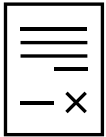# Novtel®

Vehicle Hire

www.novtel.co.za

Novtel® Vehicle Hire

Manage entire rental fleets, whether it be trucks, trailers, cars, busses, motorcycles, or even sub-hired or courtesy vehicles. For larger organizations such as Municipalities, the control of internal pool fleets are also easily achieved.

Novtel Vehicle Hire integrates with Sage Pastel and Sage Evolution for extensive financial reporting.

Create Fixed Monthly; Month-To-Month Contracts; Fixed Weekly and Week-To-Week Contracts in minutes. Also create Short Term rentals quickly and effortlessly.

Novtel will notify you when a license is about to expire, or when the vehicle's next service is due.

Use the PAX System to schedule trips for transportation of a set number of people per vehicle from one location to another, in bulk.

Per vehicle, effectively manage Assets and its warrantees, such as GPS devices and car batteries.
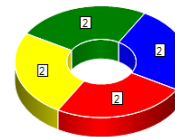
Use the Maintenance and Workshop Systems to obtain a complete history of maintenance and damages per Vehicle.

Freepik - Flaticon

Activate Multi-Branch Checkout where a vehicle can be checked out in one city and returned to another

Freepik - Flaticon

Analyze your data using the Novtel Dashboard.

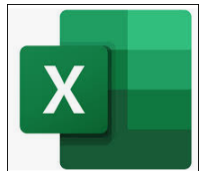Up to 3 Additional Drivers can be linked to a rental.

Freepik - Flaticon

Novtel handles Hire-Purchase vehicles with ease.

In the Novtel Software package, multiple datasets (Access OR SQL) can be set up to manage various facilities, and all can integrate to the same Pastel or Evolution Company – if required.

Most reports can be exported to Microsoft Excel and Word.

Vehicles can even be imported from Excel to Novtel.

Vehicles

An unlimited number of vehicles can be created, and the following information captured:

- ✓ Registration Number;

- ✓ Manufacturer;

- ✓ Billing Category to be used automatically in charging the Customer when the vehicle is rented on a short-term basis;

- ✓ The Tyres and Spare Type make; Battery Make and when the license is due;

- ✓ The current kilometers and the next maintenance due number of KM's;

- ✓ Whether the vehicle is under a maintenance plan and when the plan expires;

- ✓ The Vehicle's cost price and replacement value;

- ✓ Default charges to be added to a reservation, such as an Insurance; Contract and Excess KM's charge;

- ✓ 5 User Defined Fields to capture information such as the VIN and Engine Numbers; Model and Colour, etc.

- ✓ The Pastel Inventory Code it is linked to, as well as a Cost Code;

- ✓ Assets such as the car radio; GPS device etc. can be captured from a different part of the system and linked to this vehicle. It will then be displayed on te vehicle master file. Serial numbers and warrantees per Asset can be managed.

Billing Categories (Short Term Rentals)

- ✓ Per billing category, a code and description is entered to clearly identify it.

- ✓ A rental charge per day is captured; an insurance charge per day and a contract fee.

- ✓ The total number of free kilometres are captured and will be deducted from the chargeable excess kilometres.

- ✓ A standard or super cover insurance amount can also be captured.

- ✓ Billing Categories can be set up for vehicles owned by your company, as well as for Sub-rented vehicles.

Rates (Charges)

Rates are created to bill a Customer for items such as:

- ✓ A Roof Rack
- ✓ Car Seat
- ✓ GPS Device
- ✓ Fuel
- ✓ Excess Kilometres
- ✓ Insurance
- ✓ Additional Drivers
- ✓ Damages to the vehicle

Billing Categories Discount

- ✓ Per approved Customer, a specified discount percentage can be set up on selected Billing Categories.

- ✓ The Customer Discount Report can be produced to indicate the discount per selected Customer.

Rate Discount Matrices

- ✓ Discount percentages for selected Rates (Charges) can also be set up per approved Customer, and a report per Customer produced.

System Users:

Multiple Users can be set up in the Novtel Vehicle Hire System.

- ✓ Administrator Users have full rights and access to the system.
- ✓ For Custom Users, certain permissions can be restricted.

Customers

An unlimited number of Customers can be created, and each can be linked to a specific Customer Category.

- ✓ Postal and physical addresses can be captured as well as contact numbers and an email address.
- ✓ Additional information can be captured in the 5 User Defined Fields, and Additional contacts can be added where necessary.
- ✓ Customer Notes can be captured which will be displayed on the Customer Listing Report – if so selected.

Suppliers

Novtel can manage Sub-Rented Vehicles with ease.

Suppliers of such vehicles are created in Novtel, and the Vehicle is classified as a Sub-Rented Item.

- ✓ Supplier Prices can be set up and when a sub-rented vehicle is rented on a short-term basis, a list of suppliers will indicate which price will produce the most profit.

Agents

Agents (Sales Representatives) are set up in the financial system and will be available for selection in Novtel.

The selection of Agent Codes in Novtel can be forced, and a reservation cannot be saved if an Agent Code is not linked to it.

Contracts

There are 4 types of contracts which can be created in Novtel, namely:

- ✓ Fixed Monthly Contracts;
- ✓ Month-To-Month Contracts;
- ✓ Fixed Weekly Contracts;
- ✓ And Week-To-Week Contracts.

Fixed rates can be added to the contracts and will automatically be billed and inserted on a Customer's invoice.

An escalation percentage can be set and charged as from the selected month.

Contracts are not billed by means of billing Categories. A set amount is charged for the rental – as entered on the contract itself.

If the vehicle is a sub-rented item, commission can be applied and Novtel will calculate the amount due to the Supplier.

Recurring Billing

All contracts are billed by means of the Recurring Billing feature.

When the billing process is performed, the Customer and Supplier Statements can be emailed directly from Novtel.

The PAX System

The Vehicle Hire PAX system was developed to schedule trips for transportation of a set number of people per vehicle from one location to another, in bulk.

The PAX system does not influence Novtel Vehicle Hire's normal functionality and can be used in conjunction with the normal system.

Reminders

The 'Reminder' functionality can be activated, and the User will be notified :

- ✓ When a Vehicle's Service is due;

- ✓ When a license is about to expire;

- ✓ When a Contract is about to expire;

- ✓ As well as 2 Custom Reminders set on the Vehicle.

The Workshop Module

- ✓ Issue work orders; assign job-cards to dedicated technicians and build a complete history of damages and services per vehicle.

- ✓ Charge the Customer for damages, or 'bill' the office for a vehicle's service.

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.

Import Vehicles from Microsoft Excel to Novtel:

- ✓ Vehicles can be imported from an Excel Spreadsheet into Novtel and can simultaneously import the Inventory Item into the linked financial system.

- ✓ Pre- and post import reports can be produced.

Hire-Purchase Vehicles

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.

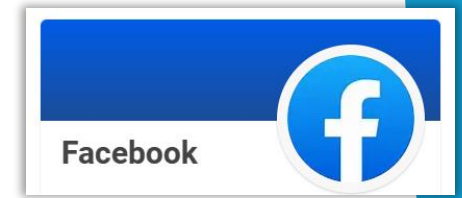Hire-Purchase Payments are set up and managed effortlessly in Novtel.

The manual can be accessed and downloaded by clicking on the option below:

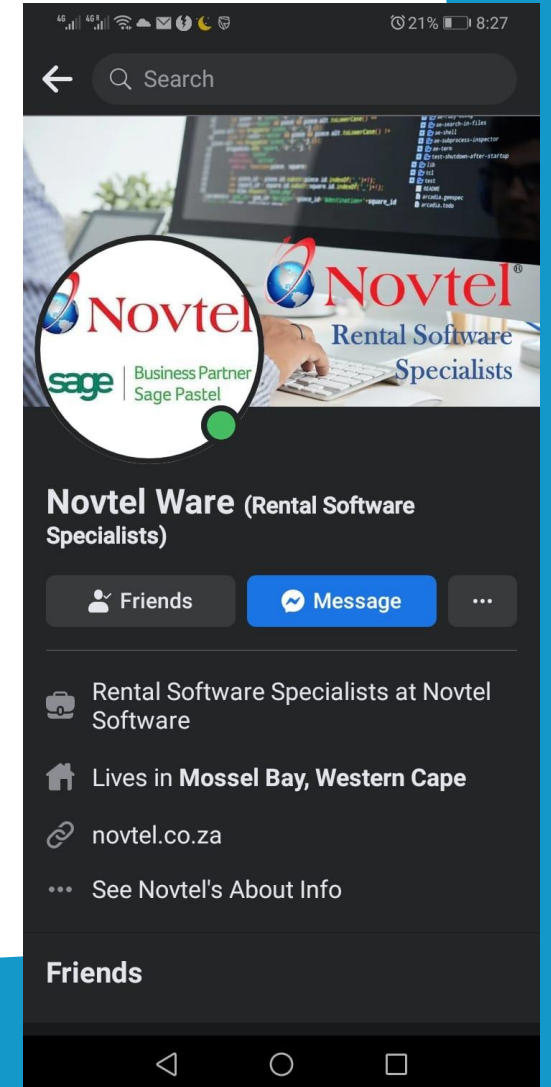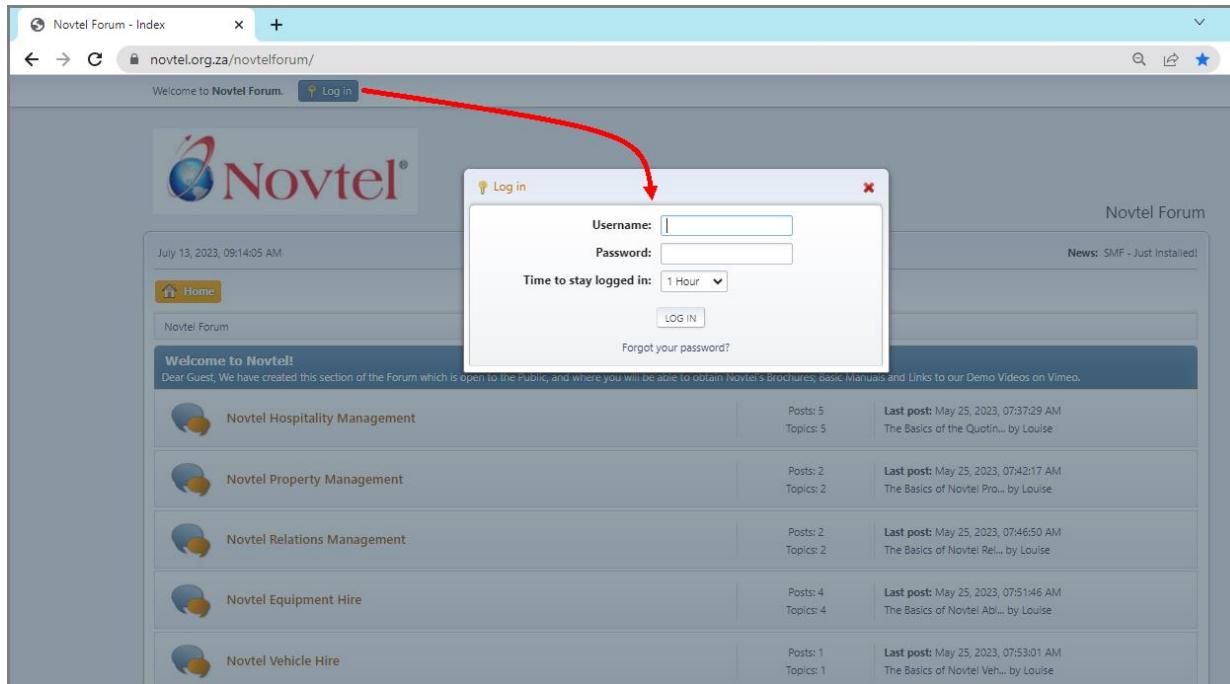❑ **The Basics of Novtel Vehicle Hire**

We also use Vimeo as a video training platform.

For registered clients, we supply a 'Showcase' link and password to access and watch the available videos as often as they like.

https://novtel.org.za/novtelforum/

For registered Novtel Clients, a Forum Login is created from where they can access all available manuals and latest product versions and release notes.

For non-registered Guests, the public section is available from which all Basics manuals for ALL Novtel's products can be downloaded.

For more information on the Vehicle Hire - or any other Novtel Software Package - please contact us!

Novtel Property Management

Novtel Hospitality Management

Novtel Equipment Hire

Novtel Relations Management

Novtel Self-Storage

Novtel Vehicle Hire

Novtel The Invoice Module and Job Tracker Utility (For the Glass Cutting Industry)

Novtel Contract Management

Novtel Bank Manager

Novtel Access Control

Novtel Property Management Mobile Application — For Recording Maintenance Onsite and in real time

Novtel Relations Management Mobile App

Novtel The Invoicing App

Novtel The Online Application Website

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