




Booking HardCopy / PickList

Rentalpoint v11.1.7.0 and higher provides a default Booking Hardcopy/Picklist Fast Report with customizable options. This standard report is available as a Fast Report, custom report or hard coded. The appearance and features of each version vary. This document describes the Fast report version of this report.

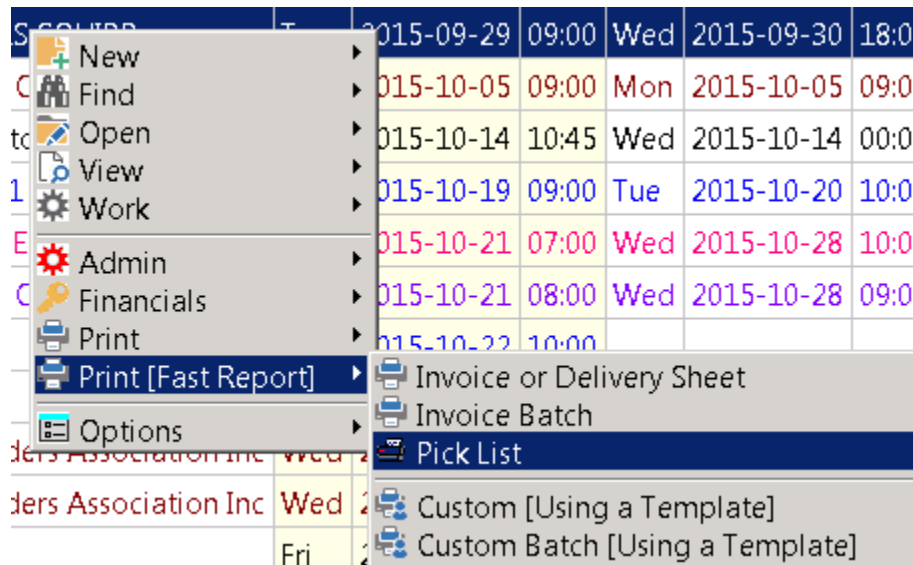
 If you are unfamiliar with the use of Fast Reports, see link below for full details on Fast Report functionality in Rentalpoint

<http://rentp.com/KnowledgebasePDFs/RentalpointFastReportIntegration.pdf>

Purpose / Objective of this report

This report is designed to assist staff in picking / prepping the equipment ready to go out or be loaded. It lists booking details plus lists all the equipment that is on the booking. There are many options.

Running the Booking Hardcopy Fast Report:



| | | | | | | |
|----------------------|-----|------------|-------|-----|------------|------|
| SOURCE | T | 2015-09-29 | 09:00 | Wed | 2015-09-30 | 18:0 |
| C | | 2015-10-05 | 09:00 | Mon | 2015-10-05 | 09:0 |
| tc | | 2015-10-14 | 10:45 | Wed | 2015-10-14 | 00:0 |
| 1 | | 2015-10-19 | 09:00 | Tue | 2015-10-20 | 10:0 |
| E | | 2015-10-21 | 07:00 | Wed | 2015-10-28 | 10:0 |
| C | | 2015-10-21 | 08:00 | Wed | 2015-10-28 | 09:0 |
| | | 2015-10-22 | 10:00 | | | |
| | | | | | | |
| | | | | | | |
| ders Association Inc | Wed | | | | | |
| ders Association Inc | Wed | | | | | |
| | Fri | | | | | |

- New
- Find
- Open
- View
- Work
- Admin
- Financials
- Print
- Print [Fast Report] (selected)
 - Invoice or Delivery Sheet
 - Invoice Batch
 - Pick List (highlighted)
 - Custom [Using a Template]
 - Custom Batch [Using a Template]
- Options

Below is what you can expect to see when this window is opened, the red text may vary.

Booking Hardcopy Print [X]

Booking No To Print [What is this?](#)

Scope ?

Single booking

All on delivery date

All for project

For heading

1 - this is a test

Consolidation ?

None

Consolidate - Group Same Products Into One Line

Equipment Group Selection

All Groups

- AUDIO-Audio Equipment
- FURN-Furniture
- MARQUEE-Marquee
- PRODUCTS-Products
- SKI-Ski Gear

Selected Group

Project Options

All

For Venue Room

For Delivery Date

?

Include booking notes

Include package components

Indent components

Separate cross rented equipment

Include Labour

Print groups on separate pages

Include required technicians only

With Prices

Equipment order by / Sequence

Booking order

Group order (within headings)

Inventory order (no headings, no comment)

Type of Printout

All equipment

Differential

OK

Cancel



Booking HardCopy / PickList

Scope Options Available:

This allows you select either a single booking, all the bookings for a selected delivery date all for a project or all for one heading in the selected booking. The option to print one heading is useful if you are using headings to separate equipment for different breakouts.

- **Consolidate**

This option if checked, will sum together all like equipment in to one line, so for example if there are 4 lines of XLZ Mixers each with a quantity of 1, then only 1 line will be printed and it will have a quantity of 4.

- **Equipment Group Selection**

This is useful if you have different departments and each department preps the equipment separately.

- **Project Options**

If the scope option is selected for a project, then this option allows you to select either a venue room or a delivery date.

- **Include Booking Notes**

This will print the booking notes on the report.

- **Include Package components**

This option will list any components that are attached to a product and have been selected in the booking, if it is unchecked then these components will be hidden.

This option also auto selects the "Indent Components" checkbox which when selected will cause the components to be indented to the right by 3 characters.

- **Separate Cross Rented equipment**

If this option is checked then when ever an equipment line is short and has a quantity in the cross rental column, then it will not be printed in the main equipment list, it will be printed in a separate list of cross rented equipment. This list of cross rented equipment is not the actual cross rented equipment, it does not list the equipment which is booked in cross rentals and assigned to the booking.

- **Include Labour**

Please note that in this document the word 'Labour' uses English spelling, your window may use the North American spelling for this word.

If this option is checked then labour / crew will be listed on the pick list. This options works with the check box below it called "Include required Technicians Only". If this checkbox is selected, then only labour lines that have a technician assigned to, will list.

- **With Prices**

In most cases your warehouse people do not need to see the prices, the default is for this to be unchecked.

- **Print Groups On Separate Pages**

This is useful for businesses that have separate departments and they each prep / pick their own equipment. Selecting this option will cause a page break to print after each change in the equipment group.

- **Equipment Order by / Sequence**

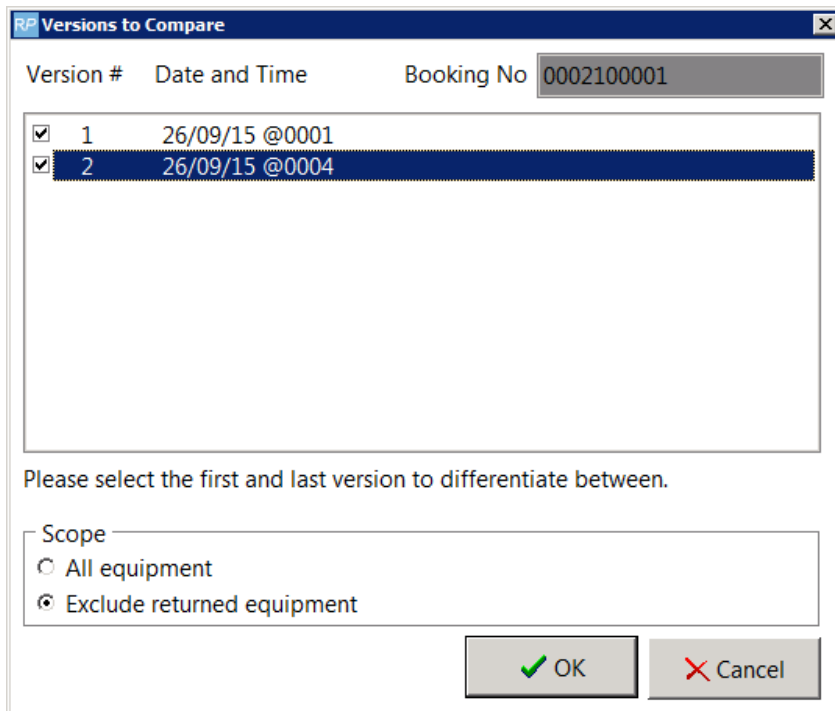
Booking order – this selects the sequence that you see when you open a booking. This sequence is set in the booking as either the order you enter the equipment or the product treeview sequence.

Group Order – This selects the groups as the main sort field and lists all groups together.

Inventory Order – this selects the sequence that you see when you open the product treeview in either the search widow or the F10 setup window.

- **Type of Printout**

This either selects all equipment as per all the other check boxes or a differential. If a differential is selected then a window will pop up and ask you to select two previous versions of the equipment list.



This is useful if you have added equipment to the booking and some of it has already been picked. The printout will only include the equipment added since the last version. In the example above, all the equipment in version 1 will not list on the report, only equipment added in version 2 will list.

Report Settings available:

Once you've complete your scope options, you still have choices for formatting of the report. The report settings you used last time the report was run will be preserved for future use.

To modify Report Settings:

1. Select your Booking Hardcopy Fast Report Template
2. Click Report Settings
3. Select any/all the report settings you would like to avail of for your report
4. Click 'Preview' to see a draft of your report (optional)
5. Click 'Print' to produce your report.

RP Fast Report Template List - BR15T00020

Report name

- Booking Hardcopy with Group - Default ← 1. Highlight the template
- RentalPoint Pick List with Group_Copy

Print

Preview

Report settings

Exit

4. Preview for draft OR print for actual report

2.

3. Choose report setting by clicking the options you would like

Note the option to now print Cross Rented Equipment on your document

Report settings

Setting name

- Bold - Packages
- Sub Totals - On Heading Change
- Sub Totals - On Group Change
- Indent - Components
- Print - Crew
- Print - Equipment
- Print - Booking Notes
- Print - Equipment Prices
- Print - Components
- Print - External Description
- Print - Cross Rented Equipment

OK Cancel