There can be a few variations on how to remove duplicated clients and their vehicles, the first description is where the client has been duplicate but not the vehicle, the second description is where both the client and vehicle has been duplicated.

## First Description:

Open client list and identify which duplicated client entry you want to remove (*Suggest the one with least amount of transactions*), highlight the client then click on the Vehicles button.

If there is more than one vehicle listed repeat the following steps for each vehicle. **Note: Only** those vehicles that are not already in the vehicle list of the Client you want to keep. Refer to **Second Description** for those vehicles that appear in both clients vehicle listing.

registration	XYZ123	Odom	eter 60000	Engine hrs	Inactive
Owner	Peter Vincent	t.		Reg. state ACT	•
Vehicle o	letails	Servicing	Comments	History	Driver
Make	DAIHATSU	-	▼ Model	CHARADE G202 CARB.	93/5 -
Series	-		Engine Type		- Add
	Series f	rom	Month	Year	- 1
	Serie	sta	Colour	Type	-1
	-		- interest of the second secon		-
Options	EFI IT	Auto T AirCo	n ∏ PwrStr∏ A	BS   Hybrid	CVT IT DSG IT
	-		Tyre Size (front)	Engine C	ap.
VIN No.			Tyre Size (rear)	Seating C	ap.
VIN No. Engine No.	-		the second second 1		
VIN No. Engine No. Security			Fuel Type	• Dr	oors
VIN No. Engine No. Security GVM		_	Fuel Type Radio PIN	De     Refere	nce
VIN No. Engine No. Security GVM Cylinders			Fuel Type Radio PIN Build date	Do     Refere     First c	nce

Highlight the vehicle and click on Edit, click on the New Owner button.

This will take you back to the Clients listing, highlight the client that you are keeping and click OK.

It will now display new owner set to *clients name*, click OK then click OK to vehicle form, vehicle and all history will be moved over to the client you want to keep.

Automati	on Client 3.8.1	
	New owner set to Peter Vincent.	-
	С ОК	

Repeat for all vehicles listed, See **Note** Above. Close vehicle listing then go to Client listing and edit the client you want to remove and place a tick in the Inactive check box and click OK.

## Summary:

Vehicle and history have been moved to your preferred client and client has been made inactive and will no longer appear in your clients listing.

## Second Description:

Open client list and identify which duplicated client entry you want to remove (*Suggest the one with least amount of transactions*), highlight the client then click on the Vehicles button.

If there is more than one vehicle listed repeat the following steps for each vehicle. **Note: Only** those vehicles that are already in the vehicle list of the Client you want to keep. *Refer to* **First Description** for those vehicles that do not appear in both clients vehicle listing.

Highlight the vehicle and click on Edit, click on the Trans. Hist. button.

Vehicle For	m				×	1	
Registration	RQC704	Odometer 105	604	Engine hrs	Inactive 🗆		
Owner	Peter Vincent			Reg. state	•		
Vehicle d	etails	Servicing	Comments	History	Driver		
Make	HOLDEN		Model	COMM. VT. V8 EFI. 96	/99 •		
Series		•	Engine Type		- Add	6	-
	Series from	Mo	nth	Year		Transfer vehicle history	×
	Series to	Col	lour	Туре		New client	
Options	EFI 🔽 Au	to 🔽 AirCon 🔽 P	wrStr 🔽 Al	3S 🔽 Hybrid 厂		1	
VIN No.	-	Tyre Siz	e (front)	Engine	Cap.		
Engine No.		Tyre Si	ze (rear)	Seating	Cap.	New vehicle	
Security		F	uel Type ULP	- 0	Doors		
GVM		R	adio PIN	Refer	ence		
Cylinders		В	uild date	First	date		
0		2	0		0	8	0
Cancel		New owner	Trans.H	st.	OK	Cancel	OK

At this point we have the option to move the vehicle history to either a new client or a new vehicle, because in this scenario the exact same vehicle exists in the client we are keeping vehicles listing we are going to move the history to that vehicle. Click on the New Vehicle button.

Your vehicles listing will open choose the vehicle registration that we are moving the history too.

Select	a Vehicle													×
Rego	Make	Model	Series	Last Servi	Next Servi.	Next Servi.	RSA Num.	RSA Expir.	Ref	Driver	Contact	VIN		-
7P0654	OHRYSLER	CRUISER PT		21/9/02			4444/3	21/3/03					LD .	
7PP123	Citroen	Xantia 2.0		12/9/02	12/12/02	Log Book	4444/18	12/3/03						
7PPL854	Honda	Prelude 2.2		3/10/02	3/1/03	Minor	4444/7	3/4/03						
717712	Alfa Romeo	Alfa 90		15/11/21			4444/21	23/3/03						
700821	Hyundai	Excel		17/9/21	6/11/21	Cooling								
896U.DL	Ford	Falcon Au-D		16/10/02	16/1/03	Minor	4444/24	16/4/03						
8LK123	TOYOTA	LANDCRUISE	VDJ200R	1/4/22	1/4/23	Cooling								
8LX456	BMW	\$301 E34												
3MIN666	Jeep	Cherokee		21/9/02			4444/4	21/3/03						
8P0777	HOLDEN	COMM. VTII		17/6/22	17/6/23	Air	4444/13	16/4/03						
901.887	BMW	3251 825		3/8/02	3/2/03	Log Book	4444/2	3/2/03						
900564	Bmw	318is 1.9		3/10/02	3/1/03	Minor	4444/10	3/4/03						
9PL0895	NESSAN	PATHFINDER	2	15/2/22	15/8/22	Log Book	4444/1	26/3/03						
9RT874	Ford	Fairlane Au		16/11/21	16/5/22	Log Book								
9TY784	Hyundai	Grandeur Xg	P. Contraction of the second sec	1/12/21										
9YU741	Holden	Comm		21/6/22	21/12/22	Log Book								
ABC 456	ALFA	75		15/2/22	15/8/22	Log Book								
CGG27	TOYOTA	LANDCRUISE	VDJ200R											
CGGS	NISSAN	Pulsar		16/3/22										
CH1234	Daihatsu	Charade		12/9/02										
OFE234	HOLDEN	COMM. VT.		9/3/22	9/6/22	Minor								
ERT432	CITROEN	BX 19TRLEFT	É.	14/3/22										
ERW														
FFFFF														
FE0112	RMW	3251 2.5												
6977	TOYOTA	KLIKER	9071908	18/3/22	18/9/22	Log Book								
00123	Beny	740 F38 V8	app part	20/11/20	20/11/21	Cooling								
G01234	Benev	3184 1.9		2/8/21	column									
TRNA	MITS RISH	outlander.		states.										
75NA	MAZDA	323 1 8 FET												
WW0474	TOYOTA	CORONA		16/11/21										
DADAD	FORD	focus		*****										
ROC 704	HOLDEN	COMM. VT.		29/9/21	30/11/21	Ar								
200270-1	HOLDEN	COMM. VT		*212/4.5										
TRA	RMW	31815 1.8		13/3/22	13/9/22	Lon Book								
TRA	HOLDEN	COMM		+++++++++++++++++++++++++++++++++++++++	and share	any soon							B	
TRA	HOLDEN	COMM VT												
TRA	HOLDEN	COMMA VT.												
1000	NEED	CRAND												
07122	DADIATON	CHARADE		74/1/22	16/5/77	Log Book								
12123	ECOD	ECONOUAN		e.d. Her	solotes	and book								
100000000000000000000000000000000000000	PORD	CLUNUVAN												- 1

Highlight vehicle and click OK

# Click OK to both confirmation windows.



At the vehicle form place a tick in the Inactive check box then click OK.

egistration	Inde to a		meter 110000 t			e
Owner	peter vincen		~	Reg. state	-	
Vehicle o	letails	Servicing	Comments	History	Driver	_
Make	HOLDEN		▼ Model	COMM. VT. V8 EFI.	96/99 •	
Series	-		✓ Engine Type		• Add	
	Series f	rom	Month	Year	-1	
				-		
	Serie	s to	Colour	Type		
	Serie	s to	Colour	Туре Г		
Options	Serie	asto Auto I⊽ AirC	Colour Con IV Pwr Str IV A	Type BS I⊄ Hybrid I⊂		-
Options VIN No.	Serie	isto Auto 🔽 AirC	Colour Colour Con 🔽 Pwr Str 🖾 A	_ Type   BS I⊄ Hybrid I⊤ Engin	CVT IT DSG I	
Options VIN No. Engine No.	Serie	auto 🔽 AirC	Colour Colour Con V Pwr Str V A	BS 🔽 Hybrid Г Engin Seatin	CVT I <sup></sup> DSG I ne Cap.   ng Cap.	
Options VIN No. Engine No. Security	Serie	auto I⊄ AirC	Colour Colour Con V Pwr Str V A Tyre Size (front) Tyre Size (rear) Fuel Type ULP	BS V Hybrid F Engin Seatin	CVT IT DSG I ne Cap.	
Options VIN No. Engine No. Security GVM	Serie	auto 🔽 AirC	Colour Co	BS V Hybrid C Engin Seatin	CVT I" DSG I e Cap.   ig Cap.   Doors   ierence	

Repeat for all vehicles listed, See Second Description **Note** Above. Close vehicle listing then go to Client listing and edit the client you want to remove and place a tick in the Inactive check box and click OK.

## Summary:

Vehicle history has been moved to your preferred client and client has been made inactive and will no longer appear in your clients listing.