# Scanning Barcoded/Non Barcoded Inventory Last Modified on 03/06/2022 1:43 pm EDT



### Locked for Scanning

### Scanning 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	Foot Mogami Gold Speaker Cable 1/4" to 1/4"		×
General Picture Rent	al Rates Sales Notes Location Attachments		
Product Information		Printing Descriptions Printing Options	
Product Code	3SPEAK	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       Image: For Individual Rental / Sale       Image: Barcode Track	
Country of Origin	<b>•</b>	Don't allow product to be discounted	
Revenue Code		Expand When Added to a Booking	
Default Accessory Disc		Auto Checkout this Item	
Non-tracked Barcode	11209		
		Configuration       Shipping         Image: Single item       Image: Shipped on it's own         Image: Package product       Image: Shipped in a road         Image: Macro product       Image: Shipped in a road         Image: Macro product       Image: Shipped in a road         Image: Shipped in a road       Image: Shipped in a road         Image: Shipped in a road       Image: Shipped in a road         Image: Shipped in a road       Image: Shipped in a road         Image: Shipped in a road       Image: Shipped in a road         Image: Shipped in a road       Image: Shipped in a road	l case
		🗸 ОК	🗙 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.

RP Checkout equipment, booking: MYTEST00001 from Location :0 - Toront	ito 📃 🗌 🗙							
Enter Barcodes Current Session Equipment Out	Returned							
Scan One or More Barcode(s) :	Checkout Barcodes 🥥							
Hand T File Enter Value Enter quantity to S	Type Barcode Number							
1.       Scan Quantity       Note: 'Scan Quantity' only affects non-asset tracked items. Any quantity entered for an asset tracked item will be disregarded.         (Shortcut Ctrl-S)       Enter road case barcode to pack/unpack         Image: Serial #       Image: Serial #								
Checkout Date Checkout Time Checkout Type	✓ Check 🕞 Open 🖉 Save							
31-05-16 🕂 🅅 1029 📀 🔿 Partial 👁 Final	🔍 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

😢 Checkout equipment,	booking: MYTEST00001 from	Location :0 - Toronto	D		
Enter Barcodes	Current Session E	quipment Out	Returned		
Scan One or More Ban	code(s) :				
11209  QTY:5	A			Checkout Barcodes 🥥	

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

Enter Barcodes       Current Session       Equipment Out       Returned         Equipment to be bar code scanned in this booking       Equipment dhecked out this session [non bar code tracked]         Product Code       Description       Qty       Qty       Qty       Checked Out         MSR100       8" Powered Speaker - Yamaha MSR100       1       0       6 Foot Mogami Gold Speaker Cable 1       0         NBM1-1       1 Foot RapcoHorizon NBM1 XLR to       1       0       0       0       0         Barcode       Description       Qty       Type       Cross Rent V       Nonbarcode A       Select All       O Unselect J         SSPEAK       3 Foot Mogami Gold Speaker Cable 1/4"       Single       Cross rented equipment checked out this session       Qty       Checked Cole         SSPEAK       3 Foot Mogami Gold Speaker Cable 1/4"       Single       Yes       Yes       Cross rented equipment checked out this session       Qty       Checked Cole         SSPEAK       3 Foot Mogami Gold Speaker Cable 1/4"       Single       Yes       Yes       Yes       Cross rented equipment checked out this session       Qty       Checked Cole         SSPEAK       3 Foot Mogami Gold Speaker Cable 1/4"       Single       Yes       Yes       Yes       Yes       Yes       Yes       Y	RP Checkout equi	pment,	booking: MYTEST00001	from Location :0 - T	oronta	)							
Equipment to be bar code scanned in this booking       Equipment checked out this session [non bar code tracked]         Product Code       Description       Qty       Qty       Checked Out         MSR100       8" Powered Speaker - Yamaha MSR100       1       0       65PEAK       6 Foot Mogami Gold Speaker Cable 1       0         Equipment entered / scanned this session       More       More       Nonbarcode       Select All       O         Barcode       Description       Qty       Type       Cross Rent       Nonbarcode       Select All       O         SSPEAK       3 Foot Mogami Gold Speaker Cable 1/4"       4       Single       1       O       Single       1       O         SSPEAK       3 Foot Mogami Gold Speaker Cable 1/4"       1       Single       1       O       1       O       1       O       1       O       1       O       1       O       1       O       1       0       1       0       1       0       1       0       1       0       1       0       1       0       1       0       1       0       1       0       1       0       1       0       1       0       1       0       1       0       1       0 <td< td=""><td>Enter Barcod</td><td>des</td><td>Current Session</td><td>Equipment Ou</td><td>:</td><td>R</td><td>teturned</td><td></td><td></td><td></td><td></td><td></td><td><u>la</u></td></td<>	Enter Barcod	des	Current Session	Equipment Ou	:	R	teturned						<u>la</u>
Product Code       Description       Qty       Qty       Qty       Product Code       Description       Qty       Checked Out         MSR100       8" Powered Speaker - Yamaha MSR100       1       0       6SPEAK       6 Foot Mogami Gold Speaker Cable       1       0         NBM1-1       1 Foot RapcoHorizon NEM1 XLR to       1       0       0       0       0         Equipment entered / scanned this session       Move       Cross rented equipment checked out this session       ✓ Select All       ✓ Unselect //// Unselect ////////////////////////////////////	Equipment to be	Equipment to be bar code scanned in this booking Equipment checked out this session [non bar code tracked]											
MSR100 8" Powered Speaker - Yamaha MSR100 1 0   Sepect All 0   Equipment entered / scanned this session Barcode Description Qty Type Cross rented equipment checked out this session SPEAK 3 Foot Mogami Gold Speaker Cable 1/4" 4 Single SPEAK 3 Foot Mogami Gold Speaker Cable 1/4" 1 Single Single Barcode Moves Cross rented equipment checked out this session Qty Checked Co Cross rented equipment checked out this session Qty Checked Co Cross rented equipment checked out this session Qty Checked Co Checked Co SPEAK 3 Foot Mogami Gold Speaker Cable 1/4" 1 Single Single Single Toduct Code X-Rent Description Qty Checked Co Checked Co Checked Co Toduct Code X-Rent Description Qty Checked Co Checked Co Toduct Code X-Rent Description Qty Checked Co Checked Co X-Rent Description Qty Checked Co Checked Co X-Rent Description Qty Checked Co Checked Co X-Rent Description Qty Checked Co X-Rent Description X-Rent Description X-Rent Description X-Rent Description X-Rent Description X-Rent X-Rent Description X-Rent	Product Code Description			Qty Qty :		Product Code	Description		Qty	Qty Checked Out			
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SPEAK       3 Foot Mogami Gold Speaker Cable 1/4"       4       Single       P oduct Code       X-Kent       Description       Qty       Checked C         3SPEAK       3 Foot Mogami Gold Speaker Cable 1/4"       1       Single       P <td< td=""><td>Barcode</td><td>(</td><td>Description</td><td>Q</td><td>ty T</td><td>Type</td><td colspan="7">Cross rented equipment checked out this session</td></td<>	Barcode	(	Description	Q	ty T	Type	Cross rented equipment checked out this session						
3SPEAK 3 Foot Mogami Gold Speaker Cable 1/4" 1 Single Frrors and warmings Barcode Message 11209 4 more of product (3SPEAK - 3 Foot Mogami Gold Speaker Cable 1/4" to 1/4") have been checked out than were booked. This item will be added.	3SPEAK	1	3 Foot Mogami Gold Sp	eaker Cable 1/4" 4	S	Single	P oduct Code	Х-К	ent De:	scription		Qty	Checked Out
Errors and warnings       Delete item       Image: Notes         Barcode       Message         11209       4 more of product (3SPEAK - 3 Foot Mogami Gold Speaker Cable 1/4" to 1/4") have been checked out than were booked. This item will be added.	3SPEAK	3	3 Foot Mogami Gold Sp	eaker Cable 1/4" 1	S	Single							
View More Errors 🛛 View Less Errors 🎬 Save Errors 🕅 Auto Save errors and display list after checkout has closed													

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