

# Print Setup

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## RentalPoint offers two options for Quote and Invoice Template use.

**RTF templates** are MS Word templates saved in Rich Text Format using RentalPoint Insert fields to merge data from your database with your preferred MS Word template layout.

**FastReport .NET report templates** are stored in *frx* files, and their internal format is based on XML. Standard templates are provided with the software while custom templates are available for an additional cost dependant on the level of customization required. Please contact [support@rentp.com](mailto:support@rentp.com) for further information.

## Setting your template Preferences

The screenshot displays the RentalPoint3 software interface. At the top, the header bar shows 'RentalPoint3 DB [12.1.1.0] Rev [7239]' and a user profile for 'support@rentp.com'. The main menu includes 'Reports', 'Assets', 'Setup', and 'Others'. The 'Setup' menu is open, showing options: 'Lists', 'Switch Database', 'Settings and Preferences', and 'Reload Software Settings'. The 'Settings and Preferences' option is highlighted. Below the menu, the 'Settings and preferences Control panel' is visible, featuring several tiles: 'Company name', 'Accounts', 'Invoicing', 'Operational setup', 'Custom Viewing', 'Terminology', and 'Transfers'. The 'Operational setup' tile is selected. A dialog box titled 'Reporting system Selection' is open, prompting the user to 'Select the Reporting system'. It offers three radio button options: '1. Rich text Format Word templates', '2. Fast Report Templates', and '3. Both'. The '3. Both' option is selected. A message at the bottom of the dialog states: 'Use this option to use RTF templates for Quotes and Invoices'. Below the dialog, a list of settings is shown, including '77. Salesperson Assigned To', '78. Default for Schedule Dates and Times in Booking', '80. Restrict New Customers to Cash', '83. Event Types List', and '84. Default reporting system (RTF Word or Fast Reports)'. The '84. Default reporting system' setting is highlighted with a gear icon.

1. Rich text Format Word templates

2. Fast Report Templates

3. Both

Use this option to use RTF templates for Quotes and Invoices

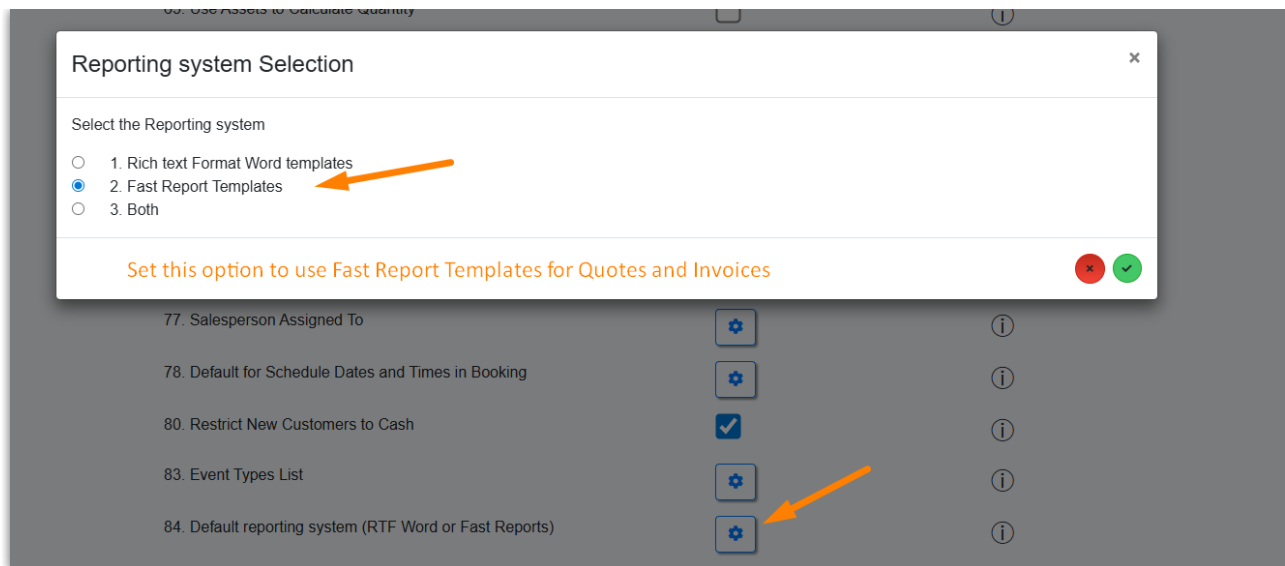
77. Salesperson Assigned To

78. Default for Schedule Dates and Times in Booking

80. Restrict New Customers to Cash

83. Event Types List

84. Default reporting system (RTF Word or Fast Reports)



When settings are changed, reload software settings to avail of the latest settings.

