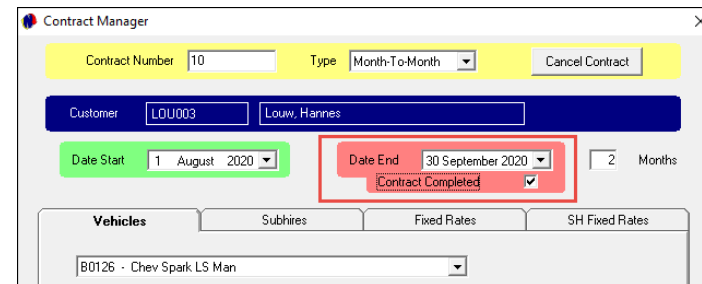
Rental Continued = Another Reservation created on the Contract and Grid.



If the 'Continue Rental' option is **not** selected at the next recurring billing process.....



..... the contract will **not** be continued. The User will mark the contract as completed and the 'End Date' will be inserted.



7.3 Fixed Weekly Contracts and Recurring Billing

Novtel can create fixed weekly contracts and bill those contracts on a weekly basis too.

The 'Fixed Weekly' Contract Option is selected in this case, and the number of weeks will be calculated according to the date range selected.

Contract Manager

Contract Number: New Type: Fixed Weekly Cancel Contract

Customer: AND001 Andrews, Shawn

Fixed Weekly (selected)

In this case, 2 reservations will be created for the selected vehicle to manage each reservation individually.

Contract Manager

Contract Number: 1 Type: Fixed Weekly Cancel Contract

Customer: AND001 Andrews, Shawn

Date Start: 3 August 2020 Date End: 16 August 2020 2 Weeks

Vehicles: A001 - Datsun Go

Rental Num	Date Start	Date End	Status	Inv Total
1	2020/08/03	2020/08/09	Provisional	1200.00
2	2020/08/10	2020/08/16	Provisional	1200.00

Calculate Commission: 0 Apply Commission View Reservation Escalations

Save Cancel

The 2 reservations are now displayed on the Grid and linked to individual reservation numbers.

Novtel Vehicle Hire Ultimate Enterprise 6.0.0.0 - [Item Grid]

Contract No	Customer Code	Customer Description	Vehicle Code	Status	Date Start	Date End
A001	AND001	Andrews, Shawn	A001	Provisional	2020/08/03	2020/08/09
A002	AND001	Andrews, Shawn	A001	Provisional	2020/08/10	2020/08/16

The reservations linked to this contract is displayed in the 'Recurring Billing Billing's 'Weekly Contracts' tab and can now be billed.

Recurring Billing

From: 2020/08/01 To: 2020/08/31

Fixed Contracts Active Monthly Customers Fixed Hire Purchase Payments **Weekly Contracts** Active Weekly

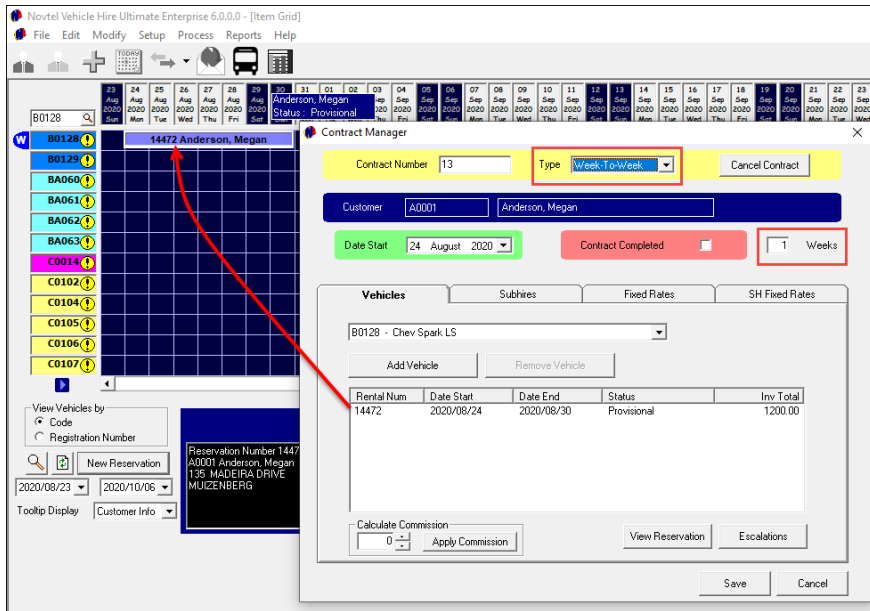
Res Number	Contract No	Customer Code	Customer Description	Vehicle Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 1	1	AND001	Andrews, Shawn	A001	Provisional	2020/08/03	2020/08/09
<input checked="" type="checkbox"/> 2	1	AND001	Andrews, Shawn	A001	Provisional	2020/08/10	2020/08/16

Select All Select None Update Selected Invoices

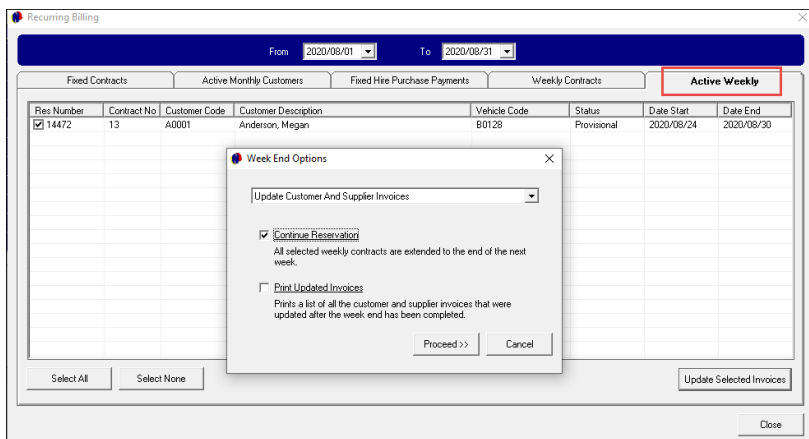
Close

7.4 Week-to-Week Contracts and Recurring Billing

When creating a 'Week-to-Week' contract, only 1 reservation will be created for the selected vehicle when the contract is saved.



In the Recurring Billing window, the 'Active Weekly' tab displays this type of contract and can either be continue for another week if so selected, or the rental contract can be completed upon performing the billing process.



8. Short Term Reservations

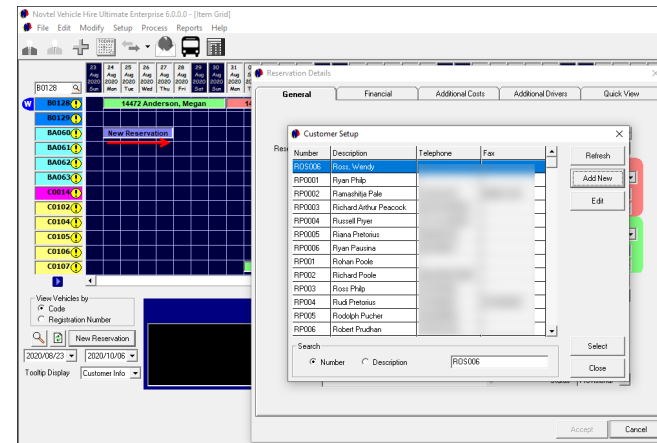
Short Term Reservations are created directly on the Grid.

In the date column next to the required vehicle, click; hold; drag and release the mouse button on the requested end date.

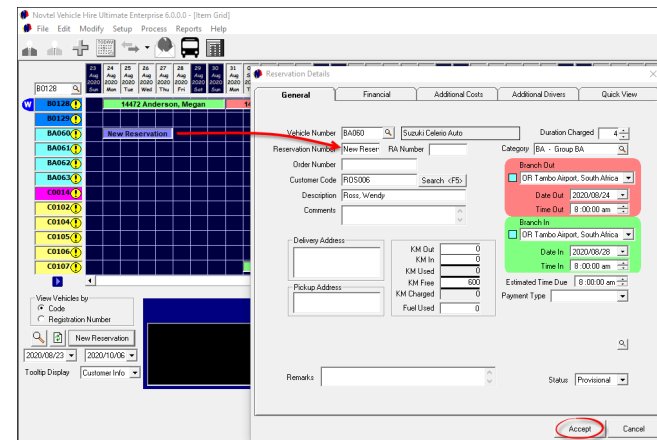
For example: A reservation is made for vehicle code BA060, and from 24 – 27 August 2020. The vehicle will be returned on the 28th of August.

Upon releasing the mouse button, a Customer must be selected. If the Customer already exists in the Novtel system, search for and select the Customer.

If not, create the Customer, save the master file, and select it.



A reservation number is only created once the reservation is saved.



Now the reservation on the Grid displays the allocated Reservation Number, as well as the Customer's name.
To access the reservation, simply double-click on it.

In the General tab, the following information can be entered:

1. Comments and Remarks – which will be displayed on the 'Comments and Remarks' report

Booking No	Vehicle	Customer	Comments	Remarks
14474	Suzuki Celerio Auto	Ross, Wendy	Vehicle must be ready at 7am.	Customer requested a GPS to be added

2. If applicable, a delivery and pickup address can be added, and which will be displayed on the 'Deliveries' and 'Collection' reports respectively for the selected dates.

3. Duration Charged VS Category

In this case, the vehicle is rented for 4 days, and the daily rate as entered on the selected category, will be charged.

Reservation Details

General Financial Additional Costs Additional Drivers Quick View

Vehicle Number BA060 Suzuki Celerio Auto Duration Charged 4

Reservation Number 14474 RA Number 0 Category BA - Group BA

The rental amount - as derived from the linked Category – is displayed in the 'Financial' tab.

In this case, the daily rental amount of R365.00 – inclusive of VAT – is charged, and therefore the Price Inclusive of VAT total for the rental ONLY, is R1460.00.

However: You will notice that the Invoice Total at present, is reflected as R1700.00. This is due to the default charges added to the Vehicle Master File to charge a specific daily insurance rate (R40 per day), as well as a once off contract fee (R80).

Reservation Details

General Financial Additional Costs Additional Drivers Quick View

Price (Incl) 1460.00 Duration Charged 4

Price (Excl) 1269.57 Invoice Total 1700.00

Tax 190.43

Deposit Calculated By: Percentage Amount

Deposit Amount 0.00

Rental Charge Incl / Excl

Rental Charge Per Day (Incl) 365.00

Rental Charge Per Day (Excl) 317.33

Applicable Rates Incl Tax

Insurance Charge Per Day 40.00

Contract Fee 80.00

Standard Insurance 0.00 9500.00

Super Cover Insurance 0.00 3500.00

View Audit Log Accept Cancel

These charges are displayed in the 'Additional Costs' tab:

Reservation Details

General Financial Additional Costs Additional Drivers Quick View

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	INS003	Insurance Group B 1-7 Days	4	139.13	20.87	160.00
Item	CF	Contract Fee BB	1	69.57	10.43	80.00
				208.70	31.30	240.00

Add Remark Add Delete

As the Customer requested a GPS to rent as well, this charge is added to the 'Additional Cost' Tab too, by clicking 'Add'; searching for and selecting the required item.

Novtel Vehicle Hire Ultimate Enterprise 5.0.0.0 - (Item Grid)

Reservation Details

General Financial Additional Costs Additional Drivers Select Rate

Search By Code

Search For GPS

Code	Description	Excl	Tax	Incl
ADDB	Additional Driver - BB	191.30	20.70	220.00
ADCT	Additional Driver - CT	191.30	20.70	220.00
ADST	Additional Driver - Stand	191.30	20.70	220.00
AHBB	After Hour fee - BB	347.83	52.17	400.00
AHCT	After Hour fee - CT	347.83	52.17	400.00
AHST	After hour fee - ST	347.83	52.17	400.00
CF	Contract Fee BB	69.57	10.43	80.00
CFCT	Contract Fee - CT	69.57	10.43	80.00
CFST	Contract Fee - ST	69.57	10.43	80.00
CLBB	Clearing BB	150.00	0.00	150.00
CLCT	Clearing CT	150.00	0.00	150.00
CLST	Clearing ST	150.00	0.00	150.00
DCBB	Delivery/Collection - BB	173.91	26.09	200.00
DCCT	Delivery/Collection - CT	173.91	26.09	200.00
DCST	Delivery/Collection - Stand	173.91	26.09	200.00
DMBB	Damages BB	0.00	0.00	0.00
DMCT	Damages CT	0.00	0.00	0.00
DMST	Damages Stand	0.00	0.00	0.00
ERBB	Equipment Rental - BB	65.22	9.78	75.00
ERCT	Equipment Rental - Cape Town	65.22	9.78	75.00
ERST	Equipment Rental - Stand	65.22	9.78	75.00
EXC001	Excess Kilometers	4.55	0.65	5.00
FHF	Fine Handling Fee	250.00	0.00	250.00
FLBB	Re-fuel BB	0.00	0.00	0.00
FLCT	Re-fuel CT	0.00	0.00	0.00
FLST	Re-fuel Stand	0.00	0.00	0.00
INS001	Insurance - Group A - 1-7 Days	86.56	13.04	100.00

208.70 31.30 240.00

Add Remark Add Delete

Accept Cancel

The selected item will now also be displayed in this tab, and the total for additional costs amended.

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	INS003	Insurance Group B 1-7 Days	4	139.13	20.87	160.00
Item	CF	Contract Fee BB	1	69.57	10.43	80.00
Item	GPS001	GPS	1	173.91	26.09	200.00

382.61 57.39 440.00

Add Remark

View Audit Log

Any other charges can be added here in the same manner, and as items are added, the 'Invoice Total' in the 'Financial' tab will increase accordingly.

Price (Incl) Duration Charged

Price (Excl)

Tax **1900.00**

View Audit Log

ADDITIONAL DRIVERS

Up to 3 additional drivers can be added to this reservation if required, and the costs can be added to the 'Additional Costs' tab as well.

Driver 1
First & Last Name
Licence Number ID Number
Passport Number

Driver 2
First & Last Name
Licence Number ID Number
Passport Number

Driver 3
First & Last Name
Licence Number ID Number
Passport Number

View Audit Log

QUICK VIEW

The 'Quick View' tab gives an overview of all items added to the reservation at present. However: please note that the excess kilometres and fuel used will be added when the vehicle is returned, and before issuing the final invoice.

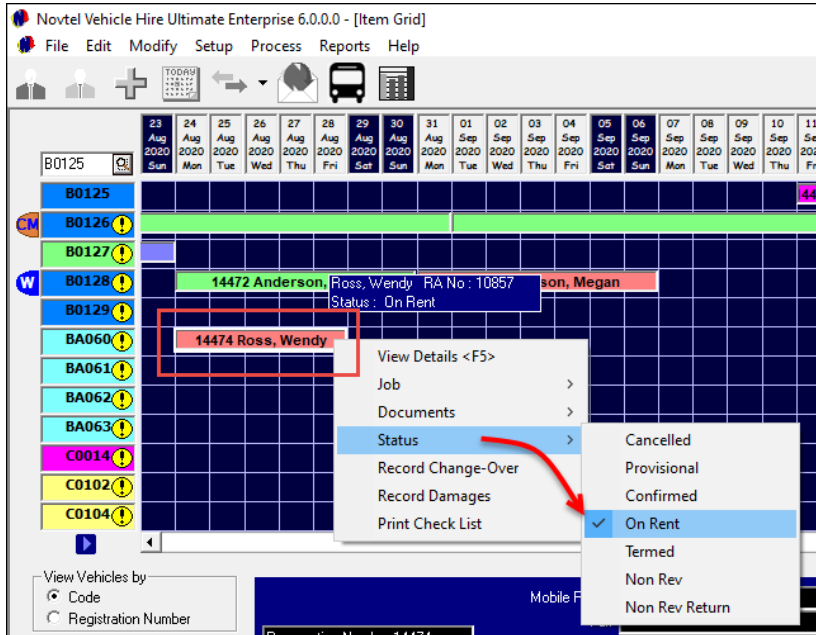
Description	Qty	Tax	Excl	Incl
Suzuki Celerio Auto	4	190.43	1269.57	1460.00
INS003 - Insurance Group B 1-7 Days	4	20.87	139.13	160.00
CF - Contract Fee BB	1	10.43	69.57	80.00
GPS001 - GPS	1	26.09	173.91	200.00
TOTAL DUE		247.83	1652.17	1900.00

View Audit Log

8.1 On Rent Vehicles

When the vehicle is handed to the Customer, they will be required to sign the rental agreement, and their credit card details must be verified.

The status of the reservation will be changed to 'On Rent', and the reservation's colour will also change accordingly.



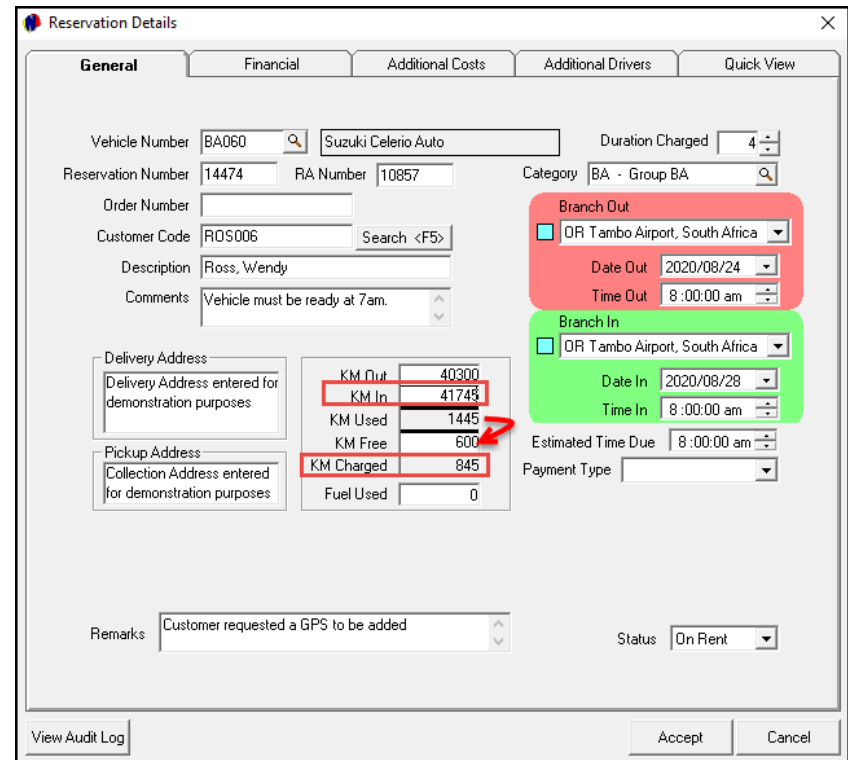
In Chapter 10, we will have a look at how damages can be recorded, and the Customer billed for it.

8.2 Returning a Vehicle

When a vehicle is returned, the status cannot be changed to 'Termed' if the current kilometres have not been recorded.

Therefore, the User will access the reservation, and enter the odometer reading as at present in the 'KM In' field.

Novtel will automatically calculate the number of kilometres used and deduct the free kilometres to indicate the number of excess kilometres to be charged.



PLEASE NOTE:

If the default charge for excess kilometres to be charged were linked to the Vehicle Master File, Novtel will instantly insert the charge as a line item and calculate the total in the 'Additional Cost' tab.

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	INS003	Insurance Group B 1-7 Days	4	139.13	20.87	160.00
Item	CF	Contract Fee BB	1	69.57	10.43	80.00
Item	GPS001	GPS	1	173.91	26.09	200.00
Item	EXC001	Excess Kilometres	845	3673.91	551.09	4225.00

4056.52 608.48 4665.00

Add Remark Add Delete

The 'Invoice Total' in the 'Financial Tab' will correspond with the total indicated in the 'Quick View' tab.

Reservation Details - Quick View

Description	Qty	Tax	Excl	Incl
Suzuki Celerio Auto	4	190.43	1269.57	1460.00
INS003 - Insurance Group B 1-7 Days	4	20.87	139.13	160.00
CF - Contract Fee BB	1	10.43	69.57	80.00
GPS001 - GPS	1	26.09	173.91	200.00
EXC001 - Excess Kilometres	845	551.09	3673.91	4225.00
TOTAL DUE		798.91	5326.09	6125.00

Reservation Details - Financial

Price (Incl) 1460.00 Duration Charged 4

Price (Excl) 1269.57

Tax 190.43 Invoice Total 6125.00

View Audit Log Accept Cancel

If the Customer did not fill up the tank, the fuel used will be entered in the reservation's 'General' tab, and must then also be added manually to the 'Additional Costs' tab to bill the amount to the reservation

The final invoice can now be issued - PROVIDED that no damages occurred for which the Customer is liable for the payment thereof.

A Checklist is also produced to check that the battery; tyres and spare tyre brands, as well as all other items listed for this vehicle, are correct; present and in good order.

8.3 Invoicing reservations

Upon changing the status of the reservation to 'Termed', the 'Update Invoice' button is activated.

Clicking on the button, the Invoice can be updated by clicking 'Yes', and 'OK'.

Reservation Details - Update Invoice

Vehicle Number BA060 Suzuki Celerio Auto Duration Charged 4

Reservation Number 14474 RA Number 10857 Category BA - Group BA

Order Number

Customer Code ROS006 Search <F5>

Description Ross, Wendy

Comments Vehicle must be ready at 7am.

Branch Out: OR Tambo Airport, South Africa

Branch In: OR Tambo Airport, South Africa

Update invoice? Yes No

Update Invoice View Audit Log

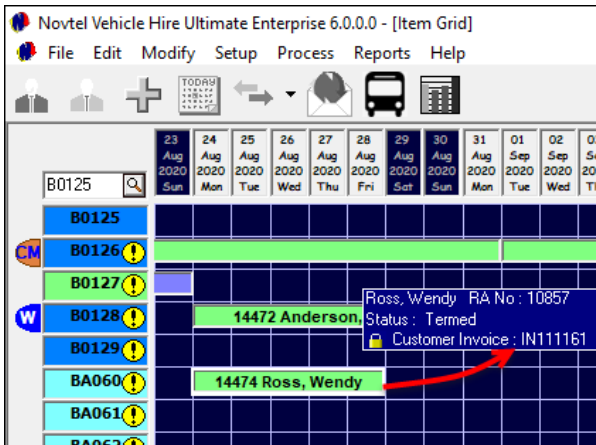
Novtel Vehicle Hire

Invoice update successful.

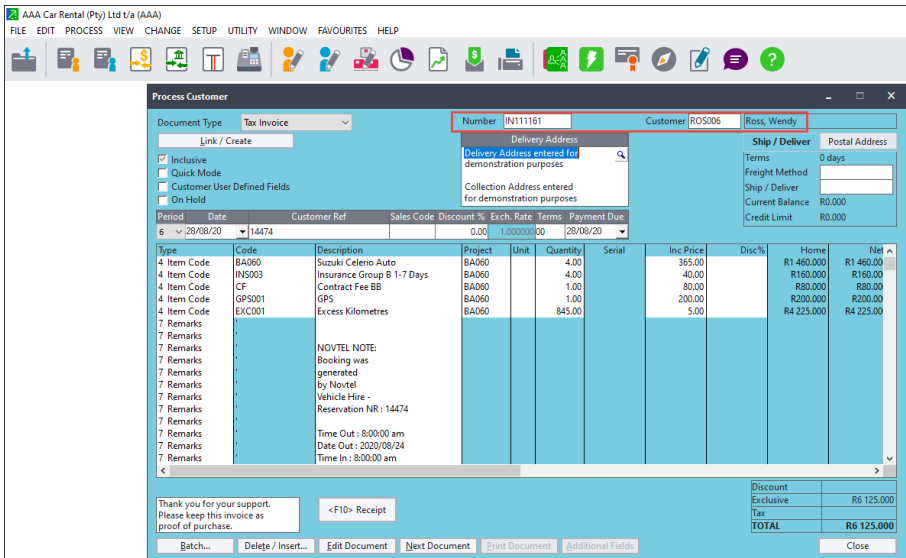
OK

The status of the reservation is now indicated as 'Termed' and the colour has been changed accordingly.

The Invoice number is also displayed when hovering over the reservation.

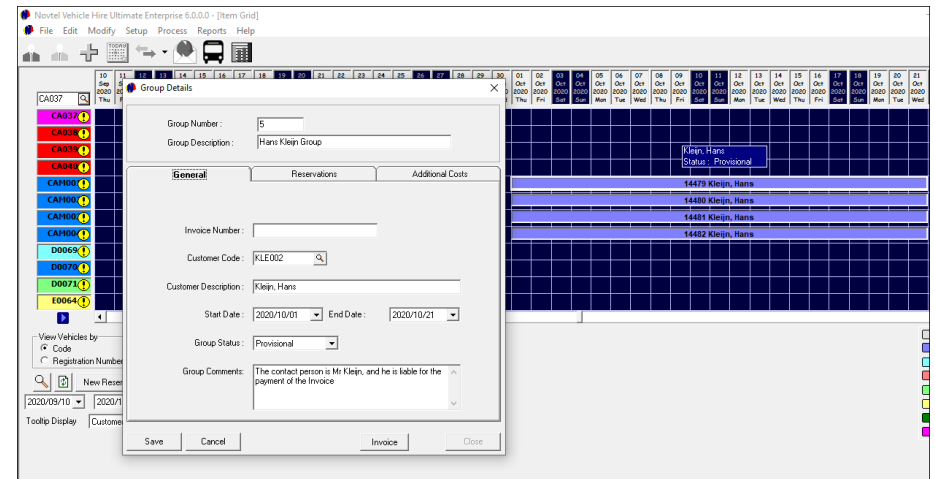


The invoice will also be available in Sage Pastel immediately.

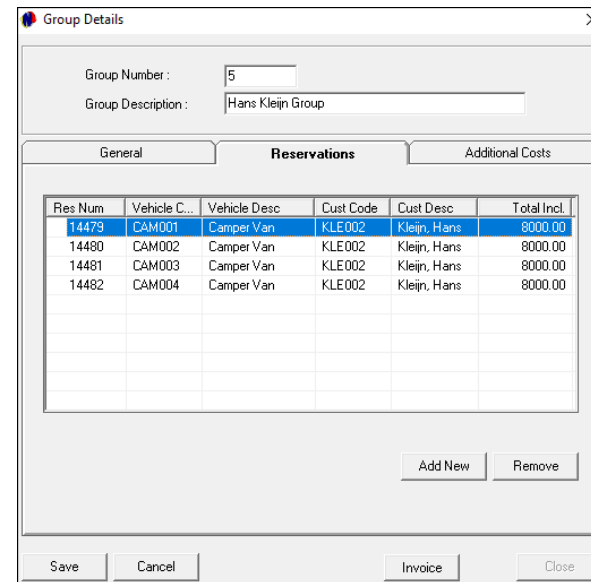


9. Group Reservations

A Group Reservation can be created for more than 1 vehicle to be rented, and a single invoice will be issued to the Group 'Owner' for all selected vehicles.



All reservations for vehicles in this Group are linked to the same group reservation.



And Additional Costs can be added here.

Upon collection of the vehicles, the rental agreements will be signed per vehicle, and the status of all the reservations linked to the Group, can be changed to 'On Rent' simultaneously.

10. Managing Damages

Novtel keeps a complete record of all damages on a vehicle – whether on the outside, or inside.

An unlimited number of 'Damaged Parts' can be created. This may include items such as:

- ✓ Door – Left Front
- ✓ Door – Right Front
- ✓ Headlight – Left
- ✓ Headlight - Right

Various 'Damage Types' can also be created and may include examples such as:

- ✓ Burned
- ✓ Chipped
- ✓ Cracked
- ✓ Dented
- ✓ Torn

There are 2 ways in which damages can be recorded, namely:

- ✓ On a reservation linked to the 'On Rent' status for a specific vehicle
- ✓ Or by means of the Vehicle Hire Workshop Module

10.1 Recording Damages to a vehicle directly on a 'On Rent' Reservation

Specific damages can be billed to a Customer when they are liable for the payment thereof. When recording the damages, the option is ticked to 'Invoice Customer for Damage'.

On the reservation, the selected charge will be added for payment by the Customer.

Description	Qty	Tax	Excl	Incl
Datsun Go	4	153.91	1026.09	1180.00
DAM001 - Damages	1	391.30	2608.70	3000.00
TOTAL DUE		545.22	3634.78	4180.00
- Deposit Paid on 21 August 2020				141.60
CURRENT DUE				4038.40

A remark can be added to the 'Additional Costs' tab to capture the extend of the damages.

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	DAM001	Damages	1	2608.70	391.30	3000.00
Remark		Cracked right taillight				

2608.70 391.30 3000.00

Add Remark Add Delete

10.2 The Workshop Module

Novtel also incorporates a Workshop Module. This feature is an add-on module and activated by Novtel Support at a small monthly fee.

Damages can be recorded; vehicle services managed, and job cards issued for specific jobs to be completed by a selected Technician.

Item Code: B0118
Item Description: Datsun Go
Registration Number: CAW 1256

Click on the images below to record a damage:

Outside: [Car exterior views]
Inside: [Car interior view]

Record Damages

No.	Damaged Part	Type of Damage	Date Recorded
1	Taillight - Right	Cracked	2020/08/25 9:42

And the damages can be billed to the selected Customer for payment.

TAX INVOICE

Date: 25 August 2020
Invoice Date: 25/08/2020
Invoice Number: IN111162

Vehicle Rentals CC
Tel: 044 895 12439
Fax: 044 895 12438
Address: Unit 30
Diaz Office Park
Beach Boulevard West
VAT: 121212121

Person: Stanton Travels
Contact: 068 789 456 123
Email: stanton@travels.com

Item Code	Description	QTY	Excl Amount	Tax	Incl Amount
LAB001	Labour per Hour	1.00	304.35	45.65	350.00
TAI001	Tail Light - Right - Datsun Go	1.00	2173.91	326.09	2500.00

Excl Total: 2478.26
Tax Total: 371.74
Incl Total: 2850.00

Page : 2

11. Hire Purchases

Hire-Purchase is an agreement between two parties in which one party purchase an asset from the other party by means of paying a set monthly charge to 'hire' the item.

When the buyer settled the total price of the asset in the form of hire charges, the asset is transferred to the buyer.

Novtel manages 'Hire-Purchase' vehicles with ease.

- ✓ A Vehicle is classified as a 'Hire-Purchase' item and a monthly payment amount is added to the Vehicle Master File.
- ✓ A Contract is created in Contract Manager for the required period.
- ✓ Then, a payment schedule is set up, and the Customer is billed monthly for the selected period until the full outstanding amount has been settled.

Hire Purchase Payments

Item: A0011 Chev Spark

Supplier: ABC001 ABC Company

Date Start: 01/09/2019 Date End: 31/08/2022 36 Months

Rate per Month: 3500.00

Date Start	Date End	Rate	Status	Invoice #
2019-09-01	2019-09-30	3500	Invoiced	PN102214
2019-10-01	2019-10-31	3500	Not Invoiced	N/A
2019-11-01	2019-11-30	3500	Not Invoiced	N/A
2019-12-01	2019-12-31	3500	Not Invoiced	N/A
2020-01-01	2020-01-31	3500	Not Invoiced	N/A
2020-02-01	2020-02-29	3500	Not Invoiced	N/A
2020-03-01	2020-03-31	3500	Not Invoiced	N/A
2020-04-01	2020-04-30	3500	Not Invoiced	N/A
2020-05-01	2020-05-31	3500	Not Invoiced	N/A

The Recurring Billing process will only be available when interfaced with Pastel or Evolution.

12. The Pax System

The Pax System is used to schedule trips for the transportation of a set number of people per vehicle from one location to another, in bulk.

The applicable vehicles are classified as a 'Pax item' and the maximum number of passengers are captured per vehicle – which cannot be exceeded when a trip is scheduled.

Trips can be scheduled on either a daily, weekly, or monthly basis. Or schedule an Ad-Hoc' trip when needed.

DAILY TRIPS PLANNING

Type: Weekly Date Start: 2020/08/20 Time out: 3:27:11 am Passengers: 0 Pickup: Group: Vehicle: Drop-Off: Driver: Default Driver

Note: Only vehicles that is part of the "Pax System" will be available.

Booking Num	Trip Type	Date Start	Date End	Time Out	Time In	Passengers	Pickup Address	Drop Off A
14431	Weekly	20 August 2020	27 August 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai
14432	Weekly	27 August 2020	27 August 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai
14433	Weekly	03 September 2020	03 September 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai
14434	Weekly	10 September 2020	10 September 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai
14435	Weekly	17 September 2020	17 September 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai
14436	Weekly	24 September 2020	24 September 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai
14437	Weekly	01 October 2020	01 October 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai
14438	Weekly	08 October 2020	08 October 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai
14439	Weekly	15 October 2020	15 October 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai
14440	Weekly	22 October 2020	22 October 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Ai

Finish Scheduled trips: 10 Book Containers

The Pax Container bookings are accessed individually to add a specific driver; add the kilometres at the start and end of the trip, as well as times of departure and arrival as it happened.

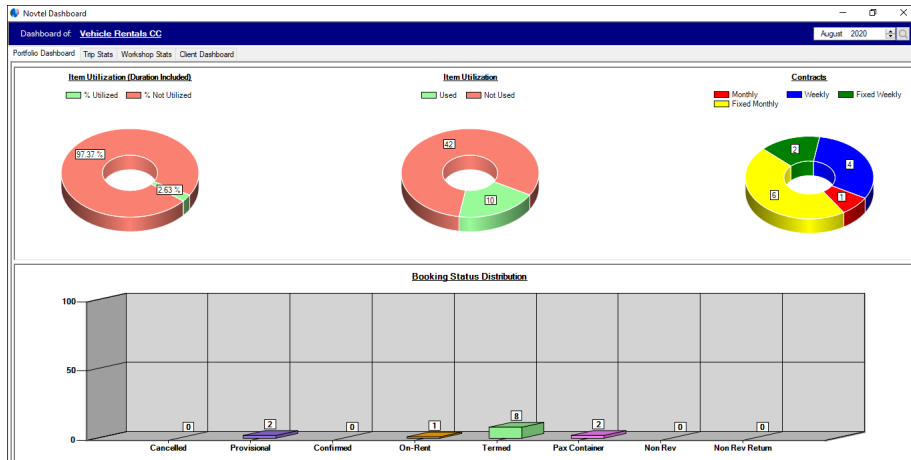
Novtel Vehicle Hire Ultimate Enterprise 6.0.0.0 - [Item Grid]

Registration Number: 14432
 Contact Name: ID 456789
 Mobile Phone: 083 782 456 112
 Contact Name: ID 456789
 Telephone: 012 782 456 112

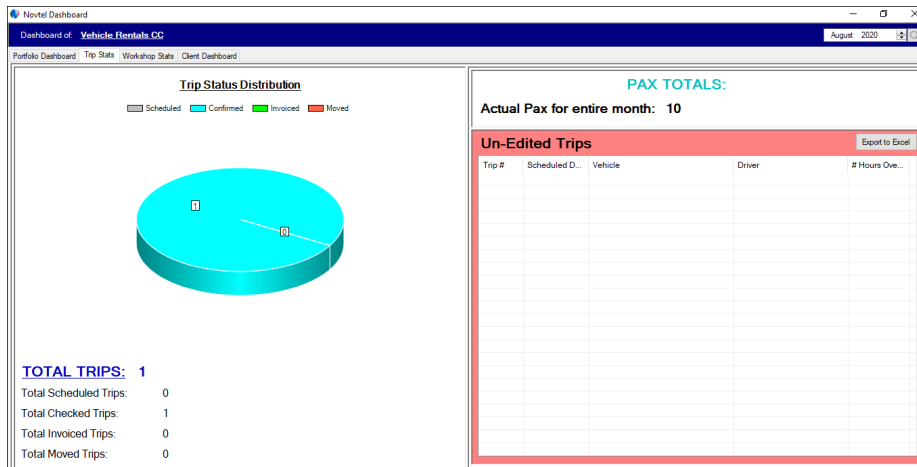
13. The Dashboard

Novtel Vehicle Hire Software also incorporates a Dashboard, and statistics can be viewed in these 4 tabs:

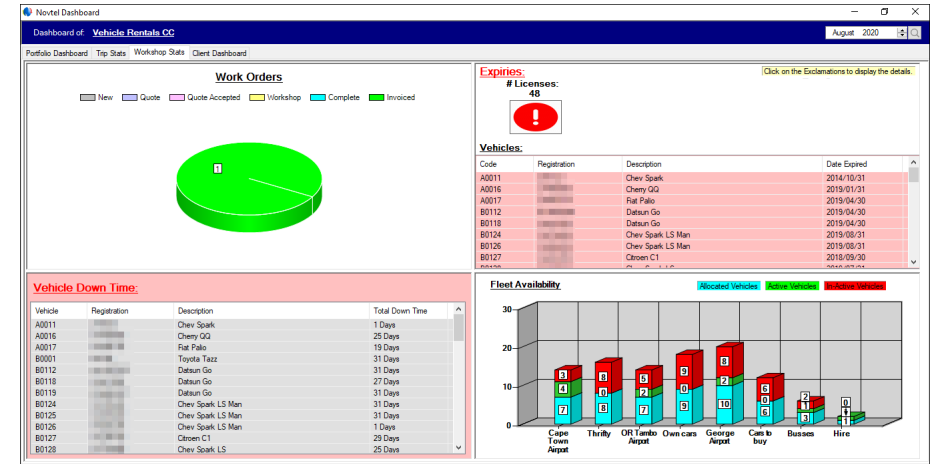
1. Portfolio Dashboard



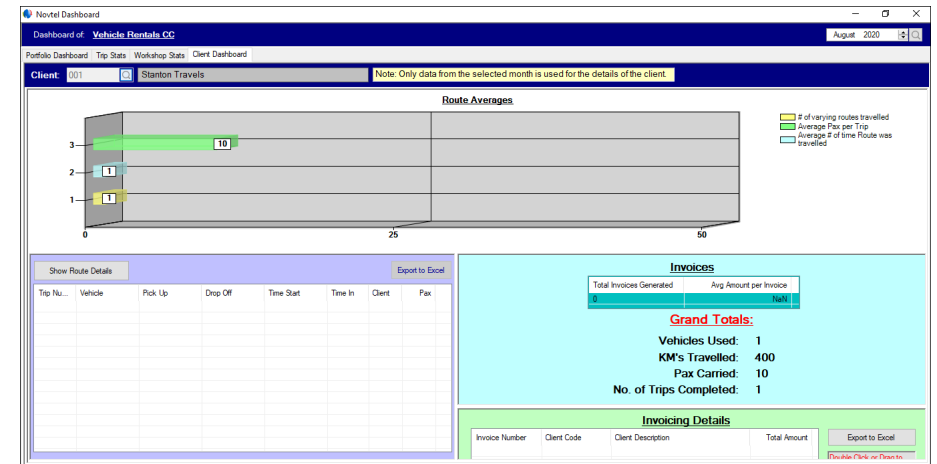
2. Trip Stats



3. Workshop Stats

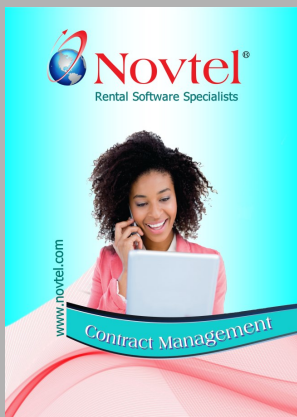
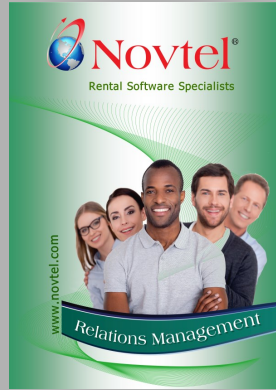
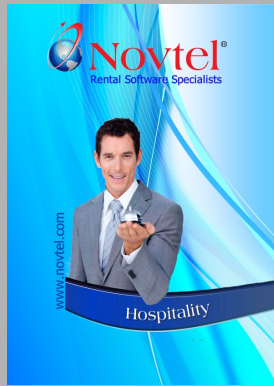
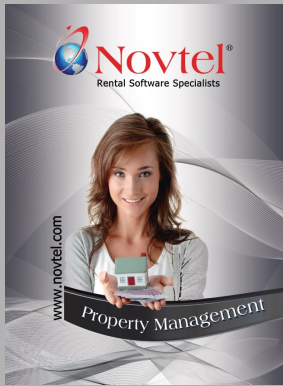


4. Client Dashboard



Please do not hesitate to contact us for more information, and to request a quotation or product demo.

Novtel[®] Product Range



sage

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