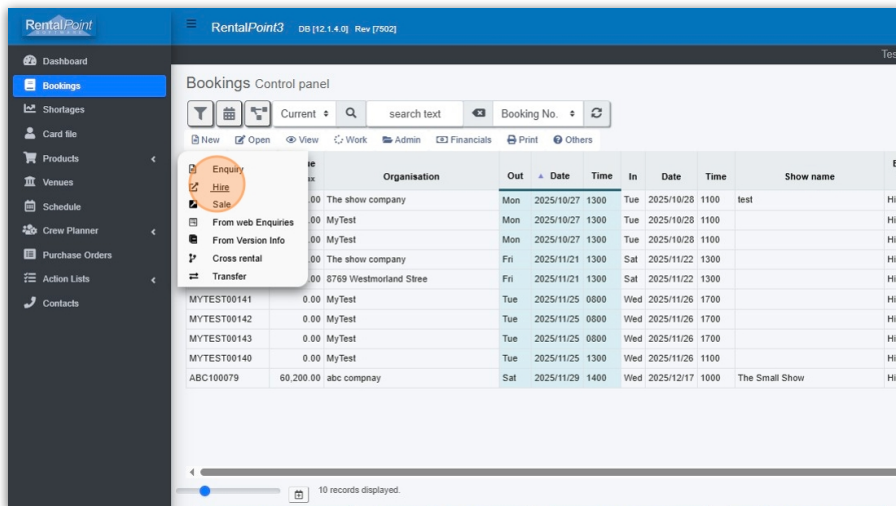


New Booking

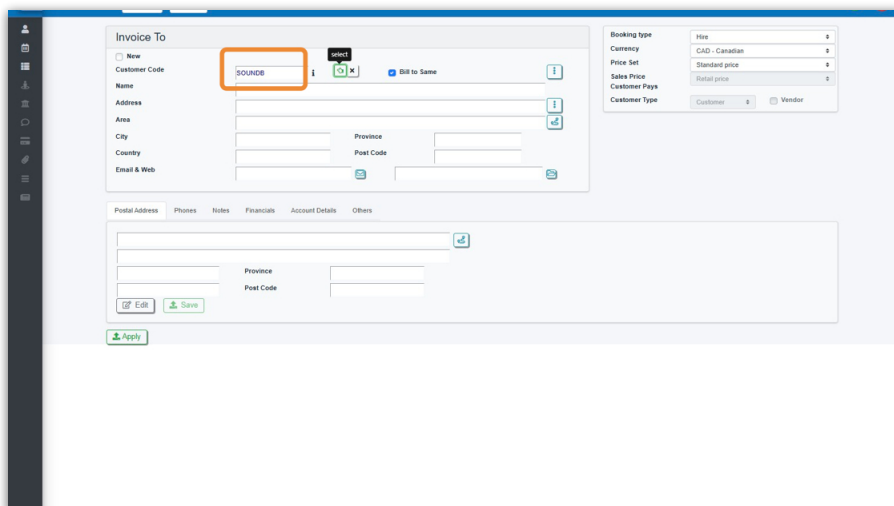
Last Modified on 01/12/2025 1:58 pm EST

How to Book Equipment for a Client

1. To get started with a simple booking, from the Bookings Grid Select "New" then "Rental/Hire"



2. Enter your customer code then tab to load the customer details



3. Navigate to the "Calendar" tab to set dates and times the gear will be booked for

RentalPoint 0 - EAST 0 - Main

Customer
Calendar
Equipment
Crew
Venue
Notes
Financials
Attachments
Status
Other details

voice To

New

Customer Code: SOUND8 select

Name: SoundByte Experience

Address: 9987 Westhaven Way

City: Toronto

Country: Canada Province: Ontario Post Code: K9K5P0

Email & Web: soundbyte@gmail.com

Bill to Same

Booking type: Currency: Price Set: Sales Price: Customer P: Customer Ty:

Postal Address Phones Notes Financials Account Details Others

Find and link Contact Search for + Add Edit

First Name	Last Name	Position	Cell	Landline #1	#2	Email	Address
						aaron@2dhouse.com	230 New T
uben	Andrade					preferred@avad.com	5655 Kenn
edore	Asher						

Booking contact: Theodore Asher Customer Contact: Theodore Asher Payment Contact:

4. Turn off "Schedule Enabled" to simply use warehouse out and in dates

Settings

☒ Schedule Enabled

Notes

☒ Hide

☐ Show Small

☐ Show Large

Timeline Events

☒ Show All

☐ Hide unchecked

Days

Using: 1

DAYS CHARGED: 1

☐ Apply to all headings

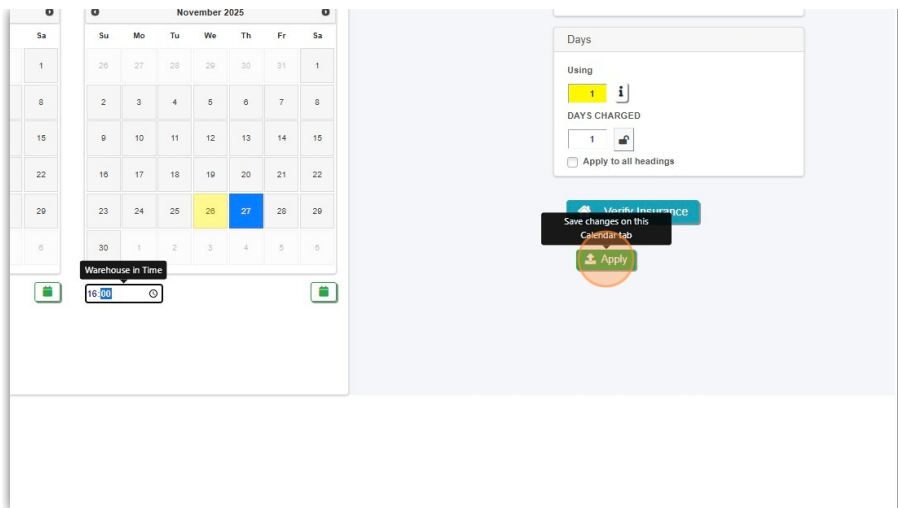
Verify Insurance

5. Change your times if needed.

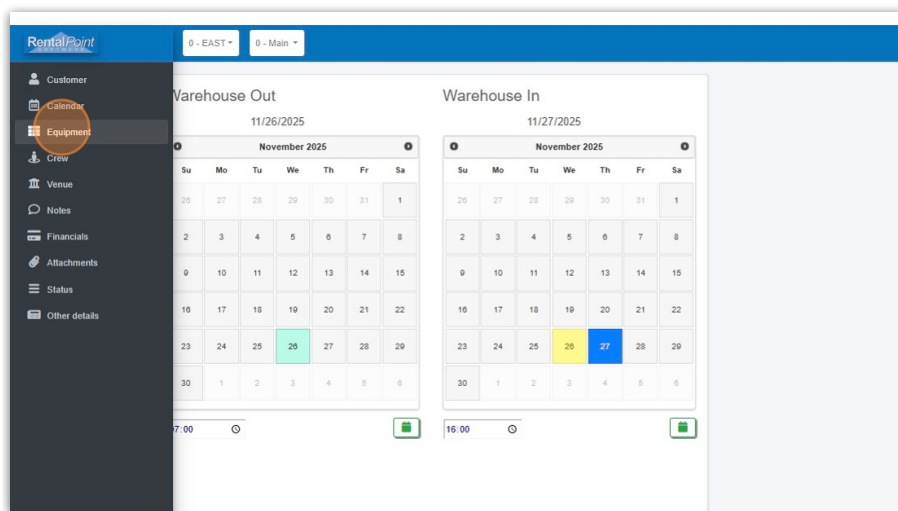
Warehouse In Time

07:00 17:00

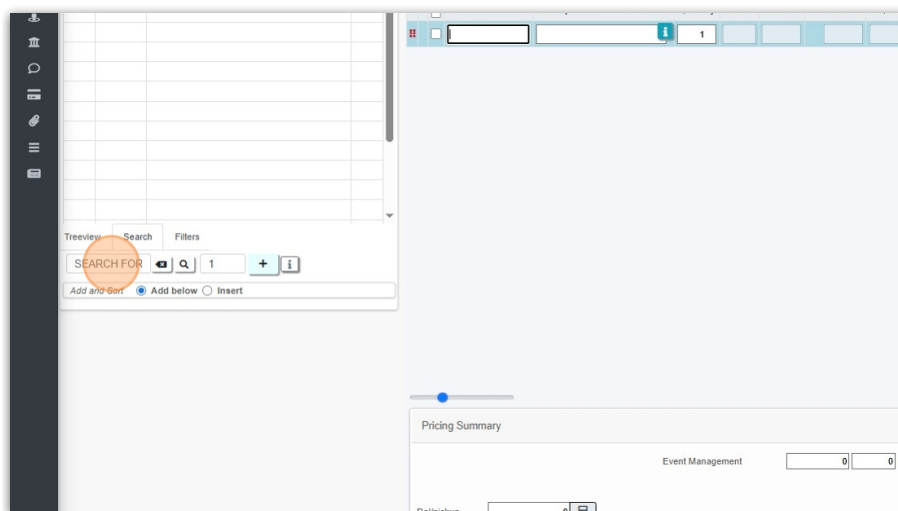
6. Click "Apply"



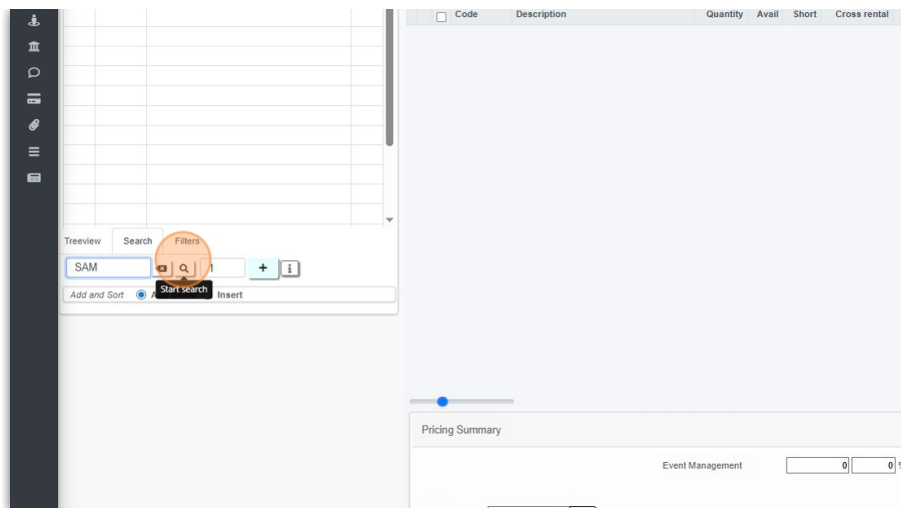
7. Next, move to the Equipment Grid to enter gear



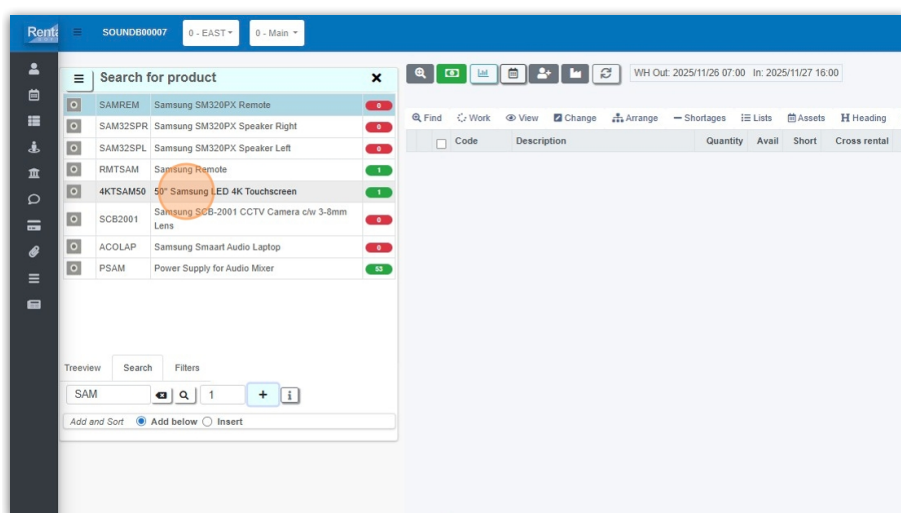
8. Click the "Search for" field in the Product window to search for items as needed.



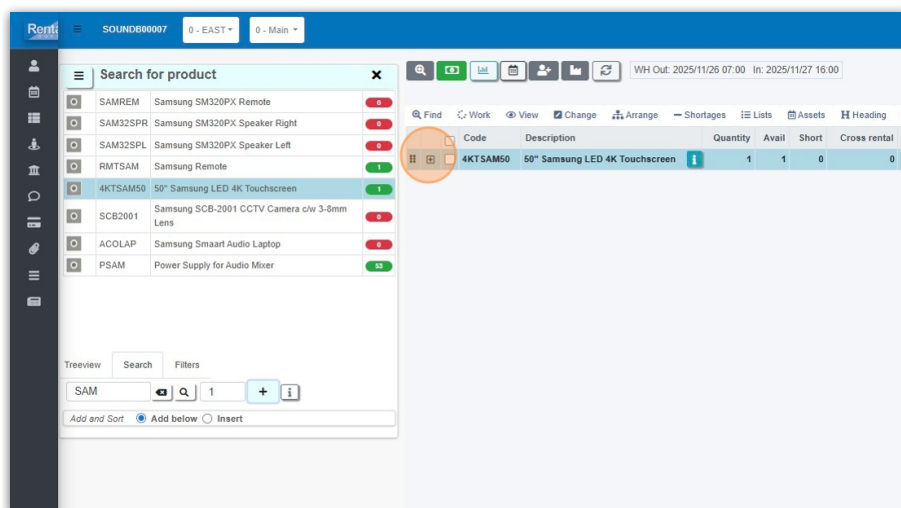
9. Type the characters you want to search for, then click the search icon.



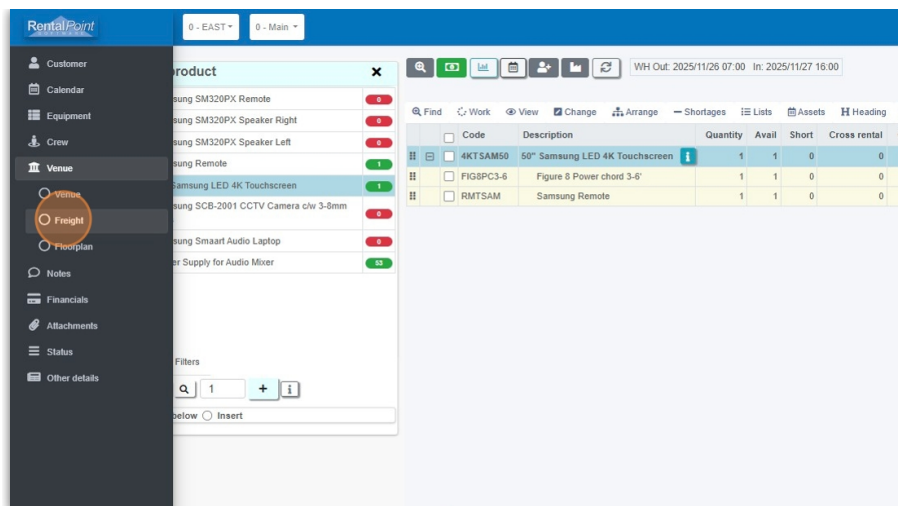
10. Click on any item to select it. Then hit enter to add it to the grid.



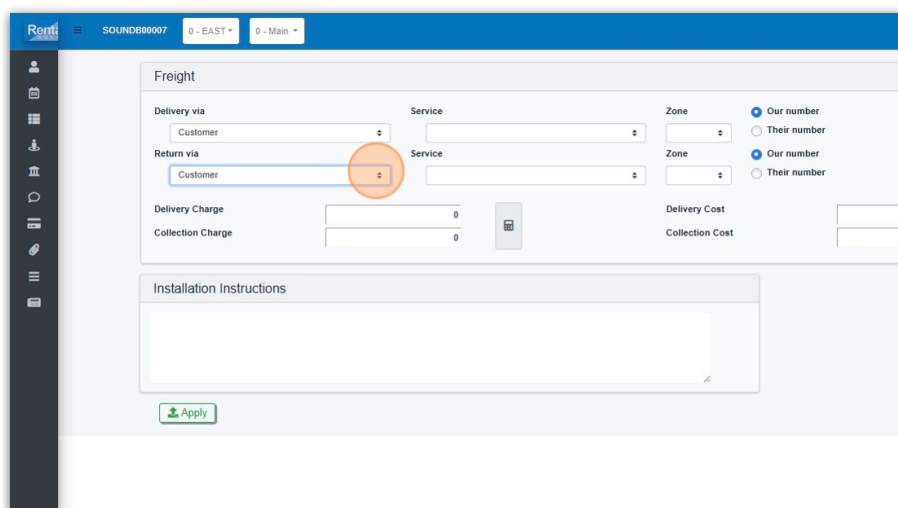
11. You'll see the item and its components added to the grid.



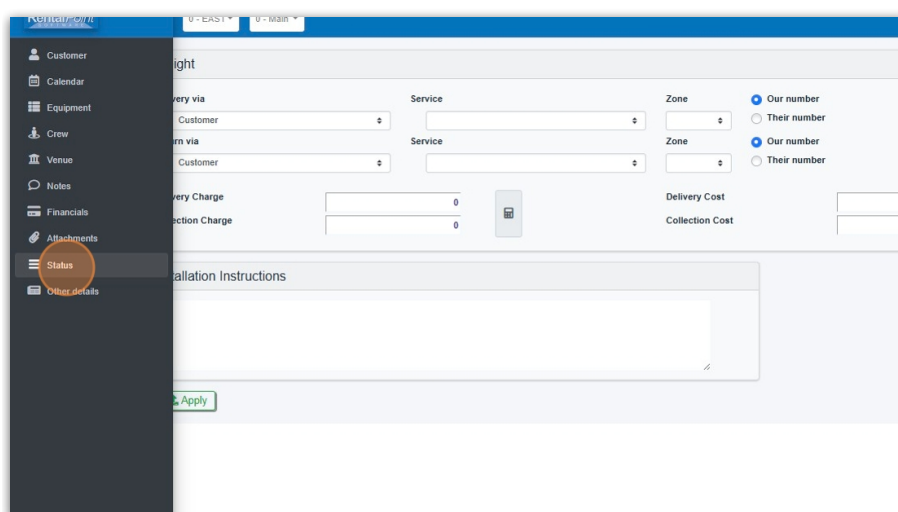
12. Click "Freight" under Venue to add delivery information.



13. In this example we'll select the "Customer" option for both delivery and return since the customer will pick up the order.



14. Move to the "Status Tab" to set the status of the order.



15. Setting to confirmed will confirm the order.

16. Enter "Confirmed by" details if needed.

17. Click "Other details" to enter Showname if needed

18. Then save your order.

Booking Last Modified By Operator

RENTALPOINTSUPPORT

Booking Originally Taken By Operator

RENTALPOINTSUPPORT

RS

RENTALPOINTSUPPORT

Save

19. Finally, close the booking.

Save Complete

Then

☒ Keep Booking open

☐ Warehouse Pick

☐ Print Pick List

☐ Send document to client

☐ Send invoice to client

Go

Close booking, do nothing

20. The booking will then be visible on the Booking Grid. You're now ready to print documentation, find out how in the next video!

Booking	Revenue	Organisation	Out	Date	Time	In	Date	Time	Show name	Bo
THESHOW00023	220.00	The show company	Mon	2025/10/27	1300	Tue	2025/10/28	1100	test	Hire
MYTEST00134	330.00	MyTest	Mon	2025/10/27	1300	Tue	2025/10/28	1100		Hire
MYTEST00135	0.00	MyTest	Mon	2025/10/27	1300	Tue	2025/10/28	1100		Hire
THESHOW00026	0.00	The show company	Fri	2025/11/21	1300	Sat	2025/11/22	1300		Hire
NEWCUST100007	0.00	8769 Westmorland Stree	Fri	2025/11/21	1300	Sat	2025/11/22	1300		Hire
MYTEST00141	0.00	MyTest	Tue	2025/11/25	0800	Wed	2025/11/26	1700		Hire
MYTEST00142	0.00	MyTest	Tue	2025/11/25	0800	Wed	2025/11/26	1700		Hire
MYTEST00143	0.00	MyTest	Tue	2025/11/25	0800	Wed	2025/11/26	1700		Hire
MYTEST00140	0.00	MyTest	Tue	2025/11/25	1300	Wed	2025/11/26	1100		Hire
SOUNDB00007	110.00	SoundByte Experience	Wed	2025/11/26	0700	Thu	2025/11/27	1600		Hire
ABC100079	60,200.00	abc company	Sat	2025/11/29	1400	Wed	2025/12/17	1000	The Small Show	Hire

11 records displayed.

All Operator Salesperson Project Manager