

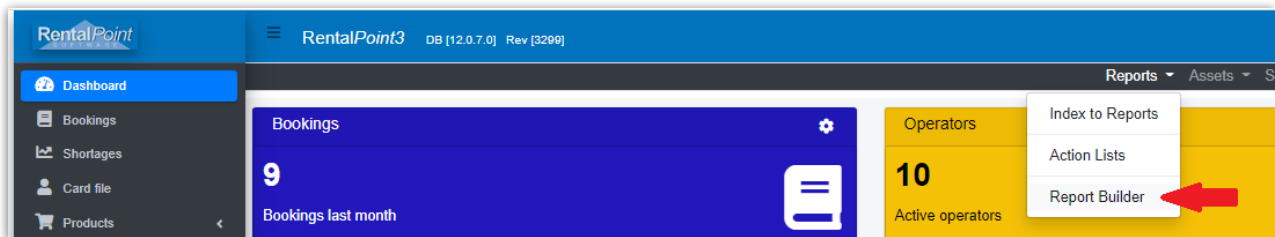
Reports & Templates

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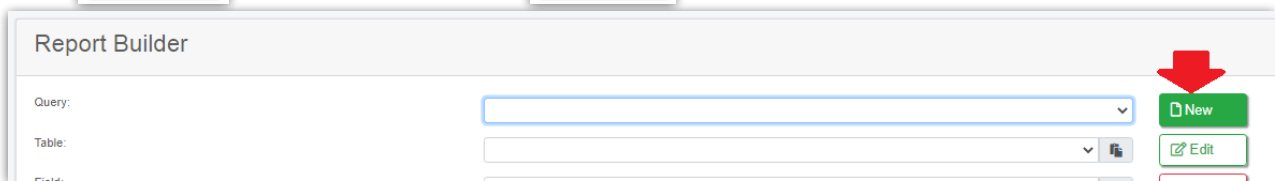
Report Builder

Occasionally you may find the need to retrieve information from RentalPoint that is not provided in standard reports. Using the Report Builder you can write an SQL query to retrieve information from the database, and save/print the output report.


Access the Report Builder from the Reports Menu



Click  to create a new report or  to edit an existing one



Once you've given your report a name, you can copy/paste an existing SQL Query into the report window, then save and execute. You'll find [some existing SQL queries in our KB](#)

Alternatively, you can build your report syntax in the syntax window (fig a below) using the drop down table list (fig b below) and the corresponding drop down field list (fig c below) to add field and table names to your syntax as needed. The  icon (fig d below) can be used to copy the selected table/field name to your current cursor position in the syntax window.

Report Builder

Query: New

Table: Fig b Edit

Field: Fig c Delete

Execute




```

DECLARE @SingleDate AS DATETIME





SET @SingleDate = '20220101'

SELECT A.product_code      [Product Code],
       A.asset_code        [Barcode],
       A.description       [Asset Description],
       Isnull(N.text_line, '') [Finance #],
       AT.booking_no       [Out on booking],
       B.showname          [Showname],
       B.organizationv6    [Customer],
       CONVERT(VARCHAR, b.ddate, 101) [Booking Out Date],
       CONVERT(VARCHAR, b.rdate, 101) [Booking In Date].
  
```

Fig a Fig d

Once you Execute the report, you'll have an option to save  to many different formats including Excel, Word, PowerPoint, txt, csv etc. and/or print  from browser or Adobe Reader. Use the  option to zoom/change the size of the output display


Close

Data from: Assets out on Jan 1 2022

Product Code	Barcode	Asset Description	Finance #	Out on booking	Showname	Customer	Booking Out Date	Booking In Date	Asset Out Date	Asset Return Date
ALTS315	ALTS315-1	Alto TS315 Speaker		SOUNDB00001	SB Fall Fest 2021	SoundByte Experience	10/31/2021	10/31/2021	12/15/2021	Still Out
ALTS315	TS3151002	Alto TS315 Speaker		SOUNDB00004		SoundByte Experience	10/05/2021	10/06/2021	10/12/2021	Still Out
ALTS315	TS3151004	Alto TS315 Speaker		JENGAR00003	St. Jacobs School Concert #1	Jennie Garth	10/14/2021	10/21/2021	10/06/2021	01/28/2022
MXPRO	12345	MX Processor		FHINK00005	Garden Party	Francis Hinkley	10/28/2021	10/28/2021	10/28/2021	02/01/2022
RCFNX15	RF1003	RF 15 Floor Standing Speaker		FHINK00005	Garden Party	Francis Hinkley	10/28/2021	10/28/2021	09/03/2021	02/01/2022
RF123	RF1231001	RF 15 Floor Standing Speaker		MGRD00007		Maria Gordon	10/06/2021	10/13/2021	10/21/2021	01/28/2022
RF123	RF1231002	RF 15 Floor Standing Speaker		FRNBE00009		FRNB Events	11/04/2021	11/05/2021	11/04/2021	01/28/2022
SAMIND	SAMIND1001	60" Samsung LED Touchscreen		SOUNDB00011		SoundByte Experience	01/24/2022	01/28/2022	10/26/2021	02/01/2022
TS315CAS	TS315C1004	Alto TS315 Speaker CASE		SOUNDB00001	SB Fall Fest 2021	SoundByte Experience	10/31/2021	10/31/2021	12/15/2021	Still Out

Exit the Report Building using the  icon or simply close the window

Report Builder EXIT 

Query: New

Action Lists/Reminder for Overdue Items

The Reminders For Overdue Items window combines several reports into one window to easily maintain all bookings overdue for specific operations, such as checkout/return/invoicing etc.

 **Running the Reports**

 **Display Preferences/Scope**

⊕ Interactive Operations

⊕ Available Reports

⊕ Operator Privileges

Financial Reports

⊕ Price Override

Booking Reports

⊕ Customs Document/Carnet for Booked Items

Product Reports

⊕ Utilization Report
