

Undo a Checkout

An undo checkout is different than a return of unused equipment. When you checkout an item, a new record is created in the system to track the status of that item. The record is also used in reporting and to track historical information. When you return an item as unused you're updating the status of the item. However when you undo the checkout for an item you're removing the record and historical information for that particular checkout session.

You may want to perform an undo if the wrong item was scanned, or if that item is needed on another booking. In some cases you may want to undo a checkout because the equipment has been checked out to the wrong booking entirely.

When performing an undo you have 2 options; undo all equipment in all checkout sessions and set the booking to B status or scan the individual items that you'd like to remove.

To undo a checkout, right click on the booking and select **Undo Checkout**. Select undo **all** or undo **individual**. The undo **all** option automatically updates the booking with no further action required from you. The undo **individual** option opens a return window. This window lists all the equipment currently checked out. You can scan the barcode or hand type it. In the example below, the items on the left are already checked out to the booking. The item on the right is being removed.

Undo checkout, Booking : RIGHTWAY00003 to Location : 0 - Main Office

Enter Barcodes Current Session

Equipment out and to be tracked with the bar code scanner

Product	Barcode	Description	R
FSPB01-2	11345	Panels - Blue/Grey 2.1m x 0.6m	N
MM300-2	11955	Martin Mac 300 Wash Light	Y
AK747-4	12202	AKG 747 Lectern Mic Kit (Dual Mic)	N
BP325-4	12227	RTS BP325 Wired Comms Beltpack	N
MC2524-6	12299	25metre 16 / 24 pair multicore	N

Equipment returned - [bar code scanned]

Barcode	Description
11955	Martin Mac 300 Wash Light

Delete Item

Notes

Equipment returned [not tracked with the bar code scanner, or cross rentals]

Product	X Rent	Description	Qty or	Qty returned
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Errors and warnings

Save Errors

Select All

Unselect All

Barcode

Message

Return Date

Return Time

9/ 7/12

1053

Damage Report

Save

Cancel