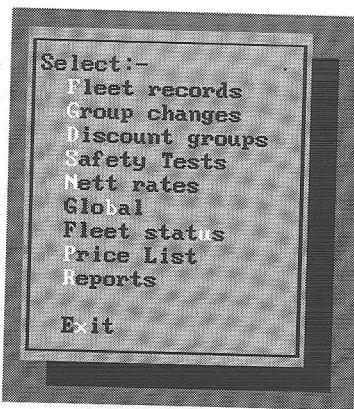


Hire Fleet



- Create new and examine/change and report on existing items
- Create family groups - link accessory groups & charging
- Create discount groups
- Enter/review/print safety test results
- Enter nett hire prices for specific customers
- Change globally - prices, VAT codes and apply depreciation
- Display current status of hire fleet items
- Create/Edit /Print a Hire Price List
- Reports covering safety tests, fleet whereabouts and valuation

GROUP CHANGES

This sets up and maintains the *family groups*. This screen shows the family group name, how many hire fleet items (not quantity just different items) there are in the group, whether or not that item is eligible for holiday credit (see the Utilities section for details on holiday credit), the basic hire rate, the calculation code , the VAT code hire rates the accessory group, and when selected the group discount.

F2 - Discount. Used to select a discount group. Appears in place of the Total column if multiple discounts have been specified. See the *Additional preferences* section of *Default settings*, within *Utilities*

F3 - Activity shows a graphical account of hire activity for the chosen group.

F4-Hol Either Yes - qualifies for holiday credit or No - it doesn't.

F5-Rate is the basic hire rate

| 40 family groups defined | | | | | | | |
|--------------------------|-------|------|-------|-----------|----------|-----------------|------------|
| Family group | Total | Hol | Rate | Calc code | VAT code | Accessory group | |
| ACROWS | 1 | No | 1.25 | STANDARD | T1 | 17.50% | |
| ALLUM TOWERS | 0 | No | | STANDARD | T1 | 17.50% | |
| BANDSTANDS | 1 | No | 1.25 | STANDARD | T1 | 17.50% | |
| BELT SANDER | 1 | No | 14.60 | STANDARD | T1 | 17.50% | |
| BOARDS - 8' | 1 | No | 0.75 | STANDARD | T1 | 17.50% | PP KIT |
| CARTRIDGE GUN | 1 | No | 18.00 | STANDARD | T1 | 17.50% | |
| CIRCULAR SAW 7" | 2 | No | 11.55 | STANDARD | T1 | 17.50% | PP KIT |
| GENERATOR 2.5KVA | 1 | No | 30.50 | STANDARD | T1 | 17.50% | |
| GRINDER 4" | 1 | No | 10.80 | STANDARD | T1 | 17.50% | |
| GRINDER 7" | 1 | No | 12.70 | STANDARD | T1 | 17.50% | GRINDER 4" |
| | | | | | | | GRINDER 7" |
| Activity | Hol | Rate | Calc | Code | VAT | Code | Acc group |
| F3 | F4 | F5 | F6 | F7 | F8 | F10 | Members |
| | | | | | | | New |
| | | | | | | | Remove |
| | | | | | | | Exit |
| | | | | | | | Esc |

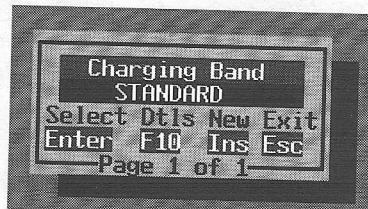
Page 2 of 4

upon which the calculation code bases all other rates - this rate will be used for all members of that family group which do not have their own rate specified (see entry under *Fleet items*- page 35).

F6-Calc Code is the charging band used to define the daily and weekly hire rates. There can be as many as you require. These can be changed at any time.

The rates and days to be charged in any band can be edited, though once created they cannot be deleted. All rates are percentages of the basic hire rate and these percentages will apply to all items that use the same charging band. If you are unsure as to the correct percentage you may enter the actual hire rate for the chosen period and the system will work out the percentage for you. **Days per week** determines the number of chargeable days per week, this can be either 7 for every day of the week, 6 for Monday to Saturday or 5 to just charge between Monday and Friday. **Thereafter** determines how subsequent weeks will be charged either *pro rata* (1/7th, 1/6th or 1/5th of the weekly rate) or *As above* to repeat the initial weeks charging style. If a rate is entered against **subsequent days** every day after the highest number of days for which a rate has been defined will be charged at this subsequent daily rate. Both the subsequent day and the week cannot be left blank. If some of the daily rates are left blank the next highest rate will be charged so if, for example, an item was on hire for 4 days as there is no 4,5 or 6 day rate entered the weekly charge would apply. **Minimum days** is for use where the minimum period of hire to be charged exceeds 7 days. If a figure is entered in this column this is the minimum number of days that will be charged for - this will be calculated at the end of the hire so will not affect periodic invoicing.

Any of the rates can be changed at any time, but these changes will not affect previously created contracts.



| STANDARD | | |
|------------|---------|----------|
| Rate | 11.55 | £ |
| 4Hr | 45.80% | 5.20 |
| 8Hr | | |
| 1 Day | 55.00% | 6.35 |
| 2 Day | 70.00% | 8.10 |
| 3 Day | 74.50% | 8.60 |
| 4 Day | | |
| 5 Day | | |
| 6 Day | | |
| Week | 100.00% | 11.55 |
| W/End | | |
| Sub/Day | | |
| Days/week | 7 | |
| Thereafter | | Pro rata |
| Min. days | 0 | |

The standard pro-rata rate can be overridden. For example, for a 7 day chargeable week the standard pro rata rate would be 1/7th of the weekly rate. To charge say 1/5th for each additional days hire set the Part week charges within Default settings/Options to Configurable and an additional choice - Part weeks - will be added to the edit screen for charging bands that will allow you to specify the required fraction.

on existing items & charging

F7-VAT. VAT applying to the entire group can be selected by pressing *F7*. The current rate will be highlighted.

Select the rate to apply and press *Enter*.

VAT rates and descriptions are defined within the *Default* section of *Utilities* on page 82.

| VAT | |
|------------------|-------|
| T0 Zero rated | 0.00 |
| T1 Standard rate | 17.50 |
| T2 Fuel | 8.00 |
| T3 | 0.00 |
| T4 | 0.00 |
| T5 | 0.00 |
| T6 | 0.00 |
| T7 | 0.00 |
| T8 | 0.00 |
| T9 Exempt | 0.00 |

F8-Accessory Groups are a list of items that should be supplied with all members of a family group. These can be *multiple* type hire fleet items or items from the sales stock file (usually safety and consumable items). A note can also

be attached. These are offered as recommended items to be supplied with a particular family group when any hire fleet item is added to a hire/sales contract. Quantities entered can be overridden at the time of producing a contract, and, in case of a note, can be either included or excluded.

When adding to an accessory group, if you are unsure of the full hire fleet or stock number, entering the first part of the number or a part of the items description will bring up a list of those items that match. Pressing *Enter* on the item of your choice from this list will add that item to the group. *Delete* removes items no longer required.



An alternative accessory group can be selected at any time.

To remove an existing accessory group from a family, press *F8* to list the accessory groups then press the *Delete* key to unlink the group.

Enter stock number to add as an accessory to this item...

| Group "PP KIT" accessories | | |
|----------------------------|---------------|----------|
| Stock No | Description | Quantity |
| WRG | Rigger Gloves | 1 |
| WGS | | 1 |
| WEP | | 1 |
| WM | | 1 |

Stock number :

Review quantities Insert Add Delete Remove Esc Exit.

To list items enter the first part of the stock number

| 2 items in group CIRCULAR SAW 7" | |
|----------------------------------|-----------------|
| Number | Description |
| ASP 13 | CIRCULAR SAW 7" |
| ASP 60 | CIRCULAR SAW 7" |

Esc to exit

Page 1 of 1

New family groups can be created by pressing the *Insert* key. You will be required to enter a new name for the group (up to 15 characters), a basic hire rate, VAT rate and an accessory group. If no accessory group is appropriate pressing *Esc* when the existing groups are listed will allow the family group to be created without an accessory group.

Family groups can be removed - but only those for which there are no current members - by pressing *Delete*.

| LAWNMOWER | |
|-----------------|-------|
| Basic rate | 30.00 |
| Calc. code | |
| VAT Code | |
| Accessory group | |

DISCOUNT GROUPS

To assign meaningful descriptions to up to 99 discount groups. Once assigned a description, discount groups can be attached to family groups via *Group changes*, and percentages assigned in customers discount groups. This option is only available if the *Allow multiple hire discounts* setting of *Additional preferences*, within the *Default settings of Utilities*, is set to *Yes*.

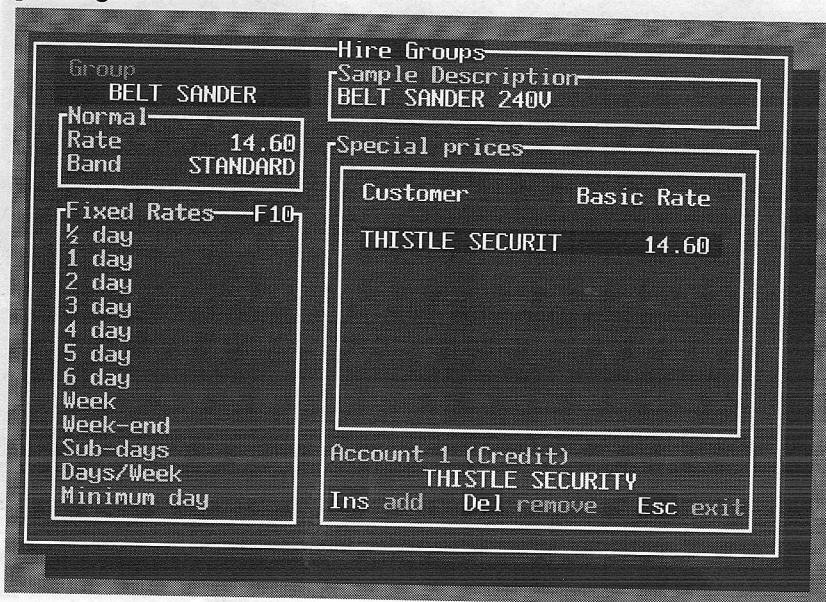
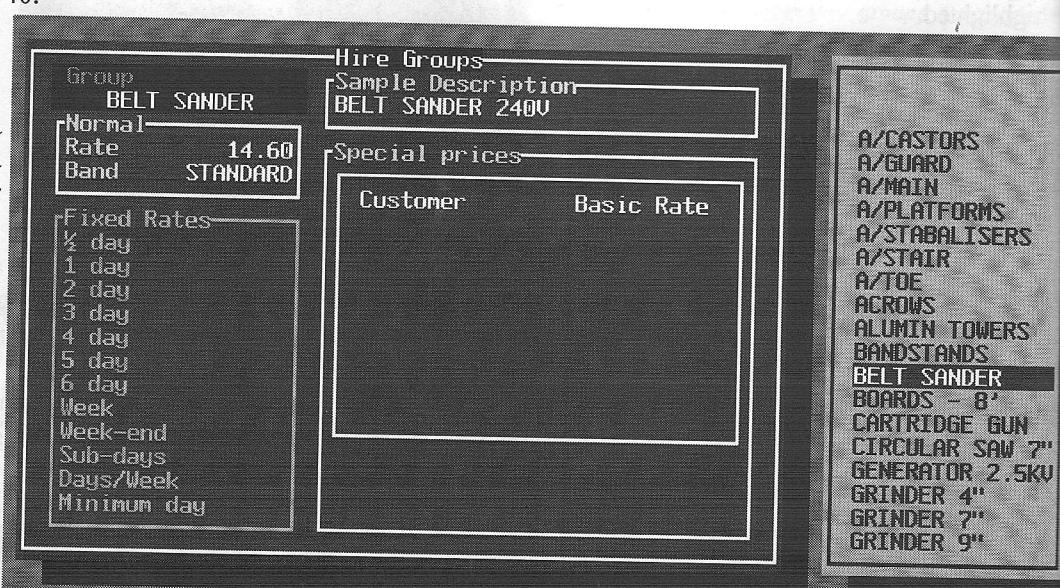
SAFETY TESTS

To record/review safety test results. For further details see the sections under *Hire Fleet - partial access* on page and *tests* on page 40.

NETT RATES

Used to define a special price for a customer or customers. The price here will override the standard family group or item price.

There are two ways of offering special hire prices, either enter a *basic rate* - the normal calculating code for the group will then apply - or *fixed rates* - if these rates exist they take precedence. To create a special price for a group firstly highlight that group in the right hand listing box - then press *Enter*. You will now be able to add a customer by pressing *Insert*.

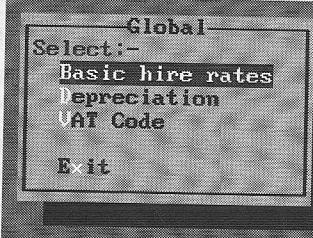


You can add as many customers as you like - each can have their own price.

To specify *fixed rates* (these will override the standard rates calculated by using the *calculating code band*) press *F10*.

Once a special rate of either type is specified any changes to the pricing of the family group or individual item will have no affect on those customers listed.

GLOBAL



BASIC HIRE RATES

Allows both percentage and fixed amount changes to the basic hire rates. This can be both up and down. Affects both individual and family group rates.

DEPRECIATION

Runs the depreciation charge calculator. Specify the month and year.

VAT CODE Changes the VAT code for all family groups.

FLEET STATUS

To display the current status of selected groups or entire hire fleet. This option is also available from within the *Hire/Sales Contracts* menu.

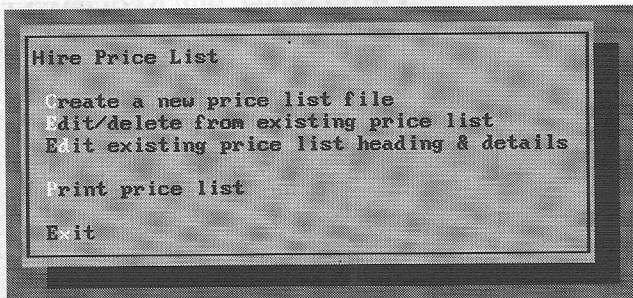


PRICE LIST

on page 41

Used to create a new, or edit an existing hire price list layout.

Once a layout is created, all prices will be taken from the hire fleet records data, thus ensuring that a price list remains up to date.



| Group/item | Example | 34 groups |
|-----------------|--------------------------|-----------|
| ACROWS | ACROWS - No 1 c/w pin | |
| BELT SANDER | BELT SANDER 240V | |
| BOARDS - 8' | 4' SCAFFOLD BOARD | |
| BOARDS - 8' | SCAFFOLD BOARDS - 8' | |
| CIRCULAR SAW 7" | CIRCULAR SAW 7" | |
| FENCING | 1 Metre Fence Panels | |
| FENCING | 2 Metre Fence Panels | |
| FENCING | 3.5 metre Fencing Panels | |
| GENERATOR 2.5KV | 2.5 KVA GENERATOR | |
| GRINDER 4" | ANGLE GRINDER 4" | |
| GRINDER 7" | 240V 7" GRINDER | |
| GRINDER 9" | ANGLE GRINDER 9" 110V | |
| HILTI TE12 | HILTI TE14 DRILL 110V | |
| HILTI TE22 | HILTI TE24 110V DRILL | |
| HILTI TE74 | HILTI TE74 110V | |

Select the group to be repositioned then press Enter
Delete Remove from price list Esc Exit

grinders, fence panels and sanders are grouped together.

Once all items are positioned to your satisfaction, pressing *Esc* saves the price list.

Descriptions and headings may be edited.

Duplicate headings should be removed, so that when the price list is printed like items are grouped together under the appropriate heading.

To prepare a price list from scratch, firstly choose the *Create..* option. This will read in data from the existing hire fleet, together with family group names and a sample description from each group.

Any item may be repositioned, and items not required on the price list may be deleted. Deletion only affects the price list, all other data remains intact.

In the example on this page, breakers,

| Group/item | Example | 43 groups |
|----------------|--------------------------|-----------|
| HILTI TE12 | HILTI TE14 DRILL 110V | |
| HILTI TE22 | HILTI TE24 110V DRILL | |
| HILTI TE74 | HILTI TE74 110V | |
| KANGO 637 | KANGO 637 240V | |
| KANGO 950 | KANGO 950 240V | |
| KANGO 2500 | BOSCH BREAKER UH27 110V | |
| GRINDER 4" | ANGLE GRINDER 4" | |
| GRINDER 7" | 240V 7" GRINDER | |
| GRINDER 9" | ANGLE GRINDER 9" 110V | |
| FENCING | 1 Metre Fence Panels | |
| FENCING | 2 Metre Fence Panels | |
| FENCING | 3.5 metre Fencing Panels | |
| BELT SANDER | BELT SANDER 240V | |
| ORBITAL SANDER | ORBITAL SANDER | |
| PALM SANDER | PALM SANDER 240V | |

Select the group to be repositioned then press Enter
Delete Remove from price list Esc Exit

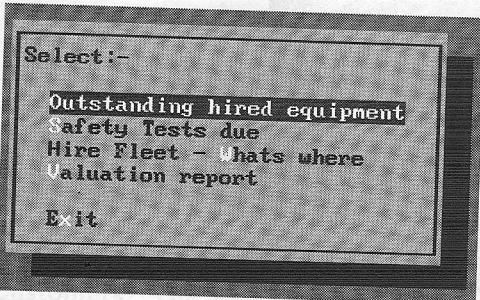
| Heading | Hire Price List | Details to print |
|-------------------|------------------|------------------|
| BREAKERS & DRILLS | HILTI TE14 DRILL | |
| | HILTI TE24 DRILL | |
| | HILTI TE74 DRILL | |
| | KANGO 637 | |
| | KANGO 950 | |
| GRINDERS | HEAVY BREAKER | |
| | ANGLE GRINDER 4" | |
| | ANGLE GRINDER 7" | |
| | ANGLE GRINDER 9" | |
| FENCE PANELS | 1 METRE | |
| | 2 METRE | |
| | 3 METRE | |
| SANDERS | BELT SANDER | |
| | ORBITAL SANDER | |
| | PALM SANDER | |

Edit appearance of price list as required.
Items will be grouped by heading when printed. F9 remove heading
Esc Exit

Once prepared, both general and individual customer price lists may be printed, inclusive or exclusive of VAT.

Individual customer price lists can take into account any discounts that the customer may enjoy (accessed through the *Customer details* menu).

REPORTS



OUTSTANDING HIRED EQUIPMENT

Provides a list to screen, file or printer of all hire fleet items that were hired prior to a specified date.

If output is directed to the screen the full contracts may be loaded by selecting the required contract and pressing *Enter*.

Search file for items out on hire...

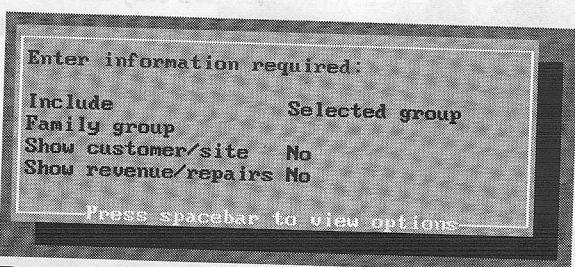
Enter date:

Hired earlier than 01/03/95

SAFETY TESTS DUE

To print a list of items requiring a safety test within a specified number of days from the current date. You can select all items, just those in stock or just those on hire. For items on hire you can show the customers site address and account.

WHATS WHERE



Enter test information required:

Within how many days 0
Include All items
Show customer/site No

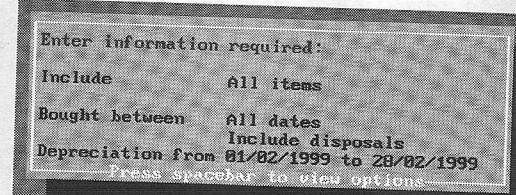
Press spacebar to view options

To print a report showing the current location of hire fleet items. You can select either all items or just those from a particular family group. Customers account and site details, and revenue generated together with maintenance costs, can also be shown.

DEPRECIATION/VALUATION REPORT

To print a list showing the cost, depreciation and value of either all hire fleet items or just those from a specific family group.

You can choose dates and whether to include or exclude items that have been disposed of.

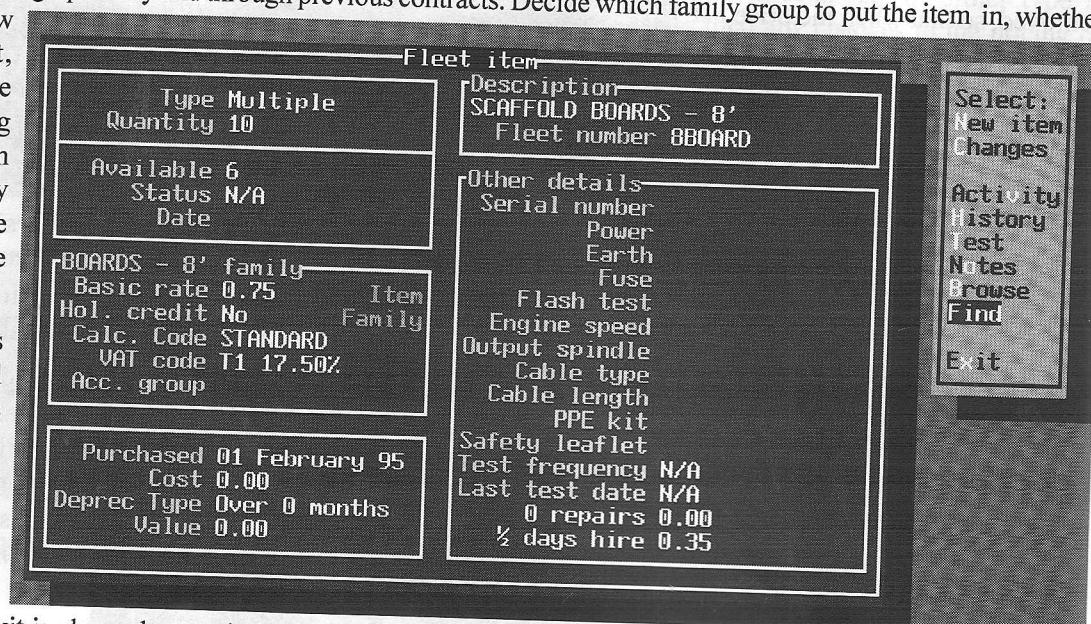


FLEET RECORDS

Where information on individual hire fleet items is stored. From here you can access test results (single items only), historical data both graphically and through previous contracts. Decide which family group to put the item in, whether or not to allow holiday credit, also you have the option of defining an individual item rate to apply rather than the family group hire rate.

For multiple items you can access all past acquisitions and disposals.

For kit items you can add and remove items that make up that kit, and decide if the kit is charged as a whole or whether the individual components that make up the kit are charged instead.



Single
Multiple
Kit Heading
Bundle

NEW ITEM

A fleet number is required - this can be any combination of characters (up to 15).

To add a new item to the hire fleet you must specify which type of item it is. There are 4 possibilities.

Single items - those items for which you want to keep an individual record and can have their own hire fleet number.

Multiple items - those, such as scaffold boards, which are not specified as individual items but collectively.

Kit items are those that do not exist as items themselves but are a means of specifying a list of other multiple items, for example a tower.

Bundle - similar to kit items but used for groups of single type items, but instead of specifying specific fleet items the family group is added to the bundle then when the bundle code is added to a hire contract fleet numbers are selected.

For multiple items only you will be asked to enter the quantity, this figure can be added to later for subsequent purchases of the same item.

The description is limited to 60 characters, this is the description which will be printed on the contract.

Next pick the *family group* that this item is to belong to, all those groups previously defined will be available to choose from. By pressing any letter or number the display will position itself on the first occurrence of that character, should it exist.

Press *Enter* to select a group.

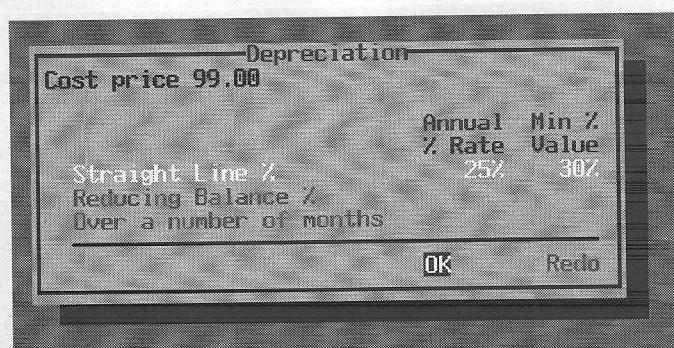
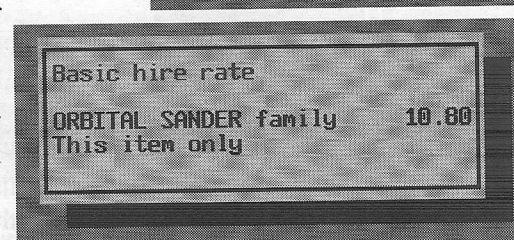
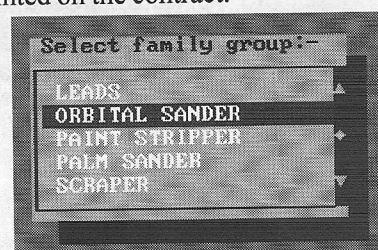
NOTE: Family groups are created under the *Group changes* section.

Normally, the family group determines the basic hire rate, however if you prefer you can specify a rate to apply for this item only. If a figure appears against *This item only* this rate will be applied instead of the group rate, except where a special nett price exists for a particular customer. Specific item rates still use the charging band specified in the family group to determine the daily and weekly rates.

The cost price and date of purchase are required next (for single and multiple items only). It is the nett cost price each that is required. The date will be used by the depreciation routine to determine written down values. If you do not know the price at the time of entry, leave this blank and you will be able to return to it later.

There are 3 types of depreciation type available, *Straight line*, *Reducing balance* and *Over a given number of months*. You may also specify a minimum value - this is expressed in percentage terms against the original cost.

For multiple items the method of depreciation chosen now will apply to all future purchases.



The remaining information, under the heading *Other details*, serial number, test frequency etc. can always be added later if you do not have all the necessary details to hand.

Finally, you have the option of adding this item to the hire fleet or discarding the entry.

Kit type items must have components that make up the kit defined.

These components are multiple type items that have already been entered into the hire fleet.

The best way to add to the kit is to add all the components first, then add the quantity that will be required.

The screen will show the total stock holding for information purposes - not the quantity currently in stock. The kit is limited to 20 *multiple* items.

For kit items you can either price the kit as a whole - in this way all the components individual hire rates are set to zero when added to a hire/sale contract, or have the kit itself as a zero hire rate - in this case the individual components will be charged out at their standard rate of hire.

For bundled items, as with kits, you can price per bundle or for each individual item at its standard hire rate.

| Kit - components & quantities required | | |
|--|-------------|----------------------|
| Number | Description | Total Stock Required |
| A/MAIN | MAIN FRAMES | 16 |
| A/BASE | BASE FRAMES | 6 |
| A/CAST | | 12 |
| A/PLAT | | 10 |
| A/STAIR | | 11 |
| A/1.8 | 1.00 DRIVES | 33 |

Item number:

Review quantities. Insert Add item. Del Delete item. Esc Exit.

| |
|-----------------|
| Basic hire rate |
| Entire kit |

CHANGES

Selecting changes results in a further menu detailing the possible changes that can be made.

For multiple items only, this includes adding to the stock quantity.

For kit and bundled items the components can be changed.

The Nominal option is for specifying the balance sheet and profit and loss accounts that should be used for depreciation postings. If this is left blank depreciation postings will be made to the accounts specified under Default Accounts in the Nominal Ledger.

Select
Add/Remove
Hire rate
Hire credit
Details
Nominal
Deposit
Exit

ADDITION / DISPOSAL

To add to or remove stock from multiple items, a list showing the history of acquisitions and disposals will appear.

Pressing *F10* will show the details concerning the highlighted entry.

If the purchase price has not previously been entered you will be able to do so here.

Any note concerning that particular entry will also be visible - this note can be amended.

| Fleet item | | | | | |
|--------------|-------------|---------------------|----------------------|----------|-------|
| Type | Multiple | Description | | | |
| | Quantity 12 | SCAFFOLD BOARDS 11' | Fleet number 11BOARD | | |
| Qty Added on | Cost EACH | Value as at | Disposal | | |
| 5 04/05/95 | 11.00 | 0.00 | 04/05/95 | 04/05/95 | 11.00 |
| ? | 11.50 | 11.50 | 04/05/95 | N/A | |
| 5 04/05/95 | 11.00 | 11.00 | 04/05/95 | N/A | |

Home First End Last F10 Edit Del Disposal Ins Add ESC exit

| | |
|--|---------------|
| Quantity 7 | Date 04/05/95 |
| Value each | Cost each |
| 11.50 | |
| Notes: Purchased from A HARDY & CO. | |
| Press Esc to add/cancel | |
| <input type="button" value="Add"/> <input type="button" value="Cancel"/> | |

To add stock press the *Insert* key.

If the purchase price is left at zero you will be able to return and add it later. A note concerning the purchase can also be made here.

| | | |
|---|------------|---------------|
| Quantity 10 (Added 04/05/95) | | |
| Value each | Cost each | Date 04/05/95 |
| 11.00 11.00 | | |
| Disposal: | Quantity 5 | each 11.00 |
| Notes: SOLD TO THISTLE SECURITY | | |
| Press Esc to conclude/cancel | | |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | | |

For disposals, highlight the line from which you wish to deduct stock, then press *Delete*.

The amount received for the items and the reason for disposal can be noted here.

For those entries where the quantity disposed of does not match the quantity purchased the original line is split into two - the first showing the disposal quantity the second the remaining balance.

Deleting single type items is as that for multiple items with the exception of quantity. The item must be *Idle* in order to delete it. Kit items can be deleted at any time.

HOLIDAY CREDIT

Determines whether the family group and item is eligible for holiday credit.

Normally the family group would control whether or not holiday credit is available for members of that group, however an individual item's holiday credit rating can be set independently to either *Yes* or *No*. *As family* leaves the family group in control.

HIRE RATE

For multiple and single items both the family group rate and, if appropriate the individual items rate. If an individual rate is entered this will override the group rate except for those customers with special nett prices.

| | |
|----------------------|------------------------------------|
| Allow holiday credit | |
| TRESTLE - 12" family | <input type="checkbox"/> No |
| This item only | <input type="checkbox"/> As family |

| | |
|-----------------------|-------|
| Basic hire rate | |
| ORBITAL SANDER family | 10.00 |
| This item only | |

| | |
|-----------------|--|
| Basic hire rate | |
| Entire kit | |

For kit items, if a price is entered against the kit this will then be charged instead of the components that make up that kit. If this is set to zero the components hire rates will be used.

DETAILS

All other changes to the fleet item that do not appear separately on the *Changes* menu. For details on these changes see the relevant part under *New item*.

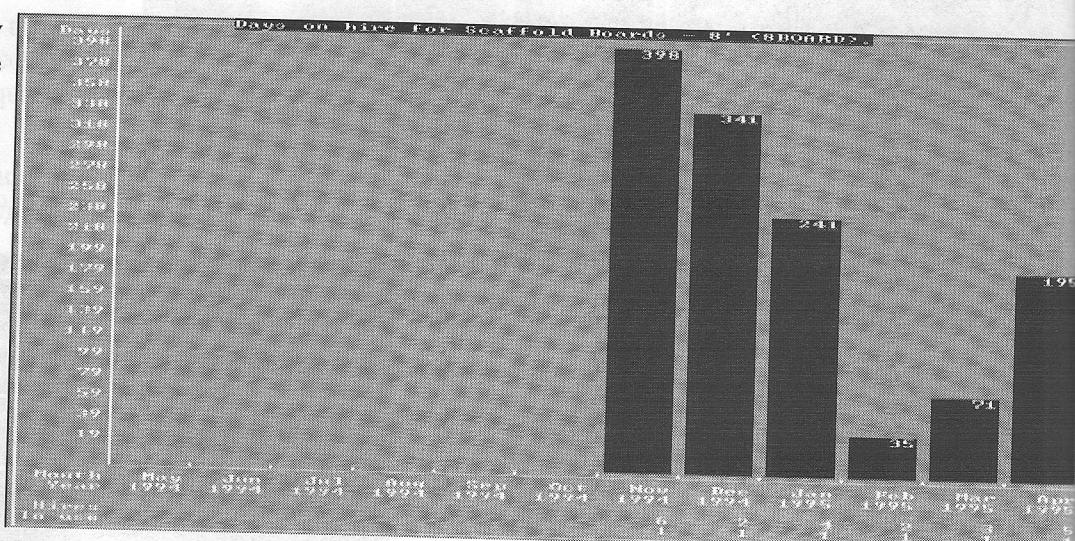
EXTRA

For single type items this option allows for the recording of additional information - insurance company, registration number etc.

ACTIVITY

Used to provide a graphical history of activity over any 12 month period for which information is stored in the system. For single items the repair information can also be displayed. You may select either information on the current fleet item or all those items that share the same family group.

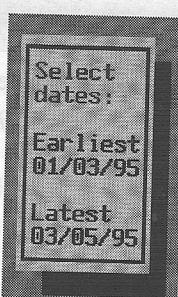
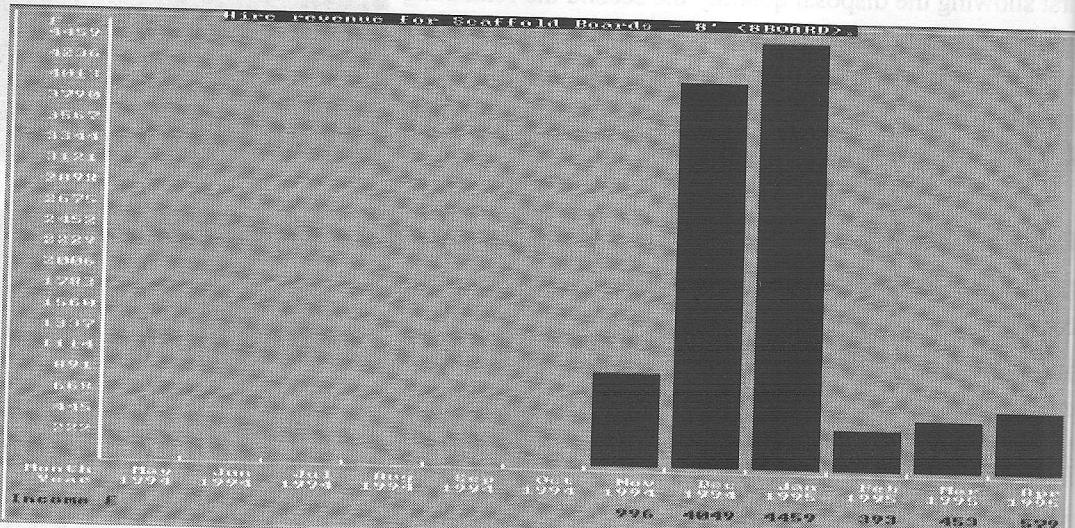
The first display shows the number of days that the item has been out on hire during the period.



To see the hire income that this item or family group has generated during the period, press your *hot-key combination* (see *User details* in *Utilities* for hot-key details on page 81).

HISTORY

This section provides a scrolling list of hire/sales contracts for the fleet item between specified dates. Any contract may be loaded by



pressing *Enter* against any highlighted line.

| Fleet item | | | | | |
|------------|------------------------|-------------|--|----------|----------|
| Type | Multiple | Description | | Date out | Date in |
| Contract | Name | History | | | |
| 23 | THISTLE SECURITY | | | 30/04/95 | / / |
| 28 | THE FIRE PROTECTION CO | | | 28/04/95 | / / |
| 13 | THISTLE SECURITY | | | 10/04/95 | 10/04/95 |

Enter to load contract Esc to exit

SAFETY TESTS

To locate fleet records on a piece of equipment enter either the fleet number or a part of the description.

If an immediate match to a fleet number is found the items details are displayed.

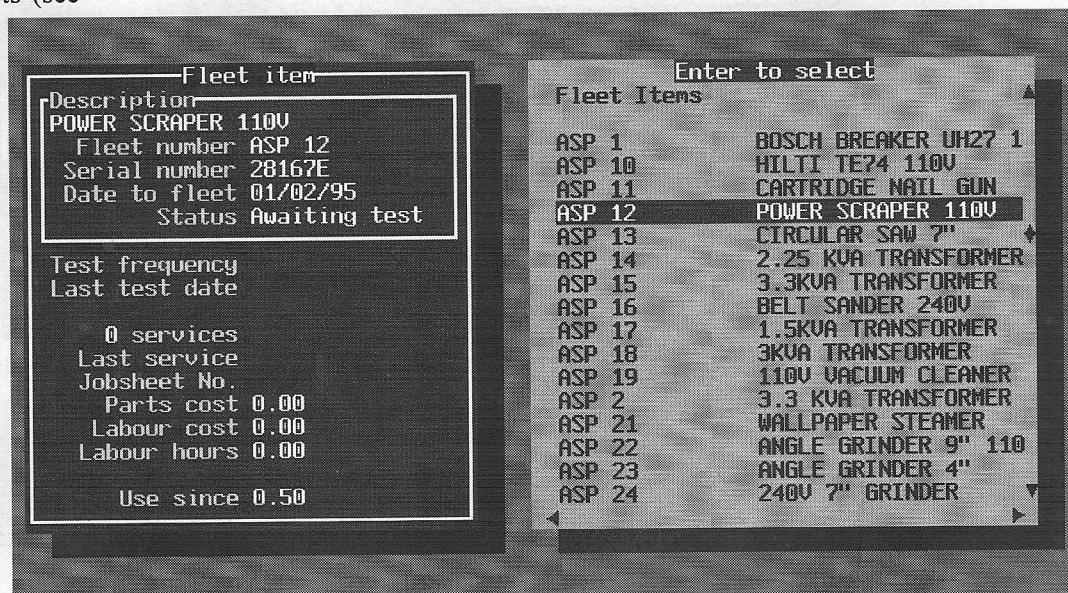
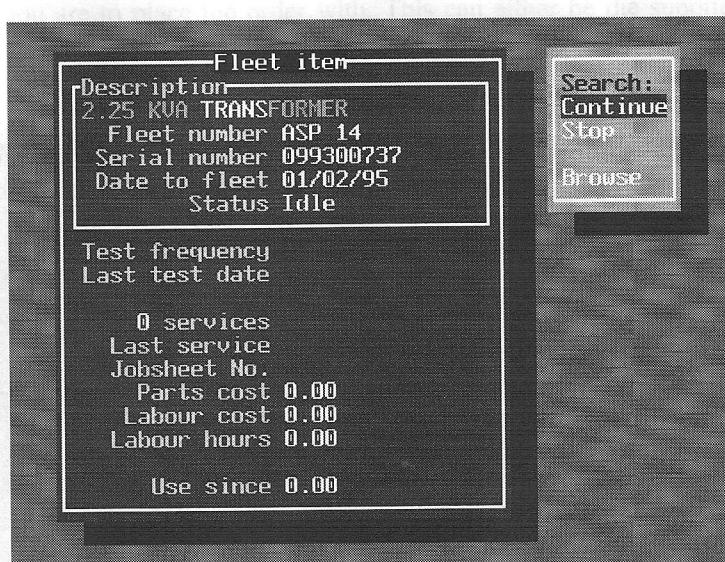
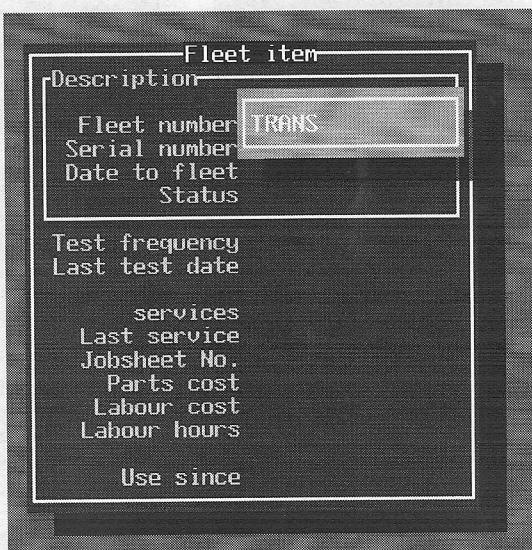
Alternatively, if a part of the description has been entered, the first matching record will be displayed, with the search pattern entered highlighted in the description.

You can either *Continue*, that is look for the next matching record, *Stop* if this is the record you have been searching for or *Browse* through fleet items starting with the top record.

Once the correct record is displayed, if you are browsing press *Enter* or select *Stop*.

Providing this item is currently not booked in for repair, you can select *Test* to load previous, and record new, test results.

If this is the first test for this item you will be asked to specify which type of test records you would like to keep. Initially Hiredesk is supplied with 3 test forms - *Electrical*, *Fuelled* and *Other*. More specific testing criteria can be defined by setting up further types of safety tests (see *Utilities*).



Notes concerning any particular test are recorded. Past test results can be printed.

Options are *Pass*, *Fail*, *Yes*, *No* or *N/A* (not applicable) and for tests you define, a 7 character string, press either the first letter of your choice or the space bar to switch between choices. Pressing the down arrow repeats the previous entry.

| | | | | | | |
|--|-------|------|------------|-------------------------------|----------------------------|------------------------|
| DETAILS - Electrical ANGLE GRINDER 4" | | | | Fleet number | Serial number | Date new |
| Power | Earth | Fuse | Flash Test | Engine speed | R P Output M spindle | 774504E 01 February 95 |
| | | | | Cable type | Cable length | PPE kit |
| | | | | | 0 | Safety leaflet |
| TEST RESULTS | | | | New | | |
| | | | | Test Date 04/05/95 | | |
| | | | | No damage Pass | Earth bond resistance Pass | |
| | | | | Lean Pass | Insulation resistance Pass | |
| | | | | Plug & fuse Pass | Operating current 110v | |
| | | | | Cable & entry Pass | Engine/motor speed | |
| | | | | Frame & case Pass | Output spindle speed | |
| | | | | Weld, wheels & mountings Pass | Output 55-0-55v | |
| | | | | Nuts, bolts & fixings Pass | Output voltage | v |
| | | | | Guards & safety devices Pass | Labels | |
| | | | | Switches & interlocks Pass | Safety instructions | |
| | | | | | Protective equipment | |
| Notes | | | | Inspection certificate | | |
| | | | | Tested By | | |
| | | | | Workshop label | | |
| | | | | Job Sheet No. 0 | | |
| | | | | STATUS | | |
| | | | | To test | | |

NOTES

Any note can be stored against a fleet record - these notes are separate from notes recorded against safety tests. Individual acquisitions and disposals of multiple items have their own notes in addition to any note recorded here.

BROWSE

The Browse feature displays a list of fleet numbers in a scrolling list. As you move through the list, using the up, down, page-up or page-down keys, the respective details are displayed.

| | | |
|----------------------------|----------------|---------------------|
| Type Multiple | Description | Fleet item |
| Quantity 10 | TRESTLES - 12' | Fleet number 12TRES |
| Available 10 | Other details | |
| Status N/A | Serial number | |
| Date | Power | |
| TRESTLE - 12' family | | |
| Basic rate 9.52 Item | | |
| Hol. credit No Family | | |
| Calc. Code STANDARD | | |
| VAT code T1 17.50% | | |
| Acc. group | | |
| Purchased 01 February 95 | | |
| Cost 1200.00 | | |
| Deprec Type Over 48 months | | |
| >>10% Value 1200.00 | | |
| Safety leaflet | | |
| Test frequency N/A | | |
| Last test date N/A | | |
| 1 repairs 0.00 | | |
| 0 days hire 0.00 | | |
| F10 find | | |
| Item Number | | |
| 12BOARD | | |
| 12TRES | | |
| 15BOARD | | |
| 1ACROW | | |
| 8BOARD | | |
| A/1.8 | | |
| A/2.7 | | |
| A/BASE | | |
| A/CAST | | |
| A/GUARD | | |
| A/MAIN | | |

FIND

To find a particular fleet record.

You can either enter the fleet number or a part of the items description.

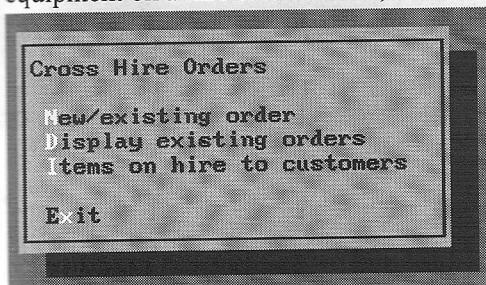
If the number is found that item will be displayed, if not, then a search will be made to see if a match for description can be made. The search pattern will be highlighted in the description box. If a match is found, you will be asked if you want to search *Again* or *Stop* on the currently displayed record.

| |
|----------------|
| Fleet item |
| Description |
| TRESTLES - 12' |
| Fleet number |
| Find |
| BOARD |

| |
|----------------------|
| Fleet item |
| Description |
| SCAFFOLD BOARDS 11' |
| Fleet number 11BOARD |
| Search? Again Stop |
| A |

Cross Hire

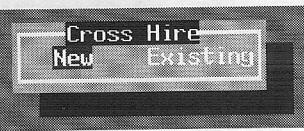
This section deals with equipment to hire which is obtained from other hire companies. In order to include cross hired equipment on a hire/sale contract, it must first be entered here.



- Creates new and monitors existing cross hire orders
- Displays a list of orders - complete, incomplete, for one or all suppliers
- Lists cross hired items that are currently out on hire/sales contracts

NEW/EXISTING ORDER

To create a new cross hire order select *New*. A suppliers reference is then



required for the company you are to place the order with. This can either be the suppliers numerical reference number, or the first part of the company name to provide a pick-list. To add a new supplier just press enter at the *Supplier ref.* box or *Insert* from the pick-list of existing suppliers (you can also edit existing suppliers details by pressing F10 from this list).

The suppliers details will then appear at the top left of the new hire order. Any delivery address and/or supplier contact name can now be entered.

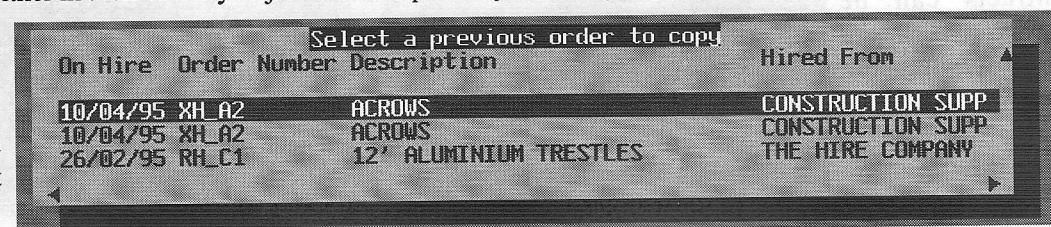
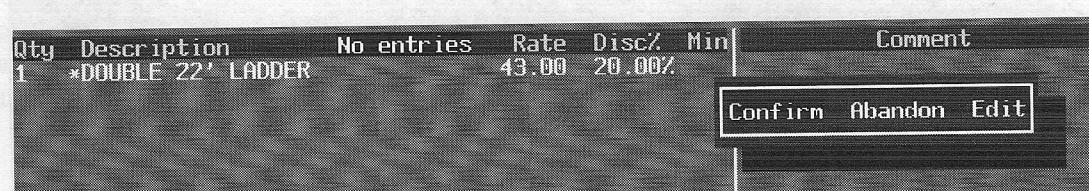
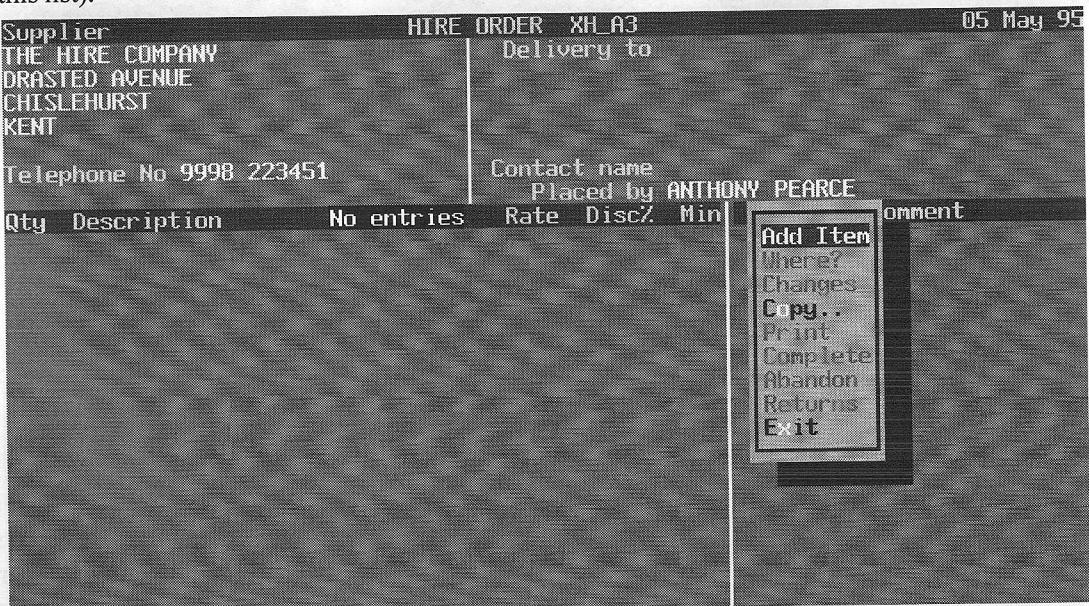
Now you are able to pick from the order menu.

To add an item to the order select *Add item*.

Quantity required, description, price, discount, minimum number of hire days that will be charged, and a comment line. At the next line, if there are no further items to add, press *Esc* to return to the order menu.

Previous orders can be repeated, either in their entirety or just selected parts, by choosing *Copy*. To effect a copy select any item that forms part of a previous order, then press *Enter*.

Orders are listed with the most recent at the top.



A further list showing all the lines that made up the selected order will then appear. All items can be amended before adding to the current order. To add entries press *Insert* - all those with a figure in the *Order* column will be added to the current order.

| Previous order | | | | | |
|------------------------|-------|--------|------|-------|-----------------------------------|
| Description | Price | Disc% | Min. | Order | |
| D12 LADDER | 4.55 | 20.00% | - | 1 | |
| 12' ALUMINIUM TRESTLES | 8.00 | 20.00% | - | 7 | |
| 12' ALUMINIUM TRESTLES | 8.00 | 20.00% | - | 3 | |
| Change as required... | | | | | F10 all/none Ins save Esc cancels |
| | | | | | Page 1 of 1 |

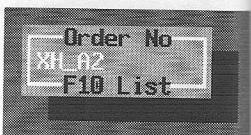
To complete the order select *Complete* from the order menu. The order can be printed, with or without prices shown by selecting *Order* from the *Print* menu.

EXISTING ORDERS

Existing cross hire orders, can be called up either by entering the number or by pressing *F10* and then pressing *Enter* on any item from the order.

The most recent number is at the top of the list.

Please note
Hiredesk ignores the prefix when accessing orders so A1 and B1 would both find order 1. The prefix is defined in *Utilities- Default* on page 82.)



| Existing Orders for Cross Hired Equipment | | | |
|---|--------------|------------------------|---------------------|
| On Hire | Order Number | Description | Hired From |
| 05/05/95 | XH_A3 | D12 LADDER | THE HIRE COMPANY |
| 05/05/95 | XH_A3 | DOUBLE 22' LADDER | THE HIRE COMPANY |
| 10/04/95 | XHL_A2 | ACROWS | CONSTRUCTION SUPPLI |
| 10/04/95 | XHL_A2 | ACROWS | CONSTRUCTION SUPPLI |
| 26/02/95 | RH_C1 | 12' ALUMINIUM TRESTLES | THE HIRE COMPANY |
| 26/02/95 | RH_C1 | 12' ALUMINIUM TRESTLES | THE HIRE COMPANY |
| 26/02/95 | RH_C1 | D12 LADDER | THE HIRE COMPANY |

Both notes and any special instructions can be stored against the order - if these exist the first part will appear at the foot of the screen.

| | | |
|---|---------------------------------|--|
| Supplier THE HIRE COMPANY DRASTED AVENUE CHISLEHURST KENT | HIRE ORDER RH_C1 Delivery to | 26 February 95 |
| Telephone No. 9998 223451 | Contact name Placed by | |
| Qty Description 2 lines | Rate Disc% Min | Comment |
| 1 *D12 LADDER | 4.55 20.00% - | Where? Changes Copy Print Complete Return Returns Exit |
| 10 *12' ALUMINIUM TRESTLES | 8.00 20.00% - | |

A reminder can be added that will pop-up whenever the order is displayed.

These can all be accessed through the *Changes* option.

Transaction lines can be altered but quantities cannot be changed below that on hire or that already off hired.

Notes Required hire period of 2 weeks

The order can be interrogated to see where cross hired items are - and where they have been -by selecting *Where*.

Contracts can be loaded by highlighting a line and pressing *Enter*.

| 3 matching | | | | |
|--------------------------------------|---------------|-----------------------|--------|---|
| Name... | Date Contract | Description... | Number | |
| FAUERLEY | 27/02/95 | 9 D12 LADDER | RH_C1 | 1 |
| SMITH | 29/04/95 | 24 12' ALUMINIUM TRES | RH_C1 | 2 |
| THISTLE SECURI | 10/04/95 | 18 12' ALUMINIUM TRES | RH_C1 | 2 |
| Enter to select contract Esc to exit | | | | |
| Page 1 of 1 | | | | |

Additional information is available concerning the current status of the order.

Select *Changes* (F10) followed by *Lines* then press *F8 - (Details)*.

The right hand side of the screen will change. To switch back to the *Comment* display press *F8* again.

F7 displays a status box on any highlighted line. Any termination number received will be shown here.

To off hire equipment, either all or part of an order, select *Return*.

The time, date and a termination number are requested.

A box listing all items that are available to return will appear, this will exclude previously off hired items and those that are still showing as out on hire on hire/sales contracts.

From this box enter the quantity to be off hired then press *End*. Any termination number will be recorded against the item. For partial off hires the quantity returned will be transferred to a separate line at the end of the order.

The *Print* option allows the order and all return notes (specific dates can be selected) to be printed..

| | | | | | | | | |
|---|------------------|--------------|----------------|-----|------|------|------|----------|
| Supplier THE HIRE COMPANY DRASTED AVENUE CHISLEHURST KENT | HIRE ORDER RH_C1 | Delivery to | 26 February 95 | | | | | |
| Telephone No 9998 223451 | | Contact name | | | | | | |
| Qty Description Line 2 of 2 | Placed by | Rate | Disc% | Min | Used | Idle | Rtns | Off Hire |
| 1 *D12 LADDER | | 4.55 | 20.00% | - | 1 | | | |
| 10 *12' ALUMINIUM TRESTLES | | 8.00 | 20.00% | - | 1 | 9 | | |

Move Page Up Page Down ↑ ↓ Details Delete Changes Exit

F8 F9 F10 ESC

| | | | | | |
|------------------------|----------|--------|------|----------|-----------------------|
| 12' ALUMINIUM TRESTLES | | | | | |
| Total | Returned | In use | Idle | Complete | Termination No. |
| 10 | 0 | 1 | 0 | 0 | *** Still on hire *** |

Enter off hire time, date and number.....

| |
|---------------|
| Time 12:16 pm |
| Date 05/05/95 |
| Off Hire No. |

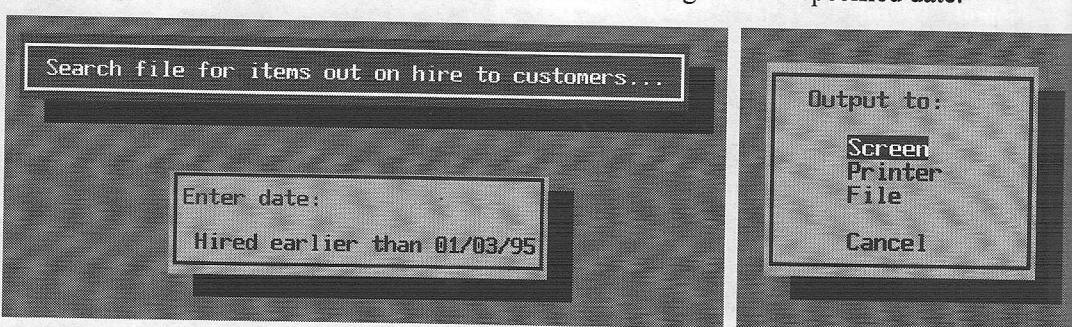
Off hire on 05/05/95 12:16 pm Ref. 123456

| | | | | | |
|---|--------|------------------------|-----------|-----------|--|
| Items available to off hire | | | | | |
| Total | In Use | Description | Available | Off Hire? | |
| 10 | 1 | 12' ALUMINIUM TRESTLES | 9 | | |
| Enter quantities returned. F10 all/none. End to save. Esc cancels | | | | | |



ITEMS ON HIRE TO CUSTOMERS

Provides a list to screen, file or printer of hire fleet items that have been out longer than a specified date.



If output is directed to the screen the full contracts may be loaded by selecting the required contract and pressing *Enter*.

| Live contracts containing cross hired items | | | Date |
|---|-----|-------------|----------|
| Contract Name | Qty | Description | |
| 9 FAVERLEY | 1 | D12 LADDER | 27/02/95 |

Enter to load contract Esc to exit

The program defines
Contracts - Default
Contract No. 823

The user can interrogate the system to find out which contracts have been out.

Contracts can be loaded by highlighting a line and pressing *Enter*.