How to Upgrade to a Multi Location System

To upgrade to a multi-location system from a single location system, please follow these steps.

Step 1: Copy the Multi-Location prodref.hdl File

Copy the new multi-location licence file to your RentalPoint\sys directory on each machine that has RentalPoint installed on it.

Step 2: Start RentalPoint and Add Location Names and Details

Start RentalPoint and go to Setup → Locations. Enter the details as necessary as you see on screen. Enter the company name, address details, phone number, and company # for each location. Restart RentalPoint. Please note that once a location has been added it cannot be deleted, however you can still edit the details.

Step 3: Convert Location Quantities

Open Product Setup (F10), right click, select Utilities → Convert Single Location to Multi-Location → Set Location Stock Quantities as shown below. Then enter the password when requested of **493827**. This utility updates all products in your system to be at the first location entered in Setup Locations. You can now add new products to a new location, and transfer products to other locations, as well create bookings for each location you have entered.

This utility should ONLY be run immediately after the system is changed to a multi-location system. If it is run by mistake there is a **Restore Location Stock Quantities** in the same area with **728394** as the password.