Print Using RTF Templates

Last Modified on 16/07/2025 10:41 am 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

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Once the document is merged, both Word and PDF versions of the document are automatically attached to the booking. You will also see a 'Document has downloaded' message.

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Print Invoice

Invoicing can be customized with via Invoicing Parameters.

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Documents attached to a booking

When documents are produced for a booking, they are automatically attached for later reference. 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

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Or access from the top menu

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AED100025	Signature on delivery		Thu 2	020/10/08	1000	Sun	2079
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Click the arrow to the left of the yellow folder you would like to expand

From here you can:

D	Download an attached document
S	Remove link to attachment (the file will not be deleted)
	Email an attached document
L Attach	Attach any document (to <i>replace</i> an existing attachment, use the same filename. The existing
- Attach	attachment will be overwritten)



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.

				Reports - Assets - Setup - Others -
and preferences Control panel				Lists Settings and Preferences
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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 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.

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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\sys\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 sea	arch bar
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				Document2 - Word
Review	View	Add-Ins		
			Recently Used	
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			Тгу	
			leave a comment	
			change how table looks	3 • 1 • 4 • 1 • 5 • 1 • 6 • 1
			edit header	
			print	

Click ADD to find and add the RentalPoint Add-Ins



You should now see the RentalPoint Add-Ins tab

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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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&instru1C& &instru2C& &instru3C& &instru4C& The renter acknowledges that that additional rental charge blown globes must be return return, any theft must be return Renter or duly authorized agent of R	at the equipment s will be made if ied, speaker cone sported to the pol enter	is NOT covered by insu the equipment is return a damage must be paid lice.	rance and ed late. All for on Date	Rental Rental Discoun Sales Sales Discount Sundries Delivery Picku - Tech Labor &TAXTTTIC&	ut da P t da	<pre>sequipTN:14 discamtN:14 saletotN:14 sundtotN:14 stoTDELN:14 slabourN:14 saletaxN:14</pre>	:24
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Output Document with colour

1509 Walkerview Lane Miltonville UK 90210-22 Ph: 905-693-9457 Web: ey_products.com.uk		QUOTA Printe 25/04/02 3 BY RentalPoint	FION ed :5 PM t Test	JOB: STATUS: CUSTOMER: JOBNAME:	Page 1 of 1 MYTEST00032 Confirmed MyTest
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K3L 5K9 Canada	Show End: Pick-Up:	24/02/08 at 11:00 24/02/08 at 11:00	AM AM		
Contact: Mandy Fox Telephone:	Fax:			Contact: Telephone:	
Qty Description		Days Charged	Unit	Discount	: % Extended
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1 package prod 1 test 1 test comment 2		2 2 2	250.0	0 0 0 0	250.00 N/A N/A
Installation Instructions	3				
The renter acknowledges that that additional rental charge blown globes must be return returnany theft must be re Renter or duly authorized agent of R	s NOT covered by ins ne equipment is retur damage must be paid ce.	urance and ned late. All l for on Date	Rental Rental Discount Sales Discount Sundries Delivery Pickup Tech Labor. hst	1,250.00 0.00 0.00 125.00 200.00 0.00 204.75	
Please Print Name				Total	1,878.25

## Sub Totals on RTF Documents

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

Please contact 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 STAND Stand MIC2 Microphone SPK Speaker	1 1 1 4	25.89 46.00 38.00 25.00	0.00 0.00 0.00 0.00	25.89 46.00 38.00 100.00
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			<u> </u>	0.00
Sound Equipment				
SOUND EQUIPMENT CABLES Cables STAND Stand MIC2 Microphone SPK Speaker	1 1 1 4	25.89 46.00 38.00 25.00	0.00 0.00 0.00 0.00	25.89 46.00 38.00 100.00
Sub Total				0.00
Heading Sub Total			2_	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

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Please Print Name				Total		&TotalN:1	4:2&

#### Save your document as an RTF type

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Save as type:	Rich Text Format (*.rtf)		~	1
Authors:	Tim Grafton	Tags: Add a tag	Title: Invoice Date / Tax point	
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#### Load your document for use in the software



Rooms
Salespersons
Tax Authorities
Trucks
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Edit the settings to set whether the template should be available from the Print->Quote or Print->Invoice option

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### **Troubleshooting Merge Issues**

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

Please contact <a href="mailto:support@rentp.com">support@rentp.com</a> 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

EAV		COMMUNICA COMMUNICA Printed & didateN& & timeC& BY &BSALESPC&	N JOB: STATUS: CUSTOMER JOBNAME:	Page 1 of 1 &bookNoC& &BKSTATEC& : &CoC& &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& &Cadl1C& &Cadl2C& &Cadl3C& &STATEC&	Deliver: Set-Up By: Show Start:	&ACTDELDN:8& at &dtim &SETUPDN:8& at &dtime &SHWSDN:8& at &SHWSTMC®	eC& Venue: C& Room: Address:	&delToC& &VroomC& &dadrl1C& &dadrl2C&
&CustposC& &CNTRYC&	Show End: Pick-Up:	&SHWSTINC& &SHWENDDN:8& at &PICRETN:8& at &rtimeC	8.	&dadrl3C& &VNSTATEC& &VNPOCDEC&
Contact: &bcontC& Telephone: &CphoneC&	Fax:	&CfaxC&	Contact: Telephone:	&VcontC& &dphoneC&
SCOMCOLS SHEDCOLS SUNC	COLS &COMPCOLS &G	ROCOLS		
Qty Description		Days Charged Uni	t Disco	unt % Extended
&QTYN:3& &DESCC:48	& &DAYSCHDN&	&UNITN:8:2& &LI	DISCN:4:26	€LINEPRIN:10:2€
&instru1C& &instru2C&	hat the equipment	is NOT covered by insurance the equipment is returned lai	Rental and Rental Disco te. All Sales	sequipTN:1 unt sdiscamtN:1 ssaletotN:1

When saving your RTF template, use File-->Save AS instead of the save icon.

This ensures the file is saved without garbage characters between insert fields which can cause issues during the merge process.

#### 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 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 for review

## **QRCode on RTF Templates**

QR Code can be printed on RTF templates using the following setup

- &STARTQRC&
- < the insert field for the field you want printed as a QR Code >
- &ENDQRN:<size>:<size>&

#### Example:

Booking Number is printed as QR Code using the setup below



#### Merged Template:

