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

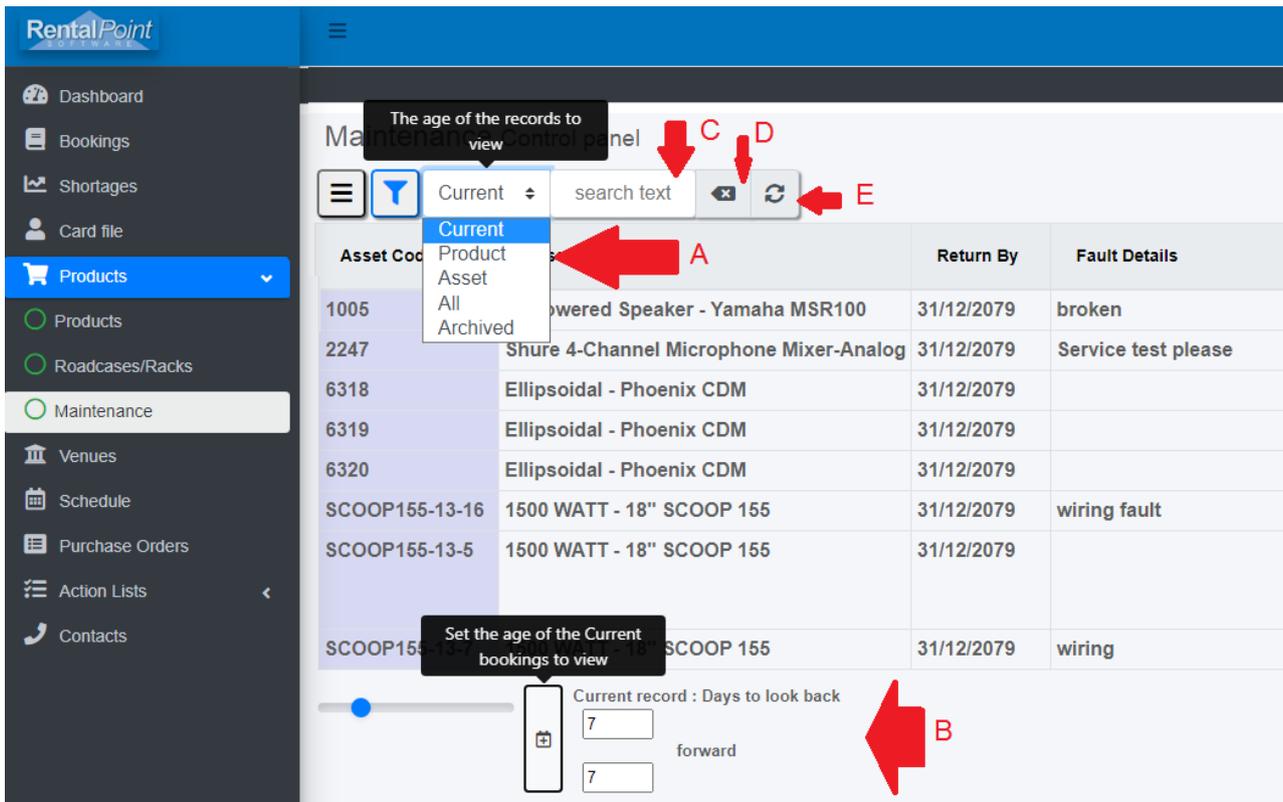Use the option to limit assets displayed in the maintenance window by status and type

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
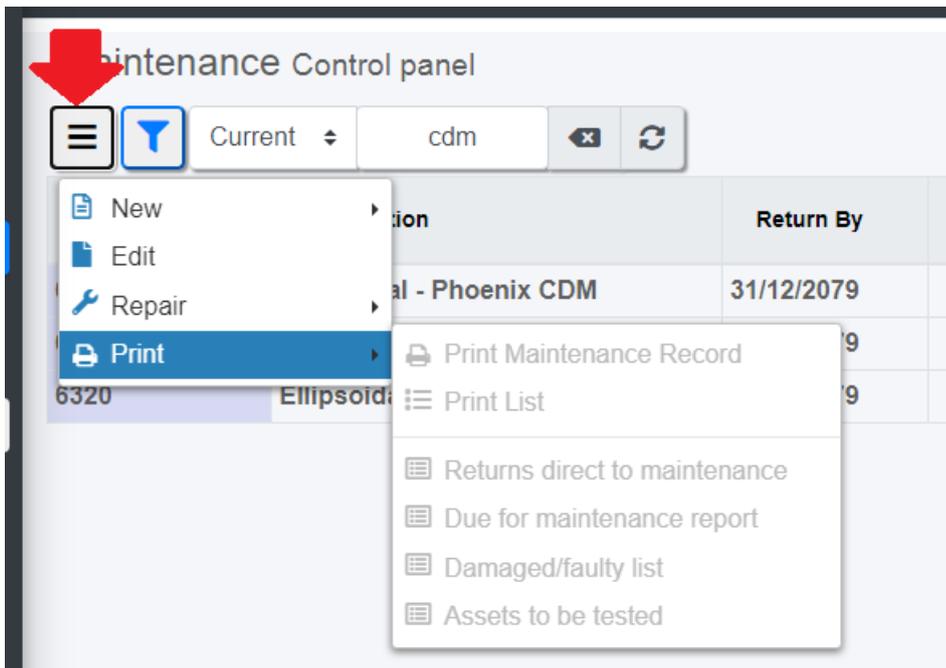
E: Use 🔁 to refresh the grid

Fig 1.3

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.

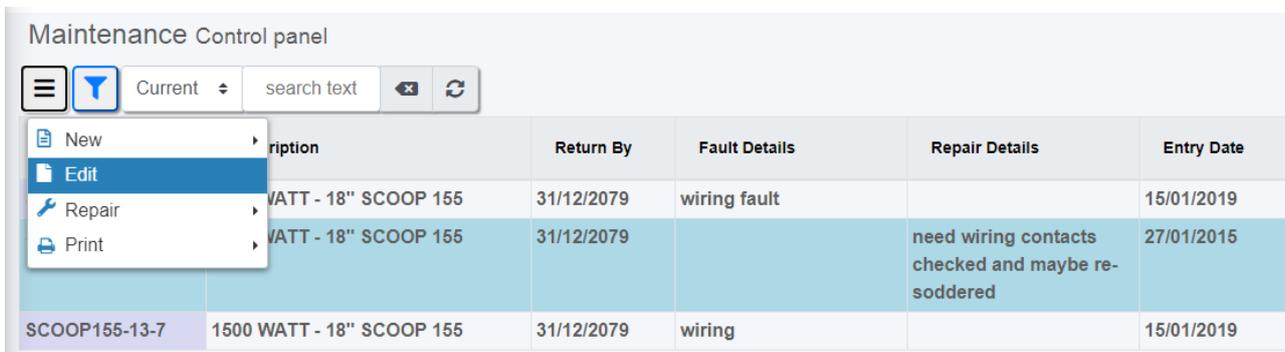Access print options via ☰ or right click on the maintenance grid

Edit Maintenance Record

Access the Edit Maintenance Record option via the ☰ icon or right click on the maintenance grid, then click **Edit** to open

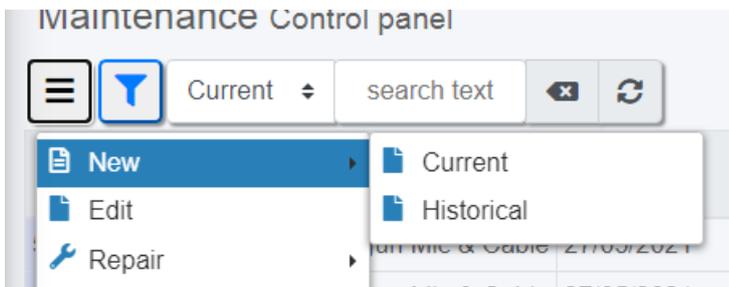maintenance details for the asset currently highlighted in the grid

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

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

- 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

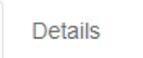Errors and warnings will display at the bottom of the window

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

Fig 1.1

Maintenance

Scan assets   Details

| scan | ⊕ | | ⊕ |

	Code	Description
✖	bb9	broadcast audio field kit #1- Lawo / Micron
✖	1011	Loudspeaker System Processor
✖	tin1	tin shed
✖	1010	Loudspeaker System Processor

Errors/Warnings

700 - Barcode not found.

200 - This asset is in a rack please unpack first or enter on the rack asset : LL3

100 - This asset is in a rack please unpack first or enter on the rack asset : M1

10398 - Barcode not found.

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

Return Asset(s) from Maintenance to Service

Access return options via the [≡] icon or right click on the maintenance grid, then click [🔧 Repair]
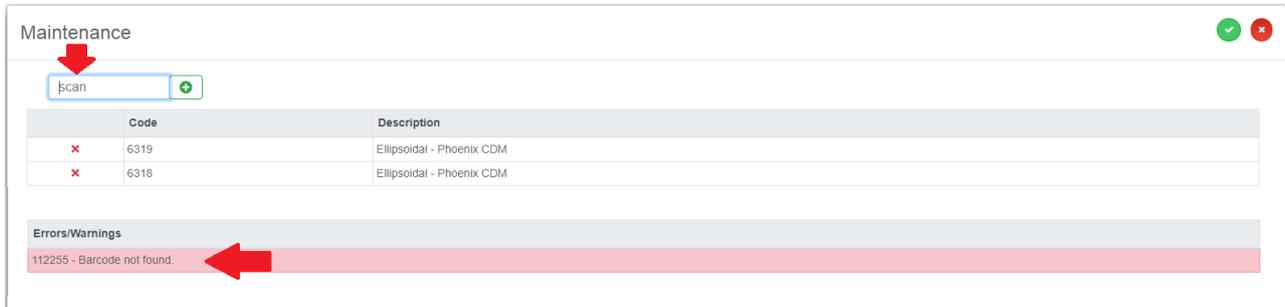

Ref Fig 1.1 below:

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

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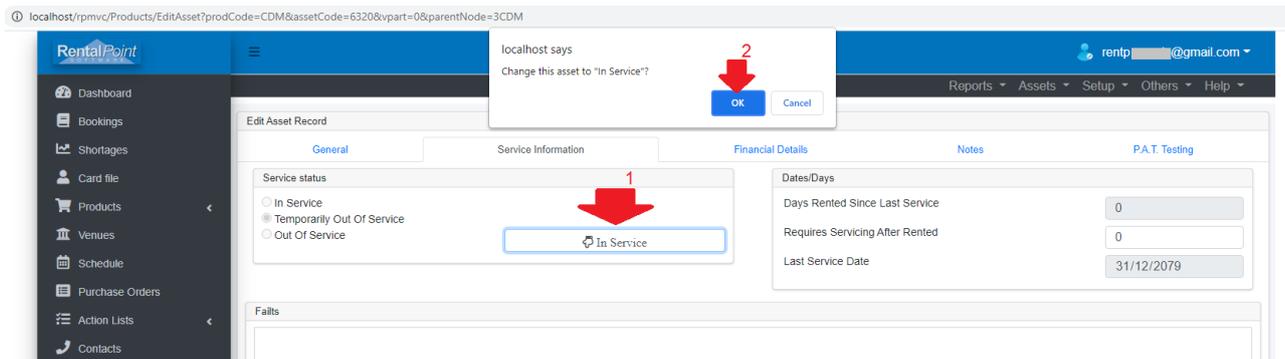
Maintenance Costs

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

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

OR from the Products Icon Menu
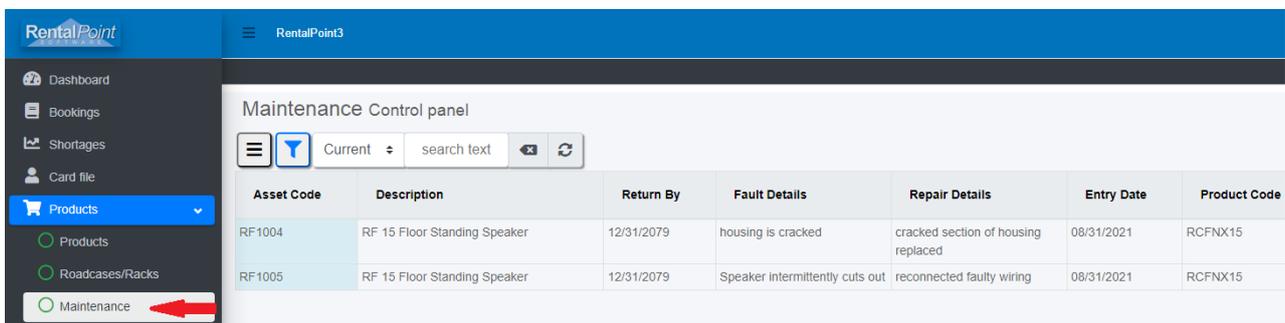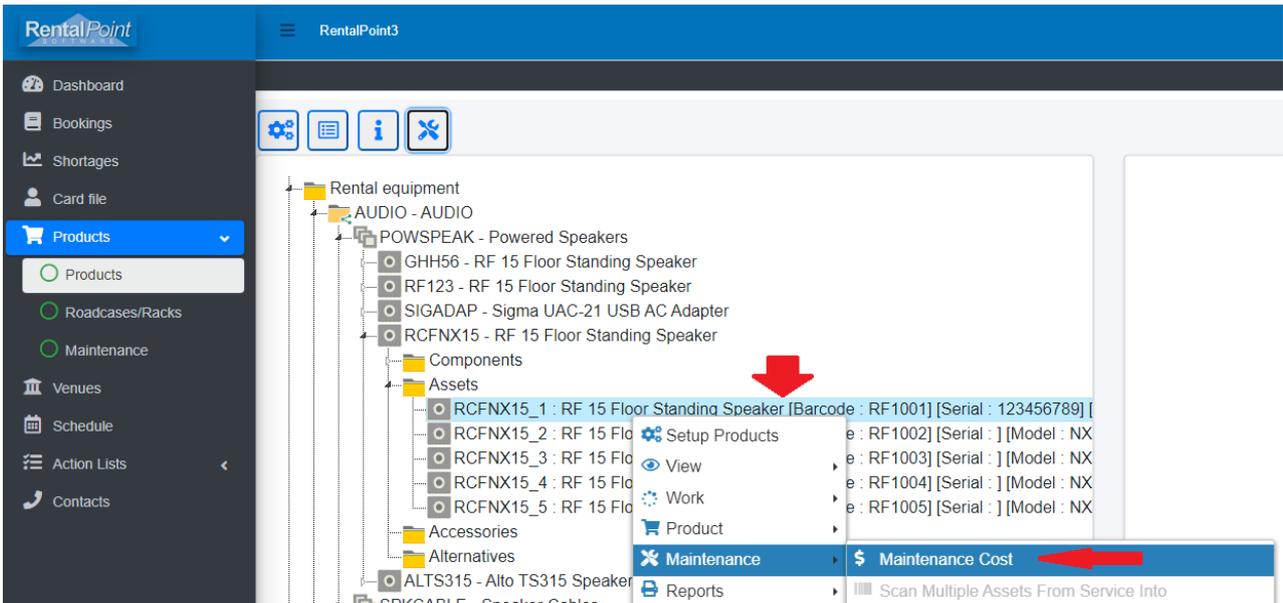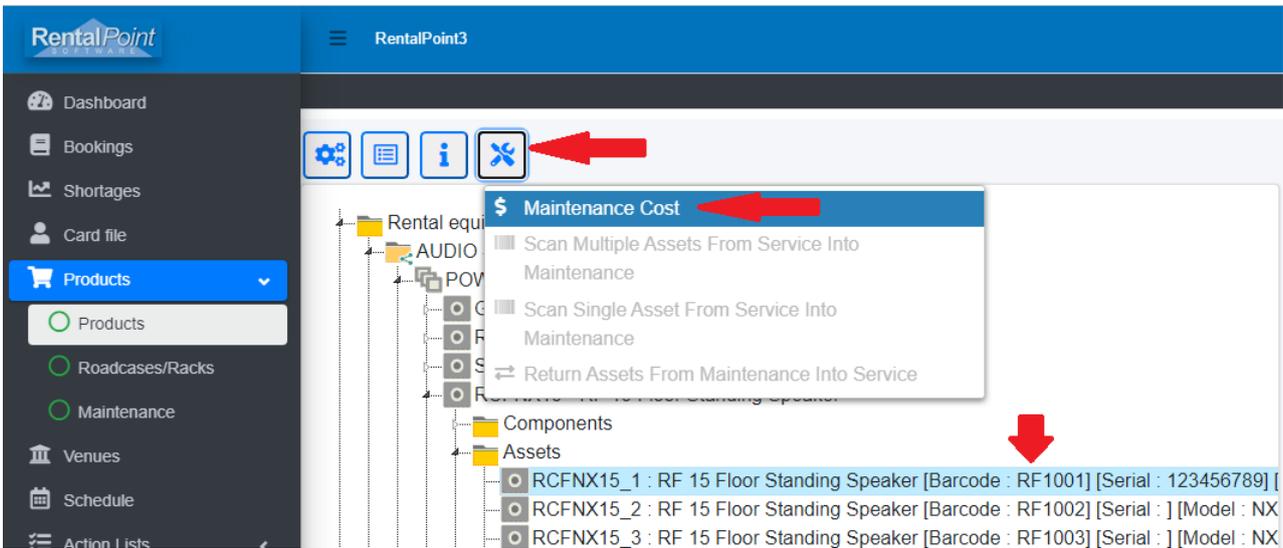

The Maintenance Costs Window

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

Maintenance Costs - Product Code : RCFNX15 - Serial No. : 123456789 - Barcode : RF1001
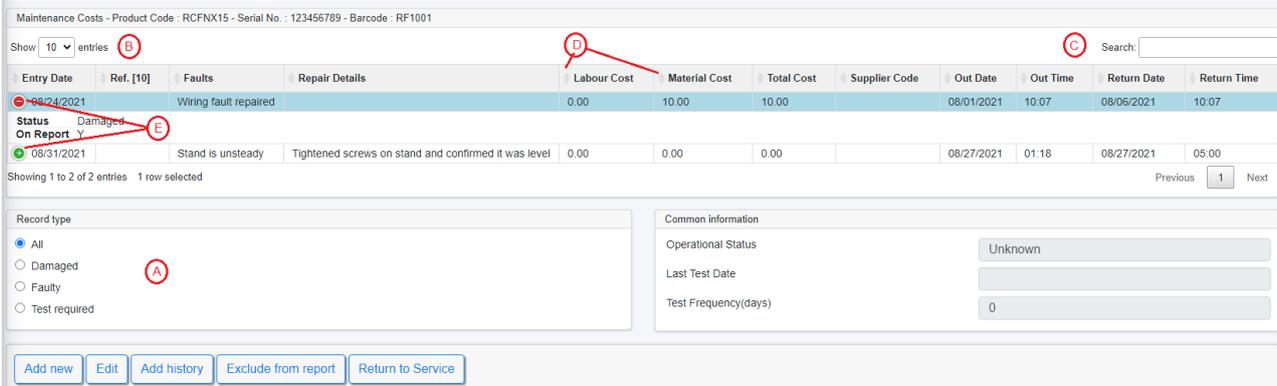
Entry Date	Ref. [10]	Faults	Repair Details	Labour Cost	Material Cost	Total Cost	Supplier Code	Out Date	Out Time	Return Date	Return Time
⊖ 08/24/2021		Wiring fault repaired		0.00	10.00	10.00		08/01/2021	10:07	08/06/2021	10:07
Status Damaged On Report Y											
⊕ 08/31/2021		Stand is unsteady	Tightened screws on stand and confirmed it was level	0.00	0.00	0.00		08/27/2021	01:18	08/27/2021	05:00

Showing 1 to 2 of 2 entries 1 row selected

Record type
- All
- Damaged
- Faulty
- Test required

Common information
Operational Status — Unknown
Last Test Date
Test Frequency(days) — 0

Add new   Edit   Add history   Exclude from report   Return to Service

Add new Add a new maintenance record for the asset currently highlighted in the grid

Edit Edit an existing maintenance record

Add history Add an historic maintenance record for the purpose of maintaining accurate maintenance cost reporting
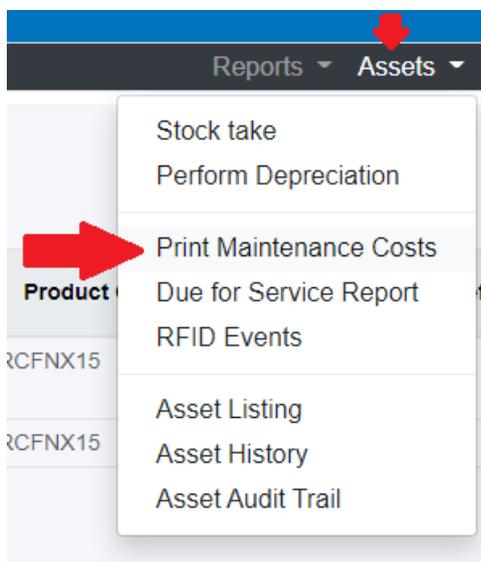
Exclude from report Mark the currently highlight maintenance cost record so that it may be excluded when running reports

Return to Service Return the currently highlighted asset to service

Print a Maintenance Cost Report

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

Reports ▾   Assets ▾

Stock take
Perform Depreciation

Print Maintenance Costs
Due for Service Report
RFID Events

Asset Listing
Asset History
Asset Audit Trail

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

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.

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…..

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.

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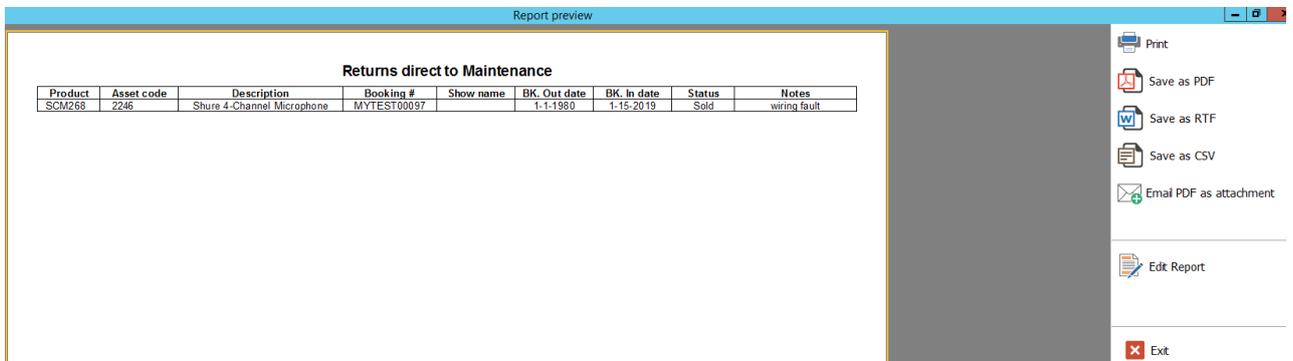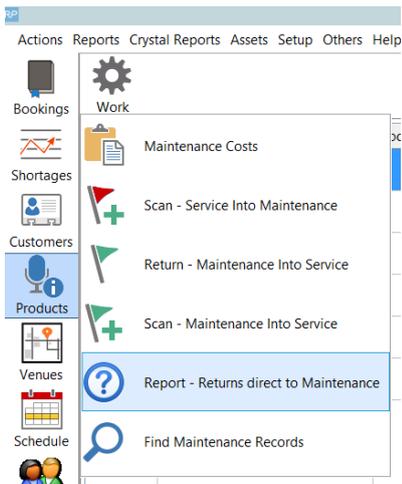
When returning the asset, you can modify the maintenance record by clicking the 'Damaged' button OR just check it in as normal ….

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

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],
    A.locn        [Item Location],
    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
```