Import Inventory from csv

Last Modified on 19/11/2025 2:38 pm EST

Using the 'Rental Inventory.csv' template available with the Product Import option in RentalPoint2, you can import Products and their assets using the 'Clear All' 'Match All' functionality in the system.

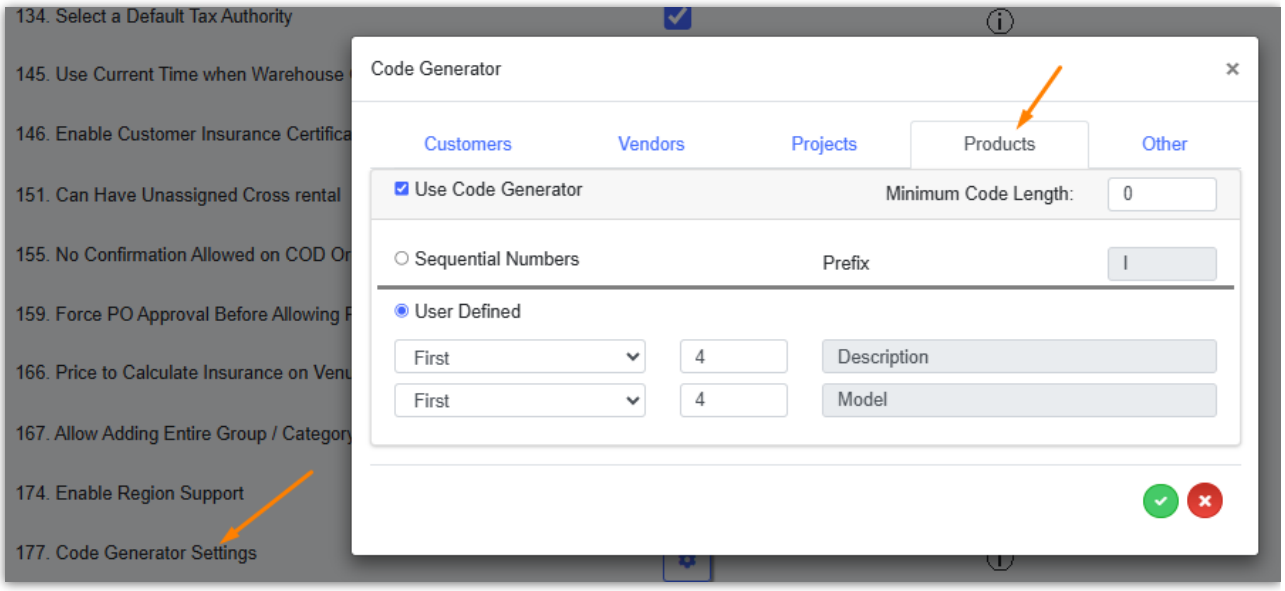
Import templates can be requested by emailing support@rentp.com

NOTE:

- Any Groups, Categories, Sub Categories that do not already exist in inventory will be created. Any existing Groups, Categories, Sub Categories will be updated.
- All of the fields with an '*' beside them are Asset Fields so the information contained in those fields is stored against the asset record if created.
- Sub-category is NOT necessary. If you don't want to use sub categories, then turn off Operational Parameter 194 'Enable Sub Categories'
- If you want RentalPoint to generate product codes for you, turn on Operational Parameter 177 'Code Generator' and enter details under the Products Tab (Fig 1.1 below), then leave the product code field blank in your csv file
- When importing a comma delimited file 'csv', do not use commas within any cell of your template in order to ensure the data is imported correctly

Please reach out to support@rentp.com should you require assistance with your import.

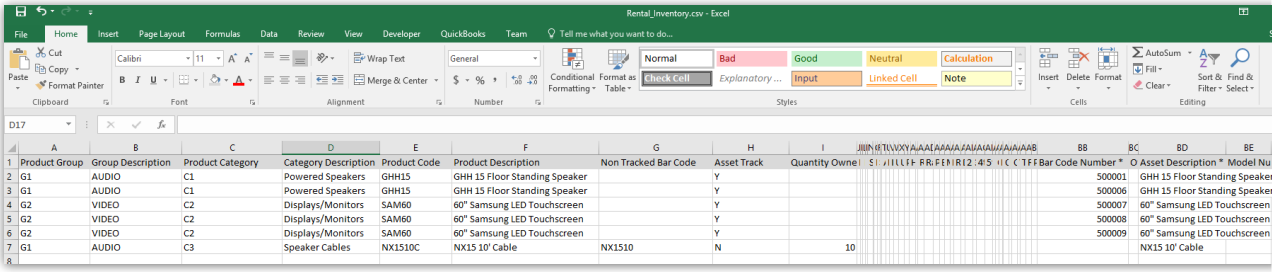
Fig 1.1



To complete the 'Rental Inventory' spreadsheet

- See *TreeView Structure* information for how RentalPoint organizes Inventory.
- Complete fields in the spreadsheet, some are required like fields in the screenshot below - the fields do not need to be in any particular order in the import file, I've moved some around for ease of entry. Just keep the names 'as is' for ease of import.
    - Line 1 ensures the headings match those expected so that you can use 'clear all' 'match all' when importing
    - Lines 2,3 import two assets for the product GHH15
        - Cell H identifies the product as asset tracked
        - Cell BB uniquely identifies the asset
        - All field headings with an '*' like cells BB and BD are only used for asset records
    - Lines 4,5,6 import three assets for product SAM60
    - Line 7 imports one NON tracked product with a record of 10 items in stock.
        - Cell H is 'N'
        - Cell G is optional but allows you to scan cables using a product barcode
        - Cell I denotes qty owned

See attached sample file for your reference.

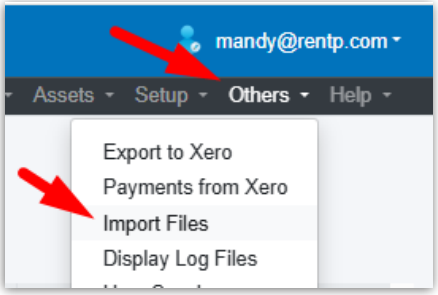


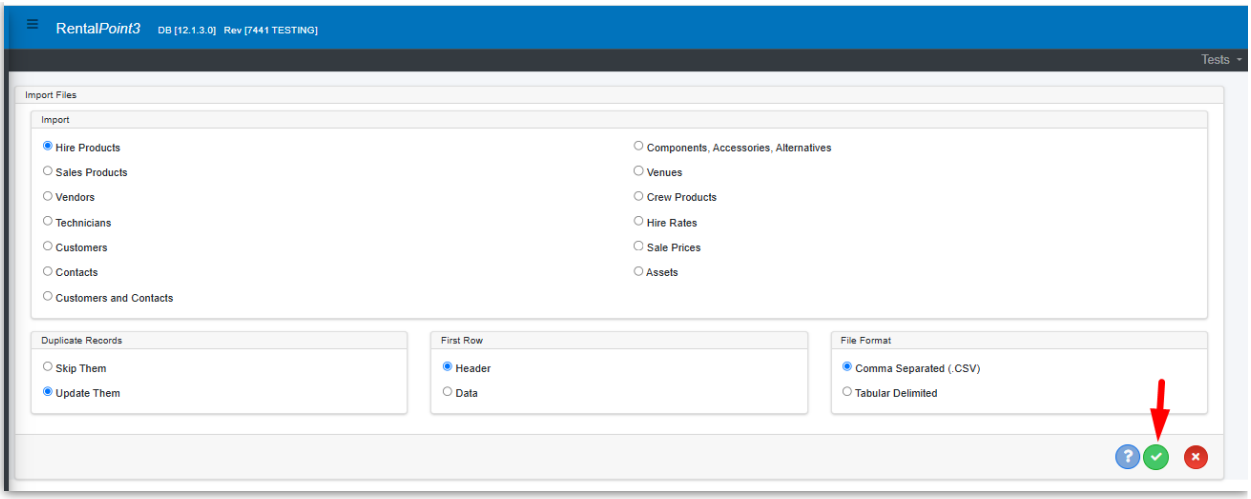
Product Group	Group Description	Product Category	Category Description	Product Code	Product Description	Non Tracked Bar Code	Asset Track	Quantity Owne	Bar Code Number *	Asset Description *	Model Nu
G1	AUDIO	C1	Powered Speakers	GHH15	GHH 15 Floor Standing Speaker		Y		500001	GHH 15 Floor Standing Speaker	
G1	AUDIO	C1	Powered Speakers	GHH15	GHH 15 Floor Standing Speaker		Y		500006	GHH 15 Floor Standing Speaker	
G2	VIDEO	C2	Displays/Monitors	SAM60	60" Samsung LED Touchscreen		Y		500007	60" Samsung LED Touchscreen	
G2	VIDEO	C2	Displays/Monitors	SAM60	60" Samsung LED Touchscreen		Y		500008	60" Samsung LED Touchscreen	
G2	VIDEO	C2	Displays/Monitors	SAM60	60" Samsung LED Touchscreen		Y		500009	60" Samsung LED Touchscreen	
G1	AUDIO	C3	Speaker Cables	NX1510C	NX15 10' Cable	NX1510	N	10		NX15 10' Cable	

Importing the Spreadsheet

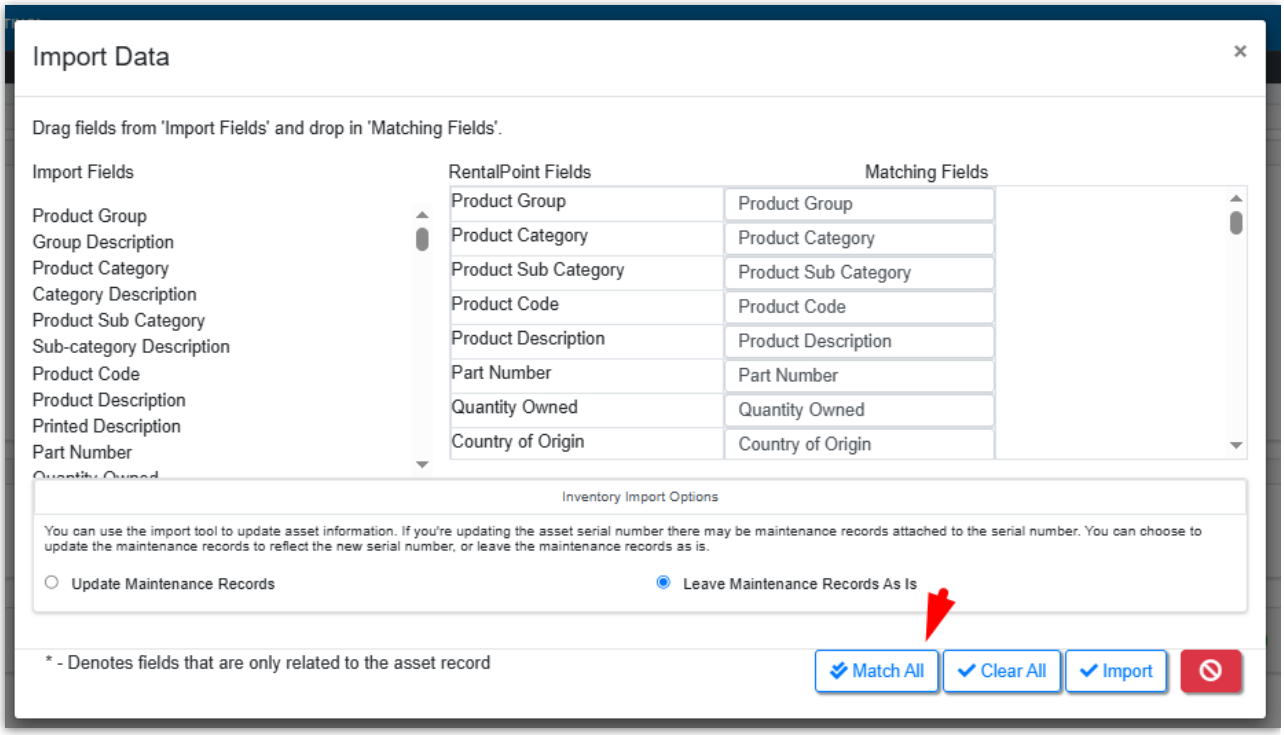
Ensure Operational Parameter 65 'Use Assets to Calculate Qty' is set to YES. If you have to set it, then log out of RentalPoint and back in again before proceeding. You should only have to do this once.

- 1. Backup the Database using SQLBackupandFTP as previously discussed
- 2. Ensure no users are in Inventory Setup so that they are not interfering with any products you are trying to update
- 3. Import files in RentalPoint
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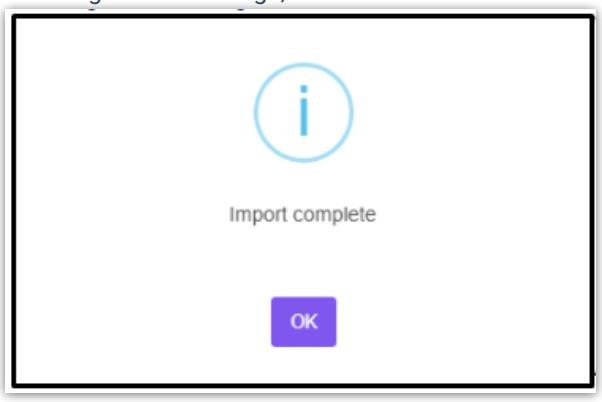




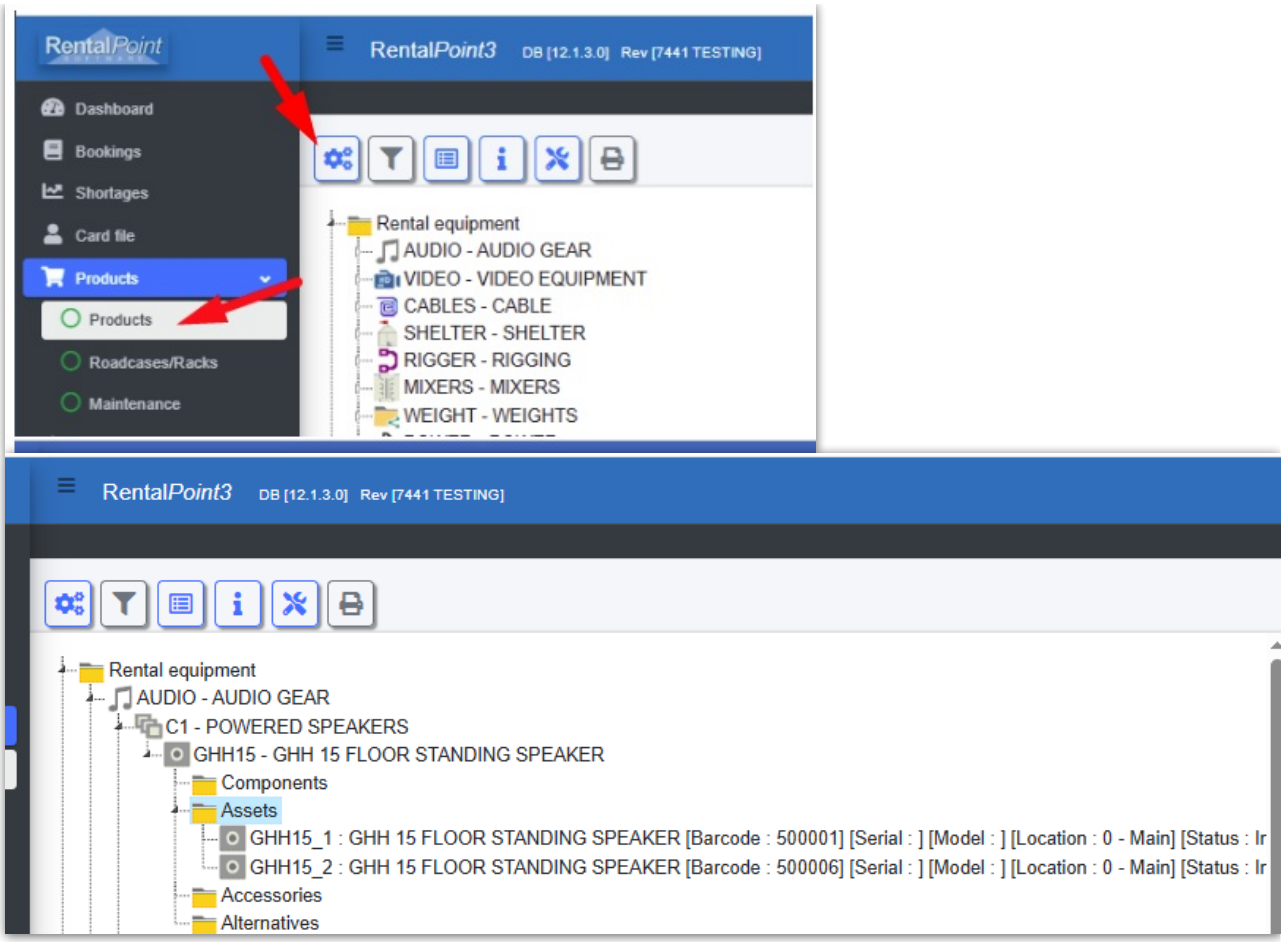
Load the csv file, then click 'Clear All' 'Match All' 'Leave Maintenance Record As Is' and Import



wait to get this message, then click OK



Review your Inventory Treeview to ensure your records have been set up as expected


RentalPoint
RentalPoint3 DB [12.1.3.0] Rev [7441 TESTING]
Dashboard
Bookings
Shortages
Card file
Products
Products
Roadcases/Racks
Maintenance
Rental equipment
AUDIO - AUDIO GEAR
VIDEO - VIDEO EQUIPMENT
CABLES - CABLE
SHELTER - SHELTER
RIGGER - RIGGING
MIXERS - MIXERS
WEIGHT - WEIGHTS
RentalPoint3 DB [12.1.3.0] Rev [7441 TESTING]
Rental equipment
AUDIO - AUDIO GEAR
C1 - POWERED SPEAKERS
GHH15 - GHH 15 FLOOR STANDING SPEAKER
Components
Assets
GHH15_1 : GHH 15 FLOOR STANDING SPEAKER [Barcode : 500001] [Serial :] [Model :] [Location : 0 - Main] [Status : Ir
GHH15_2 : GHH 15 FLOOR STANDING SPEAKER [Barcode : 500006] [Serial :] [Model :] [Location : 0 - Main] [Status : Ir
Accessories
Alternatives