

Management menu & Reports

Miscellaneous reports available on i-Rent and other programs.

Tutorial

These modules are for use with the following programs from AbbottSoft

- I-Rent Software
- I-Sell POS Software
- QuickFix Repair shop Software

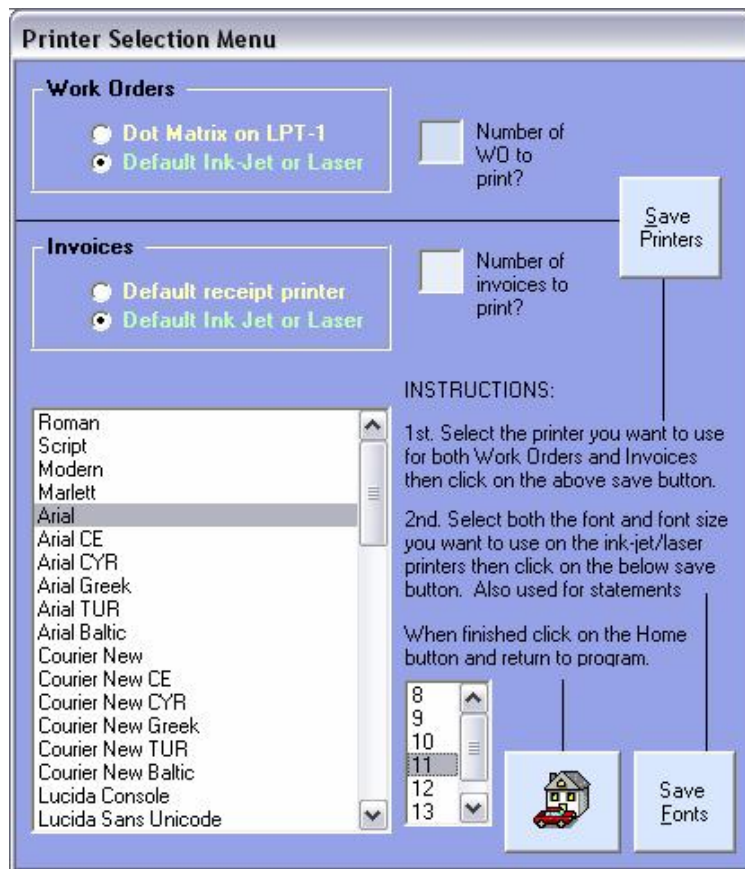
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Reports etc.

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Printer settings: Depending on the program module you are using the printer setting window may appear a little different than the below example. However if you look at yours carefully you will discover the similarity.



With AbbottSoft titles you basically have two options when printing invoices, statements, work orders or rental contracts. They are dot matrix or (laser/inkjet) style printers. You make your selection by activating the appropriate “option button” for the form you will be using.

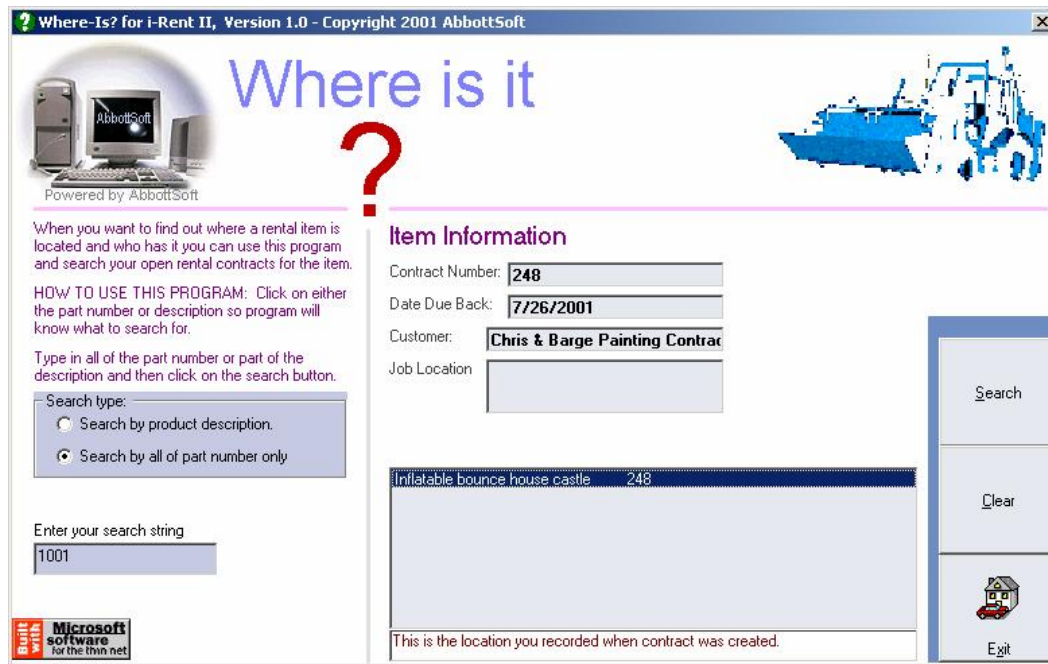
Number of copies. If you select a inkjet/laser as your printer then you will need to tell the program how many copies of each form you want to print. (A window will open asking you how many copies) If you select a dot matrix printer then your forms will be designed with carbon copies.

READ the instructions shown on the window carefully and follow them.

Reports etc.

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Where is it?: One of our more popular modules "Where-Is" allows you to quickly locate a piece of equipment and find out who has it, where it is located, when is it due back and the contract number for the rental.



You can access this module from many locations from within I-Rent. Once activated you can find a rental item by searching for the part number, or by typing in all or part of the description. Once you have told I-RENT to find the item by clicking on the "Search" button you will see a list on the bottom right of the screen which shows item description and the contract number associated with it. You may find more than one listing for many reasons.

When you click on the list window the information associated with that contract will appear above the list. You can click on another listing and review the information for that contract as well.

You can click the "Clear" button and search for another item before you click on the "Exit" home button and close the module.



Due Back Module: The due back module is very important and should be run daily. This module will show you items out on rental which are due back today, in the future, are past due or will be due back on any particular date. Also notice that a similar list is shown on the home page of i-Rent II. In both instances you can print the list.

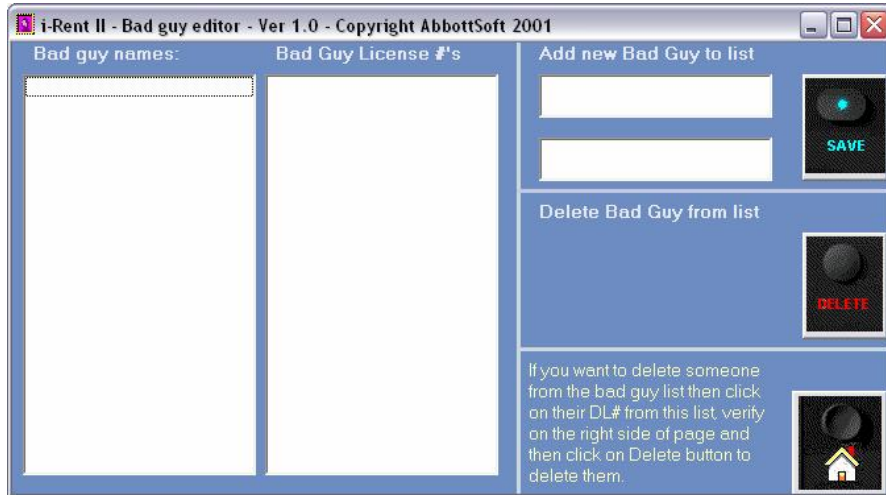
Updating equipment and inventory



Using this module allows you to quickly change all of your rental equipment spans or sales inventory, and rental equipment tax rates at one time. Read and follow the on-screen instructions.

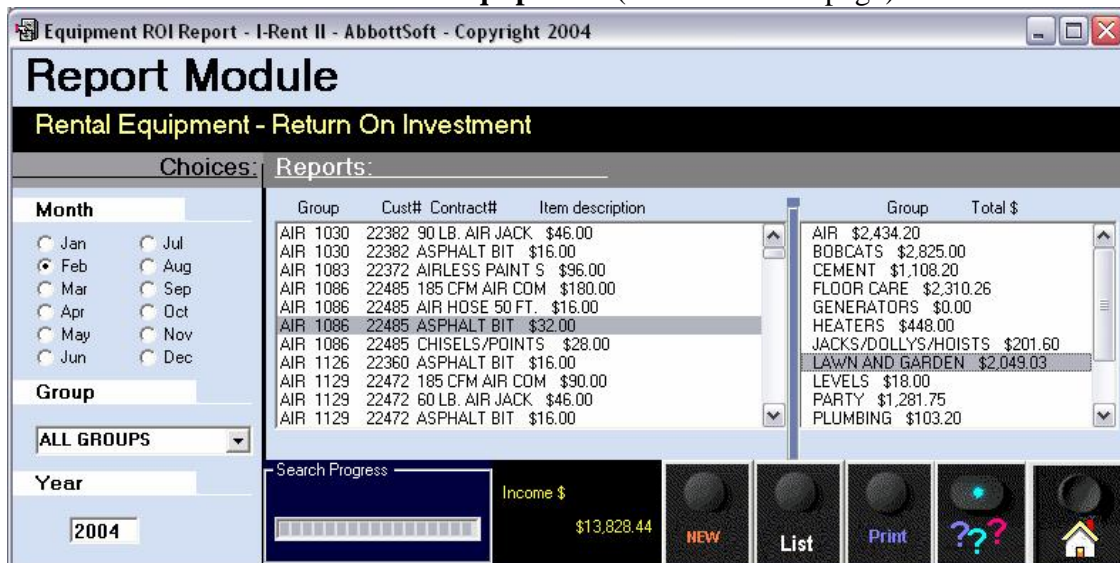
Reports etc.

Bad Guy List: When using i-Rent II you can set up a list of customers who you do not want to deal with. Perhaps these are people who have bounced checks, failed to return equipment on time or whatever.

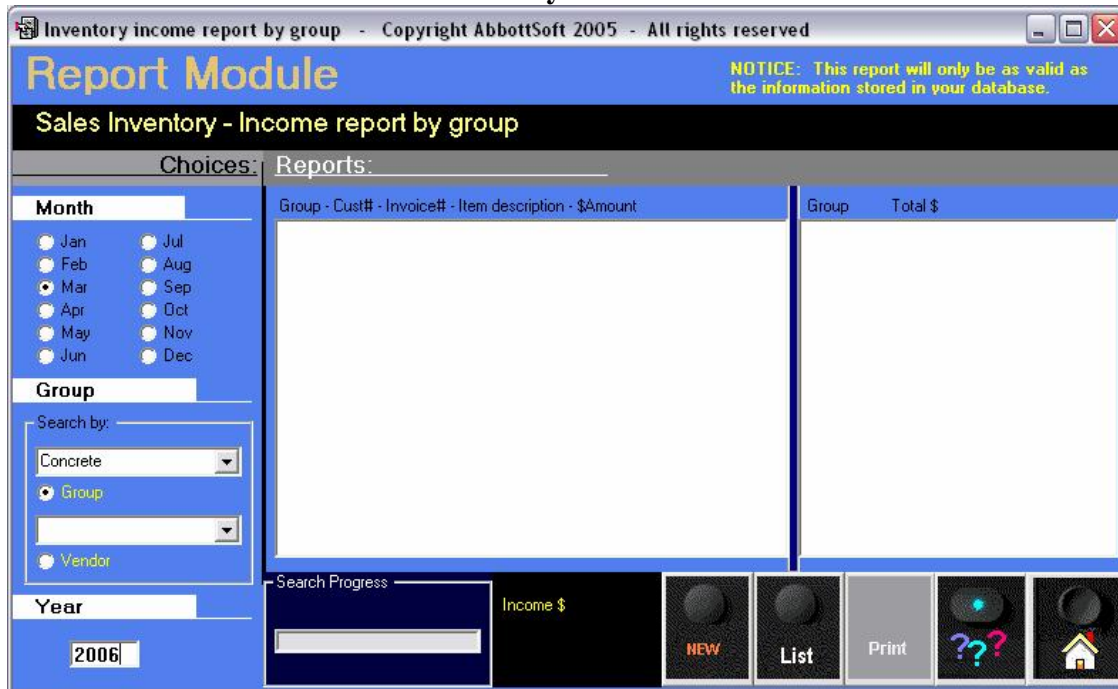


If you follow the on-screen instructions you will build a list of names connected to drivers license. When initially setting up the rental contract you are asked to type in the drivers license number. If that number matches the number stored in the “bad guy list” then the program will not let you continue until his name has been removed. This is the program module where you establish that list.

Return on Investment for Rental Equipment (Continued next page)



Return on Investment for Sales Inventory



You can select and get a report of rentals by any defined group of rental equipment, for any month and year by using the equipment ROI Module. You can also get a report of sales by any defined group, or any defined vendor, for any month or year by using the Sales ROI module (both shown above)

Once you activate the report module all you need to do is choose the month by activating the option button which matches the month you want reported. Next select the Group (and or Vendor is using inventory ROI) from the drop down list, then type in the year you want reported. The choices are on the left side of the window.

Last. Either click on the black “List” button if you want the information just shown on the screen, or click on the “Print” button if you want both a list and a printer hard copy.

Help is available on both these screens by clicking on the three question marks.

When through, just click on the “Home” button on the bottom right of the screen and you will be returned to your management menu.

NOTE: If these modules are not included with your program they will not be shown, or active on your “Reports Etc.”

Reports etc.

Settings screen for i-Rent II

i-Rent II settings

Forms:

Invoices:

- 8.5 x 11 Ink-Jet or Laser Printer > Number copies?
- Receipt printer (carbon copies)

Contracts and Work Orders:

- 8.5 x 11 Ink-Jet or Laser Printer > Number copies?
- 8.5 x 11 Dot Matrix multi-part form (carbon copies)

Statements:

- 8.5 x 11 Ink-Jet or Laser Printer / Number copies?
- 8.5 x 11 Dot Matrix multi-part form (Carbon copies)

Passwords:

Master Password →

Password to A/R modules →

Password for Client-Eqp-Inv. →

Late Charges:

30 days late %

60 days late %

90 days late %

Print all listed rental rates for all equipment on rental contract.

Print company name on laser or ink-jet forms

Run Properties.exe on each Work Station on the network.

NOTICE: Only use this module with the back office module of i-Rent II

Fonts:

Sales invoice:

8	Roman
9	Script
10	Modern
11	Marlett
12	Arial
13	Arial CE

Rental contracts and work orders:

8	Roman
9	Script
10	Modern
11	Marlett
12	Arial
13	Arial CE

Billing statements:

8	Roman
9	Script
10	Modern
11	Marlett
12	Arial
13	Arial CE

Icons:

In addition to setting the printer for invoices, statements, contracts and work orders you also set the passwords and late charges for the rental program.