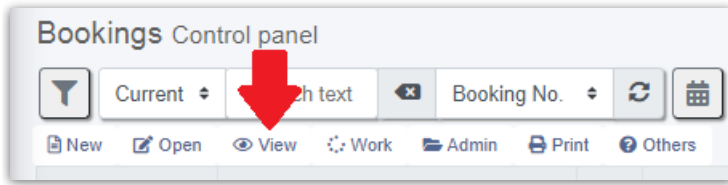


Booking View Menu Options

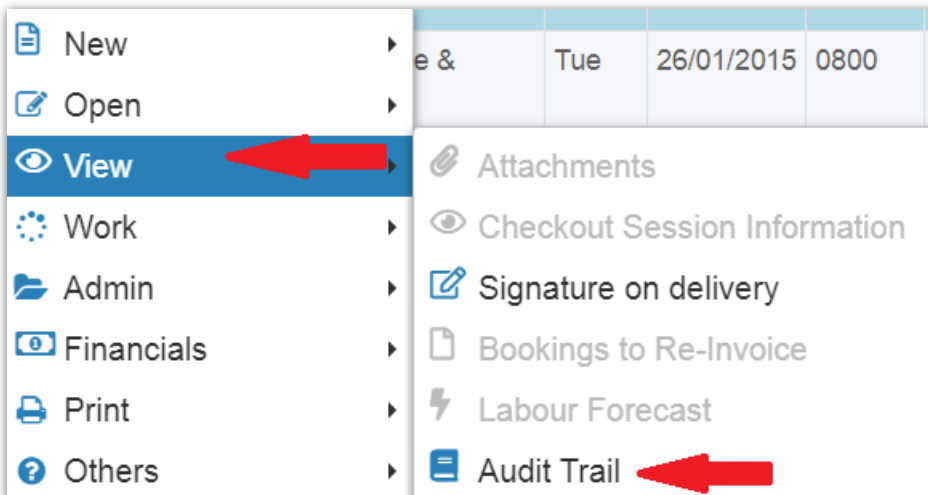
Last Modified on 15/04/2026 1:49 pm EDT



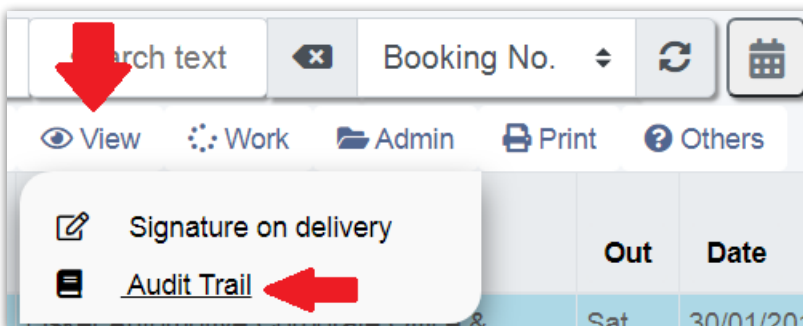
Booking Audit Trail

The RentalPoint Audit Trail functionality records actions of operators throughout the system. Each entry has a date time stamp, the action being recorded and the operator that performed that action. The audit trail can be enabled or disabled via Operational Parameter #40.

To view any booking audit trail, first highlight the booking then right click on the booking-->view-->audit trail





Or use the  menu icon



Once at the Audit Trail window use the  icon to show the audit trail report for the selected booking.

Audit Trail Report Options


  **Show Report**

Report Type

Booking

Scope

MLSTUD00104



Audit Trail for Booking : MLSTUD00104

Date	Action	Operator	Invoice #	Value	Booking	Status
10/8/2020 13:13	Booking Created	RP		4.18	MLSTUD00104	Quote
10/8/2020 13:13	Custom Invoice Generated.	RP	199	4.18	MLSTUD00104	Confirmed
10/8/2020 13:13	Already Invoiced Warning	RP		0.00	MLSTUD00104	Confirmed
10/8/2020 13:13	Credit Generated	RP	199	4.18	MLSTUD00104	Confirmed
10/8/2020 13:13	Custom Invoice Generated.	RP	201	4.18	MLSTUD00104	Confirmed
10/20/2020 15:15	Modified	RP	201	4.18	MLSTUD00104	Confirmed
2/8/2021 12:12	Modified	RP	201	12.54	MLSTUD00104	Confirmed
2/8/2021 12:12	Modified	RP	201	12.54	MLSTUD00104	Confirmed
2/8/2021 12:12	Modified	RP	201	12.54	MLSTUD00104	Confirmed
2/8/2021 12:12	Modified	RP	201	12.54	MLSTUD00104	Confirmed

Querying the Database for Audit Activity

For users interested in creating their own audit trail reports, all general audit trail entries are saved in tblAudit. The audit codes are saved as an integer and relate to the following actions:

- 0 Booking Modified
- 1 Booking Deleted
- 2 Booking Extended
- 3 Booking Duplicated From Archive
- 4 Delivery Sheet Printed
- 5 Invoice Printed
- 6 Booking Archived
- 7 Credit Generated
- 8 Booking Created
- 9 Converted to Booking

- 10 Converted to Quote
- 11 Quote Created
- 12 Settlement Discount Accepted
- 13 Standard Invoice Printed
- 14 Already Invoiced Warning
- 15 Cash Receipt Taken
- 16 Credit Reversed
- 17 Manual Invoice Generated
- 18 Long Term to Rental 7
- 19 Long Term to Rental 14
- 20 Long Term to Rental 28
- 21 Long Term to Rental Monthly
- 22 Long Term to Rental Quarterly
- 23 Deposit Taken
- 24 Deposit Refunded
- 25 Booking Checked Out
- 26 Booking Returned
- 27 Start Save
- 28 Return of Unused Equipment
- 29 Booking Cancelled
- 30 Undo Checkout
- 31 Resolve Discrepancies
- 32 Final Resolution – Removed Headings
- 33 Cross Rental Price/Qty Changed
- 34 Ship as Cross Rental, No PO
- 35 Ship Potential Cross Rental, No PO
- 36 Cross Rental Deleted
- 37 PO Modified

- 38 PO Posted
- 39 PO Received
- 40 PO Deleted
- 41 PO Un-received
- 42 PO Approved
- 43 PO Un-approved
- 44 PO Created
- 45 Partial Checkout
- 46 Final Checkout
- 47 Partial Return
- 48 Final Return
- 49 Booking unlocked while new cross rental being created
- 50 Attempt to open while already open
- 51 Unlock Command Issued
- 52 Archive PO
- 53 Booking Duplicated
- 54 Integrity Error : Item Count
- 55 Booking Opened from Checkout
- 56 Un-post PO
- 57 Customer Changed
- 58 COD Payment Changed
- 59 Cancelled Booking Reason
- 60 Booking Consolidated
- 61 Fully Invoiced
- 62 PO Closed Without Invoice
- 63 Booking Notes Modified in Quick Look
- 64 Customer Noted Modified in Quick Look
- 65 Printed Booking Hardcopy

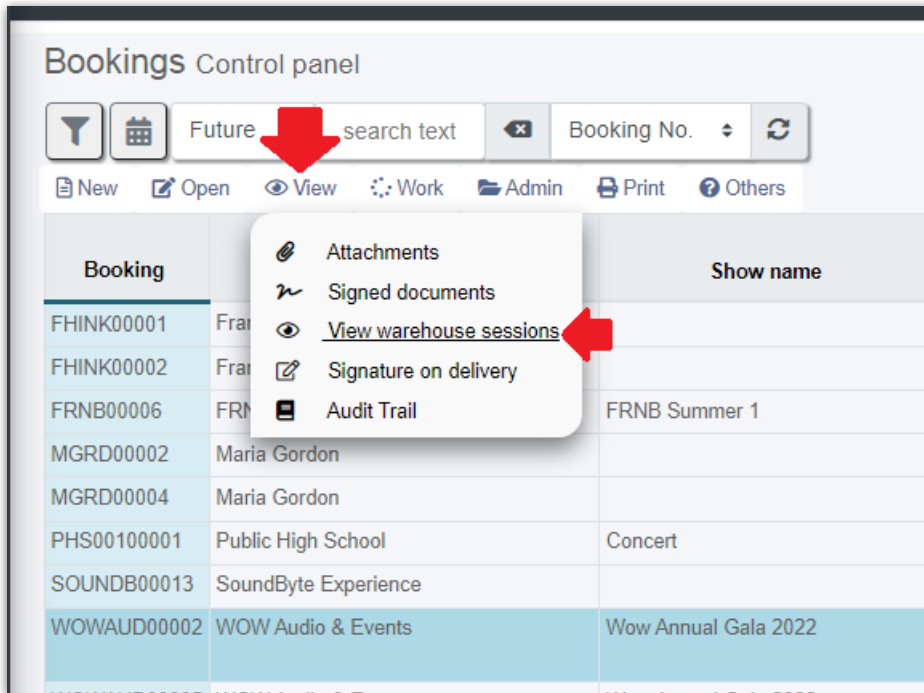
- 66 Unattached
- 67 Partial Undo Checkout
- 68 PO Duplicated
- 69 Converted Deposit to Pre-payment
- 70 Converted Pre-Payment to Deposit
- 71 Job Report Printed
- 72 Days Using Modified
- 73 Entry Operator Modified
- 74 PO has been reviewed
- 75 PO review status has been reset
- 76 Manual Credit Generated
- 77 Project Invoice Generated
- 78 Standard Invoice Generated
- 79 Custom Invoice Generated
- 80 Booking Placed in Pull Status
- 81 Booking Changed from Pull to Booked Status
- 82 Booking saved with value exceeding customer credit limit
- 83 Currency Has Changed
- 84 PO Flagged as 'Include on Schedule'
- 85 PO 'Include on Schedule' Removed

View Warehouse Sessions

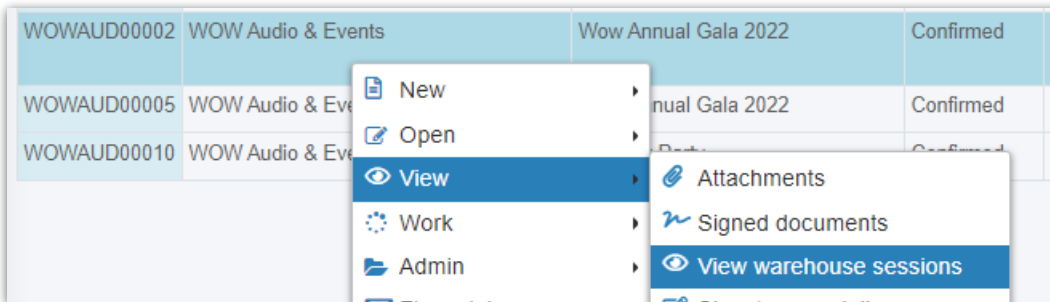
View all Pick, Checkout, Returns and Losses recorded against a booking from the View-->Warehouse Sessions

option


First, highlight the booking on the grid, then follow the options below



Alternatively, access the same option from the right click menu



Items will show under the tabs below based on their current status in relation the the booking being viewed. That is, if an item was picked, then checked out and later returned, it will only show up under the 'Returned' column, since that is its current status of the item against this booking.

Click the sort arrows  to the left of any column header to sort by that header

The items below have been returned to WOWAUD00002

The screenshot shows the 'Warehouse sessions for WOWAUD00002' page. The page title is 'Wow Annual Gala 2022'. There are tabs for 'Picked', 'Out', 'Returned', and 'Losses'. The 'Returned' tab is selected. The page shows a list of items returned, with columns for 'Description', 'Qty', 'Barcode', 'Time', and 'Operator'. The list contains 20 items, all with a quantity of 1 and a status of 'Non-tracked or Sub Rental'. The items are sorted by 'Time'.

Description	Qty	Barcode	Time	Operator
RF 15 Floor Standing Speaker	1	RF1003	02/02/2022 09:21	RP
RCF NX15 Speaker CASE	1	NX151002	02/02/2022 09:21	RP
Alto TS315 Speaker	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
Sigma EVF-11 Electronic Viewfinder	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
NX15 10' Cable	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
Samsung TV Remote	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
Sigma UAC-21 USB AC Adapter	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
Sigma LCT II-TL Body Cap	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
Sigma SUC-41 USB Cable	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
Sigma Ip L Mirrorless Digital Camera	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
Sigma HL-11 Hot Shoe Unit	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
2 x Sigma Strap Holder for Ip Camera	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
TS315 10' Cable	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
Alto TS315 Speaker CASE	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
TV Adjustable Wall Bracket	1	Non-tracked or Sub Rental	02/02/2022 09:21	RP
60" Samsung LED Touchscreen	1	J6601001	02/02/2022 09:21	RP
Sigma BP-51 Lithium-Ion Battery Pack 7.2V 1200mAh	2	Non-tracked or Sub Rental	02/02/2022 09:21	RP

While items are still checked out to booking SOUND00004

Warehouse sessions for SOUND00004					
Picked Out Returned Losses					
Items checked out					
Show 20 entries					Search:
Description	Qty	Barcode	Time	Operator	
Alto TS315 Speaker	1	TS3151002		RP	
MX Processor	1	Non-tracked or Sub Rental		RP	
Subwoofer	2	Non-tracked or Sub Rental		RP	
TS315 10' Cable	1	Non-tracked or Sub Rental		RP	

Items are picked for SOUND00005

Warehouse sessions for SOUND00005					
Picked Out Returned Losses					
Items picked					
Show 20 entries					Search:
Description	Qty	Barcode	Time	Operator	
RCF NX15 Speaker CASE	1	NX151004	02/02/2022 11:56	RP	
RF 15 Floor Standing Speaker	1	RF1231001	02/02/2022 11:57	RP	

Booking Version Information

Learn how to [View and Compare Booking Versions](#) to see what changes have been made over different booking edits.