

## Rental Module Help File

### Overview

The rental module that is incorporated as part of the Inventek Point of Sale system is for the purpose of tracking merchandise that is to be returned to the store. It has been successfully used for the rental of videos, tools, and other merchandise. The idea is that each individual product that is to be rented, regardless of SKU, has its own identification number which the POS system calls Serial Number. This is to track which item in particular is being referred to. For example, say you have a product with a UPC code of 12345678900 and there exists a quantity of 24 of this particular item in inventory. In order to identify which specific item is rented, each of the 24 individual products is to be tracked by a serial number that identified it.

### Enable Rental Module


In order to enable the rental module, click on Tools -> Control Setup. The following screen will appear.

The screenshot shows the 'Advanced Control Setup' dialog box. The 'Additional Modules' section is highlighted, showing the 'Rental Module' checkbox checked. Other options include 'Close Register Options', 'Hardware Options', and various system settings. Buttons for 'MSI Setup', 'Pin Pad Setup', 'C.C. Setup', 'Set Printer', and 'Set Keyboard' are visible. The 'OK' and 'Cancel' buttons are at the bottom.

On this screen, check the option called Rental Module, and click OK. Exit the POS System and log back in to load the changes. Once logged back in, click on

Inventory and select the product you would like to rent and click on Edit as seen below:

**Edit Inventory**

#0 SPARKLER CANDLE	Additional Options	Statistics
Product Code: 011179341009 <input type="button" value="Alt"/>	Minimum Qty: 4	
Item Number: 34100	Maximum Qty: 0	
Description: #0 SPARKLER CANDLE		
Vendor: UNIQUE <input type="button" value="v"/>		
Cost: \$0.75		Sell By: <input type="checkbox"/> Has Shelf Life
Sales Price: \$1.89 <input type="button" value="Marg"/>		1 / 7 / 2009 <input type="button" value="v"/>
MSRP: \$2.29		<input type="checkbox"/> Check Age
Case Qty: 0	Bar Code: 	<input checked="" type="checkbox"/> Is Taxable <input checked="" type="checkbox"/> Is Active
Case Cost: \$0.00	Category: Candles <input type="button" value="v"/>	
Case Price: 0		
Inner Pack: 0		
Min. Purchase Qty: 0		
Qty In Stock: 9	<input type="checkbox"/> Non Discountable	<input type="checkbox"/> Prompt for Price
Qty On Order: 0		<input checked="" type="checkbox"/> Do Not Group
Location: <input type="button" value="v"/>	Item Message: <input type="text"/>	<input type="checkbox"/> Prompt for Weight
		<input checked="" type="checkbox"/> Is a Rental Item

On the bottom right, click on the [Is a Rental Item] checkbox. Once this is done, click on Additional Options for the following screen:

**Edit Inventory**

#0 SPARKLER CANDLE      **Additional Options**      Statistics

**Lot Matrix:**

Product Code	L.M. Description	Quantity	Total

Add    Edit    Delete

Mix And Match Promotion:

**Substitute Items:**

Substitute	Vendor	Description

Add    Delete

**Rental Information:**

Rental Days:

Serial Number	Status
888999AAA	In
888999BBB	In

Add    Delete

Tag CRV:

Add/Edit Price Breaks    F1 - OK    ESC - Cancel

To register a Serial Number for this SKU, on the Rental Information section click on the Add button and enter the serial number as requested:

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Enter Serial Number for Rental Item:

OK

Cancel

The serial number should then appear in the Rental Information section

**Edit Inventory**

#0 SPARKLER CANDLE      **Additional Options**      Statistics

**Lot Matrix:**

Product Code	L.M. Description	Quantity	Total

Add   Edit   Delete

Mix And Match Promotion:

**Substitute Items:**

Substitute	Vendor	Description

Add   Delete

**Rental Information:**

Rental Days:

Serial Number	Status
888999AAA	In
888999BBB	In
888999CCC	In

Add   Delete

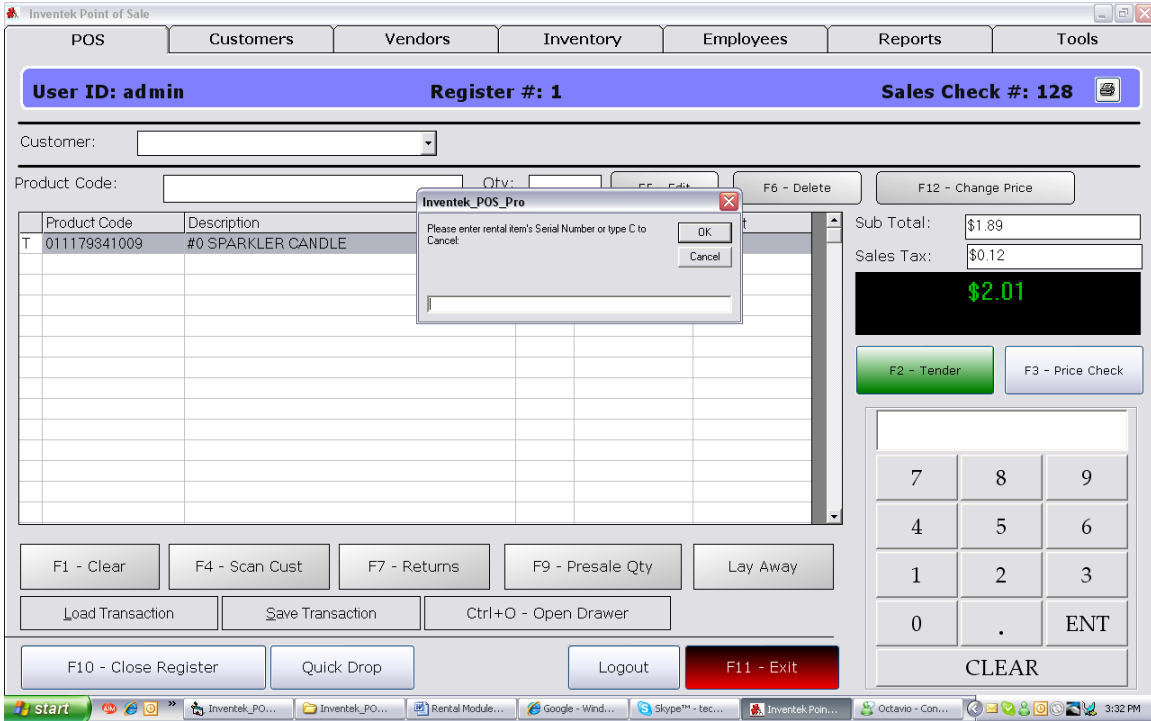
Tag CRV:

Add/Edit Price Breaks      F1 - OK      ESC - Cancel

Once this is complete, you can rent the item by scanning the SKU of the product.

### Rental Procedure

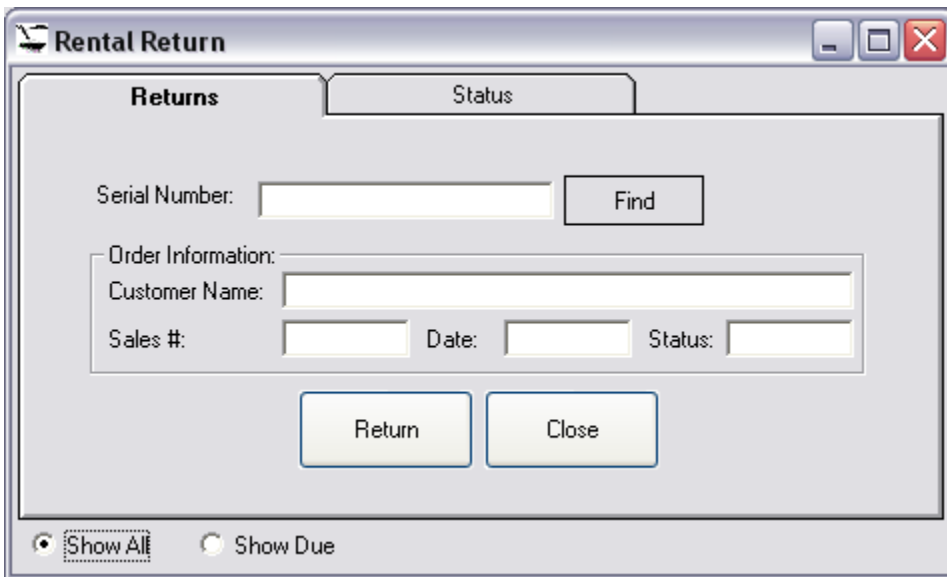
When the Product Code of that item is scanned, the POS system selects the product as normal but then will ask for the particular serial number as seen below:



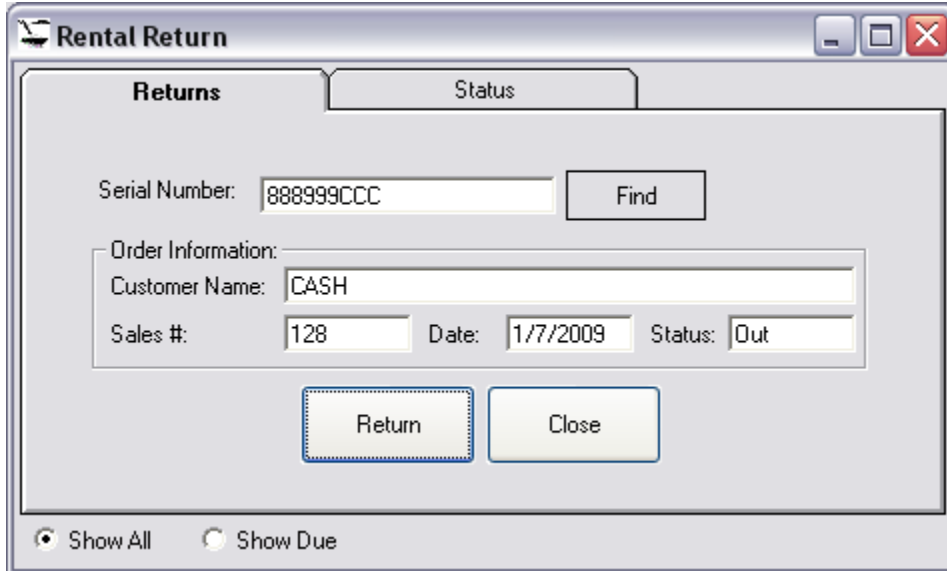
At this point, scan or enter the Serial Number and the item will be placed on a Rental Status of out once the sale is tendered.

## Rental Status

To register a returned product or check on the status of a rental, click on Inventory and then click on Rental Return for the following screen:



To search for a particular rental item, enter the serial number and click Find:

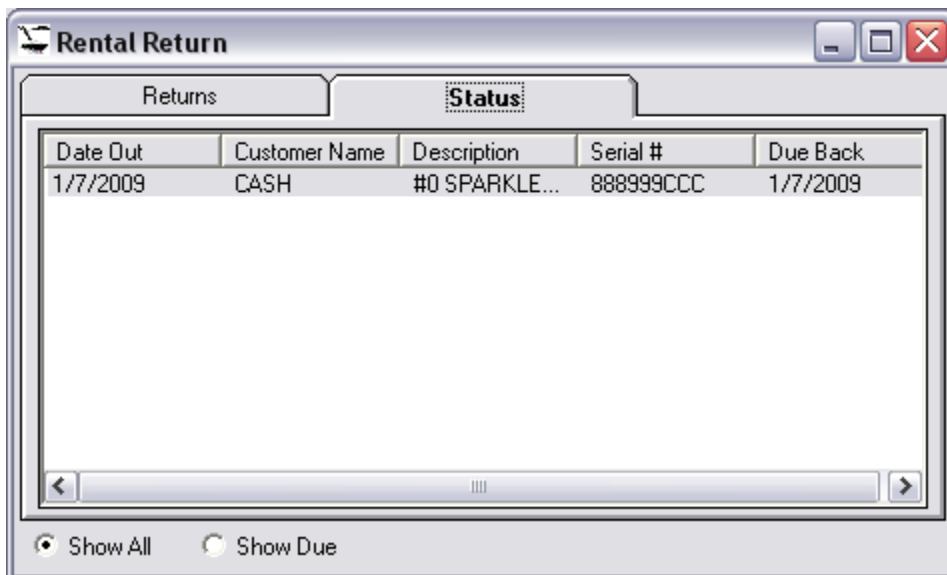


The screenshot shows a window titled "Rental Return" with two tabs: "Returns" and "Status". The "Returns" tab is active. It contains a search form with the following fields and buttons:

- Serial Number: 888999CCC
- Find button
- Order Information section containing:
  - Customer Name: CASH
  - Sales #: 128
  - Date: 1/7/2009
  - Status: Out
- Return button (highlighted with a blue dashed border)
- Close button

At the bottom, there are radio buttons for "Show All" (selected) and "Show Due".

If a rental item is NOT tendered, it WILL NOT be released. Meaning, it will still show as being "In." To return on item, click on the Return button as seen above. To see the status of rented items, click on the Status Tab as shown below:



The screenshot shows the "Rental Return" window with the "Status" tab selected. It displays a table of rental items with the following data:

Date Out	Customer Name	Description	Serial #	Due Back
1/7/2009	CASH	#0 SPARKLE...	888999CCC	1/7/2009

At the bottom, there are radio buttons for "Show All" (selected) and "Show Due".