

**Let's Take This Out Back** *Rental software isn't just for the front office. Learn best practices for contract fulfillment, inventory preparation, and Mobile Workforce usage in the warehouse, as well as how to access the information provided.*

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Not sure what the Item prep process is? Take a minute and learn more by using our Net help. Simply go to Help in the top left hand corner of the Program menu Screen. Select Net Help which will open in a web browser. Click on the Search tab and type in Item Prep Process. This is also a great tool to learn more about your Point of Rental System.

Whether you are utilizing the Item prep process through Day at a Glance or using the contract fulfillment module, there are a things that you need to assess in your business. Here are some things to think about and how you can set those up in Point of Rental.

Departments -- Really think about your operation and how it works. You will want to create departments that reflect your process. If you have a specific group that handles certain Items They should be classified as a Department.

- Departments are created in Configurations on the program menu then select Item Configuration - Item Departments.
- Assign Departments to Categories - In configurations - Item Configurations --Item Categories. Select the Department from the drop down menu.
- Assign Departments to specific Items -- File Maintenance - Item File - Select the Item. Go to Functions and Modify. Select the Department for that specific item.

Want to go High tech?

- Contract fulfillment was designed to run optimally on a 10" tablet. With Wifi access and Remote Desktop Sessions installed on the tablet you can easily prep out and check in orders.
- Contract fulfillment can be used with Barcodes and RFID integration. You can simply assign a barcode or RFID tag to your inventory and purchase our recommended barcode and RFID scanners.

Want to know more? Call Point of Rental Support, and we will be happy to answer any questions you may have.