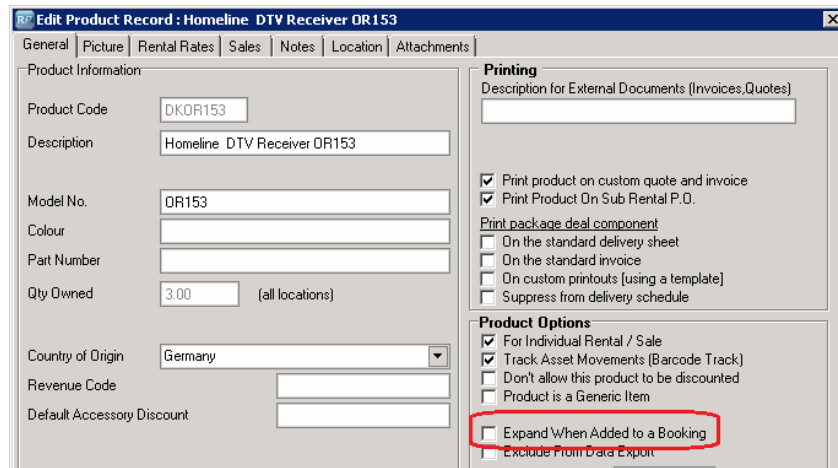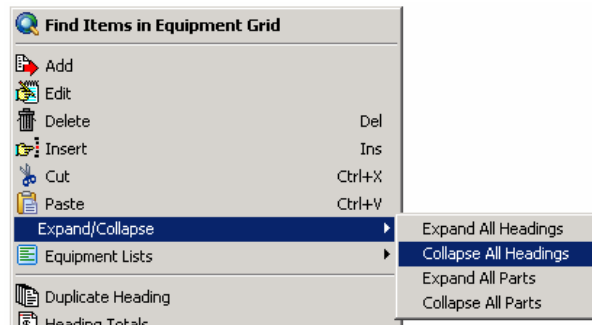**Expanding and Collapsing Items**

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.

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.

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.