Return Bookings

Last Modified on 24/02/2023 11:59 am EST
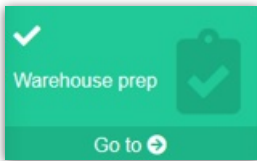
Return gear to a single booking, multiple bookings or a project using the Return Booking feature.

i *Scan options available for RentalPoint3* include keyboard wedge, bluetooth and in device camera for barcode or QR Code scanning
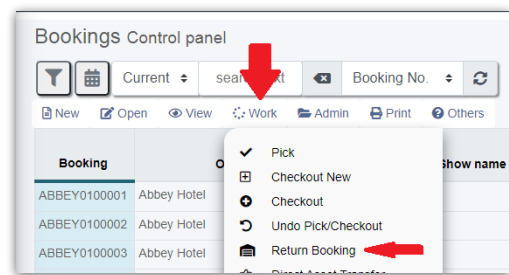
Mobile User Access

Click the

icon on the dashboard.

Desktop User Access

From the Bookings Control Panel 'Work' menu select the Return Booking option

⊕ **First, Select Booking(s)/Project to Return**

⊕ **Then, Return Items**

⊕ **Next, Final Return Bookings as Needed**

⊕ **Finally Complete/Print the Return Session**

⊕ **The Scan Window Explained.....**

⊕ **Undo a Return**

⊕ **Batch Return a list of Barcodes**

⊕ **Return Lost/Sold Items**

⊕ **Error Messages**

⊕ **Use Open Return Option to Change Asset Location**

⊕ Return Asset to Maintenance

⊕ Extend a Booking

⊕ Operator Privileges