

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

Asset Code	Description	Return By	Fault Details	Repair Details	Entry Date	Product Code	Serial #	Ref.	Cost	Supplier
1005	8" Powered Speaker - Yamaha MSR100	31/12/2079	broken		22/07/2020	MSR100	98762371	0		
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		
6320	Ellipsoidal - Phoenix CDM	31/12/2079		test	04/12/2015	CDM	298723	0		
SCOOP155-13-16	1500 WATT - 18" SCOOP 155	31/12/2079	wiring fault		15/01/2019	SCOOP155	SC13-16	0		CABLE-SP
SCOOP155-13-5	1500 WATT - 18" SCOOP 155	31/12/2079		need wiring contacts checked and maybe re-soddered	27/01/2015	SCOOP155	SC13-5	0		
SCOOP155-13-7	1500 WATT - 18" SCOOP 155	31/12/2079	wiring		15/01/2019	SCOOP155	SC13-7	0		

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

Filters

Asset Status

All Faulty Damaged Test Required

Type

All Temporary Permanent

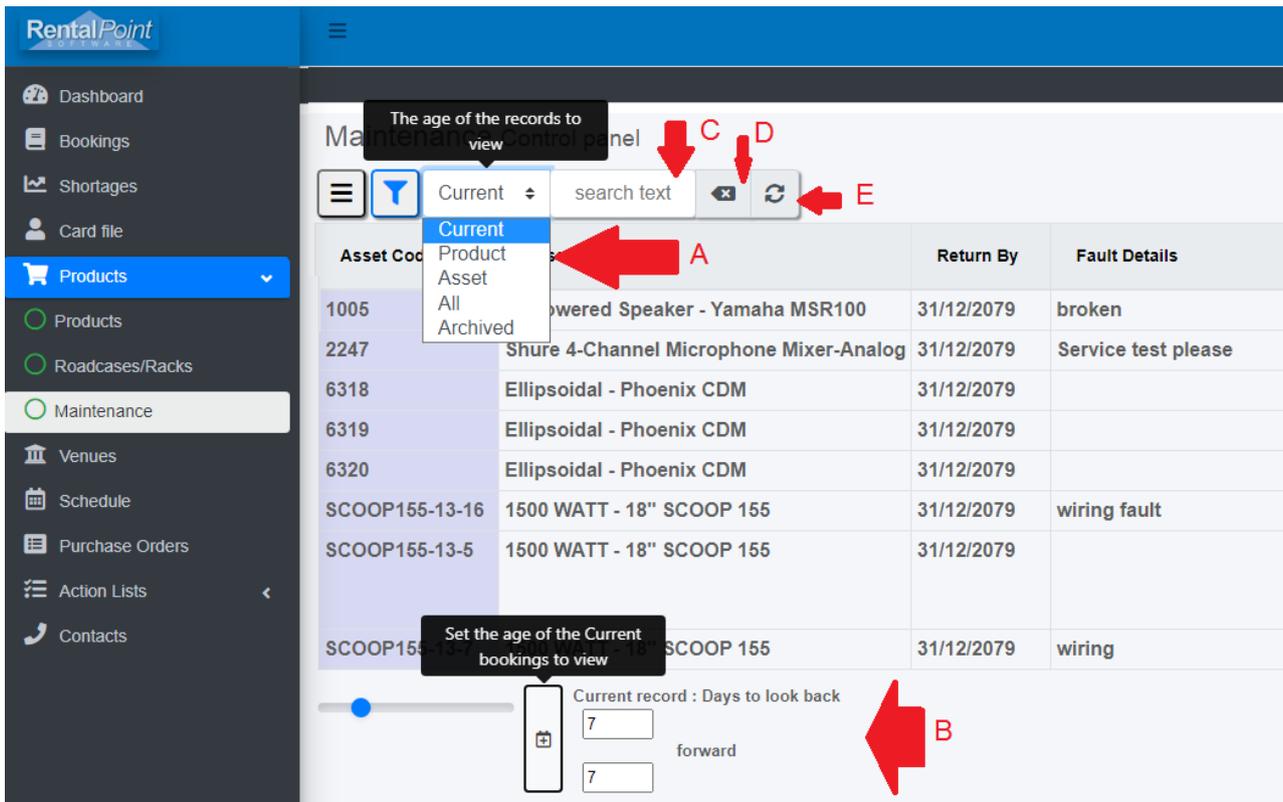
✓ All Search

See Fig 1.3 Below

- Move between grid display options (Current, Product, Asset, All, Archived). All assets meeting that criteria will display on the grid.
- Set the current record range using the scale at the bottom of the maintenance screen.
- Enter any product code, description, barcode into the search text box
- Use  to clear the search box

E: Use  to refresh the grid

Fig 1.3

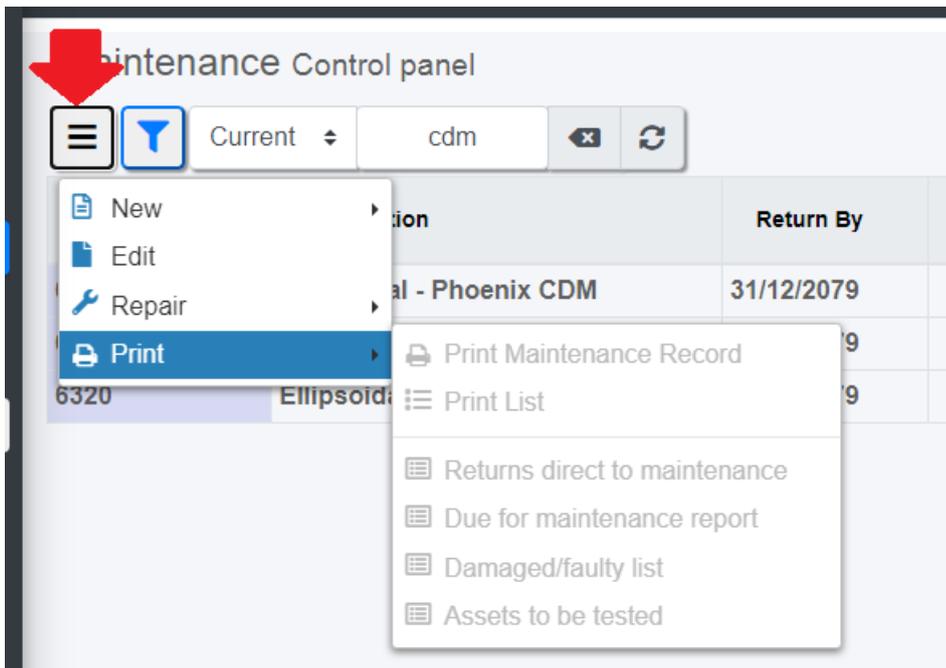


Asset Code	Product	Return By	Fault Details
1005	Powered Speaker - Yamaha MSR100	31/12/2079	broken
2247	Shure 4-Channel Microphone Mixer-Analog	31/12/2079	Service test please
6318	Ellipsoidal - Phoenix CDM	31/12/2079	
6319	Ellipsoidal - Phoenix CDM	31/12/2079	
6320	Ellipsoidal - Phoenix CDM	31/12/2079	
SCOOP155-13-16	1500 WATT - 18" SCOOP 155	31/12/2079	wiring fault
SCOOP155-13-5	1500 WATT - 18" SCOOP 155	31/12/2079	
SCOOP155-13-1	SCOOP 155	31/12/2079	wiring

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.

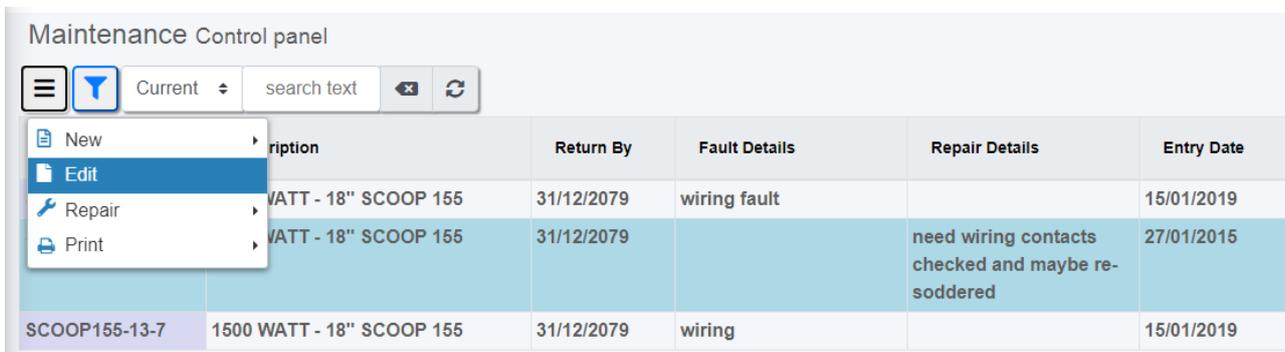
Access print options via  or right click on the maintenance grid



Edit Maintenance Record

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

maintenance details for the asset currently highlighted in the grid



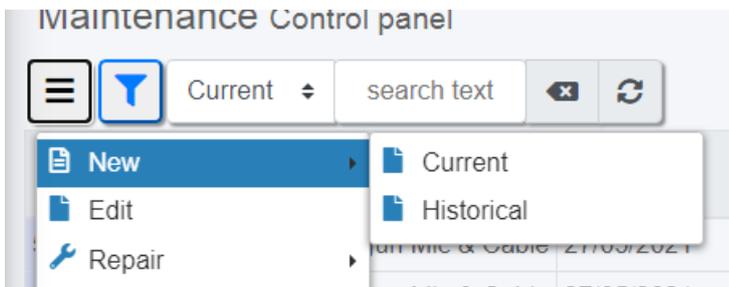
Modify any maintenance details for the asset, including return to service date, then click  to save or  to cancel the session



Entry date <input type="text" value="27/01/2015"/>	Supplier <input type="text" value="enter company #"/>
Asset status <input type="text" value="Damaged"/>	Reference <input type="text" value="enter reference #"/>
Out of service <input type="text" value="Temporarily"/>	Material unit charge <input type="text" value="0"/>
Out on <input type="text" value="27/01/2015"/> <input type="text" value="10:39"/>	Labour <input type="text" value="0"/>
<input checked="" type="radio"/> Return on <input type="text" value="10/06/2021"/> <input type="text" value="10:39"/>	Total charge <input type="text" value="0"/>
<input type="radio"/> Unknown return date	<input checked="" type="checkbox"/> on maintenance report
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  to scan assets to maintenance



- Use the  option to add asset maintenance records that will affect the availability of the asset, until it is repaired and returned to service.
- Use  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

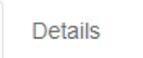
Then, click  , or the  tab to enter maintenance details.

Fig 1.1

Maintenance ✕

Scan assets
Details

+
+

	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

Maintenance



Scan assets Details

Entry date: 27/05/2021

Asset status: Damaged

Out of service: Temporarily

Out on: 27/05/2021 10:13 AM

Return on: 28/05/2021 10:13 AM

Unknown return date

Supplier: enter company #

Reference: enter reference #

Material unit charge: 0

Labor: 0

Total charge: 0

on maintenance report

Faults

Repair details

Return Asset(s) from Maintenance to Service

Access return options via the  icon or right click on the maintenance grid, then click 

Dashboard

Bookings

Shortages

Card file

Products

Products

Roadcases/Racks

Maintenance

Venues

Schedule

Maintenance Control panel

Current search text

Asset Code	Description	Return By
1005	8" Powered Speaker - Yamaha MSR100	31/12/2079
2247	Microphone Mixer-Analog	31/12/2079
6318	...	31/12/2079
6319
6320
SCOOP155-13-16	1500 WATT - 18" SCOOP 155	31/12/2079

- New
- Edit
- Repair
- Print

- Return selected to active service
- Scan list to return to active service

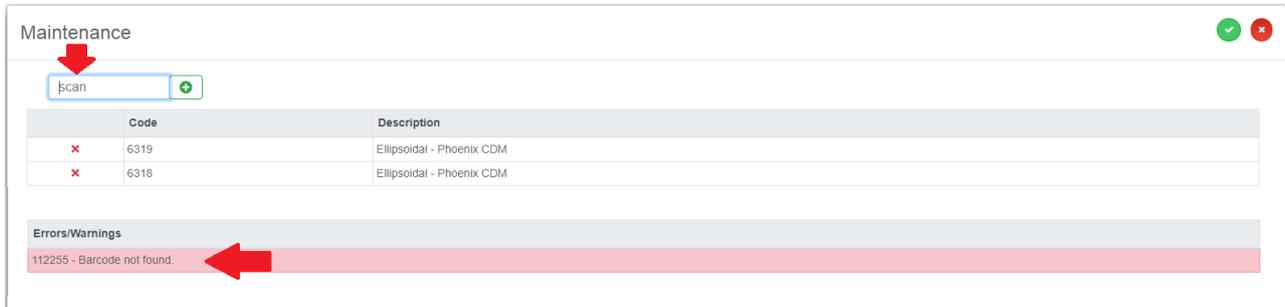
Ref Fig 1.1 below:

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

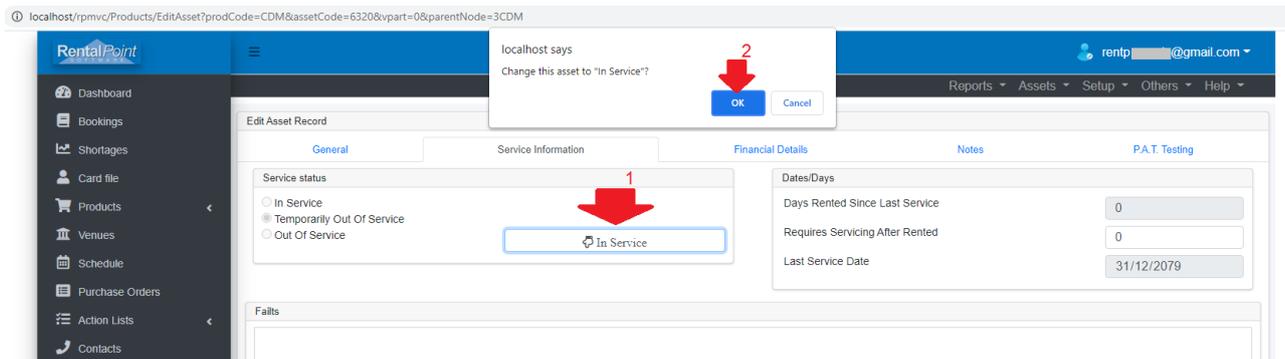
Errors and warning will appear at the bottom of the window

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

Fig 1.1

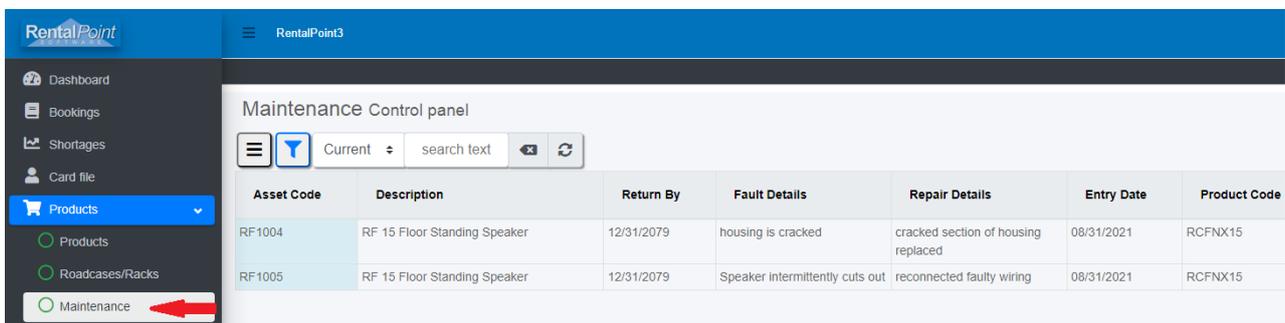


OR.....return the asset to service from the Inventory Setup window by editing product properties

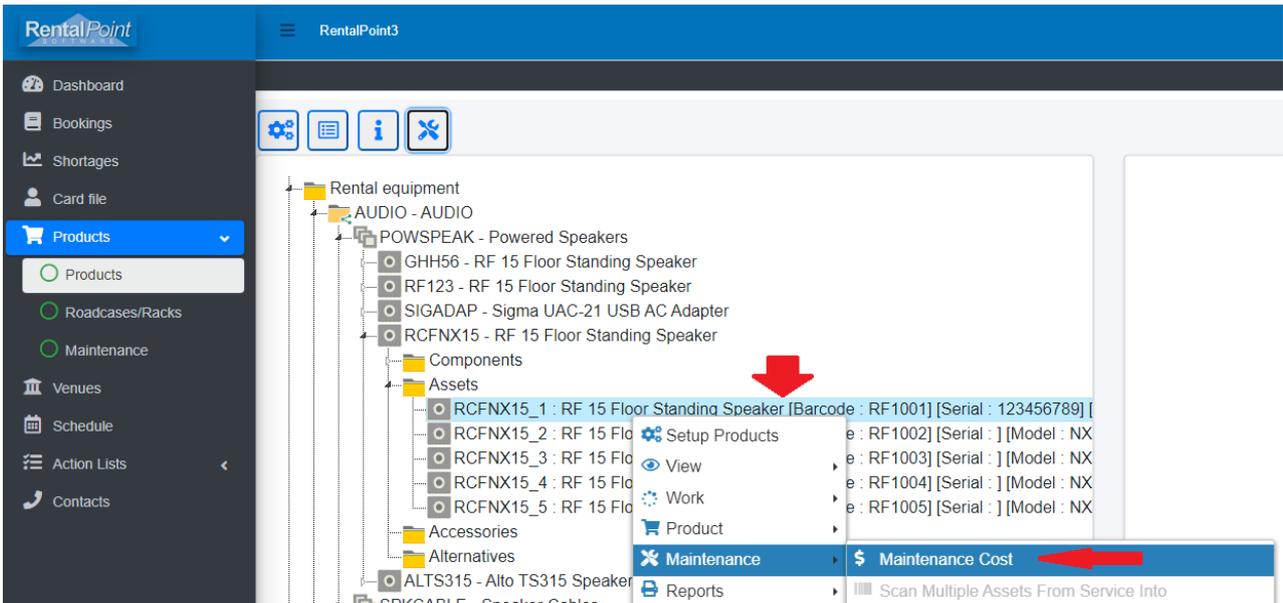


Maintenance Costs

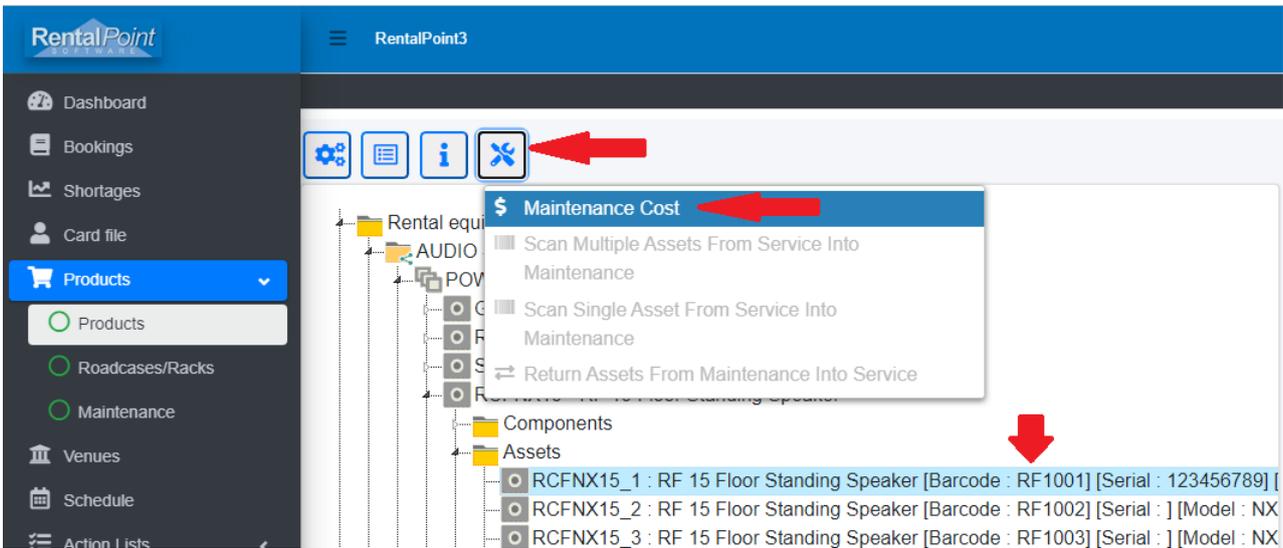
Double click on any maintenance record on the grid to see full history of maintenance costs for that asset



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.

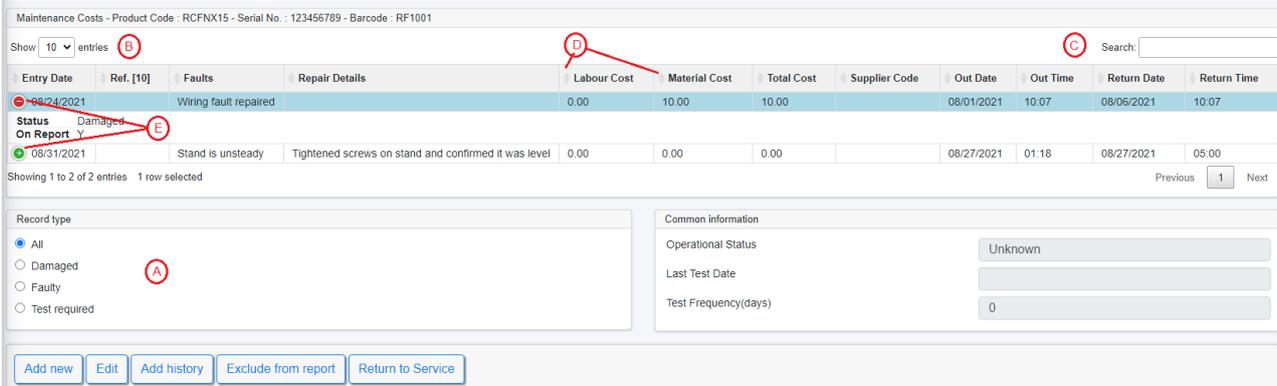
See Fig 1.1 below for an illustration of the maintenance costs window.

- 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



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
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

Buttons: 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

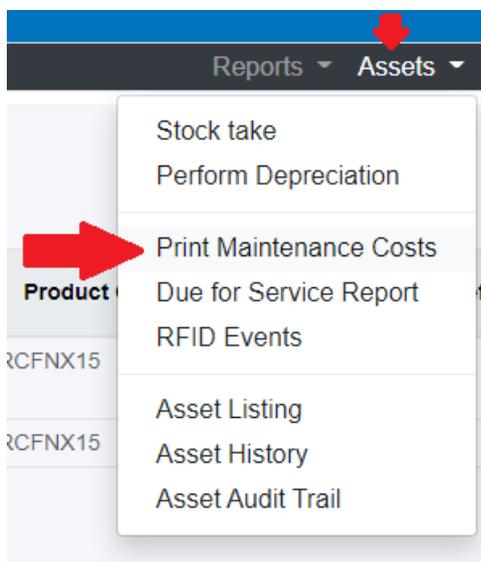
Mark the currently highlight maintenance cost record so that it may be excluded when running reports

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)



Maintenance Costs Report

Scope

All

For Product

Date Selection

Record Entry Date

Out For Service Date

Return From Service Date

Summary Options

Print Repair Details

Print Faults

Date From

Include entries marked as 'Exclude from report'

Record Type

All

Damaged

Faulty

Test Required

Regions / Location Scope

All

Select Region

Select Location

✓ ✕

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

Close

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Date Printed : Fri Feb-04-2022 **Asset Damage Report** **Page 1 of 1**

Asset Code	Asset Name	Code	Serial #	Supplier	Out Date	Ret Date
EVF11	Sigma EVF-11 Electronic Viewfinder	SIGEVF1002			Feb-04-2022	Dec-31-2079
	<u>Date</u> <u>Reference</u> <u>Faults</u>					
	Feb-04-2022	cracked lens				
SIGFP	Sigma fp L Mirrorless Digital Camera	SIGFP1002			Feb-04-2022	Dec-31-2079
	<u>Date</u> <u>Reference</u> <u>Faults</u>					
	Feb-04-2022	Needs testing, possible water damage				
TS315CAS	Alto TS315 Speaker CASE	TS315C1001	123456789		Feb-04-2022	Dec-31-2079
	<u>Date</u> <u>Reference</u> <u>Faults</u>					
	Feb-04-2022	broken latch				

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

Return assets before entering them into maintenance?

Yes
 No

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	
Assets	
[2246] Shure 4-Channel Microphone Mixer-Analog	[Serial : 268-897221] [Model : SCM268] [Location : 0 - Toronto] [Status : Out on booking :MYTEST00095]

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

RP

Actions Reports Crystal Reports Assets Setup Others He

Bookings

Shortages

Customers

Products

Venues

Schedule

Work

Maintenance Costs

Scan - Service Into Maintenance

Return - Maintenance Into Service

Scan - Maintenance Into Service

Report - Returns direct to Maintenance

Find Maintenance Records

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 Cancel

Enter Barcode

Enter

Remove Barcode

Errors and Warnings

Code	Message
2246	Out on MYTEST00097 - will add to 'Returns direct to maintenance'



RP Maintenance Record

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

- -- 0000
- Unknown Return Date

Supplier Vendor

Reference Customer

Material Charge: (per asset)

Labor Charge

Total

Faults wiring fault

Repair Details

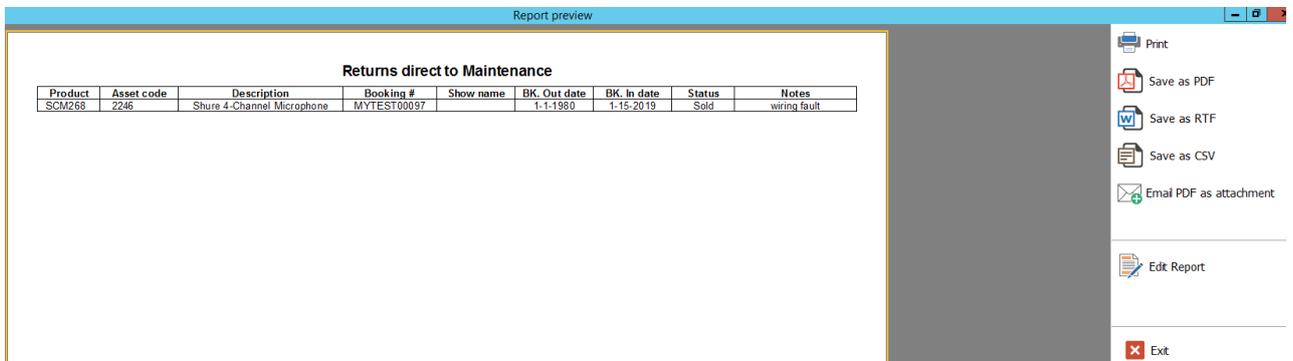
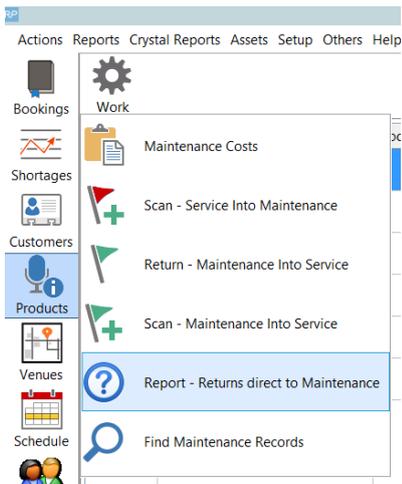
Include on Maintenance Report

Location 0 - Toronto

Add 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

Return Equipment, Booking : MYTEST00097 to Location : 0 - Toronto

Assets out (Barcode)				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	⚠

Equipment returned [not tracked with bar code scanner, or cross rental]

Confirm

ⓘ This asset has a current maintenance record that will be activated on return, do you wish to edit it now?

Yes No

Errors and Warnings

Barcode	Message
2246	WARNING! [Shure 4-Channel Microphone] will be returned directly to maintenance

Return Date: 01-15-19
Return Time: 1327

Select Type of Return :

Unused equipment [partial return]
 Partial return [before return date]
 Full [Final or Extended] Return

Check Damage Report Extend Items
 Enter Losses Enter a Payment Save Cancel

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

RentalPoint Inventory Setup

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],
       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
```
