

**This IS the Data You're Looking For** *Get the data you need quickly – learn how to set filters throughout your data and quickly see the information you need, all without having to get into reports.*

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There are over 300 Reports available in Point of Rental, but they do not always have the specific information you are looking for. By using grid filtering and Groupings you can extract the specific data you are looking for. Below are some common helpful tools and uses for grid filtering and groupings.

Most data windows in Point of Rental will have a “grid” of columns and rows -- Inventory selection, Customer selection, Day at a glance to name a few. You can customize what data columns are seen and in what order they display on the screen. To do this you can right click on any of the blue headers at the top of the columns. This will open a window that allows you to check which data columns are seen. You can also move those items up or down to change the order of appearance in the grid by selecting the data item and clicking the move up or move down buttons. By clicking the Save button this will save these settings to your Operator Id.

Once you have your columns selected you can filter each of them. To filter a column hover your mouse over the right edge of the column header. This will display a black arrow. Click on the arrow and the filter box will be displayed. You can check or uncheck the boxes of the desired items you would like displayed. You can also filter using a text filter. Once you have your selection click apply to display. Most grids can be exported to a spreadsheet by right clicking in the display area and selecting the export to spreadsheet option.

Here are some of the more common uses for grid filtering.

Item File / Inventory selection screen:

- Turning on specific columns we can quickly see what information we are missing
  - a. Equipment -Turn on serial number, make, manufacturer, purchase price, purchase date, fuel, Damage Waiver
  - b. For Party Go Turn on Department, Damage Waiver, No Print, Sort, Styles.
  - c. Sales items - Set the max, min reorder, case qty, Purchase price,

Customer File

- Set Email, Phone, Options, Last active, DMG (damage waiver) exempt, Insurance number, expiration date.

Contract Processing

- Equipment stores like to see DMG (damage waiver) to quickly see any items that will not be covered, Day/Week/Month gives you the special rate prices, Meter Readings, Rain Hour- quickly double click and give the customer a break
- Party Stores want to see Subrent to quickly change the number if needed, Discount, and discount % to easily give line item discounts, sort, select to delete just the selected items or to move group of items all in one shot