



Delivery & Return Schedule

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Delivery & Return Schedule

How does it work?

The Delivery and Return Schedule shows all CONFIRMED bookings and purchase orders(optional) that need to be delivered or picked up for return by the company.

When is it used?

The schedule can be used by warehouse staff to see an up to the minute schedule of what is coming in and going out of the warehouse on a given day. During your busy week this can keep the warehouse staff in the loop and allow them to adjust freight and bookings as needed. A refresh timer can be set via Operational Parameter #50 – Automatic Refresh of Schedule Daybook, to automatically refresh the schedule on screen.

It is used for bookings, transfers and cross rentals where the freight is marked as 'We Deliver' or 'We Pickup' and the booking is CONFIRMED. Bookings that have a 'Customer Pickup' or 'Customer Return' will not display.

Purchase Orders can be added to the schedule by enabling Operational Parameter #70 – Display PO Pickups in Schedule.



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How do I use it?

Report Tab

The Report tab displays a listing of all bookings scheduled to be delivered or returned to the warehouse that day. Use the scope at the bottom of the screen to adjust the report. Click Refresh to reload all information into the report window manually.

The screenshot shows the RentalPoint 11.19.9 software interface. The 'Report' tab is active, displaying the 'DELIVERY AND RETURN SCHEDULE' report. The report is for the date 2017-02-27 to 2017-03-07, for Location 0 - Toronto. The report is printed at 17-02-28 at 16:11. The report shows a table with columns: DATE, TIME, BOOKING NO, CLIENT, VENUE, and PROJECT. The table contains three rows of data, each representing a booking. The first row is for a pickup (return of booking) on 17-02-28 at 12:00. The second row is for a delivery on 17-02-28 at 17:00. The third row is for a delivery on 17-02-28 at 17:00. Each row lists the equipment required for the booking. Below the table, there are filters for Booking Filter Options, Dates Required, and a list of items to include or exclude. At the bottom, there are buttons for 'Hide Notes', 'Weight', 'Print to Screen', 'Printer', 'Hide Filters', 'Display Options', and 'Refresh'. The bottom status bar shows 'Crew Plot', 'Truck Schedule', 'Delivery and Return Schedule', 'Operator: Rp', 'Salesperson', and 'Location: 0 - Toronto'.

DATE	TIME	BOOKING NO	CLIENT	VENUE	PROJECT
17-02-28	12:00	MYTEST00029	mytest	** Venue address not entered	
EQUIPMENT:					
1 test					
17-02-28	17:00	MYTEST00027	mytest	** Venue address not entered	
Delivery via : We Deliver					
EQUIPMENT:					
1 Install product					
1 Install product					
5 Install product					
1 Red Duck Tape					
17-02-28	17:00	MYTEST00028	mytest	** Venue address not entered	
Delivery via : We Deliver					
EQUIPMENT:					
1 Install product					
1 Install product					
6 Install product					
1 Red Duck Tape					

Setting Operational Parameter #197 – Print Delivery Schedule in Large Font to Yes displays and prints the Delivery and Return Schedule in a larger font for increased readability.



Delivery & Return Schedule

Day Book Tab

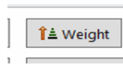
The Day Book tab displays the same data as the Report area in a grid layout.

Day	Date	Time	Booking No	Client	Address	Room	Via	Truck	Driver	Truck Date	ShowName	Project	Printed	Delivery/Return	Crew Lis	Equipment Modified
Tue	17-02-28	1200	MYTEST00029	mytest	** Venue address not entered **		PICKUP, (return of booking)	Ford F150 [1]	Maureen	2017-02-28 @ 09:00			No	Booking Return		Yes
Tue	17-02-28	1700	MYTEST00027	mytest	** Venue address not entered **		Delivery via We Deliver						No	Booking Delivery		Yes
Tue	17-02-28	1700	MYTEST00028	mytest	** Venue address not entered **		Delivery via We Deliver						No	Booking Delivery		Yes

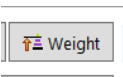
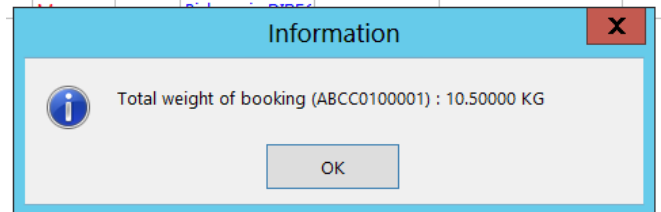
- Double click a booking to open it. Details for the highlighted booking are displayed at the bottom of the screen for quick reference.
- Add general notes or booking notes by entering the appropriate information and clicking Save.
- Use the scope at the bottom of the screen to change the bookings in the list.
- Click Refresh to reload all information into the grid manually.
- Several right click options are available including printing delivery and collection manifests, viewing the weight of the booking, and viewing booking attachments.
- There are two buttons in the schedule window to display the weight of equipment.

Delivery & Return Schedule

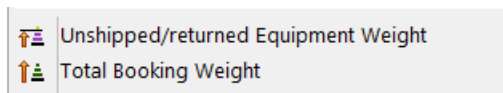
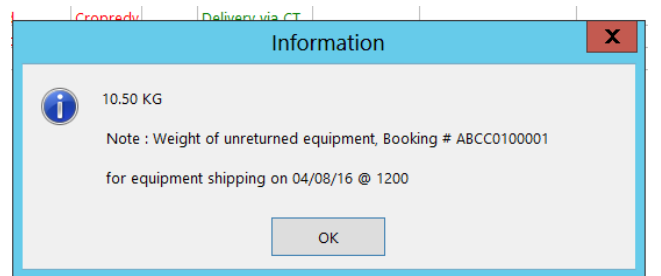
Booking Weight



Display weight of all equipment on the booking



The second button displays only the weight of equipment that is not yet checked out (for delivery lines) or returned (for pickup lines). Additionally, if headings with different dates are used within the booking it will display only the weight of equipment scheduled to go out at the selected date and time.



These options can also be found in the right-click menu

Colour Coding

- You will notice the different colors in the Day Book area. A line displays in RED if a booking hardcopy has not yet been printed to the printer and in BLACK if has been printed yet.
- The truck column displays in BLUE if your company is doing a pickup, in GREEN if your company is doing a delivery and in MAROON if you are transferring equipment from one location to another.
- If the dates or times in a booking change after the booking is scheduled on a truck, the Truck Delivery date will be highlighted in YELLOW to notify the operators.