

## Check Out a Booking



## Checking out Short Items

When the user has the 'Can Checkout Short items' privilege

Customers and Vendors Pro	ducts and PO's	Checko	ut, Return and Maintenance
Checkout / Return			Maintenance
✓ Late Returns			<ul> <li>Enter Maintenance Costs</li> </ul>
Can Checkout Short Items			Manually Enter Asset Test R
Enter Losses and Breakages			Allow Checkout of Assets Te

If a barcoded item is short and appears in the cross rental grid in the checkout window.....

## Scenario 1

If a barcode is scanned for that item anyway.

Enter Barcodes	Scanner Sessions	Current Session	Equipment Out		Retur	ned						3
Equipment to be b	ar code scanned in thi	s booking				E	quipment chec	ked out this session	on [non bar code tracked	]		
Product Code	Description			Qty	Qty S	P	roduct Code	Description		Qty Cł	hecked Ou	Jt
Equipment entere	d / scanned this sessio	n			Move 🔌		Cross Rent	Nonbarcode 🛔	]	1	Select All	O Unselect A
Barcode	Description		Qty	1	Гуре	C		uipment checked				
						P	roduct Code	X-Rent	Description		Qty	Checked Out
						s	С	SHORT	short checkout		1	0
Errors and warnin		D 11 .										
	-	tem 🖹 Notes										
Barcode Mes	sage											
View More Erro	rs View Less Error	rs 🛛 🖺 Save Err	rors Auto sa	ave e	rrors and	d disp	olay list after ch	eckout has closed	ł			
	]-(	Checkout Type	_			_						

The short item will be removed from the cross rental grid and it will allow the checkout

			Checkout equi	pment	t, booking	: 12300009 from l	ocation :0 - Arkley				- • ×
Enter Barcodes	Scanner Sessions	Current Session	Equipment Out	t	Return	ed					5
Equipment to be b	bar code scanned in thi	is booking				Equipment chee	ked out this session	[non bar code track	ed]		
Product Code	Description			Qty	Qty S	Product Code	Description		Qty	Checked Ou	t
	ed / scanned this sessio	'n	01	-	Move X	Cress Rent	Nonbarcode	t this session		<ul> <li>Select All</li> </ul>	O Unselect A
Barcode	Description		Qty	1	Гуре	Cross Rent	Nonbarcode uipment checked ou X-Rent	t this session Description			O Unselect Al
Equipment entere Barcode SC1			Qty 1	1		Cress Rent §	uipment checked ou				
Sarcode SC1	Description short checkout		Qty   1	1	Гуре	Cross Rent	uipment checked ou				
arcode SC1 Errors and warnin	Description short checkout	t	Qty   1	1	Гуре	Cross Rent	uipment checked ou				

#### The item will still appear on the shortage report

n <sub>RP</sub>		Report Display	_ <b>□</b> ×
r K− Fi	rst $\leftarrow$ Page Page $\rightarrow$ Last $\rightarrow$	Page : 1 of 1 🗳 Go To	@ <u>E</u> mail
	Printed : 15/03/16 Description *** SHORTAGES *** SC short checkout	Shortages for Booking : 12300009 Quantity Short 1	Page No : 1

## Scenario 2

If a **<u>new item</u>** is scanned instead of the booked item

			Checkout equi	pment	t, booking	: 12300009 from L	ocation :0 - Arkley	y			- 🗆 ×
Enter Barcodes	Scanner Sessions	Current Session	Equipment Out	t	Return	ed					
quipment to be b	bar code scanned in thi	is booking				Equipment chec	ked out this sess	ion [non bar code tracke	d]		
Product Code	Description			Qty	Qty S	Product Code	Description		Qty	Checked O	ut
quipment entere	ed / scanned this sessio	n			Move 🌂	Cross Rent 🖗	Nonbarcode	5	_	✓ Select All	O Unselect A
	ed / scanned this session	on	Qty	-	Move 🌂 Type		Nonbarcode 4			✓ Select All	O Unselect A
Barcode			Qty 1	/ 1						Select All	O Unselect A Checked Out
Equipment entere Barcode NEW1	Description		Qty 1	/ 1	Гуре	Cross rented eq	uipment checked	out this session			
Barcode	Description		Qty 1	/ 1	Гуре	Cross rented eq Product Code	uipment checked X-Rent	l out this session Description		Qty	Checked Out
iew1	Description new item at ch		Qty 1	/ 1	Гуре	Cross rented eq Product Code	uipment checked X-Rent	l out this session Description		Qty	Checked Out
arcode NEW 1	Description new item at ch	neckout	Qty 1	/ 1	Гуре	Cross rented eq Product Code	uipment checked X-Rent	l out this session Description		Qty	Checked Out

#### And the new item is also short, it will show up in the added at checkout window

RP			Equipment A	dded at Check	out		- 🗆 🗙
Barcode Q	Quantity	Product Code	Description		Charge Type?	Item Type	Short
NEW1 1		NEW	new item at chee	:kout	1 - Normal Equipment	Single	1
K							•
Set All To : 〇 0 - Backup Equipme	ent		th checkout? ckout and add thes	_	booking	What is th	iis?
<ul> <li>1 - Normal Equipme</li> <li>2 - No Charge Equipme</li> </ul>	ent	Ite	ems in black ems in red (short) nothing and return t		tems will not be checked out ut window ?	×	<u>C</u> lose
	iotes			L			

At this point the user should check the 'Items in red (short)' in addition to 'Yes, checkout and add these items to the booking'

	Proceed with checkout? ● Yes, checkout and add these items to the booking ✓ Items in black ✓ Items in red (short) ?	
1	No, do nothing and return to the checkout window	

Checkout will proceed and the error list will not pop-up afterwards unless the 'auto save and display errors' checkbox is selected.

Auto sa	ive errors and di	splay list after checkout has closed
🗸 Check	🕒 Open	

Items can either be matched with a shipped item or just deleted by changing the action dropdown on the line.

ode	Description	Orderec	Shipped	Quantity	Action 1	Tag	Code	Description	Quantity	Charge/
	short checkou	1	0	1	Delete 🗸	No	NEW	new item at check	c 1	No Cha
					2					
					>	<				
	Find Nex	α	nange All 1atch	Lines To		< Tag	y <u>U</u> n	Tag	Change	All Lines
olit Line	Find Nex	α		Lines To			y <u>U</u> n	Tag	Change	All Lines
		α		Lines To			y Un		ft with equipm ns, Tag multip	ent on the le lines.

Also there is a parameter that automatically opens the resolve discrepancies window on final checkout as needed

### Checkout Non-Barcoded Items

Using a barcode for each item ensures you can track that exact items whereabouts. There will be some items like cables or cones that you don't need to know the whereabouts for each individual item.

For scanning purposes though, you may still want to give your non barcode tracked items a 'non tracked barcode'. This will make it easier to scan items in bulk when checking out.

In Inventory Setup, give your non barcoded item a 'Non tracked Barcode', then use that code to

#### scan the non barcoded items as follows

RP Edit Product Record : 3	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	×
General Picture Ren	tal Rates Sales Notes Location Attachments	
Product Information		Printing Descriptions Printing Options
Product Code	BSPEAK	Description for Client Facing Documents
Description	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	
Model No.	3SPEAK	
Colour		
Qty Owned	744.00 (All Locations)	Product Options       Transfer Options       Unit Specifications         ✓       For Individual Rental / Sale         □       Barcode Track
Country of Origin Revenue Code		Don't allow product to be discounted  Product is a Generic Item  Expand When Added to a Booking  Auto Checkout this Item
Default Accessory Disc		
		Configuration       Shipping         Image: Single item       Image: Shipped on it's own         Image: Package product       Image: Always shipped in a road case         Image: Package product       Image: Shipped on it's own         Image: Package product       Image: Package pro
		🗸 OK 🛛 🗶 Cancel

Scan the full quantity of the non barcode tracked item that you are shipping on this booking. So if 1 is booked and 4 are extras, then you would scan 5 below.

Checkout equipment, booking: MYTEST00001 from Location :0 - Toronto						
Enter Barcodes Curr	ent Session	Equipment Out	Returned	1		<u> </u>
Scan One or More Barcode(s) :				Checkout Barco	odes 🧿	
		RP Enter Value	pe Barcode Number scan 2 .	ок	Next 🕤	
	1.	Scan Quanti (Shortcut Ctrl-S Enter road case	barcode to pack/un	n Quantity' only affe r an asset tracked i pack	ects non-asset tracked items. Ar item will be disregarded.	
ᡗ <mark>☞ <u>i</u> Serial # 1<b>☞ i</b> Search</mark>		eckout Type	- 1		Pack 🛃 Unpac	
		Partial © Final	🖌 Check	🗁 Open		🖉 Save
31-05-16	<b>O</b>	raiuai 🤨 filiai	🔍 Identify	Shortages	🏂 Product Setup	🗙 Cancel

#### Enter your non tracked barcode

RP Enter Value	×
Please scan the barcode :	
11209	
	🗸 ок

You can continue to scan other items or just hit checkout barcodes

配 Checkout equipment,	booking: MYTEST00001 from	Location :0 - Toront	0	
Enter Barcodes	Current Session E	quipment Out	Returned	
Scan One or More Bar	code(s) :			
11209  QTY:5	×			Checkout Barcodes 🥥

Notice Rentalpoint will count one of the items towards what was booked and the others as 'added at checkout'

ipment, booking: MYTEST00001	from Location :0 ·	- Toror	nto										
des Current Session	Equipment C	Dut		R	etur	med							<u></u>
e bar code scanned in this boo	king				E	quipment che	cked o	out this sessio	on (non bar d	code tr	acked]		
Description		Q	ty	Qty :	F	Product Code	Descr	ription		C	Qty Ch	ecked (	Dut
8" Powered Speaker - Yamaha	a MSR100	1		0	(	5SPEAK	6 Foo	ot Mogami G	old Speaker	Cabli 1	. 0		
					1	NBM1-1	1 Foo	ot RapcoHoriz	zon NBM1 X	LR to 1	. 0		
red / scanned this session		N	<u>vi</u> ov	/e 🌂		Cross Rent	t 🐺 🏾	Nonbarcoo	de 🗳		Select Al	. 6	Unselect All
Description		Oty	Т	/pe		Cross rented e	quipm	ent checked	out this sess	ion			
						oduct Code	X-R	lent	Description			Qty	Checked Out
3 Foot Mogami Gold Sp	eaker Cable 1/4"	1	Si	ngle									
Message													A
	Current Session e bar code scanned in this boo Description 8" Powered Speaker - Yamah Ressage	des       Current Session       Equipment (         e bar code scanned in this booking       Description         8" Powered Speaker - Yamaha MSR100         red / scanned this session         Description         3 Foot Mogami Gold Speaker Cable 1/4"         3 Foot Mogami Gold Speaker Cable 1/4"         3 Foot Mogami Gold Speaker Cable 1/4"         B Foot Mogami Gold Speaker Cable 1/4"         B Foot Mogami Gold Speaker Cable 1/4"	Current Session       Equipment Out         e bar code scanned in this booking       Q         Description       Q         8" Powered Speaker - Yamaha MSR100       1         red / scanned this session       I         Description       Qty         3 Foot Mogami Gold Speaker Cable 1/4"       4         3 Foot Mogami Gold Speaker Cable 1/4"       1         Participation       Image: Cable 1/4"         Description       Qty         B Foot Mogami Gold Speaker Cable 1/4"       1	red / scanned this session Description Qty 8" Powered Speaker - Yamaha MSR100 1 red / scanned this session Description Qty T) 3 Foot Mogami Gold Speaker Cable 1/4" 4 Si 3 Foot Mogami Gold Speaker Cable 1/4" 1 Si Wessage	Ges     Current Session     Equipment Out     R       e bar code scanned in this booking     Description     Qty     Qty     Qty       B" Powered Speaker - Yamaha MSR100     1     0     0   red / scanned this session       Description     Qty     Type       3 Foot Mogami Gold Speaker Cable 1/4"     4     Single       3 Foot Mogami Gold Speaker Cable 1/4"     1     Single	Ges Current Session Equipment Out Returned set of the second s	Bes       Current Session       Equipment Out       Returned         e bar code scanned in this booking       Equipment che         Description       Qty       Qty       Qty       Product Code         8" Powered Speaker - Yamaha MSR100       1       0       6SPEAK       NBM1-1         red / scanned this session       Move ▲       Cross Ren         Description       Qty       Type       Product Code         3 Foot Mogami Gold Speaker Cable 1/4"       4       Single       Product Code         3 Foot Mogami Gold Speaker Cable 1/4"       1       Single       Product Code         3 Foot Mogami Gold Speaker Cable 1/4"       1       Single       Product Code         Message       Motes       Equipment Che       Product Code	Ges       Current Session       Equipment Out       Returned         e bar code scanned in this booking       Equipment checked of         Description       Qty       Qty       Qty       Product Code       Description         8" Powered Speaker - Yamaha MSR100       1       0       6SPEAK       6 Foc         NBM1-1       1 Foc       0       0       0       0       0         red / scanned this session       Move        Cross Rent       ©       Cross rented equipment Code       X-Foc         3 Foot Mogami Gold Speaker Cable 1/4"       4       Single       Product Code       X-Foc         3 Foot Mogami Gold Speaker Cable 1/4"       1       Single       Product Code       X-Foc         3 Foot Mogami Gold Speaker Cable 1/4"       1       Single       Product Code       X-Foc         3 Foot Mogami Gold Speaker Cable 1/4"       1       Single       Product Code       X-Foc         Message       Message       Delete item       Delete       Notes       Delete       Delete	des       Current Session       Equipment Out       Returned         de bar code scanned in this booking       Equipment checked out this session       Product Code       Description         8" Powered Speaker - Yamaha MSR100       1       0       6SPEAK       6 Foot Mogami G         NBM1-1       1 Foot RapcoHori       NBM1-1       1 Foot RapcoHori         red / scanned this session       Move        Cross Rent        Nonbarco         Description       Qty       Type       Product Code       X-Rent         3 Foot Mogami Gold Speaker Cable 1/4"       4       Single       Poduct Code       X-Rent         3 Foot Mogami Gold Speaker Cable 1/4"       1       Single       Poduct Code       X-Rent         3 Foot Mogami Gold Speaker Cable 1/4"       1       Single       Poduct Code       X-Rent         Message       Motes       Motes       Motes       Motes       Motes	Gurrent Session       Equipment Out       Returned         e bar code scanned in this booking       Equipment checked out this session [non bar         Description       Qty       Qty       Product Code       Description         8" Powered Speaker - Yamaha MSR100       1       0       6SPEAK       6 Foot Mogami Gold Speaker         NBM1-1       1 Foot RapcoHorizon NBM1 X         red / scanned this session       Move       Cross Rent V       Nonbarcode          Description       Qty       Type       Cross Rent V       Nonbarcode          Description       Qty       Type       Cross rented equipment checked out this session         Description       Qty       Type       Cross rented equipment checked out this session         3 Foot Mogami Gold Speaker Cable 1/4" 1       Single       Poduct Code       X-Rent       Description         3 Foot Mogami Gold Speaker Cable 1/4" 1       Single       Poduct Code       X-Rent       Description         3 Foot Mogami Gold Speaker Cable 1/4" 1       Single       Poduct Code       X-Rent       Description         Message       Motes       Motes       Poduct Code       X-Rent       Description	Gurrent Session Equipment Out Returned   e bar code scanned in this booking Equipment checked out this session [non bar code tr   Description Qty Qty ?   8" Powered Speaker - Yamaha MSR100 1   0 SSPEAK   6 Foot Mogami Gold Speaker Cable 1/4"   0 Description   2 Foot Mogami Gold Speaker Cable 1/4"   3 Foot Mogami Gold Speaker Cable 1/4"   3 Foot Mogami Gold Speaker Cable 1/4"   1   3 Foot Mogami Gold Speaker Cable 1/4"	des       Current Session       Equipment Out       Returned         bescription       Qty       Qty       Qty       Product Code       Description       Qty       Chr         8" Powered Speaker - Yamaha MSR100       1       0       6SPEAK       6 Foot Mogami Gold Speaker Cable 1       0         NBM1-1       1 Foot RapcoHorizon NBM1 XLR to       1       0       NBM1-1       1 Foot RapcoHorizon NBM1 XLR to       1       0         red / scanned this session       Move       Cross Rent I       Nonbarcode I       I Select Al         Description       Qty       Type       Cross rented equipment checked out this session       I Select Al         1       Description       Qty       Type       Cross rented equipment checked out this session       I Select Al         1       Secription       Qty       Type       Cross rented equipment checked out this session       I Secription         3       Foot Mogami Gold Speaker Cable 1/4"       1       Single       I oduct Code       X-Rent       Description         3       Foot Mogami Gold Speaker Cable 1/4"       1       Single       I oduct Code       X-Rent       Description	des       Current Session       Equipment Out       Returned         e bar code scanned in this booking       Equipment checked out this session [non bar code tracked]         Description       Qty       Qty       Qty       Product Code       Description       Qty       Checked of 6SPEAK         8" Powered Speaker - Yamaha MSR100       1       0       6SPEAK       6 Foot Mogami Gold Speaker Cable 1       0         NBM1-1       1 Foot RapcoHorizon NBM1 XLR to       1       0       0       0       0         red / scanned this session       Move       Cross Rent        Nonbarcode        Select All          Description       Qty       Type       Cross rented equipment checked out this session        Qty           1 S Foot Mogami Gold Speaker Cable 1/4" 4       Single       1       Single           Qty          3 Foot Mogami Gold Speaker Cable 1/4" 1       Single

## Checking out Roadcase Items

#### Available in RentalPoint Version 12

Predetermine how RentalPoint should handle items that are packed in a roadcase, but scanned

out as a single item during checked session!

#### **Exceptions:**

- When RFID is in use, the action is set to 'Do not check out' to ensure that scans of single items by the reader don't unpack the roadcase
- This parameter does not affect racks

Goto Setup-->Parameters-->Barcode Tracking-->44

RentalPoint Version 11 Pa	arameter Setup				20 day acc
😚 Company Name	Accounts	Invoicing	Custom Printing	<ul> <li>26. Add Accessories and Comps in Checkout Window ^</li> <li>27. Prompt for Extending Booking on Final Return</li> </ul>	✓ Select
&	4	<b>_</b>		28. Prompt for Return of Unused Equipment 29. Delete or Zero Price Return of Unused Items	<mark>≻ ⊆</mark> lose
Pricing Setup	Operational Setup	Custom Viewing	Wore using	30. Enable Move to Cross rental in Checkout	
Web and Email	Transfers	Crew Structure	Sarcode Tracking	31. Create an 'Added on Checkout' Heading 32. Default the Checkout Type to Final	
	unpack		Find	<ul> <li>33. Adjust Pricing and/or Heading Dates on Return</li> <li>34. Beep on Error or Warning</li> </ul>	
ameter Notes				36. Default Customer for New Checkouts     37. Prevent Short Items From Being Checked Out	
				38. Default Checkout Date to Actual or Scheduled	
				<ul><li>39. Roadcase (Unpack at checkout/Scan on items retu</li><li>40. Disposed assets always returned when scanned in</li></ul>	
				<ul><li>41. Scan floating rack items on return only</li><li>42. Return assets before entering into maintenance</li></ul>	Search Filter
				43. Racks are unavailable until packed 44. Action when roadcase item scanned at checkout	Go to Parame
				Action when item is packed in a roadcase but scanned a	at checkout
invoiced Z Required				і. <	

- Auto-unpack and check out: when an item that is packed in a roadcase is scanned as a single item, it is unpacked from the roadcase and checked out
- Do not check out: Shows an error message and prevents the roadcase item from being checked out

Action when item i	s packed in a	roadcase bu	ut scanned as	a single iten	n on checkout	
Auto-unpack and	check out					
Auto-unpack and	check out					
Do not check out						
					🗸 OK	

## Undo a Checkout



# Resolve Discrepancies (Pre v12)

Note: If your video shows a black screen but audio still plays

- 1. Goto chrome://flags/#disable-accelerated-video-decode
- 2. Disable Hardware-accelerated video decode and relaunch Chrome

Your browser does not support HTML5 video.



Resolve Discrepancies (Pre v12)

### **Resolve Discrepancies Version 12**

Rentalpoint offers the ability to resolve discrepancies on bookings, ie. when gear that has been scanned out/checked out and shipped for a booking, is different to what was originally booked. This article covers resolving discrepancies only, for details on how to check out a booking click this link

For Parameters needed for this functionality, see 'Parameters in Use' section at the end of this article.

### Identifying Checked out Items on a Booking

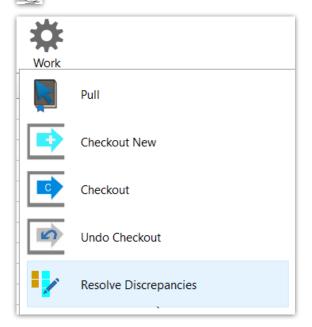
The screenshot below illustrates the use of 'Equipment Added at Checkout' heading and shows how to identify items on a booking that have NOT been checked out.

Equi	pment Crew	Notes Payments	Attachments	Other Details	Status	Follo	w up						
			*									u,u ñ	P 😫
	Code	Description			Quantity	Avail	Short	Unit Rate	Days	%disc	Price Stat	Out In	C W
	MSR100	8" Powered Speaker - Yamaha MSR10	00		2 🕇	WMute		10.00	1.00	0.00	20.00 Sng	0	0 🗹 🗖
	NBM1-1	1 Foot RapcoHorizon NBM1 XLR to X	LR Audio Patch Ca	a	2	OK		0.00	1.00	0.00	0.00 prt	2	0 🗹 🗹
Ξ	3SPEAK	3 Foot Mogami Gold Speaker Cable 1	1/4" to 1/4"		10	ОК		0.00	1.00	0.00	0.00 prt	10	0 🗹 🗹
	1AGUITAR	1 Foot Mogami Platinum Guitar Peda	l Cable		5	OK		0.00	1.00	0.00	5.00 prt	5	0 🗹 🗹
Ŷ		Equipment added on checkout - Da	te:06/27/19 @ 1	507   Out					1.00		heading		
	EON510	10" Powered Speaker - JBL TEST			1	OK		45.00	1.00	100.00	0.00 Sng	1	0 🗆 🗹
	EON515X	15" Powered Speaker - JBL PRODESC			1	ОК		38.00	1.00	100.00	0.00 Sng	1	0 🗆 🗹
		Items added at checkout						NOT	checked ou	t			
											Items Checked out		

### Resolving the Discrepancy

If Resolve Discrepancy was not automatically launched after final checkout (see parameters in use) then right click on the booking-->work-->resolve discrepancies, or highlight the booking and clickmenu option below

The Resolve Discrepancy menu option will only show IF there are discrepancies to resolve.



Warel	Code	Description	Order	Shipp	Otv	Action		Tag	Code	Description	(	Qty	Charge/bac
	MSR100	8" Powered Speake		0	2 (y	Match		No	EON510	10" Powered Sp		4.y 1	No Charge
Mate	MSICIOU		2		~	Watch		No	EON515X	15" Powered Sp		1	No Charge
Line b hing i ed	Combin	e lines before ng if needed					>	select	de-select	Search &	k Find nex	xt	
<b>∨</b> ≩=	ע ⇒	$\rightarrow$ find next			t All latch	Lines To:	•	► ►		$\rho \rightarrow$	C	hanc	ge All Lines T
	→ P					_		<b>▼</b>		P →	C	Chanc	ge All Lines T
Resolv		ent				_					the left with	h equ ag mu	ipment on the litiple lines.

#### Resolve Discrepancy Example

Gear is displayed in the Resolve Discrepancy window as below:

1. Split the Booked but not shipped line so as to match with separate shipped but not booked items

Booked But Not Shipped (Items In The Booking)     Shipped But Not Booked       Warel Code     Description     Order Shipp Qty     Action     Tag     Code     Description	
Warel Code         Description         Order         Shipp         Qty         Action         Tag         Code         De	
	cripti
Mute MSR100 8" Powered Speak 2 0 2 Match No EON510 10"	Powe
No EON515X 15	Powe
Quantity for new line	
✓ OK × Cancel	
$ \exists \bullet \  \  \bigcirc \  \ $	->

- 1. Highlight the unshipped item(s) and TAG the shipped items that should be resolved together.
- There is a 'down arrow' available beside the 'no charge' option to charge extra or charge as backup equipment
- 3. Choose to MATCH or DELETE Booked but not shipped with Shipped but not booked items.
- 4. Click the Arrow to RESOLVE
- 5. If 'Add Comment Lines' is checked, Rentalpoint will automatically add a comment for the resolution into the equipment grid of the order.

RP Res	olve Discrepanc	ies [MYTEST00105 ]										-	
Booke	d But Not Shi	ipped (Items In The	Bookir	ng)				Shipp	ed But Not Bo	ooked (Items Added At Ch	eckout	:)	
Warel	Code	Description	Order	Shipp	Qty	Action		Tag	Code	Description	Qty	Char	ge/ba
Mute	MSR100	8" Powered Speak	1	0	1	Match	_	Yes	EON510	10" Powered Speaker -	. 1	No C	harge
Mute	MSR100	8" Powered Speake	1	0	1	Match		No	EON515X	15" Powered Speaker -	. 1	No C	harge
	⇒ P	→			et All	Lines To:	>	1	L. Tag	$\rho \rightarrow$	Chan	ge All	2 Lines
Recol	ved Equipme	nt				<b>T</b> 3.			Γ	Notes			

Resolved Gear is re-located to the 'Resolved Equipment' window

Resolve Discrepancies [MYTEST00105 ]					-		×
Booked But Not Shipped (Items In The Booking)	Shipp	ed But Not B	ooked (Items Added At C	heckout	)		
Warel Code Description Order Shipp Qty Action	Tag	Code	Description	Qty	Charge	e/backı	qı
3c       3c       3c       Set All Lines To: Match         3c       3c       >       No         3c       3c       No       No         Action       No       No       No<	S	× 3-	Notes Match equipment on the lef right. To select multiple item Equipment already shipped You can either Match or mu 'Booked But Not Shipped' g	t with equ is, Tag mu cannot be te equipm	ultiple line e deletec nent in th	• on the es. d. e	
<ul> <li>MSR100 - 8" Powered Speaker - Yamaha MSR100 [1,0,1]</li> <li>Was replaced by</li> </ul>			want to match to shipped it option. For items that you w	ems, sele	ct the 'Ma	atch'	
EON515X - 15" Powered Speaker - JBL PRODESC [1]		⊠ Add C	omment Lines	ave		Cancel	

<     Co	ode	Description	Quantity	Avail	Short Unit Rate	Days	%disc	Price Stat	Out	In (
M	SR100	8" Powered Speaker - Yamaha MSR100	1 🛨	WMute	10.00	1.00	0.00	10.00 Sng	0	0
B M	SR100	8" Powered Speaker - Yamaha MSR100	1	WMute	10.00	1.00	0.00	10.00 Sng	0	0
EC	DN510	10" Powered Speaker - JBL TEST	1	OK	45.00	1.00	100.00	0.00 Sng	1	0
EC	DN515X	15" Powered Speaker - JBL PRODESC	1	OK	38.00	1.00	100.00	0.00 Sng	1	0
		MSR100, 1 X EON515X was shipped.						*		0
		1 X MSR100:8" Powered Speaker - Yamaha MSR100 were ordered but 0 X						*		0
		MSR100, 1 X EON510 was shipped.						*		0
NE	BM1-1	1 Foot RapcoHorizon NBM1 XLR to XLR Audio Patch Ca	2	OK	0.00	1.00	0.00	0.00 prt	2	0 5
35	SPEAK	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	10	ОК	0.00	1.00	0.00	0.00 prt	10	0
		1 X MSR100:8" Powered Speaker - Yamaha MSR100 were ordered but 0 X						*		0
1A	AGUITAR	1 Foot Mogami Platinum Guitar Pedal Cable	5	OK	0.00	1.00	0.00	0.00 prt	5	0 6

#### Parameters in use

Rentalpoint is parameter driven; functionality described in this document is dependent on the following parameters:

- Barcode Parameter #22 'Resolve Discrepancies on Final Checkout' Setting this parameter will automatically launch the Resolve Discrepancy Feature once a Final Checkout is processed on the booking.
- Barcode Parameter #23 'Resolve Discrepancy Default Action' The resolve

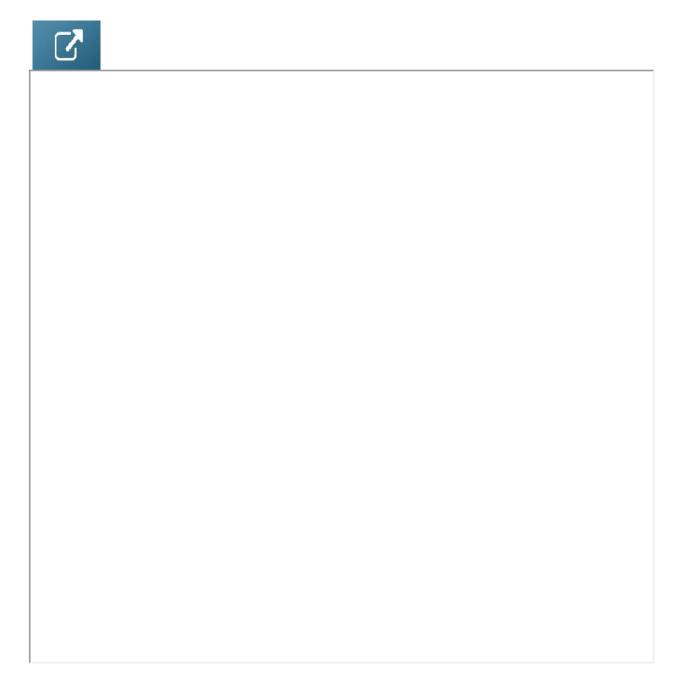
discrepancy window gives the user two options. The first option gives the user ability to match items that were booked but not shipped with items that were added at checkout. The second option allows the user to delete items from the booking that were booked but not shipped out on the order.

• Barcode Parameter #31 'Create an Added at Checkout Heading' – Setting this parameter will ensure that all items added at checkout appear on the order under their own heading and therefore are easier to identify.

# Lock Booking for Scanning/Checkout



Return Checked out Items (including losses and breakages)



## **Return Projects**



# Workflows

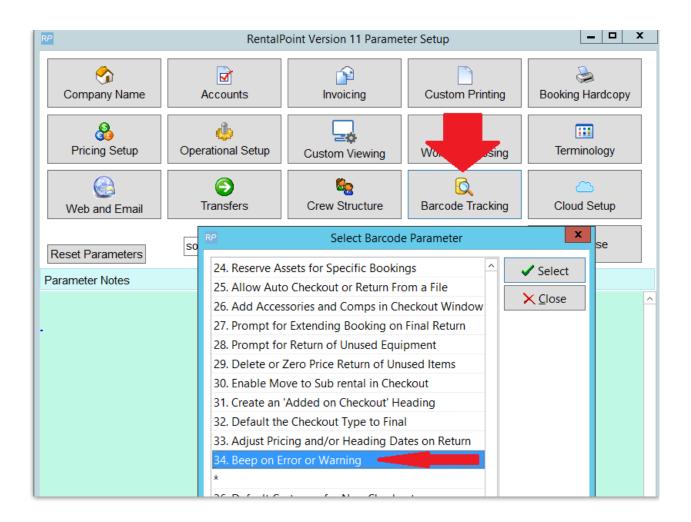


### **Return Asset to Maintenance**



## Error or Warning Sounds on Checkout or Return

Set Barcode parameter #34 to enable notification sounds - used when errors or warnings occur while scanning barcodes in the checkout and return windows.



There are two different types of sounds available. Both sounds can be enabled if needed, but most of the time only one or the other should be chosen, they are:

- 1. The built in 'windows beep'
- 2. Playing a sound file

### Windows Beep

1. Enable 'Windows beep' simply by checking the 'windows beep' checkbox, per the screenshot below.

The **Beep Scheme** default (used in conjunction with 'windows beep' setting), applies two different sounds to events; one for errors and one for warnings.

Cound Durant	Sounds	Setup	
Sound Event Windows E		Sound File	
Rentalpoint. Y	und File' option abov	inge an existing schem	ie.
Beep Scheme	· · · ·	Apply Schen	ne
Succes	sful scan		
Descrip			^
	s already on the boo	kina	_
	was previously sold		=
	ed for another book	ina	
	s in the warehouse		
Asset r	not returned from bo	oking	
	s in maintenance (Te	-	
	s nermanently out of		~
Sounds:			
		▶ Test Bro	wse
	Ť	P rest bro	nac
	ок	Cancel Ar	ply

### Use of Sound Files

2. Enabling the **sound file** option allows either the default sounds or custom **.wav** files to be used.

- a Click the sound file check box to enable use of sound files
- b Click on the event you want to test/change the sound for
- c To install a custom .wav file click the browse button near the bottom of the screen and search for it's file location. The file will be moved to the common data folder and can then be chosen for any of the sound events (or skip this option to work with the list of RentalPoint sounds provided)
- d Click Test to hear the sound that will play when this event occurs in RentalPoint
- e Sounds can be adjusted for each event type in the list by clicking on an item in the list, and selecting a different sound from the drop down list.

Asset was previously sold     Reserved for another booking     Asset is in the warehouse     Asset not returned from booking     Asset is in maintenance (Temporary)     Asset is nermanently out of service Sounds:		Sounds	s Setup	×	
Sound scheme:       Apply Scheme         Beep Scheme       Apply Scheme         To change sounds, click a program event in the following list and then select a sound to apply.         Description         Successful scan         Asset is already on the booking         Asset was previously sold         Reserved for another booking         Asset is in the warehouse         Asset is in the warehouse         Asset is in maintenance (Temporary)         Asset is normanently out of service         Sounds:		Windows Beep	applied to events in ange an existing scheme.	a.	
To change sounds, click a program event in the following list and then select a sound to apply.		Sound scheme:			
then select a sound to apply.  Description  Successful scan  Asset is already on the booking  Asset was previously sold  Asset vas previously sold  Asset is in the warehouse  Asset is in the warehouse  Asset is in maintenance (Temporary)  Asset is permanently out of service  Sounds:		Beep Scheme 🗸 🗸	Apply Scheme		
	b.	Successful scan     Asset is already on the bool     Asset was previously sold     Reserved for another bool     Asset is in the warehouse     Asset is in the warehouse     Asset is in maintenance (Te     Asset is permanently out of	ing poking emporary)		C.
etItemIsShort.wav					

## Auto Resolve on Checkout

**Auto-resolve** option for alternatives, allows an additional item scanned at check-out to automatically replace an unshipped item. <more information on alternatives>

### Set Up

Items must be set up to auto resolve in Inventory Setup.

- Ensure the possible replacement product is listed as an alternative in Inventory Setup <more information on alternatives>
- Check the 'auto resolve' box in the alternative window for an existing alternative (see Fig A below)
- OR drag a new alternative into the folder and you'll be prompt to set the auto-resolve setting. (See Fig B below)
- Ensure required parameters are set per 'Parameters' section at the end of this article.

RP RentalPoint Inventory Setup	- 🗆 ×
Y POWSPEAK - POWSPEAK	^ 📀 Refresh
MSR100 - 8" Powered Speaker - Yamaha MSR100	
	<u>N</u> ew
> Components	Properties
Assets	₫ <u>D</u> elete
	Duplicate
Accessories	r <mark>⊯</mark> <u>F</u> ind
Alternatives	🚱 Change Prices
EON510 - 10" Powered Speaker - JBL TEST x 1.000	Product Listing
EON510 - 10" Powered Speaker	× set Listing
This Alternatives is attached to :	s
EON515X - 15" Powered Speake EON510 - 10" Powered Speaker - JBL TEST x 1.000	
EON518S - 18" Powered Subwo Product Code EON510 De Constant	a Category
Quantity 1.000	ff
EON615 - 15" Two-Way Multipu	
> PRX710 - 10" Two-Way Multipu	
Auto Resolve ?	
	ancel Close
PRX715 - 15" Two-Way Full-Ran	

#### Fig B

RP	RP Auto resolve alternative ×							
Auto resolve this alternative when scanned in checkout?								
□ Sa	□ Save my selection for next time							
✓ Yes × No								

### Using Auto Resolve

In the Checkout Window, scan the alternative instead of the main item - the example below shows the 10" Powered Speaker scanned out in place of the 8" Speaker that was booked. (note, the 10" Speaker is set up as an 'auto resolve' alternative for the 8" Speaker in Inventory Setup.

#### See 'set up' section for more details.

RP Checkout equ	uipmei	nt, booking: WATBUS0	007 from Lo	ation :0 - To	ronto								×
Enter Barcode Numbe Accessories Current Session			n	Equipment Out Returned		Loss	es			6			
Equipment to b	Equipment to be bar code scanned in this booking Road case view 🗹 Equipment checked out this session [non bar code tracked]												
Product Code	Desc	ription			Qty	Qty Sca	Product Code	Description		Qty (	Checked C	Dut	
LOOSE STOCK							3SPEAK	3 Foot Mogami G	old Speaker Cab	5 5	;		
NBM1-1 1 Foot RapcoHorizon NBM1 XLR to XLR Audio Pa			r 1	1	1AGUITAR	1 Foot Mogami P	latinum Guitar P	3 3	}				
MSR100	8" Po	owered Speaker - Ya	maha MSR10	00	1	0							
Equipment ent	ered	/ scanned this sessio	on (	Order	Мо	ve 🌂	Cross Ren	t 🖗 Nonbarcc	de d				
Barcode Number Description Qty Type Note Cross rented equipment checked out this session													
			ngle		Product Code	roduct Code X-Rent Description			Qty	Checked	d Out		
2004 10" Powered Speaker - JBL TEST 1 Single A													
	1 more of product (EON510 - 10" Powered Speaker - JBL TEST) have been checked out than were b												
Errors and warn	nings	💁 Del	ete item [	Notes									
Barcode Numb	er		Message										
2004 1 more of product (EON510 - 10" Powered Speaker - JBL TEST) have been checked out than were booked. This item w													
Scan barcodes here 🕒 + Errors - Errors 🔂 Show Errors Copen Folder 🗹 Display errors after checkout													
Checkout Date		Checkout Time	Type Partia	<b>√</b>	Cheo	ck	🗁 Open	Info	9		~	Save	
12-11-19		1801 🕝	⊖ Final	e,	Ident	ify	Shortages	😤 Product Set	up Asset St	atus	×	Cancel	

#### **Option 1: Barcode 13 is DISABLED - No pricing options at checkout**

The discrepancy is immediately resolved on booking save.

- Original item is set to 'warehouse mute' hiding it from all warehouse documentation
- The shipped alternative is added to the booking under the original item
- A comment is added under the shipped alternative describing the resolution

WATBU	S0000	)7 Location	0 - Toronto	•				
nt	Crev	v Venu	ie Notes	Payments	Attachments	Other Details	Status	
í			$\mathbf{Q}$		*			
×		Code	Description			Qua	ntity A	vail
		MSR100	8" Powered Speak	8" Powered Speaker - Yamaha MSR100				
		EON510	10" Powered Spea	10" Powered Speaker - JBL TEST				
			1 X MSR100:8" Pov	1 X MSR100:8" Powered Speaker - Yamaha MSR100 were ordered				
			EON510 was shipp	ed.				
		NBM1-1	1 Foot RapcoHoriz	on NBM1 XLR to XLR Au	dio Patch Ca		1	ОК
	E	3SPEAK	3 Foot Mogami Go	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4" 5				ОК
		1AGUITAR	1 Foot Mogami Pla	itinum Guitar Pedal Cab	le		3	ОК

#### **Option 2: Barcode 13 ENABLED - pricing options at checkout**

Equipment Added at Checkout Window provides options to

- Leave the resolve to go ahead Or change to 'no resolve' in the Auto Resolve Column OR right click on the Auto resolve column to 'Set all to No Resolve'
- Change the Charge Type for the item

RP Equipment Added at Ch	eckout					×
Barcode	Quantity	Product Code	Description	Charge Type?	Item Type	Auto-resolve
2003	1	EON510	10" Powered Speaker - JBL TEST	2 - No Charge Equipment	Single	No Resolve
						Set all to "No

#### **Other Considerations:**

- If there is more than one type of unshipped item that matches the auto-resolve alternative, the user will be provided with an option to choose between available 'auto resolve' alternatives
- If the selected product has already been completely resolved by other items added at checkout, auto-resolve will attempt to resolve other valid unshipped products in the booking.
- User preferences in the 'Resolve Discrepancy' window will determine if a comment is added for Auto Resolve alternatives

] ] : : : : : : : : : : : : : : : : : :	Set All Lines To: Match	8	$\begin{array}{c} \begin{array}{c} & \\ & \\ \end{array} \end{array}  \end{array} \begin{array}{c} \begin{array}{c} \\ \hline \\ \\ \end{array} \end{array}  \end{array} \begin{array}{c} \\ \hline \\ \hline \\ \end{array} \begin{array}{c} \\ \end{array} \end{array}$
Resolved Equipment			Notes
- Equipment Ordered		Ŋ	Match equipment on the left with equipment on the right. To select multiple items, Tag multiple lines. Equipment already shipped cannot be deleted. You can either Match or mute equipment in the 'Booked But Not Shipped' grid. For booked items you want to match to shipped' items, select the 'Match' option. For items that you want to Mute from the booking, select the 'Match'
		☑ Add C	Comment Lines

#### Parameters

This feature is available when the following parameters are enabled

- Barcode #10 Equipment can be added at checkout
- Operational #44 Client Warehouse Active/Mute <more information on this functionality>

The feature behaves differently depending on settings for the following parameters

• Barcode #13 - Checkout Additional Equipment prompt (for charging options at checkout)