Lock for Scanning/Checkout

Contents

What Version does this functionality apply to?

- Applies to Rentalpoint Version 11.1.4.2 and higher

Why is it used?

- If tracking the status of Cross Rental Bookings (note this is NOT necessary to affect availability. If Cross Rented bookings are not checked in/out Rentalpoint will count them as available from the warehouse in and out dates on the cross rental booking)

- When the cross rented equipment arrives at the warehouse, it has the other companies' barcode labels attached to it (or no barcode labels at all). The cross rented item still needs to be checked out and returned on the booking in order to change the booking status, however the equipment needs to be treated as 'non barcode' scanned.

- There have been times when warehouse staff have scanned the barcodes on the cross rented equipment. The result is the system does not recognize them as they are not in the database. In some cases they may actually match a barcode that is in the database by co-incidence, only because both companies have used the same barcode number. Usually the barcode number in question is attached to different equipment. Locking the Cross Rental for scanning allows the user to better monitor scanning of cross rentals with correct barcodes.

Where is it found?

- For regular bookings, the yellow lock button on the Status Tab of the booking will lock bookings for checkout.

- For sub/cross rental bookings, the yellow lock button on the Details Tab will lock/unlock bookings for checkout
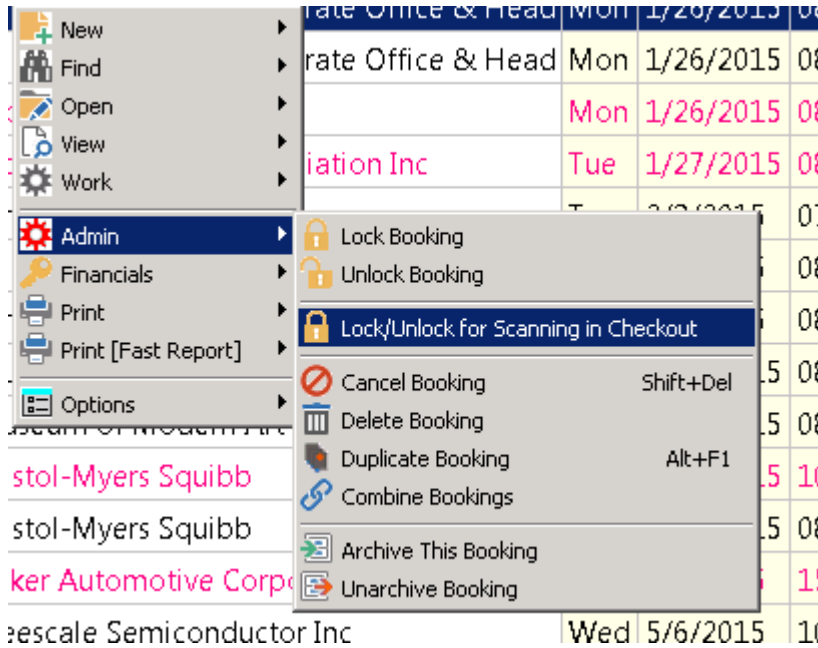
- By default

  - all bookings will be unlocked

  - all cross rentals will be locked

  Locked for Scanning
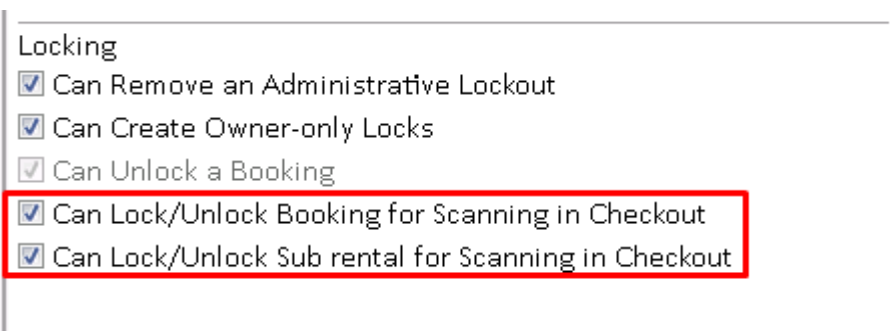
How does it work?

- If an order is unlocked, you can scan items (or manually enter) in the checkout window.
- If an order is locked, you can't scan assets (the checkout tab is not available in the checkout window), you can only flag NON tracked items with a manual qty.
- To lock/unlock a booking simply open the order and click the lock icon, or from the menu with the booking highlighted, Right Click→Admin --> Lock/Unlock

- Bookings will automatically be put into 'Locked for scanning' status once they are finally checked out.
- This feature is not parameter driven

Operator Privileges

- Enable or disable this functionality in the Operator Setup via Setup→Operators → Utilities tab:

Parameters

Operational Parameter #206 'Lock booking for scanning on final checkout'

When enabled, all bookings will be locked for scanning when a final checkout is saved against the booking. This means no more items can be checked out against the booking unless it is first 'unlocked for scanning/checkout' by a user with that operator privilege. When a booking is locked for scanning, the 'Enter Barcodes' Tab will not appear as an option.