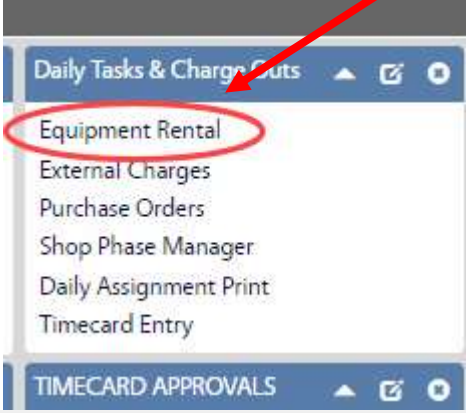
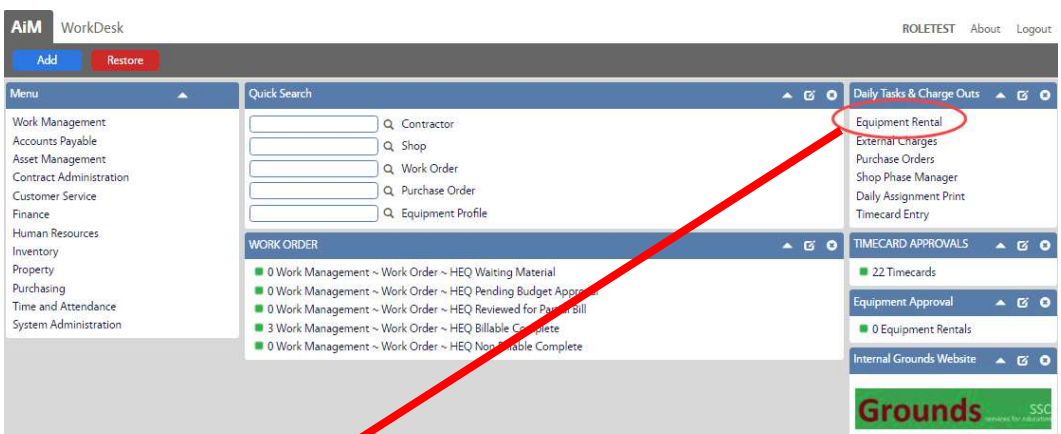


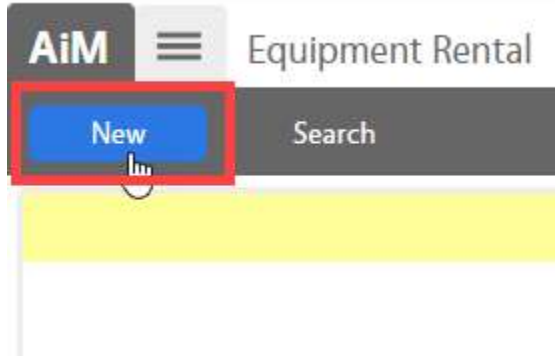
Equipment Tracking

Equipment Tracking

Equipment Charges are posted through the Equipment Rental screen.



- Click on Equipment Rental



- Click 

1. Transaction number is auto generated. A description can be added.

2. Equipment Group

- Click the
- Search by Description Contains Grounds
- Select the Group

3. Equipment

- Click the
- Select the Equipment

4. Choose Rate Type

5. Enter Pick-Up Date and Time

6. Enter the Return Date and Time

7. Enter the Work Order number and Phase

8. Enter the person the equipment is Released to and Returned to

9. Click

Equipment Rental Approval

This screen will post the charge to the Work Order.



- On the WorkDesk, open Equipment Rental Approval

AiM Equipment Rental Approval ANNA About Logout

Approve Reject Search

Action Select All [More Detail](#)

[Error Log](#)

<input type="checkbox"/>	Work Order	161005-288805	ATTENTION TIM TRAMMELL, WAREHOUSE: PER RICHARD GENTRY,	Total Rentals	1
	Phase	001	ATTENTION TIM TRAMMELL, WAREHOUSE: PER RICHARD GENTRY,	Total Amount	\$0.00
<input type="checkbox"/>	Work Order	170207-303307	MONTHLY FIRE SPRINKLER INSPECTION (SP-SPR)	Total Rentals	1
	Phase	001	MONTHLY FIRE SPRINKLER INSPECTION (SP-SPR)	Total Amount	\$7,134.90

- **More Detail** will show all of the transactions for that Work Order

AiM Equipment Rental Approval ANNA About Logout

Approve Reject Search

Action Select All [Less Detail](#)

[Error Log](#)

<input checked="" type="checkbox"/>	Work Order	161005-288805	ATTENTION TIM TRAMMELL, WAREHOUSE: PER RICHARD GENTRY,	Total Rentals	1	
	Phase	001	ATTENTION TIM TRAMMELL, WAREHOUSE: PER RICHARD GENTRY,	Total Amount	\$0.00	
Transaction	Description	Equipment Group	Equipment	Rate Type	Rate	Total
<input checked="" type="checkbox"/>	1451	brown ones	ARC FLASH GLOVES 105746	DAILY	\$0.00	
<input type="checkbox"/>	Work Order	170207-303307	MONTHLY FIRE SPRINKLER INSPECTION (SP-SPR)	Total Rentals	1	
	Phase	001	MONTHLY FIRE SPRINKLER INSPECTION (SP-SPR)	Total Amount	\$7,134.90	
Transaction	Description	Equipment Group	Equipment	Rate Type	Rate	Total
<input type="checkbox"/>	1456	AIR MOVERS	3210	DAILY4	\$475.44	\$7,134.90

- Check the boxes of the transactions to approve or reject
- Click **Approve** to post the charge or Click **Reject** to cancel the charge

Message

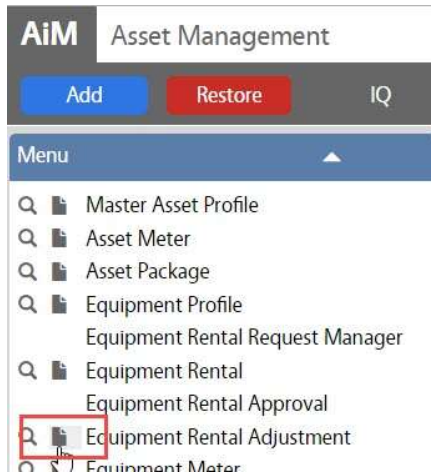
Approved: 1 - Failed: 0

OK

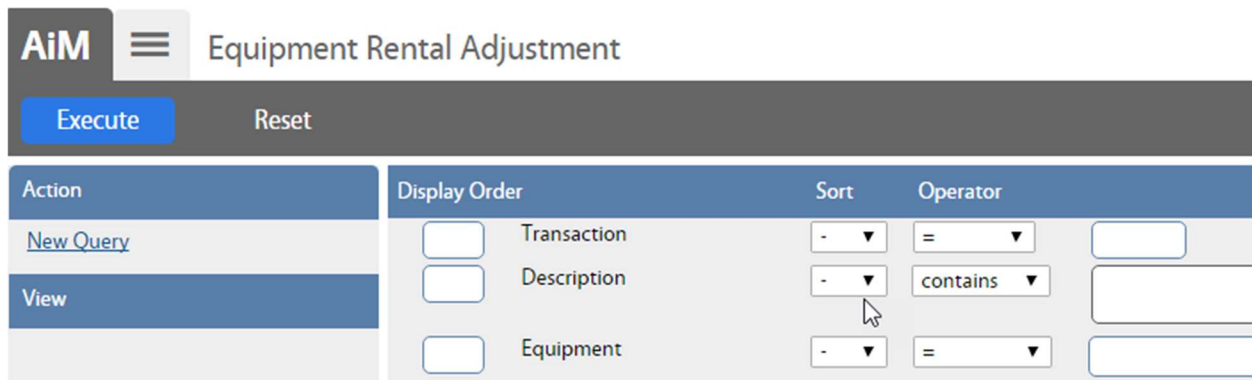
- A message will tell you if the charge posted.

Equipment Rental Adjustment

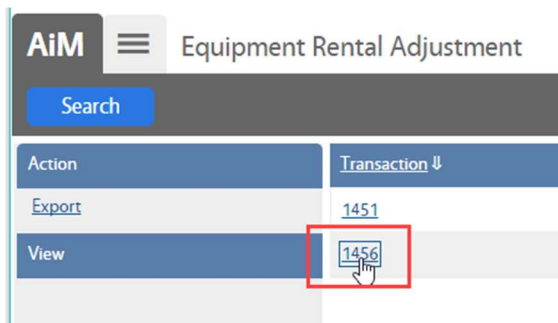
Equipment Rental Adjustment makes a financial change on a Work Order to an existing charge. Once saved, the cost change is posted.



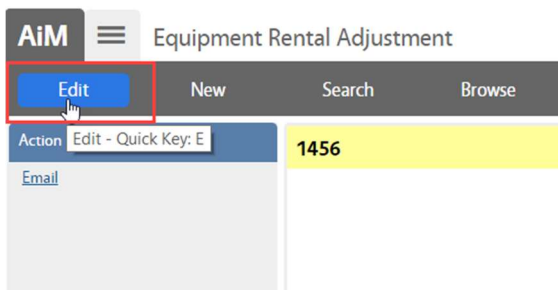
- On the Asset Management Menu, click  next to Equipment Rental Adjustment



- Search for the transaction to adjust



- Click the transaction number to be adjusted



- Click 

Save Cancel

1456 Last Edited by ANNA BARWICK On 02/14/2017 01:11 PM

Status: **Approved**

Original Transaction

Total: \$7,134.90

Equipment Group: AIR MOVERS

Equipment: 3210

Rate Type: DAILY4

Rate: \$475.44

Pick-Up Date: Jan 30, 2017

Pick-Up Time: 12:49 PM

Estimated Return Date: Feb 16, 2017

Estimated Return Time: 12:49 PM

Actual Return Date: Feb 15, 2017

Actual Return Time: 12:59 PM

Work Order: 170207-303307

Phase: 001

Released To: 709879

Returned By: 709879

- Make the needed changes
 - You can adjust the return date
 - You can VOID the entire transaction
 - All fields are editable
- Click **Save**