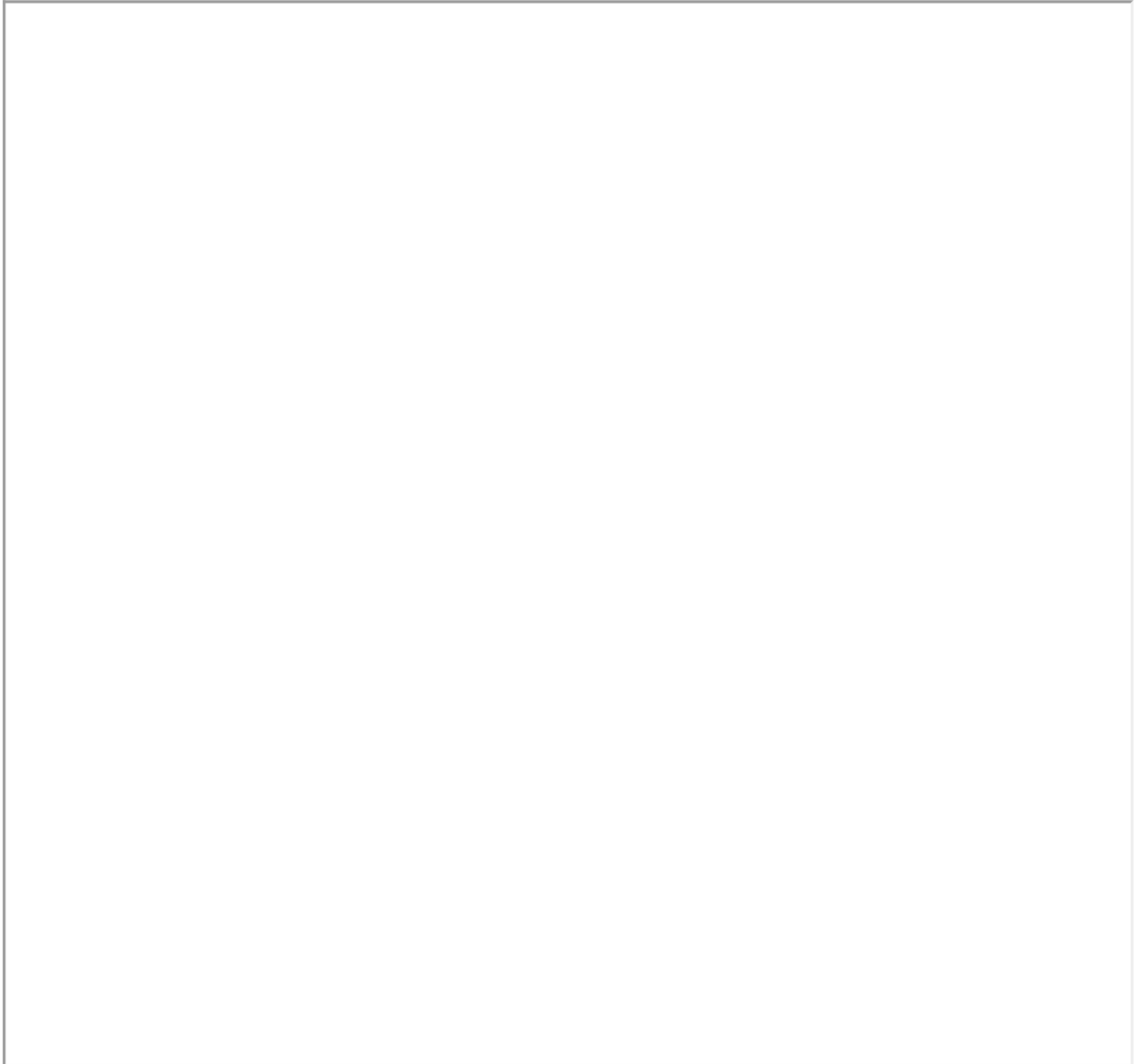


Scanning Barcoded/Non Barcoded Inventory

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 | Rental Rates | Sales | Notes | Location | Attachments

Product Information

Product Code: 3SPEAK

Description: 3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"

Model No.: 3SPEAK

Colour:

Qty Owned: 744.00 (All Locations)

Country of Origin:

Revenue Code:

Default Accessory Discount:

Non-tracked Barcode: 11209

Printing Descriptions | Printing Options

Description for Client Facing Documents

Product Options | Transfer Options | Unit Specifications

For Individual Rental / Sale

Barcode Track

Don't allow product to be discounted

Product is a Generic Item

Expand When Added to a Booking

Auto Checkout this Item

Configuration

Single item

Package product

Macro product

Shipping

Is shipped on it's own

Is a road case

Always shipped in a road case

Is a rack

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.

RP Checkout equipment, booking: MYTEST00001 from Location :0 - Toronto

Enter Barcodes | Current Session | Equipment Out | Returned

Scan One or More Barcode(s) :

Checkout Barcodes

Hand Type Barcode Number

Next

Enter Value

Enter quantity to scan

5

OK

Scan Quantity (Shortcut Ctrl-S)

Note: 'Scan Quantity' only affects non-asset tracked items. Any quantity entered for an asset tracked item will be disregarded.

Enter road case barcode to pack/unpack

Pack Unpack

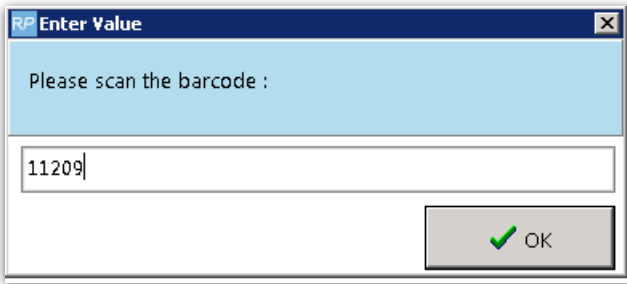
Serial # Search

Checkout Date: 31-05-16 | Checkout Time: 1029

Checkout Type: Partial Final

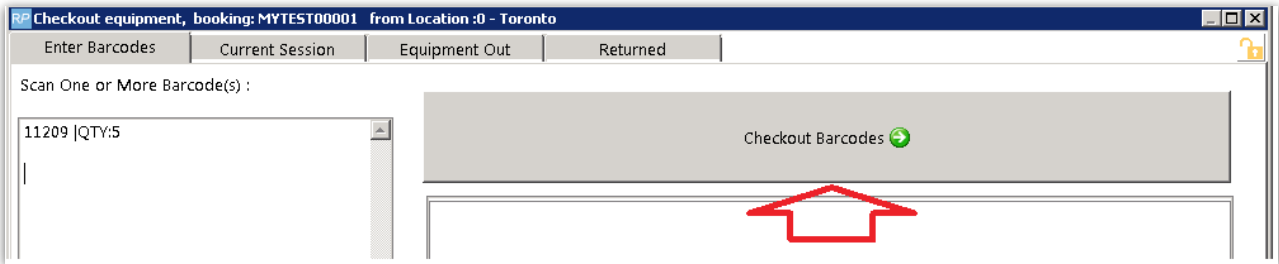
Check Open Identify Shortages Product Setup Save Cancel

Enter your non tracked barcode



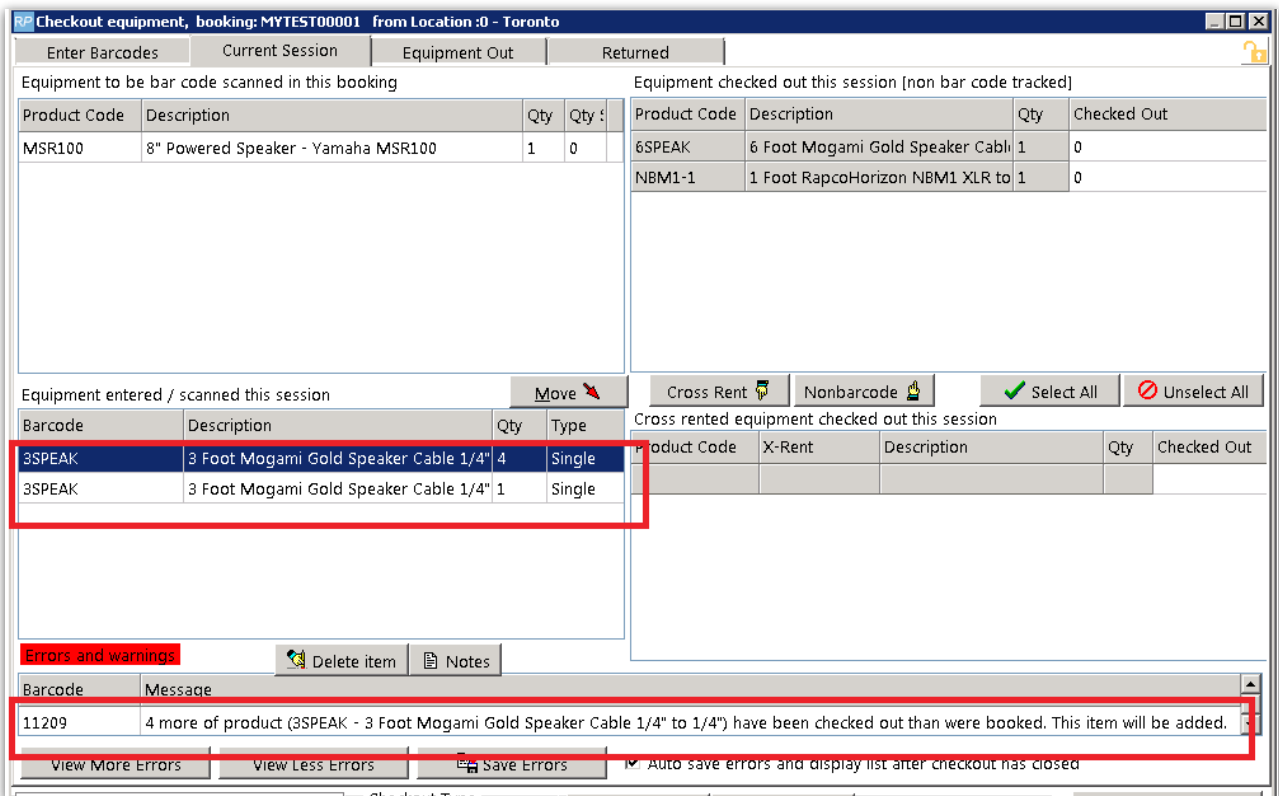
A dialog box titled "Enter Value" with a close button (X) in the top right corner. The main area contains the text "Please scan the barcode :". Below this is a text input field containing the number "11209". At the bottom right is a button with a green checkmark and the text "OK".

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



A screenshot of the "Checkout equipment, booking: MYTEST00001 from Location :0 - Toronto" window. The window has tabs for "Enter Barcodes", "Current Session", "Equipment Out", and "Returned". The "Enter Barcodes" tab is active, showing a list of scanned barcodes: "11209 | QTY:5". To the right is a large grey button labeled "Checkout Barcodes" with a green arrow icon. A red arrow points to this button.

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



A screenshot of the "Checkout equipment, booking: MYTEST00001 from Location :0 - Toronto" window showing the checkout process. The window is divided into several sections:

- Equipment to be bar code scanned in this booking:** A table with columns: Product Code, Description, Qty, Qty :.
- Equipment checked out this session [non bar code tracked]:** A table with columns: Product Code, Description, Qty, Checked Out.
- Equipment entered / scanned this session:** A table with columns: Barcode, Description, Qty, Type.
- Cross rented equipment checked out this session:** A table with columns: Product Code, X-Rent, Description, Qty, Checked Out.

At the bottom, there is an "Errors and warnings" section with a table:

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.

Buttons for "View More Errors", "View Less Errors", and "Save Errors" are visible below the error table. A red box highlights the error message and the "Save Errors" button.

RentalPoint To Go - iPhone App

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