

RESERVATIONS

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Reservations can be created to reserve equipment to be shipped later to specific job sites.

Create Reservation



On the Shipping Tab, click the RESERVE ITEMS TO BE SHIPPED AT A LATER TIME button. This will launch the 'New Reservation' dialog.



New Reservation

Summary | Products | Additional Charges | Shipment Properties

Number: Status: Driver: _____

Dates:

Created	Planned ship	Actual ship
<input type="text" value="9/23/2011"/>	<input type="text" value="9/23/2011"/> <input type="button" value="12"/>	<input type="text"/> <input type="button" value="12"/>

The reservation is assigned a sequential DEL number with a status of New Reservation.

Number: Status:

Complete the FROM and TO sections with the appropriate Branch Office or Laydown Yard, and Job Site or Group information. Enter the *Rent start* date, and then select the Products tab.

New Reservation

Summary **Products** Additional Charges Shipment Properties

Category (all categories) Filter Showing: Parts at Kensington Yard

Part Number	Serial Number	Description	Owner	Available	Reserved	Delivery
0701-505		1' 2" Side Bracket		100	+	
0701-505		1' 2" Side Bracket	Alpha Rentals	5	+	
0715-149		6'9" Filler Board		99	+	
0715-150		7' Filler Board		95	+	

Locate the items to be reserved and enter the counts in the *Reserved* column . In this example, 75-7' Filler Boards will be reserved.

Category (all categories) Filter Showing: Parts at Kensington Yard

Part Number	Serial Number	Description	Owner	Available	Reserved	Delivery
0701-505		1' 2" Side Bracket		100	+	
0701-505		1' 2" Side Bracket	Alpha Rentals	5	+	
0715-149		6'9" Filler Board		99	+	
0715-150		7' Filler Board		95	+	75
0715-518		Beam Clamp w/Bolt		95	+	
101100		2'4" x 6'6" System Arch Frame		95	+	



When you first select the Products tab, your focus is in the *Filter* field. Tabbing from the *Filter* field places focus in the *Reserved* column for the selected item. The arrow keys may be used to navigate up and down the list of items. From the *Reserved* column, Shift Tab will return focus to the *Filter* field.

Items in list: 17	Pieces: 75.00	Weight: 2175.00	Rent: \$179.97
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The status line updates as items are added or removed from the reservation.

Add Additional Charges to the Reservation

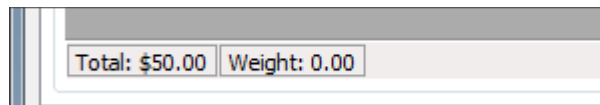
Additional Charges are added to the Estimate on the Additional Charges tab. In this example, a \$50.00 Freight Charge is added to the reservation.

Summary **Products** Additional Charges Shipment Properties

Additional Charges for Job Site Symphony Hall - 4563

Name	Description	Weight	Units	Price/Unit	No. Units	Taxable	Total
PALLET	PLYWOOD PALLET	900.00	EA	\$450.00		<input type="checkbox"/>	
Test	Test	3.00		\$75.00		<input type="checkbox"/>	
# 9 WIRE R...	# 9 WIRE ROLL	100.00	EA	\$72.00		<input type="checkbox"/>	
Freight	Freight		EA	\$50.00	1	<input type="checkbox"/>	\$50.00
BOX DUPLEX...	BOX DUPLEX NAILS	50.00	EA	\$36.00		<input type="checkbox"/>	

The *Total*: in the status line, reflects the total additional charges to the reservation.



Click OK when ready.

The reservation is added to the Shipping grid for the Job Site.

Number	Status	From	To	Planned	Actual	Received	Dri
 DEL-00745	Reserved	Kensington Yard	Children's Hospital	9/23/2011			
 RET-000042	Completed	Children's Hospital	Kensington Yard	9/15/2011	9/15/2011	9/15/2011	
 DEL-00743	To Be Received	Kensington Yard	Children's Hospital	9/14/2011	9/14/2011		



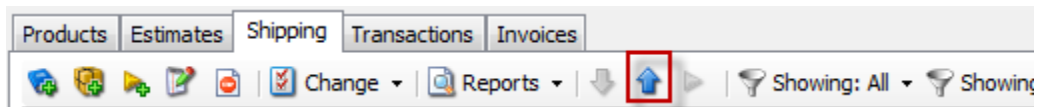
Reservations are denoted in the grid with this symbol to easily distinguish between reservations and other types of shipments.

Converting a Reservation to a Delivery

Once an Estimate has been created, items can be shipped directly from the Reservation without creating a separate Shipment.



When the reserved equipment is ready to be shipped, select the Reservation and click on the SEND SELECTED SHIPMENT button. This will launch the 'Shipping Reservation' dialog. Note: the SEND SELECTED SHIPMENT button is only available when focus is on a Reservation in the grid.



Shipping Reservation

Summary | Products | Additional Charges | Shipment Properties

Category: (all categories) | Filter: | Showing: Parts on Shipment

Part Number	Serial Number	Description	Owner	Available	Reserved	Sent	Delivery Charge
0715-150		7 Filler Board		20	75	+	

Items in list: 1 | Pieces: 0.00 | Weight: 0.00 | Rent: \$0.00

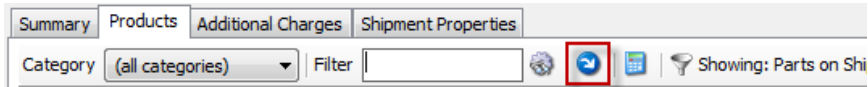
Create new reservation for short quantities

Send Shipment | Cancel

This launches the 'Shipping Reservation' dialog with the Products tab selected. Here you can view Products and counts that were reserved in the Reservation. Enter counts of reserved products that are to be shipped at this time in the *Sent* column.



Use the COPY QUANTITIES TO ACTUALS button to quickly populate the sent column with all reserved counts.



By default the *Create new reservation for short quantities* check box is enabled. If this shipment will not include all equipment in the reservation, Quantify will create a new Reservation for the remaining equipment. Uncheck this check box to return remaining equipment to inventory and not create a new Reservation for the remaining equipment.



Click the SEND SHIPMENT button when ready.

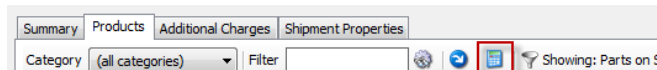
The Reservation is converted to a Delivery. The inventory is added to the Job Site and is viewable on the Products tab.

Prorating Rents

Rental Rates may be calculated to equal a specific amount, rather than use the Rental Rates provided by Rate Profile(s) (or Product Catalog if Single Rate Mode method is being used). The PRORATE button is used to prorate the rent amount to make it equal a specific amount.



Click the Prorate button on the Products tab of the New Reservation dialog. The Prorate dialog launches. Note: The Prorate feature is enabled as a Global Option.



Enter the prorated rent amount as needed for the reservation in the *Desired amount* field. In this example, the prorated amount will be \$200.00.

Click the CHANGE RATES button when ready.

Prorate

! Proration uses quantities and weight proportionally to calculate rent rates that will equal a fixed amount. Enter the desired fixed amount below.

Days in rental period

Quantity

Weight

Include weight in proportion

Desired amount

Items in list: 17	Pieces: 75.00	Weight: 2175.00	Rent: \$200.00
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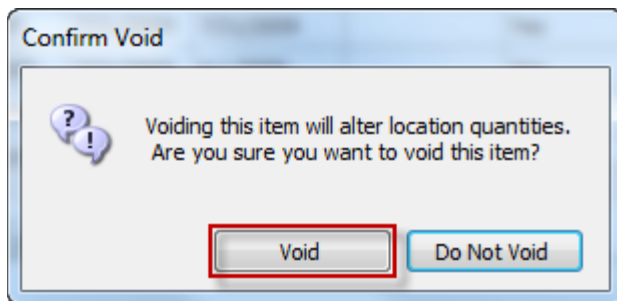
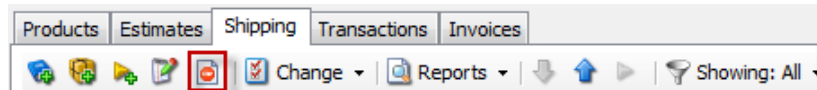
The *Rent*: in the status line now reflects the new prorated rent amount.

Voiding a Reservation

Reservations may be voided and the reserved equipment returned to inventory. The VOID SHIPMENT button on the Shipping tab is used.



On the Shipping Tab, select the Reservation to be voided. Click the VOID SHIPMENT button. This launches the 'Confirm Void' dialog.



If you are sure that you want to void this reservation, click the VOID button. Otherwise, click the DO NOT VOID button.

The reservation is removed and the previously reserved equipment will be returned to inventory.