

Racks & Roadcases

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Racks and Roadcases Defined

When Should I use a Roadcase?

- Use a road case when you have a barcoded container that items can be scanned and placed into, prior to the road case being scanned and loaded onto the truck for shipping; items can easily be removed from the road case to be rented as single items if need be.


When Should I use a Rack?

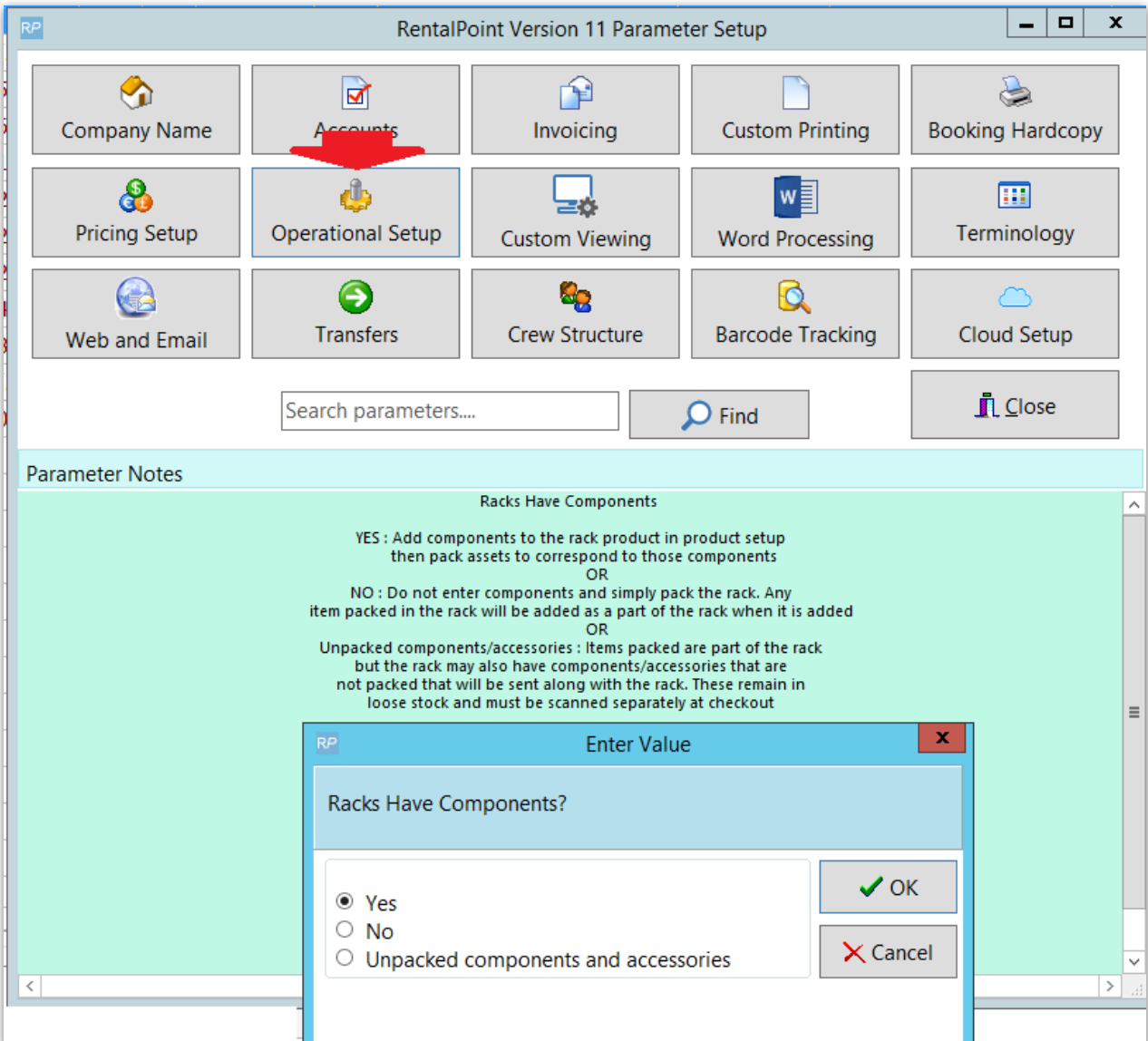
- Use a rack when you have individually barcoded items that will be bolted or physically attached together on a permanent/semi-permanent basis; these items cannot easily be detached and rented separately.

How are Racks different from Roadcases?

- The main difference between the functionality of a road case and a rack within RentalPoint is that items packed into a rack are removed from stock temporarily, and no availability tracking is done on these items.

Setting up a Rack

 Before setting up your first rack, please ensure [Operational Parameter 102](#)



RentalPoint Version 11 Parameter Setup

Company Name Accounts Invoicing Custom Printing Booking Hardcopy

Pricing Setup **Operational Setup** Custom Viewing Word Processing Terminology

Web and Email Transfers Crew Structure Barcode Tracking Cloud Setup

Search parameters.... Find Close

Parameter Notes

Racks Have Components

YES : Add components to the rack product in product setup then pack assets to correspond to those components
OR
NO : Do not enter components and simply pack the rack. Any item packed in the rack will be added as a part of the rack when it is added
OR
Unpacked components/accessories : Items packed are part of the rack but the rack may also have components/accessories that are not packed that will be sent along with the rack. These remain in loose stock and must be scanned separately at checkout

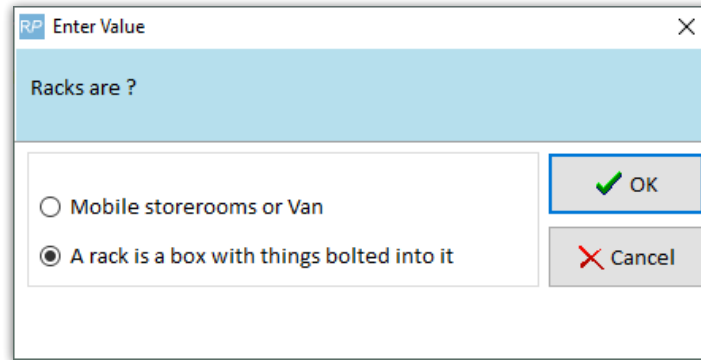
Enter Value

Racks Have Components?

Yes
 No
 Unpacked components and accessories

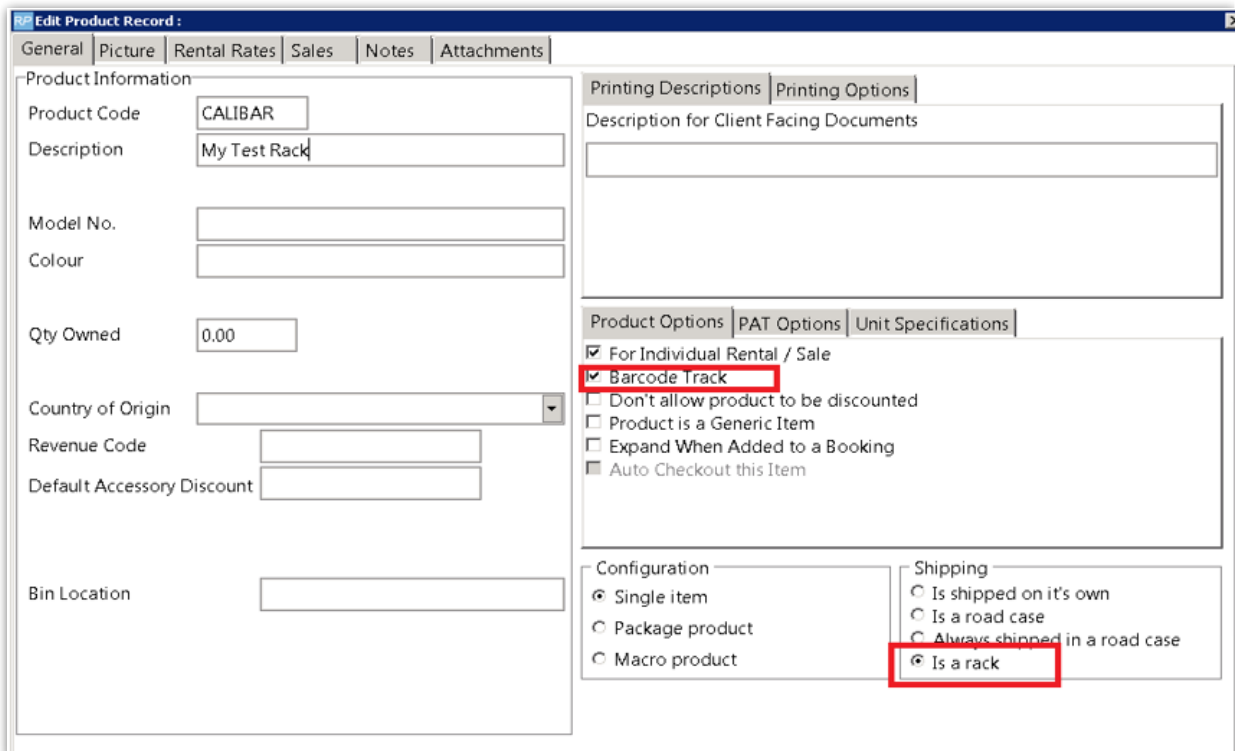
OK Cancel

and [Operational Parameter 103](#) are correctly set for how your company uses racks.



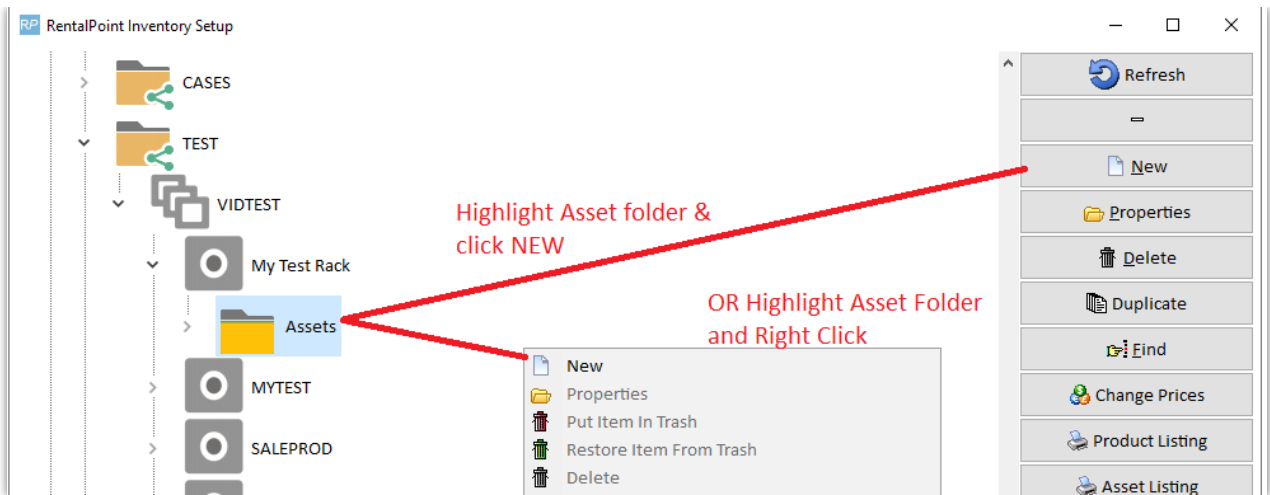
1. Create a Rack Product

The first step in setting up a rack is to create a product and set the Shipping configuration to 'Is a Rack'. The option to Track Asset Movements must also be enabled as racks are uniquely barcoded items.



2. Create the Rack Asset

Each rack is tracked using a unique barcode. You'll need to create an asset for the newly created rack product. To do this, expand the rack product in the tree, right click on the **Assets** folder and click **New**.



Complete asset information and save.

RP Add New Asset Record

General | Service Information | Financial Details | Notes

Barcode: 98987766

Description: My Test Rack

Model Number: [Empty]

Stock Number: 1

Serial Number: [Empty]

Vendor: [Empty]

Bin Location: [Empty]

Quantity: 1

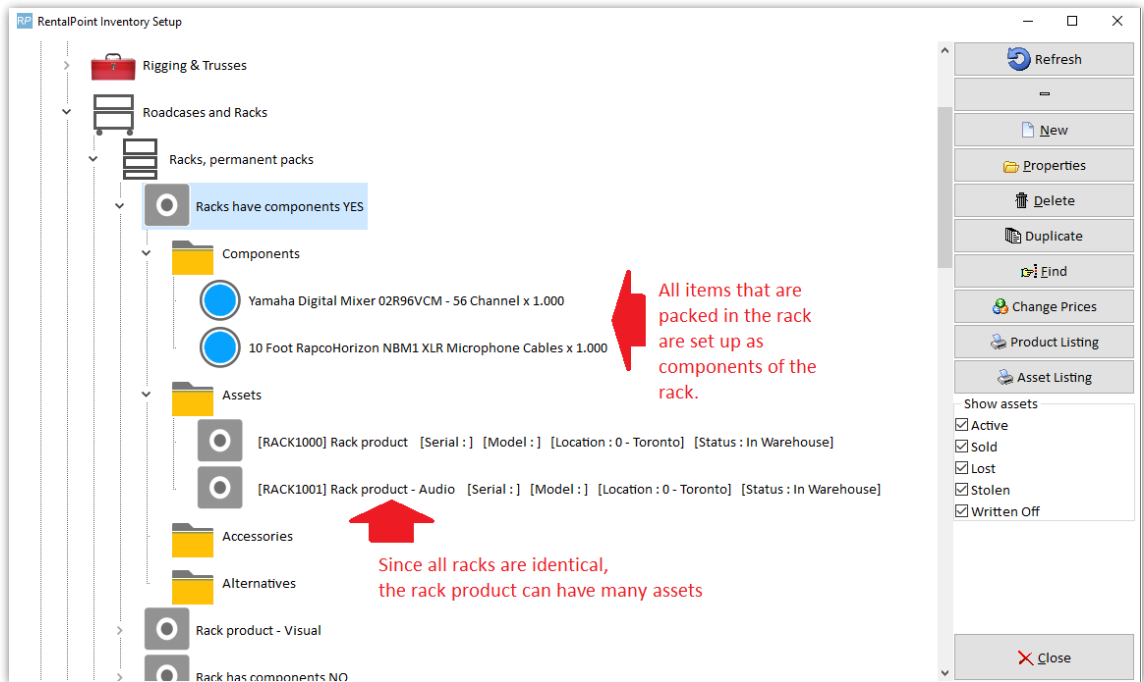
OK Cancel

3. Determine the products Included in the Rack

This will depend on your chosen setting for [Operational parameter 102](#) explained in Rack Parameters & Settings above.

- If Operational #102 is set to 'Racks have components NO', then you're finished setting up your rack!
- Rack Components
 - If Operational #102 is set to 'Racks have components YES', then you'll need to [add your rack components in Inventory Setup](#) so that you can pack only those items when packing the rack.

o



- o If Operational #102 is set to 'Racks have components UNPACKED components and accessories', then you'll need to add only the components that are NOT packed into the rack, but should be included in the rental as individual items.
- Your rack is now ready to be packed!

Packing a Rack

See illustrations in Fig 1.1 below:


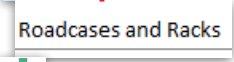
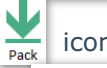
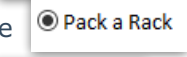
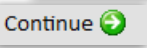
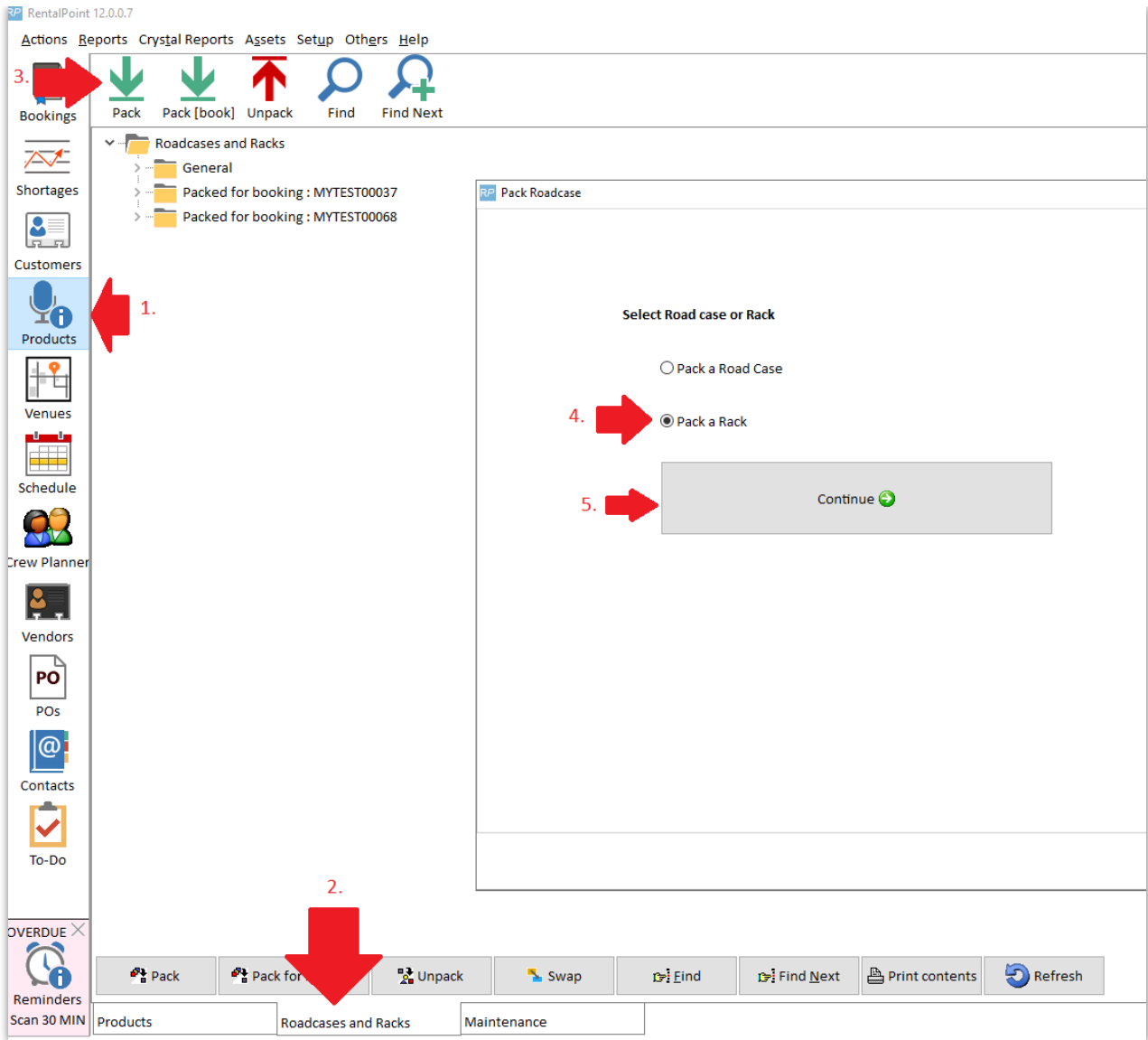
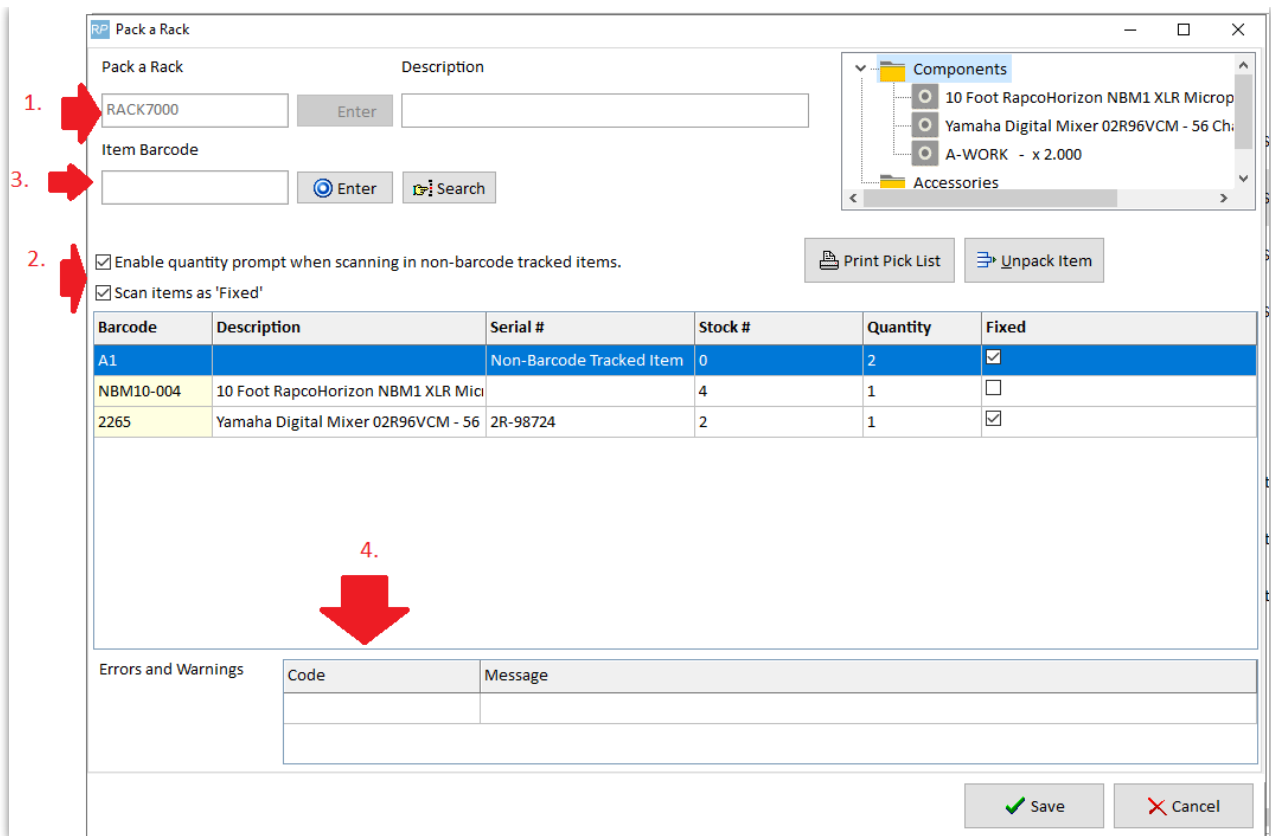
1. From the  Menu
2. Select the  Tab at the bottom of the screen
3. Click the  icon
4. Choose the  option
5. Then hit 

Fig 1.1



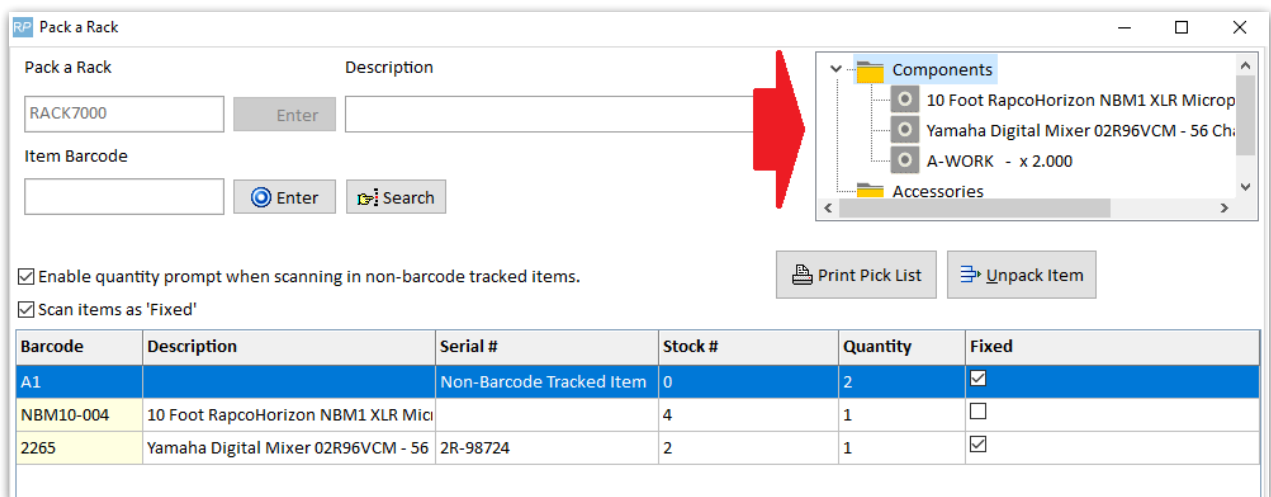
See Fig 1.2 below:

1. Enter/scan the rack barcode (the rack MUST exist in inventory)
2. Check/uncheck your rack preferences so that they are applied when packing the rack (see rack parameters and preferences for more information on these options)
3. Scan the items to be packed into the rack
4. Errors & warnings displayed



Packing a Rack with predefined Components

- When your rack is set to have components via [Operational Parameter #102](#), the components and accessories display in the Pack a Rack window. This allows the user to see the entire list of items that go with the rack; both the items attached to it and the loose items sent along with it.
- When your rack is set to have UNPACKED components and accessories via [Operational Parameter #102](#);, if users who have access rights to edit components and accessories, users are also able to add/edit/delete the components and accessories in this window.



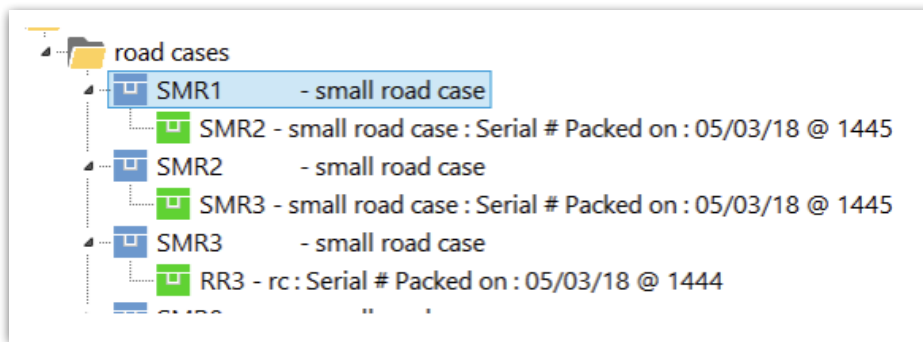
Packing a Rack into a Road Case

With Operational Parameter #207 'Allow nested road cases' enabled, road cases and racks can be packed into other road cases.

The steps for setup and packing include:

1. Create Road case product and road case asset. (similar to setting up a rack above)
2. Create Rack product and rack asset (see setting up a rack above)
3. Pack the Rack (See packing a rack above)
4. When Packing your RoadCase, scan the RACK barcode to pack the rack into the roadcase

In the example below, a road case RR3 is packed into the road case SMR3, this in turn is packed into SMR2 and that into SMR1.



In checkout or return, when the SMR1 barcode is scanned, any fixed items from SMR1, SMR2, SMR3 and RR3 will be loaded.



While a rack may be packed into a road case, a rack cannot be directly packed into another rack.

Packing Racks with Multi-location Inventory

Relevant only to users with a multi-location RentalPoint license.

Asset Warehouse Location: The last warehouse location the asset was checking in/out from

Asset Home Location: Where the asset generally resides (asset ownership)

RP Edit Asset Record

General Service Information Financial Details Notes

Barcode RACK7000

Description

Model Number

Stock Number 4

Serial Number

Vendor

PO Number

Bin Location

Quantity 1

Home Location Location
0 - Toronto

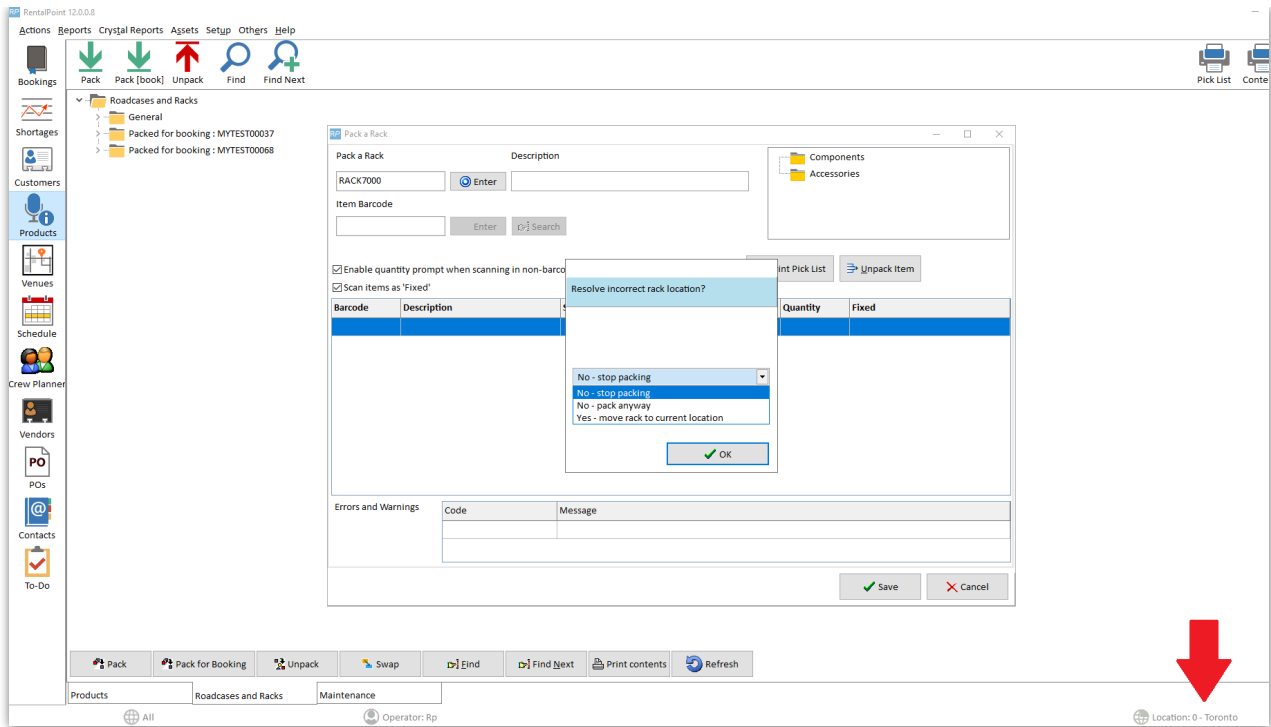
Warehouse Location Location
1 - New York

OK Cancel

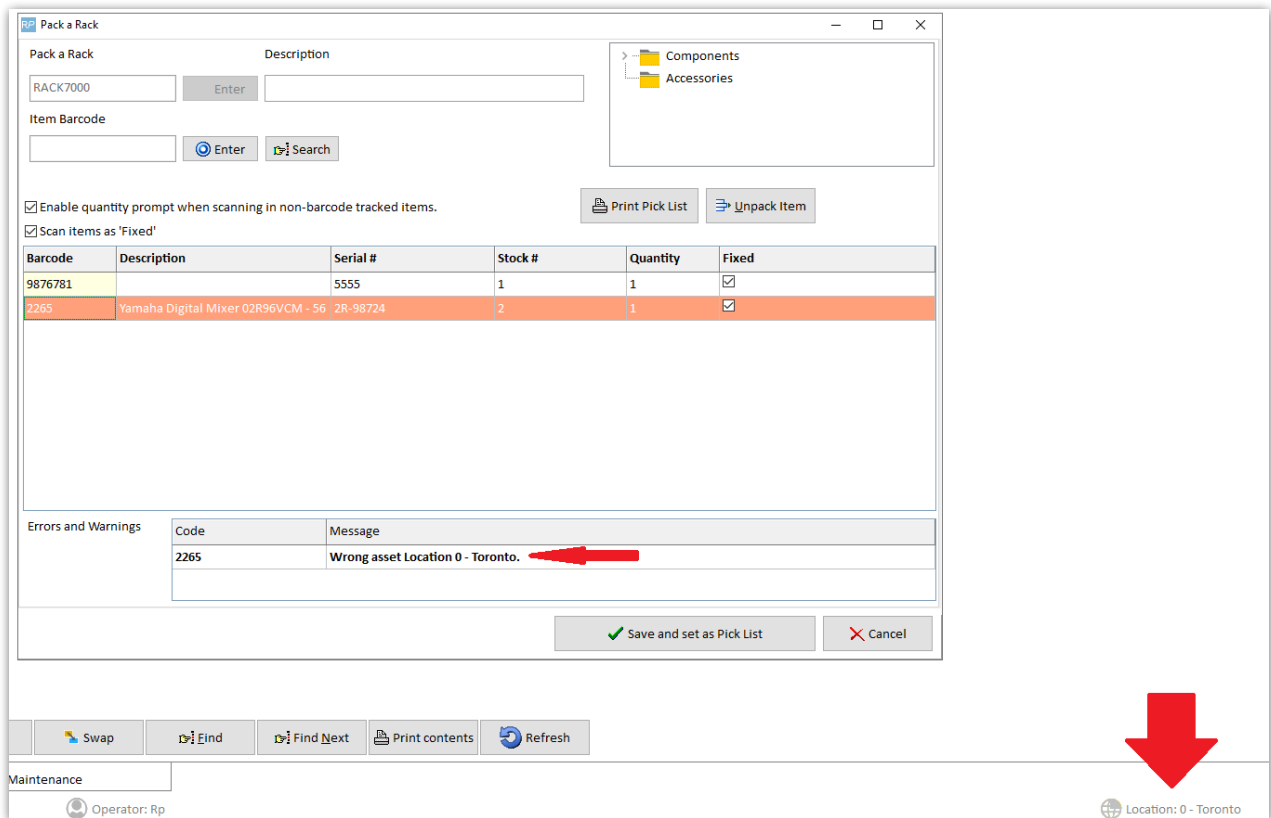
Rack Warehouse Location

When packing a rack, where the rack warehouse location differs from the users current location, the user will be provided an option to:

1. Stop packing (so they can manually rectify the issue)
2. Pack anyway
3. Move the rack asset to the current location (i.e. change the rack warehouse location to the users current location)



Should the user choose to 'pack anyway', then the Rack Warehouse Location is used as the correct location for all assets to be packed into the rack. Any assets with a different warehouse location will be flagged in error.



Asset/Barcode Tracked Items with a different warehouse location to the rack

While packing a rack, if scanned assets have a different warehouse location to the rack asset, the user will be given an option to fix the error on save.

Pack a Rack

PACK7000 [Enter] [Description]

Item Barcode [] [Enter] [Search]

Enable quantity prompt when scanning in non-barcode tracked items.
 Scan items as 'Fixed'

Barcode	Description	Serial #	Stock #	Quantity	Fixed
NBM10-004	10 Foot RapcoHorizon NBM1 XLR Mic		4	1	<input checked="" type="checkbox"/>
2265	Yamaha Digital Mixer 02R96VCM - 56	2R-98724	2	1	<input checked="" type="checkbox"/>

Errors and Warnings

Code	Message
2265	Wrong asset Location 0 - Toronto.
NBM10-004	Wrong asset Location 0 - Toronto.

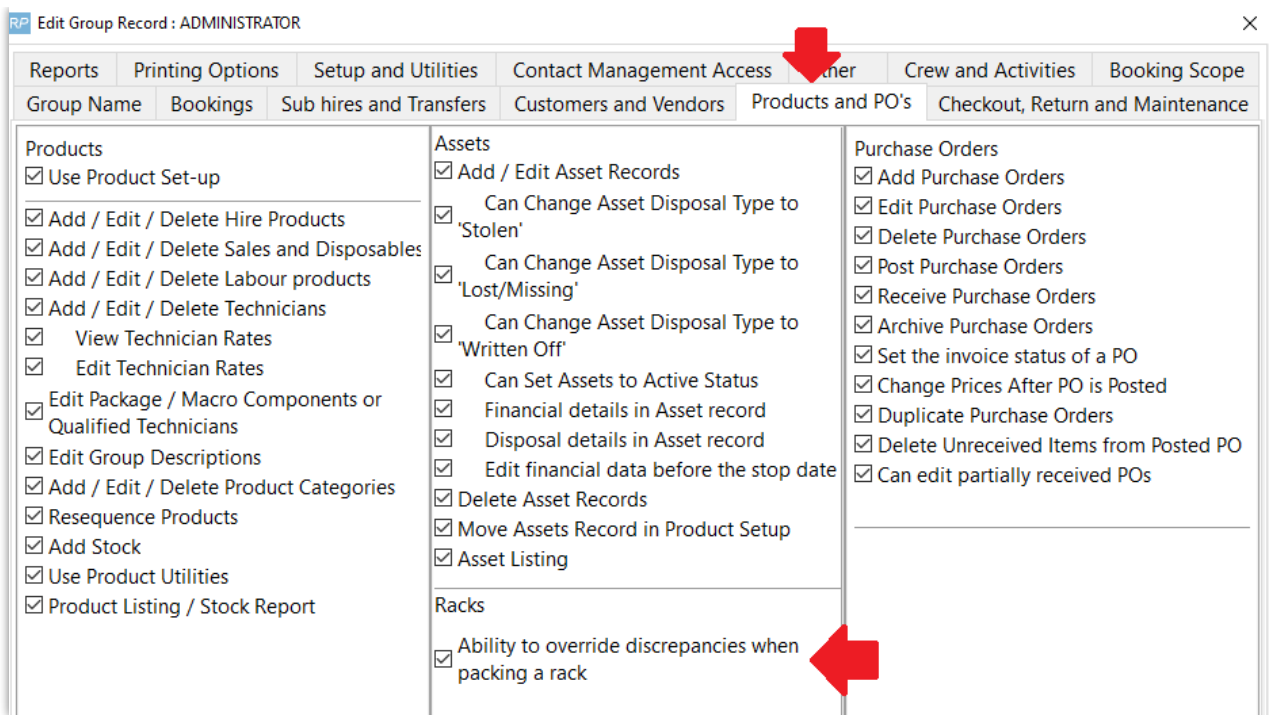
Where the user chooses to 'do nothing', the asset will NOT be packed into the rack when the user hits OK

Resolve Rack Discrepancies

There are assets that were not packed in this rack. Please choose an action for each item in the solution column below.

Barcode	Description	Error Description	Solution
NBM10-004	10 Foot RapcoHorizon NBM1 XLR Microphone Cabl	Not in location	Fix
2265	Yamaha Digital Mixer 02R96VCM - 56 Channel	Not in location	Do nothing

 User needs 'ability to override discrepancies when packing a rack' operator privilege



Non Barcode Tracked Items

When a non barcode tracked item is scanned, the item count is deducted from the stock of the 'rack assets' warehouse location. So even if you have a different location scope selected, the items will assume the SAME warehouse location as the rack. The non-tracked product below has a total count of 5 items, 4 are packed in racks, leaving 1 item for individual rental.

Fig 1.3

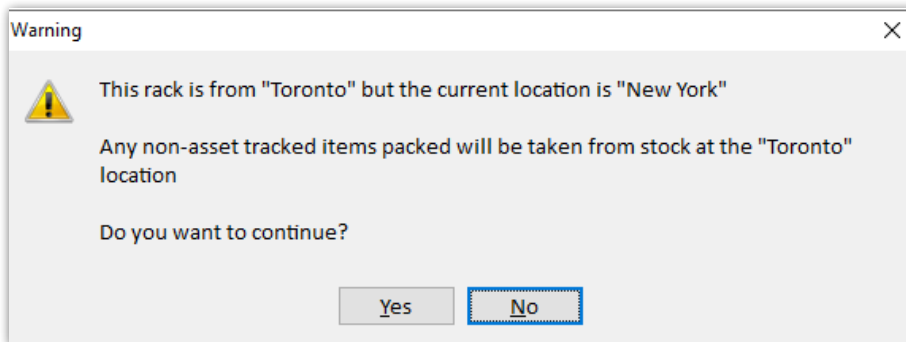


Fig 1.4

RP Edit Product Record :						
General Picture Rental Rates Sales Notes Location Attachments Barcode						
#	Location Name	Quantity	In Racks	Loose Stock	Bin location	
0	Toronto	5.00	4.00	1.00		
1	New York	0.00	0.00	0.00		
2	Florida	0.00	0.00	0.00		

Addressing Packing Errors

Some assets may have errors or warnings that should be resolved before packing can be completed. Enabling the 'Ability to override discrepancies when packing a rack' operator privilege, will allow the user an option to resolve discrepancies during the packing process. Any errors or warnings that can be resolved will be listed once the user attempts to save the packed rack.

Availability & Inventory Packed in Racks



When packed into the rack, the item is removed from general stock and is not available to be rented separately, even when sitting in the warehouse.

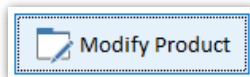


See information on Barcode #43 in Parameters section for Availability for Packed/UnPacked racks

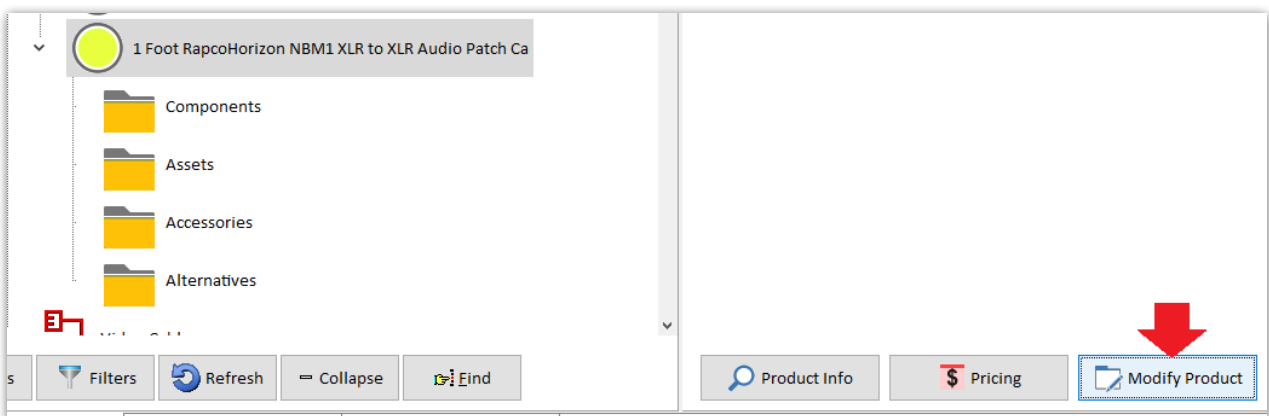
Non Barcode Tracked Inventory

is identified as packed in racks in Inventory Setup (highlight the product and hit F10)

OR from the Product menu using the



option



Single Location

RP Edit Product Record : 1 Foot RapcoHorizon NBM1 XLR to XLR Audio Patch Ca

General Picture Rental Rates Sales Notes Attachments Barcode

Product Information

Product Code: NBM2-2

Description: 1 Foot RapcoHorizon NBM1 XLR to XLR Audio Pa

Model No.: NBM1-1

Colour:

Qty Owned: 100.00

Country of Origin: [Dropdown]

Revenue Code:

Default Accessory Discount:

Non-tracked Barcode: 1FOOT

Printing Descriptions Printing Options

Description for Client Facing Documents

Product Options Unit Specifications Price restrictio

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

Warehouse active

When Cross rented, the cost is freight

Hover over Qty Owned to see racked qty

Total Stock 100.00
less 5 in racks
Loose Stock Remaining 95

Or click Location tab on Multi-Location system

RP Edit Product Record : 1 Foot RapcoHorizon NBM1 XLR to XLR Audio Patch Ca

General Picture Rental Rates Sales Notes Location Attachments Barcode

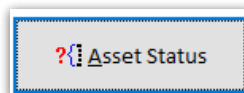
#	Location Name	Quantity	In Racks	Loose Stock	Bin location
0	Toronto	100.00	5.00	95.00	
1	New York	0.00	0.00	0.00	
2	Florida	0.00	0.00	0.00	
3	California	0.00	0.00	0.00	
4	Texas	0.00	0.00	0.00	
5	London	0.00	0.00	0.00	
6	Toronto Ritz Carlton	0.00	0.00	0.00	
7	Toronto Hilton	0.00	0.00	0.00	
8	NY Courtyard Newark Downtown	0.00	0.00	0.00	
9	NYC	0.00	0.00	0.00	
10	FL Center Marriott Orlando World	0.00	0.00	0.00	
11	TX Hilton Austin	0.00	0.00	0.00	
12	Ottawa	0.00	0.00	0.00	
13	test	0.00	0.00	0.00	

Note : The "In Rack" column displays the number of items packed into a rack, "Loose stock" is the remaining items available (Total Stock - Rack Items).

OK Cancel

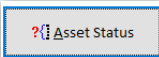
Assets/Barcode Tracked Inventory

When a product is barcode tracked, the



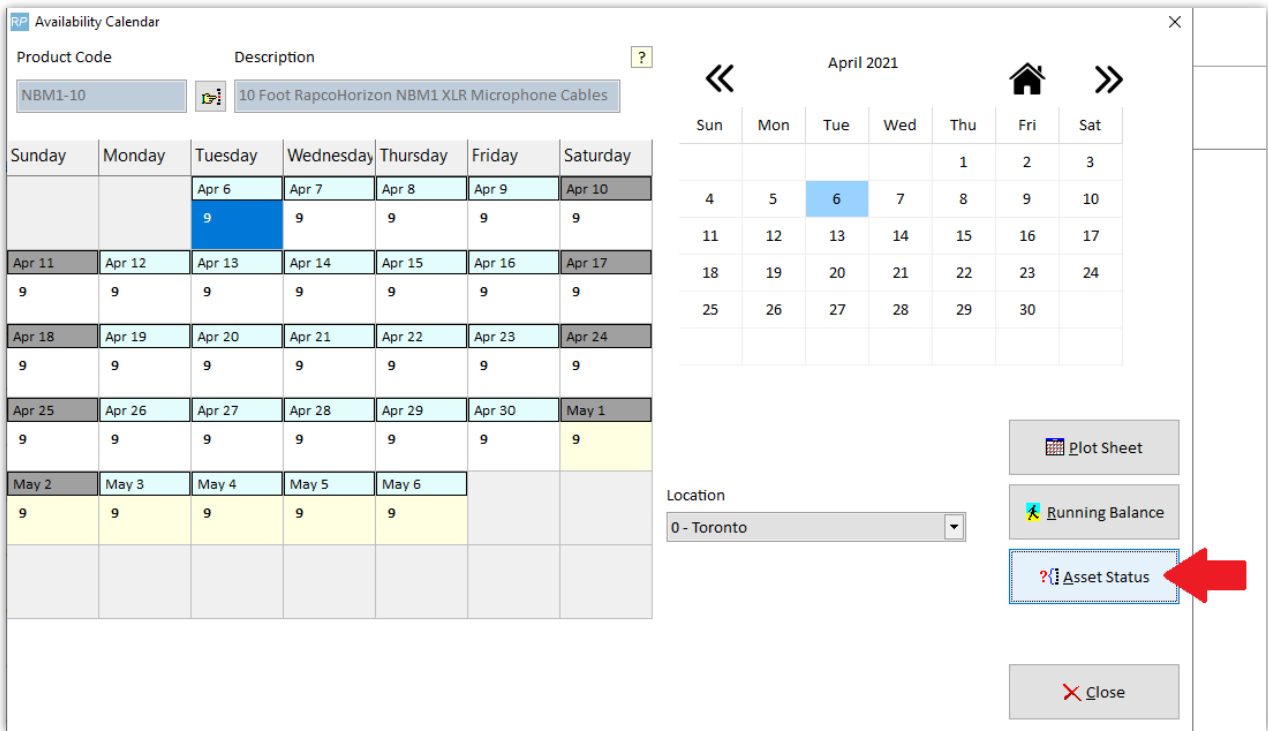
button will display in the Availability

Calendar Window.

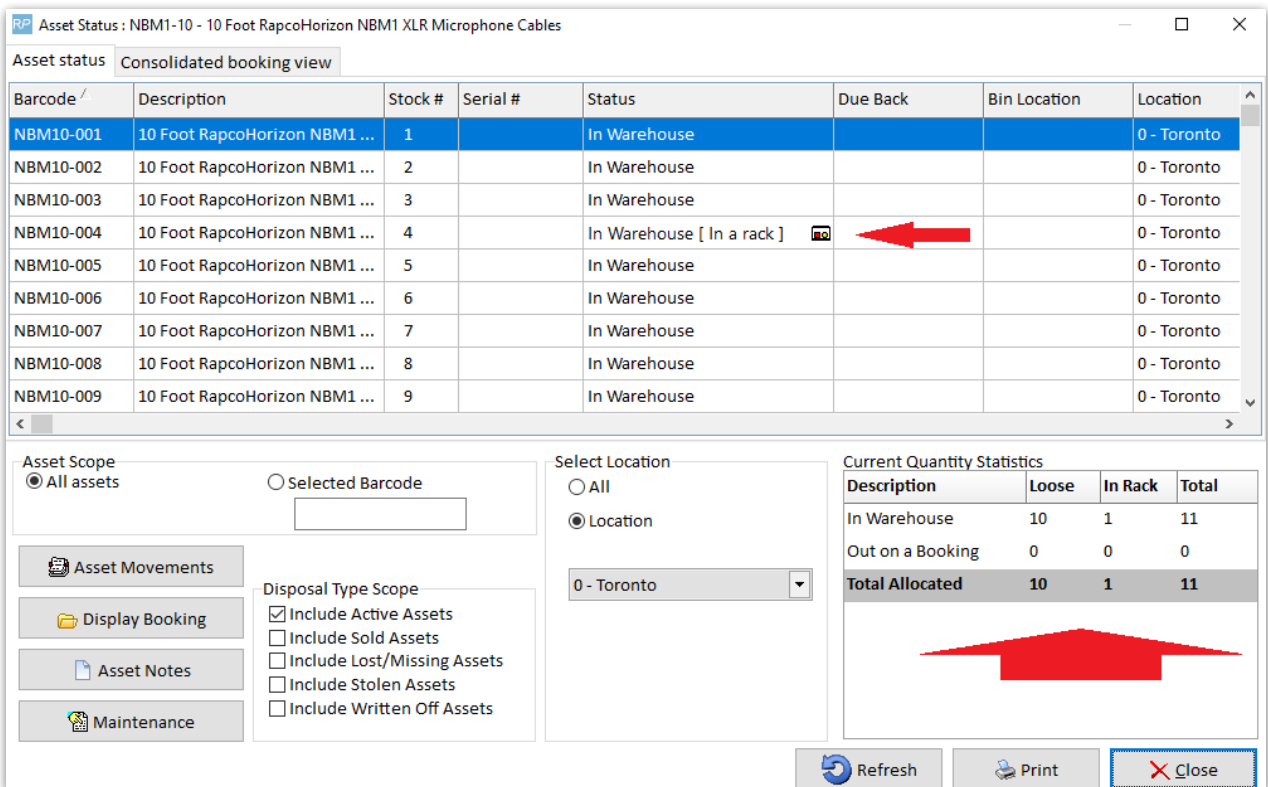
While the availability calendar shows the availability count only for items NOT packed in racks, clicking  will show the breakdown of assets under the product including those packed in racks.

Asset Status

Asset Status is accessible From Product Menu Availability Calendar.



Availability Calendar window showing Product Code: NBM1-10, Description: 10 Foot RapcoHorizon NBM1 XLR Microphone Cables. The calendar displays availability counts (9) for various dates in April 2021. A red arrow points to the 'Asset Status' button.

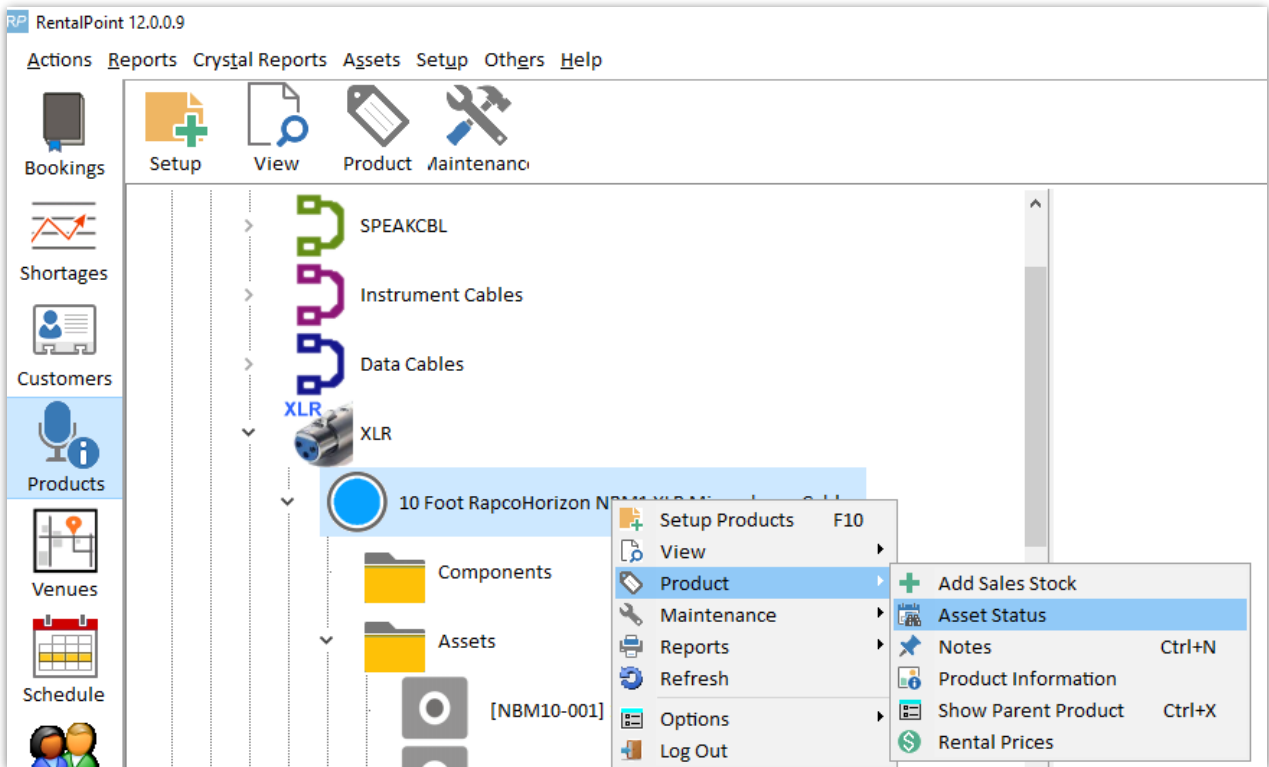


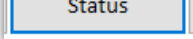
Asset Status window showing Consolidated booking view. The table lists assets with their status and location. A red arrow points to the 'In Warehouse [In a rack]' status for asset NBM10-004. The 'Current Quantity Statistics' table shows:

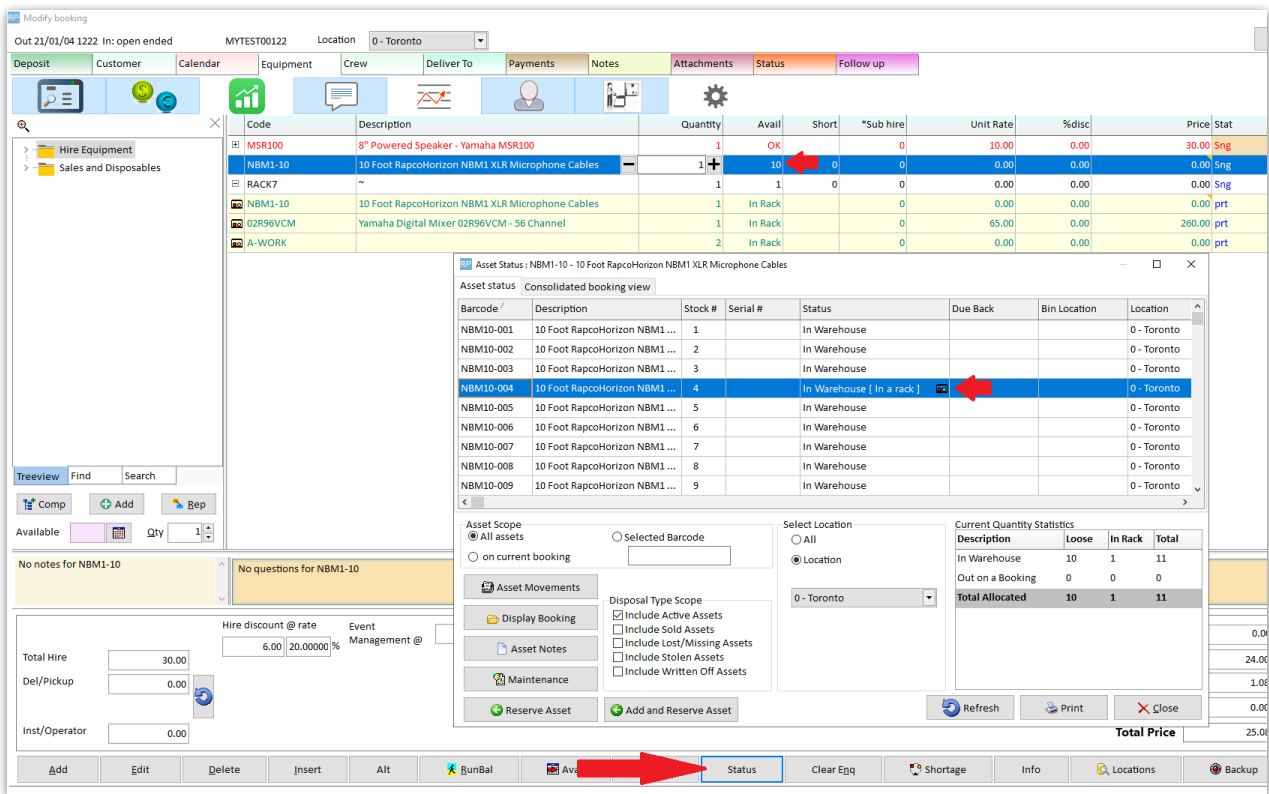
Description	Loose	In Rack	Total
In Warehouse	10	1	11
Out on a Booking	0	0	0
Total Allocated	10	1	11

A red arrow points to the 'Total Allocated' row in the 'Current Quantity Statistics' table.

Asset Status also available via right click Product Menu

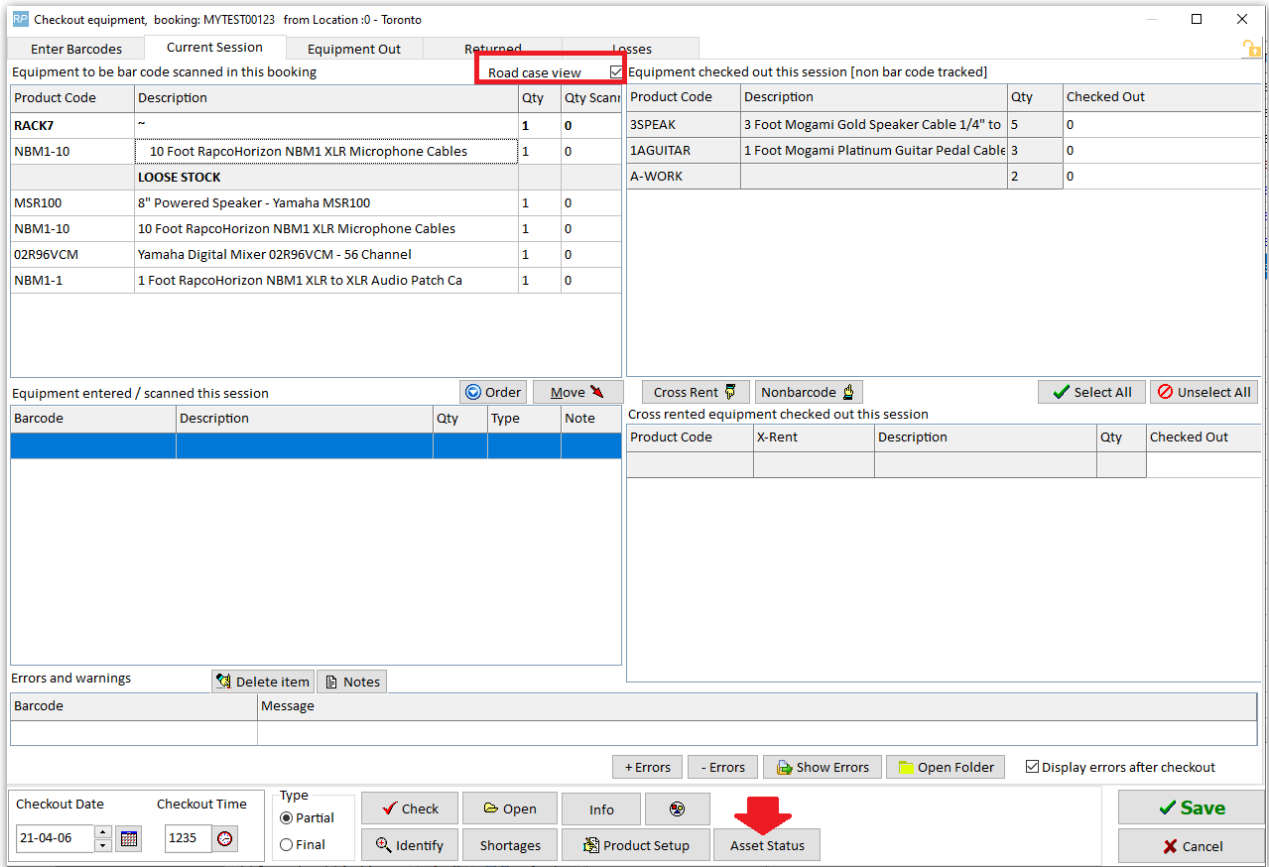


and from the Equipment Grid of the booking via  button



and from the checkout window  button

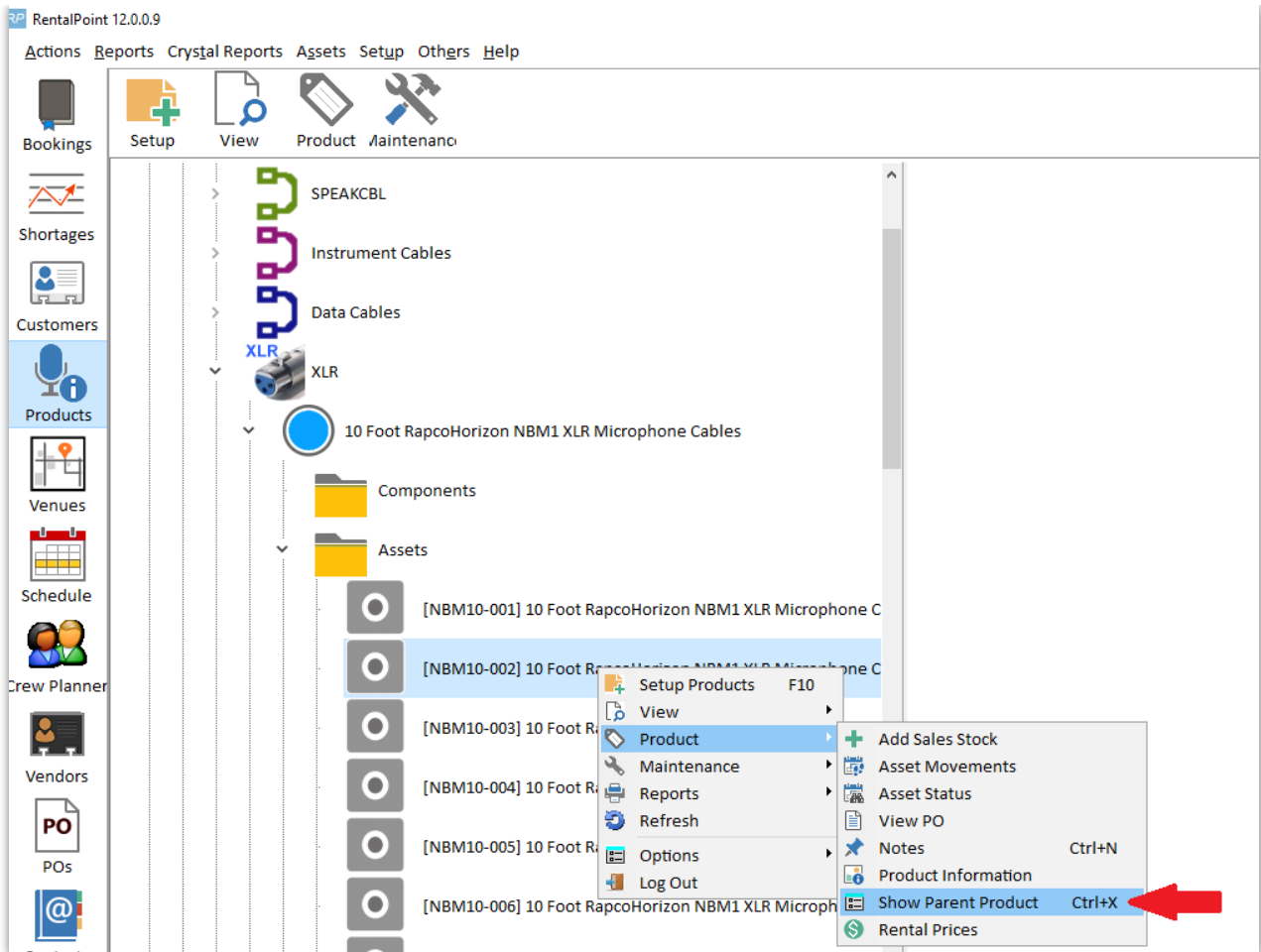
The RoadCase View option will further separate Loose Stock from gear packed in Racks or Road Cases for easier identification



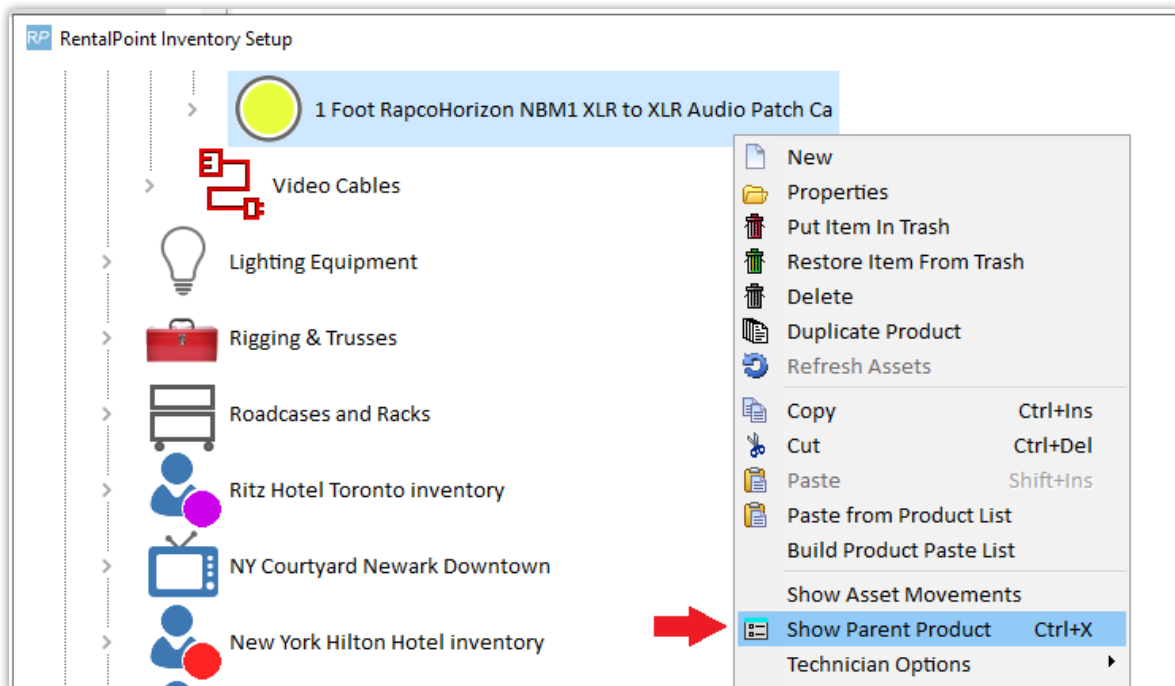
Show Parent Product option

Use Show Parent Product to identify racks your product is packed into

Accessible from Products Menu



And/or Inventory Setup Menu



Show Parent Product can also be used to identify which racks the product is packed into

Non Barcode Tracked Product

Show parent Products

NBM2-2 is packed as a non barcode tracked product

	Parent Code	Asset Description	Parent type	Quantit	Type / Parent barcode	Barcode packed
	Non asset tracked products packed in					
	RACK7		Rack	5	RACK7000	1FOOT - non asset

Barcode Tracked Product

Show parent Products

NBM1-10 belongs to these packages or parent products and is also packed in these roadcases and racks

	Parent Code	Asset Description	Parent type	Quantit	Type / Parent barcode	Barcode packed
	DM2000VC	Yamaha THX pm3 certified digital mixer -	Single item	1.00	Optional Component	
	RACK1	Racks have components YES	Single item	1.00	Component	1FOOT - non asset
	RACK5	My Test Rack	Single item	1.00	Component	
	RACK7		Single item	1.00	Component	
	Assets packed in roadcases and racks					
	RACK7		Rack	1	RACK7000	NBM10-004

Inventory Setup and Items Packed in Racks

Single Location Product Record

RP Edit Product Record : 1 Foot RapcoHorizon NBM1 XLR to XLR Audio Patch Ca

General Picture Rental Rates Sales Notes Attachments Barcode

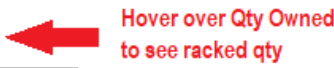
Product Information


Product Code: NBM2-2

Description: 1 Foot RapcoHorizon NBM1 XLR to XLR Audio Pa

Model No.: NBM1-1

Colour:

Qty Owned: 100.00 

Country of Origin: 

Revenue Code:

Default Accessory Discount:

Non-tracked Barcode: 1FOOT

Printing Descriptions Printing Options

Description for Client Facing Documents

Product Options Unit Specifications Price restrictio

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

Warehouse active

When Cross rented, the cost is freight

Multi-Location Product record

RP Edit Product Record : 1 Foot RapcoHorizon NBM1 XLR to XLR Audio Patch Ca

General Picture Rental Rates Sales Notes Location Attachments Barcode

#	Location Name	Quantity	In Racks	Loose Stock	Bin location
0	Toronto	100.00	5.00	95.00	
1	New York	0.00	0.00	0.00	
2	Florida	0.00	0.00	0.00	
3	California	0.00	0.00	0.00	
4	Texas	0.00	0.00	0.00	
5	London	0.00	0.00	0.00	
6	Toronto Ritz Carlton	0.00	0.00	0.00	
7	Toronto Hilton	0.00	0.00	0.00	
8	NY Courtyard Newark Downtown	0.00	0.00	0.00	
9	NYC	0.00	0.00	0.00	
10	FL Center Marriott Orlando World	0.00	0.00	0.00	
11	TX Hilton Austin	0.00	0.00	0.00	
12	Ottawa	0.00	0.00	0.00	
13	test	0.00	0.00	0.00	

Note : The "In Rack" column displays the number of items packed into a rack, "Loose stock" is the remaining items available (Total Stock - Rack Items).

OK Cancel

Barcode Tracked 'Assets' are further identified as follows

Edit asset record, identifies the asset as packed into a rack

RP Edit Asset Record

General Service Information Financial Details Notes

Barcode NBM10-004

Description 10 Foot RapcoHorizon NBM1 XLR Microphone Cabl

Model Number NBM1-10

Stock Number 4

Serial Number

Vendor

PO Number

Bin Location

Quantity 1

Home Location Location 0 - Toronto

Warehouse Location Location 0 - Toronto

OK Cancel

Swap out Damaged Rack Items

If an item in a rack or road case needs to be swapped with another due to fault or damage, use the swap option on the Roadcases and Racks tab. This option can be used even if the rack is checked out to a booking

See illustrations in Fig 1.1 below:


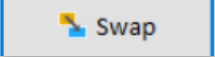
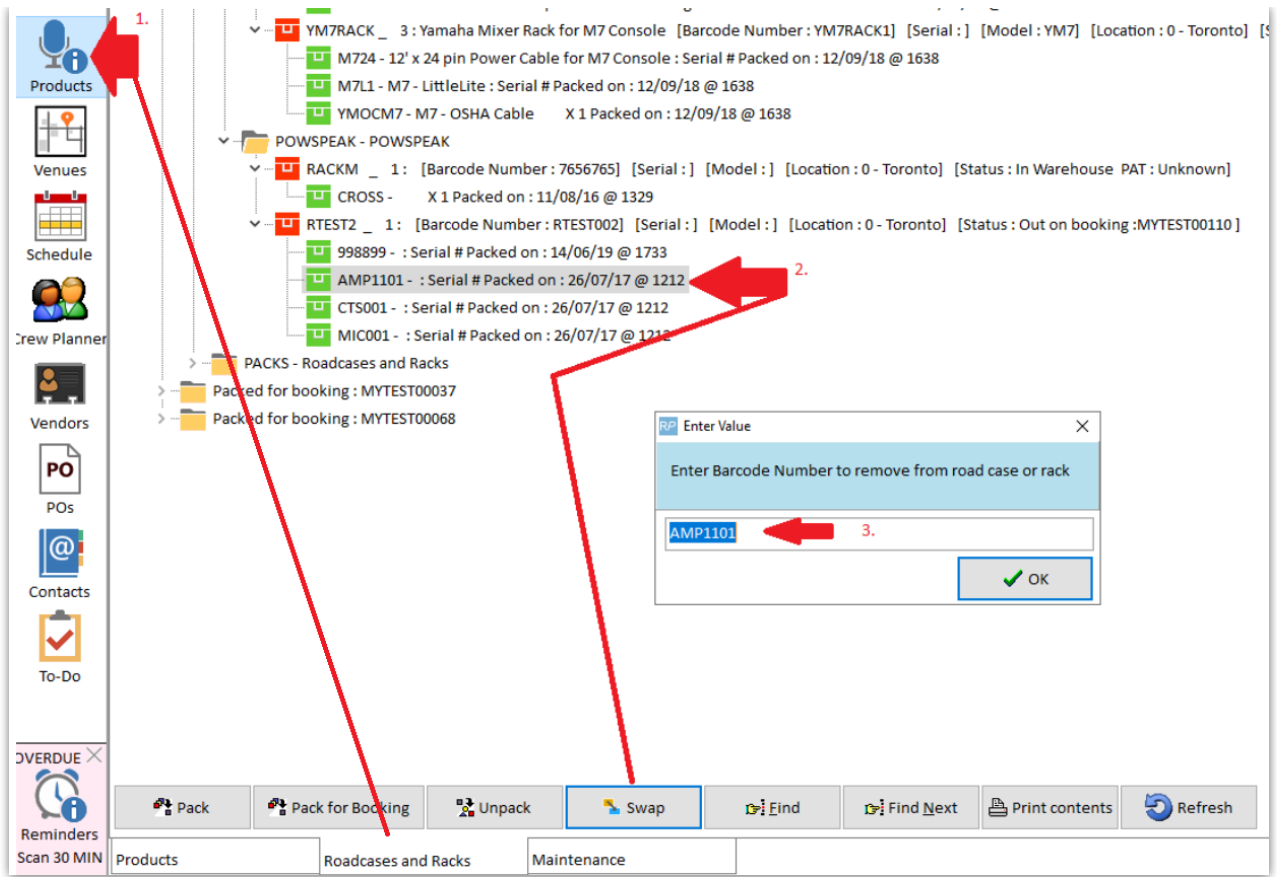
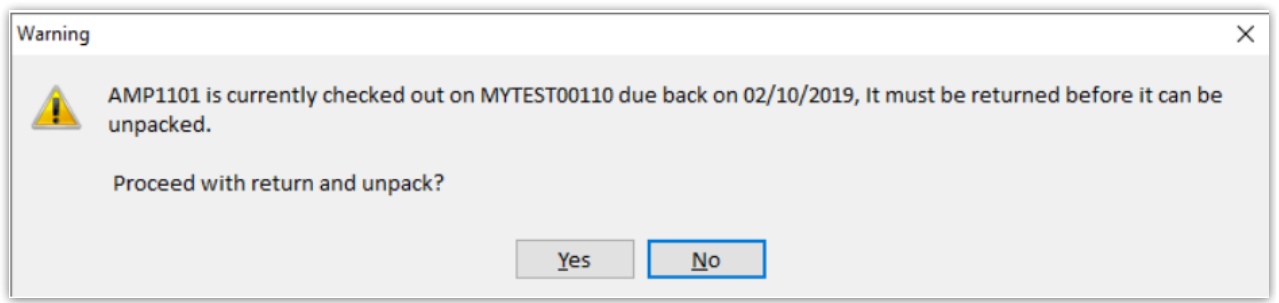
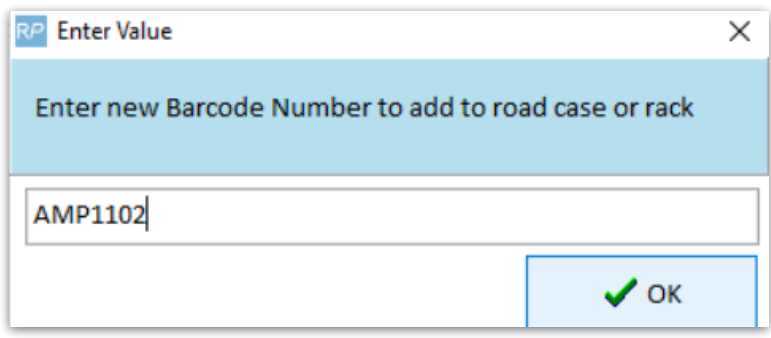

1. From  Menu, Roadcases and Racks tab
2. Click  (or find the asset in the tree and then click the swap button)
3. The first prompt will ask for the item to be unpacked and replaced. If you've selected an asset in the tree the barcode will be filled in for you.

Fig 1.1



The second prompt will ask for the replacement barcode of the asset to be added to the rack.



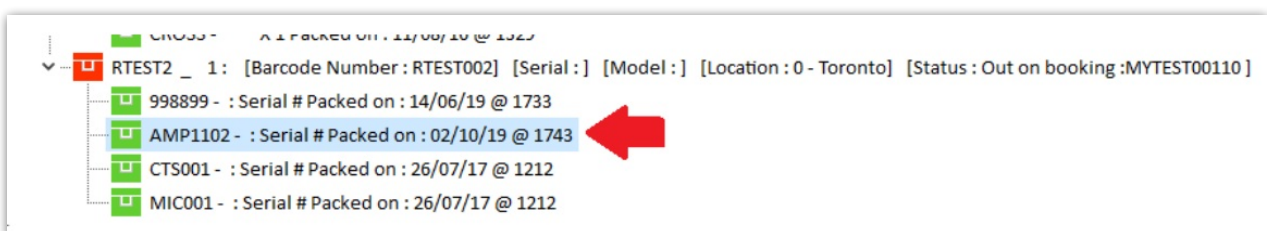
 Barcoding parameter #42 'Return assets before entering into maintenance'

- TRUE - the asset will be returned before it is unpacked

- FALSE - the asset will not be returned, instead it will be flagged for [automatic entry to maintenance](#) when the asset is scanned in the return window

Enter a maintenance record for the faulty asset when prompted

Note the asset swapped out in the packed rack



Exceptions:

- If the original asset has a sold/disposed status it will be unpacked but not returned.
- If the new asset is sold/disposed the swap will not be allowed
- If both the original and new asset are out on the same booking the old asset will be returned (as needed) but the new asset will remain on the booking so it can be scanned in when the road case/rack is returned.
- If the asset needs to be returned before it can be unpacked (see barcoding #42) then the operator must have rights to return a booking in order to use the swap when the asset is currently out.

Rack items in Maintenance

Entering maintenance for an item within a rack won't affect the items availability. Unpack the item from the rack if you want to [send it out for maintenance](#), or schedule maintenance on the rack item to indicate that the entire rack will be out of service for the time period.

Racks on Custom Templates

When printing custom templates, you can use the &EXRACKIC& insert field to stop racked items from printing.

Things to keep in mind:

- If you are already excluding parts on your template this field may not be necessary.
- Racked items will continue to print if the racked item is an accessory and the accessory has a price. This ensures that all values included in the total amounts are displayed.
- The consolidated booking hardcopy report does not include racked items to ensure that items that are already packed in a rack are not picked from loose stock.
- Operational #60, #61, #62 and #63 also determine if racked items display on printouts. These global overrides will override the product properties and any special insert fields.

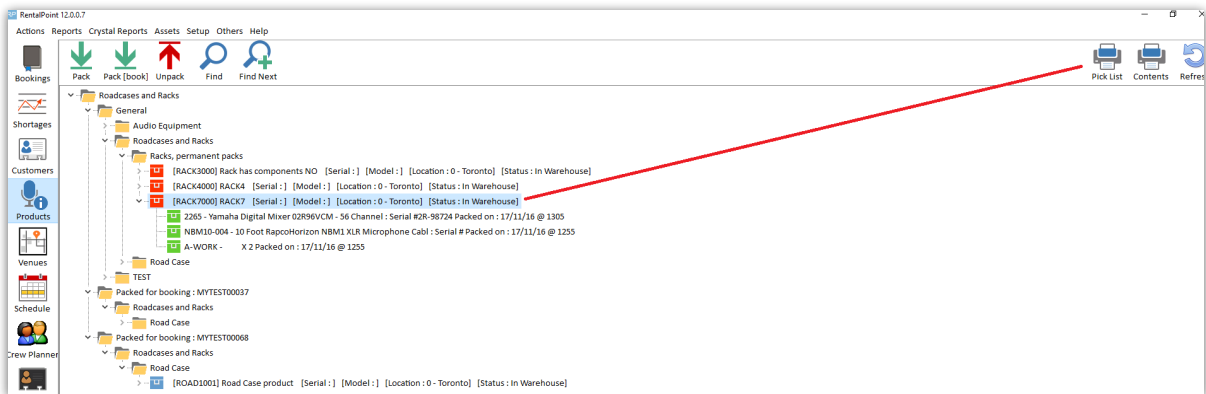
Print Rack Picklist

A pick list for a road case or rack, lists the items that were previously packed into it. The pick list is the last complete pack list.


To print the pick list for a road case or rack, use one of the options below:

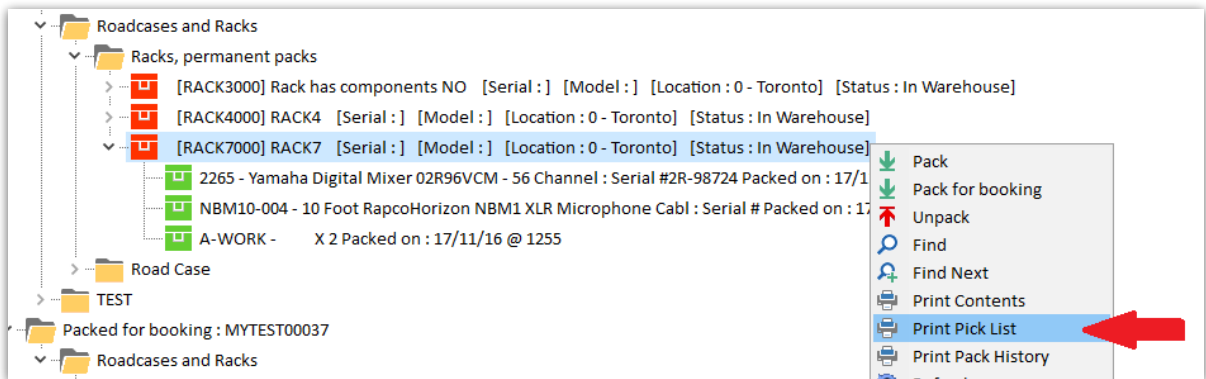
- Highlight the rack in the Roadcases and Racks tree, then click the  button

-

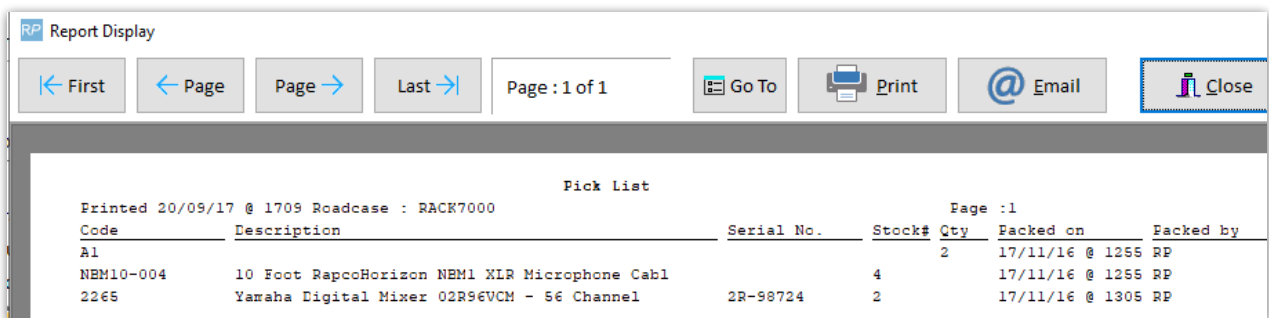
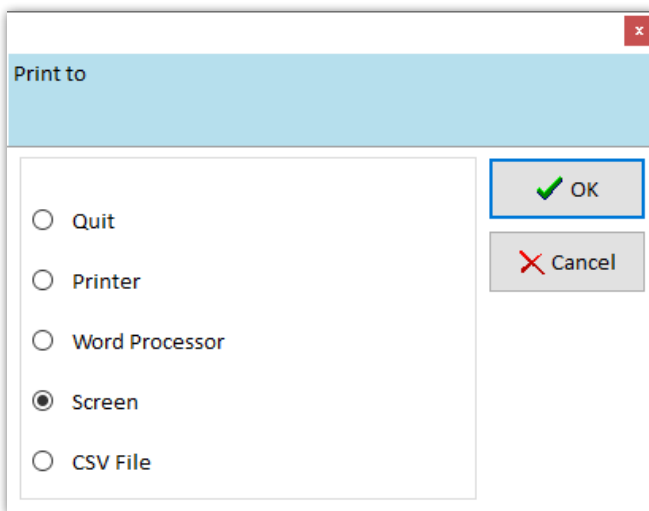


- Highlight the rack in the Roadcases and Racks tree, then right click to find the

 Print Pick List option



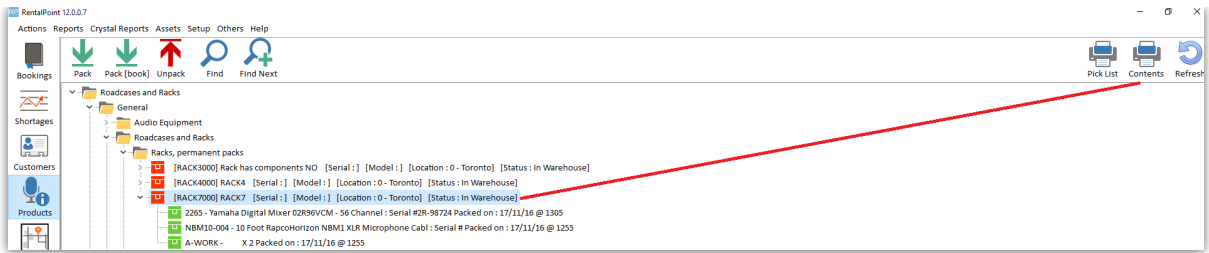
Choose your output option




Print Rack Contents

Contents should be what's packed currently, to print the contents of a road case or rack, use one of the options below:

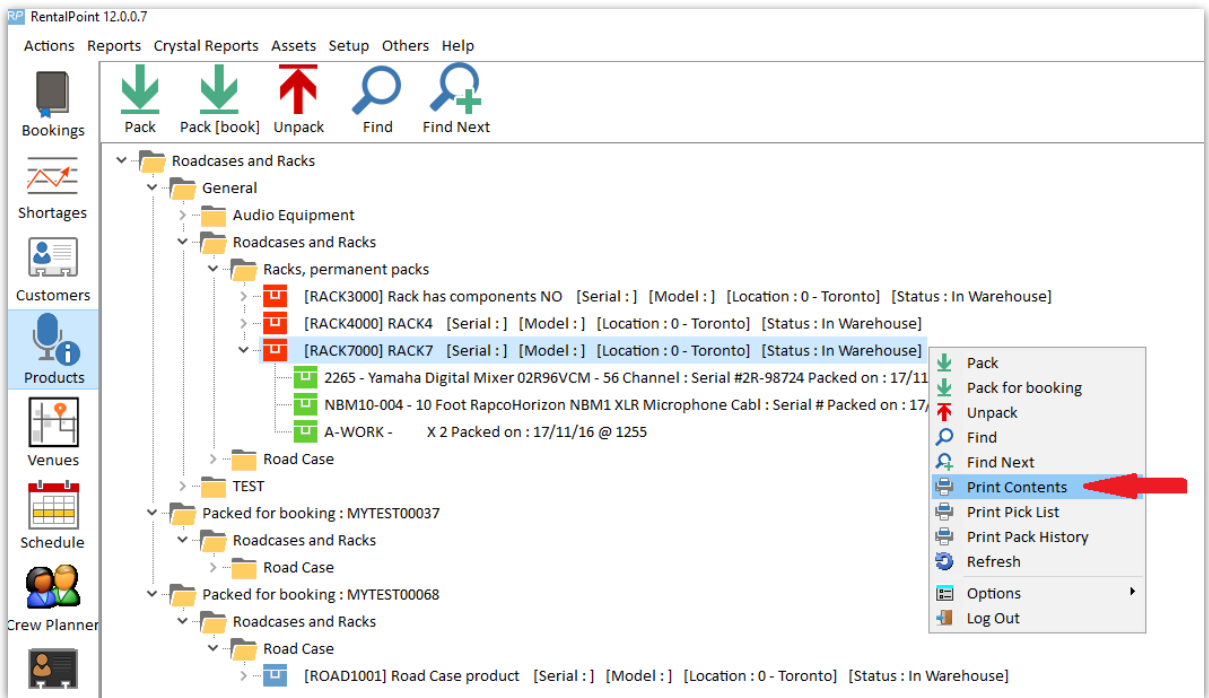
- Highlight the rack in the Roadcases and Racks tree, then click the  button



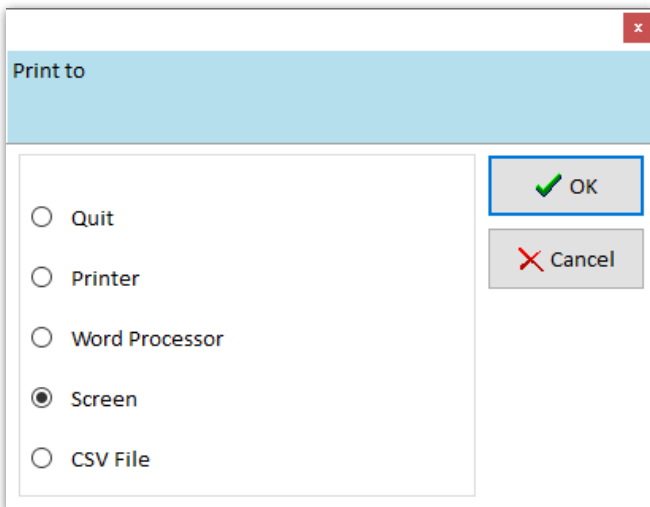
- Highlight the rack in the Roadcases and Racks tree, then right click to find the

 **Print Pick List** option

-



Choose your output option



RP Report Display

Page : 1 of 1

Contents

Printed 20/09/17 @ 1714 Roadcase : RACK7000 Page : 1

Code	Description	Serial No.	Stock#	Qty	Packed on	Packed by
A1				2	17/11/16 @ 1255	RP
NEM10-004	10 Foot RapcoHorizon NEM1 MLR Microphone Cabl			4	17/11/16 @ 1255	RP
2265	Yamaha Digital Mixer 02R96VCM - 56 Channel	2R-98724		2	17/11/16 @ 1305	RP

Print Pack History


The pack list gets reset after you completely unpack the roadcase/rack and then repack. The first time the new pack list is entered the old one gets moved to history.

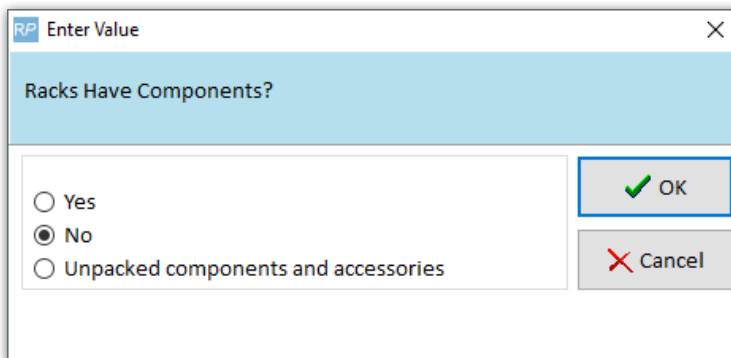
In the right-click menu, there's an option to print the pack history, which will list all the items that had previously been packed as well as the pack date and the operator.

Rack Parameters & Settings

Racks have components Yes/No (Operational Parameter #102)

There are three options for determining how racks use components. Choose the option that best suits your rack use, then go to setup-->parameters-->operational-->102 to set your option:

 *Option 3 is provided as a legacy to those companies that have racks already set up in this manner, and wish to continue. Option 1 is recommended for new users.*



RP Enter Value

Racks Have Components?

Yes
 No
 Unpacked components and accessories

Option 1: Racks have components: NO ****Recommended****

In this scenario, component and accessory folders within a rack product are hidden in the Inventory Setup Product Tree (F10). The rack parts are simply defined by what is packed into the rack.

This option functions as follows:

1. The component and accessory folders are hidden from the product tree.
2. Only items packed in the rack are loaded into the booking equipment list.
3. All items packed into the rack are listed on a booking as 'In Rack'.
4. Items packed into the rack are removed from loose stock.

Initial Setup

1. All items that are part of the rack need to be created separately in F10.
2. Use the Pack a Rack window to scan the components into the rack. Packing an item in a rack removes the item from loose stock.
3. A rack must be packed before it's added to a booking.

Option 2: Racks have components: UNPACKED components and accessories

Option 2 allows components or accessories to be defined, that are NOT part of the PACKED rack but may be shipped with it.

This option functions as follows:

1. The component and accessory folders are visible in the Inventory Setup Product Tree (F10). Components and accessories should be added ONLY if they are NOT getting packed into the rack
2. Items packed into the rack are removed from loose stock. The rack should be packed before adding it to a booking.
3. When the rack is added to a booking & subsequently checked out:
 - o Components and Accessories are loaded on the booking with normal availability (not 'In Rack') following the packed items and are not removed from loose stock. These items must be scanned at checkout like any other non-rack item.
 - o All items packed into the rack are listed on a booking as 'In Rack'. Simply scan the rack barcode out at checkout.

Option 3: Racks have components: YES

In this scenario, all items that are part of a rack are first defined as components in the Inventory Setup Product Tree (F10). After the items are configured as components of the rack, the items need to be scanned into the rack with the Pack a Rack utility.

This option functions as follows:

1. Components of racks are listed on a booking as 'In Rack'.
2. Items packed into the rack are removed from loose stock.
3. Items packed into the rack should match the component list in Inventory Setup (F10).

Initial Setup

1. All items that are part of the rack need to be created separately in Inventory Setup (F10).
2. Using drag & drop, [add the items to the components folder](#) of the rack.
3. Use the Pack a Rack window to scan the components into the rack. Packing an item in a rack removes the item from loose stock.
4. The list of components must match the list of assets packed into the rack, if there are more

components than items packed in the rack then the line item will show a shortage in the equipment grid of the booking.

Mobile Storerooms (Operational Parameter #103)

Usually a rack is a box or unit with items bolted/attached to it. This is the recommended setting.

RP Enter Value

Racks are ?

Mobile storerooms or Van

A rack is a box with things bolted into it

OK

Cancel

However, when Operational Parameter #103 is set to 'Mobile storerooms or Van', availability can be tracked for the items inside the rack separate from the rack asset itself. All items that are part of a rack display as short (in red) if the rack product is short.

In Fig 1.1 below, the rack is not short, only the cable product displays in red because it hasn't been fully packed.

Fig 1.1

Code	Description	Quantity	Avail	Order	Use time
Racks					
RACK	Rack product	1	1	0	0
CABLE	Cables	3	2	1	1
LIGHT	light	2	2	0	0

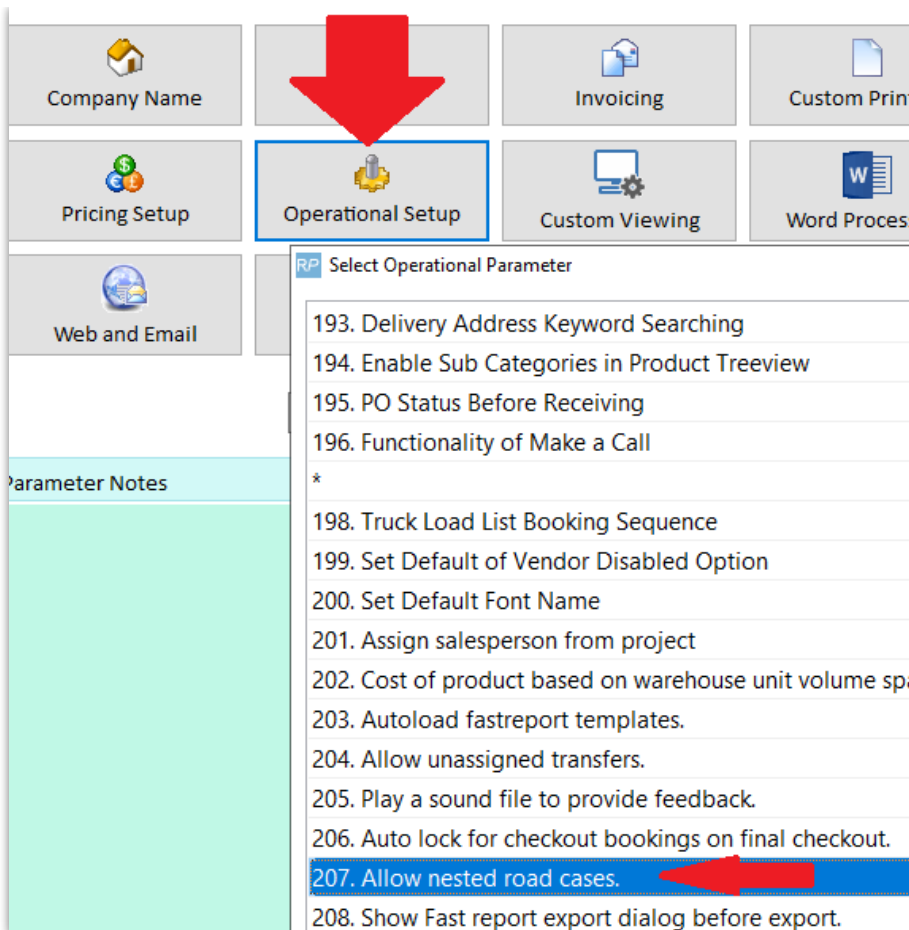
In Fig 1.2 below, the Rack is short, therefore all items in the rack display in red, to indicate that they are all short.

Fig 1.2

Code	Description	Quantity	Avail	Order	Use time
Racks					
RACK	Rack product	1	0	1	1
CABLE	Cables	3	2	1	0
LIGHT	light	2	2	0	0

Allow Nested Road Cases (ability to pack a rack into a road case)

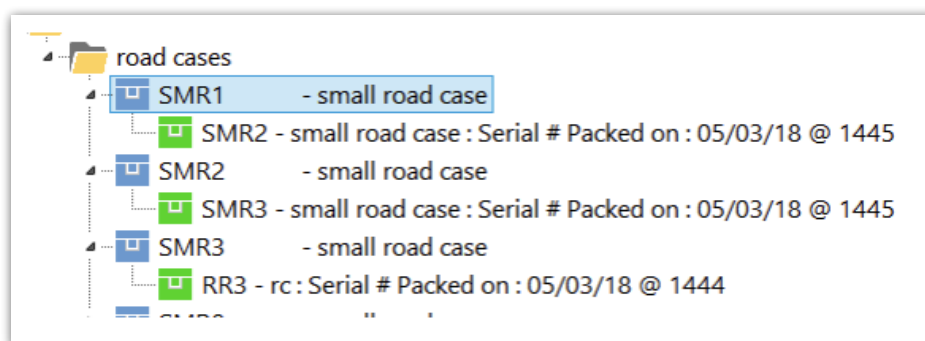
With Operational Parameter #207 'Allow nested road cases' enabled, road cases and racks can be packed into other road cases.



The steps for setup and packing include:

1. Create Road case product and road case asset. (similar to setting up a rack above)
2. Create Rack product and rack asset (see setting up a rack above)
3. Pack the Rack (See packing a rack above)
4. When Packing your RoadCase, scan the RACK barcode to pack the rack into the roadcase

In the example below, a road case RR3 is packed into the road case SMR3, this in turn is packed into SMR2 and that into SMR1.



In checkout or return, when the SMR1 barcode is scanned, any fixed items from SMR1, SMR2, SMR3 and RR3 will be loaded.

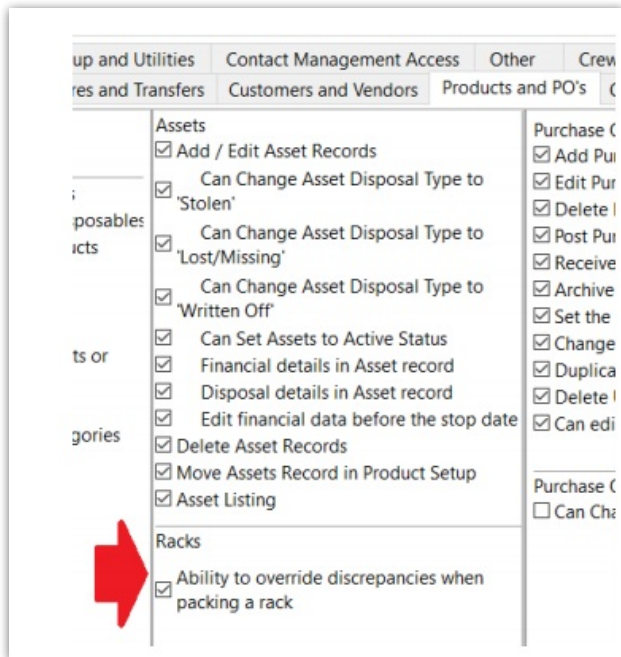


While a rack may be packed into a road case, a rack cannot be packed directly into another

rack.

Override discrepancies when packing a Rack

When packing road cases or racks, some assets may have errors or warnings that should be resolved before being packed. Enabling the 'Ability to override discrepancies when packing a rack' operator privilege, will allow the user an option to resolve discrepancies during the packing process. Access the operator privilege on the Products and PO's tab of the Operator Group (per screenshot below) or contact your system administrator for access.



Once set, errors and warnings that show up during the packing process will offer an option to resolve on SAVE.

Pack a Rack

IR1 Enter new rack

Item Barcode Number

Enter Search

Enable quantity prompt when scanning in non-barcode tracked items. Print Pick List Unpack Item

Scan Items as 'Fixed'

Barcode Number	Description	Serial #	Stock #	Quantity	Fixed
TE7	tent		7	1	<input checked="" type="checkbox"/>
UU1	util test		1	1	<input checked="" type="checkbox"/>
L1	loss test		1	1	<input checked="" type="checkbox"/>
M4	MM33 Mixer		1	1	<input checked="" type="checkbox"/>
M5	MM33 Mixer		2	1	<input checked="" type="checkbox"/>
TTT	Top Deck Black Velvet Drape 4500 x 1		1	1	<input checked="" type="checkbox"/>
TD3	Rear Only Handrail - 6M x 3.6M Stage		3	1	<input checked="" type="checkbox"/>
TD1	Rear Only Handrail - 6M x 3.6M Stage		1	1	<input checked="" type="checkbox"/>
TD5	Rear Only Handrail - 6M x 3.6M Stage		5	1	<input checked="" type="checkbox"/>

Errors and Warnings

Code	Message
TD5	Wrong asset Location 3 - Country.
TD1	This asset has been lost.

Save Cancel

Any errors or warnings that can be resolved will be listed. Select the action to take in the 'Solution' column. When 'Fix' is selected the error will be resolved (for instance an asset in maintenance will be returned to service, or an asset listed as being at a different warehouse will be moved to the same warehouse as the rack/road case).

Resolve Rack Discrepancies

There are assets that were not packed in this rack. Please choose an action for each item in the solution column below.

Barcode Number	Description	Error Description	Solution
M5	MM33 Mixer	Asset needs test	Fix
TTT	Top Deck Black Velvet Drape 4500 x 10000	Out of Service	Fix
TD3	Rear Only Handrail - 6M x 3.6M Stage	Not in location	Fix
TD1	Rear Only Handrail - 6M x 3.6M Stage	Out on a booking Asset was disposed	Do nothing
TD5	Rear Only Handrail - 6M x 3.6M Stage	Not in location Out on a booking	Fix

Floating v Fixed Rack Items

Rack items can now either be physically bolted to the rack 'Fixed' or sent along with the rack 'Floating'.

1. Fixed items are automatically scanned in the checkout window and return window when the rack barcode is scanned, while floating items must be scanned individually.
2. Floating items are still part of the rack, they are removed from loose stock and display as 'In

Rack' in the booking.

3. Barcode Parameter #41 'Scan floating rack items on return only'

- When set to NO, floating items must be individually scanned both in the checkout and return window
- When set to YES, floating items are automatically scanned out when the rack is scanned out, however all floating items must be individually scanned on return

In Fig 1.1 below:

- Items are defined as floating in the pack window by unchecking the Fixed column.
- The 'Scan items as 'Fixed'' checkbox option, allows any new items scanned to default to either 'fixed' or 'floating'

Barcode	Description	Serial #	Stock #	Quantity	Fixed
L1	light		1	1	<input checked="" type="checkbox"/>
L2	light		2	1	<input checked="" type="checkbox"/>
CB100	Cables	Non-Barcode Tracked Item	0	2	<input checked="" type="checkbox"/>

An important note on use of Rack quantities

One Product and Asset Combination Per Unique Rack

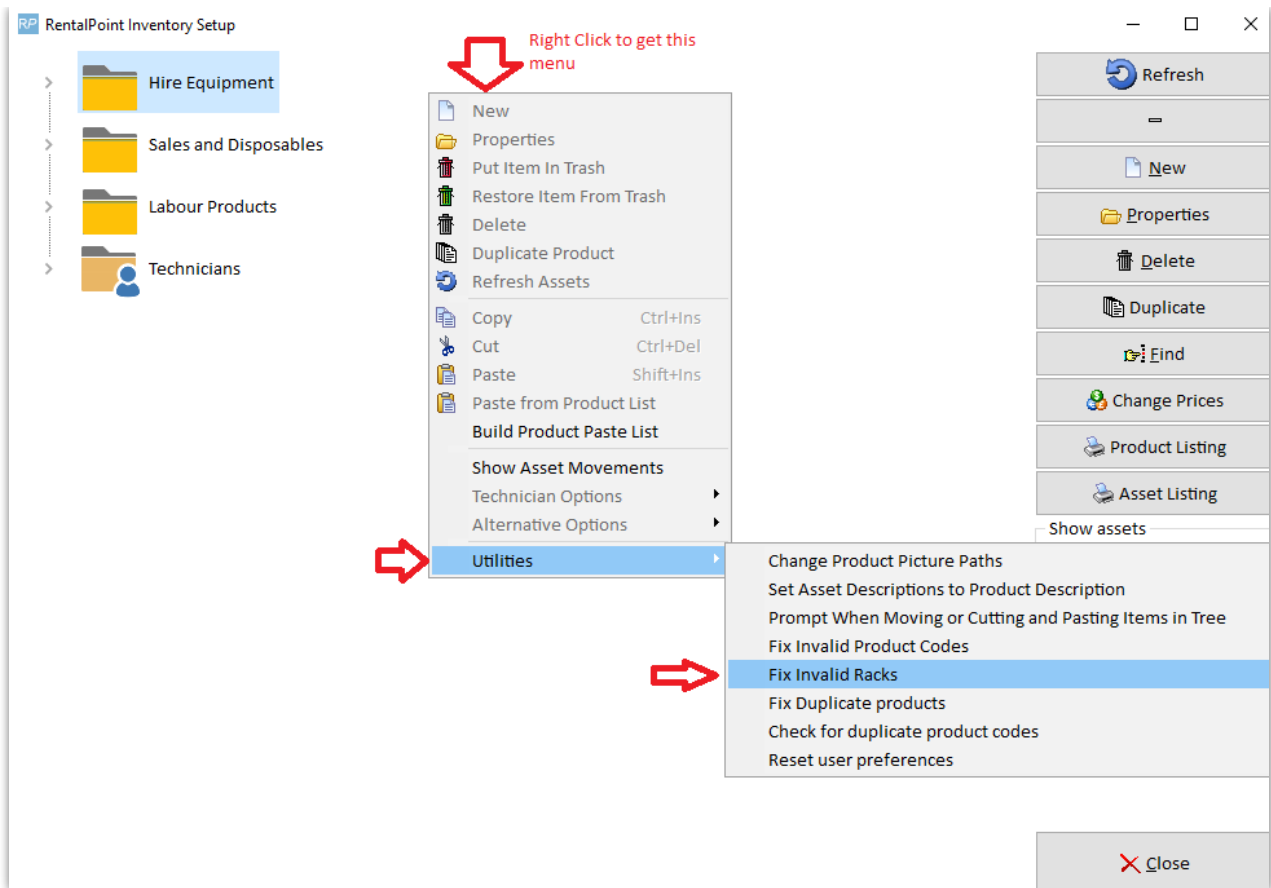
- Since all racks can be packed differently, each unique Rack Product MUST have ONE asset only in inventory setup. Each UNIQUE Rack Product would then be packed uniquely and used individually on the equipment grid of the booking.

One Product with multiple assets used only for IDENTICALLY packed racks

- If there is a need for a Rack Quantity of greater than one (eg. 2 or more of the identical items are booked on a job where both are individually packed racks); Then all Racks packed for that product should be identical in content.

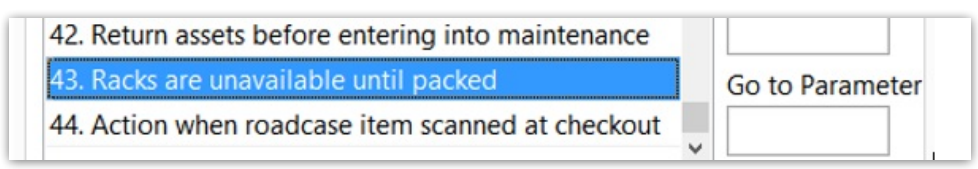


Rack products with multiple assets can be located using the **Fix Invalid Racks** utility in Inventory Setup Utilities



Availability for Empty/UnPacked Racks

Enable barcode parameter #43 so that empty (i.e. unpacked) racks will not show as available for rental.



Here a new rack has been added, but is not yet packed.



 Qty Owned in Inventory Setup will reflect the qty of packed racks

In the running balance, the initial stock shows as 0 with the total not packed displayed in red.

Running Balance								
Product Code	Description		No bookings are scheduled against this product at this Location.					
9RACK	2m Rack		0 brought forward (1 not packed)					
Date	Time	Booking No.	Qty	Type	Balance	Date Reserved	Customer	

After packing some items into the rack the running balance now displays the rack as being in stock and available for rentals

Running Balance								
Product Code	Description		No bookings are scheduled against this product at this Location.					
9RACK	2m Rack		0 brought forward (1 not packed)					
Date	Time	Booking No.	Qty	Type	Balance	Date Reserved	Customer	



The rack will again be removed from available stock when it is unpacked.