Asset Maintenance, Repair & Cost

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Asset Maintenance Control Panel

RentalPoint supports tracking of assets in and out of maintenance for service and repairs.

Access the maintenance menu via Products-->maintenance tab

Rental Point	=								👃 ren	ıtp. °∢	≬gmail.com ▼
Dashboard							Repo	rts 👻 Assets ୟ	 Setup 	 Others 	·▼ Help ▼
Bookings	Maintenance	Control panel									
Markan Shortages		t 🗢 search text 🛛 😂									
Card file	Asset Code	Description	Return By	Fault Details	Repair Details	Entry Date	Product Code	Serial #	Ref.	Cost	Supplier
Products	1005	8" Powered Speaker - Yamaha MSR100	31/12/2079	broken		22/07/2020	MSR100	98762371		0	
Doartcases/Dacks	2247	Shure 4-Channel Microphone Mixer-Analog	31/12/2079	Service test please		23/11/2018	SCM268	268-897222		0	
	6318	Ellipsoidal - Phoenix CDM	31/12/2079		test	04/12/2015	CDM	298721		0	
	6319	Ellipsoidal - Phoenix CDM	31/12/2079		test	04/12/2015	CDM	298722		0	
III Venues	6320	Ellipsoidal - Phoenix CDM	31/12/2079		test	04/12/2015	CDM	298723		0	
💼 Schedule	SCOOP155-13-16	1500 WATT - 18" SCOOP 155	31/12/2079	wiring fault		15/01/2019	SCOOP155	SC13-16		0	CABLE-SP
Purchase Orders	SCOOP155-13-5	1500 WATT - 18" SCOOP 155	31/12/2079		need wiring contacts	27/01/2015	SCOOP155	SC13-5		0	
Æ Action Lists <					checked and maybe re- soddered						
J Contacts	SCOOP155-13-7	1500 WATT - 18" SCOOP 155	31/12/2079	wiring		15/01/2019	SCOOP155	SC13-7		0	

Use the	Ľ	option to limit assets displayed in the maintenance window by status and type

Filters					×
Asset Sta	itus				
All	⊖ Faulty	⊖ Damaged	⊖ Test Required		
Туре					
● All	⊖ Tempora	ary OPerma	nent		
				🗸 All	Q Search

See Fig 1.3 Below

A. Move between grid display options (Current, Product, Asset, All, Archived). All assets meeting that criteria will display on the grid.

B. Set the current record range using the scale at the bottom of the maintenance screen.

C. Enter any product code, description, barcode into the search text box

D: Use 🛛 to clear the search box

E: Use 🖸 to refresh the grid

Fig 1.3

Rental Point	=				
 Dashboard Bookings Shortages 	Ma <mark>intena</mark>	ge of the reco Niew Current	ntrol panel CD search text 1 CD		
Card file	Asset Cod	Current Product Asset	A	Return By	Fault Details
O Products	1005	All	wered Speaker - Yamaha MSR100	31/12/2079	broken
- Roadcases/Backs	2247	Sh	ure 4-Channel Microphone Mixer-Analog	31/12/2079	Service test please
O Maintenance	6318 6319	Elli	psoidal - Phoenix CDM	31/12/2079	
1 Venues	6320	Elli	nsoidal - Phoenix CDM	31/12/2079	
🗰 Schedule	SCOOP155-	13-16 150	00 WATT - 18" SCOOP 155	31/12/2079	wiring fault
Purchase Orders	SCOOP155-	13-5 150	00 WATT - 18" SCOOP 155	31/12/2079	
🚝 Action Lists 🛛 🖌					
J Contacts	SCOOP155	Set the age bookin	of the Current gs to view SCOOP 155	31/12/2079	wiring
	•		Current record : Days to look back 7 forward 7 forward	В	

Print Maintenance Record

Print a copy of the maintenance record to attach to the asset if needed. This way issues with assets can easily be identified when looking through gear.



Access print options via e or right click on the maintenance grid

hinten	ance Cor	ntro	panel				
	Current 🜩		cdm	×	0		
New		•	ion			Retur	n By
 Repair 		•	al - Phoenix (CDM		31/12/2	079
🔒 Print		•	🔒 Print Mai	ntenan	ce Red	cord	9
6320	Ellips	soid	I≡ Print List				9
			🗉 Returns (direct to	maint	tenance	
			🗉 Due for n	nainten	ance r	eport	
			🗉 Damage	d/faulty	list		
			Assets to	be tes	ted		

Edit Maintenance Record

Access the Edit Maintenance Record option via the
Edit to open

Access the Edit Maintenance Record option via the eitor or right click on the maintenance grid, then click

maintenance details for the asset currently highlighted in the grid

Maintenance Co	ontrol panel				
E Current	 search text ☑ 				
New	ription	Return By	Fault Details	Repair Details	Entry Date
Edit					
Repair	ATT - 18" SCOOP 155	31/12/2079	wiring fault		15/01/2019
Print	, /ATT - 18" SCOOP 155	31/12/2079		need wiring contacts checked and maybe re- soddered	27/01/2015
SCOOP155-13-7	1500 WATT - 18" SCOOP 155	31/12/2079	wiring		15/01/2019

Modify any maintenance details for the asset, including return to service date, then click 🕑 to save or 😢 to cancel the session

Maintenance

Entry date	Supplier
27/01/2015	enter company #
Asset status	Reference
Damaged	enter reference #
Out of service	Material unit charge
	0
	Labour
Outon	0
	Total charge
27/01/2015 🗖 10:39 👁	0
Return on	on maintenance report
10/06/2021	
○ Unknown return date	
Faults	Repair details
	need wiring contacts checked and maybe re-soddered

Scan Asset(s) from Service into Maintenance

Access scan options via the icon or right click on the maintenance grid, then click New to scan assets to maintenance

IVIAINTENANCE Control panel



- Use the Current option to add asset maintenance records that will affect the availability of the asset, until it is repaired and returned to service.
- Use Historical option to add maintenance history for an asset without affecting its current availability

Ref Fig 1.1 Below

To move assets from service to maintenance, first scan the assets into the maintenance list

Errors and warnings will display at the bottom of the window

Then, click or the Details tab to enter maintenance details.

Fig 1.1

	tenant	.0		
Scan	assets	Details		
s	scan	0		•
	Code	Description		
×	bb9	broadcast au	dio field kit #1- Lawo / Micron	
×	1011	Loudspeaker	System Processor	
×	tin1	tin shed		
×	1010	Loudspeaker	System Processor	
rrors	s/Warning	3		
)0 - E	Barcode no	t found.		
DO - T	This asset	s in a rack please unpack	first or enter on the rack asset : LL3	
)0 - Т	This asset	s in a rack please unpack	first or enter on the rack asset : M1	

Ref Fig 1.2 Below

Once all maintenance details are entered, click 🕑 to save or 😢 to cancel the session

All items scanned will be entered to maintenance with the same details, however each asset will have its own maintenance record

Fig 1.2

laintenance			
Scan assets Details			
Entry date		Supplier	
27/05/2021		enter company #	
Asset status		Reference	
Damaged	~	enter reference #	
Out of service		Material unit charge	
Temporarily	~	0	
Temporany		Labor	
Out on		0	
27/05/2024 E 10:42 AM @		Total charge	
		0	
O Return on		on maintenance report	
28/05/2021 🗖 10:13 AM O			
Unknown return date			
Faults		Repair details	

Return Asset(s) from Maintenance to Service



When returning a list of assets, scan each barcode then click 🕒 (or enter) to add the asset to the return list

Errors and warning will appear at the bottom of the window

Once scanning is complete, click	~	to return all assets in the list or	×	to cancel the return session.
----------------------------------	----------	-------------------------------------	---	-------------------------------

Fig 1.1

Maintenar	nce		(
\$can	0		
	Code	Description	
×	6319	Ellipsoidal - Phoenix CDM	
×	6318	Ellipsoidal - Phoenix CDM	
×	6318	Ellipsoidal - Phoenix CDM	
Errors/Warnin	ngs		
112255 - Barco	ode not found.		

OR.....return the asset to service from the Inventory Setup window by editing product properties

Rental Point			localhost says Change this asset to "In Service"?			🚴 rentp rest @gmail.com •		
Dashboard					Cancel	Reports - Asse	ts • Setup • Others • Help •	
E Bookings		Edit Asset Record						
Mortages		General	Service Information	Financial D	Details	Notes	P.A.T. Testing	
💄 Card file		Service status	1		Dates/Days			
📜 Products	۲	In Service			Days Rented Since Last	Service	0	
🏛 Venues		Out Of Service	In Service		Requires Servicing After	Rented	0	
🗰 Schedule					Last Service Date		31/12/2079	
Purchase Orders								
E Action Lists	<	Failts						
J Contacts								

Maintenance Costs

Double click on any maintenance record on the grid to see full history of maintenance costs for that asset

Rental Point	E RentalPoint3									
Dashboard										
E Bookings	Maintenanc	Maintenance Control panel								
Mortages	E Curr									
💄 Card file		December	Determ De	Fourth Darta Ha	Densis Detaile	Entry Data	Desident Octob			
🏹 Products 🗸 🗸	Asset Code	Description	Return By	Fault Details	Repair Details	Entry Date	Product Code			
O Products	RF1004	RF 15 Floor Standing Speaker	12/31/2079	housing is cracked	cracked section of housing replaced	08/31/2021	RCFNX15			
Roadcases/Racks	RF1005	RF 15 Floor Standing Speaker	12/31/2079	Speaker intermittently cuts out	reconnected faulty wiring	08/31/2021	RCFNX15			
O Maintenance										

Alternatively, access maintenance costs from the Products Menu Inventory Tree....

RentalPoint	RentalPoint3
2 Dashboard	
Bookings	
Mortages	
Lard file	■ Rental equipment ↓ □ AUDIO - AUDIO
🃜 Products 🗸 🗸	POWSPEAK - Powered Speakers
O Products	 O GHH56 - RF 15 Floor Standing Speaker O RF123 - RF 15 Floor Standing Speaker
Roadcases/Racks	- • SIGADAP - Sigma UAC-21 USB AC Adapter
O Maintenance	CFNX15 - RF 15 Floor Standing Speaker Components
🏛 Venues	Assets
💼 Schedule	CFNX15_1 : RF 15 Floor Standing Speaker [Barcode : RF1001] [Serial : 123456789] [RFNX15_2 : RF 15 Flo 📽 Setup Products e : RF1002] [Serial :] [Model : NX
🚝 Action Lists 🛛 🖌	- O RCFNX15_3 : RF 15 Flo
J Contacts	CFNX15_4 : RF 15 Flo e : RF1004] [Serial :] [Model : NX e : RF1005] [Serial :] [Model : NX
	Alternatives X Maintenance > \$ Maintenance Cost
	CARLES Alto TS315 Speaker Reports Scan Multiple Assets From Service Into

OR from the Products Icon Menu

RentalPoint	RentalPoint3
Dashboard	
E Bookings	
Marka Shortages	\$ Maintenance Cost
Lard file	Alpha Rental equi
🏹 Products 🗸 🗸	POV Maintenance
O Products	General Scan Single Asset From Service Into
Roadcases/Racks	
O Maintenance	Components
â Venues	Assets
E Action Lists	 CFNX15_1 : RF 15 Floor Standing Speaker [Barcode : RF1001] [Serial : 123456789] [RCFNX15_2 : RF 15 Floor Standing Speaker [Barcode : RF1002] [Serial :] [Model : NX RCFNX15_3 : RF 15 Floor Standing Speaker [Barcode : RF1003] [Serial :] [Model : NX

The Maintenance Costs Window

Asset service and repair charges incurred during maintenance, can be recorded against each asset maintenance record. These maintenance costs can then be accessed for reporting and evaluation purposes, from the maintenance record itself or from the maintenance cost window.

See Fig 1.1 below for an illustration of the maintenance costs window.

A. Shows all maintenance costs for a given asset based on the users 'Record Type' selection

B. Show more/less entries on the grid as needed

C. Enter any information in the search box from any of the maintenance cost fields to help narrow your search to fewer records

D. Use the 📄 arrows to the left of any heading to sort the grid in ascending/descending order

E. Use the icons to the left of each entry to 💿 Expand / 🧿 Collapse maintenance cost details on the grid

Fig 1.1	
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show 10 🕶 entries 🕒			\bigcirc					©	Search:	
Entry Date Ref. [10]	+ Faults	Repair Details	🗄 Labour Cost	Material Cost	Total Cost	Supplier Code	Out Date	Out Time	Return Date	Return Time
-08/24/2021	Wiring fault repaired		0.00	10.00	10.00		08/01/2021	10:07	08/06/2021	10:07
Status Damaged)									
08/31/2021	Stand is unsteady	Tightened screws on stand and confirmed it was level	0.00	0.00	0.00		08/27/2021	01:18	08/27/2021	05:00
owing 1 to 2 of 2 entries 1 row	selected								Prev	ous 1 N
Record type				Common informat	ion					
All				Operational Stat	us		Link	(0.0110)		
Damaged 🛛 🙀	`			Last Test Date			Uli	nown		
O Faulty	/			Last lest Date						
Test required				Test Frequency(days)		0			
Edit Edit	an existing	g maintenance record								
Add history	Add ar	n historic maintenance re	ecord for	the purp	ose of I	maintain	ing acc	urate m	naintena	nce co
Exclude fro	m report	Mark the currently high	nlight ma	aintenan	ce cost i	record so	that it	may be	exclud	ed whe
Return to S	ervice									

Return the currently highlighted asset to service

Print a Maintenance Cost Report

from the Assets Menu on the top menu bar (per screenshot below)



Maintenance Costs Report			
Scope	Record Type		
All	All		
○ For Product	○ Damaged ○ Faulty		
DateSelection	○ Test Required		
Record Entry Date Out For Sonico Date	Regions / Location Scope		
Curr of Service Date Return From Service Date	All Select Region		
Summary Options	0 - EAST		
O Print Repair Details	O Select Location		
Print Faults	0 - Main 👻		
Date From			
04/02/2022			
Include entries marked as "Exclude from report"			
	O O		

The report scope allows the user to narrow the report output to a specific product or asset within a region, location and date range. Asset costs marked as 'Exclude from Report' can also be filtered from the output as needed

ose							
8							
Date Printe	ed : Fri Feb	-04-2022		Asset Damage Report		Page 1 of 1	
EVF11 Sigma EVF-11 Elect		ctronic Viewfinder	Code : SIGEVF1002	Serial # :			
Di	ate	Reference	Faults		Supplier	Out Date	Ret Date
Fe	eb-04-2022		cracked lens			Feb-04-2022	Dec-31-2079
SIGFP	Si	gma fp L Mirrorle	ss Digital Camera	Code : SIGFP1002	Serial #	# :	
Di	ate	Reference	Faults		Supplier	Out Date	Ret Date
Fe	eb-04-2022		Needs testing, possible	e water damage		Feb-04-2022	Dec-31-2079
TS315CA	S Alt	to TS315 Speake	er CASE	Code : TS315C1001	Serial #	#: 123456789	
Di	ate	Reference	Faults		Supplier	Out Date	Ret Date
-						5 1 04 0000	D 04.0070

Returns Direct to Maintenance

Assets found faulty or damaged while on-site can be entered into maintenance before being returned to the booking. Once the asset is returned, the maintenance record will be activated, showing the asset as unavailable for the duration of the maintenance period. Maintenance crew may run the 'Returns Direct to Maintenance' report to show assets they should expect to receive for maintenance once a given booking is returned.

First ensure Barcode Parameter 42 is set to 'No' indicating that you are allowing a maintenance record to be entered for an asset while it is still physically out of the warehouse on a booking.

RP Enter Value	x
Return assets before entering them into maintenance	?
O Yes	🗸 ОК
No	× Cancel

NOTE! if Barcode #42 is set to YES, then the asset will be returned from the booking when it is scanned to maintenance, and will immediately become unavailable for the duration of the maintenance period.

Then while the asset is still checked out to the booking.....

			RentalPoint	Inventory Setup				
1	Asse	ts						^
		[2246] Shure 4-Channel Microphone Mixer-Analog	[Serial : 268-897221]	[Model : SCM268]	[Location : 0 - Toronto]	[Status : Out on booking :MYTEST	00095]	=
								ļ

Enter a maintenance record for the asset via the products menu (see full details in help option above if needed)



The maintenance entry form will indicate that this is a 'Return direct to maintenance' pending return from the booking it is out on.

RP	Scan Assets Out for Maintenance
2246	✓ OK X Cancel
	Enter Barcode
Errors and Warnings	
Code	Message
2246	Out on MYTEST00097 - will add to 'Returns direct to maintenance'
<	

RP	RP Maintenance Record X					
Details			Entry Date	01-15-19		
Asset Status Damaged Faulty Test Required Out Of Service Temporarily Permanently	Out For Service Date / Time 01-15-19 1324 Return From Service Date / Time 0 0000 © Unknown Return Date	Supplier Reference Material Charge: Labor Charge Total		Vendor B		
Faults wiring fault	to	Repair Details	n Maintenance R	leport Cancel		

Since the maintenance record is not active (pending return of asset), you won't see the asset on the maintenance

grid. You'll need to run the 'Report - Returns direct to maintenance' report to see any pending maintenance records.



When returning the asset, you can modify the maintenance record by clicking the 'Damaged' button OR just check it in as normal

📄 Edit Report

× Exit

RP		Return Equipment,	Booking : MYT	EST00097 to Location	: 0 - Toronto	_ □	x
Enter Barcodes	Current Sess	ion					
Assets out (Bar	code)			Equipment returned	- [bar code scanned]		
Product Code	Barcode	Description	R	Barcode	Description	Note	^
SCM268-1	2246	Shure 4-Channel Microphone	Y	2246	Shure 4-Channel Microphone Mixer	An 🔼	
							_
				<u>V</u> Delete	Damaged		
				Equipment returned	[not tracked with the ser code scanne	er, or cross re	ental
	_			Confirm	pi 📥 pi	it (Returned	l Qty
	(This asset has a current	t maintenance	record that will be act	ivated on return, do you wish	0	
		to edit it now?					
			Yes	No			
					Colort All		
Errors and War	nings				Select All	Onselect	
Barcode	Message	SL Shure 4-Channel Mice	ronhond't wi	ll he returned direct	tly to maintenance		
2240	WARNIN		ophone] wi	n be returned unect			
Return Date	-Select Type	e of Return :					_
01-15-19	Unused	equipment [partial return]	🖌 🗸 Chec	k 🗎 Damage I	Report 🛛 🗇 Extend Items		
Return Time	O Partial re	eturn [before return date]	🛱 Enter Lo	osses 🛛 🕞 Enter a Pa	ayment Save	X Cano	el
1327	Full [Final	al or Extended] Return			↓ Sure		

Once the asset is returned to the warehouse, RentalPoint will automatically activate the maintenance record.

		RentalPoint Inventory Setup
4	Assets	
		2246] Shure 4-Channel Microphone Mixer-Analog [Serial : 268-897221] [Model : SCM268] [Location : 0 - Toronto] [Status : Out for maintenance]

SQL Query of all Assets out to Maintenance

```
SELECT IM.groupfld [Group],
   IM.category [Category],
   A.product_code [Product],
   A.asset_code [Barcode],
   A.serial_no [Serial],
              [Item Location],
   A.locn
   A.cost,
   A.est_resale,
   A.insured_val,
   CASE
    WHEN A.servicestatus = 0 THEN 'Active'
    WHEN A.servicestatus = 1 THEN 'Temporarily Out of Service'
    ELSE 'Permanently Out of Service'
   END
              [Status]
FROM tblasset01 A
   LEFT OUTER JOIN tblinvmas IM
```

ON IM.product_code = A.product_code WHERE A.servicestatus = 1 ORDER BY IM.groupfld, IM.category, A.product_code, A.asset_code