Asset Maintenance

Last Modified on 04/10/2021 12:20 pm EDT

Asset Maintenance

RentalPoint supports tracking of assets in and out of maintenance for service and repairs.

Actions Beports Crystal Reports Crystal Report	Refr Maintenance Asset a 0 - Toronto 0 - Toronto										
Product Product Description Stock Number Barcode Serial # Entry Date Ref. [10] Faults Repair Details Labour Cost Material Cost Supplier Out Date Return Due By Status Out of	Maintenance Asset a 0 - Toronto 0 - Toronto										
Boolings Work Boolings Work Product Description Stock Number Barcode Serial # Entry Date Ref. [10] Faults Repair Details Labour Cost Material Cost Supplier Out Date Return Due By Status Out of	Refr Maintenance Asset a 0 - Toronto 0 - Toronto										
Product Product Description Stock Number Barcode Serial # Entry Date Ref. [10] Faults Repair Details Labour Cost Material Cost Supplier Out Date Return Due By Status Out of	Maintenance Asset a 0 - Toronto 0 - Toronto										
ScoOP155 1500 WATT - 18" SCOOP155 17 SCOOP155-13 SC13-5 01/27/15 need wiring 0.00 0.00 01/27/15 Unknown Damaged Tempo											
Contacts (19)											
Customers CDM Ellipsoidal - Phoenix CDM 1 6318 298721 12/04/15 test 0.00 0.00 12/04/15 Unknown Damaged Tempo ry	a 0 - Toronto 0 - Toronto										
Products LDM Ellipsoidal - Phoenix CDM 2 6319 298722 12/04/15 test 0.00 0.00 12/04/15 Unknown Damaged Tempo ry	a 0 - Toronto 0 - Toronto										
CDM Ellipsoidal - Phoenix CDM 3 6320 298723 12/04/15 test 0.00 0.00 12/04/15 Unknown Damaged Tempo ry	a 0 - Toronto 1 - New Yo										
Venues SCM268 Shure 4-Channel Microphone 2 2247 268-897222 11/23/18 Service test 0.00 0.00 11/23/18 Unknown Damaged Tempo vg Mixer-Analog Mixer-Analog 11/23/18 Service test 0.00 0.00 11/23/18 Damaged Tempo	a 0 - Toronto 0 - Toronto										
Schedule SNure 4-Channel Microphone 1 2246 268-897221 01/14/19 damaged on ste, please text wring 0.00 0.00 Unknown Damaged Damaged remov	a 0 - Toronto 0 - Toronto										
Rest wiring											
Assets to View Asset Status Service Type Entry Date Scope Product Scope April Maint											
To-Do In Maintenance All Gall Gall All All All All All All All All All											
Orrenput/ OFauly OBetween 01-02-19											
O bisposed Assets O test Required O Permanent											
Reminders											
	n: 0 - Toronto										

Access the maintenance menu via Products-->maintenance tab

Find a Maintenance Record

Use the 'Find' menu option to search by barcode



OR Use the 'Search For' button in maintenance scope

The 'all columns' will search all columns for the text entered

	- Accest Ct	atur	Sanico Timo		Entry Data Sco			Product Scope		Search For O Product Code	×	
In Maintenance Disposed Assets	sssets to View Asset Status Service Ty In Maintenance Image Image Disposed Assets Description Test Required				 All Dates Between and 	19-09- 19-09-	•05 📰	eri à	Print Maint	O Description Barcode Number Serial Number All columns		
Products		Roadcases and	Racks	Main	tenance							

Actions Re	ports Crystal I	Reports Assets Setup Others Help																
	I Vioni Re																	
Bookings	HOIN							\sim										ine
~ 1	Product	Product Description	Stock Number	Barcode	Serial #	Entry Date	Ref. [10]	aults	Repair Details	Labour Cost	Material Cost	Supplier Code	Out Date	Return Due By	Status	Out of	Maintenance	Asset Locat
<u>/</u>	SCOOP155	1500 WATT - 18" SCOOP 155	19	SCOOP155-13-7	SC13-7	19/01/15		wiring		0.00	0.00		19/01/15	Unknown	Damaged	Temporary	0 - Toronto	0 - Toronto
Snortages	SCOOP155	1500 WATT - 18" SCOOP 155	28	SCOOP155-13-1 6	SC13-16	19/01/15		wiring fault	\sim	0.00	0.00	CABLE-SP	19/01/15	Unknown	Faulty	Temporary	0 - Toronto	0 - Toronto
Customers	SCOOP155	1500 WATT - 18" SCOOP 155	17	SCOOP155-13-5	5 SC13-5	15/01/27		\smile	need wiring contacts	0.00	0.00		15/01/27	Unknown	Damaged	Temporary	0 - Toronto	0 - Toronto
9								(checked and maybe									
Products									re-soddered									
-L- ? .									\smile									

Print Maintenance Record

Print a copy of the maintenance record to attach to the asset if needed. This way issues with assets can easily be identified when looking through gear.

SCOOP155-13-5 SC13-5	15/01/27		need wiring contacts		0.00	0.00	15/01/27 Unknow
RP Maintenance Costs - Produ	ct Code : SCOOP155 - Seria	Il No. : SC13-5 - Baro	ode : SCOOP155-13	-5		_	
Ref. [10] Faults		Repair Details	Labour Cost	Material Cos	t Total Cost Supp	lier Out Date	Out Time
		need wiring	0.00	0.00	0.00	2015/01/27	1039
 Record Type All Damaged Faulty Test Required 	Maintenance Record Details Product Code SC Stock Number 17 Asset Status Damaged Faulty Test Required Out Of Service Temporarily Remanantly	OOP155 Out For Service 15-01-27 Return From Se O Unknown Re	Date / Time 1039 rvice Date / Time 1039 turn Date	Si R La	upplier eference aterial Charge abor Charge otal	Entry Date	15-01-27
Add New try Date Scope All Dates Between and 19-09-05	Faults			R	epair Details eed wiring contacts o ☑ Include or	checked and maybe	re-soddered



```
Description : 1500 WATT - 18" SCOOP 155
               SCOOP155-13-5
Barcode
Product Code SCOOP155
Stock #
              17
Serial #
               SC13-5
Status
                Damaged
Out of Service Temporary
Supplier
Ref.
Labor Cost
              0.00
Material
                0.00
Faults:
```

```
Repair Details:
need wiring contacts checked and maybe re-soddered
```

Scan Asset from Service into Maintenance

Out : 15/01/27 Return : Unknown



Scan one or more barcodes and hit enter

RP	Scan Assets Out for Maintenance	e	X
SCOOP155-13-16		✓ OK	★ Cancel
		Enter Barcode SCOOP155-13-7 Ente	r
		Remove B	arcode
Errors and Warnings			
Code	Message		
<			>

Complete the maintenance record and click Add

RP	Maintena	nce Record		x
Details Asset Status			Entry Date	01-15-19
 Damaged Faulty Test Required Out Of Service Temporarily Permanently 	Out For Service Date / Time 01-15-19 1221 Return From Service Date / Time 0 1000 • Unknown Return Date	Supplier Reference Material Charge: Labor Charge Total	CABLE-SP	Vendor Delta
Faults wiring fault		Repair Details	on Maintenance R	eport
Location 0 - Toront	0 •		🗸 Add	× Cancel

Assets are sent to maintenance

RP	RentalPoint 11.3.2.5														0 X			
Actions R	eports Crys	tal Reports Assets Setup Others	<u>H</u> elp															
	*																	5
Bookings	Work																	Refresh
~1	Product	Product Description	Stock Number	Barcode	Serial #	Entry Date	Ref. [10]	Faults	Repair Details	Labour Cost	Material Cost	Supplier	Out Date	Return Due By	Status	Out of	Maintenance	Asset
Shortages	SCOOP155			SCOOP155-13-7	C13-7													0 - Toroni
2	SCOOP155	1500 WATT - 18" SCOOP 155	28	SCOOP155-13-16	8-16	01/15/19		wiring fault		0.00	0.00	CABLE-SP	01/15/19	Unknown	Faulty	Tempora ry	0 - Toronto	0 - Toront
Customers	SCM268	Shure 4-Channel Microphone Mixer-Analog	1	2246	268-897221	01/14/19		damaged on site, please		0.00	0.00			Unknown	Damaged	Tempora ry	0 - Toronto	0 - Toront

Narrow the range of the maintenance records you want to see using the scope options on the bottom of the maintenance grid

er.								KentalPoint	11.3.2.5							-	
Actions R	eports Crys	tal Reports Assets Setup	Oth <u>e</u> rs <u>H</u> elp														
Bookings	Work																Refr
	Product	Product Description	Stock Number	Barcode	Serial #	Entry Date	Ref. [10]	Faults	Repair Details	Labour Cost	Material Cost Supplie	Out Date	Return Due By	Status	Out of	Maintenance	Asset
Shortages	SCOOP155	1500 WATT - 18" SCOOP	155 19	SCOOP155-13-7	SC13-7	01/15/19		wiring fault		0.00	0.00 CABLE-	SP 01/15/19	Unknown	Faulty	Tempora ry	0 - Toronto	0 - Tc
<u>.</u> ,	SCOOP155	1500 WATT - 18" SCOOP	155 28	SCOOP155-13-16	SC13-16	01/15/19		wiring fault		0.00	0.00 CABLE-	SP 01/15/19	Unknown	Faulty	Tempora ry	0 - Toronto	0 - Tc
Customers																	
Products																	
Venues																	
Schedule																	
Crew Planner																	
<mark>ê</mark> .																	
Vendors																	
POr																	
@	_																
Contacts																	
To-Do	Assets to Vi	Asset Status	Service Type En	try Date Scope	Prodi	uct Scope		Print Maint									
	In Mainte	enance Faulty		Between 01-02-19				🖀 Print List									
OVERDUE		O Damaged	O Temporary	and 01-09-19		c>}	æ	Refresh									
	O Disposed	C Test Required	O Permanent														
Reminders Scan 30 MIN	Products	Roadcases	and Racks Mainter	ance													
		() All		Operator: Rp				Salesperse	on: Rp					🕀 Lo	cation: 0 - To	pronto	

Return a Single Asset from Maintenance to Service

₽P								RentalPoint	11.3.2.5							_	di x
Actions R	eports C	rystal Reports Assets Setup Others He	lp														
	*	2. Click Work															5
Bookings	Work																Refres
~*	A	Maintenance Costs	ock Number	Barcode	Serial #	Entry Date	Ref. [10]	Faults	Repair Details	Labour Cost	Material Cost Suppli	r Out Date	Return Due By	Status	Out of	Maintenance	Asset
Shortages		Marrier Costs		SCOOP155-13-7													0 - Torc
<u>.</u> ,	V	Scan - Service Into Maintenance		SCOOP15 6	SC13-16	01/15/19		wiring fault		0.00	0.00 CABLE	SP 01/15/19	Unknown	Faulty	Tempora ry	0 - Toronto	0 - Torc
Customers		Return - Maintenance Into Service			1. Highligh	t the asse	et you v	vant to ret	urn to servio	e							
Products	\	Scan - Maintenance Into Service	3. Retu	rn to Service													
Venues	?	Report - Returns direct to Maintenance															
Schedule	ρ	Find Maintenance Records															

OR...return the asset to service from the Maintenance Cost window

RP		Mainter	ance Costs - Pro	duct Code :	SCM268 - Se	erial No. :	268-897221 - E	Barcode : 224	6				
Ref. [10]	Faults	Repair Details	Labour Cost	Material	Total Cost	Supplier	Out Date	Out Time	Return Date	Return Time	Status		
	damaged on site, please test		0.00	0.00	0.00		01/01/1980	0900	Unknown		Damaged		
	Service Test after return to		0.00	0.00	0.00		11/23/2018	1433	11/23/2018	1637	Damaged		
	Service test please		0.00	0.00	0.00		11/23/2018	1431	11/23/2018	1432	Damaged		
test test 0.00 0.00 0.00 11/23/2018 1343 11/23/2018 1345 Damaged													
Record Ty All Damag Faulty Test Re	pe ed quired			Chang	e this asset t 'es	to 'In Servi	ice'?						
🐼 Add	New 🕅 Edit 🔗 Ad	d History 🖺 🖁	Exclude from Rep	port	🖗 Return to	Service					<u>I</u> <u>C</u> lose		

OR.....return the asset to service from the Inventory Setup window



Scan Multiple Assets from Service to Maintenance



Simply scan assets and hit enter, click OK when all assets have been scanned.

All assets scanned will be returned to service

RP	Return Assets From Maintenance Into	Service	X
SCOOP155-13-7		✓ OK	➤ Cancel
		Enter Barcode SCOOP155-13-1 Ente	6 er
Errors and Warnings		Nemove be	arcoue
Code	Message		
<			>

Maintenance Costs

Double click on any maintenance record on the grid or click Work-->Maintenance Costs to see full history of maintenance costs for that asset

R₽								F	RentalPoint 11.	.3.2.5									- 0	
Actions R	eports Crys	tal Reports Assets	Setup Other	s <u>H</u> elp																
Bookings	Work																		F	Rei
~*	Product	Product Description	n	Stock Number	Barcode	Serial #	Entry Date	Ref. [10]	Faults	Repair Deta	ils Labou	r Cost	Material Cost	Supplier	Out Date	Return Due By	Status	Out of	Maintenance	1
Shortages	SCOOP155	1500 WATT - 18" S	COOP 155	19	SCOOP155-13-7	SC13-7	01/15/19		ff			0.00	0.00		01/15/19	Unknown	Damaged	Tempora ry	0 - Toronto	C
. ,	SCOOP155	1500 WATT - 18" S	COOP 155	28	SCOOP155-13-16	SC13-16	01/15/19		wiring fault			0.00	0.00	CABLE-SP	01/15/19	Unknown	Faulty	Tempora ry	0 - Toronto	¢
Customers	SCM268																			¢
9		Mixer-Analog	RP			Mainter	nance Costs - Pro	oduct Code	e : SCM268 - S	erial No. : 268	897221 - 1	Barcode	e : 2246			>				
Products	SCM268	Shure 4-Channel M	Ref. [10]	Faults	F	lepair Details	Labour Cost	Materi	al Total Cost	Supplier Ou	t Date	Out Ti	me Return	Date Return	Time S	itatus	maged	Tempora	0 - Toronto	C
• •		Mixer-Analog		damaged on site	e, please test		0.00	0.0	00.00	01.	/01/1980	0900	Unkno	own	1	Damaged		ry		÷
14	CDM	Ellipsoidal - Phoen		Service Test after	return to		0.00	0.0	00.00	11/	23/2018	1433	11/23/	2018 1637	[Damaged	maged	Tempora	0 - Toronto	1
Venues	CDM	Ellipsoidal - Phoen		Service test pleas	e		0.00	0.0	00.00	11/	23/2018	1431	11/23/	2018 1432	[Damaged	maged	Tempora	0 - Toronto	c
	0.0111	chipsoiddi Thoun		test		test	0.00	0.0	00.00	11,	23/2018	1343	11/23,	2018 1345	1	Damaged	mageo	ry		
Schedule	CDM	Ellipsoidal - Phoen															maged	Tempora ry	0 - Toronto	C
	SCOOP155	1500 WATT - 18" S															maged	Tempora	0 - Toronto	C
Crew Planner			<														2	ľ.		
<mark>.</mark>			Record Ty	pe																
Vendors			All Damag	ed																
PO			 Faulty Test Re 	quired																
POs									_							-				
@			⊘ Add I	New 👸 E	dit 🔗 Add	History 🖺	Exclude from Re	port	🖗 Return to	Service						<u>I</u> <u>C</u> lose				

Alternatively, access maintenance costs from the product menu....



OR from the Products icon menu





Print a Maintenance Cost Report from the option below

The report scope allows the user to narrow the report output to a specific product or asset within a region, location and date range. Asset costs marked as 'Exclude from Report' can also be filtered from the output as needed

Re Maintenance Costs Report					
Scope O All Image: For Product RCFNX15	Record Type All Damaged Faulty Test Required	Print to Printer Screen Word Processo CSV	5		
 Date Selection Record Entry Date Out For Service Date Return From Service Date Summary Options Print Repair Details Print Faults 	Region / Location All Select Region 0 - EAST Select Location 0 - Main	Scope			
Date From 06/01/21	repo 🗸 OK	× Cancel			

RP I ← First ← Page → Last → Page : 1 of 1	Report Display	
Date Printed : 08/31/21	Maintenance Bistory Report Page : 1	
RCENX15 RF 15 Floor Standing Speaker	: RF1002 Serial # :	
Date Reference Faults 08/31/21 Not holding charge	Labour Material Supplier Out Date Ret Date 0.00 0.00 0.00 07/01/21 07/02/21	
	Item Total 0.00 0.00	
RCFNX15 RF 15 Floor Standing Speaker	: RF1001 Serial # : 123456789	
Date Reference Faults 08/24/21 Wiring fault repaired	Labour Material Supplier Out Date Ret Date 0.00 10.00 00/01/21 00/01/21 00/06/21	
	Item Total 0.00 10.00	
	Report Totals 0.00 10.00 10.00	

Returns Direct to Maintenance

Assets found faulty or damaged while on-site can be entered into maintenance before being returned to the booking. Once the asset is returned, the maintenance record will be activated, showing the asset as unavailable for the duration of the maintenance period. Maintenance crew may run the 'Returns Direct to Maintenance' report to show assets they should expect to receive for maintenance once a given booking is returned.

First ensure Barcode Parameter 42 is set to 'No' indicating that you are allowing a maintenance record to be entered for an asset while it is still physically out of the warehouse on a booking.

RP	Enter Value	x
Return assets before ent	tering them into maintenance?	
O Yes		🗸 ОК
• No		× Cancel

NOTE! if Barcode #42 is set to YES, then the asset will be returned from the booking when it is scanned to maintenance, and will immediately become unavailable for the duration of the maintenance period.

Then while the asset is still checked out to the booking.....



Enter a maintenance record for the asset via the products menu (see full details in help option above if needed)



The maintenance entry form will indicate that this is a 'Return direct to maintenance' pending return from the booking it is out on.

RP	Scan Assets Out for Maintenance
2246	✓ OK Cancel
	Enter Barcode
	Remove Barcode
Errors and Warnings	
Code	Message
<	Out on MYTEST00097 - will add to 'Returns direct to maintenance'

RP	Maintena	ance Record		X
Details Asset Status Damaged Faulty Test Required Out Of Service Temporarily Permanently	Out For Service Date / Time 01-15-19 1324 Return From Service Date / Time 0 1324 Return From Service Date / Time 0000 • Unknown Return Date	Supplier Reference Material Charge: Labor Charge Total	Entry Date	01-15-19 Wendor 13-2 Customer 13-2 (per asset)
Faults wiring fault	0	Repair Details	on Maintenance Rep	port Cancel

Since the maintenance record is not active (pending return of asset), you won't see the asset on the maintenance grid. You'll need to run the 'Report - Returns direct to maintenance' report to see any pending maintenance records.



					Report preview				- 0)
Product SCM268	Asset code 2246	Description Shure 4-Channel Microphone	Returns direc Booking # MYTEST00097	t to Mainte Show name	Report preview	BK. In date 1-15-2019	Status Sold	Notes wiring fault	Print Save as PDF Save as RTF
									Emai PDF as attachment
									Ext

When returning the asset, you can modify the maintenance record by clicking the 'Damaged' button OR just check it in as normal

RP		Return Equipment,	Booking : MYT	EST00097 to Location	: 0 - Toronto			x
Enter Barcodes	Current Sessior	n						
Assets out (Barco	ode)			Equipment returned -	· [bar code scanne	d]		
Product Code Ba	arcode D	escription	R	Barcode	Description		Note	^
SCM268-1 22	246 Sł	hure 4-Channel Microphone	Y	2246	Shure 4-Channel	Microphone Mixer-	An 🔼	
								_
								_
								~
				💁 Delete	🖹 Notes 🚅	Damaged		
				Equipment returned	not tracked with	er code scanne	, or cross re	ental
				Confirm		× Dut	Returned	I Qty
		This asset has a current	t maintenance	record that will be acti	ivated on return d	o vou wish 24	0	
		to edit it now?	t maintenance	record that will be act	valeu on return, u			
			Yes	No				
Errors and Warni	ngs					Select All	Unselect	AII
Barcode	Message							
2246	WARNING!	[Shure 4-Channel Mici	rophon d]- wi	ll be returned direct	ly to maintenand	ce		
Return Date	Select Type of	of Return :						
01-15-19	○ Unused eq	uipment [partial return]	✓ Chec	Damage I	keport 🔗 Exte	end items		
Return Time	O Partial retu	urn [before return date]	📫 Enter Lo	osses 🛛 🔂 Enter a Pa	yment	🗸 Save	🗶 Canc	el
1527	• Full [Final o	or Extended] Keturn						

Once the asset is returned to the warehouse, RentalPoint will automatically activate the maintenance record.

RP				RentalPoint Inventory Setup
		4	Asse	ets
				[2246] Shure 4-Channel Microphone Mixer-Analog [Serial : 268-897221] [Model : SCM268] [Location : 0 - Toronto] [Status : Out for maintenance]

SQL Query of all Assets out to Maintenance

Use Excel Query Builder to execute this query

```
SELECT IM.groupfld [Group],
    IM.category [Category],
    A.product_code [Product],
    A.asset_code [Barcode],
    A.serial_no [Serial],
    A.locn
                [Item Location],
    A.cost,
    A.est_resale,
    A.insured_val,
    CASE
      WHEN A.servicestatus = 0 THEN 'Active'
      WHEN A.servicestatus = 1 THEN 'Temporarily Out of Service'
      ELSE 'Permanently Out of Service'
    END
                [Status]
FROM tblasset01 A
    LEFT OUTER JOIN tblinvmas IM
             ON IM.product_code = A.product_code
WHERE A.servicestatus = 1
ORDER BY IM.groupfld,
      IM.category,
      A.product code,
      A.asset code
```

'History' Current Maintenance Records Returned to Service

The query below shows all maintenance records returned to service before Jan 1 2020

select * from tblmaint

```
where returnDate > CAST('1980-01-01' as datetime) and
```

```
returnDate < CAST('2020-01-01' as datetime) and
```

```
ISNULL(bIsHistoryItem, 0) = 0
```

The update query below will UPDATE all maintenance records that were returned to service before Jan 1 2020 to history items. This will remove those records from the running balance.

**** Take a backup of your database before running this query ****

update tblmaint

set bIsHistoryItem = 1

where returnDate > CAST('1980-01-01' as datetime) and

returnDate < CAST('2020-01-01' as datetime) and ISNULL(bIsHistoryItem,0) = 0