Expanding and Collapsing Items

Product Properties

Each rental and sales product in your inventory has an option to **Expand When Added to a Booking**. If this option is enabled and if the product has components or accessories, the product is automatically expanded when it's added to a booking. Likewise, if you don't want to see all the components and accessories, you can disable this option, and the product is collapsed when it's added to a booking.

🐷 Edit Product Record : Homeline DT¥ Receiver OR153 🛛 🗙						
General Picture	Rental Rates Sales Notes Location Attachmen	nts				
Product Informatio	n	Printing Description for External Documents (Invoices,Quotes)				
Product Code	DKOR153					
Description	Homeline DTV Receiver OR153					
		Print product on custom quote and invoice				
Model No.	OR153	Print Product On Sub Rental P.O.				
Colour		Print package deal component				
B		On the standard delivery sheet On the standard invoice				
Part Number		On custom printouts [using a template]				
Qty Owned	3.00 (all locations)	Suppress from delivery schedule				
		Product Options				
		For Individual Rental / Sale				
Country of Origin	Germany	Track Asset Movements (Barcode Track)				
Revenue Code		Don't allow this product to be discounted				
Default Accessory	Discount	Product is a Generic Item				
Derauk Accessoly		Expand When Added to a Booking				
		Exclude From Data Export				

Options in the Booking

The equipment grid of the booking displays small expand and collapse graphics (plus signs and minus signs) beside items that have components or accessories attached to them. You can manually expand or collapse these items. When you save the booking, the system remembers your selection for each item in the list. Upon opening the booking, the system expands or collapses items accordingly.

You may also choose to expand or collapse all items in the grid all at once. This may be helpful if you have a large booking and need to expand all items to search through the list. Right click the grid and hover over the **Expand / Collapse** option.

🝳 Find Items in Equipment Grid		
Add		
🏂 Edit		
The Delete	Del	
🕞 Insert	Ins	
揚 Cut	Ctrl+X	
📔 Paste	Ctrl+V	
Expand/Collapse	۱.	Expand All Headings
Equipment Lists	•	Collapse All Headings
The construction of the second		Expand All Parts
E Duplicate Heading		Collapse All Parts
10 L Heading Totals		

Expand and Collapse Override

In addition to the functionality described above, the system also has an option to expand all headings and packages upon opening a booking. Right click the grid and select **Equipment Grid Options**. This option is disabled by default. Once enabled, all headings and packages in all bookings will expand upon opening the booking. This option can be disabled again at any time.

Shortages	>	
🥙 Mark or UNmark as potential Sub Rental		
🔍 Display Product Information		
選 Setup or Add New Products		
Display Price Overrides for Selected Item		
🚱 Recalculate Prices for All Lines		
Reload Unit Rates for All Lines		
Tax Window		
Equipment Grid Options	 Automatic Column Resizing (this grid only) 	•
	Beep on Shortage	•
	Lock Equipment Sequence	•
	Add Equipment in Treeview Order	<u>ا ا</u>
	Expand All Headings and Packages When Booking Is Opened	Yes
		🗸 No