

Rental Equipment chapter **5** Page 1 of 9

Your rental equipment database is both a powerful stand-alone program and only a small module when used with I-Rent II from AbbottSoft.

Knowing your equipment:

i-Rent II - Rental equipment database module

LIST QUICK SEARCH
Type in your search information, click on the search button and reduce your list to match.

RENTAL EQUIPMENT DETAILS
You can record and then view information about each piece of rental equipment, including rates, tax information, deposit requirements and meter information.

AVAILABLE FOR RENT
The quantity available for rental is tracked as you rent out and check in your equipment.

FUNCTION KEY SHORTCUTS
Touch a function key on your keyboard and go direct to the matching function. Easy and quick.

RENTAL EQUIPMENT LIST
Just click on any rental item in the list and the information about that particular piece of equipment will appear in the details portion of the screen.

Select the type of report you want and print a report showing all the equipment on the list.

TOUCH SCREEN MENU
Just touch the screen over a button, click it with your mouse, use the shortcut key sequence or press your Enter key.

That's all it takes to activate the function.

THREE PRINTED REPORTS
You can print a rental rate, general or earned income report on any rental equipment shown in the list.

NOTEPAD FOR EACH ITEM
You can create a notepad for each rental item and have a record of information which you can print anytime.

TOUCH SCREEN READY - RADIO CONTROL BUTTONS
Just touch the button on the touch screen, or click with your mouse and instantly perform functions needed to control your equipment. You even have on-line help when needed.

It is important to know and track your rental equipment, Who sold it to you, how each item is renting, your investment in any item, maintenance costs and earned income. Your rental equipment database will do all this and more.

You can create a front counter rental price list of your entire equipment, equipment by vendor or by group.

You can print a complete list of your equipment, a list by vendor or group and determine your total investment.

On I-Rent II you can print a earned income report showing the total moneys received, and if you are using the maintenance module, you can see costs to maintain your rental equipment. You can also print this list.

Your rental equipment database has been designed to do all the above and more. The ease of use may give you the idea it does not do much. Don't be fooled it is very powerful.

Rental Equipment chapter **5** Page 2 of 9

FINDING AND LISTING EQUIPMENT TO YOUR SCREEN OR PRINTER

Your rental equipment database module offers many ways for you to find equipment or a grouping of equipment then list them together onto your screen or printer.

SCREENS AND CONTROLS

Your rental equipment database has three primary screens (pages).

They are:

1. The Main Equipment Screen (the top center of the screen which displays information about the individual piece of rental equipment you are working with)
2. The Equipment List Screen (Left side of screen. This is a list of all items stored, sorted in alphabetical order. The list can be reduced with the search field and reports printed)
3. The Notepad for each piece of rental equipment (Bottom Center – used for adding any information about the item you want) You can even scan manufacturers notes and print for rental clients.

Equipment

Search

Candelabra unity white, 301
Candle Lighter, 100
Carnival Booth, 30
Column 19 inch, 30
Column 38 inch, 30
Column 46 inch, 30
Column 72 inch, 30
Cotton Candy Machine, 30
Ficus with lights, 30
Floral Basket, 3032
Inflatable bounce house 20x15
Inflatable bounce house castle
Inflatable bounce house crayon
Inflatable bounce house dragon
Inflatable bounce house sports
Inflatable bungee run,
Inflatable velcro wall,
Joust Equipment, 18
Kneeling bench brass,
Lattice 3 panel, 303
Lattice bridal screen 5 panel,
Margarita Machine,
Mechanical Candle 12 inch,
Mechanical Candle 15 inch,
Mechanical Candle N/C,
Popcorn Machine,
Sno Cone Machine,
Wishing Well, 3028

Rate book
General report
Eamed income report

Print List

Database of rental equipment

SKU# 1013 Desc: Margarita Machine Qty: 2

Attach# 10004 Group: Party S/N: 2390J3230

Vendor: Vendomatic Insert Qty Owned

Qty Owned > 6

Sales tax information:
 Tax on Rental
 Tax on D/WC
7.75 Tax rate %

RENTAL RATES

Hourly	0.00
1/2 Day	0.00
Daily	75.00
24 Hrs.	75.00
Wk End	150.00
Weekly	0.00
Monthly	0.00

TIME ALLOWED

Meter	Hrs.	Time
0	Hrs.	Span
0	Hr. D	0
0	Hr. D	0
0	Hr. D	0

Cost\$ 232.50
List\$ 458.69
Date Purchased* 03-02-1999

UTILIZATION HISTORY

Current Meter	0	0
Hours	0	0
TBS	0	0
Month	0	0
Year	0	0

Deposit\$ 50.00

CONTRACT NOTES

Machine should never be run on an extension cord.
Any machine failure should be reported immediately.

Touch or click here and find out who has a piece of equipment.

Refresh Insert Date Print Note Save Note Clear Note Delete Note

This machine is fragile, do not rent out to folks who will not take care of it.

F2 Clients
F3 Inventory
F4 I.B.S
F5 R.O.I
F6 Reserve
F7 Where-Is
F8 Due back
Esc

CONTROLS:

You have three sets of controls and other menu choices. Touch buttons, radio control buttons and normal windows menu choices.

1. **Radio control buttons** - are a graphical control resembling push buttons, which you might find on an expensive stereo system.

They have a descriptive title telling you what they do and to initiate their action you move your mouse pointer over the button, it will turn to a little hand like your web browser and then click with your left mouse button to activate your choice. These are also touch buttons if you are using a touch screen monitor designed for this program.

2. **Touch screen buttons** – are on the left side of the equipment screen. They are designed to move you quickly between modules. You can use your mouse or the appropriate function key on your keyboard. You can also use the Alt+Underlined letter.

3. **Standard control buttons** - are similar to what you see on most windows programs. Rectangular or square in shape they have a description of their action and like the radio control button, you click on them with your left mouse button they will initiate their action. Most also have a shortcut key sequence which you can initiate by holding down your Alt key then pressing the underlined letter shown on the control.

4. **Menu choices** - are scattered about your pages. They may be across the top or like most web pages scattered about (they can be an icon.)

When you left click on them with your mouse a function will start.

Your mouse can change to either a pointing hand or a special arrow symbol as described in the above two controls.

Help prompts: - are available on most controls and important fields. When you move your pointer to almost any control button or menu choice, stop the pointer on the item for at least one second, your program will pop up a little window with a prompt explaining the action which will be taken. Also a prompt is visible between the main equipment screen and notepad. This changes automatically as you move your mouse pointer around the screen.

EQUIPMENT LIST

Although there are many ways of finding equipment, we have designed I-Rent II so that the equipment list is the easiest and fastest way to find equipment. Unless you already know the number, then you can use the search button after inserting the item number.

SEARCHING AND FINDING EQUIPMENT:

Finding individual equipment items: (direct search)

From the main equipment screen you can click on any of the top five fields (SKU#, Description, Group, Serial Number or Vendor) and then type in all or part of what you expect to find listed in that field, for the equipment you want found, click on the "Find" radio control button and the items which match your search will be displayed one at a time.

Example: If you were going to try and find a equipment described as "Whiz-bang automated thing-uh-muh-jig". You could type in the letters "Whiz" in the description field, click on the "Find" radio control button and if that item was in the rental equipment database your program would find it and display the information on the screen.

Once the equipment item is displayed on the screen, your program will pop up a little window in the center of your screen and verify that you wanted this item. If you answer no then the program will continue searching and present another item, which matches or it will just go blank if no matches are found.

It will also find any equipment described with the letters "whiz" which you may not want to consider. Example "Whiz-kid garden rake"

If you type in to much information you can pass over items because you misspelled or over spelled the name.

Example: "gig" will not find "Jig", "Whizbang" will not find "Whiz-bang".

It is important to consider what you type in the search fields when you insert equipment items because your ability to find items later is dependant.

There are three levels of searching. The fastest way to find a equipment is to type in the SKU number then click the "Find" radio button.

The next fastest method is to type in all or part of the description and the slowest method is to type in all or part of the group, S/N or vendor fields.

Another way of finding and listing equipment into a group for both your screen and printer is to use the "List" radio control button. First "Clear" the main equipment screen, fill in one of the top five fields then click on the "List " radio control button and the equipment list will be reduced to match.

Rental Equipment chapter **5** Page 5 of 9

GETTING ON-LINE HELP:

From any page you can get on-line help by clicking on the radio control button with the question marks.

The help screen will appear and further information about the functions and procedures for the page you were using will appear. *See page 1 of this chapter for a screen snapshot of the help screen.*

INSERTING NEW EQUIPMENT IN TWELVE EASY STEPS:

When using I-RENT II you must first establish a database of equipment before you can rent anything. You do not have to record your entire equipment and you can even add equipment into your database on the fly.

Hourly	10.00
1/2 Day	15.00
Daily	25.00
24 Hrs.	30.00
Wk.End	50.00
Weekly	100.00
Monthly	350.00

Meter	Hrs.	Time Span
0	Hrs.	
0	Hrs.	
0	Hr.-D	2
0	Hr.-D	3
0	Hr.-D	5
0	Hr.-D	28

Hours	TBS
0	0

Month	Year
0	0

INSERTING NEW EQUIPMENT:

If you are going to use a bar code reader: Then read the SKU# into the database with the reader - do not enter the SKU# manually if you can avoid it.

As you insert your equipment please follow the steps from the next page in this manual exactly. Leave nothing undone because all information will be needed later when you run the program and seek out reports.

INSERTING NEW EQUIPMENT:

1st. You must establish a SKU# for each equipment item. The item number can be any combination of letters or numbers up to a maximum of twenty. (We suggest you keep them eight or under, if at all possible) You must not use spaces or symbols in your SKU#. *You will be given a warning on the screen if do and whatever you do , do not ignore the warning!*

2nd. Fill in the description for this new equipment. Consider later searches and be constant with similar items. Another consideration is to put the most descriptive part in the beginning, then any sizes, shapes, colors later. Why? On some of your printed receipts the description will be truncated to the left, so the item will fit on the form.

3rd. The "Attach#" field is a very powerful feature. You can attach one item onto another and then another onto it until you have "attached" all parts and pieces which might make up a kit of rental equipment. You can then choose any items attached from a list and rent them one at a time when creating a rental contract. The "Attach#" is the SKU# for the equipment being attached. Ideal for custom assembly of equip.

Attaching items together is like joining the links of a chain together. When you fill out the first item and want to attach it to another then just place the second items SKU# into the attach field. This way you can even attach as many items to another as you wish and even branch attachments.

WARNINGS ABOUT ATTACHED ITEMS. Once you attach an item make sure and follow through and insert the item you attached using the SKU# you defined. If you do not attach items completely and properly your program can crash when trying to insert items into a rental contract.

4rd. In the Group field you can group equipment by type or style and get a report later without regard to who the vendor is. Examples: LAWN & GARDEN, TOOLS, JACKETS, RINGS.

5th. If you need to track the serial number then enter the items SN in this field. You will be able to find it later by searching for it.

6th. The vendor is who you purchase the item from. Make sure to always describe the vendor the same way, each time you insert more than on item. Example: Abbott Inc. and John Abbott for the same vendor. will limit you search. The search is not case sensitive!

7th. RENTAL RATES: There are seven rental rates which you may define. If you do not set a rate for a time span then I-RENT will assume you do not want to rent by that rate and will not offer the choice. If you do set a rate then I-RENT will automatically present the choice when building a rental contract.

INSERTING NEW EQUIPMENT: (Continued from previous page)

8th. METER HOURS ALLOWED: If the rental item has a meter and if you want to track it then enter the maximum numbers of meter hours allowed for each type rental span. The user will be notified on the rental contract.

8th. TIME SPANS: I-RENT will compute the "date due back" when building a rental contract. It will need to know how many hours or days are allowed for each time span. Normally the day rate is in and out the same day and 24 hrs is out one day and back the next, Wk End is two days, Week is five - seven days and Monthly is twenty eight days. You may set the span where you wish. You may also charge the date due back when building a contract.

9th. COST FACTORS: Are for your records only on this version. CLICK ON THE "**Insert Quantity Owned**" control button and follow the prompts and record the total items you own.

10th. CURRENT METER: If you want to track the TBS (Time between service) and meter readings on a piece of rental equipment I-RENT will prompt you during the building of a contract and when you close a contract.

11th. SALES TAX: I-RENT allows you to define whether a rental item is taxable when rented and if Damage Waiver Insurance is taxable and if so the tax rate. The program will also verify if the client is tax exempt and then if all three are positive apply sales tax to the contract automatically and report it in your daily and monthly income reports.

12th. The Utilization history is automated and there is nothing for you to enter. For more detailed information see the "Income report".

LAST. ADDED NOTES is a great way to make your wishes known, sell up and help protect your self liable. Whatever you write in these two lines will be shown on the screen (Ver. 3.0+) and printed on the contract.

EXAMPLES: You can use one line to list the rental rates for all time spans.
You can print a note on the contract for selling items attached to the rental item.
You can print a liability release which the client must initial
You can, quite frankly, do it any way you want.

EARNED INCOME REPORT: (ROI)

I-RENT features a fully automated income report for each rental item in it's database. Posting income to the piece of equipment is fully automated and happens when you close, or roll over the contract. If you are using the repair module then your maintenance costs will also be reported.

Rental Equipment chapter **5** Page 8 of 9

Income report - I-Rent © Copyright AbbottSoft 1999 - 2001

Test Item # TEST

Contract#	Date	Client#	Rental fee
70	12-07-2000	1017	\$10.00
72	12-07-2000	1017	\$10.00
63	12-07-2000	1019	\$10.00
244	06-26-2001	1002	\$10.00
198	06-13-2001	SERVICE	\$0.00
248	07-05-2001	001	\$25.00

Income to date: \$65.00
Investment: \$200.00

INSTRUCTIONS:
This list is a listing of all closed contracts which contained this item.

Use account # from list to search

Print List Home

You can review this income report by clicking on the "ROI" touch button, on the right of the equipment home page. (Once you have any item selected.) A window will appear which shows a list of all contracts, clients and amount received. If you are using the maintenance module you will see any completed work orders and your investment.

If you need to see the income from a particular client just type in their account number and click on the "List" radio control button. The list will be reduced to match.

You can also print the report by clicking or touching the "Print" radio control button.

METER RESET AFTER SERVICE:

When installing rental items which feature a hour meter you can establish and track the Time Between Service. When the time has been met I-RENT will warn you that the equipment should be serviced. Once serviced you need to re-set the TBS back to 0 and start tracking again. Just click on the TBS touch screen button and follow the prompts.

ON-BOARD CALCULATOR:

Microsoft Windows 98 includes a pop-up calculator and I-RENT will allow you to use this feature from within it's modules. Just click on the menu choice and when through you can close the calculator and it will be removed.

See your windows manual for instructions on how to use the Microsoft Windows calculator.

Using the calculator will allow you to do calculations without having to grab a regular calculator. You can copy and paste

A word about setting your rental rates, day limits and meter limits.

While most rates are easily understood there has been confusion about the difference between the daily rate and the twenty four hour rate.

When you set a hourly, half day or daily rate your computer will assume you are expecting the item to be returned on the same day as it was taken out. The program will not allow you to rent items for more than one day if you use these rates.

If you want to rent for more than one day or expect your daily rental to be returned within the twenty four hour rule then you should rent by 24 hrs.

If the client is not sure, or you think the item may be kept overnight then insert the rental item as 24 hours, not daily.

FILE STRUCTURE: (This information is for someone who knows programming.)

1. The rental equipment files are stored in c:\rental\rentinv
2. This is a modified ISAM (ASCII, comma – delimited) database structure which can be accessed with the Windows Notepad.
3. There is a indexing file (equip.num) which acts as a pointer to all other equipment files. It holds in sequential format the part number and description, which is used for locating the individual item files during a search by the operator.
4. Each piece of rental equipment has it's own file. The filename will be the part number with various extensions. (The extensions are eqp = recorded fields, pad = notepad, roi = itemization of rental income or maintenance charges, tot = number of units owned and use = number of rentals for month and year.)

Understanding this file structure allows you to export your data into almost any major software title in any order or format you need.

Notes: