

# Virtual Carnet

Last Modified on 22/11/2021 11:35 am EST

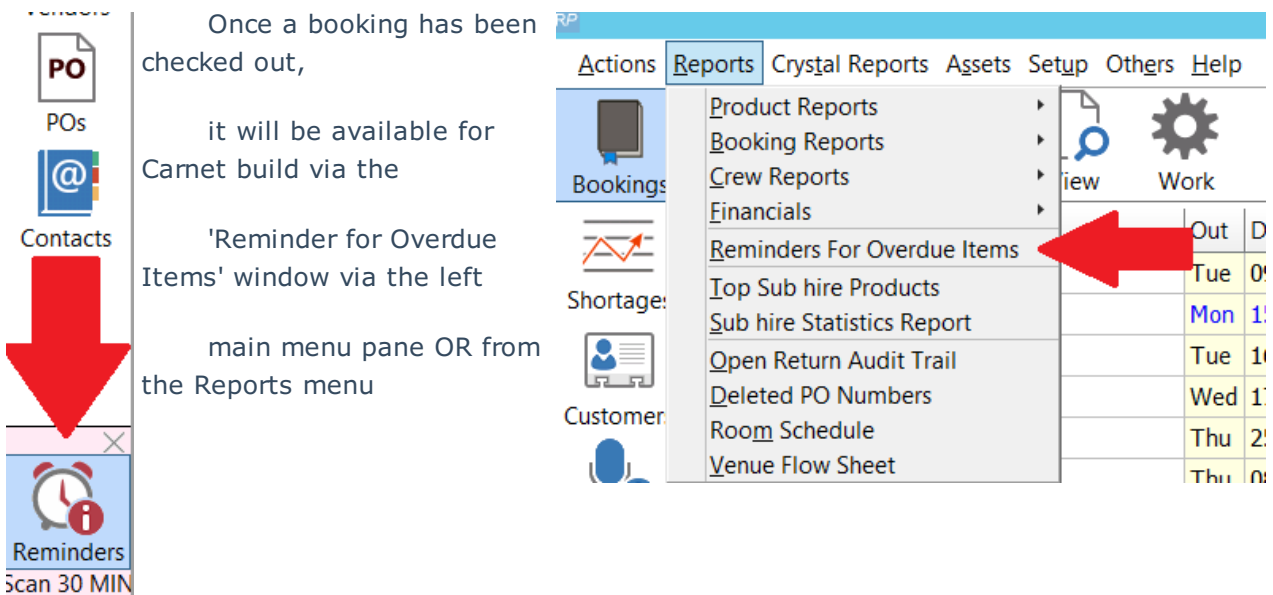
## Overview

RentalPoint now offers functionality to build a Virtual Carnet for checked out bookings. Users can create a list of boxes/cases, allocate items to each case and either manually enter dimensions or have RentalPoint load dimensions from Inventory setup. Print the Carnet on completion for use as customs documentation when shipping internationally. Operator privileges control the level of user access to this functionality, here's how it works:

## Accessing the Virtual Carnet

If you have trouble seeing this option, contact your RentalPoint administrator for the necessary permissions outlined in the 'Operator Privileges' section at the end of this article.

Once a booking has been checked out, it will be available for Carnet build via the 'Reminder for Overdue Items' window via the left main menu pane OR from the Reports menu



The screenshot shows the RentalPoint application interface. On the left, there is a sidebar menu with icons for POs, Contacts, and Reminders. A large red arrow points from the Reminders icon to the 'Reminders For Overdue Items' option in the Reports menu. The Reports menu is open, showing various report options. A red arrow also points to the 'Reminders For Overdue Items' option from the right side of the menu.

| Out | D  |
|-----|----|
| Tue | 0! |
| Mon | 1! |
| Tue | 1! |
| Wed | 1! |
| Thu | 2! |
| Thu | 0! |

Reminders For Overdue Items

Overdue Unconfirmed Bookings | Overdue For Checkout | Overdue For Return | Overdue For Invoicing

Overdue For Project Invoicing | Bookings To Be Re-Invoiced | **Virtual Carnet**

| Project code | Project name | Booking    | Show name | Company           | Warehouse out | Complete |
|--------------|--------------|------------|-----------|-------------------|---------------|----------|
| MYTEST       | MYTEST       | WATBUS0001 |           | Waterloo Business | 29/04/19      | Yes      |

Edit Carnet | Print Carnet | in AED | Hide HS Code | 1 record(s) displayed. Refresh

Display Preferences

- Overdue Unconfirmed
- Overdue for Checkout
- Overdue For Return
- Overdue For Invoicing
- Overdue For Project Invoicing
- Bookings To Be Re-Invoiced
- Long Term To Be Invoiced
- Reserved Asset Conflicts
- Target Margins
- Virtual Carnet

Location Scope

- All
- Location

0 - Toronto

Operator Scope

- All Operators
- Operator

Salesperson Scope

- All
- Salesperson

Status

- Incomplete
- Complete
- Incomplete and Complete

Days Range

Ahead: 10

Behind: 10

Reset Timer | Print | Close

Once all items on the booking have been allocated to a box, the Carnet will be marked as Complete.

Reminders For Overdue Items

Overdue Unconfirmed Bookings | Job Reports | Target margins | **Virtual Carnet**

| Project code | Project name | Booking    | Show name     | Company          | Warehouse out | Complete Carnet |
|--------------|--------------|------------|---------------|------------------|---------------|-----------------|
| MYPROJ       | new project  | EMAIL00051 | The Test show | Email testing    | 08/02/19      | No              |
|              |              | EMAIL00052 | The Test show | Email testing    | 12/02/19      | No              |
|              |              | TESTE00002 |               | testing e        | 21/02/19      | Yes             |
|              |              | ABC100094  |               | abc company Ltd. | 27/02/19      | Yes             |
|              |              | EMAIL00053 |               | Email testing    | 28/02/19      | Yes             |

Edit Carnet | Print Carnet | in | Hide HS Code | 5 record(s) displayed. Refresh

Display Preferences

- Overdue for Checkout
- Overdue For Return
- Overdue For Invoicing
- Overdue For Project Invoicing
- Bookings To Be Re-Invoiced
- Reserved Asset Conflicts
- Job Reports
- POs to be Reviewed
- Sub - Hire Review

Location Scope

- All
- Location

0 - Main

Operator Scope

- All Operators
- Operator

Project Man Scope

- All
- Salesperson

Status

- Incomplete
- Complete
- Incomplete and Complete

Days Range

Ahead: 101

Behind: 30

## Carnet Scope


From the Reminder for Overdue Items-->Virtual Carnet tab, highlight the booking and click 'Edit Carnet' (see accessing the Virtual Carnet above for further illustration).

## Working with a Booking or Project


- Multiple reports (Trips) can be defined for each project (or booking). Select the project or booking you would like to work with.

**1. Select Booking or Project**

Single Booking

WATBUS00004 

Project



- When building projects, a single booking for the project will be loaded (into the next window) at any given time, however all checked out bookings will be available during the build.


- 

Virtual Carnet - WATBUS00003 for Trip : New Trip \* Viewing group : AUDIO - Audio Equipment \*

Bookings

WATBUS00003 Loaded

WATBUS00004

 lists all checked out bookings for the selected project

| Code    | Qty | Alloc | Barcode | Description            |
|---------|-----|-------|---------|------------------------|
| NBM1-1  | 1   | 0     | NBM1004 | 1 Foot RapcoHorizon    |
| MSR100  | 1   | 0     | 1005    | 8" Powered Speaker -   |
| NBM1-1  | 1   | 0     | NBM1005 | 1 Foot RapcoHorizon    |
| 3SPEAK  | 5   | 0     |         | 3 Foot Mogami Gold     |
| 1AGUITA | 1   | 0     |         | 1 Foot Mogami Platinum |

Next Error Next Unalloc. Qty > >> > < < Qty Next Box Save Save




| Code   | Qty | Barcode | Description | Unit | Value |
|--|-----|---------|-------------|------|-------|
| Default Box - Case Containing : Box Value £ 0.00 |     |         |             |      |       |




## Multi-User Editing

- Because locking only occurs at the Product Group level, Trips, Carnet boxes and Custom lines can be edited/added by any user. The current state will be loaded/saved immediately to and from the database.
- **Choosing your scope of work**
  - All Booking items belong to a Product Group in Inventory. Booking items can only be added or removed from the Carnet boxes when the Product Group they belong to is not locked by other users working on the same booking. Choosing a single Product Group to work with on a Virtual Carnet allows other users to work on a different Product Group for the same Carnet at the same time. Only choose  **Edit All** (locking all Product Groups for the booking) if no other user needs to work on the same Carnet during your session.

- 2. **Select Product Group**  Edit All  
 Edit Product Group  
 AUDIO - Audio Equipment

## Single/Multi Trips

- Edit an existing trip or click the  button in the 'Select Trip / Carnet' box to create a new trip. Click the  button to apply the new trip name.
  - The Trip (report) can be deleted as long as it doesn't have any boxes/items attached by clicking the  button.

- 3. **Select Trip / Carnet**  
 0 - New Trip    
 Edit Trip Name  
 Outbound 

## Values used for Carnet

The value of the carnet boxes for asset tracked items can either be taken from the asset or the product by selecting the option in the edit carnet window

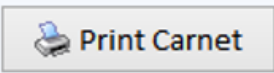
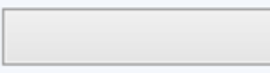
**Options**

Use Value from

Asset

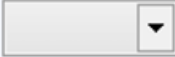
Product


The value is also an option when printing the report.

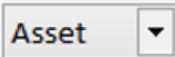
 

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Display report values in

in: 

Custom rate: 0.00 

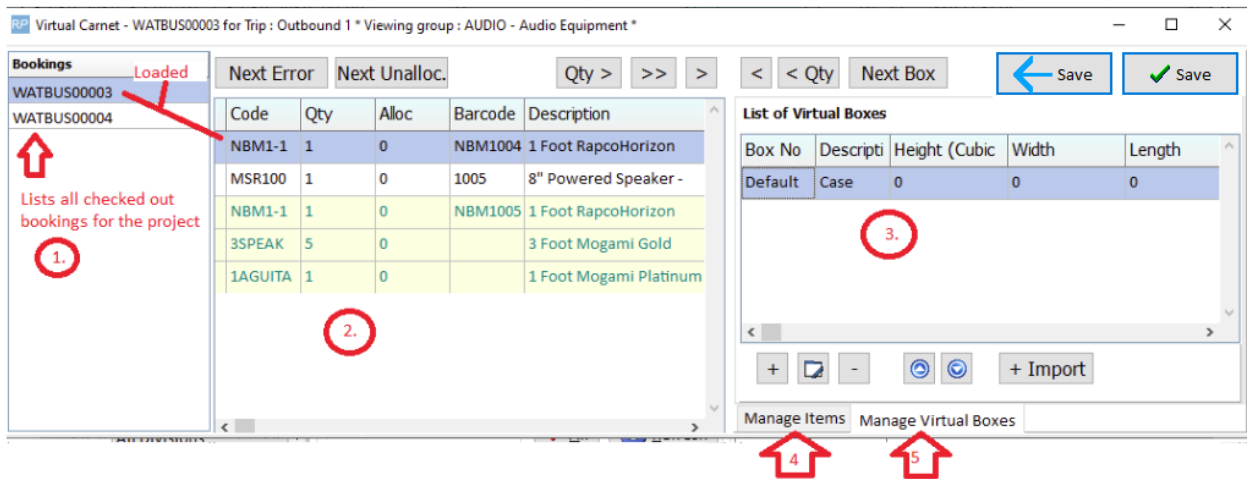
**Value from: Asset** 

Location Scope

Click  to proceed





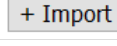
## The Virtual Window

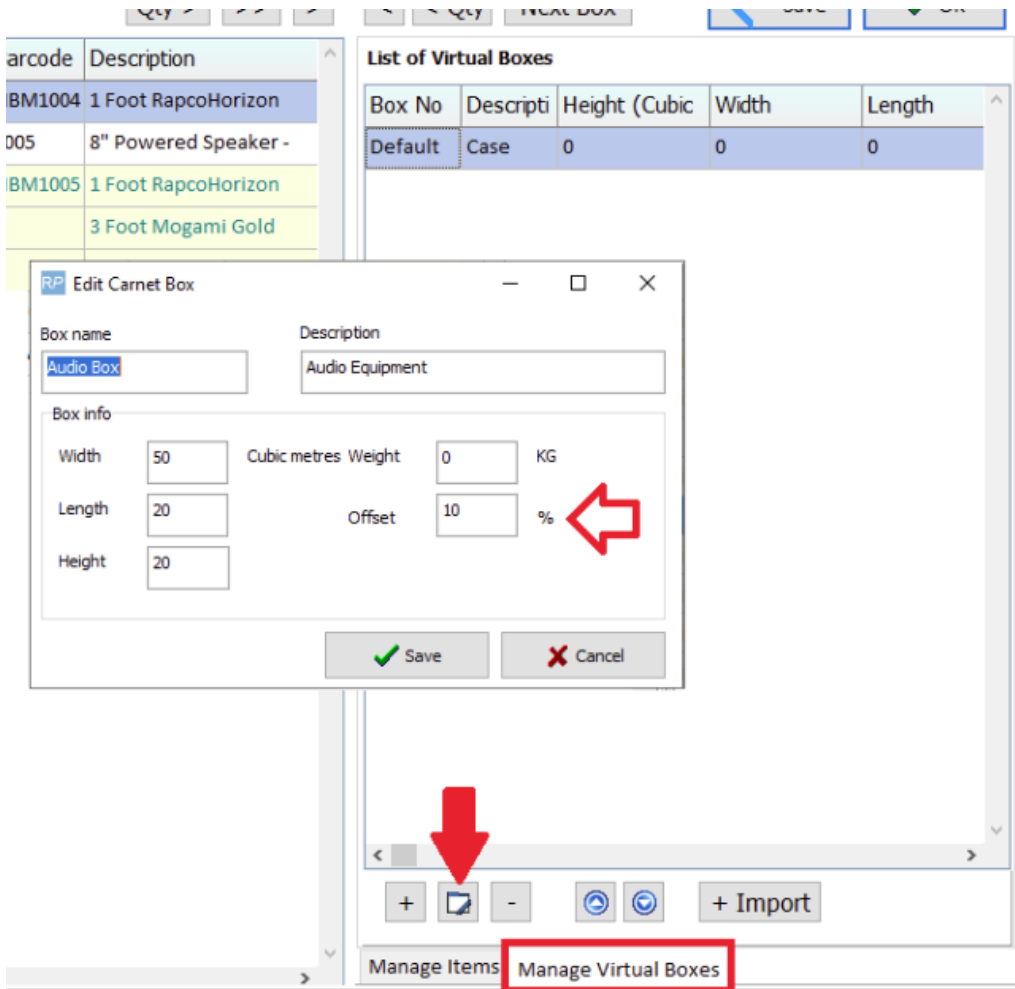
1. Once scope has been selected, checked out bookings for the project will display in the grid on the left side of the screen. If a single booking is selected, this panel is not needed and will not display.
2. Checked out items for the loaded booking will show in the next panel
3. The window on the right hand side will display a single default box initially
4. Add items to boxes from the 'Manage Items' tab
5. Configure Virtual Boxes via the 'Manage Virtual Boxes' tab



## Manage Virtual Boxes

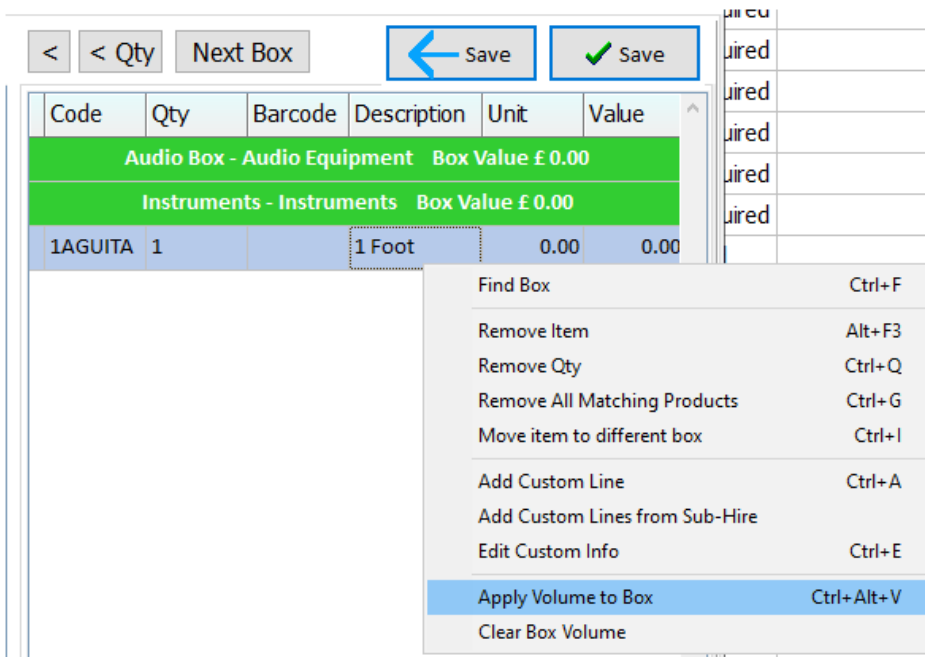
On the 'Manage Virtual Boxes' tab, click the edit button to enter/edit box information

|   |                                |
|---|--------------------------------|
|  | Add a new box                  |
|  | Edit an existing box           |
|  | Remove a box                   |
|  | Move a box up/down in the list |
|  | Import boxes from spreadsheet  |

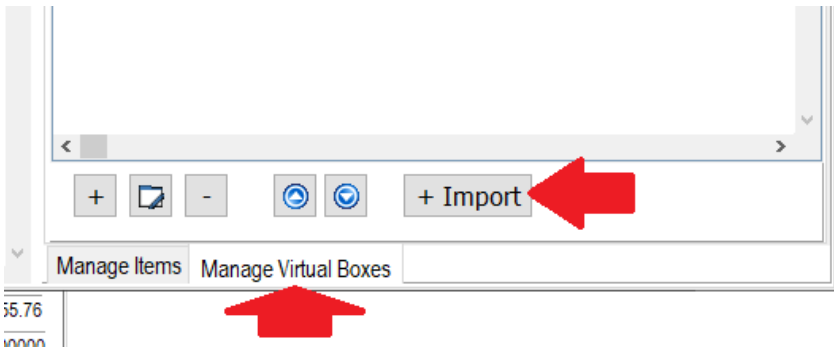


If the weight for the box is left at 0, the weight will be calculated based on the items within the box.

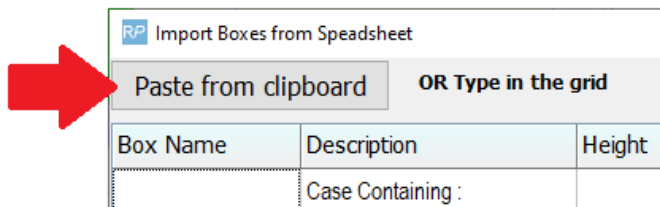
- The dimensions (width, length, height) can be entered here or we can pick an item within the box and apply its dimensions here (i.e. apply the dimensions of a road case).
- Offset % is displayed beside the box value when managing virtual boxes
- The volume of the box can be cleared (product untagged) by selecting the 'Clear Box Volume' option from the same menu.



## Import Multiple Boxes



Choose 'Paste From Clipboard' to copy/paste from an Excel File



OR Enter a new box by adding a box name(s) in the grid provided (only lines with a box name will be added). Then click OK.

RP Import Boxes from Spreadsheet

Paste from clipboard OR Type in the grid OK Cancel

| Box Name | Description       | Height | Length | Width | Weight | Offset |
|----------|-------------------|--------|--------|-------|--------|--------|
| Cables   | Cables            | 4      | 4      | 4     | 10     | 10     |
| Video    | Video Monitor     | 6      | 6      | 3     | 50     | 10     |
|          | Case Containing : |        |        |       |        |        |
|          | Case Containing : |        |        |       |        |        |
|          | Case Containing : |        |        |       |        |        |

List of Virtual Boxes

| Box No     | Descripti  | Height (Cubic | Width | Length | lbs |
|------------|------------|---------------|-------|--------|-----|
| Instrument | Instrument | 20            | 20    | 50     | 0   |
| Audio Box  | Audio      | 20            | 50    | 20     | 0   |
| Cables     | Cables     | 4             | 4     | 4      | 10  |
| Video      | Video      | 6             | 3     | 6      | 50  |

## Manage Items/Adding items to a box

Select a box on the right side of the screen and use the arrow buttons to move items into it OR double click on the line or right click on the left grid and select from the menu options

RP Virtual Carnet - WATBUS00003 for Trip : Outbound 1 \* Viewing group : AUDIO - Audio Equipment \*

Bookings

WATBUS00003

WATBUS00004

Next Error Next Unalloc. Qty > >> > < < Qty Next Box Save Save

| Code    | Qty | Alloc | Barcode | Description            |
|---------|-----|-------|---------|------------------------|
| NBM1-1  | 1   | 0     | NBM1004 | 1 Foot RapcoHorizon    |
| MSR100  | 1   | 0     | 1005    | 8" Powered Speaker -   |
| NBM1-1  | 1   | 0     | NBM1005 | 1 Foot RapcoHorizon    |
| NBM1-1  | 1   | 0     | NBM1006 | 1 Foot RapcoHorizon    |
| 3SPEAK  | 5   | 0     |         | 3 Foot Mogami Gold     |
| 1AGUITA | 1   | 1     |         | 1 Foot Mogami Platinum |

| Code   | Qty | Barcode | Description | Unit    | Value   |
|--|-----|---------|-------------|---------|---------|
| <b>Instruments - Instruments Box Value £ 3000.00</b>                   |     |         |             |         |         |
| 1AGUITA  | 1   |         | 1 Foot      | 3000.00 | 3000.00 |
| <b>Audio Box - Audio Equipment Box Value £ 0.00 ( Offset value 10%</b> |     |         |             |         |         |

Allocate Item Alt+F2  
 Allocate Item and all child items/parts Alt+F1  
 Allocate Partial Qty Ctrl+K  
 Allocate All Matching Products  
 Allocate all in heading Ctrl+H  
 Find In Carnet Ctrl+F  
 Exclude >

Manage Items Manage Virtual Boxes

Progress:

- The **Alloc** column will display the number allocated
- The **Alloc** column will show green in colour if the line is complete
- The box value (outlined below) is updated as you move items into it.



| Code    | Qty | Alloc | Barcode | Description            | Code   | Qty | Barcode | Description | Unit    | Value   |
|---------|-----|-------|---------|------------------------|--|-----|---------|-------------|---------|---------|
| NBM1-1  | 1   | 0     | NBM1004 | 1 Foot RapcoHorizon    | <b>Instruments - Instruments Box Value £ 3000.00</b>                   |     |         |             |         |         |
| MSR100  | 1   | 0     | 1005    | 8" Powered Speaker -   | 1AGUITA  | 1   |         | 1 Foot      | 3000.00 | 3000.00 |
| NBM1-1  | 1   | 0     | NBM1005 | 1 Foot RapcoHorizon    | <b>Audio Box - Audio Equipment Box Value £ 0.00 ( Offset value 10%</b> |     |         |             |         |         |
| NBM1-1  | 1   | 0     | NBM1006 | 1 Foot RapcoHorizon    |  |     |         |             |         |         |
| 3SPEAK  | 5   | 0     |         | 3 Foot Mogami Gold     |  |     |         |             |         |         |
| 1AGUITA | 1   | 1     |         | 1 Foot Mogami Platinum |  |     |         |             |         |         |

|               |  |
|---------------|--|
| Qty >         | Move only part of a line (you can use this if you need to split a line between different boxes).   |
| >>            | Move an item along with its parts: click on the parent or part item and click the >> button  |
| >             | Move a line item   |
| Next Error    | Move to next error in the carnet (errors can appear with gear returned to the booking that needs to be removed from the carnet. This button will move to the next unallocated line if no errors are found. |
| Next Unalloc. | Move to the next unallocated line  |

## Roadcase Entry Order

Items will now always be placed into the carnet box in the same order as in the booking, regardless of the order selected by the user.

## Sub Hires/ Cross Rentals

Lines in the carnet that have a \* next to the qty when added to a virtual box indicate that the line is a sub rental.

| Code     | Qty | Alloc | Barcode | Description                   | Code   | Qty | Barcode | Description | Unit | Value |
|----------|-----|-------|---------|-------------------------------|--|-----|---------|-------------|------|-------|
| PROMIX   | 1   | 1     |         |                               | <b>Instruments - Instruments Box Value £ 0.00</b>                              |     |         |             |      |       |
| NBM1-1   | 1   | 0     | NBM1003 | 1 Foot RapcoHorizon NBM1 XLR  | PROMIX   | 1 * |         |             | 0.00 | 0.00  |
| MSR100   | 1   | 0     | 100819  | 8" Powered Speaker - Yamaha   | <b>Audio Box - Audio Equipment Box Value £ 0.00 ( Offset value 10% £ 0.00)</b> |     |         |             |      |       |
| 3SPEAK   | 5   | 0     |         | 3 Foot Mogami Gold Speaker    |  |     |         |             |      |       |
| 1AGUITAR | 1   | 0     |         | 1 Foot Mogami Platinum Guitar |  |     |         |             |      |       |

Right-click on the item and select 'Add Custom Lines from Sub hire'.

- This will display any extra items from the sub hire PO that don't have a corresponding item on the booking. These can be added as custom lines. (Note: if you select 'Add custom lines from a sub hire' on a line without an \* you can select from a list of all the sub hires on the booking)

Navigation: < < Qty Next Box Save Save

| Code                                       | Qty | Barcode | Description | Unit | Value |
|--|-----|---------|-------------|------|-------|
| Instruments - Instruments Box Value £ 0.00 |     |         |             |      |       |
| PROMIX                                     | 1 * |         |             | 0.00 | 0.00  |
| Audio Box - Audio Equ                      |     |         |             |      |       |

- Find Box (Ctrl+F)
- Find Asset
- Remove Item (Alt+F3)
- Remove Qty (Ctrl+Q)
- Remove All Matching Products (Ctrl+G)
- Move item to different box (Ctrl+I)
- Add Custom Line (Ctrl+A)
- Add Custom Lines from Sub-Hire**
- Edit Custom Info (Ctrl+E)
- Apply Volume to Box (Ctrl+Alt+V)
- Clear Box Volume

Check the items you want to add and click OK

RP Select Items From Booking : CHRISTIE00006

| Product Code | Qty | Description | HS Code | Weight | Unit Value |
|--------------|-----|-------------|---------|--------|------------|
| MSP-1        | 1   | Mixer Case  |         | 10     | 10         |

Select All Unselect All

OK

The item has been added but currently displays in red. Double click on the line to add the needed information.

Navigation: < < Qty Next Box Save Save

| Code  | Qty | Barcode | Description | Unit  | Value |
|---|-----|---------|-------------|-------|-------|
| Instruments - Instruments Box Value £ 10.00                             |     |         |             |       |       |
| PROMIX  | 1 * |         |             | 0.00  | 0.00  |
|   | 1   |         | MIXER CASE  | 10.00 | 10.00 |
| Audio Box - Audio Equipment Box Value £ 0.00 ( Offset value 10% £ 0.00) |     |         |             |       |       |

Field in RED must be populated. The HS Code is missing for this item so it needs to be entered here.

Description  
MIXER CASE

HS Code Qty Value  
[Red Box] 1 10.00

Weight Height Width Length  
10.00000 6.00 6.00 2.00


Country of Origin Serial #

[Green Checkmark] [Red X]

When a generic item is added to a box it will show in red as well indicating there is more information needed. Double click to edit it like a custom line and enter the missing information.

|   |   |           |                                       |       |       |
|---|---|-----------|---------------------------------------|-------|-------|
| TL200 - Case Containing : Box Value £ 37.00 |   |           |                                       |       |       |
| MIC   | 1 | MIC10     | microphone - L3982 - noise cancelling | 25.00 | 25.00 |
| GEN   | 4 | [Red Box] | Generic Video                         | 3.00  | 12.00 |
| TL300 - Case Containing : Box Value £ 25.00 |   |           |                                       |       |       |

Essential information for custom/sub hire or generic lines include HS Code, Description and weight. If any custom line types are missing this information the 'Complete' status will show as NO.

 The Harmonized Commodity Description and Coding System, HS Code for short, is a common standard worldwide for describing the type of commodity that is shipped. Every commodity that enters or crosses most international borders has to be declared to customs using this code. Thus, the code helps to standardize and identify cargo in the same manner whether it is in Singapore, Mali or Rotterdam. For Inventory items the HS Code is stored against the Product under the 'unit specifications' tab.

Description  
Generic Video

HS Code Qty Value  
[Red Box] 4 3.00

Weight Height Width Length  
0.00000 0.00 0.00 0.00

Country of Origin Serial #

## Custom Lines

To enter a custom line not associated with a sub hire, right click and select 'Add Custom'

| TL400 - Case Containing : Box Value £ 50.00 |     |       |                                       |  |      |
|---|-----|-------|---------------------------------------|--|------|
| MIC   | 1   | MIC17 | microphone - L3982 - noise cancelling |  | 25.0 |
| MIC   | 1   | MIC19 |                                       |  | 25.0 |
| STAND                                       | 1   |       |                                       |  | 0.0  |
| ED-PAN                                      | 2 * |       |                                       |  | 0.0  |
|   | 1   |       |                                       |  | 0.0  |

|                                  |            |
|----------------------------------|------------|
| Find Box                         | Ctrl+F     |
| Remove Item                      | Alt+F3     |
| Remove Qty                       | Ctrl+Q     |
| Remove All Matching Products     | Ctrl+G     |
| Move items to different carnet   | Ctrl+I     |
| Add Custom Line                  | Ctrl+A     |
| Add Custom Lines from Sub - Hire |            |
| Edit Custom Info                 | Ctrl+E     |
| Apply Volume to Box              | Ctrl+Alt+V |

Then enter the details

Description ✓

✗

|                   |          |       |        |  |
|-------------------|----------|-------|--------|--|
| HS Code           | Qty      | Value |        |  |
|                   | 1        | 0     |        |  |
| Weight            | Height   | Width | Length |  |
| 0                 |          |       |        |  |
| Country of Origin | Serial # |       |        |  |
|                   |          |       |        |  |

## Re-Ordering Items

Items can be re-ordered within the box or dragged to another box. First click the item to highlight it, then hold the mouse down to drag the item (you will notice a green arrow appears as you move the item)

<
< Qty
Next Box

← Save
✓ Save

| Code  | Qty | Barcode | Description | Unit  | Value |
|---|-----|---------|-------------|-------|-------|
| Instruments - Instruments Box Value £ 0.00                              |     |         |             |       |       |
| Audio Box - Audio Equipment Box Value £ 0.00 ( Offset value 10% £ 0.00) |     |         |             |       |       |
|   | 0   |         | MIXER CASE  | 10.00 | 0.00  |
| ROMIX   | 1 * |         |             | 0.00  | 0.00  |

Items can also be moved to a different box by right-clicking on the line and selecting / move items to different box

|                                       |          |
|---------------------------------------|----------|
| Find Box                              | Ctrl+F   |
| Remove Item                           | Alt+F3   |
| Remove Item and all child items/parts | Shift+F3 |
| Remove Qty                            | Ctrl+Q   |
| Remove All Matching Products          | Ctrl+G   |
| Move items to different box           | Ctrl+I   |

## Exclusions

Specific lines in a booking can be marked as 'excluded' from the carnet, so it can't be added to the report and won't be counted in the 'Carnet complete' calculation.

To exclude a line, right click on a row in the booking/left side grid and select 'Exclude booking line' from the exclude sub menu. This will affect all the assets associated with the particular booking line.

Virtual Carnet - WATBUS00003 for Trip : Outbound 1

| Code     | Qty | Alloc | Barcode | Description                   |
|----------|-----|-------|---------|-------------------------------|
| NBM1-25  | 1   | 1     |         | 25 Foot RapcoHorizon NBM1 XLR |
| NBM1-1   | 1   | 1     | NBM1004 | 1 Foot RapcoHorizon NBM1 XLR  |
| MSR100   | 1   | 1     | 1005    | 8" Powered Speaker - Yamaha   |
| NBM1-1   | 1   | 1     | NBM1005 | 1 Foot RapcoHorizon NBM1 XLR  |
| NBM1-1   | 1   | 1     | NBM1006 | 1 Foot RapcoHorizon NBM1 XLR  |
| 3SPEAK   | 5   | 5     |         | 3 Foot Mogami Gold Speaker    |
| 1AGUITAR | 1   | 1     |         | 1 Foot Mogami Platinum Guitar |
| LESS     | 4   | 0     |         | Install product               |
| TAPE     | 1   | 0     |         |                               |

Context Menu Options:

- Allocate Item (Alt+F2)
- Allocate Item and all child items/parts (Alt+F1)
- Allocate Partial Qty (Ctrl+K)
- Allocate All Matching Products (Ctrl+H)
- Allocate all in heading (Ctrl+H)
- Find In Carnet (Ctrl+F)
- Find Asset (Ctrl+F)
- Exclude (Ctrl+Alt+E)
- Include Booking (Ctrl+Alt+I)

An entire booking can also be excluded from a project.

Right-click on the left side booking list and select 'Exclude Booking' from the menu.

Virtual Carnet - WATBUS00003 for Trip : Outbound 1

| Bookings    | Next Error | Next Unalloc. | Alloc | Barcode |
|-------------|------------|---------------|-------|---------|
| WATBUS00003 |            |               |       |         |
| WATBUS00004 |            |               |       |         |

Context Menu Options:

- Exclude Booking
- Include Booking

## Managing Returned Items

If asset tracked items are returned, they will automatically be removed from the carnet. Non-tracked items that have more than one quantity on the line must be adjusted manually. In the example below 50 cables have been broken up between two boxes.

| Video equipment |    |    |      |               |
|-----------------|----|----|------|---------------|
| LED-PANE        | 2  | 2  |      | LED - Panel   |
| GEN             | 4  | 4  |      | Generic Video |
| CABLES          | 50 | 50 |      | Cables        |
| LARGELIG        | 1  | 0  | LW15 | large light   |

|   |    |       |                                       |       |         |
|---|----|-------|---------------------------------------|-------|---------|
| MIC   | 1  | MIC15 | microphone - L3982 - noise cancelling | 25.00 | 25.00   |
| TL400 - Case Containing : Box Value £ 50.00   |    |       |                                       |       |         |
| MIC   | 1  | MIC17 | microphone - L3982 - noise cancelling | 25.00 | 25.00   |
| MIC   | 1  | MIC19 | microphone - L3982 - noise cancelling | 25.00 | 25.00   |
| LED-PAN 2 *                                   |    |       | LED - Panel                           | 0.00  | 0.00    |
| 1   |    |       | LIGHTING                              | 0.00  | 0.00    |
| TL500 - Case Containing : Box Value £ 1035.60 |    |       |                                       |       |         |
| CABLES  | 40 |       | Cables                                | 25.89 | 1035.60 |
| TL600 - Case Containing : Box Value £ 258.90  |    |       |                                       |       |         |
| CABLES  | 10 |       | Cables                                | 25.89 | 258.90  |

After returning 5 cables the 'Complete' status of the carnet will be set to 'No'

When editing the carnet, click 'Next Error' to find the line that has too many items allocated

|          |    |    |      |               |
|----------|----|----|------|---------------|
| GEN      | 4  | 4  |      | Generic Video |
| CABLES   | 45 | 50 |      | Cables        |
| LARGELIG | 1  | 0  | LW15 | large light   |

Right click on the line and select the 'Find in Carnet' option to find the box it's in.

|          |    |    |      |               |
|----------|----|----|------|---------------|
| GEN      | 4  | 4  |      | Generic Video |
| CABLES   | 45 | 50 |      | Cables        |
| LARGELIG | 1  | 0  | LW15 | large light   |

|   |        |
|---|--------|
| Allocate Item                           | Alt+F2 |
| Allocate Item and all child items/parts | Alt+F1 |
| Allocate Partial Qty                    | Ctrl+K |
| Allocate All Matching Products          |        |
| Allocate all in heading                 | Ctrl+H |
| Find In Carnet                          | Ctrl+F |

| Code  | Qty | barcode | Description                           | UNIT  | value  |
|---|-----|---------|---------------------------------------|-------|--------|
| TL100 - Pallet Containing : Box Value £ 25.00 ( Offset value 50% £ 12.50) |     |         |                                       |       |        |
| MIC   | 1   | MIC6    | microphone - L3982 - noise cancelling | 25.00 | 25.00  |
| STAND   | 1   |         | Stand                                 | 0.00  | 0.00   |
| TL200 - Case Containing : Box Value £ 37.00                               |     |         |                                       |       |        |
| MIC   | 1   | MIC10   | microphone - L3982 - noise cancelling | 25.00 | 25.00  |
| GEN   | 4   |         | Generic Video                         | 3.00  | 12.00  |
| TL300 - Case Containing : Box Value £ 25.00                               |     |         |                                       |       |        |
| MIC   | 1   | MIC15   | microphone - L3982 - noise cancelling | 25.00 | 25.00  |
| TL400 - Case Containing : Box Value £ 50.00                               |     |         |                                       |       |        |
| MIC   | 1   | MIC17   | microphone - L3982 - noise cancelling | 25.00 | 25.00  |
|   |     | MIC19   | microphone - L3982 - noise cancelling | 25.00 | 25.00  |
|   |     |         | LED - Panel                           | 0.00  | 0.00   |
|   |     |         | LIGHTING                              | 0.00  | 0.00   |
| TL500 - Case Containing : Box Value £ 129.45                              |     |         |                                       |       |        |
|   |     |         | Cables                                | 25.89 | 129.45 |
| TL600 - Case Containing : Box Value £ 258.90                              |     |         |                                       |       |        |
| CABLES  | 10  |         | Cables                                | 25.89 | 258.90 |

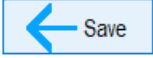

Click the < Qty button to remove the extra items and correct the error.

|                        |    |    |        |                 |
|------------------------|----|----|--------|-----------------|
| SSPK                   | 1  | 0  | SSPK5  | small speaker   |
| <b>Video equipment</b> |    |    |        |                 |
| LED-PANE               | 2  | 2  |        | LED - Panel     |
| LED-PANE               | 1  | 0  | LED2   | LED - Panel     |
| LED-PANE               | 1  | 0  | LED3   | LED - Panel     |
| LED-PANE               | 1  | 0  | LED4   | LED - Panel     |
| 30MON                  | 1  | 0  | 30IN11 | 30 inch monitor |
| 30MON                  | 1  | 0  | 30IN12 | 30 inch monitor |
| 50IN                   | 1  | 0  | 50I8   | 50 inch monitor |
| 50IN                   | 1  | 0  | 50I10  | 50 inch monitor |
| GEN                    | 4  | 4  |        | Generic Video   |
| CABLES                 | 45 | 45 |        | Cables          |
| LARGELIG               | 1  | 0  | LW15   | large light     |

|   |    |  |        |              |
|---|----|--|--------|--------------|
| <b>TL500 - Case Containing : Box Value £ 906.15</b> |    |  |        |              |
| CABLES  | 35 |  | Cables | 25.89 906.15 |
| <b>TL600 - Case Containing : Box Value £ 258.90</b> |    |  |        |              |
| CABLES  | 10 |  | Cables | 25.89 258.90 |

## Completing the Carnet

|   |   |
|---|---|
|  | saves the carnet and moves the user back to the previous screen   |
|  | located at the bottom of the first screen will check to see that all items from the booking have been allocated to the carnet (or excluded by a user) |

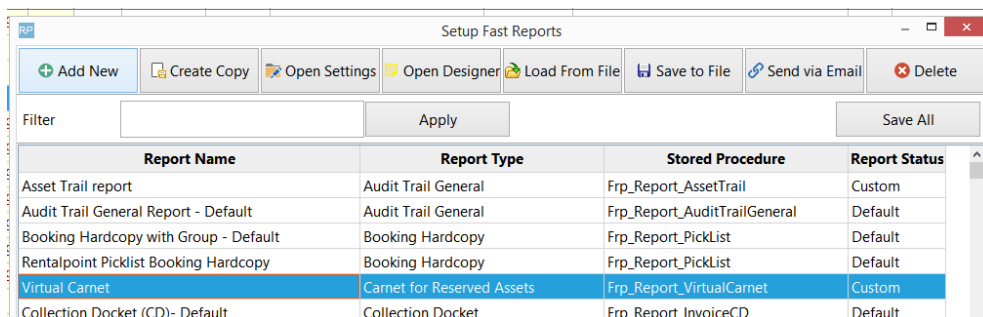
If you're having trouble completing the carnet due to errors, try the following:

1. Ensure all generic items and sub rentals have been assigned an HS Code.
2. Remove any non-tracked returned items from the carnet (barcoded items are removed automatically)
3. Ensure all items have been allocated - try using 'Edit All' to locate hidden items if needed.

## Printing the Carnet

First ensure that the Virtual Carnet.frtpl (or custom fast report) has been installed in Setup -> Fast Report menu

contact [support@rentp.com](mailto:support@rentp.com) if you have trouble finding this report. You'll also need operator privileges, contact your RentalPoint system administrator or see 'Operator Privileges' section below for more details.



| Report Name                           | Report Type                       | Stored Procedure                | Report Status |
|---------------------------------------|-----------------------------------|---------------------------------|---------------|
| Asset Trail report                    | Audit Trail General               | Frp_Report_AssetTrail           | Custom        |
| Audit Trail General Report - Default  | Audit Trail General               | Frp_Report_AuditTrailGeneral    | Default       |
| Booking Hardcopy with Group - Default | Booking Hardcopy                  | Frp_Report_PickList             | Default       |
| Rentalpoint Picklist Booking Hardcopy | Booking Hardcopy                  | Frp_Report_PickList             | Default       |
| <b>Virtual Carnet</b>                 | <b>Carnet for Reserved Assets</b> | <b>Frp_Report_VirtualCarnet</b> | <b>Custom</b> |
| Collection Docket (CD)- Default       | Collection Docket                 | Frp_Report_InvoiceCD            | Default       |

From the 'Reminder for Overdue Items' window :

1. Select a booking/project
2. Select the report values

1. Select the currency the report should appear in
2. Entering a value in the Custom Rate box before printing the report will override the fixed currency rate and apply the chosen rate to all prices.
3. Choose to show values on the report from the Product or Asset record.
3. Click to hide/show the HS Code on the report
4. Click the 'Print Carnet' Button

The screenshot shows the 'Reminders For Overdue Items' report window. At the top, there are several filter tabs: 'Overdue Unconfirmed Bookings', 'Overdue For Checkout', 'Overdue For Return', 'Overdue For Invoicing', 'Overdue For Project Invoicing', 'Bookings To Be Re-Invoiced', 'Cycle billed To Be Invoiced', 'Reserved Asset Conflicts', 'Target margins', and 'Virtual Carnet'. Below these is a table with the following data:

| Project code | Project name          | Booking     | Show name      | Organization      | Warehouse out |
|--------------|-----------------------|-------------|----------------|-------------------|---------------|
| MSC2019      | Music Conference 2019 | WATBUS00003 | Gibson Wedding | Waterloo Business | 19/10/22      |
| MSC2019      | Music Conference 2019 | WATBUS00004 | MyShow         | Waterloo Business | 19/10/22      |

Below the table, there are buttons for 'Edit Carnet', 'Print Carnet', and 'Hide HS Code'. The 'Print Carnet' button is highlighted with a red arrow labeled '4.'. The 'Hide HS Code' checkbox is highlighted with a red arrow labeled '3.'. Below the buttons, there is a 'Display Preferences' section with several checkboxes: 'Overdue Unconfirmed', 'Overdue for Checkout', 'Overdue For Return', 'Overdue For Invoicing', and 'Overdue For Project Invoicing'. A 'Display report values in' section is highlighted with a red box and labeled '2.', containing a dropdown for 'in: USD', a 'Custom rate: 0.00' input field, and a dropdown for 'Value from: Asset'. There are also sections for 'Operator Scope' and 'Salesperson Scope'.

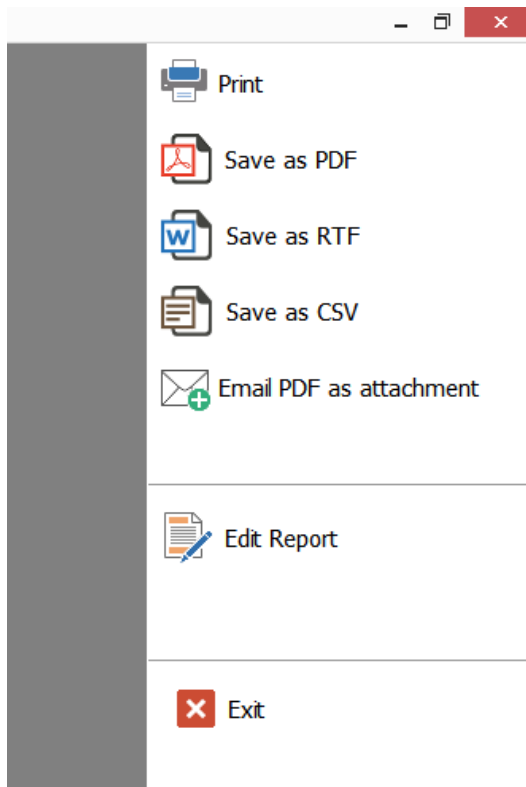
## Save to CSV

To Save the report to a csv or PDF file, first print the Carnet as outlined above, then click Display.

The screenshot shows the 'Fast Report Template List - EMAIL00053' window. On the left, there is a 'Report name' list with 'Virtual Carnet' selected and checked. On the right, there are several buttons: 'Print', 'Display', 'Report settings', and 'Exit'. The 'Display' button is highlighted with a red box.

Then choose from the options on the right side of the window.

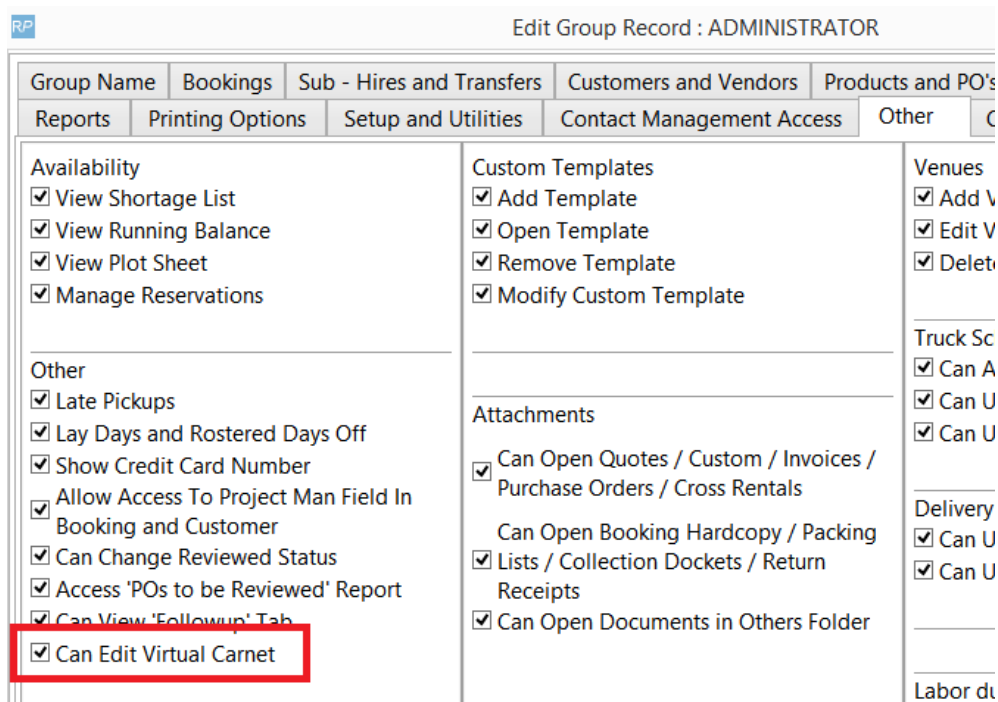




Once saved to a file the carnet will be attached to the project or booking in the job reports folder.

## Operator Privileges

'Can Edit virtual Carnet' - allows the user to add/remove items from the carnet



'Can Print Virtual Carnet' - Allow users to print the carnet

Group Name Bookings S

Reports Printing Options

Printing

- Print Customer Labels
- Print a Booking Hardcopy
- Print Custom [Using a Tem
- Print Account Statements
- Print Delivery and Return S
- Print a Custom Invoice
- Print Delivery Sheet
- Print an Invoice
- Can Change Invoice Date
- Print a Roadcase
- Print a Purchase Order
- Can Print Virtual Carnet

~~Custom Printing Options~~

- Print Job Report