Racks & Roadcases

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Table of Contents

- Racks and Roadcases Defined
 - When Should I use a Roadcase?
 - When Should I use a Rack?
 - How are Racks different from Roadcases?
- Setting up a Rack
 - 1. Create a Rack Product
 - 2. Create the Rack Asset
 - 3. Determine the products Included in the Rack
- Packing a Rack
 - Packing a Rack with predefined Components
 - Packing a Rack into a Road Case
 - Packing Racks with Multi-location Inventory
 - Addressing Packing Errors
- Availability & Inventory Packed in Racks
 - Non Barcode Tracked Inventory
 - Assets/Barcode Tracked Inventory
- Show Parent Product option
- Inventory Setup and Items Packed in Racks
- Swap out Damaged Rack Items
 - Exceptions:
- Rack items in Maintenance
- Racks on Custom Templates
- Print Rack Picklist
- Print Rack Contents
- Print Pack History
- Rack Parameters & Settings
 - Racks have components Yes/No (Operational Parameter #102)
 - Mobile Storerooms (Operational Parameter #103)
 - Allow Nested Road Cases (ability to pack a rack into a road case)
 - Override discrepancies when packing a Rack
 - Floating v Fixed Rack Items
 - An important note on use of Rack quantities
 - Availability for Empty/UnPacked Racks

Racks and Roadcases Defined

When Should I use a Roadcase?

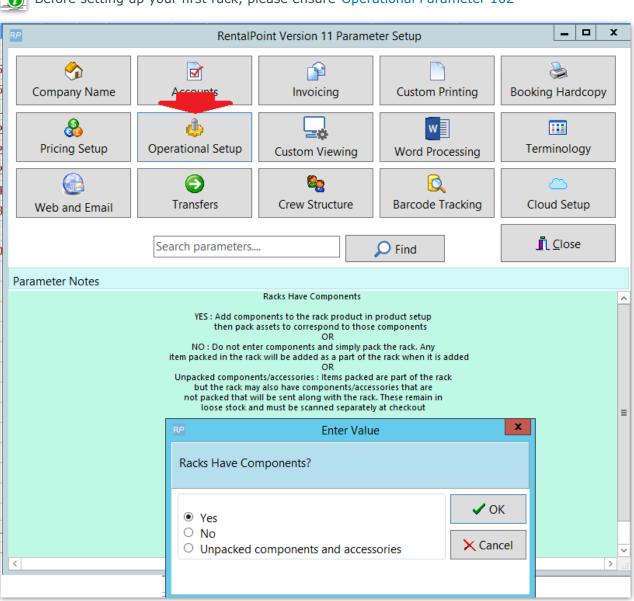
• Use a road case when you have a barcoded container that items can be scanned and placed into, prior to the road case being scanned and loaded onto the truck for shipping; items can easily be removed from the road case to be rented as single items if need be.

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?

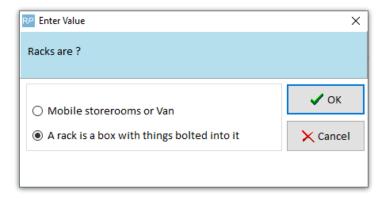
 The main difference between the functionality of a road case and a rack within RentalPoint is that items packed into a rack are removed from stock temporarily, and no availability tracking is done on these items.



Setting up a Rack

Before setting up your first rack, please ensure Operational Parameter 102

and Operational Parameter 103 are correctly set for how your company uses racks.



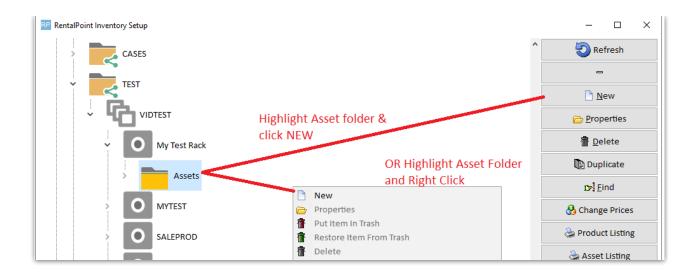
1. Create a Rack Product

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.

General Picture Rental Rates Sales Notes Attachments	
Product Information Product Code CALIBAR Description My Test Rack Model No. Colour	Printing Descriptions Printing Options Description for Client Facing Documents
Qty Owned 0.00 Country of Origin Revenue Code Default Accessory Discount	Product Options PAT Options Unit Specifications Image: For Individual Rental / Sale Image: Sancode Track Image: Sancode Track Image: Sancode Track Image: Don't allow product to be discounted Image: Product is a Generic Item Image: Expand When Added to a Booking Image: Auto Checkout this Item
Bin Location	Configuration Shipping Image: Single item Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's own Image: Shipped on it's o

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**.



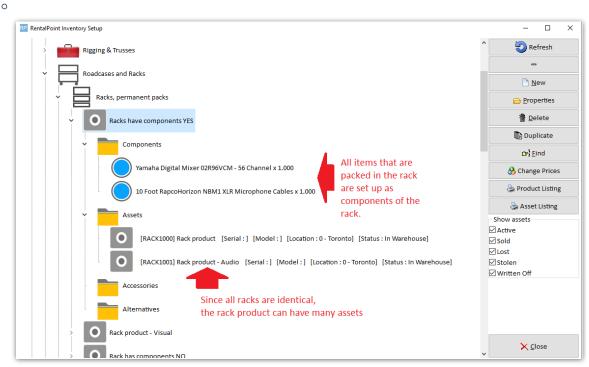
Complete asset information and save.

Real Add New Asset Reco	rd 🛛 🗶
General Service In	formation Financial Details Notes
	sformation Financial Details Notes
	✓ OK X 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.



- 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:



P RentalPoint	12.0.0.7							
Actions Re	ports Crystal Reports Asse	ets Set <u>u</u> p Oth <u>e</u>	rs <u>H</u> elp					
3.			R					
Bookings	Pack Pack [book] Unp		Find Next					
	 Roadcases and Rac General 	KS						
Shortages		oking : MYTEST00	037	RP Pack Roadcase				
	> Packed for boo	oking : MYTEST00	068					
Customers								
Products	1.			Sel	ect Road case o	r Rack		
	•				O Pack a Roa	ad Case		
Venues				4.	🔍 🔍 Pack a Rac	:k		
Schedule				5.		Contin	iue 🕘	
Crew Planner								
₽Ţ								
Vendors								
РО								
POs								
Contacts								
To-Do								
		2.						
Reminders	Pack 🐴 Pac	k for	🐕 Unpack	🏊 Swap	c ⊳ <u>F</u> ind	🎓 Find <u>N</u> ext	🖺 Print contents	Refresh
Scan 30 MIN	Products	Roadcases and	Racks N	Maintenance				

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

[RP Pack a Rack								- 0	×
1. 3.	Pack a Rack RACK7000 Item Barcode		Enter	escription			- O Yan	oot RapcoHorizon naha Digital Mixer (VORK - x 2.000		
2.	✓ Enable quantity prompt when scanning in non-barcode tracked items. ✓ Scan items as 'Fixed'									
	Barcode	Descripti	on		Serial #	Stock #	Quantity	Fixed		
	A1				Non-Barcode Tracked Item	0	2			
	NBM10-004	10 Foot RapcoHorizon NBM1 XLR Mic				4	1			
	2265	Yamaha (Digital Mixer 02R96	5VCM - 56	2R-98724	2	1			
			4.							
	Errors and Warr	nings	Code	I	Message					
								🗸 Save	X Cance	21

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.

Pack a Rack	Description	l i i i i i i i i i i i i i i i i i i i		Y Compor	nents	
RACK7000	Enter				oot RapcoHorizon I naha Digital Mixer 0	
Item Barcode					VORK - x 2.000	
				Accesso	ries	
	j Enter pri Search	1		<		>
☑ Enable qua ☑ Scan items	ntity prompt when scanning in non-bar		B	<	⊒• <u>U</u> npack Item	>
	ntity prompt when scanning in non-bar		Stock #	<pre>< Print Pick List Quantity</pre>		>
Scan items Barcode	ntity prompt when scanning in non-bard	code tracked items.	Stock #		<u>⇒ U</u> npack Item	>
Scan items	ntity prompt when scanning in non-bard	code tracked items. Serial # Non-Barcode Tracked Item	Stock #	Quantity	➡ Unpack Item	>

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.

road cases		
▲	- small road case	
- SMR	2 - small road case : Serial # Packe	ed on : 05/03/18 @ 144
4 SMR2	- small road case	
- SMR	3 - small road case : Serial # Packe	ed on : 05/03/18 @ 144
4 U SMR3	- small road case	
	rc : Serial # Packed on : 05/03/18	3 @ 1444

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 Ir	nformation Financial Details Notes	
Barcode	RACK7000	
Description		
Model Number		
Stock Number	4	
Serial Number		
Vendor		
PO Number		
Bin Location		
Quantity	1	
line of the set of the set	Location 0 - Toronto	
Home Location	0 - Toronto	
	Location	
Warehouse Location	1 - New York	
	✓ OK X Cancel	

Rack Warehouse Location

When packing a rack, where the <u>rack warehouse location</u> differs from the <u>users current location</u>, 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)

RP RentalPoint																-
Actions Re	eports Crystal Rep	orts A <u>s</u> sets Set <u>u</u> p Oth <u>e</u>	ers <u>H</u> elp													
Bookings	Pack Pack [bi	ook] Unpack Find	Find Next												Pick List	Conte
	✓ - → Roadcase > - → Gen															
Shortages		ed for booking : MYTESTO	0037	💀 Pack a Rack								- 🗆 🗙				
2,,	> - Top Pack	ed for booking : MYTEST00	0068	Pack a Rack			Description			Compo			1			
Customers				RACK7000		O Enter				Access	ories					
Products				Item Barcode		Enter	()년 Search	1								
+ ?																
				🗹 Enable quan	tity promp	t when scannir	ng in non-barco	0		int Pick List	⇒ Unpack Item					
Venues				Scan items a				Resolve incorrect rack lo	cation?							
				Barcode	Descripti	on				Quantity	Fixed					
Schedule																
Crew Planner								No - stop packing	•							
<mark>\$</mark> _								No - stop packing No - pack anyway								
								Yes - move rack to curre	ent location							
Vendors								L L	🗸 ОК							
PO								L	✓ OK							
POs																
@				Errors and War	nings	Code	N	vlessage								
Contacts																
To-Do											✓ Save	× Cancel	1			
											•					
	Pack 🕈	Pack for Booking	Unpack	🔧 Swap	>	₽ <u>F</u> ind	Find Ne	ext Print contents	Refresh						7	
	Products	Roadcases and	Racks	aintenance												
				🔘 Op	erator: Rp									Docation:	0 - Toronto	,

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.

Pack a Rac	ck							×	
Pack a Rack	k	Descriptio	on		> Compo	nents			
RACK7000)	Enter			Access	ories			
Item Barcoo	do								
	Jue								
		O Enter	ch						
					Ph	-			
		ot when scanning in non-ba	rcode tracked items.		🖺 Print Pick List	⇒ Unpack Item			
Scan item	ns as 'Fixed' Descript	•	Serial #	Stock #	Quantity	Fixed			
9876781	Descript	ion	5555	1	Quantity	Fixed 🗹			
2265	Yamaha	Digital Mixer 02R96VCM - 5		2	1				
	Turnalia	E-Bran Hinker Ozrisov Civi - 3		-	÷	_			
Errors and V	Warnings	Code	Message						
		2265	Wrong asset Location 0	- Toronto.					
					🗸 Save and set a	as Pick List	🗙 Cancel		
									_
🐁 Sv	wap	😰 <u>F</u> ind 😰 Find	Next Print conten	ts 🕄 Refresh					
laintenance									
	Operator: Rp								Location: 0 - Toronto
									seed cocacion, 0 - 1010110

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.

RP Pack a Rack							-		×
Pack a Rack		Description			> Compo	nents			
RACK7000		Enter			Access	ories			
Item Barcode									
		🔘 Enter 😰 Search	1						
Enable quanti	ity promp	t when scanning in non-bard	code tracked items.		🖺 Print Pick List	➡ Unpack Item			
Scan items as	'Fixed'								
Barcode	Descripti	on	Serial #	Stock #	Quantity	Fixed			
NBM10-004	10 Foot R	apcoHorizon NBM1 XLR Mic		4	1				
2265	Yamaha [Digital Mixer 02R96VCM - 56							
Errors and Warn	nings	Code	Message						
		2265	Wrong asset Location 0 - Tore	onto.					
		NBM10-004	Wrong asset Location 0 - Toro	onto.					
					✓ Save and set a	as Pick List	>	Cance	I

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

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



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

RP Edit Group Record : ADMINISTRATOR

Reports Printing Options Setup and U	tilities Contact Management Access	r Crew and Activities Booking Scope
Group Name Bookings Sub hires and Tr	ansfers Customers and Vendors Products an	nd PO's Checkout, Return and Maintenance
Add / Edit / Delete Sales and Disposables	Can Change Asset Disposal Type to 'Stolen' Can Change Asset Disposal Type to 'Lost/Missing' Can Change Asset Disposal Type to 'Written Off' Can Set Assets to Active Status Financial details in Asset record Disposal details in Asset record	Purchase Orders Add Purchase Orders Edit Purchase Orders Delete Purchase Orders Post Purchase Orders Receive Purchase Orders Archive Purchase Orders Set the invoice status of a PO Change Prices After PO is Posted Duplicate Purchase Orders Delete Unreceived Items from Posted PO Can edit partially received POs

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

Warning		×
	This rack is from "Toronto" but the current location is "New York"	
	Any non-asset tracked items packed will be taken from stock at the "Toronto" location	
	Do you want to continue?	
	Yes <u>N</u> o	

Fig 1.4

RP Edit Product Record :											
General	Picture	Rental Rates	Sales	Note	25	Location	Attachme	nts	Barcode		
#	Location N	lame			Qua	antity	In Racks	Lo	oose 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		

 \times

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.

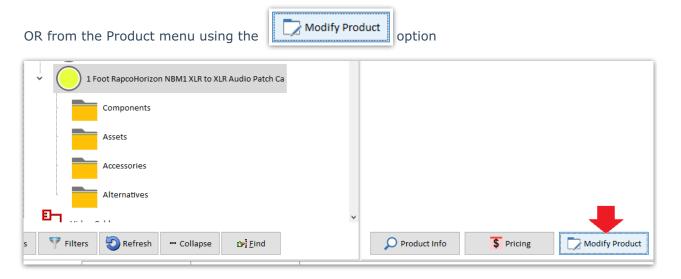
Availability & Inventory Packed in Racks

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)



Single Location

RP Edit Pro	duct Recor	d : 1 Foot Rapc	oHorizon NB	M1 XLR to	XLR Audio Patch C	a				
General	Picture	Rental Rate	s Sales	Notes	Attachments	Barc	ode			
Product	Informati	on					Printing Descripti	ons	Printing Option	15
Product	Code	NBM2-2					Description for Cli	ient F	acing Documen	its
Descript	ion	1 Foot R	apcoHorizo	on NBM1 >	(LR to XLR Audic	Pa				
Model N	lo.	NBM1-1								
Colour										
Qty Owr	hed	100.00		Но	ver over Qty Ow	ned	Product Options	Unit	Specifications	Price restrictio
	icu i			to	see racked qty		🗹 For Individual F	Renta	l / Sale	?
		Total Stock 1 less 5 i	00.00 n racks				Barcode Track			
Country	of Origin	Loose Stock R	emaining 9	95		•	Don't allow pro			2d
Revenue	e Code						Expand When A	Adde	d to a Booking	
Default	Arresson	Discount					Auto Checkout		tem	
							Warehouse acti		the cost is freig	tht
Non-tra	cked Barc	ode	1FOOT					neu,	the cost is neig	, inc

Or click Location tab on Multi-Location system

RP Edit P	Edit Product Record : 1 Foot RapcoHorizon NBM1 XLR to XLR bio Patch Ca												
Genera	Picture Rental Rates Sales Not	es Location	Attachmen	ts 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 : Ti													
					🗸 ок	X Cancel							

Assets/Barcode Tracked Inventory

When a product is barcode tracked, the

?{] <u>A</u>sset Status

Calendar Window.

While the availability calendar shows the availability count only for items NOT packed in racks,

clicking vilasset status 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.

Product Cod	de	Descri	ption			?			April	2021					
NBM1-10			ot RapcoHorizo	op NRM1 VI	P Micropho		' «		April	2021		Â	>	>	
INDIVIT-10		13: 1010	ыкарсонони	DIT INDIVIT AL	K MICIOPHO	lie Cables	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
unday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					1	2	3		
		Apr 6	Apr 7	Apr 8	Apr 9	Apr 10	4	5	6	7	8	9	10		
		9	9	9	9	9	11	12	13	14	15	16	17		
Apr 11	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	18	19	20	21	22	23	24		
9	9	9	9	9	9	9	25	26	27	28	29	30	24		
pr 18	Apr 19	Apr 20	Apr 21	Apr 22	Apr 23	Apr 24		20	21	20	25	50			
9	9	9	9	9	9	9									
Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30	May 1	1								
9	9	9	9	9	9	9	1								
												E	<u>P</u> lot 9	neet	
May 2 9	May 3 9	May 4 9	May 5 9	May 6 9			Location					4 p	unning	Balance	
9	9	9	9	9			0 - Toront	o			-		<u>r</u> unning	Dalance	
												9 /	<u>A</u> sset	Ctatus	
												•1	<u>: Asser</u>	Status	
P Asset Stat	tus : NBM1-1	0 - 10 Foot Ra	pcoHorizon NB	M1 XLR Mic	rophone Cab	oles							× <u>c</u> lo		
		0 - 10 Foot Ra dated bookir		M1 XLR Mic	rophone Cab	bles									
Asset status		dated bookir		M1 XLR Mic	rophone Cab Serial #	oles Status			Due	e Back		Bin Locat			
Asset status Barcode ^{//}	S Consolio Descri	dated bookir					house		Due	e Back		Bin Locat		Loc	
Asset status Barcode ^{//} NBM10-001	S Consolid Descri	dated bookir iption ot RapcoHori	ng view	Stock #		Status			Due	Back		Bin Locat		Loc 0 - 1	ation
	S Consolid Descri 10 Foc 2 10 Foc	dated bookir iption ot RapcoHori ot RapcoHori	ng view zon NBM1	Stock #		Status In Ware	house		Due	e Back		Bin Local		Loc 0 - 1 0 - 1	ation Foronto
Asset status Barcode ^A NBM10-001 NBM10-002	S Consolid Description 10 Foo 10 Foo 10 Foo	dated bookir iption ot RapcoHori ot RapcoHori ot RapcoHori	ng view zon NBM1 zon NBM1	Stock # 1 2		Status In Ware In Ware In Ware	house	rack]	Due 0	e Back		Bin Locat		Loc 0 - 1 0 - 1	ation Foronto Foronto
Asset statu: Barcode / NBM10-001 NBM10-002 NBM10-003	S Consolid Description 10 Foo 10 Foo 10 Foo 10 Foo 10 Foo	dated bookir iption ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori	ng view zon NBM1 zon NBM1 zon NBM1	Stock # 1 2 3		Status In Ware In Ware In Ware	house house house [In a	rack]		e Back		Bin Local			ation Toronto Toronto Toronto
Asset status Barcode / NBM10-001 NBM10-002 NBM10-003 NBM10-004	S Consolid Description Description 10 Foc 10 Foc 10 Foc 10 Foc 10 Foc 10 Foc 10 Foc 10 Foc	dated bookir iption ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori	zon NBM1 zon NBM1 zon NBM1 zon NBM1	Stock # 1 2 3 4		Status In Ware In Ware In Ware In Ware	house house house [In a house	rack]		₽ Back		Bin Locat		Loc 0 - 1 0 - 1 0 - 1 0 - 1	ation Toronto Toronto Toronto Toronto
Asset status Barcode / NBM10-001 NBM10-002 NBM10-003 NBM10-004 NBM10-005	S Consolid Description 10 Fore 10 Fore 10 Fore	dated bookir iption ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori	zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1	Stock # 2 3 4 5		Status In Ware In Ware In Ware In Ware In Ware	house house house [In a house house	rack]		e Back		Bin Locat		0 - 1 0 - 1 0 - 1 0 - 1 0 - 1 0 - 1	ation Foronto Foronto Foronto Foronto
Asset status Barcode / NBM10-002 NBM10-003 NBM10-004 NBM10-005 NBM10-006	S Consolid Description Description 10 Foot 10 Foot	dated bookir iption ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori	zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1	Stock # 1 2 3 4 5 6		Status In Ware In Ware In Ware In Ware In Ware	house house [In a house house house house	rack]		e Back		Bin Locat		Loc 0 - 1 0 - 1 0 - 1 0 - 1 0 - 1 0 - 1 0 - 1	ation Foronto Foronto Foronto Foronto Foronto
Asset status Barcode / NBM10-001 NBM10-003 NBM10-004 NBM10-005 NBM10-006 NBM10-007	S Consolic Descri Descri 10 Foc 10 Foc	dated bookir iption ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori	zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1	Stock # 1 2 3 4 5 6 7		Status In Ware In Ware In Ware In Ware In Ware In Ware	house house [In a house house house house	rack]		e Back		Bin Locat		Loc 0 - 1 0 - 1	ation Toronto Toronto Toronto Toronto Toronto Toronto
Asset statu: Barcode / NBM10-001 NBM10-002 NBM10-003 NBM10-004 NBM10-005 NBM10-007 NBM10-008	S Consolic Descri Descri 10 Foc 10 Foc	dated bookir iption ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori	zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1	Stock # 2 3 4 5 6 7 8		Status In Ware	house house [In a house house house house	rack]		Back		Bin Locat		Loc 0 - 1 0 - 1	ation Foronto Foronto Foronto Foronto Foronto Foronto Foronto
Asset statu: 3arcode / NBM10-002 NBM10-003 NBM10-003 NBM10-004 NBM10-005 NBM10-007 NBM10-007 NBM10-008 NBM10-008 Asset Scop	S Consolic Descri 10 Foc 10 Foc 10 Foc 10 Foc 10 Foc 10 Foc 10 Foc 10 Foc 10 Foc	dated bookir iption ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori ot RapcoHori	zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1 zon NBM1	Stock # 2 3 4 5 6 7 8 9		Status In Ware Select Locat	house house [In a house house house house house	rack]		rrent Qua	antity St	atistics	tion	0 - 1 0 - 1	ation Foronto Foronto Foronto Foronto Foronto Foronto Foronto
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Asset Status also available via right click Product Menu

RP RentalPoint	12.0.0.9								
<u>A</u> ctions <u>R</u> e	eports Crys <u>t</u>	tal Reports	A <u>s</u> sets Set <u>u</u> p Oth <u>e</u> rs <u>H</u> el)					
	Setup	View	Product Jaintenance						
Bookings	setup	view	Product Maintenanci						
			SPEAKCBL						
Shortages			Instrument Cables						
		, •	Data Cables					_	
Customers		XLR	XLR						
Products			10 Foot RapcoHorizon					_	
= _ 💡 .				1	Setup Products	F10			
			Components	مًا	View	•	·		
Venues			components	\diamond	Product	•	+	Add Sales Stock	
				~	Maintenance	•		Asset Status	
		Ň	Assets	-	Reports	•	*	Notes	Ctrl+N
Schedule				9	Refresh		Ð	Product Information	
			[NBM10-001		Options	•	=	Show Parent Product	Ctrl+X
				-	Log Out		8	Rental Prices	

and from the Equipment Grid of the booking via

Status button

eposit Customer Cal	lendar	Equipmen	nt Cre	ew Deliv	er To P	ayments	Notes	A	ttachment	s Status	F	ollow up					
S		61				\bigcirc	i-	P	*								
	\times	Code		Description					Quantity	Avail	Short	*Sub hire	Unit Rate	%disc		Price	Stat
		B MSR100		8" Powered Speake	r - Yamaha MS	R100			1	ОК		0	10.00	0.00		30.00	Sng
Sales and Disposables		NBM1-10		10 Foot RapcoHoriz	on NBM1 XLR M	Microphone C	ables	-	1 🛨	10	• ••	0	0.00	0.00		0.00	Sng
		E RACK7		~					1	1	0	0	0.00	0.00		0.00	Sng
		NBM1-10		10 Foot RapcoHoriz	on NBM1 XLR M	Microphone C	ables		1	In Rack		0	0.00	0.00		0.00	prt
		02R96VCM		Yamaha Digital Mix	er 02R96VCM -	56 Channel			1	In Rack		0	65.00	0.00		260.00	prt
		A-WORK							2	In Rack		0	0.00	0.00		0.00	prt
					RP Asset Stat	tus : NBM1-10 -	10 Foot Rap	coHorizon NBN	V1 XLR Micro	ophone Cables					- C	⊐ ×	
					Asset status	5 Consolidat	ed booking	gview									
					Barcode /	Descripti	on		Stock #	Serial #	Status		Due Back	Bin Location	Locati	ion ^	
					NBM10-001	10 Foot F	lapcoHoriz	on NBM1	1		In Wareh	ouse			0 - Tor	ronto	
					NBM10-002	10 Foot F	lapcoHoriz	on NBM1	2		In Wareh	ouse			0 - Tor	ronto	
					NBM10-003	10 Foot F	lapcoHoriz	on NBM1	3		In Wareh	ouse			0 - Tor	ronto	
					NBM10-004	10 Foot F	lapcoHoriz	on NBM1	4		In Wareh	ouse [In a rack] 👘			0 - Tor	ronto	
					NBM10-005	10 Foot F	lapcoHoriz	on NBM1	5		In Wareh	ouse			0 - Tor	ronto	
					NBM10-006	10 Foot F	lapcoHoriz	on NBM1	6		In Wareh	ouse			0 - Tor	ronto	
					NBM10-007	10 Foot F	lapcoHoriz	on NBM1	7		In Wareh	ouse			0 - Tor	ronto	
eeview Find Search					NBM10-008	10 Foot F	lapcoHoriz	on NBM1	8		In Wareh	ouse			0 - Tor	ronto	
eeview Find Search					NBM10-009	10 Foot F	lapcoHoriz	on NBM1	9		In Wareh	ouse			0 - Tor	ronto 🗸	
😭 Comp 🛟 Add 🔭 🗄	Rep				<											>	
ailable 🚺 🖸 Qty	1				Asset Scop		0			s	Select Locatio	n	Current Quantit				
um/					All asse		0	Selected Bar	rcode	1			Description	Loose		Total	
Io notes for NBM1-10	^	No questions fo	or NBM1-10)	0 on cur	rent booking					Location		In Warehouse	10		11	
					🖨 Ass	et Movement	s						Out on a Booki	•	-	0	
	~						_	posal Type So Include Activ			0 - Toronto	•	Total Allocated	10	1 :	11	
	н	lire discount @ ra		vent	🕒 Di	splay Booking		Include Sold									
	Γ	6.00 20.0	J0000 % N	lanagement @	D ,	Asset Notes		Include Lost,		ssets							
Fotal Hire 30.00								Include Stole Include Writ		sets							
Del/Pickup 0.00	-				1 N	Naintenance											
	Ð				G R	eserve Asset	G	Add and Res	serve Asse	t			Refresh	े Print	×	Close	
										_			-		Total P	rice	
nst/Operator 0.00																	

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

P Checkout equipme	Checkout equipment, booking: MYTEST00123 from Location :0 - Toronto – 🗆 X													
Enter Barcodes	Current Session	Equipme	ent Out	Returne	d	L.	sses							<u> </u>
Equipment to be ba	r code scanned in this	sbooking		Roa	d case v	view 🗹	Equipment ch	ecked o	ut this session [nor	n bar code tracked]				
Product Code	Description				Qty	Qty Scanr	Product Code	De	scription		Qty	Checked Out		
RACK7	~				1	0	3SPEAK	3 F	oot Mogami Gold S	peaker Cable 1/4" to	5	0		
NBM1-10	10 Foot RapcoHori	zon NBM1 XLR N	licrophone Cab	les	1	0	1AGUITAR	1 F	oot Mogami Platin	um Guitar Pedal Cable	3	0		
	LOOSE STOCK				A-WORK				2	0				
MSR100	8" Powered Speaker	- Yamaha MSR1	00		1	0								
NBM1-10	10 Foot RapcoHorizo	n NBM1 XLR Mic	rophone Cable	s	1	0								
02R96VCM	Yamaha Digital Mixe	r 02R96VCM - 56	Channel		1	0								
NBM1-1	1 Foot RapcoHorizon	NBM1 XLR to XL	R Audio Patch	Ca	1	0								
Equipment entered	/ scanned this sessio	n		💿 Orde	er <u>I</u>	<u>M</u> ove 🌂	Cross Ren	t 🖗	Nonbarcode 🛓			Select All	🖉 Unsele	ect All
Barcode	Description		Qt	у Тур	e	Note	Cross rented e	equipme	nt checked out thi	s session				
							Product Code	>	(-Rent	Description		Qty	Checked O	ut
Errors and warnings	😒 Dele	ete item 🗎 No	otes											
Barcode		Message												
							+ Errors - E	Errors	🔓 Show Errors	Copen Folder	🗹 Dis	play errors aft	er checkout	
Checkout Date	Checkout Time	Type Partial	🖌 Check	⊳ 0	pen	Info	۲	-	L				✓ Save	e
21-04-06	1235 🕝	⊖ Final	🔍 Identify	Short	ages	😤 Pro	duct Setup	Asset	Status				🗶 Cance	el 🛛

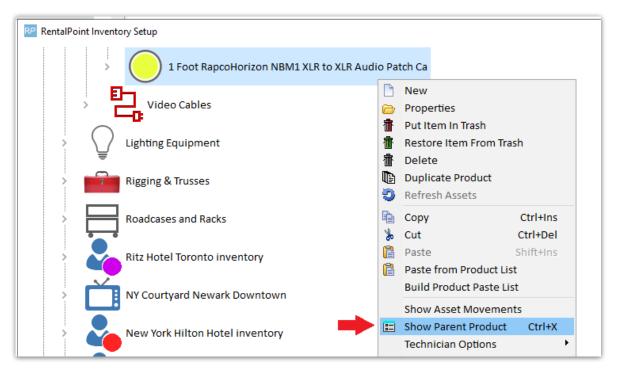
Show Parent Product option

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

Accessible from Products Menu

P RentalPoint	
Actions Re	eports Crystal Reports Assets Setup Others Help
Shortages	Instrument Cables
Customers	> Data Cables
Products	× XLR XLR
Venues	Components
	Assets
Schedule	C [NBM10-001] 10 Foot RapcoHorizon NBM1 XLR Microphone C
Crew Planner	
2	Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R: Image: NBM10-003] 10 Foot R:
Vendors	[NBM10-004] 10 Foot R Page Reports Refresh NBM10-004] 10 Foot R Page Refresh NBM10-004] View PO
PO	O [NBM10-005] 10 Foot R □ Options → Notes Ctrl+N
@	Log Out Product information [NBM10-006] 10 Foot RapcoHorizon NBM1 XLR Microph Show Parent Product Ctrl+X Rental Prices

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			
6		Non asset tracked products packed in							
	RACK7		Rack	5	RACK7000	1FOOT - non asset			
L									
	<u>O</u> pen Parent	product setup Pack Roadcas	e or Rack	ι	Inpack Roadcase or Rack	L Close			

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							
0		Assets packed in roadcases and racks										
	RACK7		Rack	1	RACK7000	NBM10-004						
	Open Parent product setup Pack Roadcase or Rack Unpack Roadcase or Rack											

Inventory Setup and Items Packed in Racks

Single Location Product Record

_		1								
RP Edit Pro	duct Recor	d : 1 Foot Rapc	oHorizon NBI	V11 XLR to >	(LR Audio Patch C	a				
General	Picture	Rental Rate	s Sales	Notes	Attachments	Barco	ode			
Product	Informatio	on					Printing Descript	ions	Printing Option	15
Product	Code	NBM2-2					Description for Cl	ient I	Facing Documen	its
Descript	ion	1 Foot R	apcoHorizo	n NBM1 X	LR to XLR Audic	Pa				
Model N	lo.	NBM1-1								
Colour										
Qty Owr	hed	100.00		Но	ver over Qty Ow	ned	Product Options	Uni	t Specifications	Price restrictio
Quy Own	[Total Stock 1		to s	ee racked qty		For Individual	Renta	al / Sale	?
Country	of Origin	less 5 in	n racks emaining 9	5		•	Don't allow pro			۶d
Revenue	e Code						Expand When			
Default	Accessory	Discount					Auto Checkout		ltem	
Non-tra	cked Barco	ode	1FOOT				When Cross re	nted,	the cost is freig	t

Multi-Location Product record

	I Picture Rental Rates Sales Not	es Location	Attachmen	ts Barcode		
	Location Name	Quantity	In Racks	Loose Stock	Bin location	
	Toronto	100.00	5.00	95.00		
	New York	0.00	0.00	0.00		
	Florida	0.00	0.00	0.00		
(California	0.00	0.00	0.00		
	Texas	0.00	0.00	0.00		
	London	0.00	0.00	0.00		
	Toronto Ritz Carlton	0.00	0.00	0.00		
	Toronto Hilton	0.00	0.00	0.00		
	NY Courtyard Newark Downtown	0.00	0.00	0.00		
	NYC	0.00	0.00	0.00		
0	FL Center Marriott Orlando World	0.00	0.00	0.00		
1	TX Hilton Austin	0.00	0.00	0.00		
2	Ottawa	0.00	0.00	0.00		
3 1	test	0.00	0.00	0.00		
		6:4			' is the remaining items available (Total Stock - Rack Items).	

Barcode Tracked 'Assets' are further identified as follows

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

RP Edit Ass	et Record								×
General	Service In	formation	Financial D	Details	Notes				
Barcod	e	NBM10-0	04		Ρ	acked in Rack :	RACK7000	-	
Descri	ption	10 Foot R	apcoHorizo	n NBM:	L XLR Mic	rophone Cabl			
Model	Number	NBM1-10							
Stock N	Number	4							
Serial I	Number								
Vendo	r			C					
PO Nu	mber			B					
Bin Loo	ation]					
Quanti	ty	1							
		Location			-	٦			
Home	Location	0 - Toront	0						
		Location							
Wareh Locatio		0 - Toront	0		T				
							🗸 ок	🗙 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 **Swap** (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

Products	1. YM7RACK_ 3 : Yamaha Mixer Rack for M7 Console [Barcode Number : YM7RACK1] [Serial :] [Model : YM7] [Location : 0 - Toronto] [Serial # Packed on : 12/09/18 @ 1638 1. M724 - 12' x 24 pin Power Cable for M7 Console : Serial # Packed on : 12/09/18 @ 1638 1. M724 - 12' x 24 pin Power Cable for M7 Console : Serial # Packed on : 12/09/18 @ 1638 1. M7L1 - M7 - LittleLite : Serial # Packed on : 12/09/18 @ 1638 1. YMOCM7 - M7 - OSHA Cable X1 Packed on : 12/09/18 @ 1638 1. YMOCM7 - M7 - OSHA Cable X1 Packed on : 12/09/18 @ 1638 1. YMOCM7 - M7 - OSHA Cable X1 Packed on : 12/09/18 @ 1638 1. YMOCM7 - M7 - OSHA Cable X1 Packed on : 12/09/18 @ 1638 1. YMOCM7 - M7 - OSHA Cable X1 Packed on : 12/09/18 @ 1638
Venues	RACKM _ 1: [Barcode Number: 7656765] [Serial:] [Model:] [Location: 0 - Toronto] [Status: In Warehouse PAT: Unknown]
	CROSS - X1 Packed on : 11/08/16 @ 1329 - I RTEST2 1: [Barcode Number : RTEST002] [Serial :] [Model :] [Location : 0 - Toronto] [Status : Out on booking : MYTEST00110]
Schedule	998899 - : Serial # Packed on : 14/06/19 @ 1733
	AMP1101 - : Serial # Packed on : 26/07/17 @ 1212
Crew Planner	CTS001 - : Serial # Packed on : 26/07/17 @ 1212
	> - PACKS - Roadcases and Racks
₽	> 🚽 Pacted for booking : MYTEST00037
Vendors	Packed for booking : MYTEST00068
PO	Enter Barcode Number to remove from road case or rack
Contacts	АМР1101 3. ✓ ОК
To-Do	
6	Pack Pack for Bocking Dupack Swap Di Find Det Print contents Refresh
Reminders Scan 30 MIN	Products Roadcases and Racks Maintenance

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

RP Ent	ter Value	×
Ente	er new Barcode Number to add to road case or rack	
AMP	P1102	
	🗸 ок	
Warning	9	×
4	AMP1101 is currently checked out on MYTEST00110 due back on unpacked.	n 02/10/2019, It must be returned before it can be
	Proceed with return and unpack?	
	<u>Y</u> es <u>N</u> o	

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

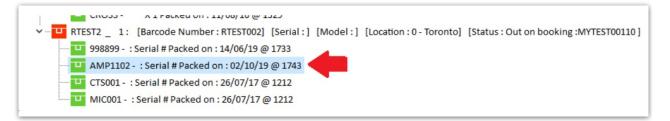
• TRUE - the asset will be returned before it is unpacked

• 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

RP Maintenance Record				×
Details				
Product Code AMI Stock Number 1	P-11		Entry Date)2-10-19
Asset Status Damaged Faulty Test Required	Out For Service Date / Time 02-10-19 IT41 Return From Service Date / Time 0 02-10-19 Image: The service Date / Time	Supplier Reference Material Charge		Vendor pri Customer pri (per asset)
Out Of Service Temporarily Permanently	Unknown Return Date	Labour Charge Total]
Faults Dropped on site, no	longer useable	Repair Details	nd wiring check	
		🗹 Include or	n Maintenance Report	
Location 0 - Toronto	•		🖌 Add	X Cancel

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:

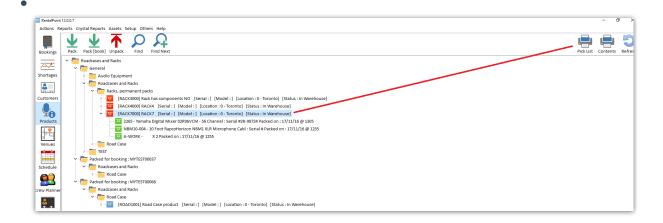
- If you are already excluding parts on your template this field may not be necessary.
- Racked items will continue to print if the racked item is an accessory and the accessory has a price. This ensures that all values included in the total amounts are displayed.
- The consolidated booking hardcopy 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

Pick List

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

Roadcases and Racks		
 Racks, permanent packs 		
[RACK3000] Rack has components NO [Serial :] [Model :] [Location : 0 - Toronto] [Sta	tus :	In Warehouse]
>]	
- [RACK7000] RACK7 [Serial :] [Model :] [Location : 0 - Toronto] [Status : In Warehouse		Pack
	T	Pack Pack for booking
	Ŧ	Unpack
A-WORK - X 2 Packed on : 17/11/16 @ 1255	ò	Find
> Road Case	A	Find Next
> TEST	÷	Print Contents
Packed for booking : MYTEST00037	÷	Print Pick List
Roadcases and Racks	÷	Print Pack History

Choose your output option

Print to	×
 Quit Printer Word Processor Screen 	Cancel
O CSV File	

ŀ	Report Display						
	I← First ← Page	Page → Last → Page : 1 of 1	📰 Go To	<u>P</u> rint	(@ <u>E</u> mail	<u>I</u> <u>C</u> lose
1		Fick List					
H	Printed 20/09/1	7 @ 1709 Roadcase : RACK7000			Page	:1	
ш	Code	Description	Serial No.	Stock#	Qty	Packed on	Packed by
×.	Al				2	17/11/16 @ 1255	RP
	NBM10-004	10 Foot RapcoHorizon NBM1 XLR Microphone Ca	bl	4		17/11/16 @ 1255	RP
1	2265	Yamaha Digital Mixer 02R96VCM - 56 Channel	2R-98724	2		17/11/16 @ 1305	R₽

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



•



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

RentalPoint 1			
Bookings	ports Crystal Reports Assets Setup Others Help Pack Pack [book] Unpack Find Find Next		
Shortages	Roadcases and Racks General Roadcases and Racks Roadcases and Racks Racks, permanent packs [RACK3000] Rack has components NO [Serial:] [Model:] [Location:0-Toronto] [Status: In Warehouse]	us : In	Warehouse]
Products Venues	 [RACK7000] RACK7 [Serial:] [Model:] [Location:0-foronto] [Status:In Waterboace] [RACK7000] RACK7 [Serial:] [Model:] [Location:0-foronto] [Status:In Waterboace] 2265 - Yamaha Digital Mixer 02R96VCM - 56 Channel : Serial #2R-98724 Packed on : 17/11 NBM10-004 - 10 Foot RapcoHorizon NBM1 XLR Microphone Cabl : Serial # Packed on : 17/ A-WORK - X 2 Packed on : 17/11/16 @ 1255 Road Case 	₹ Q	Pack Pack for booking Unpack Find Find Next
Schedule	FEST Packed for booking : MYTEST00037 Packed for booking : MYTEST00037 Roadcases and Racks And Case		Print Contents Print Pick List Print Pack History Refresh
	Packed for booking : MYTEST00068 Packed for booking : MYTEST00068 Packed for booking : MYTEST00068		Options Log Out

Choose your output option

Print to	×
 Quit Printer Word Processor Screen CSV File 	✓ ОК Ҳ Cancel

First \leftarrow P	age Page → Last → Page : 1 of 1	📰 Go To	<u>P</u> rint		@ <u>E</u> mail	<u>I</u> <u>C</u> lose					
					Contents						
Printed 20/0	Contents 9/17 @ 1714 Roadcase : RACK7000			Page	:1						
Printed 20/0 Code		Serial No.	Stock#	-	2 :1 Packed on	Packed by					
	0/17 @ 1714 Roadcase : RACK7000	Serial No.	Stock#	-							
Code	0/17 @ 1714 Roadcase : RACK7000	Serial No.	<u>Stock</u> #	Qty	Packed on	5 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?	
O Yes	🗸 ок
 No Unpacked components and accessories 	🗙 Cancel

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:

- The component and accessory folders <u>are</u> 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:
 - 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.
 - 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 ?	
O Mobile storerooms or Van	🗸 ок
A rack is a box with things bolted into it	X 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 <u>not</u> short, only the cable product displays in red because it hasn't been fully packed.

Fig 1.1

			Security.			
Ÿ		Racks				
Ξ	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

ø		Racks					
Ξ	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)

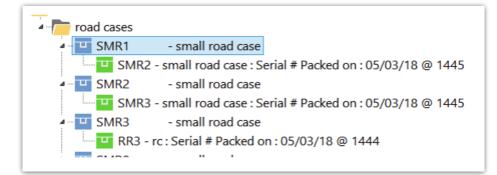
With Operational Parameter #207 'Allow nested road cases' enabled, road cases and racks can be packed into other road cases.

Company Name		Invoicing	Custom Print
Pricing Setup	0perational Setup	Custom Viewing	Word Proces:
Web and Email	-	dress Keyword Searching Categories in Product Tre	
arameter Notes	196. Functionality	of Make a Call	
		ist Booking Sequence of Vendor Disabled Optic Font Name	on
	202. Cost of prod	person from project luct based on warehouse streport templates.	unit volume spa
	204. Allow unassi 205. Play a sound		
	207. Allow nested		

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.

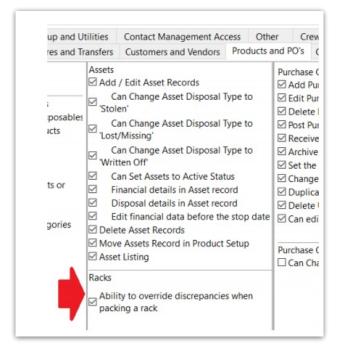


In checkout or return, when the SMR1 barcode is scanned, any fixed items from SMR1, SMR2, SMR3 and RR3 will be loaded.

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

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.

RP				Pack a Rack			- 🗆 🗙
Pack a Rack		Descriptio	n				
IR1		Enter new rack					
Item Barcode N	lumber				_		
) Enter 🕞 Sear	ch				
Enable quant	ity promp	t when scanning in non-ba	rcode tracked iter	ns.	A Print Pick List	⇒ Unpack Item	
Scan items as					_		
Barcode Numbe	Descripti	on	Serial #	Stock #	Quantity	Fixed	^
TE7	tent			7	1	•	
UU1	util test			1	1	•	
u	loss test			1	1	•	
M4	MM33 M	ixer		1	1	•	
M5	MM33 M	ixer		2	1	✓	
π	Top Deck	Black Velvet Drape 4500 x	1	1	1	•	
TD3	Rear Onl	y Handrail - 6M x 3.6M Stag	ge	3	1	✓	
TD1	Rear Onl	y Handrail - 6M x 3.6M Stag	ge	1	1		
TD5	Rear Onl	y Handrail - 6M x 3.6M Stag	ge	5	1	✓	
							~
Errors and Warn	ings	Code	Message				^
		TD5	Wrong asset Loo	cation 3 - Country.			
		TD1	This asset has be	een lost.			*
						Save	X 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).

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					
Π	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'

RP		Pack a	Rack		- • ×
Pack a Rack	< Comparison of the second sec	Description			
RACK1	Enter	Rack product			
Item Barcoo	de				
	O Enter	Del Search			
Scan iten		anning in non-barcode tracked items Serial #	Stock #	Quantity	Fixed
11	light		1	1	✓
L2	light		2	1	
CB 100	Cables	Non-Barcode Tracked Item	0	2	V

An important note on use of Rack quantities

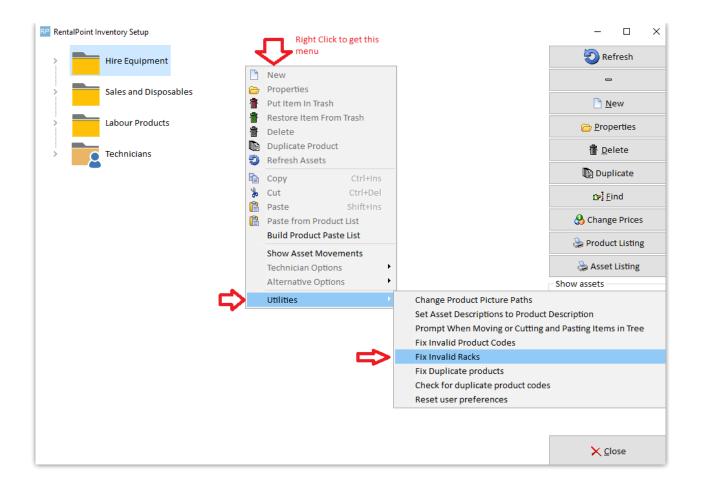
One Product and Asset Combination Per Unique Rack

• 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 <u>identical in content.</u>

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.

42. Return assets before entering into maintenance	
43. Racks are unavailable until packed	Go to Parameter
44. Action when roadcase item scanned at checkout	

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

4		0	m Rack
			Components
	4		Assets
			[2M1] 2m Rack [Serial :] [Model :] [Region : 0 -] [Location : 0 - Main] [Status : In Warehouse
			Accorrection

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.

RP				Ru	Inning Balance			- 🗆 🗙
Product Code Description					No bookings are scheduled against this product at this Location. O brought forward (1 not packed)			
Date	Time	Booking No.	Otv	Тиро	Balance	Date Reserved	Customer	
Date	Time	BOOKING NO.	Qty	Туре	Dalalice	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

Product Code Description					No bookings are scheduled against this product at this Location.				
9RACK		2m Rack			0 brought forward (1 not packed)				
Date T	me	Booking No.	Qty	Туре	Bala	ince	Date Reserved	Customer	

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