

## **Importing a Booking**

Bookings can be entered into the system by importing from a text file or by copying and pasting from a email or other document. The information needs to be in the correct format. An example is included below of the format required by the import process. Several fields are available, but not all fields are required.

Import a booking from a file by right clicking in the booking grid, clicking New [Select] then **Inquiry [Import from Text File]**. You can then select the txt file containing the booking information you want to import.

You can also import by copying text from a document such as an email then right clicking the booking grid and selecting New [Select] then **Inquiry [Import from Paste Buffer]**.

## **Integration With Websites**

This feature provides basic integration with web sites. For example, your company may have a shopping cart style web site where sales prospects can enter details of their upcoming event. They may enter info such as how many people will be attending, venue address, type of event, contact details and chose a package of equipment. Once the user submits this info the web site would then generate an email in the format below and send it to a pre defined address. Once received, the user would import the details into RentalPoint.

## **Import Format**

- All fields are optional.
- Fields can be in any order.
- Non case sensitive.
- Field names are 15 characters wide, the data field starts at the 16<sup>th</sup> character.
- If the field name is not 15 characters it must end with a : (colon).
- If the field name is neither 15 characters wide nor finishes with a : then it will not be recognised by RentalPoint and the data will not be imported.

## Example

\*Email from : Jesse

First Name       Jesse  
Last name        Smith  
Customer code    ABC001  
Company          ABC Data Systems INC  
Address          Suite 101, UBM Business Centre  
Address 2        203 New Haven Street,  
Address 3        Yorktown NSW  
Post code        216778CX  
Phone            (519) 555 1105  
Phone 2          (519) 555 3612  
Fax              (519) 555 0554  
Venue            Stand 102, Hall 5, SCEC  
Venue 2          Merino Boulevard  
Venue 3          Hamilton  
Venue 4          Postal code, Country  
Email            Jesse@ABC.com  
Delivery date    3/14/15  
Return date     3/16/15  
Project          PROJCODE Project Description  
Order Number    12345678  
Contact 2        Jim Brown  
Show Name        Art Gallery  
\* You could put the total price in if you wanted.  
Total quote     1800

### Equipment

Chase            1  
\* This is a slide projector package  
2050k           1            1055.00  
2050            1            1800  
r4m             2  
ZL-7-120        1  
unknown         1                    10.00        This is an unknown product  
ST              1  
E180            5 V  
KMC             1 V  
endpack  
\* This is a category "amps" so you can have categories added if a more  
\* overall description of what is needed can be sent.  
amps            1  
strobe          2  
Par56           8  
MB8             1  
\* This is a labour product and will be a rate of \$350  
1st-eng         1                    350  
end equipment

Freight         30.00  
Operator        30.00

### Notes

This is a test of the notes field, it will get loaded into  
the booking notes memo.  
end notes