

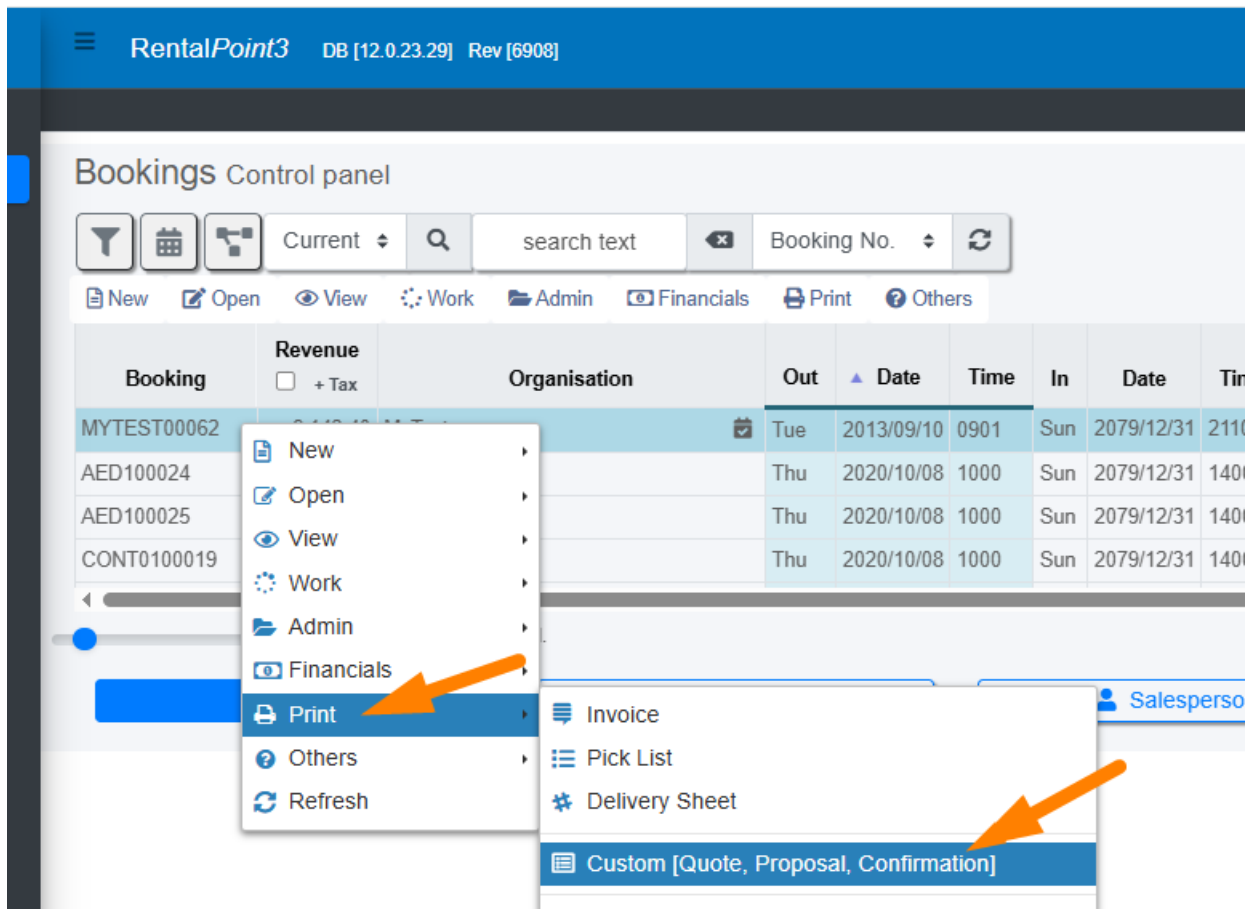
# Print Using RTF Templates

Last Modified on 02/04/2025 5:32 pm EDT

Rich Text Format (RTF) documents are Microsoft Word documents saved in .rtf format. They are used with a combination of text and insert fields to merge data from your bookings with your chosen document layout, so that you can send out tailored quotes and invoices to your clients.

## Print Quote

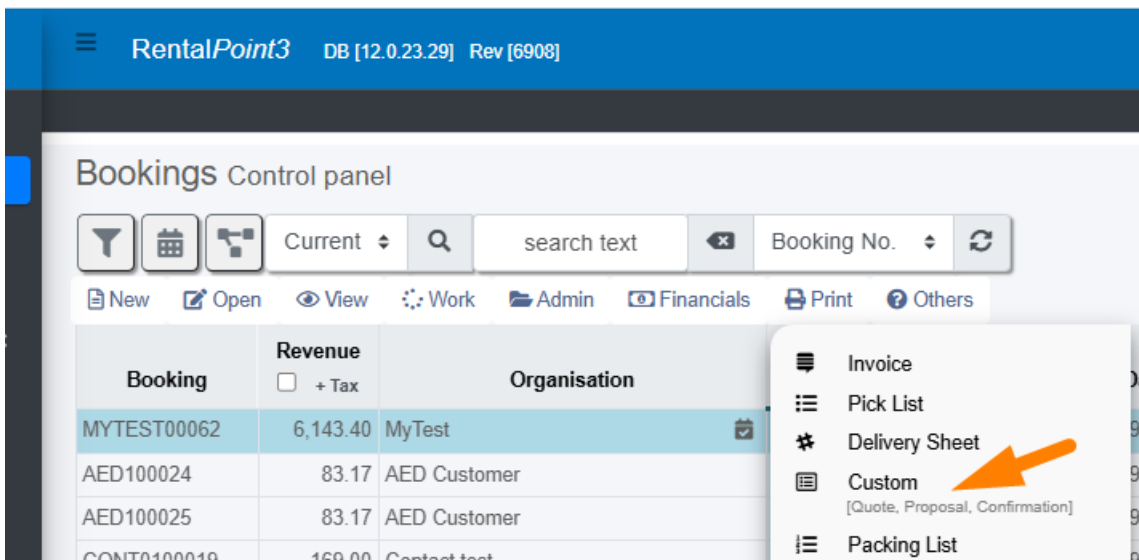
First highlight the booking on the booking grid, then access the 'Print' option from the right click menu



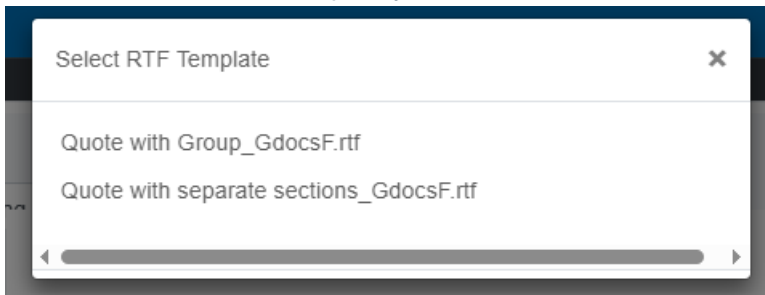
The screenshot shows the RentalPoint3 interface. At the top, it says 'RentalPoint3 DB [12.0.23.29] Rev [6908]'. Below that is the 'Bookings Control panel' with various filters and a search bar. A table of bookings is displayed with columns for Booking, Revenue, Organisation, Out, Date, Time, In, and Date. A right-click menu is open over the first row (MYTEST00062), showing options like New, Open, View, Work, Admin, Financials, Print, Others, and Refresh. The 'Print' option is highlighted with an orange arrow. A sub-menu is open for 'Print', showing options like Invoice, Pick List, Delivery Sheet, and Custom [Quote, Proposal, Confirmation]. The 'Custom [Quote, Proposal, Confirmation]' option is highlighted with another orange arrow.

Booking	Revenue	Organisation	Out	Date	Time	In	Date	Time
MYTEST00062			Tue	2013/09/10	0901	Sun	2079/12/31	2110
AED100024			Thu	2020/10/08	1000	Sun	2079/12/31	1400
AED100025			Thu	2020/10/08	1000	Sun	2079/12/31	1400
CONT0100019			Thu	2020/10/08	1000	Sun	2079/12/31	1400

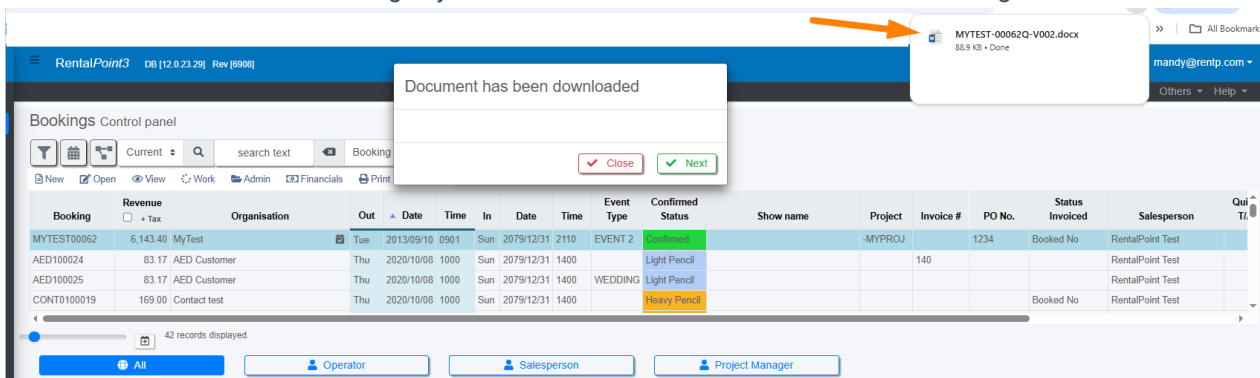
OR from the top menu bar



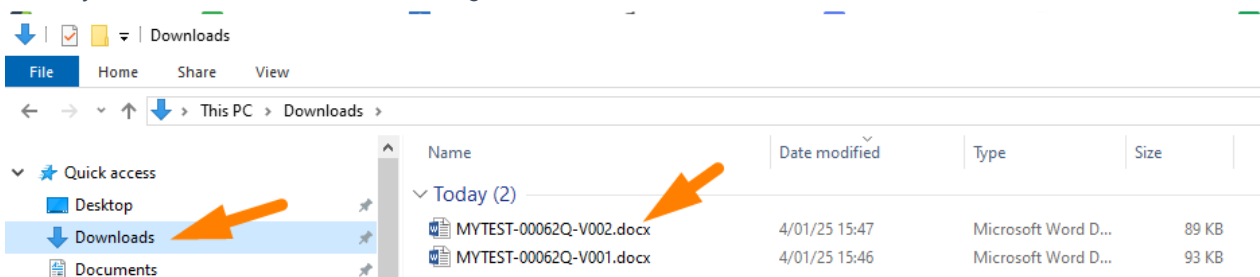
Click on the name of the template you would like to use and wait for the merge to complete



Once the document has been merged you will see a 'Document has downloaded' message.



Check your downloads folder for the merged document and alter as needed.





**QUOTATION**  
 Printed  
 25/04/01 3:44 PM  
 BY  
 RentalPoint Test

Page 1 of 2  
 JOB: MYTEST00062  
 STATUS: Confirmed  
 CUSTOMER: MyTest  
 JOBNAME: MyTest

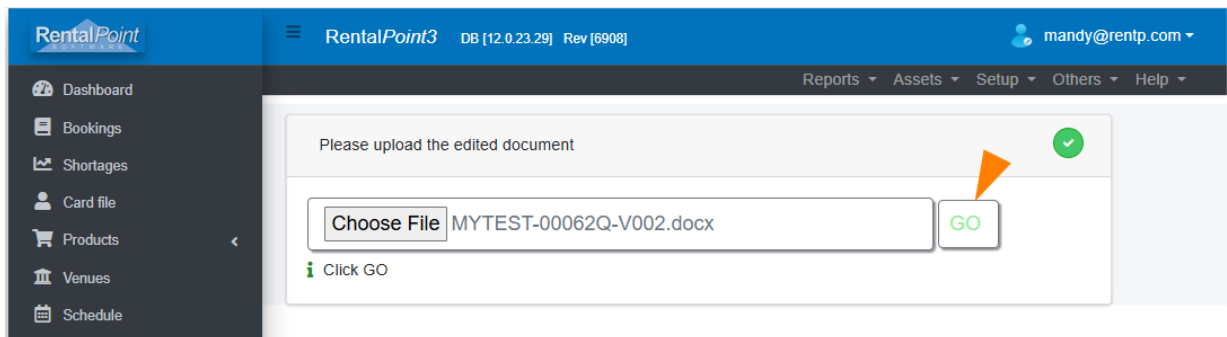
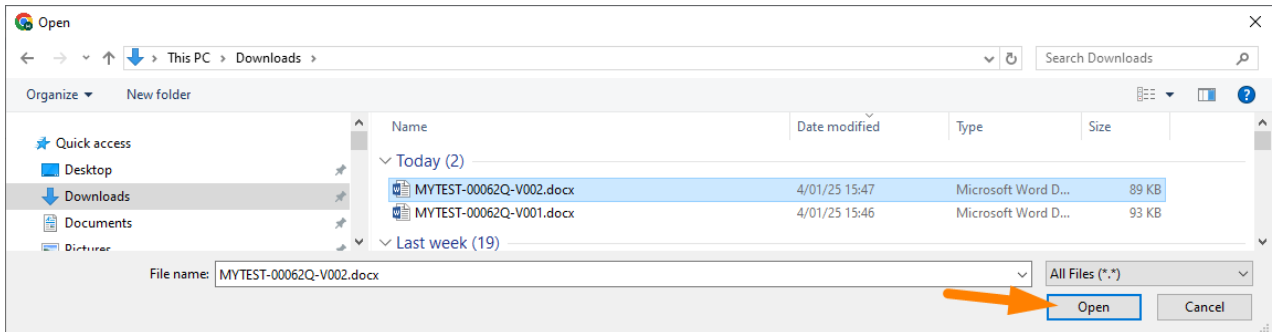
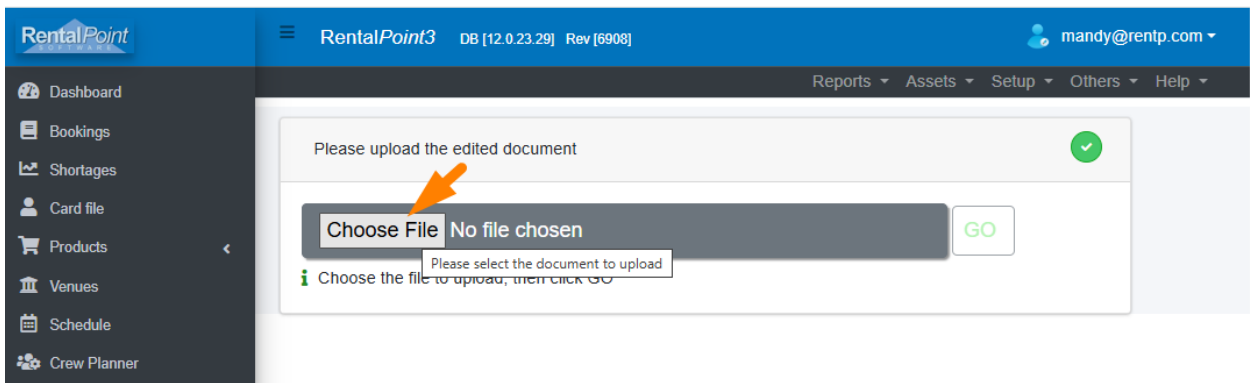
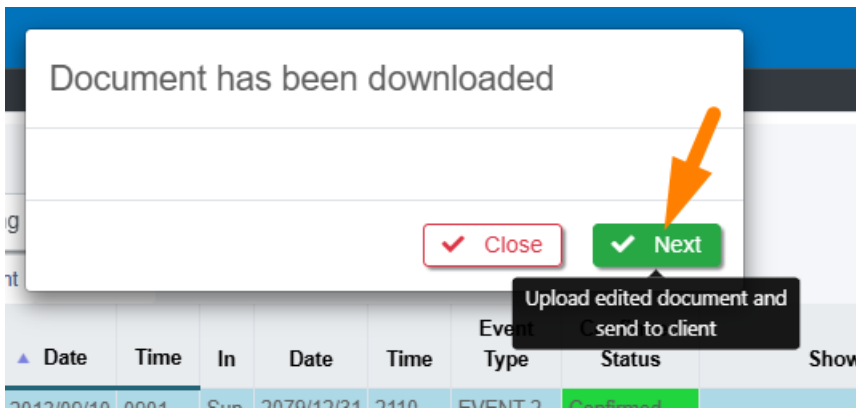
1509 Walkesview Lane  
 Miltonville UK 90210-22  
 Tel: 905-693-9457  
 Web: ey\_products.com.uk  
 Facebook: ey\_products

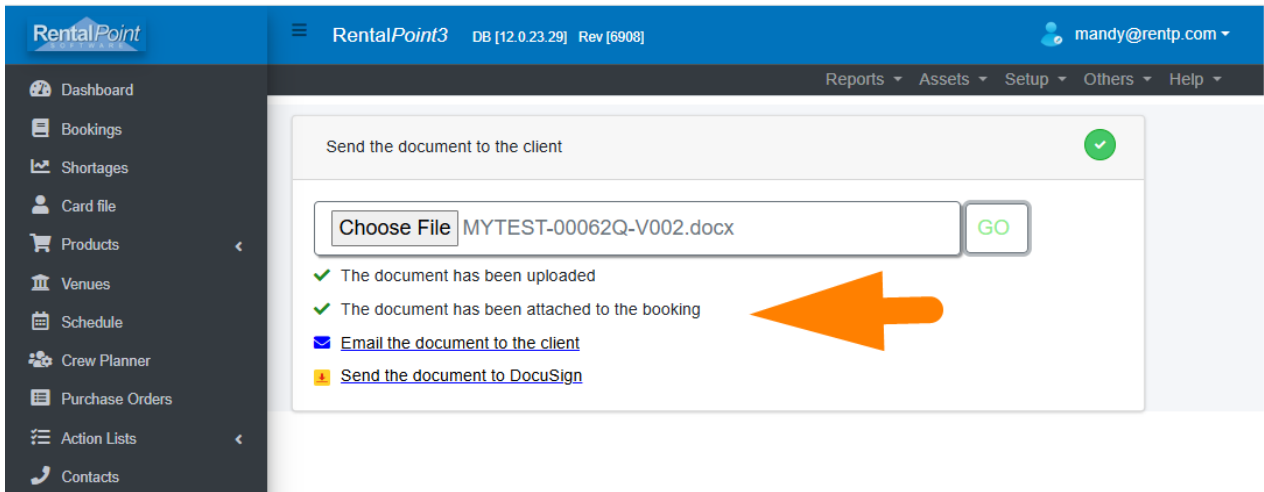
Prepared For	Dates	Job Site
MyTest	Deliver: at Set-Up By: at Show Start: at Show End: at Pick-Up: at	Venue: Bay 1 Room: Address:
Contact: Jaclyn Telephone:	Fax:	Contact: Telephone:

Qty	Description	Days Charged	Unit	Discount %	Extended
1	AUDIO GEAR asset1	0	0.00	0	M/C
1	Road cases	28	0.00	0	M/C
2	Monitor 25"	28	0.00	0	M/A
1	AUDIO GEAR beige Head Worn Mic T45	0	0.00	0	M/C
1	Lighting	0	0.00	0	M/C
1	Blue Chairs	0	37.40	0	448.80
1	Chair covers	0	0.00	0	M/A
1	Road cases	28	0.00	0	M/C
2	Monitor 25"	28	0.00	0	M/A
2	Cables	28	0.00	0	M/A
2	Monitor 25"	28	0.00	0	M/A
2	Cables	28	0.00	0	M/A
LABOUR					
Equipment added on checkout - on:16/06/21 at 1540					
2	SHELTER tin shed	0	270.00	50	4,320.00
LABOUR					
Installation Instructions					
				Rental	4,768.80
				Rental Discount	0.00
				Sales	0.00
				Sales Discount	0.00
				Sundries	0.00
				Delivery Pickup	3.00
Renter or duly authorized agent of Renter				Tech Labor	462.72
Date				Inst	798.64
Please Print Name				<b>Total</b>	<b>6,942.04</b>

To attach the document produced to the booking for later reference, click NEXT and follow the onscreen instructions (screenshots below).

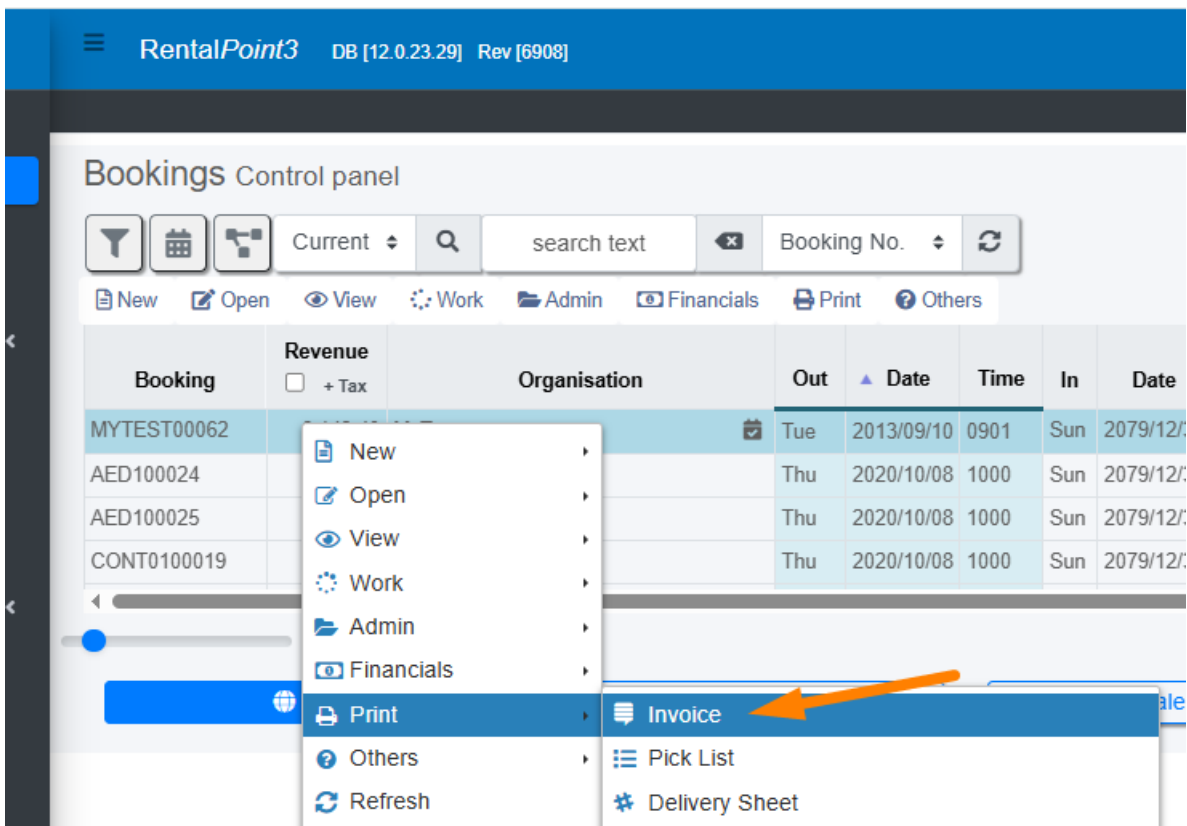
To attach later, click CLOSE. You can attach any document to the booking at any time from the 'View Attachments' window



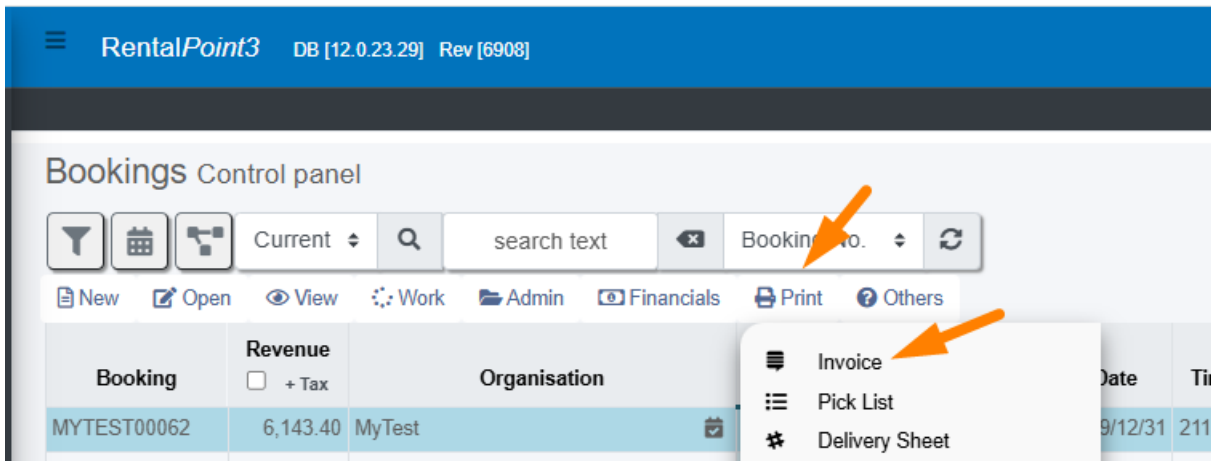


## Print Invoice

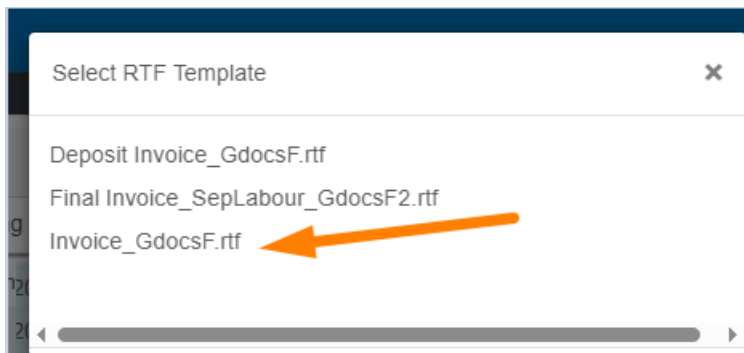
First highlight the booking on the booking grid, then access the 'Print' option from the right click menu



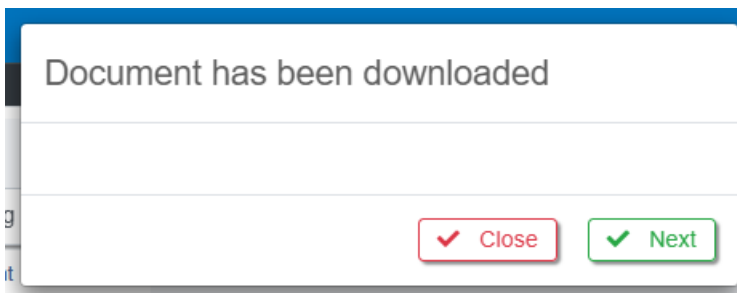
OR from the top menu bar



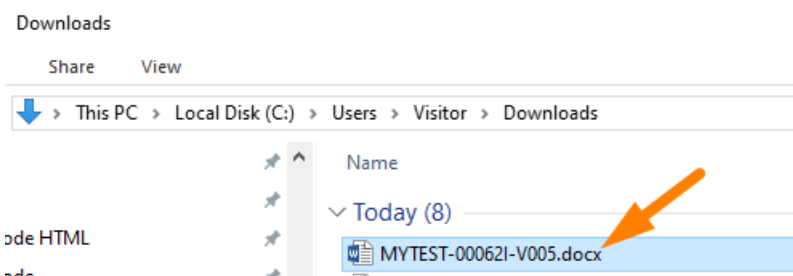
Click on the name of the template you would like to use and wait for the merge to complete



Once the document has been merged and an invoice number assigned, you will see a 'Document has downloaded' message.



Check your downloads folder for the merged document and alter formatting as needed.





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INVOICE NO 345  
 INVOICE DATE 25/04/01  
 CUSTOMER MYTEST  
 TERM  
 PAGE 1 of 2

**INVOICE**

Ordered By	Venue	Invoice To
MyTask 98 Mill St South  Glendale, ON Canada K3L 5K9 Phone: Fax: Email: mandyfox.mk@gmail.com	Bay 1  - Phone: Fax:	MyTask 98 Mill St South  Glendale, ON Canada K3L 5K9 Phone: Fax: Email: mandyfox.mk@gmail.com

Booking Contact	Customer Contact	Out Date / Time	Delivery Date / Time	Via
Jaclyn	RentalPaint Support	13/09/10 0010		We Deliver
Payment	PO No. Date Sent	In Date / Time	Return Date / Time	Via
Cash	1234 23/09/27	79/12/31 2110		We Pickup
Customer Phones	Project	Setup By Rehearsal	Show Starts Show Finish	Strike/Wrap
:	-MYPROJ -			

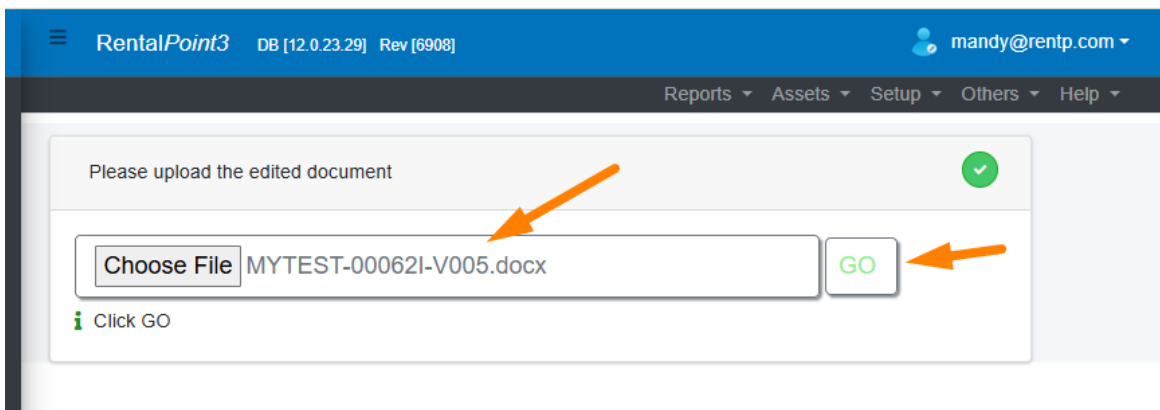
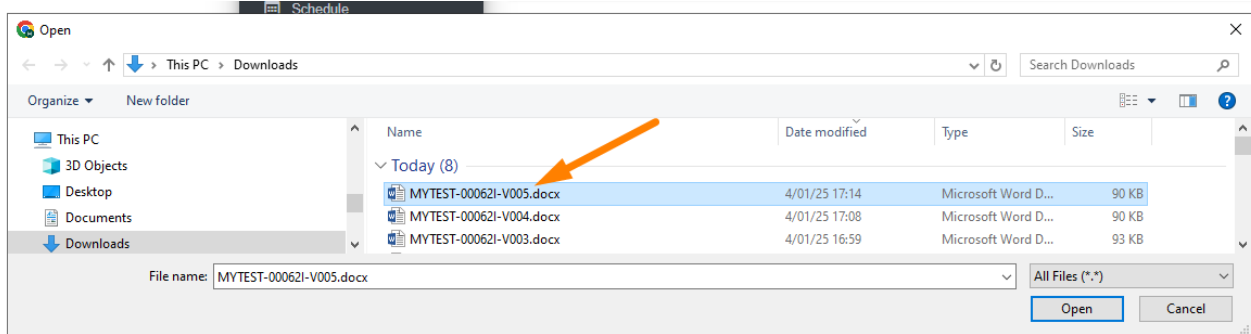
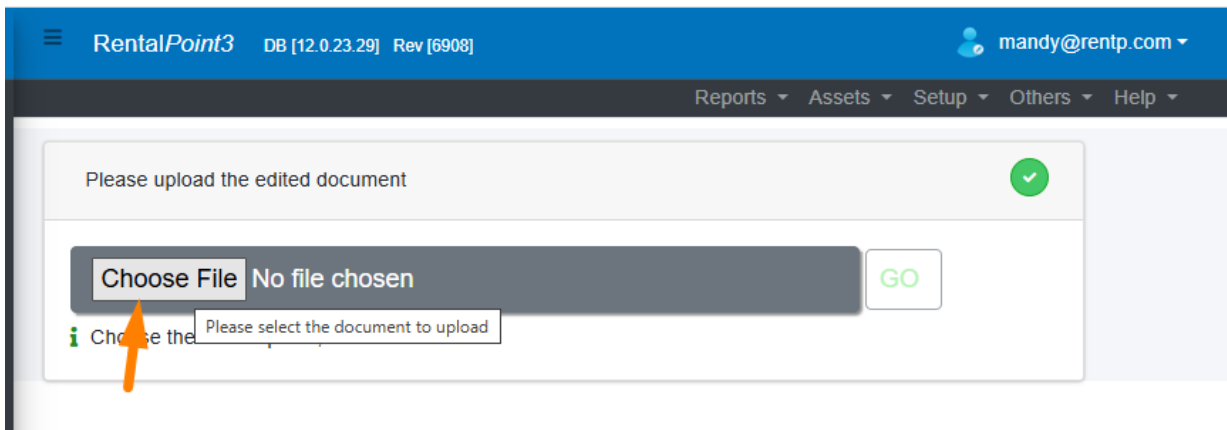
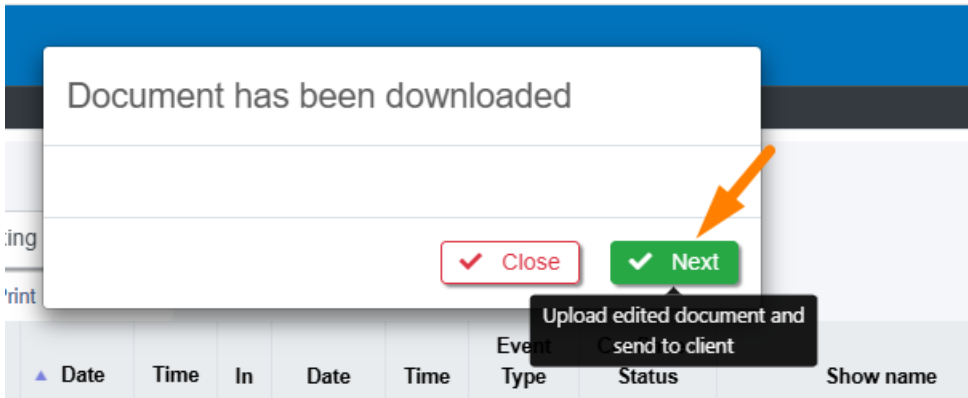
Code	Description	Qty.	Unit Price	DISC %	TOTAL
AUDIO GEAR					
ASSET1	<del>466011</del>	1	0.00	0	M/C
Road cases					
MYRACK	<del>MONITOR, 25"</del>	1	0.00	0	M/C
<del>MONITOR, 25"</del>		2	0	0	M/A
AUDIO GEAR					
P10101	beige Head Worn Mic T45	1	0.00	0	M/C
LIGHT123	Lighting	1	0.00	0	M/C
CHAIR	Blue Chairs	1	37.40	0	448.80
CC	Chair cover	1		0	M/A
Road cases					
MYRACK	<del>MONITOR, 25"</del>	1	0.00	0	M/C
<del>MONITOR, 25"</del>		2	0	0	M/A
<del>CABLES, 490005</del>		2	0	0	M/A
<del>MONITOR, 25"</del>		2	0	0	M/A
<del>CABLES, 490005</del>		2	0	0	M/A
LABOUR					
Sub Total					448.80
Equipment added on checkout - on:16/06/21 at 1540					
SHELTER					
TIN	<del>100</del> shed	2	270.00	50	4,320.00
Sub Total					4,320.00
LABOUR					
Tuesday 2013 September 18th					
SETUP	<del>Setup</del> Crew - <del>5,000.00</del>	1	0.00		M/C

Installation Instructions	
Rental	4,705.00
Credit C. Surcharge	0.00
Rental Discount	0.00
Sales	0.00
Sales Discount	0.00
Insurance	305.88
Delivery Pickup	3.00
Installation/Operator	482.72
IGT	795.64
Exempt	0.00

A 50% deposit will be required upon confirmation of this order. All balances must be paid within 30 days from the date of invoice. Any outstanding balance beyond that date will be subject to a 1.5% per month interest fee. Any open balance after 30 days will void any discount offered, and the original balance will be due.

To attach the document to the booking for later reference, click NEXT and follow the onscreen instructions (screenshots below).

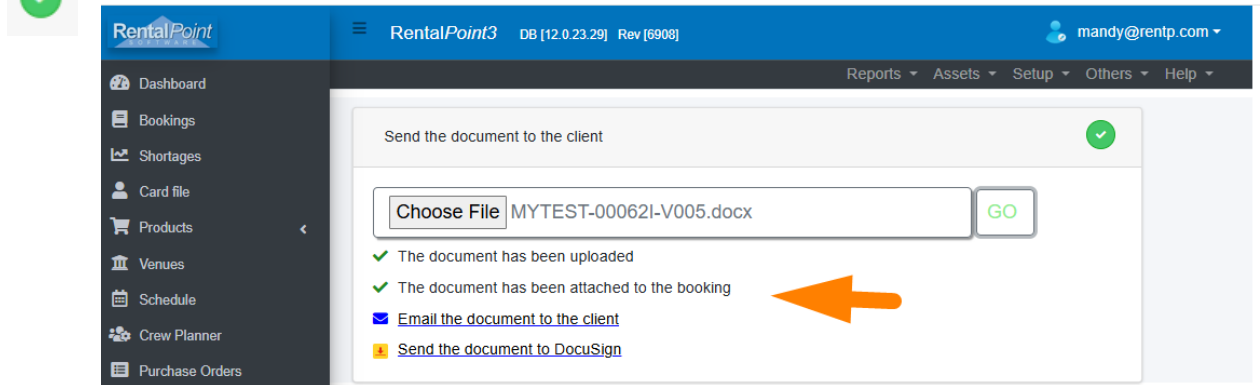
To attach later, click CLOSE. You can attach any document to the booking at any time from the 'View Attachments' window





Once the documents have been uploaded click the green checkmark

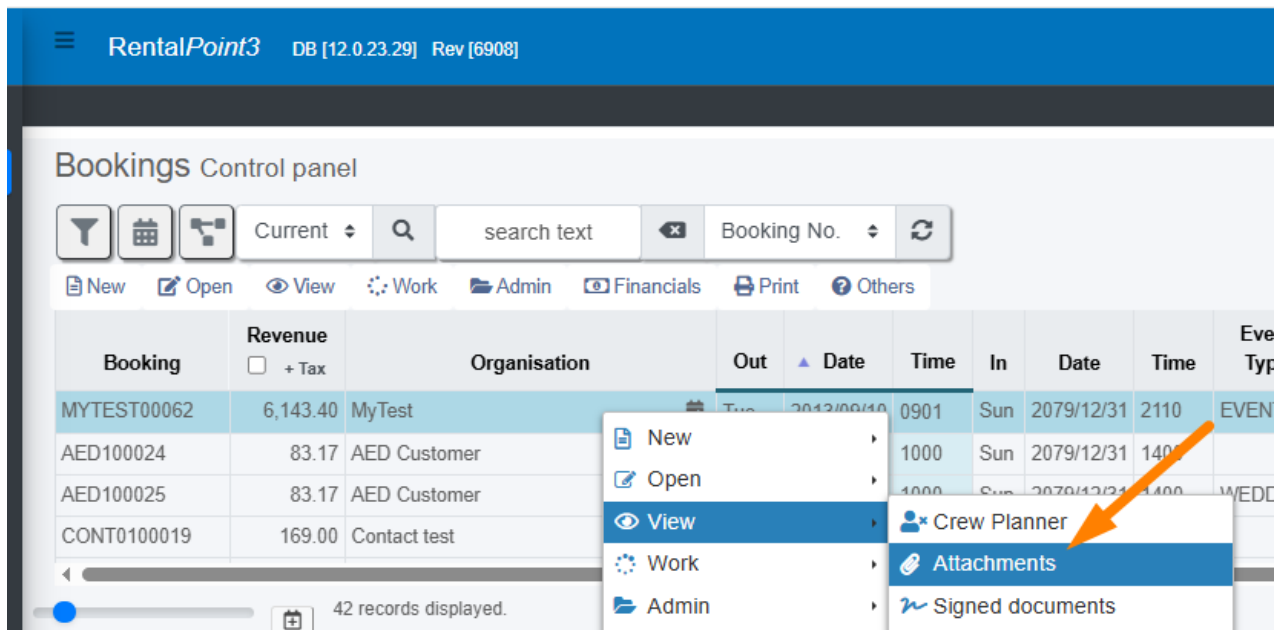
to exit.



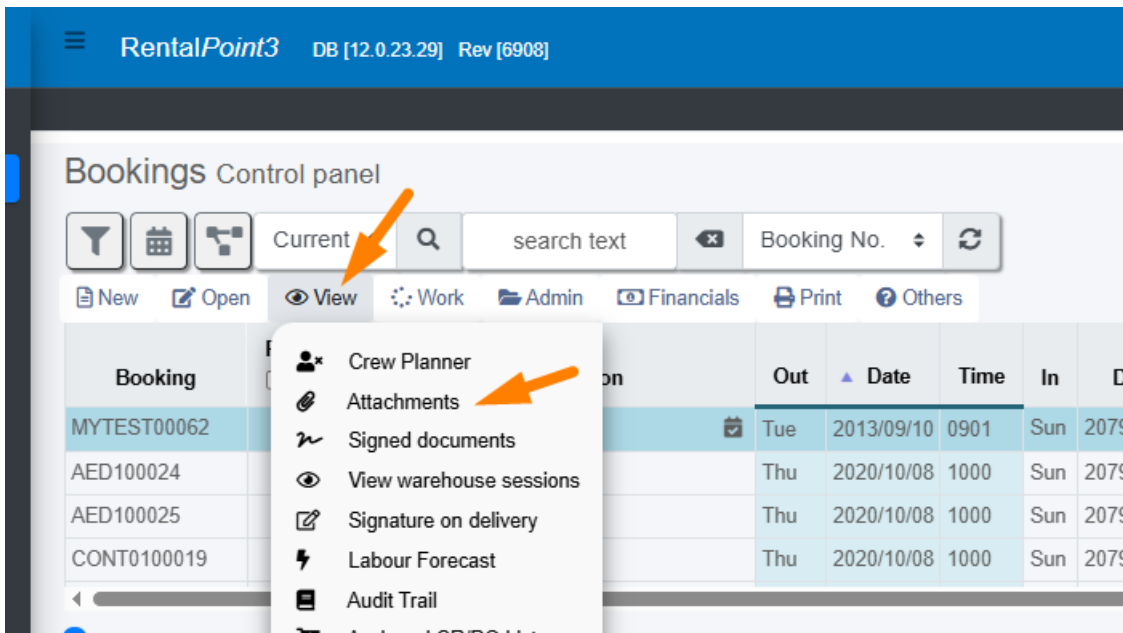
## Documents attached to a booking

To view documents attached to a booking OR to attach new documents, first highlight the booking on the booking grid

Then right click on the booking to access the view menu







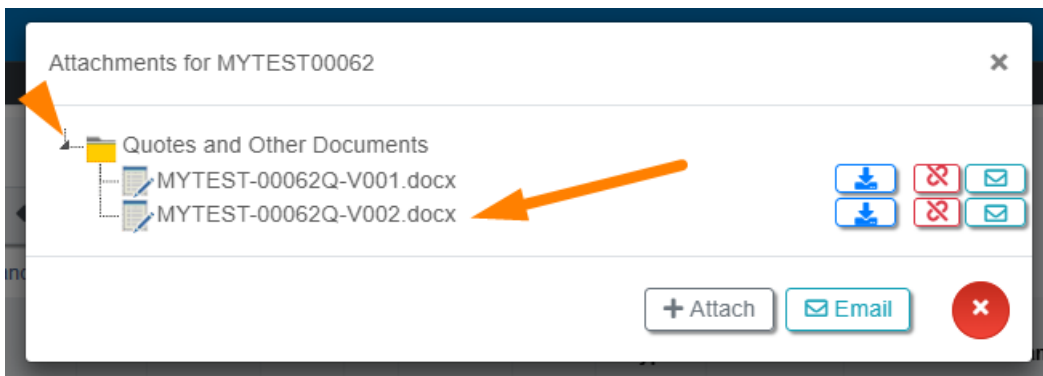
Or access from the top menu



Click the arrow to the left of the yellow folder you would like to expand

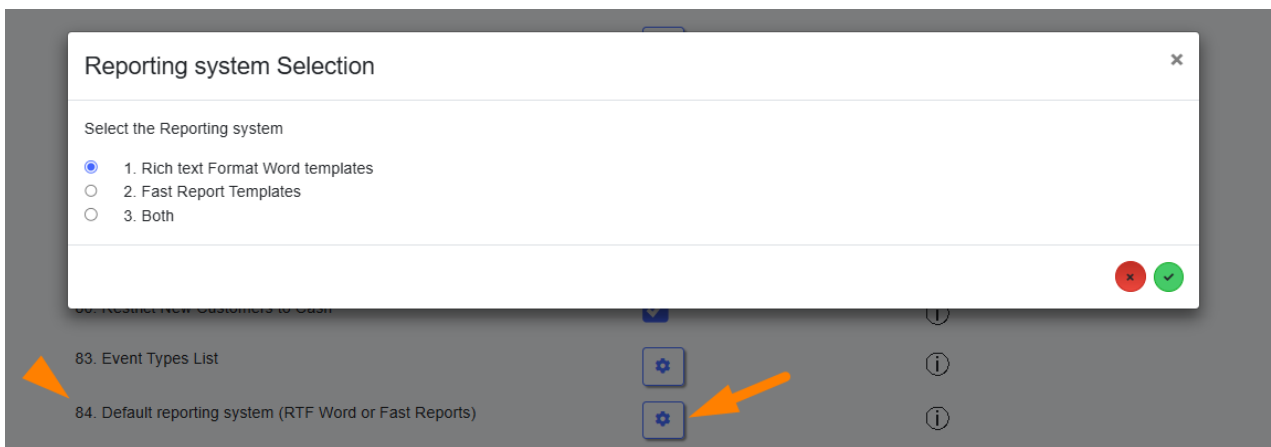
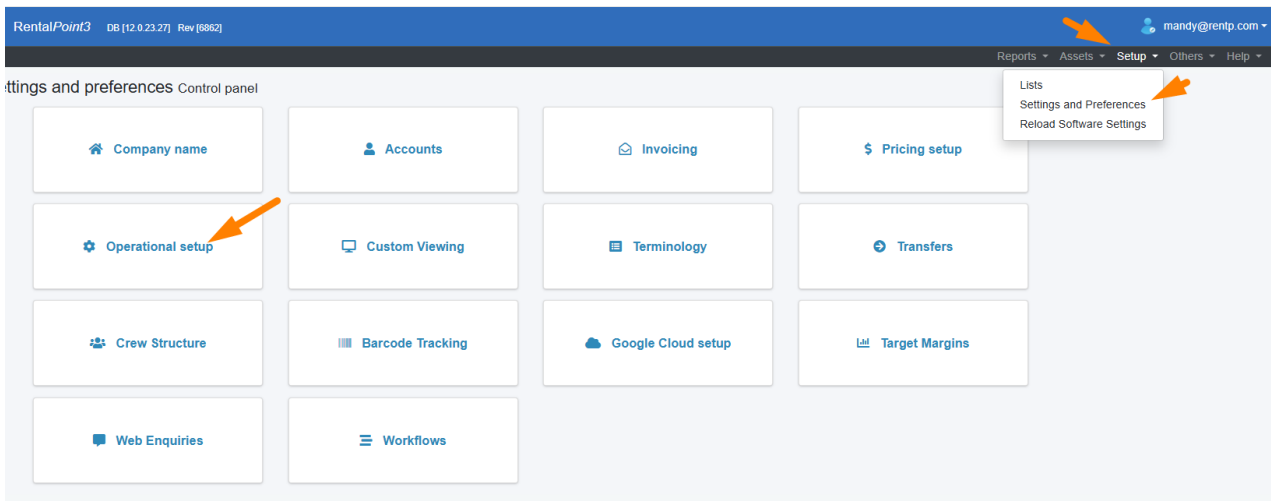
From here you can:

	Download an attached document
	Remove link to attachment (the file will not be deleted)
	Email an attached document
	Attach any document

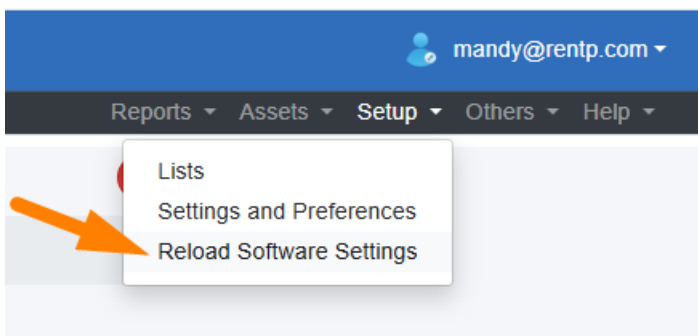


## Setting RTF Parameters

Operational Parameter 84 sets your company preference for document merge using either Fast Reports exclusively or a combination of Rich Text Format (RTF) quote and invoice templates along with Fast Report templates for all other options.



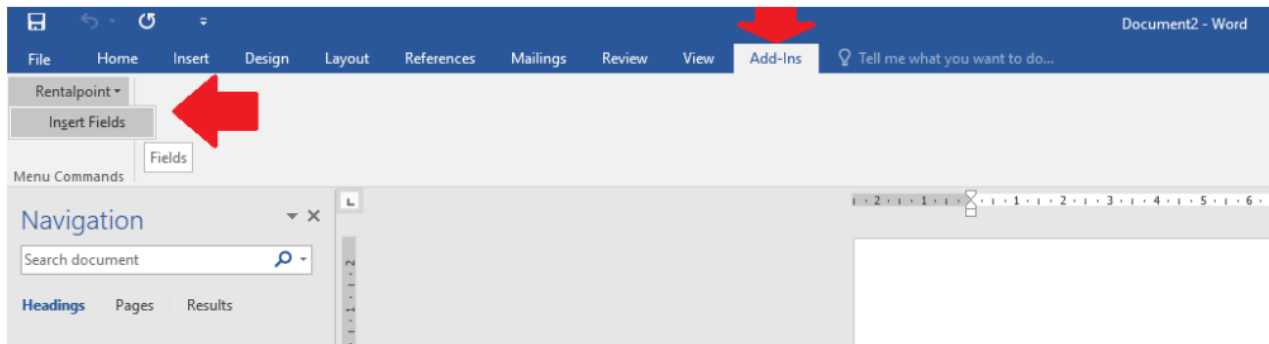
If you make changes here, remember to reload software settings to operate under the new settings.



## RTF Insert Field Module

Include the RentalPointInsertFieldsModule.dll file in your Word Startup folder in order to access all insert fields available from RentalPoint while setting up your template. Contact [support@rentp.com](mailto:support@rentp.com) to request your copy of the file. Click here for a list of [insert fields available](#).

Once installed you'll see the RentalPoint insert fields under your Word 'add-ins' tab.

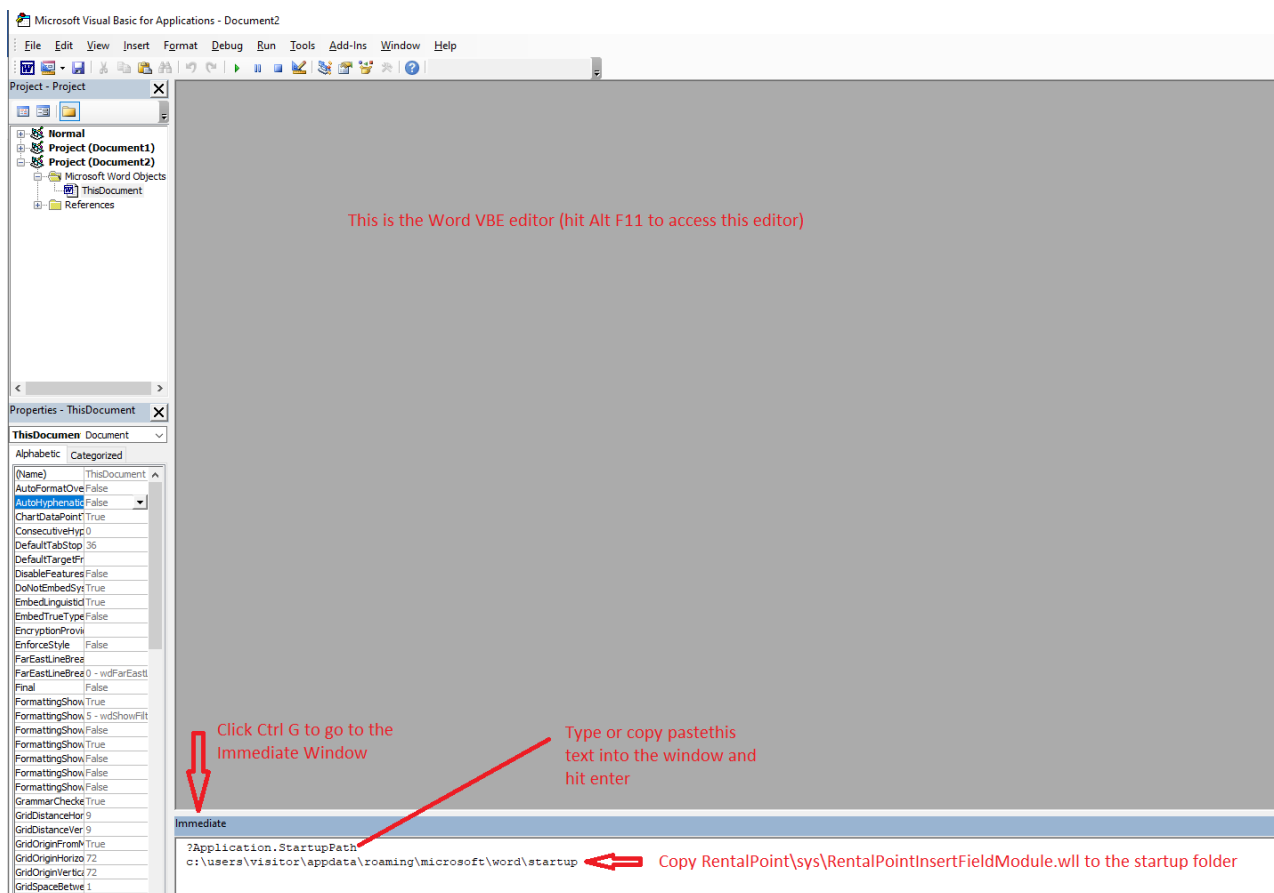


## To Install the RentalPointInsertFieldsModule.dll file

Find the location of your Word Startup Folder

1. Open Word, then press **Alt+F11** to open the macro editor, **VBE**.
2. In the **VBE** window, press **Ctrl+G** to go to the **Immediate window**.
3. In the **Immediate window**, type: `?Application.StartupPath`
4. Press **Enter**.

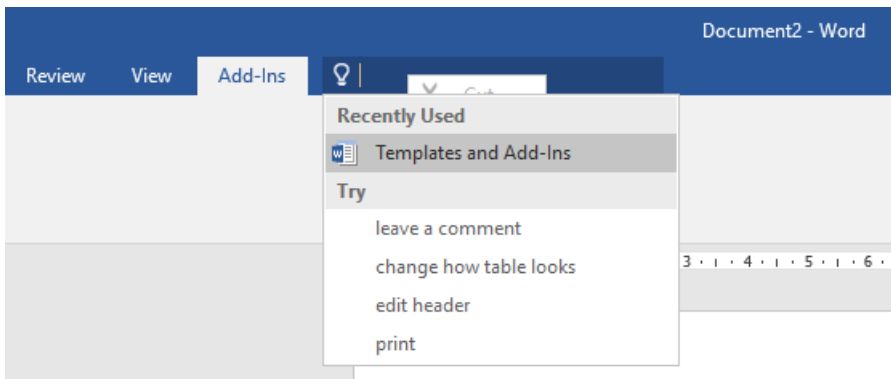
The path to the **STARTUP** folder is now shown below the line you typed as illustrated in Figure 1 below. You can copy the path and paste it into the address field in **Windows Explorer** and press **Enter** to go directly to the **STARTUP** folder.



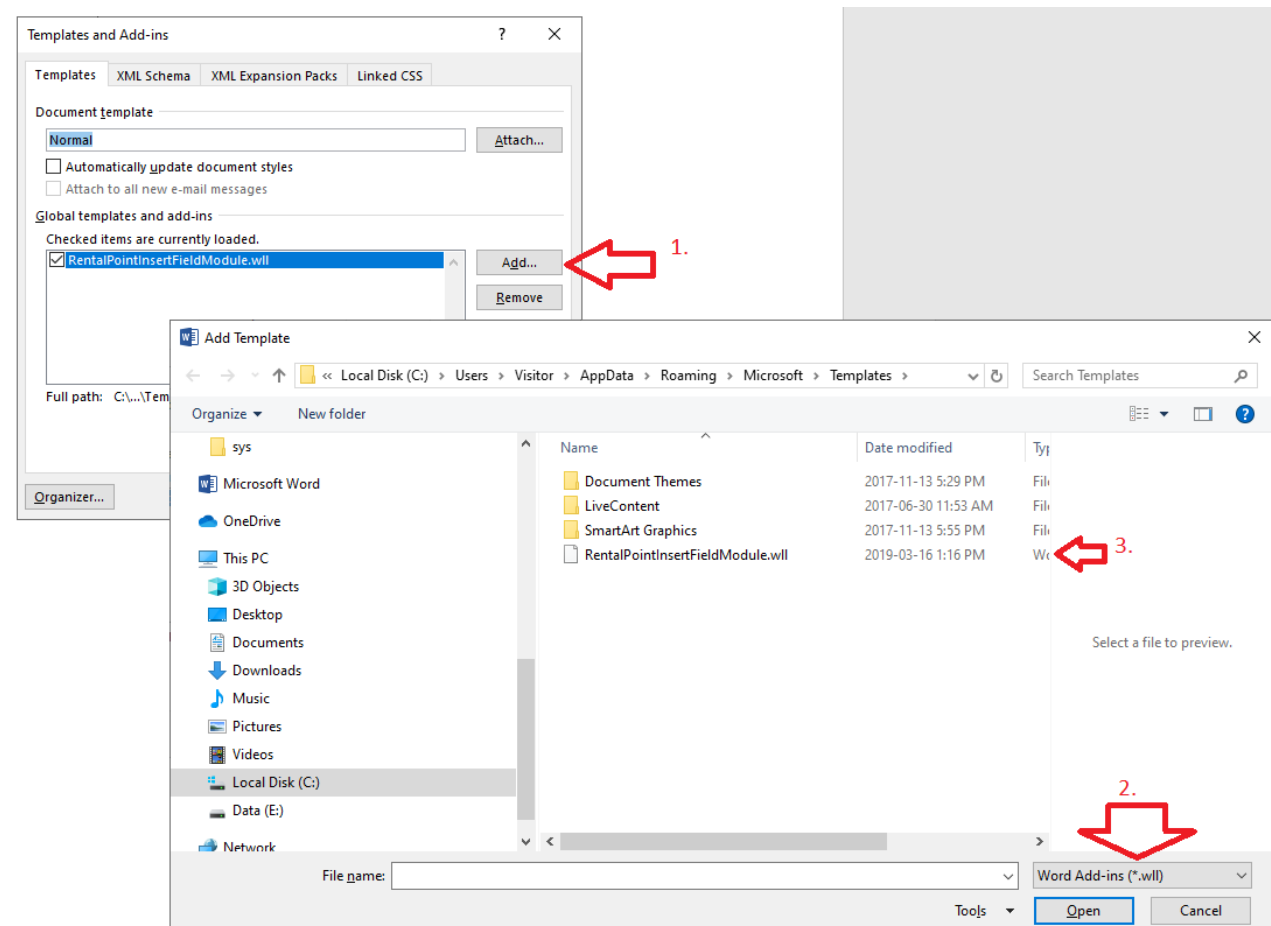
Copy `c:\RentalPointv11\sjs\RentalPointInsertFieldModule.wll` to the startup folder

Close Word and reopen, if the Add-Ins tab doesn't show up or if the RentalPoint Add-Ins are not there, follow the steps below.

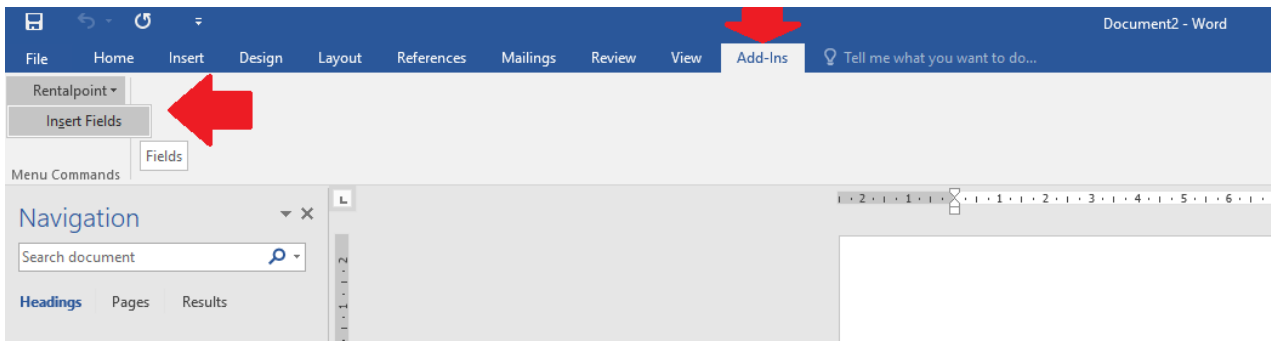
Type 'Templates and Add-Ins' into the search bar



Click ADD to find and add the RentalPoint Add-Ins



You should now see the RentalPoint Add-Ins tab



## RTF Colour Insert Fields

RTF Insert fields are used to merge data from your RentalPoint Database with your MS Word template. Fields are available via the [RentalPointInsertFieldModules.dll](#) file or see our list of [RTF Insert fields](#).

### Colour Insert Fields

INSERT FIELD	DESCRIPTION
&COMCOL&	Comment colour
&HEDCOL&	Heading colour
&SUNCOL&	Sundry colour
&COMPCOL&	Component colour
&GROCOL&	Group heading colour

To use any of the colour insert fields:

1. Insert one or more of the colour insert fields into your template above the equipment list.
2. Then highlight the text between the &'s and change the colour
3. The comments will appear in the colour of the insert field



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ACOMFORCA  
**QUOTATION**  
 Printed  
 &tdatN& &timeC&  
 BY  
 &BSALESPC&

Page 1 of 1  
 JOB: &bookNoC&  
 STATUS: &BKSTATEC&  
 CUSTOMER: &CoC&  
 JOBNAME: &SHOWNAMC&

Prepared For	Dates	Job Site
&CoC& &Cadl1C& &Cadl2C& &Cadl3C& &STATEC&	<b>Deliver:</b> &ACTDELDN:8& at &dttimeC& <b>Set-Up By:</b> &SETUPDN:8& at &dttimeC& <b>Show Start:</b> &SHWSDN:8& at &SHWSTIMC& <b>Show End:</b> &SHWENDDN:8& at <b>Pick-Up:</b> &PICRETN:8& at &rtimeC&	<b>Venue:</b> &delToC& <b>Room:</b> &VroomC& <b>Address:</b> &dadr1C& &dadr2C&  &dadr3C& &VNSTATEC& &VNPOCEC&
&CustposC& &CNTRYC&  <b>Contact:</b> &bcontC& <b>Telephone:</b> &CphoneC&	<b>Fax:</b> &CfaxC&	<b>Contact:</b> &VcontC& <b>Telephone:</b> &dphoneC&

colour insert fields

Equipment List

&COMCOL& &HEDCOL& &SUNCOL& &COMPCOL& &GROCOL&

Qty	Description	Days Charged	Unit	Discount %	Extended
&QTYN:3&	&DESC:48& &DAYSCHDN&	&UNITN:8:2&	&LIDISCN:4:2&	&LINEPRIN:10:2&	

Installation Instructions

&instru1C& &instru2C&  
 &instru3C& &instru4C&  
 The renter acknowledges that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.

Rental  
 Rental Discount  
 Sales  
 Sales Discount  
 Sundries  
 Delivery Pickup  
 Tech Labor  
 &TAXTIT1C&

Renter or duly authorized agent of Renter \_\_\_\_\_  
 Date \_\_\_\_\_  
 Please Print Name \_\_\_\_\_

**Total** &TotalN:14:2&

Output Document with colour



**QUOTATION**  
 Printed  
 25/04/02 3:55 PM  
 BY  
 RentalPoint Test

Page 1 of 1  
 MYTEST00032  
 Confirmed  
 CUSTOMER: MyTest  
 JOBNAME:

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Prepared For	Dates	Job Site
MyTest 98 Mill St South Glendale ON	<b>Deliver:</b> 24/02/07 at 1 :00 PM <b>Set-Up By:</b> 24/02/07 at 1 :00 PM <b>Show Start:</b> 24/02/07 at 1 :00 PM	<b>Venue:</b> <b>Room:</b> <b>Address:</b>
K3L 5K9 Canada	<b>Show End:</b> 24/02/08 at 11:00 AM <b>Pick-Up:</b> 24/02/08 at 11:00 AM	
<b>Contact:</b> Mandy Fox <b>Telephone:</b>	<b>Fax:</b>	<b>Contact:</b> <b>Telephone:</b>

Qty	Description	Days Charged	Unit	Discount %	Extended
		Sundry			125.00
1	comment 1 generic item	2	500.00	0	1,000.00
Heading One					
1	package prod	2	250.00	0	250.00
1	test	2		0	N/A
1	test	2		0	N/A
	comment 2				

Installation Instructions

The renter acknowledges that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return. any theft must be reported to the police.  _____ Renter or duly authorized agent of Renter  _____ Please Print Name		Rental	1,250.00
		Rental Discount	0.00
		Sales	0.00
		Sales Discount	0.00
		Sundries	125.00
		Delivery Pickup	200.00
		Tech Labor	0.00
		hst	204.75
		<b>Total</b>	<b>1,878.25</b>

## Sub Totals on RTF Documents

Custom printing parameter #4 enables heading sub totals to print on custom documents.

Please contact [support@rentp.com](mailto:support@rentp.com) to enable this functionality for your company setup.

The default behavior will cause the heading description to be used in the title for the sub total as well.



Sound Equipment				
SOUND EQUIPMENT				
CABLES	Cables	1	25.89	0.00
STAND	Stand	1	46.00	0.00
MIC2	Microphone	1	38.00	0.00
SPK	Speaker	4	25.00	0.00
Sub Total				0.00
Sound Equipment Sub Total				209.89

Applying the **&EXHDDESC&** insert field above the detail line in the template will cause every heading sub total to display 'Heading Sub total' instead of using the heading description.

```

|          &CustP2C&          |
|&EQLEFTMN:0&&EXHDDESC&|
| CODE      DESCRIPTION |
|&PRODUCTC:8& &DESCC:50& |

```

Heading Sub Total					0.00
Sound Equipment					
SOUND EQUIPMENT					
CABLES	Cables	1	25.89	0.00	25.89
STAND	Stand	1	46.00	0.00	46.00
MIC2	Microphone	1	38.00	0.00	38.00
SPK	Speaker	4	25.00	0.00	100.00
Sub Total					0.00
Heading Sub Total					209.89

## Creating an RTF Template

Open Microsoft Word and design your template as desired OR copy an existing template (see load document below for where to find existing templates)

For any area where you would like information from the booking to print, use the corresponding insert field from the [RenalPoint Add-ins Tab](#), [colour insert fields](#) and regular [insert fields](#)

**E AV**

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**QUOTATION**  
Printed  
&dateN& &timeC&  
BY  
&BSALESPC&

Page 1 of 1  
&bookNoC&  
&BKSTATEC&  
&CoC&  
&SHOWNAMC&

**Prepared For**  
&CoC&  
&Cadl1C& &Cadl2C&  
&Cadl3C& &STATEC&  
&CustposC& &CNTRYC&

**Dates**  
**Deliver:** &ACTDELN:8& at &timeC&  
**Set-Up By:** &SETUPDN:8& at &timeC&  
**Show Start:** &SHWSDN:8& at  
&SHWSTIMC&  
**Show End:** &SHWENDDN:8& at  
**Pick-Up:** &PICRETN:8& at &rtimeC&

**Job Site**  
**Venue:** &delToC&  
**Room:** &VroomC&  
**Address:** &dadr1C& &dadr12C&  
&dadr13C& &VNSTATEC&  
&VNPOCDEC&

**Contact:** &bcontC&  
**Telephone:** &CphoneC&      **Fax:** &CfaxC&

**Contact:** &VcontC&  
**Telephone:** &dphoneC&

&COMCOL& &HEDCOL& &SUNCOL& &COMPCOL& &GROCOL&

Qty	Description	Days Charged	Unit	Discount %	Extended
&QTYN:3&	&DESCC:48& &DAYSCHDN&	&UNITN:8:2&	&LIDISCN:4:2&	&LINEPRIN:10:2&	
Installation Instructions					
&instru1C& &instru2C& &instru3C& &instru4C& The renter acknowledges that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.					
Renter or duly authorized agent of Renter			Date		
Please Print Name				<b>Total</b>	<b>&amp;TotalN:14:2&amp;</b>

Save your document as an RTF type

File name: Quote\_GdocsF.rtf

Save as type: Rich Text Format (\*.rtf)

Authors: Tim Grafton      Tags: Add a tag      Title: Invoice Date / Tax point

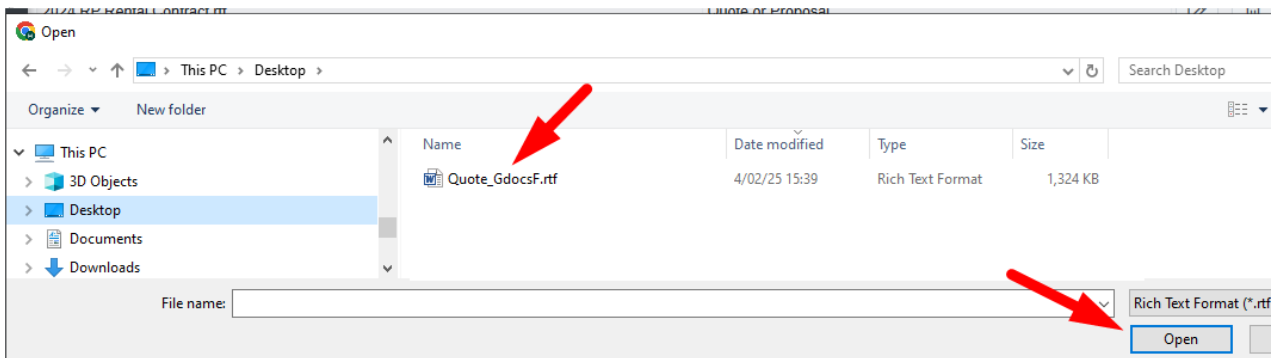
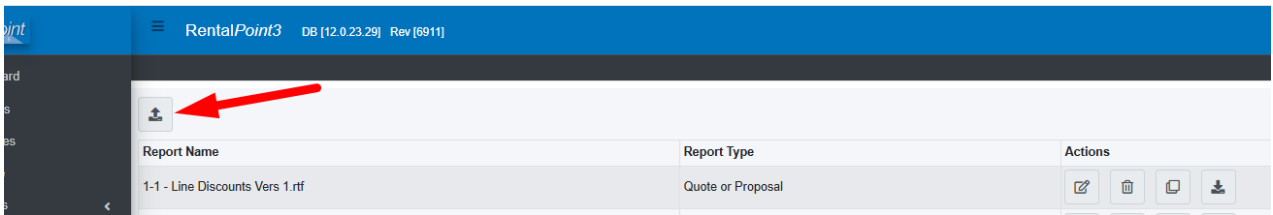
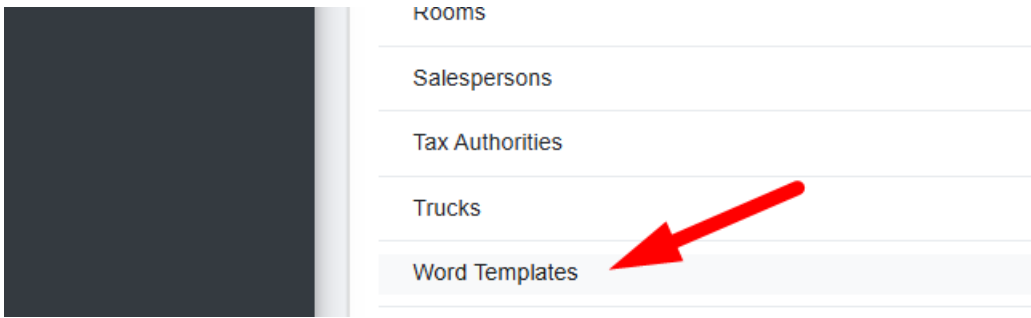
de Folders      Tools      Save      Cancel

Load your document for use in the software

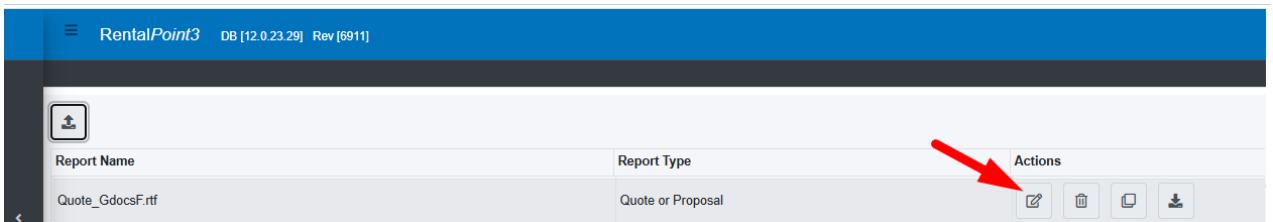
mandy@rentp.com

Reports   Assets   Setup   Others   Help

- Lists
- Settings and Preferences
- Reload Software Settings




Edit the settings to set whether the template should be available from the Print->Quote or Print->Invoice option



### Report Type

Quotation / Proposal

Invoice



# Troubleshooting Merge Issues

We've outlined some typical formatting issues found when modifying or creating new templates.

Please contact [support@rentp.com](mailto:support@rentp.com) should your template issues persist beyond the resolutions below.

## Insert Fields Display in Merged Document

For any insert fields that do not merge (i.e. the insert field is showing in the merged document)

- Sometimes Word stores junk characters around insert fields in RTF documents preventing the field from merging properly. To resolve, copy the insert field into a notepad, then copy it back to your template.

## Equipment List is not Aligned Properly

See equipment list outlined below

The screenshot shows a 'QUOTATION' document with a header section containing company information and a table of equipment. The equipment list table is highlighted with a red border, showing columns for Qty, Description, Days Charged, Unit, Discount %, and Extended. The text in the table is misaligned, with some columns appearing to be shifted or overlapping.

QUOTATION  
Printed  
BY  
BSALESPC

Page 1 of 1  
JOB: &bookNoC&  
STATUS: &BKSTATEC&  
CUSTOMER: &CoC&  
JOBNAME: &SHOWNAMC&

1509 Walkerview Lane  
Miltonville UK 90210-22  
Ph: 905-693-9457  
Web: ey\_products.com.uk  
Facebook: ey\_products

Prepared For	Dates	Job Site
&CoC& &Cad1C& &Cadl2C& &Cadl3C& &STATEC&	<b>Deliver:</b> &ACTDELDN:8& at &mtimeC& <b>Set-Up By:</b> &SETUPDN:8& at &mtimeC& <b>Show Start:</b> &SHWSDN:8& at &SHWSTIMC&	<b>Venue:</b> &delToC& <b>Room:</b> &VroomC& <b>Address:</b> &dadr1C& &dadr2C&
&CustposC& &CNTRYC&	<b>Show End:</b> &SHWENDDN:8& at <b>Pick-Up:</b> &PICRETN:8& at &mtimeC&	&dadr3C& &VNSTATEC& &VNPOCDEC&
<b>Contact:</b> &bcontC& <b>Telephone:</b> &CphoneC&	<b>Fax:</b> &CfaxC&	<b>Contact:</b> &VcontC& <b>Telephone:</b> &dphoneC&

Qty	Description	Days Charged	Unit	Discount %	Extended
&QTYN:3&	&DESCC:48& &DAYSCHDN&	&UNITN:8:2&	&LIDISCN:4:2&	&LINEPRIN:10:2&	

Rental  
Rental Discount  
Sales  
Sales Discount  
Sundries  
Delivery Pickup  
Tech Labor  
&TAXITIC&

The renter acknowledges that the equipment is NOT covered by insurance and that additional rental charges will be made if the equipment is returned late. All blown globes must be returned, speaker cone damage must be paid for on return, any theft must be reported to the police.

Renter or duly authorized agent of Renter \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_ **Total** &TotalN:14:2&

### If the equipment list prints in a dis-proportional font:

- Use a Fixed Width/Monospaced Font for the equipment list in your template like Consolas
- If you're already using a Fixed Width/Monospaced font then please send a copy of your font file to [support@rentp.com](mailto:support@rentp.com) so that we may load it and make it available for your template.

- Sometimes MS Word stores junk characters between the fields on the equipment list. For this reason all editing of the equipment list should be performed in Notepad.
  - Cut the equipment list line out of the template into a notepad
  - Then add any spacing needed where the equipment list should appear in the template
  - change the font for the spaces to Consolas or another fixed size font (avoid using Courier new)
- Move the equipment list outside of a table.
- If the template still doesn't work:
  - Edit the template using notepad++
  - Find the equipment list and look just before it for /fnn where nn is the number for the font.
  - Delete the /fnn and all the ones that appear before it.

#### **Remove any & characters used as normal text in your template**

- Since the software uses '&' as part of the code to merge database information to your template, please refrain from using '&' as normal text. Delete any & from the template that is NOT part of an insert field

If the template still doesn't work - email the template to [support@rentp.com](mailto:support@rentp.com) for review

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