Venue/Delivery Address

Last Modified on 07/19/2017 5:05 pm EDT

Venue v's Delivery Address....What's the difference?

A Venue/Delivery Address is simply a destination for products being shipped from your warehouse.

When entering a booking you have the option to

- 1. Select an existing venue or delivery address from the search window
- 2. Create a new venue or delivery address.

Venue

Venues are managed from the main venue page where they can be added/edited or deleted. Changing any information on a venue will affect all the bookings that have this venue selected, this can be useful if a phone number or address information changes that needs to be applied to all bookings, but can be a problem if you need the existing booking to retain the old information.

Delivery Address

Delivery addresses are one off addresses that are only used on a specific booking; they can't be edited outside of that booking. Any delivery addresses entered will become available in the delivery address search window and will remain in the system until the booking is completely purged. Delivery addresses are useful for less used venues that you don't want to maintain on your venue list, or when you want to be sure the address doesn't change.

Venue Contact

The venue contact for a booking will be initially loaded from either the venue

or delivery address selected, but can be modified without affecting the venue record. This way a person can be set as the venue contact for a specific job.

Please note that venues are not customers and have nothing to do with billing addresses or financial transactions. A venue is simply a destination for products being shipped from your warehouse.

Create a Venue

To create a new venue, right click the Venue grid and click New. A blank venue window will display. Once the desired name and address information about the venue has been added, you may add contact information.

RP		Edit	Venue		×
Address	Contacts	Floorplan	Notes	Other	
Venue Name	CN Tower		Directions		
Street	301 Front Stre	et West			
Add Line 2					
City	Toronto				
State	ON	Zip Code	M5V 2T6		
Country	Canada				
Website Address	http://www.cn	tower.ca			
	Country Area Code Cod		Ext		
Phone 1	1 416	868-6937			
Phone 2	999	88877			
Fax	767	6565656			
Cell	555	555555			
This venue is associated wenue information h		_		✓ Save	× Cancel

Enter a new contact or select from pre-existing contacts.

ł	P		Edit	Venue			x
	Address	Contacts	Floorplan	Notes	Other		
	Primary Contact	Support To	est	(P)			
	bbA 📋	Find 🔂 🍋 O	pen 🔀 Delete				
	First Name Last N	lame P	Position Phone 1	Phone 2 Cell	Address		
	Support Test		905 693 9457		499 PAR		
	<						>
			ne or more bookings. nge it for all booking:		✓ Save	× Cancel	

Store a visual representation of a venue under the floorplan tab. RentalPoint is capable of referencing floor plans in .bmp, .jpg, .html, .htm and .pdf.

RP		Ec	dit Venue		×
Address	Contacts	Floorplan	Notes	Other	
Room	N	lain		🗋 New 🖥 Delet	e
Floor # (level)					
Ceiling Height					
Max Capacity(#	of people) 0		G First	O Prior O Next	🕘 Last
Picture types sup	ported: PNG,JP	G,BMP			Room 1 of 4
	Open Floorplan				
		e or more booking: nge it for all bookir		e 🗸 Save	× Cancel

If there are any special considerations for a venue they can be entered into the notes section. These venue notes are maintaned here and displayed on **all** bookings using this venue. This includes any bookings that have occurred in the past.

RP		Edit	Venue			x
Address	Contacts	Floorplan	Notes	Other		
					🕝 Add Tim	e
	ociated with one or n here will change			✓ Save	× Cancel	

The 'Other' tab is a reference to a default folder. This is a folder that has been set aside so that customized information can be accessible to users easily regardless of file type and integration into RentalPoint.

RP		Edit	Venue		X
Address	Contacts	Floorplan	Notes	Other	
Address Default Folder	Contacts	Floorplan	Notes	Other	
	ociated with one o n here will change			✓ Save	× Cancel

Edit a Venue

Double click a venue to open it for editing.

RP							RentalPoint 11.2.0.18	
Actions R	Reports Crystal Reports Assets Setup Others	Help						
	📫 萨 🛅 🖿							
Bookings	New Open Delete Default							
	Name		Conta	act		Address		
/	Royal Canadian Yacht Club					-	et Toronto ON Canada M5R 2L8	
Shortages	Hilton Toronto						t West Toronto ON Canada M5H 2L	2
	Four Seasons Hotel						Toronto ON Canada M4W 0A4	
Customers	New York Hilton Midtown					1335 Avenue Of The	Americas New York NY USA 10019	
	Waldorf Astoria New York				Del	ete Venue		x
	Orlando World Center Marriott	Address	Cor	ntacts	Floorplan	Notes	Other	
Products	Hilton Anaheim	Venue Name	[OUT			· · · ·	
	Hilt h York Hotel	venue Name		CN Tower			S Directions	
	n Airport	Street		301 Front Stree	t West			
Venues	en Inn Chesapeake/Greenbrier	Add Line 2	[
	CN Tower	City		Toronto				
Schedule	The transform Theatre		L]	
	The	State	•	ON	Zip Coc	le M5V 2T6		
	Courtyard Newark Downtown	Country		Canada				
Crew Planner		Website Addr	ess	http://www.cnt	ower.ca			
	MoMA - The Ronald S. and Jo Carole Lauder Id		L	ountry Area		ber Fxt		
• •	newvenue			Code Code	Phone Num	Del Ext		
Vendors		Phone 1	1	1 416	868-6937			
PO								
POs		Phone 2		999	88877			
		Fax		767	6565656			
@		Cell	Γ	555	555555			
Contacts	<	Cell						
		• 1						

Delete a Venue

Venues can only be deleted when not used on any bookings.

Right click a Venue and click Delete.

CN Tower	R	New
The Arlington Theatre		Open
The Pierre	Ē	Delete
Courtyard Newark Downtown	1	Open Default Folder
The Alfred H. Barr, Jr. Painting and Scu	Э	Refresh
MoMA - The Ronald S. and Jo Carole L	=	Options •
	4	Log Out

The venue properties will display for confirmation, then click Delete to remove the venue from your system. OR cancel to keep it

Venue Tab in Booking

The venue tab of a booking displays information on where the booking will be shipped to.

To modify venue information, you must edit the actual venue record

											Modify boo	ki					
Out 06/19/17 15	51 In 06/22/1	7 0900	MYTEST	00032	Location	0 - Toront	0	•									
Customer	Calendar	Equipme	ent <mark>l</mark>	abor	Ver	nue	Note	s	Payments	Attachments	Other Details						
□ <u>N</u> ew	Venue	(Deliver	y Addres	s												
Venue name	CN Tower								ower 🔹 💽 Search Ve					rch Venues/DeliveryAddresses			
Room							•		🛅 Room Set	up							
Street address	301 Front S	treet West						₽ <mark>8</mark> <u>C</u> o	py Address from	n Customer							
Add Line 2								📑 (Opy Address fro	m <u>P</u> roject							
City	Toronto	Toronto State ON							Other Room								
Country	Canada	Canada Zip Code M5V 2T6							Floor # (leve	l)							
Website Addres	http://www	.cntower.ca							Ceiling Heig	ht							
	<i>.</i>			-					Cennig Heig	in the second se							
	Country A Code C	rea Nur ode	nber	EX	tension				Max Capacit	v							
Phone 1	1	416 868	-6937							0							
Phone 2	9	99 888	77					Notes									
Fax	7	67 656	5656								^						
	[]	>i 🕒 🔀	(🖻 (₽													
Venue Contact	new conta	ct		-													
Contact Phone																	
contact molic																	