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The Booking Grid

The booking grid shows one line of information for each booking within the scope selected. The information on the grid may be customized for more efficient viewing as follows:

Code	Company	Out	Date	Time	In	Date	Time	Stat	Progress Status	Booking Type	PO No.	Crew Status	Pr
TIDEWATR00005	Tidewater Builders Association Inc	Tue	01/04/2014	10:00	Mon	20/04/2015	18:30		Quote	Rental		Not Required	
FREECAN00001	Freescale Semiconductor Canada Inc.	Thu	10/04/2014	08:00	Mon	14/04/2014	09:00	RY	Confirmed	Rental		Assigned	Kir
FREE00001	Freescale Semiconductor Inc	Fri	11/04/2014	08:00	Mon	14/04/2014	09:00	RY	Confirmed	Rental		Assigned	Kir

How do I Customize the Booking Grid?

Column Size

To change **column size**. Just move the cursor to the border of two columns, hold down the left mouse button and drag it.

Code	Company	Out	Date	Date	Time	Stat	Progress Status	Booking
TIDEWATR00005	Tidewater Builders Association Inc	Tue	01/04/2014	Mon	20/04/2015	18:30	Quote	Rental

Sorting Bookings

Simply click on the column title on which you want to sort the records in the Booking grid.

Eg:

- If you click on the Date column title all records will be arranged in ascending order.
- If you click on the Date column title again all records will be arranged in descending order.

RentalPoint 11.1.4.4

Actions Reports Crystal Reports Assets Setup Others Help

Bookings New Find Open View Work

Code	Company	Out	Date	Time	Date	Time	Stat	Pro
BRIST00013	Bristol-Myers Squibb	Sun	26/04/2015	10:00	28/04/2015	10:00	RN	Cor
BRIST00014	Bristol-Myers Squibb	Sun	26/04/2015	10:00	28/04/2015	10:00	RN	Cor
BRIST00015	Bristol-Myers Squibb	Sun	26/04/2015	10:00	28/04/2015	14:11	RN	Cor
BRIST00016	Bristol-Myers Squibb	Sun	26/04/2015	10:00	28/04/2015	14:11	ON	Cor
BRIST00011	Bristol-Myers Squibb	Tue	28/04/2015	08:00	29/04/2015	09:00	BP	Cor
FREE00005	Freescle Semiconductor Inc	Fri	01/05/2015	10:00	04/05/2015	16:47	RN	Cor
FREE00006	Freescle Semiconductor Inc	Fri	01/05/2015	10:00	04/05/2015	16:47	RN	Cor

Alternatively, to sort use the drop down Sequence menu at the bottom of the grid. Just select the name of the column you would like to sort by.

new Planner

Vendors

POs

Contacts

To-Do

Scope

Quotes

Light Pe

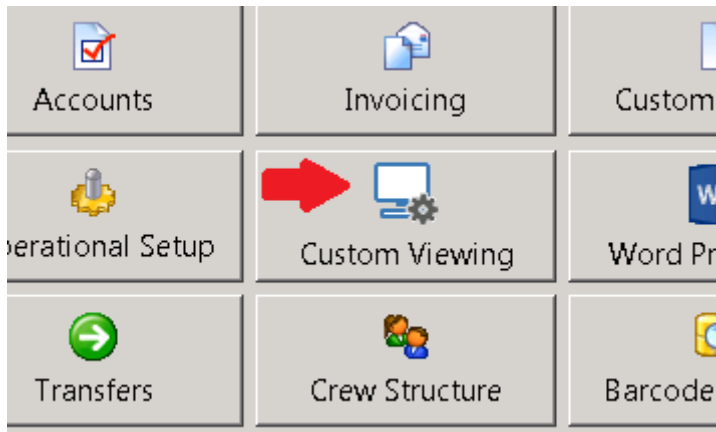
Booking Grid Parameters

Add/Remove Columns & Custom Colours

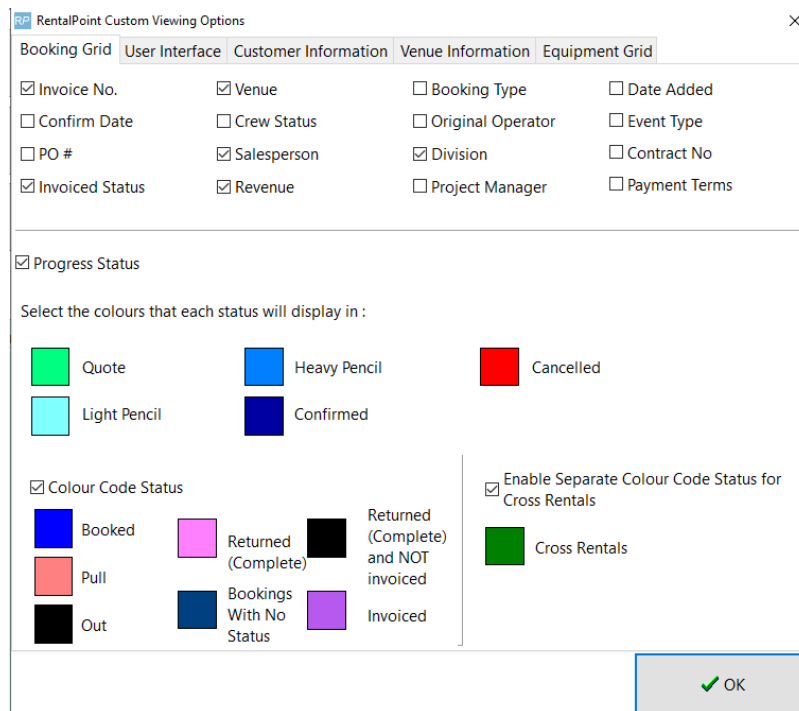
Rentalpoint offers the ability to hide some columns from the booking grid, show booking progress status in colour and show the bookings in colour.

Access this option as follows:

1. Go to setup → parameters off the main Rentalpoint menu & Choose the custom Viewing Option



2. Check the field you want to see on the booking grid – all unchecked fields will be hidden from view.
3. You can also choose the custom colours for your booking grid



4. Log out of Rentalpoint and back in again to see the effect of the changes you made in the parameter file.

Column Order

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Bookings: New Find Open View Work

Admin Financials P

↓ The order in which these columns display can be customized

Code	Company	Out	Date	Time	In	Date	Time	Stat	Progress Status	Booking Type	PO No.	Crew
TIDEWATR00005	Tidewater Builders Association Inc	Tue	01/04/2014	10:00	Mon	20/04/2015	10:30		Quote	Rental		NOT F
FREECAN00001	Freescle Semiconductor Canada Inc.	Thu	10/04/2014	08:00	Mon	14/04/2014	09:00	RY	Confirmed	Rental		Assig
FREE00001	Freescle Semiconductor Inc	Fri	11/04/2014	08:00	Mon	14/04/2014	09:00	RY	Confirmed	Rental		Assig
TIDEWATR00003	Tidewater Builders Association Inc	Fri	11/04/2014	08:00	Mon	14/04/2014	09:00	RN	Confirmed	Rental		Assig
FISK00001	Fisker Automotive Corporate Office & Headquarters	Thu	17/04/2014	08:00	Mon	21/04/2014	09:00	RY	Confirmed	Rental		Assig
OTIS00002	Otis Elevator Company	Thu	24/04/2014	08:00	Mon	28/04/2014	09:00	RY	Confirmed	Rental		Assig

To Access this menu, right click on the booking grid and choose Options, then 'column order'

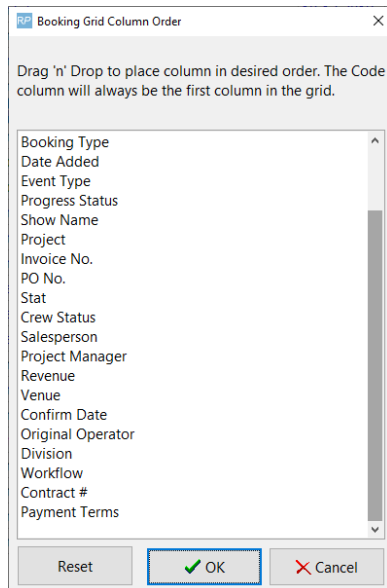
29/04/2015	09:00	BP	Confirmed	Rental
04/04/2015			Confirmed	Rental
04/04/2015			Confirmed	Rental
05/04/2015			Confirmed	Rental
07/04/2015			Confirmed	Rental
07/04/2015			Confirmed	Rental
08/04/2015			Confirmed	Rental
15/04/2015			Confirmed	Rental
19/04/2015			Confirmed	Rental
20/05/2015	10:00	BN	Confirmed	Rental
20/05/2015	10:00	RN	Confirmed	Rental

Options menu:

- New
- Find
- Open
- View
- Work
- Admin
- Financials
- Print
- Print [Fast Report]
- Options
 - Bookings Toolbar
 - Column Order

Then Drag and Drop the column names into the order you would prefer to see them in.

- Settings are applied once you click OK.
- To revert to generic settings, click reset
- Column order is saved to the windows registry and is specific to each machine you run Rentalpoint on.



Booking Grid Scope

The Booking Grid Scope is located at the bottom of the Booking Grid, allowing the user to narrow the selection of bookings displayed to the screen. On logout of Rentalpoint, the users booking grid preferences are written to the windows registry, so that they can be automatically loaded on next login.

ID	Name	Start Date	Start Time	End Date	End Time	Type	Status
HARMON00011	Harmon's Audio Visual	Mon 2017-01-23	09:00	Wed 2017-01-25	18:00	Sub rental - Assigned To : MYTEST00018	Confirmed
MYTEST00026	mytest	Mon 2017-02-06	17:00	Wed 2017-02-08	12:00	Rental	Quote
MYTEST00018	mytest	Thu 2017-02-16	13:47	Thu 2017-02-16	13:47	Rental	Confirmed
MYTEST00025	mytest	Sat 2017-02-18	10:00	Mon 2017-02-20	12:00	Rental	Confirmed
MYTEST00029	mytest	Mon 2017-02-20	12:01	Tue 2017-02-28	12:00	Rental Extended From : 00025	Confirmed

Some parameters that affect Booking Grid Scope are:

<ul style="list-style-type: none"> Operational Parameter #3 'Booking Grid Primary Scope' 	Primary Sort order/Sequence of the booking
<ul style="list-style-type: none"> Operational Parameter #13 'Booking Grid Secondary Scope' 	
<ul style="list-style-type: none"> Operational Parameter 183/Custom viewing Parameter 	Include Division in Booking Scope Include Projects Tab
<ul style="list-style-type: none"> Operational Parameter 124 	Project Scope and Sorting
<ul style="list-style-type: none"> See Also Booking Scope Options in security settings via Setup→Operators 	