

## Removing Duplicated Clients and Vehicles

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.

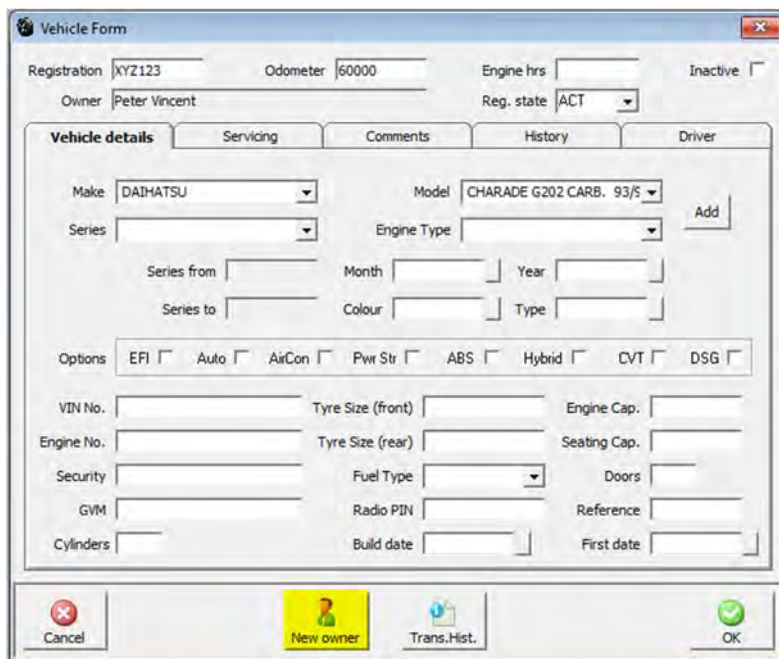
### First Description:

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.

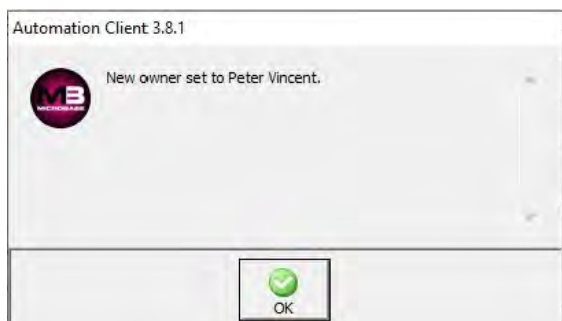
**Note:** *Only those vehicles that are not already in the vehicle list of the Client you want to keep. Refer to **Second Description** for those vehicles that appear in both clients vehicle listing.*

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.



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.

## Removing Duplicated Clients and Vehicles

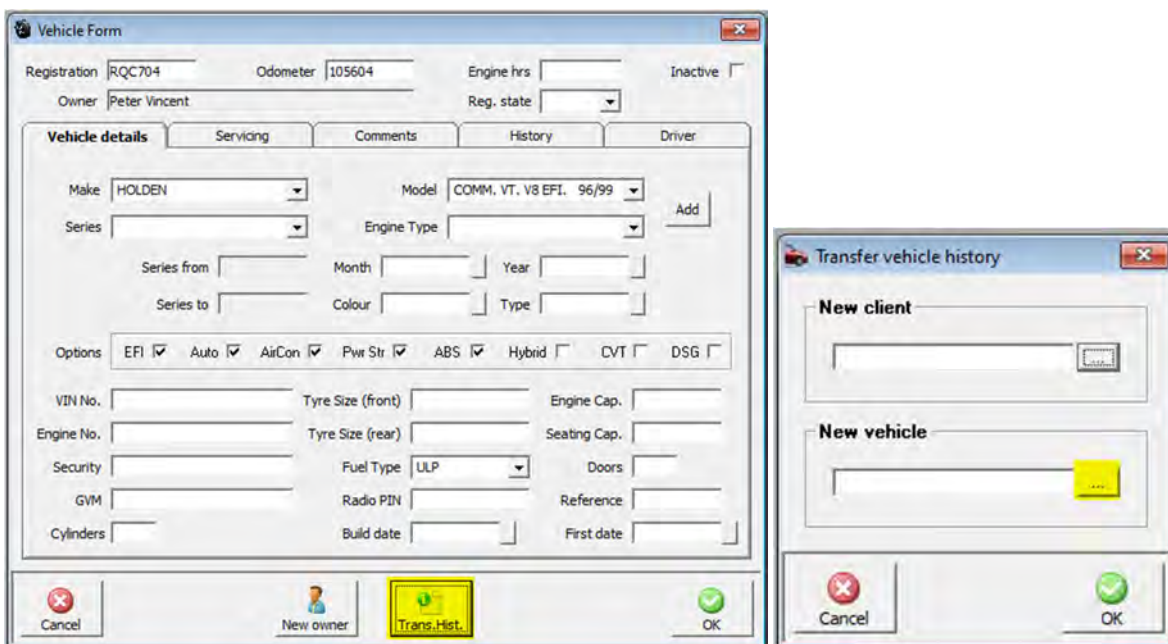
### Second Description:

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.

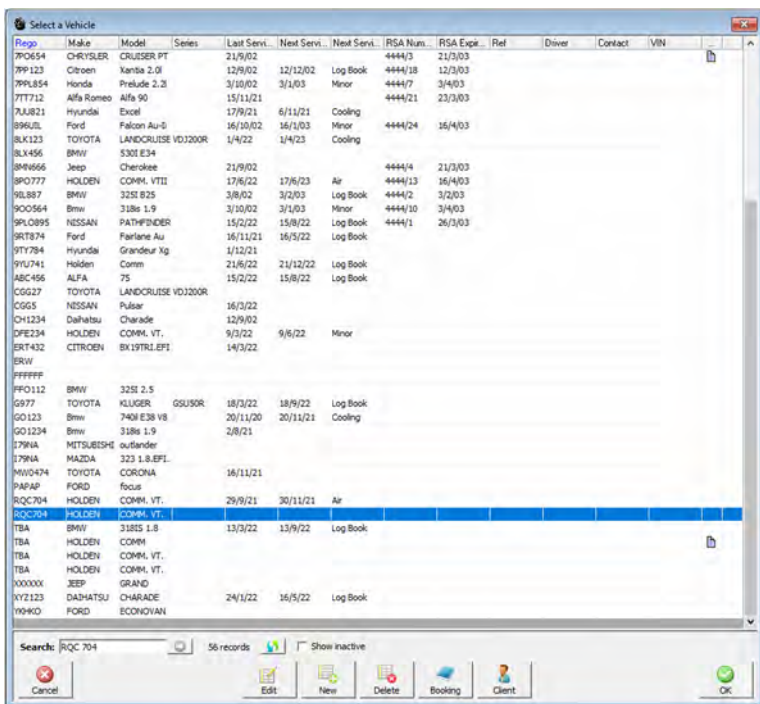
**Note:** *Only those vehicles that are already in the vehicle list of the Client you want to keep. Refer to **First Description** for those vehicles that do not appear in both clients vehicle listing.*

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



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.



Highlight vehicle and click OK

## Removing Duplicated Clients and Vehicles

Click OK to both confirmation windows.



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

The image shows a 'Vehicle Form' window. At the top, there are fields for 'Registration' (RQC704), 'Odometer' (105604), and 'Engine hrs'. There is an 'Inactive' checkbox which is checked. Below this is the 'Owner' field (Peter Vincent) and 'Reg. state'. The main section is 'Vehicle details' with tabs for 'Servicing', 'Comments', 'History', and 'Driver'. It contains various dropdown menus for 'Make' (HOLDEN), 'Model' (COMM. VT. V8 EFI. 96/99), 'Series', and 'Engine Type'. There are also input fields for 'Series from', 'Month', 'Year', 'Series to', 'Colour', and 'Type'. Below these are 'Options' with checkboxes for 'EFI', 'Auto', 'AirCon', 'Pwr Str', 'ABS', 'Hybrid', 'CVT', and 'DSG'. At the bottom, there are fields for 'VIN No.', 'Tyre Size (front)', 'Engine Cap.', 'Engine No.', 'Tyre Size (rear)', 'Seating Cap.', 'Security', 'Fuel Type' (ULP), 'Doors', 'GVM', 'Radio PIN', 'Reference', 'Cylinders', 'Build date', and 'First date'. At the very bottom, there are 'Cancel', 'New owner', 'Trans.Hist.', and 'OK' buttons.

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.