RentalPoint Barcode Tracking

All versions of RentalPoint now support barcode tracking, please contact support@rentp.com should you need a license upgrade.

1. Why Barcode Track?

Inventory tracking:
- o Keep track of the location of all your inventory including assets checked out to maintenance, assets sold off or damaged out etc, what assets are checked out on what booking etc.

Prevent Mistakes by:
- Notifying you of the asset you scanned is not part of the booking you are checking out.
- Help you see how many of each type of asset are booked
- Let you add items at checkout without losing track of what you have in stock and what has gone out.
- Use RentalPointToGo software so that you can scan barcodes to a booking while out in the field letting you know when you have everything back on the truck to go home.

2. Barcode Tracking Methods Supported by RentalPoint

1. RentalPoint is capable of having **barcode readers input directly into the system**. This is achieved by a technology called keyboard wedge. With keyboard wedge the barcode reader will act like a fast keyboard input capable of reading the barcode tags. Since keyboard wedge is an industry standard there are several companies and models that are capable of fulfilling this requirement. Alternatively, RentalPoint can accept text files generated by a portable barcode reader capable of producing them.

2. **With a wireless pocket PC / scanner such as a Motorolla ES400 and RentalPoint Pocket PC Edition** your warehouse staff, loading dock staff and floor managers have real-time access to information to help them make better decisions at the point of activity.
   a. This integrated solution guides your warehouse staff through the dispatch and return of equipment by showing them what equipment to scan out for each job and check that they scan the correct equipment.
   b. The display includes lists of products to be scanned for the job selected, items that have been scanned as well as asset descriptions and serial numbers. The list of barcodes can then be downloaded into the main RentalPoint system with the click of a mouse.
   c. Please view the reference manual for complete details, click here to download.

3. With our latest release v10.1.2.18 or higher – we recommend using **RentalPointToGo Software** downloadable from our website with a current SSAP password.

   a. RentalPointToGo works with iPod Touch/ iPhone using the built-in camera OR with matching LineaPro handheld mobile barcode scanning accessory from Infinite Peripherals. This option includes a rugged housing that makes your iOS device suitable for use in warehouses, industrial locations, and even out in the field.
   b. It is important the the iPod/iPhone matches the LineaPro device connectors which at the writing of this document would be compatible with iPhone 4 or less (as opposed to iphone 5).
   c. Check out pictures and demos on our website http://rentp.com/togo/index.html

3. **What Are My Barcode Labeling Options?**

   1. **The easiest and recommended approach assuming products are already set up in RP:**
      a. Use pre-printed labels that come in a box and all labels are unique.
      b. Apply a barcode label to each product
      c. Then open a scan window in RentalPoint
         i. Open Inventory Setup (F10)
         ii. Right click on Assets folder
         iii. Select load/Scan Barcodes (Any barcode scanner that will download to a text file. Most of them will. There are many different models out there)
         iv. Scan all the assets in and click OK.
         v. Then the assets are bulk generated and F10 is updated right away.

   2. **Create your own barcodes in RentalPoint Inventory Management.**

      a. Create your own barcode in Inventory Setup for each asset (F10)
      b. Then print off a list of barcodes from the ones generated in RentalPoint and apply them to each product.
      c. **While there are many barcode fonts available (via google), check out** http://www.free-barcode-font.com/**.** This site provides a completely free Code 39 (AKA Code 3 of 9) TrueType (ttf) barcode font for use in almost many Windows and Macintosh programs including Microsoft Access, Microsoft Excel, Microsoft Word and QuickBooks. Alternatively you may contact support@rentp.com and we will send you the free3of9 package

The method chosen will depend on the hardware you have for printing barcodes. Some printers will have easier software hookups then others allow import from excel while others are more complicated. Please choose the option best suited for your company.

3. How To Enable Barcode Tracking in RentalPoint

Depending on the current state of your inventory we may need to help you make this transition smoothly. Please contact support@rentp.com for an analysis of the best suited approach for your company.

The Advised Steps Are:

1. Set Barcode Parameters according to how your company runs their business. See Setup →Parameters→Barcode Parameters
2. Set Operational Parameter 65 to 'Use assets to calculate quantity'
3. Return all bookings (queries are available to help with this process – please contact support@rentp.com or see our KnowledgeBase under Common Queries) https://rentalpointsoftwareincportal.ontimenow.com/default.aspx (click the wiki tab)
4. Export rental products to excel (including Asset Track column – using the query below)

```
SELECT
        G.Group_code AS [Product Group],
        G.group_descV6 AS [Group Description],
        IM.category AS [Product Category],
        C.cat_descV6 AS [Category Description],
        IM.product_code AS [Product Code],
        IM.on_hand AS [Quantity Owned],
        IM.descriptionV6 AS [Product Description],
        IM.PrintedDesc AS [Printed Description],
        R.rate_1st_day AS [Rate1st Day],
        R.rate_week AS [Rate Week],
        IM.unit_volume AS [Unit Volume],
        IM.unit_weight AS [Unit Weight],
        IM.rLength AS [Unit Length],
        IM.rWidth AS [Unit Width],
        IM.rHeight AS [Unit Height],
        IM.CountryOfOrigin AS [Country of Origin],
        IM.cost_price AS [Cost price],
        IM.retail_price AS [Retail Price],
        IM.wholesale_price AS [Wholesale Price],
        IM.trade_price AS [Trade Price],
        IM.asset_track AS [Asset Track],
        IM.NonTrackedBarcode AS [Non Tracked Barcode],
        IM.MfctPartNumber AS [Part Number],
        IM.zModelNo AS [Model Number],
        IM.BinLocation AS [Product Bin Location]
FROM        dbo.tblInvmas AS IM LEFT OUTER JOIN
                dbo.tblGroup AS G ON G.Group_code = IM.groupFld LEFT OUTER JOIN
                dbo.tblCategory AS C ON C.category_code = IM.category LEFT OUTER JOIN
                dbo.tblRatetbl AS R ON R.ProductCode = IM.product_code AND R.tableNo = 0
WHERE     (IM.product_type_v41 = 0)
ORDER BY [Product Group], [Product Category], [Product Code]
```

THINGS TO NOTE:
  a. The Import fields could be dragged to the corresponding RentalPoint fields, but our query facilitates a 'clear all' 'match all' functionality of the import operation automatically matching field names from the import file with field names in the database.
  b. It's dangerous to import without Product Group (Group Description is not sufficient) (While it would be OK when importing back into the same database best practice is to always include Product Group).
  c. Column has been added for NonTrackedBarcode. When the data is revised, this field will be blank when the Asset Track column contains Y.

5. Revise Asset Track column to Y or N as applicable (and only that column!!)
   A couple of tips:
   • We recommend placing those 2 columns side by side (or hiding columns between them while editing) and after editing the Asset Track column, sorting the sheet by Asset Track and Product Description. Then you can readily recognize if you've incorrectly populated Non-tracked Barcode on Asset Tracked products.
   • Best format for re-importing is a csv file, but you need to make sure there are no commas in the data (use FIND to search for commas)
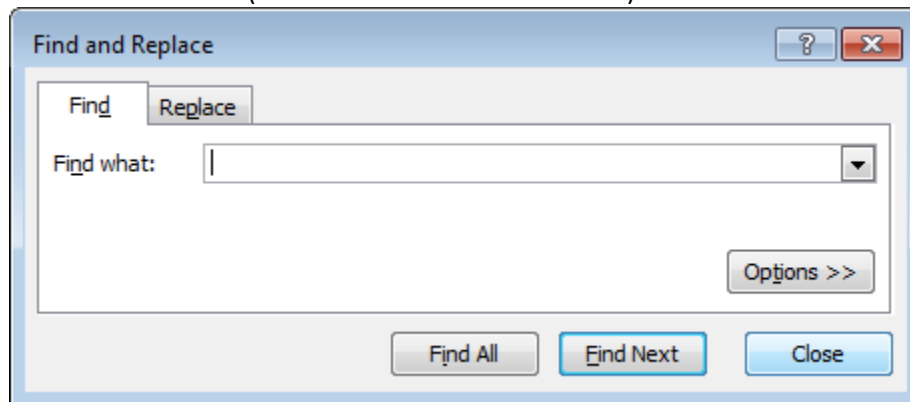
   • When excel saves to txt, it often produces garbage at the bottom of the file so f you need to use txt, save as txt then open in word pad and go to the bottom of the file and delete everything following the last data field.
6. Import the revised spread sheet
7. Use preprinted barcode labels
8. Load assets from barcode scanner (See Barcode Labelling Option 1 above for detailed instructions)
9. A video re: Adding Barcodes is available on our website OR contact support@rentp.com for a copy.